



CITY OF MADISON HEIGHTS

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

**SPECIAL DOWNTOWN DEVELOPMENT AUTHORITY MEETING
AGENDA**

OCTOBER 18, 2022 AT 8:00 AM

CALL TO ORDER

ROLL CALL

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

MEETING OPEN TO THE PUBLIC

REPORTS

- [1.](#) Update on Ongoing Projects
- [2.](#) Finance Report

UNFINISHED BUSINESS

NEW BUSINESS

- [3.](#) Marketing & Promotions Service Agreement with MHHP Chamber of Commerce
- [4.](#) Small Business Saturday Event & Promotions

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 of City of Madison Heights

Memorandum

Date: October 14, 2022
To: Downtown Development Authority Board Members
From: Giles Tucker, Community Development Director
Subject: Director's Report

1. Small Business Saturday November 26th

In 2019, Oakland County attempted to promote local spending using the "Shop, Text Win" Contest where shoppers would text an image of a receipt of a purchase made in a participating downtown business to be entered to win a prize. This did not continue throughout COVID, and it wasn't clear whether they would have a county wide promotion moving forward. I am excited to announce that Oakland County's new promotion the "Local Gem Sweepstakes".

To enter the sweepstake, participants complete a form (<https://forms.oakgov.com/215>) and attach an original selfie photo of a favorite small business in Oakland County that you think is a "Local Gem." Multiple entries spotlighting different businesses from each person are accepted. Each completed entry form increases your odds at winning \$1,000 or \$500.

Forms Accepted Until 11:59 PM ET, November 26, 2022

Check here if you accept the Sweepstake Rules and will allow Oakland County to use your photo and name in county promotions and agree that you have consent of any additional people in the photos.

I am still waiting to learn the quantities of promotional materials. I will coordinate with the chamber to help distribute these materials throughout the DDA area businesses.

2. Holiday Decoration Update

At our Last meeting the DDA approved up to \$5000 towards the repair, restoration and installation of existing holiday decorations that used to be installed along John R Rd through the city. Thus far DPS has taken out and tested around a dozen of the decorations, but as of 10-14-22 I have not received info on the status or viability of these decorations.

3. Trash Bins & Welcome Sign Area

DPS has informed me that they will begin pulling trash bins one at a time for repair and powder coating soon. They are also seeking quote for Trex for more permanent repair to the Welcome to "Madison Heights" sign are on the south end of the DDA.

PERIOD ENDING 10/31/2022

Item 2.

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2022 NORMAL (ABNORMAL)	MONTH 10/31/2022 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	89,430.67	3,223.90	(31,615.67)	154.68
248-011-410-4160	TAXES PERSONAL OPERATING	2,809.00	5,950.79	0.00	(3,141.79)	211.85
248-011-411-0000	DELINQUENT/MTT TAX REFUNDS - GENERAL	0.00	1.51	0.00	(1.51)	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	95,382.97	3,223.90	(34,758.97)	157.34
Dept 023 - STATE SHARED REVENUES						
248-023-573-0000	LOCAL COMMUNITY STABILIZATION SHARING	35,213.00	0.00	0.00	35,213.00	0.00
Total Dept 023 - STATE SHARED REVENUES		35,213.00	0.00	0.00	35,213.00	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	4.15	0.00	(4.15)	100.00
Total Dept 044 - MISCELLANEOUS REVENUE		250.00	4.15	0.00	245.85	1.66
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	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	95,387.12	3,223.90	33,871.88	73.80
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 10/31/2022

Item 2.

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		AMENDED BUDGET	10/31/2022	MONTH 10/31/2022	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	897.15	0.00		1,122.85	44.41
248-863-817-0000	EVENTS	500.00	0.00	0.00		500.00	0.00
248-863-818-0000	CONTRACTUAL SERVICES	10,000.00	0.00	0.00		10,000.00	0.00
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	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	0.00		11,774.16	32.72
248-863-832-1001	MAINTENANCE - ROW TRASH	3,500.00	480.00	0.00		3,020.00	13.71
248-863-921-0000	ELECTRIC	1,000.00	86.31	0.00		913.69	8.63
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 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	7,219.46	0.00		100,170.54	6.72
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	10,934.50	0.00		10,934.50	50.00
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	10,934.50	0.00		10,934.50	50.00
TOTAL EXPENDITURES		129,259.00	18,153.96	0.00		111,105.04	14.04
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		129,259.00	95,387.12	3,223.90		33,871.88	73.80
TOTAL EXPENDITURES		129,259.00	18,153.96	0.00		111,105.04	14.04
NET OF REVENUES & EXPENDITURES		0.00	77,233.16	3,223.90		(77,233.16)	100.00

CASH SUMMARY BY FUND FOR CITY OF MADISON HEIGHTS
FROM 07/01/2022 TO 10/14/2022
FUND: 248
CASH AND INVESTMENT ACCOUNTS

Item 2.

