



Downtown Development Authority Board of Directors Agenda

Friday, October 15, 2021 at 12:00 PM
Remote Meeting via Zoom

ZOOM REMOTE MEETING INFORMATION

Webinar ID: 914 1822 7857

Password: 337459

CLICK HERE: [Click Here](#)

Telephone: 646.558.8656 or 312.626.6799

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

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

1. **Call to Order**

2. **Roll Call**

3. **Approval of Agenda**

4. **Approval of Minutes**

[A.](#) September 17, 2021 Board Minutes

5. **Financial Review**

[A.](#) September Financial Sheets

6. **Committee Reports**

[A.](#) Economic Vitality Minutes

[B.](#) Upcoming DDA Events

7. **Other Business**

[A.](#) October Code Enforcement

[B.](#) Director's Report

8. **Old Business**

9. **New Business**

A. Cost Share Amendment

B. Sign Grant--Beauty Hunters LLC

C. Christmas Decorations

10. **Public Comment**

11. **Adjourn**



Downtown Development Authority Board of Directors

Draft Minutes

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1. Call to Order

Call to order at 12:11 p.m.

2. Roll Call

PRESENT

Chairperson Dan Sugg (Plymouth, Wayne 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 Pam Shermeyer (Lathrup Village, Oakland County, MI)

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

EXCUSED ABSENT

Board Member, Mayor Kelly Garrett

Secretary Sheryl Mitchell

Board Member Fred Prime

OTHER PRESENT

Pam Bratschi, DDA Treasurer (Lathrup Village, Oakland County, MI)

Cori Dahl, DDA Manager (Lathrup Village, Oakland County, MI)

Susie Stec, DDA Director (Lathrup Village, Oakland County, MI)

Rami Sweidan, Code Enforcement Officer (Lathrup village, Oakland County, MI)

Motion to excuse Fred Prime, Mayor Kelly Garrett, Dr. Sheryl Mitchell Theriot by Board Member Shermeyer, Seconded by Board Member Lovins.

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

3. Approval of Agenda

Motion to approve the agenda made by Board Member Shermeyer, Seconded by Board Member Ford.

Voting Yea: Chairperson Sugg, Board Member Beltur, Board Member Ford, Board Member Shermeyer, Board Member Watts

Voting Abstaining: Board Member Lovins

4. Approval of Minutes

A. Board of Directors Meeting Minutes 7-16-21

Motion to approve the minutes from July 16, 2021 Board of Directors meeting made by Board Member Shermeyer, Seconded by Board Member Ford.

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

5. Financial Review

Treasurer Bratschi provided an overview of the financial reports and noted that there is an interest of \$577.16 and taxes will be coming in soon. Stec noted that there will be payments of the alley and sidewalk coming soon. Ford asked what the timeline to see the audit would be. Bratschi stated that it most likely will be seen at the October report.

Motion to receive and file July 2021 and August 2021 financials

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 Shermeyer, Board Member Watts

A. July 2021 Financial Reports

B. August 2021 Financial Reports

6. Committee Reports

A. Fall DDA Events Calendar

Dahl provided an overview up the upcoming DDA events, including Promotions Committee items.

B. Economic Vitality

Dahl stated the Economic Vitality Committee will now refocus on more transportation and pedestrian initiatives.

C. DDA Promotions Committee

7. Other Business

A. Director Report - September

Stec provided an overview for the Director's report and highlighted the Community Navigator Program that is an initiative of Oakland County to work for micro and small businesses.

B. August Code Enforcement

Sweidan provided an overview of the August Code Enforcement Report and noted 26333 Southfield Rd. received a citation but it was rescinded.

8. Old Business

9. New Business

A. Zing Train Workshop

Dahl provided an overview of the Zing Train workshop that will be partially be reimbursed by Mainstreet Oakland County. Board Member Shermeyer asked if this was accounted for in the budget and Stec answered funding is available for training and membership.

Motion to approve ZingTrain up to \$3,000 for \$2,500 plus mileage 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 Shermeyer, Board Member Watts

B. Banners

Stec provided an overview of the banners. Board Member Ford asked about the feasibility of putting a larger banner onto City Hall. Stec answered that the DDA can look further into getting larger banners onto City Hall.

Motion to approve the expenditure of the banners by Board Member Ford, Seconded by Board Member Shermeyer.

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

C. DDA & Special Projects Manager - expanded job duties & discussion

Stec provided an overview of the recommendation by the Executive Committee for the expansion of the job duties for the DDA & Special Projects Manager that will include the coordination of all community events. Board Member Ford suggested adding the Executive Committee to the DDA's Committee Page on the website for transparency.

Motion to approve the salary increase for the DDA & Special Projects Manager to \$42,000 which will the DDA will be responsible for \$8,000 by Board Member Shermeyer, Seconded by Board Member Lovins.

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

10. Public Comment—none.

11. Adjourn at 1:11 p.m.

User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 09/01/2021 TO 09/30/2021

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-010.000 TRUST ACCOUNT-GENERAL						
Journal GJ: GJ						
121712	09/30/2021	INTEREST POSTING - MONTHLY SEE15099		Multiple	279.36	
Journal Totals					279.36	0.00
Totals for 494-000.000-010.000					279.36	0.00

Balance 09/01/21: 1,359,532.50
 Net Change: 279.36
 Balance 09/30/21: 1,359,811.86

494-000.000-084.101 DUE FROM GENERAL FUND						
Journal GJ: GJ						
121714	09/30/2021	CASH RECEIPTS TAXES	15101	Multiple	4,712.59	
Journal Totals					4,712.59	0.00
Totals for 494-000.000-084.101					4,712.59	0.00

