

Downtown Development Authority

Regular Meeting Agenda

Wednesday, March 2, 2016
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** – October 21, 2015 Regular Meeting Minutes
December 2, 2015 Workshop Minutes
5. **Interested Citizens in the Audience Will be Heard on Items Not on the Agenda**
6. **Abonmarche staff will update the DDA Board on the Huron Street Parking Lot Expansion Plan (former Baar's property).**
7. **DDA will be given an update about the following projects:**
 - A. **Splash pad grant application**
 - B. **PSD update**
8. **General Comments**
9. **Adjourn**

RESPECTFULLY SUBMITTED,

Deb Davidson
DDA Director

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Downtown Development Authority

Regular Meeting Minutes

Wednesday, October 21, 2015
Noon, Council Chambers



City of South Haven

1. Call to Order by Olson at noon

2. Roll Call

Present: Braun (12:07 p.m.), Burr, Frederick, Marcoux, Maxwell, Olson
Absent: Newton, Whiteford

3. Approval of Agenda

Motion by Burr, second by Marcoux to approve the October 7, 2015 regular meeting agenda as presented.

All in favor. Motion carried.

4. Approval of Minutes – May 20, 2015 Workshop Minutes July 15, 2015 Regular Meeting Minutes August 12, 2015 Regular Meeting Minutes

Motion by Marcoux, second by Frederick, to approve the May 20, 2015 Workshop Minutes, the July 15, 2015 Regular Meeting Minutes and the August 12, 2015 Regular Meeting Minutes.

All in favor. Motion carried.

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

None at this time.

6. DDA will be asked to consider approval of the Water Street Improvement Plan.

Davidson noted that there are factors affecting the DDA budget and it is difficult to report where the DDA is financially at this time. Factors include outstanding invoices for various projects such as the Baar's building demolition and Michigan Street repaving; cost estimates for a restroom building at the Baar's site; and a grant opportunity. Michigan Energy Office has announced a grant opportunity for upgrading existing municipal lighting to LED. The Broadway Avenue lighting would be a good project for this grant. Davidson proposed that a

workshop be held in the near future to inform the DDA Board about all projects, look at cost estimates and prioritize.

Davidson explained that the Water Street project is conceptual. This concept has been to the Parks Commission, and will go to Harbor Commission and then to City Council. Davidson asked for approval of the conceptual plan. The Board may be asked to approve a component of the plan in the future, based on budget and priority.

Davidson introduced Pat Cornelisse, Cornelisse Design, who reviewed the overall plan noting that the city asked what could be done to improve the hill side of Water Street. Cornelisse described that it was a difficult project as part of the process is about maintenance. About every three years the hillside will need to be pruned or managed in some way.

Cornelisse then reviewed several details including sidewalks, stairs, some turf, curb lines, a neater edge and the hillsides (remove dead stuff, invasive species, do not remove stumps so they help hold the hill in place, privet hedge and retain native species and items that will be useful) working her way from the water treatment plant on the west, eastward to Kalamazoo Street.

Discussion ensued regarding the steps from the Keeper's House property down to Water Street being wood, which would be replaced with concrete steps. Cornelisse noted the proposed addition of some handicap accessible picnic tables.

Cornelisse explained the use of dune grass and turf in the area below the American Legion, highlighting the WPA wall, perhaps some up-lighting, maybe a historical plaque including the WPA wall and the nearby area where there used to be a rail line. Cornelisse proposed cleaning up the wooded areas, trimming the trees up higher so the view can be seen.

Near Maple Street, Cornelisse recommended cleaning out the embankment, noting that it is too steep to mow, doing some rearranging and filling and clean up the stuff that has grown there over the years; replace the dilapidated rail fence and surround it with low plants so kids cannot get at the fence easily to jump over. Cornelisse noted that any walls added to this area would reflect the stacked stone walls that are already there.

In the next section, near the dumpster, the embankment is slipping, so Cornelisse recommends extending the existing stacked stone wall.

