

**Downtown Detroit Business Improvement Zone**  
Board of Directors

**REGULAR MEETING AND ANNUAL MEETING OF PROPERTY OWNERS**

Thursday, December 18, 2014  
8:30 a.m.

Guardian Building, Conference Room 3010  
500 Griswold St.  
Detroit, MI 48226

DRAFT  
**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 8:33 a.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            |
| 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 type="checkbox"/> Present            | <input checked="" type="checkbox"/> Absent |
| Debra Hoge, Director       | <input checked="" type="checkbox"/> Present | <input type="checkbox"/> Absent            |
| Richard Hosey, Treasurer   | <input type="checkbox"/> Present            | <input checked="" 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            |
| Mark King, Secretary       | <input checked="" type="checkbox"/> Present | <input type="checkbox"/> Absent            |

\*Indicated arrived at 8:37am, soon after the roll call of the Board of Directors.

The secretary indicated that there were 10 members of the board of directors present, 4 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. Maryann Listman, Downtown Detroit Partnership
7. Harold Love, Downtown Detroit Partnership
8. Eric Wilson, Downtown Detroit Partnership
9. Steven Liedel, Dykema Gossett
10. Paul Trulik, Apparatus Solutions
11. Allen Weiss, Redico Asset Management Services
12. Nicholas Delicata, MetLife Financial Services
13. Cheryl Anderson-Small, Downtown Property Owner

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

The Chair indicated that Downtown Detroit Partnership staff had drafted and circulated a proposed agenda and asked if there were any objects to adoption of the agenda. There were none. The agenda approval was moved by Secretary King, supported by Director Dansby, and adopted as presented. The Chair indicated that she would proceed using the agenda.

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

Moved by: Director Barnes  
Supported by: Director Dansby

Yes: *x*      No: \_\_\_\_\_

### **V. Administrative Report**

The Chair recognized Eric Wilson of DDP who presented a report relating to the administrative matters of the Zone. The Administrative Report included a resignation letter from former Director George Johnson, effective October 21, 2014. The letter was transmitted to the Secretary upon receipt.

### **VI. Audits**

There were no audits.

### **VII. Committee Reports**

The Executive Committee presented a report on DDP's vendor selection process for the Environmental Maintenance & Hospitality Ambassador program. The Chair provided an overview of the meeting of the Executive Committee on November 13, 2014 and the report summarizing the guiding principles of the program.

The Chair asked for a motion to accept the report of the Executive Committee.

Moved by: Secretary King  
Supported by: Director Hoge

Yes: *x*      No: \_\_\_\_\_.

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

### **VIII. Old Business**

There was no old business.

**IX. New Business**

**a. Annual Meeting of Property Owners**

The Chair asked for a motion to open the 2014 Annual Meeting of Property Owners. Director Phillips moved, and Director Barnes supported the motion. The Chair opened the 2014 Annual Meeting of Property Owners, the first such meeting since the BIZ was approved in April 2014. The Chair recognized Eric Wilson of the Downtown Detroit Partnership who provided a presentation of BIZ activities and finances in 2014.

The Chair then asked if any property owners or members of the public wished to address the board of directors. The board of directors heard comments from Cheryl Anderson-Small relating to the Ambassador Program.

After all comments from property owners or members of the public were heard, the Chair asked for a motion to adjourn the meeting. Director Hoge moved, and Director Dansby supported the motion. The Chair adjourned the 2014 Annual Meeting of Property Owners.

**b. Resolution 2014-\_\_\_\_-Adopt Schedule of Regular Meetings for 2015**

The Chair provided an overview of the proposed resolution to adopt a schedule of regular meetings for 2015. The proposed dates, times and locations are the same as discussed during the October 16, 2014 meeting of the BIZ Board of Directors.

The Chair asked for a motion to approve the resolution to adopt a schedule of regular meetings for 2015.

Moved by: Director Zanella

Supported by: Director Barnes

The motion was approved and Resolution 2014-19 was adopted.

**c. Resolution 2014-\_\_\_\_-Adopt Holiday Lighting Project Scope of Services**

The Chair recognized Eric Wilson of DDP to provide an overview of the proposed Holiday Lighting Project Scope of Services as discussed during the October 16, 2014 regular meeting.

Mr. Wilson provided an overview of updates to the proposed Holiday Lighting Project Scope of Services presented at the October 16, 2014 regular meeting.

The Chair asked for a motion to approve the resolution to adopt the Holiday Lighting Project Scope of Services.

Moved by: Director Di Rita

Supported by: Director Forte

Yes: x No: \_\_\_\_\_.

The motion was approved and Resolution 2014-20 adopted.

**X. Public Comment**

The board of directors heard comments from Cheryl Anderson-Small relating to DTE's role with downtown's street lights.

**XI. Other Business**

**a. 2014 Downtown Insights Survey Update, Eric Wilson, Downtown Detroit Partnership**

The Chair recognized Eric Wilson of the Downtown Detroit Partnership who provided an update regarding the 2014 Downtown Insights Survey.

**b. Downtown Street Lighting Improvements Update, Ryan Epstein, Downtown Detroit Partnership**

The Chair recognized Ryan Epstein of the Downtown Detroit Partnership who provided a presentation on the current conditions of the downtown street light network.

**XII. Adjournment**

Moved by: Secretary King

Supported by: Barnes

Yes: ☒ No: ☐

The meeting adjourned at 9:47 a.m.

**Certification of Minutes**

Proposed minutes respectfully submitted,

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

12.23.2014  
\_\_\_\_\_  
Date

Approved by the board of directors on February 12, 2015.

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

2/12/15  
\_\_\_\_\_  
Date