

Downtown Development Authority
March 8, 2023
Meeting Minutes

Present: Barden, Hiles, Johnston, Banes, Ackerman, Rummel, Zehnder, McClellan, and McLeod via zoom.

Absent: Bierlein, Bronner, Keller Zehnder, and Zimmer.

Also Present: City Manager Smith, City Planner Kraushar, Chamber CEO Furbush, Robinson, Hopp and Schmitzer

1. Organization

a. January Minutes

The meeting minutes of January 26, 2023 were approved as presented. Motioned by Rummel, seconded by Hiles. Carried.

b. February Wayfinding Minutes

The meeting minutes from the February Wayfinding presentation were approved with the correction that Hiles was in attendance. Motioned by Rummel, seconded by Hiles. Carried.

c. Accounts Payable

The accounts payable were approved as presented. Motioned by Ackerman seconded by Rummel. Carried

2. Old Business

a. Levee Pumps

DDA Director Hopp introduced Jesse Robinson, the DPW electrician, who gave a high-level overview and potential problems concerning the pump station. As part of the levee project, two pumps were rebuilt due to significant wear and corrosion. During the first efficiency test of the newly rebuilt pumps, problems arose and the DPW found that the current issues that were assumed to be attributed to the new pumps were historically repeated issues. Robinson proposed the current solution to remove one new pump and replace it with two smaller pumps using the bond dollars from the Levee project. The board moved to approve the use of bond dollars for the purchase of two smaller pumps. Motioned by Zehnder, seconded by Rummel. Carried.

3. New Business

a. Budget

DDA Director Hopp presented the drafted budget he assembled with the help of McLeod. Hopp went over expenditure, revenue, the TIF plan and proposed capital budget projects. There was discussion over how the value for a project is captured. Hopp shared that the assessor will take stock of a project “as is” on December 31st of each year and base their assessed value on what they see

presently. There was also discussion on the Weiss St parking lot improvements, the partnership between the City and the Lodge for the land swap, what work has been done already, and what funds would be available to pay for the final grading and finishing of the lot. City Manager Smith shared that the partnership between the two entities both saw value in lowered cost, and smaller organizations within the City may be able to help in covering costs along with potential monies from the CARES act. The board discussed the proposed budget capital projects and reached an agreement on budgeting for the Weiss St parking lot, shuttle, winter lights, and halving the costs for the streetscape, Jefferson lighting, and wayfinding projects. See Attached budget sheets. The board moved to approve the budget with these agreed projects. Moved by Rummel, seconded by Hiles. Carried.

4. Communication

a. Directors Notes

b. Congressional Project Grant Application

Hopp talked about an opportunity to apply for a Federal Congressional Grant to help implement a Roundabout at Weiss and M-83 and road diet to Jefferson Street. The DDA would be making the application through Congressman Kildee's office and would require a 20% match if granted the dollars. There was a motion to have the DDA apply for a Congressional Federal Grant for the Roundabout and road diet asking for \$4 million dollars with a local match of \$800,000. Moved by Rummel, seconded by Hiles. Carried

5. Adjournment

With no further business the meeting was adjourned at 3:15pm.

