

Downtown Development Authority

Friday, April 19, 2024 at 12:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Approval of Minutes**
 - [A.](#) 2024 03 19 DDA Board of Directors Minutes
5. **Consent Agenda**
 - [A.](#) Monthly Financial Reports
 - [B.](#) Committee Reports
 - [C.](#) Monthly Code Enforcement Report
6. **Public Comment (*speakers are limited to 3 minutes*)**
7. **Old Business**
8. **New Business**
 - A. Election of Officers
 - [B.](#) Establish DDA Hiring Committee
 - [C.](#) Flock Cameras Proposal
 - [D.](#) Code Enforcement Vehicle Purchase
 - [E.](#) Code Enforcement Computer Purchase
 - [F.](#) FY 24/25 DDA Budget (draft v2)
 - [G.](#) 2nd Annual LVMF Event Overview

[H.](#) Alley & Approach Update

[I.](#) City Hall Flowerbeds Landscape Design

9. **DDA Director Report**

[A.](#) April 2024 CED Report

10. **Adjourn**



Downtown Development Authority Minutes

Friday, March 15, 2024 at 12:00 PM
27400 Southfield Road, Lathrup Village, Michigan 48076

1. Call to Order

12:05 PM by Vice Chair Bryan Ford

Attendees: Dr. Patricia Felton, Bryan Ford, Kelly Garrett, Pam Shermeyer, Dan Sugg

Absent: Danielle Huey, Charlotte Jones, Fred Prime

Staff: Brittany Dorsey, Michael Greene, Susie Stec

Motion by Greene to excuse Danielle Huey, Charlotte Jones, Fred Prime. Seconded by Dan Sugg. All in favor.

2. Approval of Agenda

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

3. Approval of Minutes

A. 2024 02 16 DDA Board of Directors Minutes

Motion by Shermeyer to approve minutes from February 16, 2023, board meeting. Seconded by Greene. All in favor.

4. Consent Agenda

Motion by Greene to approve consent agenda. Seconded by Shermeyer. All in favor.

5. Old Business

None

6. New Business

A. FY 23/24 March Budget Amendments

Stec reviewed DDA budget amendments. Greene shared that the installation of charging stations at City Hall will be happening at no cost to the DDA or City.

Motion by Shermeyer to adopt proposed March amendments for the FY 23/24 DDA Budget. Seconded by Garrett. All in favor.

B. Cost-Share Agreement with RCOC

Stec confirmed RCOC will complete the pedestrian signal installation at Margate. The DDA will cover 100% of the cost and maintenance.

Motion by Greene to adopt the resolution to establish Cost-Share Maintenance Agreement with the Road Commission for Oakland County. Seconded by Sugg. All in favor.

C. 2024 - 2027 Landscape & Maintenance - Bid Contract Recommendation

Stec shared that DDA received 4 bids for the landscape and maintenance contract. DDA asked if there was a termination clause.

Motion by Garrett to accept bid amount of \$135, 692 and award Paradise Garden Landscaping, Inc. the contract for 2024 – 2026 Landscaping & Maintenance in the DDA district, and authorize the DDA director to sign any necessary documents. Seconded by Greene. All in favor.

D. Sign Grant Application - 27411 Southfield Road

Jay Birds Bar and Grill submitted a Sign Grant application to update the existing blade and monument signs.

Motion by Sugg to award a DDA Sign Grant in the amount of \$2,000 to Jay Brown, owner of Jay Birds Bar and Grill located at 27411 Southfield Road, to be reimburse upon installation and final approval by the Building Official. Seconded by Green. All in favor.

E. 2024 Spring Flower Purchase

Stec discussed plant selections and process for selecting flowers.

Motion by Shermeyer to authorize DDA Director to order flowers and plants for the hanging baskets, front porch pots, entrance pot, and gazebo pots from English Gardens for an amount not to exceed \$5,000. Seconded by Sugg.

Yays: Felton, Ford, Greene Shermeyer, Sugg.

Nay by Garrett.

Motion carries.

F. 2024 Tree Purchase for DTE Energy Tree Grant

Stec discussed tree selections and quotes; indicated that revised quantity is needed.

Motion by Shermeyer to authorize up to \$5,000 for the purchase of 12 trees from Wildtype Nursery. Seconded by Greene. All in favor.

G. Promotional Items Purchase

Stec discussed DDA swag materials. DDA Board asked to have higher quality bags with flat bottoms.

Motion by Sugg to authorize the DDA staff to purchase promotional items for the purpose of marking the organization and district as a whole, for an amount not to exceed \$3,000. Seconded by Garrett. All in favor.

7. Director's Report

A. 2024 March CED Report

Stec shared CED updates.

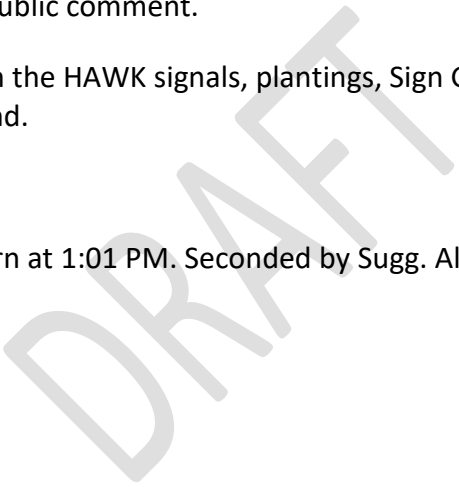
8. Public Comment

Rick Wisz commented on the Lathrup Village Music Festival, code enforcement activities, upcoming road work, and public comment.

Karen Miller commented on the HAWK signals, plantings, Sign Grants, public comments, and funds due to the city's general fund.

9. Adjourn

Motion by Garrett to adjourn at 1:01 PM. Seconded by Sugg. All in favor.



Item 5A.

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	03/31/2024 (ABNORMAL)	MONTH 03/31/2024 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE		
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY									
Revenues									
Dept 000.000									
494-000.000-407.000	TIFA-CAPTURE TAXES	367,901.00		26,761.25		0.00		341,139.75	7.27
494-000.000-410.000	TAX COLLECTED OTHER	37,488.00		7,459.33		0.00		30,028.67	19.90
494-000.000-415.000	MISCELLANEOUS REVENUE	21,974.00		2,999.59		0.00		18,974.41	13.65
494-000.000-446.000	INVESTMENT INTEREST	10,000.00		35,471.10		4,125.67		(25,471.10)	354.71
Total Dept 000.000		437,363.00		72,691.27		4,125.67		364,671.73	16.62
TOTAL REVENUES		437,363.00		72,691.27		4,125.67		364,671.73	16.62
Expenditures									
Dept 000.000									
494-000.000-701.000	SALARIES FULL-TIME	170,940.00		125,298.20		12,784.76		45,641.80	73.30
494-000.000-702.000	SALARIES PART-TIME	5,000.00		4,525.00		0.00		475.00	90.50
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	60,000.00		52,434.79		5,651.04		7,565.21	87.39
494-000.000-722.000	LEGAL SERVICES	900.00		0.00		0.00		900.00	0.00
494-000.000-726.000	OFFICE SUPPLIES	6,350.00		1,767.72		63.57		4,582.28	27.84
494-000.000-802.000	TAX TRIBUNAL RETURNS	2,000.00		0.00		0.00		2,000.00	0.00
494-000.000-810.000	AUDITING & ACCOUNTING	800.00		5,958.53		5,158.53		(5,158.53)	744.82
494-000.000-822.000	TRAINING/MEMBERSHIP	10,050.00		3,120.85		1,331.19		6,929.15	31.05
494-000.000-844.000	MAIN STREET PROGRAM	22,500.00		13,169.55		339.64		9,330.45	58.53
494-000.000-845.000	STREETSCAPING	132,000.00		9,980.00		247.50		122,020.00	7.56
494-000.000-882.000	PLANNING/CONSULTING FEES	15,300.00		17,059.39		42.36		(1,759.39)	111.50
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00		1,806.69		0.00		193.31	90.33
494-000.000-901.000	POSTAGE FEES	200.00		0.00		0.00		200.00	0.00
494-000.000-933.000	REPAIRS & MAINTENANCE	417,293.00		40,606.41		8,516.03		376,686.59	9.73
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	53,457.00		1,366.47		1.50		52,090.53	2.56
494-000.000-968.001	DEPRECIATION INFRASTRUCTURE	30,000.00		0.00		0.00		30,000.00	0.00
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00		3,730.00		0.00		6,270.00	37.30
494-000.000-971.001	FACADE GRANT PROGRAM	20,000.00		0.00		0.00		20,000.00	0.00
Total Dept 000.000		958,790.00		280,823.60		34,136.12		677,966.40	29.29
TOTAL EXPENDITURES		958,790.00		280,823.60		34,136.12		677,966.40	29.29
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:									
TOTAL REVENUES		437,363.00		72,691.27		4,125.67		364,671.73	16.62
TOTAL EXPENDITURES		958,790.00		280,823.60		34,136.12		677,966.40	29.29
NET OF REVENUES & EXPENDITURES		(521,427.00)		(208,132.33)		(30,010.45)		(313,294.67)	39.92

User: MICHELLE

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

Item 5A.

