

DOWNTOWN DEVELOPMENT AUTHORITY

Regular Meeting
Wednesday, January 20, 2021
7:00pm



DDA Members Present: Ted Stroud-Chair (East Lansing), Fred Northrup (Mason), John Fischer (Mason), Byron Russell (Mason), Rob Benstein (Ada), Greg Mauldon (Mason) John Lazet, Supervisor.
Members Absent: none

Others Present: David Revore, legal counsel, Shaun Sherwood, Treasurer (Mason),

I. Meeting was called to order by Chair Stroud at 7:08 pm.

II. Set/Amend Agenda: The agenda was approved as submitted.

III. Public Comment: None

IV. Approval of January 22, 2020, minutes:

There are no minutes for March 18, 2020, June 17, 2020, and September 16, 2020, as all three meetings were canceled due to COVID-19 meeting restrictions.

Motion Russell, support Benstein, to approve the January 22, 2020 minutes as submitted.
CARRIED 7-0.

V. Treasurer's Reports

Fiscal Year end March 2020

Treasurer's report was read and accepted as presented.

Current Fiscal Year April 2020-January 2021

Treasurer Sherwood stated Certificates of Deposit are all maturing this year and rates are so low, what is the investing intent? Looking at shorter investment periods, hoping for better rates in the future.

DDA Capture 2020 and 2021

Treasurer Sherwood reported that better data will be available once settlement of taxes with the various taxing entities is completed in early March.

VI. Pending Business:

A. Set Meeting Dates for 2021

Motion Mauldon, seconded by Russell, to schedule regular meetings for 2021 on the following dates, all meetings starting at 7:00 pm. All ayes, motion approved.

Wednesday, March 17

Wednesday, June 23 (Informational)

Wednesday, September 22

Wednesday, January 19, 2022 (Informational).

CARRIED: 8-0

B. Wolverine Plans for Rec Field

John Fischer gave an overview as it has been a year since this issue was discussed by the DDA. Wolverine Engineering has prepared the needed documents to approve the release of an RFP, more specifically to improve the ball fields to alleviate flooding and level out surfaces, and to renovate the pavilion to replace the concrete floor.

Discussion on the proposal, its scope, the bidding process, and the proposal appears to be ready for legal counsel to prepare for an RFP to be released. The construction road will not impair the township hall drain field. Discussion on the details of the bidding process itself, it was noted that Wolverine Engineering would be involved in answering questions and reviewing any bids received. Legal counsel advised that as this is a governmental process, the RFP document would govern the process; if an engineering firm is retained to review bids and answer questions, that could be added to the RFP document. He discussed possible timelines. If asked to participate, Mr. Revore would talk with Wolverine and prepare the RFP document. Before accepting any bid, a contract would need to be drafted to implement the work, which would need approval as well. By consensus Mr. Revore will work with Wolverine Engineering to prepare the paperwork, establish the bidding timeframe, and finalize the bidding process. It's anticipated that once bids are opened, they will need to be reviewed for completeness and if the bidder is qualified, and that will take some time after opening the bids. It was agreed that a recommendation for accepting a bid be made at the March 17, 2021 regular meeting. After the DDA makes the final decision on accepting a bid, then a contract will be prepared and signed and the work authorized to begin.

MOTION Fischer, seconded by Russell, for legal counsel to work with Wolverine Engineering to prepare the documents and release an RFB (Request for Bids) for the construction of the Vevay Township Athletic Field Grading Project and Pavilion Floor replacement.”

CARRIED 7-0.

C. Investment Policy

Legal Counsel advised the DDA should have an investment policy. Mr. Revore was asked to look over the Vevay Township investment policy and make recommendations for DDA policy to be decided at a future meeting.

D. EDC Invoice 2020

Treasurer Sherwood noted that the invoice came in last July and was paid timely. Another invoice will come again this summer, and according to LEAP, is estimated to be about a one percent increase. Supervisor Lazet was asked to talk with LEAP Director Dillon and find out more about the invoice and LEAP's mode of operation.

E. Update on 2018 PA 57

Legal Counsel updated the DDA on work to ensure the DDA is in full compliance with the requirements of the law. Reports, timelines, expenditures, a focus on looking ahead, and plans for future projects will all need to be posted on the Township website.

VII. Any Other Business

The DDA agreed to continue utilizing Brett Linsley for maintenance of the website at the same cost of \$17/hour.

VIII. Adjournment

**MOTION Russell, Seconded by Benstein, to adjourn at 8:31 pm.
CARRIED 8-0.**

John Lazet, Secretary

Transcribed by Shaun Sherwood, Treasurer

Next meeting scheduled for March 17, 2021