



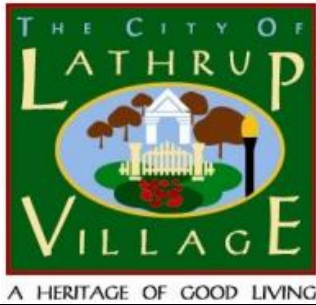
# Downtown Development Authority

Friday, November 15, 2024 at 12:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

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1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Approval of Minutes**
  - A. [September 2024 - DDA Board Minutes](#)
5. **Consent Agenda**
  - A. [Monthly Financial Reports](#)
  - B. [Monthly Code Enforcement Report](#)
6. **Public Comment (*speakers are limited to 3 minutes*)**
7. **Old Business**
  - A. [27907 California Dr. - Lot Development RFQ](#)
  - B. [Holiday Lighting Contract](#)
8. **New Business**
9. **DDA Director Report**
  - A. [Monthly Report](#)
10. **Adjourn**



# Downtown Development Authority

Friday, September 20, 2024 at 12:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

## MINUTES

1. **Call to Order** – 12:03pm

2. **Roll Call**

Present: Kelly Garrett, Mike Greene, Danielle Huey, Charlotte Jones, Fred Prime (Left 12:24pm), Pam Shermeyer

Excused: Patricia Felton, Bryan Ford, Dan Sugg

A motion was made by Pam Shermeyer to approve absences. Motion was seconded by Mike Greene.

3. **Approval of Minutes**

Motion made by Kelly Garrett to approve meeting minutes from August 16, 2024, DDA board meeting. Motion was seconded by Pam Shermeyer.

4. **Approval of Agenda**

Motion made by Mike Greene to approve the meeting agenda for the September 20, 2024, DDA board meeting. Motion was seconded by Kelly Garrett.

5. **Consent Agenda**

- A. Monthly Financial Reports
- B. Monthly Code Enforcement Report

Motion made by Mike Greene to approve and accept the Consent Agenda. Motion was seconded by Kelly Garrett.

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

**6. Old Business**

A. 27907 California Dr. - Proposed Renderings

Following concerns during public comment that this agenda item was a motion to approve a site plan for a DDA owned lot, board members clarified that a feasibility study was requested from the city’s planning consultant covering what the lot could potentially become if sold to another party.

B. Holiday Lighting Quotes

Due to a lack of quorum following a board member excusing themself from the meeting a vote to select a contractor to install holiday lights was tabled until October meeting.

**7. New Business**

A. Second Annual Lathrup Village Music Festival Overview

DDA Director provided overview of the financials from the 2024 Lathrup Village Music Festival.

B. Surnow - MEDC Letter of Support

Discussion on board members signing a letter of support for the Surnow Group’s request for funding from MEDC for redevelopment of 27700 Southfield Road.

**8. DDA Director Report**

A. Monthly Report

Motion made to accept DDA Director’s September Report and seconded.

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

**10. DDA Board Training**

Due to attendance training was rescheduled for October meeting.

**11. Adjourn – 1:12pm**

User: JESSICA  
DB: Lathrup

PERIOD ENDING 10/31/2024

Item 5A.

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	10/31/2024 (ABNORMAL)	MONTH 10/31/2024 INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY									
Revenues									
Dept 000.000									
494-000.000-407.000	TIFA-CAPTURE TAXES	410,000.00		400,129.32		3,039.27		9,870.68	97.59
494-000.000-410.000	TAX COLLECTED OTHER	37,488.00		33,972.47		359.11		3,515.53	90.62
494-000.000-415.000	MISCELLANEOUS REVENUE	23,000.00		0.00		0.00		23,000.00	0.00
494-000.000-446.000	INVESTMENT INTEREST	40,000.00		9,977.76		0.00		30,022.24	24.94
494-000.000-614.000	MUSIC FEST	0.00		13,992.46		0.00		(13,992.46)	100.00
494-000.000-615.000	MAIN STREET REVENUES	0.00		600.00		600.00		(600.00)	100.00
Total Dept 000.000		510,488.00		458,672.01		3,998.38		51,815.99	89.85
TOTAL REVENUES		510,488.00		458,672.01		3,998.38		51,815.99	89.85
Expenditures									
Dept 000.000									
494-000.000-701.000	SALARIES FULL-TIME	180,000.00		35,681.87		10,206.87		144,318.13	19.82
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		11,926.02		2,336.64		53,073.98	18.35
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		163.89		0.00		3,591.11	4.36
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		3,777.75		2,015.68		(2,977.75)	472.22
494-000.000-822.000	TRAINING/MEMBERSHIP	7,125.00		135.00		135.00		6,990.00	1.89
494-000.000-844.000	MAIN STREET PROGRAM	18,500.00		25,432.15		250.00		(6,932.15)	137.47
494-000.000-845.000	STREETSCAPING	19,000.00		12,942.18		4,273.80		6,057.82	68.12
494-000.000-882.000	PLANNING/CONSULTING FEES	15,300.00		16,230.53		7,549.03		(930.53)	106.08
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		17,550.56		1,125.00		486,429.44	3.48
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	23,457.00		1,100.00		1,100.00		22,357.00	4.69
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		124,939.95		28,992.02		782,077.05	13.77
TOTAL EXPENDITURES		907,017.00		124,939.95		28,992.02		782,077.05	13.77
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:									
TOTAL REVENUES		510,488.00		458,672.01		3,998.38		51,815.99	89.85
TOTAL EXPENDITURES		907,017.00		124,939.95		28,992.02		782,077.05	13.77
NET OF REVENUES & EXPENDITURES		(396,529.00)		333,732.06		(24,993.64)		(730,261.06)	84.16

User: JESSICA

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

DB: Lathrup

TRANSACTIONS FROM 10/01/2024 TO 10/31/2024

Item 5A.

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-084.101 DUE FROM GENERAL FUND						
Journal DTDF: DUE TO/DUE FROM						
145105	10/31/2024	TAX DISTRIBUTION (THRU 10/31/2	16588	Multiple	3,368.62	
Journal Totals					3,368.62	0.00
Journal GJ: GJ						
144375	10/07/2024	OC MONTHLY DELQ PPTAX 09/2024	16530	Multiple	29.76	
144435	10/09/2024	CR#320641	16548	494-000.000-615.000	600.00	
Journal Totals					629.76	0.00
Totals for 494-000.000-084.101					3,998.38	0.00
Balance 10/01/24:					490,834.87	
Net Change:					3,998.38	
Balance 10/31/24:					494,833.25	

494-000.000-202.000 ACCOUNTS PAYABLE						
Journal AP: AP						
144486	10/15/2024	AUSTIN COLSONVnd: AUSTINCOLS I	10/15/2024	Multiple		291.00
144517	10/15/2024	PARADISE GARDEN LANDSCAPINGVnd	2972	494-000.000-845.000		500.00
144518	10/15/2024	PARADISE GARDEN LANDSCAPINGVnd	2975	494-000.000-845.000		1,755.00
144520	10/15/2024	PARADISE GARDEN LANDSCAPINGVnd	2976	494-000.000-933.000		1,125.00
144528	10/15/2024	WILDTYPEVnd: WILDTYPE Invoice: FM10021		494-000.000-845.000		1,862.80
144694	10/29/2024	AUSTIN COLSONVnd: AUSTINCOLS I	10/15/2024	Multiple	291.00	
144755	10/31/2024	BLUE CARE NETWORKVnd: BLUECARE	242820001635-GE	Multiple		1,056.68
144758	10/31/2024	BLUE CARE NETWORKVnd: BLUECARE	242820001484	Multiple		97.97
144765	10/31/2024	C V STUDIOSVnd: C V Invoice: 10.31.2024		Multiple		1,100.00
144834	10/31/2024	FLAGSTAR BANKVnd: FLAGSTAR B I	10.31.2024-AUST	Multiple		291.00
144840	10/31/2024	GIFFELS-WEBSTER ENG INCVnd: GW	133109	494-000.000-882.000		4,266.18
144841	10/31/2024	GIFFELS-WEBSTER ENG INCVnd: GW	133104	494-000.000-882.000		399.35
144842	10/31/2024	GIFFELS-WEBSTER ENG INCVnd: GW	133085	494-000.000-882.000		2,883.50
144848	10/31/2024	MANER COSTERISANVnd: MANERCOST	59359-GEN	Multiple		334.98
144849	10/31/2024	MICHAEL O'BRIENVnd: MICHAEL O	10.31.2024	494-000.000-844.000		250.00
144852	10/31/2024	MISSIONSQUARE - 803046Vnd: MIS	6087554	Multiple		180.83
144864	10/31/2024	PLANTE MORANVnd: PLANTE Invoi	21585-GEN	Multiple		1,680.70
144873	10/31/2024	STANDARD INSURANCE COMPANyvnd: 10.31.24-GEN		Multiple		64.35
Journal Totals					291.00	18,139.34
Journal CD: CD						
144531	10/15/2024	Check: NBDC 49766	49766	Multiple	291.00	
144555	10/15/2024	Check: NBDC 49790	49790	Multiple	500.00	
144556	10/15/2024	Check: NBDC 49791	49791	Multiple	1,755.00	
144558	10/15/2024	Check: NBDC 49793	49793	Multiple	1,125.00	
144563	10/15/2024	Check: NBDC 49798	49798	Multiple	1,862.80	
144695	10/29/2024	Check: NBDC 49766	49766	Multiple		291.00
144890	10/31/2024	Check: NBDC 49815	49815	Multiple	1,056.68	
144892	10/31/2024	Check: NBDC 49817	49817	Multiple	97.97	
144899	10/31/2024	Check: NBDC 49824	49824	Multiple	1,100.00	
144959	10/31/2024	Check: NBDC 49884	49884	Multiple	291.00	
144961	10/31/2024	Check: NBDC 49886	49886	Multiple	4,266.18	
144962	10/31/2024	Check: NBDC 49887	49887	Multiple	399.35	
144963	10/31/2024	Check: NBDC 49888	49888	Multiple	2,883.50	
144967	10/31/2024	Check: NBDC 49892	49892	Multiple	334.98	
144968	10/31/2024	Check: NBDC 49893	49893	Multiple	250.00	
144971	10/31/2024	Check: NBDC 49896	49896	Multiple	180.83	
144980	10/31/2024	Check: NBDC 49905	49905	Multiple	1,680.70	
144987	10/31/2024	Check: NBDC 49912	49912	Multiple	64.35	
Journal Totals					18,139.34	291.00
Totals for 494-000.000-202.000					18,430.34	18,430.34
Balance 10/01/24:					0.00	
Net Change:					0.00	
Balance 10/31/24:					0.00	

