



**DOWNTOWN DEVELOPMENT AUTHORITY AGENDA
MINUTES OF THE REGULAR MEETING OF SEPTEMBER 1, 2022
7:00P.M. – CITY COUNCIL CHAMBERS**

ROLL CALL OF MEMBERS

Chairperson Pagano called the meeting to order at 7:05 p.m.

MEMBERS PRESENT: Joe Pagano, Chairperson; Members Michael Crowder, Shayla Hopper and Diane Parker.

MEMBERS ABSENT: James Martin, Vice Chairperson; Secretary/Treasurer Wendy Smith; Mayor Mark Hammond.

ALSO PRESENT: Brian Keesey, McKenna Associates and Matt Sype, C.E. Raines

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

APPROVAL OF MINUTES

Motion by Parker, supported by Hopper to approve the revised minutes of the regular meeting of August 4, 2022. All present voting “Yes”.

CITIZENS TO BE HEARD

None.

MEMBERS’ AND CONSULTANTS’ REPORTS

Member Hopper reported that next month is the Spooktacular event and planning is underway. Business is very good.

Member Crowder stated that business was good and they are very busy. Being short staffed, employees are making time and a half.

Chairperson Pagano reported that the t-shirts for the “Green Out” for football team were purchased. It appears that the City sign was pulled when the watermain was repaired and the Gibraltar Road City sign blew over and they are using the one from Telegraph. Follow up with DPS.

Matt Sype noted that adding the electrical circuits were delayed due to power outages.

Director Hendley announced the Downriver Economic and Environmental Summit at Wayne County Community College on September 8, 2022 from 8-12 and will be representing Flat Rock and Destination Downriver.

OLD BUSINESS

26139 Gibraltar – Sargeant Property (per City Attorney): Still no clear title to property. Offer from a developer. Building and Safety moving forward on nuisance abatement process.

Striping on Gibraltar and Huron River Drive: Gibraltar Bid provided by C.E. Raines: Wayne County says they are resurfacing Huron River Drive this season.

Sidewalk Repair – City Attorney opinion: Remove from agenda. Already covered.

Follow Up Items:

1. Streetscape (Raines estimates): Move to November agenda
2. Streetscape Design North of the Viaduct (McKenna): Move to October agenda
3. Arsenal Road: Cell data for Arsenal Road. Traffic counter? DDA staff?
4. Clock Tower Repairs: Contact Verdin Clocks through DPS. Aspen Blvd. clock is not working as it is 5 minutes slow and it has been determined that the mechanics of the clock are not turning as fast as the computer is moving.
5. Gazebo Power: Estimate another set of lights for events.

NEW BUSINESS

Garden Boulevard Landscape Improvements, Progress Payment #2: Moved to bills to be paid. Also, Liz to contact Marvaso to get Garden Boulevard planters updated to Fall season. Coordinate with DPS and Grosse Ile Lawn and Sprinkler to get the start up on the sprinklers taken care of as it is not on at the control and coordinate shut down with DPS for the winter.

Façade Grant Application, Lather Barbershop, 26854 Telegraph: Motion by Parker, supported by Crowder, to approve the application in the amount of \$4,058.88. All present voting “Yes”.

DDA FINANCIAL REPORTS

Dated 8/29/22

PAYMENT OF CURRENT BILLS

Motion by Parker, supported by Crowder, to pay the current bills. All present voting “Yes”.

FROM	FOR	AMOUNT
Kaliedico		\$420.00
Sole Building Company	Garden Blvd. Progress Payment #2	\$41,225.35
GLC	Maintenance	\$2,514.28
City of Flat Rock	See attached	\$8,813.22
C.E. Raines	#18962, General Consulting Charges	\$375.28
Michigan Downtown Association	Membership	\$475.00
Diane Parker	Remainder of reimbursement	\$40.00
21 st Century Media	FROH Ad	\$100.00
	GRAND TOTAL:	\$53,963.13

CORRESPONDENCE AND MISCELLANEOUS INFORMATION

Memo from City Clerk Shane Harrison regarding DDA/TIFA/Council Work Session: To be held September 27 at 5:30p.m. Members encouraged to attend.

Façade Grant Application, Convenient Auto Care, 28810 Telegraph (to be provided at meeting): **Motion by Pagano, supported by Crowder, to approve the application in the amount of \$7,577.00 and to let the applicant know he may come back for the asphalt project to potentially use the remainder of funding. All present voting "Yes".**

Façade Grant Application, Simply Be Well Gifts, 26962 Telegraph (to be provided at meeting): **Motion by Pagano, supported by Parker, to approve the application in the amount of \$3,425.75. All present voting "Yes".**

Grosse Ile Lawn and Sprinkler Holiday Lighting Renewal: The DDA Board wishes to do the entire Downtown DDA District. No garland on the poles, but add to corners. Preauthorization of an increase in funding amounting to \$5,000.00 to cover the rest of the district. Director Hendley to call Grosse Ile Lawn and Sprinkler and bring proposal back to next meeting.

Copy of Distribution Calculation Check was received.

ADJOURNMENT

Motion by Parker, supported by Hopper, to adjourn the meeting. All present voting "Yes". The meeting was adjourned at 8:02p.m.

Members of the Downtown Development Authority

Joseph A. Pagano, Chairperson, June 13, 2022; **James Martin**, Vice Chairperson, June 20, 2026; **Wendy Smith**, Secretary/Treasurer, June 20, 2026; **Mark Hammond**, Mayor, Standing Member; **Michael Crowder**, June 13, 2024; **Shayla Hopper**, 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!