

CITY COUNCIL

Hon. Kelly Garrett
Mayor

Hon. Bruce Kantor
Mayor Pro Tem

Hon. Saleem Siddiqi
Council Member

Hon. Ian Ferguson
Council Member

Hon. Donna Stallings
Council Member

CITY ATTORNEY

Scott Baker, Esq.
Baker & Elowsky
City Attorney



CITY COUNCIL

CITY OF LATHRUP VILLAGE
27400 Southfield Road, Lathrup Village, Michigan 48076

**REGULAR MEETING - REMOTE
AGENDA**

MONDAY, JANUARY 25, 2021
Council Chambers
7:00 p.m.

ADMINISTRATION

Dr. Sheryl L. Mitchell
City Administrator

Pamela Bratschi
City Treasurer

Scott McKee
Chief of Police

Yvette Talley
City Clerk

Susie Stec
Comm. & Econ. Dev.
DDA Director

Christopher Clough
Parks & Recreation

ZOOM REMOTE MEETING INFORMATION

Webinar ID: 981 8678 2069

Password: 693938

Online: <https://zoom.us/j/98186782069?pwd=N0NUSjhkZUdxNm4xYm50QzBqYVdYdz09>

Telephone: 646.558.8656 or 312.626.6799

Public Comment Form: https://www.surveymonkey.com/r/LV_01_25_2021_CouncilMeeting

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 City of Lathrup's City Council will be meeting electronically using www.Zoom.US for videoconference and public access.

AGENDA ITEMS

1. **Call to Order** by Mayor Garrett *(in accordance with PA 254 of 2020, the members should identify their physical location by stating the county, city, township, or village and state from which he or she is attending the meeting remotely).*
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Agenda**
5. **Presentation** – Dr. Nat Pernick, The Voter’s Challenge – The Children’s Garden
6. **Call to Order – Zoning Board of Appeals**

A. Public Hearing – 27215 Southfield Road, Lathrup Village, MI 48076 (Appeal No. 712-21)

The Zoning Board of Appeals for the City of Lathrup Village will hold a Public Hearing on an appeal filed by Rami Yusubov, property owner at 27215 Southfield Road, Lathrup Village, Michigan 48076 to obtain a variance from the Section 5.5 of the City of Lathrup Village zoning ordinance as follows:

1. Chapter 5.5 Protective or Barrier Walls Required - requires a masonry or stone barrier wall between the applicant’s property and the adjacent R1 lot.

The applicant is proposing to leave the existing trees and is seeking a variance from the barrier wall requirement of Section 5.5. Approval of the Zoning Board of Appeals is required.

B. Motion To Postpone Zoning Board of Appeals Public Hearing & Meeting until February 22, 2021 at 7:00pm

C. Adjourn Zoning Board of Appeals and Reconvene Council Meeting

All items listed under “Consent Agenda” are considered to be routine and non-controversial by the City Council and will be approved by one motion. There will be no separate discussion. If a discussion is desired, that item(s) will be removed from the consent agenda and discussed separately immediately after consent agenda approval in its normal sequence on the regular agenda.

7. Consent Agenda

- A. **Approval of Minutes** –Study Session – December 21, 2020
- B. **Approval of Minutes** –Council Meeting – December 21, 2020
- C. **Approval of Minutes** – Special Meeting – January 4, 2021

8. Consider / Approval of Monthly Disbursement Reports for the Month of December 2020 and Quarterly Investment Report – Period Ending December 31, 2020:

Motion to Approve Disbursements for The Month of December 2020. This Reflects Expenditures from The General Fund, Which Includes: Police and Fire Services; Recreation Dept; Major Roads; Local Roads, Water & Sewer Services, and for The Downtown Development Authority.

DECEMBER DISBURSEMENTS W/ SALARY INCLUDED			
FUND 101	GENERAL FUND	\$	331,161.01
FUND 202	MAJOR ROADS	\$	14,290.14
FUND 203	LOCAL ROADS	\$	40,592.14
FUND 258	CAPITAL FUND	\$	560.00
FUND 494	DOWNTOWN DEV. AUTH	\$	15,967.77
FUND 592	WATER & SEW	\$	210,113.89
TOTAL DISBURSEMENTS		\$	612,684.95

9. Consider / Acceptance of the Department Reports

10. Public Comment For Items on the Agenda (Speakers are limited to 3 minutes)

11. Public Hearings – Special Assessment Public Hearings

12. Action Requests – For Consideration/Approval:

- A. Adopt Special Assessment Resolution #2 – Roll No. 2020-01
- B. FY 2020-21 Budget Amendments
- C. Resolution – Adopted Policy Relative to the Review and Granting of Poverty Exemptions by the City of Lathrup Village Board of Review
- D. Independent Contractor Agreement for Special Event Services
- E. Ordinance Amending the Lathrup Village Zoning Ordinance (Parking as a Special Use – R1 District)
- F. Staff Reorganization
- G. Lathrup Village Downtown Development Cost Share Agreement – 2021-2026
- H. Resolution – Approving the Bylaw Amendments to the Lathrup Village Downtown Development Authority (Changing the Number of DDA Members from 10 to 9)
- I. Appointment – Downtown Development Authority (2 or 3 seats)
- J. Appointment - Board of Review (3 seats)
- K. Resolution – Honoring Black History Month

13. City Administrator Report

14. City Attorney Report

15. Reports of Boards, Commissions and Committees

- a. DDA Annual Report 2020
- b. Planning Commission Annual Report 2020

16. Unfinished / New Business

17. Public Comment (Speakers are limited to 2 minutes)

18. Mayor and Council Comments

19. Adjourn



Dr. Sheryl L. Mitchell Theriot
City Administrator
 City of Lathrup Village
 27400 Southfield Road | Lathrup Village, MI 48076
 smitchell@lathrupvillage.org
 Office: 248.557.2600 x 225 | Cell: 248.520.0620

COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members
FR: Sheryl Mitchell Theriot, City Administrator
DA: January 25, 2021
RE: PRESENTATION – VOTER’S CHALLENGE – THE CHILDREN’S GARDEN

Dr. Nat Pernick announced his 2nd voter challenge between the communities of Berkley, Ferndale, Huntington Woods, Lathrup Village, Oak Park, Pleasant Ridge, Royal Oak and Southfield. Based on the voter turnout in 2020, an gift is to be awarded to a local charity.

Dr. Pernick’s motivation is that he “believes getting residents more involved with their community will create more vibrant and dynamic communities, which benefits us all, as well as promoting our civic obligations. After reading an article about colleges competing to raise voter turnout among students (<https://www.nytimes.com/2018/03/03/us/students-voter-turnout.html>), I decided to create a similar competition for cities.”

The City of Lathrup Village came in 4th place in the 2020 Voting Challenge, with a turnout of 80.45%. As a result, Dr. Pernick is awarding The Children’s Garden a prize of \$500. Afshan Siddiqi, Patty Keenan, Nancy Hatcher, Karen Breen and other members have been invited to attend to meeting for the presentation.

November 2020 General Election

	Votes	Reg voters	Turnout	Position	Prize
Berkley 2020	10,847	13,465	80.56%	3rd, 80%	\$500
Berkley 2016	9,538	12,520	76.18%		
Ferndale 2020	13,079	16,799	77.86%	75%	\$250
Ferndale 2016	11,486	15,578	73.73%		
Huntington Woods 2020	4,897	5,740	85.31%	1st, 80%	\$1,000
Huntington Woods 2016	4,435	5,334	83.15%		
Lathrup Village 2020	3,143	3,907	80.45%	4th, 80%	\$500
Lathrup Village 2016	2,853	3,692	77.28%		
Oak Park 2020	18,069	26,428	68.37%		
Oak Park 2016	15,702	23,714	66.21%		
Pleasant Ridge 2020	2,033	2,513	80.90%	2nd, 80%	\$500
Pleasant Ridge 2016	1,855	2,331	79.58%		
Royal Oak 2020	39,658	52,017	76.24%	75%	\$250
Royal Oak 2016	35,344	48,898	72.28%		
Southfield 2020	46,626	64,491	72.30%		
Southfield 2016	43,150	60,775	71.00%		

Source: Oakland County Website, retrieved 7 December 2020
https://www.oakgov.com/clerkrod/elections/Documents/11032020_voter_turnout.pdf



Dr. Sheryl L. Mitchell Theriot
City Administrator
City of Lathrup Village
27400 Southfield Road | Lathrup Village, MI 48076
smitchell@lathrupvillage.org
Office: 248.557.2600 x 225 | Cell: 248.520.0620

COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members
FR: Sheryl Mitchell Theriot, City Administrator
DA: January 25, 2021
RE: **ZONING BOARD OF APPEALS PUBLIC HEARING & MEETING**

1. Call to Order – Zoning Board of Appeals

A. Public Hearing – 27215 Southfield Road, Lathrup Village, MI 48076
(Appeal No. 712-21)

The Zoning Board of Appeals for the City of Lathrup Village will hold a Public Hearing on an appeal filed by Rami Yusubov, property owner at 27215 Southfield Road, Lathrup Village, Michigan 48076 to obtain a variance from the Section 5.5 of the City of Lathrup Village zoning ordinance as follows:

1. Chapter 5.5 Protective or Barrier Walls Required - requires a masonry or stone barrier wall between the applicant's property and the adjacent R1 lot.

The applicant is proposing to leave the existing trees and is seeking a variance from the barrier wall requirement of Section 5.5. Approval of the Zoning Board of Appeals is required.

B. Motion To Postpone Zoning Board of Appeals Public Hearing & Meeting until February 22, 2021 at 7:00pm

C. Adjourn Zoning Board of Appeals and Reconvene Council Meeting



MICHIGAN GROUP

Account: **546554**
 Name: **Yvette Talley**
 Company: **LATHRUP VILLAGE, CITY OF**

 Address: **27400 SOUTHFIELD RD.**
LATHRUP VILLAGE,, MI 48076

 Telephone: **(248) 557-2600**
 Fax:
 Description: **CITY OF LATHRUP VILLAGE ZONING BOARD**

Date: **01/12/21**
 Start Date: **01/13/21** Stop Date: **01/13/21**
 Class: **1201 - Legal Notices**
 Ad ID: **2115371**
 Ad Taker: **CRLHAMLIN**
 Sales Person: **Linda Hamlin (200308)**
 Words: **273**
 Lines: **51**
 Agate Lines: **108**
 Depth: **6.0**
 Inserts: **3**
 Blind Box:
 PO Number:

Ad sample

CITY OF LATHRUP VILLAGE ZONING BOARD OF APPEALS
NOTICE OF PUBLIC HEARING (Zoning Variance)

 RE: 27215 Southfield Rd

 Appeal No. 712-21

TO PROPERTY OWNERS OR PARTIES OF INTEREST:

 The Zoning Board of Appeals for the City of Lathrup Village will hold a Public Hearing on an appeal filed by Ramil Yusubov, property owner at 27215 Southfield Road, Lathrup Village, Michigan 48076 to obtain a variance from the Section 5.5 of the City of Lathrup Village zoning ordinance as follows:

 1. Section 5.5 requires a masonry or stone barrier wall between the applicant's property and the adjacent R1 lot. The applicant is proposing to leave the existing trees and is seeking a variance from the barrier wall requirement of Section 5.5

 Approval of the Zoning Board of Appeals is required.

PLEASE TAKE NOTICE: That a Public Hearing has been scheduled for Monday, January 25, 2021 at 7:00 p.m. via Zoom to hear and record the public hearing on this appeal. Any member of the public may express your view on this appeal in writing, by submitting your written comments to the City Clerk prior to 4:30 p.m. on the date of the hearing, or you may appear in person or authorize another person to represent you at the hearing. Written communications may be sent to the City Clerk at the address of the City Hall at 27400 Southfield Road, Lathrup Village, Michigan 48076 prior to the hearing.

 Zoom login information:
<https://zoom.us/j/98186782069?pwd=N0NUSjhkZUdxNm4xYm50QzBqYVdYdz09>
 Webinar ID: 981 8678 2069
 Passcode: 693938
 Phone: +1 646 558 8656 or +1 301 715 8592

 Yvette Talley
 City Clerk
 27400 Southfield Road
 Lathrup Village, Michigan 48076
 (248) 557-2600, ext. 226

Total: **\$186.40**

Paid Amount: **\$0.00**

Amount Due: **\$186.40**

Publication

Royal Oak Tribune, Oakland Press,
 theoaklandpress.com

We Appreciate Your Business!
Thank You Yvette Talley!

CONTACT US: Macomb Daily: (866) 288-2989 Daily Tribune: (866) 288-2989 Oakland Press: (877) 271-1272
 Heritage: (877) 332-1898 Morning Star: (877) 483-3450 Voice: (877) 463-9893

January 13, 2021

ZBA Review

Waiver of Parking Lot Screening

Address:	27215 Southfield Road	Applicant:	Ramil Yusubov
Parcel ID:	24-14-483-016	App. Date:	12-17-2020
Zoning:	MX-Mixed Use District	Reviewer:	Sri Ravali Komaragiri Jill Bahm

Proposed Improvements Requiring ZBA Approval

The applicant is seeking a variance to the required masonry screen wall to screen the parking lot from the adjacent residential district.

General Site Information:

- 1. Summary.** The subject property (0.413-acre) is located on the west side of Southfield Road between Cambridge and Sunnybrook and is zoned MX – Mixed-Use District. The subject site is currently developed with a 3,402-square foot office building. The applicant is proposing to use the property as a portable MRI facility, with the MRI trailer on site two-three days/week. There are no other uses proposed on the site at this time. The building fronts on Southfield Road and is 94 feet long. The applicant is requesting a deviation from the zoning standards to install a combination of a six-foot-tall brick wall and existing/proposed trees in lieu of a required continuous screen wall to screen the parking lot from the adjacent residential district.
- 2. Variances Requested. Screen Wall.** Section 5.5 of the zoning ordinance outlines barrier wall requirements for MX lots that abut residential (R-1 or R-2) lots. Section 5.5 of the zoning ordinance outlines barrier wall requirements for MX lots that abut residential (R-1 or R-2) lots. **The applicant is proposing a mix of a screen wall and evergreen trees (5 feet at the time of planting) to address this requirement. The applicant has provided a letter from the adjacent resident who strongly prefers landscape screening instead of a screen wall.**

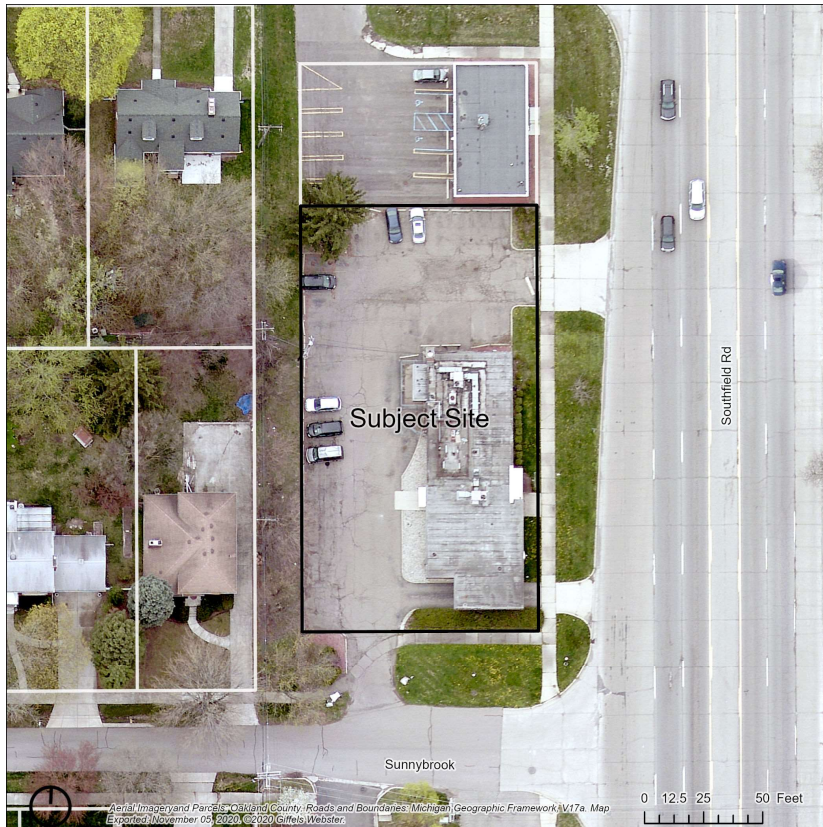
The building official may provide for minor deviations from the foregoing specifications as provided in Section 6.1.B. However, the proposed deviation is not minor and is subject to the approval of a dimensional variance by the ZBA. **The applicant’s cover letter also refers to two additional limitations from complying with the ordinance requirements for the proposed alternative screening option: 1) The removal or relocation of existing DTE poles and wires and 2) the removal of existing mature trees which could be located on neighboring residents' property.**

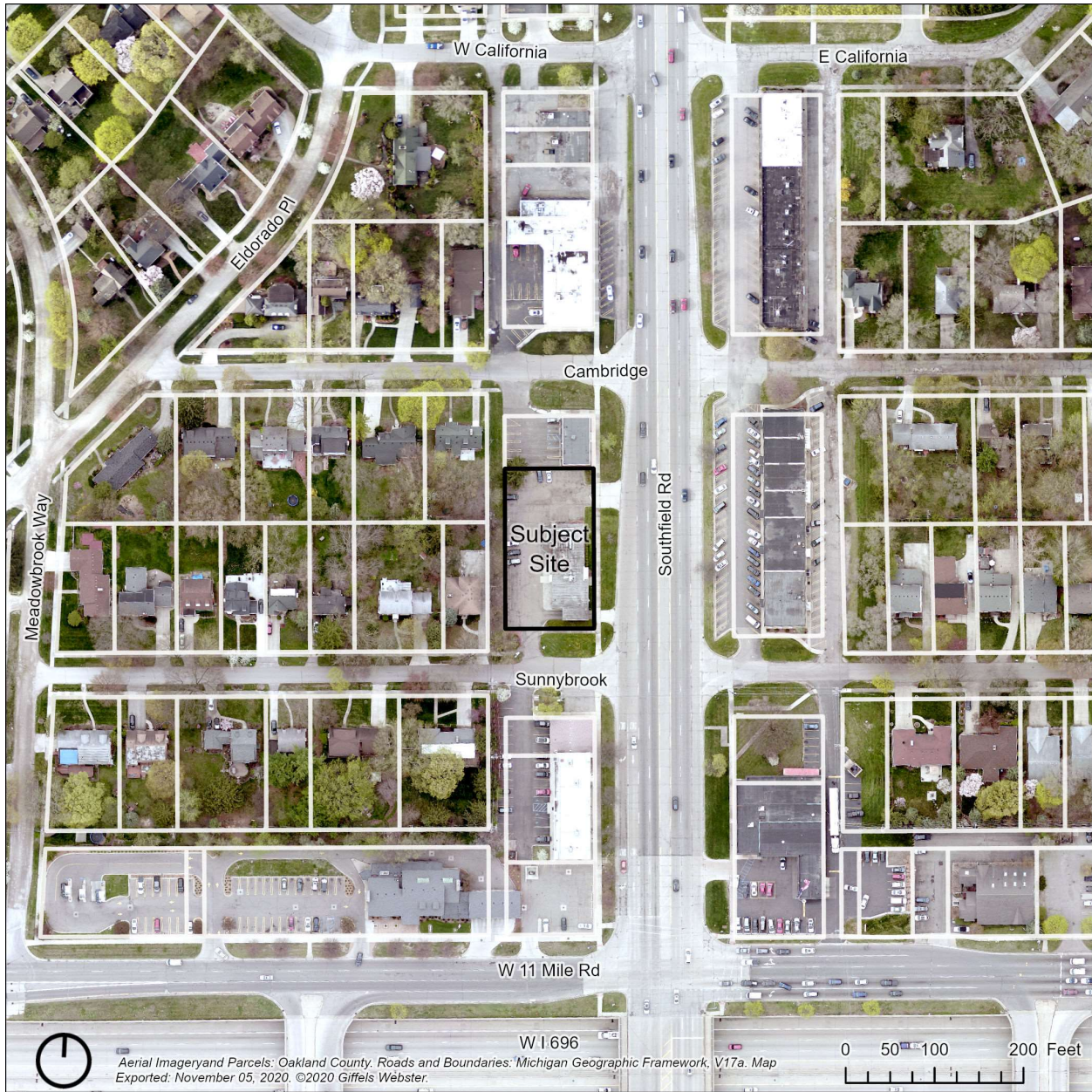
- 3. Encroachment License and City Council Approval.** The ordinance requires the screenwall to be placed on the property line, and on the R-1 side of an alley when present. This alley is unpaved at present. The applicant’s plan proposes to install evergreen trees within the public alley right-of-way. Few of those trees are located farther into the alley ROW to avoid conflict with the existing DTE poles. The applicant notes that the layout of parking on the subject property does not allow space for planting on site. **The planting of trees in the public right-of-way would require City Council approval and an encroachment license. Any potential approval of the variances by the Zoning Board of Appeals shall be subject to City Council approval of proposed trees within the alley.**

4. **Planning Commission Approval.** On December 15, 2020, the Planning Commission reviewed the site plan request for the portable MRI facility and recommended approval subject to the approval of the variance for an alternative to the screen wall by the ZBA along with certain site landscape improvements. The applicant noted that the hours of operation of the truck are 7 am to 8 pm. The lighting from the truck entrance will be directed towards the building.



Existing vegetation at the edge of parking abutting a residential district





The alleys in the blocks north and south of the subject site are paved; the alley between Cambridge and Sunnybrook are unpaved.

ZBA Considerations for Review

5. **Standards for Considering Variance Requests.** Section 7.7.14. provides the criteria for the ZBA to consider when considering variance requests:
 - A. Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, a particular hardship will result to the applicant if the strict letter of the regulations are carried out. Mere inconveniences or increased development costs shall not be deemed hardships under the terms of this provision.

- B. The factual circumstances upon which an application for a deviation is based are unique to the property for which the deviation is sought, and are not applicable to the city generally, or to other property within the same zoning classification.
- C. Any alleged practical difficulty or unnecessary hardship caused by this ordinance has not been created by any persons presently or previously having an interest in the property.
- D. The proposed deviation will not adversely affect the purpose or objectives of this ordinance, nor impair the adequate supply of light and air to adjacent property, nor increase the hazard from fire, flood, and other dangers of said property, nor diminish the marketable value of adjacent lands and buildings, nor increase the congestion in public streets.
- E. The proposed deviation will not otherwise impair the public health, safety, comfort, and general welfare.
- F. The benefit to the applicant will be real and substantial and any detriment to the neighboring property owners and occupants or the community at large is not substantial or is illusory. Benefits and detriments shall be determined in relation to the factors which impair the value and use of properties as related in D & E, above.
- G. The applicant is both willing and able to provide additional amenities beyond those minimally required by this ordinance and/or restrict the use of the property beyond those limitations placed on the property by this ordinance so that the fair market value of neighboring properties will be enhanced beyond the values which would accrue to them if the property were developed and used in strict conformity with the ordinance.
- H. The same or a substantially similar request shall not have been presented to the council in the form of a petition for a zoning amendment and been expressly denied and rejected after a public hearing.
- I. Any special criteria listed for specific deviations in Sections 3.2.2, 4.1.4, and 5.13.15. *This does not appear to apply for this situation.*

We are available to answer questions

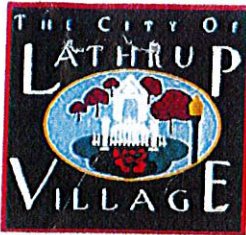
Respectfully,
Giffels Webster



Jill Bahm, AICP
Principal Planner



Sri Ravali Komaragiri, AICP, LEED Green Associate
Senior Planner



City of Lathrup Village
 Zoning Board of Appeals
 27400 Southfield Road
 Lathrup Village, MI 48076

Phone: (248) 557-2600
 Fax: (248) 557-2602

A HERITAGE OF GOOD LIVING

Office Use Only

Date Submitted: _____
 ZBA Review #: _____
 Fee Paid: _____
 Hearing Date: _____

Application for Zoning Appeal

Subject Property Address: **27215 SOUTHFIELD ROAD**

Subject Property Parcel Number: **24-14-483-016**

Property Zoning: **MX - MIXED USE DISTRICT**

Applicant Information

Name: **RAMIL YUSUBOV 27215 SOUTHFIELD RD. LLC**

Address: **27215 SOUTHFIELD RD. LATHRUP VILLAGE** State: **MI** Zip Code: **48076**

Phone Number: **917-633-4444** Fax: **-**

Email Address: **RAMIL@FOCUSMRI.COM**

Interest in Property: **LANDLORD (OWNER)**

Property Owner Information

Name: **27215 SOUTHFIELD RD. LLC - RAMIL YUSUBOV**

Address: **27215 SOUTHFIELD** State: **MI** Zip Code: **48076**

Phone Number: **917-633-4444** Fax: **-**

Email Address: **RAMIL@FOCUSMRI.COM**

Variance Information (Attach Additional Pages as Necessary)

1) Section:	5.5	Variance Description:	SOLID FENCE OR SOLID LANDSCAPE
2) Section:		Variance Description:	INSTEAD OF SCREEN WALL
3) Section:		Variance Description:	

Please State the Reason for Requesting an Ordinance Variance: **SEE ATTACHED VARIANCE DESCRIPTION, REASON, PHOTOS & NEIGHBOR LETTER**

Required Items

Prior to 30 Days before next scheduled regular meeting of the Zoning Board of Appeals the applicant is required to file 10 copies of plans containing the following items with the Clerk's Office:

- An application fee for a Zoning Appeal. \$125.00 for Residential Parcels and \$200 for all other Parcels
- Actual shape and dimensions of the lot, Drawn to Scale
- The location and dimensions of all existing structures and the location and dimensions of the proposed change (i.e. new structure or alteration of existing one).
- Existing and intended use for each building or part thereof.
- Statement of practical difficulties that prevent conformities with the Ordinance Requirements
- Description of any unique circumstances regarding the property (i.e. parcel shape, location, building, etc)

Application for Zoning Appeal

The Zoning Board of Appeals has the responsibility for making the decision to approve or deny your appeal. Information such as photographs, evidence that you have discussed your appeal with your neighbors, detailed plans, examples of the type of building, structure or the like will provide a better basis for review and understanding of your appeal. Failure to provide adequate specifics and details will result in a refusal by the City staff to accept your application and delay your appearance before the Zoning Board of Appeals.

Standards Used by the Zoning Board of Appeals for Granting Variances

The Zoning Board of Appeals will use the following standards for granting variances. The Applicant is encourage to review Article 7.0 of the Zoning Ordinance prior to appearing before the Board.

Article 7.0, Section 7.7(14) Deviations and Standards

- a) Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, a particular hardship will result to the applicant if the strict letter of the regulations are carried out. Mere
- b) The factual circumstances upon which an application for a deviation is based are unique to the property for which the deviation is sought, and are not applicable to the City generally, or to other property within the same zoning classification.
- c) Any alleged practical difficulty or unnecessary hardship caused by this ordinance has not been created by an persons presently or previously having an interest in the property.
- d) The proposed deviation will not adversely affect the purpose or objectives of this ordinance, nor impair the adequate supply of light and air to adjacent property nor diminish the marketable value of adjacent lands and buildings, nor increase the congestion in public streets.
- e) The proposed deviation will not otherwise impair the public health, safety, comfort, and general welfare.
- f) The benefit to the applicant will be real and substantial and any detriment to the neighboring property owners and occupants or the community at large is not substantial or is illusory. Benefits and detriments shall be determined in relation to the factors which impair the value and use of properties as related in (d) and (e), above.
- g) The applicant is both willing and able to provide additional amenities beyond those minimally required by this ordinance and/or restrict the use of the property beyond those limitations placed on the property by this ordinance so that the fair market value of neighboring properties will be enhanced beyond the values which would accrue to them if the property were developed and used in strict conformity with the ordinance.
- h) The same or a substantially similar request shall not have been presented to the Council in the form of a petition for a zoning amendment and been expressly denied and rejected after a public hearing.
- i) Any special criteria listed for specific deviations elsewhere in this ordinance.

Verbatim Minutes

If any party desires that a verbatim record be kept, \$200.00 shall be paid by the requesting party before the evidentiary portion of the hearing commences. The city shall refund such amount of the fee paid as exceeds the city's actual costs when the proceedings have been completed.

Owner's Affidavit

The undersigned being duly sworn, deposes and says that the foregoing statements and answers herein contained and supporting information and data are in all respects true and correct to the best of the Owner's knowledge and belief.

Signature:	<i>Barbara M. Watson</i>	Date:	12/17/2020
Subscribed and sworn to before me this:	SEVENTEENTH	Day of	DECEMBER, 2020
Notary Public Name:	BARBARA M. WATSON	County of:	WAYNE ACTING IN OAKLAND
With Commission to expire on:	SEPTEMBER 11, 2027		

Applicant Signature

I/We do hereby swear that the above stated information is accurate and complete.

Name:	<i>Ramil Yusubov</i>	Date:	12-17-2020
Signature:	<i>[Signature]</i>		

BARBARA M WATSON
 Notary Public - State of Michigan
 County of Wayne
 My Commission Expires Sep 11 2027

Lathrup Village Zoning Appeal: 27215 Southfield Road

The Planning Commission, at its December 15, 2020 meeting indicated that a zoning variance will be necessary to **Section 5.5 "Protective or Barrier Walls Required"**.

Reason for Requesting an Ordinance Variance:

The subject property is zoned MX Mixed Use and abuts an R-1 Residential District continuously along its 180 foot long west property line with an existing chain link fence from the northwest corner and stopping approximately 24 feet from the southwest corner.

There are two DTE poles within 12 inches of the west property line in the alley, each with a guy wire running to the north. The north DTE pole has a 16'-4" long guy wire and the south DTE pole has a 26'-0" long guy wire. These will block wall construction along the property line.

At approximately six locations along the property line there are mature trees or clumps of trees and bushes that are growing on the fence line or very close to it. These provide a green barrier between the properties. Constructing a wall would require their removal.

The R-1 property owner along the south 115 feet of the west property line has written a letter (see attached letter) objecting to the construction of a masonry wall because of its appearance, and that it would obstruct his view and provide a safety issue for him.



To Whom It May Concern:

My name is Christopher Jones and I am the homeowner located at 18120 Sunnybrook Ave. It is my understanding that there is a wall that has been proposed on my property line. I am writing to address my concerns and am more than willing to schedule a visit to discuss.

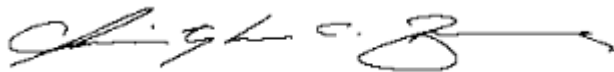
As it has been explained to me city ordinance which is being applied in the case of new ownership requires a solid barrier along the property line. If you review this carefully you will notice this means the proposed wall would run from the sidewalk beyond my northern property line. I feel as though this creates several inconveniences for me as a homeowner. My primary concerns are as follows:

- Obstruction of view when backing out my driveway which is less than 30" from property line
- The safety risk of having a complete blind spot running the length of my property
- Is an ugly wall that was not there when purchased my property going to impact the VALUE of my property

I am more than willing to allow a fence to be erected replacing the current chain fence. The owners of the commercial property and myself have already discussed building a privacy fence together. But I do not want that fence running any further, nor do I think it makes business sense for the owners, or aesthetic sense for my street to run a wall to the sidewalk.

The idea is gaudy, provides no benefit to me as a homeowner and as a Lathrup Village taxpayer I think my voice should be considered in the decision-making process of what impacts my immediate surroundings.

Yours Truly,

A handwritten signature in black ink, appearing to read "Chris Jones", written in a cursive style.

Christopher Jones
18120 Sunnybrook Ave
Lathrup Village, MI 48076
3133732529

Life Center Adaptive Reuse

Revised SPA and Building Permit - November 30, 2020

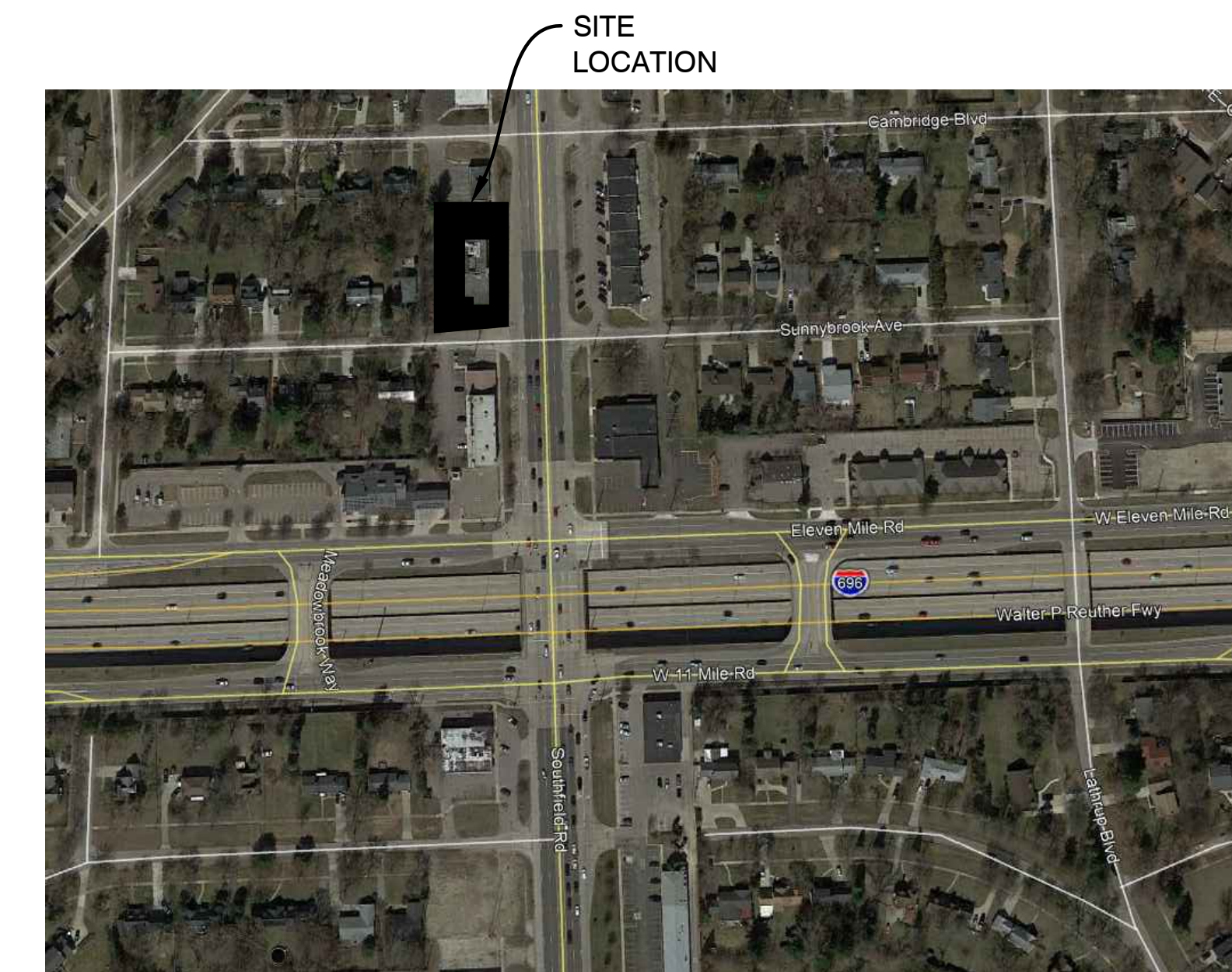
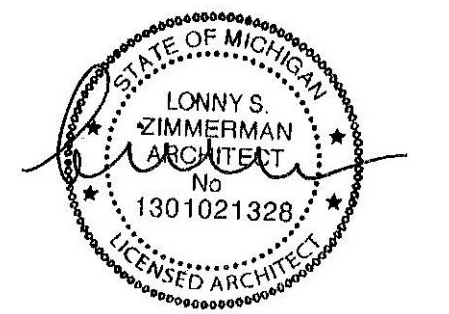
27215 Southfield Rd.
Lathrup Village, MI
48076



SIEGAL/TUOMAALA
ASSOCIATES
ARCHITECTS &
PLANNERS INC.

29200 northwestern hwy
suite 160
southfield, mi 48034

p • 248 • 352 • 0099
f • 248 • 352 • 0088
www.sta-architects.com



SITE LOCATION MAP

project name:
Life Center
Adaptive Reuse

project location:
27215 Southfield Rd,
Lathrup Village, MI
48076

date/revision:
■ Nov. 6, 2020
■ Nov. 11, 2020
■ Nov. 25, 2020
■ Nov. 30, 2020 - Revised SPA
& Building Permit

sheet title:

Cover Sheet

project number:

2527

sheet number:

A.0

copyright 2020

ARCHITECT:

SIEGAL/ TUOMAALA ASSOCIATES
ARCHITECTS & PLANNERS INC.

29200 northwestern hwy, suite 160
southfield, mi 48034
p • 248 • 352 • 0099
f • 248 • 352 • 0088
www.sta-architects.com

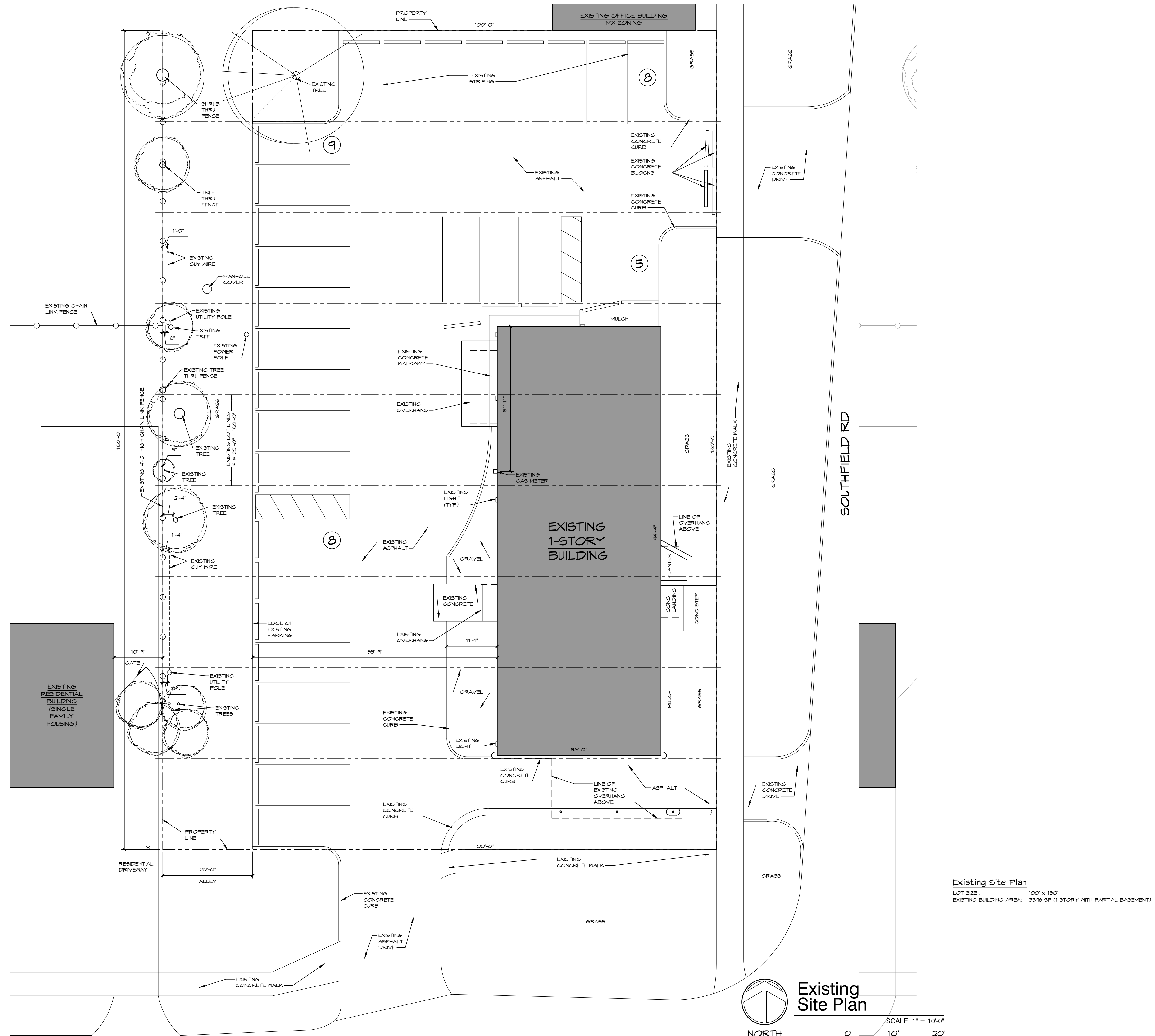
OWNER:

MR. RAMIL YUSUBOV
27215 Southfield Rd. LLC

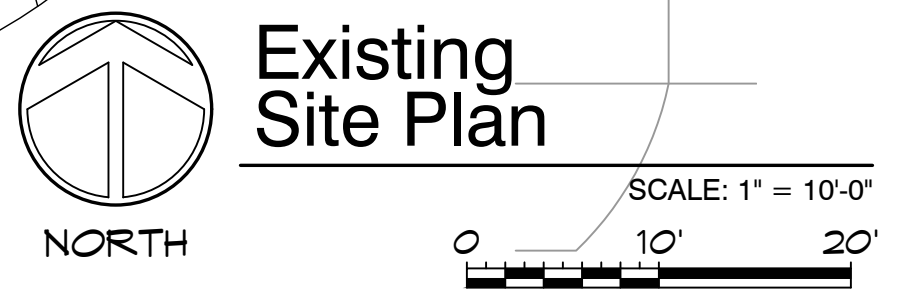
27215 Southfield Rd
southfield, mi 48076
p • 917 • 633 • 4444

SHEET INDEX:

A.0	Cover Sheet
SITE-1	Existing Conditions Plan
SITE-2	Proposed Site Plan (Including Landscape)
A.101	Floor Plan
A.102	Reflected Ceiling Plan and Interior Elevations
A.103	Existing Building Elevations



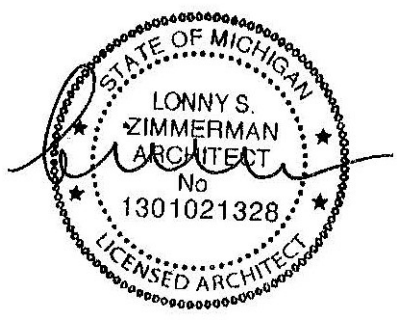
Existing Site Plan
 LOT SIZE: 100' x 180'
 EXISTING BUILDING AREA: 3396 SF (1 STORY WITH PARTIAL BASEMENT)



SIEGAL/TUOMAALA
 ASSOCIATES
 ARCHITECTS &
 PLANNERS INC.

