



Downtown Development Authority
Board

MEETING MINUTES

August 22, 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

August 22, 2019

Call to Order:

The meeting was called to order by Chairperson Bender at 410 Ludington at 8:00 a.m.

Roll Call:

Chairman Bender, Trustees Tall, Ammel, Jordon, Spaulding , Berg and Treasurer Crispigna.

Also Present: Public Safety Director Rob LaMarche

APPROVAL/CORRECTION(S) TO MINUTES

Trustee Tall moved to approve the minutes of July 25, 2019, 2nd by Trustee Ammel. Motion Carried.

APPROVAL/ADJUSTMENTS TO THE AGENDA

Motion to approve the agenda with the addition of NB 3 Review Process by Trustee Ammel, 2nd by Trustee Tall. Motion Carried.

CONFLICT OF INTEREST DECLARATION - None

TREASURER'S REPORT

Payables as usual, Fund Balance at \$324,442.44. Same as last month due to end of year close out.

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

Public Hearing: None

OLD BUSINESS/UNFINISHED BUSINESS

1. Discussion regarding the process to update the DDA'S future goals:

A work session was scheduled for Wednesday, September 4, 2019 at 8:00 a.m.

1. DDA Administration Volunteer Program:

The DDA Administration on occasion needs assistance to set up for events at the Market Place, need coverage while administration attends required off site meetings or coverage for vacation. The thought would be to identify a core group of volunteers that would help when needed and would be compensated with Downtown Dollars.

After a brief discussion Trustee Ammel made a motion to investigate the possibility of implementing such a program and that the volunteer compensation be no more than \$1000. The City Attorney will be contacted regarding a legal opinion also. The motion was 2nd by Trustee Berg. Motion carried.

Trustee Berg agreed to assist with the program, if implemented.

2. Discussion regarding individual business parking limits on Ludington Street:

The DDA Administration received a request from Public Safety Director, Rob LaMarche to add this topic to the agenda. Director LaMarche would like to get the DDA Board's opinion regarding having multiple parking limits on Ludington Street. The Traffic Safety Board has received a request and would like the DDA's view.

Director LaMarche indicated that his intention was to remove all 15 minute parking along Ludington Street to be consistent with shared parking by all businesses. In doing research there were no documents supporting fifteen minute parking. This was the recommendation given by the Traffic Safety Board. The DDA is in support of the Traffic Safety decision.

3. Director Evaluation Update/Form

The final draft has been decided upon by the committee and will be sent to all board members for their input. In areas where new board members feel an opinion is uncertain please use the comment section to explain. All completed evaluations are to be returned to Kim Gustafson for the scoring and summarization

PROJECT UPDATES:

- **2017- 2018 Façade Projects** – The City Council approved a resolution to submit the Part 2 application for the Façade Grant at their August 15th meeting. City Administration and the Grant Administrator will be completed the final parts of the application. They will then be submitted to the MEDC for their final approval of the projects.
 - **“Lunch on Ludington” Concert Series** – The final session will be held on August 21 for the 2019 season. The event attracted many visitors to the Market Place and to the Downtown. It also helps with citizen exposure to the Market Place that helped get additional rentals.
 - **Escanaba Farmer’s Market** – DDA Administration has seen the Market continue to increase in vendors. The Market is in full vegetable season from the vendors. The market is having a much larger turn out with the added produce.
 - **Waterfront Development Site & RFQ** – On August 21st there will be two meetings to help the project move forward. The Planning Commission will hold a special meeting to discuss the project at 2:00 pm at City Hall. The City Council and Delta County Commissioners will hold a joint meeting to discuss the project and review the developmental agreement. The meeting will be at 6:30 pm at the Delta county service Center Conference Room at 2920 College Ave. DDA Administration will be attending both meetings.
 - **Center Court Christmas Tree** – DDA Administration received feedback while having landscaping done at Center Court that the tree was in poor health and recommended that the tree be pruned to restore it to health. The tree treatment occurred last week, and we are hopeful that everything will be good.
- Delta County Commerce Center** – The Delta County Commerce center held its ribbon cutting the first day of the fair. The center will open on August 26th to the public. The Center will be the new home to all the Chamber groups, have a traveler Welcome Center, house the Marble Arms Exhibit and will be the home of the UP veteran’s museum.

VARIOUS OTHER ISSUES:

GENERAL PUBLIC COMMENT: Kelly Vangenhoven thanked the Board and Public Safety for their decision regarding parking on Ludington and was satisfied with the decision.

BOARD/STAFF COMMENTS: Trustee Ammel would like to see the board pursue signage for events at the Market Place. A sign indicating what event is taking place.

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.