



# **DOWNTOWN** **Sault Ste. Marie** <sup>TM</sup>

## **AGENDA**

Wednesday, July 13th, 2022 – 8:00 AM

City Commission Chambers - 225 E. Portage Avenue - Sault Ste. Marie, MI 49783

**1. Call to Order**

**2. Roll Call**

**3. Approval of Minutes**

A. June 15, 2022, regular meeting Minutes

**4. Approval of Agenda**

**5. Declaration of Conflicts of Interest**

**6. Committee Designations**

- A. Economic Vitality (Craig)
- B. Promotions/Organization Report
  - Need New Chair
- C. Design Report (Debbie)

**7. Events**

- A. Concert Series
- B. Sidewalk Sales
- C. 4<sup>th</sup> of July Parade
- D. Engineers Day

**8. Work Items**

- A. Bylaws
- B. Rules of Procedure
- C. New Member Board Packet (Craig and Tom)
- D. Events Policy
- E. Vibrancy Grant (Engineering)

F. Pulse Survey (Craig)

**9. Business Items**

A. Voting of Officers

- 1) Chair
- 2) Vice-Chair
- 3) Treasurer
- 4) Secretary

B. DDA Director Recruitment

- 1) Director's Salary
- 2) Contractual Director

C. MEDC Community Storytelling Program

D. Mural Grant Funding

E. Sign Grants

- 1) CHN – The Annex, 300 Court St.
- 2) National Office Products – 322 Court St./405 Ashmun St.
- 3) Gym 906 – 327 Ashmun St.
- 4) Mole Hole – 201 Osborn Blvd.
- 5) 135 Portage Ave. – Cleary Rentals
- 6) 722 Ashmun St. – Cleary Rentals

F. Goal Session Update

G. DDA Board Member Application and Review and Recommendations. (Cathy Howell resignation.)

**10. Directors Report**

**11. Public Comment and Announcements**

**12. Board Comments and Announcements**

**13. Adjournment**

**MAIN STREET/DOWNTOWN DEVELOPMENT AUTHORITY  
WEDNESDAY, JUNE 15, 2022 – 8:00 A.M.  
MEETING HELD AT CITY HALL – CITY COMMISSION CHAMBERS  
City of Sault Ste. Marie, Michigan**

**MEETING MINUTES**

**Present:** Ray Bauer  
Brian Chapman  
Craig Cooper  
Tom Fornicola  
Tara Kelgar  
Allison Youngs

**Absent:** Cathy Howell and Debbie Jones

**1. CALL TO ORDER.**

**2. ROLL CALL.** Attendance was taken as noted.

**3. APPROVAL OF MINUTES.**

- May 25, 2022, regular DDA Board meeting minutes

*Moved by Tara Kelgar, supported by Craig Cooper to approve the May 25, 2022, regular DDA Board meeting Minutes. The motion passed unanimously.*

**4. APPROVAL OF AGENDA.**

*Moved by Craig Cooper, supported by Tara Kelgar, to approve the May 25, 2022, Main Street/Downtown Development Authority Agenda. The motion passed unanimously.*

**5. DECLARATION OF CONFLICTS OF INTEREST.**

There were no conflicts of interest declared at this time.

**6. COMMITTEE REPORTS.**

**A. Economic Vitality Committee Report (Craig).**

Craig indicated that he is still working on the business directory spreadsheet and talked about the importance of recruiting more volunteers for all three committees, comprised of a total of 5-7 members on each committee.

**B. Promotions / Organization Committee Report (Cathy).**

- Approval of Event Guidelines.

Cathy was absent from this meeting.

**C. Design Committee Report (Debbie).**

Debbie was absent from this meeting.

**7. EVENTS.**

**A. Concert Series.**

- 1) Allison explained to the Board that the former DDA Director had entered into an agreement with Eagle Radio *to help sell sponsorships to build the budget for the Music in the Park event with the overall goal to bring in new and fresh acts from across the region.* This included an agreement of 20% commission on the sales of each sponsorship; Eagle Radio would then promote Music in the Park for the entirety of its summer run, at a total value of \$6,450. This agreement was not brought to the DDA Board for discussion and/or approval. The DDA Board discussed new sponsorships versus dedicated annual business sponsorships, and the 20% commission on sponsorships sold by Eagle Radio to date.

***Moved by Tom Fornicola, supported by Craig Cooper to compensate Eagle Radio for what new sponsors they have sold to date and re-look at this agreement in the future. There was one nay; motion passed with four yeas.***

- 2) The DDA Board discussed that the Gentleman George band is not included in this summer's Music in the Park Concert Series; Gentleman George has performed at this event since its inception and is a local favorite. The Board agreed to extend the Music in the Park and invite Gentle George to wrap up the concert series on August 24, 2022.

***Moved by Tom Fornicola, supported by Tara Kelgar, to extend the Music in the Park Concert Series to include the Gentleman George Band performance on Wednesday, August 24, 2022. The motion passed unanimously.***

- 3) City Commission Liaison Ray Bauer indicated that The Soo Locks Children's Museum group would like to have a popcorn stand outside the Lock's Park during Music in the Park performances. Brian will contract the City Clerk's office to see what is needed (permit, contact Health Dept.) to sell popcorn.

**B. Rock the Locks.**

Allison reported that 117 runners/walkers participated in Rock the Locks despite the rain.

**C. Sidewalk Sales.**

**D. 4<sup>th</sup> of July Parade.**

**E. Engineers Day.**

**8. WORK ITEMS.**



**A. Bylaws.**

**B. Rules of Procedure.**

Craig indicated changes in the DDA Public Act of 2018 that should be incorporated into the Rules of Procedure/new member board packet.

**C. New Member Board Packet (Craig and Tom).**

Craig indicated that the new member board packet should include a welcome letter from the DDA Board Chair, and the DDA's mission statement.

**D. Events Policy.**

Cathy is working on revising the events policy.

**E. Purchasing Policy (CM).**

The DDA Board was given a flow-chart of the City's purchasing policy and procedure; purchases under \$5,000 at the discretion of the Department Head, purchases between \$5,000 and \$10,000 require three quotes, and purchases over \$10,000 requires sealed bid process.

**F. Vibrancy Grant (Engineering Office).**

**G. Crosswalk Painting.**

Cross walk painting took place over the weekend and will continue through the next week or two.

**9. BUSINESS ITEMS.**

**A. DDA Board Member Application Review and Recommendations.**

Six DDA Board applications were received and discussed by the Board.

***Moved by Tara Kelgar, supported by Craig Cooper, to recommend to the City Commission appointment of Jessica Johnson to the DDA Board. The motion passed unanimously.***

***Moved by Tara Kelgar, supported by Craig Cooper, to recommend to the City Commission the appointment of Ray Bell to the DDA Board. The motion passed unanimously.***

**B. Vibrancy Grant – Ashmun Bridge Sign Feedback.**

Brian provided three proofs for a permanent sign to be located on the Ashmun Street bridge (south end of bridge).

***Moved by Tom Fornicola, supported by Craig Cooper, to approve sign Option 'C' to be located on the south end of the Ashmun Street bridge. The motion passed unanimously.***

**C. Renewal of DDA Office Lease (CM).**

***Moved by Tara Kelgar, supported by Tom Fornicola, to approve the renewal of the DDA office lease to take in effect on August 1, 2022, through July 31, 2024. The motion passed unanimously.***

**D. MI Main Street Program Master Level Contract (CM).**

***Moved by Tom Fornicola, supported by Tara Kelgar, to adopt the Michigan Main Street Master level Contract. The motion passed unanimously.***

**E. Goal Setting Update (CM).**

Goal Setting will be discussed at the next DDA Board meeting.

**F. DDA Director Recruitment Update (CM).**

Brian reported that three DDA Director applications have been received and an interview(s) will be scheduled.

**10. DIRECTOR'S REPORT.**

**11. PUBLIC COMMENTS AND ANNOUNCEMENTS.**

- Kathy Twardy, owner of the Market Place store in the Osborn Commons building, indicated that a couple of years ago the DDA Board approved 30-minute parking spaces on the east side of Osborn Boulevard and one across the street on the west side of Osborn Boulevard. The DDA/City did not follow-through on this, so she is requesting that the 30-minute parking signs be erected, and that the 30-minute parking areas be striped.

Kathy also expressed her concern that a discussion with Tim and Lindsay Ellis of Eagle Radio, regarding Music in the Park sponsors may not have occurred prior to today's DDA Board meeting.

- Sue Anne Wilks explained that she will be submitting sign grant applications for 135 Portage Avenue, and 722 Ashmun Street. She explained each sign grant application and provided renderings of the two signs on 135 Portage (in the 1800's this building was the Fort Brady's officers quarters), one sign will provide lighting that is much needed on that block, and she also provided a rendering of the awning/sign at 722 Ashmun Street.
- Steve Twardy, business owner in downtown Sault Ste. Marie, indicated that he would be willing to serve on the DDA's Economic Vitality Committee.

Steve also commented regarding MI Main Street that he has not seen any impact that the MI Main Street Program has had on his businesses.

**12. BOARD COMMENTS AND ANNOUNCEMENTS.**

Brian indicated that the DDA Board will be reviewing the sign grant applications at the July DDA Board meeting.

**13. ADJOURNMENT.**

***Moved by Tara Kelgar, supported by Tom Fornicola, to adjourn the meeting at approximately 9:30 a.m. The motion passed unanimously.***

Respectfully submitted,

ALLISON YOUNGS, DDA Chair

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## MEDC Technical Assistance Team

### Community Story Telling Pilot – Overview & Community Interest Form

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**Background:** The Michigan Economic Development Corporation (MEDC) is launching a Community Storytelling PILOT Program. This PILOT is being made available to you based on your community's certified status in Redevelopment Ready Communities® and/or your Select or Master level status in Michigan Main Street. The PILOT will work directly with five selected communities to provide direct marketing and promotion technical assistance with goals of increasing local tourism-focused collaboration and growing local awareness and utilization of the Pure Michigan platform ([www.michigan.org](http://www.michigan.org)).

**Benefits & Deliverables:** The benefits and deliverables of a community's participation in the PILOT program include:

- Completion of a digital audit of your community's current presence on the Pure Michigan website
- Creation of two community-identified deliverables that will be published on the Pure Michigan website
- Facilitated 1:1 training on marketing and promotion best practices – including "How To" guides for listing community resources, small businesses, and events on Pure Michigan
- Creation of a locally tailored implementation plan for marketing and promoting the selected community and its small businesses on Pure Michigan

**Timeline:** We anticipate the work beginning in September 2022 and concluding in February 2023. Most, if not all, meetings will occur virtually unless otherwise agreed to by the selected community, MEDC, and the service provider. The general schedule is:

Task	Lead	Timeframe
Selection of participating communities & creation of PILOT support materials (Audit tool, presentations, deliverables, etc.)	MEDC	August
Kick-Off Meeting w/each community (virtual)	Consultant/MEDC	September
Pure Michigan Audit & Self-Assessment	Community/Consultant	September/October
Second Community Meeting	Consultant/MEDC	October
Third Community Meeting	Consultant/MEDC	November
Fourth Community Meeting	Consultant/MEDC	January/February
Post Program Survey	Community	Winter 2023

**Community Responsibilities:** The bulk of the work will be taken on by the service provider but participating communities are expected to do the following:

1. Identify a local core team (3-5 members) of downtown staff, the local CVB, municipal department heads (such as DPW, City Manager, etc.), elected officials, and local partners or businesses.
2. Complete a self-assessment tool that will serve as a digital audit of the community's existing presence on the Pure Michigan platform
3. Participate in all four virtual meetings starting in September 2022 and ending in January/February 2023
4. Review initial and final drafts of the selected Pure Michigan community deliverables
5. Help coordinate a presentation of the final work plan to a joint meeting of local boards such as DDA, Chamber, CVB, Council, Planning Commission, etc.
6. Complete the MEDC's post-PILOT survey



**Selection of Participating Communities:** MEDC is soliciting interest from ***RRC Certified and/or Michigan Main Street Select and Master communities*** via a short interest form. An internal team will review the list of interested communities using the information from the form as well as MEDC's previous experience with each community. Communities who are both RRC Certified and MMS Select or Master will be viewed favorably. Forms are due July 22<sup>nd</sup> with a final decision is expected by July 29<sup>th</sup>.

**Cost:** Participation in this pilot project is free to communities. As a pilot project, the associated cost to MEDC would *not* be counted as part of a community's RRC technical assistance match funding total or part of the community's Michigan Main Street FY22-23 Service.

## Community Interest Form

Please complete this interest form and return via email to [RRC@michigan.org](mailto:RRC@michigan.org) by 5:00 EST on Friday July 22<sup>nd</sup>, 2022.

