



Downtown Development Authority Minutes

Friday, March 17, 2023 at 12:00 PM
27400 Southfield Road, Lathrup Village, Michigan 48076

1. Call to Order by Chair Prime at 12:02 pm

Present: Bryan Ford, Kelly Garrett (arrived at 12:11 pm), Charlotte Jones, Bobbi Lovins, Sue Montenegro, Fred Prime, Pam Shermeyer, Dan Sugg

Absent: none

Staff: Bill Diamond, Jr., Brittany Dorsey, Susie Stec

2. Approval of Agenda

Motion to approve the agenda by Lovins, seconded by Montenegro. All in favor.

3. Approval of Minutes

There was a question regarding serving on committees. Stec will send that section of the DDA Bylaws.

Motion to approve the 2023 01 23 DDA Board of Directors Minutes by Ford, seconded by Shermeyer. All in favor.

4. Financial Review

Motion to receive & file the January 2023 Financial Reports by Lovins, seconded by Ford. All in favor.

There was a question about the "miscellaneous revenue". Stec indicated those are typically grants and event vendor fees.

Motion to receive & file the February 2023 Financial Reports by Lovins, seconded by Ford. All in favor.

5. Committee Reports

Dorsey provided an update & informed the board that she is working to increase our social media following and reach.

6. Other Business

- A. March 2023 - CED Report: Stec went through the report and answered questions.
- B. Code Enforcement Update: Diamond provided a verbal update on his activities along the corridor.
- C. 2023 MSOC Main Event: There was consensus among the board that all should be registered.

7. Old Business

None.

8. New Business

- A. IEDC Training Course Registration: Stec explained the training opportunity. The board directed Stec to register for one course and pursue the scholarship opportunity through IEDC.
- B. CY23 Sidewalk Replacement Program: Stec updated the board regarding the final year of the DDA Sidewalk Replacement Program. Work will take place on 11 Mile, 12 Mile, and in Municipal Park. The estimated cost is \$40, 670.

Motion to approve the estimated cost of \$40, 670 for Sidewalk Replacement by Shermeyer, seconded by Lovins. All in favor.

- C. 2025 MDOT Safety Improvement Program: Stec informed the board that HRC, the traffic engineering consultant with whom the DDA has engaged to design the HAWK signal at Margate Ave/Southfield Rd, has identified a grant opportunity to fund this project. HRC indicated that they can put together the grant proposal for \$5,000. HRC has indicated that proposals for HAWK signals are typically success in receiving funding.

There was discussion by the board regarding the cost of preparing the application, and if the data would be applicable to future applications. Concern was expressed that the expense was too much given the uncertainty of receiving funds.

Motion to authorize the DDA Director to contract with Hubbell, Roth & Clark in the amount of \$5,000 to complete an application for MDOT's 2025 Safety Improvement Program fir the purpose of installing additional HAWK signals along the Southfield Road Corridor by Sugg, seconded by Ford.

Ayes: Bryan Ford, Charlotte Jones, Bobbi Lovins, Sue Montenegro, Fred Prime, Pam Shermeyer, Dan Sugg

Nays: Kelly Garrett

Motion carries.

9. Public Comment

None.

10. Adjourn at 1:06 pm

Motion to adjourn by Garrett, seconded by Lovins. All in favor.