



Downtown Development Authority Board

MEETING MINUTES

September 28, 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 Jordon, Trustee
Marc Tall, Trustee
Vacant
Vacant

Escanaba Market Place, 1501 Ludington Street, Escanaba, Michigan

**OFFICIAL PROCEEDINGS
ESCANABA DDA
CITY OF ESCANABA, MICHIGAN
Regular Board Meeting
September 28, 2017**

Call To Order:

The meeting was called to order by Chairperson Sue Parker at the Escanaba Market Place at 8:00 a.m..

Roll Call:

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

APPROVAL/CORRECTION(S) TO MINUTES

Vice Chair Bender moved to approve the minutes of August 24, 2017, 2nd by Trustee Jordon. Motion Carried.

APPROVAL/ADJUSTMENTS TO THE AGENDA

Motion to approve the agenda by V.C. Bender, 2nd by Treasurer Crispigna. Motion carried.

CONFLICT OF INTEREST DECLARATION

None

TREASURER'S REPORT

Payables as usual, no funds balance because of audit presently being conducted.

Treasurer's report approved by Trustee Finlan 2nd by V.C. Bender. Motion carried.

Public Hearing: None

OLD BUSINESS/UNFINISHED BUSINESS:

None

NEW BUSINESS:

1. Downtown Bike/Skateboard Traffic

DDA Administration attended the September 7th 2017 City Council meeting. One of the agenda items had to do with Bike/Skateboard traffic on Ludington Street sidewalks. The Council decided to get the DDA Board's input into any changes to City ordinance or feeling the businesses have for Bike traffic downtown. The DDA Board has been requested to study the situation and make a recommendation to the City Council for their review and discussion at a future Council Meeting.

After discussion regarding various options to address bicycle traffic on Ludington, it was decided to hold a work session of the DDA Board on October 11, 2017 at 8:00 a.m. to draft a recommendation that will be forwarded to City Council at a future date.

2. New Escanaba Market Place Rental Category

DDA Administration has received feedback from Businesses that are within the DDA Footprint that want to use the Market Place for a business event. They are looking for a discount based on the fact they are in the DDA Tax Increment Funding Area. DDA Administration recommends discussion to add a one time a year rental discount for a Business Event at the Market Place by a Business within the DDA TIF footprint.

DDA Board members discussed various options for more uses of the Escanaba Market Place. A motion was made by V.C. Bender that the Market Place be available from Monday - Friday, once a year for a business event to businesses within the DDA footprint for a fee of \$150.00, 2ny by Treasurer Crispigna. Motion carried with 6 yes one no.

3. Quote to Replace/Repair Roof of Center Court

DDA Administration received a quote from S & G Roofing the tear off the roof down to the deck board and repairs the entire area. They would also remove and dispose of the old material. The quote is for \$18,000. DDA Administration received a quote to cover the old roof a year ago. That quote was for just under \$14,000. The cost for the repairs are in the DDA's Budget.

Discussion as a group resulted in moving forward with the bid from S&G Roofing in the amount of \$18,000. Motion made by Trustee Ammel, 2nd by Treasurer Crispigna. Motion carried.

PROJECT UPDATES:

- **Escanaba Market Place Project** – Peter Van Steen (the Certified Grant Administrator) is getting close to collecting and closing out the documents for the MEDC grant. He is working closely with City Administration, as well as the DDA to complete the paper trail needed to close out the project. The Market Place had its first rental on September 21st by Michigan Broadband. The event went off without any issues and was a great show case for future rentals based on people attending. “No Parking” signs and painting the curbing yellow in the back of the Market Place should solve the issue of people parking in the exit to the alley. The DNR Pass Port grant for the playground is still active and approved, but the City is waiting for the go ahead from the DNR to install the equipment. If the city doesn't receive the approval to install soon it will be installed in the spring.
- **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. We had a conflict between a contractor and our last two project owners. DDA Administration, City Administration, Lisa Wrate and the owners had discussion regarding next steps. The conflict seems to have resolved itself at this time.
- **2017- 2018 Façade Projects** – DDA Administration & Lisa Wrate met to discuss the projects. The Business owners have responded 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 an update that will be handed out at our meeting. Lisa Wrate will not be able to attend our meeting.

- **Blighted Buildings** – Blaine Degrave informed DDA Administration he is continuing to work through the condemnation process on 910 Ludington. Blaine did not have any new updates at this point of 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.

Respectfully Submitted,

Sue Parker, Chairperson