



# Downtown Development Authority Board of Directors Agenda

Friday, September 17, 2021 at 12:00 PM  
Remote Meeting via Zoom

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## ZOOM REMOTE MEETING INFORMATION

**Webinar ID:** 914 1822 7857

**Password:** 337459

**CLICK HERE:** [Online Link](#)

**Telephone:** 646.558.8656 or 312.626.6799

**CLICK HERE:** [Public Comment Form Link](#)

*In accordance with Emergency Orders issued by the Michigan Department of Health and Human Services, Oakland County, local officials, and State of Michigan legislation, which allows for electronic meetings of public bodies, notice is hereby given that the DDA will be meeting electronically using [www.Zoom.us](http://www.Zoom.us) for videoconference and public access.*

1. **Call to Order**
2. **Call to Order**
3. **Approval of Agenda**
4. **Approval of Minutes**
  - [A.](#) Board of Directors Meeting Minutes 7-16-21
5. **Financial Review**
  - [A.](#) July 2021 Financial Reports
  - [B.](#) August 2021 Financial Reports
6. **Committee Reports**
  - [A.](#) Fall DDA Events Calendar
  - [B.](#) Economic Vitality
  - [C.](#) DDA Promotions Committee
7. **Other Business**
  - [A.](#) Director Report - September

B. August Code Enforcement

8. **Old Business**

9. **New Business**

A. Zing Train Workshop

B. Banners

C. DDA & Special Projects Manager - expanded job duties & discussion

10. **Public Comment**

11. **Adjourn**



# Downtown Development Authority Board of Directors

## Minutes **Draft**

Friday, July 16, 2021 at 12:00 PM  
Remote Meeting via Zoom

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*In accordance with Emergency Orders issued by local officials and State of Michigan legislation, which allows for electronic meetings of public bodies, notice is hereby given that the City of Lathrup's Downtown Development Authority will be meeting electronically using [www.Zoom.us](http://www.Zoom.us) for videoconference and public access.*

### 1. Call to Order

Called to order by Chairperson Sugg at 12:04 p.m.

### 2. Roll Call

PRESENT

Chairperson Dan Sugg—Lathrup Village, Oakland County, MI

Board Member Shyla Beltur—Lathrup Village, Oakland County, MI

Board Member Bryan Ford—Curtis, Mackinac County, MI

Secretary Dr. Sheryl Mitchell Theriot—Lathrup Village, Oakland County, MI

Board Member Pam Shermeyer—Lathrup Village, Oakland County, MI

Board Member Mark Watts—Lathrup Village, Oakland County, MI

ABSENT

Board Member, Mayor Kelly Garrett

Board Member Bobbi Lovins

Board Member Fred Prime

Motion to excuse Mayor Garrett by Board Member Ford, Seconded by Board Member Shermeyer

Voting Yea: Chairperson Sugg, Board Member Beltur, Board Member Ford, Board Member Lovins, Secretary Mitchell Theriot, Board Member Shermeyer, Board Member Watts

### **3. Approval of Agenda**

Motion to approve the agenda made by Board Member Shermeyer, Seconded by Secretary Mitchell Theriot.

Voting Yea: Chairperson Sugg, Board Member Beltur, Board Member Ford, Board Member Lovins, Secretary Mitchell Theriot, Board Member Shermeyer, Board Member Watts

### **4. Approval of Minutes**

#### **A. DDA Board of Directors Meeting Minutes 6-18-21**

Motion to approve June 18<sup>th</sup>, 2021 minutes made by Board Member Shermeyer, Seconded by Secretary Mitchell Theriot.

Voting Yea: Chairperson Sugg, Board Member Beltur, Board Member Ford, Board Member Lovins, Secretary Mitchell Theriot, Board Member Shermeyer, Board Member Watts

#### **B. DDA Board of Directors Special Meeting Minutes 6-24-21**

Board Member Lovins joined the meeting—Lathrup Village, Oakland County, MI

Motion to approve minutes from the Special Meeting, June 24, 2021 made by Board Member Shermeyer, Seconded by Secretary Mitchell Theriot.

Voting Yea: Chairperson Sugg, Board Member Beltur, Board Member Ford, Board Member Lovins, Secretary Mitchell Theriot, Board Member Shermeyer, Board Member Watts

### **5. Financial Review**

#### **A. June Financial Reports**

DDA Treasurer Bratschi provided an overview, numbers will still be adjusted due to the current audit. The numbers are preliminary. Lovins asked if many more invoices should be expected. A report of the audit will be prepared for future meetings.

Motion to file and receive June Financial Reports made by Board Member Lovins, Seconded by Board Member Shermeyer.

Voting Yea: Chairperson Sugg, Board Member Beltur, Board Member Ford, Board Member Lovins, Secretary Mitchell Theriot, Board Member Shermeyer, Board Member Watts

### **6. Committee Reports**

#### **A. Promotions Committee 7-15-21**

Dahl provided an overview of the July 15<sup>th</sup>, 2021 Promotions Meeting including items like DDA branded merchandise and giveaways, September 15<sup>th</sup> info meeting, and Oakland County Technical Assistance.

B. Beautification Task Force June 21, 2021

Dahl provided an overview of the June 21, 2021 Beautification Task Force meeting including topics of plywood mural, Alley Maintenance Week, and Gateway Sign and City Hall flower beds.

C. Economic Vitality Committee

Dahl presented the finished LVDDA Branding Guide Book.

## 7. Other Business

A. Code Enforcement

Code Enforcement Officer Rami Sweidan introduced himself to the Board and provided an overview of the July Code Enforcement report and activity in the commercial corridor.

B. Work Plan Review

Dahl provided an update of the DDA Board of Directors Work Plan.

C. Department Report

Stec provided an overview of the Department Report. Oakland County is looking to partner with Lathrup Village DDA for their Navigator Program to work with microbusinesses in the community by embedding a staff person within the community. Several new businesses are in stages of opening. Comprehensive Plan will be going before Planning Commission on Tuesday, July 20<sup>th</sup>.

Board Member Prime joined the meeting—Lathrup Village, Oakland County, MI

## 8. Old Business

## 9. New Business

A. Alleyway Improvements and Repair Costs

Stec provided an overview of the Southfield Road Alley Assessment. The City's engineer will be invited to attend a fall meeting to answer questions and present further on the Alley Assessment.

B. DDA Branded Promotional Items

Stec provided an overview of DDA branded promotional items.

Motion to approve authorization for \$4,000 purchase of promotional items made by Board Member Ford, Seconded by Board Member Prime.

Voting Yea: Chairperson Sugg, Board Member Beltur, Board Member Ford, Board Member Lovins, Secretary Mitchell Theriot, Board Member Prime, Board Member Shermeyer, Board Member Watts

C. Gateway and City Hall Flower Beds

Stec provided an overview of the Landscaping Costs.

Motion to \$4,500 for gateway signs and flowerbed landscaping by Board Member Shermeyer, Seconded by Secretary Mitchell Theriot.

Voting Yea: Chairperson Sugg, Board Member Beltur, Board Member Ford, Board Member Lovins, Secretary Mitchell Theriot, Board Member Prime, Board Member Shermeyer, Board Member Watts

**10. Public Comment—none.**

**11. Adjourn**

Adjourned at 1:01 PM.

Minutes prepared by Cori Dahl (DDA Manager) on behalf of DDA Secretary, Dr. Sheryl Mitchell Theriot.

User: PAM

FROM 494-000.000-000.000 TO 494-000.000-971.001

DB: Lathrup

TRANSACTIONS FROM 07/01/2021 TO 07/31/2021

| JE #                                      | Date       | Description                     | Reference # | OFFSETTING GL | DEBIT     | CREDIT    |
|---|------------|---------------------------------|-------------|---------------|-----------|-----------|
| 494-000.000-084.101 DUE FROM GENERAL FUND |            |                                 |             |               |           |           |
| Journal TR: TR                            |            |                                 |             |               |           |           |
| 119419                                    | 07/31/2021 | INTERFUND TRANSFER              | 14904       | Multiple      |           | 13,431.47 |
| 119420                                    | 07/31/2021 | TO REVERSE MANUAL JOURNAL ENTRY | 14905       | Multiple      | 13,431.47 |           |
| Journal Totals                            |            |                                 |             |               | 13,431.47 | 13,431.47 |
| Totals for 494-000.000-084.101            |            |                                 |             |               | 13,431.47 | 13,431.47 |

Balance 07/01/21: 665.74

Net Change: 0.00

Balance 07/31/21: 665.74

## 494-000.000-202.000 ACCOUNTS PAYABLE

Journal AP: AP

|                |            |                                 |             |          |      |          |
|----------------|------------|---------------------------------|-------------|----------|------|----------|
| 119968         | 07/15/2021 | VANTAGEPOINT TRANSFERVnd: VANTA | 7/9/2021    | Multiple |      | 84.10    |
| 120189         | 07/26/2021 | BLUE CARE NETWORKVnd: BLUECARE  | AUG 2021    | Multiple |      | 1,642.13 |
| 120324         | 07/30/2021 | CARDMEMBER SERVICEVnd: CARDMEMB | 3962        | Multiple |      | 4,375.38 |
| 120328         | 07/30/2021 | VANTAGEPOINTE TRANSFERR AGENTS  | SV7/29/2021 | Multiple |      | 84.10    |
| 120336         | 07/30/2021 | STANDARD INSURANCE COMPANYVnd:  | 0034        | Multiple |      | 60.97    |
| Journal Totals |            |                                 |             |          | 0.00 | 6,246.68 |

Journal CD: CD

|                |            |                   |       |          |           |      |
|----------------|------------|-------------------|-------|----------|-----------|------|
| 120011         | 07/15/2021 | Check: NBDC 45535 | 45535 | Multiple | 84.10     |      |
| 120076         | 07/15/2021 | Check: NBDC 45549 | 45549 | Multiple | 1,000.00  |      |
| 120083         | 07/15/2021 | Check: NBDC 45556 | 45556 | Multiple | 1,577.50  |      |
| 120085         | 07/15/2021 | Check: NBDC 45558 | 45558 | Multiple | 161.80    |      |
| 120094         | 07/15/2021 | Check: NBDC 45567 | 45567 | Multiple | 6,460.49  |      |
| 120212         | 07/26/2021 | Check: NBDC 45581 | 45581 | Multiple | 1,642.13  |      |
| 120351         | 07/30/2021 | Check: NBDC 45600 | 45600 | Multiple | 4,375.38  |      |
| 120358         | 07/30/2021 | Check: NBDC 45607 | 45607 | Multiple | 50.00     |      |
| 120359         | 07/30/2021 | Check: NBDC 45608 | 45608 | Multiple | 2,680.00  |      |
| 120387         | 07/30/2021 | Check: NBDC 45636 | 45636 | Multiple | 60.97     |      |
| 120393         | 07/30/2021 | Check: NBDC 45642 | 45642 | Multiple | 84.10     |      |
| Journal Totals |            |                   |       |          | 18,176.47 | 0.00 |

Totals for 494-000.000-202.000

18,176.47 6,246.68

Balance 07/01/21: 11,929.79

Net Change: (11,929.79)

