

City of Mt. Pleasant

Mission-Pickard Downtown Development Authority (DDA)

MINUTES OF THE REGULAR MEETING

May 10, 2018 10:00 AM

City Hall, Conference Room A

I. Call to Order

The meeting was called to order by Chair Tim Driessnack at 10:01 am.

Present: Tim Driessnack (Chair), John Hunter, Tom Krapohl, Doug LaBelle II, Margaret McAvoy, Nancy Ridley, Robby Roberts

Absent: Tim Coscarelly, Lisa Orlando, Jeff Smith (Vice Chair), Robert VanDorin

Also attending: (Staff): Jennifer Flachs, Mary Ann Kornexl, William Mrdeza

II. Approval of Agenda

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

III. Approval of the April 12, 2018 Meeting Minutes

It was moved by Krapohl, seconded by LaBelle, to approve the April 12, 2018 meeting minutes as presented. **The motion passed unanimously.**

IV. Old and New Business

A. Consider Awarding the Contract to Central Asphalt, Inc. for Overlaying Two Alleys West of Mission Street for a Not to Exceed Amount of \$24,000

Mrdeza and Jen Flachs from the City's Engineering Department explained that a total of \$24,000 was allocated in 2018 to overlay the alley which parallels the west side of Mission Street from Mosher to Crosslanes. Additional overlays were scheduled in 2022 for a cost of \$35,000. The bids for the 2018 overlay came in lower than expected and as a result, budgeted funds are available for additional alley overlay projects in 2018. As a result, staff recommended adding the alleys from Wisconsin to Illinois and Palmer to Bennett to the 2018 project list, for a not to exceed total cost of \$24,000 for all three alley segments. In order to take advantage of the lower bid prices, it was moved by McAvoy, seconded by Driessnack, to approve all three alley overlay projects in 2018 for a total cost not-to-exceed \$24,000. **The motion passed unanimously.**

B. Update on Mission/Bluegrass Shared Intersection Improvements

Mrdeza reported that he met with representatives of CMU and Union Township to discuss their participation in upgrades to the signal improvements planned by MDOT for the Mission and Bluegrass intersection. Specifically, the discussion included upgrades to the planned box span configuration that included painted mast arms, illuminated street signs, and additional intersection lighting. At a previous meeting, the DDA decided not to incur the additional costs to upgrade the planned basic designs at Mission/Preston and Mission/Bellows. Since the Mission/Bluegrass intersection was only partially included in the DDA district boundary, it was necessary to secure additional funding for the upgrade project to match with potential DDA resources. Both the township and CMU indicated a willingness to consider participation, but needed to research the concept a bit more with their decision-makers.

Subsequent to the meeting, Mrdeza was informed that CMU was not interested in participating in a potential project since they recently invested in signage and other visual improvements in that location. **As a result, the DDA Board agreed by consensus to not pursue additional improvements to the MDOT-planned basic signal upgrade at the Mission/Bluegrass intersection.**

On another issue, Driessnack inquired as to who to notify regarding street lights that were out along Mission Street. Ridley indicated she would ask the City's patrol officers to identify specific lights that were out and then report those to the Public Works department. Public Works is the point of contact for notifications of this nature to Consumers Energy; Consumers is responsible for the lights along Mission Street.

C. Update on Mission/Broomfield Audible Signal Installation

Mrdeza provided an update from MDOT on the audible signal upgrade to the Mission/Broomfield intersection that has been in the planning stages for the past several years. According to the MDOT staff update, the contract for the project is scheduled to be let in September of this year, with construction likely to begin in spring, 2019. MDOT views this project is one of the top two priorities under the contract.

D. Proposed Scope of Services for the Master Plan RFP

Mrdeza reminded the Board members that there are budgeted funds for a corridor study of Mission Street. The purpose of the study is to identify future design considerations that could be implemented which would enhance the nature of the street as a business corridor, address roadway safety and aesthetic considerations, and consider safer alternatives for pedestrian access and crossing. Originally this was planned as a separate study, but since the City is undertaking the creation of a new community Master Plan, it was determined that there were advantages to include this effort as a specific element of that plan. Advantages include better stakeholder input opportunities, integration with the

plan as a whole (including consistency with the transportation element of the plan), and possibly a better overall as a result of certain contract economies.

At the request of the City Planner, Mrdeza shared the draft scope of services that will be contained in the RFP for the project and requested Board feedback. During the review and discussion period, Coscarelly asked if there could be a summary of recommendations and accomplishments from previous master planning efforts. **Additional comments supported the scope of services language as proposed.**

E. Continued Discussion and Feedback on the Draft Economic Development Action Plan

Mrdeza reviewed the draft update to the Economic Development Action Plan as discussed with the Board at the previous meeting. He explained he was looking for feedback and additional suggestions to the information contained in the new plan, specifically in the areas of Opportunities (goals), Strategies (objectives), and Challenges. Board members offered several additional items for consideration, which Mrdeza indicated would be incorporated into a revised draft. At the conclusion of the discussion, he asked Board members to submit any further comments to him by May 18th.

F. Follow Up Discussion on Retail Market Study Opportunities

Mrdeza reminded Board members that they requested additional information from the two companies interested in contracting with Mt. Pleasant to conduct retail market studies. The Board wanted to review some of the written material available on each company before deciding on whether there was value in asking a representative to present to the Board at a future meeting. The purpose of the original inquiry was to assist the City in determining which types of market-supported retail opportunities currently do not exist in the City, using consumer data and lifestyle choice information. Mrdeza presented information from both Buxton and Retail Strategies regarding their services, products, deliverables and pricing.

Additional discussion followed. Several Board members observed that the services being proposed were similar to the types of activity they are engaged in daily in their efforts to attract qualified tenants to available lease space in their current properties. Discussion also included the costs involved compared with the perceived benefits. As a result, the Board agreed by consensus that they did not find value in hearing a presentation by either company regarding their approach to assist with identifying potential retailers to attract to the Mt. Pleasant market at this time. The cost of contracting for these services, combined with perceived benefit, were the primary factors in this decision.

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, **the meeting was adjourned at 11:17 am.**