



CITY OF MADISON HEIGHTS

CITY HALL - EXECUTIVE CONFERENCE ROOM, 300 W. 13 MILE RD.

DOWNTOWN DEVELOPMENT AUTHORITY MEETING AGENDA

OCTOBER 12, 2023 AT 8:00 AM

CALL TO ORDER

ROLL CALL

ADDITIONS/DELETIONS

MEETING OPEN TO THE PUBLIC

APPROVAL OF MINUTES

- [1.](#) Regular DDA Meeting Minutes 8-22-23

NEW BUSINESS

- [2.](#) 947 W 11 Mile Rd Facade & Sign Grant Application
- [3.](#) 11 Mile Streetscape Open House Event #1

UNFINISHED BUSINESS

REPORTS

- [4.](#) Finance Report
5. Updates on Ongoing Projects

COMMITTEE REPORTS

TRAINING & EVENT OPPORTUNITIES

ADJOURNMENT

NOTICE: Persons with disabilities needing accommodations for effective participation through electronic means in this meeting should contact the City Clerk at (248) 583-0826 or by email: clerks@madison-heights.org at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

Downtown Development Authority Meeting
 Madison Heights, Michigan
 August 22, 2023

A Downtown Development Authority Meeting was held on Tuesday, August 22, 2023 at 8:00 AM at City Hall - Executive Conference Room, 300 W. 13 Mile Rd.

Chairperson Van Buren called the meeting to order at 8:02 AM.

PRESENT

Mayor Roslyn Grafstein (left meeting at 9:15 am)
 Member Joseph Keys
 Member Joe Marando
 Member Melissa Marsh
 Member Lenea Renshaw (left meeting at 9:21 am)
 Member Michael Sheppard
 Chair Michael Van Buren

ABSENT

Member Rickey Busler
 Member Ruth Charlebois
 Member Gordon Davignon
 Vice-Chair Yousif Jarbo

OTHERS PRESENT

Community and Economic Development Director Giles Tucker
 Business Services Coordinator Mary Daley

DDA-23-28. Excuse Members.

Motion made by Member Marsh, Seconded by Member Keys, to excuse Members Busler, Charlebois and Jarbo from today's meeting.

Voting Yea: Mayor Roslyn Grafstein
 Member Joseph Keys
 Member Joe Marando
 Member Melissa Marsh
 Member Lenea Renshaw
 Member Michael Sheppard
 Chair Michael Van Buren

Motion carried.

DDA-23-29. MHDDA July 18, 2023 Regular Minutes

Motion made by Member Grafstein, Seconded by Member Sheppard, to approve the Regular MHDDA Meeting minutes of July 18, 2023 as printed.

Voting Yea: Mayor Roslyn Grafstein
 Member Joseph Keys
 Member Joe Marando
 Member Melissa Marsh
 Member Lenea Renshaw
 Member Michael Sheppard
 Chair Michael Van Buren

Motion carried.

MEETING OPEN TO THE PUBLIC:

Member of the public, Nick DiFranco, owner of Lighthouse Imports and Carpe Diem Wine Distributors, introduced himself and thanked the Board for allowing him to attend today.

Finance Report.

C.E.D. Director Giles Tucker reviewed the current finance report. The FY 23-24 began July 1st and there have not yet been any substantial expenses to report. While not yet reflected in the Finance Report, with the approval of our budget amendment for the 11 Mile Corridor Plan, we will see an increase of an additional \$50,000 for Contractual Services. Banners were paid for in the previous fiscal year.

ONGOING PROJECTS:

C.E.D. Director Giles Tucker updated the Board on ongoing projects happening within the DDA as outlined in the packet including the following:

City Gateway Project, Banners & Welcome Sign

The repair of the Progress & John R Gateway has been completed by DPS. A number of the trash bins have been refurbished, and the DDA banners have been installed. Director Tucker reviewed the conceptual design for gateway welcome signs as detailed in the packet.

11 Mile Corridor Streetscape Plan

Staff met with NFE, MKSK and SEMCOG to discuss further details on the scope and the timeline for the 11 Mile Streetscape project on August 17th. Staff and the project consultants will conduct a site visit at the beginning of September and the first of two stakeholder meetings planned to occur at the beginning of October. Board members shared their ideas and thoughts on this.

PA 57 Reporting Update

C.E.D. Director Tucker gave a brief update on PA 57 reporting. At the end of the year, he is required to submit financial reports for the DDA per PA 57. The meeting minutes and agendas will be added timely to the website. The meeting calendar will be removed from the DDA page and will be updated on the main calendar only. Our annual TIF Plan will be reported by December 31st.

Brownfield Redevelopment Authority Reporting Update

CED Director Tucker gave a detailed presentation on the overview of Brownfield Tax Increment Financing and what the process looks like. He updated the Board on active brownfield project sites and anticipated requests in the future. A detailed description of the fundamentals of Brownfield process was provided in the packet.

Director Tucker explained that Brownfield Redevelopment exists as an economic development tool to attract developers to come in and clean up properties or redevelop them if they are functionally obsolete.

