



Downtown Development Authority Agenda

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

1. **Call to Order**
2. **Approval of Agenda**
3. **Approval of Minutes**
 - A. [2023 08 23 Special DDA Board of Directors](#)
4. **Financial Review**
 - A. July 2023 Financial Reports
 - B. August 2023 Financial Reports
5. **Committee Reports**
 - A. LV Music Festival update
6. **Other Business**
 - A. [September 2023 CED Report](#)
 - B. September 2023 Code Enforcement Report
7. **Old Business**
8. **New Business**
 - A. [LV Musical Festival Stage Quote](#)
 - B. [Approve/Deny Sign Grant Application - 26780 Southfield Road](#)
 - C. [DTE Tree Grant discussion](#)
9. **Public Comment**
10. **Adjourn**



Special Downtown Development Authority Minutes

Tuesday, August 22, 2023 at 12:00 PM
27400 Southfield Road, Lathrup Village, Michigan 48076

1. Call to Order

12:07 pm by Chair Prime

Present: Patricia Felton, Bryan Ford, Kelly Garrett, Charlotte Jones, Bobbi Lovins, Scott McKee, Fred Prime, Pam Shermeyer (arrived 12:43pm)

Absent: Dan Sugg

Staff: Pam Bratschi, Rob Harris, Susie Stec

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

2. Approval of Agenda

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

3. Approval of Minutes

Motion to approve the 2023 07 21 DDA Board of Directors minutes by Ford, seconded by Lovins. All in favor.

4. Financial Review

Bratschi informed the Board that the audit just began, and that reports would be available for the next meeting. The expected timeframe for having the audit report is October/November.

5. Committee Reports

A brief report on the committee activities were provided.

6. Other Business

A. August 2023 CED Report

Stec highlighted the activities of the month. The board had several suggestions to augment the park renovation fundraiser.

7. Old Business

A. Approve/Deny Sign Grant Application - 18411 W 12 Mile Road

Stec went over the memo and information provided in the Board Packet regarding the Sign Grant application for 18411 W. 12 Mile Road.

Board Member Jones recused herself from the discussion and room, as this agenda item is related to her property.

Mayor Garrett disclosed that she has attended LOGOS, but that she has not attended services in that building, but she has financially supported them. The Board discussed this disclosure and agreed they did not feel there is a conflict of interest that would inhibit Garrett from voting.

Ford confirmed that there are no exceptions being requested or made, and that the application and award fully comports with the program parameters and what the board is permitted to do.

Motion to award a DDA Sign Grant in the amount of \$1,730 to the property owners of 18411 W. 12 Mile Road to be reimbursed upon installation and final approval by the Building Official by Ford, seconded by Lovins. All in favor.

8. New Business

A. LV Music Festival discussion

Stec provided an overview of the event and planning efforts thus far.

Motion to authorize the DDA Director to complete and submit a MLCC Special License Application on behalf of the Lathrup Village DDA for the Lathrup Village Music Festival on September 30, 2023, an event to be held in Municipal Park (27400 Southfield Road) by Lovins, seconded by McKee. All in favor.

Motion to authorize the DDA Director to enter into a contract/agreement with David McMurray to perform at the LV Music Festival on September 30, 2023 and provide a deposit of \$1,250, with the balance to be paid following the performance by Garrett, seconded by Ford. All in favor.

Motion to authorize the DDA staff to advertise the LV Music Festival in the September issues of the Southfield Sun for an amount not to exceed \$1,361 by McKee, seconded by Ford. All in favor

9. Public Comment

Harris suggested updates to the ordinance regarding donation bins in the alleys and on properties. City Attorney Baker will be contacted about this.

10. Adjourn at 12:52 pm

Motion by Shermeyer, seconded by Lovins. All in favor.

User: PAM

DB: Lathrup

PERIOD ENDING 07/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 07/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 07/31/23 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2023-24 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000.000								
494-000.000-407.000	TIFA-CAPTURE TAXES	367,901.00	367,901.00	0.00	0.00	367,901.00		0.00
494-000.000-410.000	TAX COLLECTED OTHER	37,488.00	37,488.00	0.00	0.00	37,488.00		0.00
494-000.000-415.000	MISCELLANEOUS REVENUE	21,974.00	21,974.00	0.00	0.00	21,974.00		0.00
494-000.000-446.000	INVESTMENT INTEREST	10,000.00	10,000.00	3,690.35	3,690.35	6,309.65		36.90
Total Dept 000.000		437,363.00	437,363.00	3,690.35	3,690.35	433,672.65		0.84
TOTAL REVENUES		437,363.00	437,363.00	3,690.35	3,690.35	433,672.65		0.84
Expenditures								
Dept 000.000								
494-000.000-701.000	SALARIES FULL-TIME	170,940.00	178,672.00	6,380.99	6,380.99	172,291.01		3.57
494-000.000-702.000	SALARIES PART-TIME	5,000.00	0.00	2,125.00	2,125.00	(2,125.00)		100.00
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	34,000.00	58,846.00	1,914.93	1,914.93	56,931.07		3.25
494-000.000-722.000	LEGAL SERVICES	900.00	0.00	0.00	0.00	0.00		0.00
494-000.000-726.000	OFFICE SUPPLIES	6,350.00	4,990.00	0.00	0.00	4,990.00		0.00
494-000.000-802.000	TAX TRIBUNAL RETURNS	2,000.00	2,000.00	0.00	0.00	2,000.00		0.00
494-000.000-810.000	AUDITING & ACCOUNTING	800.00	800.00	0.00	0.00	800.00		0.00
494-000.000-822.000	TRAINING/MEMBERSHIP	10,050.00	11,265.00	0.00	0.00	11,265.00		0.00
494-000.000-844.000	MAIN STREET PROGRAM	22,500.00	5,300.00	0.00	0.00	5,300.00		0.00
494-000.000-845.000	STREETSCAPING	132,000.00	110,700.00	196.00	196.00	110,504.00		0.18
494-000.000-882.000	PLANNING/CONSULTING FEES	15,300.00	15,300.00	0.00	0.00	15,300.00		0.00
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00	2,000.00	0.00	0.00	2,000.00		0.00
494-000.000-901.000	POSTAGE FEES	200.00	0.00	0.00	0.00	0.00		0.00
494-000.000-933.000	REPAIRS & MAINTENANCE	417,293.00	171,669.00	0.00	0.00	171,669.00		0.00
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	53,457.00	47,000.00	0.00	0.00	47,000.00		0.00
494-000.000-968.001	DEPRECIATION INFRASTRUCTURE	30,000.00	30,000.00	0.00	0.00	30,000.00		0.00
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00	0.00	0.00	0.00	0.00		0.00
494-000.000-971.001	FACADE GRANT PROGRAM	20,000.00	0.00	0.00	0.00	0.00		0.00
Total Dept 000.000		932,790.00	638,542.00	10,616.92	10,616.92	627,925.08		1.66
TOTAL EXPENDITURES		932,790.00	638,542.00	10,616.92	10,616.92	627,925.08		1.66
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		437,363.00	437,363.00	3,690.35	3,690.35	433,672.65		0.84
TOTAL EXPENDITURES		932,790.00	638,542.00	10,616.92	10,616.92	627,925.08		1.66
NET OF REVENUES & EXPENDITURES		(495,427.00)	(201,179.00)	(6,926.57)	(6,926.57)	(194,252.43)		3.44

User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 07/01/2023 TO 07/31/2023

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-010.000 TRUST ACCOUNT-GENERAL						
Journal GJ: GJ						
134947	07/31/2023	MONTHLY INTEREST POSTING- JULY 15925		Multiple	3,690.35	
Journal Totals					3,690.35	0.00
Totals for 494-000.000-010.000					3,690.35	0.00
Balance 07/01/23:				1,100,022.80		
Net Change:				3,690.35		
Balance 07/31/23:				1,103,713.15		

