



Downtown Development Authority  
Board

**MEETING AGENDA**

**November 6, 2013**

***Downtown Development Authority Board Members***

Sue Parker, Chairperson

James O'Toole, Trustee

Andy Crispigna, Treasurer

Dan Bender, Trustee

Leo Evans, Trustee

Tara Deno, Trustee

***Administration***

Judy Schroeder

**Escanaba Civic Center, 225 N. 21st, Escanaba, MI 49829**

**November 6, 2013**

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL/CORRECTION(S) TO MINUTES** – Approval of October 2, 2013 Minutes and October 14, 2013 Special Board Meeting minutes.

**APPROVAL/ADJUSTMENTS TO THE AGENDA**

**CONFLICT OF INTEREST DECLARATION**

**TREASURER'S REPORT:**

DDA Administration is looking for approval to pay Invoice #103873, the three month rental fee of copy machine in the amount of \$494.19 including the overage for color in the amount of \$14.04.

**OLD BUSINESS/UNFINISHED BUSINESS:**

**DDA Staffing - Discussion/Action**

**Explanation:** The Personnel Committee will present the results of the background check and the Job Offer made to Mr. LeGault for Board approval.

**NEW BUSINESS:**

**1. Election of Vice-Chair - Discussion/Action**

**Explanation:** The office of Vice-Chair needs to be filled due to the resignation of Mr. Charles Chapman. Administration is looking for acceptance of Mr. Chapman's resignation and the election of a Vice-Chair.

## **2. 2013-2014 Facade Project Request for Proposals- Discussion/Action**

**Explanation:** DDA Administration and the Building and Facilities Committee will make a recommendation resulting from the scoring of the proposals asking for Conceptual Level Design and Preliminary Constructing Estimates for the Escanaba/DDA Facade Project 2013-2014.

### **PROJECT UPDATES-**

- Energy Audits - need 5 -10 additional, completed 10
- Overhead sign lighting - Still waiting on lights, update forthcoming
- Snowplowing Bids: Received two still waiting on a bid from Flinns.
- Banner replacement: Seasonal design to be presented by "Sign-UP".
- Website update - cost recovery update
- Christmas schedule update
- Update regarding garland

**VARIOUS OTHER ISSUES :** Farmer's Market Sign -nothing further

**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

Respectfully Submitted,

Sue Parker, Chairperson