

Downtown Development Authority Meeting

Friday, June 26, 2026

Meeting Minutes

12:02 PM: Call to Order.

Roll Call

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

Bruce Kantor confirms if all the absent members had notified staff of their absences ahead of time. DDA Director Colson confirms that they did. Bruce Kantor makes a motion to excuse the absences. Charlotte Jones seconds. The motion passes unanimously.

12:02 PM: Approval of Agenda

Bruce Kantor makes a motion to approve the May Agenda. Tracey Williams seconds. The motion passes unanimously.

12:03 PM: Approval of Minutes

Charlotte Jones asks for an amendment to the May meeting minutes. She was omitted from the roll call despite being present during the meeting and noted as such in the minutes. Her request to amend the minutes was accepted and made as of Monday, June 29.

Pam Shermeyer emailed DDA Project Coordinator Kennedy about the spelling of her name in the meeting minutes. That was corrected as of Monday, June 29.

Bruce Kantor makes a motion to approve the May Meeting Minutes as corrected. Lisa Burr seconds. The motion passes unanimously.

12:03 PM: Consent Agenda

Pam Shermeyer confirms there is no Code Enforcement report for this month's Consent Agenda, leaving the Board to approve only the Monthly Financial reports. Mike Greene makes a motion to approve the Consent Agenda as-is. Bruce Kantor seconds. Motion is passed unanimously.

12:04 PM: Public Comment

No public comments.

12:04 PM: Old Business

No Old Business for May.

12:05 PM: New Business

Communication Committee Engagement Efforts: John Sousanis presents the happenings of the Communication and Engagement Committee. The Committee has a survey they want to distribute through the USPS Every Door Direct Mail (EDDM) program- a program that the LVMF has used in the past to great success.

The goal of the survey is to reach people who are otherwise not reached easily through official channels. The first survey is ready to launch electronically but they also want to send it out via mail. The total cost is about \$1,500, including print and postage. The Communications Committee is asking the DDA to split the cost, since the businesses will also be included in the survey.

John fields questions from the board. Lisa Burr asks if the Communications committee tried electronically distributing the survey first. The intent is to distribute both physical and digital at the same time, given the successes of the Planning Commissions efforts during the Master Plan process. DDA Director Colson adds that it is incredibly difficult to collect data through electronic mediums due to the demographic of the community.

Jeff Fitzyk asks if there is a known breakdown of single family, multi-family and commercial properties receiving these surveys. The simple answer is yes, and it's the way that EDDM works. DDA Project Coordinator Kennedy explains how EDDM works, and how routes are predetermined and connect the business district with residential. So, while there is a known breakdown, with the way that EDDM is set up, the only thing that will be known is that the surveys will get to all of the properties, including businesses.

Bruce Kantor makes a motion to cover half of the cost of mailing the Communication and Engagement Committee's survey. Jeff Fitzyk seconds the motion. A roll call vote is taken. All members vote yes. The motion passes unanimously.

LVMF Backline Contract: Lauren Beras, producer of the LVMF presents the backline contract, which is a simple measure so the festival is quick and efficient. It handles all of the equipment and instruments so that it can be used over the course of the festival. It's part of the stage package. The backline equipment only accounts for \$1625. The entire package is \$7725, which is less than half of the next lowest bid. It is also the same contractor used the previous three years.

Jeff Fitzyk makes a motion to authorize the DDA Director to sign the contract with NV Rentals for up to \$2625 for the back equipment. Bruce Kantor seconds. The motion passes unanimously.

Lauren also wants to provide a quick update to the festival. Due to budget constraints, Quality Roots backed out of the music festival this year. Loom, however, reached out and wants to become a sponsor. They have provided \$1,500 in sponsorship. Aqua Tots Swim School is still interested, but due to their organizational setup, they have to approve the sponsorship in July. Lauren has been working closely with Annette Washington at Chase Bank regarding the possibility of a sponsorship, and Chase desired being a presenting sponsor. However, the festival has a presenting sponsor in Oakland County and the Lathrup DDA. Chase agreed to a \$3,000 sponsorship package instead. Clean Express Wash on Southfield Road north of 12 Mile desires being a sponsor, Lauren is just waiting to hear back. Michigan First Credit Union wishes to sponsor the LFMV for \$1,500. Fortson Dentistry had a brief communication breakdown, but discussions have resumed, and the LVMF is waiting to hear back on possible sponsorship.

