



Downtown Development Authority Board

MEETING MINUTES

September 22, 2016 at 8:00 am

Administration
Edward Legault
Judy Schroeder

Downtown Development Authority Trustees

Sue Parker, Chairperson	James O'Toole, Trustee
Dan Bender, Vice Chair	Marc Tall, Trustee
Andy Crispigna, Treasurer	Vacant
Mark Ammel, Trustee	Jolee Hughes, Trustee
Mary Finlan, Trustee	

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

**OFFICIAL PROCEEDINGS
ESCANABA DDA
CITY OF ESCANABA, MICHIGAN
Regular Board Meeting
September 22, 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, Ammel, O'Toole, Treasurer Crispigna, Finlan. Hughes and V. C. Bender

Also Council person Ronald Beauchamp and Jenny Lancour of the Daily Press

APPROVAL/CORRECTION(S) TO MINUTES

Trustee Tall moved to approve the minutes of August 25, 2016 2nd by V.C. Bender. Motion Carried.

APPROVAL/ADJUSTMENTS TO THE AGENDA

Motion to approve the agenda by Trustee Finlan, 2nd by Trustee Ammel. Motion carried.

CONFLICT OF INTEREST DECLARATION - None

TREASURER'S REPORT

Final figures are awaiting the outcome of the annual audit. Expenditures were \$13,476.52 as of July 31, 2016. Payables as usual.

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

Public Hearing: None

OLD BUSINESS/UNFINISHED BUSINESS

1. Arnt Asphalt Payment

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.

A motion was made Trustee Ammel, to pay the invoice to Arndt Asphalt in the amount of \$15, 640, 2nd by Trustee Hughes. Roll Call Vote - 8 Ayes - 0 Nays. Motion Carried.

NEW BUSINESS:

1. IMS Change Request #2 for the Market Place Project

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.

After discussion change Request #2 Replacement of sidewalk along Ludington Street was denied. It was suggested to wait until Spring and to encourage IMS, Project Manager to seek additional bids. Also an RFP will be drafted by DDA Administration and published in the Spring.

A motion to deny Change Request #2 was made by Trustee O'Toole, 2nd by V.C. Bender. Motion Carried.

2. IMS Change Request #1 for the Market Place Project

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.

A motion to deny the request to extend the Market Place project into the Spring of 2017 by Trustee Ammel, 2nd by V. C. Bender. It was suggested IMS adhere to the existing contract of 120 days and weekly updates be given by IMS and Barry Polzin, Architect. Motion carried.

3. Tree Replacement on Ludington Street

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.

Motion to table this project until Spring by Trustee O'Toole, 2nd by V.C. Bender. Motion carried.

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