

MHDDA Regular Meeting
Madison Heights, Michigan
January 16, 2025

A Regular meeting of the Downtown Development Authority was held on Thursday, January 16, 2025 at 8:00 AM at Library Flex Space, 240 W. 13 Mile Road.

PRESENT

Member Rickey Busler
Member Gordon Davignon
Mayor Roslyn Grafstein
Vice-Chair Yousif Jarbo
Member Joe Marando
Member Melissa Marsh
Member Lenea Renshaw
Member Michael Sheppard
Member Marija Ujkic
Chair Michael Van Buren

ABSENT

Member Gerry Hambright
Member Joseph Keys

OTHERS PRESENT

Community and Economic Development Director Giles Tucker
Business Services Coordinator Mary Daley
MHHP Chamber Executive Director Linda Williams

DDA-25-01. EXCUSE MEMBERS.

Motion to excuse Member Keys from today's DDA meeting.

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

Absent: Member Hambright, Member Keys

Motion carried.

DDA-25-02. APPROVAL OF MINUTES REGULAR MEETING AND INFORMATIONAL MINUTES 11-19-24.

Motion made by Member Marsh, Seconded by Member Sheppard, to approve the Regular MHDDA Meeting minutes and Informational meeting minutes of 11-19-24 as printed.

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

Absent: Member Hambright, Member Keys

Motion carried.

MEETING OPEN TO THE PUBLIC:

There were no members of the public wishing to speak.

DDA-25-03. PROPOSED FY 2025-2026 BUDGET.

Director Tucker reviewed the proposed budget for Fiscal Year 2025-2026, and highlighted some notable expenditures as described in the packet.

Motion made by Member Marando, Seconded by Busler, to approve the 2025-26 DDA Budget as presented.

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

Absent: Member Hambright, Member Keys

Motion carried.

DDA-25-04. ROW PROPERTY ACQUISITION - UNITED METHODIST CHURCH SIGNAGE PROPOSAL.

Director Tucker advised the members on the discussion he has been having with United Methodist Church regarding the recent survey conducted by Nowak and Fraus. The survey pertains to the location of their current property line and the proposed City property acquisition of additional right-of-way in front of the Church equating to 27 feet. Discussion with the Church produced a mutually beneficial agreement to replace their non-working electronic sign in order to acquire the 27 feet of right-of-way.

Director Tucker did acquire a preliminary quote which was reviewed with the Board. The new sign will be backlit but not digital. The church administration showed support for the project.

Motion by Grafstein, seconded by Sheppard to authorize staff to work with the City Attorney to pursue an agreement between the United Methodist Church and the DDA in

which the DDA agrees to pay for the construction of a new sign for the Church in exchange for granting the City of Madison Heights an additional 27 feet of right-of-way. This motion also authorizes staff to proceed with a request for proposals for a sign project not to exceed \$25,000.

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

Absent: Member Hambright, Member Keys

Motion carried.

DDA-25-05. LENEA RENSHAW AND JOE MORANDO DDA BOARD REAPPOINTMENT.

Motion by Marsh, seconded by Sheppard to recommend the reappointment of Lenea Renshaw and Giuseppe Marando to the DDA Board for an additional term.

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

Absent: Member Hambright, Member Keys

Motion carried.

DDA-25-06. MHDDA OFFICER ELECTIONS.

The offices of Chairperson, Vice Chairperson and Treasurer are up for reelection per current DDA bylaws which establish term limits for Board Officers. The office of Secretary was filled by Joe Keys after the resignation of the prior secretary therefore he is still eligible to remain in the role.

Motion made by Member Marsh, Seconded by Member Keys, to appoint the following DDA Officers for:

Joe Jarbo - Chairperson
Michael Van Buren - Vice-Chairperson
Joe Marando - Treasurer
Joe Keys – Secretary

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

Absent: Member Hambright, Member Keys

Motion carried.

REPORTS:

Holiday Lights

Discussion was held regarding the scheduling for the upcoming holiday lights season. Per Director Tucker, all work orders will be done in August and submitted to DPS by the Fall. Giles will work with the design committee to prepare a proposal for new decorations and review the current inventory.

Funds for improvements are already allocated under the improvements line-item.

Finance Report

Director Tucker reviewed the DDA Finance Report and reviewed some of the minor changes as reported in the packet. One notable adjustment shows the DDA budget has now been amended to include the \$313,982 Placemaking grant. This is reflected both in the “County Shared Revenues” revenue line and the 11 Mile/John R Road Improvements expense line.

Update on 11 Mile Streetscape Phase I

Director Tucker gave an update on the 11 Mile Streetscape project phase I. A notice was sent by mail and email to all homeowners and business owners within the project area notifying them of the intent to begin construction in June. One of recipients of that letter, U-Haul, has requested to meet with staff to discuss the impact the project will have on their site. Staff is currently preparing an invitation to bid for the construction of Phase I. A complete package is anticipated to be ready in February.

Tucker summarized the results of the Phase I 11 Mile Streetscape Project survey and indicated the results can be found on www.downtownmadisonheights.com.

Update on Other Projects:

11 and John R

City Manager Melissa Marsh gave an update on the property located at 11 Mile and John R Road. The title work is nearing completion, and the city is working through some of the details with Nowak and Fraus. The expectation is that the city will own that parcel by the beginning of March.

Gateway Sign

City Manager Melissa Marsh indicated the new gateway sign into the City should be up in the Spring. The sign will be located at 10 Mile and Progress.

Chamber Update

Chamber Director Linda Williams announced the date for the annual State of the Cities has been set for March 14th. It is Hazel Park's year to host, and the venue is TBD.

She noted that Boodles is fully open and operational.

DDA-25-07. ADJOURNMENT.

Motion by Sheppard, seconded by Busler to adjourn at 9:13 a.m.

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

Absent: Member Hambright, Member Keys

Motion carried.