

Bimonthly Board of Directors Meeting

Meeting Agenda

- I. Call to Order
- II. Roll Call and Determination of Quorum
- III. Presentation - Upcoming 9Line Regional Trail projects
Holiday Breakfast provided by the Southfield Downtown Development Authority
- IV. Call to the Public
- V. Previous Meetings' Minutes - September 26, 2025 and October 1, 2025
The Regular DDA Board of Directors Meeting was scheduled for September 26, 2025. the board was short one person for quorum. The scheduled informational presentation took place, because it is not a requirement to have quorum for the presentation. The regular meeting was rescheduled to October 1, 2025.

Recommended Motion #1: To receive and file the Southfield Downtown Development Authority minutes of September 26, 2025 which record the informational meeting and lack of quorum; and

Recommended Motion #2: To approve the Downtown Development Authority Board Regular meeting minutes of Wednesday, October 1, 2025

[9_26_2025 minutes.pdf](#)

[10-1-2025 MEETING MINUTES.pdf](#)

- VI. Approval of the Agenda

Recommended Motion: To accept the agenda as presented

- VII. Consent Agenda

👤 *Molly LaLone*

All items on the consent agenda are approved with one vote. A Board Member may request to discuss an item from Consent Agenda. When all requested items have been discussed, the consent agenda can be approved with one vote. There are five items on the consent agenda:

1. Revenue and Expenditure Reports for September and October 2025
2. 2025 Third Quarter Main Street Statistics
3. 2026 SDDA Annual Calendar
4. Magic of Hope Keynote Presentation, February 24, 2026
5. Plante Moran signed agreement for Annual SDDA Audit

Consent Agenda Motion: To approve all items on the consent agenda as presented

- A. Revenue and Expenditure Reports

Financial Impact: In September 2025 and October 2025, the DDA spent \$58,851 for regular expenses.

In September, the DDA's biggest expense was \$1,575 for website services from 801.8180 CONTRACTUAL/PROFESSIONAL.

Bimonthly Board of Directors Meeting

In October, the DDA's biggest expense was \$30,927 for Landscaping Services from 801.8180 CONTRACTUAL/PROFESSIONAL

Overall, the DDA is still in budget.

Recommended Motion: To Receive and file the September 2025 and October 2025 Revenue and Expenditure Reports as presented.

■ [september budget.pdf](#)

■ [october budget as of 10_27.pdf](#)

B. Third Quarter 2025 Main Street Stats - Southfield Downtown Development Authority

Recommended Motion: To receive and File the Southfield MI Main Street Statistics of the third quarter of 2025.

■ [2025 3rd Quarter Stats Report SDDA.pdf](#)

C. 2026 SDDA Annual Calendar

Recommended Motion: To receive and File the 2026 SDDA Annual Calendar

■ [2026 Calendar of events - SDDA.pdf](#)

VIII. Save the Date - February 24, 2026 for "The Magic of Hope" Keynote Presentation by Anthony Grupido

As part of the Tri-Cities Small Business Support Group, the City of Southfield and Southfield DDA are hosting a customer service oriented workshop titled "The Magic of Hope" by Anthony Grupido, an illusionist and national keynote speaker. The workshop will be held **Tuesday, February 24, 2026 10:00am-11:30am** at the Southfield Public Library Auditorium, allowing 150 participants.

The cost of the workshop is \$5,000 from 248-729.2440-801.8180

CONTRACTUAL/PROFESSIONAL.

Last year, the City and DDA in partnership with the Tri-cities group and Main Street Oakland County, hosted a Zingerman's workshop about customer service. After the workshop, many people asked to have the workshop again so they could invite more people. The Magic of Hope is also about customer service and compassion for others, but taught from the point of view of an illusionist and entertainer.

Save the date and invite your staff to attend! Tickets are free with advance registration. Click here to register:

<https://www.eventbrite.com/e/the-magic-of-hope-a-workshop-re-customer-service-compassion-tickets-1974386549318?aff=oddtcreator>

Recommended Motion: To Receive and File the event notification for Magic of Hope Keynote Presentation taking place on February 24, 2026 at the Southfield Public Library.

IX. Plante Moran Agreement - Annual SDDA Audit

Financial Impact: 2024-2025 Annual Audit will cost \$5,250 from 248-729.2440-801.8183 FINANCIAL ACCOUNTING EXPENSE. With this expense, Financial Accounting expense will be - \$324 overbudget. If needed, the \$324 can be moved from 248-729.2440-801.8010 LEGAL FEES whose available funds are \$20,000.

Recommendation Motion: To receive and file the Plant Moran Agreement for the Annual SDDA

Bimonthly Board of Directors Meeting

Audit.

[Plante Moran agreement signed Nov 2025.pdf](#)

X. Financial Matters

All financial matters are approved by roll call vote

A. Disbursements - September 1, 2025 - October 31, 2025 (Decide)

• Molly LaLone

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:

\$1,000 for website services from 801.8180 CONTRACTUAL/PROFESSIONAL.

\$29,457 for Landscaping Services from 801.8180 CONTRACTUAL/PROFESSIONAL

Financial Impact: Overall SDDA spending is still within budget.

Recommended Motion (Roll Call): : *To approve disbursements from September 1, 2025 to October 31, 2025 in the amount of \$33,107.*

[distribution sept_oct 2025.pdf](#)

B. Credit Card Report: August 28, 2025 - September 27, 2025

• Molly LaLone

Credit card charges from August 28, 2025 through September 27, 2025 total \$6,668.

