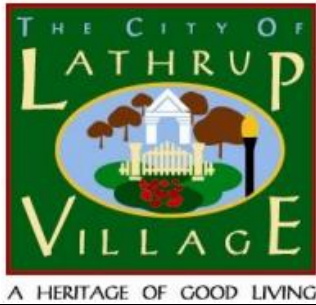


Downtown Development Authority

Friday, March 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. February 2025 - DDA Board 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. Request to Approve LVMF Roots Vibrations & Maurissa Rose Performance Agreements
 - B. City Hall Standing Flower Pots
 - C. Recommended DDA Budget FY25/26
 - D. DDA Board Meeting Time
 - E. New Interactive DDA Map Introduction
9. **DDA Director Report**
 - A. Monthly Report
10. **Adjourn**



Downtown Development Authority

Friday, February 17, 2025 at 12:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

MINUTES

1. Call to Order

Meeting called to order at 12:03pm

2. Roll Call

Present: Alex Green, Mike Greene, Patricia Felton, Danielle Huey Charlotte Jones, Bruce Kantor, Pam Shermeyer, Dan Sugg.

Absent: Austin Colson, Fred Prime

3. Approval of Agenda

Motion to approve meeting agenda passed unanimously.

4. Approval of Minutes

A. January 2025 - DDA Board Minutes

Motion to approve January 17 meeting minutes made by Dan Sugg with request to amend Brian Ford out of January minutes. Motion seconded by Mike Greene and approved unanimously.

5. Presentations

A. Southfield Area Chamber of Commerce: Update on Lathrup Village Activities

Jasmin Patton, Executive Director, Southfield Area Chamber of Commerce introduced her organization and the benefit they provide to the Lathrup Village business community.

6. Consent Agenda

A. Monthly Financial Reports

B. Monthly Code Enforcement Report

Motion to approve consent agenda passed unanimously.

7. New Business

A. FY25 & FY26 Alleyway Enhancements Bid

City Engineer Scott Ringler facilitated a discussion on the Alleyway Enhancement Bids for FY2025 and FY2026. He explained that by combining both years into a single project, the city was able to secure a lower overall cost than initially anticipated.

Bids were opened on February 11, with a total of seven (7) bids received. After review, Mierzwa Paving was identified as the lowest bidder and was recommended for approval by the DDA.

A motion to approve the bid was made by Dan Sugg, seconded by Pam Shermeyer, and approved unanimously.

B. 2024 DDA Annual Report

2024 DDA Annual Report was completed by Austin Colson, and discussion is facilitated by Mike Greene regarding the report details. Motion is made to recommend City Council approve the report by Mayor Kelly Garrett, and seconded by Dan Sugg. Motion passed unanimously.

C. Southfield Road Hanging Flower Baskets Order

Board Member Shermeyer provided an update on the Southfield Road Hanging Flower Baskets Order and the Beautification Committee’s ongoing efforts. The committee identified a grower in Macomb County who specializes in growing flowers during the early spring months. This farmer offers flowers for both flowerpots and hanging baskets, allowing cities to provide their own containers for planting at a reasonable cost.

A motion to approve the purchase of flowers for the city's flowerpots was made by Dan Sugg, seconded by Mike Greene, and approved unanimously.

Additionally, Mayor Kelly mentioned that the Gardening Club at Southfield-Lathrup High School has expressed interest in volunteering to assist with planting efforts around the city.

D. FY 25/26 DDA Budget (draft v1)

Board Member Greene presented the initial draft of the DDA FY 2025/26 Annual Budget for review and discussion. He emphasized that this is an early draft, and a more refined version will be presented at the next meeting.

Board members were encouraged to submit any questions or recommendations before the next meeting to ensure their input is considered in the revised draft.

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

9. **DDA Director Report**

Motion made to accept DDA Director's December Report and approved unanimously.

10. **Adjourn – 12:38pm**

User: JESSICA

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

Item 5A.

