

Special Downtown Development Authority Meeting
Madison Heights, Michigan
October 23, 2025

A Special Downtown Development Authority Meeting was held on Thursday, October 23, 2025 at 8:00 AM at Library Flex Space, 240 W. 13 Mile rd.

PRESENT

Member Rickey Busler
Chair Yousif Jarbo
Member Joe Marando
Member Melissa Marsh
Member Lenea Renshaw
Member Michael Sheppard
Member Marija Ujkic
Vice -Chair Michael Van Buren

ABSENT

Member Gordon Davignon
Mayor Roslyn Grafstein
Member Gerry Hambright
Member Joseph Keys

DDA-25-16. Excuse Members.

Motion to excuse members Davignon, Grafstein and Keys from today's meeting as they gave notice.

Motion made by Member Marsh, Seconded by Member Busler.

Voting Yea: Member Busler, Chair Jarbo, Member Marando, Member Marsh, Member Renshaw, Member Sheppard, Member Ujkic, Vice -Chair Van Buren

Motion carried.

DDA-25-17. Minutes.

Motion to approve the DDA Meeting minutes of August 21, 2025, as printed.

Motion made by Member Marsh, Seconded by Vice -Chair Van Buren.

Voting Yea: Member Busler, Chair Jarbo, Member Marando, Member Marsh, Member Renshaw, Member Sheppard, Member Ujkic, Vice -Chair Van Buren

Motion carried.

MEETING OPEN TO THE PUBLIC:

Lourdes Osorio-Lorenzo, owner of B.L. Fitness, introduced herself to the board and provided her background, noting that she has been a business owner in the DDA for five years and is interested in serving on the board.

DDA-25-18. Facade Grant Request- Rest Inn.

CED Director Tucker noted that the Economic Vitality Committee met on 10-6-25 to discuss this Façade Grant application. The applicant is proposing replacement of the decking, railing and fascia for the stairway and deck services the second story rooms for their business.

The program guidelines provide examples of kinds of activities that may and may not be eligible for reimbursement. There was considerable debate amongst the committee on how the guidelines would apply in this case as a motel is not a typical building type that has applied for the façade grant in the past.

The board discussed the pros and cons of approving the grant request including whether the project should be considered maintenance or a facade and previous precedent. CED Director Tucker reviewed the materials, aesthetics, and cost breakdown of the project.

Motion to deny the facade grant request from Rest Inn based on the project being considered maintenance rather than a facade.

Motion made by Member Marando, Seconded by Member Busler.

Roll Call Vote:

Voting Yea: Member Busler, Chair Jarbo, Member Marando, Member Marsh, Member Renshaw, Member Sheppard, Member Ujkic

Voting Nay: Vice -Chair Van Buren

Motion carried 7-1.

DDA-25-19. Snow Removal for 11 Mile Streetscape Area.

After discussion, it was the consensus to send a reminder letter to all businesses in the DDA to remind them of what their responsibilities are for snow removal by their businesses.

Motion to approve a budget of \$500 for a snow removal reminder mailing to DDA businesses.

Motion made by Member Marsh, Seconded by Member Sheppard.

Voting Yea: Member Busler, Chair Jarbo, Member Marando, Member Marsh, Member Renshaw, Member Sheppard, Member Ujkic, Vice -Chair Van Buren

Motion carried.

DDA-25-20. SEMCOG “Safe Streets Now” TAP Grant- DDA Letter of Support.

CED Director Tucker advised that SEMCOG is administering a one-time “Safe Streets Now” call for project due November 7th 2025. This grant opportunity is for “shovel-ready” projects that enhance the safety and access for bicyclists and pedestrians. City Planner Matt Lonnerstater has suggested that a Rectangular Rapid Flashing Beacon (RRFB) Pedestrian Crossing System be included as a part of the City’s overall application for this opportunity. This opportunity requires a 20% grant match, which will be covered through City road funds. He asked for a letter of support on behalf of the DDA for this grant application.

Motion to authorize the DDA Executive Director to offer a letter of support along with this application on behalf of the DDA board.

Motion made by Vice -Chair Van Buren, Seconded by Member Busler.

Voting Yea: Member Busler, Chair Jarbo, Member Marando, Member Marsh, Member Renshaw, Member Sheppard, Member Ujkic, Vice -Chair Van Buren

Motion carried.

FINANCE REPORT:

CED Director Tucker noted that the DDA has received the remainder of the Main Street Grant, and the majority of the grant has been expended. City Manager Marsh requested that the fund balance be included in future financial reports to the board.

DOWNTOWN TOUCHDOWN POST EVENT EVALUATION:

CED Director Tucker provided a cost breakdown of the event, noting the final cost to the DDA, after sponsorships, revenues and fees, was approximately \$5,000. The total cost of the event was \$10,596.53. He noted that the cost of closing the road was substantial and the event planning was time consuming and labor intensive, but the event was very positively received.

It was the consensus of the board that this was a unique event to celebrate the completion of the project.

UPDATE ON OTHER PROJECTS:

11 Mile Streetscape Project

All concrete, roadwork and landscaping has been installed. All that remains for the completion of the project is some joint sealing, special pavement marking (lot striping) and permanent signage for 515 E 11. Mile directing customer parking through the alleyway and a “Trucks No Right Turn” sign for U-Haul onto Townley. We have received all of our Placemaking grant funds, have spent the DDA portion of funding for the project (almost \$714,000) and continue to provide quarterly reporting to Main Street Oakland County.

551 E 11 Mile Rd ROW Sprinkler

With the ROW work that was completed on the north side of 11 Mile for the Streetscape project, there was a sprinkler system routed into the ROW grass area that is not functioning properly. Director Tucker reached out to the property at 551 E 11 Mile Rd. They have confirmed that it is their sprinkler and will send someone out to repair it. It was the consensus of the board to repair the sprinkler system since the damage occurred as part of the streetscape project.

PA 57 Compliance & Reporting

Due December 31st: November 20th will be our second public information meeting. We will also be submitting our annual financial information to the MEDC by December 31st.

25914 John R Rd Weiss Distillery

No new updates. May apply for a façade grant on November 20th meeting.

Brownfield TIF Guidelines/ Policy

CED Director Tucker has begun a draft guidelines/policy for new Brownfield TIF applications and is working out the details of what will be required for financial documentation, scoring criteria and things like minimum investment. He has requested assistance from the MEDC. He is looking for a few Board volunteers to help craft a final policy document.

Downtown Touchdown T-Shirts Still Available

We have additional Downtown Touchdown T-shirts available for sale if anyone is still interested.

MEMBER COMMENTS:

Mr. Busler praised the DPS and Recreation team for their work on the Harvest Fest. He stated that in early February there will be a fundraiser for the Madison Heights Animal Shelter at the Coach.

MHHP Chamber Director Linda Williams stated the Chamber will be have a three part workshop series in conjunction with Shop Small Saturday. Iron Body Fitness Studio is set to hold their grand opening, and December 4th will be the Chamber's holiday event.

ADJOURNMENT:

Having no further business, Chair Jarbo adjourned the meeting at 9:41 a.m.