



# Downtown Development Authority Agenda

Friday, May 19, 2023 at 12:00 PM  
27400 Southfield Road, Lathrup Village, Michigan 48076

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1. **Call to Order**
2. **Approval of Agenda**
3. **Approval of Minutes**
  - [A.](#) 2023 04 21 DDA Board of Directors Minutes
4. **Financial Review**
  - [A.](#) April 2023 Financial Reports
5. **Committee Reports**
6. **Other Business**
  - A. MSOC Years of Service Presentation
  - [B.](#) MSOC Transformational Strategies Webinar
  - [C.](#) April 2023 Code Enforcement Report
  - [D.](#) May 2023 CED Report
7. **Old Business**
  - [A.](#) FY 23/24 DDA Budget (draft v2)
  - B. Set Public Hearing for FY 23/24 DDA Budget
8. **New Business**
  - [A.](#) Shop OC Main Streets Pilot Program
  - [B.](#) Approve/Deny Sign Grant Application - 18411 W 12 Mile Road
9. **Public Comment**
10. **Adjourn**



## Downtown Development Authority Minutes

Friday, April 21, 2023 at 12:00 PM  
27400 Southfield Road, Lathrup Village, Michigan 48076

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### 1. Call to Order

12:05 p.m. by Chair Bryan Ford

Present: Kelly Garrett (arrived at 12:09 pm), Charlotte Jones, Bobbi Lovins, Susan Montenegro, Pam Shermeyer, Bryan Ford, Dan Sugg

Absent: Fred Prime

Staff: Susie Stec, Brittany Dorsey

Motion to excuse Prime by Ford, seconded by Lovins. All in favor.

### 2. Approval of Agenda

Motion to approve the agenda by Ford, seconded by Bobbi. All in favor.

### 3. Approval of Minutes

Motion to approve the DDA Minutes from March 2023 by Ford, seconded by Sugg. All in favor.

### 4. Financial Review

Bratschi will give an overview of the Financial Reports in May DDA meeting.

Motion to receive & file the March 2023 Financial Reports by Sugg, seconded by Lovins. All in favor.

### 5. Committee Reports

Dorsey reported on the Promotion and Economic Vitality Committees upcoming events and flyer/signage posting. Lathrup will explore a solar option for lighting. Working to engage local business owners to be involved in upcoming DDA events. The Info meeting will include business literature and incentives to increase business involvement.

### 6. Other Business

- A. April 2023 - CED Report: Stec reported that a new event planning business is interested in opening in Lathrup Village. The company may be operational in June 2023. Stec reported that the BP project is almost complete. City infrastructure began April 17<sup>th</sup>. Dorsey provided a list of upcoming DDA-sponsored events scheduled for April, May, and June.

Infrastructure projects will continue through the summer.

Stec provided updates on new commercial properties and alleyway infrastructure for 2024.

Stec discussed repairs and maintenance costs.

B. March 2023 Code Enforcement Report: Bill has communicated with businesses and residents about expectations. Several residents and businesses received warnings about maintenance, alleyways, and trash pickup.

**7. Old Business**

None.

**8. New Business**

A. FY 23/24 DDA Budget (draft) discussion: Stec went over draft budget. Board directed staff to provide information on number of miles/week for proposed DDA/Code Enforcement vehicle, and what other activities it may be used for. Also discussed proposed upgrade to Municipal Park play structure; board wants additional information.

**9. Public Comment (speakers are limited to 3 minutes)**

None.

**10. Adjourn at 1:27 pm**

Motion to adjourn by Lovins, seconded by Sugg. All in favor.



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

# MEMORANDUM

To: Susie Stec, Director – Community & Economic Development/DDA Director  
From: Pam Bratschi, Assistant City Administrator/Treasurer  
Date: May 18, 2023  
RE: Financial Reports

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Attached you will find the Financial Reports for the month of April 2023.  
I would like to draw your attention to:

1. Tax settlement was finalized by Oakland County and the DDA revenue was received in May 2023. You will see the adjustment to revenue on the May reports.
2. Employee Taxes and Benefits account overage needs to be looked at in detail to see why the big overage. Will have an answer on the May 2023 report.
3. DDA Investment Interest is doing well this year due to the increase in interest rates.
4. Over all the DDA is doing well.



User: PAM

DB: Lathrup

PERIOD ENDING 04/30/2023

| GL NUMBER                                  | DESCRIPTION                | 2022-23            |                           | YTD BALANCE<br>04/30/2023<br>NORM (ABNORM) | ACTIVITY FOR<br>MONTH 04/30/23<br>INCR (DECR) | AVAILABLE                |                          | % BDGT<br>USED |
|--|----------------------------|--------------------|---------------------------|--|---|--------------------------|--------------------------|----------------|
|  |                            | ORIGINAL<br>BUDGET | 2022-23<br>AMENDED BUDGET |  |   | BALANCE<br>NORM (ABNORM) | BALANCE<br>NORM (ABNORM) |                |
| Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY  |                            |                    |                           |  |   |                          |                          |                |
| Revenues                                   |                            |                    |                           |  |   |                          |                          |                |
| Dept 000.000                               |                            |                    |                           |  |   |                          |                          |                |
| 494-000.000-407.000                        | TIFA-CAPTURE TAXES         | 311,100.00         | 311,100.00                | 26,761.25                                  | 0.00  | 284,338.75               | 8.60                     |                |
| 494-000.000-410.000                        | TAX COLLECTED OTHER        | 36,676.00          | 36,676.00                 | 29,860.86                                  | 0.00  | 6,815.14                 | 81.42                    |                |
| 494-000.000-415.000                        | MISCELLANEOUS REVENUE      | 6,000.00           | 6,000.00                  | 22,364.11                                  | 0.00  | (16,364.11)              | 372.74                   |                |
| 494-000.000-446.000                        | INVESTMENT INTEREST        | 10,000.00          | 10,000.00                 | 29,647.57                                  | 3,357.90                                      | (19,647.57)              | 296.48                   |                |
| Total Dept 000.000                         |                            | 363,776.00         | 363,776.00                | 108,633.79                                 | 3,357.90                                      | 255,142.21               | 29.86                    |                |
| TOTAL REVENUES                             |                            | 363,776.00         | 363,776.00                | 108,633.79                                 | 3,357.90                                      | 255,142.21               | 29.86                    |                |
| Expenditures                               |                            |                    |                           |  |   |                          |                          |                |
| Dept 000.000                               |                            |                    |                           |  |   |                          |                          |                |
| 494-000.000-701.000                        | SALARIES FULL-TIME         | 157,595.00         | 157,595.00                | 135,522.80                                 | 13,435.30                                     | 22,072.20                | 85.99                    |                |
| 494-000.000-702.000                        | SALARIES PART-TIME         | 5,000.00           | 5,000.00                  | 0.00                                       | 0.00  | 5,000.00                 | 0.00                     |                |
| 494-000.000-703.000                        | EMPLOYEE TAXES & BENEFITS  | 34,000.00          | 34,000.00                 | 48,995.34                                  | 6,024.44                                      | (14,995.34)              | 144.10                   |                |
| 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            | 3,360.00           | 3,360.00                  | 371.39                                     | 15.89   | 2,988.61                 | 11.05                    |                |
| 494-000.000-802.000                        | TAX TRIBUNAL RETURNS       | 2,000.00           | 2,000.00                  | 0.00                                       | 0.00  | 2,000.00                 | 0.00                     |                |
| 494-000.000-810.000                        | AUDITING & ACCOUNTING      | 800.00             | 800.00                    | 800.00                                     | 0.00  | 0.00                     | 100.00                   |                |
| 494-000.000-822.000                        | TRAINING/MEMBERSHIP        | 8,175.00           | 8,175.00                  | 3,753.94                                   | 533.93  | 4,421.06                 | 45.92                    |                |
| 494-000.000-844.000                        | MAIN STREET PROGRAM        | 22,200.00          | 22,200.00                 | 1,185.41                                   | 325.00  | 21,014.59                | 5.34                     |                |
| 494-000.000-845.000                        | STREETSCAPING              | 33,300.00          | 33,300.00                 | 8,755.34                                   | 0.00  | 24,544.66                | 26.29                    |                |
| 494-000.000-882.000                        | PLANNING/CONSULTING FEES   | 15,300.00          | 15,497.00                 | 15,497.00                                  | 0.00  | 0.00                     | 100.00                   |                |
| 494-000.000-900.000                        | PRINTING/PUBLICATION COSTS | 2,000.00           | 2,000.00                  | 956.60                                     | 0.00  | 1,043.40                 | 47.83                    |                |
| 494-000.000-901.000                        | POSTAGE FEES               | 200.00             | 200.00                    | 0.00                                       | 0.00  | 200.00                   | 0.00                     |                |
| 494-000.000-933.000                        | REPAIRS & MAINTENANCE      | 505,624.00         | 505,624.00                | 48,810.91                                  | 0.00  | 456,813.09               | 9.65                     |                |
| 494-000.000-955.000                        | MISCELLANEOUS EXPENDITURES | 8,457.00           | 8,457.00                  | 997.28                                     | 0.00  | 7,459.72                 | 11.79                    |                |
| 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                         |                            | 828,911.00         | 829,108.00                | 265,646.01                                 | 20,334.56                                     | 563,461.99               | 32.04                    |                |
| TOTAL EXPENDITURES                         |                            | 828,911.00         | 829,108.00                | 265,646.01                                 | 20,334.56                                     | 563,461.99               | 32.04                    |                |
| Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY: |                            |                    |                           |  |   |                          |                          |                |
| TOTAL REVENUES                             |                            | 363,776.00         | 363,776.00                | 108,633.79                                 | 3,357.90                                      | 255,142.21               | 29.86                    |                |
| TOTAL EXPENDITURES                         |                            | 828,911.00         | 829,108.00                | 265,646.01                                 | 20,334.56                                     | 563,461.99               | 32.04                    |                |
| NET OF REVENUES & EXPENDITURES             |                            | (465,135.00)       | (465,332.00)              | (157,012.22)                               | (16,976.66)                                   | (308,319.78)             | 33.74                    |                |

