



Downtown Development Authority Board
MEETING MINUTES

November 29, 2018 at 8:00 am

Downtown Development Authority Trustees

Sue Parker, Chairperson
Dan Bender, Vice Chair
Andy Crispigna, Treasurer
Mark Ammel, Trustee
Mary Finlan, Trustee

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, MICHIGAN
Regular Board Meeting
November 29, 2018

Call To Order:

The meeting was called to order by Chairperson Sue Parker at City Hall, 410 Ludington at 8:00 a.m..

Roll Call:

Chairperson Sue Parker, V.C. Bender and Trustees Jordan, Tall, Ammel and Swanson.
Excused Treasurer Crispigna.

APPROVAL/CORRECTION(S) TO MINUTES

Trustee Ammel moved to approve the minutes of October 25, 2018 with one correction to Conflict of Interest, 2nd by V.C. Bender. Motion Carried.

APPROVAL/ADJUSTMENTS TO THE AGENDA

Motion to approve the agenda by V.C. Bender, 2nd by Trustee Swanson. Motion Carried.

CONFLICT OF INTEREST DECLARATION - None

TREASURER'S REPORT

Payables included Christmas expenses. Adjusted Fund Balance at \$301,745.85.
Treasurer's report approved by Trustee Ammel, 2nd by V.C. Bender. Motion carried.

Public Hearing: None

OLD BUSINESS/UNFINISHED BUSINESS:

None

NEW BUSINESS:

1. 2018 DDA Board Meeting Dates

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 19, Oct 24, Nov 21, Dec 19) recommendation is enclosed.

A motion was made by Trustee Ammel to approve the 2019 meeting dates with an adjustment in September for Delta Force and in December because of Christmas. 2nd by Trustee Tall. Motion Carried.

2. Renewal of Center Court and Parking Lot 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. The leases both expire on December 31, 2018. DDA Administration recommended signing an agreement for the renewal of the two leases for the duration of 1 year.

After a brief discussion a motion was made by Trustee Swanson for the DDA Administration to sign an agreement renewing both leases for 1 year. A review of performance versus cost and concerns regarding maintenance will be reviewed during the year. 2nd by Trustee Ammel. Roll Call vote with 5 ayes and Trustee Tall abstaining as this issue will go before City Council for final approval. Motion stands.

3. DDA Executive Director Review

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.

A motion was made by Trustee Tall to schedule a meeting comprised of members of the board to discuss the evaluation process and how best to address any areas of concern. 2nd by V.C. Bender. Motion carried. A meeting was scheduled for 8:00 a.m. December 6 at City Hall.

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!
- **Esplanade 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.
There was discussion concerning the fees for rental of the Market Place and that it be placed on next month's agenda.
- **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:

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.