

- AGENDA -

SPECIAL MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY (DDA) TO BE HELD IN PERSON AND VIRTUALLY AT THE WEST BRANCH CITY HALL, 121 N. FOURTH ST, WEST BRANCH, MICHIGAN, 48661 ON FRIDAY, MARCH 12, 2021 BEGINNING AT 9:00 A.M.

- I. Call to Order
- II. Roll Call
- III. Additions to agenda
- IV. Public comment on agenda items only
- V. Approval of the minutes
- VI. Bills
- VII. Bids
- VIII. Unfinished Business
 - A. Beckett and Raeder streetscape proposal
- IX. New Business
- X. Reports
 - A. Chairperson Report
 - 1. Excuse members
 - B. Member Report
 - C. Treasurers Report
 - D. City Manager Report
 - E. Planning Commission
- XI. Communications
- XII. Public comment
- XIII. Adjournment

B R *i*
Beckett&Raeder

*Landscape Architecture
Planning, Engineering &
Environmental Services*

March 2, 2021

John Dantzer
City Manager
CITY OF WEST BRANCH
121 N. 4th Street
West Branch, MI 48661

Samantha Fabbri
Chairperson
CITY OF WEST BRANCH DDA
121 N. 4th Street
West Branch, MI 48861

i
initiative

RE: Streetscape Proposal

John and Samantha,

As a result of our discussion at the February 23, 2021 DDA I would like to submit for your consideration a proposal to prepare schematic design and illustrations for the planned West Houghton Street reconstruction project in advance of the MDOT 2023 project.

It is important for the City and DDA to outline their expectations to MDOT regarding local preferences for the reconstructed streetscape and determination of local versus MDOT costs associated with the project. To communicate the desired outcome, I am recommending a study area along West Houghton Street commencing 100 feet east of 2nd Street and extending west to the rail crossing to capture the proposed plan for the downtown park.

Since the process will likely include several collaborative meetings, I am recommending that two members of the DDA be designated to collaborate with the City (City Team), MDOT, and consultants in order to communicate back with the full board until some initial concepts are developed for full board review.

The scope of the process includes the following:

1. Meeting with the City Team, MDOT and consultants to define the project limits and determine what project elements MDOT intends to pay for and those elements that will be a local expense. This meeting will focus on the entire corridor.
2. BRI will conduct a site visit to inventory existing conditions within the project area.
3. Obtain from MDOT site survey information and construct a base map of the proposed study area.

Beckett & Raeder, Inc.
535 West William, Suite 101
Ann Arbor, MI 48103

Petoskey Office
113 Howard Street
Petoskey, MI 49770

Traverse City Office
921 West 11th St., Suite 2E
Traverse City, MI 49684

Toledo
419.242.3428 ph

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231 347.2523 ph
231 347.2524 fx

231 933.8400 ph
231 944.1709 fx

www.bria2.com

4. Based on the 3-lane configuration prepare a schematic cross-section that indicated road width, non-motorized lane (if proposed by MDOT), sidewalk width, and zones within the sidewalk for streetlights, trees, pedestrian access, and outdoor dining and display spaces.
5. Meeting with the City Team, MDOT and consultants to review the schematic design for the 3-lane configuration with a general layout of the streetscape. This review is it allow MDOT to critique the concept prior to moving forward with more defined details.
6. Prepare a palette of furnishing (lights, receptacles, benches, etc.) for the City and DDA to review and select. This information will include probable range of costs by manufacturer and model. We will evaluate with the City the reuse of existing streetscape lighting as part of the project, if desired.
7. Based on the information in #4 and #5, we will prepare a draft schematic design that incorporates this information into a design plan. This in turn will be presented to the City and DDA for review and comments.
8. Based on comments received above we will refine the schematic design and prepare a color rendering that can be used to solicit community input and/or used to advise the community of the upcoming project.
9. Meeting with City Team, MDOT and consultants to review design progress to date.
10. Once there is agreement on the final design, we will prepare that design, a color rendering, and have a perspective illustration created to show the community what the planned project will look like.

The professional service fee to accomplish the above scope is \$22,000.00. If the City and/or DDA desire to have additional illustrative perspectives done for the project, in addition to the one included in the professional service fee, that cost is \$3,500 per illustration.

We anticipate due to COVID that meetings will be held via Zoom, GoToMeeting, or Teams. In the event in-person meetings are requested please add \$350.00 per meeting to the professional service fee.

We anticipate this work to take three months depending on schedules of the City Team, MDOT and full DDA Board.

Respectfully submitted,



John Iacoangeli, FAICP, CNU-A, LEED AP
Principal

**CITY OF WEST BRANCH
DDA MEETING
MARCH 12, 2021**

PLEASE TAKE NOTICE that a special meeting of the West Branch City DDA scheduled for March 12, 2021 starting at 9:00 am, will be conducted both in person and virtually (online and/or by phone), due to health concerns surrounding Coronavirus/COVID-19.

Public comment will be handled by the "Raise Hand" method as instructed below within Participant Controls.

To comply with the Americans with Disabilities Act (ADA), any citizen requesting accommodation to attend this meeting, and/or to obtain this notice in alternate formats, please contact the City Clerk by phone at (989) 345-0500 from 8:00 am-4:30 pm Monday- Friday or by email at clerk@westbranch.com, at least five business days prior to the meeting.

Zoom Instructions for Participants

To join the conference by phone:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touch-tone (DTMF) keypad.

Before a videoconference:

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provided below. The details include a link to "**Join via computer**" as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

To join the videoconference:

2. At the start time of your meeting, enter the link to **join via computer**. You may be instructed to download the Zoom application.
3. You have an opportunity to test your audio at this point by clicking on "Test Computer Audio." Once you are satisfied that your audio works, click on "Join audio by computer."

You may also join a meeting without the link by going to join.zoom.us on any browser and entering the Meeting ID provided below.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touch-tone (DTMF) keypad.

3. If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer.

Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera ("Start/Stop Video")
- Invite other participants
- View Participant list – opens a pop-out screen that includes a "Raise Hand" icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window
- Share your screen

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between "speaker" and "gallery" view. "Speaker view" shows the active speaker. "Gallery view" tiles all of the meeting participants.

Topic: DDA special meeting

Time: Mar 12, 2021 09:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89119488911?pwd=L094RGU5d0xEM08yQktmVWFNeWRtZz09>

Meeting ID: 891 1948 8911

Passcode: 978888

One tap mobile

+13126266799,,89119488911#,,,,*978888# US (Chicago)

+16465588656,,89119488911#,,,,*978888# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 891 1948 8911

Passcode: 978888

Find your local number: <https://us02web.zoom.us/j/kqRhMr0vh>

If you wish to speak with any of our DDA members, please reach out via their email addresses below or you may call City Hall @ (989) 345-0500 to leave a message for them.

CITY COUNCIL MEMBERS

Chairperson Samantha Fabbri – fabbriwbdda@westbranch.com

Joe Clark -- clarkwbdda@westbranch.com

Autum Hunter --- hunterwbdda@westbranch.com

Cathy Zimmerman --- zimmermanwbcouncil@westbranch.com

Joanne Bennett -- bennettwbcouncil@westbranch.com

Anthony Bair – bairwbdda@westbranch.com

Sandy Rabidue – rabiduewbdda@westbranch.com

Ken Walters – waltersk@westbranch.com

Erin Resteiner – resteinerwbdda@westbranch.com

And as always, minutes of all DDA Meetings can be found on our website at www.westbranch.com, under the Government Tab.