

Central Business District (CBD) Tax Increment Finance Authority (TIFA)  
Mission–Pickard Downtown Development Authority (DDA)  
Industrial Park North TIFA  
University Park TIFA

**MINUTES**  
**June 2, 2009**  
**City Hall Commission Chamber**

I. Chair Coscarelly called the meeting to order at 8:00 a.m.

Present: Tim Coscarelly (Chair), Tim Dolehanty, Kathie Grinzinger, John Hunter, Tom Krapohl (Vice Chair), Doug Ouellette, Joe Pius, Jeff Smith, Rich Swindlehurst.

Absent: Rick McGuirk, Steve Silverberg.

Staff: Rich Morrison, City Economic Development Director; Brian Kench, Building Official; Mary Ann Kornexl, City Treasurer; Nancy Ridley, Finance Director; Jeff Gray, City Planner.

Guests: George Dunn, MMDC; David Burdette, CART; Phil Seybert.

II. Approval of Agenda:

Motion by Krapohl, second by Dolehanty, to approve the agenda as presented. Motion carried.

III. Approval of Minutes

A. May 5, 2009 – Regular Meeting.

Motion by Pius, second by Krapohl, to approve the minutes as presented. Motion carried.

B. May 13, 2009 – Joint Special Meeting.

Motion by Grinzinger, second by Pius, to approve the minutes as presented. Motion carried.

IV. Old and New Business:

A. CBD-TIFA – Receive communication from Downtown Enterprises and consider awarding contract for streetscape/landscape maintenance on W. Broadway, N. Main and River of Time to Sun Star Enterprises.

*Note: This maintenance contract was considered together with the next item on the agenda.*

B. DDA – Receive communication from Downtown Enterprises and consider awarding contract for streetscape/landscape maintenance on Mission Street to Sun Star Enterprises.

Morrison noted the letter that had been provided by Downtown Enterprises, low bidder for the downtown and Mission Street maintenance contracts, indicating that they could no longer take on the contracts. Morrison indicated that staff is recommending that the contracts be awarded to Sun Star Enterprises, the second low bidder.

Discussion followed regarding the bid process and timing.

Motion by Grinzinger, second by Swindlehurst, to award a one-year contract for downtown maintenance and a one-year contract for Mission Street maintenance to Sun Star Enterprises. Motion carried.

C. DDA – Mission Street Activity:

1. Update on MDOT project.

Morrison provided a brief update regarding staff's ongoing work with MDOT on the proposed safety project for the intersection of Mission and Broomfield, noting that staff will be meeting with MDOT officials from Lansing later in the week to discuss the project.

2. Status update on Firstbank project (Phil Seybert).

*Note: this item was moved up from #3 on the agenda.* Mr. Seybert informed the DDA that the project to construct a new branch at 2015 S. Mission continues to progress. The owner is working with the tenants regarding the current leases. He indicated that he intends to bring cost estimates to the DDA for the service drive, decorative screen, and removal of the existing pole sign for consideration at the next meeting. He also intends to proceed with a brownfield plan to cover demolition of the existing building with Brownfield Redevelopment Authority.

3. Discuss DDA-funded projects at intersections.

*Note: this item was considered with item #4, below.*

4. Discuss decorative screening and screen walls.

Morrison and Gray provided a PowerPoint presentation regarding decorative screening and screen walls along Mission Street. Staff suggested that the DDA may want to consider developing a "menu" of options for decorative screening. Staff noted that the brick and limestone material and details that have been utilized on DDA intersection improvements could be encouraged on these screens. It was also suggested that a series of options be developed for the decorative fencing that would accompany brick piers.

Discussion followed regarding materials and options.

Morrison also noted that the Planning Commission has received an application to utilize the former Isabella Community Credit Union on Mission Street for a Biggby Coffee with outdoor patios. A screen wall has been proposed for the intersection of Illinois and Mission Street to replace the existing landscaping. Morrison suggested that the DDA may want to consider investing in the screen wall and selecting a design that would further the investment at the intersection of Mission and Broadway.

Chair Coscarelly noted that there appears to be consensus regarding the direction that staff is recommending on these issues.

D. Other:

Financial Statements – Kornexl reviewed the financial statements for the TIFA districts and the DDA. It was requested that there be some discussion in the future regarding budgeting for potential land purchase and right-of-way maintenance in North Industrial Park.

V. Adjournment:

There being no further discussion, Chair Coscarelly adjourned the meeting at 9:04 a.m.