



Downtown Development Authority  
Board

**MEETING AGENDA**

**May 24, 2018 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	Eric Swanson, Trustee
Mary Finlan, Trustee	Vacant, Trustee
Mark Ammel, Trustee	

***Administration***

***Ed Legault***

***Judy Schroeder***

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

May 24, 2018, 8:00 a.m.

CALL TO ORDER

ROLL CALL

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

APPROVAL/ADJUSTMENTS TO THE AGENDA

CONFLICT OF INTEREST DECLARATION

TREASURER'S REPORT:

**OLD BUSINESS/UNFINISHED BUSINESS:**

**1. Market Place Fee Structure – Discussion/Approval**

Explanation: DDA Administration met with a committee of DDA Board Members & City Recreation Director Kim Peterson on May 18<sup>th</sup> 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. The revised document is in your packet, along with a recommendation for the Board.

**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 25<sup>th</sup>.
- **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 19<sup>th</sup>. 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 30<sup>th</sup>, 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](mailto:escanabadda@att.net).

Respectfully Submitted,

Sue Parker, Chairperson