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DOWNTOWN DEVELOPMENT AUTHORITY MINUTES
REGULAR MEETING – MARCH 6, 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; Diane Parker, Secretary/Treasurer; Steve Beller, Mayor/Standing Member; Members Larry Dishaw, Joe Pagano and Jeremy Paul.

MEMBERS ABSENT: Vice Chairperson James Martin; Member Shayla Hopper.

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

Motion by Pagano, supported by Parker, to excuse the absent members. All present voting “Yes”.

APPROVAL OF MINUTES

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

CITIZENS TO BE HEARD

None

MEMBERS' AND CONSULTANTS' REPORTS

Member Pagano noted that DTE repaired an underground wire on E. Huron River Drive that impacted the lighting.

Secretary/Treasurer Parket welcomed Jeremy Paul and spoke briefly about the Business Expo and the importance of other businesses sharing.

Member Dishaw requested Liz to find out how the City Clerk indexes agendas and adopt within next few meetings. Also wants to identify parking lots with DDA Public Parking signage. Spoke about the tree trimming bid.

Mayor Beller spoke about the dam update and noted there will be another town hall meeting scheduled.

Member Paul noted it was his second meeting and is still learning the ropes.

Chairperson Berro talked about events and projects underway.

Brian Keesey noted his contributions were part of the agenda.

Ken Marx noted the Elks sidewalk design would be brought to the next meeting and Member Dishaw was going to check with Director Holtz regarding the relocation of the fire hydrant.

Motion by Parker, supported by Berro, to set the next DDA CIP Meeting in Conference Room B on Thursday, March 20 at 12 noon. Larry will provide lunch. All present voting "Yes".

Director Hendley went over the Director's Report.

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 the Small Business Saturday Holiday Event Recap.

OLD BUSINESS

City Entrance Signs: Valley City Signs Proposal: Pending Engineering Review and Request for Changes: Quoted 9 signs, waiting on updated quote. Small signs can't be widened. **DDA Board to approve next meeting and forward to City Council for their April 7th meeting.**

Calder Dairy Infrastructure Expansion Update: Waiting on hydroexcavating contractor and the Spring thaw.

Arsenal Road: Underground Infrastructure/Installation of Stop Signs: 2 flashing signs on opposite sides of the street. Is this possible?

Downriver News Network – Social Media Management Proposal: Future agenda.

Prom Event Discussion: Email to applicable businesses.

FLOCK Camera Systems: **Motion by Parker, supported by Berro, to approve the funding of the 3 cameras in the DDA district at \$3,000 each for a total of \$9,000 for the year. All present voting "Yes".**

Bid Specs for Parking Lot and Alley: Almost complete, add signage. Need DPS sign off. Share with Eric.

Brochure Holders: Place holder for May 2025

NEW BUSINESS

Banners for 2025 Business Expo: Motion by Pagano, supported by Parker, to approve up to \$500 for banners for event. All present voting "Yes".

Discussion: The Working Man Tree Service Estimate: **Motion by Dishaw, supported by Berro, to accept the estimate for \$975. Liz can sign subject to license and insurance acceptable by the City. All present voting "Yes".**

DDA FINANCIAL REPORTS

See attached reports

PAYMENT OF CURRENT BILLS

Motion by Pagano, supported by Dishaw, to pay the current slate of bills. All present voting “Yes”.

FROM	FOR	AMOUNT
City of Flat Rock	See attached	\$96,421.61
GLC Lawn & Landscaping	Maintenance Snow Removal February	\$550.00
GLC Lawn & Landscaping	Maintenance Snow Removal March	\$550.00
McKenna Associates	Arsenal Road Design Development	\$4,627.50
C.E. Raines	Wayfinding Signage	\$96.90
C.E. Raines	Sanitary Sewer Extension – Calder Dairy	\$363.38
	Grand Total:	\$102,609.39

CORRESPONDENCE AND MISCELLANEOUS INFORMATION

None.

ADJOURNMENT

Motion by Beller, supported by Pagano, to adjourn the meeting. All present voting “Yes”. The meeting was adjourned at 8:41p.m.

Members of the Downtown Development Authority:

Jeff Berro, Chairperson, November 1, 2027; **James Martin**, Vice Chairperson, June 20, 2026; **Diane Parker**, Secretary/Treasurer, June 13, 2024; **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!