



Downtown Development Authority
City of New Buffalo
Board of Directors
Special Meeting Agenda
September 10, 2020
9:00 a.m.

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes, June 18, 2020 & July 9, 2020
5. Public Comment
6. New Business
 - a. Landscape Replacement on N. Whittaker Street
7. Old Business
 - a. Communication – JL, PR
 - comments
 - b. Community Outreach – DD, JS
 - comments
 - c. Operations – RK
 - comments
 - d. Economic Development – DR, CG, JV
 - Comments
8. Member Comment
9. Adjournment

The Special Meeting for June 18, 2020 of the Downtown Development Authority (DDA) Board was called to order by Chair, Robert Kemper at **9:06 am** in a virtual meeting on Zoom.

Roll Call

Present: Mayor, Lou O'Donnell; Chair, Robert Kemper; Boardmembers; Joe Lindsay, J.V. Peacock, Pete Rahm, Doug Roch, Chad Gradowski, Jodi Sullivan

Absent - Dee Dee Duhn

Motion by Roch, second by Gradowski to excuse member, Dee Dee Duhn, from the meeting.

Staff present: City Manager, David Richards, City Clerk, Amy Fidler; Deputy Clerk, Nancy Griffin

Approval of Agenda

Motion by _____, seconded by _____ to approve the agenda. (no vote)

Approval of Previous Minutes

Motion by Rahm, second by Gradowski to approve the minutes of May 28, 2020. Roll call vote, motion passed, 7-1, Roch abstained (not present at the meeting)

Public comment: none

New Business

- Sidewalk dining and retail sales ordinance. Motion by Peacock, second by Rahm for the DDA to support and recommend to the City Council to approve the temporary ordinance submitted for sidewalk dining and retail with the following stipulations:
 - Temporary solution for the remainder of 2020
 - Safety of pedestrians and diners taken into account
 - Liability protection for the City and businesses.Roll call vote, motion passed, 6-2, member Lindsay and Mayor O'Donnell abstained. Mayor O'Donnell abstained because he is on the City Council.
- Parking during the temporary sidewalk dining and retail ordinance. Motion by Rahm, second by Roch to recommend 15-minute parking spaces with the following guidelines:
 - Business to request a 15-minute parking space
 - Not to exceed two 15-minute parking spaces per city block
 - Each city block may have two 15-minute parking spaces on one side of the street OR one space on each side of the street
 - 15-minute parking spaces must be removed when Executive Order is lifted, and restaurants and retail are at full capacity.Roll call vote, motion passed, 6-2, Lindsay and O'Donnell abstained.

Old Business

- **Communication** – Joe Lindsay, Pete Rahm - **None**
- **Community Outreach** – Dee Dee Duhn, Jodi Sullivan - **None**
- **Operations** – Robert Kemper - **None**

- **Economic Business Development** – Doug Roch, Joe Lindsay, JV Peacock, Pete Rahm - **None**

Member Comment

Member Peacock requested the weeds in the sidewalk be removed, whether it be by killing them with chemicals or with a weed eater.

Motion by Lindsay to adjourn, second by Peacock. Roll call vote, motion passed 8-0.

ng.

Robert Kemper, Chair

Nancy Griffin, Deputy Clerk

The Special Meeting for July 9, 2020 of the Downtown Development Authority (DDA) Board was called to order by Chair, Robert Kemper at 9:10 am in a virtual meeting on Zoom.

Roll Call: Present: Robert Kemper, J.V Peacock, Doug Roch, Chad Gradowski, Dee Dee Dunn

Absent: Lou O'Donnell, Joe Lindsay, Pete Rahm, Jodi Sullivan

Motion by Kemper seconded by Roch to excuse all other members from the meeting: roll call vote, motion carried, 5-0

Approval of Agenda

Motion by Kemper seconded by Roch to approve the agenda: roll call vote, motion carried, 5-0

Approval of Previous Minutes

Could not approve the June 18, 2020 due to Dunn abstaining because she was not at the previous meeting. Will approve at the next meeting.

Public comment: None

New Business

Outdoor seating temporary license

- Jackie's Café - Temporary License Agreement for Restaurant/Bar Outdoor Service Area application

Motion by Gradowski seconded by Dunn to approve Jackie's Café temporary license agreement for Restaurant/Bar Outdoor Service Area application: roll call vote, motion carried, 5-0

- Bear & Bee, LLC - Temporary License Agreement for Restaurant/Bar Outdoor Service Area application

Motion by Roch seconded by, Gradowski to approve Bear & Bee, LLC temporary license agreement for Restaurant/Bar Outdoor Service Area application: roll call vote, motion carried, 5-0.