DB: Lathrup

TRANSACTIONS FROM 02/01/2025 TO 02/28/2025

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-010.000 TRUST ACCOUNT-GENERAL						
Journal GJ: GJ						
148030	02/28/2025	INTERFUND DUE-TO/DUE-FROM	16795	Multiple	12,480.82	
148072	02/28/2025	MONTHLY INTEREST POSTING- 02/2	16797	Multiple	230.56	
Journal Totals					12,711.38	0.00
Totals for 494-000.000-010.000					12,711.38	0.00
Balance 02/01/25:					1,240,403.23	
Net Change:					12,711.38	
Balance 02/28/25:					1,253,114.61	
494-000.000-084.101 DUE FROM GENERAL FUND						
Journal DTDF: DUE TO/DUE FROM						
148073	02/28/2025	TAX DISTRIBUTION (THRU 02/28/2	16798	Multiple	3,406.48	
Journal Totals					3,406.48	0.00
Totals for 494-000.000-084.101					3,481.48	30,319.15
Balance 02/01/25:					30,244.15	
Net Change:					(26,837.67)	
Balance 02/28/25:					3,406.48	
494-000.000-202.000 ACCOUNTS PAYABLE						
Journal AP: AP						
147363	02/04/2025	MISSIONSQUARE - 803046Vnd: MIS	01/31/2025	Multiple		180.83
147459	02/07/2025	LUCENT LANDSCAPE & LIGHTINGVnd	H-0028	494-000.000-845.000	5,300.00	
147540	02/14/2025	ANGELA COURTNEYVnd: ANGELA COU	02.04.25	494-000.000-846.000		450.00
147541	02/14/2025	AUSTIN COLSONVnd: AUSTINCOLS I	02.06.25	494-000.000-933.000		29.84
147543	02/14/2025	BLUE CARE NETWORKVnd: BLUECARE	250350021254	Multiple		1,056.68
147545	02/14/2025	BLUE CARE NETWORKVnd: BLUECARE	250350003436	Multiple		97.97
147585	02/14/2025	FNBOVnd: FNBO Invoice: 01.24.2	01.24.25	Multiple		73.65
147602	02/14/2025	MICHIGAN ASSOCIATION OF PLANNI	42948	494-000.000-822.000		775.00
147610	02/14/2025	PLANTE MORANVnd: PLANTE MOR In	10385265	Multiple		119.60
147626	02/14/2025	TIMOTHY AVERYVnd: TIMA Invoice	02.03.25	494-000.000-846.000		75.00
147929	02/28/2025	DUANE HEWINSVnd: DUANEHEWIN In	02.14.25	494-000.000-846.000		300.00
147935	02/28/2025	FNBOVnd: FNBO Invoice: 02.27.2	02.27.25	Multiple		901.39
147954	02/28/2025	MISSIONSQUARE - 803046Vnd: MIS	6631998	Multiple		180.83
147960	02/28/2025	PARADISE GARDEN LANDSCAPINGVnd	3522	494-000.000-882.000		1,200.00
147969	02/28/2025	STANDARD INSURANCE COMPANYVnd:	02.12.25	Multiple		64.35
Journal Totals					5,300.00	5,505.14
Journal CD: CD						
147367	02/05/2025	Check: NBDC 50553	50553	Multiple	180.83	
147460	02/07/2025	Check: NBDC 50145	50145	Multiple		5,300.00
147638	02/14/2025	Check: NBDC 50561	50561	Multiple	450.00	
147639	02/14/2025	Check: NBDC 50562	50562	Multiple	29.84	
147641	02/14/2025	Check: NBDC 50564	50564	Multiple	1,056.68	
147642	02/14/2025	Check: NBDC 50565	50565	Multiple	97.97	
147673	02/14/2025	Check: NBDC 50596	50596	Multiple	73.65	
147686	02/14/2025	Check: NBDC 50609	50609	Multiple	775.00	
147696	02/14/2025	Check: NBDC 50619	50619	Multiple	119.60	
147708	02/14/2025	Check: NBDC 50631	50631	Multiple	75.00	
147985	02/28/2025	Check: NBDC 50646	50646	Multiple	901.39	
147992	02/28/2025	Check: NBDC 50653	50653	Multiple	180.83	
147997	02/28/2025	Check: NBDC 50658	50658	Multiple	64.35	
Journal Totals					4,005.14	5,300.00
Totals for 494-000.000-202.000					9,305.14	10,805.14
Balance 02/01/25:					0.00	
Net Change:					1,500.00	
Balance 02/28/25:					1,500.00	
494-000.000-214.101 DUE TO GENERAL FUND						
Journal CD: CD						
147367	02/05/2025	Check: NBDC 50553	50553	Multiple		180.83
147460	02/07/2025	Check: NBDC 50145	50145	Multiple	5,300.00	
147638	02/14/2025	Check: NBDC 50561	50561	Multiple		450.00
147639	02/14/2025	Check: NBDC 50562	50562	Multiple		29.84
147641	02/14/2025	Check: NBDC 50564	50564	Multiple		1,056.68
147642	02/14/2025	Check: NBDC 50565	50565	Multiple		97.97
147673	02/14/2025	Check: NBDC 50596	50596	Multiple		73.65

