



# Downtown Development Authority Minutes

Friday, July 21, 2023 at 12:00 PM  
27400 Southfield Road, Lathrup Village, Michigan 48076

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## 1. Call to Order

12:02 pm by Vice Chair Ford

Present: Bryan Ford, Patricia Felton, Charlotte Jones, Pam Shermeyer, Dan Sugg

Absent: Kelly Garrett, Bobbi Lovins, Scott McKee, Fred Prime

Staff: Pam Bratschci, Brittany Dorsey, Rob Harris, Susie Stec

Motion to excuse Garrett, Lovins, McKee, and Prime by Sugg, seconded by Shermeyer. All in favor.

## 2. Approval of Agenda

Motion to approve the agenda by Jones, seconded by Sugg. All in favor.

## 3. Approval of Minutes

Motion to approve the 2023 06 16 DDA Board of Directors minutes by Shermeyer, seconded by Sugg. All in favor.

Motion to approve the 2023 06 29 Special DDA Board of Directors by Shermeyer, seconded by Sugg. All in favor.

## 4. Financial Review

### A. June 2023 Financial

Bratschci went over the reports. Stated that initially the amended budget anticipated using \$45k from the fund balance, but the final numbers show contributing \$170k to the fund balance. There was a question regarding the due to/due from amounts. Bratschci reminded the board that the DDA does not have its own checking fund ergo invoices are paid by the city and reimbursed by the DDA.

Motion to receive and file the June 2023 Financial Reports by Sugg, seconded by Shermeyer. All in favor.

## 5. Committee Reports

Dorsey provided an update on activities related to banners, beautification, and promotion efforts (i.e. mailers, newsletters)

## **6. Other Business**

### A. July 2023 CED Report

Stec went over the report and answered questions.

## **7. Old Business**

## **8. New Business**

### A. Approve/Deny Sign Grant Application - 18411 W. 12 Mile Rd.

Motion to table the item to the next meeting by Sugg, seconded by Shermeyer. All in favor.

### B. DDA Website discussion

The board discussed the merits of establishing a website separate from the city's website. This will help the DDA establish its own identity, provide clarity of information, allow the DDA to better serve the business community and drive engagement with the business community.

Motion to authorize the DDA Director to enter into an agreement with Munibit to establish a standalone LVDDA website by Sugg, seconded by Shermeyer. All in favor.

### C. August DDA Meeting discussion

Stec informed the board that she will be out of town for the August meeting. She asked the board to consider an alternative date and stated a poll would be sent to determine a date/time.

## **9. Public Comment**

K. Miller (council member/resident) spoke.

## **10. Adjourn at 12:55 pm**

Motion to adjourn by Sugg, seconded by Shermeyer. All in favor.