

Downtown Development Authority Meeting

Friday, August 21, 2026

Meeting Minutes

12:01 PM: Call to Order.

Roll Call

Pamela Shermeyer	Present
Charlotte Jones	Present
Tracey Williams	Present
Bruce Kantor	Absent (Ex.)
Alex Green IV	Absent (Unex.)
Patricia Felton	Present
Mike Greene	Present
Lisa Burr	Present
Jeff Fitzyk	Absent (Ex).

Mike Greene makes a motion to excuse the absences of Bruce Kantor and Jeff Fitzyk. Tracey Williams seconds. The motion passes unanimously.

12:02 PM: Approval of Agenda

Prior to approval of the minutes, Pam Shermeyer confirms that DDA Staff has asked the board to make an amendment to the agenda. Move Item 8E- The Façade and Sign Grant Guidelines, and 8F- the Application from Pro Chiropractic to the top of the “New Business” tab of the agenda, by request of the business owner.

Charlotte Jones makes a motion to approve the agenda with the changes stated. Tracey Williams seconds. The motion passes unanimously.

12:03 PM: Approval of Minutes

Mike Greene makes a motion to approve the July 2026 meeting minutes. Tracey Williams seconds. The motion passes unanimously.

12:04 PM: Consent Agenda

Pam Shermeyer notes that the Code Enforcement Report has enforcements against residents again. DDA Staff confirm they are working through that problem and should have it fixed by the next meeting. Mike Greene makes a motion to approve the Consent Agenda. Charlotte Jones seconds. The motion passes unanimously.

12:05 PM: Public Comment

No public comments.

12:05 PM: Old Business

Lauren Beras presents updates about the LVMF to the DDA Board. Chase is a Community Sponsor with a \$3,000 sponsorship to cover the Family Fun Zone.

This will be a record breaking year as the LVMF has 55 volunteers, including all of the volunteers from last years' event, save for 12 who had conflicting schedules. 22 new volunteers signed up, not including the parking crew that was hired.

Parking is officially off-site. Handicap parking is north of city hall at the school property. There will be golf cart shuttles to pick up and drop of attendees with marked signs. All other parking is on the school property and the Community Congregational church.

There will be close to, if not more than 50 vendors at this years event, including a photo booth on the north end, 3 authors, an interior design, Clean Express Car Wash (giving out 1000 premium car washes valued at \$26), 2 child entrepreneurs, a Vegan booth with homemade goodies, crafters, Southfield Public Library and Fire Department, a resident inventor, companies for homeowners that need certain repairs, a resident initiative for Sarrackwood Park, and more.

Lauren and PD Command Staff will be marking off all vendor tent spaces on either Thursday or Friday, depending on the weather. During setup, lots will be blocked off to allow vendors to install their tents. Vendor parking will be at the MEA lot with a shuttle to bring them back to the grounds. This service ends at 11:45 AM. Vendor tear down will be discussed by staff later before reminder emails go out.

The event is being well promoted through local newspapers and social media. Chief Zang has the final word for calling the festival due to inclement weather.

12:13 PM: New Business

DDA Façade Grant and Sign Grant Budget: Janet Bloom presents- Currently, the money set aside for the programs come from the general fund of the DDA Ledger. The question is posed if the Board wants to keep it at the levels they are currently at (Façade: \$20,000; Sign \$10,000), or if there are any changes to make. A recommendation from DDA Staff is to leave it at that level, since Staff is receiving inquiries regarding the grants.

Tracey Williams asks if Staff have received any interests or inquiries about larger amounts, or different grant opportunities. Staff advises that there hasn't been much interest, but the belief is that once work begins, then interest will grow.

No action is taken from the board, meaning the grants stay at their current level.

Façade Grant and Sign Grant Application Review – Pro Chiropractic: Janet Bloom presents- Pro Chiropractic is a new business in the city, and they put in an application for both the Façade and Sign grant programs. DDA Staff reviewed the applications and determined the Façade Grant Application does not meet the guidelines specifications, but the Sign Grant Application does. Staff presents a Memo to the board with the criteria grades from the application, and recommend disapproving the Façade Grant Application but approving the Sign Grant Application.

Mike Greene makes a motion to decline the Façade Grant Application due to the scope of work falling outside of the guidelines of the program, and approve the Sign Grant Application worth \$2,500 to Pro Chiropractic. Dr. Felton seconds the motion. The motion passes unanimously.

