



Downtown Development Authority
Board

MEETING AGENDA

December 28, 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

December 28, 2017, 8:00 a.m.

CALL TO ORDER

ROLL CALL

APPROVAL/CORRECTION(S) TO MINUTES – Approval of November 20, 2017 minutes

APPROVAL/ADJUSTMENTS TO THE AGENDA

CONFLICT OF INTEREST DECLARATION

TREASURER'S REPORT:

OLD BUSINESS/UNFINISHED BUSINESS:

None

NEW BUSINESS:

1. Election of 2018 DDA Officers – Discussion/Approval

Explanation: Based on the Escanaba DDA bylaws, the DDA Board must annually elect officers for the upcoming calendar year.

PROJECT UPDATES:

- **Escanaba Market Place Project** – On December 19th, Peter Van Steen, City Administration and DDA Administration met with Julie Gardner of the MEDC to allow her to review the grant paperwork, payroll & expenditures on the Market Place Project. The review went very well and she was very pleased with the documentation. She commented that we would be in very good shape if we would be audited by HUD. The closeout process with the City Council has been completed for the Market Place and the grant can officially be closed.

- **Active Façade Projects** – On December 19th, Peter Van Steen, City Administration and DDA Administration met with Julie Gardner of the MEDC to allow her to review the grant paperwork, payroll & expenditures on the Façade Projects. The review also went very well and she was very pleased with the documentation. The closeout process with the City Council will be scheduled by the Certified Grant Administrator, Peter Van Steen in the mid-January timeframe. This would be one of the final steps to close out the grant process for this group.
- **2017- 2018 Façade Projects** – DDA Administration & Lisa Wrate have discussed the projects. Based on the fact that our previous grant documentation has been reviewed and will be scheduled for the final close out steps. We will look to get Jen Tucker on the agenda to come to Escanaba after the Holidays. This will be the start of the formal grant process for our next façade project.
- **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.
- **Parking Lot Snow Removal** – Everything has gone well with the first couple of occasions to have the parking lots plowed this year. DDA Administration verified with the City to see where they would like the snow piled so it can be removed after plowing. We are making a couple of adjustments and DDA Administration will look to solve a couple of issues in the lots that are hindering snow removal.

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.

Respectfully Submitted,

Sue Parker, Chairperson