Balance 07/31/21: 0.00

## 494-000.000-214.101 DUE TO GENERAL FUND

Journal CD: CD

|                |            |                   |       |          |      |           |
|----------------|------------|-------------------|-------|----------|------|-----------|
| 120011         | 07/15/2021 | Check: NBDC 45535 | 45535 | Multiple |      | 84.10     |
| 120076         | 07/15/2021 | Check: NBDC 45549 | 45549 | Multiple |      | 1,000.00  |
| 120083         | 07/15/2021 | Check: NBDC 45556 | 45556 | Multiple |      | 1,577.50  |
| 120085         | 07/15/2021 | Check: NBDC 45558 | 45558 | Multiple |      | 161.80    |
| 120094         | 07/15/2021 | Check: NBDC 45567 | 45567 | Multiple |      | 6,460.49  |
| 120212         | 07/26/2021 | Check: NBDC 45581 | 45581 | Multiple |      | 1,642.13  |
| 120351         | 07/30/2021 | Check: NBDC 45600 | 45600 | Multiple |      | 4,375.38  |
| 120358         | 07/30/2021 | Check: NBDC 45607 | 45607 | Multiple |      | 50.00     |
| 120359         | 07/30/2021 | Check: NBDC 45608 | 45608 | Multiple |      | 2,680.00  |
| 120387         | 07/30/2021 | Check: NBDC 45636 | 45636 | Multiple |      | 60.97     |
| 120393         | 07/30/2021 | Check: NBDC 45642 | 45642 | Multiple |      | 84.10     |
| Journal Totals |            |                   |       |          | 0.00 | 18,176.47 |

Journal PR: Payroll

|                |            |                              |       |          |      |           |
|----------------|------------|------------------------------|-------|----------|------|-----------|
| 121382         | 07/15/2021 | PARYOLL - SEE PAYROLL REPORT | 15084 | Multiple |      | 8,458.29  |
| 121383         | 07/31/2021 | PAYROLL - SEE PAYROLL REPORT | 15085 | Multiple |      | 8,538.21  |
| Journal Totals |            |                              |       |          | 0.00 | 16,996.50 |

Journal TR: TR

|                |            |                                 |       |          |           |           |
|----------------|------------|---------------------------------|-------|----------|-----------|-----------|
| 119419         | 07/31/2021 | INTERFUND TRANSFER              | 14904 | Multiple | 13,431.47 |           |
| 119420         | 07/31/2021 | TO REVERSE MANUAL JOURNAL ENTRY | 14905 | Multiple |           | 13,431.47 |
| Journal Totals |            |                                 |       |          | 13,431.47 | 13,431.47 |

Totals for 494-000.000-214.101

13,431.47 48,604.44

Balance 07/01/21: 5,884.83

Net Change: 35,172.97

Balance 07/31/21: 41,057.80

## 494-000.000-701.000 SALARIES FULL-TIME

Journal PR: Payroll

|                |            |                              |       |          |           |    |
|----------------|------------|------------------------------|-------|----------|-----------|----|
| 121382         | 07/15/2021 | PARYOLL - SEE PAYROLL REPORT | 15084 | Multiple | 7,328.58  |    |
| 121383         | 07/31/2021 | PAYROLL - SEE PAYROLL REPORT | 15085 | Multiple | 7,038.03  |    |
| Journal Totals |            |                              |       |          | 14,366.61 | 0. |

09/16/2021 01:07 PM

## ACTIVITY BY GL/JOURNAL REPORT FOR CITY OF LATHRUP VILLAGE

Page:

Item 5A.

User: PAM

FROM 494-000.000-000.000 TO 494-000.000-971.001

DB: Lathrup

TRANSACTIONS FROM 07/01/2021 TO 07/31/2021

| JE #                                   | Date | Description | Reference # | OFFSETTING GL | DEBIT     | CREDIT |
|--|------|-------------|-------------|---------------|-----------|--------|
| 494-000.000-701.000 SALARIES FULL-TIME |      |             |             |               |           |        |
| Totals for 494-000.000-701.000         |      |             |             |               | 14,366.61 | 0.00   |

Balance 07/01/21: 0.00  
 Net Change: 14,366.61  
 Balance 07/31/21: 14,366.61

## 494-000.000-702.000 SALARIES PART-TIME

Journal PR: Payroll

|                |            |                              |       |          |          |      |
|----------------|------------|------------------------------|-------|----------|----------|------|
| 121382         | 07/15/2021 | PARYOLL - SEE PAYROLL REPORT | 15084 | Multiple | 604.80   |      |
| 121383         | 07/31/2021 | PAYROLL - SEE PAYROLL REPORT | 15085 | Multiple | 997.50   |      |
| Journal Totals |            |                              |       |          | 1,602.30 | 0.00 |

Totals for 494-000.000-702.000

1,602.30 0.00

Balance 07/01/21: 0.00  
 Net Change: 1,602.30  
 Balance 07/31/21: 1,602.30

## 494-000.000-703.000 EMPLOYEE TAXES &amp; BENEFITS

Journal AP: AP

|                |            |  |  |          |          |      |
|----------------|------------|--|--|----------|----------|------|
| 119968         | 07/15/2021 | VANTAGEPOINT TRANSFEREMPLOYEE T7/9/2021  |  | Multiple | 84.10    |      |
| 120189         | 07/26/2021 | BLUE CARE NETWORKEMPLOYEE TAXESAUG 2021  |  | Multiple | 1,642.13 |      |
| 120328         | 07/30/2021 | VANTAGEPOINTE TRANSFERR AGENTSE7/29/2021 |  | Multiple | 84.10    |      |
| 120336         | 07/30/2021 | STANDARD INSURANCE COMPANYEMPLC0034      |  | Multiple | 60.97    |      |
| Journal Totals |            |  |  |          | 1,871.30 | 0.00 |

Journal PR: Payroll

|                |            |                              |       |          |          |      |
|----------------|------------|------------------------------|-------|----------|----------|------|
| 121382         | 07/15/2021 | PARYOLL - SEE PAYROLL REPORT | 15084 | Multiple | 524.91   |      |
| 121383         | 07/31/2021 | PAYROLL - SEE PAYROLL REPORT | 15085 | Multiple | 502.68   |      |
| Journal Totals |            |                              |       |          | 1,027.59 | 0.00 |

Totals for 494-000.000-703.000

2,898.89 0.00

Balance 07/01/21: 0.00  
 Net Change: 2,898.89  
 Balance 07/31/21: 2,898.89

## 494-000.000-726.000 OFFICE SUPPLIES

Journal AP: AP

|                |            |                                     |  |          |       |      |
|----------------|------------|-------------------------------------|--|----------|-------|------|
| 120324         | 07/30/2021 | CARDMEMBER SERVICEOFFICE SUPPLI3962 |  | Multiple | 50.89 |      |
| Journal Totals |            |                                     |  |          | 50.89 | 0.00 |

Totals for 494-000.000-726.000

50.89 0.00

Balance 07/01/21: 0.00  
 Net Change: 50.89  
 Balance 07/31/21: 50.89

## 494-000.000-845.000 STREETSCAPING

Journal AP: AP

|                |            |                                     |  |          |          |      |
|----------------|------------|-------------------------------------|--|----------|----------|------|
| 120324         | 07/30/2021 | CARDMEMBER SERVICESTREETSCAPING3962 |  | Multiple | 4,324.49 |      |
| Journal Totals |            |                                     |  |          | 4,324.49 | 0.00 |

Totals for 494-000.000-845.000

4,324.49 0.00

Balance 07/01/21: 0.00  
 Net Change: 4,324.49  
 Balance 07/31/21: 4,324.49



## PERIOD ENDING 07/31/2021

| GL NUMBER                                  | DESCRIPTION                | 2021-22            | 2021-22        | YTD BALANCE                 | ACTIVITY FOR                  | AVAILABLE                | % BDGT<br>USED |
|--|----------------------------|--------------------|----------------|-----------------------------|-------------------------------|--------------------------|----------------|
|  |                            | ORIGINAL<br>BUDGET | AMENDED BUDGET | 07/31/2021<br>NORM (ABNORM) | MONTH 07/31/21<br>INCR (DECR) | BALANCE<br>NORM (ABNORM) |                |
| Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY  |                            |                    |                |                             |                               |                          |                |
| Revenues                                   |                            |                    |                |                             |                               |                          |                |
| Dept 000.000                               |                            |                    |                |                             |                               |                          |                |
| 494-000.000-407.000                        | TIFA-CAPTURE TAXES         | 305,000.00         | 305,000.00     | 0.00                        | 0.00                          | 305,000.00               | 0.00           |
| 494-000.000-410.000                        | TAX COLLECTED OTHER        | 24,643.00          | 24,643.00      | 0.00                        | 0.00                          | 24,643.00                | 0.00           |
| 494-000.000-410.002                        | SPEC ASSESSEMENT - REVENUE | 1,800.00           | 1,800.00       | 0.00                        | 0.00                          | 1,800.00                 | 0.00           |
| 494-000.000-415.000                        | MISCELLANEOUS REVENUE      | 6,000.00           | 6,000.00       | 0.00                        | 0.00                          | 6,000.00                 | 0.00           |
| 494-000.000-446.000                        | INVESTMENT INTEREST        | 10,000.00          | 10,000.00      | 0.00                        | 0.00                          | 10,000.00                | 0.00           |
| Total Dept 000.000                         |                            | 347,443.00         | 347,443.00     | 0.00                        | 0.00                          | 347,443.00               | 0.00           |
| TOTAL REVENUES                             |                            | 347,443.00         | 347,443.00     | 0.00                        | 0.00                          | 347,443.00               | 0.00           |
| Expenditures                               |                            |                    |                |                             |                               |                          |                |
| Dept 000.000                               |                            |                    |                |                             |                               |                          |                |
| 494-000.000-701.000                        | SALARIES FULL-TIME         | 116,174.00         | 116,174.00     | 14,366.61                   | 14,366.61                     | 101,807.39               | 12.37          |
| 494-000.000-702.000                        | SALARIES PART-TIME         | 5,000.00           | 5,000.00       | 1,602.30                    | 1,602.30                      | 3,397.70                 | 32.05          |
| 494-000.000-703.000                        | EMPLOYEE TAXES & BENEFITS  | 34,000.00          | 34,000.00      | 2,898.89                    | 2,898.89                      | 31,101.11                | 8.53           |
| 494-000.000-722.000                        | LEGAL SERVICES             | 900.00             | 900.00         | 0.00                        | 0.00                          | 900.00                   | 0.00           |
| 494-000.000-726.000                        | OFFICE SUPPLIES            | 1,480.00           | 1,480.00       | 50.89                       | 50.89                         | 1,429.11                 | 3.44           |
| 494-000.000-802.000                        | TAX TRIBUNAL RETURNS       | 2,000.00           | 2,000.00       | 0.00                        | 0.00                          | 2,000.00                 | 0.00           |
| 494-000.000-810.000                        | AUDITING & ACCOUNTING      | 800.00             | 800.00         | 0.00                        | 0.00                          | 800.00                   | 0.00           |
| 494-000.000-822.000                        | TRAINING/MEMBERSHIP        | 4,500.00           | 4,500.00       | 0.00                        | 0.00                          | 4,500.00                 | 0.00           |
| 494-000.000-844.000                        | MAIN STREET PROGRAM        | 16,500.00          | 16,500.00      | 0.00                        | 0.00                          | 16,500.00                | 0.00           |
| 494-000.000-845.000                        | STREETSCAPING              | 24,000.00          | 24,000.00      | 4,324.49                    | 4,324.49                      | 19,675.51                | 18.02          |
| 494-000.000-882.000                        | PLANNING/CONSULTING FEES   | 42,100.00          | 42,100.00      | 0.00                        | 0.00                          | 42,100.00                | 0.00           |
| 494-000.000-900.000                        | PRINTING/PUBLICATION COSTS | 1,500.00           | 1,500.00       | 0.00                        | 0.00                          | 1,500.00                 | 0.00           |
| 494-000.000-901.000                        | POSTAGE FEES               | 200.00             | 200.00         | 0.00                        | 0.00                          | 200.00                   | 0.00           |
| 494-000.000-933.000                        | REPAIRS & MAINTENANCE      | 19,500.00          | 19,500.00      | 0.00                        | 0.00                          | 19,500.00                | 0.00           |
| 494-000.000-955.000                        | MISCELLANEOUS EXPENDITURES | 6,100.00           | 6,100.00       | 0.00                        | 0.00                          | 6,100.00                 | 0.00           |
| 494-000.000-971.000                        | SIGN GRANT PROGRAM         | 10,000.00          | 10,000.00      | 0.00                        | 0.00                          | 10,000.00                | 0.00           |
| 494-000.000-971.001                        | FACADE GRANT PROGRAM       | 20,000.00          | 20,000.00      | 0.00                        | 0.00                          | 20,000.00                | 0.00           |
| Total Dept 000.000                         |                            | 304,754.00         | 304,754.00     | 23,243.18                   | 23,243.18                     | 281,510.82               | 7.63           |
| TOTAL EXPENDITURES                         |                            | 304,754.00         | 304,754.00     | 23,243.18                   | 23,243.18                     | 281,510.82               | 7.63           |
| Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY: |                            |                    |                |                             |                               |                          |                |
| TOTAL REVENUES                             |                            | 347,443.00         | 347,443.00     | 0.00                        | 0.00                          | 347,443.00               | 0.00           |
| TOTAL EXPENDITURES                         |                            | 304,754.00         | 304,754.00     | 23,243.18                   | 23,243.18                     | 281,510.82               | 7.63           |
| NET OF REVENUES & EXPENDITURES             |                            | 42,689.00          | 42,689.00      | (23,243.18)                 | (23,243.18)                   | 65,932.18                | 54.45          |

