



**DOWNTOWN DETROIT BUSINESS IMPROVEMENT ZONE
BOARD OF DIRECTORS MEETING
AND
ANNUAL MEETING OF OWNERS OF ASSESSABLE PROPERTY
AND
SPECIAL MEETING OF OWNERS OF ASSESSABLE PROPERTY**

Tuesday, October 24, 2023
9:00 a.m.

1420 Broadway
Suite 101
Detroit, MI 48226

MEETING MINUTES

☐ Proposed Minutes ☒ Approved Minutes

I. Call To Order

The meeting of the Board of Directors was called to order at 9:05 a.m. by Steve Ogden, Chairperson of the Board of Directors.

II. Roll Call

George Barnes, Director	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Charlie Beckham, Director	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
David Di Rita, Director	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Linda Forte, Director	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Regina Gaines, Director	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Rainy Hamilton, Director	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Kenneth Hayward, Director	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Debra Homic Hoge, Vice Chairperson	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Richard Hosey, Treasurer	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Michael McLauchlan, Secretary	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Christos Moisides, Director	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Steve Ogden, Chairperson	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Athina Papas, Director	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Dwight Phillips, Director	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Tony Tomczak, Director	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

11 members of the Board of Directors were present, 4 members absent, and a quorum present.

Downtown Detroit Partnership staff and vendor attendees included:

Eric Larson, Downtown Detroit Partnership
Gina Cavaliere, Downtown Detroit Partnership
Mike Bruggeman, Downtown Detroit Partnership
Elise Fields, Downtown Detroit Partnership
Krissy Johnson, Downtown Detroit Partnership
Joshua Long, Downtown Detroit Partnership
Anjana Schroeder, Downtown Detroit Partnership
DeShawn Singleton, Downtown Detroit Partnership
Jessica Tate, Downtown Detroit Partnership
Sarah Walsh, Downtown Detroit Partnership
Kitty Whitfield, Downtown Detroit Partnership
Maryann Listman, Downtown Detroit Partnership
Jessica Hobbs, Downtown Detroit Partnership
Rory McMaster, Downtown Detroit Partnership
Cari Easterday, Downtown Detroit Partnership
Steve Liedel, Dykema

Other attendees included:

Denise Wallet, Sergeant, Detroit Police Department; Steve Engebretson, Neighborhood Police Officer, Detroit Police Department; Austin Hunter, Detroit Police Department; Stace Babcock, M-1RAIL; Melanie Markowicz, Greektown Neighborhood Partnership; Emily Williams Goffrey, Christ Church; Michael McNally, Bedrock; Ricky Moore, Detroit CBD LLC; Carl Schiller, Grand Trunk Hospitality; and Ckera Goff, Detroit Windsor Tunnel.

Chairperson Ogden called for a motion to excuse the absent member.

Moved by: Debra Homic Hoge, Vice Chairperson

Supported by: Rainy Hamilton, Director

Yes: *All* No: *None*

III. Approval of Agenda

The Chairperson asked for a motion to adopt the proposed agenda.

Moved by: Kenneth Hayward, Director

Supported by: Athina Papas, Director

Yes: *All* No: *None*

The agenda was adopted.

IV. Annual Meeting of Assessable Property Owners

Chairperson Ogden asked for a motion to convene the Annual Meeting of Assessed Property Owners for 2023.

Moved by: Tony Tomczak, Director

Supported by: Kenneth Hayward, Director

Yes: *All* No: *None*

The Chairperson asked Secretary McLauchlan for a roll-call vote to open the Annual Meeting of Owners of Assessed Property in the BIZ.

David Di Rita, Director	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Regina Gaines, Director	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Rainy Hamilton, Director	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kenneth Hayward, Director	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Debra Homic Hoge, Vice Chairperson	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Richard Hosey, Treasurer	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Michael McLauchlan, Secretary	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Christos Moisides, Director	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Steve Ogden, Chairperson	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Athina Papas, Director	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Tony Tomczak, Director	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Chairperson Ogden called the 2023 Annual Meeting of Assessed Property Owners to order. He asked Gina Cavaliere to present the annual update. Cavaliere presented the BIZ Annual report and thanked the BIZ Staff. The presentation was based on the history, vision, and mission of the BIZ. Cavaliere thanked the assessed property owners for their contributions, and the BIZ Board for their continued support and leadership.

