



**Board of Directors
Public Meeting Minutes**
Wednesday, February 15, 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, Executive Director

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

Old Business

1. Approval of the January 2023 financial report

Evan Singer made a motion, seconded by Frank Di Vittorio, to approve the January 2023 financial report as written.

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

Motion carried. Yes: 7 | No: 0 | Abstain: 0 | Absent: 0

2. Approval of minutes from January 18, 2023

Cassie Ragan made a motion, seconded by John Exnicios, to approve the minutes from January 18, 2023 as written.

Frank Di Vittorio	Yes
John Exnicios	Yes
Elsbet Hollywood	Yes
Chelsea Kessenich	Yes
Kali Norton	Yes
Cassie Ragan	Yes



Motion carried. Yes: 7 | No: 0 | Abstain: 0 | Absent: 0

Elsbet Hollywood made a motion, seconded by Frank Di Vittorio, to nominate Evan Singer for Finance Chair.

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

Motion carried. Yes: 7 | No: 0 | Abstain: 0 | Absent: 0

Elsbet Hollywood made a motion, seconded by Kali Norton, to nominate Cassie Ragan for Design Chair.

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

Motion carried. Yes: 7 | No: 0 | Abstain: 0 | Absent: 0

Kali Norton made a motion, seconded by Frank Di Vittorio, to nominate Chelsea Kessenich for Events.

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

Motion carried. Yes: 7 | No: 0 | Abstain: 0 | Absent: 0



Frank Di Vitorrio made a motion, seconded by Evan Singer, to amend the agenda to add the hiring of a part-time Farmers Market Manager.

Frank Di Vitorrio	Yes
John Exnicios	Yes
Elsbet Hollywood	Yes
Chelsea Kessenich	Yes
Kali Norton	Yes
Cassie Ragan	Yes
Evan Singer	Yes

Motion carried. Yes: 7 | No: 0 | Abstain: 0 | Absent: 0

Frank Di Vitorrio made a motion, seconded by Kali Norton, to authorize advertisement for part-time Farmers Market Manager position which does not exceed \$17 per hour at 20-25 hours per week.

Frank Di Vitorrio	Yes
John Exnicios	Yes
Elsbet Hollywood	Yes
Chelsea Kessenich	Yes
Kali Norton	Yes
Cassie Ragan	Yes
Evan Singer	Yes

Motion carried. Yes: 7 | No: 0 | Abstain: 0 | Absent: 0

2. Appointment of DDD Design Committee Seat

Michelle Kendall presented the nominations for the open Design Committee seat and provided an overview of the eligibility requirements for the seat per the Design Committee handbook. Each of the following approached to the podium to express their interest in the Design Committee seat:

1. Brooke Roberts employed at Holly and Smith Architects
2. Michelle Wilson Juno employed at Gasaway Gasaway Bankston Architects
3. Russell Mayeur owner of RAM Properties

Evan Singer made a motion, seconded by Cassie Ragan, to appoint Michelle Wilson Juno to the Design Committee Seat.

Frank Di Vitorrio	No
John Exnicios	No
Elsbet Hollywood	No
Chelsea Kessenich	Yes
Kali Norton	Yes
Cassie Ragan	Yes
Evan Singer	Yes



Motion carried. Yes: 4 | No: 3 | Abstain: 0 | Absent: 0

3. ~~Presentation of Hammond Welcome Sign (Roy Dufreche)~~

This agenda item was moved to the March DDD Board of Directors meeting.

4. Discussion of W Thomas St and Oak St intersection

Ms. Kendall presented an overview of the history of issues at his intersection including pedestrian safety and delivery trucks. Ms. Kendall mentioned that there was already discussion with the City and state DOTD regarding options for intersection improvement. Board members discussed improving pedestrian friendly and safer sidewalks on W Thomas St and Oak St intersection. Loading zones were re-visited as solution to the issues and discussion of enforcement for delivery trucks was discussed, with the board ultimately suggesting that members go to City Council to make their voices heard regarding better enforcement of existing ordinances for delivery truck parking in traffic lanes.

