



**DOWNTOWN DEVELOPMENT AUTHORITY AGENDA  
REGULAR MEETING MINUTES– JUNE 2, 2022 – 7:00P.M. – CITY COUNCIL CHAMBERS**

**ROLL CALL OF MEMBERS**

Chairperson Pagano called the meeting to order at 7:04 p.m.

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

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

**ALSO PRESENT:** Liz Hendley, AICP, Director/Economic Development Director; Matt Zick, City Attorney; Brian Keeseey, McKenna Associates and Matt Sype, C.E. Raines

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

**APPROVAL OF MINUTES**

**Motion by Martin, supported by Pagano, to approve the minutes of the regular meeting of May 5, 2022. All present voting “Yes”.**

**CITIZENS TO BE HEARD**

None.

**MEMBERS’ AND CONSULTANTS’ REPORTS**

Member Parker discussed the Flat Rock Our Hometown Summer Fun flyers, yard signs and banners for concerts, movies, Chalk the Walk, the Taste of Flat Rock, the Annual Cruzin’ Flat Rock and the Spooktacular event in October. Diane also spoke about the success of Restaurant Week and the Tour de Tom coming up on June 4. Business has been very good with lines out to the street.

Member Maul questioned why Riverfest is not on the Summer Fun flyer. Business is good. Frozen yogurt is a hit. Their business was in the Memorial Day parade. They purchased a Hot Diggity hot dog cart for Little League events and such. Asked that Police be notified of flashing lights on Telegraph.

Member Crowder reported that business is good and really wants to slow people down on Arsenal Road.

Vice Chairperson Martin discussed the streetscape Downtown, south of the viaduct on Telegraph. He noted that things are falling apart from Atwater to the viaduct and we need to do something soon. It was discussed that it is the responsibility of the business owner to maintain sidewalks. Any brick pavers or easements are the responsibility of the DDA.

After much discussion, for the meeting in August, use the plan in place for streetscape south of the viaduct and have Raines get updated costs. McKenna is to offer designs north of the viaduct within the

district utilizing stamped concrete. Liz to get report from Treasurer on what it will take to bond these projects once costs are known.

Chairperson Pagano spoke about the Annual Cruzin Flat Rock Car Show and Riverfest in terms of donations for those events and noted the Treasurer can code donations for FROH for DDA vs. non-DDA (Community Foundation) funds.

Chairperson Pagano suggested a student assistant for support and help over the Summer to be supervised by Director Hendley. Maximum 3 months from June 15 through September 15, 16 to 20 hours per week at a rate not to exceed \$15 per hour. After discussion among members and the City Attorney, the DDA is able to do this. **Motion by Pagano, supported by Crowder, to approve the position. All present voting "Yes".**

Consultant McKenna discussed City Parking Lot signage. Liz to provide Place & Main color scheme. **Motion by Martin, supported by Crowder, to order three (3) City Parking Lot signs with DPS to install at a cost not to exceed \$2,000. All present voting "Yes".**

## **OLD BUSINESS**

Grace Church Community Day Report and Reimbursement: Pastor Ryan reported on the 1<sup>st</sup> Annual Serve Day that they had about 160 volunteers and the event was a success. Volunteers painted aluminum and wrought iron fencing throughout the DDA district and supplies were reimbursed to Grace Church by the DDA. Members of the DDA Board thanked Pastor Ryan and all his volunteers for their efforts.

23169 Gibraltar Road Discussion: City Attorney Matt Zick and Chairperson Pagano informed the DDA Board of the efforts to obtain clear title to this property so the owner can continue to sell it to the DDA. After much discussion, a **motion was made by Martin, supported by Parker to rescind the \$4,000 previously approved to pay for legal fees required to obtain clear title. All present voting "Yes".** Secondly, a **motion was made by Martin, supported by Parker, for the DDA to pay legal fees to get a clear title in recognition of those fees coming off of the originally agreed upon amount of the purchase price which is not to exceed \$12,001 in total. All present voting "Yes".**

Arsenal Road Meeting Update/Road Safety Audit Information/Tactical Urbanism Handout:

Sidewalk on Telegraph between Matilda and North City Limits: Add to August agenda with Brian to offer design concepts north of the viaduct along Telegraph Road. Raines to update current cost of streetscape. Liz will get estimates of the time it takes to bond the project once costs are known from Treasurer as well as costs for the signs across Telegraph.

Clock Tower Repair: Joe to check power.

Gazebo Lights: Justin stated there was no time in the schedule to complete. Members suggested asking the Fire Department for help in getting a ladder large enough to reach the fixture.

## **6. NEW BUSINESS**

Striping on Gibraltar and Huron River Drive: Discussed along with parking lot signage. Raines to provide estimates on striping.

Sidewalk Repair: See above discussion on Sidewalks. City Attorney to report back with direction regarding whose responsibility it is to maintain the sidewalk, DDA vs. business owner.

Tour de Tom Bike Map/Downtown Flat Rock: Event information and map presented by Liz.

Budget Amendments: **Motion by Martin, supported by Crowder, to approve the budget amendments as presented by the Treasurer. All present voting "Yes".**

## DDA FINANCIAL REPORTS

Dated 6/2/22

## PAYMENT OF CURRENT BILLS

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

FROM	FOR	AMOUNT
C.E. Raines	General Consulting #18697	\$460.28
McKenna	#90080-55	\$86.25
Grace Church	Reimbursement for supplies, Community Day	\$452.41
News Herald	March Ads – FROH	\$600.00
News Herald	April Ads – FROH	\$600.00
<b>Flat Rock Our Hometown Summer Fun – Movies and Concerts in the Park</b>		
Howlin' Mercy	FROH Concerts	\$400.00
Rich Michaels Trio	FROH Concerts	\$600.00
Tosha Owens	FROH Concerts	\$1,200.00
Atomic Radio	FROH Concerts	\$1,000.00
Downriver Community Band	FROH Concerts	\$500.00
Bobby Murray Band	FROH Concerts	\$800.00
Stardust Theater Rentals	June Movie	\$322.00
Stardust Theater Rentals	July Movie	\$300.00
GLC	Invoice 251896	\$2,514.28
City of Flat Rock	See Attached	\$4,944.27
Diane Parker	Reimbursement for Restaurant Week	\$832.81
	<b>GRAND TOTAL:</b>	<b>\$15,612.30</b>

## CORRESPONDENCE AND MISCELLANEOUS INFORMATION

None.

## ADJOURNMENT

**Motion by Crowder, supported by Maul, to adjourn the meeting. All present voting "Yes". The meeting was adjourned at 8:49p.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!