

Central Business District (CBD), Industrial Park North, and  
University Park Tax Increment Finance Authority (TIFA)  
Mission Street Downtown Development Authority (DDA)  
Economic Development Corporation (EDC)  
Brownfield Redevelopment Authority (BRA)

**MINUTES**

**March 11, 2009**

**City Hall, Conference Room A**

- I. Chairman Coscarelly called the meetings of the TIFA/DDA and the EDC/BRA to order at 8:00 a.m.  
Roll Call:

TIFA/DDA:

Present: Tim Coscarelly (Chair), Tim Dolehanty, Kathie Grinzinger, Tom Krapohl (Vice Chair), Rick McGuirk, Joe Pius, Steve Silverberg, and Rich Swindlehurst.

Absent: John Hunter, Doug Ouellette, and Jeff Smith.

EDC/BRA:

Present: Tim Coscarelly (Chair), Tim Dolehanty, Kathie Grinzinger, Tom Krapohl (Vice Chair), Joe Olivieri, and Joe Pius.

Absent: Jim Holton, Nancy Ridley, and Jeff Smith.

Staff: Rich Morrison, City Economic Development Director.

Jeff Gray, City Planner.

Mary Ann Kornexl, City Treasurer.

- II. Approval of Agenda:

Chairman Coscarelly requested that discussion of the contract between MMDC and the TIFA for maintenance of University Park be added to the agenda as the first business item. He also requested that the correspondence regarding status of claim for damages in the EDC vs. Billboards by Johnson suit be moved to the second item, since it is the only business for consideration by the EDC on the agenda.

Motion by Pius, second by Dolehanty to approve the agenda with the amendments recommended by the Chair. Motion carried.

- III. Approval of Minutes

A. February 11, 2009 – Regular Meeting.

Motion by Pius, second by Dolehanty to approve the minutes as presented. Motion carried.

- IV. Old and New Business:

A. TIFA (University Park) – Discuss proposed contract for services with MMDC.

Grinzinger explained the history with previous contract for services with MMDC. She also noted that with the recent reorganization of the economic development boards and commissions it would be necessary for the TIFA and LDFA to also establish an agreement regarding the maintenance of University Park. She suggested that extension of the current

contract with MMDC, including a pro-rata payment, may be in order to allow time for the TIFA and LDFA to meet and discuss the terms of their agreement.

Discussion followed regarding the terms of the MMDC contract, the tax captures and responsibilities of the two authorities, and the appropriate length of extension of the current contract.

Motion by Grinzinger, second by McGuirk to extend the current contract with MMDC for services in University Park until May 31, 2009 and make a pro-rata payment to MMDC for the period of March 31<sup>st</sup> to May 31<sup>st</sup> under the terms of that existing contract.

B. Correspondence: EDC vs. Billboards by Johnson – Status of claim for damages.

The letter from Attorney Aseityne dated February 19, 2009 was noted for the record.

There being no further business of the EDC, Olivieri excused himself from the meeting.

C. DDA – Mission Street Activity.

1. Firstbank – Request for Access Management Funding.

Morrison reviewed his memorandum to the DDA dated March 2, 2009, providing an update regarding the proposed redevelopment of the former House of Flavors site on Mission Street for a new Firstbank branch. The proposed cross access was reviewed, including turning conflicts and speeds along Broomfield Road, as well as the proposal for decorative fencing along the property frontage.

Phil Seybert, applicant, reviewed the proposed site plan. He noted the cross-lot access improvements and proposed site circulation. He explained that when a new tenant is found for the current Firstbank facility, he is willing to explore cross-access with the neighboring Payless shoes facility.

Discussion followed regarding the proposal and the possibility of the DDA helping to offset costs associated with the upgrade and extension of the service drive between the properties and the decorative fence. It was the consensus that the service drive construction is consistent with the intent of the policy for implementation of the access management incentive, and that the request could qualify for reimbursement of up to 50% of the construction cost. It was noted that the property owner should be contacted regarding the potential of aligning the ABC Warehouse curb cut on the north side of Broomfield to eliminate turning conflicts. Traffic speeds will need to be addressed with MDOT's safety project for the Mission/Broomfield intersection.

There was general support for considering reimbursement for some portion of the cost to install decorative fencing. It was noted that the fence style cannot obscure visibility and should allow for adequate snow removal from the street and sidewalk. Staff suggested that the development of a "menu" of fence options might be appropriate to assure that DDA goals are met.

