



Downtown Development Authority

Friday, November 21, 2025 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.](#) October Meeting Minutes
5. **Consent Agenda**
 - [A.](#) Monthly Financial Reports
 - [B.](#) Monthly Code Enforcement Report
6. **Public Comment (*speakers are limited to 3 minutes*)**
7. **Old Business**
8. **New Business**
 - [A.](#) Winter Festival Update – December 5th
 - [B.](#) Snow Removal Contract Winter 2025/2026
 - [C.](#) 27907 California Dr. - Proposed Purchase Agreement
9. **DDA Director Report**
 - [A.](#) Monthly Director Report
10. **Adjourn**



Downtown Development Authority

Minutes

Friday, October 17, 2025 at 12:00 PM
27400 Southfield Road, Lathrup Village, Michigan 48076

1. Call to Order – 12:01 PM

2. Roll Call – 12:01 PM

Roll Call

Present: Shermeyer, Pam; Felton, Patricia; Garrett, Kelly; Huey, Danielle; Greene, Mike; Colson, Austin.

Absent: Prime, Fred; Green, Alex; Jones, Charlotte; Sugg, Dan.

3. Approval of Agenda – 12:02 PM

Motion to approve the Agenda is made by Mike Greene and seconded by Mayor Garrett and is approved unanimously.

4. Approval of Minutes – 12:02 PM

A. July Meeting Minutes

Motion to approve the meeting minutes is made by Mike Greene, seconded by Mayor Garrett and is approved unanimously.

5. Consent Agenda

A. Monthly Financial Reports

B. Monthly Code Enforcement Report

Motion to approve consent agenda by Mike Greene, seconded by Dr. Felton and approved unanimously. No questions or comments made on the consent agenda.

6. Public Comment (*speakers are limited to 3 minutes*)

Lauren Beras speaks about the Lathrup Village Music Festival and requests feedback from those who attended- be they acts, visitors/observers or vendors, to improve for next year's event. Some feedback has already been noted, but the LVMF planners would like to pool more together. DDA Director Austin Colson follows up by adding that the event was a success but they are interested in running the event better and more efficiently and thanks the board members for participating.

Lathrup Village Chamber of Commerce President Mark Watts and Vice President Annette Green is invited to speak about events the LVCoC are putting on to better establish themselves as an organization, while also growing the business community and introducing local business owners to the Lathrup Village residents. On October 24th, at 6:00 PM at the Paddle and Par there will be a mixer, featuring key note speakers, interactive games and more. Dr. Felton adds that she is a member of the Chamber of Commerce as their Treasurer, and DDA Director Colson adds that there are case studies that showcase greater margins of success when there is overlap between committees like the Chamber of Commerce and the DDA, leading to more fluid local development strategies, stronger communication lines between businesses and City Staff, and improved opportunities for all.

7. Old Business – 12:09 PM

No Old Business to address.

8. New Business – 12:09 PM

A. LVMF T-Shirt Reimbursement to City

The DDA was slated to vote on paying for the LVMF Volunteer Staff T-Shirts in the August meeting. However, the meeting was cancelled due to lack of quorum, so City Administrator Mike Greene authorized the city to pay for the shirts under the agreement that the DDA will reimburse the city to the amount of \$1,339 for the 2025 Lathrup Village Music Festival through TDMK Silkscreen. Mayor Garrett makes the motion to approve the DDA to reimburse the city as presented; Danielle Huey seconds. The motion is passed unanimously.

B. Holiday Lighting Proposals

It's that time of the year to choose the holiday lighting around City Hall. The City of Lathrup Village sent out four Request for Qualifications (RFQ) and received three- one from Pink Pro Solutions located in Birmingham, MI; one from Christmas Light Guys located in Sterling Heights, MI; one from Lucent Landscaping and Lighting located in Oak Park, MI- who did the lights around city hall last year. Each contractor sent renderings and proof of concepts.

Christmas Light Guys provides testimonials as well as prior work done in neighboring communities like Southfield, Oakland and Clinton Township. Their proposal is for \$9,900 and includes lights around city hall and the trees in front of the property.

Lucent Landscaping provides pictures of the lights they put up during last years' holiday season, and is offering a \$1,000 discount as a return customer. They also provided multiple options for the board to approve with a price breakdown of each option, as well as doing the same as last year's work. They offer to do the work for \$9,000, which does not reflect any additional work from the options Lucent Landscaping has provided.

Pink Pro Solutions provides renderings for what can be done around city hall, using pictures they took. They also provide renderings of garlands with red ribbons on the monument sign on Southfield Road. Pink Pro Solutions would charge \$9,000.

Further discussion with the board returns focus to Lucent Landscaping, who can offer the options as a form of ala carte services for the DDA Director to pick and choose in a manner that will sufficiently and eloquently light City Hall. More discussion is had, and while the Board likes the options provided by Christmas Light Guys and Pink Pro Solutions, they ultimately decide on Lucent Landscaping. DDA Director Colson also mentions how the city looked into acquiring its own lighting and notes its cost-benefit ratio.

Mayor Garrett makes a motion to approve the contract with Lucent Landscaping for no more than \$10,000 on the project to apply holiday lights on City Hall and its adjacent trees. Mike Greene supports. Motion is voted and approved unanimously.

C. Additional Hours for Parks and Rec. Activities

At the September 15th City Council Meeting, a representative for the Parks & Recreation Committee came forward to announce the board's frustration over the lack of progress being made with the Committee. They feel as though they have no direction and are showing signs of burnout. They have asked the city to hire a staff member to be at least part time to assist as a liaison to the Parks and Recreation board. The city does not have the budget to hire a part timer, but DDA Director Colson suggests that DDA Project Coordinator Tom Kennedy to be given 4.5 additional hours a week to act as the P&R Liaison.

The reason this is coming to the DDA Board is because the DDA will have to pay for part of this. Parks and Recreation is only allotted \$4,000/year in budget. The addition of 4.5 hours at \$25/hour will add \$5850 annually to the budget. The math does not account for the amount being reimbursed to the P&R board members who make purchases for P&R events, meaning P&R will only be able to cover part of the pay. The DDA has a cost-share agreement with the City, which is coming up to be renegotiated soon and showcases that the DDA is willing to put forth the effort to revitalize public amenities of the city inside and not inside the DDA district to attract new businesses and residents to the city.

DDA Project Coordinator Kennedy's role would be to seek and apply for grant funding opportunities for the city P&R to enhance public parks and infrastructure, as well as helping set up and operate events that are run in the DDA district- including scheduling, signup, volunteers and follow-up. DDA Project Coordinator Kennedy offers clarity and says that he could help to set up recreational leagues for residents of all ages and intends to sign up for grant writing courses to better improve personal and professional efficiency. Dr. Felton questions specifics regarding the shortfall and why the DDA needs to pay for this and what benefit the DDA gains from this. She also inquires how the position can be effective.

Mayor Garrett comments that all boards and committees need to have a meeting regarding priorities and strategies and how we, as a city, want to address that DDA Director Colson adds that there is a Joint Meeting schedules for October 6th to act as a Master Plan kickoff meeting that the boards and commissions can use to set some kind of direction or discuss those priorities.

Bruce Kantor adds that, as the liaison to the Parks and Rec board, he is concerned that they will lose the board members to burnout. This is a labor of love for them, and they are not seeing returns on investment, so to speak. Danielle Huey inquires what specifically P&R has spoken out about, and Bruce clarifies that things like event promotions, vendor management, registrations, payments and scheduling, etc.

Mayor Garrett adds that while everyone is working hard, we need to do this right and investing money into an idea that does not have a plan, or a direction will not be prudent or economically smart. Dr. Felton adds that, while we want people to look at processes and quality analysis to improve system performance, it still might not be the direction to go based on feedback. DDA Project Coordinator Kennedy adds that he is taking classes for Grant Writing and will be calling on colleagues and contacts in neighboring communities who work in P&R and ask their advice in modernizing Lathrup Village's systems.

Danielle Huey comments with experience from her job, explaining how the systems can be modernized to not only add efficiency but remove burnout. Pam Shermeyer adds that volunteers cannot shoulder the responsibility, she is disappointed that the city cannot find another way among staff to absorb the tasks to complete- even though it may be a larger ask than it is implied in the proposal. She is also unconvinced that 4.5 hours is needed every week, especially with the inevitable lull that comes in the winter. She would like to see more evaluation of the proposal to ensure the time and money is being used wisely. She also adds that she isn't sure if the DDA should be footing the bill at all; she's read the justification, but it just seems like the job proposed would handle too much outside of the DDA District.

After some more discussion, Mayor Garrett makes the motion to table this discussion until a Joint Meeting discussing board and committee roles, tasks and desires can be held. The motion is seconded by Mike Greene and passed unanimously.

9. DDA Director Report – 12:49 PM

A. Monthly Director Report

DDA Director Colson Presents:

The Last Food Truck Friday of the season is on Friday, September 19th, the day of the meeting.

Last month there was a “Developing a Business Plan” event put on by Oakland Thrive. Additionally, the city hosted the local Chase Bank at City Hall talking about Fraud and Fraud Prevention.

