



DDA Board of Directors Agenda

Friday, November 18, 2022 at 12:00 PM
27400 Southfield Road, Lathrup Village, Michigan 48076

1. **Call to Order**

2. **Approval of Agenda**

3. **Approval of Minutes**

[A.](#) 2022 09 16 DDA Board of Directors

[B.](#) 2022 10 17 DDA - City Council Special Joint Meeting

4. **Financial Review**

[A.](#) September 2022 Financial Reports

[B.](#) October Financial Reports

5. **Committee Reports**

6. **Other Business**

[A.](#) November CED Report

[B.](#) October Code Enforcement Reports

7. **Old Business**

8. **New Business**

[A.](#) Hubbell, Roth , & Clark Proposal for Design Engineering Services

[B.](#) 2023 DDA Alley & Approach Recommendation

9. **Public Comment**

10. **Adjourn**



DDA Board of Directors Minutes

Friday, September 16, 2022 at 12:00 PM
27400 Southfield Road, Lathrup Village, Michigan 48076

1. Call to Order at 12:04 pm

Present: Bryan Ford, Charlotte Jones, Bobbi Lovins, Fred Prime, Pam Shermeyer

Absent: Kelly Garrett, Scott McKee, Dan Sugg

Staff: Susie Stec, Pam Bratschi, Brittany Dorsey

Public: Karen Miller

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

2. Approval of Agenda

Motion to approve the agenda by Lovins, seconded by Jones. All in favor.

3. Approval of Minutes

Motion to approve 2022 06 22 DDA Board of Directors Special Meeting minutes by Ford, seconded by Shermeyer. All in favor.

4. Financial Review

Bratschi provided an overview and informed the Board that we are still awaiting the audit results, which will be provided once received. Bratschi suggested exploring investment options for the fund balance including a higher yield CD.

Motion to receive & file July 2022 Financial Reports by Ford, seconded by Shermeyer. All in favor.

Motion to receive & file August 2022 Financial Reports by Lovins, seconded by Jones. All in favor.

4. Committee Reports

Dorsey provided an update on the Promotion Committee activities.

6. Other Business

A. September CED Report: Stec provided an update.

B. September Code Enforcement Reports: Stec provided an update. Board suggested including an introduction in the e-newsletter to make sure people are aware this person is an asset to the community.

7. Old Business

None.

8. New Business

- A. Recommendation - DDA Director Salary: Prime provided an overview of the Executive Committee meeting discussion regarding the DDA Director salary.

Motion to approve an increase in DDA Director Stec's salary to \$80,000, effective immediately by Ford, seconded by Lovins. All in favor.

9. Public Comment (speakers are limited to 3 minutes)

Miller commented on event banners, DDA partners, and staff compensation.

10. Adjourn

1:06 pm by Shermeyer, seconded by Lovins. All in favor.



Downtown Development Authority Special Meeting Minutes

Monday, October 17, 2022 at 6:00 PM
27400 Southfield Road, Lathrup Village, Michigan 48076

1. Call to Order

Present: Bobbi Lovins, Kelly Garrett, Fred Prime, Pam Shermeyer, Dan Sugg, Charlotte Jones (arrived at 6:22 pm)

Absent (Excused): Bryan Ford, Scott McKee

Others present: Susie Stec, Pam Bratschi, Bill Brickley, Scott Baker

2. Approval of Agenda

3. Public Comment

4. New Business

A. Closed Session Regarding a Legal Issue

Motion to move into closed session by D. Sugg, seconded by P. Shermeyer. All in favor.

Brickley provided an update on the lawsuit.

Motion to return to open session by B. Lovins, seconded by D. Sugg. All in favor.

5. Public Comment

6. Adjourn at 7:05 pm.

10/19/2022 02:56 PM

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 09/01/2022 TO 09/30/2022

Item 4A.

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-010.000 TRUST ACCOUNT-GENERAL						
Journal GJ: GJ						
128796	09/30/2022	INTEREST POSTING-MONTHLY	15531	Multiple	2,079.67	
Journal Totals					2,079.67	0.00
Totals for 494-000.000-010.000					2,079.67	0.00
Balance 09/01/22:			1,366,234.78			
Net Change:			2,079.67			
Balance 09/30/22:			1,368,314.45			

494-000.000-202.000 ACCOUNTS PAYABLE

Journal AP: AP

128424	09/12/2022	GIFFELS-WEBSTER ENG INCVnd: GW	126827	494-000.000-882.000		3,843.00
128477	09/12/2022	VANTAGEPOINTE TRANSFER 803046V	09092022	Multiple		89.25
128403	09/13/2022	DTE ENERGYVnd: DTE EN STR Invo	SEPTEMBER	494-000.000-933.000		1,801.95
128418	09/13/2022	EXCELL SNOW & TURF MAINTENANCE	CLIP51570	494-000.000-933.000		880.00
128419	09/13/2022	EXCELL SNOW & TURF MAINTENANCE	CLIP51571	494-000.000-933.000		220.00
128433	09/13/2022	GIFFELS-WEBSTER ENG INCVnd: GW	126767	494-000.000-933.000		9,957.50
128464	09/13/2022	PLANTE & MORANVnd: PLANTE Invo	2185312	Multiple		800.00
128376	09/15/2022	BLUE CARE NETWORKKVnd: BLUECARE	09062022	Multiple		395.09
128684	09/28/2022	GIFFELS-WEBSTER ENG INCVnd: GW	126570	Multiple		3,491.59
128661	09/29/2022	CARDMEMBER SERVICEVnd: CARDMEM	AUGUST 2022	Multiple		1,318.60
128710	09/29/2022	VANTAGEPOINTE TRANSFER 803046V	09292022	Multiple		89.25
Journal Totals					0.00	22,886.23
128487	09/15/2022	Check: NBDC 46958	46958	Multiple	395.09	
128497	09/15/2022	Check: NBDC 46968	46968	Multiple	1,801.95	
128499	09/15/2022	Check: NBDC 46970	46970	Multiple	1,100.00	
128500	09/15/2022	Check: NBDC 46971	46971	Multiple	13,800.50	
128521	09/15/2022	Check: NBDC 46992	46992	Multiple	800.00	
128531	09/15/2022	Check: NBDC 47002	47002	Multiple	89.25	
128722	09/30/2022	Check: NBDC 47016	47016	Multiple	1,318.60	
128732	09/30/2022	Check: NBDC 47026	47026	Multiple	3,491.59	
128753	09/30/2022	Check: NBDC 47047	47047	Multiple	89.25	
Journal Totals					22,886.23	0.00
Totals for 494-000.000-202.000					22,886.23	22,886.23
Balance 09/01/22:			0.00			
Net Change:			0.00			
Balance 09/30/22:			0.00			

494-000.000-214.101 DUE TO GENERAL FUND

Journal CD: CD

128487	09/15/2022	Check: NBDC 46958	46958	Multiple		395.09
128497	09/15/2022	Check: NBDC 46968	46968	Multiple		1,801.95
128499	09/15/2022	Check: NBDC 46970	46970	Multiple		1,100.00
128500	09/15/2022	Check: NBDC 46971	46971	Multiple		13,800.50
128521	09/15/2022	Check: NBDC 46992	46992	Multiple		800.00
128531	09/15/2022	Check: NBDC 47002	47002	Multiple		89.25
128722	09/30/2022	Check: NBDC 47016	47016	Multiple		1,318.60
128732	09/30/2022	Check: NBDC 47026	47026	Multiple		3,491.59
128753	09/30/2022	Check: NBDC 47047	47047	Multiple		89.25
Journal Totals					0.00	22,886.23
128794	09/30/2022	PAYROLL	15529	Multiple		7,036.20
128795	09/30/2022	CITY AMOUNT FOR ICMA	15530	Multiple		280.27
128857	09/30/2022	MERS POSTING- NEW HIRES AFTER	15534	Multiple		633.38
128952	09/30/2022	MERS POSTING	15535	Multiple		1,082.20
Journal Totals					0.00	9,032.05
128328	09/15/2022	PAYROLL REPORT	15499	Multiple		8,554.66
Journal Totals					0.00	8,554.66
Totals for 494-000.000-214.101					0.00	40,472.94
Balance 09/01/22:			244,010.90			
Net Change:			40,472.94			
Balance 09/30/22:			284,483.84			

494-000.000-446.000 INVESTMENT INTEREST

Journal GJ: GJ

128796	09/30/2022	INTEREST POSTING-MONTHLY	15531	Multiple		2,079.67
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JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-446.000 INVESTMENT INTEREST						
Journal GJ: GJ						
Journal Totals					0.00	2,079.67
Totals for 494-000.000-446.000					0.00	2,079.67
Balance 09/01/22:				3,073.47		
Net Change:				2,079.67		
Balance 09/30/22:				5,153.14		
494-000.000-701.000 SALARIES FULL-TIME						
Journal GJ: GJ						
128794	09/30/2022	PAYROLL	15529	Multiple	6,569.38	
Journal Totals					6,569.38	0.00
Journal PR: Payroll						
128328	09/15/2022	PAYROLL REPORT	15499	Multiple	7,979.94	
Journal Totals					7,979.94	0.00
Totals for 494-000.000-701.000					14,549.32	0.00
Balance 09/01/22:				32,667.28		
Net Change:				14,549.32		
Balance 09/30/22:				47,216.60		
494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Journal AP: AP						
128477	09/12/2022	VANTAGEPOINTE TRANSFER 803046E	09092022	Multiple	89.25	
128376	09/15/2022	BLUE CARE NETWORKEMPLOYEE TAXE	09062022	Multiple	395.09	
128710	09/29/2022	VANTAGEPOINTE TRANSFER 803046E	09292022	Multiple	89.25	
Journal Totals					573.59	0.00
Journal GJ: GJ						
128794	09/30/2022	PAYROLL	15529	Multiple	466.82	
128795	09/30/2022	CITY AMOUNT FOR ICMA	15530	Multiple	280.27	
128857	09/30/2022	MERS POSTING- NEW HIRES AFTER	15534	Multiple	633.38	
128952	09/30/2022	MERS POSTING	15535	Multiple	1,082.20	
Journal Totals					2,462.67	0.00
Journal PR: Payroll						
128328	09/15/2022	PAYROLL REPORT	15499	Multiple	574.72	
Journal Totals					574.72	0.00
Totals for 494-000.000-703.000					3,610.98	0.00
Balance 09/01/22:				7,542.06		
Net Change:				3,610.98		
Balance 09/30/22:				11,153.04		
494-000.000-726.000 OFFICE SUPPLIES						
Journal AP: AP						
128661	09/29/2022	CARDMEMBER SERVICEOFFICE SUPPL AUGUST 2022		Multiple	15.89	
128661	09/29/2022	CARDMEMBER SERVICEOFFICE SUPPL AUGUST 2022		Multiple	229.99	
128661	09/29/2022	CARDMEMBER SERVICEOFFICE SUPPL AUGUST 2022		Multiple	15.70	
128661	09/29/2022	CARDMEMBER SERVICEOFFICE SUPPL AUGUST 2022		Multiple	13.99	
Journal Totals					275.57	0.00
Totals for 494-000.000-726.000					275.57	0.00
Balance 09/01/22:				15.89		
Net Change:				275.57		
Balance 09/30/22:				291.46		
494-000.000-810.000 AUDITING & ACCOUNTING						
Journal AP: AP						
128464	09/13/2022	PLANTE & MORANAUDITING & ACCOU	2185312	Multiple	800.00	
Journal Totals					800.00	0.00
Totals for 494-000.000-810.000					800.00	0.00
Balance 09/01/22:				0.00		
Net Change:				800.00		
Balance 09/30/22:				800.00		

