

City of Southgate  
**Downtown Development Authority**  
August 15th, 2024 @ 12:00pm

A meeting of the Downtown Development Authority was held on August 15th, 2024, at City Hall, 14440 Dix-Toledo Highway, Southgate, MI in the Mayor's Office

**MEMBERS PRESENT:** Joseph Kuspa, Wally Kleit, Bruce Genthe, Lauren Moser, Mark Tremper

**MEMBERS ABSENT:** Ron Moran, Mohammad Aborabbob, Alex Leonard, Brian Batko

**STAFF:** City Administrator, Dan Marsh & DDA Intern Ekaterina Eckhardt

**GUESTS:** None

The meeting was called to order by Chairperson Kuspa at 12:01pm

Approval of June 27th, 2024 Meeting Minutes

- *Motion was made by Genthe and supported by Kleit – Carried Unanimously*

**New Business:**

- a) Christmas décor lease quote from LeClerc Display was discussed.
  - a. Board would like to approve the leasing of Christmas Décor with a not to exceed limit of \$11,500.
    - i. *Motion was made by Kleit and supported by Moser – Carried Unanimously*
- b) Discussion of the City's engagement in the MEDC Redevelopment Ready Communities Program. The Southgate community, having a nontraditional downtown, will benefit greatly from the program. On average the program takes 2 years for communities to complete.
- c) Shop Small Saturday 2024 event discussion. This year's event will be a scavenger hunt, which will require less work from participating businesses. Cash prizes should incentivize greater community participation. Costs will include cash prizes, marketing, squirrels, QR code stands, map printing.
  - a. The board would like to approve a not to exceed limit of \$2,800 for the event.
    - i. *Motion was made by Kleit and supported by Moser – Carried Unanimously*
- d) B2B workshops discussed as an option to replace previously held business socials. Bringing in a relevant presenter to speak for approximately 20 minutes, once a month or every other month during a lunch time frame. Mondrella will work to find presenters and the best venue.
- e) Announcement of upcoming HarvestFest activities and event schedule given by Mondrella.

**Old Business:**

- f) Streetscape Banner purchase will be postponed until the City completes a rebranding process that will be included in the Redevelopment Ready Communities process. Board had previously approved a purchase of replacement streetscape banners from Kalamazoo Banner Works not to exceed \$1,300.

Adjournment of the Meeting at 1:33pm.

- *Motion was made by Genthe and Supported by Moser – Carried Unanimously*