

**DOWNTOWN DEVELOPMENT AUTHORITY AGENDA
REGULAR MEETING – MAY 6, 2021 – 7:00P.M.
MINUTES**

ROLL CALL OF MEMBERS

MEMBERS PRESENT: Joe Pagano, Chairperson; James Martin, Vice Chairperson; Wendy Smith, Secretary/Treasurer; Members Michael Crowder, Tracy Cooper (7:21p.m.) and Diane Parker.

MEMBERS ABSENT: Mark Hammond, Mayor, Standing Member; Members Shayla Hopper and Alisa Maul.

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

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

APPROVAL OF MINUTES

Motion by Martin, supported by Parker to approve the minutes of the Regular Meeting of April 1, 2021 with the change of “Marting” to “Martin” under fifth item in New Business. All present voting “Yes”.

CITIZENS TO BE HEARD

None.

MEMBERS’ AND CONSULTANTS’ REPORTS

Chairperson Pagano begin the reports by asking that members who are also business owners report on things they notice going on in the community and their businesses as part of their reports.

Member Parker reported on Summer/Fall events. She noted that Concerts in the Park will be held at Huroc Park and they are working with Michael’s on the River to fill the void left by 5th 3rd not being a location due to insurance requirements. Movies in the Park will be at Huroc Park with 2 rain dates possible. They are looking at a Children’s Movie and a Family Movie like “Night at the Museum”. FROH is working on an events poster and corresponding banners and yard signs. Once all events are finalized, they will be printed/distributed and banners/yard signs will go up in various locations.

From a business perspective, Biggby Coffee is doing well, especially with a drive through. Ms. Parker noted she has had several entrees from GoJo’s and had the best onion rings with all of them. Station 24’s Protein Salad is excellent and Michael’s Club Sandwich can’t be beat. She also spoke briefly about the t-shirts that will be created as part of the Place and Main branding program and wanted to pass along her thanks for such great designs. Director Hendley will convey the message. Tshirts are to be sold at events and City Hall only for now.

Secretary/Treasurer Smith noted that the City is looking fabulous with all the façade grants and that there is a huge difference from when she first moved here. As far as business, she commented on GoJo’s Fried Cauliflower, Station 24’s Mother Clucker and Michael’s Cuban Sandwich – her favorite. She also noted Biggby has a new sugar free caramel that is the best – it doesn’t taste sugar free. 5th 3rd has had issues with staffing due to the pandemic and branches are running short on staff.

Member Crowder noted that everything is looking great.

Member Cooper had nothing to report as he was just returning from vacation.

Vice Chairperson Martin mentioned he noticed that restaurants are still struggling. Some even closed due to lack of staff to run them but things seem to be picking up. While things are getting better, its obvious that businesses still need help. He discussed Biggby in Marquette that depends on college students who are not there. According to Member Parker, that owner has 5 Biggby's all located near universities.

Chairperson Pagano thanked everyone for all the work they do every day. He discussed the t-shirts and mentioned they were going to be sold at a cost of \$15 at festivals, events and City Hall initially with the possibility of going into businesses later. He asked that the DDA consider the cost of doing the shirts through Flat Rock Our Hometown with the first batch costing \$1,921 with additional orders to be made when we see how sales go. **Motion by Parker, supported by Smith, to authorize up to \$2,500 (including the \$1,921) before having to return to the Board to ask for additional funding for the shirts. All present voting "Yes".**

Chairperson Pagano and Member Parker both noted how happy they are with the Place and Main final products and thanked Director Hendley for finding them. He also mentioned Destination Downriver and the bike path. Other Recreation Departments are creating programming around the bike path including promoting biking for youngsters. Director Hendley will take this to the Department Head meeting for discussion.

5. NEW BUSINESS

Banner Program Discussion: Director Hendley presented the banners as designed by Place + Main and explained how they would be hung by district. Also presented was the pricing from 2019 of \$60 per year or \$150 for 3 years. **Motion by Martin, supported by Cooper to approve the design and pricing of the banners. All present voting "Yes".**

Christmas Passport Reimbursements: There is still \$240 outstanding in Flat Rock Dollars.

