



Downtown Development Authority Board of Directors Minutes

Friday, September 17, 2021 at 12:00 PM
Remote Meeting via Zoom

1. Call to Order

Call to order at 12:11 p.m.

2. Roll Call

PRESENT

Chairperson Dan Sugg (Plymouth, Wayne County, MI)

Board Member Shyla Beltur (Lathrup Village, Oakland County, MI)

Board Member Bryan Ford (Wixom, Oakland County, MI)

Board Member Bobbi Lovins (Lathrup Village, Oakland County, MI)

Board Member Pam Shermeyer (Lathrup Village, Oakland County, MI)

Board Member Mark Watts (Lathrup Village, Oakland County, MI)

EXCUSED ABSENT

Board Member, Mayor Kelly Garrett

Secretary Sheryl Mitchell

Board Member Fred Prime

OTHER PRESENT

Pam Bratschi, DDA Treasurer (Lathrup Village, Oakland County, MI)

Cori Dahl, DDA Manager (Lathrup Village, Oakland County, MI)

Susie Stec, DDA Director (Lathrup Village, Oakland County, MI)

Rami Sweidan, Code Enforcement Officer (Lathrup village, Oakland County, MI)

Motion to excuse Fred Prime, Mayor Kelly Garrett, Dr. Sheryl Mitchell Theriot by Board Member Shermeyer, Seconded by Board Member Lovins.

Voting Yea: Chairperson Sugg, Board Member Beltur, Board Member Ford, Board Member Lovins, Board Member Shermeyer, Board Member Watts

3. Approval of Agenda

Motion to approve the agenda made by Board Member Shermeyer, Seconded by Board Member Ford.

Voting Yea: Chairperson Sugg, Board Member Beltur, Board Member Ford, Board Member Shermeyer, Board Member Watts

Voting Abstaining: Board Member Lovins

4. Approval of Minutes

A. Board of Directors Meeting Minutes 7-16-21

Motion to approve the minutes from July 16, 2021 Board of Directors meeting made by Board Member Shermeyer, Seconded by Board Member Ford.

Voting Yea: Chairperson Sugg, Board Member Beltur, Board Member Ford, Board Member Lovins, Board Member Shermeyer, Board Member Watts

5. Financial Review

Treasurer Bratschi provided an overview of the financial reports and noted that there is an interest of \$577.16 and taxes will be coming in soon. Stec noted that there will be payments of the alley and sidewalk coming soon. Ford asked what the timeline to see the audit would be. Bratschi stated that it most likely will be seen at the October report.

Motion to receive and file July 2021 and August 2021 financials

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

Voting Yea: Chairperson Sugg, Board Member Beltur, Board Member Ford, Board Member Lovins, Board Member Shermeyer, Board Member Watts

A. July 2021 Financial Reports

B. August 2021 Financial Reports

6. Committee Reports

A. Fall DDA Events Calendar

Dahl provided an overview up the upcoming DDA events, including Promotions Committee items.

B. Economic Vitality

Dahl stated the Economic Vitality Committee will now refocus on more transportation and pedestrian initiatives.

C. DDA Promotions Committee

7. Other Business

A. Director Report - September

Stec provided an overview for the Director's report and highlighted the Community Navigator Program that is an initiative of Oakland County to work for micro and small businesses.

B. August Code Enforcement

Sweidan provided an overview of the August Code Enforcement Report and noted 26333 Southfield Rd. received a citation but it was rescinded.

8. Old Business

9. New Business

A. Zing Train Workshop

Dahl provided an overview of the Zing Train workshop that will be partially be reimbursed by Mainstreet Oakland County. Board Member Shermeyer asked if this was accounted for in the budget and Stec answered funding is available for training and membership.

Motion to approve ZingTrain up to \$3,000 for \$2,500 plus mileage made by Board Member Lovins, Seconded by Board Member Shermeyer.

Voting Yea: Chairperson Sugg, Board Member Beltur, Board Member Ford, Board Member Lovins, Board Member Shermeyer, Board Member Watts

B. Banners

Stec provided an overview of the banners. Board Member Ford asked about the feasibility of putting a larger banner onto City Hall. Stec answered that the DDA can look further into getting larger banners onto City Hall.

Motion to approve the expenditure of the banners by Board Member Ford, Seconded by Board Member Shermeyer.

Voting Yea: Chairperson Sugg, Board Member Beltur, Board Member Ford, Board Member Lovins, Board Member Shermeyer, Board Member Watts

C. DDA & Special Projects Manager - expanded job duties & discussion

Stec provided an overview of the recommendation by the Executive Committee for the expansion of the job duties for the DDA & Special Projects Manager that will include the coordination of all community events. Board Member Ford suggested adding the Executive Committee to the DDA's Committee Page on the website for transparency.

Motion to approve the salary increase for the DDA & Special Projects Manager to \$42,000 which will the DDA will be responsible for \$8,000 by Board Member Shermeyer, Seconded by Board Member Lovins.

Voting Yea: Chairperson Sugg, Board Member Beltur, Board Member Ford, Board Member Lovins, Board Member Shermeyer, Board Member Watts

10. Public Comment—none.

11. Adjourn at 1:11 p.m.

Minutes prepared by DDA Manager, Cori Dahl, on behalf of DDA Treasurer, Dr. Sheryl Mitchell Theriot.