



May 9th, 2025

Regular Board Meeting

In Attendance: Ingrid Brown, Steve Craig, David Dedvukaj, Greg Easterly, Larry Howard, Elizabeth Rae, James Ralph, Jr., Aric Rusk, Ken Siver, Michael Wiemann, Alvin Zaitourna

Absent: Angel Abdulahad, Michael McFarland

Guests: Jane Dixon, Secelia Joseph, Carol Manciel, Karlynn Tucker

I. Call to Order

☪ *James Ralph, Jr.*

8:03

II. Roll Call and Determination of Quorum

quorum determined at 8:10am

III. Presentation

☪ *Laura Haw, Jane Dixon*

McKenna presentation on current Strategic Plan progress: changes and updates were discussed and the plan is almost complete. opportunity map added for developers, pocket parks, public restroom, tree planting initiative, out-lot development. Larry Howard plant things that aren't as risky as trees everywhere if we could do low ground cover and shrubs instead. Greg Easterly on secondary Maintenance costs.

IV. Call to the Public

☪ *James Ralph, Jr.*

Secilia Joesph, Karylynn Saggs-Tucker, Dr. Carol Manciel

V. Previous Meeting's Minutes

- Steve Craig moved to approve meeting minutes for March 28th, 2025 Informational and Regular Board Meeting . Alvin Zaitourna seconded. All approved. Motion carried.

VI. Consent Agenda

☪ *James Ralph, Jr.*

- Ken Siver moved to to approve all items on the consent agenda with one vote. . Ingrid Brown seconded. All approved. Motion carried.

A. Revenue and Expenditure Reports

☺ *Molly LaLone*

1. **Financial Impact:** March 1, 2025 to April 30, 2025, the DDA \$61,451 for regular expenses.

For this time period, the biggest expenses were:

248-729.2440-801.8180	DJ'S LANDSCAPING, 1st qtr 2025	\$28,515.75
248-729.2440-801.8171	CONSULTING - Strategic Plan	\$ 4,287.50

We have some categories that are out of budget that are payroll benefit related. In the April report, 248-729.2440-801.8020 Audit Fees is over by \$427.00. Overall, the DDA is still in budget and 55% of our budget has been used.

VII. Approval of the Agenda

☺ *James Ralph, Jr.*

- Elizabeth Rae moved to approve the agenda as presented. David Dedvukaj seconded. All approved. Motion carried.

VIII. Financial Matters

☺ *Molly LaLone*

All financial matters are approved by roll call vote

A. Fund Balance

As of April 30, 2025, the DDA's fund balance is: \$1,239,299. The budget for 25-26 is \$538,629 which is approximately 44% of the fund balance meaning we move through the fund balance every two-three years. Based upon this analysis, the DDA does not need to provide the information listed below per PA 57 of 2018.

Director Recommendation: It would be good for the DDA to have a policy outlining a minimum unassigned fund balance that must remain in the fund.

Financial Impact: If we hold \$250,000 of the fund balance, the remaining unassigned fund balance will be \$989,299.

- Larry Howard moved to Pending legal counsel review, approve the attached fund balance policy which recommends holding a minimum fund balance equal to \$250,000 or 20% of annual DDA expenses, whichever is higher. The purpose of the recommended minimum is to assure there are funds for unforeseen circumstances.. Ingrid Brown seconded. 11 in favor. Motion carried.

B. Grant Program Development

Background Information: Providing a grant program using a portion of the fund balance is another way to show that the DDA is not stockpiling funds, per DDA Law (PA 57 of 2018). The purpose of the grants would be to help encourage activity which furthers revitalization of the District as a whole and/or helps us achieve certain objectives in our strategic plan.

Director Recommendation: The DDA Board should specify an annual amount to be used towards the grant program. then, form a Grants program task force created to help identify

objectives for the grant program.

- Larry Howard moved to Recommended Motion #1 (Roll Call): To approve \$50,000 of fund balance to be used for offering grants, pending board approval of a grants program.. Ingrid Brown seconded. Motion carried.
- Alvin Zaitourna moved to To form a Grants Program task force for the purpose of creating a SDDA grants program for the board to review and approve. The task force includes the following three people: Ken Siver and Larry Howard if needed, others with grants expertise or a city planning role.. Steve Craig seconded. 11 in favor. Motion carried.

C. Disbursements

This report shows non-payroll related expenses for which we paid by check. The disbursements are approved by the DDA Board because we are using public funds to pay for our expenses. For this time period, the biggest expenses were:

248-729.2440-801.8180 DJ'S LANDSCAPING, 1st qtr 2025 \$28,515.75

- Aric Rusk moved to To approve disbursements for the time period March 1, 2025 - April 24, 2025 in the amount of \$35,808.96 expenditures 1mar25-24apr25.pdf. Ingrid Brown seconded. 11 in favor. Motion carried.

