



Downtown Development Authority Minutes

Friday, September 15, 2023 at 12:00 PM
27400 Southfield Road, Lathrup Village, Michigan 48076

1. Call to Order

12:05 pm by Chair Prime

Present: Bryan Ford, Kelly Garrett, Charlotte Jones, Fred Prime, Pam Shermeyer

Absent: Patricia Felton, Bobbi Lovins, Scott McKee, Dan Sugg

Staff: Pam Bratschi, Rob Harris, Susie Stec

Motion to excuse Lovins and McKee by Jones, seconded by Ford. All in favor.

2. Approval of Agenda

Motion to approve the agenda by Garrett, seconded by Shermeyer. All in favor.

3. Approval of Minutes

Motion to approve 2023 08 23 Special DDA Board of Directors minutes by Ford, seconded by Jones. All in favor.

4. Financial Review

Bratschi informed the board that the audit is still underway and there is no update yet. Overall, DDA is in good financial shape. Tax revenue will be transferred soon, but that is part of the audit. The board asked about the investment interest which is currently in a money market. Will look into transferring funds into a CD.

Motion to receive and file the July 2023 Financial Reports by Shermeyer, seconded by Ford. All in favor.

Motion to receive and file the August 2023 Financial Reports by Ford, seconded by Jones. All in favor.

5. Committee Reports

A. LV Music Festival update

Stec provided an update on the event planning, indicated that volunteers are being sought, and a volunteer sign-up form would be in the enews.

6. Other Business

A. September 2023 CED Report

Stec answered questions about the report. Discussion was had about promoting the Municipal Park Renovation.

B. September 2023 Code Enforcement Report

Harris provided a verbal update, indicated biggest challenge is getting updated contact information. He is working with property owners to achieve compliance.

7. Old Business

8. New Business

A. LV Musical Festival Stage Quote

Motion to approve the quote from Blue World Productions in the amount of \$1,354.05 for the LVMF by Shermeyer, seconded by Ford. All in favor.

B. Approve/Deny Sign Grant Application - 26780 Southfield Road

Stec reviewed the memo and answered questions.

Motion to award a DDA Sign Grant in the amount of \$2,000 to the property owner of 26780 Southfield Road to be reimbursed upon installation and final approval by the Building Official by Ford, seconded by Garrett. All in favor.

C. DTE Tree Grant discussion

Stec informed the board that the deadline to complete the grant work was missed, but that she had already been in communication with the grant administrator to see if the grant could be reissued. The board reviewed the quotes from English Gardens and Hortulus Gardens, and indicated they would like revisions for a better comparison. The Beautification Committee will convene to work on this over the winter months.

9. Public Comment

10. Adjourn

Motion to adjourn at 12:59pm by Ford, seconded by Garrett. All in favor.