

Regular Downtown Development Authority Meeting  
Madison Heights, Michigan  
April 25, 2023

A Regular Downtown Development Authority Meeting was held on Tuesday, April 25, 2023 at 8:00 AM at City Hall - Executive Conference Room, 300 W. 13 Mile Rd.

PRESENT

Member Rickey Busler  
Member Ruth Charlebois  
Vice-Chair Yousif Jarbo  
Member Joseph Keys  
City Manager Melissa Marsh  
Member Lenea Renshaw  
Member Michael Sheppard  
Chair Michael Van Buren

ABSENT

Member Gordon Davignon  
Mayor Roslyn Grafstein  
Member Joe Marando

ALSO PRESENT

Deputy City Clerk Phommady A. Boucher

**DDA-23-13. Excuse Member.**

Motion by City Manager Marsh, seconded by Member Charlebois, to excuse Member Marando from today's meeting as he gave notice.

Voting Yea: Member Busler, Member Charlebois, Vice-Chair Jarbo, Member Keys,  
City Manager Marsh, Member Renshaw, Member Sheppard, Chair Van  
Buren

Motion carried.

**ADDITIONS/DELETIONS:**

None

**MEETING OPEN TO THE PUBLIC:**

There were no members of the public wishing to speak.

**DDA-23-14. Regular Meeting Minutes for 02-14-23 and 01-10-23.**

Motion made by Member Sheppard, Seconded by Member Jarbo, to approve the DDA Regular Meeting minutes of February 14, 2023, and the DDA Regular Meeting minutes of January 10, 2023, as printed.

Voting Yea: Member Busler, Member Charlebois, Vice-Chair Jarbo, Member Keys,  
City Manager Marsh, Member Renshaw, Member Sheppard, Chair Van  
Buren

Motion carried.

**DDA-23-15. Financial Report.**

CED Director Tucker stated there have not been any notable expenditures since the last meeting in February with the exception of the installment of the 2023 DDA Service Agreement with the Chamber of Commerce of \$2,500 and the clock tower repair with the Verdin Company of \$605.

**DDA-23-16. Welcome Sign and DDA Façade Grant.**

CED Director Tucker informed that DPS asked the DDA to select a color for the composite decking to be used on the Welcome Sign at the corner of John R and Progress and will refer this decision to the Design Committee.

CED Director Tucker mentioned Diamond Jim is interested in applying for a second DDA Façade Grant and is refer the review of the grant to the Economic Vitality Committee.

**DDA-23-17. MHHP Chamber/MHDDA Activity update.**

CED Director Tucker provided a MHHP Chamber/MHDDA Activity FY 22-23 report that summarizes the report from Chamber Director Williams.

**DDA-23-18. Banners Quote.**

CED Director Tucker gave an updated quote to include (30) custom banners and (30) stock banners along with the necessary hardware and estimated shipping and delivery totaling \$13,950.15. He requests that the budget for this project be increased not to exceed \$15,000.

Motion made by Member Sheppard, Seconded by Member Charlebois, to approve the budget for the DDA Branding Custom and Stock Design banners increased not to exceed \$15,000.

Voting Yea: Member Busler, Member Charlebois, Vice-Chair Jarbo, Member Keys,  
City Manager Marsh, Member Renshaw, Member Sheppard, Chair Van  
Buren

Motion carried.

**DDA-23-19. MHDDA Placemaking RFP.**

CED Director Tucker spoke about the Placemaking Plan goals to provide Conceptual Engineering Plans for 11 Mile Road from Groveland to Lorenz, provide Design Guidelines for the entirety of 11 Mile Road, and provide an Implementation Plan that includes cost, phasing, and identifies potential funding sources for these projects. Members Jarbo and Marando were chosen to serve on the Selection Committee to review the submitted proposals and be involved in the interview and recommendation process.

**Committee Reports**

*Promotions Committee* – Member Sheppard talked about the egg hunt by the Chamber and to collect information from the area businesses. It would include the owners name, managers name, email, phone, website, and any promotions they are currently offering. Member Jarbo spoke with Chamber Director Williams about hosting an event on the south end of Madison Heights and the Coast Guard recruitment office is interested in participating by giving away t-shirts.

*Design Committee* – City Manager Marsh had no report to submit.

*Economic Vitality Report* – Chair Van Buren had the pleasure of attending the Main Street Oakland County Summit. Member Jarbo mentioned that businesses sponsor the events in the community. Member Busler added that banks and title companies are mandated to help promote the city.

**DDA-23-20. Main Street Oakland County Summit April 20<sup>th</sup>.**

CED Director Tucker advised that this meeting is free and available to all committee members. It's an opportunity for all jurisdictions in the county with a Main Street and DDA to give feedback to Oakland County.

**Roundtable**

Member Jarbo shared that his friend Patrick who is the owner of Golden Greek Bar in Detroit is interested in opening a second location in Madison Heights. Parking is an issue in the south end of the city, and he'd liked seeing businesses like Woodpile purchase residential homes to convert into parking lots. Member Jarbo commented that the Pub Crawl was well organized.

Member Busler mentioned that people are taking notice of the city's attractions because there are only twelve (12) active listings in Madison Heights while there are seventy-six (76) active listings in Troy.

Chair Van Buren informed that in October Oakland County does business showcases as part of the spotlight on municipalities in the county.

CED Director Tucker updated that there are two active Brownfield Projects, the Brownfield request will be June 1<sup>st</sup> after the tax settlement, and approval of reimbursements will be in January.

**ADJOURNMENT:**

Having no further business, Chair Van Buren adjourned the meeting at 8:45 a.m.