

**MINUTES**  
**ST. IGNACE DDA MEETING**  
**December 13<sup>th</sup>, 2019**

**Members Present:** Chairman Jim North, Vice Chair Mayor Connie Litzner, Cheryl Schlehuber, Barb Brown, Phil Ruegg, Heather Aukeman, Secretary Barb Yshinski, Pat Ramsay

**Members Absent:** Linda Bell

**Staff Present:** DDA Director Scott Marshall, Shirley Sorrels, City Manager Mike Stelmaszek,

**Others Present:** Erich Doerr from the St. Ignace News, Rachel Covant

Chairman Jim North called the meeting to order at 8: 04 a.m.

- I. **MINUTES:** Motion by Ramsay, support by Schlehuber to accept the minutes of November 8<sup>th</sup>, 2019. Motion Carried.
- II. **ADDITIONS TO THE AGENDA:** Scott Marshall, Cheryl Schlehuber
- III. **FINANCIAL REPORTS:** Marshall reviewed the bills and revenue and expense report inside the DDA budget. Motions by Schlehuber, support by Ruegg to accept the financial report. Motion carried.

**IV BUSINESS:**

1. **Excuse absent members:** Motion by Brown support by Aukeman to excuse Bell.

**2. DDA Project Update**

**A: Little Bear Park-**Marshall reports that he met with the City Manager Mike Stelmaszek, Brian Olsen and Billy Fraser to assess the situation and to discuss steps on moving forward. One of the hurdles is that the project is based on cost estimates from 2015.

**B: Amphitheater Grant-**Marshall reports that he has met with MEDC and the amphitheater project would qualify for a crowd funding grant. Brown suggests having the DDA Project Committee meet to discuss the project prior to crowdfunding. Brown stated that there possibly may be a larger pool of financial contributors.

3. **Personnel Committee Meeting Update** –Chairman North reported on the employment agreements. North reminded the board that the board agreed to budget \$1600 for retirement for Sorrels and it was added into her contract. North said the city is going with a .45 cent raise across the board and the DDA Personnel Committee suggests the same for Marshall and Sorrels. North reminded the board of their intentions to give Marshall

additional hours to work on maintenance issues in the field. North said that there are a lot of projects that need attention. The committee added language to Marshall's contract to allow him to work an additional 4 hrs per week when needed in the summer season to complete maintenance projects. Marshall and Sorrels were in agreement.

Motion by Schlehuber and support by Ruegg to accept the employment agreements.  
Motion Carried.

4. **Boardwalk Damage:** Marshall reported that some sections of the boardwalk were damaged by the November 27<sup>th</sup> storm. Marshall provided pictures for some of the damaged areas. Marshall said that he wouldn't be able to accurately measure the damage until the spring. Marshall submitted a claim with the city's insurance company.
5. **Museum Manager Report:** Sorrels updated the board on the traveling exhibit. Sorrels stated that she has been very busy working on grants.

**Additions to the Agenda-** Marshall said he received a request from the marina for financial assistance to purchase bathroom supplies. Marshall said the DDA helped in the past for a year or two prior to the pocket park bathrooms.

Marshall stated that he has been working with MEDC to improve the DDA's Façade Improvement Program. Marshall said that a lot of community's provide a financial incentive to encourage downtown business façade improvement. It could be an annual grant awarded to a chosen business that applied for the assistance. The grant could be for \$500 or \$1,000 or whatever a community DDA could afford. The board had some concerns about giving out money to private businesses.

**Public Comment-** Litzner said she would like to see Christmas lights on every light pole next year instead of every other light pole.

There being no further business the meeting adjourned at 9:09 a.m.

Respectfully submitted: Barb Yshinski