



CITY OF MADISON HEIGHTS
LIBRARY - FLEX SPACE, 240 W. 13 MILE RD.
MHDDA REGULAR MEETING AGENDA
JANUARY 16, 2025 AT 8:00 AM

CALL TO ORDER

ROLL CALL

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

- [1.](#) Regular Meeting Minutes 11-19-24
- [2.](#) Informational Meeting Minutes 11-19-24

MEETING OPEN TO THE PUBLIC

UNFINISHED BUSINESS

NEW BUSINESS

- [3.](#) Proposed FY 2025-2026 Budget
- [4.](#) ROW Property Acquisition- United Methodist Church Signage Proposal
- [5.](#) Lenea Renshaw & Joe Morando DDA Board Reappointment
- [6.](#) MHDDA Officer Elections

REPORTS

- [7.](#) Holiday Lights
- [8.](#) Finance Report
- [9.](#) Update on 11 Mile Streetscape Phase I
- [10.](#) Update on Other 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.

Regular Downtown Development Authority
Madison Heights, Michigan
November 19, 2024

A Regular Downtown Development Authority was held on Tuesday, November 19, 2024, at 8:00 AM at City Hall - Executive Conference Room, 300 W. 13 Mile Rd.

PRESENT

Member Gordon Davignon
Mayor Roslyn Grafstein
Member Gerry Hambright (arrived at 8:07 AM)
Vice-Chair Yousif Jarbo
Member Joseph Keys
Member Melissa Marsh
Member Lenea Renshaw
Member Michael Sheppard
Member Marija Ujkic
Chair Michael Van Buren

ABSENT

Member Rickey Busler
Member Joe Marando

OTHERS PRESENT

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

DDA-24-25. August 20th DDA/BRA Joint Meeting Minutes.

Motion to approve the Joint BRA/DDA Minutes of August 20, 2024, as printed.

Motion made by Member Sheppard, Seconded by Mayor Grafstein.

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

Absent: Member Busler, Member Marando

Motion carried.

MEETING OPEN TO THE PUBLIC

There were no members of the public wishing to speak.

DDA-24-26. 2025 Meeting Dates.

Motion to approve the following meeting dates for the 2025 calendar year:

Regular DDA Meeting Dates:

January 16, 2025
 February 20, 2025
 June 19, 2025
 November 20, 2025

Informational DDA Meeting Dates:

June 19, 2025
 November 20, 2025

DDA/BRA Joint Meeting Dates:

April 17, 2025
 August 21, 2025

Motion made by Mayor Grafstein, Seconded by Member Sheppard.

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

Absent: Member Busler, Member Marando

Motion carried.

DDA-24-27 Excuse Members.

Motion to excuse Members Busler and Marando from today's meeting.

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

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

Absent: Member Busler, Member Marando

Motion carried.

DDA-24-28. MHHP & MHDDA Marketing & Promotional Agreement Renewal 2024-25

MHHP Chamber Director Linda Williams reviewed the report of activities of the Chamber for the membership. She also stated that upcoming activities include the Shop Small Saturday Golden Egg Hunt and the Grand Opening of the Taco/Tequila Restaurant.

Motion to 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.

Motion made by Member Keys, Seconded by Member Sheppard.

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

Absent: Member Busler, Member Marando

Motion carried.

Finance Report

CED Director Tucker stated that 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 with eligible expenditures for the project equal to twice this amount.

11 Mile Streetscape Update

CED Director Tucker stated that 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. The total cost to mail came to \$214.34 for 672 addresses, there will print copies to hand out at City Hall as well.

Mr. Tucker continued that 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. Mr. Tucker indicated that he would compile a summary of the results once we have a larger sample size 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.

Mr. Tucker informed the board that 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 Madison 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.

UPDATE ON OTHER ONGOING PROJECTS:

MHDDA Business Digital Marketing Program Update

CED Director Tucker stated that two of the videos have been completed, but they have not been released yet. He recommended that no further action be taken on this project until the 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 and the DDA paid their quarterly installment in October 2024.

DDA Board Orientation with Gerry Haimbright

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 Madson 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. 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.

Important Notice for January 2025 Meeting: FY 2025-2026 Budget & 2025 Officer Elections

CED Director Tucker informed the Board that Mike Van Buren, Joe Jarbo, and Rickey Busler all have served their allowed terms in their current board positions. If they'd like to serve longer as an Officer, they will have to change positions. Joe Keys has been filling a vacancy in the Secretary position, so his terms will not start to accumulate until he has been elected to a full-term position. At the January meeting, we will be holding Officer Elections for all the positions.

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. Mr. Tucker requested that subcommittees and individual board members that would like to include any new projects, activities, events or anything else that may impact the budget should 25 Item 7. 2 provide their proposals to him by the end of the calendar year, so that he has enough time to incorporate them into our budget discussion.

It was the consensus the the upgrading of the holiday decorations be included in the upcoming budget.

11 Mile/John R

CED Director Tucker informed the membership that the City was in the process of trying to acquire this property for development in the DDA. Discussion was held on the importance of having this property developed in a way that would enhance the DDA area.

A Special Thank You to Artech Printing / Mike & Sonja Van Buren

On behalf of the DDA Board and City Council, CED Director Tucker presented Chair Mike Van Buren with a City Council Certificate of Recognition for his 26 years of service to the community and to the DDA. He also presented a personalized street sign as a gift. Chair Van Buren thanked everyone for the recognition.

ROUND ROBIN:

CED Director Tucker announced that come January, he will be a new father and that his wife is expecting a son.

Member Renshaw shared that she is going to be a Great Grandma next year.

Chair Van Buren noted that he has sold his building to Empire Plumbing, but as long as he holds title, he will remain a member of the DDA.

MHHP Chamber Director Linda Williams provided the following dates for upcoming events:

12/5: Oil Doctor Grand Opening

12/9: Town Hall Meeting regarding the Minimum Tip Wage

12/10: Chinese Noodle Making Lab at Noodletopia

12/16: Alchemy Color Lab Grand Opening

12/18: Tacos, Tequila, y Mas' Grand Opening

ADJOURNMENT:

Having no further business, Chair Van Buren adjourned the meeting at 9:09 a.m.

