



# Downtown Development Authority Board of Directors Minutes

Friday, May 21, 2021 at 12:00 PM  
27400 Southfield Road, Lathrup Village, Michigan 48076

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## ZOOM REMOTE MEETING INFORMATION

**Webinar ID:** 914 1822 7857

**Password:** 337459

**CLICK HERE:** [Online Link](#)

**Telephone:** 646.558.8656 or 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](http://www.Zoom.us) for videoconference and public access.*

### 1. Call to Order

Call to Order at 12:05 by Chairperson, Dan Sugg.

Present: Dan Sugg (Lathrup Village, Oakland County, MI), Mark Watts (Lathrup Village, Oakland County, MI), Mayor Garrett (Lathrup Village, Oakland County, MI), Bobbi Lovins (Lathrup Village, Oakland County, MI), Pam Shermeyer (Lathrup Village, Oakland County, MI), Sheryl Mitchell Theriot (Lathrup Village, Oakland County, MI), Bryan Ford (Wixom, Oakland County, MI), Fred Prime (Buford County, South Carolina)

Other Present: Susie Stec (DDA Director), Cori Dahl (DDA Manager)

Excused Absent: Shyla Beltur

Motion made by Board Member Shermeyer to excuse Board Member Beltur, Seconded by Board Member Lovins.

Voting Yea: Chairperson Sugg, Board Member, Mayor Garrett, Board Member Lovins, Secretary Mitchell, Board Member Prime, Board Member Shermeyer, Board Member Watts

### 2. Approval of Agenda

Approval of agenda with addition of item under new business for DDA Logo consideration by Mitchell Theriot, second by Prime

Motion made by Secretary Mitchell, second by Board Member Ford.

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

### **3. Approval of Minutes**

A. DDA Board of Directors Minutes April 16, 2021

Motion to approve the Board of Directors Minutes April 16, 2021

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

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

### **4. Financial Review**

A. DDA April Financial Review Reports

Susie Stec provided an overview of the financial reports. The second amount of funds from the Restaurant Relief and final revenue are not seen in these reports.

Motion to accept and file by Board Member Prime, Seconded by Board Member Ford.

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

### **5. Committee Reports**

A. Beautification Task Force--May 17, 2021

Dahl provided an overview of the Beautification Task Force's May Meeting and upcoming events: Planting Party on May 22nd and the Lovin' Lathrup Clean-Up on June 12th from 9:00-11:00 a.m.

B. Promotions

Dahl provided an overview of the Promotions meeting, including upcoming events: Mental Health Seminar, Lovin' Lathrup Village Clean Up, Juneteenth Celebration, and future summer plans.

C. Economic Vitality

Susie Stec presented the Logo Concepts from the DDA's graphic designer, kittyShark.

## **6. Other Business**

### **A. Code Enforcement Report**

Stec provided an overview of the Code Enforcement. Sugg asked if more information can be included designating where and what the code enforcement addressed in the DDA. Mitchell Theriot added that a report that is used at City Council can be used moving forward. Ford suggested a PSA of code enforcement allowed the residents and businesses know who the officer is, in addition to inviting him to the City Council, DDA, and Planning Commission meetings.

### **B. Department Report**

Stec provided a Department Report covering events, new businesses, Cannabis and Cannabis Open House, and infrastructure updates. Mayor Garrett asked about updates on the 27411 Southfield property.

## **7. Old Business**

### **A. Alleyway Assessment Update**

Stec provided an update that the fieldwork is done for the alleyway assessment, she will forward the final report. This will include information about Cambridge and Sunnybrook alleyways.

## **8. New Business**

### **A. Fund Balance and Reserve Policy**

Stec provided an overview about the Fund Policy, including specifics about the \$750,000 for Southfield Road Projects happening in 2024 and \$91,500 for operating reserves. Sugg asked about the amount of \$750,000. Stec answered this number reflects current construction and contractor prices.

Motion to approve and accept Reserve and Fund Balance Policy by Board Member Shermeyer, Seconded by Board Member Lovins.

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

### **B. Facade Improvement and Site Beautification Grant--Kresto Allas**

Stec provided an overview of the property's current parking lot and alleyway status.

Motion to approve the Facade Improvement and Site Beautification Grant Application for 27645 Southfield Rd. for reimbursement of \$2,500 with the condition that the property owner is current on business licensing and commercial landlord licensing made by Board Member Shermeyer, Seconded by Board Member, Mayor Garrett.

Voting Yea: Chairperson Sugg, Board Member, Mayor Garrett, Board Member Lovins, Secretary Mitchell, Board Member Prime, Board Member Shermeyer, Board Member Watts

**C. Juneteenth Budget Approval**

Dahl provided an overview of the estimated costs for \$1,775 for the Unity in the Community, Juneteenth Celebration on June 19th. Lovins asked what budget item this would come from. Dahl responded from the Main Street portion of the budget.

Motion to approve total estimated costs fo \$1,775 for the Juneteenth Budget by Board Member Lovins, Seconded by Board Member Shermeyer.

Voting Yea: Chairperson Sugg, Board Member, Mayor Garrett, Board Member Lovins, Secretary Mitchell, Board Member Prime, Board Member Shermeyer, Board Member Watts

**D. DDA Logo Consideration**

Motion to instruct KittyShark to move forward with Logo Concept 2 by Board Member, Mayor Garrett, Seconded by Board Member Lovins

Voting Yea: Chairperson Sugg, Board Member, Mayor Garrett, Board Member Lovins, Secretary Mitchell, Board Member Prime, Board Member Shermeyer, Board Member Watts

**9. Public Comment—none.**

**10. Adjourn**

Adjourned at 1:37 P.M.

Minutes prepared by DDA Manager, Cori Dahl, on behalf of DDA Secretary, Board Member Sheryl Mitchell Theriot.