



# Downtown Development Authority

Friday, July 18, 2025 at 12:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

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1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Approval of Minutes**
  - [A.](#) June Meeting 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.](#) Proposed New Meeting Time
8. **New Business**
  - A. LVMF Progress Update
  - [B.](#) LVMF Stage Agreement
  - [C.](#) LVMF Sound/Backline Equipment Agreement
9. **DDA Director Report**
  - [A.](#) Monthly Director Report
10. **Adjourn**

## MEMORANDUM

To: LVDDA Board of Directors

From: Austin Colson, CED/DDA Director

Date: July 18, 2025

RE: Department/Director Report

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

### Upcoming DDA Events

- Southfield Chamber of Commerce Economic Vitality Breakfast: August 6th, 9am-10:30am (Location: Plum Hollow Country Club)
- Networking luncheon and public art exploration: August 12th, 10:30am-1pm (Location: Meet at the "SFLD" letters in front of Southfield City Hall)
- Developing a Business Plan: August 19th, 10am-12pm (Location: Community Room)
- Lathrup Village Third Annual Music Festival: September 13th, 12pm-9pm (Municipal Park)
- Resources to Boost Holiday Sales Seminar: September 17th, 8:30am-10:30am (Oak Park)

### Past DDA Events

- End of School Summer Bash: June 13th, 4:30pm-7:30pm (Location: Municipal Park)
- MSOC Main Event: June 12th (Location: The Roxy – Rochester)
- Business Resources Training: May 28th (Location: Oak Park)
- Tree Committee - Arbor Day Planting: April 26th, 11am-1pm (Location: Municipal Park)
- Succession Planning Training: April 30th, 10am-12pm (Location: Community Room)

### Business/Property Updates

- 26600 Southfield Road (Holbrook Auto Parts) – Exterior remodeling has been completed. Requesting variance regarding size of signage.
- 27310 Southfield Road (Lush Nails) – Wall sign installed.
- 27320 Southfield Road (Modern Suits & Clothing) – Wall sign installed.

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

- 27330 Southfield Road (Vapor Shoppe) – Retail buildout has begun.
- 28309 Southfield Road (Mara Greens) – Installation of golf simulator equipment has been completed. Preparing to open soon.

#### **Infrastructure**

- Concrete work completed surrounding the two High-Intensity Activated Crosswalk (HAWK) signals that have been activated
- Multiyear alleyway repaving project for FY25 & FY26 is complete.
- The resurfacing of Southfield Road overpass at 11 Mile Road has been completed.

#### **Miscellaneous**

- Please plan to attend the August 19th meeting to elect our Vice-Chairperson, Secretary, and Treasurer. In advance, kindly consider your nominations for each position.
- We are currently in the process of revising the City's parking requirements in the commercial districts and are actively seeking input from business and property owners. Your feedback will help guide updates that better reflect current needs and support future growth. If you're interested in participating or sharing your thoughts, please reach out to the DDA office.

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT
		AMENDED BUDGET	NORMAL	06/30/2025 (ABNORMAL)	MONTH 06/30/2025 INCREASE	(DECREASE)	BALANCE NORMAL (ABNORMAL)	
								USED
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000.000								
494-000.000-407.000	TIFA-CAPTURE TAXES	430,820.00		430,819.52		(7,931.38)	0.48	100.00
494-000.000-410.000	TAX COLLECTED OTHER	37,337.00		37,336.83		0.00	0.17	100.00
494-000.000-415.000	MISCELLANEOUS REVENUE	6,100.00		6,100.00		0.00	0.00	100.00
494-000.000-446.000	INVESTMENT INTEREST	40,000.00		39,580.01		2,211.94	419.99	98.95
494-000.000-543.000	FEDERAL/STATE GRANTS	500.00		500.00		0.00	0.00	100.00
494-000.000-614.000	MUSIC FEST REV	25,000.00		30,622.45		7,035.00	(5,622.45)	122.49
494-000.000-615.000	MAIN STREET REVENUES	600.00		600.00		0.00	0.00	100.00
Total Dept 000.000		540,357.00		545,558.81		1,315.56	(5,201.81)	100.96
TOTAL REVENUES		540,357.00		545,558.81		1,315.56	(5,201.81)	100.96
Expenditures								
Dept 000.000								
494-000.000-701.000	SALARIES FULL-TIME	133,000.00		133,976.60		12,701.40	(976.60)	100.73
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	47,000.00		43,227.96		2,544.25	3,772.04	91.97
494-000.000-722.000	LEGAL SERVICES	900.00		65.00		65.00	835.00	7.22
494-000.000-726.000	OFFICE SUPPLIES	1,000.00		270.53		0.00	729.47	27.05
494-000.000-810.000	AUDITING & ACCOUNTING	10,925.00		10,923.57		0.00	1.43	99.99
494-000.000-822.000	TRAINING/MEMBERSHIP	3,000.00		1,811.39		0.00	1,188.61	60.38
494-000.000-844.000	MAIN STREET PROGRAM	33,000.00		32,400.41		0.00	599.59	98.18
494-000.000-845.000	STREETSCAPING	50,000.00		44,972.40		8,296.62	5,027.60	89.94
494-000.000-846.000	MUSIC FESTIVAL EXP	4,500.00		4,325.00		125.00	175.00	96.11
494-000.000-882.000	PLANNING/CONSULTING FEES	15,300.00		15,300.00		0.00	0.00	100.00
494-000.000-900.000	PRINTING/PUBLICATION COSTS	1,000.00		908.11		0.00	91.89	90.81
494-000.000-933.000	REPAIRS & MAINTENANCE	450,000.00		405,903.63		215,729.08	44,096.37	90.20
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	5,000.00		2,022.81		0.00	2,977.19	40.46
494-000.000-968.001	DEPRECIATION INFRASTRUCTURE	30,000.00		0.00		0.00	30,000.00	0.00
Total Dept 000.000		784,625.00		696,107.41		239,461.35	88,517.59	88.72
TOTAL EXPENDITURES		784,625.00		696,107.41		239,461.35	88,517.59	88.72
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		540,357.00		545,558.81		1,315.56	(5,201.81)	100.96
TOTAL EXPENDITURES		784,625.00		696,107.41		239,461.35	88,517.59	88.72
NET OF REVENUES & EXPENDITURES		(244,268.00)		(150,548.60)		(238,145.79)	(93,719.40)	61.63

