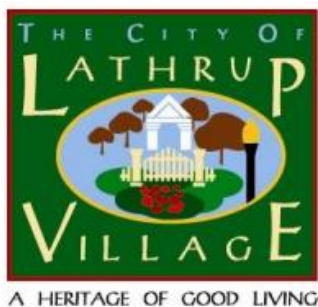




Downtown Development Authority

Friday, October 17, 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.](#) September 2025 DDA 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**
 - A. LVMF Update
8. **New Business**
 - [A.](#) Main Street Oakland County (MSOC) Update Presentation
 - [B.](#) DDA Owned Parcel - Proposal Review
 - [C.](#) Flock Camera Contract
9. **DDA Director Report**
 - [A.](#) Monthly Director Report
10. **Adjourn**



Downtown Development Authority Minutes

Friday, September 19, 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 scheduled 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.

10/10/2025 12:27 PM

COMPARATIVE BALANCE SHEET FOR CITY OF LATHRUP VILLAGE

Page: 1/1

User: JESSICA

DB: Lathrup

Item 5A.

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 09/30/2024	PERIOD ENDED 09/30/2025
*** Assets ***			
494-000.000-001.006	FLAGSTAR (POOLED) CASH-CHECKING	0.00	1,022,454.17
494-000.000-010.000	TRUST ACCOUNT-GENERAL	975,027.21	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	493,134.87	2,675.00
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		1,944,426.94	1,501,394.03
*** Liabilities ***			
494-000.000-202.000	ACCOUNTS PAYABLE	0.00	(1,314.91)
494-000.000-214.101	DUE TO GENERAL FUND	148,025.51	7,159.13
Total Liabilities		148,025.51	5,844.22
*** 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		358,667.09	294,398.81
Ending Fund Balance		1,796,401.43	1,495,549.81
Total Liabilities And Fund Balance		1,944,426.94	1,501,394.03

* Year Not Closed

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDG USE
		AMENDED BUDGET	08/31/2025 (ABNORMAL)	MONTH 08/31/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000.000						
494-000.000-407.000	TIFA-CAPTURE TAXES	422,500.00	416,828.79	396,051.52	5,671.21	98.66
494-000.000-409.000	DELQ PERSONAL PROPERTY REVENUE	0.00	(80,074.17)	0.00	80,074.17	100.00
494-000.000-410.000	TAX COLLECTED OTHER	38,000.00	32,132.62	27,672.95	5,867.38	84.56
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
494-000.000-614.000	MUSIC FEST REV	10,000.00	5,990.00	140.00	4,010.00	59.90
494-000.000-665.000	INVESTMENT INTEREST	0.00	3,293.05	1,856.32	(3,293.05)	100.00
Total Dept 000.000		533,500.00	378,170.29	425,720.79	155,329.71	70.88
TOTAL REVENUES		533,500.00	378,170.29	425,720.79	155,329.71	70.88
Expenditures						
Dept 000.000						
494-000.000-701.000	SALARIES FULL-TIME	130,000.00	16,193.19	10,795.46	113,806.81	12.46
494-000.000-702.000	SALARIES PART-TIME	28,000.00	3,200.00	1,712.50	24,800.00	11.43
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	40,000.00	10,045.17	5,062.15	29,954.83	25.11
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	0.00	0.00	2,500.00	0.00
494-000.000-822.000	TRAINING/MEMBERSHIP	5,000.00	350.00	350.00	4,650.00	7.00
494-000.000-844.000	MAIN STREET PROGRAM	12,500.00	23.98	0.00	12,476.02	0.19
494-000.000-845.000	STREETSCAPING	20,500.00	11,660.00	5,791.00	8,840.00	56.88
494-000.000-846.000	MUSIC FESTIVAL EXP	10,000.00	5,533.71	3,950.97	4,466.29	55.34
494-000.000-882.000	PLANNING/CONSULTING FEES	15,300.00	5,366.35	5,366.35	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	0.00	0.00	24,000.00	0.00
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	2,087.92	1,969.92	97,912.08	2.09
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	54,912.74	34,998.35	474,037.26	10.38
TOTAL EXPENDITURES		528,950.00	54,912.74	34,998.35	474,037.26	10.38
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		533,500.00	378,170.29	425,720.79	155,329.71	70.88
TOTAL EXPENDITURES		528,950.00	54,912.74	34,998.35	474,037.26	10.38
NET OF REVENUES & EXPENDITURES		4,550.00	323,257.55	390,722.44	(318,707.55)	7,104.56

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-001.006 FLAGSTAR (POOLED) CASH-CHECKING						
Journal CD: CD						
152694	09/15/2025	Check: FPOOL 51743	51743	Multiple		300.00
152714	09/15/2025	Check: FPOOL 51695	51695	Multiple		5,366.35
152731	09/15/2025	Check: FPOOL 51712	51712	Multiple		107.70
152736	09/15/2025	Check: FPOOL 51717	51717	494-000.000-202.000		5,791.00
152743	09/15/2025	Check: FPOOL 51724	51724	Multiple		73.12
152753	09/15/2025	Check: FPOOL 51590	51590	494-000.000-202.000	900.00	
152756	09/15/2025	Check: FPOOL 51750	51750	494-000.000-202.000		900.00
153045	09/30/2025	Check: FPOOL 51773	51773	494-000.000-202.000		240.00
153051	09/30/2025	Check: FPOOL 51779	51779	Multiple		9,109.31
153057	09/30/2025	Check: FPOOL 51785	51785	494-000.000-202.000		264.53
153059	09/30/2025	Check: FPOOL 51787	51787	Multiple		51.23
153063	09/30/2025	Check: FPOOL 51791	51791	Multiple		107.70
153077	09/30/2025	Check: FPOOL 51805	51805	Multiple		68.00
153079	09/30/2025	Check: FPOOL 51807	51807	Multiple		4,711.00
153087	09/30/2025	Check: FPOOL 51833	51833	494-000.000-202.000		300.00
153088	09/30/2025	Check: FPOOL 51834	51834	Multiple		94.02
153091	09/30/2025	Check: FPOOL 51837	51837	Multiple		113.11
153092	09/30/2025	Check: FPOOL 51838	51838	Multiple		1,201.80
Journal Totals					900.00	28,798.87
Journal CR: CR						
152911	09/24/2025	SUMMARY CR: 09/24/2025 LVMF (K		494-000.000-614.000	500.00	
Journal Totals					500.00	0.00
Journal GJ: GJ						
152565	09/10/2025	MERS POSTING-PD DEFINED BENEF	17439	Multiple		1,246.35
152554	09/12/2025	OC MONTHLY DELQ PPTAX 08/2025	17438	494-000.000-407.000	14.66	
152905	09/15/2025	TAX DISTRIBUTION (THRU 09/15/2	17508	Multiple	14,678.06	
152808	09/19/2025	2023 SBTE REIMBURSEMENT	17461	Multiple	161.56	
152829	09/19/2025	INTERFUND DUE-TO/DUE-FROM	17467	Multiple		13,843.37
Journal Totals					14,854.28	15,089.72
Totals for 494-000.000-001.006					16,254.28	43,888.59
Balance 09/01/25:				1,050,088.48		
Net Change:				(27,634.31)		
Balance 09/30/25:				1,022,454.17		
494-000.000-084.101 DUE FROM GENERAL FUND						
Journal GJ: GJ						
152829	09/19/2025	INTERFUND DUE-TO/DUE-FROM	17467	Multiple		1,856.32
153197	09/30/2025	MONTHLY INTEREST POSTING- 09/3	17534	Multiple	2,675.00	
Journal Totals					2,675.00	1,856.32
Totals for 494-000.000-084.101					2,675.00	1,856.32
Balance 09/01/25:				1,856.32		
Net Change:				818.68		
Balance 09/30/25:				2,675.00		

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-202.000 ACCOUNTS PAYABLE						
Journal AP: AP						
152664	09/15/2025	MISSIONSQUARE - 803046Vnd: MIS	6078038	Multiple		107.70
152984	09/15/2025	DOG & PONY SHOW BREWING, LLCVn	1108	494-000.000-846.000		240.00
153008	09/18/2025	MANER COSTERISANVnd: MANERCOST	72957	Multiple		51.23
153030	09/22/2025	STATE OF MICHIGANVnd: ST MICH	09.22.25	Multiple		4,711.00
153028	09/25/2025	STANDARD INSURANCE COMPANYVnd:	09.15.25	Multiple		68.00
152191	09/30/2025	BLUE CARE NETWORKVnd: BLUECARE	252200025157	Multiple		113.11
153013	09/30/2025	MISSIONSQUARE - 803046Vnd: MIS	6065752	Multiple		107.70
Journal Totals					0.00	29,590.08
Journal CD: CD						
152694	09/15/2025	Check: FPOOL 51743	51743	Multiple	300.00	
152714	09/15/2025	Check: FPOOL 51695	51695	Multiple	5,366.35	
152731	09/15/2025	Check: FPOOL 51712	51712	Multiple	107.70	
152736	09/15/2025	Check: FPOOL 51717	51717	494-000.000-001.006	5,791.00	
152743	09/15/2025	Check: FPOOL 51724	51724	Multiple	73.12	
152753	09/15/2025	Check: FPOOL 51590	51590	494-000.000-001.006		900.00
152756	09/15/2025	Check: FPOOL 51750	51750	494-000.000-001.006	900.00	
153045	09/30/2025	Check: FPOOL 51773	51773	494-000.000-001.006	240.00	
153051	09/30/2025	Check: FPOOL 51779	51779	Multiple	9,109.31	
153057	09/30/2025	Check: FPOOL 51785	51785	494-000.000-001.006	264.53	
153059	09/30/2025	Check: FPOOL 51787	51787	Multiple	51.23	
153063	09/30/2025	Check: FPOOL 51791	51791	Multiple	107.70	
153077	09/30/2025	Check: FPOOL 51805	51805	Multiple	68.00	
153079	09/30/2025	Check: FPOOL 51807	51807	Multiple	4,711.00	
153087	09/30/2025	Check: FPOOL 51833	51833	494-000.000-001.006	300.00	
153088	09/30/2025	Check: FPOOL 51834	51834	Multiple	94.02	
153091	09/30/2025	Check: FPOOL 51837	51837	Multiple	113.11	
153092	09/30/2025	Check: FPOOL 51838	51838	Multiple	1,201.80	
Journal Totals					28,798.87	900.00
Totals for 494-000.000-202.000					28,798.87	30,490.08
Balance 09/01/25:				3,006.12 DR		
Net Change:				1,691.21		
Balance 09/30/25:				1,314.91 DR		