Respectfully submitted

Recording Secretary
Emily Kraushar

3/08/2023

Budget Approved 3/08/23 FY 23-24

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2022	2022-23 AMENDED BUDGET	YTD BALANCE 06/30/2023	AVAILABLE BALANCE 22-23	Expected 22-23 Balance	23-24 Budget
Fund 248 - DDA FUND							
Revenues							
Dept 000.000							
248-000.000-402.000	REAL PROPERTY TAXES	107,439.40	82,500.00	111,469.50	(28,969.50)	111,703.00	120,000.00
248-000.000-403.000	TAXES - CAPTURED	1,493,128.98	1,600,000.00	1,273,986.87	326,013.13	1,630,000.00	1,750,000.00
248-000.000-411.000	DELINQUENT REAL PROPERTY TAXES	14,456.20	0.00	0.00	0.00	0.00	0.00
248-000.000-412.000	DELINQUENT PERSONAL PROPERTY	837.48	0.00	0.00	0.00	0.00	0.00
248-000.000-450.000	SPECIAL ASSESSMENTS	12,225.31	22,500.00	42,517.25	(20,017.25)	38,000.00	36,000.00
248-000.000-664.000	INTEREST EARNED	2,092.00	3,000.00	3,361.96	(361.96)	3,500.00	3,000.00
248-000.000-664.049	INTEREST FROM S/A	5,839.56	9,000.00	23.79	8,976.21	5,000.00	4,000.00
248-000.000-667.000	BUILDING & EQUIPMENT RENTALS	0.00	0.00	21,132.50	(21,132.50)	40,000.00	0.00
248-000.000-670.000	DIVIDENDS - MML	125.87	0.00	0.00	0.00	0.00	0.00
248-000.000-683.000	MISCELLANEOUS REVENUE	38,599.78	500.00	8,557.78	(8,057.78)	8,500.00	0.00
248-000.000-692.500	REIMBURSEMENTS - PRIVATE PARTY	0.00	0.00	36,348.72	(36,348.72)	70,000.00	0.00
Total Dept 000.000		1,674,744.58	1,717,500.00	1,497,398.37	220,101.63	1,906,703.00	1,913,000.00
TOTAL REVENUES		1,674,744.58	1,717,500.00	1,497,398.37	220,101.63		
Expenditures							
Dept 215.000 - OFFICE							
248-215.000-703.000	SALARIES & WAGES	89,606.42	81,000.00	49,845.80	31,154.20	82,250.00	85,000.00
248-215.000-704.000	PART-TIME WAGES	8,693.34	17,500.00	0.00	17,500.00	12,000.00	17,500.00
248-215.000-709.000	SOCIAL SECURITY	6,418.77	5,500.00	3,524.14	1,975.86	5,500.00	6,000.00
248-215.000-715.000	PENSION	4,407.67	20,000.00	12,004.62	7,995.38	18,000.00	22,000.00
248-215.000-719.000	MEDICAL & DENTAL INS	16,193.74	15,000.00	9,677.52	5,322.48	15,300.00	15,500.00
248-215.000-724.000	FRINGE BENEFITS	2,243.32	1,300.00	806.48	493.52	1,500.00	1,500.00
248-215.000-724.100	RETIREE FRINGES	2,255.37	0.00	0.00	0.00	0.00	0.00
248-215.000-725.000	SUPERVISION & ADMINISTRATION	0.00	40,000.00	0.00	40,000.00	0.00	0.00
248-215.000-733.000	ADMIN CHARGES	40,000.00	0.00	80,604.00	(80,604.00)	80,604.00	89,000.00
248-215.000-747.000	LIFE & INDEMNITY INS	790.26	850.00	511.07	338.93	850.00	875.00
248-215.000-751.000	POSTAGE	9.14	250.00	2.68	247.32	0.00	250.00
248-215.000-754.000	OFFICE SUPPLIES	1,367.12	1,000.00	2.89	997.11	50.00	1,000.00
248-215.000-791.000	MAGAZINES, NEWSPAPERS, ETC	0.00	50.00	0.00	50.00	0.00	0.00
248-215.000-826.000	ATTORNEY SERVICES	1,620.63	5,000.00	4,580.93	419.07	7,000.00	5,000.00
248-215.000-850.000	TELEPHONE	205.07	200.00	69.88	130.12	200.00	200.00
248-215.000-880.050	CITY BEAUTIFICATION EXPENSES	2,500.00	2,500.00	2,500.00	0.00	2,500.00	2,500.00
248-215.000-901.000	ADVERTISING	0.00	750.00	0.00	750.00	0.00	750.00
248-215.000-911.000	TRANSPORTATION	0.00	500.00	0.00	500.00	0.00	500.00
248-215.000-911.100	CONFERENCES & CON ED	1,120.00	2,000.00	548.18	1,451.82	800.00	3,500.00
248-215.000-915.000	MEMBERSHIPS & DUES	605.00	650.00	615.00	35.00	615.00	650.00
248-215.000-931.100	COMPUTER MAINT & SUPPORT	0.00	500.00	0.00	500.00	0.00	500.00
248-215.000-935.000	INSURANCE	3,891.56	3,500.00	2,729.07	770.93	3,500.00	3,500.00
248-215.000-937.000	WORKER'S COMP INSURANCE	169.20	600.00	2,627.42	(2,027.42)	800.00	800.00
248-215.000-945.000	CONTRACTED SERVICES	2,412.50	2,000.00	1,250.00	750.00	1,250.00	2,000.00
248-215.000-955.000	MISCELLANEOUS	0.00	500.00	0.00	500.00	0.00	500.00
248-215.000-970.000	CAPITAL IMPROVEMENTS	0.00	25,000.00	0.00	25,000.00	25,000.00	25,000.00
Total Dept 215.000 - OFFICE		184,509.11	226,150.00	171,899.68	54,250.32	257,719.00	284,025.00
Dept 443.000 - DDA MAINTENANCE DPW							
248-443.000-709.000	SOCIAL SECURITY	8,422.44	8,000.00	6,076.39	1,923.61	8,000.00	9,100.00
248-443.000-715.000	PENSION	0.00	0.00	377.36	(377.36)	1,000.00	3,250.00
248-443.000-724.000	FRINGE BENEFITS	62,345.49	0.00	0.00	0.00	49,000.00	46,000.00
248-443.000-727.000	DPW PARTTIME	56,224.78	50,000.00	34,700.82	15,299.18	50,000.00	55,000.00
248-443.000-728.000	DPW WAGES	61,408.03	65,000.00	56,456.47	8,543.53	75,000.00	65,000.00
248-443.000-733.000	ADMIN CHARGES	0.00	61,000.00	0.00	61,000.00	0.00	0.00
248-443.000-775.000	SUPPLIES	67,270.95	50,000.00	41,933.45	8,066.55	60,000.00	50,000.00
248-443.000-920.000	UTILITIES	47,392.95	49,500.00	38,477.80	11,022.20	50,000.00	55,000.00
248-443.000-943.000	EQUIPMENT RENTAL	57,049.04	50,000.00	39,641.52	10,358.48	50,000.00	55,000.00
248-443.000-945.000	CONTRACTED SERVICES	178,477.39	602,000.00	25,866.67	576,133.33	30,000.00	349,500.00
248-443.000-970.000	CAPITAL IMPROVEMENTS	0.00	0.00	53,443.96	(53,443.96)	100,000.00	755,000.00
Total Dept 443.000 - DDA MAINTENANCE DPW		538,591.07	935,500.00	296,974.44	638,525.56	473,000.00	1,442,850.00
Dept 905.000 - DEBT SERVICE							
248-905.000-991.000	PRINCIPAL PAYMENTS - Water Interfund Loan	142,794.20	113,000.00	115,346.34	(2,346.34)	115,346.34	116,000.00
248-905.000-991.010	2010 REFUNDING	70,000.00	20,000.00	20,000.00	0.00	20,000.00	25,000.00
248-905.000-991.012	2012 DAM DS	43,999.99	41,500.00	41,500.00	0.00	41,500.00	0.00
248-905.000-991.014	2014 CI DDA 50%	0.00	42,500.00	0.00	42,500.00	42,500.00	0.00
248-905.000-991.015	2015 DDA REFUNDING	130,000.00	135,000.00	0.00	135,000.00	135,000.00	135,000.00
248-905.000-991.499	PRINCIPAL - LEVEE DEBT -2019 CI	137,500.00	145,000.00	0.00	145,000.00	142,500.00	145,000.00
248-905.000-992.000	INTEREST EXPENSE - Water Interfund Loan	30,494.08	27,000.00	24,941.94	2,058.06	24,941.94	23,644.29
248-905.000-992.010	2010 REFUNDING	4,575.00	2,532.00	1,543.75	988.25	2,532.00	1,569.00
248-905.000-992.012	2012 DAM DS	2,591.88	882.00	881.88	0.12	881.88	0.00
248-905.000-992.014	2014 CI 50%	0.00	21,763.00	0.00	21,763.00	23,207.00	0.00
248-905.000-992.015	2015 DDA REFUNDING	10,275.00	10,274.00	3,577.50	6,696.50	6,696.50	1,856.00
248-905.000-992.499	INTEREST - LEVEE DEBT - 2019 CI	115,601.25	109,301.00	56,253.75	53,047.25	112,507.00	109,301.00
248-905.000-993.000	PAYING AGENT FEES	0.00	0.00	62.50	(62.50)	62.50	100.00
248-905.000-993.499	PAYING AGENT FEES	837.50	150.00	150.00	0.00	150.00	150.00
Total Dept 905.000 - DEBT SERVICE		688,668.90	668,902.00	264,257.66	404,644.34	667,825.16	557,620.29

