



**DOWNTOWN DEVELOPMENT AUTHORITY MINUTES  
REGULAR MEETING – APRIL 3, 2025 – 7:00P.M. – CITY COUNCIL CHAMBERS**

**ROLL CALL OF MEMBERS**

**The meeting was called to order at 7:09 p.m. by Chairperson Jeff Berro.**

MEMBERS PRESENT: Jeff Berro, Chairperson; Vice Chairperson James Martin; Steve Beller, Mayor/Standing Member (7:11); Members Larry Dishaw, Shayla Hopper and Jeremy Paul.

MEMBERS ABSENT: Diane Parker, Secretary/Treasurer and Member Joe Pagano.

ALSO PRESENT: Brian Keeseey, McKenna Associates; Ken Marx, C.E. Raines

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

**APPROVAL OF MINUTES**

**Motion by Martin, supported by Berro, to approve the minutes of the Regular Meeting of March 6, 2025. All present voting “Yes”.**

**CITIZENS TO BE HEARD**

None

**MEMBERS’ AND CONSULTANTS’ REPORTS**

Member Dishaw spoke about a meeting on Telegraph regarding Calder Dairy with the Engineer.

Member Hopper noted that business is good.

Member Paul reported that he is still figuring things out but is happy to be on the Board.

Vice Chair Person Martin mentioned there were missing trees.

Mayor Beller had nothing to report.

Chairperson Berro discussed starting on next projects and working on the upcoming Food Truck Rally.

**DIRECTOR’S REPORT:** Presented at meeting and included information on the 2025 Business Expo, Schedule and Important Dates, City Projects, Other News, Accounts Payable News, an Upcoming Southern Wayne County Regional Chamber of Commerce Event, Business Visits and Destination Downriver.

## OLD BUSINESS

City Entrance Signs: Valley City Signs Proposal: Pending City Council Review at their April 7, 2025 meeting, DDA to order the two (2) signs located within the district.

Calder Dairy Infrastructure Expansion Update: **Motion by Dishaw, supported by Martin, to approve the \$9,200.00 cost for a hydroexcavating contractor through C.E. Raines to perform an investigation to locate two (2) watermains and a storm sewer. All present voting “Yes”.**

Arsenal Road: Underground Infrastructure/Installation of Stop Signs: Police Chief and Eric to decide on flashing signs that were never ordered or put up. Eric to report on where water and sewer lines are on the west side of the road. Fill and patch for now. Motion by Martin, supported by Dishaw, to get costs for Huron Road replacement and Arsenal Road repair from the engineer. All present voting “Yes”.

Bid Specs for Parking Lot and Alley: Next meeting.

Brochure Holders, Place Holder for May 2025.

## NEW BUSINESS

2025/2026 Budget Discussion: Adoption to take place at next meeting.

## DDA FINANCIAL REPORTS

### PAYMENT OF CURRENT BILLS

**Motion by Martin, supported, by Berro to pay the current bills along with the additions, all present voting “Yes”.**

| FROM              | FOR                         | AMOUNT             |
|-------------------|-----------------------------|--------------------|
| City of Flat Rock | See attached                | \$14,534.32        |
| Elizabeth Hendley | Reimbursement APA/AICP Dues | \$535.00           |
| Kaleidico         | Website Hosting             | \$162.00           |
| C.E. Raines       | Engineering Services        | \$3,152.40         |
|                   | <b>Grand Total:</b>         | <b>\$18,383.72</b> |

## CORRESPONDENCE AND MISCELLANEOUS INFORMATION

Michigan Downtown Association Annual Report

Discover Downriver Request: Next Meeting – Renew for two (2) years @ \$488

## ADJOURNMENT

**Motion by Berro, supported by Hopper, to adjourn the meeting. All present voting “Yes”. The meeting was adjourned at 8:04p.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!