



Downtown Development Authority Board

MEETING MINUTES

August 5, 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

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

**OFFICIAL PROCEEDINGS
ESCANABA DDA
CITY OF ESCANABA, MICHIGAN
Regular Board Meeting
August 5, 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, Deno, and Treasurer Crispigna.

Also present was Peggy O'Connell of Sign Up and Peter Jobson of Excel Reality

APPROVAL/CORRECTION(S) TO MINUTES

Trustee Tall moved to approve the minutes of July 1, 2015 with one correction seconded by V.C. Bender. Motion carried.

APPROVAL/ADJUSTMENTS TO THE AGENDA

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

CONFLICT OF INTEREST DECLARATION

None

TREASURER'S REPORT

Fund Balance is at \$272,151.56. May's interest earnings and parking lot maintenance charges will appear on the next report. Payables as usual.

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

Request to pay Cooper Office the sum of \$617.61 for lease of copy for 3 mos and overage on color copies.

Motion to pay Cooper Office the sum of \$617.61 by V.C. Bender, 2nd by Trustee Finlan. Motion carried.

Public Hearing: None

OLD BUSINESS/UNFINISHED BUSINESS:

1. RFP for Parking Lot Enhancements

As instructed at the July 1, 2015 board meeting a Parking Lot Sign Comparison was drafted by DDA administration with the inclusion of the requests from the board at the July meeting (see attached). The recommendation from administration was to award Genesis Graphics the bid not to exceed \$12,000 for all signs. (12 parking lot signs and 24 directional signs).

After brief discussion a motion was made by Trustee O'Toole to award the bid to Genesis Graphics for an amount not to exceed \$12,000, 2nd by Trustee Tall. Roll Call vote as follows.

Trustees O'Toole, Tall, Crispigna, Deno, and Finlan voted - aye
Chairperson Parker and V.C. Bender voted - nay
Motion Carried.

NEW BUSINESS:

1. Excel Reality Group Project Review

Mr. Peter Jobson, President of the Excel Reality Group presented a synopsis of the House of Ludington Senior Residence Project. The proposed development program consists of the adaptive use of the four story building into 34 one and two bedroom rental units. The development will be financed with 9% tax credit equity and the Federal Historic Credit, and a small permanent loan using the USDA 538 Program. (See Attached)

Mr. Peter Jobson of Excel Reality requested a Resolution of Support for the House of Ludington Senior Housing Project.

After some discussion and a review of the draft of the Resolution of Support it was requested that a payment in lieu of taxes agreement, a municipal services agreement be added as well as variances in zoning ordinances and site plan approval by the Planning Commission and Zoning Board of Appeals

A motion to include the above additions to the “Resolution of Support” was made by Trustee Finlan, 2nd by Trustee O'Toole - Roll call vote:

Trustee Finlan	Aye	Trustee Deno -	Aye
Trustee O'Toole -	Aye	Trustee Tall -	Aye
Treasurer Crispigna	Aye	Trustee Finlan -	Aye
V.P. Bender -	Nay	Chairperson Parker -	Aye

6 Ayes, 1 Nay, Motion Carried.

2. Property Purchase for the Escanaba Market Place

Administration negotiated a purchase agreement for the property by 15th Street & Ludington Street as well as adjacent property by 1st Avenue South. There will be several contingencies pending Board approval. Administration is requesting a \$1500 Earnest Money Deposit.

After general discussion regarding the DDA fund balance and the budgeting of Acquisition of Property for the past three years.

A motion was made by Trustee O'Toole that the DDA enter into a Right to Purchase Agreement based on a firm appraisal, Planning Commission site plan approval, and MEDC financial backing with a \$1500 earnest money deposit, 2nd by Trustee Finlan.

Roll call vote as follows:

Trustees O'Toole, Finlan, Tall, Deno, Treasurer Crispigna, V.C. Bender and Chairperson Parker voted Aye. No votes for Nay. Motion Carried.

PROJECT UPDATES

- Escanaba Market – Submitting intake form for project after earnest money deposit.
- Façade Projects – Submitted intake form and have gone answered questions from the CAT team. Projects are progressing in the process and have met with the MEDC several times in the last few weeks.
- Redevelopment Ready Communities Activities – final report was shared be Peter Allen & Associates.

**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