



Downtown Development Authority Board

MEETING MINUTES

November 6, 2013, at 7:30 am

Administration

Ed Legault

Judy Schroeder

Downtown Development Authority Trustees

Sue Parker, Chairperson

Dan Bender, Vice Chair

Andy Crispigna, Treasurer

Dan Bender, Trustee

James O'Toole, Trustee

Leo Evans, Trustee

Tara Deno, Trustee

Escanaba Civic Center, 225 N. 21st, Escanaba, MI 49829

November 6, 2013

OFFICIAL PROCEEDINGS

ESCANABA DDA

CITY OF ESCANABA, MICHIGAN

Regular Board Meeting

November 6, 2013

Call To Order:

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

Roll Call:

Chairperson Sue Parker, Trustees Leo Evans, Tara Deno, Jim O'Toole, Treasurer Andy Crispigna, and Vice Chair Dan Bender.

Also Present: Jenny Lancour of the Daily Press, Blaine DeGrave, Code Official and Mitch Taylor.

APPROVAL/CORRECTION(S) TO MINUTES

Trustee Evans moved to approve the minutes of October 2, 2013 and Special Board Meeting Minutes of October 14, 2013, 2013 as presented, seconded by Treasurer Crispigna. Motion carried.

APPROVAL/ADJUSTMENTS TO THE AGENDA

Trustee Evans moved to approve the agenda with the addition of the payable to Manpower for the Placement Invoice, second by Trustee O'Toole. Motion Carried.

CONFLICT OF INTEREST DECLARATION

None

TREASURER'S REPORT

Payables as usual, increase in fund balance. Fund balance as of September 30, 2013 is \$313,361.75.

DDA Administration requested approval to pay Invoice #103873, the three month rental fee of copy machine in the amount of \$494.19 including the overage for color in the amount of \$14.04.

Motion to pay Invoice #103873 in the amount of \$494.19 was made by Trustee O'Toole, second by Vice Chair Bender. Motion carried.

DDA Administration requested approval to pay invoice #2634405 in the amount of \$1,000 to Manpower, motion made by Trustee Evans, second by Treasurer Crispigna. Motion Carried.

Motion to approve Treasurer's Report as published by Trustee Evans, 2nd Trustee O'Toole. Motion passed.

OLD BUSINESS/UNFINISHED BUSINESS:

The Personnel Committee briefed the board regarding the results of a background check and presented the Job Offer made to Mr. Legault for Board discussion and approval. Mr. Legault gave a brief outline of his past experiences and qualifications. Trustee O'Toole stated that Mr. Legault brought the private sector experience needed to move both the DDA and the downtown forward in physical and business improvements.

A motion was made by Trustee O'Toole to offer the position of Executive Director of the DDA with the Employment Offer as submitted to the board, second by Trustee Bender. Motion carried.

NEW BUSINESS:

1. Election of Vice-Chair

Due to the resignation of Mr. Charles Chapman, Administration asked for acceptance of Mr. Chapman's resignation and the election of a Vice-Chair. Trustee Bender was nominated and accepted the role of Vice Chair.

A motion was made to accept the resignation of Mr. Chapman by Trustee Deno, 2nd by Trustee Evans. Motion Carried.

2. 2013-2014 Facade Project Request for Proposals

DDA Administration presented the results of the scoring for the individual firms based on the subcommittee ratings. The DDA made a recommendation to interview the lead firm, UPEA, to discuss pricing and their timeline. The Board gave approval to move forward with the interview and negotiations as soon as possible with UPEA.

PROJECT UPDATES-

- Energy Audits - need 5 -10 additional, completed 10
- Overhead sign lighting - Still waiting on lights, update forthcoming
- Snowplowing Bids: Received two still waiting on a bid from Flinns.
- Banner replacement: Seasonal design to be presented by "Sign-UP" (December Meeting)
- Website update - cost recovery update-waiting for quotes and City Attorney opinion
- Christmas schedule update- brochures distributed
- Update regarding garland - ordered and delivered.

VARIOUS OTHER ISSUES – Farmer’s Market Sign on hold until spring

GENERAL PUBLIC COMMENT - None

BOARD/STAFF COMMENTS - None

ANNOUNCEMENTS: Christmas celebration downtown

ADJOURNMENT: 8:40

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