



# Downtown Development Authority Board of Directors Agenda

Friday, July 16, 2021 at 12:00 PM  
Remote Meeting via Zoom

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## 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 local officials and State of Michigan legislation, which allows for electronic meetings of public bodies, notice is hereby given that the City of Lathrup's Downtown Development Authority will be meeting electronically using [www.Zoom.us](http://www.Zoom.us) for videoconference and public access.*

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Approval of Minutes**
  - [A.](#) DDA Board of Directors Meeting Minutes 6-18-21
  - [B.](#) DDA Board of Directors Special Meeting Minutes 6-24-21
5. **Financial Review**
  - [A.](#) June Financial Reports
6. **Committee Reports**
  - A. Promotions Committee 7-15-21
  - [B.](#) Beautification Task Force June 21, 2021
  - [C.](#) Economic Vitality Committee

7. **Other Business**

A. Code Enforcement

B. Work Plan Review

C. Department Report

8. **Old Business**

9. **New Business**

A. Alleyway Improvements and Repair Costs

B. DDA Branded Promotional Items

C. Gateway and City Hall Flower Beds

10. **Public Comment**

11. **Adjourn**



# Downtown Development Authority Board of Directors

## Draft Minutes

Friday, June 18, 2021 at 12:00 PM  
Remote Meeting via Zoom

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### ZOOM REMOTE MEETING INFORMATION

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#### 1. Call to Order

Called to order at 12:05 p.m. by Chairperson Sugg.

#### 2. Roll Call

PRESENT

Chairperson Dan Sugg

Board Member Shyla Beltur

Board Member, Mayor Kelly Garrett

Board Member Bobbi Lovins

Secretary Dr. Sheryl Mitchell Theriot

Board Member Fred Prime

Board Member Pam Shermeyer

ABSENT

Board Member Bryan Ford

Board Member Mark Watts

Motion to excuse Board Member Ford made by Board Member Lovins, Seconded by Board Member Shermeyer.

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

### **3. Approval of Agenda**

### **4. Approval of Minutes**

#### **A. DDA Board of Directors Minutes 5-21-21**

Motion to approve May 21, 2021 Meeting Minutes made by Board Member Shermeyer, Seconded by Board Member Prime.

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

### **5. Financial Review**

#### **A. May Financial Review Reports**

Stec provided an overview of the final revenue numbers. Lovins asked if revenue is up due to increased TIF than anticipated, Stec answered that TIF and tax captures increased.

Motion to receive and file as presented Lovins, second by Shermeyer

### **6. Committee Reports**

#### **A. Promotions 6-17-21**

Dahl provided an overview of upcoming Promotions events and June 17th, 2021 meeting.

#### **B. Economic Vitality Committee 6-4-21**

Dahl provided an overview of the June 4<sup>th</sup>, 2021 meeting.

Mayor Garrett asked about adding garbage bins throughout the Downtown District. The group discussed logistics of emptying the garbage bins. Mayor Garrett added that she was working to host a joint car show with Road Masters Vette Club, a July date at Michigan First Credit Union and a second show on August 14<sup>th</sup> at City Hall.

### **7. Other Business**

#### **A. May Code Enforcement Report**

Stec provided an overview of the May Code Enforcement. Sugg suggested the report shows what the solution taken by Code Enforcement Sweidan is: ticket, call, follow-up, etc.



Board member Prime asked if there is a littering ordinance in place. Stec answered that could most likely be enforced by the police but will follow up with more information with more details with the ordinance in place.

**B. June 2021 - CED Department Report**

Stec discussed the Department including new businesses opening in the District including a doctor's office and MRI business at 27215 Southfield Rd, Discount Tire is expanding for used tire storage, a new physical therapy business in the former Gin Cleaners business, and a Lathrup Village Apartments is working on remaining sitework. Steps towards securing BP Gas site will soon take place. The Building and CED Department is working on refining commercial landlord and business license processes. The Comprehensive Plan is currently out for comment and will be discussed at the July 20<sup>th</sup> Planning Commission meeting.

**C. Main Street Oakland County Update from Annaka Norris**

Norris discussed new initiatives from Main Street Oakland County including steps for Main Street Lathrup Village to becoming a Select Level Community, potential new grant opportunities, ARP money, and Stat Sheets.

**8. Old Business**

**A. Logo**

Stec discussed next steps with the Lathrup Village DDA's rebranding.

**9. New Business**

**A. June 2021 Budget Amendments**

Stec provided an overview of the proposed Budget Amendments for FY 20/21, including updated revenue numbers.

Motion to approve Proposed Budget Amendments made by Board Member Shermeyer, Seconded by Board Member Prime.

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

**B. Sidewalk Repair Cost Estimate**

Stec provided an overview of Sidewalk Repair Costs in the Downtown Development Authority's District and the option for the DDA to incur the entire cost of the repairs in the DDA's district for \$38,721.90 per section of the Corridor (Southfield Rd., 11 Mile, and 12 Mile).

Motion to approve Sidewalk Repair Cost Estimates for \$38,721.90 made by Board Member Prime, Seconded by Board Member Lovins.

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

C. 26079 Southfield Rd. Sign Grant Application

Stec provided an overview for 26709 Southfield Road's Sign Grant Application.

Motion to approve Sign Grant application made by Secretary Mitchell Theriot, Seconded by Board Member Lovins.

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

D. Summer Concert Series Food Truck Coupon

Motion to approve \$2,000 for Food Truck Coupon reimbursement by Secretary Mitchell Theriot, Seconded by Board Member Shermeyer.

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

Motion to excuse Board Member Watts by Secretary Mitchell Theriot, Seconded by Board Member Lovins.

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

**10. Public Comment—none.**

**11. Adjourn**

Adjourn at 1:38 p.m.

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



# Downtown Development Authority Special Meeting

## Draft Minutes

Thursday, June 24, 2021 at 8:30 AM  
Remote Meeting via Zoom

### ZOOM REMOTE MEETING INFORMATION

**Webinar ID:** 963 6137 9496

**Password:** 750174

**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](http://www.Zoom.us) for videoconference and public access.*

### 1. Call to Order

Call to order at 8:38 a.m. by Chairperson Dan Sugg.

### 2. Approval of Agenda

Motion to approve to amended agenda to include roll call by Board Member Shermeyer, Seconded by Board Member, Mayor Garrett.

Voting Yea: Chairperson Sugg, Board Member, Mayor Garrett, Board Member Lovins, Secretary Mitchell, Board Member Shermeyer, Board Member Watts

### 3. Roll Call

PRESENT

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

Board Member, Mayor Kelly Garrett (Lathrup Village, Oakland County, MI)

Board Member Bobbi Lovins (Birmingham, Oakland County, MI)

Secretary Sheryl Mitchell (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 Bryan Ford

Board Member Fred Prime

Motion excuse absence of Board Member Beltur and Board Member Ford by Board Member Shermeyer, Seconded by Secretary Mitchell.

Voting Yea: Chairperson Sugg, Board Member, Mayor Garrett, Board Member Lovins, Secretary Mitchell, Board Member Shermeyer, Board Member Watts

#### **4. Old Business**

##### **A. DDA Sidewalk Replacement Program**

Stec provided an overview of the Sidewalk Replacement Program and preliminary costs for residential and commercial sidewalks that will cover all of public and private sidewalks, including ADA, in the Downtown Corridor.

Shermeyer asked if businesses will be notified of an invoice to inform them that the costs have been covered. Mitchell Theriot added that sending a letter to the commercial property owners including an invoice noting that the costs have been covered by the DDA.

Motion to Approve amended amount of \$104,107 towards the Sidewalk Replacement Program in the Downtown District made by Board Member, Mayor Garrett, Seconded by Board Member Lovins.

Voting Yea: Chairperson Sugg, Board Member, Mayor Garrett, Board Member Lovins, Secretary Mitchell, Board Member Shermeyer, Board Member Watts

#### **5. Public Comment—none.**

#### **6. Adjourn**

Adjourn at 8:50 a.m.

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

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

| GL Number                                 | Description                    | PERIOD ENDED<br>05/31/2020 | PERIOD ENDED<br>05/31/2021 |
|-------------------------------------------|--------------------------------|----------------------------|----------------------------|
| *** Assets ***                            |                                |                            |                            |
| 494-000.000-010.000                       | TRUST ACCOUNT-GENERAL          | 989,875.78                 | 992,699.06                 |
| 494-000.000-042.000                       | ACCOUNTS RECEIVABLE-SPEC ASSES | 12,600.00                  | 12,600.00                  |
| 494-000.000-084.101                       | DUE FROM GENERAL FUND          | 182,838.18                 | 527,909.62                 |
| 494-000.000-141.001                       | INFRASTRUCTURE                 | 360,289.69                 | 360,289.69                 |
| 494-000.000-177.001                       | DEPRECIABLE ASSETS             | 16,280.25                  | 25,243.25                  |
| 494-000.000-193.000                       | ACCUMULATED DEPRECIATION       | (106,909.22)               | (138,244.22)               |
| <b>Total Assets</b>                       |                                | <b>1,454,974.68</b>        | <b>1,780,497.40</b>        |
| *** Liabilities ***                       |                                |                            |                            |
| 494-000.000-202.000                       | ACCOUNTS PAYABLE               | 0.00                       | (633.96)                   |
| 494-000.000-214.101                       | DUE TO GENERAL FUND            | (97,304.32)                | 133,224.09                 |
| <b>Total Liabilities</b>                  |                                | <b>(97,304.32)</b>         | <b>132,590.13</b>          |
| *** Fund Balance ***                      |                                |                            |                            |
| 494-000.000-390.000                       | FUND BALANCE                   | 1,340,049.75               | 1,518,412.77               |
| <b>Total Fund Balance</b>                 |                                | <b>1,340,049.75</b>        | <b>1,518,412.77</b>        |
| <b>Beginning Fund Balance</b>             |                                | <b>1,340,049.75</b>        | <b>1,518,412.77</b>        |
| <b>Net of Revenues VS Expenditures</b>    |                                | <b>212,229.25</b>          | <b>129,494.50</b>          |
| <b>Ending Fund Balance</b>                |                                | <b>1,552,279.00</b>        | <b>1,647,907.27</b>        |
| <b>Total Liabilities And Fund Balance</b> |                                | <b>1,454,974.68</b>        | <b>1,780,497.40</b>        |