Old Business

- a. Economic Development – DR, CG, JV
 - **Any updates on AT&T repeaters at the beach**
 - **EV Charging Station locations discussion**
 - Comments

The City Manager commented that AT&T is moving forward with design, but changes to project personnel and COVID slowed the project. Has to go before the Planning Commission and City Council and could take six weeks after plans are reviewed. Robert Kemper added, repeaters at the beach would be helpful.

EV Chargers: The City Manager said Ozinga will move quickly once they get location for the EV Chargers.

Motion by Rock seconded by Gradowski to approve the primary location across from the public beach and the secondary location which would be at Barton/Mechanic pending discussion on the infrastructure by the City: roll call vote, motion carried, 5-0

Adjournment

Motion by Kemper seconded by Gradowski to adjourn the meeting at 9:47 a.m.

af

From: Kathy Burczak [mailto:kburczak@abonmarche.com]
Sent: Friday, August 28, 2020 10:10 AM
To: Dave Richards <manager@cityofnewbuffalo.org>
Cc: Tony McGhee <tmcghee@abonmarche.com>
Subject: FW: Estimate from Nature's Way Landscaping

Hi David,

Please find the attachments for replenishing/replacement of plantings on Whittaker and additional steppers and boulders.

Gene will also replace the nepeta for free as the variety substituted did not do well.

It is not on the estimate but he will also replace the nepeta in the Barton parking lot since it was also substituted.

Please let me know if you have any questions.

Also just wanted to check when they might be able to start on the Subway plantings.

September is when we had tentatively scheduled that work to be done and it is best to give the plantings time to establish before winter.

Thanks!

Kathy A. Burczak, ASLA
Senior Landscape Architect

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City of New Buffalo
 224 W. Buffalo
 New Buffalo, MI 49117

8/28/2020

Qty	Description			
	<p>Scope: Price for installation of landscaping to fill in areas as per discussion between Gene and Kathy Burczak. All plants and materials are listed below. Clean up and remove debris accumulated as a result of our work.</p> <p>14 Spiraea Double Play Big Bang, 3 gal. 5 Miscanthus Giganthus, 5 gal. 3 Pennisetum Karley Rose, 1 gal. 3 Schizachyrium Little Blue Stem, 1 gal. 5 Calamagrostis Karl Foerster, 1 gal. 39 Rudbeckia Goldsturm, 1 gal. 12 Gaura Whirling Butterflies, 1 gal. 10 Echinacea Pow Wow Wild Berry, 1 gal. 3 Hibiscus Ballet Slippers, 1 gal. 42 Centranthus Coccineus, 1 gal. 8 Sedum Autumn Joy, 1 gal. 30 Allium Blue Eddy, 1 gal. 20 Calamintha Nepeta, 1 gal. 15 Vernonia Iron Butterfly, 1 gal. 10 Penstemon Pristine Blue, 1 gal. 0.5 Boulders 12-30", ton 1 Edging Plastic, 20' sec. 0.25 Flagstone, ton 0.25 4-6" Stone, ton 1 Topsoil, cyds. 3 Mulch, cyds. Labor & Equipment Sales Tax</p>			
Terms	50% down 50% upon completion	Estimate #	25314	<p>Total \$9,384.41</p>
<p><small>GUARANTEE: All plants are guaranteed for one year, one time only, from the date of installation with the exception of any existing plants that have been transplanted or those purchased elsewhere by homeowner. Homeowner will be responsible for all plant care once Nature's Way has completed the project. Please note: plant varieties may differ from plants listed on the plan based on availability at the time of installation.</small></p> <p><small>Please Note: Nature's Way Landscaping is not responsible for any irrigation lines or repair. Damage and/or re-work to existing systems will be kept to a minimum and all needed irrigation work is an additional charge.</small></p> <p><small>Unless specified above, all downspouts, drains, irrigation, electrician, plumber, gas, tree work, or any other sub contract work or work beyond and above the contract listed above, is an additional charge if needed.</small></p> <p><small>Any wires or utilities that are not located by miss dig (private ownership) are not the responsibility of Nature's Way Landscaping to locate and/or repair.</small></p> <p><small>Once down payment is received, this will secure a place on our schedule.</small></p>				

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