



Downtown Development Authority Minutes

Friday, May 19, 2023 at 12:00 PM
27400 Southfield Road, Lathrup Village, Michigan 48076

1. Call to Order

12:02 p.m. by Chair Prime

Present: Charlotte Jones, Bobbi Lovins, Susan Montenegro, Fred Prime, Pam Shermeyer, Bryan Ford (arrived 12:04 pm), Dan Sugg

Absent: Kelly Garrett

Staff: Susie Stec, Brittany Dorsey

Guests: Annaka Norris, Main Street Oakland County

Motion to excuse Garrett by Sugg, seconded by Montenegro. All in favor.

2. Approval of Agenda

Motion to remove Item 8B by Jones. Seconded by Lovins. All in favor.

Motion to approve amended agenda by Lovins, seconded by Sugg. All in favor.

3. Approval of Minutes

Motion to approve the 2023 04 21 DDA Board of Directors minutes by Shermeyer, seconded by Sugg. All in favor.

4. Financial Review

Bratschi provided an overview and indicated that she will be looking into why the employee taxes and benefits are over. She will report on that in May.

Motion to receive and file April 2023 Financial Reports by Sugg, seconded by Lovins. All in favor.

5. Committee Reports

Dorsey provided an update and discussed need to continue engaging business. DDA will be launching an adopt-a-flower-pot program to help maintain flowers. Lovins & Jones signed up.

6. Other Business

A. MSOC Years of Service Presentation:

Annaka Norris presented Stec with an award recognizing her years of service as a DDA Director. This was a recognition that was made at The Main Event.

B. MSOC Transformation Strategies Webinar:

Norris explained that in practice we call this “economic strategies”. Stec & Norris stressed that this will be a great training for all to attend. DDA staff will be attending.

C. April 2023 Code Enforcement Report

Diamond sent out a commercial letter checklist on May 1 to all the businesses.

D. April 2023 - CED Report

Stec went over the report and answered questions

7. Old Business

A. FY 23/24 DDA Budget (draft V2)

Stec went over the changes from the first draft which was provided in April. There was discussion on whether to increase the play structure match and the DDA pick-up truck.

B. Ste Public Hearing fro FY 23/24 DDA Budget

Motion to set a public hearing for June 16th by Lovins, seconded by Shermeyer. All in favor.

All in favor. Motion carries.

Shop OC Main Street Program launched a pilot program to help businesses have an online retail presence.

8. New Business

A. Shop OC Main Streets Pilot Program

Stec presented the opportunity. Board discussed and agreed no to move forward at this time.

9. Public Comment (speakers are limited to 3 minutes)

10. Adjourn at 1:29 pm

Motion to adjourn by Jones, seconded by Sugg. All in favor.