



Downtown Development Authority

Monday, January 22, 2024 at 12:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

1. Call to Order

12:03 p.m. by Chair Fred Prime

Present: Bruce Kantor (alternate), Scott McKee, Fred Prime, Pamela Shermeyer, Daniel Sugg

Absent: Dr. Patricia Felton, Kelly Garrett, Charlotte Jones, Bryan Ford, Bobbi Lovins

Staff: Brittany Dorsey, Mike Greene, Robert Harris, Susie Stec

It was announced that Mayor Pro-Tem Bruce Kantor was appointed as Mayor Kelly Garrett's alternate, and will serve in her stead when unable to attend.

Motion by Sugg to approve absences of Dr. Patricia Felton, Bryan Ford, Kelly Garrett Charlotte Jones, and Bobbi Lovins. Seconded by Shermeyer. All in favor.

2. Approval of Agenda

Motion by McKee to approve agenda. Seconded by Kantor. All in favor.

3. Approval of Minutes

A. 2023 10 20 DDA Board of Directors Minutes

Motion by Shermeyer to approve October 20, 2023 minutes. Seconded by Kantor. All in favor.

B. 2023 12 15 DDA Board of Directors Workshop Minutes

Motion by Shermeyer to approve workshop minutes. Seconded by Sugg. All in favor.

4. Financial Review

A. October 2023 Financial Reports

Stec shared financial update. Fund balance in good standing. Stec will provide additional information about depreciation items next meeting. Plante Moran will provide financial services until a replacement is hired for Bratschi.

Motion by Sugg to receive and file October 2023 financial reports as presented. Seconded by Kantor. All In favor.

B. November 2023 Financial Reports

Motion by Sugg to receive and file November 2023 financial reports as presented. Seconded by Shermeyer. All In favor.

C. December 2023 Financial Reports

Motion by Sugg to receive and file December 2023 financial reports as presented. Seconded by Kantor. All In favor.

D. FY 22/23 Audit Report

Stec provided an update; DDA is in good standing.

Motion by Kantor to receive and file 22/23 audit report. Seconded by McKee. All in favor.

5. Committee Reports

A. 2023 11 13 Beautification Committee

B. 2023 11 16 Promotions Committee

C. 2023 12 11 Beautification Committee

D. 2023 12 21 Promotions Committee

E. 2024 01 08 Beautification Committee

F. 2024 01 18 Promotions Committee

Stec provided updates.

6. Other Business

A. January 2023 Code Enforcement Report

Harris provided an update. Harris administered several violations.

B. January 2024 CED Report

Stec went over report.

C. 2023 DDA Annual Report

Stec reviewed annual report. DDA Board has 2 committee members whose term is set to expire February 2024. Council will make appointments to the board in February meeting.

Motion by Shermeyer to accept annual report and forward to Council. Seconded by Sugg. All in favor.

7. Old Business

A. Municipal Park Renovation - Project Update

Stec met with Snyder Recreation and asked for a revised plan that may be phase. Revised design is anticipated later this week. Stec continues to meet with Main Street Oakland County. They anticipate getting out grant information in February/March. DDA submitted an application to GM match on Main grant for \$50,000. We should have answers by the end of February. Other funding sources that will be pursued are T-Mobile Hometown, DNR Recreation Passport, and Ralph C Wilson grants.

8. New Business

A. 2024 DDA Board of Directors Meeting Dates

Motion by Kantor to accept 2024 meeting dates with correction to July 19th date. Seconded by McKee. All in favor

B. 2024 Alley & Approach Recommendation

Project was discussed at the December workshop. Bids went out the beginning of January and are due February 8. February 16 meeting, contract will be rewarded.

Motion by Shermeyer to adopt alley and approach recommendations for an estimated cost of \$296,704. Seconded by Kantor. All in favor.

C. Southfield Road Improvement Project - RAISE Grant

City, RCOC, and Southfield were awarded a grant writer by SEMCOG to write the RAISE grant application. A letter of support from the DDA and the City indicating our support and a commitment to fund the project is needed. A draft letter needs to be submitted by February. If successful, construction will take place in 2027. Estimated Lathrup Village match is \$3.5 million; additional support being sought.

D. 2024 National Main Street Conference

Stec shared that Main Street Conference will be May 6-9, 2024 in Birmingham, Alabama.

Motion by Sugg to authorize the DDA Director to proceed with registering and making travel arrangements for the 2024 National Main Street Conference in Birmingham, Alabama. Seconded by Kantor. All in favor.

9. **Public Comment**

Stec introduced new City Administrator Mike Greene.

10. **Adjourn**

Motion by Sugg to adjourn at 1:09 p.m. Seconded by Shermeyer.

DRAFT