



Downtown Development Authority Board of Directors Agenda

Friday, May 21, 2021 at 12:00 PM
27400 Southfield Road, Lathrup Village, Michigan 48076

ZOOM REMOTE MEETING INFORMATION

Webinar ID: 914 1822 7857

Password: 337459

CLICK HERE: [Online Link](#)

Telephone: 646.558.8656 or 312.626.6799

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

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

1. **Call to Order**

2. **Approval of Agenda**

3. **Approval of Minutes**

[A.](#) DDA Board of Directors Minutes April 16, 2021

4. **Financial Review**

[A.](#) DDA April Financial Review Reports

5. **Committee Reports**

[A.](#) Beautification Task Force--May 17, 2021

B. Promotions

C. Economic Vitality

6. **Other Business**

[A.](#) Code Enforcement Report

[B.](#) Department Report

7. **Old Business**

A. Alleyway Assessment Update

8. **New Business**

A. Fund Balance and Reserve Policy

B. Facade Improvement and Site Beautification Grant--Kresto Allas

C. Juneteenth Budget Approval

9. **Public Comment**

10. **Adjourn**



Downtown Development Authority Board of Directors Meeting **DRAFT** Minutes

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

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1. Call to Order

Remote meeting held via Zoom called to Order by Chair Dan Sugg at 12:02pm.

PRESENT

Chairperson Dan Sugg (Lathrup Village, MI)
Board Member Shyla Beltur (Lathrup Village, MI)
Board Member Bryan Ford (Mt. Pleasant, MI)
Board Member, Mayor Kelly Garrett (Lathrup Village, MI)
Board Member Bobbi Lovins (Lathrup Village, MI)
Secretary Sheryl Mitchell (Lathrup Village, MI)
Board Member Pam Shermeyer (Lathrup Village, MI)

Absent:

Board Member Fred Prime
Board Member Mark Watts

Others present:

Cori Dahl, DDA Manager
Susie Stec, DDA Director

2. Approval of Agenda

Motion to Approve the Agenda made by Board Member, Mayor Garrett, Seconded by Board Member Shermeyer.

Voting Yea: Chairperson Sugg, Board Member Beltur, Board Member Ford, Board Member, Mayor Garrett, Board Member Lovins, Secretary Mitchell, Board Member Shermeyer

3. Approval of Minutes

A. Board of Directors Minutes 3-19-21

Motion to Approve Meeting Minutes from March 19, 2021, made by Board Member Ford, Seconded by Board Member Lovins.

Voting Yea: Chairperson Sugg, Board Member Beltur, Board Member Ford, Board Member, Mayor Garrett, Board Member Lovins, Secretary Mitchell, Board Member Shermeyer

4. Financial Review

A. March Financial Reports

Motion to Receive and File the March 2021 Financial Reports made by Board Member Lovins, Seconded by Board Member, Mayor Garrett.

Voting Yea: Chairperson Sugg, Board Member Beltur, Board Member Ford, Board Member, Mayor Garrett, Board Member Lovins, Secretary Mitchell, Board Member Shermeyer

5. Committee Reports

A. Economic Vitality Committee Update

DDA Manager Cori Dahl gave an update on the Economic Vitality Committee.

B. Promotions Committee 4-15-21

DDA Manager Cori Dahl gave an update from the April 15, 2021 meeting of the Promotions Committee. Discussed the upcoming Juneteenth event on June 19, 2021.

6. Other Business

Mayor Garrett requested to be excused briefly from the meeting at 12:28pm and returned at 12:55pm.

A. March Code Enforcement Report

DDA Director Susie Stec provided an update on the code enforcement efforts by Rami Sweidan.

B. April 2021 Director Report

DDA Director Susie Stec gave an update. Discussed sidewalk program and that the project will include ADA compliant ramps. "Spring Roll" is a tour of the Bike Route Network, in

coordination with Parks & Recreation, will be June 5th. New Life Center MRI will be opening on NW Corner of Sunnybrook. Discount Tires is coming to the ZBA on April 19th to expand parking and enclose tires. This is a special land use and site plan review process. Ruby Lee's Honey Chicken and Shrimp has applied for a sign application (located in former Happy's Pizza site). A physical therapy office is interested in the former GIN Cleaners site. The Planning Commission will be reviewing updated draft of the cannabis ordinance on April 20th. Proposed language would permit licensed businesses to located in the Mixed Use and Commercial Vehicular districts. City Council will be reviewing the comprehensive plan and opening up the 45 day public comment period. A lot of infrastructure work is occurring. Cori is updating the website with the infrastructure information. Staff met with the Road Commision, RCO received federal funds for Southfield Road. Looking a 2024 for the construction of the "interim solutions" until the corridor can be fulled restructured.

7. Old Business

None

8. New Business

A. Alley Assesment & Scope of Work Proposal

Discussed the Southfield Corridor Alley Evaluation. A scope of work was presented by City Engineering firm - Giffels Webster to prepare preliminary construction cost estimates for repair scenarios for pavements rated as good, fair, or poor condition.. The scope of work includes inspecting the city alleys along the Southfield Corridor from Lincoln to 12 Mile Road and rating the surface using the Pavement Surface Evaluation and Rating (PASER). The total cost estimate is \$6,095. Also, Asphalt Specialists, Inc. is currently contracted by the City to provide asphalt work for various projects this year. It would be cost-effective to have them address identified alley behind westside of Southfield Road between Sunnybrook and Cambridge while on site.

Motion 1 - Motion to approved Giffels Webster to conduct the Southfield Corridor Alley Study, made by Board Member Lovins, Seconded by Board Member Shermeyer.

Voting Yea: Chairperson Sugg, Board Member Beltur, Board Member Ford, Board Member, Mayor Garrett, Board Member Lovins, Secretary Mitchell, Board Member Shermeyer

Motion 2 - to Approve Asphalt Specialists Inc to repair alleyway for up to \$15,000 behind Southfield (West) between Sunnybrook and Cambridge.

Motion made by Board Member Shermeyer, Seconded by Board Member Ford.

Voting Yea: Chairperson Sugg, Board Member Beltur, Board Member Ford, Board Member, Mayor Garrett, Board Member Lovins, Secretary Mitchell, Board Member Shermeyer

B. Facade Improvement Program update

Susie Stec presented proposed changes to the Facade Program to the "Facade Improvement & Site Beautification Grant Program" The intent is to foster redevelopment. Eligible applicants could receive up to a reimbursement that is up to a 50% match for the cost of improvements. The maximum award is \$10,000. Projects that are focuses on parking lot and landscaping site improvements are eligible for a maximum of \$2,500. All grants are subject to available funding. Scope of eligible projects is expanded to include: new windows, exterior doors, awnings, exterior lighting, parking lot improvements, and landscaping enhancements.

Motion to expand the Facade Improvement program guidelines to reflect the Facade Improvement & Site Beautification Program guidellines as presented, made by Board Member, Mayor Garrett, Seconded by Board Member Lovins.

Voting Yea: Chairperson Sugg, Board Member Beltur, Board Member Ford, Board Member, Mayor Garrett, Board Member Lovins, Secretary Mitchell, Board Member Shermeyer

C. DDA FY 21/22 Budget

Susie Stec gave an overview of the DDA Budget and programs. The FY 2020/21 milage rate was 1.8823 mils for every dollar of taxable value in the DDA District. Did not budget for any changes in revenue. Expenditures include the agreed expenses that are a part of the cost-share agreement with the City. Looking at 2 part-time seasonal crew for maintenance in the district. Secretary Mitchell Theriot suggested that the revenues be increased to an amount closer to the actual in 19/20 of \$305,000 and designate \$750,000 of the fund balance for the Southfield Road Improvements, and maintain a 30% fund balance of at least \$91,000.

