



Downtown Development Authority
Board

MEETING AGENDA

July 25, 2019 8:00 a.m.

Downtown Development Authority Board Members

Dan Bender, Vice Chair
Andy Crispigna, Treasurer
Marc Tall, Trustee
Mark Ammel, Trustee
Eric Swanson, Trustee

Patrick Jordan, Trustee
Curt Spaulding, Trustee
Pat Baribeau, Trustee
Peggy Berg, Trustee

Administration
Ed Legault
Judy Schroeder

Escanaba Market Place, 1501 Ludington Street, Escanaba, MI 49829

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

CALL TO ORDER

ROLL CALL

APPROVAL/CORRECTION(S) TO MINUTES – Approval of June 27, 2019 minutes

APPROVAL/ADJUSTMENTS TO THE AGENDA

CONFLICT OF INTEREST DECLARATION

TREASURER'S REPORT:

OLD BUSINESS/UNFINISHED BUSINESS:

None

NEW BUSINESS:

1. Replace Heat & Cooling System at Center Court:

Explanation: The DDA Administration sent a request to the board advising the air conditioning system is no longer functioning at Center Court. Request Board to approve spending not more than \$5999 with Bugay Heating & Cooling to replace and remove old system with energy efficient system. Discussion, Approval

2. Discussion to have the DDA Executive Director attend all City Council meetings:

Explanation: The DDA Administration received a request from a Board Member to add this topic to the agenda. Discussion, Actions

3. Update regarding the DDA Executive Director's review process from the Committee:

Explanation: The DDA Administration received a request from a Board Member to add this topic to the agenda. The Committee will give an update regarding this initiative. The Job Ad & Job Description from 2013 has been enclosed for the Board's reference. Discussion, Actions

4. Discussion regarding a process to update the DDA's future goals:

Explanation: The DDA Administration received a request from a Board Member to add this topic to the agenda. The 2020 Vision plan is in your packet, as well as our last goals from 2018 for your review. Discussion, Actions

PROJECT UPDATES:

- **2017- 2018 Façade Projects** – Lisa Wrate, Peter Van Steen, the City & DDA Administration met with the building owners to review the final bids with the contractor. The group was going through a value added engineering review to ensure the visions of all are in sync. The discussion was positive and some adjustments are being made. A touch base call with the MEDC is scheduled on July 24th.
- **“Lunch on Ludington” Concert Series** – The events continues to draw a good group of people during lunch. We have increased the number of tables and chairs we have set up due to the increase. The events will continue to run through mid - August. The Wednesday events take place starting at 11:30 am to 1:30 p.m. The musicians are sponsored by “Blues for a Cause”.
- **Escanaba Farmer's Market** – DDA Administration has seen the Market continue to increase in vendors. More produce has started to be available during the farmer's market sessions.
- **Waterfront Development Site & RFQ** – Joint work on a project agreement has continued to be negotiated between the groups. The project continues to move forward.
- **Sidewalk Sales** – The event will take place on Saturday July 27th from 9:00 am to 5:00 pm. Everything seems ready for the event. The Farmer's Market will also be open on that day from 8:00 to noon.
- **Center Court Rest Room visitors** – DDA administration maintained a log since our last meeting on June 27th to keep track of visitors and any hours the office was closed between 9:00 am to 4:00 pm. The number of visitors for the rest rooms was less than 10 a day. There were only a few hours that the building was closed during the study, but there weren't any vacations during the study. A few times during the study the building was closed during lunch to get out of the building as the average temp inside was 80 degrees.

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,

Dan Bender, Vice Chairperson