29200 northwestern hwy
 suite 160
 southfield, mi 48034

p • 248 • 352 • 0099
 f • 248 • 352 • 0088
 www.sta-architects.com



project name:
 Life Center
 Adaptive Reuse

project location:
 27215 Southfield Rd,
 Lathrup Village, MI
 48076

date/revision:
 Nov. 30, 2020 - Revised SPA
 & Building Permit

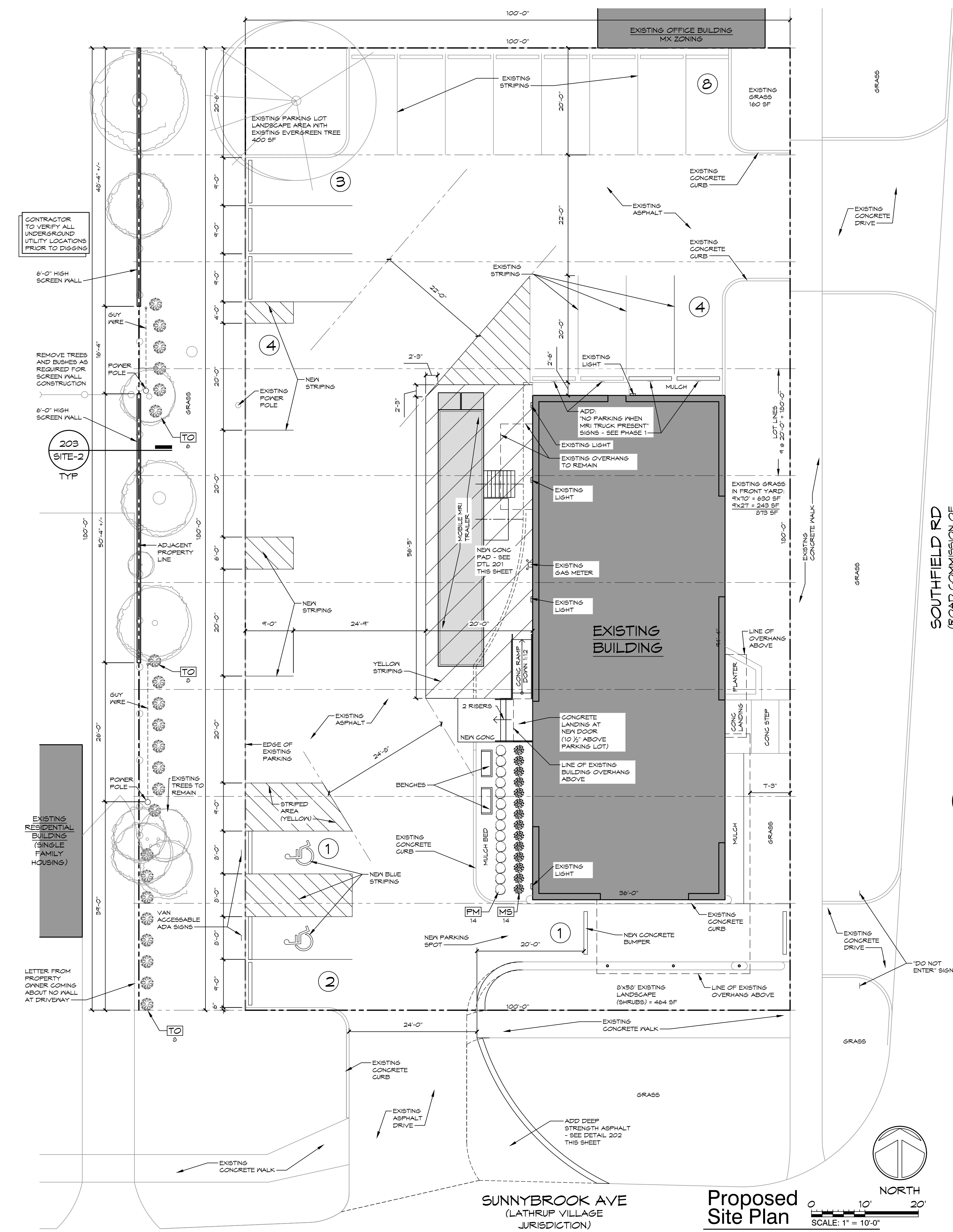
sheet title:
 Existing
 Conditions
 Plan

project number:

2527

sheet number:

SITE-1

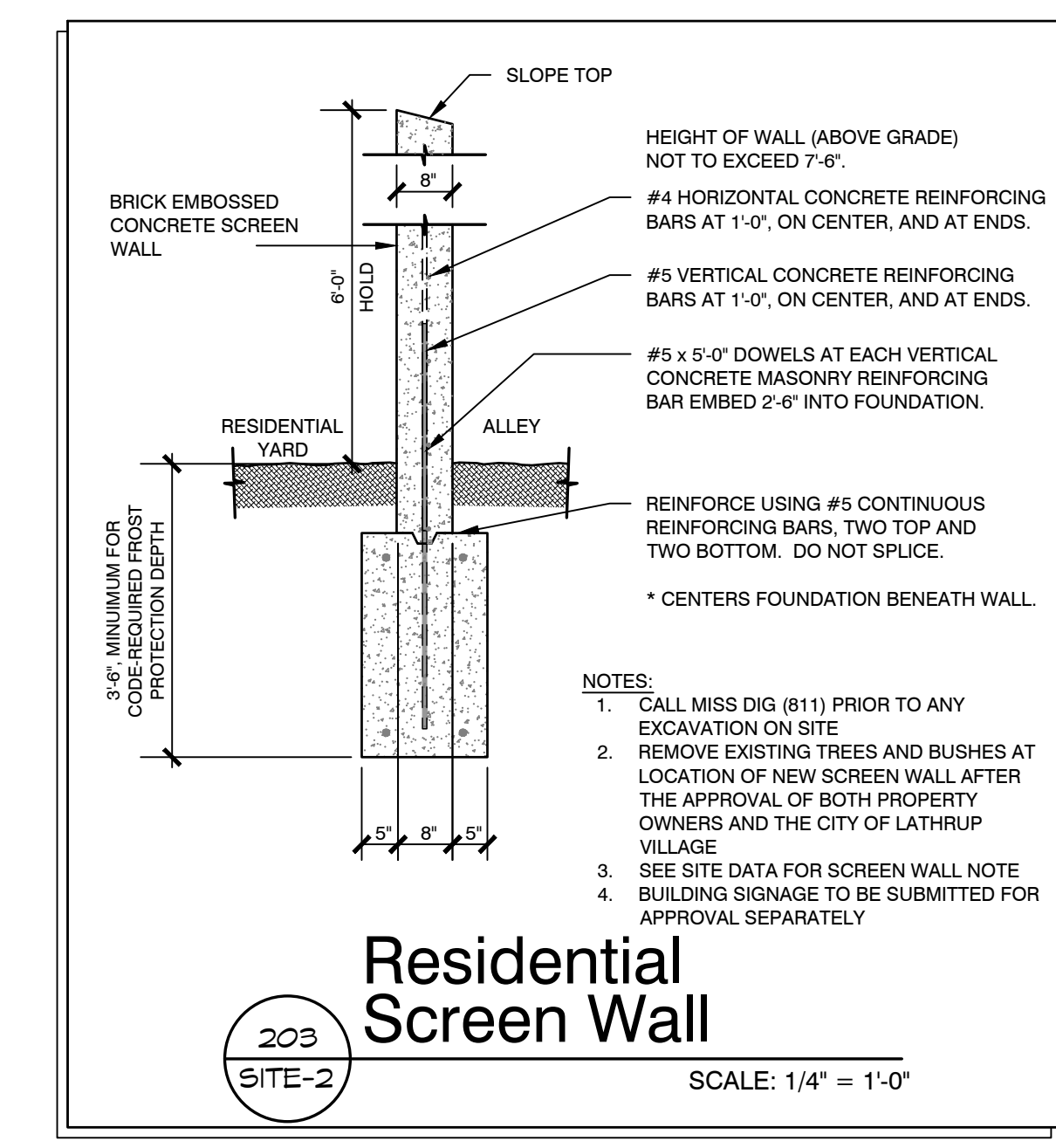
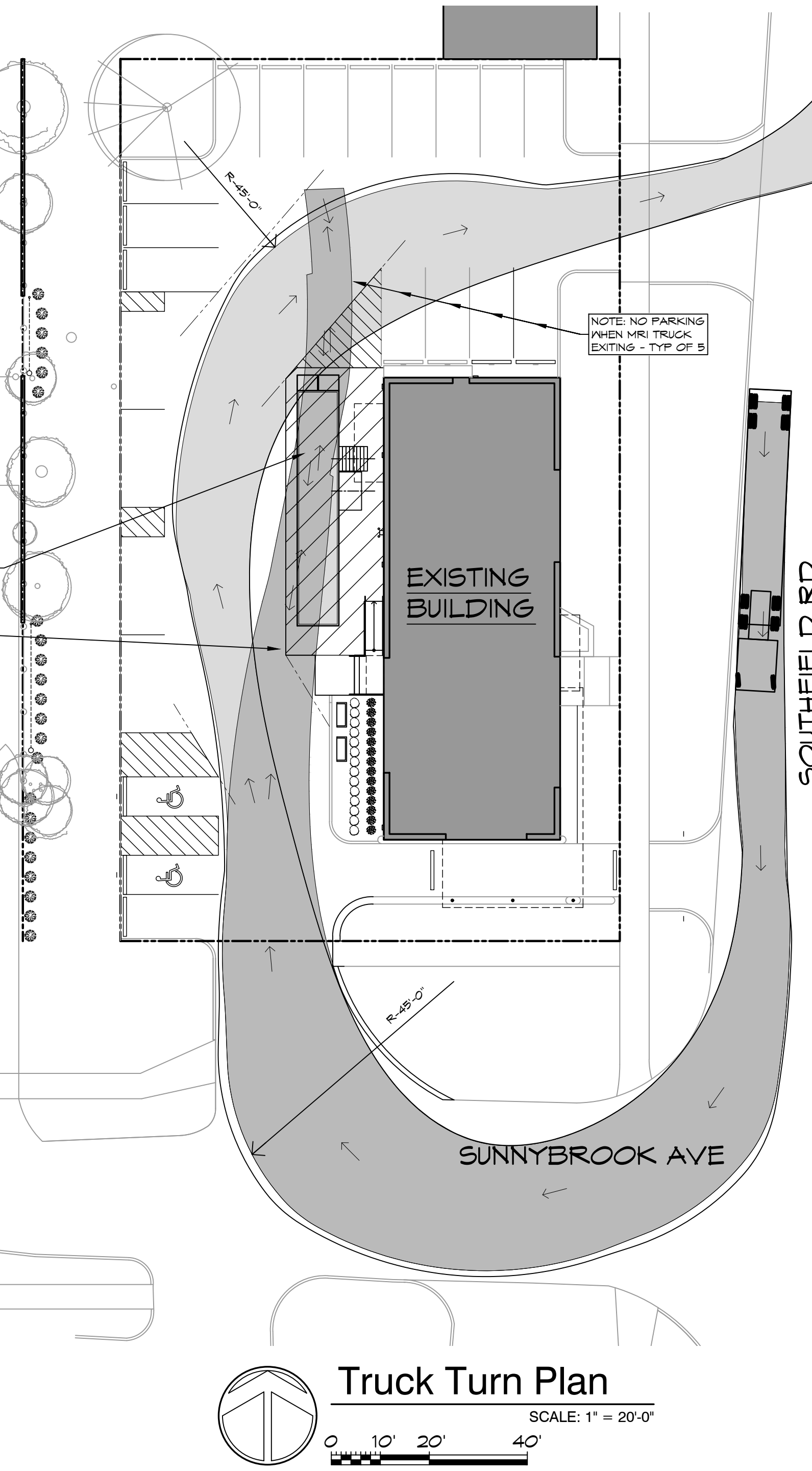
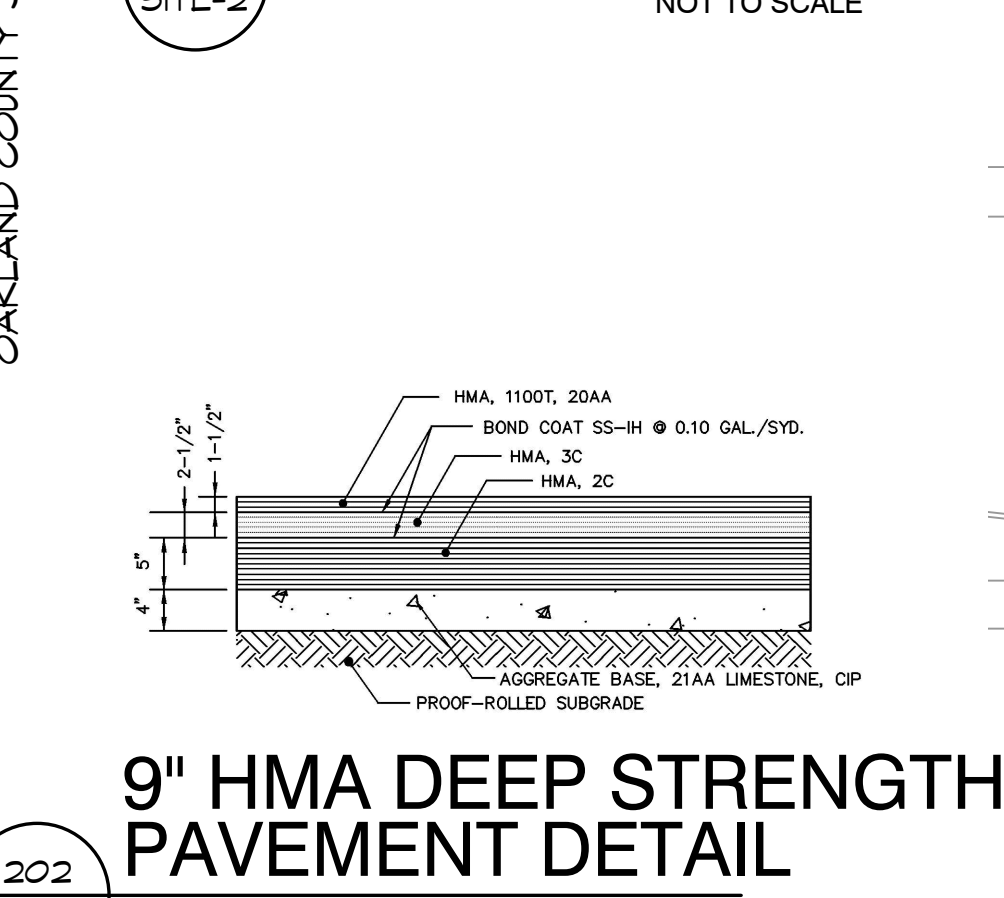
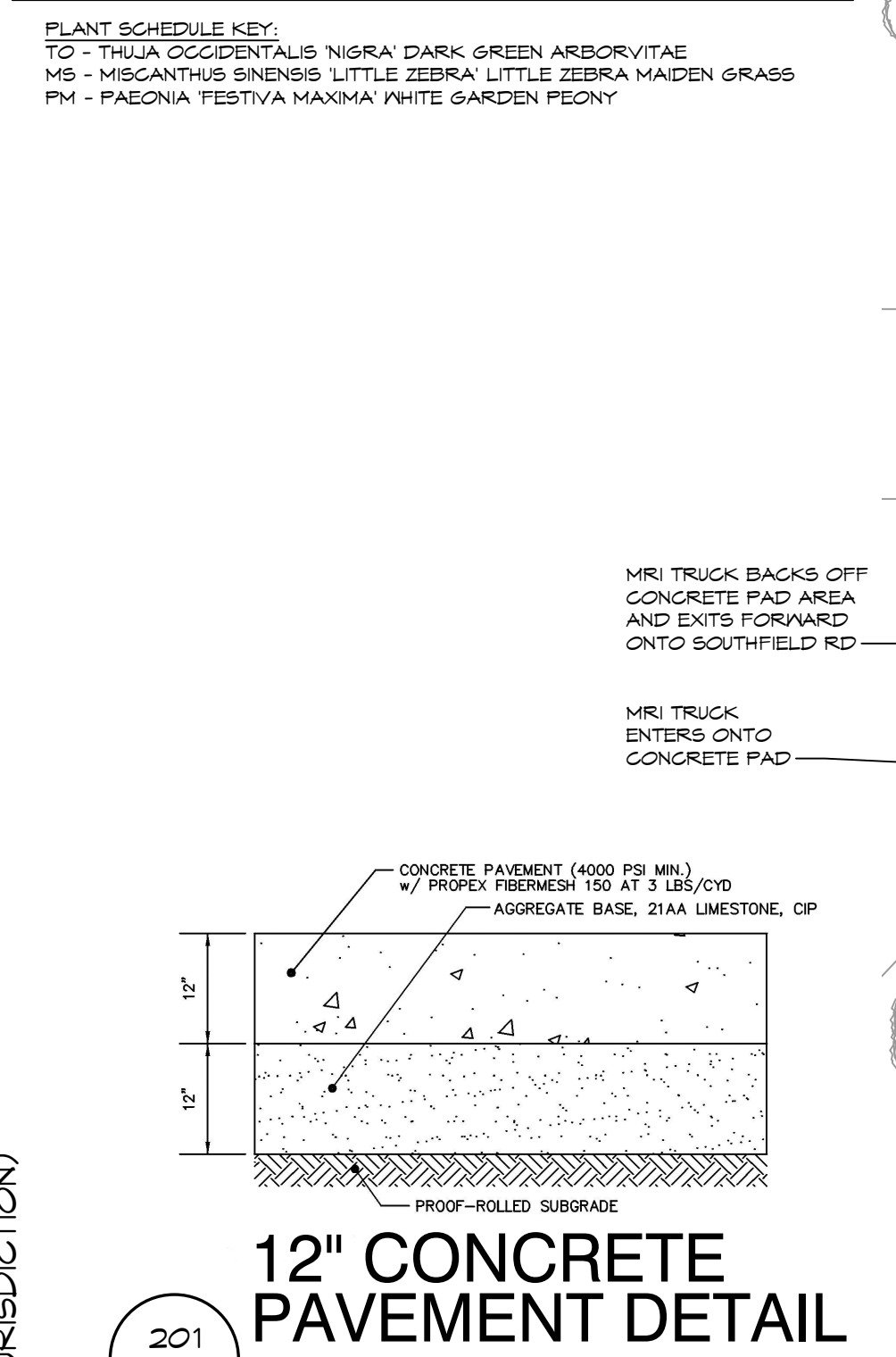


SOUTHFIELD RD
(ROAD COMMISSION OF OAKLAND COUNTY JURISDICTION)

PLANT SCHEDULE

SHRUBS	QUANTITY	SIZE	SPACING	ROOT	COMMENT
TO	22	5' HT	48" O.C.	B4B	
GROUNDCOVERS / PERENNIALS					
MS	14	3 GAL	24" O.C.	CONT	
PM	14	2 GAL	24" O.C.	CONT	

PLANT SCHEDULE KEY:
 TO - THUJA OCCIDENTALIS 'NIGRA' DARK GREEN ARBORVITAE
 MS - MISCANTHUS SINENSIS 'LITTLE ZEBRA' LITTLE ZEBRA MAIDEN GRASS
 PM - PAEONIA FESTIVA 'MAXIMA' WHITE GARDEN PEONY



SITE DATA

- Zoning District: "MX" Mixed Use District
- Lot Size: 100' x 180' = 0.413 Acres
- Legal Description: T1N, R10E, Sec 14 Louise Lathrup's California Bungalow Sub. Lots 108 - 116
- Existing Building: 94'-4" x 36'-0" (excl. unoccupied basement)
- Building Setbacks: Southfield Rd. (East): T-3'; Sunnybrook Ave. (South): 8'-0"; Single Family: 95'-11" (West); 4'-0" Office "MX" (North): 64'-6"
- Proposed Use: Medical office use
- Required Parking: 1 Space per 115 Gross SF
- Existing Building: 3946 SF
- Existing Building: 200 SF
- Mobile MRI Occupied Area: 3946 SF Total
- 21 Spaces
- 3946 SF / 115 = 3946 SF Total
- 21 Spaces
- Provided Parking: (incl. 2 accessible spaces) 23 Spaces
- Parking Spaces Size: 9' x 20' with Min. 22' Wide Drive Aisle
- Accessible Spaces: 2' x 20' with 8' Access Aisle between
- Mobile MRI Unit Operating Hours: 7 AM - 6 PM
- Anticipated Frequency of Mobile MRI Unit on Site: 2 days per week
- Mobile MRI Unit Noise Level: 60 Decibels Max.
- 20' x 50'-0" New Concrete Pad For Mobile MRI Unit to be Shared With Deliver Vehicles (1 Space @ 10' x 40' required)
- No Trash Dumpster, Trash Cans Bldg. Rear Pad Out For City Pick-up
- Existing Building Mounted Light Locations to Remain
- No Additional Site Parking Lot Lighting
- Landscape: 5% Required Landscape Lot Coverage
- 5% x 100' x 180' = 900 SF Landscape Required
- 10.5% Provided = 1041 SF Landscape Provided
- Parking Lot Landscape: 15 SF Per Parking Space Required
- 15 SF x 23 Spaces = 345 SF Required = 400 SF Provided (Min.)
- 6 Ft. High brick embossed concrete site screen wall added along residential property line except at DTE power poles, guy wires and at residential driveway. Per residential property owner's written request, no screen wall at residential driveway and the existing chain link fence on the property line to be removed to allow screen wall construction.
- Water service line to the building has been inspected at the meter and it has been determined to not be lead.
- No Topographical or Boundary Survey Information available.

STA

SIEGAL/TUOMAALA ASSOCIATES ARCHITECTS & PLANNERS INC.

29200 northwestern hwy
suite 160
southfield, mi 48034

p • 248 • 352 • 0099
f • 248 • 352 • 0088
www.sta-architects.com

STATE OF MICHIGAN
LONNY S. ZIMMERMAN
NO. 1301021328
LICENSED ARCHITECT

BEFORE DIGGING DIAL
811
KNOW WHAT'S BELOW

project name:
Life Center Adaptive Reuse

project location:
27215 Southfield Rd,
Lathrup Village, MI
48076

date/revision:
Nov. 30, 2020 - Revised SPA & Building Permit

sheet title:
Proposed Site Plan (Including Landscape)

project number:
2527

sheet number:
SITE-2

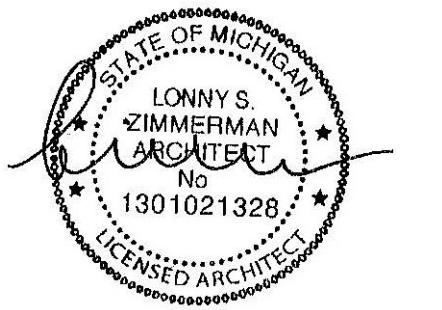
copyright 2020



**SIEGAL/TUOMAALA
ASSOCIATES
ARCHITECTS &
PLANNERS INC.**

29200 northwestern hwy
suite 160
southfield, mi 48034

p • 248 • 352 • 0099
f • 248 • 352 • 0088
www.sta-architects.com



project name:
**Life Center
Adaptive Reuse**

project location:
27215 Southfield Rd,
Lathrup Village, MI
48076

date/revision:
 ■ Nov. 6, 2020
 ■ Nov. 30, 2020
 ■ Nov. 30, 2020 - Revised SPA
 & Building Permit

sheet title:
Floor Plan

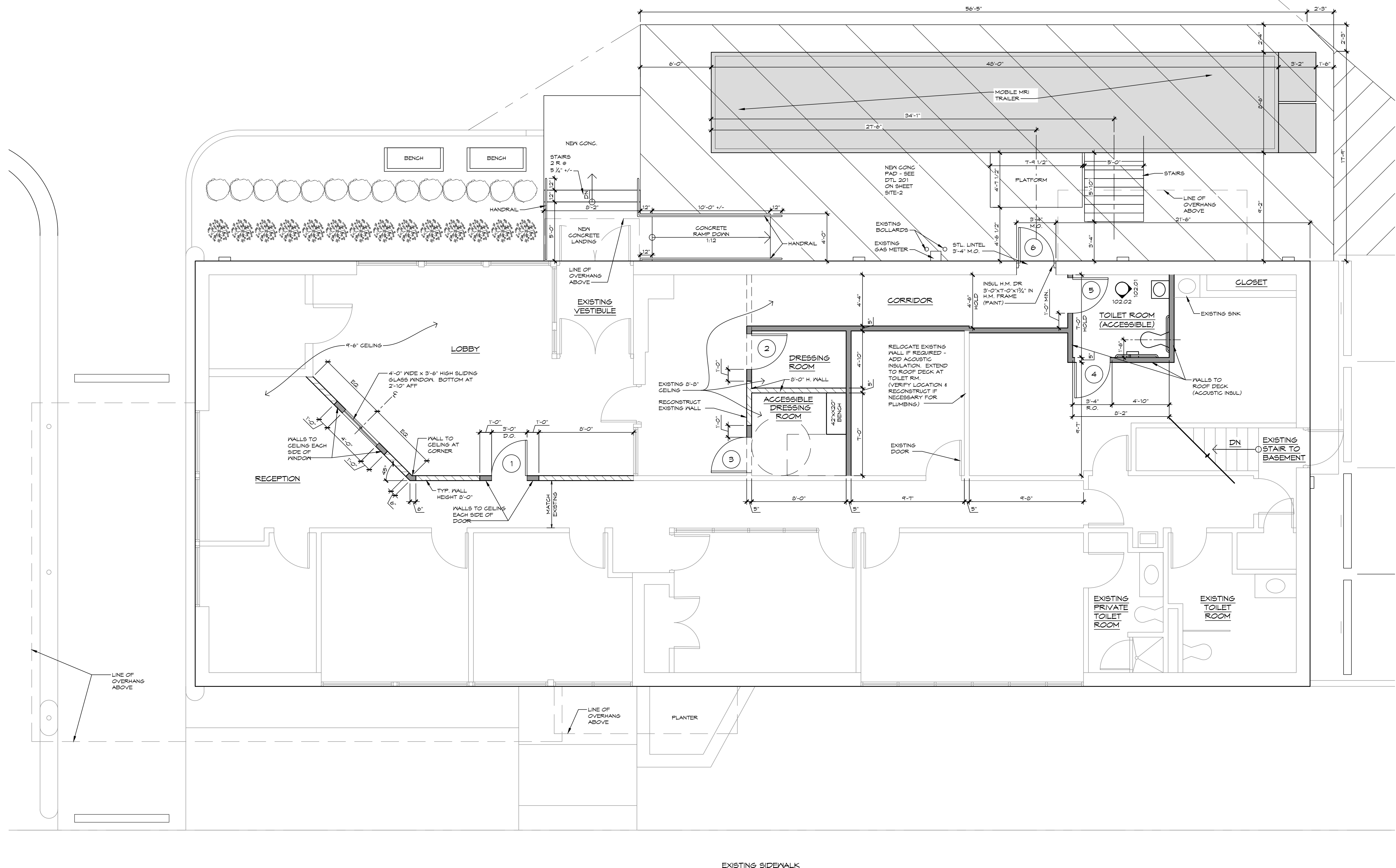
project number:

2527

sheet number:

A.101

copyright 2020



DOOR HARDWARE SCHEDULE

DOOR NO.	HARDWARE
1	B, E, F, G
2	B, E, H
3	B, E, H
4	C, E, F, H
5	C, E, F, H
6	D, E, F, I

HARDWARE (ALL HARDWARE ACCESSIBLE)

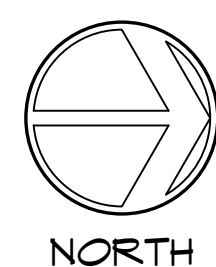
A	PASSAGE SET
B	OFFICE - LOCKSET
C	PRIVACY SET
D	MORTISE SET
E	3 HINGES (BALL BEARING)
F	GLOSER
G	FLOOR STOP
H	WALL STOP
I	KICKPLATE (PUSH SIDE)

WALL LEGEND

	NEW WALL TO CEILING UNLESS NOTED TO ROOF DECK
	NEW 8'-0" HIGH WALL
	EXISTING WALL TO REMAIN
	REMOVE EXISTING WALL

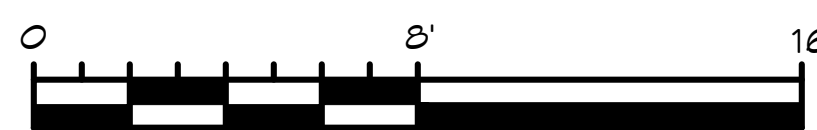
NOTES:

- WALLS 3/4" GYP BD EA SIDE OF 3 1/2" MTL STUD @ 16" O.C. UNLESS NOTED OTHERWISE (UNO)
- TYPICAL NEW WALLS TO CEILING UNLESS NOTED OTHERWISE
- DOORS TO MATCH EXISTING 3'-0"x7'-0"x1 1/2" S.G. INOOD (UNO) COORD W/ GENERAL CONTRACTOR.
- PANT WALLS (UNO)
- NEW ACOUSTIC CEILING PER OWNER
- FLOORING PER OWNER
- MOUNTING HEIGHTS OF ALL NEW ACCESSIBLE TOILET ROOM FIXTURES PER MICH BUILDING CODE
- INSULATE NEW TOILET ROOM WALLS AND CEILING



Floor Plan

SCALE: 1/4" = 1'-0"

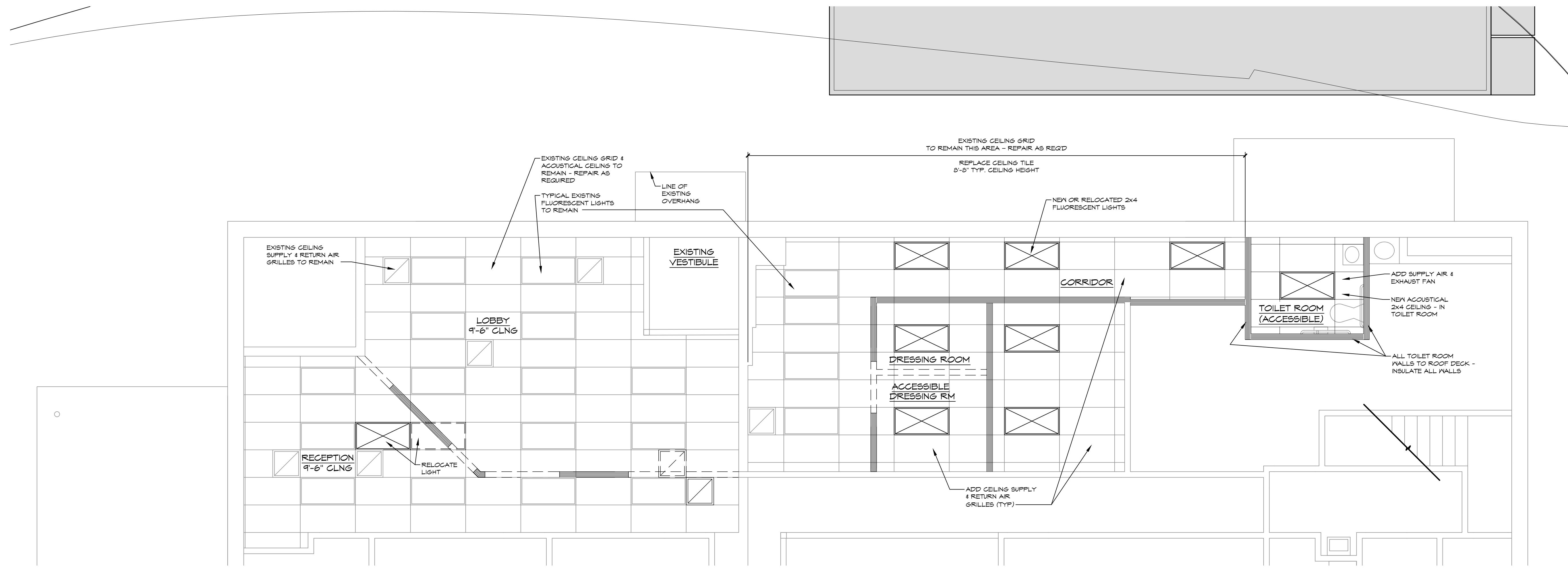
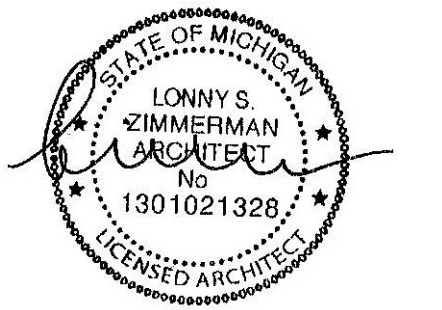




SIEGAL/TUOMALA ASSOCIATES ARCHITECTS & PLANNERS INC.

29200 northwestern hwy
suite 160
southfield, mi 48034

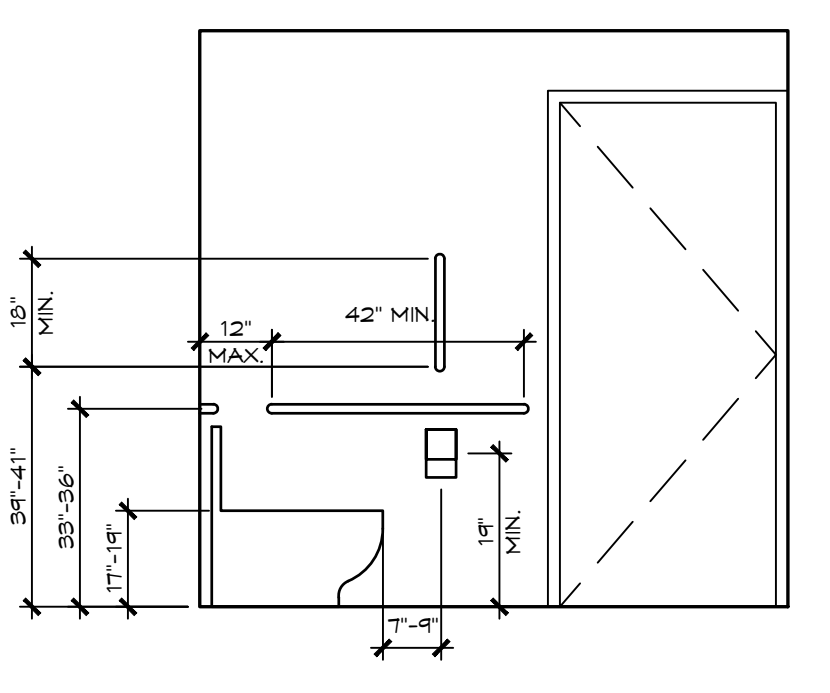
p • 248 • 352 • 0099
f • 248 • 352 • 0088
www.sta-architects.com



WALL LEGEND

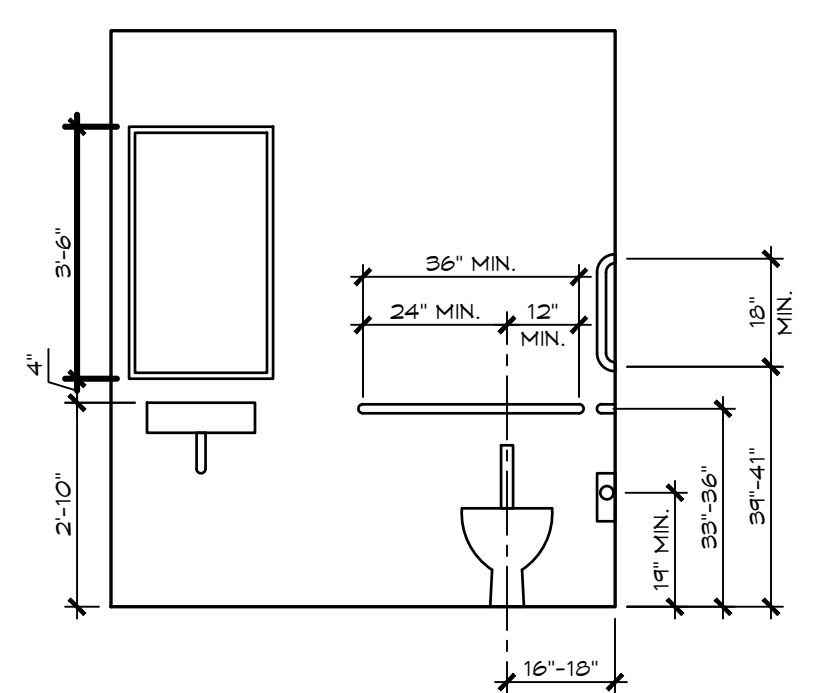
NEW WALL TO CEILING UNLESS NOTED TO ROOF DECK

NEW WALL WITH TOP @ 8'-0" AFF - OPEN ABOVE



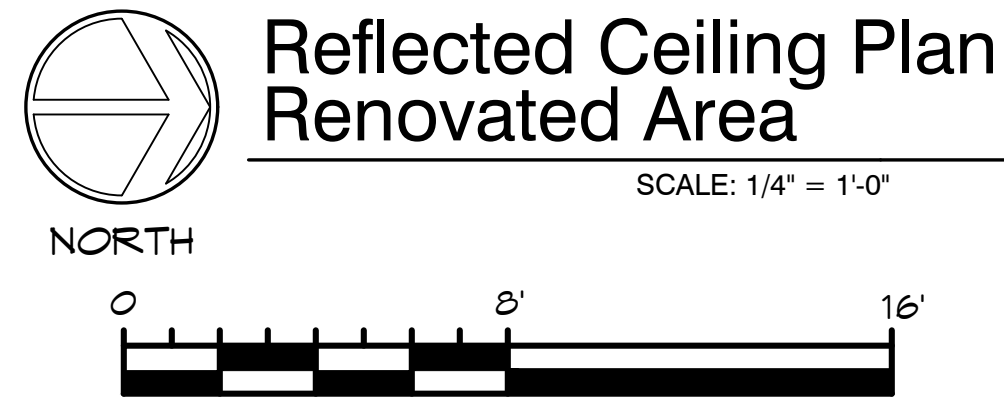
Toilet Room East Elevation

102.02
101 SCALE: 3/8" = 1'-0"



Toilet Room North Elevation

102.01
101 SCALE: 3/8" = 1'-0"



project name:
Life Center Adaptive Reuse

project location:
27215 Southfield Rd,
Lathrup Village, MI
48076

date/revision:

- Nov. 6, 2020
- Nov. 30, 2020 - Revised SPA & Building Permit

sheet title:
Reflected Ceiling Plan and Interior Elevations

project number:
2527

sheet number:

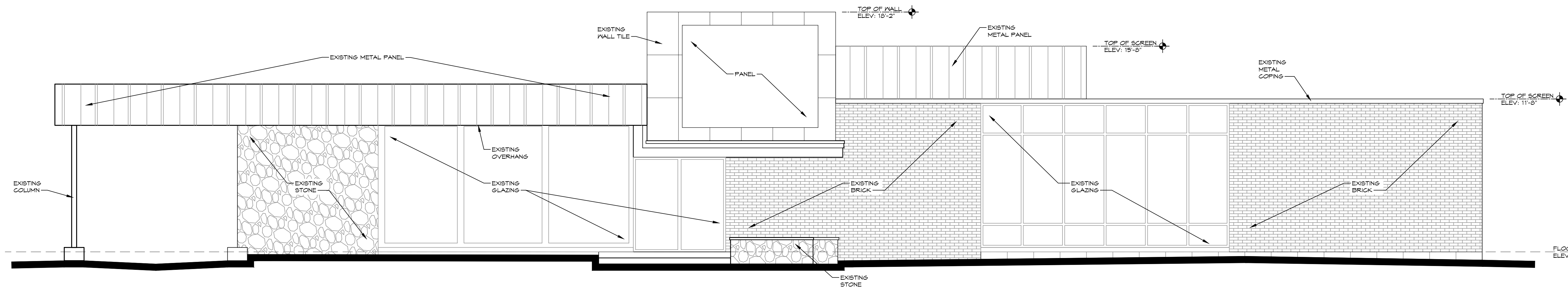
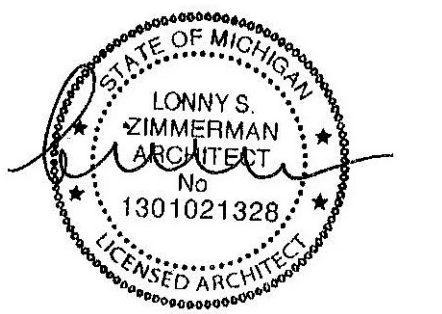
A.102



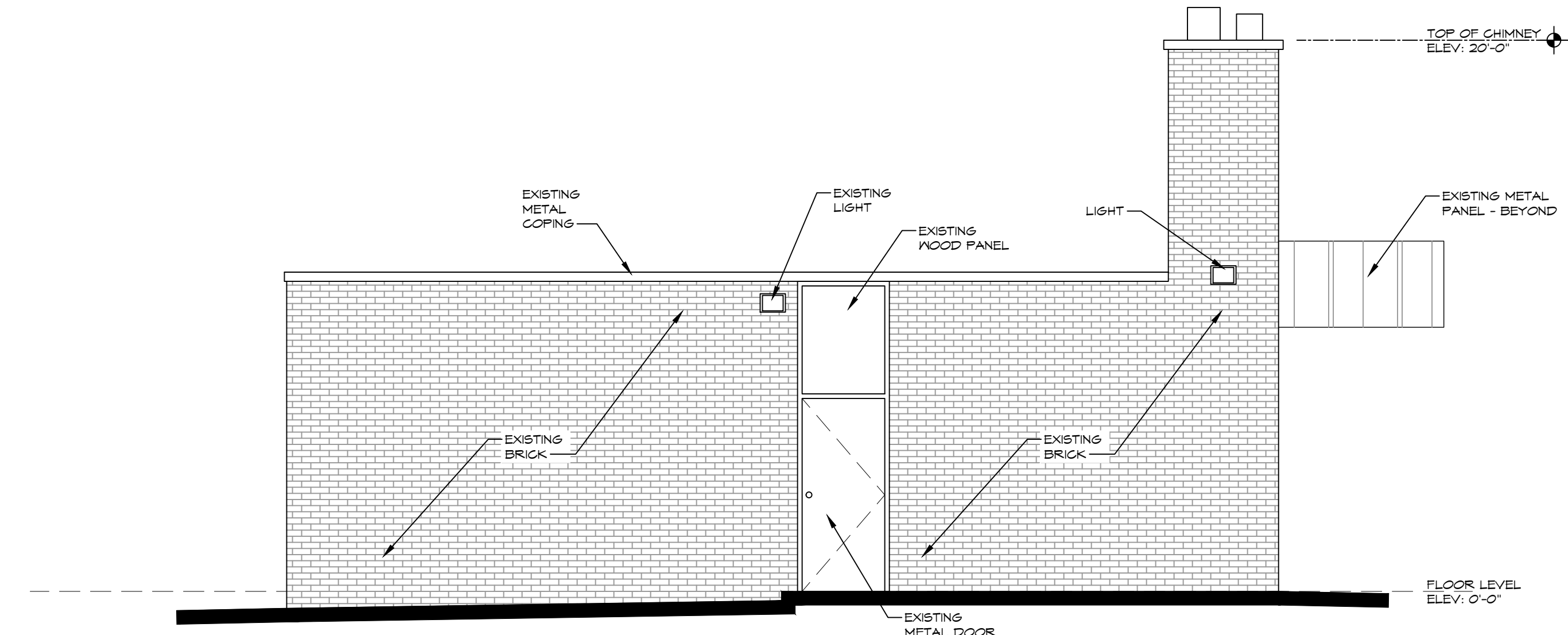
SIEGAL/TUOMAALA ASSOCIATES ARCHITECTS & PLANNERS INC.

