



Downtown Development Authority

Friday, December 15, 2023 at 12:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

1. **Call to Order**
2. **Approval of Agenda**
3. **Approval of Minutes**
 - [A.](#) 2023 10 20 DDA Board of Directors
4. **Financial Review**
 - [A.](#) October 2023 Financial Reports
 - [B.](#) November 2023 Financial Reports
5. **Committee Reports**
 - [A.](#) 2023 11 13 Beautification Committee Minutes
 - [B.](#) 2023 11 16 Promotions Committee Minutes
6. **Other Business**
 - A. December 2023 Code Enforcement Report
 - [B.](#) December 2023 CED Report
7. **Old Business**
8. **New Business**
 - [A.](#) 2024 Alley & Approach Recommendation
 - [B.](#) Municipal Park Renovation - Project Update
9. **Public Comment**
10. **Adjourn**



Downtown Development Authority Minutes

Friday, October 20, 2023 at 12:00 PM
27400 Southfield Road, Lathrup Village, Michigan 48076

1. Call to Order

12:03 p.m. by Vice Chair Bryan Ford

Present: Patricia Felton, Bryan Ford, Scott McKee, Pam Shermeyer, Dan Sugg,

Absent: Fred Prime, Kelly Garrett, Charlotte Jones, Bobbi Lovins.

Staff: Pam Bratschi, Brittany Dorsey, Rob Harris, Susie Stec

Motion by Shermeyer to excuse Fred Prime, Kelly Garrett, Charlotte Jones, Bobbi Lovins. Seconded by Ford. All in favor.

2. Approval of Agenda

Motion by Sugg to approve the agenda. Seconded by Ford. All in favor.

3. Approval of Minutes

Stec recommends amendment of minutes to reflect that Dr. Felton was excused from 2023 09 15 DDA Board of Directors Meeting.

Motion by Sugg to amend minutes to include an excused absence for Dr. Felton. Seconded by Shermeyer. All in favor.

2023 10 20 DDA Board of Directors Minutes approved by Ford as presented and amended. Seconded by Sugg. All in favor.

4. Financial Review

A. September 2023 Financial Reports

Bratschi shared an update.

\$11,000 investment interest within 3 months. On track to obtaining approximately \$50,000 in interest.

Lathrup Village Music Festival donations have not shown up in revenue. They will show up in the general fund first, then to the DDA miscellaneous revenue account.

Fund balance is in good standing.

Motion by Pam Shermeyer to receive and file financials for September 2023. Seconded by Dan Sugg. All in favor.

5. Committee Reports

Dorsey discussed new committee members and upcoming events. Shared details about the cancellation of the LV Winter Market.

6. Other Business

A. October 2023 CED Report

Stec provided an update; highlighted the DTE Tree Grant and RAP 2.0 project funding.

B. October 2023 Code Enforcement Report

Harris provided an update.

7. Old Business

None

8. New Business

A. LV Music Festival Recap

Stec provided a final report on the event. The event was well received; approximately 500 people attended. Revenue was \$742.33. The tip jar (\$401) will go towards the park renovation. The board suggested having a better rain plan, and improving signage for drink tickets and bar area. The board was pleased with the atmosphere and positive response.

B. Corridor Christmas Decorations

Stec shared quotes for holiday decorations and informed the board that the city will not be able to financially contribute to the cost this year.

Motion by Sugg to authorize DDA manager to spend up to \$10,000 for revised quote on holiday decorations. Seconded by Shermeyer. All in favor.

C. Computer Purchase

Stec presented the need for a new laptop/computer for DDA Manager. Options were presented to board for consideration.

Motion by Sugg to authorize the DDA Director to purchase a new laptop in an amount not to exceed \$1,300. Seconded by McKee. All in favor.

9. Public Comment

None

10. Adjourn

Motion by Ford to adjourn at 12:56 pm. Seconded by McKee. All in favor.

GL NUMBER	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 10/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% EDGT USED
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Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000.000	TIFA-CAPTURED TAXES	367,901.00	367,901.00	26,761.25	0.00	341,139.75	7.27
494-000.000-407.000	TAX COLLECTED OTHER	37,488.00	37,488.00	7,459.33	0.00	30,028.67	19.90
494-000.000-410.000	MISCELLANEOUS REVENUE	21,974.00	21,974.00	0.00	0.00	21,974.00	0.00
494-000.000-446.000	INVESTMENT INTEREST	10,000.00	10,000.00	15,366.42	4,007.19	(5,366.42)	153.66
Total Dept 000.000		437,363.00	437,363.00	49,587.00	4,007.19	387,776.00	11.34

TOTAL REVENUES							
		437,363.00	437,363.00	49,587.00	4,007.19	387,776.00	11.34

Expenditures							
Dept 000.000	SALARIES FULL-TIME	170,940.00	170,940.00	56,305.39	13,244.10	114,634.61	32.94
494-000.000-701.000	SALARIES PART-TIME	5,000.00	5,000.00	4,525.00	0.00	475.00	90.50
494-000.000-702.000	EMPLOYEE TAXES & BENEFITS	34,000.00	34,000.00	19,718.15	5,560.74	14,281.85	57.99
494-000.000-722.000	LEGAL SERVICES	900.00	900.00	0.00	0.00	900.00	0.00
494-000.000-726.000	OFFICE SUPPLIES	6,350.00	6,350.00	174.82	132.44	6,175.18	2.75
494-000.000-802.000	TAX TRIBUNAL RETURNS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
494-000.000-810.000	AUDITING & ACCOUNTING	800.00	800.00	800.00	0.00	0.00	100.00
494-000.000-822.000	TRAINING/MEMBERSHIP	10,050.00	10,050.00	966.66	316.66	9,083.34	9.62
494-000.000-844.000	MAIN STREET PROGRAM	22,500.00	22,500.00	11,751.56	2,983.85	10,748.44	52.23
494-000.000-845.000	STREEMSCAPING	132,000.00	132,000.00	2,359.50	0.00	129,640.50	1.79
494-000.000-882.000	PLANNING/CONSULTING FEES	15,300.00	15,300.00	13,131.66	6,170.62	2,168.34	85.83
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00	2,000.00	1,314.69	1,314.69	685.31	65.73
494-000.000-901.000	POSTAGE FEES	200.00	200.00	0.00	0.00	200.00	0.00
494-000.000-933.000	REPAIRS & MAINTENANCE	417,293.00	417,293.00	21,011.74	10,642.33	396,281.26	5.04
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	53,457.00	53,457.00	0.00	0.00	53,457.00	0.00
494-000.000-968.001	DEPRECIATION INFRASTRUCTURE	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
494-000.000-971.001	FACADE GRANT PROGRAM	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00

Total Dept 000.000		932,790.00	932,790.00	132,059.17	40,365.43	800,730.83	14.16
TOTAL EXPENDITURES							
		932,790.00	932,790.00	132,059.17	40,365.43	800,730.83	14.16

Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES							
		437,363.00	437,363.00	49,587.00	4,007.19	387,776.00	11.34
TOTAL EXPENDITURES							
		932,790.00	932,790.00	132,059.17	40,365.43	800,730.83	14.16
NET OF REVENUES & EXPENDITURES							
		(495,427.00)	(495,427.00)	(82,472.17)	(36,358.24)	(412,954.83)	16.65

TOTAL REVENUES - FUND 494							
		437,363.00	437,363.00	49,587.00	4,007.19	387,776.00	11.34
TOTAL EXPENDITURES - FUND 494							
		932,790.00	932,790.00	132,059.17	40,365.43	800,730.83	14.16
NET OF REVENUES & EXPENDITURES							
		(495,427.00)	(495,427.00)	(82,472.17)	(36,358.24)	(412,954.83)	16.65

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

Item 4A.

GL Number	Description	PERIOD ENDED 10/31/2022	PERIOD ENDED 10/31/2023
*** Assets ***			
494-000.000-010.000	TRUST ACCOUNT-GENERAL	1,370,987.35	1,115,389.22
494-000.000-028.096	TAXES RECEIVABLE-PERSONAL PROP	23,503.93	19,543.46
494-000.000-084.101	DUE FROM GENERAL FUND	77,466.28	470,612.32
494-000.000-141.001	INFRASTRUCTURE	360,289.69	360,289.69
494-000.000-177.001	DEPRECIABLE ASSETS	25,243.25	25,243.25
494-000.000-193.000	ACCUMULATED DEPRECIATION	(199,302.22)	(229,016.22)
Total Assets		1,658,188.28	1,762,061.72
*** Liabilities ***			
494-000.000-214.101	DUE TO GENERAL FUND	270,960.17	293,236.19
494-000.000-214.202	DUE TO MAJOR ROADS	0.00	133,801.50
494-000.000-214.203	DUE TO LOCAL ROADS	0.00	133,801.50
Total Liabilities		270,960.17	560,839.19
*** Fund Balance ***			
494-000.000-390.000	FUND BALANCE	1,417,080.33	1,417,080.33
Total Fund Balance		1,417,080.33	1,417,080.33
Beginning Fund Balance		1,417,080.33	1,417,080.33
Net of Revenues VS Expenditures - 22-23			(133,385.63)
*22-23 End FB/23-24 Beg FB		1,283,694.70	
Net of Revenues VS Expenditures - Current Year		(29,852.22)	(82,472.17)
Ending Fund Balance		1,387,228.11	1,201,222.53
Total Liabilities And Fund Balance		1,658,188.28	1,762,061.72

* Year Not Closed

User: JESSICA

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

DB: Lathrup

TRANSACTIONS FROM 10/01/2023 TO 10/31/2023

Item 4A.