Our Brownfield Redevelopment Authority is also required by the State of Michigan to submit financial reporting including our fund balance and metrics on our active products annually by August 31st.

NEW PROJECTS:

MHHP Chamber Service Agreement

C.E.D. Director Tucker presented the Agreement renewal with the Madison Heights-Hazel Park Chamber of Commerce (MHHP) for the 2023-2024 year. Per Director Tucker, the Chamber has met the spirit of its reporting requirements on a quarterly basis, and has made significant progress in increasing membership, establishing best practices, improving events, and demonstrating the value of chamber membership. Both the City of Madison Heights and Hazel Park have committed to renewing their own agreements with the Chamber through 2024. This is a revised agreement removing the monthly reporting section and adding in specific performance measures to be included in the annual report presented to the DDA annually. The revised agreement was included in the packet for the Members to review.

DDA-23-30. MHHP Chamber Service Agreement

Motion by Member Marando, seconded by Member Sheppard to approve the 2023-2024 service agreement with the Madison Heights-Hazel Park Chamber of Commerce (MHHP) for a total \$10,000 to be paid in quarterly installments of \$2,500.

Voting Yea: Member Joseph Keys
Member Joe Marando
Member Melissa Marsh
Member Lenea Renshaw
Member Michael Sheppard
Chair Michael Van Buren

Motion carried.

DDA Meeting Dates for November 2023 & for the 2024 Calendar Year

At the end of each calendar year the DDA board schedules its Regular meeting dates for the following year. These regular meetings have been scheduled for the second Tuesday of each month and this coincides with the morning after City Council Meetings. To avoid back-to-back meetings, staff is proposing that these meetings are moved to the third Tuesday of the month. In addition to these regular meetings, there are two joint DDA/BRA meetings scheduled on third Tuesday of the month in April and August that allow the board to address both the business of the DDA and any normal BRA related business that occurs.

As always, the DDA can choose to schedule additional meetings as needed.

Because the DDA lost quorum, the Board will wait until the November 14th meeting to approve a schedule for 2023-2024.

Meeting was adjourned by the Chair at 9:25 a.m.

Downtown Development Authority of City of Madison Heights

Memorandum

Date: September 15, 2023

To: Downtown Development Authority Board Members

From: Giles Tucker, Community Development Director

Subject: Sign & Façade Grant for 947 W 11 Mile Diamond Jim's Carriage House

Background & Eligibility

Melany Verniers from Diamond Jim's has applied for a façade and sign grant for the improvement of the "carriage house" building within the parking lot of their jewelry store at 934 W 11 Mile Rd. These two buildings share the same parcel. In May 2021 the DDA approved the façade improvement grant for the Diamond Jim's jewelry store for a total of \$5,000. The proposed project for the carriage house includes a new awning, cultured stone, vinyl siding and a new storm door. The intent is to match this "out-building" with the main store.

After reviewing the "Sign portion" of this project staff has determined that the project meets all the eligibility requirements of the program and its guidelines. The project is proposing a sign area that meets requirements of both our sign ordinance and the sign grant guidelines. While Diamond Jim's received a sign grant in 2005, the program guidelines only require that a business not received two sign grants within a 10-year period. The total cost for installation excluding permitting and taxes has been quoted at \$4,400.

The bulk of the "façade portion" eligible costs for this project include demolition, installation of cultured stone, vinyl trim, replacement of the storm door and electrical work associated with updated exterior lighting:

- Demo	\$700.00
- Cultured Stone	\$1,071.50
- Vinyl Trim & Storm Door	\$7,500.00
- Electrical/Lighting	<u>\$2,495.00</u>
Total:	\$11,766.50

The current FY23-24 budget includes a total of \$5,000 for Sign Grant projects and \$10,000 Façade Grant projects. While these project activities are eligible according to our existing program guidelines, the Façade grant guidelines as written limit the applicant to one façade grant per parcel at a maximum reimbursement of \$5,000. Looking through past façade and sign grant applications a cap of \$5,000 for Façade and \$10,000 for Signage has been consistently adhered to.

Staff Recommendation

After reviewing this request, I recommend approving the sign grant portion of this request for a maximum reimbursement of \$2,200, which is 50% of the pre-tax cost of the awning excluding permitting fees. As far as the Façade grant portion of the request, I would defer to the board's judgement. If the board is inclined to award this project with façade grant funds, I would recommend that they not exceed \$5,000. Further, I would ask the DDA board to consider whether the existing cap of \$5,000 for the Façade grant should be increased to \$10,000.

