

**DOWNTOWN DEVELOPMENT AUTHORITY  
Regular Meeting  
February 11, 2016**

**CALL TO ORDER:** By Chairperson Sommer on Thursday, February 11, 2016 at 7:30 a.m.

**PRESENT:** Board members; Ken Wirt, Bob Phillips, Jeannette Sommer, Travis Silvas and Mayor Tim Lewis.

**STAFF:** Community Development Director Myrkle and Deputy Clerk Dell'Acqua.

**APPROVAL OF MINUTES FOR THE REGULAR MEETING OF DECEMBER 10, 2015:** Board member Wirt moved to approve the minutes December 10, 2015 Supported by Phillips. Carried. 5 Yes. 0 No. 1 Absent (Hewitt)

**ABSENT:** Board member Hewitt

Hewitt arrived at 7:40 a.m.

**PUBLIC COMMENT:**

**Brenda Hampton, Owner of Brenda's Dance Academy** was in favor of the parking lot maintenance for lots 4 and 10. She expressed her gratitude for the work done on the lots; however, she was concerned over the safety in the parking lot during late business hours. She stated that she doesn't want to lose business and suggested more lighting in the lots. She presented a modified drawing of the parking lot plan to the board.

**Daryl and Jason Vanderstelt, owners of Dutch Brothers Inc.**, spoke in favor of the development of the parking lots and a small pocket park as a green space. They stated that it was exciting to hear that the DDA was finding different ways to attract developers to the area.

**ITEMS OF BUSINESS:**

**A. PARKING LOT PROJECT DESIGN:**

Director Myrkle reported that he had a new parking lot design created by Rowe Engineering. He distributed the plan to the board members. He reported that he had much participation and feedback from local businesses and wanted to present the draft plan of parking lots 4 and 10 which included a pocket park. He reported that two local businessmen, Dave Skidmore, owner of Skidmore Bicycles and Zac Soderberg, owner of the Oriole Hut responded to his mailing. Both of them were opposed to the development of a pocket park in Lot 10. They expressed many good suggestions for the new development including a city map display, a bicycle or motor rack, expanding the alley, more lighting and a refuse location.

Discussion was held in regards to the design of the lot, the beautification, lighting and parking spaces.

**B. FUTURE PARKING LOT PROJECT DISCUSSION:**

City Manager Guetschow explained that the city would be investing \$500,000 dollars for the parking lot reconstruction project. He recommended that the board take time to figure out how they want the parking lots designed. He explained that the parking lot configuration will be in set in place for at least 20 years or so before it would be done again. He stated that the lighting plan wasn't included in the initial construction of the lots and the cost would have to be configured in the new layout. He expressed that the extra green space would attract new customers but, the value wasn't as important as the

parking amenities. He and Director Myrkle saw the reconstruction as a means to generate more business traffic. He explained that the new layout plan may take up to another month once the board decided on their amendments to the plan.

Board member Silvas left at 8:18 a.m.

Chairperson Sommer asked if the amendment suggestions be tabled until the next meeting.

Director Myrkle urged the board to let him know what changes would be important to them and he would then relay it to Rowe Engineering. Rowe would then design a new layout. He commented that he would like to get all the parking lot reconstruction done on the same schedule but, council was opposed to funding all the lots at one time.

Discussion was held in regards to some amendments such as, cutting the green space to 10 feet to allow extra parking spots and the new lighting plan for safety. They also discussed possibly submitting a proposal to council to request additional funding.

Director Myrkle stated that he could write up a resolution.

Mayor Lewis commented that the infrastructure is important to new members of council. He said that based on the new reconstruction projects presented; he found it to be beneficial for the economy of local businesses.

**Motion by Board member Wirt to submit a reconstruction project budget resolution to Council. Second by Hewitt. Carried. 5 Yes. 0 No. 1 Absent (Silvas).**

### **C. MICHIGAN MAIN STREET UPDATE:**

Director Myrkle reported the dates for the Main Street classes. He recommended that all DDA board members attend this valuable opportunity. The dates for the first classes are:

#### **Basics classes**

March 16 – Downtown Lansing

April 9 – Wayland, Mi

May 19 – Howell, Mi

#### **Practice classes**

June 21 – Wayne, MI

July 21 – Three Rivers, MI

August 16 – Manistee, MI

Director Myrkle stated that it would be advantageous to have the board members go together to the meetings. He will keep them up to date on future meetings as they came in.

Discussion was held.

Board member Hewitt left at 8:55 a.m.

Mayor Lewis invited the board to attend the Main Street meeting on Thursday, February 18<sup>th</sup> at 4:00 p.m. at City Hall.

City Manager Guetschow explained that the informal meeting on the 18<sup>th</sup> had been organized as a steering committee to oversee the interests of Main Street. He said that the committee may develop into a non-profit group, as long as there was a general consensus from the group present.

Chairperson Sommer encouraged all members to attend this meeting.

**D. UPDATES & REPORTS BY DIRECTOR MYRKLE:**

**1. APARTMENTS AT MASONIC TEMPLE**

The apartments at the Masonic Temple are underway and Director Myrkle stated that he was excited about the development. He will be planning an open house for them once they are completed.

**2. ART IN THE CITY GRANT**

The art grant has been applied for but, there is no design yet. He would like to have a committee to work on sculpture, design and to find an artist.

**3. SNOW REMOVAL CONTRACT WITH ERIC ROGERS CO.**

He reported that the Eric Rogers's snow removal contract had ended and he asked the board if they wanted to extend the bid with Rogers or if they have other options they would like to present. He commented that the Rogers bid was the lowest.

Discussion was held in regards to using the same company.

No decision was made by the board.

Mayor Lewis commented that he had many people approach him about the snow removal in the city.

Board Member Phillips left at 9:13 a.m.

**BOARD MEMBER COMMENTS:**

None

**Meeting adjourned by Chairperson Sommer at 9:15 a.m.**

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Denise Dell'Acqua, Deputy City Clerk