User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 05/01/2021 TO 05/31/2021

| JE #                                      | Date       | Description                                  | Reference # | OFFSETTING GL       | DEBIT      | CREDIT     |
|-------------------------------------------|------------|----------------------------------------------|-------------|---------------------|------------|------------|
| 494-000.000-010.000 TRUST ACCOUNT-GENERAL |            |                                              |             |                     |            |            |
| Journal GJ: GJ                            |            |                                              |             |                     |            |            |
| 119276                                    | 05/31/2021 | INTEREST POSTING - MONTHLY                   | 14903       | Multiple            | 210.73     |            |
| Journal Totals                            |            |                                              |             |                     | 210.73     | 0.00       |
| Totals for 494-000.000-010.000            |            |                                              |             |                     | 210.73     | 0.00       |
| Balance 05/01/21:                         |            |                                              |             | 992,488.33          |            |            |
| Net Change:                               |            |                                              |             | 210.73              |            |            |
| Balance 05/31/21:                         |            |                                              |             | 992,699.06          |            |            |
|                                           |            |                                              |             |                     |            |            |
| 494-000.000-084.101 DUE FROM GENERAL FUND |            |                                              |             |                     |            |            |
| Journal GJ: GJ                            |            |                                              |             |                     |            |            |
| 119441                                    | 05/05/2021 | SETTLEMENT POSTING                           | 14925       | Multiple            | 339,115.19 |            |
| 119442                                    | 05/05/2021 | SETTLEMENT POSTING                           | 14926       | Multiple            |            | 31,986.79  |
| Journal Totals                            |            |                                              |             |                     | 339,115.19 | 31,986.79  |
| Totals for 494-000.000-084.101            |            |                                              |             |                     | 339,115.19 | 31,986.79  |
| Balance 05/01/21:                         |            |                                              |             | 220,781.22          |            |            |
| Net Change:                               |            |                                              |             | 307,128.40          |            |            |
| Balance 05/31/21:                         |            |                                              |             | 527,909.62          |            |            |
|                                           |            |                                              |             |                     |            |            |
| 494-000.000-202.000 ACCOUNTS PAYABLE      |            |                                              |             |                     |            |            |
| Journal AP: AP                            |            |                                              |             |                     |            |            |
| 118839                                    | 05/14/2021 | GIFFELS-WEBSTER ENG INCVnd: GWE123289        |             | 494-000.000-882.000 |            | 3,654.50   |
| 118854                                    | 05/14/2021 | VANTAGEPOINTE TRANSFER 803046Vn5/13/2021     |             | Multiple            |            | 82.45      |
| 118869                                    | 05/14/2021 | GIFFELS-WEBSTER ENG INCVnd: GWE123422        |             | Multiple            |            | 725.62     |
| 118877                                    | 05/14/2021 | GIFFELS-WEBSTER ENG INCVnd: GWE123409        |             | 494-000.000-882.000 |            | 217.50     |
| 118995                                    | 05/24/2021 | BLUE CARE NETWORKVnd: BLUECARE 6-1/6-30-2021 |             | Multiple            |            | 1,642.13   |
| 119065                                    | 05/28/2021 | CORI DAHLVnd: CORI DAHL Invoice5/24/2021     |             | 494-000.000-955.000 |            | 116.04     |
| Journal Totals                            |            |                                              |             |                     | 0.00       | 6,438.24   |
| Journal CD: CD                            |            |                                              |             |                     |            |            |
| 118915                                    | 05/14/2021 | Check: NBDC 45303                            | 45303       | Multiple            | 4,597.62   |            |
| 118931                                    | 05/14/2021 | Check: NBDC 45319                            | 45319       | Multiple            | 970.00     |            |
| 118939                                    | 05/14/2021 | Check: NBDC 45327                            | 45327       | Multiple            | 82.45      |            |
| 119001                                    | 05/24/2021 | Check: NBDC 45331                            | 45331       | Multiple            | 1,642.13   |            |
| Journal Totals                            |            |                                              |             |                     | 7,292.20   | 0.00       |
| Totals for 494-000.000-202.000            |            |                                              |             |                     | 7,292.20   | 6,438.24   |
| Balance 05/01/21:                         |            |                                              |             | 220.00              |            |            |
| Net Change:                               |            |                                              |             | (853.96)            |            |            |
| Balance 05/31/21:                         |            |                                              |             | 633.96 DR           |            |            |
|                                           |            |                                              |             |                     |            |            |
| 494-000.000-214.101 DUE TO GENERAL FUND   |            |                                              |             |                     |            |            |
| Journal CD: CD                            |            |                                              |             |                     |            |            |
| 118915                                    | 05/14/2021 | Check: NBDC 45303                            | 45303       | Multiple            |            | 4,597.62   |
| 118931                                    | 05/14/2021 | Check: NBDC 45319                            | 45319       | Multiple            |            | 970.00     |
| 118939                                    | 05/14/2021 | Check: NBDC 45327                            | 45327       | Multiple            |            | 82.45      |
| 119001                                    | 05/24/2021 | Check: NBDC 45331                            | 45331       | Multiple            |            | 1,642.13   |
| Journal Totals                            |            |                                              |             |                     | 0.00       | 7,292.20   |
| Journal PR: Payroll                       |            |                                              |             |                     |            |            |
| 119264                                    | 05/15/2021 | PAYROLL - SEE PAYROLL REPORT                 | 14894       | Multiple            |            | 6,549.88   |
| 119271                                    | 05/31/2021 | MERS POSTING - NEW HIRES AFTER               | 14898       | Multiple            |            | 639.98     |
| 119274                                    | 05/31/2021 | PAYROLL - SEE PAYROLL REPORT                 | 14901       | Multiple            |            | 6,119.28   |
| Journal Totals                            |            |                                              |             |                     | 0.00       | 13,309.14  |
| Totals for 494-000.000-214.101            |            |                                              |             |                     | 0.00       | 20,601.34  |
| Balance 05/01/21:                         |            |                                              |             | 112,622.75          |            |            |
| Net Change:                               |            |                                              |             | 20,601.34           |            |            |
| Balance 05/31/21:                         |            |                                              |             | 133,224.09          |            |            |
|                                           |            |                                              |             |                     |            |            |
| 494-000.000-407.000 TIFA-CAPTURE TAXES    |            |                                              |             |                     |            |            |
| Journal GJ: GJ                            |            |                                              |             |                     |            |            |
| 119441                                    | 05/05/2021 | SETTLEMENT POSTING                           | 14925       | Multiple            |            | 326,888.41 |
| 119442                                    | 05/05/2021 | SETTLEMENT POSTING                           | 14926       | Multiple            | 31,986.79  |            |
| Journal Totals                            |            |                                              |             |                     | 31,986.79  | 326,888.41 |

User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 05/01/2021 TO 05/31/2021

| JE #                                           | Date       | Description                                  | Reference # | OFFSETTING GL       | DEBIT     | CREDIT     |
|------------------------------------------------|------------|----------------------------------------------|-------------|---------------------|-----------|------------|
| 494-000.000-407.000 TIFA-CAPTURE TAXES         |            |                                              |             |                     |           |            |
| Totals for 494-000.000-407.000                 |            |                                              |             |                     | 31,986.79 | 326,888.41 |
|                                                |            | Balance 05/01/21:                            |             | 31,986.79           |           |            |
|                                                |            | Net Change:                                  |             | 294,901.62          |           |            |
|                                                |            | Balance 05/31/21:                            |             | 326,888.41          |           |            |
| 494-000.000-410.000 TAX COLLECTED OTHER        |            |                                              |             |                     |           |            |
| Journal GJ: GJ                                 |            |                                              |             |                     |           |            |
| 119441                                         | 05/05/2021 | SETTLEMENT POSTING                           | 14925       | Multiple            |           | 12,226.78  |
| Journal Totals                                 |            |                                              |             |                     | 0.00      | 12,226.78  |
| Totals for 494-000.000-410.000                 |            |                                              |             |                     | 0.00      | 12,226.78  |
|                                                |            | Balance 05/01/21:                            |             | 24,890.30           |           |            |
|                                                |            | Net Change:                                  |             | 12,226.78           |           |            |
|                                                |            | Balance 05/31/21:                            |             | 37,117.08           |           |            |
| 494-000.000-446.000 INVESTMENT INTEREST        |            |                                              |             |                     |           |            |
| Journal GJ: GJ                                 |            |                                              |             |                     |           |            |
| 119276                                         | 05/31/2021 | INTEREST POSTING - MONTHLY                   | 14903       | Multiple            |           | 210.73     |
| Journal Totals                                 |            |                                              |             |                     | 0.00      | 210.73     |
| Totals for 494-000.000-446.000                 |            |                                              |             |                     | 0.00      | 210.73     |
|                                                |            | Balance 05/01/21:                            |             | 2,283.94            |           |            |
|                                                |            | Net Change:                                  |             | 210.73              |           |            |
|                                                |            | Balance 05/31/21:                            |             | 2,494.67            |           |            |
| 494-000.000-701.000 SALARIES FULL-TIME         |            |                                              |             |                     |           |            |
| Journal PR: Payroll                            |            |                                              |             |                     |           |            |
| 119264                                         | 05/15/2021 | PAYROLL - SEE PAYROLL REPORT                 | 14894       | Multiple            | 6,117.58  |            |
| 119274                                         | 05/31/2021 | PAYROLL - SEE PAYROLL REPORT                 | 14901       | Multiple            | 5,717.58  |            |
| Journal Totals                                 |            |                                              |             |                     | 11,835.16 | 0.00       |
| Totals for 494-000.000-701.000                 |            |                                              |             |                     | 11,835.16 | 0.00       |
|                                                |            | Balance 05/01/21:                            |             | 86,296.78           |           |            |
|                                                |            | Net Change:                                  |             | 11,835.16           |           |            |
|                                                |            | Balance 05/31/21:                            |             | 98,131.94           |           |            |
| 494-000.000-703.000 EMPLOYEE TAXES & BENEFITS  |            |                                              |             |                     |           |            |
| Journal AP: AP                                 |            |                                              |             |                     |           |            |
| 118854                                         | 05/14/2021 | VANTAGEPOINTE TRANSFER 803046EM5/13/2021     |             | Multiple            | 82.45     |            |
| 118995                                         | 05/24/2021 | BLUE CARE NETWORKEMPLOYEE TAXES6-1/6-30-2021 |             | Multiple            | 1,642.13  |            |
| Journal Totals                                 |            |                                              |             |                     | 1,724.58  | 0.00       |
| Journal PR: Payroll                            |            |                                              |             |                     |           |            |
| 119264                                         | 05/15/2021 | PAYROLL - SEE PAYROLL REPORT                 | 14894       | Multiple            | 432.30    |            |
| 119271                                         | 05/31/2021 | MERS POSTING - NEW HIRES AFTER               | 14898       | Multiple            | 639.98    |            |
| 119274                                         | 05/31/2021 | PAYROLL - SEE PAYROLL REPORT                 | 14901       | Multiple            | 401.70    |            |
| Journal Totals                                 |            |                                              |             |                     | 1,473.98  | 0.00       |
| Totals for 494-000.000-703.000                 |            |                                              |             |                     | 3,198.56  | 0.00       |
|                                                |            | Balance 05/01/21:                            |             | 35,502.61           |           |            |
|                                                |            | Net Change:                                  |             | 3,198.56            |           |            |
|                                                |            | Balance 05/31/21:                            |             | 38,701.17           |           |            |
| 494-000.000-882.000 PLANNING/CONSULTING FEES   |            |                                              |             |                     |           |            |
| Journal AP: AP                                 |            |                                              |             |                     |           |            |
| 118839                                         | 05/14/2021 | GIFFELS-WEBSTER ENG INCPLANNING123289        |             | 494-000.000-202.000 | 3,654.50  |            |
| 118869                                         | 05/14/2021 | GIFFELS-WEBSTER ENG INCPLANNING123422        |             | Multiple            | 725.62    |            |
| 118877                                         | 05/14/2021 | GIFFELS-WEBSTER ENG INCPLANNING123409        |             | 494-000.000-202.000 | 217.50    |            |
| Journal Totals                                 |            |                                              |             |                     | 4,597.62  | 0.00       |
| Totals for 494-000.000-882.000                 |            |                                              |             |                     | 4,597.62  | 0.00       |
|                                                |            | Balance 05/01/21:                            |             | 42,640.15           |           |            |
|                                                |            | Net Change:                                  |             | 4,597.62            |           |            |
|                                                |            | Balance 05/31/21:                            |             | 47,237.77           |           |            |
| 494-000.000-955.000 MISCELLANEOUS EXPENDITURES |            |                                              |             |                     |           |            |