494-000.000-202.000 ACCOUNTS PAYABLE						
Journal AP: AP						
133737	07/13/2023	MISSIONSQUARE - 803046Vnd: MISS07122023-803046		Multiple		90.22
133999	07/28/2023	EAGLE LANDSCAPING & SUPPLY COVn285149		494-000.000-845.000	196.00	
133978	07/31/2023	ANTONIO MCLAWYERVnd: MCLAWYER,A07312023-MCLAWYE		494-000.000-702.000	250.00	
133981	07/31/2023	BLUE CARE NETWORKVnd: BLUECARE 231880010212		Multiple		1,199.12
133985	07/31/2023	BRAYLIN PRICEVnd: PRICE,BRAY In7312023-PRICE		494-000.000-702.000	250.00	
133990	07/31/2023	CHRISTIAN SMITHVnd: SMITH,CHRI 07312023-SMITH		494-000.000-702.000	150.00	
134007	07/31/2023	JAMES NORTHERNVnd: NORTH,JAME I7312023-NORTHERN		494-000.000-702.000	250.00	
134009	07/31/2023	JOSHUA LAWRENCEVnd: LAWRE,JOSH 07312023-LAWRENC		494-000.000-702.000	300.00	
134012	07/31/2023	KHAIDEN TOWNSVnd: TOWNS,KHAI In7312023-TOWNS		494-000.000-702.000	275.00	
134014	07/31/2023	MARK POOLVnd: POOL,MARK Invoice07312023-POOL#2		494-000.000-702.000	100.00	
134015	07/31/2023	MAX POOLVnd: POOL,MAX Invoice:07312023-POOL		494-000.000-702.000	100.00	
134018	07/31/2023	MISSIONSQUARE - 803046Vnd: MISS072823-MS803046		Multiple		121.01
134029	07/31/2023	STANDARD INSURANCE COMPANYVnd: 7172023-STANDARD		Multiple		54.40
134031	07/31/2023	TRUTH SMITHVnd: SMITH,TRUT Invc7312023-TSMITH		494-000.000-702.000	250.00	
134035	07/31/2023	WAYNE GRUBBVnd: GRUBB,WAYN Invc7312023-GRUBB		494-000.000-702.000	200.00	
Journal Totals					0.00	3,785.75

Journal CD: CD						
133766	07/14/2023	Check: NBDC 47917	47917	Multiple	2,947.07	
133776	07/14/2023	Check: NBDC 47927	47927	Multiple	852.50	
133787	07/14/2023	Check: NBDC 47938	47938	Multiple	300.00	
133790	07/14/2023	Check: NBDC 47941	47941	Multiple	90.22	
133817	07/14/2023	Check: NBDC 47927	47927	Multiple		852.50
133843	07/17/2023	Check: NBDC 47956	47956	Multiple	852.50	
134049	07/31/2023	Check: NBDC 47966	47966	Multiple	250.00	
134052	07/31/2023	Check: NBDC 47969	47969	Multiple	1,199.12	
134056	07/31/2023	Check: NBDC 47973	47973	Multiple	250.00	
134061	07/31/2023	Check: NBDC 47978	47978	Multiple	150.00	
134067	07/31/2023	Check: NBDC 47984	47984	Multiple	196.00	
134068	07/31/2023	Check: NBDC 47985	47985	Multiple	960.00	
134071	07/31/2023	Check: NBDC 47988	47988	Multiple	250.00	
134073	07/31/2023	Check: NBDC 47990	47990	Multiple	300.00	
134076	07/31/2023	Check: NBDC 47993	47993	Multiple	275.00	
134078	07/31/2023	Check: NBDC 47995	47995	Multiple	100.00	
134079	07/31/2023	Check: NBDC 47996	47996	Multiple	100.00	
134082	07/31/2023	Check: NBDC 47999	47999	Multiple	121.01	
134093	07/31/2023	Check: NBDC 48010	48010	Multiple	54.40	
134095	07/31/2023	Check: NBDC 48012	48012	Multiple	250.00	
134099	07/31/2023	Check: NBDC 48016	48016	Multiple	200.00	
Journal Totals					9,697.82	852.50
Totals for 494-000.000-202.000					9,697.82	4,638.25
Balance 07/01/23:				5,812.95		
Net Change:				(5,059.57)		
Balance 07/31/23:				753.38		

494-000.000-214.101 DUE TO GENERAL FUND						
Journal CD: CD						
133766	07/14/2023	Check: NBDC 47917	47917	Multiple		2,947.07
133776	07/14/2023	Check: NBDC 47927	47927	Multiple		852.50
133787	07/14/2023	Check: NBDC 47938	47938	Multiple		300.00
133790	07/14/2023	Check: NBDC 47941	47941	Multiple		90.22
133817	07/14/2023	Check: NBDC 47927	47927	Multiple	852.50	
133843	07/17/2023	Check: NBDC 47956	47956	Multiple		852.50
134049	07/31/2023	Check: NBDC 47966	47966	Multiple		250.00
134052	07/31/2023	Check: NBDC 47969	47969	Multiple		1,199.12
134056	07/31/2023	Check: NBDC 47973	47973	Multiple		250.00
134061	07/31/2023	Check: NBDC 47978	47978	Multiple		150.00
134067	07/31/2023	Check: NBDC 47984	47984	Multiple		196.00
134068	07/31/2023	Check: NBDC 47985	47985	Multiple		960.00
134071	07/31/2023	Check: NBDC 47988	47988	Multiple		250.00
134073	07/31/2023	Check: NBDC 47990	47990	Multiple		300.00
134076	07/31/2023	Check: NBDC 47993	47993	Multiple		275.00
134078	07/31/2023	Check: NBDC 47995	47995	Multiple		100.00
134079	07/31/2023	Check: NBDC 47996	47996	Multiple		100.00

User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 07/01/2023 TO 07/31/2023

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-214.101 DUE TO GENERAL FUND						
Journal CD: CD						
134082	07/31/2023	Check: NBDC 47999	47999	Multiple		121.01
134093	07/31/2023	Check: NBDC 48010	48010	Multiple		54.40
134095	07/31/2023	Check: NBDC 48012	48012	Multiple		250.00
134099	07/31/2023	Check: NBDC 48016	48016	Multiple		200.00
Journal Totals					852.50	9,697.82
Journal PR: Payroll						
133924	07/14/2023	PAYROLL REPORT JULY	15794	Multiple		6,831.17
Journal Totals					0.00	6,831.17
Totals for 494-000.000-214.101					852.50	16,528.99
Balance 07/01/23:					155,364.07	
Net Change:					15,676.49	
Balance 07/31/23:					171,040.56	

494-000.000-446.000 INVESTMENT INTEREST						
Journal GJ: GJ						
134947	07/31/2023	MONTHLY INTEREST POSTING- JULY 15925		Multiple		3,690.35
Journal Totals					0.00	3,690.35
Totals for 494-000.000-446.000					0.00	3,690.35
Balance 07/01/23:					0.00	
Net Change:					3,690.35	
Balance 07/31/23:					3,690.35	

494-000.000-701.000 SALARIES FULL-TIME						
Journal PR: Payroll						
133924	07/14/2023	PAYROLL REPORT JULY	15794	Multiple	6,380.99	
Journal Totals					6,380.99	0.00
Totals for 494-000.000-701.000					6,380.99	0.00
Balance 07/01/23:					0.00	
Net Change:					6,380.99	
Balance 07/31/23:					6,380.99	