Fund	Description	Beginning Balance 07/01/2022	Total Debits	Total Credits	Ending Balance 10/14/2022
248	DOWNTOWN DEVELOPMENT AUTHORITY	283,310.61	172,187.29	105,382.69	350,115.21

**Agreement for Services
Between
DDA of Madison Heights
and
Madison Heights/Hazel Park Chamber of Commerce**

This Agreement between the Madison Heights Downtown Development Authority (hereinafter “DDA”) and the Madison Heights/Hazel Park Chamber of Commerce (hereinafter “MHHP”) for the period starting October 18, 2022 – September 30, 2023.

RECITALS

The DDA shall pay to the MHHP \$5,000 for business and event services rendered by the MHHP to the DDA, upon DDA Council approval, payable quarterly in equal amounts of \$1,250 in October, January, April, and July. Said amount may be adjusted each year as determined by the amount of inflation or deflation or services being requested as approved by the DDA Council during the DDA’s budget process, no later than the third Monday in May for the upcoming October 1st start period.

PURPOSE

Throughout the term of the this Agreement, the MHHP will provide the following services with funds paid by the DDA to MHHP:

- Coordinated marketing and promotions for DDA area specific business-related activities - this specifically includes Small Business Saturday, Downtown Day, and grand opening events for all new DDA businesses.
- General business inquiries related to various topics for DDA issues or services
- Training for local businesses and coordination with Oakland County Small Business Services.
- Develop and provide accurate and timely information to assist businesses interested in locating, expanding, or remaining in the DDA area.
- Coordinate with appropriate other agencies, governments, and non-profits to assist in business retention and expansion including Madison Heights Downtown Development Authority.
- Coordinate and contract with appropriate other agencies, governments, and non-profits to assist in business location decisions.
- Develop and maintain strong working relationships with agencies and governments that provide financial and technical assistance or training to businesses.
- Assist in one (1) DDA specific promotional event annually as determined by the DDA.
- Assist to market and promote festivals and events held by the DDA.

REQUIRED REPORTING

The MHHP shall provide the following reports to the DDA:

- By January 31 of each year an Annual report including a presentation to DDA Council:
 - Summary and analysis of the specific steps taken to by MHHP to perform the tasks in this Agreement.
 - Performance Measures. The MHHP shall include data that measures its success in economic development in the DDA. At a minimum, MHHP will include data that describes the total number of businesses in the

DDA and the total MHHP members by area. The DDA will assist in providing this data to the MHHP. Annual report will analyze and describe how tasks identified in this Agreement effects of MHHP activities and services to businesses.

- Financial reporting and Inspection including:
 - List of Board members, their occupations, and years on the Board;
 - MHHP annual financial statements showing the previous year expenses and revenues;
 - Current and projected budgets (total organization and individual programs provided to the DDA under this Agreement). The DDA's report shall include the DDA funds expended compared to overall project funds.
- A Monthly Summary Report of DDA businesses that received direct assistance from the MHHP for business-related questions, training, retention or expansion. This Summary Report should include the total number of businesses that contacted the MHHP or that were contacted by the MHHP.
- A Quarterly Report on the variety of specific promotional activities executed for the purpose of attracting businesses or business customers to the DDA. The Quarterly Report should include a description of the specific promotional activities, including samples of promotional material and financial report of individual promotional activities.

GENERAL PROVISIONS

1. **Amount of Agreement** - Subject to the terms and conditions of this agreement, the DDA agrees to provide funds in the amount specified above.

