

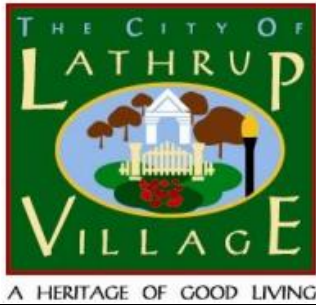


Downtown Development Authority

Friday, January 17, 2025 at 12:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Approval of Minutes**
 - A. December 2024 - DDA Board Minutes
5. **Public Comment (*speakers are limited to 3 minutes*)**
6. **Presentations**
 - A. [Southfield](#) Chamber of Commerce: Update on Lathrup Village Activities
7. **Consent Agenda**
 - A. Monthly Financial Reports
 - B. Monthly Code Enforcement Report
8. **New Business**
 - A. 2025 Main Street America Accreditation Assessment
 - B. 3rd Annual Lathrup Village Music Festival Overview
9. **Public Comment (*speakers are limited to 3 minutes*)**
10. **DDA Director Report**
11. **Board Training**
 - A. SWOT & goal development lead by Giffels Webster
12. **Adjourn**



Downtown Development Authority

Friday, December 20, 2024 at 12:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

MINUTES

1. Call to Order

Meeting called to order at 12:01pm

2. Roll Call

Present: Mike Greene, Danielle Huey, Fred Prime, Pam Shermeyer, Dan Sugg, Bruce Kantor.

Absent: Patricia Felton, Charlotte Jones.

Motion to Excuse Absences made by City Administrator Greene. Motion approved unanimously.

3. Approval of Agenda

Motion to Approve Agenda made by Bruce Kantor; Motion Passes Unanimously after brief request for corrections to be made regarding the spelling of board member names.

Motion to Approve Consent Agenda made by Dan Sugg. Motion approved unanimously.

4. Approval of Minutes

A. November 2024 - DDA Board Minutes

Motion to Approve Minutes of November 2024 Meeting made by Pam Shermeyer. Motion approved unanimously.

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

6. Consent Agenda

A. Monthly Financial Reports

B. Monthly Code Enforcement Report

Motion made by Fred Prime to approve and accept the Consent Agenda. Motion approved unanimously.

7. Presentations

A. Redevelopment Ready Communities (RRC)

Presentation made by DDA/CED Intern Tom Kennedy.

8. Old Business

None

9. New Business

A. 2025 DDA Meeting Dates

DDA Director informed the Board their April 2025 meeting will be delayed to the fourth Friday of the month instead of the third Friday in observation of Good Friday.

Motion made by Dan Sugg to approve 2025 DDA Meeting Schedule, seconded by Bruce Kantor and passed unanimously.

B. FY25 & FY26 Alleyway Enhancements Bid

The DDA Director provided an update to the board on the project timeline, recommending that Funding Year 2025 and Funding Year 2026 be bid out simultaneously rather than as two separate projects. This approach is suggested due to the high likelihood that the project will be completed by a single company, making it more efficient and straightforward to fund as one combined project. The Director and City Administrator addressed questions from the board regarding this proposed change and its impact on the project timeline.

Motion was made to approve combining the contract for FY25 & FY26 alleyway improvements as a single bid by Pam Shermeyer, seconded by Dan Sugg and passed unanimously.

C. 11 Mile Rd. Snow Removal Contract

The board received an update on the progress of securing a snow removal contractor for the sidewalks along 11 Mile Road between Evergreen and Lathrup Boulevard. The DDA contacted nine potential bidders; five declined, three did not respond, and one quote was received from Paradise Garden Landscaping. The DDA Director requested approval of the contract between the City of Lathrup Village and Paradise Garden Landscaping for services from December 2024 to April 2025. Questions were raised by the board regarding the contract, including clarification on pricing and the timeline.

Motion was made by Pam Shermeyer to approve the contract, seconded by Fred Prime. Pam Shermeyer, Fred Prime, Dan Sugg and Bruce Kantor voted in favor; Danielle Huey was opposed.

10. DDA Director Report

A. Monthly Report

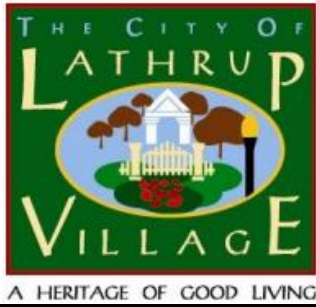
Motion made to accept DDA Director’s December Report and approved unanimously.

11. DDA Board Training

Board training was presented by the city’s planning consultant.

12. Adjourn

Motion to adjourn by Fred Prime, seconded by Bruce Kantor and approved unanimously.