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	C
494-000.000-010.000 TRUST ACCOUNT-GENERAL						
Journal GJ: GJ						
135760	10/02/2023	MONTHLY INTEREST POSTING- AUGU	15956	Multiple	3,890.21	
135761	10/02/2023	TO REVERSE MANUAL JOURNAL ENTR	15957	Multiple		3,890.21
136356	10/26/2023	MONTHLY INTEREST POSTING- OCTO	16009	Multiple	4,007.19	
Journal Totals					7,897.40	3,890.21
Totals for 494-000.000-010.000					7,897.40	3,890.21
Balance 10/01/23:					1,111,382.03	
Net Change:					4,007.19	
Balance 10/31/23:					1,115,389.22	

494-000.000-202.000 ACCOUNTS PAYABLE						
Journal AP: AP						
135848	10/01/2023	C & G NEWSPAPERSVnd: C & G Inv	0013761-IN	494-000.000-900.000		604.80
135798	10/06/2023	STEVEN GULIANVnd: GULIAN Invoi	9-30-23FEST-SG	494-000.000-844.000		100.00
135801	10/06/2023	VERNON ENGLISHVnd: VERNONENGL	9-30-23-FEST-VE	494-000.000-844.000		350.00
135849	10/13/2023	CARDMEMBER SERVICEVnd: CARDMEM	SEPT2023-SUSIE	Multiple		609.25
135850	10/13/2023	CARDMEMBER SERVICEVnd: CARDMEM	SEPT2023-BRITTA	Multiple		206.53
135861	10/13/2023	DOG & PONY SHOW BREWING, LLCVn	1022	494-000.000-844.000		200.00
135871	10/13/2023	EXCELL LANDSCAPINGVnd: 3006 In	CLIP54461	494-000.000-933.000		1,200.00
135877	10/13/2023	GIFFELS-WEBSTER ENG INCVnd: GW	129782	494-000.000-882.000		3,214.50
135881	10/13/2023	GIFFELS-WEBSTER ENG INCVnd: GW	129823	494-000.000-882.000		232.50
135882	10/13/2023	GIFFELS-WEBSTER ENG INCVnd: GW	129826	494-000.000-933.000		4,175.00
135888	10/13/2023	GIFFELS-WEBSTER ENG INCVnd: GW	130027	494-000.000-882.000		2,723.62
135898	10/13/2023	MEADOWBROOK INSURANCE GROUPVnd	12964	494-000.000-844.000		404.00
135904	10/13/2023	MISSIONSQUARE - 803046Vnd: MIS	10.13.2023	Multiple		121.01
135922	10/13/2023	ULTIMATE BOOM PARTY RENTAL LLC	10-28-2023	494-000.000-844.000		485.00
136141	10/31/2023	BLUE CARE NETWORKVnd: BLUECARE	232830008224	Multiple		4,374.22
136155	10/31/2023	CARDMEMBER SERVICEVnd: CARDMEM	10-31-2023-BRIT	Multiple		482.04
136156	10/31/2023	CARDMEMBER SERVICEVnd: CARDMEM	10-31-2023-SUZI	Multiple		1,306.02
136197	10/31/2023	GIFFELS-WEBSTER ENG INCVnd: GW	130081	494-000.000-933.000		5,060.00
136217	10/31/2023	MISSIONSQUARE - 803046Vnd: MIS	10.31.2023-046	Multiple		121.01
136232	10/31/2023	ROAD COMM. FOR OAKLAND COUNTYV	6145	494-000.000-933.000		207.33
Journal Totals					0.00	26,176.83

Journal CD: CD						
135803	10/06/2023	Check: NBDC 48266	48266	Multiple	100.00	
135804	10/06/2023	Check: NBDC 48267	48267	Multiple	350.00	
135928	10/13/2023	Check: NBDC 48272	48272	Multiple	604.80	
135929	10/13/2023	Check: NBDC 48273	48273	Multiple	815.78	
135935	10/13/2023	Check: NBDC 48279	48279	Multiple	200.00	
135937	10/13/2023	Check: NBDC 48281	48281	Multiple	1,200.00	
135938	10/13/2023	Check: NBDC 48282	48282	Multiple	10,345.62	
135946	10/13/2023	Check: NBDC 48290	48290	Multiple	404.00	
135952	10/13/2023	Check: NBDC 48296	48296	Multiple	121.01	
135964	10/13/2023	Check: NBDC 48308	48308	Multiple	485.00	
136243	10/31/2023	Check: NBDC 48314	48314	Multiple	4,374.22	
136250	10/31/2023	Check: NBDC 48321	48321	Multiple	1,788.06	
136264	10/31/2023	Check: NBDC 48335	48335	Multiple	5,060.00	
136272	10/31/2023	Check: NBDC 48343	48343	Multiple	121.01	
136281	10/31/2023	Check: NBDC 48352	48352	Multiple	207.33	
Journal Totals					26,176.83	0.00
Totals for 494-000.000-202.000					26,176.83	26,176.83
Balance 10/01/23:					0.00	
Net Change:					0.00	
Balance 10/31/23:					0.00	

494-000.000-214.101 DUE TO GENERAL FUND						
Journal CD: CD						
135803	10/06/2023	Check: NBDC 48266	48266	Multiple		100.00
135804	10/06/2023	Check: NBDC 48267	48267	Multiple		350.00
135928	10/13/2023	Check: NBDC 48272	48272	Multiple		604.80
135929	10/13/2023	Check: NBDC 48273	48273	Multiple		815.78
135935	10/13/2023	Check: NBDC 48279	48279	Multiple		200.00
135937	10/13/2023	Check: NBDC 48281	48281	Multiple		1,200.00
135938	10/13/2023	Check: NBDC 48282	48282	Multiple		10,345.62
135946	10/13/2023	Check: NBDC 48290	48290	Multiple		404.00
135952	10/13/2023	Check: NBDC 48296	48296	Multiple		121.01
135964	10/13/2023	Check: NBDC 48308	48308	Multiple		485.00
136243	10/31/2023	Check: NBDC 48314	48314	Multiple		4,374.22
136250	10/31/2023	Check: NBDC 48321	48321	Multiple		1,788.06
136264	10/31/2023	Check: NBDC 48335	48335	Multiple		5,060.00
136272	10/31/2023	Check: NBDC 48343	48343	Multiple		121.01
136281	10/31/2023	Check: NBDC 48352	48352	Multiple		207.33

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-214.101 DUE TO GENERAL FUND						
Journal CD: CD						
Journal Totals					0.00	26,176.83
Journal PR: Payroll						
136022	10/16/2023	PAYROLL REPORT OCTOBER	15990	Multiple		7,094.30
136320	10/26/2023	PAYROLL REPORT OCTOBER	16008	Multiple		7,094.30
Journal Totals					0.00	14,188.60
Totals for 494-000.000-214.101					0.00	40,365.43
Balance 10/01/23:					252,870.76	
Net Change:					40,365.43	
Balance 10/31/23:					293,236.19	

494-000.000-446.000 INVESTMENT INTEREST						
Journal GJ: GJ						
135760	10/02/2023	MONTHLY INTEREST POSTING- AUGU	15956	Multiple		3,890.21
135761	10/02/2023	TO REVERSE MANUAL JOURNAL ENTR	15957	Multiple	3,890.21	
136356	10/26/2023	MONTHLY INTEREST POSTING- OCTO	16009	Multiple		4,007.19
Journal Totals					3,890.21	7,897.40
Totals for 494-000.000-446.000					3,890.21	7,897.40
Balance 10/01/23:					11,359.23	
Net Change:					4,007.19	
Balance 10/31/23:					15,366.42	

494-000.000-701.000 SALARIES FULL-TIME						
Journal PR: Payroll						
136022	10/16/2023	PAYROLL REPORT OCTOBER	15990	Multiple	6,622.05	
136320	10/26/2023	PAYROLL REPORT OCTOBER	16008	Multiple	6,622.05	
Journal Totals					13,244.10	0.00
Totals for 494-000.000-701.000					13,244.10	0.00
Balance 10/01/23:					43,061.29	
Net Change:					13,244.10	
Balance 10/31/23:					56,305.39	

494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Journal AP: AP						
135904	10/13/2023	MISSIONSQUARE - 803046EMPLOYEE	10.13.2023	Multiple	121.01	
136141	10/31/2023	BLUE CARE NETWORKEMPLOYEE TAXE	232830008224	Multiple	4,374.22	
136217	10/31/2023	MISSIONSQUARE - 803046EMPLOYEE	10.31.2023-046	Multiple	121.01	
Journal Totals					4,616.24	0.00
Journal PR: Payroll						
136022	10/16/2023	PAYROLL REPORT OCTOBER	15990	Multiple	472.25	
136320	10/26/2023	PAYROLL REPORT OCTOBER	16008	Multiple	472.25	
Journal Totals					944.50	0.00
Totals for 494-000.000-703.000					5,560.74	0.00
Balance 10/01/23:					14,157.41	
Net Change:					5,560.74	
Balance 10/31/23:					19,718.15	

494-000.000-726.000 OFFICE SUPPLIES						
Journal AP: AP						
135849	10/13/2023	CARDMEMBER SERVICEOFFICE SUPPL	SEPT2023-SUSIE	Multiple	21.19	
135850	10/13/2023	CARDMEMBER SERVICEOFFICE SUPPL	SEPT2023-BRITTA	Multiple	21.19	
136155	10/31/2023	CARDMEMBER SERVICEOFFICE SUPPL	10-31-2023-BRIT	Multiple	21.19	
136155	10/31/2023	CARDMEMBER SERVICEOFFICE SUPPL	10-31-2023-BRIT	Multiple	47.68	
136156	10/31/2023	CARDMEMBER SERVICEOFFICE SUPPL	10-31-2023-SUZI	Multiple	21.19	
Journal Totals					132.44	0.00
Totals for 494-000.000-726.000					132.44	0.00
Balance 10/01/23:					42.38	
Net Change:					132.44	
Balance 10/31/23:					174.82	

494-000.000-822.000 TRAINING/MEMBERSHIP						
Journal AP: AP						

User: JESSICA

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

DB: Lathrup

TRANSACTIONS FROM 10/01/2023 TO 10/31/2023

Item 4A.