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

| GL Number   | Description                    | PERIOD ENDED<br>07/31/2020 | PERIOD ENDED<br>07/31/2021 |
|---|--------------------------------|----------------------------|----------------------------|
| *** Assets ***  |                                |                            |                            |
| 494-000.000-010.000                                   | TRUST ACCOUNT-GENERAL          | 990,539.87                 | 1,358,955.34               |
| 494-000.000-040.000                                   | ACCOUNTS RECEIVABLE-OTHERS     | 0.00                       | 16,461.73                  |
| 494-000.000-042.000                                   | ACCOUNTS RECEIVABLE-SPEC ASSES | 12,600.00                  | 12,600.00                  |
| 494-000.000-084.101                                   | DUE FROM GENERAL FUND          | 289,499.11                 | 665.74                     |
| 494-000.000-141.001                                   | INFRASTRUCTURE                 | 360,289.69                 | 360,289.69                 |
| 494-000.000-177.001                                   | DEPRECIABLE ASSETS             | 25,243.25                  | 25,243.25                  |
| 494-000.000-193.000                                   | ACCUMULATED DEPRECIATION       | (138,244.22)               | (169,584.22)               |
| <b>Total Assets</b>                                   |                                | <b>1,539,927.70</b>        | <b>1,604,631.53</b>        |
| *** Liabilities ***                                   |                                |                            |                            |
| 494-000.000-202.000                                   | ACCOUNTS PAYABLE               | (750.00)                   | 0.00                       |
| 494-000.000-214.101                                   | DUE TO GENERAL FUND            | 0.00                       | 41,057.80                  |
| 494-000.000-257.000                                   | ACCRUED WAGES PAYABLE          | 0.00                       | 1,095.92                   |
| <b>Total Liabilities</b>                              |                                | <b>(750.00)</b>            | <b>42,153.72</b>           |
| *** Fund Balance ***                                  |                                |                            |                            |
| 494-000.000-390.000                                   | FUND BALANCE                   | 1,518,412.77               | 1,518,412.77               |
| <b>Total Fund Balance</b>                             |                                | <b>1,518,412.77</b>        | <b>1,518,412.77</b>        |
| <b>Beginning Fund Balance</b>                         |                                | <b>1,518,412.77</b>        | <b>1,518,412.77</b>        |
| <b>Net of Revenues VS Expenditures - 20-21</b>        |                                |                            | <b>67,308.22</b>           |
| <b>*20-21 End FB/21-22 Beg FB</b>                     |                                | <b>1,585,720.99</b>        |                            |
| <b>Net of Revenues VS Expenditures - Current Year</b> |                                | <b>22,264.93</b>           | <b>(23,243.18)</b>         |
| <b>Ending Fund Balance</b>                            |                                | <b>1,540,677.70</b>        | <b>1,562,477.81</b>        |
| <b>Total Liabilities And Fund Balance</b>             |                                | <b>1,539,927.70</b>        | <b>1,604,631.53</b>        |

\* Year Not Closed

User: PAM

FROM 494-000.000-000.000 TO 494-000.000-971.001

DB: Lathrup

TRANSACTIONS FROM 08/01/2021 TO 08/31/2021

| JE #                           | Date       | Description                          | Reference # | OFFSETTING GL       | DEBIT    | CREDIT   |
|--------------------------------|------------|--------------------------------------|-------------|---------------------|----------|----------|
| 494-000.000-084.101            |            | DUE FROM GENERAL FUND                |             |                     |          |          |
| Journal GJ: GJ                 |            |                                      |             |                     |          |          |
| 120521                         | 08/03/2021 | GRANT RECEIVED FOR MAIN STREET 14995 |             | 494-000.000-543.000 | 1,000.00 |          |
| 120522                         | 08/03/2021 | TO REVERSE MANUAL JOURNAL ENTRY14996 |             | 494-000.000-543.000 |          | 1,000.00 |
| Journal Totals                 |            |                                      |             |                     | 1,000.00 | 1,000.00 |
| Totals for 494-000.000-084.101 |            |                                      |             |                     | 1,000.00 | 1,000.00 |

Balance 08/01/21: 665.74  
 Net Change: 0.00  
 Balance 08/31/21: 665.74

|                     |                  |   |       |                     |      |           |
|---------------------|------------------|---|-------|---------------------|------|-----------|
| 494-000.000-202.000 | ACCOUNTS PAYABLE |   |       |                     |      |           |
| Journal AP: AP      |                  |   |       |                     |      |           |
| 120645              | 08/13/2021       | DTEVnd: DTE Invoice: 9698                     | 9698  | 494-000.000-933.000 |      | 1,775.74  |
| 120648              | 08/13/2021       | GIFFELS-WEBSTER ENG INCVnd: GWE124102         |       | 494-000.000-882.000 |      | 2,376.00  |
| 120659              | 08/13/2021       | EXCELL SNOW & TURF MAINTENANCEVCLIP48676      |       | 494-000.000-933.000 |      | 1,550.00  |
| 120663              | 08/13/2021       | ROBERT WITTENBERGVnd: OAKLAND I12095          |       | 494-000.000-802.000 |      | 13,653.48 |
| 120665              | 08/13/2021       | VANTAGEPOINT TRANSFERVnd: VANTA8/12/2021      |       | Multiple            |      | 84.10     |
| 120673              | 08/13/2021       | FEDEXVnd: FEDEX Invoice: 26661                | 26661 | 494-000.000-901.000 |      | 50.00     |
| 120897              | 08/25/2021       | STANDARD INSURANCE COMPANYVnd: SEPT 2021      |       | Multiple            |      | 60.97     |
| 120900              | 08/25/2021       | BLUE CARE NETWORKVnd: BLUECARE SEPTEMBER 2021 |       | Multiple            |      | 1,642.13  |
| 121002              | 08/31/2021       | VANTAGEPOINT TRANSFERVnd: VANTA8/29/2021      |       | Multiple            |      | 84.10     |
| 121011              | 08/31/2021       | CARDMEMBER SERVICEVnd: CARDMEMB7/22/2021      |       | Multiple            |      | 1,067.84  |
| 121012              | 08/31/2021       | CARDMEMBER SERVICEVnd: CARDMEMB7/22/2021      |       | Multiple            |      | 37.96     |
| 121016              | 08/31/2021       | HOME DEPOT CREDIT SERVICESVnd: 6657           |       | Multiple            |      | 159.01    |
| 121019              | 08/31/2021       | GIFFELS-WEBSTER ENG INCVnd: GWE124032         |       | Multiple            |      | 432.82    |
| 121020              | 08/31/2021       | STATE OF MICHIGANVnd: SOM-DMB I849            |       | Multiple            |      | 4,814.69  |
| 121037              | 08/31/2021       | GIFFELS-WEBSTER ENG INCVnd: GWE124048         |       | 494-000.000-882.000 |      | 583.75    |
| 121038              | 08/31/2021       | GIFFELS-WEBSTER ENG INCVnd: GWE124037         |       | 494-000.000-882.000 |      | 145.00    |
| 121039              | 08/31/2021       | GIFFELS-WEBSTER ENG INCVnd: GWE124062         |       | 494-000.000-882.000 |      | 547.01    |
| 121040              | 08/31/2021       | GIFFELS-WEBSTER ENG INCVnd: GWE124052         |       | 494-000.000-882.000 |      | 1,492.50  |
| Journal Totals      |                  |   |       |                     | 0.00 | 30,557.10 |

|                |            |                   |       |          |           |      |
|----------------|------------|-------------------|-------|----------|-----------|------|
| Journal CD: CD |            |                   |       |          |           |      |
| 120699         | 08/17/2021 | Check: NBDC 45661 | 45661 | Multiple | 1,775.74  |      |
| 120700         | 08/17/2021 | Check: NBDC 45662 | 45662 | Multiple | 1,550.00  |      |
| 120701         | 08/17/2021 | Check: NBDC 45663 | 45663 | Multiple | 50.00     |      |
| 120703         | 08/17/2021 | Check: NBDC 45665 | 45665 | Multiple | 2,376.00  |      |
| 120722         | 08/17/2021 | Check: NBDC 45684 | 45684 | Multiple | 13,653.48 |      |
| 120727         | 08/17/2021 | Check: NBDC 45689 | 45689 | Multiple | 84.10     |      |
| 120903         | 08/25/2021 | Check: NBDC 45694 | 45694 | Multiple | 1,642.13  |      |
| 120908         | 08/25/2021 | Check: NBDC 45699 | 45699 | Multiple | 60.97     |      |
| 121081         | 08/31/2021 | Check: NBDC 45710 | 45710 | Multiple | 1,105.80  |      |
| 121091         | 08/31/2021 | Check: NBDC 45720 | 45720 | Multiple | 3,201.08  |      |
| 121092         | 08/31/2021 | Check: NBDC 45721 | 45721 | Multiple | 159.01    |      |
| 121115         | 08/31/2021 | Check: NBDC 45744 | 45744 | Multiple | 4,814.69  |      |
| 121118         | 08/31/2021 | Check: NBDC 45747 | 45747 | Multiple | 84.10     |      |
| Journal Totals |            |                   |       |          | 30,557.10 | 0.00 |

