



LINCOLN PARK DOWNTOWN DEVELOPMENT AUTHORITY

Minutes of the DDA Regular Meeting

August 10, 2023

1. Call to Order, Roll Call, and Confirmation of Quorum

Chairman, Sam Eckman called the meeting to order at 5:11 P.M.

Present: Sam Eckman, Leslie Lynch Wilson, Mayor Higgins, Bob Steele, Vicky McLain

Absent: Chris Mura, Daniel Wright, Brian Reicker.

Quorum Confirmed: five (5) members present and five (5) affirmative votes to pass any motion.

Also Present: Brandon Frye, Interim Executive Director; William Look, Attorney.

2. Approval of Agenda:

Motion to have presentation by Discover Downriver Advertising after Financial Reports.

Motion to approve presentation: Mayor Higgins

Support: Vicky McLain

Motion approved unanimously.

Motion to approve the agenda: Mayor Higgins

Support: Bob Steele

Motion approved unanimously.

3. Approval of Minutes: DDA Regular Meeting, July 13, 2023.

Motion to approve: Mayor Higgins

Support: Leslie Lynch Wilson

Motion approved unanimously.

4. Approval of Invoices:

a. William Look, DDA July Invoice – (\$127.50)

Motion to approve: Leslie Lynch Wilson

Support: Mayor Higgins

Motion approved unanimously.

b. United Lawnscape- July Invoice 558812 (\$8,390)

Motion to approve: Bob Steele

Support: Leslie Lynch Wilson

Motion approved unanimously.

c. United Lawnscape Farmers Market Lot – July Invoice *also includes \$39 bill that was mistakenly not paid last month (\$195)

Motion to approve: Leslie Lynch Wilson

Support: Mayor Higgins

Motion approved unanimously.

d. 1556 Fort St Summer Tax Bill (\$731.32) & 1562 Fort St Summer Tax Bill (\$491.63)

Discussion from the board questioned whether these bills should be exempt, and a motion was made to get clarification from the treasurer's office.

Motion to approve: Mayor Higgins

Support: Vicky McLain

Motion approved unanimously.

5. Farmers Market Report: July 2023 report delivered by Leslie Lynch Wilson and made part of the record by reference.

6. Financial Reports: July 2023 report reviewed by the Director, presented to the board for review, and made part of the record by reference.

Presentation provided by Discover Downriver Advertising followed by discussion and questions from our board.

7. Old Business:

a. Downtown EV Stations:

The Director reported to the board the status of the charging station – Southfield median locations issues we were having. The most recent update is an agreement from our County Commissioner Cara Clemente and Wayne County DPS to have the DDA Director submit a permit to Wayne County as a starting point. From there, we will all work together to hopefully bring EV chargers to the Southfield median location.

b. Dangerous Building Order – 1574 Fort St.

The Director reported to the board that City Council gave the owner of this building a sixty-day extension to prevent the demolition of the property - - this gives the owner until September 17, 2023, to get this building up to structural code.

8. New Business:

a. Outdoor Fitness Court:

The Director reported that the concrete construction has broken ground, and the curing process was taking place.

b. Year 3 Banner Program with CGI:

The Director reported choosing the graphics design option that was provided by CGI and presented the design to the board.

c. Michigan Hispanic Chamber of Commerce “Adelante” Kickoff Event:

The Director reported to the board the details of the event and the continued growth of the relationship with the MHCC.

d. Street Renaming Event for Moraitis Family.

The director reported to the board the event taking place on Saturday 8/12/23 at 1PM renaming the street of Arlington to Moraitis to honor the owners of Park Restaurant who passed away earlier in the year.

9. Executive Director's Oral Reports:

a. Future DDA Events including Annual Tree Lighting.

The Director reported that the new events coordinator Stephani Davis created a flyer for our event which will take place on 12/2/2023. Further details surrounding this event will be coordinated in the very near future.

10. Calls to Audience & Miscellaneous Matters:

Nothing to report.

11. Board Member Comments:

Leslie Lynch Wilson brought up the idea of Restaurant Week adding to the discussion earlier in the meeting on how to improve our outreach with businesses in the DDA, and strategies on how that could be coordinated.

Bob Steele brought up that we should begin looking for snow plowing services.

12. Adjournment:

Motion to adjourn was made by Bob Steele at 6:46 P.M.

Support: Mayor Higgins

Motion approved unanimously.

Minutes prepared by Interim Executive Director Brandon Frye.