



## MINUTES

### DEVELOPMENT COMMITTEE

Village Green Municipal  
Building Council Chambers  
47 Hall Street

**June 6, 2017**

**6:30 p.m.**

The meeting began at 6:30 pm. Those present included:

**Committee Members and Council:** Jim Hrivnak, Chairman; Councilmembers Jon Bennehoof; Frank Bertone; Tom Counts; Mayor Brian Lorenz; Brendan Newcomb; Daniel Swartwout; Steve Lutz, City Manager; Dave Betz, Development Director; and Chris Shear, Citizen Representative.

**Staff/Others:** Chris Meyers, Meyers & Associates; Dave Thomas, Civil Engineer; Jim Dzikowicz, POD Design; Chris Huber, City Engineer; Megan Canavan, Communications Director; Jeff Snyder, Director, Parks, Recreation & Public Service; Silas Bowers, Assistant Director, Parks, Recreation & Public Service; Karen J. Mitchell, City Clerk; and other interested parties.

**Approval of Minutes** – The minutes of May 2, 2017 were approved.

### **Today's Business**

- **Emily Vermilion with American Family Insurance.** AFI would like to host a customer appreciation day event in Village Green on August 19<sup>th</sup> from 1 pm to 4 pm. Ms. Vermilion seeks approval to place inflatables on the premises as well as a non-alcoholic food truck. They do have an insurance policy in place to cover the inflatables. At this time, they are unsure how many people would be attending because it would be the first year for this event.

Mr. Snyder explained the rules and fees in place for applications of similar event requests, including the hiring of special duty officers and public service personnel.

**ACTION PLAN:** The Committee asked Ms. Vermilion to keep them posted on the party plan, get a firmer number of potential attendees, and decided against allowing inflatables.

- **Seldom Seen Park Development Construction Plans.** Chris Meyers, Meyers & Associates, presented changes/updates/refinements to the construction and design plans; the status of the finalization of the plans; and costs and schedule of the project.
  - Plan changes included adding more dirt to get cover over some of the storm pipes to raise the site a little more, changes to the paths such as taking out the boardwalk and putting in a path, planning for future requirements that were not in place on the first submittal and other refinements of site engineering. A door was added to the building and the natural playground expanded.
  - Status & Cost: The costs have increased since the last estimate of \$2.9 million dollars. The figure is fluid as changes are being made to the plan. Mr. Huber explained that his office cannot move forward to award a contract until the Stormwater Pollution Prevention Plan is approved.
  - Contractor Schedule: Best schedule estimates are 10 days from the City Engineer's review (in process) to be bid ready, a three week bid period with the interview process taking 7-

10 days. The timeline attempts to be cognizant of the hard deadline of October 20th for planting seed this year. Mr. Snyder expressed skepticism at meeting the current timeline for seeding this year. Mr. Meyers believes we can maintain the current schedule but it will be a very tight timeline.

**ACTION PLAN:** The Committee is willing to move forward with a separate contract for tree clearing on the property in an effort to stay on the proposed timeline and not lose the 2017 planting season. The engineers will meet this week to discuss unresolved details, a revised schedule with hard dates will be prepared, and the consultants will begin to prep the potential bidders.

**Adjournment** - Having no further business to come before the Committee, the meeting was adjourned at 7:30 p.m.