



## DOWNTOWN DEVELOPMENT AUTHORITY MINUTES REGULAR MEETING – JANUARY 2, 2025 – 7:00p.m. – CITY COUNCIL CHAMBERS

### ROLL CALL OF MEMBERS

**The meeting was called to order at 7:08p.m. by Chairperson Berro.**

MEMBERS PRESENT: Jeff Berro, Chairperson; Jim Martin, Vice Chairperson; Diane Parker, Secretary/Treasurer; Steve Beller, Mayor/Standing Member and Larry Dishaw, Member.

MEMBERS ABSENT: Shayla Hopper, Member and Joe Pagano, Member.

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

### APPROVAL OF MINUTES

**Motion by Martin, supported by Beller, to approve the minutes of the Regular Meeting of December 4, 2024. All present voting “Yes”.**

### CITIZENS TO BE HEARD

None.

### MEMBER AND CONSULTANT REPORTS

Vice Chairperson Martin expressed his disappointment in the services that Grosse Ile Lawn and Sprinkler provided for the Annual Christmas Lighting. He feels that they just dropped the ball this year considering how great service was in the past. Many of the lights have been on and off or just off completely all season. Some of the Bronner's decorations were half lit or not working. Recognized that DTE may have been part of the problem but noted that it was addressed much more efficiently in the past. Members agreed.

Vice Chairperson Martin also talked about the left turn light at Vreeland that is currently in the engineering phase. Conversation ensued regarding the lights being suspended by a cable as opposed to being on new poles due to location of sewer lines and not enough room for footings/foundation. Member Dishaw recommended looking into seeing if all could be placed underground. Discussion continued. Jim wished that everyone had a good Christmas and that they have a Happy New Year.

Mayor Beller wished that everyone had a good Christmas and that they have a Happy New Year. He mentioned that the Building Department has received plans for Aldi and will work on getting additional DDA members on the next few Council meeting agendas for approval.

Secretary/Treasurer Parker wished that everyone had a good Christmas and that they have a Happy New Year. She also asked about the status of Jeremy Paul as a potential DDA member. The Mayor will follow up.

Member Dishaw presented forms including:

- A **2025 Project List** with number, name, status, estimate, bid amount, approved date, proposed starting date, final payment and total expense to be used to track projects. A copy of the comments made during this portion of the meeting is included with a filled out form (attached).
- A **Project Sheet** corresponding to the Project list with date delivered, date returned, date proposed, date approved and additional blank columns. To be distributed to Department Heads to gather information to be included on a separate form (Comment Sheet).
- A **Comment Sheet** asking Department Heads to review prints and documents attached to the form to be distributed by the DDA Director. The comments should be in writing and returned to the DDA Director with contact information as necessary. Elements include department name, date delivered, project name, date returned (to DDA Director), project number, description of project, comments and room to attach additional documentation. Reference information has been included on the form to provide a space for identification of Ordinances and Codes pertaining to the project.

#### **OLD BUSINESS**

City Entrance Signs: Sign at the north end of the City has to be smaller due to location within the ROW. Get two (2) proposals for 3 and 6 signs to separate DDA from City and see if there is a greater discount if all done at once.

Calder Dairy Infrastructure Expansion Update: Member Dishaw noted that he is currently working with CE Raines on solutions.

Brochure Holders: Place holder for May 2025.

#### **NEW BUSINESS**

Request to add Director's Report to regular, monthly agenda: Motion by Martin, supported by Berro to add this category to the regular, monthly agenda. All present voting "Yes".

Community Foundation Contribution: Much discussion took place: amount, projects, allocation in budget, within district boundaries, etc. Place on February 2025 Agenda

## **DDA FINANCIAL REPORTS**

### **PAYMENT OF CURRENT BILLS**

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

<b>FROM</b>	<b>FOR</b>	<b>AMOUNT</b>
First Merchants Bank (Credit Card)	Small Business Saturday (Joe Pagano)	\$50.00
Joe Pagano	Small Business Saturday (Kate's Kitchen Cash Only)	\$50.00
Kaleidico	Web Hosting (August/September/December)	\$162.00
McKenna	November Bill Covered by Credit of \$918.75	\$0
Elizabeth Hendley	Small Business Saturday – Expo Nails	\$51.50
GLC Lawn & Landscaping	Property Maintenance	\$3,265.10
*City of Flat Rock	Next Agenda	\$0.00
21 <sup>st</sup> Century Media	Advertising	\$325.00
Erica Hussey	Façade Grant Reimbursement	\$3,891.40
	<b>Grand Total:</b>	<b>\$7,795.00</b>

\* Not included in Grand Total

### **CORRESPONDENCE AND MISCELLANEOUS INFORMATION**

Façade Grant Reimbursement: **Motion by Martin, supported by Beller, to approve the reimbursement for 28771B Telegraph in the amount of \$3,891.40. All present voting “Yes”.**

### **ADJOURNMENT**

**Motion by Beller, supported by Martin, to adjourn the meeting. All present voting “Yes”.** The meeting was adjourned at 8:10p.m.