

Regular DDA Meeting  
Madison Heights, Michigan  
August 09, 2022

A Regular DDA Meeting was held on Tuesday, August 09, 2022 at 8:00 AM at City Hall - Executive Conference Room, 300 W. 13 Mile Rd.

**PRESENT**

Member Rickey Busler  
Member Ruth Charlebois  
Member Gordon Davignon  
Mayor Roslyn Grafstein  
Vice-Chair Yousif Jarbo  
Member Joseph Keys  
Member Joe Marando  
City Manager Melissa Marsh  
Member Michael Sheppard  
Member Jennifer Zmarzlik

**ABSENT**

Member Anthony Mancini  
Member Lenea Renshaw  
Chair Michael Van Buren

**DDA-22-40. Addition to Agenda - Discussion on DDA Sign and Landscaping at John R and Progress.**

Motion made by Member Zmarzlik, Seconded by City Manager Marsh, to add to the agenda, under New Business, Discussion on DDA Sign and Landscaping at John R and Progress.

Voting Yea: Member Busler, Member Charlebois, Member Davignon, Mayor Grafstein, Vice-Chair Jarbo, Member Keys, Member Marando, City Manager Marsh, Member Sheppard, Member Zmarzlik

Absent: Member Mancini, Member Renshaw, Chair Van Buren

Motion carried.

**DDA-22-41. Minutes.**

Motion made by Member Charlebois, Seconded by Member Sheppard, to approve the DDA Minutes of April 12, 2022, as printed.

Voting Yea: Member Busler, Member Charlebois, Member Davignon, Mayor Grafstein, Vice-Chair Jarbo, Member Keys, Member Marando, City Manager Marsh, Member Sheppard, Member Zmarzlik

Absent: Member Mancini, Member Renshaw, Chair Van Buren

Motion carried.

## **MEETING OPEN TO THE PUBLIC**

There were no members of the public wishing to speak.

### **DDA-22-42. Director's Report.**

CED Director Tucker provided a map on the location of trees planted in the DDA to date. Each tree cost approximately \$330 and this is a 4-year program. Small Business Saturday is November 26th and at this time it is not clear if Oakland County will have a promotional event. The 4th Saturday in September is Downtown Day, celebrating downtowns. Restaurant Week is September 18-23, 2022. The Economic Vitality committee had a market study on the southend of the DDA by Oakland County; there is good information for any businesses that may wish to access it.

In response to Mr. Yarbo, Mr. Tucker stated that it was possible to promote Small Business Saturday with a banner sign and suggested that the Promotions and Marketing committee establish a budget for it. City Manager Marsh added that the City is talking with the Chamber about a possible partnership for Small Business Saturday and she will report back as talks progress.

### **DDA-22-43. The Supply House Grant Amendment & Reimbursement Request.**

Mr. Tucker noted that the DDA approved a \$4,766 matching grant and the sign is near completion. The reimbursement request has risen to \$5,147.66 due to permitting fees and taxes.

Motion made by Member Marando, Seconded by Member Sheppard, to approve the amended reimbursement amount of \$5,147.66 for the Supply House Grant, contingent upon final approval by the City.

Voting Yea: Member Busler, Member Charlebois, Mayor Grafstein, Vice-Chair Jarbo, Member Keys, Member Marando, City Manager Marsh, Member Sheppard, Member Zmarzlik

Voting Abstaining: Member Davignon

Absent: Member Mancini, Member Renshaw, Chair Van Buren

Motion carried.

### **DDA-22-44. Trash Bins Refurbishment.**

Mr. Tucker reported that the cost to refurbish each trash bin is approximately \$100-200 and they will be powder coated and painted. The Design committee is recommending refurbishment and there are eight bins.

Motion made by Mayor Grafstein, Seconded by Member Charlebois, to authorize the CED Director to obtain quotes for powder coating and painting and approve the refurbishing of eight trash bins in the DDA for a cost not to exceed \$2000.

Mr. Keys offered to repair any of the bins that may need it prior to refurbishing them, at no cost.

Voting Yea: Member Busler, Member Charlebois, Member Davignon, Mayor Grafstein, Vice-Chair Jarbo, Member Keys, Member Marando, City Manager Marsh, Member Sheppard, Member Zmarzlik

Absent: Member Mancini, Member Renshaw, Chair Van Buren

Motion carried.

**DDA-22-45. Holiday Decorations.**

Mr. Tucker advised that the light poles in the DDA now have updated plugs. There is \$5,000 budgeted towards holiday decorations. He reviewed the existing decorations and they are in decent shape, but may need some new lights and he is estimating approximately \$500 for repairs. The cost of each street light is approximately \$40 for the season and the DDA has 106 light posts.

Motion made by Mayor Grafstein, Seconded by Member Sheppard, to approve the holiday decorating of every other street light in the DDA, not to exceed 60 light poles.

Voting Yea: Member Busler, Member Charlebois, Member Davignon, Mayor Grafstein, Vice-Chair Jarbo, Member Keys, Member Marando, City Manager Marsh, Member Sheppard, Member Zmarzlik

Absent: Member Mancini, Member Renshaw, Chair Van Buren

Motion carried.

**DDA-22-46. Discussion on the DDA Sign and Landscaping at John R and Progress.**

Ms. Zmarzlik updated the DDA membership on the condition of the sign and landscaping at John R and Progress. There is a root structure problem in the landscape box and Joe Keys has offered to create a new sign. It was the consensus that this issue be referred back to the Design committee for further recommendations.

**COMMITTEE REPORTS**

Design

Ms. Marsh noted that the Design committee has met and they discussed the trash bins. The mural is 1/2 way done. They have submitted a grant for sustainable planning and are waiting on approval; if approved the City cost will be \$6,500. The committee will also be talking about banners. She invited the membership to attend the Zoning Re-write meeting, noting it is important that the Zoning Ordinance reflect the priorities of the DDA.

Economic Vitality

Mayor Grafstein stated that the Linen Shop is for sale. The corner of 11 Mile Road and John R is proposing retail on the bottom and 40-50 apartments above and they have submitted a site plan. She stated that the committee is hoping to meet with bar owners to see if they may be interested in utilizing a Redevelopment Liquor License or if they have other colleagues in the industry that may.

### Promotions

Ms. Zmarzlik reviewed the status of the projects of the Promotions committee for the membership. She noted that she has been approached by people interested in a Farmers Market in the southend and she is exploring options for someone to run it. A possible location may be Wilkinson Middle School. She stated that due to the Green Beer Crawl success and relatively little effort it took to put it together, they are looking for this event to return next year.

### **ADJOURNMENT**

Having no further business, the meeting was adjourned at 9:16 a.m.