



**CITY OF MADISON HEIGHTS
LIBRARY - FLEX SPACE, 240 W. 13 MILE RD.
MHDDA REGULAR MEETING AGENDA
FEBRUARY 20, 2025 AT 8:00 AM**

CALL TO ORDER

ROLL CALL

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

- [1.](#) MHDDA Meeting Minutes 1-16-2025

MEETING OPEN TO THE PUBLIC

UNFINISHED BUSINESS

NEW BUSINESS

REPORTS

- [2.](#) Finance Report
- [3.](#) 11 Mile Streetscape Project Update
- [4.](#) Update on Ongoing Projects

COMMITTEE REPORTS

TRAINING & EVENT OPPORTUNITIES

ADJOURNMENT

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

MHDDA Regular Meeting
Madison Heights, Michigan
January 16, 2025

A Regular meeting of the Downtown Development Authority was held on Thursday, January 16, 2025 at 8:00 AM at Library Flex Space, 240 W. 13 Mile Road.

PRESENT

Member Rickey Busler
Member Gordon Davignon
Mayor Roslyn Grafstein
Vice-Chair Yousif Jarbo
Member Joe Marando
Member Melissa Marsh
Member Lenea Renshaw
Member Michael Sheppard
Member Marija Ujkic
Chair Michael Van Buren

ABSENT

Member Gerry Hambright
Member Joseph Keys

OTHERS PRESENT

Community and Economic Development Director Giles Tucker
Business Services Coordinator Mary Daley
MHHP Chamber Executive Director Linda Williams

DDA-25-01. EXCUSE MEMBERS.

Motion to excuse Member Keys from today's DDA meeting.

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

Absent: Member Hambright, Member Keys

Motion carried.

DDA-25-02. APPROVAL OF MINUTES REGULAR MEETING AND INFORMATIONAL MINUTES 11-19-24.

Motion made by Member Marsh, Seconded by Member Sheppard, to approve the Regular MHDDA Meeting minutes and Informational meeting minutes of 11-19-24 as printed.

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

Absent: Member Hambright, Member Keys

Motion carried.

MEETING OPEN TO THE PUBLIC:

There were no members of the public wishing to speak.

DDA-25-03. PROPOSED FY 2025-2026 BUDGET.

Director Tucker reviewed the proposed budget for Fiscal Year 2025-2026, and highlighted some notable expenditures as described in the packet.

Motion made by Member Marando, Seconded by Busler, to approve the 2025-26 DDA Budget as presented.

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

Absent: Member Hambright, Member Keys

Motion carried.

DDA-25-04. ROW PROPERTY ACQUISITION - UNITED METHODIST CHURCH SIGNAGE PROPOSAL.

Director Tucker advised the members on the discussion he has been having with United Methodist Church regarding the recent survey conducted by Nowak and Fraus. The survey pertains to the location of their current property line and the proposed City property acquisition of additional right-of-way in front of the Church equating to 27 feet. Discussion with the Church produced a mutually beneficial agreement to replace their non-working electronic sign in order to acquire the 27 feet of right-of-way.

Director Tucker did acquire a preliminary quote which was reviewed with the Board. The new sign will be backlit but not digital. The church administration showed support for the project.

Motion by Grafstein, seconded by Sheppard to authorize staff to work with the City Attorney to pursue an agreement between the United Methodist Church and the DDA in

which the DDA agrees to pay for the construction of a new sign for the Church in exchange for granting the City of Madison Heights an additional 27 feet of right-of-way. This motion also authorizes staff to proceed with a request for proposals for a sign project not to exceed \$25,000.

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

Absent: Member Hambright, Member Keys

Motion carried.

DDA-25-05. LENEA RENSHAW AND JOE MORANDO DDA BOARD REAPPOINTMENT.

Motion by Marsh, seconded by Sheppard to recommend the reappointment of Lenea Renshaw and Giuseppe Marando to the DDA Board for an additional term.

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

Absent: Member Hambright, Member Keys

Motion carried.

DDA-25-06. MHDDA OFFICER ELECTIONS.

