



# DDA Board of Directors Meeting Agenda

Friday, January 21, 2022 at 12:00 PM  
27400 Southfield Road, Lathrup Village, Michigan 48076

---

1. **Call to Order**
2. **Approval of Agenda**
3. **Approval of Minutes**
  - A. November Minutes
4. **Financial Review**
  - A. Financial Reports - November & December 2021
5. **Committee Reports**
  - A. January 2022 - CED Department Report
6. **Other Business**
7. **Old Business**
8. **New Business**
  - A. 2021 LVDDA Annual Report
  - B. 2022 DDA Alley & Approach Recommendation
  - C. Geotechnical Pavement Investigation
  - D. Budget Amendments - FY 21/22
9. **Public Comment**
10. **Adjourn**



# Downtown Development Authority Board of Directors

## Draft Minutes

Friday, November 19, 2021 at 12:00 PM  
Remote Meeting via Zoom

---

### 1. Call to Order

12:02 p.m. by Chairperson Sugg

### 2. Roll Call

#### PRESENT

Chairperson Dan Sugg (Lathrup Village, Oakland County, MI)

Board Member Shyla Beltur (Lathrup Village, Oakland County, MI)

Board Member Bryan Ford (Wixom, Oakland County, MI)

Board Member Bobbi Lovins (Lathrup Village, Oakland County, MI)

Board Member Sheryl Mitchell Theriot (Lathrup Village, Oakland County, MI)

Board Member Fred Prime (Lathrup Village, Oakland County, MI)

Board Member Pam Shermeyer (Lathrup Village, Oakland County, MI)

Board Member Mark Watts (Lathrup Village, Oakland County, MI)

#### ABSENT

Board Member, Mayor Kelly Garrett

#### OTHER PRESENT

Susie Stec, DDA Director

Cori Dahl, DDA Manager

Pam Bratschi, Treasurer

Rami Sweidan, Code Enforcement Officer

**3. Approval of Agenda**

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

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

**4. Approval of Minutes**

A. October 15, 2021 Board of Directors Meeting Minutes

Motion made by Board Member Lovins, Seconded by Board Member Prime.

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

**5. Financial Review**

A. October Financial Review

Bratschi provided an overview.

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

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

**6. Committee Reports**

A. Economic Vitality

Dahl provided an overview.

B. Promotions

Dahl provided an overview.

**7. Other Business**

A. Code Enforcement October Report

Sweidan provided an overview.

B. Director's Report

Stec provided an overview. Mayor Garrett entered the meeting.

C. Cannabis Facility Update

Stec provided an overview. The internal application process was discussed.

**8. Old Business**

**9. New Business**

A. 2022 Meeting Schedule

The 2022 Meeting Schedule was discussed. April 2022 meeting will be moved to April 22, 2022.

Motion made by Board Member, Mayor Garrett, Seconded by Board Member Ford.

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

B. 2022 Meeting Format

2022 Meeting Format was discussed, the group will plan for in-person meetings in the Community Room in City Hall.

C. Shirley Blondy Workshop Proposal

Dahl provided an overview. The Board will re-evaluate the workshop in 2022.

**10. Public Comment**

None.

**11. Adjourn**

at 1:10 p.m.

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



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

# MEMORANDUM

To: Susie Stec, DDA Director  
From: Pam Bratschi, City Treasurer  
Date: January 20, 2022  
RE: Financial Reports

---

Attached you will find the Financial Reports for the month of December 2021 which also includes the November 2021 figures.

Not much has changed since last month. I would like to draw your attention to:

1. Jagged Fork paid off their Special Assessment \$12,600.00
2. Line Item on Revenue and Expenditure - Miscellaneous Revenue, Personal property tax reimbursement was received \$ 17,188.72
3. Shop Small/Holiday Market Donations were also deposited in Miscellaneous Revenue account.
4. Tax Tribunal Returns will need to have a budget amendment.
5. DDA Budget is still in good shape. There will need to be a few budget amendments done.

User: PAM

DB: Lathrup

PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE 12/31/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/21 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2021-22 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000.000								
494-000.000-407.000	TIFA-CAPTURE TAXES	305,000.00	305,000.00	51,173.73	0.00	253,826.27		16.78
494-000.000-410.000	TAX COLLECTED OTHER	24,643.00	24,643.00	4,712.59	0.00	19,930.41		19.12
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	8,576.72	(12,225.00)	(2,576.72)		142.95
494-000.000-446.000	INVESTMENT INTEREST	10,000.00	10,000.00	1,434.10	288.85	8,565.90		14.34
Total Dept 000.000		347,443.00	347,443.00	65,897.14	(11,936.15)	281,545.86		18.97
TOTAL REVENUES		347,443.00	347,443.00	65,897.14	(11,936.15)	281,545.86		18.97
Expenditures								
Dept 000.000								
494-000.000-701.000	SALARIES FULL-TIME	116,174.00	116,174.00	79,075.55	15,476.24	37,098.45		68.07
494-000.000-702.000	SALARIES PART-TIME	5,000.00	5,000.00	3,602.55	0.00	1,397.45		72.05
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	34,000.00	34,000.00	19,069.45	2,788.80	14,930.55		56.09
494-000.000-722.000	LEGAL SERVICES	900.00	900.00	0.00	0.00	900.00		0.00
494-000.000-726.000	OFFICE SUPPLIES	1,480.00	1,480.00	167.66	0.00	1,312.34		11.33
494-000.000-802.000	TAX TRIBUNAL RETURNS	2,000.00	2,000.00	13,791.37	0.00	(11,791.37)		689.57
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	4,500.00	4,500.00	54.29	0.00	4,445.71		1.21
494-000.000-844.000	MAIN STREET PROGRAM	16,500.00	16,500.00	5,183.09	869.43	11,316.91		31.41
494-000.000-845.000	STREETSCAPING	24,000.00	24,000.00	23,140.43	6,096.37	859.57		96.42
494-000.000-882.000	PLANNING/CONSULTING FEES	42,100.00	42,100.00	29,207.51	3,210.00	12,892.49		69.38
494-000.000-900.000	PRINTING/PUBLICATION COSTS	1,500.00	1,500.00	2,069.71	0.00	(569.71)		137.98
494-000.000-901.000	POSTAGE FEES	200.00	200.00	50.00	0.00	150.00		25.00
494-000.000-933.000	REPAIRS & MAINTENANCE	19,500.00	19,500.00	13,425.81	0.00	6,074.19		68.85
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	6,100.00	6,100.00	389.72	0.00	5,710.28		6.39
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00	10,000.00	2,000.00	0.00	8,000.00		20.00
494-000.000-971.001	FACADE GRANT PROGRAM	20,000.00	20,000.00	9,140.00	0.00	10,860.00		45.70
Total Dept 000.000		304,754.00	304,754.00	201,167.14	29,240.84	103,586.86		66.01
TOTAL EXPENDITURES		304,754.00	304,754.00	201,167.14	29,240.84	103,586.86		66.01
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		347,443.00	347,443.00	65,897.14	(11,936.15)	281,545.86		18.97
TOTAL EXPENDITURES		304,754.00	304,754.00	201,167.14	29,240.84	103,586.86		66.01
NET OF REVENUES & EXPENDITURES		42,689.00	42,689.00	(135,270.00)	(41,176.99)	177,959.00		316.87

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 12/31/2020	PERIOD ENDED 12/31/2021
<b>*** Assets ***</b>			
494-000.000-010.000	TRUST ACCOUNT-GENERAL	991,673.01	1,360,389.44
494-000.000-028.096	TAXES RECEIVABLE-PERSONAL PROP	0.00	25,491.00
494-000.000-040.000	ACCOUNTS RECEIVABLE-OTHERS	0.00	16,461.73
494-000.000-042.000	ACCOUNTS RECEIVABLE-SPEC ASSES	12,600.00	0.00
494-000.000-084.101	DUE FROM GENERAL FUND	226,298.54	59,037.58
494-000.000-141.001	INFRASTRUCTURE	360,289.69	360,289.69
494-000.000-177.001	DEPRECIABLE ASSETS	25,243.25	25,243.25
494-000.000-193.000	ACCUMULATED DEPRECIATION	(138,244.22)	(169,584.22)
<b>Total Assets</b>		<b>1,477,860.27</b>	<b>1,677,328.47</b>
<b>*** Liabilities ***</b>			
494-000.000-202.000	ACCOUNTS PAYABLE	(750.00)	0.00
494-000.000-214.101	DUE TO GENERAL FUND	18,691.20	200,290.56
494-000.000-257.000	ACCRUED WAGES PAYABLE	0.00	1,095.92
<b>Total Liabilities</b>		<b>17,941.20</b>	<b>201,386.48</b>
<b>*** Fund Balance ***</b>			
494-000.000-390.000	FUND BALANCE	1,518,412.77	1,611,211.99
<b>Total Fund Balance</b>		<b>1,518,412.77</b>	<b>1,611,211.99</b>
<b>Beginning Fund Balance</b>		<b>1,518,412.77</b>	<b>1,611,211.99</b>
<b>Net of Revenues VS Expenditures</b>		<b>(58,493.70)</b>	<b>(135,270.00)</b>
<b>Ending Fund Balance</b>		<b>1,459,919.07</b>	<b>1,475,941.99</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,477,860.27</b>	<b>1,677,328.47</b>

User: PAM

FROM 494-000.000-001.000 TO 494-000.000-971.001

DB: Lathrup

TRANSACTIONS FROM 12/01/2021 TO 12/31/2021

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-010.000 TRUST ACCOUNT-GENERAL						
Journal GJ: GJ						
123463	12/31/2021	INTEREST POSTING - MONTHLY	15168	Multiple	288.85	
Journal Totals					288.85	0.00
Totals for 494-000.000-010.000					288.85	0.00
Balance 12/01/21:				1,360,100.59		
Net Change:				288.85		
Balance 12/31/21:				1,360,389.44		

494-000.000-028.096 TAXES RECEIVABLE-PERSONAL PROP						
Journal AA: AUDITORS ADJUSTMENTS						
123217	12/23/2021	TO ADJUST UNPAID PERSONAL PEROP15134		Multiple	25,491.00	
123218	12/23/2021	TO REVERSE MANUAL JOURNAL ENTRY15135		Multiple		25,491.00
Journal Totals					25,491.00	25,491.00
Totals for 494-000.000-028.096					25,491.00	25,491.00
Balance 12/01/21:				25,491.00		
Net Change:				0.00		
Balance 12/31/21:				25,491.00		

