

**Meeting Minutes**

**12:02 PM: Call to Order.**

Pamela Shermyer	<b>Present</b>
Tracey Williams	<b>Present</b>
Kelly Garrett	<b>Present</b>
Alex Green IV	<b>Present</b>
Patricia Felton	<b>Absent</b>
Mike Greene	<b>Present</b>
Lisa Burr	<b>Present</b>
Charlotte Jones	<b>Absent</b>
Jeff Fitzryk	<b>Present</b>

Charolotte Jones and Patricia Felton informed staff of their absences ahead of the meeting. Mike Greene moves to excuse. Jeff Fitzryk seconds the motion. The motion passes unanimously.

**12:03 PM: Approval of Agenda**

Motion to Approve Agenda made by Mike Greene, seconded by Tracey Williams; Motion Passes Unanimously.

**12:03 PM: Approval of Meeting Minutes**

Motion to Approve Minutes of March 2026 Meeting made by Mike Greene, seconded by Lisa Burr; Motions Passes Unanimously.

**12:03 PM: Consent Agenda**

Motion to Approve the Consent Agenda made by Mike Greene, seconded by Kelly Garrett. Motion passed unanimously.

**12:04 PM: Public Comment**

No comment at this time.

**12:25 PM: Old Business**

Lathrup Village Police Chief Mike Zang introduces Sgt. Keith Roberts to present information on Flock Cameras to the DDA Board. During the March Meeting, Dr. Felton posed a question as to the efficiency and usefulness of the Flock Cameras, citing some concerns for safety and security. The DDA had funded the cameras for LVPD, and she wants to ensure it was a good investment to make.

Sgt. Roberts' presentation explains how the cameras read license plates and stores them for 30 days to provide a database and search tools, including a network that alerts officers in cities with other Flock cameras when a car linked with a crime or a missing person has passed through an area, including timestamps. This feature also allows officers/investigators to make their own custom list to search for specific vehicle makes, models and/or license plates. Sgt. Roberts tells the board of a call they just went on 30 minutes before the meeting, where a Mustang shot at Detroit PD during one of their investigations the night prior. That Mustang had passed by a Lathrup Flock Camera, and the driver was arrested with the weapon in the vehicle.

Sgt. Roberts provides some more statistics and information, including instances that have resulted in solved or resolved cases. He also states that, while they have access to the network of cameras nationwide, LVPD still needs permission to use other departments cameras for their cases. Every officer must take the training provided by the department and by Flock, and they must also review and sign off on the policy by the city. Usage is audited by outside departments annually to ensure that officers are not using the cameras for personal use. Sgt. Roberts also provides samples from a four month period which LVPD had success through the Flock cameras.

At the end of the presentation, Pam Shermeyer inquires about how LVPD would investigate a crime in which they have no information on vehicle, time or perpetrator, specifically citing the stolen hanging flower pots from last summer. Sgt. Roberts explains that Flock is used more for leads than it is crime resolution, so if they had a timeframe in which a crime was committed, a Flock camera could be used to break a case open and lead to its resolution. Pam also asks about sharing the data with other LEO's, and Chief Zang explains that Lathrup does not share Flock data with any federal organization, except the United States Postal Service.

Jeff Fitzryk asks if the cameras have inappropriately identified someone that was arrested or detained. Chief Zang confirms not within Lathrup Village.

Kelly Garrett asks about data retention, which Chief explains it is stored for 30 days then automatically deleted from Flock servers. Also, Flock camera footage is not something that can be attained by the public, even through FOIA.

LVMF Planning Update: Lauren Beras provides updates to the planning of the Lathrup Village Music Festival. This month has been slow on the sponsorship side. Several sponsors have been interviewed on the Live in Lathrup Podcast. All musicians have been paid as well as the stage and sound. Children's area is under the control of the Parks and Recreation department, who has selected a company for inflatables. The children's area will also feature child entrepreneurs selling their own handmade goods. A children's book author will have a booth, MDHHS Oakland County Foster Program will have a booth, alongside the Southfield Public Library.

Handicap parking will be moved this year to be closer to the festival and with easier access to pervious surfaces. The Chamber of Commerce is also sponsoring 3 limo golf carts to help with shuttling guests around the event and the parking lots. Surnow has also advised that if there is any construction/demolition at the school, it would be on the northern side of the building at that point, which means the southern half (the side closest to the venue) would still be available for the LVMF to use for parking.

There are 29 Vendors confirmed for this year, but there are 6 more considering it, leaving the number at 35. Three food trucks are confirmed: Vegged Out (a new truck for this event, selling vegetarian meals), Fly Dogs Hot Dogs who have been a staple at the festival since the start, and Fresh Cuts Fries and Lemonade.

