



Downtown Development Authority Board of Directors Agenda

Friday, June 18, 2021 at 12:00 PM
Remote Meeting via Zoom

ZOOM REMOTE MEETING INFORMATION

Webinar ID: 914 1822 7857

Password: 337459

CLICK HERE: [Online Link](#)

Telephone: 646.558.8656 or 312.626.6799

CLICK HERE: [Public Comment Form Link](#)

In accordance with Emergency Orders issued by the Michigan Department of Health and Human Services, Oakland County, local officials, and State of Michigan legislation, which allows for electronic meetings of public bodies, notice is hereby given that the DDA will be meeting electronically using www.Zoom.us for videoconference and public access.

1. **Call to Order**

2. **Roll Call**

3. **Approval of Agenda**

4. **Approval of Minutes**

[A.](#) DDA Board of Directors Minutes 5-21-21

5. **Financial Review**

[A.](#) May Financial Review Reports

6. **Committee Reports**

A. Promotions 6-17-21

[B.](#) Economic Vitality Committee 6-4-21

7. **Other Business**

[A.](#) May Code Enforcement Report

[B.](#) June 2021 - CED Department Report

C. Main Street Oakland County Update from Annaka Norris

8. **Old Business**

A. Logo

9. **New Business**

A. June 2021 Budget Amendments

B. Sidewalk Repair Cost Estimate

C. 26079 Southfield Rd. Sign Grant Application

D. Summer Concert Series Food Truck Coupon

10. **Public Comment**

11. **Adjourn**



Downtown Development Authority Board of Directors

DRAFT Minutes

Friday, May 21, 2021 at 12:00 PM
27400 Southfield Road, Lathrup Village, Michigan 48076

ZOOM REMOTE MEETING INFORMATION

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1. Call to Order

Call to Order at 12:05 by Chairperson, Dan Sugg.

Present: Dan Sugg (Lathrup Village, Oakland County, MI), Mark Watts (Lathrup Village, Oakland County, MI), Mayor Garrett (Lathrup Village, Oakland County, MI), Bobbi Lovins (Lathrup Village, Oakland County, MI), Pam Shermeyer (Lathrup Village, Oakland County, MI), Sheryl Mitchell Theriot (Lathrup Village, Oakland County, MI), Bryan Ford (Wixom, Oakland County, MI), Fred Prime (Buford County, South Carolina)

Other Present: Susie Stec (DDA Director), Cori Dahl (DDA Manager)

Excused Absent: Shyla Beltur

Motion made by Board Member Shermeyer to excuse Board Member Beltur, Seconded by Board Member Lovins.

Voting Yea: Chairperson Sugg, Board Member, Mayor Garrett, Board Member Lovins, Secretary Mitchell, Board Member Prime, Board Member Shermeyer, Board Member Watts

2. Approval of Agenda

Approval of agenda with addition of item under new business for DDA Logo consideration by Mitchell Theriot, second by Prime

Motion made by Secretary Mitchell, second by Board Member Ford.

Voting Yea: Chairperson Sugg, Board Member, Board Member Ford, Mayor Garrett, Board Member Lovins, Secretary Mitchell, Board Member Prime, Board Member Shermeyer, Board Member Watts

3. Approval of Minutes

A. DDA Board of Directors Minutes April 16, 2021

Motion to approve the Board of Directors Minutes April 16, 2021

Motion made by Board Member Shermeyer, Seconded by Board Member Lovins.

Voting Yea: Chairperson Sugg, Board Member Ford, Board Member, Mayor Garrett, Board Member Lovins, Secretary Mitchell, Board Member Prime, Board Member Shermeyer, Board Member Watts

4. Financial Review

A. DDA April Financial Review Reports

Susie Stec provided an overview of the financial reports. The second amount of funds from the Restaurant Relief and final revenue are not seen in these reports.

Motion to accept and file by Board Member Prime, Seconded by Board Member Ford.

Voting Yea: Chairperson Sugg, Board Member Ford, Board Member, Mayor Garrett, Board Member Lovins, Secretary Mitchell, Board Member Prime, Board Member Shermeyer, Board Member Watts

5. Committee Reports

A. Beautification Task Force--May 17, 2021

Dahl provided an overview of the Beautification Task Force's May Meeting and upcoming events: Planting Party on May 22nd and the Lovin' Lathrup Clean-Up on June 12th from 9:00-11:00 a.m.

B. Promotions

Dahl provided an overview of the Promotions meeting, including upcoming events: Mental Health Seminar, Lovin' Lathrup Village Clean Up, Juneteenth Celebration, and future summer plans.

C. Economic Vitality

Susie Stec presented the Logo Concepts from the DDA's graphic designer, kittyShark.

6. Other Business

A. Code Enforcement Report

Stec provided an overview of the Code Enforcement. Sugg asked if more information can be included designating where and what the code enforcement addressed in the DDA. Mitchell Theriot added that a report that is used at City Council can be used moving forward. Ford suggested a PSA of code enforcement allowed the residents and businesses know who the officer is, in addition to inviting him to the City Council, DDA, and Planning Commission meetings.

B. Department Report

Stec provided a Department Report covering events, new businesses, Cannabis and Cannabis Open House, and infrastructure updates. Mayor Garrett asked about updates on the 27411 Southfield property.

7. Old Business

A. Alleyway Assessment Update

Stec provided an update that the fieldwork is done for the alleyway assessment, she will forward the final report. This will include information about Cambridge and Sunnybrook alleyways.

8. New Business

A. Fund Balance and Reserve Policy

Stec provided an overview about the Fund Policy, including specifics about the \$750,000 for Southfield Road Projects happening in 2024 and \$91,500 for operating reserves. Sugg asked about the amount of \$750,000. Stec answered this number reflects current construction and contractor prices.

Motion to approve and accept Reserve and Fund Balance Policy by Board Member Shermeyer, Seconded by Board Member Lovins.

Voting Yea: Chairperson Sugg, Board Member Ford, Board Member, Mayor Garrett, Board Member Lovins, Secretary Mitchell, Board Member Prime, Board Member Shermeyer, Board Member Watts

B. Facade Improvement and Site Beautification Grant--Kresto Allas

Stec provided an overview of the property's current parking lot and alleyway status.

Motion to approve the Facade Improvement and Site Beautification Grant Application for 27645 Southfield Rd. for reimbursement of \$2,500 with the condition that the property owner is current on business licensing and commercial landlord licensing made by Board Member Shermeyer, Seconded by Board Member, Mayor Garrett.

Voting Yea: Chairperson Sugg, Board Member, Mayor Garrett, Board Member Lovins, Secretary Mitchell, Board Member Prime, Board Member Shermeyer, Board Member Watts

C. Juneteenth Budget Approval

Dahl provided an overview of the estimated costs for \$1,775 for the Unity in the Community, Juneteenth Celebration on June 19th. Lovins asked what budget item this would come from. Dahl responded from the Main Street portion of the budget.

