

**DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
MARCH 27, 2018  
130 PAGE ST., WEST BRANCH, MI 48661**

The Downtown Development Authority meeting was opened by Member Joanne Bennett at 12:05 pm.

**ROLL CALL:**

Present - Joe Clark, Sandy Rabidue, Samantha Fabbri, Tracy Williams, Joanne Bennett, Autumn Hunter, Mayor Lawrence.

Absent - Rusty Showalter, Jayson Stroebel, Dora Zapczynski.

Others Present - Bob David, Planning Commission, Bill Ehinger, Planning Commission, Kelli Collins, GPSCR Coordinator, DPW Staff: Mike Killackey, Lucas Tierny, Jeff Brindley, Jayson Winter, Matt Linsenman.

**Motion by Rabidue to excuse Showalter and Stroebel absence. Second by Fabbri.**

**Yes - Joe Clark, Sandy Rabidue, Samantha Fabbri, Tracy Williams, Joanne Bennett, Autumn Hunter, Mayor Lawrence.**

**No - None.**

**Absent - Rusty Showalter, Jayson Stroebel, Dora Zapczynski.**

**ADDITIONS TO AGENDA:**

Bennett presented the RFP for DDA Administrator. Members questioned the responsibilities and if the current administrator does these duties. Collins stated she does only a small portion of the duties and feels this RFP is for an Independent Contractor - a job in itself. Clark expressed concern that if the DDA cannot afford current expenses how do they add the expense of a DDA Administrator as an Independent Contractor? Members questioned why this RFP was created and what prompted it. Bennett stated on Page 5 of a "Note" from the City Manager it states the proposal for the DDA Administrator was to allow the DDA to have an additional option in light of recent requests to explore the possibility of more autonomy. Members stated this was not mentioned previously in meetings and nobody was aware this was an issue. Members discussed if this was due to the lack of meeting on the Budget. Lawrence stated she was aware of a recent meeting between a board member and the City Manager whereas the member was acting as an Administrator. Rabidue stated she met with the City Manager which was not a formal meeting but a discussion on snow removal. Members agreed it was best to postpone any decision on this position until they can research and gather better information.

**Motion by Fabbri to postpone and table discussions on a DDA Administrator RFP. Second by Williams.**

**Yes - Joe Clark, Sandy Rabidue, Samantha Fabbri, Tracy Williams, Joanne Bennett, Autumn Hunter, Mayor Lawrence.**

**No - None.**

**Absent -Rusty Showalter, Jayson Stroebel, Dora Zapczynski.**

**MINUTES:**

**Minutes of the February 27, 2018 meeting were reviewed.**

**Motion by Clark to approve the minutes as presented. Second by Fabbri.**

**Yes - Joe Clark, Sandy Rabidue, Samantha Fabbri, Tracy Williams, Joanne Bennett, Autumn Hunter, Mayor Lawrence.**

**No - None.**

**Absent - Rusty Showalter, Jayson Stroebel, Dora Zapczynski.**

**DPW Billing and Procedures:**

The Department of Public works employees were present. Killackey asked what concerns the DDA have. Members questioned the policy for removal of snow from sidewalks and parking lots. Rabidue stated it was agreed to not have DPW plow parking lots due to lack of funds in the budget for the next season. Collins made aware that this was a suggestion but a resolution was not voted and carried. Clark gave a brief history of how the parking lots became part of the DDA District. Clark stated the snow removal from the parking lots has depleted the DDA Budget and was not an anticipated expense when they became a part of the District. Members questioned what percentage of the expenses is charged to the parking lots and what are sidewalks? Members commended and applauded DPW on their great work on keeping our sidewalks and parking lots cleared. Members asked for a separation of sidewalks and parking lot expenses so they are able to get bids to compare for just snow removal from the sidewalks. Killackey stated he would have to wait for the Clerk to do this. Members discussed by not contracting to have snow removed from parking lots will take them off priority. All agreed the priority was a shared responsibility of the City and the DDA District. Sidewalks are cleared from First Street to M30 and one block back on various streets according to the DDA map. Members questioned why they didn't clear to Valley Street as this is in the DDA District. Members expressed they are concerned because the soaring costs for snow removal is consuming the DDA Budget. Rabidue stated she had asked for an outside bid so the DDA could compare numbers and stressed this is strictly a business decision. Killackey stated he felt an outside bid would be unwise but does understand their need for cost comparisons. Rabidue stated she felt these expenses (parking lot) should be shared expenses because if the DDA did not exist the city would still be responsible for removing the snow in the parking lots.

