



CITY OF MADISON HEIGHTS

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

REGULAR DOWNTOWN DEVELOPMENT AUTHORITY & INFORMATIONAL MEETING AGENDA

NOVEMBER 19, 2024 AT 8:00 AM

CALL TO ORDER

ROLL CALL

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

- [1.](#) August 20th DDA/BRA Joint Meeting Minutes

MEETING OPEN TO THE PUBLIC

UNFINISHED BUSINESS

NEW BUSINESS

- [2.](#) 2025 Meeting Dates
- [3.](#) MHHP & MHDDA Marketing & Promotional Agreement Renewal 2024-25

REPORTS

- [4.](#) Finance Report
- [5.](#) 11 Mile Streetscape Update
- [6.](#) Update on Other Ongoing Projects
- [7.](#) Important Notice for January 2025 Meeting: FY 2025-2026 Budget & 2025 Officer Elections
- [8.](#) A Special Thank You to Artech Printing / Mike & Sonja Van Buren

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.

Joint DDA & BRA Meeting
Madison Heights, Michigan
August 20, 2024

A Joint DDA & BRA Meeting was held on Tuesday, August 20, 2024 at 8:00 AM at City Hall - Executive Conference Room, 300 W. 13 Mile Rd.

PRESENT

Member Gordon Davignon
Mayor Roslyn Grafstein
Vice-Chair Yousif Jarbo
Member Joseph Keys
Member Joe Marando
Member Melissa Marsh
Member Michael Sheppard
Member Marija Ujkic
Chair Michael Van Buren

ABSENT

Member Rickey Busler
Member Lenea Renshaw

OTHERS PRESENT

Community and Economic Development Director Giles Tucker
Deputy City Manager/City Clerk Cheryl Rottmann

DDA-24-20. Excuse Members.

Motion to excuse Mr. Busler and Ms. Renshaw from today's meeting.

Motion made by Member Marsh, Seconded by Member Sheppard.

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

Absent: Member Busler, Member Renshaw

Motion carried.

DDA-24-21. MHDDA Minutes of June 18, 2024.

Motion to approve the MHDDA minutes of June 18, 2024, as printed.

Motion made by Mayor Grafstein, Seconded by Member Keys.

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

Absent: Member Busler, Member Renshaw

Motion carried.

MEETING OPEN TO THE PUBLIC:

There were no members of the public wishing to speak.

DDA-24-22. MHDDA Board Vacancies & Candidates.

Director Tucker stated there are currently two vacancies on this board. He noted that he invited the three applicants to attend today's meeting and commented that Mr. Hambright was present.

Gerry Hambright, owner of Pyro Services, was in attendance and introduced himself and gave a brief background of his business to the membership.

Motion to recommend the appointment of Gerry Hambright to the Brownfield and Downtown Development Authorities to Mayor Grafstein.

Motion made by Vice-Chair Jarbo, Seconded by Member Sheppard.

Voting Yea: Member Davignon, Vice-Chair Jarbo, Member Keys, Member Marando, Member Marsh, Member Sheppard, Member Ujkic, Chair Van Buren

Voting Abstaining: Mayor Grafstein

Absent: Member Busler, Member Renshaw

Motion carried.

Finance Report

Director Tucker reviewed the Finance Report for the membership. He noted that there were a few notable expenses, including:

- Nowak and Fraus \$26,000 for adding 3-lane configuration to the 11 Mile Streetscape budget
- Go Daddy \$275.88 for the DDA website and domain annual renewal costs
- MHHP Chamber Q3 \$2,500 quarterly payment
- With the award of the Placemaking grant, expenditure line item 248-863-987-0006 11 Mile/John R Road Improvements will increase by \$313,981.50 for a total of \$713,981.50 and the DDA revenue line item 248-025-588-1000 County Grant to a total of \$313,981.50.

Main Street Oakland County Placemaking Grant Award

On July 18th the Oakland County staff informed the city the Board of Commissioners approved our Placemaking Grant application for a total grant request of \$313,981.50. On August 12th City

Council approved the 3-lane configuration of the project 6-1 and authorized the City Manager to sign an interlocal agreement on behalf of the City accepting a grant of \$313,981.50. This new grant will be reflected in the DDA budget revenue and expense line items.

The next step is to conduct boundary surveys for the area and develop complete engineering plans. This step is especially important because we will know for sure how much, if any, property will need to be acquired from private property owners to allow for the on-street parking and new sidewalk. Our desired timelines is to issue an RFP for the project over the winter and begin construction after Madsion Schools last day of classes.

MHHP Chamber FY 2024 Q3

The Chamber has provided an activity summary for Q2 of 2024 and the DDA paid their quarterly installment this month.

Diamond Jim Sign Grant

Diamond Jim’s has completed and received final inspection for all the work related to their approved sign grant application from 2023. They also provided all required proof of payment, and a check was issued to them for \$2,200.