DB: Lathrup

TRANSACTIONS FROM 03/01/2024 TO 03/31/2024

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-010.000 TRUST ACCOUNT-GENERAL						
Journal GJ: GJ						
139686	03/31/2024	INTEREST POSTING-MONTHLY	16188	Multiple	4,125.67	
Journal Totals					4,125.67	0.00
Totals for 494-000.000-010.000					4,125.67	0.00
Balance 03/01/24:					1,173,724.82	
Net Change:					4,125.67	
Balance 03/31/24:					1,177,850.49	

494-000.000-202.000 ACCOUNTS PAYABLE						
Journal AP: AP						
139110	03/15/2024	HEALTH INSURANCE	240680010174	Multiple		82.09
139114	03/15/2024	HEALTH INSURANCE	240680007343	Multiple		2,713.41
139119	03/15/2024	MISC EXPENSES - SUSIE	01.220-2.21.202	Multiple		821.24
139121	03/15/2024	MISC EXPENDITURES	MARCH152024	Multiple		74.62
139149	03/15/2024	2024 DDA ALLEY PROGRAM	131202	494-000.000-933.000		1,155.00
139150	03/15/2024	SOUT/MARG SIGNAL DESIGN	131203	494-000.000-933.000		5,424.17
139159	03/15/2024	2024 MEMBERSHIP DUES	16625	494-000.000-822.000		325.00
139163	03/15/2024	INSURANCE	03/14/2024	Multiple		125.68
139174	03/15/2024	PROFESSIONAL SERVICES RENDERED	10176828	Multiple		2,757.05
139473	03/28/2024	MISC EXPENSES - BRITT	03/28/2024	Multiple		307.40
139496	03/28/2024	ENGINEERING SRVS-2024 ALLEY PR	130766	494-000.000-933.000		1,778.75
139499	03/28/2024	ENGINEERING FEES - SOUTHFIELD	131192	494-000.000-845.000		247.50
139507	03/28/2024	DDA MEMBERSHIP DUES	3452	494-000.000-822.000		250.00
139512	03/28/2024	ACCOUNTING SERVICES	10190251	Multiple		2,401.48
139515	03/28/2024	SIGNAL MAINTENANCE	6856	494-000.000-933.000		158.11
139519	03/28/2024	HEALTH INSURANCE	MARCH2024	Multiple		62.16
Journal Totals					0.00	18,683.66
Journal CD: CD						
139221	03/15/2024	Check: NBDC 48805	48805	Multiple	82.09	
139223	03/15/2024	Check: NBDC 48807	48807	Multiple	2,713.41	
139228	03/15/2024	Check: NBDC 48812	48812	Multiple	821.24	
139230	03/15/2024	Check: NBDC 48814	48814	Multiple	74.62	
139249	03/15/2024	Check: NBDC 48833	48833	Multiple	1,155.00	
139250	03/15/2024	Check: NBDC 48834	48834	Multiple	5,424.17	
139257	03/15/2024	Check: NBDC 48841	48841	Multiple	325.00	
139261	03/15/2024	Check: NBDC 48845	48845	Multiple	125.68	
139269	03/15/2024	Check: NBDC 48853	48853	Multiple	2,757.05	
139534	03/28/2024	Check: NBDC 48877	48877	Multiple	307.40	
139542	03/28/2024	Check: NBDC 48885	48885	Multiple	2,026.25	
139549	03/28/2024	Check: NBDC 48892	48892	Multiple	250.00	
139554	03/28/2024	Check: NBDC 48897	48897	Multiple	2,401.48	
139556	03/28/2024	Check: NBDC 48899	48899	Multiple	158.11	
139559	03/28/2024	Check: NBDC 48902	48902	Multiple	62.16	
Journal Totals					18,683.66	0.00
Totals for 494-000.000-202.000					18,683.66	18,683.66
Balance 03/01/24:					0.00	
Net Change:					0.00	
Balance 03/31/24:					0.00	

494-000.000-214.101 DUE TO GENERAL FUND						
Journal CD: CD						
139221	03/15/2024	Check: NBDC 48805	48805	Multiple		82.09
139223	03/15/2024	Check: NBDC 48807	48807	Multiple		2,713.41
139228	03/15/2024	Check: NBDC 48812	48812	Multiple		821.24
139230	03/15/2024	Check: NBDC 48814	48814	Multiple		74.62
139249	03/15/2024	Check: NBDC 48833	48833	Multiple		1,155.00
139250	03/15/2024	Check: NBDC 48834	48834	Multiple		5,424.17
139257	03/15/2024	Check: NBDC 48841	48841	Multiple		325.00
139261	03/15/2024	Check: NBDC 48845	48845	Multiple		125.68
139269	03/15/2024	Check: NBDC 48853	48853	Multiple		2,757.05
139534	03/28/2024	Check: NBDC 48877	48877	Multiple		307.40
139542	03/28/2024	Check: NBDC 48885	48885	Multiple		2,026.25
139549	03/28/2024	Check: NBDC 48892	48892	Multiple		250.00
139554	03/28/2024	Check: NBDC 48897	48897	Multiple		2,401.48
139556	03/28/2024	Check: NBDC 48899	48899	Multiple		158.11
139559	03/28/2024	Check: NBDC 48902	48902	Multiple		62.16
Journal Totals					0.00	18,683.66
Journal GJ: GJ						
139670	03/31/2024	MERS POSTING	16184	Multiple		1,079.30
139688	03/31/2024	MERS POSTING-NEW HIRES AFTER 7	16190	Multiple		592.58
139689	03/31/2024	MERS POSTING-NEW HIRES AFTER 7	16191	Multiple		46.67

User: MICHELLE FROM 494-000.000-000.000 TO 494-000.000-971.001
 DB: Lathrup TRANSACTIONS FROM 03/01/2024 TO 03/31/2024

Item 5A.

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-214.101 DUE TO GENERAL FUND						
Journal CD: CD						
Journal Totals					0.00	1,718.55
Journal PR: Payroll						
139668	03/31/2024	FIRST PAY MARCH PAYROLL	16182	Multiple		6,866.70
139669	03/31/2024	PAYROLL SECOND PAY MARCH	16183	Multiple		6,867.21
Journal Totals					0.00	13,733.91
Totals for 494-000.000-214.101					0.00	34,136.12
				Balance 03/01/24:	408,865.50	
				Net Change:	34,136.12	
				Balance 03/31/24:	443,001.62	
494-000.000-446.000 INVESTMENT INTEREST						
Journal GJ: GJ						
139686	03/31/2024	INTEREST POSTING-MONTHLY	16188	Multiple		4,125.67
Journal Totals					0.00	4,125.67
Totals for 494-000.000-446.000					0.00	4,125.67
				Balance 03/01/24:	31,345.43	
				Net Change:	4,125.67	
				Balance 03/31/24:	35,471.10	
494-000.000-701.000 SALARIES FULL-TIME						
Journal PR: Payroll						
139668	03/31/2024	FIRST PAY MARCH PAYROLL	16182	Multiple	6,392.38	
139669	03/31/2024	PAYROLL SECOND PAY MARCH	16183	Multiple	6,392.38	
Journal Totals					12,784.76	0.00
Totals for 494-000.000-701.000					12,784.76	0.00
				Balance 03/01/24:	112,513.44	
				Net Change:	12,784.76	
				Balance 03/31/24:	125,298.20	
494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Journal AP: AP						
139110	03/15/2024	HEALTH INSURANCE	240680010174	Multiple	82.09	
139114	03/15/2024	HEALTH INSURANCE	240680007343	Multiple	2,713.41	
139163	03/15/2024	INSURANCE	03/14/2024	Multiple	125.68	
139519	03/28/2024	HEALTH INSURANCE	MARCH2024	Multiple	62.16	
Journal Totals					2,983.34	0.00
Journal GJ: GJ						
139670	03/31/2024	MERS POSTING	16184	Multiple	1,079.30	
139688	03/31/2024	MERS POSTING-NEW HIRES AFTER 7	16190	Multiple	592.58	
139689	03/31/2024	MERS POSTING-NEW HIRES AFTER 7	16191	Multiple	46.67	
Journal Totals					1,718.55	0.00
Journal PR: Payroll						
139668	03/31/2024	FIRST PAY MARCH PAYROLL	16182	Multiple	474.32	
139669	03/31/2024	PAYROLL SECOND PAY MARCH	16183	Multiple	474.83	
Journal Totals					949.15	0.00
Totals for 494-000.000-703.000					5,651.04	0.00
				Balance 03/01/24:	46,783.75	
				Net Change:	5,651.04	
				Balance 03/31/24:	52,434.79	
494-000.000-726.000 OFFICE SUPPLIES						
Journal AP: AP						
139119	03/15/2024	MISC EXPENSES - SUSIE	01.220-2.21.202	Multiple	21.19	
139121	03/15/2024	MISC EXPENDITURES	MARCH152024	Multiple	21.19	
139473	03/28/2024	MISC EXPENSES - BRITT	03/28/2024	Multiple	21.19	
Journal Totals					63.57	0.00
Totals for 494-000.000-726.000					63.57	0.00
				Balance 03/01/24:	1,704.15	
				Net Change:	63.57	
				Balance 03/31/24:	1,767.72	

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-726.000 OFFICE SUPPLIES						
494-000.000-810.000 AUDITING & ACCOUNTING						
Journal AP: AP						
139174	03/15/2024	PROFESSIONAL SERVICES RENDERED	10176828	Multiple	2,757.05	
139512	03/28/2024	ACCOUNTING SERVICES	10190251	Multiple	2,401.48	
Journal Totals					5,158.53	0.00
Totals for 494-000.000-810.000					5,158.53	0.00
Balance 03/01/24:				800.00		
Net Change:				5,158.53		
Balance 03/31/24:				5,958.53		

494-000.000-822.000 TRAINING/MEMBERSHIP						
Journal AP: AP						
139119	03/15/2024	MISC EXPENSES - SUSIE	01.220-2.21.202	Multiple	105.00	
139119	03/15/2024	MISC EXPENSES - SUSIE	01.220-2.21.202	Multiple	20.49	
139119	03/15/2024	MISC EXPENSES - SUSIE	01.220-2.21.202	Multiple	630.70	
139159	03/15/2024	2024 MEMBERSHIP DUES	16625	494-000.000-202.000	325.00	
139507	03/28/2024	DDA MEMBERSHIP DUES	3452	494-000.000-202.000	250.00	
Journal Totals					1,331.19	0.00
Totals for 494-000.000-822.000					1,331.19	0.00
Balance 03/01/24:				1,789.66		
Net Change:				1,331.19		
Balance 03/31/24:				3,120.85		

494-000.000-844.000 MAIN STREET PROGRAM						
Journal AP: AP						
139121	03/15/2024	MISC EXPENDITURES	MARCH152024	Multiple	9.99	
139121	03/15/2024	MISC EXPENDITURES	MARCH152024	Multiple	43.44	
139473	03/28/2024	MISC EXPENSES - BRITT	03/28/2024	Multiple	286.21	
Journal Totals					339.64	0.00
Totals for 494-000.000-844.000					339.64	0.00
Balance 03/01/24:				12,829.91		
Net Change:				339.64		
Balance 03/31/24:				13,169.55		

