

Downtown Development Authority

Friday, June 20, 2025 at 12:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Approval of Minutes**
 - [A.](#) May Meeting Minutes
5. **Consent Agenda**
 - [A.](#) Monthly Financial Reports
 - [B.](#) Monthly Code Enforcement Report
6. **Public Comment (*speakers are limited to 3 minutes*)**
7. **Old Business**
 - A. Meeting Time Discussion
8. **New Business**
 - [A.](#) National Fitness Campaign - Annie Lathrup Park Fitness Court
 - [B.](#) FY 24-25 Year-End Budget Amendments
9. **DDA Director Report**
 - [A.](#) Monthly Report
10. **Adjourn**

Downtown Development Authority Meeting**Friday, May 15, 2025****Meeting Minutes****12:01 PM: Call to Order.****Roll Call**

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

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

12:02 PM: Motion to approve the Agenda is made by Bruce Kantor and seconded by Pam Shermeyer and is approved unanimously.

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

12:03 PM: Consent Agenda

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

12:03 PM: Public Comment

No public comments.

12:03 PM: Old Business

Monthly Board Meeting Time discussion that was tabled in April is brought back to the forefront. DDA Intern Kennedy presents the results of a survey that was conducted over the past month by the DDA regarding preferred times for meetings if the board wishes to change meeting times. Seven responses were received and reported on, and in the responses there is no consensus as to a unanimous time or day that works for everyone.

The survey was conducted utilizing Microsoft Forms and had six questions: Is the third week of the month still a good week, and one question for each day

of the week with several two-hour time slots. Questions did allow for multiple answers and could be amended as respondents figured out their schedules. Time slots were as follows:

Earlier than 8 am

Morning (8 am - 10 am)

Late Morning (10 am - 12 pm)

Early Afternoon (12 pm - 2 pm)

Mid-Afternoon (2 pm - 4 pm)

Late Afternoon (4 pm - 6 pm)

Later than 6 pm

The Board is advised that they do not need to vote on a change of times today if they do not feel as though they are ready to do so. For most days, there appeared to be heavy preferences to most times after noon and into the evening. The survey results presentation can be found [here](#).

According to the data, there is no consensus. Tuesday, Wednesday and Friday had the most availability and had more responses in favor of those days. Afternoons seemed to be the most widely available/favored across the board regardless of day. The DDA is open to conducting a second survey featuring specific times in a ranked-choice voting system where the options will be the choices from Survey 1 with the most responses to them.

Pam Shermeyer inquires if there is a way to alternate meeting dates and times, but is advised that uniformity helps residents and board members. If they don't have to remember changing dates and times, then they are less likely to miss meetings and events.

12:13 PM: New Business

LVMF Performance Agreement for Boddum Line. DDA Director Colson updates the Board that we did have a musical act fall through in their wait for contract approval since the March meeting was cancelled due to lack of quorum. The LVMF selected a replacement- the Boddum Line band featuring Southfield locals. Their contract is for \$1,000, with a \$500 deposit to secure them.

Director Colson also updates the board on sponsorships: the LVMF has acquired \$12,545 in sponsorship money outside of the DDA's contribution.

With the DDA contribution it is \$22,545, meaning the music festival is closing in on its goal of \$28,000. The LVMF is also operating under budget on musical talent costs.

Pam Shermeyer makes motion to approve the contract for Boddum Line, with Mike Greene seconding. Motion approved unanimously.

DDA Colson and Mayor Garrett reveal details of some exciting events being planned for the upcoming summer as part of the Move with the Mayor nationwide initiative, that focuses on attempting to get the community organized and engaged in physical activity. The first event is the Walk the DDA event, that will take walkers up and down Southfield Road along the DDA District, allowing for residents to explore the businesses that they may miss in their day-to-day travels and meet their local business owners.

Interestingly, there is already a 5K path routed throughout the city from nearly a decade prior, which is something that may be done later in the year. The biggest concern being traffic control. However, Mayor Garrett preferred the Walk the DDA plan, featuring stakes in the ground that walkers can identify how far they have walked. It can also be broken down by quadrants, meaning walkers will take a northern path for one week and a southern path the next week.

There were also discussions about doing a city-wide wiffle ball game, featuring the city's various boards and commissions facing off against each other for fun and bragging rights. Danielle Huey brings up using Food Truck Fridays as a backdrop for the wiffle ball game.

The wiffle ball game would take place in late July-early August while the Walk the DDA would be later in June in the midmorning to prevent overheating by Southfield Road.

12:26 PM: DDA Director Report

DDA Director Colson updates the Board on upcoming Tri-City events: Business Resource Training being hosted by Oak Park on May 28th; a morning Business Mixer in late July by Southfield. The Lathrup Village Music Festival on September 13th, and there will be the Resources to Boost Holiday Sales in September that will give businesses enough time to adapt the lessons from that event to their own holiday sales.

The City also recently hosted Succession planning training by Horizon Advisors.

Oakland Thrive is hosting a three-day training course at Lathrup Community Center. Tracey Williams is present to facilitate a presentation regarding an educational workshop in June, the first three Tuesdays of the month from 11:00 am to 1:00 pm, Robin Kenny of Kenny Media- a Lathrup Village resident- who will be providing instruction on podcasting. The goal is that by the end of the three-week lesson, attendees will be able to produce their own podcasts.

The Planning Commission approved the site plan proposal for the Lathrup High School next door to City Hall, turning it into an adaptive reuse that will be residential featuring 128 (amendment: 145) apartment units. The HAWK signals are up and are soon to be running to allow for a more walkable downtown. The multi-year Alleyways project is underway and, depending on availability of resources, it may be completed in Fiscal Year '26 (FY26). The Finance Team wishes to streamline reporting processes and merge the DDA accounts with the City's Flagstar Account. Administrator Mike Greene clarifies how the finance accounts work, and that the DDA will still have their own budgetary line, the reporting will be the same, but the City account has a higher yield to it so it would have greater interest rates. The Board agrees with this decision.

The DDA officially hosted the first Shave-a-Thon benefiting the St. Baldrick's Foundation for Cancer Research and raised over \$1,500 in support of the initiative. DDA Intern Tom Kennedy was shaved by Donna Wallace of Wallace Financial, who was our highest bidder, and the event was provided shaving oversight by Valerie Bryant of Always Hair 4 U! salon. The event was such a success that plans are being made for next year's fundraiser. DDA Director Colson also shouts out Papa's Pizza for sponsoring lunch.

DDA Director Colson also highlights Valerie Bryant hosting an event at city hall over mother's day weekend that provided wigs for women currently experiencing chemo treatments that distributed 300 wigs.

The Tree Committee in April held an event that planted a new tree in Municipal Park, celebrated Lathrup Village claiming its Tree City USA designation and provided insight as to how one can properly care for freshly planted trees. They will also be hosting an event in June that they are calling

for volunteers to assist with, where the Tree Committee will be planting some 50 trees throughout the city over the weekend of June 7th.

DDA Director Colson also follows up with Bruce over a grant opportunity he discovered for the Music Festival. The city was awarded \$5,000 from the county to be put towards the Music Festival. Additionally, Michigan First donated \$1,500 towards the festival as a sponsor as well. The DDA is confident it will meet the \$28,000 budget before the event takes place.

Bigby Coffee on Southfield Road and 11 Mile will have a booth at the event and will be providing coffee so that the bar can experiment with a coffee-flavored cocktail. Papa's Pizza will return to the event and Rita's Ice has committed to the LVMF as a booth as well. DDA Director Colson asks for local businesses to provide products like gift certificates to give away at the DDA Booth to support our local businesses and provide free publicity for them. Danielle Huey asks if contracts can be updated to have talents and acts promote the event on their social media.

The DDA approved the purchase of flower pot soil around Municipal Park and City Hall. DDA Director Colson and Intern Kennedy moved 1,600 pounds of soil and Pam Shermeyer swapped out the soil (in 9.5 hours). The pots are not prepared for new plants when they arrive in approx. one week.

The DDA also reasserts that its doors are always open, as are all lines of communication and that we are eager to speak with anyone who has any questions or concerns they want addressed.

12:55 PM: Adjournment

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

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-010.000 TRUST ACCOUNT-GENERAL						
Journal DTDF: DUE TO/DUE FROM						
150586	05/23/2025	CORRECT JE#17052	17123	Multiple	500.00	
Journal Totals					500.00	0.00
Journal GJ: GJ						
149654	05/13/2025	INTERFUND DUE-TO/DUE-FROM	16988	Multiple		21,101.86
150000	05/22/2025	INTERFUND DUE-TO/DUE-FROM	17037	Multiple	13,097.69	
150318	05/31/2025	MONTHLY INTEREST POSTING- 05/3	17079	Multiple	3,407.13	
Journal Totals					16,504.82	21,101.86
Totals for 494-000.000-010.000					17,004.82	21,101.86
Balance 05/01/25:				1,206,062.62		
Net Change:				(4,097.04)		
Balance 05/31/25:				1,201,965.58		

494-000.000-084.101 DUE FROM GENERAL FUND						
Journal DTDF: DUE TO/DUE FROM						
150058	05/23/2025	OC GRANT -TRAVEL EXP TO MAIN S	17052	Multiple	500.00	
150650	05/23/2025	CORRECT JE#17123	17147	494-000.000-543.000		500.00
Journal Totals					500.00	500.00
Journal GJ: GJ						
149603	05/09/2025	CR#328256 LVMF DONATION	16980	494-000.000-614.000	500.00	
149654	05/13/2025	INTERFUND DUE-TO/DUE-FROM	16988	Multiple		3,500.00
149892	05/16/2025	SETTLEMENT POSTING 2024	17002	Multiple	1,651.58	
149892	05/16/2025	SETTLEMENT POSTING 2024	17002	Multiple	23,876.08	
149908	05/22/2025	OC MONTHLY DELQ PPTAX 04/2025	17009	Multiple	49.68	
150000	05/22/2025	INTERFUND DUE-TO/DUE-FROM	17037	Multiple		29,177.34
150319	05/30/2025	CR#329092 LVMF DONATION	17080	494-000.000-614.000	1,500.00	
Journal Totals					27,577.34	32,677.34
Totals for 494-000.000-084.101					28,077.34	33,177.34
Balance 05/01/25:				5,400.00		
Net Change:				(5,100.00)		
Balance 05/31/25:				300.00		