User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 04/01/2023 TO 04/30/2023

| JE #                                      | Date       | Description               | Reference # | OFFSETTING GL | DEBIT    | CREDIT |
|---|------------|---------------------------|-------------|---------------|----------|--------|
| 494-000.000-010.000 TRUST ACCOUNT-GENERAL |            |                           |             |               |          |        |
| Journal GJ: GJ                            |            |                           |             |               |          |        |
| 132411                                    | 04/28/2023 | MONTHLY INTEREST POSTING- | APRIL15698  | Multiple      | 3,357.90 |        |
| Journal Totals                            |            |                           |             |               | 3,357.90 | 0.00   |
| Totals for 494-000.000-010.000            |            |                           |             |               | 3,357.90 | 0.00   |
| Balance 04/01/23:                         |            |                           |             | 1,089,450.98  |          |        |
| Net Change:                               |            |                           |             | 3,357.90      |          |        |
| Balance 04/30/23:                         |            |                           |             | 1,092,808.88  |          |        |

|                                      |            |  |       |                     |          |          |
|--------------------------------------|------------|--|-------|---------------------|----------|----------|
| 494-000.000-202.000 ACCOUNTS PAYABLE |            |  |       |                     |          |          |
| Journal AP: AP                       |            |  |       |                     |          |          |
| 131936                               | 04/14/2023 | BLUE CARE NETWORKVnd: BLUECARE 230970005604  |       | Multiple            |          | 2,195.22 |
| 131943                               | 04/14/2023 | CARDMEMBER SERVICEVnd: CARDMEMBAPRIL2023     |       | 494-000.000-822.000 | 158.93   |          |
| 131944                               | 04/14/2023 | CARDMEMBER SERVICEVnd: CARDMEMBAPRIL2023     |       | Multiple            |          | 390.89   |
| 131976                               | 04/14/2023 | MISSIONSQUARE - 803046Vnd: MISSAPRIL2023     |       | Multiple            |          | 133.47   |
| 131993                               | 04/14/2023 | SILK ENTERTAINMENTVnd: SILK InvAPRIL2023     |       | 494-000.000-844.000 |          | 325.00   |
| 132111                               | 04/14/2023 | CARDMEMBER SERVICEVnd: CARDMEMBAPRIL2023     |       | 494-000.000-822.000 | 158.93   |          |
| 132112                               | 04/14/2023 | CARDMEMBER SERVICEVnd: CARDMEMBAPRIL2023     |       | Multiple            | 390.89   |          |
| 132118                               | 04/18/2023 | CARDMEMBER SERVICEVnd: CARDMEMBAPRIL2023     |       | Multiple            |          | 390.89   |
| 132119                               | 04/18/2023 | SUSIE STECVnd: STEC Invoice: MAMARCH2023     |       | 494-000.000-822.000 |          | 158.93   |
| 132244                               | 04/28/2023 | MISSIONSQUARE - 803046Vnd: MISSAPRIL 27,2023 |       | Multiple            |          | 115.22   |
| Journal Totals                       |            |  |       |                     | 549.82   | 3,868.55 |
| Journal CD: CD                       |            |  |       |                     |          |          |
| 132017                               | 04/14/2023 | Check: NBDC 47628                            | 47628 | Multiple            | 2,195.22 |          |
| 132024                               | 04/14/2023 | Check: NBDC 47635                            | 47635 | Multiple            | 549.82   |          |
| 132041                               | 04/14/2023 | Check: NBDC 47652                            | 47652 | Multiple            | 133.47   |          |
| 132055                               | 04/14/2023 | Check: NBDC 47666                            | 47666 | Multiple            | 325.00   |          |
| 132113                               | 04/14/2023 | Check: NBDC 47635                            | 47635 | Multiple            |          | 549.82   |
| 132121                               | 04/18/2023 | Check: NBDC 47673                            | 47673 | Multiple            | 390.89   |          |
| 132122                               | 04/18/2023 | Check: NBDC 47674                            | 47674 | Multiple            | 158.93   |          |
| 132287                               | 04/28/2023 | Check: NBDC 47698                            | 47698 | Multiple            | 115.22   |          |
| Journal Totals                       |            |  |       |                     | 3,868.55 | 549.82   |
| Journal GJ: GJ                       |            |  |       |                     |          |          |
| 132585                               | 04/14/2023 | RECLASS JE POSTING                           | 15701 | Multiple            |          | 23.70    |
| Journal Totals                       |            |  |       |                     | 0.00     | 23.70    |
| Totals for 494-000.000-202.000       |            |  |       |                     | 4,418.37 | 4,442.07 |
| Balance 04/01/23:                    |            |  |       | 0.00                |          |          |
| Net Change:                          |            |  |       | 23.70               |          |          |
| Balance 04/30/23:                    |            |  |       | 23.70               |          |          |

