



Downtown Development Authority

Friday, September 19, 2025 at 12:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Approval of Minutes**
 - [A.](#) July Meeting Minutes
5. **Consent Agenda**
 - [A.](#) Monthly Financial Reports
 - [B.](#) Monthly Code Enforcement Report
6. **Public Comment (*speakers are limited to 3 minutes*)**
7. **Old Business**
8. **New Business**
 - [A.](#) LVMF T-Shirt Reimbursement to City
 - [B.](#) Holiday Lighting Proposals
 - C. Additional Hours for Parks and Rec. Activities
9. **DDA Director Report**
 - [A.](#) Monthly Director Report
10. **Adjourn**

Downtown Development Authority Meeting**Friday, July 18, 2025****Meeting Minutes****12:10 PM: Call to Order.****Roll****Call**

Present: Shermeyer, Pam; Kantor, Bruce; Huey, Danielle; Green, Alex; Greene, Mike; Colson, Austin.

Absent: Prime, Fred; Felton, Patricia; Jones, Charlotte; Sugg, Dan.

Bruce Kantor makes a motion to excuse the absences under the condition that they notified DDA Director Austin Colson that they would be absent. Upon ensuring that he was contacted, Mike Greene supports the motion and the absences are excused unanimously.

12:11 PM: Motion to approve the Agenda is made by Mike Greene and seconded by Bruce Kantor and is approved unanimously.

Motion to approve the meeting minutes is made by Bruce Kantor, supported by Mike Greene and is approved unanimously.

12:12 PM: Consent Agenda

Motion to approve consent agenda by Bruce Kantor, seconded by Mike Greene and approved unanimously. No questions or comments made on the consent agenda.

12:12 PM: Public Comment

No public comments.

12:12 PM: Old Business

Monthly Board Meeting Time discussion that was tabled in May is brought back to the forefront. DDA Director Austin Colson informs the board of the discussion from the June Special Meeting; DDA Board Members discussed their approval of a time change to the third Thursday of every month at 4:00

PM. The members present had determined that this change fit best with their schedules. The intention in today's meeting was to vote on this change. However, Board Members Alex Green and Danielle Huey both announce that this time change does not work for them. However, 4:30 or 5:00 on either Thursday or Friday do work for them.

A brief discussion is had regarding variations and it is determined that another survey should be crafted and disseminated for the board to fill out. DDA Intern Kennedy will have one prepared for the next meeting and the item is tabled.

12:16 PM: New Business

Lathrup Village Music Festival Director Lauren Beras presents the monthly update to the DDA Board on the progress of the LVMF. The Music Festival has gone to print promotional materials and is no longer taking donations for this year's festival. However, they will accept for next year's festival, and will try to secure funding from sources so they are not chasing funding next year.

Lauren and DDA Director Colson will also be reaching out to the local Lowe's, hoping for an in-kind donation for fencing around the Family Fun Zone. The LVMF also has their promotional materials in the form of signs, posters and fliers, the latter of which will be mailed once available. The vendors spaces are being designed and Vendors are sending in their payments; there are approximately 14 vendors for this years' event. There are 11 sponsors who will have booths at the event as well.

Lauren highlights the newest business in the city, Mara Greens, and their involvement at the event as a vendor and sponsor. Filming has begun for promotional videos and commercials for the event, including sponsor and local business highlights.

And regarding the family fun area, we have secured the space for the full day; there will need to be volunteers watching at all times to ensure safety. There are currently 33 volunteers- 5 new and 28 returning- but there is a callout for at least two more volunteers for the event, specifically for the family fun area. There are volunteer events to clean up the park the day before and after the event. If anyone wants to volunteer, they can email Lauren directly at lvmfest@gmail.com.

Lauren does present two matters for the board to vote on. The final two invoices for approval: Robert Jensen and Niel Severs for stage, sound and tech. Niel worked with the LVMF last year to provide the stage, and Robert Jensen is providing the sound equipment and other tech needed for the event. The package for tech is \$5,700- there has been no increase in price due to inflation though there has been an increase in the service being provided.

DDA Director Colson presents the two motions to vote on: First, the backline from NV Rentals and then the stage from Robert Jensen. City Administrator Greene makes motion to approve the stage equipment provided by NV Rentals for cost not to exceed \$1,525; Alex Green supports- the motion is passed unanimously. Bruce Kantor makes a motion to approve the rental of the stage provided by Robert Jensen for the cost not exceeding \$5,700; City Administrator Greene supports- the motion is passed unanimously.

12:32 PM: DDA Director Report

DDA Director Colson updates the Board on upcoming Tri-City events: The Southfield Area Chamber of Commerce is hosting an Economic Vitality breakfast- an annual event- on August 6th from 9:00 - 10:30 AM at the Plum Hollow Country Club.

There is a Networking Luncheon and Public Art Exploration event being put on by the Southfield DDA at the Southfield Municipal Complex, walking around the public art structures placed in the same area.

Oakland Thrive is hosting a “Developing a Business Plan” on August 19th from 10:00 AM to 12:00 PM at Lathrup Village City Hall.

The Lathrup Village Music Festival will be September 13th from 12:00 PM - 9:00 PM.

The Tri-City Partnership is hosting a seminar to boost holiday sales. The event is located in Oak Park this year on September 17th from 8:30 AM – 10:30 AM. A precise location is still being determined but will be publicized once a location has been determined.

Updates regarding businesses throughout the DDA District:

26600 Southfield Road- the Flagship Store for Holbrook Auto Parts is nearly complete. The entire plaza has been combined from 6 units into one, the

exterior renovations are nearly complete and the interior buildout is well underway.

27310 Southfield Road- Lush Nails has acquired their wall sign and has completed the interior buildout.

27320 Southfield Road- Modern Suits and Clothing has acquired and installed their wall sign.

27330 Southfield Road- The Vapor Shoppe has begun their interior buildout.

28309 Southfield Road- Mara Greens has their simulators operational after months of inactivity due to tariffs. DDA Director Colson and the Code Enforcement officer did an inspection at the start of the month and can report that the business is nearing ready to be open to the public. Mara Greens will be present at the festival with two putting booths- anyone who sinks their putt will win time in the booths. Otherwise, participants will win their ball by just participating.

Infrastructure:

Concrete work around the two High-Intensity Activated Cross-Walk HAWK signals is complete and the signals are ready to be used by the public. A third cross walk system will be installed later this year south of I-696.

The multi-year alleyway paving project for FY25-26 is completed.

The resurfacing of Southfield Road Overpass at 11 Mile is completed.

Other Information:

During the August 19th meeting, the DDA Board needs to elect a vice-chair, a treasurer and a secretary. The only position of these that *technically* matter is the vice-chair, but all must be elected by the board per the DDA Bylaws. The secretary position would take notes for meeting minutes that will be completed by DDA Intern Kennedy, while the treasurer will follow up with the city treasurer department, since they handle finances for the DDA as a whole.

Additionally, the city is looking into reducing the strictness of the parking standards. It has been determined that the current parking standards limit new and redevelopment in the city. A brief discussion is had regarding the Southfield Boulevard Project and how a relaxed parking ordinance will be affect (or affect) the project.

12:50 PM: Adjournment

Pam Shermeyer makes a motion to adjourn the meeting. Bruce Kantor seconds. Motion passes unanimously. Meeting adjourned.