494-000.000-214.101 DUE TO GENERAL FUND						
Journal DTDF: DUE TO/DUE FROM						
152809	09/13/2025	LVPD SECURITY @ OT FOR LVMF	17462	Multiple		1,794.78
Journal Totals					0.00	1,794.78
Journal GJ: GJ						
151708	09/01/2025	09/2025 DEPT HEAD DEF COMP MAT	17293	Multiple		187.53
152829	09/19/2025	INTERFUND DUE-TO/DUE-FROM	17467	Multiple	15,699.69	
Journal Totals					15,699.69	187.53
Journal PR: Payroll						
152754	09/12/2025	1ST PAY IN SEPTEMBER	17452	Multiple		6,910.15
152953	09/29/2025	2ND PAY IN SEPTEMBER	17514	Multiple		7,159.13
Journal Totals					0.00	14,069.28
Totals for 494-000.000-214.101					15,699.69	16,051.59
Balance 09/01/25:				6,807.23		
Net Change:				351.90		
Balance 09/30/25:				7,159.13		

494-000.000-407.000 TIFA-CAPTURE TAXES						
Journal GJ: GJ						
152554	09/12/2025	OC MONTHLY DELQ PPTAX 08/2025	17438	494-000.000-001.006		14.66
152881	09/12/2025	RECLASS OC MONTHLY DELQ PPTAX	17498	494-000.000-409.000	14.66	
152905	09/15/2025	TAX DISTRIBUTION (THRU 09/15/2	17508	Multiple		12,389.74
Journal Totals					14.66	12,404.40
Totals for 494-000.000-407.000					14.66	12,404.40
Balance 09/01/25:				416,828.79		
Net Change:				12,389.74		
Balance 09/30/25:				429,218.53		

494-000.000-409.000 DELQ PERSONAL PROPERTY REVENUE						
Journal GJ: GJ						
152881	09/12/2025	RECLASS OC MONTHLY DELQ PPTAX	17498	494-000.000-407.000		14.66
Journal Totals					0.00	14.66

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-409.000 DELQ PERSONAL PROPERTY REVENUE						
Totals for 494-000.000-409.000					0.00	14.66
Balance 09/01/25:				80,074.17 DR		
Net Change:				14.66		
Balance 09/30/25:				80,059.51 DR		
494-000.000-410.000 TAX COLLECTED OTHER						
Journal GJ: GJ						
152905	09/15/2025	TAX DISTRIBUTION (THRU 09/15/2 17508		Multiple		2,288.32
Journal Totals					0.00	2,288.32
Totals for 494-000.000-410.000					0.00	2,288.32
Balance 09/01/25:				32,132.62		
Net Change:				2,288.32		
Balance 09/30/25:				34,420.94		
494-000.000-569.000 OTHER STATE GRANTS						
Journal GJ: GJ						
152808	09/19/2025	2023 SBTE REIMBURSEMENT	17461	Multiple		161.56
Journal Totals					0.00	161.56
Totals for 494-000.000-569.000					0.00	161.56
Balance 09/01/25:				0.00		
Net Change:				161.56		
Balance 09/30/25:				161.56		
494-000.000-614.000 MUSIC FEST REV						
Journal CR: CR						
152911	09/24/2025	SUMMARY CR: 09/24/2025 LVMF (K		494-000.000-001.006		500.00
Journal Totals					0.00	500.00
Totals for 494-000.000-614.000					0.00	500.00
Balance 09/01/25:				5,990.00		
Net Change:				500.00		
Balance 09/30/25:				6,490.00		
494-000.000-665.000 INVESTMENT INTEREST						
Journal GJ: GJ						
153197	09/30/2025	MONTHLY INTEREST POSTING- 09/3 17534		Multiple		2,675.00
Journal Totals					0.00	2,675.00
Totals for 494-000.000-665.000					0.00	2,675.00
Balance 09/01/25:				3,293.05		
Net Change:				2,675.00		
Balance 09/30/25:				5,968.05		
494-000.000-701.000 SALARIES FULL-TIME						
Journal PR: Payroll						
152754	09/12/2025	1ST PAY IN SEPTEMBER	17452	Multiple	5,397.73	
152953	09/29/2025	2ND PAY IN SEPTEMBER	17514	Multiple	5,397.73	
Journal Totals					10,795.46	0.00
Totals for 494-000.000-701.000					10,795.46	0.00
Balance 09/01/25:				16,193.19		
Net Change:				10,795.46		
Balance 09/30/25:				26,988.65		
494-000.000-702.000 SALARIES PART-TIME						
Journal PR: Payroll						
152754	09/12/2025	1ST PAY IN SEPTEMBER	17452	Multiple	1,031.25	
152953	09/29/2025	2ND PAY IN SEPTEMBER	17514	Multiple	1,262.50	
Journal Totals					2,293.75	0.00

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-702.000 SALARIES PART-TIME						
Totals for 494-000.000-702.000					2,293.75	0.00
Balance 09/01/25:				3,200.00		
Net Change:				2,293.75		
Balance 09/30/25:				5,493.75		
494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Journal AP: AP						
152664	09/15/2025	MISSIONSQUARE - 803046EMPLOYEE	6078038	Multiple	107.70	
153028	09/25/2025	STANDARD INSURANCE COMPANYEMPL	09.15.25	Multiple	68.00	
152191	09/30/2025	BLUE CARE NETWORKEMPLOYEE TAXE	252200025157	Multiple	113.11	
153013	09/30/2025	MISSIONSQUARE - 803046EMPLOYEE	6065752	Multiple	107.70	
Journal Totals					396.51	0.00
Journal GJ: GJ						
151708	09/01/2025	09/2025 DEPT HEAD DEF COMP MAT	17293	Multiple	187.53	
152565	09/10/2025	MERS POSTING-PD DEFINED BENEF	17439	Multiple	1,246.35	
Journal Totals					1,433.88	0.00
Journal PR: Payroll						
152754	09/12/2025	1ST PAY IN SEPTEMBER	17452	Multiple	481.17	
152953	09/29/2025	2ND PAY IN SEPTEMBER	17514	Multiple	498.90	
Journal Totals					980.07	0.00
Totals for 494-000.000-703.000					2,810.46	0.00
Balance 09/01/25:				10,045.17		
Net Change:				2,810.46		
Balance 09/30/25:				12,855.63		
494-000.000-810.000 AUDITING & ACCOUNTING						
Journal AP: AP						
153008	09/18/2025	MANER COSTERISANAUDITING & ACC	72957	Multiple	51.23	
Journal Totals					51.23	0.00
Totals for 494-000.000-810.000					51.23	0.00
Balance 09/01/25:				0.00		
Net Change:				51.23		
Balance 09/30/25:				51.23		
494-000.000-844.000 MAIN STREET PROGRAM						
Journal AP: AP						
152617	09/15/2025	CLIFTON GRANTMAIN STREET PROGR	09.15.25.4	Multiple	300.00	
Journal Totals					300.00	0.00
Totals for 494-000.000-844.000					300.00	0.00
Balance 09/01/25:				23.98		
Net Change:				300.00		
Balance 09/30/25:				323.98		

494-000.000-846.000 MUSIC FESTIVAL EXP						
Journal AP: AP						
151827	09/13/2025	PURPLE HEART PARTY KIDS, LLCMU	0500	494-000.000-202.000	487.50	
151828	09/13/2025	LAUREN ZAJDELMUSIC FESTIVAL EX	09132025_ZAJDEL	494-000.000-202.000	270.00	
151829	09/13/2025	LAUREN ZAJDELMUSIC FESTIVAL EX	09132025_WOODLV	494-000.000-202.000	270.00	
151830	09/13/2025	NV RENTAL, INCMUSIC FESTIVAL E	2587	494-000.000-202.000	1,525.00	
151911	09/13/2025	ROBERT JENSONMUSIC FESTIVAL EX	RO9876	494-000.000-202.000	2,850.00	
152182	09/13/2025	PURPLE HEART PARTY KIDS, LLCMU	09.13.25.2	494-000.000-202.000	487.50	
152183	09/13/2025	SMILE TIME EVENTSMUSIC FESTIVA	09.13.25.3	494-000.000-202.000	200.00	
152185	09/13/2025	ALISE WILLIAMSMUSIC FESTIVAL E	09.13.25.5	494-000.000-202.000	1,125.00	
152189	09/13/2025	ANGELA COURTNEYMUSIC FESTIVAL	09.13.25.6	494-000.000-202.000	900.00	
152197	09/13/2025	BRIAN WHITEMUSIC FESTIVAL EXP	09.13.25.7	494-000.000-202.000	200.00	
152209	09/13/2025	DANIEL GAMLINMUSIC FESTIVAL EX	09.13.25.8	494-000.000-202.000	300.00	
152226	09/13/2025	GLENNWOOD HAYESMUSIC FESTIVAL	09.13.25.13	494-000.000-202.000	500.00	
152229	09/13/2025	MAGNATE MEDIA GROUP LLCMUSIC F	09.13.25.12	494-000.000-202.000	500.00	
152230	09/13/2025	MICHAEL O'BRIENMUSIC FESTIVAL	09.13.25.13	494-000.000-202.000	250.00	
152236	09/13/2025	NV RENTALS, INC.MUSIC FESTIVAL	09.13.25.10	494-000.000-202.000	762.50	
152248	09/13/2025	ROBERT JENSONMUSIC FESTIVAL EX	09.13.25.9	494-000.000-202.000	2,850.00	
152251	09/13/2025	LAUREN ANN-SOOK ZAJDELMUSIC FE	09.13.25.1	494-000.000-202.000	270.00	
152252	09/13/2025	LAUREN ANN-SOOK ZAJDELMUSIC FE	09.13.25.4	494-000.000-202.000	270.00	
152255	09/13/2025	STEVE GULIANMUSIC FESTIVAL EXP	09.13.25.12	494-000.000-202.000	125.00	
152259	09/13/2025	TIMOTHY AVERYMUSIC FESTIVAL EX	09.13.25.11	494-000.000-202.000	75.00	
152961	09/13/2025	ALISA EMANUELMUSIC FESTIVAL EX	09.13.25.2	494-000.000-202.000	300.00	

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-846.000 MUSIC FESTIVAL EXP						
Journal AP: AP						
153005	09/13/2025	LAUREN BERASMUSIC FESTIVAL EXP 09.13.25		494-000.000-202.000	264.53	
152984	09/15/2025	DOG & PONY SHOW BREWING, LLCMU 1108		494-000.000-202.000	240.00	
Journal Totals					15,022.03	0.00
Journal DTDF: DUE TO/DUE FROM						
152809	09/13/2025	LVPD SECURITY @ OT FOR LVMF	17462	Multiple	1,794.78	
Journal Totals					1,794.78	0.00
Totals for 494-000.000-846.000					16,816.81	0.00
Balance 09/01/25:				5,533.71		
Net Change:				16,816.81		
Balance 09/30/25:				22,350.52		

