



**Marquette Downtown Development Authority
Meeting Minutes for February 10, 2022**

Call to order: A meeting of the Marquette Downtown Development Authority (MDDA) Board of Directors was held on Thursday February 10, 2022 at the Marquette Commons. The meeting was called to order by Chairperson J. Ottaway at 8:01 a.m. with Directors R. Caron, N. Durley-Rust, K. Kovacs, M. Morrison, R. Stern, and M. Weinrick present.

Public Comment: None

There were no additions to the agenda. A motion was made to approve the agenda by R. Stern and seconded M. Morrison. Motion carried.

A motion was made to approve the consent agenda which includes the minutes from 1/13/22, bills for approval from 1/1/22-1/31/22, and the financial reports as of 1/31/22 by K. Kovacs and seconded by R. Stern. Motion carried.

American Welding & Gas Inc	37.33	Marquette County Ambassadors	225.00
AT & T	935.11	Marquette Wallpaper & Paint	8.88
AT&T Mobility	174.51	Mission North, LLC	2,585.00
Authorize.net	25.00	NMPA	85.00
Blue Cross Blue Shield	2,584.57	North Country Disposal	235.00
Board of Light & Power	2,624.32	Northarrow	2,686.35
C. Pesola LLC	1,700.00	Northland Lawn Sport & Equipment	1,414.67
Capital One Commercial	1,112.73	Office Depot	276.82
Card Connect	33.16	Otis Elevator	955.17
Cardmember Service	1,657.18	Pitney Bowes	153.39
Carquest	63.94	Quality Car Care Center	4,180.72
Charter Communications	346.79	SEMCO	719.83
Chesla & Associates PC	260.00	Smith Construction	12,257.14
City of Marquette	567.26	Superior Collision	2,048.00
College Laundry & Rental	223.75	T2 Systems Canada Inc.	1,000.00
Compudyne	123.00	Traffic & Safety Control Systems Inc	100.00
Curran & Company	520.00	U.P. Kubota	1,283.01
Heartland Services	724.26	U.P. Sled Dog Association	2,500.00
IPS Group	2,980.98	Xerox Corporation	236.89
Johnson Telecommunications	49.75	January Payroll	34,702.43

By-Law Amendment (Reading 1 of 2): The MDDA is considering changing its by-laws to reform the Executive/Personnel committee so it may include the Board Chair, City Manager, and one Board member appointed by the Chairperson. The existing by-laws currently list the Board Treasurer as a member of the Executive/Personnel Committee, and the proposed by-law amendment would replace that designation with the City Manager. This is the first reading of the by-laws and there was positive discussion about the new language.

Traffic & Safety Systems Quote Response: The MDDA is moving forward with the pay stations upgrade. The budgeted amount was \$328,000; however, the quote came in a little higher at \$365,202. An 18-month extended warranty is included if equipment is purchased before April 1, 2022. The higher quote is due to the need to purchase more solar powered units than originally anticipated. R. Finco was discussing postponing the final 25% payment into the next fiscal year if absolutely necessary since the amount was over budget. 50% will be due at purchase and another 25% due at installation. There is a four to six weeks manufacturing timeline and then a week-long installation period. Current meters are failing so this upgrade is necessary and needs to be done timely. A motion was made by N. Durley-Rust and seconded by R. Stern to authorize R. Finco to execute the purchase of up to 34 T2 Systems Canada, Inc. Luke II multi-space pay stations from Traffic and Safety Control Systems, Inc. Motion approved.

New Business: Profit Sharing/401(k) Plan Adoption Resolution (Roll Call Vote): Every six years the MDDA Non-standardized Government Profit Sharing/401(k) Plan Adoption Agreement requires review and adoption to ensure the provisions of the agreement align with Plan operations. R. Finco recommended adopting the following proposed plan amendments:

- Update the Employer Tax Year End and the Plan Year End from June 30 to reflect the fiscal year end of September 30.
- Remove the one (1) year of service requirement for participation in the Plan.
- Change the Entry Date from quarterly to payroll period.
- Remove the exclusions for bonuses and overtime.

A motion was made by K. Kovacs to adopt the resolution with the proposed amendments, seconded by R. Stern. A roll call vote was taken, and the resolution passed unanimously, 7-0.

Ad Hoc TIF Committee: An informational work session was held with the City Commission on January 31, 2022 to discuss the expansion of the TIF district to the Third Street Corridor. The Commission expressed concern about their budget shortfall and the redirection of tax revenues to the MDDA. The formation of the Citizen's Council is on the agenda for the February 14, 2022 City Commission meeting, and the Commissioners might respond better to public support of the project.

Farmers Market Committee: Next meeting will be held on March 4, 2022.

Design and Maintenance Committee: The MDDA has the opportunity to apply for an additional Match on Main grant through the MEDC's spring funding round. The application deadline is a tight turnaround, so R. Finco has started working on the application process for Peace Pie Company, which scored the next highest in the fall 2022 Match on Main project evaluation process. The MDDA is also working on another grant application for the Revitalization and Placemaking grant program announced through the MEDC.

Director's Report: R. Finco reported that the Michigan Downtown Association spring workshop is coming up where she will be a panelist for one of their hosted discussions. Restaurant week is scheduled for March 6 – 12, and the DDA is partnering with Campfire Co-works to host a social media workshop for downtown businesses.

Public Comment: None.

Board Member Comment: R. Stern asked if the maintenance crew could make sure they shovel a wide enough path for wheelchair access to the Bluff St. Parking Ramp. R. Caron noted that he has been in communication with a small group of Third St. business owners discussing the proposed TIF and he wants them to get involved. K. Kovacs said that the public hearing for the Ore Dock expansion will be on the agenda at the next City Commission meeting.

The meeting was adjourned at 9:05 a.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Nichole Durley-Rust". The signature is written in a cursive, flowing style.

Nichole Durley-Rust, Secretary