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-001.006 FLAGSTAR (POOLED) CASH-CHECKING						
Journal CD: CD						
151920	08/15/2025	Check: FPOOL 51445	51445	494-000.000-202.000		575.00
151923	08/15/2025	Check: FPOOL 51448	51448	Multiple		44.48
151928	08/15/2025	Check: FPOOL 51453	51453	Multiple		121.00
151954	08/15/2025	Check: FPOOL 51479	51479	Multiple		118.00
151960	08/15/2025	Check: FPOOL 51485	51485	494-000.000-202.000		1,820.00
151966	08/15/2025	Check: FPOOL 51491	51491	494-000.000-202.000		270.00
151967	08/15/2025	Check: FPOOL 51492	51492	494-000.000-202.000		270.00
151970	08/15/2025	Check: FPOOL 51495	51495	494-000.000-202.000		51,912.56
151972	08/15/2025	Check: FPOOL 51497	51497	Multiple		107.70
151976	08/15/2025	Check: FPOOL 51501	51501	494-000.000-202.000		1,525.00
151978	08/15/2025	Check: FPOOL 51503	51503	494-000.000-202.000		81,808.85
151981	08/15/2025	Check: FPOOL 51506	51506	Multiple		5,869.00
151985	08/15/2025	Check: FPOOL 51510	51510	494-000.000-202.000		487.50
151988	08/15/2025	Check: FPOOL 51513	51513	494-000.000-202.000		2,850.00
151989	08/15/2025	Check: FPOOL 51514	51514	494-000.000-202.000		200.00
151992	08/15/2025	Check: FPOOL 51517	51517	494-000.000-202.000		500.00
152265	08/29/2025	Check: FPOOL 51588	51588	494-000.000-202.000		1,125.00
152266	08/29/2025	Check: FPOOL 51589	51589	Multiple		259.98
152267	08/29/2025	Check: FPOOL 51590	51590	494-000.000-202.000		900.00
152270	08/29/2025	Check: FPOOL 51593	51593	Multiple		113.11
152272	08/29/2025	Check: FPOOL 51595	51595	Multiple		1,201.80
152276	08/29/2025	Check: FPOOL 51599	51599	494-000.000-202.000		200.00
152284	08/29/2025	Check: FPOOL 51607	51607	494-000.000-202.000		300.00
152286	08/29/2025	Check: FPOOL 51609	51609	494-000.000-202.000		300.00
152289	08/29/2025	Check: FPOOL 51612	51612	Multiple		1,913.49
152291	08/29/2025	Check: FPOOL 51614	51614	Multiple		1,969.92
152292	08/29/2025	Check: FPOOL 51615	51615	494-000.000-202.000		500.00
152296	08/29/2025	Check: FPOOL 51619	51619	494-000.000-202.000		270.00
152297	08/29/2025	Check: FPOOL 51620	51620	494-000.000-202.000		270.00
152298	08/29/2025	Check: FPOOL 51621	51621	494-000.000-202.000		500.00
152299	08/29/2025	Check: FPOOL 51622	51622	494-000.000-202.000		250.00
152300	08/29/2025	Check: FPOOL 51623	51623	494-000.000-202.000		350.00
152302	08/29/2025	Check: FPOOL 51625	51625	Multiple		107.70
152305	08/29/2025	Check: FPOOL 51628	51628	494-000.000-202.000		762.50
152307	08/29/2025	Check: FPOOL 51630	51630	Multiple		5,301.00
152312	08/29/2025	Check: FPOOL 51635	51635	494-000.000-202.000		487.50
152314	08/29/2025	Check: FPOOL 51637	51637	494-000.000-202.000		2,850.00
152315	08/29/2025	Check: FPOOL 51638	51638	494-000.000-202.000		200.00
152320	08/29/2025	Check: FPOOL 51643	51643	494-000.000-202.000		125.00
152323	08/29/2025	Check: FPOOL 51646	51646	494-000.000-202.000		1,339.00
152324	08/29/2025	Check: FPOOL 51647	51647	494-000.000-202.000		75.00
Journal Totals					0.00	170,150.09
Journal CR: CR						
151745	08/06/2025	SUMMARY CR: 08/06/2025 LVMF (K		494-000.000-614.000	70.00	
151792	08/11/2025	SUMMARY CR: 08/11/2025 LVMF (C		494-000.000-614.000	35.00	
Journal Totals					105.00	0.00
Journal GJ: GJ						
151818	08/14/2025	MERS POSTING-PD JUNE PAYROLL	17319	Multiple		1,246.35
152446	08/14/2025	TO REVERSE MANUAL JOURNAL ENTR	17387	Multiple	1,246.35	
152447	08/14/2025	MERS POSTING-PD DEFINED BENEF	17388	Multiple		1,246.35
152072	08/15/2025	TAX DISTRIBUTION (THRU 08/15/2	17329	Multiple	288,703.88	
152157	08/27/2025	INTERFUND DUE-TO/DUE-FROM	17346	Multiple	486,001.32	
Journal Totals					775,951.55	2,492.70
Totals for 494-000.000-001.006					776,056.55	172,642.79
Balance 08/01/25:				311,654.13		
Net Change:				603,413.76		
Balance 08/31/25:				915,067.89		
494-000.000-084.101 DUE FROM GENERAL FUND						
Journal DTFD: DUE TO/DUE FROM						
152134	08/25/2025	RECLASS CR#332060 LVMF CHASE B	17340	Multiple	35.00	
Journal Totals					35.00	0.00
Journal GJ: GJ						
152157	08/27/2025	INTERFUND DUE-TO/DUE-FROM	17346	Multiple		501,471.95
152377	08/31/2025	MONTHLY INTEREST POSTING- 08/3	17361	Multiple	1,856.32	
Journal Totals					1,856.32	501,471.95
Totals for 494-000.000-084.101					1,891.32	501,471.95
Balance 08/01/25:				501,436.95		
Net Change:				(499,580.63)		
Balance 08/31/25:				1,856.32		

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-084.101		DUE FROM GENERAL FUND				
494-000.000-202.000		ACCOUNTS PAYABLE				
Journal AP: AP						
151834	08/05/2025	AMAZON CAPITAL SERVICESVnd: AM	1L6J-W7JY-4YLP	494-000.000-846.000		13.50
151835	08/05/2025	AMAZON CAPITAL SERVICESVnd: AM	1MGC-KGWD-HKQ6	494-000.000-846.000		30.98
152258	08/06/2025	TDMKVnd: TDMK Invoice: 08.06.2	08.06.25	494-000.000-846.000		1,339.00
152193	08/08/2025	BLUE CARE NETWORKVnd: BLUECARE	252200018363	Multiple		1,201.80
151892	08/13/2025	MIERZWA PAVING LLCVnd: MIERZWA	08.13.25	494-000.000-970.000		51,912.56
151894	08/15/2025	MISSIONSQUARE - 803046Vnd: MIS	6778443	Multiple		107.70
152187	08/21/2025	AMAZON CAPITAL SERVICESVnd: AM	1XF1-XMDM-3L9R	494-000.000-846.000		259.98
152210	08/21/2025	DUANE HEWINSVnd: DUANEHEWIN In	09.13.25.14	494-000.000-846.000		300.00
152217	08/22/2025	FNBOVnd: FNBO Invoice: 08.22.2	08.22.25.3	494-000.000-846.000		1,913.49
152225	08/22/2025	GIFFELS-WEBSTER ENG INCVnd: GW	135460	494-000.000-970.000		1,969.92
152231	08/26/2025	MICHIGAN DOWNTOWN ASSOC.Vnd: M	3736	494-000.000-822.000		350.00
152233	08/29/2025	MISSIONSQUARE - 803046Vnd: MIS	6091369	Multiple		107.70
151521	08/31/2025	BLUE CARE NETWORKVnd: BLUECARE	251900028128	Multiple		1,201.80
Journal Totals					0.00	60,708.43
Journal CD: CD						
151920	08/15/2025	Check: FPOOL 51445	51445	494-000.000-001.006	575.00	
151923	08/15/2025	Check: FPOOL 51448	51448	Multiple	44.48	
151928	08/15/2025	Check: FPOOL 51453	51453	Multiple	121.00	
151954	08/15/2025	Check: FPOOL 51479	51479	Multiple	118.00	
151960	08/15/2025	Check: FPOOL 51485	51485	494-000.000-001.006	1,820.00	
151966	08/15/2025	Check: FPOOL 51491	51491	494-000.000-001.006	270.00	
151967	08/15/2025	Check: FPOOL 51492	51492	494-000.000-001.006	270.00	
151970	08/15/2025	Check: FPOOL 51495	51495	494-000.000-001.006	51,912.56	
151972	08/15/2025	Check: FPOOL 51497	51497	Multiple	107.70	
151976	08/15/2025	Check: FPOOL 51501	51501	494-000.000-001.006	1,525.00	
151978	08/15/2025	Check: FPOOL 51503	51503	494-000.000-001.006	81,808.85	
151981	08/15/2025	Check: FPOOL 51506	51506	Multiple	5,869.00	
151985	08/15/2025	Check: FPOOL 51510	51510	494-000.000-001.006	487.50	
151988	08/15/2025	Check: FPOOL 51513	51513	494-000.000-001.006	2,850.00	
151989	08/15/2025	Check: FPOOL 51514	51514	494-000.000-001.006	200.00	
151992	08/15/2025	Check: FPOOL 51517	51517	494-000.000-001.006	500.00	
152265	08/29/2025	Check: FPOOL 51588	51588	494-000.000-001.006	1,125.00	
152266	08/29/2025	Check: FPOOL 51589	51589	Multiple	259.98	
152267	08/29/2025	Check: FPOOL 51590	51590	494-000.000-001.006	900.00	
152270	08/29/2025	Check: FPOOL 51593	51593	Multiple	113.11	
152272	08/29/2025	Check: FPOOL 51595	51595	Multiple	1,201.80	
152276	08/29/2025	Check: FPOOL 51599	51599	494-000.000-001.006	200.00	
152284	08/29/2025	Check: FPOOL 51607	51607	494-000.000-001.006	300.00	
152286	08/29/2025	Check: FPOOL 51609	51609	494-000.000-001.006	300.00	
152289	08/29/2025	Check: FPOOL 51612	51612	Multiple	1,913.49	
152291	08/29/2025	Check: FPOOL 51614	51614	Multiple	1,969.92	
152292	08/29/2025	Check: FPOOL 51615	51615	494-000.000-001.006	500.00	
152296	08/29/2025	Check: FPOOL 51619	51619	494-000.000-001.006	270.00	
152297	08/29/2025	Check: FPOOL 51620	51620	494-000.000-001.006	270.00	
152298	08/29/2025	Check: FPOOL 51621	51621	494-000.000-001.006	500.00	
152299	08/29/2025	Check: FPOOL 51622	51622	494-000.000-001.006	250.00	
152300	08/29/2025	Check: FPOOL 51623	51623	494-000.000-001.006	350.00	
152302	08/29/2025	Check: FPOOL 51625	51625	Multiple	107.70	
152305	08/29/2025	Check: FPOOL 51628	51628	494-000.000-001.006	762.50	
152307	08/29/2025	Check: FPOOL 51630	51630	Multiple	5,301.00	
152312	08/29/2025	Check: FPOOL 51635	51635	494-000.000-001.006	487.50	
152314	08/29/2025	Check: FPOOL 51637	51637	494-000.000-001.006	2,850.00	
152315	08/29/2025	Check: FPOOL 51638	51638	494-000.000-001.006	200.00	
152320	08/29/2025	Check: FPOOL 51643	51643	494-000.000-001.006	125.00	
152323	08/29/2025	Check: FPOOL 51646	51646	494-000.000-001.006	1,339.00	
152324	08/29/2025	Check: FPOOL 51647	51647	494-000.000-001.006	75.00	
Journal Totals					170,150.09	0.00
Totals for 494-000.000-202.000					170,150.09	60,708.43
Balance 08/01/25:				95,111.05		
Net Change:				(109,441.66)		
Balance 08/31/25:				14,330.61 DR		
494-000.000-214.101 DUE TO GENERAL FUND						
Journal GJ: GJ						
151707	08/01/2025	08/2025 DEPT HEAD DEF COMP MAT	17292	Multiple		187.53
152157	08/27/2025	INTERFUND DUE-TO/DUE-FROM	17346	Multiple	15,470.63	
Journal Totals					15,470.63	187.53
Journal PR: Payroll						
151816	08/14/2025	1ST PAY IN AUGUST	17317	Multiple		6,889.88
152443	08/28/2025	2ND PAY IN AUGUST	17384	Multiple		6,554.23
Journal Totals					0.00	13,444.11

User: JESSICA FROM 494-000.000-000.000 TO 494-000.000-971.001

DB: Lathrup TRANSACTIONS FROM 08/01/2025 TO 08/31/2025

Item 5A.