3. **Default** - If MHHP fails to remedy any material breach of any of MHHP obligations under the terms of this Agreement within 30 days of receipt of written notice from the DDA of the breach, the DDA may terminate this Agreement and the DDA may pursue any remedies available at law or in equity. Such remedies may include, but are not limited to, termination of the Agreement, stopping quarterly payments on or demanding a return of the funds, payment of interest earned on funds or declaration of ineligibility for the receipt of future payments.

4. **Amendments**. The terms of this Agreement will not be waived, altered, modified, supplemented, or amended in any manner except by a written instrument signed by the parties. Such written modification will be made a part of this Agreement and subject to all other Agreement provisions.

5. **Indemnity**. MHHP agrees to defend, indemnify and save DDA, its officers, employees, and agents harmless from any and all losses, claims, actions, costs, expenses, judgments, and/or other damages resulting from injury to any person (including injury resulting in death,) or damage (including loss or destruction) to property, of whatsoever nature arising out of or incident to the performance of this Agreement by MHHP (including but not limited to, MHHP employees, agents, and others designated by MHHP to perform work or services relating to MHHP obligations under the terms of this Agreement). MHHP shall not be held responsible for damages caused by the negligence of DDA or anyone acting on behalf of the DDA.

6. **Insurance**. MHHP shall, at its own expense, at all times for twelve months from the date of this Agreement, maintain in force a comprehensive general liability and workers' compensation policy. The liability under such policy shall be a minimum of \$500,000 per occurrence (the combined single limit for bodily injury and property damage claims) or \$500,000 per occurrence for bodily injury and \$100,000 per occurrence for property damage. Liability coverage shall be provided on an "occurrence" not "claims" basis. The DDA of Madison Heights, its officers, employees, and agents shall be named as additional insured.

7. Notices and Representatives. All notices, certificates, or communications shall be delivered or mailed prepaid to the parties at their respective places of business as set forth below or at a place designated hereafter in writing by the parties. DDA of Madison Heights- Melissa Marsh, DDA Manager 300 W. 13 Mile, Madison Heights, MI 48071. **MHHP NEED TO ADD ADDRESS**

This Agreement constitutes the Entire Agreement between the parties. There are no understandings, Agreements, or representations, oral or written, not specified herein regarding this Agreement. No amendment, consent, or waiver, or terms of this Agreement shall bind either party unless in writing and signed by all parties. Any such amendment, consent, or waiver shall be effective only in the specific instance and for the specific purpose given. The parties, by the signature below or their authorized representatives, acknowledge having read and understood the Agreement, and the parties agree to be bound by its terms and conditions.

DDA of Madison Heights

By _____

Title _____

Date _____

By _____

Title _____

Date _____

Madison Heights/Hazel Park Chamber of Commerce

By _____

Title _____

Date _____

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

Date: October 14, 2022
To: Downtown Development Authority Board Members
From: Giles Tucker, Community Development Director
Subject: Small Business Saturday- Vendor Show at Wilkinson Middle School

Councilwoman Toya Aaron and the DDA promotions committee met on October 3rd to discuss including the DDA in the hosting of a Vendor Fair at Wilkinson Middle School on November 26th in celebration of Small Business Saturday.

Date: 11/26/22
Time: 10am-6pm (set-up at 8am)
Vendor Participation Fee: \$50

Councilwoman Aaron is currently looking include collections of toys for the holiday, donations to the Madison Heights Food Pantry, raffles, silent auctions, a live DJ, and having food trucks on site. The DDA is being approached to ask for support in hosting this event and for coordinating marketing and promotion activities including contacting local media outlets and promoting the event our website and social media.

Further details of this event and the desire level of involvement/ commitment to this event will be explained by Councilwoman Aaron and the Promotions Committee Members.

Giles Tucker

From: Jenni Z <jennizstuff@gmail.com>
Sent: Monday, October 3, 2022 11:25 AM
To: Giles Tucker; Melissa Marsh; artech@ameritech.net; Mayor Roslyn Grafstein; rcharlebois@seasons.org; northerntv@gmail.com; Jenni Z; missnenes.regina@yahoo.com; rickbusler@aol.com; joe@correctcarcare.com; joejarbo402@yahoo.com; gordie@cadillacstraits.com
Cc: Toya Aaron
Subject: Re: Need to set up a DDA promotions committee meeting asap - September 18 will be a special mtg for a DDA event

Follow Up Flag: Follow up
Flag Status: Flagged

A DDA Promotions Committee meeting was held on Monday October 3, 2022 at 10:30 am to bring forth a proposal by Councilwoman Toya Aaron. The idea is presented below in her own words.