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-214.101 DUE TO GENERAL FUND						
Journal CD: CD						
147686	02/14/2025	Check: NBDC 50609	50609	Multiple		775.00
147696	02/14/2025	Check: NBDC 50619	50619	Multiple		119.60
147708	02/14/2025	Check: NBDC 50631	50631	Multiple		75.00
147985	02/28/2025	Check: NBDC 50646	50646	Multiple		901.39
147992	02/28/2025	Check: NBDC 50653	50653	Multiple		180.83
147997	02/28/2025	Check: NBDC 50658	50658	Multiple		64.35
Journal Totals					5,300.00	4,005.14
Journal GJ: GJ						
148019	02/24/2025	MERS POSTING-PD JAN PAYROLL	16789	Multiple		1,179.30
148030	02/28/2025	INTERFUND DUE-TO/DUE-FROM	16795	Multiple	17,838.33	
Journal Totals					17,838.33	1,179.30
Journal PR: Payroll						
147884	02/18/2025	1ST PAY FEBRUARY	16781	Multiple		6,758.61
148022	02/18/2025	02/14/2025 WEEK 7 PR WITH PT P	16790	Multiple		6,758.61
148025	02/18/2025	TO REVERSE MANUAL JOURNAL ENTR	16791	Multiple	6,758.61	
148059	02/27/2025	2ND PAYROLL FOR FEBRUARY	16796	Multiple		6,631.45
Journal Totals					6,758.61	20,148.67
Totals for 494-000.000-214.101					29,896.94	25,333.11
Balance 02/01/25:					11,195.28	
Net Change:					(4,563.83)	
Balance 02/28/25:					6,631.45	
494-000.000-407.000 TIFA-CAPTURE TAXES						
Journal DTDF: DUE TO/DUE FROM						
148073	02/28/2025	TAX DISTRIBUTION (THRU 02/28/2	16798	Multiple		3,182.06
Journal Totals					0.00	3,182.06
Totals for 494-000.000-407.000					0.00	3,182.06
Balance 02/01/25:					421,249.79	
Net Change:					3,182.06	
Balance 02/28/25:					424,431.85	
494-000.000-410.000 TAX COLLECTED OTHER						
Journal DTDF: DUE TO/DUE FROM						
148073	02/28/2025	TAX DISTRIBUTION (THRU 02/28/2	16798	Multiple		224.42
Journal Totals					0.00	224.42
Totals for 494-000.000-410.000					0.00	224.42
Balance 02/01/25:					34,056.25	
Net Change:					224.42	
Balance 02/28/25:					34,280.67	
494-000.000-446.000 INVESTMENT INTEREST						
Journal GJ: GJ						
148072	02/28/2025	MONTHLY INTEREST POSTING- 02/2	16797	Multiple		230.56
Journal Totals					0.00	230.56
Totals for 494-000.000-446.000					0.00	230.56
Balance 02/01/25:					23,766.42	
Net Change:					230.56	
Balance 02/28/25:					23,996.98	
494-000.000-614.000 MUSIC FEST REV						
Journal GJ: GJ						
147865	02/25/2025	CR#325898 MARY/DUNCAN JONES SP	16774	494-000.000-084.101		75.00
Journal Totals					0.00	75.00
Totals for 494-000.000-614.000					0.00	75.00
Balance 02/01/25:					16,292.45	
Net Change:					75.00	
Balance 02/28/25:					16,367.45	
494-000.000-701.000 SALARIES FULL-TIME						
Journal PR: Payroll						
147884	02/18/2025	1ST PAY FEBRUARY	16781	Multiple	6,289.13	

User: JESSICA

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

Item 5A.

DB: Lathrup

TRANSACTIONS FROM 02/01/2025 TO 02/28/2025

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-701.000 SALARIES FULL-TIME						
Journal PR: Payroll						
148022	02/18/2025	02/14/2025 WEEK 7 PR WITH PT P	16790	Multiple	6,289.13	
148025	02/18/2025	TO REVERSE MANUAL JOURNAL ENTR	16791	Multiple		6,289.13
148059	02/27/2025	2ND PAYROLL FOR FEBRUARY	16796	Multiple	6,171.00	
Journal Totals					18,749.26	6,289.13
Totals for 494-000.000-701.000					18,749.26	6,289.13
Balance 02/01/25:				70,960.92		
Net Change:				12,460.13		
Balance 02/28/25:				83,421.05		