Balance 09/01/21: 51,839.47
 Net Change: 4,712.59
 Balance 09/30/21: 56,552.06

494-000.000-202.000 ACCOUNTS PAYABLE						
Journal AP: AP						
121260	09/15/2021	DTE ENERGYVnd: DTE EN STR InvoiJUL-DEC		494-000.000-933.000		1,790.11
121264	09/15/2021	VANTAGEPOINTE TRANSFER 803046Vn803046		Multiple		84.10
121268	09/15/2021	I.T. RIGHTVnd: I.T. RIGHT Invoi20169643		494-000.000-726.000		60.00
121277	09/15/2021	ROAD COMMISSION FOR OAKLANDVnd:2126		494-000.000-933.000		923.97
121290	09/15/2021	HOME DEPOT CREDIT SERVICESVnd: 8/27/21		Multiple		71.03
121298	09/15/2021	GIFFELS-WEBSTER ENG INCVnd: GWE124239		494-000.000-882.000		72.50
121499	09/30/2021	EXCELL SNOW & TURF MAINTENANCEVCLIP48918		494-000.000-933.000		800.00
121500	09/30/2021	EXCELL SNOW & TURF MAINTENANCEVCLIP48919		494-000.000-933.000		200.00
121501	09/30/2021	GIFFELS-WEBSTER ENG INCVnd: GWE124311		494-000.000-882.000		2,540.00
121504	09/30/2021	BLUE CARE NETWORKVnd: BLUECARE 212500000154		Multiple		1,642.13
121515	09/30/2021	VANTAGEPOINTE TRANSFER 803046Vn9/27/21		Multiple		77.41
121522	09/30/2021	STANDARD INSURANCE COMPANYVnd: 006429460034		Multiple		60.97
121542	09/30/2021	GIFFELS-WEBSTER ENG INCVnd: GWE124365		494-000.000-882.000		290.00
121547	09/30/2021	ROAD COMMISSION FOR OAKLANDVnd:2412		494-000.000-933.000		748.43
121567	09/30/2021	CARDMEMBER SERVICEVnd: CARDMEMB092021		Multiple		3,721.43
Journal Totals					0.00	13,082.08

Journal CD: CD						
121329	09/15/2021	Check: NBDC 45766	45766	Multiple	1,790.11	
121332	09/15/2021	Check: NBDC 45769	45769	Multiple	72.50	
121334	09/15/2021	Check: NBDC 45771	45771	Multiple	71.03	
121336	09/15/2021	Check: NBDC 45773	45773	Multiple	60.00	
121364	09/15/2021	Check: NBDC 45801	45801	Multiple	923.97	
121371	09/15/2021	Check: NBDC 45808	45808	Multiple	84.10	
121580	09/30/2021	Check: NBDC 45831	45831	Multiple	1,642.13	
121584	09/30/2021	Check: NBDC 45835	45835	Multiple	3,721.43	
121591	09/30/2021	Check: NBDC 45842	45842	Multiple	1,000.00	
121593	09/30/2021	Check: NBDC 45844	45844	Multiple	2,830.00	
121606	09/30/2021	Check: NBDC 45857	45857	Multiple	748.43	
121609	09/30/2021	Check: NBDC 45860	45860	Multiple	60.97	
121617	09/30/2021	Check: NBDC 45868	45868	Multiple	77.41	
Journal Totals					13,082.08	0.00

Totals for 494-000.000-202.000						
					13,082.08	13,082.08
Balance 09/01/21:					0.00	
Net Change:					0.00	
Balance 09/30/21:					0.00	

494-000.000-214.101 DUE TO GENERAL FUND						
Journal CD: CD						
121329	09/15/2021	Check: NBDC 45766	45766	Multiple		1,790.11
121332	09/15/2021	Check: NBDC 45769	45769	Multiple		72.50
121334	09/15/2021	Check: NBDC 45771	45771	Multiple		71.03
121336	09/15/2021	Check: NBDC 45773	45773	Multiple		60.00
121364	09/15/2021	Check: NBDC 45801	45801	Multiple		923.97
121371	09/15/2021	Check: NBDC 45808	45808	Multiple		84.10
121580	09/30/2021	Check: NBDC 45831	45831	Multiple		1,642.13
121584	09/30/2021	Check: NBDC 45835	45835	Multiple		3,721.43
121591	09/30/2021	Check: NBDC 45842	45842	Multiple		1,000.00
121593	09/30/2021	Check: NBDC 45844	45844	Multiple		2,830.00
121606	09/30/2021	Check: NBDC 45857	45857	Multiple		748.43
121609	09/30/2021	Check: NBDC 45860	45860	Multiple		60.97

User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 09/01/2021 TO 09/30/2021

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-214.101 DUE TO GENERAL FUND						
Journal CD: CD						
121617	09/30/2021	Check: NBDC 45868	45868	Multiple		77.41
Journal Totals					0.00	13,082.08
Journal GJ: GJ						
121706	09/15/2021	PAYROLL - SEE PAYROLL REPORT	15093	Multiple		6,335.95
121707	09/30/2021	PAYROLL - SEE PAYROLL REPORT	15094	Multiple		5,888.97
Journal Totals					0.00	12,224.92
Totals for 494-000.000-214.101					0.00	25,307.00
Balance 09/01/21:				88,271.85		
Net Change:				25,307.00		
Balance 09/30/21:				113,578.85		
494-000.000-410.000 TAX COLLECTED OTHER						
Journal GJ: GJ						
121714	09/30/2021	CASH RECEIPTS TAXES	15101	Multiple		4,712.59
Journal Totals					0.00	4,712.59
Totals for 494-000.000-410.000					0.00	4,712.59
Balance 09/01/21:				0.00		
Net Change:				4,712.59		
Balance 09/30/21:				4,712.59		
494-000.000-446.000 INVESTMENT INTEREST						
Journal GJ: GJ						
121712	09/30/2021	INTEREST POSTING - MONTHLY SEE15099		Multiple		279.36
Journal Totals					0.00	279.36
Totals for 494-000.000-446.000					0.00	279.36
Balance 09/01/21:				577.16		
Net Change:				279.36		
Balance 09/30/21:				856.52		
494-000.000-701.000 SALARIES FULL-TIME						
Journal GJ: GJ						
121706	09/15/2021	PAYROLL - SEE PAYROLL REPORT	15093	Multiple	5,904.31	
121707	09/30/2021	PAYROLL - SEE PAYROLL REPORT	15094	Multiple	5,489.09	
Journal Totals					11,393.40	0.00
Totals for 494-000.000-701.000					11,393.40	0.00
Balance 09/01/21:				28,014.42		
Net Change:				11,393.40		
Balance 09/30/21:				39,407.82		
494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Journal AP: AP						
121264	09/15/2021	VANTAGEPOINTE TRANSFER 803046EM803046		Multiple	84.10	
121504	09/30/2021	BLUE CARE NETWORKEMPLOYEE TAXES212500000154		Multiple	1,642.13	
121515	09/30/2021	VANTAGEPOINTE TRANSFER 803046EM9/27/21		Multiple	77.41	
121522	09/30/2021	STANDARD INSURANCE COMPANYEMPLC006429460034		Multiple	60.97	
Journal Totals					1,864.61	0.00
Journal GJ: GJ						
121706	09/15/2021	PAYROLL - SEE PAYROLL REPORT	15093	Multiple	431.64	
121707	09/30/2021	PAYROLL - SEE PAYROLL REPORT	15094	Multiple	399.88	
Journal Totals					831.52	0.00
Totals for 494-000.000-703.000					2,696.13	0.00
Balance 09/01/21:				5,779.08		
Net Change:				2,696.13		
Balance 09/30/21:				8,475.21		
494-000.000-726.000 OFFICE SUPPLIES						
Journal AP: AP						
121268	09/15/2021	I.T. RIGHTOFFICE SUPPLIES	20169643	494-000.000-202.000	60.00	
121567	09/30/2021	CARDMEMBER SERVICEOFFICE SUPPLI092021		Multiple	15.89	
Journal Totals					75.89	0.00

