



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

**REGULAR MEETING MINUTES- March 24, 2015**

**A. Call to Order – 8:30am**

1) Roll Call

**Members present:** Chairman Bruce Boland, Vice Chairman Dan York, Treasurer John Fleming, Secretary Penny Klei, John Santeiu, Melissa Freeman, and Bob Squires, Steve Valenti.

**Others present:** Director Kimberly Dold, Theresa Manuel, O & E reporter Sue Buck.

**Members absent:** (EXC) Orin Mazzoni, (EXC) John Prosch, (EXC) Mayor Randy Walker

2) Approval of Agenda

**Motion to approve the Agenda by John Fleming, supported Dan York.**

*Motion passed unanimously*

**A. Consent Agenda Items: (motion as a whole)**

1) Approval of Minutes

(a) Regular Board Meeting: February 24, 2015

(b) Special Board Meeting: March 10, 2015

2) Acceptance of Accounts Payable as listed:

(a) To date March 2015

3) Acceptance of Finance Report as listed for February 2015

**Motion to approve the Consent Agenda by John Santeiu, supported Bob Squires.**

*Motion passed unanimously*

**B. ACTION ITEMS:**

1) Maintenance Agreement

Kim provided base bids and references for Carter's Lawn, Owens, and Franks. Bids ranged from \$34,720.00 - \$62,440.00. All 3 included Alternate #1. Alternate bids are a separate contract for the Civic Center Complex. Nothing is being done at Civic Center Complex at this time. DDA will keep the Alternate Bids on file for future reference.

**Motion to award the DDA Maintenance contract to Carter's Lawn at a lump sum rate of \$49,800, payable in equal monthly installments by John Fleming, supported by Melissa Freeman. Motion passed unanimously.**

2) DDA Executive Director Contract

The Executive Board has recommended a contract for the position of DDA Executive Director. Since the last proposal given by the Executive Board, today was the first time Kim has been able to respond. Yearly raise was removed; hence no raises will be expected for 3 years. Item C regarding performance bonus was removed, however, this does not mean at any time the DDA Board may decide at their own discretion that a performance bonus may be awarded. Kim asked that 5 extra comp days be given, however, the DDA Board decided to have the language in the contract be changed to say "compensatory time off at the discretion of the Chair will be allowed" and change "required to work 40 hours a week" to "work an average of 40 hours a week" allowing Kim the flexibility to take a half day off if needed. Kim is in agreement with these changes. DDA Executives in the past have logged their hours and Kim has continued to keep this practice. The Chair is always informed of the Director taking time off. Melissa inquired about Kim not having health benefits in case something changes in the future. Kim stated she is comfortable with not having health benefits provided. Kim accepts the modifications currently proposed and will have the attorney make the above mentioned revisions to the contract.

**Motion to approve the DDA Executive Director contract with modifications to change the language in the contract to include "compensatory time off at the discretion of the Chair will be allowed" and change "required to work 40 hours a week" to "work an average of 40 hours a week" by Steve Valenti, supported by John Fleming. Motion passed unanimously.**

3) DDA Executive Board Election

The DDA Board Sub-committee met to identify nominees for the DDA Executive Board slate. Chair Boland asked three times for any additional nominations. No additional names were given. The slate to be voted on is as follows: Chairperson - Steve Valenti, Vice Chairperson - Bruce Boland, Treasurer – Penny Klei and Secretary - John Fleming.

**Motion to approve the Executive Board Slate as presented by Dan York, supported by John Santeiu. Motion passed unanimously. (effective May 1, 2015)**

4) DDA Website Proposal – Palmerworks Design

Kim has been researching website design specifically with the ability to make updates/changes from the office. Rick and Kathy Palmer, who currently designed the GCBA site, presented a proposal to help create a new site for the DDA, offering free support to us as needed. The cost would be a onetime fee of \$500.00, then a yearly fee of \$95.00 for hosting. Per Rick, this includes training. Steve Valenti asked who would be responsible to rebuild the site if it was hacked. Steve suggested obtaining a contract that includes monthly maintenance and procedures to prevent or restructure the site in the event of a security risk. Kim will arrange a meeting with Rick and Cathy Palmer. Dan York asked to sit in as well.

5) VPN/Remote Desktop

Kim recently had remote desktop configured on her personal laptop in order to have the ability to connect to the DDA computer from anywhere, enabling her to conduct work at any time. In addition, Kim is able to review work email on her phone. There was no software involved, just labor. The cost is \$120.00. The remote desktop only allows her to connect to the DDA computer. Dan York brought up FOIA, Freedom of Information Act. Need more information to determine if the laptop should be the property of the DDA. Kim will ask the attorney.

**Motion to approve the \$120.00 labor cost for configuring Remote Desktop and Outlook to J.E.T. Enterprises by John Santeiu, supported by John Fleming. Motion passed unanimously.**

**C. Information Items**

1) DTE Ford Road Street Lighting Project

Nothing new from DTE. Design Committee will need to meet to begin Gateway Project discussion.

2) Commons Corner Flag Install

The flag pole was installed on 3/19/2015. Revolution Flag will be bringing us a larger flag. Mr. Santeiu suggested that Flag donations could be requested of Veteran families, which Steve then suggested honoring the family with an engraved brick to be put on the back wall. An additional suggestion is to have a rock or plaque at the pole. The DDA will try to have a Dedication Ceremony scheduled in May.

3) Commons Corner Safety Bollards

McKenna Associate Jim Allen provided a plan that shows bollard placement. Diagram in packet. Design Committee meeting needs to be scheduled.

4) Pavilion

Andy Romes, the Building Trades Instructor at the high school will not be able to work with us on the pavilion design and construction due to recent changes and constraints. A letter of his letter is enclosed.

5) DDA FYE16 Pencil Budget

At a Special DDA Board meeting held March 10, 2015, the board approved the DDA Pencil budget. It has been submitted to the city manager.

**D. Committee Reports**

1) Promotion Committee Update

Theresa reported that appx \$800 has come in for our Lucky Squirrel Events. The Flea Circus has

several confirmed rescues and activities. Currently working on a Big Tent Sponsor for Flea Circus. We had a great turn out for our first official Chili Cook Off Meeting, which included discussion on having more Chili, continuing the event into the evening and bringing back the People's Choice, (Steve suggested the possibility of 3 categories: Restaurant, Organization, and Personal). Road Rally and Taste Fest are also in the works.

2) **Design Committee Update**

A meeting is needed to follow up on the bollards and Gateway Project.

3) **Maintenance Committee**

Waiting on contract. Gary getting all seasonal banners down and doing garbage clean up. Kim would like to consider new Holiday Banners. Possibly sell are old banners at the Lucky Squirrel.

4) **Marketing Committee**

Papa Elias and Hair and Now are for sale. Suggestion of SVS becoming a Petco and American Pie becoming a year round Dairy Queen.

**E. Open Discussion/Call to Audience**

Bob Squires thanked everyone on the Committee and congratulated everyone on the Executive Board slate. New Executive Board will take effect May 1, 2015.

John Fleming would like to have the history of Willy brought back up to the forefront, possibly an article in the Observer.

John Fleming suggested that Gary has lights added to his cart.

Sunday Night at Albert's is Kiwanis Comedy Night \$20 per person.

Penny asked about signers on the account. Only reimbursements to Kim and credit card bill has to have a signer.

**F. Adjournment 10:30am**

**Respectfully Submitted,  
Theresa Manuel  
Administrative Assistant**