MINUTES

 **ST. IGNACE DDA MEETING**

**March 9, 2018**

**(official)**

Members Present: Chairman Jim North, Barb Brown, Pat Ramsey, Heather Aukeman, Mayor Connie Litzner, Tom DellaMoretta, Phil Ruegg, Linda Bell

Members Absent: Secretary Barb Yshinski

Staff Present: Renee Kosor, DDA Director; Shirley Sorrels, Museum Manager

Others Present: City Manager Mike Stelmaszek; Kevin Hess, St. Ignace News; Tom & Deb Evashevski, Elizabeth & Phillip Brown, Carol Bell, Mark Sposito, Dave Kunzi, Bridget Sorenson, Quincy Ranville, Mike Lilliquist, and 3 unidentified guests

Chairman North called the meeting to order at 8:00 a.m.

1. **MINUTES:**

Change to the minutes includes Barbara Brown’s last name (from North) and the addition of the terminology ‘Proving violating the Open Meetings Act was intentional would be difficult to to the page 4 commentary, fifth paragraph down.

**Motion** by Tom DellaMoretta; support by Mayor Litzner to accept the minutes of February, 2018, meeting. Motion carried.

# FINANCIAL REPORTS:

Shirley shared the breakdown and use of the Nagpra Grant, explaining Michigan State University’s participation in museum items.

**Motion** by Heather Aukeman; support by Tom DellaMoretta to accept financial reports for February 2018. Motion carried.

# BUSINESS:

**Excuse Absent Members** – Barbara Yshinski: Motion by Barbara Brown to excuse. Linda Bell second. Motion arried.

**Committee Assignments** – Jim North led the discussion on which committees are standing and currently required as well as the number of people needed to serve on each. Committee Assignments are as follows:

Downtown Appearance Committee/Lights & Streets: Phil Ruegg, Linda Bell, Barb Yshinkski

Personnel Committee: Barb Yshinski (Heather Aukman to sub), Phil Ruegg, Linda Bell, Jim North

Grounds & Parks: Mayor Litzner, Tom DellaMoretta, Jim North

Budget Committee (Meets once per year to review upcoming year’s budget prior to full board analysis): Jim North, Shirley Sorrels, Phil Ruegg, Barbara Brown

Lights, Streets, & Downtown Projects: Barbara Brown, Barb Yshinksi, & Pat Ramsey

---End of Committee Appointments

**Summer Flowers/Gardening Contract –** Renee recommended that the DDA accept and approve Carol Bell’s contract for 2018-2019 seasons. Carol will work in concert with two local landscaping artists – one focused on self-watering flowers and plants and the other on fertilization – as well as spearhead the 1,000 tree initiative coming to St. Ignace this spring. Moved by Mayor Litzner to approve recommendation. Seconded by Tom DellaMoretta. Motion Carried.

**SIBA** – BarbaraElizabeth Brown requested that the DDA Board consider taking over the St. Ignace Business Association while allowing her to continue handling the organization and exercise of the pumpkin roll, Christmas tree lighting ceremony, the community yard sale, and the Holiday shopping extravaganza. Barbara Brown suggested that the DDA look into the legalities of taking over SIBA. Jim North agreed. Renee requested permission to assist with Yard Sale activities in the interim and the continued financial support of SIBA as well. Moved by Barbara Brown to look into the viability of the DDA to umbrella SIBA. Seconded by Linda Bell. Motion Carried.

**Director’s Report** –

Little Bear East: There is a leadership team, consisting of Renee, Mike Stelmaszek, Brian Olsen, Bill Frasier, and led by Scott Marshall, who meet weekly to oversee the requirements for the grant. The grant extension has been filed and the team will provide a printed copy of the approval as soon as it’s received by Merrie Carlock, the grant coordinator.

County Commissioners: Renee attended the meeting and provided a schedule of anticipated activities for the Little Bear East project from March until the end of the project in October. The County Commissioners have indicated that they will likely withdraw their request for the return of their funding for the Little Bear Project.

Iron Belle Corridor: Renee was able to present the vision of the city for the Railroad Grade to a group of more than 25 representatives of state agencies. Among them are MDOT, MEDC, DEQ, DNR, and more. Local representation and support for the presentation included members of the DDA board, City Council, and the Planning Commission. Renee provided a proposed resolution in support of the Iron Belle Corridor project for the DDA Board to consider. Barbara Brown and Connie Litzner volunteered to finalize the resolution verbiage before the next DDA meeting. Barbara Brown moved that the DDA express support for the RR Grade project. Mayor Litzner seconded the motion. Motion carried.

**Personnel Committee –** Jim North announced that the personnel committee would be meeting to finalize the DDA Director’s performance evaluation.

**Public Comment –**

Deb Evashevski requested that the DDA focus on the Little Bear project and not take on new projects. She also asked after the table top materials and maps that must be printed prior to June.

Mark Sposito requested DDA support of the Events Committee but stipulated that he did not require a signatory.

Craig Terrian asked about the changes being made to the Little Bear East project plans. Renee explained that they were mostly focused on specific measurements of the park and ensuring that the paths would be wide enough and not be covered by the softball fields or fencing.

Barbara Brown explained the partnership between the Governor’s Iron Belle Trail on Mackinac Island and the establishment of something similar in St. Ignace.

Deb Evashevski asked if Brian Olsen could attend DDA meetings.

Bridget Sorenson questioned when board packets are supposed to be delivered to board members. Renee explained that, generally they are provided at the beginning of the month but, due to a death in her family she had to hand deliver them the day prior to the meeting. Barbara Brown commented that she would take them as early as possible.

There being no further business: Meeting adjourned at 10:18 am

Respectfully submitted: Pat Ramsay, Acting Secretary