

Regular Downtown Development Authority  
Madison Heights, Michigan  
June 18, 2024

A Regular Downtown Development Authority was held on Tuesday, June 18, 2024 at 8:00 AM  
at City Hall - Executive Conference Room, 300 W. 13 Mile Rd.

PRESENT

Member Rickey Busler  
Member Gordon Davignon  
Mayor Roslyn Grafstein  
Vice-Chair Yousif Jarbo  
Member Joseph Keys  
Member Melissa Marsh  
Member Michael Sheppard  
Member Marija Ujkic  
Chair Michael Van Buren

ABSENT

Member Joe Marando  
Member Lenea Renshaw

OTHERS PRESENT

Deputy City Manager/City Clerk Cheryl Rottmann  
MHHP Chamber Director Linda Williams

**DDA-24-14. Excuse Members.**

Motion to excuse Members Marando and Renshaw from today's DDA meeting.

Motion made by Mayor Grafstein, Seconded by Member Keys.

Voting Yea: Member Busler, Member Davignon, Mayor Grafstein, Vice-Chair Jarbo,  
Member Keys, Member Marsh, Member Sheppard, Member Ujkic, Chair  
Van Buren

Absent: Member Marando, Member Renshaw

Motion carried.

**DDA-24-15. DDA Meeting Minutes of April 16, 2024.**

Motion to approve the DDA meeting minutes of April 16, 2024, as printed.

Motion made by Mayor Grafstein, Seconded by Member Sheppard.

Voting Yea: Member Busler, Member Davignon, Mayor Grafstein, Vice-Chair Jarbo, Member Keys, Member Marsh, Member Sheppard, Member Ujkic, Chair Van Buren

Absent: Member Marando, Member Renshaw

Motion carried.

## **MEETING OPEN TO THE PUBLIC**

There were no members of the public wishing to speak.

### **DDA-24-16. Election of DDA Secretary.**

Motion to appoint Joe Keys as DDA Secretary.

Motion made by Mayor Grafstein, Seconded by Member Sheppard.

Voting Yea: Member Busler, Member Davignon, Mayor Grafstein, Vice-Chair Jarbo, Member Keys, Member Marsh, Member Sheppard, Member Ujkic, Chair Van Buren

Absent: Member Marando, Member Renshaw

Motion carried.

### **DDA-24-17. 11 Mile Streetscaping Plan & Main Street Oakland County Placemaking Grant Due June 18<sup>th</sup>.**

Community and Economic Development Director Tucker provided the DDA with an overview of the 11 Mile Streetscape options for either a four-lane or three-lane configuration. He noted that Oakland County has a \$250,000 placemaking grant that the City is eligible to apply for; however, the deadline is today. This is a 60/40 split between the City and Oakland County. We would receive notification of whether we obtain the grant by July 11<sup>th</sup> and the funds would need to be spent by September 2026.

Discussion followed on the two options including the costs affiliated with both, traffic study results, wait-time estimates, pedestrian safety, and the ability to bring a downtown feel with the streetscape project. Director Tucker noted that the three-lane configuration construction costs are projected to be approximately \$685,000; the projected costs for the four-lane configuration is approximately \$1.1 million.

Mr. Jarbo stated that he believes the positives of a three-lane configuration outweigh the negatives.

In response to Mr. Busler, Director Tucker confirmed that the original project is from Lorenz to John R, and the total project area could possibly be expanded to Stephenson.

Motion to recommend to City Council the three-lane configuration for the 11 Mile Streetscape Project and to support City staff in applying for the Oakland County Placemaking Grant.

Motion made by Vice-Chair Jarbo, Seconded by Member Busler.

Voting Yea: Member Busler, Member Davignon, Mayor Grafstein, Vice-Chair Jarbo, Member Keys, Member Marsh, Member Sheppard, Member Ujkic, Chair Van Buren

Absent: Member Marando, Member Renshaw

Motion carried.

### Finance Report

Director Tucker reviewed the DDA Finance Report and noted that there were not a lot of significant changes. There was a payment to the MHHP Chamber and there will be some upcoming engineering costs that were previously approved by the board.

### Update on Ongoing Projects

Director Tucker informed the board that John R Glass was not eligible for the sign grant because they completed their work before applying for the grant. He also noted that the second quarter Activity Report from the MHHP Chamber was included in the meeting packet.

In response to Mr. Jarbo, Director Tucker stated that he would research the possibility and cost of updating the bollards for the traffic lighting at John R and 11 Mile Road.

### Marketing & Promotions Committee

Mr. Sheppard informed the board of a proposal to promote ongoing events with the DDA and Chamber through social media. He reviewed the videography proposal from 1 Vision Media Group to provide two 30-second professional commercials monthly for a cost of \$500 per month. Mr. Sheppard noted that it would be up to the membership to share the videos on social media to obtain exposure.

Discussion followed on providing the videos to the DDA businesses and a potential split of costs with the businesses.

### **DDA-24-18. Agreement between the Madison Heights DDA and 1 Vision Media Group, LLC for Videography Services.**

Motion to approve an agreement between the Madison Heights Downtown Development Authority and 1 Vision Media Group, LLC for videography services to be evaluated at the next meeting of the DDA and have the cost of the videos split 80/20 between the DDA and participant.

Motion made by Member Busler, Seconded by Member Marsh.

Voting Yea: Member Busler, Member Davignon, Mayor Grafstein, Vice-Chair Jarbo, Member Keys, Member Marsh, Member Sheppard, Member Ujkic, Chair Van Buren

Absent: Member Marando, Member Renshaw

Motion carried.

9 Mile Redesign Project Recap

Director Tucker reviewed the Oak Park 9 Mile Redesign Project elements and encouraged the DDA members to visit the project site.

**DDA-24-19. Adjournment.**

Motion to adjourn at 9:14 a.m.

Motion made by Member Sheppard, Seconded by Member Keys.

Voting Yea: Member Busler, Member Davignon, Mayor Grafstein, Vice-Chair Jarbo,  
Member Keys, Member Marsh, Member Sheppard, Member Ujkic, Chair  
Van Buren

Absent: Member Marando, Member Renshaw

Motion carried.