

CITY OF SOUTHFIELD
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES

REGULAR BOARD MEETING: OCTOBER 22, 2010

**LOCATION: SOUTHFIELD DDA OFFICES, 18000 W. NINE MILE ROAD, SUITE 320,
SOUTHFIELD, MI 48075**

1. CALL TO ORDER

Chairman James Ralph, Jr. called the meeting to order at 8:20am.

Chairman Ralph introduced and welcomed the recently hired Assistant to the Executive Director, Jackie Schatz.

2. ROLL CALL

Present: Ralph, Zweigel, Bergeron, Williams (Mayor Lawrence's designee), Reetz, Najor, Reif,

Excused/Unexcused: Harris, Berry, Caldwell, Cook, Denha, Tyus.

Also Present: Al Aceves, Executive Director; Jackie Schatz, Assistant to the Executive Director; Reginald M. Turner, Attorney at Clark Hill PLC; Deanna M. Deldin, Attorney at Clark Hill PLC; Roy Bell, Planning Commission Member; Terry Oprea, Mort Crim Communications, Inc.; Jeff Tinsman, Lt. Southfield Police Dept.

Roll was taken; a quorum was determined to be present.

3. APPROVAL OF AGENDA

The Chair requested amendments to the agenda and recommended revision of the order of discussion to accommodate the lengthy agenda.

Motion by Zweigel, supported by Williams, to approve the amended agenda to revise the order of discussion of agenda items.

Motion carries, unanimously.

4. HEARING OF THE PUBLIC

No comments from the public.

5. APPROVAL OF MINUTES

Closed Meeting Minutes: August 27, 2010

Motion by Najor, supported by Bergeron, to approve the minutes from the Closed Meeting of Southfield Downtown Development Authority Board Meeting held August 27, 2010.

Motion carries, unanimously.

Regular Meeting Minutes: August 27, 2010

Motion by Zweigel, supported by Williams, to approve the minutes from the Regular Meeting of Southfield Downtown Development Authority Board Meeting held August 27, 2010.

Motion carries, unanimously.

6. FINANCIAL REPORT

Executive Director Aceves reviewed the DDA Administrative Fund Financial Report for August and September 2010, reports attached. Further, he commented on the attached Management Notes relating to the Financial Statements.

Motion by Bergeron, supported by Williams, to accept the Financial Reports and ratify the Executive Director's recommendations "A" and "B" contained in the Management Notes attached.
Motion carries, unanimously.

Motion by Bergeron, supported by Reetz, to require the Executive Director, in addition to the monthly financial reports, to provide detailed expense reports.

Ayes: Bergeron, Reif, Najor.

Nays: Williams, Reetz, Zweigel, Ralph.

Motion failed.

7. STATUS UPDATE

a. Liquor Stock/Inventory

The Executive Director provided an update on the anticipated refund from the Michigan Liquor Control Commission and that it has been received, approximately \$1,300.

b. Millennium Theatre Assets

The Executive Director advised that the Offer to Purchase the SDDA's theatre contents has failed due to a lack of interest. Additional efforts have been attempted to find an interested buyer. The SDDA may consider gifting the items to the Southfield Parks & Recreation Dept; they have expressed an interest. The SDDA's attorney will be consulted for determination of appropriate disposal of assets.

8. PUBLIC RELATIONS AND MARKETING COMMITTEE REPORT OF 09/28/2010

The Executive Director provided an update of the Public Relations and Marketing Committee's activities concerning the recent solicitation of proposals seeking a public relations and marketing firm to represent the SDDA.

Motion by Zweigel, supported by Williams to adopt the Public Relations and Marketing Committee recommendation to award the SDDA public relations contract to Mort Crim Communications, Inc. in the amount of \$30,000 annually for 1 year.

Motion carries, unanimously.

9. NEW BUSINESS

a. Resolution- Rutland Property

The Executive Director informed the Board of the status of the Rutland property site plan and that two variances are needed to accommodate the redevelopment and as the property owners it is required that the SDDA apply for the variances, see attached resolution.

Motion by Bergeron, supported by Zweigel to adopt the attached resolution requesting two variances before the Southfield Zoning Board of Appeals on the property located at 20830 Rutland, Southfield, MI.
Motion carries, unanimously.

b. Tenant Recruitment Investment Program

The Executive Director informed the Board of the newly recruited tenant, Fifth Third Bank, that will locate at the Cornerstone Development Plaza and that all required paperwork has been provided and attached for the Board's review.

Motion by Bergeron, supported by Zweigel to approve a TRIP grant in the amount of \$10,000. to Solo Company LLC in support of tenant, Fifth Third Bank and noting exclusion of future application for beauty supply business.

Ayes: Bergeron, Reif, Williams, Reetz, Zweigel, Ralph.

Nays: none

Abstained: Najor

Motion carries.

c. District Improvement Grant

The Executive Director informed the Board of the Landscape Grant Application from the Northland Park Dialysis Center which is the new development and building being constructed at 21000 Northwestern Highway. The grant would be used for exterior site development.

Motion by Zweigel, supported by Najor to approve the Landscape Grant in the amount of \$15,000. to Northland Park Dialysis Center.

Motion carries, unanimously.

10. OLD BUSINESS

a. Review and adopt recommendations to SDDA ByLaws, Policy and Procedures and Conflict of Interest Questionnaire- Clark Hill

Mr. Turner provided an overview of the proposed changes to the Bylaws and the proposed new policies and procedures. Mr. Turner responded to questions and discussion ensued.

In preparation for the business of the By-Law revisions, Chairman Ralph advised the Board that each item would be discussed and voted on individually allowing a five minute time limit per item.

