



Downtown Development Authority
Board

MEETING AGENDA

November 29, 2018 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

November 29, 2018, 8:00 a.m.

CALL TO ORDER

ROLL CALL

APPROVAL/CORRECTION(S) TO MINUTES – Approval of October 25, 2018 minutes

APPROVAL/ADJUSTMENTS TO THE AGENDA

CONFLICT OF INTEREST DECLARATION

TREASURER'S REPORT:

OLD BUSINESS/UNFINISHED BUSINESS:

None

NEW BUSINESS:

1. 2018 DDA Board Meeting Dates – Discussion/Approval

Explanation: DDA Administration has set the meeting dates on the Fourth Thursday of the month at 8:00 am during the 2018 calendar year. Requesting the Board's approval of the 2019 schedule with adjustments to the Mar & Nov dates. (Jan 24, Feb 28, Mar 21, Apr 25, May 23, June 27, July 25, Aug 22, Sep 26, Oct 24, Nov 21, Dec 26) recommendation is enclosed.

2. Renewal of Center Court and Parking Lot Leases – Discussion/Approval

Explanation: The City Controller sent copies to DDA Administration of two leases that were signed on January 27, 1997. One for the lease of the Center Court building and a lease for 8 parking lots from the City. Both leases are for \$1 per year. The leases both expire on December 31, 2018. A recommendation from the committee to review the leases is enclosed.

3. DDA Executive Director Review – Discussion/Approval

Explanation: The DDA Board had some discussion during the October Meeting regarding the review process for the Executive Director. The Board asked to add the topic to the November agenda.

PROJECT UPDATES:

- **2017- 2018 Façade Projects** – The bid documents are nearing completion and the Grant Administrator is working through a new requirement regarding Lead based paint testing for any residential units in the Façade buildings. The reality is the clearance to start won't happen towards the end of the year. It would be possible to see some interior work start over the winter.
- **Christmas Tree Lighting Ceremony** – The Christmas Tree lighting activities on Nov. 20th were very well attended. Center Court was packed with people waiting for the tree lighting. Many stopped in for cookies and hot chocolate while waiting for a chance to ride on the carriages. The carriages ran non-stop from 5:00 to 8:00 pm. Santa was available for about an hour and a half for pictures with families. All of the little kids were very excited to see Santa. Mike Daniels of the RRN served as MC for the event. He had music playing to entertain the crowd, as well as do several spots on the radio for the event. Everything went perfect!
- **Escanaba Market Place Updates** – The City completed winterizing the Market Place. DDA Administration will check the Market Place this week to review if anything else needs to be done prior to spring. We will also check the Market every couple of weeks during winter.
- **Center Court Interior Repairs** – DDA Administration completed repairs to all of the ceiling tiles that were ruined by water leaks. The Men's bathroom has also been cleaned up and repaired from water damage. The bathroom is now open for complete use. We will be doing some touch up painting in areas'. But everything looks much better!

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