494-000.000-845.000 STREETS CAPING						
Journal AP: AP						
139499	03/28/2024	ENGINEERING FEES - SOUTHFIELD	131192	494-000.000-202.000	247.50	
Journal Totals					247.50	0.00
Totals for 494-000.000-845.000					247.50	0.00
Balance 03/01/24:				9,732.50		
Net Change:				247.50		
Balance 03/31/24:				9,980.00		

494-000.000-882.000 PLANNING/CONSULTING FEES						
Journal AP: AP						
139119	03/15/2024	MISC EXPENSES - SUSIE	01.220-2.21.202	Multiple	42.36	
Journal Totals					42.36	0.00
Totals for 494-000.000-882.000					42.36	0.00
Balance 03/01/24:				17,017.03		
Net Change:				42.36		
Balance 03/31/24:				17,059.39		

494-000.000-933.000 REPAIRS & MAINTENANCE						
Journal AP: AP						
139149	03/15/2024	2024 DDA ALLEY PROGRAM	131202	494-000.000-202.000	1,155.00	
139150	03/15/2024	SOUT/MARG SIGNAL DESIGN	131203	494-000.000-202.000	5,424.17	
139496	03/28/2024	ENGINEERING SRVS-2024 ALLEY PR	130766	494-000.000-202.000	1,778.75	
139515	03/28/2024	SIGNAL MAINTENANCE	6856	494-000.000-202.000	158.11	
Journal Totals					8,516.03	0.00

User: MICHELLE

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

Item 5A.

DB: Lathrup

TRANSACTIONS FROM 03/01/2024 TO 03/31/2024

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-933.000 REPAIRS & MAINTENANCE						
Totals for 494-000.000-933.000					8,516.03	0.00
Balance 03/01/24:				32,090.38		
Net Change:				8,516.03		
Balance 03/31/24:				40,606.41		

494-000.000-955.000 MISCELLANEOUS EXPENDITURES						
Journal AP: AP						
139119	03/15/2024	MISC EXPENSES - SUSIE	01.220-2.21.202	Multiple	1.50	
Journal Totals					1.50	0.00
Totals for 494-000.000-955.000					1.50	0.00
Balance 03/01/24:				1,364.97		
Net Change:				1.50		
Balance 03/31/24:				1,366.47		

Item 5A.

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 03/31/2023	PERIOD ENDED 03/31/2024
*** Assets ***			
494-000.000-010.000	TRUST ACCOUNT-GENERAL	1,089,450.98	1,177,850.49
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		1,378,917.04	1,786,164.99
*** Liabilities ***			
494-000.000-214.101	DUE TO GENERAL FUND	101,697.53	443,001.62
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		101,697.53	710,604.62
*** 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		(139,860.82)	(208,132.33)
Fund Balance Adjustments		0.00	(1,001.00)
Ending Fund Balance		1,277,219.51	1,075,560.37
Total Liabilities And Fund Balance		1,378,917.04	1,786,164.99



Lathrup Village Music Festival

MINUTES

Tuesday, April 2, 2024 at 3:00 PM
City Hall Conference Room

1. Call to Order at 3:21 pm

Present: Brittany Dorsey, Mike Greene, Jason Hammond Adam Laurie, Susie Stec,
Lt. Mike Zang

Absent: Bob Beras, Lauren Beras,

2. Old Business

A. Confirm Event Date

There was discussion at the previous meeting regarding Kimmie Horne's event being held on the same day. The committee agreed to move forward with the August 10th date.

3. New Business

A. Updates

- Bob has been working on the artwork for the event. A png file will be developed. The banner and yard signs are being reworked for better legibility.
- Britt & Lauren will both work to secure vendors & will visit businesses in the district about participating. Same with food trucks,
- Adam is working on identifying & securing musicians; a call for artists has been made on social media. The committee is considering having a headlining musician and a headlining DJ. Thornetta Davis has verbally committed to the event and will be an afternoon headliner. Will also be asking Cast Iron Cornbread to return.
- 28 volunteers have signed up to assist in event setup and day-of.

- 5 – 6 police officers will be at the event plus 2 officers who will be on the road.
- A sponsorship packet has been developed and will be distributed this week.
- Discussion was had regarding parking constraints and possibly needing shuttle service.

4. Other Items

There was also discussion about doing something extra special for the residents; ideas included a gift basket with LVMF swag, raffle, and drink discount for residents. Committee will continue to discuss.

5. Adjourn at 4:13pm

Enforcement List by Address

04/18/24

Item 5C.

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

26601 SOUTHFIELD RD

<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

28305 SOUTHFIELD RD

<u>CASE #</u>	<u>Category</u>	<u>Complaint Details</u>	<u>Date Filed</u>	<u>Status</u>	<u>Date Closed</u>
E24-0073	Sign Violation		04/10/24	VIOLATION	

Enforcement List by Address

04/18/24

Item 5C.

E24-0074	No Business License	EXCEED 10% COVERAGE NO BUSINESS LICENSE	04/10/24		
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Total Enforcements: 2

28600 SOUTHFIELD RD

<u>CASE #</u>	<u>Category</u>	<u>Complaint Details</u>	<u>Date Filed</u>	<u>Status</u>	<u>Date Closed</u>
E24-0077	Items in R. O. W.	"FOR LEASE" SIGN OBSTRUCTING VIEW	04/15/24		

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>
E24-0072	No Business License	NO BUSINESS LICENSE	04/10/24		

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>
E24-0076	Sign Violation	28651 Southfield, Domino's Pizza: Enforcement made on 2/27/24 but no evidence of a letter in BS&A. Following up and mailing letter to owner.	04/10/24	VIOLATION	

Total Enforcements: 1

28851 SOUTHFIELD RD

<u>CASE #</u>	<u>Category</u>	<u>Complaint Details</u>	<u>Date Filed</u>	<u>Status</u>	<u>Date Closed</u>
E24-0071	Sign Violation		04/10/24	Letter Sent	

Enforcement List by Address

04/18/24

Item 5C.

Smackin' Soul Food: New enforcement discovered. Spoke with Terrance the owner about the signage violation. Letter sent to owner as well.

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>
E24-0075	Sign Violation	28635 Southfield, Zip Printing: Spoke with part owner. He stated that the signage will be removed from the windows. Letter sent and will follow up in 30 days.	04/10/24	VIOLATION	

Total Enforcements: 1

28820 SOUTHFIELD RD

<u>CASE #</u>	<u>Category</u>	<u>Complaint Details</u>	<u>Date Filed</u>	<u>Status</u>	<u>Date Closed</u>
E24-0078	Items in R. O. W.	"FOR LEASE" SIGN OBSTRUCTING VIEW	04/15/24		

Total Enforcements: 1

Records: 13

Population: All Records

Enforcement.DateFiled Between 3/1/2024 12:00:00 AM

AND 4/18/2024 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

To: DDA Board of Directors
 From: Susie Stec, Director – Community & Economic Development /DDA Director
 Date: April 18, 2024
 RE: Establishing a Hiring Committee

The upcoming departure of both DDA staff members obviously creates a need to fill those vacancies. To facilitate the hiring of new qualified staff the DDA Board of Directors should establish a Hiring Committee to review applicants, conduct interviews, make a recommendation to the board, and participate in compensation negotiations. The Hiring Committee should be comprised of City Administrator Mike Greene and two (2) board members. Selected Board Members should be available to participate during business hours for interviews.

At a minimum, the DDA Hiring Committee’s process for selecting a new DDA Director should include the following steps:

- Review submitted applications
- Interview selected candidates
- Make a hiring recommendation to the entire Board of Directors
- Once approved/authorized by Board of Directors, an offer of employment can be made
- Engage in compensation negotiations, as needed

Suggested Motion: To establish a Hiring Committee to be comprised of City Administrator Mike Greene, _____, and _____, for the purpose of reviewing applicants, conducting interviews, making a recommendation to the board, and participating in compensation negotiations.



To: Lathrup Village DDA

From: Lieutenant Michael Zang

Date: April 4th, 2024

Re: Flock Safety License Plate Readers

The Lathrup Village Police Department, as well as many other police agencies in the area are trying to advance the investigative tools within their agencies. A newer resource available to law enforcement are license plate readers (LPRs). The company "Flock Safety" has the corner on the market in our area and are reasonably priced compared to competitors. Their cameras are strategically placed throughout a city and record license plates as they drive by. This information is invaluable to investigators as we try to solve crime within our respective cities. For the agencies around us who already have Flock Cameras installed, they have been vital in generating leads and solving crimes. Many times, victims are able to provide us with details about a vehicle (make, model and color), but not a license plate. That is where Flock Cameras become so helpful. Detectives would be able to generate leads simply by reviewing the cameras when the crime was committed and search for matching cars in the area around the same time. I've worked with many investigators in the area and they have been able to successfully prosecute many types of crimes as a result of the leads produced from the Flock Cameras. With the recent uptick in retail frauds and financial fraud, this system would primarily assist with investigations for the businesses in Lathrup Village.

When purchased by a law enforcement agency or purchased exclusively for a police agency, Flock Cameras are also be given access to LEIN (Law Enforcement Information Network) information. That feature would give LVPD a heads up when a stolen vehicle, missing person, or a non-compliant sex offender enters the city, as well as other sensitive LEIN data. We are also be able to enter vehicle plates into the Flock system, so when a returning retail fraud suspect enters the city, we would have the drop on them before they can commit another crime. For instance, when a known retail fraud suspect vehicle's plate is entered into Flock because they have previously stolen from a business, Lathrup Village Officer's phones would get an instant text alert with a picture and a caption of what business they have stolen from in the past. This would give us an advantage to saturate the area with law enforcement, essentially scaring them away before committing another crime.

I am available anytime for questions, and the Flock Representative also offered a demonstration, if needed. I will break the cost down below. Thank you for your attention in this matter.

