



Downtown Development Authority Board of Directors Agenda

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

ZOOM REMOTE MEETING INFORMATION

Webinar ID: 914 1822 7857

Password: 337459

CLICK HERE: [Online Link](#)

Telephone: 646.558.8656 or 312.626.6799

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

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

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Approval of Minutes**
 - [A.](#) October 15, 2021 Board of Directors Meeting Minutes
5. **Financial Review**
 - [A.](#) October Financial Review
6. **Committee Reports**
 - [A.](#) Economic Vitality
 - [B.](#) Promotions
7. **Other Business**
 - [A.](#) Code Enforcement October Report
 - [B.](#) Director's Report
 - C. Cannabis Facility Update

8. **Old Business**

9. **New Business**

A. 2022 Meeting Schedule

B. 2022 Meeting Format

C. Shirley Blondy Workshop Proposal

10. **Public Comment**

11. **Adjourn**



Downtown Development Authority Board of Directors

Draft Minutes

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

1. Call to Order at 12:02 pm

2. Roll Call

PRESENT

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

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

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

Secretary Sheryl Mitchell Theriot (Chicago, Cook County, MI)

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

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

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

ABSENT

Board Member Shyla Beltur

Board Member, Mayor Kelly Garrett

OTHER PRESENT

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

Cori Dahl (DDA Manager) (Detroit, Wayne County, MI)

Susie Stec (Lathrup Village, Oakland County, MI)

Motion to excuse Board Members Shyla Belture and Mayor Kelly Garrett made by Board Member Shermeyer, Seconded by Board Member Ford.

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

3. Approval of Agenda

Motion to approve the agenda made by Secretary Mitchell Theriot, Seconded by Board Member Prime.

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

4. Approval of Minutes

A. September 17, 2021 Board Minutes

Motion to approve September 17, 2021 minutes made by Board Member Shermeyer, Seconded by Board Member Lovins.

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

5. Financial Review

A. September Financial Sheets

Treasurer Bratschi gave an overview, the TIFA funds are starting to show in the financial reports. Tax Tribunal is over budget due to the refunds from the JMC Buildings.

Boardmember Ford requested a more traditional income statement to accompany the financial reports. Chairperson Sugg suggested a narrative to accompany the reports. Boardmember Lovins asked about the vantage point account and cardmember services, Bratschi answered it is the health savings account and the credit card services.

Motion to receive and file September Financial Sheets made by Board Member Prime, Seconded by Board Member Lovins.

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

6. Committee Reports

A. Economic Vitality Minutes

Dahl provided an overview.

B. Upcoming DDA Events

Dahl provided an overview.

7. Other Business

A. October Code Enforcement

Stec provided an overview.

B. Director's Report

Stec provided an overview of the report highlighting the application to the American Rescue Plan Transformative Funds for two HAWK pedestrian crossings along Southfield Road.

8. Old Business

9. New Business

A. Cost Share Amendment

Stec provided an overview of the proposed amendments for the Cost Share Agreement that included eliminated the items referring to the Parks & Rec Coordinator.

Motion to approve the amendments to the Cost Share Agreement in Lathrup Village and forward to City Council by Board Member Shermeyer, Seconded by Board Member Ford.

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

B. Sign Grant--Beauty Hunters LLC

Motion to approve the Beauty Hunters Sign Grant for the maximum amount of \$2,000 made by Board Member Lovins, Seconded by Board Member Shermeyer.

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

C. Christmas Decorations

Motion to approve the expenditure for the Holiday Decorations by Board Member Prime, Seconded by Board Member Lovins.

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

10. Public Comment—none.

11. Adjourn at 12:51 p.m.

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



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

MEMORANDUM

To: Pam Bratschi, City Treasurer
From: Susie Stec, DDA Director
Date: November 3, 2021
RE: Financial Reports

Attached you will find the Financial Reports for the month of October 2021. Not much has changed since last month. I would like to draw you attention to:

1. Tax Tribunal Returns is over budget. The is because of a State Tax Commission ruling on the JMC properties.
2. The DDA is in good shape with Expenditures being 42.9% of budget.