494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Journal AP: AP						
147363	02/04/2025	MISSIONSQUARE - 803046EMPLOYEE	01/31/2025	Multiple	180.83	
147543	02/14/2025	BLUE CARE NETWORKEMPLOYEE TAXE	250350021254	Multiple	1,056.68	
147545	02/14/2025	BLUE CARE NETWORKEMPLOYEE TAXE	250350003436	Multiple	97.97	
147954	02/28/2025	MISSIONSQUARE - 803046EMPLOYEE	6631998	Multiple	180.83	
147969	02/28/2025	STANDARD INSURANCE COMPANYEMPL	02.12.25	Multiple	64.35	
Journal Totals					1,580.66	0.00
Journal GJ: GJ						
148019	02/24/2025	MERS POSTING-PD JAN PAYROLL	16789	Multiple	1,179.30	
Journal Totals					1,179.30	0.00
Journal PR: Payroll						
147884	02/18/2025	1ST PAY FEBRUARY	16781	Multiple	469.48	
148022	02/18/2025	02/14/2025 WEEK 7 PR WITH PT P	16790	Multiple	469.48	
148025	02/18/2025	TO REVERSE MANUAL JOURNAL ENTR	16791	Multiple		469.48
148059	02/27/2025	2ND PAYROLL FOR FEBRUARY	16796	Multiple	460.45	
Journal Totals					1,399.41	469.48
Totals for 494-000.000-703.000					4,159.37	469.48
Balance 02/01/25:				25,206.56		
Net Change:				3,689.89		
Balance 02/28/25:				28,896.45		

494-000.000-810.000 AUDITING & ACCOUNTING						
Journal AP: AP						
147610	02/14/2025	PLANTE MORANAUDITING & ACCOUNT	10385265	Multiple	119.60	
Journal Totals					119.60	0.00
Totals for 494-000.000-810.000					119.60	0.00
Balance 02/01/25:				10,803.97		
Net Change:				119.60		
Balance 02/28/25:				10,923.57		

494-000.000-822.000 TRAINING/MEMBERSHIP						
Journal AP: AP						
147602	02/14/2025	MICHIGAN ASSOCIATION OF PLANNI	42948	494-000.000-202.000	775.00	
147935	02/28/2025	FNBOTRAINING/MEMBERSHIP	02.27.25	Multiple	30.00	
147935	02/28/2025	FNBOTRAINING/MEMBERSHIP	02.27.25	Multiple	401.39	
147935	02/28/2025	FNBOTRAINING/MEMBERSHIP	02.27.25	Multiple	95.00	
147935	02/28/2025	FNBOTRAINING/MEMBERSHIP	02.27.25	Multiple	375.00	
Journal Totals					1,676.39	0.00
Totals for 494-000.000-822.000					1,676.39	0.00
Balance 02/01/25:				135.00		
Net Change:				1,676.39		
Balance 02/28/25:				1,811.39		

494-000.000-844.000 MAIN STREET PROGRAM						
Journal AP: AP						
147585	02/14/2025	FNBOMAIN STREET PROGRAM	01.24.25	Multiple	5.29	
Journal Totals					5.29	0.00

User: JESSICA

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

Item 5A.

