



Downtown Development Authority Board

MEETING MINUTES

October 26, 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

October 26, 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, and Finlan, V. C. Bender and Treasurer Crispigna.

Jenny Lancour of the Daily Press and Peggy Schuman

APPROVAL/CORRECTION(S) TO MINUTES

V.C. Bender moved to approve the minutes of September 28 & October 11, 2nd by Trustee Jordan. Motion Carried.

APPROVAL/ADJUSTMENTS TO THE AGENDA

Motion to approve the agenda by V.C. Bender, 2nd by Trustee Jordan. Motion carried.

CONFLICT OF INTEREST DECLARATION

Both Chairperson Parker and Treasurer Crispigna will abstain on NB Item 2.

TREASURER'S REPORT

Payables as usual, no fund 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. 2018 DDA Board Meeting Dates

DDA Administration has set the meeting dates on the Fourth Thursday of the month at 8:00 am during the 2017 calendar year. Requesting the Board's approval of the 2018 schedule with adjustments to the Sept, Nov & Dec dates. (Jan 25, Feb 22, Mar 22, Apr 26, May 24, June 28, July 26, Aug 23, Sep 20, Oct 25, Nov 29, Dec 28).

Motion to approve dates for 2018 by V.C. Bender, 2nd by Trustee Finlan. Motion Carried.

2. DTPIB Event Sponsorship Request

The Downtown Partners in Business requested the DDA's support in the amount of \$3500 for Advertising Assistance for their Christmas Promotions Peggy O' Connell Schumann, President of the DTPIB, attended the meeting to review her request in person.

After brief discussion a motion was made by Trustee Tall to support the Christmas Campaign in the amount of \$3,000, 2nd by V. C. Bender. Roll Call: 5 ayes, 2 abstaining. Motion carried.

PROJECT UPDATES:

- **Escanaba Market Place Project** – Peter Van Steen (the Certified Grant Administrator) has sent out the remaining closing 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 will shortly begin activities to winterize the building and grounds due to cooler temps. The Farmers Market will hold its last session for the season on Saturday, October 28th. DDA Administration met with Gordon Cashen on 10/25 to discuss selling some wreaths at the Market Place for the Holidays.
- **Active Façade Projects** – The projects are completed and final paperwork is being pulled together to close out the grant process. We still have a conflict between a contractor and a project owner. DDA Administration, City Administration, Lisa Wrate and the owners had discussion regarding next steps. The owner is deciding his next steps. We won't be able to close out the grant paperwork until the situation is resolved.
- **2017- 2018 Façade Projects** – DDA Administration & Lisa Wrate have discussed the projects. Lisa has completed the changes to all but one project. That project is obtaining funds to ensure they can complete the project. DDA Administration had a discussion with Jen Tucker from the MEDC regarding our new façade projects. Once all of 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 Wrate attended the meeting for any questions from the board.
- **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.
- **Center Court Roof Repairs** – S&G Roofing came last week and did repairs to stop the leaking from the roof. This is the short-term fix until they can do the total repairs in the spring. The repairs have worked with the current rain, but S&G wants a call if we have any problems.
- **Knights of Columbus** – The DDA Director was invited to speak to the organization after its meeting on the evening of October 23rd. They gave approval to the activities and the projects that have taken place in our downtown. It was the first opportunity DDA Administration to share our vision with their organization.

- **Bikes/Skateboards on Downtown Sidewalks** – The DDA Director was informed that our recommendation will be put on the December 7th City Council Agenda. The final draft document will be sent to the Board Members that participated in the work session on Oct. 11th.

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