



Downtown Development Authority Agenda

Friday, July 21, 2023 at 12:00 PM
27400 Southfield Road, Lathrup Village, Michigan 48076

1. **Call to Order**
2. **Approval of Agenda**
3. **Approval of Minutes**
 - [A.](#) 2023 06 16 DDA Board of Directors
 - [B.](#) 2023 06 29 Special DDA Board of Directors
4. **Financial Review**
 - [A.](#) June 2023 Financial Reports
5. **Committee Reports**
6. **Other Business**
 - [A.](#) July 2023 CED Report
7. **Old Business**
8. **New Business**
 - [A.](#) Approve/Deny Sign Grant Application - 18411 W. 12 Mile Rd.
 - [B.](#) DDA Website discussion
 - C. August DDA Meeting discussion
9. **Public Comment**
10. **Adjourn**



Downtown Development Authority Minutes

Friday, June 16, 2023 at 12:00 PM
27400 Southfield Road, Lathrup Village, Michigan 48076

1. Call to Order

12:06 pm by Secretary Shermeyer

Present: Charlotte Jones, Bobbi Lovins, Sue Montenegro, Fred Prime (arrived 12:11 pm), Pam Shermeyer, Dan Sugg

Absent: Bryan Ford, Kelly Garrett

Staff: Pam Bratschi, Brittany Dorsey, Susie Stec

Motion to excuse Ford & Garrett by Sugg, seconded by Lovins. All in favor.

2. Approval of Agenda

Motion to approve the agenda by Montenegro, seconded by Lovins. All in favor.

3. Approval of Minutes

Motion to approve the 2023 05 19 DDA Board of Directors minutes by Sugg, seconded by Montenegro. All in favor.

4. Financial Review

Bratschi went over reports and noted that revenues are significantly more than what was budgeted. Bratschi stated that she would be looking into the Employee Taxes & Benefits. She informed the board about the tax appeal by Michigan First Credit Union, and explained that request will go directly to the Michigan Tax Commission.

Motion to receive & file the May 2023 Financial Reports by Lovins, seconded by Sugg. All in favor.

5. Committee Reports

Dorsey gave an update and emphasized that more involvement from the business community is needed. Opportunities need to be more visible and the website should be easier to navigate. Board suggested the Promotions Committee work on a communications plan and that the DDA is more visual presence in the neighborhoods. It was also suggested that the Corridor Cleanup be expanded to be a week-long event to get more business participation.

6. Other Business

A. June 2023 CED Report

Stec went over the report and answered questions.

B. May 2023 Code Enforcement Report

Stec went over the report and will provide the commercial code enforcement letter. Stec also informed the board that Bill Diamond took a position in a new community. The board expressed their disappointment and wished Mr. Diamond well.

7. Old Business

8. New Business

A. RAP 2.0 - Revitalization and Placemaking Grant Resolution of Support

Stec provided an update on the application including the projected project cost, match requirements, and intent to establish a crowdfunding campaign to secure matching funds. Discussion was had regarding the matching amount. Citing the unanticipated increase in revenue, the board decided to increase the matching amount to \$100,000.

Motion to adopt the Resolution of Support for the DDA’s participation in the Oakland County RAP 2.0 Revitalization & Placemaking Grant Application and set the matching amount at \$100,000 by Sugg, seconded by Lovins. All in favor.

9. Public Comment

Montenegro announced her resignation. The board expressed their disappointment and wished her well.

10. Adjourn at 12:52 pm

Motion by Lovins, seconded by Sugg. All in favor.



Special Downtown Development Authority Minutes

Thursday, June 29, 2023 at 2:00 PM
27400 Southfield Road, Lathrup Village, Michigan 48076

1. Call to Order

2:05 pm by Chair Prime

Present: Bryan Ford, Kelly Garrett, Charlotte Jones, Bobbi Lovins, Fred Prime Dan Sugg, Pam Shermeyer

Absent: Dr. Patricia Felton, Scott McKee

Staff: Pam Bratschi, Susie Stec

Motion to excuse Felton and McKee by Garrett, seconded by Sugg. All in favor.

2. Approval of Agenda

Motion to approve agenda by Shermeyer, seconded by Garrett. All in favor.

3. New Business

A. Adopt Fiscal Year 23/24 DDA Budget

There were questions about the employee taxes & benefits, planning/consulting services, what line the DDA vehicle is allocated (miscellaneous expenses), and whether fund balance still be sufficient for DDA projects. Stec will send the spreadsheet with the future projects.

Motion to adopt the FY 23/24 DDA Budget by Sugg, seconded by Lovins. All in favor.

B. FY 22/23 DDA Budget Amendments

Stec went over the amendments and answered questions.

Motion to adopt the June Amendments to the FY 22/23 DDA Budget by Lovins, seconded by Shermeyer. All in favor.

3. Public Comment

Mayor Garrett suggested the DDA show the Michigan Downtown Association webinar "Demystifying the DDA" at our upcoming Informational Meeting, or perhaps a separate lunch and learn event.