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	
494-000.000-822.000 TRAINING/MEMBERSHIP						
Journal AP: AP						
136156	10/31/2023	CARDMEMBER SERVICE TRAINING/MEM	10-31-2023-SUZI	Multiple	6.44	
136156	10/31/2023	CARDMEMBER SERVICE TRAINING/MEM	10-31-2023-SUZI	Multiple	50.28	
136156	10/31/2023	CARDMEMBER SERVICE TRAINING/MEM	10-31-2023-SUZI	Multiple	15.72	
136156	10/31/2023	CARDMEMBER SERVICE TRAINING/MEM	10-31-2023-SUZI	Multiple	20.82	
136156	10/31/2023	CARDMEMBER SERVICE TRAINING/MEM	10-31-2023-SUZI	Multiple	223.40	
Journal Totals					316.66	0.00
Totals for 494-000.000-822.000					316.66	0.00
Balance 10/01/23:				650.00		
Net Change:				316.66		
Balance 10/31/23:				966.66		

494-000.000-844.000 MAIN STREET PROGRAM						
Journal AP: AP						
135798	10/06/2023	STEVEN GULIAN MAIN STREET PROGR	9-30-23FEST-SG	494-000.000-202.000	100.00	
135801	10/06/2023	VERNON ENGLISH MAIN STREET PROG	9-30-23-FEST-VE	494-000.000-202.000	350.00	
135849	10/13/2023	CARDMEMBER SERVICE MAIN STREET	SEPT2023-SUSIE	Multiple	107.50	
135861	10/13/2023	DOG & PONY SHOW BREWING, LLCMA	1022	494-000.000-202.000	200.00	
135898	10/13/2023	MEADOWBROOK INSURANCE GROUPMAI	12964	494-000.000-202.000	404.00	
135922	10/13/2023	ULTIMATE BOOM PARTY RENTAL LLC	10-28-2023	494-000.000-202.000	485.00	
136155	10/31/2023	CARDMEMBER SERVICE MAIN STREET	10-31-2023-BRIT	Multiple	104.92	
136155	10/31/2023	CARDMEMBER SERVICE MAIN STREET	10-31-2023-BRIT	Multiple	9.75	
136155	10/31/2023	CARDMEMBER SERVICE MAIN STREET	10-31-2023-BRIT	Multiple	112.55	
136155	10/31/2023	CARDMEMBER SERVICE MAIN STREET	10-31-2023-BRIT	Multiple	111.96	
136155	10/31/2023	CARDMEMBER SERVICE MAIN STREET	10-31-2023-BRIT	Multiple	30.00	
136156	10/31/2023	CARDMEMBER SERVICE MAIN STREET	10-31-2023-SUZI	Multiple	10.00	
136156	10/31/2023	CARDMEMBER SERVICE MAIN STREET	10-31-2023-SUZI	Multiple	114.72	
136156	10/31/2023	CARDMEMBER SERVICE MAIN STREET	10-31-2023-SUZI	Multiple	10.00	
136156	10/31/2023	CARDMEMBER SERVICE MAIN STREET	10-31-2023-SUZI	Multiple	10.00	
136156	10/31/2023	CARDMEMBER SERVICE MAIN STREET	10-31-2023-SUZI	Multiple	175.20	
136156	10/31/2023	CARDMEMBER SERVICE MAIN STREET	10-31-2023-SUZI	Multiple	118.05	
136156	10/31/2023	CARDMEMBER SERVICE MAIN STREET	10-31-2023-SUZI	Multiple	15.00	
136156	10/31/2023	CARDMEMBER SERVICE MAIN STREET	10-31-2023-SUZI	Multiple	502.06	
136156	10/31/2023	CARDMEMBER SERVICE MAIN STREET	10-31-2023-SUZI	Multiple	13.14	
Journal Totals					2,983.85	0.00
Totals for 494-000.000-844.000					2,983.85	0.00
Balance 10/01/23:				8,767.71		
Net Change:				2,983.85		
Balance 10/31/23:				11,751.56		

494-000.000-882.000 PLANNING/CONSULTING FEES						
Journal AP: AP						
135877	10/13/2023	GIFFELS-WEBSTER ENG INC PLANNIN	129782	494-000.000-202.000	3,214.50	
135881	10/13/2023	GIFFELS-WEBSTER ENG INC PLANNIN	129823	494-000.000-202.000	232.50	
135888	10/13/2023	GIFFELS-WEBSTER ENG INC PLANNIN	130027	494-000.000-202.000	2,723.62	
Journal Totals					6,170.62	0.00
Totals for 494-000.000-882.000					6,170.62	0.00
Balance 10/01/23:				6,961.04		
Net Change:				6,170.62		
Balance 10/31/23:				13,131.66		

494-000.000-900.000 PRINTING/PUBLICATION COSTS						
Journal AP: AP						
135848	10/01/2023	C & G NEWSPAPERS PRINTING/PUBLI	0013761-IN	494-000.000-202.000	604.80	
135849	10/13/2023	CARDMEMBER SERVICE PRINTING/PUB	SEPT2023-SUSIE	Multiple	509.39	
135849	10/13/2023	CARDMEMBER SERVICE PRINTING/PUB	SEPT2023-SUSIE	Multiple		28.83
135850	10/13/2023	CARDMEMBER SERVICE PRINTING/PUB	SEPT2023-BRITTA	Multiple	185.34	
136155	10/31/2023	CARDMEMBER SERVICE PRINTING/PUB	10-31-2023-BRIT	Multiple	43.99	
Journal Totals					1,343.52	28.83
Totals for 494-000.000-900.000					1,343.52	28.83
Balance 10/01/23:				0.00		
Net Change:				1,314.69		
Balance 10/31/23:				1,314.69		

494-000.000-933.000 REPAIRS & MAINTENANCE						
Journal AP: AP						
135871	10/13/2023	EXCELL LANDSCAPING REPAIRS & MA	CLIP54461	494-000.000-202.000	1,200.00	

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-933.000 REPAIRS & MAINTENANCE						
Journal AP: AP						
135882	10/13/2023	GIFFELS-WEBSTER ENG INCREPAIRS	129826	494-000.000-202.000	4,175.00	
136197	10/31/2023	GIFFELS-WEBSTER ENG INCREPAIRS	130081	494-000.000-202.000	5,060.00	
136232	10/31/2023	ROAD COMM. FOR OAKLAND COUNTYR	6145	494-000.000-202.000	207.33	
Journal Totals					10,642.33	0.00
Totals for 494-000.000-933.000					10,642.33	0.00
Balance 10/01/23:					10,369.41	
Net Change:					10,642.33	
Balance 10/31/23:					21,011.74	

Item 4A.

User: JESSICA

DB: Lathrup

PERIOD ENDING 11/30/2023

Item 4B.