Totals for 494-000.000-202.000 30,557.10 30,557.10

Balance 08/01/21: 0.00  
 Net Change: 0.00  
 Balance 08/31/21: 0.00

|                     |                     |                   |       |          |      |           |
|---------------------|---------------------|-------------------|-------|----------|------|-----------|
| 494-000.000-214.101 | DUE TO GENERAL FUND |                   |       |          |      |           |
| Journal CD: CD      |                     |                   |       |          |      |           |
| 120699              | 08/17/2021          | Check: NBDC 45661 | 45661 | Multiple |      | 1,775.74  |
| 120700              | 08/17/2021          | Check: NBDC 45662 | 45662 | Multiple |      | 1,550.00  |
| 120701              | 08/17/2021          | Check: NBDC 45663 | 45663 | Multiple |      | 50.00     |
| 120703              | 08/17/2021          | Check: NBDC 45665 | 45665 | Multiple |      | 2,376.00  |
| 120722              | 08/17/2021          | Check: NBDC 45684 | 45684 | Multiple |      | 13,653.48 |
| 120727              | 08/17/2021          | Check: NBDC 45689 | 45689 | Multiple |      | 84.10     |
| 120903              | 08/25/2021          | Check: NBDC 45694 | 45694 | Multiple |      | 1,642.13  |
| 120908              | 08/25/2021          | Check: NBDC 45699 | 45699 | Multiple |      | 60.97     |
| 121081              | 08/31/2021          | Check: NBDC 45710 | 45710 | Multiple |      | 1,105.80  |
| 121091              | 08/31/2021          | Check: NBDC 45720 | 45720 | Multiple |      | 3,201.08  |
| 121092              | 08/31/2021          | Check: NBDC 45721 | 45721 | Multiple |      | 159.01    |
| 121115              | 08/31/2021          | Check: NBDC 45744 | 45744 | Multiple |      | 4,814.69  |
| 121118              | 08/31/2021          | Check: NBDC 45747 | 45747 | Multiple |      | 84.10     |
| Journal Totals      |                     |                   |       |          | 0.00 | 30,557.10 |

|                     |            |                              |       |          |      |           |
|---------------------|------------|------------------------------|-------|----------|------|-----------|
| Journal PR: Payroll |            |                              |       |          |      |           |
| 121384              | 08/15/2021 | PAYROLL - SEE PAYROLL REPORT | 15086 | Multiple |      | 9,514.96  |
| 121385              | 08/31/2021 | PAYROLL - SEE PAYROLL REPORT | 15087 | Multiple |      | 7,141.99  |
| Journal Totals      |            |                              |       |          | 0.00 | 16,656.95 |

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FROM 494-000.000-000.000 TO 494-000.000-971.001

DB: Lathrup

TRANSACTIONS FROM 08/01/2021 TO 08/31/2021

| JE #  | Date       | Description                                   | Reference # | OFFSETTING GL       | DEBIT     | CREDIT    |
|---|------------|---|-------------|---------------------|-----------|-----------|
| 494-000.000-214.101 DUE TO GENERAL FUND       |            |   |             |                     |           |           |
| Totals for 494-000.000-214.101                |            |   |             |                     | 0.00      | 47,214.05 |
|   |            | Balance 08/01/21:                             |             | 41,057.80           |           |           |
|   |            | Net Change:                                   |             | 47,214.05           |           |           |
|   |            | Balance 08/31/21:                             |             | 88,271.85           |           |           |
| 494-000.000-543.000 FEDERAL/STATE GRANTS      |            |   |             |                     |           |           |
| Journal GJ: GJ                                |            |   |             |                     |           |           |
| 120521  | 08/03/2021 | GRANT RECEIVED FOR MAIN STREET 14995          |             | 494-000.000-084.101 |           | 1,000.00  |
| 120522  | 08/03/2021 | TO REVERSE MANUAL JOURNAL ENTRY14996          |             | 494-000.000-084.101 | 1,000.00  |           |
| Journal Totals                                |            |   |             |                     | 1,000.00  | 1,000.00  |
| Totals for 494-000.000-543.000                |            |   |             |                     | 1,000.00  | 1,000.00  |
|   |            | Balance 08/01/21:                             |             | 0.00                |           |           |
|   |            | Net Change:                                   |             | 0.00                |           |           |
|   |            | Balance 08/31/21:                             |             | 0.00                |           |           |
| 494-000.000-701.000 SALARIES FULL-TIME        |            |   |             |                     |           |           |
| Journal PR: Payroll                           |            |   |             |                     |           |           |
| 121384  | 08/15/2021 | PAYROLL - SEE PAYROLL REPORT                  | 15086       | Multiple            | 7,404.03  |           |
| 121385  | 08/31/2021 | PAYROLL - SEE PAYROLL REPORT                  | 15087       | Multiple            | 6,243.78  |           |
| Journal Totals                                |            |   |             |                     | 13,647.81 | 0.00      |
| Totals for 494-000.000-701.000                |            |   |             |                     | 13,647.81 | 0.00      |
|   |            | Balance 08/01/21:                             |             | 14,366.61           |           |           |
|   |            | Net Change:                                   |             | 13,647.81           |           |           |
|   |            | Balance 08/31/21:                             |             | 28,014.42           |           |           |
| 494-000.000-702.000 SALARIES PART-TIME        |            |   |             |                     |           |           |
| Journal PR: Payroll                           |            |   |             |                     |           |           |
| 121384  | 08/15/2021 | PAYROLL - SEE PAYROLL REPORT                  | 15086       | Multiple            | 1,580.25  |           |
| 121385  | 08/31/2021 | PAYROLL - SEE PAYROLL REPORT                  | 15087       | Multiple            | 420.00    |           |
| Journal Totals                                |            |   |             |                     | 2,000.25  | 0.00      |
| Totals for 494-000.000-702.000                |            |   |             |                     | 2,000.25  | 0.00      |
|   |            | Balance 08/01/21:                             |             | 1,602.30            |           |           |
|   |            | Net Change:                                   |             | 2,000.25            |           |           |
|   |            | Balance 08/31/21:                             |             | 3,602.55            |           |           |
| 494-000.000-703.000 EMPLOYEE TAXES & BENEFITS |            |   |             |                     |           |           |
| Journal AP: AP                                |            |   |             |                     |           |           |
| 120665  | 08/13/2021 | VANTAGEPOINT TRANSFEREMPLOYEE T8/12/2021      |             | Multiple            | 84.10     |           |
| 120897  | 08/25/2021 | STANDARD INSURANCE COMPANYEMPLCSEPT 2021      |             | Multiple            | 60.97     |           |
| 120900  | 08/25/2021 | BLUE CARE NETWORKEMPLOYEE TAXESSEPTEMBER 2021 |             | Multiple            | 1,642.13  |           |
| 121002  | 08/31/2021 | VANTAGEPOINT TRANSFEREMPLOYEE T8/29/2021      |             | Multiple            | 84.10     |           |
| Journal Totals                                |            |   |             |                     | 1,871.30  | 0.00      |
| Journal PR: Payroll                           |            |   |             |                     |           |           |
| 121384  | 08/15/2021 | PAYROLL - SEE PAYROLL REPORT                  | 15086       | Multiple            | 530.68    |           |
| 121385  | 08/31/2021 | PAYROLL - SEE PAYROLL REPORT                  | 15087       | Multiple            | 478.21    |           |
| Journal Totals                                |            |   |             |                     | 1,008.89  | 0.00      |
| Totals for 494-000.000-703.000                |            |   |             |                     | 2,880.19  | 0.00      |
|   |            | Balance 08/01/21:                             |             | 2,898.89            |           |           |
|   |            | Net Change:                                   |             | 2,880.19            |           |           |
|   |            | Balance 08/31/21:                             |             | 5,779.08            |           |           |
| 494-000.000-726.000 OFFICE SUPPLIES           |            |   |             |                     |           |           |
| Journal AP: AP                                |            |   |             |                     |           |           |
| 121011  | 08/31/2021 | CARDMEMBER SERVICEOFFICE SUPPLI7/22/2021      |             | Multiple            | 24.99     |           |
| Journal Totals                                |            |   |             |                     | 24.99     | 0.00      |
| Totals for 494-000.000-726.000                |            |   |             |                     | 24.99     | 0.00      |
|   |            | Balance 08/01/21:                             |             | 50.89               |           |           |
|   |            | Net Change:                                   |             | 24.99               |           |           |
|   |            | Balance 08/31/21:                             |             | 75.88               |           |           |

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ACTIVITY BY GL/JOURNAL REPORT FOR CITY OF LATHRUP VILLAGE

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FROM 494-000.000-000.000 TO 494-000.000-971.001

DB: Lathrup

TRANSACTIONS FROM 08/01/2021 TO 08/31/2021

| JE #                                     | Date       | Description                          | Reference # | OFFSETTING GL       | DEBIT     | CREDIT |
|--|------------|--------------------------------------|-------------|---------------------|-----------|--------|
| 494-000.000-802.000 TAX TRIBUNAL RETURNS |            |                                      |             |                     |           |        |
| Journal AP: AP                           |            |                                      |             |                     |           |        |
| 120663                                   | 08/13/2021 | ROBERT WITTENBERGTAX TRIBUNAL R12095 |             | 494-000.000-202.000 | 13,653.48 |        |
| Journal Totals                           |            |                                      |             |                     | 13,653.48 | 0.00   |
| Totals for 494-000.000-802.000           |            |                                      |             |                     | 13,653.48 | 0.00   |
| Balance 08/01/21:                        |            |                                      |             | 0.00                |           |        |
| Net Change:                              |            |                                      |             | 13,653.48           |           |        |
| Balance 08/31/21:                        |            |                                      |             | 13,653.48           |           |        |

|   |            |   |  |          |       |      |
|---|------------|---|--|----------|-------|------|
| 494-000.000-822.000 TRAINING/MEMBERSHIP |            |   |  |          |       |      |
| Journal AP: AP                          |            |   |  |          |       |      |
| 121011                                  | 08/31/2021 | CARDMEMBER SERVICE TRAINING/MEMB7/22/2021 |  | Multiple | 20.00 |      |
| 121011                                  | 08/31/2021 | CARDMEMBER SERVICE TRAINING/MEMB7/22/2021 |  | Multiple | 20.00 |      |
| 121011                                  | 08/31/2021 | CARDMEMBER SERVICE TRAINING/MEMB7/22/2021 |  | Multiple | 14.29 |      |
| Journal Totals                          |            |   |  |          | 54.29 | 0.00 |
| Totals for 494-000.000-822.000          |            |   |  |          | 54.29 | 0.00 |
| Balance 08/01/21:                       |            |   |  | 0.00     |       |      |
| Net Change:                             |            |   |  | 54.29    |       |      |
| Balance 08/31/21:                       |            |   |  | 54.29    |       |      |

