

CHARTER TOWNSHIP OF MERIDIAN
DOWNTOWN DEVELOPMENT AUTHORITY
4675 Okemos Road, Okemos, MI 48864
MONDAY, NOVEMBER 1, 2010, 7:30 AM

MEMBERS

PRESENT: Will White, Renee Korrey, Sherry Fisher, Brian Dale, Jim Spanos,
Susan McGillicuddy and Doug Weaver

MEMBERS

ABSENT: Georgia Carpenter, Jim Raynak and John Wood

STAFF PRESENT: DDA Executive Director Paul Brake, Administrative Intern Alex
Wisney

OTHERS

PRESENT: Ann Alchin

1. CALL MEETING TO ORDER

Chairperson White called the meeting to order at 7:33 a.m.

2. PUBLIC COMMENT

No public comment.

3. APPROVAL OF MEETING MINUTES

Meeting minutes of October 4, 2010, were approved.

4. FINANCIAL REPORT

The financial report dated October 31, 2010, was reviewed.

5. AUTHORIZATION OF PAYMENT

**MOVED BY RENEE KORREY, SECONDED BY BRIAN DALE, APPROVAL OF
THE INVOICES AND BILLS IN THE AMOUNT OF \$3,620.00.**

6. APPROVAL OF THE AGENDA

The agenda for the November 1, 2010, Regular Board of Directors meeting was
unanimously approved.

7. ON-GOING BUSINESS/REPORTS

A. Okemos Road Transportation Enhancement Project

No report given.

B. Beautify Activity Committee

Board members discussed giving an award or recognition to volunteers who have helped out during the year.

C. Integrated Development Plan Study

No report given.

8. OLD BUSINESS

A. Downtown Zoning Overlay District

No report given.

B. Downtown Streetlight Project

Director Brake reported that the concrete streetlight bases have been installed. The contractor is installing electrical and water lines in the underground conduit pipe. The control boxes for the water service and electricity still remain to be completed. The delivery and installation of the poles will take place in late November or early December. Brake suggested that some sort of lighting ceremony be planned around the completion of the project. As those details become available, he will coordinate the event with Board members.

C. CATA – Michigan /Grand River Avenue Transportation Project

Board members discussed the upcoming forum, scheduled on Thursday, November 11, 2010, about the selection of the locally preferred alternative. Preliminarily, the rapid bus transit is selected as the preferred type of transportation method.

D. Holiday Market Update

As of the meeting, only one vendor has submitted an application for the Holiday Market. If enough vendors submit, the Market will be held.

E. Sidewalk Replacement Program

Director Brake reported that the contractor was ready to complete the work as specified. Permission was initially sought from the property owner (Meridian Investors, LLC) to work on the sidewalk, as well as bury the connection to the downspout off the building. The owner quickly responded to the request giving permission. Upon closer examination of the road right-away and the property line, it was determined that work would have to be done on approximately three feet of private property (in a lateral line along the property of the building). On behalf of the Township's Engineering Office, Brake asked the property owner for consideration of granting an easement for the construction, maintenance, reconstruction, repair, replacement and use of the pedestrian pathway.

It was reported that the managing partner of the property was willing to grant the easement but asked that the fellow business partner would also have to give consent (and would take some time to complete). This could not be done in time for the construction project.

Since the Township's Engineering Office is willing to conduct the construction using pathway funds, the project can be done just as affordably in the future as it would be at this time. The use of the cement contractor from the streetlight project is more costly than the pathway contractor. Brake stated that this takes away the sense of urgency to have this done during the streetlight construction project.

9. NEW BUSINESS

A. Move Streetlight Bases – West Side of Okemos Road

Staff reported that it has been suggested to move the two streetlight bases that have been installed on the west side of Okemos Road south of Hamilton Road (in front of Bottoms Up and in front of the Meridian Activity Center (MAC)). Moving said light bases may be advantageous for non-motorized walkers, runners, bikers, etc. This would allow for proper sight clearance of the walkway and ensure safe movement through the area.

