



**DOWNTOWN DEVELOPMENT AUTHORITY MINUTES  
REGULAR MEETING – NOVEMBER 4, 2021 – 7:00P.M.**

**1. ROLL CALL OF MEMBERS**

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

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

**MEMBERS ABSENT:** Mayor Mark Hammond, Standing Member; Member Tracy Cooper.

**ALSO PRESENT:** Liz Hendley, AICP, Director/Economic Development Director; Brian Keeseey, McKenna Associates.

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

**2. APPROVAL OF MINUTES**

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

**3. CITIZENS TO BE HEARD**

None.

**4. MEMBERS' AND CONSULTANTS' REPORTS**

Secretary/Treasurer Smith noted they had about 70 kids for Halloween and that business was going well.

Member Maul heard Spooktacular was spectacular and Shop Hop was excellent. She feels the Downtown is gaining walkability.

Member Hopper noted that Spooktacular went well and mentioned all the new businesses Downtown.

Vice Chairperson Martin talked about the streetlights on Telegraph and asked if Ribbon Cuttings were going to resume.

Chairperson Pagano spoke about Member Cooper. He also talked about the new streetlights on Telegraph and stated that pavers would be replaced with stone. The cobra lights from Ypsilanti to the viaduct will be removed and those to the south will stay. He said we need to look at all the wrought iron fencing and get a price for repainting. In regards to Huroc Park lighting, it would occur on the park side from Atwater to W. Huron River by the railroad tracks. He has requested a price and will bring it to a future meeting. He also mentioned the wayfinding project and working with Brian to get the locations mapped as well as looking for additional public parking.

Member Parker noted that business is booming and appreciates the new businesses that are choosing Flat Rock. She spoke about the non-allergenic trick or treat from 12-2 with a sign and ribbon on business door to indicate participation in the event.

## 5. OLD BUSINESS

Discussion of DDA Financial Account Options/Banking: Secretary/Treasurer Smith to report back at next meeting.

26139 Gibraltar Road Status: Waiting on courts.

Arsenal/Atwater Traffic Discussion Status: Continue working on finding a feasible date.

Telegraph Lighting: See Chairperson Pagano's comments under Member Reports.

## 6. NEW BUSINESS

Viscount Pools Façade Grant Reimbursement: **Motion by Martin, supported by Hopper, to approve the Façade Reimbursement in the amount of \$10,000.00. All present voting "Yes".**

Adkins Insurance Façade Grant Reimbursement: **Motion by Pagano, supported by Martin, to approve the Façade Grant Reimbursement in the amount of \$7,561.50. All present voting "Yes".**

Garden Boulevard Landscaping Improvements Request for Payment: **Motion by Martin, supported by Crowder, to pay the invoice in the amount of \$173,713.01. All present voting "Yes".**

2022 Banner Program: Director Hendley asked the Board to consider waiving fees paid for banners in 2021 and begin them in the 2022 season. **Motion by Pagano, supported by Martin, to waive fees for 2021 and rehang banners in 2022 at no cost. All present voting "Yes".**

## 7. DDA FINANCIAL REPORTS

Dated 11/1/21

**8. PAYMENT OF CURRENT BILLS: Motion by Martin, supported by Smith, to pay the current bills. All present voting "Yes".**

FROM	FOR	AMOUNT
Vintage Blossoms LLC	Fall Decorating	\$980.00
Kalideico	Website	\$100.00
GLC	Maintenance	\$4,178.56
City of Flat Rock	Water/Sewer – Garden Boulevard	\$932.50
City of Flat Rock	See attached	\$44,652.19
C.E. Raines	26139 Gibraltar	\$1,916.18
C.E. Raines	Telegraph & Vreeland Sign	\$121.13
C.E. Raines	Garden Boulevard	\$2,136.38
C.E. Raines	General Consulting	\$181.48
	<b>SUBTOTAL:</b>	<b>\$55,198.42</b>
<b>APPROVED AT MEETING:</b>		
Sole Building Company	Garden Boulevard	\$173,713.01
Viscount Pool	Façade Grant Reimbursement	\$10,000.00
Adkins Insurance	Façade Grant Reimbursement	\$7,561.50
	<b>GRAND TOTAL:</b>	<b>\$246,472.93</b>

## 9. CORRESPONDENCE AND MISCELLANEOUS INFORMATION

### ADJOURNMENT

Motion by Cooper, supported by Martin, to adjourn the meeting. All present voting "Yes". The meeting was adjourned at 7:51p.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!*