

**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  
June 13, 2013, 10:00 A.M.  
City Hall, Conference Room A**

**I. Call to Order**

The meeting was called to order by Chair Doug Ouellette at 10:04 a.m.

**Present:** Tim Coscarelly, Kathie Grinzinger, John Hunter, Rick McGuirk, Doug Ouellette (Chair), Jeff Smith, Rich Swindlehurst (Vice Chair)

**Absent:** Tim Dolehanty, Tom Krapohl, Steve Silverberg, Terri Zitzelsberger

**Also attending:** (Staff): Bill Brickner, Jennifer Flachs, Jeff Gray, Mary Ann Kornexl, Jason Moore, William Mrdeza, Nancy Ridley, Michelle Sponseller, (MMDC): Brian Anderson

**II. Approval of Agenda**

There were several proposed additions to the agenda including notification by Steve Silverberg of his resignation under TIFA business, moving the discussion of the 2013 amended and 2014 proposed budgets to the end of each Board's agenda, and to add to the agenda of each Board the receipt of the 2012 year end budget. It was moved by Swindlehurst, seconded by Grinzinger, to approve the agenda as amended. **The motion passed unanimously.**

**III. Approval of the April 11, 2013 Meeting Minutes**

Since there was no Board meeting in May, it was moved by Smith, seconded by McGuirk, to approve the minutes of the April 11, 2013 meeting. **The motion passed unanimously.**

**IV. Old and New Business**

**A. TIFA**

**1. Acceptance of the 2012 Year End Financial Statements**

Kornexl presented the synopsis of the 2013 financial reports to the Board. At the request of the Chair, both the TIFA and DDA statements were reviewed at the same time. After

Kornexl's presentation, there were no additional questions regarding the year-end position of either Board or its respective budgets. It was moved by Smith, seconded by Hunter to accept the 2012 year-end financial statements as presented. **The motion passed unanimously.**

## **2. Request for Seasonal Staff Funding for Downtown Development Activities**

Mrdeza and Sponseller discussed the opportunity to focus on adding value to the Downtown Development Director's position through the addition of a part time seasonal staff person. Mrdeza indicated that there is currently state funding available to assist with downtown façade renovation and upper story residential rehabilitation; in addition, there is a local demand for these programs. Currently, with the emphasis on organizing and promoting downtown events, there is little additional time for Sponseller to take advantage of these programs and make them available to downtown property owners. Doing so would add value to the downtown infrastructure, address a demand, and attract additional visitors and residents to the downtown area. Sponseller was proposing a cost sharing between the TIFA and General Fund to support a seasonal employee who would focus on the downtown event responsibilities. This would free Sponseller up to pursue programs that add value to the downtown, as well as other grant opportunities. Since City staff is currently in the process of preparing budgets for 2014, Sponseller first wanted to see if there was support from the TIFA Board to earmark up to \$5,500 annually to cost share on this position before presenting the concept during budget deliberations. After additional discussion, it was moved by Smith, seconded by McGuirk to support the idea of cost sharing a seasonal position with the General Fund to assist the Downtown Development Director with downtown events in order to free up some of her time to pursue programs that bring additional tangible value to the downtown assets. **The motion passed unanimously.**

## **3. Jockey Alley Project Update**

Sponseller and Moor updated the Board on the work being done on the Jockey Alley project. Moore indicated that Phase I was ready for pavement to be laid and Phase II (work on the west side of the project) was scheduled to begin the following week. The contractor was waiting on the receipt of light poles and would install them once they arrived in the next couple of weeks. The project was moving along fairly smoothly to date. Sponseller gave praise to Moore for his handling of a variety of issues that have arisen during the course of the work and credited Moore with keeping the project on schedule and within budget. Swindlehurst commented on some concerns he had heard regarding the consulting engineer; Moore indicated that there were no major problems he has encountered to date.