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-844.000 MAIN STREET PROGRAM						
Journal AP: AP						
128661	09/29/2022	CARDMEMBER SERVICE	MAIN STREET AUGUST 2022	Multiple	276.78	
Journal Totals					276.78	0.00
Totals for 494-000.000-844.000					276.78	0.00
Balance 09/01/22:				250.00		
Net Change:				276.78		
Balance 09/30/22:				526.78		
494-000.000-882.000 PLANNING/CONSULTING FEES						
Journal AP: AP						
128424	09/12/2022	GIFFELS-WEBSTER ENG INC	PLANNIN 126827	494-000.000-202.000	3,843.00	
Journal Totals					3,843.00	0.00
Totals for 494-000.000-882.000					3,843.00	0.00
Balance 09/01/22:				5,066.00		
Net Change:				3,843.00		
Balance 09/30/22:				8,909.00		
494-000.000-900.000 PRINTING/PUBLICATION COSTS						
Journal AP: AP						
128661	09/29/2022	CARDMEMBER SERVICE	PRINTING/PUB AUGUST 2022	Multiple	375.00	
Journal Totals					375.00	0.00
Totals for 494-000.000-900.000					375.00	0.00
Balance 09/01/22:				0.00		
Net Change:				375.00		
Balance 09/30/22:				375.00		
494-000.000-933.000 REPAIRS & MAINTENANCE						
Journal AP: AP						
128403	09/13/2022	DTE ENERGY	REPAIRS & MAINTENANC	SEPTEMBER 494-000.000-202.000	1,801.95	
128418	09/13/2022	EXCELL SNOW & TURF	MAINTENANCE CLIP51570	494-000.000-202.000	880.00	
128419	09/13/2022	EXCELL SNOW & TURF	MAINTENANCE CLIP51571	494-000.000-202.000	220.00	
128433	09/13/2022	GIFFELS-WEBSTER ENG	INCREPAIRS 126767	494-000.000-202.000	9,957.50	
128684	09/28/2022	GIFFELS-WEBSTER ENG	INCREPAIRS 126570	Multiple	3,491.59	
128661	09/29/2022	CARDMEMBER SERVICE	REPAIRS & MA AUGUST 2022	Multiple	38.94	
128661	09/29/2022	CARDMEMBER SERVICE	REPAIRS & MA AUGUST 2022	Multiple	16.69	
Journal Totals					16,406.67	0.00
Totals for 494-000.000-933.000					16,406.67	0.00
Balance 09/01/22:				3,388.14		
Net Change:				16,406.67		
Balance 09/30/22:				19,794.81		
494-000.000-955.000 MISCELLANEOUS EXPENDITURES						
Journal AP: AP						
128661	09/29/2022	CARDMEMBER SERVICE	MISCELLANEOU AUGUST 2022	Multiple	58.70	
128661	09/29/2022	CARDMEMBER SERVICE	MISCELLANEOU AUGUST 2022	Multiple	23.16	
128661	09/29/2022	CARDMEMBER SERVICE	MISCELLANEOU AUGUST 2022	Multiple	49.48	
128661	09/29/2022	CARDMEMBER SERVICE	MISCELLANEOU AUGUST 2022	Multiple	66.95	
128661	09/29/2022	CARDMEMBER SERVICE	MISCELLANEOU AUGUST 2022	Multiple	86.39	
128661	09/29/2022	CARDMEMBER SERVICE	MISCELLANEOU AUGUST 2022	Multiple	20.58	
128661	09/29/2022	CARDMEMBER SERVICE	MISCELLANEOU AUGUST 2022	Multiple	30.36	
Journal Totals					335.62	0.00
Totals for 494-000.000-955.000					335.62	0.00
Balance 09/01/22:				10.47		
Net Change:				335.62		
Balance 09/30/22:				346.09		

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY		PERIOD ENDED	PERIOD ENDED
GL Number	Description	09/30/2021	09/30/2022
*** Assets ***			
494-000.000-010.000	TRUST ACCOUNT-GENERAL	1,359,811.86	1,368,314.45
494-000.000-028.096	TAXES RECEIVABLE-PERSONAL PROP	25,491.00	23,503.93
494-000.000-042.000	ACCOUNTS RECEIVABLE-SPEC ASSES	12,600.00	0.00
494-000.000-084.101	DUE FROM GENERAL FUND	0.00	(101.57)
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	(169,584.22)	(169,584.22)
Total Assets		1,613,851.58	1,607,665.53
*** Liabilities ***			
494-000.000-214.101	DUE TO GENERAL FUND	44,392.84	284,483.84
Total Liabilities		44,392.84	284,483.84
*** Fund Balance ***			
494-000.000-390.000	FUND BALANCE	1,611,211.99	1,611,211.99
Total Fund Balance		1,611,211.99	1,611,211.99
Beginning Fund Balance		1,611,211.99	1,611,211.99
Net of Revenues VS Expenditures - 21-22			(203,770.66)
*21-22 End FB/22-23 Beg FB		1,407,441.33	
Net of Revenues VS Expenditures - Current Year		(41,753.25)	(84,259.64)
Ending Fund Balance		1,569,458.74	1,323,181.69
Total Liabilities And Fund Balance		1,613,851.58	1,607,665.53

* Year Not Closed

10/19/2022 02:54 PM

REVENUE AND EXPENDITURE REPORT FOR CITY OF LATHRUP VILLAGE

Page: 1/1

User: PAM

DB: Lathrup

PERIOD ENDING 09/30/2022

Item 4A.

GL NUMBER	DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 09/30/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000.000							
494-000.000-407.000	TIFA-CAPTURE TAXES	311,100.00	311,100.00	0.00	0.00	311,100.00	0.00
494-000.000-410.000	TAX COLLECTED OTHER	36,676.00	36,676.00	0.00	0.00	36,676.00	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	5,153.14	2,079.67	4,846.86	51.53
Total Dept 000.000		363,776.00	363,776.00	5,153.14	2,079.67	358,622.86	1.42
TOTAL REVENUES		363,776.00	363,776.00	5,153.14	2,079.67	358,622.86	1.42
Expenditures							
Dept 000.000							
494-000.000-701.000	SALARIES FULL-TIME	157,595.00	157,595.00	47,216.60	14,549.32	110,378.40	29.96
494-000.000-702.000	SALARIES PART-TIME	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	34,000.00	34,000.00	11,153.04	3,610.98	22,846.96	32.80
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	3,360.00	3,360.00	291.46	275.57	3,068.54	8.67
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	800.00	800.00	0.00	100.00
494-000.000-822.000	TRAINING/MEMBERSHIP	8,175.00	8,175.00	0.00	0.00	8,175.00	0.00
494-000.000-844.000	MAIN STREET PROGRAM	22,200.00	22,200.00	526.78	276.78	21,673.22	2.37
494-000.000-845.000	STREETSCAPING	33,300.00	33,300.00	0.00	0.00	33,300.00	0.00
494-000.000-882.000	PLANNING/CONSULTING FEES	15,300.00	15,300.00	8,909.00	3,843.00	6,391.00	58.23
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00	2,000.00	375.00	375.00	1,625.00	18.75
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	505,624.00	505,624.00	19,794.81	16,406.67	485,829.19	3.91
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	8,457.00	8,457.00	346.09	335.62	8,110.91	4.09
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		828,911.00	828,911.00	89,412.78	40,472.94	739,498.22	10.79
TOTAL EXPENDITURES		828,911.00	828,911.00	89,412.78	40,472.94	739,498.22	10.79
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		363,776.00	363,776.00	5,153.14	2,079.67	358,622.86	1.42
TOTAL EXPENDITURES		828,911.00	828,911.00	89,412.78	40,472.94	739,498.22	10.79
NET OF REVENUES & EXPENDITURES		(465,135.00)	(465,135.00)	(84,259.64)	(38,393.27)	(380,875.36)	18.12

PERIOD ENDING 10/31/2022

GL NUMBER	DESCRIPTION	2022-23	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	10/31/2022 NORM (ABNORM)	MONTH 10/31/22 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000.000							
494-000.000-407.000	TIFA-CAPTURE TAXES	311,100.00	311,100.00	26,761.25	0.00	284,338.75	8.60
494-000.000-410.000	TAX COLLECTED OTHER	36,676.00	36,676.00	29,860.86	327.11	6,815.14	81.42
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	7,826.04	2,672.90	2,173.96	78.26
Total Dept 000.000		363,776.00	363,776.00	64,448.15	3,000.01	299,327.85	17.72
TOTAL REVENUES		363,776.00	363,776.00	64,448.15	3,000.01	299,327.85	17.72
Expenditures							
Dept 000.000							
494-000.000-701.000	SALARIES FULL-TIME	157,595.00	157,595.00	59,330.26	12,113.66	98,264.74	37.65
494-000.000-702.000	SALARIES PART-TIME	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	34,000.00	34,000.00	15,069.18	3,916.14	18,930.82	44.32
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	3,360.00	3,360.00	307.35	15.89	3,052.65	9.15
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	800.00	0.00	0.00	100.00
494-000.000-822.000	TRAINING/MEMBERSHIP	8,175.00	8,175.00	1,307.40	1,307.40	6,867.60	15.99
494-000.000-844.000	MAIN STREET PROGRAM	22,200.00	22,200.00	526.78	0.00	21,673.22	2.37
494-000.000-845.000	STREETSCAPING	33,300.00	33,300.00	257.56	257.56	33,042.44	0.77
494-000.000-882.000	PLANNING/CONSULTING FEES	15,300.00	15,300.00	10,677.50	1,768.50	4,622.50	69.79
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00	2,000.00	956.60	581.60	1,043.40	47.83
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	505,624.00	505,624.00	24,611.61	4,816.80	481,012.39	4.87
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	8,457.00	8,457.00	361.91	15.82	8,095.09	4.28
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		828,911.00	828,911.00	114,206.15	24,793.37	714,704.85	13.78
TOTAL EXPENDITURES		828,911.00	828,911.00	114,206.15	24,793.37	714,704.85	13.78
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		363,776.00	363,776.00	64,448.15	3,000.01	299,327.85	17.72
TOTAL EXPENDITURES		828,911.00	828,911.00	114,206.15	24,793.37	714,704.85	13.78
NET OF REVENUES & EXPENDITURES		(465,135.00)	(465,135.00)	(49,758.00)	(21,793.36)	(415,377.00)	10.70

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 10/31/2021	PERIOD ENDED 10/31/2022
*** Assets ***			
494-000.000-010.000	TRUST ACCOUNT-GENERAL	1,360,100.59	1,370,987.35
494-000.000-028.096	TAXES RECEIVABLE-PERSONAL PROP	25,491.00	23,503.93
494-000.000-042.000	ACCOUNTS RECEIVABLE-SPEC ASSES	12,600.00	0.00
494-000.000-084.101	DUE FROM GENERAL FUND	0.00	56,520.54
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	(169,584.22)	(169,584.22)
Total Assets		1,614,140.31	1,666,960.54
*** Liabilities ***			
494-000.000-214.101	DUE TO GENERAL FUND	64,941.20	309,277.21
Total Liabilities		64,941.20	309,277.21
*** Fund Balance ***			
494-000.000-390.000	FUND BALANCE	1,611,211.99	1,611,211.99
Total Fund Balance		1,611,211.99	1,611,211.99
Beginning Fund Balance		1,611,211.99	1,611,211.99
Net of Revenues VS Expenditures - 21-22			(203,770.66)
*21-22 End FB/22-23 Beg FB		1,407,441.33	
Net of Revenues VS Expenditures - Current Year		(62,012.88)	(49,758.00)
Ending Fund Balance		1,549,199.11	1,357,683.33
Total Liabilities And Fund Balance		1,614,140.31	1,666,960.54

