

Downtown Development Authority Agenda

Friday, October 20, 2023 at 12:00 PM 27400 Southfield Road, Lathrup Village, Michigan 48076

- 1. Call to Order
- 2. Approval of Agenda
- 3. Approval of Minutes
 - A. 2023 09 15 DDA Board of Directors

4. Financial Review

- A. September 2023 Financial Reports
- 5. Committee Reports
- 6. Other Business
 - A. October 2023 CED Report
 - B. October 2023 Code Enforcement Report
- 7. Old Business
- 8. New Business
 - A. LV Music Festival Recap
 - B. Corridor Christmas Decorations
 - C. Computer Purchase
- 9. Public Comment
- 10. Adjourn



Downtown Development Authority Minutes

Friday, September 15, 2023 at 12:00 PM 27400 Southfield Road, Lathrup Village, Michigan 48076

1. Call to Order

12:05 pm by Chair Prime

Present: Bryan Ford, Kelly Garrett, Charlotte Jones, Fred Prime, Pam Shermeyer Absent: Patricia Felton, Bobbi Lovins, Scott McKee, Dan Sugg Staff: Pam Bratschi, Rob Harris, Susie Stec

Motion to excuse Lovins and McKee by Jones, seconded by Ford. All in favor.

2. Approval of Agenda

Motion to approve the agenda by Garrett, seconded by Shermeyer. All in favor.

3. Approval of Minutes

Motion to approve 2023 08 23 Special DDA Board of Directors minutes by Ford, seconded by Jones. All in favor.

4. Financial Review

Bratschi informed the board that the audit is still underway and there is no update yet. Overall, DDA is in good financial shape. Tax revenue will be transferred soon, but that is part of the audit. The board asked about the investment interest which is currently in a money market. Will look into transferring funds into a CD.

Motion to receive and file the July 2023 Financial Reports by Shermeyer, seconded by Ford. All in favor.

Motion to receive and file the August 2023 Financial Reports by Ford, seconded by Jones. All in favor.

5. Committee Reports

A. LV Music Festival update

Stec provided an update on the event planning, indicated that volunteers are being sought, and a volunteer sign-up form would be in the enews.

6. Other Business

A. September 2023 CED Report

Stec answered questions about the report. Discussion was had about promoting the Municipal Park Renovation.

B. September 2023 Code Enforcement Report

Harris provided a verbal update, indicated biggest challenge is getting updated contact information. He is working with property owners to achieve compliance.

7. Old Business

8. New Business

A. LV Musical Festival Stage Quote

Motion to approve the quote from Blue World Productions in the amount of \$1,354.05 for the LVMF by Shermeyer, seconded by Ford. All in favor.

B. Approve/Deny Sign Grant Application - 26780 Southfield Road

Stec reviewed the memo and answered questions.

Motion to award a DDA Sign Grant in the amount of \$2,000 to the property owner of 26780 Southfield Road to be reimbursed upon installation and final approval by the Building Official by Ford, seconded by Garrett. All in favor.

C. DTE Tree Grant discussion

Stec informed the board that the deadline to complete the grant work was missed, but that she had already been in communication with the grant administrator to see if the grant could be reissued. The board reviewed the quotes from English Gardens and Hortulus Gardens, and indicated they would like revisions for a better comparison. The Beautification Committee will convene to work on this over the winter months.

9. Public Comment

10. Adjourn

Motion to adjourn at 12:59pm by Ford, seconded by Garrett. All in favor.



MEMORANDUM

To: Susie Stec, Director – Community & Economic Development/DDA Director
From: Pam Bratschi, Assistant City Administrator/Treasurer
Date: October 17, 2023
RE: Financial Reports

For the Financial Reports for the month of September 2023. I would like to draw your attention to:

- 1. Doing great in Investment Interest 3 months 11,000.00 budget 10,000. If this keeps up then you will have about 50,000 in interest for the year.
- LVMF Donations and revenue need to be transfer to DDA.
- Expenditure accounts are in good shape no accounts are over budget.