06/16/2021 12:34 PM

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 05/01/2021 TO 05/31/2021

| JE #                                           | Date       | Description                              | Reference # | OFFSETTING GL       | DEBIT  | CREDIT |
|------------------------------------------------|------------|------------------------------------------|-------------|---------------------|--------|--------|
| 494-000.000-955.000 MISCELLANEOUS EXPENDITURES |            |                                          |             |                     |        |        |
| Journal AP: AP                                 |            |                                          |             |                     |        |        |
| 119065                                         | 05/28/2021 | CORI DAHLMISCELLANEOUS EXPENDIT5/24/2021 |             | 494-000.000-202.000 | 116.04 |        |
| Journal Totals                                 |            |                                          |             |                     | 116.04 | 0.00   |
| Totals for 494-000.000-955.000                 |            |                                          |             |                     | 116.04 | 0.00   |
| Balance 05/01/21:                              |            |                                          |             | 1,820.42            |        |        |
| Net Change:                                    |            |                                          |             | 116.04              |        |        |
| Balance 05/31/21:                              |            |                                          |             | 1,936.46            |        |        |



PERIOD ENDING 05/31/2021

| GL NUMBER                                  | DESCRIPTION                | 2020-21            | 2020-21        | YTD BALANCE                 | ACTIVITY FOR                  | AVAILABLE                | % BDGT<br>USED |
|--------------------------------------------|----------------------------|--------------------|----------------|-----------------------------|-------------------------------|--------------------------|----------------|
|                                            |                            | ORIGINAL<br>BUDGET | AMENDED BUDGET | 05/31/2021<br>NORM (ABNORM) | MONTH 05/31/21<br>INCR (DECR) | BALANCE<br>NORM (ABNORM) |                |
| Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY  |                            |                    |                |                             |                               |                          |                |
| Revenues                                   |                            |                    |                |                             |                               |                          |                |
| Dept 000.000                               |                            |                    |                |                             |                               |                          |                |
| 494-000.000-407.000                        | TIFA-CAPTURE TAXES         | 255,000.00         | 255,000.00     | 326,888.41                  | 294,901.62                    | (71,888.41)              | 128.19         |
| 494-000.000-410.000                        | TAX COLLECTED OTHER        | 24,643.00          | 24,643.00      | 37,117.08                   | 12,226.78                     | (12,474.08)              | 150.62         |
| 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       | 18,680.93                   | 0.00                          | (12,680.93)              | 311.35         |
| 494-000.000-446.000                        | INVESTMENT INTEREST        | 10,000.00          | 10,000.00      | 2,494.67                    | 210.73                        | 7,505.33                 | 24.95          |
| 494-000.000-543.000                        | FEDERAL/STATE GRANTS       | 0.00               | 0.00           | 33,623.00                   | 0.00                          | (33,623.00)              | 100.00         |
| Total Dept 000.000                         |                            | 297,443.00         | 297,443.00     | 418,804.09                  | 307,339.13                    | (121,361.09)             | 140.80         |
| TOTAL REVENUES                             |                            | 297,443.00         | 297,443.00     | 418,804.09                  | 307,339.13                    | (121,361.09)             | 140.80         |
| Expenditures                               |                            |                    |                |                             |                               |                          |                |
| Dept 000.000                               |                            |                    |                |                             |                               |                          |                |
| 494-000.000-701.000                        | SALARIES FULL-TIME         | 71,820.00          | 112,790.00     | 98,131.94                   | 11,835.16                     | 14,658.06                | 87.00          |
| 494-000.000-702.000                        | SALARIES PART-TIME         | 5,500.00           | 0.00           | 0.00                        | 0.00                          | 0.00                     | 0.00           |
| 494-000.000-703.000                        | EMPLOYEE TAXES & BENEFITS  | 22,000.00          | 34,000.00      | 38,701.17                   | 3,198.56                      | (4,701.17)               | 113.83         |
| 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            | 200.00             | 2,900.00       | 1,071.18                    | 0.00                          | 1,828.82                 | 36.94          |
| 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        | 4,500.00           | 2,000.00       | 800.00                      | 0.00                          | 1,200.00                 | 40.00          |
| 494-000.000-844.000                        | MAIN STREET PROGRAM        | 20,000.00          | 43,000.00      | 62,763.06                   | 0.00                          | (19,763.06)              | 145.96         |
| 494-000.000-845.000                        | STREETSCAPING              | 10,000.00          | 32,000.00      | 26,831.17                   | 0.00                          | 5,168.83                 | 83.85          |
| 494-000.000-882.000                        | PLANNING/CONSULTING FEES   | 46,250.00          | 46,250.00      | 47,237.77                   | 4,597.62                      | (987.77)                 | 102.14         |
| 494-000.000-900.000                        | PRINTING/PUBLICATION COSTS | 2,000.00           | 2,000.00       | 945.15                      | 0.00                          | 1,054.85                 | 47.26          |
| 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      | 9,500.00           | 19,500.00      | 9,705.69                    | 0.00                          | 9,794.31                 | 49.77          |
| 494-000.000-955.000                        | MISCELLANEOUS EXPENDITURES | 1,300.00           | 6,100.00       | 1,936.46                    | 116.04                        | 4,163.54                 | 31.75          |
| 494-000.000-971.000                        | SIGN GRANT PROGRAM         | 10,000.00          | 10,000.00      | 386.00                      | 0.00                          | 9,614.00                 | 3.86           |
| 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                         |                            | 226,970.00         | 334,440.00     | 289,309.59                  | 19,747.38                     | 45,130.41                | 86.51          |
| TOTAL EXPENDITURES                         |                            | 226,970.00         | 334,440.00     | 289,309.59                  | 19,747.38                     | 45,130.41                | 86.51          |
| Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY: |                            |                    |                |                             |                               |                          |                |
| TOTAL REVENUES                             |                            | 297,443.00         | 297,443.00     | 418,804.09                  | 307,339.13                    | (121,361.09)             | 140.80         |
| TOTAL EXPENDITURES                         |                            | 226,970.00         | 334,440.00     | 289,309.59                  | 19,747.38                     | 45,130.41                | 86.51          |
| NET OF REVENUES & EXPENDITURES             |                            | 70,473.00          | (36,997.00)    | 129,494.50                  | 287,591.75                    | (166,491.50)             | 350.01         |



## DOWNTOWN DEVELOPMENT AUTHORITY

### Beautification Task Force

Monday, June 21, 2021, 12:00 PM

### Minutes

Join Zoom Meeting

<https://zoom.us/j/92048691262?pwd=VUZDUkdHNEUwQmJDUTFEeGxBckNEdz09>

Meeting ID: 920 4869 1262

Passcode: 128950

+16465588656,,92048691262#,,,,\*128950# US (New York)

+13017158592,,92048691262#,,,,\*128950# US (Washington DC)

#### 1. Call to Order at 12:04 p.m.

- a. **Present:** Dale Anderson, Brianna Blust, Pam Shermeyer
- b. **Absent:** Jalen Jennings
- c. **Other Present:** Cori Dahl (DDA Manager), Susie Stec (DDA Director)

#### 2. Old Business

- a. Plywood Murals
  - i. Southfield Arts and Technology

The Task Force will work to recruit commercial property owners who are interested in having the plywood murals mounted. A flyer went out to recruit mural artists at Juneteenth event and will continue to recruit artists through social media. The group hopes to get local youth groups involved in designing in one of the murals.



### 3. New Business

- a. Landscaping—Dahl provided the group with an update about working with a resident to design the Gateway and City Hall beds.
- b. Alley Maintenance—The Task Force will dedicate July 17-25<sup>th</sup> as Alley Maintenance Week to encourage business and property owners to work and clean their alleys. The DDA will work and maintain their alleys as well.
- c. Trash Cans—The group will work to identify where to put trash cans into the District and will look into an adopt-a-trash program to encourage businesses to empty trash cans.
- d. [Banners—Logo and Holiday—](#)The group decided to go with D467 for holiday banners on the light poles in the DDA District.

