



Downtown Development Authority
Board
MEETING AGENDA

November 16, 2017 8:00 a.m.

Downtown Development Authority Board Members

Sue Parker, Chairperson	Patrick Jordan, Trustee
Andy Crispigna, Treasurer	Dan Bender, Vice Chair
Marc Tall, Trustee	Vacant, Trustee
Mary Finlan, Trustee	Vacant, Trustee
Mark Ammel, Trustee	

Administration

Ed Legault

Judy Schroeder

Escanaba City Hall, 420 Ludington Street, Escanaba, MI 49829

November 16, 2017, 8:00 a.m.

CALL TO ORDER

ROLL CALL

APPROVAL/CORRECTION(S) TO MINUTES – Approval of October 26, 2018 minutes

APPROVAL/ADJUSTMENTS TO THE AGENDA

CONFLICT OF INTEREST DECLARATION

TREASURER'S REPORT:

OLD BUSINESS/UNFINISHED BUSINESS:

None

NEW BUSINESS:

1. Christmas Parade Event Sponsorship Request – Discussion/Approval

Explanation: Tanya Ettenhofer, Chairperson for the Escanaba Christmas Parade is requesting the DDA's support in the amount of \$1000 for Float Prizes and expenses for the Christmas parade. The request is in your packet for review.

2. Expenses for Plowing the DDA Parking Lots – Discussion/Approval

Explanation: 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 is included in the Board packet with cost estimates for both parties.

PROJECT UPDATES:

- **Escanaba Market Place Project** – Over the last 10 days we have been winterizing the Market Place. DDA Administration met with Bill Farrell & Jeff Lampe at the Market Place to get their feedback on activities to winterize the site. We also sent a note to Barry Polzin to get his feedback as well. A-1 Irrigation winterized the irrigation system on Nov. 2nd. I have poured antifreeze in all of the floor drains, toilets & sink drains. We will be keeping heat on that will make sure the bathrooms; kitchen & mechanical room stay lightly heated during the winter. I didn't have the water shut off by the City, but turned it off manually. I also put thermometers in the bathrooms to make sure the temps stay stable, as the only thermostat is in the Kitchen. I also met with Rob LaMarche at the site and gave him keys to the kitchen and the mechanical room in case of 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 21st at 7:00 pm. The decorations will be added to the tree by November 20th. 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.

Respectfully Submitted,

Sue Parker, Chairperson