



Downtown Development Authority
Board

MEETING AGENDA

January 25, 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
Mary Finlan, Trustee	Vacant, Trustee
Mark Ammel, Trustee	

Administration

Ed Legault

Judy Schroeder

[Escanaba City Hall, 420 Ludington Street, Escanaba, MI 49829](#)

[January 25, 2018, 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.

2. Review of 2017 – 2018 estimates and 2018-2019 Budget Requests

Explanation: 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.

3. 2017 End of Year Report & 2018 Goals Document – Discussion/Approval

Explanation: The DDA Rule of Procedure 2.7 requires the DDA Board to review its 2017 year's performance against its 2017 goals & objectives and report its progress to the City Council. The rule also requires the DDA Board to set goals and objectives for 2018. The purpose of this report is to advise the City Council of the DDA's 2017 performance and 2018 goals & objectives. DDA Administration will present a report for your review of the performance for 2017 & draft goals for 2018. The information will be presented to the City Council on February 15th. The final draft document will be emailed to the Board separately as it is still in production.

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. DDA & City Administration had a quick lunch meeting with Jen Tucker of the MEDC and members of CUPAD to discuss the upcoming year. Jen Tucker has the draft Façade drawings and is sharing them with the rest of the MEDC team. She did share there looks to be some changes with the grant process for the upcoming year, but they have not been completely formalized by the MEDC. Jen will be making a formal visit to review the projects personally and to share feedback from the MEDC team.
- **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