



Downtown Development Authority Board

MEETING MINUTES

January 6, 2016 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
Mary Finlan, Trustee

James O'Toole, Trustee
Marc Tall, Trustee
Tara Deno, Trustee
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
January 6, 2016**

Call To Order:

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

Roll Call:

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

Absent Trustee Finlan

APPROVAL/CORRECTION(S) TO MINUTES

Trustee Tall moved to approve the minutes of December 2, 2015, with one correction to NB #4 Real Estate Transaction by adding the dollar amount, 2nd by Trustee Taylor. Motion Carried.

APPROVAL/ADJUSTMENTS TO THE AGENDA

Trustee O'Toole moved to move OB #1 (Executive Director Review) to after Project Updates, 2nd by V.C. Bender. Motion Carried.

CONFLICT OF INTEREST DECLARATION - None

TREASURER'S REPORT

Fund Balance is at \$435,215.55 Nothing unusual in payables.

Motion to accept Treasurer's Report by Trustee Tall, 2nd by V.C. Bender. Motion Carried.

Public Hearing: None

OLD BUSINESS/UNFINISHED BUSINESS:

1. DDA Executive Director Review

Moved to after Project Updates for Executive Session.

2. Approval of Expenditure to complete a Phase I Environmental Site Assessment

DDA Administration is seeking Board Approval to amend the expenditure that was approved at our December meeting for professional services not to exceed \$2000 to have Wiese Martin Associates, LLC complete a Phase I ESA. A change of scope to the project to include all of related project properties was able to be incorporated into the current description of work. The cost would be changed to not exceed \$3200. The item would be charged to Professional Services – 801 and is included in the 2015-2016 DDA Budget.

A motion to change the scope of project to include all related project properties in the Phase I ESA by Wiese Martin Associates, LLC in an amount not to exceed \$3200 by Trustee Tall, 2nd by Trustee O'Toole. Motion Carried.

NEW BUSINESS:

1. Amend the DDA Board Meeting Schedule for 2016

The DDA Board discussed moving the time of the Board Meetings to allow more public participation. DDA Administration reviewed with the Board Members possible days & times to reschedule as well as check Council Chamber availability. Administration would recommend changing the meeting to the 4th Thursday of the Month @ 12:15 pm. The revised 2016 meeting dates would be: Feb. 25th, Mar. 24th, April 28th, May 26th, June 23rd, July 28th, Aug. 25th, Sept. 22nd, Oct. 27th, Nov. 17th (Conflict with Thanksgiving) and Dec. 22nd.

A motion was made to amend the DDA Board Meeting Schedule for 2016 to the 4th Thursday of the Month by Trustee Tall, 2nd by Trustee Taylor. Roll Call, Ayes for Tall, Taylor, Crispigna, O'Toole, Deno, Hughes, and Chairperson Parker. Nay by V.C. Bender. Motion Stands.

2. Snow Plowing Bid for DDA Office

A Request for Bids was placed in the Daily Press and two bids were received for the removal of snow from the sidewalks at 1025 Ludington Street. DDA Administration is recommending accepting the bid from Nate's Snow Removal at the rate of \$40.00 per removal. A Certificate of Liability has been supplied.

A motion to accept the bid from Nate's Snow Removal at \$40.00 per removal was made by Trustee Tall, 2nd by Trustee Deno. Motion Carried.

3. Painting of entire Interior of DDA Office

The painting of the interior of 1025 Ludington has not been done since the opening of Center Court in 1997. Two bids were received for this project. DDA Administration is recommending accepting the bid from Krieg's Painting Contractors, Inc. in the amount of \$1,873.00. This expense has been budgeted under #931 Repairs to Structures.

A motion was made by Trustee O'Toole to accept the bid from Krieg's Painting Contractors in the amount of \$1,873.00 for the painting of the interior of 1025 Ludington, 2nd by V.C. Bender. Motion Carried.

PROJECT UPDATES:

- **Escanaba Market Place Project** – DDA Administration and City Administration reviewed next steps for the Escanaba Market Place with MEDC Contact, Nate Scramlin on November 16th. Not a lot of activity over the Holidays. Barry Polzin will look to have a draft bid document in the mid-January time frame for review. I will give out a timeline at the board meeting. *The Board requested a Work Session to review the bid documents.*
- **Façade Projects** – The RFP for the Certified Grant Administrator for the Façade Projects closed on Nov. 23rd. We only had 1 applicant which was CUPPAD. DDA & City Administration exchanged information with Greg West of the MEDC to ensure what information was needed to formalize the contract for the CGA and to secure the financial commitment from the MEDC to fund the services. We should have the financial go ahead on the CGA shortly after the New Year based on Mr. West comment to us on Dec. 29th.
- **Redevelopment Ready Communities Activities** – The Master Planning process had its first two meetings. The last meeting on Nov. 12th was chaired by Anne Milne

of CUPPAD. Anne will be sending out notes electronically. The meeting had a lot of meaningful discussion. The next steps will be a larger public forum to discuss the concepts and ideas from the Nov 12th. Meeting.

- **Redevelopment Projects (House of Ludington)** – The House of Ludington Project is still in the review process with the State. No new info has been received on the project and we expect to hear if the project was chosen to move forward by the state sometime in January 2016.
- **Blighted Building Purchase Program** – DDA Administration is in the process of gathering information on all potential properties that would include purchase price, demolition quotes and any anticipated funding to remove the blighted structures. DDA Administration is still looking for finalized info on possible grant funds. Any new update will be given at the Board meeting.
DDA Administration was instructed to Identify blighted buildings, obtain an opinion of value, risk of demolition, cost of demolition, assessor opinion and an aerial photo.
- **Snow Removal Proposal for the Central Retail District** – DDA Administration will wait to see the impact of some of the new techniques our City employees have learned at a seminar to keep the sidewalks clean prior to moving forward with the study. *DDA Administration was instructed to draft bids for snow removal in the Central Retail District.*
- **Business Session for the Downtown Business Owners** – DDA Administration will hold 3 sessions to receive feedback from the Downtown Businesses to give feedback on permitted uses & parking requirements in the downtown area. The sessions will be morning, afternoon & evening in Mid-January based on feedback. The final date will be communicated at the Board Meeting.

1. DDA Executive Director Review

The DDA HR Committee will update the Board on their progress. If detailed feedback will be given to the Executive Director, request to move into closed session.

A motion was made by Trustee Tall, 2nd by Trustee O'Toole to go into Executive Session at 8:26. Ayes for Trustee Tall, O'Toole, Deno, Taylor, Hughes, Treas. Crispigna, V.C. Bender and Chairperson Parker. Motion Stands.

Back in Session at 8:42 No Action Taken

Points of Discussion: Involve Treasurer in Budget Process, Compile Committee list, involve whole board in setting goals, prepare a New Member Board Packet. Any salary raise will be addressed in the upcoming 2016-2017 budget.

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