



MARQUETTE DOWNTOWN DEVELOPMENT AUTHORITY
Meeting Minutes for October 14, 2021

Call to order: A meeting of the Marquette Downtown Development Authority (MDDA) Board of Directors was held on Thursday October 14, 2021 at the Marquette Commons. The meeting was called to order by Chairperson J. Ottaway at 804 a.m. with Directors R. Caron, N. Durley-Rust, J. Johnson, K. Kovacs, M. Morrison, R. Stern, and M. Weinrick present. E. Kucharczyk was absent.

Public Comment: None

Presentation: Brownfield 101: A very informative presentation was given by Jen Tucker from MEDC and Abbie Hanson, with EGLE, regarding the relationship between Brownfield, MDDA, and MEDC.

There were no additions to the agenda, and a motion was made by K. Kovacs and seconded by J. Johnson to approve the consent agenda which included the September 9, 2021 minutes, bills for approval for the period of 9/7/2021-9/30/2021, and financial reports as of 9/30/2021. Motion Carried. R. Finco noted the end of the fiscal year financials were very positive. We were expected to end about \$200,000 in the red but ended \$60,000 in the black; however, we owe approximately \$60,000 on the Bluff St. Ramp repair. She reported that we should break even this year and that the Farmers Market budget also ended in the positive figures as well.

All Phase Electric	\$283.00	Mares-Z-Doats Feed Supply	\$12.45
American Welding & Gas Inc	\$36.64	Marketwurks	\$125.00
AT & T	\$399.42	Marquette Maple Company	\$151.00
AT&T Mobility	\$163.54	Marquette Wallpaper & Paint	\$610.25
Authorize.net	\$25.00	Midway Rentals	\$172.06
Bad Seed Hot Sauce	\$24.00	Mighty Soil Farm	\$290.00
Blue Cross Blue Shield	\$1,889.43	Mining Journal	\$15.16
Board of Light & Power	\$1,853.52	North Country Disposal	\$674.50
Borealis Baking Company	\$217.00	Northern Sky Orchard	\$63.00
C. Pesola LLC	\$1,700.00	Norway Springs Inc.	\$1.00
Card Connect	\$51.73	Office Depot	\$49.77
Case Country Farm	\$223.00	Pileated Farms	\$109.00
Charter Communications	\$346.79	Ram Construction Services	\$61,132.19
Chesla & Associates PC	\$390.00	Riverpark Storage	\$1,800.00
City of Marquette	\$2,511.86	Seeds and Spores Family Farm	\$716.00
College Laundry & Rental	\$221.55	SEMCO	\$28.72
Cook Sign Service	\$3,929.25	Shady Grove Farm	\$65.00
Curran & Company	\$520.00	Shiitake Mushroom Co.	\$50.00
Dalco	\$142.11	Snowy Acres Vegetable Farm	\$22.00
Dancing Crane Farm LLC	\$187.00	Superior Collision	\$1,638.40
Davin's Chocolates	\$46.00	Superior Culture	\$23.00

Doozers	\$88.00	Swampy Acres LLC	\$187.00
Ever Yielding Acres	\$1,488.00	Swanzy Farm	\$700.00
Fastenal	\$622.96	Tjs Auto & Collision Center Inc	\$16,352.50
For Goodness Cakes	\$181.00	Tonella Farms	\$178.00
Freshwind Farms	\$49.00	Traffic & Safety Control Systems	\$300.00
Full Plate Farm	\$564.00	Treasa's Treasures	\$30.00
Global Equipment Company	\$1,985.99	Ty's Ty-ni Kitchen	\$111.00
Great North Woods Teas & Herbs	\$24.00	UP North Roast	\$27.00
Guindon Farms	\$301.00	Wright Electric	\$1,122.50
Heartland Services	\$1,309.29	Xerox Corporation	\$242.62
J.J.Keller & Associates Inc	\$356.16	Yoooper Country Farms	\$138.00
Little Parsley Farm	\$356.00	Yoooper Sisters	\$106.00
Lowe's	\$914.88	October Payroll	\$25,281.14

