

**Tuscarora Township DDA Board Minutes**  
May 17, 2010  
Tuscarora Township Hall, Indian River, MI

**Attendance of Board**

M. Ridley, R. Behm, R. Kristin, P. Kristin, C. Poquette, M. Ridley, M. Whitener, K. Swanson, K. Ashford. G. Rotter arrived at 12:06

**Call to Order**

K. Ashford called the meeting to order at 12:05 PM

**Approval/Revision of Agenda**

C. Poquette requested to add a "sign update" to the end of unfinished business. M. Ridley motioned to approve the agenda with the addition, R. Kristin Seconded.

Yes: 8 No: 0

**Approval/Revision of April, 2010 Minutes**

C. Poquette motioned to approve April minutes, P. Kristin seconded. K. Swanson requested to receive the minutes further in advance of scheduled meetings.

Yes: 8 No: 0

**Financials: (Review Bills):**

No new bills at this time, R. Behm motioned to approve treasurer's report. P. Kristin seconded

Yes: 8 No: 0

**Unfinished Business:**

- A. MDOT/SRTS Update: Currently, all indicators look promising, but funding won't be announced until Sept. 1. Discussion followed regarding why the school's end of the SRTS application was late...was this Harry's responsibility? R. Behm brought up the point that we should be using NEMCOG and NLEA for grant applications, not contract engineers. R. Behm spoke with Jan Kellogg and she's willing to attend DDA meetings and assist in grant application/acquisition.
- B. Pathway Update from Luke Houlton: Luke has had no recent correspondence with MDOT and does not recall seeing any formal funding commitment from the Trust Fund, though it should go to the Cheboygan County Road Commission. As the applicant, CCRC wants

to see an iron clad agreement from the Tuscarora Township accepting responsibility for all pathway maintenance, insuring that all construction will be built and inspected to all federal codes and that all books and records be in perfect order for the audit upon the project's completion. Due to lack of staff, experience and capability, Luke would like to have as little involvement in the final engineering and oversight as possible. Possibly, Luke would be interested in doing the Construction engineering (oversight of the actual construction) but would not be able to bid the project, it would be strictly billed on time and materials.

In moving forward, our first step is to confirm MDOT funding, next is to get the construction documents (bid documents) done, after that we have to hire an engineer and finally accept bids for the actual construction. According to Luke, it's better to use the same firm for pre-engineering and construction engineering. C. Poquette motioned that we continue with Fleis & Vandenbrink to complete both the pre-engineering and construction engineering with the cost not to exceed the amount specified in grant applications. Roll Call Vote as follows:

M. Ridley-NO  
R. Behm-NO  
G. Rotter-YES  
R. Kristin-YES  
K. Swanson-NO  
P. Kristin-YES  
C. Poquette-YES  
M. Whitener-NO  
K. Ashford-YES

Motion Passes.

Fleis & Vandenbrink will provide a proposed contract with full scope of work and cost not to exceed figures by next meeting. M. Ridley will contact Harry on this.

M. Ridley brought up burying conduit under the pathway for future use. Merit is in the second round of funding and is proposed to run under 27. Cost to run conduit under the pathway is \$10/FT.

- C. Amend/Extend DDA: C. Poquette motioned to retain Miller/Canfield for the service of amending/extending the DDA at a cost not to exceed \$3,000. Seconded by M. Whitener

Yes: 8 No: 0

**New Business:**

- A. Sign Update: Lake and S. Straits Hwy. signs are completed and ready to be installed
- B. Wastebaskets: The entire beautification committee is out of town so the DDA design committee will get with them in the next week or two...Mike and Kelly will schedule a meeting.
- C. 2010/2011 DDA Budget: Changes will be made and budget voted on at the June DDA meeting.
- D. C. Poquette will look into mass paper shredding for the community.

**Adjournment:**

Motion to adjourn by M. Ridley at 1:57 seconded by R. Kristin.