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 10/31/2020	PERIOD ENDED 10/31/2021
*** Assets ***			
494-000.000-010.000	TRUST ACCOUNT-GENERAL	991,259.94	1,360,100.59
494-000.000-040.000	ACCOUNTS RECEIVABLE-OTHERS	0.00	16,461.73
494-000.000-042.000	ACCOUNTS RECEIVABLE-SPEC ASSES	12,600.00	12,600.00
494-000.000-084.101	DUE FROM GENERAL FUND	242,467.42	56,552.06
494-000.000-141.001	INFRASTRUCTURE	360,289.69	360,289.69
494-000.000-177.001	DEPRECIABLE ASSETS	25,243.25	25,243.25
494-000.000-193.000	ACCUMULATED DEPRECIATION	(138,244.22)	(169,584.22)
Total Assets		1,493,616.08	1,661,663.10
*** Liabilities ***			
494-000.000-202.000	ACCOUNTS PAYABLE	(750.00)	0.00
494-000.000-214.101	DUE TO GENERAL FUND	0.00	148,551.19
494-000.000-257.000	ACCRUED WAGES PAYABLE	0.00	1,095.92
Total Liabilities		(750.00)	149,647.11
*** Fund Balance ***			
494-000.000-390.000	FUND BALANCE	1,518,412.77	1,518,412.77
Total Fund Balance		1,518,412.77	1,518,412.77
Beginning Fund Balance		1,518,412.77	1,518,412.77
Net of Revenues VS Expenditures - 20-21			67,308.22
*20-21 End FB/21-22 Beg FB		1,585,720.99	
Net of Revenues VS Expenditures - Current Year		(24,046.69)	(73,705.00)
Ending Fund Balance		1,494,366.08	1,512,015.99
Total Liabilities And Fund Balance		1,493,616.08	1,661,663.10

* Year Not Closed

PERIOD ENDING 10/31/2021

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	10/31/2021 NORM (ABNORM)	MONTH 10/31/21 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000.000							
494-000.000-407.000	TIFA-CAPTURE TAXES	305,000.00	305,000.00	51,173.73	0.00	253,826.27	16.78
494-000.000-410.000	TAX COLLECTED OTHER	24,643.00	24,643.00	4,712.59	0.00	19,930.41	19.12
494-000.000-410.002	SPEC ASSESSEMENT - REVENUE	1,800.00	1,800.00	0.00	0.00	1,800.00	0.00
494-000.000-415.000	MISCELLANEOUS REVENUE	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
494-000.000-446.000	INVESTMENT INTEREST	10,000.00	10,000.00	1,145.25	288.73	8,854.75	11.45
Total Dept 000.000		347,443.00	347,443.00	57,031.57	288.73	290,411.43	16.41
TOTAL REVENUES		347,443.00	347,443.00	57,031.57	288.73	290,411.43	16.41
Expenditures							
Dept 000.000							
494-000.000-701.000	SALARIES FULL-TIME	116,174.00	116,174.00	51,391.00	11,983.18	64,783.00	44.24
494-000.000-702.000	SALARIES PART-TIME	5,000.00	5,000.00	3,602.55	0.00	1,397.45	72.05
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	34,000.00	34,000.00	11,776.60	2,759.14	22,223.40	34.64
494-000.000-722.000	LEGAL SERVICES	900.00	900.00	0.00	0.00	900.00	0.00
494-000.000-726.000	OFFICE SUPPLIES	1,480.00	1,480.00	167.66	15.89	1,312.34	11.33
494-000.000-802.000	TAX TRIBUNAL RETURNS	2,000.00	2,000.00	13,791.37	137.89	(11,791.37)	689.57
494-000.000-810.000	AUDITING & ACCOUNTING	800.00	800.00	0.00	0.00	800.00	0.00
494-000.000-822.000	TRAINING/MEMBERSHIP	4,500.00	4,500.00	54.29	0.00	4,445.71	1.21
494-000.000-844.000	MAIN STREET PROGRAM	16,500.00	16,500.00	1,761.86	202.81	14,738.14	10.68
494-000.000-845.000	STREETSCAPING	24,000.00	24,000.00	9,110.76	3,490.89	14,889.24	37.96
494-000.000-882.000	PLANNING/CONSULTING FEES	42,100.00	42,100.00	14,839.27	1,545.00	27,260.73	35.25
494-000.000-900.000	PRINTING/PUBLICATION COSTS	1,500.00	1,500.00	2,069.71	0.00	(569.71)	137.98
494-000.000-901.000	POSTAGE FEES	200.00	200.00	50.00	0.00	150.00	25.00
494-000.000-933.000	REPAIRS & MAINTENANCE	19,500.00	19,500.00	10,591.78	2,803.53	8,908.22	54.32
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	6,100.00	6,100.00	389.72	351.76	5,710.28	6.39
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00	10,000.00	2,000.00	2,000.00	8,000.00	20.00
494-000.000-971.001	FACADE GRANT PROGRAM	20,000.00	20,000.00	9,140.00	9,140.00	10,860.00	45.70
Total Dept 000.000		304,754.00	304,754.00	130,736.57	34,430.09	174,017.43	42.90
TOTAL EXPENDITURES		304,754.00	304,754.00	130,736.57	34,430.09	174,017.43	42.90
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		347,443.00	347,443.00	57,031.57	288.73	290,411.43	16.41
TOTAL EXPENDITURES		304,754.00	304,754.00	130,736.57	34,430.09	174,017.43	42.90
NET OF REVENUES & EXPENDITURES		42,689.00	42,689.00	(73,705.00)	(34,141.36)	116,394.00	172.66

