



MEETING MINUTES FOR MICHIGAN CITY URBAN ENTERPRISE ASSOCIATION

Aug 18, 2025

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Present:

Tristan Smith,	President	(Mayoral Appointment; 1/1/24 - 12/31/27)
Antonio Conley,	Vice President	(Mayoral Appointment; 11/20/24- 12/31/25)
Jim Clarida,	Treasurer	(Mayoral Appointment; 1/1/24 - 12/31/28)
Bruce De'Medici,	Secretary	(Mayoral Appointment; 1/1/24- 12/31/28)
Dakota Euler,	Member	(Council Appointment; 12/17/24- 12/31/28)
Wendy Willis,	Member	(Council Appointment; 12/17/24 - 12/31/28)

Absent:

Nick Pollock,	Member	(Council Appointment; 12/17/24 - 12/31/28)
Joseph Nelson,	Member	(Council Appointment; 1/1/2025- 12/31/25)
*D'Marcus Briscoe,	Member	(Mayoral Appointment; 12/31/24- 12/31/27)
*Absent at roll call; joined at 6:33 p.m		

ROLL CALL:

Board President Tristan Smith called to order the M. C. Urban Enterprise Association board meeting at 6:00 p.m. Board President Tristan Smith called the roll, and it was noted for the record that Nick Pollock and Joseph Nelson were absent, and that D'Marcus Briscoe arrived after roll call at 6:33 p.m. All attendance is noted above.

APPROVAL OF MINUTES:

Board President Tristan Smith asked if all members had reviewed the minutes. Members responded that they had not. Mr. De'Medici noted that the May 19th minutes had been prepared earlier that day, and that he had also reviewed the July 21st minutes and suggested a small change to the Executive Administrative Assistant. He added that both sets of minutes were expected to be included in the meeting packets but were not, and therefore recommended tabling them until the next meeting.

With no further discussion, Dakota Euler, board member, motioned to table the May 19th minutes. Bruce De'Medici, Secretary, seconded the motion.

Mr. Smith asked for a vote:

Ayes: 6 Nays: 0 Abstained: 0 Absent: 3 Vacant: 3

Motion carried.

The May 19, 2025 minutes were tabled until the next meeting.

Mr. Smith then asked for action on the July 21st regular meeting minutes. Bruce De'Medici, Secretary, motioned to table the July 21st minutes. Jim Clarida, Treasurer, seconded the motion.



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Mr. Smith asked for a vote:

Ayes: 6 Nays: 0 Abstained: 0 Absent: 3 Vacant: 3

Motion carried.

The July 21, 2025 minutes were tabled until the next meeting.

Board President Tristan Smith asked for a motion of acceptance for the February 4, 2025 Executive Session meeting minutes. He asked if there were any comments, corrections, or questions regarding the minutes. With no corrections noted, Dakota Euler, board member, motioned to accept. Jim Clarida, Treasurer, seconded the motion.

Mr. Smith asked for a vote:

Ayes: 6 Nays: 0 Abstained: 0 Absent: 3 Vacant: 3

Motion carried.

The February 4, 2025 Executive Session meeting minutes were accepted as submitted.

Board President Tristan Smith asked for a motion of acceptance for the May 19, 2025 Executive Session meeting minutes. He asked if there were any comments, corrections, or questions regarding the minutes. With no corrections noted, Dakota Euler, board member, motioned to accept. Wendy Willis, Member, seconded the motion.

Mr. Smith asked for a vote:

Ayes: 6 Nays: 0 Abstained: 0 Absent: 3 Vacant: 3

Motion carried.

The May 19, 2025 Executive Session meeting minutes were accepted as submitted.

Board President Tristan Smith asked for a motion of acceptance for the August 13, 2025 Executive Session meeting minutes. He asked if there were any comments, corrections, or questions regarding the minutes. With no corrections noted, Dakota Euler, board member, motioned to accept. Bruce De'Medici, Secretary, seconded the motion.

Mr. Smith asked for a vote:

Ayes: 6 Nays: 0 Abstained: 0 Absent: 3 Vacant: 3

Motion carried.

The August 13, 2025 Executive Session meeting minutes were accepted as submitted.



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OLD BUSINESS:

None

NEW BUSINESS:

Grant Proposal: Neighborhood Beautification Committee

Board Member Dakota Euler introduced the grant proposal from the Neighborhood Beautification Committee. He explained that the committee had met and was in favor of the proposal, which requested approval to allocate \$2,000 of MCUA funds to match the mayor's \$3,000 contribution.

Mr. Smith asked if there were any comments, corrections, or questions regarding the proposal. Discussion clarified that the contest was envisioned primarily for downtown businesses, but residential entries within the UEA could also be eligible to participate.

With no further discussion, Jim Clarida, Treasurer, motioned to approve the allocation of \$2,000 in MCUA funds for the Neighborhood Beautification Committee proposal. Bruce De'Medici, Secretary, seconded the motion.

Mr. Smith asked for a vote:

Ayes: 6 Nays: 0 Abstained: 0 Absent: 3 Vacant: 3

Motion carried.

