



**CITY OF MADISON HEIGHTS**

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

**REGULAR DOWNTOWN DEVELOPMENT AUTHORITY MEETING  
AGENDA**

**FEBRUARY 14, 2023 AT 8:00 AM**

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**CALL TO ORDER**

**ROLL CALL**

**ADDITIONS/DELETIONS**

**APPROVAL OF MINUTES**

**MEETING OPEN TO THE PUBLIC**

**UNFINISHED BUSINESS**

- [1.](#) Downtown Banners
- [2.](#) Special Events- Green Crawl

**NEW BUSINESS**

- [3.](#) Streetscape Plan

**REPORTS**

- [4.](#) Finance Report
- [5.](#) Update on Ongoing Projects
- [6.](#) 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](mailto: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 of City of Madison Heights**

**Memorandum**

**Date:** February 10, 2023  
**To:** MHDDA Board  
**From:** Giles Tucker, Community Development Director  
**Subject** **Downtown Banners**

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The Design Committee met on Feb. 6<sup>th</sup> to make recommendations on the quantity, size, material, and designs of banners that the board should consider. After consideration the Design Committee thought that the board should start with an order that included a custom banner based on the design that was made for us when we updated the DDA logo, and a stock banner design we can use to infill seasonally. I have asked for a quote from Detroit Banner Co., the company that had the best overall pricing and quality based on the quotes I gathered last year, but have not yet received a quote. Below is an estimate based on the committee’s recommendation using last years’ pricing:

<b>Item</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>
DDA Branding Custom Design Sunbrella Banners 30”x60”	60	\$78.76	\$2,362.65
Stock Design Sunbrella Banners 30”x60”	30	\$78.76	\$2,362.65
Metro Bracket – 31: Exposed, Black, Above Warranty: 12 Year up to 80 MPH Part # KBW-D4/31-BB	120	\$43.52	\$5,222.40
Screw Gear Band 5/8”x40” Black (4 Bands needed per pole) Part # H108-B	240	\$8.80	\$2,112.00
			<b>Total: \$14,422.35</b>

**Staff Recommended Action:**

Staff recommends that the DDA boards accept the Design Committees recommendation and authorize staff to place an order for banners and hardware for the items described above for a cost of no more \$16,000 to account for any changes in pricing.



MH

DOWNTOWN  
DEVELOPMENT  
AUTHORITY



KALAMAZOO BANNER WORKS

**The RTP (Ready-to-Print) Collection**

The RTP Stock Banners on the following pages are available to be digitally printed at your request. Some have room for custom imprints. Most of the designs can be printed on either Sunbrella marine acrylic or 22 oz. vinyl media, per your choice. Banner designs that have the notation "Vinyl Only" can only be printed on vinyl media (due to background color). The stock sizes, as noted on the previous page, are 18"x36", 30"x60" and 30"x94". Banners over 36" long have "double-rolled" top and bottom hems for strength.



Item 1.

Unless otherwise requested, all have grommets on the pole side, top and bottom. Some banners may be able to have different Sunbrella fabric colors (see previous pages for colors) substituted, at extra cost. Check for availability. All banners are printed on two sides.

Go to [consort.com/kbw/stockdesigns](http://consort.com/kbw/stockdesigns) to see the most current RTP designs!

\* See website for full customization options.



22926  
Color Tour  
VINYL ONLY



22825  
Seasons Greetings To All  
Captain Navy



22824  
Tis the Season  
Forest Green



22823  
World Peace  
Med Blue



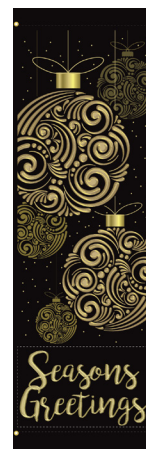
22822  
Swirling Pumpkins  
Burgundy



22821  
Fall Wreath  
Black



22821  
Autumn is here



21815  
Elegant Ornaments  
Black



21817  
Holiday Quilts  
Forest Green



22820  
Snowflake Wreath  
Captain Navy



22820  
Snowflake Wreath  
Captain Navy



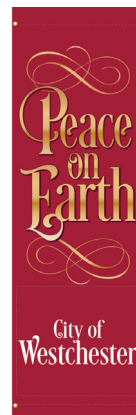
22819  
Vintage Ornaments  
Persian Green



22819  
Vintage Ornaments  
Persian Green



22818  
Good Will to All  
Forest Green



22817  
Peace on Earth  
Jockey Red



21820  
Fall Festival  
Med Blue



21822  
Snow Serenade  
Captain Navy

...see all our RTP designs at [consort.com/kbw/stockdesigns](http://consort.com/kbw/stockdesigns)

Item 1.