User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 10/01/2021 TO 10/31/2021

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-010.000		TRUST ACCOUNT-GENERAL				
Journal GJ: GJ						
122274	10/31/2021	INTEREST POSTING - SEE BANK STA15117		Multiple	288.73	
		Journal Totals			288.73	0.00
Totals for 494-000.000-010.000					288.73	0.00

Balance 10/01/21: 1,359,811.86
 Net Change: 288.73
 Balance 10/31/21: 1,360,100.59

494-000.000-202.000 ACCOUNTS PAYABLE

Journal AP: AP

121731	10/15/2021	DTE ENERGYVnd: DTE EN STR Invoi09302021		494-000.000-933.000		1,803.53
121737	10/15/2021	EXCELL SNOW & TURF MAINTENANCEVCLIP49160		494-000.000-933.000		200.00
121738	10/15/2021	EXCELL SNOW & TURF MAINTENANCEVCLIP49159		494-000.000-933.000		800.00
121741	10/15/2021	GIFFELS-WEBSTER ENG INCVnd: GWE124504		494-000.000-882.000		1,545.00
121755	10/15/2021	OAKLAND COUNTY TREASURERVnd: OA09302021		494-000.000-802.000		137.89
121759	10/15/2021	VANTAGEPOINTE TRANSFER 803046Vn10132021		Multiple		77.41
122069	10/29/2021	BLUE CARE NETWORKVnd: BLUECARE 212810004231		Multiple		1,642.13
122080	10/29/2021	STANDARD INSURANCE COMPANYVnd: NOVEMBER		Multiple		60.97
122088	10/29/2021	VANTAGEPOINTE TRANSFERR AGENTSV10272021		Multiple		101.99
122089	10/29/2021	CHRISTMAS DECORVnd: DECOR Invoi10252021		494-000.000-845.000		3,096.37
122092	10/29/2021	O'DELL FAMILY CHIROPRACTICVnd: 10252021		494-000.000-971.001		9,140.00
122093	10/29/2021	THE US REHABILITATION & HEALTH 10252021		494-000.000-971.000		2,000.00
122166	10/29/2021	CARDMEMBER SERVICEVnd: CARDMEMEOCTOBER 2021		Multiple		964.98
		Journal Totals			0.00	21,570.27

Journal CD: CD

121817	10/15/2021	Check: NBDC 45887	45887	Multiple	1,803.53	
121818	10/15/2021	Check: NBDC 45888	45888	Multiple	1,000.00	
121821	10/15/2021	Check: NBDC 45891	45891	Multiple	1,545.00	
121832	10/15/2021	Check: NBDC 45902	45902	Multiple	137.89	
121839	10/15/2021	Check: NBDC 45909	45909	Multiple	77.41	
122171	10/28/2021	Check: NBDC 45929	45929	Multiple	1,642.13	
122176	10/28/2021	Check: NBDC 45934	45934	Multiple	964.98	
122177	10/28/2021	Check: NBDC 45935	45935	Multiple	3,096.37	
122191	10/28/2021	Check: NBDC 45949	45949	Multiple	9,140.00	
122202	10/28/2021	Check: NBDC 45960	45960	Multiple	60.97	
122207	10/28/2021	Check: NBDC 45965	45965	Multiple	2,000.00	
122209	10/28/2021	Check: NBDC 45967	45967	Multiple	101.99	
		Journal Totals			21,570.27	0.00

