



**Marquette Downtown Development Authority
Meeting Minutes for November 17, 2022**

Call to order: A meeting of the Marquette Downtown Development Authority (MDDA) Board of Directors was held on Thursday November 17, 2022, at the Marquette Commons. The meeting was called to order by Chairperson J. Ottaway at 8:01 a.m. with Directors A. Adan, K. Kovacs, M. Morrison, L. Rowland, and M. Weinrick present.

A motion to excuse the absence of N. Durley-Rust and R. Stern was made by K. Kovacs and seconded by A. Adan. Motion passed.

Others absent: R. Coron e-mailed early on the morning of November 17, 2022, that he would not be present for the meeting. This e-mail was read after the meeting.

There were no additions to the agenda. A motion to approve the agenda was made by K. Kovacs and seconded by M. Weinrick. Motion passed. A motion was made to approve the consent agenda which includes the minutes from 10/13/2022, bills for approval from 10/1/2022-10/31/2022, the financial reports as of 10/31/2022 by K. Kovacs and seconded by L. Rowland. Motion carried.

Public Comment: Bruce Heikkila was present and voiced concerns about city tax increases and private development. He specifically had concerns about the Vault Project and the price that the hotel would pay for parking and whether this would be subsidized by the DDA. He had suggestions that an accountant evaluate the cost of parking. He also felt the city did not need additional parking spots at this time.

#9 Farms	51.00	Lowe's	112.41
906 Technologies	65.00	Mares-Z-Doats Feed Supply	80.91
Accident Fund	8,985.00	Michigan Downtown Association	615.00
American Welding & Gas Inc	36.64	Midway Rentals	607.98
AT&T Mobility	56.34	Mining Journal	232.82
Bad Seed Hot Sauce	5.00	North Country Disposal	500.00
Bakery Barn Yooper Yummies	78.00	Northarrow	940.34
Becky's Roadside Refreshment	10.00	Northern Sky Orchard	71.00
Blue Cross Blue Shield	1,555.46	Northwoods Crafting	5.00
Board of Light & Power	2,395.98	Pileated Farms	71.00
Borealis Baking Company	126.00	Pitney Bowes	143.91
Capital One Commercial	537.22	Pomp's Tire Service	1,391.92
Card Connect	38.67	Premeau Family Limited Partnership	990.00
Cardmember Service	2,321.55	Rocks Open Valley Ranch	42.00
Carquest	356.82	Seeds and Spores Family Farm	1,262.00

Case Country Farm	126.00	SEMCO	61.08
Charter Communications	335.61	Shady Grove Farm	37.00
Chesla & Associates PC	270.00	Staples	3,916.29
City of Marquette	2,473.41	State of Michigan MPSC	250.00
Curran & Company	620.00	State of Michigan MPSC	55.00
Dalco	326.09	Superior Culture	24.00
Dancing Crane Farm LLC	209.00	Superiorland Equipment & Tool	212.00
Doozers	5.00	Swampy Acres LLC	26.00
Ever Yielding Acres	1,066.00	Swanzy Farm	394.00
Fastenal	13.04	T2 Systems Canada Inc.	1,900.00
For Goodness Cakes	84.00	Tara Laase McKinney	206.25
French-tastic	31.00	Teufel Hunen Tree Care, LLC	150.00
Freshwind Farms	37.00	Tonella Farms	174.00
Full Plate Farm	859.00	Traffic & Safety Control Systems Inc	760.00
Gladstone Berry Farm	594.00	Treasa's Treasures	16.00
Great Lakes Snack Co.	30.00	Turf Badger	350.00
Guindon Farms	177.00	Ty's Ty-ni Kitchen	64.00
Heartland Services	2,696.32	U.P. Kubota	107.96
Imaginary farm	40.00	UP Gourmeet	116.00
Independent Landscape Solutions, LLC	292.50	UP North Roast	183.00
Integris	250.25	Virgin Earth Farm	83.00
Jesse Wright	1,023.44	Whits End Freeze Dry	37.00
Justin Savu	320.00	Xerox Corporation	226.35
Lake Superior Community Partnership	1,250.00	Yoopers Country Farms	229.00
Lake Superior Press	642.00	Yoopers Sisters	40.00
Lakeshore Depot L3C	12.00	October Payroll Costs & Benefits	43,373.79
Little Parsley Farm	919.00	TOTAL DISBURSEMENTS	27,153.90

Old Business: No Old Business.