MHDDA Informational Meeting
Madison Heights, Michigan
November 19, 2024

A MHDDA Informational Meeting was held on Tuesday, November 19, 2024 at 9:10 AM at City Hall - Executive Conference Room, 300 W. 13 Mile Rd.

PRESENT

Mayor Roslyn Grafstein
Member Gerry Hambright
Vice-Chair Yousif Jarbo
Chair Michael Van Buren

OTHERS PRESENT

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

MEETING OPEN TO THE PUBLIC:

There were no members of the public wishing to speak.

DDA INFORMATIONAL MEETING PRESENTATION:

C.E.D. Supervisor Tucker stated that this is the DDA's second of two annual informational meetings in compliance with Public Act 57 of 2018. Director Tucker gave the DDA informational presentation including an introduction to our downtown, reviewed the goals of the DDA, gave an overview of TIF financing, introduced the membership and provided an update on the accomplishments of the DDA. He noted that the presentation would also be available on the city's website.

ADJOURNMENT:

Having no further business, Chairman Van Buren adjourned the meeting at 9:19 a.m.

Downtown Development Authority of City of Madison Heights

Memorandum

Date: January 3, 2025

To: Downtown Development Authority Board Members

From: Giles Tucker, Community Development Director

Subject: MHDDA FY 25-26 Budget

In January of each year the MHDDA needs to adopt a budget for the next FY to be included in the City's overall budget process. The following is a breakdown of some of the notable expenditures included in this year's proposed budget:

248-863-818-0000 Contractual Services \$20,000

- Clocktower Maintenance \$5,000
- Tree Planting \$5,000
- MHHP Chamber \$10,000

248-863-818-5001 Façade Grant \$30,000:

Last year's budget included additional funds towards façade grant to encourage businesses within the 11 Mile phase I project area to improve their storefronts. Now that we have a rough start date for construction, I recommend we continue offering this.

248-863-955-8640 Conferences & Workshop \$1,500

The budget maintains this line item to pay for costs associated with attending conferences, workshops, or other training for DDA board members and staff.

248-863-958-0000 Memberships & Dues \$1,500

This line item has been increased from \$1045 to \$1500 to account for increases in membership costs. Moody's Analytics (formerly CPIX) our property search and reporting tool has increased from \$820 to \$880 in this calendar year. Furthermore, the Michigan Downtowns Association has increased its membership fees from \$125 plus and an optional \$100 towards lobbying efforts in Lansing to \$250.00 plus an optional \$100 towards lobbying. They have also introduced a tiered membership where DDA boards with a total budget greater than \$250,000 will be charged \$400 for an annual membership.

248-863-987-0000 Improvements \$20,000

This line items is reserved for larger projects for physical improvements downtown including wayfinding & gateways, banners, holiday decorations, and other improvements.

Staff Recommended Action:

Staff recommends the DDA board adopt the proposed budget as presented.

12/19/2024

BUDGET REPORT FOR CITY OF MADISON HEIGHTS
Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 ACTIVITY	2024-25 AMENDED BUDGET IRU	2024-25 ACTIVITY 06/30/25	2025-26 DEPT REQ BUDGET
ESTIMATED REVENUES						
Dept 000 - NA						
248-000-673-5008	FIXED ASSET CLEARING ACCOUNT					
Totals for dept 000 - NA						
Dept 011 - PROPERTY TAXES						
248-011-402-4030	TAXES REAL OPERATING	176,156	195,939	232,948	207,427	240,169
248-011-410-4160	TAXES PERSONAL OPERATING	8,124	15,821	6,573	14,759	14,740
248-011-411-0000	DELINQUENT/MTT TAX REFUNDS - GENERAL	946	2		1,630	
248-011-437-0000	TAXES IFT ACT 198					
248-011-573-4159	PPT REIMBURSEMENT - STATE	2,551	14,273			
Totals for dept 011 - PROPERTY TAXES						
Dept 023 - STATE SHARED REVENUES						
248-023-573-0000	LOCAL COMMUNITY STABILIZATION SHARING	37,216	19,867	40,249	27,545	27,545
Totals for dept 023 - STATE SHARED REVENUES						
Dept 025 - COUNTY SHARED REVENUES						
248-025-588-1000	COUNTY GRANT			313,982	235,486	
Totals for dept 025 - COUNTY SHARED REVENUES						
Dept 044 - MISCELLANEOUS REVENUE						
248-044-665-5000	INTEREST EARNED	494	1,697	250	1,108	500
248-044-674-0000	DONATIONS/PRIVATE CONTRIBUTIONS	1,075				
248-044-680-6701	MISCELLANEOUS REVENUE	35	191			
Totals for dept 044 - MISCELLANEOUS REVENUE						
Dept 048 - TRANSFERS IN						
248-048-699-0000	TRANSFERS IN (FROM GEN FUND)					
248-048-699-0244	TRANSFERS IN EDG					
248-048-699-6000	TRANSFERS IN (FROM SAD)					
Totals for dept 048 - TRANSFERS IN						
Dept 053 - PRIOR YEARS FUND BALANCE						
248-053-692-6970	USE OF FUND BALANCE			290,954		
Totals for dept 053 - PRIOR YEARS FUND BALANCE						
TOTAL ESTIMATED REVENUES						
		226,597	247,790	884,956	487,955	282,954
APPROPRIATIONS						
Dept 863 - DOWNTOWN DEVELOPMENT AUTHORITY						
248-863-729-0000	FORMS AND PRINTING			500	854	500
248-863-730-0000	POSTAGE					
248-863-766-0000	TOOLS AND SUPPLIES					

