



Downtown Development Authority Board

## MEETING MINUTES

February 23, 2017 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

Jolee Hughes, Trustee

Vacant

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

### OFFICIAL PROCEEDINGS

#### ESCANABA DDA

#### CITY OF ESCANABA, MICHIGAN

#### Regular Board Meeting

February 23, 2017

### 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, Hughes, Finlan and V. C. Bender. Excused Trustee Ammel and Treasurer Crispigna.

Also present Haley Gustafson of the Daily Press, Bill Farrell and Andy LaPointe.

### APPROVAL/CORRECTION(S) TO MINUTES

***Trustee Tall moved to approve the minutes of January 26, 2017, 2nd by Trustee Hughes. Motion Carried.***

**APPROVAL/ADJUSTMENTS TO THE AGENDA**

***Motion to approve the agenda by V.C. Bender, 2nd by Trustee Tall. Motion carried.***

**CONFLICT OF INTEREST DECLARATION - None**

**TREASURER'S REPORT**

Payables as usual. Fund balance at \$403,133.91 including City Loan.

***Treasurer's report approved by V.C. Bender, 2nd by Trustee Finlan. Motion carried.***

**Public Hearing:** None

**OLD BUSINESS/UNFINISHED BUSINESS**

**1. Review 2017-2018 Budget Request & Board Work Session**

DDA Administration supplied information for a 2017-2018 Budget Request for the Boards' Review, Edit, Approval. The goal of the Work Session was to balance the budget to ensure a positive fund balance.

The following changes were made:

801 – Downtown Patrol \$20,000 down to \$10,000.	10,000 Saved
804 – Property Rehab \$5000 down to \$0.	5,000 Saved
885 – Marina Fest \$1000 down to \$0.	1,000 Saved
885 – Escanaba Market Place \$2400 down to \$1400.	1,000 Saved
885 – Advertising \$3500 down to \$3000.	500 Saved
885 – Business Development \$3000 down to \$0.	3,000 Saved
976 – Sidewalk/curb repair \$28,000 down to \$15,000.	13,000 Saved
976 – Property Acquisition \$30,000 down to \$0.	30,000 Saved
976 – Rock the Dock \$5000 down to \$2500.	2,500 Saved
Roll Call vote: 5 ayes, 0- nays, Motion carried.	
Total Saved	\$66,000

**NEW BUSINESS:**

**None**

## PROJECT UPDATES:

- **Escanaba Market Place Project** – Andy Lapointe from IMS will be attending our meeting to give updates or answer questions on the project. Barry Polzin will not be available for the meeting. IMS has completed work at the site as of Dec. 23<sup>rd</sup> due to the winter weather conditions. The site has been secured. They will begin as soon as they can this spring based on weather. They will need approximately 60 days to complete the project once they start back up. DDA Administration will be meeting with the MEDC Grant contact February 23<sup>rd</sup>. DDA Administration will be pulling together a committee of Board Members to create the Escanaba Market Place uses, fees and any other information needed to make the structure available to the public. DDA Administration has pulled together information for the group to review.
- **Active Façade Projects** – FA Industrial Services has continued working on the Greg Martenson project. FA Industrial Services will be working on the Raymond James Project going forward. The most current update to the facades from Lisa Wrate will be handed out at the meeting.
- **New Façade Projects** – Finalized Agreements and \$1500 Deposits have been delivered to DDA Administration for 7 projects for the next round. The projects will benefit 9 different Ludington Street addresses. DDA Administration already performed an exterior review of the buildings with the MEDC's Julie Gardner on her last visit to Escanaba. She liked the buildings included in the project. We are able to release our RFP for A/E work on the upfront projects based on feedback from the MEDC. DDA Administration has one project that is having second thoughts and are dealing with a decision from them. The RFP will be sent out shortly.
- **Blighted Buildings** – Blaine Degrave informed DDA Administration that the owner of the property at 910 Ludington Street has hired a local attorney to represent him through the condemnation process. Blaine will be working through him during the process.
- **DDA Location Decision** – DDA Administration has worked with City Administration on some of the fees associated with a move to City Hall. The Board will get a tour of the prospective location within City Hall during or after our meeting. DDA Administration will hand out a white paper with decision topics the Board will need to address as part of this process. We will review the issue at our March Board Meeting.

VARIOUS OTHER ISSUES:

GENERAL PUBLIC COMMENT:

BOARD/STAFF COMMENTS: Board discussed business owners parking in front of their business and other parking in the downtown area.

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 or [escanabadda@att.net](mailto:escanabadda@att.net).

Respectfully Submitted,

Sue Parker, Chairperson