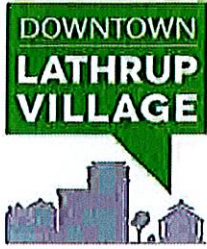


LATHRUP VILLAGE DOWNTOWN DEVELOPMENT AUTHORITY



DDA Board of Directors
Bobbi Lovins, Chairperson
Jet Dhaliwahi
Vernon English
Kelly Garrett, Mayor
Ryan Hertz
Sheryl Mitchell
Fred Prime
Dan Sugg
Sam Surnow
Dan Verderbar

DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS REGULAR MEETING

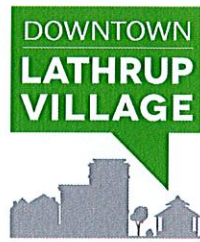
Friday, May 10, 2019 – 12 Noon

City Hall – 2nd Floor, Meeting Place
27400 Southfield Road, Lathrup Village, MI 48076

AGENDA

1. Call to Order
2. Approval of the Agenda
3. Approval of Minutes from April 12, 2019
4. Financial Review
 - a. April 2019: Revenue & Expense, Activity/Journal Report; Comparative Balance Sheet
5. New Business
 - a. Attendance (Article 3, Section 4)
 - b. Training: 4 hours/year
 - i. Wed., June 19th - Resolving Conflict on Main Street: The Art of Effective Communication
6. Other Business
 - a. Committee updates
 - b. Director update
7. Public Comment
8. Adjourn

Next DDA Board meeting is scheduled for Friday, June 14, 2019 at 12 noon



**DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING OF APRIL 12, 2019**

1. **Call to Order:** By Chairperson Bobbi Lovins at 12:18 p.m. at Lathrup Village City Hall, 2nd Floor The Meeting Place, 27400 Southfield Road, Lathrup Village, MI 48076

DDA DIRECTORS - ATTENDANCE			
X	Bobbi Lovins, Chairperson	A*	Sheryl Mitchell, City Administrator
X	Dan Sugg, Vice Chairperson	X	Fred Prime
A	Jet Dhaliwahl	A*	Sam Surnow
A	Vernon English	X	Dan Verderbar
X	Kelly Garrett, Mayor		
X	Ryan Hertz		(* Absent with notice)

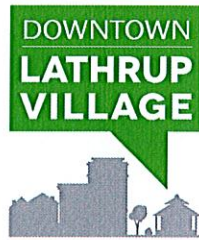
Other present: Pamela Bratschi (Treasurer), Susie Stec (DDA Director), Chris Clough (Parks & Recreation Coordinator), Diane Anderson (resident)

2. **Approval of the Agenda:**
Motion by Verderbar, second by Sugg; approved unanimously on voice vote.

3. **Financial Review, March 2019: Revenue & Expense, Activity/Journal Report; Comparative Balance Sheet:** Pam provided an overview regarding the large withdraw from the Farmers Market account which was due to the repayment of Double Up Food Bucks. Nothing had been turned into the state two years ago, so the account had not been settled and money was owed to the state. Pam also indicated that she closed the Farmers Market account at Michigan First Credit Union due to problems; all remaining funds went to the DDA.

Motion to Receive and File Financial Reports by Sugg. Second by Lovins. Approved unanimously on a voice vote.

4. **New Business:**
 - a. **Approve 2019/2020 Fiscal Year Budget:** The Board discussed the proposed budget. There was significant discussion regarding the Farmers Market; Chris Clough was introduced at this time. He expressed some of the challenges including recruiting vendors and low attendance. Clough indicated that he intends to use some of the funds budgeted on things to draw people in, such as a



petting zoo or face painting. Sugg suggested getting sponsors for a petting zoo. Garrett suggested looking into All About Animals and other pet adoption organizations.

Motion to approve 2019/2020 Fiscal Year Budget by Sugg. Second by Garrett. Approved unanimously by voice vote.

