



Downtown Development Authority

Friday, March 15, 2024 at 12:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

1. **Call to Order**

2. **Approval of Agenda**

3. **Approval of Minutes**

[A.](#) 2024 02 16 DDA Board of Directors Minutes

4. **Consent Agenda**

[A.](#) February 2024 Financial Reports

[B.](#) Committee Reports

2024 02 15 Promotions

2024 03 05 LVMF

[C.](#) March 2024 Code Enforcement Report

5. **Old Business**

6. **New Business**

[A.](#) FY 23/24 March Budget Amendments

[B.](#) Cost-Share Agreement with RCOC

[C.](#) 2024 - 2027 Landscape & Maintenance - Bid Contract Recommendation

[D.](#) Sign Grant Application - 27411 Southfield Road

[E.](#) 2024 Spring Flower Purchase

F. 2024 Tree Purchase for DTE Energy Tree Grant

[G.](#) Promotional Items Purchase

7. **Director's Report**

[A.](#) 2024 March CED Report

8. **Public Comment**

9. **Adjourn**



Downtown Development Authority Minutes

Friday, February 16, 2024 at 12:00 PM
27400 Southfield Road, Lathrup Village, Michigan 48076

1. Call to Order

12:02 p.m. by Vice Chair Bryan Ford

2. Roll Call

Present: Dr. Patricia Felton, Bryan Ford, Michael Greene, Charlotte Jones, Pamela Shermeyer, Daniel Sugg

Absent: Kelly Garrett, Fred Prime

Staff: Susie Stec

Public: Carol Green, Scott Ringler, Rick Wisz

Motion by Greene to excuse the absences of Kelly Garrett and Fred Prime. Seconded by Shermeyer. All in favor.

3. Approval of Agenda

Motion by Shermeyer to approve agenda. Seconded by Sugg. All in favor.

4. Approval of Minutes

A. 2024 01 22 DDA Board of Directors Minutes

Motion by Sugg to approve January 22, 2024, minutes. Seconded by Shermeyer. All in favor.

5. Consent Agenda

Motion by Green to approve consent agenda. Seconded by Felton. All in favor.

6. Old Business

A. Municipal Park Renovation - Project Update

Stec met with MSOC Stec shared municipal park renovation update. DDA Board agreed to table the discussion until the March 15, 2024 meeting.

7. New Business

A. 2024 Alley & Approach - Bid Contract Recommendation

Project received 11 bids. Ringler presented a recommendation to award a contract for the 2024 alley reconstruction to L. Anthony Construction Inc. at the cost of \$234, 012.

Motion by Shermeyer to award contract for the 2024 alley and approach reconstruction to L. Anthony Construction Inc. at the cost of \$234, 012 plus 10% contingency. Seconded by Green. All in favor.

B. Facade & Site Improvement Grant Application - 28400 Southfield Road (Levy & Associates)

Stec shared Levy & Associates quotes for window improvements. Recommends awarding Levy & Associates with Façade & Site Improvement Grant in the amount of \$9,750.

Motion by Sugg to award Levy & Associates with Façade & Site Improvement Grant in the amount of \$9,750. Seconded by Shermeyer. All in favor.

C. Southfield Road Improvement Project - RAISE Grant

DDA will apply with RCOC for RAISE Grant for the first phase of the Southfield Reconstruction Project. SEMCOG to provide grant writer for RAISE Grant. Michigan Infrastructure Office has agreed to assist with matching support.

Motion by Sugg to approve support letter to Secretary Buttigieg for 2024 RAISE Grant Application. Seconded by Jones. All in favor.

D. Southfield Area Chamber of Commerce - 2024 State of the City

Stec shared Southfield Chamber proposal for March 25, 2024 Southfield State of the City. Mayor Kelly Garrett has confirmed she will attend.

Motion by Sugg to approve expenditure of up to \$2,000 to cover promotions and vendor tables for State of the City for the Southfield Chamber of Commerce. Seconded by Felton. All in favor.

E. FY 24/25 DDA Budget (draft v1)

Stec went over initial draft DDA budget and confirmed revisions need to be made. A second draft will be presented in March.

8. DDA Director Report

A. February 2024 CED Report

Stec shared CED report. Stec invited DDA board members to attend MSOC Breakfast Summit March 19, 2024, and MSOC Awards June 6, 2024.

9. Public Comment

Rick Wisz commented about the alleyways, municipal parking lot, DDA website, and code enforcement.

10. Adjourn

Motion by Green to adjourn at 1:22 p.m. Seconded by Felton. All in favor.

DRAFT

User: JESSICA
DB: Lathrup

PERIOD ENDING 02/29/2024

Item 4A.

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 02/29/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 02/29/24 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2023-24 AMENDED BUDGET				
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	2,999.58	0.00	18,974.42	13.65
494-000.000-446.000	INVESTMENT INTEREST	10,000.00	10,000.00	27,495.45	0.00	(17,495.45)	274.95
Total Dept 000.000		437,363.00	437,363.00	64,715.61	0.00	372,647.39	14.80
TOTAL REVENUES		437,363.00	437,363.00	64,715.61	0.00	372,647.39	14.80
Expenditures							
Dept 000.000							
494-000.000-701.000	SALARIES FULL-TIME	170,940.00	170,940.00	112,513.44	12,884.26	58,426.56	65.82
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	41,070.91	3,885.05	(7,070.91)	120.80
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	1,704.15	120.29	4,645.85	26.84
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	0.00	8,260.34	17.81
494-000.000-844.000	MAIN STREET PROGRAM	22,500.00	22,500.00	12,829.91	0.00	9,670.09	57.02
494-000.000-845.000	STREETSCAPING	132,000.00	132,000.00	9,732.50	0.00	122,267.50	7.37
494-000.000-882.000	PLANNING/CONSULTING FEES	15,300.00	15,300.00	17,017.03	0.00	(1,717.03)	111.22
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00	2,000.00	1,806.69	0.00	193.31	90.33
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	32,090.38	5,139.18	385,202.62	7.69
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	53,457.00	53,457.00	1,364.97	49.98	52,092.03	2.55
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	3,730.00	3,730.00	6,270.00	37.30
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	240,974.64	25,808.76	691,815.36	25.83
TOTAL EXPENDITURES		932,790.00	932,790.00	240,974.64	25,808.76	691,815.36	25.83
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		437,363.00	437,363.00	64,715.61	0.00	372,647.39	14.80
TOTAL EXPENDITURES		932,790.00	932,790.00	240,974.64	25,808.76	691,815.36	25.83
NET OF REVENUES & EXPENDITURES		(495,427.00)	(495,427.00)	(176,259.03)	(25,808.76)	(319,167.97)	35.58

Item 4A.

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 02/28/2023	PERIOD ENDED 02/29/2024
*** Assets ***			
494-000.000-010.000	TRUST ACCOUNT-GENERAL	1,385,236.90	1,169,874.83
494-000.000-028.096	TAXES RECEIVABLE-PERSONAL PROP	23,503.93	19,543.46
494-000.000-084.101	DUE FROM GENERAL FUND	79,731.41	432,254.32
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		1,674,702.96	1,778,189.33
*** Liabilities ***			
494-000.000-214.101	DUE TO GENERAL FUND	375,833.62	403,152.66
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		375,833.62	670,755.66
*** Fund Balance ***			
494-000.000-390.000	FUND BALANCE	1,417,080.33	1,283,692.70
Total Fund Balance		1,417,080.33	1,283,692.70
Beginning Fund Balance		1,417,080.33	1,284,693.70
Net of Revenues VS Expenditures		(118,210.99)	(176,259.03)
Fund Balance Adjustments		0.00	(1,001.00)
Ending Fund Balance		1,298,869.34	1,107,433.67
Total Liabilities And Fund Balance		1,674,702.96	1,778,189.33

User: JESSICA

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

Item 4A.