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User: JESSICA	HOLEVIII DI GD/000		CITY OF LATHRUP VILL	AGE Page:	2/4
DB: Lathrup		NS FROM 09/01/202	94-000.000-971.001 23 TO 09/30/2023		Item 4
JE # Date	Description	Reference #	OFFSETTING GL	DEBIT	
	DUE TO GENERAL FUND				<u> </u>
Journal CD: CD 135701 09/29/2023	Check: NBDC 48234	48234	Multiple		960.00
135705 09/29/2023 135706 09/29/2023	Check: NBDC 48238	48238	Multiple		300.00
13570609/29/202313571209/29/2023	Check: NBDC 48239 Check: NBDC 48245	48239 48245	Multiple		800.00
135721 09/29/2023	Check: NBDC 48254	48254	Multiple Multiple		$\begin{array}{c} 121.01 \\ 400.00 \end{array}$
135722 09/29/2023 135724 09/29/2023	Check: NBDC 48255 Check: NBDC 48257	48255	Multiple		67.52
135728 09/29/2023	Check: NBDC 48257	48257 48261	Multiple Multiple		660.00 1,250.00
135729 09/29/2023	Check: NBDC 48262	48262	Multiple		500.00
135737 09/29/2023	Check: NBDC 48264	48264	Multiple	·····	400.00
Journal PR: Payroll	Journal Totals			0.00	22,637.01
135559 09/14/2023 135682 09/29/2023	PAYROLL REPORT PAYROLL REPORT	15954 15955	Multiple Multiple		7,094.30 7,944.27
	Journal Totals			0.00	15,038.57
Totals for 494-000.	000-214.101			0.00	37,675.58
	Balance 09/01/23:		202,215.45		
	Net Change: Balance 09/30/23:		37,675.58		
	Balance 09730723:		239,891.03	•	
494-000.000-446.000 Journal GJ: GJ	INVESTMENT INTEREST				
135967 09/28/2023	INTEREST POSTING-MONTHLY	15975	Multiple		3,778.67
	Journal Totals			0.00	3,778.67
fotals for 494-000.0	000-446.000			0.00	3,778.67
	Balance 09/01/23:		7,580.56		
	Net Change:		3,778.67		
	Balance 09/30/23:		11,359.23		
494-000.000-701.000 Journal PR: Payroll	SALARIES FULL-TIME				
135559 09/14/2023	PAYROLL REPORT	15954	Multiple	6,622.05	
135682 09/29/2023	PAYROLL REPORT	15955	Multiple	7,411.62	
	Journal Totals		<u> </u>	14,033.67	0.00
otals for 494-000.0	000-701.000			14,033.67	0.00
	Balance 09/01/23:		20,125.09		
	Net Change: Balance 09/30/23:		14,033.67 34,158.76		
94-000 000 702 000			· · · · · · · · · · · · · · · · · · ·		
ournal AP: AP	EMPLOYEE TAXES & BENEFITS				
.35384 09/15/2023 .35385 09/15/2023	HEALTH CARE HEALTH CARE	232510004713	Multiple	1,697.17	
.35432 09/15/2023	HEALTH CARE HEALTH SAVINGS PLAN RHS	2325100002310 09/15/2023-8030	494-000.000-202.000 Multiple	67.65 121.01	
35657 09/29/2023 35673 09/29/2023	HEALTH SAVINGS (RHS) PLAN	803046-RHS-SEPT	Multiple	121.01	
33073 0972972023	INSURANCE	00-642946-10/01	Multiple	67.52	
ournal PR: Payroll	Journal Totals			2,074.36	0.00
35559 09/14/2023 35682 09/29/2023	PAYROLL REPORT PAYROLL REPORT	15954 15955	Multiple Multiple	472.25 532.65	
	Journal Totals			1,004.90	<u> </u>
otals for 494-000.0				3,079.26	0.00
	Balance 09/01/23:		4,893.82	5,012.20	0.00
	Net Change:		3,079.26		
	Balance 09/30/23:		7,973.08		
94-000.000-726.000	OFFICE SUPPLIES		<u> </u>		
ournal AP: AP 35393 09/15/2023	MISC EXPENSES - SUSIE	07/21/203-8/22/	Multiple	21.19	
	Journal Totals	,, 0, .			
				21.19	0.00
			1		
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$\mathbf{E} = \mathbf{E} \mathbf{E} \mathbf{E} \mathbf{E} \mathbf{E} \mathbf{E} \mathbf{E} \mathbf{E}$	TAL REPORT FOR CITY OF LATHROP V 00-000.000 TO 494-000.000-971.00	1 1	
3: Lathrup TRANSACTION	FROM 09/01/2023 TO 09/30/2023 Reference # OFFSETTING GL	DEBIT	CRI Item 4A
E # Date Description			