Business Updates:

26600 Southfield Road: Holbrook Auto Parts new Flagship Store has received their ZBA variance to the city’s sign ordinance for the businesses principal wall sign.

At 27320 Southfield Road: Lush Nails is completing their interior buildout. Next door at 27330 Southfield Road the Vapor Shoppe is also completing their interior buildout.

At 27700 Southfield Road, the Annie Lathrup School redevelopment project received their PILOT application approval and is now waiting on the Michigan State House Development Authority (MSHDA) to review their application and determine if they can acquire the funding to move on with the project.

At 26710 Southfield Road: Babylon Printing: Interior Buildout is underway and equipment is being installed.

At 26720 Southfield Road: Curl Me Crazy has a new wall sign.

At 27000 Southfield Road: Discount Tire: Doing a complete interior renovation for their lobby and showroom.

At 27320 Southfield Road: Modern Suit and Clothing is completing their interior buildout.

There are two Electric Vehicle (EV) Charging Stations installed at City Hall (installation completed in August).

The contractor installing the latest HAWK Signal south of I-696 on Southfield Road has begun work- estimated completion date is November 1st.

Final Payment for FY25 Alleyway improvement has been completed by the Finance Department.

The DDA Staff and the LVTV staff went over to Mara Greens’ Golf Simulator to film an advertisement for the opening of the business. This is also something looking to be done for new business- coinciding with their Grand Opening.

Bigby Coffee wishes to do a 1 Year Anniversary and pseudo-Grand Opening celebration- everyone on the DDA Board and City staff, as well as all residents are welcome to attend. Information will be distributed as it comes along.

Additionally: Last month, the Michigan Economic Development Corporation granted the City of Lathrup Village \$28,000 grant to put towards the city’s Master Plan Update. This grant

was made available thanks in part to the work on reacquiring the Redevelopment Ready Communities Certification.

The Historic District Commission approved a grant from the Detroit Institute of Arts to install a mural on the south wall of City Hall. Work should be done later in the season. When it is complete, the city will host a celebration. It will be an open invitation.

The last thing to note is unofficial but something for the board to consider: City Staff and the Chamber of Commerce are looking to partner together to create a Marketing Plan for the city. It would cost tens of thousands of dollars; however, Michigan State University's School of Planning, Design and Construction partners their students with real-world entities like government institutions like Lathrup Village to provide real-world experience as part of their final project towards graduation. For just a few thousand dollars, the DDA and CoC can combine resources to pay for one of these students to complete our own Marketing Plan before the Master Plan Update, which will not only lower the price on the Master Plan, but also have the Marketing Plan completed quicker, which helps in Redevelopment Ready Certification. The Board is asked to think about this, and there will be more discussion in the October Meeting, as the due date for requests to MSU is November 2nd.

10. Adjourn – 12:57 PM

Mike Greene makes a motion to adjourn the meeting. Bruce Kantor (taking over for Mayor Garrett, who had to leave partway through) seconds. Meeting is adjourned.

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-202.000 ACCOUNTS PAYABLE						
Journal AP: AP						
153461	10/02/2025	AMAZON CAPITAL SERVICESVnd: AM	1XLK-T7RL-7MVY	494-000.000-844.000		23.98
153720	10/05/2025	STATE OF MICHIGANVnd: ST MICH	10.05.25	494-000.000-970.000		9,957.89
153676	10/06/2025	FLOCK GROUP INCVnd: FLOCK SAFE	INV-76086	494-000.000-955.000		8,582.19
153678	10/07/2025	FNBOVnd: FNBO Invoice: 10.2025	10.2025.1	494-000.000-955.000		43.54
153680	10/07/2025	FNBOVnd: FNBO Invoice: 10.22.2	10.22.25	494-000.000-844.000		9.54
153375	10/15/2025	MISSIONSQUARE - 803046Vnd: MIS	6828916	Multiple		107.70
153719	10/15/2025	STANDARD INSURANCE COMPANYVnd:	10.15.25	Multiple		68.00
153697	10/21/2025	MANER COSTERISANVnd: MANERCOST	74182	Multiple		325.14
152966	10/31/2025	BLUE CARE NETWORKVnd: BLUECARE	252520089578	Multiple		113.11
152967	10/31/2025	BLUE CARE NETWORKVnd: BLUECARE	252520081494	Multiple		1,201.80
153667	10/31/2025	CLIFTON GRANTVnd: GRANT Invoic	10.31.25.2	Multiple		100.00
153706	10/31/2025	MISSIONSQUARE - 803046Vnd: MIS	6373892	Multiple		107.70
Journal Totals					0.00	20,640.59
Journal CD: CD						
153430	10/15/2025	Check: FPOOL 51880	51880	Multiple	2,037.85	
153437	10/15/2025	Check: FPOOL 51887	51887	494-000.000-001.006	5,000.00	
153438	10/15/2025	Check: FPOOL 51888	51888	494-000.000-001.006	134.91	
153439	10/15/2025	Check: FPOOL 51889	51889	494-000.000-001.006	218.22	
153442	10/15/2025	Check: FPOOL 51892	51892	Multiple	107.70	
153445	10/15/2025	Check: FPOOL 51895	51895	Multiple	8,823.94	
153447	10/15/2025	Check: FPOOL 51897	51897	494-000.000-001.006	3,448.00	
153465	10/16/2025	Check: FPOOL 4	4(A)	Multiple	23.98	
153727	10/31/2025	Check: FPOOL 51911	51911	Multiple	113.11	
153728	10/31/2025	Check: FPOOL 51912	51912	Multiple	1,201.80	
153746	10/31/2025	Check: FPOOL 51930	51930	Multiple	100.00	
153755	10/31/2025	Check: FPOOL 51939	51939	494-000.000-001.006	8,582.19	
153756	10/31/2025	Check: FPOOL 51940	51940	Multiple	53.08	
153763	10/31/2025	Check: FPOOL 51947	51947	494-000.000-001.006	489.08	
153764	10/31/2025	Check: FPOOL 51948	51948	Multiple	325.14	
153770	10/31/2025	Check: FPOOL 51954	51954	Multiple	107.70	
153784	10/31/2025	Check: FPOOL 51968	51968	Multiple	68.00	
153786	10/31/2025	Check: FPOOL 51970	51970	494-000.000-001.006	9,957.89	
153788	10/31/2025	Check: FPOOL 51972	51972	494-000.000-001.006	230.00	
Journal Totals					41,022.59	0.00
Totals for 494-000.000-202.000					41,022.59	20,640.59
Balance 10/01/25:				19,067.09		
Net Change:				(20,382.00)		
Balance 10/31/25:				1,314.91 DR		

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 10/31/2024	PERIOD ENDED 10/31/2025
*** Assets ***			
494-000.000-001.006	FLAGSTAR (POOLED) CASH-CHECKING	0.00	977,050.22
494-000.000-010.000	TRUST ACCOUNT-GENERAL	978,124.10	0.00
494-000.000-028.096	TAXES RECEIVABLE-PERSONAL PROP	9,697.14	9,697.14
494-000.000-084.101	DUE FROM GENERAL FUND	503,233.25	3,956.07
494-000.000-141.001	INFRASTRUCTURE	640,945.69	640,945.69
494-000.000-177.000	NON DEPRECIABLE-CAPITAL ASSETS	27,972.00	27,972.00
494-000.000-177.001	DEPRECIABLE ASSETS	75,432.25	75,432.25
494-000.000-193.000	ACCUMULATED DEPRECIATION	(277,782.22)	(277,782.22)
Total Assets		1,957,622.21	1,457,271.15
*** Liabilities ***			
494-000.000-202.000	ACCOUNTS PAYABLE	0.00	(1,314.91)
494-000.000-214.101	DUE TO GENERAL FUND	178,196.83	0.00
Total Liabilities		178,196.83	(1,314.91)
*** Fund Balance ***			
494-000.000-390.000	FUND BALANCE	1,437,734.34	1,437,734.34
Total Fund Balance		1,437,734.34	1,437,734.34
Beginning Fund Balance		1,437,734.34	1,437,734.34
Net of Revenues VS Expenditures - 24-25			(236,583.34)
*24-25 End FB/25-26 Beg FB		1,201,151.00	
Net of Revenues VS Expenditures - Current Year		341,691.04	257,435.06
Ending Fund Balance		1,779,425.38	1,458,586.06
Total Liabilities And Fund Balance		1,957,622.21	1,457,271.15

