



**DOWNTOWN DEVELOPMENT AUTHORITY MINUTES
ANNUAL AND REGULAR MEETING – JULY 1, 2021 – 7:00P.M.**

ROLL CALL OF MEMBERS

Chairperson Pagano called the meeting to order at 7:06p.m.

MEMBERS PRESENT: Joe Pagano, Chairperson; Wendy Smith, Secretary/Treasurer, Tracy Cooper, Member; Michael Crowder, Member; Alisa Maul, Member; Diane Parker, Member

MEMBERS ABSENT: James Martin, Vice Chairperson;; Mark Hammond, Mayor/Standing Member; Shayla Hopper, Member

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

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

APPROVAL OF MINUTES

Motion by Maul, supported by Crowder to approve the minutes from the regular meeting of June 3, 2021. All present voting “Yes”.

ANNUAL MEETING

Motion by Cooper, supported by Crowder to keep the same slate of officers. All present voting “Yes”.

CITIZENS TO BE HEARD

None.

MEMBERS’ AND CONSULTANTS’ REPORTS

Secretary Treasurer Smith commented on staffing shortages and noted incentives to get people back to work.

Member Parker noted that her hiring sign is working. The last concert had attendance of about 105 people. Bill Barker put posters up and banners and yard signs for Summer events are up as well. The Taste of Flat Rock is coming along.

Motion by Parker, supported by Cooper, to approve a check in the amount not to exceed \$600 for face painters and balloon artists for the Taste of Flat Rock event. All present voting “Yes”.

The next event is the Chris Canas Band at the park on 7/8/21. The ad regarding Summer Events will run in the News Herald as well as a full page featuring Home Improvement businesses.

Member Maul stated she is super busy and everything is great.

Member Cooper had nothing to report as he was on vacation.

Member Crowder noted he was closed for a week and was 13 employees short.

Chairperson Pagano noted that 5th 3rd needed to fix the fence and to send the Ordinance Officer out. DPS is responsible for the Huroc Park Fence that is loose.

Discussion was had on adding grills in Huroc Park. Lis Hendley to take to Department Head meeting for further discussion and report back. The clock tower wall is down and McKenna to do plan for the area.

Matt Sype was asked about crush tests on cement. He responded that it is usually one for every 50 yards and quality seems substandard.

NEW BUSINESS

A memo from Treasurer Joanne Beard regarding MTT decision on property located within the DDA was reviewed and approved for payment under the Payment of Current Bills section.

Façade Grant Application, Padlock Storage, 26415 Telegraph Road. **Motion by Pagano, supported by Cooper to approve the Façade Grant request in the amount of \$7,751.40. All present voting "Yes".**

There was discussion on Façade Grants and getting a legal opinion regarding time frames, 50% liens on property, whether property owner (not tenant) would be responsible if tenant leaves within a specified period of time and what a reasonable time frame would be for recouping costs if a business leaves Flat Rock. Liz Hendley will research and bring findings to the next meeting.

Façade Grant Application, First Congregational UCC, 26250 E. Huron River Drive was withdrawn by the applicant for submission at a later date.

OLD BUSINESS

Vreeland/Telegraph Road Sign (Meijer/CVS Plaza): Installed on 7/2/21

26139 Gibraltar Road: Purchase Agreement completed by City Attorney. Chairperson Pagano to execute with seller. **Motion by Pagano, supported by Cooper, to have C.E. Raines create the RFP/RFQ for demolition. All present voting "Yes".**

CVS Plaza Irrigation: City Attorney is working on agreement with Plaza owner.

Arsenal/Atwater Traffic Discussion: Will schedule in the month of August.

Banner Program Update: Director Hendley noted that the order had been placed and shared the new banner designs.

Flat Rock Our Hometown Event Checks: All event checks are listed and approved under Payment of Current Bills.

Pre-construction Meeting Notes – Garden Boulevard Landscaping were distributed. It was requested that Gibraltar/Garden signs be removed.

DDA FINANCIAL REPORTS

Dated 6/28/21

PAYMENT OF CURRENT BILLS

FROM	FOR	AMOUNT
Michigan Tax Tribunal	58-999-00-0352-000 IBM	\$116,088.06
Atomic Radio	Concert in the Park (already issued – copy attached)	\$1,000.00
Chris Canas Band	Concert in the Park	\$800.00
Rich Michaels Trio	Concert in the Park	\$600.00
The FlatRockers	Concert at the Plaza	\$400.00

C.E. Raines	General Consulting Charges #17723	1,295.83
C.E. Raines	DDA Sign #17821	\$732.63
C.E. Raines	General Consulting Charges #17814	\$1,828.78
Kaliedico	Website	\$100.00
GLC	Landscaping Maintenance	\$2,478.56
Place + Main Advisors	Final Invoice	\$5,000.00
City of Flat Rock	See attached	\$6,822.37
Courtney Lynn	Taste of Flat Rock	\$250.00
Undercover Rentals	Taste of Flat Rock	\$1,420.00
Just Bouncin	Taste of Flat Rock	\$600.00
Donald Borg	Summer Event Lawn Signs	\$250.00
Robert Jensen	Taste of Flat Rock Staging	\$600.00
Diane Parker	Reimbursement – Taste of Flat Rock	\$2,130.00
Display Sales	Banners, Payment 1 of 2	\$4,885.50
	GRAND TOTAL:	\$147,281.73

CORRESPONDENCE AND MISCELLANEOUS INFORMATION

None

ADJOURNMENT

Motion by Cooper, supported by Crowder, to adjourn the meeting. All present voting “Yes”. Meeting was adjourned at 8:13p.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!