

Regular DDA Meeting
Madison Heights, Michigan
November 15, 2022

A Regular DDA Meeting was held on Tuesday, November 15, 2022 at 8:00 AM at City Hall - Executive Conference Room, 300 W. 13 Mile Rd.

PRESENT

Member Ruth Charlebois
Mayor Roslyn Grafstein (left at 9:16 am)
Vice-Chair Yousif Jarbo (left at 9:24 am)
Member Anthony Mancini
Member Joe Marando (left at 9:24 am)
Member Michael Sheppard
Member Jennifer Zmarzlik
Chair Michael Van Buren

ABSENT

Member Rickey Busler
Member Gordon Davignon
Member Joseph Keys
City Manager Melissa Marsh
Member Lenea Renshaw

ALSO PRESENT:

Community and Economic Development Director Tucker
City Clerk Rottmann

DDA-22-54. Excuse Board Members.

Motion made by Mayor Grafstein, Seconded by Member Charlebois, to excuse the following members from today's meeting for giving notice: Busler, Davignon, Keys, and Marsh.

Voting Yea: Member Charlebois, Mayor Grafstein, Vice-Chair Jarbo, Member Mancini, Member Marando, Member Sheppard, Member Zmarzlik, Chair Van Buren

Absent: Member Ricky Busler, Member Gordon Davignon, Member Joseph Keys, City Manager Marsh, and Member Lena Renshaw

Motion carried.

MEETING OPEN TO THE PUBLIC:

There were no members of the public wishing to speak.

DDA-22-55. August 9, 2022 MHDDA Minutes.

Motion made by Mayor Grafstein, Seconded by Member Sheppardm to approve the Regular DDA minutes of August 9, 2022, as printed.

Voting Yea: Member Charlebois, Mayor Grafstein, Vice-Chair Jarbo, Member Mancini, Member Marando, Member Sheppard, Member Zmarzlik, Chair Van Buren

Absent: Member Ricky Busler, Member Gordon Davignon, Member Joseph Keys, City Manager Marsh, and Member Lena Renshaw

Motion carried.

DDA-22-56. October 18, 2022 Special DDA Meeting Minutes.

Motion made by Mayor Grafstein, Seconded by Member Charlebois, to approve the Special DDA meeting minutes of October 18, 2022, as printed.

Voting Yea: Member Charlebois, Mayor Grafstein, Vice-Chair Jarbo, Member Mancini, Member Marando, Member Sheppard, Member Zmarzlik, Chair Van Buren

Absent: Member Ricky Busler, Member Gordon Davignon, Member Joseph Keys, City Manager Marsh, and Member Lena Renshaw

Motion carried.

FINANCIAL REPORT:

CED Director Tucker highlighted the major expenses from the last meeting. He also noted that during the fiscal year closing, it was discovered that the DDA tax capture was not fully transferred to the DDA fund but instead held in the General Fund at year-end for FY 2020 and FY 2021. Finance staff processed the journal entries needed to complete this transfer. In addition, finance staff has reviewed the tax settlement process to include a review of journal entry transfers to prevent this in the future. This discovery resulted in an adjustment of additional \$52,291.21 into the DDA fund.

Mr. Tucker stated that PA 57 requires that the DDA provide an annual report of the status of our DDA Tax Increment Financing Plan. Revenues described in this report to the State that aren't expended within 5 years require additional reporting to that is best to be avoided. Keeping this in mind it is important that we continue work on the plans described in the 2017 TIF Plan and keep an eye on our fund balance. Our potential partnership with the Sustainable Built Environment Initiative through Michigan State University is a great opportunity for us to develop a clear vision for our downtown and will help us focus future spending on streetscape improvements and leverage State and County resources. The deadline for this report is before December 31st, 2022. He will work with staff in finance to meet this deadline.

UPDATE ON ONGOING PROJECTS:

Director Tucker updated the members on the following ongoing projects:

Oakland County's "Local Gem Sweepstakes"

He noted that he had promotional items available for pick up if anyone would like them. They include shopping bags, banners, posters and counter cards.

MHHP Chamber of Commerce "Wanted: Small Business Shoppers"

The Chamber intends to partner with members of City Council, school district leaders and others interested city leaders to "get caught" shopping small in this year's Chamber promotion. A social media campaign will include city leaders on a wanted sign shopping at a local business and these photos will be posted throughout holiday shopping season.

Small Business Saturday Vendor Event

A final copy of the vendor form, including a terms and conditions section has been developed and shared with Councilwoman Aaron and Jenni Zmarzlik.

Holiday Decoration Update

DPS has successfully wired, tested, and replaced bulbs on 52 holiday decorations. DPS has also made an order for light post brackets and anticipate receiving them the week before Thanksgiving. Sean has also reached out to DTE and will ensure that we have power to these outlets for 3-month holiday season. I will provide updates to the DDA when DPS begins installation.

Trash Bins & Welcome Sign Area

DPS has not provided any new developments on the trash bins or sign area as of 11/9/2022. He will share updates as they become available.

Michigan State Extension Office - 11 & John R Vision Study

Earlier this summer we applied to MSUE for their Sustainable Built Environment Initiative which could help develop a conceptual plan and visual drawings of the John R DDA/Downtown. This program will help provided more concrete examples of placemaking projects throughout the DDA, making it easier to compete with grants and to help solidify a shared vision of how we'd like the physical environment of the DDA to be in the future. Staff is working on funding opportunities to make the vision a reality.

DDA-22-57. Calendar Meeting Dates 2023.

Motion made by Member Sheppard, Seconded by Mayor Grafstein, to approve the following regular and informational meeting dates for 2023:

Regular:

January 10

February 14

April 11

June 13

August 15

November 14

Informational:

June 13

November 14

All meetings are held in the Executive Conference room of City Hall, located at 300 W. 13 Mile Road, Madison Heights, MI 48071 unless otherwise noted. Information meetings will be held immediately after the regular DDA meetings.

Voting Yea: Member Charlebois, Mayor Grafstein, Vice-Chair Jarbo, Member Mancini, Member Marando, Member Sheppard, Member Zmarzlik, Chair Van Buren

Absent: Member Ricky Busler, Member Gordon Davignon, Member Joseph Keys, City Manager Marsh, and Member Lena Renshaw

Motion carried.

DDA-22-58. Amendment to MHDDA MHHP Chamber Agreement -TABLED UNTIL 1/10/23

Discussion was held on the change in the contract amount, additional ideas the members would like to see included in the contract including creating and maintaining a list of available properties and improvements and updates to the DDA website.

Motion made by Member Marando, Seconded by Member Zmarzlik, to table the vote on the amendment to the MHDDA MHHP Chamber Agreement to the next regular DDA meeting so that more members could be present and additional contract items could be discussed with City Manager Marsh.

Voting Yea: Member Charlebois, Mayor Grafstein, Vice-Chair Jarbo, Member Mancini, Member Marando, Member Sheppard, Member Zmarzlik, Chair Van Buren

Absent: Member Ricky Busler, Member Gordon Davignon, Member Joseph Keys, City Manager Marsh, and Member Lena Renshaw

Motion carried.

COMMITTEE REPORTS:

Ms. Zmarzlik gave a brief presentation on the Small Business Vendor Fair that will be held this Saturday at Wilkinson Middle School.

ADJOURNMENT:

Having no further business, the meeting was adjourned at 9:34 a.m.