



**DOWNTOWN DEVELOPMENT AUTHORITY AGENDA  
REGULAR MEETING – JULY 7, 2022 – 7:00P.M. – CITY COUNCIL CHAMBERS**

**ROLL CALL OF MEMBERS**

Chairperson Pagano called the meeting to order at 7:00 p.m.

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

**MEMBERS ABSENT:** Wendy Smith, Secretary/Treasurer; Mark Hammond, Mayor, Standing Member.

**ALSO PRESENT:** Shane Harrison, City Clerk; Matt Zick, City Attorney; Brian Keeseey, McKenna Associates and Matt Sype, C.E. Raines

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

**APPROVAL OF MINUTES**

**Motion by Martin, supported by Crowder to approve the minutes of the regular meeting of June 2, 2022. All present voting “Yes”.**

**ANNUAL MEETING**

Election of Officers

**Motion by Crowder, supported by Martin to appoint the following to the DDA Board:**

<b>CHAIRPERSON</b>	<b>Joe Pagano</b>
<b>VICE CHAIRPERSON</b>	<b>James Martin</b>
<b>SECRETARY/TREASURER</b>	<b>Wendy Smith</b>

**All present voting “Yes”.**

**CITIZENS TO BE HEARD**

None.

**MEMBERS’ AND CONSULTANTS’ REPORTS**

Member Hopper reported everything is good with business. Feels that GLC power washing of the sidewalks is a waste of money. Joe Pagano will follow up with GLC. Discussion ensued between members, including Matt Sype, regarding checking the Ordinance to see who is responsible for cleaning business sidewalks.

Motion by Pagano, supported by Crowder, to pull GLC from washing sidewalks except the viaduct and bridge or special occasions. Verify that the bill is appropriately updated. All present voting “Yes”.

Member Parker indicated she is planning everything for the Taste of Flat Rock on July 23, 2022.

Member Maul noted she is looking forward to the Taste of Flat Rock.

Member Crowder noted he is short-staffed and will be closed for the holiday weekend.

Chairperson Pagano noted that the Nutrition Hub ribbon cutting was a success.

## **OLD BUSINESS**

26139 Gibraltar – Sargeant Property: Mr. Zick and Joe Pagano will be giving a report on this. No motion was made.

Striping on Gibraltar and Huron River Drive: Raines is supposed to provide pricing and options. Vice Chairperson Martin noted crosswalks only. Matt Sype said Wayne County would need to be petitioned. City Attorney Zick will contact Andy Kandreas about Wayne County striping (public safety).

Sidewalk Repair – City Attorney opinion: City Attorney Zick noted Ordinance No. 78-76 indicates that businesses are responsible but may not be. Working on locating MDOT agreements with Raines. Discussion took place with members Maul, Pagano, Martin and City Attorney Zick taking place. Follow up with Building Director Jeff Kemp regarding flagging sidewalks: Ypsilanti north on Telegraph, W. Huron River to railroad, E. Huron River and Gibraltar from Garden Boulevard to Telegraph for repair please.

Closing of Fifth Third account and deposit to First Merchants: **Motion by Maul, supported by Crowder to move funds to First Merchants and close the Fifth Third account. All present voting “Yes”.**

August agenda items:

Items for AUGUST Agenda (reminders): Discussion took place among Pagano, Martin, Crowder, Keeseey and Sype.

**Streetscape** (Raines estimates)

**Streetscape Design North of the Viaduct (McKenna):** Keeseey provided updates, still working on updates.

**Arsenal Road:** Angle parking option, mark lanes, East Arsenal sidewalk, one-way traffic, Fishbeck wants to meet on the 19<sup>th</sup> (afternoon) or 21<sup>st</sup> (morning)

**Estimated Costs of Signage Over Telegraph**

**Clock Tower Repairs:** Unable to get into, Pagano working on

**Gazebo Lighting:** Next month, possible electrical update. **Motion by Pagano, supported by Parker, to get a cost estimate for a 50 amp circuit. All present voting “Yes”.**

## **NEW BUSINESS**

**Façade Grant Application, Lather Barbershop, 26854 Telegraph:** Pulled from agenda. To return in August.

Bleachers at Huroc Park: Per Chairperson Pagano, City property, out of DDA hands. Joe will chat with Justin.

## **DDA FINANCIAL REPORTS**

Dated 6/29/22

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## PAYMENT OF CURRENT BILLS

Member Parker asked for the DDA Board's permission for expenditures towards the Taste of Rock. **Motion by Parker supported by Hopper to grant approval for expenditures for Taste of Flat Rock including the following: Tents, \$900.00; Band, \$400.00; Face Painting, \$600.00 and Ad, \$200.00 for a total of \$2,100.00. All present voting "Yes".**

**Motion by Pagano, supported by Martin to pay the following bills. All present voting "Yes".**

FROM	FOR	AMOUNT
City of Flat Rock	See attached	\$10,139.63
21 <sup>st</sup> Century Media	FROH Ads in News Herald	\$600.00
C.E. Raines Company	DDA Sidewalk Survey	\$1,135.45
C.E. Raines Company	DDA General Consulting Charges	\$580.98
Stardust Theatre Rentals	July 30 Movie in the Park	\$300.00
Elizabeth Hendley	Reimbursement for Restaurant Week Paper	\$44.07
Fast Printing Now, Inc.	FROH/DDA Summer Events Lawn Signs	\$280.00
McKenna	Bike Racks/Benches, Arsenal Road	\$891.25
GLC	Maintenance	\$2,514.28
	<b>GRAND TOTAL:</b>	<b>\$16,485.66</b>

## CORRESPONDENCE AND MISCELLANEOUS INFORMATION

None.

## ADJOURNMENT

Motion by Crowder, supported by Hopper to adjourn the meeting. The meeting was adjourned at 8:05 p.m.

### Members of the Downtown Development Authority

**Joseph A. Pagano**, Chairperson, June 13, 2022; **James Martin**, Vice Chairperson, June 20, 2026; **Wendy Smith**, Secretary/Treasurer, June 20, 2026; **Mark Hammond**, Mayor, Standing Member; **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!