

# OTISVILLE DOWNTOWN DEVELOPMENT AUTHORITY

Minutes of the Meeting Held

December 14, 2009

The meeting was called to order at 9:05 a.m. by Chairman Billy Weaver.

1. Roll Call

Members Present: Leonard Carpenter, Bob Price, Billy Weaver, Arden Hudson, Tom Bess, Director / Secretary Dave Tatrow, and guest Chris Harris from Inch Memorials.

Member Absent: Paul Harmon, Deb Shultz Pawlasky, Val Bader, Frankie Worvie,

2. Approval of Minutes

- Motion by BESS and seconded by PRICE to accept the minutes of the meeting held October 26, 2009 as presented. All Yeas. Motion Carried.

3. Approval of Finance Report

As of December 8, 2009

DDA Savings	\$67,277.97
Transportation Bond Fund	\$512.32
Capital Improvement Fund	\$3,670.48
TOTAL	\$71,837.68

- Motion by PRICE and seconded by CARPENTER to accept the Finance Report as presented. All Yeas. Motion Carried.

4. Payment of Bills

Baldwin Electric	New Globes for W. Main St. Lights	\$1,718.75
Kenmark, Inc.	Christmas Decoration Contract	\$1,320.00
Jack & The Beanstalk	Fert. Memorial Park & Winterize Irr. Sys.	<u>\$185.50</u>
	Total	\$3,224.25

- Motion by HUDSON and seconded by PRICE to pay all bills and draw warrant for same. Roll Call Vote. All yeas. Motion Carried.

5. Petition and Unofficial Communications (Audience)

- Chris Harris from Inch memorials was present to discuss materials for the proposed "Welcome to Otisville" signs at each end of the village on M-15. Mr. Harris submitted four separate proposals based on the type of lettering, the color of the granite and the size and shape of the stone. After considerable discussion, the Board determined that it wished to seek competitive bids for the project due to the cost.

# OTISVILLE DOWNTOWN DEVELOPMENT AUTHORITY

Minutes of the Meeting Held

December 14, 2009

P. 2

In order to bid the project, the board determined Inch Memorial's specifications would be used for the bidding process.

- Motion by HUDSON and seconded by PRICE that "Lake Superior Green Granite" be the preferred color for the proposed signs. All yeas. Motion Carried.
- Motion by PRICE and seconded by BESS that Inch Memorial's Option # 1. be used for the bidding process as follows: Option # 1: "Material: Lake Superior Green Granite, Dimensions: 90" x 4" x 40", Front: Welcome to Otisville in Polished square raised letters Back: Thanks for Visiting in Skinned Letters. Cost shall include lettering, delivery, all pins and setting. The village will provide a back hoe and an operator to work under the supervision of the company. In addition, the bidders will provide specifications for the sign's base." All Yeas. Motion Carried
  - Dave will check to see if any original agreements allowing the placement of the existing cluster signs have been registered with Genesee County. If not, new agreements will need to be obtained and file with the Register of Deeds office.

## 6. Communication from other Village Officials

- Village President Tom Bess reported that there had been a number of burglaries recently in the village. The Otisville Police, with the assistance of the Genesee County Sheriffs Department have apprehended two suspects. Tom stated that the Village Council is committed to keeping the village a safe place in which to live in and will take any necessary action to that end.
- Village Manager Tatrow reported that he is working on a village recreation plan in order to qualify for state and federal recreation grants in the future.

## 7. Committee Reports

### a. Signs on M-15 to Identify Main Street Business

- Dave stated that nothing further has been done on this matter while the committee was working on the new "Welcome To Otisville" signs. However, he said that the Board may wish to consider constructing an events billboard on the north end of Memorial Park where the kiosk had been. The location offers good sight lines from both directions on M-15 and has electricity. The location would not diminish the solemn purpose of the park.

### b. Village Welcome Signs

- Going out to bid

# OTISVILLE DOWNTOWN DEVELOPMENT AUTHORITY

Minutes of the Meeting Held

December 14, 2009

P. 3

## 8. Old Business

### a. Facade Improvement Program

- No Report

### b. Future DDA Projects List

- No Report

### c. Wireless Internet Service (wifi)

- No Report

### d. Village Decorative Flags

- No Report

### e. Proposed E. Main Street Improvements

- Dave reported that he expects to be hearing from Genesee County very soon as to the availability of federal funding for the E. Main Street and Center Street projects. The projects would involve milling the existing asphalt off of the concrete road way, repairing joints and then applying 3 inches of asphalt over the road. The total cost is expected to be around \$405,000 with the Village share estimated at being approximately \$159,000. The DDA and Village Improvement Funds will be possible funding sources.

## 9. New Business

### a. Proposed Village Web Site

- Dave submitted the following proposal from Autumn N. Johnston Graphic Designer to design a village web Site. Dave stated that Ms. Johnston had done sites for the Village of Otter Lake, Southern Links Trailways and other local business'. The proposed cost was approximately \$1,100 for the initial set up and 1 year's web updates. Future yearly cost would be about \$350.00 for web updates and domain fees. Dave stated that these fees seem very reasonable and that her other client have been very please with her work.

- Motion by PRICE and seconded by BESS to accept Autumn Johnston's web site proposal as presented. Roll Call Vote. All Yeas. Motion Carried.

# OTISVILLE DOWNTOWN DEVELOPMENT AUTHORITY

Minutes of the Meeting Held

December 14, 2009

P. 4

10. Communications from Board Members

None

11. Adjournment

➤ Motion by PRICE and seconded by CARPENTER to adjourn. All yeas. Motion Carried.

The meeting was adjourned at 11:00 a.m.

Respectfully Submitted

David A. Tatrow  
Secretary /Director