



Downtown Development Authority Board  
**MEETING MINUTES**

**February 4, 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**  
**February 4, 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, Escanaba, MI. 49829

**Roll Call:**

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

Absent: Trustee O'Toole excused.

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

*Trustee Tall moved to approve the minutes of January 7, 2015 as presented, seconded by Treasurer Crispigna. Motion carried.*

## **APPROVAL/ADJUSTMENTS TO THE AGENDA**

***V.C. Bender 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 \$310,971.58. Payables included surveillance equipment and various Christmas expenses.

***Motion to accept Treasurer's report by V.C. Bender, 2nd by Trustee Finlan. Motion Carried.***

***Motion to pay Invoice #203545 to Flinn's Flower and Garden in the amount of \$1,180.00 for decoration of tree at Center Court by Trustee Tall, 2nd by Treasurer Crispigna. Motion Carried.***

## **Public Hearing:**

None

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

### **1. Change to Escanaba's Low to Moderate Income Status**

The Low to Moderate Income Survey is continuing. Will be taking longer due to staffing problems and weather conditions. A total of 131 surveys have been completed. Trustee Tall asked that we make sure that CUPPAD understands the urgency to get the survey completed as soon as possible.

## **NEW BUSINESS:**

### **1. Goals and Objectives - Discussion/Action**

Under Section 2. General Rules in the Downtown Development Authority Rules of Procedure, item 2.7 states: "During a regularly scheduled meeting of the new calendar year the Board shall develop a set of goals and objectives for accomplishing during the upcoming calendar year. During this same meeting, the Board shall review its past year's performance against the goals and objectives from that year. DDA administration is preparing an itemized report to be read at the February 4, 2014 regularly scheduled

board meeting as well presented to Council. Updates will be given on each project by DDA Administration.

The 2014 Goals and Objectives were reviewed by the Board and the 2015 Goals and Objectives were set to be incorporated in the Capital Improvement Plan and submittal to Council. The Board met with approval of the report to be presented to Council at its February 5th, 2015 meeting with changes to be made to the Business Incubator Site Strategy thus creating a Business Incubator process that could be utilized to grow new businesses downtown. ( Report attached as part of official minutes).

A copy of the 2015-2016 DDA Budget was reviewed and approved.

***A motion to accept the 2015-2016 DDA Budget was made by Trustee Finlan, 2nd by V.C. Bender. Motion was carried by all Ayes.***

## **PROJECT UPDATES**

- Parking Lot Signage - Info all compiled working on Map
- Website & Face book - Meeting with present host

**VARIOUS OTHER ISSUES :**  
**GENERAL PUBLIC COMMENT**  
**BOARD/STAFF COMMENTS**  
**ANNOUNCEMENTS :**  
**ADJOURNMENT : 8:45.**

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