494-000.000-214.101 DUE TO GENERAL FUND						
Journal CD: CD						
144531	10/15/2024	Check: NBDC 49766	49766	Multiple		291.00
144555	10/15/2024	Check: NBDC 49790	49790	Multiple		500.00
144556	10/15/2024	Check: NBDC 49791	49791	Multiple		1,755.00
144558	10/15/2024	Check: NBDC 49793	49793	Multiple		1,125.00
144563	10/15/2024	Check: NBDC 49798	49798	Multiple		1,862.80
144695	10/29/2024	Check: NBDC 49766	49766	Multiple	291.00	
144890	10/31/2024	Check: NBDC 49815	49815	Multiple		1,056.68
144892	10/31/2024	Check: NBDC 49817	49817	Multiple		97.97
144899	10/31/2024	Check: NBDC 49824	49824	Multiple		1,100.00
144959	10/31/2024	Check: NBDC 49884	49884	Multiple		291.00
144961	10/31/2024	Check: NBDC 49886	49886	Multiple		4,266.18
144962	10/31/2024	Check: NBDC 49887	49887	Multiple		399.35

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-214.101 DUE TO GENERAL FUND						
Journal CD: CD						
144963	10/31/2024	Check: NBDC 49888	49888	Multiple		2,883.50
144967	10/31/2024	Check: NBDC 49892	49892	Multiple		334.98
144968	10/31/2024	Check: NBDC 49893	49893	Multiple		250.00
144971	10/31/2024	Check: NBDC 49896	49896	Multiple		180.83
144980	10/31/2024	Check: NBDC 49905	49905	Multiple		1,680.70
144987	10/31/2024	Check: NBDC 49912	49912	Multiple		64.35
Journal Totals					291.00	18,139.34
Journal GJ: GJ						
144430	10/01/2024	10/2024 DEPT HEAD DEF COMP MAT	16545	Multiple		176.44
Journal Totals					0.00	176.44
Journal PR: Payroll						
144267	10/02/2024	PAYROLL SEPTEMBER 30, 2024	16517	Multiple		5,474.41
145078	10/30/2024	2ND PAYROLL IN OCTOBER	16587	Multiple		5,492.83
Journal Totals					0.00	10,967.24
Totals for 494-000.000-214.101					291.00	29,283.02
Balance 10/01/24:				145,666.91		
Net Change:				28,992.02		
Balance 10/31/24:				174,658.93		
494-000.000-407.000 TIFA-CAPTURE TAXES						
Journal DTDF: DUE TO/DUE FROM						
145105	10/31/2024	TAX DISTRIBUTION (THRU 10/31/2	16588	Multiple		3,009.51
Journal Totals					0.00	3,009.51
Journal GJ: GJ						
144375	10/07/2024	OC MONTHLY DELQ PPTAX 09/2024	16530	Multiple		29.76
Journal Totals					0.00	29.76
Totals for 494-000.000-407.000					0.00	3,039.27
Balance 10/01/24:				397,090.05		
Net Change:				3,039.27		
Balance 10/31/24:				400,129.32		
494-000.000-410.000 TAX COLLECTED OTHER						
Journal DTDF: DUE TO/DUE FROM						
145105	10/31/2024	TAX DISTRIBUTION (THRU 10/31/2	16588	Multiple		359.11
Journal Totals					0.00	359.11
Totals for 494-000.000-410.000					0.00	359.11
Balance 10/01/24:				33,613.36		
Net Change:				359.11		
Balance 10/31/24:				33,972.47		
494-000.000-615.000 MAIN STREET REVENUES						
Journal GJ: GJ						
144435	10/09/2024	CR#320641	16548	494-000.000-084.101		600.00
Journal Totals					0.00	600.00
Totals for 494-000.000-615.000					0.00	600.00
Balance 10/01/24:				0.00		
Net Change:				600.00		
Balance 10/31/24:				600.00		
494-000.000-701.000 SALARIES FULL-TIME						
Journal PR: Payroll						
144267	10/02/2024	PAYROLL SEPTEMBER 30, 2024	16517	Multiple	5,095.00	
145078	10/30/2024	2ND PAYROLL IN OCTOBER	16587	Multiple	5,111.87	
Journal Totals					10,206.87	0.00
Totals for 494-000.000-701.000					10,206.87	0.00
Balance 10/01/24:				25,475.00		
Net Change:				10,206.87		
Balance 10/31/24:				35,681.87		

User: JESSICA

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

Item 5A.

DB: Lathrup

TRANSACTIONS FROM 10/01/2024 TO 10/31/2024

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Journal AP: AP						
144755	10/31/2024	BLUE CARE NETWORKEMPLOYEE TAXE	242820001635-GE	Multiple	1,056.68	
144758	10/31/2024	BLUE CARE NETWORKEMPLOYEE TAXE	242820001484	Multiple	97.97	
144852	10/31/2024	MISSIONSQUARE - 803046EMPLOYEE	6087554	Multiple	180.83	
144873	10/31/2024	STANDARD INSURANCE COMPANYEMPL	10.31.24-GEN	Multiple	64.35	
Journal Totals					1,399.83	0.00
Journal GJ: GJ						
144430	10/01/2024	10/2024 DEPT HEAD DEF COMP MAT	16545	Multiple	176.44	
Journal Totals					176.44	0.00
Journal PR: Payroll						
144267	10/02/2024	PAYROLL SEPTEMBER 30, 2024	16517	Multiple	379.41	
145078	10/30/2024	2ND PAYROLL IN OCTOBER	16587	Multiple	380.96	
Journal Totals					760.37	0.00
Totals for 494-000.000-703.000					2,336.64	0.00
Balance 10/01/24:					9,589.38	
Net Change:					2,336.64	
Balance 10/31/24:					11,926.02	

494-000.000-810.000 AUDITING & ACCOUNTING						
Journal AP: AP						
144848	10/31/2024	MANER COSTERISANAUDITING & ACC	59359-GEN	Multiple	334.98	
144864	10/31/2024	PLANTE MORANAUDITING & ACCOUN	21585-GEN	Multiple	1,680.70	
Journal Totals					2,015.68	0.00
Totals for 494-000.000-810.000					2,015.68	0.00
Balance 10/01/24:					1,762.07	
Net Change:					2,015.68	
Balance 10/31/24:					3,777.75	

494-000.000-822.000 TRAINING/MEMBERSHIP						
Journal AP: AP						
144486	10/15/2024	AUSTIN COLSONTRAINING/MEMBERSH	10/15/2024	Multiple	135.00	
144694	10/29/2024	AUSTIN COLSONTRAINING/MEMBERSH	10/15/2024	Multiple		135.00
144834	10/31/2024	FLAGSTAR BANKTRAINING/MEMBERSH	10.31.2024-AUST	Multiple	135.00	
Journal Totals					270.00	135.00
Totals for 494-000.000-822.000					270.00	135.00
Balance 10/01/24:					0.00	
Net Change:					135.00	
Balance 10/31/24:					135.00	

494-000.000-844.000 MAIN STREET PROGRAM						
Journal AP: AP						
144849	10/31/2024	MICHAEL O'BRIENMAIN STREET PRO	10.31.2024	494-000.000-202.000	250.00	
Journal Totals					250.00	0.00
Totals for 494-000.000-844.000					250.00	0.00
Balance 10/01/24:					25,182.15	
Net Change:					250.00	
Balance 10/31/24:					25,432.15	

494-000.000-845.000 STREETSCAPING						
Journal AP: AP						
144486	10/15/2024	AUSTIN COLSONSTREETSCAPING	10/15/2024	Multiple	156.00	
144517	10/15/2024	PARADISE GARDEN LANDSCAPINGSTR	2972	494-000.000-202.000	500.00	
144518	10/15/2024	PARADISE GARDEN LANDSCAPINGSTR	2975	494-000.000-202.000	1,755.00	
144528	10/15/2024	WILDTYPESTREETSCAPING	FM10021	494-000.000-202.000	1,862.80	
144694	10/29/2024	AUSTIN COLSONSTREETSCAPING	10/15/2024	Multiple		156.00
144834	10/31/2024	FLAGSTAR BANKSTREETSCAPING	10.31.2024-AUST	Multiple	28.20	
144834	10/31/2024	FLAGSTAR BANKSTREETSCAPING	10.31.2024-AUST	Multiple	119.88	
144834	10/31/2024	FLAGSTAR BANKSTREETSCAPING	10.31.2024-AUST	Multiple	7.92	
Journal Totals					4,429.80	156.00

User: JESSICA

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

DB: Lathrup

TRANSACTIONS FROM 10/01/2024 TO 10/31/2024

Item 5A.

