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## DOWNTOWN DEVELOPMENT AUTHORITY MINUTES REGULAR MEETING – MAY 1, 2025 – 7:00P.M. – CITY COUNCIL CHAMBERS

### **ROLL CALL OF MEMBERS**

**The meeting was called to order at 7:10p.m. by Chairperson Berro.**

MEMBERS PRESENT: Jeff Berro, Chairperson; Jim Martin, Vice Chairperson; Diane Parker, Secretary/Treasurer; Member Larry Dishaw; Member Jeremy Paul and Member Joe Pagano.

MEMBERS ABSENT: Steve Beller, Mayor/Standing Member and Member Shayla Hopper.

**Motion by Martin, supported by Berro to excuse the absent members. All present voting “Yes”.**

### **APPROVAL OF MINUTES**

**Motion by Martin, supported by Pagano, to approve the minutes of the Regular Meeting of April 3, 2025 with changes to Diane Parker’s expiration date as designated by the City Clerk. All present voting “Yes”.**

### **CITIZENS TO BE HEARD**

None.

### **MEMBER AND CONSULTANT REPORTS**

Member Dishaw: Nothing

Secretary/Treasurer Parker: Expiration date needs to be corrected under DDA Member listing.

Member Pagano: Lights out on W. Huron River Drive. DTE to do assessment. Closed out sponsorship for the Annual Cruzin’ Flat Rock Car Show. Booklet in the next few weeks.

Vice-Chairperson Martin: Nothing.

Member Paul: Book of resources Liz provided helpful. To be distributed to all members at next meeting.

Chairperson Berro: National Day of Prayer was very nice and well attended. Landscaping at Rite Aid. Liz to contact corporate in regards to its overgrowth after coordination with Building Department.

### **DIRECTOR’S REPORT**

The main focus of the report was a wrap up and synopsis of the 2025 Business Expo and Taste Tour. It was agreed upon with the Board that the fewer number of food vendors may have been the reason for slightly less attendance than last year. A thank you ad was posted in the News Herald for all businesses that attended the Expo.

Business visits, Destination Downriver activities, City Projects and the schedule of important dates were updated. The kiosk at the Boat Ramp, obtained with a DDA grant through the Huron River Watershed Council was installed on April 29<sup>th</sup>. Signage will follow at which time there will be a ribbon cutting.

## OLD BUSINESS

City Entrance Signs: Valley City Signs Proposal: Pending Engineering Review and Request for Changes: Member Pagano suggested D-ring anchors for hanging banners instead of the eyelets as part of the manufactured signs. The design still needs to be approved by City Council and there will likely be a change in price if we only purchase the two DDA signs. Brian Keesey needs to review the clear view according to the ordinance regarding placement and size of the banners than may be used to ensure they won't obstruct view and report back.

Calder Dairy Infrastructure Expansion Update: Ken Marx noted that they got elevations and need to verify that it works with gravity and determine costs. **Motion by Dishaw, supported by Pagano, to have the City move the existing waterline and authorize and additional \$5,000 for Raines to determine if gravity is feasible. All present voting "Yes".**

Arsenal Road: Underground Infrastructure/Installation of Stop Signs: **Motion by Pagano, supported by Berro, to ask the Police Chief if flashing signs can go up, if we actually need a sign and where, if pedestrian markings need to be done and for them to determine if we can replace the stop sign at Huron and Arsenal with flashing lights to prevent drivers from ignoring stop sign. All present voting "Yes".**

Bids for Parking Lot and Alley and Recommendation: **Motion by Dishaw, supported by Martin, to award the bid to Al's Asphalt per the Engineers recommendation. Also, authorize up to \$2,000 for the Engineer to provide a collapsible sign that shows the project was paid for by the DDA that can be reused for other projects. All present voting "Yes".**

Brochure Holders: **Motion by Berro, supported by Pagano, to spend up to \$500.00 on brochure holders for maps if necessary. All present voting "Yes".**

## NEW BUSINESS

2025/2026 Budget Discussion/Adoption: **Motion by Martin, supported by Pagano, to place \$300,000.00 in the 2025/2026 Budget for Construction. All present voting "Yes".**

American Ramp Company Bicycle Playgrounds Information: City Administrator/Treasurer Marciniak presented a concept for a Playground that was done in Dearborn for around \$200,000.00. Liz to get prices on concepts from American Ramp and present along with City Administrator/Treasurer's proposal next meeting.

Façade Grant Application, Smokers Hot Box, 26598 Telegraph: **Motion by Martin, supported by Pagano to approve the Façade Grant request in the maximum amount of \$3,425.00. All present voting "Yes".**

## DDA FINANCIAL REPORTS

Accepted.

**PAYMENT OF CURRENT BILLS: Motion by Dishaw, supported by Pagano, to approve payment of the current bills. All present voting "Yes".**

FROM	FOR	AMOUNT
City of Flat Rock	See attached	\$6,517.15
Discover Downriver	Annual Municipal Package – 2 year (discount)	\$488.00
Fast Printing Now	Banners for Business Expo	\$515.00

Outrun Graphics	Banners for Business Expo	\$365.70
C.E. Raines	General Services	\$438.78
C.E. Raines	Wayfinding Signage	\$339.15
Kaleidico	Web Hosting/Maintenance	\$54.00
The Grecian Center	Reimbursement for Participation in Business Expo	\$200.00
Michael's on the River	Reimbursement for Participation in Business Expo	\$200.00
Cooking in the "D"	Reimbursement for Participation in Business Expo	\$200.00
Calder Dairy	Reimbursement for Participation in Business Expo	\$200.00
Biggby Coffee Flat Rock	Reimbursement for Participation in Business Expo	\$200.00
GLC	Maintenance & Mulch Installation	\$6,717.86
Hometown Ice Cream & Candy	Reimbursement for Participation in Business Expo	\$200.00
Sugar Island Baking Co	Reimbursement for Participation in Business Expo	\$200.00
	<b>Grand Total:</b>	<b>\$16,835.64</b>

## CORRESPONDENCE AND MISCELLANEOUS INFORMATION

Lions Yearbook Advertising: Not interested at this time.

GLC – Revised Scope of Work: Review with City Attorney.

## ADJOURNMENT

**Motion by Pagano, supported by Berro, to adjourn the meeting. The meeting was adjourned at 8:34p.m.**

### **Members of the Downtown Development Authority:**

**Jeff Berro**, Chairperson, November 1, 2027; **James Martin**, Vice Chairperson, June 20, 2026; **Diane Parker**, Secretary/Treasurer, July 15, 2028; **Steve Beller**, Mayor, Standing Member; **Larry Dishaw**, May 6, 2028; **Shayla Hopper**, November 30, 2026; **Joseph A. Pagano**, November 30, 2026; **Jeremy Paul**, January 6, 2028; **Liz Hendley**, Director cc: Website, **C.E. Raines Co., McKenna Associates**  
PLEASE Notify Liz at 734-789-2323 if you cannot attend!