DB: Lathrup

TRANSACTIONS FROM 02/01/2024 TO 02/29/2024

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-202.000 ACCOUNTS PAYABLE						
Journal AP: AP						
138431	02/15/2024	44 BURRITOVnd: 44 BURRITO Invo	01/25/2024	494-000.000-971.000		2,000.00
138437	02/15/2024	BLUE CARE NETWORKVnd: BLUECARE	240370017135	Multiple	2,531.61	
138444	02/15/2024	CARDMEMBER SERVICEVnd: CARDMEM	12/21/23-1/19/2	Multiple	149.08	
138445	02/15/2024	CARDMEMBER SERVICEVnd: CARDMEM	12/21/23-1/19/2	494-000.000-726.000	21.19	
138483	02/15/2024	LIFE OF GOD OUTREACH SONS GLOB	02/01/2024	494-000.000-971.000		1,730.00
138486	02/15/2024	MISSIONSQUARE - 803046Vnd: MIS	02/15/2024	Multiple	125.68	
138627	02/15/2024	MISSIONSQUARE - 803046Vnd: MIS	2.15.2024	Multiple	125.68	
138783	02/29/2024	GIFFELS-WEBSTER ENG INCVnd: GW	130957	494-000.000-933.000	660.00	
138784	02/29/2024	GIFFELS-WEBSTER ENG INCVnd: GW	130968	494-000.000-933.000	4,301.20	
138785	02/29/2024	GIFFELS-WEBSTER ENG INCVnd: GW	130967	494-000.000-933.000	177.98	
138804	02/29/2024	MISSIONSQUARE - 803046Vnd: MIS	02/29/2024	Multiple	125.68	
138821	02/29/2024	STANDARD INSURANCE COMPANYVnd: 00-642946-0034		Multiple	62.16	
Journal Totals					0.00	12,010.26
Journal CD: CD						
138539	02/15/2024	Check: NBDC 48668	48668	Multiple	2,000.00	
138544	02/15/2024	Check: NBDC 48673	48673	Multiple	2,531.61	
138551	02/15/2024	Check: NBDC 48680	48680	Multiple	149.08	
138552	02/15/2024	Check: NBDC 48681	48681	Multiple	21.19	
138579	02/15/2024	Check: NBDC 48708	48708	Multiple	1,730.00	
138582	02/15/2024	Check: NBDC 48711	48711	Multiple	125.68	
138636	02/16/2024	Check: NBDC 48738	48738	Multiple	125.68	
138863	02/29/2024	Check: NBDC 48760	48760	Multiple	5,139.18	
138879	02/29/2024	Check: NBDC 48776	48776	Multiple	125.68	
138894	02/29/2024	Check: NBDC 48791	48791	Multiple	62.16	
Journal Totals					12,010.26	0.00
Totals for 494-000.000-202.000					12,010.26	12,010.26
Balance 02/01/24:				0.00		
Net Change:				0.00		
Balance 02/29/24:				0.00		

494-000.000-214.101 DUE TO GENERAL FUND						
Journal CD: CD						
138539	02/15/2024	Check: NBDC 48668	48668	Multiple	2,000.00	
138544	02/15/2024	Check: NBDC 48673	48673	Multiple	2,531.61	
138551	02/15/2024	Check: NBDC 48680	48680	Multiple	149.08	
138552	02/15/2024	Check: NBDC 48681	48681	Multiple	21.19	
138579	02/15/2024	Check: NBDC 48708	48708	Multiple	1,730.00	
138582	02/15/2024	Check: NBDC 48711	48711	Multiple	125.68	
138636	02/16/2024	Check: NBDC 48738	48738	Multiple	125.68	
138863	02/29/2024	Check: NBDC 48760	48760	Multiple	5,139.18	
138879	02/29/2024	Check: NBDC 48776	48776	Multiple	125.68	
138894	02/29/2024	Check: NBDC 48791	48791	Multiple	62.16	
Journal Totals					0.00	12,010.26
Journal PR: Payroll						
138998	02/14/2024	PAYROLL FIRST PAY FEBRUARY	16137	Multiple	6,899.25	
138999	02/29/2024	PAYROLL SECOND PAY FEBRUARY 2/	16138	Multiple	6,899.25	
Journal Totals					0.00	13,798.50
Totals for 494-000.000-214.101					0.00	25,808.76
Balance 02/01/24:				377,343.90		
Net Change:				25,808.76		
Balance 02/29/24:				403,152.66		

494-000.000-701.000 SALARIES FULL-TIME						
Journal PR: Payroll						
138998	02/14/2024	PAYROLL FIRST PAY FEBRUARY	16137	Multiple	6,442.13	
138999	02/29/2024	PAYROLL SECOND PAY FEBRUARY 2/	16138	Multiple	6,442.13	
Journal Totals					12,884.26	0.00
Totals for 494-000.000-701.000					12,884.26	0.00
Balance 02/01/24:				99,629.18		
Net Change:				12,884.26		
Balance 02/29/24:				112,513.44		

494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Journal AP: AP						
138437	02/15/2024	BLUE CARE NETWORKEMPLOYEE TAXE	240370017135	Multiple	2,531.61	
138486	02/15/2024	MISSIONSQUARE - 803046EMPLOYEE	02/15/2024	Multiple	125.68	
138627	02/15/2024	MISSIONSQUARE - 803046EMPLOYEE	2.15.2024	Multiple	125.68	
138804	02/29/2024	MISSIONSQUARE - 803046EMPLOYEE	02/29/2024	Multiple	125.68	

User: JESSICA

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

Item 4A.

DB: Lathrup

TRANSACTIONS FROM 02/01/2024 TO 02/29/2024

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Journal AP: AP						
138821	02/29/2024	STANDARD INSURANCE COMPANYEMPL	00-642946-0034	Multiple	62.16	
Journal Totals					2,970.81	0.00
Journal PR: Payroll						
138998	02/14/2024	PAYROLL FIRST PAY FEBRUARY	16137	Multiple	457.12	
138999	02/29/2024	PAYROLL SECOND PAY FEBRUARY 2/	16138	Multiple	457.12	
Journal Totals					914.24	0.00
Totals for 494-000.000-703.000					3,885.05	0.00
Balance 02/01/24:					37,185.86	
Net Change:					3,885.05	
Balance 02/29/24:					41,070.91	

494-000.000-726.000 OFFICE SUPPLIES						
Journal AP: AP						
138444	02/15/2024	CARDMEMBER SERVICEOFFICE SUPPL	12/21/23-1/19/2	Multiple	77.91	
138444	02/15/2024	CARDMEMBER SERVICEOFFICE SUPPL	12/21/23-1/19/2	Multiple	21.19	
138445	02/15/2024	CARDMEMBER SERVICEOFFICE SUPPL	12/21/23-1/19/2	494-000.000-202.000	21.19	
Journal Totals					120.29	0.00
Totals for 494-000.000-726.000					120.29	0.00
Balance 02/01/24:					1,583.86	
Net Change:					120.29	
Balance 02/29/24:					1,704.15	

494-000.000-933.000 REPAIRS & MAINTENANCE						
Journal AP: AP						
138783	02/29/2024	GIFFELS-WEBSTER ENG INCREPAIRS	130957	494-000.000-202.000	660.00	
138784	02/29/2024	GIFFELS-WEBSTER ENG INCREPAIRS	130968	494-000.000-202.000	4,301.20	
138785	02/29/2024	GIFFELS-WEBSTER ENG INCREPAIRS	130967	494-000.000-202.000	177.98	
Journal Totals					5,139.18	0.00
Totals for 494-000.000-933.000					5,139.18	0.00
Balance 02/01/24:					26,951.20	
Net Change:					5,139.18	
Balance 02/29/24:					32,090.38	

494-000.000-955.000 MISCELLANEOUS EXPENDITURES						
Journal AP: AP						
138444	02/15/2024	CARDMEMBER SERVICEMISCELLANEOU	12/21/23-1/19/2	Multiple	49.98	
Journal Totals					49.98	0.00
Totals for 494-000.000-955.000					49.98	0.00
Balance 02/01/24:					1,314.99	
Net Change:					49.98	
Balance 02/29/24:					1,364.97	

494-000.000-971.000 SIGN GRANT PROGRAM						
Journal AP: AP						
138431	02/15/2024	44 BURRITOSIGN GRANT PROGRAM	01/25/2024	494-000.000-202.000	2,000.00	
138483	02/15/2024	LIFE OF GOD OUTREACH SONS GLOB	02/01/2024	494-000.000-202.000	1,730.00	
Journal Totals					3,730.00	0.00
Totals for 494-000.000-971.000					3,730.00	0.00
Balance 02/01/24:					0.00	
Net Change:					3,730.00	
Balance 02/29/24:					3,730.00	



Downtown Development Authority Promotions Meeting Minutes

Thursday, February 15, 2024 at 9:00 AM
Remote Meeting via Teams

1. Call to Order 9:10 a.m.

Attendees: Mark Reitenga, Daniel Sugg

Absent: Pamela Perkins

Staff: Brittany Dorsey, Susie Stec

2. Old Business

A. DDA Website

Committee members shared suggestions for DDA website.

