



**DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS REGULAR MEETING  
WEDNESDAY, DECEMBER 13, 2023 – 2:00 P.M.**

**BOARD MEMBERS PRESENT:** Ehrlich Crain  
Charles Beckham  
David Blaszkiewicz  
Richard Hosey  
John Naglick  
Hassan Beydoun  
James Jenkins

**BOARD MEMBERS ABSENT:** Marvin Beatty  
Donald Rencher  
Austin Black  
Steve Ogden  
Melvin Hollowell

**OTHERS PRESENT:** Kenyetta Bridges (DEGC/DDA)  
Rebecca Navin (DEGC/DDA)  
Maxwell Cameron (DEGC/DDA)  
Cleveland Dailey (DEGC/DDA)  
Jennifer Kanalos (DEGC/DDA)  
Glen Long (DEGC/DDA)  
Nasri Sobh (DEGC/DDA)  
Sierra Spencer (DEGC/DDA)  
Chris Lawrence (Tigers)  
Bobby Hoekstra (Tigers)  
Malinda Jensen



**MINUTES OF THE DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS REGULAR MEETING  
DETROIT ECONOMIC GROWTH CORPORATION  
500 GRISWOLD, SUITE 2200, DETROIT, MI 48226  
WEDNESDAY, DECEMBER 13, 2023 – 2:00 P.M.**

**GENERAL**

**Call to Order**

Chairperson Beydoun called the regular meeting of the Downtown Development Authority Board of Directors to order at 2:16 p.m. Roll call was conducted, and a quorum was established.

**GENERAL**

**Approval of Minutes**

Mr. Beydoun asked if there were any additions, deletions, or corrections to the minutes of the October 11, 2023, Regular Board meeting. Hearing none, the Board took the following action:

Mr. Jenkins made a motion approving the September 13, 2023 minutes, as written. Mr. Beckham seconded the motion. All were in favor with none opposed.

DDA Resolution Code 23-12-02-658 was unanimously approved.

**Receipt of Treasurer's Reports**

Mr. Naglick reviewed the Treasurer's Report of Receipts and Disbursements for the month of September 2023.

Mr. Beydoun called for questions. Hearing none, Mr. Beydoun called for a motion.

Mr. Crain made a motion to approve the Treasurer's Report of Receipts and Disbursements for the month of September 2023, as presented. Mr. Jenkins seconded the motion. All were in favor with none opposed.

DDA Resolution Code 23-12-03-550 was unanimously approved.

Mr. Naglick reviewed the Treasurer's Report of Receipts and Disbursements for the month of October 2023.

Mr. Beydoun called for questions. Hearing none, Mr. Beydoun called for a motion.



Mr. Jenkins made a motion to approve the Treasurer’s Report of Receipts and Disbursements for the month of October 2023, as presented. Mr. Crain seconded the motion. All were in favor with none opposed.

DDA Resolution Code 23-12-03-551 was unanimously approved.

**PROJECTS**

**LOWER WOODWARD IMPROVEMENT AGENDA PARKING LOT BEAUTIFICATION**

**PROJECT: AUTHORIZATION TO ENTER INTO CONTRACT WITH PREMIER GROUP**

**ASSOCIATES, LLC**

Mr. Cameron stated that in anticipation of the Spring 2024 NFL Draft scheduled to take place in downtown Detroit, the City’s administration has requested the DDA’s assistance in connection with various planned public improvement and beautification initiatives throughout the DDA Downtown Development Area 1. The 2024 NFL Draft is scheduled to take place April 25-27, 2024, and is expected to attract approximately 500,000 visitors downtown.

In June 2023, the DDA Board approved, among other items, the DDA’s management of the Parking Lot Beautification Project. Parking lots that have obtained BSEED compliance are eligible to participate in the project which includes the provision of matching grants for beautification measures as specified by City’s Planning and Development Department.

To solicit proposals for the Project, DDA staff issued a request for proposals on November 1, 2023, that was published in print and online at BidNet (the “RFP”).

