

Regular Downtown Development Authority  
Madison Heights, Michigan  
November 19, 2024

A Regular Downtown Development Authority was held on Tuesday, November 19, 2024, at 8:00 AM at City Hall - Executive Conference Room, 300 W. 13 Mile Rd.

**PRESENT**

Member Gordon Davignon  
Mayor Roslyn Grafstein  
Member Gerry Hambright (arrived at 8:07 AM)  
Vice-Chair Yousif Jarbo  
Member Joseph Keys  
Member Melissa Marsh  
Member Lenea Renshaw  
Member Michael Sheppard  
Member Marija Ujkic  
Chair Michael Van Buren

**ABSENT**

Member Rickey Busler  
Member Joe Marando

**OTHERS PRESENT**

Community and Economic Development Director Giles Tucker  
Deputy City Manager/City Clerk Cheryl Rottmann

**DDA-24-25. August 20th DDA/BRA Joint Meeting Minutes.**

Motion to approve the Joint BRA/DDA Minutes of August 20, 2024, as printed.

Motion made by Member Sheppard, Seconded by Mayor Grafstein.

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

Absent: Member Busler, Member Marando

Motion carried.

**MEETING OPEN TO THE PUBLIC**

There were no members of the public wishing to speak.

**DDA-24-26. 2025 Meeting Dates.**

Motion to approve the following meeting dates for the 2025 calendar year:

Regular DDA Meeting Dates:

January 16, 2025  
February 20, 2025  
June 19, 2025  
November 20, 2025

Informational DDA Meeting Dates:

June 19, 2025  
November 20, 2025

DDA/BRA Joint Meeting Dates:

April 17, 2025  
August 21, 2025

Motion made by Mayor Grafstein, Seconded by Member Sheppard.

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

Absent: Member Busler, Member Marando

Motion carried.

**DDA-24-27 Excuse Members.**

Motion to excuse Members Busler and Marando from today's meeting.

Motion made by Vice-Chair Jarbo, Seconded by Member Sheppard.

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

Absent: Member Busler, Member Marando

Motion carried.

**DDA-24-28. MHHP & MHDDA Marketing & Promotional Agreement Renewal 2024-25**

MHHP Chamber Director Linda Williams reviewed the report of activities of the Chamber for the membership. She also stated that upcoming activities include the Shop Small Saturday Golden Egg Hunt and the Grand Opening of the Taco/Tequila Restaurant.

Motion to authorize the DDA Chairman to sign the included "Agreement for Services Between DDA of Madison Heights and Madison Heights/Hazel Park Chamber of Commerce" to continue these services for another year for a total of \$10,000 paid quarterly.

Motion made by Member Keys, Seconded by Member Sheppard.

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

Absent: Member Busler, Member Marando

Motion carried.

### Finance Report

CED Director Tucker stated that since our August 20th meeting, the most notable change is that the DDA has received its first installment of \$235,486.13 from the Oakland County Placemaking Grant for the 11 Mile Streetscape project, 75% of the total grant award. This is reflected in “County Shared Revenues 248-025-588-1000”. While not yet reflected, \$253,486.13 will also be included into the amended budget amount for “11 Mile/John R Road Improvements 248-863-987-0006”. The remaining funds will be issued after the DDA has supplied Oakland County with eligible expenditures for the project equal to twice this amount.

### 11 Mile Streetscape Update

CED Director Tucker stated that a final proof of the streetscape mailer has been approved and was sent out in the mail by Print Masters Printing last week. It is anticipated to reach mailboxes in around November 15th. The mailer will reach 672 residences along 11 Mile Rd. The mailer is intended to serve two functions, to bring awareness to Phase I of the project by directing those interested in the project to the full plan and survey, and to build an email list of residents interested in the progress of the project. We hope in doing so we can learn from the feedback of residents and use this group to better inform the public about the project. The total cost to mail came to \$214.34 for 672 addresses, there will print copies to hand out at City Hall as well.

Mr. Tucker continued that thus far the 11 Mile Streetscape Phase I Survey has received 68 survey responses, six (6) of these came from City staff and was removed from the attached survey summary. 38 of the respondents provided their email address for updates on the project. Mr. Tucker indicated that he would compile a summary of the results once we have a larger sample size of the results. The intention of the survey is to gain insight on the priorities of residents and to build a list of residents following the project to spread more accurate project information.