Motion to approve total estimated costs fo \$1,775 for the Juneteenth Budget by Board Member Lovins, Seconded by Board Member Shermeyer.

Voting Yea: Chairperson Sugg, Board Member, Mayor Garrett, Board Member Lovins, Secretary Mitchell, Board Member Prime, Board Member Shermeyer, Board Member Watts

D. DDA Logo Consideration

Motion to instruct KittyShark to move forward with Logo Concept 2 by Board Member, Mayor Garrett, Seconded by Board Member Lovins

Voting Yea: Chairperson Sugg, Board Member, Mayor Garrett, Board Member Lovins, Secretary Mitchell, Board Member Prime, Board Member Shermeyer, Board Member Watts

9. Public Comment—none.

10. Adjourn

Adjourned at 1:37 P.M.

Minutes prepared by DDA Manager, Cori Dahl, on behalf of DDA Secretary, Board Member Sheryl Mitchell Theriot.

PERIOD ENDING 05/31/2021

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	05/31/2021 NORM (ABNORM)	MONTH 05/31/21 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000.000							
494-000.000-407.000	TIFA-CAPTURE TAXES	255,000.00	255,000.00	326,888.41	294,901.62	(71,888.41)	128.19
494-000.000-410.000	TAX COLLECTED OTHER	24,643.00	24,643.00	37,117.08	12,226.78	(12,474.08)	150.62
494-000.000-410.002	SPEC ASSESSEMENT - REVENUE	1,800.00	1,800.00	0.00	0.00	1,800.00	0.00
494-000.000-415.000	MISCELLANEOUS REVENUE	6,000.00	6,000.00	18,680.93	0.00	(12,680.93)	311.35
494-000.000-446.000	INVESTMENT INTEREST	10,000.00	10,000.00	2,494.67	210.73	7,505.33	24.95
494-000.000-543.000	FEDERAL/STATE GRANTS	0.00	0.00	33,623.00	0.00	(33,623.00)	100.00
Total Dept 000.000		297,443.00	297,443.00	418,804.09	307,339.13	(121,361.09)	140.80
TOTAL REVENUES		297,443.00	297,443.00	418,804.09	307,339.13	(121,361.09)	140.80
Expenditures							
Dept 000.000							
494-000.000-701.000	SALARIES FULL-TIME	71,820.00	112,790.00	98,131.94	11,835.16	14,658.06	87.00
494-000.000-702.000	SALARIES PART-TIME	5,500.00	0.00	0.00	0.00	0.00	0.00
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	22,000.00	34,000.00	38,701.17	3,198.56	(4,701.17)	113.83
494-000.000-722.000	LEGAL SERVICES	900.00	900.00	0.00	0.00	900.00	0.00
494-000.000-726.000	OFFICE SUPPLIES	200.00	2,900.00	1,071.18	0.00	1,828.82	36.94
494-000.000-802.000	TAX TRIBUNAL RETURNS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
494-000.000-810.000	AUDITING & ACCOUNTING	800.00	800.00	800.00	0.00	0.00	100.00
494-000.000-822.000	TRAINING/MEMBERSHIP	4,500.00	2,000.00	800.00	0.00	1,200.00	40.00
494-000.000-844.000	MAIN STREET PROGRAM	20,000.00	43,000.00	62,763.06	0.00	(19,763.06)	145.96
494-000.000-845.000	STREETSCAPING	10,000.00	32,000.00	26,831.17	0.00	5,168.83	83.85
494-000.000-882.000	PLANNING/CONSULTING FEES	46,250.00	46,250.00	47,237.77	4,597.62	(987.77)	102.14
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00	2,000.00	945.15	0.00	1,054.85	47.26
494-000.000-901.000	POSTAGE FEES	200.00	200.00	0.00	0.00	200.00	0.00
494-000.000-933.000	REPAIRS & MAINTENANCE	9,500.00	19,500.00	9,705.69	0.00	9,794.31	49.77
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	1,300.00	6,100.00	1,936.46	116.04	4,163.54	31.75
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00	10,000.00	386.00	0.00	9,614.00	3.86
494-000.000-971.001	FACADE GRANT PROGRAM	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 000.000		226,970.00	334,440.00	289,309.59	19,747.38	45,130.41	86.51
TOTAL EXPENDITURES		226,970.00	334,440.00	289,309.59	19,747.38	45,130.41	86.51
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		297,443.00	297,443.00	418,804.09	307,339.13	(121,361.09)	140.80
TOTAL EXPENDITURES		226,970.00	334,440.00	289,309.59	19,747.38	45,130.41	86.51
NET OF REVENUES & EXPENDITURES		70,473.00	(36,997.00)	129,494.50	287,591.75	(166,491.50)	350.01

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 05/31/2020	PERIOD ENDED 05/31/2021
*** Assets ***			
494-000.000-010.000	TRUST ACCOUNT-GENERAL	989,875.78	992,699.06
494-000.000-042.000	ACCOUNTS RECEIVABLE-SPEC ASSES	12,600.00	12,600.00
494-000.000-084.101	DUE FROM GENERAL FUND	182,838.18	527,909.62
494-000.000-141.001	INFRASTRUCTURE	360,289.69	360,289.69
494-000.000-177.001	DEPRECIABLE ASSETS	16,280.25	25,243.25
494-000.000-193.000	ACCUMULATED DEPRECIATION	(106,909.22)	(138,244.22)
Total Assets		1,454,974.68	1,780,497.40
*** Liabilities ***			
494-000.000-202.000	ACCOUNTS PAYABLE	0.00	(633.96)
494-000.000-214.101	DUE TO GENERAL FUND	(97,304.32)	133,224.09
Total Liabilities		(97,304.32)	132,590.13
*** Fund Balance ***			
494-000.000-390.000	FUND BALANCE	1,340,049.75	1,518,412.77
Total Fund Balance		1,340,049.75	1,518,412.77
Beginning Fund Balance		1,340,049.75	1,518,412.77
Net of Revenues VS Expenditures		212,229.25	129,494.50
Ending Fund Balance		1,552,279.00	1,647,907.27
Total Liabilities And Fund Balance		1,454,974.68	1,780,497.40

User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 05/01/2021 TO 05/31/2021