494-000.000-202.000 ACCOUNTS PAYABLE						
Journal AP: AP						
149698	05/15/2025	C & G NEWSPAPERSVnd: C & G Inv	0035407-IN	Multiple		121.00
149736	05/15/2025	FNBOVnd: FNBO Invoice: 05.02.2	05.02.25	Multiple		1,071.36
149752	05/15/2025	MAGNATE MEDIA GROUP LLCVnd: MA	05.06.25	494-000.000-846.000		500.00
149756	05/15/2025	MICHAEL O'BRIENVnd: MICHAEL O	05.06.25	494-000.000-846.000		250.00
149760	05/15/2025	MICHIGANENSE NATIVEVnd: MICHIG	000087	494-000.000-845.000		1,349.60
149771	05/15/2025	STEINKOPF AND SONS WHOLESALeVn	25-43991	494-000.000-844.000		5,500.00
149902	05/19/2025	MISSIONSQUARE - 803046Vnd: MIS	6374368	Multiple		184.04
150097	05/30/2025	AMAZON CAPITAL SERVICESVnd: AM	1HYR-KCXH-36TJ	494-000.000-844.000		11.99
150103	05/30/2025	BLUE CARE NETWORKKVnd: BLUECARE	251290025233	Multiple		113.11
150104	05/30/2025	BLUE CARE NETWORKKVnd: BLUECARE	251290016468	Multiple		1,201.80
150148	05/30/2025	GIFFELS-WEBSTER ENG INCVnd: GW	135602	494-000.000-933.000		23,598.75
150149	05/30/2025	GLENNWOOD HAYESVnd: GHAYES Inv	05.19.25	494-000.000-846.000		500.00
150162	05/30/2025	MISSIONSQUARE - 803046Vnd: MIS	65466768	Multiple		184.04
150174	05/30/2025	STANDARD INSURANCE COMPANYVnd:	06.01.25	Multiple		65.45
150481	05/31/2025	MIERZWA PAVING LLCVnd: MIERZWA	06.10.25	494-000.000-933.000		120,742.14
Journal Totals					0.00	155,393.28
Journal CD: CD						
149796	05/15/2025	Check: NBDC 50938	50938	Multiple	121.00	
149816	05/15/2025	Check: NBDC 50958	50958	Multiple	1,071.36	
149826	05/15/2025	Check: NBDC 50968	50968	Multiple	500.00	
149829	05/15/2025	Check: NBDC 50971	50971	Multiple	250.00	
149833	05/15/2025	Check: NBDC 50975	50975	Multiple	1,349.60	
149846	05/15/2025	Check: NBDC 50988	50988	Multiple	5,500.00	
149906	05/19/2025	Check: NBDC 50997	50997	Multiple	184.04	
150181	05/30/2025	Check: NBDC 51000	51000	Multiple	11.99	
150184	05/30/2025	Check: NBDC 51003	51003	Multiple	113.11	
150185	05/30/2025	Check: NBDC 51004	51004	Multiple	1,201.80	
150196	05/30/2025	Check: NBDC 51015	51015	Multiple	23,598.75	
150197	05/30/2025	Check: NBDC 51016	51016	Multiple	500.00	
150207	05/30/2025	Check: NBDC 51026	51026	Multiple	184.04	
150218	05/30/2025	Check: NBDC 51037	51037	Multiple	65.45	
Journal Totals					34,651.14	0.00

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-202.000 ACCOUNTS PAYABLE						
Totals for 494-000.000-202.000					34,651.14	155,393.28
Balance 05/01/25:				0.00		
Net Change:				120,742.14		
Balance 05/31/25:				120,742.14		
494-000.000-214.101 DUE TO GENERAL FUND						
Journal CD: CD						
149796	05/15/2025	Check: NBDC 50938	50938	Multiple		121.00
149816	05/15/2025	Check: NBDC 50958	50958	Multiple		1,071.36
149826	05/15/2025	Check: NBDC 50968	50968	Multiple		500.00
149829	05/15/2025	Check: NBDC 50971	50971	Multiple		250.00
149833	05/15/2025	Check: NBDC 50975	50975	Multiple		1,349.60
149846	05/15/2025	Check: NBDC 50988	50988	Multiple		5,500.00
149906	05/19/2025	Check: NBDC 50997	50997	Multiple		184.04
150181	05/30/2025	Check: NBDC 51000	51000	Multiple		11.99
150184	05/30/2025	Check: NBDC 51003	51003	Multiple		113.11
150185	05/30/2025	Check: NBDC 51004	51004	Multiple		1,201.80
150196	05/30/2025	Check: NBDC 51015	51015	Multiple		23,598.75
150197	05/30/2025	Check: NBDC 51016	51016	Multiple		500.00
150207	05/30/2025	Check: NBDC 51026	51026	Multiple		184.04
150218	05/30/2025	Check: NBDC 51037	51037	Multiple		65.45
Journal Totals					0.00	34,651.14
Journal GJ: GJ						
149654	05/13/2025	INTERFUND DUE-TO/DUE-FROM	16988	Multiple	24,601.86	
150000	05/22/2025	INTERFUND DUE-TO/DUE-FROM	17037	Multiple	16,079.65	
Journal Totals					40,681.51	0.00
Journal PR: Payroll						
149912	05/15/2025	1ST PAYROLL IN MAY	17012	Multiple		7,103.65
150082	05/29/2025	2ND PAY OF MAY	17058	Multiple		6,649.75
Journal Totals					0.00	13,753.40
Totals for 494-000.000-214.101					40,681.51	48,404.54
Balance 05/01/25:				24,601.86		
Net Change:				7,723.03		
Balance 05/31/25:				32,324.89		
494-000.000-407.000 TIFA-CAPTURE TAXES						
Journal GJ: GJ						
149892	05/16/2025	SETTLEMENT POSTING 2024	17002	Multiple		23,876.08
149908	05/22/2025	OC MONTHLY DELQ PPTAX 04/2025	17009	Multiple		49.68
Journal Totals					0.00	23,925.76
Totals for 494-000.000-407.000					0.00	23,925.76
Balance 05/01/25:				414,825.14		
Net Change:				23,925.76		
Balance 05/31/25:				438,750.90		
494-000.000-410.000 TAX COLLECTED OTHER						
Journal GJ: GJ						
149892	05/16/2025	SETTLEMENT POSTING 2024	17002	Multiple		1,651.58
Journal Totals					0.00	1,651.58
Totals for 494-000.000-410.000					0.00	1,651.58
Balance 05/01/25:				35,685.25		
Net Change:				1,651.58		
Balance 05/31/25:				37,336.83		
494-000.000-446.000 INVESTMENT INTEREST						
Journal GJ: GJ						
150318	05/31/2025	MONTHLY INTEREST POSTING- 05/3	17079	Multiple		3,407.13
Journal Totals					0.00	3,407.13
Totals for 494-000.000-446.000					0.00	3,407.13
Balance 05/01/25:				33,960.94		
Net Change:				3,407.13		
Balance 05/31/25:				37,368.07		

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-446.000 INVESTMENT INTEREST						
494-000.000-543.000 FEDERAL/STATE GRANTS						
Journal DTDF: DUE TO/DUE FROM						
150058	05/23/2025	OC GRANT -TRAVEL EXP TO MAIN S	17052	Multiple		500.00
150586	05/23/2025	CORRECT JE#17052	17123	Multiple		500.00
150650	05/23/2025	CORRECT JE#17123	17147	494-000.000-084.101	500.00	
Journal Totals					500.00	1,000.00
Totals for 494-000.000-543.000					500.00	1,000.00
Balance 05/01/25:				0.00		
Net Change:				500.00		
Balance 05/31/25:				500.00		
494-000.000-614.000 MUSIC FEST REV						
Journal GJ: GJ						
149603	05/09/2025	CR#328256 LVMF DONATION	16980	494-000.000-084.101		500.00
150319	05/30/2025	CR#329092 LVMF DONATION	17080	494-000.000-084.101		1,500.00
Journal Totals					0.00	2,000.00
Totals for 494-000.000-614.000					0.00	2,000.00
Balance 05/01/25:				21,587.45		
Net Change:				2,000.00		
Balance 05/31/25:				23,587.45		
494-000.000-701.000 SALARIES FULL-TIME						
Journal PR: Payroll						
149912	05/15/2025	1ST PAYROLL IN MAY	17012	Multiple	6,609.75	
150082	05/29/2025	2ND PAY OF MAY	17058	Multiple	6,187.88	
Journal Totals					12,797.63	0.00
Totals for 494-000.000-701.000					12,797.63	0.00
Balance 05/01/25:				108,477.57		
Net Change:				12,797.63		
Balance 05/31/25:				121,275.20		
494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Journal AP: AP						
149902	05/19/2025	MISSIONSQUARE - 803046EMPLOYEE	6374368	Multiple	184.04	
150103	05/30/2025	BLUE CARE NETWORKEMPLOYEE TAXE	251290025233	Multiple	113.11	
150104	05/30/2025	BLUE CARE NETWORKEMPLOYEE TAXE	251290016468	Multiple	1,201.80	
150162	05/30/2025	MISSIONSQUARE - 803046EMPLOYEE	65466768	Multiple	184.04	
150174	05/30/2025	STANDARD INSURANCE COMPANYEMPL	06.01.25	Multiple	65.45	
Journal Totals					1,748.44	0.00
Journal PR: Payroll						
149912	05/15/2025	1ST PAYROLL IN MAY	17012	Multiple	493.90	
150082	05/29/2025	2ND PAY OF MAY	17058	Multiple	461.87	
Journal Totals					955.77	0.00
Totals for 494-000.000-703.000					2,704.21	0.00
Balance 05/01/25:				37,979.50		
Net Change:				2,704.21		
Balance 05/31/25:				40,683.71		
494-000.000-844.000 MAIN STREET PROGRAM						
Journal AP: AP						
149736	05/15/2025	FNBOMAIN STREET PROGRAM	05.02.25	Multiple	29.98	
149736	05/15/2025	FNBOMAIN STREET PROGRAM	05.02.25	Multiple	52.94	
149736	05/15/2025	FNBOMAIN STREET PROGRAM	05.02.25	Multiple	32.46	
149736	05/15/2025	FNBOMAIN STREET PROGRAM	05.02.25	Multiple	124.02	
149736	05/15/2025	FNBOMAIN STREET PROGRAM	05.02.25	Multiple	526.57	
149736	05/15/2025	FNBOMAIN STREET PROGRAM	05.02.25	Multiple	60.39	
149736	05/15/2025	FNBOMAIN STREET PROGRAM	05.02.25	Multiple	245.00	
149771	05/15/2025	STEINKOPF AND SONS WHOLESALEMA	25-43991	494-000.000-202.000	5,500.00	
150097	05/30/2025	AMAZON CAPITAL SERVICESMAIN ST	1HYR-KCXH-36TJ	494-000.000-202.000	11.99	
Journal Totals					6,583.35	0.00

