MINUTES OF THE MAIN STREET GROSSE POINTE MEETING HELD VIA THE ZOOM TELECONFERENCE APPLICATION ON TUESDAY, MARCH 1st, 2021 AT 7:00 PM.

Board Members Present: Alexis DeLuca, Mark Thomas, Ann Lyke, Kasey Malley, Chris Moyer, Terence Thomas, Sheila Tomkowiak, June Lee, Hans Bridien, Anne Murphy, and Lanna Young

(This meeting was virtual due to a state of emergency in Michigan, but all board members called in from Grosse Pointe)

Board Members Absent: None

Others Present: City Manager Pete Dame and Main Street Grosse Pointe Executive Director Cindy Willcock.

Board Chair Malley called the meeting to order at 7:01 p.m.

MINUTES FROM FEBRUARY 1st MEETING
Motion to approve by Mayor Tomkowiak. Seconded by Mr. T. Thomas

ROLL CALL VOTE
Ayes: DeLuca, Malley, Moyer, M. Thomas, T. Thomas, Tomkowiak, Young, Brieden, Lee, Young
Nays: None

MOTION CARRIES.

MINUTES FROM FEBRUARY 17th MEETING
Motion to approve by Mayor Tomkowiak. Seconded by Ms. Lyke

ROLL CALL VOTE
Ayes: DeLuca, Malley, Moyer, M. Thomas, T. Thomas, Tomkowiak, Young, Brieden, Lee, Young
Nays: None

MOTION CARRIES.

MEDC MICHIGAN MAIN STREET AGREEMENT WITH DDA AND GROSSE POINTE
City Manager Mr. Dame shared the MEDC Michigan Main Street Agreement's background with the Grosse Pointe Downtown Development Authority and City of Grosse Pointe. He briefly outlined what the board needs to do in order to be in compliance with the agreement. There was a brief discussion with board members affirming our commitment.

MOTION TO APPROVE DDA AGREEMENT
Motion to approve by Ms. Murphy. Seconded by Mr. Thomas

ROLL CALL VOTE
Ayes: DeLuca, Malley, Moyer, M. Thomas, T. Thomas, Tomkowiak, Young, Brieden, Lee, Young
Nays: None

MOTION CARRIES.

DISCUSSION – FISCAL YEAR 2021-22 BUDGET
Mr. Dame outlined the key provisions of the budget and how the budget was formulated. He mentioned that this budget was based on a template and might need to be amended based on future revenues. However, this budget was important to get a baseline for the DDA, the Executive Director, and the Board.

There was a brief discussion on the line in the budget around the item related to contractual staff and what that category would cover. Mr. Dame shared that this line-item allotted money for part-time help and specialized contractual needs. Mr. Moyer then asked if there was any area that the board should keep our eye out for in the budget as a threat. Mr. Dame talked about the importance of fundraising to ensure revenue matched expenses.

The Grosse Pointe City Council must also approve this budget once the DDA approves the budget.

**MOTION TO APPROVE BUDGET**
Motion to approve by Ms. Lyke. Seconded by Mr. Thomas

**ROLL CALL VOTE**
Ayes: DeLuca, Malley, Moyer, M. Thomas, T. Thomas, Tomkowiak, Young, Brieden, Lee, Young
Nays: None

**DISCUSSION – UPDATES ON BASELINE ASSESSMENT**
Mr. Dame shared the plan and purpose behind developing a “Baseline Assessment”. These require meetings with the community and key stakeholders. These meetings will take place after the executive director is brought on board. In addition to multiple meetings with community members and stakeholders there is a survey and market data.

Once those meetings have taken place and the data has been gathered the Main Street Program will help to identify a series of “Transformation Strategies”. Then the Board will select a couple of those strategies to pursue.

Those meetings have been set for:

- Wednesday, March 24th or Thursday, March 25th- Baseline Assessment Meeting
- Wednesday, April 7th and Thursday, April 8th- Transformation Strategy Meeting

**DISCUSSION – UPDATES ON COOPERATION AGREEMENT WITH CITY OF GROSSE POINTE**
Mr. Dame shared an update on the rationale behind the cooperation agreement, which allocates funding from the City of Grosse Pointe to the DDA. Mr. Lee and Mr. Dame are working on the agreement. The next step will be Council approval.

**MAIN STREET GROSSE POINTE EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT**
Chair Malley thanked Mr. Dame for all his work getting the DDA and the Board to this point. Then there was a brief introduction of Ms. Willcock and recap of the offer that was made to her.

**MOTION TO APPROVE EMPLOYMENT AGREEMENT FOR MS. WILLCOCK**
Motion to approve by Mayor Tomkowiak and seconded by Ms. Deluca.

**ROLL CALL VOTE**
Ayes: DeLuca, Malley, Moyer, M. Thomas, T. Thomas, Tomkowiak, Young, Brieden, Lee, Young
Nays: None
OPEN BOARD DISCUSSION
There was a brief discussion on formalizing a brand and logo for the Grosse Pointe Village Main Street Program. Ms. Willcock will work on making sure that there is

NEXT MEETING AND TIMELINE
Wednesday, March 24th or Thursday, March 25th- Baseline Assessment Meeting
Wednesday, April 7th and Thursday, April 8th- Transformation Strategy Meeting
Monday, April 12th- Main Street Board Meeting

PUBLIC COMMENT - None.

ADJOURNMENT
The meeting of the Main Street Grosse Pointe Board was adjourned at 7:40 p.m.

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Christopher D. Moyer Secretary
City of Grosse Pointe Downtown Development Authority