



Downtown Development Authority
Board
MEETING MINUTES

January 23, 2020 at 8:00 am

Downtown Development Authority Trustees

Dan Bender, Chairman
Eric Swanson, Vice Chair
Andy Crispigna, Treasurer
Mark Ammel, Trustee
Peggy Berg Trustee

Patrick Jordan, Trustee
Marc Tall, Trustee
Curt Spaulding, Trustee
Patricia Baribeau, Trustee

Administration
Edward Legault
Judy Schroeder

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

OFFICIAL PROCEEDINGS
ESCANABA DDA
CITY OF ESCANABA, MI
Regular Board Meeting
January 23, 2020

Call to Order:

The meeting was called to order by Chairperson Bender at the City Council Chambers, 410 Ludington at 8:00 a.m.

Roll Call:

Chairperson Bender, Vice Chair Swanson, Trustees Tall, Jordan, Ammel, Berg, Crispigna and Treasurer Baribeau.

Trustee Spaulding excused.

Also present Kelly Vangenhoven and Clarissa Kell of the Daily Press.

APPROVAL/CORRECTION(S) TO MINUTES

Trustee Tall moved to approve the minutes of December 19, 2019, 2nd by Vice President Swanson. Motion Carried.

APPROVAL/ADJUSTMENTS TO THE AGENDA

Motion to approve the agenda as published by Trustee Crispigna, 2nd by Trustee Ammel. Motion Carried.

Old Business is to be moved to after New Business

CONFLICT OF INTEREST DECLARATION - None

TREASURER'S REPORT

Payables as usual. Adjusted Fund Balance at \$461,397.98.

Treasurer's report approved by Trustee Ammel 2nd by Vice President Swanson. Motion carried.

Public Hearing: None

OLD BUSINESS/UNFINISHED BUSINESS:

1. Discussion regarding the DDA's future goals:

The DDA Board will continue work started at the September 4th & October 16th work sessions to discuss the short and long-term goals for the DDA. The Board will review a draft 2020 goals document.

The 2020 Goals and Objectives document was reviewed and approved by a motion from Trustee Tall, 2nd from Trustee Crispigna. Motion carried. (see attached).

NEW BUSINESS:

1. Review of 2019 – 2020 estimates and 2020-2021 Budget Requests

DDA Administration has made estimates for the remaining 2019- 2020 budget cycle, as well as created a 2020-2021 budget request for the Boards' Review. Under 740 Design for facades, this may change due to change in MEDC grant strategy. Also 930 maintenance of parking lots may change because of the amount of snow this year. 976 Capital Outlay may also fluctuate.

Motion made by Trustee Ammel to approve the 2020-2021 Budget as published, 2nd Trustee Crispigna. Motion carried.

There was some discussion regarding a budget amendment in May regarding the 2019-20 budget.

PROJECT UPDATES:

- **End of Year Reports** – The City Controller has sent the State of Michigan all of the financial reporting requirements based on the new guidelines. The Director has

reviewed the new information added to the State Act and is getting clarification on any issues that may need updating to ensure we are in compliance.

- **Market Place Kitchen Enhancement Project** – The DDA & the City were notified by the Hannahville Indian Community that we were awarded a \$10,000 grant towards the project. The funds will help with the matching dollars needed for the project. This is in addition to the \$80,000 MDARD grant approved previously. The committee members have not been able to get together due to the busy Christmas season and we will start to meet in January 2020 to craft out our project plan & timeline.
- **DDA'S Deficit Elimination Plan** – At the January 16th regular City Council meeting the City Council passed a resolution accepting our plan. The City Controller shared with the Council that the DDA is about a year and a half ahead of schedule to eliminate the deficit caused by the funds borrowed from the City for the Market Place construction. A copy of the resolution is in your Board package.
- **DDA Snow Removal** – Rae's Snow Removal has done a great job taking care of the Center Court & Market Place properties. They have been on time and have checked with us for anything further that may be needed.

VARIOUS OTHER ISSUES : (a) Trustee Ammel wants board to plan training sessions soon, (b) signage for the Market Place, (c) should the board do a Resolution of Support for the moratorium on hotels and motels proposed by the Proxima Management?

A motion was made by Trustee Ammel directing DDA Administration to draft a Resolution in support of the moratorium on hotels and motels for three years in support of the Proxima Project, 2nd by Trustee Crispigna. Motion carried with Trustee Tall abstaining. (See attached)

GENERAL PUBLIC COMMENT

BOARD/STAFF COMMENTS

ANNOUNCEMENTS:

ADJOURNMENT: 8:52 am

Respectfully Submitted,

Dan Bender, Chairman

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.

DDA's 2020 Goals & Objectives

Downtown Building Façade Improvement Program - The DDA will look to continue to offer this program on an annual basis. Our latest Façade Projects have just started the construction phase and we feel the projects will be completed during the 2020 calendar year. We have been made aware that the MEDC is changing some of the grant strategy that has been used for our program in the past. We will be made aware of the exact changes as they become available. The DDA will adjust the Façade program based on the changes and will look to continue to carry the program forward for our downtown.

Escanaba Market Place - The DDA will continue to make the Market Place available for events during the Summer and Fall. The Escanaba Farmers' Market will continue to be held at the Market Place on Wednesday afternoons and Saturday mornings from beginning of June until the end of October. The DDA will be upgrading the kitchen at the Market Place, with the goal being to have it certified as a commercial kitchen. The kitchen will be available to rent out to help entrepreneurs looking to upgrade their ability to make their products. The project is heavily leveraged with grant funds from the Michigan Department of Agriculture Rural Development (\$80,000) and Hannahville Indian Community (\$10,000). The completed project should be in place by September of 2020.

