



Downtown Development Authority Board

## MEETING MINUTES

November 20, 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 Council Chambers, 410 Ludington Street, Escanaba, Michigan

### OFFICIAL PROCEEDINGS

#### ESCANABA DDA

#### CITY OF ESCANABA, MICHIGAN

#### Regular Board Meeting

NOVEMBER 20, 2017

### Call To Order:

The meeting was called to order by Chairperson Sue Parker at City Hall, 410 Ludington at 8:00 a.m..

### Roll Call:

Chairperson Sue Parker, Trustees Jordan, Tall, Ammel, Finlan and V. C. Bender.

Jenny Lancour of the Daily Press.

Absent: Treasurer Crispigna, excused.

### APPROVAL/CORRECTION(S) TO MINUTES

***V.C. Bender moved to approve the minutes of October 26, 2017, 2nd by Trustee Tall. Motion Carried.***

### APPROVAL/ADJUSTMENTS TO THE AGENDA

***Motion to approve the agenda with date change by Trustee Finlan, 2nd by Trustee Tall.***

***Motion carried.***

## CONFLICT OF INTEREST DECLARATION

None

## TREASURER'S REPORT

Payables included expenses in winterization of Market Place and Christmas expenses. Fund Balance at \$190,450.02.

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

Public Hearing: None

## OLD BUSINESS/UNFINISHED BUSINESS:

None

## NEW BUSINESS:

### 1. Christmas Parade Event Sponsorship Request

Tanya Ettenhofer, Chairperson for the Escanaba Christmas Parade requested the DDA's support in the amount of \$1000 for Float Prizes and expenses for the Christmas parade.

There was discussion regarding the budget and other parade expenses. ***A motion was made by Trustee Tall to grant sponsorship in the amount of \$1,000, 2nd by Trustee Jordon. Motion carried.***

### 2. Expenses for Plowing the DDA Parking Lots

The DDA Board tasked the DDA Administration to review expenses charged by the City to plow the DDA parking vs. a private vendor. Nate's Snow Removal supplied a bid for the plowing of the parking lots for the Board's review. A recommendation to accept the bid from Nate's Snow Removal in the amount of \$460 to clear all the lots including the Market Place not including the removal of snow was included in the Board packet with cost estimates for both parties.

***A motion was made by Trustee Tall to accept the bid from Nate's Snow Removal in the amount of \$460, 2nd by Trustee Jordon, Motion carried.***

## PROJECT UPDATES:

- **Escanaba Market Place Project** – DDA Administration spends some time winterizing the Market Place and also met with Bill Farrell & Jeff Lampe at the Market Place to get their feedback on activities to winterize the site. A note was sent to Barry Polzin to get his feedback as well. A-1 Irrigation winterized the irrigation system on Nov. 2nd, antifreeze was poured in all of the floor drains, toilets & sink drains. The heat will be kept on which will make sure the bathrooms; kitchen & mechanical room stay lightly heated during the winter. The water was not shut off by the City, but turned it off manually. Thermometers were placed in the bathrooms to make sure the temps stay stable, as the only thermostat was in the Kitchen. Keys were given to Rob LaMarche for the kitchen and the mechanical room in case of an emergency.
- **Active Façade Projects** – The projects are completed and final paperwork is being pulled together to close out the grant process. The conflict between a contractor and a project owner has been resolved and the last payment on that project has been released as of Nov. 3rd. The Grant Administrator should be able to close out the grant paperwork now that everything has been resolved.
- **2017- 2018 Façade Projects** – DDA Administration & Lisa Wrate have discussed the projects. DDA Administration had a discussion with Jen Tucker from the MEDC regarding our new façade projects. A draft set will be sent to Jen Tucker to review and a meeting scheduled to get her feedback on the projects now that the final paperwork is in the process of being closed out on our last grant.
- **Blighted Buildings** – Blaine Degrave informed DDA Administration he is continuing to work through the condemnation process on 910 Ludington. Blaine didn't have any new updates at this point of the process.
- **DDA Christmas Activities** – Everything is on target for the tree lighting for November 21<sup>st</sup> at 7:00 pm. The decorations will be added to the tree by November 20<sup>th</sup>. The group that provides the carriage rides has been retained for the evening. Santa has cleared his schedule and plans to attend. The Christmas garland has been installed on Ludington Street and is ready to go!

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