

## City of Mt. Pleasant

**Central Business District (CBD) Tax Increment Finance Authority (TIFA)  
Mission-Pickard Downtown Development Authority (DDA)  
Industrial Park North TIFA  
University Park TIFA**

### MINUTES OF THE REGULAR MEETING

**July 17, 2012, 10:00 A.M.  
City Hall, Conference Room A**

#### I. Call to Order

The meeting was called to order by Vice-Chair Rich Swindlehurst at 10:05 a.m.

**Present:** Tim Coscarelly, Kathie Grinzinger, Tom Krapohl, Mike Pung, Steve Silverberg, Jeff Smith, and Rich Swindlehurst (Vice Chair).

**Absent:** Tim Dolehanty, John Hunter, Rick McGuirk, and Doug Ouellette (Chair),

**Also attending:** Brian Anderson, Jeff Gray, Mary Ann Kornexl, Jason Moore, William Mrdeza, Nancy Ridley, and Michelle Sponseller.

#### II. Approval of Agenda

Mrdeza indicated that item number three (Mission Street Crosswalk Warranty Work Complete—Informational) under the TIFA Old/New Business section of the Agenda should be moved and discussed under the DDA portion of the Agenda. It was moved by Grinzinger, seconded by Silverberg, to approve the agenda with the proposed change. **The motion passed unanimously.**

#### III. Approval of the May 15, 2012 Meeting Minutes

It was moved by Grinzinger, seconded by Silverberg, to approve the minutes of the May 15, 2012 meeting as presented. **The motion passed unanimously.**

#### IV. Old and New Business

##### A. Appointment of Officers to the TIFA and DDA Boards

Mrdeza indicated that the By-Laws of the TIFA and DDA Boards call for the annual election of officers in July of each year. After some discussion, it was moved by Grinzinger, seconded by Smith, to re-elect Ouellette as Chair and Swindlehurst as Vice Chair of the TIFA and DDA Boards for a term to expire in July, 2013. **The motion passed unanimously.**

## B. CBD/TIFA

### 1. Review and Recommendation for Approval of the 2013 Budget

Kornexl presented the proposed budgets for the three TIFA Districts. She indicated that each of the budgets should have a separate vote regarding the Board's recommendation for acceptance. The first budget presented by Kornexl was the CBD-TIFA budget. Swindlehurst inquired as to the status of the ridership data promised by I-Ride in support of the bus wrap project. Sponseller reported that although there were repeated attempts to obtain the information, to date no ridership data on the outcome of the campus to downtown connector bus wrap has been received. After some discussion, it was agreed that funds for the remainder of the commitment would be rescinded (leaving a balance paid for the first half of 2012 of \$4,800) and that no funds would be allocated for this purpose in 2013, resulting in a savings of \$9,600 in the 2013 budget.

A lengthy discussion also ensued regarding Le Tour support from the CBD-TIFA funds. Ridley indicated that \$5,000 was allocated in the 2012 budget for Le Tour support, but actual costs amounted to \$6,500. There was a general discussion regarding the use of CBD-TIFA district funds exclusively to provide City support for the event since it has benefit outside of the downtown district. It was agreed that an amount not-to-exceed \$5,000 would be reimbursed for City support of the event for 2012 (as budgeted) and that \$5,000 would be tentatively allocated in the 2013 budget pending a review of the post event survey. It was moved by Smith, seconded by Silverberg, to recommend approval of the CBD-TIFA 2012 amended budget of \$400,286 and the proposed 2013 budget, amounting to \$144,446, including the above adjustments regarding the I-Ride bus wrap and Le Tour support. **The motion passed unanimously.**

Kornexl next presented the Industrial Park North TIFA budget. Grinzinger asked what shape the park was in; Anderson indicated that overall, the park is in good shape regarding its tenants and overall maintenance. It was moved by Grinzinger, seconded by Swindlehurst, to recommend approval of the Industrial Park North TIFA 2012 amended budget of \$137,122 and the proposed 2013 budget amounting to \$124,602. **The motion passed unanimously.**

The final budget presented by Kornexl was for the University Park TIFA. She pointed out that should the personal property tax be repealed, this district would be most affected in terms of revenue loss. After some brief additional discussion, it was moved by Smith, seconded by Pung to recommend approval of the University Park TIFA 2012 amended budget of \$160,574 and the proposed 2013 budget amounting to \$160,724. **The motion passed unanimously.**

