



**DOWNTOWN DEVELOPMENT AUTHORITY MINUTES
REGULAR MEETING – JUNE 3, 2021 – 7:00P.M.**

ROLL CALL OF MEMBERS

Chairperson Pagano called the meeting to order at 7:06p.m.

MEMBERS PRESENT: Joe Pagano, Chairperson; James Martin, Vice Chairperson, Tracy Cooper, Member; Michael Crowder, Member; Alisa Maul, Member; Diane Parker, Member

MEMBERS ABSENT: Wendy Smith, Secretary/Treasurer; Mark Hammond, Mayor/Standing Member; Shayla Hopper, Member

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

Motion by Martin, supported by Pagano, to excuse the absent members. All present voting “Yes”.

APPROVAL OF MINUTES

Motion by Crowder, supported by Martin, to approve the minutes of the Regular Meeting of May 6, 2021. All present voting “Yes”.

CITIZENS TO BE HEARD

None.

MEMBERS’ AND CONSULTANTS’ REPORTS

Vice Chairperson Martin questioned the status of the 5th/3rd Bank fence. Director Hendley replied that the DPS does not have the fence in storage. He asked that the Police Department be consulted to see if there is a report on who knocked the fence down. Jim also reported that Riverfest was announced as a two-day event (Friday/Saturday, September 17-18, 2021) and that there will be no carnival but fancy inflatables and Mega 80’s headlining one of the nights with fireworks on Friday.

Member Crowder reported that business is as good as can be with 50% limits. Noted that Huroc Park has been packed and they need more grills and a bigger playground. He is thinking about adding outdoor tables at Michael’s on the River.

Member Cooper has been traveling and currently has nothing to report.

Member Maul noted that business is good and the first Shop Hop provided good traffic. She thinks June will be even better. Alisa discussed the church steeple and front door and questioned if these would be eligible for a Façade Grant. Director Hendley to get an opinion from City Attorney Zick.

Member Parker stated that business is fine and her plaza is busy. Many people who attended the Shop Hop apparently expected it to be like a Taste of Flat Rock with food vendors, which it was never meant to be. She feels the Police Department needs more of a presence either on foot, bike or patrol car or even with Xander. Diane noted she was excited to hear of a new Recreation person that will be handling

events. Dining local...Michaels has the best Club sandwich. Noted that Ashley from All About Grace was in the process of setting up a new Facebook page to more accurately describe the Shop Hop and that Not Your Average Shoppe should post under their business name and not personal Facebook name for recognition.

Chairperson Pagano reminded everyone the annual meeting is scheduled for July. He has been in discussion with Andrew Brodie regarding high school volunteers and a program for student entrepreneurs where they would be able to take their concepts through to sale and DDA could potentially sell them at events. If the product was some sort of art piece, DDA may be able to purchase and install within the district. Also establishing a connection between financial folks and business owners for high school students interested in their own business. Joe also mentioned the Chalk the Walk event on Saturday, June 5 from 11am-1pm and mentioned the car show at Station 24 on Sunday.

Chairperson Pagano would also like to look into the feasibility of using the garage at the Sargeant property for storage once the purchase agreement with the owner goes through. He is waiting on City Attorney Zick to complete the approved purchase agreement.

Vice Chairperson Martin indicated that he is available for Ribbon Cutting ceremonies on Monday's and Friday's.

Director Hendley added flyers, City Attorney and T-shirt bills to the agenda along with a brief discussion of storage for banners at City Hall.

NEW BUSINESS

Not Your Average Shoppe Façade Grant Application: **Motion by Pagano, supported by Martin, to approve the Façade Grant application in the amount of \$1,825.35. All present voting "Yes".**

Award of Garden Boulevard Landscaping: **Motion by Martin, supported by Maul, to award the Garden Boulevard Landscaping project to Sole Building Company in the amount of \$211,456.00 with a 10% contingency for a total of \$232,601.60. Also to remove the "Flat Rock Business District" lettering on the brick wall and repair/patch areas as necessary. All present voting "Yes".**

Payment #2, Sign at Vreeland/Telegraph: Added to the current bills.

OLD BUSINESS

Vreeland/Telegraph Road Sign (Meijer/CVS Plaza): Electrical shortages are resulting in delays. Installation of the sign is a few weeks out. Becca will update with City information.

26139 Gibraltar Road Status: Waiting on contract from City Attorney.

Clock Tower/Fire Memorial Upgrade: Director Hendley explained, after consultation with Fire Department personnel, that the area near the clock tower was never officially named as the memorial area and Vice Chairperson Martin concurred. The Fire Department will put together a committee and keep the DDA advised as it moves forward. As of now, the preferred location for a memorial is the City Hall campus. Information will come back to the DDA as known.

CVS Plaza Irrigation: Waiting on agreement from the City Attorney with plaza owner. Owner has been very cooperative.

Coleman Parking Lot Proposal: After much discussion, it was decided to leave the property as is for now. The expense for playground equipment and parking is extremely high. The DDA would like to see how it is used in the next few years (as an example to host Shop Hop).

Streetscape Estimates – Bond Update: Director Hendley stated there would be a meeting on June 9 that Chairperson Pagano will attend regarding bonding this project. Details to follow at next meeting.

2021/2022 Proposed Budget Discussion and Approval: **Motion by Cooper, supported by Martin, to approve the budget as presented and forward to the City Council for their consideration. All present voting “Yes”.**

Arsenal/Atwater Traffic Discussion: Consultant Keesey mentioned the schedule for Mike Labadie was booked for June and July and suggested planning a meeting for August. Director Hendley was requested to forward the Place and Main drawing for this area to McKenna for review.

Banner Program Discussion: The five (5) designs, one (1) for each of the wayfinding districts as well as the general Flat Rock, Michigan banners were discussed as well as the need for additional hardware. **Motion by Cooper, supported by Parker, to approve a budget not to exceed \$15,000 for new banners and hardware. All present voting “Yes”.**

DDA FINANCIAL REPORTS

Dated 6/1/21

PAYMENT OF CURRENT BILLS

Motion by Martin, supported by Cooper, to pay the current bills including addition made at the meeting of Donald Borg (flyers), Zick Law Office and Production House (t-shirts) as indicated. All present voting “Yes”.

FROM	FOR	AMOUNT
C.E. Raines Company	Sign at Vreeland and Telegraph	\$3,456.59
Bronner’s	Christmas Decorations	\$7,867.61
GLC	Maintenance	\$2,478.56
Kaleidico	Website	\$100.00
Sole Building Company	Progress Payment #2, Sign at Vreeland and Telegraph	\$25,295.40
City of Flat Rock	See attached.	\$5,495.59
Donald Borg	Flyers	\$300.00
Zick Law Office	Services	\$672.00
Production House	T-shirts	\$474.00
	GRAND TOTAL:	\$46,139.75

CORRESPONDENCE AND MISCELLANEOUS INFORMATION

None.

ADJOURNMENT

Motion by Martin, supported by Cooper, to adjourn the meeting. All present voting “Yes”. The meeting was adjourned at 8:53p.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!