

**MEETING MINUTES: REGULAR BOARD MEETING OF MAY 22, 2020**

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**Location:** Via Phone Conference at the Southfield DDA Office, 18000 W. Nine Mile Road, Suite 320, Southfield, MI 48075

**1. CALL TO ORDER**

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Chairman James Ralph called the meeting to order at 10:00 AM.

**2. ROLL CALL**

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**Present:** Tom Erhardt, Jamii Hitchcock, Joseph Hurshe, W. Michael McFarland, Ryan McKindles, Fred Najor (10:38 arrival), James Ralph, Aric Rusk, Mayor Ken Siver, Tory VanCobb.

**Excused:** None

**Also Present:** Al Aceves, Executive Director; Melissa Schlicker, Assistant to the Executive Director. Residents: Secilia Joseph, Kathleen McNelis.

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

**3. APPROVAL OF AGENDA**

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**Motion by McKindles, Seconded by McFarland,** to approve the Meeting Agenda as presented. Motion carried unanimously.

**4. APPROVAL OF MINUTES**

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**Regular Meeting Minutes: January 24, 2020**

**Motion by Erhardt, Seconded by Hurshe,** to approve the minutes of the Regular Meeting of the SDDA Board held January 24, 2020. Motion carried unanimously.

**5. FINANCIAL REPORT: January, February, March and April 2020**

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Executive Director Aceves reviewed the monthly financial reports for January, February, March and April 2020. There was no adverse financial activity for these months.

**Motion by Siver, Seconded by Rusk,** to accept and file January, February, March and April 2020 Financial Reports. Motion carried unanimously.

**6. NEW BUSINESS:**

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**a) 2020-2021 SDDA Budget**

Director Aceves presented the budget to the Board on behalf of the Finance Committee. He noted that remedies were negotiated with the City on select chargebacks that would reduce expenses by about \$10,000 annually. He also noted that revenue is expected to fall by about \$10,000 due to Kroger and Art Van Furniture leaving the district. As in years past, the TIF is undervalued by approximately \$1M and will not receive revenue this year. The Administrative Budget stands at \$237,602 with a TIF Budget of \$83,000 with a total budget of \$320,602 for the 202-2021 budget year.

**Motion by McKindles, Seconded by Siver,** to adopt the 2020-2021 Fiscal Year Budget. Motion carried unanimously.

**b) SDDA Office Lease Proposal-Epicentre**

The SDDA office lease is set to expire at the end of August 2020. Director Aceves presented an amended lease to the Board reflecting a slight increase in monthly costs with a credit to include a credit against annual costs and a donation of basement storage space. Monthly costs, including electric charges, will be \$1,149.

**Motion by McKindles, Seconded by McFarland to accept the SDDA Office Lease Proposal from Epicentre LLC and allow Executive Director to execute attached lease. Motion carried unanimously.**

**c) Presentation of SDDA Continuity of Operation Plan (COOP)**

Director Aceves shared with the Board the SDDA Continuity of Operation Policy which outlines procedures and critical functions in the case of emergencies similar to the COVID-19 crisis and includes comments previously submitted by the Board.

**Motion by McKindles, Seconded by McFarland to adopt the SDDA Continuity of Operation Plan as presented. Motion carried unanimously.**

**d) Presentation of SDDA Resumption of In-Person Service Plan**

Director Aceves presented the SDDA Resumption of In-Person Service Policy which outlines policy and procedures for opening in-person service and incorporates comments previously submitted by the Board.

**Motion by Siver, Seconded by Erhardat to adopt the SDDA Resumption of In-Person Service Plan. Motion carried unanimously.**

**e) Oakland County Small Business Stabilization Fund**

Director Aceves informed the Board of the Oakland County Small Business Stabilization Fund distribution to our district. Southfield received an award of \$258,000 out of \$2.3M in total grants. Out of 63 Southfield companies, 13 are in the DDA district.

**f) Sale of Atrium Apartments - Contour Development Group**

Director Aceves shared with the Board some information on a transfer of ownership of the former Atrium Apartments. Contour Development Group recently purchased the two buildings with plans for renovation.

**g) WH Cannon: Extension of Service**

Director Aceves presented an amendment to the WH Canon contract allowing for an additional day of litter collection as needed throughout the year.

**7. OLD BUSINESS**

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**a. Northland Redevelopment Update**

Director Aceves informed the Board about default on the Purchase and Sale Agreements for both the Greenfield Road and Northland Mall developments. Director Aceves discussed two new development opportunities: Contour Development Group and General Development. Contour Development Group is interested in acquiring approximately 30 acres of Greenfield Road frontage for residential housing. General Development would like to acquire the remaining acreage of the Northland Mall property for office space and light industrial use.

## **8. HEARING OF THE PUBLIC AND BOARD COMMENTS**

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Resident Secilia Joseph commented on the Gateway Vista road use. She spoke with the owner of the Epicentre building regarding the Amazon trucks, trash and noise and said he was responsive and easy to work with.

Fred Najor noted that Kroger will likely be out of their space by the end of the year and he is actively marketing the space.

Michael McFarland inquired about possible tenants for the Panera space and the lease agreement with CVS; Fred responded that CVS, 5/3 Bank and Rent A Center have all renewed their leases, Panera is yet to be occupied.

## **9. ADJOURNMENT**

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**Chairman Ralph** announced there being no further business adjourned the meeting at 11:07 AM.

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Jamii Hitchcock, Secretary