



Downtown Development Authority Board
MEETING MINUTES

January 24, 2019 at 8:00 am

Downtown Development Authority Trustees

Sue Parker, Chairperson
Dan Bender, Vice Chair
Andy Crispigna, Treasurer
Mark Ammel, Trustee
Vacant

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, MI
Regular Board Meeting
January 24, 2019

Call To Order:

The meeting was called to order by Vice President Bender, at City Hall, 410 Ludington at 8:00 a.m..

Roll Call:

Chairperson Sue Parker excused, V.C. Bender and Trustees Jordan, Tall, Swanson. Ammel and Treasurer Crispigna.

APPROVAL/CORRECTION(S) TO MINUTES

Treasurer Crispigna moved to approve the minutes of January 24, 2019, 2nd by Trustee Jordan. Motion Carried.

APPROVAL/ADJUSTMENTS TO THE AGENDA

Motion to approve the agenda by Treasurer Crispigna, 2nd by Trustee Jordan. Motion Carried.

CONFLICT OF INTEREST DECLARATION - None

TREASURER'S REPORT

Payables as usual. Adjusted Fund Balance at \$350,641.10

Treasurer's report approved by Trustee Tall, 2nd by Trustee Jordan. Motion carried.

Public Hearing: None

OLD BUSINESS/UNFINISHED BUSINESS:

None

NEW BUSINESS:

1. Review of 2018 – 2019 estimates and 2019-2020 Budget Requests

DDA Administration has made estimates for the remaining 2017- 2018 budget cycle, as well as created a 2018-2019 budget request for the Boards' Review, Edit, Approval. The remaining 2017-2018 budget was reviewed by the board, repairs to the Parking Lot behind T&T Hardware and repairs to the lighting and sign at Center Court remain for a spring project. The 2018-2019 budget includes the 2019-2020 Facade round and additional curb repair. All in all the fund balance continues to increase.

A motion was made to approve both the remaining estimated 2017-2018 budget and the 2019-2020 Budget by Treasurer Crispigna, 2nd by Trustee Swanson. Roll Call: 6 ayes, 0 Nays. Motion Carried.

2. Escanaba Market Place Kitchen Enhancement

DDA Administration is seeking Board approval to have a sub-committee be assigned to review the grant process and recommendation for changes to the Market Place Kitchen. A presentation to the Board based on information from the committee and subject matter experts would occur at the February 2019 Board meeting.

A motion was made to create a committee to review the grant process for the Market Place Kitchen Enhancement by Trustee Jordan, 2nd by Trustee Tall. Motion carried. Treasurer Crispigna and Trustee Ammel were appointed to serve on the Market Place Committee.

PROJECT UPDATES:

- **2017- 2018 Façade Projects** – Lisa Wrate estimates the bid documents are about 85% complete. All of the projects have looked to increase the scope of their

projects. Once the bid documents are complete they will be reviewed with the MEDC and bids will be sent out. Grant Administration work is continuing to move forward at the same time as the drawings are being completed.

- **Downtown Clean Up** – The Board for the Clean Up event is being updated due to some resignations from the previous Board. The date for this year's event will be Saturday, May 18th. The Escanaba Market place will be used to stage the event. The Escanaba DDA will be listed as a sponsor for the event based on the use of the Market Place.
- **New Market Place Rental Application** – DDA Administration has updated the rental application for the Market Place with the new rates approved by the Board at the December meeting. A copy of the document is in your board packet.
- **Walk 4 Warmth** – DDA Administration has been asked to participate in the Walk 4 Warmth planning activities. The brat sale will be replaced by something different and the distribution site will be the Escanaba Market Place. The Escanaba DDA will be listed a sponsor for the event. A planning session took place at the Community Action Agency offices on January 28th.
- **Escanaba DDA 2018 Year End Report** – DDA Administration is completing the 2018 Year End document that will be presented to the City Council at some point in February. A draft of the review will be sent to the Board for feedback and comment the last week in January. Any changes will be made and we will schedule time on the Council's agenda for presentation. We will also be adding a place on our website for public review of this document. This is a new requirement by the State of Michigan

VARIOUS OTHER ISSUES:

GENERAL PUBLIC COMMENT:

BOARD/STAFF COMMENTS:

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.