

TUSCORARA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY

Special Meeting Minutes: October 24, 2017

Time: 6p

Location: Township Hall

Call to Order 6p. Membership Roll Call:

Dawn Bodnar, Chairwoman; Dan Nivelt, Vice Chairman; Diana Mallory, Treasurer; Diane Friedreichsen, Secretary; Mike Saker; Mike Ridley; John Breitbarth; Darren Vizina; Dave Driskill. All in attendance.

Guest: David S. Boyle, P.E., Northwest Design Group.

Review of NDG/Beckett&Raeder Contract:

- Changes to original contract include –
 1. Indian River Downtown Development Authority should be changed to Tuscarora Township Downtown Development Authority.
 2. Use of the language “The total cost for this development phase is not to exceed \$41,402”. (Fees & Timing)
 3. \$500,000. replaces \$125,000. “...total aggregate liability of NDG to the Client shall not exceed \$500,000”.... (page 4 of 5)
- Other discussion by Board members include –
 1. Billing: Mr. Boyle indicated that they will be billing monthly with utilization of $\frac{1}{4}$ units of time.
 2. Understanding the fee schedule pursuant to the Engineering Fee Estimate A. Boyle reviewed their experience with this type of project related to estimating staff time.
 3. Efforts to seek grant monies is addressed under 2.5 Funding Plan and Funding Source review.
 4. NDG must facilitate proper notification/approval of any costs outside of the proposed amount.
 5. Understanding the process for public input meetings including November 13 and January 15/16.
- A motion was made to approve the NDG revised contract by D. Bodnar; supported by D. Mallory. In favor were D. Nivelt; D. Friedreichsen; M. Saker; M. Ridley; D. Vizina; D. Driskill. J. Breitbarth was opposed. Motion passed.

Public Comment:

- Discussion on reconstruction of underground electrical wiring as a key component of the streetscape.

Board Comment:

- A question was posed as to the purpose of the meeting in that the contract had already been approved by the Board. It was noted that due to the changes that were being required, a meeting was needed for a vote on the revised contract.
- J. Breitbarth wanted to clarify that he was in support of the Streetscape Project, although was not in favor of the contract with NDG as it was the only bid received.
- D. Nivelt asked Board members to review street signs as there may be an opportunity to paint instead of replace. Only two need replacement. More discussion to follow.

Motion to Adjourn:

- A motion was made by D. Nivelt to adjourn at 6:40p; supported by M. Ridley; all in favor.

Next Regular Meeting:

- November 13th, 7p. Township Hall