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-844.000 MAIN STREET PROGRAM						
Totals for 494-000.000-844.000					6,583.35	0.00
Balance 05/01/25:				25,721.14		
Net Change:				6,583.35		
Balance 05/31/25:				32,304.49		
494-000.000-845.000 STREETSCAPING						
Journal AP: AP						
149760	05/15/2025	MICHIGANENSE NATIVESTREETSCAPI	000087	494-000.000-202.000	1,349.60	
Journal Totals					1,349.60	0.00
Totals for 494-000.000-845.000					1,349.60	0.00
Balance 05/01/25:				35,326.18		
Net Change:				1,349.60		
Balance 05/31/25:				36,675.78		
494-000.000-846.000 MUSIC FESTIVAL EXP						
Journal AP: AP						
149752	05/15/2025	MAGNATE MEDIA GROUP LLCMUSIC F	05.06.25	494-000.000-202.000	500.00	
149756	05/15/2025	MICHAEL O'BRIENMUSIC FESTIVAL	05.06.25	494-000.000-202.000	250.00	
150149	05/30/2025	GLENNWOOD HAYESMUSIC FESTIVAL	05.19.25	494-000.000-202.000	500.00	
Journal Totals					1,250.00	0.00
Totals for 494-000.000-846.000					1,250.00	0.00
Balance 05/01/25:				2,950.00		
Net Change:				1,250.00		
Balance 05/31/25:				4,200.00		
494-000.000-900.000 PRINTING/PUBLICATION COSTS						
Journal AP: AP						
149698	05/15/2025	C & G NEWSPAPERSPRINTING/PUBLI	0035407-IN	Multiple	121.00	
Journal Totals					121.00	0.00
Totals for 494-000.000-900.000					121.00	0.00
Balance 05/01/25:				787.11		
Net Change:				121.00		
Balance 05/31/25:				908.11		
494-000.000-933.000 REPAIRS & MAINTENANCE						
Journal AP: AP						
150148	05/30/2025	GIFFELS-WEBSTER ENG INCREPAIRS	135602	494-000.000-202.000	23,598.75	
150481	05/31/2025	MIERZWA PAVING LLCREPAIRS & MA	06.10.25	494-000.000-202.000	120,742.14	
Journal Totals					144,340.89	0.00
Totals for 494-000.000-933.000					144,340.89	0.00
Balance 05/01/25:				45,833.66		
Net Change:				144,340.89		
Balance 05/31/25:				190,174.55		

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	05/31/2025 (ABNORMAL)	MONTH 05/31/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000.000						
494-000.000-407.000	TIFA-CAPTURE TAXES	410,000.00	438,750.90	23,925.76	(28,750.90)	107.01
494-000.000-410.000	TAX COLLECTED OTHER	37,488.00	37,336.83	1,651.58	151.17	99.60
494-000.000-415.000	MISCELLANEOUS REVENUE	23,000.00	6,100.00	0.00	16,900.00	26.52
494-000.000-446.000	INVESTMENT INTEREST	40,000.00	37,368.07	3,407.13	2,631.93	93.42
494-000.000-543.000	FEDERAL/STATE GRANTS	0.00	500.00	500.00	(500.00)	100.00
494-000.000-614.000	MUSIC FEST REV	16,250.00	23,587.45	2,000.00	(7,337.45)	145.15
494-000.000-615.000	MAIN STREET REVENUES	600.00	600.00	0.00	0.00	100.00
Total Dept 000.000		527,338.00	544,243.25	31,484.47	(16,905.25)	103.21
TOTAL REVENUES		527,338.00	544,243.25	31,484.47	(16,905.25)	103.21
Expenditures						
Dept 000.000						
494-000.000-701.000	SALARIES FULL-TIME	180,000.00	121,275.20	12,797.63	58,724.80	67.38
494-000.000-702.000	SALARIES PART-TIME	5,000.00	0.00	0.00	5,000.00	0.00
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	65,000.00	40,683.71	2,704.21	24,316.29	62.59
494-000.000-722.000	LEGAL SERVICES	900.00	0.00	0.00	900.00	0.00
494-000.000-726.000	OFFICE SUPPLIES	3,755.00	270.53	0.00	3,484.47	7.20
494-000.000-802.000	TAX TRIBUNAL RETURNS	2,000.00	0.00	0.00	2,000.00	0.00
494-000.000-810.000	AUDITING & ACCOUNTING	8,900.00	10,923.57	0.00	(2,023.57)	122.74
494-000.000-822.000	TRAINING/MEMBERSHIP	7,125.00	1,811.39	0.00	5,313.61	25.42
494-000.000-844.000	MAIN STREET PROGRAM	28,500.00	32,304.49	6,583.35	(3,804.49)	113.35
494-000.000-845.000	STREETSCAPING	39,000.00	36,675.78	1,349.60	2,324.22	94.04
494-000.000-846.000	MUSIC FESTIVAL EXP	0.00	4,200.00	1,250.00	(4,200.00)	100.00
494-000.000-882.000	PLANNING/CONSULTING FEES	15,300.00	15,300.00	0.00	0.00	100.00
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00	908.11	121.00	1,091.89	45.41
494-000.000-901.000	POSTAGE FEES	200.00	0.00	0.00	200.00	0.00
494-000.000-933.000	REPAIRS & MAINTENANCE	503,980.00	190,174.55	144,340.89	313,805.45	37.73
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	23,457.00	1,986.85	0.00	21,470.15	8.47
494-000.000-968.001	DEPRECIATION INFRASTRUCTURE	30,000.00	0.00	0.00	30,000.00	0.00
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00	0.00	0.00	10,000.00	0.00
494-000.000-971.001	FACADE GRANT PROGRAM	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 000.000		945,117.00	456,514.18	169,146.68	488,602.82	48.30
TOTAL EXPENDITURES		945,117.00	456,514.18	169,146.68	488,602.82	48.30
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		527,338.00	544,243.25	31,484.47	(16,905.25)	103.21
TOTAL EXPENDITURES		945,117.00	456,514.18	169,146.68	488,602.82	48.30
NET OF REVENUES & EXPENDITURES		(417,779.00)	87,729.07	(137,662.21)	(505,508.07)	21.00

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 05/31/2024	PERIOD ENDED 05/31/2025
*** Assets ***			
494-000.000-010.000	TRUST ACCOUNT-GENERAL	917,238.72	1,201,965.58
494-000.000-028.096	TAXES RECEIVABLE-PERSONAL PROP	9,697.14	9,697.14
494-000.000-084.101	DUE FROM GENERAL FUND	56,209.57	300.00
494-000.000-141.001	INFRASTRUCTURE	360,289.69	640,945.69
494-000.000-177.000	NON DEPRECIABLE-CAPITAL ASSETS	0.00	27,972.00
494-000.000-177.001	DEPRECIABLE ASSETS	25,243.25	75,432.25
494-000.000-193.000	ACCUMULATED DEPRECIATION	(229,016.22)	(277,782.22)
Total Assets		1,139,662.15	1,678,530.44
*** Liabilities ***			
494-000.000-202.000	ACCOUNTS PAYABLE	0.00	120,742.14
494-000.000-214.101	DUE TO GENERAL FUND	364,790.43	32,324.89
Total Liabilities		364,790.43	153,067.03
*** Fund Balance ***			
494-000.000-390.000	FUND BALANCE	1,283,692.70	1,437,734.34
Total Fund Balance		1,283,692.70	1,437,734.34
Beginning Fund Balance		1,284,693.70	1,437,734.34
Net of Revenues VS Expenditures		(508,820.98)	87,729.07
Fund Balance Adjustments		(1,001.00)	0.00
Ending Fund Balance		774,871.72	1,525,463.41
Total Liabilities And Fund Balance		1,139,662.15	1,678,530.44