The Neighborhood Beautification Committee grant proposal was approved as presented.

Anthony Novak Invoice

Board President Tristan Smith asked if everyone had reviewed the invoice from Attorney Anthony Novak in the amount of \$100. He then asked if there were any questions or discussion regarding the invoice.

With no discussion noted, Jim Clarida, Treasurer, motioned to approve payment of the \$100 invoice. Dakota Euler, board member, seconded the motion.

Mr. Smith asked for a vote:

Ayes: 6 Nays: 0 Abstained: 0 Absent: 3 Vacant: 3

Motion carried.

The invoice from Attorney Anthony Novak in the amount of \$100 was approved for payment.

CLH Bookkeeping Report



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Board President Tristan Smith noted that an email had been circulated to all members containing the follow-up report from CLH Bookkeeping. He offered to read the report aloud for anyone who had not reviewed it.

The report indicated that \$1,195 of payroll liabilities remained on the balance sheet from when the Executive Administrative Assistant's wages were processed through payroll. Of this amount, approximately \$237.50 may be written off as the Urban Enterprise Association may not be required to file state unemployment due to nonprofit status. However, the remaining \$958.22 must be remitted to the Indiana Department of Revenue.

The report further recommended opening a withholding account with the State of Indiana, filing the appropriate return, remitting the \$958.22 owed, and then closing the withholding account.

Following review of the report, Bruce De'Medici, Secretary, motioned to approve these recommended steps. Dakota Euler, board member, seconded the motion.

Mr. Smith asked for a vote:

Ayes: 6 Nays: 0 Abstained: 0 Absent: 3 Vacant: 3

Motion carried.

The board approved the actions outlined in the CLH Bookkeeping report, including payment of \$958.22 to the Indiana Department of Revenue.

Financial Report

Board President Tristan Smith asked if members had reviewed the financial report submitted by the Executive Administrative Assistant. Board Member Dakota Euler noted one account balance had decreased to approximately \$265 and that a \$10 monthly service fee was being charged. Discussion followed regarding whether the fee was related to paper statements sent to the P.O. Box or if it was a standard service charge for accounts under a minimum balance. It was suggested that the account be switched to paperless delivery to potentially eliminate the fee. Mr. Smith stated that the matter would be verified with the bank for clarification.

Mr. Euler also raised questions regarding a \$26 meal at Social Que listed as a business retention expense. He noted that the debit card policy requires receipts for all purchases, and that business expenses must comply with the financial policy, which prohibits personal use. He asked what business purpose was achieved by the meal.

Further, Mr. Euler pointed out discrepancies between the July bank statement and the financial report, noting that several checks totaling approximately \$4,000 were reflected on the bank



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statement but not listed in the claims provided by the Executive Administrative Assistant. Discussion was held regarding the importance of ensuring that financial statements accurately reconcile with bank records.

As the Executive Administrative Assistant was not present to respond to questions, no action was taken on the financial report at this time.

PUBLIC COMMENT:

None

DIRECTORS COMMENT:

Board members shared updates and comments on various topics, including the Midnight Hoops recognition dinner, which was appreciated for acknowledging the board's support. Members discussed the data center funding and agreed to draft a letter to the city council to express the board's interest and request a meeting to discuss participation and future opportunities. A committee was established to draft the letter, with the plan to present it at the next meeting.

Members also reviewed the executive administrative assistant's hours and performance. It was noted that roughly 30 hours were worked in a two-week period, but concerns were raised regarding the quality and completeness of the work, missing financial report items, and agenda inconsistencies. Board members discussed the assistant's training, due process, and prior review meetings.

Board Member Dakota Euler moved to terminate the executive assistant's contract with 30 days written notice. Discussion included:

- The assistant's ability to fulfill contract duties.
- Whether sufficient training and support were provided.
- The importance of continuity through the grant cycle.

The motion to terminate the contract was seconded by Antonio Conley, Vice President. Following discussion, a roll call vote was taken:

- **Ayes: Smith, Conley, Clarida, Euler, Briscoe**



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- **Nays: De'Medici, Willis**
- **Abstained: None**

Motion carried.

It was agreed that the process to identify and hire a replacement should begin immediately. The board discussed application submission procedures and committee assignments for reviewing candidates. Members emphasized the need to finalize hiring in alignment with the grant cycle and to clarify pay terms and contract start dates for the outgoing assistant.

No additional director comments were noted.

ADJOURNMENT:

With no other matters for discussion, Jim Clarida, Treasurer, motioned to adjourn. Bruce De'Medici, Secretary, seconded the motion.

Mr. Smith asked for a vote:

Ayes: 7 Nays: 0 Abstained: 0 Absent: 2 Vacant: 3

Motion carried.

The meeting adjourned at 6:42 p.m.

Tristan Smith, President

Bruce De'Medici, Secretary

EXAMINED AND APPROVED BY MCUEA BOARD OF DIRECTORS ON:

10/20/2025

Tristan Smith