Access to and from Indiana and Eagle Streets down to Water Street could be done again with concrete instead of wood because concrete will not degrade. Cornelisse recommended starting over in this area, noting the topped pine trees and general unattractiveness of this section. Access was described as a series of steps and platforms. "Add some sidewalk and short retaining walls followed by eight (8) foot high retaining walls and steps down to a large landing. The dumpster will be hidden along with some electrical utilities in a continuation of the existing wall structures."

Cornelisse noted that there were citizens at the Parks Commission meeting who requested that the city not have any seating areas at the top or bottom so people cannot hang out

there to smoke. Cornelisse said you need more input to address whether you have platforms or landings and whether the city wants to encourage the hanging out or not.

Shores had asked if there could be some landscaping done near their building that reflects the landscaping in the downtown. Cornelisse indicated how that would look on one of the concept drawings.

Regarding cost, Cornelisse said this entire piece should be somewhere around six hundred thousand dollars (\$600,000) but you cannot predict because it will depend on when you bid.

In response to questions, Cornelisse explained that in the case of residents along Water Street approaching us we have been able to accommodate their needs.

Burr explained some of the intricacies of the land ownership issues in the area. Cornelisse noted the residents have some concerns about views and there are compromises that can be made. There needs to be talk regarding the location of the dumpster, although there does not seem to be any real solutions or alternate locations.

Burr asked if there was a price on the concrete stairs and Cornelisse noted that embankment access is around \$200,000, but that is without soil borings which could reveal issues we are unaware of.

Marcoux asked about mowing, assuming we proceed with this and do it, whether the maintenance budget has been looked at. Cornelisse said her plan does not add a lot of grass mowing, but the maintenance program every three years or so will be an ongoing number and we didn't put a number to that. You could choose a block a year, and then next year do the next block; that rotation could be what will keep it in line. Cornelisse would have preferred to use dune grass in more areas, noting that most mowers do not like to do steep mowing, but the soil is not appropriate and sand would have to be brought in, so she stuck with more mowed areas.

Davidson noted that the DDA board is just being asked for approval of a concept.

Motion by Marcoux to approve the proposed Water Street plan/conceptual drawing, pending final approval once we understand the budget. Second by Braun.

All in favor. Motion carried.

7. DDA will be given an update about the following projects:

A. Grant opportunity for lighting improvements on Broadway Avenue

Tony McGhee, representing Abonmarche, explained various things that were considered, noting these would be the same lights as you have downtown but with LED bulbs. These would include directional boring for underground. The lights themselves would be a total of \$415,000. This project would not replace all sidewalks, but the sections affected would be replaced. The grant is \$50,000 which would put the funding for the balance of the project on the City, Downtown Development Authority (DDA) and Board of Public Works (BPU).

Davidson explained this request is for approval for submitting the grant application, which is due November 2. McGhee noted that a few weeks later we would know if the city got it. Burr noted the majority of this project would be funded by the Electric Fund. McGhee noted that about half of the cost would be Electric. After a question from Marcoux, McGhee noted that the city would have one and one-half (1.5) years to spend the money.

B. Baars building demo and cost estimate for restroom building

McGhee related that the Baars building demolition was done without too many extras and the contractor did a good job keeping things in order and neat around the site. Additional asbestos was discovered during the demolition, so the extra asbestos abatement was another \$22,298.00. McGhee noted that the contractor stuck with his \$20,000 overage estimate and ate the balance. Discussion ensued regarding where the additional asbestos was located.

McGhee showed a concept drawing of the parking plan which Davidson noted was Option 2 that the board approved at the last meeting. At current market it is about \$125,000 just for replicating the Huron Street restroom. There is about \$300,000 for a 2,500 square foot addition for skate office/storage. With the parking lot the total would be \$575,000 which would include sealing and coating the existing parking lot to retain a uniform appearance. This is top drawer cost so there are things that could be changed.

Discussion ensued regarding whether more parking could be gained if the building were smaller which McGhee said had been reviewed and with all concerned it would not gain more than one more space. If the building size were reduced, there would just be more green space.