### 2. Consideration of the Ginkgo Tree Inn Land Contract Amendment

Mrdeza discussed a proposal from the owners of the Ginkgo Tree to modify the terms of the land contract they had with the TIFA on an existing building and vacant lot adjacent to the

Ginkgo Tree Inn bed and breakfast. The owners were requesting that the original repayment terms be extended in the initial years of the contract to allow for a more gradual increase in the amount owed each month. The proposal continued the expectation that the loan would be refinanced and the TIFA would be paid in full in year ten of the contract. The savings to the owners in the initial years would be used to augment their efforts to adequately market the property. Mrdeza indicated that a similar request is being made to the EDC Board. After some discussion, it was moved by Coscarelly, seconded by Swindlehurst, to amend the land contract with the owners of the Ginkgo Tree Inn as they proposed in their revised schedule of payments. **The motion passed unanimously.**

### **3. I-Ride Downtown/Campus Route Bus Wrap Update**

Sponseller again reiterated that there has been no information received regarding ridership numbers in conjunction with the bus wrap advertising on I-Ride buses. Swindlehurst recognized that this item had been discussed earlier in the meeting in conjunction with the budget recommendation and therefore no additional discussion appeared to be needed. He reiterated that I-Ride would be notified they would be reimbursed for advertising on their bus for the first half of the year, but not for the final six months. Also, without the additional data on the results of the program, funding for a bus wrap in 2013 is not being recommended.

## **C. DDA**

### **1. Review and Recommendation for Approval of the 2013 Budget**

Kornexl presented the 2012 amended and proposed 2013 DDA budgets. Questions included which line item included approved incentive expenditures for the CVS and other projects (*Access Management Program, Landscaping Fencing Improvements, Façade Improvement, and Reinvestment Support*) and what effect will the possible elimination of the personal property tax have on the revenues captured by the DDA (*for this district, there would be minimal impact on captured revenues—a projected loss of \$26,000*). It was moved by Smith, seconded by Silverberg, to recommend approval of the DDA 2012 amended budget of \$555,453 and the proposed 2013 budget amounting to \$270,343. **The motion passed unanimously.**

### **2. Mission Street Crosswalk Warranty Work Complete (Informational)**

Mrdeza and Gray indicated that work on the enhanced crosswalk markings at intersections on Mission Street has been completed. The DDA had previously allocated funds for these enhanced markings in conjunction with surface improvements to Mission Street by the MDOT. For several reasons, a number of the pavement markings were failing prematurely and the contractor was requested to restore the markings in these locations under their warranty provision. Mrdeza and Gray had a brief presentation depicting the repairs to the damaged markings.

### 3. Prioritization of Proposed Grid Street Projects and Approval of RFP for Grid Street Engineering

Mrdeza discussed the grid street concept and reminded the DDA Board of the several locations for future grid streets connecting East Campus Drive with Mission Street that had been discussed in the past. Given the limited amount of funds available to begin grid street design and construction, Mrdeza asked the Board to prioritize the several proposed sites. He summarized these as: the Gordon Foods location, the Campus Plaza (CVS site) location, and the Special Olympics location. After some discussion, it was agreed to the following priority order:

1. Campus Plaza (CVS site)
2. Special Olympics
3. Gordon Foods

Mrdeza then requested authorization from the DDA to work with the City's Department of Public Works to prepare a request for proposal (RFP) to solicit bids from qualified firms for the engineering design and specifications for the Campus Plaza location. Mrdeza also asked for permission to include in the RFP an alternate for the design to realign Fairfield Street east of Mission, as well as a design to provide an access drive from the Campus Plaza grid street into the neighboring Papa John's property to the south. It was moved by Pung, seconded by Smith, to prioritize the proposed grid street construction as agreed upon above, and to authorize the preparation of an RFP and solicit bids from qualified firms for the design and specifications of the Campus Plaza grid street, including the two design alternates. **The motion passed unanimously.**

Mrdeza then introduced Jason Moore, representing the City's Department of Public Works. Moore was at the meeting to request consideration by the DDA to be reimbursed for conceptual design work previously done on the Campus Plaza grid street. He estimated the total of this work would not to exceed \$1,500. It was moved by Grinzinger, seconded by Krapohl, to approve up to \$1,500 in reimbursement costs to the Department of Public Works for conceptual design work on the Campus Plaza grid street. **The motion passed unanimously.**

### V. Other

There was no other business brought before the TIFA or Mission-Pickard DDA Boards for consideration.

### VI. Adjourn

There being no other business, the meeting adjourned at 11:30 am.