



**Marquette Downtown Development Authority
Meeting Minutes for June 9, 2022**

Call to order: A meeting of the Marquette Downtown Development Authority (MDDA) Board of Directors was held on Thursday June 9, 2022 at the Marquette Commons. The meeting was called to order by Chairperson J. Ottaway at 8:01 a.m. with Directors A. Adan, R. Coron, N. Durley-Rust, K. Kovacs, M. Morrison, and M. Weinrick present.

A motion to excuse the absence of L. Rowland and R. Stern was made by M. Morrison and seconded by N. Durley-Rust. Motion passed.

Public Comment: Matthew Furyk of Chocolay Township is a State Senate Candidate that wanted to connect with the MDDA board and observe the following meeting.

There were no additions to the agenda.

A motion was made to approve the consent agenda which includes the minutes from 5/12/2022, bills for approval from 5/1/22-5/31/22, and the financial reports as of 5/31/22 by K. Kovacs and seconded by M. Morrison. Motion carried.

906 Technologies	65.00	Jesse Wright	6,300.00
American Welding & Gas Inc	36.64	Lake Superior Press	736.70
AT & T	443.99	Lowe's	119.87
AT&T Mobility	56.18	Marquette Monthly	225.00
Authorize.net	35.00	Midway Rentals	361.59
Blue Cross Blue Shield	2,704.27	North Country Disposal	245.00
Board of Light & Power	2,582.84	Premeau Construction Inc	13,602.49
C. Pesola LLC	1,700.00	Premeau Family Limited Partnership	3,300.00
Capital One Commercial	120.09	Pride Printing	520.00
Cardmember Service	336.82	SEMCO	612.39
Charter Communications	355.62	T2 Systems Canada Inc.	250.00
City of Marquette	3,045.90	TK Elevator	842.44
Cook Sign Service	3,627.44	Traffic & Safety Control Sytems Inc	1,520.00
Curran & Company	520.00	U.P. Kubota	1,066.55
Dalco	161.49	Uline	123.77
Independent Landscape Solutions, LLC	135.00	Xerox Corporation	243.31
Integris	75.25	May Payroll	52,856.16
IPS Group	2,266.71	TOTAL DISBURSEMENTS	18,268.24

Old Business: Update on pay station project: On June 8th, the pay stations went live and about 90% of the signs are up with a just a few left waiting on installment on Baraga Ave. There is an 18-month warranty on the pay stations. A possible coupon is being developed for customers to use the Passport App.

New Business:

Queen City Half Marathon-Event Support Request: Queen City Running is teaming up with Ore Dock Brewing Company to host a half marathon and after party on Saturday July 30th. They are seeking MDDA support in Spring St. closure until 3 p.m. This will be the second year for the event which sees up to 800 participants. A motion was made to support this event in any way the MDDA can by N. Durley-Rust and seconded by M. Morrison. Motion carried.

MDDA Organizational Chart and Restructuring: Since the departure of the Executive Director, the MDDA has re-outlined current job descriptions and restructured the flow chart of employees. Operations Director will be responsible of payroll, budget requirements, hiring, and most internal operations while the Business and Promotions Director will be responsible for all the external facing operations including communication with businesses. This will require the MDDA to change its current by-laws to reflect the new structure. This will count as the first reading of the new by-laws. There was positive discussion about these changes. A motion was made to update the organizational flow chart regarding current positions by M. Morrison and seconded by M. Weinrick. Motion carried and the second reading of the by-law changes will be at the July meeting. The MDDA also looked at the current budget, and given the added responsibilities to the two new director positions, it was suggested that there be a pay increase for those positions. A motion was made to increase the salary wage for these two positions by M. Weinrick and seconded by A. Adan. Motion carried.

Marquette Commons Fire Suppression System: Two bids were received to update the fire suppression system at the Marquette Commons and a motion was made to approve Range's bid by K. Kovacs and seconded by R. Coron. Motion passed.

Committee Reports:

Parking Committee- Vault Project Update: The project will start with renovations of the current building which will be a long process. There was early discussion of operating costs for the future parking garage but no firm numbers yet.

Executive/Personnel Committee: Three more applications for Executive Director were received and interviews will be commencing in mid-June with the hopes of a recommendation for a new Executive Director by July's meeting.

Adan was appointed to the Business and Development Committee.

Design and Maintenance Committee- Façade Improvement Grants: Thus far the MDDA has given out \$25,000 in façade improvement grants and projects have started. Two more requests were submitted. Loyaltees wanted to use grant money to replace their windows but unfortunately that doesn't meet the grant qualifications. It was recommended by the committee to deny their request. Ore Dock Brewing Company also submitted an application

concerning their expansion and development of green space which does meet the outlined qualifications. A motion was made to approve the application of ODBC and deny the application of Loyaltees b M. Weinrick and seconded by R. Coron. Motion carried.

Director's Report: Several events are on the horizon including Blueberry Fest and Music on Third St. The police have been working with the MDDA on traffic calming issues for Music on Third. There have been several applications to Blueberry Fest, and we are just waiting on a few downtown businesses to confirm their participation. One of the office new hires, Jessica, has been picking up some of the design and social media duties. The Farmers Market is going very well so far this season and eventually the Farmers market director will take over some of the accounting duties related to the market. There was also a new maintenance hire and the MDDA will have an all staff breakfast/lunch to go over personnel and policy issues.

Public Comment: Matthew Furyk said the meeting was great, thorough, and very well organized.

Board Member Comment: A. Adan noted he appreciates the work that went into the new job descriptions. R. Coron was made aware of community members disgruntled with the flag policy. M. Weinrick was curious when the Baraga ramp parking spot lines were going to be repainted and it was mentioned the paint is on back order. M. Morrison noted that public tours for the mine will begin in July so there will be tour busses on Washington St. J. Ottaway would be curious to see the Farmers Market expand to Main St. in the future.

The meeting was adjourned at 9:30 a.m.

Respectfully submitted,

Nichole Durley-Rust, Secretary