



Downtown Development Authority Board

## MEETING MINUTES

July 28, 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  
July 28, 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, Hughes, Finlan, Ammel and V. C. Bender  
Absent O'Toole and Treasurer Crispigna

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

***Trustee Tall moved to approve the minutes of June 23, 2016 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, no financial report due to year end and close of books.

Public Hearing: None

OLD BUSINESS/UNFINISHED BUSINESS: None

### NEW BUSINESS:

#### 1. Downtown Parking Lot Lease Opportunity

The City of Escanaba had leased a parking lot from UPCO that is at the corner of 19<sup>th</sup> Street and 1<sup>st</sup> Avenue North. The 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.

*After a brief discussion regarding expenses and maintenance, a motion to table this matter to until Trustee O'Toole would be back for the next meeting. Mr. O'Toole could share further information. Motion was made by Trustee Finlan, 2nd by Trustee Tall. Motion Carried.*

### **PROJECT UPDATES:**

- **Escanaba Market Place Project** – The project expects to start construction the week of August 1<sup>st</sup>. Industrial Maintenance Services is scheduled to receive the building permit from the Delta County on August 1. They are finalizing their construction schedule and will be recommending a date for a ground breaking ceremony. The DDA will be able to finalize the last property acquisition on August 1<sup>st</sup> for the Ness Property.
- **Façade Projects** – The Chuck Dubord Façade project has been in the construction phase for about 10 days. City Administration held a project closing document session for Dubord's project. All contracts between the construction company and the Owner were signed and all monies due for the project were accounted for. The other projects will be going through a similar session lead by City Administration soon. Jody Bugay's project was re-bid and received multiple bids this time.
- **DDA Parking Lot Projects** – DDA Administration did a walk through with Phil Arnt of Arnt Asphalt Sealing Company. Phil stated that many of our lots need more than sealing and the cost to fix them would be higher than our budget based on the repairs. I had Phil give estimates on the some of the lots that were in need of the

least repair and could be sealed. I asked Bill Farrell to compare the cost to strip the lots and he said that if the City did the striping it would be the same cost. I will be having Arnt move forward to seal & strip the following four lots: 701 1<sup>st</sup> Ave North, 816 1<sup>st</sup> Ave South, 714 1<sup>st</sup> Avenue South & 1010 1<sup>st</sup> Avenue South.

- **Blighted Buildings** – Blaine Degrave will provide the latest update at the Board Meeting regarding the inspection of 910 Ludington Street.
- **Rib Fest** – DDA Administration will be handing out a final all-in financial report for Rib Fest at our board Meeting.
- **Ludington Street Repairs** – Repairs on Ludington Street are starting with the Cross Walks this week from 3<sup>rd</sup> to 9<sup>th</sup> Streets. The Cross Walks should be completed around August 15<sup>th</sup>. Milling will start about August 16<sup>th</sup>, with paving to start around August 23<sup>rd</sup>. The City will put out information regarding any restrictions during the paving part of the project.

**VARIOUS OTHER ISSUES:** A citizen/businessman within the DDA was asking for financial assistance for demo/purchasing a distressed building for private use. It was determined that DDA Administration should look into the various agencies to see what financial help, if any was available.

**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](mailto:escanabadda@att.net).

Respectfully Submitted,

Sue Parker, Chairperson