Cost:

4 camera minimum @ \$3,000 per camera = \$12,000 (recurring yearly cost)

Installation (one time cost) - \$650 Flock's pole with solar panel

\$150 for installation on City's pole (power required)

\$1250 for MDOT pole (permitting/power required)



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To: DDA Board of Directors
 From: Susie Stec, Director – Community & Economic Development /DDA Director
 Date: April 17, 2024
 RE: Code Enforcement Vehicle

When discussing the current FY 23/24 DDA budget, a request was made by the Code Enforcement Officer to consider purchasing a new vehicle, preferably a light-duty truck. The reasons behind this request include that the current vehicle (early model Ford Escape) is well beyond its useful life, and it is in need of regular repairs. The size of the vehicle also limits its versatility, as the vehicle may also be used from time to time by DDA staff to transport items for DDA events (i.e. flower baskets, plants, etc.)

During this discussion, the board acknowledged that, due to the shared nature of the Code Enforcement position, the city should also be contributing to the purchase of a new vehicle. The board; however, also acknowledged the city’s budgetary constraints, and decided to include the full cost of a new vehicle, up to \$46,000, in the FY 23/24 budget. It was also determined at this time that any new vehicle would be branded with the DDA logo.

DDA staff has identified a light-duty truck (2024 Chevrolet Colorado) that will meet our needs and is available for immediate delivery; the cost is \$33,584. The vehicle is for sale through Berger Chevrolet.

Suggested Motion: Authorize DDA Director to purchase 2024 Chevrolet Colorado from Berger Chevrolet for \$33,584 and have the new vehicle branded with the DDA logo.

BID PER ENCLOSED SPECIFICATIONS

Cost per vehicle \$33,584.00

Number of units 1

Total Bid Amount \$33,584.00

Vehicle Description:

Year 2024

Make Chevrolet

Model Colorado w/t
crew cab 2wd

Vendor:

Berger Chevrolet Inc.

Address 2525 28th Street S.E.

Grand Rapids, MI 49512

Phone (616) 949-5200

Fax (616) 988-9178

Bid Prepared For :

City of Lathrup Village

Price includes title fee and delivery. Price based on
Municipal discount in the State of Michigan.

Signature *Robert Evans*

Printed Signature Robert M. Evans

Date 4/12/2024



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To: DDA Board of Directors
 From: Susie Stec, Director – Community & Economic Development /DDA Director
 Date: April 17, 2024
 RE: Code Enforcement Computer

Over the past few weeks of on-boarding the new Code Enforcement Officer, it has become apparent that there are ways in which to improve operational efficiencies. Currently, the process for code enforcement activities includes driving through the community, making a written list of violations and documenting with pictures, and then returning to the office to input the information gathered into the system. In discussing ways to improve this process it was suggested that a laptop or tablet be purchased and equipped so as to allow this work to be conducted from the field.

Staff has consulted with the city’s IT support provider to identify a device that will meet the needs of the Code Enforcement Officer. It has been suggested that a Microsoft Surface Pro would be compatible with the city’s systems and would best meet the needs. The estimated is \$1,131.37

Suggested Motion: Authorize DDA Director to purchase a Microsoft Surface Pro, at a cost not to exceed \$1,200, for the Code Enforcement Officer.

Cart

[Keep shopping](#)



Surface Pro 9 - Graphite, 12th Gen Intel® Core™ i5, WiFi, 8GB RAM, 256GB SSD

Remove

Save for later



Surface Pro 9

Graphite, 12th Gen Intel® Core™ i5, WiFi, 8GB RAM, 256GB SSD

Original price: \$1,099.99; Current Price: \$749.99 ~~\$1,099.99~~ **\$749.99**

Current quantity for Surface Pro 9: 1

Quantity: 1



Microsoft 365 Personal (15-Month Subscription)

~~\$69.99~~ **\$69.99**

Current quantity for Microsoft 365 Personal (15-Month Subscription): 1

Quantity: 1

Remove



Microsoft Complete for Surface Pro - 3 year

Digital

Original price: \$219.00; Current Price: \$131.40~~\$219.00~~ **\$131.40**

Current quantity for Microsoft Complete for Surface Pro - 3 year: 1

Quantity: 1

Remove

By proceeding with this purchase you agree to the [Terms and Conditions](#) of your Microsoft Protection Plan, inclusive of insurance premium tax at the prevailing rate (if applicable).



Surface Pro Signature Keyboard

Black

~~\$179.99~~ **\$179.99**

Current quantity for Surface Pro Signature Keyboard: 1

Quantity: 1

Remove

Order summary

Items (4):

\$1,131.37\$1,131.37

Shipping:FreeEstimated tax:-

Total*\$1,131.37

Pay over time options may be available for qualified customers at checkout for eligible purchases.

*Before applicable taxes

Checkout

Need help?

Call [1-877-696-7786](tel:1-877-696-7786)

Cart: 6322250440



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Mission

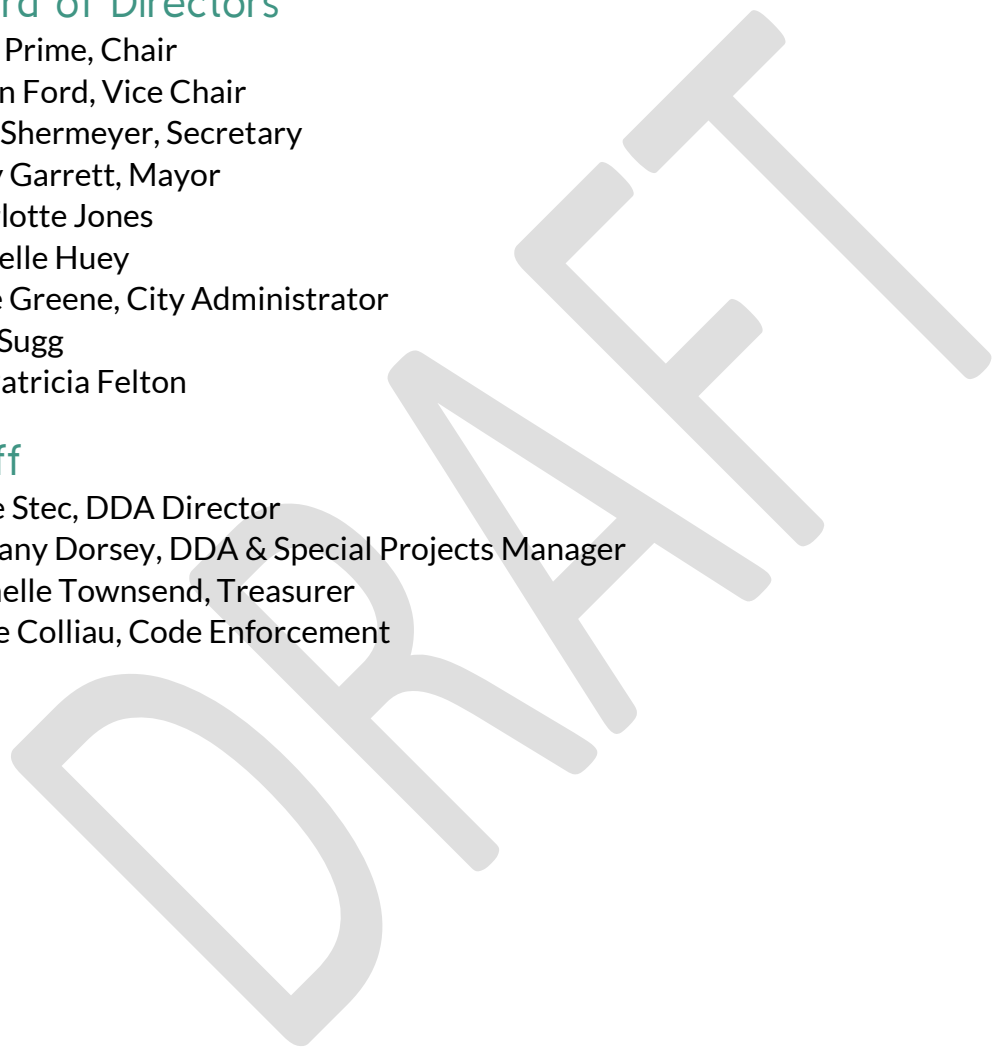
The Lathrup Village Downtown Development Authority’s mission is to undertake public improvements that have the greatest impact to strengthen the downtown area and attract new investments. To serve this mission, the DDA is dedicated to combining public and private resources for the physical and economic development of properties located within the district borders.

Board of Directors

- Fred Prime, Chair
- Bryan Ford, Vice Chair
- Pam Shermeyer, Secretary
- Kelly Garrett, Mayor
- Charlotte Jones
- Danielle Huey
- Mike Greene, City Administrator
- Dan Sugg
- Dr. Patricia Felton

Staff

- Susie Stec, DDA Director
- Brittany Dorsey, DDA & Special Projects Manager
- Michelle Townsend, Treasurer
- Steve Colliau, Code Enforcement



Historical Snapshot

Over the years, DDA activities included hosting events, implementing business assistance programs such as a façade improvement grant, sign grant, and streetscaping initiatives. These activities demonstrate the DDA’s desire to foster a business-friendly environment while transforming the commercial corridor into an identifiable & desirable destination. While the DDA intends to continue and expand these activities, the circumstances of the pandemic challenged us to refine and find new ways to support our business community more fully. The 2023 DDA Annual Report details how the pandemic continued to influence our activities last year.

Southfield Road is the main commercial corridor; however, this thoroughfare poses many challenges to fostering a thriving business district. Some of these challenges include a wide public right-of-way, lack of curbing and pedestrian crossings, high travel speeds, and an old stormwater ditch system. The Road Commission for Oakland County (RCOC) has spent numerous years working with Lathrup Village, Southfield, and Beverly Hills to develop a preferred alternative for the reconstruction of Southfield Road. While this project is slow-moving, it is progressing through the necessary federal and state approval processes. The city, DDA and RCOC submitted a joint application for funding to implement this project; if successful, construction would begin in 2027. In the meantime, RCOC will be resurfacing Southfield Road and making drainage improvements from 11 Mile to 12 Mile in 2024.