494-000.000-042.000 ACCOUNTS RECEIVABLE-SPEC ASSES						
Journal GJ: GJ						
123461	12/31/2021	JAGGED FORK SPECIAL ASSESSMENT 15166		494-000.000-415.000		12,600.00
Journal Totals					0.00	12,600.00
Totals for 494-000.000-042.000					0.00	12,600.00
Balance 12/01/21:				12,600.00		
Net Change:				(12,600.00)		
Balance 12/31/21:				0.00		

494-000.000-084.101 DUE FROM GENERAL FUND						
Journal GJ: GJ						
123462	12/31/2021	EVENT	15167	494-000.000-415.000	375.00	
Journal Totals					375.00	0.00
Journal TR: TR						
119427	12/31/2021	INTERFUND TRANSFER	14912	Multiple		18,691.20
Journal Totals					0.00	18,691.20
Totals for 494-000.000-084.101					375.00	18,691.20
Balance 12/01/21:				77,353.78		
Net Change:				(18,316.20)		
Balance 12/31/21:				59,037.58		

494-000.000-202.000 ACCOUNTS PAYABLE						
Journal AP: AP						
122900	12/15/2021	WEINGARTZ SUPPLY CO., INC.Vnd: 20410413-00		494-000.000-844.000		522.43
122923	12/15/2021	GIFFELS-WEBSTER ENG INCVnd: GWE124587		494-000.000-882.000		580.00
122924	12/15/2021	GIFFELS-WEBSTER ENG INCVnd: GWE124584		494-000.000-882.000		435.00
122925	12/15/2021	GIFFELS-WEBSTER ENG INCVnd: GWE124913		494-000.000-882.000		2,195.00
122949	12/15/2021	PLANTE & MORANVnd: PLANTE Invoi2076715		Multiple		800.00
122959	12/15/2021	C & G NEWSPAPERSVnd: C & G Invo0774505-IN		494-000.000-844.000		347.00
122962	12/15/2021	BLUE CARE NETWORKVnd: BLUECARE 213410000580		Multiple	500.72	
122973	12/15/2021	VANTAGEPOINTE TRANSFER 803046Vn12142021		Multiple		101.99
123147	12/29/2021	MARC DUTTON IRRIGATION, INCVnd:206090		494-000.000-845.000		6,096.37
123148	12/29/2021	STANDARD INSURANCE COMPANYVnd: JANUARY		Multiple		60.97
123158	12/29/2021	VANTAGEPOINTE TRANSFERR AGENTS12272021		Multiple		98.76
Journal Totals					500.72	11,237.52
Journal CD: CD						
122980	12/15/2021	Check: NBDC 46085	46085	Multiple		500.72
122983	12/15/2021	Check: NBDC 46088	46088	Multiple	347.00	
122994	12/15/2021	Check: NBDC 46099	46099	Multiple	3,210.00	
123010	12/15/2021	Check: NBDC 46115	46115	Multiple	800.00	
123020	12/15/2021	Check: NBDC 46125	46125	Multiple	101.99	
123022	12/15/2021	Check: NBDC 46127	46127	Multiple	522.43	
123191	12/29/2021	Check: NBDC 46146	46146	Multiple	6,096.37	
123196	12/29/2021	Check: NBDC 46151	46151	Multiple	60.97	
123200	12/29/2021	Check: NBDC 46155	46155	Multiple	98.76	
Journal Totals					11,237.52	500.72

User: PAM

FROM 494-000.000-001.000 TO 494-000.000-971.001

DB: Lathrup

TRANSACTIONS FROM 12/01/2021 TO 12/31/2021

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-202.000 ACCOUNTS PAYABLE						
Totals for 494-000.000-202.000					11,738.24	11,738.24
Balance 12/01/21:					0.00	
Net Change:					0.00	
Balance 12/31/21:					0.00	

494-000.000-214.101 DUE TO GENERAL FUND						
Journal CD: CD						
122980	12/15/2021	Check: NBDC 46085	46085	Multiple	500.72	
122983	12/15/2021	Check: NBDC 46088	46088	Multiple		347.00
122994	12/15/2021	Check: NBDC 46099	46099	Multiple		3,210.00
123010	12/15/2021	Check: NBDC 46115	46115	Multiple		800.00
123020	12/15/2021	Check: NBDC 46125	46125	Multiple		101.99
123022	12/15/2021	Check: NBDC 46127	46127	Multiple		522.43
123191	12/29/2021	Check: NBDC 46146	46146	Multiple		6,096.37
123196	12/29/2021	Check: NBDC 46151	46151	Multiple		60.97
123200	12/29/2021	Check: NBDC 46155	46155	Multiple		98.76
Journal Totals					500.72	11,237.52
Journal PR: Payroll						
123448	12/15/2021	PAYROLL - SEE PAYROLL REPORT	15154	Multiple		6,518.74
123452	12/31/2021	PAYROLL - SEE PAYROLL REPORT	15157	Multiple		11,985.30
Journal Totals					0.00	18,504.04
Journal TR: TR						
119427	12/31/2021	INTERFUND TRANSFER	14912	Multiple	18,691.20	
Journal Totals					18,691.20	0.00
Totals for 494-000.000-214.101					19,191.92	29,741.56
Balance 12/01/21:					189,740.92	
Net Change:					10,549.64	
Balance 12/31/21:					200,290.56	

494-000.000-407.000 TIFA-CAPTURE TAXES						
Journal AA: AUDITORS ADJUSTMENTS						
123217	12/23/2021	TO ADJUST UNPAID PERSONAL PEROP15134		Multiple		25,491.00
123218	12/23/2021	TO REVERSE MANUAL JOURNAL ENTRY15135		Multiple	25,491.00	
Journal Totals					25,491.00	25,491.00
Totals for 494-000.000-407.000					25,491.00	25,491.00
Balance 12/01/21:					51,173.73	
Net Change:					0.00	
Balance 12/31/21:					51,173.73	

494-000.000-415.000 MISCELLANEOUS REVENUE						
Journal GJ: GJ						
123461	12/31/2021	JAGGED FORK SPECIAL ASSESSMENT	15166	494-000.000-042.000	12,600.00	
123462	12/31/2021	EVENT	15167	494-000.000-084.101		375.00
Journal Totals					12,600.00	375.00
Totals for 494-000.000-415.000					12,600.00	375.00
Balance 12/01/21:					20,801.72	
Net Change:					(12,225.00)	
Balance 12/31/21:					8,576.72	

494-000.000-446.000 INVESTMENT INTEREST						
Journal GJ: GJ						
123463	12/31/2021	INTEREST POSTING - MONTHLY	15168	Multiple		288.85
Journal Totals					0.00	288.85
Totals for 494-000.000-446.000					0.00	288.85
Balance 12/01/21:					1,145.25	
Net Change:					288.85	
Balance 12/31/21:					1,434.10	

494-000.000-701.000 SALARIES FULL-TIME						
Journal PR: Payroll						
123448	12/15/2021	PAYROLL - SEE PAYROLL REPORT	15154	Multiple	6,074.11	
123452	12/31/2021	PAYROLL - SEE PAYROLL REPORT	15157	Multiple	9,402.13	

User: PAM

FROM 494-000.000-001.000 TO 494-000.000-971.001

DB: Lathrup

TRANSACTIONS FROM 12/01/2021 TO 12/31/2021

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
		494-000.000-701.000 SALARIES FULL-TIME				
		Journal PR: Payroll				
Journal Totals					15,476.24	0.00
Totals for 494-000.000-701.000					15,476.24	0.00
		Balance 12/01/21:		63,599.31		
		Net Change:		15,476.24		
		Balance 12/31/21:		79,075.55		

		494-000.000-703.000 EMPLOYEE TAXES & BENEFITS				
		Journal AP: AP				
122962	12/15/2021	BLUE CARE NETWORKEMPLOYEE TAXES213410000580		Multiple		500.72
122973	12/15/2021	VANTAGEPOINTE TRANSFER 803046EM12142021		Multiple	101.99	
123148	12/29/2021	STANDARD INSURANCE COMPANYEMPLCJANUARY		Multiple	60.97	
123158	12/29/2021	VANTAGEPOINTE TRANSFERR AGENTSE12272021		Multiple	98.76	
Journal Totals					261.72	500.72
		Journal PR: Payroll				
123448	12/15/2021	PAYROLL - SEE PAYROLL REPORT 15154		Multiple	444.63	
123452	12/31/2021	PAYROLL - SEE PAYROLL REPORT 15157		Multiple	2,583.17	
Journal Totals					3,027.80	0.00
Totals for 494-000.000-703.000					3,289.52	500.72
		Balance 12/01/21:		16,280.65		
		Net Change:		2,788.80		
		Balance 12/31/21:		19,069.45		

		494-000.000-810.000 AUDITING & ACCOUNTING				
		Journal AP: AP				
122949	12/15/2021	PLANTE & MORANAUDITING & ACCOUN2076715		Multiple	800.00	
Journal Totals					800.00	0.00
Totals for 494-000.000-810.000					800.00	0.00
		Balance 12/01/21:		0.00		
		Net Change:		800.00		
		Balance 12/31/21:		800.00		

		494-000.000-844.000 MAIN STREET PROGRAM				
		Journal AP: AP				
122900	12/15/2021	WEINGARTZ SUPPLY CO., INC.MAIN 20410413-00		494-000.000-202.000	522.43	
122959	12/15/2021	C & G NEWSPAPERSMAIN STREET PRC0774505-IN		494-000.000-202.000	347.00	
Journal Totals					869.43	0.00
Totals for 494-000.000-844.000					869.43	0.00
		Balance 12/01/21:		4,313.66		
		Net Change:		869.43		
		Balance 12/31/21:		5,183.09		

		494-000.000-845.000 STREETSCAPING				
		Journal AP: AP				
123147	12/29/2021	MARC DUTTON IRRIGATION, INCSTRE206090		494-000.000-202.000	6,096.37	
Journal Totals					6,096.37	0.00
Totals for 494-000.000-845.000					6,096.37	0.00
		Balance 12/01/21:		17,044.06		
		Net Change:		6,096.37		
		Balance 12/31/21:		23,140.43		

		494-000.000-882.000 PLANNING/CONSULTING FEES				
		Journal AP: AP				
122923	12/15/2021	GIFFELS-WEBSTER ENG INCPLANNING124587		494-000.000-202.000	580.00	
122924	12/15/2021	GIFFELS-WEBSTER ENG INCPLANNING124584		494-000.000-202.000	435.00	
122925	12/15/2021	GIFFELS-WEBSTER ENG INCPLANNING124913		494-000.000-202.000	2,195.00	
Journal Totals					3,210.00	0.00

User: PAM

FROM 494-000.000-001.000 TO 494-000.000-971.001

DB: Lathrup

TRANSACTIONS FROM 12/01/2021 TO 12/31/2021

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
		494-000.000-882.000 PLANNING/CONSULTING FEES				
Totals for 494-000.000-882.000					3,210.00	0.00
		Balance 12/01/21:		25,997.51		
		Net Change:		3,210.00		
		Balance 12/31/21:		29,207.51		



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

## MEMORANDUM

To: LVDDA Board of Directors

From: Susie Stec, DDA and CED Director

Date: January 19, 2022

RE: Department/Director Report

---

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

### Upcoming Events

- FIRESIDE FRIDAYS will take a winter break and start up again in March.