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-010.000 TRUST ACCOUNT-GENERAL						
Journal GJ: GJ						
119276	05/31/2021	INTEREST POSTING - MONTHLY	14903	Multiple	210.73	
Journal Totals					210.73	0.00
Totals for 494-000.000-010.000					210.73	0.00
Balance 05/01/21:				992,488.33		
Net Change:				210.73		
Balance 05/31/21:				992,699.06		
494-000.000-084.101 DUE FROM GENERAL FUND						
Journal GJ: GJ						
119441	05/05/2021	SETTLEMENT POSTING	14925	Multiple	339,115.19	
119442	05/05/2021	SETTLEMENT POSTING	14926	Multiple		31,986.79
Journal Totals					339,115.19	31,986.79
Totals for 494-000.000-084.101					339,115.19	31,986.79
Balance 05/01/21:				220,781.22		
Net Change:				307,128.40		
Balance 05/31/21:				527,909.62		
494-000.000-202.000 ACCOUNTS PAYABLE						
Journal AP: AP						
118839	05/14/2021	GIFFELS-WEBSTER ENG INCVnd: GWE123289		494-000.000-882.000		3,654.50
118854	05/14/2021	VANTAGEPOINTE TRANSFER 803046Vn5/13/2021		Multiple		82.45
118869	05/14/2021	GIFFELS-WEBSTER ENG INCVnd: GWE123422		Multiple		725.62
118877	05/14/2021	GIFFELS-WEBSTER ENG INCVnd: GWE123409		494-000.000-882.000		217.50
118995	05/24/2021	BLUE CARE NETWORKVnd: BLUECARE 6-1/6-30-2021		Multiple		1,642.13
119065	05/28/2021	CORI DAHLVnd: CORI DAHL Invoice5/24/2021		494-000.000-955.000		116.04
Journal Totals					0.00	6,438.24
Journal CD: CD						
118915	05/14/2021	Check: NBDC 45303	45303	Multiple	4,597.62	
118931	05/14/2021	Check: NBDC 45319	45319	Multiple	970.00	
118939	05/14/2021	Check: NBDC 45327	45327	Multiple	82.45	
119001	05/24/2021	Check: NBDC 45331	45331	Multiple	1,642.13	
Journal Totals					7,292.20	0.00
Totals for 494-000.000-202.000					7,292.20	6,438.24
Balance 05/01/21:				220.00		
Net Change:				(853.96)		
Balance 05/31/21:				633.96 DR		
494-000.000-214.101 DUE TO GENERAL FUND						
Journal CD: CD						
118915	05/14/2021	Check: NBDC 45303	45303	Multiple		4,597.62
118931	05/14/2021	Check: NBDC 45319	45319	Multiple		970.00
118939	05/14/2021	Check: NBDC 45327	45327	Multiple		82.45
119001	05/24/2021	Check: NBDC 45331	45331	Multiple		1,642.13
Journal Totals					0.00	7,292.20
Journal PR: Payroll						
119264	05/15/2021	PAYROLL - SEE PAYROLL REPORT	14894	Multiple		6,549.88
119271	05/31/2021	MERS POSTING - NEW HIRES AFTER	14898	Multiple		639.98
119274	05/31/2021	PAYROLL - SEE PAYROLL REPORT	14901	Multiple		6,119.28
Journal Totals					0.00	13,309.14
Totals for 494-000.000-214.101					0.00	20,601.34
Balance 05/01/21:				112,622.75		
Net Change:				20,601.34		
Balance 05/31/21:				133,224.09		
494-000.000-407.000 TIFA-CAPTURE TAXES						
Journal GJ: GJ						
119441	05/05/2021	SETTLEMENT POSTING	14925	Multiple		326,888.41
119442	05/05/2021	SETTLEMENT POSTING	14926	Multiple	31,986.79	
Journal Totals					31,986.79	326,888.41

User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 05/01/2021 TO 05/31/2021

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-407.000 TIFA-CAPTURE TAXES						
Totals for 494-000.000-407.000					31,986.79	326,888.41
		Balance 05/01/21:		31,986.79		
		Net Change:		294,901.62		
		Balance 05/31/21:		326,888.41		
494-000.000-410.000 TAX COLLECTED OTHER						
Journal GJ: GJ						
119441	05/05/2021	SETTLEMENT POSTING	14925	Multiple		12,226.78
Journal Totals					0.00	12,226.78
Totals for 494-000.000-410.000					0.00	12,226.78
		Balance 05/01/21:		24,890.30		
		Net Change:		12,226.78		
		Balance 05/31/21:		37,117.08		
494-000.000-446.000 INVESTMENT INTEREST						
Journal GJ: GJ						
119276	05/31/2021	INTEREST POSTING - MONTHLY	14903	Multiple		210.73
Journal Totals					0.00	210.73
Totals for 494-000.000-446.000					0.00	210.73
		Balance 05/01/21:		2,283.94		
		Net Change:		210.73		
		Balance 05/31/21:		2,494.67		
494-000.000-701.000 SALARIES FULL-TIME						
Journal PR: Payroll						
119264	05/15/2021	PAYROLL - SEE PAYROLL REPORT	14894	Multiple	6,117.58	
119274	05/31/2021	PAYROLL - SEE PAYROLL REPORT	14901	Multiple	5,717.58	
Journal Totals					11,835.16	0.00
Totals for 494-000.000-701.000					11,835.16	0.00
		Balance 05/01/21:		86,296.78		
		Net Change:		11,835.16		
		Balance 05/31/21:		98,131.94		
494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Journal AP: AP						
118854	05/14/2021	VANTAGEPOINTE TRANSFER 803046EM5/13/2021		Multiple	82.45	
118995	05/24/2021	BLUE CARE NETWORKEMPLOYEE TAXES6-1/6-30-2021		Multiple	1,642.13	
Journal Totals					1,724.58	0.00
Journal PR: Payroll						
119264	05/15/2021	PAYROLL - SEE PAYROLL REPORT	14894	Multiple	432.30	
119271	05/31/2021	MERS POSTING - NEW HIRES AFTER	14898	Multiple	639.98	
119274	05/31/2021	PAYROLL - SEE PAYROLL REPORT	14901	Multiple	401.70	
Journal Totals					1,473.98	0.00
Totals for 494-000.000-703.000					3,198.56	0.00
		Balance 05/01/21:		35,502.61		
		Net Change:		3,198.56		
		Balance 05/31/21:		38,701.17		
494-000.000-882.000 PLANNING/CONSULTING FEES						
Journal AP: AP						
118839	05/14/2021	GIFFELS-WEBSTER ENG INCPLANNING123289		494-000.000-202.000	3,654.50	
118869	05/14/2021	GIFFELS-WEBSTER ENG INCPLANNING123422		Multiple	725.62	
118877	05/14/2021	GIFFELS-WEBSTER ENG INCPLANNING123409		494-000.000-202.000	217.50	
Journal Totals					4,597.62	0.00
Totals for 494-000.000-882.000					4,597.62	0.00
		Balance 05/01/21:		42,640.15		
		Net Change:		4,597.62		
		Balance 05/31/21:		47,237.77		
494-000.000-955.000 MISCELLANEOUS EXPENDITURES						

06/16/2021 12:34 PM

ACTIVITY BY GL/JOURNAL REPORT FOR CITY OF LATHRUP VILLAGE

Page:

Item 5A.