RFQ 11 Mile Road Maintenance: Janet Bloom presents and explains that DDA Staff are trying to get ahead of the curve when it comes to the annual RFQ's for things like snow removal, holiday lights and general landscaping. Because of this, they are presenting all current RFQ languages for the Board to review and approve before posting them online. Some points Staff wanted to amend was the deadline for applications, and turning the RFQ's into a multi-year contract. Staff explain

the contract with Paradise Gardens for 11 Mile Road Maintenance has a two-year option to the contract, which after discussions with Paradise, it has been determined that the 2nd year option will not be exercised, due to adjustments all parties wish to make for logistics purposes.

Pam Shermeyer makes suggestions for the maintenance RFQ. She confirms that she will send her recommendations to DDA Staff so they can make adjustments. The Board has a long discussion about the changes they want to see to the contract. Due to the amount of changes made, the Board opts to approve and post pending the amendments made.

Mike Greene makes a motion to approve based on the changes. Lisa Burr seconds. The motion passed unanimously.

RFQ Snow Removal: Janet Bloom presents- This contract is an exact copy of the previous year's contract, and Staff are asking the Board to review it and recommend any changes before they start accepting applications. Staff is looking to lock in a contractor for three years. The Board discusses the 12-hour timeline in the contract, where the contractor has to be out within 12 hours of snowfall to clear the roads and sidewalks, but deem this to be average.

Tracey Williams makes a motion to approve the Snow Removal RFQ. Charlotte Jones seconds. The motion passed unanimously.

RFQ Holiday Lights: Janet Bloom presents- the city's current holiday lighting contractor asked for a new contract, deferring the second-year option to last year's contract. As such, per policy, Staff must send out a new RFQ and entertain proposals from other contractors. Staff would like to get the RFQ out as soon as possible so the Board can review and approve a contract at the September meeting. The Board notes this contract is the same as the one from 2025. The Board does announce their desire for a multi-year contract.

Pam Shermeyer makes a motion to approve the Holiday Lights RFQ for a 3-year period. Lisa Burr seconds the motion. The motion passes unanimously.

RFQ DDA Owned Parcel Development: Mike Greene presents- The famous "Triangle Parcel" behind the Community Congregational Church is a DDA-owned property that the DDA has been trying to sell for a few years now. Last year, the DDA entertained a proposal but the prospective buyer backed out and would not counter our offers. It's not a guarantee that the DDA will sell the property, just entertaining possibilities that may lead to

something. Ultimately, the DDA Board has a final say on the sale of a property.

Dr. Felton makes a motion to approve the RFQ to develop the DDA Owned Parcel. Tracey Williams seconded the motion. The motion passed unanimously.

Irrigation Repair – Paradise Garden Landscaping: Janet Bloom presents- the irrigation system at city hall is currently inoperable and requires fixing along the control and a module. Total cost is \$1,363.29. The DDA Board infers that there will be collateral damage costs to the repairs, assuming they will lose trees and bushes to the repair.

Dr. Felton asks if the DDA has an emergency fund, as something like this may constitute an emergency for repairs. Mike Greene adds that this is well within the budget, but DDA Director Janet Bloom's spending limit is only \$1,000, so the Board would have to approve any purchases, even if emergency purchases, due to the cost. There seems to be an agreement by the Board to increase the purchase limit, but that will be for another meeting.

Mike Greene makes a motion to approve the Paradise Garden Irrigation Repairs. Lisa Burr seconds the motion. The motion passes unanimously.

12:51 PM DDA Director Report

Janet Bloom passes the baton to DDA Project Coordinator Tom Kennedy to discuss Recast City Program updates. DDA Staff have held events and meetings with business owners and local artisan makers, finding out what works well for them and gauging interest in moving operations to Lathrup Village, getting the word out there that the city is making strides to accept artisans into the business district. Property owners have been difficult to talk to but Staff will follow up. Staff is also bringing forth an Artisan Manufacturing ordinance to Planning Commission. Staff is preparing for the "graduation" from the program, which would introduce the city to big vendors and financiers who may assist in developing programming for artisans and maker spaces alike.

Janet Bloom takes over the presentation and speaks about the Master Plan. We are awaiting updates from Giffels Webster as they complete their review from the Open House data they collected in July.