* Year Not Closed

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

DB: Lathrup

TRANSACTIONS FROM 10/01/2022 TO 10/31/2022

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-010.000 TRUST ACCOUNT-GENERAL						
Journal GJ: GJ						
129525	10/01/2022	INTEREST POSTING MONTHLY	15557	Multiple	2,672.90	
Journal Totals					2,672.90	0.00
Totals for 494-000.000-010.000					2,672.90	0.00
Balance 10/01/22:				1,368,314.45		
Net Change:				2,672.90		
Balance 10/31/22:				1,370,987.35		
494-000.000-084.101 DUE FROM GENERAL FUND						
Journal GJ: GJ						
129256	10/31/2022	CASH RECEIPTS TAXES	15549	494-000.000-410.000	327.11	
Journal Totals					327.11	0.00
Totals for 494-000.000-084.101					327.11	0.00
Balance 10/01/22:				56,193.43		
Net Change:				327.11		
Balance 10/31/22:				56,520.54		
494-000.000-202.000 ACCOUNTS PAYABLE						
Journal AP: AP						
128868	10/11/2022	C & G NEWSPAPERSVnd: C & G InvoWI-0367-2242		494-000.000-900.000		581.60
128899	10/11/2022	GIFFELS-WEBSTER ENG INCVnd: GWE127087		494-000.000-882.000		1,768.50
128900	10/11/2022	GIFFELS-WEBSTER ENG INCVnd: GWE126908		494-000.000-933.000		3,000.00
128943	10/11/2022	STANDARD INSURANCE COMPANYVnd: SEPTEMBER 2022		Multiple		59.78
128865	10/12/2022	BLUE CARE NETWORKVnd: BLUECARE NOVEMBER		Multiple		2,746.74
128888	10/12/2022	DTE ENERGYVnd: DTE EN STR InvoiceSEPTEMBER 2022		494-000.000-933.000		1,816.80
128950	10/12/2022	VANTAGEPOINTE TRANSFER 803046Vn10112022		Multiple		89.25
129161	10/28/2022	STANDARD INSURANCE COMPANYVnd: 10172022		Multiple		75.91
129162	10/28/2022	SUSIE STECVnd: STEC Invoice: 1010192022		Multiple		352.56
129165	10/28/2022	VANTAGEPOINTE TRANSFER 803046Vn10262022		Multiple		89.25
129113	10/31/2022	CARDMEMBER SERVICEVnd: CARDMEMESEP2022		Multiple		994.11
129119	10/31/2022	CLIFTON GRANTVnd: GRANT Invoice10282022		494-000.000-845.000		250.00
Journal Totals					0.00	11,824.50
Journal CD: CD						
128960	10/13/2022	Check: NBDC 47059	47059	Multiple	2,746.74	
128963	10/13/2022	Check: NBDC 47062	47062	Multiple	581.60	
128973	10/13/2022	Check: NBDC 47072	47072	Multiple	1,816.80	
128975	10/13/2022	Check: NBDC 47074	47074	Multiple	4,768.50	
129001	10/13/2022	Check: NBDC 47100	47100	Multiple	59.78	
129004	10/13/2022	Check: NBDC 47103	47103	Multiple	89.25	
129175	10/31/2022	Check: NBDC 47113	47113	Multiple	994.11	
129178	10/31/2022	Check: NBDC 47116	47116	Multiple	250.00	
129198	10/31/2022	Check: NBDC 47136	47136	Multiple	75.91	
129199	10/31/2022	Check: NBDC 47137	47137	Multiple	352.56	
129202	10/31/2022	Check: NBDC 47140	47140	Multiple	89.25	
Journal Totals					11,824.50	0.00
Totals for 494-000.000-202.000					11,824.50	11,824.50
Balance 10/01/22:				0.00		
Net Change:				0.00		
Balance 10/31/22:				0.00		
494-000.000-214.101 DUE TO GENERAL FUND						
Journal CD: CD						
128960	10/13/2022	Check: NBDC 47059	47059	Multiple		2,746.74
128963	10/13/2022	Check: NBDC 47062	47062	Multiple		581.60
128973	10/13/2022	Check: NBDC 47072	47072	Multiple		1,816.80
128975	10/13/2022	Check: NBDC 47074	47074	Multiple		4,768.50
129001	10/13/2022	Check: NBDC 47100	47100	Multiple		59.78
129004	10/13/2022	Check: NBDC 47103	47103	Multiple		89.25
129175	10/31/2022	Check: NBDC 47113	47113	Multiple		994.11
129178	10/31/2022	Check: NBDC 47116	47116	Multiple		250.00
129198	10/31/2022	Check: NBDC 47136	47136	Multiple		75.91
129199	10/31/2022	Check: NBDC 47137	47137	Multiple		352.56
129202	10/31/2022	Check: NBDC 47140	47140	Multiple		89.25
Journal Totals					0.00	11,824.50
Journal PR: Payroll						
129070	10/19/2022	PAYROLL	15538	Multiple		7,036.20
129104	10/28/2022	PAYROLL REPORT	15539	Multiple		5,932.67
Journal Totals					0.00	12,968.87

User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 10/01/2022 TO 10/31/2022

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	24,793.37
		Balance 10/01/22:		284,483.84		
		Net Change:		24,793.37		
		Balance 10/31/22:		309,277.21		
494-000.000-410.000 TAX COLLECTED OTHER						
Journal GJ: GJ						
129256	10/31/2022	CASH RECEIPTS TAXES	15549	494-000.000-084.101		327.11
Journal Totals					0.00	327.11
Totals for 494-000.000-410.000					0.00	327.11
		Balance 10/01/22:		29,533.75		
		Net Change:		327.11		
		Balance 10/31/22:		29,860.86		
494-000.000-446.000 INVESTMENT INTEREST						
Journal GJ: GJ						
129525	10/01/2022	INTEREST POSTING MONTHLY	15557	Multiple		2,672.90
Journal Totals					0.00	2,672.90
Totals for 494-000.000-446.000					0.00	2,672.90
		Balance 10/01/22:		5,153.14		
		Net Change:		2,672.90		
		Balance 10/31/22:		7,826.04		
494-000.000-701.000 SALARIES FULL-TIME						
Journal PR: Payroll						
129070	10/19/2022	PAYROLL	15538	Multiple	6,569.38	
129104	10/28/2022	PAYROLL REPORT	15539	Multiple	5,544.28	
Journal Totals					12,113.66	0.00
Totals for 494-000.000-701.000					12,113.66	0.00
		Balance 10/01/22:		47,216.60		
		Net Change:		12,113.66		
		Balance 10/31/22:		59,330.26		
494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Journal AP: AP						
128943	10/11/2022	STANDARD INSURANCE COMPANYEMPLCSEPTEMBER 2022		Multiple	59.78	
128865	10/12/2022	BLUE CARE NETWORKEMPLOYEE TAXESNOVEMBER		Multiple	2,746.74	
128950	10/12/2022	VANTAGEPOINTE TRANSFER 803046EM10112022		Multiple	89.25	
129161	10/28/2022	STANDARD INSURANCE COMPANYEMPLC10172022		Multiple	75.91	
129165	10/28/2022	VANTAGEPOINTE TRANSFER 803046EM10262022		Multiple	89.25	
Journal Totals					3,060.93	0.00
Journal PR: Payroll						
129070	10/19/2022	PAYROLL	15538	Multiple	466.82	
129104	10/28/2022	PAYROLL REPORT	15539	Multiple	388.39	
Journal Totals					855.21	0.00
Totals for 494-000.000-703.000					3,916.14	0.00
		Balance 10/01/22:		11,153.04		
		Net Change:		3,916.14		
		Balance 10/31/22:		15,069.18		
494-000.000-726.000 OFFICE SUPPLIES						
Journal AP: AP						
129113	10/31/2022	CARDMEMBER SERVICEOFFICE SUPPLISEPT2022		Multiple	15.89	
Journal Totals					15.89	0.00
Totals for 494-000.000-726.000					15.89	0.00
		Balance 10/01/22:		291.46		
		Net Change:		15.89		
		Balance 10/31/22:		307.35		

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ACTIVITY BY GL/JOURNAL REPORT FOR CITY OF LATHRUP VILLAGE

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Item 4B.

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

DB: Lathrup

TRANSACTIONS FROM 10/01/2022 TO 10/31/2022

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-822.000 TRAINING/MEMBERSHIP						
Journal AP: AP						
129162	10/28/2022	SUSIE STECTR	10192022	Multiple	345.00	
129113	10/31/2022	CARDMEMBER SERVICE	10192022	Multiple	435.00	
129113	10/31/2022	CARDMEMBER SERVICE	10192022	Multiple	527.40	
Journal Totals					1,307.40	0.00
Totals for 494-000.000-822.000					1,307.40	0.00
Balance 10/01/22:				0.00		
Net Change:				1,307.40		
Balance 10/31/22:				1,307.40		
494-000.000-845.000 STREETSCAPING						
Journal AP: AP						
129162	10/28/2022	SUSIE STEC	10192022	Multiple	7.56	
129119	10/31/2022	CLIFTON GRANT	10282022	494-000.000-202.000	250.00	
Journal Totals					257.56	0.00
Totals for 494-000.000-845.000					257.56	0.00
Balance 10/01/22:				0.00		
Net Change:				257.56		
Balance 10/31/22:				257.56		
494-000.000-882.000 PLANNING/CONSULTING FEES						
Journal AP: AP						
128899	10/11/2022	GIFFELS-WEBSTER ENG INC	127087	494-000.000-202.000	1,768.50	
Journal Totals					1,768.50	0.00
Totals for 494-000.000-882.000					1,768.50	0.00
Balance 10/01/22:				8,909.00		
Net Change:				1,768.50		
Balance 10/31/22:				10,677.50		
494-000.000-900.000 PRINTING/PUBLICATION COSTS						
Journal AP: AP						
128868	10/11/2022	C & G NEWSPAPERS	0367-2242	494-000.000-202.000	581.60	
Journal Totals					581.60	0.00
Totals for 494-000.000-900.000					581.60	0.00
Balance 10/01/22:				375.00		
Net Change:				581.60		
Balance 10/31/22:				956.60		
494-000.000-933.000 REPAIRS & MAINTENANCE						
Journal AP: AP						
128900	10/11/2022	GIFFELS-WEBSTER ENG INC	126908	494-000.000-202.000	3,000.00	
128888	10/12/2022	DTE ENERGY	REPAIRS & MAINTENANCE	494-000.000-202.000	1,816.80	
Journal Totals					4,816.80	0.00
Totals for 494-000.000-933.000					4,816.80	0.00
Balance 10/01/22:				19,794.81		
Net Change:				4,816.80		
Balance 10/31/22:				24,611.61		
494-000.000-955.000 MISCELLANEOUS EXPENDITURES						
Journal AP: AP						
129113	10/31/2022	CARDMEMBER SERVICE	MISCELLANEOUS	Multiple	15.82	
Journal Totals					15.82	0.00
Totals for 494-000.000-955.000					15.82	0.00
Balance 10/01/22:				346.09		
Net Change:				15.82		
Balance 10/31/22:				361.91		



27400 Southfield Rd
 Lathrup Village, MI 48076
 (248) 557 - 2600
www.lathrupvillage.org

MEMORANDUM

To: LVDDA Board of Directors

From: Susie Stec, DDA and CED Director

Date: November 17, 2022

RE: Department/Director Report

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

Upcoming Events

- Winter Artisan Market, November 19th, 12 Noon – 4 pm
- Informational Meeting: December 16th, 1 pm – 3 pm

Past Events

- Southfield Road Corridor Cleanup: September 24th
- Block Party: October 21st, 6 – 10 pm, Municipal Park
 - * Partnership w/ LOGOS, Boys 2 Men Youth Foundation, LV Community Foundation, & City
- Trunk or Treat, October 29th, 6 – 8 pm, Municipal Park
- ~~Movie Night, November 4th, 6 pm, Municipal Park~~

Commercial Business/Property Updates

- 26727 Southfield Road (BP Gas) – Work is nearing completion
- 27777 Southfield (Panera Bread) – They have submitted for building/engineering review. It is expected that they will apply for a demolition permit soon.
- 27000 Southfield Road (Discount Tire) – Work is nearing completion
- 18411 W 12 Mile (LOGOS) – dumpster enclosure is being installed. Will be working on interior improvements over the winter
- 26647 Southfield Road (Ambassadors Institute) – Received Special Land Use approval on 11/14. A ribbon cutting will be held on November 30th at 10am.