5. Discussion of sidewalk improvement reimbursement request from La Carreta Inc.

Ms. Kendall presented the request submitted by La Carreta, Inc. for the one third sidewalk reimbursement, totaling \$42,964.91 for the DDD's share. The project's location was at 108 NW Railroad Ave and scope of the project included the sidewalk from Railroad Park along La Carreta to the front of La Carreta on W Charles St. Saul Rubio, owner of La Carreta Inc., and Mary, representative of La Carreta Inc., were present and prepared to answer any questions on the matter.

Board members reviewed and discussed the reimbursement request at length including: questioning if past reimbursements included design fees, discussing the budget for reimbursement, ensuring the reimbursement goes towards street lighting and enhanced herbage, and properly informing all parties involved moving forward regarding reimbursements. Mr. Singer requested to know where this reimbursement would come from in the budget. Ms. Kendall informed that the fund for this reimbursement would come from the DDD general fund.

Frank Di Vittorio made a motion, seconded by Evan Singer, to approve the sidewalk reimbursement request for La Carreta, Inc. in the amount of \$42,964.91.

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

Motion carried. Yes: 7 | No: 0 | Abstain: 0 | Absent: 0

6. Discussion to move funds from DDD general fund to the sidewalk improvements budget for La Carreta Inc pending City Council approval



Elsbet Hollywood made a motion, seconded by Kali Norton, to move \$42,964.91 from the DDD's general fund to the sidewalk improvements budget pending City Council approval.

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

Motion carried. Yes: 7 | No: 0 | Abstain: 0 | Absent: 0

Frank Di Vittorio made a motion to amend the agenda to discuss halting consideration for any sidewalk reimbursement requests. There was no second.

7. Retreat Recap

Ms. Kendall reviewed the Community Competitiveness Initiative (CCI) document from the Louisiana Economic Development team with board members. This form listed notes and suggestions for short-term and long-term goals for the Hammond DDD. This document can be found attached to the agenda.

8. Discussion of DDD events

Mrs. Hollywood provided an overview of the Event Work Session that occurred before the regular board meeting. She explained discussion that lead to the decision to eliminate the trick or treat event and Small Business Saturday from the DDD's event portfolio. She described a stronger need for community and business involvement for Hot August Night. Mrs. Norton mentioned that on the 2023 feedback survey indicated the trick or treat event was reportedly one of the least needed events in downtown. It was discussed to set a date and time to meet with restaurant and bar owners to discuss hot august night 2023, with the goal to focus on food, drink, and live music for the scope of Hot August Night.

9. DDD Office – Ending of Warranty Period

Ms. Kendall notified the board that she communicated with the DDD office contractor about the warranty period ending. It was noted that exterior work needs to be done one of the DDD office doors, there are moisture issues, etc.

10. Railroad Park



Ms. Kendall reviewed an incident that occurred at Railroad Park on January 29, 2023. The water fountain and fence near it were both damaged due to the incident. Ms. Kendall filed a claim so insurance will pay for the damaged water fountain and to rebuild the damaged fence. The park is under warranty until April.

a. History Exhibit

Ms. Kendall informed the board that the DDD has a grant of \$8,000 to fund the history exhibit. She also mentioned the public input sessions that will be held and dates for the anticipated completion of the project

b. Brick and Bench Revenue

Ms. Kendall reviewed the current brick sale that would end February 18th. Brick sales will be put on hold until further notice. Late spring is the anticipated completion time period to have the customized bricks installed in Railroad Park. Mr. Exnicios suggested that the outdoor furniture in Railroad Park be updated to something nicer. Ms. Kendall stated she met with Roy Dufreche to discuss improved furniture options, though it is not a main priority until the history exhibit is complete.

11. Staff Report

Ms. Kendall briefed the council about the DDD's newest hire, Katie Taylor, for the Administrative Assistant position. Ms. Kendall reviewed the I Heart Hammond campaign for Brick Sales. She then reviewed Main Street and her required attendance to their conference held March 24 – 29. Ms. Kendall briefly discussed the launch of the Hammond Farmers and Artisans Market Snap Match Program beginning the following Saturday.

-Adjourned

Michelle Kendall, DDD Executive Director
Hammond Downtown Development District Authority
#2 West Thomas Street, Hammond, LA 70401 985-277-5683