DB: Lathrup

TRANSACTIONS FROM 02/01/2025 TO 02/28/2025

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-844.000 MAIN STREET PROGRAM						
Totals for 494-000.000-844.000					5.29	0.00
Balance 02/01/25:				25,715.85		
Net Change:				5.29		
Balance 02/28/25:				25,721.14		
494-000.000-845.000 STREETSCAPING						
Journal AP: AP						
147459	02/07/2025	LUCENT LANDSCAPE & LIGHTINGSTR H-0028		494-000.000-202.000		5,300.00
Journal Totals					0.00	5,300.00
Totals for 494-000.000-845.000					0.00	5,300.00
Balance 02/01/25:				34,327.18		
Net Change:				(5,300.00)		
Balance 02/28/25:				29,027.18		
494-000.000-846.000 MUSIC FESTIVAL EXP						
Journal AP: AP						
147540	02/14/2025	ANGELA COURTNEYMUSIC FESTIVAL	02.04.25	494-000.000-202.000	450.00	
147626	02/14/2025	TIMOTHY AVERYMUSIC FESTIVAL EX	02.03.25	494-000.000-202.000	75.00	
147929	02/28/2025	DUANE HEWINSMUSIC FESTIVAL EXP	02.14.25	494-000.000-202.000	300.00	
Journal Totals					825.00	0.00
Totals for 494-000.000-846.000					825.00	0.00
Balance 02/01/25:				1,125.00		
Net Change:				825.00		
Balance 02/28/25:				1,950.00		
494-000.000-882.000 PLANNING/CONSULTING FEES						
Journal AP: AP						
147960	02/28/2025	PARADISE GARDEN LANDSCAPINGPLA 3522		494-000.000-202.000	1,200.00	
Journal Totals					1,200.00	0.00
Totals for 494-000.000-882.000					1,200.00	0.00
Balance 02/01/25:				15,300.00		
Net Change:				1,200.00		
Balance 02/28/25:				16,500.00		
494-000.000-900.000 PRINTING/PUBLICATION COSTS						
Journal AP: AP						
147585	02/14/2025	FNBOPRINTING/PUBLICATION COSTS	01.24.25	Multiple	68.36	
Journal Totals					68.36	0.00
Totals for 494-000.000-900.000					68.36	0.00
Balance 02/01/25:				0.00		
Net Change:				68.36		
Balance 02/28/25:				68.36		
494-000.000-933.000 REPAIRS & MAINTENANCE						
Journal AP: AP						
147541	02/14/2025	AUSTIN COLSONREPAIRS & MAINTEN	02.06.25	494-000.000-202.000	29.84	
Journal Totals					29.84	0.00
Totals for 494-000.000-933.000					29.84	0.00
Balance 02/01/25:				18,300.56		
Net Change:				29.84		
Balance 02/28/25:				18,330.40		

User: JESSICA
DB: Lathrup

PERIOD ENDING 02/28/2025

Item 5A.

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGDG USED
		AMENDED BUDGET	NORMAL	02/28/2025 (ABNORMAL)	MONTH 02/28/2025 INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY									
Revenues									
Dept 000.000									
494-000.000-407.000	TIFA-CAPTURE TAXES	410,000.00		424,431.85		3,182.06		(14,431.85)	103.52
494-000.000-410.000	TAX COLLECTED OTHER	37,488.00		34,280.67		224.42		3,207.33	91.44
494-000.000-415.000	MISCELLANEOUS REVENUE	23,000.00		6,100.00		0.00		16,900.00	26.52
494-000.000-446.000	INVESTMENT INTEREST	40,000.00		23,996.98		230.56		16,003.02	59.99
494-000.000-614.000	MUSIC FEST REV	16,250.00		16,367.45		75.00		(117.45)	100.72
494-000.000-615.000	MAIN STREET REVENUES	600.00		600.00		0.00		0.00	100.00
Total Dept 000.000		527,338.00		505,776.95		3,712.04		21,561.05	95.91
TOTAL REVENUES		527,338.00		505,776.95		3,712.04		21,561.05	95.91
Expenditures									
Dept 000.000									
494-000.000-701.000	SALARIES FULL-TIME	180,000.00		83,421.05		12,460.13		96,578.95	46.35
494-000.000-702.000	SALARIES PART-TIME	5,000.00		0.00		0.00		5,000.00	0.00
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	65,000.00		28,896.45		3,689.89		36,103.55	44.46
494-000.000-722.000	LEGAL SERVICES	900.00		0.00		0.00		900.00	0.00
494-000.000-726.000	OFFICE SUPPLIES	3,755.00		233.39		0.00		3,521.61	6.22
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	8,900.00		10,923.57		119.60		(2,023.57)	122.74
494-000.000-822.000	TRAINING/MEMBERSHIP	7,125.00		1,811.39		1,676.39		5,313.61	25.42
494-000.000-844.000	MAIN STREET PROGRAM	28,500.00		25,721.14		5.29		2,778.86	90.25
494-000.000-845.000	STREETSCAPING	39,000.00		29,027.18		(5,300.00)		9,972.82	74.43
494-000.000-846.000	MUSIC FESTIVAL EXP	0.00		1,950.00		825.00		(1,950.00)	100.00
494-000.000-882.000	PLANNING/CONSULTING FEES	15,300.00		16,500.00		1,200.00		(1,200.00)	107.84
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00		68.36		68.36		1,931.64	3.42
494-000.000-901.000	POSTAGE FEES	200.00		0.00		0.00		200.00	0.00
494-000.000-933.000	REPAIRS & MAINTENANCE	503,980.00		18,330.40		29.84		485,649.60	3.64
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	23,457.00		1,973.86		0.00		21,483.14	8.41
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		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		945,117.00		218,856.79		14,774.50		726,260.21	23.16
TOTAL EXPENDITURES		945,117.00		218,856.79		14,774.50		726,260.21	23.16
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:									
TOTAL REVENUES		527,338.00		505,776.95		3,712.04		21,561.05	95.91
TOTAL EXPENDITURES		945,117.00		218,856.79		14,774.50		726,260.21	23.16
NET OF REVENUES & EXPENDITURES		(417,779.00)		286,920.16		(11,062.46)		(704,699.16)	68.68

Item 5A.