4. Adjourn at 2:29 pm

Motion by Garrett, seconded by Sugg. All in favor.

User: PAM

DB: Lathrup

PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 06/30/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/23 INCR (DECR)	AVAILABLE		% BGDGT USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000.000								
494-000.000-407.000	TIFA-CAPTURE TAXES	311,100.00	400,197.00	400,196.55	0.00	0.45	100.00	
494-000.000-410.000	TAX COLLECTED OTHER	36,676.00	37,187.00	37,187.29	0.00	(0.29)	100.00	
494-000.000-415.000	MISCELLANEOUS REVENUE	6,000.00	22,364.00	22,364.11	0.00	(0.11)	100.00	
494-000.000-446.000	INVESTMENT INTEREST	10,000.00	29,648.00	36,862.03	3,559.75	(7,214.03)	124.33	
Total Dept 000.000		363,776.00	489,396.00	496,609.98	3,559.75	(7,213.98)	101.47	
TOTAL REVENUES		363,776.00	489,396.00	496,609.98	3,559.75	(7,213.98)	101.47	
Expenditures								
Dept 000.000								
494-000.000-701.000	SALARIES FULL-TIME	157,595.00	165,327.00	162,928.52	13,970.42	2,398.48	98.55	
494-000.000-702.000	SALARIES PART-TIME	5,000.00	0.00	0.00	0.00	0.00	0.00	
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	34,000.00	58,846.00	53,708.08	1,200.44	5,137.92	91.27	
494-000.000-722.000	LEGAL SERVICES	900.00	0.00	0.00	0.00	0.00	0.00	
494-000.000-726.000	OFFICE SUPPLIES	3,360.00	2,000.00	507.07	119.79	1,492.93	25.35	
494-000.000-802.000	TAX TRIBUNAL RETURNS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	
494-000.000-810.000	AUDITING & ACCOUNTING	800.00	800.00	800.00	0.00	0.00	100.00	
494-000.000-822.000	TRAINING/MEMBERSHIP	8,175.00	9,390.00	7,899.65	1,296.66	1,490.35	84.13	
494-000.000-844.000	MAIN STREET PROGRAM	22,200.00	5,000.00	5,547.48	4,362.07	(547.48)	110.95	
494-000.000-845.000	STREETSCAPING	33,300.00	12,000.00	8,968.23	212.89	3,031.77	74.74	
494-000.000-882.000	PLANNING/CONSULTING FEES	15,300.00	15,497.00	15,497.00	0.00	0.00	100.00	
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00	2,000.00	971.55	12.73	1,028.45	48.58	
494-000.000-901.000	POSTAGE FEES	200.00	0.00	0.00	0.00	0.00	0.00	
494-000.000-933.000	REPAIRS & MAINTENANCE	505,624.00	260,000.00	68,638.94	11,758.03	191,361.06	26.40	
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	8,457.00	2,000.00	1,007.06	9.78	992.94	50.35	
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00	0.00	0.00	0.00	0.00	0.00	
494-000.000-971.001	FACADE GRANT PROGRAM	20,000.00	0.00	0.00	0.00	0.00	0.00	
Total Dept 000.000		828,911.00	534,860.00	326,473.58	32,942.81	208,386.42	61.04	
TOTAL EXPENDITURES		828,911.00	534,860.00	326,473.58	32,942.81	208,386.42	61.04	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		363,776.00	489,396.00	496,609.98	3,559.75	(7,213.98)	101.47	
TOTAL EXPENDITURES		828,911.00	534,860.00	326,473.58	32,942.81	208,386.42	61.04	
NET OF REVENUES & EXPENDITURES		(465,135.00)	(45,464.00)	170,136.40	(29,383.06)	(215,600.40)	374.22	

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 06/30/2022	PERIOD ENDED 06/30/2023
*** Assets ***			
494-000.000-010.000	TRUST ACCOUNT-GENERAL	1,363,161.31	1,100,023.34
494-000.000-028.096	TAXES RECEIVABLE-PERSONAL PROP	23,503.93	23,503.93
494-000.000-084.101	DUE FROM GENERAL FUND	39,255.43	459,714.51
494-000.000-141.001	INFRASTRUCTURE	360,289.69	360,289.69
494-000.000-177.001	DEPRECIABLE ASSETS	25,243.25	25,243.25
494-000.000-193.000	ACCUMULATED DEPRECIATION	(199,302.22)	(199,302.22)
Total Assets		1,612,151.39	1,769,472.50
*** Liabilities ***			
494-000.000-202.000	ACCOUNTS PAYABLE	160,329.49	4,123.27
494-000.000-214.101	DUE TO GENERAL FUND	34,741.57	187,132.50
Total Liabilities		195,071.06	182,255.77
*** Fund Balance ***			
494-000.000-390.000	FUND BALANCE	1,611,211.99	1,417,080.33
Total Fund Balance		1,611,211.99	1,417,080.33
Beginning Fund Balance		1,611,211.99	1,417,080.33
Net of Revenues VS Expenditures		(194,131.66)	170,136.40
Ending Fund Balance		1,417,080.33	1,587,216.73
Total Liabilities And Fund Balance		1,612,151.39	1,769,472.50