|   |            |   |  |          |        |      |
|---|------------|---|--|----------|--------|------|
| 494-000.000-844.000 MAIN STREET PROGRAM |            |   |  |          |        |      |
| Journal AP: AP                          |            |   |  |          |        |      |
| 121011                                  | 08/31/2021 | CARDMEMBER SERVICE MAIN STREET P7/22/2021 |  | Multiple | 132.50 |      |
| Journal Totals                          |            |   |  |          | 132.50 | 0.00 |
| Totals for 494-000.000-844.000          |            |   |  |          | 132.50 | 0.00 |
| Balance 08/01/21:                       |            |   |  | 0.00     |        |      |
| Net Change:                             |            |   |  | 132.50   |        |      |
| Balance 08/31/21:                       |            |   |  | 132.50   |        |      |

|                                   |            |   |  |          |        |      |
|-----------------------------------|------------|---|--|----------|--------|------|
| 494-000.000-845.000 STREETSCAPING |            |   |  |          |        |      |
| Journal AP: AP                    |            |   |  |          |        |      |
| 121011                            | 08/31/2021 | CARDMEMBER SERVICE STREETSCAPING7/22/2021 |  | Multiple | 38.88  |      |
| 121011                            | 08/31/2021 | CARDMEMBER SERVICE STREETSCAPING7/22/2021 |  | Multiple | 25.95  |      |
| 121011                            | 08/31/2021 | CARDMEMBER SERVICE STREETSCAPING7/22/2021 |  | Multiple | 204.85 |      |
| 121011                            | 08/31/2021 | CARDMEMBER SERVICE STREETSCAPING7/22/2021 |  | Multiple | 570.49 |      |
| 121016                            | 08/31/2021 | HOME DEPOT CREDIT SERVICE STREET TREE6657 |  | Multiple | 159.01 |      |
| Journal Totals                    |            |   |  |          | 999.18 | 0.00 |
| Totals for 494-000.000-845.000    |            |   |  |          | 999.18 | 0.00 |
| Balance 08/01/21:                 |            |   |  | 4,324.49 |        |      |
| Net Change:                       |            |   |  | 999.18   |        |      |
| Balance 08/31/21:                 |            |   |  | 5,323.67 |        |      |

|  |            |  |  |                     |           |      |
|--|------------|--|--|---------------------|-----------|------|
| 494-000.000-882.000 PLANNING/CONSULTING FEES |            |  |  |                     |           |      |
| Journal AP: AP                               |            |  |  |                     |           |      |
| 120648                                       | 08/13/2021 | GIFFELS-WEBSTER ENG INC PLANNING124102 |  | 494-000.000-202.000 | 2,376.00  |      |
| 121019                                       | 08/31/2021 | GIFFELS-WEBSTER ENG INC PLANNING124032 |  | Multiple            | 432.82    |      |
| 121020                                       | 08/31/2021 | STATE OF MICHIGAN PLANNING/CONS U849   |  | Multiple            | 4,814.69  |      |
| 121037                                       | 08/31/2021 | GIFFELS-WEBSTER ENG INC PLANNING124048 |  | 494-000.000-202.000 | 583.75    |      |
| 121038                                       | 08/31/2021 | GIFFELS-WEBSTER ENG INC PLANNING124037 |  | 494-000.000-202.000 | 145.00    |      |
| 121039                                       | 08/31/2021 | GIFFELS-WEBSTER ENG INC PLANNING124062 |  | 494-000.000-202.000 | 547.01    |      |
| 121040                                       | 08/31/2021 | GIFFELS-WEBSTER ENG INC PLANNING124052 |  | 494-000.000-202.000 | 1,492.50  |      |
| Journal Totals                               |            |  |  |                     | 10,391.77 | 0.00 |
| Totals for 494-000.000-882.000               |            |  |  |                     | 10,391.77 | 0.00 |
| Balance 08/01/21:                            |            |  |  | 0.00                |           |      |
| Net Change:                                  |            |  |  | 10,391.77           |           |      |
| Balance 08/31/21:                            |            |  |  | 10,391.77           |           |      |

|  |            |   |  |          |       |      |
|--|------------|---|--|----------|-------|------|
| 494-000.000-900.000 PRINTING/PUBLICATION COSTS |            |   |  |          |       |      |
| Journal AP: AP                                 |            |   |  |          |       |      |
| 121011   | 08/31/2021 | CARDMEMBER SERVICE PRINTING/PUBL7/22/2021 |  | Multiple | 15.89 |      |
| Journal Totals                                 |            |   |  |          | 15.89 | 0.00 |

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## ACTIVITY BY GL/JOURNAL REPORT FOR CITY OF LATHRUP VILLAGE

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User: PAM

FROM 494-000.000-000.000 TO 494-000.000-971.001

DB: Lathrup

TRANSACTIONS FROM 08/01/2021 TO 08/31/2021

| JE #   | Date | Description | Reference # | OFFSETTING GL | DEBIT | CREDIT |
|--|------|-------------|-------------|---------------|-------|--------|
| 494-000.000-900.000 PRINTING/PUBLICATION COSTS |      |             |             |               |       |        |
| Totals for 494-000.000-900.000                 |      |             |             |               | 15.89 | 0.00   |
| Balance 08/01/21:                              |      |             |             | 0.00          |       |        |
| Net Change:                                    |      |             |             | 15.89         |       |        |
| Balance 08/31/21:                              |      |             |             | 15.89         |       |        |

## 494-000.000-901.000 POSTAGE FEES

Journal AP: AP

|                                |            |                   |       |                     |       |      |
|--------------------------------|------------|-------------------|-------|---------------------|-------|------|
| 120673                         | 08/13/2021 | FEDEXPOSTAGE FEES | 26661 | 494-000.000-202.000 | 50.00 |      |
| Journal Totals                 |            |                   |       |                     | 50.00 | 0.00 |
| Totals for 494-000.000-901.000 |            |                   |       |                     | 50.00 | 0.00 |
| Balance 08/01/21:              |            |                   |       | 0.00                |       |      |
| Net Change:                    |            |                   |       | 50.00               |       |      |
| Balance 08/31/21:              |            |                   |       | 50.00               |       |      |

## 494-000.000-933.000 REPAIRS &amp; MAINTENANCE

Journal AP: AP

|                                |            |  |      |                     |          |      |
|--------------------------------|------------|--|------|---------------------|----------|------|
| 120645                         | 08/13/2021 | DTEREPAIRS & MAINTENANCE                 | 9698 | 494-000.000-202.000 | 1,775.74 |      |
| 120659                         | 08/13/2021 | EXCELL SNOW & TURF MAINTENANCERCLIP48676 |      | 494-000.000-202.000 | 1,550.00 |      |
| Journal Totals                 |            |  |      |                     | 3,325.74 | 0.00 |
| Totals for 494-000.000-933.000 |            |  |      |                     | 3,325.74 | 0.00 |
| Balance 08/01/21:              |            |  |      | 0.00                |          |      |
| Net Change:                    |            |  |      | 3,325.74            |          |      |
| Balance 08/31/21:              |            |  |      | 3,325.74            |          |      |

## 494-000.000-955.000 MISCELLANEOUS EXPENDITURES

Journal AP: AP

|                                |            |                    |                        |          |       |      |
|--------------------------------|------------|--------------------|------------------------|----------|-------|------|
| 121012                         | 08/31/2021 | CARDMEMBER SERVICE | MISCELLANEOUS7/22/2021 | Multiple | 37.96 |      |
| Journal Totals                 |            |                    |                        |          | 37.96 | 0.00 |
| Totals for 494-000.000-955.000 |            |                    |                        |          | 37.96 | 0.00 |
| Balance 08/01/21:              |            |                    |                        | 0.00     |       |      |
| Net Change:                    |            |                    |                        | 37.96    |       |      |
| Balance 08/31/21:              |            |                    |                        | 37.96    |       |      |