Madison Heights Southend Downtown Development Authority Façade/Property Improvement Grant Program Application

1. Business Name: Diamond Jim's
2. Business Contact Person: Melany Verniers
3. Mailing Address: 934 11 Mile Madison Hgts, MI
48071
4. Business Phone Number: 586-292-7761
5. Building Address: 946 11 Mile Madison Hgts, MI 48071
6. Building Owner: Melany Verniers
7. Building Owner's Address: Same
8. Building Owner's Phone Number: Same
9. The Following Items Must Be Provided: (check all enclosed items)
 - ☐ a) Two Project Cost Estimates \$ _____ and \$ _____ (attached)
 - ☒ b) Project Budget and Proposed Timeline
 - ☐ c) Project Design and Description with all Specifications (Plans, Dimensions, Colors, Materials and Location on Building and/or Property)
 - ☐ d) Color Photo of the Building Façade, Property and/or structure that will be affected by project (photos submitted in digital format)
 - ☐ e) If not the applicant, letter from owner approving the proposed improvements.
 - ☐ f) Brief Description and History of Business
10. Grant Type: Category 1 ☐ (Blight Removal) Category 2 ☒ (Dilapidated/Non-Conforming Removal & Replacement) Category 3 ☐ (Other Improvements) Category 4 ☐ (Previous Recipient)
11. Total Grant Amount Requested: \$ 5,000.00
12. Total Investment by Applicant: 17,066.50

The Undersigned Applicant Affirms and Understands That:

- a. The information submitted herein is true and accurate to the best of my knowledge.
- b. I have read and understand the Façade/Property Improvement Grant Program Guidelines and the DDA Business Design Guidelines and agree to abide by these conditions.
- c. I understand that receipt of a Façade/Property Improvement Grant Funding Commitment Letter from the DDA does not constitute application or approval for a City of Madison Heights Building Permit.
- d. I understand that the proposed project cannot begin until the DDA Board and/or staff reviews and acts upon this Façade/Property Improvement Grant Program application.
- e. I understand that any changes made to the approved Project without the approval of the DDA will be cause for the DDA to withdraw it's funding commitment, in whole or part.

Applicant Signatures:

Melany K Verniers Date 8-31-23

_____ Date _____

Submit the completed application with items 9(a), (b), (c), (d), (e), (f), and (g) to:

Madison Heights Southend DDA, 300 W. Thirteen Mile Rd., Madison Heights, MI 48071

Please call 248-583-0831 if you have any questions.

Commercial Maintenance & Supply, Inc.

930 West 11 Mile Road
Madison Heights, MI 48071
Office # 248-398-7700
Fax # 248-398-7701

Item 2.

Estimate

DATE	ESTIMATE NO.
9/5/23	2010

NAME / ADDRESS
Diamond Jim's 934 W 11 Mile Rd Madison Hgts, MI 48071

Building	Sub Area	Geo Location
946 W 11 Mile	Madison Hgts	I-75 - 11 Mile Rd

DESCRIPTION	QTY	COST	TOTAL
Provide all necessary labor and materials to: Renovate and re-face North, East, West, and South elevations. Provide misc labor, clean-up, and supervision throughout renovation project. Provide Scissors lift; Demo existing front awning and existing exterior lighting. Work with the City of Madison Heights and pull all necessary permits and complete all necessary inspections. Provide supervision and sub-contractors(listed on sworn statement) to complete installation of New Vinyl Cultured Stone, New Vinyl Siding, New Aluminum Trim, New Side Storm Door, New lighting, and New Signage. Bid Price FACADE (Please see attached Sworn Statement of Cost for breakdown)	1	17,066.50	17,066.50
Bid Price SIGN (Please see attached Sworn Statement of Cost for breakdown)	1	4,664.00	4,664.00
TOTAL			\$21,730.50

Signature: _____ Date: _____

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Item 2.

Christopher L Barr (deponent), being duly sworn, states the following

CMS, Inc. is the (contractor) (subcontractor) for an improvement to the following real property in Oakland County, Michigan, as described as follows

946 W 11 Mile Rd Madison Heights, MI 48071

The followings is a statement of each Subcontractor and supplier, and laborer for whom payment of wages or fringe benefits and withholdings is due but unpaid, with whom the (contractor) (subcontractor) has (contracted) (subcontracted) for performan

(some columns are not applicable to all persons listed)

I make this statement as the (contractor) (subcontractor) or as _____ of the (contractor) (subcontractor) to represent to the owner or lessee of the property and his or her agents that the property is free from claims of construction

*****NOTE***** Time Line of renovation will be 45-60 days from start date. Start date currently is October 1st pending approvals.

My Commission Expires:



22907 Dequindre Rd. Hazel park, MI. 48030
 Phone: 248-658-0780 Fax: 248-658-0781
globalsigns1@yahoo.com
www.globalsignsandawnings.com

Diamond Jim's

946 W 11 mile rd

Madison Heights, Mi

8-24-23

Purchase Agreement

Item	Description	Qty	Price	Total
	Awning:			\$4,400.00
	• Custom Awning with business name graphic over front door			
	• Installation			
			Sub Total	\$4,400.00
			Tax 6%	\$264.00
			Sign Permit	\$As Required
			Electrical permit + connection	\$As Required
			Total	\$4,664.00
			Deposit	\$ 2,300
			Balance	\$ 2,364

Note: Permit Fees and architect Not included
 Terms and Conditions set forth on reverse side.