|   |            |                                      |       |           |        |           |
|---|------------|--------------------------------------|-------|-----------|--------|-----------|
| 494-000.000-214.101 DUE TO GENERAL FUND |            |                                      |       |           |        |           |
| Journal CD: CD                          |            |                                      |       |           |        |           |
| 132017                                  | 04/14/2023 | Check: NBDC 47628                    | 47628 | Multiple  |        | 2,195.22  |
| 132024                                  | 04/14/2023 | Check: NBDC 47635                    | 47635 | Multiple  |        | 549.82    |
| 132041                                  | 04/14/2023 | Check: NBDC 47652                    | 47652 | Multiple  |        | 133.47    |
| 132055                                  | 04/14/2023 | Check: NBDC 47666                    | 47666 | Multiple  |        | 325.00    |
| 132113                                  | 04/14/2023 | Check: NBDC 47635                    | 47635 | Multiple  | 549.82 |           |
| 132121                                  | 04/18/2023 | Check: NBDC 47673                    | 47673 | Multiple  |        | 390.89    |
| 132122                                  | 04/18/2023 | Check: NBDC 47674                    | 47674 | Multiple  |        | 158.93    |
| 132287                                  | 04/28/2023 | Check: NBDC 47698                    | 47698 | Multiple  |        | 115.22    |
| Journal Totals                          |            |                                      |       |           | 549.82 | 3,868.55  |
| Journal GJ: GJ                          |            |                                      |       |           |        |           |
| 132359                                  | 04/01/2023 | MERS POSTING                         | 15685 | Multiple  |        | 1,082.20  |
| 132362                                  | 04/01/2023 | ICMA                                 | 15688 | Multiple  |        | 310.53    |
| 132364                                  | 04/01/2023 | MERS POSTING-NEW HIRES AFTER 7/15690 |       | Multiple  |        | 603.89    |
| 132356                                  | 04/08/2023 | MERS POSTING-NEW HIRES AFTER 7/15682 |       | Multiple  |        | 603.89    |
| Journal Totals                          |            |                                      |       |           | 0.00   | 2,600.51  |
| Journal PR: Payroll                     |            |                                      |       |           |        |           |
| 132125                                  | 04/19/2023 | PAYROLL REPORT APRIL                 | 15679 | Multiple  |        | 7,195.81  |
| 132355                                  | 04/28/2023 | PAYROLL REPORT APRIL                 | 15681 | Multiple  |        | 7,195.81  |
| Journal Totals                          |            |                                      |       |           | 0.00   | 14,391.62 |
| Totals for 494-000.000-214.101          |            |                                      |       |           | 549.82 | 20,860.68 |
| Balance 04/01/23:                       |            |                                      |       | 47,571.14 |        |           |
| Net Change:                             |            |                                      |       | 20,310.86 |        |           |
| Balance 04/30/23:                       |            |                                      |       | 67,882.00 |        |           |

User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 04/01/2023 TO 04/30/2023

| JE #                                    | Date       | Description               | Reference # | OFFSETTING GL | DEBIT | CREDIT   |
|---|------------|---------------------------|-------------|---------------|-------|----------|
| 494-000.000-446.000 INVESTMENT INTEREST |            |                           |             |               |       |          |
| Journal GJ: GJ                          |            |                           |             |               |       |          |
| 132411                                  | 04/28/2023 | MONTHLY INTEREST POSTING- | APRIL15698  | Multiple      |       | 3,357.90 |
| Journal Totals                          |            |                           |             |               | 0.00  | 3,357.90 |
| Totals for 494-000.000-446.000          |            |                           |             |               | 0.00  | 3,357.90 |

Balance 04/01/23: 26,289.67  
 Net Change: 3,357.90  
 Balance 04/30/23: 29,647.57

|  |            |                      |       |          |           |      |
|--|------------|----------------------|-------|----------|-----------|------|
| 494-000.000-701.000 SALARIES FULL-TIME |            |                      |       |          |           |      |
| Journal PR: Payroll                    |            |                      |       |          |           |      |
| 132125                                 | 04/19/2023 | PAYROLL REPORT APRIL | 15679 | Multiple | 6,717.65  |      |
| 132355                                 | 04/28/2023 | PAYROLL REPORT APRIL | 15681 | Multiple | 6,717.65  |      |
| Journal Totals                         |            |                      |       |          | 13,435.30 | 0.00 |
| Totals for 494-000.000-701.000         |            |                      |       |          | 13,435.30 | 0.00 |

Balance 04/01/23: 122,087.50  
 Net Change: 13,435.30  
 Balance 04/30/23: 135,522.80

|   |            |  |  |          |          |      |
|---|------------|--|--|----------|----------|------|
| 494-000.000-703.000 EMPLOYEE TAXES & BENEFITS |            |  |  |          |          |      |
| Journal AP: AP                                |            |  |  |          |          |      |
| 131936  | 04/14/2023 | BLUE CARE NETWORKEMPLOYEE TAXES230970005604  |  | Multiple | 2,195.22 |      |
| 131976  | 04/14/2023 | MISSIONSQUARE - 803046EMPLOYEE APRIL2023     |  | Multiple | 115.22   |      |
| 132244  | 04/28/2023 | MISSIONSQUARE - 803046EMPLOYEE APRIL 27,2023 |  | Multiple | 115.22   |      |
| Journal Totals                                |            |  |  |          | 2,425.66 | 0.00 |

|                |            |                                      |       |          |          |      |
|----------------|------------|--------------------------------------|-------|----------|----------|------|
| Journal GJ: GJ |            |                                      |       |          |          |      |
| 132359         | 04/01/2023 | MERS POSTING                         | 15685 | Multiple | 1,082.20 |      |
| 132362         | 04/01/2023 | ICMA                                 | 15688 | Multiple | 310.53   |      |
| 132364         | 04/01/2023 | MERS POSTING-NEW HIRES AFTER 7/15690 |       | Multiple | 603.89   |      |
| 132356         | 04/08/2023 | MERS POSTING-NEW HIRES AFTER 7/15682 |       | Multiple | 603.89   |      |
| Journal Totals |            |                                      |       |          | 2,600.51 | 0.00 |

|                                |            |                      |       |          |          |      |
|--------------------------------|------------|----------------------|-------|----------|----------|------|
| Journal PR: Payroll            |            |                      |       |          |          |      |
| 132125                         | 04/19/2023 | PAYROLL REPORT APRIL | 15679 | Multiple | 478.16   |      |
| 132355                         | 04/28/2023 | PAYROLL REPORT APRIL | 15681 | Multiple | 478.16   |      |
| Journal Totals                 |            |                      |       |          | 956.32   | 0.00 |
| Totals for 494-000.000-703.000 |            |                      |       |          | 5,982.49 | 0.00 |

Balance 04/01/23: 42,970.90  
 Net Change: 5,982.49  
 Balance 04/30/23: 48,953.39

|                                     |            |  |  |          |       |       |
|-------------------------------------|------------|--|--|----------|-------|-------|
| 494-000.000-726.000 OFFICE SUPPLIES |            |  |  |          |       |       |
| Journal AP: AP                      |            |  |  |          |       |       |
| 131944                              | 04/14/2023 | CARDMEMBER SERVICEOFFICE SUPPLIAPRIL2023 |  | Multiple | 15.89 |       |
| 132112                              | 04/14/2023 | CARDMEMBER SERVICEOFFICE SUPPLIAPRIL2023 |  | Multiple |       | 15.89 |
| 132118                              | 04/18/2023 | CARDMEMBER SERVICEOFFICE SUPPLIAPRIL2023 |  | Multiple | 15.89 |       |
| Journal Totals                      |            |  |  |          | 31.78 | 15.89 |

|                                |  |  |  |  |        |       |
|--------------------------------|--|--|--|--|--------|-------|
| Totals for 494-000.000-726.000 |  |  |  |  | 31.78  | 15.89 |
| Balance 04/01/23:              |  |  |  |  | 355.50 |       |
| Net Change:                    |  |  |  |  | 15.89  |       |
| Balance 04/30/23:              |  |  |  |  | 371.39 |       |

|   |            |   |  |                     |          |        |
|---|------------|---|--|---------------------|----------|--------|
| 494-000.000-822.000 TRAINING/MEMBERSHIP |            |   |  |                     |          |        |
| Journal AP: AP                          |            |   |  |                     |          |        |
| 131943                                  | 04/14/2023 | CARDMEMBER SERVICE TRAINING/MEMBAPRIL2023 |  | 494-000.000-202.000 | 158.93   |        |
| 131944                                  | 04/14/2023 | CARDMEMBER SERVICE TRAINING/MEMBAPRIL2023 |  | Multiple            | 375.00   |        |
| 132111                                  | 04/14/2023 | CARDMEMBER SERVICE TRAINING/MEMBAPRIL2023 |  | 494-000.000-202.000 |          | 158.93 |
| 132112                                  | 04/14/2023 | CARDMEMBER SERVICE TRAINING/MEMBAPRIL2023 |  | Multiple            |          | 375.00 |
| 132118                                  | 04/18/2023 | CARDMEMBER SERVICE TRAINING/MEMBAPRIL2023 |  | Multiple            | 375.00   |        |
| 132119                                  | 04/18/2023 | SUSIE STECTRAINING/MEMBERSHIP MARCH2023   |  | 494-000.000-202.000 | 158.93   |        |
| Journal Totals                          |            |   |  |                     | 1,067.86 | 533.93 |