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20818  
Filigree Tree



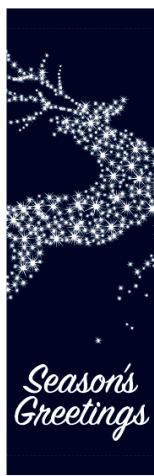
15118 - Set  
Season's Greetings  
Pacific Blue/Jockey Red



20821 - Set  
Falling Leaves  
Burgundy



17211  
Joyus Tree  
Forest Green



17110  
Midnight Flight  
Captain Navy



21921  
Falling Snow  
VINYL ONLY



20920  
Holiday Streamers  
VINYL ONLY



20816  
Home for the  
Holidays  
Forest Green



21824  
Joy Bell  
Burgundy



20815  
Santa Bear  
Captain Navy



20917  
Joy Streamers  
VINYL ONLY



20823  
Autumn Vibes  
Burgundy



20924  
Holiday Plaid  
VINYL ONLY



16223  
Shop, Dine, Enjoy  
Pacific Blue



16940  
Snowflake Serene  
VINYL ONLY



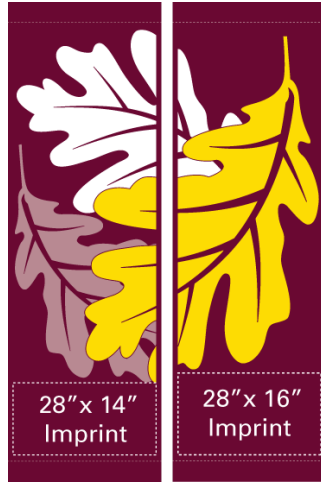
KALAMAZOO BANNER WORKS



07222  
Color Rush  
Forest Green



03313-Set  
Poinsettia Candle  
Sea Grass



14224-Set  
Oak Leaves  
Burgundy



15317  
Season's Greetings  
Horns  
Forest Green



02203  
Crystal Snow  
Med Blue



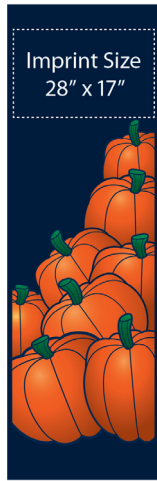
02305  
Candy Cane  
Jockey Red



20383  
Autumn Oak  
Burgundy



S13315-Set  
Mr. Scarecrow  
Captain Navy



S13315-Set  
Pumpkins  
Captain Navy



03114-Set  
Winter Pines  
Pacific Blue



03114-Set  
Winter Pines  
Pacific Blue



20372  
Fall Pumpkin  
Burgundy

KBW Classics



20247-Set  
Double Winter Wonderland  
Pacific Blue



93672  
Holiday Greetings  
Sea Grass



93673-Set  
Double Holiday Greetings/Wreath  
Sea Grass



S93675  
Poinsettias Greetings  
Jockey Red



92652  
Winter Snowflakes  
Pacific Blue

Custom • Digital Marine Acrylic

Size	Quantity	Pricing	*File Charge
18"x 36"	1 - 19	\$ 60.50	\$ 25.00
	20 - 49	\$ 57.40	\$ 10.00
	50+ **	\$ 54.30	\$ 5.00
18"x 48"	1 - 19	\$ 67.20	\$ 25.00
	20 - 49	\$ 63.85	\$ 10.00
	50+ **	\$ 60.50	\$ 5.00
24"x 48"	1 - 19	\$ 84.00	\$ 25.00
	20 - 49	\$ 79.80	\$ 10.00
	50+ **	\$ 75.65	\$ 5.00
24"x 60"	1 - 19	\$ 106.60	\$ 25.00
	20 - 49	\$ 100.80	\$ 10.00
	50+ **	\$ 95.50	\$ 5.00
30"x 60"	1 - 19	\$ 112.55	\$ 25.00
	20 - 49	\$ 106.45	\$ 10.00
	50+ **	\$ 101.40	\$ 5.00
30"x 72"	1 - 19	\$ 129.40	\$ 25.00
	20 - 49	\$ 122.90	\$ 10.00
	50+ **	\$ 116.50	\$ 5.00
30"x 84"	1 - 19	\$ 146.40	\$ 25.00
	20 - 49	\$ 138.90	\$ 10.00
	50+ **	\$ 131.65	\$ 5.00
30"x 94"	1 - 19	\$ 157.95	\$ 25.00
	20 - 49	\$ 150.10	\$ 10.00
	50+ **	\$ 142.25	\$ 5.00