Customer:

Melany K. Verniers

By: _____

Name: _____

Date: _____

Check # 7066



BONDED - INSURED



LICENSED

Terms and Conditions of Purchase Agreement

The following terms and conditions control this Purchase Agreement and supplement all work orders issued to Global Signs and Awning, Inc. ("Global") by the customer signing below (the "Customer") relative hereto:



Sign Area

SID

- White Plex
- .040mil Bla
- 1" Trim (Je
- 1/8" dibonc
- Light sourc



Diamond Jim's

Address: 946 John R Rd

Date: 8-29-23

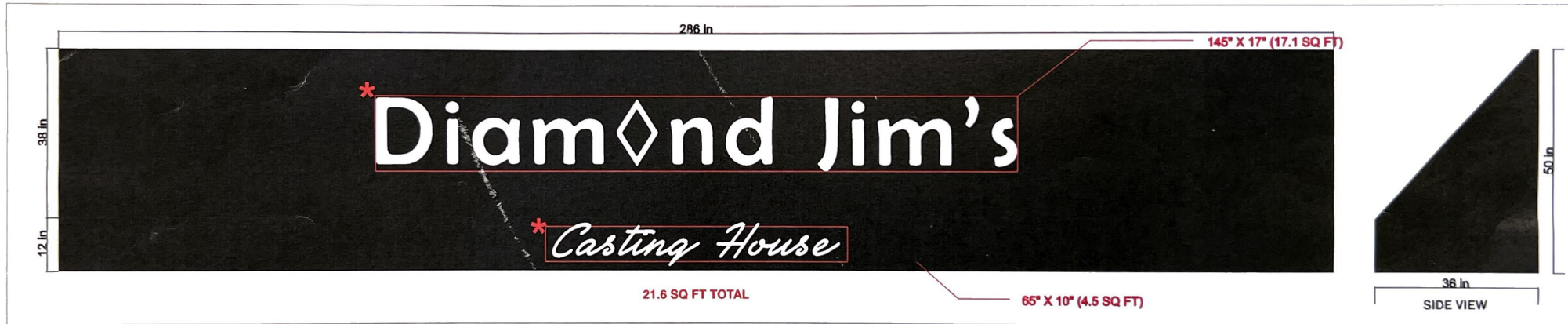
globalsigns1@yahoo.com

www.globalsignsandawnings.com

These signs are confidential and the property of Global Signs and Awnings. They are not to be reproduced or used without the written consent of Global Signs and Awnings. Any unauthorized use may result in legal repercussions. The signs must be installed in accordance with the requirements of Article 600 of the National Electrical Code and any other applicable local codes. This includes proper grounding and bonding of the sign.



BONDED - INSURED - LICENSED





Madison Heights Southend Downtown Development Authority

SIGN GRANT PROGRAM APPLICATION

1. Applicant: MELANY VERNIERS Title: OWNER
2. Business Name: DIAMOND JIM'S
3. Business Address: 934 W 11 MILE RD MADISON HHTS, MI 48071
4. Business Phone Number: 586-292-7761
5. Building Address: 946 W 11 MILE RD MADISON HHTS, MI 48071
6. Building Owner: MELANY VERNIERS
7. Building Owner's Address: SAME
8. Building Owner's Phone Number: SAME Zoning: _____
9. The Following Items Must Be Provided: (check all enclosed items)
 - ☐ a) Contractor's Cost Estimate \$ 4,664.00
 - ☐ b) Sign Design with all Specifications (Total Size, Dimensions, Colors, Materials & Location on Building)
 - ☐ c) Color Photo of the Building Facade or Existing Ground Sign
 - ☐ d) Brief Description and History of Business
10. Sign Type: Category 1 ☐ (Non-Conforming Removal) Category 2 ☒ (Dilapidated/Non-Conforming Removal & Replacement) Category 3 ☐ (Other/New) Category 4 ☐ (Previous Recipient)
11. Total Grant Amount Requested: 4,664.00 12. Total Investment by Applicant: 4,664.00

The Undersigned Applicant Affirms and Understands That:

- a. The information submitted herein is true and accurate to the best of my knowledge.
- b. I have read and understand the DDA Sign Grant Program Guidelines and the DDA Business Sign(s) Design Guidelines and agree to abide by these conditions.
- c. I understand that receipt of a Sign Grant Funding Commitment Letter from the DDA does not constitute application or approval for a City of Madison Heights sign permit.
- d. I understand that the proposed sign cannot be installed until the DDA Board and/or staff reviews and acts upon this Sign Grant Program application.
- e. I understand that any changes made to the approved Sign without the approval of the DDA will be cause for the DDA to withdraw its funding commitment.
- f. I understand that once the new signage is installed, it must be properly maintained at all times.

Applicant Signatures:

Melany K Ve Date 9-5-23

Date _____

Submit the completed application with items 9 (a), (b), (c), and (d) to:

Madison Heights Southend DDA, 300 W. Thirteen Mile Rd., Madison Heights, MI 48071

Please call 248-583-0831 if you have any questions.

Commercial Maintenance & Supply, Inc.

930 West 11 Mile Road
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Office # 248-398-7700
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Item 2.