## **4. Resignation of Steve Silverberg from the TIFA/DDA Board**

Mrdeza reported that he received notification from Steve Silverberg that due to time commitments with his business and conflicts with the TIFA/DDA Board meetings, he would regretfully have to resign from the Board. Mrdeza requested that Board members consider possible replacement candidates and have them submit their interest to the City's Boards and Commissions Committee. He was asked to provide a copy of the submission form to the Board members that they could share with interested prospects. The replacement member

would need to own a business or property in the Mission Street DDA. It was moved by Coscarelly, seconded by Grinzinger, to accept Silverberg's resignation with regrets. **The motion passed unanimously.**

#### **5. Approval of Amended 2013 and Proposed 2014 Budgets**

Kornexl presented the amended 2013 and proposed 2014 operating budgets for the three TIFA districts for the Board's consideration. Upon review, Kornexl was requested to change the wording in the CBD TIFA budget from *DDB New Events Support* to *General Events Support* to reflect the Board's emphasis that moving forward, these funds could be used to support both new and existing events as the Downtown Development Board saw fit. Kornexl also indicated that the newly approved support for a seasonal employee to be cost shared with the General Fund was included in the 2013 amended budget. It was moved by Grinzinger, seconded by Swindlehurst, to approve the 2013 amended and 2014 proposed budgets as discussed, with the change in language noted above included. **The motion passed unanimously.**

### **B. DDA**

#### **1. Acceptance of the 2012 Year End Financial Statements**

See the discussion under this item in the TIFA portion of the agenda above.

#### **2. Update to the Discussion on MDOT Mission Street Mast Arm Replacements**

Mrdeza shared correspondence from the local MDOT Transportation Service Center (TSC) staff regarding the mast arm issue on Mission Street. From the responses he received, it appeared as though the MDOT-approved mast arm design (non-decorative) was the only option the City had for the replacement of the current arms at Broadway and Michigan Streets where they intersect Mission Street. In addition, the TSC staff was unwilling to agree to any further studies on the need to remove the signal at Michigan Street unless the City insisted since they felt there were sufficient warrants in place to justify the signal at that location. If the City did not opt for the MDOT-approved mast arm design, MDOT would move forward with the box span configuration similar to what was placed at Mission and High Streets.

Brickner explained his recent involvement with this project as well as the proposed two-way conversion of both Main and Washington Streets due to a recent independent contact to him from MDOT staff. He appreciated the opportunity to work cooperatively with the DDA to get the best possible outcome for the City on these issues. Brickner suggested involving OHM staff to assist the City with this issue; OHM is currently under contract with the City to provide engineering backup assistance. The OHM staff have a working relationship with MDOT and perhaps could explore additional options on behalf of the City on these issues. The DDA Board agreed to this approach and asked to be updated on this tactic at their next meeting.

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

Mrdeza and Flachs reported on the status of the Campus Plaza Mall grid street project, indicating that the neighboring business owners (Papa John's Pizza and La Seniorita Restaurant) were not as cooperative with providing additional driveway access to the new grid street as initially anticipated. Papa John's ultimately was cooperative, but requested a shared driveway opening, while La Seniorita's was adamant that they required their own driveway opening and did not want a shared drive. The DDA Board directed staff to bid out the revised plan showing separate driveway openings for each of the businesses, and agreed to authorize City staff the latitude to adjust the final project based on continued negotiations with the business owners and MDOT staff. Mrdeza indicated that the next step was to meet with PNC Bank across the street to explore the possibility of realigning Fairfield Drive in that location as part of this project.

### 4. Approval of Amended 2013 and Proposed 2014 Budgets

As with the TIFA budgets above, Kornexl presented the amended 2013 and proposed 2014 budgets for the DDA Board's consideration. Included in the 2013 amended budget was the total projected cost of the grid street project, including the realignment of Fairfield Drive east of Mission as discussed above. After a brief discussion, it was moved by Grinzinger, seconded by McGuirk to approve the amended 2013 and proposed 2014 budgets as presented. **The motion passed unanimously.**

## V. Other Business

### A. Future Projects

#### 1. Potential Incentive Request from Graff

Mrdeza informed the Board that he and Gray had been in discussions with owners of the Graff car dealership on Mission Street. Part of that discussion included a possible request for incentives such as decorative fencing, façade improvements, entry wall features, driveway closures, etc. as part of a planned renovation of that facility by the current owners. Once received, Mrdeza indicated that he would be presenting the request at a future meeting.

## VI. Adjourn

There being no other business, the meeting adjourned at 12:08 pm.