



Downtown Development Authority Board
MEETING MINUTES

December 27, 2018 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
December 27, 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, and Swanson.
Excused Trustee Ammel.

APPROVAL/CORRECTION(S) TO MINUTES

V.C. Bender moved to approve the minutes of November 27, 2018, 2nd by Trustee Tall. Motion Carried.

APPROVAL/ADJUSTMENTS TO THE AGENDA

Motion to approve the agenda by Trustee Tall, 2nd by Treasure Crispigna. Motion Carried.

CONFLICT OF INTEREST DECLARATION - None

TREASURER'S REPORT

Payables as usual. Adjusted Fund Balance at \$332,251.38.

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

Public Hearing: None

OLD BUSINESS/UNFINISHED BUSINESS:

None

NEW BUSINESS:

1. Election of 2019 DDA Officers

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

Motion made by Trustee Swanson to keep current slate of officers, 2nd by Treasurer Crispigna. Motion Carried.

Board terms are presently under review by City Council, it was agreed to renew Chairperson Parker's term for one year to be reviewed again at the end of 2019.

2. Escanaba Market Place Rental Fees

During the November 29th board Meeting, DDA Administration was asked to put this item back on the agenda to discuss the fee structure. 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.

After some discussion regarding the fee structure and various ways of advertising a motion was made to reduce the fees to \$150 for Rental of the Market Place and \$150 for Security Deposit by Trustee Tall, 2nd by V.C. Bender. Roll Call: 5 Ayes, 1 Nay. Motion Carried.

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. Interior work could start over the winter.

- **Christmas Parade** – The Christmas Parade went well, despite of the colder weather on December 7th. A few people came 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 given to the City Clerk 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:

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.