D. Credit Card Report

Credit card charges:

Jan 28, 2025 - Feb 27, 2025: Total \$2,770.35

Feb 28, 2025 - Mar 27, 2025: Total \$ 579.65

Total Credit Card Charges Jan 28, 2025 - Mar 27, 2025: \$3,350.00

The highest expense for these bills was: \$2,430 for Boardspot Agenda software

- Elizabeth Rae moved to To Receive and file \$3,350 in credit card charges from Jan 28, 2025 - Mar 27, 2025 . David Dedvukaj seconded. 11 in favor. Motion carried.

IX. New and Old Business

A. Support for Brownfield Redevelopment Plan and LBRF Loan - 16400 JL Hudson Drive

New Foster care will be a mixed-use development for 18-26 year old children aged out of foster care as an intervention to help prevent homelessness and crime. Southfield Non-profit bought it and is holding the property until all of the evaluations are done on the building. Southfield renewal is working with Henry Yent and have become strong partners for the DDA and New Foster Care will add security outside around the perimeter, motion lighting and consideration of motion activated cameras.

- Larry Howard moved to To approve a letter of support written to City Council for the Southfield Community Renewal Corporation's request for a Brownfield plan and loan request for 16400 JL Hudson.. Steve Craig seconded. All approved. Motion carried.

B. Strategic Plan Update

- Steve Craig moved to To adopt the final strategic plan as presented, pending the requested changes as discussed during the presentation. Alvin Zaitourna seconded. All approved. Motion carried.

C. DDA employee rights and benefits

- Ken Siver moved to To approve a Resolution, allowing DDA employees to receive increases and the same rights and benefits afforded to City of Southfield Non-Union and Management Group employees.. Alvin Zaitourna seconded. 11 in favor. Motion carried.

X. Executive Director Report

- Ken Siver moved to To Receive and File as presented. Ingrid Brown seconded. All approved. Motion carried.

A. Landscaping contract - addendum for Greenfield Gateway median gardens

Landscaping contract - addendum for Greenfield Gateway median gardens

The purpose of this addendum is to add maintenance of the gardens surrounding the Greenfield Gateway signs that were installed last summer. Here is a summary of the changes to the three year contract with DJ's Landscape:

FY 24-25 248-729.2440-801.8180 Contractual/Professional +\$478, revised total: \$114,541
+ Materials

FY 26-27 248-729.2440-801.8180 Contractual/Professional + \$918, revised total: \$117,832
+ Materials

FY 27-28 248-729.2440-801.8180 Contractual/Professional +\$918, revised total: \$120,755
+ Materials

B. Event invitations

Oakland County Economic Outlook Luncheon, May 22 11:30am - 2:00pm, Suburban Collection Showplace Legacy Ballroom, 46100 Grand River Ave, Novi MI 48374, see attached flyer for more information

Tri-cities Business Resource Fair, May 28 8:30am-10:30am, Oak Park Community Center 14300 Oak Park Blvd. Free event

State of the City, June 5, 2025, 2pm-5pm at Lear Corporation, 21557 Telegraph Road. **SDDA has sponsored this event. Please let me know if you would like a ticket.**

Historic Preservation Tour, June 18 1pm-4pm, Bus leaves from Epicentre Building parking lot. (send out invites)

Becoming Bankable, July 22 - August 26, 2025, 6pm-8pm, 18000 W. Nine Mile Road Conference Room. To apply click here: <https://www.yourstrategicthinktank.com/quiz-sfld>. consultants will be used to help identify growing businesses

Greet & Eat Ribbon Cuttings:

June 25, 2025 - Greenfield Plaza for Greenfield Gateway Ribbon Cutting

July 16, 2025 - Henry Ford The grilled wrap and auntie anne's

August 13, 2025 - Kenmar Motown dogs

September 24, 2025 - up for grabs

XI. Mayor's Comments

☺ *Ken Siver*

currently in a good spot with the let there be light fundraiser \$45,000 of \$50,000 raised. Still looking for money, will get a grant from DTE foundation, meeting next week on installation plans and is moving forward. Sebastian project is at 1.25 million in donations, need to get to 1.5 million. Designers are working on the base and foundation, will go down about 30ft into the ground. 9-mile from evergreen to greenfield covered under a grant and donations. Raise money for a pedestrian bridge that goes over Southfield fwy and Northwestern fwy to connect the 9 mile line. Gateway around OCC and looking for them to sell their vacant acreage to be used.

- Ingrid Brown moved to receive and file Mayor's comments.. David Dedvukaj seconded. All approved. Motion carried.

XII. Board Member Comments

XIII. Upcoming Meetings

July 25th, 2025 8am

XIV. Adjournment

- Ingrid Brown moved to adjournment at 9:45 am. Alvin Zaitourna seconded. All approved. Motion carried.

XV. Small Business Friends Reception and Tour, 10am - 2pm