



City of Garden City
DOWNTOWN DEVELOPMENT AUTHORITY
Board of Trustees

REGULAR MEETING AGENDA March 21, 2023

A. Call to Order 5:00 PM

- 1) Roll Call
- 2) Introduction
- 3) Approval of Agenda

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

- 1) Approval of Minutes – Reg Bd Mtg: Feb 21, 2023
- 2) Acceptance of Accounts Payable as listed: To date – Mar 2023
- 3) Acceptance of Finance Report as listed for February 2023

C. Action Items

- 1) Board elections
- 2) CGE Energy – Gary Zaplitny

D. Information Items

- 1) Economic Dev Director- City
- 2) DDA Director Position
- 3) New business applications

E. Committee Reports

- 1) **Promotion Committee**
 - a. Lucky Squirrels – May 20, July 22, Sept 16
Accepting applications now.
- 2) **Design Committee**
 - a.
- 3) **Maintenance Committee**
 - a.
- 4) **Marketing Committee**
 - a.

F. Open Discussion/Call to the Audience

G. Adjournment

The City of Garden City will provide necessary auxiliary aids and services (such as signers and audio tapes) to individuals with disabilities attending meetings or hearings. A two-week notice is required.
For assistance, contact the DDA office at 734-261-2830.

John Fleming, DDA Chairman



City of Garden City
DOWNTOWN DEVELOPMENT AUTHORITY
Board of Trustees

REGULAR MEETING AGENDA February 21, 2023

A. Call to Order 5:00 PM

- 1) Roll Call

Member Present: Mayor Mark Jacobs, Chair John Fleming, Treasurer Penny Klei, (Via Zoom), Lore Walkonis, John Santeiu, Charlotte Lawrie,

Absent: Denise Stabley, Mike Berry, Dr. Malik Hider, Alex Beydoun

Others Present: Mayor Pro Term Kimberly Dold, Gary Zaplitny CGE, Director J Prosch, Chief Gibbons, D/SGT Hull, Zack King, Missy Taylor

- 2) Introduction
- 3) Approval of Agenda

Motion to approve the Agenda by Mayor Jacobs, supported by J Santeiu

Motion passed unanimously

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

- 1) Approval of Minutes – Reg Bd Mtg: Jan 17, 2023
- 2) Acceptance of Accounts Payable as listed: To date – Feb 2023
- 3) Acceptance of Finance Report as listed for November, December 2022 & January 2023

Motion to approve the Agenda by P Klei, supported by J Santeiu

Motion passed unanimously

C. Action Items

- 1) Nomination Committee

Committee to consist of Lore Walkonis, Charlotte Lawrie, John Santeiu,

Motion to approve the Agenda by J Fleming, supported by Mayor Jacobs

Motion passed unanimously

- 2) CGE Energy – Gary Zaplitny
No action needed, returning with quotes on selected lighting options.

D. Information Items

- 1) Chief Gibbons – Plate readers Ford & Mid
- 2) DDA Business owner’s presentation
- 3) Economic Dev Director- City
- 4) DDA Director Position

E. Committee Reports

- 1) **Promotion Committee**
 - a. Lucky Squirrels – May 20, July 22, Sept 16
Accepting applications now.
- 2) **Design Committee**
 - a.
- 3) **Maintenance Committee**
 - a.
- 4) **Marketing Committee**
 - a.

F. Open Discussion/Call to the Audience

G. Adjournment

Garden City Downtown Development Authority
Accounts Payable List as of March 21, 2023

DATE	NAME	ACCT#	AMOUNT
2/28/2023	Gary Carter	729-729-933.000	\$4,500.00
	Outdoor Services	Maint. & Improve.	
2/28/2023	Mazzoni & Mazzoni	729-729-940.200	\$900.00
	MARCH 2023 rent	Rent	
2/28/2023	Toshiba	729-729-775-100	\$537.00
	Copier		
3/13/2023	DTE Energy	729-729-920.150	\$411.29
	Service @ 28991 Ford Rd \$ 71.70	Utilities	
	Service @ 29542 Ford Rd \$ 67.47		
	Service @ 29631 Ford Rd \$ 86.99		
	Service @ 2018 Middlebelt \$ 85.46		
	Service @ 5739 Middlebelt \$ 82.88		
	Service @ 5805 Central Ave \$ 16.79		
3/5/2023	Clean Green Energy	729-709-775-250	\$987.95
	15 of 60	Streetscape Repair	
3/2/2023	Pentiuk, Couvreur, and Kobiljak	729-729-801.300	\$374.00
		Legal Serv.	
	Total Payables		\$7,710.24