McGhee talked about bringing some budget ideas at the next meeting, including bidding the Black River Parking lot with this one to give the board a lot of flexibility in how you can budget this. Burr asked if the parking lot could be done soon with the building added later. Discussion ensued regarding getting skaters safely to and from the rink and a new skate rental building and the number of net gain of parking spaces. It has been suggested in the past to close off the north entrance into Huron St parking lot. If so, skaters would not have to cross in front of traffic.

8. General Comments

There were none.

9. Adjourn

Motion by Marcoux, second by Frederick to adjourn at 12:53 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary

Downtown Development Authority

Workshop Minutes

Wednesday, December 2, 2015
Noon, City North Side Marina



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.

Present: Braun (12:20 p.m.), Frederick, Marcoux, Maxwell, Newton, Olson

Absent: Burr, Whiteford

Also present: Wendy Hochstedler, Finance Director; Larry Halberstadt, City Engineer; Fred Becht, Dairy Queen Owner; Ryan Storr, Dairy Queen Manager

1. DDA will be asked to review projects, cost estimates, and prioritize future projects.

Davidson explained the spreadsheets in the packet and the updated spreadsheet with estimates. The working list from the plan has check marks to indicate completed projects.

In response to a question regarding funding for Black River Park Parking project, Davidson explained that the city is now looking at doing the Phase II part of the project which would be funded by another city fund so the DDA's commitment does not change. The result would be a total of thirty-two (32) plus four (4) handicapped with a total of thirty-six (36) parking spaces.

Marcoux asked if the Old Harbor Inn settlement money has been applied to develop more parking to which Hochstedler responded that she has had no direction from the city manager of where to put those funds. Marcoux said he was told by the city manager that the settlement would be used to increase the parking at the Baar's site.

Davidson noted that the Huron Street Parking (where the old Baar's building was) will provide twenty-six (26) spaces, just the construction of the parking lot, leaving space for a future restroom. Marcoux inquired whether it will be big enough for the ice rink storage and office. Davidson said she was told to count on approximately two hundred dollars (\$200) per square foot per space. Hochstedler said it depends on how much space you want to have for the ice rink portion. Marcoux said he distinctly remembers asking the Abonmarche representative whether there was enough space for both restroom and ice rink facility, and the representative saying yes. Newton said she wondered how Abonmarche could say that without knowing what was needed for the ice rink. Maxwell wondered what it could be used for outside of the winter months. Davidson noted that the ice rink office and rental facility has been expanded this year at the ice rink manager's expense, spending eleven thousand

dollars (\$11,000) to do so. Currently, the ice rink office has 527 sq. ft. behind the Visitor's Bureau plus approx. 800 sq. ft. additional space in Knytych's building. If someone would buy and tear down Knytych's building, the ice rink operation would lose a large amount of space.

Discussion moved to the Broadway Street improvement project and Davidson noted that there were strict elements for the grant for Broadway Street Improvement and the city only met one (1) of the four (4) in the grant application.

Center Street Improvements. Davidson noted that Halberstadt provided figures and the city needs hefty grants for both Center Street and Broadway improvements. Halberstadt noted half of the cost of the Broadway improvement is for the lighting and that is included in the estimate; that amount does not include Wi-Fi improvements. Marcoux inquired what the Wi-Fi improvements would be which Halberstadt noted would be to expand the coverage area, which is spotty on most of Broadway. Discussion ensued regarding where the signal can be accessed on a good day.

Water Street Improvements. Halberstadt noted that is for one stairway with a small landing level deck on which the city has received negative feedback. Exactly what will be proposed is not finalized.

Davidson noted the last amendment to the plan was for the South Beach Building Project, one element of which is the splash pad. Abonmarche is working on cost estimates for this now because the city wants to go for a Trust Fund Grant and possibly DDA can help fund this. The City will also seek donations. Marcoux asked if those potential donors included naming rights to which Davidson responded that she did not know but the theme proposed will be related to the Friends Good Will tall ship. Marcoux commented it could be a good way to keep kids out of the lake when there are red flags and added that the Community Foundation is looking for a notable kids' project that they could have their name on.