Mr. Tucker informed the board that Nowak & Fraus has completed its surveying of the project area and has developed an exhibit showing the changes to the transition to three lanes requested by Madison School District, and the proposed property acquisition of additional Right of Way in front of the United Methodist Church. While it is still possible to include on-street parking in front of the Church without additional ROW, acquiring more will “straighten out” the ROW to match exist ROW on the adjacent block and will provide more room for pedestrian amenities. Meetings will be scheduled with Madison School and the Church to go over the scope of our project and hopefully gain their support for the 3-lane transition and the granting of additional ROW.

### **UPDATE ON OTHER ONGOING PROJECTS:**

#### *MHDDA Business Digital Marketing Program Update*

CED Director Tucker stated that two of the videos have been completed, but they have not been released yet. He recommended that no further action be taken on this project until the initial videos are complete and submitted to the DDA for reimbursement per our agreement.

#### MHHP Chamber FY 2024 Q3

The Chamber has provided their quarterly report and the DDA paid their quarterly installment in October 2024.

#### DDA Board Orientation with Gerry Haimbright

Giles and Gerry met on November 1st to discuss board membership responsibilities and our most recent activities. Staff is looking forward to having Gerry on the board and benefitting from his experience, expertise, and enthusiasm.

#### Welcome to Madison Heights Gateway Sign

The City of Madison Heights partnered with Ideation Orange to develop a gateway sign concept to deploy at keep entrances into the City. On November 1st the first two of these signs has finally reached the building department for review. Up next will be the “Welcome to Madson Heights” sign at John R & Progress. Funding for this sign is anticipated to be available by the end of the calendar year.

#### Façade & Sign Grant Guidelines & Application

Responding to a request from Linda at the Chamber of Commerce an updated version of the Façade and Sign grant has been provided to The Green House Hair Salon at 26040 John R Rd. The updated grant documents are also now available at <https://downtownmadisonheights.com/>.

#### Clocktower Public Comments

The DDA board received two public comments/ requests pertaining to the clock tower in October. Sabrina Martin at 26710 Delton: The DDA should investigate repairing the clocktower to bring back the clocktower chimes. Omar Hussien at 101 W Brockton Ave: He suggests that the clocktower is overlooked because of its the dull green color. He suggests that it be repainted it red and highlight it with LED lighting underneath. He points to the clocktower in Petoskey as an example.

#### Important Notice for January 2025 Meeting: FY 2025-2026 Budget & 2025 Officer Elections

CED Director Tucker informed the Board that Mike Van Buren, Joe Jarbo, and Rickey Busler all have served their allowed terms in their current board positions. If they'd like to serve longer as an Officer, they will have to change positions. Joe Keys has been filling a vacancy in the Secretary position, so his terms will not start to accumulate until he has been elected to a full-term position. At the January meeting, we will be holding Officer Elections for all the positions.

#### DDA Budget Meeting FY 2025-2026

In January of each year, the DDA approves a recommended DDA budget for the new Fiscal Year to be included in the City's overall budget process. Mr. Tucker requested that subcommittees and individual board members that would like to include any new projects, activities, events or anything else that may impact the budget should 25 Item 7. 2 provide their proposals to him by the end of the calendar year, so that he has enough time to incorporate them into our budget discussion.

It was the consensus the the upgrading of the holiday decorations be included in the upcoming budget.

11 Mile/John R

CED Director Tucker informed the membership that the City was in the process of trying to acquire this property for development in the DDA. Discussion was held on the importance of having this property developed in a way that would enhance the DDA area.

A Special Thank You to Artech Printing / Mike & Sonja Van Buren

On behalf of the DDA Board and City Council, CED Director Tucker presented Chair Mike Van Buren with a City Council Certificate of Recognition for his 26 years of service to the community and to the DDA. He also presented a personalized street sign as a gift. Chair Van Buren thanked everyone for the recognition.

**ROUND ROBIN:**

CED Director Tucker announced that come January, he will be a new father and that his wife is expecting a son.

Member Renshaw shared that she is going to be a Great Grandma next year.

Chair Van Buren noted that he has sold his building to Empire Plumbing, but as long as he holds title, he will remain a member of the DDA.

MHHP Chamber Director Linda Williams provided the following dates for upcoming events:

12/5: Oil Doctor Grand Opening

12/9: Town Hall Meeting regarding the Minimum Tip Wage

12/10: Chinese Noodle Making Lab at Noodletopia

12/16: Alchemy Color Lab Grand Opening

12/18: Tacos, Tequila, y Mas' Grand Opening

**ADJOURNMENT:**

Having no further business, Chair Van Buren adjourned the meeting at 9:09 a.m.