A motion was made by Jennifer Zmarzlik to bring this proposal to work with Councilwoman Toya Aaron on a Small Business Saturday Vendor Fair event to be held on Saturday, November 26, 2022. Councilwoman Aaron has been spearheading this idea and discovering how to hold an event like this in the DDA at Wilkinson Middle School. She would like to bring the DDA in on this in order to help push small business in the DDA as well. We support her bringing this proposal and to put it on the agenda for the Special Meeting on Tuesday October 18, 2022, with a unanimous vote of Yes, by Jennifer Zmarzlik, Michael Sheppard, and Ruth Charlevoix.

Special DDA Meeting @ Breckenridge Room

When Tue Oct 18, 2022 8am – 9am (EDT)

Where Breckenridge Room (MH Library) 240 W 13 Mile Rd

Sincerely,

Jennifer Zmarzlik

248-914-7331

[JenniZstuff@gmail.com](mailto:jennizstuff@gmail.com)

Councilwoman Toya Aaron's Proposal presented below:

Good Afternoon Subcommittee:

I would like to propose the following promotion:

Small Business Saturday Vendor Fair to be held on Saturday, November 26, 2022, (which is actually small business Saturday)

10 am- 6 pm at Wilkinson Middle School. I have spoken with Ms. Perry, the superintendent at Wilkinson and was able to reserve the school for that day. Ms. Perry believes it is at no cost to us but will confirm.

The vendor fair will be from 10-6 pm with setup beginning at 8 am, all vendors are responsible for their own setup and breakdown of their area. And will be asked to stay until the end.

There will be boxes for coat and toy donations(which will be distributed later to families in need in Madison Heights) as well as donations collected for the Madison Heights food pantry.

I have 15 small business owners who have shown interest so far but would love to have a minimum of 20. The cost will be \$50 for an 8-foot table and 2 chairs. Proceeds will benefit the DDA efforts for the holiday lights, banners, and more. Plus this event is an attempt to bring small businesses into the area.

I will be asking two food truck owners to be on-site and be willing to donate 20% of their proceeds to the DDA.

I have a local photographer who will be asked to offer Holiday Family Photos and be willing to donate 20% of their sales to the DDA.

There will be raffles, a silent auction, and live a DJ

Every vendor must be registered and responsible for their own sales taxes as the DDA will not be taking care of that. They must complete an application and a waiver liability form excluding the DDA from any lost, damaged, or broken items resulting from accident or theft.

This event should be of no cost to us, except for promoting it in the local papers. We will need a special event permit because of the Food Trucks which can be obtained via the city clerk and we will need risk management to view the waiver form.

Please share your thoughts or concerns.

Toya

On Fri, Sep 30, 2022 at 2:47 PM Toya Aaron <ToyaAaron@madison-heights.org> wrote:
Hello Ruth,

Yes, it is Thanksgiving weekend, the biggest shopping weekend of the year.

Although it is not required that members be present, support would be appreciated. Subcommittee members will be asked to participate in helping with minor details which we can discuss after support is received from the board.

From: Ruth Charlebois <RuthCharlebois@AccentCare.com>

Sent: Friday, September 30, 2022 1:03 PM

To: Toya Aaron <ToyaAaron@Madison-Heights.org>; Jenni Z <jennizstuff@gmail.com>; amancini1979@me.com <amancini1979@me.com>; northerntv@gmail.com <Northerntv@gmail.com>; missnenes.regina@yahoo.com <missnenes.regina@yahoo.com>; rcharlebois@seasons.org <rcharlebois@seasons.org>

Cc: Giles Tucker <GilesTucker@madison-heights.org>; artech@ameritech.net <artech@ameritech.net>; Mayor Roslyn Grafstein <mayorgrafstein@gmail.com>

Subject: RE: Need to set up a DDA promotions committee meeting asap - September 18 will be a special mtg for a DDA event

It sounds wonderful! I am looking forward to hearing more next week. AccentCare (Formerly Seasons Hospice) owns a Santa Suit if anyone from the DDA would like to be Santa for the event! I know that we have used Wilkinson Middle School for some of our previous DDA events and the location is perfect with plenty opportunity for some signage out front ahead of/day of/ the event. I believe in the past, we have not have to pay for the use of the school, but we did have to cover the cost of the janitor if my memory is correct. Would this be the case for this holiday weekend event (it's Thanksgiving weekend)?