494-000.000-970.000 CAPITAL EXPENDITURE						
Journal AP: AP						
152999	09/13/2025	GIFFELS-WEBSTER ENG INCCAPITAL 135676		494-000.000-202.000	236.00	
153000	09/13/2025	GIFFELS-WEBSTER ENG INCCAPITAL 135677		494-000.000-202.000	8,873.31	
153030	09/22/2025	STATE OF MICHIGANCAPITAL EXPEN 09.22.25		Multiple	4,711.00	
Journal Totals					13,820.31	0.00
Totals for 494-000.000-970.000					13,820.31	0.00
Balance 09/01/25:				2,087.92		
Net Change:				13,820.31		
Balance 09/30/25:				15,908.23		

DDA Code Enforcement Report September 2025

Address	Property Owner	Violation	Category	Status
26333 SOUTHFIELD RD	DANOBAY PROPERTIES, LLC	REPAIR PARKING LOT WHERE MANHOLE HAS SUNK AND DAMAGED ASPHALT	Parking Lot Maintenance	Door Tagged, Letter Sent

302.3 Sidewalks and driveways
 All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.

INSPECTOR COMMENTS: REPAIR PARKING LOT WHERE MANHOLE HAS SUNK AND DAMAGED ASPHALT

26601 SOUTHFIELD RD	SMJ BUILDING LLC	BUSINESS LICENSE REQUIRED	Operating Without Business License	Door Tagged, Letter Sent
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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: BUSINESS LICENSE REQUIRED

28505 SOUTHFIELD RD	HELP CENTER INVESTMENTS, LLC	GRASS NOT TO EXCEED 7" IN HEIGHT ON ENTIRETY OF PROPERTY - PARKING AREAS INCLUDED	Tall Grass/ Weeds	Nuisance Cut By City Contractor
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302.4 Weeds
 Premises and exterior property shall be maintained free from weeds or plant growth in excess of 7". Noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens.

Upon failure of the owner or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with section 106.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the owner or agent responsible for the property.

INSPECTOR COMMENTS: GRASS NOT TO EXCEED 7" IN HEIGHT ON ENTIRETY OF PROPERTY - PARKING AREAS INCLUDED

DDA Code Enforcement Report September 2025

Address	Property Owner	Violation	Category	Status
26320 LATHRUP BLVD	COX, LUDOLPH	PERMIT REQUIRED FOR DUMPSTER	Dumpster/PODS on Property Without Permit	Letter Sent

7.2.7 GENERAL PROVISIONS

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: PERMIT REQUIRED FOR DUMPSTER

27354 RACKHAM DR	HAMMELL, MARK D	TRAILER STORAGE NOT PERMITTED - REMOVE FROM PUBLIC VIEW	Trailer Storage Violation	
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4.1 OUTSIDE STORAGE AND PARKING REGULATIONS, VEHICLES, ETC.

5. The outside storage of garden trailers, snowmobiles, all-terrain vehicles, trailers for the aforementioned, or the like, unless they are stored in the rear or side yards and screened from the view of persons on public streets. The aforementioned shall not be stored closer than five feet to any building or within five feet of the rear or side yard property line, nor shall they be more than six feet in height above the surface upon which the aforementioned are parked or stored. All such storage shall be upon a parking surface of concrete, asphalt or brick pavers and the driveway access to the parking surface shall be of the same or similar material. A violation of this subsection shall be a civil infraction.

INSPECTOR COMMENTS: TRAILER STORAGE NOT PERMITTED - REMOVE FROM PUBLIC VIEW

18851 BUNGALOW DR	SHAW, JOHN N	RUBBISH AT CURB BEFORE COLLECTION DAY - REMOVE FROM PUBLIC VIEW	Debris	Complied
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Sec. 54-32. - (h) Preperation of solid waste materials.

(h) Placement at curb. All solid waste shall be stored inside a building or in an inconspicuous location on private property not exposed to public view until the collection date designated by the city for collection. After 4:00 p.m. of the day before collection, properly prepared solid waste may be placed at the curbside for pickup.

INSPECTOR COMMENTS: RUBBISH AT CURB BEFORE COLLECTION DAY - REMOVE FROM PUBLIC VIEW

18165 WILTSHIRE BLVD	BASSETT, SIMEON	DEBRIS PLACED IN STREET/RIGHT OF WAY - REMOVE	Debris	Door Tagged, Letter Sent
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302.1 Sanitation
All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.

INSPECTOR COMMENTS: DEBRIS PLACED IN STREET/RIGHT OF WAY - REMOVE

308.2 Disposal of rubbish.
Every occupant of a structure shall dispose of all rubbish in a clean and sanitary manner by placing such rubbish in approved containers.

INSPECTOR COMMENTS: DEBRIS PLACED IN STREET/RIGHT OF WAY - REMOVE

Sec. 54-66. - Use of outside storage for unsightly or offensive materials.
No person shall cause or permit the premises he owns or otherwise has under his occupancy or control or the adjoining right-of-way to be used for the outside storage (outside of an appropriate container or building) of garbage, sewage, filth, refuse, dead or cut tree branches, waste, including yard waste, trash, debris, litter, rubbish, including cans, bottles, wastepaper, cartons, boxes, crates, inoperable machinery, discarded building materials, discarded household goods, or any unsightly, offensive or obnoxious materials. All land areas found to be used for such purposes or to be strewn with such materials are declared to be public nuisances.

INSPECTOR COMMENTS: DEBRIS PLACED IN STREET/RIGHT OF WAY - REMOVE

27561 CALIFORNIA SE DR	WILLIAMS, SABRINA	DEBRIS IN RIGHT OF WAY - BATHTUB & TILE FLOORING - REMOVE FROM PUBLIC VIEW	Debris	Complied
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302.1 Sanitation
All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.

INSPECTOR COMMENTS: DEBRIS IN RIGHT OF WAY - BATHTUB & TILE FLOORING - REMOVE FROM PUBLIC VIEW

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.

INSPECTOR COMMENTS: DEBRIS IN RIGHT OF WAY - BATHTUB & TILE FLOORING - REMOVE FROM PUBLIC VIEW

27619 CALIFORNIA SW DF	MITCHELL, THERESA	PERMIT REQUIRED FOR DUMPSTER	Dumpster/PODS on Property Without Permit	Door Tagged, Letter Sent
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DDA Code Enforcement Report September 2025

Address	Property Owner	Violation	Category	Status
7.2.7 GENERAL PROVISIONS				
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: PERMIT REQUIRED FOR DUMPSTER				

27440 CALIFORNIA SW DE	CHEN, DAFENG	GRASS/WEEDS NOT TO EXCEED 7" IN HEIGHT	Tall Grass/ Weeds	Complied
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302.4 Weeds
Premises and exterior property shall be maintained free from weeds or plant growth in excess of 7". Noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens.

Upon failure of the owner or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with section 106.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the owner or agent responsible for the property.

INSPECTOR COMMENTS: GRASS/WEEDS NOT TO EXCEED 7" IN HEIGHT

18150 ROSELAND BLVD	ELIAS, MALIK	DEBRIS IN RIGHT OF WAY THAT WASTE PICKUP CONTRACTOR DOES NOT TAKE - REMOVE FROM PUBLIC VIEW	Debris	Complied
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302.1 Sanitation
All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.

INSPECTOR COMMENTS: DEBRIS IN RIGHT OF WAY THAT WASTE PICKUP CONTRACTOR DOES NOT TAKE - REMOVE FROM PUBLIC VIEW

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.

INSPECTOR COMMENTS: DEBRIS IN RIGHT OF WAY THAT WASTE PICKUP CONTRACTOR DOES NOT TAKE - REMOVE FROM PUBLIC VIEW

18400 MIDDLESEX AVE	NAHMOUD, ITZICK	ALL GRASS/WEEDS ON PROPERTY MUST NOT EXCEED 7" IN HEIGHT - DITCHES EXCEED 7"	Tall Grass/ Weeds	Complied
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DDA Code Enforcement Report September 2025

Address	Property Owner	Violation	Category	Status
302.4 Weeds		Premises and exterior property shall be maintained free from weeds or plant growth in excess of 7". Noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens.		
Upon failure of the owner or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with section 106.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the owner or agent responsible for the property. INSPECTOR COMMENTS: ALL GRASS/WEEDS ON PROPERTY MUST NOT EXCEED 7" IN HEIGHT - DITCHES EXCEED 7"				

26727 SOUTHFIELD RD	ADVANCED COMMUNICATION	BANNER SIGNS NOT PERMITTED - REMOVE IMMEDIATELY	Sign Violation	Complied
Sec. 52-28. - Prohibited signs. The following signs are prohibited: (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 INSPECTOR COMMENTS: BANNER SIGNS NOT PERMITTED - REMOVE IMMEDIATELY				

28200 SOUTHFIELD RD	SKYWAY HOLDINGS, LLC	LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026	Parking Lot Maintenance	Letter Sent
5.13.9 B OFF-STREET PARKING B. All parking spaces shall be clearly striped to facilitate movement and to help maintain an orderly parking arrangement. INSPECTOR COMMENTS: LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026				

28801 SOUTHFIELD RD	JDV INVESTMENTS LLC	LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026	Parking Lot Maintenance	Complied
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DDA Code Enforcement Report September 2025

Address	Property Owner	Violation	Category	Status
5.13.9 B OFF-STREET PARKING B. All parking spaces shall be clearly striped to facilitate movement and to help maintain an orderly parking arrangement. INSPECTOR COMMENTS: LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026				
28551 SOUTHFIELD RD 201	SKYWAY HOLDINGS, LLC 28551	LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026	Parking Lot Maintenance	Letter Sent
5.13.9 B OFF-STREET PARKING B. All parking spaces shall be clearly striped to facilitate movement and to help maintain an orderly parking arrangement. INSPECTOR COMMENTS: LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026				
28505 SOUTHFIELD RD	HELP CENTER INVESTMENTS, LLC	LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026	Parking Lot Maintenance	Letter Sent
5.13.9 B OFF-STREET PARKING B. All parking spaces shall be clearly striped to facilitate movement and to help maintain an orderly parking arrangement. INSPECTOR COMMENTS: LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026				
28455 SOUTHFIELD RD	28455 SOUTHFIELD ROAD LLC	LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026	Parking Lot Maintenance	Letter Sent
5.13.9 B OFF-STREET PARKING B. All parking spaces shall be clearly striped to facilitate movement and to help maintain an orderly parking arrangement. INSPECTOR COMMENTS: LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026				