30"x 96"	1 - 19	\$ 161.30	\$ 25.00
	20 - 49	\$ 152.90	\$ 10.00
	50+ **	\$ 145.60	\$ 5.00
30"x 108"	1 - 19	\$ 181.45	\$ 25.00
	20 - 49	\$ 172.50	\$ 10.00
	50+ **	\$ 163.50	\$ 5.00
30"x 120"	1 - 19	\$ 206.65	\$ 25.00
	20 - 49	\$ 196.00	\$ 10.00
	50+ **	\$ 185.95	\$ 5.00
36"x 60"	1 - 19	\$ 159.05	\$ 25.00
	20 - 49	\$ 150.65	\$ 10.00
	50+ **	\$ 142.80	\$ 5.00
36"x 72"	1 - 19	\$ 181.45	\$ 25.00
	20 - 49	\$ 172.50	\$ 10.00
	50+ **	\$ 163.50	\$ 5.00
36"x 84"	1 - 19	\$ 203.85	\$ 25.00
	20 - 49	\$ 193.20	\$ 10.00
	50+ **	\$ 183.15	\$ 5.00
36"x 94"	1 - 19	\$ 225.10	\$ 25.00
	20 - 49	\$ 213.95	\$ 10.00
	50+ **	\$ 202.70	\$ 5.00

Custom • Digital Marine Acrylic (continued)

Size	Quantity	Pricing	*File Charge
36"x 108"	1 - 19	\$ 250.85	\$ 25.00
	20 - 49	\$ 229.60	\$ 10.00
	50+ **	\$ 208.35	\$ 5.00
36"x 120"	1 - 19	\$ 275.50	\$ 25.00
	20 - 49	\$ 252.00	\$ 10.00
	50+ **	\$ 229.60	\$ 5.00
46"x 94"	1 - 19	\$ 252.00	\$ 25.00
	20 - 49	\$ 239.40	\$ 10.00
	50+ **	\$ 226.25	\$ 5.00

RTP (Ready to Print) • Digital Marine Acrylic

Size	Quantity	Pricing	*Imprint File
18"x 36"	4 - 19	\$ 50.45	\$ 25.00
	20 - 49	\$ 47.90	\$ 0.00
	50+ **	\$ 45.40	\$ 0.00
30"x 60"	4 - 19	\$ 93.85	\$ 25.00
	20 - 49	\$ 89.05	\$ 0.00
	50+ **	\$ 84.55	\$ 0.00
30"x 94"	4 - 19	\$ 131.65	\$ 25.00
	20 - 49	\$ 124.90	\$ 0.00
	50+ **	\$ 118.50	\$ 0.00

RTP (Ready to Print) • Vinyl 22 oz. Blockout

Size	Quantity	Pricing	*Imprint File
18"x 36"	4 - 19	\$ 30.80	\$ 25.00
	20 - 49	\$ 29.75	\$ 0.00
	50+ **	\$ 28.00	\$ 0.00
30"x 60"	4 - 19	\$ 85.40	\$ 25.00
	20 - 49	\$ 81.75	\$ 0.00
	50+ **	\$ 78.45	\$ 0.00
30"x 94"	4 - 19	\$ 118.70	\$ 25.00
	20 - 49	\$ 112.00	\$ 0.00
	50+ **	\$ 106.20	\$ 0.00

Sponsor Tag Banners • Digital Marine Acrylic

Size	Quantity	Pricing	*File Charge
30"x 12"	4 - 19	\$ 47.10	\$ 25.00
	20 - 49	\$ 40.35	\$ 10.00
	50+ **	\$ 23.55	\$ 5.00

- \* For (10+) banners of same design, File + Imprint File charge will be waived.
- \*\* Orders over 50 banners may require additional lead time.
- All banners are printed double-sided.
- A unit is (1) banner in single designs and a (2) banner "set" in double designs, however (2) double sets meets minimum requirements. (4) banner minimum.
- For banner sets, please double the prices shown.
- Banner dimensions are width by length/height. (Note): Hems are included in total banner length/height.