494-000.000-702.000 SALARIES PART-TIME						
Journal AP: AP						
133978	07/31/2023	ANTONIO MCLAWYERSALARIES PART-T07312023-MCLAWYE	494-000.000-202.000		250.00	
133985	07/31/2023	BRAYLIN PRICESALARIES PART-TIME7312023-PRICE	494-000.000-202.000		250.00	
133990	07/31/2023	CHRISTIAN SMITHSALARIES PART-TI07312023-SMITH	494-000.000-202.000		150.00	
134007	07/31/2023	JAMES NORTHERNSALARIES PART-TIM7312023-NORTHERN	494-000.000-202.000		250.00	
134009	07/31/2023	JOSHUA LAWRENCESALARIES PART-TI07312023-LAWRENC	494-000.000-202.000		300.00	
134012	07/31/2023	KHAIDEN TOWNSSALARIES PART-TIME7312023-TOWNS	494-000.000-202.000		275.00	
134014	07/31/2023	MARK POOLSALARIES PART-TIME 07312023-POOL#2	494-000.000-202.000		100.00	
134015	07/31/2023	MAX POOLSALARIES PART-TIME 07312023-POOL	494-000.000-202.000		100.00	
134031	07/31/2023	TRUTH SMITHSALARIES PART-TIME 7312023-TSMITH	494-000.000-202.000		250.00	
134035	07/31/2023	WAYNE GRUBBSALARIES PART-TIME 7312023-GRUBB	494-000.000-202.000		200.00	
Journal Totals					2,125.00	0.00
Totals for 494-000.000-702.000					2,125.00	0.00
Balance 07/01/23:					0.00	
Net Change:					2,125.00	
Balance 07/31/23:					2,125.00	

494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Journal AP: AP						
133737	07/13/2023	MISSIONSQUARE - 803046EMPLOYEE 07122023-803046	Multiple		90.22	
133981	07/31/2023	BLUE CARE NETWORKEMPLOYEE TAXES231880010212	Multiple		1,199.12	
134018	07/31/2023	MISSIONSQUARE - 803046EMPLOYEE 072823-MS803046	Multiple		121.01	
134029	07/31/2023	STANDARD INSURANCE COMPANYEMPLC7172023-STANDARD	Multiple		54.40	
Journal Totals					1,464.75	0.00
Journal PR: Payroll						
133924	07/14/2023	PAYROLL REPORT JULY	15794	Multiple	450.18	
Journal Totals					450.18	0.00

User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 07/01/2023 TO 07/31/2023

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Totals for 494-000.000-703.000					1,914.93	0.00
Balance 07/01/23:				0.00		
Net Change:				1,914.93		
Balance 07/31/23:				1,914.93		

494-000.000-845.000 STREETSCAPING						
Journal AP: AP						
133999	07/28/2023	EAGLE LANDSCAPING & SUPPLY COST285149		494-000.000-202.000	196.00	
Journal Totals					196.00	0.00
Totals for 494-000.000-845.000					196.00	0.00
Balance 07/01/23:				0.00		
Net Change:				196.00		
Balance 07/31/23:				196.00		

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 07/31/2022	PERIOD ENDED 07/31/2023
*** Assets ***			
494-000.000-010.000	TRUST ACCOUNT-GENERAL	1,364,469.57	1,103,713.15
494-000.000-028.096	TAXES RECEIVABLE-PERSONAL PROP	23,503.93	19,543.46
494-000.000-084.101	DUE FROM GENERAL FUND	0.00	436,391.74
494-000.000-141.001	INFRASTRUCTURE	360,289.69	360,289.69
494-000.000-177.001	DEPRECIABLE ASSETS	25,243.25	25,243.25
494-000.000-193.000	ACCUMULATED DEPRECIATION	(199,302.22)	(229,016.22)
Total Assets		1,574,204.22	1,716,165.07
*** Liabilities ***			
494-000.000-202.000	ACCOUNTS PAYABLE	0.00	753.38
494-000.000-214.101	DUE TO GENERAL FUND	149,648.64	171,040.56
Total Liabilities		149,648.64	171,793.94
*** Fund Balance ***			
494-000.000-390.000	FUND BALANCE	1,417,080.33	1,417,080.33
Total Fund Balance		1,417,080.33	1,417,080.33
Beginning Fund Balance		1,417,080.33	1,417,080.33
Net of Revenues VS Expenditures - 22-23			134,217.37
*22-23 End FB/23-24 Beg FB		1,551,297.70	
Net of Revenues VS Expenditures - Current Year		7,475.25	(6,926.57)
Ending Fund Balance		1,424,555.58	1,544,371.13
Total Liabilities And Fund Balance		1,574,204.22	1,716,165.07

* Year Not Closed

Item 4B.

User: PAM

DB: Lathrup

PERIOD ENDING 08/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 08/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/23 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2023-24 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000.000								
494-000.000-407.000	TIFA-CAPTURE TAXES	367,901.00	367,901.00	0.00	0.00	367,901.00		0.00
494-000.000-410.000	TAX COLLECTED OTHER	37,488.00	37,488.00	0.00	0.00	37,488.00		0.00
494-000.000-415.000	MISCELLANEOUS REVENUE	21,974.00	21,974.00	0.00	0.00	21,974.00		0.00
494-000.000-446.000	INVESTMENT INTEREST	10,000.00	10,000.00	3,690.35	0.00	6,309.65		36.90
Total Dept 000.000		437,363.00	437,363.00	3,690.35	0.00	433,672.65		0.84
TOTAL REVENUES		437,363.00	437,363.00	3,690.35	0.00	433,672.65		0.84
Expenditures								
Dept 000.000								
494-000.000-701.000	SALARIES FULL-TIME	170,940.00	178,672.00	6,380.99	0.00	172,291.01		3.57
494-000.000-702.000	SALARIES PART-TIME	5,000.00	0.00	4,525.00	2,400.00	(4,525.00)		100.00
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	34,000.00	58,846.00	3,911.07	1,996.14	54,934.93		6.65
494-000.000-722.000	LEGAL SERVICES	900.00	0.00	0.00	0.00	0.00		0.00
494-000.000-726.000	OFFICE SUPPLIES	6,350.00	4,990.00	21.19	21.19	4,968.81		0.42
494-000.000-802.000	TAX TRIBUNAL RETURNS	2,000.00	2,000.00	0.00	0.00	2,000.00		0.00
494-000.000-810.000	AUDITING & ACCOUNTING	800.00	800.00	800.00	800.00	0.00		100.00
494-000.000-822.000	TRAINING/MEMBERSHIP	10,050.00	11,265.00	0.00	0.00	11,265.00		0.00
494-000.000-844.000	MAIN STREET PROGRAM	22,500.00	5,300.00	1,450.00	1,450.00	3,850.00		27.36
494-000.000-845.000	STREETSCAPING	132,000.00	110,700.00	2,359.50	2,163.50	108,340.50		2.13
494-000.000-882.000	PLANNING/CONSULTING FEES	15,300.00	15,300.00	3,576.92	3,576.92	11,723.08		23.38
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00	2,000.00	0.00	0.00	2,000.00		0.00
494-000.000-901.000	POSTAGE FEES	200.00	0.00	0.00	0.00	0.00		0.00
494-000.000-933.000	REPAIRS & MAINTENANCE	417,293.00	171,669.00	3,286.91	3,286.91	168,382.09		1.91
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	53,457.00	47,000.00	0.00	0.00	47,000.00		0.00
494-000.000-968.001	DEPRECIATION INFRASTRUCTURE	30,000.00	30,000.00	0.00	0.00	30,000.00		0.00
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00	0.00	0.00	0.00	0.00		0.00
494-000.000-971.001	FACADE GRANT PROGRAM	20,000.00	0.00	0.00	0.00	0.00		0.00
Total Dept 000.000		932,790.00	638,542.00	26,311.58	15,694.66	612,230.42		4.12
TOTAL EXPENDITURES		932,790.00	638,542.00	26,311.58	15,694.66	612,230.42		4.12
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		437,363.00	437,363.00	3,690.35	0.00	433,672.65		0.84
TOTAL EXPENDITURES		932,790.00	638,542.00	26,311.58	15,694.66	612,230.42		4.12
NET OF REVENUES & EXPENDITURES		(495,427.00)	(201,179.00)	(22,621.23)	(15,694.66)	(178,557.77)		11.24

