



Downtown Development Authority Board
MEETING MINUTES

October 25, 2018 at 8:00 am

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

Administration
Edward Legault
Judy Schroeder

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

OFFICIAL PROCEEDINGS
ESCANABA DDA
CITY OF ESCANABA, MICHIGAN
Regular Board Meeting
October 25, 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, Ammel, Swanson, and Treasurer Crispigna.
Excused Trustee Finlan

APPROVAL/CORRECTION(S) TO MINUTES

Treasurer Crispigna moved to approve the minutes of September 27, 2018, 2nd by Trustee Ammel. Motion Carried.

APPROVAL/ADJUSTMENTS TO THE AGENDA

Motion to approve the agenda with the addition of NB 3, Resignation of Mary Finlan by Trustee Tall, 2nd by Treasurer Crispigna. Motion Carried.

CONFLICT OF INTEREST DECLARATION - Chairperson Parker and Treasurer Crispigna will be abstaining on NB-2

TREASURER'S REPORT

Payables as usual. Fund Balance at \$211,918.14

Treasurer's report approved by Trustee Ammel, 2nd Trustee Swanson. Motion carried.

Public Hearing: None

OLD BUSINESS/UNFINISHED BUSINESS:

None

NEW BUSINESS:

1. Sponsorship Request for the 2018 "Trunk or Treat"

DDA Administration received a Sponsorship Request for the 2018 "Trunk or Treat" event. The event will take place on Saturday, October 27th 2018 from 2:00 – 4:00 pm. The organizer of the event was looking for the bathrooms to be open from 12:30 pm to 4:30 pm and to have the DDA's event liability coverage for the event.

A motion was made to grant the sponsorship request by Vice Chair Bender, 2nd by Treasurer Crispigna. Motion carried with Chairperson Parker abstaining.

2. DTPIB Event Sponsorship Request

The Downtown Partners in Business is requesting the DDA's support in the amount of \$3500 for Advertising Assistance for their Christmas Promotions.

After a quick review of line item 885-501 Christmas, a motion was made by Trustee Tall, 2nd by Trustee Ammel to grant the sponsorship in the amount of \$3,500. Roll Call with 5 ayes, and 2 abstaining (Chairperson Parker and Treasurer Crispigna). Motion Carried.

3. Resignation of Trustee Mary Finlan

Trustee Finlan requested the board to approve her resignation from the board due to her locating back to Florida.

A motion was made by Trustee Tall to accept Trustee Finlan's resignation, 2nd by Treasurer Crispigna. Motion carried.

PROJECT UPDATES:

- **2017- 2018 Façade Projects** – The bid documents are nearing completion and the Grant Administrator is working through a new requirement regarding Lead based paint testing for any residential units in the Façade buildings. The reality is the clearance to start won't happen towards the end of the year. It would be possible to see some interior work start over the winter.
- **Market Place Playground** – The ribbon cutting for the playground took place on October 18th. The equipment and grounds looked great and everyone had very positive comments for the addition to the Market Place. The DNR was recognized for its support of the playground with a passport grant. The media was there to cover the event. Kim Peterson provided snacks and some prizes for the people that attended.
- **Escanaba Market Place Updates** – The City completed repairs on the cross walk on the corner of 15th & Ludington Streets on September 13th. There are no longer any issues regarding the grading of the corner. The Farmer's Market will be ending on Wednesday, October 31st. Winterizing activities has started with the irrigation system being blown out last week. DDA Administration will request to have the City winterize the buildings after the Market Closes.
- **Center Court & Parking Lots Leases** – The City Controller sent copies to DDA Administration of two leases that were signed on January 27, 1997. One for the lease of the Center Court building and a lease for 8 parking lots from the City. Both leases are for \$1 per year. DDA Administration will be reviewing the leases and getting feedback from the Board prior to implementing a new lease. The leases both expire on December 31, 2018.

VARIOUS OTHER ISSUES:

GENERAL PUBLIC COMMENT:

BOARD/STAFF COMMENTS: There was discussion regarding a performance review on the Executive Director of the DDA. This topic will be addressed at the next board meeting.

ANNOUNCEMENTS:

ADJOURNMENT:

Respectfully Submitted,

Sue Parker, Chairperson

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.