PERIOD ENDING 08/31/2021

| GL NUMBER                                  | DESCRIPTION                | 2021-22            | 2021-22        | YTD BALANCE                 | ACTIVITY FOR                  | AVAILABLE                | % BDGT<br>USED |
|--|----------------------------|--------------------|----------------|-----------------------------|-------------------------------|--------------------------|----------------|
|  |                            | ORIGINAL<br>BUDGET | AMENDED BUDGET | 08/31/2021<br>NORM (ABNORM) | MONTH 08/31/21<br>INCR (DECR) | BALANCE<br>NORM (ABNORM) |                |
| Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY  |                            |                    |                |                             |                               |                          |                |
| Revenues                                   |                            |                    |                |                             |                               |                          |                |
| Dept 000.000                               |                            |                    |                |                             |                               |                          |                |
| 494-000.000-407.000                        | TIFA-CAPTURE TAXES         | 305,000.00         | 305,000.00     | 0.00                        | 0.00                          | 305,000.00               | 0.00           |
| 494-000.000-410.000                        | TAX COLLECTED OTHER        | 24,643.00          | 24,643.00      | 0.00                        | 0.00                          | 24,643.00                | 0.00           |
| 494-000.000-410.002                        | SPEC ASSESSEMENT - REVENUE | 1,800.00           | 1,800.00       | 0.00                        | 0.00                          | 1,800.00                 | 0.00           |
| 494-000.000-415.000                        | MISCELLANEOUS REVENUE      | 6,000.00           | 6,000.00       | 0.00                        | 0.00                          | 6,000.00                 | 0.00           |
| 494-000.000-446.000                        | INVESTMENT INTEREST        | 10,000.00          | 10,000.00      | 0.00                        | 0.00                          | 10,000.00                | 0.00           |
| Total Dept 000.000                         |                            | 347,443.00         | 347,443.00     | 0.00                        | 0.00                          | 347,443.00               | 0.00           |
| TOTAL REVENUES                             |                            | 347,443.00         | 347,443.00     | 0.00                        | 0.00                          | 347,443.00               | 0.00           |
| Expenditures                               |                            |                    |                |                             |                               |                          |                |
| Dept 000.000                               |                            |                    |                |                             |                               |                          |                |
| 494-000.000-701.000                        | SALARIES FULL-TIME         | 116,174.00         | 116,174.00     | 28,014.42                   | 13,647.81                     | 88,159.58                | 24.11          |
| 494-000.000-702.000                        | SALARIES PART-TIME         | 5,000.00           | 5,000.00       | 3,602.55                    | 2,000.25                      | 1,397.45                 | 72.05          |
| 494-000.000-703.000                        | EMPLOYEE TAXES & BENEFITS  | 34,000.00          | 34,000.00      | 5,779.08                    | 2,880.19                      | 28,220.92                | 17.00          |
| 494-000.000-722.000                        | LEGAL SERVICES             | 900.00             | 900.00         | 0.00                        | 0.00                          | 900.00                   | 0.00           |
| 494-000.000-726.000                        | OFFICE SUPPLIES            | 1,480.00           | 1,480.00       | 75.88                       | 24.99                         | 1,404.12                 | 5.13           |
| 494-000.000-802.000                        | TAX TRIBUNAL RETURNS       | 2,000.00           | 2,000.00       | 13,653.48                   | 13,653.48                     | (11,653.48)              | 682.67         |
| 494-000.000-810.000                        | AUDITING & ACCOUNTING      | 800.00             | 800.00         | 0.00                        | 0.00                          | 800.00                   | 0.00           |
| 494-000.000-822.000                        | TRAINING/MEMBERSHIP        | 4,500.00           | 4,500.00       | 54.29                       | 54.29                         | 4,445.71                 | 1.21           |
| 494-000.000-844.000                        | MAIN STREET PROGRAM        | 16,500.00          | 16,500.00      | 132.50                      | 132.50                        | 16,367.50                | 0.80           |
| 494-000.000-845.000                        | STREETSCAPING              | 24,000.00          | 24,000.00      | 5,323.67                    | 999.18                        | 18,676.33                | 22.18          |
| 494-000.000-882.000                        | PLANNING/CONSULTING FEES   | 42,100.00          | 42,100.00      | 10,391.77                   | 10,391.77                     | 31,708.23                | 24.68          |
| 494-000.000-900.000                        | PRINTING/PUBLICATION COSTS | 1,500.00           | 1,500.00       | 15.89                       | 15.89                         | 1,484.11                 | 1.06           |
| 494-000.000-901.000                        | POSTAGE FEES               | 200.00             | 200.00         | 50.00                       | 50.00                         | 150.00                   | 25.00          |
| 494-000.000-933.000                        | REPAIRS & MAINTENANCE      | 19,500.00          | 19,500.00      | 3,325.74                    | 3,325.74                      | 16,174.26                | 17.06          |
| 494-000.000-955.000                        | MISCELLANEOUS EXPENDITURES | 6,100.00           | 6,100.00       | 37.96                       | 37.96                         | 6,062.04                 | 0.62           |
| 494-000.000-971.000                        | SIGN GRANT PROGRAM         | 10,000.00          | 10,000.00      | 0.00                        | 0.00                          | 10,000.00                | 0.00           |
| 494-000.000-971.001                        | FACADE GRANT PROGRAM       | 20,000.00          | 20,000.00      | 0.00                        | 0.00                          | 20,000.00                | 0.00           |
| Total Dept 000.000                         |                            | 304,754.00         | 304,754.00     | 70,457.23                   | 47,214.05                     | 234,296.77               | 23.12          |
| TOTAL EXPENDITURES                         |                            | 304,754.00         | 304,754.00     | 70,457.23                   | 47,214.05                     | 234,296.77               | 23.12          |
| Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY: |                            |                    |                |                             |                               |                          |                |
| TOTAL REVENUES                             |                            | 347,443.00         | 347,443.00     | 0.00                        | 0.00                          | 347,443.00               | 0.00           |
| TOTAL EXPENDITURES                         |                            | 304,754.00         | 304,754.00     | 70,457.23                   | 47,214.05                     | 234,296.77               | 23.12          |
| NET OF REVENUES & EXPENDITURES             |                            | 42,689.00          | 42,689.00      | (70,457.23)                 | (47,214.05)                   | 113,146.23               | 165.05         |

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

| GL Number   | Description                    | PERIOD ENDED<br>08/31/2020 | PERIOD ENDED<br>08/31/2021 |
|---|--------------------------------|----------------------------|----------------------------|
| *** Assets ***  |                                |                            |                            |
| 494-000.000-010.000                                   | TRUST ACCOUNT-GENERAL          | 990,836.22                 | 1,358,955.34               |
| 494-000.000-040.000                                   | ACCOUNTS RECEIVABLE-OTHERS     | 0.00                       | 16,461.73                  |
| 494-000.000-042.000                                   | ACCOUNTS RECEIVABLE-SPEC ASSES | 12,600.00                  | 12,600.00                  |
| 494-000.000-084.101                                   | DUE FROM GENERAL FUND          | 286,811.15                 | 665.74                     |
| 494-000.000-141.001                                   | INFRASTRUCTURE                 | 360,289.69                 | 360,289.69                 |
| 494-000.000-177.001                                   | DEPRECIABLE ASSETS             | 25,243.25                  | 25,243.25                  |
| 494-000.000-193.000                                   | ACCUMULATED DEPRECIATION       | (138,244.22)               | (169,584.22)               |
| <b>Total Assets</b>                                   |                                | <b>1,537,536.09</b>        | <b>1,604,631.53</b>        |
| *** Liabilities ***                                   |                                |                            |                            |
| 494-000.000-202.000                                   | ACCOUNTS PAYABLE               | (750.00)                   | 0.00                       |
| 494-000.000-214.101                                   | DUE TO GENERAL FUND            | 0.00                       | 88,271.85                  |
| 494-000.000-257.000                                   | ACCRUED WAGES PAYABLE          | 0.00                       | 1,095.92                   |
| <b>Total Liabilities</b>                              |                                | <b>(750.00)</b>            | <b>89,367.77</b>           |
| *** Fund Balance ***                                  |                                |                            |                            |
| 494-000.000-390.000                                   | FUND BALANCE                   | 1,518,412.77               | 1,518,412.77               |
| <b>Total Fund Balance</b>                             |                                | <b>1,518,412.77</b>        | <b>1,518,412.77</b>        |
| <b>Beginning Fund Balance</b>                         |                                | <b>1,518,412.77</b>        | <b>1,518,412.77</b>        |
| <b>Net of Revenues VS Expenditures - 20-21</b>        |                                |                            | <b>67,308.22</b>           |
| <b>*20-21 End FB/21-22 Beg FB</b>                     |                                | <b>1,585,720.99</b>        |                            |
| <b>Net of Revenues VS Expenditures - Current Year</b> |                                | <b>19,873.32</b>           | <b>(70,457.23)</b>         |
| <b>Ending Fund Balance</b>                            |                                | <b>1,538,286.09</b>        | <b>1,515,263.76</b>        |
| <b>Total Liabilities And Fund Balance</b>             |                                | <b>1,537,536.09</b>        | <b>1,604,631.53</b>        |

\* Year Not Closed





## SEPTEMBER

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |    |    |

## OCTOBER

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  |    |
| 3  | 4  | 6  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

## NOVEMBER

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |    |    |    |    |

### SEPTEMBER 15

4:00 - 6:00 PM

LVDDA Info & Networking  
City Hall

### SEPTEMBER 18

12:00-3:00 PM

Community Picnic with  
LVPD

\*Register at LVPD\*

### SEPTEMBER 25

9:00-11:00 AM

Lovin' Lathrup Village  
Clean Up

*Meet Behind City Hall*

### SEPTEMBER 28

5:00 PM

Digital Marketing Workshop:  
How to Get More Customers  
with Google  
*City Hall Community Room*

### OCTOBER 9

11:00am - 1:00 pm

Bikes & BBQ  
*Municipal Park*

### NOVEMBER 27

Time 10:00 am-2:00 pm

Shop Small Saturday  
*Community Room*

**LVDDA Board of Directors Meets**  
**Third Friday of every month via**  
**Zoom**

UPCOMING DDA EVENTS

@LVDDA

@downtownlathrup

[lathrupvillage.org](http://lathrupvillage.org)

[cdahl@lathrupvillage.org](mailto:cdahl@lathrupvillage.org)

27400 Southfield Rd  
Lathrup Village, MI 48076  
(248) 557 - 2600



# Downtown Development Authority Economic Vitality Minutes

Friday, September 3, 2021 at 9:00 AM  
Remote Meeting via Zoom

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1. **Call to Order** at 9:08 a.m.

Present: Bobbi Lovins, Sheryl Mitchell Theriot

Other Present: Cori Dahl (DDA Manager), Susie Stec (DDA Director)

Absent: Bryan Ford, Fred Prime

2. **New Business**

A. Business Trainings

1. Digital Marketing Workshop—September 28, 2021

2. Zing Train—

a. The group chose the Training for October 28<sup>th</sup> from 9:00-11:00 a.m. and will be a free opportunity for businesses and breakfast treats will be offered.

B. Business Directory: The Business Directory is finished and will be uploaded to the website.

C. Transportation Improvements: Economic Vitality Committee will focus on transportation and mobility initiatives within the Downtown District including support for more pedestrian crossings and consolidation and improvements for SMART bus stops.

D. Oakland County Community Navigator Program: Lathrup Village was chosen to be an Oakland County Community Navigator community to work with microbusinesses in the area that will potentially start at the end of the year.

3. **Public Comment—none.**

4. **Adjourn at 9:38 a.m.**



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## Downtown Development Authority Promotions Committee Thursday, August 19, 2021 Minutes

### 1. Call to Order

- a. Present: Chris Clough, Cori Dahl (DDA Manager), Pamela Perkins, Susie Stec (DDA Manager), Sheryl Mitchell Theriot

### 2. Old Business

- a. Info Meeting—September 15<sup>th</sup>, 2021 4:00-6:00: The DDA's biannual info meeting will take place on September 15<sup>th</sup> and businesses are encouraged to come and network.
- b. Merch Updates: The DDA ordered new tote bags, pins, and temporary tattoos with the new logos.

### 3. New Business

- a. Clean-up Daily Ideas: Adopt-a-road has a week long clean up, to encourage business involvement in the clean up the group discussed theme days so the businesses are encouraged to participate throughout the week. Some options include to pick up trash on "Trashy Tuesday" or pulling weeds for "Wednesday Weeding".
- b. Bike Ride—October 9, 2021: The group decided to do a Bikes & BBQ event to touring the new LV Bike Path. The tour will end at Municipal Park where there will be a BBQ lunch.
- c. Shop Small Saturday, November 27<sup>th</sup>—A Winter Market on Shop Small Saturday will have indoor and outdoor components with the vendors inside and holiday themed events outside.
- d. Other items—Fall Fest will take place on October 30<sup>th</sup> from 12:00-3:00 PM with costume contents, pumpkins, and yard games.

### 4. Public Comment—none.

### 5. Adjourn at 9:50 a.m.



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## Downtown Development Authority Promotions Committee Thursday, September 16, 2021 Minutes

### 1. Call to Order at 9:03 a.m.

- a. **Present:** Cori Dahl (DDA Manager), Mark Reitenga, Dan Sugg, Susie Stec (DDA Director), Sheryl Mitchell Theriot
- b. **Absent:** Pamela Perkins

### 2. Old Business

- a. Event Updates—The DDA has several upcoming events in the fall including a Clean Up, Business Workshops, Bikes & BBQ, and holiday events.

