



Downtown Development Authority Board

## MEETING MINUTES

March 24, 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  
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  
March 24, 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, Vice Chair Dan Bender, and Trustees Tall, O'Toole, and Treasurer Crispigna.

Absent Trustees Hughes, Deno, Finlan and Taylor.

### **APPROVAL/CORRECTION(S) TO MINUTES**

***Trustee Tall moved to approve the minutes of February 25, 2016, 2nd by Treasurer Crispigna. Motion Carried.***

### **APPROVAL/ADJUSTMENTS TO THE AGENDA**

***Treasurer Crispigna moved to approve the agenda, 2nd by Trustee Tall. Motion Carried.***

## CONFLICT OF INTEREST DECLARATION - None

## TREASURER'S REPORT

Fund Balance is at \$376,908.35. Nothing unusual in payables.

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

Public Hearing: None

OLD BUSINESS/UNFINISHED BUSINESS: None

## NEW BUSINESS:

### 1. 2016 Façade Program Applications

DDA Administration has started taking applications for the 2016 Façade Program. Applications will be taken through April 30<sup>th</sup>, 2016. The construction process for this group will be in 2017. We will be able to engage the MEDC for the 2016 group after the grants on the current Facades are in process. A security deposit will be required in this round of facades.

## **PROJECT UPDATES:**

- **Escanaba Market Place Project** – DDA Administration met with Greg West & Julie Gardner of the MEDC on March 18<sup>th</sup> to discuss open issues with the project and questions regarding process. The meetings were helpful and have identified some gaps in our timeline. A revised timeline was created and reviewed. DDA Administration is working with Barry Polzin to break out pieces of the project so we can do a phase I and then subsequent phase to complete our vision. We expect a letter from Greg West stating the project can start incurring costs for construction A&E work by March 21.
- **Façade Projects** – March 17<sup>th</sup> the City Council gave their support to go ahead and submit the final part of the grant application to the MEDC. There was also a public hearing prior to their vote. No public comment on the issue. Once we get the final response from the MEDC, which should be in the next two weeks, we can submit the projects for bids. The bid drawings on three of the projects that were first in line are at 75% complete. Lisa Wrate will be ready to release the bids, when we get approval from the MEDC.
- **Redevelopment Ready Communities Activities** – The City Council approved a new Public Participation Plan on March 3<sup>rd</sup>. City Administration sent the plan to the MEDC for their review. We will be working on some of the final requirements over

the next few months and should be on our way to the RRC certification. The Land Development tab on the website is being revised. A Marketing Plan is also being drafted.

- **Redevelopment Projects (House of Ludington)** – The House of Ludington Project didn't get funded by the State based on the January Submission. They will be re-applying with the State on April 1, 2016. They will have a better point total this time around based on a couple of different categories.
- **Blighted Building Purchase Program** – The DDA Administration has put this initiative on hold for the 2016-2017 budget year based on budget constraints from major projects. The DDA Administration will act on buildings that remain in poor shape through complaints forwarded to the City.
- **Business Session for the Downtown Business Owners** – I still need to do additional canvassing with businesses that didn't attend to get additional feedback. I have been tied up trying to finalize the Façade Application & the Market Place Application. I will summarize the feedback and add to the April meeting agenda for discussion.

VARIOUS OTHER ISSUES:

GENERAL PUBLIC COMMENT:

BOARD/STAFF COMMENTS: - Ribfest 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](mailto:escanabadda@att.net).

Respectfully Submitted,

Sue Parker, Chairperson