DDA Code Enforcement Report September 2025

Address	Property Owner	Violation	Category	Status
28235 SOUTHFIELD RD	FNDTN OF MICH ASSN OF PHYSICIANS OF	LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026	Parking Lot Maintenance	Letter Sent
5.13.9 B OFF-STREET PARKING B. All parking spaces shall be clearly striped to facilitate movement and to help maintain an orderly parking arrangement. INSPECTOR COMMENTS: LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026				
28035 SOUTHFIELD RD	OLEKSY INVESTMENTS, LLC	LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026	Parking Lot Maintenance	Letter Sent
5.13.9 B OFF-STREET PARKING B. All parking spaces shall be clearly striped to facilitate movement and to help maintain an orderly parking arrangement. INSPECTOR COMMENTS: LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026				
28021 SOUTHFIELD RD	HOME CARE SERVICES PERSONALIZE LLC	LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026	Parking Lot Maintenance	Letter Sent
5.13.9 B OFF-STREET PARKING B. All parking spaces shall be clearly striped to facilitate movement and to help maintain an orderly parking arrangement. INSPECTOR COMMENTS: LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026				
27465 SOUTHFIELD RD	27465 SOUTHFIELD ROAD LLC	LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026	Parking Lot Maintenance	Letter Sent

DDA Code Enforcement Report September 2025

Address	Property Owner	Violation	Category	Status
5.13.9 B OFF-STREET PARKING B. All parking spaces shall be clearly striped to facilitate movement and to help maintain an orderly parking arrangement.				
INSPECTOR COMMENTS: LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026				

27347 SOUTHFIELD RD	FORTSON FAMILY PROPERTIES LLC	LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026	Parking Lot Maintenance	Letter Sent
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5.13.9 B OFF-STREET PARKING B. All parking spaces shall be clearly striped to facilitate movement and to help maintain an orderly parking arrangement.				
INSPECTOR COMMENTS: LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026				

27241 SOUTHFIELD RD	LATHRUP, PHARMACY	LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026	Parking Lot Maintenance	Letter Sent
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5.13.9 B OFF-STREET PARKING B. All parking spaces shall be clearly striped to facilitate movement and to help maintain an orderly parking arrangement.				
INSPECTOR COMMENTS: LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026				

27215 SOUTHFIELD RD	27215 SOUTHFIELD LLC	LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026	Parking Lot Maintenance	Letter Sent
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DDA Code Enforcement Report September 2025

Address	Property Owner	Violation	Category	Status
B. All parking spaces shall be clearly striped to facilitate movement and to help maintain an orderly parking arrangement.				
INSPECTOR COMMENTS: LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026				

26811 SOUTHFIELD RD	MUNSON CLEANERS	LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026	Parking Lot Maintenance	Letter Sent
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5.13.9 B OFF-STREET PARKING

B. All parking spaces shall be clearly striped to facilitate movement and to help maintain an orderly parking arrangement.

INSPECTOR COMMENTS: LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026

26727 SOUTHFIELD RD	ADVANCED COMMUNICATION	LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026	Parking Lot Maintenance	Letter Sent
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5.13.9 B OFF-STREET PARKING

B. All parking spaces shall be clearly striped to facilitate movement and to help maintain an orderly parking arrangement.

INSPECTOR COMMENTS: LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026

26820 SOUTHFIELD RD	26820 INVESTMENTS LLC	LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026	Parking Lot Maintenance	Complied
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5.13.9 B OFF-STREET PARKING

B. All parking spaces shall be clearly striped to facilitate movement and to help maintain an orderly parking arrangement.

INSPECTOR COMMENTS: LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026

DDA Code Enforcement Report September 2025

Address	Property Owner	Violation	Category	Status
18915 W 12 MILE RD	18915-18951 W 12 MILE LLC	LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026	Parking Lot Maintenance	Letter Sent
5.13.9 B OFF-STREET PARKING B. All parking spaces shall be clearly striped to facilitate movement and to help maintain an orderly parking arrangement. INSPECTOR COMMENTS: LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026				
18875 W 12 MILE RD	NICOLE-REID REALTY LLC	LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026	Parking Lot Maintenance	Letter Sent
5.13.9 B OFF-STREET PARKING B. All parking spaces shall be clearly striped to facilitate movement and to help maintain an orderly parking arrangement. INSPECTOR COMMENTS: LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026				
28211 SOUTHFIELD RD	APIF-MICHIGAN, LLC	LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026	Parking Lot Maintenance	Letter Sent
5.13.9 B OFF-STREET PARKING B. All parking spaces shall be clearly striped to facilitate movement and to help maintain an orderly parking arrangement. INSPECTOR COMMENTS: LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026				
26021 SOUTHFIELD RD	NASHWA KATTOUAH	LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026	Parking Lot Maintenance	Letter Sent

DDA Code Enforcement Report September 2025

Address

Property Owner

Violation

Category

Status

5.13.9 B OFF-STREET PARKING
B. All parking spaces shall be clearly striped to facilitate movement and to help maintain an orderly parking arrangement.

INSPECTOR COMMENTS: LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026

26333 SOUTHFIELD RD

DANOBAY
PROPERTIES, LLC

LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR
SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY
VISIBLE BY 5/1/2026

Parking Lot
Maintenance

Letter Sent

5.13.9 B OFF-STREET PARKING
B. All parking spaces shall be clearly striped to facilitate movement and to help maintain an orderly parking arrangement.

INSPECTOR COMMENTS: LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026

28081 SOUTHFIELD RD

KUNZ, JAMES W

LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR
SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY
VISIBLE BY 5/1/2026

Parking Lot
Maintenance

Letter Sent

5.13.9 B OFF-STREET PARKING
B. All parking spaces shall be clearly striped to facilitate movement and to help maintain an orderly parking arrangement.

INSPECTOR COMMENTS: LINE STRIPING FOR PARKING SPACES AT FRONT, REAR, AND/OR SIDE PARKING AREAS TO BE MAINTAINED AND CLEARLY VISIBLE BY 5/1/2026

28861 SOUTHFIELD RD

G & A REAL ESTATE
INVESTORS

"OPEN" SIGN NOT PERMITTED TO FLASH OR BE ANIMATED -
DISCONTINUE USE OF FLASHING/ANIMATED SIGN

Sign Violation

Complied

Sec. 52-28. - Prohibited signs.

DDA Code Enforcement Report September 2025

Address	Property Owner	Violation	Category	Status
The following signs are prohibited:				
(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				
INSPECTOR COMMENTS: "OPEN" SIGN NOT PERMITTED TO FLASH OR BE ANIMATED - DISCONTINUE USE OF FLASHING/ANIMATED SIGN				

28861 SOUTHFIELD RD	G & A REAL ESTATE INVESTORS	ADDRESS NUMBERS MISSING - INSTALL ADDRESS NUMBERS NO LESS THAN 4" IN HEIGHT AND CLEARLY VISIBLE FROM STREET	Address Numbers	Complied
304.3 Premises identification Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be not less than 4 inches (102 mm) in height with a minimum stroke width of 0.5 inch (12.7 mm).				
INSPECTOR COMMENTS: ADDRESS NUMBERS MISSING - INSTALL ADDRESS NUMBERS NO LESS THAN 4" IN HEIGHT AND CLEARLY VISIBLE FROM STREET				

18444 CORAL GABLES AV	EDWARDS, NENA R	RENTAL PROPERTY MUST BE REGISTERED - REGISTRATION & INSPECTION REQUIRED	Unregistered Rental Violation	Door Tagged, Letter Sent
Sec. 18-184. - Rental Licenses. (a) All rental units must be licensed during any period of occupancy. Rental licenses are not transferable between landlords or rental units.				
INSPECTOR COMMENTS: RENTAL PROPERTY MUST BE REGISTERED - REGISTRATION & INSPECTION REQUIRED				

26060 SOUTHFIELD RD	AJL VENTURES LLC	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				

DDA Code Enforcement Report September 2025

Address	Property Owner	Violation	Category	Status
27450 ELDORADO PL	GARDNER, COLEEN	VEHICLE PARKED ON GRASS IN CITY RIGHT OF WAY - REMOVE AND DISCONTINUE PRACTICE	Parking on Grass	Door Tagged, Letter Sent

5.13.18 OFF-STREET PARKING
Vehicle parking-Prohibited places. No person shall cause or permit any automobile, truck, or motor home to be parked or stored on any landscaped area or elsewhere than in an off-street facility, garage, or street.

INSPECTOR COMMENTS: VEHICLE PARKED ON GRASS IN CITY RIGHT OF WAY - REMOVE VEHICLE FROM GRASS AND DISCONTINUE PRACTICE

Records: 39



**Main Street Four Point
Approach® / Guiding
Principles**

**Board Roles &
Responsibilities**

Main Street Lathrup Village



Main Street Oakland County

- ❑ Established in 2000, MSOC was the nation's first county-wide Main Street program.

Our mission is to maximize the economic potential and to preserve the heritage and sense of place of Oakland County's historic downtowns and commercial districts by encouraging and facilitating the use of the Main Street Four- Point Approach® that emphasizes comprehensive economic development within the context of historic preservation.



Main Street vs. DDA

- A Main Street Program and a Downtown Development Authority are both tools used for downtown revitalization and economic development, but they have distinct structures, goals, and methods.
- A DDA is created through state legislation and is funded through Tax Increment Financing (TIF).
- A DDA is a governmental agency with a structure and regulations defined through the State. In Michigan, typically the DDA Board as appointed by the local legislative body (Village Council), will double as the Main Street Board.
- The Holly DDA and Main Street Holly operate together under the by-laws set forth by the organization. Main Street Holly focuses on the Historic Downtown Core while the Holly DDA works on the entire, larger, Holly TIF area.



