



Downtown Development Authority
Board

MEETING AGENDA

March 22, 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](#)

March 22, 2018, 8:00 a.m.

CALL TO ORDER

ROLL CALL

APPROVAL/CORRECTION(S) TO MINUTES – Approval of February 22, 2018 minutes

APPROVAL/ADJUSTMENTS TO THE AGENDA

CONFLICT OF INTEREST DECLARATION

TREASURER'S REPORT:

OLD BUSINESS/UNFINISHED BUSINESS:

None

NEW BUSINESS:

1. Website Maintenance – Discussion/Approval

Explanation: DDA Administration is seeking board approval to spend no more than the \$600 to have RKCom Web Design Services provide updates to the DDA Website. The updates will include space to feature the Escanaba Market Place rental information and other content updates. RKCom created the website and last worked on it in June 2015. Current budget for Website maintenance is set at \$600 for the 2017 – 2018 budget cycle.

PROJECT UPDATES:

- **2017- 2018 Façade Projects** – DDA Administration, City Administration, Lisa Wrate & Jen Tucker of the MEDC met with the project owners on Feb. 28th to review the projects and process for the grants for this group of façade projects. Jen Tucker had the opportunity to review all of the project sites in person after the meeting. The building

owners have been given the final cost estimates for their projects and now must make their final commitments to the projects as well as demonstrate the financial capabilities for their project match.

- **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. The increased activity by the City has caused the building owner to finally respond with some activity. Blaine is moving forward in the process regardless of the owner's actions at this point.
- **Approval process to join the DDA Board** – The City Council appears to have changed the Escanaba criteria to match the criteria listed in the State of Michigan Act regarding Downtown Development Authorities. DDA Administration made a request to the City Manager to mirror the State published criteria as the City Council reviews candidates applying to become a DDA Board Member. The City Council announced the appointment of Eric Swanson to the Escanaba DDA Board at their March 15th session.
- **Escanaba Downtown Clean Up** – The “Esky Clean Up” Board did a press release for the event explaining how to join the event and the progress that has been made the past few years. The event will take place on Saturday May 19th from 10:00 am – Noon. The Escanaba Market Place will be the staging area to pick up tools for the clean-up activities. After the Clean Up, a “Thank you” event will be held at the Market Place with food, refreshments & great prizes.

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