

CITY OF SOUTHFIELD
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES

REGULAR BOARD MEETING: DECEMBER 17, 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 8:40am.

2. ROLL CALL

Present: Ralph, Bergeron, Cook, Denha, Mayor Lawrence, Najor, Reetz, Tyus, and Zweigel.

Excused/Unexcused: Berry, Caldwell, Harris, and Reif.

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; Sally Hodges, McKenna Assoc. Inc.; T. Joseph Seward, Attorney at CMAD; Marty Williams, Executive Assnt. To the Mayor.

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

3. APPROVAL OF AGENDA

The Chair requested moving agenda item **7f** to follow item **9** on the agenda.

Motion by Zweigel, supported by Denha, to approve the amended agenda (move item 7f to follow item 9). Motion carries, unanimously.

4. HEARING OF THE PUBLIC

No comments from the public.

5. APPROVAL OF MINUTES

Regular Meeting Minutes: October 22, 2010

Motion by Zweigel, supported by Najor, to approve the minutes from the Regular Meeting of Southfield Downtown Development Authority Board Meeting held October 22, 2010.

Motion carries, unanimously.

6. FINANCIAL REPORT

Treasurer Bergeron presented the SDDA Administrative Fund Financial Report for October and November 2010, reports attached. Further, he commented on the attached Management Notes relating to the Financial Statements.

Motion by Bergeron, supported by Reetz, to accept and file the Financial Reports for October and November 2010.

Motion carries, unanimously.

7. NEW BUSINESS

a. Second Amended and Restated Development Plan and Tax Increment Financing Plan.

Sally Hodges, McKenna Associates, Inc. reviewed the revisions to the Plan that included: updated acknowledgment page, cover page and footer; added language to review the Plan at least every

Continued-

five years; added language to reference newly prepared Economic Development Strategy; and to revise tables for future Tax Capture deleting Zoo millage (not eligible for capture).

8:50 am Tyus arrived.

Motion by Bergeron, supported by Mayor Lawrence to adopt the changes to the Second Amended and Restated Development Plan and Tax Increment Financing Plan.

Motion carries, unanimously.

b. Adopt 2011 SDDA Board Meeting Dates.

Motion by Bergeron, supported by Zweigel to adopt the 2011 SDDA Board Meeting Schedule of Dates.

Motion carries, unanimously.

c. SDDA By-Law Committee.

Chairman Ralph requested the creation of a By-Law Committee to review the By-Laws, Conflict of Interest Questionnaire, Policies and Procedures of the SDDA and to forward ideas, comments and changes to the full board for final adoption. The following trustees agreed to serve on this temporary committee: Orletta Caldwell, Mayor Brenda Lawrence, Nadine Cook and Steve Reif.

Motion Najor, supported by Bergeron to approve the creation of a By-Law Committee.

Motion carries, unanimously.

9:05 am Cook arrived.

d. 2010-2011 Farmers Market Overview.

Executive Director Aceves reviewed the Farmers Market 2010 Annual Report and reviewed the upcoming 2011 Farmers Market season. The board as a whole discussed the Farmers Market; no action was taken.

e. District Improvements: Street Lighting, Sidewalks, and Trash Receptacles Update.

Sally Hodges, McKenna Associates, Inc. provided an update on the improvements project with question and answer discussion; no action was taken.

8. OLD BUSINESS

a. Millennium Theatre Assets

Attorney Turner provided updated information on the SDDA's ability to donate the theatre equipment, remaining from the former Millennium Theatre operation, to the Southfield Parks & Recreation Dept.

Motion by Bergeron, supported by Zweigel to approve the donation of theatre equipment to the Southfield Parks & Recreation Dept.

Motion carries, unanimously.

b. Student Intern- Patricia Braga

Executive Director Aceves announced that the SDDA is working with Oakland Community College's Internship Program and that an intern will be starting in early January 2011. Her name is Patricia Braga and she will assist the SDDA with business research for business retention and recruitment efforts.

9. HEARING OF THE PUBLIC

No comments from the public.

7f. CLOSED SESSION TO DISCUSS PENDING LITIGATION.

Motion by Zweigel, supported by Cook to go into closed session to meet with Attorney Seward concerning pending litigation.

Motion carries, unanimously.

Closed Session Meeting ended.

10. ADJOURNMENT

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

Motion carries, unanimously.

Meeting was adjourned at 10:50 a.m.

Respectfully submitted,



Muriel M. Zweigel, Board Secretary

BOARD APPROVED 1-28-11