Totals for 494-000.000-202.000

21,570.27 21,570.27

Balance 10/01/21: 0.00
 Net Change: 0.00
 Balance 10/31/21: 0.00

494-000.000-214.101 DUE TO GENERAL FUND

Journal CD: CD

121817	10/15/2021	Check: NBDC 45887	45887	Multiple		1,803.53
121818	10/15/2021	Check: NBDC 45888	45888	Multiple		1,000.00
121821	10/15/2021	Check: NBDC 45891	45891	Multiple		1,545.00
121832	10/15/2021	Check: NBDC 45902	45902	Multiple		137.89
121839	10/15/2021	Check: NBDC 45909	45909	Multiple		77.41
122171	10/28/2021	Check: NBDC 45929	45929	Multiple		1,642.13
122176	10/28/2021	Check: NBDC 45934	45934	Multiple		964.98
122177	10/28/2021	Check: NBDC 45935	45935	Multiple		3,096.37
122191	10/28/2021	Check: NBDC 45949	45949	Multiple		9,140.00
122202	10/28/2021	Check: NBDC 45960	45960	Multiple		60.97
122207	10/28/2021	Check: NBDC 45965	45965	Multiple		2,000.00
122209	10/28/2021	Check: NBDC 45967	45967	Multiple		101.99
		Journal Totals			0.00	21,570.27

Journal GJ: GJ

122549	10/15/2021	PAYROLL - SEE PAYROLL REPORTS	15119	Multiple		6,349.17
		Journal Totals			0.00	6,349.17

Journal PR: Payroll

122550	10/31/2021	PAYROLL - SEE PAYROLL REPORT	15120	Multiple		6,510.65
		Journal Totals			0.00	6,510.65

Totals for 494-000.000-214.101

0.00 34,430.09

Balance 10/01/21: 114,121.10
 Net Change: 34,430.09
 Balance 10/31/21: 148,551.19

11/18/2021 10:10 AM

ACTIVITY BY GL/JOURNAL REPORT FOR CITY OF LATHRUP VILLAGE

Page:

Item 5A.

User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 10/01/2021 TO 10/31/2021

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-214.101		DUE TO GENERAL FUND				
494-000.000-446.000		INVESTMENT INTEREST				
Journal GJ: GJ						
122274	10/31/2021	INTEREST POSTING - SEE BANK STA15117		Multiple		288.73
		Journal Totals			0.00	288.73
Totals for 494-000.000-446.000					0.00	288.73
		Balance 10/01/21:		856.52		
		Net Change:		288.73		
		Balance 10/31/21:		1,145.25		
494-000.000-701.000		SALARIES FULL-TIME				
Journal GJ: GJ						
122549	10/15/2021	PAYROLL - SEE PAYROLL REPORTS	15119	Multiple	5,916.59	
		Journal Totals			5,916.59	0.00
Journal PR: Payroll						
122550	10/31/2021	PAYROLL - SEE PAYROLL REPORT	15120	Multiple	6,066.59	
		Journal Totals			6,066.59	0.00
Totals for 494-000.000-701.000					11,983.18	0.00
		Balance 10/01/21:		39,407.82		
		Net Change:		11,983.18		
		Balance 10/31/21:		51,391.00		
494-000.000-703.000		EMPLOYEE TAXES & BENEFITS				
Journal AP: AP						
121759	10/15/2021	VANTAGEPOINTE TRANSFER 803046EM10132021		Multiple	77.41	
122069	10/29/2021	BLUE CARE NETWORKEMPLOYEE TAXES212810004231		Multiple	1,642.13	
122080	10/29/2021	STANDARD INSURANCE COMPANYEMPLCNVEMBER		Multiple	60.97	
122088	10/29/2021	VANTAGEPOINTE TRANSFERR AGENTSE10272021		Multiple	101.99	
		Journal Totals			1,882.50	0.00
Journal GJ: GJ						
122549	10/15/2021	PAYROLL - SEE PAYROLL REPORTS	15119	Multiple	432.58	
		Journal Totals			432.58	0.00
Journal PR: Payroll						
122550	10/31/2021	PAYROLL - SEE PAYROLL REPORT	15120	Multiple	444.06	
		Journal Totals			444.06	0.00
Totals for 494-000.000-703.000					2,759.14	0.00
		Balance 10/01/21:		9,017.46		
		Net Change:		2,759.14		
		Balance 10/31/21:		11,776.60		
494-000.000-726.000		OFFICE SUPPLIES				
Journal AP: AP						
122166	10/29/2021	CARDMEMBER SERVICEOFFICE SUPPLIOCTOBER 2021		Multiple	15.89	
		Journal Totals			15.89	0.00
Totals for 494-000.000-726.000					15.89	0.00
		Balance 10/01/21:		151.77		
		Net Change:		15.89		
		Balance 10/31/21:		167.66		
494-000.000-802.000		TAX TRIBUNAL RETURNS				
Journal AP: AP						
121755	10/15/2021	OAKLAND COUNTY TREASURERTAX TRI09302021		494-000.000-202.000	137.89	
		Journal Totals			137.89	0.00
Totals for 494-000.000-802.000					137.89	0.00
		Balance 10/01/21:		13,653.48		
		Net Change:		137.89		
		Balance 10/31/21:		13,791.37		
494-000.000-844.000		MAIN STREET PROGRAM				
Journal AP: AP						
122166	10/29/2021	CARDMEMBER SERVICEMAIN STREET POCTOBER 2021		Multiple	14.97	
122166	10/29/2021	CARDMEMBER SERVICEMAIN STREET POCTOBER 2021		Multiple	180.79	