04-000.000-726.000 OFFICE SUPPLIES		21.19	0.00
otals for 494-000.000-726.000	21.19		
Balance 09/01/23: Net Change:	21.19		
Balance 09/30/23:	42.38		_,
94-000.000-822.000 TRAINING/MEMBERSHIP ournal AP: AP	07/21/203-8/22/ Multiple	165.00	
35393 09/15/2023 MISC EXPENSES - SUSIE	70466 494-000.000-202.	000 435.00 000 50.00	
35427 09/15/2023 CONFERENCE FEES 35428 09/15/2023 CONFERENCE FEES	70685 494-000.000-202.	650.00	0.00
Journal Totals		650.00	0.00
otals for 494-000.000-822.000	0,00		
Balance 09/01/23: Net Change:	650.00		
Balance 09/30/23:	650.00	· · · · · · · · · · · · · · · · · · ·	_ ,
194-000.000-844.000 MAIN STREET PROGRAM Journal AP: AP	07-21-8-22-2023 Multiple	23.87	
35391 09/15/2023 MISC CHGS - BRITTANY	07-21-8-22-2023 Multiple	12.75 52.03	
135391 09/15/2023 MISC CHGS - BRITTANY	07-21-8-22-2023 Multiple 07-21-8-22-2023 Multiple	59.55	
135391 09/15/2023 MISC CHGS - BRITTANY	07-21-8-22-2023 Multiple	82.19 5.79	
135301 09/15/2023 MISC CHGS - BRITTANY	07-21-8-22-2023 Multiple 07-21-8-22-2023 Multiple	22.52	
135391 09/15/2023 MISC CHGS - BRITTANY	07-21-8-22-2023 Multiple	16.14	
125201 09/15/2023 MTSC CHGS - BRITTANY	07-21-8-22-2023 Multiple	21.19 95.02	
135391 09/15/2023 MISC CHGS - BRITTANY	07-21-8-22-2023 Multiple 062223-7202023- Multiple	15.47	
135392 09/15/2023 MISC EXPENSES 135392 09/15/2023 MISC EXPENSES	062223-7202023- Multiple	73.06 10.59	
135392 09/15/2023 MISC EXPENSES	062223-7202023- Multiple 062223-7202023- Multiple	7.41	
135392 09/15/2023 MISC EXPENSES 135392 09/15/2023 MISC EXPENSES	062223-7202023- Multiple	5.65 59.38	
135392 09/15/2023 MISC EXPENSES 135392 09/15/2023 MISC EXPENSES	062223-7202023- Multiple 062223-7202023- Multiple	15.57	
135392 09/15/2023 MISC EXPENSES	062223-7202023- Multiple	21.19	
135392 09/15/2023 MISC EXPENSES	062223-7202023- Multiple	75.02 15.02	
135392 09/15/2023 MISC EXPENSES	062223-7202023- Multiple 062223-7202023- Multiple	8.25	
135392 09/15/2023 MISC EXPENSES 135502 09/29/2023 FESTIVAL ENTERTAINMENT	DDA92923-YLIZ 494-000.000-202	200.00 200.00 2.000 1,354.05	
135610 09/29/2023 DDA EVENT STAGE	3247 494-000.000-202 0013424-IN 494-000.000-202	.000 756.00	
135610 09/29/2023 NEWSPAPER AD - CONCERT 135649 09/29/2023 FESTIVAL ENTERTAINMENT	DDA92923-HAM 494-000.000-202	2.000 300.00	
135650 09/29/2023 FESTIVAL MUSIC	DDA92923-WHITE 494-000.000-202 DDA92923-SWS 494-000.000-202		
135672 09/29/2023 FESTIVAL MUSIC	09-11-23 494-000.000-202	2.000 660.00	
135675 09/29/2023 TSHIRTS 135679 09/29/2023 FESTIVAL ENTERTAINMENT	DDA92923-MILT 494-000.000-203 DDA92923-MAY 494-000.000-203	2.000 1,250.00 2.000 500.00	
135680 09/29/2023 FESTIVAL ENTERTAINMENT	DDA92923-MAY 494-000.000-20. PETTYCASH 494-000.000-20.		
135736 09/29/2023 PETTY CASH - FESTIVAL Journal Totals		7,317.71	0.00
Totals for 494-000.000-844.000		7,317.71	0.00
Balance 09/01/23:	1,450.00		
Net Change: Balance 09/30/23:	7,317.71 8,767.71		
494-000.000-882.000 PLANNING/CONSULTING FEES			
Journal AP: AP 135419 09/15/2023 DDA PLANNING SERVICES	129623 494-000.000-20		0.00
Journal Totals		3,384.12	0.00
Totals for 494-000.000-882.000		3,384.12	0.00
Balance 09/01/23:	3,576.92 3,384.12		
Net Change: Balance 09/30/23:	6,961.04		
494-000.000-933.000 REPAIRS & MAINTENANCE		0 103 13	
Journal AP: AP 135404 09/15/2023 910040189698/910007537871	/9100 10-10-2023DTE Multiple	2,107.13	
			1

