



Downtown Development Authority Minutes

Friday, January 20, 2023 at 12:00 PM
27400 Southfield Road, Lathrup Village, Michigan 48076

1. Call to Order by Vice Chair Ford at 12:06 pm

Present: Bryan Ford, Mayor Kelly Garrett, Charlotte Jones, Bobbi Lovins, Scott McKee, Pam Shermeyer

Absent: Fred Prime, Dan Sugg

Staff: Pam Bratschi, Bill Diamond, Jr., Brittany Dorsey, Susie Stec

Public: Barb Kenez

Motion to excuse Prime and Sugg by Shermeyer, seconded by Lovins. All in favor.

2. Approval of Agenda

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

3. Approval of Minutes

Motion to approve the 2022 12 16 DDA Board of Directors minutes by Jones, Seconded by Shermeyer. All in favor.

4. Financial Review

A. December 2022 Financial Reports: Bratschi clarified that journal entries were still being done at the time of the December meeting, which gave the appearance the books were not closed. Bratschi confirmed that the DDA's books were closed on 12/31/2022, as required.

Motion to receive & file the December 2022 Financial Reports by Lovins, seconded by McKee. All in favor.

5. Committee Reports

Stec reminded each board member that they needed to be on a committee, if possible. Jones volunteered for Promotions Committee; Garrett volunteered herself and City Administrator Montenegro for Beautification Committee.

6. Other Business

- A. January 2023 CED Report: Stec informed the board of the DEI event and introduced the new Code Enforcement Officer Bill Diamond.

7. Old Business

8. New Business

- A. 2023 January Budget Amendments: Stec presented the amendment. There were no questions.

Motion to adopt the proposed January Amendments to the FY 22/23 DDA Budget by Shermeyer, seconded by Jones. All in favor.

- B. 2023 National Main Street Conference: Stec presented the estimated cost for her and Dorsey to attend the conference. She highlighted the importance of this as a learning and idea gathering experience for staff.

Motion to authorize the DDA Director to proceed with registering and making travel arrangements for the 2023 National Main Street Conference in Boston, MA by Lovins, Seconded by McKee. All in favor.

- C. 2022 DDA Annual Report: Stec presented the DDA Annual Report and congratulated the board on a year of good work! Comments included making sure to highlight the planning/development activities, and make people more aware of the DDA activities. Board commended staff for their hard work.

9. Public Comment

Prior to adjourning Stec announced that it was Chief McKee's last meeting as Board Member. The Board of Directors thanked him for his service.

10. Adjourn at 12:56 pm

Motion to adjourn by McKee, seconded by Garrett. All in favor.