**Community Name:** Click or tap here to enter text.

**Main Point of Contact (Name & Title):** Click or tap here to enter text.

**Main Point of Contact Email:** Click or tap here to enter text.

**Main Point of Contact Phone:** Click or tap here to enter text.

**Who would serve on the local core project team?**

*Should be 3-5 people with a mix of downtown, CVB, municipal staff, officials, and other partners*

Click or tap here to enter text.

**Has your community undertaken any planning in recent years specifically related to small business and community marketing, promotions, or use of the Pure Michigan platform?**

*Master plan strategies, downtown plan, marketing and communication plan, economic development plan, regional plan, etc.*

Click or tap here to enter text.

**Is there anything specific you are hoping to get out of this project?**

*Such as project or strategies you're struggling with, past ideas that were dismissed you'd like to revisit, etc.*

Click or tap here to enter text.

**If selected, how does the community anticipate allocating resources to ensure that marketing and promotions efforts continue at a community level?**

Click or tap here to enter text.

**Anything else you think the review team should know?**

Click or tap here to enter text.

## ACKNOWLEDGMENT

**MEDC Technical Assistance Team**

**Community Story Telling Pilot – Overview & Community Interest Form**

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☐ *I have read the overview page, including community responsibilities, and agree to adhere to those parameters and tasks if selected to participate.*

06/21/2022

Dear MEDC Technical Assistance Team,

Sault Ste. Marie would be an excellent choice for the Michigan Economic Development Corporation's new Community Storytelling PILOT Program. In addition to having a Master level Michigan Main Street, Sault Ste. Marie is a tourism haven. The Soo is a premiere tourist destination located at the top of Interstate-75, across from Ontario and near an airport.

The Sault Ste. Marie Convention & Visitors Bureau strongly recommends Sault Ste. Marie to be a part of the Community Storytelling PILOT Program. As one of the premiere CVBs in the Upper Peninsula, we are heavily involved in the Pure Michigan campaign. Likewise, the city has embraced the campaign. We feel as a CVB, with assistance from the Pure Michigan campaign, our marketing and promotion of the area has paid dividends and is fully supported by the city.

We have strong community leadership in Sault Ste. Marie that has been adaptable over the past few years. However, we feel with assistance from Community Storytelling PILOT Program, the city can cover any blind spots that it may be missing when it comes to small businesses and community marketing that it may have accrued since the start of the pandemic.

Please consider selecting Sault Ste. Marie as a participating for the Community Storytelling Pilot Program.

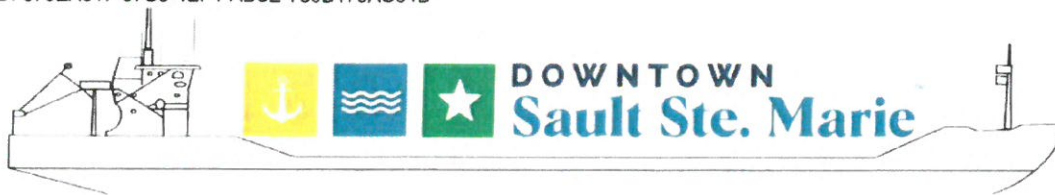
Linda Hoath  
Executive Director  
Sault Ste. Marie Convention & Visitors Bureau





Balance	Grant Award	Sign Cost	Applicant	Approved (yes or no)
\$ 14,000.00	\$ 2,000.00	\$	5,600.00 National Office Products	
\$ 12,000.00	\$ 2,000.00	\$	5,600.00 Gym 906	
\$ 10,000.00	\$ 2,000.00	\$	4,000.00 CHN	
\$ 8,000.00	\$ 950.00	\$	1,900.00 Mole Hole	
\$ 7,050.00	\$ 1,150.00	\$	2,300.00 135 Portage Ave	
\$ 5,900.00	\$ 2,000.00	\$	4,000.00 722 Ashmun St	
\$ 3,900.00				
\$ 3,900.00				
\$ 3,900.00				
Total Awarded	\$ 10,100.00	\$	23,400.00	
Remaining	\$ 3,900.00			





SIGN GRANT  
APPLICATION FORM

**BUSINESS INFORMATION**

1. Business Name: CHN Annex Limited Partnership
2. Business Contact Person: Michelle Brinkmann
3. Mailing Address: 5505 Corporate Dr STE 300, Troy, MI 48098
4. Phone Number: 586-484-5133
5. Email: sbrinkmann@chninc.net

**BUILDING / PROPERTY OWNER INFORMATION**

6. Building Address: 300 Court St
7. Building Owner: CHN Annex Limited Partnership
8. Building Owner's Address: 5505 Corporate Dr STE 300, Troy, MI 48098
9. Building Owner's Phone: 586-484-5133
10. Email: sbrinkmann@chninc.net
11. The Following Items Must Be Provided:
  - a) Cost Estimate \$4,000.00
  - b) Sign and/or Façade Design with all Specifications to include: Dimensions, Colors, Materials, Location on Building and any other information that will assist us in reviewing your request
  - c) Color Photo of the Building Sign including present Signage

DocuSigned by:

*Michelle Brinkmann*

Michelle Brinkmann

5/11/2022

Signature – Business Owner Date

DocuSigned by:

*Michelle Brinkmann*

Michelle Brinkmann

5/11/2022

Signature – Building/Property Owner Date



## Sign Grant Application

The City of Sault Ste. Marie Downtown Development Authority established a Sign Grant Program on February 9, 2022, to encourage improvements, replacement, or creation of a prominent business sign within the Principal Shopping District. Signs are expected to complement the architectural and historic character of Sault Ste. Marie as well as the guidelines of the MEDC Main Street Program.

Signs should be proportional in size to the building façade, easy to read and, ideally, placed above the entrance of a business. A variety of different sign types may be appropriate in the DDA district, including, but not necessarily limited to:

1. Wall Signs
2. Window Signs
3. Signs on Awnings
4. Ground Signs

The DDA board will approve and provide **reimbursement** for signage up to 50% of total project cost up to \$2,000.00. The total fund has \$14,000 and the board will consider as many applicants as possible to exhaust those funds.

Any grant recipient that removes or replaces the sign within the first three years of receiving a grant, while the business is still in operation, shall be required to repay to the DDA the total amount of grant funds awarded.

Sign approval based on compliance with city sign ordinances. Please be sure to check with the code enforcement when budgeting for your sign for this application:

[https://library.municode.com/mi/sault ste. marie/codes/code of ordinances?nodeId=PTIICOOR\\_CH20  
SI](https://library.municode.com/mi/sault%20ste.%20marie/codes/code%20of%20ordinances?nodeId=PTIICOOR_CH20_S1)

For consideration, please attach a photo of your current sign, proposed sign and location and a description of why you are applying for this grant and how the new sign will help your business. Attention given to those who have signs that are in disrepair or missing or new businesses in the startup phase.

For reimbursement upon completion, you will need to provide receipts reflecting the total cost of creation and display of your sign which can include costs to remove existing sign towards the total expense. The DDA Board of Directors will grant the DDA Director authority to submit a request to reimburse for those expenses an amount of 50% of total allowable costs not to exceed \$2,000.







1647 Kelly rd.  
Mason, MI 48854

PH (517) 927-2186 FAX (517) 676-1715

# PROPOSAL

DATE	PROPOSAL #
5/19/2022	925

NAME / ADDRESS
Oakwood Constructiun Company 2380 Science Pkwy. Ste. 101 Okemos MI 48864

PROJECT

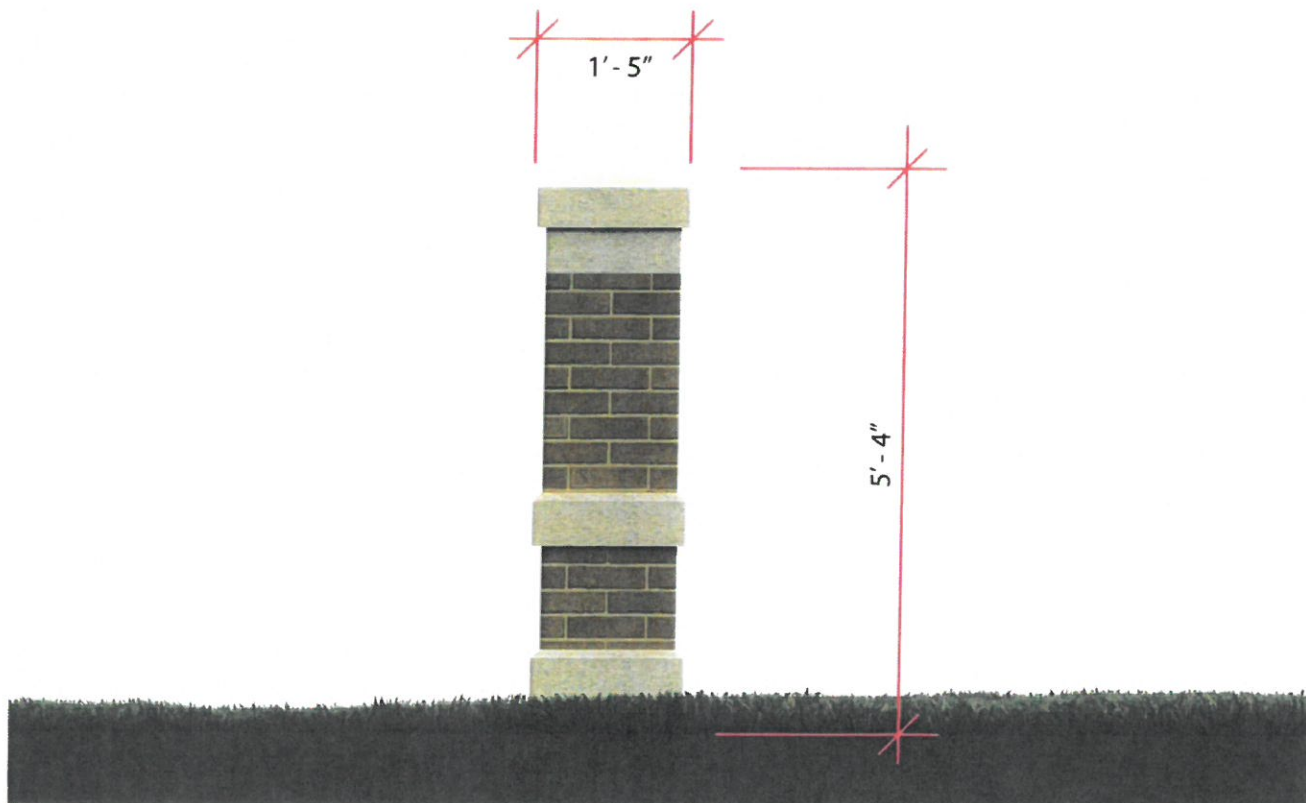
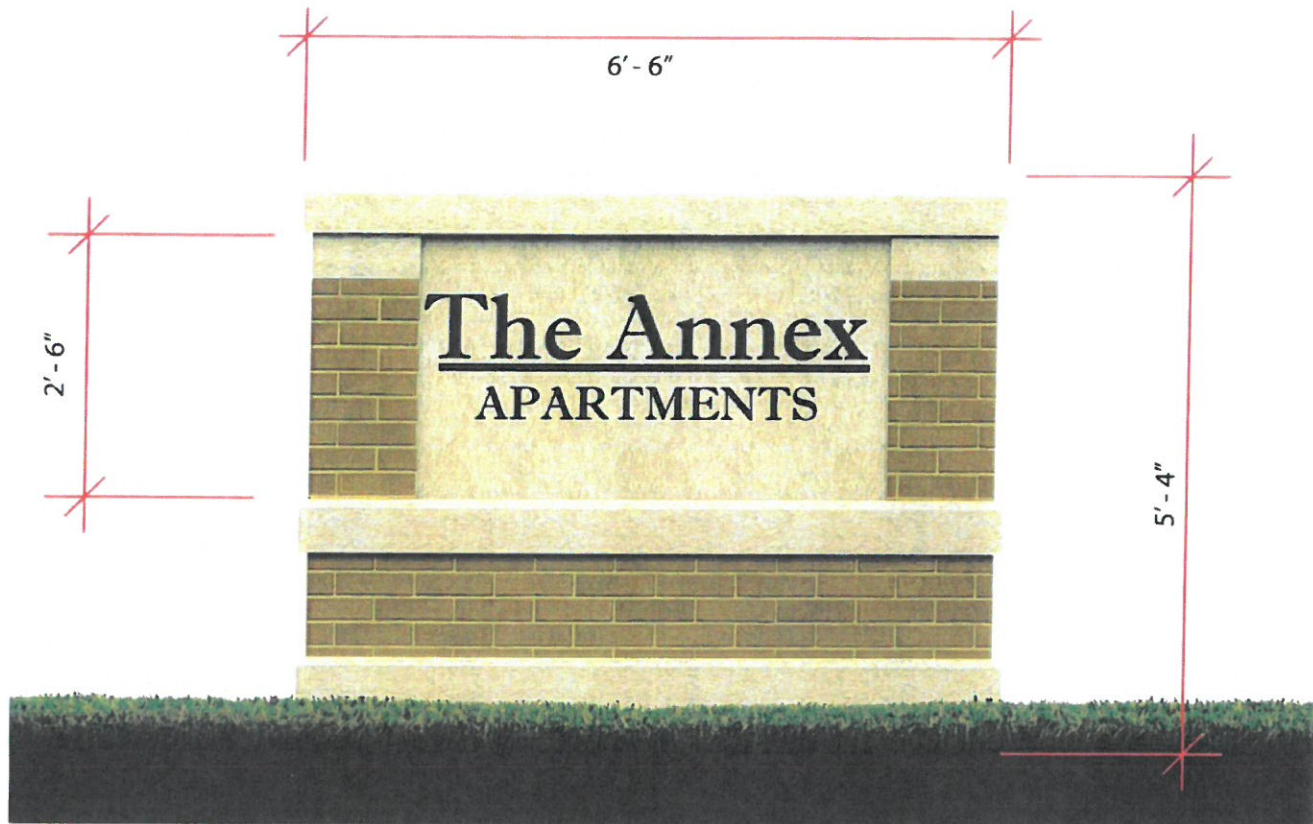
PROPOSAL GOOD FOR 30 DAYS FROM

