

**MAIN STREET/DOWNTOWN DEVELOPMENT AUTHORITY  
WEDNESDAY, SEPTEMBER 13, 2023 – 8:30 A.M.  
MEETING HELD AT CITY HALL – CITY COMMISSION CHAMBERS  
City of Sault Ste. Marie, Michigan**

**MEETING MINUTES**

**Present:** Ray Bauer – City Commission Liaison  
Ray Bell  
Craig Cooper  
Jessica Johnston  
Amy Goetz  
Jordan Chisholm  
Wilda Hopper

**Absent:** Brian Chapman  
Sue Anne Wilks  
Mark Savoie

**I. Introduction – Riley Gilman, DDA Administrative Assistant**

**II. Routine Agenda Items**

**1. Call to Order**

Meeting was called to order at 8:31 am.

**2. Roll Call**

*Recommended action: Motion to excuse Sue Ann Wilks from today's meeting.*

*(If necessary) Recommended action: Motion to excuse Brian Chapman from today's meeting.*

Attendance was taken as noted.

***Moved by Jessica Johnston, supported by Ray Bell, to excuse Brian Chapman, Sue Anne Wilks, and Mark Savoie from today's meeting. The motion passed unanimously.***

**3. Approval of Minutes**

**August 10, 2023, Regular DDA Board Meeting Minutes**

*Recommended action: Motion to approve regular DDA Board meeting minutes as presented from the August 10, 2023, Board meeting.*

***Moved by Ray Bell, supported by Jessica Johnston, to table approval of the August 10, 2023, regular DDA Board meeting minutes. The motion passed unanimously.***

#### 4. Approval of Agenda

*Recommended action: Motion to approve agenda for today's meeting.*

***Moved by Ray Bell, supported by Jordan Chisholm, to approve the September 13, 2023, DDA Board meeting agenda. The motion passed unanimously.***

#### 5. Declaration of Conflicts of Interest.

There were no conflicts of interest.

#### III. **538 Ashmun Brownfield Plan – Interlocal Agreement Presentation** **(Precursor to Consideration of Approval of Agreement in October)** **Nikki Radke, Sault Ste. Marie EDC Development Specialist**

Nikki Radke, Sault Ste. Marie EDC Development Specialist, presented to the Board on the 538 Ashmun Brownfield Plan, Interlocal Agreement.

#### IV. **Fiscal Year 2023-2024 Budget Review** **Kristin Collins, City of SSM Finance Director**

Kristin Collins, City of Sault Ste. Marie Finance Director, reviewed the budget for the 2023-2024 fiscal year.

#### V. **Action & Consensus Items**

##### ***ACTION ITEMS***

##### **1. Earmarking of Snowplowing Funds**

*Recommended action: Motion to approve the establishment of a reserve to account for under or over spent funds in the sidewalk snow removal activity, to be adjusted with the close of each fiscal year.*

***Moved by Jessica Johnston, supported by Ray Bell, to approve the establishment of a reserve to account for under or over spent funds in the sidewalk snow removal activity, to be adjusted with the close of each fiscal year. The motion passed unanimously.***

##### **2. Board Member Responsibility Agreement**

*Recommended action: Motion to approve the draft Board Member Responsibility Agreement as presented for adoption and execution by DDA Board of Directors.*

***Moved by Ray Bell, supported by Amy Goetz, to approve the draft Board Member Responsibility Agreement as presented for adoption and execution by DDA Board of Directors. The motion passed unanimously.***

##### **3. Organizational Structure & Reporting**

*Recommended action: Motion to approve DDA structure and reporting as is; As recommended by MI Main Street, the DDA Director will continue to provide oversight of the four Main Street committees and must be informed of and approve work plans prior to presentation to the DDA Board.*

*Recommended action: Motion to approve DDA Director to develop organizational structure and reporting procedures for presentation to the board at the November 2023 meeting.*

***Moved by Ray Bell, supported by Wilda Hopper, to approve DDA structure and reporting as is; As recommended by MI Main Street, the DDA Director will continue to provide oversight of the four Main Street committees and must be informed of and approve work plans prior to presentation to the DDA Board. The motion passed unanimously.***

***Moved by Wilda Hopper, supported by Jessica Johnston, to approve DDA Director to develop organizational structure and reporting procedures for presentation to the board at the November 2023 meeting. The motion passed unanimously.***

#### **4. Parade of Lights Sponsorship Package Exception**

*Recommended action: Motion to excuse creation of sponsorship package for the Parker's ACE Hardware Parade of Lights so long as Parker's agrees to sponsor the event.*

***Moved by Ray Bell, supported by Jordan Chisholm, to excuse creation of sponsorship package for the Parker's ACE Hardware Parade of Lights so long as Parker's agrees to sponsor the event. The motion passed unanimously.***

### **CONSENSUS ITEMS**

#### **1. Match-on-Main Announcement & Discussion January 2024 & Local Criteria**

The next round for the Match-on-Main Grant will take place in January 2024. The Board came to the consensus that no local criteria will be added to the application process.

### **VI. Director's Report & Updates – Stephanie Sprecker**

#### **1. Local Façade Improvement Program Update/MEDC Funding Opportunity**

Sprecker provided background information on the Local Façade Improvement Program. Shelly Morley is coordinating an event which will raise funds for the Local Façade Improvement Program.

#### **2. Community Storytelling Project Kick-Off Place + Main Advisors, MEDC MI Place, & Pure Michigan**

Main Street will be working with communities to receive direct marketing and promotion assistance for downtown, beginning in October and concluding in February 2024.

#### **3. On-Site Accreditation Agenda 11/8**

The MEDC will be on-site on November 8 for the on-site accreditation.

**4. Annual IMPACT Report**

The Annual IMPACT Report is due September 29.

**5. Website Upgrade**

The ongoing process of upgrading the website is nearing completion.

**6. Out of Office**

**9/29 Vacation**

**10/2-3 Fall Main Street Director Retreat (St. Joseph's MI)**

Sprecker will be out of the office for vacation on September 29. Sprecker will also be out of the office on October 2-3 for the Fall Main Street Director Retreat.

**VII. Committee Updates**

**1. Promotions Committee – Jordan Chisholm/Stephanie Sprecker**

**a. Main Street Events – Update**

Chisholm and Sprecker provided an update on Main Street events.

**2. Organizations Committee**

**3. Design Committee – Stephanie Sprecker/Craig Cooper**

**a. Mural Updates**

Sprecker and Cooper provided an update on the murals.

**b. New Art Event – Spring 2024**

Discussion was held on the new art event that will be held in Spring, 2024.

**4. Economic Vitality Committee – Craig Cooper**

**a. R2R Primer Resources Completed/Ongoing**

Cooper discussed the following R2R Primer Resources:

**i. Cut Sheets**

**ii. Building & Business Inventory**

**iii. District Profile**

**2. Board Comments and Announcements**

There were no Board comments or announcements.

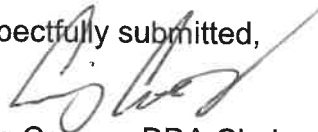
**3. Public Comments and Announcements**

There were no public comments or announcements.

**5. Adjournment**

***The meeting was adjourned at approximately 10:29 a.m.***

Respectfully submitted,



Craig Cooper, DDA Chair

blm  
sds