The DDA continues to make strides in its streetscaping and accessibility. The Board of Directors initiated a 3-year Sidewalk Replacement Program to coincide with the city program, which saw the direct investment of DDA funds into the district infrastructure. The DDA also adopted a 5-year alleyway and approach program, and has already replaced 3 alleys and 15 approaches.

Planned Activities: 2024/2025

Business Development

Lathrup Village is a great location for small business startups – space is affordable and major transportation arteries are easily accessible. While attracting new business remains a priority, supporting and retaining current business is our current focus. At the outset of the pandemic the Lathrup Village DDA established an incubator program – Lovin’ Lathrup Village Business Relief Mini-Grants. Implementation of this mini grant has faltered, and staff continues to explore the best path forward.

LVDDA assistance has not been exclusively financial but has included a concerted effort to provide opportunities for increased digital marketing, virtual events and trainings. LVDDA has partnered with the cities of Oak Park and Southfield to develop a series of

free learning opportunities for our businesses; these efforts are supported by Main Street Oakland County and the Southfield Regional Chamber of Commerce. Other programs to be rejuvenated and reimagined include Live in LV videos, Featured Fridays, and reestablishing a quarterly e-newsletter specifically for businesses.

Streetscaping and Beautification

In previous years, the DDA budget allocated funds for a façade improvement and sign grant programs. The sign grant program continues to be well-utilized by businesses. The façade improvements program was revamped to include site beautification activities such as landscaping and parking lot improvements. There has been a modest increase in the use of these funds since making adjustments to the parameters.

Enhancing the “curb appeal” of Southfield Road continues to be a DDA priority. In the past, the uncertainty of *when* the long-awaited Southfield Road reconstruction will occur put the DDA in limbo and resulted in an overall lack of investment. Over the past three (3) years, beautification & streetscaping efforts have included the installation of banners, flowers, and flower planters, increased the number of corridor cleanups, and landscaping improvements at both gateway flowerbeds and at City Hall. Streetscaping and accessibility improvements have been pervasive over the past two years. The business district saw the direct investment of DDA funds into the infrastructure through the DDA Sidewalk Replacement Program and the implementation of the alleyway and approach program, which has already replaced 3 alleys and 15 approaches.

The DDA continues to advocate to the Road Commission for Oakland County (RCOC) for improved pedestrian safety and accessibility along the Southfield Road corridor. RCOC granted the DDA permission to install a HAWK signal near the Margate/Southfield Road intersection, and a Safety Grant was awarded to LVDDA to install the signal (CY 2025). Two additional signals will be installed as part of the 2024 RCOC project work.

Events

DDA-sponsored events include the annual Southfield Corridor Cleanup, Juneteeth Celebration, and Lathrup Village Music Festival. There is close coordination of events & programming between the DDA & the city. Opportunities to expand the DDA presence at events will be explored, as will adding new events such as an art fair and movie in the park. The DDA will continue partnering with the Southfield Regional Chamber of Commerce to provide ribbon-cuttings to new businesses.

Training & Strategic Planning

It is extremely important to ensure staff is being trained and keeping up-to-date on the latest best practices. It is equally as important that ensure board members have access to

training and they are actively encouraged to take advantage of these opportunities. The Board of Directors participated in strategic planning efforts lead by the National Main Street Center to guide our COVID-19 recovery efforts. These workplans will be the foundation to guide our activities over the next few years. Board members will be encouraged to attend the National Main Street Conference.

Joint Meetings

The DDA Board of Directors will continue participating in joint meetings with City Council and Planning Commission to ensure consistent communication and collaboration on planning projects, zoning ordinance amendments, and related initiatives.

Future Development

Interest in (re)developing commercial properties in the city has steadily been increasing over the past few years. As of April 2024, there are a dozen projects for which the city is anticipating plans or in-process. In nearly all of these instances, physical improvements to the commercial properties are proposed, which will have a positive impact on the DDA’s revenue.

Main Street Oakland County

Lathrup Village is an associate level community – the second rung of Main Street Oakland County’s three-tiered system. The DDA’s goal is to strengthen our volunteer-base and community engagement with the intent to move up to the Select level. Advancing through the tiers at MSOC will provide greater access to MSOC resources and enhanced funding opportunities. The DDA continues to work closely with MSOC on numerous programs and initiatives.

DDA Revenue

Revenue 2010 through 2023

The district has seen revenues fluctuate in response to the various economic stressors. Revenues gradually began to climb in 2015, and by FY 19/20 the LVDDA district had exceed the highpoint from a decade ago. While investment in commercial properties happens at a slower pace than perhaps in neighboring communities, overall, the district sees a consistent number of redevelopment projects annually. This has led to increased property values.

Revenue Sources

The revenue sources for the DDA are outlined and briefly described below:

Tax Increment Financing (TIFA-CAPTURE TAXES): Tax increment financing is the largest funding source. This funding mechanism captures increases in taxable value for the DDA.

DDA Millage (TAX COLLECTED OTHER): The DDA levies an additional millage on properties within its boundaries. This is the second largest funding source for the DDA. For the past two years, the millage rate has remained consistent at **1.8823 mils** for every dollar of taxable value in the DDA District. This rate will remain the same in 2024/2025.

Special Assessment: No revenues are planned in this category.

Investment Interest: The DDA earns interest on its saved fund balance.

Federal/State Grants: The DDA routinely seeks out and applies for grant funding to support its programs & initiatives.

Miscellaneous Revenues: This is comprised of personal property taxes paid to the state and passed on to the DDA.

Table: 2024-2025 Budget Revenue Summary

REVENUES	ACTUAL 21/22	ACTUAL 22/23	ADOPTED 23/24	AMENDED MARCH 23/24	ACTUAL 3/31/2024	BUDGETED 24/25	INCREASE (DECREASE)
TIFA-CAPTURE TAXES	364,258	396,236	367,901	367,901	26,761	410,000	42,099
TAX COLLECTED OTHER	37,117	37,187	37,488	37,488	7,459	37,488	-
MISC. REVENUES	21,757	22,364	21,974	21,974	3,000	23,000	1,026
INVESTMENT INTEREST	4,104	39,300	10,000	40,000	35,471	40,000	30,000
FEDERAL/STATE GRANTS	-	-	-	-	-	-	-
Total Revenues	427,237	495,087	437,364	467,364	72,691	510,488	73,125

DDA Expenditures

Throughout the fall of 2020, the DDA Executive Committee and City worked to develop a Cost-Share Agreement that clearly articulated shared expenses and areas ripe for formalized collaboration. This agreement was adopted in January 2021 and is included in the appendix. The expenditures outlined below are aligned with this agreement. A detailed breakdown is included in the appendix.

Proposed 2024-2025 Expenditures

Salary & Wages: The DDA pays the salary for the DDA Director, DDA & Special Manager, and a percentage of the City Administrator, City Treasurer, and Code Enforcement Officer salaries.

Employee Taxes & Benefits: The DDA pays the taxes and benefits for the DDA Director, DDA & Special Projects Manager, and a percentage of the City Administrator, City Treasurer, and Code Enforcement Officer salaries.

Part Time Seasonal Crew: This will fund any additional staff that may be needed.

Legal Services: This fund covers the costs of legal advice and/or the drafting of agreements.

Office Supplies: This fund covers general office supplies, Adobe subscriptions for staff, and shared cost of website, technology/software subscriptions.

Tax Tribunal Returns: The DDA sets aside approximately \$2,000 for the Tax Tribunal refunds.

Auditing & Accounting: The DDA sets aside approximately \$800 for these financial services.

Training and Memberships: Training sessions and memberships are important for staff and boards/commission. These opportunities help sharpen skills, educate about latest trends and research, and build social capital for the city. Funds in this line item include registration and travel expenses for regional, state & national conferences.

Main Street Program: The funds in this line item are broadly defined as business assistance. The DDA works to craft programs which are more accessible to Lathrup Village businesses and effective at achieving the district goals. This line includes costs incurred in the Southfield Corridor Cleanups, Juneteenth, Lathrup Village Music Festival and updated branding materials.

Streetscaping: Investing in the DDA district includes the maintenance of the two gateway gardens/signs in the district, landscaping surrounding City Hall. This line items includes district flowers, banners, holiday decorations, and Municipal Park Play Structure match.

Planning/Consulting Fees: This includes a monthly fixed retainer cost, development plan review fees, zoning ordinance updates, and implementation of the Comprehensive Plan.

Printing/Publication Costs: Expenses related to advertising & marketing of the DDA.

Postage Fees: Expenditures for mailing DDA-related items.

Repairs & Maintenance: This fund reflects investment in the DDA district and is used for paying electricity bills for the streetlights within the district, I-696 Service Drive Mowing & Snow Removal, alley & approach repaving, installation of a pedestrian (HAWK) signal, and new Landscape & Maintenance contract. The DDA will be utilizing a portion of its fund balance on these infrastructure projects, which are in alignment with the Development Plan.

Miscellaneous Expenditures: This includes general and/or unanticipated costs, as well as general board of directors' costs and portion of liability insurance premium.

Depreciation Infrastructure: This is related to the annual audit regarding infrastructure – primarily alleys – in the DDA district and is typically determined well after the budgeting process.

Capital Expenditure: This fund would include investments in the DDA district in the form of equipment purchases or maintenance.

Sign Grant Program: This program was reinstated two years ago and has been successful tool for new and existing businesses.

Façade Improvement Program Grant: A program expressly identified in the TIF Plan, the façade improvement program was reinstated two years ago. The program was revamped to be more responsive to business/property owner needs related to overall site beautification.