The National Main Street Movement

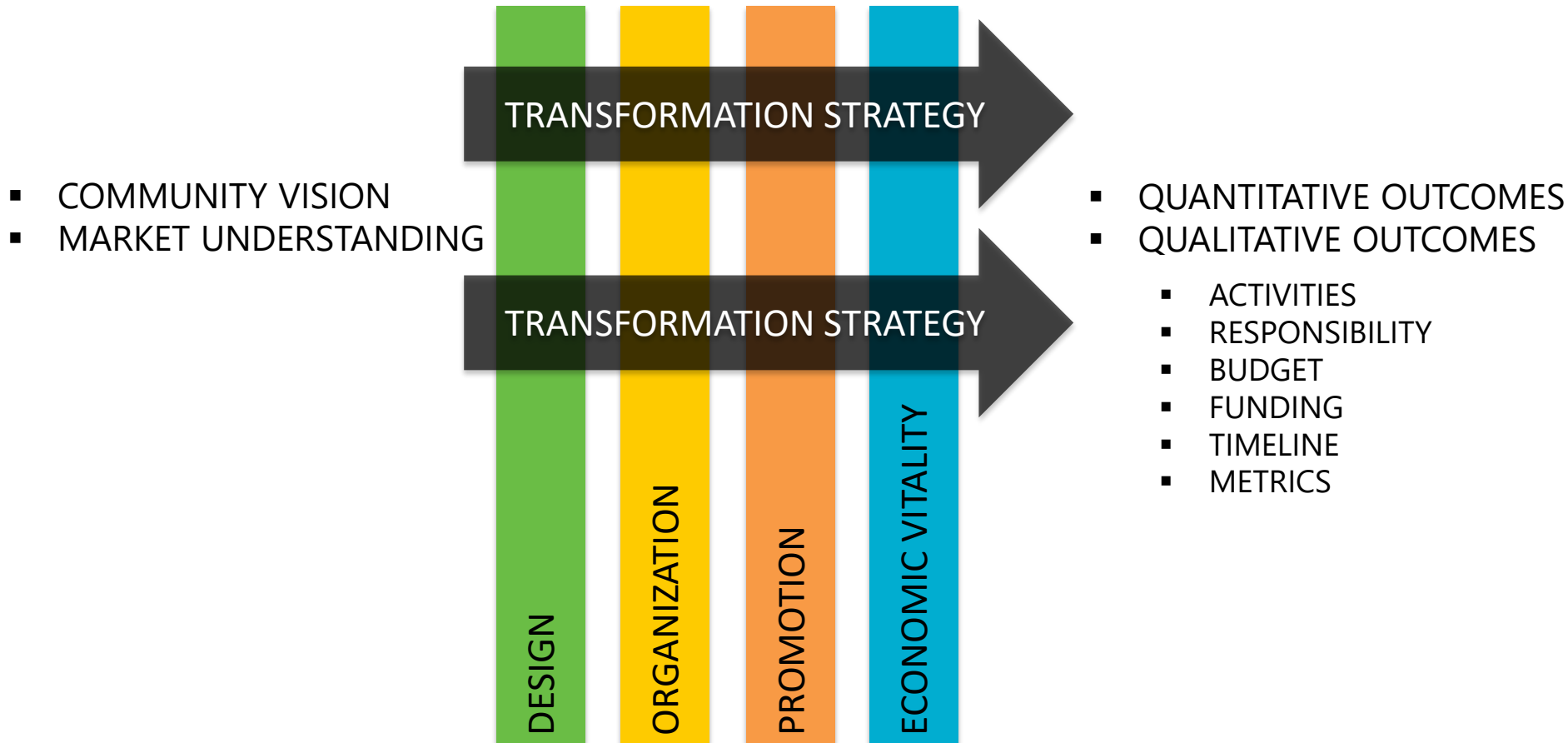
- Is the leading voice for preservation-based economic development and community revitalization across the country with over 1,000 designated programs nation wide.
- Believes that everyone deserves access to a vibrant neighborhood – a place that has a thriving local economy, is rich in character, and features inviting public spaces that make residents and visitors feel that they belong.
- Empowers communities to set their own destinies.
- Offers a road-map for locally-owned, locally-driven prosperity.

The Main Street Approach





THE MAIN STREET APPROACH





THE MAIN STREET APPROACH



1. UNDERSTANDING CONDITIONS ON THE GROUND (INPUTS):
 - Community Vision: What do people want?
 - Market Research: What can the market support?
2. TRANSFORMATION STRATEGIES
 - Provide a clear sense of priorities and direction for the revitalization efforts
 - Implementation of strategies carried out through work that aligns with the Four Points
3. IMPACT AND MEASUREMENTS (OUTPUTS):
 - Qualitative Outcomes
 - Quantitative Outcomes



THE MAIN STREET APPROACH:

A focus on strategy



What are Transformation Strategies?

- Guide the direction of the revitalization initiative
- Bring about substantive transformation
- Reflective broader community
- Based on an understanding of the district's economic performance and opportunities
- Implemented through all Four Points
- Measurable
- Short-term and Long-term
- One – Two Strategies Re-evaluated every 2-5 years



THE MAIN STREET APPROACH:

A focus on strategy



There are two types of Transformation Strategies

- Catalyst Strategies
 - Help organizations without recent (or with limited) market information *get started*
 - Build on the presence of a customer group (i.e.: workers),
OR
 - Build on the presence of a concentration of a type of product, service, or business (i.e.: arts district)
- Customized Strategies
 - Based on more substantive market information
 - Can help an organization tackle more complex or challenging transformations

MSOC Principles

Comprehensive

Quality

Assets

Change

Incrementalism

Self Help

Public-Private
Partnerships

Action Oriented

Flexibility

Repeat, repeat,
repeat

Main Street Four Point Approach: Economic Vitality





Economic Vitality

The Economic Vitality team is responsible for improving the economic performance of the district. Its responsibilities include helping existing businesses better meet the needs of customers and expand their sales, developing and attracting new businesses, ensuring that adequate capital is available to support business and property development, and creating and managing tools and incentives to encourage and support business and property development.

Economic Vitality team members might include people with expertise in business management, real estate development, finance, or economic development.





Economic Vitality

- **Sample Work Plan Activities:**

- Establish an available properties list for the district.
- Create a detailed business directory.
- Develop a business attraction and retention strategies or program.
 - Work with County to develop trade area maps and market needs assessment .
- Create business assistance for potential and existing businesses to help with zoning, site plan reviews, other municipal reviews and requirements.

Main Street Four Point Approach: Design





Design

The Design team is responsible for implementing all the aspects of the Transformation Strategy that involve physical and visual components, including building rehabilitation, infill development, public spaces, signs, window displays, logos, transportation, and parking.

Design team members might include people with expertise in architecture, landscape architecture, urban planning, product design, graphics, visual merchandising, historic preservation, and civil engineering, as well as people with a strong appreciation for an understanding of the physical characteristics that help make an older or historic commercial district work well.





Design

- **Sample Work Plan Activities:**

- Rehabilitation of historically significant buildings and features.
- Establish design guidelines for the district.
- Develop a streetscape maintenance/improvement program.
 - Flower planters, banners, Holiday lights
- Develop a façade improvement/signage assistance program.
- Create business assistance for potential and existing businesses to help with design and site plan reviews, and zoning.

Main Street Four Point Approach: Promotion



Promotion

The Promotion team is responsible for marketing the district to area residents, district workers, visitors, investors, and others. Its responsibilities include planning and implementing three specific types of promotional programming:

Special events and festivals

Business and retail promotional activities

Image-building activities

Promotion team members might include people with expertise in marketing, advertising, event planning, website design, graphics, public relations, and retail management. Special events and festivals also simply need lots of volunteers to help staff and ensure smooth implementation. These events offer a great opportunity to involve school groups, civic organizations, social clubs, and other civic-minded organizations.



Promotion

- **Sample Work Plan Activities:**
 - Create a business directory/map for the district.
 - Create/Participate in a shop local event.
 - Ladies Night, Back to School, Shop with your Pets
 - Develop, plan, and implement a signature event/festival
 - Create a cooperative advertising/marketing program.
 - Develop a district/community branding campaign

Main Street Four Point Approach: Organization





Organization

The Organization team is responsible for ensuring that the revitalization program has the financial resources, volunteers, and partnerships it needs to accomplish its mission and to successfully implement each Transformation Strategy.

Organization team members might include people with expertise in business management, public and/or media relations, fundraising, organizational development, project management, or leadership.





Organization

- **Sample Work Plan Activities:**
 - Develop plan to look for/implement additional revenue sources for the organization.
 - Prepare a Board/Committee Member Handbook.
 - Develop a volunteer recruitment plan.
 - Look for opportunities to develop cooperative partnerships in the local community.
 - Chamber of Commerce, Schools, Library, Visitors Bureau, etc.



Board Roles/Responsibilities

☐ The Main Street Board of Directors and Committee Members are voluntary positions.

Volunteers should be prepared to:

- ☐ Be engaged with the organization and community.
- ☐ Provide oversight to committees, help develop policy, and help develop plans for the continued success of the Downtown/Commercial Corridor.
- ☐ Be an advocate for the Downtown/Commercial Corridor as well as the Main Street Organization.
- ☐ Attend functions as a representative of the Main Street Organization.
- ☐ Volunteer for events and assignments as needed.
- ☐ Participate in ongoing Main Street training as needed.

Board Roles/Responsibilities

☐ Policy:

- ☐ Ensuring that the program fulfills its legal requirements.
- ☐ Following and updating bylaws.
- ☐ Adopting policies that determine the program's purpose, governing principles, functions, activities, and course of action.
- ☐ Assuming responsibility for internal policies governing the program.
- ☐ Develop a succession process

☐ Planning:

- ☐ Establishing a consensus vision for the district's future.
- ☐ Establishing short and long-term goals for the program.
- ☐ Developing an annual work plan.
- ☐ Developing a strategic plan.

Board Roles/Responsibilities

☐ Advocacy:

- ☐ Understanding and sharing the program's work to the community.
- ☐ Giving support and prestige and inspiring confidence in the program.
- ☐ Serving as a spokesperson for the organization when asked to.
- ☐ Advocating for public policy beneficial to the Downtown.

☐ Committee Oversight:

- ☐ Recruiting effective committee members.
- ☐ Monitoring committee activities and ensuring progress.
- ☐ Coordinating committee work that advances the program's goals.



Board Roles/Responsibilities

☐ Evaluation:

- ☐ Regularly reviewing and evaluating the program's operations and maintaining standards of performance.
- ☐ Monitoring the program's activities.
- ☐ Counseling and making decisions on plans adopted by committees and the ED.

☐ Personnel:

- ☐ Hiring and evaluating the ED.
- ☐ Approving personnel policies.
- ☐ Participating in the recruitment, selection, and development of individuals to serve on the board.

Board Roles/Responsibilities

☐ Funding and Financial Management:

- ☐ Raising funds to ensure that the program can meet its objectives.
- ☐ Developing an annual budget.
- ☐ Monitoring the finances of the program.
- ☐ Authorizing an annual audit.
- ☐ Assuming responsibility for all expenditures necessary to operate the program.