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-214.101 DUE TO GENERAL FUND						
Totals for 494-000.000-214.101					15,470.63	13,631.64
Balance 08/01/25:				8,646.22		
Net Change:				(1,838.99)		
Balance 08/31/25:				6,807.23		
494-000.000-407.000 TIFA-CAPTURE TAXES						
Journal GJ: GJ						
152072	08/15/2025	TAX DISTRIBUTION (THRU 08/15/2 17329		Multiple		278,713.91
Journal Totals					0.00	278,713.91
Totals for 494-000.000-407.000					0.00	278,713.91
Balance 08/01/25:				59,296.90 DR		
Net Change:				278,713.91		
Balance 08/31/25:				219,417.01		
494-000.000-410.000 TAX COLLECTED OTHER						
Journal GJ: GJ						
152072	08/15/2025	TAX DISTRIBUTION (THRU 08/15/2 17329		Multiple		9,989.97
Journal Totals					0.00	9,989.97
Totals for 494-000.000-410.000					0.00	9,989.97
Balance 08/01/25:				4,459.67		
Net Change:				9,989.97		
Balance 08/31/25:				14,449.64		
494-000.000-614.000 MUSIC FEST REV						
Journal CR: CR						
151745	08/06/2025	SUMMARY CR: 08/06/2025 LVMF (K		494-000.000-001.006		70.00
151792	08/11/2025	SUMMARY CR: 08/11/2025 LVMF (C		494-000.000-001.006		35.00
Journal Totals					0.00	105.00
Journal DTDF: DUE TO/DUE FROM						
152134	08/25/2025	RECLASS CR#332060 LVMF CHASE B 17340		Multiple		35.00
Journal Totals					0.00	35.00
Totals for 494-000.000-614.000					0.00	140.00
Balance 08/01/25:				5,850.00		
Net Change:				140.00		
Balance 08/31/25:				5,990.00		
494-000.000-665.000 INVESTMENT INTEREST						
Journal GJ: GJ						
152377	08/31/2025	MONTHLY INTEREST POSTING- 08/3 17361		Multiple		1,856.32
Journal Totals					0.00	1,856.32
Totals for 494-000.000-665.000					0.00	1,856.32
Balance 08/01/25:				1,436.73		
Net Change:				1,856.32		
Balance 08/31/25:				3,293.05		
494-000.000-701.000 SALARIES FULL-TIME						
Journal PR: Payroll						
151816	08/14/2025	1ST PAY IN AUGUST	17317	Multiple	5,397.73	
152443	08/28/2025	2ND PAY IN AUGUST	17384	Multiple	5,397.73	
Journal Totals					10,795.46	0.00
Totals for 494-000.000-701.000					10,795.46	0.00
Balance 08/01/25:				5,397.73		
Net Change:				10,795.46		
Balance 08/31/25:				16,193.19		

494-000.000-702.000 SALARIES PART-TIME					
Journal PR: Payroll					
151816	08/14/2025	1ST PAY IN AUGUST	17317	Multiple	1,012.50
152443	08/28/2025	2ND PAY IN AUGUST	17384	Multiple	700.00

User: JESSICA FROM 494-000.000-000.000 TO 494-000.000-971.001

DB: Lathrup TRANSACTIONS FROM 08/01/2025 TO 08/31/2025

Item 5A.

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-702.000 SALARIES PART-TIME						
Journal PR: Payroll						
Journal Totals					1,712.50	0.00
Totals for 494-000.000-702.000					1,712.50	0.00
Balance 08/01/25:				1,487.50		
Net Change:				1,712.50		
Balance 08/31/25:				3,200.00		
494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Journal AP: AP						
152193	08/08/2025	BLUE CARE NETWORKEMPLOYEE TAXE	252200018363	Multiple	1,201.80	
151894	08/15/2025	MISSIONSQUARE - 803046EMPLOYEE	6778443	Multiple	107.70	
152233	08/29/2025	MISSIONSQUARE - 803046EMPLOYEE	6091369	Multiple	107.70	
151521	08/31/2025	BLUE CARE NETWORKEMPLOYEE TAXE	251900028128	Multiple	1,201.80	
Journal Totals					2,619.00	0.00
Journal GJ: GJ						
151707	08/01/2025	08/2025 DEPT HEAD DEF COMP MAT	17292	Multiple	187.53	
151818	08/14/2025	MERS POSTING-PD JUNE PAYROLL	17319	Multiple	1,246.35	
152446	08/14/2025	TO REVERSE MANUAL JOURNAL ENTR	17387	Multiple		1,246.35
152447	08/14/2025	MERS POSTING-PD DEFINED BENEF	17388	Multiple	1,246.35	
Journal Totals					2,680.23	1,246.35
Journal PR: Payroll						
151816	08/14/2025	1ST PAY IN AUGUST	17317	Multiple	479.65	
152443	08/28/2025	2ND PAY IN AUGUST	17384	Multiple	456.50	
Journal Totals					936.15	0.00
Totals for 494-000.000-703.000					6,235.38	1,246.35
Balance 08/01/25:				3,668.11		
Net Change:				4,989.03		
Balance 08/31/25:				8,657.14		
494-000.000-822.000 TRAINING/MEMBERSHIP						
Journal AP: AP						
152231	08/26/2025	MICHIGAN DOWNTOWN ASSOC.TRAINI	3736	494-000.000-202.000	350.00	
Journal Totals					350.00	0.00
Totals for 494-000.000-822.000					350.00	0.00
Balance 08/01/25:				0.00		
Net Change:				350.00		
Balance 08/31/25:				350.00		
494-000.000-846.000 MUSIC FESTIVAL EXP						
Journal AP: AP						
151834	08/05/2025	AMAZON CAPITAL SERVICESMUSIC F	1L6J-W7JY-4YLP	494-000.000-202.000	13.50	
151835	08/05/2025	AMAZON CAPITAL SERVICESMUSIC F	1MGC-KGWD-HKQ6	494-000.000-202.000	30.98	
152258	08/06/2025	TDMKMUSIC FESTIVAL EXP	08.06.25	494-000.000-202.000	1,339.00	
152187	08/21/2025	AMAZON CAPITAL SERVICESMUSIC F	1XF1-XMDM-3L9R	494-000.000-202.000	259.98	
152210	08/21/2025	DUANE HEWINSMUSIC FESTIVAL EXP	09.13.25.14	494-000.000-202.000	300.00	
152217	08/22/2025	FNBOMUSIC FESTIVAL EXP	08.22.25.3	494-000.000-202.000	1,913.49	
Journal Totals					3,856.95	0.00
Totals for 494-000.000-846.000					3,856.95	0.00
Balance 08/01/25:				1,582.74		
Net Change:				3,856.95		
Balance 08/31/25:				5,439.69		
494-000.000-970.000 CAPITAL EXPENDITURE						
Journal AP: AP						
151892	08/13/2025	MIERZWA PAVING LLCCAPITAL EXPE	08.13.25	494-000.000-202.000	51,912.56	
152225	08/22/2025	GIFFELS-WEBSTER ENG INCCAPITAL	135460	494-000.000-202.000	1,969.92	
Journal Totals					53,882.48	0.00
Totals for 494-000.000-970.000					53,882.48	0.00
Balance 08/01/25:				118.00		
Net Change:				53,882.48		
Balance 08/31/25:				54,000.48		