* Year Not Closed

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 10/31/2025 INCREASE (DECREASE)	NORMAL (ABNORMAL)			
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000.000								
494-000.000-407.000	TIFA-CAPTURE TAXES	422,500.00	434,192.85	4,974.32	(11,692.85)	102.77		
494-000.000-409.000	DELQ PERSONAL PROPERTY REVENUE	0.00	(88,883.45)	0.00	88,883.45	100.00		
494-000.000-410.000	TAX COLLECTED OTHER	38,000.00	35,334.35	913.41	2,665.65	92.99		
494-000.000-415.000	MISCELLANEOUS REVENUE	23,000.00	0.00	0.00	23,000.00	0.00		
494-000.000-446.000	INVESTMENT INTEREST	40,000.00	0.00	0.00	40,000.00	0.00		
494-000.000-569.000	OTHER STATE GRANTS	0.00	161.56	0.00	(161.56)	100.00		
494-000.000-614.000	MUSIC FEST REV	10,000.00	6,490.00	0.00	3,510.00	64.90		
494-000.000-615.000	MAIN STREET REVENUES	0.00	8,000.00	8,000.00	(8,000.00)	100.00		
494-000.000-665.000	INVESTMENT INTEREST	0.00	9,924.12	3,956.07	(9,924.12)	100.00		
Total Dept 000.000		533,500.00	405,219.43	17,843.80	128,280.57	75.95		
TOTAL REVENUES		533,500.00	405,219.43	17,843.80	128,280.57	75.95		
Expenditures								
Dept 000.000								
494-000.000-701.000	SALARIES FULL-TIME	130,000.00	37,784.11	10,795.46	92,215.89	29.06		
494-000.000-702.000	SALARIES PART-TIME	28,000.00	7,593.75	2,100.00	20,406.25	27.12		
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	40,000.00	16,853.44	3,997.81	23,146.56	42.13		
494-000.000-722.000	LEGAL SERVICES	900.00	0.00	0.00	900.00	0.00		
494-000.000-726.000	OFFICE SUPPLIES	3,500.00	41.32	0.00	3,458.68	1.18		
494-000.000-810.000	AUDITING & ACCOUNTING	2,500.00	376.37	325.14	2,123.63	15.05		
494-000.000-822.000	TRAINING/MEMBERSHIP	5,000.00	350.00	0.00	4,650.00	7.00		
494-000.000-844.000	MAIN STREET PROGRAM	12,500.00	5,457.50	133.52	7,042.50	43.66		
494-000.000-845.000	STREETSCAPING	20,500.00	15,108.00	0.00	5,392.00	73.70		
494-000.000-846.000	MUSIC FESTIVAL EXP	10,000.00	23,950.58	(1,510.00)	(13,950.58)	239.51		
494-000.000-882.000	PLANNING/CONSULTING FEES	15,300.00	5,366.35	0.00	9,933.65	35.07		
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00	411.10	0.00	1,588.90	20.56		
494-000.000-901.000	POSTAGE FEES	250.00	0.00	0.00	250.00	0.00		
494-000.000-933.000	REPAIRS & MAINTENANCE	64,500.00	0.00	0.00	64,500.00	0.00		
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	24,000.00	8,625.73	8,625.73	15,374.27	35.94		
494-000.000-968.001	DEPRECIATION INFRASTRUCTURE	40,000.00	0.00	0.00	40,000.00	0.00		
494-000.000-970.000	CAPITAL EXPENDITURE	100,000.00	25,866.12	9,957.89	74,133.88	25.87		
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00	0.00	0.00	10,000.00	0.00		
494-000.000-971.001	FACADE GRANT PROGRAM	20,000.00	0.00	0.00	20,000.00	0.00		
Total Dept 000.000		528,950.00	147,784.37	34,425.55	381,165.63	27.94		
TOTAL EXPENDITURES		528,950.00	147,784.37	34,425.55	381,165.63	27.94		
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		533,500.00	405,219.43	17,843.80	128,280.57	75.95		
TOTAL EXPENDITURES		528,950.00	147,784.37	34,425.55	381,165.63	27.94		
NET OF REVENUES & EXPENDITURES		4,550.00	257,435.06	(16,581.75)	(252,885.06)	5,657.91		

DDA Code Enforcement Report October 2025

Address	Property Owner	Violation	Category	Status
26221 SOUTHFIELD RD	QMJ BUILDING, LLC	PALLETS/BUILDING MATERIALS STORED IN PUBLIC VIEW - REMOVE FROM PUBLIC VIEW	Debris	Complied
<div>308.1 Accumulation of rubbish or garbage. Exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage.</div> <div>INSPECTOR COMMENTS: PALLETS/BUILDING MATERIALS STORED IN PUBLIC VIEW - REMOVE FROM PUBLIC VIEW</div>				
26026 SOUTHFIELD RD	JRY PROPERTIES, LLC	PARKING LOT AND AREA AROUND DONATION BINS CONTINUE TO ACCUMULATE RUBBISH AND GARBAGE - ABATEMENT ACTION AND REGULAR MAINTENANCE REQUIRED	Accumulation of Rubbish or Garbage	Complied
<div>308.1 Accumulation of rubbish or garbage. Exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage.</div> <div>INSPECTOR COMMENTS: PARKING LOT AND AREA AROUND DONATION BINS CONTINUE TO ACCUMULATE RUBBISH AND GARBAGE - ABATEMENT ACTION AND REGULAR MAINTENANCE REQUIRED</div>				
28901 SOUTHFIELD RD	SOUTHFIELD LLC	BANNERS NOT PERMITTED - REMOVE FROM EXTERIOR WALL	Sign Violation	Door Tagged, Letter Sent
<div>Sec. 52-28. - Prohibited signs. The following signs are prohibited:</div> <div>(1)Add-on signs (2)Animated signs (3)Beacon lights (4)Banners (except street banners advertising community/special events) (5)Feather and flutter signs (6)Festoons (7)Inflatable signs (8)Mirrors or mirrored signs (9)Moving signs (10)Obsolete signs (11)Pennants (12)Pole signs (13)Roof signs (14)Snipe signs</div> <div>INSPECTOR COMMENTS: BANNERS NOT PERMITTED - REMOVE FROM EXTERIOR WALL</div>				
17550 W 11 MILE RD	17550 ELEVEN MILE LLC	SIDEWALK PARALLEL TO 11 MILE RD HAS DEPRESSION/SINKING CAUSING WATER TO POOL/ICE TO FORM - SIDEWALK LEVELING REQUIRED	Sidewalk	Letter Sent

DDA Code Enforcement Report October 2025

Address

Property Owner

Violation

Category

Status

Sec. 62-1. - Maintenance of sidewalks, parking lots and driveways.
Every property owner and other person in possessory control of a sidewalk, parking lot, or driveway on private property which is a public place, as defined in this Code, shall exercise due care to maintain such sidewalk, parking lot, or driveway and the adjoining right-of-way in reasonable repair and in condition reasonably safe and fit for travel. Every such person who fails to do so shall be in violation of this section, and such premises not so maintained shall constitute a public nuisance.

INSPECTOR COMMENTS: SIDEWALK PARALLEL TO 11 MILE RD HAS DEPRESSION/SINKING CAUSING WATER TO POOL/ICE TO FORM - SIDEWALK LEVELING REQUIRED

17550 W 11 MILE RD A

17550 ELEVEN MILE LLC

CURRENT 2025 BUSINESS LICENSE REQUIRED

Operating Without Business License

Letter Sent

Sec. 18-29. - Unlicensed Businesses.
No person required to obtain and maintain a license under section 18-30 shall conduct business in this city unless the person is licensed, and no natural person or individual shall, by actions taken within this city, aid or abet another in the conduct of such unlicensed business.

INSPECTOR COMMENTS: CURRENT 2025 BUSINESS LICENSE REQUIRED

28000 SOUTHFIELD RD ST

MEEMIC INSURANCE

OPERATING WITHOUT BUSINESS LICENSE - BUSINESS LICENSE REQUIRED

Operating Without Business License

Complied

Sec. 18-29. - Unlicensed Businesses.
No person required to obtain and maintain a license under section 18-30 shall conduct business in this city unless the person is licensed, and no natural person or individual shall, by actions taken within this city, aid or abet another in the conduct of such unlicensed business.

INSPECTOR COMMENTS: OPERATING WITHOUT BUSINESS LICENSE - BUSINESS LICENSE REQUIRED

26060 SOUTHFIELD RD

AJL VENTURES LLC

MAKE REPAIR TO EXPOSED ELECTRICAL WIRING AT OPEN JUNCTION BOX - LIGHT POLE AT NORTHEAST PORTION OF PARKING LOT (REAR)

Dangerous Structure or Premises

Complied

605.1 Installation.

DDA Code Enforcement Report October 2025

Address	Property Owner	Violation	Category	Status
Electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner.				
INSPECTOR COMMENTS: MAKE REPAIR TO EXPOSED ELECTRICAL WIRING AT OPEN JUNCTION BOX - LIGHT POLE AT NORTHEAST PORTION OF PARKING LOT (REAR)				
304.1 General.				
The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.				
INSPECTOR COMMENTS: MAKE REPAIR TO EXPOSED ELECTRICAL WIRING AT OPEN JUNCTION BOX - LIGHT POLE AT NORTHEAST PORTION OF PARKING LOT (REAR)				

Records: 7

Downtown
Development
Authority

JOIN US FOR OUR

Winter Festival



DECEMBER 5TH

6:00 PM - 8:00 PM



Music, Treats & Activities!

FEATURING

Cookie Decorating
Holiday Crafts and Ornament Making,
Photos with Santa,
Seasonal Music & Cheerful Lights,

TREE LIGHTING CEREMONY

Help us light up Lathrup Village!
Come make memories, share smiles and enjoy
the magic of the holidays together!

NO TICKETS, NO COST!