5. Other Business

- a. **Committee updates:** Stec stated that committee meetings will start again in May. Committees will provide monthly reports to the Board. Lovins stated the Board should be looking at the 2014 Master Plan for goals. Sugg said guidance needs to be provided to the committees
- b. **Director Update:** Stec informed the Board about the “Partners in Preservation” grant being pursued for the Annie Lathrup School. Finalists will be announced in May/June. Also, Stec reminded the group about the joint meeting with City Council & Planning Commission on April 30, 2019. Finally, there was a brief discussion regarding a Southfield Road Corridor Clean-Up. Stec suggested sometime in May; the Board decided Saturday, June 1st would provide more time for planning.

6. **Public Comment:** None

7. **Adjourn:**

Motion to adjourn by Sugg. Second by Prime. Adjourned at 1:36 p.m.

PREPARED BY: Susie Stec, DDA Director

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE 04/30/2019 NORM (ABNORM)	ACTIVITY FOR MONTH 04/30/19 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2018-19 AMENDED BUDGET				
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000.000							
494-000.000-407.000	TIFA-CAPTURE TAXES	80,000.00	80,000.00	103,072.30	86,095.00	(23,072.30)	128.84
494-000.000-410.000	TAX COLLECTED OTHER	40,000.00	40,000.00	37,632.42	17,904.17	2,367.58	94.08
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	0.00	0.00	5,927.34	0.00	(5,927.34)	100.00
494-000.000-446.000	INVESTMENT INTEREST	8,500.00	8,500.00	12,276.07	1,229.06	(3,776.07)	144.42
494-000.000-614.000	FARMERS MARKET	1,910.00	1,910.00	0.00	0.00	1,910.00	0.00
494-000.000-615.000	MAIN STREET REVENUES	1,100.00	1,100.00	0.00	0.00	1,100.00	0.00
Total Dept 000.000		133,310.00	133,310.00	158,908.13	105,228.23	(25,598.13)	119.20
TOTAL REVENUES							
		133,310.00	133,310.00	158,908.13	105,228.23	(25,598.13)	119.20
Expenditures							
Dept 000.000							
494-000.000-701.000	SALARIES FULL-TIME	55,469.00	55,469.00	33,588.98	4,541.66	21,880.02	60.55
494-000.000-702.000	SALARIES PART-TIME	9,250.00	9,250.00	0.00	0.00	9,250.00	0.00
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	22,000.00	22,000.00	13,407.64	1,781.47	8,592.36	60.94
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	200.00	0.00	0.00	200.00	0.00
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	2,000.00	2,000.00	618.41	200.00	1,381.59	30.92
494-000.000-844.000	MAIN STREET PROGRAM	7,600.00	7,600.00	2,017.21	708.37	5,582.79	26.54
494-000.000-845.000	STREETSCAPING	3,000.00	3,000.00	2,830.00	0.00	170.00	94.33
494-000.000-882.000	PLANNING/CONSULTING FEES	16,000.00	16,000.00	21,976.64	5,140.00	(5,976.64)	137.35
494-000.000-887.000	FARMERS MARKET	19,270.00	19,270.00	11,963.12	1,042.31	7,306.88	62.08
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00	2,000.00	971.00	0.00	1,029.00	48.55
494-000.000-901.000	POSTAGE FEES	300.00	300.00	0.00	0.00	300.00	0.00
494-000.000-933.000	REPAIRS & MAINTENANCE	8,100.00	8,100.00	8,987.49	0.00	(887.49)	110.96
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	1,300.00	1,300.00	20.00	20.00	1,280.00	1.54
494-000.000-970.000	CAPITAL EXPENDITURE	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
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		183,189.00	183,189.00	97,180.49	13,433.81	86,008.51	53.05
TOTAL EXPENDITURES							
		183,189.00	183,189.00	97,180.49	13,433.81	86,008.51	53.05
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES							
		133,310.00	133,310.00	158,908.13	105,228.23	(25,598.13)	119.20
TOTAL EXPENDITURES							
		183,189.00	183,189.00	97,180.49	13,433.81	86,008.51	53.05
NET OF REVENUES & EXPENDITURES							
		(49,879.00)	(49,879.00)	61,727.64	91,794.42	(111,606.64)	123.75

