



Downtown Development Authority Board

MEETING MINUTES

November 17, 2016 at 8:00 am

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
November 17, 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, Finlan, Hughes, O'Toole, Treasurer Crispigna, and V. C. Bender.

Absent: Trustee Ammel, excused.

Also Present: Sarah Maki of the Daily Press, Andy LaPointe of IMS and Barry Polzin, Architect and Peggy O'Connell of the Downtown Partners in Business.

APPROVAL/CORRECTION(S) TO MINUTES

Trustee Tall moved to approve the minutes of October 27, 2016 2nd by Treasurer Crispigna. Motion Carried.

APPROVAL/ADJUSTMENTS TO THE AGENDA

Motion to approve the agenda with the addition of N.B. 3, Farmer's Market Expenses by Trustee O'Toole, 2nd by Trustee Hughes. Motion carried.

CONFLICT OF INTEREST DECLARATION -

Chairperson Parker, and Treasurer Crispigna abstained from N.B. 1

TREASURER'S REPORT

Payables as usual with payment #2 to IMS for Market Place.

Treasurer's report approved by Trustee Ammel 2nd by Trustee Tall.

Public Hearing: None

OLD BUSINESS/UNFINISHED BUSINESS

None

NEW BUSINESS:

1. DTPIB Event Sponsorship Request

The Downtown Partners in Business is requesting the DDA's support in the amount of \$3500 for Advertising Assistance and Limo/Data Bus expenses for their Christmas Promotions.

After discussion regarding budgeted expenses for Christmas 2016, a motion was made by Trustee Finlan to grant \$2,000 to the Downtown Partners for the 2016 Christmas campaign, 2nd by Trustee O'Toole. Roll Call Vote: 5 ayes, 0 nays and 2 abstaining(Chairperson Parker and Treasurer Crispigna).

2. 2017 DDA Board Meeting Dates

DDA Administration has set the meeting dates on the Fourth Thursday of the month at 8:00 am during the 2017 calendar year. Requesting the Board's approval of the 2017 schedule. (Jan 26, Feb 23, Mar 23, Apr 27, May 25, June 22, July 27, Aug 24, Sep 28, Oct 26, Nov 16, Dec 28)

Motion to accept the posted meeting dates by V.C. Bender, 2nd by Trustee Hughes. Motion carried.

3. Farmer's Market Expenditures

A discussion took place regarding the expenditures at the Farmer's Market. It was decided to establish a committee to review the operational costs, such as fees for vendors, fees for rental of the kitchen facilities, personnel and maintenance of the new Market Place in order to offset some of the expenses of the Market Place. It was also suggested that a survey be taken to see how many shoppers at Farmer's Market also shop downtown. A meeting will be set after the first of the year to work on the guidelines for the operation of the new Market Place and well as the fee structure. Trustees Finlan and Treasurer Crispigna have offered their services to work with DDA Administration.

PROJECT UPDATES:

- **Escanaba Market Place Project** – Both Andy Lapointe from IMS and Barry Polzin will be attending our meeting to give updates on the project. They will show the progress to date and estimate the amount of work that can be completed during December. They will also review the work that will remain for spring. DDA Administration hand out a financial document detailing our budget for the project and where we stand to date financially.
- **Façade Projects** –Paint removal at Jim's Music will be starting soon. FA Industrial Services has been working on the Greg Martenson project. The most current update to the facades from Lisa Wrate will be handed out at the meeting and Lisa will be joining the meeting in person.
- **Blighted Buildings** – Blaine Degrave gave an update that Caleb Hayes, (Owner of 910 Ludington) is seeking bids for two options: Building corrections to restore the building and bids for demolition costs to tear down the building. The contractors have been extremely busy and have not completed a bid for repairs or demolition. Blaine explained their might be monies for demolition if the building is donated to the City/DDA., but they didn't seem happy with that scenario. Condemnation proceedings will be started on 910 Ludington and Blaine DeGrave will be notified to start those proceedings.
- **Ludington Street Repairs** – Repairs on Ludington Street are completed. DDA Administration asked the City Controller if all of the costs for the repairs were in. The costs were in with the exception of the striping. We had budgeted \$160,000 and the costs for our repairs are at \$66,000 prior to the striping costs. We should get a sizable amount back into our budget. A January meeting will be scheduled to discuss the Ludington Street repairs and budget concerns.
- **Deferred Loan Program draft** – DDA Administration was unable to complete the draft for the November meeting due to other priorities. The item will be added to the December Agenda.

- **Christmas Activities** – The garland to decorate Ludington has been installed and will be turned on at the same time the Tree is lit on November 22nd. Black Friday on Tuesday will take place on November 22nd. Details are being finalized by the Downtown Partners in Business for the Season. DDA Administration talked to the team members regarding the Pasty Drop and everything is in motion for the event. We will actively promote the event and activities for New Year's Eve.

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