User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 05/01/2021 TO 05/31/2021

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-955.000 MISCELLANEOUS EXPENDITURES						
Journal AP: AP						
119065	05/28/2021	CORI DAHLMISCELLANEOUS EXPENDIT5/24/2021		494-000.000-202.000	116.04	
Journal Totals					116.04	0.00
Totals for 494-000.000-955.000					116.04	0.00
Balance 05/01/21:				1,820.42		
Net Change:				116.04		
Balance 05/31/21:				1,936.46		



Downtown Development Authority Economic Vitality Meeting Minutes

Friday, June 4, 2021 at 9:00 AM
Remote Meeting via Zoom

1. Call to Order at 9:12 a.m.

Present: Bryan Ford, Bobbi Lovins, Sheryl Mitchell Theriot, Fred Prime

Other Present: Cori Dahl (DDA Manager), Susie Stec (DDA Director)

2. Old Business

- a. Logo Final Revisions and Next Steps: The final main logo was presented. The next steps for the branding will be recognizing what collateral pieces are needed and moving forward on submarks.
- b. Lovin' Lathrup Village/Oakland Together Restaurant Relief: One restaurant, Kabob Kabob, has remaining funds that must be used by June 30th. Original plans for provided outdoor dining solutions to Jagged Fork will not be a viable option due to limited parking spaces. The group discussed other outdoor dining options including using the DDA's Roseland public lot as an option for pop ups.

3. New Business

- a. Summer in the Village Food Trucks: The committee discussed options to bring the community out to the Summer Concert Series, Food Trucks, and support the Lathrup Village Community Foundation. Per PA-57 and the Development Plan, the DDA cannot fundraise on behalf of another organization. However, the DDA is able to subsidize Food Trucks by creating a \$5 off coupon towards the food trucks at the Summer Concert



Downtown Development Authority Economic Vitality Meeting Minutes

Friday, June 4, 2021 at 9:00 AM
Remote Meeting via Zoom

Series. The group will look into dedicating \$2,000 towards reimbursement of the coupon for the trucks. The coupon will be distributed at the DDA table at concerts.

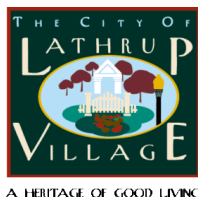
4. Other Business

a. Dashboard Training

- i. Lovin' Lathrup Village Relief: The DDA is requesting \$50,000 through the City's ARP funds to reopen the program and expand it to home-based businesses and business incubator program.
- ii. Business Welcome: Dahl is currently working on a business welcome packet. The committee members were asked to send a list of items they wish to have in the packet.

5. Public Comment—none.

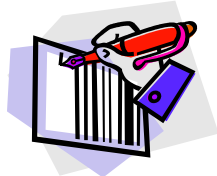
6. Adjourn at 10:27 a.m.



City of Lathrup Village

27400 Southfield Road
Lathrup Village, Michigan 48076
248.557.2600
www.lathrupvillage.org

Item 7A.

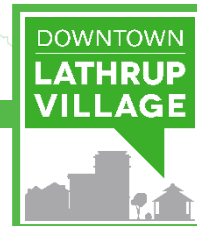


Commercial Code Enforcement June Report

Susie

- 1.) Field inspection
- 2.) Website: changed violence to violation
- 3.) Added more local ordinance to BS&A
- 4.) Working on commercial enforcement brochure
- 5.) Called Nona, met at 28505 Southfield, to explain about all the violations that need to be taken care of (dumpster enclosure needs to be cleaned, tall weeds must be removed weekly, fence must be painted, the soffits need to be repaired in the rear of the building).
- 6.) Called Shyla, meeting at 28551 Southfield with her on Monday to go thru the issues of the property, tall grass, tall weeds, bumper block needs to be moved to its right place and pinned down.
- 7.) Called Rich Sulaka, 28081 Southfield rd. had him cut the grass and clean the ditch area.
- 8.) Spoke with the owners of Lathrup Pharmacy 27241 Southfield about tall grass in the rear and front, within 2 days they cut the grass, and removing the weeds from the landscaping beds.
- 9.) I call Dan the lawn contractor for Surnow to clean and remove garbage out of the ditch area.
- 10.) Met with Cresto about both of his properties, to remove all weeds, and trees growing in between the building and alley way. The MRI place they cut down all weeds from the alley.
- 11.) Spoke with Munson Cleaner, to repair the canopy, and electrical outside. They are getting the entire canopy replaced with a new one.
- 12.) Text Tarek about the silt fence (BP gas station) his contractors keep removing the silt fence.
- 13.) Spoke with owners of 26635 Southfield, about the approach is cracked. They had the approach patched.
- 14.) Called Kelly about all the properties they manage, had them clean out all the ditch area. Spoke about the culverts to have them cleaned and maintained so that water can flow freely.
- 15.) Called Danoboy properties about the ditch area needs their attention and Spoke about the culverts to have them cleaned and maintained so that water can flow freely.
- 16.) 27445 Southfield, Dr. Fortson practice all three properties. spoke with one of the nurses to make sure Dr. Fortson cleans the alley way from weeds, to get rid of the paint cans, and maintain the alley way at all times.

Code Enforcement Officer: Rami Sweidan



MEMORANDUM

TO: Sheryl Mitchell, City Administrator
CC: DDA Board of Directors
FROM: Susie Stec, Director – CED / DDA Director
DATE: June 15, 2021
RE: Department/Director Report

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

COVID-19 Resources

- A resource page has been created: http://www.lathrupvillage.org/how_do_i/resources.php. There are a series of links to financial resources & programs available to business.

Events

- **Corridor Cleanup** was Saturday, June 12th from 9 – 11am. A dozen volunteers participated. Additional cleanup dates will be held in July and September, and the DDA is exploring dedicated workdays for alleys.
- **Juneteenth Celebration – Unity in the Community** will be Saturday, June 19th from 4 – 8pm, overlapping with the Art Fair.
- **Summer Concert series** – DDA will have a presence at the concerts this year and will invite businesses to share a table.
- **Informational Meeting** is tentatively scheduled for September 15th and will be focused on networking opportunities.

Grants

- DDA continues to seek out grants for businesses and placemaking initiatives

Commercial Business/Property Updates

- 27215 Southfield Road is working on site improvements and interior renovations.
- Discount Tire obtained site plan approval on May 18th at PC and will seek Special Land Use approval at the June 21st City Council meeting.
- US Rehab (26079 Southfield Rd) obtained site plan approval on May 18th at PC. They intend to renovate the space formerly occupied by Gin Cleaners.

- Ruby Lee's Honey Chicken and Shrimp will be locating in the former Happy's Pizza location. Their tentative open date is July 1st. They are going through the building plan review process.
- Lathrup Village Apartments will be installing the required screenwall along the east property line and addressing the drainage concerns. Construction on the remaining 2 buildings is delayed due to building material costs.
- BP Gas has apparently stalled. The city will be issuing tickets to secure the site appropriately.
- Business and Commercial Landlord License renewals continue to come in. To date, there are approximately 100 Business Licenses and 20 Commercial Landlord Licenses renewed, which represent roughly 66% and 50% respectively, of last year's numbers.

Comprehensive Plan update

- The plan was released for comment to the surrounding communities at the May 17th City Council meeting. There is a 63-day comment period after which PC will hold a public hearing on July 20th and adopt the plan.