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 02/29/2024	PERIOD ENDED 02/28/2025
*** Assets ***			
494-000.000-010.000	TRUST ACCOUNT-GENERAL	1,173,724.82	1,253,114.61
494-000.000-028.096	TAXES RECEIVABLE-PERSONAL PROP	19,543.46	9,697.14
494-000.000-084.101	DUE FROM GENERAL FUND	488,463.89	3,406.48
494-000.000-141.001	INFRASTRUCTURE	360,289.69	640,945.69
494-000.000-177.000	NON DEPRECIABLE-CAPITAL ASSETS	0.00	27,972.00
494-000.000-177.001	DEPRECIABLE ASSETS	25,243.25	75,432.25
494-000.000-193.000	ACCUMULATED DEPRECIATION	(229,016.22)	(277,782.22)
Total Assets		1,838,248.89	1,732,785.95
*** Liabilities ***			
494-000.000-202.000	ACCOUNTS PAYABLE	0.00	1,500.00
494-000.000-214.101	DUE TO GENERAL FUND	409,477.72	6,631.45
494-000.000-214.202	DUE TO MAJOR ROADS	133,801.50	0.00
494-000.000-214.203	DUE TO LOCAL ROADS	133,801.50	0.00
Total Liabilities		677,080.72	8,131.45
*** Fund Balance ***			
494-000.000-390.000	FUND BALANCE	1,283,692.70	1,437,734.34
Total Fund Balance		1,283,692.70	1,437,734.34
Beginning Fund Balance		1,284,693.70	1,437,734.34
Net of Revenues VS Expenditures		(122,524.53)	286,920.16
Fund Balance Adjustments		(1,001.00)	0.00
Ending Fund Balance		1,161,168.17	1,724,654.50
Total Liabilities And Fund Balance		1,838,248.89	1,732,785.95

3/19/2025

DDA Code Enforcement Report – February 2025

Address	Business name	Violation	Inspection Type	Category	Status
27570 EVERGREEN RD	PRATT, RHONDA	DUMPSTER ON PROPERTY WITHOUT PERMIT - PERMIT REQUIRED	Follow-up	Dumpster/PODS on Pr	Resolved

Dumpster/Portable Storage Container Permit

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

INSPECTOR COMMENTS: DUMPSTER ON PROPERTY WITHOUT PERMIT - PERMIT REQUIRED



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

To: DDA Board of Directors
From: Austin Colson, Director – Community & Economic Development/DDA Director
Date: March 21, 2025
RE: 3rd Annual Lathrup Village Music Festival – Performance Agreements

Background

The 3rd Annual Lathrup Village Music Festival (LVMF) is scheduled for September 13, 2025, and planning efforts are well underway. To finalize the artist lineup, the DDA Board’s approval is required for two performance agreements:

Maurissa Rose – Performance agreement (\$2,250) with a \$1,375 deposit

Roots Vibrations – Performance agreement (\$1,000) with a \$500 deposit

Following approval of these contracts, the festival lineup will be fully secured, allowing the planning committee to shift focus toward sponsorship outreach and new festival additions, including a “Family Fun Zone”.

Budget & Sponsorship Updates

Sponsorships Secured: \$2,045 received.

Sponsorships Pledged: \$3,250 (pending), plus \$10,000 donated by the DDA.

Total Artist Booking Expenses: \$4,450 (including these two contracts)

Action Requested

The DDA Board approval of the performance agreements for Maurissa Rose (\$1,375 deposit) and Roots Vibrations (\$500 deposit) to complete the festival lineup.

Suggested Motion: *"Motion to approve the performance agreements for Maurissa Rose (\$1,375 deposit) and Roots Vibrations (\$500 deposit) for the 3rd Annual Lathrup Village Music Festival on September 13, 2025."*



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To: DDA Board of Directors
From: Austin Colson, Director – Community & Economic Development/DDA Director
Date: March 21, 2025
RE: 2025 City Hall Standing Flowerpots

Background

The standing flowerpots outside City Hall play a key role in enhancing the aesthetic appeal of the downtown district, contributing to a more inviting environment for residents, businesses, and visitors. The budget for FY24/25 allocated \$7,000 for Plant and Flower Materials. To continue this effort, an additional \$225 budget amendment is requested for the purchase of flowers.