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Infrastructure

- Project work is complete for the year. Any remaining restoration work will be completed in the spring.

Miscellaneous

- Council adopted zoning code language for permanent power generators
- DDA was awarded a DTE Tree Planting Grant (\$4K). The city will be contributing to the required match. Trees will be planted throughout the city in the spring.
- Oakland County is having a “Local Gems” contest in the month of November to encourage shopping small. Snap a selfie and submit to www.OakGov.com/ShopSmall

10/19/2022

Commercial Enforcement List

Address	Business name	Violation	Inspection Type	Category	Status
28711 SUNSET W BLVD	WRIGHT, SHEILAH D	9/14/2022- complaint about debris behind dumpster. Tree branches can be put out to the curb sunday evening for Monday pick up to be chipped. Please do not leave debris around the dumpster. If you do not have any more space in your dumpster, then it should be removed and replaced with an empty one.	Re-Inspection	Tree Branches	VIOLATION

54-32 Preparation of solid waste materials

- (a) Solid waste collection. Such solid waste collection items as the city of its solid waste collector agree to collect and dispose of are to be placed at the roadside on the day designated by the city for such pickup.
- (b) Refuse collection. Refuse for collection shall be placed at the curb on a specified day per week for 52 weeks per year. Refuse must be placed in an eligible refuse service unit which is a 35-gallon maximum capacity watertight container of substantial construction with tight fitting lids and lifting handles or a refuse storage container means a 96 gallon wheeled container for the storage of refuse which is capable of being mechanically dumped into a refuse transporting unit. Refuse storage containers must be purchased from Tringali Sanitation or the current waste collection entity. No container and its contents can weigh over 60 pounds except 96 gallon wheeled containers. No single piece of refuse can be collected if it weighs over 60 pounds, except bulky waste items.
- (c) Refuse outside nonresidential building. Whenever refuse storage containers are used, and in all instances where there is storage or accumulation of refuse on other than residential premises, all refuse stored or accumulated outside of a building shall be stored or accumulated only in the refuse storage containers or the strong metal containers, as the case may be, with covers in place at all times except when refuse is being deposited or removed.
- (d) Residential bulky waste. Residential bulky waste is included as part of the weekly residential curbside refuse collection. Such waste shall not be more than four feet in length and such other limitations as defined by SOCRR. Residential bulky waste shall be picked up on a weekly basis.
- (e) Dual-stream recyclables. Dual-stream recyclables shall be collected and placed at the curb on a weekly basis, 52 weeks per year. No recyclable container shall weight more than 60 pounds. Dual-stream recyclables set out beside the container in addition to the container shall not exceed 60 pounds.
- (f) Yard waste collection. Yard waste collection shall be placed at the curb on a weekly basis, but limited to 37 weeks per year from the first Monday in April through the third Friday in December. Yard waste shall be placed at the curb in a ten- to 35-gallon refuse can marked with a "yard waste" sticker or a 30 gallon paper yard waste bag weighing no more than 50 pounds. Brush (defined as being less than two inches in diameter and less than four feet long) bundled with twine may also be placed at the curb for collection.
- (g) Bulky scrap metal collection. Bulky scrap metal collection shall be placed at the curb for collection on the usual day of pickup, during the week, 52 weeks per year. Bulky scrap metal waste shall not be mixed with any other refuse at any time.
- (h) Placement at curb. All solid waste shall be stored inside a building or in an inconspicuous location on private property not exposed to public view until the collection date designated by the city for collection. After 4:00 p.m. of the day before collection, properly prepared solid waste may be placed at the curbside for pickup.
- (i) Other waste materials. The city does not ordinarily provide for collection and disposal service for compost materials, grass clippings, construction waste or hazardous waste or household hazardous waste. A person desiring to have such material and any other waste collected and disposed of, shall make private arrangements. All such collection and disposal operations must comply with all city ordinances as well as state and federal laws relating to such operations. (Code 1991, art. VIII, ch. 4, §§ 201—204; Ord. No. 385-06, pt. III, 1-22-2007; Ord. No. 448-18, § 1, 10-29-2018)

18730 WILTSHIRE BLVD	BIGGS, BRUCE	9/14/2022- complaint that shrub blocks visibilty at Bloomfield and Wiltshire.	Re-Inspection	Other	VIOLATION
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Commercial Enforcement List

Address	Business name	Violation	Inspection Type	Category	Status
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17653 TWELVE MILE	TWELVE SOUTHFIELD A	9/14/2022-Dumpster enclosure not to code	Re-Inspection	Dumpster Enclosure	VIOLATION
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5.3 DUMPSTER ENCLOSURE

C. Location. Dumpsters shall be permitted in the side or rear yard, provided that no dumpster shall extend closer to the front of the lot than any portion of the principal structure, and provided further that the dumpster shall not encroach on a required parking area, is clearly accessible to servicing vehicles, and is located at least ten (10) feet from any building.

Dumpsters shall comply with the setback requirements for the district in which they are located. Dumpsters shall be located as far as practicable from any adjoining residential district.

D. Concrete pad. Dumpsters shall be placed on a concrete pad. The concrete pad should extend a minimum of three feet in front of the dumpster enclosure.

E. Screening. All refuse bins located in the city must be enclosed or screened from public view. Such screening shall consist of a wall or fence not less than one (1) foot higher than the height of the refuse bins placed therein, which completely conceals its contents from public view, but in no instance shall such screening be less than six (6) feet in height on three (3) sides. The fourth side of the dumpster screening shall be equipped with an opaque, lockable gate that is the same height as the enclosure around the other three sides. The inside dimensions of the enclosure shall be such as will permit adequate access for refuse collection vehicles as well as completely enclose refuse bins within the three (3) sides so that no refuse bin projects outside of the open side.

Screening materials shall consist of any of the following:

i. Masonry, consisting of those materials permitted under the building material standards contained in, "Zoning Ordinance," section 5.4

ii. Wood, provided the wood is cedar, redwood, or equivalent of at least five eighths-inch (1.5875 centimeters) thickness or other types of wood which have been pressure treated with preservatives. If cedar or redwood are used in the screening, it shall be protected from possible rot or decay by the application of a preservative. Wood that has been pressure treated need not be further protected from possible rot or decay;

iii. Evergreen shrubbery consisting of permanent, living plant materials which shall be continuously maintained in a sound, healthy and vigorous growing condition, free of plant diseases and insect pests, and free of weeds, refuse and debris. The shrubbery shall be planted and maintained so as to create a continuous barrier.

F. Bollards. Bollards (concrete-filled metal posts) or similar protective devices shall be installed at the opening to prevent damage to the screening wall or fence.

G. Site plan requirements. The location and method of screening of dumpsters shall be shown on all site plans

H. Permit Requirements. No container shall be placed or permitted to remain on any lot unless there is in effect a special permit issued by the building official in conformity with the provisions of article 6.

I. Nonconforming enclosures existing on April 8th, 2014. Enclosures which were constructed in accordance with the ordinances and other applicable laws in effect on the date of its construction, but which by reason of its size, height, location, design, or construction is not in conformance with the requirements of this chapter, may be lawfully continued until April 1, 2019.

17641 TWELVE MILE RD	TWELVE SOUTHFIELD A	9/14/2022-Dumpster enclosure not to code	Re-Inspection	Dumpster Enclosure	VIOLATION
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5.3 DUMPSTER ENCLOSURE

Commercial Enforcement List

Address	Business name	Violation	Inspection Type	Category	Status
C. Location. Dumpsters shall be permitted in the side or rear yard, provided that no dumpster shall extend closer to the front of the lot than any portion of the principal structure, and provided further that the dumpster shall not encroach on a required parking area, is clearly accessible to servicing vehicles, and is located at least ten (10) feet from any building. Dumpsters shall comply with the setback requirements for the district in which they are located. Dumpsters shall be located as far as practicable from any adjoining residential district. D. Concrete pad. Dumpsters shall be placed on a concrete pad. The concrete pad should extend a minimum of three feet in front of the dumpster enclosure. E. Screening. All refuse bins located in the city must be enclosed or screened from public view. Such screening shall consist of a wall or fence not less than one (1) foot higher than the height of the refuse bins placed therein, which completely conceals its contents from public view, but in no instance shall such screening be less than six (6) feet in height on three (3) sides. The fourth side of the dumpster screening shall be equipped with an opaque, lockable gate that is the same height as the enclosure around the other three sides. The inside dimensions of the enclosure shall be such as will permit adequate access for refuse collection vehicles as well as completely enclose refuse bins within the three (3) sides so that no refuse bin projects outside of the open side. Screening materials shall consist of any of the following: i. Masonry, consisting of those materials permitted under the building material standards contained in, "Zoning Ordinance," section 5.4 ii. Wood, provided the wood is cedar, redwood, or equivalent of at least five eighths-inch (1.5875 centimeters) thickness or other types of wood which have been pressure treated with preservatives. If cedar or redwood are used in the screening, it shall be protected from possible rot or decay by the application of a preservative. Wood that has been pressure treated need not be further protected from possible rot or decay; iii. Evergreen shrubbery consisting of permanent, living plant materials which shall be continuously maintained in a sound, healthy and vigorous growing condition, free of plant diseases and insect pests, and free of weeds, refuse and debris. The shrubbery shall be planted and maintained so as to create a continuous barrier. F. Bollards. Bollards (concrete-filled metal posts) or similar protective devices shall be installed at the opening to prevent damage to the screening wall or fence. G. Site plan requirements. The location and method of screening of dumpsters shall be shown on all site plans H. Permit Requirements. No container shall be placed or permitted to remain on any lot unless there is in effect a special permit issued by the building official in conformity with the provisions of article 6. I. Nonconforming enclosures existing on April 8th, 2014. Enclosures which were constructed in accordance with the ordinances and other applicable laws in effect on the date of its construction, but which by reason of is size, height, location, design, or construction is not in conformance with the requirements of this chapter, may be lawfully continued until April 1, 2019.					
18411 W 12 MILE RD 201	TYK INVESTMENT INC	9/14/2022- need enclosure around dumpster	Re-Inspection	Dumpster Enclosure	VIOLATION

