

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET BOARD MINUTES
SPECIAL MEETING – Wednesday, August 31, 2016 at 5:00 p.m.
210 State Street, City Hall, Second Floor Council Chambers, Charlevoix, Michigan

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Chair: Dan Barron
Members Present: Gabe Campbell, Fred DiMartino, Tamie Gillespie (late), Kirby Dipert, Rick Wertz
Members Absent: Dianne DuPont, John Kurtz, John Yaroeh
City Staff: Mark Heydlauff, City Manager

4. Inquiry into Potential Conflicts of Interest

None.

5. Consent Agenda

None.

6. Reports

None.

7. New Business

a. Award Contract for HVAC Repairs: Bridge Park Building

City Manager Heydlauff referenced the Facilities Committee Meeting minutes where the Committee reviewed three bids received for the HVAC repairs. The work involved updating one of the air conditioning systems which covered the southern portion of the building. The current unit is inoperable and this work would install a new 5-ton unit which would return the system to full functionality. The low bid was from Ballard's Plumbing and Heating at \$17,400. Nealis Engineering recommended that Ballard's be awarded the contract.

Motion by Mayor Campbell, second by Member Wertz, to accept the Facilities Committee's recommendation to award the contract to repair the inoperable AC unit in the Bridge Park Building to Ballard's Plumbing and Heating at a cost of \$17,400 including a performance bond.

Bill Supernaw stated that he received an email from John Haggard who indicated that he knew he was the high bidder and "just sent the check yesterday for \$12,900 for City taxes for his downtown development and area properties."

Motion passed by unanimous voice vote.

b. Award Contract for Way Finding Signage

City Manager Heydlauff stated that the Design Committee worked on the wayfinding signage for some time and bids were solicited earlier in the summer. The project was put on hold while they sorted out the branding/logo work. He stated that four proposals were received and the Committee recommended Gosling Czubak Engineering and Pro Image Design. City Manager Heydlauff explained Gosling's experience with this type of work.

Member Gillespie arrived.

City Manager Heydlauff stated that the firm would help the DDA and City develop a plan for locations, right-of-way authorization, etc., and wait for the branding/logo work to be completed before crafting the signs. He stated that the total not to exceed cost for this design phase was \$19,500 and the remaining cost would be dependent on the number of signs/locations selected. Discussion followed regarding the fees associated with each phase of the project. Member Wertz referenced the design costs proposed by the other bidders. Member Dipert suggested that they ask a member of the Design Committee to explain their recommendation to the Board. Member Wertz felt that the item should be tabled until the Design Committee could make a presentation to the Board.

Motion by Member Wertz, second by Mayor Campbell to table the item until the September/October meeting and to request a presentation from the Design Committee at their next DDA/Main Street Board Meeting. Motion passed by unanimous voice vote.

8. Public Comment

Bill Supernaw asked about pedestrian crossing signs in the middle of the road like in Petoskey. City Manager Heydlauff stated that pedestrians do not have the right-of-way on a State highway. Discussion followed regarding safety issues on a State trunk line and shutting down a portion of Bridge Street for events such as Venetian Festival and Apple Fest.

9. Miscellaneous Business

None.

10. Adjourn

Motion by Member Dipert, second by Member Wertz to adjourn. Motion passed by unanimous vote. Meeting adjourned at 5:22 p.m.

Joyce Golding/fgm

City Clerk

Dan Barron

Chair