



Downtown Development Authority  
Board

## MEETING MINUTES

September 19, 2019 at 8:00 am

### *Downtown Development Authority Trustees*

Dan Bender, Chairman  
Eric Swanson, Vice Chair  
Andy Crispigna, Treasurer  
Mark Ammel, Trustee  
Peggy Berg Trustee

Patrick Jordan, Trustee  
Marc Tall, Trustee  
Curt Spaulding, Trustee  
Patricia Baribeau, Trustee

**Administration**  
**Edward Legault**  
Judy Schroeder

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

### OFFICIAL PROCEEDINGS

ESCANABA DDA

CITY OF ESCANABA, MI

Regular Board Meeting

September 19, 2019

### Call to Order:

The meeting was called to order by Chairperson Bender at the City Council Chambers, 410 Ludington at 8:00 a.m.

### Roll Call:

Chairman Bender, Trustees Tall, Ammel, Jordon, Spaulding, Berg, Baribeau, Treasurer Crispigna and V. C Swanson.

Also Present: Kelly Vangenhoven and

### APPROVAL/CORRECTION(S) TO MINUTES

***Trustee Tall moved to approve the minutes of August 22, 2019, 2<sup>nd</sup> by Treasurer Crispigna. Motion Carried.***

### APPROVAL/ADJUSTMENTS TO THE AGENDA

***Motion to approve the agenda as published by Trustee Jordan, 2<sup>nd</sup> by Trustee Tall. Motion Carried.***

**CONFLICT OF INTEREST DECLARATION - None**

## **TREASURER'S REPORT**

Payables as usual, Fund Balance at \$318,741.31 still in process of closing out 2018-2019 budget.

***Treasurer's report approved by Trustee Tall 2nd by Trustee Ammel. Motion carried.***

**Public Hearing:** None

**OLD BUSINESS/UNFINISHED BUSINESS** - None

## **NEW BUSINESS**

### **1. DDA Executive Director's Performance Review:**

The DDA Board will provide the Executive Director with feedback regarding past performance and vision for the future.

Since feedback was not complete a motion was made by Trustee Tall to postpone the Director evaluation for one month, 2<sup>nd</sup> by Trustee Jordan. Motion carried

### **PROJECT UPDATES:**

- **2017- 2018 Façade Projects** – The MEDC is working on the final commitment agreement for the Façade Grants. The stated and anticipated commencement date for construction is October 1, 2019. The grant period will run through October 1, 2021. The anticipated completion date for the projects would be October 1, 2020.
- **“Pulling for Honor”**– The event will take place on Saturday September 28<sup>th</sup> between 14<sup>th</sup> & 15<sup>th</sup> Streets on Ludington. It is a fundraiser for the Honor Flight and for the Honor Flight section of the UP Veterans' Museum at the Commerce Center. The event should attract many visitors to the Market Place and to the Downtown. It also will help with citizen exposure to the Market Place that helped get additional rentals

**MEDC Training Sessions** – DDA Administration has attended two session training with Jen Tucker of the Michigan Economic Development Corporation. The training was designed to allow the local administration to be more familiar with the different

tools and programs that may be available for downtown projects going forward. It will also allow us to help possible developers with the information they will need to meet with the MEDC. Jen also reviewed the different programs that should be available for downtown Escanaba projects. DDA Administration will be meeting with Jen after she returns this week from Lansing as the MEDC is currently going through some restructuring.

**Waterfront Development Site & RFQ** – On September 19<sup>th</sup>, the city council will be asked to approve the final agreements with Proxima Development for the North Shore project. The County Board has already approved the developmental agreement at their last meeting. DDA Administration will be attending the meeting. *Trustee Baribeau wanted it noted that she objects to Phase III as listed on the Proxima agreement, that being any private activity on the municipal dock.*

**DDA Goal Setting Session** – The next DDA Board Work Session to discuss our future goals is set for October 16<sup>th</sup> at 8:00 am at City Hall.

**VARIOUS OTHER ISSUES:** Old Farmer's Market removal – being researched, trees along Ludington will be trimmed shortly, the Market Place Kitchen project is moving forward and volunteer program also being researched.

**GENERAL PUBLIC COMMENT:** Kelly Vangenhoven thanked the DDA and Public Works.

**BOARD/STAFF COMMENTS:**

**ANNOUNCEMENTS:**

**ADJOURNMENT:**

Respectfully Submitted,

Dan Bender, Chairman

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](mailto:escanabadda@att.net).