GL NUMBER	DESCRIPTION	2023-24	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	11/30/2023 NORM (ABNORM)	MONTH 11/30/23 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000.000							
494-000.000-407.000	TIFA-CAPTURE TAXES	367,901.00	367,901.00	26,761.25	0.00	341,139.75	7.27
494-000.000-410.000	TAX COLLECTED OTHER	37,488.00	37,488.00	7,459.33	0.00	30,028.67	19.90
494-000.000-415.000	MISCELLANEOUS REVENUE	21,974.00	21,974.00	0.00	0.00	21,974.00	0.00
494-000.000-446.000	INVESTMENT INTEREST	10,000.00	10,000.00	19,310.02	3,943.60	(9,310.02)	193.10
Total Dept 000.000		437,363.00	437,363.00	53,530.60	3,943.60	383,832.40	12.24
TOTAL REVENUES		437,363.00	437,363.00	53,530.60	3,943.60	383,832.40	12.24
Expenditures							
Dept 000.000							
494-000.000-701.000	SALARIES FULL-TIME	170,940.00	170,940.00	69,549.49	13,244.10	101,390.51	40.69
494-000.000-702.000	SALARIES PART-TIME	5,000.00	5,000.00	4,525.00	0.00	475.00	90.50
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	34,000.00	34,000.00	23,998.20	2,279.85	10,001.80	70.58
494-000.000-722.000	LEGAL SERVICES	900.00	900.00	0.00	0.00	900.00	0.00
494-000.000-726.000	OFFICE SUPPLIES	6,350.00	6,350.00	1,354.37	1,179.55	4,995.63	21.33
494-000.000-802.000	TAX TRIBUNAL RETURNS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
494-000.000-810.000	AUDITING & ACCOUNTING	800.00	800.00	800.00	0.00	0.00	100.00
494-000.000-822.000	TRAINING/MEMBERSHIP	10,050.00	10,050.00	1,789.66	823.00	8,260.34	17.81
494-000.000-844.000	MAIN STREET PROGRAM	22,500.00	22,500.00	12,386.26	1,119.70	10,113.74	55.05
494-000.000-845.000	STREETSCAPING	132,000.00	132,000.00	6,757.50	4,398.00	125,242.50	5.12
494-000.000-882.000	PLANNING/CONSULTING FEES	15,300.00	15,300.00	14,992.03	1,860.37	307.97	97.99
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00	2,000.00	1,314.69	0.00	685.31	65.73
494-000.000-901.000	POSTAGE FEES	200.00	200.00	0.00	0.00	200.00	0.00
494-000.000-933.000	REPAIRS & MAINTENANCE	417,293.00	417,293.00	25,501.49	4,489.75	391,791.51	6.11
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	53,457.00	53,457.00	378.33	378.33	53,078.67	0.71
494-000.000-968.001	DEPRECIATION INFRASTRUCTURE	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
494-000.000-971.001	FACADE GRANT PROGRAM	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 000.000		932,790.00	932,790.00	163,347.02	29,772.65	769,442.98	17.51
TOTAL EXPENDITURES		932,790.00	932,790.00	163,347.02	29,772.65	769,442.98	17.51
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		437,363.00	437,363.00	53,530.60	3,943.60	383,832.40	12.24
TOTAL EXPENDITURES		932,790.00	932,790.00	163,347.02	29,772.65	769,442.98	17.51
NET OF REVENUES & EXPENDITURES		(495,427.00)	(495,427.00)	(109,816.42)	(25,829.05)	(385,610.58)	22.17

User: JESSICA

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

DB: Lathrup

TRANSACTIONS FROM 11/01/2023 TO 11/30/2023

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-010.000 TRUST ACCOUNT-GENERAL						
Journal GJ: GJ						
136917	11/03/2023	MONTHLY INTEREST POSTING- NOVE	16036	Multiple	3,943.60	
Journal Totals					3,943.60	0.00
Totals for 494-000.000-010.000					3,943.60	0.00
Balance 11/01/23:					1,115,389.22	
Net Change:					3,943.60	
Balance 11/30/23:					1,119,332.82	

494-000.000-202.000 ACCOUNTS PAYABLE						
Journal AP: AP						
136395	11/15/2023	CLEARLY AMAZINGVnd: CLEARLY AM	62194	494-000.000-845.000		4,398.00
136423	11/15/2023	EXCELL SNOW & TURF MAINTENANCE	CLIP54715	494-000.000-933.000		960.00
136449	11/15/2023	STANDARD INSURANCE COMPANYVnd:	11-01-23	Multiple		67.52
136451	11/15/2023	STATE OF MICHIGANVnd: STATE OF	OCT 2023	494-000.000-844.000		113.70
136456	11/15/2023	WEINGARTZVnd: WEINGARTZ Invoic	20514913-0	494-000.000-955.000		51.99
136457	11/15/2023	WEINGARTZVnd: WEINGARTZ Invoic	20514969-00	494-000.000-955.000		156.44
136658	11/30/2023	CARDMEMBER SERVICEVnd: CARDMEM	OCT-NOV2023	Multiple		2,151.26
136659	11/30/2023	CARDMEMBER SERVICEVnd: CARDMEM	NOV2023	Multiple		1,027.19
136675	11/30/2023	GIFFELS-WEBSTER ENG INCVnd: GW	130347	Multiple		147.50
136684	11/30/2023	GIFFELS-WEBSTER ENG INCVnd: GW	130278	494-000.000-882.000		1,860.37
136685	11/30/2023	GIFFELS-WEBSTER ENG INCVnd: GW	130345	494-000.000-933.000		3,382.25
136700	11/30/2023	MISSIONSQUARE - 803046Vnd: MIS	NOV2023-INS	Multiple		121.01
136717	11/30/2023	STANDARD INSURANCE COMPANYVnd:	11-14-2023-STIN	Multiple		67.52
Journal Totals					0.00	14,504.75
Journal CD: CD						
136479	11/15/2023	Check: NBDC 48366	48366	Multiple	4,398.00	
136485	11/15/2023	Check: NBDC 48373	48373	Multiple	960.00	
136512	11/15/2023	Check: NBDC 48400	48400	Multiple	67.52	
136513	11/15/2023	Check: NBDC 48401	48401	Multiple	113.70	
136516	11/15/2023	Check: NBDC 48404	48404	Multiple	208.43	
136733	11/30/2023	Check: NBDC 48423	48423	Multiple	3,178.45	
136741	11/30/2023	Check: NBDC 48431	48431	Multiple	5,390.12	
136749	11/30/2023	Check: NBDC 48439	48439	Multiple	121.01	
136761	11/30/2023	Check: NBDC 48451	48451	Multiple	67.52	
Journal Totals					14,504.75	0.00
Totals for 494-000.000-202.000					14,504.75	14,504.75
Balance 11/01/23:					0.00	
Net Change:					0.00	
Balance 11/30/23:					0.00	

494-000.000-214.101 DUE TO GENERAL FUND						
Journal CD: CD						
136479	11/15/2023	Check: NBDC 48366	48366	Multiple		4,398.00
136485	11/15/2023	Check: NBDC 48373	48373	Multiple		960.00
136512	11/15/2023	Check: NBDC 48400	48400	Multiple		67.52
136513	11/15/2023	Check: NBDC 48401	48401	Multiple		113.70
136516	11/15/2023	Check: NBDC 48404	48404	Multiple		208.43
136733	11/30/2023	Check: NBDC 48423	48423	Multiple		3,178.45
136741	11/30/2023	Check: NBDC 48431	48431	Multiple		5,390.12
136749	11/30/2023	Check: NBDC 48439	48439	Multiple		121.01
136761	11/30/2023	Check: NBDC 48451	48451	Multiple		67.52
Journal Totals					0.00	14,504.75
Journal GJ: GJ						
136875	11/03/2023	MERS POSTING-NOV	16029	Multiple		1,079.30
Journal Totals					0.00	1,079.30
Journal PR: Payroll						
136535	11/16/2023	PAYROLL REPORT NOVEMBER	16011	Multiple		7,094.30
136596	11/28/2023	PAYROLL REPORT NOVEMBER	16021	Multiple		7,094.30
Journal Totals					0.00	14,188.60
Totals for 494-000.000-214.101					0.00	29,772.65
Balance 11/01/23:					294,751.39	
Net Change:					29,772.65	
Balance 11/30/23:					324,524.04	

494-000.000-446.000 INVESTMENT INTEREST						
Journal GJ: GJ						
136917	11/03/2023	MONTHLY INTEREST POSTING- NOVE	16036	Multiple	3,943	12

User: JESSICA

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

DB: Lathrup

TRANSACTIONS FROM 11/01/2023 TO 11/30/2023

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-446.000 INVESTMENT INTEREST						
Journal GJ: GJ						
Journal Totals					0.00	3,943.60
Totals for 494-000.000-446.000					0.00	3,943.60
		Balance 11/01/23:		15,366.42		
		Net Change:		3,943.60		
		Balance 11/30/23:		19,310.02		
494-000.000-701.000 SALARIES FULL-TIME						
Journal PR: Payroll						
136535	11/16/2023	PAYROLL REPORT NOVEMBER	16011	Multiple	6,622.05	
136596	11/28/2023	PAYROLL REPORT NOVEMBER	16021	Multiple	6,622.05	
Journal Totals					13,244.10	0.00
Totals for 494-000.000-701.000					13,244.10	0.00
		Balance 11/01/23:		56,305.39		
		Net Change:		13,244.10		
		Balance 11/30/23:		69,549.49		
494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Journal AP: AP						
136449	11/15/2023	STANDARD INSURANCE COMPANYEMPL	11-01-23	Multiple	67.52	
136700	11/30/2023	MISSIONSQUARE - 803046EMPLOYEE	NOV2023-INS	Multiple	121.01	
136717	11/30/2023	STANDARD INSURANCE COMPANYEMPL	11-14-2023-STIN	Multiple	67.52	
Journal Totals					256.05	0.00
Journal GJ: GJ						
136875	11/03/2023	MERS POSTING-NOV	16029	Multiple	1,079.30	
Journal Totals					1,079.30	0.00
Journal PR: Payroll						
136535	11/16/2023	PAYROLL REPORT NOVEMBER	16011	Multiple	472.25	
136596	11/28/2023	PAYROLL REPORT NOVEMBER	16021	Multiple	472.25	
Journal Totals					944.50	0.00
Totals for 494-000.000-703.000					2,279.85	0.00
		Balance 11/01/23:		21,718.35		
		Net Change:		2,279.85		
		Balance 11/30/23:		23,998.20		
494-000.000-726.000 OFFICE SUPPLIES						
Journal AP: AP						
136658	11/30/2023	CARDMEMBER SERVICEOFFICE SUPPL	OCT-NOV2023	Multiple	21.19	
136658	11/30/2023	CARDMEMBER SERVICEOFFICE SUPPL	OCT-NOV2023	Multiple	19.98	
136658	11/30/2023	CARDMEMBER SERVICEOFFICE SUPPL	OCT-NOV2023	Multiple	1,117.19	
136659	11/30/2023	CARDMEMBER SERVICEOFFICE SUPPL	NOV2023	Multiple	21.19	
Journal Totals					1,179.55	0.00
Totals for 494-000.000-726.000					1,179.55	0.00
		Balance 11/01/23:		174.82		
		Net Change:		1,179.55		
		Balance 11/30/23:		1,354.37		
494-000.000-822.000 TRAINING/MEMBERSHIP						
Journal AP: AP						
136658	11/30/2023	CARDMEMBER SERVICETRAINING/MEM	OCT-NOV2023	Multiple	8.00	
136658	11/30/2023	CARDMEMBER SERVICETRAINING/MEM	OCT-NOV2023	Multiple	805.00	
136658	11/30/2023	CARDMEMBER SERVICETRAINING/MEM	OCT-NOV2023	Multiple	10.00	
Journal Totals					823.00	0.00
Totals for 494-000.000-822.000					823.00	0.00
		Balance 11/01/23:		966.66		
		Net Change:		823.00		
		Balance 11/30/23:		1,789.66		
494-000.000-844.000 MAIN STREET PROGRAM						
Journal AP: AP						
136451	11/15/2023	STATE OF MICHIGANMAIN STREET P	OCT 2023	494-000.000-202.000	113.70	
136659	11/30/2023	CARDMEMBER SERVICEMAIN STREET	NOV2023	Multiple	23.60	