Please find the BIZ Annual report on the website: <https://downtowndetroit.org/about-the-ddp/business-improvement-zone/>

Chairperson Ogden asked for public comments related to the Annual Meeting of Assessed Property Owners. Chairperson Ogden asked, "if there were any public comments?" There were no public comments. He then asked, "if there were any comments from the Board?". Melanie Markowicz, Greektown Neighborhood Partnership (GNP) stated that the collaboration between the BIZ is good. She shared that the Greektown merchants would like to see additional cleaning of alleyways.

Chairperson Ogden asked for a motion to adjourn the Annual Meeting of Assessed Property Owners for 2023.

Moved by: David Di Rita, Director

Supported by: Richard Hosey, Treasurer

Yes: *All* No: *None*

The Ninth Annual Meeting of Assessed Property Owners of the Downtown Detroit Business Improvement Zone is adjourned.

Chairperson Ogden thanked all participating property owners and partners.

V. Approval of Minutes

Chairperson Steve Ogden asked for a motion to approve the minutes of the June 13, 2023, Regular Meeting of the Board of Directors and September 26, 2023, Special BIZ Board Meeting.

Moved by: Richard Hosey, Treasurer

Supported by: Rainy Hamilton, Director

Yes: *All* No: *None*

The minutes from both meetings were approved.

VI. Administrative Report

Gina Cavaliere provided the Administrative Report and advised the Board of Directors to reference the Board packet for additional BIZ Highlights and updates.

VII. Audits (None)

VIII. Executive Committee Report

Executive Committee Meeting of October 3, 2023

Chairperson Steve Ogden referenced the written report of the Executive Committee Meeting on October 3, 2023. He asked for a motion to accept the Executive Committee report.

Moved by: Richard Hosey, Treasurer

Supported by: Tony Tomczak, Director

Yes: *All* No: *None*

The report of the Executive Committee was accepted into the record of the Board.

IX. Old Business

There was no old business.

X. New Business

a. Annual Election of Officers of the Downtown Detroit Business Improvement Zone Board of Directors

Chairperson Ogden called for nominations to the positions of officers of the BIZ board of directors, noting that it was discussed at the Executive Committee meeting that all candidates accepted the nominations for a one-year term of the Board of Directors except Treasurer Richard Hosey was not seeking to be reelected but asked to continue to serve on the Executive Committee. Director Tony Tomczak volunteered to serve as our next Treasurer. The following names were put forward by the Executive Committee:

Steve Ogden, Chair
Debra Homic Hoge, Vice Chair
Mike McLauchlan, Secretary
Tony Tomczak, Treasurer

Chairperson Ogden asked if there were any other nominations, and there were no others.
Chairperson Ogden asked for a motion to elect the following officers:

Steve Ogden, Chair
Debra Homic Hoge, Vice Chair
Mike McLauchlan, Secretary
Tony Tomczak, Treasurer

Moved by: Kenneth Hayward, Director

Supported by: Rainy Hamilton, Director

Yes: All No: None

Resolution 2023-10 Electing Officers of the Board of Directors of the Downtown Detroit Business Improvement Zone was adopted.

b. Annual Election of the Executive Committee of the Downtown Detroit Business Improvement Zone

Chairperson Ogden called for nominations to the Executive Committee of the BIZ board of directors, stating that the Executive Committee recommended reelection of the current Executive Committee members:

The current Executive Committee Members are:

Steve Ogden, Chair
Debra Homic Hoge, Vice Chair
Mike McLauchlan, Secretary
Tony Tomczak, Treasurer
George Barnes, Director
Kenneth Hayward, Director
Richard Hosey, Director

Moved by: Richard Hosey, Director

Supported by: Debra Homic Hoge, Vice Chairperson

Yes: All No: None

Resolution 2023-11 Electing Executive Committee of the Board of Directors of the Downtown Detroit Business Improvement Zone was adopted.

c. Resolution Adopting Regular Meeting Schedule for 2024 (Proposed Res. 2023-12)

Chairperson Steve Ogden mentioned our BIZ Board meetings schedule for 2024 is adopted by a resolution. All meetings are planned to be held at 1420 Broadway. Detroit.

Regular Meeting Dates are:

Tuesday, February 27, 2024	9:00 a.m.
Tuesday, May 14, 2024	9:00 a.m.
Tuesday, June 11, 2024	9:00 a.m.
Tuesday, October 22, 2024	9:00 a.m.