User: PAM

FROM 494-000.000-001.000 TO 494-000.000-971.001

DB: Lathrup

TRANSACTIONS FROM 06/01/2023 TO 06/30/2023

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-010.000 TRUST ACCOUNT-GENERAL						
Journal GJ: GJ						
133094	06/13/2023	MONTHLY INTEREST POSTING- MAY	15710	Multiple	3,654.71	
133293	06/13/2023	TO REVERSE MANUAL JOURNAL ENTRY	15720	Multiple		3,654.71
133607	06/30/2023	MONTHLY INTEREST POSTING- JUNE	15777	Multiple	3,559.75	
Journal Totals					7,214.46	3,654.71
Totals for 494-000.000-010.000					7,214.46	3,654.71
Balance 06/01/23:				1,096,463.59		
Net Change:				3,559.75		
Balance 06/30/23:				1,100,023.34		

494-000.000-202.000 ACCOUNTS PAYABLE						
Journal AP: AP						
133101	06/15/2023	AVA STEWARTVnd: AVASTEWART Invo	06172023	494-000.000-844.000		600.00
133123	06/15/2023	CARDMEMBER SERVICEVnd: CARDMEMB	06012023	Multiple		809.83
133149	06/15/2023	EXCELL SNOW & TURF MAINTENANCEV	CLIP53472	494-000.000-933.000		960.00
133154	06/15/2023	GIFFELS-WEBSTER ENG INCVnd: GWE	128902	494-000.000-933.000		3,531.25
133155	06/15/2023	GIFFELS-WEBSTER ENG INCVnd: GWE	128890	494-000.000-933.000		6,414.28
133176	06/15/2023	MICHIGAN DOWNTOWN ASSOC.Vnd: MI	3219	494-000.000-822.000		300.00
133180	06/15/2023	MISSIONSQUARE - 803046Vnd: MISS	6122023	Multiple		115.22
133192	06/15/2023	SILK ENTERTAINMENTVnd: SILK Inv	04032023	494-000.000-844.000		325.00
133203	06/15/2023	ULTIMATE BOOM PARTY RENTAL LLCV	06172023	494-000.000-844.000		490.00
133284	06/15/2023	SILK ENTERTAINMENTVnd: SILK Inv	04032023	494-000.000-844.000	325.00	
133286	06/16/2023	STEVEN STURKEYVnd: STURKEY ST	IJUNE2023	494-000.000-844.000		325.00
133437	06/30/2023	CARDMEMBER SERVICEVnd: CARDMEMB	062023	Multiple		242.02
133467	06/30/2023	MISSIONSQUARE - 803046Vnd: MISS	06292023	Multiple		90.22
133679	06/30/2023	CARDMEMBER SERVICEVnd: CARDMEMB	052023-62123	494-000.000-844.000		2,947.07
133707	06/30/2023	GIFFELS-WEBSTER ENG INCVnd: GWE	129136	494-000.000-933.000		852.50
133734	06/30/2023	MICHIGAN DOWNTOWN ASSOC.Vnd: MIE	2674	494-000.000-822.000		300.00
Journal Totals					325.00	18,302.39
Journal CD: CD						
133210	06/15/2023	Check: NBDC 47810	47810	Multiple	600.00	
133223	06/15/2023	Check: NBDC 47823	47823	Multiple	809.83	
133235	06/15/2023	Check: NBDC 47835	47835	Multiple	960.00	
133236	06/15/2023	Check: NBDC 47836	47836	Multiple	9,945.53	
133245	06/15/2023	Check: NBDC 47845	47845	Multiple	300.00	
133249	06/15/2023	Check: NBDC 47849	47849	Multiple	115.22	
133260	06/15/2023	Check: NBDC 47860	47860	Multiple	325.00	
133265	06/15/2023	Check: NBDC 47865	47865	Multiple	490.00	
133285	06/15/2023	Check: NBDC 47860	47860	Multiple		325.00
133287	06/16/2023	Check: NBDC 47867	47867	Multiple	325.00	
133500	06/30/2023	Check: NBDC 47875	47875	Multiple	242.02	
133515	06/30/2023	Check: NBDC 47890	47890	Multiple	90.22	
Journal Totals					14,202.82	325.00
Totals for 494-000.000-202.000					14,527.82	18,627.39
Balance 06/01/23:				23.70		
Net Change:				4,099.57		
Balance 06/30/23:				4,123.27		