248-863-807-0000	AUDIT FEES	6,153	2,701	2,701	1,826	2,100
248-863-817-0000	EVENTS		350	500		
248-863-818-0000 * *	CONTRACTUAL SERVICES	8,369	136,058	20,000	5,603	20,000
248-863-818-0001	DDA MARKET ANALYSIS					
248-863-818-5000	BLIGHT REMOVAL - SIGN GRANT PROGRAM	5,148	2,200	10,000		10,000
248-863-818-5001 * *	BLIGHT REMOVAL - FACADE IMPROVEMENT			30,000		30,000
248-863-818-5002	BLIGHT PROPERTY					
248-863-818-5003	BLIGHT REMOVAL - PROPERTY ACQUI					
248-863-818-5004	PERM ID PROGRAM					
248-863-826-0000	LEGAL FEES					
248-863-826-2000	HOURLY RATE-LEGAL					
248-863-832-1000	MAINTENANCE-BERM AREA	17,178	14,752	17,500	13,300	17,500
248-863-832-1001	MAINTENANCE - ROW TRASH	2,160	2,400	3,500	3,300	3,500
248-863-921-0000	ELECTRIC	461	517	1,000	265	1,000
248-863-944-0000	MOTOR POOL CHARGES					
248-863-944-1000	DEPT OF PUBLIC SERVICES CHARGES					
248-863-955-8640	CONFERENCES AND WORKSHOPS			1,500		1,500
248-863-958-0000	MEMBERSHIPS AND DUES	975	1,045	1,045	880	1,500
248-863-960-9570	SUBSCRIPTIONS AND MAGAZINES					
248-863-981-0000	COMPUTER EQUIPMENT					
248-863-987-0000	IMPROVEMENTS	15,112	1,982	20,000		20,000
248-863-987-0001	ALLEY IMPROVEMENTS					
248-863-987-0002	PROPERTY ACQUIS/DEMO			35,000		35,000
248-863-987-0003	PATINA PLACE - BRA STREETSCAPE IMPRVMNT					
248-863-987-0004	MADISON TOWN CTR - BRA ST IMPROV					
248-863-987-0006 * *	11 MILE/JOHN R ROAD IMPROVEMENTS			713,982		
248-863-987-0011	IMPROVEMENTS - BICYCLE RACK PROGRAM					
248-863-987-0012	DDA BUSINESS GRANT					
Totals for dept 863 - DOWNTOWN DEVELOPMENT AUTHORITY		55,556	162,005	857,228	26,028	142,600

* NOTES TO BUDGET: DEPARTMENT 863 DOWNTOWN DEVELOPMENT AUTHORITY

818-0000	CONTRACTUAL SERVICES					
	FOOTNOTE AMOUNTS:					5,000
	CLOCKTOWER MAINTENANCE					
	FOOTNOTE AMOUNTS:					5,000
	TREE PLANTING					
	FOOTNOTE AMOUNTS:					10,000
	MHHP CHAMBER OF COMMERCE SERVICE AGREEMENT					
	ACCOUNT '818-0000' TOTAL					20,000
818-5001	BLIGHT REMOVAL - FACADE IMPROVEMENT					
	FOOTNOTE AMOUNTS:					20,000
	\$20,000 FOR 11 MILE STREETSCAPE AREA BUSINESSES					
	FOOTNOTE AMOUNTS:					10,000
	\$10,000 FOR OTHER BUSINESSES					
	ACCOUNT '818-5001' TOTAL					30,000
987-0006	11 MILE/JOHN R ROAD IMPROVEMENTS					
	STREETSCAPING PROJECTS (SEMCOG GRANT MATCH)					
	DEPT '863' TOTAL					50,000

Dept 965 - TRANSFERS OUT

248-965-995-2272	TRANSFER TO LOCAL ST				
248-965-995-4000	TRANSFER TO SAD REVOLVING				
248-965-995-6000	TRANSFER TO GENERAL FUND	21,869	23,677	27,728	29,250
248-965-995-9991	TRANSFER TO MAJOR STREETS				
248-965-998-9990	PAYING AGENT FEES				
Totals for dept 965 - TRANSFERS OUT		21,869	23,677	27,728	29,250

TOTAL APPROPRIATIONS

77,425	185,682	884,956	26,028	171,850
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NET OF REVENUES/APPROPRIATIONS - FUND 248

149,172	62,108		461,927	111,104
279,204	480,668	542,778	542,778	1,004,705
52,292				
480,668	542,776	542,778	1,004,705	1,115,809

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

Date: January 3, 2025
To: Downtown Development Authority Board Members
From: Giles Tucker, Community Development Director
Subject: ROW Property Acquisition- United Methodist Church Sign

At our November meeting I mentioned to the board that Nowak Fraus has completed its survey of the project area and that the United Methodist Church's existing property line is right up against the current location of the sidewalk. While it is possible to include on-street parking without additional ROW, doing so will match existing ROW on adjacent blocks and provide more room for pedestrian amenities. The included engineers exhibit developed by Nowak-Fraus shows a preferred property acquisition of ROW in front of the United Methodist Church (UMC). This acquisition would be 27 feet in from the existing property line for a total of 6,784 SF.

On Sunday November 24th I presented the 11 Mile Streetscape Plan to the congregation of the UMC. At the end of the presentation, I led a discussion of the proposed streetscape layout, included this exhibit, and asked the church if they would consider a mutually beneficial agreement to convey this additional ROW for the streetscape project.

The congregation expressed that the proximity of the sidewalk to the roadway makes it very difficult to maintain in the winter because plow trucks push all the snow onto the sidewalk. They also shared that their programmable sign is in disrepair and too expensive to fix. The streetscape project calls for the sidewalk to be further back from the road which will likely help mitigate the first issue they mentioned and if the DDA was to acquire the amount of ROW the engineers have suggested, the existing church sign would need to be moved anyway.

Following our meeting we asked Johnson Signs to meet with the Church and develop a quote for the replacement of the sign. A church representative from UMC that is responsible for real estate matters has indicated to me that they are in support of the project, and on Sunday January 5th the congregation will review the attached design to see if they are in favor of the new sign in exchange for granting the ROW.

The attached sign proposals and design was provided to us by the contractor that is being used for the City's gateway sign project. The difference between the two designs is that one of them includes a cabinet that allows for two lines of changeable copy for their sign for a total of \$18,000 a difference of \$750. Speaking with the contractor, these costs include the demolition of the old sign and the foundation work for the new one.

