

Downtown Development Authority

Regular Meeting Agenda

Wednesday, May 8, 2013
Noon, Council Chambers



City of South Haven

MISSION STATEMENT: The Downtown Development Authority (DDA) is to be a leader in helping to fulfill the City of South Haven Municipal Plan; through planning, funding, and development of projects within the DDA District which promote, encourage and contribute to the overall economic growth and development of the community.

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Approval of Minutes** – March 13, 2013
5. **Interested Citizens in the Audience Will be Heard on Items Not on the Agenda**
6. **DDA will receive a report of the Wi-Fi system on Phoenix Street and consider approval of the proposal from Secant Technologies in the amount of \$18,500.**
7. **Other Business**
8. **DDA will be asked to go into closed session pursuant to the Michigan Open Meetings Act; Public Act No. 267 of 1978; 15.268; Section 8(d) to consider the purchase or lease of real property.**
9. **Adjourn**

RESPECTFULLY SUBMITTED,

Deb Davidson
DDA Director

South Haven City Hall is Barrier-free and the City of South Haven will provide the necessary reasonable auxiliary aids and services for persons with disabilities, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities at the meeting upon seven (7) days notice to the South Haven City Clerk. Individuals with disabilities requiring services should contact the City Clerk by writing or calling South Haven City Hall at (269) 637-0700.

Downtown Development Authority

Regular Meeting Minutes

Wednesday, March 13, 2013
Noon, City Hall



City of South Haven

MISSION STATEMENT: The Downtown Development Authority (DDA) is to be a leader in helping to fulfill the City of South Haven Municipal Plan; through planning, funding, and development of projects within the DDA District which promote, encourage and contribute to the overall economic growth and development of the community.

1. Call to Order by Olson at 12:10 p.m.

2. Roll Call

Present: Burr, Marcoux, Maxwell, Whiteford, Olson

Absent: Braun, Zuckerman

Also present: Brian Dissette, City Manager

3. Approval of Agenda

Motion by Burr, second by Whiteford to approve the Wednesday, March 13, 2013 regular meeting agenda as presented.

All in favor. Motion carried.

4. Approval of Minutes

September 5, 2012 Regular Meeting

October 3, 2012 Workshop

December 3, 2012 Special Meeting with City Council

January 30, 2013 Special Meeting

February 6, 2013 Workshop

Motion by Marcoux, second by Burr to approve the minutes of the September 5, 2012 Regular Meeting, October 3, 2012 Workshop, December 3, 2012 Special Meeting with City Council, January 30, 2013 Special Meeting and February 6, 2013 Workshop.

All in favor. Motion carried.

Davidson pointed out that the reason the Board was being presented with minutes from five different meetings is due to having special meetings and workshops, at which minutes approvals are not allowed.

5. DDA will be asked to consider approving a Resolution to amend the “DDA Development & Tax Increment Financing Plan”.

Davidson explained the purpose of the Resolution, stating this was discussed by the Board at the Feb. 6, 2013 workshop, at which time mention was also made regarding the condition of Kentucky Avenue. At the same meeting, Davidson reminded the Board, she and City Manager Dissette were asked to review current DDA (Downtown Development Authority) plans and determine whether there should be additions or changes to the plan.

Marcoux asked, regarding the summary of plan amendments, about the addition of the ice rink grid system. Dissette stated that regarding Item #5, the ice rink, the City has been working with an outside firm to determine both a short term and a long term fix for the grid system. Dissette explained that the grid system needs to be replaced due to being worn. A long term solution, Dissette explained, would be to pour the grids into concrete and create a nearly level surface. While this is an expensive upgrade, it makes sense because currently annual set-up fees are quite high. It is recommended that this item be included in the Plan Amendment in the case that the DDA wants to pursue this project in the future.

Whiteford questioned the amendment regarding marketing efforts. Dissette noted that marketing was already built into the DDA plan; however, currently DDA money has not been used for marketing purposes, which sunsets in December 2014. The city would like to be able to tap those funds to assist with short term parking maps and other materials, such as brochures, that would communicate details of capital projects. It could be advantageous for future capital improvement projects for the DDA to have this money available if needed.

Davidson pointed out that the DDA has nothing in the current plan to support sustainability so that has been addressed in this Plan Amendment as well.

Motion by Marcoux, second by Whiteford to approve the Downtown Development Authority Resolution No. 2013-01, recommending the Year 2013 Amendment to the Development Plan and Tax Increment Financing Plan to the City Council of the City of South Haven.

Burr asked Marcoux if he had included the requested boundary change in the amendment. Marcoux amended his motion to include keeping the current DDA boundaries as part of the amendment. Second by Burr.

All in favor. Motion carried.

6. Adjourn

Motion by Whiteford, second by Maxwell to adjourn at 12:26 p.m.
All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary



Agenda Item 6

Wi-Fi System

The DDA Board is asked to consider approval of a proposal from Secant Technologies in the amount of \$18,500 for design services for installation of a Wi-Fi system on Phoenix Street.