Property Updates: Formerly Papa's Pizza - 28901 Southfield Road – is turning into Havana's Burgers and Tacos

Formerly Olga's - 17651 12 Mile Road – interior renovation happening. More details to come.

Bro's Eatery - 28851 Southfield Road – Should be opening soon!

Available lease location: 28801 Southfield Road #300, Lathrup Village, MI 48076. Was formerly the Bellviso Global Aesthetics.

Special Land Use Application: 28939 Southfield Road, Lathrup Village, MI 48076 (Exxon Gas Station). Application to add a liquor license. Application will be reviewed at next Planning Commission meeting on Tuesday, August 18, at 6:00 pm. Public comments are welcome.

Main Street Oakland County quarterly stats were pulled together and turned in by the July 31st deadline.

Staff will send out the RFP's/RFQ's discussed today.

The LV Tree Committee was awarded a \$75,000 DNR grant. More details to come.

For Your Calendar:

Food Truck Friday – August 21 at 4:30 pm

Recast City – program with Southfield Chamber of Commerce, August 25 at the chamber, 4:00 – 6:00 pm. Event to introduce program to the chamber membership.

Road Rage 5K – August 29

September 12 (rain date 13) – LV Music Festival

September 22 – How to Avoid Fraud – with Chase Bank and Lathrup Village Police. 5:30 pm City Hall.

September 29 – SBA Lender Matchmaking, 1 – 4 pm, at Southfield Public Library

1:04 PM

Public Comment

John Suosanis speaks to the holiday lights and agrees the crews did a great job on the building, but the tree for the Tree Lighting Ceremony left something to be desired. He also asks if the Paradise contract was an RFQ or if that a one-time purchase. He is excited to see the DDA open an

RFQ on the DDA-Owned parcel as it gets more eyes on the project and opens more potential. He also asks if the RFQ's can have more time added onto them, as 3 weeks may not give enough time.

Bob Beras speaks to the new Flagpole installed earlier this week. He thanks Mike Greene for his help, but also Tim Hillman, Chuck Snelling and others for their help and donations to install the flag pole for alternative flags, like the Pride and the Juneteenth flags.

Dr. Ray Hillenbrand introduces himself to the board. He is a new business in Lathrup Village, moved from Beverly Hills and opened up at the start of May. He has made improvements to his building and thanks the Board for the approval of his Sign Grant, as he looks to make more improvements. He's looking to do more events in the future with and for the DDA.

Lauren Beras speaks, adding that Dr. Ray has a booth at the LVMF this year.

1:12 PM Board Member Comments

Lisa Burr speaks to the Code Enforcement along the business district. Dr. Felton adds that recently, her property owner repaved the whole lot, and credits the Code Enforcement for this work. DDA Project Coordinator Tom Kennedy adds that the new Code Enforcement Officer has hit the ground running, speaking to business and property owners and already the city is seeing results. Lisa Burr gives her compliments to Staff for their work.

She also brings up what was briefly discussed at the last meeting about Trash Bins along the DDA District and what would be the process to start that purchase. Staff advise this is still on their list. Their process would be to present a map of areas that they would install the bins, but also they would have to create a maintenance schedule and payment for that. Staff needs time to pull this together.

Lisa Burr also inquires about recycle bins as well. Mike Greene adds that businesses are responsible for their own individual recycling. Lathrup Village does not require this, but businesses can add that for themselves.

Finally, Lisa follows up with the conversation from last month regarding extra hours for Parks and Recreation support. Janet Bloom adds that there has not been any movement, but Mike Greene adds some context: DDA Project Coordinator Tom Kenendy is fully paid by the DDA making him a full-time DDA Staffer. His work for P&R has been voluntary when he

has time. He also adds that Tom's 4-hours of work was when he was a Part-Time employee, and they could grant him extra time. Now that he is full-time, there is no dedicated 4-hours for that position.

Pam Shermeyer follows up with John's public comment and wants to know if that would be in the DDA's best interest. Mike Greene says and RFQ is for qualifications rather than bid pricing. We're testing the waters to see what investors want to put there. An RFP would be more for formal proposals for the sale and development of the property.

1:20 PM: Adjournment

Mike Greene makes a motion to adjourn. Tracey Williams seconds. The motion is passed unanimously. Meeting adjourned.