### Past Events

- Zing! Customer Service Training was held October 28<sup>th</sup>; a dozen people attended
- Fall Fest was Saturday, October 30<sup>th</sup>; over 60 people attended
- Winter Market was held Saturday, November 27<sup>th</sup>. There were 2 dozen vendors and over 70 shoppers throughout the day.
- Christmas Tree Lighting & Holiday Lights Trolley was Thursday, December 16<sup>th</sup> from 5 – 8 pm.
- Breakfast with Santa was Saturday, December 18<sup>th</sup> from 10 am – 12 Noon.

### Grants

- Oakland County has partner with LVDDA on a Community Navigator Program. The grant aims to provide direct support to under-served and micro-businesses in the area. OC staff will be embedded in LV for 4 years. An individual has been hired and is expected to begin office hours in February.
- CED has submitted a request for ARP state-level funds to install HAWK signal crossings near Margate/Meadowood and City Hall.

### Commercial Business/Property Updates

- **OPEN!** Ruby Lee's Honey Chicken & Shrimp (26780 Southfield Road)
- New Business: 27051 Southfield Road (Chinese Succulents & Pots) – opening soon



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

- New Business: 26710 Southfield Road (Beauty Hunters) – finishing work on interior improvements; opening in February
- New Business: 28851 Southfield Road (Fish Market) – finishing interior improvements
- New Business: 26079 Southfield Road (US Rehab) – finishing interior improvements
- 26727 Southfield Road (BP Gas) – work is progressing. Contractor provides regular updates.
- Lathrup Village Apartments installed the screen wall soon. The final building phase is delayed until Spring 2022 due to material and contractor shortages

### **Cannabis**

- Information materials are on the city's website
- Application Period was rescinded until a date to be determined.

### **Infrastructure**

- Infrastructure Study Group will be providing a recommendation to Council in the new year.
- Paving plans are being finalized and will be put out to bid in early 2022.
- DDA will be implementing a 5-year capital improvement plan for the alleys and approaches

### **Miscellaneous**

- Cori Dahl (DDA & Special Projects Manager) has put in her resignation. Her last day was Jan. 14<sup>th</sup>. The position has been posted.
- Susie Stec has been appointed one of the Interim City Administrators.



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

## MEMORANDUM

**To:** Lathrup Village Downtown Development Authority Board of Directors

**From:** Susie Stec, Manager – Community & Economic Development / DDA Director

**Date:** January 21, 2022

**Re:** 2021 Year in Review

In accordance with PA 57 of 2018, the Lathrup Village Downtown Development Authority (LVDDA) submits the following information to fulfill the reporting requirements of the aforementioned act.

### History & Mission

The LVDDA was formed and established in 1998 and expanded in 1999. Its mission is *to undertake public improvements that have the greatest impact to strengthen the downtown area and attract new investments*. To serve this mission, the LVDDA is dedicated to combining public and private resources for the physical and economic development of properties located within the district borders. LVDDA is active in the Main Street Oakland County program and is at the Associate Level.

The Board of Directors is comprised of nine members consisting of the Mayor and eight appointees who are confirmed by City Council for four-year terms. These members have a vested interest in the district as a property owner, business owner/interest, and/or resident.

Name	Office	Stake in District	Term Ends
Kelly Garrett	Mayor		n/a
Vacant	Secretary	City Administrator	n/a
Shyla Beltur		Business	2/1/2022
Bobbi Lovins		Business	2/1/2024
Bryan Ford		Resident	2/1/2023
Fred Prime	Vice Chair	Resident	2/1/2022
Pam Shermeyer		Resident	2/1/2025
Dan Sugg	Chair	Business	2/1/2022
Mark Watts		Business	2/1/2025

The LVDDA activities are supported by the following City of Lathrup Village staff:

DDA Staff	Title
Susie Stec	Director- DDA/Community & Economic Development
Pam Bratschi	Treasurer

In 2021, the LVDDA Board of Directors met twelve times, one special meeting, one joint meeting with City Council, and formally canceled two meetings. See appendix A for a complete attendance roster.

The LVDDA runs on a June/July fiscal year, which mirrors that of the City of Lathrup Village. Therefore, LVDDA’s budgeted revenues, expenses, and fund balances for Fiscal Years 2021/22 and 2020/21 are shown below.

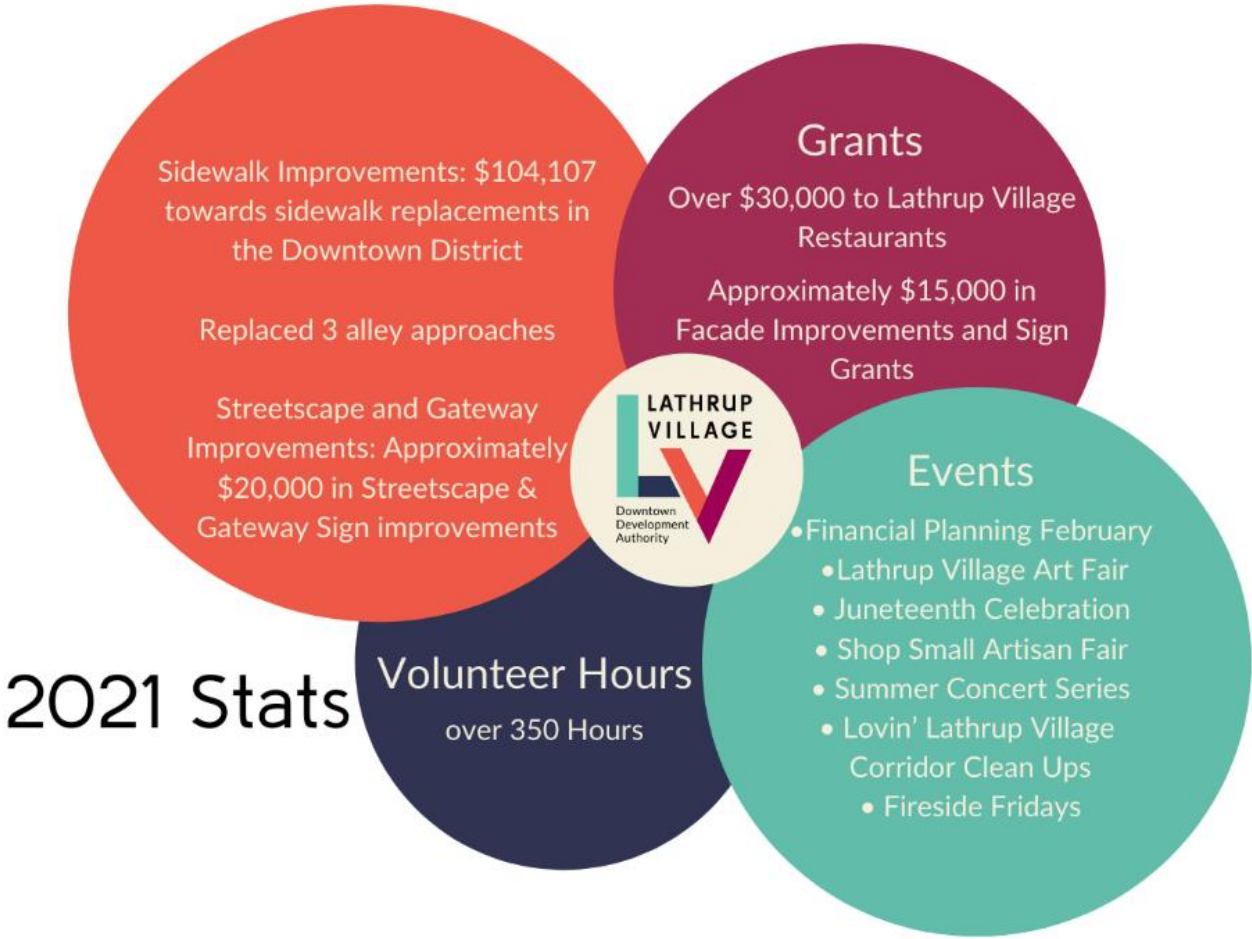
	Budgeted	Revenues	Expenses	Fund Balance
FY 21/22**	\$347,443	\$65,897	\$201,167	\$1,611,212
FY 20/21*	\$297,443	\$419,010	\$324,611	\$1,518,413

\*\*As of 12/31/21

\*Actual figures

**Synopsis of LVDDA Activities, Accomplishments, & Events**

As with the rest of the world, 2021 has been a year of adaptation for LVDDA. The global COVID-19 pandemic required the LVDDA to quickly reimagine and implement new plans for events, programs, and support for businesses.



# Accomplishments

## Streetscaping

- Redesign of the City Hall Flowerbed and Gateway Flowerbeds at Lincoln and 12 Mile.
- Expansion of hanging flower baskets along Southfield Road

## Beautification Task Force

- The Beautification Task Force was launched in April 2020 and meets May-October. The Task Force oversees the hanging baskets, redesign of the flowerbeds, and the Lovin' Lathrup Village Clean Ups.
- Officially "adopted" Southfield Road as part of the Road Commission for Oakland County (RCOC) "Adopt-A-Road" Program.



## Awarded Grants

- Awarded over \$30,000 to Lathrup Village Restaurants through the Oakland Together/Restaurant Relief Reimbursement Grant
- Awarded over \$4,000 in reimbursement through the Sign Grant Program
- Awarded over \$10,000 in reimbursement through the Façade and Site Improvement Grant

## COVID-19 Resources

- LVDDA created a COVID-19 Resource page on the city's website and regular communication, particularly at the height of the pandemic. As the pandemic went from bad to worse in the spring, the DDA was sending weekly emails to businesses highlighting the multitude of financial resources and programing available. This was all synthesized on the COVID-19 Resource page, which continues to be updated regularly: [http://lathrupvillage.org/how do i/resources.php](http://lathrupvillage.org/how_do_i/resources.php)



## Informational Meetings

- Per the requirements set forth in PA 57 of 2018, LVDDA held informational meetings on March 10th and September 15. Approximately four individuals attended these meetings. These meetings were held via Zoom (and in-person!).

## Planning-Related Activity

- Continued participation Comprehensive Plan update and implementation.

