



DOWNTOWN DEVELOPMENT AUTHORITY MINUTES
REGULAR MEETING – OCTOBER 7, 2021 – 7:00P.M. – CITY COUNCIL CHAMBERS

ROLL CALL OF MEMBERS

MEMBERS PRESENT: Joe Pagano, Chairperson; James Martin, Vice Chairperson; Wendy Smith, Secretary/Treasurer; Member; Members Tracy Cooper, Shayla Hopper, (7:09) and Alisa Maul.

MEMBERS ABSENT: Mayor Mark Hammond, Standing Member; Members Michael Crowder and Diane Parker.

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

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

APPROVAL OF MINUTES

Minutes of the Regular Meeting of September 2, 2021 and October 7, 2021 will be on the next agenda.

CITIZENS TO BE HEARD

None.

MEMBERS’ AND CONSULTANTS’ REPORTS

Secretary/Treasurer Smith discussed the DDA investment account which led to a discussion of the DDA’s banking overall.

Liz to consult with City Treasurer Beard and other DDA’s with Chairperson Pagano and Secretary/ Treasurer Smith to bring items to discuss the subject as an agenda item on the next meeting.

Vice Chairperson Martin made a motion regarding Riverfest. **Motion by Martin, supported by Maul, to NOT donate \$10,000 to the Flat Rock Community Foundation as the festival did not take place this year. All present voting “Yes”.**

He also commented on the new street lights on Telegraph looking good.

Member Maul indicated business was good and that they were participating in a Superhero event through Trenton Soroptomists. She also brought forth a proposal from Vintage Blossoms to decorate for the Fall season. After much discussion, including the possibility of including Gibraltar but with the majority agreeing to hold off until next year, the motion was made as follows: **Motion by Cooper, supported by Martin, to approve the Fall décor by Vintage Blossoms along Huron River Drive from Telegraph to Garden and on both sides of Garden Blvd. for a price not to exceed \$1,000 including take down. Decorations MUST be removed no later than November 7th so Christmas decorating may begin. All present voting “Yes”.**

Member Cooper had nothing to report.

Member Hopper discussed the status of the FROH Spooktacular. At least 20 businesses are participating with many events and contests for the kids. Strands is doing excellent!

Chairperson Pagano stated that the Business Expo at the Flat Rock Football game went well and was well attended. He mentioned the planning of the Winter event at Community Park. Flat Rock shirts will now be sold at City Hall (beginning Monday, October 11th). The sign at Telegraph and Vreeland is up and running and he tries to keep content to ten (10) or less slides. Chairperson Pagano wants to further discuss potential changes to the Façade Rehabilitation Grant and asked that it be placed on November's agenda for discussion.

Consultants had no reports.

Liz mentioned items of late correspondence:

- The installation of the Bronner's Christmas decoration as part of the Christmas Lighting package from Grosse Ile Lawn and Sprinkler (from September 2 agenda) in the amount of \$3,050.00.
- The winterization of the sprinkler system on Garden Blvd. from Grosse Ile Lawn and Sprinkler in the amount of \$125.
- Release of retainage for Sole Building Co. for the Telegraph/Vreeland sign in the amount of \$7,727.51.
- A discussion of the Façade Rehabilitation Grant for Adkins Insurance.
- Permission to attend the Michigan Downtown Association Annual Statewide Conference on November 4 and 5, 2021.

OLD BUSINESS

26139 Gibraltar Road: Pending owner obtaining legal documentation.

CVS Plaza Irrigation: Remove from future agendas.

Arsenal/Atwater Traffic Discussion: Liz to work with Brian to schedule.

Christmas Lighting Proposal: An updated proposal was submitted by Grosse Ile Lawn & Sprinkler to acknowledge the changes on Garden Boulevard and add on a quote for the sprinkler winterization was presented. **Motion by Cooper, supported by Martin, to approve the proposals for Christmas lighting, the hanging of Bronner's decorations and winterization of the sprinkler system on Garden Boulevard for a total price of \$26,400.50. All present voting "Yes".**

NEW BUSINESS

Façade Grant Application, 27500 Telegraph Road: **Motion by Cooper, supported by Martin, to grant the application for 27500 Telegraph in the amount of \$10,000.00. All present voting "Yes".**

Façade Grant Application, Sugar Island Baking Company, 28773 Telegraph: **Motion by Cooper, supported by Martin, to grant the application for Sugar Island Bakery in the amount of \$1,927.65. All present voting "Yes".**

DDA FINANCIAL REPORTS

Dated 10/1/21

PAYMENT OF CURRENT BILLS

Motion by Martin, supported by Cooper, to pay the current bills. All present voting "Yes".

FROM	FOR	AMOUNT
G.L.C.	#251481	\$2,478.56
Courtney Lynn	Spooktacular	\$150.00
Undercover Rentals LLC	Spooktacular	\$390.00
Carol Ann Owens	Spooktacular	\$400.00
Just Bouncin'	Spooktacular	\$500.00
Shayla Hopper	Spooktacular	\$41.32
Robert Jensen	Spooktacular	\$400.00
C.E. Raines	DDA General Consulting #18089	\$254.15

C.E. Raines	Garden Blvd. #18094	\$2,114.56
C.E. Raines	Garden Blvd. #18095	\$6,343.68
C.E. Raines	Garden Blvd. #18093	\$6,685.67
Michigan Trails	Advertisement	\$736.25
Kaleidico	Website	\$100.00
	SUBTOTAL:	\$20,594.19

ADDED DURING 10/7/21 MEETING		
FROM	FOR	AMOUNT
Grosse Ile Lawn and Sprinkler	Christmas Lighting	\$23885.50
Grosse Ile Lawn and Sprinkler	Christmas Decoration (Bronner's) Installation	\$3,050.00
Grosse Ile Lawn and Sprinkler	Winterization of Garden Boulevard Irrigation System	\$125.00
Sole Building Company	Release of Retainage for Vreeland/Telegraph Sign	\$7,727.51
	GRAND TOTAL:	\$55,382.20

10. CORRESPONDENCE AND MISCELLANEOUS INFORMATION

ADJOURNMENT

Motion by Cooper, supported by Hopper, to adjourn the regular meeting of October 7, 2021. All present voting "Yes". Meeting was adjourned at 8:25p.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!