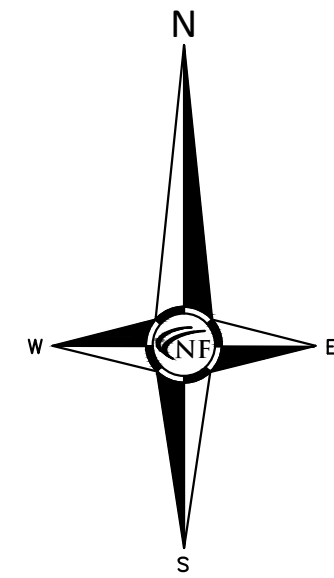
One significant cost not included is running new electrical conduit underground. The proposed location of the sign on the attached exhibit in black is where the engineer suggest we relocate the sign, but doing

so could add electrical costs of \$3,000- \$5,000. However, if the sign is moved straight back the sign contractor has suggested that they can use the existing underground conduit (which their licensing allows them to do) and thus avoid these added costs. Speaking with both the engineer this is not an issue, but the exact location of the sign will need to be narrowed down after both parties come to a general agreement.

Staff Recommendation:

Offering to purchase signage at the cost suggested in these proposals for the United Methodist Church is in the mutual benefit of the DDA's streetscape project and for the UMC. It is recommended that the DDA board authorize staff to pursue an agreement between the United Methodist Church and the DDA where 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 27ft of ROW.

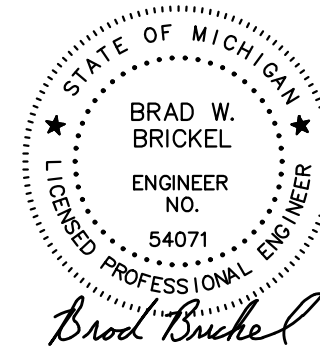
If granted, staff would work with our City Attorney to develop all necessary agreements and land conveyance documents. Once signed, the DDA would either move forward with selecting a contractor for the project following the City's Purchasing Ordinances.



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

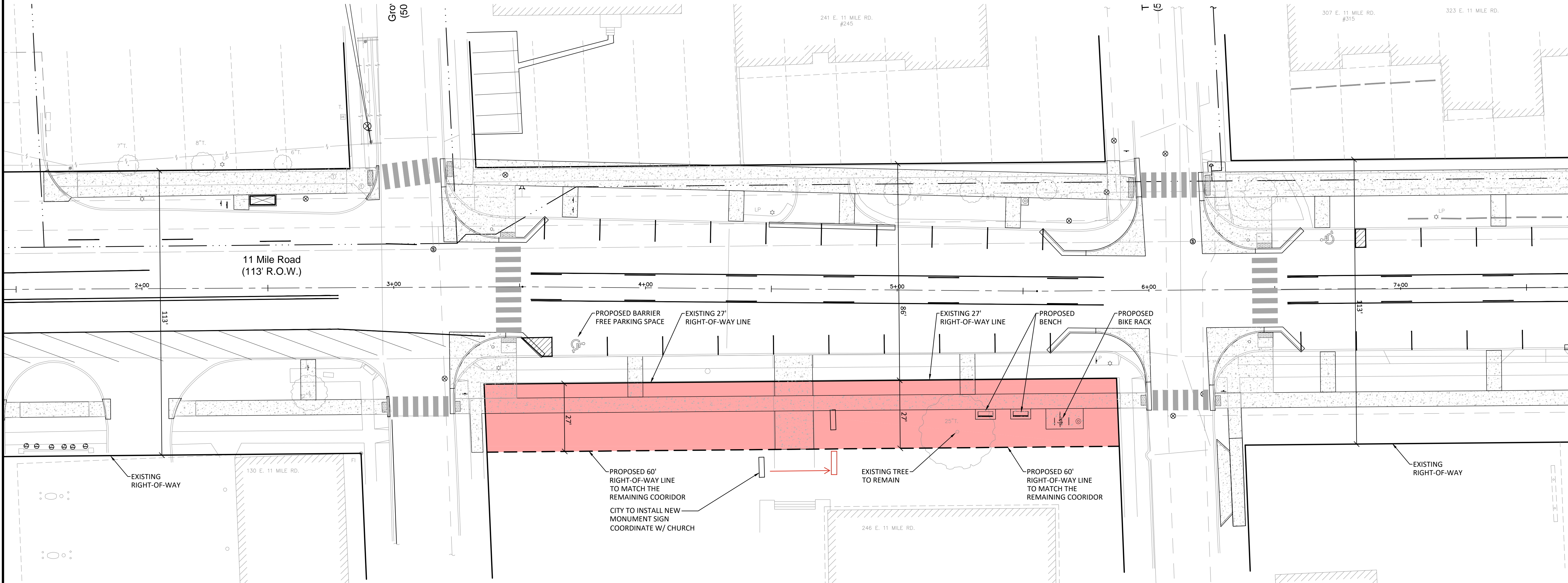
PROJECT LOCATION
Part of the SW 1/4
of Section 13,
T. 1 N., R. 11 E.,
City of Madison Heights,
Oakland County, MI

SHEET
United Methodist Church -
Right-of-Way Take



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. SHEET NO.
N753 1 OF 1





COLOR SPECS

	PMS RED 485C
	BLACK
	WHITE
	BELDEN 461-463 VELOUR BRICK

FABRICATE AND INSTALL (1) DOUBLE FACE ILLUMINATE MONUMENT SIGN WITH:

- (1) 48" X 96" .090" ALUMINUM CABINET/PAINTED BLACK
16" WIDE BODY EXTRUSION /1-1/2" RETAINER
LED LIGHTING
(2) 3/16" WHITE POLYCARBONATE FACES W/
UV LAMINATED DIGITAL PRINTED VINYL OVERLAYS
1-1/2" REVEAL/PAINTED BLACK
2" X 99" X 26" CONCRETE CAP
22.5" X 98" X 23.5" WIDE BRICK BASE
(2) SETS OF .25" THICK ALUMINUM ADDRESS #'s /PAINTED BLACK
FLUSH STUD MOUNT TO BRICK
STEEL POST MOUNT BURIED IN NEW CONCRETE FOUNDATION

