

Garden City Downtown Development Authority
DDA Office
Special Meeting Minutes May 18, 2010
Board Approved July 13, 2010

1. Chairman Prosch called the meeting to order at 8:08am

2. Roll call

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

Others present: DDA Director Jackie Schatz, Planning Commission Willbey Pistor, Council Member Jaylee Lynch, Kim Dold, McKenna Associate Sally Hodges, McKenna Associate Heather McPhail, McKenna Associate Courtney Piotrowski

Members absent: Ron Tyskiewicz

3. Chairman Prosch announced the recently elected officers begin term and serve until April 30, 2011.

4. Approval of Minutes

Motion by Santeiu, supported by Klei to approve the minutes of the Regular Board Meeting, April 20, 2010 and Special Meeting of May 12, 2010.

Motion passed unanimously.

5. Approval of Accounts Payable and Financial Report

Motion by Santeiu, supported by Versele to approve payment of the Accounts Payable List of May 18, 2010, as presented in the amount of \$16, 569.54.

Motion passed unanimously.

6. Presentation by McKenna Associate

A. Towne Center Dumpster Enclosure Concept Plan

McKenna Associate Courtney Piotrowski presented concept plans for the dumpster enclosure. Board concerns were noted by McKenna regarding durability and weight of the gate material.

B. Phase One MDOT Garden Plaza-Kmart Entrance Improvements

Motion by Mazzoni, supported by Santeiu to approve the concept plan and the McKenna Associates Additional Services Proposal dated May 14, 2010 for Phase One MDOT Kmart Entrance Site Improvements.

Motion passed unanimously.

C. Garden Plaza Plan

McKenna Associate Heather McPhail presented updated plans for the Garden Plaza Plan, a Stakeholders meeting is planned for June 10th 2010 at Albert's on the Alley for review and input.

7. Gazebo Demolition Proposal

Motion by Walker, supported by Klei to approve the Carter's Lawn Service Proposal dated May 3, 2010 for the demolition of the Common's gazebo and light bollards in the amount of \$450.00 within 30 days.

Motion passed unanimously.

8. Administrative Assistant Employment

Motion by Boland, supported by Squires to approve the hiring of Kim Dold for the Part Time Administrative Assistant Position at the \$12.00 hourly rate, 5 days per week, 5 hours per day.

Motion passed unanimously.

9. DDA Meeting Schedule

Motion by Squires, supported by Desai to adopt the updated 2010 Schedule of Regular DDA Board Meetings.

Motion passed unanimously.

110. DDA Management Services Discussion

Board discussed interim DDA management services. McKenna Associates will submit a proposal to the board.

11. 2010 – 2011 DDA Promotion and Marketing Program

Mayor Walker noted that this is the 50 year anniversary of the Santaland parade and work is being done to make it a very special event.

Motion by Mazzoni, supported by Versele to approve the 2010-11 DDA Promo & Marketing Program.

Motion passed unanimously.

12. Goals Discussion

13. Other Business

Motion by Walker, supported by Squires to approve additional computer training for Administrative Assistant Kim Dold.

Motion passed unanimously.

Motion by Boland, supported by Squires to provide a Letter of Recommendation for Jackie Schatz's services as the Garden City DDA Executive Director.

Motion passed unanimously.

14. Chairman Prosch called to adjourn the meeting at 9:51am

Kimberly Dold, DDA Administrative Assistant