Downtown Development Authority

Friday, December 20, 2024 at 12:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

MINUTES

1. Call to Order

Meeting called to order at 12:01pm

2. Roll Call

Present: Mike Greene, Danielle Huey, Fred Prime, Pam Shermeyer, Dan Sugg, Bruce Kantor.

Absent: Patricia Felton, Charlotte Jones.

Motion to Excuse Absences made by City Administrator Greene; Motion Passes Unanimously.

3. Approval of Agenda

Motion to Approve Agenda made by Bruce Kantor; Motion Passes Unanimously after brief request for corrections to be made regarding the spelling of board member names.

Motion to Approve Consent Agenda made by Dan Sugg. Motion Passes.

4. Approval of Minutes

A. November 2024 - DDA Board Minutes

Motion to Approve Minutes of November 2024 Meeting made by Pam Shermeyer; Motions Passes Unanimously.

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

6. Consent Agenda

A. Monthly Financial Reports

B. Monthly Code Enforcement Report

Motion made by Fred Prime to approve and accept the Consent Agenda. Motion approved unanimously.

7. **Presentations**

A. Redevelopment Ready Communities (RRC)

Presentation made by DDA/CED Intern Tom Kennedy.

8. **Old Business**

Nothing new to report at this time.

9. **New Business**

A. 2025 DDA Meeting Dates

DDA Director informed the Board their April 2025 meeting will be delayed to the fourth Friday of the month instead of the third Friday in observation of Good Friday.

Motion made by Dan Sugg to approve 2025 DDA Meeting Schedule, seconded by Bruce Kantor and passed unanimously.

B. FY25 & FY26 Alleyway Enhancements Bid

The DDA Director provided an update to the board on the project timeline, recommending that Funding Year 2025 and Funding Year 2026 be bid out simultaneously rather than as two separate projects. This approach is suggested due to the high likelihood that the project will be completed by a single company, making it more efficient and straightforward to fund as one combined project. The Director and City Administrator addressed questions from the board regarding this proposed change and its impact on the project timeline.

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April 2025. Questions were raised by the board regarding the contract, including clarification on pricing and the timeline.

Motion was made by Pam Shermeyer to approve the contract, seconded by Fred Prime. Pam Shermeyer, Fred Prime, Dan Sugg and Bruce Kantor voted in favor; Danielle Huey was opposed.

10. DDA Director Report

A. Monthly Report

Motion made to accept DDA Director's December Report and approved unanimously.

11. DDA Board Training

Board training was presented by the city's planning consultant.

12. Adjourn

Motion to adjourn by Fred Prime, seconded by Bruce Kantor and approved unanimously.

User: JESSICA
DB: Lathrup

PERIOD ENDING 12/31/2024

Item 5A.

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGDGT USED
		AMENDED BUDGET	NORMAL	12/31/2024 (ABNORMAL)	MONTH 12/31/2024 INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY									
Revenues									
Dept 000.000									
494-000.000-407.000	TIFA-CAPTURE TAXES	410,000.00		403,906.68		3,762.67		6,093.32	98.51
494-000.000-410.000	TAX COLLECTED OTHER	37,488.00		34,056.25		83.78		3,431.75	90.85
494-000.000-415.000	MISCELLANEOUS REVENUE	23,000.00		6,100.00		0.00		16,900.00	26.52
494-000.000-446.000	INVESTMENT INTEREST	40,000.00		20,218.64		3,733.03		19,781.36	50.55
494-000.000-614.000	MUSIC FEST REV	0.00		16,292.46		0.00		(16,292.46)	100.00
494-000.000-615.000	MAIN STREET REVENUES	0.00		600.00		0.00		(600.00)	100.00
Total Dept 000.000		510,488.00		481,174.03		7,579.48		29,313.97	94.26
TOTAL REVENUES		510,488.00		481,174.03		7,579.48		29,313.97	94.26
Expenditures									
Dept 000.000									
494-000.000-701.000	SALARIES FULL-TIME	180,000.00		58,500.79		12,201.43		121,499.21	32.50
494-000.000-702.000	SALARIES PART-TIME	5,000.00		0.00		0.00		5,000.00	0.00
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	65,000.00		21,633.78		3,559.12		43,366.22	33.28
494-000.000-722.000	LEGAL SERVICES	900.00		0.00		0.00		900.00	0.00
494-000.000-726.000	OFFICE SUPPLIES	3,755.00		233.39		0.00		3,521.61	6.22
494-000.000-802.000	TAX TRIBUNAL RETURNS	2,000.00		0.00		0.00		2,000.00	0.00
494-000.000-810.000	AUDITING & ACCOUNTING	800.00		8,807.62		1,563.38		(8,007.62)	1,100.95
494-000.000-822.000	TRAINING/MEMBERSHIP	7,125.00		135.00		0.00		6,990.00	1.89
494-000.000-844.000	MAIN STREET PROGRAM	18,500.00		25,600.94		167.21		(7,100.94)	138.38
494-000.000-845.000	STREETSCAPING	19,000.00		34,327.18		10,600.00		(15,327.18)	180.67
494-000.000-882.000	PLANNING/CONSULTING FEES	15,300.00		43,537.61		17,374.33		(28,237.61)	284.56
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00		0.00		0.00		2,000.00	0.00
494-000.000-901.000	POSTAGE FEES	200.00		0.00		0.00		200.00	0.00
494-000.000-933.000	REPAIRS & MAINTENANCE	503,980.00		18,300.56		375.00		485,679.44	3.63
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	23,457.00		1,973.86		0.00		21,483.14	8.41
494-000.000-968.001	DEPRECIATION INFRASTRUCTURE	30,000.00		0.00		0.00		30,000.00	0.00
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00		0.00		0.00		10,000.00	0.00
494-000.000-971.001	FACADE GRANT PROGRAM	20,000.00		0.00		0.00		20,000.00	0.00
Total Dept 000.000		907,017.00		213,050.73		45,840.47		693,966.27	23.49
TOTAL EXPENDITURES		907,017.00		213,050.73		45,840.47		693,966.27	23.49
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:									
TOTAL REVENUES		510,488.00		481,174.03		7,579.48		29,313.97	94.26
TOTAL EXPENDITURES		907,017.00		213,050.73		45,840.47		693,966.27	23.49
NET OF REVENUES & EXPENDITURES		(396,529.00)		268,123.30		(38,260.99)		(664,652.30)	67.62