DDA Budget FY26-27: DDA Director Colson presents the updated DDA budget for Fiscal Year 2026-2027. The budget presented last month used out of date terminology and codes, which were recently changed by the state for the sake of auditing. The budget presented this month reflects the updated numbers and codes, bringing the city into compliance with state auditing regulations. Austin also points out that there is a line item for "Contingencies", which is a new auditing-standard ledger number. In this instance, the money in the "Contingencies" tab would be under the "General Ledger" (GL) tab. Additionally, money in the GL that was once

earmarked for the Music Festival now has its own Ledger ID- "Music Festival". So, while it would appear as though there is less money from the GL, it is actually allocated in accordance with state auditing standards. The DDA has seen an increase in Tax Increment Financing revenue, which means an increase to its main income stream.

Expenditures include the promotion of the DDA Projects Coordinator position from Part Time to Full Time status, Improved Streetscaping programs, Public Space Upgrades, and general repairs/maintenance. Revenue is projected to be \$572,000; Expenditures at \$570,500; Contingency at \$66,864. The DDA is dipping into their nearly \$1.5 million fund balance slightly, but the DDA is seeing an increase in gains from Tax Increment Financing from the state, so the investment into a full time employee is worth it.

Pam Shermeyer inquires about line items in the budget. Salaries will obviously go up, but it's going down in the salaries line item- instead, she notes that there are new line items for taxes, benefits and insurance. Added together, it comes to \$61,750 with pension and insurance. Austin confirms that because of the state mandate on financing and auditing, new items had to be made in the budget to be transparent with what all the money was allocated for. Mike Greene adds that it's going to help be transparent to the DDA Board and help accounting costs. Pam Also asks for clarification on the Contingency line. Mike clarifies that instead of a line item that shows what we would bring in for revenue, in theory, the state wants what's called "Zero-Based Budgeting" which means that the expenditures and revenue even out to as close to zero as possible, showing that the money is being allocated properly. The Contingency is what the DDA *expects* to add. Austin also clarifies that the new cost-share agreement with the city means the DDA is spending more on Urban Planning with our contractor, Giffels Webster.

Jeff Fitzyk asks for some context with the budget since he is new to the board. He notes that the historical budgets had more money spent on projects that Austin clarifies was part of the DDA's Capital Improvement Projects. Since the DDA is currently between projects- as the last CIP finished 1 year ahead of schedule, there is more in FY26-27 budget that is not being spent.

Jeff Fitzyk moves to approve the FY26-27 DDA Budget. Lisa Burr seconds. The motion passes unanimously.

**1:02 PM: New Business**

Officer Elections: The DDA Board has new members, and the board's former chairman did not seek readmission to the board when his term expired. As such, the DDA Board must now elect new officers. There are 4 positions to be filled: Chair, Vice-Chair, Treasurer and Secretary. Mike notes that the Treasurer and Secretary positions are mostly honorary titles- the city handles the finances and DDA Project Coordinator Kennedy handles the meeting minutes, achieving both roles for the board.

Mike nominates Pam Shermeyer for Chair of the DDA. Kelly Garrett nominates Alex Green IV for the Vice-Chair of the DDA position. Mike nominates Jeff Fitzyk as Treasurer. Lisa Burr nominates herself as Secretary.

Kelly Garrett moves to nominate the above. Mike seconds. The motion passes unanimously.

Façade and Sign Grant Guidelines: Tom presents a brief to the board: Since the start of Calendar Year 2026, DDA Staff have been working to modernize the Façade and Sign Improvement Grants. At the start of FY 25/26, the DDA put out that the grants were open but there has been no interest so far. This spurred an investigation from the DDA Staff, and after talking with local business owners, it was determined that the grant process was possibly outdated, if not it was definitely difficult to navigate. DDA Staff went to work modernizing and streamlining the grant process, including adding lines of communication to ensure that grants are filled out properly in accordance with guidelines. It also outlines new standards and practices the DDA will be taking to ensure clarity in applications, and also leaves room for the DDA Board to add investments into the grant program if it becomes successful and sees results. Current applicants can only receive up to \$2,000 for signs or 50% of the sign cost, while façade grant applicants can only receive \$10,000 or 50% of the project cost.

DDA Staff have worked the grant program to allow for multiple reimbursement grants to be distributed at the discretion of the DDA Board, depending on project size and cost, as well as keeping the 50% cap on both grants, but increasing the Sign Grant to a maximum of \$2,500. Currently, the Sign Grant has \$10,000 to distribute, while the Façade Grant is funded for \$20,000.