Lathrup Village City Hall
27400 Southfield Road





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

To: DDA Board of Directors
 From: Austin Colson – Community and Economic Development/DDA Director
 Date: November 21, 2025
 RE: Snow Removal Contract

This memo provides a summary of the seasonal cost estimate for an average winter (12 snow events) for sidewalk snow-removal services along the 11 Mile Road corridor and the associated I-696 pedestrian overpasses. It also explains the methodology used to standardize and compare the three proposals submitted by *Express Snow Removal*, *Royal Maintenance Group*, and *Paradise Garden Landscaping*. Because each vendor submitted pricing in a different format (seasonal flat-rate, per-push pricing, or hourly billing), a consistent normalization method was developed to calculate an equivalent “average winter” cost for each contractor. This allows for a fair, side-by-side comparison across all proposals.

Staff received three proposals:

Vendor	Contract Structure	Estimated Cost
Paradise Garden	Tiered rate per event	\$618/event (1–4")
Express Snow Removal	Flat rate per event	\$1,800/event
Royal Maintenance	All-inclusive package	\$36,000

Because the three submitted proposals use different pricing structures (seasonal flat rate, per-event, and hourly), a standardized methodology was applied to generate an equivalent cost for a “typical winter.” This approach allows all proposals to be compared uniformly based on projected labor needs and the estimated number of service events.

To calculate labor assumptions uniformly across proposals, staff relied on field data provided by the current contractor, who reports that clearing 2 inches of snow requires approximately 3–4 hours for one worker to complete all sidewalks along the corridor. Using this operational benchmark, all proposals were normalized to reflect an average of 3.5 labor hours per event, with one primary worker and standard sidewalk-clearing equipment per event.

Vendor	Cost per Event	Total Seasonal Cost – Typical Winter
Paradise	\$618	\$7,416 (assuming average depth 1–4")
Express	\$1,800	\$21,600 (or choose seasonal flat rate \$36k)
Royal	\$982	\$11,784 (est.)

Based on the normalized cost comparison, service responsiveness, and overall value, *Paradise Garden Landscaping* is recommended for award of the snow-removal contract. In addition to offering the most competitive pricing for a typical 12-event winter, *Paradise Garden* has a strong performance record with the City, having consistently delivered high-quality lawn-care and snow-removal services under prior contracts. Their familiarity with the corridor, proven reliability, and clear per-event pricing structure together make them the most dependable and cost-effective choice for the upcoming season

Suggested Motion: “I authorize the DDA Director to enter into a contract for snow removal services with *Paradise Gardens* for the 2025/2026 winter season.”



Express Snow Removal LLC Pontiac, MI 48342 (248)-818-9264 expressoutdoors@yahoo.com www.expresssnowremoval.com www.expressmyoutdoors.com	Client/Company: City Of Lathrup Village Downtown Development Authority Address: 11 Mile Road (Evergreen Rd to Lathrup Boulevard) City/State: Lathrup Village , MI, Office: (248)-557-2600 Cell: ()
--	---

This document is presented before the above clients on November 3rd, 2025. Client's signature is required for approval, once authorized this document will act as a legally binding Contract between the two parties and their selected representatives.

SERVICE DESCRIPTION: Winter Maintenance Services will consist of Six (6) month term from November 1st, 2025 – April 30th, 2026

1 inch Trigger of snow accumulation is required to activate clearing equipment.

- Clearing snow and ice from sidewalks and pedestrian pathways along 11 mile road between Lathrup Boulevard and Evergreen Road, including both sides where applicable
- Removing snow from Seven (7) pedestrian over passes along the same stretches of road
- Applying rock salt and/or ice melt material after each snow event as requested by the city
- Performing services within 12 hours of the end of each snowfall event exceeding one inch (1")
- Conducting additional clearing or spot treatments during extended or heavy snow events as requested by City staff

- Providing a report of dates and time of service after each event
- Supplying of Two (2) BOSS MAG SNOWRATOR as dedicated equipment to service sidewalks and pedestrians over passes

The following information contains cost breakdown which will include the labor and material based off the above service description. Anything outside of the service description will require a change order to be submitted in writing and may require extra time to complete and ultimately increase this contract value.

LABOR & MATERIAL:

Snow Removal \$900.00 + Rock Salt \$900.00 = \$1,800.00 per event/visit

SEASONAL CONTRACTS OPTIONS (Please select your plan below):

BRONZE - BASIC	SILVER – STANDARD	GOLD – PREMIUM	PLATINUM – ZERO TOLERANCE
Covers 10 events 1"-4" Inches .Response time:3-5hr .De-icing only after storm	Covers 15 events 1"-6" Inches .Response time:2-3hr . Anti-icing + De-icing before & after storm	Unlimited events 1"-8"+ Inches .Response time:1-2hr . Anti-icing + De-icing before & after storm	All Inclusive 1"-12"+ Inches . Response time: -1hr . Anti-icing + De-icing throughout storm . 24/7 Monitoring
\$0	\$0	\$36,000 ★ RECOMMENDED PLAN	\$45,000

MULTI-YEAR DISCOUNT OPTIONS (Please select your plan below):

Year/ Season	One (1) Year/Season	Two (2) Years/Season	Three (3) Year/Season ★ BEST VALUE
25-26	\$36,000	\$36,000	\$30,000
26-27	\$0	\$34,000	\$33,000
27-28	\$0	\$0	\$36,000

Year/ Season	One (1) Year/Season	Two (2) Years/Season	Three (3) Year/Season
25-26	\$45,000	\$45,000	\$40,000
26-27	\$0	\$44,000	\$42,500
27-28	\$0	\$0	\$45,000

PAYMENT SCHEDULE: (Please select your payment plan below)

- Monthly installments with first (1st) payment due net 30 upon Contract execution, remaining balance to be paid in Five (5) monthly installment along with any additional charges if any may apply.
- 50% upon Contract execution, remaining 50% balance to be paid in full at end of season along with any additional charges if any apply.

QUALITY ASSURANCE:

- 1.1. Contractor is expected to clear snow from parking areas, stairs, accessibility ramps, carports, driveways, garage/overhead doors, emergency exits, walkway's, sidewalks, storm drains, trash corrals, cart corrals, loading docks, and ATM's/Vending machines, unless otherwise noted.
- 1.2. Clearing equipment will automatically start once Trigger is met or surpassed and additionally as weather permits.
- 1.3. All overnight snow accumulation must be cleared prior to 6 am whenever possible during late afternoon/ evening storm systems.
- 1.4. Day time Lane clearing/Open-Ups to prioritize access of roadways, approaches and main entrance during morning or early afternoon storm systems to allow safe ingress and egress of property.
- 1.5. Additional return visit to clear any remaining snow accumulation after business hours and/or when parking lot is easier accessible and free of vehicles.
- 1.6. Follow up quality control visit must be performed by supervisor after each event to ensure all areas are clear of ice and snow
- 1.7. Rock Salt/De-icing material will be applied before, during and after each snow event, hail, freezing rain and/or whenever freezing condition are possible due to fluctuating temperatures
- 1.8. Fire Hydrant must always remain clear of snow piles and easily accessible and marked.
- 1.9. Mailboxes must always remain accessible and clear of ice and snow.
- 1.10. Culverts / Storm Drains must remain clear of snow piles for adequate draining.
- 1.11. Snow Clearing and Salting equipment must be equipped with flashing Amber or Green Strobe lights and Rear backup LED lights for high visibility and safety purposes.
- 1.12. Contractor is responsible for installing Marking Stakes along parking lot curbs, island, stairs, roadways, walkways, sidewalks and driveways to help prevent and/or minimize turf/property damage
- 1.13. Contractor will only use the required amount of de-icing agents per application to minimize damage to property's paved surfaces

- 1.14. Sidewalk crews must be equipped with snow blowers, shovels and ATV/UTV specifically designed to maintain sidewalks.
- 1.15. Use of Snow Rators equipped with sidewalk safe plastic trip edge meant for use on walkways and sidewalks .
- 1.16. Each crew must have access to smartphones/tablet that provide access to company portal used to relay real-time information; GPS location, time of arrival/ departure, time on-site and date of service
- 1.17. In the event service limit is not reach, any un-used services will get credited for the following month and/or season, as an additional safety net for unforeseen snow/ice accumulation after April 30th
- 1.18. Snow Clearing shall be done in a way as to avoid piling snow onto plant, trees, fences, cart corral and should always be pushed away from buildings or structure whenever possible.
- 1.19. Contractor must record and notify Client with a site map detailing of any existing property damage prior to the start of the season. Client may request an onsite meeting to visually verify existing property conditions.
- 1.20. Contractor will continue to service property as necessary to maintain a safe environment even after exceeding contractual limit, contractor shall honor per event pricing moving forward, clients will be billed separately for additional services.
- 1.21. For multi-year client, 25% additional none-refundable deposit of next year's/season rate will be required in year one (1) to lock in rates.

TERMS OF SERVICE:

The following Terms of Service as it pertains to this document is entered in between Express Snow Removal LLC here after also referred to as the CONTRACTOR and _____ (Print Name) Owner/ Management Company here after also referred to as CLIENT looking to do business with Express Snow Removal.

