

Regular Downtown Development Authority Meeting  
Madison Heights, Michigan  
June 13, 2023

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

**PRESENT**

Member Ruth Charlebois  
Member Gordon Davignon  
Mayor Roslyn Grafstein (left at 8:55 a.m.)  
Vice-Chair Yousif Jarbo  
Member Anthony Mancini  
Member Melissa Marsh  
Member Lenea Renshaw  
Member Michael Sheppard  
Chair Michael Van Buren

**ABSENT**

Member Rickey Busler  
Member Joseph Keys  
Member Joe Marando

**ALSO PRESENT**

CED Director Giles Tucker  
City Clerk Cheryl Rottmann

**DDA-23-21. Excuse Member.**

Motion to excuse DDA members Busler, Keys, and Marando from today's DDA meeting.

Motion made by Member Marsh, Seconded by Member Charlebois.

Voting Yea: Member Charlebois, Member Davignon, Mayor Grafstein, Vice-Chair Jarbo, Member Mancini, Member Marsh, Member Renshaw, Member Sheppard, Chair Van Buren

Motion carried.

**DDA-23-22. Minutes.**

Motion to approve the DDA Regular Meeting minutes of the April 25, 2023 as presented.

Motion made by Member Marsh, Seconded by Member Sheppard.

Voting Yea: Member Charlebois, Member Davignon, Mayor Grafstein, Vice-Chair Jarbo, Member Mancini, Member Marsh, Member Renshaw, Member Sheppard, Chair Van Buren

Motion carried.

## **MEETING OPEN TO THE PUBLIC:**

Nick DiFranco, owner of Lighthouse Imports and Carpe Diem Wine Distributors, stated that he was attending today's meeting because he is looking to get more involved in the city.

### **June 13, 2023 Financial Report**

CED Director Tucker reviewed the June 13, 2023 Financial Report for the members. He stated that a payment for the banners has been sent and he should have an update on delivery shortly. The cost of the welcome signs was charged to the Improvement Fund line item. City Manager Marsh noted the cash on hand in the budget and she stated that the DDA has a good financial picture. She stated that this is an opportunity to take on a bigger project, such as the DDA Streetscape.

### **Clock Tower and Sprinkler System Repair**

CED Director Tucker stated that one of the clock tower faces needed to be reset. The landscaping issue around the clock tower has been addressed.

### **Trash Bins**

The trash bins out are either resurfaced, and powder-coated or new; however, there are still a few that have to be placed.

### **Welcome Signs and Banners**

The Design Subcommittee selected the Persian rug green color for the background of the DDA banner design. The committee also selected the vintage lantern color from the TREX catalog.

### **Downtown Streetscaping and Conceptual Engineering RFP**

CED Director Tucker reviewed the RFP for the Downtown Streetscaping and Conceptual Engineering plan. City staff is meeting this week with the firm regarding the proposal and potential changes that could be made to reduce the total cost. City Manager Marsh stated that this is a good roadmap to move forward and staff is hoping to get the RFP down to \$100,000. She commented that this is a project that will push the DDA forward and can be transformational. City Manager Marsh continued by noting that the original budget was \$50,000; however, this plan includes the engineering component not just the design. This will be instrumental when applying for grant funding.

Discussion followed on the concept of the plan, the timeline of the project to be completed tentatively by the end of the calendar year, what the plan includes, cost and the area of focus.

Based on consensus from the DDA board, staff will return with a revised cost estimate for the DDA Streetscape project for consideration and approval.

**DDA-23-23. Schedule Brownfield Study Session.**

It was the consensus to schedule a Brownfield Study Session for July 11, 2023 at 8 a.m.

**COMMITTEE REPORTS:**

*Promotions Committee* - Member Sheppard stated that they are canvassing the area and linking business to the DDA website and contacts. He noted that a Jack Huffman, a member of the Wounded Warriors is walking from Florida to Michigan and he is hoping to recruit DDA people to support him while he walks from 10 Mile Road to 11 Mile Road and stops at the Fire Department on John R.

*Design Committee* - no report

*Economic Vitality Committee* - no report

**ADJOURNMENT:**

Having no further business, Chair Van Buren adjourned the meeting at 9:13 a.m.