One of the questions Staff wanted the board to answer was if there was value in a Reimbursement Clause for the Sign Grant, in case the sign was

edited or removed within a certain timeframe- or, if the company moved out of the city. The board's discussion is brief but agreed with the clause.

Alex Green asks for some clarity. In the application, it is noted that property owners and business owners that have open violations against them cannot qualify until their violations are resolved. He wants to know if a property owner has a violation but not a business owner, would the business owner be disqualified? Ultimately, the team decides to discuss with Scott Baker, the city attorney, about- in theory, a business owner that is in good standing should be able to apply for a sign grant even if the property owner has violations against them. Alex also wants to know if the sign grant details either monument or wall signs, but the grants approve both.

Jeff Fitrzyk clarifies that business ceasing operations should be a triggering event for reimbursement. The last grant program detailed that the city would go after the business owner for reimbursement of the grant if the business closed within three years. This new version eliminates that, or seeks to with the Board's approval.

Lisa Burr asks how success staff has been in capturing the funds in the event of a violation. Austin clarifies that a violation has not occurred that will trigger reimbursement.

Alex Green adds that staff should consider the owner of the sign more than the business/property owner for consideration. Additionally, reusable signs, like Box Signs, should take priority in the applications. Ultimately, the DDA Board will approve or deny the applications as they come.

Mike Greene moves to approve the proposed updates to the Façade Improvement Grant Program and Sign Improvement Grant Program guidelines, as presented.

Good Neighbor Day: Congress put together a nonpartisan organization to plan for the celebration for the 250<sup>th</sup> anniversary of America. This organization declared that May 16<sup>th</sup> is Good Neighbor Day, and has authorized a nationwide movement for beautification, cleanup, community meet and greets and more! LOGOS Church is joining with local Good Neighbor Day representatives to bring a GND event to Lathrup Village; featuring food, fun and beautification along the Southfield Road Corridor. Volunteers will earn access to prizes. All are welcome to attend, and the more that do, the better the corridor will look! No vote on this is needed- just an informational announcement.

**1:23 PM: DDA Director Report**

DDA Director Colson presents –

2026 Comprehensive Plan Update – Economic Development Discussion – Tuesday, April 21, 2026, 7:00 PM, Lathrup Village City Hall o Hosted by the Lathrup Village Planning Commission – The session is open to residents and stakeholders to share input on strategies for supporting local businesses, strengthening the commercial corridor, and guiding future economic growth. An online survey is also made available to gather community feedback to help shape the City’s long-term economic development goals.

41st Annual Oakland County Economic Outlook Luncheon – Wednesday, April 22, 2026 o Hosted by Oakland County – Annual luncheon featuring economists from the University of Michigan presenting a comprehensive outlook on regional, national, and international economic trends impacting Oakland County. The event brings together business leaders, government officials, and community stakeholders to discuss key challenges, investment opportunities, and strategies for navigating a competitive economic landscape while fostering continued growth in the local economy.

2026 Comprehensive Plan Update – Transportation Discussion – Tuesday, May 19, 2026, 7:00 PM, Lathrup Village City Hall o Hosted by the Lathrup Village Planning Commission –Residents, business owners, and property owners are invited to participate in the discussion and provide feedback on Parks and Recreation priorities.

Fraud Awareness Workshop – Wednesday, April 29, 2026, 10:00 AM–12:00 PM, Lathrup Village City Hall (27400 Southfield Rd., Lathrup Village, MI 48076). Hosted in partnership with Chase Bank, the Lathrup Village Police Department, and the Downtown Development Authority (DDA) – Community workshop focused on helping residents recognize common scams, protect their identity, and secure financial accounts. The session will provide practical fraud prevention tips and highlight resources available to help individuals and families stay safe from increasingly common financial scams. The event is free to attend and open to the public, with registration encouraged.

International Placemaking Week – June 24-26 (Detroit: Venue TBD) o Hosted by Project for Public Spaces in partnership with the Downtown

Detroit Partnership. Detroit has been selected as the host city for the 5th International Placemaking Week. This global gathering brings together placemakers, community leaders, planners, and practitioners from around the world to share strategies and best practices for creating vibrant, people-centered public spaces. The three-day event will feature plenary sessions, breakout discussions, mobile workshops, networking receptions, and site visits to public spaces throughout Downtown Detroit and across the city. The event further highlights Detroit as a national leader in creative placemaking and community-driven redevelopment.

