



Downtown Development Authority

Friday, February 20, 2026 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**
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. LVMF Planning Update
8. **New Business**
 - [A.](#) Southfield Road Hanging Flower Baskets Order
 - [B.](#) LVMF Performance Agreement - Wayne Gerard
 - [C.](#) LVMF Performance Agreement - Brendon Linsley
 - [D.](#) Staffing Cost Allocation - Parks & Recreation
9. **DDA Director Report**
 - [A.](#) Monthly Report
10. **Adjourn**

User: JESSICA
DB: Lathrup

FROM 494-000.000-000.000 TO 494-000.000-971.001
TRANSACTIONS FROM 01/01/2026 TO 01/31/2026

Item 5A.

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-001.006 FLAGSTAR (POOLED) CASH-CHECKING						
Journal CD: CD						
155390	01/15/2026	Check: FPOOL 52222	52222	Multiple		558.00
155400	01/15/2026	Check: FPOOL 52232	52232	Multiple		21.66
155404	01/15/2026	Check: FPOOL 52236	52236	Multiple		107.70
155423	01/15/2026	Check: FPOOL 52255	52255	Multiple		68.00
155424	01/15/2026	Check: FPOOL 52256	52256	494-000.000-202.000		3,571.08
155673	01/30/2026	Check: FPOOL 52266	52266	Multiple		113.11
155674	01/30/2026	Check: FPOOL 52267	52267	Multiple		1,116.92
155695	01/30/2026	Check: FPOOL 52288	52288	Multiple		107.70
Journal Totals					0.00	5,664.17
Journal CR: CR						
155562	01/23/2026	SUMMARY CR: 01/23/2026 LVMF (K		494-000.000-614.000	3,000.00	
Journal Totals					3,000.00	0.00
Journal DTFD: DUE TO/DUE FROM						
155523	01/21/2026	MONTHLY CREDIT CARD EXPENSE	17833	Multiple		240.38
Journal Totals					0.00	240.38
Journal GJ: GJ						
155129	01/06/2026	MERS POSTING-PD DEFINED BENEF	17764	Multiple		1,246.35
155130	01/06/2026	TO REVERSE MANUAL JOURNAL ENTR	17765	Multiple	1,246.35	
155131	01/06/2026	MERS POSTING-PD DEFINED BENEF	17766	Multiple		1,246.35
155126	01/07/2026	MSOC-1ST ARPA PMT 75% OF AWARD	17761	494-000.000-286.000	101,825.25	
155600	01/15/2026	TAX DISTRIBUTION (THRU 1/15/20	17844	Multiple	1,777.10	
155887	01/30/2026	MERS POSTING-PD DEFINED BENEF	17877	Multiple		1,246.35
156065	01/30/2026	TAX DISTRIBUTION (THRU 1/31/20	17887	Multiple	72,202.04	
156068	01/30/2026	TO REVERSE MANUAL JOURNAL ENTR	17890	Multiple		72,202.04
156079	01/30/2026	TAX DISTRIBUTION (THRU 1/30/20	17896	Multiple	1,231.02	
Journal Totals					178,281.76	75,941.09
Journal PR: Payroll						
155248	01/15/2026	1ST PAY JAN 2026	17807	Multiple		6,934.94
155795	01/29/2026	2ND PAY IN JANUARY	17860	Multiple		6,648.92
Journal Totals					0.00	13,583.86
Totals for 494-000.000-001.006					181,281.76	95,429.50
Balance 01/01/26:					436,266.96	
Net Change:					85,852.26	
Balance 01/31/26:					522,119.22	

494-000.000-006.000 SWEEP ACCOUNT						
Journal GJ: GJ						
155797	01/30/2026	MONTHLY INTEREST POSTING	17862	Multiple	428.70	
Journal Totals					428.70	0.00
Totals for 494-000.000-006.000					428.70	0.00
Balance 01/01/26:					0.00	
Net Change:					428.70	
Balance 01/31/26:					428.70	

494-000.000-016.006 MBIA CLASS TRUST (POOLED) CASH						
Journal GJ: GJ						
155797	01/30/2026	MONTHLY INTEREST POSTING	17862	Multiple	2,160.65	
Journal Totals					2,160.65	0.00
Totals for 494-000.000-016.006					2,160.65	0.00
Balance 01/01/26:					501,740.92	
Net Change:					2,160.65	
Balance 01/31/26:					503,901.57	

494-000.000-202.000 ACCOUNTS PAYABLE						
Journal AP: AP						
155721	01/06/2026	PARADISE GARDEN LANDSCAPINGVnd	1858	494-000.000-845.000		1,236.00
155320	01/08/2026	GIFFELS-WEBSTER ENG INCVnd: GW	136642	494-000.000-970.000		558.00
155341	01/15/2026	MISSIONSQUARE - 803046Vnd: MIS	654130	Multiple		107.70
155971	01/15/2026	STANDARD INSURANCE COMPANYVnd:	01.15.26	Multiple		68.00
155950	01/20/2026	GIFFELS-WEBSTER ENG INCVnd: GW	136777	494-000.000-882.000		4,554.17
156029	01/20/2026	AMAZON CAPITAL SERVICESVnd: AM	13FN-TLCP-3KPG	494-000.000-844.000		11.39
156032	01/28/2026	BAKER LEGALVnd: BAKERLEGAL Inv	1874-1877	Multiple		162.50
155648	01/30/2026	MISSIONSQUARE - 803046Vnd: MIS	6761521	Multiple		107.70
154940	01/31/2026	BLUE CARE NETWORKVnd: BLUECARE	253430051973	Multiple		1,214.35
155920	01/31/2026	ANGELA COURTNEYVnd: ANGELA COU	12.31.26	494-000.000-846.000		600.00
155934	01/31/2026	CREATIVE WARDVnd: CREATIVE W I	01.31.26.3	494-000.000-846.000		150.00

User: JESSICA

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

Item 5A.

DB: Lathrup

TRANSACTIONS FROM 01/01/2026 TO 01/31/2026

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-202.000 ACCOUNTS PAYABLE						
Journal AP: AP						
155951	01/31/2026	GLENNWOOD HAYESVnd: GHAYES Inv	01.31.26.2	494-000.000-846.000		500.00
155972	01/31/2026	THORNETTA DAVIS-ANDERSONVnd: T	01.31.26.1	494-000.000-846.000		1,500.00
Journal Totals					0.00	10,769.81
Journal CD: CD						
155390	01/15/2026	Check: FPOOL 52222	52222	Multiple	558.00	
155400	01/15/2026	Check: FPOOL 52232	52232	Multiple	21.66	
155404	01/15/2026	Check: FPOOL 52236	52236	Multiple	107.70	
155423	01/15/2026	Check: FPOOL 52255	52255	Multiple	68.00	
155424	01/15/2026	Check: FPOOL 52256	52256	494-000.000-001.006	3,571.08	
155673	01/30/2026	Check: FPOOL 52266	52266	Multiple	113.11	
155674	01/30/2026	Check: FPOOL 52267	52267	Multiple	1,116.92	
155695	01/30/2026	Check: FPOOL 52288	52288	Multiple	107.70	
Journal Totals					5,664.17	0.00
Totals for 494-000.000-202.000					5,664.17	10,769.81
Balance 01/01/26:					2,446.39	
Net Change:					5,105.64	
Balance 01/31/26:					7,552.03	

494-000.000-286.000 UNEARNED REVENUE						
Journal GJ: GJ						
155126	01/07/2026	MSOC-1ST ARPA PMT 75% OF AWARD 17761		494-000.000-001.006		101,825.25
Journal Totals					0.00	101,825.25
Totals for 494-000.000-286.000					0.00	101,825.25
Balance 01/01/26:					0.00	
Net Change:					101,825.25	
Balance 01/31/26:					101,825.25	