User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 04/01/2023 TO 04/30/2023

| JE #                                    | Date | Description | Reference # | OFFSETTING GL | DEBIT    | CREDIT |
|---|------|-------------|-------------|---------------|----------|--------|
| 494-000.000-822.000 TRAINING/MEMBERSHIP |      |             |             |               |          |        |
| Totals for 494-000.000-822.000          |      |             |             |               | 1,067.86 | 533.93 |
| Balance 04/01/23:                       |      |             |             | 3,220.01      |          |        |
| Net Change:                             |      |             |             | 533.93        |          |        |
| Balance 04/30/23:                       |      |             |             | 3,753.94      |          |        |

|   |            |   |  |                     |        |      |
|---|------------|---|--|---------------------|--------|------|
| 494-000.000-844.000 MAIN STREET PROGRAM |            |   |  |                     |        |      |
| Journal AP: AP                          |            |   |  |                     |        |      |
| 131993                                  | 04/14/2023 | SILK ENTERTAINMENTMAIN STREET P APRIL2023 |  | 494-000.000-202.000 | 325.00 |      |
| Journal Totals                          |            |   |  |                     | 325.00 | 0.00 |
| Totals for 494-000.000-844.000          |            |   |  |                     | 325.00 | 0.00 |
| Balance 04/01/23:                       |            |   |  | 860.41              |        |      |
| Net Change:                             |            |   |  | 325.00              |        |      |
| Balance 04/30/23:                       |            |   |  | 1,185.41            |        |      |

|                                    |            |  |       |          |       |       |
|------------------------------------|------------|--|-------|----------|-------|-------|
| 494-000.000-887.000 FARMERS MARKET |            |  |       |          |       |       |
| Journal AP: AP                     |            |  |       |          |       |       |
| 131976                             | 04/14/2023 | MISSIONSQUARE - 803046FARMERS MAPRIL2023 |       | Multiple | 18.25 |       |
| Journal Totals                     |            |  |       |          | 18.25 | 0.00  |
| Journal GJ: GJ                     |            |  |       |          |       |       |
| 132585                             | 04/14/2023 | RECLASS JE POSTING                       | 15701 | Multiple | 41.95 |       |
| 132585                             | 04/14/2023 | RECLASS JE POSTING                       | 15701 | Multiple |       | 18.25 |
| Journal Totals                     |            |  |       |          | 41.95 | 18.25 |
| Totals for 494-000.000-887.000     |            |  |       |          | 60.20 | 18.25 |
| Balance 04/01/23:                  |            |  |       | 0.00     |       |       |
| Net Change:                        |            |  |       | 41.95    |       |       |
| Balance 04/30/23:                  |            |  |       | 41.95    |       |       |

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

| GL Number                                 | Description                    | PERIOD ENDED<br>04/30/2022 | PERIOD ENDED<br>04/30/2023 |
|---|--------------------------------|----------------------------|----------------------------|
| *** Assets ***                            |                                |                            |                            |
| 494-000.000-010.000                       | TRUST ACCOUNT-GENERAL          | 1,361,787.62               | 1,092,808.88               |
| 494-000.000-028.096                       | TAXES RECEIVABLE-PERSONAL PROP | 25,491.00                  | 23,503.93                  |
| 494-000.000-084.101                       | DUE FROM GENERAL FUND          | (181,612.56)               | 25,430.28                  |
| 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       | (169,584.22)               | (199,302.22)               |
| <b>Total Assets</b>                       |                                | <b>1,421,614.78</b>        | <b>1,327,973.81</b>        |
| *** Liabilities ***                       |                                |                            |                            |
| 494-000.000-214.101                       | DUE TO GENERAL FUND            | 29,963.45                  | 67,882.00                  |
| <b>Total Liabilities</b>                  |                                | <b>29,963.45</b>           | <b>67,882.00</b>           |
| *** Fund Balance ***                      |                                |                            |                            |
| 494-000.000-390.000                       | FUND BALANCE                   | 1,611,211.99               | 1,417,080.33               |
| <b>Total Fund Balance</b>                 |                                | <b>1,611,211.99</b>        | <b>1,417,080.33</b>        |
| <b>Beginning Fund Balance</b>             |                                | <b>1,611,211.99</b>        | <b>1,417,080.33</b>        |
| <b>Net of Revenues VS Expenditures</b>    |                                | <b>(219,560.66)</b>        | <b>(156,988.52)</b>        |
| <b>Ending Fund Balance</b>                |                                | <b>1,391,651.33</b>        | <b>1,260,091.81</b>        |
| <b>Total Liabilities And Fund Balance</b> |                                | <b>1,421,614.78</b>        | <b>1,327,973.81</b>        |



WEBINAR



# TRANSFORMATION STRATEGIES TRAINING

JUNE 30 2023  
9 - 11 AM

Register Today:  
[AdvantageOakland.  
EventBrite.com](https://www.eventbrite.com)

Cost: Free | Registration required for webinar link.

## OUTLINE

### Part 1

- Transformation Strategy: History and Background
- What is (and is not) a Transformation Strategy?
- Steps for Strategy Identification

### 15-Minute Break

### Part 2

- You Have a Strategy, Now What?
- Break Out Rooms: Practice Applying a Strategy
- Summary and Next Steps

### Questions? Contact

Annaka Norris, Senior Planner,  
Main Street Oakland County  
(248) 858-5447 | [norrisa@oakgov.com](mailto:norrisa@oakgov.com)

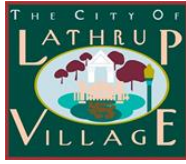
## PRESENTER

### Jacqueline Swihart

*Program Officer for Revitalization Services, Main Street America, Chicago*



As the program officer for Main Street America's revitalization services, Jackie Swihart is responsible for delivering and expanding the reach of technical assistance and consulting services to the network of coordinating programs, communities, and other partners across the U.S. She is a former educator and public servant with a passion for people, place, and history. Prior to joining Main Street America, she was the deputy director for the State of Indiana Archives and Records Administration. She also served as the Indiana Main Street coordinator and historic renovation grant program manager within the Indiana Office of Community and Rural Affairs. As the coordinator, she successfully organized and led the implementation of rebuilding Indiana's coordinating program, including the development of new program levels and bolstering alignment between local programs, Indiana Main Street, and Main Street America.



