

City of Birmingham
Birmingham Shopping District Proceeding
Thursday, March 2, 2017 8 a.m.
The Community House
Birmingham, MI 48009

Minutes of the meeting of the Birmingham Shopping District Board held Thursday, March 2, 2017, at 8:02 a.m. in The Community House.

1. CALL TO ORDER AND ROLL CALL OF BOARD

PRESENT: Astrein, A.-Woods, Daskas, Eid, Fehan, Hockman, Pohlod, Quintal, Roberts, Surnow, Valentine

ABSENT: Solomon

ALSO PRESENT: Joe Bauman, Mark Gerber

ADMINISTRATION: Gamboa, Rondello

2. RECOGNITION OF VISITORS

Hockman welcomed everyone in the audience. (Eid arrived at 8:10 a.m.)

3. APPROVAL OF MINUTES

MOTION: Motion by Astrein seconded by Valentine to approve the minutes dated February 2, 2017.

VOTE: Yeas, 11 Nays, 0 Absent, 1

4. BOARD MEMBER COMMENTS

Valentine stated that there was a Merchant Meeting on Tuesday, February 28, with updates on the Old Woodward Construction Project. The meeting was well attended. Logistics of the project were discussed as well as information about where the City is in the process. Valentine said there will probably be one more meeting with merchants before the project begins. Valentine handed out the presentation from Tuesday's meeting. An email list for communications has been created and Valentine encouraged everyone to join the list and pass the information along to others. The City's website address for updates is www.bhamgov.org/downtowninfrastructure.

Fehan reported that the City's new logo selection is moving along well. There will be two or three final choices presented to the City Commission for approval. Fehan estimated that the project would be complete within the next 60 days.

5. REPORTS

a. FINANCE REPORT

Gerber began with the Cash Flow report, stating that year-to-date is \$19,000 short from projections, explained by collection of special assessments being behind schedule. Gerber continued that there will be marketing and other expenditures relating to the Old Woodward Construction Project which are not reflected in the cash flow yet. He anticipates revising the budget with an amendment correcting this closer to the end of the fiscal year. Gerber noted a correction on the balance sheet as a journal entry wasn't entered. He said that January's special assessment should be \$477,624.50, not \$844,244.32 as in report. This reflects 46% collected as of January. Gerber stated that February is closer to 92% collected and that they will continue to collect assessment through April/May and any outstanding at that time will be rolled over to the county for collection.

b. **COMMITTEE REPORTS:**

SPECIAL EVENTS-ASTREIN

Astrein indicated that Restaurant Week was a success with 27 restaurants participating. Gamboa said that there was a survey for participants that she would summarize in the Marketing report. Astrein stated that the farmers market and movie nights are tracking well for 2017. He stated that the committee discussed plans for Day On The Town and how the construction project may impact this event.

MARKETING & ADVERTISING

Gamboa stated that restaurant week participants were surveyed. 10 out of 27 responded. 80% said their sales increased over 2016 and 90% said their foot traffic was better than 2016.

MAINTENANCE/CAPITAL IMPROVEMENTS-QUINTAL

Quintal indicated that a request for proposal for snow removal is being reviewed as well as for planters and hanging baskets. DPS informed the committee that they will no longer be able to provide storefront watering. Quintal said that the planters that the committee has been working on have been put on hold until the Old Woodward Construction project has been finalized and it is determined if they will work in to the design.

BUSINESS DEVELOPMENT

Daskas stated that the committee did not meet in February and that Fielder was unable to attend this morning's meeting.

EXECUTIVE BOARD REPORT-ASTREIN

Hockman stated that the Executive Board received 33 applications for the Executive Director position. They determined that 6 applicants met the qualifications for the position. Oral interviews will take place in the next 7-10 days by the Executive Committee. Hockman said the goal is to have a decision made by March 31.

c. **CHAMBER REPORT**

Bauman said that the Chamber's Real Estate Forecast breakfast with an excellent panel of three experts is scheduled for March 23 at the Reserve. Their bi-annual Legislative Reception is scheduled for April 11 at the Clancy Room at The Townsend Hotel. Bauman thanked the BSD for sponsoring both of these events. Bauman added that the Village Fair was approved by the City Commission.

6. APPROVAL OF VOUCHERS

MOTION: Motion by Astrein, seconded by Fehan to approve the vouchers, as submitted, dated March 2, 2017.

VOTE: Yeas, 11 Nays, 0 Absent, 1

7. OLD BUSINESS

There was none.

8. NEW BUSINESS

a. **REQUEST TO EXTEND SPRING/SUMMER PLANTING FLORAL AGREEMENT**

MOTION: Motion by Astrein, seconded by Valentine to extend an agreement with Mosher & Associates, LLC for downtown floral planters for the 2017 spring/summer season. Further, to direct staff to issue a Request for Proposal for Spring/Summer Floral Plantings for a contract to begin in 2018.

VOTE: Yeas, 11 Nays, 0 Absent, 1

b. REQUEST TO EXTEND FLORAL HANGING BASKETS AGREEMENT

MOTION: Motion by Astrein, seconded by Valentine to extend an agreement with Worry Free, Inc. for downtown floral hanging baskets for the 2017 spring/summer season. Further, to direct staff to issue a Request for Proposal for Spring/Summer Floral Hanging Baskets for a contract to be in 2018.

VOTE: Yeas, 11 Nays, 0 Absent, 1

9. INFORMATION

- a. Retail Activity**
- b. Announcements**
- c. Letters, Board Attendance & Monthly Meeting Schedule**

10. PUBLIC COMMENTS

Surnow stated that there would be an open house, celebrating the completion of the building at Maple and Old Woodward scheduled for March 29 from 3 to 4 pm. Everyone is invited to attend.

11. ADJOURNMENT – 8:41 A.M.

Respectfully submitted,

Lori Rondello (back-up notes on file)