29200 northwestern hwy suite 160 southfield, mi 48034

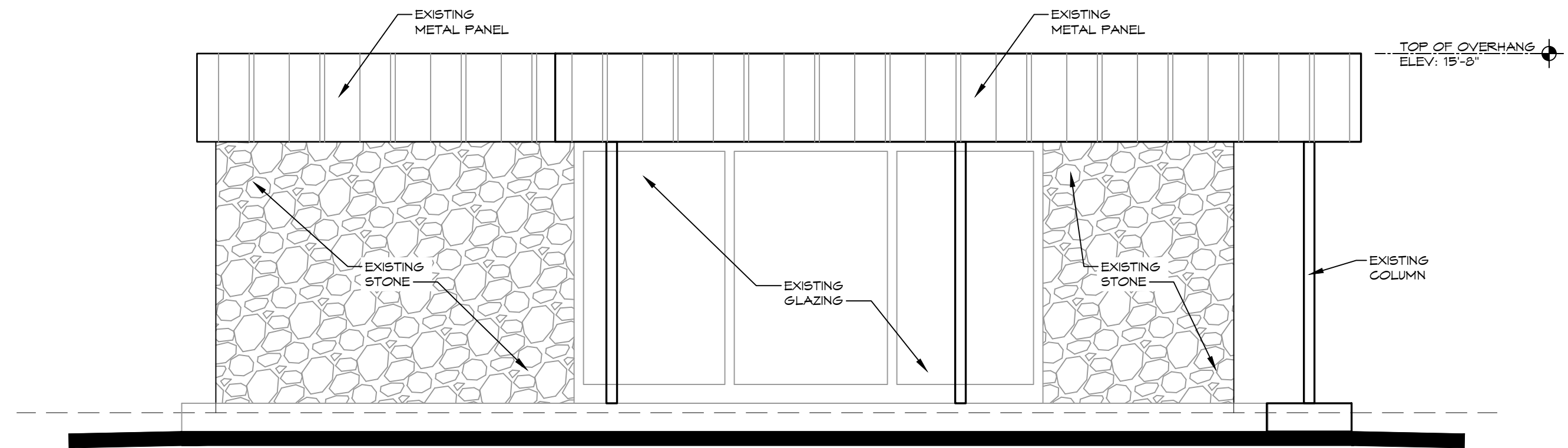
p • 248 • 352 • 0099 f • 248 • 352 • 0088 www.sta-architects.com



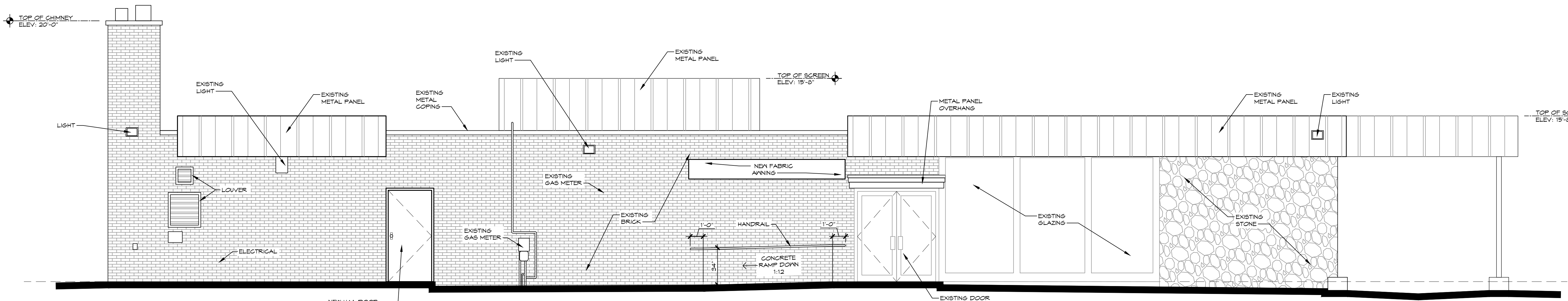
Existing East Elevation 103.01 101 SCALE: 1/4" = 1'-0"



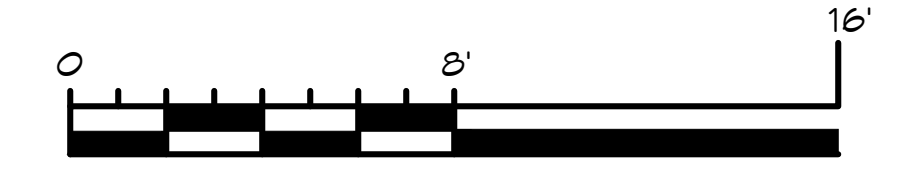
Existing North Elevation 103.02 101 SCALE: 1/4" = 1'-0"



Existing South Elevation 103.03 101 SCALE: 1/4" = 1'-0"



Existing West Elevation 103.04 101 SCALE: 1/4" = 1'-0"



project name: Life Center Adaptive Reuse

project location: 27215 Southfield Rd, Lathrup Village, MI 48076

date/revision: Nov. 30, 2020 - Revised SPA & Building Permit

sheet title: Existing Building Elevations

project number:

2527

sheet number:

A.103

Lathrup Village Zoning Appeal: 27215 Southfield Road

The Planning Commission, at its December 15, 2020 meeting indicated that a zoning variance will be necessary to **Section 5.5 "Protective or Barrier Walls Required"**.

Reason for Requesting an Ordinance Variance:

The subject property is zoned MX Mixed Use and abuts an R-1 Residential District continuously along its 180 foot long west property line with an existing chain link fence from the northwest corner and stopping approximately 24 feet from the southwest corner.

There are two DTE poles within 12 inches of the west property line in the alley, each with a guy wire running to the north. The north DTE pole has a 16'-4" long guy wire and the south DTE pole has a 26'-0" long guy wire. These will block wall construction along the property line.

At approximately six locations along the property line there are mature trees or clumps of trees and bushes that are growing on the fence line or very close to it. These provide a green barrier between the properties. Constructing a wall would require their removal.

The R-1 property owner along the south 115 feet of the west property line has written a letter (see attached letter) objecting to the construction of a masonry wall because of its appearance, and that it would obstruct his view and provide a safety issue for him.



CITY OF LATHRUP VILLAGE CITY COUNCIL STUDY SESSION MEETING MINUTES DECEMBER 21 ,2020

MINUTES OF THE STUDY SESSION MEETING OF THE CITY OF LATHRUP VILLAGE HELD ON MONDAY, DECEMBER 21, 2020 REMOTELY VIA ZOOM.

Present: Mayor Mykale Garrett and Mayor Pro Tem Kantor
Council members Ian Ferguson, Donna Stallings

Absent: Council member Saleem Siddiqi

Also Present: City Administrator, Dr. Sheryl Mitchell Theriot, City Attorney, Scott McKee, Chief of Police, Scott Baker, Asst. City Administrator/Treasurer, Pamela Bratschi, Community and Economic Development Manager, Susie Stec, Government Operations Asst., Kelda London, Jim Nelson, LVTV and City Clerk, Yvette Talley

This meeting was held remotely. All City Council members stated they are in Lathrup Village, MI-Oakland County

Meeting was called to order at 6:05 p.m. by Mayor Garrett

Purpose of the meeting is to discuss City Council Agenda items.

Discussed items:

- A. Discussion – Historical Society – Annette Kingsbury, Michael Griffin and Robin Roberts all spoke on behalf of needing more space for historical archives. City Council asked them to put together a budget/proposal with the intended use of the space so that City Council will have an idea what they are requesting. Discussed starting a committee to find sources of assistance.
- B. Discussion -Marijuana Licensing and Application process- City Attorney asked City Council to send feedback/comments to him regarding the draft ordinances.
- C. Discussion- Infrastructure Committee Update – Mayor Pro Tem Kantor said Notice of Intent will be discussed at January 4, 2021 Special City Council meeting . Noted changes: to identify lead, the estimate has increased because of breaking sidewalks, to repair them will be more costly, abatement estimate increased, water loss at stop box and inside home at a lower cost, water meters has changed to homeowners testing in their homes (10 volunteers), estimate to replace all meters in city higher than what was budgeted (maybe at a discounted rated), fire hydrants 243 which is an increase, will replace 40 hydrants a year over 3 years, gate valves 54 per year for the next 3 years, financing, increase \$9.81 water rate (residents will like not ever pay this theoretical maximum) as water meters are replaced, the capital revenue will increase. Funds will not be pulled all at once, capital improvement bond includes up-front money for sidewalks/ditch program and that money will be reimbursed to the city from the residents to pay for the capital bond. Applying for grants, \$1.8 million we have in the water fund to be used in year 1 which means we will take out a lower amount in year 1 for a lower pay-back.

- D. Items -D. E. F. G. due to time constraints, were not discussed in Study Session but will be discussed at the City Council meeting .

Mayor and Council Comments

City Attorney Scott Baker gave an overview of pending litigation.

Public Comments

Jo Robinson – Infrastructure Committee said they were trying to provide worst case scenario versus giving a lower amount and having to come back to adjust.

Ali Darwich – owns lot south of DXL men’s store on Southfield Rd. He has received number of inquiries to purchase his property. Mayor Garrett said cannabis industry has not been approved for the City of Lathrup Village but he can sell his property to whomever and the city will have no involvement. Scott Baker said requirements are: applicant has to show proof of ownership of the property or lease agreement of property.

Adjournment

Meeting adjourned at 7:02 p.m.

CITY OF LATHRUP VILLAGE CITY COUNCIL MEETING MINUTES DECEMBER 21, 2020

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF LATHRUP VILLAGE HELD ON MONDAY, DECEMBER 21, 2020 HELD REMOTELY VIA-ZOOM.

The meeting was called to order at 7:05 p.m. by Mayor Garrett and Roll Call was taken.

Present: Mayor Mykale Garrett and Mayor Pro Tem Bruce Kantor
Council members Ian Ferguson, Donna Stallings

Absent: Council member Saleem Siddiqi

Also Present: City Administrator, Dr. Sheryl L. Mitchell Theriot, Assist. City Administrator/Treasurer, Pamela Bratschi, City Attorney, Scott Baker, Police Chief, Scott McKee, Community and Economic Development Manager, Susie Stec, Government Operations, Kelda London and City Clerk, Yvette Talley

This meeting was held remotely. All City Council Members stated they are located in Lathrup Village, Michigan, Oakland County

MAYOR INVITED ALL PRESENT TO JOIN IN THE PLEDGE OF ALLEGIANCE

CO-20-195 MOTION TO EXCUSE COUNCIL MEMBER SIDDIQI

Motion by Council member Ferguson, motion failed due to the lack of second.

CONSENT AGENDA

CO-20-196 Approval of Agenda

Motion by Council member Ferguson, seconded by Council member Kantor to approve the Agenda.

Ayes: Ferguson, Garrett, Kantor, Stallings
No: None
Motion carried.

CO-20-197 Approval of Minutes – November 23, 2020 – Study Session Meeting

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson to approve the minutes for November 23, 2020 Study Session Meeting.

Ayes: Ferguson, Garret, Kantor, Stallings
No: None
Motion carried.

CO-20-198 Approval of Minutes – November 23, 2020 – City Council Meeting

CITY OF LATHRUP VILLAGE CITY CONCIL MEETING MINUTES DECEMBER 21, 2020

Motion Mayor Pro Tem Kantor, seconded by Council member Ferguson to approve the minutes for November 23, 2020 City Council Meeting.

Ayes: Ferguson, Garrett, Kantor, Stallings
No: None
Motion carried.

CO-20-199 Approval of Minutes – November 30, 2020 -Joint Meeting

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson to approve the minutes for November 30, 2020 Joint meeting.

Ayes: Ferguson, Garrett, Kantor, Stallings
No: None
Motion carried.

CO-20-200 Approval of Minutes – December 7, 2020 – Study Session Meeting

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson to approve the minutes for December 7, 2020 Study Session.

Ayes: Ferguson, Garrett, Kantor, Stallings
No: None
Motion carried.

CO-20-201 APPROVAL OF THE MONTHLY DISBURSEMENT REPORTS FOR THE MONTH OF NOVEMBER 2020

Motion by Mayor Pro Tem Kantor seconded by Council member Ferguson to approve the Monthly Disbursements for the month of November 2020:

October Disbursements w/Salary Included

FUND 101	GENERAL FUND	\$ 271,201.78
FUND 202	MAJOR ROADS	\$ 2,262.10
FUND 203	LOCAL ROADS	\$ 4,292.11
FUND 258	CAPITAL FUND	\$ -
FUND 494	DOWNTOWN DEV AUTH	\$ 13,534.04
FUND 592	WATER & SEW.	<u>\$ 175,144.42</u>
		\$ 466,434.45

Ayes: Ferguson, Garrett, Kantor, Stallings
No: None
Motion carried.

CO-20-202 CONSIDERATION OF A MOTION TO ACCEPT DEPARTMENTAL REPORTS

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson to approve the Departmental Reports.

CITY OF LATHRUP VILLAGE CITY CONCIL MEETING MINUTES DECEMBER 21, 2020

Ayes: Ferguson, Garrett, Kantor, Stallings

No: None

Motion carried.

CO-20-203 PRESENTATION

None

CO-20-204 PUBLIC COMMENT FOR ITEMS ON THE AGENDA

None

CO-20-205 PUBLIC HEARINGS

None

CO-20-206 ACTION REQUESTS - FOR CONSIDERATION/APPROVAL

- A. Consideration of Special Assessment Resolution#1 and Set Public Hearing for January 25, 2021

Dr. Mitchell gave an overview and answered specific questions.

Motion by Council member Ferguson, seconded by Mayor Pro Tem Kantor to approve the Special Assessment Resolution #1 and Set a Public Hearing for January 25, 2021.

Ayes: Ferguson, Garrett, Kantor, Stallings

No: None

Motion carried.

- B. Consideration To Approve the Infrastructure Study Group Recommendations and Approve the 2021 Capital Improvement Bond Proposal

Mayor Pro Tem Kantor gave an overview and answered specific questions.

Motion by Council member Ferguson, seconded by Council member Stallings to Accept the recommendation by the Infrastructure Committee to approve the 2021 Capital Improvement Bond proposal and authorize the Bond Council and Bond Financial Advisor to move forward as needed for the issuance of Unlimited Tax General Obligation Bonds to be sold in conjunction with the Street Improvements Bonds.

Ayes: Ferguson, Garrett, Kantor, Stallings

No: None

Motion carried.

- C. Consideration of the Approve the Redstone Architect, Inc. for the Police Department Expansion Study

CITY OF LATHRUP VILLAGE CITY CONCIL MEETING MINUTES DECEMBER 21, 2020

Dr. Mitchell Theriot gave an overview and answered specific questions.

Daniel Redstone – Architect gave an overview and answered specific questions.

Motion by Council member Ferguson , seconded by Council member Stallings to accept the proposal and contract with Redstone Architects, Inc. for the Police Department Expansion Study, consisting of Part 1 & Part 2 of their proposal, in the amount of \$9,640 and authorize the Mayor or City Administrator to sign any related documents.

Ayes: Ferguson, Garrett, Kantor, Stallings
No: None
Motion carried.

D. Consideration of Approval of the Independent Contractor Agreement with C.V. Studios for LVTV Operations Manager Services

Dr. Mitchell Theriot gave an overview and answered specific questions.

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson to approve the Independent Contractor Agreement C.V. Studios for LVTV Operations Manager Services for a 2-year contract ending December 31, 2020, in the amount of \$40,000 a year and authorize the Mayor and City Administrator to sign the Agreement.

Ayes: Ferguson, Garrett, Kantor, Stallings
No: None
Motion carried.

E. Consideration to Approve the Municode for Meeting and Agenda Management Services

Dr. Mitchell Theriot gave an overview and answered specific questions.

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson to approve the Municode for Meeting and Agenda Management Services.

Ayes: Ferguson, Garrett, Kantor, Stallings
No: None
Motion carried.

F. Consideration to Approve the 2021 City Council Meeting Calendar

Dr. Mitchell Theriot gave an overview and answered specific questions.

CITY OF LATHRUP VILLAGE CITY CONCIL MEETING MINUTES DECEMBER 21, 2020

Motion by Council member Ferguson, seconded by Mayor Pro Tem Kantor to approve the 2021 City Council Meeting Schedule.

Ayes: Garrett, Kantor, Stallings
No: Ferguson
Motion carried.

G. Consideration to Approve 2021 Board of Review Meeting Dates

Dr. Mitchell Theriot gave an overview and answered specific questions.

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson to approve the 2021 Board of Review Meeting Dates.

Ayes: Ferguson, Garrett, Kantor, Stallings
No: None
Motion carried.

H. Consideration of the Approve the Appointments to the Lathrup Village Community Foundation (due to changing by-laws)

Dr. Mitchell Theriot gave an overview and answered specific questions.

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson to appoint to the Lathrup Village Community Foundation Board:

- a. Pamela Bratschi, as the designee of the City Administrator
Mayor Mykale Garrett as a Council appointment

Ayes: Ferguson, Garrett, Kantor, Stallings
No: None
Motion carried.

Historic District Commission

- b. Motion by Council member Ferguson, seconded by Council member Stallings to re-appoint Robin Roberts to the Historic District Commission for the 3-year term ending December 31, 2023.

Ayes: Ferguson, Garrett, Kantor, Stallings
No: None
Motion carried.

I. Resolution – Racism as a Public Health Crisis

City Council acknowledge receipt of the proclamation recognizing racism as a public health crisis.

CITY OF LATHRUP VILLAGE CITY CONCIL MEETING MINUTES DECEMBER 21, 2020

CO-20-207 **CLOSED SESSION**

Motion by Mayor Pro Tem Kantor, seconded by Council member Stallings to approve to go into closed session meeting in accordance with Section 8(c) of the Michigan Open Meetings Act (MCL 15.268), to

consider strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party.

Ayes: Ferguson, Garrett, Kantor, Stallings

No: None

Motion carried.

CO-20-208 **MOTION TO RETURN TO COME OUT OF CLOSED SESSION AND RETURN TO CITY COUNCIL MEETING**

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson to return to City Council meeting.

Ayes: Ferguson, Garrett, Kantor, Stallings

No: None

Motion carried.

CO-20-209 **CITY ADMINISTRATOR REPORT**

Dr. Mitchell Theriot reported -January 4, 2021 will be a Special City Council meeting to discuss the Notice of Intent Resolution Capital Improvement Bonds and the Tentative Agreement – Police Officers Association of Michigan/Lathrup Village Police Officers Association (Patrol Unit) and Command Officers Association of Michigan/ Lathrup Village Command Officers Association (Command Union). Susan Schultz has resigned with her last day will be December 23, 2020 and will temporarily fill the position until restructuring roles and responsibilities. Rami Sweidan will return as full- time code enforcement officer starting January 11, 2021. Reconfiguring front office desks so that desks/phones are not shared according to MDHHS. City Hall closed daily 12:30-1:30 p.m. for lunch. City Hall closed for the holidays December 24 & 25th and December 31st & January 1st. Dr. Mitchell Theriot received the MML community builder award. Oakland County Water Resource Commissioner Jim Nash extended an invitation to meet with Lathrup Village Staff. RFP for House in the Woods realtor will be issued tomorrow. The police department has received certification from the Michigan Association of Chiefs of Police and Michigan Law Enforcement Accreditation Commission for being in compliance with U. S. Department of Justice standards. Officer Michael Tackett will be promoted to Sergeant. Chief Scott McKee is the coordinator for the CARES Act reimbursement and Lathrup Village has received reimbursement of over \$105,000. DDA has been sending out licensing renewals and the next DDA meeting will be January 15 at 12 noon. Kabob -Kabob restaurant has donated 30- \$10 gift cards for Police department to distribute to Lathrup Village residents. Mainstreet has been awarded with Flagstar grant \$1,500 to enhance the gateway entrances with lights and landscaping. Received an application from a company who would like to open a drive-through COVID-19 testing clinic by appointment only. BP gas station moving forward, they have been issued a building permit. Planning Commission next meeting is January 19 and they have started the capital improvement process. Recreation coordinator and Mayor Garrett are working together for MLK program will have a community experience journal and food drive for Lighthouse. Spring classes

CITY OF LATHRUP VILLAGE CITY CONCIL MEETING MINUTES DECEMBER 21, 2020

open for registration with a mix virtual and in person classes. Southfield Public Schools has an app with news feeds, calendar of events, etc.

CO-20-210 CITY ATTORNEY

Scott Baker stated- it has been a challenging year but the City of Lathrup Village has continued to push forward when most cities have closed. He wished everyone a happy holiday.

CO-20-211 REPORTS OF BOARDS COMMISSIONS AND COMMITTEES

Mayor Pro Tem Kantor reported -Planning Commission held public hearing on R-1 Parking as special land use was approved to move forward to City Council for approval. Approved site plan for 27215 Southfield Rd. business and will come to City Council to seek a variance for the required wall between the public alleyway and first residential home. Planning Commission 2021 meeting calendar was approved. Discussed the cause of the fire at the JMC building and City has received another FOIA request them.

CO-20-212 UNFINISHED/NEW BUSINESS

None

CO-20-213 PUBLIC COMMENTS

None

CO-20-214 MAYOR AND CITY COUNCIL COMMENTS

Mayor Garrett stated this has been a traumatic year for the Lathrup Village Community and wished all well.

City Council wished everyone Happy Holidays.

Council member Ferguson stated he will spear-head an event for Veteran's Day.

Mayor Pro Tem Kantor said there will be a lot of positive things to come for Lathrup Village due to the updating the infrastructure, the way the city looks and the new code enforcement officer starting January 11th. Encouraged residents to do their home water service line test. The link for the process is on www.lathrupvillage.org.

CO-20-215 ADJOURNMENT

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson to adjourn this meeting.

Ayes: Ferguson, Garrett, Kantor, Siddiqi
No: None

CITY OF LATHRUP VILLAGE CITY CONCIL MEETING MINUTES DECEMBER 21, 2020

Motion carried.

The meeting was adjourned at 8:50 p.m.

Transcribed by Yvette Talley

Mykale Garrett, Mayor

Transcribed by Yvette Talley
City Clerk

CITY OF LATHRUP VILLAGE SPECIAL CITY COUNCIL MEETING MINUTES JANUARY 4, 2021

MINUTES OF THE SPECIAL CITY COUNCIL MEETING OF THE CITY OF LATHRUP VILLAGE HELD ON REMOTELY ON ZOOM.

The meeting was called to order at 6:01 p.m. by Mayor Garrett and Roll Call was taken.

Present: Mayor Mykale Garrett and Mayor Pro Tem Bruce Kantor
Council members Ian Ferguson and Donna Stallings
Council member Saleem Siddiqi arrived at 6:23 p.m.

Also Present: City Administrator, Dr. Sheryl L. Mitchell, City Attorney, Scott Baker, Police Chief, Scott McKee, Treasurer, Pamela Bratschi, Community & Economic Development Manager, Susan Stec, Kelda London, and City Clerk, Yvette Talley

This meeting was held remotely. Roll call was taken and all City Council members present are located in Lathrup Village, MI-Oakland

County. Mayor Pro-Tem Kantor location is Harbor Springs, MI – Emmet County

CO-21-01 ROLL CALL WAS TAKEN

Motion by Council member Ferguson to excuse Council member Siddiqi, there was no second and motion failed due to lack of second.

CO-21-02 ACTION REQUESTS

A. Consideration of Approval of the Notice of Intent Resolution Capital Improvement Bonds

Bruce Kantor gave an overview and answered specific questions. After the Notice of Intent is approved, it will be published in the Oakland Press. The bonds will be issued without a vote of the residents, unless there is a petition received to exercise their Right of Referendum which will require the signatures of 10% of registered voters within 45 days of publication of the notice that will be published in Oakland Press newspaper. An additional \$200,000 was added for contingency with theoretical maximum increase of \$10.42 for the water bill.

Patrick McGow – Bond Attorney and Stephen Hayduk – Bond Consultant were present to answer questions.

Motion by Council member Ferguson, seconded by Mayor Pro Tem Kantor to Approve the Notice of Intent Resolution for Capital Improvement Bonds in the amount of \$5,380,000 and authorize and direct the City Clerk to publish the Notice of Intent to Issue Bonds in the Oakland Press as described in the attached Resolution and Exhibit A.

Yes: Ferguson, Garrett, Kantor, Stallings

No: None

CITY OF LATHRUP VILLAGE CITY CONCIL MEETING MINUTES DECEMBER 21, 2020

Motion carried.

- B. Consideration of Adoption for Approval of Tentative Agreement- Police Officers Association of Michigan/Lathrup Village Police Officers Association (Patrol Unit) and Command Officers Association of Michigan/Lathrup Village Command Officers Association (Command Union)

Attorney Steven Schwartz gave an overview and answered specific questions.

Motion by Council member Ferguson, seconded by Council member Stallings to approve the Tentative Agreement – Police Officers Association of Michigan/Lathrup Village Police Officers Association (Patrol Unit) and Command Officers Association of Michigan/Lathrup Village Command Officers Association (Command Union).

Yes: Ferguson, Garrett, Kantor, Stallings

No: None

Motion carried.

CO-21-03 MAYOR/COUNCIL COMMENT

Council members wished everyone a Happy New Year.

Mayor Pro Tem Kantor asked for an update on the tree program/tree committee. Susie Stec will meet with current members of the committee tentatively on January 28th. Reminded residents to do self-assessment of your water line.

Council member Ferguson discussed sidewalk project how to handle trees infringing on the sidewalk. Tree committee will discuss this matter at their next meeting.

Council member Stallings - reminder January 21 National slavery and human trafficking month.

Mayor Garrett stated that Martin Luther King Jr. car parade January 18th 9:30 a.m. you have to register in or der to participate and at 12 noon there will be a virtual program.

CO-21-04 PUBLIC COMMENTS

None

CO-21-05 CITY ADMINISTRATOR

Dr. Sheryl Mitchell Theriot – wished everyone a Happy New Year.

Dr. Martin Luther King program will have an event to share your journal or memories of civil rights movement along with a food drive. Welcome new temporary employee Denise Macon.

CO-21-06 ADJOURNMENT

Motion by Mayor Pro Tem Kantor, seconded by Council member Stallings to adjourn this meeting.

Yes: Ferguson, Garrett, Kantor, Stallings

CITY OF LATHRUP VILLAGE SPECIAL CITY COUNCIL MEETING MINUTES JANUARY 4, 2021

No: None

Motion carried.

The meeting was adjourned at 6:27 p.m.

Transcribed by Yvette Talley

Mykale Garrett, Mayor

Transcribed by Yvette Talley

City Clerk

Memorandum

To: Mayor and City Council

From: Pamela Bratschi, Treasurer/Assistant City Administrator

Date: December 17, 2020

Re: Monthly Approval of Disbursements

Attached are reports for the Cities Monthly Disbursements for the Month of December 2020.

MOTION:

To approve the Monthly Disbursements for the month of December 2020 as:

DECEMBER DISBURSEMENTS W/ SALARY INCLUDED			
FUND 101	GENERAL FUND	\$	331,161.01
FUND 202	MAJOR ROADS	\$	14,290.14
FUND 203	LOCAL ROADS	\$	40,592.14
FUND 258	CAPITAL FUND	\$	560.00
FUND 494	DOWNTOWN DEV. AUTH	\$	15,967.77
FUND 592	WATER & SEW	\$	210,113.89
TOTAL DISBURSEMENTS		\$	612,684.95

CITY OF LATHRUP VILLAGE
Disbursement Report

Period covered 12/1/2020-12/15/2020

Gross Payroll:

Payroll Department	Amount	Personnel
Admin	\$15,510.64	Bratschi, Carlton, London, Mitchell Schultz, Talley
DDA	\$2,818.75	Stec, Dahl
Bldg Mnt	\$0.00	
Police	\$41,381.43	Becker, Button, Carmack, Huston Knoll,Lask,Lawrence, McKee,Roberts Tackett,Tompkins Upshaw, Zang
DPS	\$0.00	
Water	\$1,038.79	Carlton
Recreation	\$1,882.33	Clough

Total Gross align="right">**\$62,631.94**

Deductions align="right">**\$23,168.44**

Net Payroll align="right">**\$39,463.50**

*** Fund Totals Include Gross Payroll**

General Fund	\$58,774.40
Major Road Fund	\$0.00
Local Road Fund	\$0.00
Capital Acquisition Fund	\$0.00
Debt Service Fund SDS Bonds	\$0.00
Downtown Development Authority	\$2,818.75
Water & Sewer Fund	\$1,038.79
Total	\$62,631.94

CITY OF LATHRUP VILLAGE
Disbursement Report

Period covered 12/16/2020-12/31/2020

Gross Payroll:

Payroll Department	Amount	Personnel
Admin	\$15,510.64	Bratschi, Carlton, London, Mitchell Schultz, Talley
DDA	\$3,088.75	Stec, Dahl
Bldg Mnt	\$0.00	
Police	\$34,002.08	Becker, Button, Carmack, Huston Knoll,Lask,Lawrence, McKee,Roberts Tackett,Tompkins Upshaw, Zang
DPS	\$0.00	
Water	\$1,038.79	Carlton
Recreation	\$1,882.33	Clough

Total Gross **\$55,522.59**

Deductions **\$20,478.26**

Net Payroll **\$35,044.33**

*** Fund Totals Include Gross Payroll**

General Fund	\$272,386.61
Major Road Fund	\$14,290.14
Local Road Fund	\$40,592.14
Capital Acquisition Fund	\$560.00
Debt Service Fund SDS Bonds	\$0.00
Downtown Development Authority	\$13,149.02
Water & Sewer Fund	\$209,075.10
Total	\$550,053.01

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LATHRUP VILLAGE
POST DATES 12/01/2020 - 12/31/2020
BOTH JOURNALIZED AND UNJOURNALIZED
PAID

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000.000					
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	MICHIGAN ST. DISBURSEMENT	CHILD SUPPORT	282.75	44795
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	POLICE & FIREMEN'S INS. GF	INSURANCE	56.34	44805
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	AFLAC	AFLAC INSURANCE	128.60	44825
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	MICHIGAN ST. DISBURSEMENT	CHILD SUPPORT	282.75	44856
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	GLADY STALLINGS	DEPOSIT FOR COMMUNITY ROOM	300.00	44778
101-000.000-246.000	POLICE UNION DUES	COMMAND OFFICERS ASSN. OF	UNION DUES	67.60	44761
101-000.000-246.000	POLICE UNION DUES	POLICE OFFICERS ASSOC.	UNION DUES	532.10	44806
101-000.000-283.000	PERFORMANCE BONDS	Anthony Branham	BD Bond Refund	150.00	44750
101-000.000-283.000	PERFORMANCE BONDS	Den-Man Contractors	BD Bond Refund	250.00	44765
101-000.000-283.000	PERFORMANCE BONDS	Jay Askcrow	BD Bond Refund	50.00	44785
101-000.000-283.000	PERFORMANCE BONDS	Jay Askcrow	BD Bond Refund	1,100.00	44785
101-000.000-283.000	PERFORMANCE BONDS	Kopasetic Decks & More	BD Bond Refund	150.00	44791
101-000.000-283.000	PERFORMANCE BONDS	NUMAN, MARILYN K	BD Bond Refund	50.00	44798
101-000.000-283.000	PERFORMANCE BONDS	VISION RESTORATION & BUILI	BD Bond Refund	150.00	44822
101-000.000-283.000	PERFORMANCE BONDS	Conlon Installations	BD Bond Refund	165.00	44837
101-000.000-283.000	PERFORMANCE BONDS	DENSON, LASHAWNDA C	BD Bond Refund	150.00	44839
101-000.000-283.000	PERFORMANCE BONDS	Hansons	BD Bond Refund	150.00	44845
101-000.000-283.000	PERFORMANCE BONDS	Kearns Bros	BD Bond Refund	150.00	44850
101-000.000-283.000	PERFORMANCE BONDS	Kearns Bros	BD Bond Refund	150.00	44850
101-000.000-283.000	PERFORMANCE BONDS	Kearns Bros	BD Bond Refund	150.00	44850
101-000.000-283.000	PERFORMANCE BONDS	Roth Electric Inc	BD Bond Refund	35.00	44865
101-000.000-344.000	DEF COMP PAYABLE ICMA CLEARIN	ICMA RETIREMENT TRUST-457	ICMA DEF COMP 457	3,922.94	44782
101-000.000-344.000	DEF COMP PAYABLE ICMA CLEARIN	ICMA RETIREMENT TRUST-457	ICMA DEF COMP 457	4,692.24	44848
101-000.000-401.000	CITY TAXES	KARL KRISTIAN ODWARKA	BOARD OF REVIEW	161.48	2751
101-000.000-401.000	CITY TAXES	KENNETH HARRIS	BOARD OF REVIEW	213.41	2752
Total For Dept 000.000				13,490.21	
Dept 100.000 GOVERNMENT SERVICES					
101-100.000-726.000	OFFICE SUPPLIES	STAPLES	OFFICE SUPPLIES	212.00	44814
101-100.000-726.000	OFFICE SUPPLIES	ZIP ETC.INC.	ENVELOPES AND DOG LICENSE FORMS	485.00	44824
101-100.000-726.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	1,333.05	44826
101-100.000-726.000	OFFICE SUPPLIES	STAPLES	OFFICE SUPPLIES	51.90	44869
101-100.000-726.000	OFFICE SUPPLIES	STAPLES	OFFICE SUPPLIES	50.00	44869
101-100.000-804.000	BUILDING TRADE INSPECTION	MCKENNA & ASSOC.	BUILDING INSPECTIONS PERFORMED	9,739.75	44792
101-100.000-804.000	BUILDING TRADE INSPECTION	MCKENNA & ASSOC.	BUILDING INSPECTIONS PERFORMED JUNE 202	9,295.25	44792
101-100.000-804.000	BUILDING TRADE INSPECTION	MCKENNA & ASSOC.	BUILDING INSPECTIONS PERFORMED SEPT. 20	9,331.50	44792
101-100.000-804.000	BUILDING TRADE INSPECTION	MCKENNA & ASSOC.	PLUMBING, MECHANICAL AND ELECTRICAL INS	2,778.75	44792
101-100.000-805.000	CABLE TELEVISION	JIM NELSON	HAZARD PAY	250.00	44787
101-100.000-805.000	CABLE TELEVISION	C V STUDIOS	CABLE SERVICES PROVIDED	2,882.00	44832
101-100.000-840.000	LIBRARY PAYMENT	CITY OF SOUTHFIELD	LIBRARY SERVICES PROVIDED	59,969.00	44834
101-100.000-848.001	TECHNOLOGY	CARDMEMBER SERVICE	NEW FLAGS, ELECTION, PARKS AND REC, DOC	54.99	44745
101-100.000-850.000	TELEPHONE EXPENDITURES	PAETEC	PHONE BILL	412.58	44802
101-100.000-850.000	TELEPHONE EXPENDITURES	PAETEC	PHONE BILLS	662.08	44802
101-100.000-850.000	TELEPHONE EXPENDITURES	COMCAST	INTERNET	262.22	44836
101-100.000-850.000	TELEPHONE EXPENDITURES	VERIZON WIRELESS	CELL PHONE BILL	212.65	44872
101-100.000-860.000	VEHICLE EXPENSE	KIP INSPECTION SERVICES,	IREIMBURSEMENT FOR BLOWER MOTOR ON 2009	33.38	44853
101-100.000-860.000	VEHICLE EXPENSE	SHERYL MITCHELL	VEHICLE ALLOWANCE	400.00	44866
101-100.000-900.000	PRINTING/PUBLICATION COSTS	POSTMASTER	POSTAGE TO MAIL OF NEWSLETTER	735.00	44747
101-100.000-900.000	PRINTING/PUBLICATION COSTS	21ST CENTURY MEDIA- MICHIC	ADVERTISMENT	710.52	44748
101-100.000-900.000	PRINTING/PUBLICATION COSTS	21ST CENTURY MEDIA- MICHIC	ADVERTISMENT	1,112.02	44748
101-100.000-900.000	PRINTING/PUBLICATION COSTS	C & G NEWSPAPERS	ADVERTISMENT	529.50	44755
101-100.000-900.000	PRINTING/PUBLICATION COSTS	C & G NEWSPAPERS	ADVERTISMENT	106.00	44755

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LATHRUP VILLAGE
 POST DATES 12/01/2020 - 12/31/2020
 BOTH JOURNALIZED AND UNJOURNALIZED
 PAID

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 100.000 GOVERNMENT SERVICES					
101-100.000-900.000	PRINTING/PUBLICATION COSTS	C & G NEWSPAPERS	ADVERTISEMENT	127.20	44755
101-100.000-901.000	POSTAGE FEES	PITNEY BOWES	LEASE PAYMENT	356.64	44804
101-100.000-901.000	POSTAGE FEES	PITNEY BOWES	TAPE STRIPES, RED INK	356.96	44804
Total For Dept 100.000 GOVERNMENT SERVICES				102,449.94	
Dept 101.000 ADMINISTRATION					
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	ARRON CARLTON	HAZARD PAY	250.00	44751
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	KELDA LONDON	HAZARD PAY	250.00	44789
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	PAMELA A. BRATSCHI	HAZARD PAY	250.00	44803
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	SUSAN SCHULTZ	HAZARD PAY	250.00	44815
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	YVETTE TALLEY	HAZARD PAY	250.00	44823
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	INSURANCE	4,382.34	44754
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	225.05	44821
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS BLUE SHIELD	INSURANCE	499.08	44828
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPANY	INSURANCE	172.54	44868
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	225.05	44871
101-101.000-717.000	CODE ENFORCEMENT LEGAL	BAKER & ELOWSKY, PLLC	LEGAL SERVICES PROVIDED	1,690.00	44753
101-101.000-718.000	ELECTIONS	CARDMEMBER SERVICE	NEW FLAGS, ELECTION, PARKS AND REC, DOG	385.54	44745
101-101.000-718.000	ELECTIONS	21ST CENTURY MEDIA- MICHIGAN	ADVERTISEMENT	179.08	44748
101-101.000-718.000	ELECTIONS	C & G NEWSPAPERS	ADVERTISEMENT	296.30	44755
101-101.000-718.000	ELECTIONS	ELECTIONS SYSTEMS & SOFTWARE	PROTECTIVE SHIELDS	1,642.05	44771
101-101.000-718.000	ELECTIONS	SPECTRUM PRINTERS, INC	TEST DECKS FOR ELECTION	82.15	44813
101-101.000-718.000	ELECTIONS	ELECTION SOURCE	ELECTION SUPPLIES	138.28	44770
101-101.000-718.000	ELECTIONS	PRINTING SYSTEMS, INC.	ELECTION SUPPLIES	1,103.71	44807
101-101.000-718.000	ELECTIONS	OAKLAND COUNTY TREASURER	BALLOT FOLDING	420.00	44859
101-101.000-718.000	ELECTIONS	PRINTING SYSTEMS, INC.	ELECTION SUPPLIES	54.59	44862
101-101.000-722.000	LEGAL SERVICES	BAKER & ELOWSKY, PLLC	LEGAL SERVICES PROVIDED	4,320.00	44753
101-101.000-722.000	LEGAL SERVICES	STEVEN H. SCHWARTZ	LEGAL SERVICES	218.75	44870
Total For Dept 101.000 ADMINISTRATION				17,284.51	
Dept 201.000 BUILDING & GROUNDS					
101-201.000-702.000	SALARIES PART-TIME	CLIFTON GRANT	HAZARD PAY	250.00	44759
101-201.000-702.000	SALARIES PART-TIME	KIMBERLY RUSHING	HAZARD PAY	250.00	44790
101-201.000-702.000	SALARIES PART-TIME	MICHIGAN ST. DISBURSEMENT	SPOUSAL SUPPORT	649.75	44795
101-201.000-702.000	SALARIES PART-TIME	CLIFTON GRANT	SANATIZING CITY HALL, ADDITIONAL WORK,	638.43	44759
101-201.000-702.000	SALARIES PART-TIME	AFLAC	AFLAC INSURANCE	71.64	44825
101-201.000-702.000	SALARIES PART-TIME	CLIFTON GRANT	CLEANING SERVICES PROVIDED FOR CITY HALL	538.43	44835
101-201.000-702.000	SALARIES PART-TIME	CLIFTON GRANT	ADDITIONAL PROJECTS	300.00	44835
101-201.000-702.000	SALARIES PART-TIME	KIMBERLY RUSHING	WINDOW AND BLIND CLEANING	210.00	44852
101-201.000-702.000	SALARIES PART-TIME	MICHIGAN ST. DISBURSEMENT	SPOUSAL SUPPORT	649.75	44856
101-201.000-920.000	UTILITIES	DTE ENERGY	ELECTRIC BILL FOR CITY BUILDINGS	1,522.79	44767
101-201.000-920.000	UTILITIES	CONSUMERS ENERGY	ENERGY BILLS	736.51	44762
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	CLIFTON GRANT	SANATIZING CITY HALL, ADDITIONAL WORK,	156.81	44759
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	DETROIT ELEVATOR COMPANY	ROUTINE MAINTENANCE DECEMBER 2020	215.00	44766
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	ELITE LIGHT AND POWER	ELECTRICAL WORK FOR CITY HALL	365.00	44772
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	DENNY'S HEATING, COOLING & REPAIR	HVAC	500.04	44838
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	NICHOLS PAPER & SUPPLY CO	BUILDINGS SUPPLIES	102.53	44858
101-201.000-930.002	COVID EXP - BUILDING	CLIFTON GRANT	SANATIZING CITY HALL, ADDITIONAL WORK,	504.00	44759
101-201.000-930.002	COVID EXP - BUILDING	NBS	FOGGING	906.80	44796
101-201.000-930.002	COVID EXP - BUILDING	CLIFTON GRANT	SANITIZING CITY HALL	504.00	44835
101-201.000-938.000	PARKING LOT & GROUNDS	CARDMEMBER SERVICE	NEW FLAGS, ELECTION, PARKS AND REC, DOG	430.59	44745
101-201.000-938.000	PARKING LOT & GROUNDS	HOME DEPOT CREDIT SERVICES	DOG PARK SUPPLIES, CITY HALL SUPPLIES	203.55	44779
101-201.000-938.000	PARKING LOT & GROUNDS	J.C. EHRLICH	PEST CONTROL	47.00	44783

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LATHRUP VILLAGE
 POST DATES 12/01/2020 - 12/31/2020
 BOTH JOURNALIZED AND UNJOURNALIZED
 PAID

