



Downtown Development Authority
Board

MEETING AGENDA

October 25, 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 | Eric Swanson, Trustee |
| Mary Finlan, Trustee | Vacant, Trustee |
| Mark Ammel, Trustee | |

Administration

Ed Legault

Judy Schroeder

[Escanaba City Hall, 420 Ludington Street, Escanaba, MI 49829](#)

October 25, 2018, 8:00 a.m.

CALL TO ORDER

ROLL CALL

APPROVAL/CORRECTION(S) TO MINUTES – Approval of September 20, 2018 minutes

APPROVAL/ADJUSTMENTS TO THE AGENDA

CONFLICT OF INTEREST DECLARATION

TREASURER'S REPORT: Included in the package is a copy of the Loan repayment schedule for the Escanaba Market place to the City of Escanaba.

OLD BUSINESS/UNFINISHED BUSINESS:

None

NEW BUSINESS:

1. Sponsorship Request for the 2018 “Trunk or Treat” – Discussion/Approval

Explanation: DDA Administration received a Sponsorship Request for the 2018 “Trunk or Treat” event. The event will take place on Saturday, October 27th 2018 from 2:00 – 4:00 pm. The request and a recommendation are enclosed.

2. DTPIB Event Sponsorship Request – Discussion/Approval

Explanation: The Downtown Partners in Business is requesting the DDA’s support in the amount of \$3500 for Advertising Assistance for their Christmas Promotions. The request and recommendation is in your packet for review.

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.
- **Market Place Playground** – The ribbon cutting for the playground took place on October 18th. The equipment and grounds looked great and everyone had very positive comments for the addition to the Market Place. The DNR was recognized for its support of the playground with a passport grant. The media was there to cover the event. Kim Peterson provided snacks and some prizes for the people that attended.
- **Escanaba Market Place Updates** – The City completed repairs on the cross walk on the corner of 15th & Ludington Streets on September 13th. There are no longer any issues regarding the grading of the corner. The Farmer's Market will be ending on Wednesday, October 31st. Winterizing activities has started with the irrigation system being blown out last week. DDA Administration will request to have the City winterize the buildings after the Market Closes.
- **Center Court & Parking Lots Leases** – 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. DDA Administration will be reviewing the leases and getting feedback from the Board prior to implementing a new lease. The leases both expire on December 31, 2018.

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