



Downtown Development Authority Board

MEETING MINUTES

May 26, 2016 at 12:15 p.m.

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
May 26, 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, Vice Chair Dan Bender, and Trustees Tall, Hughes, Finlan Ammel and Treasurer Crispigna.

APPROVAL/CORRECTION(S) TO MINUTES

Vice Chair Bender moved to approve the minutes of April 28, 2016, 2nd by Trustee Hughes. Motion Carried.

APPROVAL/ADJUSTMENTS TO THE AGENDA

Motion to approve the agenda with the following adjustments, the addition of NB #2 - a Resolution to Council regarding Part II of the application for the Escanaba Market Place and to start with New Business first due to Mr. Polzin's late arrival.

CONFLICT OF INTEREST DECLARATION - None

TREASURER'S REPORT

Fund Balance is at \$360,051.70. Nothing unusual in payables.

Motion to accept Treasurer's Report by V. C. Bender, 2nd by Trustee Hughes. Motion Carried.

Public Hearing: None

OLD BUSINESS/UNFINISHED BUSINESS:

1. Review of Bids Submitted for the Escanaba Market Place Project

Barry Polzin, Lead Architect for the Escanaba Market Place Project, reviewed bids that were received at the DDA Building by 3:00 pm on May 25th. Revised bids will be accepted from Industrial Maintenance Service and Roy Ness Contracting. Barry gave the Board a recommendation based on his view of the project. The Project will be awarded on June 15th. No decision was made at this time, DDA Administration will review the financial budget regarding the construction aspects of the bids and also review the Base Bid, Alternates #1,2,3,and 4. A special meeting will be set for the final review of the Market Place Project with final construction figures. A final decision will be made at the special meeting and the bidder will be chosen.

NEW BUSINESS:

1. 2016 Façade Candidates

DDA Administration is looking for Board Approval to place an RFP for Architectural & Engineering services to support the upfront drawings for the individual projects for 2016 Façade Program. The RFP should include the fully loaded cost of the upfront work as well as the percentage of A&E fees if chosen to move forward in the project construction phase. The Board has used a committee to review the RFPs in the past.

The Board discussed the drafting of an RFP for the MEDC Grant Applications for the next round of Façade Projects on 2017. DDA Administration will draft the document and bring back to the board for final approval. A deposit of \$1500 will be required to offset upfront fees. This deposit will be non-refundable.

Motion to draft the RFP for the 2017 Façade Projects and bring back to Board for final approval made by Trustee Ammel, 2nd by V. C. Bender. Motion carried.

PROJECT UPDATES:

- **Escanaba Market Place Project** – The Public Bid Opening will be at the DDA office on Wednesday May 25th @ 3:00 pm. Barry Polzin will be attending the openings as well as present his recommendation the next day at the DDA Board Meeting. The bid will be awarded on June 15th based on the MEDC timeline for the Community Development Block Grant. A public hearing is scheduled at the regular City Council Meeting on June 2nd to get approval to move forward with the submittal of the Part II application. The public hearing is being listed in the Daily Press on May 23 or 24 as required by the MEDC. The Part II application will be submitted to the MEDC on June 3rd based on the City Council's approval.
- **Façade Projects** – The Part II application for the Façade Projects has been submitted to the MEDC. The term sheets were sent out on May 23rd by the MEDC to the Building Owners for signature. Lisa Wrate put out 3 projects for Bid on May 20th. The bids are due on June 10th by 2:00 pm local time at the DDA office for the Beautiful Beginnings, Jim's Music & Raymond James/Family Eye Care buildings. The Dish network project is not going out to bid based on the owner's discretion and the requirements are being delivered to the contractor.
- **Redevelopment Ready Communities Activities** – The City Administration will be including The DDA Board's feedback on the zoning for downtown discussed at the April 28th meeting with some other zoning updates for review with the boards & council. The Master Planning Process continues to move forward and future public comment sessions are planned.
- **Redevelopment Projects (House of Ludington)** – The House of Ludington Project didn't get funded by the State based on the January Submission. They will be re-applying with the State on April 1, 2016. We won't hear how the application scored until about June 15th 2016.
- **Blighted Buildings** – City Administration has been in communication with the owner of 910 Ludington Street regarding complaints regarding the buildings condition. The inspection appears to not have been completed and City Administration is contacting Randy View to get the date and inspection completed.
- **Rib Fest** – We will have 5 vendors for the event on June 3rd from 4-7 pm. Crispigna's, Ludington Grill, Andy's Diner, The Delona Restaurant and The Escanaba Country Club will be the participants. The Band, "RPM" will be performing at Rib Fest. More details will be presented at our meeting.
- **Downtown Community Clean-Up** – the event was very well attended & volunteers picked more than 2000 lbs. of trash, gravel, dirt, weeds, & waste from noon to 3:00pm. We had many businesses and Civic Groups participate, as well as several families that stopped by to help out. There was a thank you event for the

volunteers that started at 3:00 pm. There was food, soft drinks & music until about 4:30 pm.

VARIOUS OTHER ISSUES:

GENERAL PUBLIC COMMENT:

BOARD/STAFF COMMENTS: - Rib fest June 4, 2016. New meeting time will be reviewed in six months.

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