



Downtown Development Authority Board

MEETING MINUTES

December 2, 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
December 2, 2015**

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 Deno

APPROVAL/CORRECTION(S) TO MINUTES

V. C. Bender moved to approve the minutes of November 4, 2015, 2nd by Trustee Hughes. Motion Carried.

APPROVAL/ADJUSTMENTS TO THE AGENDA

Trustee Finlan moved to approve the agenda, 2nd by Trustee Tall. Motion Carried.

CONFLICT OF INTEREST DECLARATION - None

TREASURER'S REPORT

Fund Balance is at \$421,667.55. Nothing unusual in payables.

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

Public Hearing: None

OLD BUSINESS/UNFINISHED BUSINESS:

1. DDA Executive Director Review

A motion was made to table this matter by Trustee Tall, 2nd by Treasurer Crispigna. Motion Carried.

NEW BUSINESS:

1. Election of 2016 DDA Officers

Based on the Escanaba DDA Bylaws, the DDA board must annually elect officers for the upcoming calendar year.

A motion was made to keep the existing slate of officers by Trustee Tall, 2nd by Trustee O'Toole. All officers agreed. Motion Carried.

2. Approval of Expenditure for the Creation of the Bid Documents for the Escanaba Market Place

DDA Administration sought Board Approval for expenditure not to exceed \$57,100 for the creation of the Bid Documents for the Escanaba Market Place by Barry Polzin Architects, INC. The cost has been part of the soft construction costs of the project. The amount is part of the projected project costs that are budgeted in the DDA 2015-2106 budget item 976 Capital Outlay – Land & Building Improvements. It is also listed in the DDA's Capital Improvement Plan.

A motion was made to grant the expenditures not to exceed \$57,000 for the creation of Bid Documents for the Escanaba Market Place by Barry Polzin, by Trustee O'Toole, 2nd by Trustee Tall, Roll Call Vote as follows:

Ayes by Trustees O'Toole, Tall, Hughes, Finlan, Taylor, Treasurer Crispigna, V.C. Bender and Chairperson Parker.

Nays – None. Motion Carried.

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

DDA Administration sought Board Approval for expenditure not to exceed \$2000 to have Wiese Martin Associates, LLC complete a Phase I ESA needed to purchase property for the Escanaba Market Place Project. The cost would be charged to Professional Services – 801 and is included in the 2015-2016 DDA Budget.

A motion was made to approve the \$2000, but try to include the Phase 1 Assessment for the other property that will be used for the Market Place to be the most efficient with our funds. by Trustee Tall, 2nd by Trustee Finlan.

Roll Call Vote: Ayes from Trustees Tall, Finlan, Taylor, Hughes, O'Toole, Treasurer Crispigna, V. C. Bender, and Chairperson Parker.

Nays – None. Motion Carried

Motion to move to Project Updates and then into Closed Session by Trustee Tall, 2nd by V.C. Bender, Motion Carried.

4.The DDA Board will go into a closed session to discuss a real estate transaction (moved to end of meeting)

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. We agreed on deliverables and timeframes needed to secure the grant monies for the project. Based on the revised sequence of activities DDA Administration amended the Purchase Agreement for the Northern Motor's property to allow for a later closing date of April 1 2016. A revised timeline will be distributed to the Board.
- **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. City Administration will have the deliverables completed to send to Greg by 12/11.
- **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 for board review at the January Board meeting.
- **Snow Removal Proposal for the Central Retail District** – DDA Administration sent out an RFP for the project to have a cost estimate. Based on feedback from the City of Norway, their public works department clears all of the snow off the sidewalks downtown. Initial feedback on the RFP will have bids to do all of the snow removal in the Central Retail District sidewalks. We expect the RFP responses by 12/14. **City employees will be utilizing a new salt grind solution on the Ludington Street sidewalks. Snow removal will depend on the efficiency of the salt. This project will be in the experimental stage.**
- **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.

Motion to go into Executive Session by Trustee O'Toole, 2nd by Trustee Tall, Roll Call as follows, Ayes by Trustees O'Toole, Tall, Finlan, Hughes, Taylor, Treasurer Crispigna, V.C. Bender and Chairperson Parker. Nays None. Motion stands.

Time 8:10

Back in Session 8:35am No action taken in Executive Session

4. Real Estate Transaction Strategy Regarding Ness Property/Market Place continued.

After discussing the strategy regarding the Ness property and its relationship to the Escanaba Market Place project, a motion was made to purchase said property whose description is 1509 Ludington St. Escanaba, MI 49829.

LEGAL DESCRIPTION: LOT 4 & PRT OF LOT 5 OF BLK 100 OF THE PROPRIETORS ADDITION & PRT OF LOT 1 OF BLK 2 OF THE SH SELDEN ADDITION DESC AS; BEG AT NW COR OF LOT 4 OF BLK 100 THENCE E 27.79 FT THENCE S 46 FT THENCE W 2 FT TH S 32 FT TH E 2 FT TH S 62 FT TH W 34.17 FT TH N 140 FT TH E 5.42 FT TO POB.

A motion was made by Trustee Tall to purchase said property for the agreed amount, 2nd by Trustee Taylor. Roll Call Vote as follows: Ayes by Trustees Tall, Taylor, Finlan, Hughes, Treasurer Crispigna, V. C. Chair Bender, and Chairperson Parker. Nays None. Motion Stands.

VARIOUS OTHER ISSUES

GENERAL PUBLIC COMMENT- None

BOARD/STAFF COMMENTS - None

ANNOUNCEMENTS: - Master Planning Session on November 12, 2015

ADJOURNMENT: 8:35

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