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY		PERIOD ENDED	PERIOD ENDED
GL Number	Description	06/30/2024	06/30/2025
*** Assets ***			
494-000.000-001.006	FLAGSTAR (POOLED) CASH-CHECKING	0.00	809,605.77
494-000.000-010.000	TRUST ACCOUNT-GENERAL	963,489.00	0.20
494-000.000-020.000	PREPAID	801.90	0.00
494-000.000-028.096	TAXES RECEIVABLE-PERSONAL PROP	9,697.14	9,697.14
494-000.000-084.101	DUE FROM GENERAL FUND	47,699.46	0.00
494-000.000-141.001	INFRASTRUCTURE	640,945.69	640,945.69
494-000.000-177.000	NON DEPRECIABLE-CAPITAL ASSETS	27,972.00	27,972.00
494-000.000-177.001	DEPRECIABLE ASSETS	75,432.25	75,432.25
494-000.000-193.000	ACCUMULATED DEPRECIATION	(277,782.22)	(277,782.22)
Total Assets		1,488,255.22	1,285,870.83
*** Liabilities ***			
494-000.000-202.000	ACCOUNTS PAYABLE	0.00	(1,314.91)
494-000.000-202.100	MANUAL ACCOUNTS PAYABLE	39,032.44	0.00
494-000.000-214.101	DUE TO GENERAL FUND	1,593.40	0.00
494-000.000-257.000	ACCRUED WAGES PAYABLE	9,895.04	0.00
Total Liabilities		50,520.88	(1,314.91)
*** Fund Balance ***			
494-000.000-390.000	FUND BALANCE	1,283,692.70	1,437,734.34
Total Fund Balance		1,283,692.70	1,437,734.34
Beginning Fund Balance		1,284,693.70	1,437,734.34
Net of Revenues VS Expenditures		154,041.64	(150,548.60)
Fund Balance Adjustments		(1,001.00)	0.00
Ending Fund Balance		1,437,734.34	1,287,185.74
Total Liabilities And Fund Balance		1,488,255.22	1,285,870.83

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-001.006 FLAGSTAR (POOLED) CASH-CHECKING						
Journal CD: CD						
150866	06/27/2025	Check: FPOOL 51119	51119	Multiple		1,201.80
150868	06/27/2025	Check: FPOOL 51121	51121	Multiple		113.11
150894	06/27/2025	Check: FPOOL 51147	51147	Multiple		185.29
150904	06/27/2025	Check: FPOOL 51157	51157	Multiple		65.45
Journal Totals					0.00	1,565.65
Journal GJ: GJ						
150792	06/26/2025	POOL CASH ACCOUNTS & TRANSFER	17193	Multiple	815,556.16	
150800	06/26/2025	POST INTEREST & TRF FUNDS TO C	17194	Multiple	2,211.74	
151022	06/30/2025	INTERFUND DUE-TO/DUE-FROM	17218	Multiple		6,596.48
Journal Totals					817,767.90	6,596.48
Totals for 494-000.000-001.006					817,767.90	8,162.13
Balance 06/01/25:				0.00		
Net Change:				809,605.77		
Balance 06/30/25:				809,605.77		

