



Downtown Development Authority Board

MEETING MINUTES

October 27, 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
October 27, 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, Trustee Ammel, Treasurer Crispigna, and V. C. Bender

Absent: Mary Finlan, Jolee Hughes and James O'Toole.

Also Present: Jenny Lancour of the Daily Press, Blaine DeGrave, Andy LaPointe of IMS and Barry Polzin, Architect.

APPROVAL/CORRECTION(S) TO MINUTES

Trustee Ammel moved to approve the minutes of September 22, 2016 2nd by V.C. Bender. Motion Carried.

APPROVAL/ADJUSTMENTS TO THE AGENDA

***Motion to approve the agenda by V.C.Bender, 2nd by Treasurer Crispigna.
Motion carried.***

CONFLICT OF INTEREST DECLARATION - None

TREASURER'S REPORT

Payables as usual with payment #2 to IMS for Market Place.

Treasurer's report approved by Trustee Ammel 2nd by Trustee Tall.

Public Hearing: None

OLD BUSINESS/UNFINISHED BUSINESS

None

NEW BUSINESS:

1. IMS Change Request #3 & #4 for the Market Place Project

There are two change requests that have been submitted regarding the Market Place. During the excavation for the Sound Stage Area there were large amounts of concrete debris that had to be removed to set the footings and foundation for the stage. The concrete appears to be from the old Ness Glass building. The second request is based on additional drain lines and a catch basin to control water runoff between the Market Place property and Jim's Music. Both issues needed to be dealt with and added a total cost of \$3981.38 to the project. DDA Administration is looking to get the changes approved by the Board.

After some discussion a motion was made by Trustee Ammel to grant the Change Request from IMS based on necessary changes that needed to be incorporated into the Market Place project in the amount of \$3,981.38, 2nd by V.C. Bender. Roll Call vote: 4 ayes, 1 Nay, Motion Carried.

There was also a Motion that in order to keep the Market Place Project moving expeditiously DDA Administration could pay expenses up to \$1000 without Board approval by Trustee Tall, 2nd by Trustee Ammel. Motion Carried.

PROJECT UPDATES:

- **Escanaba Market Place Project** – over the last 4 weeks there has been a lot of progress at the Market Place site. The structure is taking form for the pavilion and the platform has been poured for the Stage Area. The cement work at the corner of 15th street and Ludington Street is almost completed, as well as the sidewalk area on the 15th Street side of the structure. Both Andy Lapointe from IMS and Barry Polzin will be attending our meeting to give updates on the project. They will also be there to answer any questions regarding the construction. The weekly Monday status meetings have worked very well ensuring everyone is on the same page.
- **Façade Projects** – The closing for Jim's Music and Greg Martenson have taken place. Their projects will start construction soon. FA Industrial Services, INC. will be doing the construction for those two projects. The most current update to the facades from Lisa Wrate will be handed out at the meeting. I will be meeting with Julie Gardner to discuss timing of the next rounds of Façade projects now that the final projects are closed.
- **Blighted Buildings** – Blaine Degrave gave an update that Caleb Hayes, (Owner of 910 Ludington) is seeking bids for two options: Building corrections to restore the building and bids for demolishing costs to tear down the building. Blaine will be following up with the owner as bids are received.
- **Ludington Street Repairs** – Repairs on Ludington Street are completed. Bill Farrell thinks we should have the final costs of the DDA portion of the project soon. The cost of materials was lower than planned and could lead to our portion being less than budget.
- **Jen Tucker, DEQ Representative** – Jen met with City and DDA Administration on her visit. We may have a couple of uses with potential projects for some of her programs. We will continue to flush out the potential opportunities. There may be an opportunity for the DDA to fill the gap on these smaller projects by reusing funds from the older facades. The DDA lent money that was deferred for the projects. Some of the buildings are being sold and the deferred funds must be paid back to clear the title. DDA Administration will be sending a draft program for the Board's review. The program will be placed on the November 17 meeting agenda.
- **Christmas Activities** – The garland to decorate Ludington has been ordered with installation prior to November 15th. Black Friday on Tuesday will take place on November 22nd. The Downtown Tree will be decorated prior to November 22. Details are being finalized by the Downtown Partners in Business for the Season. DDA Administration will be contacting the team members regarding the Pasty Drop shortly. We will actively promote the event and activities for New Year's Eve.

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