494-000.000-370.000 FUND BALANCE-NONSPENDABLE PREPAIDS						
Journal GJ: GJ						
155182	01/08/2026	TO RECLASSIFY FUND BALANCES 17778		Multiple		1,315.00
Journal Totals					0.00	1,315.00
Totals for 494-000.000-370.000					0.00	1,315.00
Balance 01/01/26:					0.00	
Net Change:					1,315.00	
Balance 01/31/26:					1,315.00	

494-000.000-390.000 FUND BALANCE-UNASSIGNED						
Journal GJ: GJ						
155181	01/08/2026	TO RECLASSIFY FUND BALANCES 17777		Multiple	888,327.00	
155182	01/08/2026	TO RECLASSIFY FUND BALANCES 17778		Multiple	1,315.00	
Journal Totals					889,642.00	0.00
Totals for 494-000.000-390.000					889,642.00	0.00
Balance 01/01/26:					1,622,910.00	
Net Change:					(889,642.00)	
Balance 01/31/26:					733,268.00	

494-000.000-391.000 FUND BALANCE-NET INVESTMENT IN CAPITAL						
Journal GJ: GJ						
155181	01/08/2026	TO RECLASSIFY FUND BALANCES 17777		Multiple		888,327.00
Journal Totals					0.00	888,327.00
Totals for 494-000.000-391.000					0.00	888,327.00
Balance 01/01/26:					0.00	
Net Change:					888,327.00	
Balance 01/31/26:					888,327.00	

494-000.000-407.000 TIFA-CAPTURE TAXES						
Journal GJ: GJ						
155600	01/15/2026	TAX DISTRIBUTION (THRU 1/15/20 17844		Multiple		1,636.08
156065	01/30/2026	TAX DISTRIBUTION (THRU 1/31/20 17887		Multiple		1,231.02
156068	01/30/2026	TO REVERSE MANUAL JOURNAL ENTR 17890		Multiple	1,231.02	
156079	01/30/2026	TAX DISTRIBUTION (THRU 1/30/20 17896		Multiple		1,231.02

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

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TRANSACTIONS FROM 01/01/2026 TO 01/31/2026

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-407.000 TIFA-CAPTURE TAXES						
Journal GJ: GJ						
Journal Totals					1,231.02	4,098.12
Totals for 494-000.000-407.000					1,231.02	4,098.12
Balance 01/01/26:				450,689.43		
Net Change:				2,867.10		
Balance 01/31/26:				453,556.53		
494-000.000-410.000 TAX COLLECTED OTHER						
Journal GJ: GJ						
155600	01/15/2026	TAX DISTRIBUTION (THRU 1/15/20 17844		Multiple		141.02
156065	01/30/2026	TAX DISTRIBUTION (THRU 1/31/20 17887		Multiple		70,971.02
156068	01/30/2026	TO REVERSE MANUAL JOURNAL ENTR 17890		Multiple	70,971.02	
Journal Totals					70,971.02	71,112.04
Totals for 494-000.000-410.000					70,971.02	71,112.04
Balance 01/01/26:				35,012.31		
Net Change:				141.02		
Balance 01/31/26:				35,153.33		
494-000.000-614.000 MUSIC FEST REV						
Journal CR: CR						
155562	01/23/2026	SUMMARY CR: 01/23/2026 LVMF (K		494-000.000-001.006		3,000.00
Journal Totals					0.00	3,000.00
Totals for 494-000.000-614.000					0.00	3,000.00
Balance 01/01/26:				8,463.00		
Net Change:				3,000.00		
Balance 01/31/26:				11,463.00		
494-000.000-665.000 INVESTMENT INTEREST						
Journal GJ: GJ						
155797	01/30/2026	MONTHLY INTEREST POSTING	17862	Multiple		2,160.65
155797	01/30/2026	MONTHLY INTEREST POSTING	17862	Multiple		428.70
Journal Totals					0.00	2,589.35
Totals for 494-000.000-665.000					0.00	2,589.35
Balance 01/01/26:				15,380.46		
Net Change:				2,589.35		
Balance 01/31/26:				17,969.81		
494-000.000-701.000 SALARIES FULL-TIME						
Journal PR: Payroll						
155248	01/15/2026	1ST PAY JAN 2026	17807	Multiple	5,397.73	
155795	01/29/2026	2ND PAY IN JANUARY	17860	Multiple	5,397.73	
Journal Totals					10,795.46	0.00
Totals for 494-000.000-701.000					10,795.46	0.00
Balance 01/01/26:				59,375.03		
Net Change:				10,795.46		
Balance 01/31/26:				70,170.49		
494-000.000-702.000 SALARIES PART-TIME						
Journal PR: Payroll						
155248	01/15/2026	1ST PAY JAN 2026	17807	Multiple	1,050.00	
155795	01/29/2026	2ND PAY IN JANUARY	17860	Multiple	787.50	
Journal Totals					1,837.50	0.00
Totals for 494-000.000-702.000					1,837.50	0.00
Balance 01/01/26:				12,093.75		
Net Change:				1,837.50		
Balance 01/31/26:				13,931.25		
494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Journal AP: AP						
155341	01/15/2026	MISSIONSQUARE - 803046EMPLOYEE 654130		Multiple	107.70	

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

Item 5A.

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TRANSACTIONS FROM 01/01/2026 TO 01/31/2026

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Journal AP: AP						
155971	01/15/2026	STANDARD INSURANCE COMPANYEMPL	01.15.26	Multiple	68.00	
155648	01/30/2026	MISSIONSQUARE - 803046EMPLOYEE	6761521	Multiple	107.70	
154940	01/31/2026	BLUE CARE NETWORKEMPLOYEE TAXE	253430051973	Multiple	1,214.35	
Journal Totals					1,497.75	0.00
Journal GJ: GJ						
155129	01/06/2026	MERS POSTING-PD DEFINED BENE	17764	Multiple	1,246.35	
155130	01/06/2026	TO REVERSE MANUAL JOURNAL ENTR	17765	Multiple		1,246.35
155131	01/06/2026	MERS POSTING-PD DEFINED BENE	17766	Multiple	1,246.35	
155887	01/30/2026	MERS POSTING-PD DEFINED BENE	17877	Multiple	1,246.35	
Journal Totals					3,739.05	1,246.35
Journal PR: Payroll						
155248	01/15/2026	1ST PAY JAN 2026	17807	Multiple	487.21	
155795	01/29/2026	2ND PAY IN JANUARY	17860	Multiple	463.69	
Journal Totals					950.90	0.00
Totals for 494-000.000-703.000					6,187.70	1,246.35
Balance 01/01/26:				24,543.61		
Net Change:				4,941.35		
Balance 01/31/26:				29,484.96		

494-000.000-722.000 LEGAL SERVICES						
Journal AP: AP						
156032	01/28/2026	BAKER LEGALLEGAL SERVICES	1874-1877	Multiple	162.50	
Journal Totals					162.50	0.00
Totals for 494-000.000-722.000					162.50	0.00
Balance 01/01/26:				325.00		
Net Change:				162.50		
Balance 01/31/26:				487.50		