494-000.000-010.000 TRUST ACCOUNT-GENERAL						
Journal GJ: GJ						
150323	06/05/2025	INTERFUND DUE-TO/DUE-FROM	17084	Multiple		202,811.42
150648	06/17/2025	INTERFUND DUE-TO/DUE-FROM	17145	Multiple		188,501.12
150651	06/17/2025	INTERFUND DUE-TO/DUE-FROM	17148	Multiple	500.00	
150790	06/26/2025	INTERFUND DUE-TO/DUE-FROM	17191	Multiple		131.88
150791	06/26/2025	INTERFUND DUE-TO/DUE-FROM	17192	Multiple	4,535.00	
150792	06/26/2025	POOL CASH ACCOUNTS & TRANSFER	17193	Multiple		815,556.16
150800	06/26/2025	POST INTEREST & TRF FUNDS TO C	17194	Multiple	2,211.74	
150800	06/26/2025	POST INTEREST & TRF FUNDS TO C	17194	Multiple		2,211.74
150963	06/30/2025	MONTHLY INTEREST POSTING- 06/3	17205	Multiple	0.20	
Journal Totals					7,246.94	1,209,212.32
Totals for 494-000.000-010.000					7,246.94	1,209,212.32
Balance 06/01/25:				1,201,965.58		
Net Change:				(1,201,965.38)		
Balance 06/30/25:				0.20		

494-000.000-084.101 DUE FROM GENERAL FUND						
Journal GJ: GJ						
150320	06/03/2025	CR#329136 LVMF DONATION	17081	494-000.000-614.000	1,000.00	
150321	06/04/2025	CR#329143 LVMF DONATION	17082	494-000.000-614.000	500.00	
150323	06/05/2025	INTERFUND DUE-TO/DUE-FROM	17084	Multiple		2,300.00
150649	06/11/2025	CR#329249 LVMF DONATION	17146	494-000.000-614.000	1,000.00	
150651	06/17/2025	INTERFUND DUE-TO/DUE-FROM	17148	Multiple		500.00
150789	06/26/2025	JUNE CR-LVMF DONATION	17190	Multiple	800.00	
150789	06/26/2025	JUNE CR-LVMF DONATION	17190	Multiple	35.00	
150789	06/26/2025	JUNE CR-LVMF DONATION	17190	Multiple	200.00	
150789	06/26/2025	JUNE CR-LVMF DONATION	17190	Multiple	1,500.00	
150789	06/26/2025	JUNE CR-LVMF DONATION	17190	Multiple	2,000.00	
150791	06/26/2025	INTERFUND DUE-TO/DUE-FROM	17192	Multiple		4,535.00
Journal Totals					7,035.00	7,335.00
Totals for 494-000.000-084.101					7,035.00	7,335.00
Balance 06/01/25:				300.00		
Net Change:				(300.00)		
Balance 06/30/25:				0.00		

494-000.000-202.000 ACCOUNTS PAYABLE						
Journal AP: AP						
150287	06/04/2025	MIERZWA PAVING LLCVnd: MIERZWA	05.07.25	494-000.000-933.000		171,607.23
150499	06/10/2025	STEVE GULIANVnd: SGULIAN Invoi	06.10.25	494-000.000-846.000		125.00
150427	06/13/2025	PAMELA SHERMEYERVnd: MISC Invo	06.02.25	494-000.000-845.000		762.10
150432	06/13/2025	AMAZON CAPITAL SERVICESVnd: AM	1GRL-H3H6-6KH6	494-000.000-845.000		74.64
150437	06/13/2025	BAKER LEGALVnd: BAKERLEGAL Inv	05.02.25	Multiple		65.00
150468	06/13/2025	FNBOVnd: FNBO Invoice: 05.07.2	05.07.25	Multiple		1,417.88
150469	06/13/2025	GIFFELS-WEBSTER ENG INCVnd: GW	134825	494-000.000-933.000		9,085.67
150470	06/13/2025	GIFFELS-WEBSTER ENG INCVnd: GW	134824	494-000.000-933.000		20,196.18
150490	06/13/2025	PARADISE GARDEN LANDSCAPINGVnd	387	494-000.000-845.000		6,042.00
150483	06/15/2025	MISSIONSQUARE - 803046Vnd: MIS	6784196	Multiple		185.29
150850	06/30/2025	MISSIONSQUARE - 803046Vnd: MIS	6529881	Multiple		185.29
150859	06/30/2025	STANDARD INSURANCE COMPANYVnd:	06.30.25	Multiple		65.45
Journal Totals					0.00	209,811.73
Journal CD: CD						
150288	06/04/2025	Check: NBDC 51043	51043	Multiple	171,607.23	

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-202.000 ACCOUNTS PAYABLE						
Journal AP: AP						
150512	06/13/2025	Check: NBDC 51047	51047	Multiple	74.64	
150515	06/13/2025	Check: NBDC 51050	51050	Multiple	65.00	
150540	06/13/2025	Check: NBDC 51075	51075	Multiple	1,417.88	
150541	06/13/2025	Check: NBDC 51076	51076	Multiple	29,281.85	
150555	06/13/2025	Check: NBDC 51090	51090	Multiple	120,742.14	
150557	06/13/2025	Check: NBDC 51092	51092	Multiple	185.29	
150564	06/13/2025	Check: NBDC 51099	51099	Multiple	762.10	
150565	06/13/2025	Check: NBDC 51100	51100	Multiple	6,042.00	
150574	06/13/2025	Check: NBDC 51109	51109	Multiple	125.00	
150866	06/27/2025	Check: FPOOL 51119	51119	Multiple	1,201.80	
150868	06/27/2025	Check: FPOOL 51121	51121	Multiple	113.11	
150894	06/27/2025	Check: FPOOL 51147	51147	Multiple	185.29	
150904	06/27/2025	Check: FPOOL 51157	51157	Multiple	65.45	
Journal Totals					331,868.78	0.00
Totals for 494-000.000-202.000					331,868.78	209,811.73
Balance 06/01/25:				120,742.14		
Net Change:				(122,057.05)		
Balance 06/30/25:				1,314.91 DR		

