



**existing design plan.** Reenie Butler and Vicki Thomas, CLMCAA Head Start, and Don Riley, CLMCAA Seniors / Head Start, provided a power-point presentation which gave an overview of the proposed playground.

- Approximately 132 children are enrolled in the Head Start program and 32 infant / toddlers in the Early Head Start program. The CLMCAA Head Start program is licensed with the State of Michigan and as of January 2014 the rules have changed as to outdoor play areas. The State now mandates that: “A center operating with children in attendance for 3 or more continuous hours per day shall provide daily outdoor play, unless prevented by inclement weather or other weather conditions that could result in children becoming overheated or excessively chilled.”
- CLMCAA Head Start is proposing development of a “green space” play area that would benefit not only children enrolled in Head Start, but senior citizens residing in Avery Square. The proposed site for the playground is owned by the City and is directly behind Community Action and Avery Square. The playground would be fenced in and include picnic tables and a community garden for seniors, as well as grassy areas for play, and matted areas for children to ride bikes, walk, etc. Currently, the children play in the outdoor bricked space between the Avery Square and CLMCAA, which is not favorable to toddlers. Head Start staff also occasionally transports children in carts to the Soo Locks Park, or Brady Park, for outdoor play if the weather permits.
- The Oaka Alley Master Plan has been a goal of the DDA / City for years and Director Knepper indicated his hope to tie the playground / park in with the Oaka Alley development project. Director Knepper would like the Board to support the DDA, City Planning Department and other City staff to begin working with CLMCAA on the proposed playground adjacent to Oaka Alley.
- Chair Stutzner stated that due to the unknown status of the Ganzhorn building, this issue should be tabled for another time. When asked about the time-frame for this project, Ms. Butler of Head Start indicated that they need to comply with the State mandate for outdoor play as soon as possible and provide information to the State that they are working diligently on this.

*Moved by Carl Stutzner to table this matter until the July DDA Board meeting to allow time to further investigate the status of the Ganzhorn building. There was no support of this motion.*

*Moved by Oliver Turner, supported by Les Townsend, to authorize the City and DDA administrative staff to work with CLMCAA Head Start on what options may be available to incorporate a playground into the existing Oaka Alley design plan. Motion passed. (3 yes votes, 1 no vote, 1 vote abstained due to conflict of interest.)*

C. **Placemaking Implementation Grant.** Recommendation: Accept the Michigan Municipal League's \$7,500 matching grant offer to complete detailed renderings and cost estimates for three development sites: Shawn Atto's building and lot, Pat Cleary's buildings on Ridge Street, and the Templeton lot on Portage Avenue. At the April 30, 2015 Special DDA Board meeting the DDA Board agreed to allocate \$5,000 in matching funds from parking capital maintenance and \$15,000 from downtown signage capital project funding to apply for a one-on-one matching grant from the Michigan Municipal League; for a total of \$40,000 in grant funding.

- Upon receipt of the DDA's application, MML offered a matching grant award of \$7,500; for a total of \$15,000. According to the DDA's prioritized goals for FY 2015/16, goal number 11 states as follows: "Fill vacancies by creating plans for each remaining vacancy downtown (average rank: 13)."

*Moved by Oliver Turner, supported by Michelle LaJoie, to accept the Michigan Municipal League's \$7,500 matching grant offer to complete detailed renderings and cost estimates for three development sites: Shawn Atto's building and lot, Pat Cleary's buildings on Ridge Street, and the Templeton lot on Portage Avenue. The motion passed unanimously.*

D. **Facade Grant Application for Bird's Eye Outfitters.** Recommendation: Offer Ken and Wilda Hopper a \$2,500 matching grant to be used for the completion of façade upgrades on the former Golanka's Bird at 107 E. Portage Avenue. Ken Hopper, owner of Bird's Eye Outfitters, addressed the Board regarding his plans for the interior and exterior of his new business. The building's exterior will be renovated to include large windows facing Portage, as well as large windows and a separate entrance on the east side of the building. A flat-front sign will be located on the front of the building, with goose neck lights over the sign and stone masonry on the bottom exterior of the building. Bird's Eye Outfitters, a retail store that specializes in outdoor gear, a coffee shop and a small lounge (Mr. Hopper has retained the liquor license) will be located in the building.

*Moved by Les Townsend, supported by Oliver Turner, to offer Ken and Wilda Hopper a \$2,500 matching grant to be used for the completion of façade upgrades on the former Golanka's Bird at 107 E. Portage Avenue. The motion passed unanimously.*

## 5. UNFINISHED BUSINESS.

A. **ParkMobile Implementation.** Recommendation: Approve the signing of a contract with ParkMobile for FY 2015/16 to expire on June 30, 2016. Director Knepper provided copies of the Parking Services Agreement with ParkMobile. City Attorney Steve Cannello looked over the agreement and made a few small changes.

*Moved by Michelle LaJoie, supported by Les Townsend to approve the signing of a contract with ParkMobile for FY 2015/16 to expire on June 30, 2016. The motion passed unanimously.*

**B. Michigan Main Street Program Training. Update: Discuss outcomes of the Blissfield conference and discuss who would like to attend one of the following conferences.**

*Main Street in Practice*

- 1) June 18, 2015 Grayling
- 2) July 16, 2015 Hart
- 3) August 5, 2015 Otsego

- Les Townsend, Ray Bell and Director Knepper attended the Main Street Basics training on May 7, 2015 in Blissfield, Michigan. The City is currently at the Associate Level in the Michigan Main Street Program. The Associate Level is the introduction to the Main Street program, providing communities with no-cost training available in Selected and Master Level Michigan Main Street communities across the State. Associate Level communities must successfully complete all trainings the year prior to applying for the selected level.
- The training in Blissfield on May 7<sup>th</sup> focused on building a strong steering committee (10-12 people) that is reflective of the entire community; business owners, elders, young residents, entrepreneurs, artists, cooks, etc. It was suggested that City administrative and the DDA work together with the goal of successfully applying for the next level in this program. Director Knepper asked the Board to come up with potential individuals to be part of the steering committee at the July DDA Board meeting.
- Michelle LaJoie, Les Townsend, and Director Knepper agreed to attend the June 18<sup>th</sup> meeting in Grayling, Michigan. Ray Bell will be contacted to see if he would like to attend, as well.

