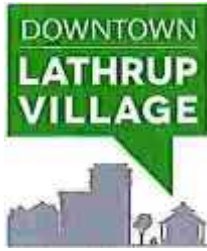


# LATHRUP VILLAGE DOWNTOWN DEVELOPMENT AUTHORITY



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

## **DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS REGULAR MEETING**

**Friday, November 9, 2018 – 12 Noon**

City Hall - Second 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 October 12, 2018**
4. **Financial Review**
  - a. Revenue and Expense Report – October 2018
  - b. Activity/Journal Report – Oct. 2018
  - c. Comparative Balance Sheet
5. **New Business**
  - a. Nomination and Election of Officers – Terms Ending April 2019
    - i. Chairperson, Vice Chairperson, Secretary, Treasurer
  - b. Approval – Redevelopment Ready Community Progress Report
  - c. Economic Vitality Committee – November 2, 2018 Meeting
6. **Unfinished Business**
  - a. Streetlight Installation (tabled)
  - b. Update - DDA Director Position
7. **Other Business**
  - a. Upcoming Events
  - b. Update – Sign and Façade Grants
  - c. Update – Main Street “Select” Status
8. **Public Comment**
9. **Adjourn**

Next DDA Board meeting is scheduled for noon Friday, Dec. 14, 2018



-  
**DOWNTOWN DEVELOPMENT AUTHORITY  
 MINUTES OF THE BOARD OF DIRECTORS  
 REGULAR MEETING OF OCTOBER 12, 2018**

1. **Call to Order:** By Vice Chairperson Bobbi Lovins at 12:26 p.m. at Lathrup Village City Hall, 2<sup>nd</sup> Floor The Meeting Place, 27400 Southfield Road, Lathrup Village, MI 48076

DDA DIRECTORS - ATTENDANCE – 07.13.2018			
X	Ryan Hertz, Chairperson	X	Sheryl Mitchell, City Administrator
X	Bobbi Lovins, Vice Chairperson	X	Fred Prime
X	Vernon English	A*	Dan Sugg
X	Kelly Garret, Mayor	A	Sam Surnow
X	Jet Khaliwahl	A*	Dan Verderbar

(\* Absent with notice)

2. **Approval of the Agenda:** Motion by English, second by Khaliwahl; approved unanimously.
3. **Approval of Minutes from October 12, 2018.** Motion by English, second by Khaliwahl; approved unanimously.
4. **Motion to Receive and File Financial Reports:**
  - a. Revenue and Expenditure Report – Period Ending Sept. 30, 2018
  - b. Activity by General Ledger/Journal Report
  - c. Treasurer comments
5. **New Business**
  - a. **Approval – Lathrup Village 65<sup>th</sup> Birthday Celebration Sponsorship.** Motions by Khaliwahl, second by English to authorized \$500 sponsorship. Approved Unanimously.
  - b. **Approval – Fiscal Year 2018-19 Façade Grant Program & Application Forms** – Motion by Garret, second by Khaliwahl to approve \$20,000 budgeted for program. Applicants may receive a maximum reimbursement grant of 50% of the total sign cost, not to exceed \$10,000. Approved Unanimously.



- c. **Approval – Fiscal Year 2018-19 Sign Grant Program & Application Forms -** Motion by Garret, second by Khaliwahl to approve FY 2018-19: \$10,000 budgeted for the program. Applicants may receive up to a maximum reimbursement grant of \$2,000. Approved Unanimously.
  - d. **Discussion - Election of Officers** – to be on the November agenda.
  - e. **Discussion - DDA Director Position – Interview panel representative –** Mitchell provided an update and noted that the deadline for applications is November 5, 2018.
  - f. **Discussion - DDA Reporting Requirements** – Mitchell shared information on the new State of Michigan reporting requirements for DDAs.
6. **Old Business**
- a. Streetlight Installation (tabled)
  - b. DDA Street Crew – Mitchell provided an update. Contracting with DPS crew. Mention was made that Birmingham is using a method of shaving the sidewalks to smooth the uneven surfaces.
7. **Other Business**
- a. Upcoming Events – Mitchell shared information on the Oct. 26<sup>th</sup> Fall Fest.
  - b. District News – Mitchell shared that the plans are underway to move forward with achieving “Select” Main Street status. Announced that the Economic Vitality Committee is scheduled to meet on Nov. 2<sup>nd</sup> at 9am.
  - c. Garrett request a discussion about adding a sign and address to the front of city hall.
8. **Public Comment - None**
9. **Adjourn** – Motion by Hertz; Support by English. Motion Passed on a unanimous vote.
10. **Adjourn:** 1:45 p.m.