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 201.000 BUILDING & GROUNDS					
101-201.000-938.000	PARKING LOT & GROUNDS	CHRISTMAS DECOR	CHRISTMAS DECORATIONS AT CITY HALL	2,500.00	44833
101-201.000-938.000	PARKING LOT & GROUNDS	CLIFTON GRANT	ADDITIONAL PROJECTS	50.00	44835
Total For Dept 201.000 BUILDING & GROUNDS				12,302.62	
Dept 301.000 PUBLIC SAFETY					
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS-BLUE SHIELD	INSURANCE	13,892.76	44744
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	AMANDA CARMACK	HAZARD PAY	250.00	44749
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	CHARLES BECKER	HAZARD PAY	250.00	44756
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	ERIC BUTTON	HAZARD PAY	250.00	44773
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	GARY LASK	HAZARD PAY	250.00	44776
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	JEREMY HUSTON	HAZARD PAY	250.00	44786
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	KEITH ROBERTS	HAZARD PAY	250.00	44788
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	MICHAEL TACKETT	HAZARD PAY	250.00	44793
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	MICHAEL ZANG	HAZARD PAY	250.00	44794
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	RAKAMAN UPSHAW	HAZARD PAY	250.00	44808
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	RAYMOND TOMPKINS	HAZARD PAY	250.00	44809
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	SCOTT MCKEE	HAZARD PAY	250.00	44812
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	TERANCE LAWRENCE	HAZARD PAY	250.00	44817
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	THERESA KNOLL	HAZARD PAY	250.00	44819
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	INSURANCE	1,006.52	44754
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	509.01	44821
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	38.40	44821
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BRIAN AVEDISIAN	MEDICAL REIMBURSEMENT	433.80	44831
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS BLUE SHIELD	INSURANCE	4,138.60	44828
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS-BLUE SHIELD	INSURANCE	13,892.76	44829
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPANY	INSURANCE	292.18	44868
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	38.30	44871
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	509.01	44871
101-301.000-726.000	OFFICE SUPPLIES	CARDMEMBER SERVICE	NEW FLAGS, ELECTION, PARKS AND REC, DOC	58.28	44745
101-301.000-726.000	OFFICE SUPPLIES	CITY OF LATHRUP VILLAGE	PARKING, LUNCH, AIR FRESHNER, WOOD TARC	6.36	44758
101-301.000-726.000	OFFICE SUPPLIES	RAPID RESPONSE	PRINTER INK	169.99	44863
101-301.000-727.000	ROAD SUPPLIES	CITY OF LATHRUP VILLAGE	PARKING, LUNCH, AIR FRESHNER, WOOD TARC	10.00	44758
101-301.000-727.000	ROAD SUPPLIES	HOME DEPOT CREDIT SERVICES	DOG PARK SUPPLIES, CITY HALL SUPPLIES	12.80	44779
101-301.000-729.000	OFFICE MACHINE MAINTENANCE	PREMIER BUSINESS PRODUCTS	COPY CHARGES	242.18	44860
101-301.000-731.000	PUBLICATIONS/DOCUMENT REDUCIN	CARDMEMBER SERVICE	NEW FLAGS, ELECTION, PARKS AND REC, DOC	93.28	44745
101-301.000-803.000	MEMBERSHIPS & MEETINGS	CITY OF LATHRUP VILLAGE	PARKING, LUNCH, AIR FRESHNER, WOOD TARC	20.00	44758
101-301.000-803.000	MEMBERSHIPS & MEETINGS	OAKLAND COUNTY ASSN. CHIEF	MEMBERSHIP RENEWAL SGT. ZANG	30.00	44800
101-301.000-803.000	MEMBERSHIPS & MEETINGS	OAKLAND COUNTY ASSN. CHIEF	MEMBERSHIP RENEWAL FOR CHIEF MCKEE	30.00	44800
101-301.000-803.000	MEMBERSHIPS & MEETINGS	IACP	MEMBERSHIP	190.00	44847
101-301.000-822.000	TRAINING	EMPCO, INC.	SERGEANT EXAM	721.40	44841
101-301.000-822.000	TRAINING	MICHIGAN STATE UNIVERSITY	CLASS FOR SEREANT ZANG	3,500.00	44857
101-301.000-822.000	TRAINING	PRI MANAGEMENT GROUP	SEMINAR FOR THERESA KNOLL	250.00	44861
101-301.000-823.000	FIREARMS TRAINING	CARDMEMBER SERVICE	NEW FLAGS, ELECTION, PARKS AND REC, DOC	121.56	44745
101-301.000-823.000	FIREARMS TRAINING	CITY OF LATHRUP VILLAGE	PARKING, LUNCH, AIR FRESHNER, WOOD TARC	23.12	44758
101-301.000-829.000	POLICE UNIFORMS & CLEANING	HURON VALLEY GUNS	UNIFORMS	1,243.51	44781
101-301.000-829.000	POLICE UNIFORMS & CLEANING	KEITH ROBERTS	BOOT REIMBURSEMENT	96.82	44851
101-301.000-850.000	TELEPHONE EXPENDITURES	COMCAST	CABLE AND INTERNET	21.56	44760
101-301.000-850.000	TELEPHONE EXPENDITURES	PAETEC	PHONE BILLS	398.36	44802
101-301.000-850.000	TELEPHONE EXPENDITURES	AT & T	DISPATCH	55.98	44827
101-301.000-850.000	TELEPHONE EXPENDITURES	VERIZON WIRELESS	CELL PHONE BILL	212.64	44872
101-301.000-860.000	VEHICLE EXPENSE	CARDMEMBER SERVICE	NEW FLAGS, ELECTION, PARKS AND REC, DOC	87.96	44745
101-301.000-860.000	VEHICLE EXPENSE	B AND B COLLISION CORP	REPAIRS ON POLICE VEHICLE	977.87	44752

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LATHRUP VILLAGE
 POST DATES 12/01/2020 - 12/31/2020
 BOTH JOURNALIZED AND UNJOURNALIZED
 PAID

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 301.000 PUBLIC SAFETY					
101-301.000-860.000	VEHICLE EXPENSE	O'REILLY AUTOMOTIVE, INC.	MINI BULB	7.36	44799
101-301.000-860.000	VEHICLE EXPENSE	THE REINALT-THOMAS CORPORATION	TIRE FOR POLICE VEHICLE	211.50	44818
101-301.000-860.000	VEHICLE EXPENSE	OAKLAND COUNTY TREASURER	REPAIR ON POLICE VEHICLE	527.00	44801
101-301.000-860.000	VEHICLE EXPENSE	OAKLAND COUNTY TREASURER	REPAIR ON POLICE VEHICLE	750.91	44801
101-301.000-860.000	VEHICLE EXPENSE	OAKLAND COUNTY TREASURER	POLICE VEHICLE REPAIRS	652.56	44801
Total For Dept 301.000 PUBLIC SAFETY				48,724.34	
Dept 401.000 PUBLIC SERVICE					
101-401.000-703.000	EMPLOYEE TAXES & BENEFITS	DAVID CHUNG	HAZARD PAY	250.00	44764
101-401.000-703.000	EMPLOYEE TAXES & BENEFITS	ROBERT CICHOWLAS	HAZARD PAY	250.00	44810
101-401.000-703.000	EMPLOYEE TAXES & BENEFITS	ROBERT MCSWAIN	HAZARD PAY	250.00	44811
101-401.000-703.000	EMPLOYEE TAXES & BENEFITS	TIMOTHY PRAST	HAZARD PAY	250.00	44820
101-401.000-920.000	UTILITIES	DTE ENERGY	ELECTRIC BILL FOR CITY BUILDINGS	102.74	44767
101-401.000-920.000	UTILITIES	COMCAST	INTERNET	387.79	44760
101-401.000-920.000	UTILITIES	CONSUMERS ENERGY	ENERGY BILLS	409.09	44762
101-401.000-920.000	UTILITIES	PAETEC	PHONE BILLS	124.28	44802
101-401.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES PROVIDED	10,436.61	44854
101-401.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES PROVIDED	10,436.61	44854
Total For Dept 401.000 PUBLIC SERVICE				22,897.12	
Dept 501.000 LEAF COLLECTION					
101-501.000-978.000	REFUSE EQUIP/ROLLOFF EXPEND	SOCRRA	SPECIAL WASTE PICKUP	382.81	44867
Total For Dept 501.000 LEAF COLLECTION				382.81	
Dept 601.000 RECREATION					
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	CHRISTOPHER CLOUGH	HAZARD PAY	250.00	44757
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	INSURANCE	321.26	44754
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	CHRISTOPHER CLOUGH	TUITION REIMBURSEMENT	853.68	44757
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	28.23	44821
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPANY	INSURANCE	21.51	44868
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	28.33	44871
101-601.000-806.000	ADULT PROGRAMS	MARC DUTTON IRRIGATION, INC	CHRISTMAS LIGHTS IN GAZEBO	288.00	44855
101-601.000-812.000	COMMUNITY EVENTS	CARDMEMBER SERVICE	NEW FLAGS, ELECTION, PARKS AND REC, DOC	950.16	44745
101-601.000-843.000	DOG PARK EXPENSES	CARDMEMBER SERVICE	NEW FLAGS, ELECTION, PARKS AND REC, DOC	107.63	44745
101-601.000-843.000	DOG PARK EXPENSES	HOME DEPOT CREDIT SERVICES	DOG PARK SUPPLIES, CITY HALL SUPPLIES	247.21	44779
101-601.000-884.000	CONCERTS IN THE PARK	BMI	MEMBERSHIP RENEWAL	364.00	44830
Total For Dept 601.000 RECREATION				3,460.01	
Total For Fund 101 GENERAL FUND				220,991.56	
Fund 202 MAJOR ROAD FUND					
Dept 702.000					
202-702.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	INSURANCE	72.97	44754
202-702.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPANY	INSURANCE	2.69	44868
202-702.000-864.000	TRAFFIC CONTROLS	ROAD COMMISSION FOR OAKLAND	SUB SIGNALS	1,348.82	44864
202-702.000-870.000	FORESTRY	J.H. HART URBAN FORESTRY	TREE TRIMMING	316.97	44784
202-702.000-870.000	FORESTRY	J.H. HART URBAN FORESTRY	TREE TRIMMING AND TREE REMOVAL	577.50	44784
202-702.000-870.000	FORESTRY	J.H. HART URBAN FORESTRY	TREE TRIMMING AND STUMP REMOVAL	1,194.69	44849
202-702.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES PROVIDED	5,388.25	44854
202-702.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES PROVIDED	5,388.25	44854
Total For Dept 702.000				14,290.14	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LATHRUP VILLAGE
 POST DATES 12/01/2020 - 12/31/2020
 BOTH JOURNALIZED AND UNJOURNALIZED
 PAID

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 202 MAJOR ROAD FUND					
Total For Fund 202 MAJOR ROAD FUND				14,290.14	
Fund 203 LOCAL ROAD FUND					
Dept 703.000					
203-703.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	INSURANCE	72.97	44754
203-703.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPANY	INSURANCE	2.69	44868
203-703.000-861.000	ROAD MAINTENANCE	NICO INCORPORATED	CONCRETE ROAD AND APPROACH REPAIRS	22,126.00	44746
203-703.000-861.000	ROAD MAINTENANCE	NICO INCORPORATED	CONCRETE REPAIRS	4,176.00	44797
203-703.000-864.000	TRAFFIC CONTROLS	ROAD COMMISSION FOR OAKLAND	SUB SIGNALS	1,348.82	44864
203-703.000-870.000	FORESTRY	J.H. HART URBAN FORESTRY	TREE TRIMMING	316.97	44784
203-703.000-870.000	FORESTRY	J.H. HART URBAN FORESTRY	TREE TRIMMING AND TREE REMOVAL	577.50	44784
203-703.000-870.000	FORESTRY	J.H. HART URBAN FORESTRY	TREE TRIMMING AND STUMP REMOVAL	1,194.69	44849
203-703.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES PROVIDED	5,388.25	44854
203-703.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES PROVIDED	5,388.25	44854
Total For Dept 703.000				40,592.14	
Total For Fund 203 LOCAL ROAD FUND				40,592.14	
Fund 258 CAPITAL ACQUISITION FUND					
Dept 000.000					
258-000.000-970.000	CAPITAL EXPENDITURE	ELITE LIGHT AND POWER	ELECTRICAL WORK FOR CITY HALL	560.00	44772
Total For Dept 000.000				560.00	
Total For Fund 258 CAPITAL ACQUISITION FUND				560.00	
Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 000.000					
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	CORI DAHL	HAZARD PAY	250.00	44763
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	SUSIE STEC	HAZARD PAY	250.00	44816
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	INSURANCE	1,185.23	44754
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	53.45	44821
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPANY	INSURANCE	31.96	44868
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	53.45	44871
494-000.000-726.000	OFFICE SUPPLIES	CARDMEMBER SERVICE	NEW FLAGS, ELECTION, PARKS AND REC, DOC	15.89	44745
494-000.000-822.000	TRAINING/MEMBERSHIP	CARDMEMBER SERVICE	NEW FLAGS, ELECTION, PARKS AND REC, DOC	75.00	44745
494-000.000-845.000	STREETSCAPING	CHRISTMAS DECOR	CHRISTMAS DECORATIONS AT CITY HALL	4,216.84	44833
494-000.000-882.000	PLANNING/CONSULTING FEES	GIFFELS-WEBSTER ENG INC	PLANNING SERVICES	1,675.00	44777
494-000.000-900.000	PRINTING/PUBLICATION COSTS	FEDEX	PRINTING CHARGES	415.65	44774
494-000.000-933.000	REPAIRS & MAINTENANCE	DTE ENERGY	STREET LIGHTS	1,837.80	44767
Total For Dept 000.000				10,060.27	
Total For Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY				10,060.27	
Fund 592 WATER & SEWER FUND					
Dept 536.000 WATER DEPARTMENT					
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	INSURANCE	4,891.60	44754
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	16.16	44821
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPANY	INSURANCE	9.49	44868
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	16.16	44871
592-536.000-902.000	BILLING SERVICES	SAMUEL STEPHENS	WATER BILL OVERPAYMENT	467.43	2580
592-536.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES PROVIDED	6,054.70	44854
592-536.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES PROVIDED	6,054.70	44854
592-536.000-935.000	EQUIPMENT REPLACEMENT	FERGUSON WATERWORKS	WATER METER	131.03	44843
592-536.000-944.000	WATER PURCHASES	SOUTHEAST OAKLAND COUNTY	WATER CHARGES FOR THE MONTH OF OCTOBER	31,248.22	2577
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPPLY	FILL SAND	728.00	44768

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LATHRUP VILLAGE
 POST DATES 12/01/2020 - 12/31/2020
 BOTH JOURNALIZED AND UNJOURNALIZED
 PAID

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 592 WATER & SEWER FUND					
Dept 536.000 WATER DEPARTMENT					
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPPLY	DEBRIS HAULED OUT	300.00	44768
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPPLY	DEBRIS HAULED OUT	1,800.00	44768
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPPLY	DEBRIS HAULED OUT	900.00	44768
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPPLY	DEBRIS HAULED OUT, FILL SAND	1,628.00	44768
592-536.000-974.000	WATER MAIN PROJECT	EJ USA, INC.	WATER MAIN SUPPLIES	339.93	44769
592-536.000-974.000	WATER MAIN PROJECT	EJ USA, INC.	WATER MAIN SUPPLIES	43.36	44769
592-536.000-974.000	WATER MAIN PROJECT	FERGUSON WATERWORKS	WATER MAIN SUPPLIES	568.30	44775
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPPLY	DEBRIS HAULED OUT	900.00	44840
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPPLY	DEBRIS HAULED OUT, FILL SAND	1,628.00	44840
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPPLY	DEBRIS HAULED OUT	1,600.00	44840
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPPLY	LIMESTONE	473.00	44840
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPPLY	FILL SAND	728.00	44840
Total For Dept 536.000 WATER DEPARTMENT				60,526.08	
Dept 537.000 SEWER DEPARTMENT					
592-537.000-651.000	INDUSTRIAL SURCHARGE	GREAT LAKES WATER AUTHORITY	INDUSTRIAL WASTE CONTROL	1,336.79	2578
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	INSURANCE	183.13	44754
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	16.16	44821
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPANY	INSURANCE	9.50	44868
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	16.16	44871
592-537.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES PROVIDED	6,054.70	44854
592-537.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES PROVIDED	6,054.70	44854
592-537.000-939.000	SEWER SYTEM MAINTENANCE	DTE ENERGY	ELECTRIC BILL FOR CITY BUILDINGS	15.32	44767
592-537.000-939.000	SEWER SYTEM MAINTENANCE	EQUIX INTEGRITY, INC	SEWER CLEANING AND TELEVISIONING	25,751.86	44842
592-537.000-939.000	SEWER SYTEM MAINTENANCE	GIFFELS-WEBSTER ENG INC	2020 SEWER CLEANING	1,080.00	44844
592-537.000-942.000	SEWAGE DISPOSAL EXPENSE	OAKLAND COUNTY TREASURER	GRINDER PUMP REPLACEMENT	14,187.78	2579
592-537.000-942.000	SEWAGE DISPOSAL EXPENSE	OAKLAND COUNTY TREASURER	SEWERAGE DISPOSAL FOR THE MONTH OF NOV	85,767.51	2579
592-537.000-945.000	RETENTION TANK-UTIL ELEC	DTE ENERGY	ELECTRIC BILL FOR CITY BUILDINGS	1,562.30	44767
592-537.000-947.000	RETENTION TANK UTIL-GAS	CONSUMERS ENERGY	ENERGY BILLS	70.30	44762
592-537.000-948.000	RETENTION TANK UTIL-TELEPHONE	PAETEC	PHONE BILLS	145.56	44802
592-537.000-948.000	RETENTION TANK UTIL-TELEPHONE	COMCAST	INTERNET AT RETENTION TANK	113.35	44836
592-537.000-977.000	EVIRONMENT COMPL - NON CAPITA	HUBBELL, ROTH & CLARK, INC	STORM WATER PERMITTING	4,620.11	44780
592-537.000-977.000	EVIRONMENT COMPL - NON CAPITA	HYDROCORP	CROSS CONNECTION PROGRAM	525.00	44846
Total For Dept 537.000 SEWER DEPARTMENT				147,510.23	
Total For Fund 592 WATER & SEWER FUND				208,036.31	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LATHRUP VILLAGE
POST DATES 12/01/2020 - 12/31/2020
BOTH JOURNALIZED AND UNJOURNALIZED
PAID

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
-----------	---------	--------	---------------------	--------	---------

Fund Totals:

Fund 101 GENERAL FUND	220,991.56
Fund 202 MAJOR ROAD FUNI	14,290.14
Fund 203 LOCAL ROAD FUNI	40,592.14
Fund 258 CAPITAL ACQUISI	560.00
Fund 494 DOWNTOWN DEVELC	10,060.27
Fund 592 WATER & SEWER I	208,036.31

Total For All Funds:	<u>494,530.42</u>
----------------------	-------------------



LAW OFFICE

BAKER & ELOWSKY, PLLC

41850 WEST ELEVEN MILE ROAD, SUITE 207
NOVI, MICHIGAN 48375
Phone: (248) 230-4103 Fax: (248) 929-0835
www.bakerelowsky.com

SCOTT R. BAKER
JENNIFER H. ELOWSKY

sbaker@bakerelowsky.com

Of Counsel

LEANN K. KIMBERLIN

MATTHEW C. QUINN

December 1, 2020

Via Email

Sheryl Mitchell, DBA, MSA
City Administrator
City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076

Pam Bratschi, MiCPT, CPFA
City Treasurer
City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076

Re: Legal Department Billing for November 1 through November 30, 2020

Dear Dr. Mitchell and Ms. Bratschi:

The following is our law firm's billing to the City of Lathrup Village for the month of November, 2020:

1. General Retainer	\$2,500.00
2. Special Legal Services	\$1,820.00
3. Downtown Development Authority	\$
4. Project Reimbursement	\$
5. Prosecution/Code Enforcement	<u>\$1,690.00</u>
	\$6,010.00

If you should have any questions, please feel free to contact me.

Very truly yours,

BAKER & ELOWSKY, PLLC

Scott R. Baker

Enclosures



LAW OFFICE

BAKER & ELOWSKY, PLLC

41850 WEST ELEVEN MILE ROAD, SUITE 207
NOVI, MICHIGAN 48375
Phone: (248) 230-4103 Fax: (248) 929-0835
www.bakerelowsky.com

December 01, 2020

City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076

Invoice Number: 1038
Invoice Period: 11-01-2020 - 11-30-2020

RE: General Retainer

Time Details

Date	Professional	Description	Hours	Amount
11-02-2020	SRB	Review correspondence from Mayor re cannabis inquiry.	0.25	No Charge
11-02-2020	SRB	Review correspondence from Clerk re public hearing notice	0.25	No Charge
11-02-2020	SRB	Review and respond to multiple correspondence with Admin and S. Sec re JMC meeting.	0.50	No Charge
11-02-2020	SRB	Review correspondence from Admin re See Click Fix report.	0.25	No Charge
11-04-2020	SRB	Review and respond to correspondence from Parks and Recreation Coordinator.	0.25	No Charge
11-04-2020	SRB	Review correspondence from Admin re COVID update	0.25	No Charge
11-04-2020	SRB	Review correspondence from Admin re House in the Woods appraisal.	0.25	No Charge
11-04-2020	SRB	Review correspondence from Mayor Pro Tem re road millage.	0.25	No Charge
11-05-2020	SRB	Review correspondence from Admin re draft agenda for 11-9 City Council study session.	0.25	No Charge
11-05-2020	SRB	Review correspondence from Clerk re FOIA request.	0.25	No Charge
11-06-2020	SRB	Review correspondence from Clerk re FOIA request.	0.25	No Charge
11-06-2020	SRB	Review correspondence from Admin and agenda packet for 11-9	0.25	No Charge

We appreciate your business. Checks may be made payable to Baker & Elowsky, PLLC.

Page 1 of 4

Date	Professional	Description	Hours	Amount
		Council study session.		
11-06-2020	SRB	Review correspondence from S. Stec re construction board of appeals.	0.25	No Charge
11-09-2020	SRB	Review correspondence from Admin re See Click Fix report.	0.25	No Charge
11-09-2020	SRB	Review correspondence from Admin re 2020 project update.	0.25	No Charge
11-09-2020	SRB	Review correspondence from Admin re Mayor's e-mail.	0.25	No Charge
11-09-2020	SRB	Review correspondence from Admin re auditors RFP	0.25	No Charge
11-09-2020	SRB	Prepare for and participate in City Council Study session.	2.00	No Charge
11-10-2020	SRB	Review correspondence from S. Stec re JMC correspondence.	0.25	No Charge
11-10-2020	SRB	Review and respond to correspondence from Mayor Pro-Tem re SAD meeting.	0.25	No Charge
11-11-2020	SRB	Telephone conference with Mayor Pro Tem re special assessment procedures	0.50	No Charge
11-12-2020	SRB	Review correspondence from Admin re grant for veterans	0.25	No Charge
11-12-2020	SRB	Review correspondence from Admin re fire department report	0.25	No Charge
11-12-2020	SRB	Review correspondence from Admin re dog park opening.	0.25	No Charge
11-12-2020	SRB	Review correspondence from Admin and clerk re FOIA request.	0.25	No Charge
11-12-2020	SRB	Review multiple correspondence from S. Stec re JMC business licenses.	0.50	No Charge
11-12-2020	SRB	Review correspondence from Admin re community room rentals.	0.25	No Charge
11-13-2020	SRB	Review and respond to multiple correspondence re marijuana delivery service	0.75	No Charge
11-13-2020	SRB	Review correspondence from Admin re facebook posting removal.	0.25	No Charge
11-13-2020	SRB	Review correspondence from Admin re COVID-19 Plan updates	0.25	No Charge
11-13-2020	SRB	Review correspondence from Admin re indoor rental notice	0.25	No Charge
11-13-2020	SRB	Review correspondence from S. Stec re annie lathrup park	0.25	No Charge
11-16-2020	SRB	Review multiple correspondence from S. Stec and J. Wright re Business license protocol.	0.50	No Charge
11-16-2020	SRB	Review multiple correspondence from Admin and Mayor re negative social media posts	0.50	No Charge

We appreciate your business. Checks may be made payable to Baker & Elowsky, PLLC.

Page 2 of 4

Date	Professional	Description	Hours	Amount
11-17-2020	SRB	Review correspondence from Admin re social media posting	0.25	No Charge
11-17-2020	SRB	Review correspondence from Admin re election certification	0.25	No Charge
11-17-2020	SRB	Review and respond to correspondence from Admin re citizen inquiry	0.25	No Charge
11-17-2020	SRB	Review and respond to multiple correspondence re marijuana delivery service	0.75	No Charge
11-17-2020	SRB	Review correspondence from Admin re See Click Fix report	0.25	No Charge
11-17-2020	SRB	Review correspondence from Admin re council updates.	0.25	No Charge
11-18-2020	SRB	Review correspondence from and telephone conference with K. London re 26711 Southfield Road.	0.25	No Charge
11-18-2020	SRB	Review correspondence from Admin re DTE tree work	0.25	No Charge
11-18-2020	SRB	Review correspondence from S. Stec re JMC Properties	0.25	No Charge
11-19-2020	SRB	Review multiple correspondence from Mayor Pro-Tem re infrastructure meeting update	0.50	No Charge
11-19-2020	SRB	Review correspondence from Admin re City Council study session on 11/23	0.25	No Charge
11-20-2020	SRB	Review correspondence from S. Stec re JMC landlord license application.	0.25	No Charge
11-20-2020	SRB	Review correspondence from Admin re DTE tree trimming	0.25	No Charge
11-20-2020	SRB	Review correspondence from Admin re Council meeting agenda	0.25	No Charge
11-22-2020	SRB	Review multiple correspondence from members of the infrastructure subcommittee.	0.50	No Charge
11-23-2020	SRB	Review multiple correspondence from members of the infrastructure subcommittee.	0.50	No Charge
11-23-2020	SRB	Review correspondence from Admin re consumer best practices	0.25	No Charge
11-23-2020	SRB	Review correspondence from Admin re radar sign report	0.25	No Charge
11-23-2020	SRB	Review correspondence from Admin re updated study session agenda	0.25	No Charge
11-23-2020	SRB	Review correspondence from Admin re Gorbe litigation update	0.50	No Charge
11-23-2020	SRB	Review correspondence from Admin re capital improvement bond information	0.25	No Charge

We appreciate your business. Checks may be made payable to Baker & Elowsky, PLLC.

Page 3 of 4

Date	Professional	Description	Hours	Amount
11-23-2020	SRB	Review correspondence from Admin re City contracts	0.25	No Charge
11-23-2020	SRB	Review correspondence from Admin re study session documents	0.25	No Charge
11-23-2020	SRB	Review correspondence from S. Stec re commercial landlord license application	0.25	No Charge
11-23-2020	SRB	Prepare for and attend study session of City Council.	1.75	No Charge
11-23-2020	SRB	Prepare for and attend regular meeting of City Council.	1.00	No Charge
11-24-2020	SRB	Review and respond to inquiry from Treasurer re notice of lis pendens	0.25	No Charge
11-24-2020	SRB	Review multiple correspondence from S. Stec and Admin e commercial landlord license application	0.50	No Charge
11-24-2020	SRB	Review correspondence from Clerk re FOIA request.	0.25	No Charge
11-24-2020	SRB	Review correspondence from Clerk re pool elevation ordinance.	0.25	No Charge
11-25-2020	SRB	Review correspondence from Admin re job posting	0.25	No Charge
11-25-2020	SRB	Review correspondence from Admin and S. Stec re Joint meeting on 11/30	0.25	No Charge
11-30-2020	SRB	Review correspondence from Admin re Lathrup Community Foundation fund raiser.	0.25	No Charge
11-30-2020	SRB	Review and respond to correspondence from Clerk re FOIA expense calculation.	0.25	No Charge
11-30-2020	SRB	Review multiple correspondence re advanced zoom public comment registration	0.50	No Charge
11-30-2020	SRB	Services Rendered		2,500.00
			Total	2,500.00

Time Summary

Professional	Hours	Amount
Scott Baker	25.00	2,500.00
Total		2,500.00

Total for this Invoice 2,500.00

We appreciate your business. Checks may be made payable to Baker & Elowsky, PLLC.



LAW OFFICE

BAKER & ELOWSKY, PLLC

41850 WEST ELEVEN MILE ROAD, SUITE 207
NOVI, MICHIGAN 48375
Phone: (248) 230-4103 Fax: (248) 929-0835
www.bakerelowsky.com

December 01, 2020

City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076

Invoice Number: 1039
Invoice Period: 11-01-2020 - 11-30-2020

RE: Prosecution/Code Enforcement

Time Details

Date	Professional	Description	Hours	Amount
11-02-2020	SRB	Receipt and review records from Police Clerk concerning 11/18/2020 46th District Court docket.	0.50	65.00
11-06-2020	SRB	Review multiple correspondence from property manager, building official and City engineer re Olga's grease issue.	0.50	65.00
11-09-2020	SRB	Phone call with defendant concerning registration of alarm re: 20LV02003.	0.25	32.50
11-10-2020	SRB	Phone call with defendant concerning ordinance violations re: 20L0001207.	0.25	32.50
11-11-2020	SRB	Phone call with Defendant concerning ZOOM hearing re: 00L818165A.	0.25	32.50
11-11-2020	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 20LV01817A	0.50	65.00
11-11-2020	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 20LV0001207	0.50	65.00
11-11-2020	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 19LV02137A	0.50	65.00
11-11-2020	SRB	Conduct telephone pre-trial conference with defendant, prepare adjournment and draft correspondence to defendant and Court	0.50	65.00

We appreciate your business. Checks may be made payable to Baker & Elowsky, PLLC.

Page 1 of 3

Date	Professional	Description	Hours	Amount
		with same re: 20LV01817A		
11-11-2020	SRB	Conduct telephone pre-trial conference with defendant, prepare plea offer and draft correspondence to defendant and Court with same re: 18LV00062A	0.50	65.00
11-11-2020	SRB	Conduct telephone pre-trial conference with defendant, prepare plea offer and draft correspondence to defendant and Court with same re: 20LV01610A & B	0.50	65.00
11-11-2020	SRB	Conduct telephone pre-trial conference with defendant, prepare plea offer and draft correspondence to defendant and Court with same re: 00L818165A	0.50	65.00
11-11-2020	SRB	Review and respond to correspondence from the Court re 14LV01895 A & B	0.25	32.50
11-11-2020	SRB	Draft correspondence to building official; prepare order of dismissal and forward to court re: 20L0001639	0.25	32.50
11-12-2020	SRB	Draft Motion and Order for Nolle Pros, send same to 46th District Court re 20LV00754A	0.25	32.50
11-12-2020	SRB	Correspondence with Det. Zang concerning records re: 20LV01608A & 20LV01785A,B.	0.25	32.50
11-13-2020	SRB	review correspondence from building official re 18520 roseland	0.25	32.50
11-16-2020	SRB	Review correspondence and police report re 26780 Southfield Rd	0.25	32.50
11-16-2020	SRB	Phone call with defense attorney concerning 20LV01849A.	0.25	32.50
11-18-2020	SRB	Appear for virtual prosecution docket at 46th District Court	2.50	325.00
11-18-2020	SRB	Phone call with property owner concerning sign issue re: 27047 Southfield Rd.	0.25	32.50
11-20-2020	SRB	Phone call with Richard Mandal concerning status of complaint re: Lan Lan Holdings.	0.25	32.50
11-20-2020	SRB	Receipt and review of 46th District Court docket for 12/09/2020 for Judge Nance.	0.25	32.50
11-20-2020	SRB	Review and respond to correspondence from Court re 20L0001641	0.25	32.50
11-23-2020	SRB	Review correspondence from Sgt. Zang re 26711 Southfield Road	0.25	32.50
11-24-2020	SRB	Review multiple correspondence from property owner and building official re violation status update.	0.50	65.00
11-24-2020	SRB	Review of docket and appearance notices concerning 12/09/2020 hearings and correspondence to Police Clerk re: 20LV01919, 16LV00283B, 2002014B, 07L126998A, 20LV01952A, 20LV01849A, 20LV00988ABC, 20LV01356AB, 20LV02003A.	1.25	162.50

We appreciate your business. Checks may be made payable to Baker & Elowsky, PLLC.

Page 2 of 3

Date	Professional	Description	Hours	Amount
11-27-2020	SRB	Review correspondence from Jim Wright re animal ordinance violation.	0.25	32.50
11-30-2020	SRB	Review correspondence from defense attorney re 20LV01088A	0.25	32.50
			Total	1,690.00

Time Summary

Professional	Hours	Amount
Scott Baker	13.00	1,690.00
Total		1,690.00

Total for this Invoice 1,690.00



LAW OFFICE

BAKER & ELOWSKY, PLLC

41850 WEST ELEVEN MILE ROAD, SUITE 207
NOVI, MICHIGAN 48375
Phone: (248) 230-4103 Fax: (248) 929-0835
www.bakerelowsky.com

December 01, 2020

City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076

Invoice Number: 1040
Invoice Period: 11-01-2020 - 11-30-2020

RE: Special Legal Services

Time Details

Date	Professional	Description	Hours	Amount
11-02-2020	SRB	Review correspondence from Artemis Consulting requesting meeting with city officials.	0.25	32.50
11-04-2020	SRB	Prepare for and attend meeting with Admin and consultants re JMC properties Site Plan.	1.00	130.00
11-06-2020	SRB	Review draft cannabis zoning ordinance from City Planner	1.00	130.00
11-09-2020	SRB	Review and respond to correspondence from City planner re MRI questions.	0.25	32.50
11-09-2020	SRB	Review correspondence from building official re building load calculation.	0.25	32.50
11-11-2020	SRB	Review correspondence from building official re JMC properties.	0.25	32.50
11-12-2020	SRB	Participate in social and economic recovery webinar	1.50	195.00
11-13-2020	SRB	Review and respond to correspondence from City planner re cannabis	0.25	32.50
11-18-2020	SRB	Draft response to JMC properties correspondence.	1.50	195.00
11-20-2020	SRB	Review and respond to correspondence from property owner re sign permit application re 27051 Southfield Road; review multiple correspondence from Building official and S. Stec re same.	0.75	97.50

We appreciate your business. Checks may be made payable to Baker & Elowsky, PLLC.

Page 1 of 2

Date	Professional	Description	Hours	Amount
11-20-2020	SRB	Review and respond to correspondence from City planner re cannabis	0.25	32.50
11-20-2020	SRB	participate in meeting re business license protocol.	1.00	130.00
11-23-2020	SRB	Review correspondence from City Engineer re culvert liability	0.25	32.50
11-24-2020	SRB	Review and respond to correspondence from City planner re cannabis	0.25	32.50
11-24-2020	SRB	Review correspondence from building official re cannabis regulation in residential district.	0.25	32.50
11-24-2020	SRB	Draft cannabis ordinance, send to planner for review and comment.	3.00	390.00
11-25-2020	SRB	Review and respond to correspondence from City planner re cannabis	0.25	32.50
11-30-2020	SRB	draft notice of public hearing for zoning amendment	0.25	32.50
11-30-2020	SRB	Prepare for and participate in special joint meeting of council, planning commission and dda.	1.50	195.00
			Total	1,820.00

Time Summary

Professional	Hours	Amount
Scott Baker	14.00	1,820.00
Total		1,820.00

Total for this Invoice 1,820.00

User: PAM

DB: Lathrup

PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2020	MONTH 12/31/20	BALANCE	
				NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED
Fund 101 - GENERAL FUND							
Revenues							
Dept 000.000							
101-000.000-401.000	CITY TAXES	2,714,127.00	2,714,127.00	2,589,595.61	10,593.85	124,531.39	95.41
101-000.000-402.000	REFUSE COLLECTION TAXES	407,107.00	407,107.00	391,057.25	1,540.47	16,049.75	96.06
101-000.000-409.000	DELQ PERSONAL PROPERTY REVENU	4,000.00	4,000.00	610.68	0.00	3,389.32	15.27
101-000.000-414.000	TAX PENALTIES	35,000.00	35,000.00	9,348.96	4,084.88	25,651.04	26.71
101-000.000-415.000	MISCELLANEOUS REVENUE	9,000.00	9,000.00	3,923.04	1,215.50	5,076.96	43.59
101-000.000-416.001	PROPERTY & LIABLITY DIVIDEND REVENUE	6,500.00	6,500.00	0.00	0.00	6,500.00	0.00
101-000.000-419.000	AT & T LEASE PAYMENTS	60,889.00	60,889.00	30,444.66	10,148.22	30,444.34	50.00
101-000.000-421.000	METRO-PCS LEASE PAYMENTS	45,000.00	45,000.00	20,684.28	3,447.38	24,315.72	45.97
101-000.000-446.000	INVESTMENT INTEREST	23,000.00	23,000.00	3,236.63	447.00	19,763.37	14.07
101-000.000-447.000	TAX 1% ADMINISTRATIVE FEE	81,000.00	81,000.00	75,120.08	9,662.92	5,879.92	92.74
101-000.000-448.000	INSURANCE REIMBURSEMENT	0.00	0.00	14,155.17	14,155.17	(14,155.17)	100.00
101-000.000-448.001	INSURANCE RECOVERIES	0.00	0.00	2,213.76	0.00	(2,213.76)	100.00
101-000.000-455.000	METRO AUTHORITY-FEE	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
101-000.000-456.000	BUILDING PERMITS	95,000.00	95,000.00	46,681.00	4,939.00	48,319.00	49.14
101-000.000-457.000	ZONING, SITE, SPECIAL PERMITS	6,000.00	6,000.00	3,054.00	550.00	2,946.00	50.90
101-000.000-458.000	PLUMBING/HEATING PERMITS	24,500.00	24,500.00	9,807.00	1,615.00	14,693.00	40.03
101-000.000-459.000	ELECTRICAL PERMITS	16,000.00	16,000.00	6,903.00	643.00	9,097.00	43.14
101-000.000-460.000	LICENSES & REGISTRATIONS	9,000.00	9,000.00	1,275.00	745.00	7,725.00	14.17
101-000.000-461.000	DOG & CAT LICENSES	1,100.00	1,100.00	265.00	54.00	835.00	24.09
101-000.000-465.000	CABLE TV REVENUES	120,000.00	120,000.00	56,060.65	0.00	63,939.35	46.72
101-000.000-470.000	RECREATION SPECIAL PROGRAMS	25,000.00	25,000.00	1,841.98	0.00	23,158.02	7.37
101-000.000-470.001	DOG PARK REVENUE	0.00	0.00	1,566.25	1,511.25	(1,566.25)	100.00
101-000.000-471.000	DONATIONS-OTHER	14,000.00	14,000.00	0.00	0.00	14,000.00	0.00
101-000.000-475.000	COMM ROOM & BLDG RENT REVENUE	40,000.00	40,000.00	2,570.00	0.00	37,430.00	6.43
101-000.000-540.000	302 TRAINING FUNDS-REVENUES	1,000.00	1,000.00	615.67	0.00	384.33	61.57
101-000.000-542.000	SMART CREDITS	8,700.00	8,700.00	0.00	0.00	8,700.00	0.00
101-000.000-543.000	FEDERAL/STATE GRANTS	0.00	0.00	292,269.66	136,025.07	(292,269.66)	100.00
101-000.000-546.000	POLICE CHARGES FOR SERVICES	15,000.00	15,000.00	14,840.88	4,546.66	159.12	98.94
101-000.000-574.000	STATE SHARED REVENUES	416,425.00	416,425.00	208,094.00	76,715.00	208,331.00	49.97
101-000.000-612.000	DISTRICT COURT FINES	140,000.00	140,000.00	51,913.92	9,366.74	88,086.08	37.08
101-000.000-626.000	COMMUNITY DEVELOPMENT	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-000.000-627.000	SIDEWALK REVENUES	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-000.000-632.000	PUBLIC SERVICES REIMBURSEMENT	20,000.00	20,000.00	7,493.86	0.00	12,506.14	37.47
101-000.000-669.000	DPS BLDG RENT FROM WATER	4,917.00	4,917.00	0.00	0.00	4,917.00	0.00
101-000.000-671.000	ADMINISTRATIVE REV RD FUND	1,639.00	1,639.00	0.00	0.00	1,639.00	0.00
101-000.000-676.001	EMPLOYEE BENEFIT CONTRIBUTION	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00
101-000.000-677.000	ELECTION REIMBURSEMENTS	0.00	0.00	8,267.62	0.00	(8,267.62)	100.00
Total Dept 000.000		4,377,404.00	4,377,404.00	3,853,909.61	292,006.11	523,494.39	88.04
TOTAL REVENUES		4,377,404.00	4,377,404.00	3,853,909.61	292,006.11	523,494.39	88.04

Expenditures							
Dept 100.000 - GOVERNMENT SERVICES							
101-100.000-708.000	PROPERTY & LIABILITY INSURANC	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00
101-100.000-710.000	UNEMPLOYMENT INSURANCE	50.00	50.00	1.58	0.00	48.42	3.16
101-100.000-712.000	WORKER'S COMP INSURANCE	8,500.00	8,500.00	0.00	0.00	8,500.00	0.00
101-100.000-726.000	OFFICE SUPPLIES	6,000.00	6,000.00	6,000.07	2,131.95	(0.07)	100.00
101-100.000-726.001	SUPPLIES - COVID 19	0.00	0.00	3,095.20	0.00	(3,095.20)	100.00
101-100.000-732.000	CODE ENFORCEMENT	2,000.00	2,000.00	60.00	0.00	1,940.00	3.00
101-100.000-802.000	TAX TRIBUNAL RETURNS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-100.000-803.000	MEMBERSHIPS & MEETINGS	7,000.00	7,000.00	3,130.52	0.00	3,869.48	44.72
101-100.000-804.000	BUILDING TRADE INSPECTION	70,000.00	70,000.00	69,252.30	31,145.25	747.70	98.93

User: PAM

DB: Lathrup

PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/20 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BGDGT USED
Fund 101 - GENERAL FUND							
Expenditures							
101-100.000-805.000	CABLE TELEVISION	35,000.00	35,000.00	17,128.91	3,132.00	17,871.09	48.94
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	25,000.00	25,000.00	2,256.22	0.00	22,743.78	9.02
101-100.000-810.000	AUDITING & ACCOUNTING	25,000.00	25,000.00	19,899.50	0.00	5,100.50	79.60
101-100.000-818.000	APPRECIATION DINNER	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-100.000-822.000	TRAINING	5,500.00	5,500.00	195.00	0.00	5,305.00	3.55
101-100.000-832.000	CITIZEN COMMUNICATION/PR	10,000.00	10,000.00	5,618.12	0.00	4,381.88	56.18
101-100.000-840.000	LIBRARY PAYMENT	149,200.00	149,200.00	59,969.00	59,969.00	89,231.00	40.19
101-100.000-848.000	GOVERNMENT OPERATIONS	32,000.00	32,000.00	23,251.41	870.00	8,748.59	72.66
101-100.000-848.001	TECHNOLOGY	30,000.00	30,000.00	22,276.94	54.99	7,723.06	74.26
101-100.000-850.000	TELEPHONE EXPENDITURES	18,000.00	18,000.00	9,335.60	1,549.53	8,664.40	51.86
101-100.000-860.000	VEHICLE EXPENSE	7,500.00	7,500.00	2,765.81	433.38	4,734.19	36.88
101-100.000-880.000	CDBG EXPENDITURES	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-100.000-882.000	PLANNING/CONSULTING FEES	6,000.00	6,000.00	435.00	0.00	5,565.00	7.25
101-100.000-883.000	CITY BEAUTIFICATION	1,500.00	1,500.00	427.28	0.00	1,072.72	28.49
101-100.000-900.000	PRINTING/PUBLICATION COSTS	12,000.00	12,000.00	7,233.67	3,320.24	4,766.33	60.28
101-100.000-901.000	POSTAGE FEES	3,500.00	3,500.00	1,282.37	713.60	2,217.63	36.64
Total Dept 100.000 - GOVERNMENT SERVICES		490,750.00	490,750.00	253,614.50	103,319.94	237,135.50	51.68
Dept 101.000 - ADMINISTRATION							
101-101.000-701.000	SALARIES FULL-TIME	366,481.00	366,481.00	144,945.03	0.00	221,535.97	39.55
101-101.000-702.000	SALARIES PART-TIME	46,664.00	46,664.00	4,712.00	0.00	41,952.00	10.10
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	201,429.00	201,429.00	94,513.54	14,057.55	106,915.46	46.92
101-101.000-717.000	CODE ENFORCEMENT LEGAL	12,000.00	12,000.00	10,400.00	1,690.00	1,600.00	86.67
101-101.000-718.000	ELECTIONS	20,000.00	20,000.00	26,388.47	4,206.70	(6,388.47)	131.94
101-101.000-721.000	DATA PROCESING & ASSESSMENTS	35,350.00	35,350.00	32,292.62	0.00	3,057.38	91.35
101-101.000-722.000	LEGAL SERVICES	60,000.00	60,000.00	22,747.50	4,538.75	37,252.50	37.91
101-101.000-723.000	BOARD OF REVIEW	600.00	600.00	0.00	0.00	600.00	0.00
Total Dept 101.000 - ADMINISTRATION		742,524.00	742,524.00	335,999.16	24,493.00	406,524.84	45.25
Dept 201.000 - BUILDING & GROUNDS							
101-201.000-702.000	SALARIES PART-TIME	56,000.00	56,000.00	16,218.00	3,558.00	39,782.00	28.96
101-201.000-920.000	UTILITIES	45,000.00	45,000.00	12,744.94	2,259.30	32,255.06	28.32
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	28,000.00	28,000.00	24,570.58	1,339.38	3,429.42	87.75
101-201.000-930.001	BUILDING - GRANTS	7,928.00	7,928.00	2,569.00	0.00	5,359.00	32.40
101-201.000-930.002	COVID EXP - BUILDING	0.00	0.00	5,127.80	1,914.80	(5,127.80)	100.00
101-201.000-936.000	EQUIPMENT MAINTENANCE	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-201.000-938.000	PARKING LOT & GROUNDS	10,000.00	10,000.00	6,428.64	3,231.14	3,571.36	64.29
Total Dept 201.000 - BUILDING & GROUNDS		148,428.00	148,428.00	67,658.96	12,302.62	80,769.04	45.58
Dept 301.000 - PUBLIC SAFETY							
101-301.000-701.000	SALARIES FULL-TIME	845,272.00	845,272.00	326,929.75	0.00	518,342.25	38.68
101-301.000-702.000	SALARIES PART-TIME	45,000.00	45,000.00	52,528.82	0.00	(7,528.82)	116.73
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	529,777.00	529,777.00	197,769.61	42,310.51	332,007.39	37.33
101-301.000-704.000	SALARIES-OVERTIME	50,000.00	50,000.00	12,301.07	0.00	37,698.93	24.60
101-301.000-708.000	PROPERTY & LIABILITY INSURANC	25,092.00	25,092.00	0.00	0.00	25,092.00	0.00
101-301.000-710.000	UNEMPLOYMENT INSURANCE	100.00	100.00	3.08	0.00	96.92	3.08
101-301.000-712.000	WORKER'S COMP INSURANCE	15,800.00	15,800.00	0.00	0.00	15,800.00	0.00
101-301.000-726.000	OFFICE SUPPLIES	5,000.00	5,000.00	1,422.36	234.63	3,577.64	28.45
101-301.000-726.001	SUPPLIES - COVID 19	0.00	0.00	4,305.30	0.00	(4,305.30)	100.00
101-301.000-727.000	ROAD SUPPLIES	2,000.00	2,000.00	96.81	22.80	1,903.19	4.84

