



Downtown Development Authority Board

MEETING MINUTES

April 27, 2017 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
Jolee Hughes, Trustee
Vacant

Escanaba City Hall, Council Chambers, 410 Ludington Street, Escanaba, MI 49829

**OFFICIAL PROCEEDINGS
ESCANABA DDA
CITY OF ESCANABA, MICHIGAN
Regular Board Meeting
April 27, 2017**

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 Finlan, O'Toole, Ammel, V. C. Bender and Treasurer Crispigna. Trustees Hughes and Tall were excused.

Also present Jenny Lancour, Blaine DeGrave and Andy LaPointe.

APPROVAL/CORRECTION(S) TO MINUTES

Trustee O'Toole moved to approve the minutes of March 23, 2017, 2nd by Trustee Finlan. Motion Carried.

APPROVAL/ADJUSTMENTS TO THE AGENDA

***Motion to approve the agenda by Trustee O'Toole, 2nd by Treasurer Crispigna.
Motion carried.***

CONFLICT OF INTEREST DECLARATION - None

TREASURER'S REPORT

Payables as usual. Fund balance at \$193,037.33 including City Loan.

Treasurer's report approved by V.C. Bender, 2nd by Trustee Finlan. Motion carried.

Public Hearing: None

OLD BUSINESS/UNFINISHED BUSINESS:

1.Review Fees & Application for the Escanaba Market Place

DDA Administration explained the processes and content needed in the application for the rental of the Escanaba Market Place based on feedback from the Board at the March 23rd meeting. The revised draft document was reviewed at the Board Meeting for final approval.

After much discussion it was decided to add the Escanaba Market Place to City Ordinance 507 and 1102, MCL436.1500 Chapter 18 of the Code of Ordinance- Alcohol in Public Places which includes the Application for Special Event. The No Smoking in Public Spaces Ordinance will also be reviewed to add the Market Place.

Other discussion was that DDA Administration will add verbiage to the Special Event Application that the DDA reserves the right to forward to Council any necessary information for which the Council has to approve.

The Market Place Fees were also discussed at length. The fees will be as follows:

- Daily Rental for Private Group(non citizen) - \$400
- Daily Rental for Private Group(Escanaba citizen) - \$300
- Daily Rental for Certified Non-Profit Group - \$250
- Security Deposit - \$300
- Refundable Cleaning Fee - \$200

Farmer's Market Fees:

Seasonal Drive Up Stall - \$135

Seasonal Stall - \$110

Daily Stall Fee - \$20

An RFP will be drafted for a cleaning service to be on call for any necessary cleaning.

A motion was made by Trustee Ammel to accept the Rental Contract Agreement and the listed fees with the addition of the \$200 Refundable Cleaning Fee contingent upon the outcome of the RFP for Cleaning Services, 2nd by Trustee Finlan. Motion Carried.

NEW BUSINESS:

1. Request to change the date of Ribfest

DDA Administration was asked by the President of the Downtown Partners in Business if the DDA Board would consider moving Ribfest from June 2, 2017 prior to the Fun Run parade to Saturday, July 29th, the day of Sidewalk Days. The event would then be moved to the Escanaba Market Place.

A motion was made by Trustee O'Toole, 2nd by Mark Ammel to move Ribfest to Saturday, July 29th, the day of Sidewalk Days. Motion Carried.

2. Review Responses from the RFP for the A&E Services for the upfront drawings for the New Façade Projects

DDA Administration along with the Board reviewed the results of the RFP for the Architectural Services for the upfront process for the 2017 -2018 Façade Projects. The proposals were due at the DDA office by 2:00 pm on April 25th. The opening of the bids was scheduled for 9:00 am on April 26th. A grid and recommendation was delivered to the Board at the meeting on the 27th.

Two companies responded to the RFP put out earlier for the 2017-2018 Facade Project. Both bids were reviewed and DDA Administration recommended that the board allow DDA Administration to negotiate a price with Lisa Wrate Architects, PLLC for the pre-grant activities for the 2017-2018 Facade Projects not to exceed \$20,000.

A motion was made to approve DDA Administration's recommendation for Lisa Wrate Architects, PLLC for an amount not to exceed \$26,000 all in which included base price, any meetings, visits, etc., by Trustee O'Toole, 2nd by Trustee Finlan. Roll Call Vote: 6 ayes and 0 nays. Motion Carried.

PROJECT UPDATES:

- **Escanaba Market Place Project** – A May 1st start date is expected to restart the project. We would expect to have a July 1st completion date if we don't experience any issues. Andy Lapointe, Barry Polzin & DDA Administration met last week to review where we are at and make sure everything is identified that is needed to move forward. The group is working on a solution to a grading issue at the cross walk. They will present this to City Administration as the solution is available. The MEDC has allowed Administration to request proposals for a Certified Grant Administrator to work through the remaining activities for the project and the project close out. Funds for the CGA will come from the MEDC. RFPs are due back 2:00 pm on April 26th. RFPs will be reviewed on April 27th.
- **Active Façade Projects** – Lisa Wrate's project update is attached to the agenda. The projects continue to make a lot of progress and are moving towards completion. The biggest change in scope came with the Ludington Grill. SHPO made the decision that the scope of the project could be reduced. We expect the owner to be available to approve the final project soon and put out the project for construction bid.
- **Blighted Buildings** – Blaine Degrave informed DDA Administration he has been working with owner's attorney regarding the condemnation of the building. Blaine has also received feedback from a contractor regarding the cost of demolition of the building. Reviewed the building with DEQ to see if anything was available to help with the cost. No program was available through DEQ.
- **DDA Staff Location** – DDA Administration has continued to take public feedback on this subject. We will be searching for cost savings regarding any Building repairs as well as possible grant solutions to off-set budget impacts of repairs. This project is being put on hold until the Market Place & Façade look to be nearing completion.
- **DEQ Visit** – Department of Environmental Quality representative Jen Tucker met with DDA Administration on Monday April 24th for most of the day. We reviewed different possible projects and discussed what type of assistance might be available. We have a couple of projects that we will want to have discussions with the DEQ, MEDC, and SHPO at the same time to understand any available funding for certain projects.
- **Street Closures for Public Events** – City Administration, DDA Administration and members of the Downtown Partners in Business met to discuss some events that needed street closures. DDA Administration was tasked to send out a meeting notice informing downtown businesses and citizens that a public hearing would be taking place on May 4th at the City Council Meeting. The notice is attached to the Board Packet and was also hand delivered to the downtown businesses.

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