



Downtown Development Authority Board

MEETING MINUTES

June 23, 2016 at 12:15 p.m.

Administration
Edward Legault
Judy Schroeder

Downtown Development Authority Trustees

Sue Parker, Chairperson
Dan Bender, Vice Chair
Andy Crispigna, Treasurer
Mark Ammel, Trustee
Mary Finlan, Trustee

James O'Toole, Trustee
Marc Tall, Trustee
Vacant
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
June 23, 2016**

Call To Order:

The meeting was called to order by Chairperson Sue Parker at City Hall Council Chambers, 410 Ludington Street, Escanaba, Michigan.

Roll Call:

Chairperson Sue Parker, Trustees Tall, Hughes, Finlan and Treasurer Crispigna
Absent Trustee Ammel and V, C, Bender.

APPROVAL/CORRECTION(S) TO MINUTES

Trustee O'Toole moved to approve the minutes of May 26, 2016 and June 9, 2016 2nd by Trustee Tall. Motion Carried.

APPROVAL/ADJUSTMENTS TO THE AGENDA

Motion to approve the agenda as amended with the addition of NB #2, Meeting time discussion by Trustee Finlan, 2nd by Trustee Hughes. Motion carried.

CONFLICT OF INTEREST DECLARATION - Chairperson Parker will abstain from NB #1

TREASURER'S REPORT

Fund Balance is at \$ 366,708.87. Nothing unusual in payables. There will be no amendment to the 2015-2016 Budget. Budget is on track.

Motion to accept Treasurer's Report by Trustee O'Toole, 2nd by Trustee Hughes. Motion Carried.

Public Hearing: None

OLD BUSINESS/UNFINISHED BUSINESS: None

NEW BUSINESS:

1. Downtown Business Partners Event Support Request – Discussion/Approval

The Escanaba Downtown Business Partners have requested \$1000 dollars to support advertising and promotion of Sidewalk Sales Day on July 22nd, 2016.

A motion was made by Trustee O'Toole, 2nd by Trustee Finlan to grant the Downtown Business Partners the amount of \$1,000 for advertising of the Sidewalk Sales and children promotions on July 22, 2016. Motion carried with Chairperson Parker abstaining.

2. Regular Monthly Board Meeting Time

The regular DDA monthly meeting time and day was changed in an effort to attract more citizens however it has proven to be inconvenient time for the board members owning a business. After a brief discussion the board chose to move the meeting time only to 8:00 am on the fourth Thursday of each month.

A motion was made by Trustee O'Toole to change time to 8:00 am, keeping the same day, 2nd by Trustee Finlan. Motion carried.

PROJECT UPDATES:

- **Escanaba Market Place Project** – The term agreement was received from the MEDC for the Community Development Block Grant. City Administration signed and returned the agreement the week of June 15th. CDBG's Greg West said that the final term approval would take place shortly and we can't incur any costs that have not been approved. Last week we did receive approval to close on the Market Place properties from the MEDC based on our request. We expect the final approval this week from the MEDC.

- **Façade Projects** – The signed and executed Grant Agreement has been sent back to the City. The date on the agreement is June 20th. Based on this document the Façade projects can start incurring cost against the grant based on the June 20th date. Lisa Wrate issued bid documents from the 4 projects that were ready to move forward and bids were due on June 17th. Jeff LaFave was the only contractor to provide bids. He also is looking to send a bid on a 4th project. City Administration gave Lisa Wrate a few contractors that might be interested. She will be in Escanaba this week to discuss next steps on each project.
- **Redevelopment Ready Communities Activities** – The City Administration will be looking to continue to eliminate processes that the RRC committee had asked the City to review as part of the RRC application. The City’s Master Plan continues to move forward and will be worked through the Planning commission.
- **Blighted Buildings** – City Administration has been in communication with Randy Viau regarding the inspection of 910 Ludington Street. Mr. Viau was not able to gain entry into the building based on an incorrect key. He did an external review at this point, but is waiting to get into the building based on his last conversation with City Administration.
- **Rib Fest** – The winner of Ribfest 2016 was Crispigna’s in a close vote. The Delona Restaurant & the Escanaba Country Club finished in second & third separated by one vote. We took in \$2133 in receipts for the event. The DDA’s net investment in the project was \$717. We received very good public comments at the DDA regarding the event.

VARIOUS OTHER ISSUES:

GENERAL PUBLIC COMMENT:

BOARD/STAFF COMMENTS: - Rib fest June 4, 2016. New meeting time will be reviewed in six months.

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