

**DOWNTOWN DEVELOPMENT AUTHORITY
WEDNESDAY, OCTOBER 12, 2016 – 8:00 A.M.
Avery Square – 2ND Floor Conference Room
Sault Ste. Marie, Michigan**

MEETING MINUTES

Present: Ray Bauer
Raymond Bell
Greg Collins
Scott Parker
Carl Stutzner
Les Townsend
Oliver Turner

Also Present: Tony Haller, Chamber
Nick Nolan, Soo News

Absent: Marla Bunker
Johann Ingold
Michelle LaJoie

1. CALL TO ORDER.

2. ROLL CALL.

Moved by Scott Parker, supported by Raymond Bell, to excuse the absent members of the DDA Board. The motion passed unanimously.

3. APPROVAL OF MINUTES.

- September 14th regular meeting.

Moved by Oliver Turner, supported by Carl Stutzner, to approve the September 14, 2016 regular meeting minutes, as amended (remove board member Greg Collins as being present at said meeting). The motion passed unanimously.

4. APPROVAL OF AGENDA.

5. DECLARATION OF CONFLICTS OF INTEREST.

None were indicated.

6. UNFINISHED BUSINESS.

A. Historic District Nomination Grant.

Recommendation: Send letter of support for the establishment of a Historical Commercial District, along with the application requesting a

nomination grant, and designating Director Knepper as the primary point of contact to work with SHPO consultants should we receive said grant.

The DDA has been working for 2-3 years to establish a National Register Historic Commercial District in downtown Sault Ste. Marie. The DDA, together with the Bayliss Library, Historical Society and various interns have been compiling historical data on approximately 140 buildings located downtown.

The State Historic Preservation Office (SHPO) is offering a service to select Michigan cities/villages to carry out the entire process of nominating their downtown district to the National Register of Historic Places (NRHP). If placed on the NRHP list, property owners can access federal historic credits for rehabilitation of their property, and special consideration may be given when the federal government is planning or giving aid to projects.

Moved by Carl Stutzner, supported by Greg Collins, to send a letter of support to the Michigan State Historic Preservation Office for the establishment of a Historical Commercial District, along with the application requesting a nomination grant, and also designating DDA Director Knepper as the primary point of contact to work with SHPO consultants should the City receive said grant. The motion passed unanimously.

B. PlacePlans mini-grant Request for Qualifications (RFQ).
No Updates.

C. Michigan Mainstreet Program Select Level Application.

Recommendation: Adopt a resolution committing to the National Main Street Center's Four Point Approach and to requirements set forth by the Michigan Main Street Center's Select Level.

Director Knepper indicated that The Michigan Mainstreet Steering Committee has been working very hard to generate a volunteer pool and funds needed to operate the Michigan Mainstreet Program at the select level. Forty business owners attended the Mainstreet fundraiser in September at 313 on Ashmun Street and approximately \$30,000 was raised for Mainstreet funding over the next five year period.

A Resolution was prepared by Director Knepper that commits the Sault Ste. Marie DDA to the Michigan Mainstreet Program and Utilization of the Main Street Four-Point Approach Upon Acceptance as a Select Level Community.

Moved by Carl Stutzner, supported by Greg Collins, to adopt the resolution committing to the National Main Street Center's Four Point

Approach and to requirements set forth by the Michigan Main Street Center's Select Level. The motion passed unanimously.

D. Mural Installation Crowdfunding Campaign.

Construction is nearly complete on the Alpha Bar wall, and the Edmund Fitzgerald is 99% complete on the Island Books & Crafts wall.

The Alpha Bar wall is under construction. They are adding a stone edge on both sides and across the bottom of the wall, and the grey area in the middle is where the mural will be. The owners are hoping to have a nature-themed mural, which will be painted in the spring.

E. State Façade Grant Program.

Island Books & Crafts is nearing completion. Cornice work and awning installation remains to finish.

A Cut Above the Rest has one exposed board that needs to be taken care of.

On October 19th the State Façade Grant people will be in town to conduct an audit on the documentation for the five properties who participated in the Façade Grant program. Over 20 local contractors, during a two-year period, worked on the buildings, which resulted in complicated record-keeping. The DDA Board discussed the possibility of hiring a third-party administrator to help with the process of providing written information during the next round of the State Façade Grant Program.

F. Snowplowing Program.

Recommendation: Only one bid was received; review bid and award contract to Matheny Lawn Services.

Matheny Lawn Services bid lower this year than last year (\$26,000 maximum annually), at a maximum of \$22,000 annually for the 2016-17 season, which includes sand and salt, and the West Portage Avenue tourist district. Director Knepper indicated that he will be contacting property owners who have opted to do their own snow removal, at a cost of approximately \$1.80-\$2.00 per square linear foot of frontage, to confirm their agreement with the City.

Moved by Carl Stutzner, supported by Greg Collins, to award the downtown snow clearing services to Matheny Lawn Service. The motion passed unanimously.

G. Parking Requests.

The Parking Advisory Board is considering the following:

- 1) Parking Lot 4 layout changes as requested by 906 Gym,***
- 2) Salon C permit spaces, and***

3) Maple Street two-hour parking signage and meter installation.