## Infrastructure Improvements

- Sidewalk Replacement Program - LVDDA is funding the Sidewalk Replacement Program in the Downtown District over the course of three (3) years
- LVDDA had an Alley Assessment completed in order to prepare a 5-year plan for the improvement and maintenance of the alleys and approaches.
- Three alley approaches in the DDA District were replaced
- Partnered with the city on the implementation of the city-wide bike route including the installation of bike repair kiosk.

## Events & Promotional Campaigns

### Live in LV

- LVDDA businesses did virtual interviews over Zoom with a variety of Lathrup Village businesses. The interviews were shared on the Lathrup Village website and social media

### Rebranding

- LVDDA hired kittyShark for a rebranding campaign with new logos and promotional materials. The logos and promotional items were used for a variety of items including to create new bags to give away at events and create event calendars.

### Fireside Fridays

- To encourage residents to order carry out from Lathrup Village restaurants, LVDDA launched Fireside Fridays at the Municipal Park Pavilion from February to April and in October



### Financial Planning February

- The DDA partnered with Wallace Financial to provide a virtual financial workshop for retirement savings.

### Spring into Self-Care

- LVDDA launched a new campaign this spring to promote shopping at local health, beauty, and wellness businesses. Shoppers could submit their receipt from



### Southfield Road Corridor Clean-Up

- LVDDA continues to hold two clean ups annually in the Downtown Corridor.

### Summer Concert Series

- The DDA tabled at the Summer Concert Series, businesses were invited to table at each concert.

### Business Workshops

- LVDDA partnered with RevLocal to host a free business workshop for Digital Marketing

- LVDDA hosted a ZingTrain Workshop with Lathrup Village businesses.

### Juneteenth

- LVDDA hosted Lathrup Village’s first-ever Juneteenth Celebration on June 19<sup>th</sup>, 2021. The day was planned in collaboration with the Juneteenth Task Force and Promotions Committee. The celebration included an array of activities including a storyteller, hustle instructor, live music, and a panel discussion.



### Roadmasters Corvette Show

- Partnered with local corvette club – Roadmasters – to host the 1<sup>st</sup> Annual Corvette Show.



### Fall Fest

- LVDDA hosted Fall Fest which included a kids costume contest, cider and donuts, and pumpkin patch.

### Winter Market

- For Shop Small Saturday, the LVDDA hosted the annual Winter Market with local artisans, vendors, and bakers.

Appendix A

<b>Meeting Date</b>	<b>Bobbi Lovins</b>	<b>Bryan Ford</b>	<b>Kelly Garrett</b>	<b>Sheryl Mitchell Theriot</b>	<b>Fred Prime</b>	<b>Pam Shermeyer</b>	<b>Dan Sugg</b>	<b>Shyla Beltur</b>	<b>Mark Watts</b>
<b>15-Jan</b>	present	present	present	present	present	present	present	N/A	N/A
<b>19-Feb</b>	present	present	excused	present	present	present	excused	present	present
<b>19-Mar</b>	present	present	excused	present	present	present	excused	present	present
<b>16-Apr</b>	present	present	present	present	UA	present	present	present	excused
<b>21-May</b>	present	present	present	present	present	present	present	excused	present
<b>18-Jun</b>	present	excused	present	present	present	present	present	present	excused
<b>24-Jun SM</b>	present	excused	present	present	UA	present	present	excused	present
<b>16-Jul</b>	excused	present	excused	present	present	present	present	present	present
<b>20-Aug</b>	Cancelled								
<b>17-Sep</b>	present	present	excused	excused	excused	present	present	present	present
<b>15-Oct</b>	present	present	excused	present	present	present	present	excused	present
<b>19-Nov</b>	present	present	present	present	present	present	present	present	present
<b>17-Dec</b>	Cancelled								



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

# MEMORANDUM

To: DDA Board of Directors  
From: Susie Stec, DDA Director  
Date: January 21, 2022  
RE: Geotechnical Pavement Investigation

---

The Economic Vitality Committee met with the city's engineering consultant at their meeting on December 3, 2021. During this meeting they reviewed the Southfield Road Alleyway Assessment which was presented to the Board of Directors earlier in the year. The EV Committee discussed prioritizing alley and approach work to coincide with paving work being done through the city, as well as future work planned by Road Commission for Oakland County (RCOC). This will allow us to take advantage of economies of scale and contractor mobilization fees. The attached map and alley improvement spreadsheet provide the recommended capital improvement schedule through 2025.

## 2022 DDA Alley & Approach Recommendation (\$155,624)

- Reconstruct alley between Cambridge/California (*just south of City Hall*)
- Reconstruct five (5) approaches

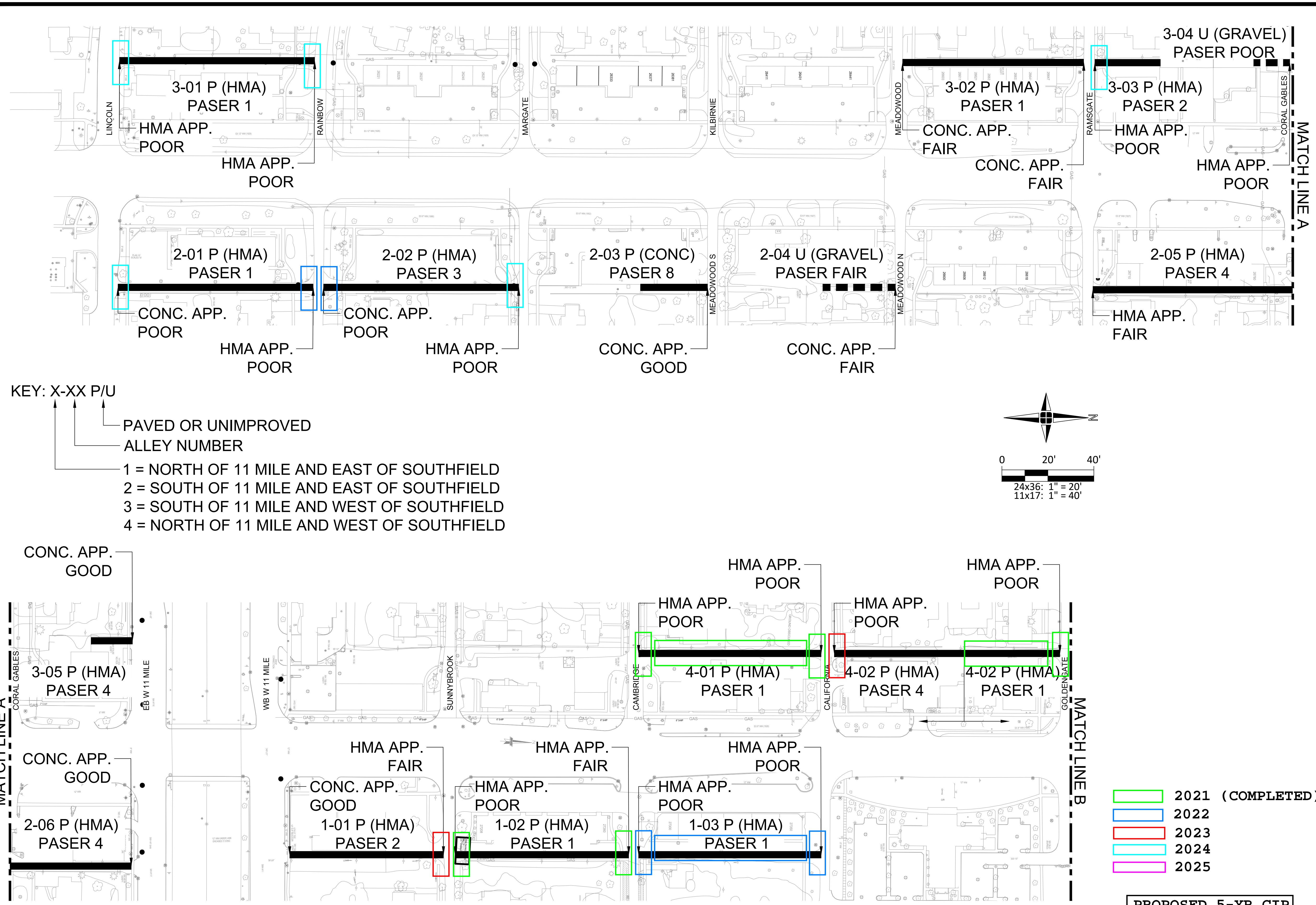
It will be necessary to have pavement core/soil borings prior to work beginning. The city engineer has obtained a quote for \$6,100 (see attached) to have this work done in the spring, with an additional \$900 to field paint pavement core/soil boring locations. These costs will cover all alleys from Lincoln to 12 Mile Road.