User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 09/01/2021 TO 09/30/2021

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-726.000		OFFICE SUPPLIES				
Totals for 494-000.000-726.000					75.89	0.00
		Balance 09/01/21:		75.88		
		Net Change:		75.89		
		Balance 09/30/21:		151.77		

494-000.000-844.000 MAIN STREET PROGRAM

Journal AP: AP

121567	09/30/2021	CARDMEMBER SERVICEMAIN STREET P092021		Multiple	1,250.00	
121567	09/30/2021	CARDMEMBER SERVICEMAIN STREET P092021		Multiple	123.16	
121567	09/30/2021	CARDMEMBER SERVICEMAIN STREET P092021		Multiple	53.39	
Journal Totals					1,426.55	0.00
Totals for 494-000.000-844.000					1,426.55	0.00
		Balance 09/01/21:		132.50		
		Net Change:		1,426.55		
		Balance 09/30/21:		1,559.05		

494-000.000-845.000 STREETSCAPING

Journal AP: AP

121290	09/15/2021	HOME DEPOT CREDIT SERVICESSTREE8/27/21		Multiple	71.03	
121567	09/30/2021	CARDMEMBER SERVICESTREETSCAPING092021		Multiple	24.33	
121567	09/30/2021	CARDMEMBER SERVICESTREETSCAPING092021		Multiple	193.43	
121567	09/30/2021	CARDMEMBER SERVICESTREETSCAPING092021		Multiple	7.41	
Journal Totals					296.20	0.00
Totals for 494-000.000-845.000					296.20	0.00
		Balance 09/01/21:		5,323.67		
		Net Change:		296.20		
		Balance 09/30/21:		5,619.87		

494-000.000-882.000 PLANNING/CONSULTING FEES

Journal AP: AP

121298	09/15/2021	GIFFELS-WEBSTER ENG INCPLANNING124239	494-000.000-202.000		72.50	
121501	09/30/2021	GIFFELS-WEBSTER ENG INCPLANNING124311	494-000.000-202.000		2,540.00	
121542	09/30/2021	GIFFELS-WEBSTER ENG INCPLANNING124365	494-000.000-202.000		290.00	
Journal Totals					2,902.50	0.00
Totals for 494-000.000-882.000					2,902.50	0.00
		Balance 09/01/21:		10,391.77		
		Net Change:		2,902.50		
		Balance 09/30/21:		13,294.27		

494-000.000-900.000 PRINTING/PUBLICATION COSTS

Journal AP: AP

121567	09/30/2021	CARDMEMBER SERVICEPRINTING/PUBL092021		Multiple	1,699.89	
121567	09/30/2021	CARDMEMBER SERVICEPRINTING/PUBL092021		Multiple	209.80	
121567	09/30/2021	CARDMEMBER SERVICEPRINTING/PUBL092021		Multiple	144.13	
Journal Totals					2,053.82	0.00
Totals for 494-000.000-900.000					2,053.82	0.00
		Balance 09/01/21:		15.89		
		Net Change:		2,053.82		
		Balance 09/30/21:		2,069.71		

494-000.000-933.000 REPAIRS & MAINTENANCE

Journal AP: AP

121260	09/15/2021	DTE ENERGYREPAIRS & MAINTENANCEJUL-DEC	494-000.000-202.000		1,790.11	
121277	09/15/2021	ROAD COMMISSION FOR OAKLANDREPA2126	494-000.000-202.000		923.97	
121499	09/30/2021	EXCELL SNOW & TURF MAINTENANCERCLIP48918	494-000.000-202.000		800.00	
121500	09/30/2021	EXCELL SNOW & TURF MAINTENANCERCLIP48919	494-000.000-202.000		200.00	
121547	09/30/2021	ROAD COMMISSION FOR OAKLANDREPA2412	494-000.000-202.000		748.43	
Journal Totals					4,462.51	0.00

10/13/2021 07:43 AM

ACTIVITY BY GL/JOURNAL REPORT FOR CITY OF LATHRUP VILLAGE

Page:

Item 5A.

