



City of Garden City
DOWNTOWN DEVELOPMENT AUTHORITY
Board of Trustees

REGULAR MEETING MINUTES – Jan. 20, 2015

A. Call to Order – 8:32pm

1) Roll Call

Members present: Chairman Bruce Boland, Secretary Penni Klei, Treasurer John Fleming, Vice Chairman Dan York, Steve Valenti, Melissa Freeman, Bob Squires,

Others present: Interim Director Kimberly Dold, O&E reporter Sue Buck, Theresa Manuel, Willbey Pistor and Harriette Batchick

Members absent: (EXC) Randy Walker, (EXC) Orin Mazzoni, (ABS) John Prosch, (ABS) John Santeiu

2) Approval of Agenda

Motion to amend Action Item #6 to Information Item #1 by John Fleming, supported Bob Squires. Motion passed unanimously

B. Consent Agenda Items:

1) Approval of Minutes

(a) Regular Board Meeting: December 16, 2014

2) Acceptance of Accounts Payable as listed:

(a) To date January 2015

3) Acceptance of Finance Report as listed for December 2014

Motion to approve the Consent Agenda by Penny Klei, supported John Fleming. Motion passed unanimously

C. ACTION ITEMS:

1) Garden City Master Plan Presentation – McKenna

Motion for the DDA to accept the drafted letter to support the Garden City Master Plan update as it pertains to the DDA district by John Fleming, supported Bob Squires.

2) State of the City Address/February DDA meeting

Motion to move the February Regular DDA meeting from February 17 to February 24, immediately following the State of the City Address by Bob Squires, supported John Fleming. Motion passed unanimously

3) 2015 Mainstreet Conference

Motion to approve 2 persons, Interim Director Kim Dold & Administrative Assistant Theresa Manuel, to attend the 2015 Mainstreet Conference in Atlanta, GA. with the understanding Theresa's hourly/weekly pay is not to incur any overtime pay by Dan York, supported by Steve Valenti. Motion passed unanimously

4) Temporary Maintenance Agreement

Motion to approve and execute the contract between the DDA and Carter Lawn Services as written effective 1/20/15 by Dan York, supported by Steve Valenti. Motion passed unanimously

5) McKenna – Commons Corner Safety Bollards

Motion to employ McKenna and Associates to begin the process for installation of safety bollards at the Commons Corner site by Bob Squires, supported by Melissa Freeman. Motion passed unanimously

D. Information Items

- 1) O & E Column - everyone agreed a great idea.
- 2) DTE Ford Road Street Lighting Project - Debra Cain of DTE will be on site Thursday, January 29th @ 10am to do a field walk to review the downtown lighting. Our electrician from Town Center Electric will also be on site to answer any possible questions in regards to maintenance.
- 3) Office Phone - Switched TDS to WOW. We currently have our internet services with WOW, it was a simple add on. Monthly savings of approximately \$40.00 plus additional phone features. Phone numbers have remained the same.
- 4) Thomas Façade Loan Payoff – Dennis & Colleen Thomas paid the remaining balance of their façade loan (\$9,228.66), for the properties at 29552, 29548, 29544 & 29540 Ford Road. These properties consist of The GameYard, Liberty Tax, Steve’s All Pro Barber Shop & Weedor African Braiding. The property has been sold, the new owner is listed as HARB Properties, LLC out of Northville, MI. Property was purchased for \$460,000.
- 5) Executive Director PA – Chair Boland has appointed DDA Secretary Penny Klei to assist with conducting a review of Kim Dold as Interim Executive Director. Review will take place prior to the February DDA Board Meeting.
- 6) Commons Corner Flag Install – Revolution Flag will install the flagpole at the Commons Corner upon removal of the Christmas Tree. All in favor of having a dedication ceremony.

E. Committee Reports

- 1) Promotion Committee Update – Theresa/Kim
Currently working with GCBA to bring back Dash & Dine. We meet on Thurs. Feb 22. Also, working with Stacy Karafotis on Road Rally in April. Flea Circus & Lucky Squirrel Events are currently being promoted via email, DDA website and Facebook. Each event has one applicant already registered.
- 2) Design Committee Update – *Bruce Boland*
- 3) Maintenance Committee – Holiday lights are off, removal began 1/18. English Gardens began taking down the Christmas tree. Revolution Flag will install flagpole.
- 4) Marketing Committee - Kim attended an ICSC workshop on marketing your downtown, discussion centered on identifying your downtown needs and tips on locating the businesses that are looking to expand their market.

F. Open Discussion/Call to Audience

Question regarding the Moose Façade Loan- judgment was made that all monies owed are to be repaid.
Kim: There is a Placemaking Meeting at Seva in Detroit on January, 26, 2015.
Fleming: Comedy Night Benefit for Blum’s Landing at Albert’s on February 22, 2015 at 5:00pm

Adjournment – 10:20am