



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

REGULAR MEETING February 19, 2019

A. Call to Order 5:00 PM

1) Roll Call

Members present: Chairperson John Prosch, Vice Chair Bruce Boland, Secretary John Fleming, George Karafotis, Penny Klei, Kevin Kramis, Melissa Radiwon*

Others present: Director Kimberly Dold, Theresa Manuel & Council Member Mark Jacobs

Members absent: (E) Randy Walker, (E) Laurie Viviano, (A) Orin Mazzoni, (E) John Santeiu

2) Approval of Agenda

Motion to approve the Agenda by J Fleming, supported by B Boland.

Motion passed unanimously.

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

1) Approval of Minutes

(a) Regular Board Meeting: January 15, 2019

2) Acceptance of Accounts Payable as listed: To date – February 2019

3) Acceptance of Finance Report as listed for January 2019

Motion to approve the Consent Agenda by J Fleming, supported by P Klei.

Motion passed unanimously.

C. ACTION ITEMS

1. Selection of Nomination Committee

Penny Klei, Bruce Boland and Melissa Radiwon will serve as the 2019 nomination committee. The committee shall nominate one person for each office and provide the slate of nominations to the Executive Director for distribution to each Authority board member no later than ten (10) days prior to the March meeting (no later than March 9th).

Motion to approve the nomination committee by K Kramis, supported by G Karafotis.

Motion passed unanimously.

2. House of Pets Signage Grant

House of Pets owner, Bill Ostlund has submitted his approved signage permit from the City of Garden City, therefore reimbursement in the amount of \$532.65 is approved.

Motion to approve signage grant in the amount of \$532.65 payable to Bill Ostlund / House of Pets by P Klei, supported by K Kramis. Motion passed unanimously.

3. Fiscal Year 2019-20 Draft Budget

Draft budget presented, discussion followed.

Motion to approve the 2019-2020 draft budget, noting the actual numbers listed for 2017- 2018 column are not factual by J Fleming, supported by P Klei. Motion passed unanimously.

D. Information Items

1. Clean Energy Early Buyout Information

Per CGE, the DDA would save approx \$5,000 if we were to prepay the loan. Both the upgrade costs and the sustain costs would require payment. The Board of Trustees do not wish to pursue.

2. Electrical Box Repairs

The Polar Vortex created havoc with the electrical boxes located at Taco Bell and the Bible Holiness church (those two boxes control the CBD lighting on the SE section of Ford Rd and both the NE & NW sections along Middle Belt Rd respectively). The contacts malfunctioned and burned out due to the extreme cold. The boxes are approx 20 years old and the parts were not easily located. CGE is scheduled to be out this week to repair both boxes.

3. 2020/2021 Goals and Objectives

Director Kim Dold included the prior year Goals and Objectives as well as the Summary of Projects from the Second Amended and Restated Development Plan dated December 2006 for review. Sidewalk, facade loans, purchasing property and building a pavilion continue to be brought to the table.

4. Michigan Downtown Association Lansing Day/Workshop

Included in your packet is information on Lansing Day being held on March 13/14 if anyone is interested in attending with Director Kim Dold.

5. Tax Increment Financing Act - Act 57 of 2018

New reporting requirements and timelines. The DDA has already submitted an electronic copy of our TIF/Development Plan to the Michigan State Treasury Dept. We are currently working on bringing the DDA website into total compliance.

6. DDA 2018 Highlights

Highlights included in packet. Mayor Walker's State of the City Address will include the 2018 highlights.

E. Committee Reports

- 1) *Promotion Committee*
- 2) *Design Committee*
- 3) *Maintenance Committee*
- 4) *Marketing Committee*

F. Open Discussion/Call to Audience

Director Dold reached out to MDOT regarding the deteriorated curbs unfortunately there has not been any response. Payless will be going out of business. McDonalds should start building in April, completion in August.

G. Adjournment 6:25 PM

*Melissa Radiwon early dismissal 5:40pm