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-844.000 MAIN STREET PROGRAM						
Journal AP: AP						
136659	11/30/2023	CARDMEMBER SERVICEMAIN STREET	NOV2023	Multiple	282.90	
136659	11/30/2023	CARDMEMBER SERVICEMAIN STREET	NOV2023	Multiple	610.00	
136659	11/30/2023	CARDMEMBER SERVICEMAIN STREET	NOV2023	Multiple	26.50	
136659	11/30/2023	CARDMEMBER SERVICEMAIN STREET	NOV2023	Multiple	53.00	
136659	11/30/2023	CARDMEMBER SERVICEMAIN STREET	NOV2023	Multiple	10.00	
Journal Totals					1,119.70	0.00
Totals for 494-000.000-844.000					1,119.70	0.00
Balance 11/01/23:					11,266.56	
Net Change:					1,119.70	
Balance 11/30/23:					12,386.26	
494-000.000-845.000 STREETSCLAPING						
Journal AP: AP						
136395	11/15/2023	CLEARLY AMAZINGSTREETSCLAPING	62194	494-000.000-202.000	4,398.00	
Journal Totals					4,398.00	0.00
Totals for 494-000.000-845.000					4,398.00	0.00
Balance 11/01/23:					2,359.50	
Net Change:					4,398.00	
Balance 11/30/23:					6,757.50	
494-000.000-882.000 PLANNING/CONSULTING FEES						
Journal AP: AP						
136684	11/30/2023	GIFFELS-WEBSTER ENG INCPLANNIN	130278	494-000.000-202.000	1,860.37	
Journal Totals					1,860.37	0.00
Totals for 494-000.000-882.000					1,860.37	0.00
Balance 11/01/23:					13,131.66	
Net Change:					1,860.37	
Balance 11/30/23:					14,992.03	
494-000.000-933.000 REPAIRS & MAINTENANCE						
Journal AP: AP						
136423	11/15/2023	EXCELL SNOW & TURF MAINTENANCE	CLIP54715	494-000.000-202.000	960.00	
136675	11/30/2023	GIFFELS-WEBSTER ENG INCREPAIRS	130347	Multiple	147.50	
136685	11/30/2023	GIFFELS-WEBSTER ENG INCREPAIRS	130345	494-000.000-202.000	3,382.25	
Journal Totals					4,489.75	0.00
Totals for 494-000.000-933.000					4,489.75	0.00
Balance 11/01/23:					21,011.74	
Net Change:					4,489.75	
Balance 11/30/23:					25,501.49	
494-000.000-955.000 MISCELLANEOUS EXPENDITURES						
Journal AP: AP						
136456	11/15/2023	WEINGARTZMISCELLANEOUS EXPENDI	20514913-0	494-000.000-202.000	51.99	
136457	11/15/2023	WEINGARTZMISCELLANEOUS EXPENDI	20514969-00	494-000.000-202.000	156.44	
136658	11/30/2023	CARDMEMBER SERVICEMISCELLANEOU	OCT-NOV2023	Multiple	10.00	
136658	11/30/2023	CARDMEMBER SERVICEMISCELLANEOU	OCT-NOV2023	Multiple	159.90	
Journal Totals					378.33	0.00
Totals for 494-000.000-955.000					378.33	0.00
Balance 11/01/23:					0.00	
Net Change:					378.33	
Balance 11/30/23:					378.33	

12/13/2023 08:09 AM
User: JESSICA
DB: Lathrup

COMPARATIVE BALANCE SHEET FOR CITY OF LATHRUP VILLAGE

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 11/30/2022	PERIOD ENDED 11/30/2023
*** Assets ***			
494-000.000-010.000	TRUST ACCOUNT-GENERAL	1,374,210.11	1,119,332.82
494-000.000-028.096	TAXES RECEIVABLE-PERSONAL PROP	23,503.93	19,543.46
494-000.000-084.101	DUE FROM GENERAL FUND	77,466.28	471,611.32
494-000.000-141.001	INFRASTRUCTURE	360,289.69	360,289.69
494-000.000-177.001	DEPRECIABLE ASSETS	25,243.25	25,243.25
494-000.000-193.000	ACCUMULATED DEPRECIATION	(199,302.22)	(229,016.22)
Total Assets		1,661,411.04	1,767,004.32
*** Liabilities ***			
494-000.000-214.101	DUE TO GENERAL FUND	292,756.17	324,524.04
494-000.000-214.202	DUE TO MAJOR ROADS	0.00	133,801.50
494-000.000-214.203	DUE TO LOCAL ROADS	0.00	133,801.50
Total Liabilities		292,756.17	592,127.04
*** Fund Balance ***			
494-000.000-390.000	FUND BALANCE	1,417,080.33	1,417,080.33
Total Fund Balance		1,417,080.33	1,417,080.33
Beginning Fund Balance		1,417,080.33	1,417,080.33
Net of Revenues VS Expenditures - 22-23			(132,386.63)
*22-23 End FB/23-24 Beg FB		1,284,693.70	
Net of Revenues VS Expenditures - Current Year		(48,425.46)	(109,816.42)
Ending Fund Balance		1,368,654.87	1,174,877.28
Total Liabilities And Fund Balance		1,661,411.04	1,767,004.32

* Year Not Closed



Beautification Committee Minutes

Monday, November 13, 2023 at 1:00 PM
27400 Southfield Road, Lathrup Village, Michigan 48076

1. Call to Order 1:02 p.m.

Attendees: Pam Shermeyer, Reed Boskey

Absent: Shawanna Watts, Kelly Garrett

Staff: Brittany Dorsey, Susie Stec

2. Old Business

None

3. New Business

A. New Committee Member Introduction

Introduced new committee member Reed Boskey.

B. Workplan Development

Discussed updating the beautification workplan.

C. Seasonal Expectations

Committee discussed hanging basket and adding a trailing plant (i.e., potato vine) to add visual interest. Committee discussed porch and gazebo pots plant selection; want to consider annual and perennial flowers with staggered bloom-time. Suggested plants include Petunias and Begonias.

D. Hortulus Gardens/Volunteers

Update provided that Hortulus Gardens has been assisting with maintenance.

E. Confirm Next Meeting Date

Confirmed that the next meeting will be held on the 2nd Monday of the month at 1 pm.

F. Other Items

Committee began discussing tree species selection for the DTE Tree Planting Grant with an expected Spring planting. Once species are selected, revised quotes will be secured.

Planting party date has been moved from June 2024 to May 2024. The planting party will include weeding, watering, and flowerpot placement.

5. Adjourned 2:00 p.m.



Promotions Committee Minutes

Thursday, November 16, 2023 at 9:00 AM
27400 Southfield Road, Lathrup Village, Michigan 48076
Virtual Meeting

1. Call to Order 9:05 p.m.

Attendees: Pam Perkins, Mark Reitenga, Daniel Sugg

Absent: Kelly Garrett

Staff: Brittany Dorsey, Susie Stec

2. Old Business

A. Informational Meeting

The Informational Meeting was held on Nov. 1, 2023. The DDA Director presented the DDA goals, completed projects, and upcoming initiatives. There were approximately 2 dozen attendees.

B. The Event House

DDA Director shared that The Event House is open. Ribbon cutting was done in partnership with the Southfield Area Chamber of Commerce.

3. New Business

A. Tri – City Mixer

LVDDA has partnered with the City of Oak Park and Southfield, and will host a Tri-City Holiday Mixer at 14661 W. 11 Mile Rd. on Nov. 16, 2023. This is the final event of the year as part of the partnership with these communities.

B. 44 Burrito Ribbon Cutting

New restaurant, 44 Burrito, is planning a ribbon cutting on December 1st. More information to follow.