<p style="text-align: center;">PROPOSED REVISIONS TO BYLAWS CITY OF SOUTHFIELD DOWNTOWN DEVELOPMENT AUTHORITY Clark Hill PLC document reference: 6755282.3 34828/137052</p>
--

1. Bylaw Article I, Section 1

Motion by Najor, supported by Zweigel to approve the bylaw amendment.

Ayes: Bergeron, Reif, Williams, Reetz, Zweigel, Najor, Ralph.

Nays: none

Motion carries.

2. Bylaw Article II, Section 2

Motion by Reif, supported by Williams to approve the bylaw amendment.

Ayes: Bergeron, Reif, Williams, Reetz, Zweigel, Najor, Ralph.

Nays: none

Motion carries.

3. Bylaw Article II, Section 3

Motion by Bergeron, supported by Najor to approve the bylaw amendment.

Ayes: Bergeron, Reif, Williams, Reetz, Zweigel, Najor, Ralph.

Nays: none

Motion carries.

4. **Bylaw Article II, Section 5 (former Section 4)**
Motion by Zweigel, supported by Bergeron to approve the bylaw amendment.
Ayes: Bergeron, Reif, Williams, Reetz, Zweigel, Najor, Ralph.
Nays: none
Motion carries.
5. **Bylaw Article II, Section 6 (Former Section 5)**
Motion by Zweigel, supported by Williams to approve the bylaw amendment.
Ayes: Bergeron, Reif, Williams, Reetz, Zweigel, Najor, Ralph.
Nays: none
Motion carries.
6. **Bylaw Article II, Section 7**
Motion by Reif, supported by Williams to approve the bylaw amendment.
Motion failed; insufficient support.
7. **Bylaw Article II, Section 8**
Motion by Williams, supported by Najor to approve the bylaw amendment.
Ayes: Bergeron, Reif, Williams, Reetz, Zweigel, Najor, Ralph.
Nays: none
Motion carries.
8. **Bylaw Article II, Section 9**
Motion by Bergeron, supported by Zweigel to approve the bylaw amendment.
Ayes: Bergeron, Reif, Williams, Reetz, Zweigel, Najor, Ralph.
Nays: none
Motion carries.
9. **Bylaw Article II, Section 10 (Former 8)**
Motion by Reetz, supported by Williams to approve the bylaw amendment.
Motion failed; insufficient support.
10. **Bylaw Article II, Section 10 (New)**
Motion by Williams, supported by Reif to approve the bylaw amendment.
Motion failed; insufficient support.
11. **Bylaw Article III, Section 1**
Motion by Najor, supported by Williams to approve the bylaw amendment.
Ayes: Bergeron, Reif, Williams, Reetz, Zweigel, Najor, Ralph.
Nays: none
Motion carries.
12. **Bylaw Article III, Section 2**
Motion by Bergeron, supported by Williams to approve the bylaw amendment with the following change: officer shall serve limited to one year, eligible to serve one year after end of current term .
Motion failed; insufficient support.

13. **Bylaw Article III, Section 4**

Motion by Reif, supported by Williams to approve the bylaw amendment.

Ayes: Bergeron, Reif, Williams, Reetz, Zweigel, Najor, Ralph.

Nays: none

Motion carries.

14. **Bylaw Article III, Section 5**

Motion by Bergeron, supported by Zweigel to approve the bylaw amendment.

Ayes: Bergeron, Reif, Williams, Reetz, Zweigel, Najor, Ralph.

Nays: none

Motion carries.

15. **Bylaw Article III, Section 6**

Motion by Bergeron, supported by Reetz to approve the bylaw amendment with the following change: Treasurer will oversee financial activities, perform all duties as board prescribes.

Motion failed; insufficient support.

16. **Bylaw Article IV, Section 2**

Motion by Reif, supported by Reetz to approve the bylaw amendment.

Ayes: Bergeron, Reif, Williams, Reetz, Zweigel, Najor, Ralph.

Nays: none

Motion carries.

17. **Bylaw Article IV, Section 3**

Motion by Bergeron, supported by Williams to approve the bylaw amendment.

Ayes: Bergeron, Reif, Williams, Reetz, Zweigel, Najor, Ralph.

Nays: none

Motion carries.

18. **Bylaw Article IV, Section 5**

Motion by Bergeron, supported by Williams to approve the bylaw amendment with the following change: include budgetary transfers between line item categories.

Ayes: Bergeron, Reif, Williams, Reetz, Zweigel, Najor, Ralph.

Nays: none

Motion carries.

19. **Bylaw Article V**

Motion by Williams, supported by Reif to approve the bylaw amendment.

Ayes: Bergeron, Reif, Williams, Reetz, Zweigel, Najor, Ralph.

Nays: none

Motion carries.

20. **Bylaw Article VII**

Motion by Williams, supported by Reetz to approve the bylaw amendment.

Ayes: Bergeron, Reif, Williams, Reetz, Zweigel, Najor, Ralph.

Nays: none

Motion carries.

Due to the length of the meeting, Chairman Ralph recommended that the SDDA ByLaw revisions be addressed in the near future to complete the business.

11. OTHER BUSINESS

No other business.

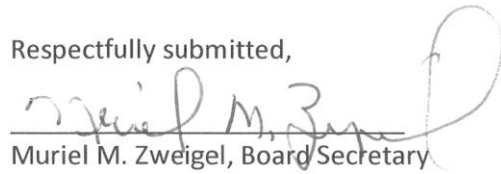
12. ADJOURNMENT

Motion by Reetz, supported by Bergeron to adjourn the regular meeting.

Motion carries, unanimously.

Meeting was adjourned at approximately 10:30 a.m.

Respectfully submitted,



Muriel M. Zweigel, Board Secretary

MEETING MINUTES APPROVED: 12-17-2010