User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 08/01/2023 TO 08/31/2023

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-202.000 ACCOUNTS PAYABLE						
Journal AP: AP						
134216	08/10/2023	CARDMEMBER SERVICEVnd: CARDMEMB070123-SS/CC		Multiple		21.19
134227	08/10/2023	DTEVnd: DTE Invoice: 07/012023-07/012023-DTE#3		494-000.000-933.000	2,016.91	
134229	08/10/2023	EAGLE LANDSCAPING & SUPPLY COVn286716		494-000.000-845.000	351.00	
134241	08/10/2023	EXCELL SNOW & TURF MAINTENANCEVCLIP53966		494-000.000-933.000	960.00	
134243	08/10/2023	GIFFELS-WEBSTER ENG INCVnd: GWE129325		494-000.000-882.000	3,576.92	
134250	08/10/2023	GIFFELS-WEBSTER ENG INCVnd: GWE129354		494-000.000-933.000	310.00	
134253	08/10/2023	HORTULUS GARDENSvnd: HORTULUS I23-0728LAT		494-000.000-845.000	950.00	
134764	08/15/2023	ANTONIO MCLAWYERVnd: MCLAWYER,ADDA-SUMMCLAWYER		494-000.000-702.000	300.00	
134768	08/15/2023	BLUE CARE NETWORKVnd: BLUECARE 232200004444		Multiple	1,697.17	
134772	08/15/2023	CAMEREN MORGANVnd: CAMEREN MO ISS-DDA-MORGAN		494-000.000-702.000	300.00	
134773	08/15/2023	CHRISTIAN SMITHVnd: SMITH,CHRI DDA-SU-SMITH		494-000.000-702.000	250.00	
134787	08/15/2023	ELIJAH REEDVnd: ELIJAH REE InvoDDA-SUM-REED		494-000.000-702.000	200.00	
134792	08/15/2023	JAMES NORTHERNVnd: NORTH,JAME IDDA-SUM-JAMES		494-000.000-702.000	250.00	
134793	08/15/2023	JOSHUA LAWRENCEVnd: LAWRE,JOSH S-HELP-LAWRENCE		494-000.000-702.000	400.00	
134795	08/15/2023	MARK POOLVnd: POOL,MARK InvoiceDDA-SU-POOL2		494-000.000-702.000	250.00	
134796	08/15/2023	MAX POOLVnd: POOL, MAX Invoice:DDA-SU-POOL		494-000.000-702.000	250.00	
134799	08/15/2023	MISSIONSQUARE - 803046Vnd: MISS08142023-803046		Multiple	121.01	
134809	08/15/2023	TRUTH SMITHVnd: SMITH,TRUT InvoDDA-SU-SMITH		494-000.000-702.000	200.00	
135083	08/31/2023	HORTULUS GARDENSvnd: HORTULUS I23-0804LATH		494-000.000-845.000	862.50	
135095	08/31/2023	MISSIONSQUARE - 803046Vnd: MISS08312023		Multiple	121.01	
135107	08/31/2023	PLANTE & MORANVnd: PLANTE Invo10058701		Multiple	800.00	
135111	08/31/2023	SOUTHWEST STYLES MANAGEMENT LLC08292023-SWSTYLE		494-000.000-844.000	200.00	
135112	08/31/2023	STANDARD INSURANCE COMPANYVnd: 00-642946-0034		Multiple	56.95	
135118	08/31/2023	WAYNE GERARD MILTONVnd: WMILTON08232023-MILTON		494-000.000-844.000	1,250.00	
Journal Totals					0.00	15,694.66

Journal CD: CD

134291	08/10/2023	Check: NBDC 48021	48021	Multiple	78.38	
134298	08/10/2023	Check: NBDC 48028	48028	Multiple	675.00	
134299	08/10/2023	Check: NBDC 48029	48029	Multiple	21.19	
134309	08/10/2023	Check: NBDC 48039	48039	Multiple	2,016.91	
134310	08/10/2023	Check: NBDC 48040	48040	Multiple	351.00	
134313	08/10/2023	Check: NBDC 48043	48043	Multiple	960.00	
134315	08/10/2023	Check: NBDC 48045	48045	Multiple	3,576.92	
134319	08/10/2023	Check: NBDC 48049	48049	Multiple	310.00	
134321	08/10/2023	Check: NBDC 48051	48051	Multiple	950.00	
134818	08/15/2023	Check: NBDC 48066	48066	Multiple	300.00	
134822	08/15/2023	Check: NBDC 48070	48070	Multiple	1,697.17	
134826	08/15/2023	Check: NBDC 48074	48074	Multiple	300.00	
134827	08/15/2023	Check: NBDC 48075	48075	Multiple	250.00	
134840	08/15/2023	Check: NBDC 48088	48088	Multiple	200.00	
134843	08/15/2023	Check: NBDC 48091	48091	Multiple	250.00	
134844	08/15/2023	Check: NBDC 48092	48092	Multiple	400.00	
134846	08/15/2023	Check: NBDC 48094	48094	Multiple	250.00	
134847	08/15/2023	Check: NBDC 48095	48095	Multiple	250.00	
134850	08/15/2023	Check: NBDC 48098	48098	Multiple	121.01	
134857	08/15/2023	Check: NBDC 48105	48105	Multiple	200.00	
135144	08/31/2023	Check: NBDC 48131	48131	Multiple	862.50	
135153	08/31/2023	Check: NBDC 48140	48140	Multiple	121.01	
135162	08/31/2023	Check: NBDC 48149	48149	Multiple	800.00	
135166	08/31/2023	Check: NBDC 48153	48153	Multiple	200.00	
135167	08/31/2023	Check: NBDC 48154	48154	Multiple	56.95	
135172	08/31/2023	Check: NBDC 48159	48159	Multiple	1,250.00	
Journal Totals					16,448.04	0.00

Totals for 494-000.000-202.000

16,448.04 15,694.66

Balance 08/01/23: 753.38
 Net Change: (753.38)
 Balance 08/31/23: 0.00

494-000.000-214.101 DUE TO GENERAL FUND

Journal CD: CD

134291	08/10/2023	Check: NBDC 48021	48021	Multiple	78.38	
134298	08/10/2023	Check: NBDC 48028	48028	Multiple	675.00	
134299	08/10/2023	Check: NBDC 48029	48029	Multiple	21.19	
134309	08/10/2023	Check: NBDC 48039	48039	Multiple	2,016.91	
134310	08/10/2023	Check: NBDC 48040	48040	Multiple	351.00	
134313	08/10/2023	Check: NBDC 48043	48043	Multiple	960.00	
134315	08/10/2023	Check: NBDC 48045	48045	Multiple	3,576.92	
134319	08/10/2023	Check: NBDC 48049	48049	Multiple	310.00	
134321	08/10/2023	Check: NBDC 48051	48051	Multiple	950.00	
134818	08/15/2023	Check: NBDC 48066	48066	Multiple	300.00	
134822	08/15/2023	Check: NBDC 48070	48070	Multiple	1,697.17	
134826	08/15/2023	Check: NBDC 48074	48074	Multiple	300.00	
134827	08/15/2023	Check: NBDC 48075	48075	Multiple	250.00	
134840	08/15/2023	Check: NBDC 48088	48088	Multiple	200.00	
134843	08/15/2023	Check: NBDC 48091	48091	Multiple	250.00	