User: PAM

DB: Lathrup

PERIOD ENDING 10/31/2018

GL NUMBER	DESCRIPTION	2018-19	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	10/31/2018 NORM (ABNORM)	MONTH 10/31/18 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000.000							
494-000.000-407.000	TIFA-CAPTURE TAXES	80,000.00	80,000.00	16,977.30	0.00	63,022.70	21.22
494-000.000-410.000	TAX COLLECTED OTHER	40,000.00	40,000.00	19,181.67	0.00	20,818.33	47.95
494-000.000-410.002	SPEC ASSESSEMENT - REVENUE	1,800.00	1,800.00	0.00	0.00	1,800.00	0.00
494-000.000-446.000	INVESTMENT INTEREST	8,500.00	8,500.00	3,620.75	0.00	4,879.25	42.60
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	39,779.72	0.00	93,530.28	29.84
TOTAL REVENUES		133,310.00	133,310.00	39,779.72	0.00	93,530.28	29.84
Expenditures							
Dept 000.000							
494-000.000-701.000	SALARIES FULL-TIME	55,469.00	55,469.00	17,029.72	1,115.83	38,439.28	30.70
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	5,171.07	(1,044.70)	16,828.93	23.50
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	210.00	0.00	1,790.00	10.50
494-000.000-844.000	MAIN STREET PROGRAM	7,600.00	7,600.00	450.00	75.00	7,150.00	5.92
494-000.000-845.000	STREETSCAPING	3,000.00	3,000.00	320.00	140.00	2,680.00	10.67
494-000.000-882.000	PLANNING/CONSULTING FEES	16,000.00	16,000.00	5,896.64	1,891.00	10,103.36	36.85
494-000.000-887.000	FARMERS MARKET	19,270.00	19,270.00	7,366.04	3,750.03	11,903.96	38.23
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00	2,000.00	971.00	971.00	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	5,401.24	1,762.71	2,698.76	66.68
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	1,300.00	1,300.00	0.00	0.00	1,300.00	0.00
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	43,615.71	8,660.87	139,573.29	23.81
TOTAL EXPENDITURES		183,189.00	183,189.00	43,615.71	8,660.87	139,573.29	23.81
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		133,310.00	133,310.00	39,779.72	0.00	93,530.28	29.84
TOTAL EXPENDITURES		183,189.00	183,189.00	43,615.71	8,660.87	139,573.29	23.81
NET OF REVENUES & EXPENDITURES		(49,879.00)	(49,879.00)	(3,835.99)	(8,660.87)	(46,043.01)	7.69

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 10/31/2017	PERIOD ENDED 10/31/2018
<b>*** Assets ***</b>			
494-000.000-001.000	CASH CHECKING	4,019.00	4,019.00
494-000.000-010.000	TRUST ACCOUNT-GENERAL	1,354,350.45	1,068,372.53
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	7.60	(6,658.33)
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)
<b>Total Assets</b>		<b>1,691,581.37</b>	<b>1,377,540.92</b>
<b>*** Liabilities ***</b>			
494-000.000-202.000	ACCOUNTS PAYABLE	4,019.00	0.00
494-000.000-214.101	DUE TO GENERAL FUND	373,328.69	44,647.89
494-000.000-214.203	DUE TO LOCAL ROADS	(899.00)	0.00
<b>Total Liabilities</b>		<b>376,448.69</b>	<b>44,647.89</b>
<b>*** Fund Balance ***</b>			
494-000.000-390.000	FUND BALANCE	1,355,039.00	1,355,039.00
<b>Total Fund Balance</b>		<b>1,355,039.00</b>	<b>1,355,039.00</b>
<b>Beginning Fund Balance</b>		<b>1,355,039.00</b>	<b>1,355,039.00</b>
<b>Net of Revenues VS Expenditures - 17-18</b>			<b>(18,309.98)</b>
<b>*17-18 End FB/18-19 Beg FB</b>		<b>1,336,729.02</b>	
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>(39,906.32)</b>	<b>(3,835.99)</b>
<b>Ending Fund Balance</b>		<b>1,315,132.68</b>	<b>1,332,893.03</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,691,581.37</b>	<b>1,377,540.92</b>

\* Year Not Closed

User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 10/01/2018 TO 10/31/2018

