



CITY OF MADISON HEIGHTS

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

**REGULAR DOWNTOWN DEVELOPMENT AUTHORITY MEETING
AGENDA**

JUNE 13, 2023 AT 8:00 AM

CALL TO ORDER

ROLL CALL

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

- [1.](#) April 25th 2023 MHDDA Minutes

MEETING OPEN TO THE PUBLIC

REPORTS

- [2.](#) June 13 2023 Finance Report
- [3.](#) Update on Ongoing Projects

UNFINISHED BUSINESS

NEW BUSINESS

4. Schedule Brownfield Study Session in June

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.

Regular Downtown Development Authority Meeting
Madison Heights, Michigan
April 25, 2023

A Regular Downtown Development Authority Meeting was held on Tuesday, April 25, 2023 at 8:00 AM at City Hall - Executive Conference Room, 300 W. 13 Mile Rd.

PRESENT

Member Rickey Busler
Member Ruth Charlebois
Vice-Chair Yousif Jarbo
Member Joseph Keys
City Manager Melissa Marsh
Member Lenea Renshaw
Member Michael Sheppard
Chair Michael Van Buren

ABSENT

Member Gordon Davignon
Mayor Roslyn Grafstein
Member Joe Marando

ALSO PRESENT

Deputy City Clerk Phommady A. Boucher

DDA-23-13. Excuse Member.

Motion by City Manager Marsh, seconded by Member Charlebois, to excuse Member Marando from today's meeting as he gave notice.

Voting Yea: Member Busler, Member Charlebois, Vice-Chair Jarbo, Member Keys,
City Manager Marsh, Member Renshaw, Member Sheppard, Chair Van
Buren

Motion carried.

ADDITIONS/DELETIONS:

None

MEETING OPEN TO THE PUBLIC:

There were no members of the public wishing to speak.

DDA-23-14. Regular Meeting Minutes for 02-14-23 and 01-10-23.

Motion made by Member Sheppard, Seconded by Member Jarbo, to approve the DDA Regular Meeting minutes of February 14, 2023, and the DDA Regular Meeting minutes of January 10, 2023, as printed.

Voting Yea: Member Busler, Member Charlebois, Vice-Chair Jarbo, Member Keys, City Manager Marsh, Member Renshaw, Member Sheppard, Chair Van Buren

Motion carried.

DDA-23-15. Financial Report.

CED Director Tucker stated there have not been any notable expenditures since the last meeting in February with the exception of the installment of the 2023 DDA Service Agreement with the Chamber of Commerce of \$2,500 and the clock tower repair with the Verdin Company of \$605.

DDA-23-16. Welcome Sign and DDA Façade Grant.

CED Director Tucker informed that DPS asked the DDA to select a color for the composite decking to be used on the Welcome Sign at the corner of John R and Progress and will refer this decision to the Design Committee.

CED Director Tucker mentioned Diamond Jim is interested in applying for a second DDA Façade Grant and is refer the review of the grant to the Economic Vitality Committee.

DDA-23-17. MHHP Chamber/MHDDA Activity update.

CED Director Tucker provided a MHHP Chamber/MHDDA Activity FY 22-23 report that summarizes the report from Chamber Director Williams.

DDA-23-18. Banners Quote.

CED Director Tucker gave an updated quote to include (30) custom banners and (30) stock banners along with the necessary hardware and estimated shipping and delivery totaling \$13,950.15. He requests that the budget for this project be increased not to exceed \$15,000.

Motion made by Member Sheppard, Seconded by Member Charlebois, to approve the budget for the DDA Branding Custom and Stock Design banners increased not to exceed \$15,000.

Voting Yea: Member Busler, Member Charlebois, Vice-Chair Jarbo, Member Keys, City Manager Marsh, Member Renshaw, Member Sheppard, Chair Van Buren

Motion carried.

DDA-23-19. MHDDA Placemaking RFP.

CED Director Tucker spoke about the Placemaking Plan goals to provide Conceptual Engineering Plans for 11 Mile Road from Groveland to Lorenz, provide Design Guidelines for the entirety of 11 Mile Road, and provide an Implementation Plan that includes cost, phasing, and identifies potential funding sources for these projects. Members Jarbo and Marando were chosen to serve on the Selection Committee to review the submitted proposals and be involved in the interview and recommendation process.