This RFP was related to landscaping components of the beautification project. All bidders were asked to provide a bid to perform the following work (collectively, the “Work”):

- Supply and installation of planters for eligible parking lot sites
- Landscaping for planters, based on City of Detroit landscaping recommendations

Following DDA’s solicitation for bids, DDA received bids from three (3) contractors and conducted post-bid interviews with selected bidders. Prior to evaluating the bids received, DDA staff applied an equalization credit to Detroit-headquartered and Detroit-based businesses. The three (3) bids received, adjusted for the equalization credit, and the score given to each bid are as follows:

Bidder	Location	Base Bid Price w/ Alternative Pricing	Equalization Credit	Adjusted Base Bid Price	Score
Premier Group Associates, LC	Detroit, MI	\$66,940.16	6%	\$62,923.75	<b>1</b>



WCI Contractors	Detroit, MI	\$105,980.00	6%	\$99,621.20	<b>2.05</b>
WH Canon	Romulus, MI	\$91,885.00	0%	\$91,885.00	<b>1.4</b>

DDA staff evaluated and scored the bids to determine that Premier Group Associates, LC (the “Contractor”) was the most responsive bidder for the following reasons:

- The Contractor’s proposal was the lowest-scored proposal upon application of the equalization credit and scoring;
- The Contractor has a history of completing projects of similar scope and scale;
- The Contractor has completed previous work with the DDA and other DEGC-related entities to the satisfaction of DDA staff;
- The Contractor has the ability perform the Work on the schedule presented to it by DDA staff.

DDA Staff is requesting the DDA board authorize the execution of a contract with the Contractor to perform the Work at the not to exceed amount of Sixty-Six Thousand Nine Hundred Forty and 16/100 (\$66,940.16) Dollars.

DDA staff is also recommending that a contingency representing twenty (20%) percent of the total value of the Work, or Thirteen Thousand Three Hundred Eighty-Eight and 00/100 (\$13,388.00) Dollars be established to be disbursed upon the authorization of authorized DDA staff.

A resolution approving and authorizing the DDA to enter into a contract the Contractor for the performance of the Work and the establishment of a contingency fund was attached for your review and consideration.

Mr. Beydoun asked if Premier Group Associates was a Detroit-based entity. Mr. Cameron clarified that they are Detroit-based.

Mr. Crain noted the bidding spread and two bids were close with another being significantly lower. Mr. Crain asked if anything had been done to validate that the work could be done. Mr. Cameron responded with clarification on the planters and were able to compare both from each bid. Mr. Cameron added that Premier Group Associates had a lower markup on their planters.

Mr. Crain asked if there was a performance and payment bond. Mr. Cameron responded there was not for this project.

Mr. Naglick stated that as the City’s CFO he is aware that the City does use the firm quite often and through the City’s investments in parks, the firm has been a reliable vendor. Mr. Cameron added that the DEGC has worked with this vendor before as well.

Mr. Jenkins asked if this was a GMP. Mr. Cameron agreed it was a GMP. Mr. Jenkins asked how Mr. Cameron planned to evaluate the GMP. Mr. Cameron explained that the project was done on



a first-site basis meaning that pricing has been provided for the lots included in the program. Mr. Jenkins asked if a number was being worked against or if there is a lump sum guarantee. Mr. Cameron responded that the guarantee is per site and number of planters per site.

Mr. Naglick asked if one of the parking lots sold and was to no longer participate in the program would the price to be paid to Premier Group Associates lower or would they still receive the entire amount promised. Mr. Cameron explained that the number of lots would not change the price in terms of decreasing but if lots were added to the program the amount would increase.

Mr. Beydoun stated that the resolution reads that this is a lump-sum project. Mr. Naglick added that if the project was to exceed the amount stated, Mr. Cameron would need approval from the DDA Board.

Mr. Crain asked if the contingency noted was an owner's contingency. Mr. Cameron responded that it is an owner's contingency that contemplates additional lots becoming compliant and adding those lots to the program.

Mr. Jenkins asked if the scope of the work was clear. Mr. Cameron explained that pricing was per site, but he had also gotten material pricing if additional lots were added to the program.

