DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS REGULAR MEETING

Friday, March 10, 2017 – 12:00 pm
City Hall - Second Floor Meeting Place
27400 Southfield Road,
Lathrup Village MI 48076

PROPOSED AGENDA

1. Call to Order

2. Approval of the Agenda

3. Approval of Minutes from February 10, 2017

4. Review Budget Expenditures Report/Fund Balance

5. Action Items
   a. Tennis Court Fence removal at 27700 Southfield Road

6. New Business
   a. Board elections

7. Old Business
   a. None

8. Other Business
   a. Main Street Update
   b. Other Updates

9. Public Comment

10. Adjourn

Our next meeting will take place on Friday, April 14, 2016 at 12:00 noon in the second-floor meeting place
1. **Call to Order**: 12:10pm

   **Voting members present**: Chair Dave Birchler, Mayor Frank Brock, Jet Dhaliwal, Ryan Hertz, City Administrator Andrew Potter, Sam Surnow, Thom Bainbridge, Bobbi Lovins

   **Voting members absent**: Dan Verderbar, Sam Surnow

   **Others present**: Executive Director and Main Street Manager Sean Kammer, Ken Marten

2. **Approval of agenda – Motion** by Bainbridge, second by Dhaliwal. Passed unanimously.

3. **Approval of minutes from Jan 13, 2017 meeting**

   **Amendment**: Ryan Herz proposed the correction where he is referred to as Dan Herz in the voting members present section.

   **Motion** by Bainbridge to approve minutes; second by Verderbar. Passed unanimously.


5. **Executive Director’s Report**: Executive Director Kammer presented a number of items to the Board, including the review of a concept logo for the DDA’s Main Street program. Feedback included changing the fonts and using the original tag line for the DDA.

   Kammer brought up the notion of establishing a Principal Shopping District to fund additional services and improvements in the DDA District. Director Dhaliwahl commented that an ‘all-inclusive city’ would be attractive to property and business owners.

6. **Action Items**

   a. **Coop Advertising with OC 115**: Motion proposed by Director Herz to reject the proposal, seconded by Director Dhaliwahl. Motion passed unanimously.
b. Tennis Court Fence: Motion to table the item made by Mayor Brock, seconded by Director Lovins. Motion passed unanimously.

7. Old Business (none)

7. Other business
   a. none

8. Public Comment – none

9. Adjournment – 1:15pm
## REVENUE AND EXPENDITURE REPORT FOR CITY OF LATHRUP VILLAGE

**Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY**

### Revenues

<table>
<thead>
<tr>
<th>GL NUMBER</th>
<th>DESCRIPTION</th>
<th>2016-17 ORIGINAL BUDGET</th>
<th>2016-17 AMENDED BUDGET</th>
<th>02/28/2017 YTD BALANCE</th>
<th>ACTIVITY FOR MONTH 02/28/17</th>
<th>AVAILABLE BALANCE 02/28/17</th>
<th>% BDGT USED</th>
</tr>
</thead>
<tbody>
<tr>
<td>494-000.000-407.000</td>
<td>TIFA-CAPTURE TAXES</td>
<td>80,000.00</td>
<td>80,000.00</td>
<td>21,796.75</td>
<td>0.00</td>
<td>58,203.25</td>
<td>27.25</td>
</tr>
<tr>
<td>494-000.000-410.000</td>
<td>TAX COLLECTED OTHER</td>
<td>37,350.00</td>
<td>37,350.00</td>
<td>13,004.11</td>
<td>0.00</td>
<td>24,345.89</td>
<td>34.82</td>
</tr>
<tr>
<td>494-000.000-410.002</td>
<td>SPEC ASSESSMENT - REVENUE</td>
<td>1,800.00</td>
<td>1,800.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,800.00</td>
<td>0.00</td>
</tr>
<tr>
<td>494-000.000-446.000</td>
<td>INVESTMENT INTEREST</td>
<td>9,000.00</td>
<td>9,000.00</td>
<td>3,684.61</td>
<td>0.00</td>
<td>5,315.39</td>
<td>40.94</td>
</tr>
<tr>
<td>494-000.000-614.000</td>
<td>FARMERS MARKET</td>
<td>9,000.00</td>
<td>9,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>9,000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>494-000.000-615.000</td>
<td>MAIN STREET REVENUES</td>
<td>5,000.00</td>
<td>5,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>5,000.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Total Dept 000.000**

