

Meeting Minutes - Ferndale DDA Special Session-

Re: Downtown Development Authority By-Laws

Location: City Hall, 300 E. 9 Mile Rd., Ferndale, MI 48220

Date: October 10, 2024

Time: 9:30am

Attendance

Mayor, Raylon Leaks-May

Councilmember, Rolanda Kelley

Chair, Sarah Brown,
Vice Chair Metari Harris

Treasurer, Omar George

Secretary, Je Donna Dinges

Grant Gzvoch
Doug Smith

Toly Ashkenazi

Jess Minnick

City Representative: Assistant City Manager, James Krizan

Not present: DDA Staff, Executive Director- Jennie Beeker & Engagement Manager-Sommer Realy

Meeting was called to order at 9:37 am

Call to Audience: No reports were given

Call to Board: Board members gave comments on why the meeting was called including Treasurer George suggesting if board members don't agree on a matter, a vote can be taken, and everyone should respect the vote, and move forward. Mayor Leaks-May expressed concerns about emails, and the overall interaction between board members and DDA staff. Vice Chair Harris expressed that everyone is serving on the board on behalf of the people of Ferndale. Board member Minnick, expressed views on emails.

Agenda Items

DDA By-Laws: Chair made a motion to go through the by-laws as they are currently written alongside the edits that were suggested by the Chair and Treasurer. Edits of the by-laws will be submitted to the city attorney, and then returned to the board for review and approval. Once approved by the DDA board,

the update bylaws will be sent to the city council for a vote and adoption. Mayor Leaks-May was also taking notes in real time to be shared with the city council.

Votes:

(check mark indicates yea vote)

- Mayor, Raylon Leaks-May
- Councilmember, Rolanda Kelley
- Chair, Sarah Brown,
- Vice Chair Metari Harris
- Treasurer, Omar George
- Secretary, Je Donna Dinges
- Grant Gzvoch
- Doug Smith
- Toly Ashkenazi
- Jess Minnick

Action Items

1. Revisit- Section V- regarding the qualifications for chair ie: should the chair be required to reside in, or operate a business in Downtown Ferndale, as opposed to the TIFF district(as those are two different areas.) * ***This is a high priority item***
2. Revisit- Section VI regarding the qualifications for Vice Chair as is outlined above. * ***This is a high priority item***
3. Revisit- Article V- Employment of Personnel- Several board members recommended that the entire DDA board should be involved in hiring decisions, and thus should be presented with the top 2-3 candidates for staff roles.

Article V-(continued) and overlap with Article VIII Section I

4. Assistant City Manager- James Krizan informed the board that all contracts over \$25,0000 require an RFP, per the city's purchasing policy which Treasurer George requested a copy of. Mr. Krizan infomed the Treasurer that the policy is currently being updated, and Treasurer George requested a copy of the current policy.
The Executive Board will review policies regarding bids and contracts and update the by-laws, as well as the board's practices to ensure that the board is in compliance with the city's bidding and purchasing processes, as the board is not currently in compliance.

5. Executive Board to implement a policy about board packets being distributed to board members in a timely manner to allow for proper due diligence by board members. Assistant City Manager James Krizan informed the board that under the OMA, board members are required to receive board packets no less than 18 hours prior to a board meeting. Mayor Leaks-May, and Councilmember Kelley indicated they have a similar issue in not receiving board packets in a timely manner.

Other Notes

Re: Article VIII Section 1- Contracts:

Treasurer George expressed concerns about the board not being in compliance with the city's purchasing policies, and gave specific examples of the contracts that were out of compliance:

- Social Media Manager's Contract between the Ferndale DDA and Sadie Quagliotto. Ms. Quagliotto's contract is for \$40,000, which should have automatically triggered an RFP, but no RFP was submitted.
- \$208,000 contract between the DDA and the Ferndale DWP for groundskeeping. Per City policy, this contract should have automatically triggered an RFP, but no RFP was submitted.

Jess Minnick left at 11:10 am

Meeting adjourned by Chair at 11:10 am

Meeting minutes recorded and submitted by Ferndale DDA Secretary, Je Donna Dinges