

**City of Flint Downtown Development Authority
 Minutes of the Monthly Meeting of the Board of Directors
 April 28, 2021
 502 Church Street, Flint, Michigan**

Board Member	Present	Absent
Mayor Sheldon Neeley, Chairperson	X	
Inez Brown		X
Loyst Fletcher, Jr., Vice Chairperson and Personnel & Finance Chair	X	
John Gazall, Design Chair	X	
Louis Hawkins, Secretary	X	
Jonathan Hardman, Marketing & Promotions Chair	X	
Glen Kelly		X
Robert Kittel	X	
Brandee Brown	X	
Adrian Walker	X	
Greg Viener, Treasurer	X	

Others Attending: Khalfani Stephens, City of Flint and Acting Executive Director; Damion Frasier, Shedd-Frasier PLC; Sheri Sprygada, Taylor & Morgan; Samantha Fountain - Small Business Specialist - City of Flint; and Shelbi Frayer, City of Flint Chief Financial Officer

A. Call to Order:

Mayor Sheldon Neeley, Chairperson, declared a quorum present and called the meeting at 7:34 a.m.

B. Opportunity for Public to Address the Board: None.

C. Approval of Minutes:

Upon motion by Greg Viener, supported by Adrian Walker, the DDA Board unanimously approved the minutes for March 24, 2021 meeting of the Board of Directors.

D. Personnel and Finance Committee:

Khalfani Stephens presented information on DDA operations and the need to rehire an additional staff member to assist with maintenance and have the person be certified by the City of Flint Police for ticketing to be a backup in the event staff member who handles ticketing is sick or otherwise not working. Khalfani believes the Mott Foundation \$100,000 grant, which was awarded to the DDA, would help the

DDA keep this staff member employed through November, by which time the DDA's revenues are hopefully stabilized. After discussion, no objections were made to the proposed staffing changes.

Mr. Stephens updated the Board of Directors on the MPS parking enforcement operations and system, including on-street parking charges of \$21,000 a month under MPS and \$14,000 before MPS, with additional charges for mailing. Sheri reported that DDA on-street parking revenues during MPS operations, before the COVID-19 pandemic, were approximately \$18,000 per month before fees. Sheri also presented information on collections for monthly parking users, with monthly parking revenues being approximately \$12,000 and that she and Khalfani were working on collecting outstanding receivables.

E. Marketing and Promotions Committee:

Jonathan Hardman presented a report and presentation on potential revenue sources from events, parking fees, website/Facebook and soliciting partners. Mr. Hardman discussed the DDA's website and the need to update, streamline and maintain it, without duplicating efforts of others. Mayor Neely asked about the cost of proposed work on the DDA's website and Brandee Brown indicated that her organization had students who could assist the DDA at a reduced cost. Finally, Mr. Hardman proposed moving outside event application form to the DDA's website and the consensus of the Board was to go in this direction.

Mr. Stephens informed the Board that he and the Mayor had reviewed events submitted through the "What's Up Downtown" website as taking place in DDA facilities. Many of the events listed as taking place on DDA facilities were not taking place in the facilities, with an example being events listed as being held at the DDA's Kearsley Street parking lot, only being the meeting place for groups training for the Crim races or biking groups, which groups then left for the actual event. Mr. Stephens also indicated that the DDA is changing the application to require information on how the group would keep track of people attending, as well as how the group planned to comply with State COVID-19 restrictions. This work included the major downtown events such as Back to the Bricks, Crim Festival of Races and Juneteenth, where well over the State's limit of 300 people would attend. Mayor Neely asked that Mr. Stephens share all of this information and related documents with the Board.

F. Design Committee:

John Gazall reported on land scaping in the Back to the Bricks plaza and inquired on DDA plans for flower planting in the downtown. Khalfani Stephens reported that with a \$10,000 grant from Keep Genesee County Beautiful, the DDA's nursery partner will be placing planters in the downtown.

G. Economic Development:

Mayor Neely held a discussion on previous efforts to amend the DDA bylaws and the need to provide for removing board members who do not consistently attend meetings. After discussion, the Board's consensus was to include a provision that if a member failed to attend two-thirds of the meetings of the Board of Directors' meetings during the DDA's fiscal calendar year, the Board could remove a member. Loyst Fletcher requested that Damion Frasier, Esq. revise the previously Board approved bylaws and submit for review and approval by the Board.

Mayor Neely reported that the City of Flint is eligible to receive approximately \$99 million from the federal government's COVID-19 stimulus funds and asked that Shelbi Frayer review if the DDA is eligible for part of those funds. Mayor Neely also asked that Loyst Fletcher, Khalfani Stephens and Sheri Sprygada determine the DDA's lost revenue due to COVID-19 and report that to Shelbi Frayer and the City of Flint.

H. Executive Director's Report:

Khalfani Stephens presented a written report. Robert Kittle inquired about businesses in Buckham Alley having signage for "private property" for parking spaces. Mr. Stephens said he would investigate and report back to the Board. Jonathan Hardman also inquired about parking and dumpsters in Brush Alley in the public parking areas.

I. Correspondences: None.

J. Future of DDA/Vision:

Mayor Neely presented information on Kiaira May as a prospect for filling the permanent Executive Director position that Khalfani Stephens has been temporarily filling. Louis Hawkins made a motion to go into executive session under Michigan's Open Meeting Act to review the contents for an application for employment, which was requested to be done in closed session by the applicant, which motion was supported by John Gazall, and, after roll call of all members, with Mayor Sheldon Neeley, Loyst Fletcher, Jr., John Gazall, Louis Hawkins, Jonathan Hardman, Robert Kittel, Brandee Brown, Adrian Walker, and Greg Viener voting in favor and Inez Brown and Glen Kelly being absent, the Board went into executive session at 8:25 a.m.

After discussing the contents for an application for employment, during which time neither decisions were made, nor a vote held, upon motion by Louis Hawkins, which was supported by John Gazall, and, after roll call of all members, with Mayor Sheldon Neeley, Loyst Fletcher, Jr., John Gazall, Louis Hawkins, Jonathan Hardman, Robert Kittel, Brandee Brown, Adrian Walker, and Greg Viener voting in favor and Inez Brown and Glen Kelly being absent, the Board went out of executive session at 8:45 a.m.

A discussion was held on the DDA's finances and funds available for hiring an executive director. Mayor Neely appointed Khalfani Stephens, Loyst Fletcher, Brandee Brown, Greg Viener and Damion Frasier to an ad hoc compensation committee to determine proposed compensation and other benefits for the DDA's executive director, based on DDA finances and the executive director's experience and training. After discussion, Mayor Neely made a motion to make an offer of employment as the DDA's executive director to Kiaira May, with the compensation and benefits to be determined by the ad hoc compensation committee, which motion was supported by Louis Hawkins and unanimously approved by the Board.

K. Adjournment: The meeting was adjourned at 8:53 a.m.

Louis G. Hawkins

Louis Hawkins, Secretary