96" CABINET
99" CONCRETE CAP
98" BRICK BASE

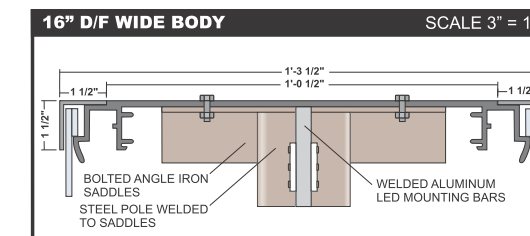


PROPOSED

SIDE VIEW
16"
12"
26"
23.5"



NIGHT SIMULATION



2240 Lansing Ave., Jackson, MI 49202
2900 Alpha Access St, Lansing, MI 48910
663 S Mansfield St., Ypsilanti, MI 48197
1965 Pine Creek Rd, Manistee, MI 49660
3750 Fortune Blvd, Saginaw, MI 48603
517-784-3720 | www.johnsonsign.com

JOB NAME:
Madison Heights United
Methodist Church

LOCATION:
246 E 11 Mile Rd
Madison Heights, MI 48071

ACCOUNT REP: WILL

DESIGNER: L EAGLE

REVISION: _____

NOTES:
FURNISH & INSTALL
THE FOLLOWING

FILE NAME:
243130-01A

SCALE:
3/4"=1'

This design and all material
appearing hereon constitute
the original unpublished
work of Johnson Sign Co.
may not be duplicated
used or disclosed with
written consent.



THIS SIGN IS INTENDED TO BE MANUFACTURED
IN ACCORDANCE WITH ARTICLE 600 OF THE
NATIONAL ELECTRICAL CODE AND/OR OTHER
APPLICABLE LOCAL CODES. THIS INCLUDES
PROPER GROUNDING & BONDING OF THE SIGN.
SIGN WILL BEAR UL LABEL(S).

JOHNSON SIGN CO
DOES NOT PROVIDE
PRIMARY ELECTRIC
TO SIGN LOCATION
RESPONSIBILITY OF OTHERS

CUSTOMER APPROVAL: _____

DATE: _____

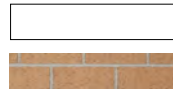




COLOR SPECS



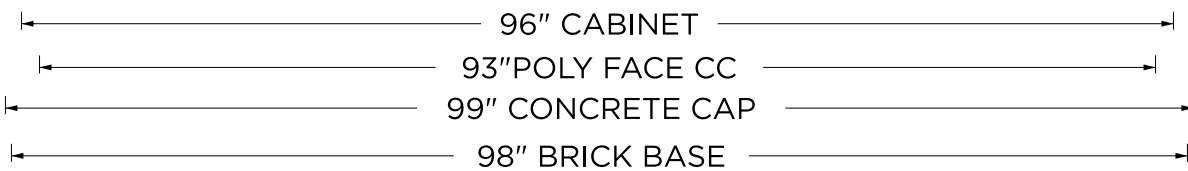
PMS RED 485C
BLACK



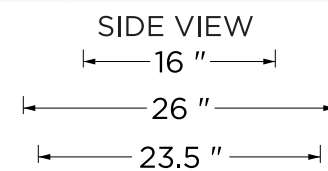
WHITE
BELDEN 461-463 VELOUR BRICK

FABRICATE AND INSTALL (1) DOUBLE FACE ILLUMINATE MONUMENT SIGN WITH:

- (1) 48" X 96" .090" ALUMINUM CABINET/PAINTED BLACK
- 16" WIDE BODY EXTRUSION /1-1/2" RETAINER
- LED LIGHTING
- TOP SIGN: (2) 23.5"VO X 93"VO X 3/16" WHITE POLYCARBONATE FACES W/ UV LAMINATED DIGITAL PRINTED VINYL OVERLAYS
- 1-1/2" DIVIDER BAR
- 20"X 93" CHANGEABLE COPY / 6" LETTERS & TRACK /LOCKING VANDAL COVER
- 2" REVEAL/PAINTED BLACK
- 2" X 99" X 26" CONCRETE CAP
- 22.5" X 98" X 23.5" WIDE BRICK BASE
- (2) SETS OF .25" THICK ALUMINUM ADDRESS #'s /PAINTED BLACK
- FLUSH STUD MOUNT TO BRICK
- STEEL POST MOUNT BURIED IN NEW CONCRETE FOUNDATION

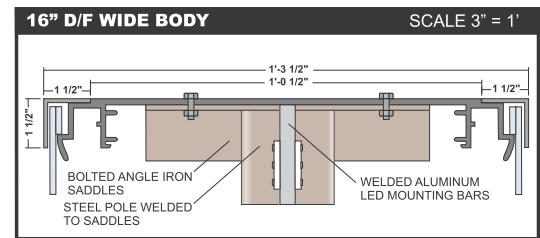


PROPOSED



Madison Heights
UNITED METHODIST CHURCH
JOIN US SUNDAY WORSHIP
FROM 10AM-11AM

NIGHT SIMULATION



2240 Lansing Ave., Jackson, MI 49202
2900 Alpha Access St, Lansing, MI 48910
663 S Mansfield St., Ypsilanti, MI 48197
1965 Pine Creek Rd, Manistee, MI 49660
3750 Fortune Blvd, Saginaw, MI 48603
517-784-3720 | www.johnsonsign.com

JOB NAME:
Madison Heights United
Methodist Church

LOCATION:
246 E 11 Mile Rd
Madison Heights, MI 48071

ACCOUNT REP: WILL

DESIGNER: L EAGLE

REVISION: _____

NOTES:
FURNISH & INSTALL
THE FOLLOWING

FILE NAME:
243130-01B

SCALE:
3/4"=1'

This design and all material appearing hereon constitute the original unpublished work of Johnson Sign Co. may not be duplicated used or disclosed without written consent.



THIS SIGN IS INTENDED TO BE MANUFACTURED IN ACCORDANCE WITH ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING & BONDING OF THE SIGN. SIGN WILL BEAR UL LABEL(S).

JOHNSON SIGN CO
DOES NOT PROVIDE
PRIMARY ELECTRIC
TO SIGN LOCATION
RESPONSIBILITY OF OTHERS

CUSTOMER APPROVAL: _____

DATE: _____





JOHNSON SIGN CO.