# Code Enforcement / Bldg. Dept. April Monthly Report - DDA

4/3/23 – 4/6/23

- Comp time taken for Vacation

4/7/23

- Good Friday Holiday

4/10/23

- LV Permit summary report to Ashley Young (Oakland County)
- Vacation email/voicemail follow-ups
  - 27777 Southfield – clearance letter requested for demo (SS)
  - 17525 Coral Gables – tree trim request
  - Campaign & Candidate temporary sign ordinance questions from Richard Bolser
  - Dr. Gilbert – driveway approach replacement concerns; forwarded to SG & SS
- 27710 Evergreen – electrical inspection requested
- Inspections scheduled
  - 27710 Evergreen – electrical
  - 26740 Southfield – electrical
- 28505 Southfield – possible business operations w/o permits (sent to MM for inspection)
- Inspection schedules sent to GB & PC

4/11/23

- ERC led bulb replacement at city hall/DPS building (entire week)
- 28551 Southfield – property maintenance
  - Parking lot (possible RCOC ROW?)
  - Downspouts, gutters
  - Alley (part of alley replacement project)
- 28625 Southfield – dumpster/enclosure compliance
  - Trash cans in public view
  - Non-complaint firewood storage
- 28221 Southfield – banner sign violation
  - Temporary permit pulled
- MACEO monthly meeting (12 – 2:30 pm)
- Inspections schedules sent to GB & PC

4/12/23

- SOCRRA/SOCWA general meetings (9:30 – 11:30 am)
- DDA updates with SS (11:45 am – 12:45 pm)
- 27700 Evergreen – property maintenance inspection
- GB & PC Inspection results updated in BS&A





# Code Enforcement / Bldg. Dept. April Monthly Report - DDA

4/13/23

- 17651 12 Mile – SCF complaint (BK)
  - Sinkhole in parking lot; parking block disarranged/broken
  - Spoke with building owner for compliance
- Tree complaints (SCF) inspected and notified to Big Dave's, DPS, or homeowner
  - 18210 11 Mile – tree overgrowth
  - 18260 11 Mile – sightline compromised
- 26710 Southfield – sign permit application
- Inspections scheduled
  - 27800 Southfield – plumbing
  - 19370 11 Mile – building
- Outstanding balance/fees/fines/permits inquiry
  - 27300 Southfield - Devon Title (Carol)
- 27700 Evergreen – property maintenance compliance

4/14/23

- 17651 12 Mile – monthly dumpster inspection for compliance

4/17/23

- Inspection schedules sent to GB & PC
- 696 Pre-Con Mtg (10am – 12:15 pm)
- ASI Punch-list mtg
- Southfield & 11 Mile – sign in ROW removed
- 26060 Southfield – alley pothole complaints received
  - Ted Verner of Nadeer Group – new owners request for alley repair or vacation
  - Sent to SS; DPS handling potholes

4/18/23

- Permit status updated on BS&A / pending expiration
- 28939 Southfield – dumpster & property maintenance inspection
  - Letter sent
- 17651 12 Mile – parking blocks repaired; sinkhole scheduled for maintenance
  - Email updated on BS&A
- GB & PC inspection results updated on BS&A
- 28551 Southfield – RCOC follow-up for possible repairs
- JMC Management – dumpster & trash compliance email

4/19/23

- 28625 Southfield – dumpster/enclosure violations
- Permits updated on BS&A
  - 19370 11 Mile – restoration permit from flood





# Code Enforcement / Bldg. Dept. April Monthly Report - DDA

- 27710 Evergreen – building permit cancelled and new one created/switching contractor
- Inspection schedules sent to GB & PC

4/20/23

- 27700 Evergreen – property maintenance complaint/no violation found
  - DTE contacted for branches in wires
- Yard waste & code enforcement flyer created
- GB & PC inspections updated on BS&A
- 11 Mile & Southfield – sign in ROW removed
- Fed-Ex building complaint – inspection for shielding on residential side (sent to SM)
  - May 15<sup>th</sup> planning commission agenda item
- 28551 Southfield – RCOC inspection found no county issues
  - SS notified, as well as owner to contact permits dept

4/21/23

- 26606 Southfield – non-compliant window signs
- 17651 12 Mile – sinkhole repairs underway
- Updated eNewsletter flyer
- MM inspection scheduled prepared
- DDA meeting – 12 pm
- Infrastructure meeting – 1 pm
- Commercial property letter – 1<sup>st</sup> draft to SS for approval
- Mr. Bachellor – garbage concerns during pavement replacement

4/22/23

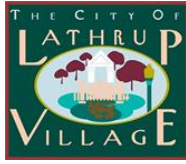
- HAZMAT drop-off day (9 am – 2:30 pm)

4/24/23

- 28927 Southfield – dumpster enclosure compliance
- Inspections schedules sent to GB & PC
- 27374 Evergreen – CofO questions

4/25/23

- Southfield/Lincoln – Canadian geese complaint
  - Aggressive to employees & patrons; contacted DNR
- XO Shop – tall grass notification
- GB & PC inspections updated on BS&A
- 28200 Southfield – RCOC handled tree complaint for site hazard
- 28551 Southfield – updated owner on permits contact for RCOC
- 11 Mile & Southfield – sign in ROW (SW corner) removed
- Dog bags filled in the California station behind city hall



# Code Enforcement / Bldg. Dept. April Monthly Report - DDA

4/26/23

- MM inspections list
  - 27313 Southfield – commercial landlord
- Revenue report for McKenna
- 26059 Southfield – aggressive geese complaint; DNR notified
- Permits updated on BS&A
  - 26740 Southfield – mechanical
- Inspection schedules sent to GB & PC

4/27/23

- XO Smoke – rope lighting complaint; letter sent (BK-SCF)
- 18210 Evergreen – DPS scheduled to trim some trees back
- 28551 Southfield – property maintenance
- 27710 Evergreen – plumbing inspection scheduled
- Excell Lawn contract signed by SM & SS; emailed and mailed to Rob Simon
- Gutter quote requested from SM for downspouts
  - IHE – requested
  - Mr. Roof – requested
  - Alloy Gutters – requested
- ASI letters delivered per SS/SR
- Mrs. Martin – CE project concerns; visited her and explained the process
- Permits updated on BS&A
  - 27800 Southfield – plumbing
- Exxon Gas – violation compliance
- 27800 Southfield – property maintenance partially improved (dumpster, fence, trees)
- Commercial notices sent out – DDA approved (SS)
- eNewsletter updates to BD



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

## MEMORANDUM

To: LVDDA Board of Directors

From: Susie Stec, DDA and CED Director

Date: May 11, 2023

RE: Department/Director Report

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

### Upcoming DDA Events

- Mental Health Awareness Seminar: May 24<sup>th</sup>, 6 – 8 pm
- Planting Party: June 3<sup>rd</sup>, 9 – 11 am
- Southfield Road Corridor Cleanup: June 10<sup>th</sup>, 9 – 11 am
- 3<sup>rd</sup> Annual Juneteenth Celebration: June 17<sup>th</sup>, 12 Noon – 4 pm

### Past DDA Events

- Informational Meeting: April 15<sup>th</sup> at 1 pm (immediately following BOD)
- Cash Flow Workshop: April 26<sup>th</sup>, TBD
  - \* In partnership with MSOC, Oak Park & Southfield
- Annie Lathrup Park Cleanup: April 22<sup>nd</sup>, 9 – 11 am

### Commercial Business/Property Updates

- 26740 Southfield Road (The Style) – NEW BUSINESS. Retail business specializing in women's fashion; planning to open in June.
- 277701 Southfield Road (The Event House) – NEW BUSINESS. Seeking site plan and special land use approval at the May 16<sup>th</sup> PC meeting. They obtained a variance for hours of operation in April. Intends to be operational in early June.
- 26727 Southfield Road (BP Gas) – OPEN! Received sign variances in May.
- 27777 Southfield (Panera Bread) – Panera has obtained wrecking clearances and had applied for a demolition permit. It is unknown when demolition will take place.
- 18411 W 12 Mile (LOGOS) – Landscaping will be finished in the spring



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- Several prospective businesses have reached out in the past month seeking information about opening a business in the city and the associated planning & zoning processes.

