

## 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**

**April 11, 2013, 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 10:02 a.m.

**Present:** Nancy Ridley (for Kathie Grinzinger), John Hunter, Tom Krapohl, Rick McGuirk, Jeff Smith, Rich Swindlehurst (Vice Chair), Mike Pung, Terri Zitzelsberger

**Absent:** Tim Coscarelly, Tim Dolehanty, Doug Ouellette, Steve Silverberg

**Also attending:** (Staff): Chris Bundy, Mary Ann Kornexl, William Mrdeza, Michelle Sponseller, (MMDC): Brian Anderson

The Board welcomed Terri Zitzelsberger to her first meeting. There was also some discussion regarding Mike Pung's continued eligibility to serve on the DDA or TIFA Boards since, as a representative of the Public Schools, there was no longer a School District presence in either of the districts. Mrdeza and Pung agreed to discuss the matter after the meeting and to resolve it in compliance with the eligibility requirements that govern Board member representation.

#### **II. Approval of Agenda**

It was moved by McGuirk, seconded by Hunter, to approve the agenda as presented. **The motion passed unanimously.**

#### **III. Approval of the February 14, 2013 Meeting Minutes**

There was no meeting in March. As a result, it was moved by McGuirk, seconded by Ridley, to approve the minutes of the February 14, 2013 meeting. **The motion passed unanimously.**

#### IV. Old and New Business

##### A. TIFA/DDA

###### 1. Budget Adjustment/Amendment for Main Street Amenities Restoration

Mrdeza explained in the summer of 2012 the City reconstructed a portion of Michigan Street in the downtown area between Fancher and Washington Streets. During project construction it was noted that the majority of ash trees on Main Street between Broadway and Michigan Streets were dead or dying because of the Emerald Ash Borer infestation. While these trees were scheduled to be removed in the fall, a decision was made to remove them at the same time trees associated with the Michigan Street reconstruction project were being removed in order to save costs since crews were already on site. The City promised the downtown businesses that these trees would be replaced after the Michigan Street project was completed and most likely the work would be undertaken in the spring of 2013.

Engineering estimates were prepared detailing the cost of the tree replacement, but since this work was not part of the Michigan Street reconstruction project, the replacement costs associated with the Main Street restoration work could not be charged to that account. The total estimate for the Main Street restoration work is \$20,370.00. A portion of this cost will be covered by the City's Department of Public Works, leaving a balance of \$9,971.00. The TIFA Board is being asked to fund a portion of this restoration work and will need to either amend its 2013 budget to include the above amount, or agree to reallocate a portion of the \$20,000 set aside for entrance signs since the entrance sign work has been delayed until 2014.

It was moved by Smith, seconded by Hunter, to approve reallocating \$10,000 from the downtown entryway signs into the restoration budget to replace diseased ash trees that were removed on Main Street along with associated infrastructure repair. **The motion passed unanimously.**

###### 2. Jockey Alley Project Update

Sponseller provided a brief update on the Jockey Alley reconstruction project. She indicated that the contractor was waiting for the Frost Law restrictions to be removed from the roads in order for the contractor to be able to mobilize on site and begin the project. Because of the colder weather and its effect on the ground frost, the start date for the project is projected to be in late April with a completion date in July.

##### B. DDA

###### 1. Consideration and Award of Landscaping/Maintenance Contracts

Mrdeza reminded the Board members that for a number of years the City has contracted with a third party to maintain its public spaces. Several years ago, the City's Parks and Public Spaces Department determined they had the capability and seasonal staff to increase the

standard of care for maintaining the downtown area of the City, in addition to their other responsibilities in the parks, the cemetery, and the City's municipal buildings.

Unfortunately, staffing restrictions and other responsibilities have precluded the Parks staff from being able to offer the same services to the Mission Street corridor. As a result, the City (and the DDA) has made use of private contractors to provide this service along Mission Street. Parks and Public Spaces Department Director Chris Bundy has been responsible for overseeing this activity and managing the maintenance contract. This year Bundy bid out the contract for the Mission Street maintenance work after the previous contract expired. Because the low bid is still significantly higher than the previous cost of landscaping and maintenance services in the Mission Street corridor, it is likely a budget amendment will be necessary to cover this cost later in the year. The Board was asked to consider hiring Green Scene Landscaping, the contractor with the lowest bid, since they met the criteria for being qualified to perform the work.

It was moved by McGuirk, seconded by Smith, to award the Mission Street maintenance contract to Green Scene Landscaping, Inc. for a period of three years at a cost not to exceed \$15,900 per year the first two years and \$16,240 for the third year. It was further moved to award the CBD-TIFA area maintenance contract to the Parks Department for a similar period at a cost not to exceed \$5,300 per year. **The motion passed unanimously.**

## **2. Continued Discussion on MDOT Mission Street Mast Arm Replacements**

Mrdeza reminded the Board that at their last meeting they heard a presentation from MDOT representatives regarding their planned 2015 maintenance activities at the Mission/Broadway and Mission/Michigan Street intersections that included the removal of the existing signal mast arms. The MDOT planed on replacing these decorative arms holding the traffic signals and street signage with a four-wire box span configuration at no charge, or the replacement of mast arms at a cost of approximately \$90,000 per intersection, which the City would be responsible for funding.

Since that time, Mrdeza received examples of the types of mast arms MDOT would approve at these intersections as a suitable replacement for the current arms. He presented the specifications as well as pictorial examples of the approved design which were met with an unenthusiastic reaction from Board members. Mrdeza reminded the members that MDOT would like to know by July, 2013 whether or not the City would accept the proposed box span configuration, or if were willing to pay for mast arms that meet the current specifications.

Mrdeza was asked to find out if there was an appeal process to MDOT's decision to remove the current decorative mast arms at the two intersections as well as why the Department is targeting them for the proposed upgrades at this time. He was also asked to see if a study could be done to determine if both intersections required a signal or if one of the signals could be considered for permanent removal. Finally, the Board wanted to know if other communities had experienced similar issues with MDOT and whether or not this decision could be addressed through the legislative process.

### 3. Update on Campus Plaza Mall Grid Street Project

Mrdeza reported that efforts to secure an easement for additional land to construct the grid street in the area adjacent to the Sherwin Williams store on Mission Street were not successful. The property owner had difficulty contacting the other mall tenants to get their consensus for expanding the easement area; because of time constraints, the project will proceed as originally planned, using the previously secured twenty seven foot easement area. Mrdeza and the City's engineering staff will begin working with the consulting engineer to finalize the street design, meet with surrounding property owners to explore the possibility of creating some cross-connections to the new street, and put the project out for bid when ready.

## V. Other Business

- A. Mrdeza and Sponseller briefly discussed several possible projects or initiatives that the DDA and TIFA Boards might hear more about in the future. Included was the possibility of using more of the Downtown Development Director's time on projects that add value to the downtown and limit her focus on organizing events in the downtown. An example given by Mrdeza was to assist interested business with a façade improvement program that could make use of the City's Revolving Loan Fund, as well as to explore the façade program available through the MEDC and MSHDA's rental rehab program. Mrdeza indicated that both of the latter programs have become popular with communities around the state, there has been interest in them from local downtown businesses, and the City has been encouraged to apply from our MSHDA representative. Sponseller reviewed her anticipated Capital Improvement Program projects with the Board as well.

In addition, Mrdeza reminded the Board that the next grid street the DDA Board might consider for 2014 is the one near the Special Olympics building. CMU representatives have expressed an interest in working with the City to cost share on a second grid street in this location.

## VI. Adjourn

There being no other business, the meeting adjourned at 10:55 am.