



Downtown Development Authority
Board

MEETING AGENDA

August 24, 2017 8:00 a.m.

Downtown Development Authority Board Members

Sue Parker, Chairperson	Patrick Jordan, Trustee
Andy Crispigna, Treasurer	Dan Bender, Vice Chair
Marc Tall, Trustee	Vacant, Trustee
Mary Finlan, Trustee	Vacant, Trustee
Mark Ammel, Trustee	

Administration

Ed Legault

Judy Schroeder

[Escanaba City Hall, 401 Ludington Street, Escanaba, MI 49829](#)

August 24th, 2017, 8:00 a.m.

CALL TO ORDER

ROLL CALL

APPROVAL/CORRECTION(S) TO MINUTES – Approval of July 27, 2017 minutes

APPROVAL/ADJUSTMENTS TO THE AGENDA

CONFLICT OF INTEREST DECLARATION

TREASURER'S REPORT – Balance Sheet does not include the City Loan (\$500,000) or the requested MEDC Grant for the Market Place (\$487,300). They have been manually added to the balance sheet for a true picture of the balance.

OLD BUSINESS/UNFINISHED BUSINESS:

None

NEW BUSINESS:

1. Pasty Drop Event Continuation – Discussion/Approval

Explanation: DDA Administration received a call from a representative from the Bay de Noc UUS organization regarding their future participation in the event. They informed us that they will not be participating in the event any longer based on the work it takes to host the event at a very busy time of the year for their organization. They have offered us the Pasty if we want to continue the event on our own. DDA Administration has not checked on other critical sponsors like CR Meyer, if they would still participate until the DDA Board gives direction on the event going forward.

PROJECT UPDATES:

- **Escanaba Market Place Project** – DDA Administration did a complete walk through of the entire facility reviewing every detail for completeness. This included following up on any items from the original Punch List sent to IMS from Barry Polzin. The corrections included issues with some of the landscaping and adjustments to the irrigation system, drilling installation holes by the dumpster to ensure the doors stay closed, some minor adjustments to some of the doors & scheduling the repair and reseal of the cement slab cracks. The DDA Director attended a few recent Farmer's Markets to get comments from both patrons of the market and the vendors. The feedback continues to be positive and we are attracting more customers than in the past. We are taking calls from people that are looking for rental info for the Market Place.
- **Active Façade Projects** – The projects are completed and final paperwork is being pulled together to close out the grant process. Final payments have been requested to the contractors. Lisa Wrate will be available at our board meeting for any questions.
- **2017- 2018 Façade Projects** – DDA Administration & Lisa Wrate met with all of the project owners to review the draft drawings and project budgets for each property. The Business owners will take 10 days to review and respond back to Lisa with any changes in scope for the properties. DDA Administration had a discussion with Jun Tucker from the MEDC regarding our new façade projects. Once the projects have been updated regarding additional feedback from the owners a draft set will be sent to Jen Tucker to review and a meeting scheduled to get her feedback on the projects. Lisa will provide a more detailed update for the meeting.
- **Blighted Buildings** – Blaine Degrave informed DDA Administration he is working through the condemnation process on 910 Ludington. Blaine will also be attending our meeting to give an update to the Board and answer any questions regarding the situation.
- **Sidewalk Sales** – The final review from July 29th Sidewalk Sales was positive. The Car Show seemed to work out well and helped attract more people downtown. There was a lot of activity Saturday at the Farmer's Market & the Market Place event to end the day.
- **Insurance & Liability Coverage for the DDA** – DDA Administration has worked with our current insurance provider to expand our coverage to include our current building at 1025 Ludington and add the Escanaba Market Place property to our coverage. Garceau Insurance reviewed 12 companies with our needs. 7 of the companies declined to make a quote for coverage as it is not in their scope of business. Our current policy for the Center Court location would not be able to cover the Market Place. We reviewed the remaining companies for the best coverage rate for insurance and liability coverage for both properties. Our new policy will be through Auto Owners/Home Owners Insurance Company.

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