



**DOWNTOWN DEVELOPMENT AUTHORITY MINUTES  
REGULAR MEETING – OCTOBER 3, 2024 – 7:00P.M. – CITY COUNCIL CHAMBERS**

**ROLL CALL OF MEMBERS**

Chairperson Berro called the meeting to order at 7:30p.m.

**MEMBERS PRESENT:** Jeff Berro, Chairperson; James Martin, Vice Chairperson; Standing Member Mayor Steve Beller (7:30p.m.), Members Dishaw and Pagano.

**MEMBERS ABSENT:** Diane Parker, Secretary/Treasurer and Member Shayla Hopper

**ALSO PRESENT:** Brian Keeseey, McKenna Associates

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

**APPROVAL OF MINUTES**

**Motion by Martin, supported by Pagano, to approve the minutes of the meeting of September 5, 2024. All present voting “Yes”.**

**CITIZENS TO BE HEARD**

Resident Sue Farrar announced the garage sale will be May 17<sup>th</sup> and 18<sup>th</sup>, 2025.

**MEMBERS’ AND CONSULTANTS’ REPORTS**

Vice Chairperson Martin: Nothing.

Mayor Beller: Lots of things going on. Wait for announcements.

Member Dishaw: Thanked the DDA for the contribution towards the water main. Businesses on E. Huron River Drive can’t expand due to lack of water. The Historical Commission got a \$10,000 grant for inventory of all houses, creating a Historical District and wants to start looking at Desing Guidelines. He also wants to create incentives for businesses. Monroe offers fire suppression up to \$15,000. Give them what they give back in taxes for 2 years and update the Master Plan and DDA Plans.

Member Pagano: His house was built in 1910 and physically moved from Wyandotte to Flat Rock. Spoke about the Flea Market, Spooktacular and the After Action Review for the Car Show.

Chairperson Berro: Things are going well, agrees to adding on to the Façade Grant with incentives. The DDA needs members. Get emails to them so they can fill out applications expressing their interest to the Mayor.

**OLD BUSINESS**

Streetscape Design North of the Viaduct (McKenna), updates on bids and procuring trees locally: Pending

Special Meeting – Continuing Discussion on Capital Improvement Projects and Form, set next meeting: **Motion by Berro, supported by Pagano to set the meeting for November 14, 2024 at 12:00 noon. All present voting “Yes”.**

City Entrance Signs: Waiting on information.

Sealcoat and Striping Bid – Arsenal Road: **Motion by Pagano, supported by Martin, to approve the project upon DPS Director’s recommendation. Hold check until project is complete. All present voting “Yes”.**

Quote for Brochure Holders: **Motion by Martin, supported by Berro, to hold off on map project until 2026. No holders or maps until 2026. All present voting “Yes”.**

GLC Maintenance Contract Discussion: Set up meeting with GLC with Larry Dishaw and Joe Pagano. STOP power washing except under viaduct bridge until further discussion.

## **NEW BUSINESS**

Michigan Downtown Association Annual Conference and Dues: **Motion by Martin, supported by Pagano, to approve the Annual Dues for membership. All present voting “Yes”. Motion by Dishaw, supported by Beller, for Liz to attend Annual MDA Conference virtually. All present voting “Yes”.**

Michigan Trails Renewal: **Motion by Martin, supported by Berro, to renew the ad in Michigan Trails publication. All present voting “Yes”.**

## **DDA FINANCIAL REPORTS**

Receipt of attached reports and Michigan Class information.

## **PAYMENT OF CURRENT BILLS:**

**Motion by Pagano, supported by Martin, to pay the current bills including an irrigation bill from the City of Flat Rock in the amount of \$1,137.02 All present voting “Yes”.**

<b>FROM</b>	<b>FOR</b>	<b>AMOUNT</b>
Martinez Painting & Home Improvement	Façade Grant Reimbursement - Train Depot Doors	\$5,507.00
McKenna	DDA Consulting August	\$431.25
Grosse Ile Lawn Sprinkler, Inc.	Holiday Lighting Contract, Year #2 of 3	\$32,297.28
GLC Landscaping, Inc.	Seasonal Grounds Contract	\$2,807.13
Robert Jensen	Spooktacular	\$400.00
Mr. Inflatable Bounce Houses & Moonwalks	Spooktacular	\$1,075.00
Denise Gutenschwager	Spooktacular	\$250.00
Carol Owens	Spooktacular	\$250.00
Undercover Rentals	Spooktacular	\$430.00
C.E. Raines	DDA Wayfinding Signs	\$376.33
C.E. Raines	DDA General Consulting	\$1,138.16
Michigan Downtown Association	Annual Dues	\$650.00
Al’s Asphalt Paving Co.	Arsenal Road – NO RELEASE OF PAYMENT UNTIL PROJECT IS COMPLETED	\$9,743.20
City of Flat Rock	See attached	\$6,752.84
	<b>Grand Total:</b>	<b>\$62,108.19</b>
City of Flat Rock	Irrigation Bill	\$1,137.02
Al’s Asphalt Paving Co.	Arsenal Road: Check not signed until completion	<b>-\$9,743.20</b>
	<b>NEW Grand Total:</b>	<b>\$53,502.01</b>

## **CORRESPONDENCE AND MISCELLANEOUS INFORMATION**

City of Flat Rock Irrigation Bill: \$1,137.02

Kaleidico DDA Website Project: Discussed by Member Pagano regarding upcoming expenses.

The Mural People LLC: Information discussed by Member Pagano.

## **ADJOURNMENT**

**Motion by Martin, supported by Berro, to have Liz investigate grants for tree inventories, GIS additions, grants Through CN and apply as appropriate. All present voting "Yes".**

**Motion by Beller, supported by Berro, to adjourn the meeting. All present voting "Yes". The meeting was adjourned at 8:40p.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; **Shayla Hopper**, November 30, 2026; **Joseph A. Pagano**, November 30, 2026; **Larry Dishaw**, May 6, 2028; **Liz Hendley**, Director cc: Newspapers, C.E..  
**Raines Co., McKenna Associates**