

**PUBLIC LIGHTING AUTHORITY
OF THE
CITY OF DETROIT**

Board Meeting
March 6, 2013
Coleman A. Young Municipal Center Auditorium
5 pm

Meeting Minutes

Board members present: Maureen Stapleton, Marvin Beatty, Cedric Dargin, John Davis, Mike Einheuser.

Others Present: Beau Taylor, Office of the Mayor. Adam Hollier, Office of the Mayor. Ron Liscombe, Allen Law Group. Keith Stallworth, Utility Services of America. Several unidentified audience members.

Board Chair Stapleton takes the roll call. All members are present.

Board Chair Stapleton turns the discussion to an update on the by-laws. Board Secretary Einheuser indicates he is working on the by-laws, and has received a proposed set of by-laws from Ron Liscombe.

Board Chair Stapleton next discusses the need to hire PLA staff. The Executive Director job posting will be posted on the City of Detroit website tomorrow, and press release will be issued. All of the Board recommended changes have been made to the posting. Board Chair Stapleton discusses the process for interviewing candidates. Board Secretary Einheuser recommends interviewing candidates as the resumes are submitted. Board Chair Stapleton asks if there should be a closing date, if there needs to be a public interview, and whether there should be a search committee appointed. **Board Treasurer Davis moves for Members Beatty and Einheuser to be on the search committee. Board Chair Stapleton seconds the motion. The Board votes by voice vote. The motion passes unanimously.** Board Secretary Einheuser indicates that he will circulate the resumes received to the entire Board for review, and that the full Board will select whom to interview.

Board Chair Stapleton also inquires about other positions needed, specifically communications and an administrative assistant. Board Chair Stapleton discusses the need for assistance with website development, press releases, a community engagement process. Board Vice Chair Beatty states that the PLA has a lot of needs now, including office space, and staffing. The Board discusses whether to engage a communications firm or to hire someone directly. It is settled that the PLA will issue a basic RFQ for a firm. Board Chair Stapleton indicated she will develop a basic RFQ and circulate it to the Board.

Board Chair Stapleton discusses the need for an administrative assistant. She is open to whether the PLA needs a full or part time person. There are a number of tasks that need to be worked on, such as fielding inquiries, sending information out, etc. No action is taken.

The Board next discusses the RFP for a program manager. The Board expresses its desire for the program manager to be competitively selected, and that technical expertise is vital to properly advise the Board. Board Treasurer Davis expresses his expectation that this will be a broader assignment than a simple construction manager, and that the firm selected must have experience with planning, community engagement, operations, and financial management. Board member Dargin indicates that there will likely need to be two types of firms engaged, a design firm, and a construction/project manager firm. Board Chair Stapleton expresses the urgent need for this selection to be made quickly. Board member Dargin expressed his expectation that the successful firm will have to closely coordinate with the Public Lighting Department. Beau Taylor will work on developing a proposed RFQ for the Board.

Board Chair Stapleton next discusses the need for the Board to retain legal counsel. She expresses that the city attorney cannot act on behalf of the PLA as they are separate bodies. She wants to identify a firm to assist the PLA. Mr. Taylor and Mr. Hollier indicates that the city purchasing department is willing to assist the Board with the RFP process for the program manager. Board Secretary indicates his desire to have independent legal counsel to the PLA, and that there should be a competitive process. He will work to develop an RFP for legal services and circulate it to the Board.

Board Chair Stapleton discusses that she had a meeting with the City CFO, Jack Martin, and has requested an initial funding allocation of \$2M to get the Board on its feet. She also indicated that Mr. Martin offered the City General Services Department to assist the PLA with office space. According to Mr. Martin, the City has purchased the bond and insurance for the Board the morning of March 6.

Board Chair Stapleton next discusses other business. Board Secretary Einheuser again indicates the need for the Board to meet in the community. Board Vice Chair indicates agreement, and expresses caution, as community expectations are high and the PLA has nothing to report on yet. Board Chair Stapleton expresses that the communications advisor will work to assist the Board with the community meetings. Board Secretary Einheuser indicates his desire to revisit the issue at the next meeting.

The Board Chair expresses the need to prepare a lighting plan to meet the March 15 statutory deadline for presentation to City Council. She indicated that there is some assistance that will be presented to the Board at the next meeting to meet the deadline.

The Board Chair opens the meeting for public comment, and recognizes Keith Stallworth. Mr. Stallworth is Chair of Utility Services of America. He expresses his desire for the Board to maximize the revenue generating potential of the public lighting system. He also expresses his desire for a sustainable system, and that there are possibilities to address the structural revenue shortfalls from the Detroit Public School account with the Public Lighting Department.

Board Chair Stapleton moves to adjourn the meeting. Board Vice Chair Beatty seconds the motion. The Board votes by voice vote. The motion is passed unanimously.