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LANSING • 2900 Alpha Access St, Lansing, MI 48910
YPSILANTI • 663 S. Mansfield St, Ypsilanti, MI 48197
MANISTEE • 1965 Pine Creek Rd, Manistee, MI 49660

PROPOSAL

Item 4.

243130-02

Date: 12/26/2024

Expires: 01/10/2025

Drawing Numbers:

Project: Madison Heights United Methodist Church
246 E 11 Mile Rd
Madison Heights, MI 48071

Client: City of Madison Heights
300 W 13 Mile Rd
Madison Heights, MI 48071

Contact: Giles Tucker (248) 837-2650 gilestucker@madison-heights.org

We are pleased to offer this proposal for the following services at the above location.

Project Description:

Item Total:

1: Furnish & Install the Following:

A. (1) New Monument Sign to replace Existin \$15,000.00
Option B - (1) 4x8 cabinet with 22" brick base. Cabinet to be painted black, faces black with white copy & 2 LINES OF CHANGABLE COPY with vandal cover.

B. Installation labor \$3,000.00

Deposit Rate: 50%

Deposit: \$9,450.00

Subtotal: \$18,000.00

Tax: \$900.00

Total: \$18,900.00

THIS PRICE DOES NOT INCLUDE ELECTRICAL RAN TO SIGN LOCATION, PERMITS & PROCUREMENT, OR TAX UNLESS SPECIFICALLY STATED.

WARRANTY: "JSC PEACE OF MIND" 3 YEAR FULL COVERAGE WARRANTY FOR PARTS AND LABOR FROM DATE OF INSTALLATION.

NOTE: WORK WILL NOT BEGIN UNTIL DOWN PAYMENT AND WRITTEN ACCEPTANCE IS RECEIVED. ANY ALTERATION FROM THE ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS, WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE TO BE PAID BY THE CUSTOMER.

TERMS AND CONDITIONS

1. UPON DEFAULT IN THE PAYMENT OF ANY SUMS HEREIN AGREED, JOHNSON SIGN COMPANY MAY, AT ITS OPTION, DECLARE THE ENTIRE BALANCE PRICE FULLY DUE AND PAYABLE WITHOUT FURTHER NOTICE TO CUSTOMER; AND WHEN DECLARED, CUSTOMER AGREES TO PAY INTEREST ON SAID BALANCE, WHEN DECLARED DUE AT THE RATE OF 1.5% PER MONTH. CUSTOMER FURTHER AGREES TO PAY ALL REASONABLE COSTS OF

Salesperson: Will Johnson

Buyer_____Seller_____



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PROPOSAL

Item 4.

243130-02

Date: 12/26/2024

Expires: 01/10/2025

Drawing Numbers:

Project: Madison Heights United Methodist Church
246 E 11 Mile Rd
Madison Heights, MI 48071

Client: City of Madison Heights
300 W 13 Mile Rd
Madison Heights, MI 48071

Contact: Giles Tucker (248) 837-2650 gilestucker@madison-heights.org

COLLECTION OF SAID BALANCE INCURRED BY JOHNSON SIGN COMPANY, INCLUDING ATTORNEY'S FEES.

2. JOHNSON SIGN COMPANY WILL SECURE ALL NECESSARY PERMITS FROM THE LOCAL MUNICIPALITY. PERMITS & PROCUREMENT WILL BE ADDED TO THE FINAL INVOICE. THE CUSTOMER IS RESPONSIBLE FOR SECURING APPROVAL OF THE SIGN(S) FROM THE BUILDING OWNER AND/OR LANDLORD.

3. BOTH PARTIES HERETO AGREE THAT THE TITLE TO SAID SIGN SHALL REMAIN WITH JOHNSON SIGN COMPANY UNTIL PAID FOR IN FULL BY CUSTOMER. IF CUSTOMER FAILS TO PAY REMAINING BALANCE WITHIN TERMS, JOHNSON SIGN COMPANY IS AUTHORIZED TO REMOVE SIGNS AND KEEP IN POSSESSION UNTIL CUSTOMER PAYS FULL BALANCE.

4. ALL TERMS AND CONDITIONS OF THIS CONTRACT SHALL BE BINDING UPON ANY SUCCESSORS, ASSIGNEES OR OTHER LEGAL REPRESENTATIVES OF THE RESPECTIVE PARTIES BUT NO ASSIGNMENT SHALL BE MADE BY THE CUSTOMER WITHOUT THE CONSENT IN WRITING OF THE COMPANY UNLESS FULL PAYMENT OF THE TOTAL CONSIDERATION HAS BEEN MADE.

5. WHEN EXCAVATION IS NECESSARY, JOHNSON SIGN COMPANY WILL CONTACT APPROPRIATE AGENCY TO LOCATE PUBLIC UTILITIES. LOCATION OF PRIVATE UTILITIES IS SOLE RESPONSIBILITY OF THE CUSTOMER. IN THE EVENT ROCK OR UNFORESEEN OBJECTS ARE ENCOUNTERED IN THE EXCAVATION PROCESS, TO THE POINT WHERE SPECIAL EQUIPMENT IS REQUIRED OR MOVING EXCAVATION LOCATION, ADDITIONAL MONIES MAY BE REQUIRED BY JOHNSON SIGN COMPANY.

6. JOHNSON SIGN COMPANY IS NOT RESPONSIBLE FOR UNFORESEEN STRUCTURE OR SUITABLE ACCESS BEHIND WALL. IT IS THE RESPONSIBILITY OF THE CUSTOMER TO PROVIDE ADEQUATE ACCESS BEHIND WALL AND LOCATE STRUCTURE SUCH STEEL BEAMS, ETC. IN THE EVENT THAT UNFORESEEN STRUCTURES ARE LOCATED BEHIND WALL OR INSUFFICIENT ACCESS IS SUPPLIED, ADDITIONAL MONIES MAY BE REQUIRED BY JOHNSON SIGN COMPANY.

7. JOHNSON SIGN COMPANY IS NOT RESPONSIBLE FOR DAMAGE OF SIGN CAUSED FROM NATURAL DISASTER, SEVERE WEATHER, VANDALISM, OR ACCIDENTS.