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2025 (ABNORMAL)	MONTH 08/31/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000.000						
494-000.000-407.000	TIFA-CAPTURE TAXES	422,500.00	219,417.01	278,713.91	203,082.99	51.93
494-000.000-410.000	TAX COLLECTED OTHER	38,000.00	14,449.64	9,989.97	23,550.36	38.03
494-000.000-415.000	MISCELLANEOUS REVENUE	23,000.00	0.00	0.00	23,000.00	0.00
494-000.000-446.000	INVESTMENT INTEREST	40,000.00	0.00	0.00	40,000.00	0.00
494-000.000-614.000	MUSIC FEST REV	10,000.00	5,990.00	140.00	4,010.00	59.90
494-000.000-665.000	INVESTMENT INTEREST	0.00	3,293.05	1,856.32	(3,293.05)	100.00
Total Dept 000.000		533,500.00	243,149.70	290,700.20	290,350.30	45.58
TOTAL REVENUES		533,500.00	243,149.70	290,700.20	290,350.30	45.58
Expenditures						
Dept 000.000						
494-000.000-701.000	SALARIES FULL-TIME	130,000.00	16,193.19	10,795.46	113,806.81	12.46
494-000.000-702.000	SALARIES PART-TIME	28,000.00	3,200.00	1,712.50	24,800.00	11.43
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	40,000.00	8,657.14	4,989.03	31,342.86	21.64
494-000.000-722.000	LEGAL SERVICES	900.00	0.00	0.00	900.00	0.00
494-000.000-726.000	OFFICE SUPPLIES	3,500.00	41.32	0.00	3,458.68	1.18
494-000.000-810.000	AUDITING & ACCOUNTING	2,500.00	0.00	0.00	2,500.00	0.00
494-000.000-822.000	TRAINING/MEMBERSHIP	5,000.00	350.00	350.00	4,650.00	7.00
494-000.000-844.000	MAIN STREET PROGRAM	12,500.00	23.98	0.00	12,476.02	0.19
494-000.000-845.000	STREETSCAPING	20,500.00	5,869.00	0.00	14,631.00	28.63
494-000.000-846.000	MUSIC FESTIVAL EXP	10,000.00	5,439.69	3,856.95	4,560.31	54.40
494-000.000-882.000	PLANNING/CONSULTING FEES	15,300.00	0.00	0.00	15,300.00	0.00
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00	411.10	0.00	1,588.90	20.56
494-000.000-901.000	POSTAGE FEES	250.00	0.00	0.00	250.00	0.00
494-000.000-933.000	REPAIRS & MAINTENANCE	64,500.00	0.00	0.00	64,500.00	0.00
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	24,000.00	0.00	0.00	24,000.00	0.00
494-000.000-968.001	DEPRECIATION INFRASTRUCTURE	40,000.00	0.00	0.00	40,000.00	0.00
494-000.000-970.000	CAPITAL EXPENDITURE	100,000.00	54,000.48	53,882.48	45,999.52	54.00
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00	0.00	0.00	10,000.00	0.00
494-000.000-971.001	FACADE GRANT PROGRAM	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 000.000		528,950.00	94,185.90	75,586.42	434,764.10	17.81
TOTAL EXPENDITURES		528,950.00	94,185.90	75,586.42	434,764.10	17.81
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		533,500.00	243,149.70	290,700.20	290,350.30	45.58
TOTAL EXPENDITURES		528,950.00	94,185.90	75,586.42	434,764.10	17.81
NET OF REVENUES & EXPENDITURES		4,550.00	148,963.80	215,113.78	(144,413.80)	3,273.93

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 08/31/2024	PERIOD ENDED 08/31/2025
*** Assets ***			
494-000.000-001.006	FLAGSTAR (POOLED) CASH-CHECKING	0.00	915,067.89
494-000.000-010.000	TRUST ACCOUNT-GENERAL	971,838.22	0.00
494-000.000-028.096	TAXES RECEIVABLE-PERSONAL PROP	9,697.14	9,697.14
494-000.000-084.101	DUE FROM GENERAL FUND	467,172.53	1,856.32
494-000.000-141.001	INFRASTRUCTURE	640,945.69	640,945.69
494-000.000-177.000	NON DEPRECIABLE-CAPITAL ASSETS	27,972.00	27,972.00
494-000.000-177.001	DEPRECIABLE ASSETS	75,432.25	75,432.25
494-000.000-193.000	ACCUMULATED DEPRECIATION	(277,782.22)	(277,782.22)
Total Assets		1,915,275.61	1,393,189.07
*** Liabilities ***			
494-000.000-202.000	ACCOUNTS PAYABLE	180.83	(14,330.61)
494-000.000-214.101	DUE TO GENERAL FUND	100,310.21	6,807.23
Total Liabilities		100,491.04	(7,523.38)
*** Fund Balance ***			
494-000.000-390.000	FUND BALANCE	1,437,734.34	1,437,734.34
Total Fund Balance		1,437,734.34	1,437,734.34
Beginning Fund Balance		1,437,734.34	1,437,734.34
Net of Revenues VS Expenditures - 24-25			(185,985.69)
*24-25 End FB/25-26 Beg FB		1,251,748.65	
Net of Revenues VS Expenditures - Current Year		377,050.23	148,963.80
Ending Fund Balance		1,814,784.57	1,400,712.45
Total Liabilities And Fund Balance		1,915,275.61	1,393,189.07

* Year Not Closed

DDA Code Enforcement Report August 2025

Address	Property Owner	Violation	Category	Status
26621 SOUTHFIELD RD	SMJ BUILDING LLC BUSINESS LICENSE	BUSINESS REQUIRED	LICENSE Operating Without Business License	Door Tagged, Letter

Sec. 18-29. - Unlicensed Businesses.

No person required to obtain and maintain a license under section 18-30 shall conduct business in this city unless the person is licensed, and no natural person or individual shall, by actions taken within this city, aid or abet another in the conduct of such unlicensed business.

INSPECTOR COMMENTS: Business License Required

28871 Southfield Rd	G & A Real Estate Investors	Debris, pallets, appliances stored in public view at rear - Remove	Debris	Letter Sent
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308.1 Accumulation of rubbish or garbage.

Exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage.

INSPECTOR COMMENTS: Debris, pallets, appliances stored in public view at rear – Remove.

308.3 Disposal of garbage.

Every occupant of a structure shall dispose of garbage in a clean and sanitary manner by placing such garbage in an approved garbage disposal facility or approved garbage containers.

INSPECTOR COMMENTS: Debris, pallets, appliances stored in public view at rear – Remove.

DDA Code Enforcement Report August 2025

Address	Property Owner	Violation	Category	Status
<p>Sec. 54-66. - Use of outside storage for unsightly or offensive materials.</p> <p>No person shall cause or permit the premises he owns or otherwise has under his occupancy or control or the adjoining right-of-way to be used for the outside storage (outside of an appropriate container or building) of garbage, sewage, filth, refuse, dead or cut tree branches, waste, including yard waste, trash, debris, litter, rubbish, including cans, bottles, wastepaper, cartons, boxes, crates, inoperable machinery, discarded building materials, discarded household goods, or any unsightly, offensive or obnoxious materials. All land areas found to be used for such purposes or to be strewn with such materials are declared to be public nuisances.</p> <p>INSPECTOR COMMENTS: Debris, pallets, appliances stored in public view at rear – Remove.</p>				
28871 Southfield Rd	G & A Real Estate Investors	Debris, pallets, appliances stored in public view at rear - Remove	Debris	Letter Sent

5.13 OFF-STREET PARKING

Limitation of parking facility use. No off-street parking facility shall be used for the repair or service of motor vehicles, for the display of vehicles or goods for sale, for display signs (whether attached to vehicles or otherwise) or for any commercial purpose other than the parking of passenger vehicles not exceeding a net weight of three tons for periods of less than 48 hours by occupants, employees, patrons and invitees of buildings and uses providing such parking. Any area once designated and developed for off-street parking shall not be changed to any other use unless or until equal facilities are provided elsewhere. Off-street parking existing at the effective date of this article in connection with the operation of an existing building or use shall not be reduced to an amount less than hereinafter required for a similar new building or new use.

INSPECTOR COMMENTS: Remove donation bin from parking lot.

DDA Code Enforcement Report August 2025

Address	Property Owner	Violation	Category	Status
27601 Southfield Rd	Oakland Development Company	Animated signs not permitted - Rita's Ice "Open Sign" - Discontinue use - final notice	Sign Violation	Complied

Sec. 52-28. - Prohibited signs.

The following signs are prohibited:

(1) Add-on signs (2) Animated signs (3) Beacon lights (4) Banners (except street banners advertising community/special events) (5) Feather and flutter signs (6) Festoons (7) Inflatable signs (8) Mirrors or mirrored signs (9) Moving signs (10) Obsolete signs (11) Pennants (12) Pole signs (13) Roof signs (14) Snipe signs

INSPECTOR COMMENTS: Animated Signs Not Permitted - Rita's Ice "Open Sign" - Discontinue Use - FINAL NOTICE

27601 Southfield Rd	Oakland Development Company	Trailer storage not permitted - remove from public view	Trailer Storage Violation	Letter Sent
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4.1 OUTSIDE STORAGE AND PARKING REGULATIONS, VEHICLES, ETC.

5. The outside storage of garden trailers, snowmobiles, all-terrain vehicles, trailers for the aforementioned, or the like, unless they are stored in the rear or side yards and screened from the view of persons on public streets. The aforementioned shall not be stored closer than five feet to any building or within five feet of the rear or side yard property line, nor shall they be more than six feet in height above the surface upon which the aforementioned are parked or stored. All such storage shall be upon a parking surface of concrete, asphalt or brick pavers and the driveway access to the parking surface shall be of the same or similar material. A violation of this subsection shall be a civil infraction.

INSPECTOR COMMENTS: trailer not to be store in public view - REMOVE

DDA Code Enforcement Report August 2025

Address	Property Owner	Violation	Category	Status
28821 Southfield Rd	G & L Real Estate Investors	Sign backlighting not to spread further than 4" from sign components and must be white in color	Sign Violation	Letter Sent

Sec. 52-23. - (k) (5) Illumination.

Backlit signs shall use only white for illumination. Such signs shall spread their illumination a maximum of four inches beyond the sign limits.

INSPECTOR COMMENTS: sign backlighting not to spread further than 4" from sign components and must be white in color only.



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

MEMORANDUM

To: DDA Board of Directors
 From: Austin Colson, Director – Community & Economic Development/DDA
 Date: September 19, 2025
 RE: Lathrup Village Music Festival (LVMF) T-shirt Reimbursement

At the August DDA Board meeting, a memo was prepared for consideration of the official t-shirt purchase for the 2025 Lathrup Village Music Festival (LVMF). However, due to lack of quorum, the meeting was canceled.

Given the tight timeline ahead of the festival, the City proceeded with the order to ensure that shirts would be available in time for the event. Three vendors were contacted for quotes—two provided written quotes, and one verbally expressed interest but did not submit a proposal.

