



Downtown Development Authority
Board

MEETING AGENDA

March 23, 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](#)

[March 23, 2017, 8:00 a.m.](#)

CALL TO ORDER

ROLL CALL

APPROVAL/CORRECTION(S) TO MINUTES – Approval of February 23, 2017 minutes

APPROVAL/ADJUSTMENTS TO THE AGENDA

CONFLICT OF INTEREST DECLARATION

TREASURER'S REPORT

OLD BUSINESS/UNFINISHED BUSINESS:

None

NEW BUSINESS:

1. Review Fees & Application for the Escanaba Market Place– Discussion/Approval

Explanation: DDA Administration held a work session with Sue Parker, Mary Finlan, Kim Peterson & Rob LaMarche regarding processes and content needed in the application for the rental of the Escanaba Market Place. The group also reviewed applications for other structures in the region as it reviewed a fee structure. The draft document will be reviewed at the Board Meeting for the Boards' Review, Edit, Approval.

2. DDA Location Decision – Discussion/Approval

Explanation: DDA Administration will lead a Board discussion utilizing the white paper document provided to the Board at the last meeting. The discussion will include feedback from Board members as well as feedback from the public since our last meeting. The goal of

the discussion will be to understand directionally where the Board wants the DDA office to be located and what the next steps are based on that decision.

PROJECT UPDATES:

- **Escanaba Market Place Project** – Andy Lapointe from IMS has discussed a timeline based on the weather patterns we experience coming up in the spring. He has set a tentative date to restart the project on May 1st. This could be moved up if we experience warmer weather in April. A May 1st start date would have a July 1st completion date. Andy Lapointe & Barry Polzin are working on a solution to a grading issue at the cross walk. They will present this to City Administration as the solution is available.
- **Active Façade Projects** – FA Industrial Services has continued working on the Greg Martenson project. FA Industrial Services has made a decision that they will not take on the Raymond James Project. Two other construction companies are supplying a bid to Lisa Wrate for the project. Lisa met with Shad from Ludington Grille regarding his project. He would like to scale back the project. The information was reviewed with SHPO and they would not allow the changes. The project will look to be removed from the grant scope.
- **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 released our RFP for A/E work on the upfront process this week. The Bids will be due back by April 20th at 2:00 pm at the DDA Center Court location. DDA Administration will review the information with a Board Committee and City Administration. A recommendation will be made to the Board at the April meeting. Contract and work start dates will look to be May 1st.
- **Blighted Buildings** – Blaine Degrave informed DDA Administration that there wasn't an update regarding the property at 910 Ludington Street. Blaine will try to get an update to provide to the Board at our 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