### The Annex Apartments - Sign

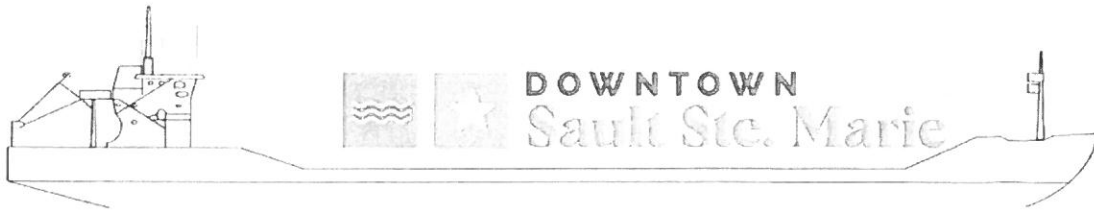
6/18/2022

[illegible]

SIGNATURE \_\_\_\_\_ PRINT NAME & DATE \_\_\_\_\_







SIGN GRANT

APPLICATION FORM

**BUSINESS INFORMATION**

1. Business Name: National office products and Printing
2. Business Contact Person: Shannon Veum
3. Mailing Address: Po Box 6010 Sault, MI 49783
4. Phone Number: 906-632-3095
5. Email: shannon@nopp.com

**BUILDING / PROPERTY OWNER INFORMATION**

6. Building Address: 322 Court / 405 Ashmun St.
7. Building Owner: Patrick Dougherty
8. Building Owner's Address: 3289 Riverside Dr. Sault, MI 49783
9. Building Owner's Phone: 906-632-3095
10. Email: shannon@nopp.com

11. The Following Items Must Be Provided:

- a) Cost Estimate \$ \$5,600.00
- b) Sign and/or Façade Design with all Specifications to include: Dimensions, Colors, Materials, Location on Building and any other information that will assist us in reviewing your request please see attached
- c) Color Photo of the Building Sign including present Signage

Shannon Veum 6/7/22

Signature – Business Owner Date

Patrick Dougherty 6/7/22

Signature – Building/Property Owner Date

# National Office Products AND PRINTING, INC.

*All Your Business Needs In One Company!*

405 Ashmun Street  
Sault Ste. Marie, MI 49783  
(906) 632-3095  
Fax (906) 632 6836  
1-800-562-1042

514 North Main Street  
Cheboygan, MI 49721  
(231) 627-3193  
Fax (231) 627-7075  
1-800-580-9723

11.

a. Cost Estimate: \$5,600.00

b. Please see below the sign replacement estimates:

1. 4'x8' NOPP Alupanel metal sign next to new parking lot side entrance \$2,200
2. 16'x8' NOPP Alupanel metal sign toward Court Street on parking lot side \$2,500
3. 8'x12' NOPP Alupanel metal sign on 322 Court Street \$900

All three of these signs are faded, cracked and in disrepair. They would be replaced with signs of a similar (if not the exact same) layout.

Please let us know if you would like additional information.

Respectfully submitted,  
Shannon Veum  
VP

National Office Products and Printing Inc.



①

4' x 8' \$500 + 400.00 = \$900

**National**  
*Office Products*  
AND PRINTING, INC.









②

$16 \times 8 = \$1,500$   
 $16 \times 8 = \$1,000$   
 $16 \times 8 = \$1,500$   
 $16 \times 8 = \$2,500.00$





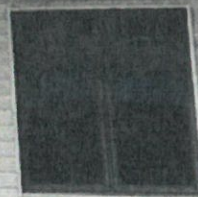
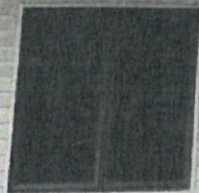
\$2,200.00

8' x 12'

3

**National**  
**Office Products**  
AND PRINTING, INC.

Full Service Printing • Signs  
Systems Furniture • Office Supplies  
Business Equipment • Computers













**DOWNTOWN**  
**Sault Ste. Marie**

**SIGN GRANT**

**APPLICATION FORM**

**BUSINESS INFORMATION**

1. Business Name: Or Northern Nutrition & Supplements 906
2. Business Contact Person: Cheryl Woollocks
3. Mailing Address: 327 Ashmun St. Sault Ste. Marie, MI 49783
4. Phone Number: 906-630-3837
5. Email: snorthnutrition@gmail.com

**BUILDING / PROPERTY OWNER INFORMATION**

6. Building Address: 327 Ashmun St. Sault Ste. Marie, MI 49783
7. Building Owner: Phillip Woollocks
8. Building Owner's Address: 14823 S. Ridge Rd. Dafer, MI 49724
9. Building Owner's Phone: 517-712-9647
10. Email: snorthnutrition@gmail.com

**11. The Following Items Must Be Provided:**

- a) Cost Estimate \$ 5600
- b) Sign and/or Façade Design with all Specifications to include: Dimensions, Colors, Materials, Location on Building and any other information that will assist us in reviewing your request
- c) Color Photo of the Building Sign including present Signage

Signature – Business Owner Date

Cheryl Woollocks

6/10/20

Signature – Building/Property Owner Date

405 Ashmun St.  
P.O. Box 610  
Sault Ste. Marie, MI 49783

# National Office Products

AND PRINTING, INC.

906-632-3095 • 1-800-562-1042  
Fax 906-632-6836  
[www.nopp.com](http://www.nopp.com)

UN GYM 906 Sign

June 13, 2022

Quote for sign

**1 \* PLEASE NOTE THE FOLLOWING \***

Please review and advise of any changes or unspecified options upon ordering.

**2 1/2" Acrylic, 5"**

Other Paint-See Notes

Gloss

Drill Flush Stud Mount

\*\*\*COPYSTART\*\*\* One each of the following characters:

**GYM 906**

\*\*\*COPYEND\*\*\*

**PMS REFLEX BLUE**

**3 1/2" Acrylic, Custom**

More than 1 Ptd Color

Gloss

Price per catalog grid

One Piece - Per Art

Drill Flush Stud Mount

\*\*\*SIZE OF PART\*\*\* For size of parts

**Height in inches**

**22.7**

**Width in inches**

**31.8**

**Quantity of Same Sized Logos**

**1**

**Comments:**

**QTY 1 "UN" LOGO - MASKED & PAINTED**

\*\*\*SIZE END\*\*\*

**2119 ORANGE & PMS REFLEX BLUE**

**4 Custom Paint Charges**

1-Color Paint per Art

**Note: Custom color matches may require specifying a paint gloss level. Sign Products will default to a Gloss sheen, and Plaques will be Satin - unless otherwise specified.**

---

*All Your Business Needs In One Company*

405 Ashmun St.  
P.O. Box 610  
Sault Ste. Marie, MI 49783

# National Office Products AND PRINTING, INC.

906-632-3095 • 1-800-562-1042  
Fax 906-632-6836  
[www.nopp.com](http://www.nopp.com)

## 5 1/2" Acrylic, 4"

More than 1 Ptd Color

Gloss

Drill Flush Stud Mount

\*\*\*COPYSTART\*\*\* One each of the following characters:

**NUTRITION**

\*\*\*COPYEND\*\*\*

**2119 ORANGE & PMS REFLEX BLUE**

## 6 1/2" Acrylic, Custom

More than 1 Ptd Color

Gloss

Price per catalog grid

Drill Flush Stud Mount

\*\*\*LOGOSIZE\*\*\*

**Height in inches**

**35.2**

**Width in inches**

**49.2**

**Quantity of Same Sized Logos**

**1**

**Comments:**

**QTY 1 "UN" LOGO - MASKED & PAINTED**

\*\*\*LOGOEND\*\*\*

**2119 ORANGE & PMS REFLEX BLUE**

## 7 Custom Paint Charges

1-Color Paint per Art

**Note: Custom color matches may require specifying a paint gloss level. Sign Products will default to a Gloss sheen, and Plaques will be Satin - unless otherwise specified.**

## 8 1/2" Acrylic, 35"

Other Paint-See Notes

Gloss

Drill Flush Stud Mount

\*\*\*COPYSTART\*\*\* One each of the following characters:

**GYM 906**

\*\*\*COPYEND\*\*\*

**PMS REFLEX BLUE**

## 9 Installation Template Included

Perfect Pattern

Per Artfile Supplied

## 10 Custom Color

Quote per customer request

**Note: Custom color matches require specifying a sheen level.**

**Letter Products: default will be GLOSS, unless requested**

---

*All Your Business Needs In One Company*

405 Ashmun St.  
P.O. Box 610  
Sault Ste. Marie, MI 49783

**National**  
**Office Products**  
AND PRINTING, INC.

906-632-3095 • 1-800-562-1042  
Fax 906-632-6836  
[www.nopp.com](http://www.nopp.com)

Total for the signs \$5,600.00

Phil came in and asked what the price would be if they printed the face only on the letters

For Face only paint Add \$1,200.00

3 to 4 week turnaround

Flat stock background not included in the quote

If you have any questions feel free to give me a call.

Thank You,

Kevin M. Pomeroy  
Applied Graphics Manager  
906-632-3095

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*All Your Business Needs In One Company*

