



**City of Garden City
DOWNTOWN DEVELOPMENT AUTHORITY
Board of Trustees**

REGULAR MEETING MINUTES – February 24, 2015

A. Call to Order 10:00 am

1) Roll Call

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

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

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

2) Approval of Agenda

Motion to amend Agenda by adding Nomination Committee under Action Items 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: January 20, 2015

2) Acceptance of Accounts Payable as listed:

(a) To date February 2015

3) Acceptance of Finance Report as listed for January 2015

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

Motion passed unanimously

C. ACTION ITEMS:

1) Maintenance Agreement

DDA will be working directly with American Sprinkler for opening /closing and for needed repairs. Contractor will be responsible for monitoring and reporting any irrigation issues.

Holiday Tree Lighting was removed from contract and added as a Unit Price quote.

Alternate #1 added for the purpose of getting additional quotes for maintenance at the Civic Center Complex. (City Hall, GCFD, and GCPD)

Motion to approve the Maintenance Agreement as written and proceed with the bid process by John Fleming, supported by Melissa Freeman.

Motion passed unanimously

2) Commons Corner Christmas Tree

Bronners is currently having a 25% off sale. We will save \$1,323.12 by ordering before offers expires on Feb 28th. Total cost, including freight charge of \$550.00, will be \$4,519.38.

Motion to purchase a 4' Panel Tree Extension from Bronners at a total cost of \$4,519.38 by Penny Klei supported by Steve Valenti.

Motion passed unanimously

3) Nomination Committee

Steve Valenti, Melissa Freeman and Bob Squires said they would volunteer to serve as the Nomination Committee.

D. Information Items

- 1) DTE Ford Road Street Lighting Project
DTE was on site Friday, January 29th and conducted a field walk to review the downtown lighting. 'As Builts' from the streetscape project were provided per DTE request. Kim brought to the Board's attention that DTE is planning a LED rate increase and suggested holding off. The Board will proceed with caution, with the intention of focusing on the Gateway Project.
- 2) Commons Corner Flag Install
Due to the arctic temperatures, the flag install has been postponed. Dedication ceremony is being planned.
- 3) Wayfinding Project
Kim would like the Design Committee to meet with the intent to identify areas in the district where new signage would be an asset. ie. additional parking, identify city hall, etc. MDOT research will be needed. Kim also suggested having DPS install.
- 4) Commons Corner Safety Bollards
Each bollard will need a concrete base. One idea is to use our leftover bricks. Anticipated construction for April. This is a safety issue. Randy will mention it to city council.

E. Committee Reports

- 1) Promotion Committee Update
Valentine Contest: Had to talk your sweetheart into posing for a picture with Willy and submit it to the DDA's facebook page. The winner, selected by a third party, received Boland flower bouquet, dinner for 2 at Albert's, and cookies in the shape of heart and a pig.
We plan to dress Willy for St. Patty's day.
Road Rally, Taste Fest, Flea Circus, Lucky Squirrel X3 are all moving forward.
Chili Cook Off committee will meet in March.
Suggestion to allow volunteer groups to adopt/decorate Willy each month.
Suggestion to include Willy in the Santaland Parade.
- 2) Design Committee Update
- 3) Maintenance Committee
The temporary agreement with Carter Lawn Services was accepted by both parties. Mr. Carter has been hard at work taking the holiday decorations/lighting down and getting them properly stored. We will need to access the wreaths and sprays this year; they are in need of repair if we plan on displaying them during the 2015-16 holiday season.
- 4) Marketing Committee
Kim is sending "interest" letters to various companies, including Bigby and a local Pasty Shop.

F. Open Discussion/Call to Audience

Kim suggested putting out a bid to hire a professional to trim, shape or possibly remove some of the trees to bring them back into proportion and avoiding blocking business signage. Now is the time request bids. Check with Kevin Roney.

Holiday Decorations: Star sprays need be refurbished. Either taking lights out for daytime displays or putting in new lights.

Website needs updating. Kim would like to run the website in house with a consultant on hand.

Kim extends her appreciation to the Board for offering their support and having confidence in her to do a good job. Bruce said the Evaluation Committee will include their recommendation of Kim Dold as DDA Director at the next meeting.

G. Adjournment 11:00 am