User: JESSICA

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

Item 5A.

DB: Lathrup

TRANSACTIONS FROM 12/01/2024 TO 12/31/2024

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-010.000 TRUST ACCOUNT-GENERAL						
Journal GJ: GJ						
145789	12/03/2024	INTERFUND DUE-TO/DUE-FROM	16654	Multiple		31,917.65
146495	12/31/2024	MONTHLY INTEREST POSTING- 12/3	16687	Multiple	3,733.03	
Journal Totals					3,733.03	31,917.65
Totals for 494-000.000-010.000					3,733.03	31,917.65
Balance 12/01/24:				1,301,371.20		
Net Change:				(28,184.62)		
Balance 12/31/24:				1,273,186.58		

494-000.000-084.101 DUE FROM GENERAL FUND						
Journal DTDF: DUE TO/DUE FROM						
146207	12/15/2024	TAX DISTRIBUTION (THRU 12/15/2	16678	Multiple	702.49	
146522	12/31/2024	TAX DISTRIBUTION (THRU 12/31/2	16697	Multiple	3,143.96	
Journal Totals					3,846.45	0.00
Journal GJ: GJ						
145789	12/03/2024	INTERFUND DUE-TO/DUE-FROM	16654	Multiple		8,400.00
Journal Totals					0.00	8,400.00
Totals for 494-000.000-084.101					3,846.45	8,400.00
Balance 12/01/24:				8,400.00		
Net Change:				(4,553.55)		
Balance 12/31/24:				3,846.45		

