



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

REGULAR MEETING MINUTES – January 19, 2016

A. Call to Order 8:32am

- 1) Roll Call

Members present: Mayor Randy Walker, Chairman Steve Valenti, Vice Chair Bruce Boland, Treasurer Penny Klei, John Fleming, Melissa Freeman, and Bob Squires.

Others present: Director Kimberly Dold, Theresa Manuel

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

- 2) Approval of Agenda

Motion to approve the Agenda by Bob Squires, supported by Bruce Boland.

Motion passed unanimously

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

- 1) Approval of Minutes

(a) Regular Board Meeting: November 17, 2015

- 2) Acceptance of Accounts Payable as listed:

(a) December 2015

(b) To date – January 2016

- 3) Acceptance of Finance Report as listed for November 2015 / December 2015

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

Motion passed unanimously

C. ACTION ITEMS:

- 1) Gateway LED Upgrade Financing

Motion to approve total payment of \$180,710.00 to DTE for the Gateway Streetlight Upgrade Project, payable in 3 installments over the course of budget years FY15/16, FY16/17 & FY17/18 from DDA Account #729-933.000 DDA Improvements by Penny Klei, supported John Fleming.

Motion passed unanimously

- 2) Purchase of DDA 'Attire' for Board/Staff
Kim will order samples for the next DDA meeting.

- 3) Mainstreet Conference Attendance

Motion to approve Kim & Theresa as representatives from the GC DDA to attend the 2016

Mainstreet Conference held in Milwaukee, WI May 23rd through May 25th at an estimated cost of \$1,830.00 by Penny Klei, supported Bob Squires.

Motion passed unanimously

D. Information Items

- 1) Artwork Removal

With the exception of the sculpture located at City Hall, all of the sculptures have been removed. The City Hall piece will be picked up by the artist who resides in Tennessee, that piece is in good shape and there is no hurry to remove it.

- 2) DTE Gas Vault Relocation

DTE experienced an equipment breakdown, waiting for parts/repairs. Expect to begin working the week of 1/17. Wayne County is requiring the removal of the old vault along with the pipework that will no longer be used. These pipes are located under the sidewalk and the removal will affect the streetscape. DTE has assured restoration will take place. They are approx 75% complete at this time, fencing surrounding the new vault apparatus will be installed in approx 2 weeks with final project completion projected at 3 weeks.

John Fleming recommended an article in the observer to explain what is going on.

- 3) CBD Energy Proposal for CBD Street Light Upgrade
Steve reported that CGE is looking into globes that can be retrofitted. CGE also said it may be possible to clean the current globes.
- 4) Event Calendar Review
The Promotions Committee met and a calendar of events has been established for 2016.
- 5) DDA Façade Loan Review
Façade loan spreadsheet was reviewed.
- 6) Marketing Seminar – February 25, 2016
The DDA is sponsoring a 'Pilot' marketing seminar for our local businesses on Thursday, February 25th from 8am – 10am at Albert's on the Alley. Tom Borg will conduct the seminar. Cost will be \$1,495, with no charge to the business owners. Attendees will be entitled to a 30 minute telephone consult with Tom afterwards, if desired, along with a free electronic copy of '13 Fatal Mistakes Small Business Owners Make'. A bound copy of the workbook that will be used during the seminar will also be theirs at no charge.
- 7) DDA Board Vacancy (DDA Property Interest)
We have a seat to fill on the board; this is for someone with a DDA Property Interest. Suggestions go to the Mayor.

E. Committee Reports

- 1) Promotion Committee
Positive feedback on Santaland, Vendor/Business Expo and Tree Lighting Ceremony. 2016 Calendar is being tweaked. Birthday party for Willy was suggested.
- 2) Design Committee
 - a) Bollard RFD
All in agreement to postpone due to cost of street lighting project.
- 3) Maintenance Committee
 - a) Tree Trimming
Final bill paid.
"D" in Downtown in need of repair.
Flag being cleaned and reaired before going back up.
 - b) Holiday Lights
John Fleming suggested turning holiday lights on earlier, mid November.
- 4) Marketing Committee
 - a) Weinstein properties
Kim reported Mr. Brian Weinstein stopped in the DDA office. He is currently working on GC properties. Interested in putting up a new façade.
Marian House on Ford Rd sold for \$175,000. It is currently back on the market by a new realtor for \$400,000.

F. Open Discussion/Call to Audience

- Kim Dold - Capital Day in Lansing is Tuesday, Feb 23rd.
Kim Marquette from the GC Historical Museum will be decorating on our window front.
Looking to get gateway banners to commemorate the Straight Farmhouse turning 135 years old.
John Fleming - Kiwanis Trivia Night at Albert's Tues. Jan. 23 at 7pm. \$10.00 per person.
Melissa Freeman – Home Pantry Euchre Tournament at the Livonia Post #32 Sat. Jan 30th.

G. Adjournment 10:03am