Mr. Blaszkiewicz made a motion approving the Lower Woodward Improvement Agenda Parking Lot Beautification Project: Authorization to Enter into Contract with Premier Group Associates, LLC, as presented. Mr. Jenkins seconded the motion. All were in favor, none opposed.

DDA Resolution Code 23-12-101-170 was unanimously approved.

### **COMERICA BALLPARK: PROPOSED 2022 SCHEDULED REPAIRS AND IMPROVEMENTS**

Mr. Dailey explained that pursuant to that certain Amended and Restated Concession and Management Agreement (the "CMA"), by and between the DDA and the Detroit Tigers (the "Tigers") relating to Comerica Park, the DDA and the Tigers contribute annually into a Major Repair and Replacement Fund (the "Repair Fund") that can be used by the Tigers for certain repairs needed at Comerica Park. Use of the Repair Fund for non-emergency repairs requires DDA's approval.

Typically, proposed scheduled repairs are approved by the DDA Board in advance of the implementation of the repairs. As the Board may recall, this is a process that was previously handled by DDA consultant Gary Brown. Mr. Brown passed away in January 2022, after the 2022 proposed repairs and improvements request was submitted to him, but before it was submitted to the DDA Board. With Mr. Brown's passing and staffing changes at the Tigers organization, the 2022 and 2023 requests were not processed in their normal manner. 2022 repairs have been completed and 2023 repairs are underway. As a result, staff is asking the DDA Board to approve (1) a disbursement on account of the 2022 repairs, (2) a disbursement on account of 2023 repairs, pending supporting documentation following completion thereof, and (3) preapproval of 2024 schedule repairs as set forth below.



1. Attached as **Exhibit A** is the 2022 Scheduled Repairs and Improvements request, reflecting actual costs for work completed. This work has been completed and the Tigers have submitted a reimbursement request, together with supporting documentation, in the amount of \$778,803.43.
2. Attached as **Exhibit B** is the 2023 Scheduled Repairs and Improvements request, in an estimated amount of \$900,000. This work is underway and a reimbursement request is expected to be submitted by Q2 2024.
3. Attached as **Exhibit C** is the 2023 Schedule Repairs and Improvements request, in an amount equal to \$1,125,000. This work will be implemented in 2024.

The DDA staff and Tigers' representatives reviewed the scope of the proposed repairs and inspected the 2022 completed repairs for conformance with the comprehensive Restoration Master Plan developed by TPM for the Tigers, which includes repairs to the fire suppression system and alarm equipment throughout the ballpark. Other services included water proofing and soffit and wall repairs, inside several suites, due to water infiltration. The Proposed Repairs are consistent with the staff conditions reports previously reviewed by the DDA Board and the MLB consultant reports. In addition, certain of the proposed repairs consist of equipment upgrades in light of the COVID-19 pandemic, to meet new safety protocols, new City regulations, and best practices.

The amount of funds in the DDA held account as of November 30, 2023 is \$1,747,551.36, with receipts of approximately \$750,000 more anticipated to be added early in 2024.

The DDA staff finds the Tigers' request to use the Repair Fund to fund the repairs and proposed repairs reasonable and recommends the Board's approval. A resolution was attached for the Board's consideration.

Mr. Crain asked if the work for 2022 had already been completed. Mr. Dailey affirmed that this was correct. Mr. Crain asked at what time the Board would receive the list of contractors that completed the work. Mr. Dailey responded that the Tigers have the information for the year of 2022. Mr. Crain stated that he would like to have this list presented to the Board. Mr. Crain added he would like to see the initial budget along with the actual final cost.

Ms. Navin Clarified that for 2022 there are only actual costs as the Board had never pre-approved those costs.

Mr. Jenkins asked if there were any equalization credits. Mr. Dailey stated that he was not sure and deferred the question to Mr. Lawrence. Mr. Lawrence explained that he could not speak directly to the exact metrics for the credit other than the roughly forty-five and a half percent used towards discretionary funds.