494-000.000-202.000 ACCOUNTS PAYABLE						
Journal AP: AP						
145802	12/04/2024	LUCENT LANDSCAPE & LIGHTINGVnd	H-0028	494-000.000-845.000		5,300.00
145996	12/13/2024	FLAGSTAR BANKVnd: FLAGSTAR B I	12.6.24	Multiple		167.21
146006	12/13/2024	LUCENT LANDSCAPE & LIGHTINGVnd	H-0028	494-000.000-845.000		5,300.00
146010	12/13/2024	MICHIGAN ELECTRICAL CO.Vnd: MI	12.2.24	494-000.000-933.000		375.00
146015	12/13/2024	MISSIONSQUARE - 803046Vnd: MIS	12.15.24 690459	Multiple		180.83
146023	12/13/2024	PLANTE MORANVnd: PLANTE MOR In	10351601	Multiple		1,262.45
146032	12/13/2024	STANDARD INSURANCE COMPANYVnd:	11.14.2024	Multiple		64.35
146334	12/19/2024	MANER COSTERISANVnd: MANERCOST	61519	Multiple		19.70
146303	12/30/2024	BLUE CARE NETWORKVnd: BLUECARE	243460000329	Multiple		97.97
146304	12/30/2024	BLUE CARE NETWORKVnd: BLUECARE	243460016926	Multiple		768.03
146327	12/30/2024	GIFFELS-WEBSTER ENG INCVnd: GW	133583	494-000.000-882.000		271.88
146328	12/30/2024	GIFFELS-WEBSTER ENG INCVnd: GW	133588	494-000.000-882.000		330.00
146329	12/30/2024	GIFFELS-WEBSTER ENG INCVnd: GW	133589	494-000.000-882.000		4,204.95
146330	12/30/2024	GIFFELS-WEBSTER ENG INCVnd: GW	133587	494-000.000-882.000		12,567.50
146340	12/30/2024	MISSIONSQUARE - 803046Vnd: MIS	6955958-G	Multiple		180.83
146348	12/30/2024	PLANTE MORANVnd: PLANTE Invoi	10364173	Multiple		281.23
Journal Totals					0.00	31,371.93
Journal CD: CD						
145804	12/04/2024	Check: NBDC 50145	50145	Multiple	5,300.00	
146092	12/16/2024	Check: NBDC 50265	50265	Multiple	167.21	
146099	12/16/2024	Check: NBDC 50272	50272	Multiple	5,300.00	
146103	12/16/2024	Check: NBDC 50276	50276	Multiple	375.00	
146107	12/16/2024	Check: NBDC 50280	50280	Multiple	180.83	
146112	12/16/2024	Check: NBDC 50285	50285	Multiple	1,262.45	
146119	12/16/2024	Check: NBDC 50292	50292	Multiple	64.35	
146382	12/30/2024	Check: NBDC 50331	50331	Multiple	97.97	
146383	12/30/2024	Check: NBDC 50332	50332	Multiple	768.03	
146400	12/30/2024	Check: NBDC 50349	50349	Multiple	271.88	
146401	12/30/2024	Check: NBDC 50350	50350	Multiple	330.00	
146402	12/30/2024	Check: NBDC 50351	50351	Multiple	4,204.95	
146403	12/30/2024	Check: NBDC 50352	50352	Multiple	12,567.50	
146406	12/30/2024	Check: NBDC 50355	50355	Multiple	19.70	
146411	12/30/2024	Check: NBDC 50360	50360	Multiple	180.83	
146418	12/30/2024	Check: NBDC 50367	50367	Multiple	281.23	
Journal Totals					31,371.93	0.00
Totals for 494-000.000-202.000					31,371.93	31,371.93
Balance 12/01/24:				0.00		
Net Change:				0.00		
Balance 12/31/24:				0.00		

494-000.000-214.101 DUE TO GENERAL FUND						
Journal CD: CD						
145804	12/04/2024	Check: NBDC 50145	50145	Multiple		5,300.00
146092	12/16/2024	Check: NBDC 50265	50265	Multiple		167.21
146099	12/16/2024	Check: NBDC 50272	50272	Multiple		5,300.00

User: JESSICA

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

Item 5A.