User: PAM
DB: Lathrup

FROM 494-000.000-701.000 TO 494-000.000-971.001
TRANSACTIONS FROM 04/01/2019 TO 04/30/2019

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-701.000 SALARIES FULL-TIME						
Journal PR: Payroll						
105223	04/16/2019	PAYROLL-SEE PAYROLL REPORT	14025	Multiple	2,270.83	
105461	04/30/2019	PAYROLL-SEE PAYROLL REPORT	14036	Multiple	2,270.83	
Journal Totals					4,541.66	0.00
Totals for 494-000.000-701.000					4,541.66	0.00
Balance 04/01/19:				29,047.32		
Net Change:				4,541.66		
Balance 04/30/19:				33,588.98		

494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Journal AP: AP						
105105	04/15/2019	VANTAGEPOINT TRANSFERHEALTH SAV803046 RHS PLAN	Multiple		41.88	
105230	04/22/2019	BLUE CARE NETWORKHEALTH INSURAN42219	Multiple		1,239.85	
105334	04/23/2019	STANDARD INSURANCE COMPANYINSUF42319	Multiple		31.96	
105346	04/29/2019	VANTAGEPOINT TRANSFERHEALTH SAV803046 FOR RHS P	Multiple		41.88	
Journal Totals					1,355.57	0.00
Journal PR: Payroll						
105223	04/16/2019	PAYROLL-SEE PAYROLL REPORT	14025	Multiple	220.31	
105461	04/30/2019	PAYROLL-SEE PAYROLL REPORT	14036	Multiple	205.59	
Journal Totals					425.90	0.00
Totals for 494-000.000-703.000					1,781.47	0.00
Balance 04/01/19:				11,626.17		
Net Change:				1,781.47		
Balance 04/30/19:				13,407.64		

494-000.000-822.000 TRAINING/MEMBERSHIP						
Journal AP: AP						
105041	04/11/2019	MICHIGAN DOWNTOWN ASSOC.MEMBERS41119		494-000.000-202.000	200.00	
Journal Totals					200.00	0.00
Totals for 494-000.000-822.000					200.00	0.00
Balance 04/01/19:				418.41		
Net Change:				200.00		
Balance 04/30/19:				618.41		

494-000.000-844.000 MAIN STREET PROGRAM						
Journal AP: AP						
104803	04/10/2019	CARDMEMBER SERVICEGOVERNMENT OF41019		Multiple	523.46	
105113	04/15/2019	SUSIE STECMILEAGE, PARKING, ANC41519		494-000.000-202.000	184.91	
Journal Totals					708.37	0.00
Totals for 494-000.000-844.000					708.37	0.00
Balance 04/01/19:				1,308.84		
Net Change:				708.37		
Balance 04/30/19:				2,017.21		

494-000.000-882.000 PLANNING/CONSULTING FEES						
Journal AP: AP						
105042	04/11/2019	GIFFELS-WEBSTER ENG INCPLANNING118485		494-000.000-202.000	2,895.00	
105335	04/23/2019	GIFFELS-WEBSTER ENG INCPLANING 118606		494-000.000-202.000	2,245.00	
Journal Totals					5,140.00	0.00
Totals for 494-000.000-882.000					5,140.00	0.00
Balance 04/01/19:				16,836.64		
Net Change:				5,140.00		
Balance 04/30/19:				21,976.64		

494-000.000-887.000 FARMERS MARKET						
Journal AP: AP						
105105	04/15/2019	VANTAGEPOINT TRANSFERHEALTH SAV803046 RHS PLAN	Multiple		8.33	
105346	04/29/2019	VANTAGEPOINT TRANSFERHEALTH SAV803046 FOR RHS P	Multiple		8.33	
Journal Totals					16.66	0.00
Journal PR: Payroll						
105223	04/16/2019	PAYROLL-SEE PAYROLL REPORT	14025	Multiple	608.98	
105461	04/30/2019	PAYROLL-SEE PAYROLL REPORT	14036	Multiple	416.67	