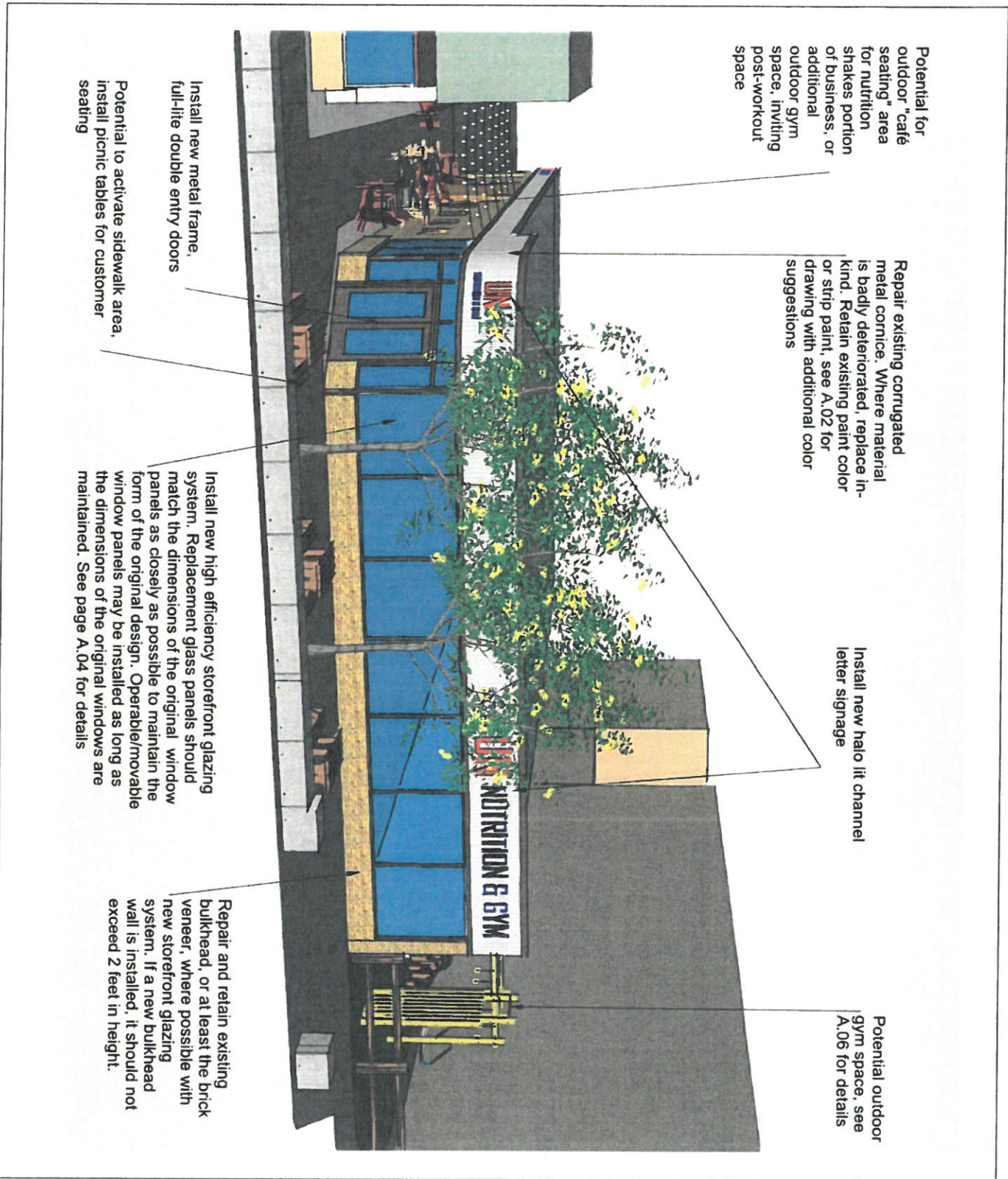


# Michigan Main Street Design Service

**327 Ashmun Street**  
Sault Ste Marie, MI

September 21, 2018





**Up North Nutrition & Gym**  
327 Ashmun Street  
Sault Ste Marie, MI

**PROJECT**  
Up North  
Nutrition & Gym

**PROJECT NO.**  
18-16-327

**ISSUE**  
9.21.18

**DRAWN BY**  
KT

**North  
Elevation**

**A.01**



# Alternate Color Scheme



Up North Nutrition & Gym  
327 Ashmun Street  
Sault Ste Marie, MI

PROJECT  
Up North  
Nutrition & Gym

PROJECT NO.  
18-16-327

ISSUE  
9.21.18

DRAWN BY  
KT

North  
Elevation

A.02



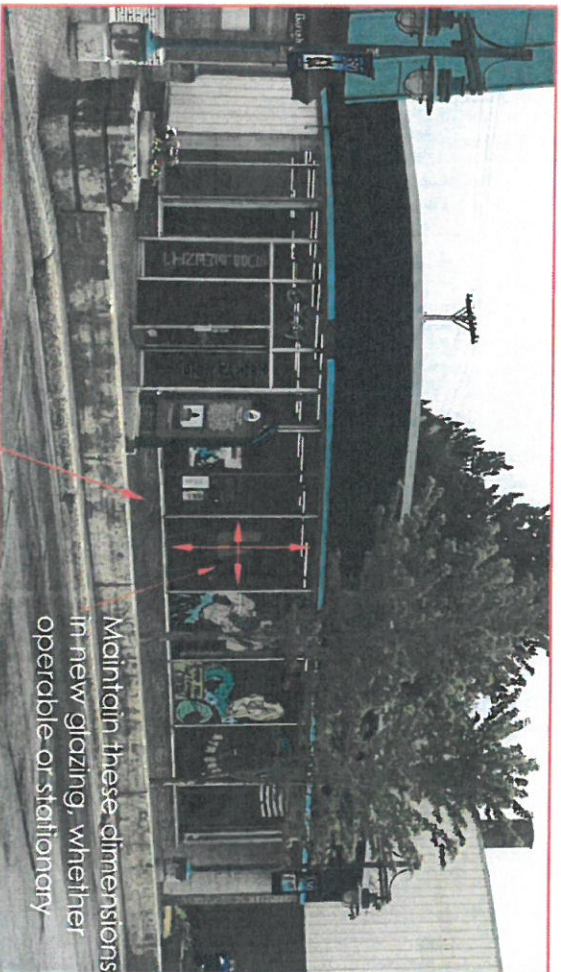
## Replacement Storefront Glazing Options

Install a new high efficiency storefront glazing system.

Replacement glass panels should match the dimensions of the original window panels as closely as possible to maintain the form of the original design.

Operable/movable window panels could be a great design change to adapt the building to your business use as a gym. Operable panels will allow you to cut down on energy costs during the temperate seasons, improve the customer experience, and better connect with the community and streetscape outside your building.

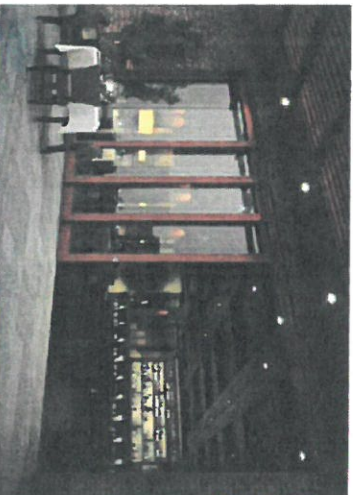
By maintaining the dimensions of the original windows, you can balance preservation of the historic mid-century building form with your modern building use.



Maintain the height of the existing bulkhead as closely as possible with any new sliding window system

**NanaWall windows** (nanawall.com) are one example of this type of energy-efficient custom sliding window configuration

The systems pictured at right provide examples that maintain the appearance of the existing stationary glazing system (although yours should also include a bulkhead no more than 2 feet in height).



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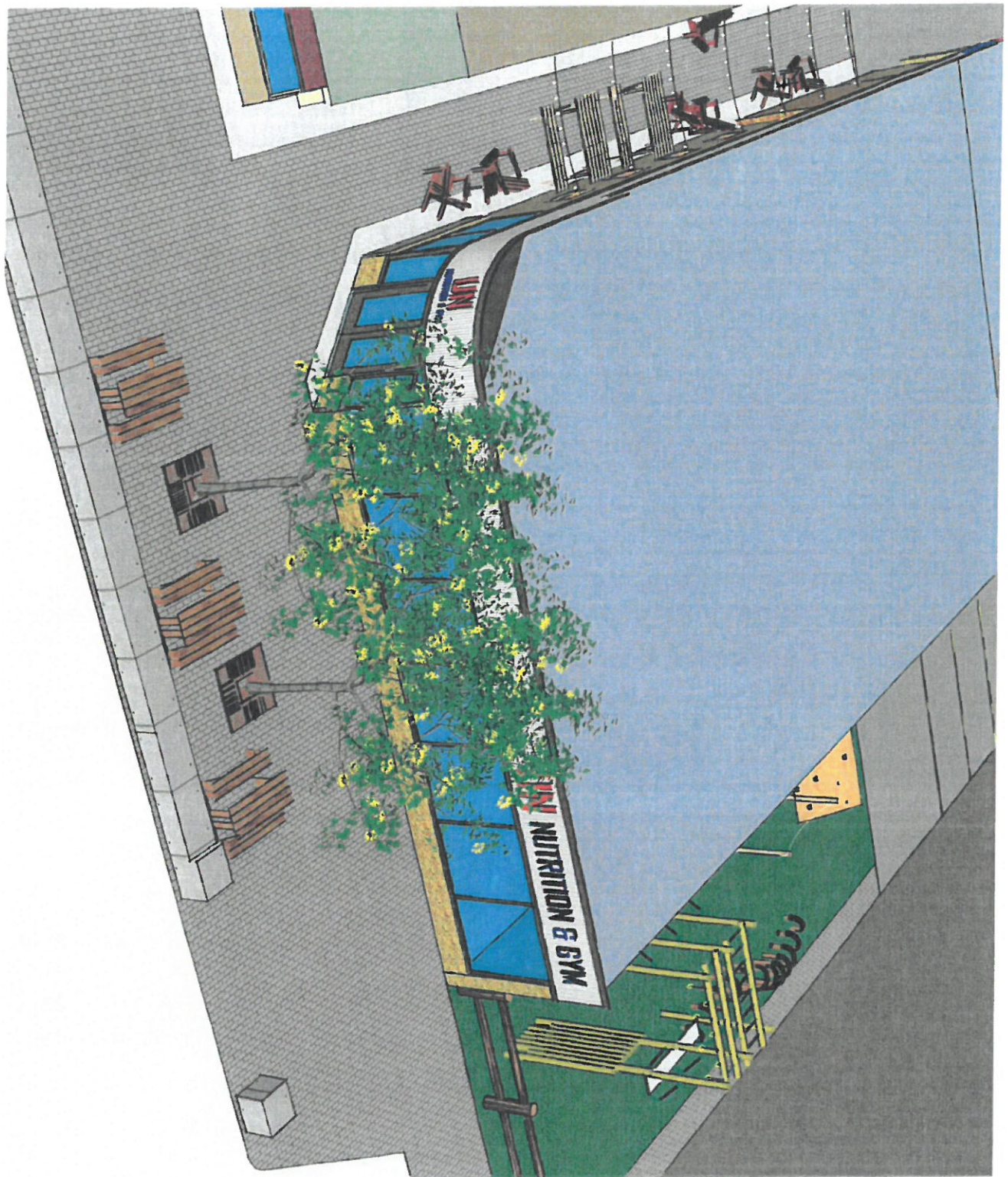
**ISSUE**  
9.21.18

**DRAWN BY**  
KT

**Storefront  
Glazing**

**A.03**





**A.04**

## Site Overview

**ISSUE**  
9.21.18

**DRAWN BY**  
KT

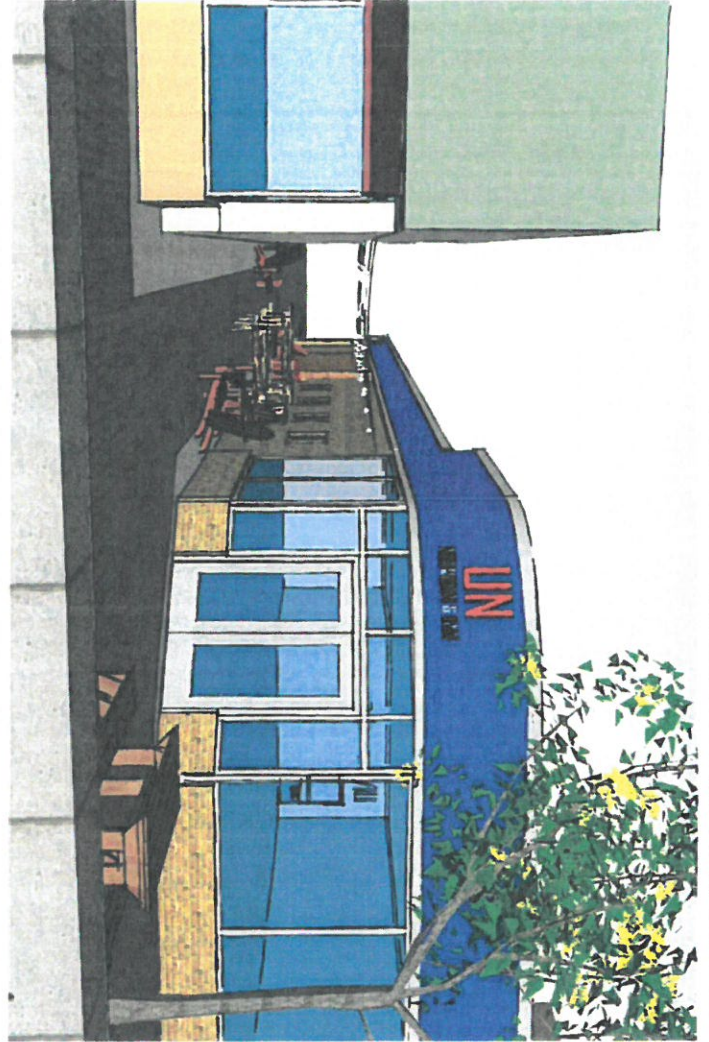
**PROJECT**  
Up North  
Nutrition & Gym

