



Downtown Development Authority Minutes

Friday, February 16, 2024 at 12:00 PM
27400 Southfield Road, Lathrup Village, Michigan 48076

1. Call to Order

12:02 p.m. by Vice Chair Bryan Ford

2. Roll Call

Present: Dr. Patricia Felton, Bryan Ford, Michael Greene, Charlotte Jones, Pamela Shermeyer, Daniel Sugg

Absent: Kelly Garrett, Fred Prime

Staff: Susie Stec

Public: Carol Green, Scott Ringler, Rick Wisz

Motion by Greene to excuse the absences of Kelly Garrett and Fred Prime. Seconded by Shermeyer. All in favor.

3. Approval of Agenda

Motion by Shermeyer to approve agenda. Seconded by Sugg. All in favor.

4. Approval of Minutes

A. 2024 01 22 DDA Board of Directors Minutes

Motion by Sugg to approve January 22, 2024, minutes. Seconded by Shermeyer. All in favor.

5. Consent Agenda

Motion by Green to approve consent agenda. Seconded by Felton. All in favor.

6. Old Business

A. Municipal Park Renovation - Project Update

Stec met with MSOC Stec shared municipal park renovation update. DDA Board agreed to table the discussion until the March 15, 2024 meeting.

7. New Business

A. 2024 Alley & Approach - Bid Contract Recommendation

Project received 11 bids. Ringler presented a recommendation to award a contract for the 2024 alley reconstruction to L. Anthony Construction Inc. at the cost of \$234, 012.

Motion by Shermeyer to award contract for the 2024 alley and approach reconstruction to L. Anthony Construction Inc. at the cost of \$234, 012 plus 10% contingency. Seconded by Green. All in favor.

B. Facade & Site Improvement Grant Application - 28400 Southfield Road (Levy & Associates)

Stec shared Levy & Associates quotes for window improvements. Recommends awarding Levy & Associates with Façade & Site Improvement Grant in the amount of \$9,750.

Motion by Sugg to award Levy & Associates with Façade & Site Improvement Grant in the amount of \$9,750. Seconded by Shermeyer. All in favor.

C. Southfield Road Improvement Project - RAISE Grant

DDA will apply with RCOC for RAISE Grant for the first phase of the Southfield Reconstruction Project. SEMCOG to provide grant writer for RAISE Grant. Michigan Infrastructure Office has agreed to assist with matching support.

Motion by Sugg to approve support letter to Secretary Buttigieg for 2024 RAISE Grant Application. Seconded by Jones. All in favor.

D. Southfield Area Chamber of Commerce - 2024 State of the City

Stec shared Southfield Chamber proposal for March 25, 2024 Southfield State of the City. Mayor Kelly Garrett has confirmed she will attend.

Motion by Sugg to approve expenditure of up to \$2,000 to cover promotions and vendor tables for State of the City for the Southfield Chamber of Commerce. Seconded by Felton. All in favor.

E. FY 24/25 DDA Budget (draft v1)

Stec went over initial draft DDA budget and confirmed revisions need to be made. A second draft will be presented in March.

8. DDA Director Report

A. February 2024 CED Report

Stec shared CED report. Stec invited DDA board members to attend MSOC Breakfast Summit March 19, 2024, and MSOC Awards June 6, 2024.

9. Public Comment

Rick Wisz commented about the alleyways, municipal parking lot, DDA website, and code enforcement.

10. Adjourn

Motion by Green to adjourn at 1:22 p.m. Seconded by Felton. All in favor.

DRAFT