



**DOWNTOWN DEVELOPMENT AUTHORITY MINUTES  
REGULAR MEETING – MAY 4, 2023 – 7:00P.M. – CITY COUNCIL CHAMBERS**

**ROLL CALL OF MEMBERS**

Chairperson Pagano called the meeting to order at 7:04 p.m.

**MEMBERS PRESENT:** Chairperson Joe Pagano; Vice Chairperson James Martin; Members Jeff Berro, Michael Crowder, Shalya Hopper and Cameron Malnofski.

**MEMBERS ABSENT:** Standing Member Mayor Mark Hammond; Member Parker.

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

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

**INTRODUCTION OF INTERN/RESIGNATION OF SECRETARY/TREASURER**

Miliyah Burdette was introduced as the DDA intern and spoke about her background. The Board acknowledged and regretfully accepted the resignation letter of Secretary/Treasurer Wendy Smith.

**APPROVAL OF MINUTES**

**Motion by Martin, supported by Hopper, to approve the Minutes of the Regular Meeting of April 6, 2023. All present voting “Yes”.**

**CITIZENS TO BE HEARD**

Sue Farrar spoke of the City-wide garage sale the weekend of May 20 and 21<sup>st</sup>.

**MEMBERS’ AND CONSULTANTS’ REPORTS**

Member Hopper said all is well and business is going good. She will set up a conversation with Miliyah to discuss Spooktacular.

Member Crowder noted business is good. There seems to be some turmoil in town and he expressed concern for all the ducks and ducklings near Huroc Park and even in the Downtown versus traffic.

Vice Chairperson Martin discussed the Director salary being covered  $\frac{3}{4}$  by the DDA and  $\frac{1}{4}$  by the City. He noted there is no costs being paid to the Community Center for the cost of covering the wages of employees helping. Director Hendley will find out costs and inform Treasurer that we are willing to pay for employee services.

He briefly discussed the cost of the streetscape being \$300-350k and because the City is at it’s bonding limit, it will be a few years before we can float a bond.

Member Malnofski noted business is good and nothing new besides spicy green sauce.

Member Berro said business has been steady and is looking forward to the warmer weather. Planning the food truck rally for July 15. Donations will be collected for the Flat Rock Animal Shelter and we will match and collect food.

Chairperson Pagano noted the Vreeland sign died and was magically revived. He warned the DDA of potential upcoming repairs.

He discussed the Reading Building and noted there was no action by the City. He went to the meeting and they want to do a hands on children's museum. They will all be attending a school board meeting on Monday.

In regards to selling DDA property and others that are buildable, we need the City Attorney present at the next meeting. Need conditions for development, minimum bid information. Liz will get list from Treasurer and values from the Assessor as well as finding out restrictions on building on the Coleman site.

Director Hendley spoke of the business that will be featured on the next UTR show: Calder's and Kate's Kitchen!

Matt Sype noted the bids came in for the sidewalk program and estimates the DDA to cover approximately \$122,780 + 17% engineering and contract administration for a total of \$143,652. Motion by Pagano, supported by Martin, to allocate \$145,000 to the Sidewalk Program. All present voting "Yes". It will take care of the biggest hazards over 1".

## **OLD BUSINESS**

Updated Streetscape Design North of the Viaduct (McKenna), Pricing on North and South viaduct: Move to June meeting.

Event Lighting at Huroc Park: Joe/Matt: Big variety of pricing from \$5-\$32k

Wayfinding Discussion: Updating branding and map.

Business Forum Discussion: FROH dollars utilized to support promotion of event.

Generator Discussion: Weingartz government pricing per Matt. Chairperson Pagano noted we could get 2 small Predator Generators from Harbour Freight at a lower cost. **Motion by Martin, supported by Crowder, to get the 2 generators with warranties from Harbour Freight and a 5 gallon gas can for an amount not to exceed \$1,600. All present voting "Yes".**

Event banner approval:

2023-2024 Budget with account breakdowns: **Motion by Martin, supported by Hopper, to add 5% to categories and bring back to the June meeting for discussion and approval. All present voting "Yes".**

## **NEW BUSINESS**

Banner Stand with logos for events: Order

Appoint Secretary/Treasurer: **Motion by Martin, supported by Pagano, to table appointment of a new Secretary/Treasurer until vacant position has been filled. All present voting "Yes".**

## DDA FINANCIAL REPORTS

To be provided at June meeting

### PAYMENT OF CURRENT BILLS

**Motion by Pagano, supported by Martin, to pay the current slate of bills. All present voting "Yes".**

FROM	FOR	AMOUNT
City of Flat Rock	See attached	\$56,809.87
Kaleidico	Web Hosting & Maintenance	\$104.00
C.E. Raines	Huroc Park Additional Power \$108.80; Huroc Park Additional Power Rebid \$762.89; DDA General Consulting Charges \$544.85; DDA Charges: Dunkin Donuts Parking Lot/W. Huron River sanitary repair \$121.13 <i>Grand Total: \$1,537.67</i>	\$1,537.67
Signs Etc.	Event Banner Design and Tab	\$150.00
GLC	Maintenance	\$2,614.29
Miliyah Burdette	Intern Services	\$1,440.00
	<b>GRAND TOTAL:</b>	<b>\$62,655.83</b>

### CORRESPONDENCE AND MISCELLANEOUS INFORMATION

### ADJOURNMENT

**Motion by Hopper, supported by Martin, to adjourn the meeting. All present voting "Yes". The meeting was adjourned at 8:36p.m.**