User: PAM

DB: Lathrup

PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2020 NORM (ABNORM)	MONTH 12/31/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Expenditures							
101-301.000-728.000	EVIDENCE SUPPLIES	1,500.00	1,500.00	107.18	0.00	1,392.82	7.15
101-301.000-729.000	OFFICE MACHINE MAINTENANCE	3,000.00	3,000.00	1,225.92	242.18	1,774.08	40.86
101-301.000-731.000	PUBLICATIONS/DOCUMENT REDUCIN	1,000.00	1,000.00	93.28	93.28	906.72	9.33
101-301.000-803.000	MEMBERSHIPS & MEETINGS	3,500.00	3,500.00	710.00	(255.00)	2,790.00	20.29
101-301.000-821.000	POLICE RESERVES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-301.000-822.000	TRAINING	14,000.00	14,000.00	6,806.40	4,471.40	7,193.60	48.62
101-301.000-823.000	FIREARMS TRAINING	4,500.00	4,500.00	847.18	144.68	3,652.82	18.83
101-301.000-824.000	CRIME PREVENTION	3,000.00	3,000.00	74.01	0.00	2,925.99	2.47
101-301.000-825.000	ANIMAL CONTROL	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-301.000-826.000	YOUTH & DRUG PROGRAMS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-301.000-827.000	302 TRAINING FUNDS EXPENDITURES	2,000.00	2,000.00	1,172.00	0.00	828.00	58.60
101-301.000-828.000	FIRE SERVICE/DISPATCH CONTRACT	689,623.00	689,623.00	313,350.28	0.00	376,272.72	45.44
101-301.000-829.000	POLICE UNIFORMS & CLEANING	15,000.00	15,000.00	3,565.58	1,340.33	11,434.42	23.77
101-301.000-831.000	COUNTY CLEMIS BLLING	0.00	0.00	2,643.75	0.00	(2,643.75)	100.00
101-301.000-836.000	PRISONER LOCKUP	8,000.00	8,000.00	800.00	0.00	7,200.00	10.00
101-301.000-850.000	TELEPHONE EXPENDITURES	8,000.00	8,000.00	3,682.55	688.54	4,317.45	46.03
101-301.000-851.000	RADIO COMMUNICATIONS	16,200.00	16,200.00	3,256.66	0.00	12,943.34	20.10
101-301.000-860.000	VEHICLE EXPENSE	37,000.00	37,000.00	16,635.30	3,264.16	20,364.70	44.96
Total Dept 301.000 - PUBLIC SAFETY		2,327,364.00	2,327,364.00	950,326.89	52,557.51	1,377,037.11	40.83
Dept 401.000 - PUBLIC SERVICE							
101-401.000-703.000	EMPLOYEE TAXES & BENEFITS	6,768.00	6,768.00	6,585.70	2,002.70	182.30	97.31
101-401.000-890.000	PARK MAINTENANCE	5,000.00	5,000.00	214.69	0.00	4,785.31	4.29
101-401.000-892.000	SIDEWALK MAINTENANCE	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00
101-401.000-920.000	UTILITIES	21,000.00	21,000.00	5,442.23	1,023.90	15,557.77	25.92
101-401.000-921.000	CONTRACTUAL SERVICES	125,239.00	125,239.00	62,516.35	20,873.22	62,722.65	49.92
101-401.000-936.000	EQUIPMENT MAINTENANCE	3,000.00	3,000.00	5,392.28	0.00	(2,392.28)	179.74
Total Dept 401.000 - PUBLIC SERVICE		191,007.00	191,007.00	80,151.25	23,899.82	110,855.75	41.96
Dept 501.000 - LEAF COLLECTION							
101-501.000-978.000	REFUSE EQUIP/ROLLOFF EXPEND	4,500.00	4,500.00	1,516.58	382.81	2,983.42	33.70
Total Dept 501.000 - LEAF COLLECTION		4,500.00	4,500.00	1,516.58	382.81	2,983.42	33.70
Dept 502.000							
101-502.000-801.001	SOCRRA	372,000.00	372,000.00	129,136.00	0.00	242,864.00	34.71
Total Dept 502.000		372,000.00	372,000.00	129,136.00	0.00	242,864.00	34.71
Dept 601.000 - RECREATION							
101-601.000-701.000	SALARIES FULL-TIME	32,895.00	32,895.00	14,117.50	0.00	18,777.50	42.92
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	7,861.00	7,861.00	5,716.41	1,644.19	2,144.59	72.72
101-601.000-712.000	WORKER'S COMP INSURANCE	800.00	800.00	0.00	0.00	800.00	0.00
101-601.000-726.000	OFFICE SUPPLIES	250.00	250.00	586.08	0.00	(336.08)	234.43
101-601.000-806.000	ADULT PROGRAMS	1,000.00	1,000.00	1,326.69	288.00	(326.69)	132.67
101-601.000-807.000	BUS TRANSPORTATION	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-601.000-811.000	SENIOR ACTIVITIES	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
101-601.000-812.000	COMMUNITY EVENTS	20,000.00	20,000.00	4,164.53	950.16	15,835.47	20.82
101-601.000-813.000	CHILDREN/YOUTH ACTIVITIES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-601.000-843.000	DOG PARK EXPENSES	0.00	0.00	689.17	354.84	(689.17)	100.00

User: PAM

DB: Lathrup

PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2020 NORM (ABNORM)	MONTH 12/31/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Expenditures							
101-601.000-884.000	CONCERTS IN THE PARK	7,300.00	7,300.00	364.00	364.00	6,936.00	4.99
Total Dept 601.000 - RECREATION		80,106.00	80,106.00	26,964.38	3,601.19	53,141.62	33.66
Dept 811.000							
101-811.000-970.000	CAPITAL EXPENDITURE	96,621.00	96,621.00	58,817.00	0.00	37,804.00	60.87
101-811.000-999.203	TRANSFER OUT TO LOCAL ROADS	149,200.00	149,200.00	0.00	0.00	149,200.00	0.00
Total Dept 811.000		245,821.00	245,821.00	58,817.00	0.00	187,004.00	23.93
TOTAL EXPENDITURES		4,602,500.00	4,602,500.00	1,904,184.72	220,556.89	2,698,315.28	41.37
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		4,377,404.00	4,377,404.00	3,853,909.61	292,006.11	523,494.39	88.04
TOTAL EXPENDITURES		4,602,500.00	4,602,500.00	1,904,184.72	220,556.89	2,698,315.28	41.37
NET OF REVENUES & EXPENDITURES		(225,096.00)	(225,096.00)	1,949,724.89	71,449.22	(2,174,820.89)	866.17

User: PAM

DB: Lathrup

PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 12/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/20 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2020-21 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 202 - MAJOR ROAD FUND								
Revenues								
Dept 702.000								
202-702.000-574.000	STATE SHARED REVENUES	388,995.00	388,995.00	171,533.95	28,347.51	217,461.05		44.10
202-702.000-665.000	INVESTMENT INTEREST	600.00	600.00	0.00	0.00	600.00		0.00
Total Dept 702.000		389,595.00	389,595.00	171,533.95	28,347.51	218,061.05		44.03
TOTAL REVENUES		389,595.00	389,595.00	171,533.95	28,347.51	218,061.05		44.03
Expenditures								
Dept 702.000								
202-702.000-703.000	EMPLOYEE TAXES & BENEFITS	6,907.00	6,907.00	823.69	98.87	6,083.31		11.93
202-702.000-705.000	SALARIES-ADMIN	5,569.00	5,569.00	2,320.50	0.00	3,248.50		41.67
202-702.000-810.000	AUDITING & ACCOUNTING	5,521.00	5,521.00	4,311.00	0.00	1,210.00		78.08
202-702.000-856.000	ADMINISTRATION & ENGINEERING	5,000.00	5,000.00	0.00	0.00	5,000.00		0.00
202-702.000-861.000	ROAD MAINTENANCE	5,000.00	5,000.00	162.15	0.00	4,837.85		3.24
202-702.000-862.000	ROADSIDE MAINTENANCE	5,000.00	5,000.00	3,350.00	0.00	1,650.00		67.00
202-702.000-864.000	TRAFFIC CONTROLS	25,000.00	25,000.00	3,124.42	1,348.82	21,875.58		12.50
202-702.000-866.000	SNOW & ICE REMOVAL	5,500.00	5,500.00	0.00	0.00	5,500.00		0.00
202-702.000-867.000	EQUIPMENT RENTAL	5,000.00	5,000.00	0.00	0.00	5,000.00		0.00
202-702.000-870.000	FORESTRY	36,000.00	36,000.00	13,308.10	2,089.16	22,691.90		36.97
202-702.000-921.000	CONTRACTUAL SERVICES	64,659.00	64,659.00	32,276.15	10,776.50	32,382.85		49.92
Total Dept 702.000		169,156.00	169,156.00	59,676.01	14,313.35	109,479.99		35.28
TOTAL EXPENDITURES		169,156.00	169,156.00	59,676.01	14,313.35	109,479.99		35.28
Fund 202 - MAJOR ROAD FUND:								
TOTAL REVENUES		389,595.00	389,595.00	171,533.95	28,347.51	218,061.05		44.03
TOTAL EXPENDITURES		169,156.00	169,156.00	59,676.01	14,313.35	109,479.99		35.28
NET OF REVENUES & EXPENDITURES		220,439.00	220,439.00	111,857.94	14,034.16	108,581.06		50.74

User: PAM

DB: Lathrup

PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 12/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/20 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2020-21 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 203 - LOCAL ROAD FUND								
Revenues								
Dept 703.000								
203-703.000-415.000	MISCELLANEOUS REVENUE	13,603.00	13,603.00	19,414.00	0.00	(5,811.00)		142.72
203-703.000-574.000	STATE SHARED REVENUES	129,665.00	129,665.00	80,203.78	13,253.99	49,461.22		61.85
203-703.000-665.000	INVESTMENT INTEREST	600.00	600.00	0.00	0.00	600.00		0.00
203-703.000-690.101	TRANSFER IN FROM GENERAL FUND	149,200.00	149,200.00	0.00	0.00	149,200.00		0.00
Total Dept 703.000		293,068.00	293,068.00	99,617.78	13,253.99	193,450.22		33.99
TOTAL REVENUES		293,068.00	293,068.00	99,617.78	13,253.99	193,450.22		33.99
Expenditures								
Dept 703.000								
203-703.000-703.000	EMPLOYEE TAXES & BENEFITS	6,907.00	6,907.00	823.69	98.87	6,083.31		11.93
203-703.000-705.000	SALARIES-ADMIN	5,569.00	5,569.00	2,320.50	0.00	3,248.50		41.67
203-703.000-810.000	AUDITING & ACCOUNTING	3,381.00	3,381.00	3,381.00	0.00	0.00		100.00
203-703.000-852.000	PUBLIC SERVICE BUILDING	1,000.00	1,000.00	0.00	0.00	1,000.00		0.00
203-703.000-861.000	ROAD MAINTENANCE	250,000.00	250,000.00	88,796.65	26,302.00	161,203.35		35.52
203-703.000-864.000	TRAFFIC CONTROLS	4,000.00	4,000.00	1,685.48	1,348.82	2,314.52		42.14
203-703.000-866.000	SNOW & ICE REMOVAL	5,000.00	5,000.00	0.00	0.00	5,000.00		0.00
203-703.000-867.000	EQUIPMENT RENTAL	2,000.00	2,000.00	0.00	0.00	2,000.00		0.00
203-703.000-868.000	NON-MOTOR FACILITIES	15,300.00	15,300.00	0.00	0.00	15,300.00		0.00
203-703.000-870.000	FORESTRY	36,000.00	36,000.00	13,308.11	2,089.16	22,691.89		36.97
203-703.000-921.000	CONTRACTUAL SERVICES	64,659.00	64,659.00	32,276.15	10,776.50	32,382.85		49.92
Total Dept 703.000		393,816.00	393,816.00	142,591.58	40,615.35	251,224.42		36.21
TOTAL EXPENDITURES		393,816.00	393,816.00	142,591.58	40,615.35	251,224.42		36.21
Fund 203 - LOCAL ROAD FUND:								
TOTAL REVENUES		293,068.00	293,068.00	99,617.78	13,253.99	193,450.22		33.99
TOTAL EXPENDITURES		393,816.00	393,816.00	142,591.58	40,615.35	251,224.42		36.21
NET OF REVENUES & EXPENDITURES		(100,748.00)	(100,748.00)	(42,973.80)	(27,361.36)	(57,774.20)		42.65

User: PAM

DB: Lathrup

PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 12/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/20 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2020-21 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 258 - CAPITAL ACQUISITION FUND								
Revenues								
Dept 000.000								
258-000.000-446.000	INVESTMENT INTEREST	400.00	400.00	188.69	26.97	211.31		47.17
258-000.000-690.101	TRANSFER IN FROM GENERAL FUND	96,621.00	96,621.00	0.00	0.00	96,621.00		0.00
Total Dept 000.000		97,021.00	97,021.00	188.69	26.97	96,832.31		0.19
TOTAL REVENUES		97,021.00	97,021.00	188.69	26.97	96,832.31		0.19
Expenditures								
Dept 000.000								
258-000.000-970.000	CAPITAL EXPENDITURE	96,621.00	96,621.00	11,480.00	560.00	85,141.00		11.88
Total Dept 000.000		96,621.00	96,621.00	11,480.00	560.00	85,141.00		11.88
TOTAL EXPENDITURES		96,621.00	96,621.00	11,480.00	560.00	85,141.00		11.88
Fund 258 - CAPITAL ACQUISITION FUND:								
TOTAL REVENUES		97,021.00	97,021.00	188.69	26.97	96,832.31		0.19
TOTAL EXPENDITURES		96,621.00	96,621.00	11,480.00	560.00	85,141.00		11.88
NET OF REVENUES & EXPENDITURES		400.00	400.00	(11,291.31)	(533.03)	11,691.31		2,822.83

User: PAM

DB: Lathrup

PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 12/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/20 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2020-21 AMENDED BUDGET			BALANCE NORM (ABNORM)	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	17,986.79	0.00	237,013.21	7.05	
494-000.000-410.000	TAX COLLECTED OTHER	24,643.00	24,643.00	38,312.87	2.43	(13,669.87)	155.47	
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	17,850.28	0.00	(11,850.28)	297.50	
494-000.000-446.000	INVESTMENT INTEREST	10,000.00	10,000.00	1,468.62	209.94	8,531.38	14.69	
494-000.000-543.000	FEDERAL/STATE GRANTS	0.00	0.00	4,000.00	0.00	(4,000.00)	100.00	
Total Dept 000.000		297,443.00	297,443.00	79,618.56	212.37	217,824.44	26.77	
TOTAL REVENUES		297,443.00	297,443.00	79,618.56	212.37	217,824.44	26.77	
Expenditures								
Dept 000.000								
494-000.000-701.000	SALARIES FULL-TIME	71,820.00	71,820.00	36,259.07	0.00	35,560.93	50.49	
494-000.000-702.000	SALARIES PART-TIME	5,500.00	5,500.00	0.00	0.00	5,500.00	0.00	
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	22,000.00	22,000.00	18,579.04	2,992.78	3,420.96	84.45	
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	47.67	15.89	152.33	23.84	
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	4,500.00	75.00	75.00	4,425.00	1.67	
494-000.000-844.000	MAIN STREET PROGRAM	20,000.00	20,000.00	35,801.38	0.00	(15,801.38)	179.01	
494-000.000-845.000	STREETSCAPING	10,000.00	10,000.00	15,386.05	4,216.84	(5,386.05)	153.86	
494-000.000-882.000	PLANNING/CONSULTING FEES	46,250.00	46,250.00	11,974.01	1,675.00	34,275.99	25.89	
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	9,500.00	9,705.69	1,837.80	(205.69)	102.17	
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	1,300.00	1,300.00	1,238.74	0.00	61.26	95.29	
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		226,970.00	226,970.00	130,811.80	10,813.31	96,158.20	57.63	
TOTAL EXPENDITURES		226,970.00	226,970.00	130,811.80	10,813.31	96,158.20	57.63	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		297,443.00	297,443.00	79,618.56	212.37	217,824.44	26.77	
TOTAL EXPENDITURES		226,970.00	226,970.00	130,811.80	10,813.31	96,158.20	57.63	
NET OF REVENUES & EXPENDITURES		70,473.00	70,473.00	(51,193.24)	(10,600.94)	121,666.24	72.64	

User: PAM

DB: Lathrup

PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2020 NORM (ABNORM)	MONTH 12/31/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 592 - WATER & SEWER FUND							
Revenues							
Dept 536.000 - WATER DEPARTMENT							
592-536.000-415.000	MISCELLANEOUS REVENUES	40,000.00	40,000.00	10,646.00	1,779.00	29,354.00	26.62
592-536.000-640.000	WATER SERVICE	771,544.00	771,544.00	354,959.29	46,437.06	416,584.71	46.01
592-536.000-641.000	WATER & SEWER PENALTIES	25,000.00	25,000.00	1,049.63	173.27	23,950.37	4.20
592-536.000-642.000	METER CHARGE REVENUE	81,139.00	81,139.00	34,316.29	5,734.72	46,822.71	42.29
592-536.000-643.000	REPLACEMENT RESERVE REVENUE	208,495.00	208,495.00	0.00	0.00	208,495.00	0.00
592-536.000-665.000	INVESTMENT INTEREST	4,500.00	4,500.00	977.63	147.27	3,522.37	21.73
Total Dept 536.000 - WATER DEPARTMENT		1,130,678.00	1,130,678.00	401,948.84	54,271.32	728,729.16	35.55
Dept 537.000 - SEWER DEPARTMENT							
592-537.000-641.000	WATER & SEWER PENALTIES	43,000.00	43,000.00	40,182.48	5,528.24	2,817.52	93.45
592-537.000-645.000	SEWAGE DISPOSAL REVENUE	1,861,601.00	1,861,601.00	686,808.51	88,244.09	1,174,792.49	36.89
592-537.000-651.000	INDUSTRIAL SURCHARGE	43,000.00	43,000.00	8,075.56	1,125.42	34,924.44	18.78
592-537.000-665.000	INVESTMENT INTEREST	4,500.00	4,500.00	977.55	147.27	3,522.45	21.72
Total Dept 537.000 - SEWER DEPARTMENT		1,952,101.00	1,952,101.00	736,044.10	95,045.02	1,216,056.90	37.71
TOTAL REVENUES		3,082,779.00	3,082,779.00	1,137,992.94	149,316.34	1,944,786.06	36.91
Expenditures							
Dept 536.000 - WATER DEPARTMENT							
592-536.000-701.000	SALARIES FULL-TIME	19,398.00	19,398.00	7,978.60	0.00	11,419.40	41.13
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	147,426.00	147,426.00	58,422.94	10,026.70	89,003.06	39.63
592-536.000-706.000	OPEB EXPENSE	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
592-536.000-708.000	PROPERTY & LIABILITY INSURANC	7,803.00	7,803.00	0.00	0.00	7,803.00	0.00
592-536.000-810.000	AUDITING & ACCOUNTING	5,129.00	5,129.00	5,129.00	0.00	0.00	100.00
592-536.000-875.000	PENSION EXPENSE	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
592-536.000-902.000	BILLING SERVICES	10,000.00	10,000.00	5,895.35	467.43	4,104.65	58.95
592-536.000-921.000	CONTRACTUAL SERVICES	72,656.00	72,656.00	36,268.25	12,109.40	36,387.75	49.92
592-536.000-935.000	EQUIPMENT REPLACEMENT	7,000.00	7,000.00	131.03	131.03	6,868.97	1.87
592-536.000-937.000	WATER SYSTEM MAINTENANCE	90,000.00	90,000.00	4,020.70	0.00	85,979.30	4.47
592-536.000-940.000	RENT & UTILITIES WATER & SEWE	4,917.00	4,917.00	0.00	0.00	4,917.00	0.00
592-536.000-944.000	WATER PURCHASES	407,800.00	407,800.00	143,545.60	31,248.22	264,254.40	35.20
592-536.000-955.000	MISCELLANEOUS EXPENDITURES	3,100.00	3,100.00	1,300.05	0.00	1,799.95	41.94
592-536.000-974.000	WATER MAIN PROJECT	400,000.00	400,000.00	241,613.80	11,636.59	158,386.20	60.40
Total Dept 536.000 - WATER DEPARTMENT		1,185,229.00	1,185,229.00	504,305.32	65,619.37	680,923.68	42.55
Dept 537.000 - SEWER DEPARTMENT							
592-537.000-701.000	SALARIES FULL-TIME	19,398.00	19,398.00	7,978.60	0.00	11,419.40	41.13
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	25,377.00	25,377.00	24,943.03	4,315.54	433.97	98.29
592-537.000-708.000	PROPERTY & LIABILITY INSURANC	7,803.00	7,803.00	0.00	0.00	7,803.00	0.00
592-537.000-720.000	INTEREST EXPENSE	40,179.00	40,179.00	15,958.03	0.00	24,220.97	39.72
592-537.000-725.000	PAYING AGENT FEES	750.00	750.00	750.00	0.00	0.00	100.00
592-537.000-810.000	AUDITING & ACCOUNTING	5,129.00	5,129.00	5,129.00	0.00	0.00	100.00
592-537.000-921.000	CONTRACTUAL SERVICES	72,656.00	72,656.00	36,268.24	12,109.40	36,387.76	49.92
592-537.000-939.000	SEWER SYTEM MAINTENANCE	410,000.00	410,000.00	65,805.10	41,034.96	344,194.90	16.05
592-537.000-940.000	RENT & UTILITIES WATER & SEWE	500.00	500.00	0.00	0.00	500.00	0.00
592-537.000-942.000	SEWAGE DISPOSAL EXPENSE	1,029,210.00	1,029,210.00	428,837.55	85,767.51	600,372.45	41.67
592-537.000-945.000	RETENTION TANK-UTIL ELEC	18,707.00	18,707.00	4,684.55	1,562.30	14,022.45	25.04
592-537.000-946.000	RETENTION TANK UTIL-WATER	5,000.00	5,000.00	212.52	0.00	4,787.48	4.25
592-537.000-947.000	RETENTION TANK UTIL-GAS	300.00	300.00	154.73	70.30	145.27	51.58

User: PAM

DB: Lathrup

PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 12/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/20 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2020-21 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 592 - WATER & SEWER FUND								
Expenditures								
592-537.000-948.000	RETENTION TANK UTIL-TELEPHONE	2,000.00	2,000.00	1,407.90	258.91	592.10		70.40
592-537.000-949.000	RETENTION TAN GENERATOR FUEL	500.00	500.00	0.00	0.00	500.00		0.00
592-537.000-950.000	RETENTION TANK SUPPLIES/TOOLS	1,400.00	1,400.00	0.00	0.00	1,400.00		0.00
592-537.000-951.000	RETENTION TANK BUILDING/EQUIP	15,000.00	15,000.00	1,765.33	0.00	13,234.67		11.77
592-537.000-953.000	RETENTION TANK EXCESS LIABIL	8,900.00	8,900.00	0.00	0.00	8,900.00		0.00
592-537.000-955.000	MISCELLANEOUS EXPENDITURES	1,200.00	1,200.00	0.00	0.00	1,200.00		0.00
592-537.000-957.000	INDUSTRIAL SURCHARGE/NON-RESI	34,600.00	34,600.00	0.00	0.00	34,600.00		0.00
592-537.000-970.000	CAPITAL EXPENDITURE	160,000.00	160,000.00	0.00	0.00	160,000.00		0.00
592-537.000-977.000	EVIROMENT COMPL - NON CAPITA	20,000.00	20,000.00	9,838.18	5,145.11	10,161.82		49.19
592-537.000-977.002	BOND EXPENSE - NON - CAPITAL	0.00	0.00	3,781.17	0.00	(3,781.17)		100.00
Total Dept 537.000 - SEWER DEPARTMENT		1,878,609.00	1,878,609.00	607,513.93	150,264.03	1,271,095.07		32.34
TOTAL EXPENDITURES		3,063,838.00	3,063,838.00	1,111,819.25	215,883.40	1,952,018.75		36.29
Fund 592 - WATER & SEWER FUND:								
TOTAL REVENUES		3,082,779.00	3,082,779.00	1,137,992.94	149,316.34	1,944,786.06		36.91
TOTAL EXPENDITURES		3,063,838.00	3,063,838.00	1,111,819.25	215,883.40	1,952,018.75		36.29
NET OF REVENUES & EXPENDITURES		18,941.00	18,941.00	26,173.69	(66,567.06)	(7,232.69)		138.19
TOTAL REVENUES - ALL FUNDS								
TOTAL REVENUES - ALL FUNDS		8,537,310.00	8,537,310.00	5,342,861.53	483,163.29	3,194,448.47		62.58
TOTAL EXPENDITURES - ALL FUNDS								
TOTAL EXPENDITURES - ALL FUNDS		8,552,901.00	8,552,901.00	3,360,563.36	502,742.30	5,192,337.64		39.29
NET OF REVENUES & EXPENDITURES		(15,591.00)	(15,591.00)	1,982,298.17	(19,579.01)	(1,997,889.17)		2,714.37

BUDGET REPORT (REVENUES VERSUS EXPENDITURES) FOR MONTH ENDED DECEMBER 31, 2020

	<u>Revenues Through 12/31/2020</u>	<u>Expenses Through 12/31/2020</u>	<u>Revenues Over (Under) Expenses</u>
101-GENERAL FUND	3,853,910	1,904,185	1,949,725
202-MAJOR STREET FUND	171,534	59,676	111,858
203-LOCAL STREET FUND	99,618	142,592	(42,974)
258-CAPITAL ACQUISITION FUND	189	11,480	(11,291)
494-DOWNTOWN DEVELOPMENT AUTHORITY	79,619	130,812	(51,193)
592-WATER & SEWER FUND	1,137,993	1,111,819	26,174
GRAND TOTAL ALL FUNDS	<u>5,342,862</u>	<u>3,360,563</u>	<u>1,982,298</u>

Memorandum

To: Mayor and City Council

From: Pamela Bratschi, Assistant City Administrator/Treasurer

Date: January 17, 2021

Re: City Investment Report 12/31/2020

Attached is the City Investment Report to comply with Public Act 213 of 2007 which requires the investment officer provide quarterly a written report to the governing body concerning the investment of the funds for the City. This report is for the quarterly report of December 31, 2020.

CITY OF LATHRUP VILLAGE
Investment Account Balances and Interest Earnings
June 30, 2021

Fiscal Year	Flagstar Savings	Flagstar Savings	Flagstar Savings	Flagstar Savings	Flagstar Savings	Flagstar Savings	Chase Money Market	MBIA Class Pool	Ambassador Funds	Michigan First Credit Union					Total
2020-2021	258	494	101	101	101	592	Account Closed	Account Closed	Account Closed	592					
July	127,265.80	990,539.87	12,588.86	834,144.43	84,462.02	501,671.64	-	-	-	100.18	-	-	-	-	2,550,772.80
August	127,303.88	990,836.22	12,592.63	834,393.99	84,487.29	501,821.73	-	-	-	100.18	-	-	-	-	2,551,535.92
September	127,331.36	991,050.09	12,595.35	834,574.09	84,505.53	501,930.05	-	-	-	100.18	-	-	-	-	2,552,086.65
October	127,358.32	991,259.94	12,598.02	834,750.81	84,523.42	502,036.33	-	-	-	100.18	-	-	-	-	2,552,627.02
November	127,384.42	991,463.07	12,600.60	834,921.87	84,540.74	502,139.21	-	-	-	100.18	-	-	-	-	2,553,150.09
December	127,411.39	991,673.01	12,603.27	835,098.66	84,558.64	502,245.54	-	-	-	100.18	-	-	-	-	2,553,690.69
January	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
February	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
March	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
April	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	764,055.17	5,946,822.20	75,578.73	5,007,883.85	507,077.64	3,011,844.50	-	-	-	601.08	-	-	-	-	15,313,863.17

Average Monthly Balance 1,276,155.26

Interest															Total
To Date	135.63	1,468.62	18.67	1,236.74	125.23	743.81	-	-	-	-	-	-	-	-	6,296.09

	Balance as of	Rate	Maturity Date	Fund	12/31/2020	Percent	Interest Per Fund	Percent
FLAGSTAR BANK (CD)	12/31/20			Capital Acquisitio	127,411.39	2.15%	135.63	2.15%
	387,561.11	0.200%	06/15/21	General, Major Rd &				
				Local Rd Funds	4,096,844.81	69.11%	3,217.36	51.10%
MICHIGAN FIRST CU (CD)	12/31/20			DDA	-	0.00%	1,468.62	23.33%
	208,840.73	0.500%	04/01/21	Forfeiture	-	0.00%	18.67	0.30%
				Water	1,703,704.12	28.74%	1,455.81	23.12%
FLAGSTAR/CHASE (CHECKING ACCC)				Total	<u>5,927,960.32</u>	<u>100.00%</u>	<u>6,296.09</u>	<u>100%</u>
	Balance as of		Interest Earned					
	12/31/20		12/31/20					
General	633,960.23		431.58					
Tax	2,143,062.90		1,423.81					
Water/Sewer	992,517.67		712.00					
	<u>3,769,540.80</u>		<u>2,567.39</u>					

**CITY OF LATHRUP VILLAGE
DEPARTMENT REPORTS**

December 2020 Police Summaries

12/1/2020 – 20-11961: Neighborhood Trouble

Officers were dispatched to a dispute between neighbors. Officers helped to mediate the situation.

12/2/2020 – 20-11990: Animals at Large

Officers were dispatched for a loose dog. Officers located the dog, spoke with the owners and investigated the situation.

12/3/2020 – 20-12006: Arrest Warrant

Officers were dispatched to meet another Law Enforcement Agency that had an individual in custody with a LVPD warrant. The individual was taken into custody and then transported to Berkley PD for processing.

12/4/2020 – 20-12037: Neighborhood Trouble

Officers were dispatched to a dispute between neighbors. Officers helped to mediate the situation.

12/4/2020 – 20-12044: Suspicious Vehicles

Officers investigated a call on a suspicious vehicle.

12/8/2020 – 20-12109: Vehicle Lockout

Officers aided an individual with a vehicle lockout.

12/11/2020 – 20-12166: Suspicious Circumstances

Officers were dispatched to a residence to investigate damage to a door knob. Officers investigated and a report was taken.

12/11/2020 – 20-12167: Fraud

Officers were dispatched to meet with an individual who had checks fraudulently cashed from their account. Officers took a report on the situation.

12/12/2020 – 20-12190: Fraud

Officers were dispatched to investigate a fraud report. The reporting party stated that they were deceived into buying gift cards and providing the information to an individual over the phone. A report was taken.

12/13/2020 – 20-12214: DWLS

Officers conducted a traffic stop and discovered the driver to have a suspended driver's license. The driver was issued a citation for DWLS and then taken to Berkley PD for processing. The vehicle was impounded. The individual was released after posting bond.

12/15/2020 – 20-12260: Neighborhood Trouble

Officers were dispatched to a dispute between neighbors. Officers helped to mediate the situation.

12/15/2020 – 20-12263: Intimidation

Officers were dispatched to a local business to investigate threats made to an employee. Officers took a report on the situation.

12/16/2020 – 20-12279: Hospice Death

Officers were dispatched to a hospice death. The scene and body were investigated and no foul play was suspected. The body was released to the family.

12/17/2020 – 20-12331: Assault & Battery

Officers were dispatched to a residence for an assault that occurred. Officers interviewed all parties involved and investigated the situation. One of the parties involved was arrested and taken to Berkley PD for processing. A report was taken.

12/19/2020 – 20-12394: Sudden Death

Officers were dispatched to a sudden death. The scene and body were investigated and no foul play was suspected. The body was released to the family.

12/19/2020 – 20-12399: Assault & Battery

Officers were dispatched to a residence for an assault that occurred. Officers interviewed all parties involved and investigated the situation. One of the parties involved was arrested and taken to Berkley PD for processing. A report was taken.

12/21/2020 – 20-12468: Vehicle Theft/UDAA

Officers were dispatched to residence to take a vehicle theft report. The reporting party stated that their vehicle was stolen from their driveway. A report was taken and the incident is under investigation.

12/24/2020 – 20-12578: Vehicle Impound

Officers were dispatched to an abandoned vehicle that was blocking the roadway. Officers were unable to locate the driver so the vehicle was impounded.

12/26/2020 – 20-12601: Assist Other Department

Officers were dispatched to assist Southfield PD on a run they were on. LVPD Officers responded and assisted.

12/28/2020 – 20-12677: Plate Confiscation

Officers conducted a traffic stop and found that the license plate was required to be confiscated. Officers confiscated the license plate.

12/28/2020 – 20-12680: DWLS

Officers conducted a traffic stop and discovered the driver to have a suspended driver's license. The driver was issued a citation for DWLS.

12/31/2020 – 20-12762: Fraud

An individual came to the LVPD and wanted to make a fraud report. The reporting party had purchases made from their account, without their knowledge. A report was taken.

LATHRUP VILLAGE POLICE DEPARTMENT CRIME STATISTICS



Lathrup Village Police Department

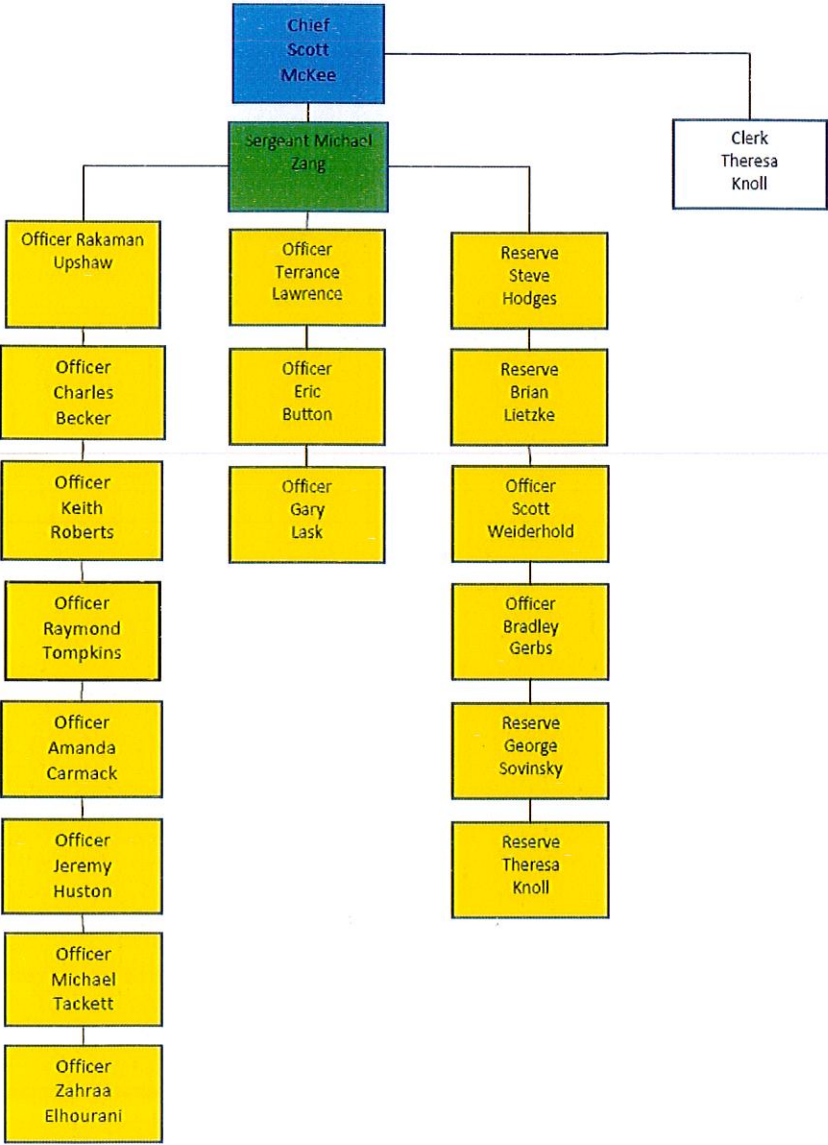
Mission Statement

The mission of the Lathrup Village Police Department is to protect life and property; all rights guaranteed by law, by preserving the peace, maintaining order; controlling crime, apprehending offenders, and enforcing the law.

The Lathrup Village Police Department seeks to reduce crime and injury through preventive measures as well as immediate action in emergencies. It attempts to determine the community's needs and direct its resources toward controlling crimes that are considered most serious, frightening and economically damaging. It seeks to protect life and limb by restricting the use of force to situations of absolute necessity. It limits the exercise of authority to those functions prescribed by the laws of the United States, the State of Michigan and the City of Lathrup Village.

The Lathrup Village Police Department acknowledges that its effectiveness depends upon the acceptance of its authority and approval of its actions by the community. The Department, therefore, expects exemplary conduct of its employees; it attempts to provide, or direct the public to other sources for needed information and seeks public cooperation through the news media; and it encourages positive public reaction to its service through careful attention to complaints and service provided.

LATHRUP VILLAGE POLICE DEPARTMENT CRIME STATISTICS



LATHRUP VILLAGE POLICE DEPARTMENT CRIME STATISTICS



DEPARTMENT TRAINING 2020

TRAINING	COMMAND	FT OFFICERS	PT OFFICERS	RESERVES	ADMIN	TOTAL
CPR & AED Training			1			1
De-Escalation Tactics & Skills for Officer Safety	1	2				3
Dynamics of Officer/Citizen Encounters		1				1
Excel Basic/Beyond The Basics					1	1
FTO Seminar Basic		1				1
Leading W/O Rank		1				1
Managing Mental Health Crisis		2				2
Non-Destructive Entry for Law Enforcement		1				1
Oakland County Critical Incident Training		3				3
Trace Evidence Collection and Use in Investigations		1				1
UD-10 Update	1					1

DEPARTMENT TRAINING BY CATEGORY - 2020

Medical	De-Escalation Training	Firearms	Cultural Diversity	Mental Health	Use of Force	Leadership	Investigations	Office/Admin	Drunk/ Drugged driving	Mass Casualty Incident
First Aid CPR & AED Training (1)	De-Escalation Tactics & Skills for Officer Safety (3)			Crisis Intervention Team training (1)	Non- destructive Entry for Law Enforcement (1)	Dynamics of Officer/Citizen Encounters (1)	Trace Evidence Collection and Use in Investigations (1)	Excel Basic/Beyond the Basics (1)		Oakland County Critical Incident Training (3)
				Managing Mental Health Crisis (2)		Leading w/o Rank: Leadership for the Line Officer (1)		UD-10 Update		
						FTO Seminar Basic (1)				

LATHRUP VILLAGE POLICE DEPARTMENT CRIME STATISTICS



	2019	2020	Percentage of Change
Part A Crime	92	72	-21.7%
Part B Crime	40	32	-20.0%
Total Reports	548	451	-17.7%

Crime is reported to the State and FBI as Part A-F offenses:

Part A Offenses include the following: Murder, Negligent Homicide, some Forcible and Non-Forcible Sex Offenses, Robbery, Assault, Burglary, Motor Vehicle Theft, Arson, Kidnapping, Forgery, some Frauds, some Liquor Law Violations, Embezzlement, Damage to Property, Weapon Violations, Commercialized Sexual Offenses, Drug Laws and Gambling.

Part B Offenses include the following: some Frauds, some Non-Forcible Sex Offenses, Non-Violent Family Offenses, OUIL, Liquor Violations, Obstruction/Escape, Disorderly Conduct, State, Local and Federal Offenses, Local Ordinances, Juvenile Offenses and specific Traffic Offenses which are arrestable.

Parts C, D, E, & F Offenses include lesser offenses and response types that are not reportable as crime statistics to the state and FBI.

LATHRUP VILLAGE POLICE DEPARTMENT CRIME STATISTICS



Crime Statistics Reported to State and FBI

Calendar Year:	2016	2017	2018	2019	2020
Part A Offenses	118	113	109	92	72
Part B Offenses	46	45	49	40	32
Total Part A & Part B	163	158	158	132	104
Part A Change	-7.8%	-4.2%	-3.5%	-15.5%	-21.7%
Part B Change	2.2%	-2.2%	8.8%	-18.3%	-20%
Annual Change	-5.8%	-3.1%	--	-16.5%	-21.2%

A partial breakdown of these crimes over a 5- year period:

Offense	2016	2017	2018	2019	2020
Murder	0	0	0	0	0
Aggravated Assaults	4	5	1	1	1
Simple Assaults or Intimidation	25	16	19	16	16
Robbery	1	0	3	0	2
Forcible Rape	0	0	0	1	1
Burglary	8	5	5	6	6
Motor Vehicle Thefts	1	2	2	0	3
Arson	0	1	0	0	0
Larceny Thefts	19	24	23	27	10
Narcotic Violation	13	10	8	1	1
Disorderly Conduct	2	2	0	0	0
Traffic Accidents	291	356	286	286	257

LATHRUP VILLAGE POLICE DEPARTMENT CRIME STATISTICS



Calls for Service

2016	2017	2018	2019	2020
5910	5491	11300	12855	12774

	2016	2017	2018	2019	2020
Total Reports Filed	504	500	601	548	451
% change	-8.07%	-0.7%	20.2%	-8.8%	-17.7%

Yearly Accident Summary

	2016	2017	2018	2019	2020
Non-Injury Accidents	274	334	269	266	194
Injury Accidents	48	57	40	70	50
Fatal Accidents	0	1	0	0	0
Totals	322	392	309	336	244

Overall Department Ticket Summary

	2016	2017	2018	2019	2020
Traffic Violations General	1883	1595	3235	3933	3072
Traffic Violations Motor Carrier	19	10	32	53	71
Total Violations	1902	1605	3267	3986	3143

LATHRUP VILLAGE POLICE DEPARTMENT CRIME STATISTICS



Lathrup Village Police Department Citizen Complaints

It is the policy of the Lathrup Village Police Department to accept and investigate any complaints of employee misconduct or wrongdoing. The complaint procedure provides citizens with a meaningful and effective avenue for legitimate complaints against a member of the Police Department. It is the intention of the Police Department to encourage public support and confidence through the assurance of a fair and thorough investigation of all complaints.

