

**CITY OF AUBURN
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING
OCTOBER 4, 2011**

President: Steve Van Tol
Vice-President: Archie Machelski
Treasurers: Bernie Kissane and Steve Van Tol
Secretary: Gary DeShano

Meeting was called to order by Steve at the City Hall meeting room at 10:00 am.

Members Present:

Roll call: Gary DeShano, Charlie Robinson, Mary Williams, Archie Machelski, Bob Feinauer, Steve Van Tol, Mike Snyder, Bernie Kissane

Members Absent: Eric Larsen

Guests:

Don Hamilton and Scott, both with Lapham Associates

Pledge of Allegiance was recited

Items to add to agenda:

None

Approval of Agenda:

Motion by Mary and second by Bob to approve the agenda as amended; Motion carried.

Motion to approve the minutes: None

Unfinished Business

None

New Business

A. Review contracts and award projects for additional streetscape

Low bidders:

Masonry – Wobig

Motion by Bob and second by Charlie to accept Wobig, if done in agreed upon time frame, roll call vote; Motion carried

Landscape – Bay Landscape

Motion by Bob and second by Mike to accept Bay Landscaping as the low bid, roll call vote; Motion carried

Electrical – after discussion and analyzing:

Motion by Gary and second by Bob to award bid to Power Source if they bore, roll call vote; Motion carried

B. Bob suggested we hire an engineer to supervise the project and get a quote from Lapham to do that. Steve is willing to do most of it. Further discussion concluded that Steve could do day-to-day overview. Lapham proposed \$1,500 for 'project administration'.

Easements for this project are still being attempted. Plan should be run by planning and zoning. JoElla should sign off.

Motion by Bob and second by Mary to pay Lapham \$1,500 to be project administrator for this project, to include shop drawings and administration, roll call vote; Motion carried.

Lapham also proposed an offer to stake and mark curbs, streets, etc. for this project of \$650.

Motion by Gary and second by Bob to approve, roll call vote; Motion carried.

Motion by Charlie and second by Mary to authorize Steve to approve reasonable expenses to expedite project, not to exceed \$2,000 and to include easement identification, roll call vote; Motion carried.

Don Hamilton presented a 'scope of services' proposal for signage plan.

Further discussion, again, brought up getting an M-Dot representative to meet with us to begin the process. Maybe Eric can help. Topic tabled for now.

Scott with Lapham presented an estimate for completion of project (streetscape) of approximately \$220,000 plus lights and poles of \$3,500 each at 61, plus \$15,000 landscaping, totaling approximately \$450,000 for future expenses.

Bills submitted for payment:

None

Treasurers report:

None

Member Comments

Archie suggested we consider planting a tree that was cut by the power company.

Public Comment

None

Next meeting: October 25, 2011 at 10:00 am.

Motion to adjourn at 11:27 am by Gary , second by Bob; Motion carried.

Respectfully submitted,