### 3. New Business

- a. Bingo Replacement—The group discussed a replacement for Business Bingo for Shop Small Saturday. The DDA now has a business directory map. A QR code will be created to direct shoppers to the business directory that shoppers can use to visit businesses and enter a raffle.
- b. Shop Small Swag—Oakland County: Oakland County is providing items for Shop Small Saturday and the group decided the best items for the event would be banners, yard signs, shopping bags, and photo booth items.
- c. Other items of discussion: Stec asked for feedback on how to set up the sponsorship opportunities and the group decided to go with sponsorships that are specific to events. Reitenga suggested the DDA looks into loyalty bucks that shoppers can use at Lathrup Village businesses.

### 4. Public Comment—none.

### 5. Adjourn at 9:46 a.m.



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## MEMORANDUM

To: LVDDA Board of Directors

From: Susie Stec, DDA and CED Director

Date: September 14, 2021

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.

### COVID-19 Resources

- A resource page has been created: [http://www.lathrupvillage.org/how\\_do\\_i/resources.php](http://www.lathrupvillage.org/how_do_i/resources.php). There are a series of links to financial resources & programs available to business.

### Events

- **Informational Meeting** is scheduled for **September 15<sup>th</sup>** from 4 – 6 pm
- **Community Policing Event**—The DDA is partnering with the LVPD for their Community Policing Event on September 18<sup>th</sup> in Municipal Park.
- **Fall Corridor Clean Up on September 25<sup>th</sup>**

### Grants

- Oakland County has partner with LVDDA on an SBA Community Navigator Grant. The grant aims to provide direct support to under-served and micro-businesses in the area. If the grant application is successful, OC staff will be embedded in LV for 4 years
- DDA continues to seek out grants for businesses and placemaking initiatives
- CED/Parks & Rec applied for DNR Trust Fund Grant. Additional information has been requested. Awards to be announced in November
- CED will be applying for DNR Tree Grant

### Commercial Business/Property Updates

- New Business: 28851 Southfield Road (Fish Market) – working on interior improvements
- New Business: 26079 Southfield Road (US Rehab) – working on interior improvements



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- New Business: 26780 Southfield Road (Ruby Lee's Honey Chicken & Shrimp) - working on interior improvements
- 26727 Southfield Road (BP Gas) – work is progressing. Contractor provides regular updates.
- Lathrup Village Apartments will be installing the screen wall soon. The final building phase is delayed until Spring 2022 due to material and contractor shortages

#### **Comprehensive Plan Update**

- The plan was adopted by Planning Commission & City Council
- Staff & PC will be working on implementation strategies

#### **Cannabis**

- Staff is working to finalize draft scoring criteria and application materials with the intent of providing a draft to City Council in September/October

#### **Infrastructure**

- DDA Sidewalk Replacement Program began in late August. Work will be along Southfield Road and in the neighborhoods south of I-696, and is expected to be completed in September
- Roads: ASI is working on project cleanup, landscape restoration and punch list items. Alley approaches between Sunnybrook & Cambridge (east of Southfield Rd) have been completed
- GIS mapping & data collection system is in place to track excavations, fire hydrants, and gate valves
- Water Main Replacements on Wiltshire (Southfield to Lathrup Blvd) and San Rosa (Southfield to Lathrup Blvd) has begun

#### **Miscellaneous**

- City Hall, 12 Mile, Lincoln flower beds are planted! These are perennial gardens, and some additional work will be done in the fall/spring.
- The city was notified that our Redevelopment Ready Communities (RRC) Certification is valid through 11/30/2023. The RRC program has been undergoing some revisions and staff will be meeting with our RRC Planner in September.

| Property Address | Date      | Violation(s)  | Ordinance Section | Code Enforcement Action Taken   | Timeframe to Resolve Violation | Citation Issued (y/n) | Resolved (y/n) | Notes   |
|------------------|-----------|---|-------------------|---|--------------------------------|-----------------------|----------------|---|
| 26333 Southfield | 8/24/2021 | ditch and culvert   | 30-41             | citation  | 2 weeks                        | yes                   | no             |   |
| 26441 Southfield | 8/18/2021 | dumpster enclosure broken                                 |                   | called owner and spoke with him   | 2 weeks                        | no                    | no             |   |
|                  |           | trees growing along foundation                            |                   | all violations.   |                                |                       |                |   |
|                  |           | landscaping beds needs de-weeded                          |                   |   |                                |                       |                |   |
|                  |           | ditch and culvert needs to be maintained                  |                   |   |                                |                       |                |   |
| 26440 Southfield | 8/18/2021 | violation for overgrown hedges and trees rear of building |                   | letter sent   | 2 weeks                        | no                    | no             |   |
| 26400 Southfield | 8/18/2021 | violation for overgrown hedges and trees rear of building |                   | letter sent   | 2 weeks                        | no                    | no             |   |
| 26300 Southfield | 8/18/2021 | violation for:  |                   | letter sent   | 2 weeks                        | no                    | yes            |   |
|                  |           | ditch and culvert   |                   |   |                                |                       |                |   |
|                  |           | garbage   |                   |   |                                |                       |                |   |
|                  |           | trim trees n the rear of building                         |                   |   |                                |                       |                |   |
| 28505 Southfield | 8/5/2021  | Corridor: Weeds growing                                   |                   | called Nona   | immediately                    | no                    | yes            |   |
| 28801 Southfield | 8/5/2021  | Corridor: Weeds growing                                   |                   | entered the business, spoke with a young lady   | immediately                    | no                    | yes            |   |
| 18411 W. 12 mile | 8/5/2021  | Corridor: Weeds growing, weeds in parking lot             |                   | letter sent   | 2 weeks                        | no                    | no             |   |
| 28245 Southfield | 8/5/2021  | Corridor: weeds growing                                   |                   | spoke with the receptionist and stated will be taken care of immediately.                                 | 2 days                         | no                    | yes            |   |
| 28235 Southfield | 8/5/2021  | Corridor: weeds growing                                   |                   | spoke with the doctor and she stated it will let the landscaping company know to add to their weekly cut. | 1 week                         | no                    | yes            |   |
| 28035 Southfield | 8/5/2021  | Corridor: weeds growing                                   |                   | text Dominic the property owner to take care of the corridor  | 1 week                         | no                    | no             |   |
| 28505 Southfield | 8/26/2021 | Facia needs repair, missing aluminum                      |                   | called nona   | weather permits                | no                    | no             |   |
| 28333 Southfield | 8/1/2021  | Ditch and Culvert   |                   | called owner, and sent letters  | 30 days                        | no                    | no             |   |
|                  | 8/24/2021 | ditch and culvert   |                   | sent 2 final letters  | 30 days                        | yes                   | no             |   |
| 26606 Southfield |           | Signage   |                   | sent letter, and spoke with tenant  | 30 days                        | no                    | no             | The owner of the business explained to me that the business was broken into and instead of replacing the windows the owner of the building built a plywood wall on the inside and left the outside looking like windows, replaced with plastic windows, the reason the windows are covered with signs   |
|                  |           | front fasad   |                   |   |                                |                       |                |   |
|                  |           | interior wall   |                   |   |                                |                       |                |   |
| 27000 Southfield | 8/1/2021  | pothole at approach                                       |                   | spoke with manager  | 30 days                        | no                    | no             |   |
| 26060 Southfield | 8/12/2021 | landscaping beds needs attention,                         |                   | spoke with manager, and property  | immediately                    | no                    | partially      | , landscaping beds has weeds growing, trees growing along foundation of property. Property is being neglected. Called Asaad the owner of the property and left him a message about his property and deteriorating. Asaad called me and told me that he scheduled a landscaping company to take care of all the issues and have property cleaned up. |
|                  |           | ditch and culvert   |                   |   |                                |                       |                |   |

|                  |           |  |  |   |                     |    |               |   |
|------------------|-----------|--|--|---|---------------------|----|---------------|---|
|                  |           | stairs going down needs to be cleaned and free of debris |  |   |                     |    |               |   |
|                  |           | property is neglected                                    |  |   |                     |    |               |   |
| 28455 Southfield | 8/19/2021 | shrubs needs to be trimmed along sidewalk                |  | spoke with property owner   | 1 week              | no | no            |   |
| 18100 11 mile rd | 8/19/2021 | tree branch broked laying on sidewalk                    |  | code cut the branch and put it on ROW for DPS to pick up                          | immediately         | no | yes           |   |
| 28551 Southfield | 8/1/2021  | parking block  |  | parking block is moved from its original position                                 | gave her all summer | no | no            | <p>From: Shyla Beltur &lt;shyla@skywaytravel.us&gt;<br/> Sent: Monday, August 23, 2021 11:20 AM<br/> To: Rami Sweidan &lt;rsweidan@lathrupvillage.org&gt;<br/> Subject: RE: Parking Lot - Cleanup</p> <p>Good Morning,</p> <p>We have removed the weeds. As far as the parking bumper is concerned, It does not belong to us. Susie confirmed that it belongs to the neighbors.</p> <p>thanks _____<br/> Shyla Beltur<br/> Skyway Travel<br/> Travel Services- Air Ticket, Cruises, Vacations, Last Minute Deals<br/> 28551 Southfield Road Suite 203 Lathrup Village MI 48076<br/> Phone: Travel: (248) 559 2800, (800) 559 8883,<br/> Fax: (248) 557 4517<br/> Email: Shyla@SkywayTravel.us;<br/> WebSite: http://www.SkywayTravel.us</p> |
| 27411 Southfield | 8/19/2021 | weeds growing under window                               |  | called property owner, stated will contact lawn service to add to their services. | immediately         | no | yes           |   |
| 28821 Soutfield  | 8/17/2021 | pallets rear of building                                 |  | spoke with the manager to remove  | immediately         | no | yes           |   |
| 26060 Southfield | 8/23/2021 | a. Landscaping beds free of weeds                        |  | spoke with the manager and property owner   | 1 week              | no | partially com | ditch and culvert needs to be maintained. Called Asaad about the issues surrounding property. Asaad called Christina his office manager and put her on 3 way to go over all issues of the property. As of 8/23/2021 the property is partially   |
|                  |           | b. Cleaning stairs going down to the basement            |  |   |                     |    |               |   |
|                  |           | c. Cutting down shrubs surrounding                       |  |   |                     |    |               |   |
|                  |           | d. Removing all garbage from rear of the                 |  |   |                     |    |               |   |



## PROPOSAL FOR LATHRUP VILLAGE

BUILDING A CULTURE OF GREAT SERVICE | 2-HOUR PRESENTATION

September 8, 2021





# PROPOSAL FOR LATHRUP VILLAGE

## TOPIC

Building A Culture of Great Service | 2-Hour Presentation

## LOCATION

City of Lathrup Village - City Hall

## DATE - TBD

Thursday, October 28 - 9-11:00 am

## TRAINERS

Arianna Tellez Leon and Katie Frank, ZingTrain Trainers

## TRAINING MATERIALS

Each participant will receive a Workbook, including examples of Zingerman's staff training materials

## COST FOR UP TO 50 PARTICIPANTS

|  |                 |
|--|-----------------|
| Preparation and Materials Development: | included        |
| Presentation – 2-Hour:                 | \$ 2,500        |
| Mileage billed at current IRS rate:    | billed at cost  |
| Participant Materials:                 | *               |
| <b>TOTAL</b>                           | <b>\$ 2,500</b> |

“

I love how you wove in anecdotes from ZingTrain and other customers to make concepts come alive. I liked how you introduced ground rules and ZingTrain concepts before moving into the actual, great content.