Budget Impact

Based on the top budgets reviewed, the requested \$225 allocation aligns with last year’s flower purchase expenses and can be accommodated without significant impact on other planned DDA expenditures.

Action Requested

The DDA Board is requested to:

1. Approve a budget amendment of \$225 for the purchase of flowers for the standing flowerpots outside City Hall.
2. Authorize the DDA Director to proceed with the purchase based on the same budget spent for last year’s flowers.

Suggested Motion: "Motion to approve a budget amendment of \$300 for the purchase of flowers for the standing flowerpots outside City Hall and to authorize the DDA Director to make the purchase of these flowers based on the same budget spent for last year’s flowers not to exceed."

City Hall Standing Flowerpots	
Osmocote	\$ 35.00
Yard waste bags	\$ 12.00
Potting soil	\$ 315.00
Plant supports	\$ 50.00
Flowers	\$1,156.00
Total	\$1,568.00

FY24/25 Plant and Flower Purchases	
Standing flowerpots	\$1,568.00
Park Trees	\$1,862.80
Hanging flowers pots	\$1,871.00
Flowerbed trees/bushes	\$1,922.48
Total	\$7,224.28

LATHRUP VILLAGE DDA FY25/26 BUDGET

REVENUES	BUDGET 24/25	NOTES	RECOMMENDED BUDGET 25/26	INCREASE (DECREASE)	NOTES
TIFA-CAPTURE TAXES	410,000		422,500	12,500	Michigan First property assessment went into effect in FY25 and was already accounted for.
TAX COLLECTED OTHER	37,488		38,000	512	
MISC. REVENUES	23,000		23,000	-	
INVESTMENT INTEREST	40,000		40,000	-	
MUSIC FESTIVAL REVENUE	16,250		10,000	(6,250)	Sales and Expenditures from 2024 festival indicated surplus of \$10,000.
FEDERAL/STATE GRANTS			-	-	TBD
Total Revenues	526,738		533,500	6,762	

EXPENDITURES	BUDGET 24/25	NOTES	RECOMMENDED BUDGET 25/26	INCREASE (DECREASE)	NOTES
SALARIES & WAGES	180,000		130,000	(50,000)	Changing the FT Special Projects position to a PT Intern
<i>Code Enforcement (45%)</i>		27,540			
<i>DDA Director (90%)</i>		73,440			
<i>City Administrator (10%)</i>		11,800			
<i>Finance Director (10%)</i>		11,100			
PART TIME SEASONAL CREW	5,000		28,000	23,000	Changing the FT Special Projects position to a PT Intern
EMPLOYEE TAXES & BENEFITS	65,000		40,000	(25,000)	Changing the FT Special Projects position to a PT Intern
LEGAL SERVICES	900		900	-	
OFFICE SUPPLIES	3,755		3,500	(255)	
<i>Adobe Subscription</i>		400			
<i>Technology</i>		1,000			
<i>Cell Phone</i>		800			
<i>Misc. Office Supplies</i>		500			
TAX TRIBUNAL RETURNS	2,000		-	(2,000)	

AUDITING & ACCOUNTING	8,900		2,500	(6,400)	FY26 does not include additional accounting assistance.
TRAINING/MEMBERSHIP	7,125		5,000	(2,125)	
MAIN STREET PROGRAM	28,500		12,500	(16,000)	Decrease from the prior year as Music Festival Expenses has its own dedicated line item.
<i>Corridor Cleanup</i>		500			
<i>Juneteenth</i>		2,000			
<i>Branding/Swag</i>		2,000			
<i>Tri-City Partnership/Business Mini-Grant</i>		4,500			
STREETSCAPING	39,000		20,500	(18,500)	
<i>Plant Materials</i>		6,000			
<i>Banners</i>		2,500			
<i>Holiday Decorations</i>		12,000			
MUSIC FESTIVAL EXPEN			10,000	10,000	DDA contribution to the Music Festival
PLANNING/CONSULTING FEES	15,300		15,300	-	Planner Fees are covered under Cost Share Agreement.
PRINTING/PUBLICATION COSTS	2,289		2,000	(289)	
POSTAGE FEES	200		250	50	
CAPITAL IMPROVEMENTS			100,000		FY26 Alleyway improvements.
REPAIRS & MAINTENANCE	503,980		64,500	(439,480)	Decrease from the prior year as Capital Improvements (alley projects) has its own dedicated line item.
<i>Streetlight/DTE</i>		12,500			
<i>Paradise Gardens Landscape Maintenance</i>		52,000			
MISCELLANEOUS EXPENDITURES	23,457		24,000	543	
<i>Liability Insurance</i>		5,000			
<i>Flock Safety Cameras</i>		15,000			
<i>LVTV - DDA Meetings</i>		3,300			
<i>Misc. Expense</i>		500			