DATE	ESTIMATE NO.
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NAME / ADDRESS
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Bid Price SIGN (Please see attached Sworn Statement of Cost for breakdown)	1	4,664.00	4,664.00
		TOTAL	\$21,730.50

Signature: _____ Date: _____

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Item 2.

Christopher L Barr (deponent), being duly sworn, states the following:
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946 W 11 Mile Rd Madison Heights, MI 48071

The followings is a statement of each Subcontractor and supplier, and laborer for whom payment of wages or fringe benefits and withholdings is due but unpaid, with whom the (contractor) (subcontractor) has (contracted) (subcontracted) for performan

(some columns are not applicable to all persons listed)

WARNING TO OWNER OR LESSEE: AN OWNER OR LESSEE OF THE PROPERTY MAY NOT RELY ON THIS SWORN STATEMENT TO AVOID THE CLAIM OF A SUBCONTRACTOR, SUPPLIER, OR LABORER WHO HAS PROVIDED A NOTICE OF FURNISHING OR A LABORER WHO MAY PROVIDE A NOTICE OF FURNISH

(Deponent)

(Date)

(Notary Public)

County, Michigan

My Commission Expires:



22907 Dequindre Rd. Hazel park, MI. 48030
 Phone: 248-658-0780 Fax: 248-658-0781
globalsigns1@yahoo.com
www.globalsignsandawnings.com

Diamond Jim's

946 W 11 mile rd
 Madison Heights, Mi

8-24-23

Purchase Agreement

Item	Description	Qty	Price	Total
	Awning:			\$4,400.00
	• Custom Awning with business name graphic over front door			
	• Installation			
			Sub Total	\$4,400.00
			Tax 6%	\$264.00
			Sign Permit	\$As Required
			Electrical permit + connection	\$As Required
			Total	\$4,664.00
			Deposit	\$ 2,300
			Balance	\$ 2,364

Jennh

Note: Permit Fees and architect Not included
 Terms and Conditions set forth on reverse side.

Check # 7066

Customer: Melany K. Verner

By: _____

Name: _____

Date: _____

BONDED - INSURED



LICENSED

Terms and Conditions of Purchase Agreement

The following terms and conditions control this Purchase Agreement and supplement all work orders issued to Global Signs and Awning, Inc. ("Global") by the customer signing below (the "Customer") relative hereto:

Payment Terms: Fifty percent (50%) of the purchase price for the work and materials described in this Purchase Agreement shall be due upon the issuance of an initial work order by Customer relating hereto and the remaining 50% shall be due either upon delivery of or, if installation is part of the order, upon installation of the ordered item(s)/work. In any event, Customer hereby grants Global a security interest in the materials described in this Purchase Agreement (the "Materials") until paid in full. Customer further grants Global a license to enter onto Customer's premises to remove and repossess the Materials if not paid in full as agreed herein

Limited Warranty: Global will repair or replace any defective workmanship or materials in accordance with industry standards within twelve (12) months of delivery upon receipt of written notice of a claim from Customer specifically identifying the alleged defect so long as such notice is received by Global no later than fourteen (14) days after the expiration of the twelve (12) month warranty period. Should a warranty claim be accepted by Global within its reasonable discretion, such repair or replacement shall be completed within sixty (60) days except where same is commercially impractical and, in such event, such work shall be completed as soon as reasonably practical. This limited warranty shall be Customer's exclusive remedy against Global arising from this Purchase Agreement or work order relative hereto and Customer shall not be entitled to incidental or consequential damages of any kind arising herefrom.

Venue: Depending upon the amount in controversy, the District Court in Hazel Park, Michigan and/or the Circuit Court for the County of Macomb, Michigan shall be the exclusive venues for the resolution of any disputes arising from and/or relating to this Purchase Agreement.

Authority: The person signing below on behalf of Customer hereby represents that he/she is duly authorized to do so on behalf of Customer.

Complete Agreement: This Purchase Agreement as well as any related drawings approved by Customer and any related work orders constitute the complete agreement between Customer and Global relating to the subject matter hereof.

Agreed by Customer:

By: Melany K. Verniers
Name: _____

(Customer's Name)

Title: Customer's Authorized Designee
Date: 8-24, 2023

Personal Guaranty of Customer's Obligations Under this Purchase Agreement

The undersigned individual ("Guarantor") has ownership in Customer or otherwise gains or expects to gain benefits from Customer's operations or profits. Guarantor hereby primarily, unconditionally, absolutely and irrevocably guarantees to Global, and to its successors and assigns, that Customer shall fully and punctually pay, comply with, and perform all of the obligations, terms, covenants and conditions of the Purchase Agreement. The obligations and liabilities of Guarantor hereunder shall be direct and primary and not indirect or secondary, and shall be absolute, unconditional and irrevocable. Guarantor acknowledges that time is of the essence with respect to all such obligations and liabilities. In any civil action or arbitration brought between Global and Guarantor under or relating to this guaranty, Global shall be awarded its actual costs and attorneys' fees should Global be the prevailing party. Global's claims under this Guaranty shall not be subject to any claims of set off or counterclaim. This Guaranty constitutes the complete agreement between Global and Guarantor relating to the subject matter hereof.

