



Downtown Development Authority
Board

MEETING AGENDA

May 25, 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

May 25, 2017, 8:00 a.m.

CALL TO ORDER

ROLL CALL

APPROVAL/CORRECTION(S) TO MINUTES – Approval of April 27, 2017 minutes

APPROVAL/ADJUSTMENTS TO THE AGENDA

CONFLICT OF INTEREST DECLARATION

TREASURER'S REPORT

OLD BUSINESS/UNFINISHED BUSINESS:

None

NEW BUSINESS:

1. 2016 – 2017 Budget Amendment – Discussion/Approval

Explanation: DDA Administration will be meeting with the City Controller to review financials in preparations for a needed budget amendment for the 2016 – 2017 Budget process. The final document is due for June 15th. DDA Administration is working very closely on the amendment documentation as the DDA budget has a few anomalies from our Market place project. The final budget amendment documents will be handed out at the meeting.

2. June 22nd 2017 DDA Board Meeting – Discussion/Approval

Explanation: DDA Administration would like to review options for the June Board meeting based on the surgical procedure the Director will have on the same day.

PROJECT UPDATES:

- **Escanaba Market Place Project** – The project started back up on May 1st as planned. The public gather area is coming together as the concrete work is in process. The structure has received much of its decorative trim. Final questions regarding painting strategy were discussed on May 23 at a meeting at the site with Barry Polzin, Andy Lapointe & DDA Administration. We also made sure there are not any other details that needed clarification that could possibly slow down the project. Painting has been delayed based on the rainy and cool conditions. They will try to start as soon as the weather permits. Final direction for the sidewalk repair to the west of the structure has taken place. This was not part of the original construction scope. The original estimate for the sidewalk repairs only was \$14,000. DDA Administration reviewed the number with the City Engineer to see if they could do the work for the price. The feedback was to go private. We were able to get the sidewalk repaired, new curbs & tear out the remaining foundation from the Ness building for \$12,433.86. IMS reviewed the curb requirements with Bill Farrell and an agreement on the design was reached on site. The sidewalk costs will be moved from Side walk repairs budget line item to the construction project costs.
- **Active Façade Projects** – The last projects continue to make a lot of progress and are moving towards completion. The Raymond James/Family Eye Care building is looking really good based on the changes to the inside of the building. Both Jim's Music & Raymond James/ Family Eye Care have made great progress towards completion. Based on the changes in scope approved by SHPO for the Ludington Grill project, the owner will be moving forward with the project. Lisa Wrate, Blaine Degrave, DDA Administration & the proposed contractor met with the Owner to review the process and plans that would take place. The group also reviewed financials for the project. A façade closing is scheduled for May 25th and the activities for the final project will start soon!
- **2017- 2018 Façade Projects** – DDA Administration finalized the contractual agreement with Lisa Wrate Architects, PLLC. The final expense will be an all-inclusive costs of \$21,600 for the upfront process. Lisa & DDA Administration had a meeting with one of the building owners on May 23rd. Meetings will be taking place soon with everyone to discuss the process and set up site visits.
- **Blighted Buildings** – Blaine Degrave informed DDA Administration he has been working with owner's attorney regarding the condemnation of the building. Blaine sent out a letter to the attorney the week of May 22 requesting status based on discussions with the building owner. No other update is available at this time.

- **Downtown Clean-up** – The Downtown Clean-up took place on at 1:00 pm on Saturday May 20th. There were about 400 participants and the garbage pickup was about 5400 lbs. Participants raked, pulled weeds, picked up garbage, swept up debris on Ludington Street, the alleys, the parking lots & the park/municipal dock. The event ended with food, refreshments and prizes on the Bobaloons grounds. The event was just 60 people three years ago. The committee met on Monday to discuss how to better support the event based on its growth. Subsequent meetings will take place to further flush out a managing structure. Great job by all that participated.
- **Farmer’s Market Season Begins** –DDA Administration met with the Farmer’s Market Vendors to discuss the 2017 season. The new prices were reviewed with the vendors as well as the strategy to move the market based on completion of the Escanaba Market Place. The 2017 season will start on June 3rd at the 9th street & 1st Ave North location.

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