



MINUTES

Bridgeburg Station
Downtown Business
Improvement Association

April 2023 Board Meeting

Meeting Date, Time, and Location

Tuesday April 25th, 2023 at 76 Courtwright St. at 6:00pm

Meeting called to order @ 6:05 pm– chaired by Todd Bews

Directors Present

Vince Salvatori, Stacie VanKralingen, Todd Bews, Anne Vella, Nichole L’Hirontelle, Councillor George McDermott

Absent: Bill Thomas, Dr. Venu Katta, Jesse Boles

1) Addendums to the Agenda

None

2) Declarations of Conflict or Pecuniary Interest

“pecuniary interest” is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person, parent, spouse, or child based on the outcome of the discussion or vote.

“conflict of interest” occurs when an individual is involved in multiple interests, one of which could possibly corrupt the motivation for an act in the other.

None Declared

3) Adoption of Minutes from previous meeting(s)

Motion to approve the minutes from March 28th 2023

Motion by Vince Salvatori, and Todd Bews 2nd, all in favour, Carried.

4) Presentations & Delegations – 5 minutes maximum per delegation

Delegates must register with the chair at least 48 hours prior to a regular board meeting to be included on the agenda.

Walter from Left on Central offered new design concept for street and offered suggestions. Business Guild with holder with pricing for 1000/1500. Proposed \$500 from the BIA for the initial investment and then paid ads from each business who wishes to participate. Follow-up with Venu for budgeting.

5) **Correspondence & Items Arising**

- BBIA to discuss open positions should Jesse resign
- Street renovation update email attached as provided by Vince
- Request for more money then originally approved for the additional hanging baskets. Readdress hanging flowers and maintenance schedule, watering contract
- Vince presented a beautification incentive program for the Bridgeburg businesses on behalf of the BBIA and the Mill Greenhouse.

6) **Treasurer's Report**
No report on due to Venu's absence

7) **Committee Reports and Business Items**

The motion to move forward with the Observer and to hold off on the pamphlets until we see business interest via email before proceeding. Motioned by George McDermott - seconded by Anne Vella. All in favour- carried

8) **Inquiries by Members/ Response to Inquiries**
Tables on the sidewalks to promote businesses during the nice weather. To be placed against the wall and still touching the building as to not obstruct the sidewalk. George to confirm the table size before proceeding.

9) **Coming Events**
Committee for street festivals in August or September. Anne Vella and Nichole L'Hirontelle volunteered for planning committee. Next step is to secure a date for event and confirm that the Museum and EDC want to participate and begin planning from there.

10) **Closed Session**
No

11) **Scheduling of Meetings & Adjournment**

The Meeting Adjourned @ 6:55 pm
Next meeting will be at 6:00pm at 76 Courtwright St
Minutes prepared by Stacie VanKralingen
These minutes will be adopted at the next meeting.

Attachment 1 – Email Correspondence Regarding Street Renovation as provided by Vince Salvatori

BEAUTIFICATION

1. In the past the BIA paid for 1/2 of the businesses 4 season urn club. I am just wondering if you want to continue to offer this to your members?

The pricing is for 4 seasonal pots delivered to the businesses.

15 “planter \$200

17” planter \$260

21” planter \$350

As mentioned above, the BIA paid half of this cost so the business is only invoiced for half the amount once per year.

2. Planters for Jarvis street ordered 11 @ \$75 each \$825+ \$107.25=\$932.25 Board

Approved

3. Planters for Jarvis street order pending, 11 @ \$100 each \$1100+ \$143=\$1243 Board

Approval?

4. Future expense will be much greater if the BBIA must purchase flowers for 54 flower planters, 22 hanging flower baskets, 2 hanging baskets for the archway, and 22 banners.

WATERING AND MAINTENANCE CONTRACT FOR JARVIS?

STREET SCAPE UPDATE

MARCH 31 2023

Response to your questions below.

1. Vince-Will the 54 planters interfere with vehicles parking and opening their doors?

Kurtis- planters will be placed so that they are located near the front and rear of the parking

stalls and set back approximately 0.5 meters from the grey parking concrete edge.

2. Ken Hagan (Lawyer on Jarvis) has sent many emails to the town inquiring about the location of designated handicap parking spots. I believe he has been requesting a designated spot in front or close to his practice.

