



Downtown Development Authority Board

MEETING MINUTES

February 25, 2016 at 12:15 p.m.

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
Jolee Hughes, Trustee

Escanaba Civic Center, 225 N. 21st Street, Escanaba, MI 49829

OFFICIAL PROCEEDINGS

ESCANABA DDA

CITY OF ESCANABA, MICHIGAN

Regular Board Meeting

February 25, 2016

Call To Order:

The meeting was called to order by Chairperson Sue Parker at 12:15 p.m. at 225 N. 21st Street the Escanaba Civic Center, Escanaba, Michigan

Roll Call:

Chairperson Sue Parker, Vice Chair Dan Bender, and Trustees Tall, Finlan, O'Toole, Taylor and Treasurer Crispigna.

Absent Trustee Hughes. Trustee Deno will resign due to conflict of meeting schedules.

APPROVAL/CORRECTION(S) TO MINUTES

Trustee Tall moved to approve the minutes of January 6 and January 26, 2016, 2nd by Trustee Taylor. Motion Carried.

APPROVAL/ADJUSTMENTS TO THE AGENDA

Trustee Finlan moved to approve the agenda as amended with the addition of NB Item 4 Budget Discussion based on projects, 2nd by Trustee O'Toole. Motion Carried.

CONFLICT OF INTEREST DECLARATION - None

TREASURER'S REPORT

Fund Balance is at \$386,877.04 Nothing unusual in payables. There was a brief discussion to change DDA e-mail to an .org address.

Motion to accept Treasurer's Report by Trustee Tall, 2nd by Trustee Finlan. Motion Carried.

Public Hearing: Escanaba Market Place by Barry Polzin, No Public Comments

OLD BUSINESS/UNFINISHED BUSINESS: None

NEW BUSINESS:

1. Public Hearing for the Escanaba Market Place

Barry Polzin presented the DDA Board & Public updated project drawings for the Escanaba Market Place Project. This set of drawings was more detailed and had been previously reviewed by the City Operations Team. This will be the final Public Hearing for the project prior to the bid process. Establishment of a play area and surrounding areas of the new structure were also discussed.

There was a lengthy discussion regarding the finances/expenses surrounding the Market Place Project. In reviewing the financial work sheet it became apparent that there would be a serious gap or shortage of funds for the project. It was decided by both the board and DDA administration to move forward with the funds available in the amount of \$987,000. The project will be bid out in components with option pricing for the variables.

2. City Internal Loan Terms

DDA Administration met with Bob Valentine to get estimated terms for the \$500,000 internal loan for the Escanaba Market Place Project. After a review of the different options, DDA administration recommended the 10 year option at 3.5% with an annual payment of \$60,120, interest would be \$101,200. Total paid to the City would be \$601,200.

A motion to choose the 10 year option was made by V.C. Bender, 2nd by Trustee Taylor. Roll Call Vote: Ayes from V.C. Bender, Trustees Finlan, Taylor, Treasurer Crispigna and Chairperson Parker. Trustees Tall and O'Toole abstaining. Total 5 Ayes and 2 abstaining.

3. Review of the DDA's 2015 Performance & 2016 Goals

The DDA Rule of Procedure 2.7 requires the DDA Board to review its 2015 year's performance against its 2015 goals & objectives and report its progress to the City Council. The rule also requires the DDA Board to set goals and objectives for 2016. The purpose of this report is to advise the City Council of the DDA's 2015 performance and 2016 goals & objectives. DDA Administration seeks Board approval to present the information to the City Council.

DDA Administration presented the Goals and Objectives for the 2016-2017 budget as well as the Accomplishments for the 2015-2016 budget. Emphasis was given to #8 goal for 2016-2017 Zoning Changes for Downtown. The Central Retail District uses to be reviewed and amended and also Chapter 17 Parking Ordinance to be reviewed and amended by July 1, 2016.

A motion was made by Trustee O'Toole, 2nd by Trustee Taylor to approve the document with one amendment to the 2016-2017 Goals, that being #12 Business Incubator Strategy. This consists of the mentoring or referrals to Michigan Works for a business plan review and possible promotion of the product being offered. A presentation of the Goals, Objectives and Accomplishments will be presented at the next City Council Meeting.

4. Budget Discussion

With the Escanaba Market Place Project and the Ludington Street repairs the fund balance will reach a critical low point therefore adjustments will have to be made to the 2016-2017 Budget. Following are the changes #960 Curb/Sidewalk \$25,000 to 0; #960 Property Acquisition \$35,000 15/16 & \$50,000 16/17 to 0; #960 Ludington Street Repairs \$275,000 to \$160,000; #960 Market Place Construction \$900,000 to \$798,000 (Total project cost will need to equal \$500,000 plus \$487,000 grant) (Construction \$798,000 plus Market Place Property Acquisition \$189,000).

PROJECT UPDATES:

- **Escanaba Market Place Project** – DDA Administration and City Administration reviewed more detailed drawings of the Escanaba Market Place. Feedback from the City Team has been incorporated into the revised drawings Barry Polzin presented revised drawings at the Feb. 25th Board meeting. A revised timeline was also handed out at the meeting based on a meeting with Nate Scramlin of the MEDC on Feb. 24th.

- **Façade Projects** – The MEDC gave the City the approval to start incurring costs against the individual projects associated with Architect & Engineering Fees. This will allow the Bid documents to be created by Lisa Wrate. Lisa, Blaine DeGrave & DDA Administration have met with all of the business owners the past week. The final outcomes and contributions will be added to the phase II application. We expect to start the bid documents for some of the projects on February 24th.
- **Redevelopment Ready Communities Activities** – The Master Planning process had its first two meetings. The Planning Commission tab on the City's website has the most up to date info on the process. The City is working on a few other RRC initiatives. The updated Public Participation Plan will go before the City Council for approval. The City will be looking to create a priority redevelopment site as one of the steps to move closer to RRC certification.
- **Redevelopment Projects (House of Ludington)** – The House of Ludington Project didn't get funded by the State based on the January Submission. They will be re-applying with the State on April 1, 2016. They will have a better point total this time around based on a couple of different categories.
- **Blighted Building Purchase Program** – DDA Administration has gathered information on potential properties that would include purchase price, demolition quotes and any anticipated funding to remove the blighted structures.
- **Business Session for the Downtown Business Owners** – DDA Administration held 3 sessions to receive feedback from the Downtown Businesses to give feedback on permitted uses & parking requirements in the downtown area. The sessions were held at multiple time slots on Jan. 25 & 26. The sessions were lightly attended, but were covered by the local and TV media. The feedback was mixed on the parking requirements, but everyone felt we needed to do something. Permitted use and size of the Central Retail District were not overly emotional topics. We can update the permitted uses and the feedback would seem to look to slightly expand the District. I would like to do some additional canvassing with businesses that didn't attend to get additional feedback.

VARIOUS OTHER ISSUES:
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 or escanabadda@att.net.

Respectfully Submitted,

Sue Parker, Chairperson