### **Infrastructure**

- 2023 infrastructure work is in full-swing and ahead of schedule! Group 1 streets and DDA alleys & approaches should be completed by the end of May. Weathering permitting, Group 2 streets should have the first lift of asphalt before Memorial Day.
- Year 3 of the Sidewalk Replacement Program will begin with saw cutting the week of May 15<sup>th</sup>. The bulk of the work will take place after Memorial Day, starting on 11 Mile.
- HRC has submitted the DDA's application for 2025 MDOT Safety Program funds to install a HAWK signal at Margate/Southfield Road
- Staff and consultants will be meeting with representatives from MDOT to discuss their planned work for I-696 between Lahser and Dequindre. A meeting with RCOC is also being scheduled to discuss the project scope and timeline for improvements to Southfield Road between 11 and 12 Mile Roads. Public meetings and outreach will be planned once the administration has information on both projects.

### **Miscellaneous**

- DDA is partnering with Oak Park, Southfield, Farmington Hills, and Michigan Works! Southfield office to develop and send a survey to the businesses in our respective communities to help identify desired training/workshop topics.
- DTE Tree Grant planting activities will take place in Fall 2023.

| REVENUES              | ACTUAL<br>21/22 | ADOPTED<br>22/23 | AMENDED<br>JAN 22/23 | ACTUAL<br>4/30/2023 | BUDGETED<br>23/24 | INCREASE<br>(DECREASE) |
|-----------------------|-----------------|------------------|----------------------|---------------------|-------------------|------------------------|
| TIFA-CAPTURE TAXES    | 364,258         | 326,350          | 326,350              | 26,761              | 367,901           | 41,551                 |
| TAX COLLECTED OTHER   | 37,117          | 36,676           | 36,676               | 29,861              | 37,488            | 812                    |
| MISC. REVENUES        | 21,757          | 12,000           | 12,000               | 22,364              | 21,974            | 9,974                  |
| INVESTMENT INTEREST   | 4,104           | 2,700            | 2,700                | 29,648              | 4,145             | 1,445                  |
| FEDERAL/STATE GRANTS  | -               | -                | -                    | -                   | -                 | -                      |
| <b>Total Revenues</b> | <b>427,237</b>  | <b>377,726</b>   | <b>377,726</b>       | <b>108,634</b>      | <b>431,509</b>    | <b>53,783</b>          |

| EXPENDITURES                | ACTUAL<br>21/22 | ADOPTED<br>22/23 | AMENDED<br>JAN 22/23 | ACTUAL<br>4/30/2023 | BUDGETED<br>23/34 | INCREASE<br>(DECREASE) |
|-----------------------------|-----------------|------------------|----------------------|---------------------|-------------------|------------------------|
| SALARIES & WAGES            | 163,062         | 157,595          | 157,595              | 135,523             | 170,940           | 13,345                 |
| PART TIME SEASONAL CREW     | 2,525           | 5,000            | 5,000                | -                   | 5,000             | -                      |
| EMPLOYEE TAXES & BENEFITS   | 50,249          | 34,000           | 34,000               | 48,995              | 34,000            | -                      |
| LEGAL SERVICES              | -               | 900              | 900                  | -                   | 900               | -                      |
| OFFICE SUPPLIES             | 1,072           | 3,360            | 3,360                | 371                 | 6,350             | 2,990                  |
| TAX TRIBUNAL RETURNS        | 13,800          | 2,000            | 2,000                | -                   | 2,000             | -                      |
| AUDITING & ACCOUNTING       | 800             | 800              | 800                  | 800                 | 800               | -                      |
| TRAINING/MEMBERSHIP         | 2,502           | 8,175            | 8,175                | 3,754               | 10,050            | 1,875                  |
| MAIN STREET PROGRAM         | 10,465          | 22,200           | 22,200               | 1,185               | 22,500            | 300                    |
| STREETSCAPING               | 24,035          | 33,300           | 33,300               | 8,755               | 49,000            | 15,700                 |
| PLANNING/CONSULTING FEES    | 50,646          | 15,300           | 15,497               | 15,497              | 15,300            | (197)                  |
| PRINTING/PUBLICATION COSTS  | 2,145           | 2,000            | 2,000                | 957                 | 2,000             | -                      |
| POSTAGE FEES                | 135             | 200              | 200                  | -                   | 200               | -                      |
| REPAIRS & MAINTENANCE       | 252,007         | 505,624          | 505,624              | 48,811              | 417,293           | (88,331)               |
| MISCELLANEOUS EXPENDITURES  | 2,567           | 8,457            | 8,457                | 997                 | 53,457            | 45,000                 |
| DEPRECIATION INFRASTRUCTURE | 29,718          | -                | -                    | -                   | 30,000            | 30,000                 |
| SIGN GRANT PROGRAM          | 4,000           | 10,000           | 10,000               | -                   | 10,000            | -                      |
| FAÇADE GRANT PROGRAM        | 11,640          | 20,000           | 20,000               | -                   | 20,000            | -                      |
| <b>TOTAL EXPENDITURES</b>   | <b>621,368</b>  | <b>828,911</b>   | <b>829,108</b>       | <b>265,646</b>      | <b>849,790</b>    | <b>20,682</b>          |

| EXPENDITURES                         | AMENDED<br>1/21/2023 | BUDGETED<br>23/24 | NOTES  |
|--------------------------------------|----------------------|-------------------|--|
| <b>SALARIES &amp; WAGES</b>          | <b>157,595</b>       | <b>170,940</b>    |  |
| DDA Director                         |                      | 81,600            | 2% increase aligned w/city budget; 90:10 split w/city  |
| DDA & Special Projects Mgr           |                      | 45,176            | 2% increase aligned w/city budget; 90:10 split w/city  |
| City Administrator & Treasurer       |                      | 20,000            | 10%  |
| Code Enforcement                     |                      | 24,164            | 2% increase aligned w/city budget  |
| <b>PART TIME SEASONAL CREW</b>       | <b>5,000</b>         | <b>5,000</b>      | Seasonal Lanscaping Maintenance - 40 hrs @\$9.45 14 weeks during the summer (may - sept)                       |
| <b>EMPLOYEE TAXES &amp; BENEFITS</b> | <b>34,000</b>        | <b>34,000</b>     |  |
| <b>LEGAL SERVICES</b>                | <b>900</b>           | <b>900</b>        |  |
| <b>OFFICE SUPPLIES</b>               | <b>3,360</b>         | <b>6,350</b>      | ** Add Cell Phone?   |
| Adobe Subscription (SS & BD)         |                      | 360               |  |
| Technology/Software                  |                      | 970               | Revize   |
| Computers                            |                      | 4,000             | Replace staff computers  |
| Cell Phone                           |                      | 720               |  |
| Office supplies                      |                      | 300               |  |
| <b>TAX TRIBUNAL RETURNS</b>          | <b>2,000</b>         | <b>2,000</b>      |  |
| <b>AUDITING &amp; ACCOUNTING</b>     | <b>800</b>           | <b>800</b>        |  |
| <b>TRAINING/MEMBERSHIP</b>           | <b>8,175</b>         | <b>10,050</b>     |  |
| MAP                                  |                      | 675               | Planning Commission  |
| MDA                                  |                      | 250               | DDA/staff  |
| National Main Street Center          |                      | 375               | DDA/staff  |
| National Main Street Conference      |                      | 5,000             | Director & Manager   |
| IEDC Trainings                       |                      | 1,500             | Individual - SS; CeCD certification  |
| MEDA                                 |                      | 250               | Individual - SS  |
| misc. trainings                      |                      | 2,000             |  |
| <b>MAIN STREET PROGRAM</b>           | <b>22,200</b>        | <b>22,500</b>     |  |
| Corrdior Cleanup                     |                      | 500               |  |
| Artisan Market                       |                      | 5,000             |  |
| Juneteenth                           |                      | 3,000             |  |
| Branding/Swag                        |                      | 2,000             |  |
| End of the Summer Concert            |                      | 2,000             |  |
| Business Mini-Grant                  |                      | 10,000            |  |
| <b>STREETSCAPING</b>                 | <b>33,300</b>        | <b>49,000</b>     | Bike Loops (7300) will be added into the budget after RCOC work in 2024  |
| Flowers                              |                      | 2,000             |  |
| Banners                              |                      | 2,000             |  |
| Holiday Decorations                  |                      | 10,000            |  |
| Trash Receptacles                    |                      | 13,000            | Added back into budget per April BOD   |
| Municipal Park Play Structure        |                      | 20,000            | This would serve as the match for any grant funding we may receive OR increase and supplement with crowdfundin |
| DTE Tree Planting Grant Match        |                      | 2,000             | City is also matching with \$2,000   |
| <b>PLANNING/CONSULTING FEES</b>      | <b>15,497</b>        | <b>15,300</b>     | Per the Cost-Share   |
| <b>PRINTING/PUBLICATION COSTS</b>    | <b>2,000</b>         | <b>2,000</b>      |  |
| <b>POSTAGE FEES</b>                  | <b>200</b>           | <b>200</b>        |  |

