

**DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES  
MONDAY, FEBRUARY 1, 2021**

Call to order by Chairman Luse at 6:12 PM (Zoom)

Present: Paul LaBine, Jonathan Luse, John Diebel, Steve Zutter, Robert Frantti, Michelle Blau, Ryan Heinonen, Steve Patchin

Others Attending: Mary Babcock, Deb Mann, Michael Markham, Will Lytle

**Regular Meeting:**

Motion by Member Zutter and seconded by Member Patchin to approve the agenda

Yes: All

No: None

Motion Carried

Motion by Member Diebel and seconded by Member Frantti to approve the December 7, 2020 meeting minutes.

Yes: All

No: None

Motion Carried

**Public Comments:**

Will Lytle requesting clarification of easement in proposed DNR/ DDA land acquisition grant.

**Updates/Information:** Reviewed by Mary Babcock

- Residential Rental Implementation – Ordinance 306 has completed public comment phase, with recognition of need for education and communication in the long term. Properties will be registered with the City of Hancock through self-certification. There is a \$250 administrative fee and inspections will begin after COVID restrictions are lifted. The City is in the process of hiring a part time code enforcement officer.
- Current Commission and Authority list attached for records.
- PHF Grant opportunity – Portage Health Foundation has posted RFPs for Recreation and Farmers Markets. The City of Hancock will be submitting for both grants.
- Calendar of Events attached – Add Glide ‘N Gorge Saturday, February 27, 2021
- Farmers market Training – Consider MSU Extension training “Communication Through Conflict”
- An advertisement has been posted to replace Member Jordan Johnson who has resigned from the DDA.

**Old Business**

- Budget Review – Discussion about future acquisitions. Consider additional financial opportunities to leverage DDA funds in the future to advance DDA Plan.

## New Business

- Motion made by Member Frantti and seconded by Member LaBine to approve the OHM proposal to complete the DNR Land Acquisition Grant for the Navy Street corridor by April 1, 2021.  
Yes: All  
No: None  
Motion Carried
- Motion made by Member LaBine and seconded by Member Zutter to table the purchase of an electric charging station to be placed on Franklin Street. Additional information regarding winter utilization, signage, and location.  
Yes: All  
No: None  
Motion Carried
- Motion made by Member Luse and seconded by Member LaBine to name John Diebel as Vice Chairman of the DDA.  
Yes: All  
No: None  
Motion Carried

## Adjournment

Motion to adjourn made by Member LaBine and seconded by Member Frantti at 7:02 pm  
Yes: All  
No: None  
Motion Carried

Next regular meeting is scheduled on Monday, March 1, 2021 at 6:00 pm

Respectfully submitted.



Deborah Mann, DDA Coordinator

Date: February 1, 2021