

**CITY OF HANCOCK
DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES OF FEBRUARY 4, 2019**

The regular monthly DDA meeting was called to order by Vice Chairperson Jon Luse, Jr. on Monday February 4, 2019 at 5:30 p.m. at City Hall with the following members present: Jordan Johnson, Pete Mackin, John Haeussler, Bob Franti, Randy Neiswonger and John Diebel

Absent: Pete Wickley, Steve Zutter

Staff: City Manager Barry Givens

It was moved by Mackin and seconded by Haeussler to approve the agenda.

AYES: All

NAYES: None

Motion Carried

It was moved by Haeussler and seconded by Johnson to approve the December 3rd, 2018 minutes.

AYES: All

NAYES: None

Motion Carried

Public Comments: None

1. UPDATES/INFORMATION

- a. The FHWA federal aid routes local matching funds required was discussed. The City Manager indicated the 20% local match was not funded by the outgoing Snyder administration. The City Manager is working with Gov. Whitmer's representative Mike Prusi, U.S. Senator Gary Peters and MI Rep. Markkanen to find ways to fund the local match currently estimated at \$750,000.
- b. An update on FEMA projects was provided. Various projects are in the DDA boundary. Weekly meetings are held with FEMA to review project eligibility and funding.
- c. An update on the Montezuma Street storm sewer repair project was provided. The underground work was started in December and completed by early January. The project is shut down until Spring and the project will be completed in June of 2019.
- d. The Hancock Business and Professionals Association minutes of January 8, 2019 were reviewed. The HBPA's next Progressive Dinner will be Valentine's Day. The Copper Country Community Arts Centers Annual Parade of Confections will be February 22nd.
- e. The Hancock Bike and Pedestrian Committee minutes of January 8, 2019 were reviewed. The committee would like MDOT to considered a striped bike lane along Hancock Street, a striped bike lane along M-203 from Gino's to the beach and a crosswalk at North Lincoln Drive near Pat's Foods.

2. OLD BUSINESS

- a. The former Hancock Middle School Project was discussed. The City Manager will be meeting with the Developer, the MEDC and KEDA tomorrow. Michigan Strategic Funding has been increased from 25% to 50%.
- b. The City's Redevelopment Ready Community status was discussed:
 - The City Manager is meeting this Wednesday with Christopher Germain and Jen Tucker MEDC
 - Quarterly progress reports are required by the City to the MEDC

3. NEW BUSINESS

- a. New DDA reporting requirements were discussed;
 - The City must submit the Development Plan to the Michigan Dept. of Treasury by April 1, 2019.
 - Two public informational meetings are required per year and are to be conducted by January 1, 2020.
 - Information including the budget, meeting minutes and development plan must be posted on the City's website by January 1, 2020.
 - An annual report summarizing the DDA activities must be submitted to the State of Michigan by January 1, 2020.
- b. A new Downtown Coordinator position was discussed:
 - The City Manager requested DDA approval to prepare a job description for a part-time DDA Coordinator position. Preliminary duties would include: business recruitment, event planning and coordination, communications, social media promotions, etc.

It was moved by Mackin and seconded by Neiswonger. to approve preparation of a DDA Coordinator job description.

AYES: All

NAYES: None

Motion Carried

- c. Potential DDA Incentives:
 - Possible future incentives including retail incubators, existing business improvements and targeted business incentives will be provided for future approval.
- d. Future meeting times were discussed:
 - The City Manager requested future meetings begin at 6pm to be consistent with other City meetings.

It was moved by Mackin and seconded by Neiswonger. to approve preparation of a DDA Coordinator job description,

AYES: All

NAYES: None

Motion Carried

It was moved by Haeussler and seconded by Neiswonger. to adjourn at 6:15 p.m.

AYES: All

NAYES: None

Motion Carried

Respectfully submitted,

Barry J. Givens, P.E.

City Manager