Bluff Street Ramp Repair Project Update: The project is 99% completed. There is some leakage of the expansion joint into the lower level which is a punch list item the contractor will need to fix before the final payment is made. The contractor suggested a few extra repairs, totaling \$11,962, which included repair of failed concrete patches in two locations and failing sealant along the Bluff Street Alley. The Executive Committee had met and discussed the additional repair costs and supported the additional repairs. A motion was made by R. Stern and seconded by J. Johnson to approve these additional costs retroactively. Motion carried.

Snow Removal Bids: The MDDA accepted snow removal bids through 9/30/2021. The Bluff Street Ramp has been removed from the snow removal list and will be done in-house by our own maintenance staff due to the sensitive nature of the repairs and the large monetary investment made. Three bids were received from Associated Constructors for \$85,292, Enright Excavating for \$42,300, and Smith Construction for \$42,900. Due to the closeness in price from Enright and Smith, R. Finco and the MDDA maintenance manager held interviews with both companies. Enright is a first time bidder and Smith Construction has been awarded the bid for the past 15 years. While our new maintenance manager and staff are well qualified to handle the snow removal and detailing, it will be their first season doing so. R. Finco recommended that we stick with Smith Construction this year since they have experience in the demands of downtown snow removal. R. Finco said she would also encourage Enright to bid again next year if they aren't awarded the bid this year. A motion was made by J. Johnson and seconded by R. Stern to accept Smith Construction's snow removal bid. Motion carried. J. Ottaway was opposed.

Holiday Greens Bid: One bid was received by Rock River Farms for \$3,480. The pictures of the holiday greens look very nice, and the board supports Rock River Farms bid for our Holiday wreath baskets this year.

Workers Comp Renewal: Acuity, our current workers comp policy, informed the MDDA that they will not be renewing our policy for next year due to our claim history for 2020 and 2021. Two options are available for 2022: Accident Fund quoted the policy at \$9,251 and Michigan Municipal League quoted the policy at \$14,784. The board discussed both firms and authorized R. Finco to go with Accident Fund for 2022 with hopes that our claims will not be as high and then the following year our policy quotes will be cheaper.

Utility Terrain Vehicle Purchase: Our current snow removal equipment is in need of replacing/upgrading. The maintenance manager has suggested purchasing a used UTV as new vehicles are on a year waitlist. We had budgeted \$28,000 for a new UTV and the current choice is listed for \$16,525. A motion was made by M. Weinrick and seconded by J. Johnson to approve the purchase of the 2019 used Bobcat 3400 UTV. Motion carried.

Parking Committee: An update was given on The Vault project. WGI was chosen as the parking consultant and R. Finco will meet with them and other Brownfield members as a preliminary meeting to outline the scope of the project.

AD HOC TIF Committee: Rob Bacigalupi, from Mission North, LLC, was recommended as a consultant for this project. He has worked on our Downtown Plan, so he has extensive base knowledge of our current situations. His proposed project cost, with an eight-month timeline, is \$15,290 whereas a new consultant could be as expensive as \$25,000. A motion was made by J. Johnson and seconded by R. Stern to approve this cost and hire R. Bacigalupi from Mission North as our TIF Consultant. Motion carried.

Executive/Personnel Committee: A closed session was held to discuss the executive director's annual review and wage adjustment. Upon resuming the open meeting, it was moved by N. Durley-Rust and seconded by J. Johnson to approve the Executive Committee's recommendation to increase the executive director's annual salary to \$82,812 to more accurately reflect wages paid to City Department Heads and DDA directors throughout the state. Motion carried.

At this time, I unfortunately had to leave the meeting due to another scheduling conflict.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Nichole Durley-Rust", with a stylized flourish at the end.

Nichole Durley-Rust, Secretary