### 4. Public Comment—none.

### 5. Adjourn at 12:40 p.m.

LATHRUP VILLAGE - QUICK BRAND STYLE GUIDE

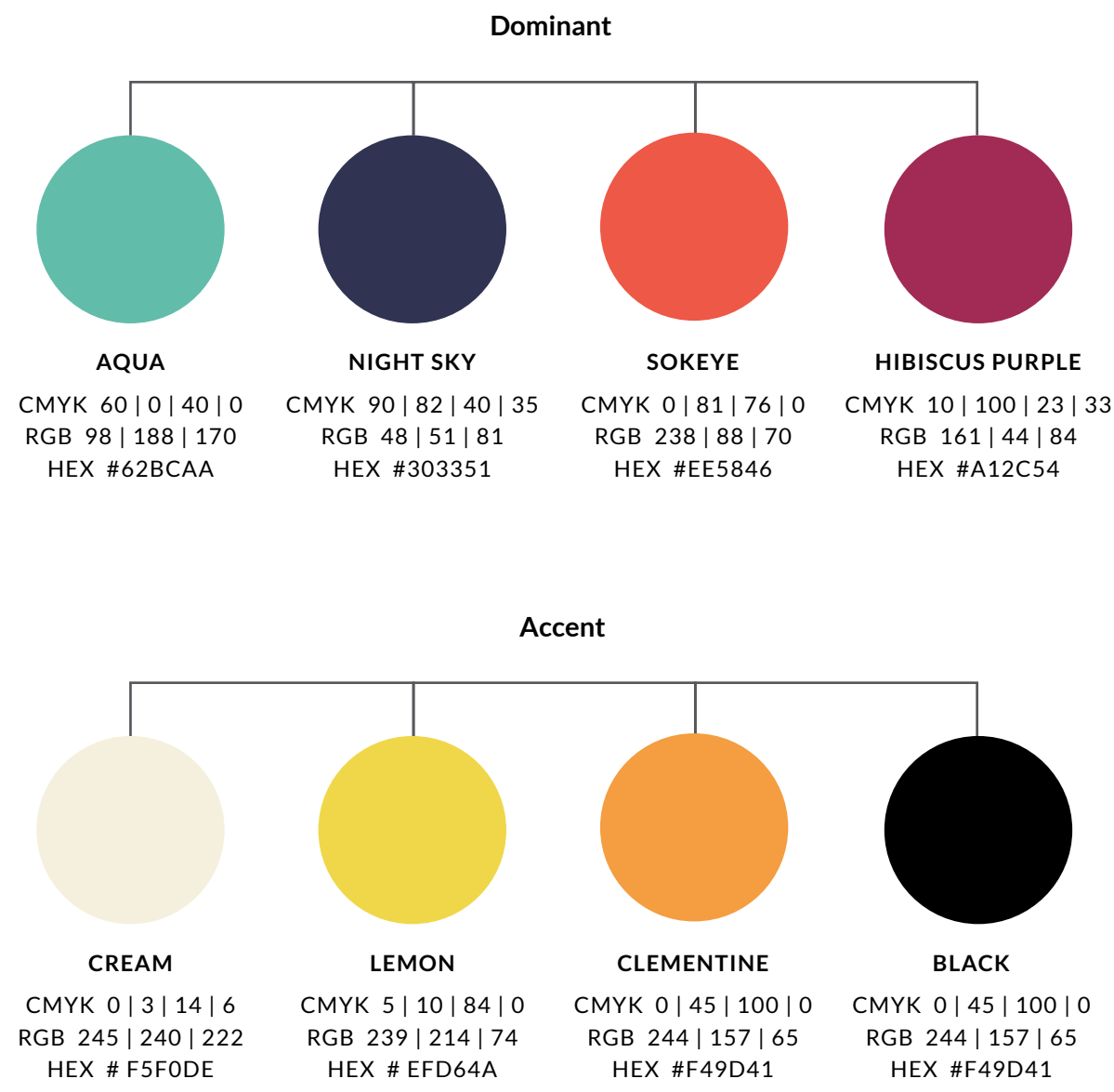
PRIMARY MARKS



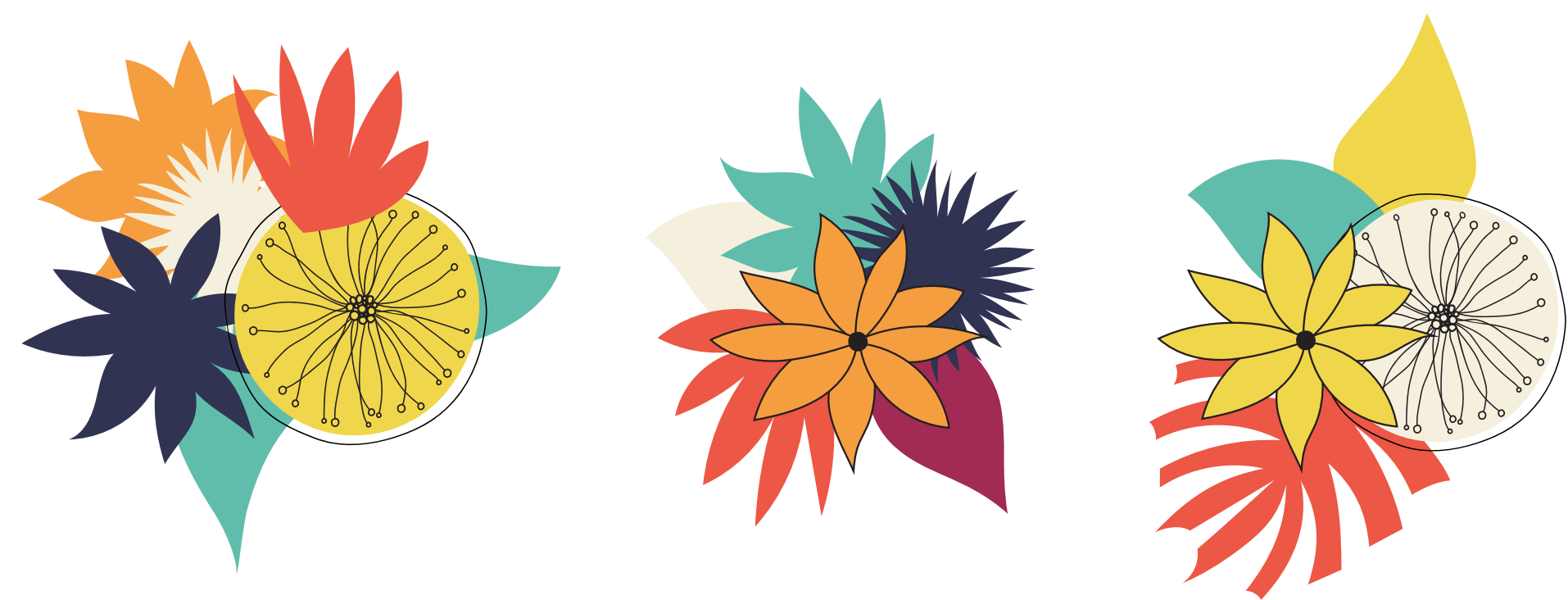
SUBMARKS / VARIATIONS



COLOR



BRAND ELEMENTS



TYPOGRAPHY

KULIM PARK

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

Lato

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

HEADING ONE

Heading one (h1) is set in Kulim Park Bold, in all uppercase with tracking set to 100 (.1em).

HEADING TWO

Heading two (h2) is set in Kulim Park Bold, in all uppercase with tracking set to 100 (.1em). Font size should be made smaller than h1.

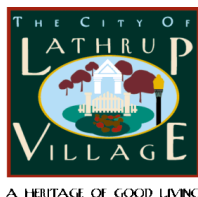
HEADING THREE

Heading three (h3) is set in Kulim Park Regular, in all uppercase with tracking set to 100 (.1em). Font size should be made smaller than h2.

Heading Four

Heading four (h4) is set in Lato, in title case (the first letter of each word longer than 3 characters is uppercase) with tracking set to 0 (0em). Font size should be made smaller than h3.

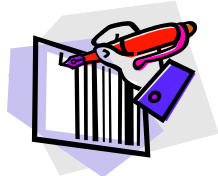
Body copy is set in Lato Regular. [Text links](#) can use the aqua color.



## City of Lathrup Village

27400 Southfield Road  
Lathrup Village, Michigan 48076  
248.557.2600  
[www.lathrupvillage.org](http://www.lathrupvillage.org)

Item 7A.



### Commercial Code Enforcement July Report



Susie

- 1.) 28551 Southfield Rd. Skyway travel complied with their drive way (tall grass, and weeds). 7/5/2021
- 2.) 28505 Southfield Rd. Nona, complied with her violations
  - a. She had the dumpster enclosure cleaned 7/7/2021
  - b. Sprayed weeds and cleaned parking lot 6/29/2021
  - c. Weather permits she will have the rear wall painted TBD
  - d. Weather permit she will have the facia repaired TBD
- 3.) 26333 Southfield still working with the owner to clean out the culvert. I saw progress, need more cleaning.
- 4.) Mobile MRI received a citation (the area in question not maintained according to site plan) 8/18/2021 court date
- 5.) Working with all businesses along Southfield stretch to maintain the ditch area and alleys free of garbage, and weeds. List of properties below are called upon to have ditch cleaned of debris. 6/17/2021 to present
  - a. 28455 Southfield rd.
  - b. 28001 Southfield Rd.
  - c. 27881 Southfield Rd (all Surnow properties)
  - d. 27465 Southfield
  - e. 27445 Southfield
  - f. 26641 Southfield
  - g. 26441 Southfield
  - h. 26041 Southfield
  - i. 26300 Southfield
- 6.) 26820 Southfield AT&T properties sent them a letter for not maintaining the dumpster enclosure. 7/9/2021 letter sent



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# MEMORANDUM

To: LVDDA Board of Directors  
 From: Cori Dahl, DDA Manager  
 Date: July 16, 2021  
 RE: LVDDA Work Plan

Since completing the Recovery Work Plan training this past winter, the DDA has made significant progress to the work plan, including creation of work plans for the Promotions and Economic Vitality Committees. Development of a work plan is a key step in progressing to the next level as a Main Street community of Oakland County. Important progress and updates of the Work Plan include:

- Development of Beautification Task Force to work on Design Aspects of the District
- Potential partnership with the County for support of Microbusinesses
- The Promotions Committee is working to enhance General Information Meetings to create a business-to-business network within Lathrup Village
- Market Analysis: Susie and I have met with Oakland County regarding an updated Market Analysis. Oakland County believes the latest Market Analysis done for the Comprehensive Plan is sufficient and will continue to monitor for changes through the post-COVID recovery.
- Launch of Branding
  - Creating Merchandise and giveaways
- Establishing Artisan Shop Small Market as an annual event on Shop Small Saturday
- Working with MembershipWare to launch an online Business Directory on Website
- Established biannual clean ups and alley clean-up week
- Beautification Task Force created Planting Party for streetscaping and hanging baskets
- Seasonal banners explored with Beautification Task Force
- Property Inventory is posted on the website, staff is working on quarterly basis to keep this information updated



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# MEMORANDUM

To: LVDDA Board of Directors

From: Susie Stec, DDA and CED Director

Date: July 16, 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.

## COVID-19 Resources

- A resource page has been created: [http://www.lathrupvillage.org/how\\_do\\_i/resources.php](http://www.lathrupvillage.org/how_do_i/resources.php). There are a series of links to financial resources & programs available to business.

## Events

- Juneteenth Celebration – Unity in the Community** was held on Saturday, June 19th from 4 – 8pm, overlapping with the Art Fair.
- Summer Concert series** – DDA has attended each concert, inviting businesses to share a table. Several businesses have signed up.
- Alley Maintenance week is July 17-25<sup>th</sup>** to encourage businesses to maintain and clean their alleys. DDA staff will have a work day on Friday, July 23<sup>rd</sup>.
- Fall Corridor Clean Up on September 25<sup>th</sup>.**
- Community Policing Event**—The DDA is partnering with the LVPD for their Community Policing Event on September 18<sup>th</sup> in Municipal Park.
- Informational Meeting** is scheduled for September 15th from 4-6:00 PM and will be focused on networking opportunities.

## Grants

- The DDA was awarded funds by Oakland County for technical assistance, these funds will be used towards creating a business workshop for online presence and marketing.
- Oakland County has asked to partner with DDA on an SBA Community Navigator Grant. The grant aims to provide direct support to under-served and micro-businesses in the area.
- DDA continues to seek out grants for businesses and placemaking initiatives

## Commercial Business/Property Updates



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

- New Business: 28851 Southfield Road (Fish Market)
- New Business: 28871 Southfield Road (RM Smoke Shop)
- New Business: 26079 Southfield Road (US Rehab)
- New Business: 26780 Southfield Road (Ruby Lee's Honey Chicken & Shrimp)
- 26727 Southfield Road (BP Gas) – work is progressing albeit slowly

#### Comprehensive Plan Update

- The plan was released for comment to the surrounding communities at the May 17th City Council meeting. There is a 63-day comment period after which PC will hold a public hearing on July 20th and adopt the plan.

#### Cannabis

- Planning Commission took public comment at the June 15<sup>th</sup> meeting. A formal public hearing will be on July 20<sup>th</sup>.
- City Council held their 1<sup>st</sup> reading on June 21<sup>st</sup>. A second reading will be on July 26<sup>th</sup>.
- Staff is working to finalize the scoring criteria and application materials.

