**CITY OF ST. IGNACE**

**DDA MEETING MINUTES**

**November 11th, 2022
City Council Chambers**

**Members Present:** Chairman Jim North, Pat Ramsay, Heather Aukeman, Erik Heffernan, Quincy Ranville and Tom Cronan.

**Members Absent:** Online attendance Barb Yshinski, Kristi Gustafson and Cheryl Schlehuber,

**Staff Present:** DDA Director Scott Marshall

**Others Present:** None

Meeting called to order at 8:00 AM

1. **MINUTES:** Motion by Cronan support by Aukeman to accept the minutes of October 14th, 2022 Motion passed.
2. **ADDITIONS TO THE AGENDA**: None
3. **FINANCIAL REPORTS:** Marshall reviewed the bills and the financial reports for October 2022. Motion by Cronan, support by Ramsay to accept the bills and the financial report. Motion Passed. Motion by Cronan support by Aukeman for DDA to purchase a bench in the name of Louie Grondin to be placed at Little Bear Sports Park. Motion carried.
4. **BUSINESS:**
5. **Excuse Absent Board Members:** Motion by Aukeman support Cronan to excuse absent members. Motion passed.
6. **DDA Personnel Committee Update:** The committee met on November 7th for employee evaluations and contract discussions for Sorrels and Marshall. Next meeting is scheduled for November 22nd at 9am.
7. **DDA Budget Committee Meeting Update:** North appointed Ranville and Heffernan to the DDA Budget Committee to fill the vacancies of Ruegg and Brown. North said serving on the committee is beneficial for new members to see the origins of the revenue and expenses. Heffernan and Ranville accepted.
8. **DDA Project Updates:**
* Cultural Pavilion is coming along nicely. Warm weather allowed Benchmark the opportunity to pour concrete, Marshall said Benchmark is doing a fantastic job. The pavilion company sent the wrong brackets and new brackets will be shipped next week.
* **Boardwalk: Erik Heffernan presented the board with a $5000 check from Chris Shepler Family and the Hoffman Family for boardwalk improvement.** The DDA Board asked Marshall to thank Shepler and Hoffman for their generosity. North said that if the DDA receives the MEDC grant for the boardwalk then all donations to the boardwalk will be matched by MEDC. Marshall said as soon as the pavilion project is completed, MEDC will review our boardwalk improvement grant application.
1. **Director’s Report:** Marshall talked about the MDA workshop that he attended in Muskegon. Marshall presented pictures of downtown Muskegon and a video. Marshall said the workshop was extremely useful. Marshall told the board that the St.Ignace Community Foundation donated $2500 to the DDA for security cameras for the American Legion Park and the foundation donated $5000 to the boardwalk project. The DDA thanked the Community Foundation for their continued support in the community. Marshall said that public works notified him that 25 strings of lighted garland needs to be replaced. The garland is around 30 years old. Marshall ordered 25 LED garland strings for $3400. Marshall said he needed to place the order immediately to make sure that we have the replacements before Christmas. Marshall said that the Chamber of Commerce is working to get a permanent Christmas tree in place next spring. Marshall gave the board literature on an online course for Roberts Rules of Order for $97. The board agreed that this would be a good resource for the DDA.
2. **Museum Report:** Marshall presented Sorrel’s report to the board in her absence. The museum received $4000 from the community foundation. $15,000 from Michigan Humanities and $4950 from the Visitor Bureau. The Visitor Bureau pledged $18,000 to the museum for 2023 activities at the museum. Sorrels has been working hard on grants. The museum store will be open for the Christmas shopping season.
3. **Additions to the Agenda**: None
4. **Open Discussion:** Marshall presented the board with building plans from Bob Benser to replace the building that burned down in the center of town. Marshall said that he had a great conversation with Benser. Benser is excited and plans to break ground in the spring. Marshall said that the planning commission is reviewing ordinances and zoning specifically parking. Marshall said that the city needs to make sure that parking requirements doesn’t deter development.
5. **Public Comment:** None

There being no further business the meeting adjourned at 9:07AM

Respectfully Submitted by Pat Ramsay