



**Board of Directors
Public Meeting Minutes**
Wednesday, January 18, 2023 | 5:30 PM
City Council Chambers
312 E. Charles Street, Hammond, LA 70401

I. CALL TO ORDER: Elsbet Hollywood

II. Roll Call: Michelle Kendall, Assistant Director

Frank Di Vittorio	Present
John Exnicios	Present
Elsbet Hollywood	Present
Kali Norton	Present
Cassie Ragan	Present
Evan Singer	Absent

Old Business

1. Approval of the December 2022 financial report

Cassie Ragan made a motion, seconded by Frank Di Vittorio, to approve the December 2022 financial report as written.

Frank Di Vittorio	Yes
John Exnicios	Yes
Elsbet Hollywood	Yes
Kali Norton	Abstain
Cassie Ragan	Yes
Evan Singer	Absent

Motion carried. Yes: 4 | No: 0 | Abstain: 1 | Absent: 1

2. Approval of minutes from December 12, 2022

Frank Di Vittorio made a motion, seconded by Cassie Ragan, to approve the minutes from December 12, 2022 as written.

Frank Di Vittorio	Yes
John Exnicios	Yes
Elsbet Hollywood	Yes
Kali Norton	Abstain
Cassie Ragan	Yes
Evan Singer	Absent

Motion carried. Yes: 4 | No: 0 | Abstain: 1 | Absent: 1



New Business:

1. New Member Welcome – Kali Norton

Kali Norton introduced herself to the board and the public.

2. West Side Business/ Property Owner Seat Nominees

Ms. Kendall presented the nominations received and they included Paul Murphy, Chelsea Kessenich, Russel Mayeur, and Sharon Smith. Ms. Kendall noted that nominees still needed to be checked to ensure nominations are complete and eligible before presentation to the Hammond City Council on Tuesday, January 24th. All nominees were notified to attend the meeting and approach the Council.

3. 2023 Retreat Agenda

Ms. Kendall presented a draft of the agenda for the Board's 2023 retreat planned for Friday, February 3rd. Agenda items include a networking lunch, kick off by Melissa Bordelon with the Tangipahoa Chamber, stakeholder feedback from online survey, a facilitated session by Louisiana Economic Development for the Community Competiveness Initiative, and a session with Andre Coudrain to discuss the procedures for a public board, open meetings, and Robert's Rules of Order. Ms. Kendall also noted a meeting on Friday, February 10th with the state's Main Street Program and Historic Preservation office.

4. DDD Operations

a. SSA Consultants Report Update

Mrs. Hollywood provided an update to members regarding the report and improvements to the job descriptions. Members discussed an organization direction needed to be defined to better create job descriptions for staff.

b. 2023 Work Plan

Ms. Kendall presented a 2023 work plan to date and ongoing items, noting that once the Board Retreat was accomplished a more thorough work plan will be built out.

c. Administrative Assistant

Ms. Kendall updated the board on the progress with hiring for an Administrative Assistant, noting 44 total applications, 24 incomplete applications (those that did not submit at least one of the following: a cover letter, resume or references), and 20 completed applications. Ms. Kendall noted that she would conduct phone interviews to narrow the pool and subsequently in-person interviews for the best fit.

d. Purchase iPads for Public Meetings

Members discussed the logistics of having iPads for board and committee meetings. Ms. Kendall noted the iPads would be kept at the DDD office and be used for board members and committee members during meetings, as well as for data collection purposes as needed. Ms. Kendall mentioned that with regard to maintenance of the iPads, the City's IT Department would be required to register them as City property and ensure log in information could be maintained.

Cassie Ragan made a motion, seconded by John Exnicios, to authorize DDD Executive Director, Michelle Kendall, to purchase seven iPads for use at public meetings.

Frank Di Vittorio
John Exnicios
Elsbet Hollywood
Kali Norton

Yes
Yes
Yes
Yes



Cassie Ragan
Evan Singer

Yes
Absent

Motion carried. Yes: 5 | No: 0 | Abstain: 0 | Absent: 1

5. Design Committee Report

a. Façade Grant: 123 S Oak St

Ms. Ragan presented the façade grant packet for 123 S Oak St and noted that all required documentation was provided and eligibility for the full amount.

John Exnicios made a motion, seconded by Cassie Ragan, to approve a facade grant in the amount of \$2,000 for 112 W Thomas St.

Frank Di Vittorio	Yes
John Exnicios	Yes
Elsbet Hollywood	Yes
Kali Norton	Yes
Cassie Ragan	Yes
Evan Singer	Absent

Motion carried. Yes: 5 | No: 0 | Abstain: 0 | Absent: 1

b. Amendment to Design Committee Seat Procedure

Mr. Di Vittorio introduced a proposal to amend the criteria for a Design Committee member including that (1) eligibility include at least one lay person or person without any inside industry experience; (2) That anyone that has work or projects that regularly appear before it are prohibited from serving on it; (3) That the nominations and background information be provided to the DDD board members at least 1 or 2 weeks prior to the meeting; (4) That the appointment is for a one year term that runs from July 1 until June 30th the following year and that after two terms a person must roll off for at least a year.

Members reviewed the criteria to serve on the DDD Design Committee. Ms. Ragan noted the purpose of the Design Committee was to review construction documents and make design considerations for plans before building permits are issued, and noted that experience is vital to ongoing work of the committee that meets regularly and is successful in executing its work.

Michael Holly of 506 E Robert St approached the podium and did not view the amendment favorably.

c. Nomination for Open Committee Seat

John Exnicios nominated Russel Mayeur. Ms. Kendall noted that no nomination is complete at this time.

Ms. Kendall also noted the Design Committee meetings are live streamed.



6. Railroad Park

a. History Exhibit

Ms. Kendall provided an update to the board to revive the work group and noted this project will be a major focus this spring.

b. Brick and bench sales

Ms. Kendall updated members on the brick and bench sales and Railroad Park revenues and provided approximate expenses. Upcoming park projects include the history exhibit, courtyard furniture, and electrical improvements, maintenance cost after warranty period, covering the drains, and exploring options to cover the stage.

7. Staff Report

Ms. Kendall provided a staff report including database management and communication streamlining, merchant relations and weekly face-to-face visits, improving relations with Historic District and City Administration and Department heads, resident relations, Main Street updates, and farmers market updates.

-Adjourned

Michelle Kendall, DDD Executive Director
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