

DOWNTOWN DEVELOPMENT AUTHORITY

Informational Meeting

Wednesday, September 21, 2022

7:00 pm



DDA Members Present: Ted Stroud, John Fischer, Gary Howe, Fred Northrup, Todd Luks, Rob Benstein, and John Lazet.

Members Absent: Greg Mauldon.

Others Present: Chris Lewis, Treasurer, David Revore, and Emma Bostwick of LEAP.

I. Meeting was called to order by Chair Stroud at 7:00 pm.

II. Set/Amend Agenda:

MOTION Benstein, seconded by Howe, to approve the agenda as presented.

CARRIED 7-0.

III. Public Comment: Emma Bostwick (Tri-county Development Director) was present on behalf of LEAP. She discussed three topics:

- 1.) **Broadband Survey Update:** The Ingham County Board of Commissioners created a taskforce earlier this year focused on assessing broadband coverage in Ingham County, creating recommendations, and exploring grant opportunities. They've been working with Merit Network as a 3rd party consultant. The survey has officially wrapped up and now data analysis is underway by the 3rd party consultant.
- 2.) **Housing Update:** Tri-County Regional Planning Commission's [HousingDrives](#) report is still underway and slated to wrap up soon.
- 3.) **Fredricks Property:** Phase I environmental work has been completed. Additional work is close to being in process, including wetland delineation, ALTA & a topographic survey. Ms. Bostwick was asked if the studies included the need and cost for utilities; she will get back to the DDA with answers.

IV. Approval of June 22, 2022, minutes

There were no amendments to the June 22, 2022 minutes.

MOTION Fischer, seconded by Northrup, to approve the June 22, 2022 minutes as submitted.

CARRIED 7-0.

V. Treasurer's Reports

Treasurer Lewis distributed a cash and investment summary and answered questions. There are \$486,899 of DDA funds invested in various instruments, and they earned \$257 interest in the past

quarter. He has paid the pre-authorized attorney fee and accounting firm fee, totaling \$814.50. Investments in CDs now have a much higher interest rate.

VI. Pending Business:

1. Set 2023 meeting dates

MOTION Benstein, seconded by Howe, to set the following meeting dates for 2023/24:

- **Wednesday, March 22, 2023, starting at 7:00 pm**
- **Wednesday, June 21, 2023, starting at 7:00 pm (Informational Meeting)**
- **Wednesday, September 20, 2023, starting at 7:00 pm**
- **Wednesday, January 17, 2024, starting at 7:00 pm (Informational Meeting)**

CARRIED 7-0.

2. Update on Vevay Township Athletic Fields/Pavilion Floor project

Mr. Lazet reported that drainage issues are no longer an issue with the fields, but there remains concern with the cracked floor of the pavilion. Mr. Don Heck with Wolverine Engineering was present, and discussed their original proposed plan of remediation. They have reviewed and analyzed the unique horseshoe shaped crack. The original project had soil removed and six inches of sand placed. As there is no load on the floor, they are theorizing that water seeped under the slab, which then froze on the west, north, and east sides, and the heaving and subsiding caused the cracks, in that shape. They considered lack of compaction of the sand, but his experience is that experienced contractors would not pour concrete without proper site preparation. Mr. Mauldon has assured Wolverine that the site preparation was according to the original proposal.

Mr. Heck noted that the northwest and southwest corner cracks have not settled evenly, leading to a grade separation, but all other cracks have settled evenly. Wolverine's original plan had been to tear out the slab, re-do the site preparation, add a drainage system, and re-pour the floor. Members had a written engineer's cost estimate from Wolverine to implement this fix. Members also had from Mr. Mauldon (the original contractor) a contractor's estimate for the work. But as the cracks are not trip-sensitive, they are proposing development of a swale between the parking lot and the pavilion to divert run-off towards the catch basin further to the south. They have also considered proposed improvements to and expansion of the playground area in order to avoid near future tear out of the swale and any remedial drainage system. They have also considered runoff from the pavilion roof; the swale would handle the east side, but runoff on the west side would still be an issue. Eaves troughing was considered to abate this situation.

