

**DOWNTOWN DEVELOPMENT AUTHORITY  
WEDNESDAY, AUGUST 9, 2017 – 8:00 A.M.  
Meeting Held at Avery Square – 2<sup>nd</sup> Floor Conference Room  
Sault Ste. Marie, Michigan**

**MEETING MINUTES**

**Present:** Raymond Bell  
Marla Bunker  
Michelle Lajoie  
Les Townsend  
Oliver Turner  
Allison Youngs  
Justin Knepper

**Also Present:** Nathan Nolan, *Soo News*  
Tony Haller, Chamber  
Alexander Robinson, EDC  
Linda Hoath, CVB  
Roger Blanchard  
Wayne Barry, BHC  
Debbie Jones, CCCF  
Abby Baker  
Nicole Long  
Scott Nason

**Absent:** Ray Bauer and Scott Parker

**1. CALL TO ORDER.**

**2. ROLL CALL.**

**3. APPROVAL OF MINUTES.**

- July 12, 2017 regular meeting minutes.

*Moved by Michelle LaJoie, supported by Marla Bunker, to approve the July 12, 2017 regular meeting minutes. The motion passed unanimously.*

**4. APPROVAL OF AGENDA.**

*Moved by Oliver Turner, supported by Michelle LaJoie, to approve the agenda for the August 9, 2017, DDA Board meeting. The motion passed unanimously.*

**5. DECLARATION OF CONFLICT OF INTEREST.**

There were no conflicts of interest declared at this time.

**6. UNFINISHED BUSINESS.**

**A. DDA Board Openings.**

**Detail:** *Recommend two candidates for the Board vacancies for the next City Commission meeting in August.*

*The following individuals have expressed their interest in serving on the Board:*

*Debbie Jones, Chippewa County Community Foundation  
Ben Duff, Main Street Committee Member  
Christine Stutzner – Penny’s Kitchen  
John McLeod, Resident  
Stephanie Woods – Sherwin Williams  
Jeff Batriecevich and Eric Welch, formerly of Independence Produce  
Ron Donmeyer, bUmP & Tot*

At the August 21, 2017 City Commission meeting, the City Commission, upon recommendation of Mayor Bosbous, will consider approval to appoint Ben Duff and Debbie Jones to fill the open DDA Board seats.

## **7. NEW BUSINESS.**

### **A. Approval of MCACA Mini-Grant Application.**

**Detail:** *The DDA has successfully applied for the \$4,000 mini-grant program to support Music in the Park a number of times over the past years.*

**Recommendation:** *Approve the MCACA mini-grant application for the 2018 Music in the Park season.*

**Moved by Oliver Turner, supported by Michelle LaJoie to approve the MCACA Mini-Grant application for the 2018 Music in the Park season. The motion passed unanimously.**

### **B. Bike Friendly Soo Presentation.**

**Detail:** *The Bike Friendly Soo committee has been working in coordination with the City of Sault Ste. Marie as well as the DDA to encourage an increased focus on bicycle friendly amenities in the downtown and around the City. The Bike Friendly Soo Committee will present on their goals and objectives.*

Mr. Wayne Barry, of Building a Healthier Community (BHC), and the Bike Friendly Soo Committee, explained the goals and objectives for bike friendly amenities in the downtown and around the City. BHC is committed to increasing physical activity in the community through bicycling as a mode of transportation for citizens, LSSU students and members of the U.S. Coast Guard.

The League of Bike Friendly America provides the 5 E’s for a Bike Friendly America:

*Engineering:* Creating safe and convenient places to ride and park.

*Education:* Giving people of all ages and abilities the skills and confidence to ride.

*Encouragement:* Creating a strong bike culture that welcomes and celebrates bicycling.

*Enforcement:* Ensuring safe roads for all users.

*Evaluation & Planning:* Planning for bicycling as a safe and viable transportation option.

The goals of the Bike Friendly Soo Committee is to have bike parks with bike storage and parking ramps in the City, marked bike lanes from Three Mile Road to Riverside Drive, on Ryan Street and Easterday Avenue, and downtown Sault Ste. Marie. Bicycle safety instructors, working with the Police Department, will be available for the Middle School and High School, as well as other entities in the City.

Michigan is #12 on the list of bike-friendly states in the U.S. Houghton and Marquette are on the list of top Bike Friendly Communities in the nation by the League of American Bicyclists.

**C. Maintenance Contract with Northern Initiatives.**

***Detail:*** *Director Knepper met with Scott Nason from Northern Initiatives to discuss a program that would allow employees with disabilities or other special needs to be able to work on certain maintenance projects Downtown.*

***Recommendation:*** ***Consider contracting with Northern Initiatives to hire an individual for up to ten hours per week, seasonally, at minimum wage. Our primary maintenance staff person, Joshua Jezewski, is attending the Police Academy for the next two semesters, and will be working closer to 30 hours a week instead of 40. This allows for limited funds to be utilized for the Northern Initiatives program.***

Scott Nason, Community Employment Director at Northern Transitions, explained the Northern Initiatives Program. The Northern Initiatives Program is a job development and placement service that helps people find and keep a job at local businesses. Scott would like to create a partnership with the DDA in an effort to provide part-time employment for individuals to work for the DDA.