Not counting non-committals or on-the-fence commitments, the LVMF is at \$41,700 with \$34,000 collected. Another estimated \$5,000 is on the way. Last year, the LVMF had 22 vendors. This year, there are 45 vendors. There will be a photo booth with the LVMF background, and everyone gets one photo free.

FY25-26 Year-End Budget Amendments: DDA Director Austin Colson presents- The DDA staff and Board of Directors make an earnest effort each year to make accurate revenue projections and budget accordingly. As a standard practice, the DDA tries to limit budget amendments to twice per fiscal year. These amendments are needed to reflect operational changes, grant-related activity, project costs, and other budget adjustments that occurred during the fiscal year. Overall, the proposed amendments balance the FY 25/26 DDA budget at \$573,487 for both revenues and expenditures while aligning budgeted line items with current activity and anticipated year-end needs.

Pam Shermeyer confirms that the budget is being increased by \$5,000. Jeff Fitrzyk confirms that this is budget amendment 2 for 2026, with the first amendment in January.

Jeff Fitrzyk makes a motion to approve the proposed amendment for Fiscal Year 25/26 as presented. Bruce Kantor seconds. A roll call vote is made. All present vote to approve. The motion passes unanimously.

Request to Confirm Community & Economic Development/DDA Director: Pam Shermeyer presents the efforts of the DDA Search Committee to hire Austin Colson's successor as Community & Economic Development/DDA Director. Charlotte Jones, Pam Shermeyer and Mike Greene all made up the search committee; they got good results and brought in four people for interviews. They concluded that Janet Bloom was the best candidate. Janet is the Deputy Director of the Lake Orion DDA and also served on the DDA for Dearborn and in Farmington, as well as a former president of the Novi Chamber of Commerce and with the Northville Chamber of Commerce. Janet Bloom has experience as a sales and marketing specialist for a consulting firm and worked as an events planner and coordinator. Finally, she has been the sponsorship mentor of the Novi High School robotics team.

The search committee believes that she is the most qualified candidate for the position. No further discussion is had on the topic. Jeff Fitrzyk makes a motion to confirm Janet Bloom as the Community & Economic

Development and DDA Director for Lathrup Village. Charlotte Jones seconds the motion. The motion is approved unanimously.

12:43 PM DDA Director Report

DDA Director Colson presents for one final time. Before he begins, he adds that the DDA made a great choice with their hiring, as he has had run-ins with Janet Bloom across many Main Street Oakland County events, and has constantly been impressed by her.

Upcoming DDA Events:

Funding Your Vision: Exploring Sources of Capital – Wednesday, July 8, 2026, Clawson City Hall, 425 N. Main Street, Clawson, MI - This workshop will guide entrepreneurs and small business owners through the landscape of funding options, emphasizing that capital is a journey rather than a one-time event. The session will provide an overview of major capital sources, the typical SBA lending process, and the three primary loan types business owners may encounter.

Quarterly F.O.G. Mapping Intensive: Financial, Operations, and Growth Strategic Planning Session – Tuesday, July 14, 2026, 9:00–10:30 AM, Virtual - This virtual working session will support small business owners and entrepreneurs with strategic planning focused on three core areas: financials, operations, and growth. Participants will work through tools and strategies to better understand financial data, improve operational efficiency, manage cash flow, and develop a scalable growth plan that supports long-term profitability and sustainability. The session is free for members and \$25 for non-members.

Comprehensive Plan Open House – Master Plan Community Open House – Tuesday, July 21, 2026, 4:30–6:30 PM, Lathrup Village City Hall - The City will host a Community Open House to review updates to the City Master Plan and gather public input on Lathrup Village's long-term vision. Residents, business owners, property owners, and community stakeholders are encouraged to attend and provide feedback that will help guide future goals, priorities, and recommendations as part of the Master Plan update process.

