



Downtown Development Authority Board

MEETING MINUTES

June 3, 2015 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, Trustee

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

**OFFICIAL PROCEEDINGS
ESCANABA DDA
CITY OF ESCANABA, MICHIGAN
Regular Board Meeting
June 3, 2015**

Call To Order:

The meeting was called to order by Chairperson Sue Parker at 7:30 a.m. at the Civic Center, 225 N. 21st Street, Escanaba, MI. 49829

Roll Call:

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

Also present was Jenny Lancour of the Daily Press

Absent: Excused Treasurer Crispigna

APPROVAL/CORRECTION(S) TO MINUTES

Trustee Tall moved to approve the minutes of May 6, 2015 as presented, seconded by V.C. Bender. Motion carried.

APPROVAL/ADJUSTMENTS TO THE AGENDA

V.C. Bender moved to approve the agenda with one amendment, the addition of Ribfest under Project Updates, 2nd by Trustee Tall. Motion Carried.

CONFLICT OF INTEREST DECLARATION

None

TREASURER'S REPORT

Fund Balance is at \$277,684.24. Payables included Ribfest expenses.

Motion to accept Treasurer's Report by Trustee Finlan, 2nd by Trustee Tall. Motion Carried.

Public Hearing:

None

OLD BUSINESS/UNFINISHED BUSINESS:

1. RFP for Parking Lot Enhancements

Received three bids for Parking Lot Signs, Genesis Graphics, Sign-Up and Meiers Signs. All three vendors will be invited to present their design at the July DDA board meeting.

NEW BUSINESS:

1. 2014-2015 Budget Amendment

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 were included for the board's review in the attached document. Total budget amendment for the 2014-2015 Budget is \$16,500.

A motion was made by Trustee O'Toole to approve the budget amendment as presented, 2nd by Trustee Deno. Roll Call vote as follows:

Trustee O'Toole	Aye	Trustee Slagstad	Aye
Trustee Deno	Aye	Trustee Taylor	Aye
Trustee Finlan	Aye	V.C. Bender	Aye
Trustee Tall	Aye	Chairperson Parker	Aye

Motion Carried.

PROJECT UPDATES-

- Website & Face book – website is now live. Updates will be continuing.
- Facade Project - Lisa Wrate of UPEA has completed the revised drawings and will be meeting with all building owners.
- Redevelopment Ready Communities Activities – Tuesday, June 23, 2015 the Allen Group will be holding a public meeting regarding possible site plans for Downtown Escanaba.
- Ribfest - The festival was held in one location this year. Many positive comments about the one location strategy. We had two new vendors this year & they had a great time. We had a very nice turnout even though the weather forecast scared some away. The project came very close to breakeven financially. We will review how we can continue to improve the event.

VARIOUS OTHER ISSUES - Marketplace - meeting with property owners negotiating price of property. The board requested a work session to be held on Tuesday June 23, 2015 at 7:30 a.m. to identify properties within the downtown to be marketed for future use. In the identifying process, design concept, financial availability, search for developers, and marketing are to be discussed.

GENERAL PUBLIC COMMENT – None

BOARD/STAFF COMMENTS - None

ANNOUNCEMENTS : - None

ADJOURNMENT :

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