Contractor will be allowed access to the property listed above at any time for maintenance. Contractor is committed to providing reliable services, in order to do so we request vehicles to be stored inside a garage or relocated off the property if and whenever possible to allow for complete service.

Multiple re-occurring return visits to clear parking areas, driveways, sidewalks that were not accessible during normal scheduled service are not covered by this contract. Client agrees to

pay extra expenses for all clearing equipment at a rate of \$250/hr with a minimum requirement of three (3) hours will be billed separately from monthly invoices.

Any changes due to unforeseen circumstances are not covered by this contract. All changes will be discussed with Client and will require a change order to be filed before work can be executed. Any additional changes must be made in writing as soon as possible and will require extra time to complete as well as increase the overall cost.

All snow clearing and ice management is set to begin at the sole discretion of Contractor while meeting client's specifications to ensure the safest conditions possible under this contract. Clients understands scheduled services cannot be cancelled last minute only altered by adjusting trigger depth. Contractor will send out a reminder to client once limit has been reached, Contractor will honor pre-season prices on a per event basis moving forward. This clause shall survive contract termination date. Client agrees to pay all extra cost associated with additional services.

Snow & Ice Monitoring: The Client will notify the contractor if they desire the contractor to return to the job site to perform additional services, including inspection for melt and refreeze. The contractor shall not be expected to service potentially dangerous conditions for which it has not been given reasonable notice or is not part of the scope of work for this agreement. The Client acknowledges contractor is not engaged, nor does it accept engagement, as a continuing monitor of potentially dangerous or unsafe conditions which may arise by reason of snow drift, standing water, thawing and refreezing of previously plowed or treated areas.

Snow Stockpiling Area/Hauling: Snow that will not be removed from the site will be stockpiled in areas designated by the Client. Any Snow Stacking or Off-Site snow hauling will be invoiced at Time and Material Rates. Off-Site dumping charges may apply and will be invoiced at market rate.

Blizzard Storm Clause: Winter Storms with accumulations of is over six (6") inches or more within twenty-four (24) hours will result in emergency snow removal operations. Snow Removal will be conducted to the best of the contractor's ability and will consist of maintaining minimum access. Full removal of parking areas, sidewalks, etc. may be left until after the storm. Blizzard conditions will be considered as two (2) event for seasonal clients unless requested otherwise, all others clients will be billed at our hourly rate in accordance with prices listed on exhibit A attached to this agreement. Contractor also reserves the right to limit or delay response time in severe cold, poor visibility, or times when local government plows are taken off the roads.

Job Site Inspection/Delineation/Turf Repair: The contractor will be responsible for marking the property with high visibility stakes and doing a pre-season walk through with employees. If requested, the contractor and/or client representative can arrange on-site meet to conduct a visual inspection of property. Damages observed will be noted on a property site map and both the contractor and the Client will be provided a copy. In the event that the contractor damages any turf by snow removal operations, the contractor will apply black dirt and re-seed the

damaged turf in the spring season following the snow removal season in which the turf damage occurred. The contractor will not be responsible for damage due to markers being removed without contractors' knowledge. Arrangements must be made with The Contractor regarding any special needs for piling of snow. Contractor will not be responsible for "winter kill," a condition which occurs due to extreme temperatures, ice, snow piles, and de-icing chemicals.

Obstructions/Surface Conditions: The contractor will not plow within two (2) feet of any parked vehicles, equipment, or other obstructions in parking lots, drives, or other areas being cleared. The contractor desires obstructions to be moved prior to our services being completed. The contractor is not liable for damage to pavers, concrete, or other surfaces contracted for snow removal. Damage to surfaces can occur through normal operations, but every effort is made to avoid this.

Remaining Hazards: The Client has been made aware that plowing may not clear their property to bare pavement and that slippery conditions may prevail even after plowing and ice treatment depending upon existing weather conditions. The contractor is not responsible for any death, injury, loss or damage of or to persons or property due to melting and re-freezing of snow. Client is responsible to notify contractor of potential ice buildup and given reasonable time to address the issue.

Invoicing and Payment: All Invoicing is done by email unless Clients request otherwise. Seasonal Clients are invoiced on the 1st of the month with bills due net 30 unless noted otherwise. Services provided outside of the monthly scope will be invoiced immediately upon completion.

- The Contractor will use third party electronic log /gps location and time stamps as the basis for gathering information for billing purposes. The client may request a copy of the snow log activity to confirm service information. Separate invoices will be sent for separate job request and/or change orders if applicable.
- Due Date is NET 30 in the form of Cash, Check, or Credit Card. Checks must be made payable to (Express Snow Removal) and sent via mail to 99 Blaine Ave, Pontiac, MI, 48342
- Credit Card payments will inquire additional 3% convenience fee per transaction.
- Any invoice or scheduled payments 30 days past due will be subject to a late fee of \$45.00. Past Due Invoices of over 60 days will be subject to a finance charge of 5% for the life of debt remains unpaid. Past due balances in excess of 60 days will result in temporary suspension of service until arrangement for payment has been made.
- Service charge of \$45.00 will be added for any returned check. The Client understands and accepts that the delays in payments may result in appropriate legal action being taken to collect money owed. The Client understands and agrees that costs of such legal action, including without limitation lawyers' fees, costs and all expenses of filing suit, may be passed on to the

Client, and client accepts this condition. Agreement shall be binding, inure to the benefit of the parties and their heirs, executors and administrators, and assigns.

Property Damage: The contractor will repair any timely and properly reported negligent property damage caused by the contractor or its employees. The Client will report, in writing, any property damage caused by the contractor within 48 hours. Notwithstanding anything herein to the contrary, the contractor will have no obligation, and the Clients waives any damages for any property damage not timely and properly reported.

Limitation of Liability: The contractor will exercise reasonable care to clear surfaces and to avoid damage to pavement, curbs, trees and shrubs. However, the Client will hold harmless and indemnify the contractor for any and all claims, actions, liabilities, obligations, costs, expenses, fees, etc. arising from the following incidents resulting in actual, apparent or potential damage or injury:

- Damage caused by normal operations (non-negligent).
- Damage to lawn/landscaping caused by the piling of snow or by wet conditions.
- Damage to items that are snow-covered or not visible.
- Damage to parking surfaces or sidewalks considered as normal wear down due to snow & ice management operations.
- Personal injuries resulting from slip and fall accidents.
- Any and all services, areas, or sites not specified and agreed upon in this document.
- Any time de-icing is performed by the Contactor or by Client upon request only.
- Any and all services in which the Contractor is restricted by the Property Owner from determining necessary services at its discretion

Termination Clause: Client may cancel if/when contractor is not meeting service obligations and duties under this contract. Client must provide thirty (30) day advance notice of cancelation along with proof of any unfinished or unsatisfactory work or complaints leading to such decision. Client must notify Contractor of any unfinished or unsatisfactory work and Contractor must be given the opportunity to rectify the issue before any other service providers are hired. Contractor will not be liable to pay any bill/invoice associated with other service providers “completing” or “rectifying” any work with out the contractors knowledge. Contractor reserves the right to refuse and/or terminate services if any situation arises that compromises staff or equipment safety, thirty (30) day advanced written notice will be sent to client to allow client sufficient time to hire a different service provider. Contractor is to remove from client's property all equipment and materials supplied for this contract to formally finalize termination procedures only if in doing so will not affect Contractor rights to collect outstanding balance for services rendered. Contractor reserves the right to approve or refuse termination notice on

grounds not associated with non-performance of service or negligence. Client understands that the property referred throughout this agreement will be entered into a fixed placement within a pre-planned rout schedule and that cancellation of services will significantly affect contractors' ability to fill open schedule Client understands that upon Contractors authorizes termination upon clients request for other than non-performance of service or negligence, client agrees that Contractor has the right to seek compensation in the amount of fifty 50% percent of remain contract balance at the time of termination after all other outstanding invoices are paid in full to help recover material expenses, storage expenses, lost wages, equipment expenses, and tracking software that was used and reserved for servicing this property under this contract.

Transfer Clause: This contract may, upon the contractor's sole approval, be transferred to a new owner in the event that property is sold prior to the intended expiration date of this contract, provided however, that such new owner assumes all obligations under this contract, such assumption to be in a form satisfactory to us, in our sole discretion.

Dispute Prevention/Resolution:

- Prevention: We mutually agree that we have a common interest in preventing any misunderstandings or differences that may arise between us from becoming claims against one another. With the intent of avoiding this, we agree that we shall make good faith efforts to identify in advance and discuss the potential causes of dispute.
- Solution: We mutually agree to work together in the common interest of property, business, tenants and staff. We agree that we shall both make a good faith effort to honor any mutually acceptable solution to resolve the potential cause of dispute.

Force Majeure: The Contractor is not liable for any delays in service due to extreme weather conditions, or other events beyond the Contractor's control.

Governing Law: This Contract shall be governed by the laws of the state of Michigan, without regard to its conflict of law provisions.

Entire Agreement: This Contract constitutes the entire agreement between the parties and supersedes all prior understandings or agreements. IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the day and year written below.