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-010.000 TRUST ACCOUNT-GENERAL						
Journal DTDF: DUE TO/DUE FROM						
150586	05/23/2025	CORRECT JE#17052	17123	Multiple	500.00	
Journal Totals					500.00	0.00
Journal GJ: GJ						
149654	05/13/2025	INTERFUND DUE-TO/DUE-FROM	16988	Multiple		21,101.86
150000	05/22/2025	INTERFUND DUE-TO/DUE-FROM	17037	Multiple	13,097.69	
150318	05/31/2025	MONTHLY INTEREST POSTING- 05/3	17079	Multiple	3,407.13	
Journal Totals					16,504.82	21,101.86
Totals for 494-000.000-010.000					17,004.82	21,101.86
Balance 05/01/25:				1,206,062.62		
Net Change:				(4,097.04)		
Balance 05/31/25:				1,201,965.58		

494-000.000-084.101 DUE FROM GENERAL FUND						
Journal DTDF: DUE TO/DUE FROM						
150058	05/23/2025	OC GRANT -TRAVEL EXP TO MAIN S	17052	Multiple	500.00	
150650	05/23/2025	CORRECT JE#17123	17147	494-000.000-543.000		500.00
Journal Totals					500.00	500.00
Journal GJ: GJ						
149603	05/09/2025	CR#328256 LVMF DONATION	16980	494-000.000-614.000	500.00	
149654	05/13/2025	INTERFUND DUE-TO/DUE-FROM	16988	Multiple		3,500.00
149892	05/16/2025	SETTLEMENT POSTING 2024	17002	Multiple	1,651.58	
149892	05/16/2025	SETTLEMENT POSTING 2024	17002	Multiple	23,876.08	
149908	05/22/2025	OC MONTHLY DELQ PPTAX 04/2025	17009	Multiple	49.68	
150000	05/22/2025	INTERFUND DUE-TO/DUE-FROM	17037	Multiple		29,177.34
150319	05/30/2025	CR#329092 LVMF DONATION	17080	494-000.000-614.000	1,500.00	
Journal Totals					27,577.34	32,677.34
Totals for 494-000.000-084.101					28,077.34	33,177.34
Balance 05/01/25:				5,400.00		
Net Change:				(5,100.00)		
Balance 05/31/25:				300.00		

494-000.000-202.000 ACCOUNTS PAYABLE						
Journal AP: AP						
149698	05/15/2025	C & G NEWSPAPERSVnd: C & G Inv	0035407-IN	Multiple		121.00
149736	05/15/2025	FNBOVnd: FNBO Invoice: 05.02.2	05.02.25	Multiple		1,071.36
149752	05/15/2025	MAGNATE MEDIA GROUP LLCVnd: MA	05.06.25	494-000.000-846.000		500.00
149756	05/15/2025	MICHAEL O'BRIENVnd: MICHAEL O	05.06.25	494-000.000-846.000		250.00
149760	05/15/2025	MICHIGANENSE NATIVEVnd: MICHIG	000087	494-000.000-845.000		1,349.60
149771	05/15/2025	STEINKOPF AND SONS WHOLESALeVn	25-43991	494-000.000-844.000		5,500.00
149902	05/19/2025	MISSIONSQUARE - 803046Vnd: MIS	6374368	Multiple		184.04
150097	05/30/2025	AMAZON CAPITAL SERVICESVnd: AM	1HYR-KCXH-36TJ	494-000.000-844.000		11.99
150103	05/30/2025	BLUE CARE NETWORKKVnd: BLUECARE	251290025233	Multiple		113.11
150104	05/30/2025	BLUE CARE NETWORKKVnd: BLUECARE	251290016468	Multiple		1,201.80
150148	05/30/2025	GIFFELS-WEBSTER ENG INCVnd: GW	135602	494-000.000-933.000		23,598.75
150149	05/30/2025	GLENNWOOD HAYESVnd: GHAYES Inv	05.19.25	494-000.000-846.000		500.00
150162	05/30/2025	MISSIONSQUARE - 803046Vnd: MIS	65466768	Multiple		184.04
150174	05/30/2025	STANDARD INSURANCE COMPANYVnd:	06.01.25	Multiple		65.45
150481	05/31/2025	MIERZWA PAVING LLCVnd: MIERZWA	06.10.25	494-000.000-933.000		120,742.14
Journal Totals					0.00	155,393.28
Journal CD: CD						
149796	05/15/2025	Check: NBDC 50938	50938	Multiple	121.00	
149816	05/15/2025	Check: NBDC 50958	50958	Multiple	1,071.36	
149826	05/15/2025	Check: NBDC 50968	50968	Multiple	500.00	
149829	05/15/2025	Check: NBDC 50971	50971	Multiple	250.00	
149833	05/15/2025	Check: NBDC 50975	50975	Multiple	1,349.60	
149846	05/15/2025	Check: NBDC 50988	50988	Multiple	5,500.00	
149906	05/19/2025	Check: NBDC 50997	50997	Multiple	184.04	
150181	05/30/2025	Check: NBDC 51000	51000	Multiple	11.99	
150184	05/30/2025	Check: NBDC 51003	51003	Multiple	113.11	
150185	05/30/2025	Check: NBDC 51004	51004	Multiple	1,201.80	
150196	05/30/2025	Check: NBDC 51015	51015	Multiple	23,598.75	
150197	05/30/2025	Check: NBDC 51016	51016	Multiple	500.00	
150207	05/30/2025	Check: NBDC 51026	51026	Multiple	184.04	
150218	05/30/2025	Check: NBDC 51037	51037	Multiple	65.45	
Journal Totals					34,651.14	0.00

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

DB: Lathrup TRANSACTIONS FROM 05/01/2025 TO 05/31/2025

Item 5A.

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-202.000 ACCOUNTS PAYABLE						
Totals for 494-000.000-202.000					34,651.14	155,393.28
Balance 05/01/25:				0.00		
Net Change:				120,742.14		
Balance 05/31/25:				120,742.14		
494-000.000-214.101 DUE TO GENERAL FUND						
Journal CD: CD						
149796	05/15/2025	Check: NBDC 50938	50938	Multiple		121.00
149816	05/15/2025	Check: NBDC 50958	50958	Multiple		1,071.36
149826	05/15/2025	Check: NBDC 50968	50968	Multiple		500.00
149829	05/15/2025	Check: NBDC 50971	50971	Multiple		250.00
149833	05/15/2025	Check: NBDC 50975	50975	Multiple		1,349.60
149846	05/15/2025	Check: NBDC 50988	50988	Multiple		5,500.00
149906	05/19/2025	Check: NBDC 50997	50997	Multiple		184.04
150181	05/30/2025	Check: NBDC 51000	51000	Multiple		11.99
150184	05/30/2025	Check: NBDC 51003	51003	Multiple		113.11
150185	05/30/2025	Check: NBDC 51004	51004	Multiple		1,201.80
150196	05/30/2025	Check: NBDC 51015	51015	Multiple		23,598.75
150197	05/30/2025	Check: NBDC 51016	51016	Multiple		500.00
150207	05/30/2025	Check: NBDC 51026	51026	Multiple		184.04
150218	05/30/2025	Check: NBDC 51037	51037	Multiple		65.45
Journal Totals					0.00	34,651.14
Journal GJ: GJ						
149654	05/13/2025	INTERFUND DUE-TO/DUE-FROM	16988	Multiple	24,601.86	
150000	05/22/2025	INTERFUND DUE-TO/DUE-FROM	17037	Multiple	16,079.65	
Journal Totals					40,681.51	0.00
Journal PR: Payroll						
149912	05/15/2025	1ST PAYROLL IN MAY	17012	Multiple		7,103.65
150082	05/29/2025	2ND PAY OF MAY	17058	Multiple		6,649.75
Journal Totals					0.00	13,753.40
Totals for 494-000.000-214.101					40,681.51	48,404.54
Balance 05/01/25:				24,601.86		
Net Change:				7,723.03		
Balance 05/31/25:				32,324.89		
494-000.000-407.000 TIFA-CAPTURE TAXES						
Journal GJ: GJ						
149892	05/16/2025	SETTLEMENT POSTING 2024	17002	Multiple		23,876.08
149908	05/22/2025	OC MONTHLY DELQ PPTAX 04/2025	17009	Multiple		49.68
Journal Totals					0.00	23,925.76
Totals for 494-000.000-407.000					0.00	23,925.76
Balance 05/01/25:				414,825.14		
Net Change:				23,925.76		
Balance 05/31/25:				438,750.90		
494-000.000-410.000 TAX COLLECTED OTHER						
Journal GJ: GJ						
149892	05/16/2025	SETTLEMENT POSTING 2024	17002	Multiple		1,651.58
Journal Totals					0.00	1,651.58
Totals for 494-000.000-410.000					0.00	1,651.58
Balance 05/01/25:				35,685.25		
Net Change:				1,651.58		
Balance 05/31/25:				37,336.83		
494-000.000-446.000 INVESTMENT INTEREST						
Journal GJ: GJ						
150318	05/31/2025	MONTHLY INTEREST POSTING- 05/3	17079	Multiple		3,407.13
Journal Totals					0.00	3,407.13
Totals for 494-000.000-446.000					0.00	3,407.13
Balance 05/01/25:				33,960.94		
Net Change:				3,407.13		
Balance 05/31/25:				37,368.07		

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

DB: Lathrup TRANSACTIONS FROM 05/01/2025 TO 05/31/2025

Item 5A.