Greg Collins indicated that after talking with Kathy Twardy of Harmony Health Foods, he is no longer requesting Salon C permit spaces.

7. NEW BUSINESS.

A. Principal Shopping District Renewal.

Recommendation: Request the City Commission begin the renewal process for the Principal Shopping District special assessment of two mills on each property within the DDA/PSD boundary, by scheduling a public hearing of necessity.

Moved by Scott Parker, supported by Les Townsend, to request the City Commission to begin the renewal process for the Principal Shopping District special assessment of two mills on each property within the Downtown Development Authority District/Principal Shopping District, by scheduling a Public Hearing of Necessity. The motion passed unanimously.

B. Scheduling of DDA Director Evaluation.

Recommendation: Schedule evaluation for Director Knepper's 2016 review.

Evaluation forms will be sent out to the DDA Board members. Once all forms are received, the Evaluation Committee, comprised of Scott Parker, Carl Stutzner and Oliver Turner, will meet to go over the results. The committee will report to the DDA Board at the November 9th DDA Board meeting.

Moved by Scott Parker, supported by Carl Stutzner, to initiate the annual evaluation of the DDA Director. The motion passed unanimously.

C. Events and Festivals.

- ***Oktoberfest.*** This event was a success, with good attendance and great weather. Oktoberfest signage on the street barricades was helpful and resulted in tourists wandering on West Portage Avenue to Ashmun Street.
- ***Sault Ste. Marie Restaurant Week.*** Restaurant Week will take place on October 17th through October 23rd. Eleven different locally-owned restaurants are participating in this event offering unique lunch and dinner options at \$12.00 and \$22.00 respectively. This event is sponsored by Gordon Foods and Karl's Cuisine.
- ***Downtown Trick-or-Treat.*** Downtown Trick-or-Treat will take place on Friday, October 28th from 5:00-7:00 p.m. A "Flash Mob," "Zombie Walk" on behalf of autism awareness and three haunted houses are a few of the activities taking place on that evening.

- ***Parker's ACE Hardware Parade of Lights.*** The annual Parade of Lights will be on Friday, November 25th at 7:00 p.m. and will end with the lighting of the Christmas Tree on City Hall grounds.
- ***Christmas Open House.*** On Saturdays, December 3rd and 10th from 11:00 a.m. to 4:00 p.m. Director Knepper will be securing a horse and carriage for this event.

D. New Businesses.

- ***Body Balance Massage.*** New business located in Arlington Plaza.
- ***Maternity store.*** Plans to open in a month or two.
- ***Sew UP Style pop-up store.*** Will be open for a three-month period of time during the Holiday season.
- ***Sweet Cheeks & Lemon Grass.*** This boutique, featuring yoga pants, is now open on the corner of Ashmun and Peck Streets.

E. Vacancies.

- ***Former Up North Nutrition location near Checkered Flag.***
- ***Ryan's Jewelry (business and building for sale).*** A Canadian businessperson, who owns two Jewelry Stores in Sault Ste. Marie, Ontario, is very interested in this property; may be closing the deal next week.
- ***Former Northpointe Images.***
- ***Former Quartermaster Supply.***
- ***Former Curves.***
- ***Former pet salon.*** On the corner of Ashmun and Leroy Streets; is now vacant and the DDA may consider purchasing this lot, perhaps for parking purposes.

8. PUBLIC COMMENT AND ANNOUNCEMENTS.

Upon motion of Oliver Turner, and support of Carl Stutzner, and per Tony Haller's request, Public Comment and Announcements, was moved to the beginning of the DDA Board meeting after Agenda Item no. 5. The motion passed unanimously.

Tony Haller, Executive Director of the Sault Area Chamber of Commerce, invited the DDA Board to the Chamber's 2016 Fall Economic Luncheon on Wednesday, October 26th at 11:30 a.m. – 1:00 p.m. at LSSU Cislser Center. Guest speakers are Jennifer Nelson, Executive Vice President, Chief Business Development Officer of the Michigan Economic Development Corporation, and Tony Moore, Market Director for Meijer Corporation and Sandy Molosky, Meijer Store Director Sault Ste. Marie.

9. BOARD COMMENTS AND ANNOUNCEMENTS.

DDA Director Knepper introduced Nick Nolan, of *Soo News*. Nick will be covering the monthly DDA Board meetings.

Carl Stutzner asked about the status of the Cleary properties that are currently up for sale. At the September DDA Board meeting, there was discussion regarding a property management agreement with Mr. Cleary and the DDA, starting with the building located at 125 W. Portage Avenue-formerly Curves, next to Frank's Place. At that time the DDA Board decided to hold-off on pursuing a Property Management Agreement. Director Knepper indicated that he will look at this again at a later date.

10. ADJOURN.

The meeting was adjourned at approximately 9:05 a.m. upon motion of Carl Stutzner and support of Les Townsend. The motion passed unanimously.

Respectfully submitted,

Ray Bell
Chair – Downtown Development Authority Board

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