



CITY OF MADISON HEIGHTS

**300 W. 13 MILE ROAD
Madison Heights, MI 48071
City Hall Executive Conference Room**

MHDDA REGULAR MEETING AGENDA

January 25, 2022

8:00 A.M.

– AGENDA –

- I. CALL TO ORDER: 8:00 A.M.
- II. ROLL CALL-
- III. MEETING OPEN TO THE PUBLIC
- IV. APPROVAL OF MINUTES
 - a. January 4, 2022 Regular Meeting
- V. FINANCIAL REPORT
- VI. OLD BUSINESS
- VII. NEW BUSINESS
 - a. 2022-2023 DDA Budget
- VIII. COMMITTEE REPORTS
 - a. Design Committee
 - b. Economic Vitality Committee
 - c. Promotions Committee
- IX. DIRECTOR REPORT
- X. TRAINING & EVENTS OPPORTUNITIES
- XI. ROUND ROBIN
- XII. ADJOURNMENT

Regular Meeting
Downtown Development Authority
Madison Heights, Michigan
January 4, 2022

A Regular Meeting of the Downtown Development Authority was called to order by Chairman Van Buren on Tuesday, January 4, 2022, at 8:00 a.m. in the Municipal Building at 300 West Thirteen Mile Road, Madison Heights, Michigan.

Present: Chairperson Van Buren and Vice-Chairperson Jarbo.
Members: Busler, Charlebois, Grafstein (left at 9:08 a.m.), Keys, Mancini, Marando, Marsh, Renshaw, Sheppard and Zmarzlik.

Also Present: Economic Development Director Tucker, City Planner Lonnerstater and Deputy City Clerk Boucher.

Absent: Davignon

DDA-22-01. Meeting Open to the Public.

There were no members of the public wishing to speak.

DDA-22-02. Minutes.

Motion by Sheppard, seconded by Zmarzlik, to approve the minutes from the November 9, 2021 DDA Regular Meeting as printed.

Yeas: Busler, Charlebois, Grafstein, Jarbo, Keys, Mancini,
Marando, Marsh, Renshaw, Sheppard, Zmarzlik, Van Buren

Nays: None

Absent: Davignon

Motion Carried

DDA-22-03. Financial Report.

Economic Development Director Tucker reminded the members they will need to adopt the proposed budget at the January 25th meeting. He briefly reviewed the budget proposal to include the traffic study and holiday decoration expenses.

DDA-22-04. Diamond Jim's, 934 W. 11 Mile Road.

Economic Development Director Tucker reviewed the façade improvement grant for Diamond Jim's from May 2020.

Motion by Sheppard, seconded by Busler, to approve the \$5,000 façade grant reimbursement to Diamond Jim's.

Regular Meeting
Downtown Development Authority
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Yeas: Busler, Charlebois, Grafstein, Jarbo, Keys, Mancini,
Marando, Marsh, Renshaw, Sheppard, Zmarzlik, Van Buren
Nays: None
Absent: Davignon
Motion Carried

DDA-22-05. MYST Auto, 239 W. 11 Mile Road.

Economic Development Director Tucker and City Manager Marsh gave an overview of the special usage request by MYST Auto at 239 W. 11 Mile Road.

The board members further discussed commercial zone district, variance, type of business, other potential locations and master plan.

Motion by Marnado, seconded by Busler, to approve the recommendation of the DDA board that the proposed use of a secondhand automotive sales at 233 & 239 W 11 Mile Rd is not consistent with the 'City Center' future land use designation, nor the long term vision of the DDA District as contained within the 2021 Master Plan. The proposed auto-oriented use is not consistent with the Master Plan's vision to transform the City Center into a vibrant, compact, pedestrian oriented downtown area. For these reasons, the DDA board recommends that City Council deny the requested special use for secondhand automotive sales at 233 & 239 W 11 Mile Rd.

Yeas: Busler, Charlebois, Grafstein, Jarbo, Keys, Mancini,
Marando, Marsh, Renshaw, Sheppard, Zmarzlik, Van Buren
Nays: None
Absent: Davignon
Motion Carried

DDA-22-06. Committee Reports.

Economic Development Director Tucker moved Mayor Grafstein to the Economic Vitality Committee, added Mr. Mancini to the Economic Vitality Committee and added Mr. Marando to the Design Committee. Mayor Grafstein nominated Ms. Zmarzlik as Chairperson of the Promotions Committee.

