



**DOWNTOWN DEVELOPMENT AUTHORITY MINUTES
REGULAR MEETING – AUGUST 5, 2021 – 7:00P.M.**

ROLL CALL OF MEMBERS

Chairperson Pagano called the meeting to order at 7:07 p.m.

MEMBERS PRESENT: Joe Pagano, Chairperson; James Martin, Vice Chairperson; Wendy Smith, Secretary/Treasurer; Members Tracy Cooper, Michael Crowder, Alisa Maul and Diane Parker.

MEMBERS ABSENT: Mayor Mark Hammond, Standing Member; Member Shayla Hopper.

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

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

APPROVAL OF MINUTES

Motion by Martin, supported by Pagano, to approve the minutes of the Annual and Regular meeting of July 1, 2021. All present voting “Yes”.

CITIZENS TO BE HEARD

None.

MEMBERS’ AND CONSULTANTS’ REPORTS

Vice Chairperson Martin was asked about the upcoming Riverfest. He replied that it will take place September 10th and 11th. There will be three (3) bands per night and fireworks on Friday night.

Member Crowder mentioned his sign was misplaced at the football field. Liz will address. He noted he is still 13 employees short.

Member Parker stated she has 23 employees and was prepared for hiring. She noted the Flat Rockers were performing at Huroc Park and that the next movie would take place on the 19th of August and would be Aladdin (the movie, not the cartoon) along with the Recreation Departments’ sleepover in the park. Member Parker noted the Taste of Flat Rock went very well and spoke about expanding the festival to food vendors outside of Flat Rock for next year. She noted the opening of the Mane Salon on Gibraltar near the post office.

Member Cooper asked what was going into Flat Rock Plaza. Director Hendley noted it was a Dollar Tree store.

Matt Sype indicated that Russ Wittman officially retired and sold to Souheil, who is now the owner of C.E. Raines. Director Hendley to send card from DDA.

Member Maul noted that people complained that things were not ready at the opening of the Taste of Flat Rock and that there were no bathrooms other than the church. She also noted that there was not enough food.

Secretary/Treasurer Smith informed the DDA Board that today was her last day with Fifth Third and that she was recruited by Flagstar Bank and will be assuming her new responsibilities in two weeks. She noted she can still make transfers and spoke about the Soroptimists covering an area larger than just Flat Rock in agreement with getting more food vendors for the Taste of Flat Rock next year.

Chairperson Pagano gave his heartfelt thanks to all those who contributed their time and efforts to the Flat Rock Our Hometown Events. We should have cake or cupcakes at the next meeting to celebrate the success of the events and the reappointment of Board members.

NEW BUSINESS

Façade Grant Application, Flat Rock Elks, 26917 Telegraph: **Motion by Martin, supported by Crowder, to approve the Façade Grant in the amount of \$10,000. All present voting "Yes".**

Façade Grant Application, First Congregational UCC, 26250 E. Huron River Drive: **Motion by Martin, supported by Parker, to approve the Façade Grant in the amount of \$10,000. All present voting "Yes".**

Façade Grant Reimbursement, Varsity Barn: **Motion by Martin, supported by Cooper, to reimburse Varsity Barn in the amount of \$10,000. All present voting "Yes".**

Façade Grant Updated List: A list of the most recent Façade Grants was provided by Director Hendley for informational purposes.

Letter from Ryan Nissley re: Food Distribution: The DDA Board asked Director Hendley to follow up with the City Attorney on authorizing this request.

The Business Publicity Program, Flat Rock Football and Flat Rock Ram Boosters Membership Information were discussed. The DDA Board directed Ms. Hendley to place the information on the Flat Rock Our Hometown and DDA websites.

OLD BUSINESS

Vreeland/Telegraph Road Sign (Meijer/CVS Plaza) – Status: As of now, there is no power to the sign. C.E. Raines is working on this with the contractor. It was also noted by Consultant Keesey that the length per message should be 12 seconds per our Ordinance, Section 27.08(j)(4). Director Hendley will inform the City Clerk's office.

26139 Gibraltar Road - Status: Paperwork for purchase has been signed according to Chairperson Pagano. An RFQ for demolition is to be created by C.E. Raines.

CVS Plaza Irrigation – Status: Per Matt Sype, City Attorney Zick is in the process of putting together language to protect the DDA. As of now, agreements are verbal.

Arsenal/Atwater Traffic Discussion – Status: Meeting to be set for after August 20. Include Matt Sype, Joe Pagano, Police, Fire and DPS. Director Hendley will coordinate.

Banner Program Update: Banners have started to go up at City Hall. The City will be required to pay for the banners hung and City Hall and will receive the proceeds from sponsors as well. Director Hendley will prepare an invoice and forward to the Treasurer.

Progress payment #3, DDA Electronic Sign: Matt Sype discussed the invoice. Moved to "Payment of Current Bills".

DDA FINANCIAL REPORTS

Dated 6/28/21

PAYMENT OF CURRENT BILLS: Motion by Martin, supported by Pagano, to pay the current bills along with Undercover Rentals in the amount of \$416.25 and the reimbursement to Diane Parker in the amount of \$45 for a new total of \$160,854.98. All present voting "Yes".

FROM	FOR	AMOUNT
Display Sales	Banners (Payment 2 of 2)	\$4,885.50
Kaleidico	Website	\$100.00
GLC	Maintenance	\$2,476.00
C.E. Raines	General Consulting	\$399.50
C.E. Raines	Garden Boulevard	\$1,073.39
C.E. Raines	DDA Sign	\$2,254.74
Feezell Enterprises	FROH Website Hosting	\$2,100.00
City of Flat Rock	See attached	\$64,349.70
Sole Building Company	DDA Electronic Sign	\$72,477.34
Varsity Barn	Façade Grant Reimbursement	\$10,000.00
GLC	Tree Removal	\$275.00
	GRAND TOTAL:	\$160,391.17
	GRAND TOTAL:	\$160,854.98

CORRESPONDENCE AND MISCELLANEOUS INFORMATION

Ms. Hendley presented a late correspondence Façade Grant Application for Adkins Insurance and distributed at the meeting. The grant was for painting and parking lot striping, neither of which require building permits. **Motion by Cooper, supported by Parker, to approve the façade grant in the amount of \$5,769.00. All present voting "Yes".**

ADJOURNMENT

Motion by Cooper, supported by Martin, to adjourn the meeting. All present voting "Yes". The meeting was adjourned at 8:37p.m.

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!