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-845.000 STREETSCAPING						
Totals for 494-000.000-845.000					4,429.80	156.00
		Balance 10/01/24:			8,668.38	
		Net Change:			4,273.80	
		Balance 10/31/24:			12,942.18	
494-000.000-882.000 PLANNING/CONSULTING FEES						
Journal AP: AP						
144840	10/31/2024	GIFFELS-WEBSTER ENG INCPLANNIN	133109	494-000.000-202.000	4,266.18	
144841	10/31/2024	GIFFELS-WEBSTER ENG INCPLANNIN	133104	494-000.000-202.000	399.35	
144842	10/31/2024	GIFFELS-WEBSTER ENG INCPLANNIN	133085	494-000.000-202.000	2,883.50	
Journal Totals					7,549.03	0.00
Totals for 494-000.000-882.000					7,549.03	0.00
		Balance 10/01/24:			8,681.50	
		Net Change:			7,549.03	
		Balance 10/31/24:			16,230.53	
494-000.000-933.000 REPAIRS & MAINTENANCE						
Journal AP: AP						
144520	10/15/2024	PARADISE GARDEN LANDSCAPINGREP	2976	494-000.000-202.000	1,125.00	
Journal Totals					1,125.00	0.00
Totals for 494-000.000-933.000					1,125.00	0.00
		Balance 10/01/24:			16,425.56	
		Net Change:			1,125.00	
		Balance 10/31/24:			17,550.56	
494-000.000-955.000 MISCELLANEOUS EXPENDITURES						
Journal AP: AP						
144765	10/31/2024	C V STUDIO	MISCELLANEOUS EXPEN 10.31.2024	Multiple	1,100.00	
Journal Totals					1,100.00	0.00
Totals for 494-000.000-955.000					1,100.00	0.00
		Balance 10/01/24:			0.00	
		Net Change:			1,100.00	
		Balance 10/31/24:			1,100.00	



Item 5A.

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 10/31/2023	PERIOD ENDED 10/31/2024
*** Assets ***			
494-000.000-010.000	TRUST ACCOUNT-GENERAL	1,156,155.94	975,027.22
494-000.000-028.096	TAXES RECEIVABLE-PERSONAL PROP	19,543.46	9,697.14
494-000.000-084.101	DUE FROM GENERAL FUND	488,250.56	494,833.25
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)
<b>Total Assets</b>		<b>1,820,466.68</b>	<b>1,946,125.33</b>
*** Liabilities ***			
494-000.000-214.101	DUE TO GENERAL FUND	297,333.93	174,658.93
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
<b>Total Liabilities</b>		<b>564,936.93</b>	<b>174,658.93</b>
*** Fund Balance ***			
494-000.000-390.000	FUND BALANCE	1,283,692.70	1,283,692.70
<b>Total Fund Balance</b>		<b>1,283,692.70</b>	<b>1,283,692.70</b>
<b>Beginning Fund Balance</b>		<b>1,284,693.70</b>	<b>1,283,692.70</b>
<b>Net of Revenues VS Expenditures - 23-24</b>			<b>154,041.64</b>
<b>Fund Balance Adjustments - 23-24</b>		(1,001.00)	
<b>*23-24 End FB/24-25 Beg FB</b>		1,437,734.34	
<b>Net of Revenues VS Expenditures - Current Year</b>		(28,162.95)	333,732.06
<b>Fund Balance Adjustments</b>		(1,001.00)	0.00
<b>Ending Fund Balance</b>		1,255,529.75	1,771,466.40
<b>Total Liabilities And Fund Balance</b>		<b>1,820,466.68</b>	<b>1,946,125.33</b>

\* Year Not Closed

# Code Enforcement Report

11/13/2024

Address	Business name	Violation	Inspection Type	Category	Status
18239 W 12 MILE RD	INDUS CENTER FOR AC	ADDRESS NUMBERS TO BE CLEARLY VISIBLE FROM THE CENTER OF THE ROAD	RE-INSPECTION - OR	Property Identificatio	Complied

1. 304.3 Premises identification

Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be not less than 4 inches (102 mm) in height with a minimum stroke width of 0.5 inch (12.7 mm).

INSPECTOR COMMENTS: ADDRESS NUMBERS TO BE CLEARLY VISIBLE FROM THE CENTER OF THE ROAD

18239 W 12 MILE RD	INDUS CENTER FOR AC	METAL SHELVING DUMPED AT REAR - REMOVE	RE-INSPECTION - OR	DEBRIS	Complied
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1. 54-66 Outside storage for unsightly or offensive materials.

No person shall cause or permit the premises he owns or otherwise has under his occupancy or control or the adjoining right-of-way to be used for the outside storage (outside of an appropriate container or building) of garbage, sewage, filth, refuse, dead or cut tree branches, waste, including yard waste, trash, debris, litter, rubbish, including cans, bottles, wastepaper, cartons, boxes, crates, inoperable machinery, discarded building materials, discarded household goods, or any unsightly, offensive or obnoxious materials. All land areas found to be used for such purposes or to be strewn with such materials are declared to be public nuisances. (Code 1991, art. V, ch. 7, § 108)

INSPECTOR COMMENTS: METAL SHELVING DUMPED AT REAR - REMOVE

28505 SOUTHFIELD RD	HELP CENTER INVEST	PARKING BLOCK BLOCKING SIDEWALK - REPLACE IN CORRECT POSITION	RE-INSPECTION - OR	Parking Lot Repair	Letter Sent
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1. Article 5.0 Site Standards (Parking Block)

The following are required except as modified for the R1 and R2 districts as provided in Section 5.13.16 and 5.13.17. Bumper stops, curbing or wheel chocks shall be provided to prevent any vehicle from damaging or encroaching upon any required wall, fence or buffer strips or upon any building adjacent to the parking lot. Stops, curbing, and chocks shall be of concrete or its durability equivalent and shall be suitably anchored.

INSPECTOR COMMENTS: PARKING BLOCK BLOCKING SIDEWALK - REPLACE IN CORRECT POSITION

28505 SOUTHFIELD RD    **HELP CENTER INVEST**    **ADDRESS NUMBERS MUST BE CLEARLY VISIBLE FROM CENTER OF STREET**    **RE-INSPECTION - OR**    **Property Identificatio**

1. 304.3 Premises identification

Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background.

INSPECTOR COMMENTS: ADDRESS NUMBERS MUST BE CLEARLY VISIBLE FROM CENTER OF STREET

26600 SOUTHFIELD RD    **IGWT REALTY 11, LLC**    **COMMERCIAL DUMPSTER PERMIT REQUIRED - EMAILED OWNER ON 10/21**    **Ordinance**    **Dumpster - No permit**    **Complied**

28601 SOUTHFIELD RD    **JAGGED FORK HOLDIN**    **ELIMINATE TRIP HAZARD AT SIDEWALK ALONG SOUTHFIELD RD**    **RE-INSPECTION - OR**    **Property Maintenance**    **Letter Sent**

1. 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: ELIMINATE TRIP HAZARD AT SIDEWALK ALONG SOUTHFIELD RD

28901 SOUTHFIELD RD    **SOUTHFIELD LLC**    **Backlit signs shall use only white light for illumination. Such signs shall spread their illumination a maximum of four inches beyond the sign elements.**    **RE-INSPECTION - OR**    **Sign Violation**    **Letter Sent**

1. 52-23 (k) (5) Illumination.

Backlit signs shall use only white for illumination. Such signs shall spread their illumination of four inches beyond the sign limits.

26647 SOUTHFIELD RD    **Ambassadors Institute**    **WALL SIGN DETACHED FROM WALL,  
HANGING ON GROUND - REPAIR OR  
REMOVE**    **RE-INSPECTION - OR**    **Property Maintenance**

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304.1 General.