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JE #	Date	Description	Reference #)23 TO 09/30/2023 OFFSETTING GL	DEBIŢ	Item 4
494-000 Journa	0.000-933.000 L AP: AP	REPAIRS & MAINTENANCE			<u> </u>	<u> </u>
135413 135415 135642	09/15/2023 09/15/2023 09/29/2023	2023DDA ALLEY WORK 2024 DDA ALLEY RECONSTRUCTION LAWN MAINTENANCE	129607 129608 CLIP54214	494-000.000-202.000 494-000.000-202.000 494-000.000-202.000	465.00 5,657.50 960.00	
		Journal Totals			9,189.63	0.00
otals	for 494-000.0	00-933.000			9,189.63	0.00
		Balance 09/01/23: Net Change: Balance 09/30/23:		3,286.91 9,189.63 12,476.54		

10/17/2023 04:19 PM	COMPARATIVE BALANCE SHEET FOR CITY OF LATHRU	P VILLAGE	rage:	±/±
User: PAM DE: Lathrup	Fund 494 DOWNTOWN DEVELOPMENT AUTHO	PRITY PERIOD ENDED 09/30/2022	PERIO 09/	Item 4A. D ENDED 30/2023
GL Number	Description			
*** Assets *** 494-000.000-010.000 494-000.000-028.096 494-000.000-084.101 494-000.000-141.001 494-000.000-177.001 494-000.000-193.000	TRUST ACCOUNT-GENERAL TAXES RECEIVABLE-PERSONAL PROP DUE FROM GENERAL FUND INFRASTRUCTURE DEPRECIABLE ASSETS ACCUMULATED DEPRECIATION	1,368,314.45 23,503.93 54,775.06 360,289.69 25,243.25 (199,302.22) 1,632,824.16	19, 436, 360, 25, (229,	382.03 543.46 391.74 289.69 243.25 ,016.22)
Total Asset	9	_, .		
*** Liabilities ** 494-000.000-214.101	* DUE TO GENERAL FUND	244,158.07	239	,891.03
494-000.000-214.101 Total Liabi		244,158.07	239	,891.03
*** Fund Balance *	** FUND BALANCE	1,417,080.33	1,417	,080.33
494-000.000-390.000 Total Fund		1,417,080.33	1,417	7,080.33
	Fund Balance	1,417,080.33	•	7,080.33
Net of Rev. *22-23 End Net of Rev	enues VS Expenditures - 22-23 FB/23-24 Beg FB enues VS Expenditures - Current Year	1,551,297.70 (28,414.24) 1,388,666.09 1,632,824.16	(6 1,48	4,217.37 7,354.78) 3,942.92 3,833.95

* Year Not Closed

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Item 4A.	
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10/17/2023 04:23 PM User: JESSICA	COMPARATIVE BALANCE SHEET FOR CITY OF	VE BALANCE SHEET FOR CITY OF LATHRUP VILLAGE	
DB: Lathrup	Fund 494 DOWNTOWN DEVELOPMENT	ALTTHORITY	Item 4A.
÷	FUND 494 DOWNTOWN DEVELOPMENT	PERIOD ENDED	PERIOD ENDED
GL Number	Description	09/30/2022	09/30/2023
*** Assets ***			1
		0.00	0.00
494-000.000-000.000	CASH CHECKING	0.00	0.00
494-000.000-001.000 494-000.000-010.000	TRUST ACCOUNT-GENERAL	1,368,314.45	1,111,382.03
494-000.000-028.096	TAXES RECEIVABLE-PERSONAL PROP	23,503.93	19,543.46
494-000.000-040.000	ACCOUNTS RECEIVABLE-OTHERS	0.00	0.00
494-000.000-042.000	ACCOUNTS RECEIVABLE-SPEC ASSES		0.00 436,391.74
494-000.000-084.101	DUE FROM GENERAL FUND	54,775.06 0.00	430,391.74
494-000.000-084.203	DUE FROM LOCAL ROADS	0.00	0.00
494-000.000-084.494	DUE FROM DDA FUND	360,289.69	360,289.69
494-000.000-141.001	INFRASTRUCTURE ALLOWANCE FOR DOUBTFUL DEBT	0.00	0.00
494-000.000-149.001	DEPRECIABLE ASSETS	25,243.25	25,243.25
494-000.000-177.001 494-000.000-193.000	ACCUMULATED DEPRECIATION	(199,302.22)	(229,016.22)
Total Z	Assets	1,632,824.16	1,723,833.95
*** Liabilitie	25 ***		
494-000.000-202.000	ACCOUNTS PAYABLE	0.00	0.00
494-000.000-202.000	MTT REFUNDS	0.00	0.00
494-000.000-214.101	DUE TO GENERAL FUND	244,158.07	239,891.03
494-000.000-214.202	DUE TO MAJOR ROADS	0.00	0.00 0.00
494-000.000-214.203	DUE TO LOCAL ROADS	0.00	0.00
494-000.000-257.000	ACCRUED WAGES PAYABLE	0.00 0.00	0.00
494-000.000-295.000	DEFERRED REVENUE-PERSONAL PRO	0.00	
Total 1	Liabilities	244,158.07	239,891.03
*** Fund Bala	nce ***		
494-000.000-390.000	FUND BALANCE	1,417,080.33	1,417,080.33
Total	Fund Balance	1,417,080.33	1,417,080.33
Beginn	ing Fund Balance	1,417,080.33	1,417,080.33
			134,217.37
Net of	Revenues VS Expenditures - 22-23 End FB/23-24 Beg FB	1,551,297.70	·
*22-23	Revenues VS Expenditures - Current Year	(28,414.24)	(67,354.78)
	Fund Balance	1,388,666.09	1,483,942.92
Total	Liabilities And Fund Balance	1,632,824. 1 6	1,723,833.95

* Year Not Closed

Item 4A.



MEMORANDUM

То:	LVDDA Board of Directors
From:	Susie Stec, DDA and CED Director
Date:	October 19, 2023
RE:	Department/Director Report

In an effort to provide consistent updates to the DDA Board of Directors, City Administrator, and City Council the following monthly is submitted for your review.