The offices of Chairperson, Vice Chairperson and Treasurer are up for reelection per current DDA bylaws which establish term limits for Board Officers. The office of Secretary was filled by Joe Keys after the resignation of the prior secretary therefore he is still eligible to remain in the role.

Motion made by Member Marsh, Seconded by Member Keys, to appoint the following DDA Officers for:

- Joe Jarbo - Chairperson
- Michael Van Buren - Vice-Chairperson
- Joe Marando - Treasurer
- Joe Keys – Secretary

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

Absent: Member Hambright, Member Keys

Motion carried.

REPORTS:

Holiday Lights

Discussion was held regarding the scheduling for the upcoming holiday lights season. Per Director Tucker, all work orders will be done in August and submitted to DPS by the Fall. Giles will work with the design committee to prepare a proposal for new decorations and review the current inventory.

Funds for improvements are already allocated under the improvements line-item.

Finance Report

Director Tucker reviewed the DDA Finance Report and reviewed some of the minor changes as reported in the packet. One notable adjustment shows the DDA budget has now been amended to include the \$313,982 Placemaking grant. This is reflected both in the “County Shared Revenues” revenue line and the 11 Mile/John R Road Improvements expense line.

Update on 11 Mile Streetscape Phase I

Director Tucker gave an update on the 11 Mile Streetscape project phase I. A notice was sent by mail and email to all homeowners and business owners within the project area notifying them of the intent to begin construction in June. One of recipients of that letter, U-Haul, has requested to meet with staff to discuss the impact the project will have on their site. Staff is currently preparing an invitation to bid for the construction of Phase I. A complete package is anticipated to be ready in February.

Tucker summarized the results of the Phase I 11 Mile Streetscape Project survey and indicated the results can be found on www.downtownmadisonheights.com.

Update on Other Projects:

11 and John R

City Manager Melissa Marsh gave an update on the property located at 11 Mile and John R Road. The title work is nearing completion, and the city is working through some of the details with Nowak and Fraus. The expectation is that the city will own that parcel by the beginning of March.

Gateway Sign

City Manager Melissa Marsh indicated the new gateway sign into the City should be up in the Spring. The sign will be located at 10 Mile and Progress.

Chamber Update

Chamber Director Linda Williams announced the date for the annual State of the Cities has been set for March 14th. It is Hazel Park's year to host, and the venue is TBD.

She noted that Boodles is fully open and operational.

DDA-25-07. ADJOURNMENT.

Motion by Sheppard, seconded by Busler to adjourn at 9:13 a.m.

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

Absent: Member Hambright, Member Keys

Motion carried.

Item 2.

PERIOD ENDING 01/31/2025

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	YTD BALANCE 01/31/2025 NORMAL (ABNORMAL)	MONTH 01/31/2025 INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE		
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	214,421.42	6,994.40		18,526.58		92.05
248-011-410-4160	TAXES PERSONAL OPERATING	6,573.00	14,771.96	12.62		(8,198.96)		224.74
248-011-411-0000	DELINQUENT/MTT TAX REFUNDS - GENERAL	0.00	1,630.48	0.00		(1,630.48)		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	230,823.86	7,007.02		8,697.14		96.37
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	313,982.00	235,486.13	0.00		78,495.87		75.00
Total Dept 025 - COUNTY SHARED REVENUES		313,982.00	235,486.13	0.00		78,495.87		75.00
Dept 044 - MISCELLANEOUS REVENUE								
248-044-665-5000	INTEREST EARNED	250.00	1,421.77	0.00		(1,171.77)		568.71
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	1,421.77	0.00		(1,171.77)		568.71
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	761,926.00	0.00	0.00		761,926.00		0.00
Total Dept 053 - PRIOR YEARS FUND BALANCE		761,926.00	0.00	0.00		761,926.00		0.00
TOTAL REVENUES		1,355,928.00	495,277.15	7,007.02		860,650.85		36.53
Expenditures								
Dept 863 - DOWNTOWN DEVELOPMENT AUTHORITY								
248-863-729-0000	FORMS AND PRINTING	500.00	854.34	0.00		(354.34)		170.87

Item 2.

