

## City of Mt. Pleasant

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

#### MINUTES OF THE REGULAR MEETING

April 7, 2016 10:00 AM  
City Hall, Conference Room A

#### I. Call to Order

The meeting was called to order by Chair Tim Driessnack at 10:00 am.

**Present:** Tim Coscarelly, Tim Driessnack (Chair), Rick McGuirk, Lisa Orlando, Nancy Ridley, Rich Swindlehurst (Vice-Chair), Brad Wahr

**Absent:** John Hunter, Tom Krapohl, Margaret McAvoy, Jeff Smith

**Also attending:** (Staff): Mary Ann Kornexl, William Mrdeza, Michelle Sponseller  
(Guests): Jim McBryde, MMDC

#### II. Approval of Agenda

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

#### III. Approval of the March 10, 2016 Meeting Minutes

Kornexl suggested the March 10<sup>th</sup> meeting minutes be corrected to reflect the 2016 amended budget proposed a reduction of \$335,000, leaving \$100,000 for capital projects as a result of postponing reconstruction of Parking Lot #3 (Town Center) until 2017. The minutes as written indicated the reduction in the budget was \$100,000 with \$335,000 remaining for capital improvements. It was moved by Ridley, seconded by Swindlehurst, that the March 10, 2016 meeting minutes be approved as amended. **The motion passed unanimously.**

#### IV. Old and New Business

##### A. TIFA

##### 1. Accept the Final 2015 TIFA Financial Report

Kornexl presented the final 2015 financial report for the Board's consideration. She indicated that several line items came in under budget for the year. Kornexl noted that the Industrial Park North budget was \$203 over budget for the year due to an extra mowing that took place in 2015. She also reported that the University Park TIF District was dissolved at the end of 2015 and ended up as anticipated, with a total of \$135,780.89 being redistributed to the appropriate taxing jurisdictions. It was moved by Swindlehurst, seconded by Wahr, to accept the final 2015 TIFA financial report. **The motion passed unanimously.**

## **2. Consider Awarding Low Bid for the Downtown Parking Study**

Sponseller presented a summary of the responses to the RFP for a downtown parking study with a recommendation to enter a contract with Carl Walker for a price of \$27,016 plus expenses, not to exceed a total of \$29,000. She reminded the Board that this project has been part of her goals and objectives for 2016 and had been discussed as being needed by both the TIFA and DDB Boards in the past. The purpose of the study was to:

- Review the current supply and allocation of long and short term spaces in the downtown
- Provide recommendations on how best to allocate these spaces
- Recommend how best to manage the current demand and determine the need for additional surface parking
- Determine future parking needs based on potential development and where this future parking might be located. This also included a recommendation as to the viability of a downtown parking structure at some point.

Coscarelly questioned whether a previous parking study had already addressed these issues. He asked that a copy of that previous study be sent out for reference. Sponseller responded that the earlier study, conducted in 2005, was limited in scope and only addressed the feasibility of angle parking downtown, the issue of three and ten hour parking lots, and did not consider the appropriate allocation of parking.

A lively discussion ensued regarding the need for the study, including the sentiment that another study was not needed at this time. One suggestion was that staff try something different this summer regarding parking restrictions, based on their knowledge of downtown parking behavior and feedback from the businesses. Staff indicated they did not feel qualified since this subject requires specialized training and the understanding of best practices based on data collected. The discussion concluded with a consensus to first hold a joint meeting with the DDB on this issue, then return to the TIFA Board with recommendations from that meeting based on the discussion that occurs.

## **B. DDA**

### **1. Accept the Final 2015 DDA Financial Report**

Kornexl presented the final 2015 financial report for the DDA Board's consideration and acceptance. She reported that the Capital Outlay line item anticipates a savings from the originally budgeted amount due to the MDOT mast arm replacement project being projected to come in under budget. It was moved by McGuirk, seconded by Swindlehurst, to accept the final 2015 DDA financial report. **The motion passed unanimously.**

## **2. Project Update and Consider Approving the Environmental Testing Costs Associated with the Campus Commons Grid Street**

Mrdeza reminded the Board that due to the unexpected find of a previously leaking underground storage tank (LUST) on the Gordon Foods property, the developer was concerned with any liability that might result when the proposed grid street was being built across the Campus Commons development site property. The developer was unwilling to assume any liability or the costs that might be associated with potential clean-up activities if needed. The City and the developer have been unable to reach consensus on language in the agreement that would hold either party harmless in the event a considerable environmental issue arose during construction. Because the exact nature of environmental concerns associated with the previously removed LUST are unknown, the City's legal counsel suggested undertaking environmental testing to quantify the nature and extent of any environmental concerns. Estimates for such testing are about \$4,500 with a not to exceed worst case cost of \$8,000. Once more certain information on this issue has been determined based on testing data, staff will have a better understanding on how or if to proceed with finalizing the development agreement for the road construction. Since time is of the essence in resolving this issue, Mrdeza recommended the Board authorize the Chair to sign a contract with a qualified environmental consultant for an amount not to exceed \$8,000.

Board members suggested Mrdeza also obtain a cost estimate from a local environmental consultant for the environmental testing he outlined. A local company (Michigan Consulting and Environmental) was suggested. Once bids are received, the Board directed Mrdeza to call a special meeting at which time action on this item would be taken. In the meantime, Mrdeza was asked to obtain the Phase I environmental assessment from the developer as well as any other studies that have been completed on the property to better inform staff and the consultants of known issues that might have been identified in the past.

Mrdeza also informed the Board that the Campus Commons developer indicated they might be downsizing the original project by removing a second building planned for housing, due to financial feasibility issues. Should this occur, the project would have to go back to the Planning Commission for reconsideration of the new site plan. Mrdeza will keep the Board informed and revisit their earlier approval of amenity incentives to make sure such an investment would be an enhancement for the new project.

### 3. Suggestions for New Grid Street Names for Campus Commons

The Board had asked staff to bring back some ideas for names for the new grid street prior to its construction in order to avoid confusion when referring to the new street ahead of its opening. Given the uncertainty of the street project moving forward (see above discussion), it was determined to postpone action on this topic until such time as there is more certainty of the street actually being built.

### 4. Consider Allocating Funds for Lighting Upgrades at the Mission/Broomfield Intersection

Mrdeza informed the Board that the City Commission requested staff investigate the possibility and cost of installing enhanced lighting at the Mission/Broomfield intersection. The amount of pedestrian traffic and the recent vehicle/pedestrian accident in that location, combined with poor lighting conditions, prompted the inquiry. The City Commission referenced the improved lighting and resulting safety conditions at the Mission/Broadway and Mission/Michigan intersections as a model to consider for this location. Neither the Isabella Road Commission nor MDOT have funds to install and operate such lighting.

City staff contacted Consumers Energy and supplied the specifications used at the Mission/Broadway and Mission/Michigan intersections in order to obtain a quote for the work. As was previously done, a total of eight light fixtures were specified in the request (two per corner). The total cost of installing the L.E.D. lighting as specified was \$2,728.00. Acting on the staff recommendation, it was moved by Coscarelly, seconded by Orlando, to allocate \$2,728.00 of unobligated funds to install the eight L.E.D. lights at the Mission/Broomfield intersection as described above. **The motion passed unanimously.** In addition, because of the affordable cost, the Board expressed a willingness to consider this type of enhanced lighting at other key Mission Street intersections in 2017.

### V. Other Business

There was no other business proposed for consideration at this time.

### VI. Public Comments

There were no public comments received or offered.

### VII. Adjourn

There being no other business, **the meeting adjourned at 11:12 am.**