**Downtown Development Authority of City of Madison Heights**

**Memorandum**

**Date:** February 10, 2023  
**To:** MHDDA Board  
**From:** Giles Tucker, Community Development Director  
**Subject** **Promotions- Green Crawl**

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The Promotions Committee met towards the end of January to discuss potentially bringing back the “Green Crawl” promotion event for 2023. Attached is a draft flyer that is proposed to use on social media.

**Staff Recommended Action:**

Staff recommends that the DDA boards approve the attached flyers to be used to help support Madison Heights and Hazel Park businesses during St. Patrick’s Day on social media.



**Madison Heights Downtown Development Authority  
in partnership with MHHP Chamber of Commerce  
Proudly Presents:**

**2<sup>nd</sup>  
ANNUAL**

# THE GREEN

## CRAWL!

### PARTICIPATING LOCATIONS

- CADILLAC STRAITS BREWERY
- CELINA'S SPORTS GRILLE
- MIA'S TASTY BAR & GRILLE
- JOHN R GRILLE
- BOODLES RESTAURANT
- WOODPILE BBQ
- SALTY DOG BAR
- AMORI'S LIQUOR
- SMOKED LOTUS BBQ
- EASTERN PALACE CLUB
- WE JUICE

**17th  
MARCH**

**Green Eats &  
Drinks All day!**



**With St. Patrick's Day Specials!**

ACE TRANSPORTATION ON CALL TO GREEN CRAWL QUICKER  
248-546-0098

**WWW.DOWNTOWNMADISONHEIGHTS.COM**

**Downtown Development Authority of City of Madison Heights****Memorandum**

**Date:** February 13, 2023  
**To:** DDA Board/ Design Committee  
**From:** Giles Tucker, Community Development Director  
**Subject:** **Streetscape Plan**

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On Feb. 6<sup>th</sup> the Design Committee met to discuss banners and future planning for further physical improvements that can be made in the downtown. One of the challenges in finding funding for these kinds of projects is the not having a plan that clearly outlines our projects that can be used quickly to apply for grants as the become available.

The Design Committee identified the need to development a streetscape plan that will clearly identify the improvements the DDA would like to make to promote walkability and pedestrian safety. The Committee also identified three areas to focus on in the streetscape plan and later expand to other areas. These focus areas include:

- 11 Mile Rd from I-75 to Hampden
- 11 Mile Rd from John R Rd to Lorenz
- John R Rd from E Cowan to 11 Mile Rd

For reference, an example of a Streetscape Plan conducted for downtown Brighton can be found following the link below:

<https://storymaps.arcgis.com/stories/21266a4fc4cc407a8f48f5a230a6e995>

**Committee Recommendation**

The Committee recommends that the Board authorize the Design Committee to pursue a Streetscape Plan for the DDA area further, including the development of an Request for Proposal.

**Downtown Development Authority of City of Madison Heights**

**Memorandum**

**Date:** February 13, 2023  
**To:** Downtown Development Authority Board Members  
**From:** Giles Tucker, Community Development Director  
**Subject:** Finance Report & Cash Summary

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**Finance Report & Cash Summary**

We have not had any notable expenditures since our meeting in January with the exception our first installment of our service agreement with the Chamber of Commerce of \$2,500.

Item 4.

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
			NORMAL	(ABNORMAL)	MONTH 02/28/2023 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	57,815.00	96,236.17		1,026.01		(38,421.17)		166.46
248-011-410-4160	TAXES PERSONAL OPERATING	2,809.00	6,282.46		171.04		(3,473.46)		223.65
248-011-411-0000	DELINQUENT/MTT TAX REFUNDS - GENERAL	0.00	537.92		0.00		(537.92)		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		60,624.00	103,056.55		1,197.05		(42,432.55)		169.99
Dept 023 - STATE SHARED REVENUES									
248-023-573-0000	LOCAL COMMUNITY STABILIZATION SHARING	35,213.00	37,215.76		0.00		(2,002.76)		105.69
Total Dept 023 - STATE SHARED REVENUES		35,213.00	37,215.76		0.00		(2,002.76)		105.69
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	(89.02)		0.00		339.02		(35.61)
248-044-674-0000	DONATIONS/PRIVATE CONTRIBUTIONS	0.00	1,075.00		0.00		(1,075.00)		100.00
248-044-680-6701	MISCELLANEOUS REVENUE	0.00	4.15		0.00		(4.15)		100.00
Total Dept 044 - MISCELLANEOUS REVENUE		250.00	990.13		0.00		(740.13)		396.05
Dept 048 - TRANSFERS IN									
248-048-699-0000	TRANSFERS 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	33,172.00	0.00		0.00		33,172.00		0.00
Total Dept 053 - PRIOR YEARS FUND BALANCE		33,172.00	0.00		0.00		33,172.00		0.00
TOTAL REVENUES		129,259.00	141,262.44		1,197.05		(12,003.44)		109.29
Expenditures									
Dept 863 - DOWNTOWN DEVELOPMENT AUTHORITY									
248-863-729-0000	FORMS AND PRINTING	500.00	0.00		0.00		500.00		0.00

Item 4.