Committee Reports

Promotions Committee – Member Sheppard talked about the egg hunt by the Chamber and to collect information from the area businesses. It would include the owners name, managers name, email, phone, website, and any promotions they are currently offering. Member Jarbo spoke with Chamber Director Williams about hosting an event on the south end of Madison Heights and the Coast Guard recruitment office is interested in participating by giving away t-shirts.

Design Committee – City Manager Marsh had no report to submit.

Economic Vitality Report – Chair Van Buren had the pleasure of attending the Main Street Oakland County Summit. Member Jarbo mentioned that businesses sponsor the events in the community. Member Busler added that banks and title companies are mandated to help promote the city.

DDA-23-20. Main Street Oakland County Summit April 20th.

CED Director Tucker advised that this meeting is free and available to all committee members. It's an opportunity for all jurisdictions in the county with a Main Street and DDA to give feedback to Oakland County.

Roundtable

Member Jarbo shared that his friend Patrick who is the owner of Golden Greek Bar in Detroit is interested in opening a second location in Madison Heights. Parking is an issue in the south end of the city, and he'd liked seeing businesses like Woodpile purchase residential homes to convert into parking lots. Member Jarbo commented that the Pub Crawl was well organized.

Member Busler mentioned that people are taking notice of the city's attractions because there are only twelve (12) active listings in Madison Heights while there are seventy-six (76) active listings in Troy.

Chair Van Buren informed that in October Oakland County does business showcases as part of the spotlight on municipalities in the county.

CED Director Tucker updated that there are two active Brownfield Projects, the Brownfield request will be June 1st after the tax settlement, and approval of reimbursements will be in January.

ADJOURNMENT:

Having no further business, Chair Van Buren adjourned the meeting at 8:45 a.m.

Downtown Development Authority of City of Madison Heights

Memorandum

Date: June 7, 2023
To: Downtown Development Authority Board Members
From: Giles Tucker, Community Development Director
Subject: Finance Report & Cash Summary

The current FY23 DDA budget includes a total of \$20,000 in the line item “Improvements” for costs such as wayfinding & gateways, banners, and other improvements. The only significant expense reflected on the Finance Report since our last meeting was the purchase of our downtown banners for a total of \$13,600.15.

While not yet reflected in the Finance Report, we will also see costs for material for the replacement of the decking on the welcome sign located on John R Rd and Progress Drive for a total of \$1,759.87.

Item 2.

PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	06/30/2023 NORMAL (ABNORMAL)	MONTH 06/30/2023 INCREASE (DECREASE)	BALANCE 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	165,884.36	0.00	(108,069.36)	286.92
248-011-410-4160	TAXES PERSONAL OPERATING	2,809.00	8,123.69	0.00	(5,314.69)	289.20
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	174,545.97	0.00	(113,921.97)	287.92
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	410.56	0.00	(160.56)	164.22
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	1,489.71	0.00	(1,239.71)	595.88
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	213,251.44	0.00	(83,992.44)	164.98
Expenditures						
Dept 863 - DOWNTOWN DEVELOPMENT AUTHORITY						
248-863-729-0000	FORMS AND PRINTING	500.00	0.00	0.00	500.00	0.00

Item 2.

PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	06/30/2023	MONTH 06/30/2023	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	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	6,152.52	0.00	(4,132.52)	304.58
248-863-817-0000	EVENTS	500.00	0.00	0.00	500.00	0.00
248-863-818-0000	CONTRACTUAL SERVICES	10,000.00	5,605.00	0.00	4,395.00	56.05
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	0.00	2,120.00	39.43
248-863-921-0000	ELECTRIC	1,000.00	420.60	0.00	579.40	42.06
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	975.16	0.00	(105.16)	112.09
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	13,600.15	0.00	6,399.85	68.00
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 IMPRVMNT	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	44,017.04	0.00	63,372.96	40.99
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	65,886.04	0.00	63,372.96	50.97
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		129,259.00	213,251.44	0.00	(83,992.44)	164.98
TOTAL EXPENDITURES		129,259.00	65,886.04	0.00	63,372.96	50.97
NET OF REVENUES & EXPENDITURES		0.00	147,365.40	0.00	(147,365.40)	100.00

06/07/2023 05:13 PM
User: Gtucker
DB: Madison Heights Dc

CASH SUMMARY BY FUND FOR CITY OF MADISON HEIGHTS
FROM 07/01/2022 TO 06/07/2023
FUND: 248
CASH AND INVESTMENT ACCOUNTS

Item 2.

