

# City of Mt. Pleasant

## Mission-Pickard Downtown Development Authority (DDA)

### MINUTES OF THE REGULAR MEETING

February 9, 2017 10:00 AM  
City Hall, Conference Room C

#### I. Call to Order

The meeting was called to order by Chair Tim Driessnack at 10:02 am.

**Present:** Tim Coscarelly, Tim Driessnack (Chair), Tom Krapohl, Doug LaBelle II, Margaret McAvoy, Lisa Orlando, Nancy Ridley, Jeff Smith,

**Absent:** Thomas Baumann, John Hunter, Eric Noeker

**Also attending:** (Staff): Craig Brune, Chris Bundy, Mary Ann Kornexl, William Mrdeza

#### II. Approval of Agenda

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

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

It was moved by Smith, seconded by Krapohl, to approve the November 10, 2016 meeting minutes as presented. **The motion passed unanimously.**

#### IV. Old and New Business

##### A. Election of Officers

Mrdeza indicated that the current By-Laws called for the annual election of officers in July of each year. Elections were not conducted in 2016; proposed changes to the By-Laws later in the agenda include changing the election date from July to January for simplicity and ease of remembering. Mrdeza also reminded the Board that with the restructuring and separation from the TIFA Board late in 2017, the Vice-Chair (Rich Swindlehurst) was no longer a member of the DDA Board. Filling this position was another reason to consider holding elections of officers at this meeting. Finally, Mrdeza reminded the Board members that the By-Laws do not allow an officer to hold their position for two consecutive terms; this provision was not a factor during this election process since the current Chair has only served one term. It was moved by McAvoy, seconded by Ridley, to nominate and cast a unanimous ballot for Tim Driessnack as Chair. There were no other nominations. **The motion passed unanimously.**

Driessnack next called for nominations for Vice Chair. Krapohl moved, seconded by Coscarelly, to nominate and cast a unanimous ballot for Jeff Smith as Vice Chair. There were no other nominations. **The motion passed unanimously.**

**B. Receipt and Discussion of Proposed By-Law Changes Resulting from the New Board Structure (Action at Next Meeting)**

Mrdeza presented proposed changes to the DDA By-Laws that were made necessary by the recent restructuring of the DDA and TIFA Boards. A marked up copy of the changes was distributed ahead of the meeting for review and comment. As a result, there were several edits proposed. One such change was to allow for a two year term for officers rather than the current one year term. McAvoy also questioned the proposed addition of e-mail notifications for special meetings and whether or not that would violate the Open Meetings Act. Mrdeza was to check on this last question and edit the document as necessary. Action on amending the By-Laws will occur at the next meeting.

**C. Discussion of Mission Street Maintenance Contract for 2017**

Mrdeza introduced Chris Bundy and Craig Brune from the City's Parks and Public Spaces Department. Bundy reported that his department is responsible for maintenance work in the district which includes lawn care, brickwork maintenance, entry walls and flowerbed maintenance, monuments and flower bed maintenance, and pruning and tree upkeep. In order to assist with this work, the DDA has had a contract with a private landscape company for the past four years. Bundy summarized the contract amount over that period as follows:

<b>Year</b>	<b>Amount</b>
2014	\$15,900
2015	\$15,900
2016	\$16,240
2017	\$16,240

Bundy indicated that the contractor held his prices the same for 2017 and could be asked to do so again for 2018 if the DDA wanted to take some time to better define the deliverables. After some discussion, the Board felt that it was time to bid the work out once again and requested Bundy solicit three year bids for similar work from qualified contractors. Bundy will bring the results of that process back to the DDA Board for consideration at a future meeting.

**D. Continued Discussion of the Next Steps for Amending and Extending the DDA Financing Plan and Amending the Development Plan**

Mrdeza reminded the Board that the DDA Financing Plan was set to expire at the end of 2017 and the Board previously agreed to seek an extension of that date to coincide with the expiration of the Development Plan in 2025. Mrdeza has been working with the City's legal staff to prepare the necessary documents and timelines to move this process

forward early in 2017. Currently the only unknown is whether or not, based on how the number of residents is calculated, a Citizen's Council would need to be formed as part of the process. Staff is gathering information and data on this and, based on the results of that effort, will have a recommendation for action or next steps for the Board to consider at their next meeting.

#### **V. Other Business**

Mrdeza reminded the Board members of the Board and Commission training session rescheduled for February 15<sup>th</sup>; he encouraged those that were able and interested to sign up and attend.

#### **VI. Public Comments**

There were no public comments received or offered.

#### **VII. Adjourn**

There being no other business, **the meeting adjourned at 10:54 am.**