



Downtown Development Authority Trustees

Dan Bender, Chairman

Patrick

Jordan, Trustee

Mark Ammel, Vice Chairman

Andy Crispigna, Trustee

Peggy Berg, Trustee

Marc Tall, Trustee

Curt Spaulding, Trustee

Patricia Baribeau, Treasurer

Escanaba City Council Chambers, 410 Ludington Street, Escanaba, Michigan

OFFICIAL PROCEEDINGS

ESCANABA DDA

CITY OF ESCANABA, MI

Regular Board Meeting

February 27, 2020

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:

Chairperson Bender, Trustees Tall, Jordan, Ammel, Crispigna, Spaulding and Treasurer Baribeau.

Excused: Trustee Berg

Also present Kelly Vangenhoven. Mike Daniels and Jenny Lancour.

APPROVAL/CORRECTION(S) TO MINUTES

Trustee Tall moved to approve the minutes of January 23, 2020, 2nd by Trustee Jordan. Motion Carried.

APPROVAL/ADJUSTMENTS TO THE AGENDA

Motion to approve the agenda as adjusted (addition of NB #4 Resignation of V.P. Swanson by Trustee Crispigna, 2nd by Trustee Ammel. Motion Carried.

CONFLICT OF INTEREST DECLARATION - Trustee Tall had conflict with Item NB 1.

TREASURER'S REPORT

Payables as usual, emphasis on snow removal. Revised Fund Balance at \$466,131.41

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

Public Hearing: None

OLD BUSINESS/UNFINISHED BUSINESS:

1. Discussion regarding Center Court lease:

This matter was tabled until the new Director is in place.

Motion made by Trustee Tall, 2nd by Trustee Jordan. Motion Carried.

2. Update regarding progress for the DDA Executive Director Job Search:

HR Person, Kim Gustafson gave an update on the Executive Director Job Search. At present there were 15 applicants with the deadline for applicants at March 16th. Ads were placed on City Website, Paper and Facebook.

NEW BUSINESS:

1. Event Sponsorship Request from the Radio Results Network:

DDA Administration received a sponsorship request to support the RRN Little Black Box Block Party on July 24, 2020. It was decided to close Center Court during the event.

Motion was made by Trustee Ammel to grant the sponsorship request in the amount of \$1200, 2nd Trustee Jordan. Motion carried. Trustee Tall abstained.

2. Stipend for Assistant Director for additional responsibilities during job search:

The DDA Board discussed revised compensation for the Assistant Director due to the extra responsibility within the organization during the Executive Director job search.

The board agreed to grant a dollar an hour raise for the duration of the Director search.
Motion made by Trustee Ammel, second Trustee Crispigna. Motion carried.

3. Adding Part-Time Custodian to the DDA Team:

The DDA Administration is requesting board approval to add help for maintenance activities for Center Court & The Escanaba Market Place. The assistance would allow the administration staff to focus on other pressing activities. **A job description for a part-time custodian was drafted and approved by a motion from Trustee Ammel, 2nd Trustee Crispigna. Motion carried.**

H.R. Kim Gustafson has again agreed to assist in the advertising and posting. The Hiring Committee will make the final recommendation.

4. Resignation of Vice President Swanson:

Trustee Tall made the motion to accept Trustee Swanson's resignation with regret and well wishes, 2nd by Trustee Crispigna. Motion Carried

With the resignation of V.P. Swanson, Trustee Ammel agreed to take the position of Vice Chair.

PROJECT UPDATES:

- **Revised Façade Grant from the MEDC** – DDA Administration had a chance to discuss any updated status to the possible implementation of a new program based on the trial from 2019 by the MEDC. It looks like the changes to the executive staff at the MEDC will serve as a delay for this program and it will not be available in the short-term. Any new Façade plans will be like the last few rounds, utilizing a Community Development Block Grant
- **Market Place Kitchen Enhancement Project** – The committee has requested MDARD to complete a plan review of the Center Court kitchen. This will serve as a check that our plans will achieve our desired certification.

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.