User: PAM

FROM 494-000.000-701.000 TO 494-000.000-971.001

DB: Lathrup

TRANSACTIONS FROM 04/01/2019 TO 04/30/2019

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-887.000 FARMERS MARKET						
Journal AP: AP						
Journal Totals					1,025.65	0.00
Totals for 494-000.000-887.000					1,042.31	0.00
Balance 04/01/19:				10,920.81		
Net Change:				1,042.31		
Balance 04/30/19:				11,963.12		

494-000.000-955.000 MISCELLANEOUS EXPENDITURES						
Journal AP: AP						
105087	04/12/2019	OAKLAND COUNTY TREASURERPLANNER41219		494-000.000-202.000	20.00	
Journal Totals					20.00	0.00
Totals for 494-000.000-955.000					20.00	0.00
Balance 04/01/19:				0.00		
Net Change:				20.00		
Balance 04/30/19:				20.00		

GL Number	Description	PERIOD ENDED 04/30/2018	PERIOD ENDED 04/30/2019
*** Assets ***			
494-000.000-001.000	CASH CHECKING	4,019.00	1,656.00
494-000.000-010.000	TRUST ACCOUNT-GENERAL	1,361,958.47	1,077,027.85
494-000.000-040.000	ACCOUNTS RECEIVABLE-OTHERS	10,000.00	10,000.00
494-000.000-042.000	ACCOUNTS RECEIVABLE-SPEC ASSES	12,600.00	12,600.00
494-000.000-084.101	DUE FROM GENERAL FUND	8,215.18	103,814.76
494-000.000-141.001	INFRASTRUCTURE	359,389.32	360,289.69
494-000.000-149.001	ALLOWANCE FOR DOUBTFUL DEBT	(10,000.00)	(10,000.00)
494-000.000-177.001	DEPRECIABLE ASSETS	8,129.00	16,280.25
494-000.000-193.000	ACCUMULATED DEPRECIATION	(46,914.00)	(77,362.22)
Total Assets		1,707,396.97	1,494,306.33
*** Liabilities ***			
494-000.000-202.000	ACCOUNTS PAYABLE	4,019.00	0.00
494-000.000-214.101	DUE TO GENERAL FUND	434,619.53	102,584.67
494-000.000-214.203	DUE TO LOCAL ROADS	(899.00)	0.00
Total Liabilities		437,739.53	102,584.67
*** Fund Balance ***			
494-000.000-390.000	FUND BALANCE	1,355,039.00	1,329,994.02
Total Fund Balance		1,355,039.00	1,329,994.02
Beginning Fund Balance		1,355,039.00	1,329,994.02
Net of Revenues VS Expenditures		(85,381.56)	61,727.64
Ending Fund Balance		1,269,657.44	1,391,721.66
Total Liabilities And Fund Balance		1,707,396.97	1,494,306.33

2019 Attendance Roster

Last Name	First Name	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Total Absences
Lovins	Bobbi	x	canceled	x	x									0
Prime	Fred	awn	canceled	x	x									0
Garrett	Kelly	x	canceled	awn	x									0
Dhaliwahl	Jet	x	canceled	A	A									2
Hertz	Ryan	x	canceled	awn	x									0
Mitchell	Sheryl	x	canceled	x	awn									0
Surnow	Sam	A	canceled	A	awn									2
English	Vernon	awn	canceled	x	A									1
Sugg	Dan	x	canceled	x	x									0
Verderbar	Dan	x	canceled	awn	x									0

AWN-Absent w/notice

NONVOTING MEMBERS

Susie Stec

Pam Bratschi

Main Street

OAKLAND
COUNTY
MICHIGAN

WORKSHOP



Resolving Conflict on Main Street: THE ART OF EFFECTIVE COMMUNICATION

JUNE 19 2019

— 8:30 a.m. to 4:15 p.m. —

The Treasury | 30 N. Saginaw Street
Pontiac, MI 48342

Register Today:
AdvantageOakland.EventBrite.com

Cost: Free | Registration required by June 16

Note: While registering online, provide three questions/situations you need to resolve in your work. See session five for more information on the group exercise.

