



Downtown Development Authority Board

MEETING MINUTES

March 22, 2018 at 8:00 am

Administration

Edward Legault

Judy Schroeder

Downtown Development Authority Trustees

Sue Parker, Chairperson

Dan Bender, Vice Chair

Andy Crispigna, Treasurer

Mark Ammel, Trustee

Mary Finlan, Trustee

Patrick Jordan, Trustee

Marc Tall, Trustee

Eric Swanson

Vacant

Escanaba City Hall Council Chambers, 410 Ludington Street, Escanaba, Michigan

OFFICIAL PROCEEDINGS

ESCANABA DDA

CITY OF ESCANABA, MICHIGAN

Regular Board Meeting

March 22, 2018

Call To Order:

The meeting was called to order by Chairperson Sue Parker at City Hall, 410 Ludington at 8:00 a.m..

Roll Call:

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

Jenny Lancour of the Daily Press.

Also present: Rebecca Bender

APPROVAL/CORRECTION(S) TO MINUTES

Trustee Ammel moved to approve the minutes of February 22, 2018, 2nd by Treasurer Crispigna. Motion Carried.

APPROVAL/ADJUSTMENTS TO THE AGENDA

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

CONFLICT OF INTEREST DECLARATION - None

TREASURER'S REPORT

Payables as usual. Fund Balance at \$239,46.59.

Treasurer's report approved by V.C. Bender, 2nd by Trustee Tall. Motion carried.

Public Hearing: None

OLD BUSINESS/UNFINISHED BUSINESS:

None

NEW BUSINESS:

1. Website Maintenance

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.

A motion was made by Treasurer Crispigna to approve the expenditure of \$600 to have RKCom Web Design update the DDA website, 2nd by V.C. Bender. Motion Carried.

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