

MAIN STREET/DOWNTOWN DEVELOPMENT AUTHORITY
WEDNESDAY, DECEMBER 13, 2023 – 8:30 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
Sue Anne Wilks
Mark Savoie
Amy Goetz
Jordan Chisholm
Wilda Hopper

Absent: Ray Bauer – City Commission Liaison
Craig Cooper

I. Routine Agenda Items

1. Call to Order

Meeting was called to order at 8:33 am.

2. Roll Call

Attendance was taken as noted.

Moved by Jessica Johnston, supported by Wilda Hopper, to excuse Craig Cooper from today's meeting. The motion passed unanimously.

3. Approval of Minutes

November 8, 2023, Regular DDA Board Meeting Minutes

Recommended action: Motion to approve November 8, 2023, regular DDA Board meeting minutes.

Moved by Wilda Hopper, supported by Jessica Johnston, to approve the November 8, 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 Mark Savoie, supported by Sue Anne Wilks, to approve the December 13, 2023, DDA Board meeting agenda. The motion passed unanimously.

5. Declaration of Conflicts of Interest.

There were no conflicts of interest.

II. Financial Audit Presentation
Christina Schaub – Roslund Prestage & Company

Christina Schaub with Roslund Prestage & Company presented the financial audit.

***Moved by Jessica Johnston, supported by Ray Bell, to accept the audit as presented.
The motion passed unanimously.***

III. Budget Review (Ending 10/31/23)
Kristin Collins, Finance Director

Kristin Collins, Finance Director, reviewed the budget ending 10/31/23.

IV. Chippewa County Community Foundation Education
Steve Habusta, Executive Director CCCF
Requested by Sue Anne Wilks, Board Member

Steve Habusta, Executive Director of CCCF, provided an educational presentation regarding the Chippewa County Community Foundation.

V. Director's Report & Updates – Stephanie Sprecker

1. 2024 IMPACT Report

Sprecker distributed the 2024 IMPACT Report to the Board. The 2024 IMPACT Report will be published to the public in the next couple of weeks.

2. 2024 Board Meeting Schedule

Sprecker will add the 2024 Board meeting schedule to the Board's calendars. The meeting schedule will also be posted on the City website and the DDA website.

3. Snow Removal Update

Sprecker met with Tyler Perron, DPW Director, and Travis Cardinal of Cardinal Construction to discuss downtown snow removal. The opt-in and opt-outs will be enforced this year. Snow removal will only be completed for businesses that chose to opt-in.

4. Match on Main Street Grants

a. Closeouts

Bird's Eye and Co-Ed Flowers Match on Main Street Grants are currently in the process of being closed out.

b. New Funding Round – Screening Committee (Date)

Business owners have until January 3 to submit their Match on Main Street Grants to the DDA. Chapman, Hopper, and Chisholm volunteered to be members of the Screening Committee. The Screening Committee will meet and select two businesses prior to the January 10th Board meeting.

VI. Action & Consensus Items

Consensus

1. Main Street Technical Assistance Service – Due 12/15

The Board came to the consensus to have DDA Director Sprecker submit our Main Street organization for the Fund Development Plan Service and the Strategic Planning Service – MI Main Street will award us one of these services for 2024.

VII. Committee Updates

1. General Update – Stephanie Sprecker

At the November meeting, the Board came to the consensus to combine the Promotions Committee and the Organizations Committee and combine the Design Committee and the Economic Vitality Committee. Joint committee meetings have not yet taken place but will in the near future.

2. Promotions/Organizations Committee – Jordan Chisholm/Stephanie Sprecker

Chisholm and Sprecker provided an update on the Promotions/Organizations Committee work.

Moved by Sue Anne Wilks, supported by Jessica Johnston, to set the February Board meeting as the date for the website to be updated with required compliance documents. The motion passed unanimously.

Sprecker noted per MI Main Street, an Executive Committee will need to be created to work with the director on compliance and reporting work. This work will not be completed within the Organizations Committee.

3. Design/Economic Vitality Committee – Craig Cooper/Stephanie Sprecker

VIII. Business/Discussion Items

1. Discussion – Rules of Procedure/Bylaws – Election of Officers – Tabled Item

Moved by Brian Chapman, supported by Mark Savoie, to reconfirm the officers until July 2024. The motion passed unanimously.

Moved by Sue Anne Wilks to get professional and legal assistance to include necessary policies in the bylaws and rules of procedure – motion failed.

2. Discussion – Board Member Violation of Purchasing Policy – Craig Cooper, Board Chair

Moved by Ray Bell, supported by Brian Chapman, to table discussion on Board member violation of purchasing policy until the next meeting so Craig Cooper can be present. The motion passed unanimously.

IX. Board Comments and Announcements

Moved by Brian Chapman, supported by Jessica Johnston, to go into closed session at the next meeting to discuss raised personnel matters. The motion passed unanimously.

X. Public Comments and Announcements

Matt Wilks shared his opinions.

XI. Adjournment

Moved by Jessica Johnston, supported by Jordan Chisholm, to adjourn the meeting at approximately 10:16 a.m. The motion passed unanimously.

Respectfully submitted,

Craig Cooper, DDA Chair

blm