Motion to recommend the DDA Fiscal Year 2021/22 Budget to the City Council, reflecting 3 changes from the presented budget of: \$305,000 in revenue; designate \$750,000 of the fund balance for the Southfield Road Improvement; and maintain a 30% fund balance of at least \$91,000, the made by Board Member Ford, Seconded by Board Member Shermeyer.

Voting Yea: Chairperson Sugg, Board Member Beltur, Board Member Ford, Board Member, Mayor Garrett, Board Member Lovins, Secretary Mitchell, Board Member Shermeyer

Susie Stec noted that a message was received from Mark Watts that he was unable to attend the meeting due to a medical emergency. No word was received from Fred Prime.

Motion made by Board Member Lovins, Seconded by Board Member Ford to excuse Board Member Mark Watts.

Voting Yea: Chairperson Sugg, Board Member Beltur, Board Member Ford, Board Member, Mayor Garrett, Board Member Lovins, Secretary Mitchell, Board Member Shermeyer

9. Public Comment

None

10. Board Comments

Sheryl Mitchell Theriot mentioned that the City received a AA bond rating from Standard and Poors for the Capital Improvement Bonds and Street Improvement Bonds. The work will be commencing shortly.

Mayor Kelly Garrett mentioned that we needed to follow up on the plans for adding the signage and address to the front of City Hall.

Mayor Kelly Garrett asked if there was a way to advise the local restaurants that the health orders that requires them to have people sign in for contact tracing and limit capacity to 50% were still be effect.

11. **Adjourn** – Chairperson Sugg adjourned the meeting at 1:33pm.

Submitted by Sheryl Mitchell Theriot, Secretary

User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 04/01/2021 TO 04/30/2021

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-010.000		TRUST ACCOUNT-GENERAL				
Journal GJ: GJ						
118816	04/30/2021	INTEREST POSTING - MONTHLY	14881	Multiple	203.89	
		Journal Totals			203.89	0.00
Totals for 494-000.000-010.000					203.89	0.00

Balance 04/01/21: 992,284.44
 Net Change: 203.89
 Balance 04/30/21: 992,488.33

494-000.000-202.000		ACCOUNTS PAYABLE				
Journal AP: AP						
118336	04/15/2021	ENGLISH GARDENS Vnd: ENGLISH InvON275273		494-000.000-845.000		1,811.48
118337	04/15/2021	BLUE CARE NETWORK Vnd: BLUECARE 210960000196		Multiple		3,013.20
118379	04/15/2021	GIFFELS-WEBSTER ENG INC Vnd: GWE1123021		494-000.000-882.000		217.50
118380	04/15/2021	GIFFELS-WEBSTER ENG INC Vnd: GWE123020		494-000.000-882.000		435.00
118381	04/15/2021	GIFFELS-WEBSTER ENG INC Vnd: GWE123016		Multiple		720.00
118382	04/15/2021	GIFFELS-WEBSTER ENG INC Vnd: GWE123210		Multiple		575.00
118391	04/15/2021	GIFFELS-WEBSTER ENG INC Vnd: GWE123080		494-000.000-882.000		3,477.00
118397	04/15/2021	VANTAGEPOINTE TRANSFER 803046 Vn 803046		Multiple		82.45
118566	04/30/2021	STANDARD INSURANCE COMPANY Vnd: 642946		Multiple		73.36
118569	04/30/2021	VANTAGEPOINT TRANSFER Vnd: VANTA4/27/2021		Multiple		82.45
118580	04/30/2021	JAGGED FORK Vnd: JAGGED FOR Inv 4/24/2021		494-000.000-844.000		5,000.00
118581	04/30/2021	HELENIC RESTAURANT Vnd: HELENIC 4/26/2021		494-000.000-844.000		5,000.00
118600	04/30/2021	CARDMEMBER SERVICE Vnd: CARDMEME APRIL 2021		Multiple		2,270.79
		Journal Totals			0.00	22,758.23

Journal CD: CD						
118403	04/15/2021	Check: NBDC 45189	45189	Multiple	3,013.20	
118418	04/15/2021	Check: NBDC 45204	45204	Multiple	1,811.48	
118420	04/15/2021	Check: NBDC 45206	45206	Multiple	5,424.50	
118442	04/15/2021	Check: NBDC 45228	45228	Multiple	82.45	
118618	04/30/2021	Check: NBDC 45240	45240	Multiple	2,270.79	
118628	04/30/2021	Check: NBDC 45250	45250	Multiple	19,377.64	
118631	04/30/2021	Check: NBDC 45253	45253	Multiple	5,000.00	
118634	04/30/2021	Check: NBDC 45256	45256	Multiple	5,000.00	
118654	04/30/2021	Check: NBDC 45276	45276	Multiple	73.36	
118656	04/30/2021	Check: NBDC 45278	45278	Multiple	82.45	
118822	04/30/2021	Check: NBDC 45106	45106	Multiple		970.00
		Journal Totals			42,135.87	970.00
Totals for 494-000.000-202.000					42,135.87	23,728.23

Balance 04/01/21: 18,627.64
 Net Change: (18,407.64)
 Balance 04/30/21: 220.00

494-000.000-214.101		DUE TO GENERAL FUND				
Journal CD: CD						
118403	04/15/2021	Check: NBDC 45189	45189	Multiple		3,013.20
118418	04/15/2021	Check: NBDC 45204	45204	Multiple		1,811.48
118420	04/15/2021	Check: NBDC 45206	45206	Multiple		5,424.50
118442	04/15/2021	Check: NBDC 45228	45228	Multiple		82.45
118618	04/30/2021	Check: NBDC 45240	45240	Multiple		2,270.79
118628	04/30/2021	Check: NBDC 45250	45250	Multiple		19,377.64
118631	04/30/2021	Check: NBDC 45253	45253	Multiple		5,000.00
118634	04/30/2021	Check: NBDC 45256	45256	Multiple		5,000.00
118654	04/30/2021	Check: NBDC 45276	45276	Multiple		73.36
118656	04/30/2021	Check: NBDC 45278	45278	Multiple		82.45
118822	04/30/2021	Check: NBDC 45106	45106	Multiple	970.00	
		Journal Totals			970.00	42,135.87

Journal GJ: GJ						
118290	04/30/2021	MERS POSTING	14877	Multiple		713.30
		Journal Totals			0.00	713.30

Journal PR: Payroll						
118752	04/15/2021	PAYROLL - SEE PAYROLL REPORT	14879	Multiple		6,119.28
118753	04/30/2021	PAYROLL - SEE PAYROLL REPORT	14880	Multiple		6,119.28
		Journal Totals			0.00	12,238.56

Totals for 494-000.000-214.101					970.00	55,087.73
		Balance 04/01/21:		217,299.13		
		Net Change:		54,117.73		
		Balance 04/30/21:		271,416.86		

User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 04/01/2021 TO 04/30/2021