494-000.000-214.101 DUE TO GENERAL FUND						
Journal CD: CD						
150288	06/04/2025	Check: NBDC 51043	51043	Multiple		171,607.23
150512	06/13/2025	Check: NBDC 51047	51047	Multiple		74.64
150515	06/13/2025	Check: NBDC 51050	51050	Multiple		65.00
150540	06/13/2025	Check: NBDC 51075	51075	Multiple		1,417.88
150541	06/13/2025	Check: NBDC 51076	51076	Multiple		29,281.85
150555	06/13/2025	Check: NBDC 51090	51090	Multiple		120,742.14
150557	06/13/2025	Check: NBDC 51092	51092	Multiple		185.29
150564	06/13/2025	Check: NBDC 51099	51099	Multiple		762.10
150565	06/13/2025	Check: NBDC 51100	51100	Multiple		6,042.00
150574	06/13/2025	Check: NBDC 51109	51109	Multiple		125.00
Journal Totals					0.00	330,303.13
Journal DTDF: DUE TO/DUE FROM						
150418	06/12/2025	RECLASS GIFFELS WEBSTER ENGINE	17114	Multiple		14,840.00
Journal Totals					0.00	14,840.00
Journal GJ: GJ						
150305	06/02/2025	MERS POSTING-PD MAY PAYROLL	17075	Multiple		1,179.30
150323	06/05/2025	INTERFUND DUE-TO/DUE-FROM	17084	Multiple	205,111.42	
150343	06/10/2025	OC MONTHLY DELQ PPTAX 03/2025	17088	Multiple		7,931.38
150648	06/17/2025	INTERFUND DUE-TO/DUE-FROM	17145	Multiple	188,501.12	
150790	06/26/2025	INTERFUND DUE-TO/DUE-FROM	17191	Multiple	131.88	
151022	06/30/2025	INTERFUND DUE-TO/DUE-FROM	17218	Multiple	6,596.48	
Journal Totals					400,340.90	9,110.68
Journal PR: Payroll						
150415	06/12/2025	1ST PAY IN JUNE	17112	Multiple		7,033.84
150954	06/27/2025	2ND PAYROLL IN JUNE	17203	Multiple		6,596.48
Journal Totals					0.00	13,630.32
Totals for 494-000.000-214.101					400,340.90	367,884.13
Balance 06/01/25:				32,456.77		
Net Change:				(32,456.77)		
Balance 06/30/25:				0.00		

494-000.000-407.000 TIFA-CAPTURE TAXES						
Journal GJ: GJ						
150343	06/10/2025	OC MONTHLY DELQ PPTAX 03/2025	17088	Multiple	7,931.38	
Journal Totals					7,931.38	0.00
Totals for 494-000.000-407.000					7,931.38	0.00
Balance 06/01/25:				438,750.90		
Net Change:				(7,931.38)		
Balance 06/30/25:				430,819.52		

494-000.000-446.000 INVESTMENT INTEREST						
Journal GJ: GJ						
150800	06/26/2025	POST INTEREST & TRF FUNDS TO C	17194	Multiple		2,211.74
150963	06/30/2025	MONTHLY INTEREST POSTING- 06/3	17205	Multiple		0.20
Journal Totals					0.00	2,211.94

User: JESSICA FROM 494-000.000-000.000 TO 494-000.000-971.001

DB: Lathrup TRANSACTIONS FROM 06/01/2025 TO 06/30/2025

Item 5A.

