



**DOWNTOWN DEVELOPMENT AUTHORITY MINUTES  
REGULAR MEETING – NOVEMBER 7, 2024 – 7:00P.M. – CITY COUNCIL CHAMBERS**

**Chairperson Berro called the meeting to order at 7:00p.m.**

**ROLL CALL OF MEMBERS**

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

**MEMBERS ABSENT:** Steve Beller, Mayor, Standing Member;

**Motion by Martin, support 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 October 3, 2024. All present voting “Yes”.

**CITIZENS TO BE HEARD**

**MEMBERS’ AND CONSULTANTS’ REPORTS**

Member Dishaw reported that he completed a tree inventory north of the viaduct on Telegraph and has identified 69 total trees: 59 skyline maples, 5 maples (east) and 5 unknown species. North of Vreeland trees are on private property. Check to see if there are trees in front of the new car wash. Liz to set up meeting with Larry, Brian, Joe and GLC regarding inventory and program. He also spoke about the Elks sign and sidewalk in front of the Elks. Raines is to estimate. No concrete at O’Reilly’s and Leonard? Parking lot by the Senior Towers?

Secretary/Treasurer Parker noted that Spooktacular was excellent.

Member Hopper had nothing.

Vice Chairperson Martin noted that Arsenal looks good.

Chairperson Berro said business is good and questioned the left turn light at Vreeland and Telegraph which is scheduled to be turned on in 2025.

**OLD BUSINESS**

Streetscape Design North of the Viaduct (McKenna), updates on bids and procuring trees locally, coordination with GLC: Liz to set up meeting with Larry, Brian, Joe and GLC regarding inventory and program.

Special Meeting – Continuing Discussion on Capital Improvement Projects and Form: Changed from Thursday, 11/14/24, 12noon to Thursday, 11/21/24 to avoid conflict with CSO meeting.

City Entrance Signs: Pricing information for December meeting. Week – week and a half per Raines.

Sealcoat and Striping Bid – Arsenal Road: Letter from Raines and signature of check cut last meeting.

Quote for Brochure Holders/Maps: Hold off until next year, 6 months.

Michigan Trails Renewal: Approved last meeting. In Current Bills.

NEW BUSINESS

Calder Dairy Infrastructure Expansion: Member Dishaw suggested an alternative that would take an 8” main across Telegraph and the manhole to potentially support this project and shared it with the DPS Director.

**Motion by Dishaw, supported by Martin, to have C.E. Raines look into feasibility of supporting the Calder project and future development in the area in an amount not to exceed \$5,000. All present voting “Yes”.** Liz continues to seek grants through the Michigan Economic Development Corporation and related Federal sources.

**Motion by Martin, supported by Berro, to approve the Façade Grant, The Underground, 28771 Telegraph, #3B. All present voting “Yes”.**

**Motion by Martin, supported by Berro, to approve the Budget Amendment regarding the Boat Ramp Funding Cancellation. All present voting “Yes”.**

Spooktacular AAR: To be done at a later date.

DDA FINANCIAL REPORTS

See attached reports and Michigan Class information.

PAYMENT OF CURRENT BILLS

**Motion by Dishaw, supported by Berro, to pay the current bills noting that the check for Strands should have been \$386.25 to be cut on the December agenda. All present voting “Yes”.**

FROM	FOR	AMOUNT
Michigan Trails	Advertising Renewal	\$812.25
Strands (Shayla Hopper)	Spooktacular	\$317.98
Kalideico	Web Hosting	\$54.00
GLC Landscaping, Inc.	Seasonal Grounds Contract	\$2,421.42
GLC Landscaping, Inc.	Test Tree Removal in DDA area	\$750.00
Al’s Asphalt Paving (Check cut 10/3/24)	Arsenal Road	\$9,743.20
City of Flat Rock	See attached	\$103,328.92
Grand Total:		\$117,427.77

CORRESPONDENCE AND MISCELLANEOUS INFORMATION

Liz brought to the DDA Board’s attention a new process for attaching invoices to check requests in BS&A. The Treasurer’s Department has purchased scanners for this purpose. Noting that there is no printer/scanner in the DDA Office, Motion by Martin, supported by Berro, to purchase a printer/scanner for the DDA office not to exceed \$500. All present voting “Yes”.

ADJOURNMENT

**Motion by Berro, supported by Martin, to adjourn the meeting. All present voting “Yes” . The meeting was adjourned at 8:30p.m.**