Cannabis

- An open house was held Wednesday, May 26th. There was approximately dozen residents and commercial property owners in attendance.
- Public Comment is scheduled for June 15th at the PC. A formal public hearing will be on July 20th.

Infrastructure

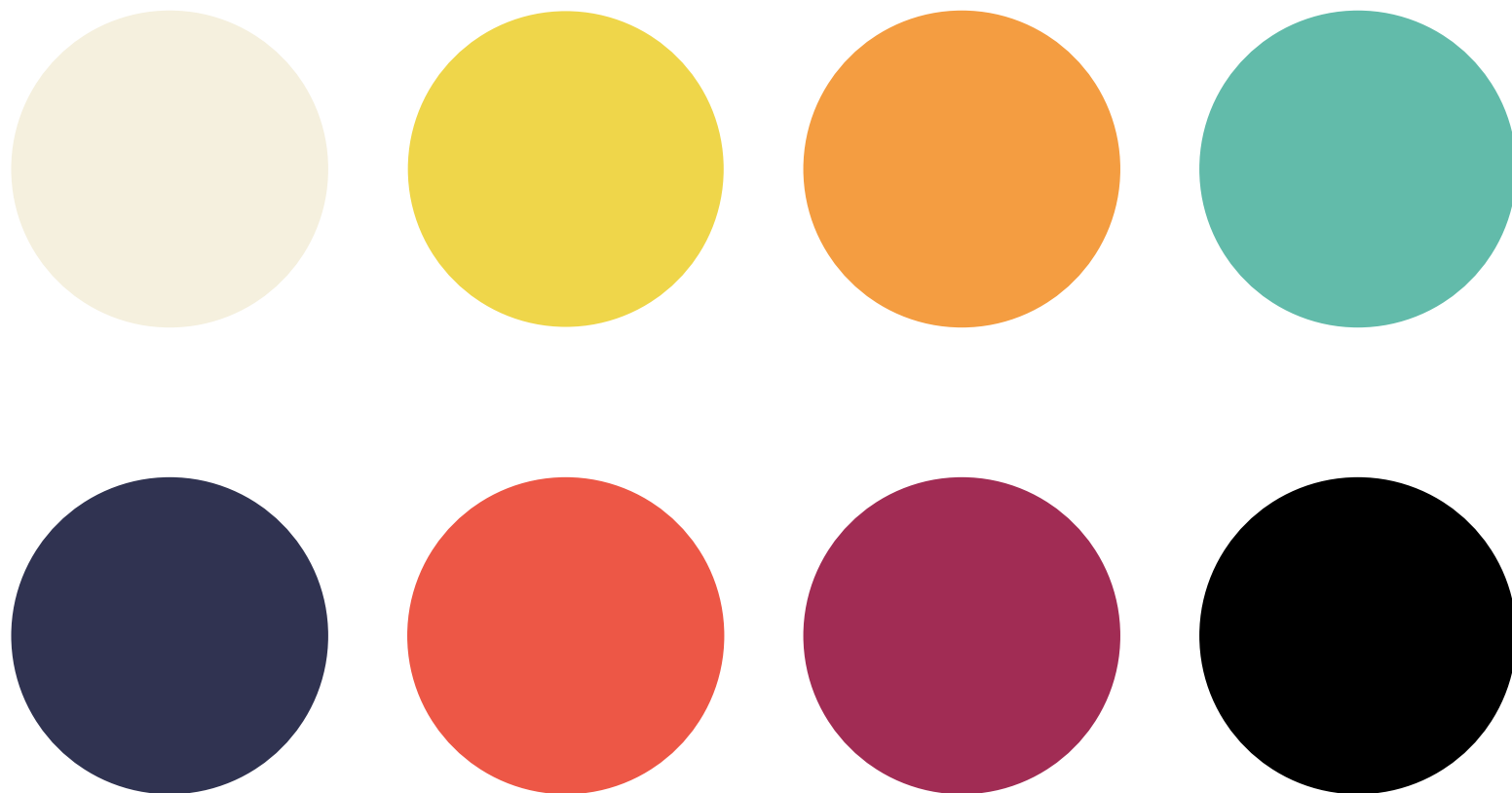
- The Sidewalk Replacement Program is out to bid. Bids are due on June 17th with a recommendation for Council expected at their June 21st meeting. Work is anticipated to begin in August.
- Phase 1 streets are complete. Phase 2 streets (Alhambra, San Jose, and Wiltshire) all received their 1st lift of asphalt. Concrete removal has started on Santa Barbara; optimistically, will receive 1st lift by the end of the week.
- Exterior excavation work continues in the neighborhoods south of 696, in advance of the Sidewalk Replacement Program.
- GIS mapping & data collection system is in place to track excavations, fire hydrants, gate valves, and sidewalk.

Miscellaneous

- Staff met with RCOC to identify interim improvements for Southfield Road. Preliminary scope of work includes ditching and resurfacing. The project would take place in 2024.
- Hanging flower baskets ARE UP!
- Bike Route pavement markings and sign installation are complete. Bike repair stations are installed at Municipal Park and Goldengate Park.
- DDA has secured a resident volunteer to design the landscape beds at Lincoln, 12 Mile and City Hall. Bed prep at City Hall has begun and planting will occur soon.







KULIM PARK

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ABCDEFGHIJKLMN
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KULIM PARK

HEADING ONE

HEADING TWO

HEADING THREE

Lato

Heading Four

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and all smaller text.

REVENUES	BUDGETED 19/20	ACTUAL 6/30/20	BUDGETED 20/21	AMENDED JAN 20/21	ACTUAL 6/16/2021		INCREASE (DECREASE)
TIFA-CAPTURE TAXES	92,837	308,173	255,000	255,000	326,888		71,888
TAX COLLECTED OTHER	45,000	36,147	24,643	24,643	37,117		12,474
SPEC ASSESSMENT - REVENUE	1,800	-	1,800	1,800	-		-
MISC. REVENUES	6,000	11,445	6,000	6,000	18,681		12,681
INVESTMENT INTEREST	10,000	13,097	10,000	10,000	2,495		(7,505)
FEDERAL/STATE GRANTS	-	5,866	-	-	33,623		33,623
Total Revenues	155,637	374,728	297,443	297,443	418,804		121,361