Mr. Jenkins clarified that was his underlying question as he wanted to know if any locals had participated. Mr. Beydoun asked if in terms of operating procedure, any preference is given to those businesses or if the matter is truly discretionary. Mr. Lawrence explained that the Tigers keeps a working list of vendors for specific scopes of work that are local. Mr. Beydoun asked if this meant there was no competitive bids in which Detroit business were awarded additional points but rather left purely to discretion. Mr. Lawrence stated that bids are obtained and given points based on pricing and other metrics.

Mr. Jenkins stated he believed this was a good process but expressed his desire to encourage the Tigers to add more local contractors into their process.



Mr. Jenkins made a motion approving the Comerica Ballpark: Proposed 2022 Scheduled Repairs and Improvements, as presented. Mr. Hosey seconded the motion. All were in favor, none opposed.

DDA Resolution Code 23-12-83-162 was unanimously approved.

**ADMINISTRATIVE**

**OTHER BUSINESS**

**PUBLIC COMMENT**

**ADJOURNMENT**

With there being no further business to be brought before the Board, Mr. Blaszkiewicz made a motion to adjourn, which was seconded by Mr. Hosey, Mr. Beydoun adjourned the meeting at 2:40 p.m.



**CODE DDA 23-12-02-658**

**APPROVAL OF MINUTES OF OCTOBER 11, 2023**

**RESOLVED** that the minutes of the Regular meeting of October 11, 2023, are hereby approved and all actions taken by the Directors present at such meeting, as set forth in such minutes, are hereby in all respects ratified and approved as actions of the Downtown Development Authority.

December 13, 2023





**CODE DDA 23-12-03-550**

**RECEIPT OF TREASURER'S REPORT FOR SEPTEMBER 2023**

**RESOLVED**, that the Treasurer's Report of Receipts and Disbursements for the period ending September 30, 2023, as presented at this meeting, is hereby in all respects received by the Downtown Development Authority.

December 13, 2023



**CODE DDA 23-12-03-551**

**RECEIPT OF TREASURER'S REPORT FOR OCTOBER 2023**

**RESOLVED**, that the Treasurer's Report of Receipts and Disbursements for the period ending October 31, 2023, as presented at this meeting, is hereby in all respects received by the Downtown Development Authority.

December 13, 2023



**CODE DDA 23-12-101-170**

**LOWER WOODWARD IMPROVEMENT AGENDA PARKING LOT BEAUTIFICATION: AUTHORIZATION TO ENTER INTO CONTRACT WITH PREMIER GROUP ASSOCIATES, LC**

**WHEREAS**, the DDA is being asked to manage the Parking Lot Beautification Project in downtown Detroit, consisting of implementing beautification measures on surface lots including the provision of landscaping planters, trash cans art murals, benches, etc; and

**WHEREAS**, DDA staff received proposals from three (3) contractors to remove, replace and perform the following (collectively, the “Work”):

- Supply and installation of planters for eligible parking lot sites
- Landscaping for planters, based on City of Detroit landscaping recommendations; and

**WHEREAS**, DDA staff have reviewed the quotes and determined that Premier Group Associates, LC (the “Contractor”) is the lowest, most responsive bidder; and

**WHEREAS**, DDA staff is requesting the authorization to enter into an agreement with the Contractor for the not-to-exceed amount of Sixty-Six Thousand Nine Hundred Forty and 16/100 (\$66,940.16) Dollars for the performance of the Work; and

**WHEREAS**, DDA staff is also recommending that a contingency of approximately twenty (20%) percent of the total contract value, Thirteen Thousand Three Hundred Eighty Eight and 00/100 (\$13,388.00) Dollars be established; and

**WHEREAS**, pursuant to its statutorily authorized powers, the DDA has the power to accept funding, expend DDA funds, engage professionals, and take the other steps contemplated by this Resolution.

**NOW, THEREFORE, BE IT RESOLVED**, that the DDA Board of Directors hereby authorizes the engagement of the Contractor to perform the Work at the not-to-exceed amount of Sixty-Six Thousand Nine Hundred Forty and 16/100 (\$66,940.16).

**BE IT FURTHER RESOLVED**, that the DDA Board of Directors hereby authorizes the establishment of a contingency of approximately twenty (20%) percent of the total value of the Work, or Thirteen Thousand Three Hundred Eighty Eight and 00/100 (\$13,388.00) Dollars, to be disbursed upon the authorization of any two Officers, or any one of the Officers and any of the Authorized Agents of the DDA, or any two Authorized Agents of the DDA.