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

INSPECTOR COMMENTS: WALL SIGN DETACHED FROM WALL, HANGING ON GROUND - REPAIR OR REMOVE

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26237 SOUTHFIELD RD S    **QMJ BUILDING, LLC**    **ABANDONED WALL SIGN TO BE REMOVED**    **RE-INSPECTION - OR**    **Sign Violation**    **Resolved**

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Sec. 52-30. Maintenance

(a) Damaged or abandoned signs.

(1) Signs which are broken, torn, bent or whose supports are broken, bent or damaged, and signs that are not reasonably level and plumb shall be repaired and installed in a manner prescribed by the enforcement officer and/or building official, but in no case shall repair requirements exceed building code requirements and the original condition of the sign and/or its supports.

(2) Abandoned signs shall be removed or put into service. Removal of such signs shall include removal of the poles and/or supports.

INSPECTOR COMMENTS: ABANDONED "SOUTHFIELD PHARMACY" WALL SIGN TO BE REMOVED

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17401 W 12 MILE RD    **17401 WEST TWELVE MI BUSINESS LICENSE REQUIRED**    **RE-INSPECTION - OR**    **No Business License**

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18-29 Unlicensed Businesses

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

INSPECTOR COMMENTS: BUSINESS LICENSE REQUIRED

City of Lathrup Village  
Solicitation of Developer Qualifications  
& Request for Proposals:

DDA Owned Parcel  
&  
City Owned Parcel

Issued: XXXX

Responses Due: XXXX

Respond to:

Mike Greene  
City Administrator  
City of Lathrup Village  
27400 Southfield Road  
Lathrup Village, MI 48076  
248-557-2600 ext. 225  
[mgreene@lathrupvillage.org](mailto:mgreene@lathrupvillage.org)

Solicitation of Developer Qualifications  
& Request for Proposals:

DDA Owned Parcel  
&  
City Owned Parcel

**Purpose**

The City of Lathrup Village, Michigan is seeking proposals from a developer or development company for the development of one or both City-owned parcels into a use that maximizes the usage of space while meeting the parcel's current zoning designation.

The City intends to enter into a redevelopment agreement with the selected developer. The purpose of this Solicitation of Developer Qualifications and Request for Proposals is to identify experienced developers and invite proposals that shall include design concepts and development plans. The City will accept proposals for this site per this document. The City will review each development submission received, to select a developer that the City determines to be the best suited to this project based on the objectives of this request and existing City plans.

**Community Description**

Nestled in the heart of Oakland County, Lathrup Village is a vibrant and close-knit community known for its unique blend of small-town charm and modern amenities. With a commitment to fostering a high quality of life, the city boasts tree-lined streets, historic homes, and welcoming neighborhoods. Residents and visitors alike enjoy a strong sense of community, with numerous events, parks, and recreational spaces designed to bring people together.

Lathrup Village values diversity, sustainability, and active engagement, making it a great place to live, work, and raise a family. The city is conveniently located near major highways, providing easy access to the greater Detroit area while maintaining a peaceful, residential atmosphere. Whether you're looking to participate in local events, support small businesses, or simply enjoy the beauty of the surroundings, Lathrup Village invites you to discover all it has to offer.

**Community Vision**

The City of Lathrup Village envisions a future where community spirit, sustainability, and innovation flourish. Our goal is to build on our foundation as a welcoming, family-oriented community, fostering an inclusive environment that values diversity, resilience, and civic engagement. We strive to enhance our unique character and natural beauty through responsible development, environmentally friendly practices, and the preservation of our historic charm.

Lathrup Village will continue to prioritize public safety, accessible amenities, and high-quality services that meet the needs of residents of all ages. By encouraging active participation, supporting small businesses, and expanding recreational and cultural opportunities, we aim to create a vibrant, connected community where everyone can thrive. Together, we're building a city that is sustainable, welcoming, and forward-thinking for generations to come.

**Community Profile**

Located in the heart of Oakland County, the City of Lathrup Village is a thriving residential community with a rich history, beautiful architecture, and a welcoming atmosphere. Established as Michigan's

first planned residential community, Lathrup Village features distinctive historic homes, tree-lined streets, and an array of green spaces that make it a scenic and desirable place to live.

*Key Features:*

- Population: Approximately 4,000 residents, offering a small-town feel within the Detroit metropolitan area.
- Community Spirit: Known for its engaged, diverse population, Lathrup Village hosts numerous events year-round, such as community festivals, farmers markets, and family-friendly gatherings.
- Parks & Recreation: The city is home to several parks, walking paths, and recreational spaces, providing ample opportunities for outdoor activities and a healthy lifestyle.
- Proximity to Detroit: With easy access to major highways, Lathrup Village residents enjoy a convenient commute to downtown Detroit and nearby areas while benefiting from a quiet, suburban atmosphere.

*Values:*

Lathrup Village prioritizes safety, sustainability, and a high quality of life for all residents. It values inclusiveness, with a commitment to fostering connections among neighbors and supporting local businesses. The city places a strong emphasis on preserving its historical charm while embracing environmentally friendly initiatives and forward-thinking community planning.

With a rich heritage, a vibrant community culture, and a vision for future growth, Lathrup Village continues to be a community of choices for families, young professionals, and retirees alike.

**Demographics**

	<b>Lathrup Village</b>	<b>Oakland County</b>	<b>Michigan</b>
<b>Population</b>	4,088	1,274,395	10,077,331
<b>Median Household Income</b>	\$97,750	\$92,015	\$69,183
<b>Bachelor’s Degree or Higher</b>	49.1%	51.1%	32.7%
<b>Employment Rate</b>	56.4%	64.2%	58.9%
<b>Housing Units</b>	1,708	554,403	4,570,173
<b>Without Healthcare Coverage</b>	1.4%	3.6%	4.5%
<b>Median Age</b>	48.2	41.4	40.5

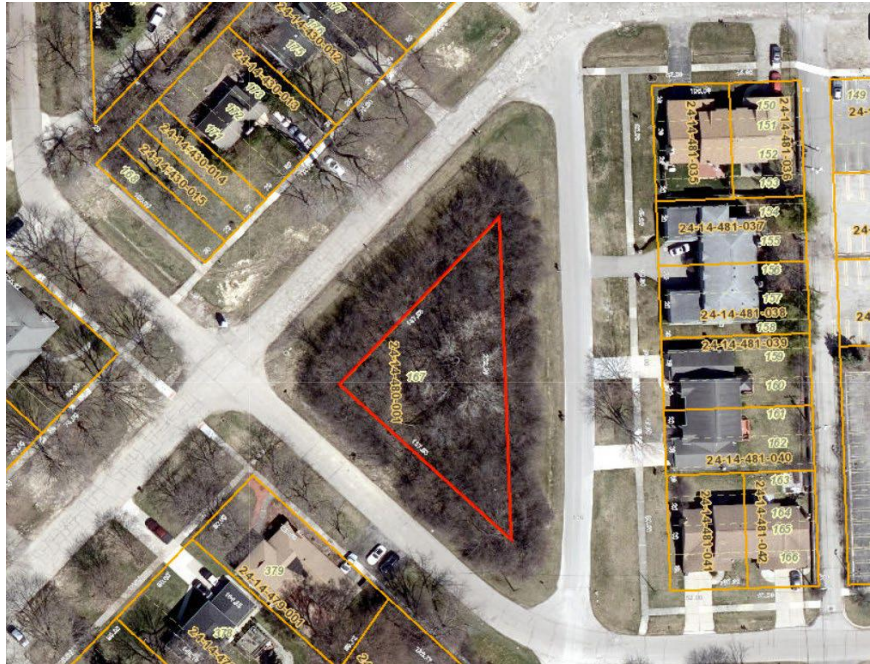
Source: US Census Bureau, 2020

**Site Context**

Lot 1 (PIN 24-13-302-001) (DDA Lot) project site is located east of Southfield Rd, at the intersection of Goldengate Drive East and California Drive. This 0.32-acre triangle parcel is located within the Village Center zoning. The property is neighbored by a religious institution on the west and single-family residential on the northeast and southeast.



Lot 2 (PIN 24-14-480-001) (City Lot) project site is located west of Southfield Rd, at the intersection of Goldengate Drive West and California Drive Southwest. This 0.29-acre triangle parcel is located within the Village Center zoning. The property is neighbored by a two-family residential on the east and single-family residential on the northwest and southwest.





**Planning Guidance**

In 2021 the City of Lathrup Village adopted a Comprehensive Plan. The plan outlined the following objectives, specifically for the Village Center district:

The concept for the Village Center was first established in the 2009 Master Plan. It was further fleshed out and illustrated to include a conceptual development layout and precedent images from developments across the US, intended to help the community, property owners and developers understand what the Village Center could become.

Before this Comprehensive Plan process, some city officials, property owners, and residents expressed concern that, after 12 years of envisioning redevelopment, nothing has been realized. And yet, it remains clear that the corridor remains in need of redevelopment to improve the city’s tax base.

Other goals of the city - providing destinations to which residents can walk, a variety of housing opportunities, and improving walkability - all are reflected in the Village Center concept. While the conversations tend to revolve around the redevelopment of the school property (see Redevelopment Sites in the pages that follow), there may be other opportunities to spur redevelopment in the corridor.

