



Downtown Development Authority Board  
**MEETING MINUTES**

**October 2, 2013, at 7:30 am**

**Administration**  
Judy Schroeder

*Downtown Development Authority Trustees*

Sue Parker, Chairperson  
Charlie Chapman, Vice Chair  
Andy Crispigna, Treasurer  
Dan Bender, Trustee

James O'Toole, Trustee  
Leo Evans, 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**  
**October 2, 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, Trustees Leo Evans, Dan Bender, Tara Deno, Vice Chair Charlie Chapman, and Jim O'Toole.

Absent: Treasurer Andy Crispigna

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

Trustee Evans moved to approve the minutes of August 7, 2013 as presented, seconded by Trustee O'Toole. Motion carried.

**APPROVAL/ADJUSTMENTS TO THE AGENDA**

Trustee O'Toole moved to approve the agenda as written, second by Vice Chair Chapman. Motion Carried.

## **CONFLICT OF INTEREST DECLARATION**

Chairperson Sue Parker will abstain on Item 4.

## **TREASURER'S REPORT**

Fund Balance for July at \$ 169,983.50. One larger entry that will need to be made is the receipt of real tax collections from the County. Anticipate this check to be in the ballpark of \$14,650. Will be added to the Current Tax Collections line (654-400)

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

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

### **1. DDA Staffing**

The Personnel Committee interviewed five candidates and narrowed the field to two. Both Candidates will be interviewed at a future Special Board meeting giving the public opportunity for questioning a well.

## **NEW BUSINESS:**

### **1. 2014 Summer Community Cultural Events - Escanaba Municipal Dock Area**

The Administration will lead a discussion on the possibility of providing DDA funding to support one community cultural event per month for the months of June, June and August 2014 at the Municipal Dock. After some discussion regarding primary dates, rain dates, vendors and music. A committee will be formed to pursue this endeavor, public is welcome.

**A motion to contribute \$5,000 from the 2013-2014 Budget and earmark another \$5,000 from the upcoming budget for 2014-2015 budget by Trustee Evans, 2nd by Trustee O'Toole. Motion carried.**

### **2. Electric Car Charging Station-**

The administration led a discussion regarding the feasibility of placing an electric car charging station at Center Court. There was contact with the area dealerships in regard to the placement of such a unit. Research indicates that there is not an Electric Car Station in the Upper Peninsula. It was decided to research the subject more in depth and keep it on our radar and possibly apply for a 2% monies in the future.

### **3. Flowers at Lincoln and Ludington**

DDA Administration asked for direction regarding the 2014-Springtime plantings at the intersection of Lincoln and Ludington. It was suggested to perhaps tailor the plantings to the budget amount and get quotes based on base line price from the various growers.

### **4. Event Sponsorship-Christmas Celebration Campaign-Downtown Partners in Business**

Administration presented an Event Sponsorship Agreement from the Downtown Partners in Business for the Christmas/Tree Lighting Celebration. DDA Administration will facilitate the usual activities regarding the DJ, Cookies, Hot Chocolate and acquiring the Horse drawn sleigh rides for the night of the tree lighting. Tree lighting will be on Tuesday November 26th at 7:00 pm thereby partnering with the Downtown Partners in Business and UP Cars. com for the big kickoff of the Christmas season. The group was requesting financial assistance in the amount of \$3,500 for these Christmas events.

**A motion was made by Trustee O'Toole to provide the \$3,500 for the group, with the condition that the DDA logo appear wherever possible on all ads, 2nd by Vice-Chair Chapman. Motion carried with Chairperson Parker abstaining.**

### **5. Preview of New Website**

Mr. David Nyman graciously donated his time and expertise and designed a new website for the DDA at no cost and made a presentation to the board. The new website will feature businesses individually allowing the business owner to login and update their own information and any specials that are being offered. Many other changes will be forthcoming. Mr. Nyman requested a maintenance fee in the amount of \$100 monthly for updates and postings.

**A motion was made by Trustee Evans to approve the maintenance fee of \$100 monthly and to also pursue cost recovery in the amount of \$1,200 from U.P. Cars.com, 2nd by Trustee O'Toole. Motion carried.**

### **PROJECT UPDATES-**

- Energy Audits continuing
- Streetscape - on hold
- Overhead sign lighting - Corresponding with Rapid Electric, waiting for factory in Pennsylvania for delivery of two lights, expecting delivery next week.
- Snowplowing Bid's- Ad going in paper

**VARIOUS OTHER ISSUES** - New Farmer's Market Sign remove the word "eat", spell healthy correct, add DDA logo and get further quotes.

**GENERAL PUBLIC COMMENT**- Peggy Schuman of "Sign Up" indicated that she wanted to resolve an old matter regarding banners purchased in 2008. She is to present a seasonal design at the next regularly scheduled board meeting.

**BOARD/STAFF COMMENTS**- Last meeting for Vice-Chair Chapman moving out of the downtown.

**ANNOUNCEMENTS:** None

**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