

COMSTOCK PARK DOWNTOWN DEVELOPMENT AUTHORITY

Regular Meeting Minutes March 17, 2010

Opening

DRAFT

Chairman Ericksen called the regular meeting of the Comstock Park Downtown Development Authority to order at 8:00 A.M. on March 17, 2010 in the Comstock Park Public School Administrative Building.

Present members

Rick Ericksen, Larry Allan, Larry Roelofs, Jim Jarecki, Bill Parris, George Meek, Mike Bass, Ed Hood

Absent members

Mike Frey

Present guests

Robert Homan, Stephanie Pelkey, Deputy Nate Ertle, Mary Sullivan - CEO of Tradewinds Credit Union, Ethan Ebenstein - Superintendent of Comstock Park Public Schools

Approval of Minutes

Motion by Meek with support from Hood to approve the minutes from the February 17, 2010 meeting. Carried unanimously.

Chairman's Report

Chairman Ericksen inquired as to the progress of the White Pine Trail extension. Mr. Homan stated that one easement has been obtained and three others are pending.

Maintenance Report

Mr. Roelofs stated that The Gilmore Collection has requested that the DDA revisit their Façade Improvement Grant Application for Nick Finks. Based on the original application submitted the Authority had approved the grant application for 20% of \$13,314, however the scope of the project had increased due to some unforeseen problems that were discovered once the project started. This increased the cost of the overall façade improvements from \$13,314 to \$23,736; therefore they are requesting that the Authority consider increasing the grant to meet 20% of the final project cost of \$23,736.

Motion by Meek with support from Hood to approve an additional \$200 (20% of \$1,000) for the original grant application to compensate for an item that was overlooked by the Authority; however they must deny the request for 20% of the increased project costs for additional work completed above the original project that was submitted with the grant application. Carried unanimously.

Mr. Roelofs stated that he had not gotten the DDA maintenance proposal from Mr. Walker of the Plainfield Township Buildings & Grounds Department. Mr. Holman and Mr. Meek stated that Mr. Walker will be retiring soon and the filling of that position, as well as the Townships budget, is uncertain at this time. The Townships participation in any kind of DDA maintenance program will have to be postponed for the unforeseen future and the DDA will have to continue as they have been with regards to maintenance.

Mr. Roelofs stated that they had been working on maintaining the existing lights (scraping, sanding, priming, and painting), the center bollards have been re-set and some caps had to be replaced, and the sidewalks have been cleaned. He also stated that the two new lights that were ordered will be arriving today and one will be installed. The two damaged ones are being repaired and will be used as spare lights. The bike rack has been ordered and should arrive on April 1st.

Mr. Ericksen was under the impression that the Authority had a contract to have monthly street sweeping done in the district. It was determined that there was not a contract for such maintenance and the Authority requested that Mr. Roelofs get a quote from Sanisweep to sweep once a month.

Mr. Hood stated that he thought Mr. Roelofs and his crew were doing a great job. The sidewalks look good and all that they do is very much appreciated. He also said that a great job had also been done by the guys removing the snow this winter, they are very dedicated.

Mr. Ericksen stated that he felt that the addition of sidewalks on West River Drive from Stowell to Bertha should be a priority.

Mr. Roelofs stated that he had met with Bob and that he does not have a quote yet, however they did discuss the proposed addition of sidewalks on the west side of West River Drive from Stowell to Bertha including proper engineering to deal with the water in the hill, a retaining wall and 460' of sidewalk.

Public Relations

Mr. Bass stated that he had spoke with Dan regarding a DDA website and what he had proposed was quite expensive and required someone to host it annually, maintain, update and sell advertising, etc. He did not feel that the Authority was in a position to pay that much for a website or was an individual available to manage the site.

Mr. Ebenstein stated that he thought that the “bells & whistles” that appear to be included in the proposed website estimate are more than what the Authority really needs at this point. Maybe a scaled down version would be sufficient for now and it can be expanded as time goes on.

Mr. Ericksen suggested that maybe we could get a group or class to take this on as a project. Mr. Ebenstein thought that could be a possibility.

Mr. Jarecki stated that we are moving forward with the Meet-n-Greet scheduled for April 21st. He has been supplied with mailing addresses and we need to get invitations out and he is also looking for ideas/pictures for the powerpoint presentation, handouts, or anything else we would like to get out to the public.

Treasurer's Report

Motion by Meek with support from Parris to approve the Treasurer's report. Carried unanimously.

New Business

Mr. Ebenstein mentioned that on October 1, 2010 Comstock Park Schools will be hosting their homecoming football game and parade and that the Rockford/Muskegon football game will be held that save evening at the 5/3 ballpark. This will be an economic boost for the area with the likely hood of around 15,000 people converging to the area.

Mr. Roelofs stated that Mad Dogs is interested in placing some advertising banners on the poles along the trail. The Authority discussed this and decided that it was in the best interest of the trail to not permit advertising on the poles.

Adjournment

Meeting was adjourned at 9:30 A.M.