

**MAIN STREET/DOWNTOWN DEVELOPMENT AUTHORITY**  
**WEDNESDAY, NOVEMBER 09, 2022 – 8:00 A.M.**  
**MEETING HELD AT CITY HALL – CITY COMMISSION CHAMBERS**  
**City of Sault Ste. Marie, Michigan**

**MEETING MINUTES**

**Present:** Ray Bauer – City Commission Liaison  
Brian Chapman  
Craig Cooper  
Tom Fornicola  
Jessica Johnston  
Debbie Jones  
Allison Youngs

**Absent:** Ray Bell, Tom Fornicola, and Sue Anne Wilkes

**I. Routine Agenda Items**

**1. Call to Order**

Meeting was called to order at 8:40 am.

**2. Roll Call**

Attendance was taken as noted.

**3. Approval of Minutes**

**October 12, 2022, Regular DDA Board Meeting Minutes.**

***Moved by Jessica Johnston, supported by Craig Cooper, to approve the October 12, 2022, regular DDA Board meeting Minutes. The motion passed unanimously.***

**4. Approval of Agenda**

Allison Youngs requested that an additional item be added to the agenda under III. Action Items: Discussion regarding changing the DDA Board meeting time from 8:00 am to 8:30 am.

***Moved by Debbie Jones, supported by Brian Chapman, to add an item to the agenda under III. Action Items: Discussion regarding changing the DDA Board meeting time from 8:00 am to 8:30 pm. The motion passed unanimously.***

**5. Declaration of Conflicts of Interest.**

There were no conflicts of interest.

**II. Budget Items**

## 1. Budget Review – Kristin Collins, Finance Director

Kristin reviewed the Revenue and Expenditure Report for the period ending September 30, 2022 – DDA Fund 245 – TIFA 1 Fund. Revenues were 12.16% of budgeted amount of \$186,700, YTD balance of \$22,705.06. Expenditures were 25% of budgeted amount of \$186,700, YTD balance of \$46,674.99.

Kristin also reviewed the Revenue and Expenditure Report for the period ending September 30, 2022 – DDA Fund 246 – TIFA 2 Fund. Revenues were 38.44% of budgeted amount of \$152,400. YTD balance of \$58,583.55. Expenditures were 24.98% of budgeted amount of \$125,400. YTD balance of \$31,324.98.

Kristin concluded by reviewing the Revenue and Expenditure Report for the period ending September 30, 2022 – DDA Fund 248. Revenues were 8.74% of budgeted amount of \$267,700, YTD balance of \$23,387.02. Expenditures were 10.84% of budgeted amount of \$217,700, YTD balance of \$23,607.

## 2. Capital Request Discussion (Crosswalk Project) – Kristin / Stephanie

Brian C. reported that next summer MDOT will be doing a milling and overlay of Ashmun Street from Portage to the Ashmun Street Bridge. The brick pavers on Ashmun Street will have to be removed before the overlay can take place, and the plan is that crosswalks will be replaced with high visibility safety pads. The cost (approximately \$45,000-\$60,000) of removing the brick pavers, along with the new crosswalks is not included in the MDOT reconstruction costs, so the City is looking for local participation / contributions to finish the project to include high visibility safety pads, which will improve citizen safety in downtown Sault Ste. Marie.

***Moved by Craig Cooper, supported by Brian Chapman, that the DDA contribute \$10,000 from the DDA fund balance, to go towards the cost of removing and replacing the brick pavers with high visibility safety pads on Ashmun Street from Portage to the Ashmun Street Bridge. The motion passed with one nay and four yays.***

## III. Action Items

### 1. **Added Action Item:** Change DDA Board starting time to 8:30 or 9:00 am.

***Moved by Craig Cooper, supported by Brian Chapman, to change the DDA Board meeting time to 8:30 am on the second Wednesday of the month. The motion passed unanimously.***

### 2. Events Policy Approval – **NEEDS VOTE**

Director Sprecker provided a draft of the Sault Ste. Marie Main Street Events Policy in final form.