User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 08/01/2023 TO 08/31/2023

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-214.101 DUE TO GENERAL FUND						
Journal CD: CD						
134844	08/15/2023	Check: NBDC 48092	48092	Multiple		400.00
134846	08/15/2023	Check: NBDC 48094	48094	Multiple		250.00
134847	08/15/2023	Check: NBDC 48095	48095	Multiple		250.00
134850	08/15/2023	Check: NBDC 48098	48098	Multiple		121.01
134857	08/15/2023	Check: NBDC 48105	48105	Multiple		200.00
135144	08/31/2023	Check: NBDC 48131	48131	Multiple		862.50
135153	08/31/2023	Check: NBDC 48140	48140	Multiple		121.01
135162	08/31/2023	Check: NBDC 48149	48149	Multiple		800.00
135166	08/31/2023	Check: NBDC 48153	48153	Multiple		200.00
135167	08/31/2023	Check: NBDC 48154	48154	Multiple		56.95
135172	08/31/2023	Check: NBDC 48159	48159	Multiple		1,250.00
Journal Totals					0.00	16,448.04
Totals for 494-000.000-214.101					0.00	16,448.04
Balance 08/01/23:				171,040.56		
Net Change:				16,448.04		
Balance 08/31/23:				187,488.60		

494-000.000-702.000 SALARIES PART-TIME						
Journal AP: AP						
134764	08/15/2023	ANTONIO MCLAWYERSALARIES PART-TDDA-SUMMCLAWYER		494-000.000-202.000	300.00	
134772	08/15/2023	CAMEREN MORGANSALARIES PART-TIMSS-DDA-MORGAN		494-000.000-202.000	300.00	
134773	08/15/2023	CHRISTIAN SMITHSALARIES PART-TIDDA-SU-SMITH		494-000.000-202.000	250.00	
134787	08/15/2023	ELIJAH REEDSALARIES PART-TIME DDA-SUM-REED		494-000.000-202.000	200.00	
134792	08/15/2023	JAMES NORTHERNSALARIES PART-TIMDDA-SUM-JAMES		494-000.000-202.000	250.00	
134793	08/15/2023	JOSHUA LAWRENCESALARIES PART-TIS-HELP-LAWRENCE		494-000.000-202.000	400.00	
134795	08/15/2023	MARK POOLSALARIES PART-TIME DDA-SU-POOL2		494-000.000-202.000	250.00	
134796	08/15/2023	MAX POOLSALARIES PART-TIME DDA-SU-POOL		494-000.000-202.000	250.00	
134809	08/15/2023	TRUTH SMITHSALARIES PART-TIME DDA-SU-SMITH		494-000.000-202.000	200.00	
Journal Totals					2,400.00	0.00
Totals for 494-000.000-702.000					2,400.00	0.00
Balance 08/01/23:				2,125.00		
Net Change:				2,400.00		
Balance 08/31/23:				4,525.00		

494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Journal AP: AP						
134768	08/15/2023	BLUE CARE NETWORKEMPLOYEE TAXES232200004444		Multiple	1,697.17	
134799	08/15/2023	MISSIONSQUARE - 803046EMPLOYEE 08142023-803046		Multiple	121.01	
135095	08/31/2023	MISSIONSQUARE - 803046EMPLOYEE 08312023		Multiple	121.01	
135112	08/31/2023	STANDARD INSURANCE COMPANYEMPLC00-642946-0034		Multiple	56.95	
Journal Totals					1,996.14	0.00
Totals for 494-000.000-703.000					1,996.14	0.00
Balance 08/01/23:				1,914.93		
Net Change:				1,996.14		
Balance 08/31/23:				3,911.07		

494-000.000-726.000 OFFICE SUPPLIES						
Journal AP: AP						
134216	08/10/2023	CARDMEMBER SERVICEOFFICE SUPPLI070123-SS/CC		Multiple	21.19	
Journal Totals					21.19	0.00
Totals for 494-000.000-726.000					21.19	0.00
Balance 08/01/23:				0.00		
Net Change:				21.19		
Balance 08/31/23:				21.19		

494-000.000-810.000 AUDITING & ACCOUNTING						
Journal AP: AP						
135107	08/31/2023	PLANTE & MORANAUDITING & ACCOUN10058701		Multiple	800.00	
Journal Totals					800.00	0.00

User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 08/01/2023 TO 08/31/2023

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-810.000 AUDITING & ACCOUNTING						
Totals for 494-000.000-810.000					800.00	0.00
Balance 08/01/23:				0.00		
Net Change:				800.00		
Balance 08/31/23:				800.00		

494-000.000-844.000 MAIN STREET PROGRAM						
Journal AP: AP						
135111	08/31/2023	SOUTHWEST STYLES MANAGEMENT LLC08292023-SWSTYLE	494-000.000-202.000		200.00	
135118	08/31/2023	WAYNE GERARD MILTONMAIN STREET 08232023-MILTON	494-000.000-202.000		1,250.00	
Journal Totals					1,450.00	0.00
Totals for 494-000.000-844.000					1,450.00	0.00
Balance 08/01/23:				0.00		
Net Change:				1,450.00		
Balance 08/31/23:				1,450.00		

494-000.000-845.000 STREETSCAPING						
Journal AP: AP						
134229	08/10/2023	EAGLE LANDSCAPING & SUPPLY COST286716	494-000.000-202.000		351.00	
134253	08/10/2023	HORTULUS GARDENSSTREETSCAPING 23-0728LAT	494-000.000-202.000		950.00	
135083	08/31/2023	HORTULUS GARDENSSTREETSCAPING 23-0804LATH	494-000.000-202.000		862.50	
Journal Totals					2,163.50	0.00
Totals for 494-000.000-845.000					2,163.50	0.00
Balance 08/01/23:				196.00		
Net Change:				2,163.50		
Balance 08/31/23:				2,359.50		

494-000.000-882.000 PLANNING/CONSULTING FEES						
Journal AP: AP						
134243	08/10/2023	GIFFELS-WEBSTER ENG INCPLANNING129325	494-000.000-202.000		3,576.92	
Journal Totals					3,576.92	0.00
Totals for 494-000.000-882.000					3,576.92	0.00
Balance 08/01/23:				0.00		
Net Change:				3,576.92		
Balance 08/31/23:				3,576.92		

494-000.000-933.000 REPAIRS & MAINTENANCE						
Journal AP: AP						
134227	08/10/2023	DTEREPAIRS & MAINTENANCE 07/012023-DTE#3	494-000.000-202.000		2,016.91	
134241	08/10/2023	EXCELL SNOW & TURF MAINTENANCERCLIP53966	494-000.000-202.000		960.00	
134250	08/10/2023	GIFFELS-WEBSTER ENG INCREPAIRS 129354	494-000.000-202.000		310.00	
Journal Totals					3,286.91	0.00
Totals for 494-000.000-933.000					3,286.91	0.00
Balance 08/01/23:				0.00		
Net Change:				3,286.91		
Balance 08/31/23:				3,286.91		