Upcoming DDA Events

- Trunk or Treat: October 28th, 6 8 pm
- Informational Meeting: November 1st, 12:30 1:30 pm
- Tri-City Holiday Party: November 16th, 4 7 pm (Dog & Pony Show Brewing, Oak Park)

Past DDA Events

- LV Music Festival: September 30th
- Fall Corridor Cleanup: September 23rd

Commercial Business/Property Updates

- 26780 Southfield Road (44 Burrito) New restaurant. They are getting final inspections.
- 27300 Southfield Road Site plans will be reviewed at November Planning Commission meeting.
- 27601 Southfield Road (Surnow LV Center) Obtained site plan approval by Planning Commission on Sept. 19th. Construction to begin shortly.
- 27777 Southfield (new Panera Bread) Construction is progressing.

Infrastructure

- 2023 infrastructure projects are completed and invoices have been mailed.
- Staff and consultants met with RCOC about the resurfacing of Southfield Road in 2024. They are intending to have public meeting on November 15th. Staff is waiting for information from RCOC.
- Planning & engineering designing are underway for 2024 alley and approach work.



Miscellaneous

- DDA is partnering with Oak Park, Southfield, Farmington Hills, and Michigan Works! Southfield office to develop and send a survey to the businesses in our respective communities to help identify desired training/workshop topics.
- DTE Tree Grant has been reissued for planting work in the DDA district. The Beautification Task Force will work over the winter months to ensure the projects are completed in the spring.
- MSOC was informed our RAP2.0 grant proposal was not selected for funding. MSOC is exploring ways to fund the projects which were part of the proposal. Additionally, LVDDA staff will continue to explore additional funding streams for the Municipal Park Renovation.

						Iten
10/18/2023		Enforcement List				
Enforcement Number	Enforcement Type	Address	Date Filed	Status	Date Closed	
E23-0370	HORSE TRAILER PARKED BEHIND CC	26711 SOUTHFIELD RD	08/03/2023	Letter Sent		
E23-0371	Box TRUCK PARKED ON PROPERTY W	27215 SOUTHFIELD RD	08/03/2023	Letter Sent		
E23-0373	BLIGHT - BOARDED UP WINDOWS	27700 SOUTHFIELD RD	08/08/2023	Letter Sent		
E23-0374	ELECTRICAL INSPECTOR NOTICED N	28651 SOUTHFIELD RD	08/08/2023	Letter Sent		
E23-0375	Tall Weed and Dead Tree Complaint.	26300 SOUTHFIELD RD	08/09/2023	Letter Sent		
E23-0387	REPEAT VIOLATION - BANNER SIGN .	26221 SOUTHFIELD	08/16/2023	Letter Sent		
E23-0388	The red brick covered support columns, for	28821 SOUTHFIELD RD	08/17/2023	Letter Sent		
E23-0391	Numerous Parking Blocks need reapired im	17651 W 12 MILE RD	08/21/2023	Letter Sent		
E23-0392	INSPECTED LARGE AMOUNT OF TRA	17517 W 12 MILE RD	08/21/2023	Closed	09/05/2023	
E23-0393	BROKEN UP ASPHALT, WEEDS, POT F	28551 SOUTHFIELD RD 111	08/21/2023			
E23-0403	WINDOW SIGN IN WINDOW IN VIOLA	28660 SOUTHFIELD RD Ste 260	08/28/2023	Letter Sent		
E23-0417	seeclickfix complaint on parking lot. I emai	27881 SOUTHFIELD RD	09/13/2023	Letter Sent		
E23-0421	DUMPSTER VIOLATION, WEEDS, DEA	26300 SOUTHFIELD RD	09/25/2023	Letter Sent		
E23-0428	LAWN BAGS AT STREET FOR MULTIP	28081 SOUTHFIELD RD	10/03/2023	Letter Sent		
E23-0441	LARGE AMOUNT OF DEAD MATERIA	26026 SOUTHFIELD RD	10/13/2023	Complaint Reciev	i	
E23-0442	DUMPSTER ORDINANCE MAILED	26740 SOUTHFIELD	10/13/2023			
E23-0443	DUMPSTER ORDINANCE MAILED	26820 SOUTHFIELD RD	10/13/2023			
E23-0444	DUMPSTER DOORS NEED TO REMAIN	28050 SOUTHFIELD RD STE	10/13/2023	Letter Sent		
E23-0445	DUMPSTER ENCLOSURE ORDINANCE	28200 SOUTHFIELD RD	10/13/2023			
E23-0446	DUMPSTER ENCLOSURE ORDINANCE	28400 SOUTHFIELD RD STE 200	10/13/2023			
E23-0447	PARKING BLOCKS NEED REPAIRED A	28500 SOUTHFIELD RD STE 100	10/13/2023	Letter Sent		
E23-0448	Screening. All refuse bins located in the city	28660 SOUTHFIELD RD 160	10/13/2023			
E23-0449	Screening. All refuse bins located in the city	28840 SOUTHFIELD RD	10/13/2023			
E23-0451	Lathrup Village Municipal Ordinance 5.3 W	28939 SOUTHFIELD RD	10/13/2023			
E23-0452	Lathrup Village Municipal Ordinance 5.3 W	28601 SOUTHFIELD RD	10/13/2023			
E23-0453		26221 SOUTHFIELD	10/13/2023			
E23-0454	NO PARKING LINES VISIABLE & BRO	28455 SOUTHFIELD RD	10/14/2023	Letter Sent		