User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 09/01/2021 TO 09/30/2021

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
<hr/>						
494-000.000-933.000		REPAIRS & MAINTENANCE				
Totals for 494-000.000-933.000					4,462.51	0.00
		Balance 09/01/21:		3,325.74		
		Net Change:		4,462.51		
		Balance 09/30/21:		7,788.25		
<hr/>						

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 09/30/2020	PERIOD ENDED 09/30/2021
*** Assets ***			
494-000.000-010.000	TRUST ACCOUNT-GENERAL	991,050.09	1,359,811.86
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	12,600.00
494-000.000-084.101	DUE FROM GENERAL FUND	257,787.08	56,552.06
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)
Total Assets		1,508,725.89	1,661,374.37
*** Liabilities ***			
494-000.000-202.000	ACCOUNTS PAYABLE	(750.00)	0.00
494-000.000-214.101	DUE TO GENERAL FUND	0.00	113,578.85
494-000.000-257.000	ACCRUED WAGES PAYABLE	0.00	1,095.92
Total Liabilities		(750.00)	114,674.77
*** Fund Balance ***			
494-000.000-390.000	FUND BALANCE	1,518,412.77	1,518,412.77
Total Fund Balance		1,518,412.77	1,518,412.77
Beginning Fund Balance		1,518,412.77	1,518,412.77
Net of Revenues VS Expenditures - 20-21			67,308.22
*20-21 End FB/21-22 Beg FB		1,585,720.99	
Net of Revenues VS Expenditures - Current Year		(8,936.88)	(39,021.39)
Ending Fund Balance		1,509,475.89	1,546,699.60
Total Liabilities And Fund Balance		1,508,725.89	1,661,374.37

* Year Not Closed

PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	09/30/2021 NORM (ABNORM)	MONTH 09/30/21 INCR (DECR)	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	4,712.59	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	0.00	0.00	6,000.00	0.00
494-000.000-446.000	INVESTMENT INTEREST	10,000.00	10,000.00	856.52	279.36	9,143.48	8.57
Total Dept 000.000		347,443.00	347,443.00	56,742.84	4,991.95	290,700.16	16.33
TOTAL REVENUES		347,443.00	347,443.00	56,742.84	4,991.95	290,700.16	16.33
Expenditures							
Dept 000.000							
494-000.000-701.000	SALARIES FULL-TIME	116,174.00	116,174.00	39,407.82	11,393.40	76,766.18	33.92
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	8,475.21	2,696.13	25,524.79	24.93
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	151.77	75.89	1,328.23	10.25
494-000.000-802.000	TAX TRIBUNAL RETURNS	2,000.00	2,000.00	13,653.48	0.00	(11,653.48)	682.67
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	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	1,559.05	1,426.55	14,940.95	9.45
494-000.000-845.000	STREETSCAPING	24,000.00	24,000.00	5,619.87	296.20	18,380.13	23.42
494-000.000-882.000	PLANNING/CONSULTING FEES	42,100.00	42,100.00	13,294.27	2,902.50	28,805.73	31.58
494-000.000-900.000	PRINTING/PUBLICATION COSTS	1,500.00	1,500.00	2,069.71	2,053.82	(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	7,788.25	4,462.51	11,711.75	39.94
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	6,100.00	6,100.00	37.96	0.00	6,062.04	0.62
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
494-000.000-971.001	FACADE GRANT PROGRAM	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 000.000		304,754.00	304,754.00	95,764.23	25,307.00	208,989.77	31.42
TOTAL EXPENDITURES		304,754.00	304,754.00	95,764.23	25,307.00	208,989.77	31.42
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		347,443.00	347,443.00	56,742.84	4,991.95	290,700.16	16.33
TOTAL EXPENDITURES		304,754.00	304,754.00	95,764.23	25,307.00	208,989.77	31.42
NET OF REVENUES & EXPENDITURES		42,689.00	42,689.00	(39,021.39)	(20,315.05)	81,710.39	91.41



Downtown Development Authority Economic Vitality Minutes

Friday, October 1, 2021 at 9:00 AM
Remote Meeting via Zoom

1. **Call to Order** at 9:09 a.m.

Present: Bryan Ford, Bobbi Lovins, Sheryl Mitchell Theriot

Other Present: Cori Dahl (DDA Manager), Susie Stec (DDA Director)

Absent: Fred Prime

2. **New Business**

- A. Apparel: LVDDA logo sweatshirts will be purchased for staff, the Board Chair, and Mayor to represent the DDA at events.
- B. Capital Improvement Discussion: The Economic Vitality Committee will not focus on pedestrian and infrastructure Capital Improvement Projects. The group briefly discussed the 2021 Capital Improvements Plan and will work to identify projects for 2022.

3. **Public Comment—none.**

4. **Adjourn at 9:52 a.m.**



REGISTER FOR EVENTS AT
LATHRUPVILLAGE.EVENTBRITE.COM

OCTOBER

					1	2
3	4	6	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OCTOBER 9

11:00 AM - 1:00 PM

Bikes & BBQ

Municipal Park

Registration Required

OCTOBER 28

9:00-11:00 AM

ZingTrain Customer Service Workshop

Registration Required

OCTOBER 30

12:00-3:00 PM

Fall Fest

Municipal Park

Registration Required

NOVEMBER 27

10:00AM - 2:00 PM

Shop Small Winter Market

City Hall

DECEMBER 11

5:00PM-8:00 PM

Tree Lighting

Community Room

DECEMBER 18

10:00AM-12:00 AM

Breakfast with Santa

Community Room

Registration Required

LVDDA Board of Directors Meets
Third Friday of every month via
Zoom

UPCOMING DDA EVENTS


@LVDDA

@downtownlathrup

lathrupvillage.org

cdahl@lathrupvillage.org

27400 Southfield Rd
Lathrup Village, MI 48076
(248) 557 - 2600

 CODE ENFORCEMENT OCTOBER REPORT									
Business Name	Property Address	Date	Violation(s)	Ordinance Section	Code Enforcement Action Taken	Timeframe to Resolve Violation	Citation Issued (y/n)	Resolved (y/n)	Notes
Mark T realestate	26021 Southfield	9/20/2021	tall weeds, and debris	302.4, and	wrote up two violations, 1 for debris, and 1 for tall weeds along sidewalk and parking blocks.	2 weeks	N	N	
	28050 Southfield	9/22/2021	tree branches rear of property	82-70	sent letter	2 weeks	N	Y	
Help center investments	28505 Southfield	9/23/2021	Broken front window	14-403	sent letter, spoke with Nona about the issue		N	N	
Help center investments	28505 Southfield	9/23/2021	Eaves needs repair	14-403	sent letter, spoke with Nona about the issue		N	N	
	26820 Southfield	9/23/2021	garbage bags surrounding dumpster	54-35	Spoke with Manager		N	Y	
Danobay Properties	26333 Southfield	7/9/2021	ditch and culvert needs attention	30-41	spoke with Dr. Obayan about the issue, states will have parking lot and culvert done at the same time.		Y	N	
Skyway travel	28551 Southfield	10/4/2021	parking block not in place	302.1	spoke with Shyla about the parking block needs to be secured in place		Y	N	



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 (248) 557 - 2600
www.lathrupvillage.org

MEMORANDUM

To: LVDDA Board of Directors

From: Susie Stec, DDA and CED Director

Date: October 14, 2021

RE: Department/Director Report

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

Upcoming Events

- **FIRESIDE FRIDAYS** in back! Every Friday (weather-dependending) from **11 am – 1 pm at the Pavilion** through the end of November. We'll take a winter break and start up again in March.
- **Zing! Customer Service Training will be October 28th**
- **Fall Fest will be Saturday, October 30th**
- **Winter Market will be Saturday, November 27th.** Vendors & sponsors are being recruited.

