

# Downtown Development Authority

## Special Meeting Minutes

Wednesday, February 25, 2015  
Noon, Council Chambers



City of South Haven

**MISSION STATEMENT:** The Downtown Development Authority (DDA) is to be a leader in helping to fulfill the City of South Haven Municipal Plan; through planning, funding, and development of projects within the DDA District which promote, encourage and contribute to the overall economic growth and development of the community.

**1. Call to Order by Burr at 12:00 noon.**

**2. Roll Call**

Present: Braun (arrived 12:02 p.m.), Burr, Frederick, Marcoux, Maxwell, Newton, Olson (arrived 12:04 p.m.)

Absent: Whiteford

Also present: Brian Dissette, City Manager

**3. Approval of Agenda**

Motion by Marcoux, second by Frederick to approve the February 25, 2015 Special Meeting Agenda as presented.

All in favor. Motion carried.

**4. Interested Citizens in the Audience Will be Heard on Items Not on the Agenda**

There were none.

**5. DDA will be asked to consider approval of funding the Black River Parking Expansion Project in the amount of \$62,633.00.**

Dissette gave an overview of the city's recent attempts to improve the area where the City Electric Garage was formerly located. This past year, river dredging was dumped on the site. The site has been compacted, topped with gravel and can now be used as parking. Reasons given why this is a good DDA project: 1) additional parking to the DDA district (43 spaces) which can serve as overflow parking of the downtown and north side; 2) serve as a local match to the Department of Agriculture, RBEG (Rural Business Enterprise) Grant which this project meets goals of the RBEG; 3) the site is located next to the Kal-Haven Trail

which serves as access to the downtown; and 4) the city owns the land so acquisition is not necessary nor are permits.

Other nearby amenities: Directly across from the site, through a Coastal Zone Management Grant, the city is adding a barrier-free launch ramp which will offer free public parking. Also, a Great Lakes Fisheries Trust grant has been awarded to upgrade the Black River Park site.

DDA funds are available for the match in the 2015-2016 Fiscal Year. It is anticipated that it will be a twelve (12) to forty-eight (48) month project. Funds will remain available for the other previously committed capital improvement projects.

Motion by Marcoux, second by Braun to approve the funding of the Black River Park Expansion Project in the amount of \$62,633.00.

All in favor. Motion carried.

**6. DDA will be asked to consider approval of a contract in the amount of \$9450.00 with Abonmarche Consultants, Inc. for project planning and implementation of the former Baars Building demolition.**

Davidson explained that the board has previously discussed and approved the demolition of the former Baars Building and noted that Steve Oosting is no longer working for the city. Abonmarche Consultants, Inc. has submitted a proposal to complete planning and technical assistance for the demolition management to allow the project to continue as planned and complete the demolition. The scope of work is for full service from preliminary design and adjoining property meetings through construction and close-out, including management of asbestos removal and lead abatement. A high level of communication with the property owners will be conducted to make sure they are not negatively impacted.

Once demolition is complete, the DDA will be asked to consider the parking layout, including whether a building should be constructed on the site.

Motion by Newton, second by Marcoux to approve a contract in the amount of \$9,450.00 with Abonmarche Consultants, Inc. for project planning and implementation of the former Baars Building demolition.

All in favor. Motion carried.

**7. Adjourn**

Motion by Burr, second by Newton to adjourn at 12:17 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom  
Recording Secretary