Board Binder

☐ A suggestion to assist Board Member understanding and participation is to provide each with a packet of information that may include:

- ☐ By-Laws
- ☐ Mission & Vision Statements
- ☐ Budget
- ☐ Meeting Schedule
- ☐ TIF Plan Summary
- ☐ Board Member Description/Roles
- ☐ Any other information deemed necessary





Characteristics of an Effective Board Member

- ☐ Supports board decisions even when he or she may disagree with the majority
- ☐ Understands the mission of the Main Street program and promotes its goals and activities to the community
- ☐ Attends board meetings
- ☐ As often as possible, attends the training programs and workshops held by the coordinating program and National Trust's Main Street Center
- ☐ Contributes knowledge, financial resources, and labor to the Main Street program
- ☐ Respects the need for the program director to report to only one "boss"
- ☐ Offers opinions honestly, constructively, and without reservation
- ☐ Delegates responsibility to committees or to the program director when appropriate
- ☐ Promotes unity within the organization and seeks to resolve internal conflicts

Characteristics of an Effective Board Member

- ☐ Encourages orderly, systematic, and incremental implementation of the Main Street program's work plan while discouraging the board from being distracted by secondary issues or projects not included in the annual agenda
- ☐ Encourages staff and other board members to express their opinions openly in board meetings
- ☐ Remains loyal to the program and honors his or her commitment to it



Running Productive Meetings

- ☐ Keep meetings focused and to the point
- ☐ Keep people informed
- ☐ Lessen control mongers
- ☐ Remember that Downtown Revitalization is not an exact science
- ☐ Acknowledge diversity
- ☐ Don't allow conflicts to become personal attacks
- ☐ Plan, prepare, and inform
- ☐ Summarize and record

Acknowledge Your Board

- ☐ Recognize their commitment to your mission
- ☐ Respect their time
- ☐ Acknowledge their brains
- ☐ Respect their contacts
- ☐ Respect their privacy



Leadership Development

❑ Successful Leaders motivate and manage people to achieve desired results, as an effective Leader you should:

- ❑ Give yourself permission to be a leader
- ❑ Take time to be a leader
- ❑ Be positive and optimistic
- ❑ Be a symbol
- ❑ Be a worker
- ❑ Understand and accept people as they are
- ❑ Show people they are part of the vision
- ❑ Empower others
- ❑ Be a two-way, open communicator
- ❑ Be decisive, yet flexible
- ❑ Don't compromise basic principles
- ❑ Focus on the problem
- ❑ Ask for help





Executive Director

- ❑ The Executive Director/Main Street Manager is the central coordinator of the Main Street program's activities
- ❑ They oversee daily operations, providing the hands-on involvement critical to a successful revitalization program
- ❑ They also provide a communication link between committees, ensuring that the activities in all four areas of the Four Point Approach are synchronized
- ❑ An Executive Director/Main Street Manager coordinates a wide range of projects, from providing support for promotional activities to assembling marketing information
- ❑ Most important is their role as a full-time advocate for the downtown and as an authority on information, resources and programs related to the revitalization effort



Executive Director

- ☐ While the ED is essential to a successful district revitalization program, they should not take the place of volunteers in the organization
- ☐ Main Street programs rely on the mobilization of large numbers of volunteers throughout the community. It is the ED's job is to expand and develop volunteer capacity and ensure that committee activity is moving smoothly
- ☐ The ED should serve as a facilitator, coordinating people and resources, to help volunteers work efficiently and productively
- ☐ The ED must be creative, entrepreneurial, and flexible – able to wear a variety of hats based on the program's most pressing needs
- ☐ They should be well organized and able to communicate easily with many different types of people, motivate volunteers, and help resolve interpersonal conflicts

DDA Line of Authority

- ☐ While the Executive Director works for DDA Board, they should report directly to the Chairperson
 - ☐ This ensures consistent direction and prevents the ED from having 9 bosses
 - ☐ This does not lessen the authority of Board Members, but makes the ED's ability to do their job easier
 - ☐ The full Board should have a say on annual reviews, compensation, and other employee issues, but it should all flow through the Chairperson
- ☐ It's important that the ED is supported publicly
- ☐ The ED should be provided with opportunities for continual learning and participating in ongoing training and attendance to conferences

Main Street 101

Tim Colbeck, MSARP

Principal Planner

colbeckt@oakgov.com

www.oakgov.com/advantageoakland/planning/main-street/



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: October 17, 2025
 RE: Proposal Received–Sale/Development of DDA-Owned Parcel 27907 California Dr.

Background

In response to the DDA's Request for Qualifications (RFQ) for the sale and redevelopment of the DDA-owned parcel at 27907 California Drive, the City has received a proposal from Suburban Sown, a community-focused farm and nursery venture.

The proposed project aims to establish a native plant nursery and educational farm that will cultivate native plants, herbs, and fruit trees while offering community workshops and hands-on environmental education opportunities. The concept emphasizes sustainability, biodiversity, and neighborhood engagement through a design that integrates growing space, educational programming, and habitat restoration

Project Summary

Fully funded by a private investor with potential for additional grant support (\$5,000–\$15,000).

Key Site Features:

- 2,100 sq. ft. greenhouse
- 400–500 sq. ft. office and processing building
- Outdoor community teaching garden and seating area
- Fencing, irrigation, and native landscaping improvements

Community Benefits:

- Promotes sustainable land use and beautification boarding DDA district
- Provides educational programming and community workshops

- Supports local biodiversity and stormwater management improvements

Next Steps

This proposal is being presented to the DDA Board to gather feedback on both the sale of the property and the proposed project concept. Following board input, staff will coordinate next steps regarding due diligence, potential sale terms, and review of the applicant's financial documentation.

To:

Mike Greene, City Administrator
City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076
mgreene@lathrupvillage.org

Date: September 30, 2025

Re: Submission for RFD–Proposal for Development by Suburban Sown

Dear Mr. Greene and Selection Committee,

I am pleased to submit Suburban Sown's proposal for the redevelopment of the DDA owned 0.32-acre parcel in Lathrup Village. Our vision is to establish a **community-focused farm and plant nursery** that enhances neighborhood character, supports sustainability, and provides education for residents and visitors. Our approach unites seasonal programming, hands-on engagement, and local wellness with complementary uses that enliven public space and support pedestrian activity consistent with Lathrup Village's redevelopment goals.

Planned improvements include a **2,000 sq. ft. greenhouse, an office, bathroom, and processing building**, as well as **fruit trees, cut flower rows, and an educational gathering area**. We plan to remove invasive species from the site and replace them with native plantings to improve stormwater management and pollinator habitat.

Suburban Sown brings the right balance of **agricultural expertise and business leadership** to ensure success. My background includes a degree in Community Sustainability, a Permaculture Design Certification, and extensive farm development experience. I am joined by my investor and partner, Steve Dion, CEO of Dion Leadership, who provides financial backing and strategic oversight.

We are excited about the opportunity to partner with Lathrup Village and to contribute to a project that delivers both community and ecological value. Thank you for your consideration.

Sincerely,

Claire Dion
Founder and Farmer, Suburban Sown

Understanding the Request

Suburban Sown fully understands the City's request for a developer that can bring forward a project which is not only financially viable but also contributes to the quality, character, and sustainability of Lathrup Village. We recognize that the City is seeking a partner who can transform underutilized space into a development that provides **community value, ecological resilience, and long-term stewardship**.

Our team has planned meaningful improvements to the **0.32-acre parcel** identified for this project. Work within the next 12 months would include:

- **Ecological Restoration:** Complete removal of invasive species, such as buckthorn, and replacement with a diverse palette of native plants, supporting stormwater management, pollinator habitat, and long-term ecological balance for the surrounding area.
- **Infrastructure Development:** Construction of a 2,000 sq. ft. greenhouse to support year-round propagation of plants, herbs, and nursery stock, as well as plans for an office, bathroom, and processing building to ensure the site can function as a professional, accessible, and compliant agricultural business.
- **Food & Floral Production:** Establishment of fruit trees and cut flower rows to provide both ecological and aesthetic value, while also supporting local food systems and agritourism.
- **Community Amenities:** Design of an educational seating area for workshops, classes, and public events, ensuring that the site functions as a true community asset in addition to being a productive farm.

We understand that the City values not only economic development but also the enhancement of community life. Suburban Sown's approach aligns with this vision by combining productive agricultural use with ecological restoration and public education. By improving soil health, increasing green infrastructure, and creating spaces where residents can learn and gather, the project will directly support both neighborhood vitality and the City's sustainability goals.

Our analysis of the surrounding neighborhood demonstrates a strong opportunity for community integration. Lathrup Village is home to residents who value walkable neighborhoods, green space, and local enterprise. By situating a community-focused farm within this context, we can provide a unique amenity that enriches local life while showcasing Lathrup Village as a leader in innovative suburban land use.

In addition to our ecological and agricultural expertise, our team brings the business leadership and financial backing necessary to ensure that this project is sustainable for the long term. With Claire's experience in permaculture, sustainable agriculture, and community engagement, paired with the investment and strategic guidance of Steve, CEO of Dion Leadership, we are

positioned to deliver a project that meets both the practical requirements of development and the aspirational goals of the City.

In terms of site analysis, the parcel of land is strategically located in an area with a mix of residential, commercial, and green spaces. It is easily accessible by foot and public transportation, offering the potential to attract a diverse group of visitors, including families, young professionals, and local businesses. The neighborhood has shown increasing interest in urban agriculture and sustainability through the establishment of a community and children's garden, which will further the support and success of the farm.

Suburban Sown views this project as an opportunity to partner with Lathrup Village in creating a lasting community asset—a site that demonstrates sustainability in action, fosters community pride, and brings residents together around food, flowers, and shared learning. We have an interest in incorporating the management of the Lathrup Village Community Garden and Children's Garden to continue the support for these ongoing projects. We are committed to working closely with local stakeholders, including residents, schools, and businesses, to ensure the farm meets the needs of the neighborhood while supporting broader environmental and social objectives.

Developer Organization and Capacity

- **Entity:** Suburban Sown Farm and Education Center, LLC (new LLC to be established), run by Claire Dion.
- **Structure:** Small operational team consisting of founder, program coordinator (to enter after 12 month site development is complete), and seasonal horticultural staff/educators.

a. Developer Team Partners and Roles

- **Claire Dion, Developer/Project Manager** resides at 30129 Fairfax St, Southfield MI, 48076
 - **Relevant Experience:** B.S. in Community Sustainability and Agricultural Food Systems; Permaculture Design Certification; local government experience, experience developing an 11-acre permaculture-based tea farm in Plymouth, MI; work experience on four farms; hosting community workdays as invasive species removal technician.
 - **Role:** Lead planning, design, and implementation of the farm-based project; day-to-day management; social media/marketing; coordination of community events; oversight of farm operations and staff.