**C. South Ashmun Street – 2015 Construction. Recommendation: Set construction update meetings for the final two weeks of June to discuss signage and other needs.** Construction for South Ashmun Street is slated to begin on July 6<sup>th</sup> and will be completed by October 15<sup>th</sup>. There will be two lanes open for traffic at all times during construction. Director Knepper will be scheduling update meetings during the last weeks in June to discuss signage and other needs. Property owners will be invited to attend, and the DDA Board should be in attendance as well.

**D. Downtown Business Survey. The DDA is sending out a second round of electronic surveys before tabulating results.** Thirty Downtown Business Surveys

have been received. Director Knepper will be re-sending 10-20 more surveys to business owners.

- E. **Events Planner Job Description.** **Recommendation: Review and Post events planner description with a start date of July 1, 2015.** The DDA Board reviewed the Events Coordinator job description. Director Knepper is hoping to have the Events Planner start on July 1<sup>st</sup>. \$15,000 from the events budget will be used as salary for this part-time position.

*Moved by Michelle LaJoie, supported by Oliver Turner, to post the Events Coordinator job description with a start date of July 1, 2015. The motion passed unanimously.*

- F. **Wayfinding Signs.** **Review photos of wayfinding signs, discuss changes to each sign.** Director Knepper provided photos of approximately 10 wayfinding signs in the DDA District that need verbiage updating, painting, etc. The DDA Board decided to form a Downtown Signage Committee and invite various representatives from throughout downtown to review each sign and make changes, as necessary. DDA Board member Michelle LaJoie and Oliver Turner agreed to be on this committee. Director Knepper will contact Raymond Bell, CVB Director Linda Hoath, a representative from the Chippewa County Historical Society, and one or two DDA business owners to sit on this committee.

## 6. NEW BUSINESS.

### A. **Sign Thank You Letters for the following:**

- 1) Becky Bottrell for funding work done at the Farmer's Market and at Bud Weber Park.
- 2) Debbie Jones at the Chippewa County Community Foundation for a \$1,500 YAC grant that was used to purchase flowers.
- 3) Sandy Sawyer at Malcolm School for writing the grant and organizing volunteers.
- 4) Bill Anderson at the Street Department for the work they've done over the winter and this spring downtown.

### B. **Discussion Regarding Business Sidewalk Displays in the Downtown District.**

The DDA has received complaints regarding miscellaneous items being placed on the sidewalks in front of businesses (thrift shops) to promote sales. City staff addressed this issue and the problem has subsided at this time.

- C. **Discussion Regarding Sidewalk Sales.** **Review Sidewalk Sales current format; discuss addition of concert, other elements.** Sidewalk Sales will be on August 7-8. The Slashin' Ashmun Car Show will be on Saturday, August 8<sup>th</sup>. North Ashmun Street will be closed for two days, and South Ashmun Street will be under construction, so it will be difficult getting around town.

- There will be a fishing tournament the week of Sidewalk Sales on the St. Marys River and CVB Director Linda Hoath is working on moving the weigh-in station to Portage Avenue (across from the Savoie Bar).
- Director Knepper was approached by a former promoter of entertainment at Kewadin Casino, about having an outdoor concert on Saturday, August 8<sup>th</sup>. The proposed site for this is the empty lot (S. Atto's) behind Moloney's Alley. Discussion included: Obtaining a temporary liquor license vs. downtown bars /pubs providing beverages, fencing in the entire area, food vendors, etc. Director Knepper will be further investigating this matter.

Upcoming Events:

- First Music in the Park – June 10<sup>th</sup>
- Engineers Day – June 26<sup>th</sup>
- Independence Day Parade – July 4<sup>th</sup> @ 10:00 a.m.
- Gus Macker 3 on 3 – July 18<sup>th</sup> – 19<sup>th</sup>
- Rendezvous in the Sault – July 25<sup>th</sup> - 26<sup>th</sup>
- 43<sup>rd</sup> Annual Sault Summer Arts Festival – August 4th

D. **FY 2015/16 Budget Review.** **Review end-of-year budget.** At the July DDA Board meeting Director Knepper will go through the new fiscal year budget.

7. **DOWNTOWN MANAGER'S REPORT.**

A. **State Façade Grant Program.** Work has commenced at the Chippewa County Historical Society. Pullman Services out of Trenton, Michigan won the bid to complete the project. The other four buildings are still in the process of finalizing contracts.

B. **National Register Historic District Update.** Draft historic district research is nearly completed along Portage Avenue.

C. **Hiring of Summer Seasonal Employee Ed Bowers.** Ed will be maintaining the parking garage, picking up trash on Saturdays, power-washing and painting trash cans, watering trees, flowers, plants, etc.

8. **MATTERS PRESENTED BY THE BOARD.** There were no matters presented by the Board.

9. **MATTERS TO BE PRESENTED BY THE PUBLIC.**

10. **ADJOURN.**

*In that there were no other issues the meeting was adjourned at approximately 10:10 a.m. upon motion of Oliver Turner and support of Les Townsend. The motion passed unanimously.*

Respectfully submitted,

Carl Stutzner, Chair  
Downtown Development Association Board

sg