Guarantor: Melany K. Verniers

Signature: _____



144.48

38.35 in

Diamond
Casting House

Sign Area

SIC

- White Plex
- .040mil Bla
- 1" Trim (Je
- 1/8" dibond
- Light sourc



Diamond Jim's

Address: 946 John R Rd

Date: 8-29-23

globalsigns1@yahoo.com

www.globalsignsandawnings.com

These are confidential and the property of Global Signs and Awnings. Any reproduction or use without the written consent of Global Signs and Awnings is prohibited. This may result in legal repercussions. The sign must be installed in accordance with the requirements of Articles 600 of the National Electrical Code and all other applicable local codes. This includes proper grounding and bonding of the sign.



BONDED - INSURED - LICENSED

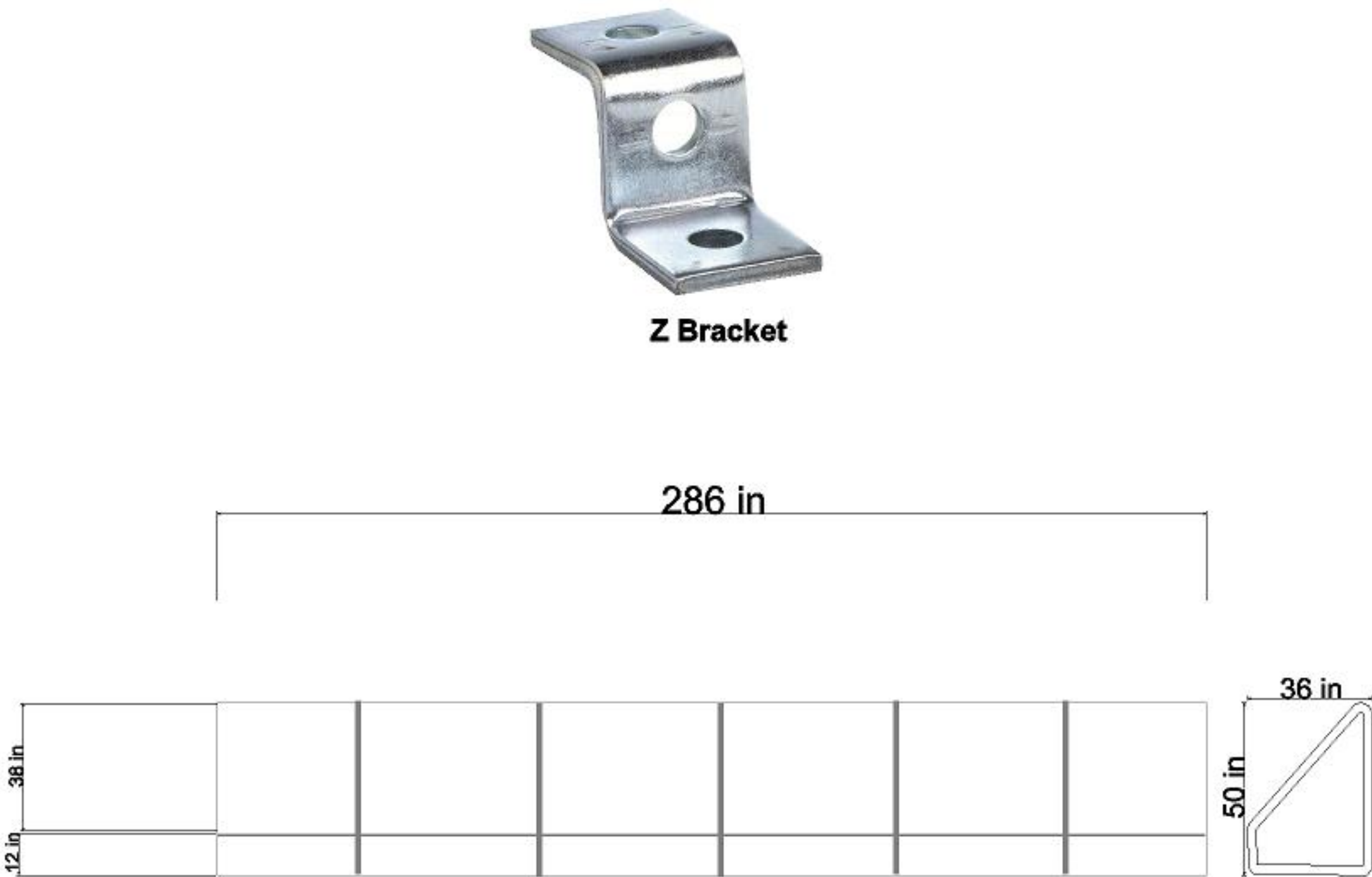


Item 2.



Item 2.





Sign Area: 38.4 sq ft

SIGN SPECS

- White Plexiglass faces w/ Vinyl
- .040mil Black aluminum letter sides
- 1" Trim (Jewlite)
- 1/8" dibond letter backing
- Light source: LED



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TandoStone®
#1 Brand of Composite Stone

Item 2.