Housing is one of the strongest elements of the current real estate market. In the refined development concept, opportunities to add row houses, townhomes, and stacked flats in the transition areas could add the needed rooftops to draw additional retail and restaurant uses the city desires.

**Zoning Context**

The project sites are zoned to the Village Center (VC). The VC Village Center District intends to create a compact and unique downtown district for the City by encouraging the redevelopment of properties where buildings feature a mix of residential, retail, and office uses and are laid out in a pedestrian-oriented manner that reflects a traditional small-town urban form. There will be two types of roads in the VC District: Primary roads that function as the main streets and other roads that support the grid network. Parking will be provided on-street and in shared parking areas. Alleys will provide service and parking access.

FIGURE 1: VILLAGE CENTER REDEVELOPMENT CONCEPT

Refinements to the Village Center concept include the addition of row houses and town homes as transitional uses between Southfield Road and existing neighborhoods.



Live-work units could offer office, retail or service space on the ground floor and living space above and typically don't require significant parking.

Lower building heights in this concept reduce overall floor area and parking demands.

**Other Considerations**

*Land Assembly*

The City will consider proposals incorporating any and all other contiguous parcels not included in the RFP provided the developer submitting the proposal can provide sound information that these parcels could be acquired at or around the date of the City's final acceptance of the development proposal.

Any land acquisitions would need to be private acquisitions. Additionally, any land acquisition information marked confidential would be kept as such by the City until a mutually accepted date.

*Public Rights-of-Way*

The City will consider the vacation of adjoining public rights-of-way in order to accommodate a development project. However, any proposal requesting a vacation of public right-of-way must state the terms by which such vacation would be made and demonstrate that unimpeded access will be maintained for all other properties currently served by the right-of-way.

If conceptually approved, any vacation of right-of-way may ultimately require the completion of a traffic impact study as well as a facilities impact study.

*Zoning Flexibility*

It is anticipated that a development project will be built in accordance with the current zoning classification perimeters. However, the City recognizes that regulatory flexibility may be required to improve the economic feasibility of a project and anticipates that proposals may include variations from the underlying zoning, such as maximum building height. The proposal should list all such variations.

**Role of the City of Lathrup Village**

The City of Lathrup Village is committed to the redevelopment of these sites as described in this document.

The City is prepared to assist in the development of a partnering relationship with the selected developer that maximizes the vision of the Village Center. The City anticipates working closely and cooperatively with the chosen developer. Pending review of proposals, potential roles of the City could include, but are not limited to conveyance of land at a discounted rate; waiver of permit and other fees; flexible zoning and density considerations; and/or additional infrastructure improvements in the surrounding area. These potential roles will be defined during the final negotiation process based on the quality and impact of the proposed development.

**Developer Selection Process**

The first step in the selection process is a Request for Qualifications (RFQ). Based on the qualifications submitted, the City Staff will identify the most qualified developer team. The City Council and/or DDA Board will review the selection promptly and direct the staff to proceed to offer a Developer of Record. The team offering the most desirable proposal within the objectives outlined in this document will be designated the “Developer of Record” and will be asked to negotiate a final development agreement with the City.

The City of Lathrup Village fully reserves the right to reject any and all submittals of the RFQ if the City, in its sole discretion, determines that the submittals do not meet its goals and objectives for the development of this site.

**Request for Qualifications**

Prospective development teams should submit a statement of interest and qualifications. The information submitted should be explicit and informative. One (1) hard copy and a digital copy of each should be submitted. Submissions should be limited to thirty (30) pages.

Letters of interest should be submitted to the City Administrator. The deadline for submissions is noted in the cover letter enclosed with this document and below. The City of Lathrup Village staff will review qualifications and select development teams to interview with the City according to the following timeline:

- Deadline for RFQ submittal: XXXXX
- Interviews with selected teams: XXXX

After review by the City staff and the related interviews, if the credentials and experience of one team far exceed those of all other teams, the City Council and/or DDA Board, acting on the

recommendation of staff, may choose to designate that team as the proposed “Developer of Record”.

**RFQ Submittal Requirements (limited to 30 pages)**

1. Submission Quantity and Format
  - a. One (1) hard and digital set of Qualifications shall be submitted and organized generally as follows:
    - i. Cover letter;
    - ii. Understanding of Request;
    - iii. Developer’s Relevant Qualifications and Experience;
    - iv. Developer/Team Description, Organizational Structure, and Capacity;
    - v. Summary Statement (optional); and
    - vi. Financial Information (under sealed cover).
  - b. Required financial information and shall be included in a separate but attached sealed envelope clearly identifying the prospective Developer.
  
2. Understanding the Request: This section shall summarize the prospective Developer’s understanding of the request and requirements, including site analysis and understanding of the community and neighborhood. The Developer may add any additional information to help the City determine that a Developer is qualified.
  
3. Developer’s Relevant Qualifications: The prospective Developer must demonstrate experience with facilitating successful projects of similar contemplated scope and quality. The relevant qualifications submissions must be a part of and fit into the response but outside of this requirement, the prospective Developer can determine the format. A short project synopsis addressing the scope, budget schedule, and reference contact may be provided. The Village will look for a minimum level of experience to be demonstrated including but not limited to the following:
  - a. Demonstrated experience in, preferably, at least two (2) completed projects of similar size and quality as envisioned for the project.
  - b. Demonstrated financial resources and commitments to both acquire and develop the property as provided in financial statements, evidence of equity and debt financing, or other similar demonstrations.
  - c. A list of projects as Developer over the past five (5) years prior to the due date of this Request, including project overall size and by type of use (e.g., for-sale or rental multifamily, row homes, residential apartments), overall construction cost, major tenants, absorption, current photos of the site, and the current occupancy and ownership of these projects.
  - d. Description, location, and a brief summary of the past projects. The City would consider it a positive factor if the projects presented in this section were accomplished with the currently proposed Developer Team.
  
4. Developer Description
  - a. Legal Name of the proposed development entity.
  - b. Proposed form/structure of the proposed development entity (e.g., Corporation, Partnership, Limited Liability Corporation (LLC), Individual, Joint Venture, Not-for-Profit, etc.)

- c. Date Established to include constituent firms/partners/team members if a joint venture (JV) is proposed.
  - d. Subsidiary status or affiliation with any other/parent entity including the name and address of and relationship to the parent or partner as well as identification of its key officers.
  - e. Names, addresses, title of position, and nature and extent of the interest of the officers:
    - i. For corporations, the officers, directors, or trustees, and each stockholder owning any class of stock and each person's percentage ownership.
    - ii. For not-for-profit organizations, the members who constitute the board of trustees or board of directors, or similar governing body.
    - iii. For partnerships or limited liability corporations, each partner or member, whether a general or limited partner or member, and either the percent of interest or a description of the character and extent of interest.
    - iv. For joint ventures, each participant and either the percent of interest or a description of the character and extent of interest. If the joint venture partners are corporations or partnerships, then the information for such firms should be provided.
    - v. For any other type of entity, each officer, owner, and members of the governing body, and each person's percentage ownership.
5. Developer Organization and Capacity
- a. Proposed organizational chart identifying the Developer functions, roles, and responsibilities.
  - b. Developer team partners, and/or consultants proposed to deliver the project including their relevant experience and a clear description of their roles and responsibilities (e.g., Architect/Engineer, Economic/ Financial consultant, Counsel, Construction, leasing/management, etc.); key staff and roles with individual résumés not exceeding one page, if included.
  - c. The City would consider it a positive factor if the key Developer team members/partners/consultants and/or staff presented in this section also have contributed to the successful past projects presented by the prospective Developer.
  - d. Anticipated general and tentative development/construction schedule, if selected.
  - e. It is recognized that several factors that impact any expected schedule may be outside of the prospective Developer's direct control and that a mutually agreed upon schedule would be part of a redevelopment agreement with the Village. However, this information will assist the Village in assessing a prospective Developer's experience with a project of this type and insight into how the prospective Developer proposes to manage the Project process to successful completion.
  - f. The number, location, and magnitude of projects currently on the prospective Developer's work plan for the next two calendar years.
6. Summary Statement: A summary statement is optional but can be included with information the prospective Developer feels would help the Village to select the best overall qualified Developer. For example, a discussion or list of the type and quality of Commercial or mixed-use projects with which the Developer has a successful relationship and that are envisioned to be brought to this Project including any that may already have expressed interest would be appropriate here.

- 7. Separate Financial Information Required from the Prospective Developer
  - a. One (1) hard and digital set of the following information should be submitted at the same time as the related qualifications in a separate sealed envelope marked “confidential” relative to each person with an ownership interest in the development entity and the development entity itself:
    - i. Audited financial statements or federal income tax forms for the last three years.
    - ii. References from financial institutions with whom the Developer has dealt as a borrower or as a joint venture partner.
    - iii. Proposed sources of financing and preliminary evidence of interest from financial institutions or partners if available.
    - iv. List of pending litigation or other disputes including court case numbers, status, potential of a financial settlement, and impact on your ability to execute this Project.
    - v. Filings for bankruptcy including dates and circumstances, or foreclosures or returns to lenders via deed-in-lieu of foreclosure.

