



**Marquette Downtown Development Authority
Meeting Minutes for August 10, 2023**

Call to Order

A meeting of the Marquette Downtown Development Authority (MDDA) Board of Directors was held on Thursday August 10, 2023, at the Marquette Commons. The meeting was called to order by Board President N. Durley-Rust at 8:10 a.m. with Directors P. Sala, L. Rowland, K. Kovacs, and M. Weinrick present.

Others in attendance were Tara Laase-McKinney-DDA Executive Director, Michael Bradford-DDA Business Outreach & Promotions Director, and Jodi Lanciani-DDA Operations Director.

Excused: M. Morrison, R. Stern, and R. Carron could not attend and gave appropriate notice. A motion was made to excuse their absence by L. Rowland; P. Sala seconded; motion passed.

K. Kovacs made a motion to approve the agenda. M. Weinrick seconded; motion passed.

Public Comment: None

Consent Agenda

M. Weinrick made a motion to approve the consent agenda with the minutes from 7/13/2023, bills for approval 7/01/2023 – 7/31/2023, and financial reports as of 7/31/2023. L. Rowland seconded; motion passed.

Board of Light & Power	\$2,460.46	New Dalton Farm	\$439.00
Borealis Baking Company	\$81.00	North Coast Music	\$100.00
C. Pesola LLC	\$1,700.00	North Country Disposal	\$470.00
Capital One Commercial	\$257.72	Otis Elevator	\$991.02
Card Connect	\$112.46	Peninsula Fiber Network LLC	\$342.48
Cardmember Service	\$6,280.42	Pileated Farms	\$107.00
Carquest	\$145.49	Pitney Bowes	\$343.91
Case Country Farm	\$77.00	Premeau Construction Inc	\$8,707.00
Charter Communications	\$69.98	Premeau Family Limited Partnership	\$4,200.00
Chesla & Associates PC	\$280.00	Seeds and Spores Family Farm	\$1,874.00
City of Marquette	\$8,336.81	SEMCO	\$185.97
Clark Properties, Refund	\$150.00	Shady Grove Farm	\$16.00
Cook Sign Service	\$96.09	Snowy Acres Vegetable Farm	\$284.00
Curran & Company	\$620.00	Staples	\$242.20
Dalco	\$270.14	State of Michigan - LARA	\$150.00
Doozers	\$75.00	Superior Culture	\$21.00
Ever Yielding Acres	\$193.00	Superior Line Striping	\$3,950.00
Fairest Promises	\$88.00	Superior String Alliance	\$75.00
Farmer Lake Hydroponic	\$150.00	Swampy Acres LLC	\$109.00
Fastenal	\$48.07	T2 Systems Canada Inc.	\$1,900.00
Freddy Finger Schnitz	\$75.00	Tara Laase McKinney	\$70.00
French-tastic	\$35.00	Tonella Farms	\$293.00

Freshwind Farms	\$161.00	Traffic & Safety Control Systems Inc	\$950.00
Full Plate Farm	\$751.00	Treasa's Treasures	\$217.00
Gladstone Berry Farm	\$574.00	Trudell Plumbing & Heating Inc	\$388.03
Great Lakes Radio, Inc	\$3,200.00	Uline	\$169.30
GT'S BEES	\$50.00	UP Gourmeet	\$485.00
GT'S BEES	\$16.00	UP North Roast	\$32.00
Guindon Farms	\$20.00	Valenti, Chris	\$100.00
Heartland Services	\$2,186.36	Xerox Corporation	\$216.84
Honeydew Co.	\$5.00	Yoopers Country Farms	\$407.00
Independent Landscape Solutions, LLC	\$349.80	Yoopers Mama, LLC	\$11.00
Industrial Marketing	\$601.21	Payroll Costs and Benefits	\$42,962.46
Integris	\$79.00	Total Expenditures	\$33,542.01
Lamar Advertising	\$395.00		

Old Business: None

New Business

Fiscal Year 2024 Budget: An overview of the draft FY 2024 budget was presented by T. Laase-McKinney, with a synopsis of expected revenue, operating expenses and capital outlay expenses. Notable considerations: TIF income will go up about 7%, parking income is projected to increase 3.5% from 2023 budget numbers, Farmers Market income will increase significantly from 2023 budget due to the Wednesday market bringing in more vendors and projected sponsorships/donations, and the Summer Event Sponsorship is again predicted to bring in additional funds. The only increase in fees for 2024 will be a small increase in reserved permit fees, from \$65/month to \$70/month. Personnel costs are budgeted to increase 21%, reflecting the maximum employee coverage with family and 2-person rate options available to the DDA through a new health insurance pool. Actual numbers will likely be much less as not all employees will opt for full coverage. The façade grant is decreased due to a decline in applicants. The event grant is reallocated to sponsor non-DDA downtown events. Staff development will again be a focus in 2024, particularly training for maintenance staff in welding, hydraulics and electrical systems. Professional consultant fees were budgeted for potential planning of projects on Main St. and/or other areas. The landscape budget is increased to allow for design and replanting of some gardens. The 2024 Capital outlay budgeted for maintenance and office equipment, bike rack refurbishing, flower boxes, flags/banners/signs, \elevator tower repairs/painting, improvements at the Commons, walkway improvements, and parking lot reseal/restripe.

A motion to approve the 2024 fiscal year budget was made by M. Weinrick, seconded by L. Rowland. Motion carried.

Committee Reports – Personnel/Executive Committee: N. Durley-Rust summarized that the committee met to discuss the effects of a possible new health insurance pool, which would allow the DDA to offer 2-person and family coverage to employees. The fiscal effects of such were discussed and the committee advised budgeting for the maximum amount of health insurance coverage per employee.

Director's Report: - On August 28, the DDA will re-open Third St. TIF discussions with the City Commission. Businesses are encouraged to attend to show their support. The hope is to continue a timeline to have TIF on Third approved in early 2024 and set 2023 as the base year.

Mike discussed that Farmers Market surveys have gone out to businesses on the 100 block of W. Washington. Thus far, about 80% are in favor of the market on Washington St. and 20% are not. Blueberry Fest was a huge success, with many vendors saying it was their best year yet. Travel Market data showed over 8,000 people attended. The stage and music were considerably appreciated. Lack of WiFi during the festival was a problem for some vendors. ATM usage was high.

Jodi mentioned that new modems for the pay stations will be delivered next week. The parking committee will likely meet in August/September to discuss parking at One Marquette Place and employee parking grants.

Public Comment: None.

Board Member Comment: L. Rowland commented that Marquette is very busy this summer. P. Sala thanked the DDA team for communication to businesses. She reminded the board/staff that business feedback is valuable and should remain anonymous. M. Weinrick thinks the 80/20 split in businesses' feedback on the farmers market is reasonable to continue it forward, but also said that maintaining contact with individual businesses is important. N. Durley-Rust commended the staff for doing a great job on the budget and on all the things happening this summer. K. Kovacs told the board about next week's MEDC annual conference in Marquette and shared some of the topics they will be discussing.

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

Respectfully submitted,


Jodi Lanciani, Operations Director