Past Events

- **Community Policing Event**—The DDA partnered with LVPD for their Community Policing Event on September 18th in Municipal Park. Approximately 40 people attended.
- **Fall Corridor Clean Up** was rescheduled for October 2nd
- **Bike & BBQ** was held October 9th. Approximately 30 people attended.

Grants

- Oakland County has partner with LVDDA on an SBA Community Navigator Grant. The grant aims to provide direct support to under-served and micro-businesses in the area. If the grant application is successful, OC staff will be embedded in LV for 4 years
- CED/Parks & Rec applied for DNR Recreation Passport Grant to renovate Sarrackwood Park. Awards to be announced in November
- CED has submitted a request for ARP state-level funds to install HAWK signal crossings near Margate/Meadowood and City Hall.



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Commercial Business/Property Updates

- New Business: 27051 Southfield Road (Chinese Succulents & Pots) – opening soon
- New Business: 26710 Southfield Road (Beauty Hunters) – finishing work on interior improvements; opening in November
- New Business: 28851 Southfield Road (Fish Market) – working on interior improvements
- New Business: 26079 Southfield Road (US Rehab) – working on interior improvements
- New Business: 26780 Southfield Road (Ruby Lee's Honey Chicken & Shrimp) - working on interior improvements
- 26727 Southfield Road (BP Gas) – work is progressing. Contractor provides regular updates.
- Lathrup Village Apartments will be installing the screen wall soon. The final building phase is delayed until Spring 2022 due to material and contractor shortages

Comprehensive Plan Update

- The plan was adopted by Planning Commission & City Council
- Staff & PC will be working on implementation strategies over the coming months

Cannabis

- Staff has finalized the scoring criteria and application materials.
- Recommendation to release application will be on the Oct. 18th City Council agenda.

Infrastructure

- DDA Sidewalk Replacement Program began in late August. Work will be along Southfield Road and in the neighborhoods south of I-696, and is expected to be completed in October.
- Roads: Alley approaches between Sunnybrook & Cambridge (east of Southfield Rd) are complete
- GIS mapping & data collection system is in place to track excavations, fire hydrants, and gate valves
- Water Main Replacements on Wiltshire (Southfield to Lathrup Blvd) and San Rosa (Southfield to Lathrup Blvd) is done. Punchlist & cleanups remain.

Miscellaneous

- Holiday banners were purchased and will be installed in early November, along with garland and lights throughout the district and at City Hall
- The city was notified that our Redevelopment Ready Communities (RRC) Certification is valid through 11/30/2023.

LATHRUP VILLAGE DOWNTOWN DEVELOPMENT COST SHARE AGREEMENT
2021 -2026

THIS AGREEMENT is entered into between LATHRUP VILLAGE DOWNTOWN DEVELOPMENT AUTHORITY (hereinafter referred to as "DDA"), and the CITY OF LATHRUP VILLAGE (hereinafter referred to as the "CITY").

WHEREAS, DDA has demonstrated special expertise in promoting the economic, physical and aesthetic redevelopment and maintenance of the downtown area, and these activities are directly and indirectly related to implementing the Development Plan and Tax Increment Financing Plan; and

WHEREAS, the expenses related to these activities are above and beyond what the CITY would incur, and it is more practical and efficient for the CITY and DDA to share or take on the expenses set forth herein than it would be for the CITY to incur these expenses on their own.

NOW THEREFORE, for mutual consideration, the parties hereby agree as follows:

1. **Term of Agreement.** The term of this Agreement shall be from January 1, 2021, through June 30, 2026, to be reviewed every 3-years.
2. **DDA Scope of Services.** DDA, its Director and staff shall devote their best professional efforts towards the following:
 - A. Provide staff assistance for the CITY by:
 - Coordinating with CITY staff in preparation of the DDA budget.
 - Administration of DDA grant programs to include disseminating information and distributing press releases about DDA grant programs; coordinating application intake; coordinating review of applications for completeness; conducting committee meetings for application review and recommendations; preparation and administration of grant contracts; inspection and validation of completed work and coordination of payment of grant funds.
 - Administer all planning and zoning related activities, including management of planning consultants.
 - Attending CITY Commission meetings and various committee meetings as requested by CITY staff.
 - B. Develop and implement projects and programming that further the mission and Development Plan of the DDA, including corridor cleanups, beautification, and placemaking projects.
 - C. Assisting CITY staff and CITY Commissioners on projects, meetings, and workshops pertaining to downtown redevelopment.

- D. Maintain an inventory/database of occupied and vacant properties in the DDA district to be updated quarterly.
 - E. Assist CITY with Code Enforcement and property maintenance activities in the DDA district.
 - F. Work with the CITY to evaluate and prioritize public infrastructure needs in the DDA district, emphasizing alley repairs, and establish an alley maintenance fund.
 - G. Coordinate and work with CITY on public infrastructure projects in the DDA District, including Southfield Road project, installation of side street parking, alleyways, bus stops, non-motorized transportation, etc.
 - H. Implement the Downtown Development Plan and support the CITY's implementation of the Comprehensive Plan.
 - I. Manage the maintenance contract for the I-696 Service Drive.
 - J. Maintain and enhance the streetscaping along Southfield, 11 Mile and Twelve Mile Roads, to include features such as banners, flower baskets, and holiday decorations. The DDA will also maintain the gateway flowerbeds, flowerbeds and planters at City Hall.
 - K. Promote programs and initiatives of the DDA and CITY by way of social media, e-newsletters, website, and printed marketing materials.
- 3. CITY Scope of Services.** The CITY, its City Administrator and staff shall devote their best professional efforts towards the following:
- A. Providing all financial services required of the DDA.
 - B. Assisting the DDA with organizing and management of promotional activities and events held in Municipal Park and/or Community Room, ~~by way of the Parks & Recreation Department.~~
 - ~~C. Promoting awareness of the downtown community through management of quarterly promotions annually including but not limited to the Outdoor Winter Market/Artisan Fair.~~
 - D. Attending DDA Board of Directors meetings and various committee meetings as requested by DDA staff.
 - E. Facilitate operational need of the DDA including office space, technology & software, etc.

