



Downtown Development Authority
Board

MEETING AGENDA

January 24, 2019 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](#)

[January 24, 2019, 8:00 a.m.](#)

CALL TO ORDER

ROLL CALL

APPROVAL/CORRECTION(S) TO MINUTES – Approval of December 27, 2018 minutes

APPROVAL/ADJUSTMENTS TO THE AGENDA

CONFLICT OF INTEREST DECLARATION

TREASURER'S REPORT:

OLD BUSINESS/UNFINISHED BUSINESS:

None

NEW BUSINESS:

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

2. Escanaba Market Place Kitchen Enhancement

Explanation: 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. Discussion, Approval.

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 will take 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:

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