



Downtown Development Authority Board

MEETING MINUTES

November 4, 2015 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

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

OFFICIAL PROCEEDINGS
ESCANABA DDA
CITY OF ESCANABA, MICHIGAN
Regular Board Meeting
November 4, 2015

Call To Order:

The meeting was called to order by Chairperson Sue Parker at 7:30 a.m. at the Civic Center, 225 N. 21st Street, Escanaba, Michigan

Roll Call:

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

Absent Trustee Taylor

APPROVAL/CORRECTION(S) TO MINUTES

Trustee Tall moved to approve the minutes of October 7, 2015 with 3 minor corrections(Intro of new board member Jolee Hughes, deletion of wrong name on the motion and one spelling error, seconded Treasurer Crispigna. Motion carried.

APPROVAL/ADJUSTMENTS TO THE AGENDA

Treasurer Crispigna moved to approve the agenda, 2nd Trustee Hughes. Motion Carried.

CONFLICT OF INTEREST DECLARATION

Chairperson Parker and Treasurer Crispigna will be abstaining from NB 1, sponsorship for Downtown Partners.

TREASURER'S REPORT

Fund Balance is at \$316,243.33 at close of the 2014/15 budget year.

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

Public Hearing: None

OLD BUSINESS/UNFINISHED BUSINESS:

1. Ordinance Amendment Public Hearing

DDA Administration requested Board approval for expenses regarding a Public Hearing for Central Retail District Business and Property Owners. The Public Hearing is to gather input regarding potential additional uses that could be added to City of Escanaba Ordinances for the Central Retail District. Other issues to be discussed are parking and snow removal.

A motion to table this matter until a marketing concept and meeting strategy is outlined for the public meeting was made by Trustee Tall, 2nd by Trustee Finlan. Motion carried.

NEW BUSINESS:

1. Event Sponsorship for the EDTPIB

Administration from the Escanaba Downtown Partners in Business has requested financial support in the amount of \$4000 for the Downtown Christmas Events. DDA Administration has asked the EDTPIB group to provide an itemized budget for the events to be presented to the DDA Board. Peggy O'Connell gave an itemized report on expenses of 2014 and the expanded advertisement budget for this year.

A motion to grant \$4000 for the Downtown Christmas Events to the EDTPIB was made by V. C. Bender, 2nd by Trustee Deno: Roll Call Vote as follows:

Ayes by V. C. Bender, Trustees Deno, Tall, O'Toole, Finlan and Hughes.

**Abstaining: Chairperson Parker and Treasurer Crispigna.
Motion Carried.**

2. Approval to Pay Invoice for Garland

DDA Administration is seeking approval to pay invoice from DuBois and Sons' Tree Farm for the downtown garland. The amount of the expenditure is the same amount as last year, \$2304 for 3200 total feet. (40 X 80 ft.) The amount is budgeted in line item 885.

A motion to pay the invoice in the amount of \$2304 was made by Trustee Tall, 2nd by Trustee O'Toole. Motion carried.

3. Christmas Tree Decoration Costs

DDA Administration is seeking approval for contracting of Flinn's to decorate and take down decorations for the Center Court Christmas Tree. The fee includes equipment rental for a lift, as well as testing of decorations. Total fee last year was \$1180.

After some discussion regarding alternatives and costs, a motion was made by V.C. Bender to contract with Flinn's for the decorating of the Center Court Christmas Tree, 2nd by Trustee Finlan. Motion Carried.

4. Personnel Review

Chairperson Parker requested a meeting of the personnel committee to review and evaluate the Executive Director position. A meeting of the committee will be convened as soon as possible to discuss the review. A process for the review will be put in place and a report will be given to the full board.

PROJECT UPDATES:

- **Escanaba Market Place Project** – DDA Administration has worked closely with a new MEDC Contact, Nate Scramlin to complete and supply all needed documents for formal presentation to the MEDC CAT Team on 10/1. The CAT team was very excited about the project. The project has since been presented to the Executive Team and a joint organizational team. Both groups support the project and we expect to get a Letter of Interest from the MEDC by November, 6th. Appraisal information on the 1509 Ludington property should be available prior to our meeting on 11/4, as well as the City Assessor's informal opinion.
- **Façade Projects** – 6 Façade projects have been included in our submittal to the MEDC. All drawings and cost estimates have been included as well as several rounds of questions have been answered by the DDA & City Administration. The MEDC has sent its Letter of Interest to the City Administration and received a signed

copy back. City Administration and the DDA have met with MEDC and CUPPAD to discuss next steps for the project. Phase I testing has been in process & an RFP for a Certified Grant Administrator from the pool of the qualified CGA data base has been created & submitted. Some of the projects will be able to start during the winter months as they have inside projects as part of their submissions.

- **Redevelopment Ready Communities Activities** – Michelle Parkkonen of the MEDC contacted DDA Administration to get pictures of some of our possible projects to include in a upcoming, “Opportunity Michigan Brochure”. The program will help display some of our possible historic building projects to developers.
- **Parking Lot Improvements** – All Historic Parking Lot Signs have been installed as well as the matching directional parking signs that are located on Ludington Street. They all look great! RFP’s will be sent out later this year for sealing and lining the lots in the spring. Companies have been reluctant to send out bids this early for a spring 2016 project. The Sign Project Budget was up to \$12,000 and the final cost from Genesis Graphics was \$9917.
- **Blighted Building Purchase Program** – DDA Administration will review a potential list of properties for the Board’s Review at the 11/4 Board Meeting to verify if the Board would like the DDA Administration to get appraisals on the properties for potential purchase.

The Board directed DDA Administration to seek the assessor's evaluation, opinion of value/appraisal and cost of demolition for any blighted properties coming to the board for review.

VARIOUS OTHER ISSUES: : 1) Vice Chair Bender would like to see if the DDA Board would support a test period for additional snow removal from the Ludington Street sidewalks above what the DDA pays for today.

A brief discussion ensued with Public Works Supervisor Bill Farrell and DDA Administration was directed to place bids for snow removal from Ludington Street sidewalks from 9th - 14th Streets, both North and South sides.

GENERAL PUBLIC COMMENT- None

BOARD/STAFF COMMENTS - None

ANNOUNCEMENTS: - Master Planning Session on November 12, 2015

ADJOURNMENT- None

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