

**MAIN STREET/DOWNTOWN DEVELOPMENT AUTHORITY
WEDNESDAY, JUNE 10, 2026 – 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
Don Gerrie
Craig Cooper
Jessica Johnston
Kelli Townsend
Caity Woolcocks

Absent: Wilda Hopper
Karen Powell
Brad Blair

I. Routine Agenda Items

1. Call to Order

Meeting was called to order at 8:29 am.

2. Roll Call

Attendance was taken as noted.

3. Approval of Minutes

May 13, 2026, Regular DDA Board Meeting Minutes

Moved by Don Gerrie, supported by Jessica Johnston, to approve the May 13, 2026, regular DDA Board meeting minutes. The motion passed unanimously.

4. Approval of Agenda

The Board came to the consensus to add Historic Crossroads of Sault Ste. Marie – Dana Sanderson and Façade Grant – The Little Gift Shop to the agenda.

Moved by Caity Woolcocks, supported by Ray Bell, to approve the June 10, 2026, DDA Board meeting amended agenda. The motion passed unanimously.

5. Declaration of Conflicts of Interest

There were no conflicts of interest.

II. Business Items

1. DDA Director Position

The Application Review Subcommittee interviewed Leah. The Application Review Subcommittee recommended hiring Leah and waiving the 20-mile residency requirement, as she currently lives in St. Ignace. Leah introduced herself and detailed her professional background.

Moved by Jessica Johnston, supported by Caity Woolcocks, to waive the 20-mile residency requirement. The motion passed unanimously.

Moved by Ray Bell, supported by Caity Woolcocks, to hire Leah. The motion passed unanimously.

Approval to waive the 20-mile residency requirement and hire Leah will be brought to the City Commission.

2. Chet Mitchell Engineer's Day

Chet Mitchell has performed at Engineer's Day for the last few years. The Board reviewed the \$400 invoice for CM Entertainment.

Moved by Ray Bell, supported by Caity Woolcocks, to hire Chet Mitchell to work for the DDA for Engineer's Day for \$400. The motion passed unanimously.

Moved by Craig Cooper, supported by Ray Bell, to amend the line item by \$400 to add Chet Mitchell to Engineer's Day. The motion passed unanimously.

3. Historic Crossroads of Sault Ste. Marie – Dana Sanderson

Dana Sanderson discussed Historic Crossroads of Sault Ste. Marie, which is a campaign to get more people on Ashmun Street. Sanderson proposed updating directory signage and distributed information on proposed sign stands. The Board discussed the signage proposal.

Moved by Jessica Johnston, supported by Caity Woolcocks, to pull \$2,500 out of the line item for downtown signage for downtown events. The motion passed unanimously.

4. Façade Grant – The Little Gift Shop

Sue Anne Wilks discussed applying for a Façade Grant for The Little Gift Shop.

Moved by Ray Bell, supported by Caity Woolcocks, to approve the Façade Grant for The Little Gift Shop, contingent upon the application and supporting documentation being submitted to and reviewed by the DDA. The motion passed unanimously.

5. Music in the Park Update/Radio?

All Music in the Park performances have been booked and contracts are being finalized. Sponsorship letters were mailed out, and no responses have been received thus far. A poster with the performance schedule will be created. The Board came to the consensus not to purchase a radio ad.

6. Judges for Parade

The Board discussed supplying three judges for the 4th of July parade.

7. Sidewalk Art

Discussion on Sidewalk Art has been tabled.

8. Grant Opportunities

Discussion on Grant Opportunities has been tabled.

III. Board Comments and Announcements

There were no Board comments or announcements.

IV. Public Comments and Announcements

Sue Anne Wilks discussed the Music in the Park progress and timeline.
Nancy Rose discussed Board member meeting attendance.

V. Adjournment

Moved by Ray Bell, supported by Craig Cooper, to adjourn the meeting at approximately 9:07 a.m. The motion passed unanimously.

Respectfully Submitted,

Ray Bell, DDA Chair

blm