



# Downtown Development Authority Minutes

Friday, April 19, 2024 at 12:00 PM  
27400 Southfield Road, Lathrup Village, Michigan 48076

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## 1. Call to Order

12:01 pm by Chair Fred Prime

## 2. Roll Call

**Attendees:** Dr. Patricia Felton (late 12:03 pm), Bryan Ford, Danielle Huey, Bruce Kantor, Fred Prime, Pam Shermeyer

**Absent:** Kelly Garrett, Mike Greene, Charlotte Jones, Dan Sugg

**Staff:** Steve Colliau, Susie Stec, Michelle Townsend, Lt. Mike Zang

Motion to excuse Garrett, Greene, Jones and Sugg by Ford. Seconded by Prime. All in favor.

Stec introduced new staff members Steve Colliau and Michelle Townsend.

## 3. Approval of Agenda

Motion by Shermeyer to approve the agenda. Seconded by Kantor. All in favor.

## 4. Approval of Minutes

A. 2024 03 19 DDA Board of Directors Minutes

Motion by Kantor. Seconded by Ford. All in favor.

## 4. Consent Agenda

Motion by Shermeyer to remove items 4A and 4C from the consent agenda. Seconded by Ford. All in favor.

Motion to approve remaining item on the consent agenda by Kantor. Seconded by Ford. All in favor.

A. Monthly Financial Reports

Townsend indicated that she's been focused on taxes and city budget in her first couple of months but that she's keen to make adjustments that provide the board with more real-time information. The board had questions regarding checks and how the assets/liabilities are reported. Townsend stated she is happy to tweak the reports as desired.

Motion to receive & file monthly financial reports by Shermeyer. Seconded by Kantor. All in favor.

B. Committee Reports

C. Monthly Code Enforcement Report

Colliau stated he is reviewing and following up on items that were left by the previous Code Enforcement Officer. His approach is to knock on doors and have conversations before issuing citations. Colliau stated one of his goals is to get into every building & unit in the district to identify any health & safety concerns. It was suggested that a checklist be developed for businesses so that they understand what the city is inspecting.

Motion to receive & file the monthly code enforcement report by Kantor. Seconded by Ford. All in favor.

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

Jason Hammond commented as a member of the LVMF Committee. He stated the committee is ready and willing to continue moving forward with the 2<sup>nd</sup> Annual LVMF even without having staff support in the near-term.

7. **Old Business**

8. **New Business**

A. Election of Officers

Motion by Kantor for Prime to serve as Chair and Shermeyer to serve as Vice Chair. Seconded by Ford. All in favor.

Motion by Shermeyer for Jones to serve as Secretary. Seconded by Kantor. All in favor.

B. Establish DDA Hiring Committee

The board discussed the recommendation. Prime & Ford are available as needed, and can participate in remote-based interviews.

Motion by Shermeyer to establish a Hiring Committee to be comprised of City Administrator Mike Greene, Danielle Huey, and Pam Shermeyer, for the purpose of reviewing applicants, conducting interviews, making a recommendation to the board, and participating in compensation negotiations. Seconded by Kantor. All in favor.

C. Flock Cameras Proposal

Lt. Zang made a presentation regarding installing four (4) the Flock Safety license plate readers along Southfield Road, and how installation of them would benefit the DDA district. Lt. Zang answered questions. Board was impressed with the benefits of the system. They asking why it was a reoccurring fee (basically licensing for the software), if there is a volume-based discount for cameras (no), installation timeframe if approved (several months due to

supply chain), and if there is a height limit (unknown). It was suggested that businesses also be asked to sponsor the installation of the cameras.

Motion by Kantor to install four (4) Flock Safety cameras in an amount not to exceed \$15,000. Seconded by Ford. All in favor.

D. Code Enforcement Vehicle Purchase

Stec informed the board members this item is in the current fiscal year budget.

Motion by Shermeyer to authorize DDA Director to purchase 2024 Chevrolet Colorado from Berger Chevrolet for \$33,584 and have the new vehicle branded with the DA logo. Seconded by Ford. All in favor.

E. Code Enforcement Computer Purchase

Stec discussed the benefits of the Code Enforcement Officer being able to work from the field.

Motion by Kantor to authorize DDA Director to purchase a Microsoft Surface Pro, at a cost not to exceed \$1,200, for the Code Enforcement Officer. Seconded by Shermeyer. All in favor.

F. FY 24/25 DDA Budget (draft v2)

Stec went over the revisions since the previous meeting, including removal of items that were specific to her (i.e. MEDA membership). Stec also noted that the Flock Safety cameras are not included in this version. Board comments included concern about depleting the fund balance down to \$500K. It was suggested that the Municipal Park Renovation, while a great feel-good project be removed from the budget, and that the future alley work be reduced or otherwise spread out. Prime suggested that a meeting be facilitated with the city's municipal bond representative to understand what our financing options may be before approving the budget. Stec will organize that meeting in advance of the May 17<sup>th</sup> Board of Directors meeting. The board members instructed Stec to increase the flower budget (under "Streetscaping") to \$7K.

G. 2nd Annual LVMF Event Overview

Stec first asked if the board is comfortable moving forward with the event even without staff currently in place; all agreed the event should happen as scheduled. Stec provided an overview of the planning thus far.

Motion by Kantor to authorize the DDA Director to complete and submit a MLCC Special License Application on behalf of the Lathrup Village DDA for the Lathrup Village Music Festival on August 10, 2024, an event to be held in Municipal Park (27400 Southfield Road). Seconded by Shermeyer. All in favor.

Motion by Shermeyer to authorize the DDA Director to enter into a contract/agreement with Thornetta Davis to perform at the LV Music Festival on August 10, 2024 for a cost of \$2,500 and provide a 50% deposit of \$1,250, with the balance to be paid following the performance. Seconded by Kantor. All in favor.

Motion by Shermeyer to authorize the DDA Director to enter into a contract/agreement with Nadir Omowale to perform at the LV Music Festival on August 10, 2024 for a cost of \$2,200 and provide a 50% deposit of \$1,100, with the balance to be paid following the performance. Seconded by Kantor. All in favor.

H. Alley & Approach Update

Stec presented the updated spreadsheet and indicated that she and Scott Ringler had recently driven the alleys.

I. City Hall Flowerbeds Landscape Design

Stec presented the design to the board members. Modifications to the design are desired.

Motion by Ford to authorize Board Member Shermeyer and DDA Beautification Committee to take the lead and work with the contractor on a design. Seconded by Kantor. All in favor.

**9. DDA Director Report**

A. April 2024 CED Report

Stec let the report speak for itself. She expressed her heartfelt thanks and appreciation in working with the Board of Directors over the past 5 years.

**10. Adjourn**

Motion by Shermeyer to adjourn at 2:03 pm. Seconded by Kantor. All in favor.