

# Downtown Detroit Business Improvement Zone

Board of Directors

## REGULAR MEETING

Thursday, October 16, 2014

8:30 a.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 8:41 a.m. by Chairperson Keith.

### II. Roll Call

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

Tricia Keith, Chairperson	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
George Barnes, Vice Chairperson	<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 checked="" type="checkbox"/> Present	<input 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 Homic Hoge, Director*	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
George Johnson, Director	<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 checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

\* indicates participation by teleconference.

Director Forte and Director Barnes entered the room at 8:44 a.m.

Secretary King indicated that 13 members were present, two 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. Melanie Piana, Downtown Detroit Partnership
9. Paige Shesterkin, Downtown Detroit Partnership
10. Eric Wilson, Downtown Detroit Partnership
11. Steven Liedel, Dykema Gossett
12. Paul Trulik, Apparatus Solutions
13. Lindsay Chalmers, Goodwill Industries
14. Felicity Hunter, Goodwill Industries
15. Gina Cavaliere, Wayne County EDGE

**III. Approval of Agenda**

Chairperson Keith indicated that Downtown Detroit Partnership staff had drafted and circulated a proposed agenda and asked if there were any objection to adoption of the agenda. Without objection, the agenda was adopted

**IV. Approval of Minutes**

Moved by: Director Hosey  
Supported by: Director Beckham

*Yes: 13      No: 0*

**V. Administrative Report**

The chairperson 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**

There were no committee reports.

**VIII. Old Business**

There were no committee reports.

**IX. New Business**

- a. **Resolution 2014-\_\_ Amend FY 2014-2015 Budget**

The Chairperson moved that consideration of the resolution be postponed temporarily. The motion was supported by Director Johnson. The motion was approved 13-0. Consideration of the resolution was postponed temporarily.

**b. Resolution 2014-17 Adopt Clean Project Scope of Services**

The Chairperson recognized Eric Wilson of DDP to provide an overview of updates to the proposed Clean Project Scope of Services as discussed at the board's September 26, 2014 regular meeting.

Mr. Wilson provided an overview of updates to the proposed Clean Project Scope of Services since the version presented at the September 26, 2014 regular meeting.

Director King inquired if the BIZ implementation team seeks to standardize trash can design. Mr. Wilson affirmed that improved trash can design will be considered in future programs.

Director Hoge inquired about a service schedule to accommodate large events in the Downtown. Mr. Epstein affirmed the Clean Downtown program currently plans for and schedules cleaning services for convention center and special events.

The chairperson asked for a motion to approve the resolution to adopt the Clean Project Scope of Services.

Moved by: Director Di Rita  
Supported by: Director Barnes

*Yes: 13 No: 0*

The motion was approved and Resolution 2014-18 adopted.

**c. Resolution 2014-18 Amend FY 2014-2015 Budget**

The chairperson returned to the proposed resolution amending the FY 2014-2015, which had previously been postponed and was the only remaining item of new business on the agenda. The chairperson recognized Paul Trulik of Apparatus Solutions to provide an overview of the proposed amendments to the Zone's FY 2014-2015 budget.

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

The chairperson asked for a motion to approve the resolution to amend the FY 2014-2015 budget.

Moved by: Director Marquardt  
Supported by: Director Johnson

The chairperson then asked the secretary to initiate a roll call vote on the proposed resolution. The results of the roll call are as follows:

Tricia Keith, Chairperson	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
George Barnes, Vice-Chairperson	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Mark King, Secretary	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Richard Hosey, Treasurer	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Charles Beckham, Director	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Debra Dansby, Director	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
David Di Rita, Director	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Chris Ferchill, Director	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Linda Forte, Director	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Ken Harris, Director	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Debra Homic Hoge, Director	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
George Johnson, Director	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Steven Marquardt, Director	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Dwight Phillips, Director	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Steven Zanella, Director	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

By a vote of 13 Yes and 0 No, the motion was approved and Resolution 2014-18 adopted.

**X. Public Comment**

No public comments were presented.