Stacked Stone

tandobp.com



Concord® Double 4" x 12' 6" Dover Gray Dutch Lap Vinyl Siding



Item 2.



Product Images



CITY OF MADISON HEIGHTS

11 MILE DOWNTOWN STREETSCAPE PLAN

Item 3.



Downtown Business Owners Open House

Hosted by Woodpile BBQ!

The Madison Heights DDA will be hosting an Open House to gather feedback on our initial streetscape design concepts and proposed changes to 11 Mile between John R and Lorenz. We invite downtown business owners to provide their input to be the first to sample Woodpile BBQ's new appetizers and pizzas before they hit their menu!

Thursday, October 26th

4:30-6:30PM



Woodpile BBQ 630 E. 11 Mile Rd
Madison Heights, MI 48071

Please RSVP by October 20th by contacting Giles Tucker at
gilestucker@madison-heights.org or (248) 837-2650.

Project Overview

The City of Madison Heights is partnering with planning and engineering consultants to develop a downtown streetscaping plan along 11 Mile Rd from I-75 to Lorenz, with a special focus on the area between John R to Lorenz. This plan will guide the vision and design for future improvement projects that promote a more walkable, pedestrian friendly, and attractive downtown district.

PERIOD ENDING 09/30/2023

Item 4.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	
		AMENDED BUDGET	09/30/2023	MONTH 09/30/2023	BALANCE		
		NORMAL	(ABNORMAL)	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000 - NA							
248-000-673-5008	FIXED ASSET CLEARING ACCOUNT	0.00	0.00		0.00	0.00	0.00
Total Dept 000 - NA		0.00	0.00		0.00	0.00	0.00
Dept 011 - PROPERTY TAXES							
248-011-402-4030	TAXES REAL OPERATING	168,166.00	240,169.20		118,044.05	(72,003.20)	142.82
248-011-410-4160	TAXES PERSONAL OPERATING	6,382.00	16,764.29		7,702.09	(10,382.29)	262.68
248-011-411-0000	DELINQUENT/MTT TAX REFUNDS - GENERAL	0.00	2.39		2.39	(2.39)	100.00
248-011-437-0000	TAXES IFT ACT 198	0.00	0.00		0.00	0.00	0.00
248-011-573-4159	PPT REIMBURSEMENT - STATE	0.00	0.00		0.00	0.00	0.00
Total Dept 011 - PROPERTY TAXES		174,548.00	256,935.88		125,748.53	(82,387.88)	147.20
Dept 023 - STATE SHARED REVENUES							
248-023-573-0000	LOCAL COMMUNITY STABILIZATION SHARING	39,077.00	0.00		0.00	39,077.00	0.00
Total Dept 023 - STATE SHARED REVENUES		39,077.00	0.00		0.00	39,077.00	0.00
Dept 025 - COUNTY SHARED REVENUES							
248-025-588-1000	COUNTY GRANT	0.00	0.00		0.00	0.00	0.00
Total Dept 025 - COUNTY SHARED REVENUES		0.00	0.00		0.00	0.00	0.00
Dept 044 - MISCELLANEOUS REVENUE							
248-044-665-5000	INTEREST EARNED	250.00	0.00		0.00	250.00	0.00
248-044-674-0000	DONATIONS/PRIVATE CONTRIBUTIONS	0.00	0.00		0.00	0.00	0.00
248-044-680-6701	MISCELLANEOUS REVENUE	0.00	0.00		0.00	0.00	0.00
Total Dept 044 - MISCELLANEOUS REVENUE		250.00	0.00		0.00	250.00	0.00
Dept 048 - TRANSFERS IN							
248-048-699-0000	TRANFERS IN (FROM GEN FUND)	0.00	0.00		0.00	0.00	0.00
248-048-699-0244	TRANSFERS IN EDG	0.00	0.00		0.00	0.00	0.00
248-048-699-6000	TRANSFERS IN (FROM SAD)	0.00	0.00		0.00	0.00	0.00
Total Dept 048 - TRANSFERS IN		0.00	0.00		0.00	0.00	0.00
Dept 053 - PRIOR YEARS FUND BALANCE							
248-053-692-6970	USE OF FUND BALANCE	(17,270.00)	0.00		0.00	(17,270.00)	0.00
Total Dept 053 - PRIOR YEARS FUND BALANCE		(17,270.00)	0.00		0.00	(17,270.00)	0.00
TOTAL REVENUES		196,605.00	256,935.88		125,748.53	(60,330.88)	130.69
Expenditures							
Dept 863 - DOWNTOWN DEVELOPMENT AUTHORITY							
248-863-729-0000	FORMS AND PRINTING	500.00	0.00		0.00	500.00	0.00