The applicant will develop detailed cost estimates for the DDA to consider at a future meeting. No action taken.

2. Winn Telecom – Request for Access Management Funding.

Gray presented the request for reimbursement for the closure of the Mission Street driveways at the Winn Telecom site located at 402 N. Mission Street. Gray noted that the request is consistent with the access management implementation policy and qualifies for reimbursement of up to 100% of the construction cost.

Gray stated that the applicant has supplied an estimate to complete the work in the amount of \$14,750. City DPW staff have reviewed the estimate and believe the actual construction cost to be closer to half of the estimate with some likely additional incidental expenses related to traffic control and MDOT permitting. The applicant has submitted a revised estimate in the amount of \$12,750.

Discussion followed regarding the appropriate percentage for reimbursement and bid process under the policy.

Motion by Krapohl, second by Dolehanty to approve reimbursement in an amount not to exceed \$10,000 for the closure of the driveways at the Winn Telecom site located at 402 N. Mission Street. Work will be completed in accordance with the plan dated November 4, 2008 prepared by CMS&D Surveying and Engineering, provided that topsoil and seed shall be substituted for the 151.7 lineal feet of brick pavers shown between the north and south cut lines, in accordance with the cost estimate for the work. Motion carried.

3. Mt. Pleasant Shopping Center (Agree Realty) – Investigate alternate access routes.

The letter from Morrison to David Prueter dated February 26, 2009 exploring the feasibility of access options was noted for the record. It was explained that the traffic engineer who reviewed the MDOT boulevard plan has recommended that an improved grid street network should be developed along the southern portions of Mission Street. Staff is exploring possible locations where the network could be developed in the future.

4. Other.

There was no additional discussion regarding Mission Street activity.

D. TIFA (CBD) – Consider request to approve purchase of decorative street lighting.

Morrison reviewed the memorandum Brian Kench, Building Official asking the TIFA to consider purchasing one 24-foot decorative street light and one 16-foot decorative street light to keep in inventory in case of damage. It generally takes 8 to 10 weeks for ordered units to arrive on site, which can be a safety issue in certain locations.

Discussion followed regarding the frequency of damage and the possibility of obtaining the fixtures for less cost. It was pointed out that although various vendors can obtain the fixtures, they are only available from one manufacturer. The units were competitively bid from various vendors with the Broadway Streetscape project and the recommended vendor delivered them at the least cost.

Motion by Pius, second by Swindlehurst to authorize the purchase of one 24-foot decorative street light fixture and one 16-foot decorative fixture in an amount not to exceed \$8,354.66. Motion carried.

Staff was asked to explore other options for less cost fixtures, including similar fixtures from other manufacturers or custom fabrication.

E. TIFA (CBD) – Consider approval of resolution confirming loan with City Commission for acquisition of 315 N. Main.

Morrison indicated that the resolution accepts the loan for the previously approved purchase of property.

Motion by McGuirk, second by Pius to adopt the resolution to approve the purchase of property and acceptance of a loan for the property located at 315 N. Main Street.

Roll call vote: Ayes: 8; nays: 0; absent: 3 (Hunter, Ouellette, Smith). Motion carried unanimously.

Pius and Dolehanty excused themselves from the meeting at this time.

F. TIFA (CBD) – Consider potential parking lot expansion, corner of Mosher and Lansing.

Morrison indicated that he has received an inquiry from the listing agent for the property located on the southwest corner of Lansing and Mosher Streets. The agent was interested in knowing if the TIFA would have any interest in purchasing the property to expand the adjoining City parking lot.

Discussion followed regarding the size, location, and list price of the property. It was noted that there is an adjoining residence to the south; that property owner does not have an interest in selling at this time. It was the consensus that the TIFA was not interested in pursuing purchase of the property.

G. Other.

The Chair noted that he has received correspondence from member Smith indicating that he has a conflict on the 2<sup>nd</sup> Wednesday regular meeting day. Those present were polled for their availability and it was the consensus of the group that the 1<sup>st</sup> Tuesday is an acceptable day for regular meetings of the TIFA and DDA. The next meeting will be held on Tuesday, April 7<sup>th</sup> at 8:00 a.m. Meetings of the EDC and BRA will be called on an as-needed basis.

H. Correspondence: TIFA (CBD) – Downtown Development Director's Report.

The Director's report was noted for the record.

V. Adjournment:

There being no further discussion, Chair Coscarelly adjourned the meeting at 10:05 a.m.