|  | 142,150.00 | 142,150.00 | 38,485.47 | 0.00 | 103,664.53 | 27.07 |

### Expenditures

<table>
<thead>
<tr>
<th>GL NUMBER</th>
<th>DESCRIPTION</th>
<th>2016-17 ORIGINAL BUDGET</th>
<th>2016-17 AMENDED BUDGET</th>
<th>02/28/2017 YTD BALANCE</th>
<th>ACTIVITY FOR MONTH 02/28/17</th>
<th>AVAILABLE BALANCE 02/28/17</th>
<th>% BDGT USED</th>
</tr>
</thead>
<tbody>
<tr>
<td>494-000.000-701.000</td>
<td>SALARIES FULL-TIME</td>
<td>59,259.00</td>
<td>59,259.00</td>
<td>36,606.35</td>
<td>2,533.13</td>
<td>22,652.65</td>
<td>61.77</td>
</tr>
<tr>
<td>494-000.000-703.000</td>
<td>EMPLOYEE TAXES &amp; BENEFITS</td>
<td>12,627.00</td>
<td>12,627.00</td>
<td>13,832.62</td>
<td>1,485.04</td>
<td>(1,205.62)</td>
<td>109.55</td>
</tr>
<tr>
<td>494-000.000-724.000</td>
<td>PUBLIC RELATIONS/SERVICES</td>
<td>5,000.00</td>
<td>5,000.00</td>
<td>586.30</td>
<td>0.00</td>
<td>4,413.70</td>
<td>11.73</td>
</tr>
<tr>
<td>494-000.000-703.000</td>
<td>OFFICE SUPPLIES</td>
<td>300.00</td>
<td>300.00</td>
<td>138.46</td>
<td>0.00</td>
<td>161.54</td>
<td>46.15</td>
</tr>
<tr>
<td>494-000.000-742.000</td>
<td>EMPLOYEE TAXES &amp; BENEFITS</td>
<td>1,800.00</td>
<td>1,800.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,500.00</td>
<td>0.00</td>
</tr>
<tr>
<td>494-000.000-726.000</td>
<td>OFFICE SUPPLIES</td>
<td>5,000.00</td>
<td>5,000.00</td>
<td>300.00</td>
<td>0.00</td>
<td>1,413.70</td>
<td>11.73</td>
</tr>
<tr>
<td>494-000.000-722.000</td>
<td>LEGAL SERVICES</td>
<td>1,500.00</td>
<td>1,500.00</td>
<td>1,500.00</td>
<td>0.00</td>
<td>1,500.00</td>
<td>0.00</td>
</tr>
<tr>
<td>494-000.000-822.000</td>
<td>TRAINING/MEMBERSHIP</td>
<td>2,000.00</td>
<td>2,000.00</td>
<td>2,000.00</td>
<td>0.00</td>
<td>2,000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>494-000.000-845.000</td>
<td>STREETS CAPING</td>
<td>3,000.00</td>
<td>3,000.00</td>
<td>3,000.00</td>
<td>0.00</td>
<td>(6,813.66)</td>
<td>256.17</td>
</tr>
<tr>
<td>494-000.000-824.000</td>
<td>PRINTING/CONSULTING FEES</td>
<td>25,000.00</td>
<td>25,000.00</td>
<td>12,972.00</td>
<td>0.00</td>
<td>12,028.00</td>
<td>51.89</td>
</tr>
<tr>
<td>494-000.000-885.000</td>
<td>FARMERS MARKET</td>
<td>38,000.00</td>
<td>38,000.00</td>
<td>16,554.88</td>
<td>894.41</td>
<td>21,454.12</td>
<td>54.37</td>
</tr>
<tr>
<td>494-000.000-887.000</td>
<td>FARMERS MARKET</td>
<td>2,400.00</td>
<td>2,400.00</td>
<td>1,234.80</td>
<td>0.00</td>
<td>1,165.20</td>
<td>51.45</td>
</tr>
<tr>
<td>494-000.000-888.000</td>
<td>FARMERS MARKET</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>0.00</td>
<td>1,000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>494-000.000-955.000</td>
<td>MISCELLANEOUS EXPENDITURES</td>
<td>2,000.00</td>
<td>2,000.00</td>
<td>447.18</td>
<td>0.00</td>
<td>1,552.82</td>
<td>22.36</td>
</tr>
<tr>
<td>494-000.000-970.000</td>
<td>CAPITAL EXPENDITURE</td>
<td>170,000.00</td>
<td>170,000.00</td>
<td>176,813.66</td>
<td>0.00</td>
<td>(6,813.66)</td>
<td>104.01</td>
</tr>
<tr>
<td>494-000.000-971.000</td>
<td>SIGN GRANT PROGRAM</td>
<td>20,000.00</td>
<td>20,000.00</td>
<td>20,000.00</td>
<td>0.00</td>
<td>6,000.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Total Dept 000.000**

|  | 369,886.00 | 369,886.00 | 311,060.07 | 0.00 | 5,262.58 | 58,825.93 | 84.10 |

### Summary

**NET OF REVENUES & EXPENDITURES**

|  | 272,736.00 | 272,736.00 | 5,262.58 | 44,838.60 | 119.69 |
Memorandum

To: DDA Board, City Council, Planning Commission

From: Sean Kammer, Downtown Development Authority Executive Director and Main Street Manager

Re: Executive Director Report for March 2017

Date: March 7, 2017

The warm months are around the corner, the time when residents and visitors engage with our village center for our numerous events and activities. The Farmers Market, Food Truck Fridays, the Summer Concerts are some of our signature attractions to this City and should be supported by the DDA to encourage private investment.