8. DUE TO UNAVAILABLE MATERIALS, JOHNSON SIGN COMPANY HAS THE RIGHT TO SUBSTITUTE MATERIALS WITH SIMILAR MATERIALS BASED ON AVAILABILITY.

9. SIGNS THAT WE REMOVE ARE EITHER SCRAPPED OR RECYCLED UNLESS SPECIFIED IN WRITING OR A STORAGE AGREEMENT HAS BEEN AGREED UPON BETWEEN JOHNSON SIGN COMPANY AND CUSTOMER.

Salesperson: Will Johnson

Buyer's Acceptance _____ Title _____ Date _____

Seller's Acceptance _____ Title _____ Date _____



JOHNSON SIGN CO.

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MANISTEE • 1965 Pine Creek Rd, Manistee, MI 49660

PROPOSAL

Item 4.

243130-01

Date: 12/26/2024

Expires: 01/10/2025

Drawing Numbers:

Project: Madison Heights United Methodist Church
246 E 11 Mile Rd
Madison Heights, MI 48071

Client: City of Madison Heights
300 W 13 Mile Rd
Madison Heights, MI 48071

Contact: Giles Tucker (248) 837-2650 gilestucker@madison-heights.org

We are pleased to offer this proposal for the following services at the above location.

Project Description:

Item Total:

1: Furnish & Install the Following:

A. (1) New Monument Sign to Replace Existing Sign	\$14,250.00
Option A - (1) 4x8 cabinet with 22" brick base. Cabinet to be painted black, faces black with white copy.	
B. Installation labor	\$3,000.00

Deposit Rate: 50%

Deposit: \$9,052.50

Subtotal: \$17,250.00

Tax: \$855.00

Total: \$18,105.00

THIS PRICE DOES NOT INCLUDE ELECTRICAL RAN TO SIGN LOCATION, PERMITS & PROCUREMENT, OR TAX UNLESS SPECIFICALLY STATED.

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Salesperson: Will Johnson

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Salesperson: Will Johnson

Buyer's Acceptance _____ Title _____ Date _____

Seller's Acceptance _____ Title _____ Date _____

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

Date: December 16, 2024

To: Downtown Development Authority Board Members

From: Giles Tucker, Community Development Director

Subject: **Board Member Reappointments**

Giuseppe Morando and Lenea Renshaw term's both expire on February 28th, 2025. Both Miss Nene and Joe have been valuable members of the DDA over the most recent 4-year term. I have spoken to them prior to this meeting, and both are interested in serving another four-year term on the DDA board.

To reappoint DDA board members, the DDA board would first offer a recommendation to reappoint these members to the mayor. The mayor has board appointment power and would take this recommendation into consideration before bringing in her board selections to City Council for confirmation.

Staff Recommendation

Staff Recommends that both Giuseppe Morando and Lenea Renshaw be reappointed to the DDA board for an additional term.

Downtown Development Authority of City of Madison Heights

Memorandum

Date: December 16, 2024

To: Downtown Development Authority Board Members

From: Giles Tucker, Community Development Director

Subject: **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.

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. At today's meeting, we must elect officers for all positions for a two-year term.

DDA Board Member List

Updated: 1/3/20

Item 6.

#	Term	Board Member	Last Name	Board Officer	Address	Committee Assignment	Ownership Interest in DDA Area
1	2/28/2027	Mike	Van Buren	Chair	26346 John R	Economic Vitality	Currently Yes, but eventually No
2	2/28/2027	Yousif	Jarbo	Vice Chair	26122 John R	Economic Vitality	Yes
3	2/28/2026	Rickey	Busler	Treasurer	5275 E 11 Mile Warren	Economic Vitality	No
4	2/28/2028	Marija	Ujkic	Member	26085 John R Rd	Promotions	Yes
5	2/28/2026	Gordon	Davignon	Member	29091 Edward Ave	Economic Vitality	Yes
6	11/8/2021	Roslyn	Grafstein	Member	300 W 13 Mile Rd	Promotions	No
7	2/28/2027	Joe	Keys	Member	27366 John R	Design	Yes
8	2/28/2025	Giuseppe	Marando	Member	34710 Hayes	Design	Yes
9	Serves as long as City Manager	Melissa	Marsh	Member	300 W 13 Mile Rd	Design	No
10	2/28/2025	Lenea	Renshaw	Member	335 W. Eleven Mile	Promotions	Yes
11	2/28/2027	Michael	Sheppard	Member	27633 John R	Promotions	Yes
12	2/28/2027	Gerry	Haimbright	Member	25812 John R Rd		Yes

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

Date: December 17, 2024

To: Downtown Development Authority Board Members

From: Giles Tucker, Community Development Director

Subject: Holiday Lights

I want to sincerely apologize to the board with the lack of follow through regarding the Holiday Lights in the Downtown Area in the 2024 Holiday Season. Each year, it is my responsibility to notify the Department of Public Services (DPS) of our intention to have holiday decorations installed. This allows them to have enough lead time to set up these lights in coordination with the Tree Lighting. Additionally, DPS must complete a Community Lighting form with DTE to ensure there is power for the streetlight decorations.

This year I mistakenly assumed that because the lights had been installed in the past two year the same would happen without additional follow-up. That assumption was incorrect, and I take full responsibility for this oversight as I know how much the holiday lights mean to our community. They bring joy to residents and visitors alike and enhance the downtown areas vibrancy during the holiday season.

To ensure that this does not happen again, I have implemented the following steps:

1. **Proactive Scheduling:** I have added scheduled reminders in my calendar for September and October to notify DPS of our intention to install holiday decorations.
2. **Planning for Enhancements:** I have identified two commercial catalogs for holiday decorations, which I will share with the board and Design Committee. This will allow is to begin selecting new additions and bring a fresh and enhanced presence to downtown in 2025. Funds for these improvements are already allocated under the "Improvements" line item, which has a total balance of \$20,000.
3. **Timely Proposal Development:** I will collaborate with the Design Committee to prepare a proposal for new decorations and repairs to existing ones by the June 19th meeting. This timeline ensure that any purchases and repairs can be approved by August, allowing sufficient time for delivery and installation by DPS ahead of the holiday season.

