

**CITY OF IRON RIVER  
DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING MINUTES  
September 17, 2018  
12:15 P.M.**

Chairman Terry Tarsi called the meeting to order at 12:18 P.M.

Roll Call: Mark Saigh, Adam Holroyd, Ed Lindwall and Tarsi

Absent: Glen Waarvik, Jim Duda and Roger Zanon

Also Present: City Manager David Thayer and City Clerk Rachel Andreski

Public in Attendance: David Frailing.

**PUBLIC COMMENT:**

None.

**APPROVAL OF THE AGENDA:**

Saigh moved, with support from Lindwall, to approve the agenda as presented. All in favor; Motion carried. Absent: Waarvik, Duda and Zanon.

**APPROVAL OF MINUTES:**

Saigh moved, Lindwall seconded, to approve the following minutes as written:

- (a) August 20, 2018 Regular Meeting Minutes

All in favor; Motion carried. Absent: Waarvik, Duda and Zanon.

**REPORTS:**

- (a) City Manager: Thayer stated that the Pocket Park project at the former Coast to Coast lot has hit a small snag. The DDA has pledged funding for a grant match and a contractor has provided a design, however, when Thayer contacted the MEDC for the grant paperwork, he was informed there isn't funding available for this type of project. As of today, there are no guarantees for funding, but Thayer will start the process to apply for a Community Development Block Grant for blight eradication. Tarsi stated he was in a pocket park in Marquette and asked if grant monies were utilized for it. Thayer stated grant rules change yearly, and the new focus is on technology.

The RRC critique was provided in the agenda packet. Over the course of the next two years, it will be Thayer's focus to eliminate all the red (red indicates the best practice component is not present or is significantly outdated) and some of the yellow (some of the best practice component may be in place, but additional action is required) shown on the Evaluation Snapshot. Next month, Thayer will ask the group for their assistance and ideas on how to eliminate the red.

Thayer sold the old display sign for \$3,000 to Nicolet Sign. Tarsi asked what the original asking price was, in which Thayer responded \$6,000.

The Maple Street Parking Lot project is complete. Thayer feels the updates improved aesthetics, increased the number of parking spaces by 25% and allowed for better maneuverability. Two more handicapped signs will be installed, which will put the City in full compliance with ADA Standards.

Tarsi asked if we ever followed through with the lighting project in the parking lot behind the library. Thayer stated the City's portion of the lighting was disconnected during the library project. It hasn't been reconnected as he can't find an electrician to perform the work. Thayer would like to eliminate the existing and install LED.

- (b) Façade Committee: Thayer included in the Agenda Packet a copy of the program guidelines. He was recently approached by two separate inquiries (one in the industrial district and one on M-189). Thayer stated neither would qualify for grant funding under the current guidelines. Thayer stated he recommends keeping the existing language. Saigh asked if both were located in the DDA District. Thayer responded yes, but they don't meet the zoning criteria. In order to be eligible, Thayer explained, the property must be zoned CBD or C-1. Tarsi suggested the committee meet to discuss and report their recommendations back to the group.

### **FINANCIAL REPORTS:**

DDA Financial Report – August 2018: Thayer explained there is an additional \$3,000 of revenue with the sale of the sign. Tarsi asked for an update on the flower program. Thayer stated the Golden K is no longer watering and has noticed the plants have suffered blight causing the vegetation to die. Thayer feels the plants will be removed in the next two weeks. Saigh moved to approve the August 2018 Financial Report. Lindwall seconded. Roll Call: Ayes-4: Holroyd, Lindwall, Saigh and Tarsi. Nays: 0. Motion carried. Absent: Waarvik, Duda and Zanon.

Accounts Payable Report – August 2018: Saigh moved to approve the August 2018 Accounts Payable Report. Lindwall seconded. Roll Call: Ayes-4: Holroyd, Lindwall, Saigh and Tarsi. Nays: 0. Motion carried. Absent: Waarvik, Duda and Zanon.

### **OLD BUSINESS**

Welcome Sign Bids: Thayer had discussions with Nicolet Sign regarding the new proposed welcome signs. Nicolet provided an estimate, however, it wasn't in compliance with the bid package. After resubmission, they proposed they can complete the work for \$19,380. Bids were also solicited from Cook Sign Services and Baker Sign Company. Thayer recommends awarding the bid to Nicolet Sign, Proposal #2. Tarsi questioned Nicolet's bid that they didn't specify what the posts are made of. He would like to see that in writing prior to signing.

Thayer has installed stakes where he would like the new signs to be installed and has contacted MDOT for their approval. Thayer feels there is time yet this year to complete the project. Tarsi asked if we still will have a say in the design if we move forward with the approval of the bid today. Thayer stated yes, and a design/drawing will be available prior to the installation.

Saigh moved to award Proposal #2 to Nicolet sign in the amount of \$19,380. Holroyd seconded.

Roll Call: Ayes-4: Lindwall, Holroyd, Saigh and Tarsi. Nays: 0. Motion carried. Absent: Waarvik, Duda and Zanon.

**NEW BUSINESS**

None.

**PUBLIC COMMENT**

None.

**DDA Member Comments:**

None.

**Adjournment:**

Lindwall moved, Saigh supported, to adjourn at 12:43 p.m. All in favor; Motion carried. Absent: Waarvik, Duda and Zanon.

  
Rachel Andreski, City Clerk