

**CITY OF ST. IGNACE
DDA MEETING MINUTES
December 15, 2023
City Council Chambers**

Members Present: Chairman Heather Aukeman, Pat Ramsay, Quincy Ranville, Erik Heffernan, Connie Litzner, and Cheryl Schlehuber

Members Absent: Barb Yshinski and Kristi Graham

Members Online: Julie Lipnitz

Staff Present: DDA Director, Ryan Sigmon; Museum Director, Tom Wyers

Others Present: Erich Doerr; City Manager, Scott Marshall

Meeting called to order at 8:32 AM by Heather Aukeman

- I. **MINUTES:** Motion by Schlehuber support by Ramsay to accept the minutes of November 10th, 2023. Motion passed.
- II. **ADDITIONS TO THE AGENDA:** N/A
- III. **FINANCIAL REPORTS:** Sigmon reviewed the bills and the clerk revenue and expense Reports for November 2023. Motion by Ramsay, support by Schlehuber to accept the financial report. Motion passed.
- IV. **BUSINESS:**
 1. **Excuse Absent Board Members:**
Motion by Ranville, support by Ramsay. Motion passed.
 2. **Year End Budget Transfers:**
Motion by Litzner, seconded by Ranville, to approve amending the 2023 budgeted transfer of \$20,000 from the DDA Fund 248 to the Museum Fund 590 to \$15,000 from Fund 248 to Fund 590.
Record a roll call vote of yes – no:
Litzner – Yes, Ranville – Yes, Heffernan – Yes, Ramsay – Yes, Schlehuber – Yes.
Motion carried unanimously.

Motion by Ranville, seconded by Ramsay, to approve the amount of \$18,500 from the 248 Fund Balance for expenditures including, but not limited to

- Wages and benefits
- Consulting Serv - Charles Palmer -Museum Director Contract
- Contracted Serv - UP Solar - American Legion Park Lights
- Contracted Serv - Rudyard Electric - Light Poles for Garland

- Contracted Serv - Rudyard Electric - Light Pole at Kiwanis
- Contracted Serv - Sonshine Nursery - Tree and Grates at Driftwood
- Contracted Serv - Craig Kammers -Pavers at Driftwood
- Contracted Serv - Keeney Swearer - Design work for American Legion Park
- Contracted Serv - Arrow Signs - William H Barnum Plaque
- Contracted Serv - Bronners Garland
- Downtown Act - Eagle Radio - Downtown Open House Ads
- Print & Publish - SI News - Ads
- Materials - All Phase Electric – Fuses

in fiscal year 2023.

Record a roll call vote of yes – no:

Ranville – Yes, Litzner – Yes, Heffernan – Yes, Ramsay – Yes, Scheluber – Yes

Motion carried unanimously.

Motion by Litzner, seconded by Schlehuber, to approve the amount of \$3,744.15 from the 494 Fund Balance for the fiscal year 2023 in the 494 DDA Capital Projects account.

Record a roll call vote of yes – no:

Ranville – Yes, Litzner – Yes, Heffernan – Yes, Ramsay – Yes, Schlehuber – Yes.

Motion carried unanimously.

3. Updates to 2024 DDA/Museum Budget:

Motion by Litzner, support by Ramsay to accept the amended changes to the 2024 budget. Motion passed.

4. Addendums to Museum Director Contract:

Motion by Ramsay, support by Schlehuber to accept the addendums to the Museum Director contract. Supported by Ranville, Heffernan, Ramsay, Schlehuber. Opposed by Litzner. Motion passed.

5. Downtown Saint Ignace Holiday Open House:

With Graham not in attendance, this item was not discussed.

6. Museum Boarding House Update:

There were no bids by the December 6, 2023 deadline. The bid deadline will not be extended at this time. The board is considering different options, with selling the property being a possibility.

7. American Legion Park Swing Set Quote and Rendering:

Sigmon shared quotes and renderings from smaller playground and swing sets. He is also looking into grant opportunities that would cover the cost of this project.

Progress is being made but not a major priority at this time. Feedback was received that some people do use the volleyball courts at American Legion Park, so the plan is to stick with the original planned location.

8. DDA Director Report:

Sigmon shared that a section of the boardwalk across the street from the Pavilion had been redone. Sigmon is working with Rudyard Electric on getting the garland on the remaining down light poles fixed. Litzner suggested approaching City Council about helping with light pole repair costs in the future. On December 2, a volunteer cleanup day at Little Bear was held. Two high school students signed up before registration was stopped. Sigmon stated this was a good experience with utilizing the Helper Helper app for a volunteer day. Lastly, Sigmon shared that his son Maddox was born on December 6, 2023.

9. Museum Director Report:

Wyers shared that they were open for Black Friday and had some visitors and donations come in. He is currently buying goods and supplies for next year. Wyers is working with Tom Daldin, the host of "Under the Radar" on PBS. He will be filming at the Museum in January.

10. Open Discussion:

Schlehuber mentioned that we should continue to explore the possibility of bringing a Dog Park to St. Ignace. Sigmon stated that this could be discussed further at a future Project Committee meeting.

Ranville brought up that there is interest from other parties in fixing/purchasing a new downtown speaker system that currently does not work.

11. Public Comment: None

There being no further business the meeting adjourned at 9:54 AM

Respectfully Submitted by Quincy Ranville