



Downtown Development Authority Board of Directors

Minutes **Draft**

Friday, July 16, 2021 at 12:00 PM
Remote Meeting via Zoom

In accordance with Emergency Orders issued by local officials and State of Michigan legislation, which allows for electronic meetings of public bodies, notice is hereby given that the City of Lathrup's Downtown Development Authority will be meeting electronically using [www.Zoom.us](https://www.zoom.us) for videoconference and public access.

1. Call to Order

Called to order by Chairperson Sugg at 12:04 p.m.

2. Roll Call

PRESENT

Chairperson Dan Sugg—Lathrup Village, Oakland County, MI

Board Member Shyla Beltur—Lathrup Village, Oakland County, MI

Board Member Bryan Ford—Curtis, Mackinac County, MI

Secretary Dr. Sheryl Mitchell Theriot—Lathrup Village, Oakland County, MI

Board Member Pam Shermeyer—Lathrup Village, Oakland County, MI

Board Member Mark Watts—Lathrup Village, Oakland County, MI

ABSENT

Board Member, Mayor Kelly Garrett

Board Member Bobbi Lovins

Board Member Fred Prime

Motion to excuse Mayor Garrett by Board Member Ford, Seconded by Board Member Shermeyer

Voting Yea: Chairperson Sugg, Board Member Beltur, Board Member Ford, Board Member Lovins, Secretary Mitchell Theriot, Board Member Shermeyer, Board Member Watts

3. Approval of Agenda

Motion to approve the agenda made by Board Member Shermeyer, Seconded by Secretary Mitchell Theriot.

Voting Yea: Chairperson Sugg, Board Member Beltur, Board Member Ford, Board Member Lovins, Secretary Mitchell Theriot, Board Member Shermeyer, Board Member Watts

4. Approval of Minutes

A. DDA Board of Directors Meeting Minutes 6-18-21

Motion to approve June 18th, 2021 minutes made by Board Member Shermeyer, Seconded by Secretary Mitchell Theriot.

Voting Yea: Chairperson Sugg, Board Member Beltur, Board Member Ford, Board Member Lovins, Secretary Mitchell Theriot, Board Member Shermeyer, Board Member Watts

B. DDA Board of Directors Special Meeting Minutes 6-24-21

Board Member Lovins joined the meeting—Lathrup Village, Oakland County, MI

Motion to approve minutes from the Special Meeting, June 24, 2021 made by Board Member Shermeyer, Seconded by Secretary Mitchell Theriot.

Voting Yea: Chairperson Sugg, Board Member Beltur, Board Member Ford, Board Member Lovins, Secretary Mitchell Theriot, Board Member Shermeyer, Board Member Watts

5. Financial Review

A. June Financial Reports

DDA Treasurer Bratschi provided an overview, numbers will still be adjusted due to the current audit. The numbers are preliminary. Lovins asked if many more invoices should be expected. A report of the audit will be prepared for future meetings.

Motion to file and receive June Financial Reports made by Board Member Lovins, Seconded by Board Member Shermeyer.

Voting Yea: Chairperson Sugg, Board Member Beltur, Board Member Ford, Board Member Lovins, Secretary Mitchell Theriot, Board Member Shermeyer, Board Member Watts

6. Committee Reports

A. Promotions Committee 7-15-21

Dahl provided an overview of the July 15th, 2021 Promotions Meeting including items like DDA branded merchandise and giveaways, September 15th info meeting, and Oakland County Technical Assistance.

B. Beautification Task Force June 21, 2021

Dahl provided an overview of the June 21, 2021 Beautification Task Force meeting including topics of plywood mural, Alley Maintenance Week, and Gateway Sign and City Hall flower beds.

C. Economic Vitality Committee

Dahl presented the finished LVDDA Branding Guide Book.

7. Other Business

A. Code Enforcement

Code Enforcement Officer Rami Sweidan introduced himself to the Board and provided an overview of the July Code Enforcement report and activity in the commercial corridor.

B. Work Plan Review

Dahl provided an update of the DDA Board of Directors Work Plan.

C. Department Report

Stec provided an overview of the Department Report. Oakland County is looking to partner with Lathrup Village DDA for their Navigator Program to work with microbusinesses in the community by embedding a staff person within the community. Several new businesses are in stages of opening. Comprehensive Plan will be going before Planning Commission on Tuesday, July 20th.

Board Member Prime joined the meeting—Lathrup Village, Oakland County, MI

8. Old Business

9. New Business

A. Alleyway Improvements and Repair Costs

Stec provided an overview of the Southfield Road Alley Assessment. The City's engineer will be invited to attend a fall meeting to answer questions and present further on the Alley Assessment.

B. DDA Branded Promotional Items

Stec provided an overview of DDA branded promotional items.

Motion to approve authorization for \$4,000 purchase of promotional items made by Board Member Ford, Seconded by Board Member Prime.

Voting Yea: Chairperson Sugg, Board Member Beltur, Board Member Ford, Board Member Lovins, Secretary Mitchell Theriot, Board Member Prime, Board Member Shermeyer, Board Member Watts

C. Gateway and City Hall Flower Beds

Stec provided an overview of the Landscaping Costs.

Motion to \$4,500 for gateway signs and flowerbed landscaping by Board Member Shermeyer, Seconded by Secretary Mitchell Theriot.

Voting Yea: Chairperson Sugg, Board Member Beltur, Board Member Ford, Board Member Lovins, Secretary Mitchell Theriot, Board Member Prime, Board Member Shermeyer, Board Member Watts

10. Public Comment—none.

11. Adjourn

Adjourned at 1:01 PM.

Minutes prepared by Cori Dahl (DDA Manager) on behalf of DDA Secretary, Dr. Sheryl Mitchell Theriot.