10/18/2023 Enforcement List							
Enforcement Number	Enforcement Type	Address	Date Filed	Status	Date Closed		
E23-0455	Lathrup Village Municipal Ordinance 5.3 W	28317 SOUTHFIELD RD	10/14/2023				
E23-0456	PARKING BLOCKS NEED REPAIR	28235 SOUTHFIELD RD	10/14/2023	Letter Sent			
E23-0457	NO GATE FOR DUMPSTER ENCLOSUR	27445 SOUTHFIELD RD	10/14/2023	Letter Sent			
E23-0458	MULIPLE PARKING BLOCKS BROKEN	18100 W 11 MILE RD	10/14/2023	Letter Sent			
E23-0459	PARKING LOT MAINTENANCE. HUGI	26441 SOUTHFIELD RD	10/14/2023	Letter Sent			
E23-0462	DUMSTER NEEDS TO BE SCREENED F	26727 SOUTHFIELD RD	10/16/2023	Letter Sent			
E23-0463	Emailed Steve from Surnow 10-16-23Steve	27811 SOUTHFIELD RD	10/16/2023	Letter Sent			
Records: 34				Page:	2		



To: DDA Board of Directors

From: Susie Stec, Director - Community & Economic Development /DDA Director

RE: LV Music Festival discussion

Date: October 19, 2023

The inaugural Lathrup Village Music Festival (LVMF) was held on Saturday, September 30th from 1 – 9 pm in Municipal Park. It was an incredible success!!

We had 23 resident volunteers who did everything from set-up, take-down, managing parking, bartending, trash pick-up, supply runners, and anything in between. There were eleven vendors – all of which were from the commercial district or resident makers, and four food trucks – two of which are based in Lathrup Village. It is estimated there were 500 attendees throughout the day.

Volunteers and LVMF Committee members received overwhelmingly positive feedback during the event, and post-event survey will be distributed to all vendors and will be included in the enewsletter. A debrief meeting was held, and planning will get underway in the new year for the 2024 event.

Attached is the budget summary of the event. The event was not anticipated to be a money maker; however, LVDDA did make \$341.38. Staff recommends this be used for next year's event, though the board may wish to discuss allocating the surplus to the Municipal Park Renovation project.

Item 8A.	
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DDA Budgeted Amount	\$5,000.00	2023 LVMF Expenses			
Sponsorships		Entertainment	\$6,704.00	2023 LVMF Revenue	
MFCU	\$2,500.00	Bar	\$1,110.03	Bar/Cash	\$1,777.00
Giffels Webster	\$500.00	Promotions	\$2,036.00	Bar/Square	\$349.00
Do Gooders	\$1,000.00	MLCC & Insurance	\$625.20	T-Shirts /Square	\$60.00
Total Sponsors	\$4,000.00	Printing	\$509.39	T-Shirts /Cash	\$140.00
Total Event Budget	\$9,000.00	Total Expenses	\$10,984.62	Total Event Day Revenue	\$2,326.00
Over/Under	\$341.38				
TIPS/Park Reno Donations	\$401.00				



Christmas Decor 4720 Hatchery Rd. Waterford, MI 48329 rmock@marcduttonirr.com W: (248) 674-4470 F: (248) 674-3091

Decorating Renewal

Service Address: 27400 Southfield Rd.

Category	Description	Location		Color	N/R	Qty	Total Price
	lay (Items Installed	Last Season)					
Roof Lighting Fascia/Gal	ble C9 LED	Gazebo roof		Warm	R	150	\$778.50
F : 00			· · · · · · · · · · · ·	White LED			
Fascia C9	All N 1 LED	Front of bldg.	far left to far right	Warm White LED	R	220	\$1,388.20
	All N 1 LED	Pavillion Fase	sia	Warm White LED	R	138	\$738.30
 Garland					_		
4" Lit		Live Garland Gazebo	with lights around	Warm White LED	R	130	\$852.80
4" Lit		Live Garland	with lights at Pavillion	Warm White LED	R	110	\$721.60
4" Not Lit		Live Garland	for 24 poles		R	600	\$3,294.00
4" Not Lit		Live Garland	for 10 poles in park		R	250	\$1,372.50
Deluxe Wn	n White 14" LED	Four Pillar in	front	Warm White LED	R	216	\$4,037.04
 Wreath							
Deluxe Wn	n White 48" LED	Pavillion peak	ζ.	Warm White LED	R	1	\$297.87
Deluxe Wn	n White 60" LED	Front of bldg.	Peak	Warm White LED	R	1	\$661.27
Bow							
	gold wire trim		ed for Gazebo Garland	Red + Gold		6	\$97.44
	gold wire trim	24 Bows need		Red + Gold		24	\$389.76
	gold wire trim		led for poles in park	Red + Gold		10	\$162.40
	gold wire trim		wreath at Pavillion	Red + Gold		1	\$16.24
	gold wire trim		ath in front of the Bldg.	Red + Gold		1	\$28.59
	gold wire trim	4 needed for t	he garland	Red + Gold	R	4	\$114.36
Electrical Timer - Me	chanical	Cost for 1 time	er (3 possible)		R	1	\$41.58
	F OPTIONS: (based	on incentive price)	Reinstallation To	otal			\$14,992.45
	in Payment	50.00% \$7,12					
			*Less Loyalty	Incentive			\$749.63