Director Brake said that ADA standards specify that there must be three feet of clearance between the light base and the building, and also three feet to the roadway. The current location provides a four foot walkway from the roadway and a five foot walkway from the building to the light base in front of Bottoms Up. The light base location in front of the MAC gives pedestrians a five foot walkway on either side. Upon further investigation DDA staff also found that currently the

light bases are in the same location on the sidewalk as the existing telephone poles.

The Engineer at OHM quoted \$800 to move the streetlight pole in front of the MAC Building. The other pole, in front of Bottoms Up, cannot be moved economically.

Board members discussed each streetlight and reviewed photographs taken by staff. Staff recommended leaving the location of the poles and the Board concurred.

B. Public Art Display Call for Artists

The Midwest Sculpture Initiative (MSI) has recommended to DDA staff that a call for artists will begin in November in order to allow enough time for the artists to respond. This timeframe coincides with that of other call for artist requests. Performing this task now will ensure that the DDA has a full choice of potential sculptures to be displayed in the downtown area. Board members suggested some local artists to be included in MSI's outreach effort.

MOVED BY RENEE KORREY, SECONDED BY JIM SPANOS, APPROVAL TO THE EXECUTIVE DIRECTOR TO CONTRACT WITH THE MIDWEST SCULPTURE INITIATIVE TO ISSUE A CALL FOR ARTISTS FOR THE DOWNTOWN PUBLIC ART DISPLAY, AS DESCRIBED IN THE MEMORANDUM DATED OCTOBER 29, 2010.

C. Authorize Quotes for Snow Removal Services

The location of the streetlights on the west side of Okemos Road, south of Hamilton Road does not allow for current snow removal equipment to plow the sidewalk (because lack of width). The Public Work's Grounds Supervisor has alerted staff of this maintenance issue.

By having the poles remain in the current location will necessitate snow removal and will require someone being hired to remove the snow. Board member discussed this issue based on the information presented. They asked for further staff review and to bring the issue back at the December meeting.

D. Nominate Camelback Bridge to National Historic Register

DDA staff reported that they have been in contact with the State Historic Preservation Office (SHPO) and the Ingham County Road Commission to express preliminary interest in nominating the Okemos Camelback Bridge to the

National Register of Historic Places. By nominating the bridge, the DDA hopes to promote the Okemos area and its unique bridge and increase tourism to the area.

If accepted into the National Register of Historic Places the bridge would not bring additional grants or funding for future repairs or the addition of a safe pedestrian passage for south bound travelers.

Depending on the source of funding for bridge work, additional involvement from SHPO may be required causing potential delays in work until they have signed off on the materials and methods. If the repair and maintenance is paid for through county funds, then no federal review is needed. However, repairs funded through grants and/or federal dollars will require additional involvement from SHPO.

Staff presented this report for information purposes.

E. Participate in LED City Program

Staff recently attended an educational seminar on LED lighting hosted by LED City. The seminar showcased speakers from other cities and companies that have had success in switching to new LED technology, an educational segment from CREE a leader in LED lighting and the manufacturer of the LED lights to be installed in the Meridian Township DDA district, and vendor tables from other LED lighting specialists.

Started in 2007, LED City program began with Raleigh, North Carolina. Participants benefit from help and knowledge about LED technology from cities around the world. Steps to become a LED City are similar to those of the demonstration block grant the DDA received for the Downtown LED lighting project. Becoming a member of LED City would draw attention to the best practices of the Meridian Township DDA amongst our peers in the industry.

Staff presented this report for information purposes.

G. PUBLIC COMMENT

No public comment.

H. STAFF REPORT

No report.

I. CHAIR'S REPORT

No report.

J. ADJOURNMENT

The meeting was adjourned at approximately 8:49 a.m.

Will Tyler White, Chairperson