

**Sault Ste. Marie
DOWNTOWN DEVELOPMENT AUTHORITY
Minutes
Wednesday, October 14th, 2015**

1. Call to Order – 8:00 a.m.

2. Roll Call

Present:

**Justin Knepper
Johann Ingold
Karl Stutzner
Les ---
Michelle LaJoie
Oliver Turner
Ray Bell
Ray Bauer
Scott Parker**

Approved Absentees:

**Will Karr
Greg Collins**

Guests:

**Tony Haller
Abby Baker, Moloney's Alley
Joshua Billington, Small Business Development Center
Stephanie from Sherwin Williams**

3. Consent Agenda

- ***Minutes of the August 12th, 2015 regular meeting were not available and have been tabled until the next regular scheduled board meeting.***

4. Special Orders of Business

- **Downtown Manager Evaluation
*DDA Manager Review takes place each October. Board members will receive via email a performance survey to be completed. Appointed committee members will be Oliver Turner, Karl Stutzner and Scott Parker. The committee will review manager's performance for the 2015 calendar year and will report to the Board at the November meeting.***
- **DDA Office enhancement
The goal is to have a better presence in which to meet with potential business owners in a more professional setting. Justin will meet with Hantz Financial who has some stored office furniture. Oliver Turner also recommended Justin to look at the office furniture at the Incubator Building.**

Recommendation: Set aside \$750 (\$2,150 current balance) from the DDA supplies budget and \$750 from the parking supplies budget for enhancing office; including appropriate shelving, pictures and frames, chairs.

Motion was made by Scott Parker and seconded by Ray Bell. Motion Passed.

- 2016 Property Improvement Program
One of the goals for the DDA is the Continuation of Building Improvement. Stephanie --- from Sherwin Williams was invited to discuss the various paint products that could be offered through Sherwin Williams. Justin will meet separately with Scott Parker to discuss what Parker Hardware could also offer to the downtown businesses.

Recommendation: Authorize launch of property improvement program through which downtown properties qualify for discounted building products, loans, etc.

Motion was made by Oliver Turner and seconded by Les Townsend. Motion passed.

- Penny's Kitchen Redevelopment Liquor License

Recommendation: request the City Commission to authorize Penny's Kitchen to apply for a redevelopment liquor license.

Motion was made by Michelle LaJoie and seconded by Les Townsend. Karl Stutzner abstained. Motion Passed.

- Purchase of new events stage
Craig Flickinger a member of the Rotary Lunch Club indicated that the club has raised \$8,000 to be put towards a new stage. Craig obtained three bids for the stage and recommends the purchase of the \$12,709.94 stage. Linda Hoath from the Sault Visitors Bureau has committed a donate \$\$\$ towards the purchase.

Recommendation: set aside portion of remaining funds from the "Downtown Signage" capital project account to cover the remaining costs of a new stage, primarily funded by the Rotary Club and the Visitor's Bureau.

Motion was made by Scott Parker on the condition to secure the remaining money before the purchase, seconded by Ray Bell. Motion passed.

- Capital Improvement Project List
A work session has been set for November 4th, 2nd Floor of Avery Square to review all major capital improvement needs Downtown and request the City add Board priorities to their six-year capital project list.

Justin will send the link to the DDA's Capital Improvements to all board members to be reviewed before the scheduled meeting.

5. Unfinished Business

- DDA events fundraiser
Abby Baker has secured a number of donations to support the fundraiser she plans to host on behalf of the DDA; she has decided to hold the event on January 14th.
- Michigan Mainstreet Program select level application
The committee plans to meet on October 19th to discuss status of select level application.
- South Ashmun Streetscape – 2015 Construction
Streetscape is nearing completion; discuss installation of wayfinding sign near Burger King; discuss requesting the City to install a crosswalk on the north side of the Ashmun/Easterday intersection.

- Events assistant job position
Director Knepper is considering the hire of Kristy Wyngaarden to begin in November as a part-time events assistant.
- Wayfinding signage
Wayfinding signage is installed; finishing touches are underway.
- BMX/Skateboard Park relocation
City administration is considering the DDA Board's suggestion to consider the fire hall lot as a potential location.
- Pedestrian walkway from Smith Lot to Hudson Lot/Ashmun Street
Review sketches and discuss ways to implement improvements.
- Downtown garden enhancements for spring 2016
Beautification committee is discussing ways to increase budget and recommends acquiring cost estimates from area greenhouses and landscaping companies to assist with maintenance of gardens.
- National Register historic district update
Follow-up regarding historic district survey collection.

6. New Business

- Review original DDA bylaws
Recommendation was made by Scott Parker to have the City Attorney review and make suggestions for updating the original DDA bylaws.
- Installation of hitching posts
Sites have been identified for the installation of hitching posts to accommodate Amish buggies downtown.

7. Downtown Manager's Report

- State Façade Grant program
Work has commenced at the Chippewa County Historical Society, Island Books & Crafts, and A Cut Above the Rest Salon & Spa. A contract has been signed for Lewinski & Brewster. Bids will be conducted over the winter for UPEA's building with work to begin in the spring.

8. Matters to be Presented by the Board

Les Townsend reminded the board members to vote on November 3rd.

9. Matters to be Presented by the Public

Tony Haller reminded the board of the Business After 5 at the Antler's on 10/15/15.

10. Adjourn

Motion was made by Michelle LaJoie and seconded by Oliver Turner. Motion passed.