

**Garden City Downtown Development Authority**  
**DDA Office**  
**Special Meeting Minutes March 30, 2010**  
**Board Approved April 20, 2010**

1. Chairman Prosch called the meeting to order at 5:00 p.m.

2. Roll call

**Members present:** Chairman John Prosch, Mayor Randy Walker, Bruce Boland, Orin Mazzoni, Jr., Bob Squires, Ken Versele, Dash Desai, and Penni Klei.

**Others present:** DDA Director Jackie Schatz, Administrative Asst. Cyndi Bruski, Mayor Pro-Tem Jim Kerwin, Planning Commission Willbey Pistor, Sue Buck, Observer News, Gary Carter, Carter's Lawn Service, and Barb Dekle, G.C. Dairy Queen.

**Members absent:** Ron Tyskiewicz, Brian Lindbloom, and John Santeiu Jr.

3. Approval of Minutes

**Motion by Walker, supported by Klei** to approve the minutes of the Regular Meeting, February 16, 2010 and Special Meeting of March 10, 2010.

*Motion passed unanimously.*

4. Approval of Accounts Payable and Financial Report

**Motion by Boland, supported by Squires** to approve payment of the Accounts Payable List of March 30, 2010, as presented in the amount of \$17,094.88.

*Motion passed unanimously.*

5. Façade Improvement Loan Revision- 28825 Ford Road, Dairy Queen of G.C.

Originally approved, February 16, 2010, in the amount of \$40,453.78 the project was completed for \$39,216.42 requiring revision.

**Motion by Versele, supported by Boland** to approve the Façade Improvement Loan Revision to Barbara Dekle in the amount of \$39,216.43 and request Council to place a special assessment upon the property.

*Motion passed unanimously.*

6. Landscape and Streetscape Maintenance Services

Director Schatz reported sealed bids were accepted on March 22, 2010 for the DDA's Landscape and Streetscape Maintenance Services resulting in Carter's Lawn Service being identified as the lowest bidder.

**Motion by Boland, supported by Klei** to accept Carter's Lawn Service as the lowest responsible bidder in accordance with the 2010 Maintenance Bid Specifications including the Hanging Flower Basket Maintenance Proposal.

*Motion passed unanimously.*

7. Farmers Market Set-Up and Breakdown Assistance

Director Schatz provided a plan to assist the Farmers Market with the weekly set up and breakdown needs. Services would be provided by the DDA's Maintenance Contractor

and the purchase of orange cones are needed to close off the parking lot area for the market location.

**Motion by Boland, supported by Walker** to approve the purchase of 50 T-top Delineators with reflective tape and retain services of Mr. Gary Carter in the amount of \$2,039.50.

*Motion passed unanimously.*

#### 8. Computer Upgrade

The upgrade would include the replacement of two desk top computers and keyboards, due to age internal upgrades were not possible.

**Motion by Squires, supported by Desai** to approve the purchase of two computers from PEI in the amount of \$1,599.99.

*Motion passed unanimously.*

#### 9. Garden City Town Center Dumpster Enclosures

Director Schatz presented a plan to consolidate the dumpsters used by businesses in the Ford/Middlebelt corner of the G.C. Town Center and improve the screening as recommended in the DDA Strategic Action Plan.

**Motion by Versele, supported by Walker** to approve the Additional Services Agreement to Plan and Design Consolidated Dumpster Enclosures for the Garden City Town Center including construction drawings.

*Motion passed unanimously.*

#### 10. Executive Director's Contract

Chairman Prosch presented revisions to the Director's Contract as requested by Jackie Schatz to reflect no increase in compensation and change the term to three years. The board discussed the May 12, 2009 contract revisions.

**Motion by Versele, supported by Walker** to approve the revised Director's Contract: Employment Continuation- to May 12, 2012; Salary- \$52,416.00; Benefits-Monthly Allowance- Only vehicle allowance provided \$4,500. Annually.

*Motion passed unanimously.*

#### 11. DDA Officers Election.

Serving as Nominations Chair, Orin Mazzoni, Jr. presented slate of nominations as required by DDA By-Laws. No additional nominations were offered and nominations were closed.

**Motion by Mazzoni, supported by Walker** to close the nominations and to accept the slate of Officers as presented by the Nominations Committee.

*Motion passed unanimously.*

Election Results- DDA Officers, May 1, 2010 thru April 30, 2011:

Chairman John Prosch

Vice Chairman Bob Squires

Treasurer Bruce Boland

Secretary Ken Versele

## 12. Other Business

Director Schatz reported on additional staff (assistant) hours needed, potentially 5 to 10 hours per week as needed. Schatz provided update on Commons Corner Project- she is asking two Council members to participate on project development, working with the Design Committee and George Hartman, Architect. All electrical has been removed from the Gazebo awaiting demolition.

Willbey Pistor reported status of CBD Ordinance update; a public hearing was held and ordinance was approved pending final review and adoption by Council.

Mazzoni spoke about positive comments he received while traveling about the improvement in Downtown Garden City and complemented everyone working together.

Mayor Walker requested discussion of goals and project status at each monthly meeting.

Chairman Prosch commented on attending the Michigan Downtown Association Spring Conference in Marshall, MI. with Director Schatz.

Meeting adjourned: 6:40 pm

Respectfully submitted,  
Jacqueline E. Schatz  
Executive Director, Garden City DDA