494-000.000-214.101 DUE TO GENERAL FUND						
Journal CD: CD						
133210	06/15/2023	Check: NBDC 47810	47810	Multiple		600.00
133223	06/15/2023	Check: NBDC 47823	47823	Multiple		809.83
133235	06/15/2023	Check: NBDC 47835	47835	Multiple		960.00
133236	06/15/2023	Check: NBDC 47836	47836	Multiple		9,945.53
133245	06/15/2023	Check: NBDC 47845	47845	Multiple		300.00
133249	06/15/2023	Check: NBDC 47849	47849	Multiple		115.22
133260	06/15/2023	Check: NBDC 47860	47860	Multiple		325.00
133265	06/15/2023	Check: NBDC 47865	47865	Multiple		490.00
133285	06/15/2023	Check: NBDC 47860	47860	Multiple	325.00	
133287	06/16/2023	Check: NBDC 47867	47867	Multiple		325.00
133500	06/30/2023	Check: NBDC 47875	47875	Multiple		242.02
133515	06/30/2023	Check: NBDC 47890	47890	Multiple		90.22
Journal Totals					325.00	14,202.82
Journal PR: Payroll						
133310	06/14/2023	PAYROLL REPORT-JUNE	15736	Multiple		8,285.95
133428	06/29/2023	PAYROLL REPORT	15757	Multiple		6,679.47
Journal Totals					0.00	14,965.42

User: PAM

FROM 494-000.000-001.000 TO 494-000.000-971.001

DB: Lathrup

TRANSACTIONS FROM 06/01/2023 TO 06/30/2023

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-214.101 DUE TO GENERAL FUND						
Totals for 494-000.000-214.101					325.00	29,168.24
Balance 06/01/23:				149,289.26		
Net Change:				28,843.24		
Balance 06/30/23:				178,132.50		

494-000.000-446.000 INVESTMENT INTEREST						
Journal GJ: GJ						
133094	06/13/2023	MONTHLY INTEREST POSTING- MAY 15710		Multiple		3,654.71
133293	06/13/2023	TO REVERSE MANUAL JOURNAL ENTRY15720		Multiple	3,654.71	
133607	06/30/2023	MONTHLY INTEREST POSTING- JUNE 15777		Multiple		3,559.75
Journal Totals					3,654.71	7,214.46
Totals for 494-000.000-446.000					3,654.71	7,214.46
Balance 06/01/23:				33,302.28		
Net Change:				3,559.75		
Balance 06/30/23:				36,862.03		

494-000.000-701.000 SALARIES FULL-TIME						
Journal PR: Payroll						
133310	06/14/2023	PAYROLL REPORT-JUNE	15736	Multiple	7,732.01	
133428	06/29/2023	PAYROLL REPORT	15757	Multiple	6,238.41	
Journal Totals					13,970.42	0.00
Totals for 494-000.000-701.000					13,970.42	0.00
Balance 06/01/23:				148,958.10		
Net Change:				13,970.42		
Balance 06/30/23:				162,928.52		

494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Journal AP: AP						
133180	06/15/2023	MISSIONSQUARE - 803046EMPLOYEE 6122023		Multiple	115.22	
133467	06/30/2023	MISSIONSQUARE - 803046EMPLOYEE 06292023		Multiple	90.22	
Journal Totals					205.44	0.00
Journal PR: Payroll						
133310	06/14/2023	PAYROLL REPORT-JUNE	15736	Multiple	553.94	
133428	06/29/2023	PAYROLL REPORT	15757	Multiple	441.06	
Journal Totals					995.00	0.00
Totals for 494-000.000-703.000					1,200.44	0.00
Balance 06/01/23:				52,507.64		
Net Change:				1,200.44		
Balance 06/30/23:				53,708.08		

494-000.000-726.000 OFFICE SUPPLIES						
Journal AP: AP						
133123	06/15/2023	CARDMEMBER SERVICEOFFICE SUPPLI06012023		Multiple	64.46	
133123	06/15/2023	CARDMEMBER SERVICEOFFICE SUPPLI06012023		Multiple	23.55	
133123	06/15/2023	CARDMEMBER SERVICEOFFICE SUPPLI06012023		Multiple	15.89	
133437	06/30/2023	CARDMEMBER SERVICEOFFICE SUPPLI062023		Multiple	15.89	
Journal Totals					119.79	0.00
Totals for 494-000.000-726.000					119.79	0.00
Balance 06/01/23:				387.28		
Net Change:				119.79		
Balance 06/30/23:				507.07		

494-000.000-822.000 TRAINING/MEMBERSHIP						
Journal AP: AP						
133123	06/15/2023	CARDMEMBER SERVICETRAINING/MEMB06012023		Multiple	91.52	
133123	06/15/2023	CARDMEMBER SERVICETRAINING/MEMB06012023		Multiple	231.93	
133123	06/15/2023	CARDMEMBER SERVICETRAINING/MEMB06012023		Multiple	373.21	
133176	06/15/2023	MICHIGAN DOWNTOWN ASSOC.TRAININ3219		494-000.000-202.000	300.00	
133734	06/30/2023	MICHIGAN DOWNTOWN ASSOC.TRAININE2674		494-000.000-202.000	300.00	
Journal Totals					1,296.66	0.00

