

OLD BUSINESS

1. Committee Updates:

- a. **Design:** There was a lengthy discussion regarding downtown maintenance. The board reviewed bids from previous years when the DDA paid a private company to do spring and fall cleanings. The board reviewed the bids and asked Delaney to come up with a list of items for spring and fall and send that to the DDA for review. Once the items for inclusion are agreed upon, the board directed Delaney to send the RFP out to landscape companies.

MOTION TO APPROVE DELANEY TO CREATE AND DISTRIBUTE AN RFP FOR DOWNTOWN MAINTENANCE, AND TO ACCEPT THE MOST QUALIFIED APPLICANT IN AN AMOUNT NOT TO EXCEED \$5,000.

Motion by Wickham, supported by Smith.

To approve Delaney to create and distribute an RFP for downtown maintenance, and to accept the most qualified applicant in an amount not to exceed \$5,000.

VOTE

MOTION CARRIED UNANIMOUSLY

There was also a discussion about care and upkeep of the downtown flowers. The DDA board would like to use "wages" line item in their budget to pay a temporary maintenance person to water the flowers throughout the summer. Delaney will speak to the DPW about getting this done.

- b. **Marketing & Promotions:** No update.
- c. **Farmers Market:** No update.

2. Pontiac Trail Project

Cook reviewed the DDA's current financial standing. He explained the Pontiac Trail resurfacing project which will begin in May. He noted that if the DDA wanted to replace the existing brick crosswalks with stamped concrete, there would be an additional cost to the City. Preliminary estimates from the engineers say that it will be between \$55,000 - \$85,000. The DDA could chose to pay for two of them which would be around \$35,000 total or \$17,000 each.

Cook noted that the DDA had around \$120,000 in their fund balance. The Federal Aid Program covers the cost of some of this, but not all. Cook also noted that the DDA might want to look at repairing certain areas outside of the crosswalks. He noted that some spots were crumbling, including the area of Liberty Street around the Post Office. Some of the catch basins are damaged from trucks running them over.

The total cost of the project on Pontiac Trail is around \$600,000. The proposed changes in the crosswalks will increase that cost around \$35,000.

Fagin asked why the repairs that Cook was talking about couldn't be done now. Cook stated that it wasn't within the perimeters of the bid. This was extra and would need to be bid out separately.

MOTION TO APPROVE THE EXPENDITURE OF AN AMOUNT NOT TO EXCEED \$35,000 FOR CONSTRUCTION OF STAMPED CONCRETE CROSSWALKS IN CONJUNCTION WITH THE FEDERAL AID PROJECT ON PONTIAC TRAIL.

Motion by Fagin, supported by Smith.

To approve the expenditure of an amount not to exceed \$35,000 for construction of stamped concrete crosswalks.

VOTE

MOTION CARRIED UNANIMOUSLY

TABLED ITEMS

None.

BOARD MEMBER COMMENTS

None.

ADJOURNMENT

Motion by Gerdom, supported by Stowe.

To adjourn the February 13, 2014 DDA board meeting at 9:41 a.m.

VOTE

MOTION CARRIED UNANIMOUSLY

Gary Fagin, Chairperson

Kristen Delaney, Recording Secretary