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DDA-22-07. Director Report.

2022-2023 DDA Budget

Economic Development Director Tucker gave an overview of the proposed budget and recommended that members review the expenditures by line item.

Holiday Decorations

Economic Development Director Tucker talked about street light decorations for three months on John R from 10 Mile Road to Gardenia Avenue. He recommends a budget of \$5,000 for new decorations, bulb replacement, electricity cost and install of outlets.

The board members further discussed decorations on 11 Mile Road, flower baskets, update sign at John R/10 Mile Road and confirm donation amounts from area businesses.

DDA Mission & Vision, Events

Economic Development Director Tucker asked the Promotions Committee to come up with ideas for the DDA website.

MDA Spring Workshop – March 3, 2022 Grand Ledge

Economic Development Director Tucker invites board members to attend the workshop and funds are available in the conferences/workshop account. There's a topic on future retail, the Michigan Economic Corporation will be present and there's a topic on shared bike programs.

26744 Osmun Street - Rezoning

Economic Development Director Tucker informed that the City Council will be considering rezoning of 26744 Osmun Street for Woodpile from residential to business district. The applicant intends to combine the two lots and develop a parking lot.

26783 Lenox Avenue - Rezoning

Economic Development Director Tucker informed that the City Council will be considering rezoning of 26783 Lenox Avenue for Boodles from residential to parking district. The applicant has expressed interest in renovating the restaurant into a boutique hotel.

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DDA-22-08. Round Robin.

Mayor Grafstein wished everyone Happy New Years.

Mr. Sheppard looks forward to seeing the Promotions Committee in action and more events planned.

Ms. Zmarlik thanked everyone for the appointment of Chairperson of the Promotions Committee. She expressed her appreciation for all the hard work from Economic Development Director Tucker, City Manager Marsh and City Planner Lonnerstater. Ms. Zmarlik will be taking pictures of all the businesses of the committee members to post on the DDA website.

Ms. Charlebois wished everyone a Happy New Year. She updated that Seasons Hospice merged with AccentCare and the name change is official yesterday. HRS Home Care Services will be moving from Dequindre Road to John R Road.

Mr. Busler thanked Economic Development Director Tucker, City Manager Marsh and City Planner Lonnerstater for all their hard work. He wished everyone a Happy, Healthy and Prosperous New Year.

Mr. Mancini wished everyone a Happy New Year and is glad to part of the conversation.

Mr. Keys wished everyone a Happy New Year. He thanked Ms. Charebois for the second year in a row for gifting the employees at Seasons Hospice with an oil change. Mr. Keys became a Weathertech Floor Mat Dealer and orders can be available is early as a day.

Mr. Jarbo wished everyone a Happy New Year and looks forward to the committees' future plans become a reality.

Mr. Marando wished everyone a Happy New Year. He reminded everyone that the key to the DDA is communication and visibility.

Ms. Renshaw wished everyone a Safe, Healthy and Happy New Year. She appreciates the discussion of bringing back the community, the holiday decorations and flower pots. Miss Nene's Child Care Center has a new parking lot and is a nice improvement.

City Manager Marsh wished everyone a Happy New Year.

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Chairperson Van Buren wished everyone a Happy New Year. He encourages the members to help add more information to the DDA website.

DDA-22-09. Adjournment.

There being no further business, Chairman Van Buren adjourned the meeting at 9:17 a.m.