Dept 965.000 - CONTRIBUTION TO FUNDS						
248-965.000-995.208 TRANSFER TO PARKS & REC	0.00	0.00	100,000.00	(100,000.00)	100,000.00	0.00
Total Dept 965.000 - CONTRIBUTION TO FUNDS	0.00	0.00	100,000.00	(100,000.00)		
Dept 966.000 - TRANSFERS OUT						
248-966.000-995.499 TRANSFER TO LEVEE FUND	45,409.83	0.00	0.00	0.00	0.00	0.00
248-966.000-995.590 TRANSFER OUT TO WASTEWATER FUND '14 CI	64,567.52	0.00	11,603.76	(11,603.76)	0.00	64,263.00
Total Dept 966.000 - TRANSFERS OUT	109,977.35	0.00	11,603.76	(11,603.76)		64,263.00
TOTAL EXPENDITURES	1,521,746.43	1,830,552.00	844,735.54	985,816.46	1,498,544.16	2,348,758.29
Fund 248 - DDA FUND:						
TOTAL REVENUES	1,674,744.58	1,717,500.00	1,497,398.37	220,101.63	1,906,703.00	1,913,000.00
TOTAL EXPENDITURES	1,521,746.43	1,830,552.00	844,735.54	985,816.46	1,498,544.16	2,348,758.29
NET OF REVENUES & EXPENDITURES	152,998.15	(113,052.00)	652,662.83	(765,714.83)	408,158.84	(435,758.29)
Unrestricted Funds (Total Funds - SA - CI)	\$864,635				\$1,247,793.84	\$787,035.55
Special Assessment Fund	\$36,480				\$36,480.00	\$36,480.00
Capital Improvemnet Fund	\$205,000				\$230,000.00	\$255,000.00
Total Funds	\$1,106,115				\$1,514,273.84	\$1,078,515.55

Project Carry Over from Previous Year and New Projects (project costs included in above budget lines)		<u>Budgeted 23-</u> <u>24</u>
Jefferson Street Lights		\$255,000.00
Streetscape Improvemnets		\$58,000.00
Wayfinding Signage		\$200,000.00
Pedestrian Bridge Maintenace		\$300,000.00
Shuttle		\$31,500.00
Winter Street Lighting		\$30,000.00
City Weiss Street Parking Lot improvements - Development Project		\$200,000.00
Total		\$1,074,500.00