Fund	Description	Beginning Balance 07/01/2022	Total Debits	Total Credits	Ending Balance 06/07/2023
248	DOWNTOWN DEVELOPMENT AUTHORITY	283,310.61	526,059.68	389,122.84	420,247.45

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

Date: June 7, 2023
To: Downtown Development Authority Board Members
From: Giles Tucker, Community Development Director
Subject: Update on Ongoing Projects

1. Clock Tower & Sprinkler System Repair

On June 8th I met DPS out at the Clock Tower to repair and reset one of the clocktower faces and to identify the cause of the failure of our sprinkler system for the surrounding flower beds. The water system is housed in the nearby Walgreens, and it was discovered that the valves were turned off and that the timer had died. I will be following up with DPS this coming week.

2. Trash Bins

Speaking with Justin Kowalski from DPS I have been informed that all the trash bins have been refurbished, powder-coated and returned to serve throughout the DDA. This appears to be the case after a drive through the DDA I made the on June 9th.

3. Welcome Signs & Banners

Since our last meeting I have presented the Design Committee with color options for the composite fascia we wanted to use for the welcome sign, and for the DDA area downtown banners. The higher quality, longer lasting "Sunbrella" material does not come in the original color of the background of the DDA banner design. The Design Committee selected the "Persian Rug" green color and to modify the banner design slightly. The design committee also selected the "vintage lantern" color from a TREX catalog I found. I have included both final designs in this packet.

4. Downtown Streetscaping & Conceptual Engineering RFP

The application deadline for the Downtown Streetscaping & Conceptual Engineering RFP was June 1st. There was only one proposal submitted for consideration. This proposal was submitted by the City's engineers Nowak Fraus, who partnered with the architectural firm MKSK to meet all aspects of the RFP. This proposal exceeded the costs anticipated for the project. City staff scheduled a meeting with the project team for Wednesday June 14th to discuss opportunities to reduce the total project costs, while still achieving the project's goals.



CUSTOM BANNER | Persian Green (A)



STOCK BANNER | Kites Galore on Pacific Blue (30 qty.)

UTILITY POLE BANNERS:

- (60) Light Pole Banners
- Double 30 x 60 Two-Sided
- 12-18 Month Duration
- New Hardware on (60) Light Poles

LOCATION:

Madison Heights CED
 300 West Thirteen Mile Road
 Madison Heights, MI 48071
 USA

Revision:	Description:	Date:
Version 03 - FINAL	(60) Two-Sided Light Pole Banners	05/08/2023

PROOF DATE: 06/2/2023

To proceed, please **SIGN & RETURN VIA EMAIL**. Production will begin upon receipt of signature.

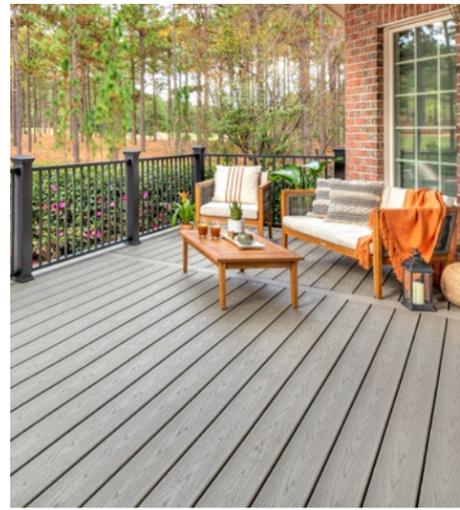
Sign Type:	Client Name / Contact: Madison Heights CED / Giles Tucker
------------	--

File Name / Date / Revision:	Phone:
	Fax:

The prices, specifications, and conditions as described are satisfactory and are hereby accepted. You are authorized to do the work as specified. This design is the property of the designer and may not be reproduced in any manner without written permission.

Signature: _____ Date: _____





Item 3.

