



**DOWNTOWN DEVELOPMENT AUTHORITY MINUTES  
REGULAR MEETING – FEBRUARY 3, 2022 – 7:00P.M. – CONFERENCE ROOM A**

**ROLL CALL OF MEMBERS**

Chairperson Pagano called the meeting to order at 7:01p.m.

**MEMBERS PRESENT:** Chairperson Pagano; Vice Chairperson Martin; Secretary/Treasurer Smith; Mark Hammond, Mayor, Standing Member; Members Maul and Parker (7:07)

**MEMBERS ABSENT:** Members Crowder and Hopper

**ALSO PRESENT:** Liz Hendley, Director/Economic Development Director; Brian Keeseey, McKenna Associates; Bruce Hammond, C.E. Raines

Motion by Martin, supported by Hammond to excuse the absent members. All present voting "Yes".

**APPROVAL OF MINUTES**

Motion by Martin, supported by Maul, to approve the minutes of the regular meeting of January 6, 2022 and the regular meeting of December 2, 2021 with corrections. All present voting "Yes".

**CITIZENS TO BE HEARD**

None.

**MEMBERS' AND CONSULTANTS' REPORTS**

Secretary Treasurer Smith announced the Soroptomist Fashion Show at Crystal Gardens on March 24 at 5:30p.m.

Member Maul noted their store was closed due to the snow, but otherwise business is really, really good. Condolences were offered to the family of Member Tracy Cooper on his recent passing. Member Maul noted restaurants were struggling with getting employees and thought DDA may be able to do something to help like running another promotion in the News Herald for them. Member Parker noted it is not just restaurants, but all businesses, having difficulty finding employees.

A discussion of Food Trucks ensued. Member Maul stated restaurants around her are complaining about food trucks. She thinks the City should have loyalty to tax paying businesses and assess a fee on food trucks that come in and take their business away.

Vice Chairperson Martin noted it was sad to see the Christmas lights come down and offered condolences to Tracy Cooper's family.

Mayor Hammond expressed his sadness at the passing of Tracy Cooper and offered his condolences to the family.

Member Parker noted that business was good. She discussed the meeting that took place between FROH and the Recreation Department and discussed Recreation taking over movies and concerts in the park as well as the Annual Easter Egg Hunt.

Chairperson Pagano had several comments and topics of discussion:

- Condolences to the family of Tracy Cooper
- Wayfinding status – Liz to get with Brian regarding map
- Discussion of expansion of DDA district boundaries: Brian will provide potential revisions at the March meeting. There are a few areas along Telegraph between Vreeland and Leonard as well as near Seneca and the Holt Street ROW.
- Place and Main Bridge suggestion on Telegraph Road: Liz to bring to next meeting along with cost information.
- Telegraph sidewalk repairs: west side of Telegraph is priority. Inventory and potential costs to be done in April when weather clears with Matt Sype north of viaduct, both sides to City limits.
- Downriver Linked Greenways: How can we find out when biking events will come through town? Grants?
- Member Maul – Says Anita Twardesky knows grant funding is available through DLG or Trail Towns.
- Trail Town (bicycle): Find out how Flat Rock can become one.
- Purchase of equipment for movies (projector/screen/audio) – Bill Barker is working on this.
- Member Parker – In Brownstown, businesses sponsor the movies at \$3-500 and Township purchases and runs equipment through Recreation Department.

## **OLD BUSINESS**

Continued discussion of DDA Financial Account Options/Banking: Secretary/Treasurer Smith indicated she was having difficulty getting answers from 5<sup>th</sup>/3<sup>rd</sup> and recommended switching to the City's bank – First Merchants.

26139 Gibraltar Road: Have City Attorney Zick look at title work issue and what was in purchase agreement. Report back in March.

Arsenal/Atwater Traffic Discussion: Consultant Keesey is expecting a proposal from Spalding. Look for it to be included in March agenda.

Old Post Office Zoning Information: Was provided at meeting with photographs, maps and Zoning Ordinance language. Would like to see potential of restaurant. Concern with Telegraph Road access/frontage. Retail below, residential above. Modular units/huts/pop ups. No offices, dry cleaners, hotels, department like stores.

## **NEW BUSINESS**

Facade Grant Application, Mr. Bill Miller, 28863 Telegraph Road : Motion by Pagano, supported by Martin, to approve the application in the amount of \$1,500.00. All present voting "Yes".

DTE Lighting along Arsenal – Drawings and Proposal: Presented by Chairperson Pagano. Plans need to go to C.E. Raines before final approval of funding. Proposed funding amount was \$56,267.90.

Destination Downriver 2021 Progress Report: Director Hendley reviewed and requested locations the DDA would like to see featured by Under the Radar. Among the suggestions were the following: Train Depot, Blue Heron, S&J's CupCakery, Erica Hussey's Building at Telegraph and Huron River Drive, Jim's Butcher Shop, Hardware Store (independent), Kate's Kitchen, Southern Scentsations, 24 Luxe, BYOB and Hooked on a Bean.

## DDA FINANCIAL REPORTS

Dated 1/27/22 and 12/29/21

**PAYMENT OF CURRENT BILLS: Motion by Maul, supported by Parker, to pay the current bills. All present voting "Yes".**

FROM	FOR	AMOUNT
Kalideico (check done)	Website	\$100.00
McKenna (check done)	DDA Meetings, Public Hearing and Plan Draft	\$1,207.50
C.E. Raines (check done)	General Consulting	\$145.35
City of Flat Rock (check done)	See Attached	\$6,986.76
GLC (check done)	Maintenance	\$500.00
SWCRC (check done)	Destination Downriver	\$5,000.00
McKenna	DDA Meeting	\$345.00
Michigan Downtown Association	Dues	\$475.00
Diane Parker	Reimbursement for CSO Meeting	\$333.00
C.E. Raines	General Consulting	\$351.06
City of Flat Rock	See attached	\$53,809.59
GLC	Maintenance	\$500.00
Kalideico		\$100.00
	<b>GRAND TOTAL:</b>	<b>\$69,853.26</b>

## CORRESPONDENCE AND MISCELLANEOUS INFORMATION

Letter from First Congregational Church to DDA was received.

## ADJOURNMENT

Motion by Maul, supported by Martin, to adjourn the meeting. All present voting "Yes". The meeting was adjourned at 8:32p.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; **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!*