Table 2024-2025 Budget Expenditures Summary

EXPENDITURES	ACTUAL 21/22	ACTUAL 22/23	ADOPTED 23/34	AMENDED MARCH 23/24	ACTUAL 3/31/2024	BUDGETED 24/25
SALARIES & WAGES	163,062	162,929	170,940	180,000	125,298	180,000
PART TIME SEASONAL CREW	2,525	-	5,000	5,000	4,525	5,000
EMPLOYEE TAXES & BENEFITS	50,249	57,701	34,000	60,500	52,435	65,000
LEGAL SERVICES	-	-	900	900	-	900
OFFICE SUPPLIES	1,072	507	6,350	6,350	1,768	3,755
TAX TRIBUNAL RETURNS	13,800	-	2,000	2,000	-	2,000
AUDITING & ACCOUNTING	800	800	800	800	5,959	800
TRAINING/MEMBERSHIP	2,502	8,575	10,050	10,050	3,121	7,125
MAIN STREET PROGRAM	10,465	5,524	22,500	22,500	13,170	18,500
STREETSCAPING	24,035	9,047	132,000	132,000	9,980	117,000
PLANNING/CONSULTING FEES	50,646	15,497	15,300	17,017	17,059	15,300
PRINTING/PUBLICATION COSTS	2,145	972	2,000	2,500	1,807	2,000
POSTAGE FEES	135	-	200	200	-	200
REPAIRS & MAINTENANCE	252,007	335,203	417,293	350,000	40,606	503,980
MISCELLANEOUS EXPENDITURES	2,567	1,007	53,457	53,457	1,366	8,457
DEPRECIATION INFRASTRUCTURE	29,718	29,714	30,000	30,000	-	30,000
SIGN GRANT PROGRAM	4,000	-	10,000	10,000	3,730	10,000
FAÇADE GRANT PROGRAM	11,640	-	20,000	20,000	-	20,000
TOTAL EXPENDITURES	621,368	627,474	932,790	903,274	280,824	990,017

History of Expenditures and Revenues

The following charts and graphs are meant to provide an overview of previous budget years.

History of Revenues & Expenditures

Fiscal Year	Revenue	Expenditure
2010-2011	323,943	147,303
2011-2012	254,118	200,418
2012-2013	193,228	198,028
2013-2014	156,217	176,392
2014-2015	142,843	215,848
2015-2016	151,691	200,782
2016-2017	137,045	264,682
2017-2018	146,375	171,420
2018-2019	163,875	106,400
2019-2020	366,232	143,678
2020-2021	419,011	324,610
2021-2022	420,776	378,589
2022-2023	489,396	293,531
2023-2024	437,364	932,790
2024-2025*	510,488	990,017

*budgeted

Since its inception the DDA has been building a fund balance with the intent of utilizing those funds as the primary match for the reconstruction of Southfield Road. The DDA has only use its fund balance for operational expenses in a limited manner. The DDA began dipping into the fund balance to enhance the physical appearance and functioning of the Southfield Road corridor. Projects include the Sidewalk Replacement Program, Alley & Approach Paving, and installation of pedestrian (HAWK) signals.

Fund Balance: FY 16-17 to FY 23-24

Historical Fund Balance	
Fiscal Year	Fund Balance
FY 16-17	\$1,256,738
FY 17-18	\$1,237,849
FY 18-19	\$1,329,994
FY 19-20	\$1,340,050
FY 20-21	\$1,340,050
FY 21 - 22	\$1,611,212
FY 22 -23	\$1,417,808
FY 23-24	\$1,284,694

Appendix

Fiscal Year 2024/2025 Budget Detail

DRAFT

EXPENDITURES	AMENDED 3/2024	BUDGETED 24/25
SALARIES & WAGES	180,000	180,000
DDA Director		83,232
DDA & Special Projects Mgr		46,079
City Administrator & Treasurer		20,400
Code Enforcement		24,647
PART TIME SEASONAL CREW	5,000	5,000
EMPLOYEE TAXES & BENEFITS	60,500	65,000
LEGAL SERVICES	900	900
OFFICE SUPPLIES	6,350	3,755
Adobe Subscription		360
DDA Website		375
Computers		2,000
Cell Phone		720
Office supplies		300
TAX TRIBUNAL RETURNS	2,000	2,000
AUDITING & ACCOUNTING	800	800
TRAINING/MEMBERSHIP	10,050	7,125
Michigan Downtown Association Membership		250
National Main Street Center Membership		375
National Main Street Conference		2,500
IEDC Trainings		
MEDA Membership		
MAP Annual Conference		2,000
misc. trainings		2,000
MAIN STREET PROGRAM	22,500	18,500
Corrdior Cleanup		500
Juneteenth		2,000
Branding/Swag		2,000
LVMF		10,000
Tri-City Partnership/Business Mini-Grant		4,000
STREETSCAPING	132,000	117,000
Plants Materials		5,000
Banners		2,000
Holiday Decorations		10,000
Trash Receptacles		
Municipal Park Play Structure Match		100,000
PLANNING/CONSULTING FEES	17,017	15,300
PRINTING/PUBLICATION COSTS	2,500	2,000
POSTAGE FEES	200	200

REPAIRS & MAINTENANCE	350,000	503,980
Alleys & Approaches		345,000
Excell (696 Mowing & Snow)		5,000
Landscape Maintenance		43,980
HAWK Pedestrian Signals		100,000
Streetlight/DTE		10,000
MISCELLANEOUS EXPENDITURES	53,457	8,457
Meadowbrook Liability Insurance		4,657
misc. expense		500
LVTV -DDA mtg		3,300
DEPRECIATION INFRASTRUCTURE	30,000	30,000
CAPITAL EXPENDITURE	-	-
SIGN GRANT PROGRAM	10,000	10,000
FAÇADE GRANT PROGRAM	20,000	20,000
TOTAL EXPENDITURES	903,274	990,017



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: April 18, 2024
 RE: 2nd Annual LVMF Overview

Planning is underway for the 2nd Annual LVMF which is scheduled for August 10th from 1 – 11. Just as we did last year, the event is intended to be LV-centric. The Board of Directors has budgeted \$10,000 for the event, and \$1,000 (Giffels Webster) has already been secured. The committee is actively soliciting musical artists, vendors, and volunteers for the event, as well as sponsorships. Artwork has been updated for this year and a “Save the Date” has already been advertised. The committee continues to secure quotes for lighting, stage, and sound.

We have a verbal commitment from Thornetta Davis, Nadir Omowale, and Cast-Iron Cornbread (returning from last year). We also have a verbal commitment from Dog & Pony Show Brewery to once again provide frosty libations. Last, but certainly not least, we already have 28 volunteers to assist at the event.

There are three (3) motions to be considered by the DDA Board of Directors:

Suggested motion #1: Authorize the DDA Director to complete and submit a MLCC Special License Application on behalf of the Lathrup Village DDA for the Lathrup Village Music Festival on August 10, 2024, an event to be held in Municipal Park (27400 Southfield Road).

Suggested motion #2: Authorize the DDA Director to enter into a contract/agreement with Thornetta Davis to perform at the LV Music Festival on August 10, 2024 for a cost of \$2,500 and provide a 50% deposit of \$1,250, with the balance to be paid following the performance.

Suggested motion #3: Authorize the DDA Director to enter into a contract/agreement with Nadir Omowale to perform at the LV Music Festival on August 10, 2024 for a cost of \$2,200 and provide a 50% deposit of \$1,100, with the balance to be paid following the performance.



Engineers
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1025 East Maple Road
 Suite 100
 Birmingham, MI 48009
 p (248) 852-3100
 f (313) 962-5068
 www.giffelswebster.com

Executive:	S.A.R.
Manager:	S.A.R.
Designer:	A.J.K.
Quality Control:	S.A.R.



Know what's below.
 Call before you dig.

DATE:	ISSUE:

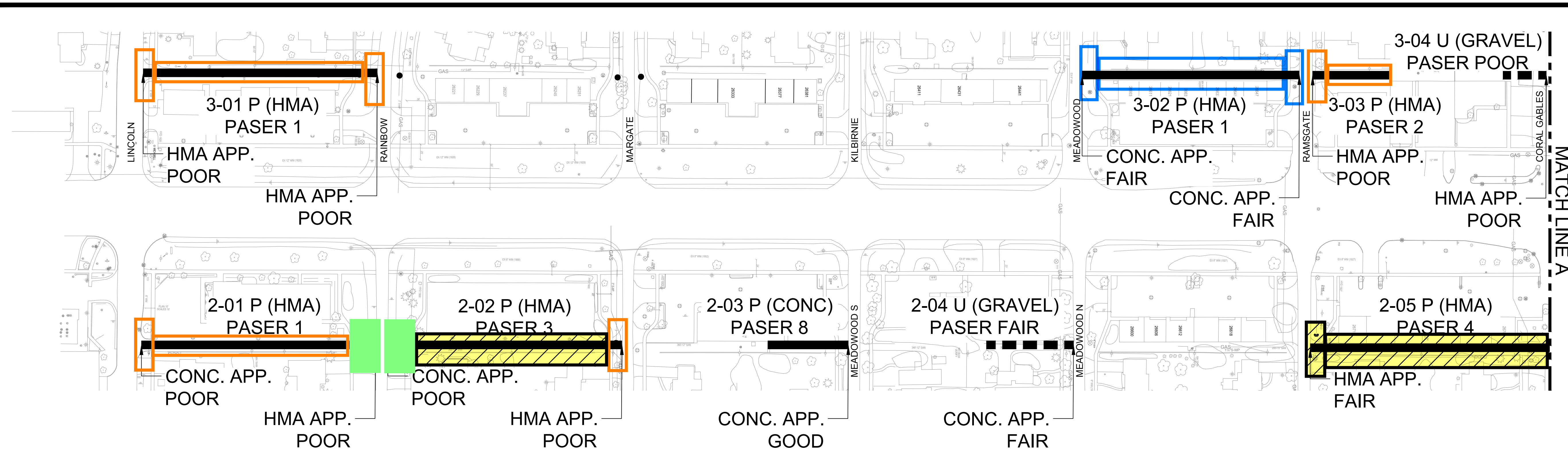
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 CITY OF
 LATHRUP VILLAGE
 27400 SOUTHFIELD ROAD
 LATHRUP VILLAGE, MI 48076
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ALLEY ASSESSEMENT (1 OF 2)