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-446.000 INVESTMENT INTEREST						
Journal GJ: GJ						
118816	04/30/2021	INTEREST POSTING - MONTHLY	14881	Multiple		203.89
Journal Totals					0.00	203.89
Totals for 494-000.000-446.000					0.00	203.89
Balance 04/01/21:				2,080.05		
Net Change:				203.89		
Balance 04/30/21:				2,283.94		
494-000.000-701.000 SALARIES FULL-TIME						
Journal PR: Payroll						
118752	04/15/2021	PAYROLL - SEE PAYROLL REPORT	14879	Multiple	5,717.58	
118753	04/30/2021	PAYROLL - SEE PAYROLL REPORT	14880	Multiple	5,717.58	
Journal Totals					11,435.16	0.00
Totals for 494-000.000-701.000					11,435.16	0.00
Balance 04/01/21:				74,861.62		
Net Change:				11,435.16		
Balance 04/30/21:				86,296.78		
494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Journal AP: AP						
118337	04/15/2021	BLUE CARE NETWORKEMPLOYEE TAXES210960000196		Multiple	1,226.87	
118337	04/15/2021	BLUE CARE NETWORKEMPLOYEE TAXES210960000196		Multiple	1,786.33	
118397	04/15/2021	VANTAGEPOINTE TRANSFER 803046EM803046		Multiple	82.45	
118566	04/30/2021	STANDARD INSURANCE COMPANYEMPLC642946		Multiple	73.36	
118569	04/30/2021	VANTAGEPOINT TRANSFEREMPLOYEE T4/27/2021		Multiple	82.45	
Journal Totals					3,251.46	0.00
Journal GJ: GJ						
118290	04/30/2021	MERS POSTING	14877	Multiple	713.30	
Journal Totals					713.30	0.00
Journal PR: Payroll						
118752	04/15/2021	PAYROLL - SEE PAYROLL REPORT	14879	Multiple	401.70	
118753	04/30/2021	PAYROLL - SEE PAYROLL REPORT	14880	Multiple	401.70	
Journal Totals					803.40	0.00
Totals for 494-000.000-703.000					4,768.16	0.00
Balance 04/01/21:				28,946.60		
Net Change:				4,768.16		
Balance 04/30/21:				33,714.76		
494-000.000-726.000 OFFICE SUPPLIES						
Journal AP: AP						
118600	04/30/2021	CARDMEMBER SERVICEOFFICE SUPPLIAPRIL 2021		Multiple	15.89	
Journal Totals					15.89	0.00
Totals for 494-000.000-726.000					15.89	0.00
Balance 04/01/21:				1,055.29		
Net Change:				15.89		
Balance 04/30/21:				1,071.18		
494-000.000-822.000 TRAINING/MEMBERSHIP						
Journal AP: AP						
118600	04/30/2021	CARDMEMBER SERVICETRAINING/MEMBAPRIL 2021		Multiple	375.00	
118600	04/30/2021	CARDMEMBER SERVICETRAINING/MEMBAPRIL 2021		Multiple	350.00	
Journal Totals					725.00	0.00
Totals for 494-000.000-822.000					725.00	0.00
Balance 04/01/21:				75.00		
Net Change:				725.00		
Balance 04/30/21:				800.00		
494-000.000-844.000 MAIN STREET PROGRAM						
Journal AP: AP						
118580	04/30/2021	JAGGED FORKMAIN STREET PROGRAM 4/24/2021		494-000.000-202.000	5,000.00	
118581	04/30/2021	HELENIC RESTAURANTMAIN STREET F4/26/2021		494-000.000-202.000	5,000.00	
118600	04/30/2021	CARDMEMBER SERVICEMAIN STREET FAPRIL 2021		Multiple	980.00	

9

05/19/2021 01:11 PM

ACTIVITY BY GL/JOURNAL REPORT FOR CITY OF LATHRUP VILLAGE

Page:

Item 4A.

User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 04/01/2021 TO 04/30/2021

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-844.000 MAIN STREET PROGRAM						
Journal AP: AP						
Journal Totals					10,980.00	0.00
Totals for 494-000.000-844.000					10,980.00	0.00
Balance 04/01/21:				51,783.06		
Net Change:				10,980.00		
Balance 04/30/21:				62,763.06		

494-000.000-845.000 STREETSCAPING						
Journal AP: AP						
118336	04/15/2021	ENGLISH GARDENSSTREETSCAPING	ON275273	494-000.000-202.000	1,811.48	
Journal Totals					1,811.48	0.00
Totals for 494-000.000-845.000					1,811.48	0.00
Balance 04/01/21:				25,019.69		
Net Change:				1,811.48		
Balance 04/30/21:				26,831.17		

494-000.000-882.000 PLANNING/CONSULTING FEES						
Journal AP: AP						
118379	04/15/2021	GIFFELS-WEBSTER ENG INCPLANNING1123021		494-000.000-202.000	217.50	
118380	04/15/2021	GIFFELS-WEBSTER ENG INCPLANNING123020		494-000.000-202.000	435.00	
118381	04/15/2021	GIFFELS-WEBSTER ENG INCPLANNING123016		Multiple	720.00	
118382	04/15/2021	GIFFELS-WEBSTER ENG INCPLANNING123210		Multiple	575.00	
118391	04/15/2021	GIFFELS-WEBSTER ENG INCPLANNING123080		494-000.000-202.000	3,477.00	
Journal Totals					5,424.50	0.00
Totals for 494-000.000-882.000					5,424.50	0.00
Balance 04/01/21:				37,215.65		
Net Change:				5,424.50		
Balance 04/30/21:				42,640.15		

494-000.000-955.000 MISCELLANEOUS EXPENDITURES						
Journal AP: AP						
118600	04/30/2021	CARDMEMBER SERVICESMISCELLANEOUSAPRIL 2021		Multiple	549.90	
Journal Totals					549.90	0.00
Totals for 494-000.000-955.000					549.90	0.00
Balance 04/01/21:				1,270.52		
Net Change:				549.90		
Balance 04/30/21:				1,820.42		

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 04/30/2020	PERIOD ENDED 04/30/2021
*** Assets ***			
494-000.000-010.000	TRUST ACCOUNT-GENERAL	1,090,489.69	992,488.33
494-000.000-040.000	ACCOUNTS RECEIVABLE-OTHERS	10,000.00	0.00
494-000.000-042.000	ACCOUNTS RECEIVABLE-SPEC ASSES	12,600.00	12,600.00
494-000.000-084.101	DUE FROM GENERAL FUND	0.00	350,332.10
494-000.000-141.001	INFRASTRUCTURE	360,289.69	360,289.69
494-000.000-149.001	ALLOWANCE FOR DOUBTFUL DEBT	(10,000.00)	0.00
494-000.000-177.001	DEPRECIABLE ASSETS	16,280.25	25,243.25
494-000.000-193.000	ACCUMULATED DEPRECIATION	(106,909.22)	(138,244.22)
Total Assets		1,372,750.41	1,602,709.15
*** Liabilities ***			
494-000.000-202.000	ACCOUNTS PAYABLE	0.00	220.00
494-000.000-214.101	DUE TO GENERAL FUND	103,947.82	271,416.86
Total Liabilities		103,947.82	271,636.86
*** Fund Balance ***			
494-000.000-390.000	FUND BALANCE	1,340,049.75	1,518,412.77
Total Fund Balance		1,340,049.75	1,518,412.77
Beginning Fund Balance		1,340,049.75	1,518,412.77
Net of Revenues VS Expenditures		(71,247.16)	(187,340.48)
Ending Fund Balance		1,268,802.59	1,331,072.29
Total Liabilities And Fund Balance		1,372,750.41	1,602,709.15

PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	04/30/2021 NORM (ABNORM)	MONTH 04/30/21 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000.000							
494-000.000-407.000	TIFA-CAPTURE TAXES	255,000.00	255,000.00	31,986.79	0.00	223,013.21	12.54
494-000.000-410.000	TAX COLLECTED OTHER	24,643.00	24,643.00	24,312.87	0.00	330.13	98.66
494-000.000-410.002	SPEC ASSESSEMENT - REVENUE	1,800.00	1,800.00	0.00	0.00	1,800.00	0.00
494-000.000-415.000	MISCELLANEOUS REVENUE	6,000.00	6,000.00	17,850.28	0.00	(11,850.28)	297.50
494-000.000-446.000	INVESTMENT INTEREST	10,000.00	10,000.00	2,283.94	203.89	7,716.06	22.84
494-000.000-543.000	FEDERAL/STATE GRANTS	0.00	0.00	4,000.00	0.00	(4,000.00)	100.00
Total Dept 000.000		297,443.00	297,443.00	80,433.88	203.89	217,009.12	27.04
TOTAL REVENUES		297,443.00	297,443.00	80,433.88	203.89	217,009.12	27.04
Expenditures							
Dept 000.000							
494-000.000-701.000	SALARIES FULL-TIME	71,820.00	112,790.00	86,296.78	11,435.16	26,493.22	76.51
494-000.000-702.000	SALARIES PART-TIME	5,500.00	0.00	0.00	0.00	0.00	0.00
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	22,000.00	34,000.00	33,714.76	4,768.16	285.24	99.16
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	200.00	2,900.00	1,071.18	15.89	1,828.82	36.94
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	4,500.00	2,000.00	800.00	725.00	1,200.00	40.00
494-000.000-844.000	MAIN STREET PROGRAM	20,000.00	43,000.00	62,763.06	10,980.00	(19,763.06)	145.96
494-000.000-845.000	STREETSCAPING	10,000.00	32,000.00	26,831.17	1,811.48	5,168.83	83.85
494-000.000-882.000	PLANNING/CONSULTING FEES	46,250.00	46,250.00	42,640.15	5,424.50	3,609.85	92.19
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00	2,000.00	945.15	0.00	1,054.85	47.26
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	9,500.00	19,500.00	9,705.69	0.00	9,794.31	49.77
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	1,300.00	6,100.00	1,820.42	549.90	4,279.58	29.84
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00	10,000.00	386.00	0.00	9,614.00	3.86
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		226,970.00	334,440.00	267,774.36	35,710.09	66,665.64	80.07
TOTAL EXPENDITURES		226,970.00	334,440.00	267,774.36	35,710.09	66,665.64	80.07
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		297,443.00	297,443.00	80,433.88	203.89	217,009.12	27.04
TOTAL EXPENDITURES		226,970.00	334,440.00	267,774.36	35,710.09	66,665.64	80.07
NET OF REVENUES & EXPENDITURES		70,473.00	(36,997.00)	(187,340.48)	(35,506.20)	150,343.48	506.37



DOWNTOWN DEVELOPMENT AUTHORITY

Beautification Task Force

Monday, May 17, 2021, 12:00 PM

Minutes

1. Call to Order at 12:08 p.m.

2. Old Business

- a. Lovin' Lathrup Village Clean-Up: The clean-up will take place on June 12th from 9:00-11:00 a.m. and will meet in the City Hall parking lot. Volunteers will be divided to each quadrant.
- b. Hanging Flower Baskets: The planting party will take place on Saturday, June 22nd from 10:00-1:00 p.m. at City Hall. The Task Force will plant the District Hanging Baskets and baskets around City Hall and DPW will hang the baskets around the District.

3. New Business

- a. Plywood Murals: The Task Force will look to have temporary plywood murals throughout the District in the fall. The group will recruit artists through at the Lathrup Village Art Fair on June 19th.

4. Public Comment—none.

5. Adjourn 12:38 p.m.

Enforcement Cases By Month/Category

City of Lathrup Village - 2021

Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Filed	Resolved / Closed
Accessory Structure	0	0	0	4	0	0	0	0	0	0	0	0	4	1
COMPLAINT -	0	0	0	0	2	0	0	0	0	0	0	0	2	0
Dead Tree	0	0	0	0	1	0	0	0	0	0	0	0	1	0
DEBRIS	0	0	0	3	0	0	0	0	0	0	0	0	3	0
Sh and Culvert Maintenance	0	0	0	2	0	0	0	0	0	0	0	0	2	0
Downspout Ext.	0	0	0	1	0	0	0	0	0	0	0	0	1	0
Dumpster Enclosure	0	0	0	0	1	0	0	0	0	0	0	0	1	0
Firewood Storage	0	0	0	6	0	0	0	0	0	0	0	0	6	1
Parking Lot Repair	0	0	0	4	0	0	0	0	0	0	0	0	4	1
Property Maintenance	0	0	0	3	2	0	0	0	0	0	0	0	5	0
Sign in R.O.W.	0	0	0	1	0	0	0	0	0	0	0	0	1	0
Tall Grass/ Weeds	0	0	0	0	2	0	0	0	0	0	0	0	2	0
Trash Container in Public View	0	0	0	1	0	0	0	0	0	0	0	0	1	0
Vehicle Storage	0	0	0	1	0	0	0	0	0	0	0	0	1	1
Work w/o a permit	0	0	0	2	0	0	0	0	0	0	0	0	2	0
TOTALS:	0	0	0	28	8	0	0	0	0	0	0	0	36	4

Population: All Records

Enforcement.CodeOfficer = RAMI SWEIDAN AND

Enforcement.DateFiled Between 4/1/2021 12:00:00 AM AND

5/18/2021 11:59:59 PM



MEMORANDUM

TO: Sheryl Mitchell, City Administrator
CC: DDA Board of Directors
FROM: Susie Stec, Director – CED / DDA Director
DATE: May 13, 2021
RE: Department/Director Report

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

COVID-19 Resources

- A resource page has been created: http://www.lathrupvillage.org/how_do_i/resources.php. There are a series of links to financial resources & programs available to business.
- DDA just launched another crowdfunding campaign and will reprogram 20/21 budget items to re-fund the Lovin' Lathrup Village Business Relief Mini-Grants.

Events

- **Spring into Self-Care** was held in April. Over 2 dozen residents and 7 local businesses participated.
- **Spring Roll** was scheduled for early June. Due to construction conflicts, the event will be moved to the fall.
- **Corridor Cleanup** will be on Saturday, June 12th from 9 – 11am. To register visit: <https://forms.gle/37rGjAY2n3zNTmhc7>
- **Fireside Friday** is transitioning to Picnic in the Park for the summer months. P & R is the loaning the DDA outdoor activities to attendees to use (i.e. cornhole or ladder ball).
- **Juneteeth Celebration – Unity in the Community** will be Saturday, June 19th from 4 – 8pm, overlapping with the Art Fair.

Grants

- **OC Weatherization** – DDA was successfully awarded \$34,295 in Restaurant Relief Grant Program funds. The bulk of these funds were used for COVID-19 expense reimbursement incurred by local restaurants. DDA also received 2 sanitization stations to be located at Municipal Park, as well as 4 patio heaters.

Commercial Business/Property Updates

- 27215 Southfield Road is working on site improvements and interior renovations.
- Discount Tire obtain a Class B non-conformity designation at the April 19th ZBA meeting. They will be seeking special land use and site plan approval on May 18th at PC
- US Rehab (26079 Southfield Rd) will be seeking site plan approval on May 18th at PC. They intend to renovate the space formerly occupied by Gin Cleaners.
- Ruby Lee's Honey Chicken and Shrimp will be locating in the former Happy's Pizza location. Their tentative open date is July 1st. They are going through the building plan review process.

Comprehensive Plan update

- The plan is set to be released for comment to the surrounding communities at the May 17th City Council meeting. There is a 63-day comment period after which PC will hold a public hearing and adopt the plan.

Cannabis

- PC discussed zoning and general code language at their meeting April 20th. There will be an open house on Wednesday, May 26th from 4 – 6pm in the Community Room.
- Public Hearing is scheduled for June 15th

Infrastructure

- All sidewalks have been marked. The project will be put out to bid soon.
- First lift of asphalt has been done on Phase 1 streets.
- Phase 1 of the random exterior verifications have finished and work has begun on phase 2.
- GIS mapping & data collection system is in place to track excavations, fire hydrants, gate valves, and sidewalk.

Miscellaneous

- Staff met with RCOC to identify interim improvements for Southfield Road. Preliminary scope of work includes ditching and resurfacing. The project would take place in 2024.
- Hanging flower baskets will be hung throughout the entire district this spring. DDA coordinating a “planting party” for Saturday, May 22nd from 10 – 2 pm. Contact Cori at cdahl@lathrupvillage.org to participate.
- Bike Route pavement markings and sign installation will begin and end in May.