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GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2025	MONTH 01/31/2025	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	1,825.76	0.00	875.24	67.60
248-863-817-0000	EVENTS	500.00	0.00	0.00	500.00	0.00
248-863-818-0000	CONTRACTUAL SERVICES	490,972.00	8,103.17	2,500.00	482,868.83	1.65
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	13,850.00	0.00	3,650.00	79.14
248-863-832-1001	MAINTENANCE - ROW TRASH	3,500.00	3,900.00	0.00	(400.00)	111.43
248-863-921-0000	ELECTRIC	1,000.00	311.73	46.86	688.27	31.17
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	880.00	0.00	165.00	84.21
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	713,982.00	0.00	0.00	713,982.00	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		1,328,200.00	29,725.00	2,546.86	1,298,475.00	2.24
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		1,355,928.00	29,725.00	2,546.86	1,326,203.00	2.19
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		1,355,928.00	495,277.15	7,007.02	860,650.85	36.53
TOTAL EXPENDITURES		1,355,928.00	29,725.00	2,546.86	1,326,203.00	2.19
NET OF REVENUES & EXPENDITURES		0.00	465,552.15	4,460.16	(465,552.15)	100.00

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-001-1000	CLAIM ON CASH	937,553.60
248-000-001-1003	CASH - CHASE SAVINGS	0.00
248-000-003-0000	INVESTMENTS	57,005.28
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		1,012,850.52
*** 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
*** Fund Balance ***		
248-000-390-0000	FUND BALANCE	542,778.29
248-000-398-0000	ASSIGNED-SUBSEQUENT YRS EXP	0.00
Total Fund Balance		542,778.29
Beginning Fund Balance		542,778.29
Net of Revenues VS Expenditures		470,072.23
Ending Fund Balance		1,012,850.52
Total Liabilities And Fund Balance		1,012,850.52

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

Date: February 11, 2025
To: Downtown Development Authority Board Members
From: Giles Tucker, Community Development Director
Subject: Finance Report & Cash Summary

Contractual Services- \$416 Two (2) More Marketing Videos Complete

Tony Austin has completed promotional videos for Cadillac Straits and Diamond Jims and has submitted paid invoices from each of these businesses. A total of \$832 has been paid for four (4) marketing videos through our partnership with 1 Vision Media.

Memberships & Dues- \$350 Michigan Downtowns Association

\$350 was paid for the renewal of our membership to the Michigan Downtowns Association. Membership renewals now run from October to October each year. The MDA is now basing dues owed moving forward and ours are based on the total budget of the DDA. I have attached the invoice.

Item 2.

PERIOD ENDING 02/28/2025

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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	0.00	0.00
Total Dept 000 - NA		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 011 - PROPERTY TAXES								
248-011-402-4030	TAXES REAL OPERATING	232,948.00	218,719.42	4,298.00	14,228.58	93.89		
248-011-410-4160	TAXES PERSONAL OPERATING	6,573.00	14,994.04	222.08	(8,421.04)	228.12		
248-011-411-0000	DELINQUENT/MTT TAX REFUNDS - GENERAL	0.00	1,630.48	0.00	(1,630.48)	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	235,343.94	4,520.08	4,177.06	98.26		
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								
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248-044-665-5000	INTEREST EARNED	250.00	1,421.77	0.00	(1,171.77)	568.71		
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	1,421.77	0.00	(1,171.77)	568.71		
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	761,926.00	0.00	0.00	761,926.00	0.00		
Total Dept 053 - PRIOR YEARS FUND BALANCE		761,926.00	0.00	0.00	761,926.00	0.00		
TOTAL REVENUES		1,355,928.00	499,797.23	4,520.08	856,130.77	36.86		
Expenditures								
Dept 863 - DOWNTOWN DEVELOPMENT AUTHORITY								
248-863-729-0000	FORMS AND PRINTING	500.00	854.34	0.00	(354.34)	170.87		

Item 2.

