



Downtown Development Authority
Board

MEETING MINUTES

November 21, 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

November 21, 2019

Call to Order:

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

Roll Call:

Vice Chair Swanson, Trustees Tall, Ammel, Jordan, Spaulding, Berg, Baribeau and Chairperson Bender. Absent: Treasurer Crispigna

Also Present: Sue Parker, Peggy OConnell/ Sheldon, Macy Neumier, Jody Bugay, Travis Dubord, and Jesse Traub of Canterbury Book Store.

APPROVAL/CORRECTION(S) TO MINUTES

Trustee Tall moved to approve the minutes of October 24, 2019, 2nd by Trustee Ammel. Motion Carried.

APPROVAL/ADJUSTMENTS TO THE AGENDA

Motion to approve the agenda by Trustee Tall, 2nd by Trustee Ammel. Motion Carried.

CONFLICT OF INTEREST DECLARATION - None

TREASURER'S REPORT

Payables included the garland and tree lighting expenses. Adjusted Fund Balance at \$412,921.12.

Treasurer's report approved by Trustee Ammel, 2nd by Trustee Jordan. 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 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.

A definition of smart goals was given to the board listing the following: Goals are to be specific, measurable, achievable, realistic and timely. A motion was made by Trustee Tall to table this issue until a full board was present, 2nd by Trustee Jordan. Motion passed.

NEW BUSINESS:

1. Christmas Parade Sponsorship Request:

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

A motion granting the usual \$1000 for float awards to the parade coordinator Tanya Ettenhoffer was made by Trustee Ammel, 2nd by Trustee Jordan. Motion carried.

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 : Various business owners had concerns regarding the process for inclusion in the holiday events of the Downtown Partners in Business. The board listened to their concerns, however has no jurisdiction over the Downtown Partners in Business. That being said, the board has deep concerns regarding the cohesiveness of the downtown and feel that it should be addressed in some manner before next year's event.

GENERAL PUBLIC COMMENT

BOARD/STAFF COMMENTS

ANNOUNCEMENTS:

ADJOURNMENT: 9:30 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.