Attached is the lowest written quote received from local producer TDMK Silk Screening for the production of branded festival t-shirts, featuring the festival's custom five-color logo on the front and sponsor logos on the back. The total cost of the order was \$1,339.

The second vendor, Speedy Tees, submitted a quote of \$1,410.

TDMK Silk Screening has successfully produced t-shirts for the first two editions of the Lathrup Village Music Festival. Their proven reliability and familiarity with our design requirements made them the strongest choice for continuing this partnership.

To ensure the shirts were available in time for the festival, the City paid the upfront expense.

At this time, reimbursement from the DDA is requested in the amount of \$1,339.

Suggested Motion

"I move to authorize reimbursement to the City of Lathrup Village in the amount of \$1,339 for the 2025 Lathrup Village Music Festival t-shirt purchase made through TDMK Silk Screening."

TDMK

Silk Screening

17134 Hubbell St., Detroit, MI 48235

T-SHIRTS * SWEATSHIRTS * SWEAT PANTS * SHORTS * CAPS * JACKETS * TOTE BAGS

Phone (313) 300-0638

tdmkdetroit@sbcglobal.net

Invoice

August 6, 2025

Lathrup Village
Contact: Bob Beras

Description	Quantity	Size	Unit Cost	Cost
Black Softstyle T-shirts imprinted on the front with a custom plastisol screen printed four color logo and imprinted on the back with a one color logo	4	Small	\$19.00 each	\$1,273.00
	20	Medium	"	
	21	Large	"	
	22	XL	"	
	3	2XL	\$22.00 each	\$ 66.00
Art Charge \$25 each color	Waived		\$125.00	No Charge
Screen Charge \$25 each			\$125.00	
Garment Charge				\$1,339.00
Tax	Tax Exempt Business		Shipping	
Total Due				\$1,339.00

Thank you for your order!
Contact Person: Frank Watts



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

To: DDA Board of Directors
 From: Thomas Kennedy – CED/DDA Project Coordinator
 Austin Colson – CED/DDA Director
 Date: September 19, 2025
 RE: Holiday Lighting Contractor

On September 8th, the Lathrup Village Downtown Development Authority (LVDDA) issued a Request for Qualifications (RFQ) for the installation of holiday lighting around City Hall grounds, including the building and the surrounding trees.

The City received three proposals:

- **Lucent Landscape and Lighting** – Oak Park, Michigan - \$9,000
- **Pink Pro Installations** – Birmingham, Michigan - \$9,475
- **Christmas Light Guys** – Sterling Heights, Michigan - \$9,900

Expressed interest but no proposal received:

- **Maxteriors Lighting** – Beverly Hills, Michigan

Each proposal includes:

- A detailed price breakdown of services offered.
- A visual rendering to provide the Board with a preview of the expected design.
- Proof of insurance.

The proposals were evaluated based on cost efficiency, creativity, experience, and the ability to deliver reliable service within the project timeline. Each vendor provided renderings and insurance documentation, giving the Board a clear view of both design and qualifications. Review and compare these proposals in detail and determine which contractor best meets the DDA's goals for creating a festive, high-quality holiday lighting display at City Hall.

Suggested Motion: “I authorize the DDA Director to reimburse the City in the amount of _____ for the installation of holiday lighting on city hall grounds.”

ACCEPT

DECLINE

Issued

Sep 11, 2025

Proposal Expires: Sep 25, 2025



PROPOSAL

Prepared For:
City Township Lathrup
Village

, Michigan

Prepared By:
Christmas Light Guys

36782 Haverhill Street
Sterling Heights, MI 48312
586-337-8212
(586) 337-8212

Introduction

Dear City Township,

☐☐ **Welcome to Christmas Light Guys**

Thank you for considering **Christmas Light Guys** for your holiday lighting needs!

We're a **family-owned small business** that takes pride in delivering high-quality, custom-fit holiday displays with a personal touch. Our **all-inclusive service** means we handle everything — from installation and maintenance to takedown — so you can enjoy a beautifully lit home without any hassle.

Your satisfaction means everything to us, and we're committed to making the entire process smooth, stress-free, and enjoyable from start to finish.

Inside this proposal, you'll find everything you need!

You can accept the quote at any time by clicking the **"Accept" button** at the top of the page. If you have any questions, feel free to call us — we're happy to help.

Let's light up your holidays — the right way.

Brandon & Brittany

☐☐ **586-337-8212**

— *The Christmas Light Guys Team*

Some of Our Favorites



Testimonials

Don't take our word for it! Here is what others have to say about Christmas Light Guys exacting standards and exceptional service:

Southfield, MI - Beautiful bright and professional looking Christmas lights! They came out quickly and also gave a fair price. Very satisfied

Oakland, MI - Brandon and his team are highly skilled, professional outdoor light installers. They placed beautiful white Christmas lights along the roofline, on all the peaks of our house, and throughout the landscape out front. Our home is now the brightest and best in the neighborhood! If you want to be the envy of your neighborhood this holiday season, call the Christmas Lights Guys!

Clinton Twp, MI - Christmas Light Guys created an impressive light and wreath display at the entrance to Park Ridge Condominiums in Clinton Township. Best display ever. Competitive pricing. Per President of the Association.

Proposal

Presented To:

City Township Lathrup Village
Michigan

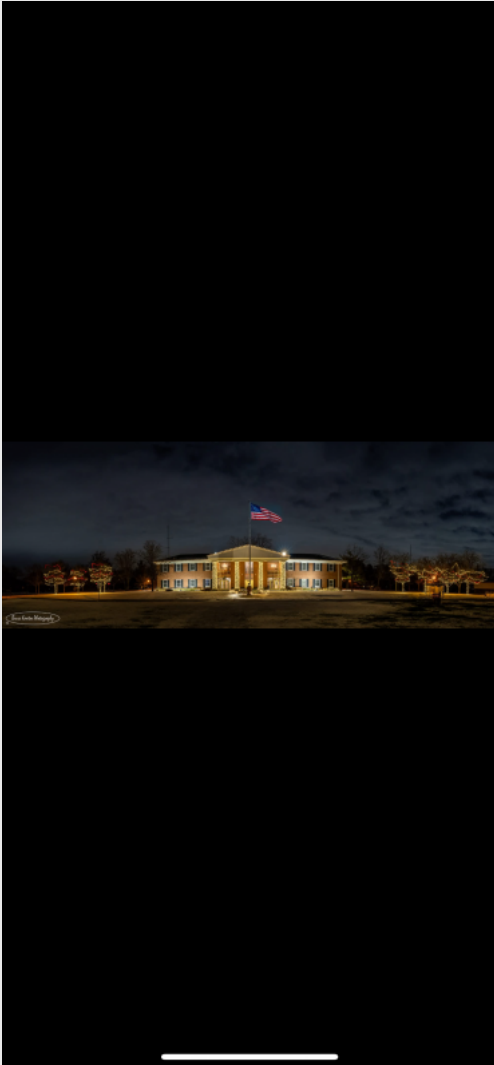
Service location:

Michigan

Description	Qty	Each	Amount
City Hall Lighting	1	\$9,900.00	\$9,900.00

Additional Details: Included in Lighting

- Front roofline of city building (Approx 200ft)
- Spiral wrap mini lights on 4 large pillars in front of city building
- Bushes along the front of the building
- 8 trees spiral wrap with mini lights (trunk and canopy)
- Bushes surround city hall monument sign
- Roofline and pillar lights on two pavilions in back yard area of center



Total \$9,900.00

If there are multiple items above you can select the items you would like us to do after clicking “Accept” at top right of this proposal.

Terms & Conditions

☐☐ Christmas Light Installation – Terms & Details

Stand out this holiday season. We handle every detail — you just enjoy the glow.

Customization & Service:

- Lights and greenery are custom built and tailored to your home
- Choose any color or pattern that fits your holiday vibe

What's Included:

- All commercial-grade lights, greenery, décor, and materials
- Installation, full-season maintenance, and takedown included
- Maintenance requests are handled within 48 hours, weather permitting
- Takedowns begin January 3rd (weather permitting). You can schedule a specific date when booking

Scheduling & Payments:

- A 50% deposit secures your installation date and current rate (pricing increases as the season fills up)
- Final payment is due on installation day; lights will be removed if unpaid after 14 days
- Payment Methods: Cash, Check, Venmo, Zelle, Cash App, and Credit Card (credit card payments incur a 3.3% processing fee)

Optional Perks:

- October Install = 3-Year Rate Lock: Book an installation date in October to lock in your current rate for the next 3 holiday seasons
- Referral Bonus: Get up to \$100 back when you refer friends or family — ask us how!

Ownership & Liability:

- All lights and materials are owned and maintained by Christmas Light Guys
- Christmas Light Guys is responsible for storage & regular maintenance. Customers will not store or maintain any lighting.
- Customers may be held responsible for any loss or theft of lighting
- We are fully insured — you are not liable for technician injuries or equipment-related damage

Property Conditions & Liability Notice:

- We take great care on every property, but we are not liable for pre-existing issues such as loose shingles, brittle siding, faulty electrical outlets, or other structural weaknesses
- Please notify us of any fragile areas prior to install
- Homeowners are responsible for ensuring accessible and safe working conditions

Media Use & Photography:

- We may take photos or short videos of your decorated home to showcase our work on our website, social media, or promotional materials — never showing your address or any identifying personal information
- If you'd prefer your home not be included, just let us know — we always respect your privacy

Let's light it up this season — bold, bright, and completely stress-free.

In Closing

☐☐ Ready to Light Up Your Holidays?

Thank you for reviewing our proposal. We're excited about the opportunity to transform your home into a stunning holiday display — hassle-free and tailored just for you.