4. Compensation. The DDA agrees to share the following annual expenses with the CITY:

- A. I-696 Service Drive Maintenance - \$5,000
- B. Streetscaping - \$10,000
- C. Technology/Software - \$2,700
- D. Planning consultant fees - \$15,300
- E. Liability insurance - \$4,657
- F. A percentage of the salaries and fringe benefits for the employees listed below.
Percentage split is identified listing first the DDA, then the CITY:
 - DDA/CED Director (90/10)
 - DDA & Special Projects Manager (90/10)
 - City Administrator (10/90)
 - Treasurer (10/90)
 - ~~Parks & Recreation Coordinator (15/85)~~
 - Code Enforcement Officer (45/55)

5. Reporting. DDA shall provide an account of activities to the CITY, through Board of Directors agendas, minutes and Director Reports provided to the CITY. These reports shall include detailed information regarding projects and programs of the DDA.

SIGNED BY DDA this _____ day of _____, 2021

SIGNED BY CITY this _____ day of _____, 2021

City of Lathrup Village

Lathrup Village Downtown Development Authority

BY: _____
Mykale Garrett, Mayor

BY: _____
Susie Stec, DDA Director

BY: _____
Sheryl L. Mitchell Theriot, City Administrator

BY: _____
Yvette Talley, City Clerk



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

MEMORANDUM

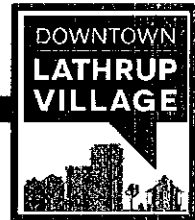
To: DDA Board of Directors
From: Susie Stec, DDA Director
Date: October 15, 2021
RE: Cost Share Amendment

As previously discussed in the September Board meeting, the city's Parks & Recreation Coordinator resigned at the end of August. As a result of this departure, the responsibilities of that position were reassigned to other staff. The DDA & Special Projects Manager will be taking on the planning and implementation of the many community events previously hosted by the Parks & Recreation, as outlined in the Cost Share Agreement.

Due to the redistribution of responsibilities and salaries, the Parks & Recreation salary can now be eliminated from the compensation section of the Cost Share Agreement.

Suggested motion: Approve the amendment of Cost Share Agreement with the removal of the Parks & Recreation Coordinator salary.

Downtown Development Authority



SIGN GRANT APPLICATION FORM

BUSINESS INFORMATION

1. Business Name: Beauty Hunters LLC
2. Business Contact Person: Oksana Bello Lanning
3. Mailing Address: 1425 Euler Rd, Brighton, 48114
4. Phone Number: 248-533-2055
5. Email: beautyhuntersllc@gmail.com

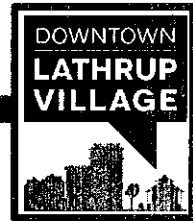
BUILDING / PROPERTY OWNER INFORMATION

6. Building Address: 26710 Southfield Rd, Lathrup Village, 48026
7. Building Owner: The Surnow Company LLC
8. Building Owner's Address: 320 Martin Street, Suite 100
9. Building Owner's Phone: 248-867-3304
10. Email: ROBK@SURNOW.COM

11. The Following Items **Must** Be Provided: (check all enclosed items)

- ☒ a) Cost Estimate \$ 5,600⁰⁰
- ☒ b) Sign and/or Façade Design with all Specifications to include Dimensions, Colors, Materials, Location on Building and any other information that will assist us in reviewing your request
- ☒ c) Color Photo of the Building Sign including present Signage

12. Sign Type: ☒ Wall ☐ Monument ☐ Awning



SIGN GRANT REIMBURSEMENT REQUEST

Please submit the following information to the planning and development office once approved work is complete for grant reimbursement:

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

Certification

I, the undersigned, warrant that all representations of the application submitted under the program are true and accurate and that there has been no material change which would in itself or cumulatively with other events impair the profitable functioning of my business operation. All agreements, warranties and representations made to the City of Lathrup Village Downtown Development Authority are true at the time they were made and shall remain true at the time of submittal for reimbursement under the program. I will display the City of Lathrup Village Downtown Development Authority Sign Grant certification in public at my business/property for one year I understand that if the grant funded sign is removed within the three (3) years following grant approval for a business that is still operational, shall require the repayment to the DDA of Grant Funds expended. The City of Lathrup Village Downtown Development Authority may in its sole option cancel its assistance commitment either in whole or in part for failure to comply with the requirements of this grant program or applicable codes and regulations.

OKSANA BELLA LANNING

Applicant Name (print)

[Signature]
Applicant Signature

10/04/2021
Date

NAME OF BUSINESS

Beauty Hunters LLC

BUSINESS ADDRESS

26210 Southfield Rd, Lathrup Village, 48076

MAILING ADDRESS (if different)

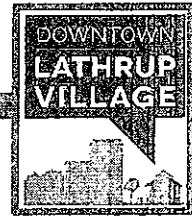
1425 Euler Rd, Brighton, MI, 48114

TELEPHONE

248-533-2055

City of Lathrup Village

Downtown Development Authority



SIGN GRANT PROGRAM

APPLICANT AFFIRMATION & SIGNATURE FORM

The Undersigned Applicant Affirms and Understands That:

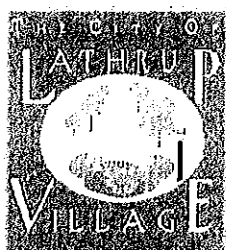
- a. The information submitted herein is true and accurate to the best of my knowledge.
- b. I have read and understand the Sign Grant Program Guidelines and the DDA Design Guidelines and agree to abide by these conditions.
- d. I understand that the proposed sign cannot be installed until the DDA reviews and acts upon this Sign Grant Program application.
- e. 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.
- f. 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.
- g. 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.
- h. 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