Learn how to improve your communication and reduce conflict – while producing better results for your community and strengthening your relationships with stakeholders.

Downtown and corridor development is a complex undertaking that touches and connects diverse groups of stakeholders from across your community. With so many people involved, communications can get bumpy. This workshop will help you improve your communication skills and provide ways to manage difficult situations and personalities. Avoid the pitfalls that can hinder your community's progress.

Hear tips and best practices to strengthen communication with staff, board members, local leaders and volunteers. Gain communication approaches to help you improve your downtown or historic commercial corridor.

Participate in discussions on how best to build a plan that effectively communicates your vision, goals, strategies and value to the broader public. Expand your circle of partners, funders, volunteers, businesses and supporters.

Who Should Attend

- Main Street, Downtown Development Authority and Non-Profit Organization Leaders, Staff, Boards and Volunteers
- City, Village and Township Elected and Appointed Officials, Boards and Staff

Questions? Contact Annaka Norris,
norrisa@oakgov.com | (248) 858-5447



OAKLAND
COUNTY MICHIGAN
ECONOMIC DEVELOPMENT
& COMMUNITY AFFAIRS
L. BROOKS PATTERSON
OAKLAND COUNTY EXECUTIVE



Agenda

8:30 a.m. **Sign In and Light Breakfast**

8:45 **Welcome and Introductions**

9:00 **Session One: Focusing Your Internal Communications to Build Downtown Advocates**

Cristina Sheppard Decius, CMSM, owner, POW! Strategies, Inc., and executive director, Downtown Dearborn

Focusing a downtown's communications strategy on its internal stakeholders is one of the strongest ways to build supporters and advocates for your downtown — while spreading the good word. During this quick tutorial, you will learn how to build your own internal communications strategy using best practices. You will hear perspectives from a panel of key internal stakeholders. This session focuses on the significant role that city officials, staff and administration; and DDA/Main Street board members, staff and volunteers all play in moving downtowns forward.

10:15 **Break**

10:30 **Session Two: A Tale of Two Projects—Lessons Learned in Meaningful Community Engagement**

Jordan Twardy, director, Community & Economic Development, city of Ferndale

Kara Sokol, director, Communications, city of Ferndale

Sharing their experience with two major project opportunities in recent Ferndale history, the speakers reveal lessons learned and best practices that have worked for their community to achieve better development outcomes and build stronger relationships with their community. Topics covered include methods of outreach, addressing resistance and identifying and resolving community concerns.

11:45 **Lunch on your own to experience downtown Pontiac's eateries**

1:15 p.m. **Session Three: Strategies for How to Properly Manage Meetings**

Kathleen Bertolini, analyst II, Human Resources, Oakland County

Jason M. Deneau, analyst II, Human Resources, Oakland County

Having difficulty managing meetings? Learn how to manage them more effectively with strategies for working with argumentative, disruptive or negative participants; regaining balance; and keeping up momentum for more effective and productive meetings.

2:10 **Break**

2:20 **Session Four: Strategies for How to Properly Manage Different Personalities**

Kathleen Bertolini and Jason M. Deneau

Learn how to manage the different personalities in your downtown — while maintaining your relationships in order to effectively do your job as a DDA director/Main Street manager. You can acquire the skills needed to help you navigate the different opinions and ideas while building consensus and partnerships with vested stakeholders in the unique environment of a downtown.

3:15 **Session Five: A Real-World Group Exercise**

Kathleen Bertolini and Jason M. Deneau

This session is a group exercise working through real-world communication issues. The topics will come from you. During your online registration or at check-in, you will submit three questions or situations you are facing at work. These could involve any of your stakeholders (e.g., board members, residents, clients, etc.). Provide something relevant to you to be discussed with the group.

4:00 **Q&A**

4:15 p.m. **Close**

Networking option at Exfermentation: 7 N. Saginaw Street, Pontiac

REGISTER TODAY

AdvantageOakland.EventBrite.com