

Downtown Detroit Business Improvement Zone

Board of Directors

REGULAR MEETING

Thursday, September 25, 2014

2:30 p.m.

Guardian Building, Conference Room 3010

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 2:34 p.m. by Tricia Keith, chair of the board of directors.

II. Roll Call

Chair Tricia Keith asked board 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
Mark King, Secretary*	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Richard Hosey, Treasurer	<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 Homic Hoge, Director	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
George Johnson, Director	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Steven Marquardt, Director	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Dwight Phillips, Director	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Steven Zanella, Director	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

*participated by conference call

The secretary indicated that there were 10 members of the board of directors present, 5 members absent, and that a quorum was present.

Other attendees included:

1. Heather Badrak, Downtown Detroit Partnership

2. Ryan Epstein, Downtown Detroit Partnership
3. Julie Galvan, Downtown Detroit Partnership
4. Robert Gregory, Downtown Detroit Partnership
5. Heather Kazmierczak, Downtown Detroit Partnership
6. Eric Larson, Downtown Detroit Partnership
7. Maryann Listman, Downtown Detroit Partnership
8. Harold Love, Downtown Detroit Partnership
9. Melanie Piana, Downtown Detroit Partnership
10. Eric Wilson, Downtown Detroit Partnership
11. Steven Liedel, Dykema Gossett
12. Cameron Piggott, Dykema Gossett
13. Paul Trulik, Apparatus Solutions Inc.
14. Brian Nuno, DTE Energy
15. Lindsay Chalmers, Goodwill Industries
16. Lorna Utley, Goodwill Industries
17. Dave Dziepak, Goodwill Industries

Director Dansby joined the meeting at 2:39pm.

Director Harris joined the meeting at 2:44pm.

III. Approval of Agenda

The chair indicated that the staff of the Downtown Detroit Partnership had prepared and circulated a proposed agenda and asked if there were any objects to adoption of the agenda. There were none. The agenda was adopted as presented and the chair indicated that she would proceed using the agenda.

IV. Approval of Minutes

Moved by: Director Hosey

Supported by: Director Barnes

Yes: 11 No: 0.

V. Administrative Report

The chair recognized Robert Gregory and Eric Wilson of the Downtown Detroit Partnership who presented a report relating to the administrative matters of the Zone.

The chair urged DDP and the BIZ team over communicate to BIZ board members on administrative matters.

Director Barnes inquired about Michigan vendors eligible to submit a proposal for the clean services request for proposal. Mr. Larson responded that the intent of the RFQ process is to be open and fair as possible, and solicit new ideas from a variety of vendors.

VI. Audits

There were no audits.

VII. Committee Reports

There were no committee reports.

VIII. Old Business

There were no committee reports.

IX. New Business

a. Public Hearing on FY 2014-2015 Budget

The chair recognized Paul Trulik of Apparatus Solutions to provide an overview of the proposed FY 2014-2015 budget for the business improvement zone.

Mr. Trulik provided a presentation on the proposed FY 2014-2015 budget for the business improvement zone.

The chair noted that a public hearing on the proposed budget was posted on September 4th. She asked if there was a motion to open the public hearing on the Zone's FY 2014-2015 budget.

Moved by: Director Phillips
Supported by: Director Harris

Yes: 12 No: 0

The public hearing on the Zone's FY 2014-2015 was opened.

The chair called on any members of the public wishing to address the board. There were no comments from the public.

Director Di Rita moved to close the public hearing, supported by Director Johnson. The motion was approved unanimously and the public hearing was closed.

The chair asked for a motion to approve the Resolution 2014-15, the FY 2014-2015 General Appropriations Act for the Zone.

Director Barnes moved to approve the resolution with the amount authorized in section 7 for Project Management/Administration/Accounting reduced from "\$430,625" to "\$230,625". Director Dansby Supported the Motion.

Director Harris moved to amend the motion by amending the contingency item in section 6 from "\$140,00" to "\$140,000". Director Forte supported the motion. The amendment was adopted and the motion amended.

The chair then asked for a motion to approve the motion as amended. Director Johnson moved to approve the motion as amended. Director King supported.

The chair indicated that a record roll call vote was required on the resolution under state law.

The following members of the board of directors voted yes: George Barnes, Debra Dansby, David Di Rita, Chris Ferchill, Linda Forte, Ken Harris, Richard Hosey, George Johnson, Dwight Phillips, Steven Zanella, Mark King, Tricia Keith.

No director voted no.

The motion was approved and Resolution 2014-15 adopted.

b. Resolution 2014-16 Adopt Record Management Policy

The chair recognized Steven Liedel of Dykema Gossett to provide an explanation of the proposed record management policy and the State of Michigan Records Management Manual for Local Governments.

Mr. Liedel provided a presentation on the proposed record management policy and the State of Michigan Records Management Manual for Local Governments.

The chair asked for a motion to approve the resolution to adopt the Record Management Policy.

Moved by: Director Forte

Supported by: Director Johnson

Yes: 12 No: 0.

The motion was approved and Resolution 2014-16 adopted.

X. Public Comment

The board of directors did not hear any comments from the public.

XI. Other Business

a. BIZ revenue update, Paul Trulik, Apparatus Solutions Inc.

The chair recognized Paul Trulik of Apparatus Solutions who provided an update regarding business improvement zone revenues.

b. Existing Clean Downtown program overview, Ryan Epstein, Downtown Detroit Partnership

The chair recognized Ryan Epstein of the Downtown Detroit Partnership who provided an overview of the existing Clean Downtown program.

Director Hosey inquired about capital costs to replace equipment vehicles.

Director Harris inquired about small organizations to hold special events like a festival in the downtown. Will these event organizers have to pay for clean services? The City of Detroit has a special

events ordinance and applications. Mr. Gregory informed the board that future special events need to pay for cleaning services.

Director Hosey inquired about Clean Downtown's ability to scale up service deployment.

Director King inquired where current service calls should be directed. Mr. Epstein replied all service requests continue to be directed to him.

c. Clean Project Scope of Services, Robert Gregory & Eric Wilson, Downtown Detroit Partnership

The chair recognized Robert Gregory and Eric Wilson of the Downtown Detroit Partnership who provided an overview of the clean project scope of services.

Director Dansby inquired about the omission of park cleaning services in the scope of services versus services covered in the approved BIZ budget. Mr. Wilson confirmed the need to clarify that parks are included in the scope of services.

Director Di Rita inquired about Clean Downtown's involvement to support the City of Detroit's snow shoveling ordinance and enforcement of private property owners to shovel snow in front of their properties. Mr. Larson confirmed that the DDP will communicate non-compliance by property owners.

Director Johnson inquired about cleaning services along I-75 ramps and service drives. Mr. Epstein responded that the State of Michigan requires permits to clean highway ramps and service drives; however Clean Downtown has provided cleaning services on certain occasions.

XII. Adjournment

Moved by: Director Harris

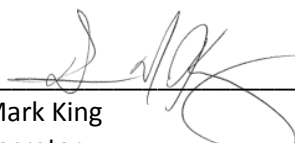
Supported by: Director Dansby

Yes: 12 No: 0.

The meeting adjourned at 4:14 p.m.

Certification of Minutes

Proposed minutes respectfully submitted,



Mark King
Secretary

October 3, 2014
Date

Approved by the board of directors on October 16, 2014.



Mark King
Secretary

October 16, 2014
Date