



Downtown Development Authority Board

MEETING MINUTES

August 25, 2016 at 8:00 am

Administration
Edward Legault
Judy Schroeder

Downtown Development Authority Trustees

Sue Parker, Chairperson
Dan Bender, Vice Chair
Andy Crispigna, Treasurer
Mark Ammel, Trustee
Mary Finlan, Trustee

James O'Toole, Trustee
Marc Tall, Trustee
Vacant
Jolee Hughes, Trustee

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

**OFFICIAL PROCEEDINGS
ESCANABA DDA
CITY OF ESCANABA, MICHIGAN
Regular Board Meeting
August 25, 2016**

Call To Order:

The meeting was called to order by Chairperson Sue Parker at City Hall Council Chambers, 410 Ludington Street, Escanaba, Michigan.

Roll Call:

Chairperson Sue Parker, Trustees Tall, Ammel, O'Toole, Treasurer Crispigna and V. C. Bender

Absent Trustee Finlan and Hughes

Also Present Mark Seymour, Lisa Wrate and Jenny Lancour of the Daily Press

APPROVAL/CORRECTION(S) TO MINUTES

Vice Chair Bender moved to approve the minutes of July 21, 2016 2nd by Trustee Tall. Motion Carried.

APPROVAL/ADJUSTMENTS TO THE AGENDA

Motion to approve the agenda with the addition of NB 3, Request from D.C. Amateur Radio Society by Trustee O'Toole, 2nd by V.C. Bender. Motion carried.

CONFLICT OF INTEREST DECLARATION - None

TREASURER'S REPORT

Fund balance as of 6/30/16 \$184,226.71

Treasurer's report approved by Trustee Tall, 2nd by Trustee O'Toole.

Public Hearing: None

OLD BUSINESS/UNFINISHED BUSINESS

1. Downtown Parking Lot Lease Opportunity

The City of Escanaba had leased a parking lot from UPCO that is at the corner of 19th Street and 1st Avenue North. The Board was given details of the lease that expired on 12/31/15. DDA Administration was approached by the City Administration to see if the DDA had any interest in the lot. It would be a low cost lease, but then the DDA would be responsible for all costs of up keep and snow removal.

A brief discussion ensued, it was determined that the lot is now in private ownership and should remain with the owners, thus the DDA has no interest in the lot.

NEW BUSINESS:

1. Market Place Property Tax Liability

The Escanaba Market Place Properties purchased from Dagenais Enterprises are not tax exempted based on the Summer Tax Roll. The properties needed to be coded as Tax Exempt by 12/31/15 to be tax exempt from 2016 Summer Tax. The properties will be tax exempt going forward. DDA Administration is asking for approval to pay the Summer Tax bill of \$2511.17 to the City of Escanaba.

Motion to pay 2016 Summer Taxes totaling \$2511.17 to the City of Escanaba by Trustee Tall, 2nd by Trustee O'Toole. Motion Carried.

2. Escanaba Fan Club Request

Rusty Bluse on behalf of the Escanaba Fan Club, made a request to see if the DDA would be willing to gift some of the cement benches to the fan club for the permanent use at the athletic field.

Upon inventory of the remaining benches, it was determined that the benches would be needed in the downtown area. The request was denied on this basis.

PROJECT UPDATES:

- **Escanaba Market Place Project** – We had a first project work meeting on 8/18 with IMS and Polzin & Assoc. at the site. We reviewed the newly marked property lines and went through an issues list. The group was able to iron out issues of conflict and come to an agreement on what is needed to be updated. Barry Polzin sent revised work plans to IMS on 8/22. IMS sent out their activity schedule and have started ground work at the site. We should see progress this week.
- **Façade Projects** – Three of the façade projects have started the construction phase & have had their project closing session. (Dubord, Bugay & Grandmark LLC.) The next ones to go to closing will be Jim’s Music and then Greg Martenson. Lisa Wrate, architect gave an update on each of the current facade projects.
- **DDA Parking Lot Projects** – As of August 24th the following four lots: 701 1st Ave North, 816 1st Ave South, 714 1st Avenue South & 1010 1st Avenue South have been sealed and stripped. The lots look very nice and we were also able to identify vehicles that had been left stranded and had those towed.
- **Blighted Buildings** – Blaine Degrave provided an update to DDA Administration that the building owner, Caleb Hayes has contracted with Randy Viau to complete repairs to the building. City Administration will review the plans to make sure the necessary repairs will be sufficient to revive the building at 910 Ludington Street.
- **Ludington Street Repairs** – Repairs on Ludington Street are coming to a close. The comments that DDA Administration has received have been very positive regarding the project.
- **Jen Tucker, DEQ Representative** – Jen will be making a visit to the DDA office on 8/25 to discuss possible ways her programs can assist the DDA projects as we move forward.

VARIOUS OTHER ISSUES:

1. Request to pay insurance in the amount of \$628.00 to Hartford Insurance Company.
Motion to pay the invoice by Trustee Tall, 2nd by Trustee O'Toole. Motion carried
2. Request from Delta County Amateur Radio Society to utilize abandoned radio equipment installed for the downtown wireless by Mark Seymour. It was decided that the D.C. Radio Society should come up with a plan to remove the equipment with the approval of the City, DDA, and DSTech with the ultimate goal to donate the equipment to the D.C. Radio Society.

GENERAL PUBLIC COMMENT:

BOARD/STAFF COMMENTS:

ANNOUNCEMENTS:

ADJOURNMENT: 8:58 am

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 or escanabadda@att.net.

Respectfully Submitted,

Sue Parker, Chairperson