



Downtown Development Authority  
Board

**MEETING AGENDA**

**June 28, 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](#)

**June 28, 2018, 8:00 a.m.**

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL/CORRECTION(S) TO MINUTES – Approval of May 24, 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 updated the rental application for the Boards review updating the document with a revised fee structure. The revised draft document is in your packet. DDA Administration is looking for approval to utilize the new application.

**NEW BUSINESS:**

**1. Downtown Partners in Business Sponsorship Request – Discussion/Approval**

Explanation: DDA Administration received a Sponsorship Request from the Downtown Partners in Business to support advertising for the “Sidewalk Sales” event scheduled for Saturday July 28, 2018. The amount of the request is \$1500 dollars. The DDA will be listed as a sponsor on all advertising for the event in exchange for our financial support.

## PROJECT UPDATES:

- **2017- 2018 Façade Projects** – Jen Tucker from the informed City & DDA Administration that they are ready to have a next steps meeting with the building owners and the architect for the projects. That meeting will take place on June 28<sup>th</sup> at 2:00 pm. The State Historic Preservation Organization sent their feedback on the 4 projects to the City. There were no significant issues in their feedback. Peter Van Steen completed the required environmental review on the projects and the feedback document was sent to the MEDC on Friday June 22<sup>nd</sup>. The official request for release of funds will be published in the Tuesday, June 26 issue of the daily press. I will have a better idea of the timeline for the next steps after the June 28<sup>th</sup> meeting.
- **Blighted Buildings** – Blaine Degrave informed DDA Administration he is continuing to work through the condemnation process on 910 Ludington. The contractor that will be doing the demolition is in the process of scheduling the event.
- **Market Place Playground** – DDA Administration received an update from Kim Peterson that the installation will probably start after the 4<sup>th</sup> of July. The installation its self will take only a few days.
- **DDA Website Enhancements** – Improvements in content, security and design on the web site are about 90% completed. DDA Administration will add event information to the site in the next week. All of the business information has been updated as of June 19<sup>th</sup>.
- **Escanaba Market Place Updates** – Repairs to the Ladies Bathroom sinks have been completed restoring them from the damage from the winter. We had two trees replaced that died at no charge as they were under warranty. We had a sink hole appear on June 19<sup>th</sup> by the Stage area grass, IMS responded right away to check it out. Reviewed the issue a contractor and fixed the situation at no charge even though the situation was not warrantied on Friday 22<sup>nd</sup>. We have added additional signage to discourage smoking, skateboarding and bikes in the pavilion. We also added directional Public parking signs directing people to the public parking lot at the market place. We also installed the last historic parking lot sign for the Market Place Parking Lot. We commemorated the dedication of the Market Place and the ribbon cutting.

## 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