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-446.000 INVESTMENT INTEREST						
Totals for 494-000.000-446.000					0.00	2,211.94
Balance 06/01/25:				37,368.07		
Net Change:				2,211.94		
Balance 06/30/25:				39,580.01		
494-000.000-614.000 MUSIC FEST REV						
Journal GJ: GJ						
150320	06/03/2025	CR#329136 LVMF DONATION	17081	494-000.000-084.101		1,000.00
150321	06/04/2025	CR#329143 LVMF DONATION	17082	494-000.000-084.101		500.00
150649	06/11/2025	CR#329249 LVMF DONATION	17146	494-000.000-084.101		1,000.00
150789	06/26/2025	JUNE CR-LVMF DONATION	17190	Multiple		35.00
150789	06/26/2025	JUNE CR-LVMF DONATION	17190	Multiple		800.00
150789	06/26/2025	JUNE CR-LVMF DONATION	17190	Multiple		2,000.00
150789	06/26/2025	JUNE CR-LVMF DONATION	17190	Multiple		1,500.00
150789	06/26/2025	JUNE CR-LVMF DONATION	17190	Multiple		200.00
Journal Totals					0.00	7,035.00
Totals for 494-000.000-614.000					0.00	7,035.00
Balance 06/01/25:				23,587.45		
Net Change:				7,035.00		
Balance 06/30/25:				30,622.45		
494-000.000-701.000 SALARIES FULL-TIME						
Journal PR: Payroll						
150415	06/12/2025	1ST PAY IN JUNE	17112	Multiple	6,544.56	
150954	06/27/2025	2ND PAYROLL IN JUNE	17203	Multiple	6,156.84	
Journal Totals					12,701.40	0.00
Totals for 494-000.000-701.000					12,701.40	0.00
Balance 06/01/25:				121,275.20		
Net Change:				12,701.40		
Balance 06/30/25:				133,976.60		
494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Journal AP: AP						
150483	06/15/2025	MISSIONSQUARE - 803046EMPLOYEE 6784196		Multiple	185.29	
150850	06/30/2025	MISSIONSQUARE - 803046EMPLOYEE 6529881		Multiple	185.29	
150859	06/30/2025	STANDARD INSURANCE COMPANYEMPL 06.30.25		Multiple	65.45	
Journal Totals					436.03	0.00
Journal GJ: GJ						
150305	06/02/2025	MERS POSTING-PD MAY PAYROLL	17075	Multiple	1,179.30	
Journal Totals					1,179.30	0.00
Journal PR: Payroll						
150415	06/12/2025	1ST PAY IN JUNE	17112	Multiple	489.28	
150954	06/27/2025	2ND PAYROLL IN JUNE	17203	Multiple	439.64	
Journal Totals					928.92	0.00
Totals for 494-000.000-703.000					2,544.25	0.00
Balance 06/01/25:				40,683.71		
Net Change:				2,544.25		
Balance 06/30/25:				43,227.96		
494-000.000-722.000 LEGAL SERVICES						
Journal AP: AP						
150437	06/13/2025	BAKER LEGALLEGAL SERVICES	05.02.25	Multiple	65.00	
Journal Totals					65.00	0.00
Totals for 494-000.000-722.000					65.00	0.00
Balance 06/01/25:				0.00		
Net Change:				65.00		
Balance 06/30/25:				65.00		

User: JESSICA

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

DB: Lathrup

TRANSACTIONS FROM 06/01/2025 TO 06/30/2025

Item 5A.

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-845.000 STREETSCAPING						
Journal AP: AP						
150468	06/13/2025	FNBOSTREETSCAPING	05.07.25	Multiple	417.40	
150468	06/13/2025	FNBOSTREETSCAPING	05.07.25	Multiple	5.30	
150468	06/13/2025	FNBOSTREETSCAPING	05.07.25	Multiple	70.00	
150468	06/13/2025	FNBOSTREETSCAPING	05.07.25	Multiple	925.18	
150490	06/13/2025	PARADISE GARDEN LANDSCAPINGSTR	387	494-000.000-202.000	6,042.00	
Journal Totals					8,296.62	0.00
Totals for 494-000.000-845.000					8,296.62	0.00
Balance 06/01/25:				36,675.78		
Net Change:				8,296.62		
Balance 06/30/25:				44,972.40		
494-000.000-846.000 MUSIC FESTIVAL EXP						
Journal AP: AP						
150499	06/10/2025	STEVE GULIANMUSIC FESTIVAL EXP	06.10.25	494-000.000-202.000	125.00	
Journal Totals					125.00	0.00
Totals for 494-000.000-846.000					125.00	0.00
Balance 06/01/25:				4,200.00		
Net Change:				125.00		
Balance 06/30/25:				4,325.00		
494-000.000-933.000 REPAIRS & MAINTENANCE						
Journal AP: AP						
150287	06/04/2025	MIERZWA PAVING LLCREPAIRS & MA	05.07.25	494-000.000-202.000	171,607.23	
150469	06/13/2025	GIFFELS-WEBSTER ENG INCREPAIRS	134825	494-000.000-202.000	9,085.67	
150470	06/13/2025	GIFFELS-WEBSTER ENG INCREPAIRS	134824	494-000.000-202.000	20,196.18	
Journal Totals					200,889.08	0.00
Journal DTFD: DUE TO/DUE FROM						
150418	06/12/2025	RECLASS GIFFELS WEBSTER ENGINE	17114	Multiple	2,272.50	
150418	06/12/2025	RECLASS GIFFELS WEBSTER ENGINE	17114	Multiple	12,567.50	
Journal Totals					14,840.00	0.00
Totals for 494-000.000-933.000					215,729.08	0.00
Balance 06/01/25:				190,174.55		
Net Change:				215,729.08		
Balance 06/30/25:				405,903.63		

## DDA Code Enforcement Report June 2025

Address	Property Owner	Violation	Category	Status
28250 Southfield Rd	Kuhel, Reva	Grass Not To Exceed 7" In Height	Tall Grass/ Weeds	Complied

### 302.4 Weeds

Premises and exterior property shall be maintained free from weeds or plant growth in excess of 7". Noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens.

Upon failure of the owner or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with section 106.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the owner or agent responsible for the property.

