



Downtown Development Authority Board
MEETING MINUTES

February 28, 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
February 28, 2019

Call To Order:

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

Roll Call:

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

APPROVAL/CORRECTION(S) TO MINUTES

Treasurer Crispigna moved to approve the minutes of February 28, 2019, 2nd by Trustee Ammel. Motion Carried.

APPROVAL/ADJUSTMENTS TO THE AGENDA

Motion to approve the agenda by Vice Chair Bender, 2nd by Treasurer Crispigna. Motion Carried.

CONFLICT OF INTEREST DECLARATION - None

TREASURER'S REPORT

Payables as usual. Will probably be over budget in snow removal this budget year.

Adjusted Fund Balance at \$344,111.03

Treasurer's report approved by Vice Chair Bender, 2nd by Trustee Tall. Motion carried.

Public Hearing: None

OLD BUSINESS/UNFINISHED BUSINESS:

None

NEW BUSINESS:

1. Escanaba Market Place Kitchen Enhancement

DDA Administration presented information and timelines for the proposed project to upgrade the kitchen at the Market Place. The information was based on research and recommendations from the committee appointed to review the Kitchen Enhancement Project. Subject matter experts participated in pulling together information for the project.

The board agreed to go ahead with the planning of the Kitchen Project, however before final approval a plan for the future must be in place and include the following: income/fee structure for use of the kitchen, expenses/utilities, maintenance, supervision, hiring of cleaning service, time allotted for DDA Administration and other general information. The plan will be presented at the next board meeting.

A motion was made by Trustee Ammel to go ahead with the planning of the Kitchen Project and the drafting of the Plan for the Future addressing the above listed subjects for final approval, 2nd by Trustee Tall. Motion carried.

PROJECT UPDATES:

- **2017- 2018 Façade Projects** – Lisa Wrate, Peter Van Steen, City and DDA Administration met with the MEDC contact recently to review time frames and next steps. We were able to put down a timeline that should get the application completed prior to the expiration date on the original letter of interest from the MEDC for the projects. If need be, a request for an extension of time can be made. All of the projects have looked to increase the scope of their projects. The meeting has everyone on the same page.

- **Downtown Clean Up** – The Board for the Clean Up event is being updated due to some resignations from the previous Board. A meeting will be held shortly to discuss this year's event that 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.
- **1601 Ludington Street is approved for Obsolete Property Rehabilitation Exemption** – The City Council adopted a resolution to approve the owner of 1601 Ludington Street application for Obsolete Property Rehabilitation Exemption at the February 21st session.
- **Cost of Snow Removal** – Based on the amount of snow fall in the month of January & February the budgeted amount for snow removal is in jeopardy. DDA Administration will look to see where we are after the month of February.

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.