Active Brownfield Reimbursements- Summer 2024 Tax & Updates

Director Tucker provided the following updates on Active Brownfield Reimbursements:

Madison Center LLC

Maximum Reimbursement: \$2,388,549.00

Total Reimbursement to Date: \$123,404.54

On July 11th the Building Dept received building plans for the renovation and interior buildout of 29305 John R, the “would be” Amazon Fresh site within the strip area of the site. The main tenant will be Kim Nhung Superfoods, an Asian grocery store. This business is currently operating 30925 Dequindre Rd. The project has minor revisions to make to its plans and to pay fees before a permit is issued.

28202 Woodward Holding LLC- 29448 John R Rd

Maximum Reimbursement: \$2,041,686

Total Reimbursement to Date: \$0

Thus far the developer has completed site demolition and has been issued permits for utility stub work. The site is currently awaiting the completion of land divisions. The site will be the home of Tommy’s Car Wash and Popeyes.

Hudson-Madison 30031 Dequindre

Maximum Reimbursement: \$1,527,680.39

Total Reimbursement to Date: \$335,271.44

The Reserve at Red Rund received its Certificate of Occupancy in March of 2023, and has run without issues since project completion.

DDA-24-23. Designate CED Director to Approve Digital Media Marketing Program Applications.

Mr. Sheppard gave an update on the program and what businesses are scheduled to have their video done. Director Tucker noted that the interest has exceeded the initial four videos authorized by the DDA at a cost split of 80/20. There are eight businesses currently interested in having videos done.

It was the consensus to have the program guidelines include that businesses must have a brick-and-mortar location within the DDA.

Motion to designate the CED Director to approve MHDDA Business Digital Medial Marketing Program applications that meet the program requirements and to limit applications to one per business at an 80/20 cost split.

Motion made by Member Marsh, Seconded by Member Keys.

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

Absent: Member Busler, Member Renshaw

Motion carried.

DDA-24-. Amendment to Videography Services and Referral Agreement.

Motion to amend the Videography Services and Referral Agreement between the 1 Vision Media Group, LLC and the DDA as follows:

6. Term and Termination.

- (a) The term of this Agreement commences on the Effective Date and shall continue for a term of (4) months or upon completion of and payment for ~~(4) four~~ (8) *eight* Client promotional videos, whichever is first. This agreement may be extended an additional calendar year upon approval of the DDA board.

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

Absent: Member Busler, Member Renshaw

Motion carried.

ROUND TABLE:

Mr. Keys noted that the trees planted closest to the approach at his business need to be replaced.

In response Mr. Jarbo, City Manager Marsh stated that she could not report any progress on the property status of the corner of John R and 11 Mile Road. Director Tucker added that should the property become available to the City, the City is prepared to issue a Request for Proposal for the development of the parcel.

Mr. Morando informed the membership that the Corporate Transparency Act goes into effect on January 1, 2025 and a Beneficial Ownership Interest Form needs to be completed. He advised that the membership contact their accountants regarding this requirement and noted that an online form is available.

City Manger Marsh congratulated Cadillac Straights on their five year business anniversary and noted they are having an anniversary celebration on September 21st. She also announced that the Fire Station Open House and the Revin' in the Heights car show is scheduled for September 14th and Trail Tunes is September 21st.

ADJOURNMENT:

Having no further business, Chair Van Buren adjourned the meeting at 8:47 a.m.

Downtown Development Authority of City of Madison Heights

Memorandum

Date: November 5, 2024

To: Downtown Development Authority Board Members

From: Giles Tucker, Community & Economic Development Director

Subject: 2025 Meeting Dates

Staff Recommendation

On November 12th, I asked all the board members if we could move meeting dates from the Third Tuesday of the month to the Third Thursday of the month. Everyone was able to make this change and some even preferred it. I will be out of office on paternity leave for about two weeks starting on Jan. 7th. The January dates below propose two options January 2nd where I would likely be able to be at the meeting, and January 16th where I likely will not. Aside from January, the meeting dates below keep the same number of meetings as 2024 and simply moves them to Third Thursdays.

Staff recommends that the DDA board establish meeting dates for the 2025 calendar year at this meeting. Staff further recommends following dates:

Regular DDA Meeting Dates

January 2nd or January 16th, 2025
 February 20th, 2025
 June 19th, 2025
 November 20th, 2025

Informational DDA Meeting Dates

June 19th, 2025
 November 20th, 2025

DDA/BRA Joint Meeting Dates

April 17th, 2025
 August 21st, 2025

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

Date: November 19, 2024

To: Downtown Development Authority Board Members

From: Giles Tucker, Community Development Director

Subject: MHHP & MHDDA Marketing & Promotional Agreement Renewal 2024-25

Staff Recommendations

In August 2023, the MHDDA renewed the MHHP Agreement for Services to DDA for marketing and promotional activities, with an expiration date of September 30th, 2024. In exchange for these services the MHDDA makes quarterly payments to the MHHP Chamber of \$2,500 for annual total of \$10,000. Over the past calendar year, the Chamber of Commerce has aided our Promotions Committee, held promotional events and have help our downtown grow by promoting our DDA programs, and encouraging new businesses to relocate to downtown Madison Heights.

