



Downtown Development Authority  
Board

**MEETING AGENDA**

**December 19, 2019 8:00 a.m.**

***Downtown Development Authority Board Members***

Dan Bender, Chairman

Eric Swanson, Vice Chair

Andy Crispigna, Treasurer

Marc Tall, Trustee

Mark Ammel, Trustee

Patrick Jordan, Trustee

Curt Spaulding, Trustee

Pat Baribeau, Trustee

Peggy Berg, Trustee

***Administration***

***Ed Legault***

***Judy Schroeder***

Escanaba City Hall Council Chambers, 410 Ludington Street, Escanaba, MI 49829

December 19, 2019, 8:00 a.m.

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL/CORRECTION(S) TO MINUTES** – Approval of November 21, 2019 minutes

**APPROVAL/ADJUSTMENTS TO THE AGENDA**

**CONFLICT OF INTEREST DECLARATION**

**TREASURER'S REPORT:**

**OLD BUSINESS/UNFINISHED BUSINESS:**

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

Explanation: 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. 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. Discussion, Actions

**NEW BUSINESS:**

**1. Election of 2020 DDA Officers – Discussion/Approval:**

Explanation: Based on the Escanaba DDA bylaws, the DDA Board must annually elect officers for the upcoming calendar year. Discussion, Approval

## **2. Payment to Go.Daddy for 5 year hosting of the DDA Website – Discussion/Approval:**

Explanation: DDA Administration is looking for Board Approval to make a payment for hosting of the DDA website and renewal of the DDA's domain name for a 5 year period (\$985.24). The breakdown of the payment is: Domain Name Renewal 5 Years (\$104.95), WordPress website hosting for 5 years (\$779.40) & a onetime Content Migration fee of (\$99.99). The products are needed to continue our website hosting. Discussion, Approval

### **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 audit data is being presented to the City Council at the regular Council meeting on December 19<sup>th</sup>. The Director has reviewed the new information added to the State Act and is getting clarification on any issues that may need updating to ensure we are in compliance.
- **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. The committee members have not been able to get together due to the busy Christmas season and we will start to meet in January 2020 to craft out our project plan & timeline.
- **Christmas Parade** – The Christmas Parade took place on Friday, December 6<sup>th</sup> at 7:00 pm. Mitch Taylor videotaped the parade for the DDA. The video was sent to the City Clerk on December 17<sup>th</sup>. 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:**

#### **GENERAL PUBLIC COMMENT:**

#### **BOARD/STAFF COMMENTS:**

#### **BOARD/STAFF TRAINING UPDATES:**

#### **ANNOUNCEMENTS:**

#### **ADJOURNMENT:**

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).

Respectfully Submitted,

Dan Bender, Chairman