

MEETING MINUTES: SEPTEMBER 22, 2023, 8:00AM INFORMATIONAL BOARD MEETING

Location: Epicentre Building, 18000 W. Nine Mile Rd, Southfield, MI 48075, suite 320

1. CALL TO ORDER

Chairman James Ralph called meeting to order at 8:00

2. ROLL CALL

Present: W. Michael McFarland, James Ralph, Dr. Steven Craig, Aric Rusk, Elizabeth Rae, Brent Uhl

Also Present: Al Aceves, Executive Director; Christine Zyla, Assistant to the Executive Director. Terry Croad, City Planning Director, Leigh Shultz, Director of Engineer for the City of Southfield

Roll Call was taken and it was determined a quorum was present.

3. APPROVAL OF AMENDED AGENDA

Motion by Rusk, Second by Craig, to approve the Meeting Amended Agenda as presented. Motion carried unanimously.

4. APPROVAL OF MINUTES

Regular Meeting Minutes: July 21st, 2023 meeting minutes

Motion by Rusk, Second by Rae, to approve the minutes of the Regular Meeting of the SDDA Board held on July 21, 2023. Motion carried unanimously.

5. FINANCIAL REPORTS July and August 2023

Executive Director Aceves reviewed the monthly financial reports for July and August 2023. There was no adverse financial activity for these months.

Motion by Craig, Second by McFarland, to accept and file July and August 2023 Financial Reports. Motion carried unanimously.

6. NEW BUSINESS

A) Update on Executive Search Committee: Elizabeth Rae provided an update on the interviews with the potential executive director candidates. The search committee has selected potential candidates for the position of executive director and recommended the candidates to the mayor.

B) DDA Road Improvements: Leigh Shultz discussed the cities plan to improve the roads in the Downtown Development Authority district starting with Foster Winter Drive which will be completed during the 2024 calendar year.

C) Greenfield Road Beautification Financial Request: Terry Croad discussed the costs and improvements being made to Greenfield Road throughout the Downtown Development Authority District with the Greenfield Beautification Project. It was recommended that the Downtown Development Authority partner with the city and Oak Park on this project as it will improve the district.

Motion: To approve a \$10,000 Budget Adjustment Allocation from the DDA Fund Balance. **Motion by Rae, Second by Rusk. Motion carried unanimously.**

D) Christine Zyla Contract Modification: Executive Director Aceves recommended Christine Zyla's contract be modified to, full time with benefits, to provide operational continuity for the new Executive Director.

Motion: To approve Christine Zyla as a full time employee with benefits. **Motion by McFarland, second by Uhl.** Motion carried unanimously

E) Oakland County Public Transportation Millage Tax Capture: Executive Director Aceves discussed the voter approved Oakland County Public Transportation Millage. The Millage will provide the Southfield Downtown Development Authority with increased revenue to it's TIF for the next 10 years.

F) SDDA Office Lease: Executive Director Aceves discussed the current and potential new office lease for the SDDA.

G) WH Cannon Contract Budget Adjustment: Executive Director Aceves discussed the maintenance contract with DJ's Landscaping who bought out the previous WH Cannon operations. A new proposal was presented increasing the price from previous years to \$77,000.

Motion: To approve a \$10,000 budget adjustment from Downtown Development Authority Fund Balance. **Motion by Uhl, Second by Craig,** Motion carried unanimously

7) Executive Directors Report:

I) Update on MI Inn: Executive Director Aceves updated the board on the current status of the property.

II) Kalabat Property Update: Executive Director Aceves discussed possible purchase of the property by a confidential developer.

III) Northland LLC Update: Executive Director Aceves updated the board regarding changes to Phase II Building F and G.

IIII) Reynolds Building Update: Executive Director Aceves updated the board that the property was put up for auction and purchased by an anonymous buyer.

7. Mayors Comments

None

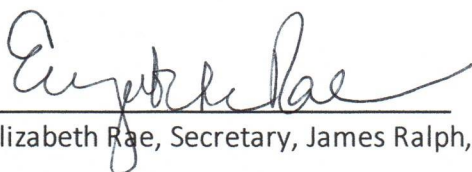
8. Hearing of Public and Board Comments:

None

9. ADJOURNMENT

Chairman Ralph motioned there being no further business adjourned the meeting at 9:30a.m.

Motion: to end meeting. **Motion by Uhl Second by Craig**


Elizabeth Rae, Secretary, James Ralph, Chairman