



Downtown Development Authority
Board

MEETING AGENDA

December 2, 2015, 7:30 am

Downtown Development Authority Board Members

Sue Parker, Chairperson	James O'Toole, Trustee
Andy Crispigna, Treasurer	Dan Bender, Vice Chair
Marc Tall, Trustee	Tara Deno, Trustee
Mitch Taylor, Trustee	Jolee Hughes, Trustee
Mary Finlan, Trustee	

Administration

Ed Legault

Judy Schroeder

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

December 2, 2015, 7:30a.m.

CALL TO ORDER

ROLL CALL

APPROVAL/CORRECTION(S) TO MINUTES – Approval of November 4, 2015 minutes

APPROVAL/ADJUSTMENTS TO THE AGENDA

CONFLICT OF INTEREST DECLARATION

TREASURER'S REPORT

OLD BUSINESS/UNFINISHED BUSINESS:

1. DDA Executive Director Review – Discussion/Approval

Explanation: The DDA HR Committee will update the Board on their progress.

NEW BUSINESS:

1. Election of 2016 DDA Officers – Discussion/Approval

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

2. Approval of Expenditure for the Creation of the Bid Documents for the Escanaba Market Place – Discussion/Approval

Explanation: DDA Administration is seeking Board Approval for expenditure not to exceed \$57,100 for the creation of the Bid Documents for the Escanaba Market Place by Barry Polzin Architects, INC. The cost has been part of the soft construction costs of the project. The

amount is part of the projected project costs that are budgeted in the DDA 2015-2106 budget item 976 Capital Outlay – Land & Building Improvements. It is also listed in the DDA's Capital Improvement Plan.

3. Approval of Expenditure to complete a Phase I Environmental Site Assessment – Discussion/Approval

Explanation: DDA Administration is seeking Board Approval for expenditure not to exceed \$2000 to have Wiese Martin Associates, LLC complete a Phase I ESA needed to purchase property for the Escanaba Market Place Project. The cost would be charged to Professional Services – 801 and is included in the 2015-2016 DDA Budget.

4. The DDA Board will go into a closed session to discuss a real estate transaction – Discussion/Approval

Explanation: DDA Administration is seeking the Board's approval to go into closed session to discuss a real estate transaction strategy.

PROJECT UPDATES:

- **Escanaba Market Place Project** – DDA Administration and City Administration reviewed next steps for the Escanaba Market Place with MEDC Contact, Nate Scramlin on November 16th. We agreed on deliverables and timeframes needed to secure the grant monies for the project. Based on the revised sequence of activities DDA Administration amended the Purchase Agreement for the Northern Motor's property to allow for a later closing date of April 1 2016. A revised timeline will be distributed to the Board.
- **Façade Projects** – The RFP for the Certified Grant Administrator for the Façade Projects closed on Nov. 23rd. We only had 1 applicant which was CUPPAD. DDA & City Administration exchanged information with Greg West of the MEDC to ensure what information was needed to formalize the contract for the CGA and to secure the financial commitment from the MEDC to fund the services. City Administration will have the deliverables completed to send to Greg by 12/11.
- **Redevelopment Ready Communities Activities** – The Master Planning process had its first two meetings. The last meeting on Nov. 12th was chaired by Anne Milne of CUPPAD. Anne will be sending out notes electronically. The meeting had a lot of meaningful discussion. The next steps will be a larger public forum to discuss the concepts and ideas form the Nov 12th. Meeting.
- **Redevelopment Projects (House of Ludington)** – The House of Ludington Project is still in the review process with the State. No new info has been received on the project and we expect to hear if the project was chosen to move forward by the state sometime in January 2016.

- **Blighted Building Purchase Program** – DDA Administration is in the process of gathering information on all potential properties that would include purchase price, demolition quotes and any anticipated funding to remove the blighted structures for board review at the January Board meeting.
- **Snow Removal Proposal for the Central Retail District** – DDA Administration sent out an RFP for the project to have a cost estimate. Based on feedback from the City of Norway, their public works department clears all of the snow off the sidewalks downtown. Initial feedback on the RFP will have bids to do all of the snow removal in the Central Retail District sidewalks. We expect the RFP responses by 12/14.
- **Business Session for the Downtown Business Owners** – DDA Administration will hold 3 sessions to receive feedback from the Downtown Businesses to give feedback on permitted uses & parking requirements in the downtown area. The sessions will be morning, afternoon & evening in Mid-January based on feedback.

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.

Respectfully Submitted,

Sue Parker, Chairperson