B. DDA Enewsletter

Committee members gave feedback on the most recent DDA Enewsletter.

C. DDA Swag

Brittany shared DDA swag mockups. Will provide an inventory list with prices at the March 21st meeting.

3. New Business

Susie suggested the DDA announce the approval of the HAWK signal project.

Committee agreed that it should be announced in the Enewsletter.

4. Other Items

None

5. Adjourn 9:42 a.m.



Lathrup Village Music Festival MINUTES

Tuesday, March 5, 2024 at 3:00 PM
City Hall Conference Room

1. Call to Order at 3:05 pm

Present: Lauren Beras, Adam Laurie, Susie Stec, Lt. Mike Zang

Absent: Bob Beras, Brittany Dorsey, Jason Hammond

2. Old Business

A. LVMF Event Map

Stec informed the committee that there will not be a stage out front, as had been suggested. Lt. Zang indicated there were safety concerns and considerations with having any part of the event adjacent to Southfield Road. The event footprint will remain similar to last year's, though the layout will be adjusted to improve the overall flow. It was suggested to move the bar to under the pavilion and get new fencing that isn't construction barrel orange.

B. Sponsorships

A simple sponsor page has been developed and will be distributed as soon as possible. The goal is to cover the event costs.

C. Call for Artist

A Google Form is being developed and will be posted on the LVMF Facebook page, DDA & City websites and socials.

D. Staging/Lighting

Adam will begin exploring options for staging and lighting.

3. New Business

A. New Committee Member

Lt. Zang was introduced. Committee was informed that a board member will be asked to join the committee

B. Committee Member Roles

Roles will be further defined but generally the responsibilities will be broken down to:

Adam: bands, stage, lighting, and bar

Lauren & Brittany: volunteers, securing food trucks & local vendors, and social media

Lt. Zang: extra security/first responders, assisting on liquor license, and event layout

Susie: sponsorships, liquor license, approvals

C. Meeting Structure

Meetings will be monthly and limited to an hour.

4. Other Items

Committee expressed a desire to partner with Dog & Pony Show Brewing again, and to get the raw video footage from Jim Nelson. Committee also discussed where to increase parking. Will explore getting a shuttle to minimize on-site traffic.

5. Adjourn at 4:00 pm

Enforcement List by Address

03/14/24

Item 4C.

18161 W 12 MILE RD STE 4

<u>CASE #</u>	<u>Category</u>	<u>Complaint Details</u>	<u>Date Filed</u>	<u>Status</u>	<u>Date Closed</u>
E24-0057	Sign Violation	TWO BANNERS ON THE OUTSIDE OF THE BUILDING VIOLATING THE SIGN ORDINANCE	02/28/24	Letter Sent	

Total Enforcements: 1

28871 SOUTHFIELD 100

<u>CASE #</u>	<u>Category</u>	<u>Complaint Details</u>	<u>Date Filed</u>	<u>Status</u>	<u>Date Closed</u>
E24-0055	Sign Violation	SIGN COVERAGE ON WINDOW EXCEEDS CODE LETTER SENT 2-28-24	02/28/24	Letter Sent	

Total Enforcements: 1

26611 SOUTHFIELD

<u>CASE #</u>	<u>Category</u>	<u>Complaint Details</u>	<u>Date Filed</u>	<u>Status</u>	<u>Date Closed</u>
E24-0066	METER TAMPERING		03/06/24		

Total Enforcements: 1

26237 SOUTHFIELD RD

<u>CASE #</u>	<u>Category</u>	<u>Complaint Details</u>	<u>Date Filed</u>	<u>Status</u>	<u>Date Closed</u>
E24-0052	Sign Violation	Window Sign Coverage Violation. Notice of Violation Mailed 2-27-24	02/27/24	Letter Sent	

Total Enforcements: 1

26601 SOUTHFIELD RD

Enforcement List by Address

03/14/24

Item 4C.

<u>CASE #</u>	<u>Category</u>	<u>Complaint Details</u>	<u>Date Filed</u>	<u>Status</u>	<u>Date Closed</u>
E24-0064	METER TAMPERING		03/06/24	Discovered	
E24-0068	METER TAMPERING		03/06/24		

Total Enforcements: 2

26603 SOUTHFIELD RD

<u>CASE #</u>	<u>Category</u>	<u>Complaint Details</u>	<u>Date Filed</u>	<u>Status</u>	<u>Date Closed</u>
E24-0065	METER TAMPERING		03/06/24		

Total Enforcements: 1

26631 SOUTHFIELD RD

<u>CASE #</u>	<u>Category</u>	<u>Complaint Details</u>	<u>Date Filed</u>	<u>Status</u>	<u>Date Closed</u>
E24-0067	METER TAMPERING		03/06/24		

Total Enforcements: 1

26911 SOUTHFIELD RD

<u>CASE #</u>	<u>Category</u>	<u>Complaint Details</u>	<u>Date Filed</u>	<u>Status</u>	<u>Date Closed</u>
E24-0049	Sign Violation	Window Sign Coverage Violation. Notice of Violation Mailed 2-27-24	02/27/24	Letter Sent	

Total Enforcements: 1

28305 SOUTHFIELD RD

<u>CASE #</u>	<u>Category</u>	<u>Complaint Details</u>	<u>Date Filed</u>	<u>Status</u>	<u>Date Closed</u>
E24-0048	Sign Violation	Window Sign Coverage Violation. Notice of Violation Mailed 2-27-24	02/27/24	Letter Sent	

Enforcement List by Address

03/14/24

Item 4C.

Total Enforcements: 1

28645 SOUTHFIELD RD

<u>CASE #</u>	<u>Category</u>	<u>Complaint Details</u>	<u>Date Filed</u>	<u>Status</u>	<u>Date Closed</u>
E24-0046	Sign Violation	Window Sign Coverage Violation. Notice of Violation Mailed 2-27-24	02/27/24	Letter Sent	

Total Enforcements: 1

28651 SOUTHFIELD RD

<u>CASE #</u>	<u>Category</u>	<u>Complaint Details</u>	<u>Date Filed</u>	<u>Status</u>	<u>Date Closed</u>
E24-0045	Sign Violation	Window coverage exceeds the 10% allowed by ordinance.	02/27/24	Letter Sent	

Total Enforcements: 1

28861 SOUTHFIELD RD

<u>CASE #</u>	<u>Category</u>	<u>Complaint Details</u>	<u>Date Filed</u>	<u>Status</u>	<u>Date Closed</u>
E24-0060	Sign Violation	ORDINANCE ONLY ALLOWS FOR 10% COVERAGE OF COMMERCIAL WINDOW COVERAGE. KABOB KABOB EXCEEDS THE LIMIT AND IS IN VIOLATION.	02/27/24	Letter Sent	

Total Enforcements: 1

28901 SOUTHFIELD RD

<u>CASE #</u>	<u>Category</u>	<u>Complaint Details</u>	<u>Date Filed</u>	<u>Status</u>	<u>Date Closed</u>
E24-0044	Sign Violation	Window coverage exceeds the 10% allowed by ordinance.	02/27/24	Letter Sent	

Enforcement List by Address

03/14/24

Item 4C.