494-000.000-844.000 MAIN STREET PROGRAM						
Journal AP: AP						
156029	01/20/2026	AMAZON CAPITAL SERVICESMAIN ST	13FN-TLCP-3KPG	494-000.000-202.000	11.39	
Journal Totals					11.39	0.00
Journal DTDF: DUE TO/DUE FROM						
155523	01/21/2026	MONTHLY CREDIT CARD EXPENSE	17833	Multiple	24.24	
155523	01/21/2026	MONTHLY CREDIT CARD EXPENSE	17833	Multiple	37.40	
155523	01/21/2026	MONTHLY CREDIT CARD EXPENSE	17833	Multiple	57.79	
155523	01/21/2026	MONTHLY CREDIT CARD EXPENSE	17833	Multiple	182.62	
155523	01/21/2026	MONTHLY CREDIT CARD EXPENSE	17833	Multiple	16.60	
155523	01/21/2026	MONTHLY CREDIT CARD EXPENSE	17833	Multiple		78.27
Journal Totals					318.65	78.27
Totals for 494-000.000-844.000					330.04	78.27
Balance 01/01/26:				10,489.28		
Net Change:				251.77		
Balance 01/31/26:				10,741.05		

494-000.000-845.000 STREETSCAPING						
Journal AP: AP						
155721	01/06/2026	PARADISE GARDEN LANDSCAPINGSTR	1858	494-000.000-202.000	1,236.00	
Journal Totals					1,236.00	0.00
Totals for 494-000.000-845.000					1,236.00	0.00
Balance 01/01/26:				24,941.96		
Net Change:				1,236.00		
Balance 01/31/26:				26,177.96		

494-000.000-846.000 MUSIC FESTIVAL EXP						
Journal AP: AP						
155920	01/31/2026	ANGELA COURTNEYMUSIC FESTIVAL	12.31.26	494-000.000-202.000	600.00	
155934	01/31/2026	CREATIVE WARDMUSIC FESTIVAL EX	01.31.26.3	494-000.000-202.000	150.00	
155951	01/31/2026	GLENNWOOD HAYESMUSIC FESTIVAL	01.31.26.2	494-000.000-202.000	500.00	
155972	01/31/2026	THORNETTA DAVIS-ANDERSONMUSIC	01.31.26.1	494-000.000-202.000	1,500.00	
Journal Totals					2,750.00	0.00

User: JESSICA

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

Item 5A.

DB: Lathrup

TRANSACTIONS FROM 01/01/2026 TO 01/31/2026

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-846.000 MUSIC FESTIVAL EXP						
Totals for 494-000.000-846.000					2,750.00	0.00
Balance 01/01/26:					23,472.73	
Net Change:					2,750.00	
Balance 01/31/26:					26,222.73	
494-000.000-882.000 PLANNING/CONSULTING FEES						
Journal AP: AP						
155950	01/20/2026	GIFFELS-WEBSTER ENG INCPLANNIN	136777	494-000.000-202.000	4,554.17	
Journal Totals					4,554.17	0.00
Totals for 494-000.000-882.000					4,554.17	0.00
Balance 01/01/26:					9,855.85	
Net Change:					4,554.17	
Balance 01/31/26:					14,410.02	
494-000.000-970.000 CAPITAL EXPENDITURE						
Journal AP: AP						
155320	01/08/2026	GIFFELS-WEBSTER ENG INCCAPITAL	136642	494-000.000-202.000	558.00	
Journal Totals					558.00	0.00
Totals for 494-000.000-970.000					558.00	0.00
Balance 01/01/26:					59,894.23	
Net Change:					558.00	
Balance 01/31/26:					60,452.23	

User: JESSICA
DB: Lathrup

PERIOD ENDING 01/31/2026

Item 5A.

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGDGT USED
		AMENDED BUDGET	NORMAL	01/31/2026 (ABNORMAL)	MONTH 01/31/2026 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY									
Revenues									
Dept 000.000									
494-000.000-407.000	TIFA-CAPTURE TAXES	422,500.00		453,556.53		2,867.10		(31,056.53)	107.35
494-000.000-409.000	DELQ PERSONAL PROPERTY REVENUE	1,000.00		(822.40)		0.00		1,822.40	(82.24)
494-000.000-410.000	TAX COLLECTED OTHER	38,000.00		35,153.33		141.02		2,846.67	92.51
494-000.000-415.000	MISCELLANEOUS REVENUE	23,000.00		23,000.00		0.00		23,000.00	0.00
494-000.000-446.000	INVESTMENT INTEREST	40,000.00		0.00		0.00		40,000.00	0.00
494-000.000-543.000	FEDERAL/STATE GRANTS	2,500.00		2,500.00		0.00		0.00	100.00
494-000.000-569.000	OTHER STATE GRANTS	162.00		161.56		0.00		0.44	99.73
494-000.000-614.000	MUSIC FEST REV	10,000.00		11,463.00		3,000.00		(1,463.00)	114.63
494-000.000-615.000	MAIN STREET REVENUES	8,000.00		8,000.00		0.00		0.00	100.00
494-000.000-665.000	INVESTMENT INTEREST	0.00		17,969.81		2,589.35		(17,969.81)	100.00
494-000.000-695.000	ANTICIPATED USE OF FUND BALANCE	82,138.00		0.00		0.00		82,138.00	0.00
Total Dept 000.000		627,300.00		527,981.83		8,597.47		99,318.17	84.17
TOTAL REVENUES		627,300.00		527,981.83		8,597.47		99,318.17	84.17
Expenditures									
Dept 000.000									
494-000.000-701.000	SALARIES FULL-TIME	130,000.00		70,170.49		10,795.46		59,829.51	53.98
494-000.000-702.000	SALARIES PART-TIME	28,000.00		13,931.25		1,837.50		14,068.75	49.75
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	40,000.00		29,484.96		4,941.35		10,515.04	73.71
494-000.000-722.000	LEGAL SERVICES	900.00		487.50		162.50		412.50	54.17
494-000.000-726.000	OFFICE SUPPLIES	3,500.00		41.32		0.00		3,458.68	1.18
494-000.000-802.000	TAX TRIBUNAL RETURNS	82,150.00		82,148.44		0.00		1.56	100.00
494-000.000-810.000	AUDITING & ACCOUNTING	700.00		723.17		0.00		(23.17)	103.31
494-000.000-822.000	TRAINING/MEMBERSHIP	5,000.00		350.00		0.00		4,650.00	7.00
494-000.000-844.000	MAIN STREET PROGRAM	12,500.00		10,741.05		251.77		1,758.95	85.93
494-000.000-845.000	STREETSCAPING	25,000.00		26,177.96		1,236.00		(1,177.96)	104.71
494-000.000-846.000	MUSIC FESTIVAL EXP	23,500.00		26,222.73		2,750.00		(2,722.73)	111.59
494-000.000-882.000	PLANNING/CONSULTING FEES	15,300.00		14,410.02		4,554.17		889.98	94.18
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00		411.10		0.00		1,588.90	20.56
494-000.000-901.000	POSTAGE FEES	250.00		0.00		0.00		250.00	0.00
494-000.000-933.000	REPAIRS & MAINTENANCE	64,500.00		0.00		0.00		64,500.00	0.00
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	24,000.00		43.54		0.00		23,956.46	0.18
494-000.000-968.001	DEPRECIATION INFRASTRUCTURE	40,000.00		0.00		0.00		40,000.00	0.00
494-000.000-970.000	CAPITAL EXPENDITURE	100,000.00		60,452.23		558.00		39,547.77	60.45
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		627,300.00		335,795.76		27,086.75		291,504.24	53.53
TOTAL EXPENDITURES		627,300.00		335,795.76		27,086.75		291,504.24	53.53
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:									
TOTAL REVENUES		627,300.00		527,981.83		8,597.47		99,318.17	84.17
TOTAL EXPENDITURES		627,300.00		335,795.76		27,086.75		291,504.24	53.53
NET OF REVENUES & EXPENDITURES		0.00		192,186.07		(18,489.28)		(192,186.07)	100.00

Item 5A.