User: PAM

FROM 494-000.000-001.000 TO 494-000.000-971.001

DB: Lathrup

TRANSACTIONS FROM 06/01/2023 TO 06/30/2023

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-822.000 TRAINING/MEMBERSHIP						
Totals for 494-000.000-822.000					1,296.66	0.00
Balance 06/01/23:				6,602.99		
Net Change:				1,296.66		
Balance 06/30/23:				7,899.65		

494-000.000-844.000 MAIN STREET PROGRAM						
Journal AP: AP						
133101	06/15/2023	AVA STEWARTMAIN STREET PROGRAM 06172023		494-000.000-202.000	600.00	
133192	06/15/2023	SILK ENTERTAINMENTMAIN STREET P04032023		494-000.000-202.000	325.00	
133203	06/15/2023	ULTIMATE BOOM PARTY RENTAL LLCM06172023		494-000.000-202.000	490.00	
133284	06/15/2023	SILK ENTERTAINMENTMAIN STREET P04032023		494-000.000-202.000		325.00
133286	06/16/2023	STEVEN STURKEYMAIN STREET PROGRJUNE2023		494-000.000-202.000	325.00	
133679	06/30/2023	CARDMEMBER SERVICEMAIN STREET P052023-62123		494-000.000-202.000	2,947.07	
Journal Totals					4,687.07	325.00
Totals for 494-000.000-844.000					4,687.07	325.00
Balance 06/01/23:				1,185.41		
Net Change:				4,362.07		
Balance 06/30/23:				5,547.48		

494-000.000-845.000 STREETSCAPING						
Journal AP: AP						
133437	06/30/2023	CARDMEMBER SERVICESTREETSCAPING062023		Multiple	212.89	
Journal Totals					212.89	0.00
Totals for 494-000.000-845.000					212.89	0.00
Balance 06/01/23:				8,755.34		
Net Change:				212.89		
Balance 06/30/23:				8,968.23		

494-000.000-900.000 PRINTING/PUBLICATION COSTS						
Journal AP: AP						
133123	06/15/2023	CARDMEMBER SERVICEPRINTING/PUBL06012023		Multiple	9.27	
133437	06/30/2023	CARDMEMBER SERVICEPRINTING/PUBL062023		Multiple	3.46	
Journal Totals					12.73	0.00
Totals for 494-000.000-900.000					12.73	0.00
Balance 06/01/23:				958.82		
Net Change:				12.73		
Balance 06/30/23:				971.55		

494-000.000-933.000 REPAIRS & MAINTENANCE						
Journal AP: AP						
133149	06/15/2023	EXCELL SNOW & TURF MAINTENANCERCLIP53472		494-000.000-202.000	960.00	
133154	06/15/2023	GIFFELS-WEBSTER ENG INCREPAIRS 128902		494-000.000-202.000	3,531.25	
133155	06/15/2023	GIFFELS-WEBSTER ENG INCREPAIRS 128890		494-000.000-202.000	6,414.28	
133707	06/30/2023	GIFFELS-WEBSTER ENG INCREPAIRS 129136		494-000.000-202.000	852.50	
Journal Totals					11,758.03	0.00
Totals for 494-000.000-933.000					11,758.03	0.00
Balance 06/01/23:				56,880.91		
Net Change:				11,758.03		
Balance 06/30/23:				68,638.94		

494-000.000-955.000 MISCELLANEOUS EXPENDITURES						
Journal AP: AP						
133437	06/30/2023	CARDMEMBER SERVICEMISCELLANEOUS062023		Multiple	9.78	
Journal Totals					9.78	0.00
Totals for 494-000.000-955.000					9.78	0.00
Balance 06/01/23:				997.28		
Net Change:				9.78		
Balance 06/30/23:				1,007.06		



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

MEMORANDUM

To: LVDDA Board of Directors

From: Susie Stec, DDA and CED Director

Date: July 19, 2023

RE: Department/Director Report

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

Upcoming DDA Events

- Are You E-Commerce Ready Business Workshop: August 24th, 11 am – 1:30 pm
- End of Summer Festival & Concert: September 30th, 2 – 8 pm

Past DDA Events

- Juneteenth Celebration: June 17th

Commercial Business/Property Updates

- 26780 Southfield Road (44 Burrrito) – New restaurant. Obtained approval for outdoor patio at the July Planning Commission meeting.
- 27300 Southfield Road – Planning Commission determined the laundromat is a personal service use. The property owner has submitted plans for a façade renovation.

Infrastructure

- 2023 infrastructure work is nearly complete. Contractors are finishing their respective punch list items. Landscaping touch-up work is expected in the fall.
- Staff and consultants met with RCOC about the resurfacing of Southfield Road in 2024. They are intending to have public meetings in the fall.

Miscellaneous

- DDA is partnering with Oak Park, Southfield, Farmington Hills, and Michigan Works! Southfield office to develop and send a survey to the businesses in our respective communities to help identify desired training/workshop topics.



