

CITY OF ST. IGNACE
DDA MEETING MINUTES
May 14th, 2021
Hybrid Format

Members Present: Chairman Jim North, Pat Ramsey, Vice Chair Mayor Connie Litzner, Heather Aukeman, Linda Bell, Barb Brown, Cheryl Schlehuber, Barb Yshinski and Phil Ruegg

Members Absent: None

Staff Present: DDA Director Scott Marshall, Museum Director Shirley Sorrels, City Manager Darcy Long

Others Present: Erich Doerr from the St. Ignace News, Betsy Dayrell-Hart, Rachel Conant

Chairman Jim North called the meeting to order at 8:02 a.m.

- I. **MINUTES:** Motion by Schlehuber, support by Ramsay to accept the minutes of April 9th, 2021. Motion Carried.
- II. **ADDITIONS TO THE AGENDA:** Betsy Dayrell-Hart, Rachel Conant
- III. **FINANCIAL REPORTS:** Marshall reviewed the bills for April 2021. Marshall reviewed the clerk reports. Motion by Ramsay, support by Schlehuber to accept the reports. Motions carried.

IV BUSINESS:

1. **Excuse absent members:** All Present
2. **Little Bear Park Project Update:** Marshall reported that Moran Township donated another \$20,000. Marshall attended Moran Twp board meeting to update and to say thank you. Gravel has arrived on site. Gravel is needed for infield and trail. Dock needs to be purchased. Marshall researching cost effective labor opportunities to get remainder of landscaping done within budget. Marshall considering renting equipment and doing it himself to save time and money. Marshall would like to get this project done before end of June and labor is the holdup. Marshall working on MEDC crowdfunding campaign.
3. **350th Banner Update:** Banners went up May 11th. 96 light poles, 48 have brackets and out of that 48 poles, 24 were designated for 350th banners. \$140 per banner. Banners paid for my grant and match money from Visitor Bureau.
4. **Pocket Park Stairs Update:** Stairs are completed. Contractor waiting on end caps for rails. Stairs were inspected by city engineer. Marshall paid remaining balance of contract.
5. **Museum Shelter Update:** Susan Edwards from R.S Scott Engineering met with Marshall, Sorrels and North at the museum. Edwards said her company would not have time to work on this project this summer. Edwards suggested Timber Systems company which sells pre-engineered and pre-fabricated shelters. Marshall contacted Timber Systems and provided DDA Board with visual examples and a rough cost estimate. DDA

Board liked this direction and would like more information at the next meeting. DDA Board interested in round shelters.

6. **Hometown Hero Banner Update:** Marshall and Sorrels met with Abby from Hometown Heroes and signed the contract. Sorrels targeting 36 banners to be installed by July 4th.
7. **Table Tent Advertising:** DDA has paid for table top advertising in the past. No advertising in 2020 due to covid. Marshall emailed board table tent ad. DDA Board said that they like the 2021 table tents.
8. **Connor Park Update:** Marshall will meet with DDA Downtown Projects Committee to confirm suggested improvements. Marshall would like to use MEDC crowdfunding campaign.
9. **DDA Computer Upgrade:** National Office Products suggested new computer for DDA during their service visit at city hall. Marshall presented a quote to the DDA Board. \$978 for laptop, \$140 for monitor and \$250 for programs. Brown moved to purchase new computer and extra monitor, support by Ramsay. Motion carried.
10. **Open Discussion:** Schlehuber said that the Galley plans on opening this summer. Litzner said that Marshall is doing a terrific job. Members agreed.
11. **Museum Manager Report:** Sorrels talked about the history timeline banners. Banners will be displayed in grass area on south side of the building. Museum will have cultural teaching on Mondays and Tuesdays in July and August. Sorrels and staff are getting museum prepared for opening day. Sorrels thanks Erich for article in the St. Ignace News.
12. **Additions to the Agenda:** Betsy asked board if there is a need to update the parking plan. Should there be a parking analysis? Can we change or soften the requirements? Maybe look at parking requirements by businesses and landlords. North said that the DDA is supportive of a parking study. North feels that the DDA should work with Betsy. Litzner asked if there is an interest to continue waiver in 2021 to allow businesses to use sidewalks and parking lots for seating and displays. Motion by Schlehuber and support by Aukeman to continue the waiver for 2021, motion carried. Betsy will contact EUP Regional Planning for suggestions and cost estimates for parking study.
13. **Public Comment:** Ramsay asked about the status of the America in Bloom program.
14. There being no further business the meeting adjourned at 9:10 a.m.

Respectfully submitted: Barb Yshinski