



Downtown Development Authority  
Board

**MEETING AGENDA**

**November 4, 2015, 7:30 am**

***Downtown Development Authority Board Members***

Sue Parker, Chairperson	James O'Toole, Trustee
Andy Crispigna, Treasurer	Dan Bender, Vice Chair
Marc Tall, Trustee	Tara Deno, Trustee
Mitch Taylor, Trustee	Jolee Hughes, Trustee
Mary Finlan, Trustee	

***Administration***

***Ed Legault***

***Judy Schroeder***

Civic Center, 225 N 21<sup>st</sup> Street, Escanaba, MI 49829

November 4, 2015, 7:30a.m.

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL/CORRECTION(S) TO MINUTES** – Approval of October 7, 2015 minutes

**APPROVAL/ADJUSTMENTS TO THE AGENDA**

**CONFLICT OF INTEREST DECLARATION**

**TREASURER'S REPORT**

**OLD BUSINESS/UNFINISHED BUSINESS:**

1. Ordinance Amendment Public Hearing – Discussion/Approval

Explanation: DDA Administration wants the Board approval regarding expenses for Public Hearing for Central Retail District Business and Property Owners. The Public Hearing will be about potential additional uses that could be added to City of Escanaba Ordinances for the Central Retail District.

**NEW BUSINESS:**

1. Event Sponsorship for the EDTPIB – Discussion/Approval

Explanation: Administration from the Escanaba Downtown Partners in Business has requested financial support in the amount of \$4000 for the Downtown Christmas Events. DDA Administration has asked the EDTPIB group to provide an itemized budget for the events to be presented to the DDA Board.

## 2. Approval to Purchase Garland for Downtown – Discussion/Approval

Explanation: DDA Administration is seeking approval for the purchase of Garland for decorating downtown from DuBois and Sons' Tree Farm. The amount of the expenditure is the same amount as last year, \$2304 for 3200 total feet. (40 X 80 ft.) The amount is budgeted in line item 885.

## 3. Christmas Tree Decoration Costs – Discussion/Approval

Explanation: DDA Administration is seeking approval for contracting of Flinn's to decorate and take down decorations for the Center Court Christmas Tree. The fee includes equipment rental for a lift, as well as testing of decorations. Total fee last year was \$1180. We have looked to see if anyone else will provide the service, but have been unsuccessful at this point.

### **PROJECT UPDATES:**

- **Escanaba Market Place Project** – DDA Administration has worked closely with a new MEDC Contact, Nate Scramlin to complete and supply all needed documents for formal presentation to the MEDC CAT Team on 10/1. The CAT team was very excited about the project. The project has since been presented to the Executive Team and a joint organizational team. Both groups support the project and we expect to get a Letter of Interest from the MEDC by November, 6<sup>th</sup>. Appraisal information on the 1509 Ludington property should be available prior to our meeting on 11/4, as well as the City Assessor's informal opinion.
- **Façade Projects** – 6 Façade projects have been included in our submittal to the MEDC. All drawings and cost estimates have been included as well as several rounds of questions have been answered by the DDA & City Administration. The MEDC has sent its Letter of Interest to the City Administration and received a signed copy back. City Administration and the DDA have met with MEDC and CUPPAD to discuss next steps for the project. Phase I testing has been in process & an RFP for a Certified Grant Administrator from the pool of the qualified CGA data base has been created & submitted. Some of the projects will be able to start during the winter months as they have inside projects as part of their submissions.
- **Redevelopment Ready Communities Activities** – Michelle Parkkonen of the MEDC contacted DDA Administration to get pictures of some of our possible projects to include in a upcoming, "Opportunity Michigan Brochure". The program will help display some of our possible historic building projects to developers.

- **Parking Lot Improvements** – All Historic Parking Lot Signs have been installed as well as the matching directional parking signs that are located on Ludington Street. They all look great! RFP's will be sent out later this year for sealing and lining the lots in the spring. Companies have been reluctant to send out bids this early for a spring 2016 project. The Sign Project Budget was up to \$12,000 and the final cost from Genesis Graphics was \$9917.
- **Redevelopment Projects (House of Ludington, Remax/Masonic)** – The House of Ludington Project received approvals from the City Boards & Commissions to move forward to the MSHDA Project application process for the 10/1 deadline. No new information regarding this project is available. We should hear if they are selected by January 2016.
- **Blighted Building Purchase Program** – DDA Administration will review a potential list of properties for the Board's Review at the 11/4 Board Meeting to verify if the Board would like the DDA Administration to get appraisals on the properties for potential purchase.

**VARIOUS OTHER ISSUES:** 1) Vice Chair Bender would like to see if the DDA Board would support a test period for additional snow removal from the Ludington Street sidewalks above what the DDA pays for today.

**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