



Downtown Development Authority Board

MEETING MINUTES

October 7, 2015, 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

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

**OFFICIAL PROCEEDINGS
ESCANABA DDA
CITY OF ESCANABA, MICHIGAN
Regular Board Meeting
October 7, 2015**

Call To Order:

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

Roll Call:

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

Absent Trustees Taylor, Deno and Treasurer Crispigna

APPROVAL/CORRECTION(S) TO MINUTES

Trustee Tall moved to approve the minutes of September 2, 2015 seconded by V. C. Bender. Motion carried.

APPROVAL/ADJUSTMENTS TO THE AGENDA

V.C. Bender moved to approve the agenda, 2nd Trustee Bender. Motion Carried.

CONFLICT OF INTEREST DECLARATION

None

TREASURER'S REPORT

Fund Balance is at \$267,635.51 Final year-end report will come at completion of audit.
Payables as usual.

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

Public Hearing: None

OLD BUSINESS/UNFINISHED BUSINESS: None

NEW BUSINESS:

1. 2016 DDA Board Meeting Dates

DDA Administration has set the meeting dates on the first Wednesday of the month at 7:30 am during the 2016 calendar year. Requested for approval of the 2016 schedule.

Motion to approve DDA Board Meeting Dates by V. C. Bender, 2nd by Trustee Finlan.

Motion carried.

2. Property Acquisition

DDA Administration has negotiated an option pending Board approval on an adjacent property to the Escanaba Market Place site. Based on the strategic location of the property, Administration requested approval to move forward to purchase the property. A Term Letter outlining the terms and conditions for the proposed purchase of the property adjacent to the Escanaba Market Place was reviewed. The contingencies were reviewed in detail requesting the following:

- Start Phase I of the Environmental review
- Contact Dana Norden, City Assessor as to who clearly has title and verify that the appraised value is appropriate
- Request Appraisal
- Bring back to board for final approval to purchase property.

A motion was made to complete the above by Trustee Tall, 2nd by Trustee O'Toole, Motion Carried.

3. Ordinance Amendment Discussion

Explanation: DDA Administration wants the Board feedback regarding additional uses that could be added to City of Escanaba Ordinances, Chapter 21 Central Retail Commercial District (E-3), Section 2101 General Provisions, Section 2102 Uses Permitted in a Central Retail Commercial District, 2102.1 General. Review the current uses and potentially add some additional uses to the listing.

DDA Administration recommended the following uses be added to 1102 of Chapter 11 of the City Zoning Ordinance.

- Hotels
- Private Recreational
- Fitness Centers
- Event Planning
- Entertainment
- Research & Development Facilitation
- Artist Space
- Professional Offices

The recommendation from the board was to call a Public Meeting to engage the downtown businesses and to review the entire chapter (Chapter 11) including parking in the downtown.

4. Addendum Item Request to Pay Invoice

DDA Administration requests approval to pay Garceau Insurance \$667 annual premium for liability insurance coverage for all of the events in the DDA footprint.

A motion to pay the invoice in the amount of \$667.00 by Trustee O'Toole, 2nd by V. C. Bender. Motion carried.

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, but needed confirmation regarding the DDA source of funds. DDA Administration met with the City Council to formally request an internal loan for the DDA matching funds not to exceed \$500,000. The internal loan is a positive in the approval process from the MEDC as it shows the City's support. The

City Council gave approval to move forward in the internal loan process. DDA Administration forwarded the City Council Actions to Mr. Scramlin on 10/2. We should hear from him on 10/5.

- **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. Project should get the final MEDC blessing on 10/6 from their executive team. We did have a delay in MSHDA approval for a rental rehab part of one project. That was resolved on 10/2 in joint actions with the project team. Administration expects confirmation letter for the project after the 10/6 executive review meeting. CUPPAD started work on the Phase 1 environmental review on 9/16.
- **Redevelopment Ready Communities Activities** – Michelle Parkkonen of the MEDC, pulled together a training package on Public Participation Plans for a “ALL” Council, Commissions, Boards & Committee meeting that will occur on the evening of 10/6. DDA Administration will also attend an additional training session the afternoon of 10/6. The training will assist the City & DDA to publish & implement a comprehensive public participation plan that will update our score for that category to green. It will also help with the Master Planning process.
- **Parking Lot Improvements** – DDA Administration has met with Genesis Graphic’s Mike Olson to supply all needed information for the Historic Parking Lot project. All project components were ordered in September, as well as a walk through each lot. Drafts were sent to DDA Administration for review on 9/17. Bill Farrell reviewed the plans on 9/25 during a site review of each lot. Genesis Graphics started installation of signs on 10/2. Next steps will be for decorative brick to be utilized to protect the legs of the signs during the week of 10/12. DDA Administration will receive cost estimates from Arnt Paving & Sealing in the 10/30 timeframe. Arnt is the only company that would supply an estimate. Their recommendation would be to wait until spring for any lot sealing for best results.
- **Redevelopment Projects (House of Ludington, Remax/Masonic)** – The House of Ludington Project received approvals from the City Boards & Commissions to move forward to the MSHDA Project application process for the 10/1 deadline. DDA Administration provided assistance to Excel Reality throughout the process, including several last minute needs to their process. We should here if they are selected by January 2016. The Remax/Masonic project didn’t receive the variance they needed from the appeals board and their project has stopped at this point. DDA Administration has not heard from any of PK Development’s staff since the last meeting.

- **Blighted Building Purchase Program** – DDA Administration will review a potential list of properties for the Board’s Review at the 11/4 Board Meeting.

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