



Downtown Development Authority Board
MEETING MINUTES

June 22, 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

James O'Toole, Trustee
Marc Tall, Trustee
Jolee Hughes, Trustee
Vacant

Market Place 1501 S. 15th Street. Escanaba, MI 49829

**OFFICIAL PROCEEDINGS
ESCANABA DDA
CITY OF ESCANABA, MICHIGAN
Regular Board Meeting
JUNE 22, 2017**

Call To Order:

The meeting was called to order by Chairperson Sue Parker at the site of the New Market Place 1501 S. 15th Street, Escanaba, Michigan.

Roll Call:

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

Lisa Wrate, architect and Peggy O'Connell was also in attendance.

APPROVAL/CORRECTION(S) TO MINUTES

Treasurer Crispigna moved to approve the minutes of March 23, 2017, 2nd by V.C. Bender. Motion Carried.

APPROVAL/ADJUSTMENTS TO THE AGENDA

Motion to approve the agenda by Treasurer Crispigna, 2nd by Trustee Tall. Motion carried.

CONFLICT OF INTEREST DECLARATION

Conflict of interest by Chairperson Parker and Treasurer Crispigna, both affiliated with the Downtown Partners in Business.

TREASURER'S REPORT

Payables as usual. Fund balance at \$86,812.88 including City Loan.

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

Public Hearing: None

OLD BUSINESS/UNFINISHED BUSINESS:

None

NEW BUSINESS:

1. Sidewalk Sales Event Sponsorship Request

DDA Administration received an event sponsorship request from the Downtown Partners in Business for Sidewalk Sales Days on July 29th. The request is for \$1000 to assist with their advertising of the event. DDA Administration is recommending approval of the request & the \$1000 is in the budget earmarked for the event.

A motion was made by Trustee O'Toole to grant request of \$1,000 to the Downtown Partners in Business for the July 29th Sidewalk Sale event, 2nd by Trustee Tall. Roll Call Vote. 4 Ayes, 0 Nays and 2 abstains. Motion Carried.

2. Jolee Hughes Resignation

DDA Administration received Trustee Hughes letter of resignation from the DDA Board due to conflicting commitments with other Boards and work. DDA Administration recommends accepting Jolee's resignation.

A motion to accept Jolee Hughes' resignation was made by Trustee O'Toole, 2nd by V.C. Bender. Motion Carried.

PROJECT UPDATES:

- **Escanaba Market Place Project** – The project is nearing completion! IMS has a few items on the list to finalize and a couple of small findings that are being reviewed with Barry Polzin. Fencing was removed on Friday, June 23rd. The remaining items to be completed are sodding the grass area. The provider couldn't get to the sod on the farm do to wet conditions. They are going to try to cut the sod on June 19th for installation this week. I have met with both residential neighbors regarding fencing and have solved their concerns. IMS made a change in Project managers this past week. Andy LaPointe no longer works for IMS & he has been replaced by Dan Occhietti. Dan attended the DDA Meeting on June 22 that was held at the Market Place. The ribbon cutting ceremony will take place at noon on Friday July 14th. DDA Administration is working details for the ceremony.
- **Active Façade Projects** – After receiving approval to make changes from the original project plans for the Ludington Grill, they have decided to pull out of the process. We met with the owner multiple times regarding his implementation and were very surprised by his decision. Raymond James/Family Eye Care are within days of be completed. The Martenson & Jim's Music project have experienced some scheduling issues. Lisa Wrate is meeting with FA Industrial on the afternoon of June 19th to finalize the project schedule. Lisa will provided a further update at the Board Meeting.
- **2017- 2018 Façade Projects** – Lisa Wrate has met with all of the project owners and has completed historical research on each building including pictures. She has been in the process of physical inspections of the buildings.
- **Blighted Buildings** – Blaine Degrave informed DDA Administration that he has heard from the owner's attorney that he is no longer representing the building owner. Blaine is moving forward with the condemnation 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