



City of Garden City
DOWNTOWN DEVELOPMENT AUTHORITY
Board of Trustees

REGULAR MEETING MINUTES – June 16, 2015

A. Call to Order 6:05pm

1) Roll Call

Members present: Chairman Steve Valenti, Treasurer Penny Klei, John Santeiu, Bob Squires, John Prosch, Bruce Boland.

Others present: Director Kimberly Dold, Theresa Manuel, Harriette Batchik, Gregory Catton.

Members absent: (EXC) Mayor Randy Walker (EXC) Dan York (EXC) John Fleming (EXC) Orin Mazzoni (EXC) Melissa Freeman

Welcome Greg Catton. Greg is interested in helping with our Promotions Committee.

2) Approval of Agenda

Motion to approve the Agenda by Penny Klei, supported Bob Squires.

Motion passed unanimously

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

1) Approval of Minutes

(a) Regular Board Meeting: May 19, 2015

2) Acceptance of Accounts Payable as listed:

(a) To date June 2015

3) Acceptance of Finance Report as listed for May 2015

Motion to approve the Consent Agenda by John Santeiu, supported John Prosch.

Motion passed unanimously

C. ACTION ITEMS:

1) Commons Corner Bollard Project - **tabled**

Steve took solar light home, noticed water from rain got inside. Would prefer to go with hard wired unit, which is sealed. Need to look into cost increase. Tabled

2) Review of the 2015-16 Goals and Workplan

Motion to approve the 2015-16 Goals and Workplan as presented by Penny Klei, supported by Bruce Boland.

Motion passed unanimously

3) Performance Appraisal for Administrative Assistant

Steve Valenti & Bruce Boland volunteered to meet with Kim Dold to conduct a performance appraisal on Theresa Manuel, DDA Administrative Assistant.

D. Information Items

1) Pavilion

Kim has been in contact with Principal Steve Kays, Wm D. Ford Tech Center in Westland. Students build houses for the city. They have also built two 30' X 32' pavilions. Students have a 2-3 week open time span that could possibly accommodate building us a pavilion. We would be responsible for foundation. Bus transportation for students would also need to be provided. Discussion followed about hiring an architect, having a concept drawing, and a cost estimate. Mr. Santeiu will ask for a copy of the prints of the Gladwin pavilion. We will continue to pursue discussion.

2) DTE Community Lighting Project – CBD

Holophane, Midwest Illumination/Relume have been contacted.

Meeting Tim De Witt of Lumicon on Tues. June 23, 2015.

3) Gateway Lighting Project

This project is pending. A decision will need to be made soon in order to stay within the pricing DTE quoted.

4) Letter of Thanks Fire Department

The Fire Chief sent over a thank you letter for the mulch donation.

5) State Reimbursement

The forms have been completed for the state reimbursement of our PPT loss.

It will be several months before we hear anything.

6) ICSC Idea Exchange – July 23/Novi

Kim Dold and John Prosch plan to attend the ICSC Idea Exchange on July 23 at the Suburban Collection Showplace in Novi.

E. Committee Reports

1) Promotion Committee

a) June 9, 2015 Flag/Pole Dedication

Went well, received many compliments. Gathering at Albert's afterwards was well received.

b) June 13, 2015 Flea Circus

Went well, weather held out. 10 adoptions. Everyone said they would love to come back next year.

c) June 27, 2015 Lucky Squirrel

June has 100 spaces rented. July & Aug appx 60.

d) Oct 10, 2015 Chili Cook Off

Meeting on June 23, 2015.

2) Design Committee

Meeting on June 19, 2015

3) Maintenance Committee

Steve took pictures of areas in the DDA district that need attention.

Some concrete issues, pavers need resetting, and debris clean-up.

Create a list for ordinance officer.

Several curbs are disintegrating. Working with Kevin Roney & MDOT.

Revisit with DPS.

Discussion about Downtown Community Clean Up, Spring Clean Up Challenge, having

Promo Committee host a BBQ, window recognition or offer cash award.

4) Marketing Committee

Old Rally's to become Dunkin Donuts.

Possible indoor soccer at the old gym adjacent to the Moose Lodge.

a) Tom Borg Consulting

Possible workshops/seminars every other month for business owners.

1 ½ house \$1,900. 6 month series negotiable.

F. Open Discussion/Call to Audience

G. Adjournment 7:27pm