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2023 NORMAL (ABNORMAL)	MONTH 02/28/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
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	2,020.00	5,970.59	0.00	(3,950.59)	295.57
248-863-817-0000	EVENTS	500.00	0.00	0.00	500.00	0.00
248-863-818-0000	CONTRACTUAL SERVICES	10,000.00	2,500.00	0.00	7,500.00	25.00
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	5,147.66	0.00	(147.66)	102.95
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	10,735.95	0.00	6,764.05	61.35
248-863-832-1001	MAINTENANCE - ROW TRASH	3,500.00	1,380.00	120.00	2,120.00	39.43
248-863-921-0000	ELECTRIC	1,000.00	260.00	0.00	740.00	26.00
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	870.00	30.16	0.00	839.84	3.47
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	20,000.00	0.00	0.00	20,000.00	0.00
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		107,390.00	26,024.36	120.00	81,365.64	24.23
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	21,869.00	21,869.00	0.00	0.00	100.00
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		21,869.00	21,869.00	0.00	0.00	100.00
TOTAL EXPENDITURES		129,259.00	47,893.36	120.00	81,365.64	37.05
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		129,259.00	141,262.44	1,197.05	(12,003.44)	109.29
TOTAL EXPENDITURES		129,259.00	47,893.36	120.00	81,365.64	37.05
NET OF REVENUES & EXPENDITURES		0.00	93,369.08	1,077.05	(93,369.08)	100.00

CASH SUMMARY BY FUND FOR CITY OF MADISON HEIGHTS  
FROM 07/01/2022 TO 02/13/2023  
FUND: 248  
CASH AND INVESTMENT ACCOUNTS

Item 4.

Fund	Description	Beginning Balance 07/01/2022	Total Debits	Total Credits	Ending Balance 02/13/2023
248	DOWNTOWN DEVELOPMENT AUTHORITY	283,310.61	243,122.62	161,379.15	365,054.08

**Downtown Development Authority of City of Madison Heights**

**Memorandum**

**Date:** February 13, 2023  
**To:** Downtown Development Authority Board Members  
**From:** Giles Tucker, Community Development Director  
**Subject:** Update on Ongoing Projects

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**1. Trash Bins**

DPS has pulled 3 trash bins, removed the clock logo on them and sent them off for powder coating.

**2. Welcome Signs**

DPS hasn't sought a quote for Trex for the trim as of yet, planting is anticipated around Memorial Day.

**3. Clocktower**

A service technician from Verdin Bells & Clocks is anticipated to be out 2-14-23 to diagnose the issues that we've identified with the clock.

**Downtown Development Authority of City of Madison Heights****Memorandum**

**Date:** February 13, 2023  
**To:** DDA Board/ Design Committee  
**From:** Giles Tucker, Community Development Director  
**Subject:** **Economic Vitality Committee Report**

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On Feb. 9<sup>th</sup> the Economic Vitality Committee welcomed Erick Phillips and Annaka Norris from Oakland County Main Street to discuss Oakland County's subscription to Placer, a data tool that can help downtowns understand foot traffic in their area, and the process of Asset Mapping and how it can help better understand our strengths and weaknesses and how to address them.

After some discussion of the capabilities of Placer, and the process and work involved in Asset Mapping the Committee decided that they should not pursue the Asset Mapping process further. The reason for this is that it would duplicate much of the work that was already done between the City Master Plan and the 2017 DDA plan. Further, it would involve a public engagement process that while potentially fruitful the group felt that we need to take action, before we can ask for feedback whether those actions are effective.

**Next Steps: Identify Priority Sites**

The Committee plans to meet either at the end of February or sometime in March. At this meeting staff will prepare large maps with identified "priority sites" and as much information on these sites as possible. Oakland County will provide data from CoStar about these properties and staff will provide information about current use, purchase history etc. Oakland County will also run a void analysis for the DDA area to identify gaps in specific businesses and services in the downtown to help inform what businesses we should seek to attract.