



Downtown Development Authority Board  
**MEETING MINUTES**

January 8, 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

James O'Toole, Trustee  
Marc Tall, 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**  
**January 8, 2014**

**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, Vice Chair Dan Bender and Trustees Tall, Deno, and Treasurer Andy Crispigna.

Excused Absence: Trustee Taylor and Trustee O'Toole

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

*Trustee Tall moved to approve the minutes of December 3, 2013 as presented, seconded by Treasurer Crispigna. Motion carried.*

**APPROVAL/ADJUSTMENTS TO THE AGENDA**

*Vice Chair Bender moved to approve the agenda as amended with the addition of New Business 4, the setting of Work Session meeting, second by Treasurer Crispigna. Motion Carried.*

## **CONFLICT OF INTEREST DECLARATION**

None

## **TREASURER'S REPORT**

Fund Balance is at \$332,311.20. There were several payables involving the Christmas Promotions. DDA Staff also requested payment of Invoice #0981 to DuBois & Sons' Tree Farm.

***Motion to approve Treasurer's Report as published by Vice Chair Bender and to also pay Invoice #0981 to DuBois & Sons in the amount of \$2,189.00. 2nd by Treasurer Crispigna. Motion passed.***

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

None

## **NEW BUSINESS:**

### **1. Goals and Objectives - Discussion/Action**

Under Section 2. General Rules in the Downtown Development Authority Rules of Procedure, Item 2.7 states: "During the first regularly scheduled meeting of the new calendar year the Board shall develop a set of goals and objectives for accomplishing during the upcoming calendar year. During this same meeting, the Board shall review its past year's performance against the goals and objectives from that year.

- 1) Downtown Building Façade Improvement Program – 10 buildings are in the pre-application submittal process. Preliminary drawings are being compiled by UPEA. They will look to get feedback from MEDC regarding plans and cycle back with us by the end of the month of January.
- 2) Indoor/Outdoor Farmer's Market with Retail Incubator space – The group approved a strategy to work with the current Farmer's Market site looking to create a Community Market environment. We should a pavilion type structure as an example for the structure. DDA Admin will meet with Barry Polzin to get a drawing done. The Board decided to break out the Retail Incubator space initiative from the Farmer's Market project and look to find space that is downtown today.
- 3) Streetscape – Stevenson to 6<sup>th</sup> Street (includes underground utilities) – The Board discussed the costs of the Streetscape project in its entirety and decided that the costs wouldn't allow us to fund the project. Issue has been there for 25

years. We will look to do some smaller projects to improve the downtown and trial some event strategies this summer.

- 4) Commercial Building Weather Optimization Program – We will continue to partner with businesses that have acted on the suggestions from their energy audits. There will be a cap of \$500 matching payment from the DDA.
- 5) National Register of historic Places Inventory for eligible tax credits – discussed with the board that our nomination has been reviewed by the State and they have recommended Escanaba’s Addition in the historic register. The last step is from the federal government and should take place in the next month.
- 6) Create an Infrastructure Replacement Plan – This issue would have to be part of the Streetscape and will be put on hold.

## **PROJECT UPDATES-**

- Energy Audits – 15 audits have been completed during 2013, we will come up with a rebate process and follow-up with the businesses
- Overhead sign lighting - Rapid Electric will be doing additional adjustments to the lights as we get some kind of break in the weather
- Snowplowing Bids: Leduc Landscaping & Snow removal has filled in for us as Charlie Chapman passed away.
- Banner replacement: Banners will be replaced with the four seasons design to be presented to board. Peggy was not available for the last meeting.
- Website update – almost all of the work is done to kick off the new site. David will be briefing the DDA regarding any issues by the end of the month.

## **VARIOUS OTHER ISSUES -**

### **GENERAL PUBLIC COMMENT-**

### **BOARD/STAFF COMMENTS-**

**ANNOUNCEMENTS:** None

**ADJOURNMENT:** 8:40

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