Chairperson Ogden asked for a motion to adopt the resolution as proposed.

Moved by: Rainy Hamilton, Director

Supported by: Michael McLauchlan, Secretary

Yes: *All* No: *None*

Resolution 2023-12 Adopting Regular Meeting Schedule for 2024 was adopted.

XI. Public Comment

There were no comments from the public.

XII. Other Business

Eric Larson spoke about the 20th Annual Tree Lighting that will take place on Friday, November 17, 2023. Larson also mentioned the Annual Detroit Aglow at MGM Grand Detroit that will be held on November 20, 2023. Director Christos Moisides shared upcoming Eastern Market events. Director Athina Papas announced upcoming Greektown events. For more information, visit the Greektown Neighborhood Partnership's website at <https://www.greektowndetroit.org/events>. Larson thanked the Board of Directors and everyone for coming to the meeting.

XIII. Adjournment of Regular Meeting of BIZ Board of Directors

Chairperson Steve Ogden asked for a motion to adjourn the meeting.

Moved by: Tony Tomczak, Treasurer

Supported by: Michael McLauchlan, Secretary

Yes: *All* No: *None*

The meeting adjourned at 10:00 a.m.

I. Special Meeting of Owners of Assessable Property

Chairperson Ogden opened the Special Meeting of Owners of Assessable Property called by the BIZ Board of Directors for the purpose of holding an election on the question of reauthorization of the Downtown Detroit Business Improvement Zone for a second Qualified Period beginning on April 15, 2024, and ending April 14, 2034.

The open and transparent, public process of creating the proposed New Zone Plan with opportunities for input and Notices to Owners of Assessable Property was explained, noting that the minimum requirements of the BIZ Act had been met and exceeded:

Notice of the Special Meeting of Owners of Assessable Property (Notice) to vote on reauthorization of the BIZ and a copy of the proposed new Zone Plan was publicly posted and available for inspection as required by the Open Meetings Act. Notice was sent by first-class mail to the owner of record of each parcel subject to the BIZ assessment at the mailing address of record according to City of Detroit assessment records. Each Notice was mailed on or before October 2, 2024, but not earlier than September 29, 2023.

A “save the date” postcard was separately mailed to property owners.

Detailed information about the Special Meeting of Assessable Property Owners was posted on the BIZ webpage shortly after the Board met on September 26 and called the Special Meeting of Owners of Assessable Property.

Gina Cavaliere explained the process of the vote. She indicated the ballot station location and location of copies of proposed Zone Plan, Sample Ballot, Sample Application to Vote and ballot.

Secretary McLauchlan announced that voting was open and would remain open until 12:30 p.m.

At 12:30 p.m. Secretary McLaughlan asked if anyone present intended to vote and had not yet voted. Hearing no response, he announced voting closed.

Secretary McLauchlan retrieved the ballots from the locked ballot box and the votes were tabulated under his supervision.

Secretary McLauchlan announced the election results: 242 ballots were cast, all indicating “yes.” Zero votes were cast indicating “no.” Zero ballots were spoiled.

Proportional Voting

The total proportional vote (pursuant to weighted voting applicable to the Election under the current zone plan for the Zone) in favor of approval of the New Zone Plan was 0.4903. The total proportional vote against approval of the New Zone Plan was zero. The percentage of proportional votes in favor of approval of the New Zone Plan was 100%. The percentage of proportional votes against approval of the New Zone Plan was zero.

Approval of New Zone Plan

Because the vote in favor of the New Zone Plan by the owners of assessable property at the Election was unanimous, more than 60% of the property owners of assessable property voting at the Special Meeting voted to approved the New Zone Plan and that approval constitutes reauthorization of Zone for the Zone for the New Qualifying Period.

Secretary McLauchlan directed staff to prepare an Election Report for his signature and transmittal to the BIZ Board of Directors and the City of Detroit and posting it on the BIZ website.

The Special Meeting of the Owners of Assessed Property was adjourned at 12:45 p.m.

Certification of Minutes

Proposed minutes respectfully submitted,



Michael McLauchlan
Secretary

October 24, 2023

Date

Approved by the Board of Directors at a regular meeting held on February 27, 2024.



Michael McLauchlan
Secretary

February 27, 2024

Date