



**DOWNTOWN DEVELOPMENT AUTHORITY AGENDA
REGULAR MEETING – APRIL 6, 2023 MINUTES**

ROLL CALL OF MEMBERS

Chairperson Pagano called the meeting to order at 7:04 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 Parker, supported by Smith, to excuse the absent members. All present voting “Yes”.

APPROVAL OF MINUTES

Motion by Parker, supported by Malnofski, to approve the Minutes of the Regular Meeting of March 2, 2023. All present voting “Yes”.

CITIZENS TO BE HEARD

Sue Farrar announced the City Wide Garage Sale.

Coach North spoke about flyers for events, the Business Expo and introduced Del Davis, owner of Motor City Sweet Treats food truck.

MEMBERS’ AND CONSULTANTS’ REPORTS

Secretary/Treasurer Smith reported she sees no more rate hikes in the near future and recommended that everyone visit the FDIC website and use a calculator known as EDIE to see what balances are insured to at different banking institutions.

Member Malnofski stated that everything is good and that nacho fries are returning to Taco Bell with a yellow bird ranch sauce that is going to be very hot.

Member Berro is doing well and looking forward to warmer weather to sell lots of ice cream. Confirmed that Smoothie King is coming into the plaza at the end unit drive through. Spoke about the Food Truck Rally on July 15th in the Flat Rock Plaza parking lot from 12 noon – 8pm. It will include retail as well as food.

Member Parker was disappointed that the Easter Egg Hunt/Marshmallow Drop was cancelled due to the weather. Spoke about the Business Expo on May 18 from 12-3. She requested a meeting with Mr. Hawkins regarding events and is concerned about the food truck rally date.

Vice Chairperson Martin had nothing.

Matt Syte discussed removal and replacement of Huron Road west of Telegraph. Estimate is \$186,000 from Telegraph to Arsenal. For the road and watermain, it is estimated at \$410,000. It was suggested that this be added to the financing of the streetscape.

Chairperson Pagano announced the meet and greet for Jamie Thompson on April 15. He also discussed Mr. Frost's desire to potentially sell his property and the potential of putting that, along with the old post office site and possibly the City parking lot out to bid in the future. Vice Chairperson Martin commented that Mr. Frost wanting too much before was the problem and he doesn't want to sell the property for a cut rate. Brian could put together an RFP, Liz can get the values from the Assessor. City Attorney Zick requested at the next DDA meeting in May for consultation.

OLD BUSINESS

Updated Streetscape Design North of the Viaduct (McKenna), Pricing on North and South viaduct: Sketch provided. To be further discussed.

Event Lighting at Huroc Park: Joe/Matt: Next agenda, still deciding.

Wayfinding Discussion: Brian, Liz and Matt to meet. Vice Chairperson Martin noted that the following signs should be removed: D1, D11, D13, D14, D15, D17, D18, D19, D23, D24, D25 and D26. D2-D10 should remain.

Business Forum Discussion: Covered under Member Parker's report.

Huroc Park Power Bids: Project was rebid and costs went up. It was decided to purchase generators instead. Joe will provide information for next meeting.

Speakers and Stands Status: Ordered and delivered. Chairperson Pagano to pick up and test.

NEW BUSINESS

2023-2024 Budget: Send expenses by category to all members for next agenda.

Clock Tower Landscaping: Arrange to have DPS tear out beds other than trees, kill poison ivy. Arrange date with Verdin for fixing clocks (when weather becomes more reliable, can't do it with any chance of rain). Motion by Parker, supported by Malnofski to award GLC the contract for landscaping in the amount of \$3,103.95. All present voting "Yes".

DTE Agreement to Remove light poles (\$10,000): Motion by Malnofski, supported by Martin to remove the poles at a cost of \$10,000. All present voting "Yes".

DDA FINANCIAL REPORTS

Checking Account Statement for 2/1-2/28/23 and financial statements provided at meeting.

PAYMENT OF CURRENT BILLS

Motion by Pagano, supported by Parker, to approve the payment of the bills, including change to Bronner's total and addition of GLC invoice and reimbursement to Diane Parker for sign changes. All present voting "Yes".

FROM	FOR	AMOUNT
Station 24	Christmas Passport Reimbursement	\$80.00
Atwater Street Tacos	Christmas Passport Reimbursement	\$20.00
Blue Heron Trading Company	Christmas Passport Reimbursement	\$40.00
S & J's CupCakery	Christmas Passport Reimbursement	\$50.00
Jim's Butcher Shop	Christmas Passport Reimbursement	\$80.00
Fiorelli's Restaurant Collection	Christmas Passport Reimbursement	\$30.00
C.E. Raines	19622: Huroc Park Additional Power	\$985.46
C.E. Raines	19620: Sidewalk, Telegraph to Matilda	\$72.68
C.E. Raines	19617: General Consulting Charges	\$351.05
City of Flat Rock*	See attached	\$52,490.08
DTE	Pole Removal	\$10,000.00
Bronner's	Invoice for Christmas Décor less Clamps	\$10,559.23
McKenna Associates	90080-65: February Services	\$115.00
Kaleidico	Web Hosting & Maintenance	\$104.00
Radarsign, LLC	(2) Speed Deterrent Signs	\$8,230.00
Diane Parker	Reimbursement for Sign Changes	\$40.00
GLC	Maintenance	\$500.00
	GRAND TOTAL:	\$83,747.50

*Note: Bill submitted under Late Correspondence in March is included in this bill, negating the need to pay the last invoice.

CORRESPONDENCE AND MISCELLANEOUS INFORMATION

None.

ADJOURNMENT

Motion by Parker, supported by Berro, to adjourn the meeting. The meeting was adjourned at 8:45p.m.

Members of the Downtown Development Authority :

Joseph A. Pagano, Chairperson, November 30, 2026; **James Martin**, Vice Chairperson, June 20, 2026; **Wendy Smith**, Secretary/Treasurer, June 20, 2026; **Mark Hammond**, Mayor, Standing Member; **Jeff Berro**, November 1, 2027; **Michael Crowder**, June 13, 2024; **Shayla Hopper**, November 30, 2026; **Cameron Malnofski**, November 1, 2027; **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!