With Christmas Light Guys, you're choosing:

- Personalized, **custom-built lighting and décor**
- Expert installation, maintenance, and takedown included
- A dedicated team that values your satisfaction above all else

Next Steps

1. **Review & Accept:** Click the **"Accept"** button at the top of this page to confirm your booking.
2. **Discuss Designs:** Connect with **Brittany** to explore design ideas or share your own vision — she'll help make it perfect.
3. **Deposit Payment:** A 50% deposit is required to secure your installation date and pricing.
4. **Schedule Your Installation:** We'll coordinate a convenient date for installation and any takedown requests.
5. **Enjoy the Season:** Relax while we handle installation, maintenance, and takedown!
6. **Final Payment:** Pay the remaining balance on installation day.

If you have any questions or need further assistance, don't hesitate to call us — we're here to help every step of the way.

Let's make this holiday season your brightest yet!

Warm regards,
Brandon & Brittany
☐☐ **586-337-8212**

— The Christmas Light Guys Team











City of Lathrup Village Holiday Proposal

—
Lucent Landscape and Lighting

sep2025



STRICTLY CONFIDENTIAL

Proposal Options

- A. Same as 2024 Discounted
 - B. Multi-Colored Large Maple
 - C. Pine & Pavilion
 - D. Garland & Wreaths
- B-D at full \$10k Budget

STRICTLY CONFIDENTIAL

All Lights On, All Season Guarantee
Returning Customer Discounts
Deeper Discounts with Memberships



Prices reflect accepting
one of the options
Plus applicable use tax

STRICTLY CONFIDENTIAL

Design – Build Maintain





Option A

Same Design as 2024

With \$1,000 discount vs 2024

STRICTLY CONFIDENTIAL



Option B

Wrap Large Maple

at California & Sunset

in Multi-Colored Minis

as high as with ladders

Light Post also

in WW Garland



CONFIDENTIAL

5



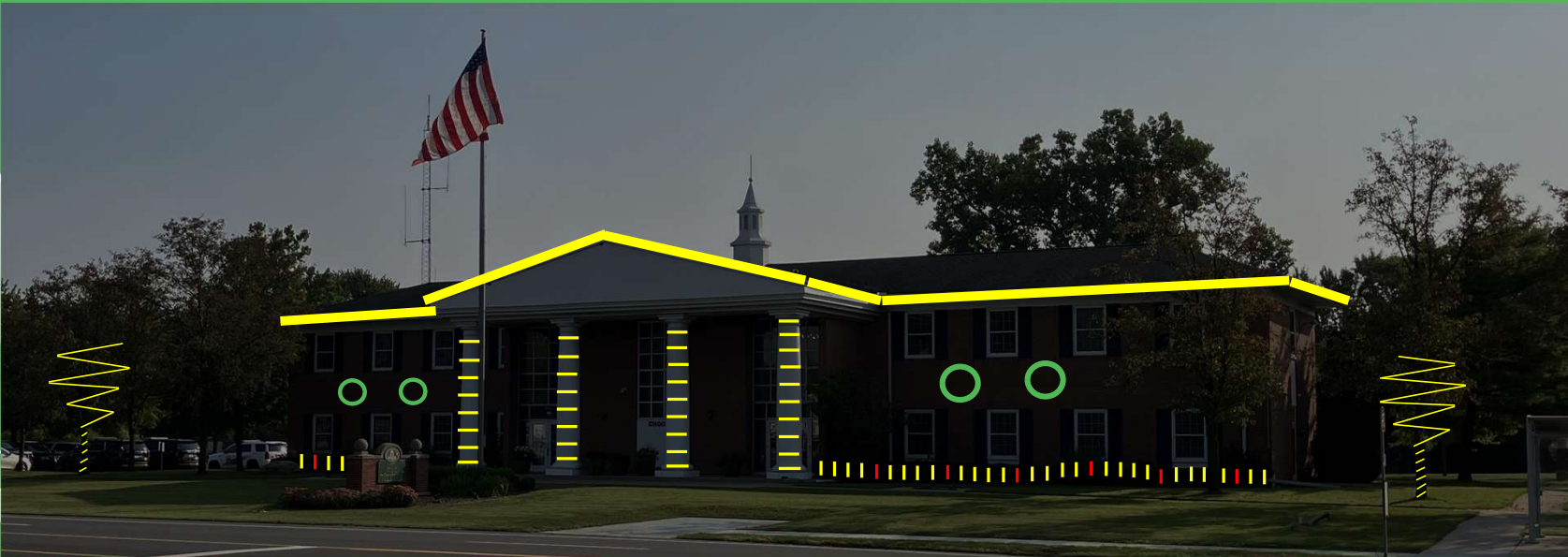
Option C

Large Pine in WW C9 with poles

Pavillion in WW & Red C9

Light Post in WW Garland

STRICTLY CONFIDENTIAL



Option D

****IF**** we can speak with building management
about how we do it safely

Anchoring Garland & Wreaths to Building & Sign

STRICTLY CONFIDENTIAL



Option D

continued

Sign Design

STRICTLY CONFIDENTIAL



Proposals Summary

Option A - Discount

\$9,000

Option B - Maple

\$10,000

Option C – Pavilion

\$10,000

Option D - Greenery

\$10,000

plus applicable use tax on material

STRICTLY CONFIDENTIAL

9



Thank you

—

Lucent
Landscape &
Lighting

STRICTLY CONFIDENTIAL

10

LUCENT LANDSCAPE & LIGHTING

QUOTE OPTION A

DATE:
12sep2025

TO: City of Lathrup Village
Austin Colson

INVOICE #
H25-09-A

27400 Southfield Rd
Lathrup Village, MI 48076
248 557 2600 ext. 223

CUSTOMER ID:
LathrupVillage-01

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
	Holiday Lights Same Design as 2024	50% Deposit to Schedule	Balance on Completion

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	<i>Taxable Material</i>		
1	Line Building Roofline in 15" Spacing Warm White C9 LEDs	1150	\$1,150.00
1	Wrap Boxwoods along building in Warm White Mini LEDs	462	\$462.00
4	Wrap Columns in Warm White Mini LEDs	321.75	\$1,287.00
6	Wrap every other Tree along Sidewalk in WW, R sprinkle 2	123.75	\$742.50
1	Wrap Boxwoods at Sign in Warm White & Red Minis	99	\$99.00
1	Place 36" Warm White Light Bursts Around Sign Flowerbed	173.25	\$173.25
1	Trunk & some Branches of Employee Entrance Pine in WW	123.75	\$123.75
6	Hang 16" Red Spritzer Orbs from Employee Entrance Pine	16.50	\$99.00
1	Line Upper & Lower Gazebo Rooflines in WW & Red C9	385	\$385.00
1	Wrap Gazebo Columns in Warm White & Red Mini LEDs	41.25	\$247.50
1	Accessories - Plugs, Outlets, Timers & Extension Cords	231	\$231.00
1	<i>Returning Customer 10% Discount</i>	-1000	-\$1,000.00
	<i>Non-Taxable Labor</i>		
1	Labor	5000	\$5,000.00

PLEASE MAKE CHECKS TO LUCENT LANDSCAPE & LIGHTING

PROCESSING FEES SHARED IF CLIENT WOULD LIKE TO
PAY OTHER THAN CHECK OR CASH

THANK YOU FOR YOUR BUSINESS!!

SUBTOTAL

SALES TAX

BALANCE

\$9,000.00

\$240.00

\$9,240.00



22021 PARKLAWN, OAK PARK | 586 209 4264 | JEFE@LUCENTLANDSCAPEANDLIGHTING.COM



Proposal For:
Lathrup Village
Holiday Lighting Installation
City Hall Grounds

Prepared By:
Pink Pro Services, LLC
4166 Dixie Hwy.
Waterford, MI 48329
248-202-7636

Submitted To:
Lathrup Village
Tom Kennedy
tkennedy@lathrupvillage.org

September 2025

Experience and Qualifications	3
Company Overview	3
Foundations	3
Company Values	4
Community	4
Company Competencies	5
Pink Pro Wash	5
Pink Pro Holiday Lights	5
Organizational Chart	5
Staff Experience	5
City Liaison	5
Lighting Expertise	6
Commercial Experience References	7
iHeartRadio	7
Leaf and Bud Detroit	8
Merril Lynch	9
Plan of Action	10
Preparation	10
Timeline	10
Protection of Property	10
Contingency	11
Maintenance (during display period)	11
Removal (end of display period)	11
Proposed Design Mock-Ups	12
Pricing	14

Experience and Qualifications

Company Overview

Pink Pro Wash was founded in 2019, dedicated to providing top-notch pressure washing services to residential customers. Since then, we have built a reputation for reliability and high-quality work, expanding our offerings to include seasonal decoration services with Pink Pro Holiday Lights.

Foundations

We started Pink Pro Wash as a response to the growing need for professional and effective exterior cleaning services. We continually recognized that many property owners struggle with maintaining the cleanliness and appearance of their homes and businesses, particularly when it comes to tough stains, algae and moss buildup or the need for homes and businesses to look inviting.

The company aimed to provide high-quality pressure washing and soft washing services that not only enhance curb appeal but also help protect and preserve the value of properties. With a focus on customer satisfaction, eco-friendly practices, and professionalism, we sought to fill a gap in the market for reliable cleaning services that deliver noticeable results.

After successfully completing our inaugural season in the power washing industry, we strategically expanded our services to include permanent and holiday lighting solutions. In September 2020, our team participated in comprehensive training focused on Christmas lighting, which equipped us with the skills and knowledge necessary to launch our first holiday lighting season immediately afterward. This expansion reflects our commitment to offering diverse and high-quality services that meet the evolving needs of our customers. We just completed our 5th season of Holiday lighting.