**XI. Other Business**

**a. Proposed clean/hospitality vendor selection guiding principles**

The chairperson clarified the nature of the contract between the BIZ and DDI regarding the performance of vendors. She then asked the executive committee to participate in the DDI's development of a process relating to the selection of a clean/ambassador vendor. Finally, she recognized Eric Wilson of the Downtown Detroit Partnership to provide an overview of the guiding principles for vendor selection.

Director Zanella expressed support for the high-level guiding principles and inquired about the number of vendors that provide hospitality ambassador services. Mr. Wilson commented that there are many local and national vendor choices that will meet RFP requirements.

Director Johnson recommended a principle to include vendor statements on what has worked and has not worked in other downtowns.

Director Hosey requested a staff report that describes experience what worked and has not worked in other downtowns to grow their services to meet clean, safe and hospitality ambassador services.

**b. BIZ revenue update, Paul Trulik, Apparatus Solutions**

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

Mr. Trulik informed the board that the BIZ expects \$1.8 million in assessment revenue; however the City of Detroit Treasury department has yet to disburse payment.

**c. Existing holiday lighting program overview, Maryann Listman, Downtown Detroit Partnership**

The chairperson recognized Maryann Listman of the Downtown Detroit Partnership who provided an overview of the existing holiday lighting program.

Director Di Rita inquired how the City's Public Lighting Authority (PLA) services will impact holiday lighting programs. Ryan Epstein of DDP stated the PLA plans to improve downtown street lighting beginning in 2016. Director Keith requested staff to prepare a presentation on an overview of planned lighting upgrades.

Director Forte inquired about the role the BIZ can play to advocate for a quicker lighting improvement schedule with the PLA.

Director Barnes recommended the BIZ consider hosting a fundraiser to raise additional funds to direct to street lights and holiday lighting improvements.

Director King requested Mr. Epstein to work with him to coordinate activity with DTE staff. Mr. Epstein stated that the Clean Downtown program works directly with DTE staff.

Director Johnson inquired about M-1 Rail's support for the holiday lightening program. Ms. Listman stated DDP and BIZ staff is working closely with M-1 Rail on electrical infrastructure needs.

Director Dansby expressed the need to coordinate higher-level infrastructure investments that impact special event lighting. Robert Gregory of DDP stated that DDP will ensure BIZ funds are not spent on upgrading infrastructure without consideration of future system infrastructure upgrades performed by PLA or DTE.

**d. Holiday Lighting Project Scope of Services, Eric Wilson, Downtown Detroit Partnership**

The chairperson recognized Eric Wilson of the Downtown Detroit Partnership who provided an overview of the proposed holiday lighting project scope of services.

Director Di Rita inquired what entity pays for the Campus Maritus Park holiday tree. Mr. Wilson stated that funds for the tree are raised through private donations separate from the BIZ.

**e. Overview of Clean Downtown/Goodwill Industries role**

The chairperson recognized Lindsay Chalmers of Goodwill Industries who provided an overview of their role in the Clean Downtown program since its inception in 2006.

**XII. Adjournment**

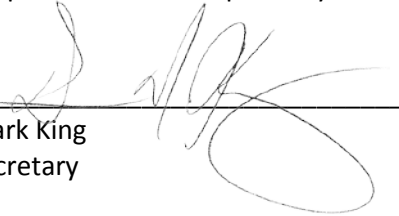
Moved by: Director Hosey  
Supported by: Director Johnson

*Yes: 13 No: 0*

The meeting adjourned at 9:59 a.m.

## Certification of Minutes

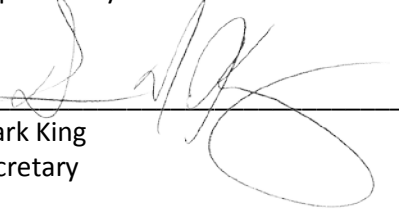
Proposed minutes respectfully submitted,

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

October 22, 2014

\_\_\_\_\_  
Date

Approved by the board of directors on December 18, 2014.

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

December 18, 2014

\_\_\_\_\_  
Date