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 01/31/2025	PERIOD ENDED 01/31/2026
*** Assets ***			
494-000.000-001.006	FLAGSTAR (POOLED) CASH-CHECKING	0.00	522,119.22
494-000.000-006.000	SWEEP ACCOUNT	0.00	428.70
494-000.000-010.000	TRUST ACCOUNT-GENERAL	1,240,403.23	0.00
494-000.000-016.006	MBIA CLASS TRUST (POOLED) CASH	0.00	503,901.57
494-000.000-028.096	TAXES RECEIVABLE-PERSONAL PROP	9,697.14	9,697.14
494-000.000-084.101	DUE FROM GENERAL FUND	30,244.15	0.00
494-000.000-141.001	INFRASTRUCTURE	640,945.69	1,080,071.69
494-000.000-177.000	NON DEPRECIABLE-CAPITAL ASSETS	27,972.00	73,631.00
494-000.000-177.001	DEPRECIABLE ASSETS	75,432.25	75,432.25
494-000.000-193.000	ACCUMULATED DEPRECIATION	(277,782.22)	(340,808.22)
Total Assets		1,746,912.24	1,924,473.35
*** Liabilities ***			
494-000.000-202.000	ACCOUNTS PAYABLE	0.00	7,552.03
494-000.000-214.101	DUE TO GENERAL FUND	11,503.60	0.00
494-000.000-286.000	UNEARNED REVENUE	0.00	101,825.25
Total Liabilities		11,503.60	109,377.28
*** Fund Balance ***			
494-000.000-370.000	FUND BALANCE-NONSPENDABLE PREPAIDS	0.00	1,315.00
494-000.000-390.000	FUND BALANCE-UNASSIGNED	1,437,734.34	733,268.00
494-000.000-391.000	FUND BALANCE-NET INVESTMENT IN CAPITAL	0.00	888,327.00
Total Fund Balance		1,437,734.34	1,622,910.00
Beginning Fund Balance		1,437,734.34	1,622,910.00
Net of Revenues VS Expenditures		297,674.30	192,186.07
Ending Fund Balance		1,735,408.64	1,815,096.07
Total Liabilities And Fund Balance		1,746,912.24	1,924,473.35

2/19/2026

DDA CODE ENFORCEMENT REPORT – JANUARY 2026

Address	Business name	Violation	Inspection Type	Category	Status
17517 W 12 MILE RD	HUNTINGTON BANK	OPERATING WITHOUT BUSINESS LICENSE - BUSINESS LICENSE REQUIRED		Operating Without Business License	Letter Sent

Records: 1

Page: 1

**Code Enforcement
Reporting: Steve**



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

To: Lathrup Village Downtown Development Authority

From: Austin Colson – Community & Economic Development Director
 Tom Kennedy – Community & Economic Development/DDA Project Coordinator

Date: February 20, 2025

RE: DDA Board Decision for Filling of Flowerpots

Overview:

On February 4th, DDA staff issued a Request for Quotes (RFQ) to five (5) local plant nurseries seeking proposals to supply and install hanging flowerpots throughout the DDA District. The RFQ was due on February 16th. Staff conducted follow-up outreach one week after the initial distribution. Two (2) quotes were received by the deadline.

Staff worked in coordination with DDA Board members and residents with expertise in plant species suitable for our local climate to identify flower varieties that will recreate the vibrant floral displays previously installed along Southfield Road during the spring and summer seasons. This collaboration focused on selecting plantings that are visually impactful, climate-appropriate, and sustainable throughout the growing season.

As part of this effort, multiple nurseries and vendors were contacted to compare pricing, plant quality, and installation services. This memo provides a summary of the vendors contacted, the quotes received, and the recommendation for Board consideration regarding contractor selection.

RFQ Details

The RFQ requested Supertunia’s of the Vista Bubblegum, Royal Magenta and Blue Tiara varieties or some something comparable, to fill 33 individual 22-inch diameter flowerpots. Staff estimated 264 plants, assuming said plants are supplied in 4.25-inch pots.

Quotes

DDA Staff received the following quotes:

Company Name	Quote Amount (Total)
English Gardens	\$26,416.61
Jos, Kutchey and Sons LLC	\$1,895.00
Schwartz Greenhouse	Did Not Respond
Northern Lights Flowers	Did Not Respond
Auburn Oaks Nursery	Did Not Respond

Recommended Action

The Downtown Development Authority Board of Directors is advised to discuss the results of the RFQ and determine which of the quotes received best suits the task at hand. After discussion, the Board is advised to make a motion and vote on the quote they prefer using the following motion:

“I recommend that the DDA approve the contract for [company] to fulfill the order for our 33 hanging flowerpots throughout the DDA District.”

JOS. KUTCHEY AND SONS LLC 17110 26 Mile Rd

Estimate

Macomb, MI 48042-1104 USA
5868558710
skutchev@comcast.net

ADDRESS
Lathrup Village

ESTIMATE #	DATE	
26-1035	01/13/2026	

PMT METHOD

Check

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
23" Labor Saver Basket	Soil mix with flowering plants	40	46.00	1,840.00
Fertilizer	Fertilizer	1	55.00	55.00
	Please confirm colors to Joe @ 586-855-8710			

TOTAL

\$1,895.00

Accepted By

Accepted Date



Landscape Company
20 Congress Street • Pontiac, MI 48341
P: 248-874-1400 • F: 248-874-1411

City of Lathrup Village
27400 Southfield Rd.
Lathrup Village, MI 48076

LANDSCAPE QUOTE

Flower Baskets 2026

Estimate Number: 9711

Page: 1

Estimate Date: February 11, 2026

Date Expires: February 21, 2026

Designer: James Morris

Retail Locations in Metro-Detroit
1-800-355-GROW
www.englishgardens.com

248-557-2600 x 246

tkennedy@lathrupvillage.org

Flower Baskets

Description and Size	Size/UM	Quantity	Unit Price	Total Price
Annuals Install - Container	Each	33.00	786.99	25,970.77
99 Supertunia Vista Bubblegum II				
83 Supertunia Blue Tiarra				
82 Supertunia Royal Magenta				
Truck use	Each	2.00	222.92	445.84
Pick Up and Delivery of Baskets				
			Subtotal	\$26,416.61
			Sales Tax Total	\$0.00
			Total	\$26,416.61



Landscape Company
20 Congress Street • Pontiac, MI 48341
P: 248-874-1400 • F: 248-874-1411

City of Lathrup Village
27400 Southfield Rd.
Lathrup Village, MI 48076

LANDSCAPE QUOTE

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Flower Baskets

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82 Supertunia Royal Magenta				
Truck use	Each	2.00	222.82	445.84
Pick Up and Delivery of Baskets				
			Subtotal	\$26,416.61
			Sales Tax Total	\$0.00
			Total	\$26,416.61

JOS. KUTCHEY AND SONS LLC 17110 26 Mile Rd

Estimate

Macomb, MI 48042-1104 USA

5868558710

skutchev@comcast.net

ADDRESS
Lathrup Village

ESTIMATE #	DATE	
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23" Labor Saver Basket	Soil mix with flowering plants	40	46.00	1,840.00
Fertilizer	Fertilizer	1	55.00	55.00
	Please confirm colors to Joe @ 586-855-8710			

TOTAL

\$1,895.00

Accepted By

Accepted Date



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

To: DDA Board of Directors
 From: Austin Colson – Community and Economic Development/DDA Director
 Date: February 20, 2026
 RE: Performance Agreement LVMF – Wayne Gerard

Background

The 4th Annual Lathrup Village Music Festival (LVMF) is scheduled for September 12, 2026, and planning efforts are well underway. The LVMF has become a signature downtown and community-building event, drawing residents and visitors while supporting local businesses and reinforcing the DDA's mission to promote economic vitality and placemaking.