Company Values

Pink Pro Wash is built on several core values that guide our operations and customer interactions. First and Foremost these include **FIGHT**:

F - Fun: We cultivate a positive and enjoyable work environment, believing that having fun in our tasks enhances creativity and productivity.

I - Integrity: We conduct our business with the highest level of integrity, ensuring transparency and honesty in all interactions to foster trust and reliability with our clients.

G - Giving: We are committed to giving back to the community through active engagement and support initiatives that benefit local organizations and individuals.

H - Honesty: We value honesty as a fundamental principle, ensuring that our actions align with our words and fostering an environment of open communication.

T - Teamwork: We prioritize collaboration and teamwork, recognizing that working together effectively leads to outstanding results and strengthens our organization.

Along with our core values we prioritize the needs and satisfaction of our clients, striving to exceed expectations with each service. We are committed to delivering high-quality results through skilled workmanship and attention to detail. We Maintain a high standard of professionalism in all interactions, including punctuality, appearance, and communication. We strive continually for innovation and improvement in our services, techniques, and customer engagement.

Community

We partner with Five Points of Hope, an non-profit organization based out of Milford that raises money for Michigan cancer patients who are in financial crisis. A percentage of every paid invoice goes to this organization to help with finances that affect people with cancer.

We are proud to collaborate with many local area charities and support missions fighting cancer including U CAN-CER VIVE. Recently, we formed a partnership with Hot Pink Helpers to provide our services to patients and recipients who are bravely battling cancer. In addition, we have made donations and worked alongside organizations such as St. Jude Children's Research Hospital, On A Dragonfly's Wings, and local Waterford schools.

Furthermore, we are active members of the Waterford Chamber of Commerce and the Birmingham Bloomfield Chamber of Commerce, which allows us to connect with our community and contribute to local initiatives effectively.

Company Competencies

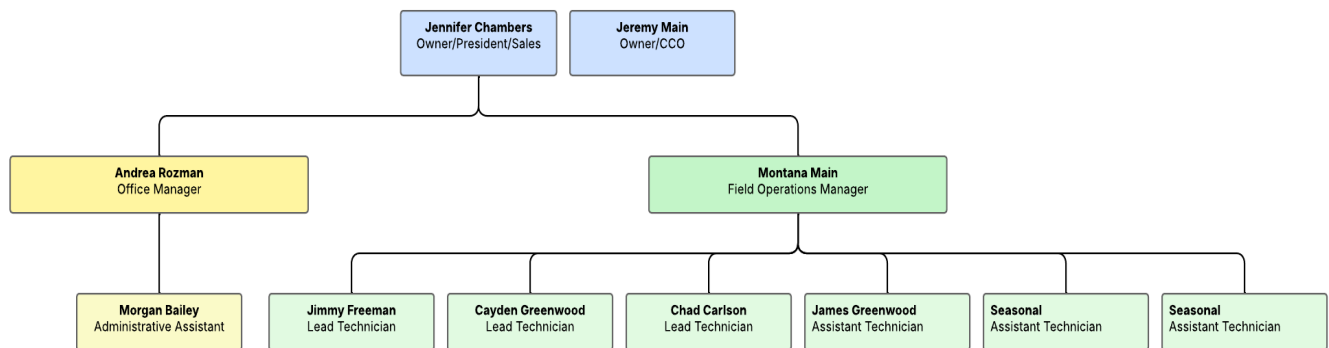
Pink Pro Wash

This division specializes in professional pressure washing services aimed at rejuvenating the exterior surfaces of homes and commercial properties. Services include house/building washing, roof cleaning (removing algae from the shingles/tile/slate or cedar), power washing, driveway cleaning, deck restoration, dryer vent cleaning, window cleaning and brick paver cleaning and sealing. The goal of Pink Pro Wash is to help homeowners, business owners or property managers maintain the beauty and longevity of their properties while providing a clean, inviting environment.

Pink Pro Holiday Lights

Offering decoration services, Pink Pro Holiday Lights is committed to creating enchanting holiday displays for residential and commercial properties. Our services include design consultation, installation, maintenance, and takedown of holiday lighting and decor. We are known for our creativity, attention to detail, and commitment to safety, ensuring that each display enhances the festive spirit of the season or any holiday!

Organizational Chart



Staff Experience

All installation technicians have had professional Christmas light training held with a Christmas lights coach, in-person training with introduction to the Christmas lights industry, including safety protocols, equipment maintenance, and effective install techniques.

City Liaison

(primary) Jennifer Chambers, President, 248-818-0949, jennifer@pinkprowash.com

(alternate) Montana Main, Operations Manager, 248-847-9773, montana@pinkprowash.com

Lighting Expertise

With years of expertise in holiday lighting and decoration, our team of skilled professionals is adept at designing and implementing a diverse range of lighting displays, from intricate residential setups to grand-scale commercial projects. We meticulously plan each installation to ensure safety, efficiency, and visual appeal, using only the highest quality materials and the latest technology. Our commitment to excellence and attention to detail have earned us a reputation for delivering stunning and memorable holiday displays.

Our expertise in working with commercial properties encompasses a diverse array of industries, including:

- Restaurants
- Dispensaries
- Residential Property Management
- Retail Property Management

Commercial Experience References

iHeartRadio

2529 Orleans St. Detroit, MI

Install Date: October 28, 2024

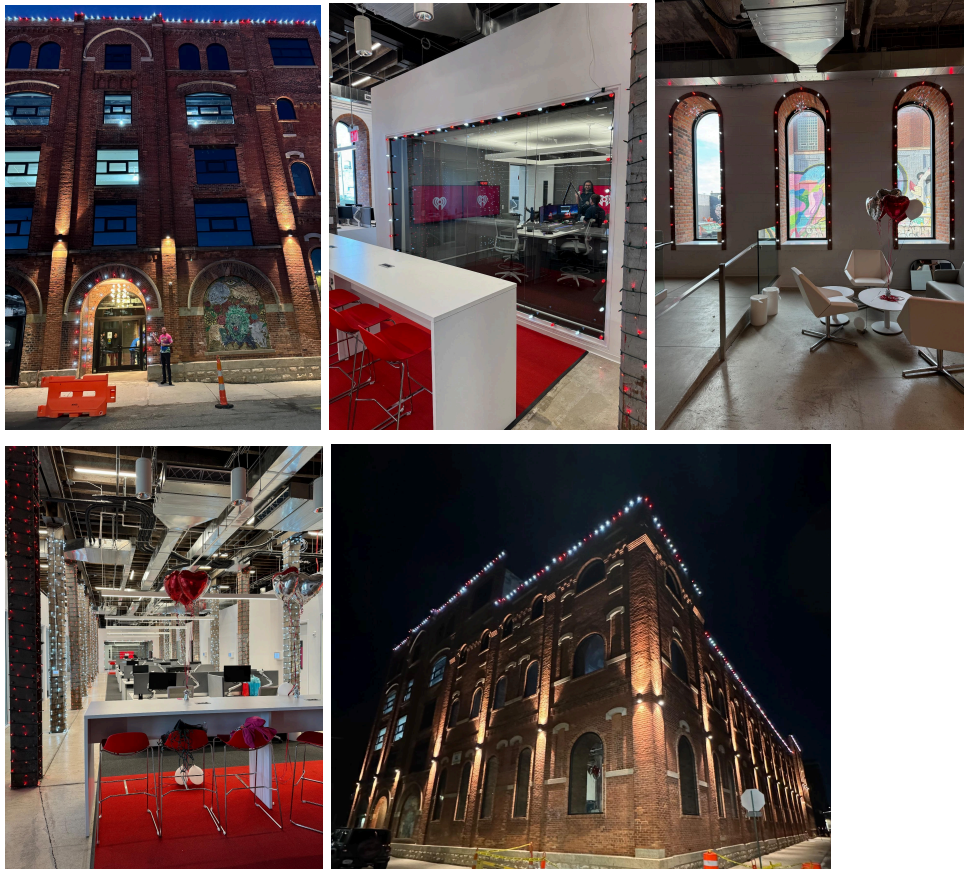
Angel Tedesco, Sr. Account Rep

angeltedesco@iheartmedia.com 248-420-1986

iHeartRadio was moving from their Farmington Hills office to downtown Detroit in Eastern Market and requested that their new building exterior and interior office spaces be lit to both celebrate the new building as well as launch the holiday season in November on WNIC when the radio station switched from Top 40 to Holiday music.

Our team lined the exterior roofline of the building and the entrance archway with red and white commercial grade bulbs. Within the office and studio space we lined the arched windows and the DJ studio. Finally we wrapped all the pillars in the main office area with red and white mini lights.

This was our third year working with iHeartRadio, initially installing holiday lights at their Farmington Hills office beginning in 2022.



Leaf and Bud Detroit

Detroit, Hazel Park, Center Line, Battle Creek, Ann Arbor

Install Date: December 14, 2022 and ongoing

Mark Savaya, Owner

mark@futuregrowsolutions.com 833-532-3283

The client requested exterior vertical lighting with branded coloring at all Leaf and Bud dispensary locations in Michigan.



