



Downtown Development Authority Board

MEETING MINUTES

May 24, 2018 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

Eric Swanson

Vacant

Escanaba City Hall Council Chambers, 410 Ludington Street, Escanaba, Michigan

OFFICIAL PROCEEDINGS

ESCANABA DDA

CITY OF ESCANABA, MICHIGAN

Regular Board Meeting

May 24, 2018

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, V.C. Bender and Trustees Jordan, Tall, Finlan, Swanson, Treasurer Crispigna and Trustee Ammel.

Jenny Lancour of the Daily Press.

APPROVAL/CORRECTION(S) TO MINUTES

Trustee Tall moved to approve the minutes of April 26, 2018, 2nd by V.C. Bender. Motion Carried.

APPROVAL/ADJUSTMENTS TO THE AGENDA

Motion to approve the agenda by V.C. Bender, 2nd by Trustee Tall. Motion Carried.

CONFLICT OF INTEREST DECLARATION - None

TREASURER'S REPORT

Payables as usual. Fund Balance at \$228,420.67

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

Public Hearing: None

OLD BUSINESS/UNFINISHED BUSINESS:

None

NEW BUSINESS:

1. Market Place Fee Structure

DDA Administration met with a committee of DDA Board Members & City Recreation Director Kim Peterson on May 18th to discuss the fee structure and process used for rental of the Escanaba Market Place. The group reviewed rental procedures and costs from Gladstone, Pioneer Trail Park & Marquette. The group also reviewed the procedures for rentals of other City of Escanaba venues. Based on the groups review they have made recommended changes to the fees and process for a Market Place Rental.

Recommendations:

- 1) Remove the \$200 Refundable Cleaning Fee and move from two deposits to one. Having the one \$300 security deposit serve for damage and cleaning after an event. A cleaning checklist will be reviewed with any renter of the Market Place.
- 2) Keep the Rental Fees as they are today based on comparison to other locations and the inclusion of the tables/chairs, sound stage, kitchen, bathrooms, fire pit, gas grill and free parking with the rental.
- 3) Start with an active promotion campaign regarding renting the Escanaba Market Place.

A motion to accept the fee recommendations as listed but to also make the necessary changes to the Special Event Application and bring the draft back to the board for its approval by Trustee Tall, 2nd by Trustee Finlan. Motion Carried.

NEW BUSINESS:

None

PROJECT UPDATES:

- **2017- 2018 Façade Projects** – City Administration has been working with Peter Van Steen of CUPPAD and Jen Tucker from the MEDC to fill out the intake project forms for the façade projects. Most of the work is completed but a couple of revised forms were needed to complete the process. The revised financial information has been asked for and should be sent by May 25th.
- **Blighted Buildings** – Blaine Degrave informed DDA Administration he is continuing to work through the condemnation process on 910 Ludington. The Council gave the approval to move forward with the condemnation procedures, as well as to incur cost for remediation of any contamination associated with the demolition.
- **Escanaba Downtown Clean Up** – The “Esky Clean Up” was a great success on Saturday May 19th. The weather included a few showers but a group of about 400 participated in the event. The Escanaba Market Place was used as the staging location for the event. Volunteers registered and picked up supplies for the clean-up, as well as got their assignments between 9:00 -10:00 am. The clean-up activities took place between 10 – Noon. A thank you picnic took place at the Market Place from Noon – 2:00pm. All of the kids received a prize for their participation and a drawing for a lawn tractor took place for the adults. The areas that were cleaned looked great!
- **Market Place Playground** – The City Council at the April 19th meeting approved the awarded contract for the playground design and build to Penchura of Manistique, MI. for a total sum of \$84,679. The estimated completion is June 30th, 2018. DDA Administration met with Kim Peterson at the Market Place to finalize the color selection of the playground equipment. The color will be the Brown that matches the Market place trim and a blue accent.

- **DDA Website Enhancements** – Improvements in content, security and design have started on the web site. We will have a new page to show case the Market Place and information to rent it for events. Security updates have taken place with the Web hosting group and other changes will soon follow.

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