11/18/2021 10:10 AM

ACTIVITY BY GL/JOURNAL REPORT FOR CITY OF LATHRUP VILLAGE

Page:

Item 5A.

User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 10/01/2021 TO 10/31/2021

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-844.000 MAIN STREET PROGRAM						
Journal AP: AP						
122166	10/29/2021	CARDMEMBER SERVICE	MAIN STREET POCTOBER 2021	Multiple	7.05	
Journal Totals					202.81	0.00
Totals for 494-000.000-844.000					202.81	0.00
Balance 10/01/21:				1,559.05		
Net Change:				202.81		
Balance 10/31/21:				1,761.86		
494-000.000-845.000 STREETSCAPING						
Journal AP: AP						
122089	10/29/2021	CHRISTMAS DECOR	STREETSCAPING 10252021	494-000.000-202.000	3,096.37	
122166	10/29/2021	CARDMEMBER SERVICE	STREETSCAPING OCTOBER 2021	Multiple	394.52	
Journal Totals					3,490.89	0.00
Totals for 494-000.000-845.000					3,490.89	0.00
Balance 10/01/21:				5,619.87		
Net Change:				3,490.89		
Balance 10/31/21:				9,110.76		
494-000.000-882.000 PLANNING/CONSULTING FEES						
Journal AP: AP						
121741	10/15/2021	GIFFELS-WEBSTER ENG INC	PLANNING124504	494-000.000-202.000	1,545.00	
Journal Totals					1,545.00	0.00
Totals for 494-000.000-882.000					1,545.00	0.00
Balance 10/01/21:				13,294.27		
Net Change:				1,545.00		
Balance 10/31/21:				14,839.27		
494-000.000-933.000 REPAIRS & MAINTENANCE						
Journal AP: AP						
121731	10/15/2021	DTE ENERGY	REPAIRS & MAINTENANCE09302021	494-000.000-202.000	1,803.53	
121737	10/15/2021	EXCELL SNOW & TURF MAINTENANCE	CERCLIP49160	494-000.000-202.000	200.00	
121738	10/15/2021	EXCELL SNOW & TURF MAINTENANCE	CERCLIP49159	494-000.000-202.000	800.00	
Journal Totals					2,803.53	0.00
Totals for 494-000.000-933.000					2,803.53	0.00
Balance 10/01/21:				7,788.25		
Net Change:				2,803.53		
Balance 10/31/21:				10,591.78		
494-000.000-955.000 MISCELLANEOUS EXPENDITURES						
Journal AP: AP						
122166	10/29/2021	CARDMEMBER SERVICE	MISCELLANEOUS OCTOBER 2021	Multiple	351.76	
Journal Totals					351.76	0.00
Totals for 494-000.000-955.000					351.76	0.00
Balance 10/01/21:				37.96		
Net Change:				351.76		
Balance 10/31/21:				389.72		
494-000.000-971.000 SIGN GRANT PROGRAM						
Journal AP: AP						
122093	10/29/2021	THE US REHABILITATION & HEALTH	10252021	494-000.000-202.000	2,000.00	
Journal Totals					2,000.00	0.00
Totals for 494-000.000-971.000					2,000.00	0.00
Balance 10/01/21:				0.00		
Net Change:				2,000.00		
Balance 10/31/21:				2,000.00		
494-000.000-971.001 FACADE GRANT PROGRAM						
Journal AP: AP						
122092	10/29/2021	O'DELL FAMILY CHIROPRACTIC	FACAD10252021	494-000.000-202.000	9,140.00	

