



**Garden City Downtown Development Authority**  
**DDA Office**  
**Regular Meeting Minutes August 16, 2011**

A. Call to Order – 6:02pm

**Members present:** Vice Chair Bob Squires, Treasurer Bruce Boland, Secretary Ken Versele, Ron Tyszkiewicz, Penni Klei, John Santieu, Mayor Pro-Tem Jim Kerwin

**Others present:** Admin Asst. Kim Dold, McKenna Associate Stacey Tobar, Planning Commission Harriet Batchik

**Members absent:** Chairman John Prosch, Mayor Randy Walker, Orin Mazzoni & Brian Lindbloom

- 1) Approval of Minutes
  - (a) Regular Board Meeting: July 19, 2011  
**Motion to approve by Tyszkiewicz, supported by Boland**  
*Motion passed unanimously*
- 2) Approval of Agenda  
**Motion to approve by Boland, supported by Santieu**  
*Motion passed unanimously*

- B. Approval of Accounts Payable as listed:
  - (a) To date August 2011  
**Motion to approve by Santieu, supported by Versele**  
*Motion passed unanimously*

- C. Approval of Finance Report as listed:
  - (a) May 2011 – Motion to approve by Santieu, supported by Tyszkiewicz
  - (b) June 2011 – Motion to approve by Santieu, supported by Tyszkiewicz  
*Motions passed unanimously*

**D. NEW Business**

- 1) Farmer’s Market Agreement  
**Motion by Tyszkiewicz, supported by Klei**, to execute the proposed agreement as presented with the Garden City Chamber of Commerce and granting the Chamber the remaining balance of the initial \$5,000 grant, less expenditures to date, for operations and marketing costs as incurred with the stipulation that the Chamber concurs with the terms and conditions as stated within the agreement.  
*Motion passed unanimously*
- 2) PILOT discussion re: Penske Bldg purchase – Bruce presented information re: DDA contributions to the city.
- 3) City Rubbish Millage  
**Motion by Santieu, supported by Boland**, to offer the City Council of Garden City a reimbursement of Rubbish Millage funds equating \$50,000. This would be a one-time lump sum payment with the understanding that the past DDA project improvements to city properties equating to well over \$250,000 would stand as the balance payment due.  
*Motion passed unanimously*
- 4) DPW Assistance discussion: need to meet with DPS, DDA, Council on ways to assist.

- 5) Michigan Main Streets consideration  
**Motion by Tyszkiewicz, supported by Kerwin**, to Motion to proceed in pursuing Michigan Main Street membership by submitting a Letter of Interest and Application as identified in the Michigan Main Street Guidelines. *Motion passed unanimously*
- 6) Upcoming Conferences  
**Motion by Klei, supported by Boland**, to approve sending two representatives to the Michigan Downtown Conference in Kalamazoo, MI on September 14-15, 2011 as budgeted with estimated expenditures equating \$1,000. *Motion passed unanimously*
- 7) Fiscal Year Budget Approval: tabled
- 8) Administrative Assistant Compensation  
**Motion by Santieu, supported by Tyszkiewicz**, to approve Kim Dold, Administrative Assistant, hourly rate to \$18, as approved in Fiscal Year 2012 Budget to take effect once the official DDA FYE 2012 Budget is approved. *Motion passed unanimously*

#### E. OLD Business

- 1) Executive Director Position  
**Motion by Boland, supported by Kerwin**, to prepare and post Executive Director position Request for Qualifications. *Motion passed unanimously*
- 2) By Laws Sub Committee: will present at September meeting
- 3) Recommendation of Board Member: Randy will speak with John Fleming
- 4) DDA Credit Card update: Allyson still working on it

#### F. Committee Reports

- 1) Promotion Committee: reported on Garage Sale, Arts and Stars and increased FB activity.
- 2) Design Committee: on hiatus
- 3) Maintenance Committee: Bruce spoke re: tree trimming, watering tubes removed from a couple of the flower baskets, bad concrete in Garden Plaza area, mast arms at Ford/Middlebelt need painted and the sidewalk on nb Brandt and Ford needs completed.

#### G. Chamber Report

No representative from the Chamber attended. There were flyers in the DDA meeting packet re: Farmers Market events, Chamber mixer at Sam's Club and the MI Apple Trailblazer

#### H. Director's Report

#### I. Open Discussion/Call to Audience

#### J. Adjournment

Motion by Tyszkiewicz, supported Kerwin, to adjourn the meeting at 7:47pm. *Motion passed unanimously*