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(248) 557 - 2600
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- DTE Tree Grant planting activities will take place in Fall 2023.
- MSOC has submitted the grant application for the Revitalization & Placemaking Grant program. A total of 13 communities participated in the regional application. Award notifications are anticipated in the fall.
 - A crowdfunding campaign has been established to securing the remaining match funds. The goal is \$20,000



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To: DDA Board of Directors
From: Susie Stec, Director – Community & Economic Development /DDA Director
RE: Sign Grant – 18411 W. 12 Mile Road
Date: July 20, 2023

A Sign Grant application was received by the property owners of 18411 W. 12 Mile Road (Charlotte & Scottie Jones, LOGOS/Hope for All Seasons). The property owners intend to install a new wall sign and update the face panels on the existing monument sign.

The proposed wall sign will be 10.36 square feet and the new face panels total 27.8 square feet, both of which meet standards detailed in the chart below. The wall sign will require a permit through the Building Department; however, the face panels will not require a permit per the ordinance.

52-24. Sign Types Permitted by District				
B. Office Districts (O & GO). Permits required, unless otherwise noted				
Sign Type	Location	Max. Sign Surface Display Area	Max. Height	Number
Principal Wall Signs	On principal building façade to be placed at the sign band, when provided.	Setback from lot line from 0 to 100 ft: 10% of ground floor, street-facing building face up to 64 sq ft Setback more than 100 ft: 15% of ground floor, street-facing building face up to 64 sq ft	Not to exceed height of building	1 per business with individual exterior entrance or, if a common entrance is provided, one per building
Monument sign See Section 52-25.A.	At the property entrance, setback 10 ft from street right-of-way line	32 sq ft per side	5 ft from ground level to top of sign	1 per parcel. 1 additional sign is permitted if the parcel has more than 100 feet of frontage on 11 or 12 Mile Roads provided they are separated by 100 ft. minimum.

The estimated cost of the proposed signage is \$3,459.51.

Per the DDA Sign Grant Program parameters, the LVDDA Board of Directors may approve and provide reimbursement for signage up to a maximum grant of fifty (50%) percent of total project cost or two thousand dollars (\$2,000.00).

Suggested Motion: To award a DDA Sign Grant in the amount of \$1,730 to the property owners of 18411 W. 12 Mile Road to be reimbursed upon installation and final approval by the Building Official.

SIGN GRANT PROGRAM APPLICATION FORM

PROPERTY INFORMATION

Property Address:	18411 W. 12 Mile Rd
Parcel ID Number:	24-14-226-048
Current Zoning:	

BUSINESS INFORMATION

Business Name:	LOGOS Global Ministries		
Business Owner Name:	Scottie & Charlotte Jones		
Business Mailing Address:	P.O. Box 760181		
Phone Number:	248-809-2422		
Email:	scottie.l.jones@lifeofGodOutreach.com		
Sign Type (circle):	<input checked="" type="radio"/> Wall	<input checked="" type="radio"/> Monument	<input type="radio"/> Awning

PROPERTY OWNER INFORMATION

Property Owner Name:	Charlotte & Scottie Jones		
Property Owner Address:	24550 WAREYETTE CIRCLE Southfield 48075		
Property Owner Phone:	(313) 574-4352 & 204-6259		
Property Owner Email:	charlotte.m.jones08@gmail.com		


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

- Complete sign package with sealed drawings
- Cost Estimate
- Current digital photos of all existing building signage

SIGN GRANT PROGRAM AFFIRMATION FORM

The undersigned applicant affirms and understands that:

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

 4 May 23

 Signature - Business Owner Date

 4 May 23

 Signature - Property Owner Date

Reimbursement Request Certification

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

Date:	4 May 2023
Applicant Name:	Scottie & Charlotte Jones
Applicant Signature:	Scottie Jones and Charlotte Jones
Business Name:	LOGOS/ Hope 4 all Seasons
Business Address:	18411 W 12 Mile Rd, Lathrup Village MI 48076
Mailing Address (if different):	P.O. Box 760181 Lathrup Village, MI 48075
Phone:	(248) 809-2422 (313) 574-4352 (313) 204-6259
Email:	scottie.l.jones@lifeofgodoutreachson.com

ESTIMATE

E162-109844

www.fastsigns.com/162

Payment Terms: Cash Customer

DESCRIPTION: Building Signage

Bill To: Life of God
18411 W 12 Mile
Lathrup Village, MI 48076
US

Installed: Life of God
Scotty Jones
18411 W 12 Mile
Lathrup Village, MI 48076
US

Requested By: Scotty Jones
Email: logosgm2016@outlook.com
Cell Phone: (313) 574-4352