Total Enforcements: 1

28935 SOUTHFIELD RD

<u>CASE #</u>	<u>Category</u>	<u>Complaint Details</u>	<u>Date Filed</u>	<u>Status</u>	<u>Date Closed</u>
E24-0042	Sign Violation	Window coverage exceeds the 10% allowed by ordinance.	02/27/24	Letter Sent	

Total Enforcements: 1

26300 SOUTHFIELD RD

<u>CASE #</u>	<u>Category</u>	<u>Complaint Details</u>	<u>Date Filed</u>	<u>Status</u>	<u>Date Closed</u>
E24-0050	Sign Violation	Window Sign Coverage Violation. Notice of Violation Mailed 2-27-24	02/27/24	Letter Sent	

Total Enforcements: 1

28635 SOUTHFIELD RD

<u>CASE #</u>	<u>Category</u>	<u>Complaint Details</u>	<u>Date Filed</u>	<u>Status</u>	<u>Date Closed</u>
E24-0047	Sign Violation	Window Sign Coverage Violation. Notice of Violation Mailed 2-27-24	02/27/24	Letter Sent	

Total Enforcements: 1

28927 SOUTHFIELD RD

<u>CASE #</u>	<u>Category</u>	<u>Complaint Details</u>	<u>Date Filed</u>	<u>Status</u>	<u>Date Closed</u>
E24-0040	Sign Violation	Temporary Banner Permit has expired and sign needs to come down.	02/22/24	Letter Sent	
E24-0043	Sign Violation	Window coverage exceeds the 10% allowed by ordinance.	02/27/24	Letter Sent	

Total Enforcements: 2

Enforcement List by Address

03/14/24

Item 4C.

28939 SOUTHFIELD RD

<u>CASE #</u>	<u>Category</u>	<u>Complaint Details</u>	<u>Date Filed</u>	<u>Status</u>	<u>Date Closed</u>
E24-0051	Sign Violation	Window Sign Coverage Violation. Notice of Violation Mailed 2-27-24	02/27/24	Letter Sent	

Total Enforcements: 1

Records: 20

Population: All Records

Enforcement.DateFiled Between 2/1/2024 12:00:00 AM
AND 3/14/2024 11:59:59 PM
AND

Property.StreetName = 11 mile OR

Property.StreetName = southfield OR

Property.StreetName = 12 mile



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

MEMORANDUM

To: DDA Board of Directors
From: Susie Stec, DDA Director
Date: March 13, 2024
RE: Proposed FY 23/24 March Budget Amendments

The DDA staff and Board of Directors make an earnest effort each year to make realistic revenue projections and budget accordingly. As a standard practice the DDA limits budget amendments to twice per fiscal year. The budget amendments for FY 23/24 are described below.

Revenues: The total revenue from investment interest has already exceed the budgeted amount by 75%, and former Treasurer Bratschi had indicated the DDA investment accounts were performing very well. The proposed amendment in the investment interest reflects the high performance.

Expenditures: Overall, the budgeted expenses are on track for the mid-point of the fiscal year with a few exceptions.

Salaries & Wages and Employee Taxes & Benefits: These lines were impacted by Ms. Bratschi's retirement and hiring of the new City Administrator. They are further expected to fluctuate when the new Treasurer comes on board.

Planning/Consulting Fees: Per the cost share, the expense in this line is capped at \$15,300. The proposed amendment is a fairly small amount that can be absorbed by the DDA budget. All remaining invoices for the fiscal year will be the responsibility of the city.

Printing/Publication Costs: Most of the previous expenditures were related to the LVMF promotions & printing. There are a few upcoming events for which the DDA will need to promote.



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Repairs/Maintenance: This is adjusted down due to a lower than anticipated bid for the alleys & approaches. Additionally, a no-cost partnership has been identified for the installation of EV charging stations resulting in the removal of that expense from the budget.

Suggested Motion: To adopt the proposed March Amendments to the FY 23/24 DDA Budget.



LATHRUP VILLAGE

Downtown Development Authority

FY 23/24 March Amendments

REVENUES	ACTUAL 22/23	BUDGETED 23/24	AMENDED MARCH 22/24	INCREASE (DECREASE)
TIFA-CAPTURE TAXES	396,236	367,901	367,901	-
TAX COLLECTED OTHER	37,187	37,488	37,488	-
SPEC ASSESSMENT - REVENUE		-	-	-
MISC. REVENUES	22,364	21,974	21,974	-
INVESTMENT INTEREST	39,300	10,000	40,000	30,000
FEDERAL/STATE GRANTS	-	-	-	-
Total Revenues	495,087	437,364	467,364	30,000

EXPENDITURES	ACTUAL 22/23	BUDGETED 23/34	AMENDED MARCH 22/24	INCREASE (DECREASE)
SALARIES & WAGES	162,929	170,940	180,000	9,060
PART TIME SEASONAL CREW	-	5,000	5,000	-
EMPLOYEE TAXES & BENEFITS	57,701	34,000	60,500	26,500
LEGAL SERVICES	-	900	900	-
OFFICE SUPPLIES	507	6,350	6,350	-
TAX TRIBUNAL RETURNS	-	2,000	2,000	-
AUDITING & ACCOUNTING	800	800	800	-
TRAINING/MEMBERSHIP	8,575	10,050	10,050	-
MAIN STREET PROGRAM	5,524	22,500	22,500	-
STREETSCAPING	9,047	132,000	132,000	-
PLANNING/CONSULTING FEES	15,497	15,300	17,017	1,717
PRINTING/PUBLICATION COSTS	972	2,000	2,500	500
POSTAGE FEES	-	200	200	-
REPAIRS & MAINTENANCE	335,203	417,293	350,000	(67,293)
MISCELLANEOUS EXPENDITURES	1,007	53,457	53,457	-
DEPRECIATION INFRASTRUCTURE	29,714	30,000	30,000	-
SIGN GRANT PROGRAM	-	10,000	10,000	-
FAÇADE GRANT PROGRAM	-	20,000	20,000	-
TOTAL EXPENDITURES	627,474	932,790	903,274	(29,516)

**Downtown Development Authority
Resolution to Establish a Cost-Share Maintenance Agreement with Road
Commission for Oakland County**

**Cost-Share Maintenance Agreement for Traffic Control Device
at Margate Avenue and Southfield Road
By Lathrup Village Downtown Development Authority**

Whereas the mission statement of the Lathrup Village Downtown Development Authority is to create an accessible village center that brings life to our vibrant, diverse community, supporting economic development to assist businesses and property owners in the District by combining public and private resources to provide an attractive and pedestrian-friendly environment where residents and visitors enjoy a welcoming, attractive community, and

Whereas the Lathrup Village Downtown Development Authority was awarded a Michigan Department of Transportation (MDOT) Highway Safety Improvement (HSIP) Program grant for the installation of a High-Intensity Activated Crosswalk (HAWK) on Southfield Road between Margate Avenue and Kilbirnie Avenue, and

Whereas the Road Commission for Oakland County requires a cost-share agreement for the installation, removal, and on-going maintenance and operation of the above traffic control device, with 100% of those costs being the responsibility of the Lathrup Village Downtown Development Authority.

NOW THEREFORE BE IT RESOLVED that the Lathrup Village Downtown Development Authority agrees to enter into a cost-share agreement with Road Commission for Oakland County.

Motion by _____. Supported by _____.

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED THIS ____ DAY OF _____, 2024.

Fred Prime, Board of Directors Chair

STATE OF MICHIGAN
BOARD OF COUNTY ROAD COMMISSIONERS
OAKLAND COUNTY
AGREEMENT FOR TRAFFIC CONTROL DEVICE

Type of Work: Traffic Signal Installation and Maintenance

Location: Southfield Rd and North of Margate Ave
Pedestrian Signal

Signal No: 1608
Date Effective:

Under authority of state law and by virtue of resolution formally adopted by their respective governing bodies, the under-signed hereby agree to participate in the cost of installation, removal, maintenance and operation of the above traffic control device on the basis of the following division of costs. (Title to equipment shall remain with the purchasing agency, unless purchased for roads not under the jurisdiction of the Board of County Road Commissioners of the County of Oakland.) Invoices for costs are to be billed monthly by the Road Commission for Oakland County ("RCOC").