CITY OF LATHRUP VILLAGE
 OAKLAND COUNTY
 MICHIGAN

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

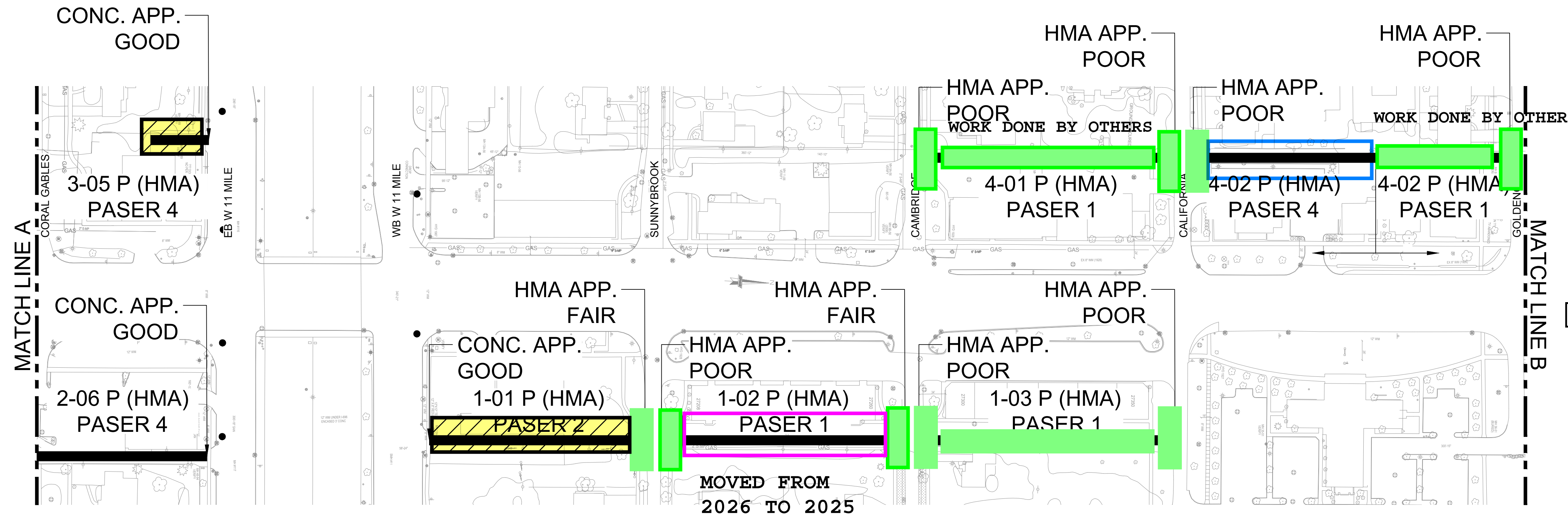
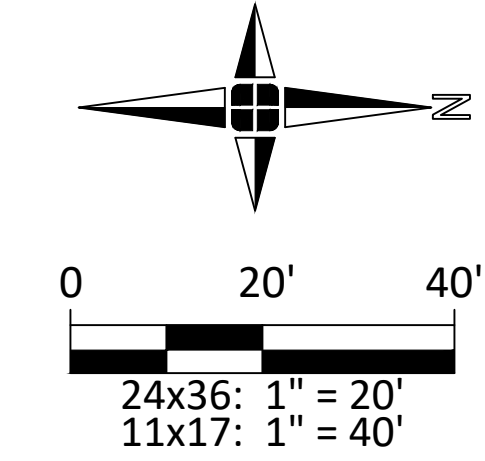
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KEY: X-XX P/U

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



PROPOSED 5-YR CIP

- █ 2021-2023 (COMPLETED)
- 2024
- 2025
- 2026
- DELAYED REPAIRS

MOVED FROM
 2026 TO 2025

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Revised 04/15/2024



Engineers
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Know what's below.
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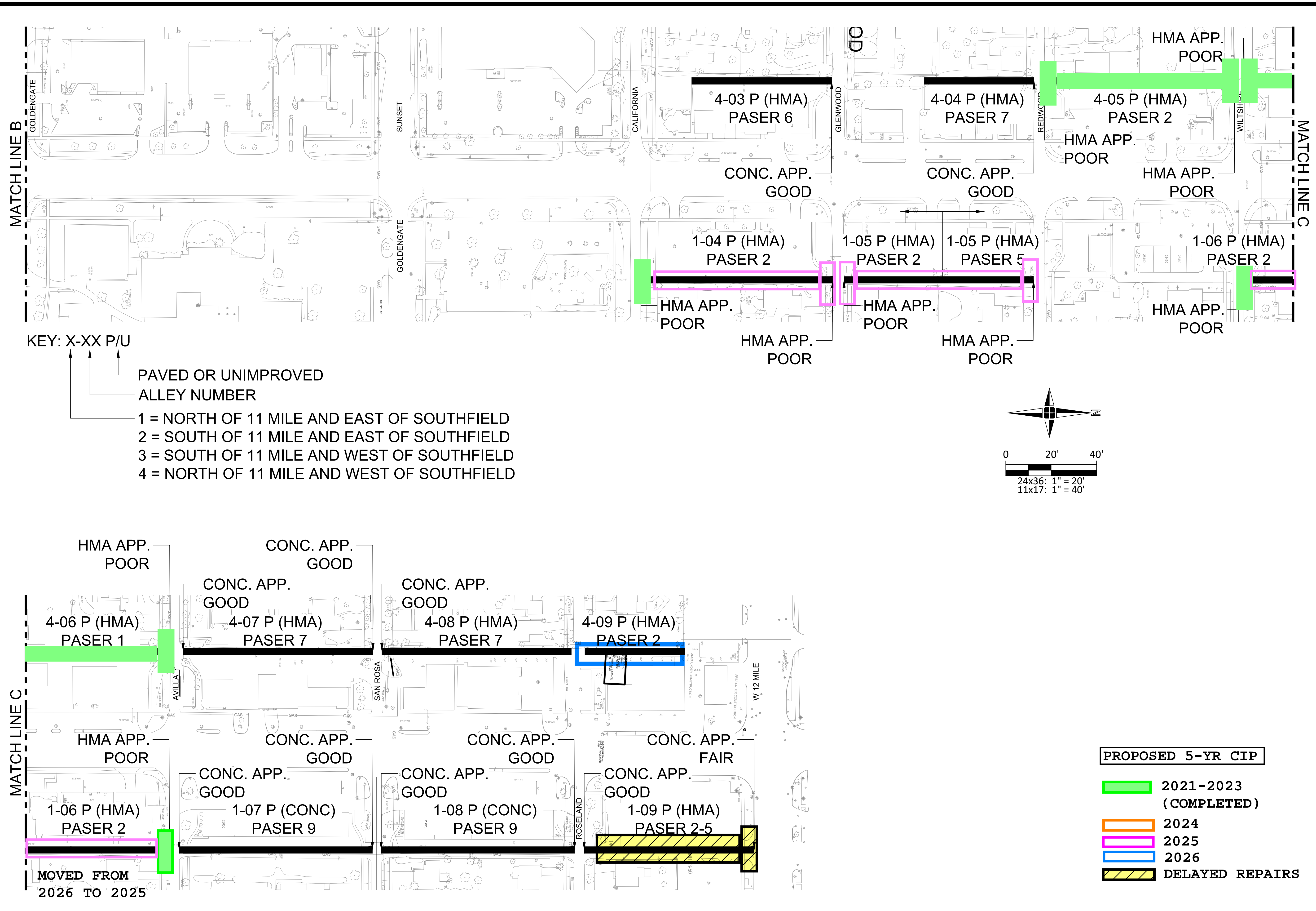
ALLEY ASSESSMENT (2 OF 2)

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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WARREN MI 48089**

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**LANDSCAPE
PROPOSAL**

**Licensed & Insured
Since 2004**

NAME: City of Lathrup Village	PHONE:	DATE: 4/16/2024
STREET: 27400 Southfield Road	JOB NAME: City of Lathrup Village	
CITY, STATE AND ZIP CODE: Southfield, MI 48076	JOB LOCATION: 27400 Southfield Road, Southfield, MI 48076	

We hereby submit specifications for landscape as follows:

LANDSCAPE SERVICES:

<u>Quantity</u>	<u>Items</u>	<u>Type</u>	<u>Size</u>	<u>Each Cost</u>	<u>Total Cost</u>
<u>City Hall North Side: (65'x3'):</u>					
8	Install eight (8) Limelight Hydrangeas		5 gal	\$ 69.99	\$ 559.92
24	Install twenty-four (24) Silvia (Purple)		1 gal	\$ 14.99	\$ 359.76
1 yard	Install one (1) yard of peat moss/ topsoil for planting			\$ 45.00	\$ 45.00
1 yard	Install one (1) yard of Brownwood Mulch			\$ 40.00	\$ 40.00

City Hall South Side: (65'x5'):

4	Install four (4) Limelight Hydrangeas		5 gal	\$ 69.99	\$ 279.96
30	Install thirty (30) Silvia (Purple)		1 gal	\$ 14.99	\$ 449.70
20	Install twenty (20) Stella Day Lilies		6"	\$ 14.99	\$ 299.80
30	Install thirty (30) Karl Forester Feather Reed		8"	\$ 19.99	\$ 599.70
1 yard	Install one (1) yard of peat moss/ topsoil for planting			\$ 45.00	\$ 45.00
1 yard	Install one (1) yard of Brownwood Mulch			\$ 40.00	\$ 40.00

City Hall East Side: (40'x7'):

8	Install eight (8) Limelight Hydrangeas	5 gal	\$ 69.99	\$ 559.92
24	Install twenty-four (24) Silvia (Purple)	1 gal	\$ 14.99	\$ 359.76
10	Install ten (10) Sedum Autumn Joy	1 gal	\$ 14.99	\$ 149.90
1 yard	Install one (1) yard of peat moss/ topsoil for planting		\$ 45.00	\$ 45.00
1 yard	Install one (1) yard of Brownwood Mulch		\$ 40.00	\$40.00
<i>1</i>	<i>Tax</i>			<i>\$ 232.41</i>
1	TOTAL			\$ 4,105.83

Site notes:

North side notes:

We will reuse the yellow Stella lilies on site for this area.
We might need irrigation adjustment for this bed.

City Hall South Side:

All ground ivy will be removed. We will not cover any of the handicap signs. Majority of the plant are planted behind the signs. We might need irrigation adjustment for this bed.

