



City of Pleasant Ridge  
23925 Woodward Avenue  
Pleasant Ridge, Michigan 48069

Regular Downtown Development Authority Meeting  
Monday, December 15, 2014

Members of the Downtown Development Authority and Residents: This shall serve as your official notification of the Regular Downtown Development Authority Meeting to be held Monday, December 15, 2014, immediately following the Regular Planning Commission Meeting, at the Pleasant Ridge City Hall, 23925 Woodward Avenue, Pleasant Ridge, Michigan 48069. The following items are on the Agenda for your consideration:

**DOWNTOWN DEVELOPMENT AUTHORITY MEETING**

1. Meeting Called to Order.
2. Roll Call.
3. Consideration of the following minutes:
  - a. Regular Downtown Development Authority Meeting held Monday, October 27, 2014.
4. **PUBLIC DISCUSSION** – Items not on the Agenda.
5. Consideration of Design and Engineering Plans for the Alley Reconstruction Project between Amherst and Sylvan.
6. Consideration of the Capital Improvement Plan – call for project.
7. Consideration of the 2015 Concert-in-the-Park.
8. City Manager's Report.
9. Other Business.
10. Adjournment.

In the spirit of compliance with the Americans with Disabilities Act, individuals with a disability should feel free to contact the City at least seventy-two (72) hours in advance of the meeting, if requesting accommodations.



**City of Pleasant Ridge**  
 23925 Woodward Avenue  
 Pleasant Ridge, Michigan 48069

**Regular Downtown Development Authority Meeting**  
**Monday, November 24, 2014**

Having been duly publicized, Chairman Bolach called the meeting to order at 7:55 p.m.

Present: Bolach, Decoster, Laidlaw, McCutcheon, O'Brien, Schlesinger, and Sweeney  
 Also Present: City Manager Breuckman  
 Absent: Lenko and Stearn

Chairman Bolach requested that Breuckman send him an attendance report for the year's meetings.

**Minutes**

**DDA-2014-1501**

Motion by Commissioner Decoster, second by Commissioner O'Brien, that the minutes of the Regular Downtown Development Authority Meeting on Monday, October 27, 2014, be approved.

Adopted: Yeas: Decoster, O'Brien, Bolach, Laidlaw, McCutcheon, Schlesinger, Sweeney.  
 Nays: None.

**December 2014 Pleasant Ridge DDA Meeting Schedule**

Chairman Bolach explained this is the same scenario as the Planning Commission Meeting and that the meeting will be held on December 15, 2014.

**Consideration of the Capital Improvement Plan – call for projects.**

Breuckman reported that this is part of the DDA's requirements and it is a 6-year plan (2015 to 2020), and that any projects should be submitted for consideration. The limit is \$10,000.00. Sweeney inquired if there is a previous list that can be reviewed, and Breuckman responded that he is in the process of updating it and will submit it to the Board. Forms are to be turned in by the January 2015 meeting.

**Other Business**

Decoster inquired the status of the alley construction. Breuckman reported that the project has been held up due to the new business owner's parking lot design to be presented. The City has its design plans ready. Schlesinger inquired if there will be a savings for the bigger project, and Breuckman responded that contractors like bigger projects than smaller ones, so there could be a savings but it is unknown at this point.

With no further business, Chairman Bolach adjourned the meeting at 8:04 p.m.



# City of Pleasant Ridge

James Breuckman, City Manager

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From: Jim Breuckman, City Manager  
To: Downtown Development Authority  
Date: December 11, 2014  
Re: Amherst-Sylvan Alley Improvement Project

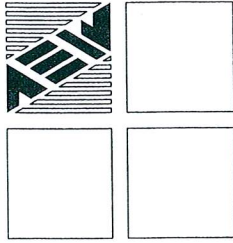
Attached to your agenda packet is a proposal from the City Engineer to complete the design work for the Amherst to Sylvan alley. Our engineer is in the process of designing the 10 mile – Devonshire alley, which initially we hoped to construct this fall but now will wait for a spring or summer construction in 2015.

This means that the DDA has money in your budget this year to complete the design work for the Amherst to Sylvan alley. With the fund balance that you will carry into the 2015-16 budget year, and the new revenue that you will receive next year, it may be possible to reconstruct all of the remaining alleys next year. We can bid out the alleys together, or as part of the Oxford reconstruction. By packaging these projects together, we can potentially get better prices from contractors, and also to generate more interest in our projects by increasing the value of the job.

Even if we do not complete the Amherst to Sylvan alley next year, we risk nothing by completing the design work now. It is a step which we must take eventually, and it will not hurt us if we have to hold on to the design plans until future years to complete the project.

Should you be amenable to completing the alley design work, there is a motion in your wording and comments which you can move to authorize us to approve the expenditure.

I look forward to discussing this with you on Tuesday.



## **ANDERSON, ECKSTEIN AND WESTRICK, INC.**

51301 Schoenherr Road, Shelby Township, Michigan 48315

Civil Engineers • Surveyors • Architects 586-726-1234

December 1, 2014

James Breuckman  
City Manager  
City of Pleasant Ridge  
23925 Woodward Avenue  
Pleasant Ridge, Michigan 48069

Reference: Alley Paving  
Sylvan to Maywood and  
Maywood to Amherst  
AEW Project No. 0175-0092

Dear Mr. Breuckman:

Thank you for the opportunity to continue to provide engineering services for the City of Pleasant Ridge on the above referenced project.

### **Understanding of the Project**

The project consists of complete removal and replacement of the alleys between Sylvan and Amherst, east of Woodward.