**PROJECT NO.**  
18-16-327

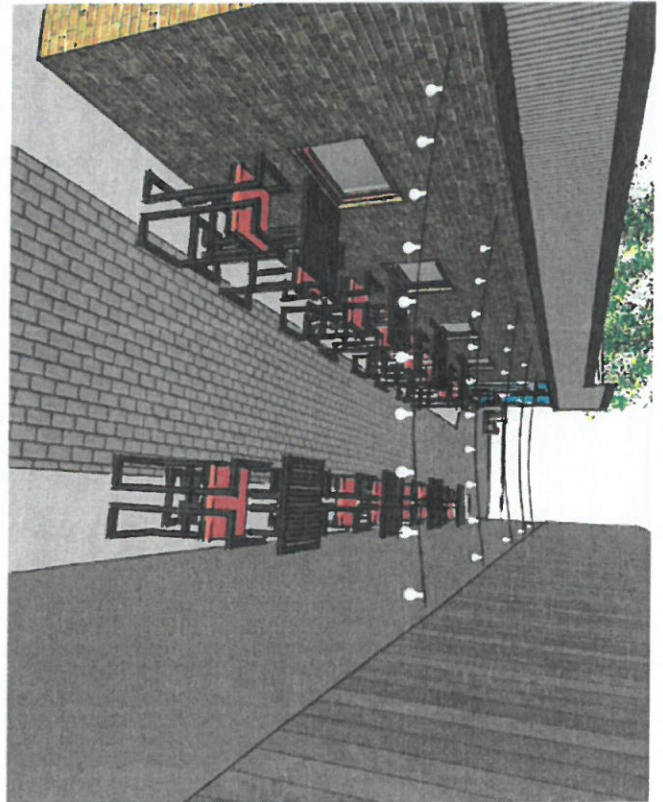
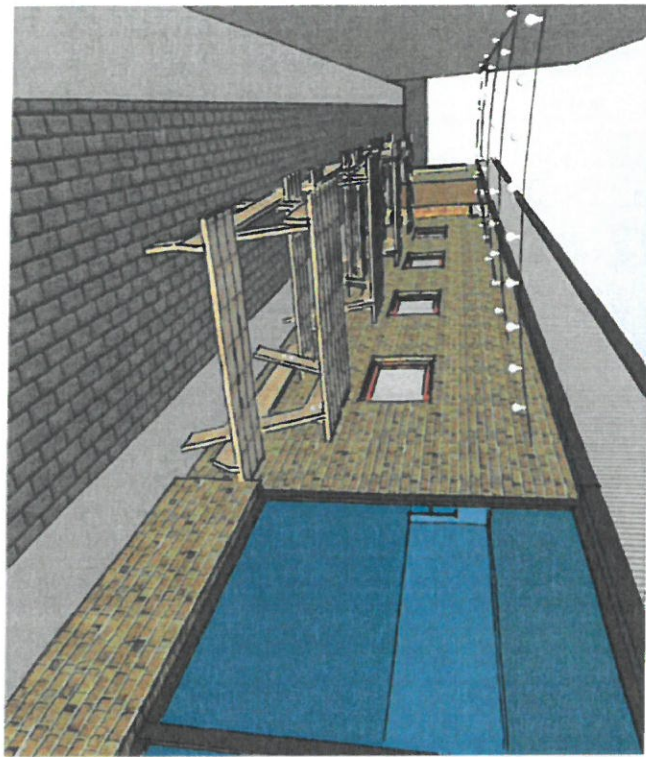
**Up North Nutrition & Gym**  
327 Ashmun Street  
Sault Ste Marie, MI











**A.06**

## East Alley Café Seating Options

**ISSUE**  
9.21.18

**DRAWN BY**  
KT

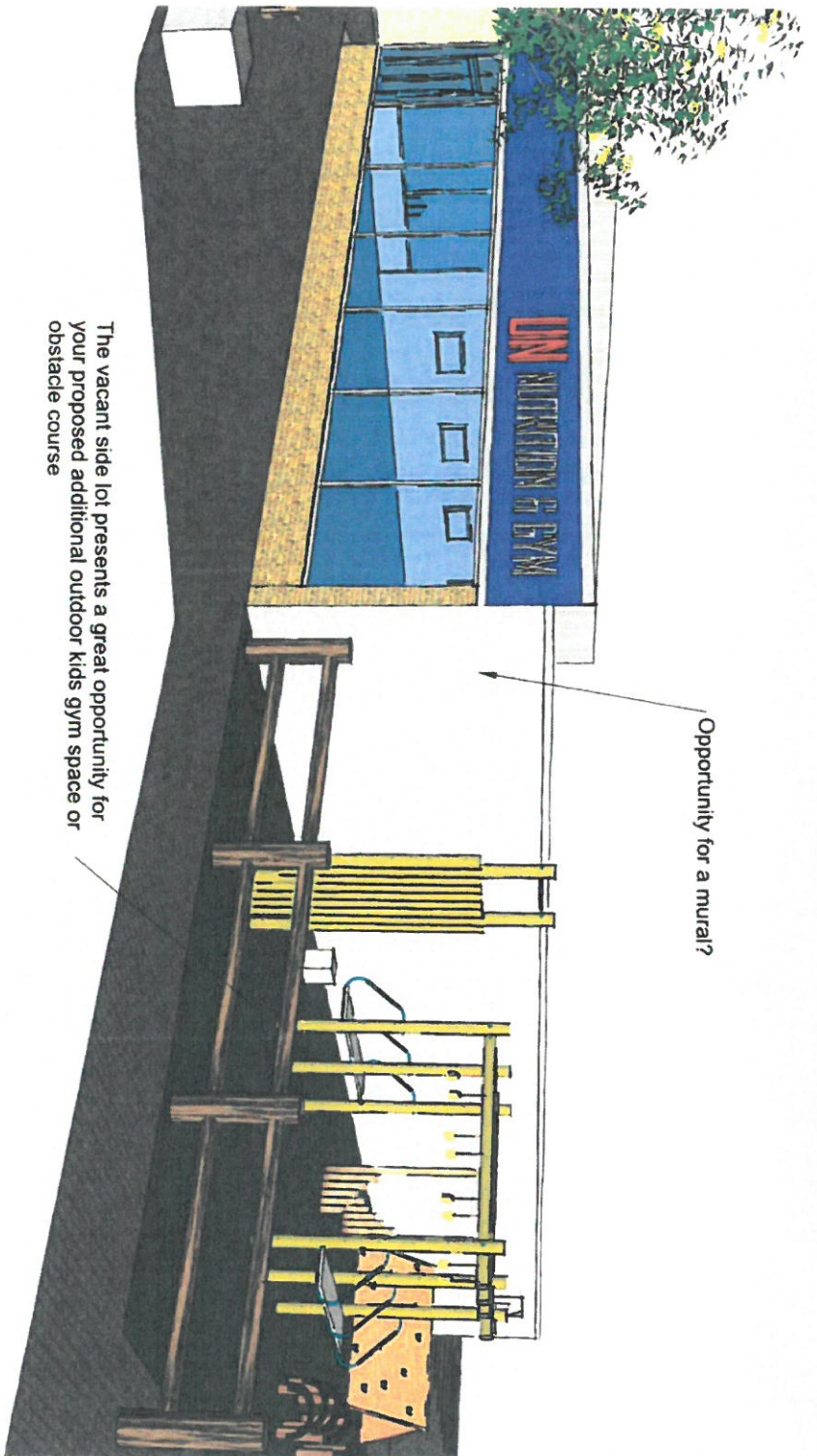
**PROJECT**  
Up North  
Nutrition & Gym

**PROJECT NO.**  
18-16-327

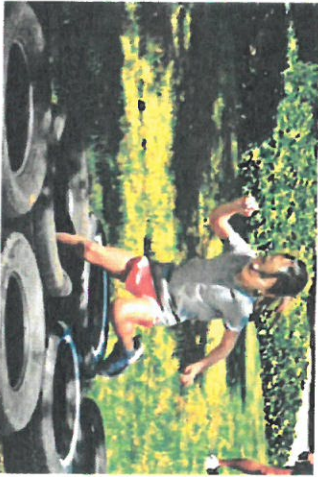
**Up North Nutrition & Gym**  
327 Ashmun Street  
Sault Ste Marie, MI







The vacant side lot presents a great opportunity for your proposed additional outdoor kids gym space or obstacle course



Up North Nutrition & Gym  
327 Ashmun Street  
Sault Ste Marie, MI

PROJECT  
Up North  
Nutrition & Gym

PROJECT NO.  
18-16-327

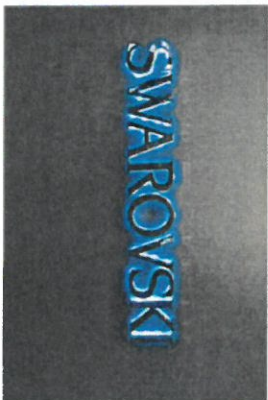
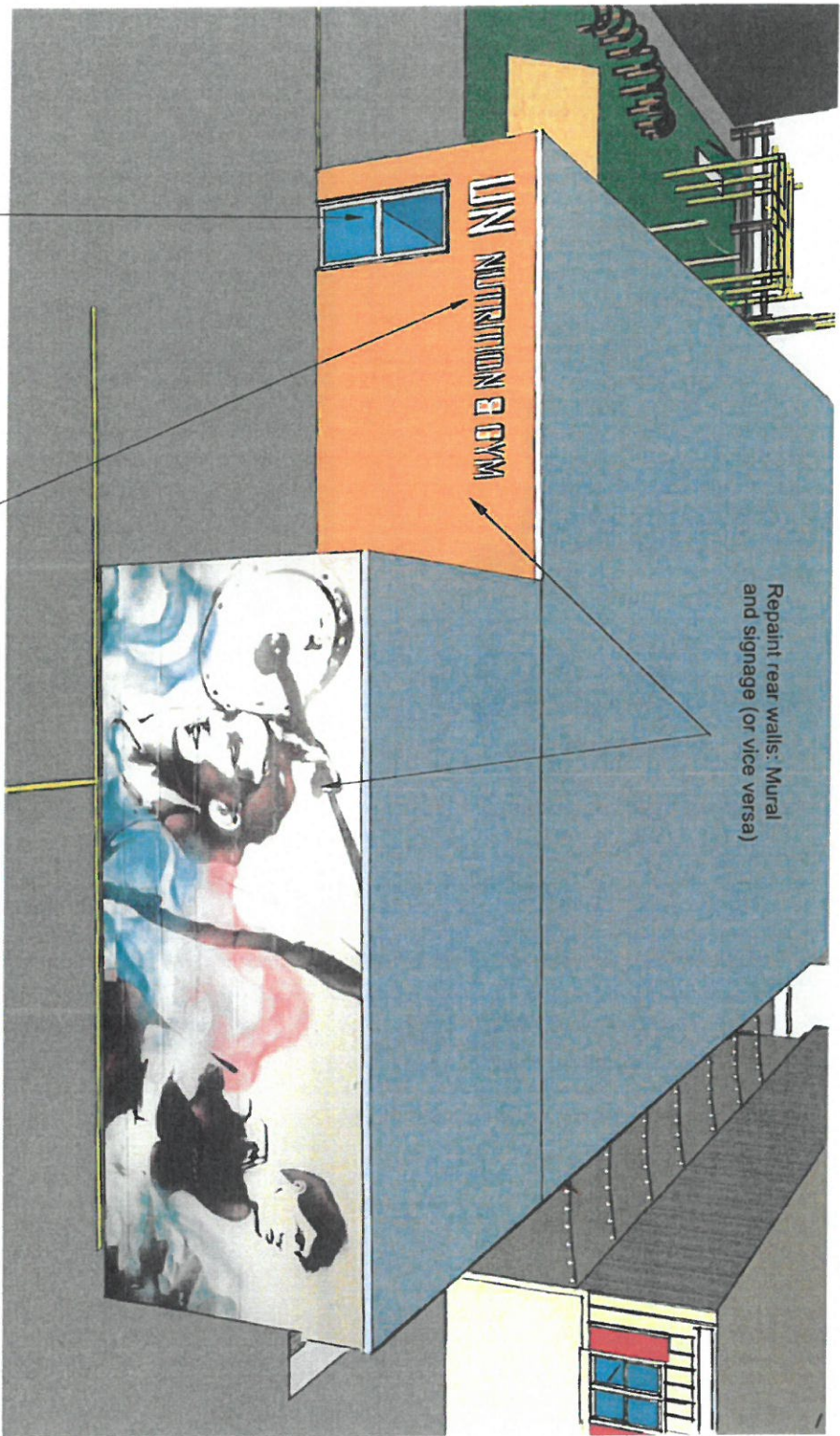
ISSUE  
9.21.18

