**CITY OF ST. IGNACE**

**DDA MEETING MINUTES**

**December 9th, 2022
City Council Chambers**

**Members Present:** Chairman Jim North, Pat Ramsay, Heather Aukeman, Cheryl Schlehuber, Quincy Ranville, Kristi Gustafson and Tom Cronan.

**Members Absent:** Online attendance Barb Yshinski. Absent Erik Heffernan

**Staff Present:** DDA Director Scott Marshall, Museum Director Shirley Sorrels

**Others Present:** Erich Doerr; St. Ignace News

Meeting called to order at 8:00 AM

1. **MINUTES:** Motion by Schlehuber support by Cronan to accept the minutes of November 11th. 2022 Motion passed.
2. **ADDITIONS TO THE AGENDA**: Marshall
3. **FINANCIAL REPORTS:** Marshall reviewed the bills for November 2022. Motion by Schlehuber, support by Gustafson to accept the bills for November 2022. Motion Passed. Marshall reviewed the revenue and expense clerk reports for the DDA, museum and project funds. Marshall reported that the land purchase and mortgage payment expenses are in the property management account. The clerk needs approval to do a fund transfer from the museum store to the DDA Property Management Account for these expenses. This is consistent with the DDA’s original intent while planning the land purchase. The property management account has to be in the DDA 248 Fund because at this time the property management account does not have any revenue to support expenses. Motion by Cronan support by Gustafson to approve the clerk reports.
4. **BUSINESS:**
5. **Excuse Absent Board Members:** Motion by Cronan support Ranville to excuse absent members. Motion passed.
6. **Museum Manager Report:** The paving brick portion of the Medicine Wheel Project has been completed. The remaining tasks will be completed in the spring. Sorrels would like to have a ribbon cutting ceremony in the spring to recognize Father Marquette return and all the exhibits on the museum grounds. Sorrels will ask the county for $10,000 for the long house.
7. **DDA Personnel Committee Update:** The DDA Personnel Committee met on November 22nd for employee evaluations and contract discussions for Sorrels and Marshall. Sorrels new contract changed to 36 hours to closer reflect actual hours worked and a 5% increase based on current increase for cost of living. Move by Schlehuber, support by Cronan to approve Sorrels 2023 contract. Motion carried. North informed the board that Marshall recently discovered that his retirement benefits aren’t what was explained to him when he returned to work in 2021. Marshall started to receive benefits in 1998. Marshall was in division 10 which had a multiplier of 2.5 and a retirement date of 55 years of age. Marshall was told that when he returned, he was told that his old retirement package was frozen and would not change. He would now start new in division 11 with a multiplier of 1.5. Marshall recently found out that not only did his retirement date change to 60 years of age but his new division 11 multiplier of 1.5 will go back to his start date. Essentially Marshall will be losing $1,000 a month of retirement. North suggested that Marshall be reinstated in division 10 where he will retain the retirement benefits that he worked for all these years. Schlehuber moved to put Marshall back in division 10 retirement and to approve his 2023 contract. Support by Cronan. Motion carried.
8. **DDA Budget Committee Meeting Update:** The DDA Budget Committee met on November 28th to review the 2022 budget and to draft a budget for 2023. Marshall presented the proposed budgets for the DDA and the Museum. Ranville moved to approve the 2023 budgets, support by Cronan. Motion carried.
9. **DDA Property Management Committee:** The DDA Property Management Committee met on November 28th, 2022 to discuss the next steps regarding the purchase of the Gyftakis house. The committee received a quote from Justin Knepper to provide preliminary work to include a site plan. The committee recommends approving the quote from Knepper for his site plan work. Schlehuber moved to accept the $3400 quote, support by Cronan. Motion carried.
10. **MDA Professional Downtown Management Training Program:** Marshall provided the board with a brochure for the downtown management training program. Marshall described the program and informed the board that there is a $200 application fee. Cronan moved to approve the $200 application fee to the program and to allow Marshall to attend the program if he is accepted, support Gustafson. Motion carried.
11. **DDA Project Updates:**
* **Community Cultural Pavilion:** Marshall reports that Benchmark is doing a good job. Marshall said the pavilion should be completed soon. Benchmark is finishing up the shingles.
* **Boardwalk:** Marshall is trying to get as much boardwalk work done as possible before there is too much snow. Marshall has been calling contractors and posted an advertisement in the St. Ignace News advertising the boardwalk work and asking contractors to contact Marshall. The only contractor who replied is 2x4 Construction. There are a few sections that are a safety hazard. Marshall reminded the board about the Favorite Dock section that needs to be removed and replaced with concrete. Marshall said that the property owner offered to remove the rotten section of boardwalk and would like to grade and gravel their lot prior to the city replacing the boardwalk. Marshall asked the council for a purchasing policy exception and to allow the property owner to remove the boardwalk. Council approved. Marshall said not only is it difficult to find contractors, it would also be extremely difficult coordinating another contractor on the property since it is a working dock and there are multiple cars in the lot that may need to be moved. Marshall said that the property owner graciously is allowing the city to use their property as a staging ground for the work. The DDA has a great relationship with the property owner and would like the owner to extend the boardwalk easement in the future. Marshall notified the board that Sault Tribe donated $10,000 to the boardwalk project. Marshall said he would like to tackle the Connor Park section as soon as possible. Marshall presented the Connor Park rendering which was approved at a previous meeting.
1. **Director’s Report:** Marshall updated the board about the LED Christmas garland. Marshall thanked public works for their work with the Christmas decorations and cleaning out the Gyftakis house. Marshall said he and Cronan will be representing the DDA at the planning commission meeting Tuesday December 13th 2022 to discuss updates to the ordinances. Marshall said he will work on the Iron Belle Corridor recreation trail planning over the winter and continue boardwalk improvement for 2023. The board agreed.
2. **Additions to the Agenda**: Marshall said he sits on the Street Committee. The city would like to pave roads in the spring. Some of these roads intersect the DDA District. Marshall would like to schedule a DDA Budget Committee meeting to discuss contributing funds to the street paving project.
Marshall received $4500 from the MMRMA and $2500 from the St. Ignace Community Foundation to purchase security cameras for American Legion Park. Marshall would like to get 3 quotes and proceed with the purchase of the cameras and installation. Marshall will report back on the progress at the next meeting. Moved by Cronan to move forward with the purchase, support by Gustafson. Motion carried.
3. **Recognize Jim North’s last meeting & Barb Brown, Phil Ruegg and Linda Bell**: Marshall thanked North for his guidance and support. Marshall praised North, Brown, Ruegg and Bell for their outstanding contributions to the DDA Board. The board thanked North for all his hard work over the years.
4. **Open Discussion:** Schlehuber asked about updating the parking requirements. Marshall said that it is on the agenda for the planning commission meeting.
5. **Public Comment:** None

There being no further business the meeting adjourned at 9:21AM

Respectfully Submitted by Pat Ramsay