New Business:

Board Meeting Schedule 2023 - The dates for the 2023 board meetings were reviewed. J. Ottaway asked if any of the dates present conflicts. At this time, no conflicts are anticipated. A motion to approve the Board Schedule for 2023 was made by M. Weinrick and seconded by L. Rowland. Motion carried.

Healthcare Renewal 2023 – The current Blue Cross Blue Shield SB PPO Gold 2000 plan will see an 11.37% increase over the 2022 rates. An optional less expensive SB PPO Gold 3000 plan would only save the DDA \$1,291 per year and would increase the deductible for staff. J. Ottaway asked for an update on the possibility of the DDA joining with the City of Marquette's insurance. K. Kovacs reported that the city is potentially switching plans and looking at January 2024 as a timeline to start their new plan and potentially include the DDA. Billing logistics are being worked on. J. Ottaway voiced support of maintaining the current DDA plan in the meantime. A motion to approve the SB PPO Gold 2000 plan for 2023 was made by L. Rowland and seconded by M. Weinrick. Motion carried.

Purchase of Maintenance Truck - The DDA initially looked at purchasing a heavy-duty work truck with a lift bed. The city of Marquette has a heavy-duty truck with lift that the DDA can rent on an hourly basis as needed. It was instead decided to purchase a less expensive pickup truck. A 2023 GMC Sierra 2500HD is available for \$36,620. T. Laase-McKinney asked the board to approve up to \$44,000 for this purchase as there are a few additions that would be useful to purchase. A. Adan suggested getting winter tires. M. Weinrick suggested seat covers to protect the cab interior. T. Laase-McKinney said she would also like to have the truck underside treated for rust protection. It was mentioned that the DDA will be selling the older maintenance truck. A motion to purchase the 2023 GMC Sierra 2500HD not to exceed \$44,000 was made by L. Rowland and seconded by K. Kovacs. Motion carried.

Maintenance Vehicle Purchasing – Previously, the DDA Board had approved the purchase of a Vermeer ATX850 with accessories. This vehicle is no longer available. A similar Vermeer ATX850 was found by the same dealer, but at an increased cost. This vehicle with accessories would cost \$88,000. Due the unpredictability of vehicle availability and costs, and, in the event that this particular vehicle is no longer available, T. Laase-McKinney is seeking the ability to purchase an appropriate articulated loader with accessories, not to exceed \$100,000. A. Adan asked about transport of the vehicle, and T. Laase-McKinney explained it would be delivered to Mackinaw City. K. Kovacs commented that the DDA is purchasing a lot of equipment this year which is in keeping with the goals we set forth during our budget meetings. A motion to allow T. Laase-McKinney to purchase an appropriate articulated loader with accessories, not to exceed \$100,000 was made by K. Kovacs and seconded by L. Rowland. Motion carried.

Committee Reports:

Parking Committee - The parking committee met in October to discuss parking issues unrelated to the Vault project. Parking income is exceeding expenses. The increased rate is close to doubling the income. Pay stations make collections faster and they are easier to plow around. Permit income has also increased (without raising rates). The committee decided to start a parking grant for downtown businesses with part-time employees. Ten free parking permits will be awarded to downtown businesses. J. Ottaway expressed that he anticipates this program growing and feels it will be well received. The committee also decided to add 10 more reserved spots in the Bluff Ramp lower level. Free after three parking begins November 17, 2022, through December 25, 2022, in an effort to promote downtown shopping for the holidays.

TIF Committee - This committee met with R. Bacigalupi, TIF consultant. A long-term budget justifying the need for TIF was discussed. The hope is to show the public and the city commission why the TIF plan is a necessity, and to negotiate the terms to make this most agreeable.

Design and Maintenance Committee- There were eight Match on Main Grant submissions. The committee settled on two proposals. Great Northern Title submitted a very thorough grant outlining their plans to redo the inside of their building. J. Ottaway commented that this grant was outstanding. L. Rowland expressed enthusiasm for investment in the Baraga Ave. portion of the district. The second proposal approved was from Velodrome Coffee Company who would like to invest in new equipment, more seating, and an outdoor compost and garden area. They plan to expand seating with furniture locally made, which keeps money circling in Marquette. Both grants were submitted, and results are expected the first week of December. MEDC said they will award one grant, but in the past, they have occasionally expanded and awarded two.

