

**DDA
DDA Meeting Minutes
September 17, 2019
Electric Department Conference Room
8:00 AM**

Members Present: Greg Styczynski, Kyle Closs, Derby Chase, Jay Bostwick, Mike Williams, Linda Norlander, Robert DeLuc, Linda Howlett, Sarah Slagstad

Members Absent: Mayor Thompson – Excused, Marcy Skwor – Excused

Vacancies - 0

Other Staff Present: Ron Miaso, Renée Barron

Guests / Public: None

Meeting was brought to order by Linda Howlett at 8:05

I. CALL TO ORDER

- a. Roll Call was noted

II. Amendments to Agenda - None

III. PUBLIC COMMENT

Greg Styczynski informed the Board that he sent a Letter of Interest to the City expressing his desire to be considered for the vacant position on the City Commission and that, if selected, he would have to resign from the DDA Board.

Renée Barron relayed regrets from City Manager Buckman that he would not be able to attend this Board Meeting due to a meeting regarding the PILT discussion for the Gladstone Housing Commission.

IV. APPROVE MINUTES

- a. Motion by Derby Chase; seconded by Jay Bostwick to approve the DDA Regular Meeting Minutes – July 16, 2019.

*****MOTION CARRIED UNANIMOUSLY*****

V. PUBLIC HEARING: None

VI. BUDGET:

- a. Ron reviewed the financials for the period ending August 31, 2019. Since the last meeting was cancelled due to the special joint meeting, all of the period activity reported was for both July and August. He reported that revenue of \$220,880 was recorded for the period from the Summer Tax Payoff and some minor sources like interest and various small Farmers Market payments.

On the expenditure side the major items were \$2,908 for legal fees (primarily Miller Canfield), two months of DDA Coordinator expenses, Farmers Market payroll and vendor payments, the Coppo Earnest money payment, and the next payment to UP State Bank.

Jay Bostwick asked Ron to investigate the \$468 invoice from Coleman Engineering charged to the Delta Parking Study.

Renée Barron clarified that the \$20,000 payment to UP State Bank was below the approved \$25,000 level due to outstanding curb work that has not been completed. She reported that the Bank is in agreement with the payment level until the curb issue is resolved.

Ron reviewed the Fund Balance and Projected Fund Balance for the DDA and explained the positive effect that the decision to not prepay 9th Street had on the Projected Fund Balance.

VII. UNFINISHED BUSINESS:

- a. **9th Street Bond Project Update**

Renée reviewed the status of the project and recapped the City Commission meeting held on September 9, 2019 where a Public Hearing was held for the Special Assessment. There were a total of four residents who commented at the Public Hearing. There were no protests to the assessments lodged at the meeting but one protest was received by mail prior to the meeting.

Ron reviewed the minutes from the August 19, 2019 Joint Meeting on 9th Street which approved an additional \$20,000 annually from the DDA as well as funding \$47,083 from fund balance for Engineering expenses on 9th Street.

Linda Howlett recommended that a motion be made to approve the minutes from the Special Meeting which were included in the Agenda Package.

Motion by Greg Styczynski; seconded by Derby Chase to approve the Joint Meeting Minutes of August 19, 2019.

*****MOTION CARRIED UNANIMOUSLY*****

Derby Chase was concerned that the increased DDA funding of \$20,000 be handled as outlined in the motion which specifically said the “Cash balance on hand of the DDA be placed in a special account with the interest earned used toward the bond payment over fifteen years.”

Ron Miaso was directed to work with the Treasurer to insure that this is handled properly. In addition, the Board directed Ron to begin preparing budget amendments to handle this, the Coppo property earnest money, and several smaller issues.

The DDA Board also wanted to express thanks to the City Staffs and City Commission for their understanding and gratitude of the significant financial support that the DDA is giving for the 9th Street Project, which would not be possible without the DDA.

b. North Shore Update

Ron reported that a possible developer meeting could take place in the next month as interest has been to TJ Thomas regarding the Northshore.

Ron gave an overview of a waterfront development progressing in Traverse City which has a lot of similarities to the North Shore – fifty acres, waterfront development, terraced lots to the water and residential.