DIVISION OF COSTS

AGENCY	Percent	INSTALLATION Estimated Cost	MAINTENANCE Percent
City of Lathrup Village	100 %	\$ N/A	100 %
Total	100 %	\$ N/A	100 %

It is further agreed that the RCOC will be the agency invoiced for energy billings and/or communications billings ("BILLINGS"). The RCOC will pay the invoices for the BILLINGS and subsequently invoice the CITY OF LATHRUP VILLAGE DOWNTOWN DEVELOPMENT AUTHORITY seeking reimbursement for payment of the BILLINGS pursuant to the division of costs stated above. The RCOC's payment of the BILLINGS shall be included as maintenance costs on the RCOC invoice to the CITY OF LATHRUP VILLAGE DOWNTOWN DEVELOPMENT AUTHORITY.

It is further agreed that the agency responsible for making original and replacement installations and performing maintenance shall be the RCOC. The CITY OF LATHRUP VILLAGE DOWNTOWN DEVELOPMENT AUTHORITY is the agency responsible for the costs related to installation. The CITY OF LATHRUP VILLAGE DOWNTOWN DEVELOPMENT AUTHORITY is the agency responsible for participating in maintenance costs, and the RCOC will invoice the CITY OF LATHRUP VILLAGE DOWNTOWN DEVELOPMENT AUTHORITY for the maintenance costs pursuant to the division of costs stated above.

CITY OF LATHRUP VILLAGE DOWNTOWN DEVELOPMENT AUTHORITY shall pay all RCOC invoices within 30 days of the date of the invoice.

Each party to this agreement will remain responsible for any and all claims arising out of its own acts and/or omissions during the performance of the agreement, as provided by this agreement or by law. In addition, this is not intended to increase or decrease either party's liability for or immunity from tort claims. This agreement is also not intended to nor will it be interpreted as giving either party a right of indemnification, either by contract or by law, for claims arising out of the performance of this agreement.

In the event the traffic control device referred to in this agreement is located on a road or street that is under the jurisdiction of the RCOC and by virtue of this agreement will be maintained by an agency other than the RCOC, then and in that event the said agency hereby acknowledges that it is undertaking the RCOC's duty to maintain the said traffic control device, further agrees to provide insurance coverage protecting the RCOC, and further agrees to provide a Certificate of Insurance acceptable to the RCOC upon the agency's execution of this agreement.

This agreement is terminable on thirty days written notice by any party. The CITY OF LATHRUP VILLAGE DOWNTOWN DEVELOPMENT AUTHORITY shall pay any outstanding invoices upon written notice of the termination, and the final invoice shall be paid immediately upon receipt.

APPROVED:
ROAD COMMISSION FOR OAKLAND COUNTY

APPROVED:
CITY OF LATHRUP VILLAGE
DOWNTOWN DEVELOPMENT AUTHORITY

Date_____

Date_____

By_____
Danielle Deneau, P.E.
DIRECTOR OF TRAFFIC-SAFETY
Title of Authorized Official

By_____
Susan Stec
DDA Director
Title of Authorized Official

*Certified copy of resolution must be submitted with this form for the new installations.



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www.lathrupvillage.org

To: DDA Board of Directors
From: Susie Stec, Director – Community & Economic Development /DDA Director
Date: March 11, 2024
RE: 2024 – 2026 Landscape & Maintenance Bid Recommendation

A Landscape & Maintenance RFP was released in February for the purpose of securing a contractor to maintain the landscaped areas of the DDA district which includes the entrance gardens, flowerbeds at City Hall, watering the hanging flower baskets, and provide as-needed services to the city such as nuisance cuts.

Bid proposals were due on March 12th at 2 pm. Four (4) bids were received; one (1) was disqualified due to being incomplete. Proposal amounts ranged from \$135,692 - \$276,499.90. Attached is the bid tab.

The low bid was submitted by Paradise Garden Landscaping, Inc. (26220 Groesbeck Hwy., Warren, MI 48089, 586-944-0020) in the amount of \$135,692. They have been in business for 20 years and have positive references. Therefore, it is recommended that the 2024 – 2026 Landscape & Maintenance contract be awarded to Paradise Gardens Landscaping, Inc.

Suggested Motion: Accept the bid amount of \$135,692 and award Paradise Garden Landscaping, Inc. the contract for 2024 – 2026 Landscape & Maintenance in the DDA district, and authorize the DDA Director to sign any necessary documents.



2024 - 2026 Landscaping and Maintenance, Contract L&M 2024

City of Lathrup Village DDA, Oakland County, Michigan
Bids opened on 03/12/2024 at 2:00 pm

A. Landscaping and Maintenance			Lowest Bidder Paradise Garden Landscaping, Inc 26220 Groesbeck Hwy Warren, MI 48089						Second Bidder K & C Landscaping, Inc 30665 Pierce Street Southfield, MI 48076						
			2024		2025		2026		2024		2025		2026		
Item	Description	Quantity	Unit	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Watering, Hanging Baskets	63	Times	\$ 135.00	\$ 8,505.00	\$ 139.00	\$ 8,757.00	\$ 143.00	\$ 9,009.00	\$ 240.00	\$ 15,120.00	\$ 240.00	\$ 15,120.00	\$ 240.00	\$ 15,120.00
2A	Lawn Fertilizer, Weed Control, all Locations	4	Times	\$ 1,000.00	\$ 4,000.00	\$ 1,030.00	\$ 4,120.00	\$ 1,061.00	\$ 4,244.00	\$ 1,364.00	\$ 5,456.00	\$ 1,364.00	\$ 5,456.00	\$ 1,364.00	\$ 5,456.00
2B1	Liquid Weed Control, Alleys	4	Times	\$ 1,100.00	\$ 4,400.00	\$ 1,133.00	\$ 4,532.00	\$ 1,167.00	\$ 4,668.00	\$ 500.00	\$ 2,000.00	\$ 500.00	\$ 2,000.00	\$ 500.00	\$ 2,000.00
2B2	Liquid Weed Control, Public Parking Lots	4	Times	\$ 175.00	\$ 700.00	\$ 180.00	\$ 720.00	\$ 185.00	\$ 740.00	\$ 500.00	\$ 2,000.00	\$ 500.00	\$ 2,000.00	\$ 500.00	\$ 2,000.00
2C	Early Season Application, Weed Preventer, Landscape Beds	1	Times	\$ 250.00	\$ 250.00	\$ 258.00	\$ 258.00	\$ 266.00	\$ 266.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
2D	Weeding, Flower Beds, Bi-Weekly	10	Times	\$ 250.00	\$ 2,500.00	\$ 258.00	\$ 2,580.00	\$ 265.00	\$ 2,650.00	\$ 450.00	\$ 4,500.00	\$ 450.00	\$ 4,500.00	\$ 450.00	\$ 4,500.00
3A	Spring Clean-Up	1	Time	\$ 2,400.00	\$ 2,400.00	\$ 2,472.00	\$ 2,472.00	\$ 2,546.00	\$ 2,546.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00
3B	Fall Clean-up	1	Time	\$ 3,000.00	\$ 3,000.00	\$ 3,090.00	\$ 3,090.00	\$ 3,183.00	\$ 3,183.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
3C	Alley Overgrowth, Cut-Back	3	Times	\$ 2,100.00	\$ 6,300.00	\$ 2,163.00	\$ 6,489.00	\$ 2,228.00	\$ 6,684.00	\$ 900.00	\$ 2,700.00	\$ 900.00	\$ 2,700.00	\$ 900.00	\$ 2,700.00
4A	Design Landscape Beds, south, east, north sides of City Hall	1	Time	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -
4B	Install Plantings, East Side City Hall	1	Time	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 5,500.00	\$ 5,500.00	\$ -	\$ -	\$ -	\$ -
5	Trimming and Pruning	2	Times	\$ 2,300.00	\$ 4,600.00	\$ 2,369.00	\$ 4,738.00	\$ 2,440.00	\$ 4,880.00	\$ 600.00	\$ 1,200.00	\$ 600.00	\$ 1,200.00	\$ 600.00	\$ 1,200.00
6A	Irrigation System, Spring Opening	1	Time	\$ 125.00	\$ 125.00	\$ 130.00	\$ 130.00	\$ 134.00	\$ 134.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
6B	Irrigation System, Winterization	1	Time	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00	\$ 170.00	\$ 170.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
7A	Nuisance Cuts, Residential and Commercial	1	Ea	\$ 250.00	\$ 250.00	\$ 258.00	\$ 258.00	\$ 266.00	\$ 266.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
8	Landscape Restoration, City Right-of-Way	800	SYD	\$ 5.25	\$ 4,200.00	\$ 5.40	\$ 4,320.00	\$ 5.56	\$ 4,448.00	\$ 10.00	\$ 8,000.00	\$ 10.00	\$ 8,000.00	\$ 10.00	\$ 8,000.00
Total Yearly Cost - Landscaping and Maintenance				\$ 43,980.00	\$ 45,224.00	\$ 46,488.00	\$ 51,576.00	\$ 45,576.00	\$ 45,576.00	\$ 45,576.00	\$ 45,576.00	\$ 45,576.00	\$ 45,576.00	\$ 45,576.00	\$ 45,576.00
Total Cost (CY 2024 + CY 2025 + CY 2026)				\$135,692.00						\$142,728.00					

