

City of Mt. Pleasant

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

MINUTES OF THE REGULAR MEETING

April 10, 2014 10:00 AM
City Hall, Conference Room A

I. Call to Order

The meeting was called to order by Chair Rich Swindlehurst at 10:02 am.

Present: Tim Driessnack, Tom Krapohl, Margaret McAvoy, Rick McGuirk (Vice-Chair), Nancy Ridley, Rich Swindlehurst (Chair), Terri Zitzelsberger

Absent: Heather Berry, Tim Coscarelly, John Hunter, Jeff Smith

Also attending: (Staff): Jen Flachs, Mary Ann Kornexl, William Mrdeza, Michelle Sponseller

II. Approval of Agenda

It was moved by Krapohl, seconded by McGuirk, to approve the agenda as presented. **The motion passed unanimously.**

III. Approval of the March 13, 2014 Meeting Minutes

It was moved by Ridley, seconded by McAvoy, to approve the minutes of the March 13, 2014 meeting. **The motion passed unanimously.**

IV. Old and New Business

A. TIFA

1. Receipt of the 2013 Year End Financial Reports

Kornexl presented the TIFA financial reports from 2013 for the Board's consideration. She reported that the CBD-TIFA was projected to carry forward a total of \$344,091 with \$96,654 of that amount unassigned and available for projects. The Industrial Park North TIFA was projecting to carry forward \$133,163 of which \$70,000 is assigned to maintenance and \$50,000 assigned for park incentives. There was some brief discussion regarding MMDC's role with the north industrial park. Board members requested that Brian Anderson of the MMDC provide the TIFA Board with periodic updates on the MMDC's activities in the industrial park, especially as related to promotion and maintenance. Finally, the University Park TIFA was projecting a carry-forward of \$206,752 of which \$76,752 was currently unassigned. Kornexl briefly explained that the TIFA was due to expire soon and discussions regarding the merits of

renewing it will need to be held in the near future. She also explained that the loss of personal property tax as well as a recent Tax Tribunal decision which reduced CME-Mitsuba's tax liability has greatly impacted the revenues available in this TIFA district.

The Board members chose to also review the 2013 DDA financial reports at this time. Kornexl reported there was a decrease in Working Capital at the end of 2013 over the budgeted amount from \$326,180 to \$227,592. As a result, \$666,438 will be carried forward into 2014 with \$58,008 of that amount being unassigned. It was moved by Ridley, seconded by Krapohl, to accept both the TIFA and DDA 2013 final budgets as presented by Kornexl. **The motion passed unanimously.**

2. Capital Improvement Plan 2015-2019

Sponseller indicated that as a result of a PASER rating analysis of the parking lots downtown, together with discussions involving the Department of Public Works staff and the Parks and Public Spaces Department Director, the sequencing of parking lot improvements in the downtown will need to be reordered and re-prioritized to reflect this more recent data. Based on this information, Sponseller was proposing the following changes in parking lot capital improvements:

- **2015** – Design of Lot #3 (Town Center) \$25,000. Due to cost parameters, this project will encompass the parking lot and green space, but will not include a venue such as a band shell or pavilion.
- **2016** - Construction of Lot #3, PASER rating of lots, re-stripe lots and cracksealing \$335,000
- **2018** – Design of lot #5 (SW corner of Main and Michigan) \$20,000
- **2019** – Construction of lot #5, PASER rating of lots, restripe lots and cracksealing \$435,000
- Parking Lot #8 reconstruction be postponed until lots with greater need of repair are completed
- The expanded redesign of Town Center be eliminated into the foreseeable future due to budget constraints

In addition, Sponseller recommended reallocating the funds originally anticipated for Lot #8 reconstruction activities in 2014 to the following activities for the not-to-exceed amounts indicated:

- PASER all alleyways = \$2,000
- Crackseal parking lot #1 = \$700
- Thin overlay of lots 10 and 12 = \$17,000
- Markings in all lots (other than lot #2) = \$15,000
- Replacement of 30 trash cans for a not-to-exceed cost of \$30,000

McGuirk inquired about whether it would be possible to request the waste hauler to contribute to the cost of the trash cans downtown. Sponseller indicated she could ask, but was not optimistic regarding the response. After a brief discussion, it was moved by McGuirk, seconded by Zitzelsberger, to approve the proposed reprioritization of parking lot improvements and to reallocate the funds scheduled to be used in 2014 for reconstructing Lot #8 for the purposes noted above. **The motion passed unanimously.**

B. DDA

1. Authorization for Final Engineering Billing to Fleis and Vandenbrink for Construction and Observation on the Fairfield Realignment Project

Mrdeza reported on the last unpaid billing for the Fairfield grid street that needed DDA Board consideration for approval. Mrdeza explained in late 2013 Fleis and Vandenbrink provided the engineering design and construction observation services during the construction of the new Fairfield grid street and the realignment of the existing Fairfield Drive east of Mission Street. During this time, it became apparent that the opportunity existed to realign Fairfield (as required by MDOT) as part of the original new street construction because of 1) cost savings over the original budgeted amount and 2) an amendment to the DDA's budget to take advantage of this opportunity. This was not originally envisioned to be part of the 2013 new grid street project. Unfortunately, one of the approvals from the DDA authorizing Fleis & Vandenbrink to act on the City's behalf to provide construction observation services was overlooked at that time. Mrdeza indicated that the work by the engineering firm was completed and felt that the new recording procedures for contract documents and associated amendments put in place by the City's Engineering Department should prevent a similar occurrence in future projects. As a result, staff recommended the DDA Board act to approve Amendment #1 to the original engineering design services contract with Fleis and Vandenbrink. It was moved by McAvoy, seconded by Krapohl, to approve payment to Fleis and Vandenbrink in the amount of \$7,250 for design engineering services related to the realignment of Fairfield Drive. **The motion passed unanimously.**

2. 2014 Grid Street Update

Mrdeza indicated that he was working with Stacie Tewari, the City's Engineer, and CMU staff to construct the next grid street adjacent to the Special Olympics location on Mission Street. Preliminary designs were recently shared with MDOT staff with their preference being for a right turn in, right turn out configuration. After some discussion, the Board members indicated agreement with City staff that the street should be a full service configuration. Krapohl asked if consideration could be given to a design that included a right turn in, left turn, right turn out. Mrdeza reported that he would pass the suggestion along to Tewari. Additional updates will be provided as the design progresses.

V. Other Business

There was no *Other Business* to discuss at this time.

VI. Adjourn

There being no other business, the meeting adjourned at 10:55 am.