Phommady A. Boucher, Deputy City Clerk

PERIOD ENDING 01/31/2022

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
			NORMAL	(ABNORMAL)	MONTH 01/31/2022 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY									
Revenues									
Dept 000 - NA									
248-000-5008-000	FIXED ASSET CLEARING ACCOUNT	0.00	0.00		0.00		0.00		0.00
Total Dept 000 - NA		0.00	0.00		0.00		0.00		0.00
Dept 011 - PROPERTY TAXES									
248-011-4030-000	TAXES REAL OPERATING	40,050.00	54,594.42		0.00		(14,544.42)		136.32
248-011-4130-000	DELINQUENT/MTT TAX REFUNDS - GENERAL	0.00	0.00		0.00		0.00		0.00
248-011-4159-000	PPT REIMBURSEMENT - STATE	0.00	0.00		0.00		0.00		0.00
248-011-4160-000	TAXES PERSONAL OPERATING	2,650.00	2,780.12		0.00		(130.12)		104.91
248-011-4370-000	TAXES IFT ACT 198	0.00	0.00		0.00		0.00		0.00
Total Dept 011 - PROPERTY TAXES		42,700.00	57,374.54		0.00		(14,674.54)		134.37
Dept 023 - STATE SHARED REVENUES									
248-023-5730-000	LOCAL COMMUNITY STABILIZATION SHARING	35,213.00	33,662.36		0.00		1,550.64		95.60
Total Dept 023 - STATE SHARED REVENUES		35,213.00	33,662.36		0.00		1,550.64		95.60
Dept 044 - MISCELLANEOUS REVENUE									
248-044-6655-000	INTEREST EARNED	500.00	1.26		0.00		498.74		0.25
248-044-6701-000	MISCELLANEOUS REVENUE	0.00	0.00		0.00		0.00		0.00
248-044-6740-000	DONATIONS/PRIVATE CONTRIBUTIONS	0.00	0.00		0.00		0.00		0.00
Total Dept 044 - MISCELLANEOUS REVENUE		500.00	1.26		0.00		498.74		0.25
Dept 048 - TRANSFERS IN									
248-048-6990-000	TRANFERS IN (FROM GEN FUND)	0.00	0.00		0.00		0.00		0.00
248-048-6990-244	TRANFERS IN EDG	0.00	0.00		0.00		0.00		0.00
248-048-6996-000	TRANFERS IN (FROM SAD)	0.00	0.00		0.00		0.00		0.00
Total Dept 048 - TRANSFERS IN		0.00	0.00		0.00		0.00		0.00
Dept 053 - PRIOR YEARS FUND BALANCE									
248-053-6970-000	USE OF FUND BALANCE	27,608.00	0.00		0.00		27,608.00		0.00
Total Dept 053 - PRIOR YEARS FUND BALANCE		27,608.00	0.00		0.00		27,608.00		0.00
TOTAL REVENUES		106,021.00	91,038.16		0.00		14,982.84		85.87
Expenditures									
Dept 863 - DOWNTOWN DEVELOPMENT AUTHORITY									
248-863-7290-000	FORMS AND PRINTING	2,000.00	0.00		0.00		2,000.00		0.00
248-863-7300-000	POSTAGE	500.00	0.00		0.00		500.00		0.00
248-863-7660-000	TOOLS AND SUPPLIES	100.00	0.00		0.00		100.00		0.00
248-863-8070-000	AUDIT FEES	1,980.00	1,906.63		0.00		73.37		96.29
248-863-8170-000	EVENTS	500.00	0.00		0.00		500.00		0.00
248-863-8180-000	CONTRACTUAL SERVICES	5,000.00	498.41		0.00		4,501.59		9.97
248-863-8180-001	DDA MARKET ANALYSIS	0.00	0.00		0.00		0.00		0.00

