



Downtown Development Authority Board of Directors Meeting Minutes

Friday, April 16, 2021 at 12:00 PM
Remote Meeting via Zoom

ZOOM REMOTE MEETING INFORMATION

Webinar ID: 914 1822 7857

Password: 337459

CLICK HERE: [Online Link](#)

Telephone: +1 301 715 8592 or +1 312 626 6799

CLICK HERE: [Public Comment Form Link](#)

In accordance with Emergency Orders issued by the Michigan Department of Health and Human Services, Oakland County, local officials, and State of Michigan legislation, which allows for electronic meetings of public bodies, notice is hereby given that the DDA will be meeting electronically using www.Zoom.us for videoconference and public access.

1. Call to Order

Remote meeting held via Zoom called to Order by Chair Dan Sugg at 12:02pm.

PRESENT

Chairperson Dan Sugg (Lathrup Village, MI)
Board Member Shyla Beltur (Lathrup Village, MI)
Board Member Bryan Ford (Mt. Pleasant, MI)
Board Member, Mayor Kelly Garrett (Lathrup Village, MI)
Board Member Bobbi Lovins (Lathrup Village, MI)
Secretary Sheryl Mitchell (Lathrup Village, MI)
Board Member Pam Shermeyer (Lathrup Village, MI)

Absent:

Board Member Fred Prime
Board Member Mark Watts

Others present:

Cori Dahl, DDA Manager
Susie Stec, DDA Director

2. Approval of Agenda

Motion to Approve the Agenda made by Board Member, Mayor Garrett, Seconded by Board Member Shermeyer.

Voting Yea: Chairperson Sugg, Board Member Beltur, Board Member Ford, Board Member, Mayor Garrett, Board Member Lovins, Secretary Mitchell, Board Member Shermeyer

3. Approval of Minutes

A. Board of Directors Minutes 3-19-21

Motion to Approve Meeting Minutes from March 19, 2021, made by Board Member Ford, Seconded by Board Member Lovins.

Voting Yea: Chairperson Sugg, Board Member Beltur, Board Member Ford, Board Member, Mayor Garrett, Board Member Lovins, Secretary Mitchell, Board Member Shermeyer

4. Financial Review

A. March Financial Reports

Motion to Receive and File the March 2021 Financial Reports made by Board Member Lovins, Seconded by Board Member, Mayor Garrett.

Voting Yea: Chairperson Sugg, Board Member Beltur, Board Member Ford, Board Member, Mayor Garrett, Board Member Lovins, Secretary Mitchell, Board Member Shermeyer

5. Committee Reports

A. Economic Vitality Committee Update

DDA Manager Cori Dahl gave an update on the Economic Vitality Committee.

B. Promotions Committee 4-15-21

DDA Manager Cori Dahl gave an update from the April 15, 2021 meeting of the Promotions Committee. Discussed the upcoming Juneteenth event on June 19, 2021.

6. Other Business

Mayor Garrett requested to be excused briefly from the meeting at 12:28pm and returned at 12:55pm.

A. March Code Enforcement Report

DDA Director Susie Stec provided an update on the code enforcement efforts by Rami Sweidan.

B. April 2021 Director Report

DDA Director Susie Stec gave an update. Discussed sidewalk program and that the project will include ADA compliant ramps. "Spring Roll" is a tour of the Bike Route Network, in

coordination with Parks & Recreation, will be June 5th. New Life Center MRI will be opening on NW Corner of Sunnybrook. Discount Tires is coming to the ZBA on April 19th to expand parking and enclose tires. This is a special land use and site plan review process. Ruby Lee's Honey Chicken and Shrimp has applied for a sign application (located in former Happy's Pizza site). A physical therapy office is interested in the former GIN Cleaners site. The Planning Commission will be reviewing updated draft of the cannabis ordinance on April 20th. Proposed language would permit licensed businesses to located in the Mixed Use and Commercial Vehicular districts. City Council will be reviewing the comprehensive plan and opening up the 45 day public comment period. A lot of infrastructure work is occuring. Cori is updating the website with the infrastructure information. Staff met with the Road Commision, RCO received federal funds for Southfield Road. Looking a 2024 for the construction of the "interim solutions" until the corridor can be fulled restructured.