Façade Grant Reimbursement – Station 24: **Motion by Martin, supported by Parker to approve the \$7,326.50 reimbursement to Bill Miller. All present voting "Yes".**

Façade Grant Reimbursement – Fellows and Co.: **Motion by Martin, supported by Parker to approve the \$10,000.00 reimbursement to Fellow and Co.. All present voting "Yes".**

Façade Grant Reimbursement – Walter Little: **Motion by Martin, supported by Parker to approve the \$10,000.00 reimbursement to Walter Little. All present voting "Yes".**

Drive In Movie Events Contract: Discussion took place regarding the potential of finding someone to sponsor popcorn or hotdog vending and checking with the schools or band to see if they are interested. **Motion by Pagano, supported by Martin to approve signing the contract for the Drive-In Movie events. All present voting "Yes".**

6. OLD BUSINESS

DTE Lighting on Telegraph between Ypsilanti and Viaduct, additional \$2,000 payment: **Motion by Pagano, supported by Cooper to approve the additional \$2,000.00 payment. All present voting "Yes".**

Vreeland/Telegraph Road Sign (Meijer/CVS Plaza) – Status: **Motion by Cooper, supported by Martin to approve the redesign of the sign and the agreement provided by Mr. Zick. All present voting "Yes".**

26139 Gibraltar Road Status: Chairperson Pagano discussed his conversations with the property owner. **Motion by Martin, supported by Cooper to offer the owner \$12,001 for the house and adjoining lot. All present voting "Yes".** Mr. Zick will draft the agreement.

Clock Tower/Fire Memorial Upgrade: Examples were shared and the Board would like McKenna to further refine how a memorial will fit in the area. They like the idea of a single hat or bell with names on an engraved wall. Director Hendley

was asked to speak with the Fire Chief and Department for their input and contact Michigan Memorial for work on the engraved granite wall once decided upon.

CVS Plaza Irrigation: Verbal permission was given to Matt Sype by plaza owner Koza. Mr. Zick will draft an agreement.

Coleman Parking Lot Proposal: Much discussion took place regarding a playground closest to Huron River or in the back of the property, brick wall versus wrought iron fencing and where to place the parking due to potential issues with soils. Brain Keesey and Matt Sype to further discuss and plan.

Streetscape Estimates: Were distributed and discussed. Motion by Martin, supported by Parker, to consult the City Treasurer to see if we can get a combined bond with Water & Sewer and if the City could do this.

2021/2022 Proposed Budget

DDA FINANCIAL REPORTS

Dated 4/29/21

PAYMENT OF CURRENT BILLS

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

FROM	FOR	AMOUNT
DTE Additional Payment		\$2,000.00
City of Flat Rock	See Attached	\$49,700.43
Kaleidico	#4022	\$100.00
McKenna	#90080-41	\$575.00
CPG	Drive In Movie Events Payment #1	\$975.00
CPG	Drive In Movie Events Payment #2	\$975.00
C.E. Raines	#17578 DDA Sign	\$3,274.62
C.E. Raines	#17573 General Consulting	\$169.58
C.E. Raines	#17648 DDA Sign	\$896.33
GLC	Sidewalks, Landscaping	\$4,278.56
Zick Law Offices	DDA Services	\$1,104.00
Abby's Mutt Hutt	Christmas Passport Reimbursements: \$80.00	\$80.00
Station 24	Façade Grant Reimbursement: \$7,326.50	\$7,326.50
Fellows and Co	Façade Grant Reimbursement: \$10,000.00	\$10,000.00
Walter Little	Façade Grant Reimbursement: \$10,000.00	\$10,000.00
TShirts	To be sold at FROH/DDA Events	\$1,921.00
Sole	Vreeland/Telegraph Sign	\$49,050.00
	GRAND TOTAL:	\$142,426.02

CORRESPONDENCE AND MISCELLANEOUS INFORMATION

Thank you from the Flat Rock Train Club

Historic Marker/Erie Canal – A map was provided and discussion took place regarding the best location to place a historical marker. Behind Fiorellis, no one will see. Possibly down by the boat launch or Bill Miller's property at Huroc Park. Vice Chairperson Martin will speak with Lila Fedokovitz.

ADJOURNMENT

Motion by Martin, supported by Cooper to adjourn the meeting. All present voting "Yes". Meeting was adjourned at 8:45p.m.