I _____ (Print Name) am the Owner/Manager and/or have been given permission by the Owner/Management to make arrangements for services on behalf of the property listed throughout this document. I have read and understand the above information and by signing this contract I agree to the terms of service as listed above. I also understand that I will be held responsible for all payment and acknowledge that I have given full consent for the work to be performed as stated in this contract. I further understand that payments are to be made on-time to avoid possible late fees and agree to make monthly payments regardless of services performed. Failure to make or arrange payments past sixty

days will be subject to additional interest, court fees, lawyer fees, lost wages, collection fees and all other charges associated with contractors right to payment for services rendered to property under this contract.

Client Signature: _____

Date: _____

**26220 GROESBECK HWY
WARREN MI 48089**

**Main: 586.944.0020
Fax: 586.944.0025**

www.ParadiseGL.com



SNOW REMOVAL CONTRACT

**Licensed & Insured
24 Hours 7 Days a week
Reliable Service**

NAME: City of Lathrup Village/ DDA	PHONE:	DATE: 10/22/2025
STREET: 27400 Southfield Road	JOB NAME: City of Lathrup Village/ DDA	
CITY, STATE AND ZIP CODE: Lathrup Village, MI 48076	JOB LOCATION: 27400 Southfield Road, Lathrup Village, MI 48076	

We hereby submit specifications for snow removal as follows:

SNOW REMOVAL SERVICE:

CONTRACT PERIOD: December 1, 2025 - April 30, 2026

TERMS AND SPECIFICATIONS:

- **Snow plowing service: Per Service**

Within two (2) – four (4) hours and/or and accumulation of 2 inches, Paradise Garden Landscaping will begin plowing. Any disputes regarding the amount of snowfall at any given time will be resolved by referring to the National Weather Service.

Paradise Garden Landscaping understands that all sidewalks and walking areas will be cleared completely after each snowfall.

All City Sidewalks and walk areas marked on map below:

\$ 618.00 Per Push 1 - 4 inches
 \$ 721.00 Per Push 4.1- 6 inches
 \$ 824.00 Per Push 6.1 - 8 inches
 \$ 927.00 Per Push 8.1 - 10 inches

- **Application of Melt Products: - Per Application**

Paradise Garden Landscaping will apply salt if there is less than 2 inches of accumulation. We understand that salt will be applied after snow is cleared from properties if snow is over 2 inches. Salt is mandatory to reduce liability for the property owner. Any disputes regarding the amount of snowfall at any given time will be resolved by referring to the National Weather Service.

Parking lot and property:

- Salt applied to all property area, entrance/exits: \$ NA
- Type of salt applied to all property area, entrance/exits: NA

Sidewalks and walk areas:

- Salt applied to all sidewalks and walk areas: \$ 35/ Bag
- Type of salt applied to all sidewalks and walk areas: Calcium Chloride

Please note: One 50 lb. bag covers about 2000 square feet

- **Additional snow removal services:**

Porches:

- Remove snow from all porches: \$ N/A

Drifts:

- Paradise Garden Landscaping agrees ***upon approval from owner ONLY***, to return to the site within four (4) hours of the notification to remove the drifting snow from all vital areas. If wind conditions interfere, then Paradise Garden Landscaping will return to the site as soon as weather permits.

- Drifts will be cleared, (upon request) at a cost of \$ 150.00 per hour.

Other:

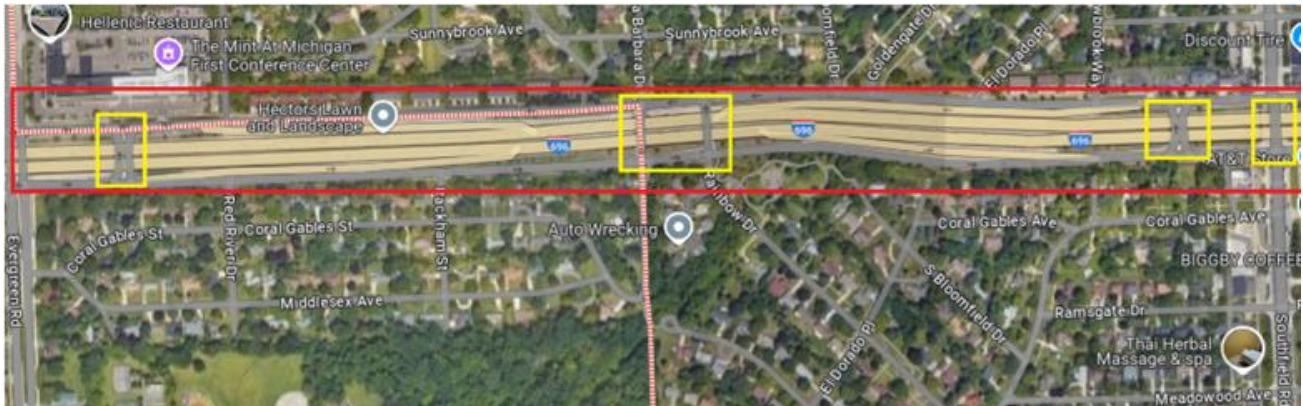
- If it becomes necessary (upon request) snow will be removed by the use of an end loader. Paradise Garden Landscaping shall obtain prior ***approval from owner ONLY*** and will secure a purchase order outlining the agreed service and costs prior to the start of work.

- End Loader rate (Operator included): \$ 250.00 Per Hour
- Hourly truck rate (Operator included): \$ 200.00 Per Hour

Special Site Note:

- 11 Mile Road (Northside and Southside) between Evergreen Road and one block east of Lathrup Blvd.
- Cross walks Perpendicular to 696 - East to West 9 Total -
 1. Lathrup Blvd (1)
 2. Center crosswalk (17600 w 11-mile Road) (1)
 3. Southfield Road (2)
 4. Center crosswalk Meadowbrook Way (1)
 5. Rainbow Drive crosswalk (1)
 6. Santa Barbara Drive crosswalk (1)
 7. Center crosswalk (Michigan First Conference) (1)
 8. Evergreen Cross walk (East side only) (1)

MAP - Per Service – 12,720 running feet/ 63,600 square feet



1. In consideration of the payments described above attached hereto, the Contractor shall perform the work (the "Work") described, at the lands and premises municipally known as "Job location(s) (the "Premises").
2. If requested to do so by the Client, the Contractor shall provide evidence of compliance with applicable workers' compensation legislation, including payments due thereunder. Evidence of such insurance shall be provided by the Contractor to the Client upon the request of the Client.
3. The Contractor shall be responsible for and shall restore at its expense all damage to the property of the Client caused by the Contractor in the performance of the Work which damage was not reasonably foreseeable as a consequence of the Contractor's performance of this Agreement. The Client acknowledges that some damage to the property of the Client is reasonably foreseeable as a consequence of the Contractor's performance of this Agreement, which reasonably foreseeable damage includes, but is not limited to, damage to concrete, asphalt, sod, grass and planting materials due to the application of ice melting products and surface damage to curbs and asphalt due to the clearing of snow and ice.
4. The Contractor shall indemnify and hold harmless the Client, its agents and employees from and against any claim for damages arising from an occurrence of bodily injury or death or the destruction of tangible personal property provided that the damages are caused by the negligence or breach of this Agreement of the Contractor or anyone for whom the Contractor is responsible in law and provided that the Contractor is given notice of the claim by the Client within a reasonable time following the occurrence but in any event within 48 hours of the Client first acquiring knowledge of the circumstances of the claim. The Client expressly waives the right to be indemnified by the Contractor and agrees to indemnify and hold harmless the Contractor, its agents and employees from and against any claim for damages save and except those which arise due to the negligence or breach of this Agreement of the Contractor.
5. If there is a conflict within this Agreement, the Site Map (if any) takes precedence over the Drawings and Specifications, the Drawings and Specifications take precedence over the contract and takes precedence over the remainder of the Agreement. This Agreement constitutes the whole of the agreement between the Parties and supersedes all prior negotiations, representations or agreements.
6. The Client expressly acknowledges that it has physical possession of, is responsible for and has control over the condition of the Premises. If the Contractor is delayed in the performance of any portion of the Work by the application of a by-law, by a stop work order (providing the order was not issued as a result of an act or omission of the Contractor), by labor disputes, lock outs, fire, or by any other circumstance reasonably beyond the Contractor's control, including extremely heavy winter conditions, then the time for the performance of that portion of the Work shall until the Contractor is no longer so delayed. If during any particular attendance the Contractor is unable to perform work in an area of the Premises due to the presence of any vehicles, structures or equipment on the Premises, the Contractor will not be required to perform the Work in those areas until the Contractor's next attendance at the Premises.
7. Should the Contractor fail to comply with the requirements of this Agreement to a substantial degree, the Client may notify the Contractor in writing that the Contractor is in default of its contractual obligations and instruct the Contractor to correct the default within 5 business days. If the Contractor fails to correct the default in the time specified or subsequently agreed upon, the Client may correct the default and deduct the cost thereof from any payment due to the Contractor or terminate the Agreement. If the Client so terminates the Agreement, the Contractor shall be entitled to be paid for the value of all Work performed to the date of the termination.

