



Downtown Development Authority Board  
**MEETING MINUTES**

June 11, 2014, at 7:30 am

Administration  
Edward Legault  
Judy Schroeder

*Downtown Development Authority Trustees*

Sue Parker, Chairperson  
Dan Bender, Vice Chair  
Andy Crispigna, Treasurer  
Mitch Taylor, Trustee  
Mary Finlan, Trustee

James O'Toole, Trustee  
Marc Tall, Trustee  
Tara Deno, Trustee  
Jeff Slagstad

Escanaba City Hall, Council Chambers, 410 Ludington Street, Escanaba, MI 49829

**OFFICIAL PROCEEDINGS**  
**ESCANABA DDA**  
**CITY OF ESCANABA, MICHIGAN**  
**Regular Board Meeting**  
**June 11, 2014**

**Call To Order:**

The meeting was called to order by Chairperson Sue Parker at 7:30 a.m. at the Escanaba City Hall Council Chambers, 410 Ludington Street.

**Roll Call:**

Chairperson Sue Parker, Vice Chair Dan Bender and Trustees Tall, Deno, O'Toole, Slagstad, Taylor, Finlan and Treasurer Andy Crispigna.

**APPROVAL/CORRECTION(S) TO MINUTES**

***Trustee Tall moved to approve the minutes of May 7, 2014 as presented, seconded by Trustee O'Toole. Motion carried.***

**APPROVAL/ADJUSTMENTS TO THE AGENDA**

***Trustee O'Toole moved to approve the agenda as published, 2nd by Trustee Tall. Motion Carried.***

**CONFLICT OF INTEREST DECLARATION**

None

## **TREASURER'S REPORT**

Fund Balance is at \$228,447.17 Other payables were as usual.

***Motion to approve Treasurer's Report Trustee Tall, 2nd by Trustee O'Toole.  
Motion carried.***

**Public Hearing:** None

**OLD BUSINESS/UNFINISHED BUSINESS:** None

### **NEW BUSINESS:**

#### **1. DDA Executive Director Legault 6 Month Review - Discussion/Action**

As part of the Executive Director Legault's offer, a 6 month review was one of the terms. The Personnel Committee met and in the evaluation process gave consideration to bring the Director's Salary at par to his last position, which amounted to a \$5,000 increase. Effective date as of June 11, 2014.

A motion was made by Trustee Tall stating that Mr. Legault had done an excellent job exceeding expectations and recommended a raise in the amount of \$5,000, second by Trustee O'Toole.

Roll Call Vote:

<b><i>Trustee Tall -</i></b>	<b><i>aye</i></b>	<b><i>Trustee Taylor -</i></b>	<b><i>aye</i></b>
<b><i>Trustee O'Toole</i></b>	<b><i>aye</i></b>	<b><i>Treasurer Crispigna -</i></b>	<b><i>aye</i></b>
<b><i>Trustee Slagstad -</i></b>	<b><i>aye</i></b>	<b><i>V.C. Bender -</i></b>	<b><i>aye</i></b>
<b><i>Trustee Deno</i></b>	<b><i>aye</i></b>	<b><i>Chairperson Parker</i></b>	<b><i>aye</i></b>
<b><i>Trustee Finlan</i></b>	<b><i>aye</i></b>		

#### **2. 2013 – 2014 Budget Amendments - Discussion/Action**

Annually the DDA goes through an exercise to true up the budget. Any line items that have become over the original forecast will need to be increased for the budget close process. Individual line items that fall into this category have been included for your review.

The budget amendments were reviewed by the board. A last minute addition was included for \$5000 for City Summer Events, as it was left off in error. \$1800 was added to this budget. Total recommended for approval is \$24,260.

## PROJECT UPDATES-

- Overhead sign lighting – Rapid Electric completed some doing additional adjustments to the lights Ed is meeting with Curtis Servant on May 5<sup>th</sup> to discuss progress and options.
- Façade Program – We will look to have all of the feedback from Jessica Flores and questions from the MEDC incorporated into the drawings by June 13<sup>th</sup>. Will look to get CUPPAD to again, start our application process.
- Ribfest – Event went well, but will be debriefing the Chefs regarding the event and I have some lessons learned that we will incorporate into our future events.
- Website update – The website is live and we are working on content.
- Escanaba Market Place – DDA will be working on the grant application process the week of June 9<sup>th</sup>. We have received feedback from Jessica Flores and will be proceeding with the next step.
- Property Acquisition Update – nothing further at this time.

VARIOUS OTHER ISSUES - None

GENERAL PUBLIC COMMENT - None

BOARD/STAFF COMMENTS - None

ANNOUNCEMENTS - None

ADJOURNMENT: 8: 52 a.m.

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

Respectfully Submitted,

Sue Parker, Chairperson