**RFQ Basis for Evaluation**

- Developer Expertise---Priority will be given to the development team that has a history of successful real estate development and demonstrates the interdisciplinary expertise required for this type of project. Also of prime consideration is a track record of high-quality development sensitive to the client and the setting, design expertise, innovative packaging, and the ability to attract and retain quality buyers/tenants.
- Expertise in Similar Projects---Experience in similar residential or mixed-use redevelopment projects is considered essential. Comparable projects that are relevant and transferable must be described.
- Financial Capability---Financial capability of the development team will be a major factor.
- Creativity, appropriateness, and catalytic potential of the narrative concept plan.

**Developer of Record**

The development team(s) selected as “Developer(s) of Record” must be prepared to promptly enter into a development agreement with the City. The agreement will specify each party’s specific roles and obligations in the implementation of the development project. The timeframe for negotiations will be subsequently determined.

**City’s Selection of a Developer**

The City reserves the right to consider in part or in whole, waive selection criteria in part or in whole, or waive any inconsistencies or irregularities in part or in whole in responses to determine and select the best overall qualified Developer(s), in the City’s opinion, to execute the Project. The final selection, based on the RFQ, to attempt to negotiate a development agreement with the City will be based on a combination of Developer qualifications and proposals and shall be made by the City at its sole discretion. The City is not obligated or required to select any Developer or to negotiate any development agreement. The resulting development agreement will, at a minimum, include key provisions from this solicitation and the successful Developer’s proposal.

Project qualifications may be subject to staff, consultants, as well as public review after which the City Council and/or DDA Board may approve a final selection for negotiation. Final negotiations are subject to the approval of the City Council and/or DDA Board.

**Proprietary Information**

All responses shall become property of the City of Lathrup Village upon receipt. Any restrictions on the use of information contained within a proposal shall be clearly stated as such within the proposal. The City will only be able to comply with a request for confidentiality to the extent allowed by law.

**Response Deadline**

Complete responses, including all required documentation identified in this solicitation, shall be sealed and marked Solicitation of Developer Qualifications, Request for Proposals: Lathrup Village Vacant Lot Development and shall be submitted no later than **XXXXXX**.

**Questions**

Questions must be submitted via mail or email to:

Mike Greene  
City Administrator  
City of Lathrup Village  
27400 Southfield Road  
Lathrup Village, MI 48076  
248-557-2600 ext. 225  
[mgreene@lathrupvillage.org](mailto:mgreene@lathrupvillage.org)



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

To: DDA Board of Directors  
From: Austin Colson – Community & Economic Development/DDA Director  
Date: November 15, 2024  
RE: Reimbursement to the City for Holiday Lighting Contract

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As part of our annual tradition, the DDA enhances city hall ground with festive holiday lighting displays. This initiative enhances the seasonal atmosphere in our community, attracting visitors and creating a festive environment for residents and businesses. Due to a lack of quorum during the September and October DDA board meetings, City Council reviewed the proposals for holiday lighting and approved a contract for installation, recognizing the time-sensitive nature of this action item.

The costs related to this contract will be paid by the city. As a result, the DDA will need to reimburse the city in the amount of \$10,600 for the cost associated with the installation of holiday lights.

When planning this year's DDA budget the cost related to this project was taken into account.

**Suggested Motion:** Authorize the DDA Director to reimburse the city in the amount of \$10,600 for the installation of holiday lighting on city hall grounds.





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# 2024 Holiday Lighting

Quotes and Concepts

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Item 7B.

Category	Description	Location	Color	N/R	Qty	Total Price
<b>Your Current Display (Items Installed Last Season)</b>						
<b>Roof Lighting</b>						
<input type="checkbox"/>	Fascia/Gable C9 LED	Gazebo roof	Warm White LED	R	150	\$780.00
<input type="checkbox"/>	Fascia C9 All N 1 LED	Front of bldg. far left to far right	Warm White LED	R	220	\$1,386.00
<b>Tree/Shrub Light</b>						
<input type="checkbox"/>	T Branch Wrap w/ Mini LED	2 Pear trees both sides front of Bldg.	Warm White LED	N	1,000	\$850.00
<input type="checkbox"/>	Shrubs Canopy w/ Mini LED	Boxwoods both sides front of Bldg.	Warm White LED	N	1,400	\$938.00
<input type="checkbox"/>	Shrubs Canopy w/ Mini LED	Big and little Boxwoods around flag pole	Warm White LED	N	750	\$502.50
<b>Ground</b>						
<input type="checkbox"/>	Stake Lighting C9 15" LED	Around sign and flag poles	Warm White LED	N	80	\$285.60
<b>Garland</b>						
<input type="checkbox"/>	4" Lit	Live Garland with lights around Gazebo	Warm White LED	R	130	\$910.00
<input type="checkbox"/>	Deluxe Wm White 14" LED	Four Pillar in front	Warm White LED	R	216	\$4,037.04
<b>Wreath</b>						
<input type="checkbox"/>	Deluxe Wm White 60" LED	Front of bldg. Peak	Warm White LED	R	1	\$661.27
<b>Bow</b>						
<input type="checkbox"/>	Red 12" w/gold wire trim	6 Bows needed for Gazebo Garland	Red + Gold	R	6	\$97.44
<input type="checkbox"/>	Red 24" w/gold wire trim	1 for the Wreath in front of the Bldg.	Red + Gold	R	1	\$28.59
<input type="checkbox"/>	Red 24" w/gold wire trim	4 needed for the garland	Red + Gold	R	4	\$114.36
<b>Electrical</b>						
<input type="checkbox"/>	Timer - Mechanical	Cost for 1 timer ( 3 possible )		R	1	\$41.58

<b>INITIAL PAYMENT OPTIONS: (based on incentive price)</b>		
Partial Down Payment	50.00%	\$5,114.79

Reinstallation Total	\$8,056.28
<b>*Less Loyalty Incentive</b>	<b>\$402.81</b>
New Items Total	\$2,576.10
<b>YOUR Total</b>	<b>\$10,229.57</b>

## Additional Items – If Desired

Category	Description	Location	Color	N/R	Qty	Total Price
<input type="checkbox"/>	Fascia C9 All N 1 LED	Pavillion Fascia	Warm White LED	R	138	\$739.68
<b>Tree/Shrub Light</b>						
<input type="checkbox"/>	T Canopy w/ Mini LED 6"	Wrapping 6 poles at Pavillion	Warm White LED	N	600	\$576.00
<b>Garland</b>						
<input type="checkbox"/>	4" Lit	Live Garland with lights at Pavillion	Warm White LED	R	110	\$770.00
<input type="checkbox"/>	4" Not Lit	Live Garland for 24 poles		R	600	\$3,600.00
<input type="checkbox"/>	4" Not Lit	Live Garland for 10 poles in park		R	250	\$1,500.00
<input type="checkbox"/>	Deluxe Unlit 14"	Unlit artifical Garland on 37 poles		N	925	\$9,361.00
<input type="checkbox"/>	Deluxe Unlit 14"	Unlit artifical Garland 15 poles in park		N	375	\$3,795.00
<input type="checkbox"/>	Deluxe Wm White 14" LED	Garland around Gazebo	Warm White LED	N	130	\$2,126.80
<b>Wreath</b>						
<input type="checkbox"/>	Deluxe Wm White 48" LED	Pavillion peak	Warm White LED	R	1	\$297.87
<b>Bow</b>						
<input type="checkbox"/>	Red 12" w/gold wire trim	24 Bows needed for poles	Red + Gold	R	24	\$389.76
<input type="checkbox"/>	Red 12" w/gold wire trim	10 Bows needed for poles in park	Red + Gold	R	10	\$162.40
<input type="checkbox"/>	Red 12" w/gold wire trim	1 needed for wreath at Pavillion	Red + Gold	R	1	\$16.24



## TREES

- Wrap 21 tree trunks up to lower branches: \$3,400
- Include tree trunks AND canvas wrap of all 21 trees: \$8,400

## ROOFLINE

- All 4 sides of community center: \$5,000
- Gazebo: \$300

## PILLARS

- Wrap 4 Large Pillars in pre-lit garland: \$3,600

Total Package with canvas wrap: **\$17,300**

Total Package with trunk only: **\$12,300**



LeClerc Display Co. Inc.  
Established 1964

Item 7B.

Line	Quantity	Description	Unit Price	Line Total
		<b>Building</b>		
1	1	5' Lighted Wreath installed in peak. LED lighted and decorated	500.00	500.00
2	60'	Roofline lighting peak above columns - C7 LED clipped bulbs	8.00	480.00
3	4	Columns wrapped with an LED lighted pine garland and a large red velvet bow	400.00	1,600.00
4	1	Shrubbery flanking main entrance, north and south lighted - LED mini approx. 100'		1,100.00
		<b>Lawn Area</b>		
5	12	5' Snowflakes ground mounted and LED lighted in lawn both sides of monument sign, staggered (6 each side)	200.00	2,400.00
		<b>Parking lot &amp; park</b>		
6	14	Snowflakes mounted on the pedestrian street poles with a 20' pole wrap	150.00	2,100.00
		<b>Gazebo</b>		
7	120'	Gazebo top rail under roof overhang - scalloped LED C7 lighted pine garland with 14"x20" looped red bows	10.00	1,200.00
8	72'	Gazebo tier 2 upper rail under cupola - scalloped LED C7 lighted pine garland with 14"x20" looped red bows	10.00	720.00
			<b>Total</b>	<b>\$10,100.00</b>



LeClerc Display Co. Inc.  
Established 1964

Item 7B.