Mr. Fischer stated that he has over the years been at the edge of the parking lot after an extremely heavy rain and seen three to four inches of standing water. The water perks but leaves the ground soaked. He finds frost heave to be a reasonable explanation. He has also talked with the concrete contractor who poured the floor, and that person's comment was that the compaction appeared to have been done properly.

There was discussion on adding a swale to the west side and tying into the east side drainage. There was discussion on the lack of action this year and possible further damage to the floor. Either doing something or not doing something entails a level of risk. Mr. Heck commented that if nothing is done this year, their cost estimate would need to be recalculated if action is finally decided.

There was discussion of raising the concrete via injection, sawing out just the northwest and southwest corners and replacing the concrete, and doing nothing this year to see if another frost season would make the situation worse. It was noted that the Township, in applying for recreation grants, needs to add ADA compliant access to both the pavilion and the playground area, which could interfere with any proposed swale. Also discussed was possibly curbing the parking lot to divert runoff to the south.

Several DDA members had recently met with Wolverine on site to look over the pavilion floor and discuss possible solutions. After extensive discussion tonight, the consensus was to hold off any work until next spring, to see if any further degradation occurs, especially any increase in grade separation of the northwest and southwest corner cracks. Mr. Lazet will work on measuring a crack grade separation baseline this fall, and measure again next spring prior to the June DDA meeting.

MOTION Luks, seconded by Howe, to take no remedial action this fall, track any changes in the pavilion floor after the frost season ends in early 2023, and review the situation at the June 21, 2023 DDA meeting.

CARRIED 7-0.

3. Budget Update

Mr. Lazet noted that as context for the following items of business, the DDA had appropriated \$244,000 for capital outlay projects in the current fiscal year. Any and all project awards would need to fit within this appropriation level.

4. Funding Request from Vevay Township for Park & Trails Improvement

During the June 22, 2022 DDA meeting Mr. Roger Cargill, chair of the Vevay Township Recreation Commission, had made a presentation on the updated Township Master Plan for Recreation. Included was a phased approach, based on grants, to improving the park behind the Township Hall, and extending the Hayhoe Trail from Kipp Road to the Township Hall and developing a trail head for users. During that meeting Mr. Cargill was asked to present a formal written proposal for consideration tonight, and Mr. Lazet was to have legal counsel review the proposal and opine as to whether it fit within the DDA plan.

All members had a copy of the parks proposal, and Mr. Stroud asked legal counsel about its viability for DDA funding. Mr. Revore stated that both this project and the airport lighting project fit the DDA plan and could be funded by the DDA.

Mr. Lazet commented that due to grant award schedules, any funding approved tonight would likely have to be re-authorized in future fiscal years as well.

MOTION Lazet, seconded by Benstein, to authorize the expense of up to \$150,000 to Vevay Township to match grants it seeks for the purpose of developing the Township park and Hayhoe Trail as detailed in the 2022-2026 5-Year Community Parks and Recreation Plan.

CARRIED 7-0.

5. Funding Request from Capital Region Airport Authority for Lighting Improvements

On behalf of the Capital Region Airport Authority Mr. Benstein had requested during the June 22, 2022 DDA meeting that for driver safety reasons, up to \$35,000 be awarded to the CRAA for street lighting to be installed at the intersection of Eden Road and Aviation Drive. During that meeting Mr. Benstein was asked to present a formal written proposal for consideration tonight, and Mr. Lazet was to have legal counsel review the proposal and opine as to whether it fit within the DDA plan.

Members had a written proposal from the CRAA. Legal counsel had previously stated that the proposal fit the DDA plan, and in response to questions: about 50 students use Aviation Drive every morning and evening, plus faculty. The idea came from a public hearing last winter, in feedback from users.

Mr. Benstein recused himself from voting on a motion to provide funding for the lighting project.

MOTION Howe, seconded by Luks, to authorize the expense of up to \$30,000 for the CRAA lighting proposal at the intersection of Eden Road and Aviation Drive, as presented to the DDA at the meeting tonight.

CARRIED 6-0.

VII. Any Other Business

No other business was raised or discussed.

VIII. Adjournment

MOTION Howe, seconded by Fischer, to adjourn at 8:08 pm.

CARRIED 7-0.

John Lazet, Secretary