I am committed to ensuring that the holiday lights are not only installed on time in the future but are also improved to reflect the spirit of our community. Thank you for your understanding and support as I work to make things right.

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

Date: January 3, 2025
To: Downtown Development Authority Board Members
From: Giles Tucker, Community Development Director
Subject: Finance Report & Cash Summary

Contractual Services- \$416 Marketing Videos & \$2,500 MHHP Chamber Quarterly Payment

A total of \$416 has been paid for our first two of marketing videos through our partnership with 1 Vision Media. These videos were for Madison Motors and Amore Beautiful You Salon. The Q4 payment to the MHHP Chamber of Commerce was paid in December.

Forms & Printing- \$854.34

A total of \$854.34 was spent on mailing a survey to 673 residents to get their feedback on the key features of Phase I of the Streetscape. While not yet posted, there are costs of around \$400 that will be incurred for mailing the business and property owners the complete plan and engineers exhibits showing the changes that will occur to the roadway and the circulation of their parking lots.

Memberships & Dues- \$880.00 CPIX/Moody's

\$880 was paid for the renewal of our property search and reporting tool CPIX, an increase from \$820. This additional cost is also reflected in the proposed budget.

County Shared Revenues & 11 Mile/John R Road Improvements- Oakland County Placemaking Grant

The DDA budget has now been amended to include the \$313,982 Placemaking grant we have received. This is reflected both in the "County Shared Revenues" revenue line and the 11 Mile/John R Road Improvements expense line.

PERIOD ENDING 01/31/2025

Item 8.

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
			01/31/2025 NORMAL (ABNORMAL)	MONTH 01/31/2025 INCREASE (DECREASE)	BALANCE 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	207,427.02	0.00		25,520.98	89.04	
248-011-410-4160	TAXES PERSONAL OPERATING	6,573.00	14,759.34	0.00		(8,186.34)	224.54	
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	223,816.84	0.00		15,704.16	93.44	
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	1,108.14	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	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	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		884,956.00	487,956.50	0.00		396,999.50	55.14	
Expenditures								
Dept 863 - DOWNTOWN DEVELOPMENT AUTHORITY								
248-863-729-0000	FORMS AND PRINTING	500.00	854.34	0.00		(354.34)	170.87	

26

PERIOD ENDING 01/31/2025

Item 8.

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2025 NORMAL (ABNORMAL)	MONTH 01/31/2025 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	20,000.00	5,603.17	0.00	14,396.83	28.02
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	264.87	0.00	735.13	26.49
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		857,228.00	27,178.14	0.00	830,049.86	3.17
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		884,956.00	27,178.14	0.00	857,777.86	3.07
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		884,956.00	487,956.50	0.00	396,999.50	55.14
TOTAL EXPENDITURES		884,956.00	27,178.14	0.00	857,777.86	3.07
NET OF REVENUES & EXPENDITURES		0.00	460,778.36	0.00	(460,778.36)	100.00

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-001-1000	CLAIM ON CASH	928,573.36
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		1,003,556.65
*** 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		460,778.36
Ending Fund Balance		1,003,556.65
Total Liabilities And Fund Balance		1,003,556.65

Downtown Development Authority of City of Madison Heights

Memorandum

Date: January 3, 2024

To: Downtown Development Authority Board Members

From: Giles Tucker, Community Development Director

Subject: Update on 11 Mile Streetscape Activities

MHDDA Business Digital Marketing Program Update

Payment has been sent to 1 Vision Media for the completion of two promotional videos, one for Amore Beautiful You and another for Madison Motors. Each of these videos has been shared on the DDA Facebook page.

11 Mile Streetscape Project Phase I Updates

1. Notice Sent by Mail & Email of Phase I Start in June 2025: Certified mail was sent to the property owners and known business owners within the project area. This letter included an engineer's exhibit showing how the on-street parking will impact the circulation of private parking lots and the full 11 Mile Streetscape plan.
2. Meeting with U-Haul Scheduled for January 16th at 2pm: In response to the certified letters that were sent to the property owners notifying them of the changes that will be made to the project area, U-Haul's corporate office has requested to meet with City staff to discuss the impact our project has on their site. The DDA maintains that we are happy to hear their concerns and consider reasonable accommodation but that all our improvements are being made in the city ROW and not on private property.
3. Invitation to Bid Preparation: Preparations for an Invitation to Bid document for the construction of Phase I are underway and the engineering portion of the document is expected to be ready around January 6th. MKSK is also including documents for the design elements including trees and furnishing. A complete package is anticipated to be ready in February.
4. Resident Phase I Survey Results: The Phase I 11 Mile Streetscape Project survey has been posted onto the www.downtownmadisonheights.com website, shared on social media and sent to 673 residences along 11 Mile Rd. To date, we have received 82 total responses, 43 of which indicated that they would like to receive updates on the project as it progresses. A combined summary of the results from online and by mail is included along with this memo. Some major take-aways are:
 - a. Attitudes on-street parking and 3-lane conversion are almost evenly divided. When asked if they supported the 3-lane conversion 47.5% of respondents (one "other" responses was submitted but was a emphatic "no") said "no" and 45% said "yes" with

close to 8% respondents saying "maybe". Responses for the inclusion of on street parking nearly mirrored these results but seemed to be less certain with 13% indicating "maybe".

- b. Most Residents are in favor of the 10ft Wide Multi-use Path. 52% Yes. 41% No and 7% maybe. There were two responses that were "other". One thought it was a waste of resources, the other wanted the path to extend all the way to Royal Oak. These responses were added to the "yes" and "no" response percentages above.
- c. Most residents feel that the area is generally safe pedestrians already. 68% of respondents felt that the project areas were at least somewhat safe and that it was easy to businesses.
- d. Street Trees and Landscaping were ranked as the two most important amenity improvements for respondents.
- e. Respondents were somewhat dissatisfied with the mix of businesses in the area, but not by much. 41% of respondents said they were at least somewhat dissatisfied, but 37% said they were at least satisfied, with a significant of respondents 23% remaining neutral

Downtown Development Authority of City of Madison Heights

Memorandum

Date: December 17, 2024
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 promotional videos, one for Amore Beautiful You and another for Madison Motors. Staff is not aware of any additional videos that have been completed to date.