



Downtown Development Authority  
Board

## MEETING MINUTES

October 24, 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

October 24, 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, Jordan, Spaulding, Berg, Baribeau, Treasurer Crispigna and V. C Swanson.

Also Present: Kelly Vangenhoven, Sue Parker

### APPROVAL/CORRECTION(S) TO MINUTES

***Trustee Tall moved to approve the minutes of September 19, 2019, 2nd by Treasurer Crispigna. Motion Carried.***

### APPROVAL/ADJUSTMENTS TO THE AGENDA

***There were two adjustments to the Agenda. Add the April meeting date to NB #1 and move the old business item to the end of the meeting. Motion to approve the agenda as updated by Treasurer Crispigna, 2<sup>nd</sup> by Trustee Swanson. Motion Carried.***

**CONFLICT OF INTEREST DECLARATION** - Treasurer Crispigna for NB #2 as he is on their Board.

## **TREASURER'S REPORT**

Payables as usual, Fund Balance at \$282,506.73. 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:**

### **1. Discussion regarding the DDA's future goals:**

The DDA Board will continue work started at the September 4<sup>th</sup> & October 16<sup>th</sup> work sessions to discuss the short and long-term goals for the DDA. The Board began discussion on this item and decided based on the time to bring this item back on the November Agenda.

## **NEW BUSINESS:**

### **1. DDA 2020 Board Meeting Schedule:**

The DDA Administration is seeking Board Approval of the 2020 Board Meeting Schedule. The dates are: Jan. 23, Feb. 27, Mar. 26, Apr 23, May 28, June 25, July 23, Aug. 27, Sept. 17, Oct. 22, Nov 19, and Dec. 17. **A motion was made by Trustee Tall to move the September and November meeting up a week due to conflicts with Delta Force & Thanksgiving. Second by Trustee Swanson. Motion carried.**

### **2. Downtown Partners in Business Sponsorship Request:**

The DDA Administration is seeking Board Approval for the Downtown Partners in Business sponsorship request for Christmas Seasonal Advertising for events. **Sue Parker, secretary for the DTPIB presented the sponsorship request to the DDA Board for the same amount as last year, \$3500 for advertising. Director Legault let the Board know that payments for advertising would be made directly to the advertisers. Motion to approve the request by Trustee Ammel and second by Trustee Swanson. Trustee Tall & Treasurer Crispigna abstained. Motion carried.**

### **3. Renewal of Center Court & Parking Lot Leases with the City:**

The DDA Administration is seeking Board Approval of the leases for both Center Court & the Downtown Parking Lots. **Trustee Tall commented that he didn't like the Center Court lease and he thought a higher rental rate would be needed to get Council approval for the lease. The group discussed the options and a motion was made by Trustee Swanson to send the leases as they were negotiated to the City Council for their decision. Second by Treasurer Crispigna. Trustee Tall abstained, Motion Carried.**

### **4. DDA Executive Director's Performance Review (Closed Session):**

The DDA Board will provide the Executive Director with feedback regarding past performance and vision for the future. Motion made by Trustee Tall to go into closed session, second by Trustee Jordan. Closed session at 8:35 am. Motion to come out of closed session by Trustee Ammel, second by Trustee Tall at 9:04 am.

### **PROJECT UPDATES:**

- **2017- 2018 Façade Projects** – The MEDC's final commitment agreement for the Façade Grants has been received by the City of Escanaba. Final meetings for the business owners are scheduled for next week. The final contracts with the owners and contractors will be signed. The projects can now incur costs. Total budget for the projects is \$996,144.80, with the grant making up \$492,545.00 of the total.
- **Farmer's Market** – DDA Administration will be closing the Escanaba Farmer's Market after the last session on Wednesday October 30<sup>th</sup>. The Market Place has had the irrigation system winterized a few weeks ago. The request to the City has been received to winterize the Market Place after October 30<sup>th</sup>. The request to shut off the water has been sent and is scheduled.
- **Waterfront Development Site & RFQ** – Proxima Development is gearing up to start their work processes for the North Shore project. The Delta County Chamber building will be utilized as a construction site for Proxima after the Chamber removes the rest of their belongings from the building shortly.
- **Tree Lighting at Center Court** – The Tree Lighting at Center Court will take place on November 26<sup>th</sup> at 7:00 pm. This will be the same time as the "Black Friday on Tuesday" shopping event downtown.

VARIOUS OTHER ISSUES  
GENERAL PUBLIC COMMENT  
BOARD/STAFF COMMENTS  
ANNOUNCEMENTS:  
ADJOURNMENT: **9:15 am**

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).