#### Infrastructure

- DDA Sidewalk Replacement Program work is anticipated to begin in August.
- Roads
  - Week of 7/12 Update - ASI removed driveways and sidewalks on Santa Barbara and installed concrete driveways and sidewalks with some remaining for 7/16 and 7/17. They will also base in asphalt approaches and base repairs on 7/17.
  - Week of 7/19 – ASI plans to complete the DPW parking lot during this week. Removals will begin Monday. This timeline feels a little ambitious, but I am optimistic. Rain could slow us down significantly. ASI also plans to begin the Sunnybrook/Cambridge alley approaches, the 11 Mile hump grind, and ditching and top course paving on Santa Barbara.
  - Remaining Work – Project cleanup and landscape restoration and punch list items will take place the week of 7/26.
- Exterior excavation work continues in the neighborhoods south of 696, in advance of the Sidewalk Replacement Program. 83/315 have been completed so far
- 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) are tentatively set to begin around Labor Day

#### Miscellaneous

- City Hall, 12 Mile, Lincoln flower beds are continued to be prepped for planting that should start within the month.



City of Lathrup Village  
27400 Southfield Road  
Lathrup Village, MI 48076  
Attn: Susie Stec, CED and DDA Director

June 29, 2021

Re: Southfield Road Alley Assessment

Susie,

We are pleased to submit the assessment of the public alleys along the Southfield Road corridor to assist the City in establishing a budget for the improvements and allocating sufficient funds to reconstruct and repair the alleys. As time goes by, the costs should be updated to account for on-going deterioration, construction costs, and inflation. If the alley repair work can be included in other street paving projects, we would expect to receive more advantageous unit prices due to increased production and economies of scale.

This assessment includes a determination on the current condition of each alley and street approach and the estimated construction repair cost. Since no soil borings were prepared, we have assumed that the existing pavement cross section is 4" – 5" of asphalt over a sandy clay subgrade. Most of the approaches were constructed with asphalt and the sidewalks do not cross through the alley.

In the spring of 2021, Giffels Webster visually inspected and performed a pavement evaluation study utilizing a common rating system known as the Pavement Surface Evaluation and Rating System (PASER) for each of the paved and gravel alleys. This method of evaluating the pavement surface consists of a visual survey to evaluate the surface and compare the surface distresses to standardized conditions within a rating scale of 1 to 10 which includes:

| <u>Rating</u> | <u>Condition</u> | <u>Rating</u> | <u>Condition</u> |
|---------------|------------------|---------------|------------------|
| 1             | Failed           | 6-7           | Good             |
| 2             | Very Poor        | 8             | Very Good        |
| 3             | Poor             | 9             | Excellent        |
| 4-5           | Fair             | 10            | New Construction |

It should be noted that this standard evaluation procedure consists of rating the "surface" distress only and not any underlying concrete, aggregate, or subgrade distresses.

### Background

Lathrup Village owns and maintains approximately 1.4 miles of public alleys with varying widths from 14 to 22 feet. Most of the alleys are about 18 feet in paved width. In 2015 and 2016, the City improved six (6) alley sections of which four (4) were on the west side of Southfield and two (2) on the east side. The four on the west side were reconstructed with asphalt whereas the two on the east side were reconstructed with concrete.

## **ADA Accessibility Compliance**

Federal and State regulations such as the Americans with Disabilities Act (ADA) and Title 24 require all facilities open to the public be accessible to all users. Any alley repair project which is considered a structural alteration requires ADA compliance. In general, this would consist of the sidewalk crossing the alleys at each abutting side street. There are numerous alley approaches that do not include the sidewalk across the approach.

## **Current Conditions**

The following depicts the current PASER ratings of the City's alleys. In summary:

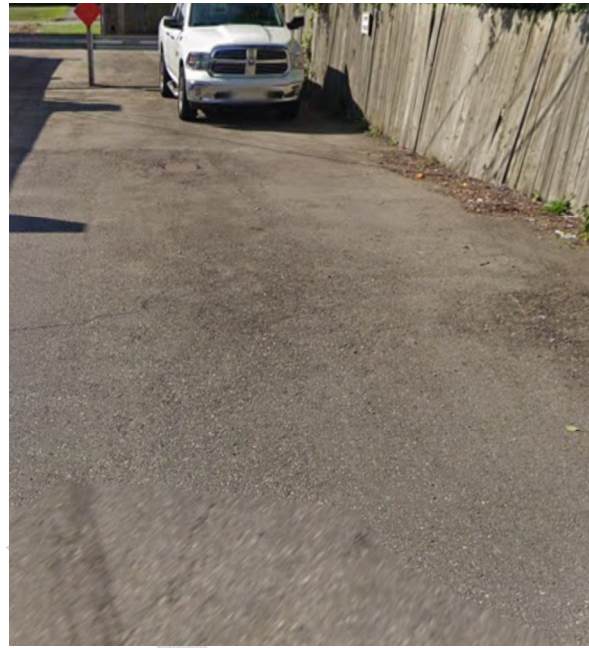
| <u>Rating</u> | <u>Condition</u>     | <u>Square Feet</u> | <u>Percentage</u> |
|---------------|----------------------|--------------------|-------------------|
| 1             | Failed               | 32,884             | 25.78%            |
| 2             | Very Poor            | 26,164             | 20.51%            |
| 3             | Poor                 | 6,000              | 4.70%             |
| 4-5           | Fair                 | 10,180             | 7.98%             |
| 6-7           | Good                 | 23,658             | 18.55%            |
| 8             | Very Good            | 1,800              | 1.41%             |
| 9             | Excellent            | 11,200             | 8.78%             |
| 10            | New Construction     | 0                  | 0%                |
| 1-5           | Varies (poor – good) | 15,680             | 12.29%            |

Generally, the overall alley system is considered in poor condition with 57% of the alley system rated as failed to poor and require reconstruction.

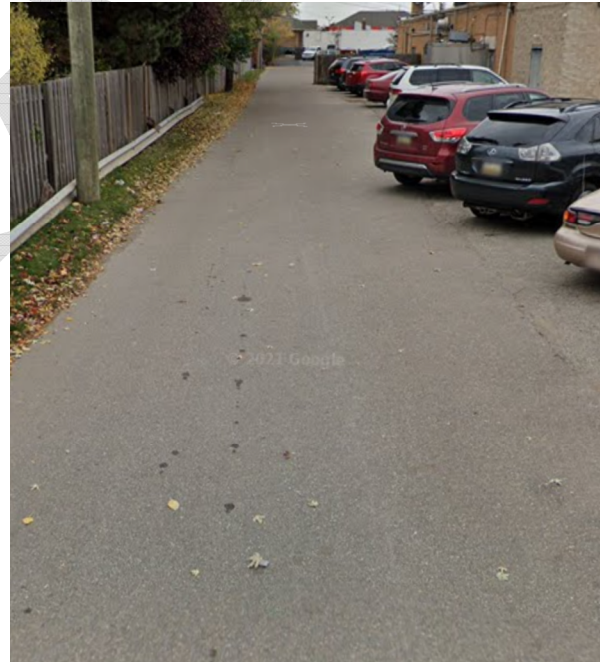




Approximately 14% are in fair condition and should be resurfaced.



Approximately 29% are in good condition with no work recommended at this time.



### **Improved Alley CIP Cost**

The estimated cost for the alley reconstruction and repairs should be monitored and updated annually. Alleys will deteriorate at different rates which are dependant on numerous factors including age, traffic type and amount, base materials, water infiltration, and condition of the original pavement section. Scheduled repair areas should be physically inspected each year to assess and verify the work requirements for the upcoming program.

In order to develop a forecast of costs, a preliminary construction cost estimate was prepared for each of the anticipated repair methods that would be required based on the current condition of the improved alley. These repair methods would include, but not be limited to:

| <u>Rating</u> | <u>Condition</u>      | <u>Repair Method</u>                                |
|---------------|-----------------------|-----------------------------------------------------|
| 1 - 3         | Failed / Poor         | Reconstruct with 5" asphalt over 12" aggregate base |
| 4 - 5         | Fair                  | Patching, cold milling, and overlay with 2" asphalt |
| 6 - 7         | Good                  | Routine maintenance                                 |
| 8 - 10        | Very Good / Excellent | Routine maintenance                                 |

The repair strategy used would be to concentrate on repairing condition 4 and 5 alleys in the early years of a repair program. This strategy would significantly improve the condition 4 and 5 alleys before they continue to deteriorate to a condition 2 or 3. Condition 2 and 3 alleys are estimated to cost approximately \$45,000 to \$50,000 more per average alley to reconstruct. Because the rate of deterioration varies from alley to alley, we would recommend that the determination of when each alley is repaired be identified annually, one year prior to construction. Based on the above repair treatments and the current conditions of the alleys, the estimated cost in 2021 dollars to repair the alley system to a "good" condition is \$1,628,024. In summary:

| <u>2021 Condition</u> | <u>Repair Type</u>      | <u>Total SFT</u> | <u>Cost per SFT</u> | <u>Total</u> |
|-----------------------|-------------------------|------------------|---------------------|--------------|
| 1 - 3                 | Reconstruction          | 65,048           | \$ 16.52            | \$1,074,593  |
| 1-5 *                 | Reconstruct / resurface | 15,680           | \$ 12.00            | \$188,160    |
| 4 -5                  | Resurfacing             | 10,180           | \$ 7.48             | \$76,146     |
| 6 - 10                | Routine maintenance     | 36,658           | \$ 0.00             | \$0          |
| Approach Replacement  |                         | 25 Each          | \$11,565 each       | \$ 289,125   |

**TOTAL ESTIMATED COST ALLEY IMPROVEMENTS** **\$1,628,024**

\*Several alleys had various condition ratings and an average cost for reconstruction and resurfacing was used

The above cost does not include gravel alleys.

The above costs include 15% for engineering and a 15% construction contingency.

Note: Due to various width alleys, the units were broken down into square feet.

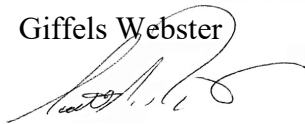
Prior to any work being performed, we strongly recommend that pavement cores / soil borings be performed in order to determine the existing pavement thickness and soil conditions. A refined pavement section design will result in a more accurate cost estimate.

Please see the attached preliminary construction cost estimates for anticipated items of work and assumptions.

Please feel free to contact me if you have any questions or need additional information.