INSPECTOR COMMENTS: Grass Not to Exceed 7" In Height

18450 Lincoln Dr	Harris, Tiara M	Permit Required For Dumpster	Dumpster/PODS on Property Without Permit	Ongoing
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## DDA Code Enforcement Report June 2025

Address	Property Owner	Violation	Category	Status
Dumpster/Portable Storage Container Permit				

7. Portable storage containers. A portable storage container shall not be allowed in the front, rear or side yards of any property within the city for more than 48 consecutive hours without a permit issued by the city administrator.

INSPECTOR COMMENTS: PERMIT REQUIRED FOR DUMPSTER

19360 W 11 Mile Rd	Lawson Properties, LLC	Tagged Door - Resident Had Ring Camera Yet Did Not Offer Chance To Discuss Requirements	Unregistered Rental Violation	No cause for action
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18-184. Rental Licenses

(a) All rental units must be licensed during any period of occupancy. Rental licenses are not transferable between landlords or rental units.

INSPECTOR	COMMENTS:	Rental	Property	Registration	and	Inspection	Required
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18951 W 12 Mile Rd	18915-18951 W 12 Mile, LLC	Operating Without Current Business License	Operating Without Business License	Complied
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18-29 Unlicensed Businesses

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

INSPECTOR COMMENTS: Operating Without Current Business License - Business License Required

## DDA Code Enforcement Report June 2025

Address	Property Owner	Violation	Category	Status
26021 Southfield Rd	Kattouah, Andros	Grass Not To Exceed 7" In Height	Tall Grass/ Weeds	Complied

302.4 Weeds

Premises and exterior property shall be maintained free from weeds or plant growth in excess of 7". Noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens.

Upon failure of the owner or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with section 106.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the owner or agent responsible for the property.

INSPECTOR COMMENTS: Grass Not to Exceed 7" In Height



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

## MEMORANDUM

To: DDA Board of Directors

From: Austin Colson, Director – Community & Economic Development/DDA  
 Thomas Kennedy, Intern – Community & Economic Development/DDA

Date: July 15, 2025

RE: Proposed New Meeting Time

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### Background

Over the past several months, the DDA has engaged in an ongoing discussion regarding our current meeting schedule. Three member surveys have been conducted to gather input, and the topic has been discussed at previous meeting. At the June Special Meeting, a consensus was reached among members that 4:00 p.m. on the third Thursday of each month would be a more suitable meeting time.

At our upcoming July meeting, we will present this proposed change for formal consideration and a vote. The adjustment under consideration would shift the DDA's regular meeting time from 12:00 p.m. on the third Friday of each month to 4:00 p.m. on the third Thursday of each month.

This proposed change is intended to better accommodate members' availability and encourage increased attendance. If approved, the new schedule will take effect beginning September 15, 2025, and will be posted publicly in accordance with the Open Meetings Act. This timeline will provide residents and business owners with ample notice to adjust their schedules accordingly.

***Suggested Motion:*** " I move to revise the DDA calendar to hold meetings at 4:00 p.m. on the third Thursday of every month, effective September 15, 2025."



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To: DDA Board of Directors  
 From: Austin Colson – Community & Economic Development /DDA Director  
 Date: October 18, 2024  
 RE: LVMF – Stage Rental Agreement

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## Overview

The Third Annual Lathrup Village Music Festival (LVMF) is scheduled for Saturday, September 13, 2025. To ensure a successful event, we recommend entering into agreement with NV Rentals to provide the stage for the concert, this is the same provider that supplied last year's stage. We received praise for the quality of the stage and sound from the musicians who performed last year. The contractor will provide all required delivery, setup, and teardown of the stage. The expense for this contract will be covered entirely by sponsorship contributions.

Cost Comparison	
2024 Stage Rental	\$1,750
2025 Stage Quote	\$1,525
<b>Savings</b>	<b>\$225</b>

## Selection Criteria

Oakland County offers a complimentary portable stage for use by municipalities during outdoor events. After evaluation it was determined the county-provided stage would not meet the size, weight, or safety specifications needed for our headliner performances and production equipment. Consequently, we have focused our efforts on securing a commercial rental that fully accommodates the technical and spatial demands of this year's festival.

Pegasus Entertainment in Southfield was contacted on numerous occasions to provide a stage rental quote but, despite assurances, no quote was delivered. Multiple people communicated with this contractor eight times via email, text, and phone but no written quote could be obtained.

NV Rentals was selected again this year based on their proven track record and deep industry expertise. With roots dating back to the late 1960s in the Detroit market, NV Rentals has staged and outfitted major touring acts throughout the region. Their team not only delivers a high-quality platform but also takes the time to guide our staff through the “what’s and how’s” of festival staging. Through their close coordination with backline partners and direct outreach to our artists, they have ensured every technical detail is aligned with our performers’ needs and uphold the high standards of the LVMF.

NV Rentals will handle setup the day before, manage all sound, tech, and staging throughout the festival, and oversee breakdown the following day—giving us complete confidence in a smooth, professional production.

