

**Downtown Development Authority Meeting  
Madison Heights, Michigan  
August 21, 2025**

A Downtown Development Authority Meeting was called to order on Thursday, August 21, 2025, at 8:00 am, at the Library - Flex Space, 240 W. 13 Mile Rd.

**PRESENT:** Member Rickey Busler, Mayor Roslyn Grafstein, Member Joseph Keys, Member Joe Marando, Member Melissa Marsh, Member Lenea Renshaw, Member Mike Sheppard, Vice-Chair Michael Van Buren

**ABSENT:** Member Gordon Davignon, Member Gerry Hambright, Member Yousif Jarbo, Member Marija Ujkic

**ALSO PRESENT:**

Community and Economic Development Director Giles Tucker  
Business services coordinator Mary Daley  
MHHP Chamber Director Linda Williams

**EXCUSED:**

**DDA-25-13. Excuse Members.**

**A motion was made by Member Keys, seconded by Member Busler, to excuse Members Jarbo, and Ujkic.**

**Motion carried.**

**APPROVAL OF MINUTES:**

**DDA-25-14. MHDDA Meeting Minutes of June 19, 2025.**

**Motion by Member Sheppard, seconded by Member Busler to approve the minutes from the Joint DDA and BRA meeting of June 19, 2025, as provided in the packets.**

**Motion carried.**

**MEETING OPEN TO THE PUBLIC:**

There were no members of the public wishing to speak.

**NEW BUSINESS:**

**Downtown Development Bylaws Term Limits:** C.E.D. Director Tucker provided an update on the DDA bylaws regarding term limits. New bylaws were adopted in 2020. The

new bylaws limits board members to up to two (2) full four (4) year terms. The original intent of these term limits was to prevent board stagnation and ensure opportunities for new members to join and offer fresh perspectives.

Discussion continued on this item. The consensus among the Board is that there has been sufficient turnover and new members joining the board. Term limits could potentially exclude active business owners and valuable contributors in the future.

#### **DDA-25-15. Downtown Development Bylaws Term Limits**

**Motion by Member Grafstein and seconded by Member Sheppard to approve the proposed amendment to remove DDA Board membership term limits from the bylaws.**

**Motion carried.**

#### **DDA Board Vacancies and Recruitment:**

Discussion was held regarding two current DDA board vacancies. Preference had previously been given to applicants with a property interest in the DDA. Director Tucker noted he would check with the Clerk's office for incoming applications. There was consensus amongst the group to see potential board members attend meetings before recommending them for appointment.

#### **REPORTS:**

##### **1. Update on 11 Mile Streetscape Plan Progress**

Director Tucker updated the membership on the project's progress. Phase two of the project has commenced, with the south end of the 11 Mile Streetscape now complete. North side street access is temporarily closed. The United Methodist Church project is complete and was under budget. All necessary easements and encroachment agreements have been recorded with the county. Tucker met with Royal Oak and their 11 Mile streetscape is planned to move forward. A resident with a drone license created a video showcasing the halfway completion of the streetscape project, available on Facebook.

##### **2. Downtown Touchdown Event Update**

A budget has been set for \$15,000. The Committee has finalized the event theme and itinerary, secured the stage, bouncy house, live band and received approval from Police & Fire of the Event Layout. Director Tucker is looking for help obtaining commitments from vendors and sponsors.

### 3. Update on Other Projects:

**A. Annual Brownfield Reporting Due August 31<sup>st</sup>** - CED is working with the City's Finance department to submit prior to this deadline.

**B. 25914 John R Rd Weiss Distillery** - Weiss Distillery was officially awarded \$156,000 in grant funds from Main Street Oakland County's Urban Main grant. The Distillery has hired Ideation Orange in Hazel Park to assist with design work prior to applying for the exterior façade grant.

### **C. August 2025 Finance Report**

Director Tucker reviewed the DDA Finance Report and noted that there were not a lot of significant changes. The next finance report is expected to reflect the first major payment to DiLisio Contracting for the streetscape project.

### **Additional discussion items:**

- 1. Holiday Decorations:** All ordered holiday decorations are in and at DPS, ready for installation. Thirty-four (34) 6-foot snowflakes from Holiday Designs have been received and tested. DPS will be installing them the blue and red holiday banners are also in and look great.
- 2. MHDDA Business Digital Marketing Program Update:** Five DDA businesses have received promotional videos from One Vision Media: Madison Motors, Amore Beautiful You Salon, Diamond Jim's Custom Jewelry and Repairs, Cadillac Straits, and Mia's Bar and Grill.
- 3. Michigan Roots Shirts:** Michigan Roots, a local shop, is selling Madison Heights-themed shirts. DDA members can receive a discount if they identify themselves.

### **Member Updates:**

- 1. Member Van Buren** commented about the dead shrubs around the clock tower and noted overflowing trash receptacles at 10 Mile and John R, and John R and Lincoln.
- 2. Member Busler** announced a **Situational Awareness Campaign** to be held on **Friday, September 26th**, at the Active Adult Center (AAC), led by the Madison Heights Police Department, Fire Department, Community Coalition, and Remax. The campaign aims to educate seniors on paying attention to their surroundings.
- 3. Mayor Grafstein** reiterated that board appointments are made twice a year. She emphasized the preference for applicants to attend meetings before being recommended to the board.

4. **MHHP Chamber Executive Director Linda Williams** announced a grand opening for **Med Bites**, a new Middle Eastern restaurant at 10 Mile and John R, scheduled for today at 11:30 AM.
5. Member Sheppard announced the **85th Anniversary of Northern Audio Service on September 20th, from 1 PM to 7 PM**. This event will coincide with Cadillac Straits' October Fest.

**ADJOURNMENT:**

Having no further business, Vice Chair Van Buren adjourned the meeting at 8:37 a.m.