**TOTAL ESTIMATED COST \$162, 624**

**Suggested motion: To adopt the 2022 DDA Alley & Approach Recommendation.**

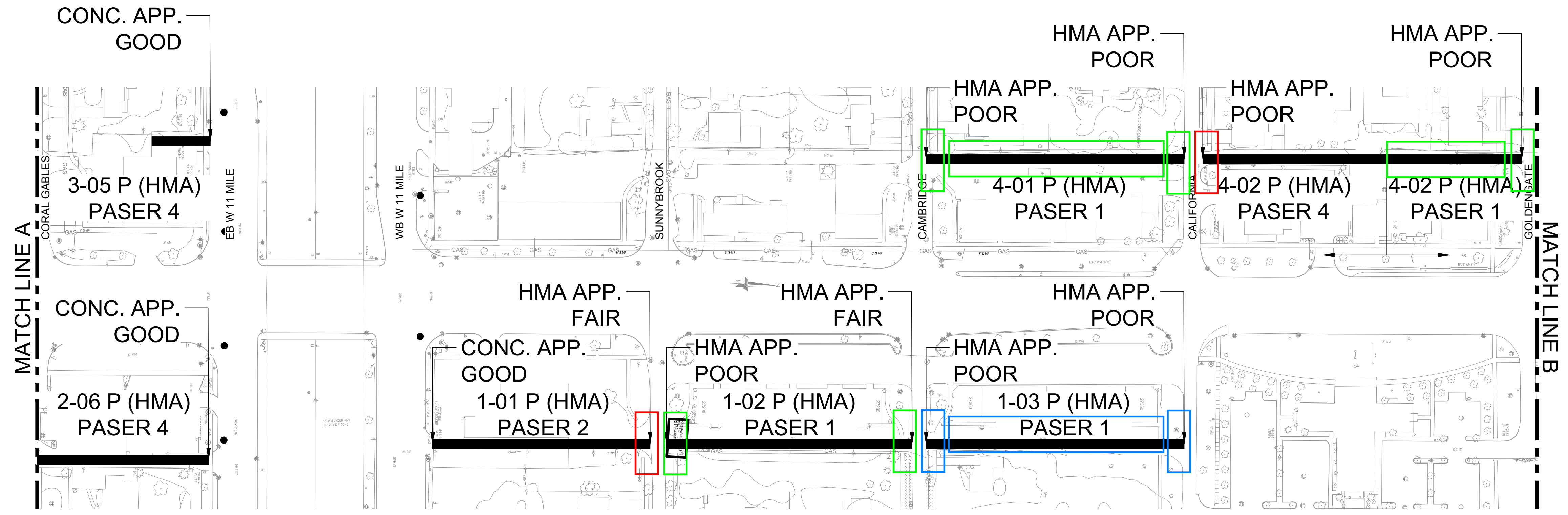
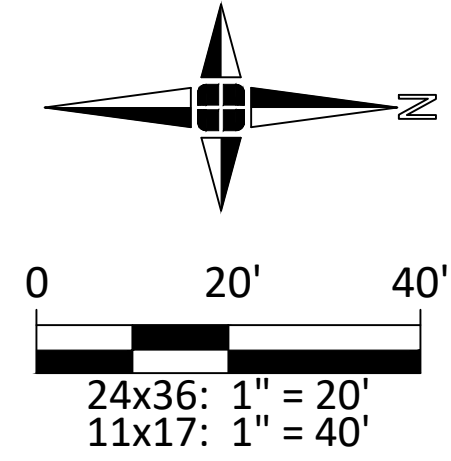
CITY OF LATHRUP VILLAGE ALLEY NETWORK																												
EXISTING CONDITIONS (2021)														PROPOSED 5 YEAR PLAN														
									SOUTH APPROACH		NORTH APPROACH			COMPLETED 2021			PROPOSED 2022			PROPOSED 2023			PROPOSED 2024			PROPOSED 2025		
CITY QUADRANT	ALLEY NO.	SURFACE MATERIAL	PASER RATING	LENGTH (FT)	WIDTH (FT)	SQUARE FEET (SFT)	COST / SFT	REPAIR COST	CONDITION	REPAIR COST	CONDITION	REPAIR COST	TOTAL COST	ALLEY	SOUTH APPROACH	NORTH APPROACH	ALLEY	SOUTH APPROACH	NORTH APPROACH	ALLEY	SOUTH APPROACH	NORTH APPROACH	ALLEY	SOUTH APPROACH	NORTH APPROACH	ALLEY	SOUTH APPROACH	NORTH APPROACH
1	1	Asphalt	2	270	20	5,400	\$16.52	\$89,208	GOOD	\$0	FAIR	\$11,565	\$100,773															
1	2	Asphalt	1	290	18	5,220	\$16.52	\$86,234	POOR	\$11,565	POOR	\$11,565	\$109,364		\$7,480	\$8,104												
1	3	Asphalt	1	290	18	5,220	\$16.52	\$86,234	POOR	\$11,565	POOR	\$11,565	\$109,364				\$86,234	\$11,565	\$11,565									
1	4	Asphalt	2	310	16	4,960	\$16.52	\$81,939	POOR	\$11,565	POOR	\$11,565	\$105,069					\$11,565										
1	5	Asphalt	2-5	320	15	4,800	\$12.00	\$57,600	POOR	\$11,565	POOR	\$11,565	\$80,730								\$11,565	\$11,565						
1	6	Asphalt	2	320	16	5,120	\$16.52	\$84,582	POOR	\$11,565	POOR	\$11,565	\$107,712			\$6,311		\$11,565										
1	7	Concrete	9	320	17	5,440	\$0.00	\$0	GOOD	\$0	GOOD	\$0	\$0															
1	8	Concrete	9	320	18	5,760	\$0.00	\$0	GOOD	\$0	GOOD	\$0	\$0															
1	9	Asphalt	2-5	274	20	5,480	\$12.00	\$65,760	GOOD	\$0	FAIR	\$11,565	\$77,325															
2	1	Asphalt	1	320	20	6,400	\$16.52	\$105,728	POOR	\$11,565	POOR	\$11,565	\$128,858						\$11,565							\$11,565		
2	2	Asphalt	3	300	20	6,000	\$16.52	\$99,120	POOR	\$11,565	POOR	\$11,565	\$122,250					\$11,565									\$11,565	
2	3	Concrete	8	100	18	1,800	\$0.00	\$0	N/A	\$0	GOOD	\$0	\$0															
2	4	Gravel	Fair	104	13	1,352	\$0.00	\$0	N/A	\$0	FAIR	\$0	\$0															
2	5	Asphalt	4	480	18	8,640	\$7.48	\$64,627	FAIR	\$11,565	GOOD	\$0	\$76,192															
3	1	Asphalt	1	280	22	6,160	\$16.52	\$101,763	POOR	\$11,565	POOR	\$11,565	\$124,893													\$11,565	\$11,565	
3	2	Asphalt	1	260	16	4,160	\$16.52	\$68,723	FAIR	\$11,565	FAIR	\$11,565	\$91,853															
3	3	Asphalt	2	100	19	1,900	\$16.52	\$31,388	POOR	\$11,565	N/A	\$0	\$42,953													\$11,565		
3	4	Gravel	Poor	102	19	1,938	\$0.00	\$0	N/A	\$0	NEW	\$0	\$0															
3	5	Asphalt	5	70	22	1,540	\$7.48	\$11,519	N/A	\$0	GOOD	\$0	\$11,519															
4	1	Asphalt	7	290	15	4,350	\$0.00	\$0	POOR	\$11,565	POOR	\$11,565	\$23,130	\$0	\$0	\$0												
4	2	Asphalt	1-4	360	15	5,400	\$12.00	\$64,800	POOR	\$11,565	POOR	\$11,565	\$87,930		\$0						\$11,565							
4	3	Asphalt	6	240	20	4,800	\$0.00	\$0	N/A	\$0	GOOD	\$0	\$0															
4	4	Asphalt	7	186	18	3,348	\$0.00	\$0	N/A	\$0	GOOD	\$0	\$0															
4	5	Asphalt	2	318	18	5,724	\$16.52	\$94,560	POOR	\$11,565	POOR	\$11,565	\$117,690								\$11,565	\$11,565						
4	6	Asphalt	1	318	18	5,724	\$16.52	\$94,560	POOR	\$11,565	POOR	\$11,565	\$117,690								\$11,565	\$11,565						
4	7	Asphalt	7	320	18	5,760	\$0.00	\$0	GOOD	\$0	GOOD	\$0	\$0															
4	8	Asphalt	7	300	18	5,400	\$0.00	\$0	GOOD	\$0	N/A	\$0	\$0															
4	9	Asphalt	2	170	18	3,060	\$16.52	\$50,551	N/A	\$0	N/A	\$0	\$50,551															
<b>SUB TOTAL \$1,338,899</b>														\$0	\$7,480	\$14,415	\$86,234	\$46,260	\$23,130	\$0	\$46,260	\$57,825	\$0	\$34,695	\$23,130	\$0	\$0	\$0
														\$21,895			\$155,624			\$104,085			\$57,825			\$0		
<b>TOTAL ESTIMATE COST - ALLEY REPAIRS \$1,685,849</b>																												

H:\15158001\15860\21 2021 Road Bond Paving Project\Drawing Files\Engineering\Lathrup Base 2021.dwg



**KEY: X-XX P/U**

- ↑ PAVED OR UNIMPROVED
- ↑ ALLEY NUMBER
- 1 = NORTH OF 11 MILE AND EAST OF SOUTHFIELD
- 2 = SOUTH OF 11 MILE AND EAST OF SOUTHFIELD
- 3 = SOUTH OF 11 MILE AND WEST OF SOUTHFIELD
- 4 = NORTH OF 11 MILE AND WEST OF SOUTHFIELD



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

**PROPOSED 5-YR CIP**



Engineers  
 Surveyors  
 Planners  
 Landscape Architects

1025 East Maple Road  
 Suite 100  
 Birmingham, MI 48009  
 p (248) 852-3100  
 f (313) 962-5068  
 www.giffelswebster.com

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



Know what's below.  
 Call before you dig.

DATE:	ISSUE:

Developed For:  
**CITY OF LATHRUP VILLAGE**  
 27400 SOUTHFIELD ROAD  
 LATHRUP VILLAGE, MI 48076  
 (248) 557-2600

## ALLEY ASSESSEMENT (1 OF 2)

CITY OF LATHRUP VILLAGE  
 OAKLAND COUNTY  
 MICHIGAN

Date:	5.18.21
Scale:	AS SHOWN
Sheet:	1 of 2
Project:	18736.21

Copyright © 2021 Giffels Webster.  
 No reproduction shall be made without the prior written consent of Giffels Webster.



Engineers  
 Surveyors  
 Planners  
 Landscape Architects

1025 East Maple Road  
 Suite 100  
 Birmingham, MI 48009  
 p (248) 852-3100  
 f (313) 962-5068  
 www.giffelswebster.com

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



Know what's below.  
 Call before you dig.

DATE:	ISSUE:

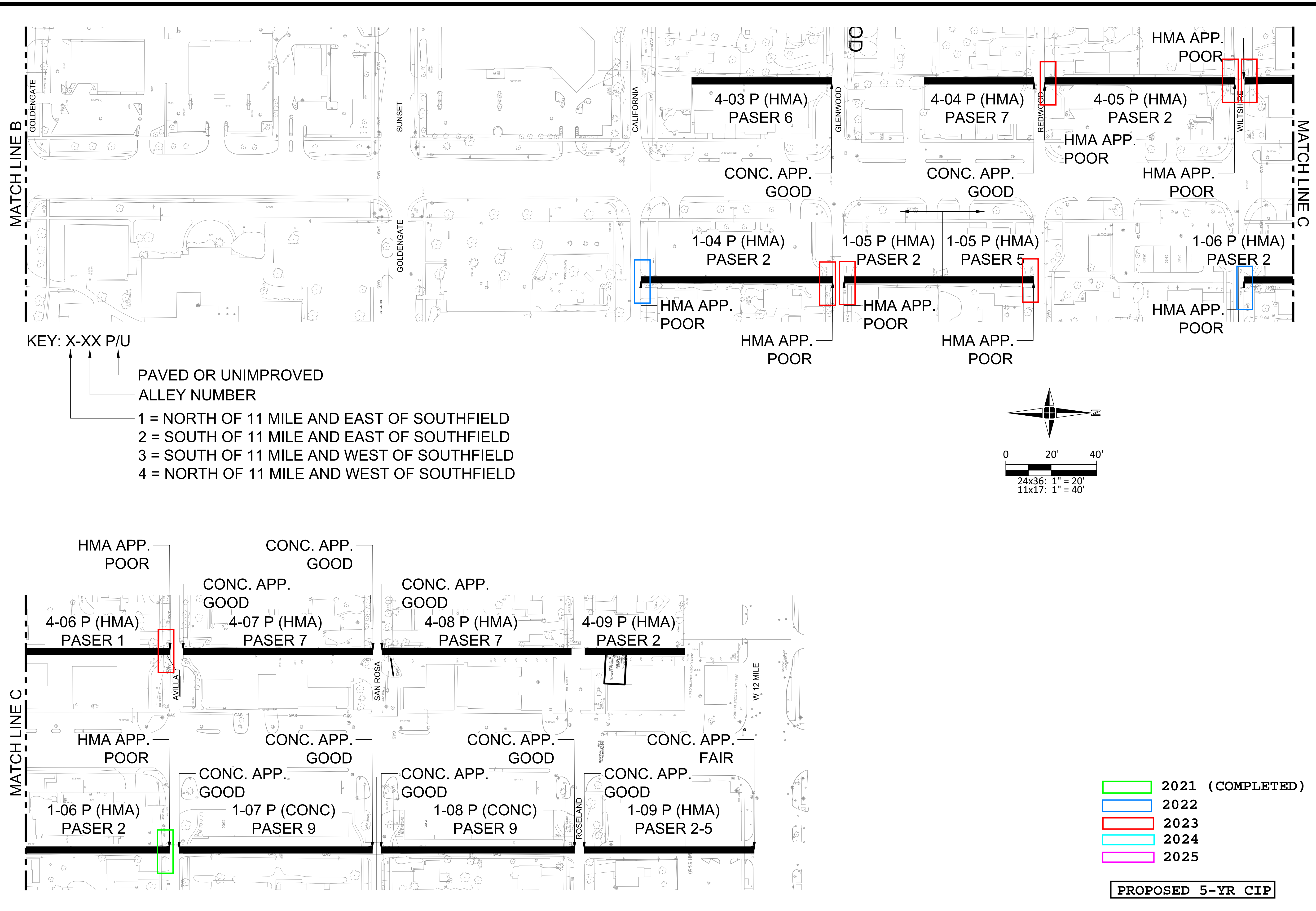
Developed For:  
**CITY OF LATHRUP VILLAGE**  
 27400 SOUTHFIELD ROAD  
 LATHRUP VILLAGE, MI 48076  
 (248) 557-2600

### ALLEY ASSESSMENT (2 OF 2)

CITY OF LATHRUP VILLAGE  
 OAKLAND COUNTY  
 MICHIGAN

Date: 5.18.21  
 Scale: AS SHOWN  
 Sheet: 2 of 2  
 Project: 18736.21

Copyright © 2021 Giffels Webster. No reproduction shall be made without the prior written consent of Giffels Webster.



KEY: X-XX P/U  
 PAVED OR UNIMPROVED ALLEY NUMBER  
 1 = NORTH OF 11 MILE AND EAST OF SOUTHFIELD  
 2 = SOUTH OF 11 MILE AND EAST OF SOUTHFIELD  
 3 = SOUTH OF 11 MILE AND WEST OF SOUTHFIELD  
 4 = NORTH OF 11 MILE AND WEST OF SOUTHFIELD

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

**PROPOSED 5-YR CIP**



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

## MEMORANDUM

To: DDA Board of Directors  
From: Susie Stec, DDA Director  
Date: January 21, 2022  
RE: Geotechnical Pavement Investigation

---

Prior to beginning paving work in the alleys and approaches, it will be necessary to have pavement core/soil borings. The city engineer has obtained a quote for \$6,100 (see attached) to have a geotechnical pavement investigation done in the spring, with an additional \$900 to field paint pavement core/soil boring locations. This is a one-time expenditure.

**Suggested motion: Approve the G2 Consulting proposal for pavement core/soil borings in the amount of \$6,100.**



December 14, 2021

Mr. Scott A. Ringler, P.E. LEEP-AP  
Partner  
Giffels Webster  
1025 E. Maple, Suite 100  
Birmingham, Michigan 48009

RE: Proposal for Geotechnical Pavement Investigation  
Lathrup Village Alley Reconstruction  
Lathrup Village, Michigan  
G2 Proposal No. 210903

Dear Mr. Ringler:

This letter will serve as our proposal and agreement to provide a geotechnical pavement investigation for the proposed rehabilitation/reconstruction of the pavements within select alleys within the Village of Lathrup, Michigan. The existing pavements consist of bituminous concrete. The age of the pavements or traffic counts within the alleys were not available at the time of this proposal.

The purpose of our investigation is to determine and evaluate the general pavement and subsurface conditions within the existing pavements develop general recommendations for the proposed pavement rehabilitation/reconstruction. Our proposal has been prepared based on our conversation, the existing site plan, and our experience with numerous other pavement evaluations.

**SCOPE OF SERVICES**

A licensed professional engineer acting as a Project Manager will direct the investigation. Our scope of services will consist of the following:

1. G2 Consulting Group, LLC will contact the local utility locating company “MISS DIG”. It should be noted that “MISS DIG” requires a minimum of 72 hours to locate utilities. Private utilities are not located by “MISS DIG”. Therefore, any information you have pertaining to private utilities should be forwarded to us prior to drilling operations commencing. We will use reasonable care to avoid underground utilities, however, G2 will not be responsible for any damage to utilities not marked or incorrectly marked. Also, any special access issues regarding the site should be provided to G2 prior to commencement of our on-site work.
2. We will determine the pavement core locations by measuring from existing site features using conventional taping methods.
3. We will perform a visual condition survey within the alley ways to determine the extent, quantity, and severity of the existing pavement distress. We will also visually review drainage conditions.
4. As directed, we will perform thirty (30) pavement cores/hand-auger soil borings, extending to a depth of 3 feet each. Coring will be performed using an electric rotary coring rig with a diamond-tipped core barrel. The pavement will be cored with a 4-inch diameter core barrel. The existing pavement material types and thicknesses will be recorded. Bag samples of any underlying aggregate base materials, if present, will also be obtained. The aggregate base thicknesses will be recorded.



During hand-auger boring operations, DCP testing will be performed at 2-feet to evaluate the relative density of the in-situ soils. The hand-auger borings will be backfilled with on-site soils and the cores will be cemented in place or patched with cold patch within asphalt pavement areas. Select cores will be retained for laboratory evaluation. It should be understood that some settlement of the borehole fill may occur and no future maintenance of the holes is included in our fee.

5. We will perform laboratory testing to determine the physical characteristics of the subsurface soils. The testing program may include, as appropriate, determination of the unconfined compressive strength, natural moisture content, grain-size distribution, Atterberg limits, and soil classification in accordance with the Unified Soil Classification System.
6. We will prepare an engineering report summarizing our findings and presenting evaluations, conclusions, and recommendations about the following items:
  - Visual reconnaissance of the existing pavement surface, including type and severity of primary distress and surface drainage conditions.
  - Existing pavement cross-section materials and thicknesses.
  - Suitability of existing aggregate base course for re-use.
  - Recommendations for pavement reconstruction, including asphalt or Portland cement concrete design pavement cross-sections based on AASHTO design procedures.
  - Recommendations for maintenance of rehabilitated pavements, including crack sealing
  - Other conditions which may impact the proposed pavement rehabilitation.

#### **PROFESSIONAL FEES**

We propose to perform the services outlined in this proposal for a lump sum fee of **\$6,100**. Should you or field conditions require additional work beyond the scope outlined in this proposal, we would contact your office with an estimate and obtain your permission prior to performing such services. Charges for additional services will be based on the attached Fee and Rate Schedule.

#### **PROJECT SCHEDULE**

Pavement coring operations can be scheduled once frost is out of the ground in Spring of 2022 following notice to proceed from the client and utility clearance through the MISS DIG network. Fieldwork is expected to take two days, if weather and/or site conditions permit. The engineering report will be available within approximately ten working days following completion of the drilling operations. Preliminary verbal recommendations should be available within several days after completion of the drilling operations. We will provide an electronic copy of the geotechnical report. Hard copies are available upon request.

#### **TERMS AND CONDITIONS**

General conditions relating to the performance of our services are presented in the attached General Conditions and are made part of this proposal. As authorization to proceed, please have one copy of this proposal executed by an authorized representative of the party responsible for payment of services and return it to G2 Consulting Group, LLC.



December 14, 2021  
G2 Proposal No. 210903  
Page 3

We appreciate the opportunity to be of service to you and look forward to working with you. If you have any questions regarding our proposed scope of services or any other matter pertaining to the pavement investigation, please do not hesitate to call.

Sincerely,

**G2 Consulting Group, LLC**

Jeffrey M. Hayball, P.E.  
Project Engineer

Jason B. Stoops, P.E.  
Associate / Project Manager

JMH/JBS/jbs

Encl: Fee Schedule  
General Conditions

**ACCEPTED FOR GIFFELS WEBSTER:**

**BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



FEE AND RATE SCHEDULE
PROFESSIONAL SERVICES

PERSONNEL

Fees for our services will be based upon the time worked on the project by professional, technical, and clerical personnel according to the following schedule:

Table with 2 columns: Personnel Role and Rate. Roles include Principal (\$175.00), Project Consultant (\$160.00), Project Manager (\$150.00), Senior Project Engineer (\$125.00), Project Engineer (\$120.00), Senior Environmental Scientist (\$120.00), Senior Staff Engineer (\$115.00), Staff Engineer (\$92.00), Field Engineer (\$90.00), Field Coordinator (\$85.00), Senior Technician (\$85.00), Technician II\* (\$78.00), Technician I\* (\$66.00), and Word Processor\* (\$63.00).

\*For these personnel, overtime work will be charged at a rate equal to 1.5 times the Standard Rate.

A premium of 50 percent will be added to hourly rates for expert testimony and depositions.

G2 Consulting Group technicians include Engineering, Environmental, and Construction Materials technical specialists.

G2 operates on a strong project management system, and a Project Manager is appointed for each project.

EXPENSES

The following expenses, when incurred in direct connection with the project, will be charged at the rate shown:

Table with 2 columns: Expense Category and Rate. Categories include Transportation, Lodging, and Subsistence for Out of Town Travel (Cost + 15%), Printing, Reproduction, Photographs, Long Distance Telephone and Telecopier Charges, Shipping Charges and Material Purchases (Cost + 15%), and Vehicle Travel for Projects (\$0.80/Mile).

SUBCONTRACTORS/SUBCONSULTANTS

On projects requiring subcontractors or subconsultants, we will obtain the services of reputable contractors or consultants to perform such work. The fees of these contractors or consultants plus a 15 % service charge will be added to our invoices.

INVOICES

Progress invoices will be submitted to the client monthly and a final bill will be submitted upon completion of our services. Invoices will show charges for different personnel and expense classifications. Each invoice is due on presentation and is past due thirty (30) days from invoice date. Client agrees to pay a finance charge of one and one-half percent (1.5%) per month on past due accounts.