Staff is requesting authorization to execute a \$1,500 performance contract with Wayne Gerard and to issue payment of their required \$750 deposit to secure the band for the festival date. Based on the band's dependability, strong audience appeal, and performances at all previous Lathrup Village Music Festivals, staff believes Wayne Gerard is exceptionally well suited to the goals and atmosphere of the event. Over the years, they have become a crowd favorite and are becoming regarded as the house band for the music festival.

Financial Impact

The DDA has budgeted \$10,000 toward the cost of producing the music festival. Due to the festival being under budget during last year's production, sufficient funds are available within the music festival's general ledger expenditure account to cover the requested deposit. Consistent with prior years, staff anticipates that the full cost of the festival will ultimately be offset through sponsorships.

Suggested Motion: *"I move to approve the performance agreement for the Wayne Gerard in the amount of \$1,500, including authorization to issue a \$750 deposit, for their performance at the 4th Annual Lathrup Village Music Festival on September 12, 2026.*

City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI, 48076

LATHRUP VILLAGE MUSIC FESTIVAL ENGAGEMENT CONTRACT

This Music Performance Contract ("Agreement") is made and entered into on this **28th day of January, 2026**, by and between **Big Tent feat. Wayne Gerard** ("Artist"); and the Lathrup Village Downtown Development Authority ("Purchaser").

The Purchaser agrees to engage Artist and Artist agrees to perform the engagement in accordance with all terms and conditions specified in this contract and those in the attached

1. Place of Engagement and Performance Information

Event: *Lathrup Village Music Fest 2026*

Location: City Hall Municipal Park, 27400 Southfield Rd., Lathrup Village, MI 48076

Date: September 12, 2026 (Rain Date: Sept. 13, 2026)

Event Time: 12:00 PM – 10:00 PM*

Performance Time: Sept 12 @ 3:45-4:30pm (or - if Rain-date Sept 13 @ 3:30-4:15pm)

Purchaser will provide staging, lighting, sound system and sound engineer

*Accounting for overages

2. Performance Fee & Payment

Agreed Upon Fee: \$1500.00

Payment by City-Issued Check shall be made out to: Wayne Gerard Milton

Deposit of 50% paid upon execution of this agreement

Balance of Remaining 50% paid on: \$750.00 directly after performance

3. Additional Terms and Conditions

Stage, Sound, Lights, Tech: Provided by Purchaser

Backline: Provided by Purchaser

Venue Name: Lathrup Village City Hall Municipal Park

The Artist and any members of their staff/group/band are hereby bound to this agreement and will follow all rules, laws and stipulations set forth by this agreement, as well as all laws and ordinances in the City of Lathrup Village, Oakland County and the State of Michigan. "Artist" is responsible for their own means of transit to and from the event as well as their own housing (if necessary).

Engagement Rider.

1. Performance Details

(a) "Artist" agrees to alternatively perform on the **rain date of, September 13, 2026**, if the festival is called off due to inclement weather, which shall be determined by "Purchaser". Inclement weather being defined as weather not conducive to an outdoor festival, performers, guests, or equipment, including, but not limited to: rain, strong winds, storms, and tornados. "Purchaser" will notify "Artist" by **9:00 a.m. on September 12, 2026** if the festival is, indeed, postponed to the following day. In the event that the performance is cancelled or postponed as detailed above, payment will be made immediately following completion of the rescheduled performance. If the performance is cancelled with no rescheduled performance, no payment shall be made.

(b) "Artist" agrees to return "Agreement" with Addendum(s) to "Purchaser" to initiate deposit.

2. Venue and Permits

(a) "Purchaser" agrees to provide a lawful, secure venue with all necessary permits and approvals required to conduct the event. The venue will comply with all applicable local, state, and federal laws.

(b) "Artist" acknowledges that the venue, being a city park, is subject to the regulations contained in Chapter 46 of the Lathrup Village Code of Ordinances, including but not limited to the limitation on music levels to not exceed 65 decibels and the requirement that all activities, including cleanup, must be completed by 10:00 p.m. "Artist" agrees to abide by such regulations, unless otherwise authorized by resolution of the city council and department of parks and recreation.

3. Artist Performance Guarantees

(a) "Artist" agrees to perform at the event on the agreed upon date, or the rain date, should the agreed upon date be cancelled due to inclement weather, unless prevented by an act of God, civil war, or any other natural disaster or event beyond "Artist's" control.

(b) "Artist" agrees to arrive and check in at venue at least 45 minutes prior to their set

(c) If "Artist" is unable to perform due to any reason beyond their control, they will make every reasonable effort to notify "Purchaser" as soon as possible.

(d) If "Artist" fails to perform for any reason, "Purchaser" shall receive a full refund of the deposit, within five (5) working days.

(e) If "Purchaser" fails to meet the terms of this "Agreement", including providing a lawful venue and necessary permits, a refund will be issued, and the event will be considered canceled.

4. Artist's Warranty

By signing this "Agreement", "Artist" warrants that they are eighteen (18) years of age or older and are authorized to enter into this legally binding contract on behalf of themselves or the organization they represent.

5. W9 Included

- (a) "Artist" agrees to provide a completed W9 form to "Purchaser" for tax reporting purposes with the "Agreement", and prior to release of the deposit check. A *W9 form* is included as Addendum #1.
- (b) "Artist" is not an employee of the City of Lathrup Village and will be seen and treated as an independent contractor responsible for all applicable taxes themselves.

6. Hold Harmless Included

"Artist" agrees to provide a completed *Hold Harmless Agreement* to "Purchaser" with the "Agreement", and prior to release of the deposit check. A *Hold Harmless Agreement* is included as Addendum #2.

7. Promotion and Merchandise Sales

- (a) "Artist" agrees to promote the event on social media platforms and/or other methods of promotion.
- (b) "Purchaser" is granted the right to use "Artist's" image for promotional purposes related to the event.
- (c) "Artist" shall have the privilege, at its sole cost, to sell merchandise at the Event provided that "Purchaser" pre-approves the type of merchandise to be sold, and the location and duration of "Artist" merchandise sales. All revenues generated from the sale of Artist's merchandise shall be retained by "Artist".
- (d) "Artist" acknowledges and agrees that "Purchaser" shall have the right to photograph and/or videotape the "Artist" performance at the event and publish and/or broadcast such photographs/recording for purposes of promoting future City events and without being liable for fees or royalties to "Artist".
- (e) No soliciting for donations, tips or other funds is permitted at any time by anyone whether affiliated or not with the "Artist".
- (f) "Artist" will supply promotional jpgs for social media, with the "Agreement" and prior to the release of the deposit check.

8. Modifications

This "Agreement" may not be modified, altered, or amended except by mutual consent in writing, signed by authorized representatives of both "Purchaser" and "Artist". The validity, construction and legal effect of this contract shall be governed by the laws of the State of Michigan. The parties agree that legal jurisdiction over a dispute arising under this contract rests exclusively in a court of competent jurisdiction in Oakland County, Michigan.

