



Downtown Development Authority Board
MEETING MINUTES

March 21, 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
March 21, 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. Trustee Swanson excused.

APPROVAL/CORRECTION(S) TO MINUTES

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

APPROVAL/ADJUSTMENTS TO THE AGENDA

Motion to approve the agenda with the addition of Personnel Committee results to N.B. 1 by Trustee Ammel, 2nd by Trustee Jordan. 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 \$347,685.77.

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

Public Hearing: None

OLD BUSINESS/UNFINISHED BUSINESS:

1. Escanaba Market Place Kitchen Enhancement:

The DDA Board Committee for the Market Place Kitchen Improvement proposal will present their information to the Board and answer questions regarding their recommendation. DDA Administration asked for approval to move forward in the grant process for the project.

A motion to go forward with the grant process for the Market Place Kitchen Enhancement was made by Trustee Ammel, 2nd by Trustee Jordan.

Discussion: Letters of Recommendation, Kitchen Equipment, Cost of Kitchen Equipment at high end with the intention to scale back if needed, uses for the kitchen enhancement, the ability to warehouse foods, increase of the marketability of the existing Farmer's Market, rental fees, insurance, utility increases and time lines were all discussed.

Roll call vote: Trustee Ammel, yes, Trustee Jordan, yes, Treasurer Crispigna, yes, V. Chair Bender, Chairperson Parker yes and Trustee Tall No. Motion Carried.

NEW BUSINESS:

1. Personnel Committee

A form for the evaluation of the Executive Director is being drafted by the committee and is to be sent to all board members for their approval to use when the board decides to develop criteria to evaluate the Executive Director in the future.

PROJECT UPDATES:

- **2017- 2018 Façade Projects** – Lisa Wrate, Peter Van Steen, City and DDA Administration will be meeting with the Building Owners for the Façade Projects on Tuesday March 19th. Based on that meeting a decision will be made if we should request an extension of time to finalize our application. The current date is April 15th

on our "Letter of Interest". We have discussed this scenario with the MEDC and they are on Board

- **Delta Force Economic Development Day** – DDA Administration will take place in the Delta Force Leadership Program's Economic Development Day on March 21st. The session is an opportunity to tell the group about the Escanaba DDA. We will review tools for development from the State, as well as show case some of our projects.
- **City Budget Hearings** – The City Council has scheduled a work session to review the final budget information with the city Department Heads on April 8-9th. DDA Administration will review our budget on April 8th at 9:45 am.
- **Waterfront Development Site & RFQ Showcase** – The Developer Showcase will take place on Monday, March 18th. We expect several developers from down state, as well as some from the UP. The event is being hosted by TJ Thomas and the Economic Development Alliance.

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.