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PERIOD ENDING 09/30/2023

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		2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 09/30/2023	BALANCE	% BDGT
				INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-863-730-0000	POSTAGE	0.00	0.00	0.00	0.00	0.00
248-863-766-0000	TOOLS AND SUPPLIES	0.00	0.00	0.00	0.00	0.00
248-863-807-0000	AUDIT FEES	2,383.00	1,700.28	956.62	682.72	71.35
248-863-817-0000	EVENTS	500.00	0.00	0.00	500.00	0.00
248-863-818-0000	CONTRACTUAL SERVICES	74,395.00	32.16	32.16	74,362.84	0.04
248-863-818-0001	DDA MARKET ANALYSIS	0.00	0.00	0.00	0.00	0.00
248-863-818-5000	BLIGHT REMOVAL - SIGN GRANT PROGRAM	5,000.00	0.00	0.00	5,000.00	0.00
248-863-818-5001	BLIGHT REMOVAL - FACADE IMPROVEMENT	10,000.00	0.00	0.00	10,000.00	0.00
248-863-818-5002	BLIGHT PROPERTY	0.00	0.00	0.00	0.00	0.00
248-863-818-5003	BLIGHT REMOVAL - PROPERTY ACQUI	0.00	0.00	0.00	0.00	0.00
248-863-818-5004	PERM ID PROGRAM	0.00	0.00	0.00	0.00	0.00
248-863-826-0000	LEGAL FEES	0.00	0.00	0.00	0.00	0.00
248-863-826-2000	HOURLY RATE-LEGAL	0.00	0.00	0.00	0.00	0.00
248-863-832-1000	MAINTENANCE-BERM AREA	17,500.00	5,725.84	2,862.92	11,774.16	32.72
248-863-832-1001	MAINTENANCE - ROW TRASH	3,500.00	540.00	300.00	2,960.00	15.43
248-863-921-0000	ELECTRIC	1,000.00	122.01	40.51	877.99	12.20
248-863-944-0000	MOTOR POOL CHARGES	0.00	0.00	0.00	0.00	0.00
248-863-944-1000	DEPT OF PUBLIC SERVICES CHARGES	0.00	0.00	0.00	0.00	0.00
248-863-955-8640	CONFERENCES AND WORKSHOPS	1,500.00	0.00	0.00	1,500.00	0.00
248-863-958-0000	MEMBERSHIPS AND DUES	1,045.00	0.00	0.00	1,045.00	0.00
248-863-960-9570	SUBSCRIPTIONS AND MAGAZINES	0.00	0.00	0.00	0.00	0.00
248-863-981-0000	COMPUTER EQUIPMENT	0.00	0.00	0.00	0.00	0.00
248-863-987-0000	IMPROVEMENTS	20,605.00	1,981.60	1,981.60	18,623.40	9.62
248-863-987-0001	ALLEY IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
248-863-987-0002	PROPERTY ACQUIS/DEMO	35,000.00	0.00	0.00	35,000.00	0.00
248-863-987-0003	PATINA PLACE - BRA STREETSCAPE IMPRVMT	0.00	0.00	0.00	0.00	0.00
248-863-987-0004	MADISON TOWN CTR - BRA ST IMPROV	0.00	0.00	0.00	0.00	0.00
248-863-987-0006	11 MILE/JOHN R ROAD IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
248-863-987-0011	IMPROVEMENTS - BICYCLE RACK PROGRAM	0.00	0.00	0.00	0.00	0.00
248-863-987-0012	DDA BUSINESS GRANT	0.00	0.00	0.00	0.00	0.00
Total Dept 863 - DOWNTOWN DEVELOPMENT AUTHORITY		172,928.00	10,101.89	6,173.81	162,826.11	5.84
Dept 965 - TRANSFERS OUT						
248-965-995-2272	TRANSFER TO LOCAL ST	0.00	0.00	0.00	0.00	0.00
248-965-995-4000	TRANSFER TO SAD REVOLVING	0.00	0.00	0.00	0.00	0.00
248-965-995-6000	TRANSFER TO GENERAL FUND	23,677.00	0.00	0.00	23,677.00	0.00
248-965-995-9991	TRANSFER TO MAJOR STREETS	0.00	0.00	0.00	0.00	0.00
248-965-998-9990	PAYING AGENT FEES	0.00	0.00	0.00	0.00	0.00
Total Dept 965 - TRANSFERS OUT		23,677.00	0.00	0.00	23,677.00	0.00
TOTAL EXPENDITURES		196,605.00	10,101.89	6,173.81	186,503.11	5.14
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		196,605.00	256,935.88	125,748.53	(60,330.88)	130.69
TOTAL EXPENDITURES		196,605.00	10,101.89	6,173.81	186,503.11	5.14
NET OF REVENUES & EXPENDITURES		0.00	246,833.99	119,574.72	(246,833.99)	100.00

CASH SUMMARY BY FUND FOR CITY OF MADISON HEIGHTS
FROM 07/01/2023 TO 09/27/2023
FUND: 248
CASH AND INVESTMENT ACCOUNTS

Item 4.

Fund	Description	Beginning Balance 07/01/2023	Total Debits	Total Credits	Ending Balance 09/27/2023
248	DOWNTOWN DEVELOPMENT AUTHORITY	423,973.11	254,433.97	14,980.19	663,426.89