EXPENDITURES	AMENDED 19/20	ACTUAL 6/30/20	BUDGETED 20/21	AMENDED JAN 20/21	ACTUAL 6/16/2021	PROPOSED JUNE AMENDMENTS	INCREASE (DECREASE)
SALARIES & WAGES	56,136	56,434	71,820	112,790	103,906	112,790	-
PART TIME SEASONAL CREW	5,840	2,294	5,500	-	-	1,000	1,000
EMPLOYEE TAXES & BENEFITS	23,618	28,176	22,000	34,000	39,521	40,421	6,421
LEGAL SERVICES	900	-	900	900	-	-	(900)
OFFICE SUPPLIES	72	72	200	2,900	1,087	1,466	(1,434)
TAX TRIBUNAL RETURNS	874	-	2,000	2,000	-	-	(2,000)
AUDITING & ACCOUNTING	800	800	800	800	800	-	-
TRAINING/MEMBERSHIP	2,000	1,969	4,500	2,000	1,675	2,350	350
MAIN STREET PROGRAM	15,814	4,991	20,000	43,000	63,408	71,017	28,017
STREETSCAPING	22,910	5,535	10,000	32,000	27,002	27,625	(4,375)
FARMERS MARKET	18,506	20,507	-	-	-	-	-
PLANNING/CONSULTING FEES	38,186	28,621	46,250	46,250	49,218	53,102	6,852
PRINTING/PUBLICATION COSTS	884	884	2,000	2,000	945	2,081	81
POSTAGE FEES	-	-	200	200	-	-	(200)
REPAIRS & MAINTENANCE	10,630	10,630	9,500	19,500	11,116	12,526	(6,974)
MISCELLANEOUS EXPENDITURES	1,516	2,118	1,300	6,100	1,936	2,016	(4,084)
DEPRECIATION INFRASTRUCTURE	-	31,335	-	-	-	-	-
CAPITAL EXPENDITURE	-	-	-	-	-	-	-
SIGN GRANT PROGRAM	2,000	2,000	10,000	10,000	386	2,386	(7,614)
FAÇADE GRANT PROGRAM	-	-	20,000	20,000	-	10,250	(9,750)
TOTAL EXPENDITURES	200,686	196,365	226,970	334,440	301,000	339,030	4,590



DDA Memorandum

To: LVDDA Board of Directors

From: Susie Stec, DDA Director

Date: June 18, 2021

Re: FY 20/21 Proposed Budget Amendments

Millage

The DDA millage rate will continue as 1.8823, remaining unchanged for the last two years.

Budget Line Amendments

Part Time Seasonal Crew

Two part-time seasonal workers were hired for maintenance of the streetscaping and other landscaping necessities in the DDA district. The proposed amendment for their wages is **\$1,000** to cover their June hours.

Employee Taxes & Benefits

The employee taxes and benefits is amended to account for all the DDA staff members at a total of **\$40,421**.

Training and Membership

The training and membership budget covered members to Main Street America, MAP, MDA, and the cost of the Main Street American 2021 Virtual Conference. The amended total is **\$2,350**.

Main Street

The Main Street budget was increased due to the restaurants being reimbursed from the Lovin' Lathrup Village/Oakland Together Restaurant Relief Program. The checks were paid out through the Main Street Account. Additionally, costs to cover Food Trucks and Unity in the Community is reflected in the amendment totaling **\$71,017**.

Planning and Consulting Fees

Planning and Consulting Fees budget increased due to outstanding balances to the City's planner Giffels Webster to total **\$53,102**.



Printing and Publication Costs

Printing and Publication Costs increased to cover costs for the rebranding with kittyShark to total to an amended **\$2,081**.

Recommend Motion: Approve FY 20/21 budget amendments.

PRELIMINARY COST FOR RESIDENTIAL, CITY, AND DAA

06/04/2021

RESIDENTIAL COST

Item	Description	Quantity	Unit	Unit Price	10% Admin	Amount	
1	Horizontal Sawcutting	126	EA	\$90.00	\$99.00	\$12,474.00	
2	Sidewalk, Remove	24,225.0	SFT	\$1.50	\$1.65	\$39,971.25	
3	Grind Roots	60	EA	\$75.00	\$82.50	\$4,950.00	
4	Sidewalk, Concrete, 4 Inch	20,805.0	SFT	\$5.00	\$5.50	\$114,427.50	Cost for standard 5' x 5' sidewalk flag (25sft x \$6.50) = \$162.50
5	Sidewalk, Concrete, 6 Inch	3,195.0	SFT	\$6.50	\$7.15	\$22,844.25	Cost for standard 5' x 5' sidewalk flag (25sft x \$8.00) = \$200.00
6	Sidewalk, Concrete, 8 Inch	225.0	SFT	\$9.00	\$9.90	\$2,227.50	Cost for standard 5' x 5' sidewalk flag (25sft x \$10.50) = \$262.50
7	Hand Patching 36A	0	TON	\$250.00	\$275.00	\$0.00	
8	Culv, Rem, Less than 24" dia	0	LFT	\$25.00	\$27.50	\$0.00	
9	Culv, 8" dia, CSP or N12	0	LFT	\$50.00	\$55.00	\$0.00	
10	Detectable Warning Surface	0	FT	\$45.00	\$49.50	\$0.00	
RESIDENTIAL COST						\$196,894.50	

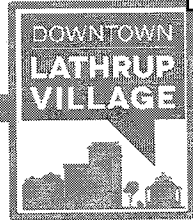
CITY COST (ROOT GRINDING AND ADA COMPLIANCE SOUTH OF 696)

Item	Description	Quantity	Unit	Unit Price	10% Admin	Amount	
1	Horizontal Sawcutting	0	EA	\$90.00	\$99.00	\$0.00	
2	Sidewalk, Remove	1,385.0	SFT	\$1.50	\$1.65	\$2,285.25	
3	Grind Roots	72	EA	\$75.00	\$82.50	\$5,940.00	
4	Sidewalk, Concrete, 4 Inch	475.0	SFT	\$5.00	\$5.50	\$2,612.50	
5	Sidewalk, Concrete, 6 Inch	910.0	SFT	\$6.50	\$7.15	\$6,506.50	
6	Sidewalk, Concrete, 8 Inch	0.0	SFT	\$9.00	\$9.90	\$0.00	
7	Hand Patching 36A	0	TON	\$250.00	\$275.00	\$0.00	
8	Culv, Rem, Less than 24" dia	20	LFT	\$25.00	\$27.50	\$550.00	
9	Culv, 8" dia, CSP or N12	24	LFT	\$50.00	\$55.00	\$1,320.00	
10	Detectable Warning Surface	175	FT	\$45.00	\$49.50	\$8,662.50	
CITY COST						\$27,876.75	

DDA COST (SOUTHFIELD ROAD CORRIDOR, ADA FROM LINCOLN TO 11 MILE, SOME ADA 11 TO 12 MILE)

Item	Description	Quantity	Unit	Unit Price	10% Admin	Amount	
1	Horizontal Sawcutting	0	EA	\$90.00	\$99.00	\$0.00	
2	Sidewalk, Remove	2,205.0	SFT	\$1.50	\$1.65	\$3,638.25	
3	Grind Roots	0	EA	\$75.00	\$82.50	\$0.00	
4	Sidewalk, Concrete, 4 Inch	1,376.0	SFT	\$5.00	\$5.50	\$7,568.00	
5	Sidewalk, Concrete, 6 Inch	829.0	SFT	\$6.50	\$7.15	\$5,927.35	
6	Sidewalk, Concrete, 8 Inch	0.0	SFT	\$9.00	\$9.90	\$0.00	
7	Hand Patching 36A	10	TON	\$250.00	\$275.00	\$2,750.00	
8	Culv, Rem, Less than 24" dia	130	LFT	\$25.00	\$27.50	\$3,575.00	
9	Culv, 8" dia, CSP or N12	156	LFT	\$50.00	\$55.00	\$8,580.00	
10	Detectable Warning Surface	135	FT	\$45.00	\$49.50	\$6,682.50	
CITY COST						\$38,721.10	