DB: Lathrup

TRANSACTIONS FROM 12/01/2024 TO 12/31/2024

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-214.101 DUE TO GENERAL FUND						
Journal CD: CD						
146103	12/16/2024	Check: NBDC 50276	50276	Multiple		375.00
146107	12/16/2024	Check: NBDC 50280	50280	Multiple		180.83
146112	12/16/2024	Check: NBDC 50285	50285	Multiple		1,262.45
146119	12/16/2024	Check: NBDC 50292	50292	Multiple		64.35
146382	12/30/2024	Check: NBDC 50331	50331	Multiple		97.97
146383	12/30/2024	Check: NBDC 50332	50332	Multiple		768.03
146400	12/30/2024	Check: NBDC 50349	50349	Multiple		271.88
146401	12/30/2024	Check: NBDC 50350	50350	Multiple		330.00
146402	12/30/2024	Check: NBDC 50351	50351	Multiple		4,204.95
146403	12/30/2024	Check: NBDC 50352	50352	Multiple		12,567.50
146406	12/30/2024	Check: NBDC 50355	50355	Multiple		19.70
146411	12/30/2024	Check: NBDC 50360	50360	Multiple		180.83
146418	12/30/2024	Check: NBDC 50367	50367	Multiple		281.23
Journal Totals					0.00	31,371.93
Journal GJ: GJ						
144432	12/01/2024	12/2024 DEPT HEAD DEF COMP MAT	16547	Multiple		176.44
145789	12/03/2024	INTERFUND DUE-TO/DUE-FROM	16654	Multiple	40,317.65	
146202	12/04/2024	MERS POSTING-NOV PAYROLL PAID	16674	Multiple		1,179.30
Journal Totals					40,317.65	1,355.74
Journal PR: Payroll						
145945	12/12/2024	1ST PAY IN DECEMBER	16669	Multiple		6,523.39
146469	12/27/2024	2ND PAYROLL IN DECEMBER	16685	Multiple		6,589.41
Journal Totals					0.00	13,112.80
Totals for 494-000.000-214.101					40,317.65	45,840.47
Balance 12/01/24:					41,917.43	
Net Change:					5,522.82	
Balance 12/31/24:					47,440.25	
494-000.000-407.000 TIFA-CAPTURE TAXES						
Journal DTDF: DUE TO/DUE FROM						
146207	12/15/2024	TAX DISTRIBUTION (THRU 12/15/2	16678	Multiple		702.49
146522	12/31/2024	TAX DISTRIBUTION (THRU 12/31/2	16697	Multiple		3,060.18
Journal Totals					0.00	3,762.67
Totals for 494-000.000-407.000					0.00	3,762.67
Balance 12/01/24:					400,144.01	
Net Change:					3,762.67	
Balance 12/31/24:					403,906.68	
494-000.000-410.000 TAX COLLECTED OTHER						
Journal DTDF: DUE TO/DUE FROM						
146522	12/31/2024	TAX DISTRIBUTION (THRU 12/31/2	16697	Multiple		83.78
Journal Totals					0.00	83.78
Totals for 494-000.000-410.000					0.00	83.78
Balance 12/01/24:					33,972.47	
Net Change:					83.78	
Balance 12/31/24:					34,056.25	
494-000.000-446.000 INVESTMENT INTEREST						
Journal GJ: GJ						
146495	12/31/2024	MONTHLY INTEREST POSTING- 12/3	16687	Multiple		3,733.03
Journal Totals					0.00	3,733.03
Totals for 494-000.000-446.000					0.00	3,733.03
Balance 12/01/24:					16,485.61	
Net Change:					3,733.03	
Balance 12/31/24:					20,218.64	
494-000.000-701.000 SALARIES FULL-TIME						
Journal PR: Payroll						
145945	12/12/2024	1ST PAY IN DECEMBER	16669	Multiple	6,069.80	
146469	12/27/2024	2ND PAYROLL IN DECEMBER	16685	Multiple	6,131.63	
Journal Totals					12,201.43	0.00

User: JESSICA

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

Item 5A.

DB: Lathrup

TRANSACTIONS FROM 12/01/2024 TO 12/31/2024

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-701.000 SALARIES FULL-TIME						
Totals for 494-000.000-701.000					12,201.43	0.00
		Balance 12/01/24:		46,299.36		
		Net Change:		12,201.43		
		Balance 12/31/24:		58,500.79		
494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Journal AP: AP						
146015	12/13/2024	MISSIONSQUARE - 803046EMPLOYEE	12.15.24 690459	Multiple	180.83	
146032	12/13/2024	STANDARD INSURANCE COMPANYEMPL	11.14.2024	Multiple	64.35	
146303	12/30/2024	BLUE CARE NETWORKEMPLOYEE TAXE	243460000329	Multiple	97.97	
146304	12/30/2024	BLUE CARE NETWORKEMPLOYEE TAXE	243460016926	Multiple	768.03	
146340	12/30/2024	MISSIONSQUARE - 803046EMPLOYEE	6955958-G	Multiple	180.83	
Journal Totals					1,292.01	0.00
Journal GJ: GJ						
144432	12/01/2024	12/2024 DEPT HEAD DEF COMP MAT	16547	Multiple	176.44	
146202	12/04/2024	MERS POSTING-NOV PAYROLL PAID	16674	Multiple	1,179.30	
Journal Totals					1,355.74	0.00
Journal PR: Payroll						
145945	12/12/2024	1ST PAY IN DECEMBER	16669	Multiple	453.59	
146469	12/27/2024	2ND PAYROLL IN DECEMBER	16685	Multiple	457.78	
Journal Totals					911.37	0.00
Totals for 494-000.000-703.000					3,559.12	0.00
		Balance 12/01/24:		18,074.66		
		Net Change:		3,559.12		
		Balance 12/31/24:		21,633.78		
494-000.000-810.000 AUDITING & ACCOUNTING						
Journal AP: AP						
146023	12/13/2024	PLANTE MORANAUDITING & ACCOUNT	10351601	Multiple	1,262.45	
146334	12/19/2024	MANER COSTERISANAUDITING & ACC	61519	Multiple	19.70	
146348	12/30/2024	PLANTE MORANAUDITING & ACCOUN	10364173	Multiple	281.23	
Journal Totals					1,563.38	0.00
Totals for 494-000.000-810.000					1,563.38	0.00
		Balance 12/01/24:		7,244.24		
		Net Change:		1,563.38		
		Balance 12/31/24:		8,807.62		
494-000.000-844.000 MAIN STREET PROGRAM						
Journal AP: AP						
145996	12/13/2024	FLAGSTAR BANKMAIN STREET PROGR	12.6.24	Multiple	117.17	
145996	12/13/2024	FLAGSTAR BANKMAIN STREET PROGR	12.6.24	Multiple	50.04	
Journal Totals					167.21	0.00
Totals for 494-000.000-844.000					167.21	0.00
		Balance 12/01/24:		25,433.73		
		Net Change:		167.21		
		Balance 12/31/24:		25,600.94		
494-000.000-845.000 STREETS CAPING						
Journal AP: AP						
145802	12/04/2024	LUCENT LANDSCAPE & LIGHTINGSTR	H-0028	494-000.000-202.000	5,300.00	
146006	12/13/2024	LUCENT LANDSCAPE & LIGHTINGSTR	H-0028	494-000.000-202.000	5,300.00	
Journal Totals					10,600.00	0.00
Totals for 494-000.000-845.000					10,600.00	0.00
		Balance 12/01/24:		23,727.18		
		Net Change:		10,600.00		
		Balance 12/31/24:		34,327.18		
494-000.000-882.000 PLANNING/CONSULTING FEES						
Journal AP: AP						
146327	12/30/2024	GIFFELS-WEBSTER ENG INCPLANNIN	133583	494-000.000-202.000	271.88	
146328	12/30/2024	GIFFELS-WEBSTER ENG INCPLANNIN	133588	494-000.000-202.000	330.00	
146329	12/30/2024	GIFFELS-WEBSTER ENG INCPLANNIN	133589	494-000.000-202.000	4,204.95	

