



Downtown Development Authority Minutes

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

1. Call to Order

12:03 p.m. by Vice Chair Bryan Ford

Present: Patricia Felton, Bryan Ford, Scott McKee, Pam Shermeyer, Dan Sugg,

Absent: Fred Prime, Kelly Garrett, Charlotte Jones, Bobbi Lovins.

Staff: Pam Bratschi, Brittany Dorsey, Rob Harris, Susie Stec

Motion by Shermeyer to excuse Fred Prime, Kelly Garrett, Charlotte Jones, Bobbi Lovins. Seconded by Ford. All in favor.

2. Approval of Agenda

Motion by Sugg to approve the agenda. Seconded by Ford. All in favor.

3. Approval of Minutes

Stec recommends amendment of minutes to reflect that Dr. Felton was excused from 2023 09 15 DDA Board of Directors Meeting.

Motion by Sugg to amend minutes to include an excused absence for Dr. Felton. Seconded by Shermeyer. All in favor.

2023 10 20 DDA Board of Directors Minutes approved by Ford as presented and amended. Seconded by Sugg. All in favor.

4. Financial Review

A. September 2023 Financial Reports

Bratschi shared an update.

\$11,000 investment interest within 3 months. On track to obtaining approximately \$50,000 in interest.

Lathrup Village Music Festival donations have not shown up in revenue. They will show up in the general fund first, then to the DDA miscellaneous revenue account.

27400 Southfield Rd | Lathrup Village, MI 48076 | 248.557.2600 | www.lathrupvillage.org

Commented [GU1]: Get rid of hanging indent. Alignment should be consistent throughout document, as in in items 1 & 2.

Commented [BD2R1]: The alignment was not like this on the original document. I recognize it's supposed to be consistent. This is horrible.

Commented [GU3]: Too much space between sentences.

Motions & seconds are last names only. Always follow with the vote (i.e. all in favor, Yays - ABC, Nays - DEF

Commented [BD4R3]: Again, following the template.

Fund balance is in good standing.

Motion by Pam Shermeyer to receive and file financials for September 2023. Seconded by Dan Sugg. All in favor.

5. Committee Reports

Dorsey discussed new committee members and upcoming events. Shared details about the cancellation of the LV Winter Market.

6. Other Business

A. October 2023 CED Report

Stec provided an update; highlighted the DTE Tree Grant and RAP 2.0 project funding.

B. October 2023 Code Enforcement Report

Harris provided an update.

7. Old Business

None

8. New Business

A. LV Music Festival Recap

Stec provided a final report on the event. The event was well received; approximately 500 people attended. Revenue was \$742.33. The tip jar (\$401) will go towards the park renovation. The board suggested having a better rain plan, and improving signage for drink tickets and bar area. The board was pleased with the atmosphere and positive response.

B. Corridor Christmas Decorations

Stec shared quotes for holiday decorations and informed the board that the city will not be able to financially contribute to the cost this year.

Motion by Sugg to authorize DDA manager to spend up to \$10,000 for revised quote on holiday decorations. Seconded by Shermeyer. All in favor.

C. Computer Purchase

Stec presented the need for a new laptop/computer for DDA Manager. Options were presented to board for consideration.

Motion by Sugg to authorize the DDA Director to purchase a new laptop in an amount not to exceed \$1,300. Seconded by McKee. All in favor.

Commented [GU5]: Why are you telling at people???Fix formatting

Commented [GU6]: This should be in paragraph form, not bulleted. Stec provided a final report on the event. The event was well-received; approximately 500 people attended. Revenue was YZ. The tip jar (XYZ) will go towards the park renovation.

Commented [GU7]: Paragraph form, no bullets. Fix hanging indent, motion format, add vote.

Commented [GU8]: Stec presented the need for a new laptop/computer for DDA Manager. Options were presented to board for consideration. Fix the motion.

9. Public Comment

None

10. Adjourn

Motion by Ford to adjourn at 12:56 pm. Seconded by McKee. All in favor.

Commented [GU9]: Must include time of adjournment. Fix alignment, motion format, capitalization of McKee.