Salesperson: Sabrina Keyes
Email: sabrina.keyes@fastsigns.com

PRODUCTS	QTY	UNIT PRICE	TOTALS
1 Building Sign	1	\$878.06	\$878.06
1.1 Dimensional Letters -			
Part Qty: 1	Text: Hope 4 All Seasons		
2 Monument Sign Updates	1	\$1,714.09	\$1,714.09
2.1.1 Acrylic 3/16" - Upper Panels - Full Width			
Part Qty: 4			
Width: 69.50"			
Height: 14.6146"			
Color: White			
Sides: 1			
- Text/Graphics Color: Black			
- Background Color: White			
2.1.2 Printed Vinyl - Translucent -			
Part Qty: 4	Text: 2 Each:		
Width: 69.50"	LIFE OF GOD OUTREACH SONS		
Height: 14.6146"	Global Ministries		
	SALINGER & ASSOCIATES		
	Attorneys & Counselors		
Vinyl Application			
- Overlay			
Contour Cut (Vinyl)			
- Cut Size: Simple Cut			
2.1.3 Laminate -			
Part Qty: 4			
Width: 69.50"			
Height: 14.6146"			
Laminate Options			
- Laminate Types: Cast Gloss			

2.2.1 Acrylic 3/16" - Lower Panels - Half Width

Part Qty: 4
Width: 34.00"
Height: 14.6146"
Color: White
Sides: 1
 - Text/Graphics Color: Black
 - Background Color: White

2.2.2 Printed Vinyl - Translucent -

Part Qty: 4
Width: 34.00"
Height: 14.6146"

Text: 2 Each:

INDUS CENTER for
 ACADEMIC EXCELLENCE

NATIONAL DOMESTIC WORKERS ALLIANCE

Vinyl Application
 - Overlay
Contour Cut (Vinyl)
 - Cut Size: Simple Cut

2.2.3 Laminate -

Part Qty: 4
Width: 34.00"
Height: 14.6146"

Laminate Options
 - Laminate Types: Cast Gloss

3	Interior Door Graphics	1	\$197.15	\$197.15
3.1.1	Printed Vinyl - Calendared - Logo			
	Part Qty: 1	Text: Printed Logo		
	Width: 71.50"			
	Height: 30.00"			
	- Text/Graphics Color: CMYK			
	Contour Cut (Vinyl)			
	- Cut Size: Simple Cut			
3.1.2	Laminate -			
	Part Qty: 1			
	Width: 71.50"			
	Height: 30.00"			
	Laminate Options			
	- Laminate Types: Calendar Gloss			
3.2	Frosted/Etched Vinyl - Frosted Lettering			
	Part Qty: 1	Text: LOGOS Global Ministries		
	Width: 71.50"			
	Height: 4.00"			
	- Text/Graphics Color: Frosted			
	Vinyl Application			
	- Ready to Apply			
4	Permit Fees - Finalized at Permit Approval	1	\$260.00	\$260.00
4.1	Estimated Permitting Fees -			
	- Retail Price: \$110.00			
4.2	Permit Acquisitions -			
	- Retail Price: \$150.00			
5	Install	1	\$440.00	\$440.00

Inside Work Estimate

5.1 Installation -
- # of Hours: 4

Text: Install of dimensional letters to brick wall.

Remove and dispose of all monument sign inserts and dividers, replace with new panels and hardware.

Install logo and frosted lettering to interior double doors.

Subtotal:	\$3,489.30
Taxes:	\$167.36
Grand Total:	\$3,656.66

*-197.15
far inside
work*

A 50% deposit is required to begin your order.

Estimates are valid for 30 days.

\$ 3,459.51

Signature: _____ Date: _____

Request a quote on the following:

Life of God Outreach sons, Global Ministries

18411 W. 12 Mile Road, Lathrup Village, MI 48076

On the outside of the Building:

On the building Hope for all seasons (see attached)



On the monument sign - 8 panels (4 on each side)

LIFE OF GOD OUTREACH SONS Global Ministries	
SALINGER & ASSOCIATES Attorneys & Counselors	
INDUS CENTER for ACADEMIC EXCELLENCE	NATIONAL DOMESTIC WORKERS ALLIANCE



18411



THAIER KINAYA CPA, P.C.

CERTIFIED PUBLIC ACCOUNTANT

SALINGER & ASSOCIATES

ATTORNEYS & COUNSELORS



**Indus Center for
Academic Excellence**

THAIER KINAYA CPA, P.C.

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**Indus Center for
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**PAID
IN
FULL**

INVOICE Item 8A.
162-112034

www.fastsigns.com/162

Completed Date: 7/12/2023
Payment Terms: Cash Customer
Payment Due Date: 7/12/2023

DESCRIPTION: Reorder: Signed and Sealed Drawings

Bill To: Life of God
18411 W 12 Mile
Lathrup Village, MI 48076
US

Pickup At: FASTSIGNS of Farmington Hills
27615 Halsted Rd
Farmington Hills, MI 48331
US

Ordered By: Scotty Jones
Email: logosgm2016@outlook.com
Cell Phone: (313) 574-4352

Salesperson: Sabrina Keyes
Email: sabrina.keyes@fastsigns.com

PRODUCTS	QTY	UNIT PRICE	TAXABLE	TOTALS
1. Signed and Sealed Drawings	1	\$350.00	\$0.00	\$350.00
1.1 Permit Acquisitions - - Retail Price: \$350.00				

Please note: Orders will only be held for 6 months after production.

