



Downtown Development Authority

Friday, July 19, 2024 at 12:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

MINUTES

1. Call to Order

Meeting called to order at 12:00pm

2. Roll Call

Present: Kelly Garrett, Mike Greene, Patricia Felton, Charlotte Jones, Bruce Kantor, Fred Prime, Pam Shermeyer, Dan Sugg.

Excused: Bryan Ford, Danielle Huey.

3. Approval of Agenda

A motion was made by Dan Sugg to approve the meeting agenda for the July 19, 2024, DDA meeting. Motion was seconded by Mike Greene.

4. Approval of Minutes

A. June 2024 - DDA Board Minutes

A motion was made by Bruce Kantor to approve meeting minutes from the June 21, 2024, DDA meeting. Motion was seconded by Mike Greene.

5. Consent Agenda

A. June 2024 - Financial Reports

B. June 2024 - Code Enforcement Report

A motion was made by Mike Greene to approve and accept the Consent Agenda. Motion was seconded by Bruce Kantor.

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

None

7. **Old Business**

None

8. **New Business**

A. Wildtype Tree Invoice

Concerns were raised about planting the twelve trees in the middle of summer and the number of waterings they would require. A consensus was made to wait until early fall to plant the tree providing them the best opportunity to survive and thrive.

A motion was made by Mike Greene to approve payment for the twelve trees and coordinate with the nursery for planting in early fall. Motion was seconded by Bruce Kantor.

B. HAWK Crosswalk Signals Contract and Budget Approval

Board members had questions regarding the installation of a median in Southfield Rd. for pedestrians to use when crossing at the HAWK signal. Questions were raised about the timing of traffic lights to permit pedestrians enough time to cross during a signal red light, rather than two.

A motion was made by Dan Sugg to permit the DDA Director to enter into agreement with the Michigan Department of Transportation (MDOT) and sign the contract for the installation of a High-Intensity Activated Crosswalk (HAWK) along Southfield Road between Margate Avenue and Kilbirnie Avenue. The motion was seconded by Bruce Kantor.

C. Replacement Welcome Sign

Board members inquired regarding the reason one of the three quotes was nearly twice as much as the other two quotes. The City's insurance company will recuperate a percentage of the cost from the auto insurance company of the driver who left the roadway and damaged the sign.

A motion was made by Dan Sugg to accept the lowest quote amount of \$6,350 and award Signarama the contract and authorize the DDA Director to sign any necessary documents. The motion was seconded by Mike Greene.

D. LV Music Festival Stage Equipment Invoice

Board members asked the organizers of the music festival if the costs related to the invoice were in the original budget presented to them earlier in the year. A representative from the organizing committee confirmed the costs related to stage equipment and a technician were in the original budget.

A motion was made by Dan Sugg to approve payment for the invoice provided by NV Rentals. The motion was seconded by Patricia Felton.

E. Mobile Credit Card Processors

Members of the board asked that a back-up system be prepared in case the selected mobile credit card processor fails to work at any time during the festival.

A motion was made by Mike Green approving the DDA to use Square as the primary mobile credit card processor for the music festival and any future DDA events. The motion was seconded by Patricia Felton.

F. 27907 California Dr.

Board members asked for clarity of where the lot was located within the Village Center District and what the comprehensive plan indicated its future land use should be.

A motion was made by Kelly Garrett to have Giffels Webster complete a feasibility study on the potential uses for this lot and for a report to be provided to the DDA Board. The motion was seconded by Mike Greene.

9. DDA Director Report

A. July 2024 - CED Report

10. Adjourn

A motion was made by Mike Green to adjourn the meeting at 12:40 pm. Motion was seconded by Dan Sugg.