DEPRECIATION INFRASTRUCTURE	30,000		40,000	10,000	
SIGN GRANT PROGRAM	10,000		10,000	-	
FAÇADE GRANT PROGRAM	20,000		20,000	-	
TOTAL EXPENDITURES	945,406		528,950	(416,456)	



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To: DDA Board of Directors
From: Austin Colson, Director – Community & Economic Development/DDA Director
Date: March 21, 2025
RE: FY25/26 DDA Budget

Background

The FY25/26 DDA Budget has been prepared to align with the Downtown Development Authority’s strategic goals while maintaining financial responsibility. The budget reflects anticipated revenues and expenditures, adjustments to staffing, key projects, and a continued commitment to economic development, placemaking, and infrastructure improvements within the district.

Key Highlights of the Budget

Revenues:

- Total projected revenues: \$533,500, reflecting a slight increase of \$6,762 from FY24/25.
- TIFA capture taxes: \$422,500, reflecting property assessments already accounted for.

Expenditures:

- Salaries & Wages: Adjusted to \$130,000 (decrease of \$50,000) due to converting the Special Projects position into a part-time role.
- Streetscaping Projects: Budgeted at \$20,500, including plant materials, banners, and holiday decorations.
- Capital Improvements: \$100,000 allocated for completion of alleyway improvements.
- Music Festival: \$10,000 contribution from the DDA.
- Repairs & Maintenance: \$64,500, significantly reduced due to reallocation of alleyway projects to Capital Improvements line item.
- Façade & Sign Grant Programs: Remain at \$20,000 and \$10,000, respectively, to support business development.

Action Requested

The DDA Board is requested to review and approve the FY25/26 Budget. This budget maintains a balance between business development, infrastructure improvements, and financial sustainability while continuing to support key DDA initiatives.

Suggested Motion: *"Motion to approve the FY25/26 Downtown Development Authority Budget as presented."*



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MEMORANDUM

To: LVDDA Board of Directors
 From: Austin Colson, CED/DDA Director
 Date: March 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

- Earned Sick Time Act: March 25th (Location: Meeting Place Room)
- SEED Lending: March 26th (Virtual)
- Succession Planning Training: April 30th, 10am-12pm (Location: Community Room)
- Tree Committee - Arbor Day Planting: April 26th, 11am-1pm (Location: Municipal Park)
- Business Resources Training: May 28th (Location: Oak Park)
- Morning Business Mixer: July (Location: Southfield)
- Lathrup Village Music Festival: September 13th, 1pm-9pm (Municipal Park)
- Resources to Boost Holiday Sales Seminar: September 17th, 8:30am-10-30am (Oak Park)

Past DDA Events

- LVMF Fundraiser: March 13th, 6-11:00pm (Location: Dog & Pony Show Brewing)
- Parks and Recreation Sourdough 101 Class: February 1st (Location: Community Room)
- Business Training: Art of Giving Great Service: February 4th, 9am-1pm (Location: Oak Park)
- Family Winter Fest: December 6th, 6-8:00pm (Location: City Hall)
- Holiday Business Mixer: December 4th, 4 - 6:00pm (Location: Oak Park)



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Business/Property Updates

- 28250 Southfield Road Ste. 220 – Replacement of windows.

Infrastructure

- The installation of additional power supply for three High-Intensity Activated Crosswalk (HAWK) signals is ongoing.
- Preconstruction meeting for spring/summer alleyway repaving project scheduled for April 2nd.

Miscellaneous

- **Small Business Support:** DDA staff have established a new partnership with Oakland Thrive to bring workshops, seminars, and business development resources to the city. These offerings are designed to support and empower small local businesses.
- **Community Fundraiser:** DDA is partnering with the St. Baldrick's Foundation to help fund lifesaving childhood cancer research. As part of the campaign, the top donor will earn the honor of shaving the DDA intern's head at a public event on May 6th. To contribute or get involved, visit: <https://www.stbaldricks.org/events/ShaveTheIntern>
- **Business Locator Tool:** A new interactive business map showcasing all businesses located within Lathrup Village's DDA district is now available on the DDA page of the city website, helping residents and visitors explore local businesses more easily.