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-446.000 INVESTMENT INTEREST						
494-000.000-543.000 FEDERAL/STATE GRANTS						
Journal DTDF: DUE TO/DUE FROM						
150058	05/23/2025	OC GRANT -TRAVEL EXP TO MAIN S	17052	Multiple		500.00
150586	05/23/2025	CORRECT JE#17052	17123	Multiple		500.00
150650	05/23/2025	CORRECT JE#17123	17147	494-000.000-084.101	500.00	
Journal Totals					500.00	1,000.00
Totals for 494-000.000-543.000					500.00	1,000.00
Balance 05/01/25:				0.00		
Net Change:				500.00		
Balance 05/31/25:				500.00		
494-000.000-614.000 MUSIC FEST REV						
Journal GJ: GJ						
149603	05/09/2025	CR#328256 LVMF DONATION	16980	494-000.000-084.101		500.00
150319	05/30/2025	CR#329092 LVMF DONATION	17080	494-000.000-084.101		1,500.00
Journal Totals					0.00	2,000.00
Totals for 494-000.000-614.000					0.00	2,000.00
Balance 05/01/25:				21,587.45		
Net Change:				2,000.00		
Balance 05/31/25:				23,587.45		
494-000.000-701.000 SALARIES FULL-TIME						
Journal PR: Payroll						
149912	05/15/2025	1ST PAYROLL IN MAY	17012	Multiple	6,609.75	
150082	05/29/2025	2ND PAY OF MAY	17058	Multiple	6,187.88	
Journal Totals					12,797.63	0.00
Totals for 494-000.000-701.000					12,797.63	0.00
Balance 05/01/25:				108,477.57		
Net Change:				12,797.63		
Balance 05/31/25:				121,275.20		
494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Journal AP: AP						
149902	05/19/2025	MISSIONSQUARE - 803046EMPLOYEE	6374368	Multiple	184.04	
150103	05/30/2025	BLUE CARE NETWORKEMPLOYEE TAXE	251290025233	Multiple	113.11	
150104	05/30/2025	BLUE CARE NETWORKEMPLOYEE TAXE	251290016468	Multiple	1,201.80	
150162	05/30/2025	MISSIONSQUARE - 803046EMPLOYEE	65466768	Multiple	184.04	
150174	05/30/2025	STANDARD INSURANCE COMPANYEMPL	06.01.25	Multiple	65.45	
Journal Totals					1,748.44	0.00
Journal PR: Payroll						
149912	05/15/2025	1ST PAYROLL IN MAY	17012	Multiple	493.90	
150082	05/29/2025	2ND PAY OF MAY	17058	Multiple	461.87	
Journal Totals					955.77	0.00
Totals for 494-000.000-703.000					2,704.21	0.00
Balance 05/01/25:				37,979.50		
Net Change:				2,704.21		
Balance 05/31/25:				40,683.71		
494-000.000-844.000 MAIN STREET PROGRAM						
Journal AP: AP						
149736	05/15/2025	FNBOMAIN STREET PROGRAM	05.02.25	Multiple	29.98	
149736	05/15/2025	FNBOMAIN STREET PROGRAM	05.02.25	Multiple	52.94	
149736	05/15/2025	FNBOMAIN STREET PROGRAM	05.02.25	Multiple	32.46	
149736	05/15/2025	FNBOMAIN STREET PROGRAM	05.02.25	Multiple	124.02	
149736	05/15/2025	FNBOMAIN STREET PROGRAM	05.02.25	Multiple	526.57	
149736	05/15/2025	FNBOMAIN STREET PROGRAM	05.02.25	Multiple	60.39	
149736	05/15/2025	FNBOMAIN STREET PROGRAM	05.02.25	Multiple	245.00	
149771	05/15/2025	STEINKOPF AND SONS WHOLESALEMA	25-43991	494-000.000-202.000	5,500.00	
150097	05/30/2025	AMAZON CAPITAL SERVICESMAIN ST	1HYR-KCXH-36TJ	494-000.000-202.000	11.99	
Journal Totals					6,583.35	0.00

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-844.000 MAIN STREET PROGRAM						
Totals for 494-000.000-844.000					6,583.35	0.00
Balance 05/01/25:				25,721.14		
Net Change:				6,583.35		
Balance 05/31/25:				32,304.49		
494-000.000-845.000 STREETSCAPING						
Journal AP: AP						
149760	05/15/2025	MICHIGANENSE NATIVESTREETSCAPI	000087	494-000.000-202.000	1,349.60	
Journal Totals					1,349.60	0.00
Totals for 494-000.000-845.000					1,349.60	0.00
Balance 05/01/25:				35,326.18		
Net Change:				1,349.60		
Balance 05/31/25:				36,675.78		
494-000.000-846.000 MUSIC FESTIVAL EXP						
Journal AP: AP						
149752	05/15/2025	MAGNATE MEDIA GROUP LLCMUSIC F	05.06.25	494-000.000-202.000	500.00	
149756	05/15/2025	MICHAEL O'BRIENMUSIC FESTIVAL	05.06.25	494-000.000-202.000	250.00	
150149	05/30/2025	GLENNWOOD HAYESMUSIC FESTIVAL	05.19.25	494-000.000-202.000	500.00	
Journal Totals					1,250.00	0.00
Totals for 494-000.000-846.000					1,250.00	0.00
Balance 05/01/25:				2,950.00		
Net Change:				1,250.00		
Balance 05/31/25:				4,200.00		
494-000.000-900.000 PRINTING/PUBLICATION COSTS						
Journal AP: AP						
149698	05/15/2025	C & G NEWSPAPERSPRINTING/PUBLI	0035407-IN	Multiple	121.00	
Journal Totals					121.00	0.00
Totals for 494-000.000-900.000					121.00	0.00
Balance 05/01/25:				787.11		
Net Change:				121.00		
Balance 05/31/25:				908.11		
494-000.000-933.000 REPAIRS & MAINTENANCE						
Journal AP: AP						
150148	05/30/2025	GIFFELS-WEBSTER ENG INCREPAIRS	135602	494-000.000-202.000	23,598.75	
150481	05/31/2025	MIERZWA PAVING LLCREPAIRS & MA	06.10.25	494-000.000-202.000	120,742.14	
Journal Totals					144,340.89	0.00
Totals for 494-000.000-933.000					144,340.89	0.00
Balance 05/01/25:				45,833.66		
Net Change:				144,340.89		
Balance 05/31/25:				190,174.55		

DDA Code Enforcement Report May 2025

Address	Property Owner	Violation	Category	Status
27300 Southfield Rd	Lathrup Village Plaza LLC	Work Started Without Required Permits - Right of Way Permit and Plumbing Permit Required for Work at Rear of Building in City Right of Way	Working Without Required Permit(s)	Complied

R105.1 Required

Any owner or owner's authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be performed, shall first make application to the building official and obtain the required permit. (Code 1991, art. V, ch. 7, § 108)

INSPECTOR COMMENTS: Work Started Without Required Permits - Right of Way Permit and Plumbing Permit Required for work at Rear of Building in City Right of Way

27300 Southfield Rd	Lathrup Village Plaza LLC	City Right of Way (Alley) Damaged After Work Started Without City Approval	Parking Lot Maintenance Violation	Door Tagged, Letter Sent
---------------------	---------------------------	--	-----------------------------------	--------------------------

62-1 Maintenance of sidewalks, parking lots and driveways

Every property owner and other person in possessory control of a sidewalk, parking lot, or driveway on private property which is a public place, as defined in this Code, shall exercise due care to maintain such sidewalk, parking lot, or driveway and the adjoining right-of-way in reasonable repair and in condition reasonably safe and fit for travel. Every such person who fails to do so shall be in violation of this section, and such premises not so maintained shall constitute a public nuisance. (Code 1991, art. V, ch. 7, § 110)

DDA Code Enforcement Report May 2025

Address	Property Owner	Violation	Category	Status
INSPECTOR COMMENTS: City Right of Way(Alley) Damaged After Work Started Without City Approval				
27300 Southfield Rd	Lathrup Village Plaza LLC	City Right of Way (Alley) Damaged After Work Started Without City Approval	Parking Lot Maintenance Violation	Door Tagged, Letter Sent

62-1 Maintenance of sidewalks, parking lots and driveways

Every property owner and other person in possessory control of a sidewalk, parking lot, or driveway on private property which is a public place, as defined in this Code, shall exercise due care to maintain such sidewalk, parking lot, or driveway and the adjoining right-of-way in reasonable repair and in condition reasonably safe and fit for travel. Every such person who fails to do so shall be in violation of this section, and such premises not so maintained shall constitute a public nuisance.

(Code 1991, art. V, ch. 7, § 110)

INSPECTOR COMMENTS: CITY RIGHT OF WAY(ALLEY) DAMAGED AFTER WORK STARTED WITHOUT CITY APPROVAL

302.3 Sidewalks and driveways

All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.

INSPECTOR COMMENTS: City Right Of Way (Alley) Damaged After Work Started Without City Approval

DDA Code Enforcement Report May 2025

Address	Property Owner	Violation	Category	Status
27300 Southfield Rd	Lathrup Village Plaza LLC	Dangerous Structure/ Premises at Rear - Abatement Required Immediately	Dangerous Structure or Premises	Door Tagged, Letter Sent

Door Tagged, Letter 108.1.5 Dangerous structure or premises.

For the purpose of this code, any structure or premises that has any or all of the conditions or defects described as follows shall be considered dangerous:

1. Any door, aisle, passageway, stairway, exit, or other means of egress that does not conform to the approved building or fire code of the jurisdiction as related to the requirements for existing buildings.
2. The walking surface of any aisle, passageway, stairway, exit or other means of egress is so warped, worn loose, torn, or otherwise unsafe as to not provide safe and adequate means of egress.
3. Any portion of a building, structure or appurtenance that has been damaged by fire, earthquake, wind, flood, deterioration, neglect, abandonment, vandalism or by any other cause to such an extent that it is likely to partially or completely collapse, or to become detached or dislodged.
4. Any portion of a building, or any member, appurtenance or ornamentation on the exterior thereof that is not of sufficient strength or stability, or is not so anchored, attached or fastened in place so as to be capable of resisting natural or artificial loads of one and one-half the original value.
5. The building or structure, or part of the building or structure, because of dilapidation, deterioration, decay, faulty construction, the removal or movement of some portion of the ground necessary for the support, or for any other reason, is likely to partially or completely collapse, or some portion of the foundation or underpinning of the building or structure is likely to fail or give way.
6. The building or structure, or any portion thereof, is clearly unsafe for its use or occupancy.
7. The building or structure is neglected, damaged, dilapidated, unsecured or abandoned so as to become an attractive nuisance to children who might play in the building or structure to their danger, becomes a harbor for vagrants, criminals or immoral persons, or enables persons to resort to the building or structure for committing a nuisance or an unlawful act.

