



Downtown Development Authority  
Board

**MEETING AGENDA**

**October 26, 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

October 26, 2017, 8:00 a.m.

CALL TO ORDER

ROLL CALL

APPROVAL/CORRECTION(S) TO MINUTES – Approval of Sept 28 & Oct 11, 2017 minutes

APPROVAL/ADJUSTMENTS TO THE AGENDA

CONFLICT OF INTEREST DECLARATION

TREASURER'S REPORT:

**OLD BUSINESS/UNFINISHED BUSINESS:**

**None**

**NEW BUSINESS:**

**1. 2018 DDA Board Meeting Dates – Discussion/Approval**

Explanation: 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 15, Dec 20)

**2. DTPIB Event Sponsorship Request – Discussion/Approval**

Explanation: The Downtown Partners in Business is requesting the DDA's support in the amount of \$3500 for Advertising Assistance for their Christmas Promotions. The request is in your packet for review. Peggy O' Connell Schumann, President of the DTPIB, will attend the meeting to review her request in person.

## 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 28<sup>th</sup>. DDA Administration will be meeting 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 Jun 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 will be able to attend our meeting and be available for questions.
- **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 23<sup>rd</sup>. 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 7<sup>th</sup> City Council Agenda. The final draft document will be sent to the Board Members that participated in the work session on Oct. 11<sup>th</sup>.

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](mailto:escanabadda@att.net).

Respectfully Submitted,

Sue Parker, Chairperson