



**DOWNTOWN DEVELOPMENT AUTHORITY AGENDA
REGULAR MEETING – APRIL 1, 2021 – 7:00P.M.
MINUTES**

ROLL CALL OF MEMBERS

MEMBERS PRESENT: Joe Pagano, Chairperson; James Martin, Vice Chairperson; Mark Hammond, Mayor, Standing Member; Members Alisa Maul and Diane Parker.

MEMBERS ABSENT: Wendy Smith, Secretary/Treasurer; Members Michael Crowder, Tracy Cooper and Shayla Hopper.

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

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

Motion by Martin, supported by Maul to excuse the absent Members at the meeting of March 4, 2021. All present voting “Yes”.

APPROVAL OF MINUTES

Motion by Martin, supported by Parker to approve the minutes of the Regular Meeting of March 4, 2021. All present voting “Yes”.

CITIZENS TO BE HEARD

None.

MEMBERS’ AND CONSULTANTS’ REPORTS

Member Parker discussed the Flat Rock Our Hometown Schedule of Events. She also featured the Goose Chase Hunt. She questioned the update on the DTE lights along Telegraph. Chairperson Pagano noted they were completed. In regards to the trash at Huroc Park, the Mayor noted he will speak with the DPS Director.

Diane also discussed the possibility of a playscape where the old Coleman Building used to be on E. Huron River Drive. Member Maul suggested a small parking lot or leaving it as green space. Matt Sype will determine the number of spots that can fit in the area and bring to the next meeting.

The Mayor also spoke about diagonal parking along E. Huron River Drive from Seneca to Church. Chairperson Pagano asked that the issue be placed on the May agenda.

Member Parker discussed the Shop & Hop sponsored by Erica Hussey on Thursdays from 1-7pm and asked to utilize the old Coleman Building property/lot for tents for the event to take place on 5/28, 6/24, 7/22, 8/26, 9/23 and 10/28. This will be brought up to the City Council under Late Correspondence at their April 5, 2021 meeting. They would like any permit fees waived and City Attorney Zick will look into insurance requirements. There will be no food vendors.

Motion by Parker, supported by Pagano to approve the Shop & Hop events, waive permit fees and ask the City Council to authorize use of the old Coleman Lot for tents for the event on 5/28, 6/24, 7/22, 8/26, 9/23 and 10/28 at their 4/5/21 meeting under Late Correspondence. All present voting “Yes”.

Mayor Hammond noted that Parks and Recreation are renting out areas of Huroc Park and events should be coordinated. FROH and the DDA are happy to promote Recreation Center information and programs on their respective websites and Facebook pages.

Chairperson Pagano asked about the ongoing construction at the Family Farm and Home plaza and was notified that a tenant has not yet been identified but the owner was working on finishing the façade. He began discussion on the streetscape project and Matt Syte discussed the portion in front of the Senior Center. Vice Chairperson Martin recommended bonds to do the entire project. Matt Syte will gather numbers for the entire streetscape project and the DDA will reapproach from a bonding standpoint after finding out what the annual costs to repay the bond would be.

Chairperson Pagano discussed the banner program and requested pricing for brand new banners using the historic Flat Rock type logo as well as the new one. Report to be made at next meeting. Discussion on if DPS would be able to put them up. He spoke of the Car Show and requested to make a purchase of a frequency generator for FM radio for the event. The cost is estimated at \$150-\$175. **Motion by Pagano, supported by Maul to approve the purchase of the frequency generator. All present voting "Yes".**

Chairperson Pagano questioned our capacity to utilize the local government channel. Mayor Hammond explained that there used to be a studio where recordings took place and were televised. The cable companies are no longer required to support local programming, only the government access channel and education, not businesses. He also mentioned that ECS was looking into a YouTube website license and that would likely be the most appropriate place to promote businesses in Flat Rock. Discussion of the Flat Rock Our Hometown Business page also took place.

NEW BUSINESS

E-mail from Patricia Simeck, Flat Rock Train Club Board dated 3/11/21: **Motion by Pagano, supported by Maul to offer \$2,000 to the Flat Rock Train Club to upgrade displays. All present voting "Yes".**

Proposed 2021/2022 Flat Rock Our Hometown Budget: Move to May agenda.

Christmas Passport Reimbursements – Flat Rock Dollars: **Motion by Pagano, supported by Parker to approve the reimbursements. All present voting "Yes".**

GLC Bid – Maintenance of DDA Sidewalks and Landscape Areas: **Motion by Pagano, supported by Maul to approve the GLC DDA Sidewalks and Landscaping Bid. All present voting "Yes".**

Façade Grant Application – GoJo's Grub House (property owner): **Motion by Pagano, supported by Martin to approve the Façade Grant Application in the amount of \$10,000. All present voting "Yes".**

Car Wash at Matilda – Discussion of property status took place.

OLD BUSINESS

DTE Lighting on Telegraph between Ypsilanti and Viaduct: **Motion by Pagano, supported by Martin to approve the agreement for lighting on Telegraph between Ypsilanti and the viaduct. All present voting "Yes".**

DTE Agreement Huroc Park Lighting Agreement (Confirmation of motion from 3/4/21 meeting): It was confirmed that the DDA Board wished to move forward with this project.

Vreeland/Telegraph Road Sign (Meijer/CVS Plaza): **Motion by Hammond, supported by Maul to approve the plan as presented including the bricks, color scheme, and additional cost and height of sign. All present voting "Yes".**

Development Plan Update and Review, Set Public Hearing: **Motion by Pagano, supported by Martin to . All present voting "Yes".**

26139 Gibraltar Road Status: Chairperson Pagano will be speaking with the owner.

CVS Plaza Irrigation: Pending CVS Plaza owner.

2021/2022 Budget: Move to May Agenda.

DDA FINANCIAL REPORTS

Dated 3/26/21.

PAYMENT OF CURRENT BILLS

Motion by Pagano, supported by Maul to approve the payment of current bills. All present voting "Yes".

| FROM | FOR | AMOUNT |
|--|--|---------------------|
| GLC | #24700 Grounds Maintenance January | \$625.00 |
| GLC | #24720 Grounds Maintenance February | \$625.00 |
| GLC | #24721 Grounds Maintenance March | \$625.00 |
| C.E. Raines | #17496 DDA General Consulting Charges | \$242.25 |
| C.E. Raines | #17499 Garden Blvd. Landscaping | \$218.03 |
| McKenna | #90080-40 | \$622.50 |
| McKenna | #90080-38 | \$488.75 |
| McKenna | #90080-37 | \$646.25 |
| McKenna | #90080-36 | \$1,062.50 |
| Mc Kenna | #90080-39 | \$1,798.75 |
| Place + Main | #21016 | \$20,000.00 |
| City of Flat Rock | See attached | \$5,566.48 |
| | SUBTOTAL: | \$32,520.51 |
| ITEMS TO BE DECIDED UPON AT MEETING | | |
| | Christmas Passport Reimbursements: \$530.00 | \$33,050.51 |
| | DTE Agreement for Lighting at Huroc Park: \$4,125.00 | \$37,175.51 |
| | DTE Agreement Ypsilanti to Viaduct Option 1: \$163,000.00 Option 2: \$165,000.00 Option 3: \$177,000.00 | \$200,175.51 |
| | GRAND TOTAL: | \$200,175.51 |

CORRESPONDENCE AND MISCELLANEOUS INFORMATION

None.

ADJOURNMENT

Motion by Hammond, supported by Martin to adjourn the meeting. All present voting "Yes". The meeting was adjourned at 10:03p.m.

Respectfully Submitted,
Elizabeth Hendley, Director

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!