



Downtown Development Authority Board  
**MEETING MINUTES**

**September 4, 2013, at 7:30 am**

**Administration**  
Judy Schroeder

*Downtown Development Authority Trustees*

Sue Parker, Chairperson  
Charlie Chapman, Vice Chair  
Andy Crispigna, Treasurer  
Dan Bender, Trustee

James O'Toole, Trustee  
Leo Evans, Trustee  
Tara Deno, Trustee

Escanaba City Hall, Council Chambers, 410 Ludington Street, Escanaba, MI 49829

**OFFICIAL PROCEEDINGS**  
**ESCANABA DDA**  
**CITY OF ESCANABA, MICHIGAN**  
**Regular Board Meeting**  
**September 4, 2013**

**Call To Order:**

The meeting was called to order by Chairperson Sue Parker at 7:30 a.m. at the Escanaba City Hall, Council Chambers, 410 Ludington Street.

**Roll Call:**

Chairperson Sue Parker, Trustees Leo Evans, Dan Bender, Tara Deno, Andy Crispigna, Treasurer and Jim O'Toole.

Absent: Vice Chair Charles Chapman

**APPROVAL/CORRECTION(S) TO MINUTES**

Trustee Evans moved to approve the minutes of August 7, 2013 as presented, seconded by Treasurer Andy Crispigna. Motion carried.

**APPROVAL/ADJUSTMENTS TO THE AGENDA**

Trustee Evans moved to approve the agenda with the addition of #1 Resolution supporting the Application for placement on the National Register of Historic Places, second by Trustee O'Toole. Motion Carried.

## **CONFLICT OF INTEREST DECLARATION**

**None**

## **TREASURER'S REPORT**

Fund Balance at \$ 176,983.09. June is the final statement for the fiscal year. There will be additional postings as the books are closed for F/Y 12/13.

***Motion to approve Treasurer's Report as published by Trustee Evans, 2nd Trustee Bender. Motion passed.***

## **OLD BUSINESS/UNFINISHED BUSINESS:**

### **1. 2013-2014 Facade Program - Discussion/Action**

DDA Administration and Blaine DeGrave presented a draft of Request for Proposal for Design Services and Preliminary Costs for review of the board as requested. Dynamic Design Group was requested to assist in the preparation of the RFP.

After review of the RFP a motion to proceed with disbursement of the RFP was made by Trustee O'Toole, 2nd by Trustee Bender. Motion carried.

## **NEW BUSINESS:**

### **1. Resolution Supporting the Application of Placing the City of Escanaba's Central Historic District on the National Register of Historic Places.**

**Trustee O'Toole made a motion that A Resolution from the Escanaba Downtown Development Authority to the Michigan Strategic Board supporting the Application of Placing the City of Escanaba's Central Historic District on the National Register of Historic Places be drafted, 2nd by Trustee Crispigna. Motion carried.**

### **2. Weatherization/Update- Kevin Cook, G-Energy LLC- Discussion**

Mr. Cook informed the DDA Board of existing incentives available from utility businesses such as DTE and W.E.C.C. and how the DDA could supplement those incentives to obtain complete energy optimization for the downtown businesses.

## **PROJECT UPDATES-**

- Weather Optimization- Mr. Michael Larson of Michigan Energy Options- preparing list of operating commercial buildings for the free 1 hour walk through. Mr. Larson indicated that three/four audits would be done at a time.
- Streetscape- on hold
- Overhead sign lighting- Corresponding with Rapid Electric, lighting specialist from Green Bay doing a photo Metric. End result will be adding additional lights in September.
- Farmer's Market Indoor/Outdoor - Meeting with MEDC Representative and Mr. Polzin

**VARIOUS OTHER ISSUES** - 1. Security Camera, 2. Roof Repair, Computer Repair

**GENERAL PUBLIC COMMENT**

**BOARD/STAFF COMMENTS**

**ANNOUNCEMENTS**

**ADJOURNMENT**

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