The highest expenses were two charges of \$957 from 880.8800 COMMUNITY PROMOTION for the September food truck, Cokey's Catering. The first charge was the deposit and the second charge was the remaining balance.

The highest expense in October was for lodging in Indianapolis for the benchmarking tour. It was \$739 from 955.9600 EDUCATION & TRAINING.

All accounts are within budget at this time.

Recommended Motion (Roll Call): To Receive and file \$6,668 in credit card charges from August 28, 2025 - September 27, 2025.

[Copy of October Account Statement 0928-102725.pdf](#)

[Copy of September Account Statement 082825 thru 092725.pdf](#)

XI. New and Old Business

A. Streetscape improvements

• Molly LaLone

The total cost for purchase of 6 garbage cans will be \$10,910 was approved at the regular SDDA meeting on October 1, 2025. The expense for installation is \$1,500 for the six cans.

Upon inspection of the areas the cans will be located, 5 concrete pads need to be added and will cost \$4,750 total.

248-729.2440-880.8800 COMMUNITY PROMOTION has \$30,000 earmarked for public art.

The SDDA Board of Directors agreed to use some of these funds towards the replacement



Bimonthly Board of Directors Meeting

cans. After garbage can installation, the remaining balance for public art is \$12,840.

Recommended Motion: To accept and file the additional costs for the concrete pads and installation of the new garbage cans, in total not to exceed \$6,250 from 248-729.2440-880.8800 COMMUNITY PROMOTION.

B. "Call to the Public" policy

• *Molly LaLone*

Purpose: To adapt the City of Southfield City Council Rules of Procedure for people speaking to the SDDA Board during "Call to the Public".

Draft Policy: The City of Southfield Downtown Development Authority Board of Directors (SDDA Board) has established the following Rules of Procedure for all speakers:

1. No speaker may make personal or impertinent attacks upon any officer, employee, or DDA Board member or other Elected Official, that is unrelated to the manner in which the officer, employee, or DDA Board member or other Elected Official, performs his or her duties.
2. No person shall use abusive or threatening language toward any individual when addressing the DDA Board.

Any person who violates this section shall be directed by the presiding officer (DDA Board Chairperson) to be orderly and silent. If a person addressing the Board refuses to become silent when so directed, such person may be deemed by the presiding officer to have committed a "breach of the peace" by disrupting and impeding the orderly conduct of the public meeting of the SDDA Board and may be ordered by the presiding officer to leave the meeting.

If the person refuses to leave as directed, the presiding officer may contact SPD to escort the violator from the meeting. The SDDA Board may not provide responses to public comments during the meeting. If you have provided your contact information when you signed up for public communications, the SDDA will provide a more formal response to you in the near future.

Recommended Motion: To adopt the attached Rules of Procedure for Agenda Item "Call to the Public"

C. Oakland County Access to Transit Program

Background: Oakland County is offering Access to Transit Grants to address infrastructure needs that facilitate safer and more convenient transit experiences, particularly the "first and last mile" of each journey like: sidewalks, crosswalks, and lighting. The County did an audit of routes in Southfield and identified the area in front of the hospital on 9 Mile as an area with accidents. The City Planning Department is submitting a grant application for a Mid-block Crossing near the pedestrian bridge to address the issue identified by Oakland County.

Recommended Motion: To approve signing and sending a letter of support for the Nine Mile Road Mid-Block Crossing project to be submitted for an Oakland County Access to Transit Grant.

D. 9Line Regional Trailhead/Gateway in front of Oakland Community College at Rutland Avenue



Bimonthly Board of Directors Meeting

Background: The 9Line Regional Trail refers to a multi-city project to create a continuous pedestrian and bicycle path along the Nine Mile Road corridor, promoting recreation and alternative transportation. Southfield received a \$1M grant from SEMCOG for the portion of the 9Line Trail that runs through the SDDA Cornerstone District. In addition to building the trail, the City Planning Department has been working with the DDA and OCC - Southfield for a Trailhead/Gateway on Rutland Avenue. The project will have the same aesthetic as the Northland City Center. Brick pilings flanking rod iron fencing with low shrubs and plants. At both corners of Rutland on 9 Mile, a 20'x20' quarter circle is proposed for seating and trail signage.

Recommended Motion #1: To support the 9Line Regional Trailhead/Gateway project in front of Oakland Community College on Rutland Avenue.

Recommended Motion #2: To earmark \$100,000, to be taken from fund balance, for the 9Line Regional Trailhead/Gateway in the 2026-2027 Budget.

XII. Executive Director Report

– *Molly LaLone*

1. Community Transformation Strategy Workshop
2. Shop Small Kick-off event
3. Studio 15 Interview
4. Asian Pacific American Chamber of Commerce (APACC) Blood of the Dragon event
5. 9Line Regional Trail Update
6. MDA Annual Conference
7. Mid-Century Modern Benchmarking Tour
8. Strategic Plan Update

XIII. Mayor's Comments

XIV. Board Member Comments

XV. Upcoming Meetings

– *James Ralph, Jr.*

January 30, 2026, 8:30am - 10:30am: SDDA Board of Directors Regular Meeting at KenMar Corporation 12th Floor Conference Room, 17515 W. Nine Mile Road, Southfield MI 48075

XVI. Adjournment