User: JESSICA

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

Item 5A.

DB: Lathrup

TRANSACTIONS FROM 12/01/2024 TO 12/31/2024

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-882.000 PLANNING/CONSULTING FEES						
Journal AP: AP						
146330	12/30/2024	GIFFELS-WEBSTER ENG INCPLANNIN	133587	494-000.000-202.000	12,567.50	
Journal Totals					17,374.33	0.00
Totals for 494-000.000-882.000					17,374.33	0.00
Balance 12/01/24:					26,163.28	
Net Change:					17,374.33	
Balance 12/31/24:					43,537.61	

494-000.000-933.000 REPAIRS & MAINTENANCE						
Journal AP: AP						
146010	12/13/2024	MICHIGAN ELECTRICAL CO.REPAIRS	12.2.24	494-000.000-202.000	375.00	
Journal Totals					375.00	0.00
Totals for 494-000.000-933.000					375.00	0.00
Balance 12/01/24:					17,925.56	
Net Change:					375.00	
Balance 12/31/24:					18,300.56	

Item 5A.

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 12/31/2023	PERIOD ENDED 12/31/2024
*** Assets ***			
494-000.000-010.000	TRUST ACCOUNT-GENERAL	1,164,188.49	1,273,186.58
494-000.000-028.096	TAXES RECEIVABLE-PERSONAL PROP	19,543.46	9,697.14
494-000.000-084.101	DUE FROM GENERAL FUND	488,463.89	3,846.45
494-000.000-141.001	INFRASTRUCTURE	360,289.69	640,945.69
494-000.000-177.000	NON DEPRECIABLE-CAPITAL ASSETS	0.00	27,972.00
494-000.000-177.001	DEPRECIABLE ASSETS	25,243.25	75,432.25
494-000.000-193.000	ACCUMULATED DEPRECIATION	(229,016.22)	(277,782.22)
Total Assets		1,828,712.56	1,753,297.89
*** Liabilities ***			
494-000.000-214.101	DUE TO GENERAL FUND	358,920.29	47,440.25
494-000.000-214.202	DUE TO MAJOR ROADS	133,801.50	0.00
494-000.000-214.203	DUE TO LOCAL ROADS	133,801.50	0.00
Total Liabilities		626,523.29	47,440.25
*** Fund Balance ***			
494-000.000-390.000	FUND BALANCE	1,283,692.70	1,437,734.34
Total Fund Balance		1,283,692.70	1,437,734.34
Beginning Fund Balance		1,284,693.70	1,437,734.34
Net of Revenues VS Expenditures		(81,503.43)	268,123.30
Fund Balance Adjustments		(1,001.00)	0.00
Ending Fund Balance		1,202,189.27	1,705,857.64
Total Liabilities And Fund Balance		1,828,712.56	1,753,297.89

DDA Code Enforcement Report – December 2024

Item 5B.

Address	Business name	Violation	Inspection Type	Category	Status
27601 SOUTHFIELD RD	OAKLAND DEVELOPM	MOBIL SIGNAGE ON COMMERCIAL VEHICLE PARKED AND STORED ON PROPERTY - REMOVE	RE-INSPECTION - OR	Sign Violation	Letter Sent

52-25 (e)(2) Parking of vehicles displaying signs.

