



**DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES
REGULAR MEETING – DECEMBER 2, 2021 – 7:00P.M. – CONFERENCE ROOM A**

ROLL CALL OF MEMBERS

Chairperson Pagano called the meeting to order at 7:02 p.m.

MEMBERS PRESENT: Joe Pagano, Chairperson; James Martin, Vice Chairperson; Wendy Smith, Secretary/Treasurer; Mark Hammond, Mayor, Standing Member; Members Michael Crowder, Alisa Maul and Diane Parker.

MEMBERS ABSENT: Members Tracy Cooper and Shayla Hopper.

ALSO PRESENT: Liz Hendley, AICP, Director/Economic Development Director; Brian Keeseey, McKenna Associates, Matt Sype, C.E. Raines

APPROVAL OF MINUTES

Motion by Martin, supported by Crowder to approve the minutes of the Regular Meeting of September 2, 2021 with the following change: Record the motion by Cooper, supported by Smith, to withdraw the \$10,000 donation to the Flat Rock Community Foundation. All present voting “Yes”. **All present voting “Yes”.**

Motion by Hammond, supported by Crowder to approve the minutes of the Regular Meeting of November 4, 2021. All present voting “Yes”.

CITIZENS TO BE HEARD

None.

MEMBERS’ AND CONSULTANTS’ REPORTS

Secretary/Treasurer Smith reported that the holiday lighting looks beautiful and that business is good.

Member Maul stated lights were good, business is crazy and mentioned the passing of former City Attorney Grunow.

Member Parker noted that her stores were doing well and that they have been very busy. She will be providing hot chocolate for the Christmas Parade and Tree Lighting and complemented the City on all the fun with the Grinch.

Mayor Hammond commented on Winterfest and all the committees and people that came together to make a great plan including Beautification, the Historical Society, the schools, the band, the choir and Sherry’s Academy of Dance. He discussed the expanded lighting and the Santa parade. Mayor spoke about the Sip & Shop having 35 vendors and Santa taking wish lists on Sunday from 1-4. He was proud that the Historical Complex was open Friday and Sunday and housed Mrs. Claus and the Grinch.

Member Crowder noted that business was good but the cost of food was really going up. His decorations are underway.

Vice Chairperson Martin commented on the lighting and said we need better spotlights on the carolers at Garden Boulevard. Next year, lighting needs to be expanded from Gibraltar to Ypsilanti and West Huron River Drive.

Chairperson Pagano spoke about former City Attorney Grunow. He noted that all DDA Board Members have the same powers. DTE is working on the streetlight repairs and hope to be done by Friday. Discussion of businesses potentially selling the Flat Rock new logo shirts, not on consignment but purchasing them from us to sell at a price of their choosing. Member Crowder expressed interest. Chairperson Pagano noted that improvements need to focus on the area along Telegraph north of the viaduct.

Director Hendley noted the new items and late correspondence that will be emailed to members as a reference once the copier is back up and running.

Consultant Keesey noted only items on the agenda.

Consultant Sype noted that the Garden Boulevard project is at a standstill until traffic markings can be installed in better weather. Also discussed was the removal by DPS of the liners in the new trash receptacles and planters for reinstallation in the spring.

OLD BUSINESS

Continued discussion of DDA Financial Account Options/Banking: Next meeting

26139 Gibraltar Road: Still tied up in courts

Arsenal/Atwater Traffic Discussion: Scale down with notice out to everyone so that those who can attend are able.

NEW BUSINESS

Façade Grant Application, Krzyske Bros. Flat Rock Hardware, 26329 E. Huron River Drive: **Motion by Maul, supported by Martin to approve the façade grant in the amount of \$1,547.50. All present voting "Yes".**

Sugar Island Baking Co. Façade Grant Reimbursement: **Motion by Martin, supported by Parker, to approve the reimbursement in the amount of \$1,728.00. All present voting "Yes".**

Padlock Storage Insurance Façade Grant Reimbursement: **Motion by Martin, supported by Maul, to approve the reimbursement in the amount of \$7,005.80. All present voting "Yes".**

E-mail from Mr. Bill Miller regarding DDA Development Plan: Discussion took place regarding expansion of the DDA district. It was determined that this will be addressed after the current plan goes through due to deadlines.

Discussion of Electric Vehicle Charging Stations: Discussion took place regarding making this part of Façade Grants and it was determined that it was not appropriate. Put on January agenda to discuss the potential of "Innovation Loans".

Discussion of DDA-owned Property – Old Post Office: Discussed with the decision that the DDA was not interested in selling the property at this time.

Creation of Opportunity Guide: Director Hendley discussed a draft Opportunity Guide and requested permission from the DDA Board to spend some time researching updated Census and additional data to include in an Opportunity Guide to be made available in 2022. This will include an estimate of printing costs and data gathering. Permission granted.

DDA Forum Invitation: Director Hendley offered the invitation to the Destination Downriver meeting to take place December 8 at 9am at the Brownstown Event Center.

DDA FINANCIAL REPORTS

Dated 11/29/21

PAYMENT OF CURRENT BILLS

Motion by Pagano, supported by Martin, to approve the payment of the current bills. All present voting "Yes".

FROM	FOR	AMOUNT
Kalideico	Website	\$100.00
GLC	Maintenance	\$614.28
McKenna	DDA Meetings, Public Hearing Notification	\$1,150.00
City of Flat Rock	See attached	\$10,258.59
Monroe Signs	DDA Signs	\$275.00
C.E. Raines	Telegraph & Vreeland Sign	\$96.90
C.E. Raines	Garden Boulevard	\$521.16
C.E. Raines	General Consulting	\$302.61
Liz Hendley	Reimbursement – Christmas Passport Punches	\$45.30
	SUBTOTAL:	\$13,363.84
APPROVED AT MEETING:		
Sugar Island Baking Co.	Façade Grant Reimbursement	\$1,728.00
Padlock Storage	Façade Grant Reimbursement	\$7,005.80
First United Congregational	Façade Grant Reimbursement	\$10,000.00
	GRAND TOTAL:	\$32,097.64

CORRESPONDENCE AND MISCELLANEOUS INFORMATION

First United Congregational Church Façade Grand Reimbursement Request: **Motion by Parker, supported by Crowder, to approve the reimbursement in the amount of \$10,000.00. All present voting "Yes".**

MD 1st Urgent Care Façade Grant Application: **Motion by Crowder, supported by Martin, to approve the Façade Rehabilitation Application in the amount of \$1,600.00 for signage. All present voting "Yes".**

Invitation to the Destination Downriver Breakfast Meeting.

DTE Streetlighting Agreement: Chairperson Pagano will contact and clarify the details at a forthcoming meeting.

NOTE: These items will be included as reference in the email with the next DDA agenda.

ADJOURNMENT

Motion by Martin, supported by Crowder, to adjourn the meeting. All present voting “Yes”. Meeting was adjourned at 9:00p.m.

Members of the Downtown Development Authority

Joseph A. Pagano, Chairperson, June 13, 2022; **James Martin**, Vice Chairperson, June 13, 2022; **Wendy Smith**, Secretary/Treasurer, June 13, 2022; **Mark Hammond**, Mayor, Standing Member; **Tracy Cooper**, June 13, 2024; **Michael Crowder**, June 13, 2024; **Shayla Hopper**, June 13, 2022; **Alisa Maul**, June 13, 2022;

Diane Parker, June 13, 2024; **Liz Hendley**, Director

cc: Newspapers, Charles E. Raines Co., McKenna Associates PLEASE Notify Liz at 734-789-2323 if you cannot attend!