



# Downtown Development Authority

Friday, February 17, 2025 at 12:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

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## MINUTES

### 1. Call to Order

Meeting called to order at 12:03pm

### 2. Roll Call

Present: Alex Green, Mike Greene, Patricia Felton, Danielle Huey Charlotte Jones, Bruce Kantor, Pam Shermeyer, Dan Sugg.

Absent: Austin Colson, Fred Prime

### 3. Approval of Agenda

Motion to approve meeting agenda passed unanimously.

### 4. Approval of Minutes

A. January 2025 - DDA Board Minutes

Motion to approve January 17 meeting minutes made by Dan Sugg with request to amend Brian Ford out of January minutes. Motion seconded by Mike Greene and approved unanimously.

### 5. Presentations

A. Southfield Area Chamber of Commerce: Update on Lathrup Village Activities

Jasmin Patton, Executive Director, Southfield Area Chamber of Commerce introduced her organization and the benefit they provide to the Lathrup Village business community.

### 6. Consent Agenda

A. Monthly Financial Reports

B. Monthly Code Enforcement Report

Motion to approve consent agenda passed unanimously.

## 7. **New Business**

### A. **FY25 & FY26 Alleyway Enhancements Bid**

City Engineer Scott Ringler facilitated a discussion on the Alleyway Enhancement Bids for FY2025 and FY2026. He explained that by combining both years into a single project, the city was able to secure a lower overall cost than initially anticipated.

Bids were opened on February 11, with a total of seven (7) bids received. After review, Mierzwa Paving was identified as the lowest bidder and was recommended for approval by the DDA.

A motion to approve the bid was made by Dan Sugg, seconded by Pam Shermeyer, and approved unanimously.

### B. **2024 DDA Annual Report**

2024 DDA Annual Report was completed by Austin Colson, and discussion is facilitated by Mike Greene regarding the report details. Motion is made to recommend City Council approve the report by Mayor Kelly Garrett, and seconded by Dan Sugg. Motion passed unanimously.

### C. **Southfield Road Hanging Flower Baskets Order**

Board Member Shermeyer provided an update on the Southfield Road Hanging Flower Baskets Order and the Beautification Committee's ongoing efforts. The committee identified a grower in Macomb County who specializes in growing flowers during the early spring months. This farmer offers flowers for both flowerpots and hanging baskets, allowing cities to provide their own containers for planting at a reasonable cost.

A motion to approve the purchase of flowers for the city's flowerpots was made by Dan Sugg, seconded by Mike Greene, and approved unanimously.

Additionally, Mayor Kelly mentioned that the Gardening Club at Southfield-Lathrup High School has expressed interest in volunteering to assist with planting efforts around the city.

### D. **FY 25/26 DDA Budget (draft v1)**

Board Member Greene presented the initial draft of the DDA FY 2025/26 Annual Budget for review and discussion. He emphasized that this is an early draft, and a more refined version will be presented at the next meeting.

Board members were encouraged to submit any questions or recommendations before the next meeting to ensure their input is considered in the revised draft.

8. **Public Comment** (*speakers are limited to 3 minutes*)

9. **DDA Director Report**

Motion made to accept DDA Director's December Report and approved unanimously.

10. **Adjourn – 12:38pm**