

Maintenance/Capital Improvement Committee Meeting Minutes
151 Martin Street Conference Rooms 202 & 203
April 14, 2025

Members in Attendance: Sarvy Lipari (Chair), Bill Roberts, Steve Quintal, Amy Pohlod, Doug Fehan
Members Absent: Michele Taddei
Staff Present: Erika Bassett, Melinda Comerford
Guests: Roman, Ron & Roman Architects

Chairperson Lipari called the meeting to order at 8:33 a.m.

Approval of Minutes: Motion by Fehan, seconded by Quintal, to approve the minutes dated March 10, 2026. All ayes, motion passed.

Public Comment: Roman, from Ron & Roman Architects, presented a mural concept for 588 North Old Woodward Avenue.

Worry Free Floral Baskets Agreement

Bassett presented the proposed agreement for 2027-2029, totaling \$42,112.00. Motion by Pohlod, seconded by Quintal, to recommend the 2027-2029 Worry Free Floral Baskets Agreement to the BSD Board for approval. All ayes, motion passed.

Lot 6

- **Maintenance – Electrical:** Bassett reported that DTE must replace its large wooden pole in Lot 6 on which the Farmers Market electrical box is located. For DTE to complete this work, the electrical box must be removed and reinstalled on the new pole. A proposal from the City's recommended electrician, Lee & Associates, totaling \$1,202.00 was presented. Motion by Fehan, seconded by Pohlod, to approve the proposal as a Maintenance & Capital Improvements expense. All ayes, motion passed.
- **Mural:** Bassett advised that the property owner of 588 North Old Woodward Avenue is interested in working with the BSD and City on the installation of a mural facing Lot 6. The committee reviewed proposed concepts from two artists. The committee agreed to consider allocating funds to this project and would like to have additional concepts to review as soon as possible.

Mural Grant Program

Bassett presented a Mural Grant Program draft for the committee's review. There was no feedback during the meeting, however Bassett asked committee members to further review and submit feedback by April 20, 2026.

Willits Alley

The committee viewed three recommended lighting options from DTE for the large wooden light poles in Willits Alley. The committee selected the same option that is currently installed on the South Old Woodward Avenue streetlights. Bassett advised that she will be meeting with the Public Arts Board on April 15, 2026 to discuss public art on the City property in Willits Alley.

Ongoing Updates

- **Holiday Lighting 2025/2026:** Bassett reported that DPS plans to report the final costs in May.
- **Holiday Tree Replacement:** Bassett reported that DPS is working with the City Attorney on the agreement and will be submitting a memo to the City Commission soon.

- Powerwashing: Bassett reported that powerwashing is scheduled to occur sometime between May 1- 22, 2025. The BSD will notify the businesses once they have more information.
- Dog Waste Bags: Bassett advised that DPS installed three new dog waste bag holders in the BSD area in response to reports of increased pet droppings in planter beds. BSD will monitor the costs and report back to the committee as needed.
- Light Pole Banners: Bassett advised that DTE has provided specs for the light pole banners on North Old Woodward Avenue and South Old Woodward Avenue and that the marketing committee would be reviewing concepts at its April 15, 2026 meeting.

The meeting adjourned at 9:45 a.m.

Next Meeting: Tuesday, May 12, 2026, at 8:30 a.m.

APPROVED