Sales Tax	\$0.00
YOUR Total	\$14,242.82

\$14,242.82

Proposed Display Enhancements (Add Ons) **Tree/Shrub Light**

Please tell us how we can improve your service at www.christmasdecor.net.

Item 8B.

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Susan Stec Lathrup Village City Hall 27400 Southfield Rd. Lathrup Village, MI 48076 Susan Stec <SStec@lathrupvillage.org> W: (248) 557-2600 Ext. 224



Christmas Decor 4720 Hatchery Rd. Waterford, MI 48329 rmock@marcduttonirr.com W: (248) 674-4470 F: (248) 674-3091

Decorating Renewal

Service Address: 27400 Southfield Rd.

Ca	ategory	Description	Location	Color	N/R	Qty	Total Price
	T Canopy w/	Mini LED 6"	Wrapping 6 poles at Pavillion	Warm	Ν	600	\$570.00
				White LED			
	T Branch Wr	ap w/ Mini LED	2 Pear trees both sides front of Bldg.	Warm	Ν	1,000	\$850.00
				White LED			
	Shrubs Canc	ppy w/ Mini LED	Boxwoods both sides front of Bldg.	Warm	Ν	1,400	\$952.00
~				White LED			
Ga	arland						
	Deluxe Unlit	14"	Unlit artifical Garland on 37 poles		Ν	925	\$9,361.00
	Deluxe Unlit	14"	Unlit artifical Garland 15 poles in par	ł	Ν	375	\$3,795.00
	Deluxe Wm \	White 14" LED	Garland around Gazebo	Warm	Ν	130	\$2,128.10
				White LED			

Service Is Included

Your Holiday Decorating Service includes customized installation, service, take down, and removal.

Service Call Policy

Christmas Decor guarantees that your display will be functioning and looking great at the completion of installation. If you see that anything is not working, please call to let us know. Except for cases of vandalism, damage caused by acts of individuals or animals, and some extraordinary weather conditions, there is never an additional charge for service required to keep you display working properly.

Scheduling, Incentives, and Approvals

Our schedule fills very quickly. Please **initial check boxes for approved items** and sign. Call, mail, e-mail or fax in your order as soon as possible for timely scheduling and early incentives (if applicable).

New Quotes

Whether you are looking for an entirely new quote, or ideas to change/add to your current display, we are happy to meet with you.

Client Signature:

Check One: Check Check #:	or you may also pay with a Credit Card.		
VisaMasterDiscover Exp. Date:/ CVV:	Card #: Deposit Amount: \$	Signature:	

Please tell us how we can improve your service at www.christmasdecor.net.

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Wonderly Lights of Detroit

601 South Melborn Street | Dearborn, Michigan 48124 3138871728 | detroit@wonderlylights.com | wonderlylights.com/detroit

RECIPIENT:	Quote #141	
Brittney Dorsey	Sent on	Oct 18, 2023
Lathrup Village, Michigan 48076	Total	\$25,000.00

Product/Service	Description	Total
The Grand Illumination (CITY HALL)	The most extravagant all-inclusive holiday light installation package for your property.	\$13,000.00
The Grand Illumination (PARK GAZEBO)	The most extravagant all-inclusive holiday light installation package for your property.	\$4,500.00
The Grand Illumination (PARK PAVILLION)	The most extravagant all-inclusive holiday light installation package for your property.	\$6,000.00
The Grand Illumination (STREETLIGHTS)	The most extravagant all-inclusive holiday light installation package for your property. Includes garlands interlaced with lights. Please note, electric outlets are required.	\$4,500.00
DISCOUNT	First year discount	-\$3,000.00

A deposit of 50% will be required to begin.

A deposit of 50% must be received before work will begin. Remaining 50% will be due at time of install. The full amount for materials (lighting and accessories) installation and removal must be paid in full upon completion of installation. This agreement is for lease of the lights per year. After December 25th, the lights will be taken down and stored in a climate controlled facility.

Wonderly Lights of Detroit is not responsible for any products damaged due to negligence, or lost due to vandalism, extreme weather conditions, or acts of God and will make efforts to replace any damaged product for an additional charge. No warranty or complimentary repair service is expressed or implied, unless noted in writing in this agreement. Wonderly Lights of Detroit will replace any malfunctioning product, but does not guarantee that each individual bulb will light for the entire installation period.