PERIOD ENDING 01/31/2022

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2022	MONTH 01/31/2022	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-863-8185-000	BLIGHT REMOVAL - SIGN GRANT PROGRAM	5,000.00	0.00	0.00	5,000.00	0.00
248-863-8185-001	BLIGHT REMOVAL - FACADE IMPROVEMENT	10,000.00	5,000.00	5,000.00	5,000.00	50.00
248-863-8185-002	BLIGHT PROPERTY	0.00	0.00	0.00	0.00	0.00
248-863-8185-003	BLIGHT REMOVAL - PROPERTY ACQUI	0.00	0.00	0.00	0.00	0.00
248-863-8185-004	PERM ID PROGRAM	0.00	0.00	0.00	0.00	0.00
248-863-8260-000	LEGAL FEES	0.00	0.00	0.00	0.00	0.00
248-863-8262-000	HOURLY RATE-LEGAL	0.00	0.00	0.00	0.00	0.00
248-863-8321-000	MAINTENANCE-BERM AREA	17,500.00	12,883.14	0.00	4,616.86	73.62
248-863-8321-001	MAINTENANCE - ROW TRASH	3,500.00	1,320.00	0.00	2,180.00	37.71
248-863-8640-000	CONFERENCES AND WORKSHOPS	1,500.00	0.00	0.00	1,500.00	0.00
248-863-9210-000	ELECTRIC	518.00	254.07	0.00	263.93	49.05
248-863-9440-000	MOTOR POOL CHARGES	0.00	0.00	0.00	0.00	0.00
248-863-9441-000	DEPT OF PUBLIC SERVICES CHARGES	0.00	0.00	0.00	0.00	0.00
248-863-9570-000	SUBSCRIPTIONS AND MAGAZINES	0.00	0.00	0.00	0.00	0.00
248-863-9580-000	MEMBERSHIPS AND DUES	870.00	860.00	0.00	10.00	98.85
248-863-9810-000	COMPUTER EQUIPMENT	0.00	0.00	0.00	0.00	0.00
248-863-9870-000	IMPROVEMENTS	0.00	18,850.00	0.00	(18,850.00)	100.00
248-863-9870-001	ALLEY IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
248-863-9870-002	PROPERTY ACQUIS/DEMO	35,000.00	0.00	0.00	35,000.00	0.00
248-863-9870-003	PATINA PLACE - BRA STREETScape IMPRVMT	0.00	0.00	0.00	0.00	0.00
248-863-9870-004	MADISON TOWN CTR - BRA ST IMPROV	0.00	0.00	0.00	0.00	0.00
248-863-9870-006	11 MILE/JOHN R ROAD IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
248-863-9870-011	IMPROVEMENTS - BICYCLE RACK PROGRAM	0.00	0.00	0.00	0.00	0.00
248-863-9870-012	DDA BUSINESS GRANT	0.00	0.00	0.00	0.00	0.00
Total Dept 863 - DOWNTOWN DEVELOPMENT AUTHORITY		83,968.00	41,572.25	5,000.00	42,395.75	49.51
Dept 965 - TRANSFERS OUT						
248-965-9990-000	PAYING AGENT FEES	0.00	0.00	0.00	0.00	0.00
248-965-9991-000	TRANSFER TO MAJOR STREETS	0.00	0.00	0.00	0.00	0.00
248-965-9992-272	TRANSFER TO LOCAL ST	0.00	0.00	0.00	0.00	0.00
248-965-9994-000	TRANSFER TO SAD REVOLVING	0.00	0.00	0.00	0.00	0.00
248-965-9996-000	TRANSFER TO GENERAL FUND	22,053.00	0.00	0.00	22,053.00	0.00
Total Dept 965 - TRANSFERS OUT		22,053.00	0.00	0.00	22,053.00	0.00
TOTAL EXPENDITURES		106,021.00	41,572.25	5,000.00	64,448.75	39.21
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		106,021.00	91,038.16	0.00	14,982.84	85.87
TOTAL EXPENDITURES		106,021.00	41,572.25	5,000.00	64,448.75	39.21
NET OF REVENUES & EXPENDITURES		0.00	49,465.91	(5,000.00)	(49,465.91)	100.00

01/18/2022 08:55 AM
User: Gtucker
DB: Madison Heights Dc

CASH SUMMARY BY FUND FOR CITY OF MADISON HEIGHTS
FROM 07/01/2021 TO 01/18/2022
FUND: 248
CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 07/01/2021	Total Debits	Total Credits	Ending Balance 01/18/2022
248	DOWNTOWN DEVELOPMENT AUTHORITY	220,558.48	91,101.98	46,625.17	265,035.29

Downtown Development Authority of City of Madison Heights

Memorandum

Date: January 19, 2022
To: Downtown Development Authority Board Members
From: Giles Tucker, Community & Economic Development Director
Subject: DDA Budget FY 22-23

The DDA needs to adopt a budget to be included in the greater city budget process. The proposed budget includes spending similar to previously DDA budgets. Here are a few of the items in particular I'd like to bring for consideration and discussion:

1. **The proposed budget if fully spent will lower our fund balance:** We often don't spend all of the money we budget because there are line items that we don't always use such as the façade. However, if we spent everything within the proposed budget we would most likely need to use funds in our fund balance.

FY 22-23 Proposed Revenues	\$93,811.62
FY22-23 Proposed Appropriations	\$128,587.00
Prior Years Fund Balance	(\$34,775.38)

2. **Events:** \$500 is included in the budget to cover costs associated with a Madison Heights DDA Small Business Saturday promotion or another event to support the downtown.
3. **Contractual Services:** Last year we forecasted that we would spend \$25,000 in the line, \$5000 for our annual tree planting, and \$20,000 towards a traffic study for the DDA area. Understanding that 696 & 75 construction will still be underway and would impact this study, I have removed this from our budget. I have added \$5,000 to cover costs of holiday decorations, for a total of \$10,000 for this line item.
4. **Improvements:** Last budget we used \$18,850 from this line to pay for the painting of the 106 streetlight within the DDA area. The proposed budget includes \$20,000 towards larger project for physical improvements in the downtown including wayfinding & gateways, banners, other improvements such as outlets on 11 mile streetlights.
5. **Property Acquisition & Demolition:** In past budgets we have set aside \$35,000 each year towards potential property acquisition. Do we want to continue this?

