



City of Garden City
DOWNTOWN DEVELOPMENT AUTHORITY
Board of Trustees

REGULAR MEETING MINUTES – November 17, 2015

A. Call to Order 8:35am

1) Roll Call

Members present: Chairman Steve Valenti, Vice Chair Bruce Boland, Treasurer Penny Klei, John Fleming, Orin Mazzoni, Melissa Freeman, and Bob Squires, John Prosch.

Others present: Director Kimberly Dold, Theresa Manuel, Harriette Batchick

Members absent: (EXC) Mayor Randy Walker (EXC) John Santeiu

2) Approval of Agenda

Motion to approve the Agenda by John Fleming supported Bob Squires.

Motion passed unanimously

B. Consent Agenda Items: (motion as a whole)

1) Approval of Minutes

(a) Regular Board Meeting: October 20, 2015

2) Acceptance of Accounts Payable as listed:

(a) To date November 2015

3) Acceptance of Finance Report as listed for October 2015

Motion to approve the Consent Agenda by John Fleming supported Bob Squires.

Motion passed unanimously

C. ACTION ITEMS:

1) DTE Gateway Streetlamp Upgrade Contract

Debra Cain (DTE) delivered the contract for the Gateway project. The contract has been forwarded to the DDA attorney. No issues are expected. Allyson requested to delay the loan procedure until after the city elections. Kim is hoping to have Gateway Project on the City Council Agenda for approval this month. DTE stated the DDA and the city projects will need to happen simultaneously as each project will directly impact the other in terms of lighting outages.

Motion to approve the contract between the Garden City Downtown Development Authority and DTE to upgrade the streetlamps in the DDA Gateway areas along Ford Road providing the DDA attorney finds no fault and requires no major changes by John Fleming supported by Bruce Boland.

Motion passed unanimously

2) Approval of 2016 DDA Meeting Schedule

Motion to approve the 2016 DDA Meeting Schedule as presented by Bob Squires supported by John Prosch.

Motion passed unanimously

D. INFORMATIONAL ITEMS

1. CBD LED Conversion Streetlamp Project

CGE Energy continues to review our project. We should have an update soon. Townsend Electric and Lumicon continue to research globe replacement. Tim DeWitt from Lumicon,

reported they exhausted their resources and have not been able to locate globe replacements or a company that will recreate them for a reasonable price.

John from Townsend has a lead and is pursuing that on our account.

2. PPT State Reimbursement

We were approved and are expecting a check for approx \$40,500.00 sometime in January. This reimbursement was accounted for in the 2015 budget.

3. Garden Plaza/Town Center Parking Lots / Snow Removal

All of the businesses were sent a letter from DPS & DDA in regards to the snow plowing for this winter season. Brian Lindbloom has commented that he would like to offer the DDA the opportunity to purchase his parking lot parcel for \$1.00. A copy of his comments available for review.

4. Thank You Letters

The DDA received appreciation from the GC Goodfellows and the Straight Farmhouse for our Chili Cook Off monetary contribution to their non-profit organization.

5. Artwork Removal

Kim has been in touch with John Sauve. He expects to start removing the sculptures the week of November 16th. He has requested assistance from our DPS for a couple of the heavier ones.

6. DTE Gas Vault Relocation

Waiting for an update. A drawing/description is available for review.

E. Committee Reports

1. PROMOTIONS – Theresa Manuel/Kim Dold

Trunk or Treat ~ a huge success. Theresa labeled and stuffed sandwich bags with candy for 900. Ran out, had to go to Kroger for more candy. Others ran out as well. Estimated 1,300 kids received treat bags, a total of maybe 2,000 people in attendance.

Santaland ~ Olaf, Elsa & Anna have volunteered to participate on behalf of the DDA. A Ford Mustang convertible has been secured and will be driven by Mr. Prosch. Tent & Stage has been ordered. Santa will pass out gift bags to the children. Cookies from Old Fashion Bake Shoppe will be passed out by the GCHS ROTC Cadets. Kim will not be in attendance, however, is securing all arrangements prior to leaving on vacation.

Holiday Craft & Business Expo ~ organized by the GCBA. 12pm, immediately following the parade to 4pm. Located at the GC Moose. Theresa will have a DDA table present. This event was purposely planned to piggy back on the parade crowd and Small Business Saturday works to our promotional advantage as well.

Community Tree Lighting ~ Monday, Nov. 30th at 7pm. MRBC Choir will be attending. Kim will not be in attendance, however is securing all arrangements prior to her vacation.

2. DESIGN – Bruce Boland

A photo of the recommended bollard layout in packet. (not to scale) Color to match the brick. Recommended 4 ft into ground. Appx. 12 bollards.

Motion to move forward, delegating the responsibly of gathering cost information and securing a contractor to Kim Dold, by John Fleming supported by Orin Mazzoni.

Motion passed unanimously

3. MAINTENANCE – Dan York/Bruce Boland

Fall Clean-Up: Mulch Is down. Trees trimmed. Mr. Mazzoni suggested replacing trees that don't match. Kim gave Horton's permission to cut down 5 trees behind business. Holiday lights up.

4. MARKETING – Kim Dold

Motion to have Kim Dold address a letter to Amy of the zoning commission regarding the limiting of resale shops in the CBD by Orin Mazzoni supported by John Fleming.

Motion passed unanimously

Dr. Sarafa is requesting money for façade improvements.

Mr. Mazzoni has future plans to remodel Platos in phases.

F. Open Discussion/Call to Audience

Car Lot on Ford Rd new owners.

Carpet Store

Dentist

Barber Shop open across the street.

Old Post Office/Drone Store.

High End Clothing Boutique.

John Fleming excused from December DDA Board Meeting.

G. Adjournment 10:15 am