5.3 DUMPSTER ENCLOSURE

Commercial Enforcement List

Address	Business name	Violation	Inspection Type	Category	Status
C. Location. Dumpsters shall be permitted in the side or rear yard, provided that no dumpster shall extend closer to the front of the lot than any portion of the principal structure, and provided further that the dumpster shall not encroach on a required parking area, is clearly accessible to servicing vehicles, and is located at least ten (10) feet from any building. Dumpsters shall comply with the setback requirements for the district in which they are located. Dumpsters shall be located as far as practicable from any adjoining residential district. D. Concrete pad. Dumpsters shall be placed on a concrete pad. The concrete pad should extend a minimum of three feet in front of the dumpster enclosure. E. Screening. All refuse bins located in the city must be enclosed or screened from public view. Such screening shall consist of a wall or fence not less than one (1) foot higher than the height of the refuse bins placed therein, which completely conceals its contents from public view, but in no instance shall such screening be less than six (6) feet in height on three (3) sides. The fourth side of the dumpster screening shall be equipped with an opaque, lockable gate that is the same height as the enclosure around the other three sides. The inside dimensions of the enclosure shall be such as will permit adequate access for refuse collection vehicles as well as completely enclose refuse bins within the three (3) sides so that no refuse bin projects outside of the open side. Screening materials shall consist of any of the following: i. Masonry, consisting of those materials permitted under the building material standards contained in, "Zoning Ordinance," section 5.4 ii. Wood, provided the wood is cedar, redwood, or equivalent of at least five eighths-inch (1.5875 centimeters) thickness or other types of wood which have been pressure treated with preservatives. If cedar or redwood are used in the screening, it shall be protected from possible rot or decay by the application of a preservative. Wood that has been pressure treated need not be further protected from possible rot or decay; iii. Evergreen shrubbery consisting of permanent, living plant materials which shall be continuously maintained in a sound, healthy and vigorous growing condition, free of plant diseases and insect pests, and free of weeds, refuse and debris. The shrubbery shall be planted and maintained so as to create a continuous barrier. F. Bollards. Bollards (concrete-filled metal posts) or similar protective devices shall be installed at the opening to prevent damage to the screening wall or fence. G. Site plan requirements. The location and method of screening of dumpsters shall be shown on all site plans H. Permit Requirements. No container shall be placed or permitted to remain on any lot unless there is in effect a special permit issued by the building official in conformity with the provisions of article 6. I. Nonconforming enclosures existing on April 8th, 2014. Enclosures which were constructed in accordance with the ordinances and other applicable laws in effect on the date of its construction, but which by reason of is size, height, location, design, or construction is not in conformance with the requirements of this chapter, may be lawfully continued until April 1, 2019.					
18505 W 12 MILE RD	SOUTH OAKLAND SHEL	9/14/2022- dumpster enclosure in disrepair. Needs to be fixed to code asap.	Re-Inspection	Dumpster Enclosure	VIOLATION

5.3 DUMPSTER ENCLOSURE

Commercial Enforcement List

Address	Business name	Violation	Inspection Type	Category	Status
C. Location. Dumpsters shall be permitted in the side or rear yard, provided that no dumpster shall extend closer to the front of the lot than any portion of the principal structure, and provided further that the dumpster shall not encroach on a required parking area, is clearly accessible to servicing vehicles, and is located at least ten (10) feet from any building. Dumpsters shall comply with the setback requirements for the district in which they are located. Dumpsters shall be located as far as practicable from any adjoining residential district. D. Concrete pad. Dumpsters shall be placed on a concrete pad. The concrete pad should extend a minimum of three feet in front of the dumpster enclosure. E. Screening. All refuse bins located in the city must be enclosed or screened from public view. Such screening shall consist of a wall or fence not less than one (1) foot higher than the height of the refuse bins placed therein, which completely conceals its contents from public view, but in no instance shall such screening be less than six (6) feet in height on three (3) sides. The fourth side of the dumpster screening shall be equipped with an opaque, lockable gate that is the same height as the enclosure around the other three sides. The inside dimensions of the enclosure shall be such as will permit adequate access for refuse collection vehicles as well as completely enclose refuse bins within the three (3) sides so that no refuse bin projects outside of the open side. Screening materials shall consist of any of the following: i. Masonry, consisting of those materials permitted under the building material standards contained in, "Zoning Ordinance," section 5.4 ii. Wood, provided the wood is cedar, redwood, or equivalent of at least five eighths-inch (1.5875 centimeters) thickness or other types of wood which have been pressure treated with preservatives. If cedar or redwood are used in the screening, it shall be protected from possible rot or decay by the application of a preservative. Wood that has been pressure treated need not be further protected from possible rot or decay; iii. Evergreen shrubbery consisting of permanent, living plant materials which shall be continuously maintained in a sound, healthy and vigorous growing condition, free of plant diseases and insect pests, and free of weeds, refuse and debris. The shrubbery shall be planted and maintained so as to create a continuous barrier. F. Bollards. Bollards (concrete-filled metal posts) or similar protective devices shall be installed at the opening to prevent damage to the screening wall or fence. G. Site plan requirements. The location and method of screening of dumpsters shall be shown on all site plans H. Permit Requirements. No container shall be placed or permitted to remain on any lot unless there is in effect a special permit issued by the building official in conformity with the provisions of article 6. I. Nonconforming enclosures existing on April 8th, 2014. Enclosures which were constructed in accordance with the ordinances and other applicable laws in effect on the date of its construction, but which by reason of is size, height, location, design, or construction is not in conformance with the requirements of this chapter, may be lawfully continued until April 1, 2019.					
18875 W 12 MILE RD	NICOLE-REID REALTY L	9/14/2022- DUMPSTER NEEDS ENCLOSURE	Re-Inspection	Dumpster Enclosure	VIOLATION

5.3 DUMPSTER ENCLOSURE

Commercial Enforcement List

Address	Business name	Violation	Inspection Type	Category	Status
C. Location. Dumpsters shall be permitted in the side or rear yard, provided that no dumpster shall extend closer to the front of the lot than any portion of the principal structure, and provided further that the dumpster shall not encroach on a required parking area, is clearly accessible to servicing vehicles, and is located at least ten (10) feet from any building. Dumpsters shall comply with the setback requirements for the district in which they are located. Dumpsters shall be located as far as practicable from any adjoining residential district. D. Concrete pad. Dumpsters shall be placed on a concrete pad. The concrete pad should extend a minimum of three feet in front of the dumpster enclosure. E. Screening. All refuse bins located in the city must be enclosed or screened from public view. Such screening shall consist of a wall or fence not less than one (1) foot higher than the height of the refuse bins placed therein, which completely conceals its contents from public view, but in no instance shall such screening be less than six (6) feet in height on three (3) sides. The fourth side of the dumpster screening shall be equipped with an opaque, lockable gate that is the same height as the enclosure around the other three sides. The inside dimensions of the enclosure shall be such as will permit adequate access for refuse collection vehicles as well as completely enclose refuse bins within the three (3) sides so that no refuse bin projects outside of the open side. Screening materials shall consist of any of the following: i. Masonry, consisting of those materials permitted under the building material standards contained in, "Zoning Ordinance," section 5.4 ii. Wood, provided the wood is cedar, redwood, or equivalent of at least five eighths-inch (1.5875 centimeters) thickness or other types of wood which have been pressure treated with preservatives. If cedar or redwood are used in the screening, it shall be protected from possible rot or decay by the application of a preservative. Wood that has been pressure treated need not be further protected from possible rot or decay; iii. Evergreen shrubbery consisting of permanent, living plant materials which shall be continuously maintained in a sound, healthy and vigorous growing condition, free of plant diseases and insect pests, and free of weeds, refuse and debris. The shrubbery shall be planted and maintained so as to create a continuous barrier. F. Bollards. Bollards (concrete-filled metal posts) or similar protective devices shall be installed at the opening to prevent damage to the screening wall or fence. G. Site plan requirements. The location and method of screening of dumpsters shall be shown on all site plans H. Permit Requirements. No container shall be placed or permitted to remain on any lot unless there is in effect a special permit issued by the building official in conformity with the provisions of article 6. I. Nonconforming enclosures existing on April 8th, 2014. Enclosures which were constructed in accordance with the ordinances and other applicable laws in effect on the date of its construction, but which by reason of its size, height, location, design, or construction is not in conformance with the requirements of this chapter, may be lawfully continued until April 1, 2019.					
27627 ELDORADO PL	ANDERSON, DAVID A	9/16/2022-Received a complaint about the vehicle parked near the back of your driveway that has been inoperable for some time. If the vehicle is not in use it must be stored out of view. Please review the above ordinance and make the appropriate changes.	Re-Inspection	Inoperable Vehicle	VIOLATION

5.6 INOPERABLE AND ABANDONED MOTOR VEHICLES

No person shall cause or permit any inoperable or abandoned motor vehicles to be parked or stored in the open on any public or private property within the city for more than 48 consecutive hours or 48 hours in any calendar week and all such vehicles shall otherwise be kept, stored, and parked within a garage or other permitted building. 1. An "inoperable motor vehicle" within the meaning of this provision shall include all motor vehicles which do not have an operable engine, or do not have all of their wheels attached, or do have one or more flat tires, or are not currently licensed so as to be lawfully operated on public streets, or are otherwise so out of repair that they cannot be lawfully operated on public streets. 2. The police department is empowered to cause all violating motor vehicles found on public property to be impounded and disposed of in accordance with the applicable statutes and ordinances and also those found on private property upon a lawful request from the owner or occupant and advance payment of the reasonable cost of such impoundment and disposal.

Commercial Enforcement List

Address	Business name	Violation	Inspection Type	Category	Status
28235 SOUTHFIELD RD	FNDTN OF MICH ASSN O	9/16/2022- Weeds in cement island along Southfield Road need to be removed from cracks and the surrounding. Please check parking lot and property for any other maintenance issues that need to be addressed.	Re-Inspection	Tall Grass/ Weeds	VIOLATION

302.4 Weeds

All premises and exterior property shall be maintained free from weeds or plant growth in excess of 7". All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided.

28081 SOUTHFIELD RD	KUNZ, JAMES W	9/16/2022- Ditch has abundance of trash that needs to be cleaned up.	Re-Inspection	Ditch and Culvert Main	VIOLATION
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30-41 Maintenance of ditches and culverts

ARTICLE II. - STORMWATER MANAGEMENT

It shall be the duty of every property owner to maintain all stormwater ditches and culverts constructed or installed in the area between his property line and the centerline of any street or alley abutting upon his property in a condition free of waste, dirt, plant growth, and other obstructions which block or obstruct the designed flow of stormwater in the ditch or culvert. All ditches and culverts which are so obstructed as to allow the unreasonable accumulation or impounding of stormwaters are declared to be public nuisances and are subject to the abatement and special assessment provisions as provided in this Code.

(Ord. No. 409-10, pt. II, 10-18-2010)

28211 SOUTHFIELD RD	KARAMANIAN, EDWARI	9/16/2022-Weeds in cement island along Southfield Road need to be removed from cracks and the surrounding. Please check parking lot and property for any other maintenance issues that need to be addressed.	Re-Inspection	Tall Grass/ Weeds	VIOLATION
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302.4 Weeds

All premises and exterior property shall be maintained free from weeds or plant growth in excess of 7". All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided.

