



Downtown Development Authority Board

## MEETING MINUTES

December 15, 2016 at 8:00 am

Administration  
Edward Legault  
Judy Schroeder

### *Downtown Development Authority Trustees*

Sue Parker, Chairperson  
Dan Bender, Vice Chair  
Andy Crispigna, Treasurer  
Mark Ammel, Trustee  
Mary Finlan, Trustee

James O'Toole, Trustee  
Marc Tall, Trustee  
Vacant  
Jolee Hughes, Trustee

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

**OFFICIAL PROCEEDINGS  
ESCANABA DDA  
CITY OF ESCANABA, MICHIGAN  
Regular Board Meeting  
December 15, 2016**

### **Call To Order:**

The meeting was called to order by Chairperson Sue Parker at City Hall Council Chambers, 410 Ludington Street, Escanaba, Michigan.

### **Roll Call:**

Chairperson Sue Parker, Trustees Tall, O'Toole, Hughes and Ammel, Treasurer Crispigna, and V. C. Bender.

Absent: Trustee Finlan, excused

Also Present: Sarah Maki of the Daily Press, Andy LaPointe of IMS and Barry Polzin, Architect.

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

***Trustee Tall moved to approve the minutes of November 17, 2016 2nd by Trustee Hughes. Motion Carried.***

## APPROVAL/ADJUSTMENTS TO THE AGENDA

*Motion to approve the agenda by Tall, 2nd by Trustee O'Toole. Motion carried.*

CONFLICT OF INTEREST DECLARATION - None

## TREASURER'S REPORT

Payables a usual, budget time. Comparison budget requested for next meeting.

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

Public Hearing: None

## OLD BUSINESS/UNFINISHED BUSINESS

None

## NEW BUSINESS:

### 1. Election of 2016 DDA Officers

Based on the Escanaba DDA Bylaws, the DDA board must annually elect officers for the upcoming calendar year.

*Trustee Tall motioned that the current slate of officers be renewed for another year, 2nd by Trustee O'Toole. Hearing no objections motion carried.*

### 2. IMS Change Request #2 for the Market Place Project

IMS has submitted a change request based on the project timeline. The request will add time to the original completion date of November 28<sup>th</sup>, 2016, based on delays they have communicated to the DDA Board previously. They have continued to work on the project into December and anticipate closing the project December 31<sup>st</sup>, 2016 for the year. They would need an additional 60 days to complete the project in spring 2017. The start in the spring would be based on the weather. The additional administrative costs of the delay will be \$40,327.28 to the project. DDA Administration is looking to get the changes approved by the Board. A recommendation & financial impact document was distributed at the meeting.

***After much discussion regarding the impact on the budget and concerns for the fund balance a motion was made by Treasurer Crispigna to grant the change order for additional funds in the amount of \$40,327.28 for the Market Place Project and to also grant the additional 60 days for completion of the project, 2nd by Trustee Hughes. Roll Call: 7 Ayes, no nays. Motion Carried.***

#### **PROJECT UPDATES:**

- **Escanaba Market Place Project** – Andy Lapointe from IMS will be attending our meeting to give updates or answer questions on the project. Barry Polzin will not be available for the meeting. IMS has continued to complete work at the site as of Dec. 9<sup>th</sup>. They will be laying off most of their staff until the project is shut down due to weather.
- **Façade Projects** –Paint removal at Jim’s Music has started. FA Industrial Services has been working on the Greg Martenson project. The most current update to the facades from Lisa Wrate will be handed out at the meeting and Lisa will be joining the meeting in person.
- **Blighted Buildings** – Blaine Degrave & I met with Russ Hall regarding condemnation proceedings for the property at 910 Ludington Street. Blaine has been in contact with the owner and it doesn’t appear that he will be looking to do repairs to the building.
- **Escanaba Marketing Plan** – The Redevelopment Ready Communities program had a consultant hold a work session to craft a marketing plan for the City on December 6<sup>th</sup>. The meeting was well attended and there was lots of great feedback. The information will be compiled and a recommendation for next steps will be provided. This is the last step in the RRC certification process for the City. We would be one of 10 cities to get certified.
- **Deferred Loan Program draft** – DDA Administration has not been able to spend time on this item based on other more pressing priorities since our last meeting. I will look to submit something to the Board after the first of the year.
- **Christmas Activities** –DDA Administration continues to meet with the team members regarding the Pasty Drop and everything is in motion for the event. We will actively promote the event and activities for New Year’s Eve. The feedback on the Christmas activities downtown has been great!
- **2017 Façade Projects** – I have met with almost all of the owners for the next round of projects. I have a meeting with an owner regarding a large project on December 14<sup>th</sup> to discuss implementation and grants. I will be ready to send out the RFP after that meeting.

VARIOUS OTHER ISSUES:

GENERAL PUBLIC COMMENT:

BOARD/STAFF COMMENTS:

ANNOUNCEMENTS:

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 or [escanabadda@att.net](mailto:escanabadda@att.net).

Respectfully Submitted,

Sue Parker, Chairperson