9. Miscellaneous

- (a) This "Agreement" constitutes the entire understanding between the parties regarding the event and supersedes all prior negotiations, discussions, or agreements.
- (b) Any dispute arising out of this "Agreement" shall be resolved under the laws of the jurisdiction in which the event is being held.
- (c) "Artist" is responsible for arranging and paying for costs incurred in traveling to and from the Engagement, including any costs associated with the transport of instruments and equipment. **The City of Lathrup Village will reserve up to two car spaces near the venue for easy access by "Artist". No more than two vehicles for each "Artist" will be permitted, without prior authorization.**
- (d) "Artist" will conduct themselves in a professional manner, as "Purchaser" does not permit the use of foul language or swearing. Additionally, "Artist" will adhere to a dress code set forth by "Purchaser" prior to the event and perform music representing a community event, while performing in accordance with a community event.

10. Signatures

Purchaser Information:

Lathrup Village Downtown Development Authority

By: Austin Colson

Title: Community & Economic Development and Downtown Development Director

Address: 27400 Southfield Rd., Lathrup Village, MI 48076

Date: _____

Contact Information:

Email: acolson@lathrupvillage.org

Phone: 248-663-6023

Signature: _____

Artist Information

Band/Group Name: Big Tent feat. Wayne Gerard

Artist's Signature: _____

Print Name: _____

Address: _____

Contact Number: _____

Date: _____

Signature: _____

Attachments:

Addendum #1 - W9 Form

Addendum #2 - Hold Harmless Agreement



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

To: DDA Board of Directors
From: Austin Colson – Community and Economic Development/DDA Director
Date: February 20, 2026
RE: Performance Agreement LVMF – Brendon Linsley

Background

The 4th Annual Lathrup Village Music Festival (LVMF) is scheduled for September 12, 2026, and planning efforts are well underway. The LVMF has become a signature downtown and community-building event, drawing residents and visitors while supporting local businesses and reinforcing the DDA’s mission to promote economic vitality and placemaking.

Staff is requesting authorization to execute a \$1,200 performance contract with Brendon Linsley and to issue payment of their required \$600 deposit to secure the band for the festival date. Based on the band’s dependability, strong audience appeal, and performances at all previous Lathrup Village Music Festivals, staff believes Brendon Linsley is exceptionally well suited to the goals and atmosphere of the event. Over the years, they have become a crowd favorite and are becoming regarded as the house band for the music festival.

Financial Impact

The DDA has budgeted \$10,000 toward the cost of producing the music festival. Due to the festival being under budget during last year’s production, sufficient funds are available within the music festival’s general ledger expenditure account to cover the requested deposit. Consistent with prior years, staff anticipates that the full cost of the festival will ultimately be offset through sponsorships.

Suggested Motion: *"I move to approve the performance agreement for the Brendon Linsley in the amount of \$1,200, including authorization to issue a \$600 deposit, for their performance at the 4th Annual Lathrup Village Music Festival on September 12, 2026.*

City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI, 48076

LATHRUP VILLAGE MUSIC FESTIVAL ENGAGEMENT CONTRACT

This Music Performance Contract (“Agreement”) is made and entered into on this **13th day of February, 2026**, by and between **Brendon Linsley** (“Artist”); and the Lathrup Village Downtown Development Authority (“Purchaser”).

The Purchaser agrees to engage Artist and Artist agrees to perform the engagement in accordance with all terms and conditions specified in this contract and those in the attached

1. Place of Engagement and Performance Information
Event: *Lathrup Village Music Fest 2026*
Location: City Hall Municipal Park, 27400 Southfield Rd., Lathrup Village, MI 48076
Date: September 12, 2026 (Rain Date: Sept. 13, 2026)
Event Time: 12:00 PM – 10:00 PM*
Performance Time: Sept 12 @ 7:30-8:15pm (or - if Rain-date Sept 13 @ 6:00-6:45)
Purchaser will provide staging, lighting, sound system and sound engineer
*Accounting for overages

2. Performance Fee & Payment
Agreed Upon Fee: \$1200.00
Payment by City-Issued Check shall be made out to: Brendon Linsley
Deposit of 50% paid upon execution of this agreement
Balance of Remaining 50% paid on: September 12, (or raindate) after performance.

3. Additional Terms and Conditions
Stage, Sound, Lights, Tech: Provided by Purchaser
Backline: Provided by Purchaser
Venue Name: Lathrup Village City Hall Municipal Park
The Artist and any members of their staff/group/band are hereby bound to this agreement and will follow all rules, laws and stipulations set forth by this agreement, as well as all laws and ordinances in the City of Lathrup Village, Oakland County and the State of Michigan. “Artist” is responsible for their own means of transit to and from the event as well as their own housing (if necessary).

Engagement Rider.

1. Performance Details

(a) "Artist" agrees to alternatively perform on the **rain date of, September 13, 2026**, if the festival is called off due to inclement weather, which shall be determined by "Purchaser". Inclement weather being defined as weather not conducive to an outdoor festival, performers, guests, or equipment, including, but not limited to: rain, strong winds, storms, and tornados. "Purchaser" will notify "Artist" by **9:00 a.m. on September 12, 2026** if the festival is, indeed, postponed to the following day. In the event that the performance is cancelled or postponed as detailed above, payment will be made immediately following completion of the rescheduled performance. If the performance is cancelled with no rescheduled performance, no payment shall be made.

(b) "Artist" agrees to return "Agreement" with Addendum(s) to "Purchaser" to initiate deposit.

2. Venue and Permits

(a) "Purchaser" agrees to provide a lawful, secure venue with all necessary permits and approvals required to conduct the event. The venue will comply with all applicable local, state, and federal laws.

(b) "Artist" acknowledges that the venue, being a city park, is subject to the regulations contained in Chapter 46 of the Lathrup Village Code of Ordinances, including but not limited to the limitation on music levels to not exceed 65 decibels and the requirement that all activities, including cleanup, must be completed by 10:00 p.m. "Artist" agrees to abide by such regulations, unless otherwise authorized by resolution of the city council and department of parks and recreation.

3. Artist Performance Guarantees

(a) "Artist" agrees to perform at the event on the agreed upon date, or the rain date, should the agreed upon date be cancelled due to inclement weather, unless prevented by an act of God, civil war, or any other natural disaster or event beyond "Artist's" control.

(b) **"Artist" agrees to arrive and check in at venue at least 45 minutes prior to their set**

(c) If "Artist" is unable to perform due to any reason beyond their control, they will make every reasonable effort to notify "Purchaser" as soon as possible.

(d) If "Artist" fails to perform for any reason, "Purchaser" shall receive a full refund of the deposit, within five (5) working days.

(e) If "Purchaser" fails to meet the terms of this "Agreement", including providing a lawful venue and necessary permits, a refund will be issued, and the event will be considered canceled.

4. Artist's Warranty

By signing this "Agreement", "Artist" warrants that they are eighteen (18) years of age or older and are authorized to enter into this legally binding contract on behalf of themselves or the organization they represent.

5. W9 Included

- (a) "Artist" agrees to provide a completed W9 form to "Purchaser" for tax reporting purposes with the "Agreement", and prior to release of the deposit check. A *W9 form* is included as Addendum #1.
 - (b) "Artist" is not an employee of the City of Lathrup Village and will be seen and treated as an independent contractor responsible for all applicable taxes themselves.
-

6. Hold Harmless Included

"Artist" agrees to provide a completed *Hold Harmless Agreement* to "Purchaser" with the "Agreement", and prior to release of the deposit check. A *Hold Harmless Agreement* is included as Addendum #2.

7. Promotion and Merchandise Sales

- (a) "Artist" agrees to promote the event on social media platforms and/or other methods of promotion.
 - (b) "Purchaser" is granted the right to use "Artist's" image for promotional purposes related to the event.
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-

8. Modifications

This "Agreement" may not be modified, altered, or amended except by mutual consent in writing, signed by authorized representatives of both "Purchaser" and "Artist". The validity, construction and legal effect of this contract shall be governed by the laws of the State of Michigan. The parties agree that legal jurisdiction over a dispute arising under this contract rests exclusively in a court of competent jurisdiction in Oakland County, Michigan.

