



Downtown Development Authority Board

## MEETING MINUTES

June 28, 2018 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

Patrick Jordan, Trustee

Marc Tall, Trustee

Eric Swanson

Vacant

Escanaba City Hall Council Chambers, 410 Ludington Street, Escanaba, Michigan

### OFFICIAL PROCEEDINGS

ESCANABA DDA

CITY OF ESCANABA, MICHIGAN

Regular Board Meeting

June 28, 2018

### Call To Order:

The meeting was called to order by Chairperson Sue Parker at City Hall, 410 Ludington at 8:00 a.m..

### Roll Call:

Chairperson Sue Parker, V.C. Bender and Trustees Jordan, Tall, Finlan, Treasurer Crispigna and Trustee Ammel.

Excused Trustee Swanson

### APPROVAL/CORRECTION(S) TO MINUTES

*V.C. Bender moved to approve the minutes of May 24, 2018, 2nd by Trustee Tall.*

*Motion Carried.*

### APPROVAL/ADJUSTMENTS TO THE AGENDA

*Motion to approve the agenda by Trustee Ammel, 2nd by V.C. Bender. Motion Carried.*

**CONFLICT OF INTEREST DECLARATION -** Chairperson Parker will abstain from NB-1 Sponsorship Request for Downtown Partners.

### **TREASURER'S REPORT**

Payables as usual. Fund Balance at \$234,045.32

***Treasurer's report approved by Trustee Finlan, 2nd by V.C. Bender. Motion carried.***

**Public Hearing:** None

### **OLD BUSINESS/UNFINISHED BUSINESS:**

#### **1. Market Place Fee Structure**

DDA Administration updated the rental application for the Boards review updating the document with a revised fee structure. DDA Administration is looking for approval to utilize the new application. (See attachment as part of the minutes)

***A motion was made by Trustee Ammel to utilize the new Rental Application, 2nd by Trustee Tall. Motion Carried.***

### **NEW BUSINESS:**

#### **1. Downtown Partners in Business Sponsorship Request**

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. This project falls under 885- Public Relations and has a specific amount for the Side Walk Sales Event.

***A motion was made by Trustee Tall, 2nd by Treasurer Crispigna to grant the sponsorship request in the amount of \$1500 with a Roll Call Vote. 6 ayes with Chairperson Parker abstaining. Motion Carried.***

## 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 took 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 under warranty 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