11/18/2021 10:10 AM

ACTIVITY BY GL/JOURNAL REPORT FOR CITY OF LATHRUP VILLAGE

Page:

Item 5A.

User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 10/01/2021 TO 10/31/2021

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-971.001		FACADE GRANT PROGRAM				
Journal AP: AP						
Journal Totals					9,140.00	0.00
Totals for 494-000.000-971.001					9,140.00	0.00
		Balance 10/01/21:		0.00		
		Net Change:		9,140.00		
		Balance 10/31/21:		9,140.00		



Downtown Development Authority Economic Vitality Minutes

Friday, November 5, 2021 at 9:00 AM
Remote Meeting via Zoom

1. **Call to Order at 9:06 a.m.**

Present: Bryan Ford, Fred Prime

Absent: Sheryl Mitchell-Theriot, Bobbi Lovins

2. **New Business**

A. ZingTrain: Dahl provided an overview of the October 28th training. The group discussed ways to potentially get more business engagement including calls to personally invite businesses to the training.

B. Workplan: The group discussed their workplan moving forward for 2022. EV will overlook the DDA's Capital Improvement Projects. The city's engineer will give a capital improvements presentation at the December meeting.

3. **Public Comment**

4. **Adjourn at 9:50 am.**



Downtown Development Authority Promotions Committee Minutes

Thursday, November 17, 2021 at 9:00 AM
Remote Meeting via Zoom

1. **Call to Order at 9:05 a.m.**

- a. Present: Dan Sugg, Mark Reitenga, Susie Stec, Cori Dahl, Sheryl Mitchell Theriot
- b. Absent: Pamela Perkins

2. **Old Business**

- a. Shop Small Saturday—Dahl gave an overview of the Winter Market on November 27th from at 10 am to 2 pm.
- b. Tree Lighting—Dahl provided an overview of the event on December 11th from 5:00-8:00 pm in Municipal Park. The LV Homeowners Association will be partnering on the event.
- c. Breakfast with Santa—Dahl provided an overview of the event on December 18th from 10 am to 12 pm. The Lions Club will be partnering on the event.

3. **New Business**

- a. Juneteenth—A call for the 2022 Juneteenth Task Force will be put in the Winter Your Town with a task force of no more than 7 people. The Juneteenth Task Force will be an independent sub committee of Promotions.

4. **Public Comment—none.**

5. **Adjourn at 9:23 a.m.**

Commercial Enforcement List

Address	Business name	Violation	Category	Status	Date Closed
26021 SOUTHFIELD RD	KATTOUAH, ANDROS	9/20/2021 Tall weeds along sidewalk	Tall Grass/ Weeds	Resolved	11/05/2021

Tall Grass and Weeds

Grass and weeds have exceeded a height of 7 inches. If not cut within 48 hours the violation will be corrected by the City's Contractor at homeowner's expense.

302.1 Sanitation

All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.

28050 SOUTHFIELD RD ST SHEMSAN INVESTMENT	9/22/2021 Tree branches in the rear of the property has to be removed.	Tree Branches	VIOLATION
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82-70 Maintenance of property

(a) Every property owner and other person in possessory control of a parcel of private property shall maintain such parcel and the adjoining right-of-way as follows:

(1) There shall be a clear space upwards from the ground to eight feet above all public streets, alleys and sidewalks.

