



Downtown Development Authority
Board

MEETING AGENDA

December 27, 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	Vacant, Trustee
Mark Ammel, Trustee	Vacant, Trustee
Eric Swanson, Trustee	

Administration

Ed Legault

Judy Schroeder

Escanaba City Hall, 420 Ludington Street, Escanaba, MI 49829

December 27, 2018, 8:00 a.m.

CALL TO ORDER

ROLL CALL

APPROVAL/CORRECTION(S) TO MINUTES – Approval of November 29, 2018 minutes

APPROVAL/ADJUSTMENTS TO THE AGENDA

CONFLICT OF INTEREST DECLARATION

TREASURER'S REPORT:

OLD BUSINESS/UNFINISHED BUSINESS:

None

NEW BUSINESS:

1. Election of 2019 DDA Officers – Discussion/Approval

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

2. Escanaba Market Place Rental Fees – Discussion/Approval

Explanation: During the November 29th board Meeting, DDA Administration was asked to put this item back on the agenda to discuss the fee structure. Comments were made about expanded the business discount or lowering the entire fee structure for 2019. DDA Administration would like to have the Board's vision for the number of events to be held at the market place during any one season.

PROJECT UPDATES:

- **2017- 2018 Façade Projects** – The bid documents continue to be worked on and the Grant Administrator through information for the start of the application process. While all of the projects are now fully engaged with the architect, the reality is the clearance to start incurring won't happen 2018. It would be possible to see some interior work start over the winter.
- **Christmas Parade** – The Christmas Parade went well, despite of the colder weather on December 7th. The office had some people come in for cookies and hot chocolate while waiting for the parade. Mitch Taylor created a video of the parade and gave it to the DDA on December 17th. The video was dropped off at the City Clerk's office on December 18th. The parade will be available for viewing on channel 191 once it is set.
- **Escanaba Market Place Kitchen Enhancement** – DDA Administration has been working with Ivy Netzel, representation from the Michigan Department of Agriculture (MDARD) and the Michigan State University Extension in a fact finding capacity to identify the gap between the kitchen in the Market Place today and one that would be able to be certified by the State of Michigan as a commercial kitchen. Further information gathering will be required regarding costs and grant availability. The goal will be to present to the board a plan at the January 2019 Board Meeting.
- **Renewal of Center Court & Parking Lot Leases** – DDA Administration and Chairperson Parker signed the new 1 year leases. They were given to the City Manager on Dec 14th. The City Council approved the leases at the Dec 20th meeting. We will have 12 months to review and decide if any changes will be needed for after 2019 and beyond.

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