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 08/31/2022	PERIOD ENDED 08/31/2023
*** Assets ***			
494-000.000-010.000	TRUST ACCOUNT-GENERAL	1,366,234.78	1,103,713.15
494-000.000-028.096	TAXES RECEIVABLE-PERSONAL PROP	23,503.93	19,543.46
494-000.000-084.101	DUE FROM GENERAL FUND	53,522.50	436,391.74
494-000.000-141.001	INFRASTRUCTURE	360,289.69	360,289.69
494-000.000-177.001	DEPRECIABLE ASSETS	25,243.25	25,243.25
494-000.000-193.000	ACCUMULATED DEPRECIATION	(199,302.22)	(229,016.22)
Total Assets		1,629,491.93	1,716,165.07
*** Liabilities ***			
494-000.000-214.101	DUE TO GENERAL FUND	203,685.13	187,488.60
Total Liabilities		203,685.13	187,488.60
*** Fund Balance ***			
494-000.000-390.000	FUND BALANCE	1,417,080.33	1,417,080.33
Total Fund Balance		1,417,080.33	1,417,080.33
Beginning Fund Balance		1,417,080.33	1,417,080.33
Net of Revenues VS Expenditures - 22-23			134,217.37
*22-23 End FB/23-24 Beg FB		1,551,297.70	
Net of Revenues VS Expenditures - Current Year		8,726.47	(22,621.23)
Ending Fund Balance		1,425,806.80	1,528,676.47
Total Liabilities And Fund Balance		1,629,491.93	1,716,165.07

* Year Not Closed



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

MEMORANDUM

To: LVDDA Board of Directors

From: Susie Stec, DDA and CED Director

Date: September 15, 2023

RE: Department/Director Report

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

Upcoming DDA Events

- LV Music Festival: September 30th, 1 – 9 pm
- Fall Corridor Cleanup: September 23rd, 9 – 11 am
- Tri-City Holiday Party: November 16th, 4 – 7 pm (Dog & Pony Show Brewing, Oak Park)

Past DDA Events

- Are You E-Commerce Ready Business Workshop: August 24th, 11 am – 1:30 pm

Commercial Business/Property Updates

- 26780 Southfield Road (44 Burrrito) – New restaurant. Obtained approval for outdoor patio at the July Planning Commission meeting. They are working on interior renovations.
- 27300 Southfield Road – Property owners & staff are working through parking constraints. Plans are anticipated for the October Planning Commission meeting.
- 27601 Southfield Road (Surnow LV Center) – Property owners are intending to renovate the façade and improve the on-site traffic circulation. They will be appearing before the Planning Commission on Sept. 19th.

Infrastructure

- 2023 infrastructure work is nearly complete. Contractors are finishing their respective punch list items. Landscaping touch-up work is expected in the fall.
- Staff and consultants met with RCOC about the resurfacing of Southfield Road in 2024. They are intending to have public meetings in the fall.



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Miscellaneous

- DDA is partnering with Oak Park, Southfield, Farmington Hills, and Michigan Works! Southfield office to develop and send a survey to the businesses in our respective communities to help identify desired training/workshop topics.
- DDA engaged Hortulus Gardens to weed & mulch the flowerbeds surrounding the monument sign, City Hall, and 12 Mile
- MSOC has submitted the grant application for the Revitalization & Placemaking Grant program. A total of 13 communities participated in the regional application. Award notifications are anticipated in the fall.
 - A crowdfunding campaign has been established to securing the remaining match funds. The goal is \$20,000.



blueworld
productions
 Corporate AV Services

2529 Saint Joseph
 West Bloomfield, MI 48324
 248.526.9800
 bwpshows@gmail.com
 sound • video • stage • lighting

Proposal

Number: E872
 Date: 8/31/2023

Bill To:

Susan Stec
 Lathrup Village Downtown Deveopment Aut
 2740 Southfield Rd.
 Lathrup Village, MI, 48076

Ship To:

THE SAME 9-30-23
 Park in back of building

PO Number	Terms	Customer #	Email	Project
	DEP - COD	248-877-7733		lathrup village music fest

Description	Quantity	Price/Rate	Amount
staging services			
20 ft w. x 16 ft. d. stage with safety rail & (2) step units	1.00	\$798.00	\$798.00
prep ,trucking & labor		\$795.00	\$795.00
cost to skirt the stage is \$180.00			
A 50% deposit of \$677.00 is due now to secure both date & equipment. The balance of \$677.05 is due on the day of the event 9-30-23		\$0.00	\$0.00
PLEASE MAKE ALL CHECKS PAYABLE TO: BLUE WORLD PRODUCTIONS		\$0.00	\$0.00
PLEASE SIGN, DATE & RETURN WITH DEPOSIT CHECK TO ADDRESS ON INVOICE		\$0.00	\$0.00
<i>Total of line items</i>			<i>\$1593.00</i>
		Discount	(\$238.95)

SubTotal	\$1,354.05
0.00% on \$0.00	\$0.00
0.00% on \$0.00	\$0.00
Total	\$1,354.05



27400 Southfield Rd
Lathrup Village, MI 48076
(248) 557 - 2600
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To: DDA Board of Directors
From: Susie Stec, Director – Community & Economic Development /DDA Director
RE: Sign Grant – 26780 Southfield Road
Date: September 13, 2023

Ms. Tara Young operates the 44 Burrito Food Truck and will be establishing a bricks and mortar location at 26780 Southfield Road. She received Site Plan Approval by the Planning Commission on July 18, 2023 to establish an outdoor patio, and has been diligently working to complete the interior renovations.

A Sign Grant application was received by Ms. Young to install a new wall sign. The proposed wall sign will be 53.33 square feet which meets standards detailed in the chart below. The wall sign will require a permit through the Building Department. The estimated cost of the proposed signage is \$4,910.54

52-24. Sign Types Permitted by District				
C. Commercial Districts (CV). Permits required, unless otherwise noted				
Sign Type	Location	Max. Sign Surface Display Area	Max. Height	Number
Principal Wall Signs	On principal building façade to be placed at the sign band, when provided.	0-100 ft setback from lot line: 10% of ground floor, street-facing building face up to a maximum of 64 sq ft	Not to exceed height of building	1 per street level business with principal building frontage. Corner buildings shall be permitted 1 on each frontage
		100+ ft setback from lot line: 15% of ground floor, street-facing building face up to a maximum of 64 sq ft		

Per the DDA Sign Grant Program parameters, the LVDDA Board of Directors may approve and provide reimbursement for signage up to a maximum grant of fifty (50%) percent of total project cost or two thousand dollars (\$2,000.00).

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

SIGN GRANT PROGRAM APPLICATION FORM

PROPERTY INFORMATION

Property Address:	26780 Southfield Rd. Lakemore Village 48076		
Parcel ID Number:	40-24-24-103-032		
Current Zoning:	COMMERCIAL VEHICULAR		

BUSINESS INFORMATION

Business Name:	44 Burrito LLC		
Business Owner Name:	TARA Young		
Business Mailing Address:			
Phone Number:	(248) 910-0858		
Email:	fortyfourburrito@yahoo.com		
Sign Type (circle):	<input checked="" type="radio"/> Wall	<input type="radio"/> Monument	<input type="radio"/> Awning

PROPERTY OWNER INFORMATION

Property Owner Name:	TARA Young		
Property Owner Address:	6312 Wynford Dr. WB Twp. MI 48322		
Property Owner Phone:	(248) 910-0858		
Property Owner Email:	SAME AS ABOVE		

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

- Complete sign package with sealed drawings
- Cost Estimate
- Current digital photos of all existing building signage

Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification

Completed applications should be returned to:

Lathrup Village DDA
Attn: Susie Stec
27400 Southfield Road
Lathrup Village, MI 48076
[sstec@lathrupvillage.org](mailto:ssstec@lathrupvillage.org)

BURRITO
HOME OF THE DEEP FRIED BURRITO



192 in

BURRITO
HOME OF THE DEEP FRIED BURRITO



40 in



17627 w. warren ave
detroit, mi 48228
313.581.9333
866.419.5379
www.prosignsusa.com
sales@prosignsusa.com

SF Project Manager
ZF Drawn By
Checked By
Date
Revisions

[] APPROVED WITH CHANGES NOTED
(Change)
Customer Signature
Landlord Signature
Date: _____

This original artwork is protected under federal copyright laws. Make no reproduction of this design concept without permission from Prosignis llc.
This drawing is intended to provide a reasonable representation of the final manufactured article. Fasteners and seams in materials may not be represented exactly as they will be fabricated. Colors on prints may not accurately depict specific colors.