I have included a revised agreement renewing this Agreement with the MHHP Chamber along with a summary of the activities that the Chamber has performed that have impacted the DDA and our downtown business community, for review and consideration. Staff recommends that the DDA board authorize the DDA Chairman to sign the included "Agreement for Services Between DDA of Madison Heights and Madison Heights/Hazel Park Chamber of Commerce" to continue these services for another year for a total of \$10,000 paid quarterly.

MHHP Chamber Service Agreement Activity Summary

The following is a summary of the activities and accomplishments of the MHHP Chamber within the MHDDA area.

October-December 2023 (Q4)

- Promotional Events
 - October 2023- 11 Mile Streetscape Open House promotion/business attendance.
 - November 2023- “Get Caught Shopping Small”
- Business Development & Networking Activities
 - 27117 John R Rd- predevelopment meeting for home good store.
 - 27641 John R (former Thang Long) - Site Visits with prospective tenants, brokers and property owner.
 - 935 W. 11 Mile, Boodles Restaurant and the adjacent units- Conducted site visits with prospective restauranters.
 - Meeting with John R Motel owner to discuss exterior property improvements.
 - Meeting with Uncensored Cornhole to discuss DDA grants, grand opening plans, and other small business services.

January- March 2024 (Q1)

- 3rd Annual Green Crawl Event March 15, 2024
 - Developed flyer, digital marketing material and promoted downtown business participation for the event on social media.
 - Visted participating business and created promotional content for the event for social media.

April- June 2024 (Q2)

- Promotional Events
 - April 2024- Grand Opening of Green House Salon in MH
 - June 2024- Membership/After-hours/Trivia event at Celina’s Restaurant in June.
 - June 2024- Good Customer Service Training Video-Mia’s Tasty Grille
- Business Development & Networking Activities
 - Connection with Design Contest with Local School Districts and Beyond Home
 - Conducted site selection and walkthroughs of commercial space for lease in the DDA with prospective Venezuelan restaurant owner.
 - Coordinated efforts for possible pop-up restaurant opportunity agreement at Mia’s Grille and Bar with prospective business.
 - Meeting with Major Oil and Repair owner-Moe to discuss redevelopment opportunity
 - Referred DDA Businesses for Sign, Façade Grants & Redevelopment Liquor Licenses

July- September 2024 (Q3)

- Promotional Events
 - Nov. 30th, 2024- Shop Small Saturday-Find the Golden Egg Hunt Campaign
 - July 16th, 2024- 1Margarita Mixer/Networking Event at Mia’s Bar & Grille

- July 18th, 2024- Grand Opening of Beyond Home
- Business Development & Networking Activities
 - Helped secure local DDA Businesses to participate in business highlight videos- Madison Motors, Madison Bowling, Woodpile BBQ, Royale Kabob

October-December (Q4 Thus Far)

- Promotional Events
 - October 18th, 2024- Oakland County Community Showcase Event
 - October 24th, 2024- Planned and arranged 26th Artech Printing Anniversary party at Coach Grille for Mike and Sonja Van Buren.
 - October 29th, 2024- Follow-up with Potential Boodles for potential sale.
 - November 2nd - Dia De Los Muertos at Coco Vito
 - November 5th -Post Election Event hosted at Mia's Grille

**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 from **November 2024 to November 2025**.

RECITALS

The DDA shall pay to the MHHP \$10,000 for business and event services rendered by the MHHP to the DDA, upon DDA Council approval, payable quarterly in equal amounts of \$2,500 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 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 the DDA Board :
 - Summary and analysis of the specific steps taken to by MHHP to perform the economic development and marketing related tasks described the in this agreement. .
 - Performance Measures. The MHHP shall include in its report key performance measures including:
 - Change in total Chamber business membership
 - Change in DDA business membership

- A brief description and quantity of attraction, expansion, and retention related activities
- Clear outcomes of marketing and promotional activities and events in the DDA area.
- The number of DDA business attendees in events or marketing activities.
- 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 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 postage 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.

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

Name & Title: _____

Signature: _____

Date: _____

Name & Title: _____

Signature: _____

Date: _____

Madison Heights/Hazel Park Chamber of Commerce

Name & Title: _____

Signature: _____

Date: _____

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

Date: November 5, 2024

To: Downtown Development Authority Board Members

From: Giles Tucker, Community Development Director

Subject: **Finance Report**

1st Installment of Placemaking Grant Award Received

Since our August 20th meeting, the most notable change is that the DDA has received its first installment of \$235,486.13 from the Oakland County Placemaking Grant for the 11 Mile Streetscape project, 75% of the total grant award. This is reflected in "County Shared Revenues 248-025-588-1000". While not yet reflected, \$253,486.13 will also be included into the amended budget amount for "11 Mile/John R Road Improvements 248-863-987-0006". The remaining funds will be issued after the DDA has supplied Oakland County eligible expenditures for the project equal to twice this amount.

Item 4.

PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	11/30/2024	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	232,948.00		192,081.87		0.00		40,866.13	82.46
248-011-410-4160	TAXES PERSONAL OPERATING	6,573.00		14,740.17		0.00		(8,167.17)	224.25
248-011-411-0000	DELINQUENT/MTT TAX REFUNDS - GENERAL	0.00		1,595.12		0.00		(1,595.12)	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		239,521.00		208,417.16		0.00		31,103.84	87.01
Dept 023 - STATE SHARED REVENUES									
248-023-573-0000	LOCAL COMMUNITY STABILIZATION SHARING	40,249.00		27,545.39		0.00		12,703.61	68.44
Total Dept 023 - STATE SHARED REVENUES		40,249.00		27,545.39		0.00		12,703.61	68.44
Dept 025 - COUNTY SHARED REVENUES									
248-025-588-1000	COUNTY GRANT	0.00		235,486.13		0.00		(235,486.13)	100.00
Total Dept 025 - COUNTY SHARED REVENUES		0.00		235,486.13		0.00		(235,486.13)	100.00
Dept 044 - MISCELLANEOUS REVENUE									
248-044-665-5000	INTEREST EARNED	250.00		1,108.14		0.00		(858.14)	443.26
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		1,108.14		0.00		(858.14)	443.26
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	290,954.00		0.00		0.00		290,954.00	0.00
Total Dept 053 - PRIOR YEARS FUND BALANCE		290,954.00		0.00		0.00		290,954.00	0.00
TOTAL REVENUES		570,974.00		472,556.82		0.00		98,417.18	82.76
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 11/30/2024

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2024	MONTH 11/30/2024	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	2,701.00	1,369.32	0.00	1,331.68	50.70
248-863-817-0000	EVENTS	500.00	0.00	0.00	500.00	0.00
248-863-818-0000	CONTRACTUAL SERVICES	20,000.00	5,187.17	0.00	14,812.83	25.94
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	10,000.00	0.00	0.00	10,000.00	0.00
248-863-818-5001	BLIGHT REMOVAL - FACADE IMPROVEMENT	30,000.00	0.00	0.00	30,000.00	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	10,700.00	0.00	6,800.00	61.14
248-863-832-1001	MAINTENANCE - ROW TRASH	3,500.00	2,700.00	0.00	800.00	77.14
248-863-921-0000	ELECTRIC	1,000.00	178.09	0.00	821.91	17.81
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	20,000.00	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	400,000.00	0.00	0.00	400,000.00	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		543,246.00	20,134.58	0.00	523,111.42	3.71
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	27,728.00	0.00	0.00	27,728.00	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		27,728.00	0.00	0.00	27,728.00	0.00
TOTAL EXPENDITURES		570,974.00	20,134.58	0.00	550,839.42	3.53
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		570,974.00	472,556.82	0.00	98,417.18	82.76
TOTAL EXPENDITURES		570,974.00	20,134.58	0.00	550,839.42	3.53
NET OF REVENUES & EXPENDITURES		0.00	452,422.24	0.00	(452,422.24)	100.00

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
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*** Assets ***

248-000-001-1000	CLAIM ON CASH	920,217.24
248-000-001-1003	CASH - CHASE SAVINGS	0.00
248-000-003-0000	INVESTMENTS	56,691.65
248-000-040-0391	ACCOUNTS RECEIVABLE-MISC	0.00
248-000-041-1000	DELINQUENT RECEIVABLE	18,291.64
248-000-078-0680	DUE FROM STATE GOVERNMENT	0.00

Total Assets	995,200.53
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*** Liabilities ***

248-000-202-0000	ACCOUNTS PAYABLE	0.00
248-000-211-2100	CONTRACTS/RETAINAGE PAYABLE	0.00
248-000-214-2150	DUE TO OTHER FUNDS	0.00
248-000-268-0000	ESCHEATED FUNDS	0.00
248-000-299-9999	SUSPENSE	0.00
248-863-211-2100	CONTRACTS PAYABLE	0.00

Total Liabilities	0.00
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*** Fund Balance ***

248-000-390-0000	FUND BALANCE	480,668.16
248-000-398-0000	ASSIGNED-SUBSEQUENT YRS EXP	0.00

Total Fund Balance	480,668.16
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Beginning Fund Balance - 23-24	480,668.16
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Net of Revenues VS Expenditures - 23-24	62,110.13
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*23-24 End FB/24-25 Beg FB	542,778.29
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Net of Revenues VS Expenditures - Current Year	452,422.24
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Ending Fund Balance	995,200.53
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Total Liabilities And Fund Balance	995,200.53
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* Year Not Closed

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

Date: November 8, 2024
To: Downtown Development Authority Board Members
From: Giles Tucker, Community Development Director
Subject: Update on 11 Mile Streetscape Project

