

## City of Mt. Pleasant

### Economic Development Corporation (EDC) Brownfield Redevelopment Authority (BRA)

#### MINUTES OF THE REGULAR MEETING March 3, 2016—4:00 P.M. City Hall, Conference Room A

#### I. Call to Order

The meeting was called to order by Chair Jeff Smith at 4:03 pm.

**Present:** Jim Holton (Mayor's Alternate), Tom Krapohl, Kathy Ling, Joe Olivieri (Vice-Chair), Nancy Ridley, Jeff Smith (Chair)

**Absent:** Tim Coscarelly, Mary Ann Kornexl, Margaret McAvoy, Mike Pung

**Also attending:** Staff: William Mrdeza, Michelle Sponseller

#### II. Approval of Agenda

Mrdeza noted that Kathy Ling was inadvertently left off the list of Board members on the agenda that was sent out with the packet. He also noted the location of the meeting on the agenda should be shown as Conference Room A in City Hall rather than the City Commission Chambers. Because of these errors, he suggested that the motion to approve the agenda include a reference to the above corrections. It was moved by Ridley, seconded by Krapohl, to approve the agenda with the corrections as noted above. **The motion to approve the agenda as amended passed unanimously.**

#### III. Approval of the November 2, 2015 Meeting Minutes

Mrdeza noted that the November 2, 2015 minutes indicate there were guests present at that meeting and also indicates that the meeting was called to order at 10:30 am while the meeting was actually scheduled to begin at 2:00 pm. Mrdeza apologized for the errors and suggested the motion to approve the November 2, 2015 meeting minutes include the above amendments. It was moved by Ridley, seconded by Olivieri, to approve the November 2, 2015 meeting minutes with the following amendments: remove the listing of guests shown as attending, and to change the time the meeting was called to order from 10:30 am to 2:00 pm. **The motion to approve the minutes as amended passed unanimously.**

#### IV. Old and New Business:

##### A. BRA

1. There was no business pending before the Brownfield Redevelopment Authority Board at this time.

##### B. EDC

#### 1. Information: Use of Parcel B by Relay for Life on June 11<sup>th</sup>

Mrdeza reported that the cancer awareness organization Relay for Life had requested permission to use 410 W. Broadway (Parcel B) for a 12 hour awareness and fundraising event on June 11, 2016. The event has been approved by City staff, pending the EDC's approval of the use of the property. There were no objections from the Board members present to this use and Mrdeza will convey approval to the City's Special Events Committee.

Ridley suggested that the Board authorize Mrdeza to act on the Board's behalf regarding allowing use of the property for routine requests of this nature, and reporting such approvals to the Board at their next meeting following such events. In order to accommodate routine requests of this nature in a timely fashion, the Board agreed that this suggestion made sense. It was then moved by Ridley, seconded by Krapohl, to authorize Mrdeza to act on the EDC's behalf and to give permission for the temporary use of Parcel B as he sees fit, and to report such actions to the Board at a subsequent meeting. **The motion passed unanimously.**

#### 2. Information: Metro PCS Lease Amendment Signed

Mrdeza reminded the Board that he was previously granted permission to sign addendums to contracts with cellular service providers when those addendums involved routine maintenance or equipment upgrade activities within the confines of the current tower lease, or other basic activities incidental to or covered by the current lease language. As such, he indicated that he signed a lease addendum with Metro PCS for upgrade work to their equipment located on the Franklin Street tower. This notification by Mrdeza was in accordance with the conditions of approval previously granted by the Board.

#### 3. Discuss Recommendation to Transfer Loan Funds to the CBD TIFA Board for the Purpose of Administering a Downtown Façade Improvement Program

Mrdeza and Sponseller explained that the previously established revolving loan fund created a fund of \$50,000 administered by the EDC so that the EDC could:

- Create a new Downtown Revolving Loan Fund
- Pay off the balance of the nine existing loans to the CDBG-financed fund and assume the nine accounts
- Make the balance available for new loans
- Report to the City Commission on a bi-annual basis
- Re-evaluate the Downtown RLF in five years (May 2017)

Although the intent was to wait for five years to evaluate the RLF, there had been no applicants in the past four years, making it apparent that the program wasn't meeting development needs.