### **Services to be Provided**

We propose to perform topographical survey pick-up and prepare plans and specification for complete removal and replacement of the alley with 8" concrete pavement (approximately 12' wide). We will complete the plans and specification for bidding, along with the Devonshire to Ten Mile alley, early next year.

### **Fee for Professional Services**

The fee for topographical survey pickup and design plans and specification will be a lump sum amount of \$6,020.00

Construction Services (Contract Administration, Staking, and Inspection) will be performed on an hourly basis per the attached current Hourly Rate Schedule with the City of Pleasant Ridge.



James Breuckman  
City Manager  
December 1, 2014  
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Below is our estimated total project cost:

Construction Cost	\$62,000.00
Topographical Survey Pickup	750.00
Design (8.5%)	5,270.00
Administration, Hourly (approximately 2.0%)	1,240.00
Staking, Hourly (approximately 2.0%)	1,240.00
Inspection, Hourly (approximately 8.5%)	5,270.00
Testing (approximately 2.0%)	1,240.00
Contingency (approximately 10%)	6,200.00

<b>Total Estimated Project Cost</b>	<b>\$83,210.00</b>
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If you should have any questions, please do not hesitate to contact our office.

Sincerely,

Roy C. Rose, PE, EXW  
President



**EXHIBIT "A"**  
**HOURLY CHARGE RATES**

<u>EMPLOYEE CLASSIFICATION</u>	<u>HOURLY CHARGE RATE</u>
	<u>(09/10-10/11)</u>
PRINCIPAL ENGINEER/SURVEYOR/ARCHITECT	\$109.50
SENIOR PROJECT ENGINEER/SURVEYOR/ARCHITECT	109.50
LICENSED ENGINEER/SURVEYOR/ARCHITECT	109.50
GRADUATE ENGINEER/SURVEYOR/ARCHITECT	89.50
TEAM LEADER	89.50
ENGINEERING AIDE III	74.00
ENGINEERING AIDE II	67.00
ENGINEERING AIDE I	62.50
ENGINEERING AIDE TRAINEE	43.00
SECRETARIAL	35.50
SURVEY FIELD (3 PERSON)	181.00
SURVEY FIELD (2 PERSON)	150.50
SURVEY FIELD (1 PERSON)	115.00
CONFINED SPACE ENTRY CREW	205.00
DATA COLLECTOR (SURVEY CREW)	21.00
COMPUTER SYSTEM	10.50
GPS SURVEY EQUIPMENT	59.50



## City of Pleasant Ridge

James Breuckman, City Manager

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From: Jim Breuckman, City Manager  
To: Downtown Development Authority  
Date: December 11, 2014  
Re: DDA Events in the Park

Attached to this memo are the financial results of the two DDA sponsored events in the park for 2014. At this time we are starting to plan out the 2015 event calendar so it is a good time to discuss the DDA's plan for events this coming year.

As the DDA evaluates the events, I would suggest you consider whether each of the events is meeting the intent of promoting the business district, if the event is providing good value in light of the operating loss, and if there are alternative ways the DDA could be spending the money.

I look forward to discussing this with you at our meeting next Monday.



July 30 DDA Family Night EXPENSES			
Item	Units	Unit Price	Total
Bouncers	1	\$ 450.00	\$ 450.00
Entertainment	1	\$ 250.00	\$ 250.00
Characters	2	\$ 125.00	\$ 250.00
Portable Toilet	1	\$ 65.00	\$ 65.00
Fencing	1	\$ 254.50	\$ 254.50
Coney Island	1	\$ 1,500.00	\$ 1,500.00
		<b>TOTAL EXPENSES</b>	<b>\$ 2,769.50</b>

July 30 DDA Family Night REVENUE			
Cash	\$ 100.00	\$	-
	\$ 50.00	\$	-
	\$ 20.00	20 \$	400.00
	\$ 10.00	3 \$	30.00
	\$ 5.00	1 \$	5.00
	\$ 1.00	3 \$	3.00
		\$	-
<b>TOTAL REVENUE</b>		<b>\$</b>	<b>438.00</b>

PROFIT \$ -  
 (LOSS) \$ (2,331.50)



**DDA CONCERT - 9-17-2014**

<b>EXPENSES</b>			
<b>Item</b>	<b>Units</b>	<b>Unit Price</b>	<b>Total</b>
Stage	1	\$ 350.00	\$ 350.00
Band	1	\$ 800.00	\$ 800.00
Portable T	1	\$ 89.00	\$ 89.00
<b>Event Subtotal</b>			<b>\$ 1,239.00</b>
<b>Item</b>	<b>Units</b>	<b>Unit Price</b>	<b>Total</b>
Food	75	\$ 7.95	\$ 596.25
Beer	96	\$ 1.14	\$ 109.44
Wine	12	\$ 8.99	\$ 107.88
Supplies	1	\$ 189.00	\$ 189.00
licenses	2	\$ 50.00	\$ 100.00
<b>Food/Drink Subtotal</b>			<b>\$ 1,102.57</b>
		<b>TOTAL EXPENSES</b>	<b>\$ 2,341.57</b>

<b>REVENUE</b>			
<b>Cash</b>	\$ 100.00		\$ -
	\$ 50.00	1	\$ 50.00
	\$ 20.00	40	\$ 800.00
	\$ 10.00	6	\$ 60.00
	\$ 5.00	4	\$ 20.00
	\$ 1.00		\$ -
	\$ 0.25		\$ -
	\$ 0.10		\$ -
	\$ 0.05		\$ -
	\$ 0.01		\$ -
<b>TOTAL REVENUE</b>			<b>\$ 930.00</b>

**NET**  
**PROFIT**  
**(LOSS) \$ (1,411.57)**