Olson asked about getting some budget figures. Hochstedler referred to the DDA Financial sheet in the packet. A projected sixteen thousand (\$16,000) of two hundred twenty-eight thousand dollars (\$228,000) is planned for this year. One of the items included in the budget is one hundred fifty thousand dollars (\$150,000) for the Water Street project, which Hochstedler does not think will make the cut, so that money may be able to go for the other projects. Olson said we have two hundred twenty-eight thousand dollars (\$228,000) going forward and Hochstedler reiterated that the one hundred fifty thousand dollars (\$150,000) may get moved there if it is not spent on Water Street.

Davidson asked whether the board thinks we are on the right track or if there is something the board would rather see the DDA focus on for the future. Marcoux asked about the Capital projects category and what projects are included in there. Black River Parking, per Halberstadt. Hochstedler said the majority of that is under Capital Projects; Revenue Expenditure Report with the detail and Hochstedler thinks there is more included in the budget. Hochstedler noted there are twenty-thousand dollars (\$20,000) of hazard elimination which is mostly sidewalk work and we capitalize that, so some of that is in there.

The \$75,000 upgrade to the Broadway light is the cost to the city to upgrade to the black poles and mast arms instead of the MDOT standard poles and wires.

Marcoux asked if the figure in the report is what is spent on the ice rink every year to which Davidson responded that yes, it is a very expensive operation. In response to questions, Davidson pointed out that the income from the ice rink is Spencer's; the city does not have income from the ice rink. Marcoux asked about the employee costs shown, which Hochstedler explained are not to pay Spencer or his employees but what the city pays city employees to do the set up and tear down of the ice rink. Olson asked whether Spencer carries his own insurance and Davidson confirmed that he does.

Newton commented we need to spend two hundred thirty thousand dollars (\$230,000). Olson asked whether the DDA should stay with the plans we have or change the priorities. Frederick said the board should stay with the plans we have. Davidson commented that parking and street repair were often mentioned as priorities in the past.

Streets within the DDA are in pretty good shape, according to Halberstadt. Outside the DDA, for the last two or three years, the City has been working with Abonmarche on completing sewer studies because of heavy rainwater issues. Halberstadt projected that about thirty million dollars (\$30,000,000) worth of improvements have been identified between the plant and the sewers; when it comes time to do the sewers, the streets and water will be improved as needed. Tentatively next year there will be a lot of discussions about how the City is going to fund these projects. Halberstadt said the City is lined up to get some state revolving funding for some of the work and traditional bonding. The total scope by next fall is to start on Monroe Boulevard all the way to Aylworth, unless it is broken into two projects. On the heels of that, about a year later, winter of 2016 and 2017, the road commission is going to be rehabbing the bridge on Blue Star Highway over the Black River due to it being in poor condition. Baseline, North Shore and Dyckman will be used as the detour. The next year we plan to work on North Shore Drive due to condition, probably with the project being split into two (2) phases.

Olson threw out the idea to have the DDA fund the demolition of Hale's to make it more marketable. Discussion ensued regarding the liens exceeding any cost people are willing to pay.

Olson asked whether an approval is needed of the direction DDA is on to which Davidson replied that discussion is the intent. Newton said the dollars may spend themselves as the DDA keeps rolling in on the plan; it is a great plan. Marcoux noted the stairway is in there. Halberstadt said he thought DDA talked about going ahead with the restroom and leaving the space for the rink facility. Olson said the board talked about, as well, doing the building all at one time to be more cost effective. Davidson interjected we do not have a floor plan for all uses. The City needs to see if it would allow adequate room for efficient ice rink rental, office, etc. Marcoux stated that he is just talking about trying to figure out how to spend the money; more parking - parking should probably be at the top of the list. Marcoux remembers the Black River Park and a trolley being discussed; that needs to be a priority. Marcoux asked, "If we threw in one hundred thousand bucks (\$100,000); how many more spots could we buy?" Davidson said we have an area which we have a grant for and the city is looking at adding more, which they are calling Phase 1A. Newton said, "For one hundred twelve thousand seven hundred dollars (\$112,700) we are getting Phase One, you could theoretically add on to that but we have no guarantee that people will use that. We can do our best to direct people there." Marcoux said people will use it if you advertise it. Newton pointed out that would involve breaking habits of people who have come here for a long

time; maybe we should see after the grant and see how it's used. Marcoux stated, "We are going to end up with people doing overflow parking even though it's not paved or striped." Olson pointed out if it is done all at one time it will be cheaper than doing it in two phases. Marcoux noted that the last five (5) years has been "build it and they will come", like the trails, and this last year it boomeranged on us. We had more upset people because they couldn't find a parking space.

