

Downtown Development Authority of City of Madison Heights

Memorandum

Date: November 9, 2023
To: Downtown Development Authority Board Members
From: Giles Tucker, Community Development Director
Subject: 2024 Meeting Dates

Summary

Meeting dates for 2024 were included in the August 22nd DDA meeting as an item, but unfortunately the meeting lost its quorum before the board could meet to adopt them. We need to adopt meeting dates for next year at this meeting as it is the last of the calendar year.

Staff Recommendation

Currently, DDA meetings are held at 8am on the second Tuesday of the month. This coincides with the schedule of City Council meetings. To avoid back-to-back meetings, staff is proposing that these meetings are moved to the third Tuesday of the month. In addition to these regular meetings, there are two joint DDA/BRA meetings scheduled on the third Tuesday of the month in April and August that allow the board to address both the business of the DDA and any normal BRA related business that occurs. Staff recommends that the DDA board approve to approve the following meeting dates for the 2024 calendar year:

Regular DDA Meeting Dates

January 16th, 2024
February 20th, 2024
June 18th, 2024
November 19th, 2024

Informational DDA Meeting Dates

June 18th, 2024
November 19th, 2024

DDA/BRA Joint Meeting Dates

April 16th, 2024
August 20th, 2024

Downtown Development Authority Meeting
Madison Heights, Michigan
August 22, 2023

A Downtown Development Authority Meeting was held on Tuesday, August 22, 2023 at 8:00 AM at City Hall - Executive Conference Room, 300 W. 13 Mile Rd.

Chairperson Van Buren called the meeting to order at 8:02 AM.

PRESENT

Mayor Roslyn Grafstein (left meeting at 9:15 am)
Member Joseph Keys
Member Joe Marando
Member Melissa Marsh
Member Lenea Renshaw (left meeting at 9:21 am)
Member Michael Sheppard
Chair Michael Van Buren

ABSENT

Member Rickey Busler
Member Ruth Charlebois
Member Gordon Davignon
Vice-Chair Yousif Jarbo

OTHERS PRESENT

Community and Economic Development Director Giles Tucker
Business Services Coordinator Mary Daley

DDA-23-28. Excuse Members.

Motion made by Member Marsh, Seconded by Member Keys, to excuse Members Busler, Charlebois and Jarbo from today's meeting.

Voting Yea: Mayor Roslyn Grafstein
Member Joseph Keys
Member Joe Marando
Member Melissa Marsh
Member Lenea Renshaw
Member Michael Sheppard
Chair Michael Van Buren

Motion carried.

DDA-23-29. MHDDA July 18, 2023 Regular Minutes

Motion made by Member Grafstein, Seconded by Member Sheppard, to approve the Regular MHDDA Meeting minutes of July 18, 2023 as printed.

Voting Yea: Mayor Roslyn Grafstein
Member Joseph Keys
Member Joe Marando
Member Melissa Marsh
Member Lenea Renshaw
Member Michael Sheppard
Chair Michael Van Buren

Motion carried.

MEETING OPEN TO THE PUBLIC:

Member of the public, Nick DiFranco, owner of Lighthouse Imports and Carpe Diem Wine Distributors, introduced himself and thanked the Board for allowing him to attend today.

Finance Report.

C.E.D. Director Giles Tucker reviewed the current finance report. The FY 23-24 began July 1st and there have not yet been any substantial expenses to report. While not yet reflected in the Finance Report, with the approval of our budget amendment for the 11 Mile Corridor Plan, we will see an increase of an additional \$50,000 for Contractual Services. Banners were paid for in the previous fiscal year.

ONGOING PROJECTS:

C.E.D. Director Giles Tucker updated the Board on ongoing projects happening within the DDA as outlined in the packet including the following:

City Gateway Project, Banners & Welcome Sign

The repair of the Progress & John R Gateway has been completed by DPS. A number of the trash bins have been refurbished, and the DDA banners have been installed. Director Tucker reviewed the conceptual design for gateway welcome signs as detailed in the packet.

11 Mile Corridor Streetscape Plan

Staff met with NFE, MKSK and SEMCOG to discuss further details on the scope and the timeline for the 11 Mile Streetscape project on August 17th. Staff and the project consultants will conduct a site visit at the beginning of September and the first of two stakeholder meetings planned to occur at the beginning of October. Board members shared their ideas and thoughts on this.

PA 57 Reporting Update

C.E.D. Director Tucker gave a brief update on PA 57 reporting. At the end of the year, he is required to submit financial reports for the DDA per PA 57. The meeting minutes and agendas will be added timely to the website. The meeting calendar will be removed from the DDA page and will be updated on the main calendar only. Our annual TIF Plan will be reported by December 31st.

Brownfield Redevelopment Authority Reporting Update

CED Director Tucker gave a detailed presentation on the overview of Brownfield Tax Increment Financing and what the process looks like. He updated the Board on active brownfield project sites and anticipated requests in the future. A detailed description of the fundamentals of Brownfield process was provided in the packet.

Director Tucker explained that Brownfield Redevelopment exists as an economic development tool to attract developers to come in and clean up properties or redevelop them if they are functionally obsolete.

Our Brownfield Redevelopment Authority is also required by the State of Michigan to submit financial reporting including our fund balance and metrics on our active products annually by August 31st.

NEW PROJECTS:

MHHP Chamber Service Agreement

C.E.D. Director Tucker presented the Agreement renewal with the Madison Heights-Hazel Park Chamber of Commerce (MHHP) for the 2023-2024 year. Per Director Tucker, the Chamber has met the spirit of its reporting requirements on a quarterly basis, and has made significant progress in increasing membership, establishing best practices, improving events, and demonstrating the value of chamber membership. Both the City of Madison Heights and Hazel Park have committed to renewing their own agreements with the Chamber through 2024. This is a revised agreement removing the monthly reporting section and adding in specific performance measures to be included in the annual report presented to the DDA annually. The revised agreement was included in the packet for the Members to review.

DDA-23-30. MHHP Chamber Service Agreement

Motion by Member Marando, seconded by Member Sheppard to approve the 2023-2024 service agreement with the Madison Heights-Hazel Park Chamber of Commerce (MHHP) for a total \$10,000 to be paid in quarterly installments of \$2,500.

Voting Yea: Member Joseph Keys
Member Joe Marando
Member Melissa Marsh
Member Lenea Renshaw
Member Michael Sheppard
Chair Michael Van Buren

Motion carried.

DDA Meeting Dates for November 2023 & for the 2024 Calendar Year

At the end of each calendar year the DDA board schedules its Regular meeting dates for the following year. These regular meetings have been scheduled for the second Tuesday of each month and this coincides with the morning after City Council Meetings. To avoid back-to-back meetings, staff is proposing that these meetings are moved to the third Tuesday of the month. In addition to these regular meetings, there are two joint DDA/BRA meetings scheduled on third Tuesday of the month in April and August that allow the board to address both the business of the DDA and any normal BRA related business that occurs.

As always, the DDA can choose to schedule additional meetings as needed.

Because the DDA lost quorum, the Board will wait until the November 14th meeting to approve a schedule for 2023-2024.

Meeting was adjourned by the Chair at 9:25 a.m.