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-701.000 SALARIES FULL-TIME						
Journal PR: Payroll						
101621	10/16/2018	PAYROLL-SEE PAYROLL REPORT	13831	Multiple	1,115.83	
Journal Totals					1,115.83	0.00
Totals for 494-000.000-701.000					1,115.83	0.00
Balance 10/01/18:				15,913.89		
Net Change:				1,115.83		
Balance 10/31/18:				17,029.72		
494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Journal AP: AP						
101611	10/15/2018	BLUE CARE NETWORKHEALTH INSURAN101518		Multiple		1,159.75
101837	10/31/2018	STANDARD INSURANCE COMPANYINSUR103118		Multiple	29.71	
Journal Totals					29.71	1,159.75
Journal PR: Payroll						
101621	10/16/2018	PAYROLL-SEE PAYROLL REPORT	13831	Multiple	85.34	
Journal Totals					85.34	0.00
Totals for 494-000.000-703.000					115.05	1,159.75
Balance 10/01/18:				6,215.77		
Net Change:				(1,044.70)		
Balance 10/31/18:				5,171.07		
494-000.000-844.000 MAIN STREET PROGRAM						
Journal AP: AP						
101520	10/12/2018	BARBARA BARRETT OATLEYPERFORMAN101218		494-000.000-202.000	75.00	
Journal Totals					75.00	0.00
Totals for 494-000.000-844.000					75.00	0.00
Balance 10/01/18:				375.00		
Net Change:				75.00		
Balance 10/31/18:				450.00		
494-000.000-845.000 STREETSCAPING						
Journal AP: AP						
101510	10/12/2018	HORTULUS GARDENSGATEWAY MAINTEN18-0930LVDDA		494-000.000-202.000	140.00	
Journal Totals					140.00	0.00
Totals for 494-000.000-845.000					140.00	0.00
Balance 10/01/18:				180.00		
Net Change:				140.00		
Balance 10/31/18:				320.00		
494-000.000-882.000 PLANNING/CONSULTING FEES						
Journal AP: AP						
101495	10/12/2018	GIFFELS-WEBSTER ENG INCPLANNING117400		494-000.000-202.000	1,891.00	
Journal Totals					1,891.00	0.00
Totals for 494-000.000-882.000					1,891.00	0.00
Balance 10/01/18:				4,005.64		
Net Change:				1,891.00		
Balance 10/31/18:				5,896.64		
494-000.000-887.000 FARMERS MARKET						
Journal AP: AP						
101488	10/12/2018	VANTAGEPOINT TRANSFERHEALTH SAV803046 FOR RHS P		Multiple	8.33	
101524	10/12/2018	C & G NEWSPAPERSADVERTISMENT FC101218		494-000.000-202.000	3,284.80	
101829	10/31/2018	VANTAGEPOINT TRANSFERHEALTH SAV803046		Multiple	8.33	
Journal Totals					3,301.46	0.00
Journal PR: Payroll						
101621	10/16/2018	PAYROLL-SEE PAYROLL REPORT	13831	Multiple	448.57	
Journal Totals					448.57	0.00

User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 10/01/2018 TO 10/31/2018

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-887.000 FARMERS MARKET						
Totals for 494-000.000-887.000					3,750.03	0.00
Balance 10/01/18:				3,616.01		
Net Change:				3,750.03		
Balance 10/31/18:				7,366.04		

494-000.000-900.000 PRINTING/PUBLICATION COSTS						
Journal AP: AP						
101470	10/12/2018	HOURLY MEDIA ADVERTISING IN THE	209-18-OAK20132	Multiple	875.00	
101477	10/12/2018	FASTSIGNS BIRMINGHAM BANNERS	212-53570	494-000.000-202.000	96.00	
Journal Totals					971.00	0.00
Totals for 494-000.000-900.000					971.00	0.00
Balance 10/01/18:				0.00		
Net Change:				971.00		
Balance 10/31/18:				971.00		

494-000.000-933.000 REPAIRS & MAINTENANCE						
Journal AP: AP						
101442	10/12/2018	DTE ENERGY STREET LIGHTS	101218	494-000.000-202.000	1,762.71	
Journal Totals					1,762.71	0.00
Totals for 494-000.000-933.000					1,762.71	0.00
Balance 10/01/18:				3,638.53		
Net Change:				1,762.71		
Balance 10/31/18:				5,401.24		

## MEMO

TO: DDA Board of Directors  
FR: Sheryl L. Mitchell  
RE: Election of Officers  
DA: November 9, 2018

The DDA Bylaws provide for the election of Officers in April of each year. The Board needs to elect officers to fill the positions of: Chairperson, Vice Chairperson, Secretary, and Treasury for the term ending April 2019. Below is language from the bylaws.