**Front of city hall, roofline lights and wreath:**  
\$10,000

**8 x 20-foot trees:**  
\$1,250 per tree. Choosing to decorate all 8 trees will give you a package discount of \$150 per tree.









<b>Features</b>	<b>Cost</b>
<b>Roofline and Pillars</b>	\$ 3,450.00
Red Mini Lights	
Roof - Warm White LED	
Warm White Mini	
<b>8 Trees</b>	\$ 5,600.00
Warm White Mini	
<b>Garland &amp; Wreath</b>	\$ 790.00
24" Bow	
30" Bow	
60" Wreath	
Pre-lit Garland 14" W x 9'L	
<hr/>	
<b>Total</b>	<b>\$ 9,840.00</b>





# City of Lathrup Village Holiday Proposal

Lucent Landscape and Lighting

sep2024





# Sections & Services



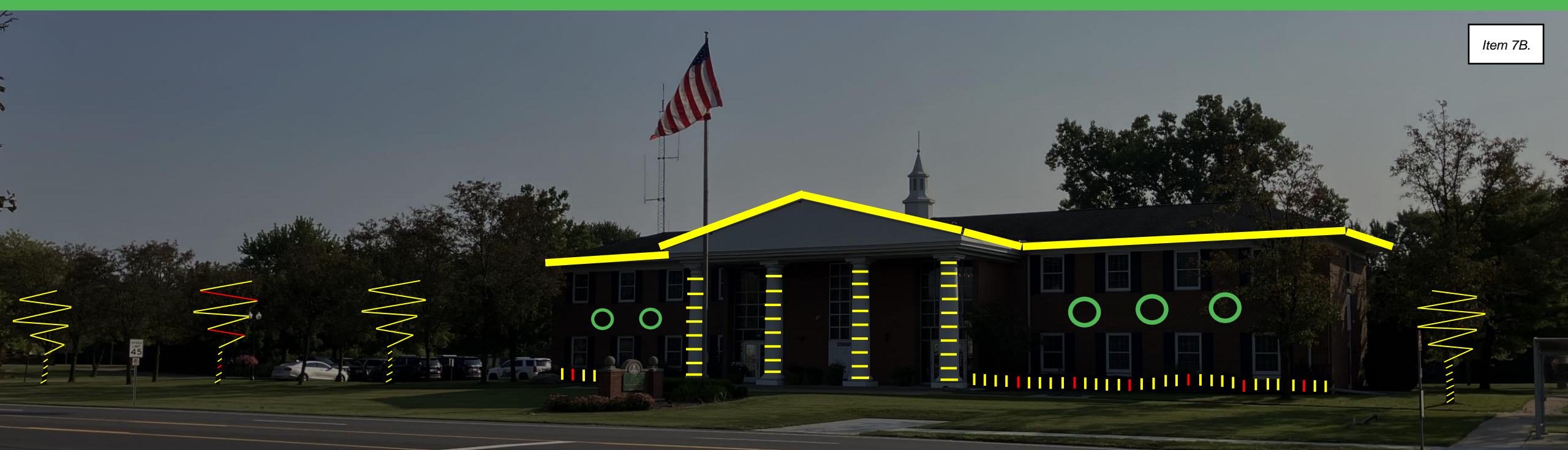
East of Sidewalk

Around Sign

Employee Entrance

Gazebo





East of Sidewalk Design only  
Around Sign Design follows  
Red “sprinkled in”



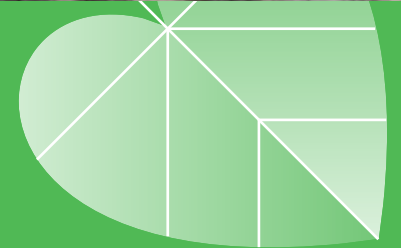
# Roofline includes along Public Entrance







# Roofline includes along Police Station Entrance



# East of Sidewalk Itemized Quote

Description / Material	Quantity	Unit Price	Line Total
Line building Roofline in Warm White C9	1	2000	\$2,000
Wrap building Boxwoods in WW & R Minis	1	840	\$840
Wrap Columns in Warm White Minis	4	540	\$2,160
<b><u>Anchor</u></b> 36" WW Wreaths into Building	6	150	\$900
Wrap every other Tree in WW Minis	6	225	\$1,350
<b>Service Total</b>			<b>\$7,250</b>



# Around Sign Itemized Quote

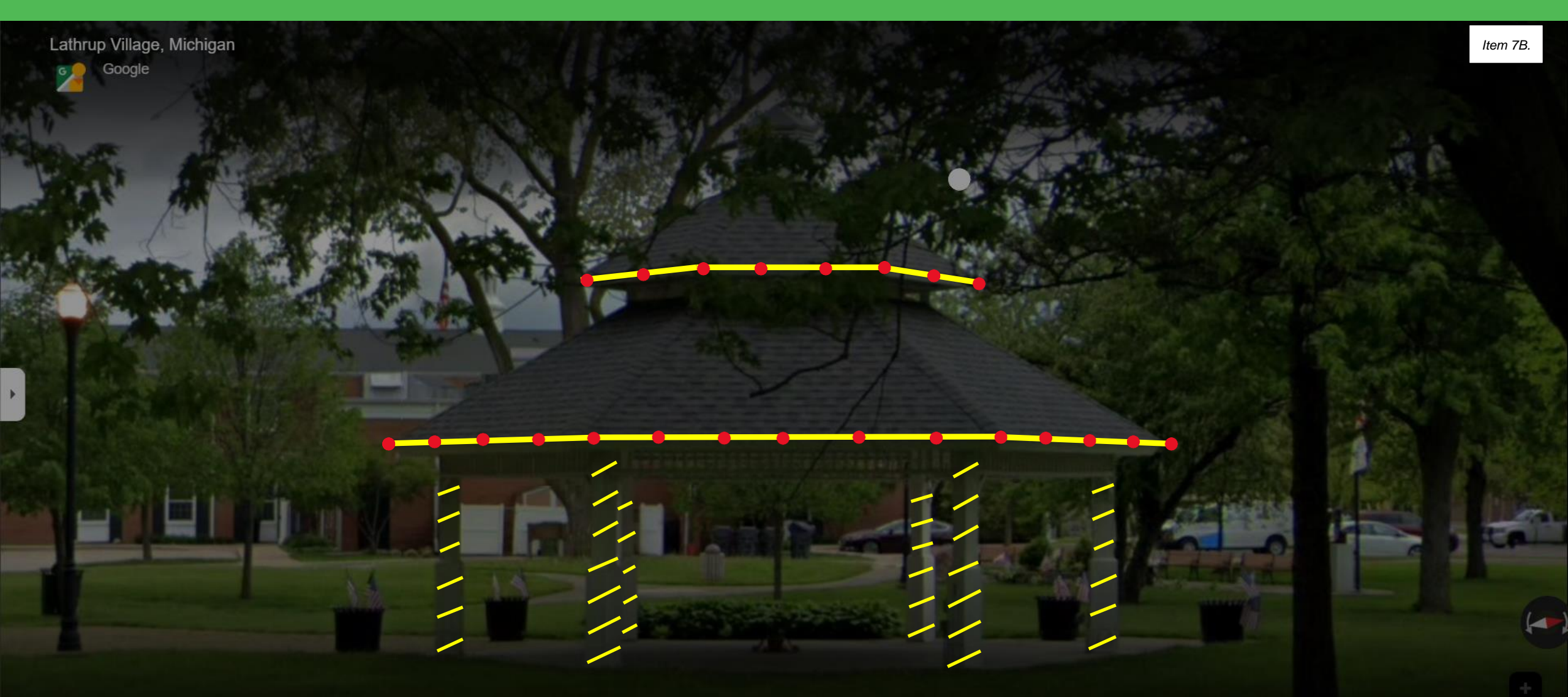
Description / Material	Quantity	Unit Price	Line Total
Line each side of Sign in WW Garland	4	150	\$600
Wrap Boxwoods at sign in WW & R Minis	1	180	\$180
Place 36" WW Light Bursts Around Sign	1	315	\$315
<b>Service Total</b>			<b>\$1,095</b>



STRICTLY CONFIDENTIAL

# Employee Entrance Itemized Quote

Description / Material	Quantity	Unit Price	Line Total
Wrap Trunk & Branches of Pine in WW	1	225	\$225
Hang 16" Red Spritzer Orbs from Pine	6	30	\$180
Accessories - Plugs, Timers, Cords, etc.	1	420	\$420
<b>Service Total</b>			<b>\$825</b>