\$263,492.35



SIGN GRANT APPLICATION FORM

BUSINESS INFORMATION

1. Business Name: US Rehabilitation
2. Business Contact Person: Jefferson Wiggins
3. Mailing Address: 20760 Turnberry Blvd, Northville MI 48167
4. Phone Number: (313) 658-0277
5. Email: jefferson@usp+rehab.com

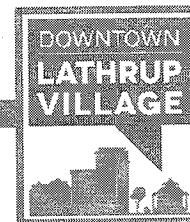
BUILDING / PROPERTY OWNER INFORMATION

6. Building Address: 26079 Southfield Rd, Lathrup Village
7. Building Owner: Jarah Wiggins - (Thane Holdings I LLC)
8. Building Owner's Address: 20760 Turnberry Blvd, Northville, MI 48167
9. Building Owner's Phone: (313) 658-0277
10. Email: quality@usp+rehab.com

11. The Following Items **Must** Be Provided: (check all enclosed items)

- ☒ a) Cost Estimate \$ 5200.00
- ☐ b) Sign and/or Façade Design with all Specifications to include Dimensions, Colors, Materials, Location on Building and any other information that will assist us in reviewing your request
- ☐ c) Color Photo of the Building Sign including present Signage

12. Sign Type: ☒ Wall ☐ Monument ☐ Awning



SIGN GRANT PROGRAM

APPLICANT AFFIRMATION & SIGNATURE FORM

The Undersigned Applicant Affirms and Understands That:

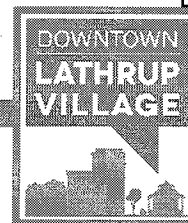
- a. The information submitted herein is true and accurate to the best of my knowledge.
- b. I have read and understand the Sign Grant Program Guidelines and the DDA Design Guidelines and agree to abide by these conditions.
- d. I understand that the proposed sign cannot be installed until the DDA reviews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

Signature – Business Owner

Date

Signature – Building/Property Owner

Date



SIGN GRANT REIMBURSEMENT REQUEST

Please submit the following information to the planning and development office once approved work is complete for grant reimbursement:

- This signed reimbursement request certification
- Copies of invoices stamped "paid" from all contractors, companies, individuals
- Proof of payment (limited to copies of canceled checks and/or credit card receipts)
- Digital photos of all building sign visible from the public right-of-way.

Certification

I, the undersigned, warrant that all representations of the application submitted under the program are true and accurate and that there has been no material change which would in itself or cumulatively with other events impair the profitable functioning of my business operation. All agreements, warranties and representations made to the City of Lathrup Village Downtown Development Authority are true at the time they were made and shall remain true at the time of submittal for reimbursement under the program. I will display the City of Lathrup Village Downtown Development Authority Sign Grant certification in public at my business/property for one year I understand that if the grant funded sign is removed within the three (3) years following grant approval for a business that is still operational, shall require the repayment to the DDA of Grant Funds expended. The City of Lathrup Village Downtown Development Authority may in its sole option cancel its assistance commitment either in whole or in part for failure to comply with the requirements of this grant program or applicable codes and regulations.

Applicant Name (print)

J. Wiggins

Applicant Signature

J. Wiggins

Date

6/6/2021

NAME OF BUSINESS

US Rehabilitation & Health Service

BUSINESS ADDRESS

26079 Southfield Rd, Lathrup Village

MAILING ADDRESS (if different)

20760 Turnberry Blvd, Norville MI

TELEPHONE

(313) 658 0277

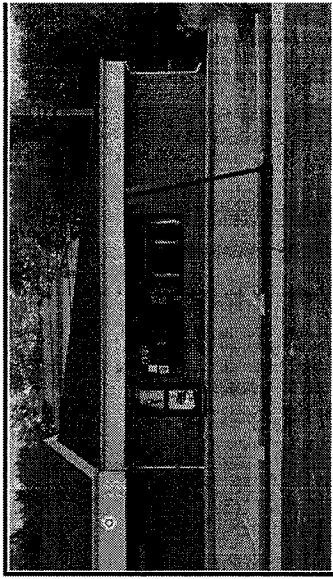
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15ft

EXISTING CONDITIONS

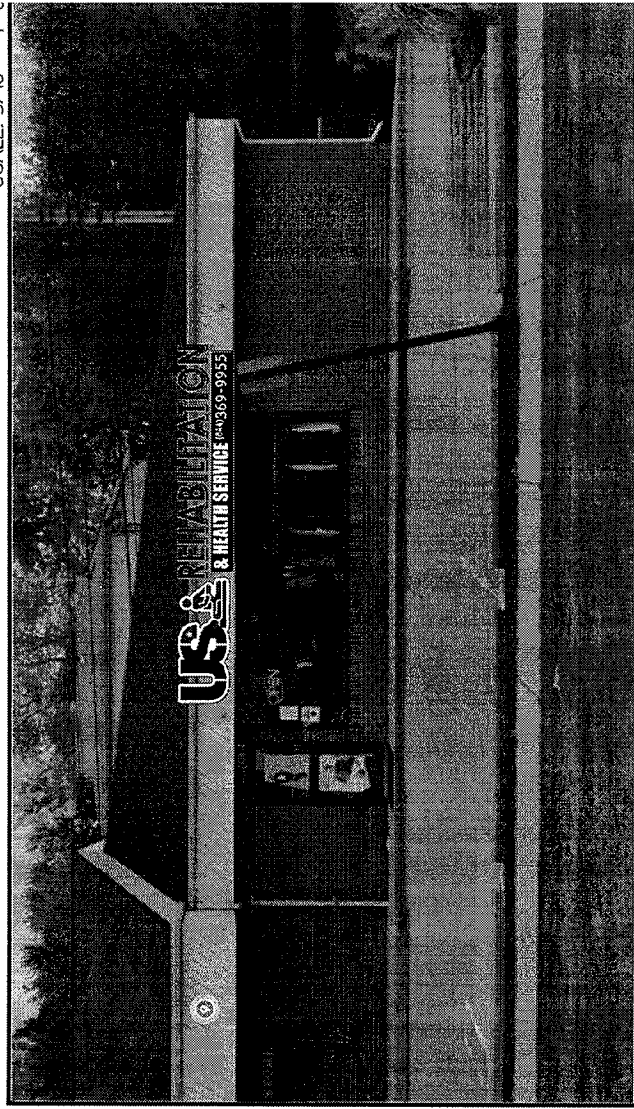
US REHABILITATION & HEALTH SERVICE (844) 369-9955

