



**DOWNTOWN DEVELOPMENT AUTHORITY MINUTES  
REGULAR MEETING – MARCH 2, 2023 – 7:00P.M. – CITY COUNCIL CHAMBERS**

**ROLL CALL OF MEMBERS**

Chairperson Pagano called the meeting to order at 7:05 p.m.

**MEMBERS PRESENT:** Chairperson Joe Pagano; Vice Chairperson James Martin; Secretary/Treasurer Wendy Smith; Members Jeff Berro, Shalya Hopper (7:10), Cameron Malnofski and Diane Parker.

**MEMBERS ABSENT:** Standing Member Mayor Mark Hammond; Member Crowder.

**ALSO PRESENT:** Brian Keeseey, McKenna Associates and Matt Sype, C.E. Raines

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

**2. APPROVAL OF MINUTES**

a. Minutes of the Regular Meeting of March 2, 2023.

**3. CITIZENS TO BE HEARD**

**4. MEMBERS’ AND CONSULTANTS’ REPORTS**

**5. OLD BUSINESS**

Updated Streetscape Design North of the Viaduct (McKenna), Pricing on North and South viaduct: April Meeting

Banners 2023 Update: To be placed around and inside Huroc Park

Event Lighting at Huroc Park: Joe/Matt: April meeting

Banking Discussion: Access

Wayfinding Documents: everyone to review to decide if anything should be removed.

Business Forum Discussion: Member Parker stated that participation efforts were going well.

Bronner’s/Christmas Decorations Selections: Selections handed out.

Status of Huroc Park Wall: Removed.

**6. NEW BUSINESS**

C.E. Raines recommendation to re-bid Huroc Park Additional Power project: Motion by Martin, supported by Pagano, to rebid and waive bond requirements. All present voting “Yes”.

Purchase of (2) Speakers and Stands: Motion by Pagano, supported by Malnofski, to purchase the speakers and stands in an amount not to exceed \$1,800.00. Liz to order. All present voting “Yes”.

~~Business Forum Discussion: Left on in error.~~

~~Bronner's/Christmas Decorations Selections: Left on in error.~~

Discussion re: Spring/Summer Intern: Motion by Pagano, supported by Berro, to approve the hiring of an intern at 20 hours per week, up to \$18.00 per hour, a college student working towards a degree in marketing or event planning. No benefits. For the months of May, June and July unless further approved by board. All present voting "Yes".

#### **DDA FINANCIAL REPORTS**

Checking Account Statement for 1/1-1/31/23 and financial reports.

**PAYMENT OF CURRENT BILLS: Motion by Pagano, supported by Martin to pay the bills as indicated with the addition of the City of Flat Rock bill in the amount of \$7,076.09 and Fiorelli's Christmas Passport Reimbursement in the amount of \$110.00. All present voting "Yes".**

<b>FROM</b>	<b>FOR</b>	<b>AMOUNT</b>
C.E. Raines	#19534 General Consulting Charges	\$278.38
C.E. Raines	#19536 DDA Sidewalk Telegraph – Matilda to N. City Limit	\$329.98
C.E. Raines	#19541 DDA Huroc Park Additional Power	\$631.96
McKenna Associates	#90080-64 1/1-1/31/23 Invoice	\$345.00
Grosse Ile Lawn Sprinkler, Inc.	2023 Christmas Décor	\$1,788.32
Kaleidico	Web Hosting & Maintenance	\$104.00
Key Awards & Engraving	Community Champion Award	\$110.00
GLC	Landscaping Maintenance	\$500.00
	<b>GRAND TOTAL:</b>	<b>\$4,087.64</b>

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

Memo from Chairperson Pagano to Eric Holtz, DPS Director, dated 2/14/23.

Motion by Malnofski, supported by Berro, to approve the letter from Chairperson Pagano to Superintendent Brodie and the Flat Rock Community School Board. All present voting "Yes".

#### **ADJOURNMENT**

**Motion by Masrtin, supported by Malnofski, to adjourn the meeting. All present voting "Yes". The meeting was adjourned at 8:11 p.m.**