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## DOWNTOWN DEVELOPMENT AUTHORITY MINUTES REGULAR MEETING – FEBRUARY 6, 2025 – 7:00P.M. – CITY COUNCIL CHAMBERS

### ROLL CALL OF MEMBERS

**The meeting was called to order at 7:20p.m. by Chairperson Berro.**

MEMBERS PRESENT: Jeff Berro, Chairperson (7:20p.m.); Jim Martin, Vice Chairperson; and Larry Dishaw, Member; Shayla Hopper, Member; Joe Pagano, Member and Jeremy Paul, Member.

MEMBERS ABSENT: Diane Parker, Secretary/Treasurer; Steve Beller, Mayor/Standing Member

**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 January 2, 2025. All present voting “Yes”.**

### CITIZENS TO BE HEARD

Coach North commented that soliciting for the 2025 Business Expo was going good.

### MEMBERS' AND CONSULTANTS' REPORTS

Shayla Hopper noted that business is going well.

Vice Chairperson Martin noted that the Christmas Lights were being taken down.

Member Pagano stated that some of the light fixtures were not working and were experiencing GFI trips. Needs to be resolved with DTE. Joe will contact.

Member Paul introduced himself to the Board as the newest member.

Member Dishaw is excited about the sidewalk project, Arsenal Road and the rehabilitation of the parking lot.

### DIRECTOR'S REPORT

To be presented next meeting.

## OLD BUSINESS

City Entrance Signs: Valley City Signs Proposal: Pending Engineering Review and Request for Changes: Engineer to double check measurements. Should we stick with the same color sign throughout or color code by district? (Color won't affect the price of the signs.) Member Dishaw asked if the banners would be bigger than the sign.

Calder Dairy Infrastructure Expansion Update: Working with C.E. Raines.

Community Foundation Contribution: Member Dishaw noted that DDA is not responsible for throwing parties. Discussion among Board members continued noting that businesses have an opportunity to be involved bringing more customers to their locations. **Motion by Pagano, supported by Dishaw, to move \$5,000 from the 2024/2025 DDA Budget line item of Community Promotions to the Flat Rock Community Foundation for sponsorship of events. All present voting "Yes".**

Brochure Holders: Place holder for May 2025

## NEW BUSINESS

Façade Grant Reimbursement, 26335 Gibraltar, Haven Salon Studios. **Motion by Martin, supported by Hopper, to reimburse the façade grant in the amount of \$842.97. All present voting "Yes".**

## DDA FINANCIAL REPORTS

Reports were reviewed.

## PAYMENT OF CURRENT BILLS

**Motion by Martin, supported by Berro, to pay the current bills as revised below:**

FROM	FOR	AMOUNT
City of Flat Rock	See attached	\$17,224.47
Megan Scott	Façade Grant Reimbursement Haven Salon Studios	\$842.97
GLC Lawn & Landscaping	Maintenance Snow Removal December	\$550.00
GLC Lawn & Landscaping	Maintenance Snow Removal January	\$550.00
McKenna Associates	December Meeting (see attached)	\$0
C.E. Raines	Elks Sidewalk	\$5,000.00
SWCRC	Destination Downriver Membership	\$5,000.00
Dave Fezell	Web Services	\$2,100.00
Flat Rock Community Foundation	Donation for Events	\$5,000.00
	<b>Revised Grand Total:</b>	<b>\$36,267.44</b>

## CORRESPONDENCE AND MISCELLANEOUS INFORMATION

Flat Rock Huroc Park at Arsenal Road Presentation – McKenna: Brian discussed that as many fisherman that use Huroc Park, fish cleaning stations would be nice as presented. There is a speeding problem as Arsenal Road feels wide open. Page 6 is existing and page 7 emphasizes new design. Suggestion to count parking spaces.

**Motion by Martin, supported by Pagano, to have have DPS Director Holtz evaluate the underground infrastructure along Arsenal Road and to get procedure from Police Chief McInchak on installing stop signs along Arsenal at Gibraltar on both sides. It will safely control traffic and protect pedestrians.**

\$2,000 was set previously set aside for flashing stop signs which were apparently eliminated by previous Mayor Hammond.

Destination Downriver Yearly Invoice and ROI Report: **Motion by Martin, supported by Pagano, to accept the report and pay the associated \$5,000 yearly membership. All present voting “Yes”.**

Proposal from Down River News Network – Social Media Management in conjunction with launching of new website: Defer to March Agenda.

Feezell Enterprises Invoice: Mr. Feezell addressed the Board regarding his invoice. **Motion by Dishaw, supported By Berro, to pay the \$2,100 invoice. All present voting “Yes”.**

Prom Event Discussion: Defer to March Agenda.

FLOCK Camera Update: Information forthcoming for March Agenda.

In regards to the Parking Lot by the clock tower, the Engineer discussed and 8" aggregate base of stone. The Board wants the adjacent alley done as well and the engineer responded there would be a 6" base. **Motion by Dishaw, supported by Berro, for the engineer to prepare bid specs in the price range of \$215,000. All present voting “Yes”.**

## **ADJOURNMENT**

**Motion by Martin, supported by Hopper, to adjourn the meeting. All present voting “Yes”. The meeting was adjourned at 9:17 p.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**