- **Steve Dion, Strategic Advisor & Investor** resides at 10737 Stoney Point Drive, South Lyon MI, 48178
 - **Relevant Experience:** CEO of Dion Leadership, with over 30 of expertise in organizational leadership, executive coaching, and business development. Experienced in providing strategic vision and financial oversight for organizational growth.
 - **Role:** Provide financial investment, high-level strategic direction, leadership coaching for team development, and business sustainability planning.
- **Consultants and Contractors (as needed):**
 - Greenhouse Technician (TBD): Nifty Hoops, located in Ann Arbor, MI will support the site layout, infrastructure design, compliance, and build of the greenhouse infrastructure.
 - Construction/Contractors (TBD): Infrastructure buildout, utilities, and site improvements.

(1-page resume for Founder, Claire Dion, included in appendix. Steve Dion's resume and financial support letter will be sent following proposal submission, but no later than October 15).

b. Positive Team Continuity

The proposed team represents a strong balance of hands-on agricultural experience and strategic business leadership. Claire and Steve have worked together closely to shape the vision and financial structure of Suburban Sown, ensuring continuity between planning, financing, and implementation.

c. Additional Background Information:

I, Claire, bring four years academic knowledge and 5 years of hands-on experience in agriculture, with a particular focus on nursery management, horticulture, and small-scale urban farming. Over the course of my career, I have successfully operated my own nursery business, where I managed everything from plant cultivation to sales, community outreach, and event coordination. This experience has provided me with a deep understanding of the technical and logistical challenges of running an urban farm, including site preparation, crop management, soil health, and pest control.

In addition to my practical experience, my background in local government has provided me with valuable insight into the regulatory processes involved in land use, permitting, and community engagement. I have successfully navigated zoning laws, negotiated with local agencies, and built strong relationships with stakeholders to ensure project success. This skill

set will be crucial in the development of the urban farm, as I will be able to effectively manage permitting requirements, coordinate with city officials and state regulatory staff, and engage with community members throughout the process.

This project aligns with my passion for both sustainable agriculture and community development. The farm will serve as a living example of how urban spaces can be repurposed for food production, while also providing a space for the community to learn and engage with the food system. I am committed to creating a vibrant, welcoming, and educational space that fosters sustainability, environmental stewardship, and community connection.

d. Project Synopsis:

- **Scope:** The development of an urban herb and flower farm, including raised garden beds, greenhouses, and community spaces for educational workshops and events.
- **Budget:** The budget for the project will include costs for site preparation, soil testing, infrastructure (fencing, raised beds, greenhouses, water systems, office and processing building with bathroom), and plants and materials. A detailed budget will be submitted upon request.
- **Schedule:** The development is expected to be completed in phases over a 12- 16 month period, with the first phase focused on site preparation and installation of infrastructure, followed by planting and the launch of community programs.

e. Anticipated Development Schedule (tentative):

- **February–April 2026:** Planning, permitting, and seeding; infrastructure pre-development and site preparation.
- **May–June 2026:** Initial construction phases (e.g., utilities, greenhouse, utilities, storage).
- **July–October 2026:** Begin planting and setting up farm operations, hosting first community engagement events, and market testing.
- **November 2026:** Infrastructure completion; financial and operational review.
- **December 2026:** Reflection and evaluation. Planning for full opening in May of 2027.

This project leverages both my agricultural expertise and my experience in local government to create a valuable resource for the community. I am confident that my qualifications make me a strong candidate for developing this urban farm and look forward to the opportunity to contribute to the City's goals for sustainability and community development.

Additionally, there is potential to partner with local restaurants, businesses, and market vendors to create mutually beneficial relationships. These partnerships could involve supplying fresh herbs and flowers to restaurants or hosting pop-up markets on the farm. As the city increasingly embraces green spaces and sustainable urban initiatives, I believe this project will align with and enhance those efforts.

Separate Financial Information:

As per the City's request, I have submitted the required confidential financial information in a separate sealed envelope. This information is for myself as the one with ownership interest in the development, while Steve Dion's financial information will be sent following proposal submission, but no later than October 15.

Summary Statement

Suburban Sown seeks to partner with the City of Lathrup Village to transform our nursery business into a **community-focused farm and educational hub** that will serve residents and visitors for years to come. Our mission is not only to grow plants, herbs, and make value-added products, but also to cultivate a space that supports **education, sustainability, and community well-being**.

This project will bring direct benefits to the local community:

- **Stormwater Management & Ecological Resilience:** By planting a diverse habitat of native perennials, flowers, and fruit trees, the farm will contribute to improve **stormwater infiltration and reduced runoff**, helping the City meet ecological and infrastructure goals. Native plants also provide critical pollinator habitat, strengthening local ecosystems and ensuring long-term resilience.
- **Beauty & Quality of Life:** The addition of vibrant gardens, flowering plants, and fruit trees will enhance the **aesthetic value of the neighborhood**, creating a welcoming green space that residents can enjoy season after season. By replacing underutilized land with thoughtfully designed farm features, Suburban Sown will add a distinctive and attractive character to the City.
- **Education & Community Engagement:** We will host **workshops, classes, and volunteer opportunities** that empower residents to learn about gardening, food production, herbal medicine, and sustainable land practices. By teaching hands-on skills, from planting a home garden to understanding the role of native plants, Suburban Sown will equip the community with knowledge they can apply in their own yards and lives.

- **Economic & Social Value:** As both a **local business and community resource**, the project will create opportunities for residents to access locally grown plants and products, attend educational events, and engage with a working farm right in their neighborhood. This aligns with the City's vision of fostering vibrant, mixed-use spaces that combine economic development with community enrichment.

Our background includes developing and managing farm projects across Michigan, from an 11-acre permaculture-based tea farm to smaller-scale community initiatives. These experiences demonstrate our ability to integrate **food systems, education, and ecological stewardship** into projects that are financially viable and community-centered. With the added expertise of our partner and investor, CEO of Dion Leadership, we bring both the **technical agricultural skills and the organizational leadership capacity** needed to deliver this project successfully.

Suburban Sown envisions this farm as a **living classroom and community anchor**; a place where sustainability is visible, where food and flowers grow side by side, and where residents come together to learn, connect, and celebrate the natural beauty of Lathrup Village.

Thank you for your consideration.

Submitted by,

A handwritten signature in black ink that reads "Claire Dion". The signature is fluid and cursive, with the first name "Claire" and the last name "Dion" clearly distinguishable.

Claire Dion
Founder and Farmer, Suburban Sown

CLAIRE DION

WORK EXPERIENCE

Gateway Farm, Value Added Program

March 2024 - Present

Harvest and Processing Manager

- Managed workflow for efficient harvesting and processing operations across multiple crop varieties.
- Developed and maintained standard operating procedures for drying, storing, and packaging herbs to maximize shelf life and flavor.
- Utilized a commercial kitchen to process raw herbs into value-added products, including herbal teas.
- Trained and guided seasonal staff on processing techniques, safe food handling, and quality control.

City of Ferndale, City Manager's Office

April 2021- September 2023

Zero Waste Program Coordinator

- Implemented Southeast Michigan's first municipal compost drop off program, reaching participation of 800 households within 1 year while educating residents and businesses on composting techniques and benefits.
- Secured over \$450,000 in grant funding from state and private sources, supporting projects of waste reduction and recovery initiatives, recycling infrastructure, stormwater quality, and urban agriculture.
- Enforced sustainable landscaping compliance and assisted residents in choosing native plants, offering guidance on species, planting techniques, and maintenance for enhanced ecological value.

City of East Lansing, Parks and Recreation

March 2019- November 2019

Environmental Stewardship Coordinator

- Used GIS to track invasive species trends, creating eradication plans to improve park areas.
- Developed educational content for social media, print materials, and in-person workshops.
- Led bi-weekly volunteer projects, training 300+ volunteers, removing 2,000+ pounds of invasive plants and planting 40+ species of native flora to preserve ecosystem health.

MSU Tollgate Farm and Education Center

June 2018- August 2018

Educational Leader

- Led youth in educational activities focused on promoting food system awareness and agricultural practices.
- Utilized 160 acres of farm and forest to create lesson plans and enriching experiences that fostered a connection to the natural world and discovery science.

EDUCATION

Permaculture Design Certification

September- April 2024

Oregon State University

Bachelor of Science in Environmental Studies and Sustainability

May 2020

Minor in Sustainable Agricultural Food Systems

Michigan State University, East Lansing, MI

Environmental Sciences Masters Exchange Program

January- March 2020

Specialized areas included climate change adaption and globalization of food production

Wageningen University & Research, Netherlands

PERSONAL EXPERIENCE

Residential Initiative on the Study of the Environment (RISE): MSU, East Lansing, MI

2016- 2019

- Cooperative training greenhouse management, animal husbandry, bee keeping, and vermicomposting.

Suburban Sown Proposed Site Plan:



-  Native Plant Rows
-  Office and Processing Building
-  Seating
-  Greenhouse
-  Driveway
-  Materials Bay
-  Flower and Herb Rows
-  Fruit Tree Guilds
-  Fence Line
-  Signage

Suburban Sown Development Inspiration Images:



Suburban Sown – Financial Summary

Project Purpose:

Suburban Sown seeks to establish a vibrant, community-oriented nursery and educational farm on a 0.32-acre parcel in Lathrup Village. The project integrates native plant cultivation, herb production, fruit tree plantings, and hands-on educational programming. Infrastructure improvements—including a **2,100 sq. ft. greenhouse** and a **400 sq. ft. processing and office facility**—will enable year-round growing, processing, and teaching activities. The site will improve stormwater management through native habitat restoration and add community value through beauty, biodiversity, and education.

Total Project Budget: \$100,000

Budget Breakdown:

Category	Description	Estimated Cost
Site Preparation & Land Clearing	Removal of dead trees & invasive species (buckthorn, honeysuckle, etc.), and soil grading	\$18,000
Perimeter Fence Installation	Secure fencing for protection against deer	\$12,000
Greenhouse Construction (2,100 sq. ft.)	Materials and installation of greenhouse frame, poly covering, ventilation, and benches	\$16,000
Office and Bathroom Facility (400-500 sq. ft.)	Multi-use building for processing plant material, office, and restroom space, including utilities	\$38,000
Equipment & Tools	Irrigation equipment, small tools, storage shed, wheelbarrows, and safety gear	\$4,000
Education & Community Area	Outdoor tables, shade structures, signage, and small teaching garden	\$3,000

Soil & Soil Amendments	Compost, mulch, organic fertilizer, and raised bed materials	\$2,500
Plant Materials & Fruit Trees	Native plant nursery stock, perennials, and fruit trees for orchard	\$1,500
Start-up Operations & Contingency	Business licensing, insurance, and contingency for unforeseen costs (approx. 5%)	\$5,000

Total Estimated Budget: \$100,000

Funding Plan

- **Private Investor Commitment:** \$100,000
- **Owner Contribution:** Land purchasing costs
- **Potential Grant/Community Partnership Funding:** additional \$5,000 - \$15,000 (targeted for educational and accessibility improvements)



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: October 16, 2025
 RE: Flock Cameras Annual Fee

Background

The DDA and Lathrup Village Police Department have installed Flock Safety cameras throughout the DDA district to enhance public safety and support local businesses. These automated license plate recognition (ALPR) cameras capture vehicle information (license plate, make, model, and color) to assist law enforcement in investigating crimes such as theft, vandalism, and suspicious activity.

