

Regular Downtown Development Authority Meeting  
Madison Heights, Michigan  
February 14, 2023

A Regular Downtown Development Authority Meeting was held on Tuesday, February 14, 2023 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  
Member Melissa Marsh  
Member Michael Sheppard  
Chair Michael Van Buren

**ABSENT**

Member Anthony Mancini  
Member Lenea Renshaw

**ALSO PRESENT**

City Clerk Cheryl Rottmann

**DDA-23-07. Excuse Member.**

Motion by Mayor Grafstein, seconded by Member Busler, to excuse Member Renshaw from today's meeting as she gave notice.

Voting Yea: Member Busler, Member Charlebois, Member Davignon, Vice-Chair Jarbo, Mayor Grafstein, Member Keys, Member Marando, Member Marsh, Member Sheppard, Chair Van Buren

Motion carried.

**ADDITIONS/DELETIONS:**

Without objection, CED Director Tucker requested that Discussion on Potential DDA Candidates be added to the agenda under Unfinished Business.

**MEETING OPEN TO THE PUBLIC:**

There were no members of the public wishing to speak.

**DDA-23-08. Downtown Banners**

Motion by Mayor Grafstein, seconded by Member Busler, to accept the Design Committee's recommendation and authorize staff to place an order for banners and hardware for the items DDA Branding Custom and Stock Design banners as well as hardware for a cost not to exceed \$14,000.

Voting Yea: Member Busler, Member Charlebois, Member Davignon, Vice-Chair Jarbo, Mayor Grafstein, Member Keys, Member Marando, Member Marsh, Member Sheppard, Chair Van Buren

Motion carried.

**DDA-23-09. Special Events- Green Crawl**

Motion by Member Marsh, seconded by Member Charlebois, to receive and file the Promotions Committee report on the Green Pub Crawl and support the Madison Heights and Hazel Park businesses by promoting the event on social media, through e-blasts and distributing paper copies of the poster.

Voting Yea: Member Busler, Member Charlebois, Member Davignon, Vice-Chair Jarbo, Mayor Grafstein, Member Keys, Member Marando, Member Marsh, Member Sheppard, Chair Van Buren

Motion carried.

**DDA-23-10. DDA Appointment Recommendations.**

Motion by Member Marsh, seconded by Member Charlebois, to recommend to the Mayor the re-appointment of Yousif Jarbo and Michael Van Buren to the Downtown Development Authority Board.

Voting Yea: Member Busler, Member Charlebois, Member Davignon, Vice-Chair Jarbo, Mayor Grafstein, Member Keys, Member Marando, Member Marsh, Member Sheppard, Chair Van Buren

Motion carried.

**DDA-23-11. Streetscape Plan.**

Motion by Member Marando, seconded by Member Sheppard, to direct staff to issue an RFP for three (3) locations for a DDA Streetscape Plan.

Vice Chair Jarbo requested that as part of the Streetscape Plan, a name be given to the district of improvement.

Voting Yea: Member Busler, Member Charlebois, Member Davignon, Vice-Chair Jarbo, Mayor Grafstein, Member Keys, Member Marando, Member Marsh, Member Sheppard, Chair Van Buren

Motion carried.

**DDA-23-12. Financial Report.**

CED Director Tucker stated there have not been any notable expenditures since the last meeting in January with the exception of the first installment of DDA Service Agreement with the Chamber of Commerce of \$2,500. City Manager Marsh stated that the DDA revenues are healthy.

Motion by Mayor Grafstein, seconded by Member Marando, to receive and file the Finance Report as presented.

Voting Yea: Member Busler, Member Charlebois, Member Davignon, Vice-Chair Jarbo, Mayor Grafstein, Member Keys, Member Marando, Member Marsh, Member Sheppard, Chair Van Buren

Motion carried.

**Ongoing Projects**

CED Director Tuckers stated that the DPS has started to remove trash bins and they are being refurbished. The planting by the entrance sign should be done around Memorial Day. The Clock will soon be undergoing service review and he will report back with the findings. SMART has reached out to the City for an inventory of amenities by bus stops on John R. such as trash bins and shelters. Compiling this information may help with grant opportunities in the future.

**Committee Reports**

*Economic Vitality Report* – no report submitted.

*Design Committee* - reported on the banners during earlier discussion.

*Promotions Committee* - Mr. Sheppard requested that members share any social media posts that are put out so that they reach more people. They are hoping to promote existing events, so if anyone has any ideas for future events to promote, please reach out.

**ADJOURNMENT:**

Having no further business, Chair Van Buren adjourned the meeting at 9:16 a.m.