



Downtown Development Authority Board

MEETING MINUTES

August 24, 2017 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

Patrick Jordan, Trustee
Marc Tall, Trustee
Vacant
Vacant

Escanaba City Hall, 410 Ludington Street, Escanaba, Michigan

**OFFICIAL PROCEEDINGS
ESCANABA DDA
CITY OF ESCANABA, MICHIGAN
Regular Board Meeting
August 24, 2017**

Call To Order:

The meeting was called to order by Chairperson Sue Parker at the City Council Chambers at 8:00 a.m..

Roll Call:

Chairperson Sue Parker, Trustees Tall, Jordan, V. C. Bender and Treasurer Crispigna.
Absent Trustee Finlan

Blaine DeGrave and Jenny Lancour also in attendance

APPROVAL/CORRECTION(S) TO MINUTES

Trustee Tall moved to approve the minutes of August 24, 2017, 2nd by Treasurer Crispigna. Motion Carried.

APPROVAL/ADJUSTMENTS TO THE AGENDA

***Motion to approve the agenda by Treasurer Crispigna, 2nd by Trustee Tall.
Motion carried.***

CONFLICT OF INTEREST DECLARATION

None

TREASURER'S REPORT

Payables as usual. Adjusted fund balance is \$282,280.35

Treasurer's report approved by Trustee Tall, 2nd by Trustee Jordan. Motion carried.

Public Hearing: None

OLD BUSINESS/UNFINISHED BUSINESS:

None

NEW BUSINESS:

1. Pasty Drop Event Continuation – Discussion/Approval

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 offered us the Pasty if we want to continue the event on our own. DDA Administration will not check on other critical sponsors like CR Meyer, until the DDA Board gives direction on the event going forward.

Motion made by Trustee Ammel, not to have the pasty drop and not to take ownership of the Pasty Model, 2nd by Treasurer Crispigna. Motion Carried.

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.
- **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 Jen 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 attended the meeting and gave an update.
- **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