



Downtown Development Authority
Board

MEETING AGENDA

January 26, 2017 8:00 a.m.

Downtown Development Authority Board Members

Sue Parker, Chairperson	James O'Toole, Trustee
Andy Crispigna, Treasurer	Dan Bender, Vice Chair
Marc Tall, Trustee	Jolee Hughes, Trustee
Mary Finlan, Trustee	Mark Ammel, Trustee
Vacant, Trustee	

Administration

Ed Legault

Judy Schroeder

[Escanaba City Hall, Council Chambers, 410 Ludington Street, Escanaba, MI 49829](#)

[January 26, 2017, 8:00 a.m.](#)

CALL TO ORDER

ROLL CALL

APPROVAL/CORRECTION(S) TO MINUTES – Approval of December 15, 2016 minutes

APPROVAL/ADJUSTMENTS TO THE AGENDA

CONFLICT OF INTEREST DECLARATION

TREASURER'S REPORT

OLD BUSINESS/UNFINISHED BUSINESS:

NEW BUSINESS:

1. Review of 2016 – 2017 estimates and 2017-2018 Budget Request

Explanation: DDA Administration has made estimates for the remaining 2016- 2017 budget cycle, as well as created a 2017-2018 Budget Request for the Boards' Review, Edit, Approval.

2. 2016 End of Year Report & 2017 Goals Document – Discussion/Approval

Explanation: The DDA Rule of Procedure 2.7 requires the DDA Board to review its 2016 year's performance against its 2016 goals & objectives and report its progress to the City Council. The rule also requires the DDA Board to set goals and objectives for 2017. The purpose of this report is to advise the City Council of the DDA's 2016 performance and 2017 goals & objectives. DDA Administration will present a report for your review of the

performance for 2016 & draft goals for 2017. The information will be presented to the City Council on February 2nd. The final draft document will be emailed to the Board separately as it is still in production. The final draft will be sent on Jan. 24th.

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 completed work at the site as of Dec. 23rd due to the winter weather conditions. The site has been secured. They will begin as soon as they can this spring based on weather. They will need approximately 60 days to complete the project once they start back up. DDA Administration will be making the last reviews and request for data to the MEDC Grant contact the week of January 23rd. DDA Administration will be pulling together a committee of Board Members to create the Escanaba Market Place uses, fees and any other information needed to make the structure available to the public.
- **Active Façade Projects** – FA Industrial Services has continued working on the Greg Martenson project. FA Industrial Services will be working on the Raymond James Project going forward. DDA & City Administration met with Lisa Wrate to review financials for the Bugay & Dubord projects based on some conflicts in the numbers. We were able to solve the issues and will be sharing our findings with the Certified Grant Administrator for correction to the records. The Bugay & Dubord projects are almost complete. 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.
- **New Façade Projects** – Finalized Agreements and \$1500 Deposits have been delivered to DDA Administration for 7 projects for the next round. The projects will benefit 9 different Ludington Street addresses. DDA Administration already preformed an exterior review of the buildings with the MEDC's Julie Gardner on her last visit to Escanaba. She liked the buildings included in the project. We are able to release our RFP for A/E work on the upfront projects. We will have the bids back by the end of February for DDA selection. I will also be looking for the MEDC to allow us to have a Certified Grant Administrator on this project.
- **Blighted Buildings** – Blaine Degrave informed DDA Administration that the owner of the property at 910 Ludington Street has hired a local attorney to represent him through the condemnation process. Blaine will be working through him during the process.
- **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 6th. The consultant has sent a draft plan to the City for review. I am working with the consultant on some additional local information to add to the final product.

- **DDA Web Site Updates** – DDA Administration will be doing updates to the site information based on 2017 events, new information, additional pictures and new business updates. The updates will be completed the week of January 30th.

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