

## **Downtown Detroit Business Improvement Zone**

Board of Directors

### **REGULAR MEETING**

Thursday, February 12, 2015

8:30 a.m.

Guardian Building, 32<sup>nd</sup> floor

500 Griswold St.

Detroit, MI 48226

### **MINUTES**

☒ Proposed Minutes

☐ Approved Minutes

MEETING TYPE: ☒ Regular ☐ Special

#### **I. Call To Order**

The meeting of the board of directors was called to order at 9:04 a.m. by Tricia Keith, chairperson of the board of directors.

#### **II. Roll Call**

Chairperson Tricia Keith asked Secretary Mark King to call the roll of the members present. The following is the attendance roll for the board of directors:

Tricia Keith, Chair	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
George Barnes, Vice Chair	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Charles Beckham, Director	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Debra Dansby, Director	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
David Di Rita, Director	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Chris Ferchill, Director	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Linda Forte, Director	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Ken Harris, Director	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Debra Hoge, Director	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Richard Hosey, Treasurer	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Steven Marquardt, Director	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Dwight Phillips, Director	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Steven Zanella, Director	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Mark King, Secretary	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

The secretary indicated that there were 11 members of the board of directors present, 3 members absent, and that a quorum was present.

Other attendees included:

1. Vadim Avshalumov, Downtown Detroit Partnership
2. Ryan Epstein, Downtown Detroit Partnership
3. Julie Galvan, Downtown Detroit Partnership
4. Robert Gregory, Downtown Detroit Partnership
5. Eric Larson, Downtown Detroit Partnership
6. Melanie Piana, Downtown Detroit Partnership
7. Harold Love, Downtown Detroit Partnership

8. Eric Wilson, Downtown Detroit Partnership
9. Heather Kazmierczak, Downtown Detroit Partnership
10. Steve Liedel, Dykema Gossett
12. Gary Brown, City of Detroit
13. Alan Weiss, REDICO
14. Tyrone Clifton, City of Detroit
15. Paul Trulik, Apparatus Solutions
16. Phillip Pierce, Pierce Monroe & Associates
17. Norm White, City of Detroit

### **III. Approval of Agenda**

The chairperson asked for a motion to adopted the proposed agenda.

Moved by: Director Dansby

Supported by: Director Ferchill

*Yes: 11      No: 0*

The agenda was adopted.

### **IV. Approval of Minutes**

Approval of minutes from the December 18, 2014 regular meeting of the board of directors.

Moved by: Director Barnes

Supported by: Director Dansby

*Yes: 11      No: 0*

### **V. Administrative Report**

The chairperson asked if there were any objection to hearing a presentation from Gary Brown of the City of Detroit regarding parking in the city of Detroit and changes to meters and other city parking systems. There were no objections and Mr. Brown provided his presentation. The chairperson thanked Mr. Brown for the presentation.

The chairperson then recognized Eric Wilson of DDP who presented a report relating to the administrative matters of the Zone.

### **VI. Audits**

There were no audits.

### **VII. Committee Reports**

The chairperson, on behalf of the Executive Committee, presented a report of the meeting of the Executive Committee on January 22nd including discussions regarding the DDI/DDP process for selecting a Downtown Detroit Ambassador vendor.

Following discussion, including comments from Directors Barnes, King, Hoge, Harris, Forte, Dansby and Di Rita the chairperson asked for a motion to accept the report of the Executive Committee.

Moved by: Director Forte

Supported by: Director Hosey

*Yes: 11          No: 0*

The motion was approved and the Executive Committee report was accepted.

Next, the chairperson provided an update regarding the vacancy on the board of directors. The chairperson noted that three candidates had been suggested to date. The chairperson recognized Alan Weiss of REDICO who introduced himself to the board of directors and indicated his interest in appointment to the board of directors

#### **VIII.    Old Business**

There was no old business.

#### **IX.     New Business**

##### **a.       Resolution 2015-1- Adopt Authorization to Procure Audit Services**

The chairperson recognized Steve Liedel of Dykema Gossett to provide an overview of the proposed resolution to authorize the issuance of a request for proposals for audit services for the BIZ.

Mr. Liedel provided an overview, and after a question from Director Barnes, the Chair asked for a motion to approve the resolution to authorize the procurement of audit services.

Moved by: Director Harris

Supported by: Director Forte

*Yes: 10   No: 0.*

The motion was approved and Resolution 2015-1 was adopted.

##### **c.       Resolution 2015-2- Request delinquent BIZ assessments be collected in same manner as delinquent property taxes**

The chairperson recognized Steve Liedel of Dykema Gossett to provide an overview of the resolution.

Mr. Liedel provided such an overview, and subsequently the Chair asked for a motion to approve the resolution.

Moved by: Director Dansby

Supported by: Director Ferchill

*Yes: 10 No: 0.*

The motion was approved and Resolution 2015-2 adopted.

**X. Public Comment**

There were no comments from the public.

**XI. Other Business**

**a. BIZ Area Street Landscaping and Parks and Common Area Services**

A proposed scope of services for street landscaping and parks and common areas within the Business Improvement Zone was presented to the board of directors. Eric Wilson of the Downtown Detroit Partnership encouraged board members to review the draft.

**XII. Adjournment**

Moved by: Director Barnes

Supported by: Director Dansby

*Yes: 11 No: 0.*

**Certification of Minutes**

Proposed minutes respectfully submitted,



Mark King  
Secretary

February 19, 2015  
Date

Approved by the board of directors at a regular meeting held on April 1, 2015.

\_\_\_\_\_  
Mark King  
Secretary

\_\_\_\_\_  
Date