

## City of Mt. Pleasant

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

#### MINUTES OF THE REGULAR MEETING

June 14, 2018 10:00 AM  
City Hall, Conference Room A

#### I. Call to Order

The meeting was called to order by Vice-Chair Jeff Smith at 10:01 am.

**Present:** John Hunter, Tom Krapohl, Margaret McAvoy, Lisa Orlando, Nancy Ridley, Robby Roberts, Jeff Smith (Vice Chair)

**Absent:** Tim Coscarelly, Tim Driessnack (Chair), Doug LaBelle II, Robert VanDorin

**Also attending:** (Staff): William Mrdeza  
(Guests): Jim McBryde (MMDC), Brandon Wood (RCW General Contractors)

#### 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 May 10, 2018 Meeting Minutes

It was moved by McAvoy, seconded by Krapohl, to approve the May 10, 2018 meeting minutes as presented. **The motion passed unanimously.**

#### IV. Old and New Business

##### A. Consider Incentive and Amenity Request from Mission Street Enterprises (MSE) for New Grid Street Construction, Driveway Consolidation and Relocation, and Decorative Fencing at 1218 S. Mission Street

Mrdeza presented a request from Mission Street Enterprises (MSE) for the DDA to assist with funding a new grid street between Mission and East Campus Drive, the closure and relocation several driveway openings on their property and the adjoining Pizza Hut parcel, and decorative fencing. After reviewing the proposed request and associated bid amounts, Mrdeza recommended some reductions based on staff review of reasonable expenses. These are summarized below:

Item	Original Request	Recommended Reduction	Final Amount
Grid Street	\$186,590.71	\$ 8,880.00	\$177,710.71
Drive Openings	\$251,155.81	\$11,340.00	\$239,815.81
Decorative Fencing	\$ 10,067.98	\$ 5,033.99	\$ 5,033.99
Plng/Design Mtgs.		\$ 3,522.00	(\$ 3,522.00)
<b>TOTALS</b>	<b>\$447,814.50</b>	<b>\$28,775.99</b>	<b>\$419,038.51</b>

Brandon Wood, representing the General Contractor, further explained the various elements of the project and the requested amounts. Mrdeza verified that bids had been solicited in accordance with the guidelines established by the Board. After some additional discussion and based on the above recommendations by staff, it was moved by Hunter, seconded by Orlando, to approve funding the project as presented for a total amount not to exceed \$419,039.00. **The motion passed unanimously.**

**B. Consider Recommending the 2018 Amended and Proposed 2019 Downtown Development Authority Operating Budget**

Mrdeza presented the 2018 amended and 2019 proposed budgets for the Board's consideration. A number of questions arose regarding the availability and timing funds to cover the costs associated with the Mission Street Enterprises project which was just approved. Due to the uncertainty which resulted from the timing of the MSE project approval and its impact on some of the budget line items, it was suggested this item be postponed to the July DDA meeting. Staff was requested to get clarification from the developer regarding the timing of the project and reimbursement needs, as well as the impact the MSE project approval would have on the DDA budget over the next two years. Based on this and additional discussion, it was moved by Ridley, seconded by Hunter, to postpone action on the 2018 amended and 2019 proposed budgets until the July DDA meeting. **The motion passed unanimously.**

**C. Designation of a DDA Representative to Serve on the Master Plan Consultant Selection Committee**

Mrdeza asked the Board to consider recommending a member to sit on the Master Plan Interview Selection Committee. Committee members will be tasked with selecting the finalists to interview from the pool of applicants for the Master Plan project. He indicated that Doug LaBelle had expressed interest, but was first wanted to know how much of a time commitment would be involved. LaBelle wanted to make sure he could accommodate the requirements in his schedule. Mrdeza was not able to connect with LaBelle prior to the meeting to provide him with more information on this, but reported that it would require a total of about 10 hours of time and attendance at about two meetings. Committee members would be expected to review the responses to the RFP, make recommendations based on their review, and arrive at a final recommendation regarding the firms to be selected to be interviewed as part of the selection process.

After some discussion, it was moved by Krapohl, seconded by Ridley, to recommend Doug LaBelle as the primary DDA representative, with John Hunter as the secondary representative in the event LaBelle was not able to commit to serve on the committee. **The motion passed unanimously.**

**D. Final Review and Recommendation of the 2018 Economic Development Action Plan**

Mrdeza presented the final draft of the Economic Development Action Plan for review and comment by Board members. He indicated that comments received to date from other Boards and individuals have been incorporated in the final draft, as well as an implementation matrix. He wanted to provide an opportunity for any final comments and suggestions prior to presenting the draft document to the City Commission for discussion and concurrence. Mrdeza asked that any additional comments be submitted to him by Friday, June 22<sup>nd</sup> and thanked the Board members who had commented to date.

**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 10:51 am.**