DRAWN BY  
KT

West  
Elevation

A.07





**Up North Nutrition & Gym**  
327 Ashmun Street  
Sault Ste Marie, MI

**PROJECT**  
Up North  
Nutrition & Gym

**PROJECT NO.**  
18-16-327

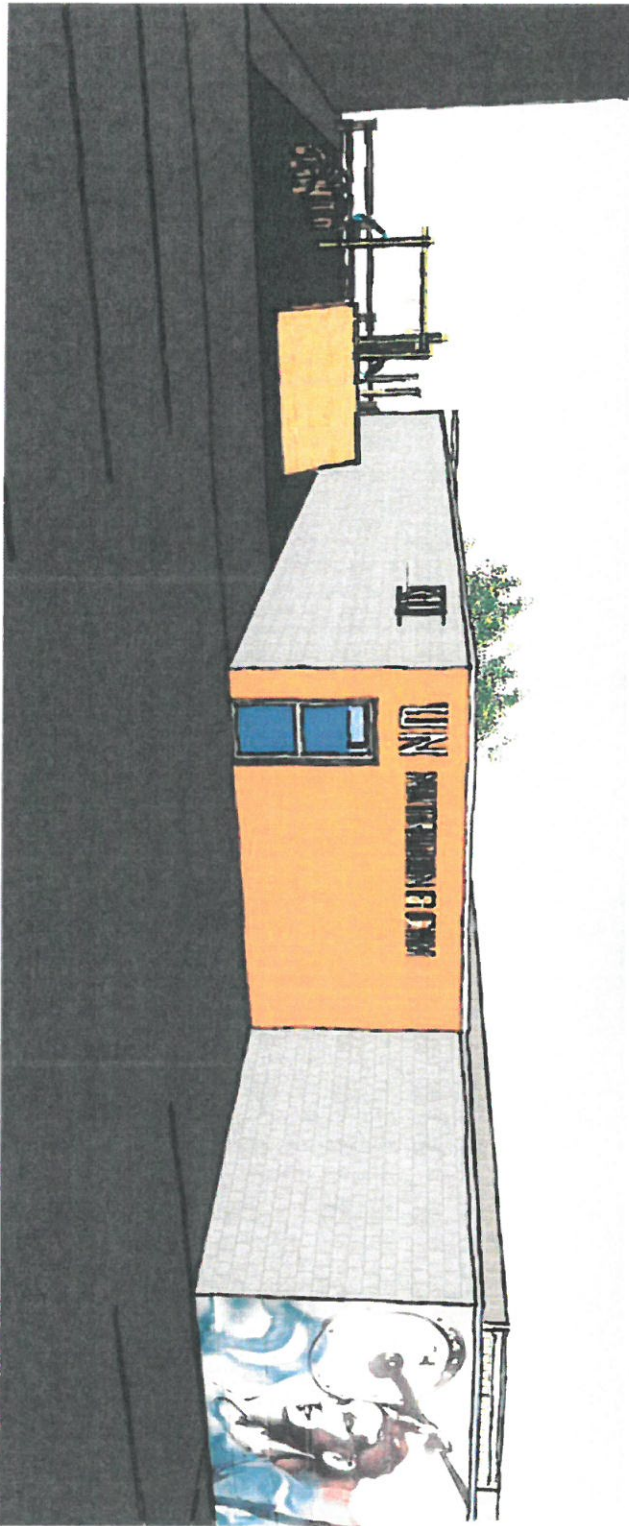
**ISSUE**  
9.21.18

**DRAWN BY**  
KT

**South  
Elevation**

**A.08**





**A.09**

## West & South Elevations

**ISSUE**  
9.21.18

**DRAWN BY**  
KT

**PROJECT**  
Up North  
Nutrition & Gym

**PROJECT NO.**  
18-16-327

**Up North Nutrition & Gym**  
327 Ashmun Street  
Sault Ste Marie, MI





## Energy Efficiency

Your utility provider offers an energy efficiency program that includes a free energy use assessment, rebates on efficiency upgrades, and other cost saving programs to help lower your energy usage.



**Start with a free energy use assessment.** Program description and more information can be found here:

<https://www.michigan-energy.org/aboutci/Cloverland>

It is important to talk with the energy efficiency program's energy advisor at the beginning of your building rehabilitation project to ensure your improvements include approved products to qualify for rebates and other cost savings. Your consultation and energy use assessment are a free service from your utility provider.

Improvements you are already planning on making such as your new storefront windows and doors can all qualify for rebates and other cost savings.



**Up North Nutrition & Gym**  
327 Ashmun Street  
Sault Ste Marie, MI

**PROJECT**  
Up North  
Nutrition & Gym

**PROJECT NO.**  
18-16-327

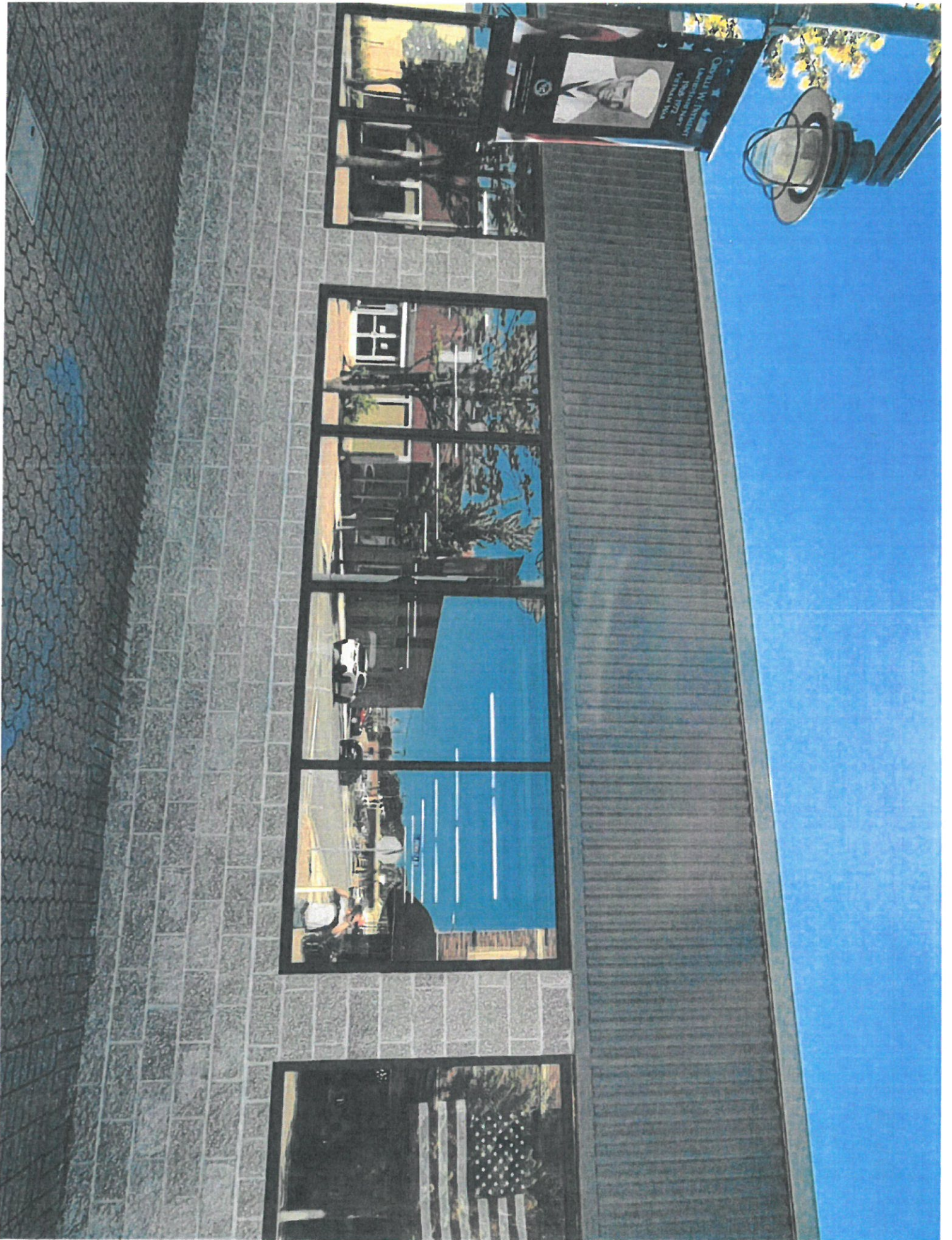
**ISSUE**  
9.21.18

**DRAWN BY**  
KT

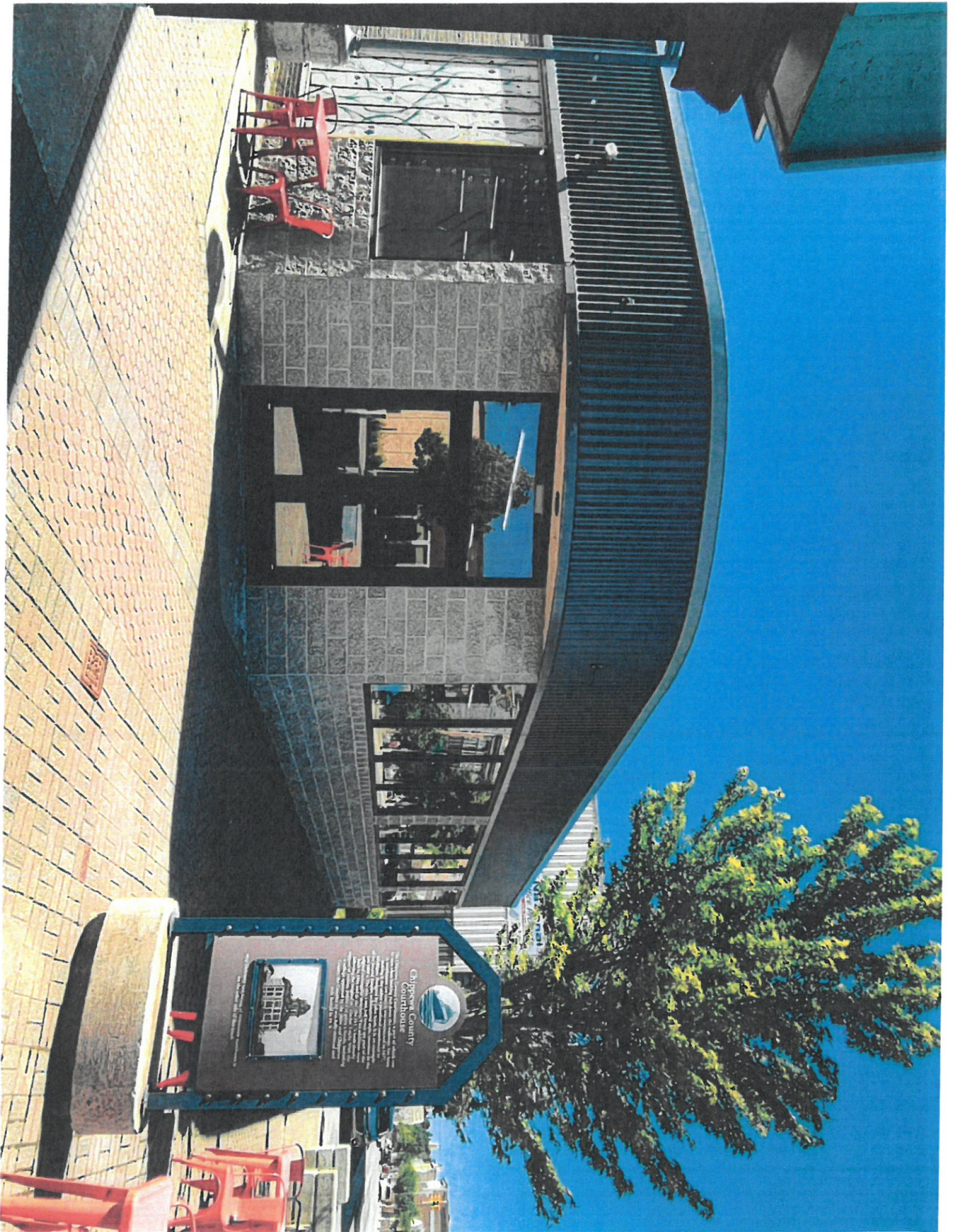
**Energy Efficiency  
Improvements**

**A.10**















**DOWNTOWN**  
**Sault Ste. Marie**

**SIGN GRANT**

**APPLICATION FORM**

**BUSINESS INFORMATION**

1. Business Name: The Mole Hole
2. Business Contact Person: Jennifer Reutter
3. Mailing Address: 201 Osborn Blvd.
4. Phone Number: (906) 632-3540
5. Email: msmole@themoleholeonline.com

**BUILDING / PROPERTY OWNER INFORMATION**

6. Building Address: 201 Osborn Blvd.
7. Building Owner: Carol + Richard Brantley
8. Building Owner's Address: 3352 Lakeshore Dr., Sault Ste Marie
9. Building Owner's Phone: (906) 632-9989
10. Email: cbrantley@charter.net