7. Old Business

None

8. New Business

A. Alley Assesment & Scope of Work Proposal

Discussed the Southfield Corridor Alley Evaluation. A scope of work was presented by City Engineering firm - Giffels Webster to prepare preliminary construction cost estimates for repair scenarios for pavements rated as good, fair, or poor condition.. The scope of work includes inspecting the city alleys along the Southfield Corridor from Lincoln to 12 Mile Road and rating the surface using the Pavement Surface Evaluation and Rating (PASER). The total cost estimate is \$6,095. Also, Asphalt Specialists, Inc. is currently contracted by the City to provide asphalt work for various projects this year. It would be cost-effective to have them address identified alley behind westside of Southfield Road between Sunnybrook and Cambridge while on site.

Motion 1 - Motion to approved Giffels Webster to conduct the Southfield Corridor Alley Study, made by Board Member Lovins, Seconded by Board Member Shermeyer.

Voting Yea: Chairperson Sugg, Board Member Beltur, Board Member Ford, Board Member, Mayor Garrett, Board Member Lovins, Secretary Mitchell, Board Member Shermeyer

Motion 2 - to Approve Asphalt Specialists Inc to repair alleyway for up to \$15,000 behind Southfield (West) between Sunnybrook and Cambridge.

Motion made by Board Member Shermeyer, Seconded by Board Member Ford.

Voting Yea: Chairperson Sugg, Board Member Beltur, Board Member Ford, Board Member, Mayor Garrett, Board Member Lovins, Secretary Mitchell, Board Member Shermeyer

B. Facade Improvement Program update

Susie Stec presented proposed changes to the Facade Program to the "Facade Improvement & Site Beautification Grant Program" The intent is to foster redevelopment. Eligible applicants could receive up to a reimbursement that is up to a 50% match for the cost of improvements. The maximum award is \$10,000. Projects that are focuses on parking lot and landscaping site improvements are eligible for a maximum of \$2,500. All grants are subject to available funding. Scope of eligible projects is expanded to include: new windows, exterior doors, awnings, exterior lighting, parking lot improvements, and landscaping enhancements.

Motion to expand the Facade Improvement program guidelines to reflect the Facade Improvement & Site Beautification Program guidellines as presented, made by Board Member, Mayor Garrett, Seconded by Board Member Lovins.

Voting Yea: Chairperson Sugg, Board Member Beltur, Board Member Ford, Board Member, Mayor Garrett, Board Member Lovins, Secretary Mitchell, Board Member Shermeyer

C. DDA FY 21/22 Budget

Susie Stec gave an overview of the DDA Budget and programs. The FY 2020/21 milage rate was 1.8823 mils for every dollar of taxable value in the DDA District. Did not budget for any changes in revenue. Expenditures include the agreed expenses that are a part of the cost-share agreement with the City. Looking at 2 part-time seasonal crew for maintenance in the district. Secretary Mitchell Theriot suggested that the revenues be increased to an amount closer to the actual in 19/20 of \$305,000 and designate \$750,000 of the fund balance for the Southfield Road Improvements, and maintain a 30% fund balance of at least \$91,000.

Motion to recommend the DDA Fiscal Year 2021/22 Budget to the City Council, reflecting 3 changes from the presented budget of: \$305,000 in revenue; designate \$750,000 of the fund balance for the Southfield Road Improvement; and maintain a 30% fund balance of at least \$91,000, the made by Board Member Ford, Seconded by Board Member Shermeyer.

Voting Yea: Chairperson Sugg, Board Member Beltur, Board Member Ford, Board Member, Mayor Garrett, Board Member Lovins, Secretary Mitchell, Board Member Shermeyer

Susie Stec noted that a message was received from Mark Watts that he was unable to attend the meeting due to a medical emergency. No word was received from Fred Prime.

Motion made by Board Member Lovins, Seconded by Board Member Ford to excuse Board Member Mark Watts.

Voting Yea: Chairperson Sugg, Board Member Beltur, Board Member Ford, Board Member, Mayor Garrett, Board Member Lovins, Secretary Mitchell, Board Member Shermeyer

9. Public Comment

None

10. Board Comments

Sheryl Mitchell Theriot mentioned that the City received a AA bond rating from Standard and Poors for the Capital Improvement Bonds and Street Improvement Bonds. The work will be commencing shortly.

Mayor Kelly Garrett mentioned that we needed to follow up on the plans for adding the signage and address to the front of City Hall.

Mayor Kelly Garrett asked if there was a way to advise the local restaurants that the health orders that requires them to have people sign in for contact tracing and limit capacity to 50% were still be effect.

11. **Adjourn** – Chairperson Sugg adjourned the meeting at 1:33pm.

Submitted by Sheryl Mitchell Theriot, Secretary