DDA Memorandum

To: DDA Board of Directors
From: Susie Stec, DDA Director
Date: May 21, 2021
RE: Fund Balance and Reserve Policy

Although, the City of Lathrup Village has held an unofficial policy of maintaining at least a 15% General Fund Balance, best practices recommended by the Government Finance Officers Association and GASB are that there be an official policy adopted.

The attached is a draft of the Fund Balance & Reserve Policy, including classifications, procedures and Appropriate Reserve Level for the General Fund.

The Fund Balance Components are:

- Nonspendable Fund balance
- Restricted Fund Balance
- Committed Fund Balance
- Assigned Fund Balance
- Unassigned Fund Balance

The Reserve Policy is to maintain an unrestricted Fund Balance of 15-20% of expenditures including:

-\$750,000 for Southfield Road Project

-\$91,500 for operating reserves

RECOMMEND MOTION: To Adopt the Fund Balance and Reserve Policy as presented.

CITY OF LATHRUP VILLAGE
Fund Balance & Reserve Policy
Classification, Procedures and Appropriate Reserve Level
Adopted: _____
DRAFT: April 5, 2021
Page | 1

Purpose

The City of Lathrup Village believes that sound financial management principles require that sufficient funds be retained by the City to provide a stable financial base at all times. To retain this stable financial base, the organization needs to maintain a fund balance in the General Fund that is sufficient to fund all cash flows of the organization, to provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature, and to provide funds for all existing encumbrances.

The purpose of this policy is to establish a key element of the financial stability of the City of Lathrup Village by setting guidelines for fund balance. Fund balance is an important measure of economic stability. It is essential that the City of Lathrup Village maintain adequate levels of fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances. The fund balance also provides cash flow liquidity for the general operations of the City of Lathrup Village.

In addition, this policy addresses the City of Lathrup Village's requirements under GASB 54 surrounding the composition of fund balance, including the establishment and use of the various components of fund balance.

Definitions

Fund Balance – A governmental fund's fund balance is the difference between its assets, deferred outflows and its liabilities and deferred inflows.

Fund Balance Components – An accounting distinction is made between the portions of fund equity that are spendable and nonspendable. Under GASB 54, these are broken up into five categories:

- 1) **Nonspendable fund balance** – Amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund)
- 2) **Restricted fund balance** – Amounts that can be spent only for the specific purposes stipulated by external resource providers either constitutionally or through enabling legislation. Examples include grants and dedicated millages.
- 3) **Committed fund balance** - Amounts constrained to specific purposes by a government itself using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.
- 4) **Assigned fund balance** – Amounts *intended* to be used by the government for specific purposes. Intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.
- 5) **Unassigned fund balance** – is the residual classification of the general fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose.

Unrestricted fund balance - Unrestricted fund balance includes committed, assigned and unassigned fund balance categories. Governments may deem it appropriate to exclude from consideration resources that have been committed or assigned to some other purpose and focus on unassigned fund balance rather than on unrestricted fund balance.

CITY OF LATHRUP VILLAGE
Fund Balance & Reserve Policy
Classification, Procedures and Appropriate Reserve Level
Adopted: _____
DRAFT: April 5, 2021
Page | 2

Policies

Minimum Unrestricted Fund Balance & Reserves - General Fund

The fund balance of the City of Lathrup Village's General Fund has been accumulated to provide stability and flexibility to respond to unexpected adversity and/or opportunities. The City of Lathrup Village's basic goal is to limit expenditures to anticipated revenue in order to maintain a balanced budget.

Reserves - It is the goal of the City of Lathrup Village to achieve and maintain an unrestricted fund balance in the general fund equal to 15% - 20% of expenditures. The use of fund balance is appropriate for one-time expenditures or to avoid creating a structural deficit.

If unassigned fund balance falls below the goal or has a deficiency, the City Administrator will treat this as a financial management priority and will implement procedures for replenishing fund balance as well as identify a timeline that will be reported to City Council. A key component of the replenishment plan will be to control operating expenditures and use budget surpluses to replenish fund balance.

Committed Fund Balance

The Lathrup Village City Council is the City of Lathrup Village's highest level of decision-making authority and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the Lathrup Village City Council at the council meeting. The resolution must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in the subsequent period.

Assigned Fund Balance

The Lathrup Village City Council has authorized the City Administrator act as the official authorized to assign fund balance to a specific purpose as approved by this fund balance policy.

Order of Expenditure of Funds (Spending Prioritization)

When multiple components of fund balance are available for the same expenditure (for example, a project has both restricted and unrestricted funds available for it), spending will occur in this order – the following is the order of spending prioritization-restricted, committed, assigned, and unassigned.



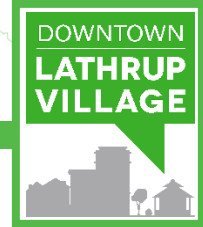
DDA Memorandum

To: DDA Board of Directors
From: Susie Stec, DDA Director
Date: May 21, 2021
RE: Façade Improvement & Site Beautification
Application

Property Owner Kresto Allos of 27465 Southfield Rd, is requesting reimbursement for parking lot and alleyway repairs through the Façade Improvement and Site Beautification Program. Allos operates Precise MRI of Michigan at the property, which is located in the Village Center District.

The application is complete and is eligible for the maximum award for parking lot repairs of \$2,500. Please find the application attached for full details on repairs, business plan, alleyway and parking lot pictures, and bids.

RECOMMEND MOTION: *Approve the application and award \$2,500 for reimbursement for parking lot repairs.*



FAÇADE IMPROVEMENT & SITE BEAUTIFICATION GRANT PROGRAM GUIDELINES

Program Description and Intent:

The City of Lathrup Village Downtown Development (LVDDA) Authority has established a competitive Façade Improvement & Site Beautification Grant Program to foster redevelopment throughout its commercial corridors. **Qualifying work includes exterior building and/or site improvements for properties located within the DDA District and which are visible from the public right-of-way.** Funded projects should enhance the built environment of Lathrup Village and achieve the high standards desired in the DDA area. Given that nearly 50,000 cars traverse Southfield Road daily, it is imperative that the commercial district communicates a look and feel of quality.

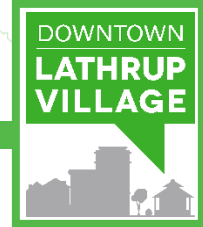
Program Scope and Eligibility:

A variety of improvements are eligible for funding, including, but not necessarily limited to:

1. Significant façade repair and treatment
2. New window systems or frame replacement and repair (excluding broken glass)
3. Exterior doors
4. Awnings (without signage)
5. Exterior lighting
6. Exterior building materials for building additions
7. Parking lot improvements (i.e. installation of bumper blocks, sealcoating)
8. Landscaping enhancements
9. Other permanent exterior improvements to the property consistent with the architectural integrity of the building and the City's Village Center Design Guidelines

NOTE: Green energy improvements may be eligible for reimbursement when accompanied by one or more of the activities listed above.

Downtown Development Authority



Program Scope and Eligibility (continued):

- Applicants may receive dollar-for-dollar matching funds for up to 50% of the cost of improvements. Projects which encompass façade and site beautification improvements are eligible for a maximum award of \$10,000. Projects that are focused on parking lot and landscaping site improvements are eligible for a maximum award of \$2,500. All grants are subject to available program funding.
- Grant funds are distributed on a reimbursement basis and will not be issued until the proposed project has been completed and all final inspections have been conducted. Work completed prior to receiving a Grant Funding Commitment Letter is not eligible for funding.
- Applications will be reviewed by the DDA Board of Directors at regular monthly board meetings. Successful applicants will be notified following the meeting.
- A business is eligible to apply for grants only once in each three-year period. In the case of a multi-tenant center, a commercial property owner may apply for one Façade Improvement & Site Beautification Program grant per parcel, or, alternatively, individual tenants are able to apply with the consent of the property owner.
- Proposed improvements must be completed and the business must be operational within one (1) year of grant approval by the DDA Board of Directors.
- All work must follow the Village Center Design Guidelines to be considered an eligible project. All parking lot and landscaping work must comply with the standards set forth in Sections 5.13 and 5.15 of the zoning ordinance, as applicable to the proposed projects.
- The Lathrup Village DDA reserves the right to promote the project using signage on-site before, during and after construction and using before/after photos in promotional materials.