11 Mile Streetscape Resident Mailer

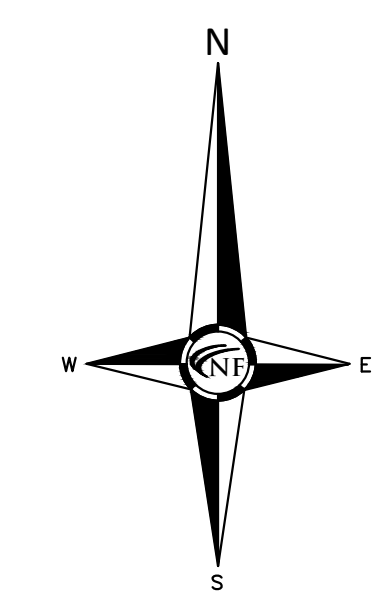
A final proof of the streetscape mailer has been approved and was sent out in the mail by Print Masters Printing last week. It is anticipated to reach mailboxes in around November 15th. The mailer will reach 672 residences along 11 Mile Rd. The mailer is intended to serve two functions, to bring awareness to Phase I of the project by directing those interested in the project to the full plan and survey, and to build an email list of residents interested in the progress of the project. We hope in doing so we can learn from the feedback of residents and use this group to better inform the public about the project. I have attached the quote provided by Print Masters, total cost to mail came to \$214.34 for 672 addresses, there will printed copies to hand out at City Hall as well.

11 Mile Streetscape Survey Results

Thus far the 11 Mile Streetscape Phase I Survey has received 68 survey responses, six (6) of these came from City staff and was removed from the attached survey summary. 38 of the respondents provided their email address for updates on the project. After our mailer has had time to reach residents and we have a larger sample size I will compile a final version and summary of the results. The intention of the survey is to gain insight on the priorities of residents and to build a list of residents following the project to spread more accurate project information.

Follow-up Meetings with Key Stakeholders: Madison School District & United Methodist Church

Nowak & Fraus has completed its surveying of the project area and has developed an exhibit showing the changes to the transition to three lanes requested by Madison School District, and the proposed property acquisition of additional Right of Way in front of the United Methodist Church. While it is still possible to include on-street parking in front of the Church without additional ROW, acquiring more will "straighten out" the ROW to match exist ROW on the adjacent block and will provide more room for pedestrian amenities. Meetings will be scheduled with Madsion School and the Church to go over the scope of our project and hopefully gain their support for the 3-lane transition and the granting of additional ROW.

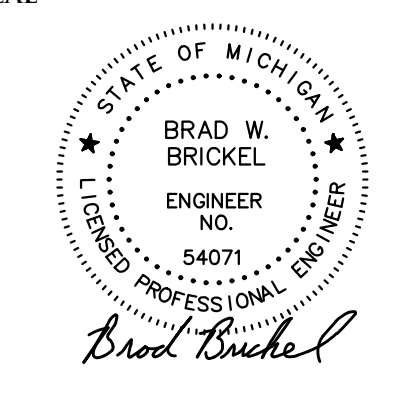


NF
ENGINEERS
 CIVIL ENGINEERS
 LAND SURVEYORS
 LAND PLANNERS

NOWAK & FRAUS ENGINEERS
 46777 WOODWARD AVE.
 PONTIAC, MI 48342-5032
 TEL. (248) 332-7931
 FAX. (248) 332-8257
 WWW.NOWAKFRAUS.COM



SEAL



PROJECT
 2024 Downtown Streetscape-
 E. 11 Mile Road
 (John R. Rd.- Lorenz St.)

CLIENT
 City of Madison Heights
 300 W. 13 Mile Rd.
 Madison Heights, MI 48071
 Contact:
 Mr. Giles Tucker
 Ph: 248-583-0831
 Fax: 248-583-4143

PROJECT LOCATION
 Part of the SW 1/4
 of Section 13,
 T. 1 N., R. 11 E.,
 City of Madison Heights,
 Oakland County, MI

SHEET
 Madison High School -
 Lane Termination



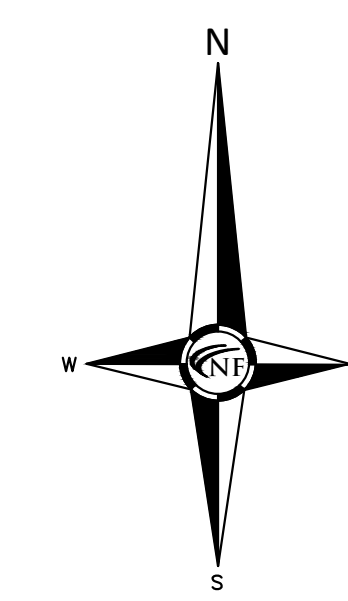
Know what's below
 Call before you dig.

DATE	ISSUED/REVISED
02-12-24	ISSUED FOR CITY REVIEW
04-04-24	REVISED PER CITY REVIEW
06-03-24	REVISED PER CITY REVIEW

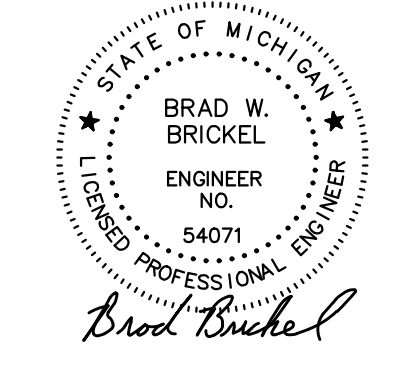
DRAWN BY:
 A. Panley
 DESIGNED BY:
 A. Panley
 APPROVED BY:
 B. Brickel
 DATE:
 January 24, 2024

SCALE: 1" = 40'

NFE JOB NO. N753 SHEET NO. 1 OF 1



SEAL



PROJECT
 2024 Downtown Streetscape-
 E. 11 Mile Road
 (John R. Rd.- Lorenz St.)