Bids opened on 03/12/2024 at 2:00 pm
by S. Ringler, S. Stec, M. Greene

Other Bidders:

Premier Group Associates, LLC **\$276,499.90**
Andy's Lawn Service Incomplete Bid Package

Corrected By Engineer



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 www.lathrupvillage.org

To: DDA Board of Directors
 From: Susie Stec, Director – Community & Economic Development /DDA Director
 Date: March 11, 2024
 RE: 2024 – 2026 Landscape & Maintenance Bid Recommendation

A Landscape & Maintenance RFP was released in February for the purpose of securing a contractor to maintain the landscaped areas of the DDA district which includes the entrance gardens, flowerbeds at City Hall, watering the hanging flower baskets, and provide as-needed services to the city such as nuisance cuts.

Bid proposals were due on March 12th at 2 pm. Four (4) bids were received; one (1) was disqualified due to being incomplete. Proposal amounts ranged from \$135,692 - \$276,499.90. Attached is the bid tab.

The low bid was submitted by Paradise Garden Landscaping, Inc. (26220 Groesbeck Hwy., Warren, MI 48089, 586-944-0020) in the amount of \$135,692. They have been in business for 20 years and have positive references. Therefore, it is recommended that the 2024 – 2026 Landscape & Maintenance contract be awarded to Paradise Gardens Landscaping, Inc.

Suggested Motion: *Accept the bid amount of \$135,692 and award Paradise Garden Landscaping, Inc. the contract for 2024 – 2026 Landscape & Maintenance in the DDA district, and authorize the DDA Director to sign any necessary documents.*



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To: DDA Board of Directors
 From: Susie Stec, Director – Community & Economic Development /DDA Director
 RE: Sign Grant – 27411 Southfield Road
 Date: March 12, 2024

Since the beginning of the year, staff has been working with Jay Brown to obtain the necessary approvals to open Jay Birds Bar & Grille at 27411 Southfield Road. The DDA received a Sign Grant application from Mr. Brown to install new sign panels for the both the existing monument sign and existing blade sign on the building.

Monument signs are not a permitted sign type in the Village Center (VC) district; however, because it is existing, the monument sign is considered a legal non-conformity. As such, Mr. Brown is able to use the existing monument sign and update the sign panels though he may not expand that non-conformity. The new monument sign panels are 4’ x 6’ per side (24 sf).

The blade sign is a permitted sign type in the VC district. It, too, is an existing sign and the proposal is to update the sign panels only. The blade sign panels are 4’ x 4’ (16 sf) which conforms to the standards detailed in the chart below.

52-24 Sign Types Permitted by District				
D. Pedestrian-Oriented Business Districts (MX and Village Center). Permits required, unless otherwise noted				
Sign Type	Location	Max. Area	Max. Height	Number
Projecting Sign or Blade sign See Section 52-25.D.	i. At least 8 ft. above ground level ii. No closer than 20 ft to another such sign iii. No higher than the 2nd floor of a multi-story building	16 sq. ft. total	4 ft. from bottom edge of sign	1 per occupant at street level

Mr. Brown has received two quotes for the fabrication and installation of the new sign panels. He has indicated a preference to accept the quote from Signarama in the amount of \$4,051.50. Per the DDA Sign Grant Program parameters, the LVDDA Board of Directors may approve and provide reimbursement

for signage up to a maximum grant of fifty (50%) percent of total project cost or two thousand dollars (\$2,000.00).

Suggested Motion: To award a DDA Sign Grant in the amount of \$2,000 to Jay Brown, owner of Jay Birds Bar & Grill located 27411 Southfield Road, to be reimbursed upon installation and final approval by the Building Official.

SIGN GRANT PROGRAM APPLICATION FORM

PROPERTY INFORMATION

Property Address:	27411 Southfield Rd
Parcel ID Number:	
Current Zoning:	Commercial Vehicular (CV)

BUSINESS INFORMATION

Business Name:	Jay Birds Bar & Grille		
Business Owner Name:	Jay Brown		
Business Mailing Address:	27411 Southfield Rd		
Phone Number:	248-270-7814		
Email:	jaybirdsgrill@gmail.com		
Sign Type:	<input checked="" type="checkbox"/> Wall	<input type="checkbox"/> Monument	<input type="checkbox"/> Awning

PROPERTY OWNER INFORMATION

Property Owner Name:	SKZ Property Holdings
Property Owner Address:	4850 McEwen Drive
Property Owner Phone:	248-421-4929
Property Owner Email:	kzebari@hotmail.com

Applications must include the following attachments to be considered for funding. Incomplete applications will not be accepted or considered for funding:

- Complete sign package with sealed drawings
- Cost Estimate
- Current digital photos of all existing building signage
- Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification

SIGN GRANT PROGRAM AFFIRMATION FORM

The undersigned applicant affirms and understands that:

1. The information submitted herein is true and accurate to the best of my knowledge.
2. I have read and understand the Sign Grant Program Guidelines and agree to abide by these conditions, as applicable to the proposed project.
3. I understand that the proposed sign cannot be installed until the DDA reviews and acts upon this Sign Grant Program application.
4. I understand that any changes made to the approved Sign without the approval of the DDA will be cause the DDA to withdraw its funding commitment.
5. Any sign grantee that removes or replaces the sign within the first three years of receiving a grant, while the business is still in operation, shall be required to repay to the DDA the total amount of grant funds awarded.
6. I understand that if the grant funded sign is removed within the three years following grant approval for a business that is still operational, shall require the repayment to the DDA of Grant Funds expended.
7. The property owner and business owner shall indemnify, defend, and hold the Downtown Development Authority and the City of Lathrup Village, their affiliates, and their respective officers, directors, council, members, employees, agents, and other representatives harmless from and against all claims, losses, expenses, liabilities, demands, obligations, or damages of every kind and nature (including, without limitation, reasonable attorney fees and expenses) (Losses), arising out of or related to (i) any act or omission of property owner and business owner or (ii) any breach of this Agreement by the property owner and business owner relative to this grant.