The applicant agrees to the provisions above when s/he signs the Application form and subsequent Reimbursement Request Certification.

Downtown Development Authority



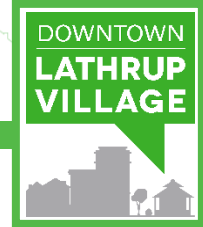
Criteria for Selection:

The DDA Board of Directors will review applications and make funding decisions during DDA board meetings. Each application will be measured against the criteria below:

- **Follows the Village Center Design Guidelines.** Our Village Center Design Guidelines suit any commercial property within the DDA District, and help ensure that the parcels along Southfield, 11 and 1 2 Mile Roads incorporate design elements proven to attract business and investment.
- **Increases social activity and visitation.** We want very structure to look its best, but those that simultaneously change the building functionality and site appearance, thereby encouraging the general public to visit the business(es) inside of the building, better achieve the DDA's goal of traditional, retail-oriented downtown district.
- **Authenticity.** Looks and feels natural in the presences of surrounding buildings
- **Impact.** Activities that provide the most "bang for your buck," making good use of resources required to deliver the highest quality and most impacting product.
- **Compliant with city ordinances.** Businesses are expected to have a current business license, up-to-date on their water bill and taxes, and not have any code violations.

Note: If a business closes or moves out of Lathrup Village within three (3) years of being awarded a façade and site beautification grant, the following pay back schedule shall apply:

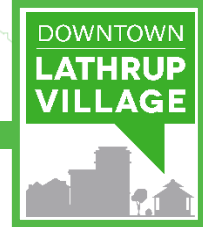
Years Out of Business	< 1 year	1-2 years	2-3 years
% of grant repaid to Lathrup Village	75%	50%	25%



FAÇADE IMPROVEMENT & SITE BEAUTIFICATION GRANT PROGRAM APPLICATION PROCEDURE

1. Contact the Community & Economic Development/DDA Director at sstec@lathrupvillage.org or 248.557.2600 ext. 223 to discuss your proposed scope of work and the Façade Improvement & Site Beautification Grant Program *before* any work is done.
2. Review the Village Center Design Guidelines and Section 5.15 Landscaping Regulations.
3. Complete the application and attach all required information and documents:
 - Current digital photos of all building façades visible from the public right-of-way which will receive improvements
 - A schematic drawing with enough detail to depict the proposed improvements. For landscaping projects, a complete list of plant species and quantities
 - Signed bids from two (2) licensed contractors with detailed costs for each improvement (excluding ineligible portions of improvements, e.g. lettering on awnings), with the right to request additional proposals, if necessary
 - For tenants, building owner's consent for improvements is required
 - Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification
 - A narrative as outlined below:
 - Description of proposed façade and/or site beautification work, including information about the proposed building/planting materials and methodology for proposed changes.
 - Business plan which includes a description of your business and the related industry, as well as credentials and experience of business owner
 - Any unusual or expected difficulties or hardships in making the proposed improvements
4. Based on funding availability and the score received by following the criteria listed as part of the application, successful applicants will receive a Grant Funding Commitment Letter from

Downtown Development Authority



the DDA. Should funding not be available at the time, applicants will be placed on a waiting list and contacted when additional funding is available.

5. Following receipt of the Grant Funding Commitment letter, the applicant must submit a Building Permit Application to the Building Official for approval, ensuring that all code and permitting requirements are met. All work must comply with the Michigan Building Code, Lathrup Village Code of Ordinances and Zoning Code.
6. Construction must be in accordance with the approved design. Construction must be completed and business must be operational within one (1) year of receipt of Grant Funding Commitment Letter. **The DDA must authorize any changes from the approved design in advance, in writing, or the DDA may withdraw its funding commitment.**
7. Upon completion of construction, all work must receive final approval from the city's Building Department. The applicant must then submit copies of paid invoices from all contractors, proof of payment (copies of canceled checks or credit card receipts), a signed Reimbursement Request, and photos of all improvements to the DDA Director.
8. The DDA will disburse grant funds to the applicant following a DDA final inspection to verify that the work is consistent with the approved grant application and plans. Approved grant funds are available to the applicant for one (1) year from the date of the Grant Funding Commitment letter.

Submit the completed and signed application to:

Lathrup Village DDA
Attn: Susie Stec
27400 Southfield Road
Lathrup Village, MI 48076
sstec@lathrupvillage.org

Questions? Contact Susie Stec at sstec@lathrupvillage.org or 248.557.2600 ext 223.



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FAÇADE IMPROVEMENT & SITE BEAUTIFICATION GRANT PROGRAM APPLICATION FORM

PROPERTY INFORMATION

Property Address:	27465 Southfield Rd
Parcel ID Number:	24-14-481-018
Current Zoning:	Village Center District

BUSINESS INFORMATION

Business Name:	Future Strategies
Business Owner Name:	Kresto Allos
Mailing Address (if different):	
Phone Number:	248-866-8161
Email:	PowerEmpireGroup@gmail.com

Project Description:

Parking Lot repair including alleyway



PROPERTY OWNER INFORMATION

Property Owner Name:	Kresto Allos
Property Owner Address:	27465 Southfield Rd., Lathrup Village 48076
Property Owner Phone:	248-866-8161
Property Owner Email:	PowerEmpireGroup@gmail.com

Applications must include the following attachments to be considered for funding. Incomplete applications will not be accepted or considered for funding:

- ☐ Current digital photos of all building façades visible from the public right-of-way which will receive improvements
- ☐ A schematic drawing with enough detail to depict the proposed improvements. For landscaping projects, a complete list of plant species and quantities
- ☐ Signed bids from two (2) licensed contractors with detailed costs for each improvement (excluding ineligible portions of improvements, e.g. lettering on awnings), with the right to request additional proposals, if necessary
- ☐ For tenants, building owner's consent for improvements is required
- ☐ Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification
- ☐ Project description of proposed façade and/or site beautification work, including information about the proposed building/planting materials and methodology for proposed changes
- ☐ Business plan which includes a description of your business and the related industry, as well as credentials and experience of business owner
- ☐ Any unusual or expected difficulties or hardships in making the proposed improvements

Completed applications should be returned to:

Lathrup Village DDA
 Attn: Susie Stec
 27400 Southfield Road
 Lathrup Village, MI 48076
sstec@lathrupvillage.org



FAÇADE IMPROVEMENT & SITE BEAUTIFICATION GRANT PROGRAM AFFIRMATION FORM

The undersigned applicant affirms and understands that:

1. The information submitted herein is true and accurate to the best of my knowledge.
2. I have read and understand the Façade Improvement & Site Beautification Grant Program Guidelines, Village Center Design Guidelines, Section 5.13 Off-Street Parking, and Section 5.15 Landscaping Regulations and agree to abide by these conditions, as applicable to the proposed project.
3. I understand that any changes made to the approved design without the approval of the DDA may be cause to withdraw the DDA's funding commitment.
4. I understand and agree to the pay back schedule if the business closes or moves from Lathrup Village within three years of being awarded a facade grant.
5. The property owner and business owner shall indemnify, defend, and hold the Downtown Development Authority and the City of Lathrup Village, their affiliates, and their respective officers, directors, council, members, employees, agents, and other representatives harmless from and against all claims, losses, expenses, liabilities, demands, obligations, or damages of every kind and nature (including, without limitation, reasonable attorney fees and expenses) (Losses), arising out of or related to (i) any act or omission of property owner and business owner or (ii) any breach of this Agreement by the property owner and business owner relative to this grant.