	2016	2017	2018	2019	2020
Total Complaints	5	2	2	2	3
Excessive or Unnecessary Force/Assault Complaints	0	0	0	0	0

	2016	2017	2018	2019	2020
Aggressive					
Hostile					
Rude/Unprofessional	2	1	1	1	3
Neglect of duty	1				
Conduct Unbecoming			1		
Intimidating	1				
Harassing					
Profiling	1	1			
Unconsented Search					
Total	5	2	2	2	3
Complaint Disposition					
Written reprimand	1		0	0	0
Counseling/training	2		0	0	1
Unfounded	3	2	2	1	2

LATHRUP VILLAGE POLICE DEPARTMENT CRIME STATISTICS



2020 SENIORITY DISTRIBUTION

	Years of service With LVPD	Previous years of service
CHIEF	24+	1
DETECTIVE/SERGEANT	13	0
OFFICERS		
20+ years	22	5
14 years	15	0
12 years	11	21
09 years	9	5
06 years	6	0
05 years	5	7
05 years	5	25
03 years	3	0
02 years	2	10
02 years	2	25
ADMIN	2	25

Sworn Full-time Officer Seniority Average	10.22 years
Sworn Part-time Officer Seniority Average	8.3 years

LATHRUP VILLAGE POLICE DEPARTMENT CRIME STATISTICS



RECRUITMENT EFFORTS

- Recruitment efforts were limited due to Covid-19
- All job fairs and expos were cancelled due to Covid-19 and social distancing requirements
- We relied on local police academies to refer qualified candidates interested in Lathrup Village Police Department



MEMORANDUM

TO: Sheryl Mitchell, City Administrator
CC: DDA Board of Directors
FROM: Susie Stec, Manager – CED / DDA Director
DATE: January 13, 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.
- OC Weatherization Grant for Restaurants (Phase 1 & 2) are being promoted. DDA anticipates being awarded approximately \$30K from the county to further assist our restaurants.

Events

- **Financial Planning February** is being planned. There will be webinars discussing a variety of financial topics including tax preparation, retirement & social security. Details will be finalized at the Promotions Committee meeting.

Grants

- **OC Weatherization** – Kabob Kabob requested equipment through Phase 1. Phase 2 will likely be a reimbursement program for our restaurants.

Business/Property Updates

- Work on the Lathrup Shopping Plaza is nearly complete
- 27215 Southfield Road received Conditional Site Plan Approval from the PC on 12/15. They will be seeking a variance for the required screen wall and will be appearing at the 1/25 ZBA meeting.
- A COVID-19 Testing Clinic intends to open at 27430 Southfield Road. They are required to make a few minor modifications to the space. This will be an appointment-only testing location.
- Work continues at BP.
- In conversations with a prospective developer for a mixed-use, rehab development at the school

Comprehensive Plan update

- A working draft of the Comprehensive Plan is expected in January/February
- Next steps will be finalizing the implementation plan

Cannabis

- Planning Commission will be reviewing ordinance language related to medical marijuana caregivers at the 1/19/21 meeting. A special meeting is planned for 2/8/21 to adopt the drafted language.
- Feedback was solicited from City Council & Planning Commission on the drafted ordinance language to allow for cannabis-related uses. Staff is working to refine the draft language. The next step is to develop scoring criteria.
- There is significant interest by the cannabis industry and property owners.

Miscellaneous

- RCOC is seeking feedback on the exhibits that were discussed at the joint meeting
- Planning Commission held a public hearing related to R-1, Parking as a Special Land Use on 12/15. Planning Commission motioned to forward the text amendment to City Council for approval.
- MDOT is planning to make improvements to the I-696/Southfield Road bridge and interchange. A consultant who will likely be working on the project contacted staff just before the holidays. More details to follow in the coming months.
- Historical Society is seeking permanent space to store, display, and process their archives. They have determined that they cannot afford to maintain a home should one be donated. They have asked about utilizing the dance studio, The Meeting Place or Community Room. They have also asked about using a millage (.5 mills = \$15K). They have been encouraged to engage in strategic planning to include developing a realistic fundraising strategy. To facilitate this, I have reached out to MSOC for assistance/guidance/examples. A follow-up meeting date has not been set.

Enforcements By Category

01/05/21

ITEMS IN R. O. W.

Enforcement Number	Address	Status	Filed	Closed
18870 HAMPSHIRE ST			12/15/20	
Broken Basketball hoop in the Right of Way				

Total Items in R. O. W. Entries: 1

OTHER

Enforcement Number	Address	Status	Filed	Closed
27840 SUNSET W BLVD		Citation Issued	12/11/20	
Failure to complete permits Wrote ticket 01208				

Total Other Entries: 1

Total Records: 2

Enforcement.CodeOfficer = Jim
Wright AND
Enforcement.DateFiled Between
12/1/2020 12:00:00 AM AND
12/31/2020 11:59:59 PM

Total Pages:1

Enforcements By Category

01/05/21

INOPERABLE VEHICLE

Enforcement Number	Address	Status	Filed	Closed
28672	BLACKSTONE DR	Discovered	12/10/20	12/22/20
Car with flat tire in driveway. Please repair or remove car.				
28684	BLACKSTONE DR	Discovered	12/10/20	12/17/20
Discovered car with flat tire in driveway. Please remove or repair.				

Total Inoperable Vehicle Entries: 2

ITEMS IN R. O. W.

Enforcement Number	Address	Status	Filed	Closed
27411	LATHRUP BLVD	Complaint Recieved	12/17/20	12/21/20
On Monday 12-14-2020 qa complaint was received that an extension course was laid across the sidewalk in effect creating a trij				

Total Items in R. O. W. Entries: 1

OTHER

Enforcement Number	Address	Status	Filed	Closed
18470	SANTA ANN AVE	Resolved	12/08/20	12/09/20
Roofers off loading materials. No permit pulled. Was advised Owner is pulling permit. Left door hanger with owner's mother-ir				
27240	LATHRUP BLVD	Discovered	12/10/20	12/17/20
Discovered a storage POD located in the driveway. Please be advised that permits are required for both Storage Containers as w				

Total Other Entries: 2

PARKING LOT REPAIR

Enforcement Number	Address	Status	Filed	Closed
28635	SOUTHFIELD RD	Discovered	12/03/20	12/07/20
Discovered potholes that need to be repaired in the public area of the parking lot.				
28551	SOUTHFIELD RD Ste. 101	Discovered	12/03/20	12/17/20
Potholes discovered in public parking lot. Thank you in advance for addressing this matter.				
26221	SOUTHFIELD	Discovered	12/03/20	12/22/20
Potholes in parking lot need to be repaired.				
26647	SOUTHFIELD RD	Discovered	12/03/20	12/28/20
Potholes in parking lot need to be repaired.				

Enforcements By Category

01/05/21

26441 SOUTHFIELD RD	Discovered	12/03/20	12/14/20
---------------------	------------	----------	----------

Parking lot requires pothole repair.Sec. 62-1. - Maintenance of sidewalks, parking lots and driveways.Every property owner an

26727 SOUTHFIELD RD	Discovered	12/03/20	12/10/20
---------------------	------------	----------	----------

Potholes in parking lot need to be repaired.

26441 SOUTHFIELD RD	Discovered	12/14/20	
---------------------	------------	----------	--

Discovered that the parking lot has one or more potholes that need to be repaired. Thanks in advance for seeing that this matter

Total Parking Lot Repair Entries: 7

PROPERTY MAINTENANCE

Enforcement Number	Address	Status	Filed	Closed
--------------------	---------	--------	-------	--------

18476 ROSELAND BLVD		Discovered	12/08/20	12/15/20
---------------------	--	------------	----------	----------

Discovered refrigerator sitting in middle of driveway in front of garage. Doors we taken off for safety purposes.Homeowner sta

18189 SUNNYBROOK AVE		Discovered	12/17/20	
----------------------	--	------------	----------	--

Please contact me to discuss the chunks of concrete piled in the rear corner of your yard.

18850 HAMPSHIRE ST		Discovered	12/22/20	
--------------------	--	------------	----------	--

Discovered debris, clutter and what appears to be trash located in front of and alongside the garage.Thank you in advance for ac

Total Property Maintenance Entries: 3

SIDEWALK OBSTRUCTED

Enforcement Number	Address	Status	Filed	Closed
--------------------	---------	--------	-------	--------

28786 SOMERSET PL		Discovered	12/10/20	12/14/20
-------------------	--	------------	----------	----------

Discovered sidewalk was blocked by two cars parked in the driveway. Please refrain from doing this in the future.Yesterday on

Total Sidewalk Obstructed Entries: 1

TRASH CONTAINER IN PUBLIC V

Enforcement Number	Address	Status	Filed	Closed
--------------------	---------	--------	-------	--------

27620 CALIFORNIA SE DR		Discovered	12/10/20	12/15/20
------------------------	--	------------	----------	----------

Trash can is in public view. Please comply with City Ordinances and move into garage or behind a screened in area at side of h

17340 CORAL GABLES AVE		Discovered	12/10/20	12/22/20
------------------------	--	------------	----------	----------

Trash can is in public view. Please comply with City Ordinances and move into garage or behind a screened in area at side of h

27833 SAN JOSE CT		Discovered	12/17/20	
-------------------	--	------------	----------	--

Multiple trash bins discovered in culvert in front of home. If they are your please bring them in, or if they are your neighbor's le

Enforcements By Category

01/05/21

Total Trash Container in Public View Entries: 3

VEHICLE STORAGE

Enforcement Number	Address	Status	Filed	Closed
28265 ELDORADO PL		Complaint Recieved	12/08/20	12/28/20
Click Fix came in. Makeshift tarp carport installed next to garage. Car stored underneath. Ms. Page was told she needs to remove tarp.				
26350 MEADOWBROOK WAY		Discovered	12/29/20	
Discovered vehicle parked on lawn next to street. Michigan plate# EGH 7676. If this car is yours or belongs to someone visiting please contact the office.				

Total Vehicle Storage Entries: 2

YARD WASTE

Enforcement Number	Address	Status	Filed	Closed
19081 SARATOGA BLVD		Complaint Recieved	12/08/20	12/10/20
Homeowner has very large pile of leaves piled at the street along the entire width of the property. Homeowner missed the last leaf pickup.				
18856 SAN QUENTIN DR		Discovered	12/15/20	12/29/20
Discovered leaves that have been left at curb/street across much of the front property line. Please be advised that the last day for leaf pickup is 12/29/20.				
18564 DOLORES AVE		Discovered	12/22/20	01/04/21
Leaves lined up along front lawn at street. Leaf pickup services have expired for both loose and bagged leaves. Thank you in advance.				

Total Yard waste Entries: 3

Total Records: 24

Enforcement.CodeOfficer = Karson
Claussen AND
Enforcement.DateFiled Between
12/1/2020 12:00:00 AM AND
12/31/2020 11:59:59 PM

Total Pages 3

Parking Lot RepairEnforcement | E20-0665

Property Information

40-24-14-231-005	28635 SOUTHFIELD RD	Subdivision:	
	LATHRUP VILLAGE MI, 48076-2701	Lot:	Block:

Name Information

Owner:	R AND B INC LLC	Phone:	(248) 722 6666
Occupant:	ZIP PRINTING LLC	Phone:	(248) 763 1186
Filer:		Phone:	

Enforcement Information

Date Filed:	12/03/2020	Date Closed:	12/07/2020	Status:	Discovered
-------------	------------	--------------	------------	---------	------------

Complaint:

Discovered potholes that need to be repaired in the public area of the parking lot.

Last Action Date:	Last Inspection:	12/07/2020
-------------------	------------------	------------

Last Action:

Ordinance Inspection | Karson Claussen

Status:	Completed	Result:	Complied
Scheduled:	12/14/2020	Completed:	12/07/2020

Comments:

Scheduling Comment Check on pothole repair. Letter went out 12-3-2020.

Parking Lot Repair Enforcement | E20-0666

Property Information

40-24-14-232-027 28551 SOUTHFIELD RD Ste. 101 Subdivision:
LATHRUP VILLAGE MI, 48076-2723 Lot: Block:

Name Information

Owner: SKYWAY HOLDINGS, LLC 28551 Phone: (248) 526 9825
Occupant: Direct Immigration and Translation Phone: (248) 395 2278
Filer: Phone:

Enforcement Information

Date Filed: 12/03/2020 Date Closed: 12/17/2020 Status: Discovered
Complaint:
 Potholes discovered in public parking lot. Thank you in advance for addressing this matter.
Last Action Date: Last Inspection: 12/17/2020
Last Action:

Ordinance Inspection | Karson Claussen

Status: Completed Result: Complied
Scheduled: 12/17/2020 Completed: 12/17/2020

Comments:

Scheduling Comment Check on pothole repair. Letter went out today giving them 14-days from today to comply.

Parking Lot Repair Enforcement | E20-0667

Property Information

40-24-23-279-014 26221 SOUTHFIELD Subdivision:
LATHRUP VILLAGE MI, 48076-4546 Lot: Block:

Name Information

Owner: QMJ BUILDING, LLC Phone:
Occupant: FIRST LADY Phone: (248) 930 5664
Filer: Phone:

Enforcement Information

Date Filed: 12/03/2020 Date Closed: 12/22/2020 Status: Discovered

Complaint:
 Potholes in parking lot need to be repaired.

Last Action Date: Last Inspection: 12/22/2020

Last Action:

Ordinance Inspection | Karson Claussen

Status: Completed Result: Complied
Scheduled: 12/17/2020 Completed: 12/22/2020

Comments:

Scheduling Comment Check on pothole repair. Giving them 14 days from today to repair.

Parking Lot Repair Enforcement | E20-0668

Property Information

40-99-00-002-043	26647 SOUTHFIELD RD	Subdivision:	
	LATHRUP VILLAGE MI, 48076	Lot:	Block:

Name Information

Owner:	ALLSTATE INSURANCE COMPANY	Phone:	
Occupant:	SHIRLEY NICHOLS AGENCY, LLC	Phone:	(810) 632 7409
Filer:		Phone:	

Enforcement Information

Date Filed: 12/03/2020 Date Closed: 12/28/2020 Status: Discovered

Complaint:

Potholes in parking lot need to be repaired.

Last Action Date: Last Inspection: 12/29/2020

Last Action:

followup Inspection | Karson Claussen

Status:	Completed	Result:	Complied
Scheduled:	12/28/2020	Completed:	12/28/2020

Comments:

Scheduling Comment Owner info provided to me YES or NO.

Ordinance Inspection | Karson Claussen

Status:	Completed	Result:	Complied
Scheduled:	12/17/2020	Completed:	12/29/2020

Comments:

Scheduling Comment Pothole repair status. Gave them 14 days from today to repair.

12-21-2020 - 1st Letter came back as undelivered; no addressee found.

Parking Lot Repair Enforcement | E20-0669

Property Information

40-24-24-151-014 26441 SOUTHFIELD RD Subdivision:
LATHRUP VILLAGE MI, 48076-4551 Lot: Block:

Name Information

Owner: GREEN III, ALEX Phone: (248) 424 9688
Occupant: BELLE ESPRIT SALON & Phone:
Filer: Phone:

Enforcement Information

Date Filed: 12/03/2020 Date Closed: 12/14/2020 Status: Discovered

Complaint:

Parking lot requires pothole repair.

Sec. 62-1. - Maintenance of sidewalks, parking lots and driveways.

Every property owner and other person in possessory control of a sidewalk, parking lot, or driveway on private property which is a public place, as defined in this Code, shall exercise due care to maintain such sidewalk, parking lot, or driveway and the adjoining right-of-way in reasonable repair and in condition reasonably safe and fit for travel. Every such person who fails to do so shall be in violation of this section, and such premises not so maintained shall constitute a public nuisance.

(Code 1991, art. V, ch. 7, § 110)

Last Action Date: Last Inspection: 12/14/2020

Last Action:

Ordinance Inspection | Karson Claussen

Status: Completed Result: Complied
Scheduled: 12/14/2020 Completed: 12/14/2020

Comments:

Scheduling Comment Pothole repair status.
Gave them 14-days from today to repair.

Parking Lot RepairEnforcement | E20-0670

Property Information

40-24-23-229-029 26727 SOUTHFIELD RD Subdivision:
LATHRUP VILLAGE MI, 48076-4532 Lot: Block:

Name Information

Owner: ADVANCED COMMUNICATION Phone:
Occupant: Phone:
Filer: Phone:

Enforcement Information

Date Filed: 12/03/2020 Date Closed: 12/10/2020 Status: Discovered
Complaint:
 Potholes in parking lot need to be repaired.
Last Action Date: Last Inspection: 12/10/2020
Last Action:

Ordinance Inspection | Karson Claussen

Status: Canceled Result: Canceled
Scheduled: 12/14/2020 Completed: 12/10/2020

Comments:

Scheduling Comment Pothole. Gave them 14-days from today to repair.

Tarek Guyar called me. Guy putting in the new BP Station at this address. Cancelling this CE because he is ripping everyhting out and starting with a fresh site as part of his new build. Tarek Gayar 248.722.6660. 12-10-2020 - Karson

Other Enforcement | E20-0673

Property Information

40-24-23-255-009	18470 SANTA ANN AVE	Subdivision:	
	LATHRUP VILLAGE MI, 48076-4525	Lot:	Block:

Name Information

Owner:	DENSON, LASHAWNDA C	Phone:
Occupant:		Phone:
Filer:		Phone:

Enforcement Information

Date Filed: 12/08/2020 Date Closed: 12/09/2020 Status: Resolved

Complaint:

Roofers off loading materials. No permit pulled. Was advised Owner is pulling permit. Left door hanger with owner's mother-in-law.

Mother-in-law then grabbed me after she spoke with son on the phone. He said he is coming in tomorrow (Wednesday) morning to pull the permit. Apparently he is a local firefighter. I politely stated that he still needs to secure a permit.

Last Action Date: Last Inspection: 12/09/2020

Last Action:

Code Inspection | Jim Wright

Status:	Completed	Result:	Complied
Scheduled:	12/09/2020	Completed:	12/09/2020

Comments:

Scheduling Comment Roof permit needed. Owner promised to get it Wednesday morning 12-9-2020.

Roofers expect to work all day Wednesday and wrap up on Thursday.

Vehicle Storage Enforcement | E20-0674**Property Information**

40-24-14-276-016 28265 ELDORADO PL Subdivision:
 LATHRUP VILLAGE MI, 48076-2619 Lot: Block:

Name Information

Owner: PAGE, CYNTHIA Phone: (248) 559 1255
 Occupant: Phone:
 Filer: Phone:

Enforcement Information

Date Filed: 12/08/2020 Date Closed: 12/28/2020 Status: Complaint Recieved

Complaint:

Click Fix came in. Makeshift tarp carport installed next to garage. Car stored underneath.

Ms. Page was told she needs to remove the tarp. She intends to put a carport there. She was advised shee needs to pull a permit and comply with all zoning requirements.

Last Action Date: Last Inspection: 12/29/2020

Last Action:

Ordinance Inspection | Karson Claussen

Status: Completed Result: Complied
 Scheduled: 12/28/2020 Completed: 12/28/2020

Comments:

Scheduling Comment Tarp removed from fence/car YES or NO.

Ordinance Inspection | Karson Claussen

Status: Completed Result: Complied
 Scheduled: 12/21/2020 Completed: 12/29/2020

Comments:

Scheduling Comment Check on status of car with tarp on it that is parked next to garage.

17DEC2020 sent out a 2nd Letter - Vehicle Storage - as well as a PDF showing 4 pics of how nearby neighbors are properly protecting and storing their covered cars.

Ordinance Inspection | Karson Claussen

Status: Completed Result: Partially Complied
 Scheduled: 12/14/2020 Completed: 12/15/2020

Comments:

Scheduling Comment Verify if tarp has been removed or not. THUR 12-10-2020 left door hanger and sent out Basic CE letter.

Not only did they not removed the tarp, a car is now parked on the grass in front of the tarp/carport.

Ordinance Inspection | Karson Claussen

Status: Completed Result: Not Complied
 Scheduled: 12/10/2020 Completed: 12/10/2020

Comments:

Scheduling Comment Check to see that the ccarport TARP has been removed from the side of the garage.

Property Maintenance Enforcement | E20-0675

Property Information

40-24-14-226-044 18476 ROSELAND BLVD Subdivision:
LATHRUP VILLAGE MI, 48076-2630 Lot: Block:

Name Information

Owner: LOWERY, LILLIAN Phone:
Occupant: Phone:
Filer: Phone:

Enforcement Information

Date Filed: 12/08/2020 Date Closed: 12/15/2020 Status: Discovered

Complaint:
Discovered refrigerator sitting in middle of driveway in front of garage. Doors were taken off for safety purposes.

Homeowner stated that DTE was picking it up on Friday, and she stated that she and her son would move it to the side of the house until then.

Last Action Date: Last Inspection: 12/17/2020

Last Action:

Ordinance Inspection | Karson Claussen

Status: Completed Result: Complied
Scheduled: 12/14/2020 Completed: 12/17/2020

Comments:

Scheduling Comment Check to see that the fridge has been moved off the driveway to side of house or in garage.

DTE picking it up FRI 12-11-2020.

Yard wasteEnforcement | E20-0676

Property Information

40-24-14-331-003	19081 SARATOGA BLVD	Subdivision:
	LATHRUP VILLAGE MI, 48076-3335	Lot:
		Block:

Name Information

Owner:	JONES, KIMBERLY ADAMS-	Phone:	(248) 200 7477
Occupant:		Phone:	
Filer:		Phone:	

Enforcement Information

Date Filed:	12/08/2020	Date Closed:	12/10/2020	Status:	Complaint Recieved
-------------	------------	--------------	------------	---------	--------------------

Complaint:

Homeowner has very large pile of leaves piled at the street along the entire width of the property.

Homeowner missed the last leaf vacuuming day. Spoke with homeowner and she said that they will be bagging the leaves, so they can make the last leaf bag pickup on Monday December 14th, 2020.

Last Action Date:		Last Inspection:	12/10/2020
-------------------	--	------------------	------------

Last Action:

followup Inspection | Karson Claussen

Status:	Completed	Result:	Complied
Scheduled:	12/10/2020	Completed:	12/10/2020

Comments:

Scheduling Comment See if leaves have all been bagged or removed.

Inoperable Vehicle Enforcement | E20-0677

Property Information

40-24-14-232-010	28672 BLACKSTONE DR	Subdivision:	
	LATHRUP VILLAGE MI, 48076-2614	Lot:	Block:

Name Information

Owner:	BROWN, MARK W	Phone:	
Occupant:		Phone:	
Filer:		Phone:	

Enforcement Information

Date Filed: 12/10/2020 Date Closed: 12/22/2020 Status: Discovered

Complaint:
 Car with flat tire in driveway. Please repair or remove car.

Last Action Date: Last Inspection: 12/22/2020

Last Action:

Ordinance Inspection | Karson Claussen

Status:	Completed	Result:	Complied
Scheduled:	12/22/2020	Completed:	12/22/2020

Comments:

Scheduling Comment LR3 gone or no. If not then RED TAG and get towed.

12-22-2020 no change. Place RED Violation Notice on back of vehicle and am leaving a Door Hanger violation this afternoon. Giving them 2-days to get the car removed. KC

Owner called me before lunch to say the car is getting towed today. It has been removed from the property. KC

Ordinance Inspection | Karson Claussen

Status:	Completed	Result:	Not Complied
Scheduled:	12/17/2020	Completed:	

Comments:

Scheduling Comment Check on car with flat tire.

17DEC2020 - sending out Final Letter with PICS.

Inoperable Vehicle Enforcement | E20-0678

Property Information

40-24-14-232-008	28684 BLACKSTONE DR	Subdivision:	
	LATHRUP VILLAGE MI, 48076-2614	Lot:	Block:

Name Information

Owner:	KELLY E KENNEDY TR OF THE KELLY E K	Phone:	
Occupant:		Phone:	
Filer:		Phone:	

Enforcement Information

Date Filed:	12/10/2020	Date Closed:	12/17/2020	Status:	Discovered
-------------	------------	--------------	------------	---------	------------

Complaint:
Discovered car with flat tire in driveway. Please remove or repair.

Last Action Date: Last Inspection:

Last Action:

Ordinance Inspection | Karson Claussen

Status:	Completed	Result:	Complied
Scheduled:	12/14/2020	Completed:	

Comments:

Scheduling Comment Check on car with flat.

Sidewalk Obstructed Enforcement | E20-0679

Property Information

40-24-14-229-007	28786 SOMERSET PL	Subdivision:
	LATHRUP VILLAGE MI, 48076-2654	Lot: Block:

Name Information

Owner:	ALLEN, VANDRICK J	Phone:	(248) 790 0384
Occupant:		Phone:	
Filer:		Phone:	

Enforcement Information

Date Filed:	12/10/2020	Date Closed:	12/14/2020	Status:	Discovered
-------------	------------	--------------	------------	---------	------------

Complaint:

Discovered sidewalk was blocked by two cars parked in the driveway. Please refrain from doing this in the future.

Yesterday on 12-9-2020 I left a courtesy note/card on the BMW asking that the drive not be blocked. Please be advised that a ticket will be issued next time we discovered a blocked sidewalk.

Last Action Date:	Last Inspection:	12/17/2020
-------------------	------------------	------------

Last Action:

Ordinance Inspection | Karson Claussen

Status:	Completed	Result:	Complied
Scheduled:	12/14/2020	Completed:	12/17/2020

Comments:

Scheduling Comment Check on cars blocking sidewalk.

Trash Container in Public View Enforcement | E20-0682

Property Information

40-24-24-102-025 17340 CORAL GABLES AVE Subdivision:
LATHRUP VILLAGE MI, 48076-4602 Lot: Block:

Name Information

Owner: WILSON, DENISE YVONNE Phone:
Occupant: WILSON, DENISE YVONNE Phone:
Filer: Phone:

Enforcement Information

Date Filed: 12/10/2020 Date Closed: 12/22/2020 Status: Discovered

Complaint: Trash cans in public view. Please comply with City Ordinances and move into garage or behind a screened in area at side of house.

Thank you in advance for addressing this matter.

Last Action Date: Last Inspection: 12/22/2020

Last Action:

Ordinance Inspection | Karson Claussen

Status: Completed Result: Complied
Scheduled: 12/22/2020 Completed: 12/22/2020

Comments:

Scheduling Comment Trash bin visible or not - check on status.

Ordinance Inspection | Karson Claussen

Status: Completed Result: Not Complied
Scheduled: 12/15/2020 Completed: 12/15/2020

Comments:

Scheduling Comment See if trash cans are being properly stored.

Other Enforcement | E20-0683

Property Information

40-24-14-428-001 27840 SUNSET W BLVD Subdivision:
LATHRUP VILLAGE MI, 48076-2657 Lot: Block:

Name Information

Owner: MCCLANAGHAN, MICHAEL Phone:
Occupant: Phone:
Filer: Phone:

Enforcement Information

Date Filed: 12/11/2020 Date Closed: Status: Citation Issued
Complaint:
 Failure to complete permits Wrote ticket 01208
Last Action Date: Last Inspection:
Last Action:

followup Inspection | Jim Wright

Status: Scheduled Result:
Scheduled: 01/22/2021 Completed:

Comments:

Scheduling Comment Ck on court date

Ordinance Inspection | Jim Wright

Status: Completed Result: Violation(s)
Scheduled: 12/11/2020 Completed:

Parking Lot Repair Enforcement | E20-0684

Property Information

40-24-24-104-033	26441 SOUTHFIELD RD	Subdivision:	
	LATHRUP VILLAGE MI, 48076-4531	Lot:	Block:

Name Information

Owner:	FIRST HOLDING MANAGEMENT CO	Phone:	(248) 855 3330
Occupant:	BELLE ESPRIT SALON &	Phone:	
Filer:		Phone:	

Enforcement Information

Date Filed:	12/14/2020	Date Closed:		Status:	Discovered
-------------	------------	--------------	--	---------	------------

Complaint:
 Discovered that the parking lot has one or more potholes that need to be repaired. Thanks in advance for seeing that this matter is addressed. It is our goal that every business perform such parking lot repairs ahead of the Snow Removal season.

Last Action Date: Last Inspection: 12/28/2020

Last Action:

followup Inspection | Karson Claussen

Status:	Scheduled	Result:	
Scheduled:	12/29/2020	Completed:	

Comments:

Scheduling Comment Who is the Owner? Tax records not up to date. Letters not going to responsible party.

Ordinance Inspection | Karson Claussen

Status:	Completed	Result:	Not Complied
Scheduled:	12/22/2020	Completed:	12/28/2020

Comments:

Scheduling Comment 12-14 sent out 1st regarding potholes. Check on status.

Yard wasteEnforcement | E20-0685

Property Information

40-24-14-402-013 18856 SAN QUENTIN DR Subdivision:
LATHRUP VILLAGE MI, 48076-7811 Lot: Block:

Name Information

Owner: MARTIN SR, HERBERT L Phone:
Occupant: MARTIN SR, HERBERT L Phone:
Filer: Phone:

Enforcement Information

Date Filed: 12/15/2020 Date Closed: 12/29/2020 Status: Discovered

Complaint:

Discovered leaves that have been left at curb/street across much of the front property line.

Please be advised that the last day for leaf pickup is behind us. The leaves that remain must be removed by the end of the week. Feel free to contact me with any questions.

Last Action Date: Last Inspection: 12/29/2020

Last Action:

Ordinance Inspection | Karson Claussen

Status: Completed Result: Complied
Scheduled: 12/28/2020 Completed: 12/29/2020

Comments:

Scheduling Comment Leaves at curbs still YES or NO. Door Hanger violation left on 12-22-2020.

Drove by site to deliver Door Violation notice. Owner was there and he told me that he has hired someone to remove the leaves tomorrow which is 12-23-2020. Follow up visit has been scheduled to make certain that this has happened.

Ordinance Inspection | Karson Claussen

Status: Completed Result: Not Complied
Scheduled: 12/22/2020 Completed: 12/22/2020

Comments:

Scheduling Comment Leaves at curb - YES or NO.

12-22-2020 - leaves still there. Door Hanger violation left with Homeowner. KC

Items in R. O. W.Enforcement | E20-0686

Property Information

40-24-23-253-001 18870 HAMPSHIRE ST Subdivision:
LATHRUP VILLAGE MI, 48076-4454 Lot: Block:

Name Information

Owner: PALMER, RONALD Phone:
Occupant: PALMER, RONALD Phone:
Filer: Phone:

Enforcement Information

Date Filed: 12/15/2020 Date Closed: Status:
Complaint:
 Broken Basketball hoop in the Right of Way
Last Action Date: Last Inspection:
Last Action:

Ordinance Inspection | Jim Wright

Status: Scheduled Result:
Scheduled: 12/15/2020 Completed:

Property Maintenance Enforcement | E20-0687

Property Information

40-24-14-484-001 18189 SUNNYBROOK AVE Subdivision:
LATHRUP VILLAGE MI, 48076-3432 Lot: Block:

Name Information

Owner: MORTON, IVY Phone: (313) 995 7214
Occupant: MORTON, IVY Phone: (313) 995 7214
Filer: Phone:

Enforcement Information

Date Filed: 12/17/2020 Date Closed: Status: Discovered

Complaint:

Please contact me to discuss the chunks of concrete piled in the rear corner of your yard.

Last Action Date: Last Inspection: 12/28/2020

Last Action:

Ordinance Inspection | Karson Claussen

Status: Scheduled Result:
Scheduled: 01/07/2021 Completed:

Comments:

Scheduling Comment Confirm if the concrete pile has been removed or not. She was contacting SOCRRA about her options 28DEC2020.
1/4/2021 - drove by NO CHANGE.

followup Inspection | Karson Claussen

Status: Completed Result: Partially Complied
Scheduled: 12/29/2020 Completed: 12/28/2020

Comments:

Scheduling Comment Did Homeowner call me yet regarding CONCRETE CHUNK piles YES or NO.
Ms. Nikki Morton did call me. She will contact SOCRRA about concrete disposal options. Touching base with her after the New Year.

followup Inspection | Karson Claussen

Status: Completed Result: No Change
Scheduled: 12/22/2020 Completed: 12/22/2020

Comments:

Scheduling Comment Did owner call me regarding the chunks of concrete or not. ClickFix issue that needs to be addressed.
NO - Owner did not call me. Making second attempt to contact Homeowner this afternoon. KC

Trash Container in Public View Enforcement | E20-0688

Property Information

40-24-14-301-043	27833 SAN JOSE CT	Subdivision:	
	LATHRUP VILLAGE MI, 48076-3221	Lot:	Block:

Name Information

Owner:	TAYLOR, GEORGE	Phone:	
Occupant:		Phone:	
Filer:		Phone:	

Enforcement Information

Date Filed:	12/17/2020	Date Closed:		Status:	Discovered
-------------	------------	--------------	--	---------	------------

Complaint:
 Multiple trash bins discovered in culvert in front of home. If they are your please bring them in, or if they are your neighbor's let me know so I can address the issue with them. Thank you in advance for addressing this matter.

Last Action Date:		Last Inspection:	
-------------------	--	------------------	--

Last Action:

Items in R. O. W.Enforcement | E20-0689

Property Information

40-24-13-306-019 27411 LATHRUP BLVD Subdivision:
LATHRUP VILLAGE MI, 48076-3574 Lot: Block:

Name Information

Owner: KIRCHNER, JARRETT S Phone:
Occupant: KIRCHNER, JARRETT S Phone:
Filer: Phone:

Enforcement Information

Date Filed: 12/17/2020 Date Closed: 12/21/2020 Status: Complaint Recieved

Complaint:

On Monday 12-14-2020 qa complaint was received that an extension course was laid across the sidewalk in effect creating a trip hazard. This cord was feeding Christmas lights wrapped around a tree.

I spoke directly with the Homeowner and he stated that he would remove the cord that afternoon.

Last Action Date: Last Inspection: 12/21/2020

Last Action:

Ordinance Inspection | Karson Claussen

Status: Completed Result: Complied
Scheduled: 12/18/2020 Completed: 12/21/2020

Comments:

Scheduling Comment Left door hanger yesterday. Verify that the cord has been removed.

12-21-2020 - Unplugged the cord and cleared the sidewalk. Left red sticker/Ordinance Violation on end of cord and invited Homeowner to contact me. Karson

followup Inspection | Karson Claussen

Status: Completed Result: Violation(s)
Scheduled: 12/17/2020 Completed: 12/17/2020

Comments:

Scheduling Comment Received report that cord was still strung across the sidewalk.

Kcocked on door - no answer. Left a door hanger Violation Notice around 345PM.

Yard wasteEnforcement | E20-0690

Property Information

40-24-14-254-005 18564 DOLORES AVE Subdivision:
LATHRUP VILLAGE MI, 48076-2682 Lot: Block:

Name Information

Owner: ALAN M CAMIENER TRUST Phone: (248) 890 9359
Occupant: Phone:
Filer: Phone:

Enforcement Information

Date Filed: 12/22/2020 Date Closed: 01/04/2021 Status: Discovered

Complaint:
Leaves lined up along front lawn at street. Leaf pickup servcies have expired for both loose and bagged leaves.

Thank you in advance for addressing this matter in the coming days.

Last Action Date: Last Inspection: 01/04/2021

Last Action:

Ordinance Inspection | Karson Claussen

Status: Completed Result: Complied
Scheduled: 01/04/2021 Completed: 01/04/2021

Comments:

Scheduling Comment Leaves gone YES or NO. Ticket mailed out 12-29-2020.

Ordinance Inspection | Karson Claussen

Status: Completed Result: Not Complied
Scheduled: 12/28/2020 Completed: 12/29/2020

Comments:

Scheduling Comment Have leaves at street been removed YES or NO. Left Door Hanger on 12-22-2020
12-28-2020 left red violation notice sticker with Homwowner. See pictures.
12-29-2020 writing up Final Notice with PIC and issuing ticket # 01228 today.

Property Maintenance Enforcement | E20-0691

Property Information

40-24-23-253-002 18850 HAMPSHIRE ST Subdivision:
LATHRUP VILLAGE MI, 48076-4454 Lot: Block:

Name Information

Owner: WILSON, ROBERT E Phone:
Occupant: WILSON, ROBERT E Phone:
Filer: Phone:

Enforcement Information

Date Filed: 12/22/2020 Date Closed: Status: Discovered

Complaint:
Discovered debris, clutter and what appears to be trash located in front of and alongside the garage.

Thank you in advance for addressing this matter by removing the items from public view.

Last Action Date: Last Inspection: 12/29/2020

Last Action:

Ordinance Inspection | Karson Claussen

Status: Scheduled Result:
Scheduled: 01/05/2021 Completed:

Comments:

Scheduling Comment Trash removed from site YES or NO. 2nd letter went out 29DEC2020.

Ordinance Inspection | Karson Claussen

Status: Completed Result: Not Complied
Scheduled: 12/29/2020 Completed: 12/29/2020

Comments:

Scheduling Comment Clutter and trash removed from view YES or NO. 1st letter went out 12-22-2020.

NO. Mailing our 2nd letter today. Updated ClickFix as well due to neighbor calling me yesterday. Tyrone across street provided background of his efforts with Rami. Potential hoarder from his perspective.

Vehicle Storage Enforcement | E20-0692

Property Information

40-24-23-255-001 26350 MEADOWBROOK WAY Subdivision:
LATHRUP VILLAGE MI, 48076-4416 Lot: Block:

Name Information

Owner: DAVIS, LABERT Phone:
Occupant: Phone:
Filer: Phone:

Enforcement Information

Date Filed: 12/29/2020 Date Closed: Status: Discovered

Complaint:

Discovered vehicle parked on lawn next to street. Michigan plate# EGH 7676. If this car is yours or belongs to someone visiting you, please keep it parked on driveway or in garage. Thank you!

Last Action Date: Last Inspection: 01/04/2021

Last Action:

Ordinance Inspection | Karson Claussen

Status: Scheduled Result:
Scheduled: 01/05/2021 Completed:

Comments:

Scheduling Comment Issue RED VIOLATION sticker if car is still parked on lawn.

Ordinance Inspection | Karson Claussen

Status: Completed Result: Not Complied
Scheduled: 01/04/2021 Completed: 01/04/2021

Comments:

Scheduling Comment Car on lawn YES or NO. 1st letter went out 29DEC2020.

04JAN2021 - car still on lawn in culvert. Left RED VIOLATION NOTICE sticker on bumper of license plate. See PICS.

Enforcements By Code Officer

01/05/21

Jim Wright

Enforcement Number	Address	Status	Filed	Closed
E20-0683	27840 SUNSET W BLVD	Citation Issued	12/11/20	
E20-0686	18870 HAMPSHIRE ST		12/15/20	

Total Enforcements for Jim Wright 2

Karson Claussen

Enforcement Number	Address	Status	Filed	Closed
E20-0665	28635 SOUTHFIELD RD	Discovered	12/03/20	12/07/20
E20-0666	28551 SOUTHFIELD RD Ste. 101	Discovered	12/03/20	12/17/20
E20-0667	26221 SOUTHFIELD	Discovered	12/03/20	12/22/20
E20-0668	26647 SOUTHFIELD RD	Discovered	12/03/20	12/28/20
E20-0669	26441 SOUTHFIELD RD	Discovered	12/03/20	12/14/20
E20-0670	26727 SOUTHFIELD RD	Discovered	12/03/20	12/10/20
E20-0673	18470 SANTA ANN AVE	Resolved	12/08/20	12/09/20
E20-0674	28265 ELDORADO PL	Complaint Recieved	12/08/20	12/28/20
E20-0675	18476 ROSELAND BLVD	Discovered	12/08/20	12/15/20
E20-0676	19081 SARATOGA BLVD	Complaint Recieved	12/08/20	12/10/20
E20-0677	28672 BLACKSTONE DR	Discovered	12/10/20	12/22/20
E20-0678	28684 BLACKSTONE DR	Discovered	12/10/20	12/17/20
E20-0679	28786 SOMERSET PL	Discovered	12/10/20	12/14/20
E20-0680	27240 LATHRUP BLVD	Discovered	12/10/20	12/17/20
E20-0681	27620 CALIFORNIA SE DR	Discovered	12/10/20	12/15/20
E20-0682	17340 CORAL GABLES AVE	Discovered	12/10/20	12/22/20
E20-0684	26441 SOUTHFIELD RD	Discovered	12/14/20	
E20-0685	18856 SAN QUENTIN DR	Discovered	12/15/20	12/29/20

Enforcements By Code Officer

01/05/21

E20-0687	18189 SUNNYBROOK AVE	Discovered	12/17/20	
E20-0688	27833 SAN JOSE CT	Discovered	12/17/20	
E20-0689	27411 LATHRUP BLVD	Complaint Recieved	12/17/20	12/21/20
E20-0690	18564 DOLORES AVE	Discovered	12/22/20	01/04/21
E20-0691	18850 HAMPSHIRE ST	Discovered	12/22/20	
E20-0692	26350 MEADOWBROOK WAY	Discovered	12/29/20	

Total Enforcements for Karson Cla 24

Total Records: 26

Population: All Records
Enforcement.DateFiled Between 12/1/2020 12:00:00 AM
AND 12/31/2020 11:59:59 PM

Enforcements By Category

01/05/21

INOPERABLE VEHICLE

Enforcement Number	Address	Status	Filed	Closed
E20-0677	28672 BLACKSTONE DR	Discovered	12/10/20	12/22/20
E20-0678	28684 BLACKSTONE DR	Discovered	12/10/20	12/17/20
Total Entries: 2				

ITEMS IN R. O. W.