DDA Code Enforcement Report May 2025

Address	Property Owner	Violation	Category	Status
8. Any building or structure has been constructed, exists or is maintained in violation of any specific requirement or prohibition applicable to such building or structure provided by the approved building or fire code of the jurisdiction, or of any law or ordinance to such an extent as to present either a substantial risk of fire, building collapse or any other threat to life and safety.				
9. A building or structure, used or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, ventilation, mechanical or plumbing system, or otherwise, is determined by the code official to be unsanitary, unfit for human habitation, or in such a condition that is likely to cause sickness or disease.				
10. Any building or structure, because of a lack of sufficient or proper fire-resistance-rated construction, fire protection systems, electrical system, fuel connections, mechanical system, plumbing system or other cause, is determined by the code official to be a threat to life or health.				
11. Any portion of a building remains on a site after the demolition or destruction of the building or structure or whenever any building or structure is abandoned so as to constitute such building or portion thereof as an attractive nuisance or hazard to the public.				

INSPECTOR COMMENTS: Dangerous Premises - Abatement Required

27701 Southfield Rd	Melissa Thomas	Operating Business License	Without License	a -	Operating Without Business License	Door Tagged, Letter
---------------------	----------------	----------------------------	-----------------	-----	------------------------------------	---------------------

18-29 Unlicensed Businesses

Any owner or owner's authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be performed, shall first make application to the building official and obtain the required permit.

INSPECTOR COMMENTS: Working Without Permit - Wall Sign Erected Without Permit and Review Approval

DDA Code Enforcement Report May 2025

Address	Property Owner	Violation	Category	Status
17641 W 12 Mile Rd Twelve	Southfield Assoc LLC	Animated Signs Prohibited - Open Sign Shall Not Be Animated	Sign Violation	Complied

Sec. 52-28. - Prohibited signs.

The following signs are prohibited:

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

(Ord. No. 437-15, pt. II, 4-20-2015; Ord. No. 464-21 , 6-21-2021)

INSPECTOR COMMENTS:

Sec. 52-23. (i)

Signs shall not have scrolling, blinking, flashing, animated or fluttering lights or other illuminating devices which have a changing light intensity, brightness or color.

INSPECTOR COMMENTS: Animated Signs Prohibited - Open Sign Shall Not Be Animated

27701 Southfield Rd	Town Hall Investments	Strip Lighting Around Windows Not Permitted - Remove	Sign Violation	Letter Sent
---------------------	--------------------------	--	----------------	-------------

46-109 Arrangement, operation of lighting facilities.

(a) The following definitions apply to lighting in this section:

(1) Footcandle: The unit of measure expressing the quantity of light received on a surface. One footcandle (fc) is the illuminance produced by a candle on a surface one foot

DDA Code Enforcement Report May 2025

Address	Property Owner	Violation	Category	Status
(2) Light trespass: Light that falls beyond the property it is intended to illuminate.				
(3) Strip lighting: A device or devices installed that attract attention to a nonresidential use wherein a source or sources of light are arranged to be visible from the exterior of a building or structure including, but not limited to, strips of LED lights or neon tubes placed along the perimeter of building windows, along building edges, and other locations that serve to attract attention to a nonresidential use.				
(b) Lighting shall be permitted and regulated as follows:				
(1) It shall be unlawful to arrange, operate, keep, use or maintain artificial lighting facilities upon commercial and industrial premises without deflecting light trespass away from adjacent occupied residential.				
(2) Window perimeter lighting. Strip lighting designed for or having the effect of illuminating the perimeter of windows of storefronts and other nonresidential establishments shall meet the following:				
a. No direct light source shall be visible from any street or adjacent residential property.				
b. Lights shall not flash, blink, strobe, or create the impression of movement.				
c. Lights shall not change color.				
d. The brightness of window perimeter lighting shall be limited to 0.3 footcandles above ambient light conditions, as measured from the property line or lines nearest to each source of illumination.				
(3) Violation of this section constitutes a misdemeanor and is declared a public nuisance subject to abatement as provided in section 46-146.				

INSPECTOR COMMENTS: Strip Lighting Around Windows Not Permitted – Remove

26732 Southfield Rd	Surnow Co	Animated/Flashing Signs Not Permitted - Discontinue Use (Open Sign)	Sign Violation	Complied
---------------------	-----------	---	----------------	----------

Sec. 52-28. - Prohibited signs.

The following signs are prohibited:

DDA Code Enforcement Report May 2025

Address **Property Owner** **Violation** **Category** **Status**

(1) Add-on signs (2) Animated signs (3) Beacon lights (4) Banners (except street banners advertising community/special events) (5) Feather and flutter signs (6) Festoons (7) Inflatable signs (8) Mirrors or mirrored signs (9) Moving signs (10) Obsolete signs (11) Pennants (12) Pole signs (13) Roof signs (14) Snipe signs
(Ord. No. 437-15, pt. II, 4-20-2015; Ord. No. 464-21 , 6-21-2021)

INSPECTOR COMMENTS: Animated/Flashing Signs Not Permitted - Discontinue Use (Open Sign)

28939 Southfield Rd	Beringer Investment, LLC	Animated Signs Not Permitted - Discontinue Use of Sign	Sign Violation	Letter Sent
---------------------	--------------------------	--	----------------	-------------

Sec. 52-28. - Prohibited signs.

The following signs are prohibited:

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

INSPECTOR COMMENTS: Animated/Flashing Signs Not Permitted - Discontinue Use (Open Sign)

27150 Evergreen Rd	Michigan First Credit Union	Outline Tubing Signs Limited To Two Square Feet and One Per Business, Animated Signs Not Permitted - Currently 2 Animated Open Signs	Sign Violation	Complied
--------------------	-----------------------------	--	----------------	----------

DDA Code Enforcement Report May 2025

Address	Property Owner	Violation	Category	Status
Sec. 52-25. (e) Other signs				

(1) Outline tubing sign. Outline tubing signs are limited to two square feet and one per business.

Inspector Comments: Outline Tubing Signs Limited To Two Square Feet And One Per Business, Animated Signs Not Permitted - Currently 2 Animated Open Signs

Sec. 52-28. - Prohibited signs.

The following signs are prohibited:

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

INSPECTOR COMMENTS: Animated/Flashing Signs Not Permitted - Discontinue Use (Open Sign)

27215 Southfield Rd	27215 Southfield LLC	Tall Grass/Weeds Near at Rear and Near Entry	Tall Grass/ Weeds	Complied
---------------------	----------------------	--	-------------------	----------

Tall Grass and Weeds

Grass and weeds have exceeded a height of 7 inches. If not cut within 7 days the violation will be corrected by the City's Contractor at homeowner's expense.

INSPECTOR COMMENTS: Tall Grass/Weeds Near at Rear and Near Entry

DDA Code Enforcement Report May 2025

Address	Property Owner	Violation	Category	Status
27215 Southfield Rd	27215 Southfield LLC	Trash/Debris at Rear	Debris	Letter Sent

308.1 Accumulation of rubbish or garbage.

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

INSPECTOR COMMENTS: Trash/debris at rear – remove

18239 W 12 Mile Rd	Indus Center For Academic	Grass Not to Exceed 7" In Height	Tall Grass/ Weeds	Complied
--------------------	---------------------------	----------------------------------	-------------------	----------

Tall Grass and Weeds

Grass and weeds have exceeded a height of 7 inches. If not cut within 7 days the violation will be corrected by the City's Contractor at homeowner's expense.

INSPECTOR COMMENTS: grass not to exceed 7" in height

18181 W 12 Mile Rd	Professional Resource Dev, Inc	Grass Not to Exceed 7" In Height	Tall Grass/ Weeds	Complied
--------------------	--------------------------------	----------------------------------	-------------------	----------

Tall Grass and Weeds

Grass and weeds have exceeded a height of 7 inches. If not cut within 7 days the violation will be corrected by the City's Contractor at homeowner's expense.

INSPECTOR COMMENTS: grass not to exceed 7" in height

DDA Code Enforcement Report May 2025

Address	Property Owner	Violation	Category	Status
17655 W 12 Mile Rd	Jersey Mikes Subs	Outline Tubing Signs Limited To Two Square Feet & One Per Business, Animated Signs Not Permitted - Currently 2 Animated Open Signs	Sign Violation	Complied

Sec. 52-25. (e) Other signs

(1) Outline tubing sign. Outline tubing signs are limited to two square feet and one per business.

INSPECTOR COMMENTS: Outline Tubing Signs Limited To Two Square Feet And One Per Business, Animated Signs Not Permitted - Currently 2 Animated Open Signs

Sec. 52-28. - Prohibited signs.

The following signs are prohibited:

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

INSPECTOR COMMENTS: Animated/Flashing Signs Not Permitted - Discontinue Use (Open Sign)

DDA Code Enforcement Report May 2025

Address	Property Owner	Violation	Category	Status
27327 Southfield Rd	Kay Bee Beauty & Nail Salon LLC	Damaged, Dangerous Parking Curb In Sidewalk Pathway - Remove And Replace Immediately	Parking Lot Maintenance	No Cause for Action

62-1 Maintenance of sidewalks, parking lots and driveways

Every property owner and other person in possessory control of a sidewalk, parking lot, or driveway on private property which is a public place, as defined in this Code, shall exercise due care to maintain such sidewalk, parking lot, or driveway and the adjoining right-of-way in reasonable repair and in condition reasonably safe and fit for travel. Every such person who fails to do so shall be in violation of this section, and such premises not so maintained shall constitute a public nuisance.

