



Downtown Development Authority Board
MEETING MINUTES

April 25, 2019 at 8:00 am

Downtown Development Authority Trustees

Sue Parker, Chairperson	Patrick Jordan, Trustee
Dan Bender, Vice Chair	Marc Tall, Trustee
Andy Crispigna, Treasurer	Eric Swanson
Mark Ammel, Trustee	Patricia Baribeau, Trustee
Vacant	

Administration
Edward Legault
Judy Schroeder

Escanaba City Hall Council Chambers, 410 Ludington Street, Escanaba, Michigan

OFFICIAL PROCEEDINGS
ESCANABA DDA
CITY OF ESCANABA, MI
Regular Board Meeting
April 25, 2019

Call To Order:

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

Roll Call:

Chairperson Sue Parker, V.C. Bender and Trustees Tall, Ammel, Swanson, Baribeau, Jordon and Treasurer Crispigna.

Also Present: Kelly Vanginhoven, Elizabeth Wilson, Peggy Pryal, Paul Caswell and T.J. Thomas.

APPROVAL/CORRECTION(S) TO MINUTES

Trustee Tall moved to approve the minutes of March 28, 2019, 2nd by V.C. Bender. Motion Carried.

APPROVAL/ADJUSTMENTS TO THE AGENDA

Motion to approve the agenda by, Trustee Jordan, 2nd by Treasurer Crispigna. Motion Carried.

CONFLICT OF INTEREST DECLARATION - None

TREASURER'S REPORT

Payables as usual. Adjusted Fund Balance at \$356,948.50

Motion to approve the Treasurer's report by, Vice Chair Bender, 2nd by Trustee Jordan. Motion carried.

Public Hearing: None

OLD BUSINESS/UNFINISHED BUSINESS - None

NEW BUSINESS:

1. Sue Parker's Term on the DDA Board:

The DDA Administration received an update from the City that Sue Parker would not be extended in her term with the DDA Board based on new candidates interested in joining the board. Sue will continue in her capacity until a new appointment is announced. Once the new board member is announced we will need to have a re-election of officers. No action taken.

2. Music & Lunch at the Escanaba Market Place:

The DDA Administration met with Wendy Pepin, representing "Blues for a Cause" to discuss having a weekly music session during the lunch time part of the day. Citizens and visitors would be invited to pick up lunch and enjoy the music while they eat. The sessions would be weekly on Wednesdays from 11:30 – 1:30 pm. Music would be provided by "Blues for a Cause".

Motion to approve the lunch time music at the Market place on Wednesdays from 11:30 -1:30 p.m. by Trustee Ammel, 2nd by V.C. Bender. Motion carried.

3. DDA Board Member Appointment Process:

The DDA Administration has been getting many questions regarding the Board Member appointment process, both in person and on social media. Based on the situation it would appropriate to publically disclose the process at our meeting for the public record. Discussion. Anyone interested in being on the DDA Board must apply using the form

provided by the City Clerk's Office and is available also on line at Escanaba.Org under Boards and Commissions. The application is given to the Mayor who polls all members of City Council for approval via e-mail. Then at the next City Council meeting the individual is appointed to the board for which they apply. The individual must have council consensus to be appointed. This process is under review by the council. The DDA Board or DDA Executive Director do not have any part or say in the appointment process.

4. DDA Board Member meeting decorum:

The DDA Administration received a request from a Board Member to add this subject to our agenda for discussion. Three points of discussion were mentioned; the chairperson retains control, anyone wishing to speak must first be recognized by the chair, and lastly work as a team.

PROJECT UPDATES:

- **2017- 2018 Façade Projects** –Peter Van Steen, City and DDA Administration were informed by Lisa Wrate that the invitation to bid document has been released as of April 15th. There will be a pre-bid conference that is schedule at City Hall on April 23rd to answer questions and to have a tour of the buildings. The final bids are scheduled to be opened at 2:00 pm est. on May 8th at the City Clerk's office.
- **Jenny Lancour volunteering for DDA** – DDA Administration was pleased with the volunteer request from Jenny Lancour to help out with our website content and our downtown building inventory. We will be updating the site with revised content and pictures for the downtown.
- **Escanaba Farmer's Market** – DDA Administration has been receiving many calls and visits regarding participation in this season's Farmer's Market. The interaction has been with both new and past vendors.
- **Waterfront Development Site & RFQ** – Interested Developers are invited to submit their qualifications and proposals by Tuesday, May 7, 2019. Team members have been fielding questions from developers since the showcase.
- **DDA Center Court Enhancements** – As approved in our 2018-2019 budget, DDA Administration is looking to repair and add lighting to the grounds. We will also be looking to add some other enhancements to grounds.

VARIOUS OTHER ISSUES:

GENERAL PUBLIC COMMENT:

1) T.J. Thomas, Executive Director of the Economic Development Alliance, complimented Executive Director Ed Legault on his performance during the Delta Force Economic Development Day. Stating he engaged the team into the discussion of the role the Escanaba DDA plays in Economic Development. He also stated in his dealings with other EDA directors they are not as lucky to have as great a partnership with the DDA. He stated Ed Legault has been a great partner in moving Economic Development activities forward.

2) Kelly Vanginhovan spoke regarding her denial from City Council to be on the DDA Board. She was very disappointed in the lack of transparency in the process and the lack of feedback she has received from the City Council.

3) Paul Caswell also spoke regarding Kelly's denial and requested that a special committee be appointed to look into the issue.

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.