CLIENT
 City of Madison Heights
 300 W. 13 Mile Rd.
 Madison Heights, MI 48071
 Contact:
 Mr. Giles Tucker
 Ph: 248-583-0831
 Fax: 248-583-4143

PROJECT LOCATION
 Part of the SW 1/4
 of Section 13,
 T. 1 N., R. 11 E.,
 City of Madison Heights,
 Oakland County, MI

SHEET
 United Methodist Church -
 Right-of-Way Take



Know what's below
 Call before you dig.

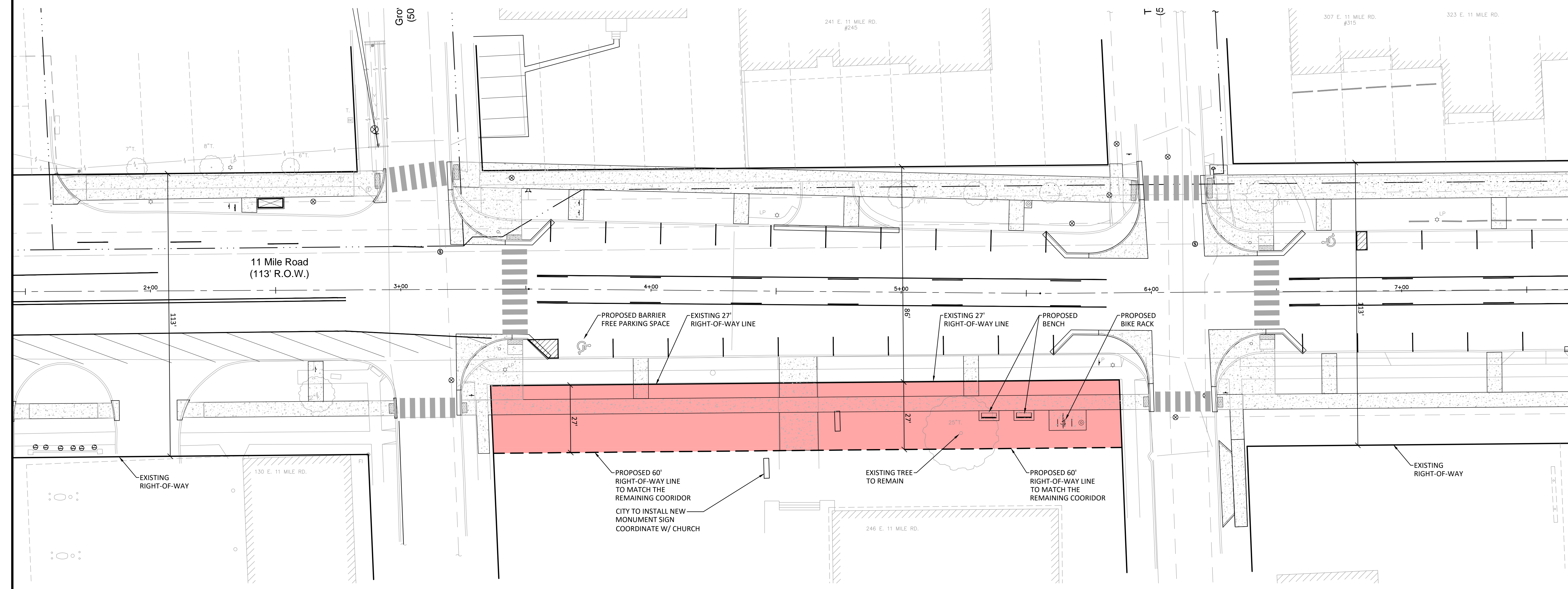
DATE ISSUED/REVISED
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DRAWN BY:
 A. Panley
 DESIGNED BY:
 A. Panley
 APPROVED BY:
 B. Brickel

DATE:
 January 24, 2024

SCALE: 1" = 40'

NFE JOB NO. SHEET NO.
N753 1 OF 1



Downtown Development Authority of City of Madison Heights

Memorandum

Date: November 13, 2024

To: Downtown Development Authority Board Members

From: Giles Tucker, Community Development Director

Subject: Update on Ongoing Projects

MHDDA Business Digital Marketing Program Update

At the June 18th DDA meeting the board approved a motion to approve an agreement between the Madison Heights Downtown Development Authority and 1 Vision Media Group, LLC for videography services with the cost of the videos split 80/20 between the DDA and participant.

At the August 20th DDA meeting, the board learned that a total of eight (8) DDA businesses had expressed interest in the program, and the DDA Board voted to amend the current agreement between 1 Vision Media and the DDA to increase the number of videos they would like to move forward with from four (4) to eight (8) business videos. At this meeting the DDA board instructed that the Director ensure that the guidelines for this program state that this program be available only to brick-and-mortar businesses within the DDA. The guidelines and application have been attached for reference.

