



Downtown Development Authority Board

MEETING MINUTES

February 22, 2018 at 8:00 am

Administration
Edward Legault
Judy Schroeder

Downtown Development Authority Trustees

Sue Parker, Chairperson	Patrick Jordan, Trustee
Dan Bender, Vice Chair	Marc Tall, Trustee
Andy Crispigna, Treasurer	Vacant
Mark Ammel, Trustee	Vacant
Mary Finlan, Trustee	

Escanaba City Hall Council Chambers, 410 Ludington Street, Escanaba, Michigan

OFFICIAL PROCEEDINGS
ESCANABA DDA
CITY OF ESCANABA, MICHIGAN
Regular Board Meeting
February 22, 2018

Call To Order:

The meeting was called to order by Chairperson Sue Parker at City Hall, 410 Ludington at 8:00 a.m..

Roll Call:

Chairperson Sue Parker, Trustees Jordan, Tall, Ammel, Finlan and Treasurer Crispigna. Jenny Lancour of the Daily Press.

Also present: Captain Jamie Segorski.

Absent V.C. Bender

APPROVAL/CORRECTION(S) TO MINUTES

Trustee Ammel moved to approve the minutes of January 25, 2018, 2nd by Trustee Tall. Motion Carried.

APPROVAL/ADJUSTMENTS TO THE AGENDA

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

CONFLICT OF INTEREST DECLARATION - None

TREASURER'S REPORT

Payables as usual. Fund Balance at \$238,218.70..

Treasurer's report approved by Trustee Tall, 2nd by Trustee Jordon. Motion carried.

Public Hearing: None

OLD BUSINESS/UNFINISHED BUSINESS:

None

NEW BUSINESS:

1. Downtown Patrols

DDA Administration shared the DDA's vision of having Downtown Patrols during the summer months with Public Safety Director Robert LaMarche. Mr. LaMarche will share some ideas with the Board that could allow the DDA to get the Downtown presence we want at a lower price than we have paid in the past. Current budget for Downtown Patrol is set at \$10,000 for the 2018 – 2019 budget cycle.

Captain Jamie Segorski appeared in place of P.S. Director LaMarche. Captain Segorski stated that in the past the downtown officer was paid overtime and that going forward the cost of downtown patrol would be more real in that there would be a dedicated officer to the downtown. Therefore it would be within the \$10,000 budgeted for downtown patrol in the 2018-2019 budget cycle.

A motion was made by Trustee Tall to set line item 801 Downtown Policing at \$10,000 for the 2018-2019 Budget. 2nd by Trustee Finlan with the understanding that there would be a dedicated officer to the downtown and that the DDA would establish the hours that would be appropriate.

2. Repairs & Maintenance of the Welcome to Escanaba Signs

The 3 "Welcome" signs are in need of repairs and preventative maintenance to provide the desired effect for our visitors coming into Escanaba. Meiers Signs sent an estimate to do the repairs and maintenance for the 3 signs at \$2,667.60. The estimate includes

changing the lighted signs to LED. This change makes the signs more cost effective and changing of the lamps will be less frequent. The estimate also includes cleaning and updating of wiring.

A motion was made by Trustee Tall, 2nd by Trustee Finlan to approve an amount not to exceed \$3,000 to Meiers Signs for the repairs and preventative maintenance to the 3 "Welcome to Escanaba" signs. Motion carried.

PROJECT UPDATES:

- **Active Façade Projects** – The closeout process public hearing during the City Council meeting scheduled by the Certified Grant Administrator, Peter Van Steen took place on Feb. 15th. There were no public comments made during the session. This would be one of the final steps to close out the grant process for this group.
- **2017- 2018 Façade Projects** – DDA Administration, City Administration & Lisa Wrate will be meeting with Jen Tucker of the MEDC on Feb. 28th to review the projects and process for the grants for this group of façade projects. Jen Tucker has the draft Façade drawings and has sharing them with the rest of the MEDC team. She did share there looks to be some changes with the grant process for the upcoming year, but they have not been completely formalized by the MEDC. After the meeting with administration we will look to meet with the building owners to kick off the process for their projects.
- **Blighted Buildings** – Blaine Degrave informed DDA Administration he is continuing to work through the condemnation process on 910 Ludington. A request to formally move forward with the condemnation process was made to the City Council at the Feb. 15th meeting by Mr. DeGrave. The Council gave the approval to move forward with the condemnation procedures.
- **Approval process to join the DDA Board** – The City Council had previously made some decisions regarding the eligibility for someone to be appointed to the DDA Board. The criteria were more stringent than the criteria listed in the State of Michigan Act regarding Downtown Development Authorities. DDA Administration made a request to the City Manager to mirror the State published criteria as the City Council reviews candidates applying to become a DDA Board Member. The City

Council added this item to the agenda at the Feb. 15th meeting. They had discussion and decided to table it until the March 1st meeting to further review the information prior to making a decision.

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