Facade Grant Update – Ore Dock has started work and will likely be done by the end of December.

LoyalTees had some delays but plans on starting work next week and will hopefully be done quickly. Unfortunately, Peace Pie had to decline their grant as they decided to move their business to another location in Marquette that is out of the downtown district. The committee will likely meet in January to review the grant process and start the new round.

Director's Report: T. Laase-McKinney reminded the board about the PA57 presentation requirement. The DDA Annual Presentation is scheduled at 8 a.m. on December 8, 2022, before the start of the board meeting. The presentation will also be made to the City Commission on December 12, 2022. This will satisfy the requirement to make two annual presentations to the public. T. Laase-McKinney completed the Citizen Planner class. She is serving on the Community Master Plan steering committee and encouraged everyone to visit the master plan website and sign up for email updates. The DDA staff attended the annual Michigan Downtown Association Conference in Muskegon, MI. Topics discussed included place making, growth of businesses, investments, and social districts. T. Laase-McKinney further commented that the DDA is researching social districts and hopes to bring a proposal to the city commission in the spring. The DDA hired a seasonal part-time maintenance worker to help with staffing issues while one of our full-time employees is out due to an injury. The Phil statue has been brought in for winter repair of his hands. NMU was contacted about possible bronze repairs of the statue, but they are not equipped to do this. Right now, bronze repairs are too expensive. T. Laase-McKinney is exploring other locations for the statue to protect it. Ladies Night is tonight. There are 65 participating businesses. T. Laase-McKinney, J. Lanciani and our maintenance coordinator met with our workers compensation representative from Accident Fund. He had suggestions for training resources and recommended improving our machinery to help offset injuries. The Walking Tour took place in October and was helpful in developing a list of areas that need repairs. T. Laase-McKinney researched permanent holiday decorations to attach to light posts. She found the initial investment would be approximately \$55,000. With approximately 10 needing to be replaced yearly, this would involve an additional \$4,000 per year. The cost over seven years would be approximately \$85,000. Our current evergreen baskets cost \$36,000 over seven years. Additionally, there are currently many places where the Board of Light and Power cannot fix outlets, thus limiting the areas we could decorate. The DDA did, however, purchase some lighted Christmas Tree Spirals that will be going in the Rosewood Walkway soon.

J. Lanciani reported that the maintenance staff has utilized their vouchers for boots and high visibility jackets. The office staff has new laptops. The office has a new large format printer. J. Lanciani welcomed the DDA office assistant, B. Shier, to the meeting and said he is a wonderful addition to the office staff.

M. Bradford spoke about Ladies Night happening tonight. He reminded the board that the Holiday Parade will be December 8, 2022. He said he would like to hold an outreach and promotions committee meeting in December to review 2022 and plan for 2023. November 26 is Small Business Saturday and promotes shopping local. With insight gained from the Michigan DDA Conference, M. Bradford plans to focus on the importance of our historic downtown. He hopes to gather content and stories of Marquette's history. Historic downtowns improve the property values and look better!

Public Comment: Bruce Heikkila thanked the DDA staff for all they do. He especially appreciates the maintenance staff and commented that they are very polite.

Board Member Comment: K. Kovacs had nothing further to add. L. Rowland talked about the parking app and how she'd like the DDA to promote it. J. Lanciani discussed possible coupon codes for free parking on the app and will look into promoting this in December with a January start date. M. Weinrick agreed with promoting the parking app over the holiday. A. Adan commented that the Baraga Ave Lot does not have much of an overnight parking enforcement issue. He commented that Velodrome is leasing their space and is pleased that they want to invest in improvements. He thought the training offered by Accident Fund is a good idea. He asked about the Peninsula Fiber Network options. T. Laase-McKinney updated the board that the office and Marquette Commons will be getting fiber internet in the next month or so. This should provide better internet options at the Commons and Farmers Market. J. Ottaway said he has been preparing for the executive director yearly review. He has met with J. Lanciani and will meet with M. Bradford to get feedback. J. Ottaway commented that the office staff's energy and organization is going really well and that they are a cohesive group.

Meeting adjourned at 9:16 am.

Respectfully submitted,

Jodi Lanciani