Background Information:

At recent DDA meetings, the DDA Board and City Staff have discussed the desire to include Wi-Fi service as part of the Phoenix Street Improvement project. This amenity would be a huge benefit to the citizens and visitors.

Steve Oosting, City Engineer, has submitted a memo describing the process, coverage area, and estimated cost. Steve will be present to explain the system and answer questions.

Please note that the cost of Secant Technologies' proposal for design services and the Wi-Fi installation is a total cost of \$220,000 and is not included in the Phoenix Street Improvement Project cost. The installation of the Wi-Fi would be bid separately but the two schedules must be coordinated to complete the work. The DDA Board and City Staff should discuss financing options.

Recommendation:

The DDA Board should discuss whether to approve Secant Technologies' proposal and subsequently the total cost of the Wi-Fi project financing.

Support Material:
S. Oosting memo

RESPECTFULLY SUBMITTED,

Deb Davidson
DDA Director

Memorandum:

Date: March 25, 2013

To: Brian Dissette, City Manager

From: Steve Oosting, Senior Civil Engineer

Re: Downtown Wi-Fi System

During the last several months, the city's information technology consultant, Secant Technologies, has been developing a preliminary plan and project budget for a downtown wi-fi system. The system would provide a wi-fi signal covering much of the central business district allowing public internet access for anyone with computers, laptops, tablets, phones, or other wi-fi enabled devices within range of the signal.

A map of the wi-fi signal coverage area accompanies this report. The coverage areas shown on the map are somewhat uncertain and will be influenced by a number of factors such as trees, buildings and other obstructions, along with the capabilities of a users own device, and the number of people using the system at any given time. However, the areas shown in the darker circles are generally expected to have the most reliable coverage while areas within the lighter circles are still expected to function but with perhaps less reliability.

The system would be constructed by installing a network of wireless radios throughout the downtown area. The radios wirelessly transmit the wi-fi signal as an extension of the city hall internet service. The radios would be approximately 11 inches high by 8 inches wide and approximately 2 inches thick as shown in the attached image. The majority of these radios would be mounted onto some of the decorative light poles within the downtown area, about 30 in total. Light poles are one of the simplest options for where to locate the radios, only because they require electricity. However, the radios can function anywhere within the outdoor environment provided there is electricity available.

The complete system is estimated to cost approximately \$220,000. In order to complete the system design, Secant Technologies has provided a proposal for their design services at a cost of \$18,500 (included in overall cost stated above). The installation of this system would be bid separately from the Phoenix Street Improvements project, but the two project schedules would have to coincide in order to coordinate some of the work.

If there is a desire to proceed with the system as described above, the proposal from Secant Technologies should be considered for approval at this time.

MR66

Dual-Radio Outdoor
802.11n Access Point



High performance, ruggedized, outdoor cloud-managed wireless LAN

The Meraki MR66 is an enterprise class, dual-concurrent 802.11n cloud managed access point designed for high-density deployments in harsh outdoor locations and industrial indoor environments. The MR66 features dual-concurrent, dual-band operation and advanced 802.11n technologies such as MIMO and beamforming, delivering the high capacity, throughput and reliable coverage required by the most demanding business applications, even in harsh environments.

MR66 and Meraki Cloud Management: A Powerful Combination

The MR66 is managed via the Meraki cloud, with an intuitive browser-based interface that lets you get up and running quickly without training or certifications. Since the MR66 is self-configuring and managed over the web, it can even be deployed at a remote location without on-site IT staff.

The MR66 is monitored 24x7 via the cloud, which delivers real-time alerts if your network encounters problems. Remote diagnostics tools also enable real-time troubleshooting over the web.

The MR66's firmware is always kept up to date from the cloud. New features, bug fixes, and enhancements are delivered seamlessly over the web, so you never have to manually download software updates or worry about missing security patches.

Product Highlights

- Ideal for outdoor and industrial indoor environments
- Dual-concurrent 802.11n radios with up to 600 Mbps throughput
- Point-to-point links with optional panel antennas
- High performance multi-radio mesh routing
- Layer 7 application fingerprinting and QoS
- Built-in enterprise security, guest access, and NAC
- Self-configuring, plug-and-play deployment
- Automatic cloud-based RF optimization with spectrum analysis
- Real-time WIPS with Air Marshal



Proposal

February 8, 2013

Project: City of South Haven – Downtown WiFi
For: Steve Oosting, City of South Haven
By: Steven Burdick

Design Assistance

Secant proposes to provide design assistance for the Downtown WiFi project.

