

**City of Sault Ste. Marie
ECONOMIC DEVELOPMENT CORPORATION
Minutes of the Board of Directors Meeting
April 11, 2017**

1. Call to Order

Chairman Welton called the meeting to order with the time being 12:05 p.m.

2. Roll Call

Members Present:	Gwen Worley	Dan Dasho	Tom Veum
	Bob Mattson	Doug Welton	Jim Devaprasad
	Kelley Bunker	Dr. Rachael McCoy	Steve Glezen

Members Absent: None

Staff Present: Jeff Holt Tracey Laitinen

Also Present: Oliver Turner, City Manager
Josh Billington, SBDC

3. Agenda: Changes, Additions, or Deletions

None at this time

4. Matters presented by the Public

None at this time

5. Approval of Minutes

It was moved by Worley, supported by Dasho to accept the March 14, 2017 minutes. The motion carried unanimously.

6. Approval of Financial Report & Check Detail

Profit & Loss, Balance Sheet and Check Detail were submitted.

It was moved by Dasho, supported by Bunker to accept the financial report as presented. The motion carried unanimously.

7. Approval of 10 additional hours for Part Time Temporary Staffer

Laitinen noted that 40 hours had accumulated as of last week and that we would need an additional 10 hours at this time to catch us up on our Concierge mailing.

It was moved by Worley, supported by Dasho to approve the additional 10 hours of staff time. The motion carried unanimously.

8. Part time EDC Office Coordinator Job Description

Holt explained the need for additional staff of 20 hours per week starting July 1, 2017. Final approval will need to come from the City Commission prior to hiring, but in forecast of a positive outcome we want to make sure we are ready to advertise and interview for the position as that takes 4-6 weeks. This will be a permanent part time position without benefits. Discussion was had about continuing our partnership

with LSSU and their intern program to which the EDC will continue to support and utilize. Worley noted that this could be a good stepping stone position and to involve MIWorks and see if there would be an opportunity to have the position funded by one of their programs. Laitinen will follow up on this. Holt also mentioned the possibility of EUP Regional Planning funding through and EDO support grant in the amount of \$1400. Welton noted the increase in events and activities and the need to support the position. Dasho would like to see the job duties expand on the event planning role and coordination of said events at offsite locations so the job duties are clear.

It was moved by Bunker, supported by Glezen to approve PT Office Coordinator job description with the additional changes Dasho noted. The motion carried unanimously.

9. 350th Sponsorship opportunity

Holt explained the upcoming yearlong celebration and the need for support. Sault Events in collaboration with the City of Sault Ste. Marie has been working hard behind the scenes to plan multiple events to showcase the history of our great City. Dr. McCoy noted the schools were also involved and working on History Days. Turner noted the celebration is being facilitated by Sault Events with multiple subcommittees. Worley noted that this will draw people to the Sault and we need to put our best foot forward. Levels of giving were discussed with the overall feeling that the best bang for our buck would be the platinum sponsorship due to all the coverage at a range of events for 365 day exposure. Laitinen will look into the possibility of being billed after July 1. Events include a ball drop at 12.31.17, I-500 exposure, Soo Locks 1st ship, Rendezvous in the Sault, Founder's Festival, parades, fireworks and more. Outreach has been done to include Sault, Ontario.

It was moved by Worley, supported by Bunker to approve funds for the 350th celebration at the Platinum Level of \$3,500 pending it is in the budget. The motion carried unanimously.

10. Incubator & Smartzone Lawn care bids

Only 2 bids were received. The contract was for a 3 year period. Quality work previously performed by Matheny Lawn Services was positive.



City of Sault Ste. Marie, Michigan
City Clerk's Office
Bid List

Project: Industrial Incubator & Smartzone Lawn Care Services
Project Number: B-12-17
Bid Opening (Time/Date): 4 PM, Thursday, March 30, 2017

Company/Address	Phone No. Fax No.	Proposal Price	Proposal Price
Matheny Lawn Service 3724 W 5 Mile Rd Sault Ste. Marie, MI 49783	906-832-0874	EDC Mowing Weekly - \$65 Spring/fall cleanup - \$200 Spray/fertilize yard - \$100 Tree/shrub trimming per time - \$175 \$130 bi-weekly	SSMart Mowing weekly - \$55 spring/fall cleanup - \$200 spray/fertilize yard - \$100 Tree/shrub trimming per time - \$75 Mulching and labor - \$475
		Mowing - \$70 per cut Spring Clean-up - \$40 per hour	
		Lot 10 Mowing - \$55 per cut Spring Clean up - \$40 per hour	Lot #12 Mowing - \$60 Per cut Spring Clean up __ \$40 per hour
		Lots 14 & 15 Mowing - \$25 per cut Spring Clean up - \$40 per hour	

It was moved by Worley, supported by Mattson to award the lawn care bid to Matheny Lawn Services based on their history and due the fact that they listed their bid by the job and not by the hour, for a clear price. The motion carried unanimously.