Mobil signs are prohibited. Commercial vehicles and trucks 1) displaying signs that are typically found on said vehicles and 2) that have a primary function of carrying goods or people, not advertising, may be permitted to park on the site of the principal use provided parking shall be in the rear or side yard.

INSPECTOR COMMENTS: MOBIL SIGNAGE ON COMMERCIAL VEHICLE PARKED AND STORED ON PROPERTY - REMOVE

28000 SOUTHFIELD RD	L.V. PROPERTY INVEST	INOPERABLE/UNLICENSED VEHICLES (7) STORED ON PROPERTY - REMOVE	RE-INSPECTION - OR	Inoperable Vehicle	Letter Sent
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5.6 INOPERABLE AND ABANDONED MOTOR VEHICLES

No person shall cause or permit any inoperable or abandoned motor vehicles to be parked or stored in the open on any public or private property within the city for more than 48 consecutive hours or 48 hours in any calendar week and all such vehicles shall otherwise be kept, stored, and parked within a garage or other permitted building. 1. An "inoperable motor vehicle" within the meaning of this provision shall include all motor vehicles which do not have an operable engine, or do not have all of their wheels attached, or do have one or more flat tires, or are not currently licensed so as to be lawfully operated on public streets, or are otherwise so out of repair that they cannot be lawfully operated on public streets. 2. The police department is empowered to cause all violating motor vehicles found on public property to be impounded and disposed of in accordance with the applicable statutes and ordinances and also those found on private property upon a lawful request from the owner or occupant and advance payment of the reasonable cost of such impoundment and disposal.

INSPECTOR COMMENTS: INOPERABLE/UNLICENSED VEHICLES (7) STORED ON PROPERTY - REMOVE

27215 SOUTHFIELD RD	27215 SOUTHFIELD LLC	BANNER SIGN ON BUILDING - BANNERS NOT PERMITTED - REMOVE	RE-INSPECTION - OR	Sign Violation	Letter Sent
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Sec. 52-28. - Prohibited signs.

The following signs are prohibited:

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

INSPECTOR COMMENTS: BANNER SIGN ON BUILDING - BANNERS NOT PERMITTED - REMOVE

Address	Business name	Violation	Inspection Type	Category	Status	Item 5B.
26333 SOUTHFIELD RD	DANOBAY PROPERTIES	SIDEWALK REPAIR REQUIRED - MISSING CONCRETE PAD	RE-INSPECTION - OR	Sidewalk Maintenance	Letter Sent	

62-1 Maintenance of sidewalks, parking lots and driveways

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

(Code 1991, art. V, ch. 7, § 110)

INSPECTOR COMMENTS: SIDEWALK REPAIR REQUIRED - MISSING CONCRETE PAD

26611 SOUTHFIELD RD	SMJ BUILDING LLC	DEBRIS LOCATED NEAR ENTREY DOOR OF 26637 - REMOVE	RE-INSPECTION - OR	Debris	Letter Sent	
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302.1 Sanitation

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

INSPECTOR COMMENTS: DEBRIS LOCATED NEAR ENTREY DOOR OF 26637 - REMOVE

27300 SOUTHFIELD RD	LATHRUP VILLAGE PL	WALL SIGN ELECTRICAL DONE WITHOUT APPROVAL. SIGNAGE PLAN DID NOT INDICATE LIGHTED SIGN - STOP WORK IMMEDIATELY	RE-INSPECTION - OR	Working Without Req	Door Tagged, L	
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R105.1 Required

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

INSPECTOR COMMENTS: WALL SIGN ELECTRICAL DONE WITHOUT PERMIT APPROVAL. SIGNAGE PLAN DID NOT INDICATE LIGHTED SIGN - STOP WORK IMMEDIATELY

Organization:	DDA Board Composition
Board Member Name:	
Age	
Under 18	
18-24	
25-34	
35-44	
45-54	
55-64	
65-74	
75-84	
85 or older	
Gender - select all that apply	
Woman	
Man	
Non-Binary	
Transgender	
Prefer not to answer	
Race/Ethnicity - select all that apply	
American Indian or Alaska Native	
Asian or Asian American	
Black or African American	
Hispanic or Latino/a/x	
Middle Eastern or North African	
Native Hawaiian or Pacific Islander	
White	
Other	
Prefer not to answer	
Representation	
Community member	
District business owner	
District property owner	
District resident	
Municipality/government	
Nonprofit organization	
Other	
Skills/Interests/Committee	
Economic Vitality	
Design	
Organization	
Promotion	
Other	
Personal Qualities	
Cheerleader	
Connector	
Leadership	
Mission	
Strategist	
Visionary	
Wealth	
Wisdom	
Worker	
Worrier	
Other	
Community Connection	
Chamber of Commerce	
Civic groups/philanthropy	
Community/economic development	
Corporation	
Financial institutions	
Hospital/health related organization	
Neighborhood residents	
Religious organizations	
Schools/education	
Utilities/safety	
Other	
Term Began	
Term Ends	
Position	
Ex Officio	



