

Regular Downtown Development Authority Meeting
Madison Heights, Michigan
February 14, 2023

A Regular Downtown Development Authority Meeting was held on Tuesday, February 14, 2023
at 8:00 AM at City Hall - Executive Conference Room, 300 W. 13 Mile Rd.

PRESENT

Member Rickey Busler
Member Ruth Charlebois
Member Gordon Davignon
Mayor Roslyn Grafstein
Vice-Chair Yousif Jarbo
Member Joseph Keys
Member Joe Marando
Member Melissa Marsh
Member Michael Sheppard
Chair Michael Van Buren

ABSENT

Member Anthony Mancini
Member Lenea Renshaw

ALSO PRESENT

City Clerk Cheryl Rottmann

Excuse Member.

to excuse Member Renshaw from today's meeting as she gave notice.

ADDITIONS/DELETIONS

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Without objection, CED Director Tucker requested that Discussion on Potential DDA
Candidates be added to the agenda under Unfinished Business.

MEETING OPEN TO THE PUBLIC

There were no members of the public wishing to speak.

UNFINISHED BUSINESS

1. Downtown Banners

to accept the Design Committee's recommendation and authorize staff to place an order
for banners and hardware for the items DDA Branding Custom and Stock Design
banners as well as hardware for a cost not to exceed \$14,000.

2. Special Events- Green Crawl

to receive and file the Promotions Committee report on the Green Pub Crawl and support the Madison Heights and Hazel Park businesses by promoting the event on social media, through e-blasts and distributing paper copies of the poster.

DDA Appointment Recommendations.

to recommend to the Mayor the re-appointment of Yousif Jarbo and Michael Van Buren to the Downtown Development Authority Board.

3. to direct staff to issue an RFP for three (3) locations for a Streetscape Plan.

Vice Chair Jarbo requested that as part of the Streetscape Plan, a name be given to the district of improvement.

REPORTS

4. CED Director Tucker stated there have not been any notable expenditures since the last meeting in January with the exception of the first installment of DDA Service Agreement with the Chamber of Commerce of \$2,500. City Manager Marsh stated that the DDA revenues are healthy.

to receive and file the Finance Report as presented.

5. CED Director Tuckers stated that the DPS has started to remove trash bins and they are being refurbished. The planting by the entrance sign should be done around Memorial Day. The Clock will soon be undergoing service review and he will report back with the findings. SMART has reached out to the City for an inventory of amenities by bus stops on John R. such as trash bins and shelters. Compiling this information may help with grant opportunities in the future.

6. Economic Vitality Report - no report given.

Design Committee - reported early in the meeting on the banners.

Promotions Committee - Mr. Sheppard requested that members share any social media posts that are put out so that they reach more people. They are hoping to promote existing events, so if anyone has any ideas for future events to promote, please reach out.

Having no further business, Chair Van Buren adjourned the meeting at 9:16 a.m.