

**BOARD OF DIRECTORS SPECIAL MEETING
GUARDIAN BUILDING
500 Griswold St, Suite 1200 • Detroit, Michigan
(Rouge Conference Room)**

Monday, August 7, 2017

12:00 PM

MINUTES

Present: Erica Ward-Gerson
Richard Hosey
Rasul Raheem

Absent: **Excused:** Patricia Pernel-Shelton, Carol Walters

Others Present: Detroit Land Bank Authority (DLBA) staff

CALL TO ORDER

Chairperson Ward Gerson called the August 7, 2017 Special Board of Director's meeting to order at 12:08 p.m.

ROLL CALL

Member Raheem called roll for each board member. 3 of 5 Board members were present and a quorum was met.

ADOPTION OF THE AGENDA

Chairperson Ward Gerson called for the adoption of the Agenda. **Motion by Member Hosey to adopt the agenda. Supported by Member Raheem MOTION APPROVED.**

PUBLIC COMMENT

Chairperson Ward Gerson opened the floor to public comment. None present.

NEW BUSINESS

Resolutions.

08-01-2017 RESOLUTION AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO REMIT PAYMENT TO THE CITY OF DETROIT'S GENERAL SERVICES DEPARTMENT ON BEHALF OF THE DETROIT LAND BANK AUTHORITY. Chairperson Ward Gerson provided background of the resolution. **Motion by Member Hosey to approve resolution. Supported by Member Raheem. MOTION APPROVED.**

08-02-2017 RESOLUTION AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO ENTER INTO A SERVICES AGREEMENT ON BEHALF OF THE DETROIT LAND BANK AUTHORITY WITH RIGHTSIZED FACILITY PERFORMANCE OF MICHIGAN, LLC. Heather Zygmuntowicz, Assistant Director, Operations, provided background on the resolution and walked the group through the plans for the 15th floor renovation. Member Hosey inquired as to whether we are in line or below current market rates for renting per square foot in the downtown footprint. He requested that Melissa Vela, Office Manager, and Gabriel Guerrero, Staff Attorney II, research and put a process in place. Member Raheem inquired about any change orders and how to ensure our current agreement is locked in. Heather stated that the cost for renovation is currently \$220,000 and will remain unless we request major changes. Chairperson Ward

Gerson requested that the resolution be amended to reflect that the price for the renovation not exceed \$220,000. **Motion by Member Hosey to approve resolution. Supported by Member Raheem. MOTION APPROVED.**

ADJOURNMENT

There being no further business, a **Motion by Member Hosey to adjourn the meeting. Supported by Member Raheem. MOTION APPROVED.** Chairperson Ward Gerson adjourned the meeting at 12:29 p.m.