# Gazebo Itemized Quote

Description / Material	Quantity	Unit Price	Line Total
Line Lower Gazebo Roofline in WW & Red	1	700	\$700
Wrap Gazebo Columns in WW Mini LEDs	1	450	\$450
<b>Service Total</b>			<b>\$1,150</b>





# Summary

East of Sidewalk

\$7,250

Around Sign

\$1,095

Employee Entrance

\$825

Gazebo

\$1,150

**Total**

**\$10,320**

plus applicable tax, and fees  
minus discounts offered in email



QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Line Building Roofline in 15" Spacing Warm White C9 LEDs	2000	\$2,000.00
1	Wrap Boxwoods along building in Warm White Mini LEDs	840	\$840.00
4	Wrap Columns in Warm White Mini LEDs	540	\$2,160.00
6	<u>Anchor</u> 36" Warm White Wreaths onto Building	150	\$900.00
6	Wrap every other Tree along Sidewalk in WW, R sprinkle 2	225	\$1,350.00
4	<u>Anchor</u> WW Garland into Tuck Point on each side of Sign	150	\$600.00
1	Wrap Boxwoods at Sign in Warm White & Red Minis	180	\$180.00
1	Place 36" Warm White Light Bursts Around Sign Flowerbed	315	\$315.00
1	Trunk & some Branches of Employee Entrance Pine in WW	225	\$225.00
6	Hang 16" Red Spritzer Orbs from Employee Entrance Pine	30	\$180.00
1	Line Upper & Lower Gazebo Rooflines in WW & Red C9	1	\$700.00
1	Wrap Gazebo Columns in Warm White & Red Mini LEDs	450	\$450.00
1	Accessories - Plugs, Outlets, Timers & Extension Cords	420	\$420.00
1	2024 Discount	-320	-\$320.00



CHECKS PLEASE TO LUCENT LANDSCAPE & LIGHTING  
**AND THANK YOU FOR YOUR BUSINESS!!**

SUBTOTAL	\$10,000.00
SALES TAX	\$600.00
BALANCE	\$10,600.00

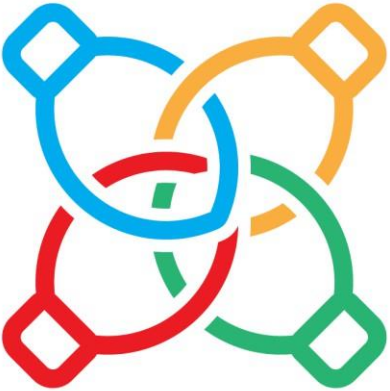


# Thank you



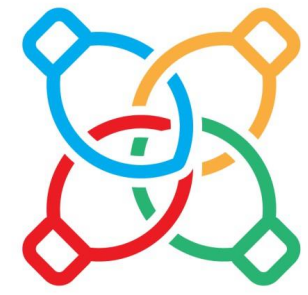
Lucent  
Landscape &  
Lighting

# **XPRESS HOLIDAY LIGHTING**



**XPRESS**  
HOLIDAY LIGHTING

**Lathrup Village**



**X P R E S S**  
HOLIDAY LIGHTING

## ABOUT US

Xpress Holiday Lighting is a trusted Luxury provider of Holiday lighting installation for 20 years. Our team of experts offers personalized service to understand the specific lighting needs of our clients and provide tailored solutions.

We are committed to maintaining our position as an industry leader.

# XPRESS WAY IS DIFFERENT

COMMERCIAL PRODUCTS

We only use tested products with great warranties. Commercial Lights and Cords only.



TIMELINE

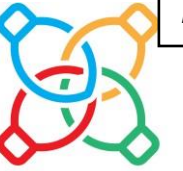
We will meet your timeline

MAINTENANCE

Holiday Lighting needs Maintenance. We include a 24-48 Hour Fix Service. We have a team dedicated to this.

SATISFACTION GUARANTEED

Our goal is 5 stars service



**XPRESS**  
HOLIDAY LIGHTING

# MEET THE TEAM



**Paul Sassin**  
Owner/Operator



**Nick**  
Installer



**Josh Cates**  
Lead foreman



**Corrine**  
Assistant/Secretary



**Kalani**  
Installer



**Valente**  
Installer



**Austin**  
Lead Installer



Jennifer Thrift  
ChampagneWithSunshine.com



# Xpress Holiday Lighting

2576 Buckingham Avenue | Birmingham, Michigan 48009  
xpressholidaylighting@gmail.com | xpressholidaylighting.com

Item 7B.

## RECIPIENT:

### Lathrup Village

27400 Southfield Road  
Lathrup Village, MI 48076

## Quote #761

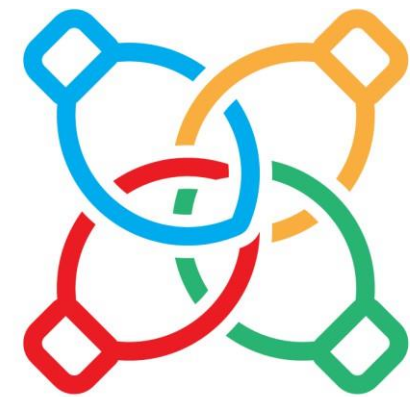
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**Total** **\$9,700.00**

Product/Service	Description	Qty.	Unit Price	Total
Roof	Front Roofline and Sides of Main building	1	\$2,050.00	\$2,050.00
Berry Trees	21 Large Trees (10 on North Side and 11 on South Side) (25 Commercial Grade Strands per Tree)	21	\$250.00	\$5,250.00
Bushes	Bushes on each side of front door (estimated 25-30 Commercial Grade Strands on each side)	2	\$375.00	\$750.00
Small Tree	1 tree on each side of front door.	2	\$150.00	\$300.00
Wreath	4 Wreaths with Lights on sign	4	\$75.00	\$300.00
Bushes	Bushes behind the sign	1	\$200.00	\$200.00
Takedown	Timely Removal of Lighting, 24-48 Hour Fix Service, Cords and Timer Rental.	1	\$850.00	\$850.00



THANK YOU



**XPRESS**  
HOLIDAY LIGHTING



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

## MEMORANDUM

To: LVDDA Board of Directors  
 From: Austin Colson, CED/DDA Director  
 Date: November 15, 2024  
 RE: Department/Director Report

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

### Upcoming DDA Events

- Light Up Michigan First: November 25<sup>th</sup>, 5:30-8:00pm (Location: Lathrup Village)
- Holiday Business Mixer: December 4<sup>th</sup>, 4 – 6:00pm (Location: Oak Park)
- Family Winter Fest: December 6<sup>th</sup>, 6-8:00pm (Location: City Hall)
- Business Training - Art of Giving Great Service: February 4<sup>th</sup>, 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)

### Past DDA Events

- Morning Business Mixer: May 14<sup>th</sup>, 8 -10:00am (Location: Southfield)
- Plant Swap: May 18<sup>th</sup>, LV Pavilion
- Southfield Road Corridor Clean-up: June 8<sup>th</sup>
- Juneteenth Celebration: Unity in the Community, June 14<sup>th</sup>/15<sup>th</sup> Social Media/Marketing
- Lathrup Village Music Festival: August 10<sup>th</sup>, Noon-11:00am (Location: Lathrup Village)
- Summer in the Village – Back to School Rally: August 16<sup>th</sup>, 6 – 8:00pm (Location: Lathrup Village)
- Main Street Oakland County Workshop – Search Engine Optimization: September 24<sup>th</sup> (Location: Waterford)
- Business Beautification Workshop: September 25<sup>th</sup>, 5 – 7:00pm (Location: Oak Park)



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

- Oakland County Board of Directors Training: October 3<sup>rd</sup>, 6 – 8:00pm (Location: Waterford)
- Oakland County Community Showcase: October 18<sup>th</sup>, 7:30 – 10:00am (Location: Novi)
- MSOC AI for Small Businesses Workshop: October 22<sup>nd</sup>, 8:30am – 11:00am (Location: Waterford)
- Southfield and Lathrup Village Veterans Day Ceremony: November 8<sup>th</sup>, 11am (Location: Southfield)

#### **Business/Property Updates**

- 17401 W. 12 Mile Road – Parking lot replacement planned.
- 26600 Southfield Road – Interior remodeling for new tenant.
- 26780 Southfield Road – New roof installation.
- 26730 Southfield Road (Biggby) – Coffee shop opening end of month.
- 27300 Southfield Road (Laundromat) – Interior buildout and façade improvement.
- 27645 Southfield Road – Interior remodeling for new commercial unit in plaza.
- 28625 Southfield Road – Replacing existing illuminated channel letter sign.

#### **Infrastructure**

- None

#### **Miscellaneous**

- Thomas Kennedy was hired as DDA/CED Intern.
- Site Plan for Golf Simulator Business being presented to Planning Commission during their November meeting for approval to join our DDA District.
- The Planning Commission will be reviewing a proposed zoning district change along 12 Mile Road from Office (O) to Mixed-Use (MX) during their November meeting.