



Downtown Development Authority  
Board

## MEETING MINUTES

December 19, 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

December 19, 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:

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

### APPROVAL/CORRECTION(S) TO MINUTES

***Trustee Tall moved to approve the minutes of November 21, 2019, 2<sup>nd</sup> by Trustee Ammel. Motion Carried.***

### APPROVAL/ADJUSTMENTS TO THE AGENDA

***Motion to approve the agenda as adjusted by Chairperson Bender, 2<sup>nd</sup> by Trustee Ammel. Motion Carried.***

Old Business is to be moved to after New Business

**CONFLICT OF INTEREST DECLARATION -** None

## TREASURER'S REPORT

Payables included parade expenses. Adjusted Fund Balance at \$475,358.34.  
***Treasurer's report approved by Trustee Ammel 2nd by Trustee Tall. 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. 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. **Board had a lengthy discussion and review of past goals. Asked DDA Administration to update goals and have a draft ready for the next meeting.**

## NEW BUSINESS:

### 1. Election of 2020 DDA Officers

Based on the Escanaba DDA bylaws, the DDA Board must annually elect officers for the upcoming calendar year. **Nominations were made for Dan Bender to remain as Chair, Erik Swanson to remain Vice-chair and Pat Baribeau to become Treasurer. Motion by Trustee Tall to vote on the officers, 2<sup>nd</sup> by Trustee Ammel. Motion Carried**

### 2. Payment to Go.Daddy for 5 year hosting of the DDA Website

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. **Motion to approve by Trustee Ammel, 2<sup>nd</sup> by Chairperson Bender. Motion Approved**

## 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  
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](mailto:escanabadda@att.net).