By maintaining this system, the DDA helps create a safer and more secure environment for customers, business owners, and visitors within our commercial corridor. The presence of Flock cameras has proven to deter criminal behavior and provides real-time data that supports both local and regional law enforcement efforts.

Annual Fee

Attached is the invoice from Flock Group Inc. for the renewal of services covering October 2025 through September 2026, totaling \$8,582.19 after a concession credit of \$5,917.81 has been applied

This renewal ensures continuous operation of four (4) camera units and access to the enhanced Flock Safety Platform with features such as:

Recommendation

Suggested Motion: *"I authorize the DDA Director to make payment of \$8,582.19 to Flock Group Inc. for the annual renewal of the Flock Safety camera system servicing the DDA district."*

Flock Group Inc dba Flock Safety
www.flocksafety.com

Invoice Number: INV-76086
 Invoice Date: 10/6/2025
 Due Date: 11/5/2025
 Payment Terms: Net 30
 PO#:

Bill To: MI - Lathrup Village PD
 27400 Southfield Rd
 Lathrup Village, Michigan, 48076

Ship To: MI - Lathrup Village PD
 27400 Southfield Rd
 Lathrup Village, Michigan 48076

Billing Company Name: MI - Lathrup Village PD
 Billing Contact Name: Michael Zang
 Billing Email Address: detective@lathrupvillage.org

Payment Terms: Net 30
 Contracted Billing Structure: Annual

Renewal - MI - Lathrup Village PD - New Deal: Year 1 of 12 Month Term, 2025 - 2026

Notes: (Concession credit of 5,917.81 applied. Balance due of 8,582.19)

Please note a minor change to our invoices starting February 1, 2025 updating product/SKU names listed in each line item. This change is only to naming conventions and will not affect the products, functionality, or services you receive from Flock Safety. Please update your payment system to reflect these new product/SKU names as needed.

ITEMS	QTY	UNIT PRICE	SALES TAX	TOTAL
Unlimited Vehicle Description Alerts	1	\$0.00	\$0.00	\$0.00
Custom Hot List Deconfliction	1	\$0.00	\$0.00	\$0.00
Custom Hot List Attachments	1	\$0.00	\$0.00	\$0.00
Multi Geo Search	1	\$0.00	\$0.00	\$0.00
Visual Search	1	\$0.00	\$0.00	\$0.00
Convoy Search	1	\$0.00	\$0.00	\$0.00
Enhanced LPR Upgrade	1	\$2,500.00	\$0.00	\$2,500.00
Flock Safety LPR, fka Falcon	4	\$3,000.00	\$0.00	\$12,000.00

If you have questions about your invoice or need to update your billing contact information, please email billing@flocksafety.com or call 866-901-1781, option 3.



INVOICE

Flock Group Inc dba Flock Safety

www.flocksafety.com

Invoice Number INV-76086

Invoice Date: 10/6/2025

Due Date: 11/5/2025

Payment Terms: Net 30

PO#:

Flock Safety Platform	1	\$0.00	\$0.00	\$0.00
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Unless otherwise noted on the Order Form, the Term shall commence upon first installation and validation of Flock Hardware.

Link to Location of Services:

Subtotal: \$14,500.00

Sales Tax: \$0.00

Credit: \$5,917.81

Payments: \$0.00

Balance Due: \$8,582.19

.....
Detach and Return with Payment

Make Checks Payable to: Flock Group Inc

If sending via Flock Group Inc
USPS: PO Box 121923
Dallas, TX 75312-1923

Or

If sending via Flock Group Inc
UPS, FedEx or 891923
USPS: 885 East Collins Boulevard,
Suite 110
Richardson, TX 75081

Account: MI - Lathrup Village PD

Invoice # INV-76086

Amount Due: **\$8,582.19**

Amount Enclosed: \$ _____



INVOICE

Flock Group Inc dba Flock Safety
www.flocksafety.com

Invoice Number: INV-76086
 Invoice Date: 10/6/2025
 Due Date: 11/5/2025
 Payment Terms: Net 30
 PO#:

Payment Remittance Information

Pay by Check:

Payable to: Flock Group Inc
 Memo: INV-76086
 Mail to: PO Box 121923
 Dallas, TX 75312-1923

If paying by check, please include the remittance slip below.

Pay by ACH:

Account Legal Name: Flock Group Inc.
 Account Number: 3302113966
 Account Type: Checking
 Routing / SWIFT Code: 121140399 / SVBKUS6S

If paying by ACH, please include your invoice number in the memo section of the ACH transfer request.

Please be aware that failure to pay the invoice by the due date may result in an interest penalty or disconnection of service, as specified in your contract.

.....
 Detach and Return with Payment

Make Checks Payable to: Flock Group Inc

If sending via Flock Group Inc
 USPS: PO Box 121923
 Dallas, TX 75312-1923

Or

If sending via Flock Group Inc
 UPS, FedEx or 891923
 USPS: 885 East Collins Boulevard,
 Suite 110
 Richardson, TX 75081

Account: MI - Lathrup Village PD

Invoice # INV-76086

Amount Due: **\$8,582.19**

Amount Enclosed: \$ _____



To: DDA Board

From: Lt. Michael Zang

Date: 10/17/2025

Re: Flock Camera Renewal

Budget Impact: \$8,852.19

The Lathrup Village Police Department is respectfully requesting another year renewal for the Flock License Plate Reading Cameras, which will soon expire. Due to the delay in installation, Flock provided us with a discount for this year's license renewals. The renewal estimate for 2025-2026 was originally over \$15,000, however, I contacted them and discussed my concerns that we paid for an entire year but didn't receive our full benefit. They prorated each camera and calculated the delays and came up with a renewal rate of \$8,852.19. I, too, conducted calculations and believe their numbers are accurate and fair.

With that being said, these cameras have proven to be an asset not only in officer's investigations, but also for investigations into crimes against those members of the business district. We have developed countless leads in retail frauds, bank fraud, and many other crimes. Using the power of these cameras and surrounding police agency's infrastructure, we we're able to dismantle a fraud ring that was wreaking havoc on our own Michigan First Credit Union where losses were in the several hundreds of thousands. On top of generating vehicle leads and personal identities of individuals with nefarious intent, we are also able to create alerts that go directly to our phones when a suspect crosses a camera and enters our jurisdiction. In the depths of the Michigan First investigation, we were able to receive alerts and often get to the banks prior to our suspects.

On top of the investigations it has assisted with, we have arrested dozens of individuals in stolen vehicles coming into our city with unknown motives. Being able to stop crime before it happens is an invaluable tool and we look forward to being able to continue to use this technology.

This technology has had some scrutiny with concerns about the motoring public's privacy. I can assure you this technology and its information is secure and locked down. In order to even search for a vehicle,



an officer must have an incident number and crime class to even begin a search. On top of those security features, the LVPD has an in-depth policy and procedure that inhibits any misuse from officers or dissemination of information to the public.

We appreciate your willingness to extend this contract and give us access to this invaluable tool that we use to protect the citizens and members of the business district of the City of Lathrup Village. I would be happy to answer any questions you may have and am available at your convenience.

MEMORANDUM

To: LVDDA Board of Directors
From: Austin Colson, CED/DDA Director
Date: October 17, 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

- *Shop Small Tailgate Kickoff* – Tuesday, October 21, 2:00–5:00 PM at Southfield Plaza (My Salon Suites, 29746 Southfield Rd)
 - Oakland County, Southfield, Oak Park, and Lathrup Village will host an afternoon of food, prizes, and community spirit as we kick off the Shop Small season!
- *Bio & Branding Lunch Time Boost* – Tuesday, October 28, 2025, from 11 AM to 1 PM:
 - Join the Southfield Area Chamber of Commerce for a professional development session featuring a new headshot, a 15-minute brand audit, and expert guidance from LaToya Early and photographer Shaleena Cole. Registration is \$55 at southfieldchamber.com
- *Perfect Fit: Defining Your Buyer with Precision* – Wednesday, November 12, 2025, at the Southfield Public Library (26300 Evergreen Rd., Southfield):
 - The National Association of Women Business Owners (NAWBO) of Greater Detroit and Oakland Thrive will host an interactive workshop on crafting detailed buyer personas to better understand, target, and connect with your ideal customers.
- *Candid Conversations with Entrepreneurs: The Good, the Bad, and the Real* – Thursday, October 30, 2025, at Incubizo (1938 Burdette St., Ferndale):
 - Join fellow entrepreneurs for an open, judgment-free discussion on the highs and lows of running a business, featuring real-world insights, peer networking, and practical strategies for growth and resilience.

- MSOC Training: *Search to Sales—Boosting Your Business with Google & AI (Virtual)* – Tuesday, Nov. 18, 2025, 9:00–10:00 AM:
 - Learn how to optimize your Google Business Profile, use AI to streamline marketing, and convert online searches into sales with Janet E. Hurn (Future Ready Consulting); questions: venettisg@oakgov.com | (248) 858-5618.

Past DDA Events

- Networking luncheon and public art exploration: August 12th, 10:30am-1pm (Location: Meet at the “SFLD” letters in front of Southfield City Hall)
- 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 updated showroom ongoing.
- 27411 Southfield Road (Jay Birds Bar & Grille) – Requesting site plan approval to install canopy over existing patio during October 21st Planning Commission meeting.
- 27651 Southfield Road (Middle Eats) – Requesting site plan approval to expand dinning room at November Planning Commission meeting.

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

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

Item 9A.

- The **third annual Lathrup Village Music Festival** was a major success, drawing an estimated **1,500 attendees** throughout the day.
- **Total sponsorships raised: \$32,045** – providing strong community and business support for the event.
- **Event-day revenue: \$3,813.44** from bar sales, T-shirt sales, and vendor booth fees.
- The event came in **\$8,572.08 over budget**, reflecting expanded programming and production quality.
- The organizing committee has already secured **\$6,000 in projected/pledged sponsorship** for next year's festival.
- Overall, the festival continues to strengthen the DDA's community engagement, attract regional visitors, and showcase Lathrup Village's downtown as a vibrant destination.

2025 Lathrup Village Music Festival

Expenses	\$ 27,286.36
Sponsorship	\$ 32,045.00
Event Day Revenue	\$ 3,813.44
Total Revenue	\$ 8,572.08