Enforcement Number	Address	Status	Filed	Closed
E20-0686	18870 HAMPSHIRE ST		12/15/20	
E20-0689	27411 LATHRUP BLVD	Complaint Recieved	12/17/20	12/21/20
Total Entries: 2				

OTHER

Enforcement Number	Address	Status	Filed	Closed
E20-0673	18470 SANTA ANN AVE	Resolved	12/08/20	12/09/20
E20-0680	27240 LATHRUP BLVD	Discovered	12/10/20	12/17/20
E20-0683	27840 SUNSET W BLVD	Citation Issued	12/11/20	
Total Entries: 3				

PARKING LOT REPAIR

Enforcement Number	Address	Status	Filed	Closed
E20-0665	28635 SOUTHFIELD RD	Discovered	12/03/20	12/07/20
E20-0666	28551 SOUTHFIELD RD Ste. 101	Discovered	12/03/20	12/17/20
E20-0667	26221 SOUTHFIELD	Discovered	12/03/20	12/22/20
E20-0668	26647 SOUTHFIELD RD	Discovered	12/03/20	12/28/20
E20-0669	26441 SOUTHFIELD RD	Discovered	12/03/20	12/14/20
E20-0670	26727 SOUTHFIELD RD	Discovered	12/03/20	12/10/20
E20-0684	26441 SOUTHFIELD RD	Discovered	12/14/20	

Enforcements By Category

01/05/21

Total Entries: 7

PROPERTY MAINTENANCE

Enforcement Number	Address	Status	Filed	Closed
E20-0675	18476 ROSELAND BLVD	Discovered	12/08/20	12/15/20
E20-0687	18189 SUNNYBROOK AVE	Discovered	12/17/20	
E20-0691	18850 HAMPSHIRE ST	Discovered	12/22/20	

Total Entries: 3

SIDEWALK OBSTRUCTED

Enforcement Number	Address	Status	Filed	Closed
E20-0679	28786 SOMERSET PL	Discovered	12/10/20	12/14/20

Total Entries: 1

TRASH CONTAINER IN PUBLIC

Enforcement Number	Address	Status	Filed	Closed
E20-0681	27620 CALIFORNIA SE DR	Discovered	12/10/20	12/15/20
E20-0682	17340 CORAL GABLES AVE	Discovered	12/10/20	12/22/20
E20-0688	27833 SAN JOSE CT	Discovered	12/17/20	

Total Entries: 3

VEHICLE STORAGE

Enforcement Number	Address	Status	Filed	Closed
E20-0674	28265 ELDORADO PL	Complaint Recieved	12/08/20	12/28/20
E20-0692	26350 MEADOWBROOK WAY	Discovered	12/29/20	

Total Entries: 2

YARD WASTE

Enforcements By Category

01/05/21

Enforcement Number	Address	Status	Filed	Closed
E20-0676	19081 SARATOGA BLVD	Complaint Recieved	12/08/20	12/10/20
E20-0685	18856 SAN QUENTIN DR	Discovered	12/15/20	12/29/20
E20-0690	18564 DOLORES AVE	Discovered	12/22/20	01/04/21

Total Entries: 3

Total Records: 26

Population: All Records

Enforcement.DateFiled Between 12/1/2020 12:00:00 AM AND 12/31/2020 11:5

Monthly Permit List

01/05/2021

Building

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PB200124	11/13/2020	LECOLAS, ERIC	27650 CALIFORNIA SE DR	40-24-13-306-003	\$1,069.00	\$0
Work Description: Addition to rear of house						
PB200128	11/30/2020	LEANNAIS, WILLIAM	18823 SAN DIEGO BLVD	40-24-14-451-003	\$342.00	\$0
Work Description: 10 Windows replaced						
PB200131	12/03/2020	SHEILA MASON TRUST	27400 RAINBOW CIR	40-24-14-377-004	\$180.00	\$0
Work Description: Deck Repair						
PB200133	12/09/2020	MANN, MUNER M	18571 SAN DIEGO BLVD	40-24-14-476-006	\$494.00	\$0
Work Description: Replacing 21 windows						
PB200134	12/18/2020	ADVANCED COMMUNICATIO	26727 SOUTHFIELD RD	40-24-23-229-029	\$594.00	\$0
Work Description: New Gas Station Canopy						
PB200135	12/22/2020	BELL, NYKRUM	18154 SAN ROSA BLVD	40-24-14-230-014	\$200.00	\$0
Work Description: New Roof						

Total Permits For Type: 6
Total Fees For Type: \$2,879.00
Total Const. Value For Type: \$0

Electrical

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PE200097	12/03/2020	WILLIAMS, VENESSA	27435 BLOOMFIELD DR	40-24-14-451-021	\$95.00	\$0

Work Description: Furnace and A/C reconnect

PE200098	12/04/2020	HARRIS, KENNETH	26721 MEADOWBROOK WAY	40-24-23-228-010	\$128.00	\$0
----------	------------	-----------------	-----------------------	------------------	----------	-----

Work Description: Circuits for sump

PE200099	12/07/2020	RUDD, REGINA	18705 SUNNYBROOK AVE	40-24-14-454-010	\$75.00	\$0
----------	------------	--------------	----------------------	------------------	---------	-----

Work Description: Furnace and A/C reconnect

PE200100	12/08/2020	ALEXANDER, EDNA	27680 MORNINGSIDE PLZ	40-24-14-310-005	\$70.00	\$0
----------	------------	-----------------	-----------------------	------------------	---------	-----

Work Description: Furnace Reconnect

PE200101	12/15/2020	NORRIS, SAMUEL L	17536 ROSELAND BLVD	40-24-13-101-020	\$70.00	\$0
----------	------------	------------------	---------------------	------------------	---------	-----

Work Description: Furnace Reconnect

PE200102	12/15/2020	SHELTON, THOMAS M	26272 MEADOWBROOK WAY	40-24-23-256-045	\$70.00	\$0
----------	------------	-------------------	-----------------------	------------------	---------	-----

Work Description: Furnace Reconnect

PE200103	12/22/2020	MARLENE K. LEVERETT-BURC	27450 RAINBOW CIR	40-24-14-377-006	\$95.00	\$0
----------	------------	--------------------------	-------------------	------------------	---------	-----

Work Description: Furnace and A/C install

PE200104	12/22/2020	HANNON, PATRICK	18632 BUNGALOW DR	40-24-14-476-015	\$190.00	\$0
----------	------------	-----------------	-------------------	------------------	----------	-----

Work Description: Service with lamps and circuits

PE200106	12/28/2020	LATHFIELD HOLDINGS LLC	28690 SOUTHFIELD RD	40-24-13-103-001	\$120.00	\$0
----------	------------	------------------------	---------------------	------------------	----------	-----

Work Description: New Service

PE200107	12/29/2020	INTERNATIONAL TITLE CLEAR	28460 SOUTHFIELD RD	40-99-00-007-022	\$90.00	\$0
----------	------------	---------------------------	---------------------	------------------	---------	-----

Work Description: Sign Installation

Total Permits For Type: 10
Total Fees For Type: \$1,003.00
Total Const. Value For Type: \$0

Mechanical

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PM200053	10/22/2020	LATHFIELD PARTNERS LLC	28600 SOUTHFIELD RD	40-24-13-105-017	\$215.00	\$0
Work Description: A/C Install						
PM200054	10/22/2020	LATHFIELD HOLDINGS LLC	28690 SOUTHFIELD RD	40-24-13-103-001	\$140.00	\$0
Work Description: A/C Install						
PM200055	10/22/2020	LATHFIELD INVESTMENTS LI	27208 SOUTHFIELD RD Ste 1	40-24-13-357-001	\$140.00	\$0
Work Description: A/C Install						
PM200056	10/22/2020	LATHFIELD HOLDINGS LLC	28820 SOUTHFIELD RD 122	40-24-13-103-001	\$240.00	\$0
Work Description: A/C and Furance Install						
PM200057	10/22/2020	LATHFIELD PARTNERS LLC	28630 SOUTHFIELD 134	40-24-13-105-017	\$240.00	\$0
Work Description: A/C and Furance Install						
PM200058	10/22/2020	LATHFIELD PARTNERS LLC	28600 SOUTHFIELD RD	40-24-13-105-017	\$140.00	\$0
Work Description: A/C Install						
PM200075	12/03/2020	WILLIAMS, VENESSA	27435 BLOOMFIELD DR	40-24-14-451-021	\$235.00	\$0
Work Description: Furance and A/C Install						
PM200076	12/07/2020	RUDD, REGINA	18705 SUNNYBROOK AVE	40-24-14-454-010	\$170.00	\$0
Work Description: Furance & A/C Install						
PM200077	12/08/2020	ALEXANDER, EDNA	27680 MORNINGSIDE PLZ	40-24-14-310-005	\$105.00	\$0
Work Description: Furance Install						
PM200078	12/15/2020	NORRIS, SAMUEL L	17536 ROSELAND BLVD	40-24-13-101-020	\$75.00	\$0
Work Description: Furance replacement						
PM200079	12/22/2020	MARLENE K. LEVERETT-BUR	27450 RAINBOW CIR	40-24-14-377-006	\$115.00	\$0
Work Description: Furance and A/C install						
PM200080	12/22/2020	SHELTON, THOMAS M	26272 MEADOWBROOK WAY	40-24-23-256-045	\$90.00	\$0
Work Description: Furance/Humidifier Install						

PM200081	12/29/2020	PERENY, PATRICIA MADIGAN 27798 CALIFORNIA NE DR	40-24-13-304-001	\$65.00	\$0
----------	------------	---	------------------	---------	-----

Work Description: Gas Line

Total Permits For Type: 13
Total Fees For Type: \$1,970.00
Total Const. Value For Type: \$0

Plumbing

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PP200060	12/01/2020	PERENY, PATRICIA MADIGAN 27798 CALIFORNIA NE DR	40-24-13-304-001	40-24-13-304-001	\$115.00	\$0

Work Description: Plumbing for bath remod

PP200063	12/21/2020	SEIDL, EDWARD	19420 SARATOGA BLVD	40-24-14-126-005	\$80.00	\$0
----------	------------	---------------	---------------------	------------------	---------	-----

Work Description: Sewer Repair

Total Permits For Type: 2
Total Fees For Type: \$195.00
Total Const. Value For Type: \$0

Sign

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PS200005	11/10/2020	INTERNATIONAL TITLE CLE/	28460 SOUTHFIELD RD	40-99-00-007-022	\$150.00	\$0

Work Description: Erect Wall Sign

Total Permits For Type: 1
Total Fees For Type: \$150.00
Total Const. Value For Type: \$0

Report Summary

Permit.DateIssued Between
12/1/2020 12:00:00 AM AND
12/31/2020 11:59:59 PM AND
Permit.Status = ISSUED

Grand Total Fees: \$6,197.00

Grand Total Permits: 32

Grand Total Const. Value: \$0



Dr. Sheryl L. Mitchell Theriot

City Administrator

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members

FR: Sheryl Mitchell Theriot, City Administrator

DA: January 25, 2021

RE: **MOTION TO ADOPT SPECIAL ASSESSMENT RESOLUTION #2 – ROLL No. 2020-01**

At the end of each year there are delinquent water and other bills (such as unpaid grass or weed mowing charges, delinquent water and sewage disposal charges, sidewalk repair charges, or nuisance abatement).

This starts the process of moving these amounts to the tax roll. Property owners have until April before the amounts are placed on their tax bill.

Suggested Motion:

Adopt the Attached Resolution #2 for Special Assessments – Roll No. 2020-01



CITY OF LATHRUP VILLAGE

SPECIAL ASSESSMENT RESOLUTION #2 – ROLL NO. 2020-01

Whereas, various cost and expenses have been incurred and remain unpaid and/or sums are otherwise subject to being specially assessed to various owners and parcel for general purposes (including weed mowing, delinquent water & sewage disposal charges, nuisance abatement, refuse clearing, and the like provided by the City) under the applicable provisions of the City Charter and the Municipal Code; and

Whereas, the City Administrator has reported to the Council the various owners and parcels involved; and

Whereas, the City Council has elected to exercise its optional powers granted by statue, Charter, and Ordinances to fix and place a record of the lien amounts by levying a Special Assessment, the City Administrator's Report has been deemed to be a tentative Special Assessment Roll, and said Roll has been placed on file with the City Clerk for public inspection and review; and

Whereas, a public hearing has been held for the consideration of all matters bearing upon the review and confirmation of a Special Assessment Roll after due notice of said hearing has been given by publication and by mailing to the owners of the affected lands; and

Whereas, the Council has considered all matters bearing upon the correctness and propriety of the tentative Special Assessment Roll and, in the course of reviewing said Roll, has caused such corrections and adjustments to be made as are proper so as to reduce said Roll to its present form as on file with the City Clerk;

Now, Therefore, Be It Resolved:

1. That the City Council does hereby confirm the Special Assessment Roll for general purposes as prepared by the City Administrator with such corrections and adjustment and corrections as have heretofore been made to such Roll at the direction of the Council and as now on file with the City Clerk.
2. That such Roll is hereby designated No. 2020-01.
3. That such amounts as have been assessed in said Roll are hereby declared to be a debt to the City from the persons to whom they are assessed and shall until paid be alien upon the property assessed for the amount of such assessment and all interest and charges thereon as provided by law and this Resolution.
4. That such assessments shall be deemed to be due and payable as provided by law and be collected as so provided.

The undersigned hereby certifies to the Assessor that the foregoing Resolution was duly adopted by the City Council at a Regular meeting held on January 25, 2021, that annexed hereto is Special Assessment Roll #2020-01, and that the amounts appearing on said Roll have been assess upon the property and against the persons appearing on said Roll in accordance with the foregoing Resolution.

Dated _____

Yvette Talley, City Clerk

2021 TAX BILL SPECIAL ASSESSMENTS

City/State	Parcel Id #	Address	Amount
Lathrup Village, MI 48076	24-14-203-002	18810 Alhambra	\$ 959.24
Lathrup Village, MI 48076	24-13-106-009	17386 Avilla	\$ 813.40
Lathrup Village, MI 48076	24-13-108-005	17401 Avilla	\$ 1,135.40
Lathrup Village, MI 48076	24-13-108-001	17415 Avilla	\$ 1,089.70
Lathrup Village, MI 48076	24-14-232-001	18187 Avila	\$ 404.20
Lathrup Village, MI 48076	24-14-232-010	28672 Blackstone	\$ 896.06
Lathrup Village, MI 48076	24-14-232-009	28678 Blackstone	\$ 1,762.54
Lathrup Village, MI 48076	24-14-229-010	28731 Blackstone	\$ 1,482.83
Lathrup Village, MI 48076	24-14-230-005	28750 Blackstone	\$ 602.77
Lathrup Village, MI 48076	24-23-207-006	26779 Bloomfield	\$ 739.41
Lathrup Village, MI 48076	24-23-204-013	26835 Bloomfield	\$ 942.23
Lathrup Village, MI 48076	24-23-204-011	26861 Bloomfield	\$ 461.97
Lathrup Village, MI 48076	24-14-452-008	27375 Bloomfield	\$ 497.23
Lathrup Village, MI 48076	24-14-202-009	28725 Bloomfield	\$ 2,068.52
Lathrup Village, MI 48076	24-14-476-017	18586 Bungalow	\$ 1,264.48
Lathrup Village, MI 48076	24-14-451-019	18800 Bungalow	\$ 360.39
Lathrup Village, MI 48076	24-14-451-017	18830 Bungalow	\$ 1,067.92
Lathrup Village, MI 48076	24-14-382-004	19041 Bungalow	\$ 314.73
Lathrup Village, MI 48076	24-13-306-004	27640 E. California	\$ 257.66
Lathrup Village, MI 48076	24-13-303-012	27705 E. California	\$ 828.35
Lathrup Village, MI 48076	24-13-303-010	27725 E. California	\$ 338.17
Lathrup Village, MI 48076	24-13-303-020	27735 E. California	\$ 688.43
Lathrup Village, MI 48076	24-13-155-011	27934 E. California	\$ 1,407.91
Lathrup Village, MI 48076	24-14-430-004	27610 W. California	\$ 435.67
Lathrup Village, MI 48076	24-14-430-003	27628 W. California	\$ 628.75
Lathrup Village, MI 48076	24-14-430-001	27660 W. California	\$ 684.90
Lathrup Village, MI 48076	24-14-429-003	27714 W. California	\$ 1,262.67
Lathrup Village, MI 48076	24-14-426-027	27817 W. California	\$ 677.44
Lathrup Village, MI 48076	24-13-358-006	17387 Cambridge	\$ 506.63
Lathrup Village, MI 48076	24-13-353-011	17554 Cambridge	\$ 1,696.17
Lathrup Village, MI 48076	24-13-357-004	17611 Cambridge	\$ 322.44
Lathrup Village, MI 48076	24-13-357-003	17631 Cambridge	\$ 1,617.43
Lathrup Village, MI 48076	24-14-456-004	18635 Cambridge	\$ 2,252.43
Lathrup Village, MI 48076	24-14-456-006	18659 Cambridge	\$ 2,160.48
Lathrup Village, MI 48076	24-14-456-008	18695 Cambridge	\$ 233.76
Lathrup Village, MI 48076	24-14-452-014	18736 Cambridge	\$ 700.97
Lathrup Village, MI 48076	24-14-452-013	18750 Cambridge	\$ 1,024.19
Lathrup Village, MI 48076	24-14-452-012	18776 Cambridge	\$ 1,063.70
Lathrup Village, MI 48076	24-14-302-008	27848 Cathalton	\$ 1,982.70
Lathrup Village, MI 48076	24-24-102-024	17350 Coral Gables	\$ 760.40
Lathrup Village, MI 48076	24-24-101-035	17560 Coral Gables	\$ 1,282.64
Lathrup Village, MI 48076	24-24-101-033	17594 Coral Gables	\$ 702.31
Lathrup Village, MI 48076	24-24-103-016	17601 Coral Gables	\$ 1,519.30
Lathrup Village, MI 48076	24-24-103-014	17625 Coral Gables	\$ 2,437.56
Lathrup Village, MI 48076	24-23-229-007	18153 Coral Gables	\$ 1,740.52
Lathrup Village, MI 48076	24-23-227-023	18240 Coral Gables	\$ 784.34
Lathrup Village, MI 48076	24-23-226-035	18434 Coral Gables	\$ 3,260.03
Lathrup Village, MI 48076	24-23-228-003	18475 Coral Gables	\$ 725.41
Lathrup Village, MI 48076	24-23-226-032	18480 Coral Gables	\$ 563.35
Lathrup Village, MI 48076	24-14-251-012	18724 Dolores	\$ 1,095.59
Lathrup Village, MI 48076	24-14-251-007	18810 Dolores	\$ 2,082.07
Lathrup Village, MI 48076	24-23-252-003	18941 Eldorado Place	\$ 1,044.79
Lathrup Village, MI 48076	24-14-477-020	27027 Eldorado Place	\$ 949.35
Lathrup Village, MI 48076	24-14-479-007	27335 Eldorado Place	\$ 405.58
Lathrup Village, MI 48076	24-14-479-006	27361 Eldorado Place	\$ 460.56
Lathrup Village, MI 48076	24-14-481-039	27430 Eldorado Place	\$ 346.65
Lathrup Village, MI 48076	24-14-280-001	28060 Eldorado Place	\$ 579.58
Lathrup Village, MI 48076	24-14-276-016	28265 Eldorado Place	\$ 590.72

Lathrup Village, MI 48076	24-14-277-004	28408 Eldorado Place	\$ 688.44
Lathrup Village, MI 48076	24-14-228-012	28530 Eldorado Place	\$ 684.90
Lathrup Village, MI 48076	24-14-228-007	28650 Eldorado Place	\$ 1,520.37
Lathrup Village, MI 48076	24-14-228-004	28700 Eldorado Place	\$ 976.55
Lathrup Village, MI 48076	24-14-228-003	28720 Eldorado Place	\$ 891.30
Lathrup Village, MI 48076	24-14-207-008	28735 Eldorado Place	\$ 815.03
Lathrup Village, MI 48076	24-14-478-037	18220 Eleven Mile Road	\$ 1,036.45
Lathrup Village, MI 48076	24-14-478-036	18230 Eleven Mile Road	\$ 417.92
Lathrup Village, MI 48076	24-14-381-030	19110 Eleven Mile Road	\$ 397.35
Lathrup Village, MI 48076	24-14-381-029	19120 Eleven Mile Road	\$ 699.55
Lathrup Village, MI 48076	24-14-381-025	19160 Eleven Mile Road	\$ 699.45
Lathrup Village, MI 48076	24-14-381-025	19160 Eleven Mile Road	\$ 1,100.65
Lathrup Village, MI 48076	24-14-385-013	19284 Eleven Mile Road	\$ 584.67
Lathrup Village, MI 48076	24-13-154-009	17420 Glenwood	\$ 403.33
Lathrup Village, MI 48076	24-13-155-005	17591 Glenwood	\$ 332.40
Lathrup Village, MI 48076	24-14-278-015	18216 Glenwood	\$ 727.47
Lathrup Village, MI 48076	24-14-256-005	18489 Glenwood	\$ 349.26
Lathrup Village, MI 48076	24-14-256-002	18535 Glenwood	\$ 1,278.44
Lathrup Village, MI 48076	24-14-253-003	18771 Glenwood	\$ 670.87
Lathrup Village, MI 48076	24-14-253-002	18785 Glenwood	\$ 725.44
Lathrup Village, MI 48076	24-14-252-008	18794 Glenwood	\$ 6,096.67
Lathrup Village, MI 48076	24-14-477-011	27246 Goldengate	\$ 323.65
Lathrup Village, MI 48076	24-14-477-010	27270 Goldengate	\$ 1,171.81
Lathrup Village, MI 48076	24-14-477-008	27306 Goldengate	\$ 401.76
Lathrup Village, MI 48076	24-14-476-024	27451 Goldengate	\$ 212.89
Lathrup Village, MI 48076	24-14-479-001	27490 Goldengate	\$ 1,161.56
Lathrup Village, MI 48076	24-14-430-012	27535 Goldengate	\$ 910.50
Lathrup Village, MI 48076	24-23-252-011	18841 Hampshire	\$ 1,320.74
Lathrup Village, MI 48076	24-23-253-002	18850 Hampshire	\$ 688.44
Lathrup Village, MI 48076	24-23-206-002	18980 Hampshire	\$ 1,763.27
Lathrup Village, MI 48076	24-23-251-001	18991 Hampshire	\$ 715.08
Lathrup Village, MI 48076	24-23-277-023	18150 Kilbirnie	\$ 591.01
Lathrup Village, MI 48076	24-23-277-044	18160 Kilbirnie	\$ 269.43
Lathrup Village, MI 48076	24-23-278-008	18171 Kilbirnie	\$ 409.90
Lathrup Village, MI 48076	24-14-204-012	18740 Lacrosse	\$ 914.01
Lathrup Village, MI 48076	24-14-205-001	18815 Lacrosse	\$ 576.33
Lathrup Village, MI 48076	24-14-179-003	19015 Lacrosse	\$ 733.33
Lathrup Village, MI 48076	24-24-154-033	26031 Lathrup	\$ 360.48
Lathrup Village, MI 48076	24-24-157-029	26040 Lathrup	\$ 521.85
Lathrup Village, MI 48076	24-24-105-011	26646 Lathrup	\$ 761.51
Lathrup Village, MI 48076	24-24-105-009	26676 Lathrup	\$ 1,895.93
Lathrup Village, MI 48076	24-24-103-023	26715 Lathrup	\$ 1,679.82
Lathrup Village, MI 48076	24-24-105-002	26740 Lathrup	\$ 358.44
Lathrup Village, MI 48076	24-13-358-011	27216 Lathrup	\$ 681.27
Lathrup Village, MI 48076	24-13-304-019	27731 Lathrup	\$ 2,003.47
Lathrup Village, MI 48076	24-13-153-011	28251 Lathrup	\$ 463.28
Lathrup Village, MI 48076	24-13-152-003	28452 Lathrup	\$ 745.25
Lathrup Village, MI 48076	24-13-102-001	28950 Lathrup	\$ 736.96
Lathrup Village, MI 48076	24-24-154-031	17554 Lincoln	\$ 359.29
Lathrup Village, MI 48076	24-24-154-028	17590 Lincoln	\$ 828.83
Lathrup Village, MI 48076	24-24-154-027	17610 Lincoln	\$ 815.40
Lathrup Village, MI 48076	24-23-256-035	18900 Lincoln	\$ 1,731.23
Lathrup Village, MI 48076	24-24-156-017	17311 Margate	\$ 501.28
Lathrup Village, MI 48076	24-24-153-033	17501 Margate	\$ 297.01
Lathrup Village, MI 48076	24-24-153-021	17555 Margate	\$ 216.66
Lathrup Village, MI 48076	24-24-152-020	17600 Margate	\$ 1,405.03
Lathrup Village, MI 48076	24-23-279-001	18155 Margate	\$ 293.02
Lathrup Village, MI 48076	24-23-254-013	26231 Meadowbrook Way	\$ 2,020.07
Lathrup Village, MI 48076	24-23-256-042	26242 Meadowbrook Way	\$ 722.19
Lathrup Village, MI 48076	24-23-254-016	26263 Meadowbrook Way	\$ 812.64
Lathrup Village, MI 48076	24-23-254-017	26269 Meadowbrook Way	\$ 1,096.48

Lathrup Village, MI 48076	24-23-256-045	26272 Meadowbrook Way	\$ 1,172.67
Lathrup Village, MI 48076	24-23-255-005	26300 Meadowbrook Way	\$ 804.72
Lathrup Village, MI 48076	24-23-255-004	26310 Meadowbrook Way	\$ 385.21
Lathrup Village, MI 48076	24-23-255-001	26350 Meadowbrook Way	\$ 1,998.12
Lathrup Village, MI 48076	24-14-478-005	27035 Meadowbrook Way	\$ 7,182.18
Lathrup Village, MI 48076	24-23-230-019	18140 Meadowood	\$ 272.44
Lathrup Village, MI 48076	24-23-230-016	18190 Meadowood	\$ 2,252.01
Lathrup Village, MI 48076	24-23-230-012	18254 Meadowood	\$ 1,801.12
Lathrup Village, MI 48076	24-23-277-005	18271 Meadowood	\$ 3,116.07
Lathrup Village, MI 48076	24-23-255-014	18421 Middlesex	\$ 1,554.85
Lathrup Village, MI 48076	24-23-276-006	18444 Middlesex	\$ 1,370.88
Lathrup Village, MI 48076	24-23-255-011	18459 Middlesex	\$ 1,327.66
Lathrup Village, MI 48076	24-14-310-010	27501 Morningside Plaza	\$ 982.38
Lathrup Village, MI 48076	24-14-310-003	27604 Morningside Plaza	\$ 699.45
Lathrup Village, MI 48076	24-14-333-002	27600 Rackham	\$ 1,988.84
Lathrup Village, MI 48076	24-14-330-005	27653 Rackham	\$ 1,795.47
Lathrup Village, MI 48076	24-14-327-006	27851 Rackham	\$ 2,248.05
Lathrup Village, MI 48076	24-14-377-003	27380 Rainbow Circle	\$ 463.64
Lathrup Village, MI 48076	24-14-377-004	27400 Rainbow Circle	\$ 476.77
Lathrup Village, MI 48076	24-14-376-010	27453 Rainbow Circle	\$ 1,431.18
Lathrup Village, MI 48076	24-14-353-021	27544 Rainbow Circle	\$ 2,499.25
Lathrup Village, MI 48076	24-14-353-020	27568 Rainbow Circle	\$ 649.53
Lathrup Village, MI 48076	24-14-304-029	27725 Rainbow Circle	\$ 324.22
Lathrup Village, MI 48076	24-14-327-002	27786 Rainbow Circle	\$ 521.13
Lathrup Village, MI 48076	24-14-307-006	27828 Rainbow Circle	\$ 3,090.45
Lathrup Village, MI 48076	24-14-307-007	27852 Rainbow Circle	\$ 296.40
Lathrup Village, MI 48076	24-23-201-020	18911 Rainbow Court	\$ 724.25
Lathrup Village, MI 48076	24-24-157-024	17311 Rainbow Drive	\$ 501.76
Lathrup Village, MI 48076	24-24-154-039	17555 Rainbow Drive	\$ 379.59
Lathrup Village, MI 48076	24-24-154-038	17575 Rainbow Drive	\$ 831.93
Lathrup Village, MI 48076	24-24-153-025	17600 Rainbow Drive	\$ 2,788.07
Lathrup Village, MI 48076	24-24-153-023	17630 Rainbow Drive	\$ 248.62
Lathrup Village, MI 48076	24-23-276-020	18207 Rainbow Drive	\$ 699.45
Lathrup Village, MI 48076	24-23-276-018	18241 Rainbow Drive	\$ 1,867.54
Lathrup Village, MI 48076	24-23-278-002	18266 Rainbow Drive	\$ 488.44
Lathrup Village, MI 48076	24-23-276-014	18301 Rainbow Drive	\$ 998.41
Lathrup Village, MI 48076	24-23-277-002	18330 Rainbow Drive	\$ 1,111.27
Lathrup Village, MI 48076	24-23-208-007	18641 Rainbow Drive	\$ 754.25
Lathrup Village, MI 48076	24-23-204-008	18846 Rainbow Drive	\$ 239.16
Lathrup Village, MI 48076	24-14-381-022	19067 Rainbow Drive	\$ 302.00
Lathrup Village, MI 48076	24-14-330-004	19252 Rainbow Drive	\$ 1,426.31
Lathrup Village, MI 48076	24-24-103-028	17578 Ramsgate	\$ 906.42
Lathrup Village, MI 48076	24-24-103-026	17590 Ramsgate	\$ 905.42
Lathrup Village, MI 48076	24-24-103-024	17630 Ramsgate	\$ 1,893.74
Lathrup Village, MI 48076	24-23-229-014	18180 Ramsgate	\$ 658.04
Lathrup Village, MI 48076	24-23-229-032	18190 Ramsgate	\$ 688.44
Lathrup Village, MI 48076	24-23-229-010	18232 Ramsgate	\$ 861.38
Lathrup Village, MI 48076	24-14-376-011	27330 Red River	\$ 699.45
Lathrup Village, MI 48076	24-13-152-013	17370 Redwood	\$ 480.10
Lathrup Village, MI 48076	24-13-152-012	17380 Redwood	\$ 931.63
Lathrup Village, MI 48076	24-13-102-013	17380 Roseland	\$ 1,379.90
Lathrup Village, MI 48076	24-13-104-005	17387 Roseland	\$ 1,773.32
Lathrup Village, MI 48076	24-13-101-018	17570 Roseland	\$ 2,367.51
Lathrup Village, MI 48076	24-13-101-017	17590 Roseland	\$ 1,554.16
Lathrup Village, MI 48076	24-14-227-040	18130 Roseland	\$ 2,217.77
Lathrup Village, MI 48076	24-14-227-037	18170 Roseland	\$ 833.96
Lathrup Village, MI 48076	24-14-227-033	18226 Roseland	\$ 459.79
Lathrup Village, MI 48076	24-14-229-005	18245 Roseland	\$ 746.64
Lathrup Village, MI 48076	24-14-226-043	18490 Roseland	\$ 1,212.85
Lathrup Village, MI 48076	24-14-226-041	18520 Roseland	\$ 554.44
Lathrup Village, MI 48076	24-14-405-016	18512 Roseland	\$ 896.94

Lathrup Village, MI 48076	24-14-476-008	18531 San Diego	\$ 310.50
Lathrup Village, MI 48076	24-14-451-005	18793 San Diego	\$ 732.44
Lathrup Village, MI 48076	24-14-404-011	18830 San Diego	\$ 1,374.41
Lathrup Village, MI 48076	24-14-451-002	18837 San Diego	\$ 1,074.89
Lathrup Village, MI 48076	24-14-403-008	18463 San Jose	\$ 627.49
Lathrup Village, MI 48076	24-14-301-044	27839 San Jose Ct.	\$ 618.35
Lathrup Village, MI 48076	24-14-301-046	27850 San Jose Ct.	\$ 699.44
Lathrup Village, MI 48076	24-14-405-006	18475 San Quentin	\$ 2,029.23
Lathrup Village, MI 48076	24-14-405-004	18575 San Quentin	\$ 684.90
Lathrup Village, MI 48076	24-14-403-012	18590 San Quentin	\$ 431.68
Lathrup Village, MI 48076	24-14-402-013	18856 San Quentin	\$ 1,095.70
Lathrup Village, MI 48076	24-13-103-016	17540 San Rosa	\$ 1,000.00
Lathrup Village, MI 48076	24-13-105-004	17595 San Rosa	\$ 714.75
Lathrup Village, MI 48076	24-23-280-051	18181 Santa Ann	\$ 727.02
Lathrup Village, MI 48076	24-23-255-007	18520 Santa Ann	\$ 2,197.29
Lathrup Village, MI 48076	24-23-257-046	18561 Santa Ann	\$ 268.15
Lathrup Village, MI 48076	24-14-383-004	27251 Santa Barbara	\$ 333.20
Lathrup Village, MI 48076	24-14-404-010	27620 Santa Barbara	\$ 1,242.44
Lathrup Village, MI 48076	24-14-402-001	27772 Santa Barbara	\$ 395.88
Lathrup Village, MI 48076	24-14-182-010	28021 Santa Barbara	\$ 635.64
Lathrup Village, MI 48076	24-14-252-001	28250 Santa Barbara	\$ 1,025.05
Lathrup Village, MI 48076	24-14-127-022	28771 Santa Barbara	\$ 2,343.36
Lathrup Village, MI 48076	24-14-426-009	18457 Saratoga	\$ 684.90
Lathrup Village, MI 48076	24-14-426-004	18525 Saratoga	\$ 1,170.87
Lathrup Village, MI 48076	24-14-401-006	18755 Saratoga	\$ 1,191.37
Lathrup Village, MI 48076	24-14-228-023	28691 Somerset Pl.	\$ 1,322.93
Lathrup Village, MI 48076	24-14-228-016	28807 Somerset Pl.	\$ 812.69
Lathrup Village, MI 48076	24-23-280-059	26079 Southfield Rd.	\$ 206.61
Lathrup Village, MI 48076	24-23-277-049	26421 Southfeild Rd.	\$ 471.53
Lathrup Village, MI 48076	24-14-483-016	27215 Southfeild Rd.	\$ 227.58
Lathrup Village, MI 48076	24-14-481-034	27411 Southfield Rd.	\$ 1,302.00
Lathrup Village, MI 48076	24-14-280-015	28001 Southfield Rd.	\$ 903.51
Lathrup Village, MI 48076	24-14-277-031	28305 Southfield Rd.	\$ 310.20
Lathrup Village, MI 48076	24-14-277-018	28455 Southfield Rd.	\$ 303.44
Lathrup Village, MI 48076	24-14-232-026	28505 Southfield Rd.	\$ 876.87
Lathrup Village, MI 48076	24-14-232-007	28551 Southfield Rd.	\$ 691.81
Lathrup Village, MI 48076	24-14-231-006	28631 Southfeild Rd.	\$ 397.78
Lathrup Village, MI 48076	24-14-231-006	28635 Southfeild Rd.	\$ 397.70
Lathrup Village, MI 48076	24-14-231-005	28641 Southfield Rd.	\$ 286.58
Lathrup Village, MI 48076	24-14-231-005	28690 Southfield Rd.	\$ 1,452.74
Lathrup Village, MI 48076	24-14-230-018	28840 Southfeild Rd.	\$ 806.47
Lathrup Village, MI 48076	24-14-230-018	28861 Southfeild Rd.	\$ 1,158.47
Lathrup Village, MI 48076	24-14-230-018	28871 Southfield Rd.	\$ 308.84
Lathrup Village, MI 48076	24-23-254-006	18833 Sunbright	\$ 325.23
Lathrup Village, MI 48076	24-23-252-009	18844 Sunbright	\$ 215.61
Lathrup Village, MI 48076	24-23-252-007	18860 Sunbright	\$ 1,504.05
Lathrup Village, MI 48076	24-13-357-013	17560 Sunnybrook	\$ 478.61
Lathrup Village, MI 48076	24-13-357-012	17576 Sunnybrook	\$ 721.21
Lathrup Village, MI 48076	24-13-359-009	17585 Sunnybrook	\$ 589.50
Lathrup Village, MI 48076	24-14-483-014	18120 Sunnybrook	\$ 874.12
Lathrup Village, MI 48076	24-14-484-004	18151 Sunnybrook	\$ 698.22
Lathrup Village, MI 48076	24-14-483-010	18160 Sunnybrook	\$ 350.16
Lathrup Village, MI 48076	24-14-484-001	18189 Sunnybrook	\$ 1,027.70
Lathrup Village, MI 48076	24-14-454-010	18705 Sunnybrook	\$ 238.70
Lathrup Village, MI 48076	24-14-453-013	18756 Sunnybrook	\$ 931.40
Lathrup Village, MI 48076	24-14-453-011	18790 Sunnybrook	\$ 624.67
Lathrup Village, MI 48076	24-14-454-004	18791 Sunnybrook	\$ 639.81
Lathrup Village, MI 48076	24-13-358-008	27245 Sunset	\$ 407.43
Lathrup Village, MI 48076	24-14-429-012	27837 Sunset	\$ 1,215.83
Lathrup Village, MI 48076	24-14-279-005	28000 Sunset	\$ 1,327.30
Lathrup Village, MI 48076	24-14-256-020	28041 Sunset	\$ 514.02

Lathrup Village, MI 48076	24-14-256-017	28095 Sunset	\$ 574.84
Lathrup Village, MI 48076	24-14-255-015	28277 Sunset	\$ 220.42
Lathrup Village, MI 48076	24-14-276-001	28456 Sunset	\$ 806.06
Lathrup Village, MI 48076	24-14-207-007	28510 Sunset	\$ 1,733.16
Lathrup Village, MI 48076	24-14-207-006	28534 Sunset	\$ 1,770.02
Lathrup Village, MI 48076	24-14-207-002	28626 Sunset	\$ 853.23
Lathrup Village, MI 48076	24-13-126-017	17251 Twelve Mile Rd.	\$ 2,905.07
Lathrup Village, MI 48076	24-13-101-002	17641 Twelve Mile Rd.	\$ 794.90
Lathrup Village, MI 48076	24-13-152-001	17435 Wiltshire	\$ 1,381.72
Lathrup Village, MI 48076	24-13-107-009	17640 Wiltshire	\$ 1,247.72
Lathrup Village, MI 48076	24-13-107-008	17656 Wiltshire	\$ 1,769.78
Lathrup Village, MI 48076	24-14-232-015	18150 Wiltshire	\$ 493.61
Lathrup Village, MI 48076	24-14-232-013	18180 Wiltshire	\$ 782.23
Lathrup Village, MI 48076	24-14-277-008	18185 Wiltshire	\$ 1,306.09
Lathrup Village, MI 48076	24-14-206-006	18520 Wiltshire	\$ 1,381.49
Lathrup Village, MI 48076	24-14-251-006	18725 Wiltshire	\$ 276.81
Lathrup Village, MI 48076	24-14-251-005	18741 Wiltshire	\$ 2,187.11
Lathrup Village, MI 48076	24-14-180-002	19091 Wiltshire	\$ 1,288.95
Lathrup Village, MI 48076	24-14-179-004	19120 Wiltshire	\$ 4,512.89
Lathrup Village, MI 48076	24-14-177-001	28275 Woodworth Way	\$ 1,307.55
			\$ 265,743.79



Dr. Sheryl L. Mitchell Theriot

City Administrator

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members

FR: Sheryl Mitchell Theriot, City Administrator

DA: January 25, 2021

RE: MOTION TO APPROVE BUDGET AMENDMENTS FOR FISCAL YEAR 2020-2021

We are at the mid-year point for the Fiscal Year 2020-2021 Budget.

Please find attached the proposed budget amendments based on the projected final revenues and expenses through to the year end, which ends of June 30, 2021.

SUGGESTED MOTION:

TO Approve the Budget Amendments as submitted by the City Administrator for the Fiscal Year 2020-2021 Budget.

Proposed FY 2020-2021 Budget Amendments
Submitted for City Council Approval January 25, 2021

REVENUES FISCAL YEAR - 20-21 BUDGET AMENDMENTS FUND/ACTIVITY	ORIGINAL BUDGET	ACTUAL DEC 31, 2020	AMENDED JANUARY	OVER (UNDER)	NOTES
GENERAL FUND					
TAXES:					
General Operating	2,714,127	\$ 2,589,596	2,714,127	0	
Public Safety	0	\$ -	0	0	
Refuse Collection	407,107	\$ 391,057	407,107	0	
Library	0	\$ -	0	0	
Administrative Fee	81,000	\$ 75,120	81,000	0	
Interest & Penalties	35,000	\$ 9,349	35,000	0	
Total - All Taxes	3,237,234	\$ 3,065,122	3,237,234	0	
STATE SHARED REVENUE	416,425	\$ 208,094	416,425	0	
FEDERAL AND STATE GRANTS	0	\$ 292,270	292,270	292,270	Stimulus COVID-19
OTHER REVENUE	723,745	\$ 280,676	678,726	(45,019)	
TRANSFER FROM OTHER FUNDS	0	\$ -	0	0	
TRANSFER FROM FUND BALANCE	0	\$ -	0	0	
Total - General Fund Revenues	4,377,404	\$ 3,846,162	4,624,655	247,251	
MAJOR STREETS	389,595	\$ 171,534	389,595	0	
LOCAL STREETS	293,068	\$ 99,618	293,068	0	
WATER	1,130,678	\$ 402,243	1,130,678	0	
SEWER	1,952,101	\$ 736,044	1,952,101	0	
DEBT SERVICE	0	\$ -	0	0	
CAPITAL ACQUISITION FUND	97,021	\$ 189	97,021	0	
Total - All Operating Funds	8,239,867	\$ 5,255,601	8,390,097	247,251	

FISCAL YEAR - 20-21 OTHER REVENUE	ORIGINAL BUDGET	ACTUAL DEC 31, 2020	AMENDED JANUARY	OVER (UNDER)	NOTES
Miscellaneous	9,000	3,775	9,000	0	
Investment Interest	23,000	3,237	15,000	(8,000)	
Delq Personal Property Revenue	4,000	611	4,000	0	
Workers Comp Dividend	0	0	0	0	
Spec Assessment - Eldorado	0	0	0	0	
Metro Authority - Fee	15,000	0	15,000	0	
Building Permits	95,000	46,681	95,000	0	
Property & Liability Dividend Rev	6,500	0	6,500	0	
Zoning, Site, & Special Permits	6,000	3,054	6,000	0	

Proposed FY 2020-2021 Budget Amendments
Submitted for City Council Approval January 25, 2021

Plumbing/Heating Permits	24,500	9,807	24,500	0	
Electrical Permits	16,000	6,903	16,000	0	
Licenses & Registrations	9,000	1,275	9,000	0	
Dog & Cat Licenses	1,100	265	1,100	0	
Cable TV	120,000	56,061	120,000	0	
MJTC Project - 302 Funds	1,000	616	1,000	0	
SMART Credits	8,700	0	8,700	0	
District Court Fines	140,000	51,914	120,000	(20,000)	Covid19
Community Development - CDBG	4,000	0	4,000	0	
Sidewalks	10,000	0	10,000	0	
Weed Control Revenue	0	0	0	0	
Metro-PCS Lease Payments	45,000	20,684	45,000	0	
AT & T Lease	60,889	30,445	60,889	0	
DPS Rent from Water	4,917	4,917	4,917	0	
Equipment Pool Rentals	0	0	0	0	
Administrative Charge to Roads	1,639	1,639	1,639	0	
BC/BS - Retirees Spouse	0	0	0	0	
Employee Benefit Contribution	4,500	0	4,500	0	
Recreation	25,000	1,842	10,000	(15,000)	Covid19
Dog Park Revenue	0	1,566	2,500	2,500	
Tree Sales, Wood Chips, etc.	0	0	0	0	
Comm Room & Bldg. Rent Revenue	40,000	2,570	25,000	(15,000)	Covid19
Police Charges	15,000	10,664	15,000	0	
SOCRRA Refund	0	0	0	0	
Election Reimbursements	0	8,268	8,268	8,268	
Police Forfeitures - State	0	0	0	0	
Police Forfeitures - Federal	0	0	0	0	
Workers Comp Reimbursement	0	0	0	0	
Public Services Reimbursement	20,000	7,494	20,000	0	
Insurance Reimbursement	0	0	0	0	
Insurance Recoveries	0	2,214	2,214	2,214	
Sale of Abandoned Property	0	4,176	0	0	
Sale of Fixed Asset	0	0	0	0	
Donations	14,000	0	14,000	0	
Total - Other Revenue	723,745	280,676	678,726	(45,019)	

SUMMARY OF EXPENDITURES FISCAL YEAR - 20-21					
	ORIGINAL BUDGET	ACTUAL DEC 31, 2020	AMENDED JANUARY	OVER (UNDER)	NOTES
GOVERNMENT SERVICES	490,750	251,358	567,150	76,400	
ADMINISTRATION	742,524	369,887	755,909	13,385	
BUILDING AND GROUNDS	148,428	67,659	167,928	19,500	
POLICE DEPARTMENT	2,327,364	1,031,559	2,388,364	61,000	
PUBLIC SERVICES (DPS)	191,007	80,151	202,239	11,232	
LEAF COLLECTION	4,500	1,517	4,500	0	
REFUSE COLLECTION	372,000	129,136	372,000	0	
RECREATION	80,106	29,994	84,145	4,039	
GENERAL CONTINGENCY	245,821	245,821	245,821	0	

Proposed FY 2020-2021 Budget Amendments
Submitted for City Council Approval January 25, 2021

Total - General Fund	4,602,500	2,207,082	4,788,056	185,556
MAJOR STREETS	169,156	61,847	167,946	(1,210)
LOCAL STREETS	393,816	143,124	393,816	0
WATER	1,185,229	510,979	1,185,229	0
SEWER	1,878,609	615,955	1,908,232	29,623
CAPITAL ACQUISITION	96,621	11,480	96,621	0
DEBT SERVICE	0	0	0	0
Total - All Funds	8,325,931	3,550,467	8,539,900	213,969