Kurtis- I spoke with Mr. Hagan last year on the phone and met with him at his office. We reviewed the designated accessible parking stall locations together. As per my discussion with Mr. Hagan I moved the accessible parking stall on the north side of Jarvis to be located right at the PXO crossing located in front Mr. Hagan's building. It is on the other side of the street but it is in very close proximity to his building. The attached landscape drawing has not been updated to illustrate but the change has been made on the line painting drawing.

3. Vince- Do you have a completion date so we can plan for street events according

Kurtis- I just received a few design updates from Quartek that we have been waiting on. I will complete a review prior to sending over to Rankin but if the changes are good I will request an updated schedule from Rankin. I will provide an update once received.

4. Vince-Can you share a plan for people to review so they understand where planters will be located, parking spots, etc.

Kurtis- Proposed landscape and line painting drawing attached. Please note that there are edits required relating to concrete planter locations and line painting modifications.

Line painting revisions relate to recent complaint received regarding block driveways and I am trying to get a few additional parking stalls placed. These edits will be adjusted in the field with Rankin during installation.

5. Vince- Please try to add hanging basket and Banner poles to each light post so they don't look

bare.

Kurtis- I am currently working on this and will let you know what can be done.

APRIL 4 th 2023

Vince-Is the archway lit up, specifically the train silhouette including the top and bottom of the archway.

Kurtis - yes, the archway has a total of 4 LED strip lights. 2 along the top arch (each side) and 2 along the

bottom arch (each side). These LEDs run from post to post (entire length of the arch).

2. Vince-Is it possible to install lamp post fixtures to the archway post to add lighting to the area?

Kurtis - Post top lighting cannot be added at this stage. The LEDs will provide light and there is also 2 decorative street lights in close proximity to the archway.

3.Vince-Can we suggest the grey cross sections design of the bridge be spaced out so the letters are more

exposed.

Kurtis- I spoke with Quartek about this and the Bridgeburg lettering and backing plate is located in front of

the grey truss bridge. The rendered drawing illustrates the lettering behind the webbing but it will not

be constructed this way.

We recently received the proposed archway design from Quartek and I wanted to share it with everyone

originally involved in the redesign discussions.

I believe Lynn with Quartek has captured what was discussed during our meeting, which took place at

Town Hall last year. Modifications to the archway include;

Deletion of the DOWNTOWN lettering. The lettering could not be plated and double sided due

to wind load constrictions.

- Addition of plating behind the BRIDGEBURG lettering. The plate will be fabricated to look like the silhouette of a train and box cars.
- Archway colours have be changed to black for the main structure, grey for the truss bridge and gold for the lettering (lettering will be placed on the front side of the truss bridge, appears revered on the rendered drawing).
- Oval signs on the side arms are shown but no details provided. As per our original discussion if the DOWNTOWN lettering was removed we could incorporate the Bridgeburg crest that appears on your letterhead.

Please note that the detail design drawing attached still illustrates the Downtown lettering on the top of the archway. The Downtown lettering will not be included on the final design.

If you have any comments relating to the current design please forward them to me no later than 4:30pm

April 06, 2023. If more time is required, please let me know but I would like to finalize this so Rankin can forward the design to their fabricator as soon as possible.

As for a construction start date this year Rankin is on hold until the asphalt plants are open and the need to heat concrete for curing is not required. These conditions are normally addressed by mid-April,

weather dependant.

The remaining work to be completed this year include the following;

- Top asphalt
- Concrete pedestrian crossings
- Archway footings and structure
- Completion of remaining sections of sidewalk and any repairs required to sidewalks and curbs
- Adjustment of curb radius at Jarvis St. / Niagara Blvd. intersection
- Installation of decorative street lighting
- Installation of concrete tree containers, plantings and other site furniture

- Installation of pedestrian crossing signals
- Street and parking line painting
- Repaving of Town owned parking lot
-

The work remaining this year will not be as disruptive as last year but there will be impacts to the area.

Line painting of parking areas will require closures, but this can be done in phases, this will also apply to

landscaping works.

I appreciate everyone's patience and feedback throughout this project and look forward to project completion this year.

Thank you,

Kurtis Bottrell, C.E.T.

WEBSITE

Mike Briggs is a local gentleman who builds and maintains websites if we want to consider a quote.