Further, the DDA board asked that a progress report on the quality of these videos be presented at the November 19th meeting. The following are the initial eight (8) businesses that have expressed interest in these videos:

September

- 1. Amore Beautiful You Salon- 27681 John R Rd
- 2. Madison Motors- Car Sales- 26815 John R Rd

October

- 3. Cadillac Straits
- 4. Diamond Jims

November

- 5. Woodpile BBQ
- 6. Mia Tasty Bar & Grill

December

- 7. Royal Kabob
- 8. Madison Park Family Bowling Center

The links below are for the first two completed videos for Amore Beautiful You Salon and for Madison Motors. To date the businesses have not yet used these videos for promotion on social media. For this reason, please don't share these videos quite yet.

Amore Beautiful You Salon <https://vimeo.com/1019424413?share=copy>

Madison Motors <https://vimeo.com/1019424716?share=copy>

Staff recommends that the DDA board take no further action on this project until these initial videos are complete and submitted to the DDA for reimbursement per our Agreement.

MHHP Chamber FY 2024 Q3

The Chamber has provided their quarterly report (attached) and the DDA paid their quarterly installment in October 2024.

DDA Board Orientation with Gerry Haimbright Completed 11/1

Giles and Gerry met on November 1st to discuss board membership responsibilities and our most recent activities. Staff is looking forward to having Gerry on the board and benefitting from his experience, expertise, and enthusiasm.

Welcome to Madison Heights Gateway Sign

The City of Madison Heights partnered with Ideation Orange to develop a gateway sign concept to deploy at keep entrances into the City. On November 1st the first two of these signs has finally reached the building department for review. Up next will be the "Welcome to Madison Heights" sign at John R & Progress. Funding for this sign is anticipated to be available by the end of the calendar year.

Façade & Sign Grant Guidelines & Application

Responding to a request from Linda at the Chamber of Commerce an updated version of the Façade and Sign grant has been provided to The Green House Hair Salon at 26040 John R Rd. The updated grant documents are also now available at <https://downtownmadisonheights.com/>.

Clocktower Public Comments

The DDA board received two public comments/ requests pertaining to the clock tower in October. I have included one of them in its complete form in the packet as it was submitted on the City website, the other originated from a call that Adam received on 10/25. Here is a summary:

- Sabrina Martin at 26710 Delton: The DDA should investigate repairing the clocktower to bring back the clocktower chimes.
- Omar Hussien at 101 W Brockton Ave: He suggests that the clocktower is overlooked because of its the dull green color. He suggests that it be repainted it red and highlight it with LED lighting underneath. He points to the clocktower in Petoskey as an example.



Chamber Executive Director Activity FY24, Quarter 4

The following summary serves as the 4th Quarter report as required by the Chamber Agreement with City of Madison Heights and MH Downtown Development Authority.

Notable Milestones & Activities

- ❖ **Chamber E-Blast via MailChimp:** Weekly E-Blast Announcements generated and shared with membership.
- ❖ **Social Media Platform Management:** Multiple/Daily Social Media Postings to highlight local businesses/members and chamber activities. Goal of content posting 1-2/daily or active weekly postings.
- ❖ **Weekly 1 Million Cups Event with Oakland Thrive :** Attend weekly (Wednesdays) 1 Million Cups event hosted at Incubizo, sponsored by Oakland Thrive. More than ½ of the weekly attendance are MHHP Members. Promote weekly on E-Blast and on social media platforms.
- ❖ **Promotions Activities:**
 - Referred DDA Businesses for Sign, Façade Grants & Redevelopment Liquor Licenses-Alchemy and Green House Salon
 - Grand Opening-Acorn Health, Light Cantine, Concord Market, Rose Pest, Enova Premier in HP, Oil Doctor planned in December 2024
 - Shop Small Saturday-Find the Golden Egg Hunt Campaign-See attached flyer
 - OC Community Showcase Event –helped both HP and MH showcase available properties, local business GEMS etc. Network with other community colleagues.
- ❖ **Culture, Food & Networking Events** –Strive for quarterly rotating restaurants offering different cuisines from “Around the Globe.” Unique kind of casual networking with an emphasis on the different international cuisines and the culture associated with the restaurant or the small business owner. Events typically scheduled around dinner time with participation level at 15-20+. Restaurants that hosted 4th Quarter: Dim Sum event at Light Cantine planned in partnership with APACC on November 14, 2024.
- ❖ **Other Notable Activities/Meetings /Events**
 - BRAND Mtgs 1st Fridays, 3rd Fridays/month, Promote and recruit members-23 Total Members to date
 - Arranged follow-up meeting with Boodles Restaurant Owner Bruno with prospective buyers-October 29th 2024.
 - Introduced and tour several DDA lease spaces for prospective Mexican and Gourmet Burgers restaurant owners. Referred by Oakland Thrive.
 - Donation of shirts/sweatshirts from Trevco to various non-profits-HP School District, MH Active Adult Center, MHDPS, HP Church
 - End of year budget review with MHHP Board-December/January 2025
 - Lunch collaboration event with other Chamber of Commerce. MHHP to host 4th quarter networking/collaboration luncheon at Noodletopia on December 10th.