Services include:

- Research solutions
- Refine budget
- Provide details of design to City
- Establish options to offer filtered restricted bandwidth

Request for Proposal Process

Secant proposes to provide RFP creation and RFP process management for the Downtown WiFi project. Services include:

- Prepare RFP documents
- Prepare accompanying RFP drawings
- Write bid advertisement
- Distribute RFP to prospective bidders electronically
- Notify construction plan houses of RFP
- Conduct pre-bid meeting
- Conduct bid opening
- Conduct post bid analysis
- Conduct post bid interviews (as needed)
- Prepare award recommendation memo
- Present award recommendation to council (if desired)

Project Coordination and Vendor Management

Secant proposes to provide Project Coordination and Vendor Management for the Downtown WiFi project. Services include:

- Prepare vendor AIA contracts
- Manage vendor pay application approval process
- Conduct site visits to review technology vendor project progress
- Conduct project meetings with technology vendors
- Conduct post project "punch list" for technology vendors



Proposed fee: \$18,500.00

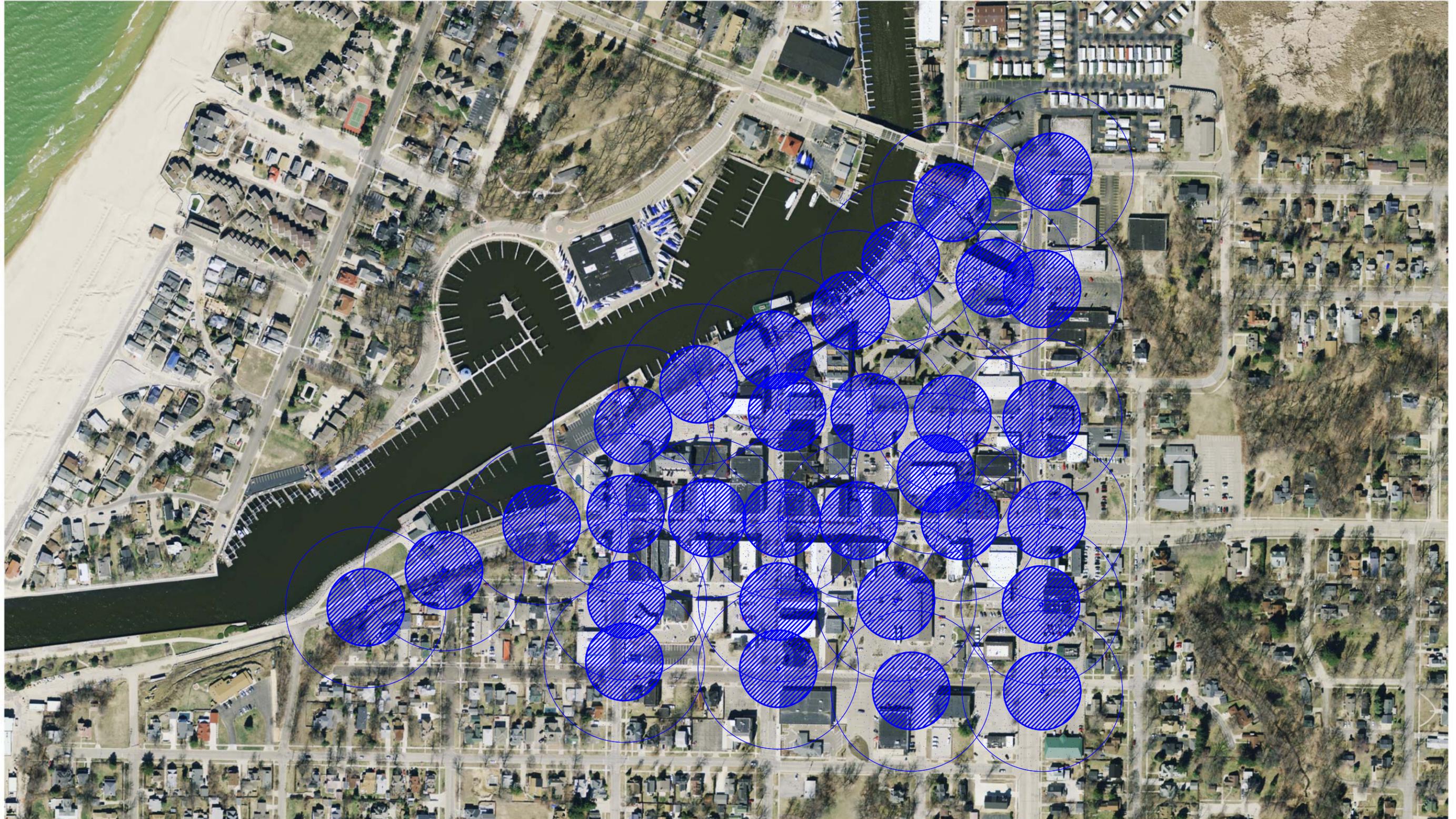
Technology systems to be designed by Secant include:

- Data/phone wiring
- Fiber optic distribution
- Wireless radios and antenna systems
- Network electronics
- Firewall/Bandwidth management solutions
- Access controlled door system
- Intrusion detection system
- Surveillance camera system

Technology systems NOT to be designed by Secant include:

- Electrical upgrades
- Electrical distribution

WI-FI COVERAGE MAP





Agenda Item 8

Closed Session

The DDA Board will go into closed session to consider the purchase of property to be used for future public parking spaces.

Roger Swets, legal counsel for the City, will be in attendance to discuss the legal process of property acquisition by the DDA.

RESPECTFULLY SUBMITTED,

Deb Davidson
DDA Director