



**DOWNTOWN DEVELOPMENT AUTHORITY AGENDA  
REGULAR MEETING MINUTES – NOVEMBER 3, 2022 – 7:00P.M. – CITY COUNCIL CHAMBERS**

**ROLL CALL OF MEMBERS**

Chairperson Pagano called the meeting to order at 7:14 p.m.

**MEMBERS PRESENT:** Joe Pagano, Chairperson; James Martin, Vice Chairperson; Members Michael Crowder, Shayla Hopper (7:28p.m.) and Diane Parker.

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

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

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

**APPROVAL OF MINUTES**

Corrected Minutes of the Regular Meeting of September 1, 2022: **Motion by Parker, supported by Crowder, to approve the corrected minutes as presented. All present voting “Yes”.**

Regular Meeting of October 6, 2022: **Motion by Crowder, supported by Parker, to approve the minutes as presented. All present voting “Yes”.**

**CITIZENS TO BE HEARD**

None.

**MEMBERS’ AND CONSULTANTS’ REPORTS**

Member Crowder noted his wife is ill and was in the hospital. Prayers. Business is good. They will be closing for a week.

Vice Chairperson Martin talked about Tasty Boy being closed for a week. Liz to reach out for new signage with Façade Grant. Noticed that Christmas lights were beginning to go up.

Member Parker spoke about Spooktacular. There is a Small Business Saturday being planned by Lisa at Hair Classics in the Zorba’s Plaza. Wants to discuss changes to getting the Christmas Passport program going. Possibly approaching City Council to ask for volunteers.

Chairperson Pagano

Arsenal Road Improvements: Chairperson Pagano inquired about the stop signs with flashing lights. Matt will get prices for the signs with solar.

Welcome to Flat Rock Sign: Rumor had it that the sign on Gibraltar was damaged and replaced with the sign from Telegraph before Atwater. He requested the sign go back up. Liz to report back.

Telegraph Sidewalk Repair/Replacement: March agenda. Jeff has notes on pavers between street and sidewalk. Matt to contact Rick Dickens Concrete Repair.

Streetscape: Need to price everything south of viaduct as well as the north. In progress.

Maintenance contract for clocks, Huroc/Aspen: Liz to get pricing in conjunction with DPS.

Garden Blvd. Landscaping: Get water shut off for season. Liz will report back.

Speakers: Looking into options for speakers for events. Would like to purchase 2 self contained PA speakers. Will bring more information.

Member Hopper reported Spooktacular went well and that business is good.

Director Hendley reported on Destination Downriver happenings, podcasts and Under the Radar involvement.

City Attorney Zick noted that new DDA appointments will need to be staggered.

Arsenal Road Traffic Study: Meeting to be set for early December.

#### **OLD BUSINESS**

Gazebo Lighting and Bridge Power: Matt and Joe to walk and report back in December.

26139 Gibraltar – Sargeant Property: City Attorney Zick reported on the status of clear title on the house at 26139 Gibraltar. Vacant lot should have clear title by November 11. Talked about the offer from the seller to renegotiate price to \$20,000.

**Motion by Martin, supported by Crowder, to offer \$15,001 for both parcels. If seller refuses and offers to other potential purchases, ensure that we recoup the costs of the environmental study cost and underground radar services to check for underground tanks on property. All present voting “Yes”.**

Streetscape Design North of the Viaduct (McKenna): Consultant Keesey discussed Streetscape north of the viaduct. Trees to be planted were identified as well as resting locations, basically a mini version of the Vreeland/Telegraph plaza with seating walls and not benches. Designer will prepare specifications for 5 “rest stops” and define types of trees.

#### **NEW BUSINESS**

Banner Storage Request: Motion by Martin, supported by Parker, to approve the request in an amount not to exceed \$500. All present voting “Yes”.

Wayne County Economic Outlook and Wayne County Retail Recovery Plan SWOT Analysis were distributed.

#### **DDA FINANCIAL REPORTS**

To be provided at meeting.

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**PAYMENT OF CURRENT BILLS: Motion by Pagano, supported by Martin, to pay the current bills. All present voting “Yes”.**

<b>FROM</b>	<b>FOR</b>	<b>AMOUNT</b>
GLC	Landscaping Maintenance	\$4,214.28
C.E. Raines	Garden Boulevard Landscape Improvements #19152	\$96.90
C.E. Raines	DDA General Consulting Services #19150	\$774.36
Kaleidico	Web Hosting and Maintenance	\$104.00
Feezell Enterprises	FROH Web Hosting and Domain Renewal	\$2,100.00
City of Flat Rock	See attached	\$5,019.61
Convenient Auto	Façade Grant Reimbursement	\$6,365.50
Shayla Hopper	Spooktacular Reimbursements	\$307.60
	<b>GRAND TOTAL:</b>	<b>\$18,982.25</b>

#### **CORRESPONDENCE AND MISCELLANEOUS INFORMATION**

Leg Lamp – Request from Recreation Manager: **Motion by Pagano, supported by Martin, to pay for one half of the award. All present voting “Yes”.**

Email from Grosse Ile Lawn Sprinkler regarding Lights on Telegraph: Discussion ensued regarding the lighting being on before Thanksgiving. All felt “the sooner the better”.

Financial dated 10/27/22

Façade Grant Reimbursement: Convenient Auto Care: **Motion by Pagano, supported by Hopper, to approve the Façade Grant Reimbursement request. All present voting “Yes”.**

Spooktacular Reimbursement: Shayla Hopper: **Motion by Parker, supported by Martin, to approve the reimbursements. Member Hopper abstained. All present voting “Yes”.**

Discussion regarding lighting at Huroc Park for events took place. Chairperson Pagano will look at and report back in December.

#### **ADJOURNMENT**

**Motion by Martin, supported by Parker, to adjourn the meeting at 8:50p.m. All present voting “Yes”.**

#### **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!**