28035 SOUTHFIELD RD	OLEKSY INVESTMENTS,	9/16/2022-Weeds in cement island along Southfield Road need to be removed from cracks and the surrounding. Please check parking lot and property for any other maintenance issues that need to be addressed.	Re-Inspection	Tall Grass/ Weeds	VIOLATION
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Commercial Enforcement List

Address	Business name	Violation	Inspection Type	Category	Status
302.4 Weeds					
All premises and exterior property shall be maintained free from weeds or plant growth in excess of 7". All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided.					
27241 SOUTHFIELD RD	PHARMACY, LATHRUP I	Trash throughout front and back of property. Please pick up all and check property for other maintenance issues that you may need to	Re-Inspection	DEBRIS	VIOLATION
302.1 Sanitation					
All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.					
26711 SOUTHFIELD RD	GREEN III, ALEX	Hello, please clean the trash throughout your property and remove the weeds (parking lot, around parking blocks) as soon as possible. Thank you	Re-Inspection	Property Maintenance	VIOLATION
302.1 Sanitation					
All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.					
302.4 Weeds					
All premises and exterior property shall be maintained free from weeds or plant growth in excess of 7". All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided.					
26441 SOUTHFIELD RD	KM Lathrup, LLC	9/16/2022- trash in ditch needs to be collected and disposed	Re-Inspection	Ditch and Culvert Main	VIOLATION
30-41 Maintenance of ditches and culverts					

Commercial Enforcement List

Address	Business name	Violation	Inspection Type	Category	Status
ARTICLE II. - STORMWATER MANAGEMENT It shall be the duty of every property owner to maintain all stormwater ditches and culverts constructed or installed in the area between his property line and the centerline of any street or alley abutting upon his property in a condition free of waste, dirt, plant growth, and other obstructions which block or obstruct the designed flow of stormwater in the ditch or culvert. All ditches and culverts which are so obstructed as to allow the unreasonable accumulation or impounding of stormwaters are declared to be public nuisances and are subject to the abatement and special assessment provisions as provided in this Code. (Ord. No. 409-10, pt. II, 10-18-2010)					
26621 SOUTHFIELD	SMJ BUILDING LLC	9/16/2022- Tall grass in ditch needs to be cut	Re-Inspection	Tall Grass/ Weeds	VIOLATION
Tall Grass and Weeds Grass and weeds have exceeded a height of 7 inches. If not cut within 48 hours the violation will be corrected by the City's Contractor at homeowner's expense.					
26021 SOUTHFIELD RD	KATTOUAH, ANDROS	9/16/2022- trash in ditch needs to be collected and disposed	Re-Inspection	Ditch and Culvert Main	VIOLATION
30-41 Maintenance of ditches and culverts ARTICLE II. - STORMWATER MANAGEMENT It shall be the duty of every property owner to maintain all stormwater ditches and culverts constructed or installed in the area between his property line and the centerline of any street or alley abutting upon his property in a condition free of waste, dirt, plant growth, and other obstructions which block or obstruct the designed flow of stormwater in the ditch or culvert. All ditches and culverts which are so obstructed as to allow the unreasonable accumulation or impounding of stormwaters are declared to be public nuisances and are subject to the abatement and special assessment provisions as provided in this Code. (Ord. No. 409-10, pt. II, 10-18-2010)					
26237 SOUTHFIELD	QMJ BUILDING, LLC	9/16/2022- trash in ditch needs to be collected and disposed	Re-Inspection	Ditch and Culvert Main	VIOLATION
30-41 Maintenance of ditches and culverts ARTICLE II. - STORMWATER MANAGEMENT It shall be the duty of every property owner to maintain all stormwater ditches and culverts constructed or installed in the area between his property line and the centerline of any street or alley abutting upon his property in a condition free of waste, dirt, plant growth, and other obstructions which block or obstruct the designed flow of stormwater in the ditch or culvert. All ditches and culverts which are so obstructed as to allow the unreasonable accumulation or impounding of stormwaters are declared to be public nuisances and are subject to the abatement and special assessment provisions as provided in this Code. (Ord. No. 409-10, pt. II, 10-18-2010)					

Commercial Enforcement List

Address	Business name	Violation	Inspection Type	Category	Status
28861 SOUTHFIELD	G & A REAL ESTATE INV	9/16/2022- trash and tall grass in area near bus stop enclosure. Please pick of trash and cut grass. This is the responsibility of the building owner. Weeds in cement island along Southfield Road need to be removed from cracks and the surrounding. Please check parking lot and property for any other maintenance issues that need to be addressed.	Re-Inspection	Tall Grass/ Weeds	VIOLATION
Tall Grass and Weeds Grass and weeds have exceeded a height of 7 inches. If not cut within 48 hours the violation will be corrected by the City's Contractor at homeowner's expense.					
302.1 Sanitation All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.					
302.4 Weeds All premises and exterior property shall be maintained free from weeds or plant growth in excess of 7". All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided.					
28455 SOUTHFIELD RD	28455 SOUTHFIELD ROAD	9/16/2022- received multiple complaints about this address. Appears to be abandoned. There is trash throughout the property, weeds in the parking lot that need to be pulled and the walkway in front of the building is unsafe and needs to be removed and replaced.	Re-Inspection	DEBRIS	VIOLATION
302.4 Weeds All premises and exterior property shall be maintained free from weeds or plant growth in excess of 7". All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided.					
302.3 Sidewalks and driveways All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.					
302.1 Sanitation All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.					
28077 SUNSET W BLVD	MANN, MARK		Re-Inspection	VIOLATION	VIOLATION

Commercial Enforcement List

Address	Business name	Violation	Inspection Type	Category	Status
		nonconforming chain link fence that was erected at this address. It was indicated by City Council member Kantor that a citizen came to him regarding this fence. The citizen stated he spoke with the new resident (Mark Mann) at 28077 Sunset who told the citizen that he wanted a new chain link fence. Mark told the citizen that he knew the city did not allow chain link fences but he was going to put one up anyway. Some time after that conversation, the citizen noticed a new chain link fence was up in Marks yard. 9/7/2022-I spoke with Mark at his residence and asked him about his new fence. He stated he came to city hall "about 2 months ago" and "someone behind the counter" told him he did not need a permit for a chain link fence. All city hall employees know that fences require permits and also know that chain link fences do not conform to our ordinance. I informed him of this but he insisted this was told to him and said the fence cost him \$8,000. I told him I would speak with our City Manager and City Attorney and get back with him regarding this matter. 9/22/2022- email sent to markwmann8@aol.com regarding his fence and options given to me by city attorney Scott Baker: Good Morning Mr. Mann, I apologize for the delay in getting back to you regarding your chain link fence. I have spoken with our city attorney, Scott Baker, and our city administrator, Sue Montenegro, about this matter. The zoning ordinance regarding fence material was updated around 2017-2018 and the current ordinance languages states: 5.16.H: "Fences shall be of ornamental iron, wooden, COMPOSITE or vinyl construction, not over six feet in height, and shall not be erected in any required front yard. Fences of an ornamental nature may be located in a front			

Commercial Enforcement List

Address	Business name	Violation	Inspection Type	Category	Status
		yard of any lot of record up to a height of 42 inches, provided that for corner lots adequate sight distance is provided as described in Section 5.1. Ornamental fences shall be of an open design (non-sight obscuring) materials.” As you can see, chain link is not an approved material. The following link will guide you to our zoning ordinances. Please select chapter 5 section 16 for the ordinance regarding accessory buildings and structures: Lathrup Village Zoning Ordinance (revize.com). Unfortunately, your fence was put up this year (2022) without a permit and a nonconforming material was used. Due to this action, the City of Lathrup Village requires you to bring your fence into compliance with the ordinance by November 24, 2022. You will be charged double for the permit when you apply as one was not obtained for the initial work. If you would like to file an appeal with the Zoning Board of Appeals (ZBA), chapter 7, section 7 of the zoning ordinances (link above) outlines this process and the standards for granting a variance. If you are unsuccessful with the ZBA and your fence is not brought into compliance by November 24, 2022, a citation will be issued and an order from the court will be obtained for corrective action. An official violation notice from the city has also been sent to your residence and is also attached to this email. If you have any questions, please reach out.			

Commercial Enforcement List

Address	Business name	Violation	Inspection Type	Category	Status
H. Fences shall be of ornamental iron, wooden, COMPOSITE or vinyl construction, not over six feet in height, and shall not be erected in any required front yard. Fences of an ornamental nature may be located in a front yard of any lot of record up to a height of 42 inches, provided that for corner lots adequate sight distance is provided as described in Section 5.1. Ornamental fences shall be of an open design (non-sight obscuring) materials.					
28600 SOUTHFIELD RD	LATHFIELD PARTNERS	9/23/2022-DDA reported dumpster enclosure open with debris around it as well as 2 abandoned couches.		Dumpster Enclosure	VIOLATION
28880 SOUTHFIELD RD	LATHFIELD HOLDINGS	9/23/2022-DDA reported enclosure to be open		Dumpster Enclosure	VIOLATION
28551 SOUTHFIELD RD 200	SKYWAY HOLDINGS, LL	9/26/2022-we received a complaint about the state of the outside of your property. The following must be addressed as soon as possible: 1) weeds throughout property and in the cement island along Southfield Road. If you have landscaping completed make sure to pick up the yard waste (clippings etc) so it does not litter your garden 2) broken glass in parking lot in front of the building needs to be removed immediately as it is a safety hazard 3) garbage bags and trash in garden in front of the property and trash needs to be picked up throughout the property Please take care of the items listed above. If you do not understand why you are receiving this notice please contact City Hall. Thank you.	Re-Inspection	DEBRIS	VIOLATION

Commercial Enforcement List

Address	Business name	Violation	Inspection Type	Category	Status
Tall Grass and Weeds Grass and weeds have exceeded a height of 7 inches. If not cut within 48 hours the violation will be corrected by the City’s Contractor at homeowner’s expense.					
302.1 Sanitation All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.					
302.3 Sidewalks and driveways All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.					
18211 RAMSGATE DR	OWENS, RODERICK D	Complaint from a neighbor about weekly garage sales without permit clogging up the street with vehicles		No Permits	VIOLATION

Commercial Enforcement List

Address	Business name	Violation	Inspection Type	Category	Status
28505 SOUTHFIELD RD	HELP CENTER INVESTM	9/26/2022-complaint about the state of the outside of the building. Weeds around parking lot, weeds in concrete island along southfield, parking blocks need to be resituated and the parking block in the grass on the south side of the building needs to be removed, vehicle along side of the building (MI sos plate: DNZ1186) will be removed in 48 hours-has broken back window and flat tires, expired permits in window need to be removed- if work is being completed on the building then new permits need to be pulled. 10/04/2022- abandoned auto sticker left on vehicle to be impounded 48 hours after sticker placed 10/12/2022- vehicle impounded by Ofc Roberts	Re-Inspection	DEBRIS	VIOLATION

302.4 Weeds

All premises and exterior property shall be maintained free from weeds or plant growth in excess of 7". All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided.

5.6 INOPERABLE AND ABANDONED MOTOR VEHICLES

No person shall cause or permit any inoperable or abandoned motor vehicles to be parked or stored in the open on any public or private property within the city for more than 48 consecutive hours or 48 hours in any calendar week and all such vehicles shall otherwise be kept, stored, and parked within a garage or other permitted building. 1. An "inoperable motor vehicle" within the meaning of this provision shall include all motor vehicles which do not have an operable engine, or do not have all of their wheels attached, or do have one or more flat tires, or are not currently licensed so as to be lawfully operated on public streets, or are otherwise so out of repair that they cannot be lawfully operated on public streets. 2. The police department is empowered to cause all violating motor vehicles found on public property to be impounded and disposed of in accordance with the applicable statutes and ordinances and also those found on private property upon a lawful request from the owner or occupant and advance payment of the reasonable cost of such impoundment and disposal.

Article 5.0 Site Standards (Parking Block)

The following are required except as modified for the R1 and R2 districts as provided in Section 5.13.16 and 5.13.17. Bumper stops, curbing or wheel chocks shall be provided to prevent any vehicle from damaging or encroaching upon any required wall, fence or buffer strips or upon any building adjacent to the parking lot. Stops, curbing, and chocks shall be of concrete or its durability equivalent and shall be suitably anchored.

302.1 Sanitation

All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.

