

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

1. Call to Order

Chair Worley called the meeting to order with the time being 12:07 p.m.

2. Roll Call

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

Members Absent: Doug Welton Kelley Bunker

Staff Present: Jeff Holt Tracey Laitinen Alex Robinson

Also Present: Oliver Turner, City Manager
 Jeff Hagan, EUP Regional Planning & Development
 Maria Brown, Superior Insurance Agency
 Tom Ewing, President Chippewa Co. EDC

It was moved by Glezen, supported by Dasho to excuse those that were absent. The motion carried unanimously.

New EDC Office Coordinator, Alex Robinson, was introduced.

3. Agenda: Changes, Additions, or Deletions

None

4. Matters presented by the Public

Ewing invited everyone to the 40th anniversary of the closing of the Kincheloe Air Force Base to be held on September 30th. This will be a 1 day open house including tours of the facility, tours of planes, 5k run, bicycle race along with a recognition program and a historical artifacts display. Additional participants will be General Motors with a driving experience, Superior Fabrication will be hosting demos and MDOC with a recruitment booth.

5. Approval of Minutes

It was moved by Dasho, supported by Veum to accept the June 13, 2017 minutes. The motion carried unanimously.

6. Approval of Financial Report & Check Detail

Profit & Loss, Balance Sheet and Check Detail were submitted. Holt reported that it is end of year and additional invoicing is being completed to close out the 2016-17 fiscal year. Glezen inquired about the past budget with Laitinen noting that the 2016-17 budget was in place prior to Holt and Laitinen being employed by the EDC. Contracted services and LDFA admin were reviewed. Laitinen noted that with this being the first year of operating the Smartzone, projecting a budget would have been difficult. Glezen inquired about the future budget to which Holt replied that the process had taken almost a year and

many meetings w the Finance Committee and City Hall. In August we will present the final 2016-17 budgets and more forward with the 2017-18 budget year.

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

7. Award of bid for 3 year HVAC services at Smartzone (2345 Meridian)

Holt reported that our current maintenance contract for services had expired. The 3-year bid was let through the City Clerk's office and 2 bids were received. Great Lakes Services \$1785 and Albert Heating and Cooling \$1468. Laitinen noted that locking in a service provider means we save on service calls and regular maintenance.

It was moved by Glezen, supported by Veum to award the bid to the low bidder, Albert Heating and Cooling in the amount of \$1468 annually for the next 3 years. The motion carried unanimously.

8. Award of bid for tables and chairs at Smartzone (2345 Meridian)

Holt reported that funds were still remaining in a previous Smartzone Capital Improvement Plan of approximately \$3600.00. The bid was let through the City Clerk's office and only 1 bid was received. National Office Products quoted the current tables we use at \$690.03/ea. and chairs that are similar at \$133.99/ea. Laitinen noted that with the increased meeting sizes and being a polling location, additional seating is necessary in the amount of 3 tables and 11-12 chairs.

It was moved by Devaprasad, supported by Dasho to award the bid to the sole bidder, National Office Products and use remaining CIP funds to purchase tables and chairs as presented. The motion carried unanimously.

Worley inquired about additional potential funds since the Smartzone had become a polling location. Holt noted that after the larger November election we will have more feedback on what necessary improvements we may need to implement and apply for funding through the Help America Vote Act grant.

9. Events

Holt gave an update on the Manufacturing Excellence Summit to be held at LSSU on October 3rd. This will not be an EDC meeting date. Sponsors are covering the cost of the event. Speakers are almost finalized and will be presented at the August meeting. The focus will be on talent and professional trades.

10. Goals and Objectives

Holt distributed a handout with 3 goal and corresponding objectives:

1. *Development of the Industrial Park and Air Industrial Park (city airport)*
2. *Develop International Business and relationships*
3. *Develop new business attraction*

Glezen inquired about the study that showed the Sault had a lack of housing. Holt supported the idea that it is a piece of the puzzle when attracting new businesses. Turner noted that market rate housing is being researched by developers. Glezen asked about retail development and Holt agreed there wasn't exact data, but developers and stores were watching to see how Meijer is doing as well as the flux of the Canadian dollar. Hagan reported that EUPRPD is working on a 3-county Retail TMA and hopes to have that information this time next year to support the correlation between housing downtown and a thriving downtown. Worley noted that with the new stores opening she has seen some unemployed community members able to find employment.

Worley asked for feedback on communication from the Director to the Board noting there is a fine line between enough and too much. Board members were asked to offer input and be comfortable with confidentiality when learning about potential projects. Worley encouraged the Board to review the Goals and Objectives handout and give feedback at the August meeting.

11. Project updates - Director

AIP – making progress working with Turner

Concierge – extending invitations and continuing to do mailings, driving force is ERA

PFC Overlay – preconstruction meeting this Thursday 9:30 am at the terminal, project is 90% MDOT funded w rest coming out of TIFA III funds, airport anticipates closure Aug 7-17th

CIP handout included in the packet showing approved projects EDC will be implementing now that we are into the new fiscal year

Worley noted that she was pleased to see that the Convention & Visitors Bureau was working on a hospitality efforts noting past success with WMH and LSSU. The group agreed that we can focus on our assets and what we could have if we changed our thinking a bit. Laitinen noted that Superior Hospitality Partners will be presenting at the next ERA meeting here at the Smartzone on August 14th at 9:30am if anyone was interested in attending.

12. Director's Report

Holt reported that the Upper Peninsula would be featured in the December 2017 issue of Delta Sky which has huge readership. Laitinen had been meeting with Delta to work out editorial and advertising space. Be aware that Delta will be reaching out to most present for information, photos and advertising opportunities.

SIS was waiting on the stability of Essar Steel.

Aeromed is currently on hold.

Project Dusty Rock is looking for investors. McCoy questioned the materials testing done in Sault, Ontario to which Holt replied it was positive.

Twin Saults coverage is in your packet.

Capstone Leadership is a new Smartzone program participant in the larger office space. We still have 1 smaller office available.

Social media and newsletter engagement were in the packet. It was noted that Robinson already made our EDC website more mobile friendly.

The weather station adjacent to the Smartzone has been purchased and the new owner is looking at purchasing another AIP lot.

Holt has been in contact with Menards and will be contacting the DEQ to revisit the project with the Quality Inn. SARMI was briefly discussed and this may be an opportunity to revisit this project with new DEQ leadership.

13. Other Matters

Veum noted that if the Smartzone was too busy on August 8th we could hold the EDC meeting at the airport terminal.

Holt distributed the most recent EUPISD CTE program map.

14. Adjournment

It was moved by Veum, supported by Mattson to adjourn the meeting at 1:08 pm. The motion carried unanimously.



Dan Dasho, Secretary