

Regular Downtown Development Authority Meeting
Madison Heights, Michigan
January 10, 2023

A Regular Downtown Development Authority Meeting was held on Tuesday, January 10, 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 (arrived at 8:34 a.m.)
Vice-Chair Yousif Jarbo
Member Joseph Keys
Member Joe Marando
Member Melissa Marsh
Member Lenea Renshaw
Member Michael Sheppard
Chair Michael Van Buren

ABSENT

Member Anthony Mancini

OTHERS PRESENT

Community and Economic Development Director Giles Tucker
City Clerk Cheryl Rottmann

Excuse Member.

Motion made by Member Marando, Seconded by Member Sheppard, to excuse Member Mancini from today's meeting.

Voting Yea: Member Busler, Member Charlebois, Member Davignon, Vice-Chair Jarbo, Member Keys, Member Marando, Member Renshaw, Member Sheppard, Chair Van Buren

Motion carried.

ADDITIONS/DELETIONS

CED Director Tucker requested a discussion on the Clock Tower repair be added to New Business. There were no objections.

1. Regular Meeting Minutes 11-15-22

Motion made by Member Marsh, Seconded by Member Charlebois, to approve the DDA Regular Meeting minutes of November 15, 2022 and the DDA Informational Meeting minutes of November 15, 2022 , as printed.

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

Motion carried.

MEETING OPEN TO THE PUBLIC

There were no members of the public wishing to speak.

UNFINISHED BUSINESS

3. Chamber Service Agreement Amendment

Motion made by Member Marando, Seconded by Member Sheppard, to approve the Chamber Service Agreement Amendment.

Discussion followed on the role of the Chamber of Commerce Director and accountability and reporting requirements to the Madison Heights and Hazel Park's Downtown Development Authorities. It was also discussed on what services or benefits the DDA would receive from increasing from the originally approved amount of \$5,000 to \$10,000 annually. Ms. Williams stated that Hazel Park has approximately 500 business and Madison Heights has approximately 1800, with approximately 120 of those located in the DDA. She stated that the Chamber and the DDA are partners in Economic Development for the City. In addition to daily duties, she will be conducting retention visits, assist in executing the DDA Development Plan and fulfill the reporting requirements outlined in the agreement.

Discussion followed on the ability of the Chamber to absorb any future increases in personnel costs, concern over the precedence of covering the Chambers shortfall in their personnel budget; and consensus to evaluate any future agreements based on performance.

Voting Yea: Member Busler, Member Charlebois, Member Davignon, Mayor Grafstein, Vice-Chair Jarbo, Member Keys, Member Marando, Member Marsh, Member Renshaw, Member Sheppard

Voting Abstaining: Chair Van Buren

Motion carried.

4. Proposed Budget 2023-24

Director Tucker reviewed the proposed budget, including an amendment to the contractual services line item to include the Chamber of Commerce Agreement, an increase in utility costs for holiday lighting, and an increase in membership and dues.

City Manager Marsh proposed a line increase to \$45,000 for contractual services to include a Streetscape Study.

Motion made by Mayor Grafstein, Seconded by Vice-Chair Jarbo, to approve the 2023-24 DDA Budget as amended.

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

Motion carried.

5. Election of Officers

Motion made by Member Marsh, Seconded by Member Keys, to appoint the following DDA Officers for a second and final term:

Michael Van Buren - Chairperson

Yousif Jarbo - Vice-Chairperson

Rickey Busler - Treasurer

Ruth Charlebois - Secretary

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

Motion carried.

6. Banners & Other Improvements

Banners & Other Improvements

Director Tucker requested that the Committee come to the next meeting with an outline and proposed budget for banners including size, design and materials and a recommendation for the full board.

7. Special Events Planning

Special Events Planning

The DDA board asks the Promotions Committee to research and return to the full board recommendations for special events including proposed event outlines and budgets for St. Patrick's Day and Fire Station #2 Open House event at the February meeting.

8. Asset Mapping

Asset Mapping

The DDA board requests that the Economic and Vitality Committee meet with Oakland County Mainstreet contacts to discuss and learn more about what assistance is available for asset mapping and market analysis activities and to make recommendations as to if

and how the board should move forward on any of these activities at the February meeting.

Clock Tower Maintenance

Mr. Tucker stated that the Clock Tower is not accurate. He asked for direction on repairing the clock.

Motion made by Member Marsh, Seconded by Member Keys, to authorize an expenditure not to exceed \$795 for inspection and diagnosis and/or repair of the Clock Tower; if the costs are to exceed \$795, CED Director Tucker will report back to the DDA on other options that may be available.

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

REPORTS

9. Finance Report

Finance Report

Director Tucker reviewed the provided Financial Report.

10. Ongoing Projects

Ongoing Projects

Director Tucker noted that a memo summarizing the ongoing projects of the DDA were provided in the meeting packet. These projects include: Holiday Lighting updates, Trash Bins, Welcome Signs, Clocktower, and the MSU Extension Vision Study.

11. Committee Reports- No Report Submitted

ADJOURNMENT

Having no further business Chairperson Van Buren adjourned the meeting at 9:50 a.m.