Signature – Business Owner

4-28-21

Date



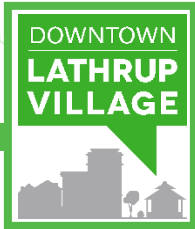
Signature – Property Owner

4-28-21

Date



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FAÇADE IMPROVEMENT & SITE BEAUTIFICATION GRANT PROGRAM REIMBURSEMENT REQUEST

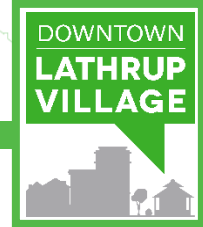
Please submit the following information to the Community & Economic Development Department once all façade and/site beautification work is completed and final inspection(s) have been conducted.

- ☐ Signed reimbursement request certification
- ☐ Copies of invoices stamped "paid" from all contractors, companies, and/or individuals
- ☐ Proof of payment (limited to copies of canceled checks and/or credit card receipts)
- ☐ Digital photos of all building facades, parking lot, and/or landscaping improvements visible from the public right-of-way.

Note: The following pay back schedule shall apply if a business closes or moves out of Lathrup Village within three (3) years of being awarded a facade grant:

Years Out of Business	< 1 year	1-2 years	2-3 years
% of grant repaid to Lathrup Village	75%	50%	25%

Downtown Development Authority

*Reimbursement Request Certification*

I, the undersigned, warrant that all representations of the application submitted under the program are true and accurate and that there has been no material change which would in itself or cumulatively with other events impair the profitable functioning of my business operation. All agreements, warranties and representations made to the City of Lathrup Village Downtown Development Authority are true at the time they were made and shall remain true at the time of submittal for reimbursement under the program. I will display the City of Lathrup Village Downtown Development Authority Façade Grant certification in public at my business/property for one year. I understand that if my business closes or moves out of the City of Lathrup Village within 3 years, I will be required to repay the City in an amount as described on Page 3 of the Façade Improvement & Site Beautification Program Guidelines. The City of Lathrup Village Downtown Development Authority may in its sole option cancel its assistance commitment either in whole or in part for failure to comply with the requirements of this grant program or applicable codes and regulations.

Date:	4-28-21
Applicant Name:	Kresto Allos
Applicant Signature:	
Business Name:	Future Strategies
Business Address:	27465 Southfield Rd., Lathrup Village 48076
Mailing Address (If different):	
Phone:	248-866-8161
Email:	PowerEmpireGroup@gmail.com

Precise MRI of Michigan BUSINESS PLAN

Prepared by:

Kresto Allos

27465 Southfield Rd
Lathrup Village, Michigan 48076
248-340-3674
info@precisemriofmichigan.com

www.precisemriofmichigan.com

I. EXECUTIVE SUMMARY

Precise MRI of Michigan (referred to from hereon in as the "Company") was established as a S-corporation at 27465 Southfield Rd, Lathrup Village, Michigan 48076 with the expectation of rapid expansion in the diagnostic imaging center industry.

Business Description

The Company was formed in May 2016 as C-corporation under Michigan state laws and headed by Dr. Natham Karrumi, Valerie Allos.

Dr. Karrumi has over 15 years of experience in imaging and is a Chiropractor. Ms. Allos has over a decade in MRI imaging, an extensive legal background and has run multiple lines of business in the MRI space.

Precise MRI of Michigan has been a leader in clinical imaging, specializing in automotive client diagnostics. Precise MRI is an ACR (American College of Radiology) Accredited Facility in Michigan. Our exceptional service and skill has afforded us the opportunity to provide world-class diagnostics to help deliver the highest quality of care..

The Company currently employs 3 full-time employees and 2 part-time employees.

Management Team

The Company has assembled an experienced management team:

Director of Operations - Kresto Allos, *Kresto Allos has over 15 years of experience managing operations, director positions at various similarly situated companies and has a depth and breadth of knowledge on the MRI business and physician management.*

Business Mission

Providing excellent clinical imaging that improves diagnosis and treatment of patients.

New Service

The Company is prepared to introduce the following service to the market:

MRI Scanning: MRI Scanning and Digital Imaging (Medical).

Magnetic resonance imaging (MRI) uses a large magnet and radio waves to look at organs and structures inside your body. Health care professionals use MRI scans to diagnose a variety of conditions, from torn ligaments to tumors. MRIs are very useful for examining the brain and spinal cord.

II. BUSINESS SUMMARY

Industry Overview

In the United States, the diagnostic imaging center industry presently makes 400 dollars in sales.

The global magnetic resonance imaging market is expected to register a CAGR of nearly 5.5% over the forecast period, with estimated market size of USD 5.6 billion in 2020, and it is expected to reach USD 8.5 billion by 2028.

Among the majorly used COVID-19 screening options, imaging is preferred by most healthcare professionals, as it provides a primary diagnosis in a short time. All the imaging modalities including magnetic resonance imaging have been used exhaustively to study COVID-19 and its effect on different patients in each demography. Improvements in radiology imaging techniques have enabled the industry to build smaller and portable low-magnetic-field MRIs. People with underlying disease conditions can face more serious complications due to COVID-19. Thus, this may increase the adoption of imaging systems during the pandemic.

The other key factors propelling the growth of the magnetic resonance imaging market are increase in the technological advancements, such as the inclusion of MRI with PET or CT, to provide imaging possibilities with less exposure to harmful radiations, rising adoption of MRI in developing countries, and the rising adoption of universal health coverage in the developed and developing markets.

Magnetic resonance imaging (MRI) is an efficient diagnostic machine for identifying diseases related to tumors, stroke, and spine lesions impacting the area of blood vessels and the brain. The rising prevalence of these diseases is expected to play a crucial role in market growth. For instance, as per the American Cancer Society, in 2020, 19.2 million new cancer cases were recorded across the world. In addition to this, the rising demand for effective and quick diagnostic procedures is expected to contribute toward the adoption of MRI machines.

Research shows that consumers in this industry primarily focus on the following factors when making purchasing decisions:

The insurance companies decide what scanning facilities are acceptable relative to their insurance plan. Once the facility has been approved, the approval is typically good for one to two years at which point a new bid must be submitted.

Physicians direct the patient to where they must go for a scan. Because Precise MRI of Michigan is located within a professional building near many doctors, this level of convenience will often prompt the doctor to immediately recommend Precise MRI of Michigan.

Business Goals and Objectives

Short Term:

In the short term, the goal is to improve consistency, evidence-based patient care, and reduce costs.

Long Term:

Cost and Value, Productivity and Patient Care. Focusing on Solutions That Address Daily Challenges. Connecting Productivity and Patient Experience. Long-term Solutions That Drive Effectiveness.

Legal Issues

The Company affirms that its promoters have acquired all legally required trademarks and patents.

III. MARKETING SUMMARY

Target Markets

The Company's major target markets are as follows:

The Target Market for our clinic (Precise MRI of Michigan) is focused on Medical Insurance Carriers and Physicians.

The estimated number of potential clients within the Company's geographic scope is 0.

SWOT Analysis

Strengths

Precise MRI is wholly immune from any negative change in the economy given that the bulk of our revenues are generated from insurance companies and publicly funded health systems. The gross margins that are generated from imaging scans are also considered to be extremely high. The startup costs are very high in the barriers to entry are considered to be nearly insurmountable.

Weaknesses

There is ongoing discussion regarding changes in regulations as to how MRI imaging centers receive their ongoing fees. There is always a constant struggle within the United States government as it relates to the reimbursement rates that are associated with these types of businesses. However, this is really an ongoing risk for all healthcare related businesses and there's nothing much that can be done about it.