Date

Signature – Building/Property Owner

Date



A TRIBUTE TO GOOD LIVING

City of Lathrup Village
Building Department
27400 Southfield Rd

Phone (248) 557-2600
Fax: (248) 557-2602

Office Use Only

Application Date:

Permit #:

Building Official

Approved

Not Approved

Sign Permit Application

Sign Location: 26710 Southfield Rd, Lathrup Village, MI 48076 US

Business Information

Name: Beauty Hunters

License #:

Owner's Name: Bella Lanning

Phone: (248) 533-2055

Contractor Information

Name: Signarama - Randall Macdonald

Address: 4297 Miller Rd

City: Flint

Zip Code: 48507

Contractor's License #: 6111990

Phone: 810-230-6445

Sign Information

Type of Work	✓	Type of Sign	✓	Building Type	✓
Erect	1	Banner		Single Occupant Building	
Repair		Monument		Multi-Tenant with Shared Building Entrance	
Replace		Wall	1		
Alter		Canopy		Multi-Tenant with Individual Exterior Entrances	
Face Change Only		Village Center			X

Total Cost of Sign Including Fabrication & Installation: \$ 5,600

Required Information**Please Submit the Following:**

- ☐ Two (2) detailed renderings showing dimensions, design, structure, and location of each particular sign
- ☐ Two (2) photographs of subject site
- ☐ Two (2) copies of building elevations which illustrate the position of the sign in relation to nearby buildings, structures, property lines, and right of way boundaries established by a submitted survey
- ☐ Insurance Policy or bond required by Ordinance
- ☐ Electrical permit (if necessary)
- ☐ Master Sign Plan for development (if a newly constructed or renovated building that houses more than one use)

Applicant Affidavit

I hereby certify that the above answers are correct and true and the above described sign will conform to the City of Lathrup Village Code and/or Ordinances regarding its erection, construction and maintenance. I also agree to repair any damage to public property and/or private property caused while erecting such sign(s).

Name: Randall MacDonald

Signature: *Randall MacDonald***Office Use Only**

Permit Fee \$ 110

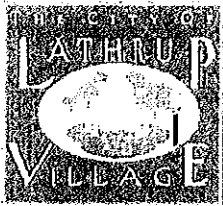
Plan Review Fee \$

Inspection \$

Performance Bond \$

Total \$ 110

Variance Required? If so, describe below:

APPLICATION FOR ELECTRICAL PERMIT

A HERITAGE OF GOOD LIVING

Permit# EDate: 10 / 01 / 2021**Inspection Request Information**

Inspection can be scheduled
Mondays, Wednesdays, & Fridays
from 9 a.m.-12 p.m.
By Phone (248) 557-2600 ext 222
Or by Fax (248) 557-2602

Job Location: 26710 Southfield Rd, Lathrup Village, MI 48076 Building Permit #: _____Property Owner: Beauty Hunters - Bella Lanning Phone #: 248-533-2055

This application when properly signed grants permission to:

Contractor Name: Signarama - Randall MacdonaldAddress: 4297 Miller Rd City: FlintZip: 48507 Phone #: 810-230-6445 Reg No.: _____

To Install Electrical Equipment as Listed Below, at Above Location

Item	No.	Fee	Item	No.	Fee
Lamps			Dryer		
Circuits Open/Concealed			New Service		
Water Heater			Attic Fan or Vent Fan		
Range			Temp. Service		
Signs	1	45	Change of Service		
Furnace Wiring			Motors		
Garbage Disposal			Air Conditioner		
Dishwasher			Registration		\$15.00
Sum Pump			Inspection		\$40.00

Ready for inspection? Yes ☐ No ☒Total Fee \$ 100**Permit Cancellation Refund**

Before Work Begins 50% permit fee returned
After Work Begins 0 permit fee returned

Public Act 135 of 1989 mandates the following information for all residential permits:

Applicant License No.: 6111990 Expiration Date: 12/31/2021

Worker's Disability Compensation Insurance Carrier or Reason Exemption: _____

Internal Revenue Code Employer ID# or Exemption Reason: 82-1195997

Michigan Employment Security Comm. Employer # or Exemption Reason: _____

"Section 23a of the state construction codes act of 1972, Act No. 230 of Public Acts of 1972, being section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who perform work on residential building for a residential structure. Violators of section 23a are subject to civil fines."

Applicant's Signature: *Randall Macdonald* Date: _____

27400 Southfield Road, Lathrup Village, MI 48076 (248) 557-2600 Fax: (248) 557-2602



CONCEPT ART

9/27/2021

Date

Beauty Hunters - Channel Letters 1 - 9245 - 002

Customer Name - Product - Revision #

OPTION 3 (CHANNEL LETTERS FOR "BEAUTY" AND CAPSULE FOR "HUNTERS")

ALLOWED SQUARE FOOTAGE: 64 sq ft
PROPOSED SIGN: 62.81 sq ft



201 in

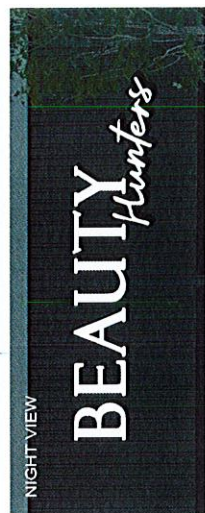
150.5 in

29 in

45 in

26.5 in
84.75 in
Hunters

COLOR SPECS			
VINYL 1	RETURN	EDGE CAPS	LED
BLACK	WHITE	BLACK	WHITE
ACRYLIC	WHITE		



APPROVAL STATES THAT CONTENTS OF THIS PROOF ARE CORRECT AND THE RESPONSIBILITY OF THE CLIENT

Due to limitation in the printing process, colors shown may vary slightly.

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PLEASE REVIEW

DIMENSION • LAYOUT
SPELLING • COLORS

Approval
Signature

Item 9B.

COPELY
 Christopher Clough
 Lathrup Village City Hall
 27400 Southfield Rd.
 Lathrup Village, MI 48076
 recreation@lathrupvillage.org
 W: (248) 557-2600 Ext. 224

SENT BY EMAIL. 9-2-21



Christmas Decor
 4720 Hatchery Rd.
 Waterford, MI 48329
 rmock@marcduttonirr.com
 W: (248) 674-4470
 F: (248) 674-3091

Item 9C.