(2) No broken, dead, diseased, or decayed limbs, branches, or trees which are likely to fall upon any public street or public sidewalk shall be permitted to exist.

(3) No plant materials which interfere with or obscure the view of any traffic control device or street, alley, or sidewalk in such fashion as to constitute a hazard to the travelling public shall be permitted to exist.

(b) All properties found to be in a condition violative of this section are declared to be public nuisances.

(Code 1991, art. V, ch. 7, § 111)

28601 SOUTHFIELD RD	JAGGED FORK HOLDING	9/21/2021 In front of Jagged Fork there was garbage and debris on the corridor. Spoke to the owner of Jagged Ford, She immediately had employees go out and remove all garbage and debris from the corridor.	DEBRIS	SANITATION
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Trash at Curb

Trash items have been placed at curb before 4:00pm on Thursday.

302.1 Sanitation

All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.

28505 SOUTHFIELD RD	HELP CENTER INVESTMENT	9/23/2021 Front window is broken, must repair.	Property Maintenance	VIOLATION
		11/2/2021 No change		

Commercial Enforcement List

Address	Business name	Violation	Category	Status	Date Closed
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14-403 Maintenance requirements.

- (a) Properties subject to this section shall be, in comparison to the neighborhood standard, kept free of weeds, dry brush, dead vegetation, trash, junk, debris, building materials, any accumulation of newspapers, circulars, flyers, notices, except those required by federal, state or local law, discarded personal items, including but not limited to, furniture, clothing, large and small appliances, printed material or any other items that give the appearance that the property is abandoned.
- (b) The property shall be maintained free of graffiti, tagging or similar markings by removal or painting over with an exterior grade paint that matches the color of the exterior of the structure.
- (c) Visible front and side yards shall be landscaped and maintained to the neighborhood standard at the time registration was required. Landscape includes, but is not limited to, grass, groundcovers, bushes, shrubs, hedges or similar plantings, decorative rock or bark or artificial turf/sod designed specifically for residential installation. Landscape does not include weeds, gravel, broken concrete, asphalt, decomposed granite, plastic sheeting, mulch, indoor-outdoor carpet or any similar material.
- (d) Maintenance includes, but is not limited to, regular watering, irrigation, cutting, pruning and mowing of required landscape and removal of all trimmings.
- (e) Pools and spas shall be kept in working order so the water mains are clear and free of pollutants and debris or drained and kept dry. In either case properties with pools and/or spas must comply with the minimum security fencing requirements of the State of Michigan and local ordinance.
- (f) Adherence to this section does not relieve the beneficiary/trustee or property owner of any obligations set forth in any covenants, conditions and restrictions and/or homeowners' association rules and regulations which may apply to the property.
- (g) In addition to the above set forth requirements properties shall be maintained in accordance with the standards set forth under chapter 14 article VI, section 14-151 of the City of Lathrup Village Code of Ordinances.
(Ord. No. 404-09, pt. III, 12-21-2009)

304.1 General.

The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.

28505 SOUTHFIELD RD	HELP CENTER INVESTM	9/23/2021 Soffits on rear of the building needs repair.	Property Maintenance	VIOLATION
		11/1/2021 No change		

302.9 Defacement of property.

A person shall not willfully or wantonly damage, mutilate or deface any exterior surface of any structure or building on any private or public property by placing thereon any marking, carving or graffiti. It shall be the responsibility of the owner to restore said surface to an approved state of maintenance and repair

11/15/2021

Item 7A.

Commercial Enforcement List

Address	Business name	Violation	Category	Status	Date Closed
26820 SOUTHFIELD RD	26820 INVESTMENTS LLC	9/23/2021 garbage bags on the ground surrounding dumpster. spoke to the manager about the issue, and stated will remove immediately.	Dumpster Enclosure	Resolved	10/27/2021
54-35. - Dumpsters Any business establishment generating more waste than can be stored within its building between collections shall contract privately with rubbish collectors for pickup. Dumpsters can be used by business establishments for outside storage by obtaining necessary permits in conformity with the zoning ordinance. (Code 1991, art. VIII, ch. 4, § 303)					
26021 SOUTHFIELD RD 10	KATTOUAH, ANDROS	9/20/2021 Ditch area is full of garbage, must be cleaned.	Ditch and Culvert Maintenance	Resolved	10/21/2021
30-41 Maintenance of ditches and culverts ARTICLE II. - STORMWATER MANAGEMENT It shall be the duty of every property owner to maintain all stormwater ditches and culverts constructed or installed in the area between his property line and the centerline of any street or alley abutting upon his property in a condition free of waste, dirt, plant growth, and other obstructions which block or obstruct the designed flow of stormwater in the ditch or culvert. All ditches and culverts which are so obstructed as to allow the unreasonable accumulation or impounding of stormwaters are declared to be public nuisances and are subject to the abatement and special assessment provisions as provided in this Code. (Ord. No. 409-10, pt. II, 10-18-2010)					

