



DOWNTOWN **Sault Ste. Marie** TM

AGENDA

Wednesday, September 13, 2023 – 8:30 AM

City Commission Chambers - 225 E. Portage Avenue - Sault Ste. Marie, MI 49783

I. Introduction – Riley Gilman, DDA Administrative Assistant

II. Routine Agenda Items (5 Minutes)

1. Call to Order

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.

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

4. Approval of Agenda

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

5. Declaration of Conflicts of Interest

III. 538 Ashmun Brownfield Plan – Interlocal Agreement Presentation (10 minutes)

(Precursor to Consideration of Approval of Agreement in October)

Nikki Radke, Sault Ste. Marie EDC Development Specialist

IV. Fiscal Year 2023-2024 Budget Review (10 minutes)

Kristin Collins, City of SSM Finance Director

V. Action & Consensus Items (10 minutes)

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.

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

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

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

CONSENSUS ITEMS

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

VI. Director's Report & Updates – Stephanie Sprecker (10-15 Minutes)

1. Local Façade Improvement Program Update/MEDC Funding Opportunity
2. Community Storytelling Project Kick-Off
Place + Main Advisors, MEDC MI Place, & Pure Michigan
3. On-Site Accreditation Agenda 11/8
4. Annual IMPACT Report
5. Website Upgrade
6. Out of Office

9/29 Vacation

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

VII. Committee Updates (10 Minutes)

1. Promotions Committee – Jordan Chisholm/ Stephanie Sprecker
 - a. Main Street Events – Update
 2. Organizations Committee
 3. Design Committee –Stephanie Sprecker/ Craig Cooper
 - a. Mural updates
 - b. New art event – Spring, 2024
 4. Economic Vitality Committee – Craig Cooper
 - a. R2R Primer Resources Completed/Ongoing
 - i. Cut Sheets
 - ii. Building & Business Inventory
 - iii. District Profile
2. Board Comments and Announcements (5 Minutes)
 3. Public Comment and Announcements (5 Minutes)
 4. Adjournment