C. Shop Small Saturday Sweepstakes

Staff updated committee on the Oakland County Shop Small Sweepstakes and what LVDDA is doing to promote the contest and our businesses. The committee also discussed additional ways to promote the businesses for Shop Small Saturday. The DDA will post an ad with C&G News with approval from MSOC.

D. DDA eNewsletter

Committee confirmed DDA eNewsletter will go out on Monday's bi-weekly.

E. Social Media

Agreed to have a bigger social media presence as a committee by posting and sharing more content.

F. Other Items

None

4. Adjourn at 10 am



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MEMORANDUM

To: LVDDA Board of Directors
 From: Susie Stec, CED/DDA Director
 Date: December 13, 2023
 RE: Department/Director Report

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

Upcoming DDA Events

- Ribbon Cutting: 44 Burrito, TBD
- Time Management & Mastery Workshop, February TBD
 - * Tri-City Partnership

Past DDA Events

- Informational Meeting: November 1st, 12:30 – 1:30 pm
- Tri-City Holiday Party: November 16th, 4 – 7 pm (Dog & Pony Show Brewing, Oak Park)

Commercial Business/Property Updates

- 26780 Southfield Road (44 Burrito) – New restaurant. Waiting for opening date.
- 28901 Southfield Rd (Papa’s Pizza & BBQ) – New restaurant. Waiting for opening date.
- 28831 Southfield Rd (Sam’s Shoe Outlet) – OPEN
- 27300 Southfield Road –Site plans will be reviewed at November Planning Commission meeting. More information was requested from the applicant.
- 27601 Southfield Road (Surnow LV Center) – Obtained site plan approval by Planning Commission on Sept. 19th. No estimated construction start date yet.
- 27777 Southfield (new Panera Bread) – Construction is progressing. Anticipated opening in first quarter 2024

Infrastructure

- Staff and consultants met with RCOC about the resurfacing of Southfield Road in 2024. Public meeting on November 15th from 4 – 7 pm, LV Community Room



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- Planning & engineering designing are underway for 2024 alley and approach work.

Miscellaneous

- DDA is continuing to collaborate with Oak Park, Southfield, and Southfield Area Chamber of Commerce, and MSOC (Tri-City Partnership) for free/low-cost business workshops. We will be looking for sponsors to defray costs. Planning is underway for 2024 workshops which are intended to include in-person and virtual learning opportunities, as well as networking opportunities.
- DTE Tree Grant has been reissued for planting work in the DDA district. The Beautification Task Force will work over the winter months to ensure the projects are completed in the spring. Revised quotes will be secured once tree species have been determined.
- MSOC was informed our RAP2.0 grant proposal was not selected for funding. MSOC has secured funding through the OC Board of Commissioners; however, there is still a funding gap to be addressed. A grant application for \$50K was submitted for the GM Match on Main; grant awards will be announced in early 2024. LVDDA staff will continue to explore additional funding streams for the Municipal Park Renovation, as well as refine the project scope as needed.



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MEMORANDUM

To: DDA Board of Directors
From: Susie Stec, DDA Director
Date: December 14, 2023
RE: 2024 Alleyway & Approach Recommendation

The Alley & Approach program is a 5-year plan which began implementation in 2021. To date, the following work has been completed in the first 3 years of the program: 3 alleyways and 15 approaches, for a total investment of \$318,689. DDA paving work has been included in the city's paving bids which has allowed the DDA to take advantage of economies of scale. This has resulted in our being under budget for each program year and represents a savings of approximately 30%. The total budgeted amount for these same program years was \$448,830. This may be seen in the attached spreadsheet.

In discussing proposed improvements for 2024, the city engineer recommending focusing our efforts south of I-696 to avoid the planned Southfield Road repaving work between 11 & 12 Mile Roads which is being completed by RCOC. The city engineer recommended to improve 1 complete alleyway (including both adjacent approaches), 2 alleyways with 1 adjoining approach each, and 1 additional approach. These are identified in orange of the attached map. The proposed alleyways and approached all have PASER ratings of 1 - 3.

TOTAL ESTIMATED COST for 2024 Proposed Work: \$296,704

Suggested motion: To adopt the 2024 DDA Alley & Approach Recommendation as presented.



Engineers
 Surveyors
 Planners
 Landscape Architects

1025 East Maple Road
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 Birmingham, MI 48009
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DATE:	ISSUE:

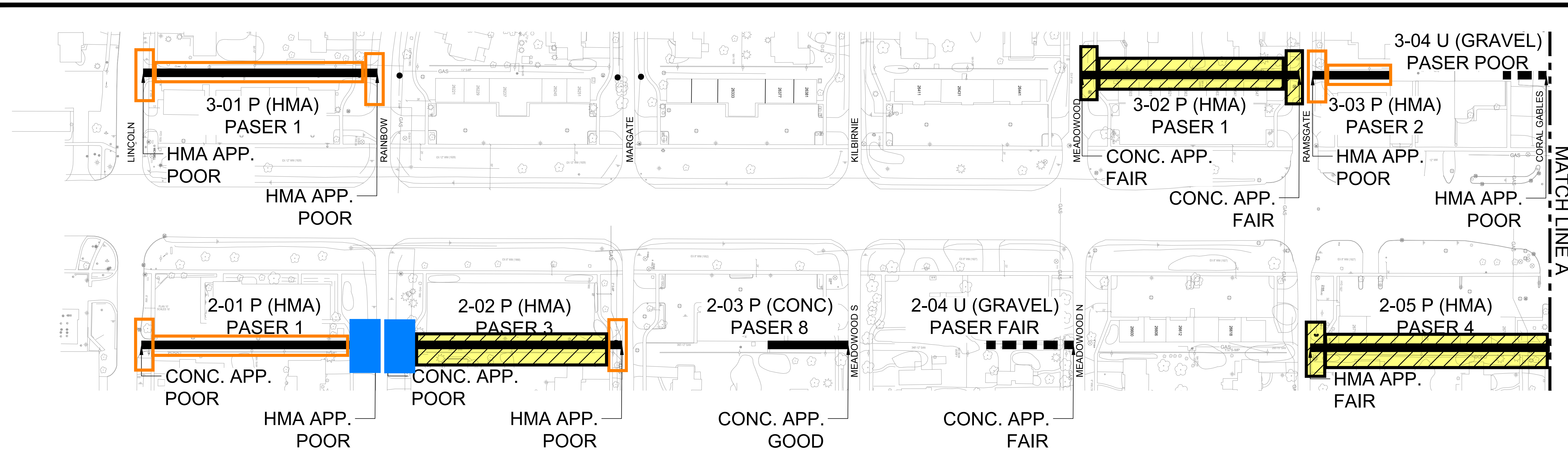
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 LATHRUP VILLAGE
 27400 SOUTHFIELD ROAD
 LATHRUP VILLAGE, MI 48076
 (248) 557-2600

ALLEY ASSESSEMENT (1 OF 2)

CITY OF LATHRUP VILLAGE
 OAKLAND COUNTY
 MICHIGAN

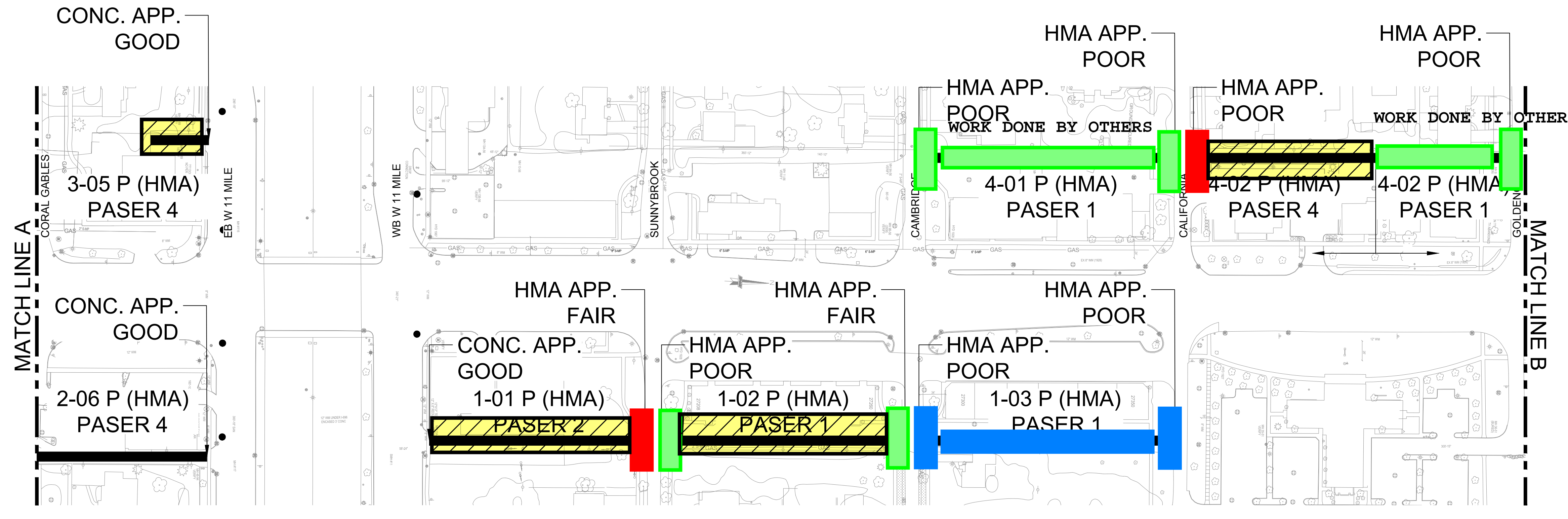
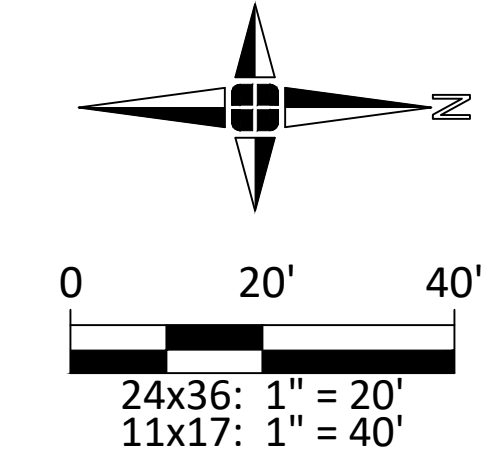
Date: 5.18.21
 Scale: AS SHOWN
 Sheet: 1 of 2
 Project: 18736.21