Customer Name: Tara Young
Business Name: 44 Burrito
Phone:
Fax:
Email:
Address: 26780 Southfield Rd
Lathrup Village, MI

Item 8B.



INVOICE Item 8B.

Thank You For Your Business.

PROSIGNS
 info@signmi.com
 17627 W Warren Ave
 Detroit, Michigan 48228
 United States

Phone: 313-581-9333
 Fax: 313-581-8995
 Toll free: 866-419-5379
 www.signmi.com

BILL TO
Forty Four Burrito
 Tara Young
 26780 Southfield Rd
 Lathrup Village, Michigan
 United States

248-910-0858
 fortyfourburrito@yahoo.com

Invoice Number: 398
Invoice Date: August 16, 2023
Payment Due: August 16, 2023
Amount Due (USD): \$4,910.54

Products	Quantity	Price	Amount
<p>CHANNEL LETTER SIGN Custom fabrication of a channel letter sign Overall Sign dimension 192 " wide x 46 " tall -LOGO -BURRITO -capsulated rectangle 3" deep return red or White color aluminum 040 return 3/4" red or white jewelite trim-cap White color acrylic faces 100% front illumination digital printing graphics / lamination - logo high performance vinyl overlay film - green color for rectangle UL Listed High Power LED Lighting Modules UL Listed Power Supply UL Listed low voltage wiring components UL Listed disconnect switch Custom built low profile raceway - 2" lip fastener mount Raceway color - tbd Letter/raceway weep holes see sign diagram for full details ELECTRICAL REQUIREMENT: NOTE: external power source with a UL listed outdoor disconnect shall be provided by customer outside wall sign facade. power shall comply with NEC code. A dedicated breaker and single circuit is required by code per sign. power shall be located within 3ft distance of sign connection.</p>	1	\$3,359.00	\$3,359.00



INVOICE Item 8B.

Thank You For Your Business!

PROSIGNS
 info@signmi.com
 17627 W Warren Ave
 Detroit, Michigan 48228
 United States

Phone: 313-581-9333
 Fax: 313-581-8995
 Toll free: 866-419-5379
 www.signmi.com

Products	Quantity	Price	Amount
SIGN INSTALLATION On site installation Arial equipment Labor	1	\$850.00	\$850.00
PERMITS sign permit electrical sign connection permit drawings procurement	1	\$500.00	\$500.00

Subtotal:	\$4,709.00
sales tax 6%:	\$201.54
Total:	\$4,910.54
Amount Due (USD):	\$4,910.54

Notes / Terms

Valid for 30 days from date on estimate.

Electrical connection: owner is responsible for providing power outside the building within 3 ft distance of sign installation location. Power must adhere to NEC electric code with a dedicated circuit and marked disconnect. A UL listed disconnect box w/switch must be installed outside the building for sign connection. Owner is responsible for providing a timer or photocell.

All permits: owner is responsible for all landlord and city permits and approvals. Prosigns llc is not responsible for any violations.

Fabrication time frame: will range from 30 days up to 60 days otherwise specified & agreed upon by terms and signatures. Additional delay may be added in the event of national disaster, act of god, fatality, sickness, hospitalization mechanical failure, payment delay, building or business lack of readiness, landlord disapproval. Sign to be erected on building structure as specified on sign diagram. Sign company will not

be responsible for building structure vulnerable wall integrity & will be not be responsible & cleared from all liability & lawsuits pertaining to wall facade, & all surface areas supporting sign structure. Store front

must be cleared from all obstruction leading to accommodation of space for sign vehicles of installation. If plaza front is jammed with cars and owners are reluctant to remove there vehicles job installation will be canceled and rescheduled with a penalty fee of 6% of total price.



INVOICE Item 8B.

Thank You For Your Business!

PROSIGNS

info@signmi.com
17627 W Warren Ave
Detroit, Michigan 48228
United States

Phone: 313-581-9333
Fax: 313-581-8995
Toll free: 866-419-5379
www.signmi.com

Notes / Terms

Additional charges: if job is cancelled after signing contract. 50% of job deposit will be void & can not be issued back due to material & labor loss! Additional fees & interest rate of 12% shall be added after signing contract in the event of design change of size, color, material, or any contradiction of approved sign diagram! Customer & landlord shall facilitate all installation required procedures on site of install, access to building & plaza shall be granted to fulfill the installation requirement of verifying circuits and access to power source, shelter from snow, rain, wind, danger, vandalism, terror, electrocution. Failure in assistance & facilitation will result in job delay reschedule of sign installation in which and additional fee & rate of 12% will back to total involve. Removal or relocation of sign electrical hook up complication or other means of power connection. All credit cards transactions are subject to 3% processing fee.

Warranty: electric powered signs shall have 1 year limited warranty from date of manufacture. Warranty will cover the power supply and led modules only. Warranty will not cover : act of god, vandalism, force of destruction, arson. Prosigns llc & affiliates corporations shall not be held responsible, liable, accountable for destruction or damage inflicted by excavation & soil landscape disturbance, power circuit pipelines, sewer, gas line, water, cable line, telephone line , surveillance cameras, alarm, sprinkler system, air, under nor above ground on job site of address listed on this contract.

Payments policy terms: once invoice is signed 50% deposit is due immediately. No exceptions or favoritism. 25% will be due upon 50% of project completion & therefore shall be collected. Final 25% of job total shall be collected in full 1 day prior to sign installation according to company policy, terms & conditions

Approval indicates the above prices , specifications , terms & conditions are satisfactory and accepted. Acceptance of artwork in this page and the proof page indicated in the drawings is an artistic representation only of sign size on building and color accuracy. Elements may vary based on field measurements this color proof is intended for verification of spelling, layout, color and composition. By approving and proofing all artwork as correct & accurate you bear responsibility for any corrections changes -modification alteration of color , size, location & area of install, dates, & content. Penalty fees & 6% rate will be added accordingly to total price. This sign is the ownership of Prosigns llc, you authorize & give all rights to prosigns llc & prosign & awning to remove sign off building in the event of debt collection& outstanding amount due. Additional 12% will be added weekly if total owed on sign is not paid in full. Approval constitutes authorization to proceed with specifications and conditions of this document as specified. All rights reserved Prosigns llc

Approval Signature _____ Date _____

Follow us on social media - instagram #prosignsmi

SIGN 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 Sign Grant Program Guidelines and agree to abide by these conditions, as applicable to the proposed project.
3. I understand that the proposed sign cannot be installed until the DDA reviews and acts upon this Sign Grant Program application.
4. I understand that any changes made to the approved Sign without the approval of the DDA will be cause the DDA to withdraw its funding commitment.
5. Any sign grantee that removes or replaces the sign within the first three years of receiving a grant, while the business is still in operation, shall be required to repay to the DDA the total amount of grant funds awarded.
6. I understand that if the grant funded sign is removed within the three years following grant approval for a business that is still operational, shall require the repayment to the DDA of Grant Funds expended.
7. 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

5/30/23

Date

Signature - Property Owner

Date

Item 8B.