14-403 Maintenance requirements

Commercial Enforcement List

Address	Business name	Violation	Inspection Type	Category	Status
(a) Properties subject to this section shall be, in comparison to the neighborhood standard, kept free of weeds, dry brush, dead vegetation, trash, junk, debris, building materials, any accumulation of newspapers, circulars, flyers, notices, except those required by federal, state or local law, discarded personal items, including but not limited to, furniture, clothing, large and small appliances, printed material or any other items that give the appearance that the property is abandoned. (b) The property shall be maintained free of graffiti, tagging or similar markings by removal or painting over with an exterior grade paint that matches the color of the exterior of the structure. (c) Visible front and side yards shall be landscaped and maintained to the neighborhood standard at the time registration was required. Landscape includes, but is not limited to, grass, groundcovers, bushes, shrubs, hedges or similar plantings, decorative rock or bark or artificial turf/sod designed specifically for residential installation. Landscape does not include weeds, gravel, broken concrete, asphalt, decomposed granite, plastic sheeting, mulch, indoor-outdoor carpet or any similar material. (d) Maintenance includes, but is not limited to, regular watering, irrigation, cutting, pruning and mowing of required landscape and removal of all trimmings. (e) Pools and spas shall be kept in working order so the water mains are clear and free of pollutants and debris or drained and kept dry. In either case properties with pools and/or spas must comply with the minimum security fencing requirements of the State of Michigan and local ordinance. (f) Adherence to this section does not relieve the beneficiary/trustee or property owner of any obligations set forth in any covenants, conditions and restrictions and/or homeowners' association rules and regulations which may apply to the property. (g) In addition to the above set forth requirements properties shall be maintained in accordance with the standards set forth under chapter 14 article VI, section 14-151 of the City of Lathrup Village Code of Ordinances. (Ord. No. 404-09, pt. III, 12-21-2009)					
302.3 Sidewalks and driveways					
All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.					

Records: 1

Page: 2



27400 Southfield Rd
Lathrup Village, MI 48076
(248) 557 - 2600
www.lathrupvillage.org

MEMORANDUM

TO: DDA Board of Directors
FROM: Susie Stec, DDA Director
DATE: November 17, 2022
RE: HRC Proposal for Design Engineering Services

Per the process outlined by the Road Commission for Oakland County (RCOC), the DDA is required to contract with a pre-qualified MDOT engineering consultant to prepare the necessary design engineering documents to install a HAWK signal.

At their October meeting, the Economic Vitality Committee reviewed and discussed the proposal submitted by Hubbell, Rot, & Clark (HRC) for traffic signal design engineering services. The EV Committee also discussed the reasoning for the selected location, proposed timeline for this portion of work, and the anticipated installation of the HAWK signal.

Suggested motion: Accept the proposal submitted by HRC in the amount of \$19,200 for design engineering services related to the installation of a HAWK signal.

October 17, 2022

Giffels Webster
1025 E Maple Road, Suite 100
Birmingham, MI 48009

Attn: Scott A. Ringler, PE, LEED-AP

Re: Hawk Signal - Southfield Road, North of Margate Avenue
Lathrup Village
Proposal for Design Engineering Services

HRC Job No. 20220916.86

Dear Mr. Ringler:

As requested, Hubbell, Roth and Clark, Inc. (HRC) is pleased to present this proposal for Traffic Signal Design services for the installation of a HAWK signal on Southfield Road, North of Margate Avenue in Lathrup Village. Our scope of services is based on our understanding of the project from our field meeting with the Village DDA, your office and RCOC as well as past experience designing and constructing traffic signals and knowledge of the Road Commission for Oakland County (RCOC) standards.

HRC's scope of Design Engineering Services for the HAWK signal includes:

- ≡ Collect topographic survey
- ≡ Conduct one field meeting with City and RCOC to finalize layout
- ≡ Conduct one meeting with utility stakeholders, specifically DTE
- ≡ Coordinate street lightings with DTE
- ≡ Prepare plans for the installation of the HAWK signal meeting all the requirements of RCOC
- ≡ Prepare plans for the sidewalks/ramps to accommodate pushbuttons
- ≡ Prepare plans for the culvert under the sidewalk over the ditch
- ≡ Prepare specifications including Maintenance of Traffic provisions
- ≡ Prepare cost estimate

The following work is NOT included:

- ≡ Soil borings will not be collected as this is not typically required by RCOC
- ≡ Boundary survey work for potential easements
- ≡ Assumed that ROW acquisitions will not be required
- ≡ Construction engineering/administration assistance
- ≡ Construction observation, layout, testing
- ≡ Bidding assistance

Michael MacDonald, P.E., Vice President will be the Principal-In-Charge. HRC proposes to utilize Lia Michaels, P.E., PTOE, RSP1 as the Managing Engineer and Chris Bauer, P.E. as the Project Engineer. Both individuals have extensive experience completing signal design especially for locations within Oakland County.

Delhi Township
2101 Aurelius Rd.
Suite 2A
Holt, MI 48842
517-694-7760

Detroit
535 Griswold St.
Buhl Building, Ste 1650
Detroit, MI 48226
313-965-3330

Grand Rapids
1925 Breton Road SE
Suite 100
Grand Rapids, MI 49506
616-454-4286

Howell
105 W. Grand River
Howell, MI 48843
517-552-9199

Jackson
401 S. Mechanic St.
Suite B
Jackson, MI 49201
517-292-1295

Kalamazoo
834 King Highway
Suite 107
Kalamazoo, MI 49001
269-665-2005

Lansing
215 S. Washington SQ
Suite D
Lansing, MI 48933
517-292-1488

HRC is ready to begin Design Engineering Services work upon approval. Based on the scope of work, we estimate the cost to be **\$19,200.00**, which would not be exceeded without prior authorization. Invoicing for this work will be submitted on a monthly basis as the work progresses. If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Michael C. MacDonald, P.E.
Vice President



Lia Michaels, P.E., PTOE, RSP₁
Associate

pc: HRC; C. Bauer, File

Accepted By:

Signature: _____

Written Name: _____

Title: _____

Dated: _____



27400 Southfield Rd
Lathrup Village, MI 48076
(248) 557 - 2600
www.lathrupvillage.org

MEMORANDUM

To: DDA Board of Directors
From: Susie Stec, DDA Director
Date: November 17, 2022
RE: 2023 Alleyway & Approach Recommendation

The Economic Vitality Committee met with the city's engineering consultant at their meeting in October. During this meeting they reviewed the work that has been completed in thus far which includes 9 approaches and 1 alleyway for total investment of \$128,452. It is worth noting that LVDDA budgeted \$155,624 for improvements this year; however, the as-built costs were \$106,557 which represents a savings of \$49,067 (31%).

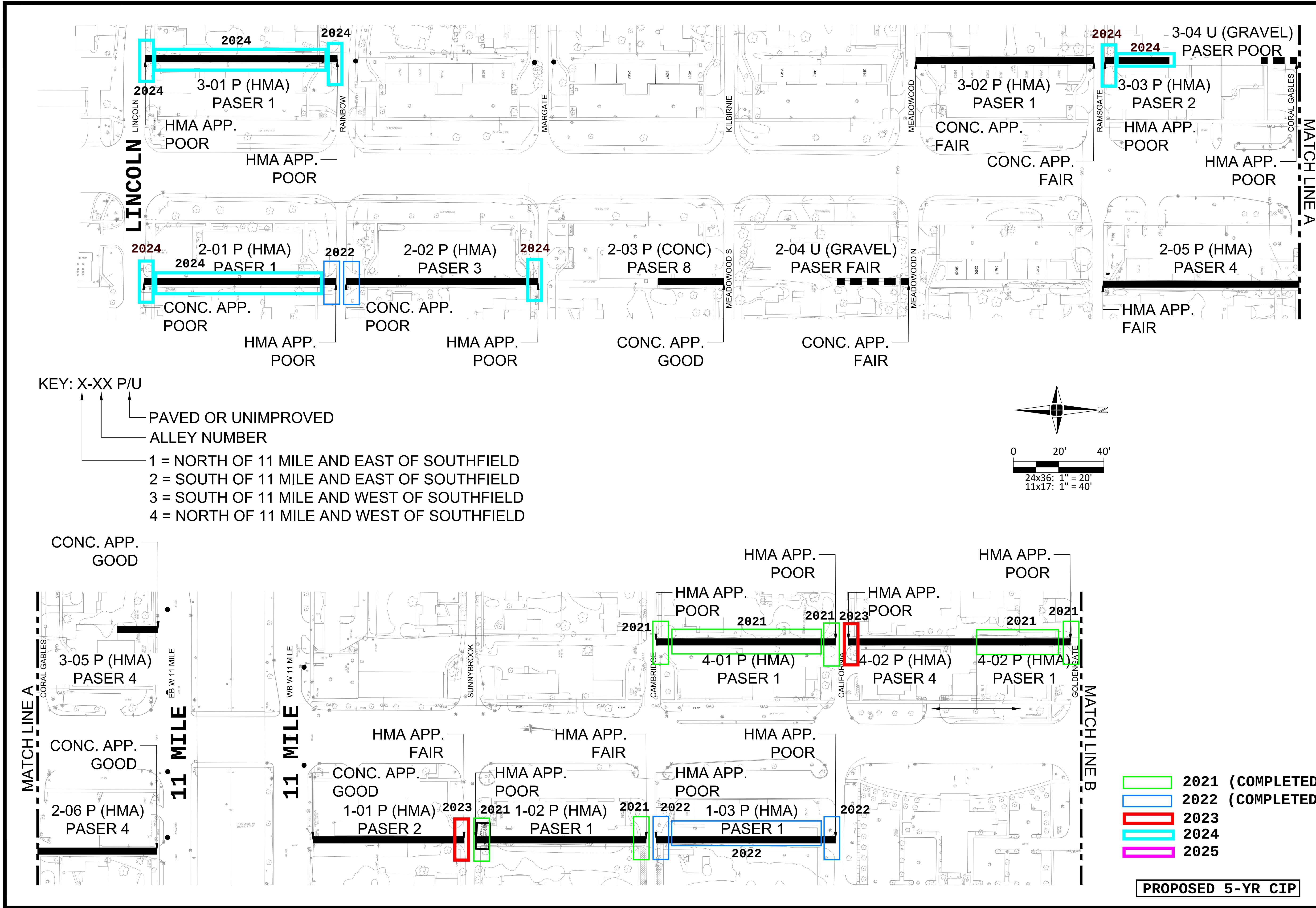
In discussing proposed improvements for 2023, the city engineer recommending focusing our efforts between 11 & 12 Mile Roads to minimize any potential construction conflicts with the road improvements planned by RCOC in 2024. The city engineer recommended to improve 2 complete alleyways (including both adjacent approaches) and 2 additional approaches, all of which have PASER ratings of 1 – 2. The EV Committee felt this was a prudent use of resources, particularly since we were so far under budget this year.

TOTAL ESTIMATED COST for 2023 Proposed Work: \$258,511

Suggested motion: To adopt the 2023 DDA Alley & Approach Recommendation as presented.

