



Downtown Development Authority Board

## MEETING MINUTES

July 1, 2015 at 7:30 am

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

**Escanaba City Hall, Council Chambers, 410 Ludington Street, Escanaba, MI 49829**

**OFFICIAL PROCEEDINGS  
ESCANABA DDA  
CITY OF ESCANABA, MICHIGAN  
Regular Board Meeting  
July 1, 2015**

### **Call To Order:**

The meeting was called to order by Chairperson Sue Parker at 7:30 a.m. in the City Hall Council Chambers, 410 Ludington Street, Escanaba, MI.

### **Roll Call:**

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

Also present was Jenny Lancour of the Daily Press, Pete Potterpin and Jacob Horner of PK Associates, Peggy O'Connell of Sign Up, Tim McIntyre, Andy Pearson of Meiers Signs, and Michael Olson of Genesis Graphics, Inc.

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

***Trustee O'Toole moved to approve the minutes of June 3, 2015 as presented, seconded by Trustee Tall. Motion carried.***

## APPROVAL/ADJUSTMENTS TO THE AGENDA

***Trustee O'Toole moved to approve the agenda with the addendum for Downtown Policing, 2nd by Trustee Tall. Motion Carried.***

## CONFLICT OF INTEREST DECLARATION

Chairperson Parker will abstain from Item 3, New Business.

## TREASURER'S REPORT

Fund Balance is at \$265,504.14. Payables as usual.

***Motion to accept Treasurer's Report by V.P. Bender, 2nd by Trustee Taylor. Motion Carried.***

**Public Hearing: None**

## **OLD BUSINESS/UNFINISHED BUSINESS:**

### 1. RFP for Parking Lot Enhancements

Received three bids for Parking Lot Signs, Genesis Graphics, Sign-Up and Meiers Signs. All three vendors presented an outline of their bids for the DDA parking lots signs. A summary of all three bids will be drafted for the board to chose a final selection. A recommendation from DDA administration will be given at the board meeting on August 5th, 2015.

## **NEW BUSINESS:**

### 1. PK Development Group Project Review

Mr. Peter Potterpin and Mr. Jacob Horner of PK Development, a family owned Michigan-based real estate company presented a development plan involving the historic rehabilitation of two adjoining buildings (the Masonic Building and an old Bank Building on the corner of 7th and Ludington. plus new construction consisting of a 2-story building with 10 residential apartments along 7th street. The development will also reactivate approximately 4,500 square feet of retail space along Ludington Street. A preliminary site plan was discussed and terms and conditions needed from the various city departments. A Resolution of Support was requested from the Downtown Development Authority.

*After some discussion and a review of the draft of the Resolution of Support it was requested that a payment in lieu of taxes agreement, a municipal services agreement be added as well as variances in zoning ordinances and site plan approval by the planning commission.*

**A motion to include the above additions to the Resolution of Support was made by Trustee Tall, 2nd by Trustee O'Toole - Roll call vote:**

Trustee Tall -	Aye	Trustee Deno -	Aye
Trustee O'Toole -	Aye	Trustee Taylor -	Aye
Treasurer Crispigna	Aye	Trustee Finlan -	Aye
V.P. Bender -	Aye	Chairperson Parker -	Aye

**Motion Carried.**

2. Downtown Business Partners Event Support Request

The Escanaba Downtown Business Partners have requested \$1000 dollars to support advertising and promotion of Sidewalk Sales Day on July 24th.

**A motion to help sponsor Sidewalk Sale Days in the amount of \$1,000 to be used for advertising the event was made by V. P. Bender, 2nd by Trustee Taylor.**

**Motion carried.**

3. Downtown Policing

At our DDA Board Work Session on June 23<sup>rd</sup> the Board wanted to explore the opportunity to have seasonal Downtown Foot or Bike Patrol coverage. Escanaba Public Safety Director, Ken Vanderlinden was invited to the DDA meeting to speak about the advantages of downtown policing and the cost of such coverage in the downtown. It was the desire of the DDA board to resume downtown policing at a cost of an amount not to exceed \$20,000 and that an amendment to the existing budget would be necessary.

**A motion to resume downtown policing from Memorial Day to Labor Day in an amount not to exceed \$20,000 was made by Trustee O'Toole, 2nd by Trustee Deno. Motion Carried.**

**PROJECT UPDATES-**

- Website & Facebook – The website is fully functional, but we are still making content updates. We have received directions and training to update all pages ourselves as of July 1<sup>st</sup>.
- Façade Projects – Escanaba's 6 Façade Projects were sent to the MEDC with our project intake form. We met with the MEDC to answer questions and get feedback on the content of the project. We updated the form based on feedback and the projects will be formally presented to the MEDC project team the week of June 29<sup>th</sup>.

- Escanaba Market Place – Now that the Façade projects are in process, we will start moving forward with the Escanaba Market Place project.
- Property Purchase – A list in priority order will be submitted to the board for direction on any negotiations by administration.
- Redevelopment Ready Communities Activities – June 23rd the Allen Group held a public hearing regarding possible site plans for Downtown Escanaba. The meeting was well attended and spurred some great discussion. Updates by the Allen Group on some of the financial assumptions of the project will take place as next steps in the process.

**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](mailto:escanabadda@att.net).

Respectfully Submitted,

Sue Parker, Chairperson