With it being a holiday weekend, and our committee is small, what is the 'ask' of committee/DDA members to be present at the event? I am hosting thanksgiving in Traverse City for my extended family and will not be in town that weekend. I am sad that I will miss it!

From: Toya Aaron <ToyaAaron@Madison-Heights.org>

Sent: Friday, September 30, 2022 12:47 PM

To: Jenni Z <jennizstuff@gmail.com>; amancini1979@me.com; northerntv@gmail.com; missnenes.regina@yahoo.com; rcharlebois@seasons.org

Cc: Giles Tucker <GilesTucker@madison-heights.org>; artech@ameritech.net; Mayor Roslyn Grafstein <mayorgrafstein@gmail.com>

Subject: Re: Need to set up a DDA promotions committee meeting asap - September 18 will be a special mtg for a DDA event

Good Afternoon Subcommittee:

I would like to propose the following promotion:

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This event should be of no cost to us, except for promoting it in the local papers. We will need a special event permit because of the Food Trucks which can be obtained via the city clerk and we will need risk management to view the waiver form.

Please share your thoughts or concerns.

From: Jenni Z <jennizstuff@gmail.com>

Sent: Friday, September 30, 2022 12:06 PM

To: amancini1979@me.com <amancini1979@me.com>; Jenni Z <jennizstuff@gmail.com>; northerntv@gmail.com <Northerntv@gmail.com>; missnenes.regina@yahoo.com <missnenes.regina@yahoo.com>; rcharlebois@seasons.org <rcharlebois@seasons.org>; toyaden@gmail.com <toyaden@gmail.com>; Toya Aaron <toyaaaron@madison-heights.org>

Cc: Giles Tucker <GilesTucker@madison-heights.org>; artech@ameritech.net <artech@ameritech.net>; Mayor Roslyn Grafstein <mayorgrafstein@gmail.com>

Subject: Need to set up a DDA promotions committee meeting asap - September 18 will be a special mtg for a DDA event

Hello Promotions Committee Members,

I am listing below in blue here an idea that CouncilWoman Toya Aaron has started moving on, and she would like to list it as a DDA downtown event however she will be unable to do that without our support and the DDA support/vote.

We need to meet as a promotions committee and vote to bring this to the DDA at the special meeting Giles is setting up for us will be soon after.

We can Zoom if you prefer. I prefer Zoom as my schedule is tight right now.

I am inviting CouncilWoman Toya Aaron to go over her plan.

Please let me know which dates and times work best for you.

1. Monday October 3, 2022 10:00 am

or 1:30 pm

2. Tuesday October 4, 2022 10:00 am

or 1:30 pm

3. Wednesday October 5, 2022 10:00 am

or 1:30 pm

Jenni Zmarzlik

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Councilwoman Toya Aaron Proposal:

I have spoken with Jenny Z., regarding a fantastic promotion for the DDA.

The promotion committee can host a Small Vendor Fair on Small Business Saturday, which is November 26, 2022 (the day after Thanksgiving). I have spoken with M. Perry, the superintendent at Wilkinson and was able to reserve the school for that day. Ms. Perry believes it is at no cost to us but will confirm. The vendor fair will be from 10-6 pm with setup beginning at 8 am, all vendors are responsible for their own setup and breakdown of their area. And will be asked to stay until the end.

There will be boxes for coat donations, toy donations, as well as donations for the food pantry.

I have 10 small business owners who are interested so far but would love to have a minimum of 20. The cost is \$50 for an 8-foot table and 2 chairs. Proceeds will benefit the DDA efforts for the holiday lights, banners, and more.

I will be asking two food truck owners to be on-site and be willing to donate 20% of their proceeds to the DDA.

I have a local photographer who will be offering Holiday Family Photos and 20% of their sales will go to the DDA.

There will be raffles, a silent auction, and live a DJ

Every vendor must be registered and responsible for their own sales taxes as the DDA will not be taking care of that. They must p complete an application and a waiver liability form.

This event should be of no cost to us, except for promoting it in the local papers.

Thoughts???, Concerns??? Questions???

Toya

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