

**VILLAGE OF BARODA
DOWNTOWN DEVELOPMENT AUTHORITY
Sign Committee Minutes
April 26, 2012**

In attendance: Jim Demski - Baroda Tap & Grille, Chris Moersch Round Barn, Audra Johnson - Hometown Deli, Don Turney - Village of Baroda Council, Len Olson – Founder's Winery, Greta Hurst - Downtown Development Authority and Tabula Rasa Gallery and Chuck Eckenstahler - Economic Planning Consultant,

Absent: Gunner Olson - Founder's Winery, Dave Schultz - Baroda Township Planning Commission, Brian Bavido - Full Range Sound, Larry Klug - HFS Tractor (Fire Chief),

Others: Frank Small, Bert Engels, Len Kiatinzer and Martin Smith – Andrews University

Introductions

Chair G. Hurst called meeting to order at 6:10 pm.

1. Vendor Bids

M. Smith reported receipt of 2 bids, with 2 declines and 2 no response to 6 bids solicited. High bid of \$15,421 was received from Art & Image and low bid of \$13,061.58 received from Revolution Design. Committee agreed to accept bids and proceed with presentations before the Baroda and Bridgman/EGA Sign Committee to be scheduled May 3rd 6pm at Founders Winery.

F. Small queried the committee on the bidding process, the specifications and ability of the bidders to produce the product requested. He indicated that he did not open the bid package until late in the schedule.

2. Road Commission Feedback

M. Smith reported on meeting with Kevin Reed of Road Commission detailing 15 conditions for installation of signs out lined in email to committee chairs dated April 13, 2012.

3. Berrien Spring/Oronoko Twp. EXPO ARENA/Andrews U, update

C. Eckenstahler reported on April 23rd meeting where the two Sign Committees invited the Village President and Township Supervisor and 6 business leaders to meet to discuss the EXPO Support resolution presentation and Berrien Springs and Oronoko Township participation Wayfinding program with Jack Strayer of the EXPO ARENA in attendance. No business representatives and no one from the Village were in attendance. Oronoko Township Supervisor reiterated the Township position that they would not participate in the Wayfinding signage program due to a lack of funds.

J. Strayer will contact the Village to 1) confirm Wayfinding participation and 2) to obtain signature on EXPO ARENA support presentation resolution. He will also discuss participation with the Fair Board and Andrews University.

4. Bridgman/Lake Township/EGA Update

C. Eckenstahler noted the EGA will meet Thursday May 3rd at which time the two Sign Committees will make reports. He noted that a draft budget will be offered by EGA Chair Beth McNeil containing \$20,000 for the Wayfinding Program. He also noted that a committee has been formed and a budget will be recommended to explore the electronic communication portion of the Wayfinding program. Additionally, the Bridgman CIA in cooperation with the EGA will begin the Exit 16 Gateway planning exercise, a progress report (start date) to be made at the meeting.

5. Cost to be funded – public private share

Discussion regarding the two Sign Committee position that signage be cost shared on a 50/50 private business/local government basis ensued. Main topic of discussion was approaching the Village and Township for financial support and business funding commitments.

Motions approved by Sign Committee -

A. Sign Ownership

Motion by G. Hurst, 2nd by L. Olson: recommend EGA ownership of all signs.

B. Funding/Financing

Motion by G. Hurst, 2nd by J. Demski: authorization for the two sign committees to expend up to \$18,000 on these twelve signs in Phase I.

C. Funding/Financing

Motion by G. Hurst, 2nd by A. Johnson: recommend funding subject to guarantee being provided by each of four local units of government, or combination thereof, for their share of cost with the local governments responsible for administration of the 50/50 private/public cost sharing formula.

D. Recommendation

Motion by G. Hurst, 2nd by D. Turney: sign committee recommends to EGA, Baroda Village and Township that these signs are purchased from one of the two sign bids received by either Art & Image or Revolution Design.

6. Phase II - Kiosk

Attendees acknowledge that purchase of kiosk would be addressed upon purchase of Phase I signs.

7. Electronic/Digital Component

Attendees agreed to address this upon receipt of information from the EGA – see item 4 above.

8. Next Steps

May 3rd – EGA meeting – recommendation for ownership and financing

May 3rd - interview sign bidders & selection

May 7th – Village Council

May 10th – Village DDA report – recommendation for financing – Master Plan project list update

May 21st – Township Board meeting report – recommendation for financing

May 22nd – Date to issue contract for signs

Other Matters

Nothing reported under this item.

Next Meeting

Thursday May 3rd 6pm Founders Winery