



Downtown Development Authority

Friday, December 20, 2024 at 12:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

MINUTES

1. Call to Order

Meeting called to order at 12:01pm

2. Roll Call

Present: Mike Greene, Danielle Huey, Fred Prime, Pam Shermeyer, Dan Sugg, Bruce Kantor.

Absent: Patricia Felton, Charlotte Jones.

Motion to Excuse Absences made by City Administrator Greene; Motion Passes Unanimously.

3. Approval of Agenda

Motion to Approve Agenda made by Bruce Kantor; Motion Passes Unanimously after brief request for corrections to be made regarding the spelling of board member names.

Motion to Approve Consent Agenda made by Dan Sugg. Motion Passes.

4. Approval of Minutes

A. November 2024 - DDA Board Minutes

Motion to Approve Minutes of November 2024 Meeting made by Pam Shermeyer; Motions Passes Unanimously.

5. Public Comment (*speakers are limited to 3 minutes*)

6. Consent Agenda

A. Monthly Financial Reports

B. Monthly Code Enforcement Report

Motion made by Fred Prime to approve and accept the Consent Agenda. Motion approved unanimously.

7. **Presentations**

A. Redevelopment Ready Communities (RRC)

Presentation made by DDA/CED Intern Tom Kennedy.

8. **Old Business**

Nothing new to report at this time.

9. **New Business**

A. 2025 DDA Meeting Dates

DDA Director informed the Board their April 2025 meeting will be delayed to the fourth Friday of the month instead of the third Friday in observation of Good Friday.

Motion made by Dan Sugg to approve 2025 DDA Meeting Schedule, seconded by Bruce Kantor and passed unanimously.

B. FY25 & FY26 Alleyway Enhancements Bid

The DDA Director provided an update to the board on the project timeline, recommending that Funding Year 2025 and Funding Year 2026 be bid out simultaneously rather than as two separate projects. This approach is suggested due to the high likelihood that the project will be completed by a single company, making it more efficient and straightforward to fund as one combined project. The Director and City Administrator addressed questions from the board regarding this proposed change and its impact on the project timeline.

Motion was made to approve combining the contract for FY25 & FY26 alleyway improvements as a single bid by Pam Shermeyer, seconded by Dan Sugg and passed unanimously.

C. 11 Mile Rd. Snow Removal Contract

The board received an update on the progress of securing a snow removal contractor for the sidewalks along 11 Mile Road between Evergreen and Lathrup Boulevard. The DDA contacted nine potential bidders; five declined, three did not respond, and one quote was received from Paradise Garden Landscaping. The DDA Director requested approval of the contract between the City of Lathrup Village and Paradise Garden Landscaping for services from December 2024 to

April 2025. Questions were raised by the board regarding the contract, including clarification on pricing and the timeline.

Motion was made by Pam Shermeyer to approve the contract, seconded by Fred Prime. Pam Shermeyer, Fred Prime, Dan Sugg and Bruce Kantor voted in favor; Danielle Huey was opposed.

10. DDA Director Report

A. Monthly Report

Motion made to accept DDA Director's December Report and approved unanimously.

11. DDA Board Training

Board training was presented by the city's planning consultant.

12. Adjourn

Motion to adjourn by Fred Prime, seconded by Bruce Kantor and approved unanimously.