**11. The Following Items Must Be Provided:**

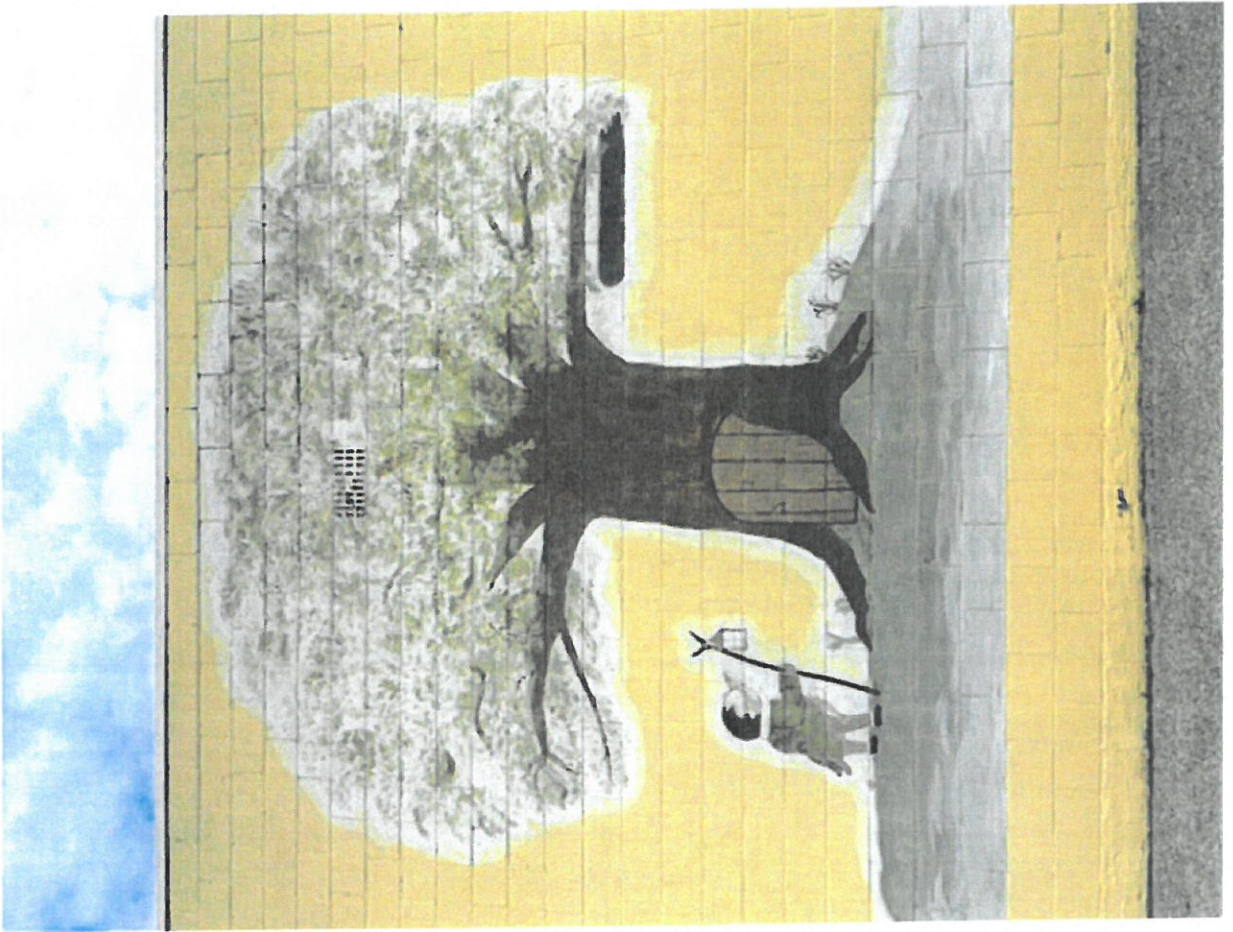
- a) Cost Estimate \$ 1900 (500 for 2 signs, \*1400 for mural)
- b) Sign and/or Façade Design with all Specifications to include: Dimensions, Colors, Materials, Location on Building and any other information that will assist us in reviewing your request  
Three signs. Please see attached document for specifications
- c) Color Photo of the Building Sign including present Signage

Jennifer Reutter 5/18/22  
Signature - Business Owner Date

Richard Brantley 6/13/22  
Signature - Building/Property Owner Date

















**Sign Grant Application**  
The Mole Hole  
201 Osborn Blvd.  
Sault Ste. Marie, MI 49783

Sign specifications:

Sign 1: Mural

The mural is 27 years old and needs be refreshed. The design will not change, but the colors and details will be enhanced. This mural includes a sign painted within the design as well as our logo mascot, Mr. Mole. The colors will be brighter versions of the current faded colors of green, brown, grey with black accents on the yellow wall. Fun fact: The original mural was painted by the current business owner and her sister.

Dimensions: 17 ft wide x 14 ft high

Sign 2: Parking Lot Sign

This sign may be original to very early years of the business, making it at least 40 years old. It is badly faded. It will be repainted in the same design and the original colors of grey and yellow.

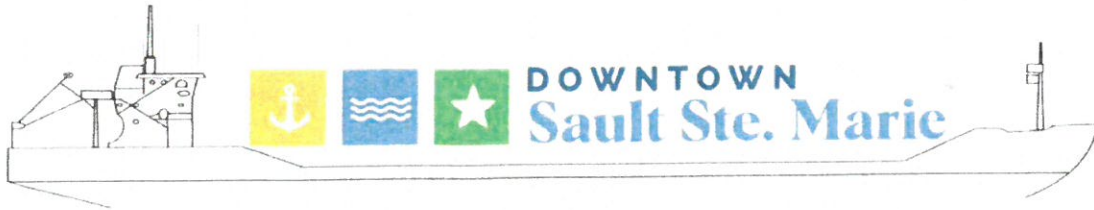
Dimensions: 8 ft wide x 2 ft high

Sign 3: Mr. Mole logo sign

This sign is original to the store, making it 43 years old. It is in need of repair and repainting. A new dimensional cutout of our Mr. Mole mascot will be made to replace the existing one. The entire sign will be repainted in the same colors of grey, yellow, green and red and brown.







SIGN GRANT

APPLICATION FORM

BUSINESS INFORMATION

1. Business Name: Cleary Rentals
2. Business Contact Person: Sve Anne Wilks
3. Mailing Address: P.O. Box 608
4. Phone Number: 206-755-1980
5. Email: sa.clearyrentals@gmail.com

BUILDING / PROPERTY OWNER INFORMATION

6. Building Address: 135 Portage Ave.
7. Building Owner: Cleary Rentals
8. Building Owner's Address: P.O. Box 608
9. Building Owner's Phone: 906-632-1313
10. Email: \_\_\_\_\_

11. The Following Items Must Be Provided:

- a) Cost Estimate \$ 2300<sup>00</sup>
- b) Sign and/or Façade Design with all Specifications to include: Dimensions, Colors, Materials, Location on Building and any other information that will assist us in reviewing your request

c) Color Photo of the Building Sign including present Signage

no current signage - Sign would be part facade improvement.  
We have original shutters to reinstall. we will be scraping and painting window door trim and removing asphalt shakes. Please call with questions

Signature – Business Owner Date

Sawh

Signature – Building/Property Owner Date



# Cost estimate

letters 12" - 452<sup>00</sup>

custom font - 100<sup>00</sup>

6 lights for sign - 540<sup>00</sup>

electrician 70/hrs -

& install

16 hrs. 1120<sup>00</sup>

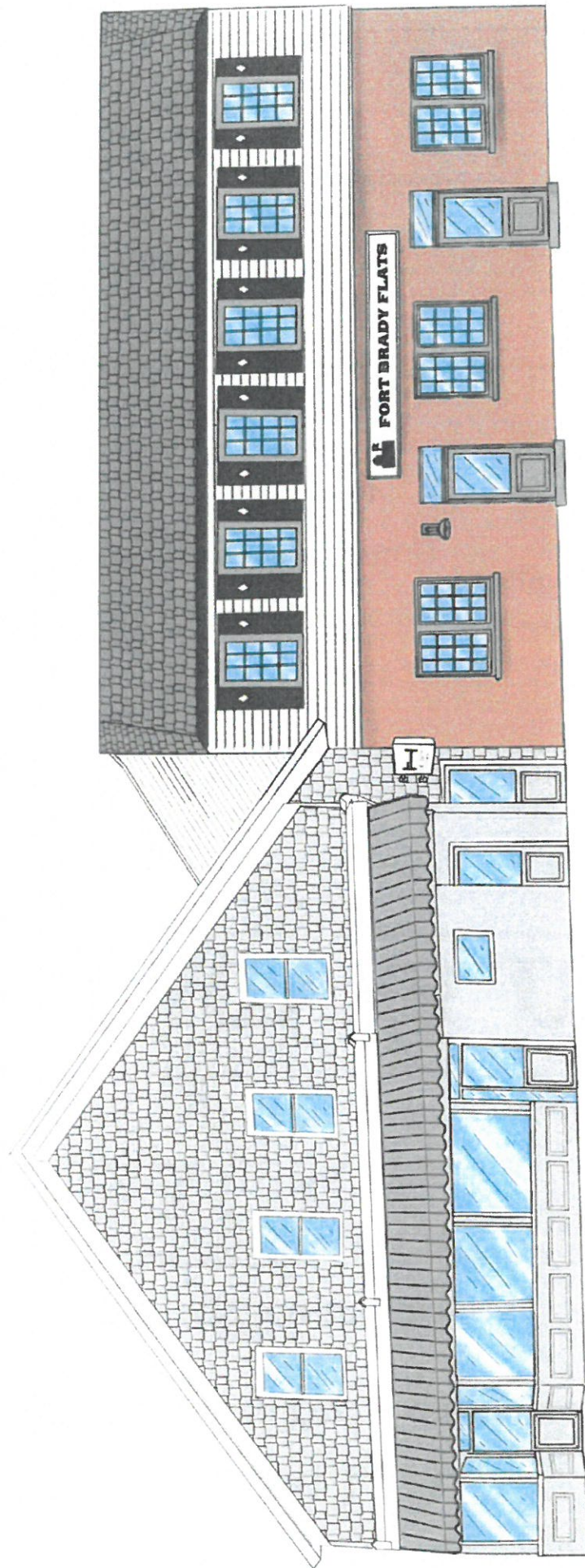
---

2,212 Total

Sign dimension approx

174.79 in x 13.09 in - See

attached drawing





letter faces. Minnesota sign letters are available in six font styles, 45 colors and a variety of sizes.

Read 3 Reviews

Text	Font Style	Size	Price
<b>FORT BRADY FLATS</b>	Times_Bold ▾		
<hr/>	Character Set: A-	12" ▾	\$452.62
Add row	Z a-z 0-9 &,-		

**FORT BRADY FLATS**

Approximately Only = 174.79 in. wide x 13.09 in. high. Sign  
Dimensions Are Not Exact.

Lowercase letters are approx. 2/3 the UPPERCASE  
size. [Learn More](#)

★★★★★  
Google  
Customer Reviews

An accurate, computer-generated pattern printed on 60 lb white grid paper that shows the outline of each character, spacing between letters and hand punched hole locations of each stud showing where to drill. Once taped to the wall, holes are then drilled and filled with adhesive.

✓ Free Mounting Template Included

\$0.00

### Minnesota Injection Molded Letters , Color: Black 2025

Sign letters are made to order and take 4 business days to produce after design approval. The price is based on the font style, size and quantity. Price starts at \$11.24 and is automatically calculated with a 10% discount for lower case letters and a 60% discount for punctuation. For an apostrophe, use a comma and install accordingly.

Total

\$452.62

01



ADD TO CART

 Reviews

 Videos

 Description

 Shipping

 Returns

 How To Install

4.9 ★★★★★

Google

Customer Reviews



# FORT BRADY FLATS

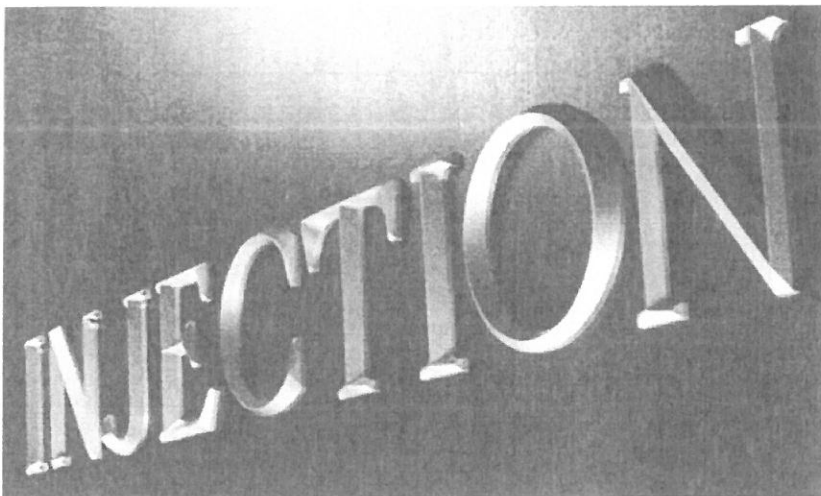


# PRODUCT DESCRIPTION

Minnesota injection molded letters by Gemini are the sign industry's premier plastic letters. Minnesota letters are so popular because you can get the look of cast metal letters but at the low cost and fast turnaround of plastic letters. They have the look and feel of cast metal letters because of its razor-sharp edges and corners, smooth returns and unblemished letter faces. The Minnesota Letters are available in 45 standard colors. Minnesota letters are light weight and easy to install, outdoor rated, these letters are more durable than most plastic letters because of their greater wall thickness and come with a lifetime guarantee.