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(a) This "Agreement" constitutes the entire understanding between the parties regarding the event and supersedes all prior negotiations, discussions, or agreements.

(b) Any dispute arising out of this "Agreement" shall be resolved under the laws of the jurisdiction in which the event is being held.

(c) "Artist" is responsible for arranging and paying for costs incurred in traveling to and from the Engagement, including any costs associated with the transport of instruments and equipment. **The City of Lathrup Village will reserve up to two car spaces near the venue for easy access by "Artist". No more than two vehicles for each "Artist" will be permitted, without prior authorization.**

(d) "Artist" will conduct themselves in a professional manner, as "Purchaser" does not permit the use of foul language or swearing. Additionally, "Artist" will adhere to a dress code set forth by "Purchaser" prior to the event and perform music representing a community event, while performing in accordance with a community event.

10. Signatures

Purchaser Information:

Lathrup Village Downtown Development Authority
By: Austin Colson
Title: Community & Economic Development and Downtown Development Director
Address: 27400 Southfield Rd., Lathrup Village, MI 48076
Date: _____
Contact Information:

Email: acolson@lathrupvillage.org
Phone: 248-663-6023

Signature: _____

Artist Information

Band/Group Name: Brendon Linsley

Artist's Signature: 

Print Name: Brendon Linsley

Address: _____

Contact Number: _____

Date: 02/13/26

Signature: 

Attachments:
 Addendum #1 – W9 Form
 Addendum #2 – Hold Harmless Agreement



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

To: DDA Board of Directors
From: Austin Colson – Community and Economic Development/DDA Director
Date: February 20, 2026
RE: Additional Hours for CED/DDA Project Coordinator – Parks and Recreation

Background

The City of Lathrup Village Parks and Recreation Committee is actively working on initiatives to improve and enhance our community’s park system. At present, the Committee does not have a dedicated staff liaison to provide consistent coordination, communication, and project management support. Committee members have expressed that, without a designated staff resource, initiatives can feel difficult to advance and sustain.

To address this need, staff is recommending that the Downtown Development Authority (DDA) allocate funding for an additional 4.5 hours per week for the CED/DDA Project Coordinator to serve as the Parks and Recreation Committee’s staff liaison.

In addition to Parks support, the City and DDA are currently participating in the Recast City cohort program, which presents a critical opportunity to bring actionable visioning, business attraction strategy, and downtown use diversification to our DDA district. Dedicated staff capacity will be essential to maximize the impact of this cohort participation and translate vision into implementation.

Proposal

The requested allocation will allow the Project Coordinator to:

- Assist with planning and coordination of park improvement initiatives.
- Provide project management support for park enhancements and community programming.
- Provide implementation support for Recast City participation.
- Support development of strategies to activate underutilized spaces in the DDA district.

Requested Action

Staff respectfully requests that the DDA Board approve a FY 2025–2026 budget amendment to fund an additional 4.5 hours per week for the CED/DDA Project Coordinator. To support this adjustment, staff recommends reallocating existing funds within the FY26 budget, including \$1,100 from the Capital Improvements and \$1,000 from the Training/Membership line items, for a total reallocation of \$2,100 to the Part-Time Seasonal Crew personnel line. By funding this additional time, the DDA ensures that the business corridor benefits from a stronger, more cohesive community identity anchored by high-quality public spaces.

Additional Cost			
Per week	\$25	4.5 Hours	\$112.50
17 Weeks			<u>\$1,912.50</u>

Suggested Motion:

“I move to authorize the reallocation of funds for an additional 4.5 hours per week for the CED/DDA Project Coordinator to support Parks and Recreation Committee initiatives, with the goal of enhancing Lathrup Village’s park system and strengthening the business corridor.”

LATHRUP VILLAGE DDA FY25/26 FEBRUARY BUDGET AMENDMENTS

GL#	REVENUES	RECOMMENDED BUDGET 25/26	BUDGET ACTIVITY THRU 12/31/25	RECOMMENDED INCREASE (DECREASE)	NOTES
494-000.000-407.000	TIFA-CAPTURE TAXES	422,500	448,182	-	
494-000.000-409.000	DELQ PERSONAL PROPERTY REVENUE	1,000	(822)		
494-000.000-410.000	TAX COLLECTED OTHER	38,000	35,019		
494-000.000-415.000	MISC. REVENUES	23,000	-		
494-000.000-446.000	INVESTMENT INTEREST	40,000	-		
494-000.000-543.000	FEDERAL/STATE GRANTS	2,500	2,500		
494-000.000-569.000	OTHER STATE GRANTS	162	162		
494-000.000-614.000	MUSIC FESTIVAL REVENUE	10,000	8,463		
494-000.000-615.000	MAIN STREET REVENUES	8,000	8,000		
494-000.000-665.000	INVESTMENT INTEREST	-	15,380		
494-000.000-695.000	ANTICIPATED USE OF FUND BALANCE	82,138			
	Total Revenues	627,300	516,884		
	EXPENDITURES	AMENDED BUDGET 25/26	BUDGET ACTIVITY THRU 12/31/25	INCREASE (DECREASE)	NOTES
94-000.000-701.000	SALARIES & WAGES	130,000	59,375	-	
	<i>Code Enforcement (45%)</i>				
	<i>DDA Director (90%)</i>				
	<i>City Administrator (10%)</i>				
	<i>Finance Director (10%)</i>				
494-000.000-702.000	PART TIME SEASONAL CREW	28,000	12,094	2,100	Additional 4.5 hours towards parks & recreation activities, and to assist with Recast City cohort in FY26.
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	40,000	26,936	-	
494-000.000-722.000	LEGAL SERVICES	900	325	-	
494-000.000-726.000	OFFICE SUPPLIES	3,500	41	-	
	<i>Adobe Subscription</i>				
	<i>Technology</i>				
	<i>Cell Phone</i>				
	<i>Misc. Office Supplies</i>				
494-000.000-802.000	TAX TRIBUNAL RETURNS	82,150	82,148		
494-000.000-810.000	AUDITING & ACCOUNTING	700	702		
494-000.000-822.000	TRAINING/MEMBERSHIP	5,000	350	(1,000)	
494-000.000-844.000	MAIN STREET PROGRAM	12,500	10,489	-	
	<i>Corridor Cleanup</i>				
	<i>Juneteenth</i>				
	<i>Branding/Swag</i>				
	<i>Tri-City Partnership/Business Mini-Grant</i>				
494-000.000-845.000	STREETSCAPING	25,000	24,942		
	<i>Plant Materials</i>				
	<i>Banners</i>				
	<i>Holiday Decorations</i>				
494-000.000-846.000	MUSIC FESTIVAL EXPEN	23,500	23,473		
494-000.000-882.000	PLANNING/CONSULTING FEES	15,300	9,856		
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000	411	-	
494-000.000-901.000	POSTAGE FEES	250	-	-	
494-000.000-933.000	REPAIRS & MAINTENANCE	64,500	-	-	
	<i>Streetlight/DTE</i>				
	<i>Paradise Gardens Landscape Maintenance</i>				
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	24,000	8,626	-	
	<i>Liability Insurance</i>				
	<i>Flock Safety Cameras</i>				
	<i>LVTV - DDA Meetings</i>				
	<i>Misc. Expense</i>				
494-000.000-955.002	27907 CALIFORNIA DR., N.E. - EXPENDITURES	-	-	-	
494-000.000-961.000	TRI-PARTY MATCH	-	-	-	
494-000.000-968.001	DEPRECIATION INFRASTRUCTURE	40,000	-	-	
494-000.000-970.000	CAPITAL IMPROVEMENTS	100,000	47,741	(1,100)	
494-000.000-971.000	SIGN GRANT PROGRAM	10,000	-	-	
494-000.000-971.001	FAÇADE GRANT PROGRAM	20,000	-	-	
	TOTAL EXPENDITURES	627,300	307,509		
	TOTAL APPROPRIATIONS	1,124,600	555,643		
NET OF REVENUES/APPROPRIATIONS - FUND 494			209,375		
	BEGINNING FUND BALANCE	1,622,910	1,622,910	-	
	ENDING FUND BALANCE	1,622,910	1,832,285		



