



Downtown Development Authority
Board

MEETING AGENDA

April 25, 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

April 25, 2019, 8:00 a.m.

CALL TO ORDER

ROLL CALL

APPROVAL/CORRECTION(S) TO MINUTES – Approval of March 21, 2019 minutes

APPROVAL/ADJUSTMENTS TO THE AGENDA

CONFLICT OF INTEREST DECLARATION

TREASURER'S REPORT:

OLD BUSINESS/UNFINISHED BUSINESS:

None

NEW BUSINESS:

1. Sue Parker's Term on the DDA Board:

Explanation: The DDA Administration received an update from the City that Sue Parker will not be extended in her term with the DDA Board based on many new candidates interested in joining the board. Sue will continue in her capacity until a new appointment is announced. Once the new board member is announced we will need to have a re-election of officers. Discussion.

2. Music & Lunch at the Escanaba Market Place:

Explanation: The DDA Administration met with Wendy Pepin, representing "Blues for a Cause" to discuss having a weekly music session during the lunch time part of the day. Citizens and visitors would be invited to pick up lunch and enjoy the music while they eat. The sessions would be weekly on Wednesdays from 11:30 – 1:30 pm. Music would be

provided by “Blues for a Cause”. DDA Administration will seek approval to move forward with this project. Discussion, Approval.

3. DDA Board Member Appointment Process:

Explanation: The DDA Administration has been getting many questions regarding the Board Member appointment process, both in person and on social media. Based on the situation it would appropriate to publically disclose the process at our meeting for the public record. Discussion.

4. DDA Board Member meeting decorum:

Explanation: The DDA Administration received a request from a Board Member to add this subject to our agenda for discussion. Discussion.

PROJECT UPDATES:

- **2017- 2018 Façade Projects** –Peter Van Steen, City and DDA Administration were informed by Lisa Wrate that the invitation to bid document has been released as of April 15th. There will be a pre-bid conference that is schedule at City Hall on April 23rd to answer questions and to have a tour of the buildings. The final bids are scheduled to be opened at 2:00 pm est. on May 8th at the City Clerk’s office.
- **Jenny Lancour volunteering for DDA** – DDA Administration was pleased with the volunteer request from Jenny Lancour to help out with our website content and our downtown building inventory. We will be updating the site with revised content and pictures for the downtown.
- **Esanaba Farmer’s Market** – DDA Administration has been receiving many calls and visits regarding participation in this season’s Farmer’s Market. The interaction has been with both new and past vendors.
- **Waterfront Development Site & RFQ** – Interested Developers are invited to submit their qualifications and proposals by Tuesday, May 7, 2019. Team members have been fielding questions from developers since the showcase.
- **DDA Center Court Enhancements** – As approved in our 2018-2019 budget, DDA Administration is looking to repair and add lighting to the grounds. We will also be looking to add some other enhancements to grounds.

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