Decorating Renewal

Service Address: 27400 Southfield Rd.

Category	Description	Location	Color	N/R	Qty	Total Price
Your Current Display (Items Installed Last Season) (Early Incentive 10/31/2021 SAVE 5.00%)						
Roof Lighting						
<input type="checkbox"/>	Fascia/Gable C9 LED	Gazebo roof	Warm White LED	R	150	\$699.00
<input type="checkbox"/>	Fascia C9 All N 1 LED	Front of bldg. far left to far right	Warm White LED	R	220	\$1,293.60
<input type="checkbox"/>	Fascia C9 All N 1 LED	Pavillion Fascia	Warm White LED	R	138	\$676.20
Garland						
<input type="checkbox"/>	4" Lit	Live Garland with lights around Gazebo	Warm White LED	R	130	\$791.70
<input type="checkbox"/>	4" Lit	Live Garland with lights at Pavillion	Warm White LED	R	110	\$669.90
<input type="checkbox"/>	4" Not Lit	Live Garland for 24 poles		R	600	\$2,538.00
<input type="checkbox"/>	4" Not Lit	Live Garland for 10 poles in park		R	250	\$1,057.50
<input type="checkbox"/>	Deluxe Wm White 14" LED	Four Pillar in front	Warm White LED	R	216	\$3,531.60
Wreath						
<input type="checkbox"/>	Deluxe Wm White 48" LED	Pavillion peak	Warm White LED	R	1	\$264.13
<input type="checkbox"/>	Deluxe Wm White 60" LED	Front of bldg. Peak	Warm White LED	R	1	\$575.03
Bow						
<input type="checkbox"/>	Red 12" w/gold wire trim	6 Bows needed for Gazebo Garland	Red + Gold	R	6	\$84.54
<input type="checkbox"/>	Red 12" w/gold wire trim	24 Bows needed for poles	Red + Gold	R	24	\$338.16
<input type="checkbox"/>	Red 12" w/gold wire trim	10 Bows needed for poles in park	Red + Gold	R	10	\$140.90
<input type="checkbox"/>	Red 12" w/gold wire trim	1 needed for wreath at Pavillion	Red + Gold	R	1	\$14.09
<input type="checkbox"/>	Red 24" w/gold wire trim	1 for the Wreath in front of the Bldg.	Red + Gold	R	1	\$24.81
<input type="checkbox"/>	Red 24" w/gold wire trim	4 needed for the garland	Red + Gold	R	4	\$99.24
Electrical						
<input type="checkbox"/>	Timer - Mechanical	Cost for 1 timer (3 possible)		R	1	\$36.08

INITIAL PAYMENT OPTIONS: (based on incentive price)

Partial Down Payment 50.00% \$6,096.37

Reinstallation Total

\$12,834.48

***Less Early Incentive**

\$641.74

Sales Tax

\$0.00

YOUR Total

\$12,192.74

Proposed Display Enhancements (Add Ons) (Early Discount Date: 10/31/2021 SAVE 5.00%)

Tree/Shrub Light

Please tell us how we can improve your service at www.christmasdecor.net.

Christopher Clough
Lathrup Village City Hall
27400 Southfield Rd.
Lathrup Village, MI 48076
recreation@lathrupvillage.org
W: (248) 557-2600 Ext. 224



Christmas Decor
4720 Hatchery Rd.
Waterford, MI 48329
rmock@marcduttonirr.com
W: (248) 674-4470
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Item 9C.

Decorating Renewal

Service Address: 27400 Southfield Rd.

Category	Description	Location	Color	N/R	Qty	Total Price
<input type="checkbox"/>	T Canopy w/ Mini LED 6"	Wrapping 6 poles at Pavillion	Warm White LED	N	600	\$432.00
<input type="checkbox"/>	T Branch Wrap w/ Mini LED	2 Pear trees both sides front of Bldg.	Warm White LED	N	1,000	\$780.00
<input type="checkbox"/>	Shrubs Canopy w/ Mini LED	Boxwoods both sides front of Bldg.	Warm White LED	N	1,400	\$728.00
Garland						
<input type="checkbox"/>	Deluxe Unlit 14"	Unlit artifical Garland on 37 poles		N	925	\$8,084.50
<input type="checkbox"/>	Deluxe Unlit 14"	Unlit artifical Garland 15 poles in part		N	375	\$3,277.50
<input type="checkbox"/>	Deluxe Wm White 14" LED	Garland around Gazebo	Warm White LED	N	130	\$1,758.90

Service Is Included

Your Holiday Decorating Service includes customized installation, service, take down, and removal.

Service Call Policy

Christmas Decor guarantees that your display will be functioning and looking great at the completion of installation. If you see that anything is not working, please call to let us know. Except for cases of vandalism, damage caused by acts of individuals or animals, and some extraordinary weather conditions, there is never an additional charge for service required to keep you display working properly.

Scheduling, Incentives, and Approvals

Our schedule fills very quickly. Please **initial check boxes for approved items** and sign. Call, mail, e-mail or fax in your order as soon as possible for timely scheduling and early incentives (if applicable).

New Quotes

Whether you are looking for an entirely new quote, or ideas to change/add to your current display, we are happy to meet with you.

Client Signature: _____

Check One:

____ Check Check #: _____ or you may also pay with a Credit Card.

____ Visa ____ Master ____ Discover Card #: _____

Exp. Date: ____/____/____ CVV: ____ Deposit Amount: \$____ Signature: _____

Please tell us how we can improve your service at www.christmasdecor.net.



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: October 15, 2021
RE: Christmas Decorations

Last winter, the DDA and the city split costs for the Christmas decorations of the Southfield corridor, exterior City Hall, and Municipal Park that included garlands, lights, wreaths, and bows by Christmas Décor. The proposal attached includes costs that will reflect the same decorations and installation as last year.

It was budgeted in the 2021/22 Fiscal Year to cover \$10,000 for Christmas Decorations. The city agrees to cover the remaining balance.

Suggested motion: Approve Christmas Decorations expenditure.