As a result of the recent downtown special assessment process, a line item was created in the CBD-TIFA budget focused on "architecturally pleasing" incentives downtown. Based on expressed demand, staff proposed a new program to replace the existing revolving loan program targeting the downtown area; the program focus is façade rendering assistance and the purchase of façade easements with a zero interest loan. The program boundaries incorporate the CBD-TIFA district and prescribe specific eligible activities as well as standards for rehabilitation. Those projects that also occur within the Downtown Historic District have more strict rehabilitation requirements consistent with the Standards for Rehabilitation of the National Trust for Historic Preservation.

The EDC Board was asked to consider transferring the remaining balance of \$46,632.24 in the revolving loan fund program to the CBD-TIFA, to be matched with their current budget of \$25,000, to create a new Downtown Façade Improvement Program. Should the EDC agree to the transfer, the City Commission will also need to approve the transfer of funds since the original source of the revolving loan monies came from the General Fund's Economic Development Fund. It was moved by Krapohl, seconded by Olivieri, to agree to the transfer of the EDC's revolving loan funds to the CBD-TIFA for the administration of a new Downtown Façade Improvement Program, as recommended by staff. **The motion passed unanimously.**

#### **4. Consider Agreement with the Mt. Pleasant Housing Commission for Parking Lot #10**

Mrdeza explained that the Mt. Pleasant Housing Commission finally received approval from HUD to give up 25 parking spaces reserved for residents of Riverview Apartments adjacent to City Hall in exchange for designating a number of parking spaces in the City Hall lot behind Riverview for tenants. Because Riverview receives federal funding from HUD, approval for such a change needed to be agreed to by HUD before further consideration of this proposed change could occur. The EDC has title to the parking lot behind City Hall, and therefore the EDC Board needs to consider this change to the parking agreement between the City and the Housing Authority and be a party to any agreement involving the use of the City Hall parking lot. Mrdeza provided the following points in summarizing the intent of the agreement:

- 25 parking spaces that are currently designated for Riverview in Parking Lot 10 (municipal lot just west of Mosher street) will be returned to the City for public use
- 31 spaces in the City Hall parking lot behind Riverview will be designated for Riverview use only

- The City will install a small sidewalk from the City Hall parking lot to the back door of Riverview Apartments to allow for easier access from the parking lot
- The agreement will be a three way agreement with the Housing Commission, the City, and the City's Economic Development Corporation as the EDC has title to the City Hall parking lot
- The agreement has been very long in the works and will have a positive impact on downtown parking
- The agreement has been reviewed by the City's legal counsel, HUD representatives, and the Housing Commission

After some brief discussion, it was moved by Olivieri, seconded by Ling, to authorize the Chair to sign the revised agreement regarding the parking lot and its use by Riverwood residents, contingent on City Commission approval of the agreement. **The motion passed unanimously.**

**5. Consider Signing a Lease with AT&T Regarding the Relocation of Electronic Equipment from the North Kinney Water Tower to the DPS Monopole**

Mrdeza presented a contract with AT&T from Water Plant Supervisor Malcolm Fox, for the EDC Board to consider authorizing the Chair to sign. Mrdeza explained that the City's North Kinney water tower was being painted this year and all of the equipment currently on the water tower needed to be removed ahead of that time. The agreement with AT&T would relocate their existing cellular equipment from the water tower to the monopole near the DPW building on Franklin Street. The amendment to the contract providing for this change in location requires Board authorization and signature by the Chair. It was moved by Ridley, seconded by Olivieri, to authorize the Chair to sign the lease amendment with AT&T for the removal and relocation of cellular equipment from the City's North Kinney water tower to the DPW monopole. **The motion passed unanimously.**

**6. Consider Approving a Budget Amendment which Reflects the Transfer of Funds from the EDC's Revolving Loan Line Item to the CBD-TIFA for the Purpose of Funding and Oversight of the New Façade Improvement Program**

This item was added to the agenda as a result of action taken above to agree to transfer the remaining balance in the revolving loan fund program to the CBD-TIFA. As explained above, this amount will be matched with the TIFA's current budget of \$25,000, to create a new Downtown Façade Improvement Program. Mrdeza asked the Board to approve the budget amendment reflecting this transfer of \$46,730 out of the EDC's 2016 budget. It was moved by Krapohl, seconded by Ridley to approve the amendment to the 2016 EDC budget in the amount specified above. **The motion passed unanimously.**

**V. Other Business**

There was no Other Business discussed at the meeting.

**VI. Adjourn**

There being no other business, **the meeting adjourned at 4:30 p.m.**