

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

**MEETING MINUTES**

**Present:** Brian Chapman  
Craig Cooper  
Jessica Johnston  
Sue Anne Wilks  
Jordan Chisholm  
Wilda Hopper

**Absent:** Ray Bauer – City Commission Liaison  
Ray Bell  
Mark Savoie  
Amy Goetz

**I. Routine Agenda Items**

**1. Call to Order**

Meeting was called to order at 8:35 am.

**2. Roll Call**

*Recommended action: Motion to excuse Ray Bell from today's meeting.*

Attendance was taken as noted.

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

**3. Approval of Minutes**

**October 11, 2023, Regular DDA Board Meeting Minutes**

*Recommended action: Motion to approve October 11, 2023, regular DDA Board meeting minutes.*

***Moved by Brian Chapman, supported by Jessica Johnston, to approve the October 11, 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 Sue Anne Wilks, supported by Jessica Johnston, to table the Reconfirmation of Officer Appointments action item and the Updating Rules of Procedure: Annual Meeting Date consensus item. The motion passed unanimously.***

***Moved by Craig Cooper, supported by Brian Chapman, to approve the November 8, 2023, DDA Board meeting agenda with changes. The motion passed unanimously.***

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

There were no conflicts of interest.

## **II. Action & Consensus Items**

### **Action**

#### **1. Reconfirmation of Officer Appointments**

*Recommended Actions:*

*Motion to reconfirm Craig Cooper as Chairperson of the DDA Board, set to expire on 4/1/2024.*

*Motion to reconfirm Ray Bell as Vice-Chairperson of the DDA Board, set to expire on 4/1/2024.*

*Motion to reconfirm Jessica Johnston as Secretary of the DDA Board, set to expire on 4/1/2024.*

Reconfirmation of Officer Appointments has been tabled.

### **Consensus**

#### **1. Updating Rules of Procedure: Annual Meeting Date**

Updating Rules of Procedures: Annual Meeting Date has been tabled.

## **III. Business Items**

#### **1. Organizational Structure & Reporting Policy**

Sprecker distributed the Organizational Structure & Reporting Policy to the Board. The Board will propose and discuss suggested changes and approve them at a later meeting.

#### **2. Capital Improvement Projects**

The Board discussed potential Capital Improvement Projects, which must be submitted to the Engineering Department soon. If necessary, a Capital Improvement Project will be submitted to update the downtown directory signs.

#### **3. Committee Restructuring**

***Moved by Wilda Hopper, supported by Jessica Johnston, to combine the Promotions Committee and the Organizations Committee and combine the Design Committee and the Economic Vitality Committee. There were five yeas Chapman, Cooper, Johnston, Chisholm, and Hopper, and one nay, Wilks – motion passed.***

The Board came to the consensus that Chisholm is the Chairperson of the Promotions/Organizations Committee and Cooper is the Chairperson of the Design/Economic Vitality Committee.

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

##### **1. Local Façade Improvement Program Fundraiser Reminder – 11/10/23**

The Local Façade Improvement Program Fundraiser will take place on Friday, November 10, 2023, from 5pm-8pm at Soo Brewing Company.

##### **2. Accreditation Update – Baseline Requirements**

The baseline requirement of placing logos on the website has recently been completed.

##### **3. Website**

Progress continues to be made on upgrading the website as well as ensuring current information is displayed.

##### **4. Audit Presentation – December**

The financial audit presentation will take place at the December Board meeting.

##### **5. Community Storytelling Survey Reminder**

Sprecker reminded the Board to take the Community Storytelling survey, which will help the working group develop the deliverables for the service.

#### **V. Committee Updates**

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

Chisholm and Sprecker provided an update on Promotions Committee work.

##### **2. Organizations Committee – Sue Anne Wilks**

Wilks provided an update on Organizations Committee work.

***Moved by Sue Anne Wilks, supported by Jessica Johnston, to create a committee to create a scoring rubric, to present to the Board, for the Match-on-Main Grants. The motion passed unanimously.***

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

Sprecker and Cooper provided an update on Design Committee work.

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

Cooper provided an update on Economic Vitality Committee work.

### **VI. Board Comments and Announcements**

#### **1. Match-on-Main Grants – Sue Anne Wilks**

Wilks discussed this during the Organizations Committees updates.

#### **2. Monthly Budget Reports – Sue Anne Wilks**

The Board came to the consensus that the general ledger will be included in the monthly budget reports.

#### **3. Annual Election – Sue Anne Wilks**

### **VII. Public Comments and Announcements**

The Board discussed a potential downtown storybook walk and other beautification and vibrancy opportunities.

### **VIII. Adjournment**

***Moved by Jordan Chisholm, supported by Craig Cooper, to adjourn the meeting at approximately 10:00 a.m. The motion passed unanimously.***

Respectfully submitted,

Craig Cooper, DDA Chair

blm