Records: 7

Page: 3



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: November 18, 2021

RE: Department/Director Report

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

Upcoming Events

- **FIRESIDE FRIDAYS** in back! Every Friday (weather-dependent) from **11 am – 1 pm at the Pavilion** through the end of November. We'll take a winter break and start up again in March.
- **Winter Market will be Saturday, November 27th.**
- **Christmas Tree Lighting will be Saturday, December 11th from 5 – 8 pm.**
- **Breakfast with Santa will be Saturday, December 18th from 10 am – 12 Noon.**

Past Events

- Zing! Customer Service Training was held October 28th; a dozen people attended
- Fall Fest was Saturday, October 30th; over 60 people attended

Grants

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



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Commercial Business/Property Updates

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

Cannabis

- Application materials are on the city's website
- Application Period is scheduled for January 3 – February 1, 2022

Infrastructure

- Sidewalk Replacement Program began in late August. Work will be along Southfield Road and in the neighborhoods south of I-696. There have been delays which will push final completion of Year 1 project areas to Spring 2022.
- Roads: Alley approaches between Sunnybrook & Cambridge (east of Southfield Rd) are complete
- GIS mapping & data collection system is in place to track excavations, fire hydrants, and gate valves
- Water Main Replacements on Wiltshire (Southfield to Lathrup Blvd) and San Rosa (Southfield to Lathrup Blvd) is complete.

Miscellaneous

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



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2022 DDA MEETING DATES

BoD Meeting Dates

Third Friday

January	21
February	18
March	18
April	15
May	20
June	17
July	15
August	19
September	16
October	21
November	18
December	16

Economic Vitality

First Friday

January	7
February	4
March	4
April	1
May	6
June	3
July	1
August	5
September	2
October	7
November	4
December	2

Promotions Beautification

Third Monday	Third Thursday	Third Friday
January		20
February	18	17
March	16	17
April	20	14
May	18	12
June	22	16
July	18	21
August		18
September		15
October		20
November	24-No Meeting Holiday	
December		15

Beautification

Third Monday April-September

April	18
May	16
June	20
July	18
August	22
September	18



T: 248-832-4549

E: shirshir79@gmail.com

Shirley Blondy

4405 Pinehurst Dr.

West Bloomfield, MI 48322

To: Lathrup Village

Work Proposal

Date Issued: 11/15/21

Shirley Blondy

Page: 1

Re: Training workshop about goals and procrastination

Thank you for giving us the opportunity to submit our quotation for your valuable request. As per your request, attached please find the quotation for training.

Item	Description	Course Fee
1	Learn essential skills and behaviors for for aiming and reaching your highest goals in 2022 ☐ Define and begin new personal goals for 2022. ☐ Powerful skills for focusing and maximizing time productively. ☐ Step-by-step process for overcoming procrastination. ☐ Methods for harnessing motivation, raising personal energy during challenging days, and discovering new, powerful ways to maintain success. ☐ Ten essential tips for eliminating	\$1,500

	procrastination and living your best life. Proposed date: December 14, 2021 Time: 9am to 11am Trainer/Facilitator: Shirley Blondy Duration: Two hours (120 minutes) Venue: Lathrup Village Community Center	
Terms and Conditions: <u>Payment Terms:</u> Up to 30 days after session takes place. <u>Validity:</u> Upon receiving confirmation from the client. <u>Other terms:</u> Trainer's room accommodation & training materials will be provided by Lathrup Village.		

We trust our proposal is in line with your requirements. Should you require further assistance please do not hesitate to contact me.

Thank you,

**Shirley Blondy
C.E.O
Starter Training**