Respectfully,

Giffels Webster



Scott A. Ringler, PE, LEED AP  
Partner

Andy Kaspor, PE  
Senior Project Engineer

Encl: Preliminary Cost Estimates  
Alley Network Cost Spreadsheet  
Alley Quadrant Maps


**Asphalt Alley Pavt Reconstruction PASER = 1, 2, 3 (Poor)**
**GW NO.: 18736.21**
**DATE: May 12, 2021**
**PRELIMINARY CONSTRUCTION COST ESTIMATE**

The preliminary cost estimate is based on the removal and replacement of the existing asphalt pavement with 5 inches of new asphalt over a 12 inch aggregate base and 8" diameter underdrain. The estimate will be based on a typical 100' long by 18' wide section of pavement in order to break the cost down to a SFT basis.

| ITEM WORK ACTIVITY                                           | QUANTITY       | UNIT | UNIT PRICE | TOTAL           | COMMENTS                           |
|--------------------------------------------------------------|----------------|------|------------|-----------------|------------------------------------|
| <b>DEMOLITION</b>                                            |                |      |            |                 |                                    |
| HMA Surface, Remove                                          | 200            | SY   | \$6.00     | \$1,200.00      |                                    |
| Edge Trimming                                                | 100            | LFT  | \$2.00     | \$200.00        | (adjacent to private parking area) |
| <b>SUBTOTAL - DEMOLITION</b>                                 |                |      |            | <b>\$1,400</b>  |                                    |
| <b>EARTHWORK</b>                                             |                |      |            |                 |                                    |
| Earth excavation                                             | 67             | CY   | \$40.00    | \$2,680.00      | Based on 12" thick excavation      |
| Subgrade undercutting, 21AA CC                               | 9              | CY   | \$45.00    | \$405.00        | Estimate 15% at 8" thick           |
| Stabilizing Geogrid                                          | 200            | SY   | \$2.50     | \$500.00        |                                    |
| <b>SUBTOTAL - EARTHWORK</b>                                  |                |      |            | <b>\$3,585</b>  |                                    |
| <b>SOIL EROSION SEDIMENT CONTROL</b>                         |                |      |            |                 |                                    |
| Inlet/CB filter                                              | 0.5            | EA   | \$110.00   | \$55.00         | Typically 1 CB per alley           |
| <b>SUBTOTAL - EROSION CONTROL</b>                            |                |      |            | <b>\$55</b>     |                                    |
| <b>STORM SEWER</b>                                           |                |      |            |                 |                                    |
| Adjust stm structure cover, case I                           | 0.5            | EA   | \$800.00   | \$400.00        | Typically 1 CB per alley           |
| Underdrain, 8" Dia, Perforated                               | 100            | LFT  | \$25.00    | \$2,500.00      |                                    |
| Dr. Structure, 24" Dia                                       | 1              | EA   | \$2,000.00 | \$2,000.00      |                                    |
| Dr Structure Tap, 8 Inch                                     | 0.5            | EA   | \$400.00   | \$200.00        |                                    |
| <b>SUBTOTAL - STORM SEWER</b>                                |                |      |            | <b>\$5,100</b>  |                                    |
| <b>AGGREGATES AND SAND</b>                                   |                |      |            |                 |                                    |
| Aggregate Base, 12", 21AA CC                                 | 200            | SY   | \$16.00    | \$3,200.00      |                                    |
| <b>SUBTOTAL - AGGREGATES AND SAND</b>                        |                |      |            | <b>\$3,200</b>  |                                    |
| <b>HOT MIX ASPHALT PAVEMENT</b>                              |                |      |            |                 |                                    |
| HMA, MDOT 3C                                                 | 36             | TN   | \$105.00   | \$3,780.00      | 3" thick plus 5% fluff             |
| HMA, MDOT 5E1                                                | 24             | TN   | \$115.00   | \$2,760.00      | 2" thick plus 5% fluff             |
| Handpatching                                                 | 2              | TN   | \$250.00   | \$500.00        | Patch adjacent asphalt parking     |
| <b>SUBTOTAL - HOT MIX ASPHALT</b>                            |                |      |            | <b>\$7,040</b>  |                                    |
| <b>CONCRETE PAVEMENTS</b>                                    |                |      |            |                 |                                    |
| SEE APPROACH ESTIMATE                                        |                | SY   |            | \$0.00          |                                    |
| <b>SUBTOTAL - CONCRETE PAVEMENT</b>                          |                |      |            | <b>\$0</b>      |                                    |
| <b>TRAFFIC CONTROL AND STRIPING</b>                          |                |      |            |                 |                                    |
| Sign, Type , temp                                            | 25             | SFT  | \$10.00    | \$250.00        | Budget                             |
| Channelizers                                                 | 5              | EA   | \$25.00    | \$125.00        |                                    |
| Barricade, type III, Lighted                                 | 1              | EA   | \$250.00   | \$250.00        |                                    |
| <b>SUBTOTAL TRAFFIC CONTROL AND STRIPING</b>                 |                |      |            | <b>\$625</b>    |                                    |
| <b>LANDSCAPING</b>                                           |                |      |            |                 |                                    |
| Topsoil surf., furnish, 2"                                   | 23             | SY   | \$4.00     | \$92.00         | Assumes one side                   |
| Class "A" seeding                                            | 1              | LB   | \$25.00    | \$25.00         |                                    |
| Mulch Blanket                                                | 23             | SY   | \$3.00     | \$69.00         |                                    |
| <b>SUBTOTAL - LANDSCAPING</b>                                |                |      |            | <b>\$186</b>    |                                    |
| <b>MOBILIZATION AND MINOR TRAFFIC CONTROL</b>                |                |      |            |                 |                                    |
| Mobilization, Max 5%                                         | 1              | LS   | \$1,000    | \$1,000         |                                    |
| Minor Traffic Control Devices, Max 2%                        | 1              | LS   | \$300      | \$300           |                                    |
| <b>SUBTOTAL - MOBILIZATION AND MINOR TRAFFIC CONTROL</b>     |                |      |            | <b>\$1,300</b>  |                                    |
| <b>SUBTOTAL CONSTRUCTION COST</b>                            |                |      |            | <b>\$22,491</b> |                                    |
| <b>SUBTOTAL CONSTRUCTION COST</b>                            |                |      |            | <b>\$22,491</b> |                                    |
| <b>CONSTRUCTION CONTINGENCY</b>                              |                |      | 15%        | <b>\$3,374</b>  |                                    |
| <b>SUBTOTAL ENGINEERING, BIDDING, INSPECTION</b>             |                |      | 15%        | <b>\$3,880</b>  |                                    |
| <b>TOTAL ESTIMATED COST PER 100 LFT OF ALLEY BY 18' WIDE</b> |                |      |            | <b>\$29,744</b> |                                    |
| <b>UNIT COST PER SFT</b>                                     | <b>\$16.52</b> |      |            |                 |                                    |


**Improved Alley - Asphalt Pavt PASER = 4, 5 (Fair)**

GW NO.: 18736.21

DATE: May 12, 2021

**PRELIMINARY CONSTRUCTION COST ESTIMATE**

The preliminary cost estimate is based on the patching of approximately 20% of the existing deteriorated (alligatored) pavement, cold milling 2" of existing HMA, and placing 2" of new asphalt. The estimate will be based on a typical 100' long by 18' wide section of pavement in order to break the cost down to a SFT basis.

| ITEM WORK ACTIVITY                                           | QUANTITY      | UNIT | UNIT PRICE | TOTAL           | COMMENTS                             |
|--------------------------------------------------------------|---------------|------|------------|-----------------|--------------------------------------|
| <b>DEMOLITION</b>                                            |               |      |            |                 |                                      |
| HMA Surface, Remove                                          | 40            | SY   | \$18.00    | \$720.00        | Estimated at 20% (alligatored areas) |
| Cold mill HMA surf. (2.0")                                   | 200           | SY   | \$5.00     | \$1,000.00      |                                      |
| <b>SUBTOTAL - DEMOLITION</b>                                 |               |      |            | <b>\$1,720</b>  |                                      |
| <b>EARTHWORK</b>                                             |               |      |            |                 |                                      |
| Subgrade undercutting, 21AA CC                               | 13            | CY   | \$60.00    | \$780.00        | 20% at 12" thick                     |
| Stabilizing Geogrid                                          | 40            | SY   | \$8.00     | \$320.00        | Undercut area                        |
| <b>SUBTOTAL - EARTHWORK</b>                                  |               |      |            | <b>\$1,100</b>  |                                      |
| <b>SOIL EROSION SEDIMENT CONTROL</b>                         |               |      |            |                 |                                      |
| Inlet/CB filter                                              | 0.5           | EA   | \$110.00   | \$55.00         | Typically 1 CB per alley             |
| <b>SUBTOTAL - EROSION CONTROL</b>                            |               |      |            | <b>\$55</b>     |                                      |
| <b>STORM SEWER</b>                                           |               |      |            |                 |                                      |
| Adjust stm structure cover, case I                           | 0.5           | EA   | \$800.00   | \$400.00        | Typically 1 CB per alley             |
| <b>SUBTOTAL - STORM SEWER</b>                                |               |      |            | <b>\$400</b>    |                                      |
| <b>HOT MIX ASPHALT PAVEMENT</b>                              |               |      |            |                 |                                      |
| HMA, MDOT 5E1                                                | 24            | TN   | \$150.00   | \$3,600.00      | 2" thick plus 5% fluff               |
| Handpatching                                                 | 7             | TN   | \$250.00   | \$1,750.00      | 3" thick at undercut areas           |
| <b>SUBTOTAL - HOT MIX ASPHALT</b>                            |               |      |            | <b>\$5,350</b>  |                                      |
| <b>CONCRETE PAVEMENTS</b>                                    |               |      |            |                 |                                      |
| SEE APPROACH ESTIMATE                                        |               | SY   |            | \$0.00          |                                      |
| <b>SUBTOTAL - CONCRETE PAVEMENT</b>                          |               |      |            | <b>\$0</b>      |                                      |
| <b>TRAFFIC CONTROL AND STRIPING</b>                          |               |      |            |                 |                                      |
| Sign, Type __, temp                                          | 25            | SFT  | \$10.00    | \$250.00        | Budget                               |
| Channelizers                                                 | 5             | EA   | \$25.00    | \$125.00        |                                      |
| Barricade, type III, Lighted                                 | 1             | EA   | \$300.00   | \$300.00        |                                      |
| <b>SUBTOTAL TRAFFIC CONTROL AND STRIPING</b>                 |               |      |            | <b>\$675</b>    |                                      |
| <b>LANDSCAPING</b>                                           |               |      |            |                 |                                      |
| Topsoil surf., furnish, 2"                                   | 23            | SY   | \$4.00     | \$92.00         | Assumes one side                     |
| Class "A" seeding                                            | 1             | LB   | \$25.00    | \$25.00         |                                      |
| Mulch Blanket                                                | 23            | SY   | \$3.00     | \$69.00         |                                      |
| <b>SUBTOTAL - LANDSCAPING</b>                                |               |      |            | <b>\$186</b>    |                                      |
| <b>MOBILIZATION AND MINOR TRAFFIC CONTROL</b>                |               |      |            |                 |                                      |
| Mobilization, Max 5%                                         | 1             | LS   | \$500      | \$500           |                                      |
| Minor Traffic Control Devices, Max 2%                        | 1             | LS   | \$200      | \$200           |                                      |
| <b>SUBTOTAL - MOBILIZATION AND MINOR TRAFFIC CONTROL</b>     |               |      |            | <b>\$700</b>    |                                      |
| <b>SUBTOTAL CONSTRUCTION COST</b>                            |               |      |            | <b>\$10,186</b> |                                      |
| <b>SUBTOTAL CONSTRUCTION COST</b>                            |               |      |            | <b>\$10,186</b> |                                      |
| <b>CONSTRUCTION CONTINGENCY</b>                              |               |      | 15%        | <b>\$1,528</b>  |                                      |
| <b>SUBTOTAL ENGINEERING, BIDDING, INSPECTION</b>             |               |      | 15%        | <b>\$1,757</b>  |                                      |
| <b>TOTAL ESTIMATED COST PER 100 LFT OF ALLEY BY 18' WIDE</b> |               |      |            | <b>\$13,471</b> |                                      |
| <b>UNIT COST PER SFT</b>                                     | <b>\$7.48</b> |      |            |                 |                                      |


