



Downtown Development Authority Board
MEETING MINUTES

July 25, 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 Market Place, 1501 Ludington Street, Escanaba, Michigan

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

Call to Order:

The meeting was called to order by Chairperson Bender at 1501 Ludington at 8:00 a.m.

Roll Call:

Chairman Bender, Vice Chair Eric Swanson and Trustees Tall, Ammel, Baribeau, Jordan, Spaulding, Berg and Treasurer Crispigna.
Also Present: Kelly Vanginhoven

APPROVAL/CORRECTION(S) TO MINUTES

Trustee Ammel moved to approve the minutes of June 27, 2019, 2nd by Trustee Tall. Motion Carried.

APPROVAL/ADJUSTMENTS TO THE AGENDA

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

CONFLICT OF INTEREST DECLARATION - None

TREASURER'S REPORT

Payables as usual, Fund Balance at \$324,442.44.

Treasurer's report approved by Trustee Ammel, 2nd by Vice Chair Swanson. Motion carried.

Public Hearing: None

OLD BUSINESS/UNFINISHED BUSINESS

None

1. Replace Heat & Cooling System at Center Court:

The DDA Administration sent a request to the board advising the air conditioning system is no longer functioning at Center Court. Request Board to approve spending not more than \$5999 with Bugay Heating & Cooling to replace and remove old system with energy efficient system.

A motion was made by Trustee Ammel to approve an amount not to exceed \$5999 to replace the old system (Heating and Cooling) at Center Court, 2nd by Trustee Gordon. Motion Carried.

2. Discussion to have the DDA Executive Director attend all City Council meetings:

The DDA Administration received a request from a Board Member to add this topic to the agenda. Board members were reminded that the DDA Executive Director was to attend Council meetings only when an item pertaining to the DDA specifically was on the agenda. The attendance at Council meetings was also addressed in the Executive Director's job description.

3. Update regarding the DDA Executive Director's review process from the Committee:

The DDA Administration received a request from a Board Member to add this topic to the agenda. The Committee will give an update regarding this initiative. The Job Ad & Job Description from 2013 has been enclosed for the Board's reference.

The committee has agreed on the contents of the evaluation form (template) for the Executive Director and has asked that the form be distributed to all board members for their input.

4. Discussion regarding a process to update the DDA's future goals:

The DDA Administration received a request from a Board Member to add this topic to the agenda. The 2020 Vision plan is in your packet, as well as our last goals from 2018 for your review.

A motion was made by Trustee Tall to in the future, schedule a work session of the full board to discuss Goals and Objectives and that at the next board meeting be prepared to bring forth some of those ideas and thoughts to be placed on the agenda for the work session, 2nd by Trustee Ammel. The board will then schedule the date for the Work Session. Motion Carried.

PROJECT UPDATES:

- **2017- 2018 Façade Projects** – Lisa Wrate, Peter Van Steen, the City & DDA Administration met with the building owners to review the final bids with the contractor. The group was going through a value added engineering review to ensure the visions of all are in sync. The discussion was positive and some adjustments are being made. A touch base call with the MEDC is scheduled on July 24th.
- **“Lunch on Ludington” Concert Series** – The events continues to draw a good group of people during lunch. We have increased the number of tables and chairs we have set up due to the increase. The events will continue to run through mid - August. The Wednesday events take place starting at 11:30 am to 1:30 p.m. The musicians are sponsored by “Blues for a Cause”.
- **Escañaba Farmer’s Market** – DDA Administration has seen the Market continue to increase in vendors. More produce has started to be available during the farmer’s market sessions.
- **Waterfront Development Site & RFQ** – Joint work on a project agreement has continued to be negotiated between the groups. The project continues to move forward.
- **Sidewalk Sales** – The event will take place on Saturday July 27th from 9:00 am to 5:00 pm. Everything seems ready for the event. The Farmer’s Market will also be open on that day from 8:00 to noon.
- **Center Court Rest Room visitors** – DDA administration maintained a log since our last meeting on June 27th to keep track of visitors and any hours the office was

closed between 9:00 am to 4:00 pm. The number of visitors for the rest rooms was less than 10 a day. There were only a few hours that the building was closed during the study, but there weren't any vacations during the study. A few times during the study the building was closed during lunch to get out of the building as the average temp inside was 80 degrees.

VARIOUS OTHER ISSUES:

GENERAL PUBLIC COMMENT: Kelly Vangenhoven would like to see the Gus Macker be brought back and is willing to help with bringing the event back to the area.

BOARD/STAFF COMMENTS:

ANNOUNCEMENTS:

ADJOURNMENT:

Respectfully Submitted,

Den 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.