City of Salisbury



JACOB R. DAY

*MAYOR*

M. THOMAS STEVENSON, JR.

*CITY ADMINISTRATOR*

JULIA GLANZ

*ASSISTANT CITY ADMINISTRATOR*

125 NORTH DIVISION STREET

SALISBURY, MARYLAND 21801

Tel: 410-548-3190 Procurement

Fax: 410-548-3192 Procurement

KEITH A. CORDREY

*DIRECTOR OF INTERNAL SERVICES*

JENNIFER MILLER

*ASST. DIRECTOR OF INTERNAL SERVICES*

**MARYLAND**

**(CCDC) Central City District Commission Meeting Minutes**

The Central City District Commission (CCDC) met on Wednesday, March 23, 2016 ­­­­­­­­­­­­@ 12 p.m. at the Government Office Building (GOB), Room 306, 125 N. Division Street, Salisbury, MD 21801. Those in attendance were:

Members:

Jacob T. Holloway “Chairperson” (Term Expires 2017.09.30)

John A. Foley, III Committee Member (Term Expires 2018.01.31)

Staff Support:

Jennifer Miller Assistant Director of Internal Services- Procurement and Parking

Kevin Beauchamp Parking Supervisor- Parking Authority

Melanie Hicks Buyer Assistant- Procurement

No members of the general public were present.

Chairperson Jacob Holloway called the meeting to order at 12:06 p.m.

The minutes of the January 27, 2016 meeting were approved.

Discussion items included:

1. A welcome was extended to John Foley, the newest member of the CCDC.
2. Chairperson Holloway asked for an update on Lot 1, to which Mrs. Miller informed the CCDC that the 90 day due diligence period has been completed and there’s a June 30th initial settlement date. The City still holds the deed and final settlement will be upon the site plan approval.
3. Chairperson Holloway requested an update on the Master Street Master Plan. Mrs. Miller explained that the construction management proposals were currently under review and the construction bid opening is scheduled for later this afternoon. It may go before council in April, which would result in a late May, early June commencement of the work.
4. A message was sent by committee member Ben Bowne (not present) to express a citizen’s concern over the street closings during Rob’s Run for Kids. Mrs. Miller reiterated that per Chris Demone, Public Information Officer and Mayor Day, some streets were closed for safety as necessary, since that is the first priority, and there were no unnecessary street closures.
5. Parking Garage improvements were discussed and proposed ideas of updated exterior lighting, banners, landscaping, a pedestrian entrance off of Division Street, and spaces allotted for library patrons included. Mr. Foley asked about the interest and feasibility of adding an artistic and changing façade to the garage (similar to what is seen on parking garages in the Washington, D.C. and Richmond, VA areas). He states that it is a dynamic, ever-changing appearance and he will send information on this to Mrs. Miller.
6. Mr. Beauchamp updated the committee on the progress made adding crosswalks around the parking garage. The work is almost complete, and vinyl crosswalks are being installed, as they are longer-lasting.
7. Mr. Holloway asked if anyone was aware of plans to add crossing signals in the vicinity of the garage and library, stating that he believes they may need to be added due to the increase of pedestrian traffic and events at Headquarters.

The goal for the next meeting is as follows:

* Schedule a demonstration by the vendor for the parking payment machines

The next CCDC meeting is scheduled for Wednesday, April 20, 2016 at 12:00 p.m. in the Training Room of the Fire Department Headquarters at 325 Cypress Street in Salisbury.

With no further business, Chairperson Holloway adjourned the meeting at 12:26 p.m.

If there are any corrections to the Meeting Minutes, please notify the author within seven (7) days.

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Prepared By: Melanie Hicks