## Outdoor rated

Minnesota letters have incredible detail, a metallic look and appearance, are suitable indoors and outdoors and ships in one business day. Plus, the Minnesota letters are UV stable and made from green non-petroleum based plastic. Mounting hardware is included in the price. Characters come with a lifetime warrantee against chipping, cracking or fading.





ICEKO-KN LED Shop Light,UFO High Bay LED Lights 150W/21000LM/6000K/(Eqv.400W HID

Sponsored

[Back to results](#)

# 14in. Black Gooseneck Barn Light LED Fixture for Indoor/Outdoor Use – Photocell Included – Swivel Head – 42W – 3800lm – Energy Star Rated – ETL Listed – Sign Lighting – 3000K (Warm White)

Brand: HTM LIGHTING SOLUTIONS

752 ratings

70 answered questions

\$88<sup>95</sup>

& FREE Returns

Pay \$14.83/month for 6 months, interest-free upon approval for the Amazon Prime Rewards Visa Card

May be available at a lower price from other sellers, potentially without free Prime shipping.

Color: **Textured Black**



Size: **14in. Diameter**

10in. Diameter

**14in. Diameter**

Light fixture form Sconce

Indoor/Outdoor Usage Outdoor, Indoor

Power Source Corded-

\$88<sup>95</sup>

& FREE Returns

FREE delivery **Friday, June 17.** Order within 8 hrs 15 mins

Deliver to matt - Sault Ste ... 49783

In Stock.

Qty: 1

Add to Cart

Buy Now

Secure transaction

Ships from: Amazon

Sold by: HTM Lighting Solutions

Packaging: Shows what's inside. It...

Details

Return policy: Eligible for Return, Refund or Replacement within 30 days of receipt

Support: Free Amazon tech support included

**Add a Protection Plan:**

☐ 4-Year Protection for \$14.99

☐ 3-Year Protection for \$10.99

☐ Add a gift receipt for easy returns

Add to List

New (2) from \$88.90 & **FREE Shipping**

**Other Sellers on Amazon**

\$88.90

Add to Cart

& **FREE Shipping**

Sold by: HTM Lighting Solutions

Have one to sell?

Sell on Amazon



Roll over image to zoom in



SIGN GRANT

APPLICATION FORM

BUSINESS INFORMATION

1. Business Name: Cleary Rentals  
2. Business Contact Person: Sue Anne Wilks  
3. Mailing Address: P.O. 608  
4. Phone Number: 206-755-1980  
5. Email: sa.clearyrental@gmail.com

BUILDING / PROPERTY OWNER INFORMATION

6. Building Address: 722 Ashmun  
7. Building Owner: Cleary Rentals  
8. Building Owner's Address: \_\_\_\_\_  
9. Building Owner's Phone: \_\_\_\_\_  
10. Email: \_\_\_\_\_

11. The Following Items Must Be Provided:

a) Cost Estimate \$ 4000<sup>00</sup> + install

b) Sign and/or Façade Design with all Specifications to include: Dimensions, Colors, Materials, Location on Building and any other information that will assist us in reviewing your request

c) Color Photo of the Building Sign including present Signage

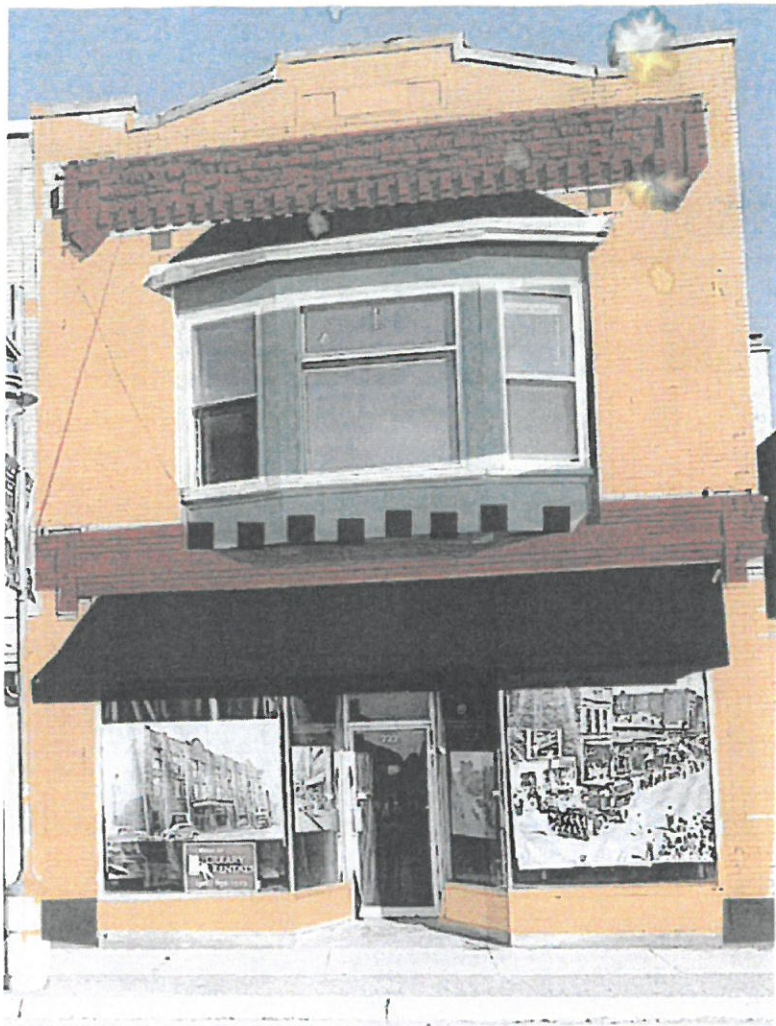
no current sign - This build is only vacancy on 700 of ashmun. This sign awing will have a removable valance that can be customized by tenant and would greatly increase likelihood of rental. It would be part of facade improvement we are removing ply from historic bay window; painting it. →

Signature – Business Owner Date \_\_\_\_\_

Signature – Building/Property Owner Date \_\_\_\_\_



We will be addressing brick at top  
this season as well.

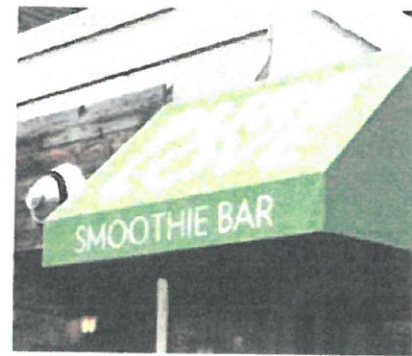




Custom Awnings | Signs Now  
signsnow.com



Awnings & Canopies - Outdoor Signage ...  
signsbycrammie.com



Business Storefront Awning Signs ...  
signshopbrantford.com



Awning Signs  
imageteksigns







## City of Sault Ste. Marie

225 E. Portage Avenue  
Sault Ste. Marie, Michigan 49783

Phone: 906/635-5261 ~ Fax: 906/635-5606

### Application for Appointment to the Citizen's Boards and Commissions

The City Commission of this City encourages participation by its citizenry in the activities of the City government. In many instances, the most constructive and rewarding service can be achieved through active participation as a member of a committee advisory to the City Manager and the City Commission.

All interested citizens are asked to complete the following questionnaire so that the City Commission may be aware of the Committee on which you desire to serve and be made aware of any particular educational or addition background experience directly related to a specific citizen's committee.

Thank you for your interest and concern in the City government. This expression of interest will be maintained in our files for one year, or until a selection is made for a particular citizen's committee.

**Jordan Chisholm**

**917 Pine Street Sault Ste. Marie Mi**

NAME

ADDRESS

**906-298-1963**

**Jordanannchisholm@gmail.com**

PHONE

EMAIL ADDRESS

Citizen's committee desired (if more than one, please designate priority)

Downtown Development Authority

**Applicants for Sault Ste. Marie Planning Commission:** Sec. 2-60. of the City Code establishing the Sault Ste. Marie Planning Commission states that the Planning Commission "shall be representative of the important segments of the community . . . in accordance with the major interests . . . in the City . . . such as . . . natural resources, recreation, education . . . [etc.]."

While it is understood that you likely have a variety of interests in the community, we would like you to identify your area of interest by checking all areas that apply below:

☐ Commerce  
☐ Education  
☐ Government  
☐ Historic Preservation  
☐ Housing

☒ Industry  
☐ Natural Resources  
☐ Public Health  
☒ Recreation  
☒ Tourism

☐ Transportation  
☐ Utilities  
☐ No specific area

Reason for desiring to serve on a specific citizen's committee: I want to be more involved within the community as well as encourage the younger generation to get involved in their community.

Have you previously served on any citizen's committees of City government? **No**

If yes, which ones and for how long?

Do you have any particular experiences, background or education which relate to the work of the citizen's board (for which you are seeking appointment) of which the City Commission should be aware? **I have previously worked as an event planner for 3 years.**

**For Office Use Only:**

Date Received: **5/25/22**

Registered to Vote: Yes ☒ No ☐ N/A ☐

Appointment Authority: ☐ Mayor ☒ Commission ☐ City Manager



## City of Sault Ste. Marie

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Sue Anne Wilks

NAME

316 Armory Pl

ADDRESS

206-755-1980

PHONE

mswilks33@gmail.com

EMAIL ADDRESS

Citizen's committee desired (if more than one, please designate priority)

DDA

**Applicants for Sault Ste. Marie Planning Commission:** Sec. 2-60. of the City Code establishing the Sault Ste. Marie Planning Commission states that the Planning Commission "shall be representative of the important segments of the community ... in accordance with the major interests ... in the City ... such as ... natural resources, recreation, education ... [etc.]."

While it is understood that you likely have a variety of interests in the community, we would like you to identify your area of interest by checking all areas that apply below:

☐ Commerce  
☐ Education  
☐ Government  
☒ Historic Preservation  
☐ Housing

☐ Industry  
☐ Natural Resources  
☐ Public Health  
☐ Recreation  
☒ Tourism

☐ Transportation  
☐ Utilities  
☐ No specific area

Reason for desiring to serve on a specific citizen's committee:

fresh perspective on developing downtown

Have you previously served on any citizen's committees of City government?

no

If yes, which ones and for how long?

Do you have any particular experiences, background or education which relate to the work of the citizen's board (for which you are seeking appointment) of which the City Commission should be aware?

BS in Economic Banking mgr  
experience; pres. of promotion board of CCRC

For Office Use Only:

Date Received: 5/6/22

Registered to Vote: ☒ Yes ☐ No ☐ N/A

Appointment Authority: ☐ Mayor ☒ Commission ☐ City Manager





## City of Sault Ste. Marie

225 E. Portage Avenue  
Sault Ste. Marie, Michigan 49783

Phone: 906/635-5261 ~ Fax: 906/635-5606

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All interested citizens are asked to complete the following questionnaire so that the City Commission may be aware of the Committee on which you desire to serve and be made aware of any particular educational or addition background experience directly related to a specific citizen's committee.

Thank you for your interest and concern in the City government. This expression of interest will be maintained in our files for one year, or until a selection is made for a particular citizen's committee.

**Josiah Leach**

**2219 W 6th Ave, Sault Sainte Marie, MI**

NAME

ADDRESS

(906) 322-8892

josiahleach777@gmail.com

PHONE

EMAIL ADDRESS

Citizen's committee desired (if more than one, please designate priority)

**DDA**

**Applicants for Sault Ste. Marie Planning Commission:** Sec. 2-60. of the City Code establishing the Sault Ste. Marie Planning Commission states that the Planning Commission "shall be representative of the important segments of the community . . . in accordance with the major interests . . . in the City . . . such as . . . natural resources, recreation, education . . . [etc.]."

While it is understood that you likely have a variety of interests in the community, we would like you to identify your area of interest by checking all areas that apply below:

<input checked="" type="checkbox"/> Commerce	<input checked="" type="checkbox"/> Industry	<input type="checkbox"/> Transportation
<input checked="" type="checkbox"/> Education	<input checked="" type="checkbox"/> Natural Resources	<input type="checkbox"/> Utilities
<input type="checkbox"/> Government	<input type="checkbox"/> Public Health	<input type="checkbox"/> No specific area
<input type="checkbox"/> Historic Preservation	<input checked="" type="checkbox"/> Recreation	
<input checked="" type="checkbox"/> Housing	<input checked="" type="checkbox"/> Tourism	

Reason for desiring to serve on a specific citizen's committee: **To further engage tourists and locals**

Have you previously served on any citizen's committees of City government? **No**

If yes, which ones and for how long? **N/A**

Do you have any particular experiences, background or education which relate to the work of the citizen's board (for which you are seeking appointment) of which the City Commission should be aware? **Work experience at downtown businesses**

**For Office Use Only:**

Date Received: **4/8/22** Registered to Vote: Yes ☐ No ☐ N/A ☐

Appointment Authority: ☐ Mayor ☒ Commission ☐ City Manager



