

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 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 10:06 a.m.

Present: Kathie Grinzinger, John Hunter, Tom Krapohl, Rick McGuirk, Jeff Smith, Rich Swindlehurst (Vice-Chair)

Absent: Tim Coscarelly, Doug Ouellette (Chair), Terri Zitzelsberger (Two vacancies currently exist on the Board)

Also attending: (Staff): Bill Brickner, Jennifer Flachs, Jeff Gray, Mary Ann Kornexl, William Mrdeza, Michelle Sponseller, (OHM Advisors): Craig Schripsema

II. Approval of Agenda

It was moved by Krapohl, seconded by Swindlehurst, to approve the agenda as amended. **The motion passed unanimously.**

III. Approval of the June 13, 2013 Meeting Minutes

It was moved by Grinzinger, seconded by McGuirk, to approve the minutes of the June 13, 2013 meeting. **The motion passed unanimously.**

IV. Old and New Business

A. TIFA

1. Election of Officers

Mrdeza reminded the Board that the By-Laws called for the election of officers annually in July of each year. They further specify that the officers cannot hold their office seat for more than two consecutive years. Both Ouellette and Swindlehurst have held their respective positions for the past two years and would therefore be ineligible to be reelected

to their current posts again. After some discussion, it was moved by Grinzinger, seconded by Hunter, that Swindlehurst be nominated for the position of Chairman of the TIFA and DDA Board and McGuirk be nominated for the position of Vice-Chairman. **The nominations were closed and the motion to elect Swindlehurst as Chair and McGuirk as Vice-Chair passed unanimously.**

2. Recommendations for Vacant TIFA/DDA Board Seat

Mrdeza reminded the Board that there were two vacant seats on the TIFA/DDA Board as the result of resignations from Steve Silverberg and Tim Dolehanty (who accepted another job as administrator of Ingham County). Board members were asked at the last meeting to consider names of possible candidates to recommend to the City's Appointments Committee. While it was initially believed that the County automatically held a seat on the Board according to the By-Laws, it was subsequently discovered that was not the case. A number of names were discussed as possible candidates including Dave Lapham, Tim Driessnack, Brandon LaBelle, and Jim Messick. Several Board members volunteered to contact these individuals and any others that might be eligible to serve on the Board. Interested individuals are encouraged to submit the proper form for the Appointments Committee's consideration.

B. DDA

1. Election of Officers

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

2. Discussion on MDOT Mission Street Mast Arm Replacements—Recent Meetings and Additional Options

Mrdeza discussed the on-going topic of the proposed replacement of the decorative mast arms by MDOT planned for 2015 at the intersections of Mission and Broadway and Mission and Michigan Streets. Mrdeza began by showing some pictures he took of intersections in downtown Rochester that had recently been reworked by MDOT as part of that city's downtown renovations. Specifically, Mrdeza showed box span intersections that incorporated painted strain poles, lighted street signs, and overhead LED intersection lights. He then asked Schripsema to update the Board on the results of the one-on-one meeting he had with the local MDOT staff on this issue.

Schripsema indicated that MDOT was proposing the replacement of the existing mast arms due to the fact that they had reached the end of their scheduled life and needed to be replaced. These structures have been known to fail suddenly and without warning, so the decision to replace them was based on a maintenance interval and safety concern. Schripsema reported the MDOT staff was receptive to the idea of painted strain poles but would require that cost be at the City's expense. They were not willing to consider hanging additional items (such as baskets, etc.) from the polls and expressed concern about setting precedent regarding other amenities. Schripsema suggested sharing the photos of Rochester

with them to alleviate that concern since that project was done in conjunction with the local TSC in the Rochester area. Presently, MDOT would need to know if the DDA was willing to move ahead with the box span approach to the intersections (versus an approved mast arm configuration), with the specific details worked out later. The cost for the box span, with the enhancements discussed by the DDA, was estimated at approximately \$8,000 per intersection versus an estimated \$50,000 per intersection for the mast arms (once MDOT's costs were calculated as part of the project).

In addition to the discussion regarding the mast arm replacement, the DDA Board discussed the merits of requesting a traffic study to determine whether both the Broadway and Michigan intersections on Mission meet the necessary warrants to require traffic signals. Schripsema cautioned that once a study was conducted and the results were analyzed, the community would have to live with MDOT's decision based on those results, regardless of the outcome. Board members expressed concern that such a study might indicate the signal on Broadway was not necessary; there was general agreement that if that was the case, this would be detrimental to the downtown. Schripsema indicated that he could conduct a preliminary analysis of the intersections based on the warrant criteria used by MDOT ahead of any request in order to provide an indication of what the results might be. Based on these preliminary indications, the DDA could then decide whether or not to proceed with the traffic study request. By consensus, that seemed like a reasonable approach to the DDA Board and requested that Schripsema proceed and report the results back to the DDA Board at a future meeting.

After additional discussion, it was moved by Smith, seconded by Grinzinger, to communicate with MDOT that the City is interested in moving forward with replacing the existing traffic signal mast arms at the Mission/Broadway and Mission/Michigan intersections with "enhanced" or "decorative" box span configurations that incorporate colored powder coated strain poles, illuminated street signs over the intersections hung from the strain poles, and LED lights on the top of the poles to illuminate the intersection, similar to what the City of Rochester recently installed. **The motion passed with a vote of 5 in favor and 1 dissenting.**

3. Update on Campus Plaza Mall Grid Street Project

Mrdeza and Flachs reported that the bids on the grid street project were due the following week on July 16th. The project was bid with separate driveways off of Mission Street in place for both the La Seniorita restaurant and Papa John's Pizza, as well as access drives on the east and west ends of the project connecting the grid street to the private property to the south. Mrdeza also reported that PNC Bank across the street agreed to grant an easement that would enable the realignment of Fairfield Street with the new grid street as they enter Mission. This realignment was a requirement by MDOT in order to allow the grid street to be a full service drive rather than a right turn in and right turn out only. Mrdeza is in the process of having the City's legal counsel prepare an easement document for signature.

Flachs indicated that while the schedule and funds are available to realign Fairfield this year, the original contract with the engineering firm Fleis and Vandenbrink did not anticipate this

opportunity and therefore did not cover the cost of the engineering and design work associated with this realignment. If the DDA was interested in moving forward with this expanded project scope, the additional design work would cost \$7,250. Because funds have been allocated, staff recommended proceeding with the additional design of realigning Fairfield in order to proceed with this construction project in 2013. It was moved by Grinzinger, seconded by McGuirk, to approve a contract amendment with Fleis and Vandenbrink for the engineering and design of realigning Fairfield Street at a cost not to exceed \$7,250. **The motion passed unanimously.**

V. Other Business

A. Future Projects

1. Potential Incentive Request from Graff

Mrdeza indicated that as reported at the meeting last month, he was still anticipating receiving a request for incentives associated with a planned expansion of the Graff Buick/Cadillac dealership located on the corner of Broadway and Mission Streets. The request would likely include reimbursement for such amenities as decorative fencing, façade improvements, entry wall features, and driveway closures 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.

B. Other

Mrdeza was asked to check the provisions of the TIFA and DDA Board By-Laws to determine if they specified the total number of members each board could have appointed to it and if the By-Laws addressed the issue of missed meetings by Board members and the consequences of those missed meetings. Mrdeza is to report back to the Board on these two questions at the next meeting.

VI. Adjourn

There being no other business, the meeting adjourned at 11:04 am.