### ARTICLE IV: OFFICERS

#### Section 1

The officers of the Board of Directors shall be:

A Chairperson, who shall preside at all meetings and shall have such other duties as further described in the Bylaws, and shall have authority to preside at all Adjourned Meetings and call and preside at all Special Meetings.

A Vice Chairperson, who shall, in the absence of the Chairperson or his/her inability to act, preside at all Adjourned Meetings, public hearings and committee meetings of the Board of Directors and shall have the power to function in the same capacity as the Chairperson.

A Secretary, who shall have the authority to execute documents in the name of the Board of Directors and shall perform such other duties as the Board of Directors may from time to time, determine.

A Treasurer, (who need not be a member of the Board of Directors), who shall distribute the funds of the Downtown Development Authority as may be ordered by the Board, taking proper vouchers for such disbursements, and shall render to the Board, at the regular meetings of the Board, or whenever they may require, an account of all his/her transactions as Treasurer and of the financial condition of the Authority. The Treasurer shall give the Authority a bond if required by the Board in a sum, and with one or more sureties satisfactory to the Board, for the faithful performance of the duties of the office, and for the restoration to the Authority in case of his/her death, resignation, retirement, or removal from office of all books, papers, vouchers, money and other property of kind on his/her possession under his/her control belonging to the Authority.

#### Section 2

The officers of the Board of Directors shall be elected each year for a one year term by the Board of Directors at their first meeting in April, and shall hold office until their successors are elected and assume office.

#### Section 3

Delegation of Duties to Officers: In the absence of any officer of the Authority, or for any other reason that the Board may deem sufficient, the Board may delegate from time to time and for such time as it may deem appropriate, the powers or duties, or any of them, of such officer to any other officer, or to any director, provided a majority of the Board then in office concurs.





## RRC Biannual Progress Report

Community Name: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Member Completing the Report: \_\_\_\_\_

1. Have the following documents been updated since the last RRC progress report? If yes, please describe the changes and provide a link to the document. If no, please detail when the next planned update will occur.

	Yes	No	Describe Changes	Link
<b>Master Plan</b>				
<b>Redevelopment Strategy</b>				
<b>Capital Improvements Plan</b>				
<b>Downtown Plan</b>				
<b>Corridor Plan</b>				
<b>Public Participation Strategy</b>				
<b>Economic Development Strategy</b>				
<b>Marketing Strategy</b>				
<b>Guide to Development</b>				
<b>Other:</b>				
<b>Other:</b>				



2. Describe recent public involvement, opportunities to provide input/participate in community engagement events, etc.

3. My community has amended the zoning ordinance since the last progress report.

**Yes No**

Describe changes and provide links/attachments.

Update	Link/Attachment

4. My community has improved walkability and non-motorized safety since the last progress report.

**Yes No**

Describe changes and provide links/attachments.

5. My community has made the following policy changes as a result of the RRC program since the last progress report.

**Yes No**

Describe changes and provide links/attachments.

6. My community has made changes to improve customer service and developer relationships since the last progress report.

**Yes No**

Describe changes and provide links/attachments.



7. Staff, board and commission members have attended trainings since the last progress report.

**Yes    No**

Describe trainings and attach tracking mechanisms.

--

8. The following sites have been redeveloped since the last progress report:

Address:
Developer:
Use of property:
Time vacant or underutilized:
Proposed/approved incentives?

Address:
Developer:
Use of property:
Time vacant or underutilized:
Proposed/approved incentives?

Address:
Developer:
Use of property:
Time vacant or underutilized:
Proposed/approved incentives?

9. My community has marketed available redevelopment sites since the last progress report.

**Yes    No**

Describe how sites have been marketed. Provide link or attach the property information package.

--



10. My community has identified additional prioritized redevelopment sites since the last progress report.

	Site #1	Site #2	Site #3
Address:			
Current owner:			
Former use:			
Present status:			
Marketing initiatives:			

11. Describe site plans or major projects that have been approved since the last progress report.

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12. Provide link to project tracking mechanism if available online or attach document to email.

Link	
------	--

13. Has the fee schedule been updated since the last progress report?

If yes, provide link.

Link	
------	--

14. The city has held collaborative work sessions.

**Yes      No**

If yes, please describe who attended and a brief description of topics covered.

Attendee	Description



15. Please include any additional information concerning community successes, lessons learned or redevelopment challenges since the last progress report.

16. Please provide feedback to improve the RRC program.

I certify that my community maintains compliance with the RRC certification requirements.