

**MAIN STREET/DOWNTOWN DEVELOPMENT AUTHORITY
WEDNESDAY, AUGUST 10, 2022 – 8:00 A.M.
MEETING HELD AT CITY HALL – CITY COMMISSION CHAMBERS
City of Sault Ste. Marie, Michigan**

MEETING MINUTES

Present: Ray Bell
Brian Chapman
Jessica Johnston
Debbie Jones
Tara Kelgar
Sue Anne Wilkes
Allison Youngs

Absent: Ray Bauer, Craig Cooper, and Tom Fornicola

1. CALL TO ORDER.

2. ROLL CALL. Attendance was taken as noted.

3. APPROVAL OF MINUTES.

- July 13, 2022, regular DDA Board meeting minutes

Moved by Ray Bell, supported by Jessica Johnston to approve the July 13, 2022, regular DDA Board meeting Minutes. The motion passed unanimously.

4. APPROVAL OF AGENDA.

Moved by Ray Bell, supported by Tara Kelgar, to approve the August 10, 2022, Main Street/Downtown Development Authority Agenda. The motion passed unanimously.

5. DECLARATION OF CONFLICTS OF INTEREST.

The DDA Board discussed the possible conflict of interest with DDA Board member Sue Anne Wilkes and the sign grant application submitted by Cleary Rentals to be approved in agenda item no. 10.B.

6. COMMITTEE REPORTS.

A. Economic Vitality Committee Report (Craig).

Craig was absent from this meeting.

B. Promotions / Organization Committee Report (Craig).

- Still Need New Chair

DDA Board member Jessica Johnston has agreed to be Chair of the Promotions / Organization Committee. Ray Bell agreed to serve on the Promotions / Organization Committee as well.

- Approval of Event Guidelines

Craig has been working on the Event Guidelines; he was absent from this meeting.

C. Design Committee Report (Debbie).

Debbie reported on the 2018 five-year downtown garden sponsorship program collaboration between the DDA and CCCF. The garden sponsors invested \$35,000 in downtown gardens from 2018-2022. A list of downtown gardens, and garden sponsors was included in the report, as well as before and after photos of several of the gardens.

7. REVIEW BUDGET – FINANCE DIRECTOR KRISTIN COLLINS.

Kristin reviewed the Revenue and Expenditure Report for period ending June 30, 2022 (fiscal year 2021-2022) - DDA Fund 245 – TIFA 1 Fund. Revenues were 100.23% of budgeted amount of \$199,800, YTD balance of \$200,252. Expenditures were 100.10% of budgeted amount of \$199,800, YTD balance of \$199,994.

Kristin also reviewed the Revenue and Expenditure Report for period ending June 30, 2022 (fiscal year 2021-2022) – DDA Fund 246 – TIFA 2 Fund. Revenues were 100.58% of budgeted amount of \$123,700, YTD balance of \$124,414. Expenditures were 100.06% of budgeted amount of \$127,000, YTD balance of \$127,071.07.

The next review was on the Revenue and Expenditure Report for period ending June 30, 2022 (fiscal year 2021-2022) – DDA Fund 248 – DDA General Fund. Revenues were 82.57% of budgeted amount of \$190,400, YTD balance of \$157,222. Expenditures were 66.13% of budget amount of \$203,500, YTD balance of \$134,567.

In conclusion, Kristin went through the Revenue and Expenditure Report for the period of July 1, 2022, through July 31, 2022, for all three DDA Funds: TIFA 1, TIFA 2, and General Fund.

8. EVENTS.

- Fall Fest & Soo Beer – Saturday, September 24, 2022

After discussion it was determined to move forward with the Fall Fest on Saturday, September 24th. Jess Johnston will get started on the planning.

- Halloween Spooktacular / Downtown Trunk or Treat – Friday, October 28, 2022. This also will be organized by Jess Johnston and the Promotions Committee. The DDA Board agreed that Ashmun Street be closed from Portage Avenue to Library Drive.

9. WORK ITEMS.

A. Bylaws.

B. Rules of Procedure.

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

- D. Events Policy.**
- E. Vibrancy Grant.**
- F. Pulse Survey (Craig).**

Craig and Tom were not in attendance, so the status of the six work items will be discussed at the September 14th DDA Board meeting.

10. BUSINESS ITEMS.

A. Approval of DDA Director Employment Agreement.

Moved by Tara Kellar, supported by Ray Bell, to approve the DDA Director Employment Agreement for Stephanie Sprecker, and recommend the City Commission to approve Stephanie Sprecker's DDA Director Employment agreement. The motion passed unanimously.

B. Sign Grants.

- **112 Ridge Street – Cleary Rentals.**

Moved by Tara Kelgar, supported by Jessica Johnston, to approve the sign grant application for 112 Ridge Street. The motion passed with six yeas and Sue Anne Wilkes' abstaining from voting.

C. Adoption of Goal Session.

Moved by Tara Kelgar, supported by Sue Anne Wilkes, to approve the adoption of the DDA Goal Session. The motion passed unanimously.

D. Renew Michigan Downtown Association Dues 2022-2023.

Moved by Jessica Johnston, supported by Brian Chapman, to renew the 2022-2023 Michigan Downtown Association Dues in the amount of \$225. The motion passed unanimously.

E. Update on Status of the City's Initiative on Enforcing Building Codes.

Brian reported that the City's Code Enforcement Officer has inspected approximately 30-40 buildings on the east side of Ashmun Street. The CEO officer will continue to work in the Ashmun Street area.

F. Sidewalk Snow Removal Program.

Bids for 2022-2023 downtown sidewalk snowplowing are due on August 22, 2022 and are expected to be in the \$60,000 range for the next three winters.

Moved by Debbie Jones, supported by Sue Anne Wilkes, to table further discussion on downtown sidewalk snowplowing until the next DDA Board meeting on September 14, 2022. The motion passed with four yeas, and two nays.

11. DIRECTOR'S REPORT.

- Music in the Park Update.

Allison reported that Music in the Park has been going well, in spite of a few concerts having to be moved to the Sault Theater, and recently to Lake State Arts Center, due to rain.

12. PUBLIC COMMENT AND ANNOUNCEMENTS.

13. BOARD COMMENTS AND ANNOUNCEMENTS.

14. ADJOURNMENT.

Moved by Tara Kelgar, supported by Sue Anne Wilkes, to adjourn the meeting at approximately 9:55 a.m. The motion passed unanimously.

Respectfully submitted,

ALLISON YOUNGS, DDA Chair

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