

# Downtown Development Authority

## Regular Meeting Minutes

Wednesday, May 8, 2013  
Noon, Council Chambers



City of South Haven

### 1. Call to Order by Whiteford at noon.

### 2. Roll Call

Present: Braun, Burr, Marcoux, Maxwell, Zuckerman, Whiteford  
Absent: Maxwell (excused), Olson (excused)

Also present: Brian Dissette, City Manager; Steve Oosting, City Engineer; Ken Lane, Clark-Hill, City Attorney

### 3. Approval of Agenda

Motion by Marcoux, second by Burr to approve the May 8, 2013 regular meeting agenda with the following change: move Item 8 closed session to Item 5a.

All in favor. Motion carried.

### 4. Approval of Minutes – March 13, 2013

Motion by Marcoux, second by Burr to approve the March 13, 2013 regular meeting minutes as written.

All in favor. Motion carried.

### 5. Interested Citizens in the Audience Will be Heard on Items Not on the Agenda

None at this time.

### 5a. 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.

Motion by Braun, second by Marcoux to enter closed session.

All in favor. Motion carried.

Motion by Braun, second by Marcoux to come out of closed session.

All in favor. Motion carried.

**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.**

Dissette gave an overview of the provision in the Phoenix Street project to provide free Wi-Fi which will be a huge upgrade for the downtown. Dissette explained that Secant, which is a firm that provides various electronic services for the city, would design the proposed Wi-Fi system and oversee the construction and completion of the project. Dissette stated that the city does not have the ability to do the design or completion in house. Dissette noted that he is looking for a motion from the board to approve the proposal from Secant Technologies.

Dissette stated that the city does have public Wi-Fi in various places in the city, which was done as a kind of pilot program. There is not a lot of maintenance involved, according to Dissette. It is the process of getting the system up and running that is difficult.

Marcoux inquired whether a business owner will be able to use the Wi-Fi in place of current paid Wi-Fi. Oosting clarified that the city should expect reliable internet service within the outdoor environment. Oosting stated that the city is not guaranteed reliable internet service anywhere within the buildings. That remains to be seen, Oosting explained, until the system is up and running. Dissette agreed that we cannot know for sure, but pointed out that a person can stand on the front lawn of City Hall and access the city's Wi-Fi. After a question by Burr, Oosting said the fiber optic service provides city hall with high speed internet service. The downtown Wi-Fi will be an extension of city hall's internet service.

Dissette reiterated that the city does not have staff to implement the Wi-Fi project; the board needs to approve this item so the Wi-Fi can be included in the Phoenix Street project. This project will target the entire Central Business District.

Motion by Marcoux that the Downtown Development Authority approve the proposal from Secant Technologies in the amount of \$18,500 for design services for the installation of a Wi-Fi system on Phoenix Street. Second by Zuckerman.

All carried.

**7. Other Business**

Dissette explained that the City recently applied for two separate grants and the MEDC application was approved for \$750,000. A secondary grant (MSHDA) application was submitted to re-locate the welcome island and fund improvements to City Hall up to \$500,000. The City has been denied the MSHDA grant funding. What it means for the Downtown Development Authority is that the welcome island will remain at its current location. Dissette overviewed what costs are accounted for in the \$750,000 grant.

In regards to Phoenix Street parking, Oosting stated the original project scope for Phoenix Street improvements - reconstructing the street with the exception of the welcome island - will result in a loss of 5 parking spaces. If the island was re-located, there would be a net loss of 10 spaces.

Davidson updated the board on the Downtown Development Authority Plan Amendment. After the Kentucky Avenue project is completed, the residential properties can be removed. The marketing portion of the amendment did go through, and staff will be working with Lambrix Design to market the Phoenix Street project.

**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.**

This item was moved to Item 5.a. during agenda approval.

**9. Adjourn**

Motion by Marcoux, second by Braun to adjourn at 12:53 p.m.  
All in favor. Motion carried.

RESPECTFULLY SUBMITTED,  
Marsha Ransom  
Recording Secretary