



Downtown Development Authority
Board

MEETING AGENDA

January 6, 2016, 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

January 6, 2016, 7:30a.m.

CALL TO ORDER

ROLL CALL

APPROVAL/CORRECTION(S) TO MINUTES – Approval of December 2, 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. If detailed feedback will be given to the Executive Director, request to move into closed session.

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

Explanation: DDA Administration is seeking Board Approval to amend the expenditure that was approved at our December meeting for professional services not to exceed \$2000 to have Wiese Martin Associates, LLC complete a Phase I ESA. A change of scope to the project to include all of related project properties was able to be incorporated into the current description of work. The cost would be changed to not exceed \$3200. The item would be charged to Professional Services – 801 and is included in the 2015-2016 DDA Budget.

NEW BUSINESS:

1. Amend the DDA Board Meeting Schedule for 2016 – Discussion/Approval

Explanation: The DDA Board discussed moving the time of the Board Meetings to allow more public participation. DDA Administration reviewed with the Board Members possible days & times to reschedule as well as check Council Chamber availability. Administration would recommend changing the meeting to the 4th Thursday of the Month @ 12:15 pm. The revised 2016 meeting dates would be: Feb. 25th, Mar. 24th, April 28th, May 26th, June 23rd, July 28th, Aug. 25th, Sept. 22nd, Oct. 27th, Nov. 17th (Conflict with Thanksgiving) and Dec. 22nd.

2. Snow Plowing Bid for DDA Office - Discussion/Action

Explanation: A Request for Bids was placed in the Daily Press and two bids were received for the removal of snow from the sidewalks at 1025 Ludington Street. DDA Administration is recommending accepting the bid from Nate's Snow Removal at the rate of \$40.00 per removal. A Certificate of Liability has been supplied. (See all bid documents in board packet)

3. Painting of entire Interior of DDA Office - Discussion/Action

Explanation: The painting of the interior of 1025 Ludington has not been done since the opening of Center Court in 1997. Two bids were received for this project. DDA Administration is recommending accepting the bid from Krieg's Painting Contractors, Inc. in the amount of \$1,873.00. (See bid copies in board packet) This expense has been budgeted under #931 Repairs to Structures.

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. Not a lot of activity over the Holidays. Barry Polzin will look to have a draft bid document in the mid-January time frame for review. I will give out a timeline at the board meeting.
- **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. We should have the financial go ahead on the CGA shortly after the New Year based on Mr. West comment to us on Dec. 29th.
- **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 from 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. DDA Administration is still looking for finalized info on possible grant funds. Any new update will be given at the Board meeting.
- **Snow Removal Proposal for the Central Retail District** – DDA Administration will wait to see the impact of some of the new techniques our City employees have learned at a seminar to keep the sidewalks clean prior to moving forward with the study.
- **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. The final date will be communicated at the Board 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.

Respectfully Submitted,

Sue Parker, Chairperson