Opportunities

Precise MRI of Michigan, along with many MRI imaging centers will expand by developing satellite locations or by establishing secondary full-scale locations. Additionally, our location and other sites will also hire an additional radiologist that can increase the billings of the centers on an ongoing basis.

Threats

Outside of competitive threats and changes in the reimbursement schedules – there's really nothing is going to impact the way that Precise MRI of Michigan as a business will operate moving forward. Reviewing an MRI scan is always something that a board-certified radiologist can do, and as such – changes regarding technology for automation will have no impact on the way that our facility will operate moving forward.

Competition

In the diagnostic imaging center industry, customers make choices based upon the insurance companies decide what scanning facilities are acceptable relative to their insurance plan. once the facility has been approved, the approval is typically good for one to two years at which point a new bid must be submitted.

physicians direct the patient to where they must go for a scan. because precise mri of michigan is located within a professional building near many doctors, this level of convenience with often prompt the doctor to immediately recommend precise mri of michigan. .

The level of competition is Moderately competitive. Various competitors who offer different services, some offer similar.

The primary competitors for the business are the following: Basha Diagnostics, M1 Imaging, Premier MRI, Hospital Systems. .

However, we believe that the Company has the following competitive advantages:
Service, Referrals, Amenities offered to clients for convenience, quality of care.

Services

First-rate service is intended to be the focus of the Company and a cornerstone of the brand's success. All clients will receive conscientious, one-on-one, timely service in all capacities, be they transactions, conflicts or complaints. This is expected to create a loyal brand following and return business.

Proposed Hardships on Parking Lot

Over the past several years, we have been attempting to fix and repair our parking lot. With the City of Lathrup Village having ownership of the Alley, we have continuously paid for overlay, patching and repair. We seek to improve the parking lot however costs are prohibitive and it is a large undertaking. We would like the City to assist us as we have had numerous customer complaints, our business has suffered due to the condition of the parking lot. Our parking lot is embarrassing and our business is suffering, not to mention city hall is across the street from us and this is an unsightly look. At Precise MRI of Michigan, we strive for greatness and service. We have tried to be accommodating to the City of Lathrup Village and we have paid for more than our share of expenses on this parking lot. We recognize the Alley and the City's position, however we have also considered the future of our business. Being part of a small community makes us proud and we also own additional real estate in the City of Lathrup Village, so we take pride in our sites.











MAGNUS PAVING

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www.magnuspaving.com
info@magnuspaving.com



Wed May 13, 2020
 Invoice #2342
 Invoice Due: Wed May 13, 2020

Customer	Service Location
Precise MRI 27465 Southfield rd Lathrup Village, MI powerempiregroup@gmail.com	Precise MRI 27465 Southfield rd Lathrup Village, MI

Item(s)		
Name	Description	Amount
Asphalt Replacement	Remove existing surface and debris from site Regrade aggregate base to ensure proper sloping to prevent standing water Compact base to ensure proper compaction rate Identify location of storm drain pipes for owner (identify only) Install 4 inches of asphalt in two lifts Apply vibratory steel drum roller for maximum compaction Permits not included	\$17,550.00
APPLY PNEUMATIC ROLLER	The pneumatic roller is rarely used in the paving world but has the potential to expand the life expectancy of our work. The use of a pneumatic roller is vital in the compaction process of asphalt paving, in that, it is able to conform to the surface being paved. Steel drum rollers do a great job in the initial phase of rolling, but they also bridge some areas of the asphalt mat being laid, whereas, the pneumatic roller kneads the hot mix asphalt, working the roller into the asphalt mat. Not only does this achieve denser compaction, but it also drives the bigger aggregate in the mix down, and brings the fine aggregate to the top, actually sealing the asphalt better to eliminate voids and preventing water intrusion. We use a pneumatic roller on every paving job, even using it on medium to large size asphalt repairs. In order to achieve the proper compaction and density of the asphalt and to ensure a long lasting, smooth pavement surface, the use of a pneumatic roller in the paving process is paramount.	\$0.00
STRIPE PARKING LANES	Upon completion, all required permanent pavement striping shall be completed in accordance with the current "Michigan Manual of Uniform Traffic Control Devices".	\$0.00

Notes:

Subtotal	\$17,550.00
Tax	\$0.00
Total	\$17,550.00
Amount Paid	\$0.00
Balance Due	\$17,550.00

Thank you for your business! We'd appreciate your feedback. Please review us [here](#).

PROPOSAL / CONTRACT

CONTRACT TO:

Sandra
27465 Southfield Rd.
Lathrup Village MI 48076
MOBILE: | info@precisemriofmichigan.com

PROJECT INFORMATION:

NAME: Precise MRI of Michigan
ADDRESS: 27465 Southfield Rd. Lathrup Village, MI 48076
PROPOSAL # 21178
HUTCH REP: Michael Campbell

November 13, 2020

ENGINEERING & SAFETY

1. Provide all field engineering and layout to perform this construction.
2. Maintain sufficient safety barricading during construction

4.00" ASPHALT REMOVAL & REPLACEMENT | 4,680 SF

1. Removal asphalt to the full maximum depth 4.0" exporting all materials off site.
2. Fine grade & compact existing sub grade Checking for any deficiencies.
3. Hutch Paving will grade existing base materials making new high points improving drainage pattern.
4. Install 2.00" 13A MDOT SPEC Leveling course asphalt and compact.
5. Apply SS-1h emulsion (tack coat) asphalt binder.
6. Install 2.00" 5E3 MDOT SPEC Wearing course asphalt and compact.
7. Re-stripe improved surfaces per existing layout with MDOT spec traffic paint.
8. Reinstall bumper blocks that were stock piled on site with new pins as needed.
9. Remove all debris resulting from our operation.

OUR PRICE IS.....\$21,980.00

IMPORT: Import 21AA aggregate & compact to maximum density if needed to meet grade + \$ 35.00 | ton
EXPORT: Subgrade undercutting if needed excavate then export unstable deficient, soft spoils + \$ 34.00 | cyd

INCLUDES: **TWO YEAR WRITTEN WARRANTY** Excluding Reflective Cracking or frost heave

EXCLUDES: Permits, Inspections, Undercutting of unsuitable sub base, restoration of Striping, restoration of landscaping, repair to hidden structures, such as but not limited to irrigation lines, electrical lines, or anything not marked by the miss dig system, repair to asphalt under milled surface unless otherwise noted above.

PAYMENT TERM: 25% down and the balance net 15 days from the date of the Invoice(s) with no retention held. A 1.5% monthly service charge will be applied for balances due beyond the 15 days.

PERMITS: If needed, permits secured by HPI will be reimbursed cost plus 20% acquisition fee or a \$500.00 min charge.

AUTHORIZED SIGNATURE

PRINT NAME / TITLE

DATE

By signing above, Precise MRI of Michigan \ agent agrees to the payment terms detailed and Terms and Conditions set forth below on all pages of this contract.

Page 2 of 3



DDA Memorandum

To: DDA Board of Directors
From: Susie Stec, DDA Director
Date: May 21, 2021
RE: Juneteenth Budget Memo

The DDA Promotions and Juneteenth Task Force have been working on creating a community-wide Juneteenth Event, Unity in the Community, on June 19th from 4:00-8:00 PM. This event will include performers and entertainers, a panel discussion with community leaders, Diversity Champions, food trucks, and more. The estimated costs are as follows:

- Larry Castleberry, storyteller: \$250
- Nanou Djiapo, African Drum and Dance Group: \$700
- Steve "Silk" Sturkey, Hustle Instructor: \$125

Confirmed Entertainment Costs: \$1,075

Additional Estimated Costs:

- Microphone and Speakers for Panel: \$200-500
- Panels to recognize Diversity Champions: \$150-200

The Task Force and Staff will continue to work on grants and sponsorships for additional funding towards the event.

Total Estimated Cost: \$1,775

RECOMMEND MOTION: *Approve Juneteenth Budget*