**BE IT FURTHER RESOLVED**, that any one of the officers and any one of the Authorized Agents of the DDA or any two of the Authorized Agents of the DDA shall hereafter have the authority to negotiate and execute all documents, contracts, or other papers, and take such other



actions, necessary or appropriate to implement the provisions and intent of this Resolution on behalf of the DDA.

**BE IT FINALLY RESOLVED**, that all of the acts and transactions of any officer or authorized agent of the DDA, in the name and on behalf of the DDA, relating to matters contemplated by the foregoing resolutions, which acts would have been approved by the foregoing resolutions except that such acts were taken prior to execution of these resolutions, are hereby in all respects confirmed, approved and ratified.

December 13, 2023



**CODE DDA 23-12-83-162**

**COMERICA BALLPARK: RESOLUTION CONSENTING TO 2022, 2023 and 2024 PROPOSED SCHEDULED REPAIRS & IMPROVEMENTS**

**WHEREAS**, pursuant to that certain Amended and Restated Concession and Management Agreement (the “CMA”), by and between the DDA and the Detroit Tigers (the “Tigers”) relating to Comerica Park, the DDA and the Tigers contribute annually into a Major Repair and Replacement Fund (the “Repair Fund”) that can be used by the Tigers for certain repairs needed at Comerica Park; and

**WHEREAS**, the use of the Repair Fund for non-emergency repairs requires DDA’s approval; and

**WHEREAS**, due to extenuating circumstances, during and following the pandemic, the typical cadence of approvals for use of the Repair Fund was not observed; and

**WHEREAS**, the Tigers have provided the DDA with the following documentation for repairs completed and/or proposed to be completed in 2022, 2023 and 2024 (the “Proposed Repairs”):

1. 2022 Scheduled Repairs and Improvements request, reflecting actual costs for work completed, attached as **Exhibit A**, and for which reimbursement has been requested in the amount of \$778,803.43.
2. 2023 Scheduled Repairs and Improvements request, in an estimated amount of \$900,000, attached as **Exhibit B**, which work is underway and a reimbursement request is expected to be submitted by Q2 2024.
3. 2023 Schedule Repairs and Improvements request, in an amount equal to \$1,125,000, attached as **Exhibit C**, which work is proposed to be implemented in 2024.

**WHEREAS**, the DDA staff has reviewed the requests, inspected 2022 completed repairs, and recommends for consent by the DDA Board the use of the Repair Fund for the Proposed Repairs, subject to the Tigers’ fulfillment of the requirements in section 11.5 of the CMA relative to the performance of the repairs and improvements and to the Tigers securing the necessary approvals and permits from the Building and Safety Engineering Department; and

**WHEREAS**, the DDA Board of Directors has determined that the Tigers’ request is reasonable and in the best interest of the Comerica Park.

**NOW, THEREFORE, BE IT RESOLVED**, that the DDA Board of Directors hereby authorizes the use of the Repair Fund for the Proposed Repairs for repairs completed or to be completed in 2022, 2023, and 2024, in the amounts not to exceed those set forth above, subject to the Tigers’ fulfillment of the requirements in section 11.5 of the CMA relative to the performance of the repairs and improvements and to the Tigers securing the necessary approvals and permits from the Building and Safety Engineering Department.



**BE IT FURTHER RESOLVED**, that the DDA Board of Directors hereby authorizes any two of the Officers of the DDA or any two Authorized Agents of the DDA or combination thereof to execute any and all documents, contracts, or other papers and to take such other actions necessary or desirable to implement the provisions and intent of this resolution on behalf of the DDA.

**BE IT FINALLY RESOLVED**, that all of the acts and transactions of any Officer or Authorized Agent of the DDA, in the name of the DDA, relating to matters contemplated by the foregoing resolutions, which acts would have been approved by the foregoing resolutions except such acts were taken prior to execution of these resolutions, are hereby in all respects confirmed, approved and ratified.

December 13, 2023