City Hall East Side:

We might need irrigation adjustment for this bed.

Estimate notes: Labor for installing plant material is not included in price. Total price of \$2500.00 for labor will be invoiced separately.

Acceptance of Work

The client has inspected the landscape project. The client has delivered to the contractor a written list of all items the buyer believes have been properly constructed or are not in proper condition. Except as noted on this list, the client accepts the landscape as is, and acknowledges that he or she has no further claim against the contractor for any item that was not listed that could reasonably have been ascertained or observed during the client's inspection. The client has no objections as to color, appearance, type or brand of materials, dimension or size, location, or any other conditions that could reasonably have been discovered by the client during the inspection.

Item 81.

The client understands that no warranties are being made by the contractor except those appearing in the contract documents. The client is not relying on any representations, promises, or warranties except for the written limited warranty that appears in the contract documents.

The client acknowledges receipt from the contractor of all documents to which the client is entitled.

Each provision of this certificate is separate and severable from every other provision. If any single provision is declared invalid or unenforceable, the client and the contractor understand that all the other provisions will be valid and enforceable.

Procedure for Extra Work and Changes

If it shall become necessary for the Contractor to make changes in any designs, drawings, plans, software, reports or specifications for any part of the project or reasons over which we have no control, or we are put to any extra work, cost or expense by reason of any act or matter over which it has no control, the Customer will pay to the Contractor a fee for such changed or extra Work calculated on a time and materials basis. All changes to Work or pricing or the terms of this Agreement will be read and understood within the context and meanings of this Agreement unless stated explicitly to the contrary. Extras to the Contract are payable by the Owner forthwith upon receipt of the Company's invoice.

Change Notice: Any Contract change in scope in excess of one thousand dollars (\$1,000.00) requires a Contract Change Notice under which Work is to proceed. Work will not commence under a Contract Change Notice (CNN) unless with written Owner approval.

For Changes in scope of less than one thousand dollars (\$1,000.00), the Contractor will provide the Customer notification by way of its Progress Report. In either instance, such notification shall be plain and clear in terms of scope and reason. Any record, telephone conversation or meeting in which such change in scope was introduced, shall be attached as supporting documentation.

Any plants, mulch, bricks, rocks or any material in the contract that are rejected at the jobsite will be subjected to a 25% restocking fee.

Exclusions

The Following matters are excluded from the Work, unless specified in writing to the contrary:

- Electrical Work is to be done by a certified electrician only and is always additional to the Contract.
- Iron railings removed during construction are always re-attached at an additional cost.
- Damage to existing irrigation lines during construction is considered to be an additional cost.
- Drainage: Should the Client's property be the lowest elevation in relation to surrounding property or buildings, the Contractor, Inc. reserves the right to retain a Soil Engineer to evaluate and propose drainage solutions. All costs for engineering services, as well as the actual drainage work will be at the Client's expense. Unless the Client has a detailed Topographical survey completed, the above clause may come into effect.
- Painting and Staining
- Conduit and connections for electrical, gas, and all other utilities and services
- Site Unknowns: Including, but not limited to, sub-surface conditions/obstacles that create unforeseen labor, equipment, material or disposal charges.

Planting + Plant Warranty

Trees and Shrubs: All trees and shrubs are warranted from the date of installation, provided that the Contractor is in agreement that the plants are sufficiently hardy and appropriate for the soil, climate, and weather conditions associated with the site, and that they are properly maintained in keeping with standards for assuring the longevity of such plants. The guarantee does not apply to dead plants that have been, heavy rainfalls, over/ under watering, strong winds, and/or acts of God. Winter damage such as snowplow, salting or high amounts of snowfall is also not covered.

- *Perennials:* Perennials are guaranteed for the same-planted season only. "Delicate" Plants, such as rhododendrons and plants that are not typically suitable for the Client's plant zone, may come with no warranty, due to the risk involved. These plants will be listed in the Planting Estimate in bold.
- *Winter Protection:* All evergreens, broadleaf evergreens and delicate plants must be burlapped in their first season to validate warranty. the Contractor provides this service at an additional cost.
- *Plant Seasonality:* Various plants, bushes, shrubs, and trees have ideal times for planting. Planting out of season at the request of Clients will void any warranty for those plants. the Contractor will point out in writing to the Client any requested planting that will



void the warranty on those plants so affected by out of season planting. The Client reserves the right to request that plants that cannot be planted without voiding the warranty be exchanged or planted in the next plantable season without any additional being borne by the Client.

Item 81.

- *Plant Availability:* In some instances, some plants, shrubs, bushes, and trees may not be readily available to procure in time for the required planting period associated with the Contract. In that event, the Contractor will work closely with the Client to provide an approved substitution(s) – subject to availability. The Client will always reserve the right to request plants and related materials that are not locally available.
- *Plant Diseases:* Should the Client recognize ill health in the plants, shrubs, bushes, or trees that have been supplied under the Contract, it is the Client’s responsibility to immediately inform the Contractor. the Contractor will determine the nature and source if the illness. If it is deemed that the plant was infected prior to installation, the Contractor reserves the right to first using herbicides, fertilizers, and insecticides to return the plants to good health. Should efforts to restore the plant’s health fail, the Client is entitled to a refund only. Due to plant availability, the Client assumes the risk and liability of rare specimens. However, the Contractor reserves the right to remove all or a portion of the warranty depending upon the nature of the source of the plant infections and the approved policies of the Contractor. In all cases, the Contractor shall work with the Client to minimize damage to the existing Contract related plants.
- *Plant Replacement:* The Contractor is entitled to up to one (1) year to source, match and replace dead or ill plants (due to scarcity). The Client reserves the right to either a full refund within one (1) year or wait for a suitable replacement. Should the plant be a matching pair or series, and it is not possible to replace, the Contractor agrees to replace all plants in the series or pair at the Contractor’s cost.
- *Lawns:* All new sod will be No.1 grade Michigan-grown Kentucky Bluegrass. New lawns that are under shade are not guaranteed. New lawns are guaranteed to be healthy at time of installation only. Should new sod be damaged due to animals (pets or wild animals, i.e. raccoons, skunks) the Client will incur all costs for replacement. Sod pegs can be installed for an additional fee to deter animals from causing damage. Pegs are not guaranteed to prevent damage from animals.
- *Water Plants:* Water plants are guaranteed for same-planted season only.
- *Weeds:* the Contractor shall use it’s efforts to minimize any weeds, however, the Contractor shall not be required to inspect or otherwise ensure that there is no weed or other unwanted plant matter upon the Client’s property in any soil or root balls/planting container of plant materials, nor shall it provide warranty for the removal of existing weeds.
- *Replacement plant material:* the Contractor does not guarantee plant material that has been transplanted on site. Replacement plant material is not guaranteed.
- *Required Maintenance:* Where the Contractor recognizes that the Client lacks sufficient resources (water pressure, power outlets, and related) to enable the full maintenance and enjoyment of the materials, construction(s) and/or horticultural elements associated with this Contract, the Contractor will also inform the Client and recommend possible solutions. However, the Contractor is not obliged to be wary of such needs or to account for them in this Contract in terms of design, construction or costs, and the Client fully accepts responsibility for obtaining such knowledge and acting accordingly.
- *Water Supply:* Where water supply becomes an issue and negatively detracts from ponds, waterfalls, and other water features, the Client recognizes and agrees that such problems are the sole responsibility of the Client.
- *Irrigation:* No work is guaranteed without an in-ground irrigation system. Client is responsible for adjusting the irrigation timing, amounts and days after the job is complete.

Payment Terms and Conditions

Upon the acceptance of the work, payment of the unpaid balance Contract Price when due together with such Value Added Taxes as may be applicable to such payment.

- Should the Client fail to make payments as they become due under the terms of the Contract or in the event of any claim, interest at twelve percent (12%) per annum above the prime rate on such unpaid amounts shall also become due and payable until payment.
- The act of non-payment creates a lien in favor of the Contractor in any and all equipment and property of the Client in the possession of the Contractor as well as in the Work in progress as at the date of termination. The Contractor shall be at liberty to retain possession of the same pending payment in full.
- Notwithstanding anything contained herein to the contrary, the completion date of the Work shall be deemed to be extended by that number of days equal to any delay in payment to the Contractor Inc.
- The client shall be responsible for a \$45.00 returned check fee, or the highest amount authorized by law, for any checks returned for any reason.
- The client agrees and understands that they will be responsible for all costs of collection, including reasonable attorney fees, should contractor refer the customer's account to a collection company or attorney for collection.

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and hereby accepted. Paradise Garden Landscaping is authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____ Date: _____ Signature:  Date: 4.16.2024









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

MEMORANDUM

To: LVDDA Board of Directors
 From: Susie Stec, CED/DDA Director
 Date: April 18, 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

- 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

- Social Media/Marketing Workshop, April 9th, 8 – 10 am (Location: Southfield)
 * Tri-City Partnership

Commercial Business/Property Updates

- 28901 Southfield Rd (Papa's Pizza & BBQ) – OPEN. Business sought variance for signage and was denied. Property owner is required submit for Site Plan Review and remove excess signage.
- 27300 Southfield Road –Permits have been pulled. Construction to begin in the next few weeks.
- 27411 Southfield Road (Jay Birds Bar & Grill) – New restaurant! The owner is working to complete renovations and expects to be open sometime in May.
- 27777 Southfield Road (Panera Bread) – OPEN. They received approval from the PC on April 16th to amend their PUD Agreement and install a monument sign.



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- 27601 Southfield Road (Surnow LV Center) – The contractor has begun seeking permits for construction.
- 26727 Southfield Road (BP Gas Station) – Received a favorable Special Land Use recommendation from the PC on April 16th to sell alcohol. They will appear before City Council on May 20th for final consideration.
- 27770 Southfield Road (Annie Lathrup School) – Conceptual plans were presented to the PC on April 16th. Surnow Company will take the comments to refine their design as desired.

Infrastructure

- SOCWA completed work in the 12 Mile at-grade meter pit.
- Resurfacing of Southfield Road is scheduled to begin April 29th and be completed by July.
- Alley & approach work has begun and is expected to be completed by Memorial Day.

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.