We reserve the right to suspend or terminate work under our agreement upon failure of the client to pay invoices when due.



## GENERAL CONDITIONS

### PUBLIC LIABILITY INSURANCE

We represent and warrant that we and our agents, staff and consultants employed by us are protected by worker's compensation insurance and that we have coverage under public liability, professional liability, and property damage insurance policies which we deem to be adequate. Certificates for all such policies of insurance can be provided to the client upon request. Within the limits and conditions of such insurance, we agree to indemnify and save clients harmless from and against any loss, damage or liability arising from any negligent acts by us, our agents, staff or consultants employed by us. Provided the client has obtained a similar acknowledgement from the Owner in its professional services agreement with the Owner, we shall not be responsible for any loss, damage or liability beyond the amounts, limits and conditions of such insurance. We shall not be responsible for any loss, damage or liability arising from any negligent acts by our client, the Owner, its agents, staff and other consultants employed by client.

### LIMITATION OF PROFESSIONAL LIABILITY

In performing our professional services, we will use that degree of care and skill ordinarily exercised under similar circumstances by members of our profession. No warranty, express or implied, is made or intended by our proposal for consulting services, by our furnishing oral or written reports, or by our observation of work. Client recognizes that actual conditions may vary from those encountered at the location where borings, surveys or explorations are made by us or provided by others, and that our data, interpretations and recommendations are based solely on the information available to the client. We will be responsible for those data, interpretations and recommendations, but shall not be responsible for the interpretation by others of the information developed. Client also recognizes that monitoring of construction by a qualified engineer is essential to verify that designs are appropriate for actual site conditions.

### RIGHT OF ENTRY

The client will provide for right of our entry and all necessary equipment, in order for us to complete the work. While we will take reasonable precautions to minimize any damage to the property, it is understood by client that in the normal course of work some damage may occur, the correction of which is not part of this agreement.

### DISCOVERY OF UNANTICIPATED HAZARDOUS MATERIALS

Property owner represents that property owner has made a reasonable effort to evaluate if hazardous materials including gases are on or near the project site, and that property owner has informed us of property owner's findings relative to the possible presence of such materials.

Hazardous materials may exist at a site where there is no reason to believe they could or should be present. We and property owner agree that the discovery of unanticipated hazardous materials constitutes a changed condition mandating a renegotiation of the scope of work or termination of services. We and property owner also agree that the discovery of unanticipated hazardous materials may make it necessary for us to take immediate measures to protect health and safety. Property owner agrees to compensate us for any equipment decontamination or other costs incident to the discovery of unanticipated hazardous materials.

We agree to notify property owner when unanticipated hazardous materials or suspected hazardous materials are encountered. Property owner agrees to make any disclosures required by law to the appropriate governing agencies. Property owner also agrees to hold us harmless for any and all consequences of disclosures made by us which are required by governing law.

Notwithstanding any other provisions of the agreement, property owner waives any claim against us and, to the maximum extent permitted by law, agrees to defend, indemnify, and save us harmless from any claim, liability, and/or defense costs for injury or loss arising from our discovery of unanticipated hazardous materials or suspected hazardous materials, including, but not limited to, any costs created by delays of the project and any cost associated with possible reduction of the property's value. Property owner will be responsible for ultimate disposal of any samples secured by us which are found to be contaminated.

### UTILITIES

In the prosecution of the work, we will take reasonable precaution to avoid damage or injury to subterranean structures or utilities. The client agrees to hold us harmless for any damages to subterranean structures which are not called to our attention and correctly shown or described on the documents furnished.



**OWNERSHIP OF DOCUMENTS**

All reports, drawings, plans, specifications, field data, field notes, calculations, estimates and other documents we prepare, as instruments of service, shall remain our property. Client agrees that all reports and other work furnished to the client or his agents, which is not paid for, will be returned upon demand and will not be used by the client for any purpose whatever. We will retain pertinent records relating to the services performed for a period of five (5) years following submission of the report, during which period the records will be made available to the client at reasonable times for a reasonable fee.

**RESOLUTION OF DISPUTES**

All claims, disputes and other matters in controversy arising out of or in any way related to this agreement will be submitted to Alternative Dispute Resolution (ADR) before and as a condition precedent to other remedies provided by law. If and to the extent we have agreed on methods for resolving such disputes, then such methods will be set forth in the "Alternate Dispute Resolution Agreement" which, if attached, is incorporated into and made a part of this agreement. If no specific ADR procedures are set forth in the agreement, then it shall be understood that the parties shall submit disputes to mediation as a condition precedent to litigation.

If a dispute at law arises from matters related to the services provided under this agreement and that dispute requires litigation instead of ADR as provided above, then:

- (1) the claim will be brought and tried in the judicial jurisdiction of the court where our principal place of business is located and the client waives the right to remove the action to any other judicial jurisdiction, and
- (2) the prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorney's fees, and other claim-related expenses.

**TERMINATION**

This agreement may be terminated by either party upon seven (7) days written notice in the event of substantial failure by the other party in accordance with the terms hereof. Such termination shall not be effective if that substantial failure has been remedied before expiration of the period specified in the written notice. In the event of termination, we shall be paid for services performed to the termination notice date plus reasonable termination expenses.

In the event of termination, or suspension for more than three (3) months, prior to completion of all reports contemplated by this agreement, we may complete such analyses and records as are necessary to complete our files and may also complete a report on the services performed to the date of notice of termination or suspension. The expenses of termination or suspension shall include all our direct costs in completing such analyses, records and reports.

**ASSIGNS**

Neither the client nor our firm may delegate, assign, sublet or transfer its duties or interest in this agreement without the written consent of the party.



## SERVICES

### Representative Client Services

#### Geotechnical Engineering

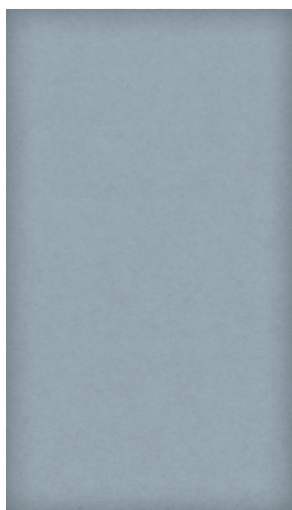
- Soil investigations, including soil borings and test pits
- Design recommendations for foundations, pavements, underground construction and earthwork
- Design of dewatering systems
- Soil dynamic studies, vibrations monitoring and evaluation
- Pile load tests, static and dynamic pile analyses
- Investigation of soil related failures
- Soil and foundation instrumentation
- Laboratory testing of soils

#### Geoenvironmental Engineering

- Phase I/II Environmental Site Assessment (ESA)
- Baseline Environmental Assessments (BEA)
- National Environmental Policy Act (NEPA) compliance
- Due Care Plan
- Wetland determination/delineation
- Floodplain and wetland permitting
- Hazardous materials evaluations
- Comprehensive asbestos surveys
- Lead based paint evaluations
- Brownfield studies
- Environmental drilling and sampling
- Groundwater monitoring
- Indoor air quality studies
- Water Intrusion/mold evaluations

#### Construction Engineering

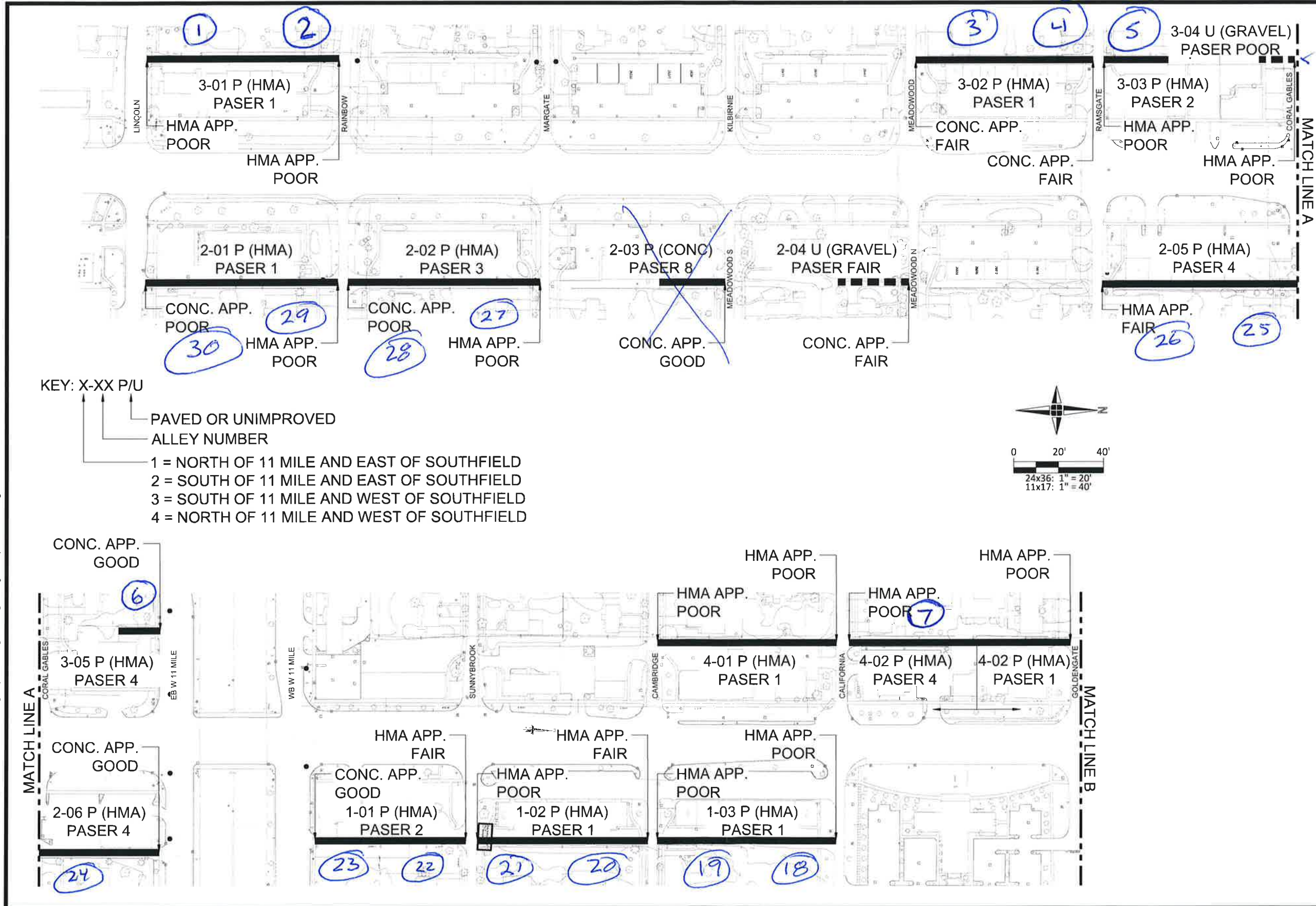
- Field observation and testing
- Earthwork operations
- Foundation construction
- Concrete materials and placement
- Bituminous paving materials and placement
- Masonry
- Laboratory testing of aggregates, concrete, bituminous and masonry
- Construction material evaluation
- AASHTO Accredited Laboratory
- AASHTO R18
- ASTM C1077