Jay Brown

3-1-2024

Signature - Business Owner

Date

JCL

3-11-2024

Signature - Property Owner

Date

REIMBURSEMENT REQUEST CERTIFICATION

I, the undersigned, warrant that all representations of the application submitted under the program are true and accurate and that there has been no material change which would in itself or cumulatively with other events impair the profitable functioning of my business operation. All agreements, warranties and representations made to the City of Lathrup Village Downtown Development Authority are true at the time they were made and shall remain true at the time of submittal for reimbursement under the program. I understand that if my business closes or moves out of the City of Lathrup Village within three (3) years, I will be required to repay the Lathrup Village Downtown Development Authority in an amount as described on in the Sign Grant Program Guidelines. The City of Lathrup Village Downtown Development Authority may in its sole option cancel its assistance commitment either in whole or in part for failure to comply with the requirements of this grant program or applicable codes and regulations.

Date:	3-1-2024
Applicant Name:	Jay Bropwn
Applicant Signature:	<i>Jay Brown</i>
Business Name:	Jay Birds Bar & Grille
Business Address:	27411 Southfield Rd
Mailing Address (If different):	
Phone:	313-410-5571
Email:	jaybirdsgrill@gmail.com



Payment Terms: Cash Customer

Created Date: 10/10/2023

DESCRIPTION: New location Monument sign panels and new panels for wall sign

Bill To: Delicious & Nutritious Restaurant Grp
27411 SOUTHFIELD
LATHRUP VILLAGE,
MI 48076

Pickup At: FASTSIGNS
22554 Telegraph Road
Southfield, MI 48033
US

Requested By: KURNIA Brown
Email: jaybirdsgrill@gmail.com
Work Phone: (248) 739-078

Salesperson: Anthony Jappaya

PRODUCTS	QTY	UNIT PRICE	TOTALS
1 Monument sign *New panels only*	2	\$1,475.00	\$2,950.00
1.1 Polycarbonate 3/16" - Lexan Part Qty: 1 Width: 72.00" Height: 48.00" Sides: 1 Gloss Laminate - Laminate	Text: Jay Birds Bar and Grille		
2 Existing wall sign *New panels only*	2	\$710.00	\$1,420.00
2.1 Polycarbonate 3/16" - Lexan panels Part Qty: 1 Width: 42.00" Height: 42.00" Sides: 1 Gloss Laminate - Laminate	Text: Jay Birds Bar and Grille		
3 City Permits & Acquisition fees	1	\$895.00	\$895.00
3.1 Permit Acquisitions - City Permits & Acquisition fees Part Qty: 1	Text: Permits & Acquisition fees		
4 Installation	1	\$1,200.00	\$1,200.00
4.1 Installation - Install Part Qty: 1	Text: Installation of the above. *Customer is responsible for connecting power to signs*		
Notes: 27411 Southfield Rd Lathrup Village			

THIS ESTIMATE IS VALID FOR 30 DAYS.

Base Subtotal:	Item 6D.
Subtotal:	\$6,465.00
Michigan State (6.0000%):	\$262.20
Total Taxes:	\$262.20
Grand Total:	\$6,727.20
Deposit Required:	\$3,363.60

Signature: _____ Date: _____

The way to grow your business!

Payment Terms: 50/COD

Created Date: 2/22/2024

DESCRIPTION: Exterior Sign Package

Bill To: Jay Birds Bar & Grill
27411 Southfield Rd
Southfield, MI 48076
US

Installed: Jay Birds Bar & Grill
Jay Brown
27411 Southfield Rd
Southfield, MI 48076
US

Requested By: Jay Brown
Email: jaybirdsgrill@gmail.com

Salesperson: Lance Shunia
Email: lance@michigansignshops.com
Entered By: Lance Shunia

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	<p>Ground Sign Face Change</p> <p>Tenant Panels for Ground Sign</p> <ul style="list-style-type: none"> - Cut Size: TBD - V.O Size: 4' x 6' - 3/16" White acrylic - Translucent vinyl on face - 1 panel for each side of side <p>-----</p> <p>Includes Installation of Panels</p> <ul style="list-style-type: none"> - Includes removal and disposal of existitng panels <p>Install Price: \$500</p> <p>Please Note: Site Survey is based on existing ground sign being in good working condition on day of install, if lighting or any other comments of the sign are not working properly, additional quote will be sent out for replacement parts.</p>	2	\$850.00	\$1,700.00
2	<p>Blade Sign Face Change</p> <p>Tenant Panels for Blade Sign</p> <ul style="list-style-type: none"> - Cut Size: TBD - V.O Size: 4' x 4' - 3/16" White acrylic - Translucent vinyl on face - 1 panel for each side of side <p>-----</p> <p>Includes Installation of Panels</p> <ul style="list-style-type: none"> - Includes removal and disposal of existitng panels 	2	\$625.00	\$1,250.00

- Use of bucket truck for install

Install Price: \$450

Please Note: Site Survey is based on existing ground sign being in good working condition on day of install, if lighting or any other comments of the sign are not working properly, additional quote will be sent out for replacement parts.

3	Vinyl Letters for Address Custom Vinyl Decal - Sized: 12"(h) x 24"(w) - To read: 27411 - RTA Vinyl Color: White or Silver - Placed first surface on glass Includes Removal of existing graphics and Installation of new	1	\$180.00	\$180.00
4	Local Sign Permits, City of Southfield Process and application of Sign Permit in Southfield - Permit Procurement Fee: \$400, Sign/Electric Connection Permits: \$400(estimate) * The Electrical Connection permit fee only covers connecting the signs to the existing electrical. A separate electrical permit must be pulled by a licensed contractor if new electrical lines will need to be run for the sign. **Final permit fees will be added once permit has been pulled	1	\$800.00	\$800.00

Subtotal:	\$3,930.00
Taxes:	\$121.50
Grand Total:	\$4,051.50

Orders less than \$500 must be paid in full at the time the order is placed. Orders over \$500 require a 50% deposit (minimum) at the time the order is placed and before any work can begin, including the design. Credit cards will be securely stored on file and will be charged upon completion. Production will not begin until we have received approval of the proof from the Customer. All signs remain the property of Signarama Troy/National Branding until paid in full. Signarama Troy/National Branding reserves the right to remove signage from Customer's location at Customer's expense for failure to pay in full. Orders cannot be cancelled or edited without written consent from Signarama Troy/National Branding. Restocking & Design fees apply. Accepting delivery and/or installation of the work is Customer affirmation that the work substantially conforms to all expectations. Customer shall be liable for all costs related to collection balances. Within 24 hours of completion of a project-the final invoice will be sent & the credit card on file will be run for the final invoice amount.

This estimate is valid for 30 days from created date.

Signature: _____ Date: _____

BIG NEWS! We just moved to 5875 New King Ct. Troy, MI 48098

JAY BIRDS BAR & GRILL

LOCATION:
27411 Southfield Rd
Southfield, MI 48076

CREATED 3-6-2024
REVISED --

JOB #
51802

■ Pink, TBD
■ Reverse Weeded Black
White is Acrylic Face

QTY: (2)

Material:	3/16" White Acrylic
Visual:	48"(h) x 72"(w)
Cut:	TO BE CONFIRMED
Qty:	2



VECTOR LOGO NEEDED



PROPOSED



EXISTING

Details - Tenant Panels for Ground Sign
- 3/16" White Acrylic with Vinyl Graphics on Face

