

## City of Mt. Pleasant

### Mission-Pickard Downtown Development Authority (DDA)

#### MINUTES OF THE REGULAR MEETING

April 12, 2018 10:00 AM

City Hall, Conference Room A

#### I. Call to Order

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

**Present:** Tim Driessnack (Chair), John Hunter, Tom Krapohl, Doug LaBelle II, Margaret McAvoy, Mary Ann Kornexl (for Nancy Ridley), Lisa Orlando, Robby Roberts, Jeff Smith (Vice Chair)

**Absent:** Tim Coscarelly, Robert VanDorin

**Also attending:** (Staff): William Mrdeza

#### II. Approval of Agenda

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

#### III. Approval of the March 8, 2018 Meeting Minutes

It was moved by Smith, seconded by Krapohl, to approve the March 8, 2018 meeting minutes as presented. **The motion passed unanimously.**

#### IV. Old and New Business

##### A. Receive and Accept the 2017 Year End Budget and Budget Report

Kornexl highlighted the 2017 year end budget to the Board and began by indicating that that the DDA district captures 28% of the increase in value that takes place in the district since its creation in 1990. The remaining 72% of captured revenue is distributed to the taxing jurisdictions. Kornexl reported that in 1990, the taxable value in the district was \$32,047,850, while the taxable value at the end of 2017 was \$70,585,499. McAvoy noted that The Isabella County Medical Care Facility and I-Ride were listed as county taxing entities when they were actually independent from the county. Kornexl indicated that the total adjusted 28% capture in 2017 was \$278,076; the City's share of that was \$165,742.

Kornexl explained differences from the amended budget estimates to the 2017 year end actual budget numbers. These included a lower than anticipated judgment from the Michigan Tax Tribunal, a slight savings in actual operating expenses, and a deferral of incentive funds granted to Rightway Automotive until 2018 which resulted in savings to the Economic Incentives line item. Total working capital at the close of 2017 was \$525,830. It was moved by Smith, seconded by Krapohl, to accept the 2017 year end budget and budget report as presented. **The motion passed unanimously.**

**B. Presentation by Bill Beckett Regarding Future Funding Requests for Driveway Closure/Relocation and New Grid Street Associated with Mission Street Enterprises (MSE) North of Preston**

Mrdeza introduced Bill Beckett who was representing Mission Street Enterprises (MSE), the owners of the property between Pizza Hut and Arby's on Mission Street. Beckett described the plans that have been approved by the Planning Commission to make improvements to the property, including renovations to the existing buildings and the creation of a new grid street across the property connecting Mission Street with East Campus drive. He has been working with CMU on an easement agreement for accessing East Campus Drive, as well as with MDOT and Pizza Hut for a relocated and combined driveway opening between the two businesses. This new opening would align with the proposed street as required by MDOT. Beckett was presenting the project as the first part of the request process for incentive funds as well as to verify the DDA's interest in helping to fund a connector street in this location.

Mrdeza indicated that incentive funding has historically been used to pay 100% of the cost of driveway closures and relocations consistent with the Mission/Pickard Access Management Plan, as well as 50% of the cost of other amenities such as decorative fencing which MSE is also interested in. All costs must be support by contractor bids for the work, assuming the DDA Board is first conceptually supportive of the project and request.

Mrdeza also indicated that possible funding for the grid street would come from another line item in the DDA's budget, but would have to first be approved by the Board both conceptually, then finally once bids are presented and reviewed by the City's Engineer. After some additional discussion, the Board agreed to support the described conceptual projects for potential future funding approval which include a driveway closure and relocation, decorative fencing, and a new grid street. Funding amounts will be dependent upon project costs as supported by contractor bids and project funding criteria as previously approved by the Board.

**C. Update on New City Master Plan and RFP**

Mrdeza indicated that the City will be rewriting its Master Plan beginning in late 2018, with most of the work completed in 2019. The major DDA-related component of the plan is a corridor study of Mission Street, as previously discussed with the Board. Funds have been allocated in the budget for this activity. Mrdeza reminded the Board that the goal of this study was to explore ways of impacting future design considerations of the

corridor to make it more responsive to the business nature of the street, with less emphasis on Mission as purely a transportation corridor. This means that factors such as pedestrian safety, vehicle speeds, traffic flow, crossing movements, and other design elements must be taken into consideration for future projects in order to allow Mission to function in a way that makes doing business along the corridor safer and more convenient than currently. Best practice designs, incorporating stakeholder input, will be a key component to this plan element. Mrdeza wanted to make sure the Board was aware of their opportunity to have direct input into this important part of the Master Plan, and will be sharing the RFP solicitation language with the Board at their next meeting.

#### **D. Discussion on Retail Market Study Opportunities**

Mrdeza reported that he and Downtown Development Director Michelle Sponseller have been in discussions with two different firms who conduct retail market studies; staff was contacted by these firms to see if the City had an interest in contracting for their services. He reminded the Board that past concerns about retail turnover, especially downtown, led to an interest in trying to identify potential unmet retail demand in the Mt. Pleasant market. The Board was asked if they were interested in a presentation and discussion with a representative from either of the firms that contacted the City.

There was discussion among the Board members regarding the merits of such a study, especially when weighed against the possible cost. After weighing the pros and cons, the Board directed staff to provide additional written material on the subject for the next meeting. Based on that information, Board members can decide whether or not there is value in a personal presentation.

#### **E. Economic Development Action Plan Update**

Mrdeza informed the Board that the City will be updating its Economic Development Action Plan in the next few months as part of the certification process for the State's Redevelopment Ready Communities (RRC) program. The program considers best practices in six different areas, including economic development, as part of the certification process. Certified communities are eligible for a variety of state programs, including grant funds and development assistance; the City has been engaged in the program for the past year and a half.

Mrdeza shared the current Economic Development Action Plan, which was adopted in 2008, with the Board as a reference document. He also included a proposed timeline for adopting the updated plan. Mrdeza indicated that he planned on outlining a draft amendment to the plan over the next week or so and share that with the Board ahead of the next meeting. The plan amendment will need to incorporate requirements of the RRC program. Once a draft outline of the amended plan is prepared, Mrdeza will engage the Board to incorporate their comments, as well as those from other pertinent boards, before seeking adoption by the City Commission.

**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 and on a motion by McAvoy, seconded by Krapohl, **the meeting was adjourned at 11:09 am.**