Trex Transcend® LINEAGE™

The next generation of design and performance.

Trex Transcend® TROPICALS

Elevated aesthetics paired with the highest level of performance.

Trex Transcend® EARTH TONES

A classic look for uncompromising homes.

Trex Select® EARTH TONES

The perfect pairing of price and minimal maintenance.

Trex Enhance® NATURALS

The beauty of wood with the ease of composite.

Trex Enhance® BASICS

Priced to put the pressure on treated lumber.

\$\$\$ \$ (50) ★★★★★

\$\$\$ \$ (50) ★★★★★

\$\$\$ \$ (50) ★★★★★

\$\$\$ (35) ★★

\$\$ (25) ★

\$ (25) ★



Rainier



Island Mist



Gravel Path



Pebble Grey



Foggy Wharf



Clam Shell



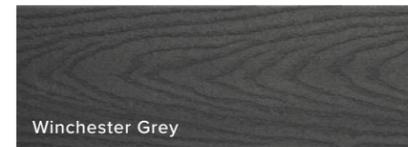
Carmel



Tiki Torch



Rope Swing



Winchester Grey



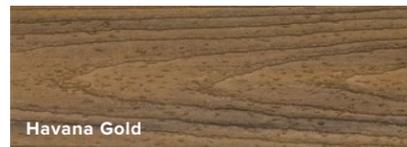
Rocky Harbor



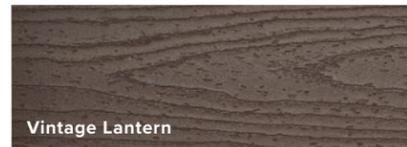
Beach Dune



Biscayne



Havana Gold



Vintage Lantern



Saddle



Toasted Sand



Saddle



Jasper



Spiced Rum



Woodland Brown



Coastal Bluff



Lava Rock



Madeira

PRICE \$ - \$\$\$\$

BOARD PROFILES SOLID SCALLOPED

YEARS OF WARRANTY (25) (35) (50)

SCRATCH RESISTANCE ★ - ★★★★★

SQUARE EDGE

GROOVED EDGE

Use with Trex Hideaway® Hidden Fastening System for a clean, screw-free appearance

Compare pricing, colors, maintenance costs and durability.

[DECKING COMPARISON TOOL](#)



WIMSATT - STERLING HEIGHTS
 33663 MOUND RD
 STERLING HEIGHTS, MI 48310
 FAX: (586)-978-8910
 Phone: (586)-978-8740

QUOTE Item 3.

0031819767

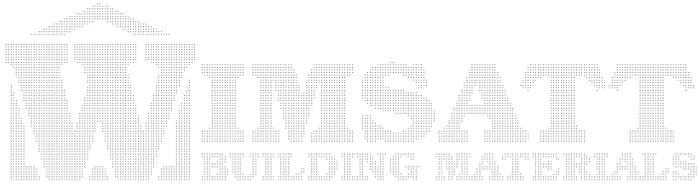
Account: CASH 8695
Branch: WBMSH
Phone: (586)-978-8740
Fax: (586)-978-8910

Bill To: CASH CUSTOMER

Ship To: CASH - JUSTIN KOWALSKI
 33663 MOUND RD
 STERLING HEIGHTS, MI 48310

PO:	Ref:	Job:	
Exp Delv Date: 06/07/23	Sales: HOUSE	Type: WILLCALL	Ship Via: WILL CALL
Activation Date: 06/07/23	Agents:	Quoted For:	
Close Date: 07/07/23	J HOFFMAN	Quoted By: JH702359	

QUANTITY	UOM	ITEM/DESCRIPTION	PRICE/UOM	AMOUNT
25	PC	TREVL010812T2S01 1" X 8" X 12' TREX TRANSCEND FASCIA VINTAGE LANTERN EARTH TONES, 60 PC/PAL	63.85/PC	1,596.25
1	BKT	TR3212350TSVL 2 1/2" 350 PC/BKT TRAPEASE 3 COMPOSITE DECK SCREW VIN LAN VINTAGE LANTERN	64.00/BKT	64.00
Subtotal				1,660.25
Sales Tax			6.0%	99.62



Payment Terms:
 COD

Total: **\$1,759.87**