



Downtown Development Authority
Board
MEETING AGENDA

September 22, 2016 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

September 22, 2016, 8:00 a.m.

CALL TO ORDER

ROLL CALL

APPROVAL/CORRECTION(S) TO MINUTES – Approval of August 25, 2016 minutes

APPROVAL/ADJUSTMENTS TO THE AGENDA

CONFLICT OF INTEREST DECLARATION

TREASURER'S REPORT

OLD BUSINESS/UNFINISHED BUSINESS:

1. Arnt Asphalt Payment – Discussion/Approval

Explanation: DDA Administration was given approval to move forward with sealing and striping of 4 DDA owned parking lots by the Board. The exact final cost was not available at that time. The lots have been completed and look great. DDA Administration is looking for Board Approval to make the payment to Arnt Asphalt in the amount of \$15,640. The projects were within budget.

NEW BUSINESS:

1. IMS Change Request #2 for the Market Place Project – Discussion/Approval

Explanation: There is a section of sidewalk on Ludington Street in front of the Escanaba Market Place project that is in very poor condition. The replacement of this side walk section was not part of the project specs for the project and would be extra. The cost to remove and replace the 1885 sq. ft. of 4" sidewalk would be \$14,103.60. DDA Administration is looking to get the change approved by the Board.

2. IMS Change Request #1 for the Market Place Project – Discussion/Approval

Explanation: IMS has submitted Change Requests based on a late start to the project and the impact cold weather will have on completion of the Market Place project. The board must decide on one of three strategies for completion of the project. The strategies are attached for your review. The more cold weather work that is completed will push up costs. Stopping at a certain point and completing the project in the spring would be the least expensive strategy. Landscaping will have to occur in the spring regardless of what decision we make.

3. Tree Replacement on Ludington Street – Discussion/Approval

Explanation: DDA Administration was given a quote from “The Grounds Nursery” for two different types of trees to fill 14 empty spots on Ludington. The two are: Hydrangea Quick Fire Tree (\$95 per tree, total \$1330.00) or The Rejoice Flowering Crabapple Tree (\$130 per tree, total \$1820.00). Labor to plant the trees would be (438 per tree, total labor \$532.00). DDA Administration is seeking Board approval to add the landscaping to Ludington Street.

PROJECT UPDATES:

- **Escanaba Market Place Project** – The base structure is starting to take shape for the Market Place Pavillion. IMS is starting to do the prep work for the Stage Area. I have been in contact with Greg West of the MEDC and ironed out the payment process from the grant. I shared the information with Melissa Becotte
- **Façade Projects** –The next ones to go to closing will be Jim’s Music and then Greg Martenson. We expect them to close by the first week of October. The most current update to the facades is included in the packet. I will be meeting with Julie Gardner to discuss timing of the next rounds of Façade projects. City Administration had received word that grant funding would only target Communities that are Redevelopment Ready Community certified moving forward. The City is close to finalizing the RRC process.
- **DDA Parking Lot Projects** – DDA Administration toured the remaining DDA Parking lots that have not been resealed Sept. 15th. We discussed repairs and clean up opportunities with each lot. After clean up I will check what the costs of the repairs are for the remaining lots.
- **Blighted Buildings** – Blaine Degrave sent notice on Sept. 15th to Caleb Hayes, (Owner of 910 Ludington) that he will need to forward the report from the building inspection, along with the planned repairs and timeframes to complete the repairs to the building. Blaine will then forward the information to the DDA Board.
- **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.

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