



Downtown Development Authority Board
WORK SESSION MINUTES

January 26, 2016 8:00 a.m.

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
WORK SESSION MINUTES
January 26, 2016**

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, MI. 49829

Roll Call:

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

Absent: Trustees Finlan, Deno, Hughes and Taylor

SESSION TOPICS

1) Discussion - Review – 2016 – 2017 Budget

Administration led a discussion about the 2016 – 2017 Budget plans for the DDA. The discussion will be utilized to prepare the actual Budget for the upcoming fiscal year.

Public Works Director Bill Farrell briefed the board on the plan for the mill and fill scheduled for 3rd -9th on Ludington Street after July 1 of 2016, at a cost of \$450,000 with a \$100,000 match.

9th-14th Streets will not be done because of the storm sewer study in progress and the solutions to the water problems in that area. The storm sewer study is being completed through a UDAG Grant of MDOT(SAW Grant).

14th Street - Stephenson will also be completed using fund balance monies from the DDA in the amount of approximately \$250,000. The amount of \$275,000 will be added to line item 976 of the DDA 2016-2017 Budget, to also be completed after July 1 of this year.

For Budget purposes the following line items were discussed

- **Salaries (702) - *Motion to increase salaries of DDA employees by 2% by Trustee Tall, 2nd by Chairperson Parker. Motion Carried.***
- **Property Rehabilitation Payments (804)** - Increase to \$5,000, review rules, omit signage and bring to board for review.
- **Public Relations (885)** - \$25,500 with separate breakdown of monies allocated to each event. Prepare breakdown for board. This line item also includes all advertising. Advertise that the DDA is now accepting requests for sponsorship funds in preparation for final budget of the 2016 - 2017 year.
- **Insurance & Bonds (910)** - This line items is usually filled in by the City Controller who determines the increase each year.
- **Capital Outlay Improvements (976)**
 - (a) *Sidewalk/Curb Repair - Roll the \$25,000 into the \$275,000 for Ludington Street repairs 14 through Stephenson mill and fill.*
 - (b) *Parking Lot Improvements - Draft RFP to determine costs for each parking lots as soon as possible.*
 - (c) *Property Acquisition - (Escanaba Market Place \$189,000 for the Northern motor's & Ness properties completed in 2015 fiscal year)*
 - (d) *Construction of the Escanaba Market Place - \$900,000 completed in 2015 fiscal year.*
 - (e) *Property Acquisition - \$50,000*
- **Debt Service Payments (991)** – Internal Loan from the City in the amount of \$500,000 annual payments tbd

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

Respectfully Submitted,

Sue Parker, Chairperson