DRAWINGS:	VERSION
Marissa C.	1
SALES:	
Lance S. lance@michigansignshops.com	

Troy / Metro Detroit
Signarama
248-585-6880 | 5875 New King Ct. Troy, MI 480

JAY BIRDS BAR & GRILL

LOCATION:
27411 Southfield Rd
Southfield, MI 48076

CREATED 3-6-2024
REVISED --

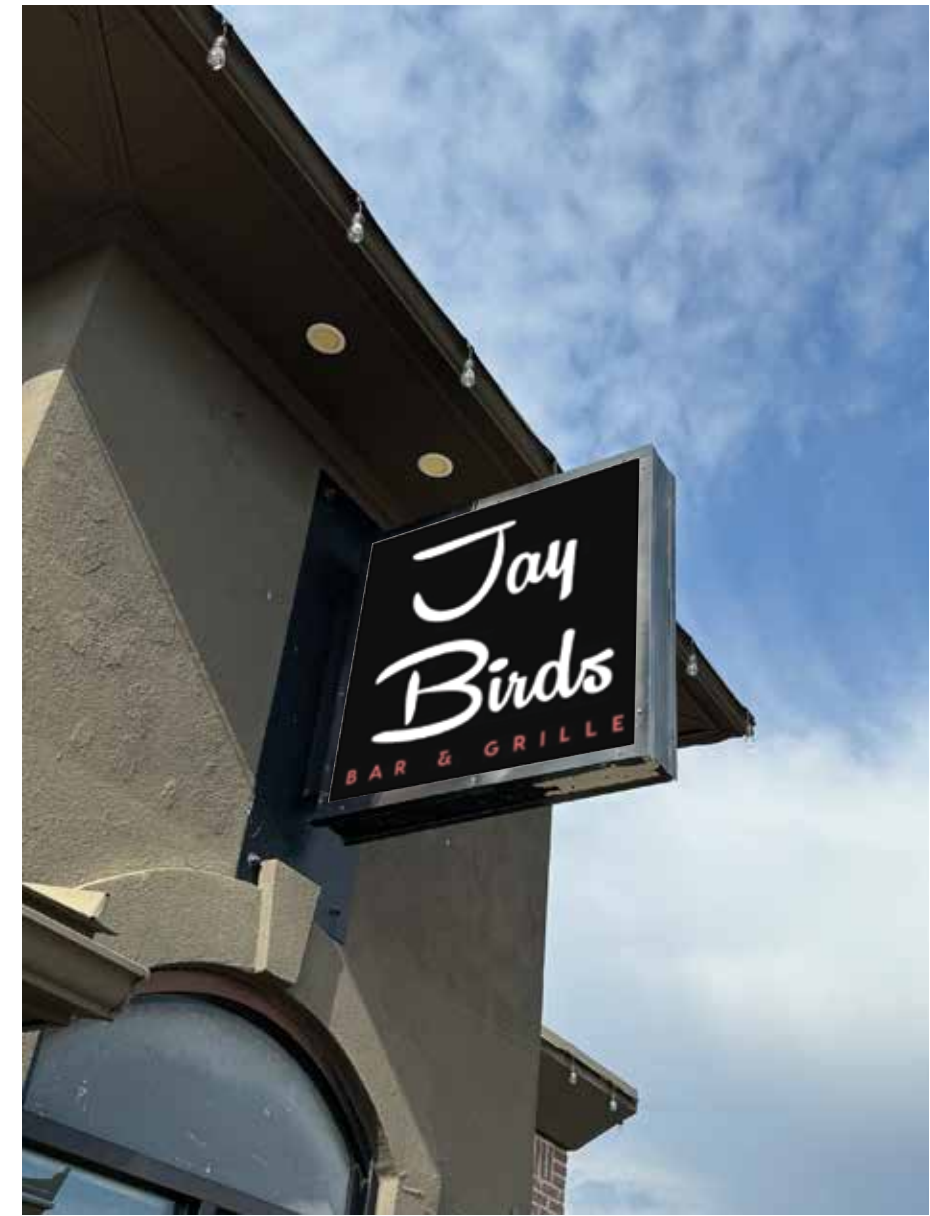
JOB #
51802

- Pink, TBD
- Reverse Weeded Black
White is Acrylic Face

QTY: (2)

Material:	3/16" White Acrylic
Visual:	48"(h) x 48"(w)
Cut:	TO BE CONFIRMED
Qty:	2

VECTOR LOGO NEEDED



PROPOSED



EXISTING



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

To: DDA Board of Directors
From: Susie Stec, Director – Community & Economic Development /DDA Director
Date: March 13, 2024
RE: 2024 Flower Order

The Beautification Committee spent the winter months exploring and discussing what to plant in the hanging baskets, front porch flowerpots, entrance pots, and gazebo pots. The general consensus was that we wanted to experiment with our flower varieties to see what will pack the greatest visual punch and be best suited for each of the different growing conditions.

While the DDA has purchased from English Gardens in the past, staff did reach out to other suppliers for pricing. Unfortunately, those suppliers do not carry many of the varieties favored by the Beautification Committee. The estimated cost to purchase the plants from English Gardens is \$4,500. This expenditure is in the FY 23/24 DDA Budget; \$5,000 has been allocated. Please note this expenditure does not include planting materials in the flower beds immediately surrounding City Hall.

Suggested Motion: Authorize DDA Director to order flowers and plants for the hanging baskets, front porch pots, entrance pots, and gazebo pots from English Gardens for an amount not to exceed \$5,000.



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

To: DDA Board of Directors
 From: Susie Stec, Director – Community & Economic Development /DDA Director
 Date: March 11, 2024
 RE: 2024 Promotional Item Purchase

Promotional items were last purchased in 2021 after the board completed rebranding. Previous giveaways included DDA-branded bags, small buttons, temporary tattoos and business directory magnets. Our stock of these items has been depleted, and new items are needed.

Staff and the Promotions Committee recommend purchasing the items listed below. These items will be used as giveaways at events throughout the year, and will help with increasing awareness and brand recognition of LVDDA. Other items are still being considered.

Item	Quantity	Cost
Tote Bags	400	\$1,421.14
Pens	1,000	\$310
Chip Clips	500	\$600
TOTAL		\$2,331.14

Suggested Motion: Authorize DDA staff to purchase promotional items for the purpose of marketing the organization and district as a whole, for an amount not to exceed \$3,000.00.



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MEMORANDUM

To: LVDDA Board of Directors
 From: Susie Stec, CED/DDA Director
 Date: February 13, 2024
 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

- Social Media/Marketing Workshop, April 9th, 8 – 10 am (Location: Southfield)
 * Tri-City Partnership
- Morning Business Mixer, May 14th, 8 -10 am (Location: Southfield)
- Plant Swap: May 18th, time TBD, LV Pavilion
- Southfield Road Corridor Clean-up: June 8th, time TBD
- Juneteenth Celebration: Unity in the Community, June 14th/15th
- LV Music Festival, August 10th, 12 – 9 pm
- Business Beautification Workshop, September 25th, 5 – 7 pm (Location: Oak Park)
- Succession Planning Workshop, November 14th, 8:30 – 10:30 am (Location: Lathrup Village)
- Holiday Business Mixer, December 4th, 4 – 6 pm (Location: Oak Park)

Past DDA Events

- Time Management & Mastery Workshop, February 22nd, 8:30 am – 10:30 am
 * Tri-City Partnership

Commercial Business/Property Updates

- 28901 Southfield Rd (Papa's Pizza & BBQ) – OPEN. Business sought variance for signage and was denied.
- 27300 Southfield Road –Site plans were approved at the February PC meeting. Construction to begin in the next few weeks.



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- 27411 Southfield Road (Jay Birds Bar & Grill) – New restaurant! They obtained Special Land Use approval by City Council and are now working on interior build-out and transferring of their liquor license.
- 27777 Southfield Road (Panera Bread) – OPEN. They will be seeking an amendment to the PUD Agreement to allow for the installation of a monument sign.
- 27601 Southfield Road (Surnow LV Center) – The contractor has begun seeking permits for construction.

Infrastructure

- 12 Mile to be closed just west of the gas station for a weekend at the end of March. SOCWA will be working in the at-grade meter pit.
- Resurfacing of Southfield Road is anticipated to begin mid-April/early-May to July. Staff is working with RCOC to arrange another public meeting with the businesses.
- Alley & approach work is planned from April to mid-June.

Miscellaneous

- Staff is finalizing content for the standalone website. It is anticipated to launch at the beginning of April. It will be linked to the city's website to ensure users can locate all information.
- Planning Commission is beginning to explore ways to mitigate parking challenges throughout the district. They have expressed an interest in working more closely with the DDA.
- A funding request has been submitted to Sen. Gary Peter's office to support the Municipal Park Renovation project. Staff is still seeking additional funding.