***Suggested motion:*** “I move to authorize the DDA Director to enter into agreement with NV Rentals to provide stage equipment for the Lathrup Village Music Festival, not to exceed \$1,525.”

# N V RENTALS, INC.

P. O. Box 0466  
Allen Park, MI 48101

## QUOTE

Date	Quote #
9/13/2025	2587

Name / Address
City of Lathrup Village 27400 Southfield Rd. Lathrup Village, MI 48076

Terms
COD

Qty	Item	Description	Serial Num	Total
1	Yamaha Drum Set	10",12",16"F,22"K		
1	Snare Drum	14"x5" wood		
1	Snare Drum	14"x5" metal		
4	Boom Cymbal Stand	Yamaha		
2	Snare Stand	Yamaha		
2	Hi Hat Stand	Yamaha 3 leg		
2	Kick Pedal	Yamaha		
2	Tom Holder	Yamaha double / triple		
3	Tom Arm	Yamaha yess		
3	Tom Leg	Yamaha		
1	Drum Throne			
1	Pair Drum Sticks	used		
1	Drum Key			
1	Spare Set of Drum Heads	used		
1	Set - 14" Hi Hat Cymbals			
1	16" Crash Cymbal			
1	18" Crash Cymbal			
1	20" Ride Cymbal			
1	Fan			
1	Gibraltar Percussion Table 7615			
1	Yamaha Motif ES8 Keyboard	or similar		
1	X Style Keyboard Stand			
1	Keyboard Bench			
2	Sustain Pedal			

Phone #
313/562-3592 Cell 313/477-1149
Fax #
313/562-3604

Sales Tax (6.0%)
<b>Total</b>

Signature

# N V RENTALS, INC.

P. O. Box 0466  
Allen Park, MI 48101

## QUOTE

Date	Quote #
9/13/2025	2587

Name / Address
City of Lathrup Village 27400 Southfield Rd. Lathrup Village, MI 48076

Terms
COD

Qty	Item	Description	Serial Num	Total
1	Roland KC-550 Keyboard Amp			
1	Quik Lok 2 Tier Keyboard Stand	for roots		
1	GK 800RB Bass Head	or similar		
1	SWR Goliath III 410 Spkr Cab	or similar		
2	Speaker Cables			
1	Fender '65 Deluxe Reverb Amp	w/ftsw		
1	Fender Hot Rod Deluxe 112 Amp	w/ftsw		
3	Guitar Stand			
10	1/4" - 1/4" Instrument Cables	instrument		
	DELIVERY, SET-UP & PICK-UP TECHNICIAN			
	BACKLINE GEAR NEEDED			1,525.00
	SPARE GEAR	TBD		

Phone #
313/562-3592 Cell 313/477-1149
Fax #
313/562-3604

<b>Sales Tax (6.0%)</b>	\$0.00
<b>Total</b>	\$1,525.00

Signature \_\_\_\_\_



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To: DDA Board of Directors  
 From: Austin Colson – Community & Economic Development /DDA Director  
 Date: July 18, 2025  
 RE: LVMF – Backline and Sound Equipment Agreement

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## Overview

The Third Annual Lathrup Village Music Festival on Saturday, September 13, 2025, requires professional backline and sound equipment to support our performers. We recommend entering into an agreement with Robert Jensen, who provided identical services for last year's festival with excellent results. The expense for this contract will be covered entirely by sponsorship contributions.

## Provider Performance

During last year's event, Robert Jensen provided high-quality mixing consoles, line arrays, monitors, and cabling with unwavering reliability. His team handled setup the day prior, remained on site throughout the event for technical support, and completed teardown the following day—ensuring uninterrupted performances. This rate quoted is consistent with last year's package pricing, underscoring market stability and the absence of inflationary adjustments. Robert has worked closely with the team providing stage equipment (NV Rentals) over the course of many years. Robert's ongoing collaboration with NV Rentals for staging ensures cohesive and integrated audio support for our performers. Many of the acts at last year's festival spoke highly of the sound system and professional services provided by Robert.

***Suggested motion:*** “I move to authorize the DDA Director to enter into agreement with NV Rentals to provide stage equipment for the Lathrup Village Music Festival, not to exceed \$5,700.”

**Robert Jensen****2025**

2210 E. Lincoln  
 Royal Oak, MI 48067

## BILL TO:

COMPANY: **Lathrup Village DDA**  
 ATTENTION: **Lauren Beras**  
 ADDRESS: **27400 Southfield Road**

CITY: **Lathrup Village**  
 STATE: **MI** ZIP: **48076**  
 PHONE: **248-563-4461** FAX:  
 OTHER NUMBER: **Lvmfest@gmail.com**

## SHIP TO:

COMPANY:  
 ATTENTION:  
 ADDRESS:

CITY:  
 STATE:  
 PHONE:  
 OTHER NUMBER:

SALESPERSON: **Neil Sever**

SALE: \_\_\_\_\_

DEPT: **10050**

SERVICE: \_\_\_\_\_

DATE REQ'D: **13-Sep-25**

INSTALL: \_\_\_\_\_

PO NUMBER:

RENTAL: **X**

TERMS: **50% Deposit**  
 50% Show

EVALUATION:

QTY ORDERED	DAYS	DESCRIPTION
1	1	Didital Mixing Console Yamaha QL5-32 with IPAD remote contr
12	1	DOS 210E Line Array FOH Speakers/ 6-per side
4	1	JBL VRX 932 Line Array Speakers 4 stands/side speakers
8	1	8-DOS Powered Dual18" Subs on carts
4	1	FOH x2, Monitor, and Sub Amp Racks, + extras
10	1	EAW/ JBL SRX stage monitors
2	1	EAW side Fills
2	1	Shure Urs Wireless Handhelds 400 mhz
22	1	Boom mic stands tall///8 short booms
1	1	200 amp Distro box///AC Box///Cam Locks 50ft/100ft cable and
10	1	Radial Direct boxes
2	1	50ft drop box and drum snake
1	1	200ft FOH 48x8 Splitter Snake
2	1	EV top and Sub for Drum Fill and 1- cue monitor
1	1	Standard Concert Instrument Microphone package
2	1	JBL VRX Front Fills and Out Fills w/ stands
3	1	Clearcom Basestation with beltpacks
1	1	24'x20'x32" Stage wind break side hangs with Roof 8x8 drum r
<b>Lathrup Village to Supply</b>		

RO9876

RENTAL DEPARTMENT  
**SALES ORDER**

ORDER NUMBER: **RO9876**

DATE: **2-Jun-25**

INVOICE DATE: .....

INVOICE NUMBER:

Same

At Gazebo

ZIP:

FAX:

WILL CALL: .....

DELIVERY:

SHIP VIA:

DATE SHIPPED:

SHIPPING CHRGS:

**X**  
**Truck**  
**13-Sep-25**

	PRICE	PER	EXTENDED
ool		1	
		1	
		1	
		1	
		1	
		1	
		1	
		1	
		1	
		1	
pigtail		1	
		1	
		1	
		1	
		1	
		1	
		1	
iser		1	
		1	

		12-20amp Stage breakout circuits at gazebo/w covers
		Drums/bass amp/Guitar amps/ cables
20	1	LED Stage wash Package + Moving Lights Package, Truss Han
<div>REMARKS:</div> <div>Show 11- 9-pm Tearout after</div> <div>3 Techs on site for show</div> <div>Setup day before/ Tear out N t after show completion</div> <div>Check payable to Robert Jensen</div>		

CUSTOMER SIGNATURE

Date

		1	
		1	
g		1	

MATERIAL TOTAL

LABOR

Shipping/Trucks

TOTAL \$ 5,700.00

## MEMORANDUM

To: LVDDA Board of Directors

From: Austin Colson, CED/DDA Director

Date: July 18, 2025

RE: Department/Director Report

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

### Upcoming DDA Events

- Southfield Chamber of Commerce Economic Vitality Breakfast: August 6th, 9am-10:30am (Location: Plum Hollow Country Club)
- Networking luncheon and public art exploration: August 12th, 10:30am-1pm (Location: Meet at the "SFLD" letters in front of Southfield City Hall)
- Developing a Business Plan: August 19th, 10am-12pm (Location: Community Room)
- Lathrup Village Third Annual Music Festival: September 13th, 1pm-9pm (Municipal Park)
- Resources to Boost Holiday Sales Seminar: September 17th, 8:30am-10:30am (Oak Park)

### Past DDA Events

- End of School Summer Bash: June 13th, 4:30pm-7:30pm (Location: Municipal Park)
- MSOC Main Event: June 12th (Location: The Roxy – Rochester)
- Business Resources Training: May 28th (Location: Oak Park)
- Tree Committee - Arbor Day Planting: April 26th, 11am-1pm (Location: Municipal Park)
- Succession Planning Training: April 30th, 10am-12pm (Location: Community Room)

### Business/Property Updates

- 26600 Southfield Road (Holbrook Auto Parts) – Exterior remodeling has been completed. Requesting variance regarding size of signage.
- 27310 Southfield Road (Lush Nails) – Wall sign installed.
- 27320 Southfield Road (Modern Suits & Clothing) – Wall sign installed.

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

- 27330 Southfield Road (Vapor Shoppe) – Retail buildout has begun.
- 28309 Southfield Road (Mara Greens) – Installation of golf simulator equipment has been completed. Preparing to open soon.

#### **Infrastructure**

- Concrete work completed surrounding the two High-Intensity Activated Crosswalk (HAWK) signals that have been activated
- Multiyear alleyway repaving project for FY25 & FY26 is complete.
- The resurfacing of Southfield Road overpass at 11 Mile Road has been completed.

#### **Miscellaneous**

- Please plan to attend the August 19th meeting to elect our Vice-Chairperson, Secretary, and Treasurer. In advance, kindly consider your nominations for each position.
- We are currently in the process of revising the City's parking requirements in the commercial districts and are actively seeking input from business and property owners. Your feedback will help guide updates that better reflect current needs and support future growth. If you're interested in participating or sharing your thoughts, please reach out to the DDA office.