### **Business and Property Update**

28919 Southfield Road (Dairy Fairies) – The applicant received site plan approval from the Planning Commission at its February 17th meeting for a change of use, contingent upon obtaining a variance from the Zoning Board of Appeals (ZBA) related to the offstreet parking requirements established in the Zoning Ordinance. The ZBA subsequently approved the requested parking variance at its February 23rd meeting, allowing the project to proceed.

27700 Southfield Road (Former School Building) – The applicant, who had been awaiting a financing decision from MSHDA, requested a twelve (12) month extension of the site plan approval originally granted on April 15, 2025. The Planning Commission recommended approval of the extension at its February meeting, and City Council subsequently approved the request at its February 23rd meeting, granting the applicant a 12-month extension of the site plan approval.

### **Infrastructure**

27651 Southfield Road (Middle Eats) – Middle Eats restaurant is expanding into the adjacent 1,800-square-foot unit to the north to enlarge its dining area. Building permits have been approved, and significant progress has been made on the interior build-out.

26221 Southfield Road – Façade improvement work has begun.

### **Misc.**

Farmington DDA Field Trip Opportunity: Board Members and staff have been invited to visit Downtown Farmington in May to meet with their DDA team and tour their downtown. Notably, Main Street Farmington was awarded the 2026 Great American Main Street Award, one of only three communities from nationwide to receive this recognition. The award

recognizes Farmington's transformation from a car-oriented corridor into a vibrant, walkable downtown through strategic public-private investment, historic preservation, small business growth, and community-led placemaking. Staff recommends participation to gain insights and best practices that could inform ongoing DDA and Master Plan implementation efforts.

Recast Leaders Program: DDA staff continue to make strides in the Recast Leaders program, a 10-month technical assistance initiative administered by Recast City in partnership with the Michigan Municipal League.

**New Progress – Connectors & Outreach**: Staff have begun implementing the “Connectors” strategy, identifying local leaders, business owners, and community influencers who can help facilitate introductions and strengthen engagement with the small-scale production and maker space ecosystem. Outreach efforts are underway to initiate conversations with 5–10 key connectors, with a focus on building relationships, gathering insights, and identifying additional stakeholders.

**Business & Property Owner Identification**: Staff have also started compiling a preliminary list of small-scale manufacturing and maker-oriented businesses, along with identifying property owners who are community-oriented and open to innovative uses and partnerships within the corridor.

**1:35 PM: Public Comments 2**

Johnathan Tara reinforces that it is the business and property owner's responsibility to clean up their properties. Even though he will participate in the cleanup, he wants it to be known that this needs to be enforced. Regardless of vacancy rates, property owners should take care of their properties. He also praises the Fraud Prevention workshop and is glad to see it being done, adding that Michigan First should get involved so it's not just Chase Bank handling fraud prevention.

Lauren Beras talks about the Fraud Seminar. She interviewed the management of Chase Bank as part of the Live in Lathrup podcast to promote the event further. She also wants to promote a Meet and Greet that the Chamber of Commerce is doing at the CoC headquarters. Skillful solutions is hosting it- they are an AI promotion company.

John Sousanis asks if Tom's full-time duties will allow him to continue working on the Parks and Recreation duties he recently picked up. He understands if this is not possible, but wants to see it. He also asks if there is a way to rework the grant program to give parts of the funds over the course of three years as opposed to funding all at once and collecting if a violation occurs, saying that it may be difficult to collect under the current model. Finally, City Council is reviewing the Capital Improvement Plan, and is interested in investing in some kind of electronic marquis for the city- citing its expense but it could be a boon for the community regardless of price.

Bob Beras announces a fundraiser is starting to plant a new flagpole on city hall grounds. Lathrup City Council recently approved a variety of flags as acceptable to fly at city hall, such as the Juneteenth or Pride flags, but there is no dedicated flagpole for them. This group wants to buy one but they are expensive, so he is asking if the DDA would help invest into a flagpole for this endeavor.

**1:44 PM      Board Member Comments**

Pam Shermeyer clarifies that the corridor cleanup this year as part of the Good Neighbor Day is only for the right of way, not the properties and businesses. Austin confirms this.

Alex Green warns that we should include the city's legal team about the flagpole, but Mike Greene informs him of the context and how city council approved the flag flying policy, which was also approved by Scott Baker.

Lisa Burr asks about the expectations of business and property owners to keep their buildings clean. Austin notes city ordinances detailing the state the properties are in, and penalties from a verbal warning to a written warning and escalating up to fines or court action. Code Enforcement handles these warnings and the escalation protocol.

**1:46 PM      Adjournment**

Mike Greene makes a motion to adjourn the meeting. Kelly Garrett seconds. Meeting is adjourned.