**Improved Alley -Concrete Approach Installation (Poor)**

GW NO.: 18736.21

DATE: May 12, 2021

**PRELIMINARY CONSTRUCTION COST ESTIMATE**

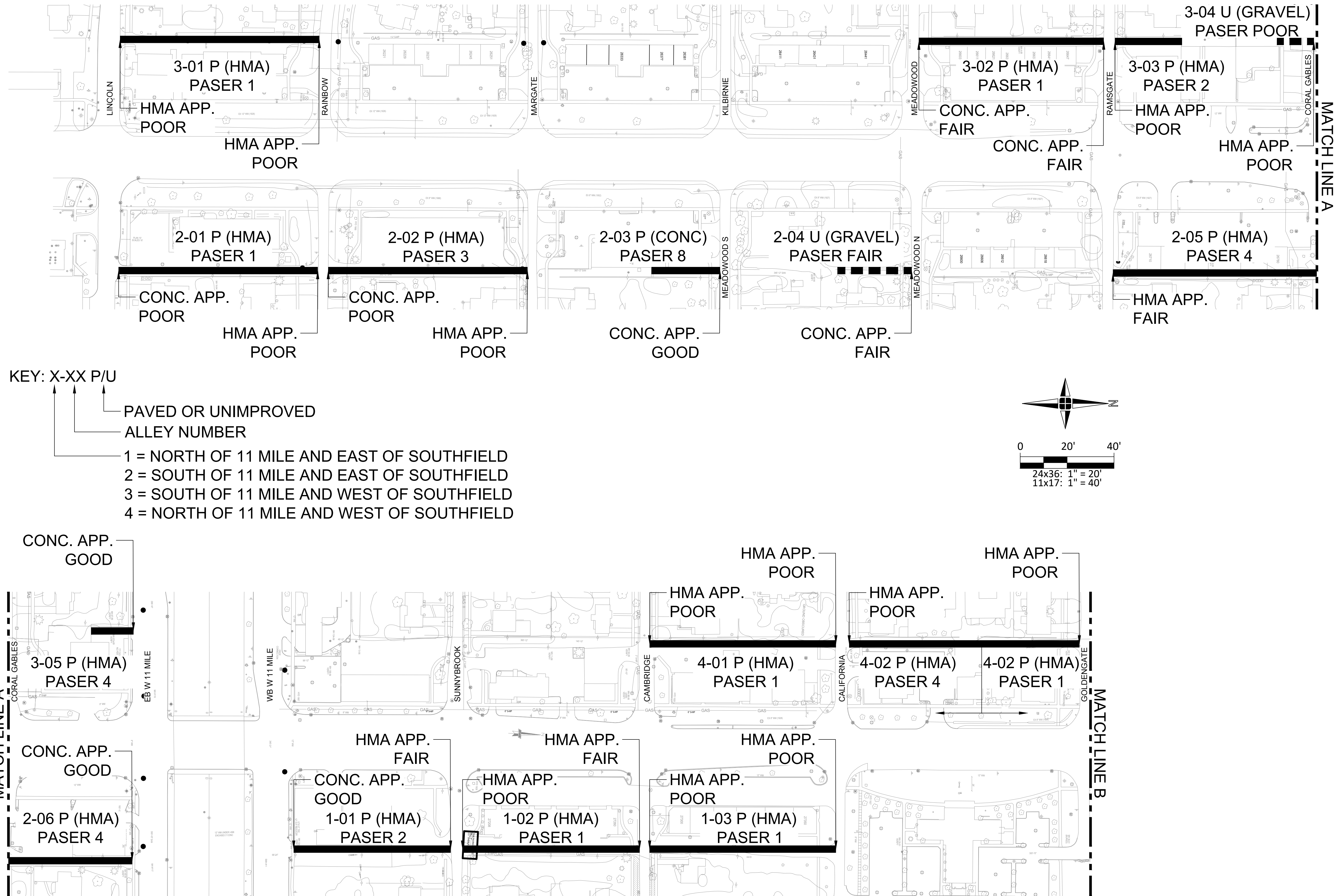
The preliminary cost estimate is based on removal of the existing approach and placement of a new concrete approach including extending the sidewalk through the approach.

| ITEM                                          | WORK ACTIVITY                                            | QUANTITY | UNIT | UNIT PRICE | TOTAL           | COMMENTS               |
|-----------------------------------------------|----------------------------------------------------------|----------|------|------------|-----------------|------------------------|
| <b>DEMOLITION</b>                             |                                                          |          |      |            |                 |                        |
|                                               | HMA Surface, Rem                                         | 50       | SY   | \$6.00     | \$300.00        |                        |
|                                               | Culvert Rem, Less than 24" Dia                           | 1        | EA   | \$400.00   | \$400.00        |                        |
|                                               | <b>SUBTOTAL - DEMOLITION</b>                             |          |      |            | <b>\$700</b>    |                        |
| <b>EARTHWORK</b>                              |                                                          |          |      |            |                 |                        |
|                                               | Earth excavation                                         | 6        | CY   | \$40.00    | \$240.00        | Estimate 8" excavation |
|                                               | <b>SUBTOTAL - EARTHWORK</b>                              |          |      |            | <b>\$240</b>    |                        |
| <b>STORM SEWER</b>                            |                                                          |          |      |            |                 |                        |
|                                               | Culvert, Class F, 12" Dia                                | 35       | FT   | \$45.00    | \$1,575.00      | N12 or CMP             |
|                                               | <b>SUBTOTAL - STORM SEWER</b>                            |          |      |            | <b>\$1,575</b>  |                        |
| <b>AGGREGATES AND SAND</b>                    |                                                          |          |      |            |                 |                        |
|                                               | Aggregate Base, 4", 21AA CC                              | 60       | SY   | \$8.00     | \$480.00        |                        |
|                                               | <b>SUBTOTAL - AGGREGATES AND SAND</b>                    |          |      |            | <b>\$480</b>    |                        |
| <b>CONCRETE PAVEMENTS</b>                     |                                                          |          |      |            |                 |                        |
|                                               | Conc Pavt w/ Int Curb, Non-Reinf, 8 inch                 | 50       | SY   | \$80.00    | \$4,000.00      |                        |
|                                               | Sidewalk, Conc, 8"                                       | 150      | SFT  | \$8.00     | \$1,200.00      |                        |
|                                               | <b>SUBTOTAL - CONCRETE PAVEMENT</b>                      |          |      |            | <b>\$5,200</b>  |                        |
| <b>TRAFFIC CONTROL AND STRIPING</b>           |                                                          |          |      |            |                 |                        |
|                                               | INCLUDED IN ALLEY REPAIR                                 | 0        | SFT  | \$0.00     | \$0.00          |                        |
|                                               | <b>SUBTOTAL TRAFFIC CONTROL AND STRIPING</b>             |          |      |            | <b>\$0</b>      |                        |
| <b>MOBILIZATION AND MINOR TRAFFIC CONTROL</b> |                                                          |          |      |            |                 |                        |
|                                               | Mobilization, Max 5%                                     | 1        | LS   | \$400      | \$400           |                        |
|                                               | Minor Traffic Control Devices, Max 2%                    | 1        | LS   | \$150      | \$150           |                        |
|                                               | <b>SUBTOTAL - MOBILIZATION AND MINOR TRAFFIC CONTROL</b> |          |      |            | <b>\$550</b>    |                        |
|                                               | <b>SUBTOTAL CONSTRUCTION COST</b>                        |          |      |            | <b>\$8,745</b>  |                        |
|                                               | <b>SUBTOTAL CONSTRUCTION COST</b>                        |          |      |            | <b>\$8,745</b>  |                        |
|                                               | <b>CONSTRUCTION CONTINGENCY</b>                          |          |      | 15%        | <b>\$1,312</b>  |                        |
|                                               | <b>SUBTOTAL ENGINEERING, BIDDING, INSPECTION</b>         |          |      | 15%        | <b>\$1,509</b>  |                        |
|                                               | <b>TOTAL ESTIMATED COST EACH APPROACH</b>                |          |      |            | <b>\$11,565</b> |                        |