I was recently speaking with a resident who happens to be a real estate agent. He remarked to me that his clients attended Food Truck Friday after viewing a house in the city. The event was so welcoming and emblematic of the character of Lathrup Village, they decided at that moment to purchase the house they were viewing in the city. The work we are doing has real effects. It is important that we continue to try new things, take bold actions, and make the changes we would like to see.

In addition to our many initiatives about to launch, there are many responsibilities to address. The 2016-2017 budget amendments will be submitted to the DDA Board at the next board meeting on April 14, to cope with the changing demands and direction of new staff and new administration. The 2017-2018 DDA Budget will be submitted for approval in May, which will be a bold experiment in fiscal management to reduce costs, increase ad diversify revenues, and hone our priorities. As an example, I am seriously considering suspending the sign and façade grant program for 2017-2018 and reallocating funds toward a streetlighting initiative that will upgrade our pressurized sodium bulbs to LED which are cheaper to operate, have greater longevity, and will contribute a greater aesthetic value to the Village Center. Although I believe that many high-quality signs came out of the program, I think that a sophisticated and precise employment of lighting would have a dramatic effect on the perceptions of the Village Center.

Additional considerations should be given to pedestrian access and safety when it comes to Southfield Road. Although there are long term plans to address these issues, topics like safety, economic development cannot wait eight years. There should be interim improvements to demonstrate that there is indeed a vibrant center of activity between 11 and 12 mile roads.
January 10, 2017

Memo

To: DDA Board

From: Sean Kammer, DDA Executive Director

Re: Tennis Court Fence Removal- Agenda Item 5b

It has been proposed that the DDA share costs with the Surnow company to remove the fence surrounding the tennis courts at 27700 Southfield Road. In exchange for the assistance, the Lathrup Village DDA would be permitted to hold events on the tennis courts, such as the Farmers Market, Food Truck Fridays, etc.)

Removing the fence and locating the Farmers Market there serves the following purposes:

1. Enhances the aesthetic of the DDA District, by removing visual clutter.
2. Improves accessibility of open space.
3. Allows the Lathrup Village Farmers Market to operate in a larger, more visible location, that is closer to Southfield Road without the obstacle of setting up in the grass. This will improve attendance and encourage the growth of the market.
4. Enhances pedestrian activity in the Village Center, better modelling our vision for the future of the district.

Challenges:

City staff will have to solve issues relating to the availability of electrical utilities to the site.

City staff will have to develop a logistics plan for farm market vendors on the site in order to assure efficient set up, break down, loading and unloading of vendors.

The Farmers Market would no longer be operating on public property and the city would be relying on the good will of a private company in the district.

Costs:

The Surnow Company has approached the DDA Board with a quote of $3,500.00 to remove the fence, plus a 15% administrative fee to the Surnow Company.
# Proposal

**Date** | **Estimate #**  
---|---  
11/8/2016 | 50116

**Name / Address**

The Surnow Company  
Attn: Greg Leshman

<table>
<thead>
<tr>
<th>Key Note #</th>
<th>Description</th>
<th>Total</th>
</tr>
</thead>
</table>
| 1 | LOCATION: 27700 SOUTHFIELD  
LABOR & EQUIPMENT TO REMOVE CHAIN LINK FENCE & POLES FROM THE GROUND. DISPOSE OF FENCING. | 3,300.00 |
| 2 | SCRAP CREDIT  
NOTE: WE WILL PULL THE POLES OUT OF GROUND, IF THEY BREAK OFF THEY WILL GET LEFT IN PLACE  
NOT INCLUDED: LANDSCAPE RESTORATION | -300.00 |

**Total**  
$3,000.00

Terms: All payments must be received within 30 days; a 1.5% finance charge will be applied monthly thereafter. Customer will be liable for all filing and actual lawyer fees incurred by Den-Man Contractors, Inc. in pursuing or defending any claims arising out of this proposals accepted. All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration to or deviation from the above specifications which involve extra costs will be made only on receipt of an authorized, written change order and will be shown on subsequent invoices as amounts over and above the original estimate. It is understood that we will not be penalized for delays caused by strikes, accidents or other delays caused by acts of God. ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are accepted. You are authorized to do the work as specified.

**Authorized Signature:** ___________________________  
**Date:** ________________

**Authorized Signature:** ___________________________  
**Date:** ________________