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KEY: X-XX P/U
 PAVED OR UNIMPROVED
 ALLEY NUMBER

1 = NORTH OF 11 MILE AND EAST OF SOUTHFIELD
 2 = SOUTH OF 11 MILE AND EAST OF SOUTHFIELD
 3 = SOUTH OF 11 MILE AND WEST OF SOUTHFIELD
 4 = NORTH OF 11 MILE AND WEST OF SOUTHFIELD



- █ 2021 (COMPLETED)
- █ 2022 (COMPLETED)
- █ 2023 (COMPLETED)
- █ 2024
- █ 2025
- █ NOT YET SCHEDULED

PROPOSED 5-YR CIP



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Surveyors
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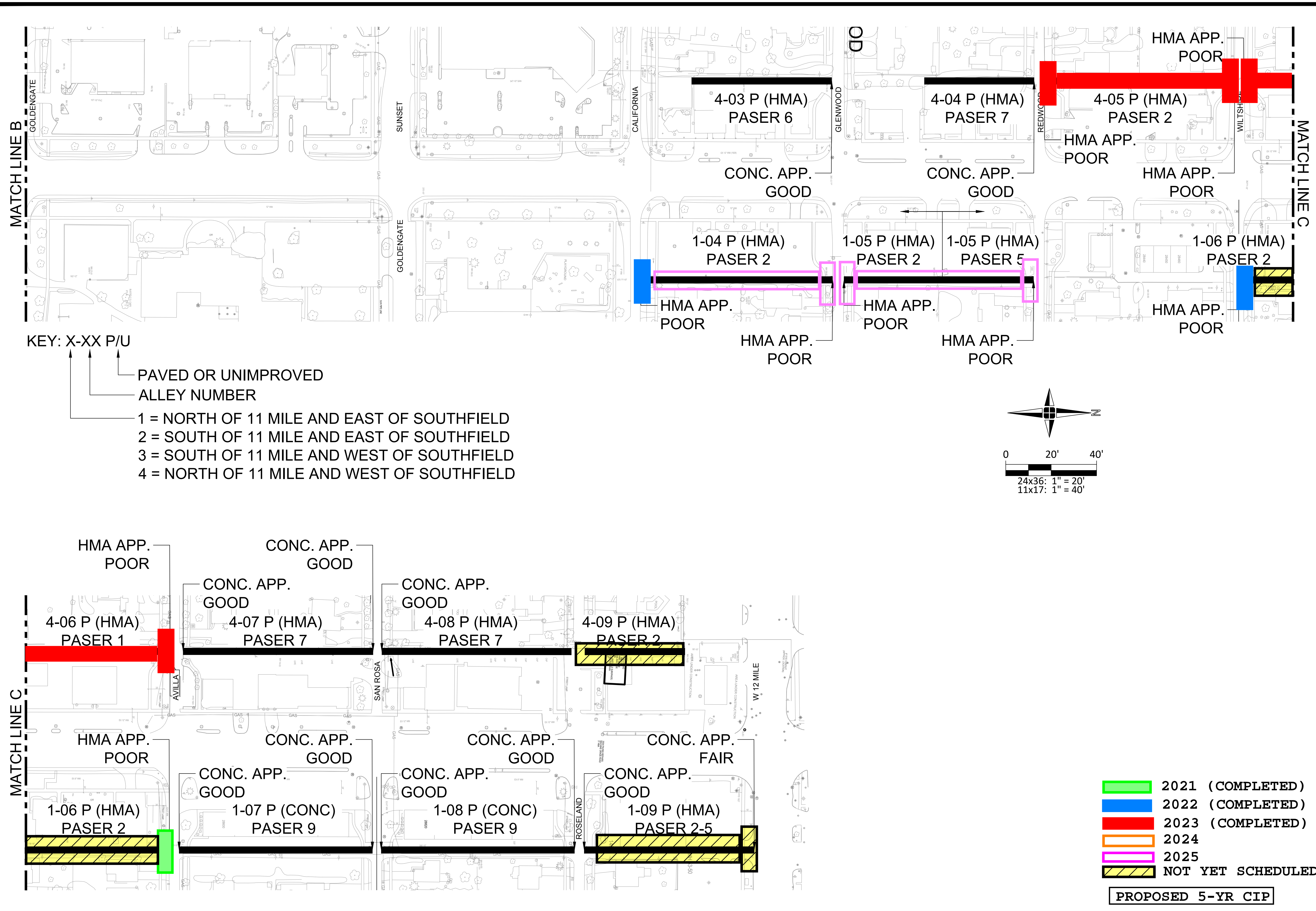
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ALLEY ASSESSMENT (2 OF 2)

CITY OF LATHRUP VILLAGE
OAKLAND COUNTY
MICHIGAN

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

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H:\1515800\15860.21 2021 Road Bond Paving Project\Drawing Files\Engineering\Lathrup Base 2021.dwg



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To: DDA Board of Directors

From: Susie Stec, Director – Community & Economic Development /DDA Director

RE: Municipal Park Renovation – Project Update

As has been previously discussed, our collaborative application with Main Street Oakland County (MSOC) and 12 other DDAs for RAP 2.0 grant funding was unsuccessful. While this was certainly disappointing news for all involved, MSOC staff has been steadfast in their commitment to obtain approval from the Board of Commissioners to allocate ARPA funds in an alternative way. MSOC proposed a 40/60 split in which Oakland County will contribute 40% of the total project cost, leaving each participating community to cover the remaining 60%. Attached is the information MSOC presented to the Board of Commissioners. Ultimately, the Board of Commissioners agreed to the 40/60 and increased the total allocated ARPA funds to nearly \$5M.

While this is certainly great news from the county, it also has a significant impact on the overall funding of the project. Below is a snapshot of the original budget for the project.

Original Total Project Cost	\$838,342	Original Matching Funds	\$429,586
Estimated Landscaping	\$29,284	DDA	\$100,000
Estimated Parking Lot Reconstruction	\$386,355	City	\$100,000
Play Structure Estimate	\$422,703	Crowdfunding Goal	\$20,000
		MSOC - Original	\$209,586
		RAP 2.0 Grant Funding	\$419,171

Utilizing the 40/60 split with MSOC, it will be necessary to revise the overall project scope and secure additional outside funding sources to implement all elements of the Municipal Park Renovation. The city engineer has already provided a revised estimate of \$357,617 and a preliminary discussion has been had regarding an in-kind service donation.

A discussion has yet to occur with Snider Recreation, but a meeting has been requested. This is an area where we will be able to achieve some savings since the original quote was for all the bells and whistles. The goal remains to be a fully accessible play structure.

Lastly, additional thought will have to go into the landscaping surrounding City Hall. It would be wonderful to involve the numerous Master Gardeners that reside in the city. One idea to consider is “Adopt-A-Plots” in which residents may adopt a defined segment of the flowerbeds and it would be their responsibility to plant and maintain. This idea needs refinement, but this may be another excellent area in which savings may be achieved.

In terms of additional funding, a grant was submitted earlier this week for the GM Match on Main program. Funding awards will be announced in early 2024. If successful, this is a \$50,000 placemaking grant. Another grant for which the DDA will be submitting is the T-Mobile Hometown Grant; this, too, is a \$50,000 grant for placemaking. This grant accepts applications and makes awards each quarter.

Revised Project Cost	\$809,604
Estimated Landscaping	\$29,284
Estimated Parking Lot Reconstruction	357,617
Play Structure Estimate	\$422,703

Revised Matching Funds	\$526,803
DDA	\$100,000
City	\$100,000
Crowdfunding Goal	\$20,000
MSOC - Current	\$301,803
In-Kind Professional Services	\$5,000
CURRENT FUNDING GAP	\$282,801
?T-Mobile Hometown Grant	\$50,000
?GM Match on Main	\$50,000
Potential Funding Gap	\$182,801



AGENDA ITEM: Appropriating American Rescue Plan Act – Local Fiscal Recovery Funds for the Main Street Oakland County Placemaking and Public Spaces Program

DEPARTMENT: Economic Development

MEETING: Finance Committee

DATE: Wednesday, November 29, 2023 11:00 AM - [Click to View Agenda](#)

ITEM SUMMARY SHEET

COMMITTEE REPORT TO BOARD

Resolution #2023-3615 _

Motion to adopt the attached suggested resolution.