Earth Retention Wall Design and Construction

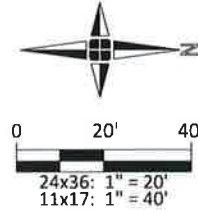


Road Infrastructure Design & Construction



KEY: X-XX P/U

- PAVED OR UNIMPROVED ALLEY NUMBER
- 1 = NORTH OF 11 MILE AND EAST OF SOUTHFIELD
- 2 = SOUTH OF 11 MILE AND EAST OF SOUTHFIELD
- 3 = SOUTH OF 11 MILE AND WEST OF SOUTHFIELD
- 4 = NORTH OF 11 MILE AND WEST OF SOUTHFIELD



Engineers  
 Surveyors  
 Planners  
 Landscape Architects

1025 East Maple Road  
 Suite 100  
 Birmingham, MI 48009  
 p (248) 852-3100  
 f (313) 962-5068  
 www.giffelswebster.com

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



DATE:	ISSUE:

Developed For:  
 CITY OF LATHRUP VILLAGE  
 27400 SOUTHFIELD ROAD  
 LATHRUP VILLAGE, MI 48076  
 (248) 557-2600

### ALLEY ASSESSEMENT (1 OF 2)

CITY OF LATHRUP VILLAGE  
 OAKLAND COUNTY  
 MICHIGAN

Date: 5.18.21  
 Scale: AS SHOWN  
 Sheet: 1 of 2  
 Project: 18736.21  
 Copyright © 2021 Giffels Webster  
 No reproduction shall be made without the  
 prior written consent of Giffels Webster.

H:\15158001\15850\_21\_2021 Road Bond Paving Project\Drawing Files\Engineering\Lathrup Base 2021.dwg



Engineers  
 Surveyors  
 Planners  
 Landscape Architects

1025 East Maple Road  
 Suite 100  
 Birmingham, MI 48009  
 p (248) 852-3100  
 f (313) 962-5068  
 www.giffelswebster.com

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



DATE:	ISSUE:

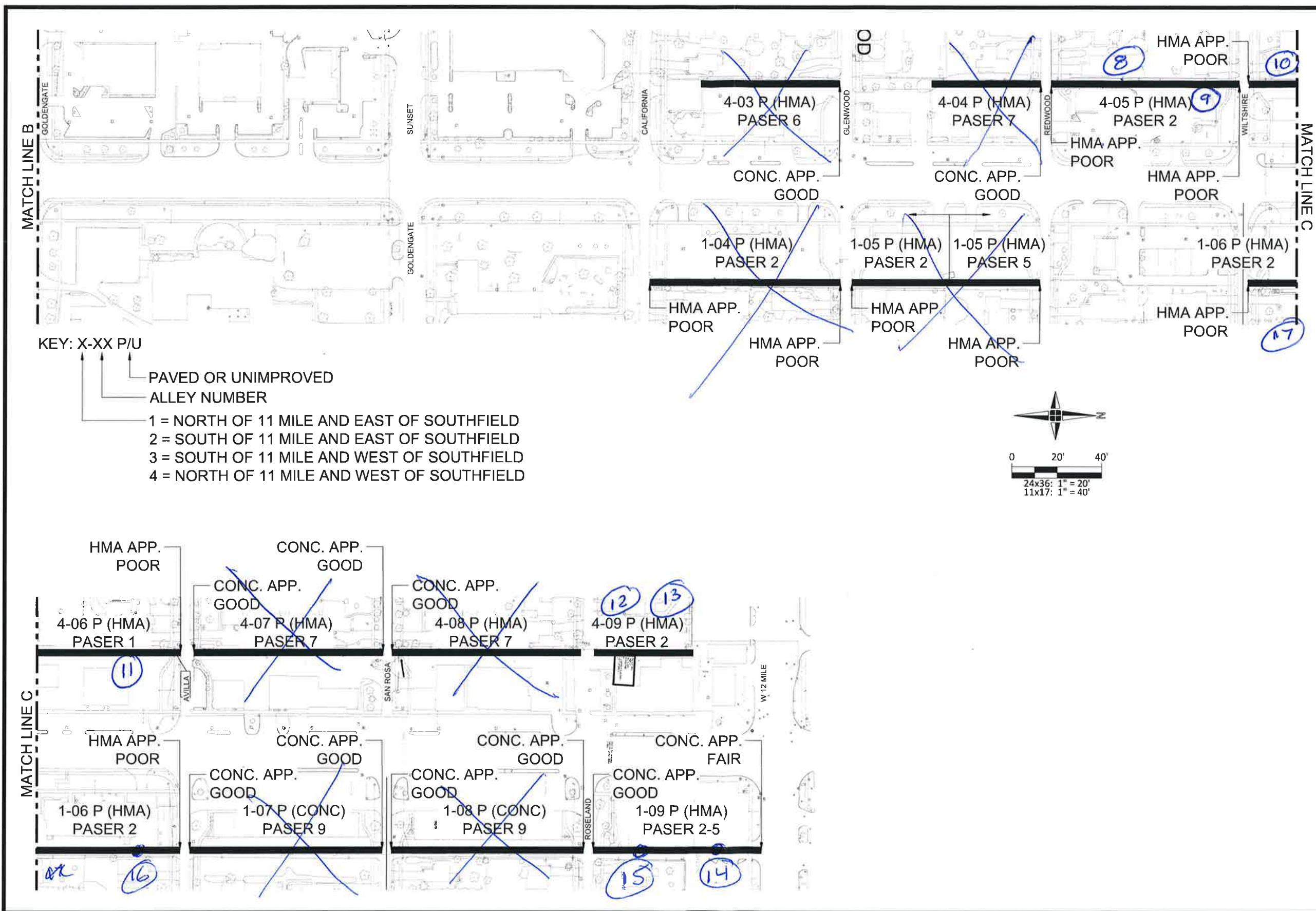
Developed For:  
 CITY OF  
 LATHRUP VILLAGE  
 27400 SOUTHFIELD ROAD  
 LATHRUP VILLAGE, MI 48076  
 (248) 557-2600

**ALLEY ASSESSMENT  
 (2 OF 2)**

CITY OF LATHRUP VILLAGE  
 OAKLAND COUNTY  
 MICHIGAN

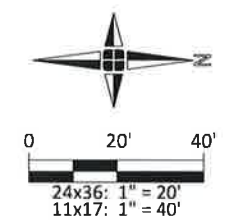
Date: 5.18.21  
 Scale: AS SHOWN  
 Sheet: 2 of 2  
 Project: 18736.21

Copyright © 2021 Giffels Webster.  
 No reproduction shall be made without the  
 prior written consent of Giffels Webster.



KEY: X-XX P/U  
 PAVED OR UNIMPROVED  
 ALLEY NUMBER

1 = NORTH OF 11 MILE AND EAST OF SOUTHFIELD  
 2 = SOUTH OF 11 MILE AND EAST OF SOUTHFIELD  
 3 = SOUTH OF 11 MILE AND WEST OF SOUTHFIELD  
 4 = NORTH OF 11 MILE AND WEST OF SOUTHFIELD



H:\15156000\15650\_21\_2021 Road Bond Paving Project\Drawing Files\Engineering\Lathrup Base 2021.dwg



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

# MEMORANDUM

To: DDA Board of Directors  
 From: Susie Stec, DDA Director  
 Date: January 19, 2022  
 RE: Proposed FY 21/22 January Budget Amendments

The DDA staff and Board of Directors make an earnest effort each year to make realistic revenue projections and budget accordingly. As a standard practice the DDA tries to limit budget amendments to once per fiscal year.

The budget amendments presented and described below are primarily to align the DDA FY 21/22 Budget with the capital improvement/infrastructure projects initiated. The line items highlighted in orange are where adjustments are proposed with detailed explanations below.

There are no proposed amendments to the Projected 20/21 Revenues.

## **Tax Tribunal Returns**

A property owner successful appealed the valuation of his three (3) properties.

## **Printing/Publication Costs**

The rebranding and expanded number of events in the summer/fall lead to an increase in this line item.

## **Repairs & Maintenance**

Just after the adoption of the current budget, the DDA Board of Directors decided to plan for and implement critical infrastructure improvements. An alley assessment was conducted by Giffels Webster. This amendment includes the costs associated with the completed reconstructing alley approaches at Cambridge & Sunnybrook, Sidewalk Replacement Program costs, alleyway geotechnical work, and half of the proposed alley and approach work project for Construction Year 2022.

**Suggested Motion: To adopt the proposed January Amendments to the FY 21/22 DDA Budget.**



## FY 21/22 January Amendments

EXPENDITURES	ADOPTED 21/22	ACTUAL 12/31/2021	AMENDED 1/21/2022	INCREASE (DECREASE)
SALARIES & WAGES	116,174	69,673	116,174	-
PART TIME SEASONAL CREW	5,000	3,603	5,000	-
EMPLOYEE TAXES & BENEFITS	34,000	17,156	34,000	-
LEGAL SERVICES	900	-	900	-
OFFICE SUPPLIES	1,480	168	1,480	-
TAX TRIBUNAL RETURNS	2,000	13,791	13,791	11,791
AUDITING & ACCOUNTING	800	800	800	-
TRAINING/MEMBERSHIP	4,500	339	4,500	-
MAIN STREET PROGRAM	16,500	5,183	16,500	-
STREETSCAPING	24,000	23,140	24,000	-
PLANNING/CONSULTING FEES	42,100	31,085	42,100	-
PRINTING/PUBLICATION COSTS*	1,500	2,070	2,500	1,000
POSTAGE FEES	200	50	200	-
REPAIRS & MAINTENANCE	19,500	13,426	230,314	210,814
MISCELLANEOUS EXPENDITURES	6,100	390	6,100	-
DEPRECIATION INFRASTRUCTURE	-	-	-	-
CAPITAL EXPENDITURE	-	-	-	-
SIGN GRANT PROGRAM	10,000	2,000	10,000	-
FAÇADE GRANT PROGRAM	20,000	9,140	20,000	-
<b>TOTAL EXPENDITURES</b>	<b>304,754</b>	<b>192,014</b>	<b>528,359</b>	<b>223,605</b>