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		AMENDED BUDGET	02/28/2025 NORMAL (ABNORMAL)	MONTH 02/28/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-863-730-0000	POSTAGE	0.00	0.00	0.00	0.00	0.00
248-863-766-0000	TOOLS AND SUPPLIES	0.00	0.00	0.00	0.00	0.00
248-863-807-0000	AUDIT FEES	2,701.00	1,825.76	0.00	875.24	67.60
248-863-817-0000	EVENTS	500.00	0.00	0.00	500.00	0.00
248-863-818-0000	CONTRACTUAL SERVICES	490,972.00	8,103.17	0.00	482,868.83	1.65
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	13,850.00	0.00	3,650.00	79.14
248-863-832-1001	MAINTENANCE - ROW TRASH	3,500.00	3,900.00	0.00	(400.00)	111.43
248-863-921-0000	ELECTRIC	1,000.00	311.73	0.00	688.27	31.17
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	880.00	0.00	165.00	84.21
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	713,982.00	0.00	0.00	713,982.00	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		1,328,200.00	29,725.00	0.00	1,298,475.00	2.24
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		1,355,928.00	29,725.00	0.00	1,326,203.00	2.19
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		1,355,928.00	499,797.23	4,520.08	856,130.77	36.86
TOTAL EXPENDITURES		1,355,928.00	29,725.00	0.00	1,326,203.00	2.19
NET OF REVENUES & EXPENDITURES		0.00	470,072.23	4,520.08	(470,072.23)	100.00

Downtown Development Authority of City of Madison Heights

Memorandum

Date: February 14, 2025

To: Downtown Development Authority Board Members

From: Giles Tucker, Community Development Director

Subject: Update on 11 Mile Streetscape Activities

11 Mile Streetscape Project Phase I Updates

1. MSOC Placemaking Grant Quarterly Reporting Completed. The first quarter of grant reporting for the Placemaking Grant was submitted on 1/27 for the 1/31 deadline. No grant spending was reported in this period, but activities including preparations for the ITB were described and their costs will be reported next at the next reporting period.
2. Invitation to Bid Preparation: All open questions that may impact the ITB package have been resolved, and details of the landscaping plan are finalized. Nowak Fraus anticipates that the ITB will be ready to post onto MITN on Wednesday February 19th.
3. Discussions with Property Owners: City staff met with the owners of U-Haul and legal Counsel on January 16th. While they express a little dissatisfaction with the change in traffic circulation on their site, their primary concern that they would be losing private property to eminent domain was alleviated. A Meeting with Charles Laurencelle at 515 E 11 Mile Rd was held over Teams on Jan. 30th about changes to his private parking lot and whether he'd prefer to access his lot through the alley or with a new approach on Delton. This opened a greater conversation about vacating the alleyway, as it is the only city maintained alleyway in the project area and that if we granted an easement for the businesses or allowed them to take over the property, it would relieve the city of the maintenance costs, reduce the project costs (no need to build approach) and allow 515 E 11 Mile to keep all of their private parking. I am waiting for advice from the City Attorney as to the pros and cons of vacating this alley or granting an easement to the property owners and how to go about it.
4. Progress on United Methodist Church Sign for ROW: I have learned that our electrical inspector will not require an electrical contractor for the sign replacement provided that the sign contractor uses the existing conduit that is underground and being used for the sign. Avoiding the need for an electrical contractor will significantly reduce costs for the project. If the electrical conduit is rusted out or any unforeseen issues that require an electrical contractor, the City will find a separate contractor. Thus far I have requested quotes from Johnson Signs, Curb Appeal Concepts and Signarama.

Downtown Development Authority of City of Madison Heights

Memorandum

Date: February 14, 2025
To: Downtown Development Authority Board Members
From: Giles Tucker, Community Development Director
Subject: Update on Ongoing Projects

MHDDA Business Digital Marketing Program Update

Payment has been sent to 1 Vision Media for the completion of two more promotional videos, one for Diamond Jim's and another for Cadillac Straits.

Streetlight/Holiday Decorations

I have sent the Design Committee a holiday catalog, a map of all the existing streetlight locations as well as the most recent MKSK landscaping plan that shows the new streetlight locations in relation to all the other improvements made for the project. All these should provide a starting point for planning any additions to our holiday decoration plans for this year.