

**Sault Ste. Marie
DOWNTOWN DEVELOPMENT AUTHORITY
MAY 11, 2016**

MINUTES

Present: Raymond Bell
Greg Collins
Michelle LaJoie
Scott Parker
Carl Stutzner
Les Townsend
Oliver Turner

Tony Haller

Absent: Ray Bauer and Johann Ingold.

1. CALL TO ORDER.

2. ROLL CALL. Attendance was taken as noted.

3. CONSENT AGENDA.

A. Approval of Minutes: April 13th 2016 Regular Meeting.

Moved by Raymond Bell, supported by Les Townsend to approve the minutes of the April 13, 2016 regular meeting. The motion passed unanimously.

4. SPECIAL ORDERS OF BUSINESS.

- None

5. UNFINISHED BUSINESS.

A. Board Appointments.

The following board appointments are awaiting City Commission approval: Raymond Bell, Carl Stutzner, Marla Bunker. Recommendation: Send Will Karr certificate of appreciation for eight years served on the DDA Board.

The DDA Board appointments are going to the City Commission for their approval at the Monday, May 16th City Commission meeting. Will Karr's Certificate of Appreciation will be prepared and brought to the June DDA Board agenda for the Board to sign.

B. Mural Installation Crowdfunding Campaign.

Final designs and agreements are in the process of being approved by property owners. MEDC will send a videographer later this month to make a fundraising video.

The Patroncity Crowdfunding fundraising campaign will go live online on June 1st through June 30th. If the campaign reaches its crowdfunding goal of \$16,000 by June 30th, the project will win a matching grant with funds made possible by MSHDA and MEDC's Public Spaces Community Places Program. Director Knepper will be preparing a news release to kick-start fundraising, and he will be making a presentation at the May 16th City Commission meeting.

C. Update on release of PlacePlans Request for Qualifications (RFQ).

HRS is in talks with Dean Templeton regarding an option agreement for his property. Awaiting an editable version of the RFQ to modify.

The launch of the RFQ has been postponed due to an option agreement between Home Renewal Systems (HRS) and the Templeton's to purchase the Templeton property. Director Knepper is waiting for an editable version to amend the RFQ to reflect the remaining 2 properties; the old DHS buildings and Moloney's Alley parking lot. Once the RFQ is amended, it will go online.

D. Michigan Mainstreet Program Select Level Application.

The steering committee met on Tuesday, May 3rd, and the following tasks were assigned:

1. *Background Questions – Tony Haller, Jeff Hagan and Josh Billington.*
2. *Mainstreet Boundaries – Oliver Turner, Kelly Freeman, Linda Basista, Tina Fuller. Section 17-29.*
3. *Budget – Greg Collins, Michelle LaJoie, Justin Knepper and Debbie Jones.*
The budget group plans to meet on Tuesday, May 10th at 9:00 a.m. at Greg Collins' office to analyze the DDA budget as it corresponds with the Michigan Mainstreet Program budget.
4. *Physical Characteristics of Proposed Area (Historic data, building stock, etc.) – Oliver Turner, Linda Batista, Tina Fuller and Kelly Freeman. Section 31-36. Linda Hoath will take photos.*
5. *Organizational Structure – DDA Board. Section 46.*

Statement of community support – Debbie Jones working with the Volunteer Center. Section 54. Michelle LaJoie and Debbie Jones. Section 56.

An organizational chart, state of community support, and financial pledges will be reviewed at the next steering committee meeting. The Michigan Mainstreet Program Steering Committee will have a primary draft of the Select Level Application by July 2016.

E. National Historic District Application.

Awaiting information from CCHS.

The DDA is waiting to receive a CD from the Historical Society.

F. Crosswalk Art.

Awaiting final date for Portage Avenue construction project.

West Portage Avenue is slated to be paved before Engineers' Day on Friday, June 24th. The crosswalk painting event will be scheduled after the paving is complete.

G. Sault Tribe Lot Repaving.

No updates at this time.

H. DDA Budget Update.

Review of attached documents:

- DDA Fund – 244: Revenues, expenditures, special assessments, charges for services, donations and contributions, other culture & recreation, transfers in/out.
- TIFA I Fund – 245: Revenues, expenditures, others sources & uses, taxes, interest, miscellaneous, other culture & recreation, transfers in/out.
- TIFA II Fund – 246: revenues, expenditures, other sources & uses, taxes, interest, TIFA II operating expenses, transfers in/out.

I. House of Bargains Update Regarding Cloverland Electric's Interest in the Building.

Received report from Cloverland Electric Cooperative that will be public following their meeting on May 19th. Recommendation: Commit to working with Cloverland in exploring the various grant opportunities available for historic building restoration.