ITEM CATEGORY	SPONSORED BY
Budget Amendment	Gwen Markham

INTRODUCTION AND BACKGROUND

COVID-19 impacted downtown businesses particularly hard. During the pandemic, the Main Street Oakland County (MSOC) downtowns and communities witnessed the decline in small business sales and visitation to their respective districts by local residents, diners, shoppers and visiting tourists. The lack of adequate public gathering spaces that allowed for ample social distancing, and the cancellation of events and farmers markets and festivals amplified the decline in revenue to small businesses. In addition, many of the Main Street Oakland County downtowns contain a multitude of dining establishments adversely impacted by the COVID shutdown and the elimination of events and festivals in the downtown areas in which they depended for revenue. Downtown businesses thrive when the downtown functions as a public, social and economic gathering place, where people live, work, shop and socialize.

The Economic Development Department’s Strategic Plan has identified Placemaking as a strategic priority in the department’s efforts to attract and retain businesses, employees and residents. Increasingly, the economic development community is focused on quality of place—a more holistic conception of a community’s attractiveness and livability that integrates physical space, cultural amenities, and social experiences. Quality of place is essential to creating dynamic and vibrant communities, and placemaking is the process of creating quality places. The Department through its MSOC and Design Assistance Programs supports community placemaking efforts.

The Main Street Oakland County Placemaking and Public Spaces Program will partner with designated MSOC communities, leveraging local funds, to create dynamic and accessible new and improved public spaces that will attract visitors, investment, and business. The program will fund transformative improvements that will add positive financial value to the community and local businesses. Finally, the placemaking and public spaces program will provide adequate gathering spaces should social distancing be required again in the future. Program communities receiving grant funding will be required to submit to the county detailed project information including: budget, project description, letters of support, committed funding, design plans, impact on adjacent

properties, project management experience, proposed programed use of the space, and future maintenance plans.Goals and measurable outcomes that will be reported annually include:

- An increased number of visitors and residents who utilize the newly created public spaces on an annual basis during special events and functions in the district.
- Increased activities and functions that take place in the public space in the district to draw foot traffic, users and tourists to the district
- The number and dollar value of private sector partner contributions to the completion of the public space in the district.
- Number of new businesses, or business expansions in the district following the completion of public space in the district.

The funds being requested from Oakland County ARPA will leverage multiple local sources. Participating communities must identify funding from their local CVT, downtown management organization, or other public and private sector sources. Local sources of funding will compose a minimum of 60% of the total project costs. Total community project costs are estimated to be approximately \$12.5 million. The county’s funding support through ARPA dollars would be the final gap of financing needed to move the projects forward.

The establishment of the Main Street Oakland County Placemaking and Public Spaces Program will allow for the implementation of quality placemaking projects that reinforce the county’s strategic priorities of thriving and inclusive economies, healthy communities, and support of downtown development and small business.The following types of projects will be undertaken:

- Social District Improvements
- Plazas, Parks, Play Areas and Green Infrastructure
- Public Pavilions and Market Sheds
- Lighting, Landscaping, and Streetscape Improvements
- ADA, Alley and Parking Improvements
- Public Art, Planters, Seating, and Trash Receptacles

BUDGET AMENDMENT REQUIRED: Yes

Committee members can contact Mike Keys, Fiscal Policy Analyst at 586.925.9797 or keys@m@oakgov.com, or the department contact persons listed for additional information.

CONTACT

Bret Rasegan, Manager Planning
John Bry, Administrator Local Business Development

ITEM REVIEW TRACKING

Bret Rasegan, Economic Development	Created/Initiated - 11/16/2023
Michael Keys, Board of Commissioners	Approved - 11/16/2023
Michael Andrews, Board of Commissioners	Approved - 11/16/2023
Gwen Markham, Board of Commissioners	Final Approval - 11/17/2023

AGENDA DEADLINE: 11/15/2023 4:30 PM

ATTACHMENTS

1. Schedule A - Budget Amendment - updated

COMMITTEE TRACKING

2023-11-29 Finance - Recommend to Board
2023-12-07 Full Board

Motioned by: Commissioner Philip Weipert

Seconded by: Commissioner Ajay Raman

Yes: Christine Long, Robert Hoffman, Philip Weipert, Gwen Markham, Angela Powell, Charles Cavell, Ajay Raman (7)

No: None (0)

Abstain: None (0)

Absent: (0)

Passed



November 29, 2023

RESOLUTION #2023-3615 _

Sponsored By: Gwen Markham

Economic Development - Appropriating American Rescue Plan Act – Local Fiscal Recovery Funds for the Main Street Oakland County Placemaking and Public Spaces Program

Chair and Members of the Board:

WHEREAS the United States Treasury allocated Oakland County \$244,270,949 of Local Fiscal Recovery Funds (LFRF) established under the American Rescue Plan Act (ARPA) of 2021; and

WHEREAS under the guidance of the Department of Treasury’s Final Rule, the County may use these funds at their discretion to support eligible investments in public health expenditures, address negative economic impacts caused by the public health emergency; replace lost public sector revenue; provide premium pay for essential workers; and invest in water, sewer, and broadband infrastructure; and

WHEREAS COVID-19 and the resulting mitigation measures have highlighted the essential role that downtown centers have in supporting the economic viability of the county and local communities. The Economic Development Department’s Strategic Plan identifies Placemaking as a priority to attract and retain businesses, employees and residents.

WHEREAS Placemaking is the process of creating quality places essential to dynamic and vibrant communities; and

WHEREAS the proposed Main Street Oakland County Placemaking and Public Spaces Program will use American Rescue Plan Act -Local Fiscal Recovery Funds to provide funding to combat the negative economic impacts still lingering in our communities as a result of the COVID-19 pandemic.

NOW THEREFORE BE IT RESOLVED that the Oakland County Board of Commissioners authorizes an appropriation in the amount of \$5,000,000 from American Rescue Plan Act – Local Fiscal Recovery Funds for the Main Street Oakland County Placemaking and Public Spaces Program.

BE IT FURTHER RESOLVED the Economic Development Department shall submit annual reports to the Economic Development and Infrastructure Committee detailing progress, completion of deliverables, scope, accounting of expenses, and any other relevant information associated with the Placemaking Grant Program.

BE IT FURTHER RESOLVED that the programs shall be administered in conformance with federal, state, and local legal requirements, Oakland County policies and procedures, and Department of Treasury guidelines for the eligible expenditure of American Rescue Plan Act – Local Fiscal Recovery Funds.

BE IT FURTHER RESOLVED that approval of the appropriations of American Rescue Plan Act – Local Fiscal Recovery Funds for programs and services by Oakland County shall not obligate a commitment of the General Fund unless authorized by action of the Board of Commissioners.

BE IT FURTHER RESOLVED that the FY 2024 budget shall be amended as reflected in the attached Schedule A – Budget Amendment.

Chair, the following Commissioners are sponsoring the foregoing Resolution: **Gwen Markham**.

COMMITTEE TRACKING

2023-11-29 Finance - Recommend to Board

2023-12-07 Full Board

Motioned by: Commissioner Philip Weipert

Seconded by: Commissioner Ajay Raman

Yes: Christine Long, Robert Hoffman, Philip Weipert, Gwen Markham, Angela Powell, Charles Cavell, Ajay Raman (7)

No: None (0)

Abstain: None (0)

Absent: (0)

Passed

ATTACHMENTS

1. Schedule A - Budget Amendment - updated

Oakland County, Michigan

ECONOMIC DEVELOPMENT - APPROPRIATION OF AMERICAN RESCUE PLAN ACT - LOCAL FISCAL RECOVERY FUNDS TO MAIN STREET OAKLAND COUNTY PLACEMAKING PROGRAM

Schedule "A" DETAIL

R/E	Fund Name	Division Name	Fund # (FND)	Cost Center (CCN) #	Account # (RC/SC)	Program # (PRG)	Grant ID (GRN) #	Project ID (PROJ) #	Region (REG)	Budget Fund Affiliate (BFA)	Ledger Account Summary	Account Title	FY 2024 Amendment	FY 2025 Amendment	FY 2026 Amendment
R	ARP Local Fiscal Recovery Fund	Non-Departmental	FND21285	CCN9010101	RC610313	PRG133095	GRN-1004139				610000	Federal Operating Grants Total Revenues	\$ 5,000,000 \$ 5,000,000	\$ - \$ -	\$ - \$ -
E	ARP Local Fiscal Recovery Fund	Planning and Local Business	FND21285	CCN1090205	SC788001	PRG133095	GRN-1004139			BFA10100	788001	Transfer Out Total Expenditures	\$ 5,000,000 \$ 5,000,000	\$ - \$ -	\$ - \$ -
R	General Fund - Grants	Planning and Local Business	FND10101	CCN1090205	RC695500	PRG133095	GRN-1004139			BFA21285	695500	Transfers In Total Revenue	\$ 5,000,000 \$ 5,000,000	\$ - \$ -	\$ - \$ -
E	General Fund - Grants	Planning and Local Business	FND10101	CCN1090205	SC731598	PRG133095	GRN-1004139				730000	Regranting Program Total Expenditures	\$ 5,000,000 \$ 5,000,000	\$ - \$ -	\$ - \$ -