CITY OF LATHRUP VILLAGE ALLEY NETWORK																																							
EXISTING CONDITIONS (2021)														PROPOSED 5 YEAR PLAN																									
									SOUTH APPROACH		NORTH APPROACH			COMPLETED 2021 (AS- CONSTRUCTED COST)			COMPLETED 2022 (AS- CONSTRUCTED COST)			PROPOSED 2023			PROPOSED 2024			PROPOSED 2025			PROPOSED 2026 / REMAINING										
CITY QUADRANT	ALLEY NO.	SURFACE MATERIAL	PASER RATING	LENGTH (FT)	WIDTH (FT)	SQUARE FEET (SFT)	COST / SFT	REPAIR COST	CONDITION	REPAIR COST	CONDITION	REPAIR COST	TOTAL COST	ALLEY	SOUTH APPROACH	NORTH APPROACH	ALLEY	SOUTH APPROACH	NORTH APPROACH	ALLEY	SOUTH APPROACH	NORTH APPROACH	ALLEY	SOUTH APPROACH	NORTH APPROACH	ALLEY	SOUTH APPROACH	NORTH APPROACH	ALLEY	SOUTH APPROACH	NORTH APPROACH								
1	1	Asphalt	2	270	20	5,400	\$16.52	\$89,208	GOOD	\$0	FAIR	\$11,565	\$100,773							\$11,565									\$89,208			Discount Tire Alley							
1	2	Asphalt	1	290	18	5,220	\$16.52	\$86,234	POOR	\$11,565	POOR	\$11,565	\$109,364		\$7,480	\$8,104													\$86,234										
1	3	Asphalt	1	290	18	5,220	\$16.52	\$86,234	POOR	\$11,565	POOR	\$11,565	\$109,364				\$39,618	\$5,206	\$14,486																				
1	4	Asphalt	2	310	16	4,960	\$16.52	\$81,939	POOR	\$11,565	POOR	\$11,565	\$105,069					\$7,136									\$81,939		\$11,565										
1	5	Asphalt	2-5	320	15	4,800	\$12.00	\$57,600	POOR	\$11,565	POOR	\$11,565	\$80,730													\$57,600	\$11,565	\$11,565											
1	6	Asphalt	2	320	16	5,120	\$16.52	\$84,582	POOR	\$11,565	POOR	\$11,565	\$107,712			\$6,311		\$10,378											\$84,582										
1	7	Concrete	9	320	17	5,440	\$0.00	\$0	GOOD	\$0	GOOD	\$0	\$0																			No work required							
1	8	Concrete	9	320	18	5,760	\$0.00	\$0	GOOD	\$0	GOOD	\$0	\$0																			No work required							
1	9	Asphalt	2-5	274	20	5,480	\$12.00	\$65,760	GOOD	\$0	FAIR	\$11,565	\$77,325																\$65,760		\$11,565								
2	1	Asphalt	1	320	20	6,400	\$16.52	\$105,728	POOR	\$11,565	POOR	\$11,565	\$128,858						\$14,951				\$105,728	\$11,565															
2	2	Asphalt	3	300	20	6,000	\$16.52	\$99,120	POOR	\$11,565	POOR	\$11,565	\$122,250					\$16,595							\$11,565				\$99,120										
2	3	Concrete	8	100	18	1,800	\$0.00	\$0	N/A	\$0	GOOD	\$0	\$0																			No work required							
2	4	Gravel	Fair	104	13	1,352	\$0.00	\$0	N/A	\$0	FAIR		\$0																			No work required							
2	5	Asphalt	4	480	18	8,640	\$7.48	\$64,627	FAIR	\$11,565	GOOD	\$0	\$76,192																\$64,627	\$11,565									
3	1	Asphalt	1	280	22	6,160	\$16.52	\$101,763	POOR	\$11,565	POOR	\$11,565	\$124,893											\$101,763	\$11,565	\$11,565													
3	2	Asphalt	1	260	16	4,160	\$16.52	\$68,723	FAIR	\$11,565	FAIR	\$11,565	\$91,853																\$68,723	\$11,565	\$11,565								
3	3	Asphalt	2	100	19	1,900	\$16.52	\$31,388	POOR	\$11,565	N/A	\$0	\$42,953												\$31,388	\$11,565													
3	4	Gravel	Poor	102	19	1,938	\$0.00	\$0	N/A	\$0	NEW	\$0	\$0																			No work required							
3	5	Asphalt	5	70	22	1,540	\$7.48	\$11,519	N/A	\$0	GOOD	\$0	\$11,519																\$11,519										
4	1	Asphalt	7	290	15	4,350	\$0.00	\$0	POOR	\$11,565	POOR	\$11,565	\$23,130	\$0	\$0	\$0																No work required / owner paid for							
4	2	Asphalt	1-4	360	15	5,400	\$12.00	\$64,800	POOR	\$11,565	POOR	\$0	\$76,365		\$0						\$11,565								\$64,800			Precise MRI did approach and part of alley							
4	3	Asphalt	6	240	20	4,800	\$0.00	\$0	N/A	\$0	GOOD	\$0	\$0																			No work required							
4	4	Asphalt	7	186	18	3,348	\$0.00	\$0	N/A	\$0	GOOD	\$0	\$0																			No work required							
4	5	Asphalt	2	318	18	5,724	\$16.52	\$94,560	POOR	\$11,565	POOR	\$11,565	\$117,690							\$94,560	\$11,565	\$11,565																	
4	6	Asphalt	1	318	18	5,724	\$16.52	\$94,560	POOR	\$11,565	POOR	\$11,565	\$117,690							\$94,560	\$11,565	\$11,565																	
4	7	Asphalt	7	320	18	5,760	\$0.00	\$0	GOOD	\$0	GOOD	\$0	\$0																			No work required							
4	8	Asphalt	7	300	18	5,400	\$0.00	\$0	GOOD	\$0	N/A	\$0	\$0																			No work required							
4	9	Asphalt	2	170	18	3,060	\$16.52	\$50,551	N/A	\$0	N/A	\$0	\$50,551																\$50,551										
SUB TOTAL														\$1,338,899	\$173,475		\$161,910			\$0	\$7,480	\$14,415	\$39,618	\$39,315	\$29,437	\$189,120	\$34,695	\$34,695	\$238,879	\$34,695	\$23,130	\$139,539	\$11,565	\$23,130	\$685,124	\$23,130	\$23,130		
															\$21,895			\$108,370			\$258,510			\$296,704			\$174,234			\$731,384									
TOTAL ESTIMATE COST - ALLEY REPAIRS														\$1,674,284	BUDGET		\$34,695		BUDGET		\$155,624		BUDGET		\$258,511		BUDGET		\$296,704		BUDGET		\$174,234		BUDGET		\$731,386		
																																				\$1,591,097			
																																				\$1,591,097			
																																				\$1,651,154			

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Engineers
Surveyors
Planners
Landscape Architects

1025 East Maple Road
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www.giffelswebster.com

Executive:	S.A.R.
Manager:	S.A.R.
Designer:	A.J.K.
Quality Control:	S.A.R.

Know what's below.
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DATE:	ISSUE:

Developed For:

CITY OF LATHRUP VILLAGE
27400 SOUTHFIELD ROAD
LATHRUP VILLAGE, MI 48076
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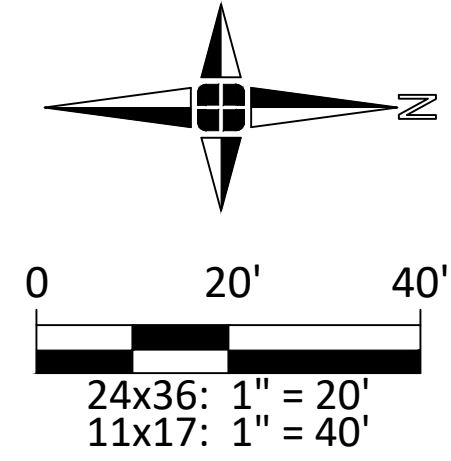
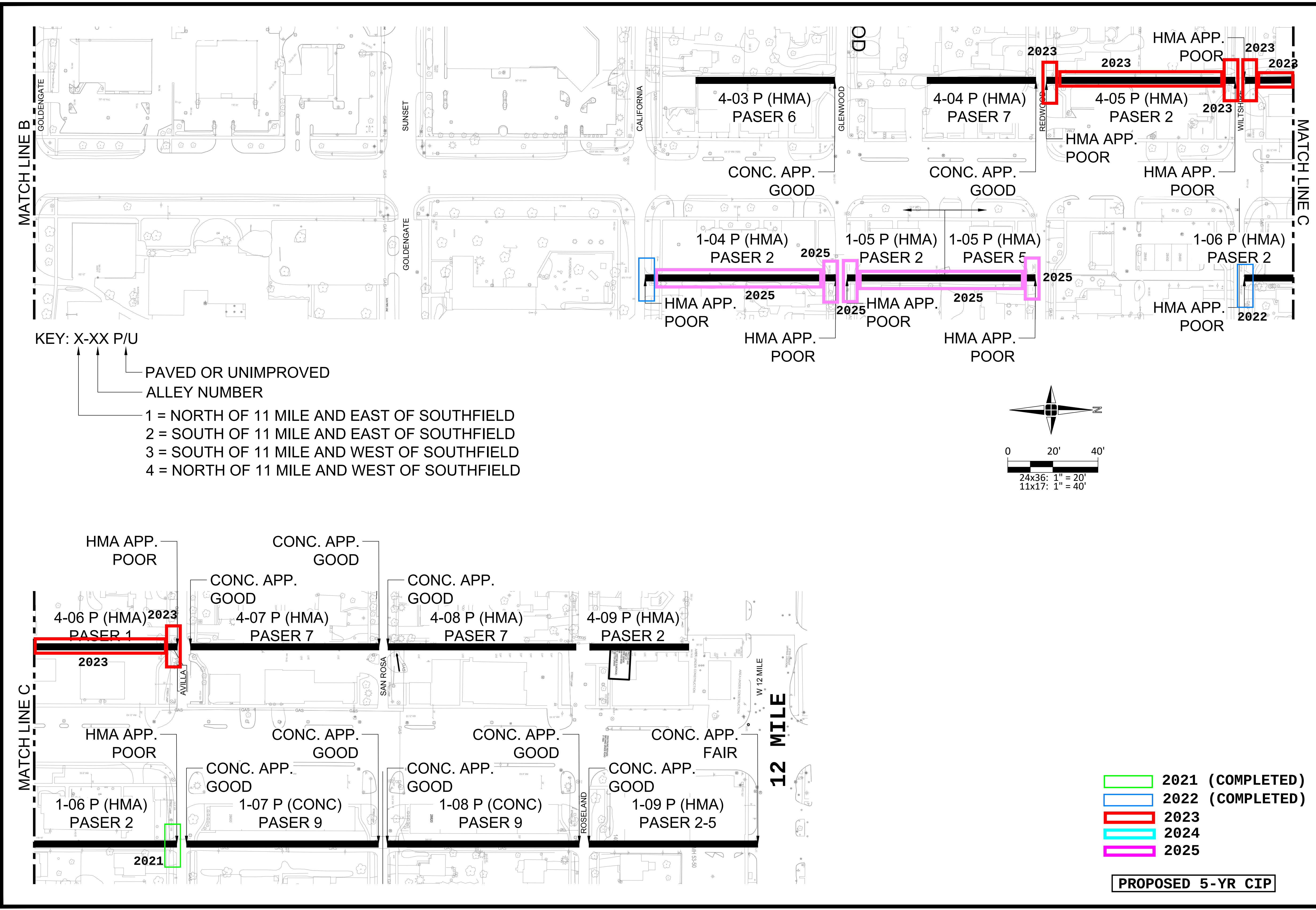
ALLEY ASSESSEMENT
(1 OF 2)

CITY OF LATHRUP VILLAGE
OAKLAND COUNTY
MICHIGAN

Date:	5.18.21
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Sheet:	1 of 2
Project:	18736.21

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- 2021 (COMPLETED)
- 2022 (COMPLETED)
- 2023
- 2024
- 2025

PROPOSED 5-YR CIP



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ALLEY ASSESSMENT (2 OF 2)

CITY OF LATHRUP VILLAGE
OAKLAND COUNTY
MICHIGAN

Date:	5.18.21
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