**CITY OF GARDEN CITY
MICHIGAN**

FINANCIAL REPORT

MONTH ENDING FEBRUARY 2023

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	AMEND	CURRENT	YTD BALANCE 2/28/2023	AVAILABLE BALANCE	% BDGT USED
			BUDGET 2022-2023	MONTH 2/28/2023			
Fund 729 - DOWNTOWN DEVELOPMENT AUTH							
Revenues							
Dept 587 - GRANTS FROM LOCAL UNITS							
729-587-595.001	LOCAL COMMUNITY STABILIZATION	35,000	35,000	-	25,019	9,981	71.48
Total Dept 587 - GRANTS FROM LOCAL UNITS		35,000	35,000	-	25,019	9,981	71.48
Dept 660 - MISC. REVENUES							
729-660-664.000	INTEREST	100	100	1,533	8,503	(8,403)	8,503.36
Total Dept 660 - MISC. REVENUES		100	100	1,533	8,503	(8,403)	8,503.36
Dept 729 - DOWNTOWN DEVELOPMENT AUTH							
729-729-161.006	REVENUE-S.A.C REPAYMENTS	12,000	12,000	-	5,000	7,000	41.67
729-729-161.090	SPECIAL ASSESSMENT REVENUE - PEI	800	800	-	-	800	0.00
729-729-191.000	REVENUE - PROPERTY TAX	462,900	462,900	-	-	462,900	0.00
729-729-695.000	MISCELLANEOUS REVENUE	30,000	30,000	-	20,342	9,658	67.81
Total Dept 729 - DOWNTOWN DEVELOPMENT AUTH		505,700	505,700	-	25,342	480,358	5.01
TOTAL REVENUES		540,800	540,800	1,533	58,864	481,936	10.88
Expenditures							
Dept 729 - DOWNTOWN DEVELOPMENT AUTH							
729-729-702.000	SALARIES & WAGES	83,779	83,779	1,750	28,104	55,675	33.55
729-729-715.000	SOCIAL SECURITY	6,869	6,869	134	2,342	4,527	34.10
729-729-717.000	LIFE INSURANCE	1,648	1,648	64	466	1,182	28.29
729-729-718.300	RETIREMENT- DDA 457B	5,061	5,061	-	2,515	2,546	49.70
729-729-721.000	WORKERS COMPENSATION	997	997	21	334	663	33.55
729-729-722.000	UNEMPLOYMENT COMPENSATION	29	29	-	-	29	0.00
729-729-726.100	OFFICE SUPPLIES	3,000	3,000	-	233	2,767	7.76
729-729-726.200	POSTAGE	100	100	-	211	(111)	210.90
729-729-775.100	EQUIPMENT MAINTENANCE	2,500	2,500	547	1,567	933	62.68
729-729-775.200	BUILDING MAINT/REPAIRS	1,000	1,000	-	-	1,000	0.00
729-729-775.250	STREETSCAPE REPAIRS	31,617	31,617	988	26,146	5,471	82.70
729-729-801.300	LEGAL SERVICES	7,000	7,000	-	378	6,622	5.40
729-729-801.400	CONTRACTUAL-PROFESSIONAL	15,000	15,000	-	41,158	(26,158)	274.39
729-729-813.000	ADMINISTRATION FEE-DDA	12,000	12,000	1,000	8,000	4,000	66.67
729-729-850.100	TELEPHONE	2,000	2,000	302	996	1,004	49.79
729-729-860.100	MEETINGS/CONF/WORKSHOPS	3,000	3,000	-	22	2,978	0.73
729-729-860.200	TRANSPORTATION	1,500	1,500	-	1,241	259	82.73
729-729-900.000	PRINTING & PUBLISHING	250	250	-	203	47	81.15
729-729-910.000	INSURANCE	12,000	12,000	1,000	8,000	4,000	66.67
729-729-920.150	STREETSCAPE UTILITIES	23,000	23,000	513	5,437	17,563	23.64
729-729-933.000	MAINTENANCE/DDA IMPROVE	95,000	95,000	4,500	74,203	20,797	78.11
729-729-940.200	RENT	10,800	10,800	1,800	8,100	2,700	75.00
729-729-956.000	MISCELLANEOUS	250	250	-	125	125	49.97
729-729-958.000	MEMBERSHIP & DUES	1,400	1,400	-	625	775	44.64
729-729-963.000	PUBLICITY PROMOTION	50,000	50,000	-	47,569	2,431	95.14
729-729-977.100	CAP OUTLAY OFFICE EQUIP & SOFTW	1,000	1,000	-	-	1,000	0.00
729-729-987.000	FACADE IMPROVEMENTS	40,000	40,000	-	1,000	39,000	2.50
729-729-987.100	PARKING IMPROVEMENTS	20,000	20,000	-	-	20,000	0.00
729-729-987.200	NEW DEVELOPMENT PROJECTS	100,000	100,000	-	-	100,000	0.00
729-729-987.300	ARCHITECTURAL ASSISTANCE	10,000	10,000	-	-	10,000	0.00
Total Dept 729 - DOWNTOWN DEVELOPMENT AUTH		540,800	540,800	12,620	258,977	281,823	47.89
TOTAL EXPENDITURES		540,800	540,800	12,620	258,977	281,823	47.89
Fund 729 - DOWNTOWN DEVELOPMENT AUTH:							
TOTAL REVENUES		540,800	540,800	1,533	58,864	481,936	10.88
TOTAL EXPENDITURES		540,800	540,800	12,620	258,977	281,823	47.89
NET OF REVENUES & EXPENDITURES		-	-	(11,086)	(200,113)	200,113	100.00
TOTAL REVENUES - ALL FUNDS							
		44,291,800	44,291,800	2,566,800	30,199,744	14,092,056	68.18
TOTAL EXPENDITURES - ALL FUNDS							
		45,889,900	45,889,900	3,227,199	27,883,105	18,006,795	60.76
NET OF REVENUES & EXPENDITURES		(1,598,100)	(1,598,100)	(660,399)	2,316,639	(3,914,739)	144.96