



# Special Downtown Development Authority Minutes

Tuesday, August 22, 2023 at 12:00 PM  
27400 Southfield Road, Lathrup Village, Michigan 48076

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## 1. Call to Order

12:07 pm by Chair Prime

Present: Patricia Felton, Bryan Ford, Kelly Garrett, Charlotte Jones, Bobbi Lovins, Scott McKee, Fred Prime, Pam Shermeyer (arrived 12:43pm)

Absent: Dan Sugg

Staff: Pam Bratschi, Rob Harris, Susie Stec

Motion to excuse Sugg and Shermeyer by Garrett, seconded by McKee. All in favor.

## 2. Approval of Agenda

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

## 3. Approval of Minutes

Motion to approve the 2023 07 21 DDA Board of Directors minutes by Ford, seconded by Lovins. All in favor.

## 4. Financial Review

Bratschi informed the Board that the audit just began, and that reports would be available for the next meeting. The expected timeframe for having the audit report is October/November.

## 5. Committee Reports

A brief report on the committee activities were provided.

## 6. Other Business

A. August 2023 CED Report

Stec highlighted the activities of the month. The board had several suggestions to augment the park renovation fundraiser.

## 7. Old Business

A. Approve/Deny Sign Grant Application - 18411 W 12 Mile Road

Stec went over the memo and information provided in the Board Packet regarding the Sign Grant application for 18411 W. 12 Mile Road.

Board Member Jones recused herself from the discussion and room, as this agenda item is related to her property.

Mayor Garrett disclosed that she has attended LOGOS, but that she has not attended services in that building, but she has financially supported them. The Board discussed this disclosure and agreed they did not feel there is a conflict of interest that would inhibit Garrett from voting.

Ford confirmed that there are no exceptions being requested or made, and that the application and award fully comports with the program parameters and what the board is permitted to do.

Motion to award a DDA Sign Grant in the amount of \$1,730 to the property owners of 18411 W. 12 Mile Road to be reimbursed upon installation and final approval by the Building Official by Ford, seconded by Lovins. All in favor.

## **8. New Business**

### **A. LV Music Festival discussion**

Stec provided an overview of the event and planning efforts thus far.

Motion to authorize the DDA Director to complete and submit a MLCC Special License Application on behalf of the Lathrup Village DDA for the Lathrup Village Music Festival on September 30, 2023, an event to be held in Municipal Park (27400 Southfield Road) by Lovins, seconded by McKee. All in favor.

Motion to authorize the DDA Director to enter into a contract/agreement with David McMurray to perform at the LV Music Festival on September 30, 2023 and provide a deposit of \$1,250, with the balance to be paid following the performance by Garrett, seconded by Ford. All in favor.

Motion to authorize the DDA staff to advertise the LV Music Festival in the September issues of the Southfield Sun for an amount not to exceed \$1,361 by McKee, seconded by Ford. All in favor

## **9. Public Comment**

Harris suggested updates to the ordinance regarding donation bins in the alleys and on properties. City Attorney Baker will be contacted about this.

## **10. Adjourn at 12:52 pm**

Motion by Shermeyer, seconded by Lovins. All in favor.