”

“

The information was practical and grounded, with just the right amount of pie-in-the-sky idealism to make it inspirational without being unrealistic.

”

“

As important as all of this information is, I appreciate how playful and approachable you guys are and the class and materials are. I appreciate the realness, acknowledging imperfection.

”

\*We propose sending you an original of the Participant Workbook, so you can have as many copies made as needed.

Cancellation/Postponement Policy: ZingTrain follows the current CDC and local health organization guidance in all on-site & off-site training. Accordingly, we ask our clients to agree that both parties (ZingTrain and Client Organization) reserve the right to postpone or cancel for any reason related to COVID-19 regarding the safety of the speaker(s) and attendees without any financial penalty from either party.



# DRAFT ITINERARY

## BUILDING A CULTURE OF GREAT SERVICE

### 2-Hour Presentation

#### By the end of this session, participants will be able to:

1. Explain Zingerman's approach to customer service and how it can be adapted to work in their organization.
2. Call upon a network of peers to help get past roadblocks.

- 9:00am Welcome, Introductions, Overview  
Brief Zingerman's History and Vision  
Building a Culture of Great Service
- Teach it: Building a Common Understanding
  - Define it: Zingerman's Recipes for Great Customer Service
    - 3 Steps to Giving Great Service
    - 5 Steps to Handling Customer Complaints
  - Live it: Everyone's Role in Great Service
  - Measure it: Zingerman's Key Service Measures
  - Reward it: Recognition of Service Success

11:00am Adjourn

### The Art of Giving Great Service

Zingerman's has set the standard for great customer service in the specialty foods industry. This success has come from combining an innovative service philosophy with practical working systems, all of which ZingTrain will share in this Workshop. Zingerman's approach has been successfully applied in a wide variety of businesses and non-profits that are committed to improving the quality of their customer service, including specialty food and other retailers, universities, banks, insurance agencies, health care providers, IT professionals, museums, schools, and libraries.




# TRAINING AGREEMENT

**To:** Cori Dahl

**From:** Arianna Tellez Leon

ZingTrain is prepared to provide the following training services for The City of Lathrup Village at Lathrup City Hall for a fee of \$2,500 plus mileage as set forth in the attached Proposal.

## **Building A Culture of Great Service**

**2-Hour Presentation**

**Thursday, October 28, 2021**

**Trainers: Arianna Tellez Leon and Katie Frank**

If you wish to proceed, please sign the agreement below and send a copy back to ZingTrain (3728 Plaza Drive, Ann Arbor, MI 48108) along with your deposit of \$1,250. Thank you

**We agree to pay Zingerman's Training Incorporated (ZingTrain) \$2,500 plus mileage for the training services described above within 30 days of receipt of final invoice.**

Name

Date

**ZingTrain will confirm dates upon receipt of signed Training Agreement and deposit.**

Cancellation/Postponement Policy: ZingTrain follows the current CDC and local health organization guidance in all on-site & off-site training. Accordingly, we ask our clients to agree that both parties (ZingTrain and Client Organization) reserve the right to postpone or cancel for any reason related to COVID-19 regarding the safety of the speaker(s) and attendees without any financial penalty from either party.

**Display Sales**

10925 Nesbitt Avenue S

Bloomington, MN 55437

P: 800-328-6195

F: 952-885-0099

www.displaysales.com

ESTIMATE

DATE

**EXPIRATION DATE**

CUSTOMER ID

QO-037551-3

9/3/2021

10/3/2021

136093

Ship Cori Dahl

To: City of Lathrup Village

27400 Southfield Rd

Lathrup Village, MI 48076

Bill Cori Dahl

To: City of Lathrup Village

27400 Southfield Rd

Lathrup Village, MI 48076

| PREPARED BY         |   | JOB        | PAYMENT TERMS |  | REQUEST DELIVERY DATE |
|---------------------|---|------------|---------------|--|-----------------------|
| Ruth Koscielak      |   |            | Net 20        |  | 10/6/2021             |
| QUANTITY            | DESCRIPTION   | UNIT PRICE |               |  | AMOUNT                |
| 57                  | Custom Pole Banner<br>Size: 24 x 48"<br>Fabric: 18oz Vinyl, 2-Ply<br>Process: Digital<br>Same Image Front & Back<br>3" Pole Pocket - Top & Bottom<br>2 grommets<br>D 467 Garland Welcome<br>Art#: | 68.85      |               |  | 3,924.45              |
| 1                   | Setup   | 60.00      |               |  | 60.00                 |
| 12                  | Windscale 8 Bracket System Consisting of:<br>(2) - Black Castings<br>(2) - 3/4x27" Fiberglass Rods<br>(4) - 27" Black Banding Straps<br>(2) - Banner Pins<br>(2) - 11" Black Tywraps              | 62.00      |               |  | 744.00                |
| SUBTOTAL            |   |            |               |  | 4,728.45              |
| SHIPPING & HANDLING |   |            |               |  | 117.00                |
| SALES TAX           |   |            |               |  | 0.00                  |
| TOTAL               |   |            |               |  | 4,845.45              |

**Financing available.**

To accept this quotation, sign here and return.

Thank you for your business.



## DISPLAYSALES

### GRAPHIC ART SERVICE:

Display Sales encourages customers to provide vector-based artwork so that the process of proofing and printing may proceed quickly without interruption. Otherwise, if artwork is unusable, graphic art services will be billed at \$125 per hour to correct unusable art, redraw non-formatted art, or design and create custom imagery (per customer request). Alterations are \$50 per hour. You will be contacted by one of our Graphic Arts team members and provided a proof. Send your artwork to: artwork@displaysales.com

### PRODUCTION TIMEFRAMES:

Normal production time is 14 working days AFTER art proof is approved and down payment is received. Upon approval, rush requests will include a \$50 fee.

### TERMS:

- 50% down payment on orders for new customers.
- Check, non-cancellable purchase order, or credit card accepted for down payment.
- Balance due Net 20 days after final invoice.
- F.O.B. Display Sales - shipping & handling charges based on destination and size of order.
- Financing available for orders greater than \$5,000.

### WARRANTIES for DECORATIONS:

- Pro-rated - One SEASON equals (3) months.
- All invoices for products must be paid in full before warranty is in effect. Decorations protected by this warranty are intended for temporary, seasonal display.
- 6 SEASONS - Protection on steel frames and pole installation hardware.
- 3 SEASONS - Protection on decoration components: Pine and Metallic garlands (except white), electrical wiring harnesses, sockets, and plugs. Also included: heavy insulated 12-gauge and 14-gauge electrical wiring, and 16-gauge SureLock™ Wire sets.
- 1 SEASON - Powder coating.

### NOT COVERED BY WARRANTY:

Damage or rusting caused by ice load; airborne road salt and/or other corrosives; bulb breakages/burnout/discoloring/fading; damage from electrical shorts or power surges; miniature light sets; rope light product; damage in transit; inappropriate handling/storage/installation; and products that are installed too low on light poles that lend themselves to vandalism and being hit by trucks. Any acts of Nature. Due to exposure to sunlight, all products are susceptible to some fading. White garland is not covered. Powder coating does not prevent rust but will diminish the rate of rust visibility.

All REPAIR and/or REPLACEMENT must be pre-approved by Display Sales customer service representative.

### WARRANTIES for BANNERS:

Against ripping and/or tearing under normal conditions of use and service.

- VINYL Banners- 18 oz two-ply – 100% NOT pro-rated – 1 year after purchase.
- POLY CANVAS Banners – 100% NOT pro-rated – 1 year after purchase.
- WEATHERGUARD Banners – 100% NOT pro-rated for 3 years after purchase.
- BRACKET SYSTEMS - 100% NOT pro-rated for 5 years under normal conditions of use and service.

### NOT COVERED BY WARRANTY:

Any banner greater than 30" x 80" in size or any banner not installed using a top and bottom rod pocket. Banners installed on spring-loaded brackets. Damage from acts of nature, vandalism, accidents, other hardware on pole, road vehicles, tree branches. Cracking of substrate due to poor installation. Failure to install bracket systems and banners according to Display Sales installation instructions or failure to store banners properly will void this warranty.

All REPAIR and/or REPLACEMENT must be pre-approved by a Display Sales customer service representative.

### WARRANTY RESPONSIBILITY:

Customer is responsible for the cost of removal, reinstallation and shipping incurred for merchandise being repaired or replaced. Customer participation is required to troubleshoot product issues, which will provide a timely resolution.

### SHIPPING & FREIGHT RESPONSIBILITY:

All product is shipped via FOB origin Display Sales. Customer takes ownership of the product once it is picked up by the carrier and is responsible for it at that point. UPS, Fed EX, and LTL trucking companies are common carriers. Customer is responsible for counting the number of boxes delivered and inspecting the boxes for any visible damage. For LTL shipments, customer must sign the delivery receipt as "damaged" or "missing boxes" if this is the case. Display Sales is ineligible to file a freight claim on your behalf if this is not noted on the delivery receipt. Customer will then incur all product replacement costs. Freight charges after delivery may occur for additional services rendered per customer request. For example, a call ahead of delivery, scheduling a delivery appointment, driver unloading the truck, residential delivery, change of delivery address, delivery inside an office, lift gate, and congestion fee based on limited access to delivery address. Customer agrees to pay all additional charges requested.

### RETURN POLICY:

Returns are accepted within 30 days of purchase providing a proper Return Goods Authorization (RGA) number is first obtained. Please call 1-800-328-6195 to obtain your RGA number. Shipping charges are not refundable on orders that have been shipped. Items must be in their original condition and original packaging. No returns will be accepted, nor credit given for items not in their original condition. Restocking fees up to 25% may apply to items returned.



27400 Southfield Rd  
Lathrup Village, MI 48076  
(248) 557 - 2600  
[www.lathrupvillage.org](http://www.lathrupvillage.org)

# MEMORANDUM

To: DDA Board of Directors  
From: Susie Stec, DDA Director  
Date: September 16, 2021  
RE: DDA & Special Projects Manager position

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The city's Parks & Recreation Coordinator resigned at the end of August. As a result of this departure, the responsibilities of that position were reassigned to other staff. The DDA & Special Projects Manager will be taking on the planning and implementation of the many community events previously hosted by the Parks & Recreation Department such as Fall Fest, Tree Lighting, Breakfast with Santa, etc. These events take place in the DDA District and were organized and managed by the Parks & Recreation Coordinator, as outlined in the Cost Share Agreement.

The DDA Executive Committee met on September 8<sup>th</sup> to discuss the expanded job responsibilities and a corresponding salary increase. It was agreed that the 15% (~\$8,000) currently allocated in the Cost Share Agreement for the Parks & Recreation Coordinator position would be reallocated to the DDA & Special Projects Manager salary. Further, the City agreed to contribute an additional \$4,000 for the responsibilities which fall outside of the DDA District.

**Suggested motion:** Approve a salary increase for the DDA & Special Projects Manager to \$42,000 to be split between the DDA & City (\$8,000/\$4,000).