



Downtown Development Authority  
Board

**MEETING AGENDA**

**June 25, 2020 8:00 a.m.**

***Downtown Development Authority Board Members***

Dan Bender, Chairman

Mark Ammel, Vice Chair

Patricia Baribeau, Treasurer

Marc Tall, Trustee

Tyler Johnson, Trustee

Patrick Jordan, Trustee

Curt Spaulding, Trustee

Andy Crispigna, Trustee

Peggy Berg, Trustee

***Administration***

***Vacant Executive Director***

***Judy Schroeder***

Escanaba City Hall Council Chambers, 410 Ludington Street, Escanaba, MI 49829

June 25, 2020, 8:00 a.m.

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL/CORRECTION(S) TO MINUTES – Approval of February 27 2020 minutes**

**APPROVAL/ADJUSTMENTS TO THE AGENDA**

**CONFLICT OF INTEREST DECLARATION**

**TREASURER'S REPORT:**

June is Budget Amendment time, Melissa Becotte, City Controller will update the board, since we are nearing the end of the fiscal 2019-2020 budget as to some of the final figures.

**OLD BUSINESS/UNFINISHED BUSINESS:**

**1. Update regarding progress for the DDA Executive Director Job Search:**

Explanation: The DDA Board will get an update from the search committee regarding the candidate search to fill the vacant Executive Director position. Discussion, Actions

- a) permission to do background search as it requires costs
- b) choose a negotiating committee

**NEW BUSINESS:**

**1. Event Sponsorship Request from Larry Gravatt/Marina Fest**

Explanation: DDA Administration received a sponsorship request in the amount of \$1,000 to support the Marina Fest on July 25, 2020. Discussion/Action.

DDA Administration is recommending that at our February 27<sup>th</sup> meeting the DDA Board approve the Marina Fest Sponsorship in the amount of \$1000. This event is extremely popular and brings people downtown. The money would come from Line Item 885.

## **2. Summer Saturday Sales - July 11, 18 and 25th**

Explanation: Since Sidewalk Sales is not happening this year DDA Administration is proposing having Summer Saturday Sales which includes any business in the DDA Footprint. Each business is invited to have an inside or outside sale or sales, of course adhering to the sidewalk ordinance leaving the required 6 ft clearance. Administration is seeking \$1500 to advertise the downtown. This amount would come from #885 Sidewalk Sales. (See attached estimates for advertising)

### **PROJECT UPDATES:**

- **Current Façade Grant from the MEDC** – DDA Administration had a chance to discuss the status of the current Façade Program with Lisa Wrate. She, Peter Van Steen, and Roxanne have had regular meetings with the contractor Brian. Some portions of the façade program will begin in July such as the roof at Nymans. This façade includes three store fronts. Others are on hold due to complications from Covid.
- **Market Place Kitchen Enhancement Project** – See attached Letter from MDARD approving the submitted plans for the Market Place Kitchen Project. It is my understanding that the committee is waiting for estimates from various contractors.

### **VARIOUS OTHER ISSUES/UPDATES:**

A. Market Place/ Farmer's Market - Water turned on, A-1 Water turned Sprinkler System on, weeds sprayed, lawn being maintained. Janitor cleaned up rocks and any garbage lying around. We also will be sanitizing tables and bathrooms for when they can be opened. I am planning on opening the Market on the 8<sup>th</sup> of July and am in the process of establishing rules and procedures for both the vendors and the public.

B. Parking Lot Maintenance - Striping of Parking Lots, Line Item #976. This is done every year. Shane Larson advised me that he would be starting the striping of the various parking lots in July. The DDA budget has \$4,000 budgeted for this project. This amount has covered the expenses in past years.

C. Parking Lots/Curbing/Sidewalk/Brick paver Repair. Discussion needs to take place by the board regarding this issue, currently we have only budgeted \$12,000 which will not cover the expenses of one block curb/sidewalk replacement. We cannot direct DPW to do any curb replacement until we make sure the money is there to do so.

D. Demolition of Wickert Building - I have been in contact with both Blane DeGrave and

Gordon Cashen, owner of the building. The contractor assures both that he will be done the end of June. ----well that is less than a week away!!.

E. Lighting at Center Court ordered and will be repaired so that we can properly fly the flag.

F. Cameras need to be updated at Center Court. Delta Force Security submitting estimate.

**GENERAL PUBLIC COMMENT:**

**BOARD/STAFF COMMENTS:** Janitor on board, doing well, bathrooms cleaned and sanitized. Many thanks to City Personnel, DPW especially for the repair of the Center Court building.

Downtown patrol started and dealing with tenant parking in front of businesses.

Flowers on Ludington planted and looking good.

**BOARD/STAFF TRAINING UPDATES:** Budget Training at next meeting

**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,

Dan Bender, Chairman