INSPECTOR COMMENTS: DAMAGED, DANGEROUS PARKING CURB IN SIDEWALK PATHWAY - REMOVE AND REPLACE IMMEDIATELY

27601 Southfield Rd	Oakland Development Company	Animated Signs Not Permitted - Rita's Ice "Open Sign" - Discontinue Use	Sign Violation	Complied
---------------------	-----------------------------	---	----------------	----------

Sec. 52-28. - Prohibited signs.

The following signs are prohibited:

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

INSPECTOR COMMENTS: Animated/Flashing Signs Not Permitted - Discontinue Use (Open Sign)

DDA Code Enforcement Report May 2025

Address	Property Owner	Violation	Category	Status
26441 Southfield Rd	Khalid Rao, M.D.	Business License Required	Operating Without Business License	Letter Sent

18-29 Unlicensed Businesses

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

INSPECTOR COMMENTS: OPERATING WITHOUT A BUSINESS LICENSE - BUSINESS LICENSE REQUIRED

26333 Southfield Rd	Danobay Properties, LLC	Business License Required	Operating Without Business License	Letter Sent
---------------------	-------------------------	---------------------------	------------------------------------	-------------

18-29 Unlicensed Businesses

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

INSPECTOR COMMENTS: OPERATING WITHOUT A BUSINESS LICENSE - BUSINESS LICENSE REQUIRED



Congratulations!

City of Lathrup Village, MI has been selected as a 2025 Priority Health Campaign Grant Recipient!

Dear Mike,

On behalf of the National Fitness Campaign Grant Committee, we are pleased to share that City of Lathrup Village, MI has been selected as a grant eligible partner in the 2025 Priority Health Campaign! This notification letter confirms eligibility for one (1) 2025 NFC Grant of \$50,000. The next step is to schedule your official Grant Eligibility Award Call within the next 10 days, where the qualifications submitted in your Grant Application will be confirmed by the NFC team, and your Grant Program Requirements (GPR) will be aligned for eligibility and participation in this year's campaign. A copy of your GPR Document is attached to this formal award letter for your review, and is based on dates submitted in your Grant Application.

The \$50,000 Grant Award will be confirmed pending 1) the submission of a Resolution of Adoption, endorsed by your local governing body or appropriate council within 30 days of the Award Call, 2) authorization to proceed, documented by formal funding confirmation (commonly a purchase order) and 3) confirmation of a scheduled shipping date for the Fitness Court and appropriate storage plans. Once set, GPR milestones must be met in order to maintain funding eligibility in the campaign.

To support this partnership and align your GPR milestones with your community's local adoption and funding processes, we have assigned a Partnership Manager – McKenzie Coltrin – as your dedicated partner and champion in support of this partnership. Over the coming months, McKenzie will work with your team to support the path outlined in the GPR Document, assisting in the confirmation of required remaining funding, installation, and launch of your program.

The 2025 Priority Health Campaign is part of a national movement to make world-class fitness free and accessible in public spaces across the country, which is more important today than ever before – thank you for your commitment to supporting this goal.

Here is a sneak peak at what's ahead:

- Fitness Court® Launch – Cut the ribbon on your beautiful new outdoor gym & announce free fitness to the community!
- Classes & Challenges – Get residents moving & keep them engaged with ongoing group classes, individual training, and competitive events.
- Press & Promotions – Shine a spotlight on your community and local partners for joining this exciting and innovative wellness movement!

Once again, we are thrilled to invite you to join us as a partner in the 2025 Priority Health Campaign, and we look forward to making world-class fitness free in City of Lathrup Village, MI!

Best in Fitness,

Mitch Menaged, Founder



City of Lathrup Village, MI - National Fitness Campaign

2025 Funding Cycle Grant Program Requirements (G.P.R.)

Important: Grant Program Requirement (GPR) Dates must be adhered to in order to confirm grant availability within the awarded campaign year. While NFC strives to accommodate all approved applicants for participation, National Fitness Campaign cannot guarantee grant availability within each calendar year should approved milestone dates not be met, due to the volume of applicants joining the campaign and limited nature of Grant Funding in each state. Please contact your Partnership Development manager for more information.

MILESTONE 1: ADOPTION

Summary: Commit to project adoption and confirm intent to provide remaining matching funding

- Requirement: Complete Resolution of Adoption
- **Deadline: 8/22/2024**

MILESTONE 2: AUTHORIZATION TO PROCEED - FUNDING CONFIRMED

Summary: Approve and secure funding (as needed) and confirm total required remaining funding listed below.

- Requirement: Funding confirmation document submitted to NFC for remaining program funding (typically a Purchase Order (P.O). Refer to Official Quote and Funding Requirements Summary for details.
 - **Remaining Funding Requirement: \$120,000**
- **Deadline: 10/15/2025**

MILESTONE 3: SHIPMENT FOR STORAGE

Summary: Identify Fitness Court® storage location and schedule Fitness Court® delivery

- Requirement: Accept Fitness Court® delivery and store at a secure location, prepare to be invoiced for remaining program funds due per Milestone 2.
- **Deadline: 7/25/2025 to 8/15/2025**

MILESTONE 4: PLANNING AND DESIGN

Summary: Confirm Fitness Court Orientation and Site Layout, Approve Fitness Court® Art Designs

- Requirement: Approve Site Orientation, Site Plan and Approve artwork.
- **Deadline: July 2025**

MILESTONE 5: CONCRETE SLAB INSTALLATION

Summary: Review concrete slab drawings & schedule concrete installer, Confirm Art is produced and shipped.

- Requirement: Install concrete slab (cure time of 28 days before Fitness Court® installation)
 - **Estimated Funding Requirement: \$0-\$40,000 (Pending Standard or Studio Configuration)**
- **Deadline: August 2025 - pending weather**

MILESTONE 6: FITNESS COURT® ASSEMBLY


Summary: Select Fitness Court® Assembly Team - NFC'S Installation Network is recommended, (includes art install)

- Requirement: Confirm installation timeline with NFC, provide completed installation photos for NFC inspection
 - **Estimated Funding Requirement: \$25,000-\$34,500 (Pending Standard or Studio Configuration)**
- **Deadline: September 2025 - pending weather**

MILESTONE 7: PRESS LAUNCH CEREMONY

Summary: Hold Fitness Court® press launch event & ribbon cutting (in coordination with State Sponsor if applicable)

- Requirement: Promote press release, hold launch event within campaign year (weather permitting)
- **Deadline: September 2025 - pending weather**

G.P.R. Authorized by:  Trent Matthias - Campaign Director

Memorandum

To: DDA Board of Directors
From: Austin Colson, DDA Director
Date: June 20, 2025
RE: National Fitness Campaign Grant Match

Background

The City of Lathrup Village has been awarded a \$50,000 grant through the 2025 Priority Health Campaign as part of the National Fitness Campaign (NFC). This initiative aims to make world-class fitness accessible in public spaces by installing a state-of-the-art outdoor Fitness Court in our community. As part of the grant requirements, the City must provide a funding match totaling \$120,000.

To support this transformational project, I am recommending that the Downtown Development Authority consider pledging \$25,000 toward the City's local match. This investment would represent half of the City's intended \$50,000 contribution and directly support wellness, placemaking, and activation efforts in the DDA district.

In addition, the City will utilize the NFC's new Grant Services Program, which offers dedicated support in identifying other grant agencies, private foundations, and potential corporate sponsors. The goal is to secure additional external funding to help meet the remaining \$100,000–\$120,000 needed for the full implementation of the Fitness Court project.

The Fitness Court will serve as a highly visible and valuable public amenity that aligns with the DDA's mission to enhance vitality and quality of life within the district. It will also be a platform for community events, programming, and health-focused initiatives that attract and engage residents, workers, and visitors.

Suggested Motion: *"Motion to pledge \$25,000 from the Downtown Development Authority to support the City of Lathrup Village's local funding match for the 2025 National Fitness Campaign grant and to authorize the DDA Director to coordinate with city administration to incorporate this commitment into the required grant documentation and funding confirmation."*

BUDGET REPORT FOR CITY OF LATHRUP VILLAGE

Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	DIFFERENCE
ESTIMATED REVENUES							
Dept 000.000							
494-000.000-407.000	TIFA-CAPTURE TAXES	396,236	479,673	410,000	430,820	430,820	\$ 20,820
494-000.000-410.000	TAX COLLECTED OTHER	37,187	37,337	37,488	37,337	37,337	\$ (151)
494-000.000-415.000	MISCELLANEOUS REVENUE	22,364	3,120	23,000	6,100	6,100	\$ (16,900)
494-000.000-446.000	INVESTMENT INTEREST	39,300	49,625	40,000	33,961	40,000	
494-000.000-543.000	FEDERAL/STATE GRANTS	-	-	-	500	500	\$ 500
494-000.000-614.000	MUSIC FEST REV	-	3,025	16,250	22,087	22,250	\$ 6,000
494-000.000-615.000	MAIN STREET REVENUES	-	-	600	600	600	
Totals for dept 000.000 -		495,087	572,780	527,338	531,405	537,607	\$ 10,269
TOTAL ESTIMATED REVENUES		495,087	572,780	527,338	539,336	537,607	\$ 10,269