- Assisted 168 Group in follow-up meeting with City of Warren Planning/Zoning/Building Team for 12 Mile and Deq Asian Corner Redevt Project. Follow-up letter to City of Warren to move project to permit stage.
- Successful Fall Training on Code Enforcement scheduled on September 26th, sponsored by ABC SEMI.
- Planned and arranged 26th Artech Printing Anniversary party at Coach Grille for Mike and Sonja Van Buren.
- Post Election Event hosted at Mia’s Grille-November 5th
- Successful Mad Hatter Draw Down Fundraiser on November 8, 2024
- Helped organized Shop with a Hero at Target with MHPD Benevolent Fund Team. Secure additional sponsorship with local businesses towards Shop with Hero event.
- Applied for Meijer’s 4K Shop with a Hero Grant for 2024
- Help organize town hall meeting in partnership with MI House Rep. Mike McFall on minimum tip wage legislation-planned December 9th, 2024. Secured venue at ABC SEMCA.

❖ **MEMBERSHIP GROWTH REPORT**

Baseline Total Membership based on Master Membership List

Baseline Total Membership based on Master Membership List

January 2023-December 2023 Total Paid Membership: 129

January 2024 Paid Memberships: 23 (2023 Count: 29, \$8,750) Monthly Revenue to date: \$4,800

February 2024 Paid Memberships: 8 (2023 Count: 6, \$1,400) Monthly Revenue to date: \$1,700

March 2024 Paid Memberships: 16 (2023 count: 21, \$4,400) Monthly Revenue: \$2,900 (\$12,650) with Q1 payments)

April 2024 Paid Memberships: 26 (2023 count:15, \$3,000) Monthly Revenue: \$5,100

May 2024 Paid Memberships: 9 (2023 count: 6, \$1,600, \$3,750 Q2 payment) Monthly Revenue: \$1,700 (\$11,450 with Q2 payments)

June 2024 Paid Memberships: 5 (2023 count: 6, \$1,600, \$5,000 Q2 payment) Monthly Revenue: \$1,100

July 2024 Paid Memberships: 9 (2023 count: 5, \$1,000) Monthly Revenue: \$1,800

August 2024 Paid Memberships:7 (2023 count: 16, \$4,000) Monthly Revenue: \$1,100 (\$10,850 with Q3 payments)

September 2024 Paid Memberships:9 (2023 count: 5, \$900) Monthly Revenue: \$1,900

October 2024 Paid Memberships:11 (2023 count: 5, \$800) Monthly Revenue: \$2,000 (\$16,500 with Q4 payments/MH Community Foundation Grant)

Total Paid to date: January –October 2024, Revenue \$24,100

Total Paid Memberships: 135

(as of October 24, 2024)

Downtown Development Authority of City of Madison Heights

Memorandum

Date: January 13, 2024

To: Downtown Development Authority Board Members

From: Giles Tucker, Community Development Director

Subject: **January 2025 Meeting: FY 2025-2026 Budget & 2025 Officer Elections**

2025 Officer Elections

MHDDA Bylaws were adopted by City Council on March 9, 2020. These Bylaws established term limits for board membership and board officers. Board officers serve a two-year term, and the same person can serve in the same officer position for up to two consecutive terms (up to four years). The January 2021 election was the first election since the adoption of our Bylaws, and for simplicity it was treated as the first term for each officers elected. The following were elected as Officers in 2021:

- Chairperson: Mike Van Buren
- Vice Chairperson: Joe Jarbo
- Treasurer: Ricky Busler
- Secretary: Ruth Charlebois

On January 10th, 2023, the DDA board elected Officers for another term of two years. Our present officers are as follows:

- Chairperson: Mike Van Buren (2nd consecutive term)
- Vice Chairperson: Joe Jarbo (2nd consecutive term)
- Treasurer: Ricky Busler (2nd consecutive term)
- Secretary: Joe Keys appointed to replace Ruth Charlebois on June 18th, 2024

As Joe Keys stepped up to fill the role of Secretary for the board following the resignation of Ruth, this does not count as a term and is still eligible to serve as Secretary for two consecutive terms if he desires and is reelected.

At our upcoming January 2025 meeting, we will conduct our Biannual Officer Elections for all positions. Our current Officers for Chair, Vice Chair, and Treasurer are ineligible to be reelected into the same position they currently hold but are still eligible to serve in another Officer role if elected by the board.

DDA Budget Meeting FY 2025-2026

In January of each year, the DDA approves a recommended DDA budget for the new Fiscal Year to be included in the City's overall budget process. Subcommittees and individual board members that would like to include any new projects, activities, events or anything else that may impact the budget should

provide their proposals to me by the end of the calendar year, so I have enough time to incorporate them into our budget discussion.