Staff recommended action:

Staff recommends the DDA board adopt the proposed budget as presented.

01/20/2022

REVENUE AND EXPENDITURE REPORT FOR CITY OF MADISON HEIGHTS
PERIOD ENDING 06/30/2022

GL NUMBER	DESCRIPTION	2021-22 NDED BUDGET	YTD BALANCE 06/30/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED	ESTIMATE	PROPOSED	PROPOSED
							6/30/2022	6/30/2023	6/30/2024
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY									
248-011-4030-000	TAXES REAL OPERATING	40,050.00	55,611.45	0.00	(15,561.45)	138.86	55,611.45	55,611.45	55,611.45
248-011-4160-000	TAXES PERSONAL OPERATING	2,650.00	2,787.17	0.00	(137.17)	105.18	2,787.17	2,787.17	2,787.17
248-023-5730-000	LOCAL COMMUNITY STABILIZATION SHARING	35,213.00	33,662.36	0.00	1,550.64	95.60	35,213.00	35,213.00	35,213.00
248-044-6655-000	INTEREST EARNED	500.00	1.26	0.00	498.74	0.25	200.00	200.00	200.00
248-053-6970-000	USE OF FUND BALANCE	27,608.00	0.00	0.00	27,608.00	0.00	(18,042.21)	34,775.38	34,788.38
							75,769.41	128,587.00	128,600.00
248-863-7290-000	FORMS AND PRINTING	2,000.00	0.00	0.00	2,000.00	0.00	0	0	0
248-863-7300-000	POSTAGE	500.00	0.00	0.00	500.00	0.00	0	0	0
248-863-7660-000	TOOLS AND SUPPLIES	100.00	0.00	0.00	100.00	0.00	0	0	0
248-863-8070-000	AUDIT FEES	1,980.00	1,906.63	0.00	73.37	96.29	1,980.00	2,020.00	2,020.00
248-863-8170-000	EVENTS	500.00	0.00	0.00	500.00	0.00	0	500	500
248-863-8180-000	CONTRACTUAL SERVICES	5,000.00	498.41	0.00	4,501.59	9.97	498.41	10000	10000
248-863-8185-000	BLIGHT REMOVAL - SIGN GRANT PROGRAM	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	5000	5000
248-863-8185-001	BLIGHT REMOVAL - FACADE IMPROVEMENT	10,000.00	5,000.00	0.00	5,000.00	50.00	5000	10000	10000
248-863-8321-000	MAINTENANCE-BERM AREA	17,500.00	12,883.14	0.00	4,616.86	73.62	17500	17500	17500
248-863-8321-001	MAINTENANCE - ROW TRASH	3,500.00	1,320.00	0.00	2,180.00	37.71	3,500.00	3500	3500
248-863-8640-000	CONFERENCES AND WORKSHOPS	1,500.00	0.00	0.00	1,500.00	0.00	0	1500	1500
248-863-9210-000	ELECTRIC	518.00	296.46	0.00	221.54	57.23	518.00	519.00	532
248-863-9580-000	MEMBERSHIPS AND DUES	870.00	860.00	0.00	10.00	98.85	870	870	870
248-863-9870-000	IMPROVEMENTS	0.00	18,850.00	0.00	(18,850.00)	100.00	18,850.00	20000	20000
248-863-9870-002	PROPERTY ACQUIS/DEMO	35,000.00	0.00	0.00	35,000.00	0.00	0.00	35000	35000
248-965-9996-000	TRANSFER TO GENERAL FUND	22,053.00	0.00	0.00	22,053.00	0.00	22,053.00	22178	22178
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							75,769.41	128,587.00	128,600.00
TOTAL REVENUES		106,021.00	92,062.24	0.00	13,958.76	86.83			
TOTAL EXPENDITURES		106,021.00	41,614.64	0.00	64,406.36	39.25			
NET OF REVENUES & EXPENDITURES		0.00	50,447.60	0.00	(50,447.60)	100.00	-	-	-