Total

\$25,000.00



Wonderly Lights of Detroit

601 South Melborn Street | Dearborn, Michigan 48124 3138871728 | detroit@wonderlylights.com | wonderlylights.com/detroit

Notes Continued...

By accepting this contract, the customer acknowledges that Wonderly Lights of Detroit fills their schedule and orders all necessary supplies well in advance, and that the 50% deposit will be retained for all cancellations initiated by the client.

All bids are made under the assumption that adequate power supplies and receptacles are available. Customer is responsible for maintaining and providing adequate electrical outlets adjacent to the proposed locations for its lit decorations and building lights. Further, the customer is responsible for ground-fault circuit interrupter (GFCI) trip(s) diagnosis and resolution.

This contract is governed by Michigan law and is the entire contract between parties. If a dispute arises out of this contract, the parties shall agree to resolve this dispute through arbitration in Detroit before a single arbitrator. Any judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The prevailing party in arbitration shall be entitled to its reasonable attorney's fees and costs.

By accepting these terms and conditions, you consent to having photos of your illuminated property used by Wonderly Lights for any business purposes such as advertising/marketing or training, without payment or other consideration. You agree that you have no rights to the Images, and they may be edited, altered and/or combined with other images, text and graphics as the company deems appropriate.

By accepting this proposal and submitting the 50% deposit, you agree to the terms of this contract and accept this proposal on those terms. Furthermore, you declare that you are authorized to accept this document, either as an owner of the property, or as an agent for the owner or entity. Please note that 1.5% per month (18% per year) will be added to all outstanding balances.



To: DDA Board of Directors

From: Susie Stec, Director - Community & Economic Development /DDA Director

RE: Computer Purchase

Date: October 18, 2023

The laptop currently used by the DDA Manager is approximately 3 years old and is beginning to fail. New computers were included in the FY 23/24 DDA budget. Staff contacted the city's IT company to determine the appropriate computer specs and has found a laptop on Amazon.

Suggested Motion: To authorize the DDA Director to purchase a new laptop in an amount not to exceed \$XXXX.

Compare with similar items

	Image: Constraint of the second se	HP Envy 17t 17.3" Touchscreen FHD IPS Laptop (Intel i7-1260P 12- Core 2.10GHz, 64GB RAM, 2TB PCIe SSD, Intel Iris Xe, Backlit KYB, 2 Thunderbolt 4, WiFi 6E, BT 5.3, Win 11 Pro) w/Dockztorm Dock	HP Envy Business Laptop, 17.3" FHD Touchscreen, 12th Gen Intel Core i7- 1260P Processor, 64GB RAM, 2TB SSD, IR Camera, Backlit Keyboard, Wi-Fi 6, Windows 11 Pro, Silver	HP Envy Laptop, 17.3" Full HD Touchscreen, 12th Gen Intel Core i7-1260P, 64GB RAM, 2TB PCIe SSD, IR Camera, Backlit Keyboard, HDMI, Wi-Fi 6, Windows 11 Home, Silver	With the second seco	With the second seco
Customer Rating	★★★★☆ (5)	***** (40)	***** (139)	★★★★☆ (94)	**** (63)	***** (26)
Price	\$1,219.00	\$1,229.99	\$1,042.99	\$1,039.00	\$787 ⁹⁹	\$840 ⁹⁹
Sold By	PCOnline US	GreatPriceTech (Expedite Shipping) (Record S/N)	PCOnline US	PCOnline US	PCOnline US	PCOnline US
Computer Memory Size	64 GB	64 GB	64 GB	64 GB	32 GB	64 GB
CPU Manufacturer	Intel	Intel	Intel	Intel	Intel	Intel
CPU Speed	1.80 GHz	2.10 GHz	1.50 GHz	1.50 GHz	2.80 GHz	2.80 GHz
Display Resolution Maximum	1920 x 1080 pixels	1920 x 1080 pixels	1920 x 1080 pixels	1920 x 1080 pixels	1600 x 900 pixels	1600 x 900 pixels
Screen Size	17.3 inches	17.3 inches	17.3 inches	17.3 inches	17.3 inches	17.3 inches
Hard Disk Size	2 TB	2 TB	2 TB	2 TB	2 TB	2 TB
Item Dimensions LxWxH	15.68 x 10.2 x 0.77 inches	10.2 x 15.68 x 0.87 inches	15.68 x 10.2 x 0.77 inches	15.68 x 10.2 x 0.77 inches	15.78 x 10.15 x 0.78 inches	15.78 x 10.15 x 0.78 inches
Item Weight	5.49 lbs	5.50 lbs	5.49 lbs	3.32 lbs	6.15 lbs	6.15 lbs
Operating System	Windows 11 Pro	Windows 11 Pro	Windows 11 Pro	Windows 11 Home	Windows 11 Home	Windows 11 Home
Processor Count	14	12	12	12	4	4
RAM Type	DDR4 SDRAM	DDR4 SDRAM	DDR4 SDRAM	DDR4 SDRAM	DDR4 SDRAM	DDR4 SDRAM