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

To: DDA Board of Directors
 From: Austin Colson – Community & Economic Development/DDA Director
 Date: January 17, 2024
 RE: 3rd Annual Lathrup Village Music Festival (LVMF) Overview

Planning is well underway for the 3rd Annual LV Music Festival (LVMF), scheduled for September 13, 2025. As with previous years, the event will focus on being LV-centric and community-focused. The planning committee has already received a pledge of \$3,000 from Community Congregational Church. The committee is actively soliciting musical artists and sponsors for the event.

Key Updates:

1. Funding and Sponsorship:

- The planning committee has already received a **\$3,000 pledge** from the Community Congregational Church.
- Efforts are ongoing to secure additional sponsors and musical acts for the event.

2. Musical Performers:

- We have verbal commitments from four musical acts:
 - **Alise King**
 - **Duane Hewins**
 - **Steven Gulian**
 - **Cast Iron Cornbread**
- To secure these acts, we are requesting authorization to provide deposits totaling **\$2,050**. These deposits will be covered from **FY25 funds**, with the remaining balances of **\$2,000** paid from **FY26 funds**. The total contract cost for the four acts is **\$4,050**.

3. Reimbursement:

- Deposits will be reimbursed to the DDA upon receipt of the \$3,000 pledge from the Community Congregational Church.
- Additional costs, including the remaining balances for these acts, will be covered through sponsorships and revenue generated on the day of the event.

4. Volunteers:

- Majority of last year’s volunteers have expressed interest in assisting again, ensuring strong community involvement.

There are three (3) motions to be considered by the DDA Board of Directors:

Suggested motion #1: Authorize the DDA Director to enter into a contract/agreement with Alise King to perform at the LV Music Festival on September 13, 2025, for a cost of \$2,250 and provide a 50% deposit of \$1,150, with the balance to be paid following the performance.

Suggested motion #2: Authorize the DDA Director to enter into a contract/agreement with Cast Iron Cornbread to perform at the LV Music Festival on September 13, 2025, for a cost of \$900 and provide a 50% deposit of \$450, with the balance to be paid following the performance.

Suggested motion #3: Authorize the DDA Director to enter into a contract/agreement with Steven Gulian to perform at the LV Music Festival on September 13, 2025, for a cost of \$250 and provide a 50% deposit of \$125, with the balance to be paid following the performance.

Suggested motion #4: Authorize the DDA Director to enter into a contract/agreement with Duane Hewins to perform at the LV Music Festival on September 13, 2025, for a cost of \$650 and provide a 50% deposit of \$325, with the balance to be paid following the performance.

The LVMF Committee will return to the DDA in the coming months with additional approval requests, including:

- Securing additional musical performers.
- Contracts for sound, stage, and lighting services.



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

MEMORANDUM

To: LVDDA Board of Directors
 From: Austin Colson, CED/DDA Director
 Date: January 17, 2025
 RE: Department/Director Report

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

Upcoming DDA Events

- Business Training: Art of Giving Great Service: February 4th, 9am-1pm (Location: Oak Park)
- Succession Planning Training: April (Location: Lathrup Village)
- Business Resources Training: May (Location: Oak Park)
- Morning Business Mixer: July (Location: Southfield)
- Lathrup Village Music Festival: September 13th, 1pm-9pm (Location: Municipal Park)

Past DDA Events

- Family Winter Fest: December 6th, 6-8:00pm (Location: City Hall)
- Holiday Business Mixer: December 4th, 4 - 6:00pm (Location: Oak Park)
- Light Up Michigan First: November 25th, 5:30-8:00pm (Location: Lathrup Village)
- Southfield and Lathrup Village Veterans Day Ceremony: November 8th, 11am (Location: Southfield)

Business/Property Updates

- 27310 Southfield Road – Interior build out for “white box”.
- 28200 Southfield Road – Roof replacement



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

- The installation of additional power supply for the three High-Intensity Activated Crosswalk (HAWK) signals is ongoing.

Miscellaneous

- The Lathrup Village Music Festival "(LVMF) received a commitment from the Community Congregational Church for a \$3,000 sponsorship.
- The LVMF planning committee has secured verbal agreements with four artists to perform during the September 13, 2024, event.
- Work has officially begun on the 2025 Main Street America Accreditation Assessment, with preliminary steps already underway to ensure compliance with program standards and successful accreditation to maintain "Affiliate" program status.