| CITY OF LATHRUP VILLAGE ALLEY NETWORK |           |                  |              |             |            |                   |            |             |                |             |                |             |             |
|---------------------------------------|-----------|------------------|--------------|-------------|------------|-------------------|------------|-------------|----------------|-------------|----------------|-------------|-------------|
|                                       |           |                  |              |             |            |                   |            |             | SOUTH APPROACH |             | NORTH APPROACH |             |             |
| CITY QUADRANT                         | ALLEY NO. | SURFACE MATERIAL | PASER RATING | LENGTH (FT) | WIDTH (FT) | SQUARE FEET (SFT) | COST / SFT | REPAIR COST | CONDITION      | REPAIR COST | CONDITION      | REPAIR COST | TOTAL COST  |
| 1                                     | 1         | Asphalt          | 2            | 270         | 20         | 5,400             | \$16.52    | \$89,208    | GOOD           | \$0         | FAIR           | \$11,565    | \$100,773   |
| 1                                     | 2         | Asphalt          | 1            | 290         | 18         | 5,220             | \$16.52    | \$86,234    | NEW (2021)     | \$0         | NEW (2021)     | \$0         | \$86,234    |
| 1                                     | 3         | Asphalt          | 1            | 290         | 18         | 5,220             | \$16.52    | \$86,234    | POOR           | \$11,565    | POOR           | \$11,565    | \$109,364   |
| 1                                     | 4         | Asphalt          | 2            | 310         | 16         | 4,960             | \$16.52    | \$81,939    | POOR           | \$11,565    | POOR           | \$11,565    | \$105,069   |
| 1                                     | 5         | Asphalt          | 2-5          | 320         | 15         | 4,800             | \$12.00    | \$57,600    | POOR           | \$11,565    | POOR           | \$11,565    | \$80,730    |
| 1                                     | 6         | Asphalt          | 2            | 320         | 16         | 5,120             | \$16.52    | \$84,582    | POOR           | \$11,565    | NEW (2021)     | \$0         | \$96,147    |
| 1                                     | 7         | Concrete         | 9            | 320         | 17         | 5,440             | \$0.00     | \$0         | GOOD           | \$0         | GOOD           | \$0         | \$0         |
| 1                                     | 8         | Concrete         | 9            | 320         | 18         | 5,760             | \$0.00     | \$0         | GOOD           | \$0         | GOOD           | \$0         | \$0         |
| 1                                     | 9         | Asphalt          | 2-5          | 274         | 20         | 5,480             | \$12.00    | \$65,760    | GOOD           | \$0         | FAIR           | \$11,565    | \$77,325    |
| 2                                     | 1         | Asphalt          | 1            | 320         | 20         | 6,400             | \$16.52    | \$105,728   | POOR           | \$11,565    | POOR           | \$11,565    | \$128,858   |
| 2                                     | 2         | Asphalt          | 3            | 300         | 20         | 6,000             | \$16.52    | \$99,120    | POOR           | \$11,565    | POOR           | \$11,565    | \$122,250   |
| 2                                     | 3         | Concrete         | 8            | 100         | 18         | 1,800             | \$0.00     | \$0         | N/A            | \$0         | GOOD           | \$0         | \$0         |
| 2                                     | 4         | Gravel           | Fair         | 104         | 13         | 1,352             | \$0.00     | \$0         | N/A            | \$0         | FAIR           |             | \$0         |
| 2                                     | 5         | Asphalt          | 4            | 480         | 18         | 8,640             | \$7.48     | \$64,627    | FAIR           | \$11,565    | GOOD           | \$0         | \$76,192    |
| 3                                     | 1         | Asphalt          | 1            | 280         | 22         | 6,160             | \$16.52    | \$101,763   | POOR           | \$11,565    | POOR           | \$11,565    | \$124,893   |
| 3                                     | 2         | Asphalt          | 1            | 260         | 16         | 4,160             | \$16.52    | \$68,723    | FAIR           | \$11,565    | FAIR           | \$11,565    | \$91,853    |
| 3                                     | 3         | Asphalt          | 2            | 100         | 19         | 1,900             | \$16.52    | \$31,388    | POOR           | \$11,565    | N/A            | \$0         | \$42,953    |
| 3                                     | 4         | Gravel           | Poor         | 102         | 19         | 1,938             | \$0.00     | \$0         | N/A            | \$0         | NEW            | \$0         | \$0         |
| 3                                     | 5         | Asphalt          | 5            | 70          | 22         | 1,540             | \$7.48     | \$11,519    | N/A            | \$0         | GOOD           | \$0         | \$11,519    |
| 4                                     | 1         | Asphalt          | 7            | 290         | 15         | 4,350             | \$0.00     | \$0         | NEW (2021)     | \$0         | NEW (2021)     | \$0         | \$0         |
| 4                                     | 2         | Asphalt          | 1-4          | 360         | 15         | 5,400             | \$12.00    | \$64,800    | POOR           | \$11,565    | POOR           | \$11,565    | \$87,930    |
| 4                                     | 3         | Asphalt          | 6            | 240         | 20         | 4,800             | \$0.00     | \$0         | N/A            | \$0         | GOOD           | \$0         | \$0         |
| 4                                     | 4         | Asphalt          | 7            | 186         | 18         | 3,348             | \$0.00     | \$0         | N/A            | \$0         | GOOD           | \$0         | \$0         |
| 4                                     | 5         | Asphalt          | 2            | 318         | 18         | 5,724             | \$16.52    | \$94,560    | POOR           | \$11,565    | POOR           | \$11,565    | \$117,690   |
| 4                                     | 6         | Asphalt          | 1            | 318         | 18         | 5,724             | \$16.52    | \$94,560    | POOR           | \$11,565    | POOR           | \$11,565    | \$117,690   |
| 4                                     | 7         | Asphalt          | 7            | 320         | 18         | 5,760             | \$0.00     | \$0         | GOOD           | \$0         | GOOD           | \$0         | \$0         |
| 4                                     | 8         | Asphalt          | 7            | 300         | 18         | 5,400             | \$0.00     | \$0         | GOOD           | \$0         | N/A            | \$0         | \$0         |
| 4                                     | 9         | Asphalt          | 2            | 170         | 18         | 3,060             | \$16.52    | \$50,551    | N/A            | \$0         | N/A            | \$0         | \$50,551    |
| SUB TOTAL                             |           |                  |              |             |            |                   |            |             | \$1,338,899    |             | \$150,345      |             | \$138,780   |
| TOTAL ESTIMATE COST - ALLEY REPAIRS   |           |                  |              |             |            |                   |            |             |                |             |                |             | \$1,628,024 |

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www.giffelswebster.com

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



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

## ALLEY ASSESSMENT (1 OF 2)

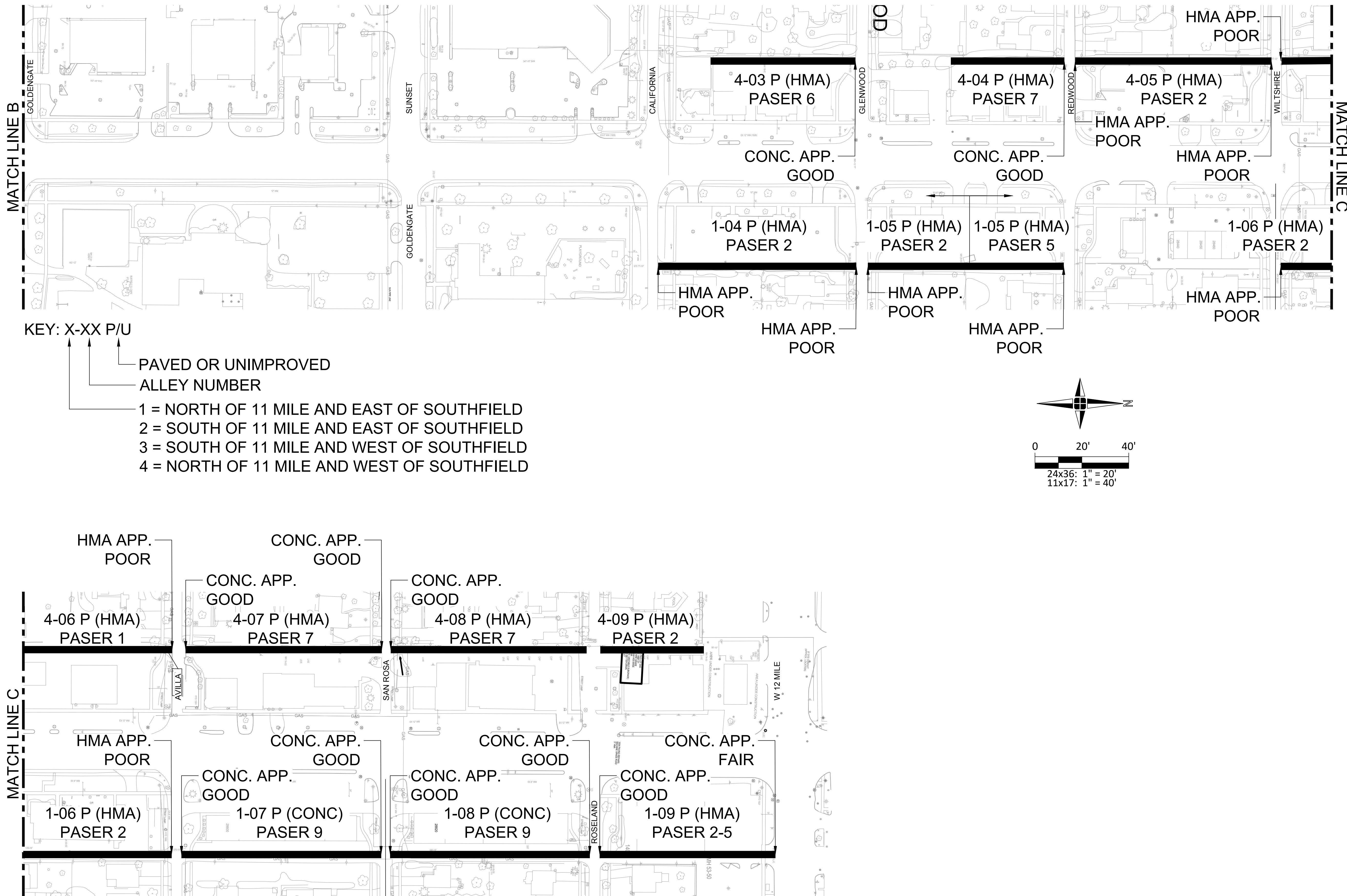
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MICHIGAN

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

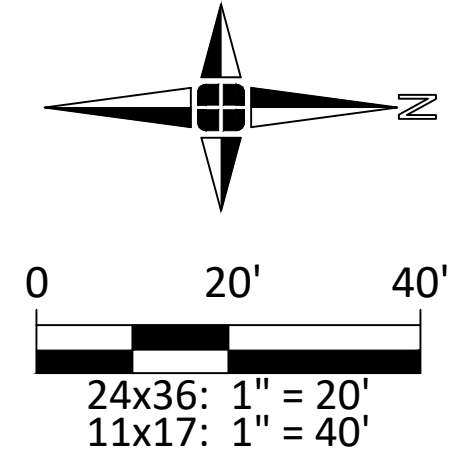
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KEY: X-XX P/U  
PAVED OR UNIMPROVED  
ALLEY NUMBER  
1 = NORTH OF 11 MILE AND EAST OF SOUTHFIELD  
2 = SOUTH OF 11 MILE AND EAST OF SOUTHFIELD  
3 = SOUTH OF 11 MILE AND WEST OF SOUTHFIELD  
4 = NORTH OF 11 MILE AND WEST OF SOUTHFIELD



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

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**ALLEY ASSESSMENT  
(2 OF 2)**

CITY OF LATHRUP VILLAGE  
OAKLAND COUNTY  
MICHIGAN

|          |          |
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| Date:    | 5.18.21  |
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| Project: | 18736.21 |

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# MEMORANDUM

To: LVDDA Board of Directors  
 From: Cori Dahl, DDA Manager  
 Date: July 16, 2021  
 RE: LVDDA Promotional Merchandise

The LVDDA Promotions Committee has discussed launching the new LVDDA Brand through DDA Merchandise items. These items can be used as giveaways, prizes, or sold for fundraising. LVDDA branded bags have been very popular at events. Additional tote bags, tattoos, buttons, and a table cloth have been selected to purchase for giveaways and prizes to use throughout the entire fiscal year. Additional items may be incorporated into event specific budgets. Promotional items will be taken from the Printing and Publications budget. The estimated costs are as follows:

|                |         |
|----------------|---------|
| Bags (500)     | \$3,500 |
| Tattoos (500)  | \$170   |
| Buttons (500)  | \$125   |
| Table Cloth 8' | \$150   |
| Misc. costs    | \$55    |
| Total          | \$4,000 |

**Recommended Motion:** Approve \$4,000 towards purchase of LVDDA promotional items.



27400 Southfield Rd  
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[www.lathrupvillage.org](http://www.lathrupvillage.org)

# MEMORANDUM

To: DDA Board of Directors

From: Susie Stec, DDA Director

Date: July 16, 2021

RE: Gateway Sign and City Hall Sign Flowerbed Landscaping Costs

As part of the cost-share agreement, the Lathrup Village DDA manages the City Hall and Gateway Sign flowerbed landscaping. The LVDDA is working a volunteer resident to redesign and install new flowers at the Lincoln gateway sign, 12 Mile gateway sign, and City Hall front flowerbed. Estimated costs are for the purchase of plants for immediate installation at each flowerbed.