

# City of Mt. Pleasant

## Mission-Pickard Downtown Development Authority (DDA)

### MINUTES OF THE REGULAR MEETING

March 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 10:01 am.

**Present:** Tim Driessnack (Chair), John Hunter, Tom Krapohl, Doug LaBelle II, Margaret McAvoy, Eric Noeker, Nancy Ridley, Jeff Smith,

**Absent:** Thomas Baumann, Tim Coscarelly, Lisa Orlando

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

#### II. Approval of Agenda

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

#### III. Approval of the February 9, 2017 Meeting Minutes

It was moved by McAvoy, seconded by Krapohl, to approve the February 9, 2017 meeting minutes as presented. **The motion passed unanimously.**

#### IV. Old and New Business

##### A. Receive the 2016 Year End Financial Report

Mrdeza asked Kornexl to provide the details of the end of the year financial report. She indicated state reimbursement for property tax loss was less than anticipated by the end of the year. Kornexl also noted that the 2016 actual was under the amended budget amount for Pedestrian and Traffic Safety and was tied to unexpended engineering costs by year's end associated with the Campus Commons project. Finally, Kornexl reported that approximately \$6,300 will be moved to 2017 for economic incentives since these funds were earmarked for decorative fencing at the Campus Commons project and that part of the project had not been completed by the end of the year. The report was filed as "received" by the Board.

## **B. Approval of the Proposed By-Law Changes**

Mrdeza presented the final changes to the DDA By-Laws as discussed at the previous meeting. He indicated that no comments on the proposed changes had been received. Mrdeza also noted that concerns regarding the notification of Board members by e-mail would not violate Open Meeting Act rules since the meeting itself would continue to be properly posted according to the provisions of the Act. Therefore, the additional wording to that effect remained in the changes to the By-Law language. It was moved by Smith, seconded by Hunter, to approve the proposed changes and adopt the By-Laws as presented. **The motion passed unanimously.**

## **C. Approval of a Resolution Recommending the Third Amendment to the Mission/Pickard DDA District Finance and Development Plans and Request to Set a Public Hearing on Same**

Mrdeza reminded the Board members of the proposed amendment to the DDA plan which extends the sunset date of the Tax Increment Finance Plan from 2017 to 2025 and adds several additional projects to the Development Plan. No change is proposed to the 28% tax capture amount. As reported at the last meeting, Mrdeza indicated that the formation of a Citizen's Council is required under the DDA Act if there are more than 100 residents in the district; this required additional staff research to determine whether or not this step was required as part of the amendment process. Because of the primarily transient nature of the majority of those currently residing in the district (mostly students renting apartments during the school year), staff looked to past precedent as to how this provision was addressed for the previous plan amendment. As a result, "resident" was defined as a person living in the district who was registered to vote in the City. Based on this definition, staff determined there were less than 50 individuals residing in the district who met this definition of "resident" and therefore it was not necessary to form a Citizen's Council as part of the plan amendment process.

In addition, Kornexl and Mrdeza reported they had met with staff from the Chippewa River District Library to discuss the recently passed legislation allowing libraries to opt out of a tax capture plan under certain circumstances. Based on the criteria, the library has the ability to opt out and is currently reviewing their options under this provision. Mrdeza and Kornexl requested that the library consider at least remaining as part of the plan in 2017 since the tax capture district budgets have been set and consider a phase out in future years if the decision is to exercise their ability to opt out of the City's tax capture districts. The library staff indicated they would meet with City staff in the future on this topic once they had a chance to more fully analyze the provisions of the legislation and for the library board to decide on an action. City staff requested the opportunity to participate in discussions with the library board on this issue at a future library board meeting.

The DDA Board reviewed the proposed resolution recommending the third amendment to the district plan and suggested changing the meeting date in the first paragraph from February 9 to March 9, 2017. It was also suggested to revise Table 2, the Estimate of Tax

Capture by Taxing Jurisdiction, to reflect the fact that the District Library millage is exempt from tax capture beginning in 2017 and to note that and the reason in the footnote section of the table. After some additional discussion, it was moved by Smith, seconded by LaBelle, to adopt Resolution Number 2017-01 recommending the third amendment to the Mission Street-Pickard Avenue District Development Plan and Tax Increment Financing Plan to the City Commission, including the changes to the document as noted. The motion further requested the City Commission set a public hearing on the plan amendment and adopt the third amendment to the plan after holding the public hearing. **The motion passed unanimously.**

#### **D. Consider Approval of the Mission Street Maintenance Contract for 2017**

Mrdeza introduced Parks and Public Spaces Director Chris Bundy and asked him to present the results of the bids received for the Mission Street maintenance contract as discussed at the previous meeting. Bundy reminded the Board members that the major categories of maintenance covered under the contract include:

- Lawn care
- Brickwork
- Entry walls and flowerbeds
- Monuments and flowerbeds
- Pruning and tree upkeep

Bundy indicated one bid was withdrawn for technical reasons and of the remaining two bids, Green Scene Landscaping, Inc. was the low bidder. Their three year bid was for \$15,900 in years one and two, and \$16,300 in year three. Based on the bids received, Bundy recommended the Board award the three year Mission Street maintenance contract (2017-2019) to Green Scene Landscaping. It was moved by Ridley, seconded by Noeker, to concur with Bundy's recommendation and award the Mission Street maintenance contract to Green Scene Landscaping, Inc. at the amounts indicated in their bid. **The motion passed unanimously.**

#### **E. Discussion of Grid Street Priorities**

Mrdeza referred to the Mission Street Grid Network map included in the packet and asked Board members what their next grid street or cross connection project priorities were. So far, of the projects identified on the 2012 plan, seven grid or cross connection streets have been constructed. Mrdeza indicated that since there is some uncertainty surrounding the former Happy's Pizza location north of Preston, and the former Chippewa Lanes property adjacent to Olympic Drive, the Board might need to consider other priorities for design in 2018 and construction in 2019. As a result, the Board felt that the focus should shift to the east side of Mission with consideration being given to developing the cross connections between businesses identified in the plan. Based on this, the Board identified the cross connections at locations H and G (Evans Street and north to Appain Way) as well as the Target cross connection at J, as shown on the plan, as the next priority locations to consider.

#### **F. Consideration of Including Enhanced Intersection Lighting at Mission/Preston and Mission/Bellows Streets as a 2018 Capital Budget Project**

In 2016 the DDA funded LED lighting enhancements to the Broomfield and Mission intersection. Based on the success of that project and its relatively low cost (\$2,728.00), staff discussed similar enhancements at Preston and Bellows streets. Mrdeza inquired as to whether or not the DDA would consider including similar projects be added to the 2018 capital improvements plan. The Board indicated interest, but directed Mrdeza to confirm the current price of these upgrades with Consumers Energy; if the cost was low enough, there was interest in considering such a project in 2017 instead. Mrdeza will provide updated estimates for consideration at the next DDA meeting.

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

There was no other business to be considered by the Board.

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

There were no public comments received or offered.

#### **VII. Adjourn**

There being no other business, it was moved by LaBelle, seconded by Ridley, to adjourn the meeting. **The motion passed unanimously and the meeting was adjourned at 11:03 am.**