Events Sponsored by the DDA - The DDA will look to continue to support meaningful events that support our initiatives and goals. These would include Downtown Clean Up, Sidewalk Sales, Rock the Dock, Pulling for Honor, Lunch on Ludington, the City Christmas Tree Lighting and the Christmas Parade. We will also financially support other events in the downtown area that support our goals and vision. These will be reviewed and approved by the DDA Board based on the organizer's timely and complete request form. The DDA will also look to add targeted events utilizing the Escanaba Market Place in 2020. DDA Administration will also look for business sponsors that would like to sponsor an event in our downtown.

Downtown Communication Plan - The DDA Director will continue with an open door policy to encourage visits from the downtown businesses throughout the year a priority. The Director will also be attending as many civic & networking events as possible to meet more of the business owners. The Director will continue to speak at functions to share the DDA's vision. The DDA will also look to improve our communication with better utilization of our website and social media. The Director will also continue to work closely with all our media partners to promote our events and share information on our projects.

Priority Development Projects - The DDA will assist the City to identify priority development projects in the downtown area. This would include support of lake front development. Support of Lake front projects should be made a high priority in our planning. We also are looking to support projects that are mixed use in our downtown that will bring in more moderate income & senior housing. The information will be able to be marketed by the RRC. The DDA website will also carry this content. The info would include a picture, building information and any zoning information that would assist a developer.

Downtown Parking Improvements - The DDA will be looking to do repairs of the remaining lots that can be patched if possible in 2020. The plan would be to clean all lots of debris, make necessary repairs and then seal the lots.

Center Court Improvements & Repairs - The DDA will look to complete building repairs to the Center Court structure's drainage system and damage caused by water during 2020. Based on the lease agreement with the City, budget and possible grants we will also look to enhance the court yard, specifically to repair the lighting needed for evening events.

Grant Opportunities - The DDA will be searching out all grant opportunities through the different agencies. We will also explore grants based on our certification in the Certified Local Government & Redevelopment Ready Communities programs. This would include technical assistance, professional services and training.

DDA's 2020 Goals & Objectives

Budget Management & Deficit Plan - The DDA successfully managed a tighter budget in conjunction with our Deficit Elimination plan. The impacts of the Market Place construction expenditures and the internal loan from the City has caused the fund balance to be at a deficit in the eyes of the Michigan State Treasury and our auditors. The DDA has committed to a 5 year deficit reduction plan that is required by the Michigan State Treasury to move towards getting the finances back in shape after our large expenditures in 2016/2017. The DDA is currently about a year and half ahead of schedule to eliminate any deficit funding.

Blighted Property Plan - The DDA has reviewed blighted properties and will work with the City, MEDC & other agencies to see what funds are available to fight blight in the downtown area. Based on grant opportunities, we will look to implement a priority action plan of activities to help move us toward blight elimination our downtown.

Clean up the Downtown - The DDA helps sponsor the Esky Downtown Clean Up, but will look to add temporary staff to help keep the Downtown looking good throughout the year. Looking to help rid the Downtown of weeds, debris and cigarette waste.

Enhance the Walkability of Downtown - The DDA will look to invest in Sidewalk repairs, Place making maps of the downtown that will make it easier to find your way around. Investment in permanent signage for the Market Place will allow visitors to know what is going on at any event.

DDA Master Plan & Vision - Based on the new City Master Plan the DDA will look to document a plan of initiatives and goals that support the feedback in the Master Plan. We will also review and adjust our vision statement to ensure it supports the community vision of the future as well. We look to partner with the City, EDA & Chamber to highlight opportunities.



**A RESOLUTION OF THE ESCANABA DOWNTOWN DEVELOPMENT AUTHORITY
SUPPORTING THE LAKEFRONT PROJECT PLAN TO BE DEVELOPED BY
PROXIMA MANAGEMENT GROUP**

Whereas, The Escanaba Downtown Development Authority recognizes the value of lakefront development as an effective tool for economic revitalization; and

Whereas, through the 2011 Escanaba Downtown Development Authority's Developmental plan has prioritized lakefront development as a key next step to enhance the downtown; and

Whereas, the Escanaba Downtown Development Authority's 2020 Vision document stresses that the downtown be reinvented and revitalized by creating a mix of activity nodes focused on retail, residential and entertainment uses; and

Whereas, the Escanaba Downtown Development Authority's 2020 goals list adding lakefront developmental at the former Delta County jail property and adjoining City of Escanaba properties as a top priority; and

Whereas, an agreement between the City & Proxima Management Group will be needed to make the project work; and

Whereas, Proxima Management Group will need requested language on a 3 year moratorium to be part of the agreement with the City; and

Whereas, Proxima's Management Group's site plan for Lakefront Development project will need approval from the Escanaba Planning Commission; and

Now, therefore be it resolved, that the Escanaba Downtown Development Authority hereby supports the Lakefront Development Project Plan to be developed by Proxima Management Group.




Dan Bender, Chairperson

I certify that the "Resolution of Support" was duly adopted at a regular meeting of the Escanaba Downtown Development Authority on January 23, 2020 by the following vote:

Yes: 7

No: 0

Abstain: 1



Ed Legault, DDA Executive Director