



Downtown Development Authority Minutes

Friday, March 15, 2024 at 12:00 PM
27400 Southfield Road, Lathrup Village, Michigan 48076

1. Call to Order

12:05 PM by Vice Chair Bryan Ford

Attendees: Dr. Patricia Felton, Bryan Ford, Kelly Garrett, Pam Shermeyer, Dan Sugg

Absent: Danielle Huey, Charlotte Jones, Fred Prime

Staff: Brittany Dorsey, Michael Greene, Susie Stec

Motion by Greene to excuse Danielle Huey, Charlotte Jones, Fred Prime. Seconded by Dan Sugg. All in favor.

2. Approval of Agenda

Motion by Ford to approve agenda. Seconded by Shermeyer. All in favor.

3. Approval of Minutes

A. 2024 02 16 DDA Board of Directors Minutes

Motion by Shermeyer to approve minutes from February 16, 2023, board meeting. Seconded by Greene. All in favor.

4. Consent Agenda

Motion by Greene to approve consent agenda. Seconded by Shermeyer. All in favor.

5. Old Business

None

6. New Business

A. FY 23/24 March Budget Amendments

Stec reviewed DDA budget amendments. Greene shared that the installation of charging stations at City Hall will be happening at no cost to the DDA or City.

Motion by Shermeyer to adopt proposed March amendments for the FY 23/24 DDA Budget. Seconded by Garrett. All in favor.

B. Cost-Share Agreement with RCOC

Stec confirmed RCOC will complete the pedestrian signal installation at Margate. The DDA will cover 100% of the cost and maintenance.

Motion by Greene to adopt the resolution to establish Cost-Share Maintenance Agreement with the Road Commission for Oakland County. Seconded by Sugg. All in favor.

C. 2024 - 2027 Landscape & Maintenance - Bid Contract Recommendation

Stec shared that DDA received 4 bids for the landscape and maintenance contract. DDA asked if there was a termination clause.

Motion by Garrett to accept bid amount of \$135,692 and award Paradise Garden Landscaping, Inc. the contract for 2024 – 2026 Landscaping & Maintenance in the DDA district, and authorize the DDA director to sign any necessary documents. Seconded by Greene. All in favor.

D. Sign Grant Application - 27411 Southfield Road

Jay Birds Bar and Grill submitted a Sign Grant application to update the existing blade and monument signs.

Motion by Sugg to award a DDA Sign Grant in the amount of \$2,000 to Jay Brown, owner of Jay Birds Bar and Grill located at 27411 Southfield Road, to be reimburse upon installation and final approval by the Building Official. Seconded by Green. All in favor.

E. 2024 Spring Flower Purchase

Stec discussed plant selections and process for selecting flowers.

Motion by Shermeyer to authorize DDA Director to order flowers and plants for the hanging baskets, front porch pots, entrance pot, and gazebo pots from English Gardens for an amount not to exceed \$5,000. Seconded by Sugg.

Yays: Felton, Ford, Greene Shermeyer, Sugg.

Nay by Garrett.

Motion carries.

F. 2024 Tree Purchase for DTE Energy Tree Grant

Stec discussed tree selections and quotes; indicated that revised quantity is needed.

Motion by Shermeyer to authorize up to \$5,000 for the purchase of 12 trees from Wildtype Nursery. Seconded by Greene. All in favor.

G. Promotional Items Purchase

Stec discussed DDA swag materials. DDA Board asked to have higher quality bags with flat bottoms.

Motion by Sugg to authorize the DDA staff to purchase promotional items for the purpose of marking the organization and district as a whole, for an amount not to exceed \$3,000. Seconded by Garrett. All in favor.

7. Director's Report

A. 2024 March CED Report

Stec shared CED updates.

8. Public Comment

Rick Wisz commented on the Lathrup Village Music Festival, code enforcement activities, upcoming road work, and public comment.

Karen Miller commented on the HAWK signals, plantings, Sign Grants, public comments, and funds due to the city's general fund.

9. Adjourn

Motion by Garrett to adjourn at 1:01 PM. Seconded by Sugg. All in favor.

DRAFT