Merril Lynch

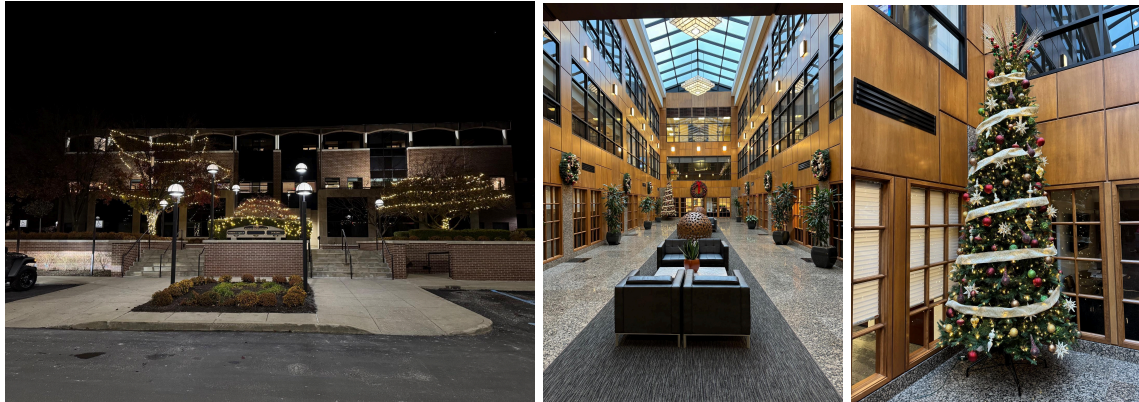
39577 Woodward Ave, Bloomfield Hills, MI

Install Date: November 22, 2024

Mark Kostukovsky, Project Manager, Engineering Services

Pmadmin@grandsakwa.com 248-470-0009

The client requested holiday lighting and decor for the exterior and interior of their office building, to be installed in time for the annual office party. We wrapped multiple bushes at the entrance to the building along with lighting trees (up to 20 ft). In the interior common area we installed multiple wreaths and set up and decorated a 12 ft Christmas tree.



Plan of Action

Estimated start date: October 2025

Estimated completion date: October 2025

Team effort: One day, full time

Since the RFQ did not indicate a specific date for the installation, we would like to install during the last week of October. We can turn the lights on later on in November when your plans call for the lighting to begin. We can discuss a date that will be appropriate for you.

Preparation

Prior to installation, the Liaison will review all of the lighting and/or locations beforehand and connect with the point of contact at Lathrup Village to discuss any additional issues that may have occurred since the time the bid was awarded.

Secondarily, reviewing the locations beforehand will provide us with extra insight as to additional tools we may need to assist with installations so that we are fully prepared.

Timeline

We expect to complete the installation in one day, barring unforeseen circumstances (i.e. weather issues).

Protection of Property

Pink Pro Services is committed to ensuring the utmost caution and respect for the surroundings and landscaping in the installation areas. Prior to commencing any setup, we will conduct a thorough assessment of the installation site to identify and evaluate potential hazards, such as overhead power lines, uneven ground, and obstacles like trees, structures, or fences.

To maintain a safe environment throughout the project, we will mark our work areas with caution tape and/or orange cones. In instances where our lifts or ladders may rest on delicate surfaces, such as flower beds or lawns, we will use protective mats or plywood sheets to distribute the weight and prevent damage.

During installation, we will secure our tools and materials by keeping them in a bucket or tool belt, and avoid leaning over the edge to prevent accidental drops. We will also ensure that all personnel utilize appropriate safety gear, including harnesses, helmets, and non-slip footwear while in the lift (if a lift is needed).

Maintaining clear communication between the crew on the lift and those on the ground is essential, particularly when moving the lift or handling materials. In the event of persistent

winds, we will refrain from performing installations in high places to mitigate the risk of accidents.

At the end of the day, the lead technician will conduct a comprehensive inspection of the surroundings to clean up lights, debris, and any other materials. By adhering to these precautions, we aim to ensure the safety of our crew and protect your property during the installation of the holiday lights and other lighting elements.

Contingency

While we anticipate a smooth installation, we do realize that problems can occur due to weather, staff illness, equipment failures, or other challenges that can occur. We feel that initiating the installation during the last week of October provides us with additional days of contingent time prior to November to ensure the display is up and functional.

Maintenance (during display period)

During the display period, any lighting failures will be addressed by our technicians within 24 hours of receiving notification. In the event that a lighting failure occurs resulting in the need for a significant amount of reinstallation work, the Liaison will provide a work plan to Lathrup Village along with a timeline for completion.

Removal (end of display period)

Lights and decor can begin any time after January 5, 2026. We're happy to work with your timeline.

Severe weather conditions may affect the removal timeline, and thus, work involving the use of a lift (if a lift is needed) will be completed to ensure the safety of employees as well as to ensure the surrounding landscaped areas are not damaged.

If the items cannot be removed without causing damage to landscaping, hardscaping or other areas (as in the case of heavy icing), the Liaison will communicate the issue to Lathrup Village, detailing a plan and timeline for future removal.

Proposed Design Mock-Ups

If you would like to have different color options, just ask. We happily accommodate different color choices.

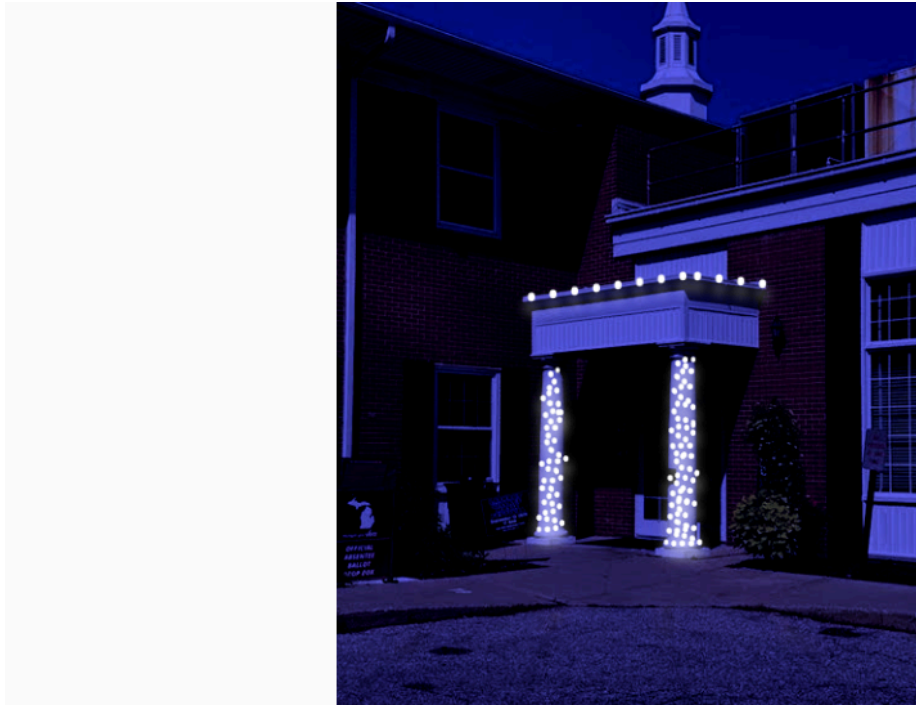
Front of City Hall - Roofline in white, columns candy cane wrapped in red and white.



Trees - 4 trees on left, 4 trees on right. All trunk-wrapped in white. Canopy-wrapped alternating red, green, red, green. (2 red trees, 2 green trees on each side)



Customer Entrances (2) - pillars wrapped in white minis with white C9s lining the top.



Town Hall Monument - garland draped with red ribbons on both sides of sign



Pricing

Our inclusive service is to install, maintain and remove the lights. All lights are wired to a timer. We use LED commercial-grade lights.

We are licensed and fully insured. Copies of our policies are attached.

ITEM	COST
<p>City Hall Roofline lined with C9 warm white LED bulbs, measured to the exact roof line.</p> <p>Eight deciduous trees, trunk wrapped up to 10 feet in warm white mini LED lights, with alternating canopy-wrapped colors (4 red, 4 green)</p> <p>Four columns, candy-cane wrapped in warm white and red LED mini lights.</p> <p>City Hall monument sign draped in garland with 2 red bows on each side.</p> <p>Two public entrances with pillars wrapped in warm white minis with white C9s lining the top.</p>	\$9,475.00

MEMORANDUM

To: LVDDA Board of Directors
From: Austin Colson, CED/DDA Director
Date: September 19, 2025
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 report is submitted for your review.

Upcoming DDA Events

- Southfield Chamber of Commerce: Business, Bio & Branding: September 30th, 11am-2pm (Location: Southfield)
- Oakland Thrive: Get your Money: Access to Capital and Funding: October 14th, 5:30pm-7:30pm (Location: Pontiac)
- AI at *OneStream: Innovations, Insights, and Hallucination Mitigation*: September 25th, 2:30pm-6:30pm (Location: Birmingham)

Past DDA Events

- Southfield Chamber of Commerce Economic Vitality Breakfast: August 6th, 9am-10:30am (Location: Plum Hollow Country Club)
- Networking luncheon and public art exploration: August 12th, 10:30am-1pm (Location: Meet at the "SFLD" letters in front of Southfield City Hall)
- Developing a Business Plan: August 19th, 10am-12pm (Location: Community Room)
- Lathrup Village Third Annual Music Festival: September 13th, 12pm-9pm (Municipal Park)
- Resources to Boost Holiday Sales Seminar: September 17th, 8:30am-10:30am (Oak Park)

Business/Property Updates

- 26710 Southfield Road (Babylon Printing) – Installation of equipment for new screen-printing business.
- 26720 Southfield Road (Curl M Crazy) – Installation of wall sign for new salon.
- 27000 Southfield Road (Discount Tire) – Interior buildout of updated showroom.
- 27320 Southfield Road (Modern Suits & Clothing) – Interior build out of clothing store.



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

Infrastructure

- Continuation installation of two EV charging stations in city hall parking lot.

Miscellaneous

- Interview filmed with owner of new golf simulator business, Mara Greens, to be edited into PSA.
- Met with Lathrup Village Chamber of Commerce to discuss coordination of future actives and events.