Subtotal:	\$350.00
Taxable Amount:	\$0.00
Taxes:	\$0.00
Total:	\$350.00
Amount Paid:	\$350.00
Balance Due:	\$0.00

TRANSACTIONS

Date	Type	Amount
7/12/2023	MasterCard (Online) - 1299	\$350.00

Signature: _____ Date: _____

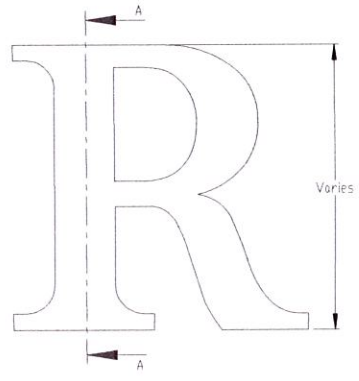
RECEIVED

JUL 13 2023

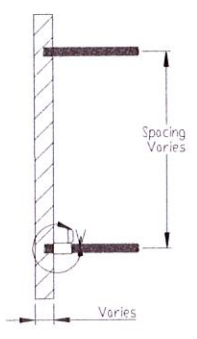
City of Lathrup Village



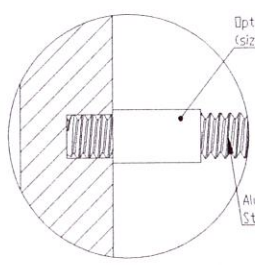
1/4" Thick Brushed Aluminum Stud Mount to Wall with PL Premium Adhesive



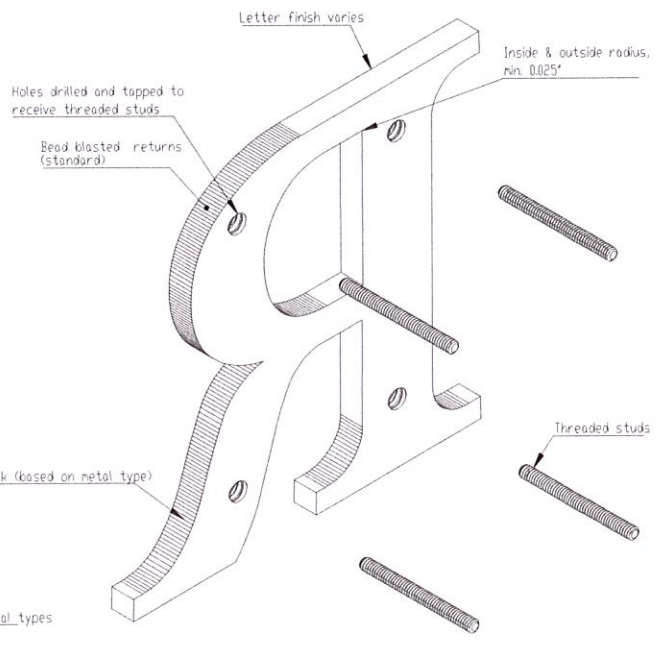
FRONT VIEW II SCALE 1:2.5



SECTION VIEW A-A II SCALE 1:2.5



DETAIL DW II SCALE 2:1



ISOMETRIC BACK VIEW II SCALE 1:1.5

SIZE	MIN. STUDS/LTR
Up to 3"	3 studs
over 3" - 15"	4 studs
Over 15"	6 studs
Punctuation	2 studs

- NOTES:
- Typical stud length 2" beyond back of letter
 - Letters under 15" high - 10/24 studs, 15" high - 1/4-20 studs.
 - Less than 3/8" stroke, 6-32 or 4-40 studs
 - Minimum 1/4" thick
 - Letters or logos, standard or custom



FLAT CUT METAL - STUD MOUNT



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To: DDA Board of Directors

From: Susie Stec, Director – Community & Economic Development /DDA Director

RE: DDA Website

Date: July 20, 2023

DDA staff has been exploring ways to improve our digital footprint and differentiate us from the City, which includes establishing our own standalone website. Currently the DDA has pages on the city's website. Our pages contain a wide variety of information related to the DDA including our projects, programs and initiatives, and a business directory. Unfortunately, the city's website is widely viewed as being difficult to navigate and not user friendly. These are certainly not attributes that contribute to growing and thriving community, nor does it provide a good impression for businesses and developers looking to located their operations in Lathrup Village.

We recently met with our representative from Munibit. They specializes in websites for small governments and main streets. The DDA became involved with them when establishing our business directory. During the meeting, our representative informed DDA staff that Munibit also has the capability to develop and host a standalone website for a monthly cost of \$29 (annual total \$348); there is no additional set-up fee. The only additional costs would be to secure a domain name which is approximately \$3.99/first year and \$22.99 annually thereafter. The total annual cost for a standalone DDA website would be approximately \$375 annually.

Once setup, DDA staff would be responsible for creating the website content. It should be noted; however, that Munibit will be able to migrate the information currently online to the new website.

For more information about Munibit and links to some of their client communities, please visit <https://www.munibit.com/>

Suggested Motion: To authorize the DDA Director to enter into a contract with Munibit to establish a standalone LVDDA website.