



Downtown Development Authority Board  
**MEETING MINUTES**

December 4, 2013, 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

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

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

**OFFICIAL PROCEEDINGS**  
**ESCANABA DDA**  
**CITY OF ESCANABA, MICHIGAN**  
**Regular Board Meeting**  
**December 4, 2013**

**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 O'Toole, Tall, Deno, Taylor and Treasurer Andy Crispigna.

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

Trustee O'Toole moved to approve the minutes of November 6, 2013 as presented, seconded by Treasurer Crispigna. Motion carried.

**APPROVAL/ADJUSTMENTS TO THE AGENDA**

*Trustee O'Toole moved to approve the agenda as written, second by Trustee Taylor. Motion Carried.*

## **CONFLICT OF INTEREST DECLARATION**

None

## **TREASURER'S REPORT**

Fund Balance is at \$332,311.20. There were several payables involving the Christmas Promotions. DDA Staff also requested payment of Invoice #0981 to DuBois & Sons' Tree Farm.

***Motion to approve Treasurer's Report as published by Vice Chair Bender and to also pay Invoice #0981 to DuBois & Sons in the amount of \$2,189.00. 2nd by Treasurer Crispigna. Motion passed.***

## **OLD BUSINESS/UNFINISHED BUSINESS:**

### **1. 2013-2014 Facade Project Request for Proposals**

DDA Administration provided an update regarding the Conceptual Level Design and Preliminary Constructing Estimates for the Escanaba/DDA Facade Project 2013-2014. DDA Administration asked for approval to enter into contract with Upper Peninsula Engineers and Architects (UPEA) of Houghton, MI in the amount of \$19,590.

***A motion to retain UPEA in the amount of \$19,590 to provide architectural and engineering services for the 2013-2014 Facade Program with final approval from the City Attorney regarding the Agreement for the Provision of Limited Professional Services with the firm. Motion seconded by Trustee Deno. Motion Carried.***

## **NEW BUSINESS:**

### **1. 2014 Downtown Development Authority Meeting Schedule**

DDA Meeting Schedule for 2014. January meeting scheduled the second Wednesday of the month based on New Year's holiday.

***Vice Chair Bender motioned that the DDA Meeting schedule for the year 2014 be accepted as published, 2nd by Treasurer Crispigna. Motion Carried.***

### **2. Election of DDA Officers**

According to the Rules and Procedures of the Escanaba Downtown Development Authority, Section 2 - General Rules 2.6 during the last regularly scheduled meeting of the calendar year the board shall hold an election of Officers for the positions of Chairperson, Vice Chairperson and Treasurer.

***A motion was made by Trustee O'Toole that all officers remain status quo, 2nd by Trustee Taylor. Motion carried.***

**PROJECT UPDATES-**

- Energy Audits - Submitted 5 additional Nov. 21st, completed 10
- Overhead sign lighting - Conversations continuing with Rapid Electric, lights are scheduled to be adjusted on December 13, 2013.
- Snowplowing Bids: Accepted bid from Mr. Chapman
- Banner replacement: Banners will be replaced with the four seasons, design to be presented to board.
- Website update - work continues on the data base and general topics for the website.
- Christmas schedule update – Christmas Parade December 6th

**VARIOUS OTHER ISSUES** - Christmas Events and Computer malfunctions

**GENERAL PUBLIC COMMENT:** None

**BOARD/STAFF COMMENTS:** None

**ANNOUNCEMENTS :** 8:15

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