Renée gave an update on concerns voiced by Besse and their position in the Northshore project. They have been treated the same as all owners in the project area. The DDA has moved forward with property that fit the goals of the project. Derby Chase wanted to make sure that the non-industrial zoned property could be a good addition at the right price. The Board discussed the financial constraints of any added earnest money due to the 9th Street commitment.

Ron presented a Follow-Up Marketing Proposal from Place+Main Advisors which would update the RFQ to reflect the current property available, add new graphics and narrative including posting and advertising the RFQ, and assisting the City in reviewing RFQ responses. The total price for the proposal is \$6,000.

Ron informed the Board that there were some concerns from City Department

Heads regarding the success of Place+Main on developments of this nature. Ron distributed four recent projects by Place+Main that demonstrate their capabilities. Ron informed the Board that there was an original \$10,000 marketing budget for the North Shore in the current budget, and that after excluding the Coppo Earnest money which will be handled in a budget amendment, there was approximately \$8,000 remaining in that budget.

Motion by Derby Chase; seconded by Jay Bostwick to approve the Follow-Up Proposal dated 8/30/2019 from Place+Main for an amount not to exceed \$6,000.

*****MOTION CARRIED UNANIMOUSLY*****

c. Rialto Center Project

This item was placed on the Agenda for Board discussion and resolution on the motion made by the DDA Board at the November 7, 2016 Board Meeting. Ron read the motion, which was:

Motion by Mark Roxbury; seconded by Derby Chase to approve up to \$25,000 for engineering costs for the Rialto Center to Pat Johnson. If the rehabilitation project does not take place 100% of the DDA funds shall be paid back to the DDA. MOTION CARRIED

Both Renée and Ron explained that this motion is still pending and that staff need direction to finalize the action. Handling of such motions are critical for maintaining equal treatment. Additional engineering requests are being received and more will come. Staff needs direction on how to best handle this motion and set precedence for future requests.

Motion by Jay Bostwick; seconded by Derby Chase to table the agenda item until the next DDA Board Meeting and to invite Patrick Johnson to the meeting to present the case for uses of the engineering expenditures.

*****MOTION CARRIED UNANIMOUSLY*****

d. DDA Informational Meeting

Ron informed the Board that the DDA Informational Meeting Number 1 is scheduled for September 23, 2019.

e. Delta Avenue Parking Study

The Study is underway by Coleman Engineering and Ron will verify the invoice posted to Engineering & Architect Fees.

f. DDA Plan Amendment / Timeline

Ron updated the board on a meeting held on 9/10/19 with Renée and Eric on the amendment. Ron will update the timeline with items completed and update the schedule.

VIII. NEW BUSINESS

a. Old Fashioned Christmas

Ron reviewed the DDA approved minutes from the December 18, 2019 Old Fashioned Christmas Committee meeting of December 5, 2018. Jay Bostwick requested confirmation that Shelly Claycomb would continue as the event coordinator and that was confirmed by the minutes.

Jay Bostwick asked that an additional member be added to the OFC Subcommittee. Robert DeLuc agreed to join the Subcommittee. Renée will have Shelly organize the first meeting.

IX. Comments

a. City Manager – Not present due to prior commitment.

b. DDA/EDC Coordinator

- i.** Ron discussed the MEDC meeting that he attended on 9/13/2019 at the Commerce Center. He reported that Jen Tucker will have a new manager and that the Façade Initiative program future is not certain.
- ii.** Ron said that he will have cataract surgery at the time of the next meeting and Renée advised that we should retain the existing date for the meeting and not reschedule.
- iii.** Renée reported that the Planning Commission approved the Housing Commission Development and Rezoning for the project. She expressed gratitude for the excellent vision and knowledge of the Planning Commission.
- iv.** She also reported several new developments going on throughout the City.

- c. DDA Board Comments – Linda Howlett told the Board that the Gladstone Schools have good student numbers for the year and discussed the difficulty of preparing a budget when the State Budget has not yet been finalized. She pointed out that although the counts are known, the foundation allowance is an unknown. Kyle Closs talked about the strong school participation resulting in robust class sizes.

X. PUBLIC COMMENT

None

XI. ADJOURNMENT

Motion by Derby Chase; seconded by Greg Styczynski to adjourn.

*****MOTION CARRIED UNANIMOUSLY*****

The DDA adjourned at 9:30 A.M.

Respectfully Submitted,



Ron Miaso, DDA / EDC Coordinator