

CITY OF SOUTHFIELD
DOWNTOWN DEVELOPMENT AUTHORITY

MEETING MINUTES: Regular Board Meeting JANUARY 27, 2012

LOCATION: SDDA 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 8:10am.

2. ROLL CALL

Present: James Ralph, Jr., Orletta Caldwell, Daveda Colbert, Nadine Cook, John Denha, William Luse (arrived 8:15am), Brent Reetz, Steven Reif, and Muriel Zweigel.

Excused: Beverly F. Berry, Mayor Lawrence, Fred Najor, and Sierra Tyus.

Roll was taken; it was determined a quorum was present.

Also Present: Al Aceves, Executive Director; Jackie Schatz, Assistant to the Executive Director, Reggie Turner, Attorney of Clark Hill PLC, Marty Williams, Executive Assistant To the Mayor, Sally Hodges, McKenna Assoc., Daphne Hughes, MCCI, Mary Lynn Treppa, MCCI, Kristin Hunt, Plante Moran, Les Pulver, Plante Moran, and Cindy Ciura, CC Consulting.

3. APPROVAL OF AGENDA

Motion by Reetz, Seconded by Caldwell, to approve the Meeting Agenda as presented.

Motion carries, unanimously.

4. HEARING OF THE PUBLIC

None.

5. APPROVAL OF MINUTES

Regular Meeting Minutes: November 18, 2011

Special Meeting Minutes: December 16, 2011

Motion by Colbert, Seconded by Reif to approve the minutes of the Regular Meeting of the Southfield DDA Board held November 18, 2011 and the Special Meeting of December 16, 2011.

Motion carries, unanimously.

6. FINANCIAL REPORT

The November and December 2011 Financial Reports were reviewed by Treasurer, Brent Reetz.

Motion by Zweigel, Seconded by Denha to receive and file the Financial Reports.

Motion carries, unanimously.

Land Improvement Account- Transfer In.

Motion by Denha, Seconded by Caldwell to approve the transfer of \$75,000.00 from TIF Building Improvements (49760) to Land Improvements (49740) account.

Motion carries, unanimously.

7. NEW BUSINESS

a. SDDA Financial Report FY 2010-2011, presented by Plante Moran.

Kristin Hunt and Les Pulver of Plante Moran reviewed the financial report for the SDDA's fiscal year ending June 30, 2011 followed by board discussion.

Motion by Reetz, Seconded by Luse to accept and file the SDDA Financial Report for FY 2010-2011.
Motion carries, unanimously.

b. SDDA Maintenance Request for Proposal, presented by McKenna Associates.

Sally Hodges of McKenna Associates, Inc. reviewed the Landscape Maintenance Services for the SDDA District followed by board discussion.

Motion by Zweigel, Seconded by Colbert to approve the SDDA District Landscape Maintenance Services RFP and authorize the Executive Director to advertise for bids.

Motion carries, unanimously.

c. SDDA Logo.

Mary Lynn Treppa and Daphne Hughes of MCCI reviewed the final selection of the SDDA logo followed by board discussion.

Motion by Zweigel, Seconded by Denha, to accept the Public Relations and Marketing Committee recommendation of the final revised SDDA logo.

Motion carries, unanimously.

d. 2012 Mackinaw Conference.

Motion by Caldwell, Seconded by Luse to approve the Chairman and Executive Director's attendance at the 2012 Mackinaw Conference.

Roll Call Vote:

Ayes: Orletta Caldwell, Daveda Colbert, Nadine Cook, John Denha, Bill Luse, James Ralph, Jr., Brent Reetz, Steven Reif.

Nayes: Muriel Zweigel.

Motion carries.

e. 2012 Farmers Market Summary.

Executive Director Al Aceves presented a summary of last year's Farmers Market and discussed the 2012 season.

Motion by Caldwell, Seconded by Luse, allowing SDDA to suspend operations for the Farmers Market.

Motion carries, unanimously.

f. New York ICSC report.

Cindy Ciuri of CC Consulting reviewed the activities during her and Al's attendance at the New York conference; meetings were held that resulted in additional meetings and property tours here in the SDDA District.

g. CC Consulting Work Plan Update- Cindy Ciura.

Cindy Ciuri continued to discuss her efforts and results with meetings and related activities.

h. SDDA Furlough Day: February 20, 2012- Clark Hill.

Reggie Hill, Clark Hill reviewed the Furlough Day issue being considered by the board for the SDDA's staff.

Motion by Reetz, Seconded by Luse, to follow the City's policy to have SDDA employees accept a Furlough Day on February 20, 2012.

Motion carries, unanimously.

i. Providence Hospital, Outback Restaurant, and CFI, Inc.- Business Expansions.

Al Aceves gave a brief update on the recent expansions of several companies in the SDDA District. Nadine Cook provided additional information on the expansion at Providence Hospital.

j. SDDA Security Meeting Update.

Al Aceves gave a brief update on the Security Summit held on January 5, 2012; the group will continue to meet on a quarterly basis to address safety and security in the SDDA district.

k. Northland Update.

Brent Reetz gave a brief update on tenant occupancy, sales being up and tenant attraction efforts.

8. UNFINISHED BUSINESS:

a. Ramada Inn update.

Executive Director provided update on the property status.

9. HEARING OF THE PUBLIC.

Steve Reif announced the ribbon cutting event being planned for March 30, 2012 at Oakland Community College to showcase the major expansion recently completed at the college.

10. ADJOURNMENT

Motion by Reetz, Seconded by Caldwell to adjourn the meeting.

Motion carries, unanimously.

Meeting was adjourned at 9:50AM.



Orletta Caldwell, Board Secretary