|                                    |                |                |
|------------------------------------|----------------|----------------|
|                                    |                |                |
| <b>REPAIRS &amp; MAINTENANCE</b>   | <b>505,624</b> | <b>417,293</b> |
| <b>Alleys &amp; Approaches</b>     |                | <b>297,293</b> |
| SRP Yr3                            |                | 45,000         |
| Excell (696 Mowing & Snow)         |                | 5,000          |
| Alley Maintenance                  |                | 5,000          |
| HAWK Pedestrian Signals            |                | 40,000         |
| Electric Vehicle Chargers          |                | 15,000         |
| Streetlight/DTE                    |                | 10,000         |
|                                    |                |                |
| <b>MISCELLANEOUS EXPENDITURES</b>  | <b>8,457</b>   | <b>53,457</b>  |
| Meadowbrook Liability Insurance    |                | 4,657          |
| misc. expense                      |                | 500            |
| Code Enforcement/DDA vehicle       |                | 45,000         |
| LTVV -DDA mtg                      |                | 3,300          |
|                                    |                |                |
| <b>DEPRECIATION INFRASTRUCTURE</b> | <b>-</b>       | <b>-</b>       |
| <b>CAPITAL EXPENDITURE</b>         | <b>-</b>       | <b>-</b>       |
| <b>SIGN GRANT PROGRAM</b>          | <b>10,000</b>  | <b>10,000</b>  |
| <b>FAÇADE GRANT PROGRAM</b>        | <b>20,000</b>  | <b>20,000</b>  |
| <b>TOTAL EXPENDITURES</b>          | <b>829,108</b> | <b>819,790</b> |

Budgeted \$180K; to add Lincoln approach & alley behind Primerica is \$117,293

696 Mowing & Snow  
 Monthly cost  
 DDA match & engineering for MDOT 2025 Safety Grant application  
 Will be seeking grants

Current vehicle is old (2009) & needing significant repairs. New vehicle would be a truck to allow for greater useful \$275/meeting



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

To: DDA Board of Directors

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

RE: Shop OC Main Streets Pilot Program

Date: May 16, 2023

---

Main Street Oakland County (MSOC) is launching a “Shop OC Main Streets” Pilot program. This opportunity aims to help small business owners increase their online presence and get their products online (think Amazon but only for OC Main Streets businesses). MSOC has contracted with a company called Member Marketplace who has worked with a number of main street programs across the nation and so far, 7 Oakland County communities committed to the pilot – Ortonville, Holly, Lake Orion, Oxford, Rochester and South Lyon. Franklin and Oak Park are also considering participating in the pilot program. MSOC needs a response fairly quickly, as they have already started developing the platform with Member Marketplace.

**Cost:**

It is a \$25,000 contract for one year and Oakland County is picking up half of that (\$12,500). The remaining balance will be split among the participating communities so right now, each of the 6 have committed to \$2,083.33/piece. If the number of pilot communities rises to 9, then our out-of-pocket cost will be **\$1,388.89**. All 6 of the communities who have committed to the pilot program have decided to just pay the upfront cost which makes this free to their small businesses. Member Marketplace doesn’t take a cut.

For more information about the Member Marketplace and the program, visit their website at <https://www.membermarketplaceinc.com/> and click on the “Our Sites” tab to see some of their current clients and links to their marketplace. Also included is a link to a zoom call MSOC did with Franklin and a couple of their small businesses, where Cherie takes a deep dive into how to navigate the site, upload products, etc.

**Link to Zoom:**

[https://us02web.zoom.us/rec/share/VS\\_zl3f3dxBSN-byp7eJTzf95bQmK4JfNhQITMQc7Qv3IY1yFu6b02UtlwlePXTu.3EjuZh26JBjlk0S](https://us02web.zoom.us/rec/share/VS_zl3f3dxBSN-byp7eJTzf95bQmK4JfNhQITMQc7Qv3IY1yFu6b02UtlwlePXTu.3EjuZh26JBjlk0S)

*Suggested Motion: To authorize the DDA Director to participate in the Shop OC Main Streets Pilot Program and share in the cost as outlined.*



# SIGN GRANT PROGRAM APPLICATION FORM

## PROPERTY INFORMATION

|                   |                     |
|-------------------|---------------------|
| Property Address: | 18411 W. 12 Mile Rd |
| Parcel ID Number: | 24-14-226-048       |
| Current Zoning:   |                     |

## BUSINESS INFORMATION

|                           |   |   |                              |
|---------------------------|---|---|------------------------------|
| Business Name:            | LOGOS Global Ministries                   |   |                              |
| Business Owner Name:      | Scottie & Charlotte Jones                 |   |                              |
| Business Mailing Address: | P.O. Box 760181                           |   |                              |
| Phone Number:             | 248-809-2422                              |   |                              |
| Email:                    | scottie.l.jones@lifeofGodOutreach.org.com |   |                              |
| Sign Type (circle):       | <input checked="" type="radio"/> Wall     | <input checked="" type="radio"/> Monument | <input type="radio"/> Awning |

## PROPERTY OWNER INFORMATION

|                         |   |  |  |
|-------------------------|---|--|--|
| Property Owner Name:    | Charlotte & Scottie Jones               |  |  |
| Property Owner Address: | 24550 WAREYETTE CIRCLE Southfield 48075 |  |  |
| Property Owner Phone:   | (313) 574-4352 & 204-6259               |  |  |
| Property Owner Email:   | charlotte.m.jones08@gmail.com           |  |  |

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


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




# SIGN GRANT PROGRAM AFFIRMATION FORM

The undersigned applicant affirms and understands that:

1. The information submitted herein is true and accurate to the best of my knowledge.
2. I have read and understand the Sign Grant Program Guidelines and agree to abide by these conditions, as applicable to the proposed project.
3. I understand that the proposed sign cannot be installed until the DDA reviews and acts upon this Sign Grant Program application.
4. I understand that any changes made to the approved Sign without the approval of the DDA will be cause the DDA to withdraw its funding commitment.
5. Any sign grantee that removes or replaces the sign within the first three years of receiving a grant, while the business is still in operation, shall be required to repay to the DDA the total amount of grant funds awarded.
6. I understand that if the grant funded sign is removed within the three years following grant approval for a business that is still operational, shall require the repayment to the DDA of Grant Funds expended.
7. The property owner and business owner shall indemnify, defend, and hold the Downtown Development Authority and the City of Lathrup Village, their affiliates, and their respective officers, directors, council, members, employees, agents, and other representatives harmless from and against all claims, losses, expenses, liabilities, demands, obligations, or damages of every kind and nature (including, without limitation, reasonable attorney fees and expenses) (Losses), arising out of or related to (i) any act or omission of property owner and business owner or (ii) any breach of this Agreement by the property owner and business owner relative to this grant.