Business/Property Updates:

17600 11 Mile Road (Chiropractor Office) – The new property owner has successfully relocated their chiropractic office to this location. Building

permits were approved, and interior improvements were completed to prepare the space for occupancy. The business hosted a successful grand opening on Saturday, May 30, marking another positive reinvestment in the Southfield Road corridor.

26221 Southfield Road – Façade improvement work is currently underway and continues to progress toward completion.

27651 Southfield Road – Middle Eats Expansion – Restaurant expanding into the adjacent 1,800-square-foot unit to the south to enlarge its dining area and better serve customers. Building permits have been approved, and construction is underway.

Infrastructure

Wayfinding Signage – Southfield Road Public Parking Lot – As the outgoing Director, I would recommend that the DDA continue exploring the installation of wayfinding signage along Southfield Road near the City-owned public parking lot just south of 12 Mile Road. Clear and visible wayfinding is an important downtown infrastructure tool because it helps visitors easily identify available parking, reduces confusion for first time customers, and supports nearby businesses by making the district more accessible.

Southfield Road Water Main Project – One northbound lane of Southfield Road, between Lincoln Drive and 11 Mile Road, is expected to be closed for approximately one month. To help support businesses during this temporary disruption, the City has provided temporary relief from the current sign ordinance restriction on feather and flutter signs. During the construction period, affected businesses may place feather or flutter signs in front of their businesses to help maintain visibility and customer awareness.

1:00 PM: Board Member Comments

Lisa Burr asks about Public Comments, specifically when residents bring a question or concern that is not necessarily answered by the board or by staff in the moment, but is left hanging for the record. When those arise, there is no follow up or closure for the board or for the record. Both DDA Staff members acknowledge that they have an open door policy to answer any questions at any time, and the most relevant of questions will make the DDA Meeting for the next month, but also when these questions come up, if they are pressing, staff will answer them after the meeting with a brief 1-on-1 during the scrum to exit the meeting. So, while there is closure

with those who brought the question, the Board does not have that same luxury. Project Coordinator Kennedy acknowledges that he is not opposed to answering these questions if the Board will prompt him, and he has the information ready. Additionally, if the Board does want follow up to a question at the next meeting, they are more than welcome to request it with Staff.

Bruce Kantor talks about the possibility of adding trash cans along Southfield Road. Something that pedestrians can use instead of carrying it home with them. Whether these are the property owners providing maintenance to the receptacles or it's DPW. The DDA has spoken about it before, but the conversations fell apart when the cost was brought up. Mayor Kantor believes that there is a benefit to starting the conversation again, in spite of the cost.

Another thing: Mayor Kantor thanks Austin for all of his work over the past two years and wishes him well in Chicago.

1:04 PM Public Comment

LVMF Producer Lauren Beras makes a comment, thanking the Board for the continued partnership with the LVMF over the years, and she proclaims she will miss Austin. She is proud of the work he has done and wishes him well. Finally, she adds that the garbage cans are a good idea and we should go for them.

John Sousanis agrees with Lisa about the lingering questions after meetings. He also adds that he still approves of the second public comment slot, and that the DDA meeting time is not conducive to getting public feedback due to it being at noon, so it's nice to have more chances. He also recommends the city do a general town hall with all the boards and commissions. Additionally, he approves of the trash cans. Finally, he congratulates Austin and wishes him well.

DDA Project Coordinator Tom Kennedy says a few words. He was hired in after spending 6 weeks unemployed following a brief stint in another community, with multiple interviews during that time and nobody wanting to take a chance on "unproven talent". Austin was the first and thus far only one who saw the potential he had, and the value he could bring. Tom says he owes his career to Austin, and wishes him well in Chicago.

1:20 PM: Adjournment

Bruce Kantor makes a motion to adjourn. Jeff Fitzyk seconds. The motion is passed unanimously. Meeting adjourned.