FOR REFERENCE ONLY



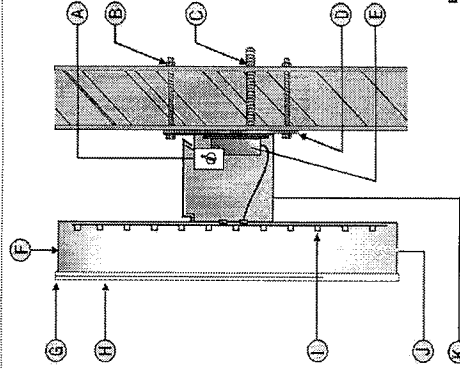
PROPOSED SIGNAGE

SCALE: 3/16" = 1'-0"



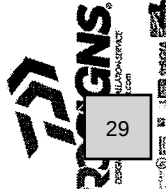
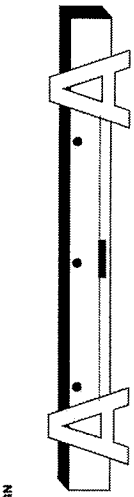
RACEWAY MOUNTED LETTER - CROSS SECTION DETAIL

A	UL LISTED DISCONNECT SWITCH
B	FASTENER MOUNTING DETAIL
C	PRIMARY ELECTRICAL SOURCE
D	RACEWAY 080 MOUNTING PLATE
E	UL LISTED POWER SUPPLY
F	5X040 ALUMINUM RETURN
G	T JEWELITE TRIM CAP
H	1/8" ACRYLIC FACE
I	UL LISTED LOW VOLTAGE LED MODULES
J	1/4" WEEP HOLES
K	ALUMINUM RACEWAY



ALL ELECTRICAL WORK SHALL BE IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE (NEC) AND ALL APPLICABLE LOCAL, STATE, AND FEDERAL REGULATIONS. ALL ELECTRICAL WORK SHALL BE PERFORMED BY A LICENSED ELECTRICIAN. THE SIGN SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS. THE SIGN SHALL BE MAINTAINED IN GOOD WORKING ORDER AT ALL TIMES. THE SIGN SHALL BE REMOVED OR REPAIRED AT THE OWNER'S EXPENSE. THE SIGN SHALL BE REMOVED OR REPAIRED AT THE OWNER'S EXPENSE. THE SIGN SHALL BE REMOVED OR REPAIRED AT THE OWNER'S EXPENSE.

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Corporate Office
17627 W. Warren Ave
Detroit, MI 48228
313.581.9333
866.419.5379
Fax 313.581.8995

Customer Number
4202100
Quote Number
4202100
FX-DIAGRAM
US Rehabilitation
Lathrup Village

SF Project Manager
4/20/2021 Date
ZF Drawn By
1.0 Revisions
Checked By
SF Revisions
0

I | APPROVED
I | APPROVED WITH CHANGES NOTED
(Change)
Customer Signature
Landlord Signature
Date:

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Customer Name: Jefferson Wiggins
Business Name: US Rehabilitation
Phone: 313-658-0277
Fax:
Email: jefferson@usrehab.com
Address: 26079 Southfield
Lathrup Village, MI 48066

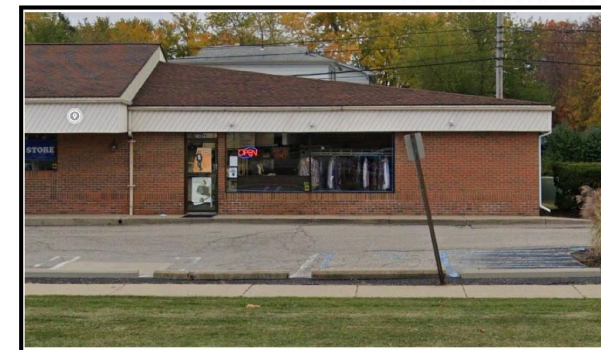
Item 9C

15ft



EXISTING CONDITIONS

FOR REFERENCE ONLY

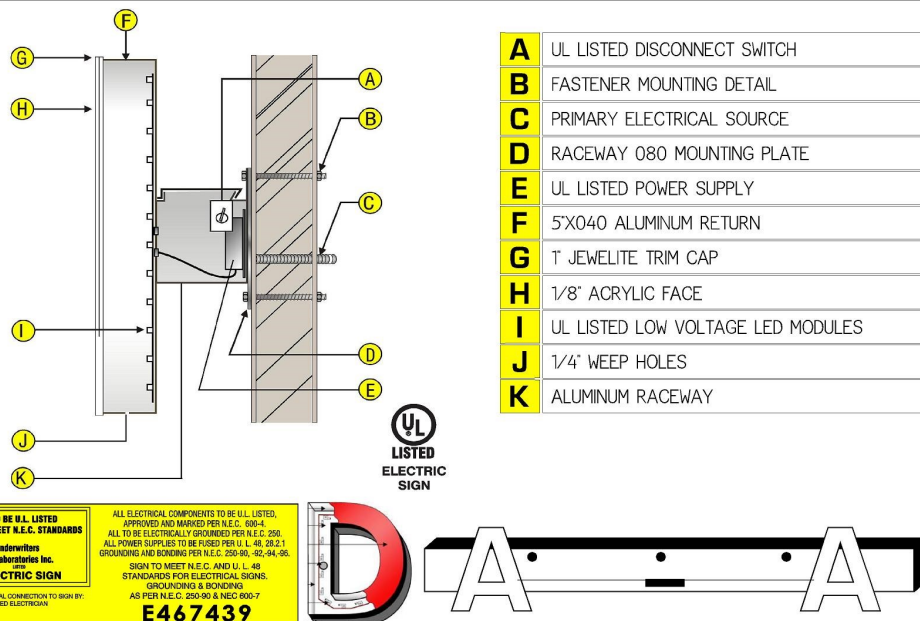


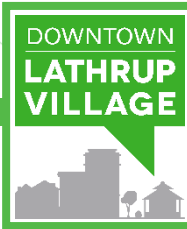
PROPOSED SIGNAGE

SCALE: 3/16" = 1'-0"



RACEWAY MOUNTED LETTER - CROSS SECTION DETAIL





DDA Memorandum

To: LVDDA Board of Directors

From: Susie Stec, DDA Director

Date: June 18, 2021

Re: Food Truck Coupons

At the June 4th Economic Vitality Meeting, the committee discussed ways to encourage the community to attend the Summer Concert Series and ultimately decided on a Food Truck Coupon. The coupon would only be valid at the 2021 Summer Concert Series Food Trucks. There are a total of 8 concerts, with a concert every Wednesday starting June 23rd to August 11th. Every concert will have a rotating food truck and an ice cream truck, Motor City Treats.

The committee discussed setting aside \$2,000 for truck reimbursement. The coupons will be valid the entire summer. After the concert, the trucks will turn in the coupons and will be reimbursed for those used for purchases. Customers will be limited to one coupon per purchase and will receive a coupon when they visit the DDA table and sign up for the newsletter.

Estimated Costs

500 Business Cards via FedEx	\$45.00
\$5 coupon reimbursement	\$2,000
Total	\$2,045



Sample Coupon