



**Marquette Downtown Development Authority
Meeting Minutes for July 14, 2022**

Call to order: A meeting of the Marquette Downtown Development Authority (MDDA) Board of Directors was held on Thursday July 14, 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, L. Rowland, R. Stern, and M. Weinrick present.

A motion to excuse the absence of M. Morrison was made by R. Stern and seconded by M. Weinrick. Motion passed.

Public Comment: None

There were no additions to the agenda.

A motion was made to approve the consent agenda which includes the minutes from 6/9/2022, bills for approval from 6/1/22- 6/30/22, and the financial reports as of 6/30/22 by K. Kovacs and seconded by N. Durley-Rust. Motion carried.

906 Technologies	\$65.00	Lowe's	\$107.98
American Welding & Gas Inc	\$37.33	Mares-Z-Doats Feed Supply	\$340.47
AT & T	\$494.59	Marquette Monthly	\$755.00
AT&T Mobility	\$56.03	Marquette Wallpaper & Paint	\$2.23
Blue Cross Blue Shield	\$2,704.27	Michigan Muncipal League Liability Pool	\$68.16
Board of Light & Power	\$2,377.39	Midway Rentals	\$330.73
C. Pesola LLC	\$1,700.00	Monica Cervantes	\$71.00
Capital One Commercial	\$573.12	North Country Disposal	\$360.00
Card Connect	\$135.53	Northern Michigan University, Printing	\$384.00
Cardmember Service	\$3,995.73	ODP Business Solutions, LLC	\$147.32
Carquest	\$36.07	OK Rental /OK Industrial	\$128.21
Champion Glass & Countertops Inc	\$404.03	Partridge Creek Farm	\$1,287.00
Charter Communications	\$305.63	Range Telecommunication	\$2,350.44
Chesla & Associates PC	\$270.00	SEMCO	\$555.44
City of Marquette	\$1,822.31	Signs Now	\$161.92
College Laundry & Rental	\$294.25	Smith Construction	\$6,128.57
Curran & Company	\$520.00	T2 Systems Canada Inc.	\$250.00
Dalco	\$87.45	Tammy LaMere	\$72.00
Erika Ruotsala	\$20.00	TK Elevator	\$548.15
Fastenal	\$551.99	Traffic & Safety Control Sytems Inc	\$182,510.00
Heartland Services	\$663.31	U.P. Lock and Key	\$148.00
Independent Landscape Solutions, LLC	\$1,275.00	Uline	\$321.39

Integris	\$775.25	Xerox Corporation	\$236.72
L. Naylor Design	\$80.00	June Payroll	\$29,516.22
Lamar Advertising	\$515.00	TOTAL DISBURSEMENTS	\$19,759.28

Old Business: Bylaw Amendment Reading (2 of 2): This is the second reading of the proposed change to the current bylaws which outline a new organizational chart and hierarchy of MDDA positions. There was positive discussion about this change again and a motion was made to update the bylaws to this proposed change by L. Rowland with a second by R. Stern. Motion passed.

New Business: Budget- Set special meeting date: The budget is due to the city by August so a special meeting needs to be set to approve the upcoming fiscal year budget of the MDDA. There was a question to if the MDDA needed to align their fiscal year to mirror the city's fiscal year since a lot of grants are received in one year and then spent in the following. The special budget meeting was set for July 28th, 2022 at 8 a.m. at the Marquette Commons. **Request for board member walking tour, evaluation of repairs and potential maintenance needs:** There is a need for the whole board to evaluate the potential repairs and projects within the district so we can accommodate for these expenses in the next year's budget. This special meeting which will consist of the walking tour will take place on August 25, 2022 at 8 a.m. starting at the Marquette Commons.

Committee Reports:

Executive/Personnel Committee- Executive Director Employment Agreement: This committee brought forth a recommendation to the MDDA to offer T. Laase-McKinney the position as Executive Director. This recommendation came after second interviews held for three candidates that consisted of a 30-minute presentation on reimagining the Marquette Commons plus a second round of interview questions. T. Laase-McKinney stood out from the other candidates because of her current extensive knowledge of the MDDA and current relationships with the downtown businesses but also her presentation was exceptional with a lot of great ideas the committee would like to see come to fruition in the future. The current employment contract does contain quarterly reviews as well as a review in December to end this current year. A motion was made to accept the recommendation to hire T. Laase-McKinney as the new Executive Director and to approve the employment agreement by N. Durley-Rust and second by M. Weinrick. Motion passed.

Design and Maintenance Committee- Façade Improvement Grants: Loyaltees has reapplied for the façade grant since the project will now include more than the previous application with the installment of ground to ceiling windows. This will be a dynamic change to the current storefront and street view. They are asking for \$3500. Seiche Stone Company also submitted an application entailing they want to replace the siding of the building however only half of the siding is eligible to be funded because improvements made using this grant money need to be seen from the street view. There was discussion on both applications, and it was also mentioned that in the future the MDDA would like to have more funding and possibly include a longer limit on when businesses could apply for another grant instead of the current one per fiscal year. A motion was made to approve the Loyaltees application fully and partially approve the Seich Stone Company application with the remaining grant money since their proposed renovations partially meet the requirements of being viewed from the street. This motion was made by N. Durley-Rust and seconded by L. Rowland. Motion passed but A. Adan was opposed to approving Loyaltees.

Director's Report: A parking update was given with highlights of enforcement starting on June 13, 2022, there have been 20,000 transactions since then with 4,000 of them being the free 15 minutes,

and app usage has also increased. New parking guides with the updated zones are almost complete and the 15-minute free option will be added to the app. The windows and glass of the Marquette Commons and Bluff parking ramp are being cleaned soon. Ivan has been researching different vehicles as a new truck will need to be purchased before snow season. Blueberry fest is coming up and the MDDA is still looking for volunteers. Music on Third went very well. The MDDA is hoping the police can begin to lock the elevator and/or stairwell to the Bluff parking ramp at night as its \$400 to reset the elevator timer every time the power goes out also some people have been spending the night in there. The newly opened position of Director of Business Development will be posted immediately. There hasn't been much negative pushback from the parking rate increase except from the Masonic and it's usually when weddings are happening there.

Public Comment: Doug Garrison from Word on the Street inquired if the Masonic has ever received façade grants. J. Ottaway answered him saying that they have received grants they have applied for but have lacked the funding to match the grant money. D. Garrison also mentioned he was glad to hear the MDDA discussing parking situations as he feels it is an intense public issue.

Board Member Comment: M. Weinrick mentioned the maintenance staff shouldn't water the flowers when it rains even if they need it since public perception wouldn't understand that. R. Stein was concerned with locking the stair towers to the parking ramp too early in the winter since it is a long walk around the ramp. A. Adan would like to see T. Laase-McKinney's presentation on the Marquette Commons that she gave during her second interview. K. Kovacs noted that state law has changed regarding crosswalks and pedestrians no longer have the right of way and that's why the yellow crosswalk signs have not been out this year. J. Ottaway noted the Farmers Market manager said the Wednesday market is not quite drawing enough people. All board members congratulated T. Laase-McKinney on her new position.

The meeting was adjourned at 9:27. a.m.

Respectfully submitted,



Nichole Durley-Rust, Secretary