To The Snow and Ice Maintenance Contract

Definitions

- The *Drawings and Specifications* are attached as form part of this Agreement and also include any site map prepared by the Contractor and approved, before or after execution of this Agreement, by the Client (the "Site Map").
- The *Snow Clearing Areas* are described in the Drawings and Specifications and are those areas upon which snow Clearing is to occur.
- *Snow Stockpiling Areas* are those areas to be determined at the discretion of the Contractor where Cleared snow will be accumulated, subject to Relocation or Removal.
- *Ice Management Areas* are those areas upon which Ice Melting Products are to be applied, through truck, machine and/or hand applications in accordance with the Drawings and Specifications.
- *Clearing* involves moving snow from the Snow Clearing Areas to the Snow Stockpiling Areas through Plowing, Pushing or Shoveling as specified in the Drawings and Specifications. "Clear" has a corresponding meaning.
- *Plowing* involves the Clearing of snow through the use of a plow or blade attached to truck vehicle. Plow has a corresponding meaning.
- *Pushing* involves the Clearing of snow through the use of a plow attached to a vehicle or motorized piece of equipment which is not a truck vehicle, including a front-end loader. Push has a corresponding meaning.
- *Shoveling* involves the Clearing of snow through the use of hand tools, including shovels pushers, blowers and brooms. Shovel has a corresponding meaning.



- *Relocation* involves relocating snow from the perimeter of the Snow Clearing Areas to another location on the Premises in accordance with the Drawings and Specifications or as directed by the Client. Relocate has a corresponding meaning.
- *Removal* involves relocating snow from the perimeter of the Snow Clearing Areas to a location outside the Premises in accordance with the Drawings and Specifications or as directed by the Client. Remove has a corresponding meaning.
- *Ice Melting Products*, for the purposes of this Agreement, include, but are not limited to: sodium chloride (rock salt), magnesium chloride, calcium chloride, potassium chloride, brine, urea, sand, calcium magnesium acetate. Sodium chloride is the specified ice melter, unless explicitly specified otherwise in this proposal.
- A *Snowfall* commences when snow begins to accumulate upon the Premises and ends when the continuous accumulation upon the Premises ceases.

Item 8B.

Description of the Work

- The Contractor will attend at the Premises, within 2-4 hours of the first accumulation of 2-4" of snow during a Snowfall, to commence snow Clearing once in accordance with the Drawings and Specifications. If a further accumulation 2" occurs during a Snowfall, the Contractor will return to commence a second pass to again Clear the snow the end of that Snowfall.
- As Additional Work, the Contractor shall attend at the Premises to apply Ice Melting Products to the Premises in accordance with the Drawings and Specifications only on an "On-Call Basis". When the Client wishes Ice Melting Products to be applied at the Premises, the Client will make a request that the Contractor do so by contacting the Contractor at 586.944.0020 and by confirming the request to the Contractor in writing by email at Office@paradisegl.com. The Contractor will attend to apply Ice Melting Products to the Premises once within a reasonable period following the request, having regard to the timing of the request and the volume of work the Contractor is otherwise committed to. The Contractor will be paid for the Additional Work as per the rates set out in this proposal.
- During the entire Term of this Agreement, it is the Client's sole responsibility to engage a reasonable and effective system to monitor the weather in the vicinity of the Premises, to determine when and in what quantities Ice Melting Products are to be applied to the Premises, and to make a request of the Contractor in that regard.
- Notwithstanding anything else in this Agreement, the Contractor will not be responsible for any damages or claims Fixed Price with Ice Melting Product Applications on an On-Call Basis whatsoever relating to or caused in whole or in the Contractor lure to provide Ice Melting Products to the Premises and the Client will indemnify and save the Contractor and its agents and employees harmless from and against any such claims.
- The Client acknowledges that Ice Melting Products, which are not intended to provide traction, are freeze point depressants only, the effectiveness of which will depend on ground temperatures and weather conditions at, and following, the time of their application. The Client further acknowledge that the application of Ice Melting Products will not and cannot result in the immediate or complete removal of ice or snow from the Premises and the Contractor provides no guarantee or warranty that the application of Ice Melting Products will be effective in eliminating ice or snow. The application of Ice Melting Products is towards managing, but not eliminating, the risks associated with snow and ice.
- The Contractor will not be responsible to apply the Ice Melting Products if they are not commercially and reasonably available to the Contractor, at commercially reasonable rates. If the Ice Melting Products are not so available, the Contractor will advise the Client promptly and the Client and Contractor will negotiate the extent to which, upon a request being made, alternative ice melting products will be used (if available) and what other steps might be taken to address the issue.
- Unless the Drawings and Specifications provide otherwise, neither Snow Removal nor Snow Relocation are included as part of the Fixed-Price Work but must be requested by the Client as Extra Work in accordance with the Extra Work paragraph, below. The Contractor will advise the Client if, in the Contractor's opinion, Snow Removal or Snow Relocation should be performed and, should no approval for Extra Work in that regard be provided, the Contractor will not be responsible for losses or damages which might have been prevented had the Snow Removal or Snow Relocation occurred.
- The Contractor will keep and maintain records to document its attendances on site and its application of Ice Melting Products, if performed under this Agreement, and will make those records available to the Client upon reasonable request if the Client pays the reasonable photocopying charges associated with the request.

Extra Work

- It is not intended that the Contractor should perform any work or services not described in or properly inferable from this Agreement. The Client may request that the Contractor perform extra work or services ("Extra Work") by contacting the Contractor at 586.944.0020 and by confirming the request to the Contractor in writing by email at Office@paradisegl.com. The Contractor will not unreasonably withhold its agreement to perform Extra Work. If the Contractor agrees to perform Extra Work, the Contractor will do so within a reasonable period having regard to the timing of the request and the volume of work the Contractor is otherwise committed to. The Contractor will be paid for Extra Work an amount as agreed.




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 the 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: 10.22.2025



2025-2026

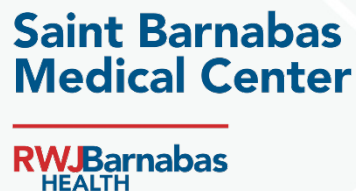
Snow Removal Proposal



ROYAL
MAINTENANCE GROUP



We Proudly Service



Winter Snow Proposal

Royal Maintenance Group: Setting the Standard in Snow Removal

Choose Royal Maintenance Group for your snow removal needs because we offer:

- 1. Unparalleled Expertise & Service:** Our highly skilled professionals bring years of experience and industry knowledge to provide exceptional snow removal services that go above and beyond customer expectations.
- 2. Efficient and Timely Operations:** We utilize cutting-edge equipment and follow efficient processes to ensure prompt and timely snow removal, minimizing disruptions to your daily operations.
- 3. Comprehensive Snow Removal Solutions:** From initial snowfall to ongoing maintenance, our services are tailored to meet your specific requirements, ensuring thorough and meticulous snow removal from all designated areas.
- 4. Reliability & Customer Satisfaction:** Our unwavering commitment to customer satisfaction drives us to consistently deliver reliable snow removal services, building strong relationships based on trust and open communication.
- 5. Safety as a Priority:** We prioritize the safety of your property and those who use it. Our trained professionals adhere to strict safety protocols, ensuring a secure environment during the snow removal process.

When you choose Royal Maintenance Group, you can rely on our expertise, efficient operations, comprehensive solutions, unwavering dedication to customer satisfaction, and a strong commitment to safety. Experience the difference and join our satisfied customers who trust us for top-notch snow removal services.

Scope of Work

When you entrust us with your snow removal needs, we wholeheartedly accept the responsibility of clearing and de-icing your property until it is completely snow-free. Our diligent efforts encompass the removal of snow from all blacktop areas, sidewalks, fire hydrants, mailboxes, and any other designated spaces. To ensure transparency and keep you informed, we have established a comprehensive set of steps that outline our actions at each stage of the snowfall.

Stage 1: As soon as the snow begins to fall, you can count on our dedicated team being present on your property. We initiate the plowing process right from the start of each storm, adopting a layered approach to prevent snow accumulation. Should you choose our services, we remain on call 24/7, ensuring open communication channels and unceasing care for your property.

Stage 2: Once all snow has been successfully removed, we swiftly proceed with salting and de-icing all blacktop surfaces and sidewalks on your premises. To guarantee optimal performance, we regularly replace our salt spreaders every two years, guaranteeing their proper functioning. Within these spreaders, we utilize the highest grade of salt, enhancing its ability to effectively melt snow on the blacktop. Similarly, for the sidewalks, we select the finest grade of calcium, swiftly melting ice before your valued customers set foot on the property.

Stage 3: Concluding each storm, we take the extra measure of applying a final layer of salt throughout the property. This not only prevents ice buildup but also ensures enhanced traction for customers driving and walking on your premises. With our impeccable track record, we take immense pride in maintaining a zero-incident rate of slips, falls, or property damage. Safety stands as our paramount objective, and we possess the expertise and dedication needed to surpass your expectations.

Choose us for your snow removal and de-icing needs and experience the unmatched level of service that sets us apart. With our unwavering commitment to exceeding your expectations, we prioritize safety and guarantee the completion of every job to your utmost satisfaction.