 4 May 23  
 \_\_\_\_\_  
 Signature - Business Owner Date

 4 May 23  
 \_\_\_\_\_  
 Signature - Property Owner Date



### Reimbursement Request Certification

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

|                                 |  |
|---------------------------------|--|
| Date:                           | 4 May 2023                                   |
| Applicant Name:                 | Scottie & Charlotte Jones                    |
| Applicant Signature:            | Scottie Jones and Charlotte Jones            |
| Business Name:                  | LOGOS/ Hope 4 all Seasons                    |
| Business Address:               | 18411 W 12 Mile Rd, Lathrup Village MI 48076 |
| Mailing Address (if different): | P.O. Box 760181 Lathrup Village, MI 48075    |
| Phone:                          | (248) 809-2422 (313) 574-4352 (313) 204-6259 |
| Email:                          | scottie.l.jones@lifeofgodoutreachson.com     |



# ESTIMATE

## E162-109844

www.fastsigns.com/162

Payment Terms: Cash Customer

**DESCRIPTION: Building Signage**

Bill To: Life of God  
18411 W 12 Mile  
Lathrup Village, MI 48076  
US

Installed: Life of God  
Scotty Jones  
18411 W 12 Mile  
Lathrup Village, MI 48076  
US

Requested By: Scotty Jones  
Email: logosgm2016@outlook.com  
Cell Phone: (313) 574-4352

Salesperson: Sabrina Keyes  
Email: sabrina.keyes@fastsigns.com

| PRODUCTS   | QTY | UNIT PRICE | TOTALS     |
|--|-----|------------|------------|
| <b>1 Building Sign</b><br>1.1 Dimensional Letters -<br><b>Part Qty: 1</b> <b>Text: Hope 4 All Seasons</b>  | 1   | \$878.06   | \$878.06   |
| <b>2 Monument Sign Updates</b><br>2.1.1 Acrylic 3/16" - Upper Panels - Full Width<br><b>Part Qty: 4</b><br><b>Width: 69.50"</b><br><b>Height: 14.6146"</b><br><b>Color: White</b><br><b>Sides: 1</b><br>- Text/Graphics Color: Black<br>- Background Color: White<br>2.1.2 Printed Vinyl - Translucent -<br><b>Part Qty: 4</b> <b>Text: 2 Each:</b><br><b>Width: 69.50"</b><br><b>Height: 14.6146"</b><br>LIFE OF GOD OUTREACH SONS<br>Global Ministries<br>SALINGER & ASSOCIATES<br>Attorneys & Counselors<br><b>Vinyl Application</b><br>- Overlay<br><b>Contour Cut (Vinyl)</b><br>- Cut Size: Simple Cut<br>2.1.3 Laminate -<br><b>Part Qty: 4</b><br><b>Width: 69.50"</b><br><b>Height: 14.6146"</b><br><b>Laminate Options</b><br>- Laminate Types: Cast Gloss | 1   | \$1,714.09 | \$1,714.09 |



2.2.1 Acrylic 3/16" - Lower Panels - Half Width

**Part Qty:** 4  
**Width:** 34.00"  
**Height:** 14.6146"  
**Color:** White  
**Sides:** 1  
 - Text/Graphics Color: Black  
 - Background Color: White

2.2.2 Printed Vinyl - Translucent -

**Part Qty:** 4  
**Width:** 34.00"  
**Height:** 14.6146"

**Text:** 2 Each:  
 INDUS CENTER for  
 ACADEMIC EXCELLENCE  
 NATIONAL DOMESTIC WORKERS ALLIANCE

**Vinyl Application**  
 - Overlay  
**Contour Cut (Vinyl)**  
 - Cut Size: Simple Cut

2.2.3 Laminate -

**Part Qty:** 4  
**Width:** 34.00"  
**Height:** 14.6146"

**Laminate Options**  
 - Laminate Types: Cast Gloss

|          |   |                                      |                 |                 |
|----------|---|--------------------------------------|-----------------|-----------------|
| <b>3</b> | <b>Interior Door Graphics</b>                     | <b>1</b>                             | <b>\$197.15</b> | <b>\$197.15</b> |
| 3.1.1    | Printed Vinyl - Calendared - Logo                 |                                      |                 |                 |
|          | <b>Part Qty:</b> 1                                | <b>Text:</b> Printed Logo            |                 |                 |
|          | <b>Width:</b> 71.50"                              |                                      |                 |                 |
|          | <b>Height:</b> 30.00"                             |                                      |                 |                 |
|          | - Text/Graphics Color: CMYK                       |                                      |                 |                 |
|          | <b>Contour Cut (Vinyl)</b>                        |                                      |                 |                 |
|          | - Cut Size: Simple Cut                            |                                      |                 |                 |
| 3.1.2    | Laminate -  |                                      |                 |                 |
|          | <b>Part Qty:</b> 1                                |                                      |                 |                 |
|          | <b>Width:</b> 71.50"                              |                                      |                 |                 |
|          | <b>Height:</b> 30.00"                             |                                      |                 |                 |
|          | <b>Laminate Options</b>                           |                                      |                 |                 |
|          | - Laminate Types: Calendar Gloss                  |                                      |                 |                 |
| 3.2      | Frosted/Etched Vinyl - Frosted Lettering          |                                      |                 |                 |
|          | <b>Part Qty:</b> 1                                | <b>Text:</b> LOGOS Global Ministries |                 |                 |
|          | <b>Width:</b> 71.50"                              |                                      |                 |                 |
|          | <b>Height:</b> 4.00"                              |                                      |                 |                 |
|          | - Text/Graphics Color: Frosted                    |                                      |                 |                 |
|          | <b>Vinyl Application</b>                          |                                      |                 |                 |
|          | - Ready to Apply                                  |                                      |                 |                 |
| <b>4</b> | <b>Permit Fees - Finalized at Permit Approval</b> | <b>1</b>                             | <b>\$260.00</b> | <b>\$260.00</b> |
| 4.1      | Estimated Permitting Fees -                       |                                      |                 |                 |
|          | - Retail Price: \$110.00                          |                                      |                 |                 |
| 4.2      | Permit Acquisitions -                             |                                      |                 |                 |
|          | - Retail Price: \$150.00                          |                                      |                 |                 |
| <b>5</b> | <b>Install</b>                                    | <b>1</b>                             | <b>\$440.00</b> | <b>\$440.00</b> |

*Inside work estimate*

5.1 Installation -  
- # of Hours: 4

**Text:** Install of dimensional letters to brick wall.

Remove and dispose of all monument sign inserts and dividers, replace with new panels and hardware.

Install logo and frosted lettering to interior double doors.

|              |            |
|--------------|------------|
| Subtotal:    | \$3,489.30 |
| Taxes:       | \$167.36   |
| Grand Total: | \$3,656.66 |

*-197.15  
far inside  
work*

A 50% deposit is required to begin your order.

Estimates are valid for 30 days.

*\$ 3,459.51*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Request a quote on the following:

Life of God Outreach sons, Global Ministries

18411 W. 12 Mile Road, Lathrup Village, MI 48076

On the outside of the Building:

On the building Hope for all seasons (see attached)



On the monument sign - 8 panels (4 on each side)

|   |                                    |
|---|------------------------------------|
| LIFE OF GOD OUTREACH SONS<br>Global Ministries  |                                    |
| SALINGER & ASSOCIATES<br>Attorneys & Counselors |                                    |
| INDUS CENTER for<br>ACADEMIC EXCELLENCE         | NATIONAL DOMESTIC WORKERS ALLIANCE |





18411



**THAIER KINAYA CPA, P.C.**

*CERTIFIED PUBLIC ACCOUNTANT*

**SALINGER & ASSOCIATES**

*ATTORNEYS & COUNSELORS*



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Academic Excellence**



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