**BILLS -**

**Bills were presented in the amounts of \$3.09 West Branch Automotive and \$16.49 Home Depot.**

**Motion by Rabidue to pay all bills as presented. Second by Bennett.**

**Yes - Joe Clark, Sandy Rabidue, Samantha Fabbri, Tracy Williams, Joanne Bennett, Autumn Hunter, Mayor Lawrence.**

**No - None.**

**Absent - Rusty Showalter, Jayson Stroebel, Dora Zapczynski.**

**BIDS-**

Bid was received from Finished Concrete for N. 2nd. Street \$4,920.00 and N. 3rd Street \$2,990.00. Clark questioned a diagram was not received showing the finished project. A discussion was held on not knowing exactly what will be done and what it will look like. Members conversed about not enough funds available this fiscal year to pay for this service. Members reviewed the budget financial sheets. Collins made aware to board members the yellow highlighted amounts are in need of amending now. Collins suggested members meet with the Deputy Clerk/Treasurer to better understand the Revenue and Expenditure Report due to most members not understanding which General Ledger Numbers and Descriptions were assigned to (DPW services, DDA Adm. Services, etc.). Clark stated he would contact Mr. Benjamin regarding the bids to attend a meeting to better explain what he intends to do.

**Motion by Clark to consider the bids as presented under the condition he provide a presentation to the board on details of his bid and work to be done. Second by Bennett.**

**Yes - Joe Clark, Sandy Rabidue, Samantha Fabbri, Tracy Williams, Joanne Bennett, Autumn Hunter, Mayor Lawrence.**

**No - None.**

**Absent - Rusty Showalter, Jayson Stroebel, Dora Zapczynski.**

## **REPORTS AND/OR COMMENTS-**

### Chairman Report -

None.

### Member Report -

Bennett stated the board has many questions regarding the financial report. Lawrence stated that a DDA Administrator as described in the RFP would be an asset to the board for this type of service. Rabidue stated she does not understand the Salaries and Wages - who was this spent on? Bennett stated she thought it was for Collins services. Most members agreed they do not know exactly where the money goes in detail...only what is on the financial sheets. Members questioned that they already pay for administrative services. Collins explained that in her opinion the GL Number for Administration is for services she and other City staff provide for the DDA which is a fee of \$500 per month. The Salaries and wages and Equipment Expenditures are for DPW related services. Collins stated she does not work with the City budgeting software so is not familiar with their fund accounting procedures. Bennett questioned the Budget Sub-Committee meetings which were to be scheduled. Collins explained the Committee was supposed to have met and prepared a draft budget to present at today's DDA meeting which was not done. This would need to go to the next Council Meeting for approval. Clark stated the budget committee was to be notified by the City Manager on when they would meet. Rabidue stated having a budget committee meeting makes no sense if they do not understand the financial sheets. Lawrence advised the next Council meeting they will be addressing if Council members should be allowed to serve on the DDA Board. Lawrence stated there are other applicants who are interested in serving on the DDA Board. Bennett stated she would happily vacate her seat if other applicants were interested. Members questioned what happens if they do not have a budget to submit to Council at the next meeting. Collins advised the City Manger would be required to present one on their behalf. Rabidue and Clark agreed to meet with Deputy Clerk/Treasurer on Wednesday 3/28/18 to review the financial sheets and get clarification on what line items are charged to what services.

### Planning Commission-

David informed they are currently working on the Master Plan and Zoning Ordinance Re-writes. David stated they are very pleased and fortunate to have Denise from Nemcog. David informed they will be having a Public Hearing on April 24 for the Tiny House Planned Unit Development and McLaren Ambulatory Care Center. Members questioned what the Tiny House Development was. Collins advised they have copies in their packets. Collins encouraged DDA members to attend the Public Hearing if they had any questions or concerns. Collins also explained the information in their packets on the new developments was for their information only - no action is necessary. This information was provided so they are aware of what is going on in the City even though it is not in the DDA District.

## **OLD BUSINESS-**

By-Laws are on hold due to new DDA Statutes. City Manager has the City Attorney reviewing these to make sure it does not require changes in the DDA Ordinance or proposed DDA Bylaws.

### Benches/Flowers-

Rabidue stated flowers are ordered. She also discussed with Evergreen on planting of the flowers in the pots. Before planting this year the Girl Scouts need better instruction before planting. Rabidue and Mr. Evergreen will be available to show the Girl Scouts how to plant when ready.

Rabidue also stated the planter reservoirs need filled before anything is planted. If we have a dry spell they need refilled. This will prevent the sides from caving in.

Stroebel and Rabidue did take measurements for the benches. Rabidue stated she is unsure if this information was relayed to the City Manager for forwarding to MDOT.

Signs are complete. Rabidue will install the grommets and get these put in the windows. Bennett explained there are two other businesses she has contacted twice who are interested in signs but were unsure who to list as contact.

**NEW BUSINESS -**

None.

**PUBLIC COMMENT -**

Fabbri questioned the email regarding DDA members being compensated. Members stressed they do not wish to be paid and are happy being volunteers.

**ADJOURNMENT -**

Bennett adjourned the meeting at 1:28 pm.

Respectfully Submitted,

Kelli Collins  
GPSCR Coordinator