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	DIFFERENCE
APPROPRIATIONS							
Dept 000.000							
494-000.000-701.000	SALARIES FULL-TIME	162,929	172,676	180,000	121,275	133,000	\$ (47,000)
494-000.000-702.000	SALARIES PART-TIME	-	4,525	5,000	-	-	\$ (5,000)
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	57,701	66,065	65,000	40,684	47,000	\$ (18,000)
494-000.000-722.000	LEGAL SERVICES	-	-	900	-	-	\$ (900)
494-000.000-726.000	OFFICE SUPPLIES	507	5,423	3,755	271	300	\$ (3,455)
494-000.000-802.000	TAX TRIBUNAL RETURNS	-	-	2,000	-	-	\$ (2,000)
494-000.000-810.000	AUDITING & ACCOUNTING	800	14,574	8,900	10,924	10,900	\$ 2,000
494-000.000-822.000	TRAINING/MEMBERSHIP	8,575	3,425	7,125	1,811	3,000	\$ (4,125)
494-000.000-844.000	MAIN STREET PROGRAM	5,524	22,797	28,500	32,304	33,000	\$ 4,500
494-000.000-845.000	STREETSCAPING	9,047	17,270	39,000	36,676	39,000	
494-000.000-846.000	MUSIC FESTIVAL EXP	-	-	-	4,200	4,200	\$ 4,200
494-000.000-882.000	PLANNING/CONSULTING FEES	15,497	19,909	15,300	15,300	15,300	
494-000.000-900.000	PRINTING/PUBLICATION COSTS	972	2,289	2,000	908	1,000	\$ (1,000)
494-000.000-901.000	POSTAGE FEES	-	-	200	-	-	\$ (200)
494-000.000-933.000	REPAIRS & MAINTENANCE	335,203	23,319	503,980	241,040	285,000	\$ (218,980)
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	1,007	2,219	23,457	1,987	2,000	\$ (21,457)
494-000.000-968.001	DEPRECAATION INFRASTRUCTURE	29,714	48,766	30,000	-	30,000	
494-000.000-970.000	CAPITAL EXPENDITURE	-	-	-	-	-	
494-000.000-971.000	SIGN GRANT PROGRAM	-	15,480	10,000	-	-	\$ (10,000)
494-000.000-971.001	FACADE GRANT PROGRAM	-	-	20,000	-	-	\$ (20,000)
Totals for dept 000.000 -		627,476	418,737	945,117	507,380	603,700	\$ (341,417)
TOTAL APPROPRIATIONS		627,476	418,737	945,117	507,380	603,700	\$ (341,417)
NET OF REVENUES/APPROPRIATIONS - FUND 494		(132,389)	154,043	(417,779)	31,956	(66,093)	\$ 351,686
BEGINNING FUND BALANCE		1,417,080	1,284,694	1,437,734	1,437,734	1,437,734	
FUND BALANCE ADJUSTMENTS			(1,001)				
ENDING FUND BALANCE		1,284,691	1,437,736	1,019,955	1,469,690	1,371,641	

Memorandum

To: DDA Board of Directors
From: Austin Colson, DDA Director
Date: June 20, 2025
RE: Proposed FY 24/25 DDA Budget Amendments

Background

The DDA staff and Board of Directors make an earnest effort each year to make accurate revenue projections and budget accordingly. As a standard practice the DDA tries to limit budget amendments to twice per fiscal year. The budget amendments for FY 24/25 are described below.

Revenues

During Fiscal Year 2024–2025, the Lathrup Village Downtown Development Authority (DDA) generated total revenues of \$537,812, slightly below the amended budget projection of \$527,338 but higher than the prior year's actual revenue of \$495,087. The primary sources of revenue included \$430,820 from TIFA-capture taxes, \$37,337 in other tax collections, \$25,087 from Music Fest revenue, \$37,368 in investment interest, and \$6,100 in miscellaneous income.

Expenditures

The DDA spent a total of \$508,559, with the most significant outlays being \$241,040 for repairs and maintenance, \$121,275 for full-time salaries, \$41,863 for employee taxes and benefits, \$36,676 for streetscaping, \$32,304 for the Main Street program, and \$15,300 for planning and consulting fees. Additional expenses included \$15,480 for the Sign Grant Program and \$10,924 for auditing and accounting. The Music Fest generated substantial revenue and operated under budget resulting in a surplus.

Overall, the DDA ended the fiscal year with a surplus of \$29,253, increasing the fund balance to \$1,466,987, up from \$1,437,734 at the start of the year. The DDA maintained strong fiscal health while continuing to invest in public infrastructure, programming, and business support initiatives.

Suggested Motion: *"Motion to approve the proposed budget amendments to the FY 24/25 Downtown Development Authority budget as presented, to align with actual revenues and expenditures through June 20, 2025."*

FY24/25 Budget Amendments

ESTIMATED REVENUES		2024-25 PROJECTED ACTIVITY	2024-25 AMENDED BUDGET	
GL NUMBER	DESCRIPTION			
494-000.000-407.000	TIFA-CAPTURE TAXES	438,750	410,000	(28,750)
494-000.000-410.000	TAX COLLECTED OTHER	37,337	37,488	151
494-000.000-415.000	MISCELLANEOUS REVENUE	6,100	23,000	16,900
494-000.000-446.000	INVESTMENT INTEREST	40,000	40,000	-
494-000.000-543.000	FEDERAL/STATE GRANTS	500	-	(500)
494-000.000-614.000	MUSIC FEST REV	22,250	16,250	(6,000)
494-000.000-615.000	MAIN STREET REVENUES	600	600	-
TOTAL ESTIMATED REVENUES		545,537	527,338	(18,199)

APPROPRIATIONS		2024-25 PROJECTED ACTIVITY	2024-25 AMENDED BUDGET	
GL NUMBER	DESCRIPTION			
494-000.000-701.000	SALARIES FULL-TIME	133,000	180,000	47,000
494-000.000-702.000	SALARIES PART-TIME	-	5,000	5,000
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	47,000	65,000	18,000
494-000.000-722.000	LEGAL SERVICES	-	900	900
494-000.000-726.000	OFFICE SUPPLIES	300	3,755	3,455
494-000.000-802.000	TAX TRIBUNAL RETURNS	-	2,000	2,000
494-000.000-810.000	AUDITING & ACCOUNTING	10,900	8,900	(2,000)
494-000.000-822.000	TRAINING/MEMBERSHIP	3,000	7,125	4,125
494-000.000-844.000	MAIN STREET PROGRAM	33,000	28,500	(4,500)
494-000.000-845.000	STREETSCAPING	39,000	39,000	-
494-000.000-846.000	MUSIC FESTIVAL EXP	4,200	-	(4,200)
494-000.000-882.000	PLANNING/CONSULTING FEES	15,300	15,300	-
494-000.000-900.000	PRINTING/PUBLICATION COSTS	1,000	2,000	1,000
494-000.000-901.000	POSTAGE FEES	-	200	200
494-000.000-933.000	REPAIRS & MAINTENANCE	285,000	503,980	18,980
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	2,000	23,457	21,457
494-000.000-968.001	DEPRECIATION INFRASTRUCTURE	30,000	30,000	-
494-000.000-970.000	CAPITAL EXPENDITURE	-	-	-
494-000.000-971.000	SIGN GRANT PROGRAM	-	10,000	10,000
494-000.000-971.001	FACADE GRANT PROGRAM	-	20,000	20,000
TOTAL APPROPRIATIONS		603,700	945,117	341,417

NET OF REVENUES/APPROPRIATIONS	(58,163)	(417,779)	(359,616)
BEGINNING FUND BALANCE	1,437,734	1,437,734	-
FUND BALANCE ADJUSTMENTS			
ENDING FUND BALANCE	1,379,571	1,019,955	(359,616)

MEMORANDUM

To: LVDDA Board of Directors

From: Austin Colson, CED/DDA Director

Date: June 20, 2025

RE: Department/Director Report

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

Upcoming DDA Events

- 2025 Juneteenth Celebration: June 19th, 6pm-10pm(Location: Southfield)
- Developing a Business Plan: August 19th, 10am-12pm (Location: Community Room)
- Morning Business Mixer: July (Location: Southfield)
- Lathrup Village Music Festival: September 13th, 1pm-9pm (Municipal Park)
- Resources to Boost Holiday Sales Seminar: September 17th, 8:30am-10-30am (Oak Park)

Past DDA Events

- End of School Summer Bash: June 13th, 4:30pm-7:30pm (Location: Municipal Park)
- MSOC Main Event: June 12th (Location: The Roxy – Rochester)
- Business Resources Training: May 28th (Location: Oak Park)
- Tree Committee - Arbor Day Planting: April 26th, 11am-1pm (Location: Municipal Park)
- Succession Planning Training: April 30th, 10am-12pm (Location: Community Room)
- Earned Sick Time Act: March 25th (Location: Meeting Place Room)
- SEED Lending: March 26th (Virtual)
- LVMF Fundraiser: March 13th, 6-11:00pm (Location: Dog & Pony Show Brewing)

Business/Property Updates

- 27000 Southfield Road (Discount Tire) – Remodel of interior to update sales and office areas.

Infrastructure

- Two of the three High-Intensity Activated Crosswalk (HAWK) signals have gone live.
- The multiyear alleyway repaving project for FY25 is nearing completion.

Miscellaneous

- The all-volunteer tree planting event held on June 7 and 8 was a resounding success. A total of 30 volunteers participated in planting 50 new trees throughout the community. This project was made possible through generous support from the DTE Foundation, along with matching funds from the Parks & Recreation Committee. The dedication and teamwork from our volunteers made this effort both efficient and impactful, contributing to a greener and more vibrant city.
- We are currently in the process of revising the City's parking requirements in the commercial districts and are actively seeking input from business and property owners. Your feedback will help guide updates that better reflect current needs and support future growth. If you're interested in participating or sharing your thoughts, please reach out to the DDA office.