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MONTHLY DDA DIRECTOR REPORT

To: LVDDA Board of Directors
From: Austin Colson, CED/DDA Director
Date: February 20, 2026
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

- *Build Ready: Black Business Resilience* – Thursday, February 12th 6-8:00 PM Southfield Public Library (26300 Evergreen Rd., Southfield, MI 48076)
 - Hosted by Oakland Thrive- join founders, business operators, and ecosystem leaders for an engaging panel discussion focused on building resilient, sustainable Black-owned businesses. The program will explore practical strategies for navigating economic shifts, accessing capital, scaling responsibly, and recovering from setbacks. Panelists will share real-world insights on leadership, infrastructure, mindset, and community support, along with tools and resources to help businesses remain prepared in uncertain times. Doors open at 5:30 PM.
- *The Magic of Customer Service – With a Twist!* – Tuesday, February 24th 10–11:30 AM (Southfield Public Library Auditorium, 26300 Evergreen Road, Southfield)
 - The Tri-Cities Business Support Team will host an engaging customer service workshop featuring Anthony Grupido, blending magic, humor, and practical insight to reimagine how businesses approach customer service. Participants will learn strategies to turn everyday interactions into positive service moments, strengthen customer engagement through a resilient mindset, and use unexpected experiences to create lasting impressions.
- *International Placemaking Week* – June 24-26 (Detroit: Venue TBD)
 - Hosted by *Project for Public Spaces* in partnership with the *Downtown Detroit Partnership*. Detroit has been selected as the host city for the *5th International Placemaking Week*. This global gathering brings together placemakers, community leaders, planners, and practitioners from around the world to share strategies and best practices for creating vibrant, people-centered public spaces. The three-day event will feature plenary sessions, breakout discussions, mobile workshops, networking receptions, and site visits to public spaces throughout Downtown Detroit and across the city. The event further highlights Detroit as a national leader in creative placemaking and community-driven redevelopment.



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Past DDA Events

- Holy Burger: Grand Opening Celebration – Thursday, January 22, 2026, 1:00 PM (26780 Southfield Road, Lathrup Village)
 - Join City officials, staff, and community members as we welcome Holy Burger, the newest restaurant in Lathrup Village. The grand opening will include a brief ceremonial welcome and an opportunity to meet the owners and staff while showing support for this new addition to the local business district.
- *Live2Lead 2026: Choices That Matter* – Friday, January 30, 2026, 9AM–2PM (Southfield, Lawrence Technological University)
 - Join leaders from across the region for a dynamic half-day simulcast event designed to elevate personal and professional growth. Live2Lead 2026 features world-class leadership experts sharing time-tested principles, actionable strategies, and personal development techniques to help attendees create meaningful change. This high-impact, four-hour experience equips participants with renewed focus, practical tools, and a clear action plan to accelerate their leadership journey in the year ahead.
- *BellViso Global Aesthetics: Grand Reopening Ceremony* – Wednesday, January 7, 2026, 1:00 PM (28801 Southfield Road, Lathrup Village)
 - A permanent makeup studio and training facility originally established in 2009 in London, UK, and based in Lathrup Village for the past seven years. The ceremony marked the business’s continued growth and welcomed the community into an inviting space focused on expertise, empowerment, and exceptional service.

Business/Property Updates

- 28919 Southfield Road (Dairy Fairies) – The applicant received site plan approval from the Planning Commission at its February 17th meeting for a change of use, contingent upon obtaining a variance from the Zoning Board of Appeals (ZBA) related to the off-street parking requirements established in the Zoning Ordinance. The requested parking variance is scheduled for consideration by the ZBA at its February 23rd meeting.
- 27700 Southfield Road (Former School Building) – The applicant is awaiting a financing decision from MSHDA and has requested a twelve (12) month extension of the site plan approval granted on April 15, 2025. The Planning Commission recommended approval of the extension at their February meeting, which will be considered by City Council at its February 23rd meeting for final approval.



Infrastructure

- **Capital Improvement Plan (CIP):** The FY26-31 CIP was presented to the Planning Commission at its February 17th meeting. The Commission is expected to make a motion at its March meeting to recommend the plan to City Council for final approval.
 - **Monument Welcome Signs:** The DDA has requested inclusion of a project in the City's Capital Improvement Plan for the installation of two (2) new monument welcome signs along Southfield Road to enhance corridor identity and strengthen visual entry points into the district's north and south gateways.
 - **Wayfinding Signage:** The DDA has also requested inclusion of a wayfinding signage project to direct visitors to free public parking located in the northeast section of the DDA district along Southfield Road, improving accessibility and awareness of available parking resources.

Miscellaneous

- **GM on Main Street Grant – Traffic Safety Improvements:** DDA staff has submitted a grant application to the GM on Main Street Grant Program to fund enhanced roadway striping and pavement markings aimed at improving traffic flow and safety within the DDA district. The proposal focuses on high-conflict intersections associated with I-696, the 11 Mile Service Drive, and cross traffic from Lathrup Boulevard. The proposed improvements are intended to reduce vehicle conflicts, improve driver awareness, and enhance pedestrian safety. Main Street America has indicated that grant recipients are expected to be notified by late April.
- **Recast Leaders Program:** Lathrup Village has been selected as one of six Southeast Michigan communities to participate in the Recast Leaders program. Administered by *Recast City* in partnership with the *Michigan Municipal League*, this competitive initiative provides no-cost technical assistance over a 10-month period to support development of actionable economic development strategies focused on revitalizing our main street corridor, activating vacant storefronts, and supporting small-scale makerspaces and local entrepreneurs. A kickoff meeting with the program director and participating communities is scheduled for Tuesday, February 24th. Staff will continue to keep the Board informed as the program progresses.

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- **MEDC Redevelopment Services Team Visit & RRC Recognition:** Staff from the Michigan Economic Development Corporation (MEDC) will be onsite Monday from 2:30–4:30 PM for a Redevelopment Services Team consultation and tour of three to six priority development sites within the City. The visit will focus on discussing future transformation opportunities, identifying potential barriers, and reviewing best practices associated with Lathrup Village’s Redevelopment Ready Community (RRC) certification. Planned discussion sites include the future readaptation of the former school building, DDA owned triangular parcel, vacant commercial lot north of Lincoln Drive, and the long-term vision for transitioning the Office District along 12 Mile Road into a mixed-use district. MEDC staff will also attend the City Council meeting that evening to formally recognize Lathrup Village for regaining its RRC certification. All DDA members are welcome and encouraged to attend.
- **Fraud Prevention Workshop – Chase Bank & LV Police Department:** Representatives from Chase Bank, in coordination with the Police Department, will host an educational workshop on common and emerging fraud schemes on April 29th at 10:00 AM in the Community Room at City Hall. The session is designed to help residents and business owners identify scams, recognize warning signs, and better protect their personal and financial information.