Cloverland's report regarding House of Bargains contains a detailed engineering study of the building and the property, and ties in the canal re-build that will take place in 2017. The DDA is committed to work towards restoring the building and recruiting tenants to occupy the building.

J. Crosswalk Bollards.

Two crosswalk bollards ordered.

One of the bollards will be placed on the intersection underneath the War Memorial skywalk. The second will be placed on Ashmun Street at the crosswalk from Avery Square to the Sault Tribe Administration building. The bollards will be placed immediately after they are received.

6. NEW BUSINESS.

A. Update on DDA Maintenance Position: Arnie Hallai's Departure, Hire of Replacement.

Arnie Hallai has been offered a full-time position with benefits with the City Street Department. His last day with the DDA is Friday, May 13th. Director Knepper provided a draft of the downtown maintenance person job description. Kevin Killips has been working in the full-time seasonal DDA position for the last 2 years. Director Knepper is recommending that Kevin Killips replace Arnie, with a 3-month probation period upon hiring.

Moved by Raymond Bell, supported by Michelle LaJoie, to hire Kevin Killips as the DDA's full-time maintenance person for a probation period of 3 months, with an evaluation to occur after the probation period. The motion passed unanimously.

Discussion continued regarding the relationship between the DDA and the City Street Department. Due to down-sizing of City staff, the DDA has taken on added responsibilities in the maintenance of the downtown area in the past 4-5 years. Director Knepper indicated that he looks forward to continue to work with the City Street Department regarding downtown maintenance.

7. DOWNTOWN MANAGER'S REPORT.

A. State Façade Grant Program Update.

- Contractors have been working on the UP Engineers & Architects building and new windows will soon be installed.

- A new sign has been placed at A Cut Above the Rest; final touches on the bricks will conclude the project.
- Windows on the second floor of Paul Brewster's building have yet to be installed.
- Island Books and Crafts is 50% complete. This renovation has been the most complex of the 4 façade grant recipients.

B. Retail Committee Update.

The retail committee meets on the first Wednesday of the month.

1. *Ladies' Night Out shopping event on May 19th.*
The retail committee helped put labels on 2,500 post cards promoting the Ladies' Night Out at their last meeting. Seventeen businesses are participating in this event and 107 ladies have pre-registered on-line.
2. *Antiques on Ashmun – tentative date of September 10.*
This first annual event is being privately organized by 3 downtown businesses.

C. New Business Update.

The new cosmetology school grand opening is at noon today (May 11th). Director Knepper reminded the DDA Board to try and attend.

1. *Direct Effect Body Jewelry.*
2. *Stringing Things.* This new business is located next to China Cate.
3. *906 Gym concept.*
4. *Children's Museum concept.*
5. *GLAD update and Stephanie Spurr's dance company.*

D. Downtown Construction Update.

1. *Portage Avenue repaving.* Will be finished before Engineers' Day.
2. *CSO work starting with Dawson.* Final layer of asphalt to be done in the next couple of weeks.
3. *Prospect Alley repaving starting May 16th.*

E. TIF Legislation Update.

Workgroup, MDA lobbying, legislation.

Director Knepper recently participated in the TIF Revenue Generation MEDC Workgroup in Lansing. The workgroup is researching and discussing the possible changes in state law regarding TIF. The Michigan Legislature is in

the process of developing a series of reform proposals that potentially imply significant statutory changes in structure of TIF, possibly limiting the scope and application of this economic development option in Michigan.

8. MATTERS PRESENTED BY THE BOARD.

Oliver Turner discussed that per the DDA Bylaws, absent board members should formally be excused by the Board.

Moved by Oliver Turner, supported by Greg Collins, to excuse Johann Ingold from today's DDA Board meeting. The motion passed unanimously.

9. MATTERS PRESENTED BY THE PUBLIC.

Tony Haller, Executive Director of the Chamber of Commerce, updated the DDA Board of up-coming Chamber events:

- Thursday, May 19th a 5:00 p.m. – Business After Five and Ribbon cutting at Bird's Eye Outfitters and Superior Coffee Roasting Cutting.
- Friday, June 3rd at 8:00 a.m. – Chamber Golf Scramble at Wild Bluff Golf Course in Bay Mills.

10. ADJOURN.

The meeting was adjourned at approximately 9:20 a.m. upon motion of Michelle LaJoie and support of Oliver Turner. The motion passed unanimously.

Respectfully submitted,

Carl Stutzner
Downtown Development Association Board Chair

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