

Board of Directors Meeting

Meeting Agenda

- I. Call to Order
- II. Roll Call and Determination of Quorum
- III. Call to the Public
- IV. Previous Meetings' Minutes - September 26, 2025, October 1, 2025, November 21, 2025 and January 30, 2026 (Decide)

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.

The Regular DDA Board of Directors Meeting was scheduled for November 21, 2025 Meeting and the board did not have enough attendees for quorum. Terry Croad, City of Southfield Planning Director, presented about future projects in the district. The regular meeting was canceled and the agenda items were added to the January 30, 2026 Regular DDA Board of Directors Meeting.

The January 30, 2026 Regular DDA Board of Directors Meeting did not have enough attendees for quorum. It has been rescheduled to February 24, 2026.

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; and

Recommended Motion #3: To receive and file the Southfield Downtown Development Authority minutes of November 21, 2025 which record the lack of quorum; and

Recommended Motion #4: To receive and file the Southfield Downtown Development Authority minutes of January 30, 2026 which record the lack of quorum.

■ [9_26_2025 minutes.pdf](#)

■ [10-1-2025 MEETING MINUTES.pdf](#)

■ [11_21_2025 minutes.pdf](#)

■ [1_30_2026 minutes.pdf](#)

- V. Approval of the Agenda
- VI. Financial Matters

All financial matters are approved by roll call vote.

- A. Streetscape improvements (Decide)

The total cost for purchase of 6 garbage cans was \$10,910 and was approved at the regular SDDA meeting on October 1, 2025. Now the SDDA will review for approval the cost of the installation and new concrete pads. 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.

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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 cans.

After garbage can

installation, the remaining balance for public art is \$12,840.

Recommended Motion (Roll Call): 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.

 [Trash cans and slabs map SDDA oct 2025.pdf](#)

 [6 Benchs Southfield \(003\) signed.pdf](#)

 [6 Benchs Southfield concrete Signed.pdf](#)

B. Disbursements - September 1, 2025 - December 31, 2025 (Decide)

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.

Financial Impact: In September 2025 - December 2025, the DDA spent \$91,292 for regular expenses.

The DDA's biggest expense was \$85,097 for 248-729.2440-801.8180

CONTRACTUAL/PROFESSIONAL for

DJS LANDSCAPE MANAGEMENT (two regular payments and four payments for the landscaping around

16400 North Park Drive (Old Plaza Inn) which will be reimbursed by the property owner, Southfield

Renewal)

Financial Impact: Overall SDDA spending is still within budget.

Recommended Motion (Roll Call): To approve disbursements from September 1, 2025 to December 31,

2025 in the amount of \$91,292.

 [september-December 2025 distribution.pdf](#)

C. Credit Card Report: July 28, 2025 - December 27, 2025

Credit card charges from July 28, 2025 through December 27, 2025 total \$19,933.

Financial Impact: In August 2025, the highest credit card expenses were related to Greet & Eat Food Truck charges. In September 2025, the highest credit card expenses were two charges of \$957 from 248-729-2440-880.8800 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 2025 was for lodging in South Carolina for the Main Street Community

Revitalization Workshop. It was \$739 from 248-729-2440-955.9600 EDUCATION & TRAINING.

In November 2025, the highest credit card expense was \$536 from 248-729-2440-740.7400

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Operating

Supplies for the hotel for the Annual Michigan Downtown Association (MDA) conference. In December 2025, the highest credit card expense was \$1,050 registration fee for the ICSC-Las Vegas

Conference in May 2026 from 248-729.2440-955.9600 EDUCATION & TRAINING

All accounts are within budget at this time.

Recommended Motion (Roll Call): To Receive and file \$19,933 in credit card charges from July 28, 2025 through December 27, 2025.

■ [Copy of August Account Statement 072825 - 082725 Lalone.pdf](#)

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

■ [November credit card.pdf](#)

■ [December credit card.pdf](#)

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

VII. New and Old Business

A. MSOC Technical Assistance Request

Background Information: As a Main Street Allied Program, The Southfield DDA is eligible to request

consulting, financial support, and resources annually. Last year, the request was for help paying for the

Strategic Plan Update. This year, the director suggests requesting support for the upcoming Business

workshop "The Magic of Customer Service - With a Twist!"

Financial Impact: The workshop costs \$5,000 and it is suggested that the SDDA request the full

amount. This workshop is part of the Tri-cities Business Support Team workshop series. The team

consists of the City of Southfield Economic Development and Business Development Department, The

Southfield Downtown Development Authority, The City of Oak Park Corridor Improvement Authority,

The City of Lathrup Village Downtown Development Authority. We each sponsor a different workshop

throughout the year in support of area small businesses. This workshop is our responsibility and we will

be paying it from 248-729.2440-880.8800 COMMUNITY PROMOTION.

Recommended Motion: To request MSOC tech support to help pay the \$5,000 fee for the upcoming

business support workshop "The Magic of Customer Service - With a Twist!" to be held at the Southfield

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Public Library on February 24, 2026.

B. Northland City Center Recommendation Request

add letter of support, design renderings, explanation of process (change to ODD?)

Background Information: The purpose of this agenda item is to review and discuss the proposed amendment to the Northland City Center Overlay Development District to allow the Sports Dome facility and to determine whether to provide a letter of recommendation to the Planning Commission and, separately, to City Council. This discussion is an opportunity to consider how the proposed amendment aligns with adopted district goals, walkability priorities, economic vitality objectives, and the long-term mixed-use vision for Northland City Center. As a steward of the Cornerstone District's ongoing redevelopment, the Board's role is to evaluate both the immediate activation benefits and the long-term implications for district growth and identity. The following documents are provided for review and discussion: the proposed Sports Dome site plan, Northland History Timeline, a list of framing questions to guide discussion, and draft letters of recommendation. The developer will be present to provide an overview and respond to questions.

Recommended Motion: To support the Northland City Center Sports Facility by filing the attached letters of recommendation to the City of Southfield Planning Commission and City Council.

- [Northland City Center ODD Update Presentation 02.13.2026 \(1\).pdf](#)
- [2026_02_13_ODD_Dome Addendum.pdf](#)
- [NLCC timeline.pdf](#)
- [for SDDA questions NLCC Dome final.pdf](#)
- [SDDA recommendation to Planning Commission DRAFT.pdf](#)
- [DDA - draft recommendation ltr for nlcc amendment feb2026.pdf](#)

VIII. Executive Director Report

IX. Mayor's Comments

X. Board Member Comments

XI. Upcoming Meetings (Inform)

Please check your calendar to confirm whether you can attend the upcoming meeting. If there is a concern there will not be quorum, we will discuss alternative dates and times during this meeting. The goal is to have 75% board members attend 75% board meeting. This translates to at least 10 board members attending 5 meetings in a rolling 12 month cycle. For quorum, the meeting must have a minimum of 7 members in attendance.

SDDA Board of Directors Regular Meeting

March 27, 2026

8:30am - 11:00am

Oakland Community College - Southfield Campus

22322 Rutland Road, Southfield MI 48075

Informational Presentation and Volunteer Orientation during this meeting.



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XII. Adjournment