



Downtown Development Authority Board
MEETING MINUTES

November 5, 2014, at 7:30 am

Administration
Edward Legault
Judy Schroeder

Downtown Development Authority Trustees

Sue Parker, Chairperson
Dan Bender, Vice Chair
Andy Crispigna, Treasurer
Mitch Taylor, Trustee
Mary Finlan, Trustee

James O'Toole, Trustee
Marc Tall, Trustee
Tara Deno, Trustee
Jeff Slagstad

Catherine Bonifas Civic Center 225 North 21st Street

OFFICIAL PROCEEDINGS
ESCANABA DDA
CITY OF ESCANABA, MICHIGAN
Regular Board Meeting
November 5, 2014

Call To Order:

The meeting was called to order by Chairperson Sue Parker at 7:30 a.m. at the Catherine Bonifas Center.

Roll Call:

Chairperson Sue Parker, Vice Chair Dan Bender and Trustees Tall, Finlan, Deno and Treasurer Andy Crispigna. Also present Jim McNeil of Deltaforce Digital Surveillance, Charles Lawson of C2AE, Bill Farrell of Public Works and Peggy O'Connell representing the Downtown Partners in Business.

Absent: Trustees Taylor and Slagstad

APPROVAL/CORRECTION(S) TO MINUTES

Trustee Tall moved to approve the minutes of September 3, 2014 as presented, seconded by Treasurer Crispigna. Motion carried.

APPROVAL/ADJUSTMENTS TO THE AGENDA

Trustee O'Toole moved to approve the agenda with one addition (NB #4 Downtown Partners in Business Sponsorship, 2nd by Trustee Finlan. Motion Carried.

CONFLICT OF INTEREST DECLARATION

Chairperson Parker conflict with Downtown Sponsorship for the holidays.

TREASURER'S REPORT

Fund Balance is at \$352,586, other payables were as usual.

Motion to approve Treasurer's Report by Trustee Finlan, 2nd by V.C. Bender. Motion carried.

Public Hearing:

None

OLD BUSINESS/UNFINISHED BUSINESS:

1. Change to Escanaba's Low to Moderate Income Status – Update

Survey list to include residence addresses for each residential unit and remove business only listings. The list is being sent to CUPPAD the week of November 3rd in preparation of a meeting to discuss process. After that meeting the list will be sent to the State Certifier.

NEW BUSINESS:

1. Storm Drainage Assessment within DDA footprint

Based on drainage problems within several areas on Ludington Street the Board review a proposal to assess the problem areas and identify the highest priority fixes to help alleviate flooding in the DDA footprint. Mr. Charles Lawson of C2AE presented a proposal for the Ludington Street Drainage Assessment. The drainage assessment will allow the City to submit costs for reimbursement under the City's Michigan SAW Program Grant scheduled for award in October 2015. The tasks are as follows:

- Task 1 Stormwater Inventory & Assessment \$17,000
 - SAW \$10,000
 - Non Saw \$7,000

▪ Task 2 Wastewater Inventory and Assessment		\$5,000
SAW	\$3,000	
None SAW	\$2,000	
▪ Task 3 Capital Improvement Planning Recommendation		\$4,000
SAW	\$2,000	
None SAW	\$2,000	
	Total	\$26,000

The plan is to have a draft assessment/planning report completed within 180 days with final to follow after City reviews. It was recommended by DDA Administration to accept the proposal in the amount of \$26,000.

A motion was made by Trustee O'Toole to accept the Storm Drainage Assessment proposal in the amount of \$26,000, second by Trustee Finlan. Motion Carried.

2. Security Equipment and Proposal for Center Court

Based on the DDA Board's encouragement from last year (July 10th 2013), we have asked Jim McNeil of Deltaforce Digital Surveillance to review needs based on damage at Center Court and explain capabilities that are available. Mr. McNeil presented a proposal with one (1) 960 high resolution viewing DVR with more detail than standard D1 DVR, four (4) high resolution color bullet cameras with IR support and one (1) 12 volt DC power supply which will support 16 cameras. All labor and material will be provided by Deltaforce Surveillance and will be installed within a timely manner. DDA Administration recommended approval of the Surveillance Proposal.

A motion was made by Trustee Tall to accept the Surveillance Proposal in the amount of \$2,989.00, 2nd by Trustee Deno. Motion carried.

3. Second Annual Pasty Drop & Fireworks – Discussion

We will be looking to expand and enhance the New Year's Eve activities in the Downtown Area this year. DDA Administration will be meeting with the Organizers of the Pasty Drop the week of November 3, 2014. The DDA Board approved the December 31st Street Closure from 10:00 pm to 12:00 am.

A motion was made by Trustee O'Toole to grant street closure upon request to City Council, 2nd by Trustee Finlan. Motion carried.

4. Downtown Partners Event Sponsorship Agreement

The downtown partners are again this year planning for Black Friday on Tuesday November 25, 2014 with various activates and extended store hours. An amount of three thousand (\$3,000) was requested to help with all the holiday advertising.

A motion was made by Trustee O'Toole to grant sponsorship, 2nd V. C, Bender. Motion carried. DDA to be on all Advertisements.

PROJECT UPDATES-

- Tree Lighting and Holiday Decorations - on task- tree lighting 7:00 pm 11/25/2014.
- Parking Lot Signage – report to be submitted December meeting
- Redevelopment Ready Communities – City Administration in process of submitting paperwork requested by MEDC.
- Water Drainage Issues at Center Court – Contractor will be hired.

VARIOUS OTHER ISSUES :
GENERAL PUBLIC COMMENT
BOARD/STAFF COMMENTS
ANNOUNCEMENTS :
ADJOURNMENT : 8:32 a.m.

The Escanaba Downtown Development Authority will provide all necessary, reasonable aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting to individuals with disabilities at the meeting/hearing upon five days notice to the Downtown Development Authority. Individuals with disabilities requiring auxiliary aids or services should contact the Downtown Development Authority by writing or calling (906) 789-8696

Respectfully Submitted,

Sue Parker, Chairperson