11. Incubator & Smartzone snow removal bids

Only 3 bids were received. The contract was for a 3 year period. Quality work previously performed by Matheny Lawn Services was positive. Discussion was had about the total price to plow, shovel and salt and salt with the low bidder being Matheny Lawn Services. Dr. McCoy inquired about plowing on the weekends and it was noted that Matheny has not overcharged us in the past by plowing for days the facilities were closed.



City of Sault Ste. Marie, Michigan
City Clerk's Office
Bid List

Project: Industrial Incubator & Smartzone Snow Removal Services
Project Number: B-11-17
Bid Opening (Time/Date): 4 PM, Thursday, March 30, 2017

Company/Address	Phone No. Fax No.	Proposal Price
Matheny Lawn Services 3724 W S Mile Rd Sault Ste. Marie, MI 49783	906-632-0874	EDC Snowplow - \$70 per time Salt/Sand - \$35 if requested <i>includes shoveling</i> SSMart Snowplow - \$80 per time Salt/Sand - \$36
		Incubator Snowplow - \$140 per plow Salt/sand - \$150 per application Chloride sidewalks - \$20 per application Smartzone Snowplow - \$185 per plow Salt/Sand - \$150 per application Chloride Sidewalks - \$30 per application
		Incubator Snowplow - \$55 per trip Sidewalk Shovel - \$30 per trip Loader w/operator - \$100 per hour (by request only) Salt Parking Lot - \$50 per trip (by request only) Smartzone Snow Plow - \$55 per trip Sidewalk Shovel - \$30 per trip Loader w/operator - \$100 per hour (by request only) Salt Parking Lot - \$50 per trip (by request only)

It was moved by Dasho, supported by Glezen to award the snow removal bid to the low bidder, Matheny Lawn Services. The motion carried unanimously.

12. Events

Holt reported that Business After 5 was fantastic and gave the EDC and ERA a lot of bang for their buck. Food and beverage costs were paid for by the Hampton Inn. Future development projects are already being discussed.

Holt updated the group on the MIWorks job fair where the EDC partnered on outreach and media. The event was a success and more companies showed up than had originally signed up.

Holt gave feedback on the Construction Summit as did several board members in attendance noting it was good for our first event of this type. 100+ signed up and 90 attended. 9&10 News covered the entire event. Glezen inquired as to where the USACE had looked for their housing data showing the Sault and surrounding area had ample lodging if the lock were move forward.

Holt reminded the board that the Economic Luncheon was coming up and the EDC had 4 tickets. Please contact Laitinen if you would like to attend.

Laitinen noted that the December Manufacturing Event would be held most likely October 3rd or 4th to free up the holiday season and lend to better planning of a winter Construction Summit. Worley noted that as soon as a date was decided to let MMA know.

13. Goals/Projects

Holt gave an updated on the Air Industrial Park lots and CREAD noting that we would be meeting in the next few months and he will have a better update in May.

Concierge Program is progressing well with the mailings and outreach. More will be presented at the April 17th City Commission meeting.

The Airport will be receiving funds to redo the runway in August 2017. Holt noted that the project will go to bid on May 5th through MDOT AERO. A pre-bid meeting is set for April 19th from 11-Noon at Sanderson Field.

14. Director's Report

Holt reminded Veum, Dasho, Glezen and Welton that there terms were set to expire on 6.1.17. Dasho and Glezen want to continue at this point. Please contact Holt if you would like to discuss your seat on the EDC board.

MEDC representatives Amy Berglund and David Kurtycz were here for our Summit and stayed for 2 days of site visits including our own Quansor and Cree North.

Holt updated the group on Quansor and that they will be moving out of the Smartzone shortly to be closer to Dow Chemical.

Michigan Manufacturers Association will be here May 15th and Laitinen is coordinating site visits.

Holt met with U of M Road Scholars and they are planning a dinner at Karl's Cuisine and tours around May 2nd. Please look for an invite to join them via email. The 2017 Michigan Road Scholar Tour will take place May 1 – 5 and takes faculty of the University of Michigan (U-M) on a five-day traveling seminar on the State of Michigan. This educational tour exposes participants to the state's economy, government and politics, culture, educational systems, health and social issues, history, and geography. Designed to increase mutual knowledge and understanding between the university and the people and communities of the state, the tour introduces participants to locations the majority of U-M students call home. It also encourages university service to the public and suggests ways faculty can address state issues through research, scholarship, and creative activity. In addition, the experience will help to develop beneficial ties and promote interdisciplinary discussion among the touring faculty.

Holt noted that MEDC will be back with and International Trade expert on April 17th and 18th and they will be traveling to Sault, Ontario to discuss future endeavors and tour SIS.

15. Other matters

Dr. McCoy inquired about the vacant storefronts including Family Fare and Kmart. Holt replied that a lease had been signed for the Family Fare location and that Kmart was looking to. Worley inquired about the opening of Meijer. Holt expects an early May opening noting that the gas station could open as early as next week. Discussion of the new traffic lights was had and Turner will follow up with engineering on their implementation.

16. Adjournment

It was moved by Veum, supported by McCoy to adjourn the meeting at 1:05 pm. The motion carried unanimously.



Dan Dasho, Secretary