



Downtown Development Authority
Board
MEETING AGENDA

November 21, 2019 8:00 a.m.

Downtown Development Authority Board Members

Dan Bender, Chairman

Eric Swanson, Vice Chair

Andy Crispigna, Treasurer

Marc Tall, Trustee

Mark Ammel, Trustee

Patrick Jordan, Trustee

Curt Spaulding, Trustee

Pat Baribeau, Trustee

Peggy Berg, Trustee

Administration

Ed Legault

Judy Schroeder

Escanaba City Hall Council Chambers, 410 Ludington Street, Escanaba, MI 49829

November 21, 2019, 8:00 a.m.

CALL TO ORDER

ROLL CALL

APPROVAL/CORRECTION(S) TO MINUTES – Approval of October 24, 2019 minutes

APPROVAL/ADJUSTMENTS TO THE AGENDA

CONFLICT OF INTEREST DECLARATION

TREASURER'S REPORT:

OLD BUSINESS/UNFINISHED BUSINESS:

1. Discussion regarding the DDA's future goals:

Explanation: The DDA Board will continue work started at the September 4th & October 16th work sessions to discuss the short and long-term goals for the DDA. Chairman Bender asked to have a blank copy of the Director's review criteria in the packet for you to make sure you can align goals to the review criteria. Discussion, Actions

NEW BUSINESS:

1. Christmas Parade Sponsorship Request:

Explanation: The DDA Administration is seeking Board Approval for the Christmas Parade sponsorship request for expenses to put on the parade. Discussion, Approval

PROJECT UPDATES:

- **End of Year Reports** – The State of Michigan has updated some of the reporting requirements for DDA's in the past year. DDA Administration is working with the Melissa Becotte to create the data needed for the reports. The data must be post audit and is expected to be available approximately December 15th, 2019. The Director is reviewing the new information added to the State Act to ensure we are in compliance.
- **Center Court Lease Renewal** – The City Council voted to table a vote on the lease agreement until an estimate of expense to repair the building can be obtained. City Employees were unable to conduct a review of the building and won't be available for 3 weeks. The DDA Director is currently looking for a contractor to do a review of the building.
- **Market Place Kitchen Enhancement Project** – The DDA & the City were notified by the Hannahville Indian Community that we were awarded a \$10,000 grant towards the project. The funds will help with the matching dollars needed for the project. This is in addition to the \$80,000 MDARD grant approved previously. I have talked to the committee members and we will start to meet in December to craft out our project plan & timeline.
- **Tree Lighting at Center Court** – The Tree Lighting at Center Court will take place on November 26th at 7:00 pm. This will be the same time as the "Black Friday on Tuesday" shopping event downtown. The tree will be decorated on Friday November 22.
- **Christmas Parade** – The Christmas Parade will take place on Friday, December 6th at 7:00 pm. Mitch Taylor will be videotaping the parade for the DDA. The video will be placed on the City's website for people that were not able to view the parade in person.

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, Chairman