Landscape Company
20 Congress Street • Pontiac, MI 48341
P: 248-874-1400 • F: 248-874-1411

Lathrup Village DDA
27400 Southfield Rd
Lathrup Village, MI 48076

LANDSCAPE QUOTE
Estimate Number: 2145 Page: 1
Estimate Date: August 28, 2023
Date Expires: September 7, 2023
Designer: Carolyn Berwick

Retail Locations in Metro-Detroit
1-800-355-GROW
www.englishgardens.com

248-557-2600 ext 223
sstec@lathrupvillage.org

City Hall & Annie Lathrup Park

Plants

Description and Size	Size/UM	Quantity	Unit Price	Total Price
Cercis Canadensis	2 1/2" bb	1.00	1,427.00	1,427.00
Amelanchier canadensis Clump	6-8' bb	1.00	874.87	874.87
Acer rubrum 'Redpointe'	3" bb	1.00	1,492.03	1,492.03
Hydrangea paniculata 'Little Lime'	#4	1.00	279.69	279.69
Liriodendron tulipifera	3 1/2" bb	2.00	1,555.93	3,111.86
Subtotal				\$7,185.45

Tree Removals

Description and Size	Size/UM	Quantity	Unit Price	Total Price
Sub-Contractor Tree Removal	Each	1.00	2,384.10	2,384.10
Annie Lathrup- Remove 2 Dead Lindens along walking trail				
City Hall- Remove 2 Maples, 1 Pear, 1 Spruce & 1 Plum				
Subtotal				\$2,384.10
Sales Tax Total				\$221.11
Total				\$9,790.66



LANDSCAPE QUOTE

Estimate Number: 2145 Page: 2
Estimate Date: August 28, 2023
Date Expires: September 7, 2023

Landscape Company
20 Congress Street • Pontiac, MI 48341
P: 248-874-1400 • F: 248-874-1411

Client Name Lathrup Village DDA
Total: \$9,790.66

Scope of Work

English Gardens agrees to provide all the materials and perform the work described on the front of this contract and applicable drawings. Where there are discrepancies this contract supersedes drawings. Homeowner is responsible for final grade to be completed and approved by city prior to starting.

Workmanship

The work shall be performed in a good and workmanlike manner. The drawings will serve as a guide and be followed as closely as possible, allowing for the inexact nature of landscaping.

Concealed Conditions

If English Gardens encounters, or the Purchaser discovers, during the process of the work, subsurface or latent physical conditions at the site differing materially from those indicated in the drawings, or unknown physical conditions at the site that are not readily apparent to an observer, including but not limited to; construction debris, utilities, rocks, poor drainage or other conditions which affect English Gardens in the performance of the work. Should this occur, then the price of this contract shall be adjusted by adding to the price the time and material costs incurred by English Gardens at its then current rates.

Initials _____

Changes

If any changes are made to the scope of the work, then the price of this contract will be adjusted by adding to the price, the time, materials and costs incurred by English Gardens at its current rates. English Gardens shall not be obligated to effect any changes to the scope of the work until both parties agree in writing to the changes.

Initials _____

Substitutions, Special Orders and Returns

In the event that one or more of the plant types of sizes on the quote becomes unavailable, a different plant with the same basic form and function will have to substituted for the original plant specified. Any cost difference will be approved by the customer in advance.

All Returned, Installed and / or Special Order materials will be subject to a 25% restocking fee.

Initials _____

Guarantee

English Gardens guarantees 100% satisfaction on all plants, materials, and workmanship. Trees, shrubs, roses and perennials are guaranteed for one (1) full year from date of installation. Plant will be replaced in kind one time. If a plant needs to be replaced a second time, English Gardens may substitute a plant of equal value. Client is responsible for the proper watering of all new plant material, sod and grass seed to ensure guarantee. Brick pavers are guaranteed for three (3) years. Extended guarantee is available on plants for an additional cost. Guarantee is voided on any project with an outstanding balance.

Initials _____

Force Majeure

Neither Party will be liable for any failure or delay in performing an obligation under this Agreement that is due to any of the following causes, to the extent beyond its reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, natural catastrophes, crop failure, plant availability, governmental acts or omissions, changes in laws or regulations, national strikes, shipping delays, fire, explosion, generalized lack of availability of raw materials or energy.

Initials _____

Construction Lien Act

The Purchaser understands that this contract shall be subject to the Michigan Construction Lien Act. Both the Purchaser and English Gardens agree to comply in a timely manner with any requirements of the Michigan Construction Lien Act applicable to them in connection with this contract.

Initials _____

Terms

English Gardens has quoted a price for services and products purchased by the Customer. The Customer hereby purchases the products and services upon the terms and conditions set forth on this document. Customer shall pay one-half of the full purchase price before the start of work. Sales are deemed delinquent if not paid at the completion of the project. Remaining balance will be subject to a finance charge of 2% per month (24% per year) on the outstanding balance. Change orders and additional contract(s) follow the same terms and conditions.

Initials _____

Collections

If English Gardens must file suit to collect delinquent amount, English Gardens shall be entitled to recover from Customer all costs of collection including attorney fees, collection agency fees, filing fees, service of process fees and interest on any unpaid balance at the rate of 2% per month (24% per year) from the date of the full collection of the judgment.

Initials _____

Acceptance of Proposal:

"I have read and understand the terms of this Proposal and agree to be bound by the terms and conditions stated on this form. Payment will be made as stated below."

Purchaser _____ Date _____ English Gardens Representative _____ Date _____

The terms of payment of the total purchase price shall be as follows:

A. Down Payment of _____ upon execution of this agreement B. Draws on substantial completion C. Balance upon completion



Hortulus Gardens

Gardens, Landscapes, Maintenance, Holiday, Events

September 14, 2023

Susie Stek
Director – Community and Economic Development
27400 Southfield Road,
Lathrup Village, MI 48076

Thanks for considering Hortulus Gardens for the purchase and installation of your city-wide tree project.

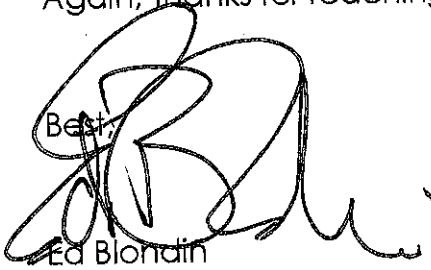
You had requested us to break down the trees by park, to break down the total cost of the trees, and to break down the total cost of the labor.

You will find two attached sheets. One detailing the Tree Cultivar and the associated cost. The other sheet details the installation of all 24 trees.

Per your request, the caliper for each is 2.5" or greater. Their height ranges from 8' – 13'.

Of course, if you have any questions or changes, we are flexible and you can give either Debbie Dunn or myself a call .

Again, thanks for reaching out.

Best,

Ed Blondin
Hortulus Gardens L.L.C.

Hortulus Gardens L.L.C. 28030 Goldengate Drive East, Lathrup Village, Michigan 48076
e.mail: edblondin@ma.com Phone: 248.798.4081 Facebook: www.facebook.com/hortulusgardens

Hortulus Gardens and Landscape
28030 Goldengate Drive East
Lathrup Village, MI 48076
(248) 798-4081 (248)798.4081

Proposal - Labor and Materials

Date: 9/14/23

Client Name: Lathrup Village DDA

Delivery Fee	1	\$600.00	
Labor	1	\$7,000.00	
Soil (approx. 3 yards)	1	\$250.00	
Amendments (Peet, Fert)	1	\$200.00	
Water Sleeves	21	\$375.00	Water
Spiral Tree Guards	21	\$75.00	Animal deterrent
Mulch (approx. 3 yards)	1	\$250.00	
Total		\$8,750.00	
Adjustment(s)		\$0.00	
Balance Due		\$8,750.00	