Option 1: Seasonal Pricing

At Royal Maintenance Group, we offer a unique pricing option called the "Seasonal Price." This fixed monthly price remains consistent throughout the season, regardless of the snowfall amount. Designed for clients seeking budget stability, this pricing structure allows them to know their expenses for the entire season, regardless of the number of storms. With our Seasonal Price, clients can enjoy peace of mind, predictable costs, and efficient resource allocation. Join numerous satisfied clients who have embraced this option, experiencing the convenience and reliability of our snow maintenance services while maintaining financial stability.

For the commercial property located at City Of Lathrup Village MI– Hourly Pricing while taking this and the individual layout into consideration, we have assessed N/A for the total seasonal cleanup price.

What Does It Cover?

Our seasonal plan encompasses unlimited service for any number of snowstorms, regardless of their magnitude. Additionally, it includes one (1) application of salting or calcium chloride once the property has been cleared of snow. This comprehensive option guarantees unlimited plowing for your location. However, any other winter weather events such as freezing rain, re-freezing, ice buildup, pre-salting, or ice storms will necessitate an additional salting application, which falls outside the scope of the seasonal price. Such additional applications will be billed at our designated rate for extra salting, determined solely at the discretion of Royal Maintenance Group.

Payments

The seasonal payment schedule is for a period of five months from November 1st to March 31st. We will send invoices on the 1st of every month for the amount written in the payment schedule below:

Payment Schedule:

November 1st: N/A
December 1st: N/A
January 1st: N/A
February 1st: N/A
March 1st: N/A

Salting/calcium applications for this property are **N/A per application.**

Option 2: Hourly Pricing

At Royal Maintenance Group, we understand that some customers prefer paying only for the actual hours of snowfall. That's why we offer an Hourly Snow Removal Option tailored for such needs. Each snowstorm is meticulously broken down by specific hours and equipment, as will be detailed below. During these hours, we ensure the application of salt on all asphalt surfaces for efficient snow melting. For concrete surfaces, including sidewalks, walkways, and parking areas under garages, calcium chloride is diligently applied for optimal snow and ice management. Additional Weather Events: Please note that other winter weather occurrences like freezing rain, pre-salting needs, re-freezing scenarios, ice storms, and more, are not covered under the hourly snow removal rate. These situations will necessitate an additional salting application, ensuring your surfaces remain safe and accessible. Trust Royal Maintenance Group for timely and effective snow removal, ensuring your surfaces are safe and accessible, no matter the weather conditions. Choose the Hourly Snow Removal Option for a pay-as-it-snows solution, ensuring you only pay for the services you truly need.

Rates

Plow Trucks: \$200/hr/vehicle
Salt Trucks: \$225/hr/vehicle
Laborer: \$85/hr
Laborer w/ Snow Blower: \$90/hr
Backhoe w/ Pusher: \$400/hr/vehicle
ATV w/ Plow: \$160/hr/vehicle
Calcium Bags: \$40/bag

Salt by Ton: \$275/ton
Supervisor: \$90/hr
Skid Steer w/ Pusher: \$350/hr/vehicle
Dump Truck: \$500/hr/vehicle + \$250/load
Loader w/ Pusher: \$550/hr/vehicle



Conclusion

We sincerely appreciate your time in reviewing our proposal. We understand that choosing the right company can be a challenging decision, and if you select Royal Maintenance Group, we assure you of the following commitments:

Timely and Prioritized Service: We guarantee that your property will be serviced before operating hours and at the first sign of snow. Your satisfaction is our priority, and we strive to ensure a prompt response to maintain the safety and accessibility of your premises.

Availability and Responsive Customer Service: Throughout the season, we remain on call and at your service. Our customer service team operates 24 hours a day, 7 days a week, ready to address any concerns or requirements that may arise.

Skilled and Safety-Focused Employees: All our employees undergo mandatory skill and safety training to ensure proficient handling of every storm. Our team is equipped with the knowledge and expertise needed to execute tasks efficiently while prioritizing safety at all times.

Adherence to Guidelines and Exemplary Professionalism: We pledge to adhere to all guidelines and procedures within your company, maintaining the highest level of professionalism at all times. Our operations are conducted with a strong commitment to safety and effectiveness, exceeding industry standards.

We sincerely thank you for considering Royal Maintenance Group. We eagerly anticipate the opportunity to work with you and demonstrate our dedication to exceptional service. Please do not hesitate to contact us with any further inquiries or to move forward with our partnership.

Thank you and we look forward to hearing from you!



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

To: DDA Board of Directors
 From: Austin Colson – Community and Economic Development/DDA Director
 Date: November 21, 2025
 RE: DDA Owned Parcel – 27907 California Dr.

Background

Staff communicated the DDA's initial offer for the sale of the DDA-owned parcel located on California Drive. The prospective buyer was asked to review the offer and provide a response by Wednesday, November 19th, allowing time for discussion with her business partner and continued due diligence.

Applicant Response

The prospective purchaser provided a detailed written response indicating that the offered price is beyond the financial capacity of her business. Suburban Sown is a mission-driven urban farming operation with a small revenue structure, and the applicant highlighted significant upfront investment needed for land improvements prior to activating the site.

The applicant stated that she will not be submitting a counteroffer because the price is outside the range her business can reasonably support. She did, however, express continued interest in exploring alternative partnerships that could activate public space and support nature-based programming aligned with community goals.

A key excerpt from her response summarizes her position:

"I want to be transparent that this number is unfortunately far beyond what my business can realistically sustain... Before any planting or programming can begin, the site requires substantial land improvements that stretch far beyond my current capacity at the offered purchase price."

She also expressed appreciation for the City's communication and collaborative approach, and reiterated her commitment to working with the City and DDA in some other form should the Board be interested.

Purpose of Discussion

Given the applicant's decision not to counteroffer—and in light of the unique nature of the proposed use—staff recommends the Board enter closed session to:

1. Review the applicant's response and discuss whether the Board wishes to modify, reaffirm, or withdraw the initial offer.
2. Evaluate potential alternative pathways, including partnership models, temporary activation concepts, leasing arrangements, or re-marketing the parcel.
3. Consider the broader community and redevelopment goals for the site, as established in the DDA Plan and the City's long-term economic development strategy.
4. Provide direction to staff regarding next steps in communication with the applicant.

MEMORANDUM

To: LVDDA Board of Directors
From: Austin Colson, CED/DDA Director
Date: November 21, 2025
RE: Department/Director Report

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

Upcoming DDA Events

- *Small Business Social – Strategic Planning & Networking Sponsored by Oakland Thrive*
– Saturday, November 29, 2025, 11am-1pm. (The Event House, Lathrup Village)
 - Join the Southfield Area Chamber of Commerce and Oakland Thrive with a Small Business Social designed to help you create a clear strategic plan for 2026. Connect with peers, share ideas, and walk away with tools and inspiration to grow your business in the new year. Registration at southfieldchamber.com
- *Lathrup Village Winter Festival* – Friday, December 5, 2025, 6-8pm in the Community Room inside City Hall. (27400 Southfield Road)
 - *Join the DDA and many of our community partners for a cheerful evening of holiday fun for all ages. Activities will include cookie decorating, holiday crafts and ornament making and photos with Santa.*
- *Boys2Men Youth Mentoring: Christmas Toy Drive* – Thursday, December 18, 2025, 5-8pm at Lathrup Village City Hall (27400 Southfield Road):
 - Boys2Men Youth Mentoring is hosting its annual Christmas Toy Drive, and we're inviting the Lathrup Village community to join us in giving a little joy this season. Toys can be dropped off at City Hall or 28050 Southfield Rd., Suite 170 until December 12th.

Past DDA Events

- Developing a Business Plan: August 19th, 10am-12pm (Location: Community Room)
- Lathrup Village Third Annual Music Festival: September 13th, 12pm-9pm (Municipal Park)
- Resources to Boost Holiday Sales Seminar: September 17th, 8:30am-10:30am (Oak Park)

Business/Property Updates

- 27000 Southfield Road (Discount Tire) – Interior buildout of updates to showroom are ongoing.
- 26780 Southfield Road (Holy Burger) – Business license application for new burger restaurant received and is under review.
- 27651 Southfield Road (Middle Eats) – Received site plan approval at the November Planning Commission meeting to expand their dining room by 1,900 sq. ft. into the adjacent tenant space.

Infrastructure

- Ongoing installation of two electric vehicle (EV) charging stations in the City Hall parking lot.
- Installation of HAWK (high-intensity activated crosswalk) on Southfield Road between Kilbirnie and Margate Streets is ongoing.

Miscellaneous

- Staff is currently drafting a grant application proposing traffic-calming improvements along 11 Mile Road at the intersections of Lathrup Boulevard and Southfield Road through Main Street America's "GM on Main" grant program. These improvements are intended to increase pedestrian safety, support walkability, and strengthen the overall function and appeal of the City's downtown corridor. The "GM on Main" Street Grant Program aims to enhance downtowns through transformative and innovative road-safety initiatives in communities located near General Motors facilities
- The DDA, in partnership with the Boys 2 Men Youth Mentoring Program, is collecting toys for local children this holiday season. Donations can be dropped off at Lathrup Village City Hall or at 28050 Southfield Road, Suite 170 through December 12th.