

Meeting Minutes

Downtown Main Street Streetscape



Project #: 20054
Date / Time: May 15, 2020 @ 2:00pm
Location: GoToMeeting
Re: Kick-off Meeting

- Invitees:
- | | |
|---|--|
| <input checked="" type="checkbox"/> <u>John Prescott, City of Vermillion</u> | <input checked="" type="checkbox"/> <u>Phyllis Packard, BID #2 Board</u> |
| <input checked="" type="checkbox"/> <u>Jose Dominguez, City of Vermillion</u> | <input type="checkbox"/> <u>Brad Shoup, ACE</u> |
| <input checked="" type="checkbox"/> <u>James Purdy, City of Vermillion</u> | <input type="checkbox"/> <u>Mark Smith, SEA</u> |
| <input checked="" type="checkbox"/> <u>Jim Waters, BID #2 Board</u> | <input checked="" type="checkbox"/> <u>David Locke, Stockwell</u> |
| <input checked="" type="checkbox"/> <u>Martin Prendergast, BID #2 Board</u> | <input checked="" type="checkbox"/> <u>Kristin Satterness, Stockwell</u> |
| <input checked="" type="checkbox"/> <u>Michele Maloney, BID #2 Board</u> | <input checked="" type="checkbox"/> <u>Annie Dorhout, Stockwell</u> |
| <input checked="" type="checkbox"/> <u>Patrick Morrison, BID #2 Board</u> | <input type="checkbox"/> _____ |

Exhibits: 2016 Master Plan

Purpose

The purpose of this meeting is to review the project scope, schedule, stakeholders, and initial streetscape thoughts.

Project Scope

- Kick-off Meeting**
 - Steering committee (*City Staff & Bid Board #2*)
 - Stakeholders
 - Project website
 - Design team site visit
- Topographic Survey**
 - Notify property owners
 - City provided list of addresses
 - Request notification of ROW protrusions
 - Research and establish ROW
- Design Charrette**
 - Create draft Microsoft PowerPoint presentation for use at the charrette.
 - Maximum of 20 minutes long.
 - Review existing Master Plan.
 - Discuss Vermillion and theming opportunities.
 - Review design element options.
 - Develop 2-3-day charrette schedule. At the very least, the charrette will include the following meetings:
 - City staff
 - Public Meeting

Meeting Minutes

Downtown Main Street Streetscape

- Stakeholder Meetings
 - Wrap-up Meeting
4. **Schematic Design**
 - Notify regulatory agencies.
 - Develop 25% preliminary plan and cost estimate.
 - Review with City staff.
 - Conduct Public Meeting #1.
 - Individual property owner meetings of each block face.
 - Prepare easement documents.
 5. **Design Development**
 - Develop 65% design development submittal and cost estimate.
 - ROW protrusion designs.
 - Private utility meetings.
 - Review with City staff.
 6. **Construction Documents**
 - Develop 95% construction document submittal and cost estimate.
 - Conduct Public Meeting #2.
 - Cost proposal for construction administrative services and construction staking.
 7. **Bidding**

House Keeping

1. **Scope:** Project is within scope. No updates to project scope at this time.
2. **Schedule:** Project is on schedule.
 - Kick-off Meeting: Today, May 15, 2020
 - Topographic Survey: End of May
 - Design Team Site Visit: May 28
 - Design Charrette: June 9 & 10
 - 25% Design Submittal to City: July 24
 - 25% Design Review Meeting: Aug. 4
 - Public Meeting #1: Aug. 13
 - Individual Property Owner Meetings: Aug. 17 – 21
 - 60% Design Development Submittal to City: Oct. 2
 - 60% Design Development Review Meeting: Oct. 13
 - 95% Construction Document Submittal to City: Nov. 25
 - Public Meeting #2: Dec. 10
 - 95% Construction Document Review Meeting: Dec. 17
 - Final Construction Plans for Bid: Dec. 30
 - Approval from Council to Advertise: January 4, 2021
 - Advertise Dates: Jan. 15 & 22
 - Bid Letting Date: Feb. 4
 - Bid Award from Council: Feb. 15

****End of current scope of work****

Meeting Minutes

Downtown Main Street Streetscape

- Public Meeting #3: March 18
- Begin Construction: April 2021
- Substantial Completion Date: Sept. 30
- Final Completion Date: Oct. 31

3. **Construction Project Cost:** TBD

- *Question was asked if there had been thought or discussion about phasing project to have less impact/disruptions to downtown activities.*
 - *This was discussed and phasing the project over multiple years will increase costs to project due to additional mobilization costs and inflation each year.*
 - *If the city has the funding available it would be best to do it all at the same time.*
 - *This can be looked at closer after 25% preliminary plan set.*

Stakeholders

1. Possible Stakeholder Groups:

- Group A – Economic Development
 - City Staff
 - Economic Development
 - BID Board
 - Chamber of Commerce
 - City Council
 - Planning Commission
 - Developers
 - Convention & Visitors Board
 - *Sculpture Walk/ Public Arts*
- Group B – Landscape
 - Parks department
 - Parks maintenance staff
 - Park Board
 - Street staff
 - Storm water staff
 - City Council
 - Planning Commission
 - Urban Forester
 - *City Electrical Staff*
 - *Greening Vermillion*
- Group C – Multimodal Transportation
 - Local transportation group
 - Public transit
 - School district
 - University staff
 - City Council
 - Planning Commission
 - Bicycle Club
 - Police Department

Meeting Minutes

Downtown Main Street Streetscape

- Fire Department
- *USD Student Government*
- *USD Foundation Staff*

Establish Goals for Project

- *Community event oriented (sound system, outlets, lighting, etc.)*
- *Make downtown Vermillion more of a destination, incorporate place making elements*
- *Accessibility*
- *Reference historical downtown*
- *Shade and shelter for summer month events at Market Street plaza*
- *Promote unique destinations in Vermillion (i.e. National Music Museum)*
- *Provide more space for pedestrians.*

Review 2016 Master Plan

1. High-level opinions
2. Likes
 - *Bump-outs create more space for gathering and create safer intersections*
 - *Would like to see uplighting on trees and more pedestrian scale lighting*
 - *Outlets that allow for people to plug in devices and stay downtown*
 - *Ride share drop off/pick up zones (i.e. Lyft and Uber)*
3. Dislikes
 - *Current masterplan doesn't have much for "bells and whistles" – would like to see something more specific and special to Vermillion*
 - *Increase more pedestrian space for outdoor seating or gathering – could look at parallel parking or adding more bump outs.*
 - *Parking – improve and add parking, but not necessarily directly in front of stores – could be behind stores or on side streets.*

Action Items

1. **Stockwell**
 - *Notify Property Owners and begin Survey*
2. **City Staff**
 - *List of property owner addresses*
3. Next Meeting: *Thursday, May 28th at 10:00 AM*

Meeting Minutes

Downtown Main Street Streetscape

Notes are as interpreted by the individual recording the meeting. Comments, additions, or corrections to this memo shall be communicated in writing to Stockwell within seven days of issuance. After which time the memo shall be assumed accurate and filed as part of the permanent record for the project.

Respectfully Submitted,
STOCKWELL ENGINEERS, INC



David Locke, PLA
Project Landscape Architect