There is an individual that is downtown every day, and who volunteered to help the DDA cleanup Ashmun and Portage Streets during downtown days. This individual would be hired to work 6-10 hours per week or 2 hours per day, to provide downtown maintenance and fill the void left when Joshua Jezewski attends the Police Academy. The cost to the DDA is \$8.90/\$9.00 per hour with a \$3.00 administrative fee to Northern Transitions. The

employee will be paid through Northern Transitions, but will be working for the DDA. Job coaching will also be provided by Northern Transitions.

***Moved by Oliver Turner, supported by Les Townsend, to authorize the development of a contract with Northern Transitions to hire an individual for up to ten hours per week, seasonably, at minimum wage, along with a \$3.00 administrative fee to Northern Transitions, for a total of \$12.00 per hour. The motion passed unanimously.***

**D. Approval of Budgeted Wage Increase for Lindsay Ellis.**

***Detail:*** The DDA Board and City Commission approved a budget beginning in July that would increase Lindsay Ellis' wage from \$12 to \$12.50 per hour.

***Recommendation:*** Approve wage increase for Lindsay Ellis to be retroactive to July 1, 2017.

***Moved by Allison Youngs, supported by Oliver Turner, to approve wage increase from \$12.00 to \$12.50 for Lindsay Ellis to begin today, Wednesday, August 9, 2017. The motion passed unanimously.***

**E. Establishment of Michigan Main Street Committees.**

***Detail:*** The final Main Street training has been completed. Nearly 40 people attended the implementation session in July. The next step is to form official committees and begin to create work plans for 2018.

***Recommendation:*** Discuss the formation of Main Street committees.

Director Knepper provided a 2-page draft Main Street Work Plan for Sidewalk Sales. The Work Plan provides vendor information, entertainment itinerary, sponsorships, logistics, business sales, etc. In 2018 each DDA sponsored event will have a detailed work plan prior to the event taking place. This is a huge undertaking, and will require several committees to participate in each event.

A meeting is scheduled for Monday, August 28<sup>th</sup> at 5:30 p.m. at Avery Square, second floor conference room, to identify work plans and start building sub-committees for 2018. Specific committees will be formed, with a chair appointed, to include, but not be limited to:

- Promotion
- Organization
- Implementation / Planning
- Bar Owners
- Economic Vitality

**8. DIRECTOR'S STATUS REPORT.**

- A. Bus Stop Upgrades.** Painting to start in the next few weeks.
- B. Shop the Block Event.** Still working on consensus of downtown businesses.
- C. Mural Project.** Sheet metal has been removed on the wall of Side-Street Salon; mortar is being patched to prepare for mural of the Valley Camp.
- D. EUP Regional Planning Grant.** At the June DDA Board meeting, the Board accepted a grant for \$2,000 from the EUP Planning office to upgrade the grassy area next to the Sault Tribe offices that will include addition of a small trail, an atrium, picnic table and a sculpture. The DDA is currently waiting for Huntington Bank to move forward with this. Other pocket parks in the downtown area are going to be upgraded with picnic tables, etc.
- E. Peddle Pubs.** Several business owners are hoping to move forward with this.
- F. Events and Festivals.**
- *Downtown Days.* Downtown businesses reported that there were solid sales, although the event was lacking kids' activities. There is interest in changing Downtown Days back to what it used to be in the 1960/1970's with sales on sidewalks only - *Sidewalk Sales.*
  - *Moloney's Michigan Beerfest.* Abby Baker indicated that volunteers are needed for the Beerfest to on Saturday, August 12<sup>th</sup> beginning at 3:00 p.m.
  - *HOG Rally.* Beginning on Thursday, August 17<sup>th</sup> the HOG Rally will feature a stunt show and live music at the Farmer's Market, a parade across the International Bridge, and road trips on Saturday, August 19<sup>th</sup>.
  - *Oktoberfest.* Oktoberfest is on Saturday, October 23<sup>rd</sup> beginning at Noon.
- G. Wayfinding Signage on West Portage.**
- H. Michigan Main Street – Upcoming Trainings.**
- *Main Street Quarterly Training (Replaces August training in Boyne City)*  
*September 18-19, 2017*  
*Howell, Michigan*
  - *Main Street Quarterly Training*  
*November 6-7, 2017*

Oakland County, Michigan

**I. Façade Grant Application.**

**Detail:** Jen Tucker from the MEDC will be meeting with the DDA to review façade grant applications on July 20<sup>th</sup>.

- Arfstrom Pharmacy
- Second Childhood & Adults Too
- Downtowner
- Three One Three
- Barish's
- Gym 906
- Former Kuhl's Coffee building
- Haunted Depot

**9. PUBLIC COMMENTS AND ANNOUNCEMENTS.** There were no public comments.

**10. BOARD COMMENTS AND ANNOUNCEMENTS.** There were no Board comments.

**11. ADJOURN.**

***Moved by Michelle LaJoie, supported by Les Townsend, to adjourn the meeting at approximately 9:30 a.m. The motion passed unanimously.***

Respectfully submitted,

RAYMOND BELL, DDA Chair

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