



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

**REGULAR MEETING MINUTES – July 21, 2015**

**A. Call to Order 8:30am**

1) Roll Call

**Members present:** Chairman Steve Valenti, Vice Chair Bruce Boland, Treasurer Penny Klei, John Fleming, Orin Mazoni, John Santeiu, John Prosch, Melissa Freeman.

**Others present:** Director Kimberly Dold, Theresa Manuel, Harriette Batchik, Dan York.

**Members absent:** (EXC) Mayor Randy Walker (EXC) Bob Squires

2) Approval of Agenda

**Motion to approve the Agenda by Bruce Boland supported John Fleming.**

*Motion passed unanimously*

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

1) Approval of Minutes

(a) Regular Board Meeting: June 16, 2015

2) Acceptance of Accounts Payable as listed:

(a) To date July 2015

3) Acceptance of Finance Report as listed for June 2015

**Motion to approve the Consent Agenda by John Santeiu supported by Penny Klei**

*Motion passed unanimously*

**C. PRESENTATION**

Rick Palmer presented our new Garden City DDA webpage. Everyone expressed that it looked sharp and easy to navigate. Kim would like it to become our official webpage on Aug 1.

**D. ACTION ITEMS:**

1) Tree Trimming/Maint

No maintenance has been done on the streetscape trees for quite a few years, a majority of them need trimmed. Moving forward it would be a good idea to set up a maintenance program.

**Motion to post RFP for CBD Tree Trimming by Bruce Boland supported by John Fleming**

*Motion passed unanimously*

2) Staff Review

Theresa Manuel was given a 6 month staff review. Theresa stepped out of the office allowing the DDA Board to speak freely.

**Motion by John Fleming, supported by Orin Mazoni to award Theresa Manuel, DDA**

**Administrative Assistant, a pay increase of 3.3% to her current hourly rate due to outstanding work performance.**

*Motion passed unanimously*

**E. Information Items**

1) Pavilion

Mr. Steven Kay, principal at Wm. D. Ford Tech, spoke with the Bldg Trades Instructors. They concluded that there is not enough time for a project of this size. We should look for research grant funding and reach out to local business community.

2) DTE Community Lighting Project-CBD

Steve, Bruce, Dan and Kim met with Tim DeWitt from Lumicon on 6/23/15. The latest correspondence with Mr. DeWitt is enclosed in the packet.

- Meeting scheduled for 7/28/15 with the Energy Reduction Coalition to learn more about their program. Mtg on 7/29/15 with DTE.

- 3) Gateway Lighting Project  
Gateway project is still pending. A decision will need to be made soon in order to stay within the pricing DTE quoted. We have a meeting scheduled with DTE July 29<sup>th</sup>.
- 4) Commons Corner Bollard Project  
The Design Committee met on July 8<sup>th</sup> personally reviewing the Commons Corner for a layout plan. 13 bollards, placing in flower boxes. Industry std is 5ft apart, 4 ft. tall. Per City Manager/Police Chief, 3ft is better.
- 5) DTE Gas Vault  
There is a Gas Vault located underground at Ford & Middlebelt that needs replaced. DTE doesn't know if they will be required to remove or abandon it. We have not been advised of a time frame for this project.

#### F. Committee Reports

- 1) Promotion Committee
  - a) Lucky Squirrel 6/27 was cancelled due to blustery wind & rain  
7/25 Sold Out: over 120 paces rented  
8/22 Appx 2/3 full
  - b) Chili Cook Off Sat. Oct. 10.  
Committee meets monthly  
GCBA would like to continue entertainment, food, and beer when the chili cook off is over, calling it "Afterburn".
- 2) Design Committee  
Continuation of Bollard Layout.
- 3) Maintenance Committee  
There are concerns about the concrete sidewalks in the downtown district.  
Kim left message for Weinstein's property manager in regards to the old Wicked Tattoo building. The building is in disrepair.

10:15 am Mr. John Prosch was excused.

10:35 am Motion to continue DDA meeting by Penny Klei supported by Bruce Boland

Area behind screen walls is our responsibility. Gary is using unit pricing for initial cleanup cost, then he will convert to a contract amount for maintaining clean up services.

- 4) Marketing Committee
  - a) ICSC Conference - Kim Dold & John Prosch will attend.
  - b) GC Café has plans to expand.
  - c) Dunkin Donuts will be in the old Rally's fast food place on Ford Rd.
  - d) CVS is 20,000 sq ft. Ideal for a Pet Supplies business.
  - e) Moose is looking to sell their building. They agreed to cover windows. Matt Rochon put up large art panels on windows.

10:50 am Motion to continue DDA meeting by Penny Klei supported by Melissa Freeman.

#### G. Open Discussion/Call to Audience

Website looks great. Keep grammar in check. Flowers look great. More lights for the Christmas Tree. Discussed the possibility of downtown bike racks.

#### H. Adjournment

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**Motion to adjourn at 11:00 am by John Fleming supported by Orin Mazzone**