***Moved by Jessica Johnston, supported by Craig Cooper to approve the Events Policy as submitted by Director Sprecker. The motion passed unanimously.***

### 3. Sidewalk Snow Removal Program: Consideration of Option 2 – **NEEDS VOTE**

Director Sprecker provided downtown sidewalk snowplowing maps for Option One and Option Two, along with linear foot cost for each option. A spreadsheet of downtown businesses and their sidewalk snowplow comparison cost for 2021-22 was also provided as worked on by Debbie Jones and Director Sprecker.

Director Sprecker is proposing that Option Two would be more cost effective for downtown businesses sidewalk snowplowing and would also include businesses that are left out in Option One – the following comparison of both options for the 2022-23 SSM Downtown snow removal costs was discussed by the DDA Board.

**Option 1**

117 properties  
Bid amount: \$46,000  
City pays 40% cut (per city staff) = \$18,400  
Amount DDA must captured: \$27,600  
Cost per linear foot: \$3.15

**Option 2**

206 properties  
Bid amount: \$64,500  
City pays 40% cut (per city staff) = \$25,800  
Amount DDA must capture: 38,700  
Cost per linear foot: \$1.65

***Moved by Jessica Johnston, supported by Debbie Jones, to move forward with Option two for downtown sidewalk snow removal at a cost to businesses of \$1.65 per linear foot. The motion passed unanimously.***

**4. Organization Committee**

a. Separation from Promotions Committee

b. Chair Consideration – **DISCUSSION / DECISION**

After discussion the DDA Board indicated that they had no objection to separating the Organization Committee and the Promotions Committee, and also had no objection to Sue Anne Wilkes' being the Chair of the Organization Commission.

**5. 2023 MMS Technical Assistance Application – DECISION NEEDED**

Director Sprecker provided the Technical Assistance Service Request Form for Master Level communities. The DDA has to apply for the technical assistance within a month. The DDA Board discussed the highlighted services, as follows:

Storyville Social Storytelling Blitz  
Fund Development Plan Service  
Main 5 Communication Plan  
Downtown Futures Service  
Entrepreneurial Ecosystem Service

After discussion:

***Moved by Debbie Jones, supported by Brian Chapman, to move forward with applying for the Michigan Main Street Master Services program titled Downtown Futures Service. The motion passed unanimously.***

6. T-Mobile Hometown Grants Program – **APPROVAL TO APPLY / IDENTIFY PROJECT**

**IV. Director’s Report**

1. Halloween Spooktacular Success
2. Match on Main Street Grants Update
3. IMPACT Report Update
4. Holiday Window Contest
5. Sign Grant: CHN Mural Design (The Annex, 300 Court Street) Update
6. Neighborhood Champion Approval – Small Business Saturday
7. CEDAM Fellowship Host Opportunity
8. November Goals

**V. Transformation Strategy Plan Updates**

1. Reminder / Review of Adopted Transformation Plan – Stephanie
2. Economic Vitality Committee – Craig
3. Promotions Committee – Jessica
  - a. Holiday Events – Planning Progress
    - i. Parade of Lights Presented by Parkers’ Hardware – Friday, November 25, 2022
    - ii. Shop Small Saturday – Saturday, November 26, 2022
    - iii. Holiday Open House – December 20, 2022
    - iv. New Year’s Eve Ball Drop – December 31, 2022
4. Organization Committee – None
5. Design Committee – None

**VI. Public Comment and Announcements**

Chamber of Commerce Executive Director Tony Haller reminded the DDA Board of the Chamber’s Business After Five event on Thursday, November 17<sup>th</sup> at 5:00-7:00 pm at Austin’s Cigar Lounge, catered by Wicked Sister.

Tony also congratulated the DDA / City for the new lighted sign on the Ashmun Street Bridge, a great addition to downtown Sault Ste. Marie.

**VII. Board Comments and Announcements**

**VIII. Adjournment**

***Moved by Brian Chapman, supported by Craig Cooper, to adjourn the meeting at approximately 10:00 a.m. The motion passed unanimously.***

Respectfully submitted,

ALLISON YOUNGS, DDA Chair