Davidson mentioned other alternatives to expand the proposed Huron Street parking lot addition. Discussion ensued about who owns the Stepping Stones building. Frederick and Newton asked about the lot the old Baptist church is on and how many parking spaces could be made there, to which Halberstadt responded possibly twenty (20). Frederick also expressed concern about the corner by the bridge and adding more traffic there with the addition of the Black River Park parking lot, which generated some discussion. Olson suggested leasing the parking lot of the Save-A-Lot, even for the next season if it is not sold, because she has observed it is not used. Discussion ensued regarding ownership of the Save-A-Lot building and leasing the lot could mean some income for the owner.

Frederick asked what "Building Improvements" entails to which Davidson responded it includes working with business owners to improve facades, but is on hold at the moment as MSHDA is reorganizing. Newton suggested a list to work from that would be just for the DDA's use.

A question about Trash Removal prompted Davidson to note that includes research and planning concerning how trash removal can be improved i.e. is there a way to reduce the number of dumpsters you see; maybe do trash compactors instead; maybe work with Reliable or someone who is an expert to come up with a plan.

Olson asked when the last amendment change was which Davidson noted was December 2013.

2. Board Member Comments

There were none.

Discussion ensued regarding the rental registration ordinance and various aspects of it.

Adjourned 1:30 p.m.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary



Agenda Item 6

Abonmarche staff will update the DDA Board on the Huron Street Parking Lot Expansion Plan (former Baar's property).

The DDA Board of Directors will be presented the parking lay-out of the former site of Baar's Printing.

Background:

Over the last month, several concerns have been brought to my attention concerning the Baar's property. It is my role as director to give you all information so that you may make informative decisions on DDA projects. Abonmarche staff will be present at the March DDA meeting to further explain challenges and will also present plan drawings for your review. In summary:

Over the past several weeks, Abonmarche has been preparing construction/bidding documents for the two parking lot expansion projects: 1) the former Baar's site and; 2) Dunkley Ave. The anticipated schedule is as follows:

February 14	Advertisement (Out for Bid)
March 10	Bid Date, 2:00 p.m. (3+ weeks)
March 21	City Council Award
April 11	Construction Start
May 20	Huron parking lot fully completed
May 27	RBEG parking substantial completion
June 3	Final completion including restoration

I was informed by Abonmarche design engineer that during document preparation, 3 parking spaces were removed due to grading constraints at the Baar's site. There is a significant grade change in this area that was presenting a challenge to address. Due to loss of spaces, he is working to maximize spaces on the site. (He will be present at the DDA meeting to discuss with the Board the options to increase parking spaces.)

Concerns have recently been brought to my attention regarding constructing the restroom and/or ice rink building in this location. Concerns include:

- 1) If the building has both restrooms and ice rentals, mats must be placed to form a path for skaters to go to/from the pavilion and the restroom/ice rink building – how does this affect snow removal/plowing of the parking lot? How does it affect traffic flow in general?
- 2) If the building contained restrooms only, it is anticipated that skaters are going to cross the parking lot to use the restroom anyway; skaters walking without mats would damage the skates and building surfaces.

- 3) Concerns have been stated that the restrooms/ice rink building would be located too far from the pavilion, putting the children at a far distance from the rink, vulnerable to other dangers.
- 4) If the decision is made to maximize parking at the Baar's site, is there another location in close proximity to the ice rink?

Recommendation:

The DDA Board should discuss all concerns and changes regarding the parking lot expansions. Decisions to be made include:

- 1) Should the Baar's site be maximized for parking? (no building)**
- 2) If parking is maximized, where will the restroom building be located?**
- 3) Will the building include both the restrooms and the ice rink office?**

RESPECTFULLY SUBMITTED,

Deb Davidson
DDA Director