



**DOWNTOWN DEVELOPMENT AUTHORITY AGENDA  
REGULAR MEETING – August 4, 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; Secretary/Treasurer Wendy Smith; Mayor Mark Hammond, Members Michael Crowder and Diane Parker.

**MEMBERS ABSENT:** Member Shayla Hopper.

**ALSO PRESENT:** 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 Parker to approve the revised minutes of the regular meeting of July 7, 2022. All present voting “Yes”.**

**CITIZENS TO BE HEARD**

Sue Farrar noted there is corn growing on Garden Boulevard at Gibraltar near the planter.

Coach North spoke about Friday Night Lights and having “Get Your Green Out” placed on City signs. He also brought examples of t-shirts that have a full business name on the back and wants to tie Friday night games into specials (i.e. “green coffee special”). September 23<sup>rd</sup> will be business night.

Motion by Martin, supported by Smith, to donate \$200.00 to put DDA sign up at Flat Rock Schools. All present voting “Yes”.

Motion by Parker, supported by Smith, to donate up to \$750.00 for 100 t-shirts to support Flat Rock Community Schools Green Out with the Shop Local and DDA logo. All present voting “Yes”.

Liz will send an email to businesses that have provided their emails regarding the program once it is received in writing by Coach North.

**MEMBERS’ AND CONSULTANTS’ REPORTS**

Mayor Hammond reported that a request from the City Clerk’s office would be forthcoming regarding the DDA attending a meeting with the City Council, possibly after October. Some of the issues include tall grass, rebar on W. Huron River Drive curb and others. He spoke about the success of the Taste of Flat Rock event.

Secretary/Treasurer Smith noted that rates are up and all funds have been transferred to First Merchant’s Bank.

Member Parker noted she is having issues with COVID among her staff. She gave kudos to Hometown Ice Cream and Candy. She suggested moving the band to the east end on Huron River Drive for next years Taste of Flat Rock instead of in the center. Diane spoke about the car show and Spooktacular being the next upcoming events.

Consultant Keesey noted that the Food Truck Ordinance passed.

Consultant Sype discussed traffic markings at Garden Boulevard. It was mentioned that there is a dead tree among the new landscaping and he will contact the contractor to replace.

Chairperson Pagano went through a list of things that have not yet been accomplished:

A process problem was identified in terms of communicating this information to the City Council and Department Heads. Liz will look into solutions and bring back to next meeting.

Motion by Hammond, supported by Martin to request the installation of bike racks, benches and containers be completed by the DPS or provide a status report as to why it can't be done.

Motion by Martin, supported by Pagano, to estimate the time it will take to make repairs near the clock tower in Huroc Park including taking the wall down, trimming the shrubs, removing the concrete benches (move to Huroc Park). Also note that a status will need to be provided and it should go in the City Council packet as Correspondence and come back onto the next DDA Agenda as Old Business. All present voting "Yes".

A traffic study meeting will take place on August 11 at 9:00a.m. with Joe, Matt, Jeff Kemp and Matt to attend along with Brian Keesey.

## **OLD BUSINESS**

26139 Gibraltar – Sargeant Property: New attorney. Title work by September/October. Place on October agenda.

Striping on Gibraltar and Huron River Drive: Information will be provided at next meeting

Sidewalk Repair – City Attorney opinion

Closing of Fifth Third account and deposit to First Merchants: Completed June 30, 2022.

Follow Up Items:

1. Streetscape (Raines estimates): Distributed at meeting. Raines to submit plans to Building Department.
2. Streetscape Design North of the Viaduct (McKenna): Get estimate for next meeting.
3. Arsenal Road: Meeting to take place August 11. Will provide updates.
4. Estimated Costs of Signage Over Telegraph: \$250-\$350k per side. Put in with bond.
5. Clock Tower Repairs: Joe to provide update at next meeting.
6. Gazebo Lighting: Estimate for another power box/50 amp feed to gazebo. Hand hole with circuit.

## **NEW BUSINESS**

**First Right of Refusal Property Discussion – Treasurer/Building Director/Economic Development: Motion by Martin, supported by Pagano, to purchase the State of Michigan, County of Wayne, 2022 Right of Refusal Parcel Sale No. U5155, Parcel Number 58-094-03-0280-000, 0 Atwater, Flat Rock, 31F280 T4S LOT 280, ASSESORS FLAT ROCK PLAT NO. 5 T4S R10E L67 P45 WCR in the amount of the minimum bid price of \$1,1040.53. All present voting "Yes". Motion carried unanimously.**

Façade Grant Application, Lather Barbershop, 26854 Telegraph: Pull until September meeting

Façade Grant Reimbursement, Flat Rock Elks: Motion by Martin, supported by Crowder, to approve the reimbursement in the amount of \$10,000.00. All present voting "Yes".

Façade Grant Reimbursement, Verizon Wireless: Motion by Martin, supported by Pagano, to approve the reimbursement in the amount of \$2,500.00. All present voting "Yes".

**DDA FINANCIAL REPORTS**

Dated 8/1/22

**PAYMENT OF CURRENT BILLS: Motion by Martin, supported by Crowder, to pay the current bills, including the Taste of Flat Rock expenses:**

<b>FROM</b>	<b>FOR</b>	<b>AMOUNT</b>
News Herald	Advertising FROH	\$600.00
Sign-A-Rama	E.W. Smith Banners	\$86.00
C.E. Raines	#18871 DDA General Consulting Charges	\$399.50
C.E. Raines	#18877 DDA Sidewalk Telegraph	\$242.26
City of Flat Rock	See attached	\$104,836.75
GLC	Maintenance	\$2,514.28
Flat Rock Elks	Façade Grant Reimbursement	\$10,000.00
Verizon Wireless	Façade Grant Reimbursement	\$2,500.00
Face Painting	Taste of Flat Rock	\$575.00
Band and Vinyl Lettering	Taste of Flat Rock	\$425.44
Tents	Taste of Flat Rock	\$886.00
	<b>GRAND TOTAL:</b>	<b>\$117,065.23</b>

**CORRESPONDENCE AND MISCELLANEOUS INFORMATION**

None.

**ADJOURNMENT**

**Motion by Crowder, supported by Martin, to adjourn the meeting. All present voting "Yes". Meeting was adjourned at 8:35p.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; **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!