EXPENDITURES FISCAL YEAR - 20-21 GOVERNMENT SERVICES	ORIGINAL BUDGET	ACTUAL DEC 31, 2020	AMENDED JANUARY	OVER (UNDER)	NOTES
Unemployment Insurance	50	2	50	0	Code Enforcement
Workers Comp. Insurance	8,500	0	8,500	0	
Office Supplies	6,000	3,419	6,000	0	
Code Enforcement	2,000	60	2,000	0	
Supplies - Covid 19	0	3,880	4,500	4,500	
Tax Tribunal Returns	2,000	0	2,000	0	
Building Trade Inspections	70,000	69,252	132,000	62,000	
Memberships & Meetings	7,000	3,131	7,000	0	
Cable TV	35,000	17,129	40,000	5,000	
Citizen Communications/PR	10,000	5,919	10,000	0	
Audit Service	25,000	19,900	19,900	(5,101)	
Telephone	18,000	9,336	18,000	0	
Vehicle Expense	7,500	2,766	7,500	0	
City Appreciation	1,000	0	1,000	0	
Training	5,500	195	5,500	0	
City Planning	6,000	435	6,000	0	
Beautification	1,500	427	1,500	0	
C.D.B.G. Projects	4,000	0	4,000	0	
Printing/Publication Cost	12,000	4,999	12,000	0	
Postage Meter	3,500	2,457	5,500	2,000	
Liability Insurance	30,000	0	30,000	0	OPEB Actuarial
Miscellaneous	0	0	0	0	
Government Operations	32,000	23,550	35,000	3,000	
Technology	30,000	22,277	35,000	5,000	
Library Payment	149,200	59,969	149,200	0	
Community Center Expense	25,000	2,256	25,000	0	
Unfunded Pension Liability	0	0	0	0	
27907 California Dr N.E.	0	0	0	0	
19600 Forest Drive - Expenditures	0	0	0	0	
Total - Government Services	490,750	251,358	567,150	76,400	

Proposed FY 2020-2021 Budget Amendments
Submitted for City Council Approval January 25, 2021

EXPENDITURES FISCAL YEAR - 20-21 ADMINISTRATION	ORIGINAL BUDGET	ACTUAL DEC 31, 2020	AMENDED JANUARY	OVER (UNDER)	NOTES
Salaries & Wages - Perm.	366,481	173,522	366,481	0	
Salaries & Wages - Temp.	46,664	4,712	46,664	0	
Taxes & Fringe Benefits	201,429	97,269	201,429	0	
Code Enforcement - Legal	12,000	10,400	17,000	5,000	
Elections	20,000	28,385	28,385	8,385	
Legal Services	60,000	22,748	60,000	0	
Board of Review	600	0	600	0	
County Equalization Services	35,350	32,852	35,350	0	
Total - Administration	742,524	369,887	755,909	13,385	

Proposed FY 2020-2021 Budget Amendments
Submitted for City Council Approval January 25, 2021

EXPENDITURES FISCAL YEAR - 20-21 BUILDING & GROUNDS	ORIGINAL BUDGET	ACTUAL DEC 31, 2020	AMENDED JANUARY	OVER (UNDER)	NOTES
Salaries & Wages - Perm.	0	0	0	0	
Salaries & Wages - Temp.	56,000	16,218	56,000	0	
Fringe Benefits	0	0	0	0	
Building Utilities	45,000	12,745	45,000	0	
Building Maintenance	28,000	24,571	40,000	12,000	
Building - Grants	7,928	2,569	7,928	0	
Building - Covid Expense	0	5,128	7,500	7,500	
Building Authority Lease	0	0	0	0	
Vehicle Maintenance Expense	0	0	0	0	
Equipment Maintenance	1,500	0	1,500	0	
Parking Lots & Grounds	10,000	6,429	10,000	0	
Workers Comp. Insurance	0	0	0	0	
Total - Building & Grounds	148,428	67,659	167,928	19,500	

EXPENDITURES FISCAL YEAR - 20-21 PUBLIC SAFETY	ORIGINAL BUDGET	ACTUAL DEC 31, 2020	AMENDED JANUARY	OVER (UNDER)	NOTES
Salaries & Wages - Perm.	845,272	385,677	845,272	0	
Salaries & Wages - Temp.	45,000	60,061	100,000	55,000	
Salaries & Wages - O.T..	50,000	14,893	50,000	0	

Proposed FY 2020-2021 Budget Amendments
Submitted for City Council Approval January 25, 2021

Taxes & Fringe Benefits	529,777	210,131	529,777	0
Unemployment Insurance	100	3	100	0
Uniforms	15,000	3,566	15,000	0
Worker's Comp. Insurance	15,800	0	15,800	0
Office Supplies	5,000	1,422	5,000	0
Supplies - Covid 19	0	4,305	5,500	5,500
Office Machines	3,000	1,226	3,000	0
Publications/Document Reducing	1,000	93	1,000	0
Code Enforcement/Training & Supplies	0	0	0	0
Police Reserves	1,000	0	1,000	0
Training	14,000	6,806	14,000	0
Firearms Training	4,500	847	4,500	0
Fire Service Contract	689,623	313,350	689,623	0
Telephone	8,000	3,683	8,500	500
Radio Communication	16,200	5,900	16,200	0
Vehicle	37,000	16,635	37,000	0
Liability Insurance	25,092	0	25,092	0
Memberships & Meetings	3,500	710	3,500	0
MJTC Grant	2,000	1,172	2,000	0
Crime Prevention	3,000	74	3,000	0
Animal Control	1,000	0	1,000	0
Community Policing	1,000	0	1,000	0
Police Forfeiture	0	0	0	0
Miscellaneous	0	0	0	0
Motorcycle Lease	0	0	0	0
Prisoner Lockup	8,000	800	8,000	0
State of MI Lein use	0	0	0	0
Road Supplies	2,000	97	2,000	0
Evidence Supplies	1,500	107	1,500	0
Total - Public Safety	2,327,364	1,031,559	2,388,364	61,000

EXPENDITURES FISCAL YEAR - 20-21 PUBLIC SERVICES	ORIGINAL BUDGET	ACTUAL DEC 31, 2020	AMENDED JANUARY	OVER (UNDER)	NOTES
DPS					
Salaries & Wages - Perm.	0	0	0	0	
Salaries & Wages - Temp.	0	0	0	0	
Taxes & Fringe Benefits	6,768	6,586	14,000	7,232	Mer's New Assumptions
Office Supplies	0	0	0	0	
Utilities	21,000	5,442	21,000	0	
Park Maintenance	5,000	215	5,000	0	
Equipment Maintenance	3,000	5,392	7,000	4,000	Repair on Leaf machine
Sidewalk Maintenance	30,000	0	30,000	0	
Contractual Services	125,239	62,516	125,239	0	
Total - DPS	191,007	80,151	202,239	11,232	

Proposed FY 2020-2021 Budget Amendments
Submitted for City Council Approval January 25, 2021

LEAF COLLECTION				
Salaries & Wages - Temp.	0	0	0	0
Miscellaneous	0	0	0	0
Refuse Equipment Expense	4,500	1,517	4,500	0
Total - Leaf Collection	4,500	1,517	4,500	0
REFUSE COLLECTION				
SOCRRA Fees	372,000	129,136	372,000	0
Collection Contract	0	0	0	0
Total - Refuse Collection	372,000	129,136	372,000	0
Total - Public Services	567,507	210,804	578,739	11,232

EXPENDITURES FISCAL YEAR - 20-21 RECREATION	ORIGINAL BUDGET	ACTUAL DEC 31, 2020	AMENDED JANUARY	OVER (UNDER)	NOTES
Salaries & Wages - Full Time	32,895	16,941	32,895	0	
Taxes & Fringe Benefits	7,861	5,922	9,500	1,639	
Office Supplies	250	586	650	400	
Bus Transportation	3,000	0	3,000	0	
Adult Programs	1,000	1,327	2,000	1,000	
Senior Activities	6,000	0	6,000	0	
Children/Youth Programs	1,000	0	1,000	0	
Community Events	20,000	4,165	20,000	0	
Dog Park Expense	0	689	1,000	1,000	
Fitness Center	0	0	0	0	
Special Programs/Sporting Events	0	0	0	0	
Concerts in the Park	7,300	364	7,300	0	
Workers Comp. Insurance	800	0	800	0	
Total - Recreation	80,106	29,994	84,145	4,039	

Proposed FY 2020-2021 Budget Amendments
Submitted for City Council Approval January 25, 2021

EXPENDITURES FISCAL YEAR - 20-21 CONT. & RESERVE	ORIGINAL BUDGET	ACTUAL DEC 31, 2020	AMENDED JANUARY	OVER (UNDER)	NOTES
GENERAL CONTINGENCY					
Miscellaneous	0	0	0	0	
DDA	0	0	0	0	
Total - General Contingency	0	0	0	0	
CAPITAL RESERVE FUND					
Capital Expenditure	96,621	96,621	96,621	0	
Transfer to Local Streets	149,200	149,200	149,200	0	
Transfer out to Sewer	0	0	0	0	
Total - Reserve Fund	245,821	245,821	245,821	0	
Total - Cont. & Reserve	245,821	245,821	245,821	0	

Proposed FY 2020-2021 Budget Amendments
Submitted for City Council Approval January 25, 2021

EXPENDITURES FISCAL YEAR - 20-21 MAJOR STREETS	ORIGINAL BUDGET	ACTUAL DEC 31, 2020	AMENDED JANUARY	OVER (UNDER)	NOTES
Salaries & Wages - Perm.	0	0	0	0	
Salaries & Wages - Admin.	5,569	2,785	5,569	0	
Salaries & Wages - Temp.	0	0	0	0	
Taxes & Fringe Benefits	6,907	892	6,907	0	
Contractual Services	64,659	32,276	64,659	0	
Office Supplies	0	0	0	0	
Public Service Building	0	0	0	0	
Audit Services	5,521	4,311	4,311	(1,210)	
Roadside Parks	0	0	0	0	
Transfer to Local Streets	0	0	0	0	
Admin. & Engineering	5,000	1,639	5,000	0	
Road Construction	0	0	0	0	
Road Maintenance	5,000	162	5,000	0	
Roadside Maintenance	5,000	3,350	5,000	0	
Equipment Rental	5,000	0	5,000	0	
Traffic Controls	25,000	3,124	25,000	0	
Snow & Ice Removal	5,500	0	5,500	0	
Non-Motor Facilities	0	0	0	0	
Forestry	36,000	13,308	36,000	0	
Capital Expenditure	0	0	0	0	
Total - Major Streets	169,156	61,847	167,946	(1,210)	

EXPENDITURES FISCAL YEAR - 20-21 LOCAL STREETS	ORIGINAL BUDGET	ACTUAL DEC 31, 2020	AMENDED JANUARY	OVER (UNDER)	NOTES
Salaries & Wages - Perm.	0	0	0	0	
Salaries & Wages - Admin.	5,569	2,785	5,569	0	

Proposed FY 2020-2021 Budget Amendments
Submitted for City Council Approval January 25, 2021

Salaries & Wages - Temp.	0	0	0	0
Taxes & Fringe Benefits	6,907	892	6,907	0
Contractual Services	64,659	32,276	64,659	0
Office Supplies	0	0	0	0
Public Service Building	1,000	0	1,000	0
Audit Services	3,381	3,381	3,381	0
Admins. & Engineering	0	0	0	0
Road Construction	0	0	0	0
Road Maintenance	250,000	88,797	250,000	0
Roadside Maintenance	0	0	0	0
Equipment Rental	2,000	0	2,000	0
Traffic Controls	4,000	1,685	4,000	0
Snow & Ice Removal	5,000	0	5,000	0
Non-Motor Facilities	15,300	0	15,300	0
Forestry	36,000	13,308	36,000	0
Capital Expenditure	0	0	0	0
Total - Local Streets	393,816	143,124	393,816	0

EXPENDITURES FISCAL YEAR - 20-21 WATER	ORIGINAL BUDGET	ACTUAL DEC 31, 2020	AMENDED JANUARY	OVER (UNDER)	NOTES
Salaries & Wages - Perm.	19,398	9,574	19,398	0	
Taxes & Fringe Benefits	147,426	58,584	147,426	0	
OPEB Expense	8,000	0	8,000	0	
Pension Expense	2,000	0	2,000	0	
Contractual Services	72,656	36,268	72,656	0	
Office Supplies	0	0	0	0	
Water System Maintenance	90,000	4,021	90,000	0	
Billing Services	10,000	5,895	10,000	0	
Audit Service	5,129	5,129	5,129	0	
Telephone	0	0	0	0	
Liability Insurance	7,803	0	7,803	0	
Water Purchases	407,800	143,546	407,800	0	
Rent & Utilities	4,917	4,917	4,917	0	
Equipment Replacement	7,000	131	7,000	0	

Proposed FY 2020-2021 Budget Amendments
Submitted for City Council Approval January 25, 2021

Administration and Engineering	0	0	0	0
Vehicle & Equip. Expense	0	0	0	0
Miscellaneous	3,100	1,300	3,100	0
Capital Expenditure	0	0	0	0
Water Main Project	400,000	241,614	400,000	0
Unfunded Pension Liability	0	0	0	0
Total - Water	1,185,229	510,979	1,185,229	0

EXPENDITURES FISCAL YEAR - 20-21 SEWER	ORIGINAL BUDGET	ACTUAL DEC 31, 2020	AMENDED JANUARY	OVER (UNDER)	NOTES
Salaries & Wages - Perm.	19,398	9,574	19,398	0	Mer's New Assumptions
Taxes & Fringe Benefits	25,377	25,104	54,000	28,623	
Contractual Services	72,656	36,268	72,656	0	
Office Supplies	0	0	0	0	
Sewer System Maintenance	410,000	65,805	410,000	0	
Admin. & Engineering	0	0	0	0	
Audit Service	5,129	5,129	5,129	0	
Equipment Replacement	0	0	0	0	
Liability Insurance	7,803	0	7,803	0	
Interest Expense	40,179	15,958	40,179	0	
Paying Agent Fees	750	750	750	0	
Sewage Disposal Cost	1,029,210	428,838	1,029,210	0	
Rent & Utilities	500	0	500	0	
Larvicide Applications	0	0	0	0	
Industrial Surcharge	34,600	6,684	34,600	0	
Environmental Compliance-Non Capital	20,000	13,619	20,000	0	
Environmental Compliance-Const Exp	0	0	0	0	
Bond Expense-Non Capital	0	0	0	0	
Bond Expense-Construction	0	0	0	0	
Capital Expenditure	160,000	0	160,000	0	
Equipment Maintenance	0	0	0	0	
Miscellaneous	1,200	0	1,200	0	

Proposed FY 2020-2021 Budget Amendments
Submitted for City Council Approval January 25, 2021

RETENTION TANK				
Utilities				
Electric	18,707	4,685	18,707	0
Water	5,000	213	5,000	0
Natural Gas	300	155	300	0
Phone	2,000	1,408	3,000	1,000
Fuel for Generator	500	0	500	0
Supplies and Tools	1,400	0	1,400	0
Building & Equipment	15,000	1,765	15,000	0
Contractual Operation	0	0	0	0
Excess Liability for Tank	8,900	0	8,900	0
Total - Sewer	1,878,609	615,955	1,908,232	29,623

EXPENDITURES FISCAL YEAR - 20-21	ORIGINAL BUDGET	ACTUAL DEC 31, 2020	AMENDED JANUARY	OVER (UNDER)	NOTES
DEBT SERVICE					
E/F Sewage Disposal Bonds	0	0	0	0	
E/F Meter/Interceptor	0	0	0	0	
Total - Debt Service	0	0	0	0	

EXPENDITURES FISCAL YEAR - 20-21 CAPITAL ACQUISITION	ORIGINAL BUDGET	ACTUAL DEC 31, 2020	AMENDED JANUARY	OVER (UNDER)	NOTES
Water/Sewer	0	0	0	0	
General Capital Expenditures	96,621	11,480	96,621	0	
Total - Capital Acquisition	96,621	11,480	96,621	0	



Dr. Sheryl L. Mitchell Theriot

City Administrator

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members

FR: Sheryl Mitchell Theriot, City Administrator

DA: January 25, 2021

RE: **MOTION TO ADOPT POLICY RELATIVE TO THE REVIEW AND GRANTING OF POVERTY EXEMPTIONS BY THE CITY OF LATHRUP VILLAGE BOARD OF REVIEW**

Public Act 253 of 2020, amended the State of Michigan laws relative to Poverty Exemptions for property assessment.

The City is required to adopt the policy resolution by February 5 2021, based on the available options, which include:

- Allowing applicants who were granted a poverty exemption in 2019 and 2020, and are on a fixed income, to qualify for an extended poverty exemption of up to 3 years, in years 2021, 2022 and 2023.
- Allowing applicants who are granted a first-time poverty exemption in 2021, 2022, or 2023, and are on a fixed income, to qualify for an extended poverty exemption of up to an additional 3 years.
- Applicants qualifying for the extended exemption must annually file Form 5739 – Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty, which attests that their property ownership and income status have not changed.
- Change the guideline to remove the calculations and allowing for poverty exemptions to be based on a 50% reduction in the taxable value.

(Note: Previously, the partial exemptions were based on the applicant being required to pay a property tax equal to 3.5% of their annual gross income AFTER calculation of the State of Michigan's homestead property tax credit. Continuation of this calculated reduction will require approval from the State Tax Commission on a form that is not yet distributed. The Oakland County Equalization/Assessor agrees that a reduction based on 50% of the taxable value for that year is clearer and easier to explain to the public and members of the Board of Review.

Suggested Motion:

TO ADOPT THE ATTACHED POLICY AND RESOLUTION RELATIVE TO THE REVIEW AND GRANTING OF POVERTY EXEMPTIONS BY THE CITY OF LATHRUP VILLAGE BOARD OF REVIEW

City of Lathrup Village

Adopted Policy Relative to The Review and Granting of Poverty Exemptions by the City of Lathrup Village Board of Review

WHEREAS, Public Act 253 of 2020, which amended Section 7u of Act No. 206 of the Public Acts of 1893, as amended by Act No. 313 of the Public Acts of 1993, being sections 211.7u of the Michigan Compiled Laws, requires that the governing body of the local assessing unit determine and make available to the public the policy and guidelines used by the Board of Review in granting reductions in property assessments due to limited income and assets, referred to as “Poverty Exemptions.”

THEREFORE, BE IT RESOLVED that in order to be eligible for poverty exemption in the City of Lathrup Village, a person shall do all of the following on an annual basis, unless the applicant qualifies for an extended exemption:

1. Be an owner of and occupy as a principal residence the property for which an exemption is requested.
2. The subject property must be classified as an “improved single family residential” or “residential condominium” property with a valid Homeowner’s Principal Residence Exemption currently in effect.
3. Submit a completed Form 5737 Application for MCL 211.7u Poverty Exemption.
4. Submit the most recent year’s copies of the following for all persons residing in the homestead:
 - a. Federal Income Tax Return-1040, 1040A or 1040E and Michigan Income Tax Return-MI1040, MI1040A or MI1040EZ.
 - b. Senior Citizens Homestead Property Tax Form MI-1040CR-1 or General Homestead Property Tax Claim MI-1040CR-4.
 - c. Statement from Social Security Administration and/or Michigan Social Services as to moneys paid to you during previous year.
 - d. Produce a valid driver’s license or Michigan State Identification card for all persons residing in the household.
 - e. Produce a deed, land contract or other evidence of ownership of the property if the board requests it.

BE IT FURTHER RESOLVED that the applicant's total household income cannot exceed the current income limits set by the Federal Department of Housing and Urban Development (HUD) “Very Low” Guidelines, to be updated annually. As a result, appeals for poverty may only be heard at either the July or December Board of Review.

BE IT FURTHER RESOLVED that the total value of the assets of the applicant and each member of the applicant's household shall not exceed \$50,000. Excluding the property for which the exemption is requested BUT including all other property; including from all other persons residing in the household. Property shall include, but is not limited to: cash, savings, stocks, mutual funds, insurance commodities, coin collections, boats, jewelry, art, motor vehicles, recreation vehicles, second homes, cottages or any other saleable real property or other tangible items.

BE IT FURTHER RESOLVED that any reduction in the State Equalized Value of a property is granted for one year only and must be applied for and reviewed annually based on the applicant's current situation, unless the applicant meets the qualifications for an extended exemption for up to three (3) years.

BE IT FURTHER RESOLVED that, in accordance with MCL 211.7u(6), an extended exemption eligibility applies to those applicants who receive a fixed income solely from public assistance that is not subject to significant annual increases beyond the rate of inflation, such as federal Supplemental Security Income or Social Security disability or retirement benefits.

BE IT FURTHER RESOLVED that in accordance with MCL 211.7u(6), a principal residence exempt from the collection of taxes under this section in tax year 2019 or 2020, or both, is permitted to extend the exemption for up to three (3) years, in tax years 2021, 2022, and 2023, without subsequent reapplication for the exemption, provided **Form 5739 is submitted annually and** there has not been a change in ownership or occupancy status of the person eligible for exemption under subsection.

BE IT FURTHER RESOLVED that in accordance with MCL 211.7u(6), a principal residence exempt for the first time from the collection of taxes under this section in tax year 2021, 2022, or 2023, may extend the exemption under this section for up to three (3) additional years after its initial year of exempt status without subsequent reapplication for the exemption, provided **Form 5739 is submitted annually and** there has not been a change in ownership or occupancy status of the person eligible for exemption under subsection.

BE IT FURTHER RESOLVED that for applicants meeting the income level guidelines, the Board may approve a partial exemption if deemed appropriate. Those applicants granted partial exemptions will be required to pay a property tax based on a fifty (50%) reduction in taxable value for the tax year in which the exemption is granted.

BE IT FURTHER RESOLVED that in order to ease the burden on taxpayers, the assessor and the Board of Review and to ensure that all taxpayers have an equal opportunity to be heard by the Board of Review, the City of Lathrup Village hereby resolves, according to provisions of MCL 211.30(8) of the General Property Tax Act, that the Board of Review shall receive letters of protest regarding assessments from resident taxpayers from the first Tuesday in March until it adjourns from the public

hearings for which it meets to hear such protests. All notices of assessment change and all advertisements of Board of Review meetings are to include a statement that the resident taxpayers may protest by letter to the Board.

BE IT FURTHER RESOLVED that the City of Lathrup Village shall implement an audit program for those persons who receive a fixed income solely from public assistance and extend the poverty exemption for up to 3 years, or for any person that carries the 2019/2020 granted poverty exemptions forward to 2021 and if found ineligible, the person is subject to repayment of the taxes plus interest.

BE IT FURTHER RESOLVED that to conform with the provisions, PA 253 of 2020, this resolution is hereby given immediate effect and will stay in effect for subsequent years until amended or voided.

RESOLUTION DECLARED ADOPT ED.

I, Yvette Talley, City Clerk for the City of Lathrup Village hereby certify that the foregoing is a true and accurate copy of a Resolution adopted by the Lathrup Village City Council at a regular meeting held on _____.

Application for MCL 211.7u Poverty Exemption

This form is issued under the authority of the General Property Tax Act, Public Act 206 of 1893, MCL 211.7u.

MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893, provides a property tax exemption for the principal residence of persons who, by reason of poverty, are unable to contribute toward the public charges. This application is to be used to apply for the exemption and must be filed with the Board of Review where the property is located. This application may be submitted to the city or township the property is located in each year on or after January 1.

To be considered complete, this application must: 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

PART 1: PERSONAL INFORMATION — Petitioner must list all required personal information.				
Petitioner's Name			Daytime Phone Number	
Age of Petitioner	Marital Status	Age of Spouse	Number of Legal Dependents	
Property Address of Principal Residence		City	State	ZIP Code
<input type="checkbox"/> Check if applied for Homestead Property Tax Credit		Amount of Homestead Property Tax Credit		
PART 2: REAL ESTATE INFORMATION				
List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the Board of Review meeting.				
Property Parcel Code Number		Name of Mortgage Company		
Unpaid Balance Owed on Principal Residence	Monthly Payment	Length of Time at this Residence		
Property Description				
PART 3: ADDITIONAL PROPERTY INFORMATION				
List information related to any other property owned by you or any member residing in the household.				
<input type="checkbox"/> Check if you own, or are buying, other property. If checked, complete the information below.			Amount of Income Earned from other Property	
1	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid
2	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid

Continue on Page 2

PART 4: EMPLOYMENT INFORMATION — List your current employment information.

Name of Employer			
Address of Employer	City	State	ZIP Code
Contact Person	Employer Telephone Number		

PART 5: INCOME SOURCES

List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRAs (individual retirement accounts), unemployment compensation, disability, government pensions, worker’s compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income, for all persons residing at the property.

Source of Income	Monthly or Annual Income (indicate which)

PART 6: CHECKING, SAVINGS AND INVESTMENT INFORMATION

List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments, for all persons residing at the property.

Name of Financial Institution or Investments	Amount on Deposit	Current Interest Rate	Name on Account	Value of Investment

PART 7: LIFE INSURANCE — List all policies held by all household members.

Name of Insured	Amount of Policy	Monthly Payments	Policy Paid in Full	Name of Beneficiary	Relationship to Insured

PART 8: MOTOR VEHICLE INFORMATION

All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.

Make	Year	Monthly Payment	Balance Owed

PART 9: HOUSEHOLD OCCUPANTS — List all persons living in the household.				
First and Last Name	Age	Relationship to Applicant	Place of Employment	\$ Contribution to Family Income

PART 10: PERSONAL DEBT — List all personal debt for all household members.					
Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

PART 11: MONTHLY EXPENSE INFORMATION			
The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.			
Heating	Electric	Water	Phone
Cable	Food	Clothing	Health Insurance
Garbage	Daycare	Car Expense (gas, repair, etc.)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	

Continue and sign on Page 4

NOTICE: Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year must be submitted with this application. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year.

PART 11: POLICY AND GUIDELINES ACKNOWLEDGMENT

The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under MCL 211.7u. In order to be eligible for the exemption, the applicant must meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit so long as the alternative guidelines do not provide income eligibility requirements less than the federal guidelines. The policy and guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets. The combined assets of all persons must not exceed the limits set forth in the guidelines adopted by the local assessing unit.

The applicant has reviewed the applicable policy and guidelines adopted by the city or township, including the specific income and asset levels of the claimant and total household income and assets.

PART 12: CERTIFICATION

I hereby certify to the best of my knowledge that the information provided in this form is complete, accurate and I am eligible for the exemption from property taxes pursuant to Michigan Compiled Law, Section 211.7u.

Printed Name	Signature	Date
--------------	-----------	------

This application shall be filed after January 1, but before the day prior to the last day of the local unit's December Board of Review.

Decision of the March Board of Review may be appealed by petition to the Michigan Tax Tribunal by July 31 of the current year. A July or December Board of Review decision may be appealed to the Michigan Tax Tribunal by petition within 35 days of decision. A copy of the Board of Review decision must be included with the petition.

Michigan Tax Tribunal
 PO Box 30232
 Lansing MI 48909

Phone: 517-335-9760
 E-mail: taxtrib@michigan.gov

Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty

This form is issued under the authority of Public Act 253 of 2020.

This form is to be used to affirm ownership, occupancy, and income status. MCL 211.7u(2) provides that, to be eligible for exemption under this section, a person shall, subject to subsection (6) and (8), annually affirm that the applicant owns and occupies, as a principal residence, the property for which an exemption is requested.

PART 1: OWNER INFORMATION — Enter information for the person owning and occupying the residence.			
Owner Name		Owner Telephone Number	
Mailing Address	City	State	ZIP Code
PART 2: LEGAL DESIGNEE INFORMATION (Complete if applicable.)			
Legal Designee Name		Daytime Telephone Number	
Mailing Address	City	State	ZIP Code
PART 3: HOMESTEAD PROPERTY INFORMATION — Enter information for property in which the exemption is being claimed.			
City or Township (check the appropriate box and enter name) <input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village		County	
Name of Local School District			
Parcel Identification Number		Year(s) Exemption Previously Granted by Board of Review	
Homestead Property Address	City	State	ZIP Code
PART 4: AFFIRMATION OF OWNERSHIP, OCCUPANCY, AND INCOME STATUS (Check all boxes that apply.)			
<input type="checkbox"/> I own the property in which the exemption is being claimed. <input type="checkbox"/> The property in which the exemption is being claimed is used as my homestead. Homestead is generally defined as any dwelling with its land and buildings where a family makes its home. <input type="checkbox"/> After establishing initial eligibility for the exemption, my income and asset status has remained unchanged and/or I receive a fixed income solely from public assistance that is not subject to significant annual increases beyond the rate of inflation, such as federal Supplemental Security Income or Social Security disability or retirement benefits.			
PART 5: CERTIFICATION			
I hereby certify to the best of my knowledge that the information provided on this form is true and I am eligible to receive an exemption from property taxes by reason of poverty pursuant to Michigan Compiled Law, Section 211.7u.			
Owner or Legal Designee Name (print)		Signature of Owner or Legal Designee	Date
Designee must attach a letter of authority.			
LOCAL GOVERNMENT USE ONLY (DO NOT WRITE BELOW THIS LINE)			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied (Attach appeal instructions and provide to owner.)		Tax Year(s) exemption will be posted to tax roll	
CERTIFICATION — I certify that, to the best of my knowledge, the information contained in this form is complete and accurate.			
Assessor Signature		Date Certified by Assessor	



Dr. Sheryl L. Mitchell Theriot

City Administrator

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members

FR: Sheryl Mitchell Theriot, City Administrator

DA: January 25, 2021

RE: MOTION TO APPROVE INDEPENDENT CONTRACTOR AGREEMENT FOR SPECIAL EVENT SERVICES

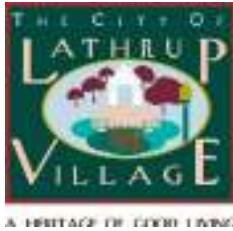
The contracts with Clifton Grant have been divided based on the services. The Contract for Building, Janitorial and Grounds Maintenance Services was approved in July 2020. The agreement for Special Event Services is open-ended and either party can terminate with 30 days' notice.

This contract is for Special Event Services, related room setting up and cleaning for:

- Community Room
- Meeting Place
- Council Chambers
- Cooking and Meal Prep
- City and Community Events

SUGGESTED MOTION:

TO Approve the Independent Contract Agreement for Special Event Services with Clifton Grant.



City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

Phone: 248.557.2600 | Fax: 248.557.2602

www.lathrupvillage.org

Independent Contractor Agreement

For Special Event Services

Clifton Grant

This Independent Contractor Agreement for Special Event Services made this 25th day of January, 2021, by and between the City of Lathrup Village (the “City”), with its offices located at 27400 Southfield Road, Lathrup Village, MI 48076, and Clifton Grant (the “Independent Contractor”), whose address is

_____.

WITNESSETH

WHEREAS, the City is a Michigan Municipal Corporation duly and legally incorporated as a Home-Rule City under the provisions of 1909 P.A. 278, being specifically Michigan Compiled Law (MCL) 117.1 et seq.; and the Authority is a Michigan legal entity authorized under the provisions of Public Act 175, No. 197, being specifically Michigan Compiled Laws 125.1651 et seq., and

WHEREAS, the City is bound by the terms and provisions of State Law, the City Charter, the ordinances adopted by the City Council of the Municipality; and

WHEREAS, the City is desirous of entering into this Contract with the Independent Contractor to provide Special Event Services for the City; and

WHEREAS, the Independent Contractor has provided these services for the City for more than a decade and his work experience and specialized knowledge of the City, building, and operations is acknowledged as an asset; and

WHEREAS, the City desires to enter into an Independent Contractor Agreement with Clifton Grant for various functions provided under the general term “Special Event Services”; and

WHEREAS, any and all payments made under this Agreement to the Independent Contractor for services rendered shall be performed primarily by Clifton Grant, however, services requested by the City under this Agreement may be delegated to or assigned to another person or entity by Clifton Grant, with the consent of the City Administrator; and

WHEREAS, that the Parties have come to certain understandings and agreements in connection therewith and they desire to formalize the same in writing by this Agreement.

NOW THEREFORE, the City and the Independent Contractor mutually agrees as follows:

1. Purpose:

The purpose of this Independent Contractor Agreement is to set out the responsibilities and rights of Clifton Grant and the City of Lathrup Village in regards to Special Event services. This is a contractual agreement between the City of Lathrup Village and the independent party undersigned below.

2. Performance:

The Independent Contractor represents and warrants to the City that he is capable, based upon his experience, to complete all of the requirements of the job description attached hereto as Exhibits A and B.

3. Relationship:

The Independent Contractor acknowledges and agrees that he is an Independent Contractor and not an employee of the City of Lathrup Village. As such, the Independent Contractor shall not be entitled to participate in any fringe benefit programs adopted by the City, nor will the Independent Contractor be reimbursed for any expenses incurred by the Independent Contractor unless approved in advance by the City. The City will not be responsible to withhold any income taxes, social security taxes, or other payroll taxes from compensation paid to the Independent Contractor for his services said obligations to pay such taxes shall be borne solely by the Independent Contractor. Further, the Independent Contractor acknowledges that the City is not responsible for providing or insuring the Independent Contractor under any Automobile Insurance, Liability Insurance, Worker's Compensation Insurance, or any other type of insurance, except as hereinafter provided. Further, the Independent Contractor shall have no right or authority to obligate the City to any contract or commitments of whatever kind, including but not limited to, contracts with contractors to purchase materials and/or equipment.

4. Compensation:

During the term of this Agreement, the City agrees to pay the Independent Contractor per the fee schedule found in Exhibit A and B based upon the services requested by the City and performed by the Independent Contractor. During the terms of the Agreement, the Independent Contractor shall submit to the Director of Parks & Recreation, each month, an invoice detailing the activities and/or time spent performing duties for the City. Within fourteen (14) days from the date of submission of the foregoing detailed time/activity statement, the City shall tender a check to the Independent Contractor delivered personally to him at City Hall.

5. Terms of Agreement:

The Independent Contractor agrees that he shall commence work immediately upon execution of this Agreement, and that the terms of this Agreement shall be considered as on an "At Will" basis. This means that the City may terminate this Agreement its sole discretion, by giving the Independent Contractor thirty (30) days written or verbal notice of the same. Notwithstanding the foregoing, the City may terminate this Agreement immediately for "cause." The term "cause" shall mean a material breach of this Agreement, a violation of any applicable law, dishonesty or theft with respect to the City or allegations of a felony or high misdemeanor involving a crime of moral turpitude. The Independent Contractor may terminate this Agreement by giving the City a minimum of thirty (30) days written notice of the same.

Terms

Clifton Grant agrees to:

- Perform all duties outline in Exhibits A and B.
- Provide copy of general liability insurance listing City of Lathrup Village as additionally insured or as certificate holder. General liability insurance must be at least \$1,000,000 per occurrence.
- Provide list of all employees and evidence of yearly background checks, updated whenever there is a change
- Abide by building rules and policies, ensure all employees do the same
- Respond to communication from the City of Lathrup Village in a timely manner
- Provide prompt communication regarding any issues or problems
- Provide prompt communication if any scheduling changes are needed
- Notify City of Lathrup Village immediately if you are unable to preform the duties outlined for any reason
- Provide bi-weekly invoices for services rendered

City of Lathrup Village agrees to:

- Provide prompt communication regarding any issues or problems
- Respond to communication from vendor in a timely manner
- Process payment in a timely manner once invoices are received

6. Conflict:

The City acknowledges that the Independent Contractor may work on a part-time basis for People/Entities/Organizations. The Independent Contractor agrees that his outside employment will not affect the quality of his work and his schedule shall be made known to the City Administrator and/or Parks & Recreation Director so that there can be a reasonable expectation of when assigned duties will be completed.

7. Release and Hold Harmless Agreement

In consideration of entering into this agreement with the City of Lathrup Village, the undersigned, by this instrument does hereby expressly stipulate and agree to release, waive, discharge and indemnify and forever hold harmless the City of Lathrup Village, its departments, offices, officers, its assigns, agents' servants and employees and volunteers of any damage, loss, injury or death which heretofore has been or which may hereafter be sustained by the said individual, business or business' employees as a consequence of their participation in any and all activities in connection with this agreement.

This release extends and applies to, and also covers and includes, all unknown, unforeseen, unanticipated and unsuspected injuries, damages, death, loss and liability, and the consequence thereof, as well as those now disclosed and known to exist. The provisions of any state, federal, local or territorial law or statute providing in substance that releases shall not extend to claims, demands, injuries, death or damages, which are unknown or are unsuspected to exist at the time to the person executing such release, are hereby expressly waived.

8. Insurance Indemnification:

The Independent Contractor understands that they are responsible for obtaining their general liability insurance. General liability coverage will not be provided by the City during the duration of this Contract.

9. No Other Benefits:

The Independent Contractor shall not be entitled to any other benefits, unless otherwise specifically provided for in this Agreement, which are available to the City's other employees or Independent Contractors, including but not limited to Sick Leave, Vacation Time, Medical Insurance, Disability Insurance, Worker's Compensation Insurance, and other miscellaneous benefits all of the same which shall remain the responsibility and obligation of the Independent Contractor.

10. General Provisions:

The text herein shall constitute the entire Agreement between the parties. This Agreement shall be binding upon and inure to the benefit of the successor and assigns of the City and the Independent Contractor. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement or portion thereof, shall be deemed severable, and shall not be affected and shall remain in full force and effect. This Agreement embodies the whole Agreement between the parties and there are no inducements, promises, terms, conditions or obligations made or entered into by either party other than as contained herein. No modification of this Agreement shall be valid unless such modification is in writing and signed by the City and the Independent Contractor. No waiver of any provision of this Agreement shall be valid unless such modification is in writing and signed by both parties. This Agreement shall be governed by the Laws of the State of Michigan, the City of Lathrup Village, and the City of Lathrup Village Code of Ordinances. This Agreement shall become effective upon the date indicated in the preamble.

11. **IN WITNESS WHEREOF**, the City of Lathrup Village has caused this Agreement to be signed and executed on its behalf by its Mayor and City Clerk, the Authority has caused this Agreement to be signed and executed on its behalf by the Mayor and the Independent Contractor has signed and executed this Agreement, the day and year first above written.

“CITY”
CITY OF LATHRUP VILLAGE

“INDEPENDENT CONTRACTOR”
CLIFTON GRANT

Mykale Garrett, Mayor

Clifton Grant

Date

Date

Sheryl L. Mitchell Theriot

Date

Yvette Talley, Clerk

Date

INDEPENDENT CONTRACTOR AGREEMENT FOR SPECIAL EVENT SERVICES

(CLIFTON GRANT)

EXHIBIT A – COMPENSATION

ADDENDUM – EFFECTIVE FEBRUARY 1, 2021

SERVICE	RATE OF PAY
Community Room	
Set Up & Cleaning Fee	\$ 100.00
Kitchen Rental – Set Up & Cleaning Fee	\$ 100.00
Events Monitoring & Support	\$ 25.00 per hour (4 hour minimum rental)
Events – for time is exceeding reservation	\$ 50.00 per hour
The Meeting Place	
Set Up & Cleaning Fee	\$ 30.00
Set Up & Cleaning Fee – City Meetings	No Charge
Council Chambers	
Set Up & Cleaning Fee	\$ 30.00
Set Up & Cleaning Fee – City Meetings	No Charge
Cooking and Meal Prep	
Cooking and Meal Prep	\$25.00 per hour (2 hour minimum)
Events	
City and Community Events	Contingent upon services rendered. Requires pre-approval by City Administrator and/or Parks Director, DDA Director

INDEPENDENT CONTRACTOR AGREEMENT FOR SPECIAL EVENT SERVICES

(CLIFTON GRANT)

EXHIBIT B – SCOPE OF SERVICES

ADDENDUM – EFFECTIVE FEBRUARY 1, 2021

Event Set Up

- Turn on lights and chandeliers
- If State, County or Local Emergency Orders are in effect, assist in having all attendees sign in and complete check in requirements (may include taking temperatures)
- Sweep and mop Community Room floor (part of regular custodial contract)
- Set up tables, chairs and position bar according to diagram provided by renter
- Empty trash bins and insert new liners prior to each event
- Set up projector and/or microphone, as indicated on the diagram
- If kitchen has been rented:
 - Unlock kitchen
 - Put away all city property and lock all cupboards/drawers
 - Clear counters and wipe them down
 - Empty trash bins and change bags
 - Make sure appliances are operational
- Coffee maker
- Refrigerator
- Ice Machine
- Dish Washer
 - Sweep and mop kitchen floor
- Ensure entrance doors are unlocked
- Ensure that city office, upstairs glass doors and community room storage rooms are locked and inaccessible
- Meet with host, provide emergency number (248) 520-0618, show them where to find extra trash bags, etc.

Event Clean Up

- Wipe off tables and bar
- Put away tables and chair, reposition bar if needed
- Empty trash bins and insert new liners
- Put away microphone and/or projector equipment if needed
- If kitchen was rented:
 - Clear off counters and wipe them down
 - Check that refrigerator is empty, wipe down as needed
 - Check that sinks are empty and drains are clear, wipe down as needed
 - Empty trash bins and change bags
 - Make sure appliances are operational
 - Coffee maker
 - Refrigerator
 - Ice Machine
 - Dish Washer
 - Sweep and mop kitchen floor
 - Turn off lights
- Sweep and mop Community Room floor (part of regular custodial contract)
- Turn off lights and chandeliers
- Ensure entrance doors are locked
- Ensure that city office, upstairs glass doors and community room storage rooms are locked and undisturbed



Dr. Sheryl L. Mitchell Theriot

City Administrator

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members

FR: Sheryl Mitchell Theriot, City Administrator

DA: January 25, 2021

RE: MOTION TO APPROVE – ORDINANCE AMENDING THE LATHRUP VILLAGE ZONING ORDINANCE – R1 DISTRICT (PARKING AS A SPECIAL USE)

On December 15, 2020, the Planning Commission held a Public Hearing and unanimously voted to recommend to City Council to approve the update to Zoning Amendments parking in the R1 District. The goal is to encourage quality redevelopment and a pedestrian-oriented commercial corridor, in line with the Master Plan.

- The R1 district is amended from being limited to being “exclusively” to “primarily” for single-family dwelling units.
- The ordinance allows for limited off-street parking in the R1 district, only when it is adjacent to the Mixed-Use District.
- The R1 parking is to serve the customers and employees of uses within 500 ft.
- The R1 parking is subject to Special Land Use conditions, including:
 - o A minimum 8 ft setback from the street right-of-way and 10 ft setback from a residential district.
 - o Maximum of 1 entryway to the parking lot.
 - o Additional entryways are subject to Planning Commission approval, provided the applicant demonstrates that the additional entryways will improve the site circulation and does not impact the adjacent residential properties.
 - o Maintaining the north/south public alley or private backstreet equivalent.
 - o Parking lot can not be used for outdoor sales, display, or storage.
 - o Provisions for landscaping and screening.
 - o Parking lot and landscaping are to be maintained in a good condition year-round.

SUGGESTED MOTION:

TO APPROVE Ordinance Amending the Lathrup Village Zoning Ordinance relative to the R1 District; amending:

Section 3.1.2 of the Zoning Code to allow parking as a special land use; and

Section 4 of the Zoning Code by adding Section 4.16 to add standards for parking.

ORDINANCE NO __ OF 2020

**ORDINANCE AMENDING
THE LATHRUP VILLAGE ZONING ORDINANCE**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LATHRUP VILLAGE
MICHIGAN:**

PART 1.

Amend the Intent statement for the R1 district as follows:

The R1 district is intended to be limited ~~exclusively~~ **primarily** to single-family dwelling units for use as a residence by one family per dwelling unit under regulations specially tailored to preserve the quality of life that appeals to the average resident of this city. **The City also recognizes that the provision of limited off-street parking in this district, adjacent to the Mixed Use districts only, may foster quality redevelopment of those parcels that aligns with the City's vision for a vibrant, pedestrian-oriented commercial corridor.** The regulations in this article apply everywhere within an R1 district in addition to the other applicable regulations of this ordinance.

PART 2.

Amend Section 3.1.2 of the Zoning Code to allow parking as special land uses with a reference to conditions as follows:

3.1.2.C. i. **Parking (4.16) to serve customers and employees of uses within 500 ft**

PART 3.

Amend Section 4 of the Zoning Code by adding Section 4.16 to add standards for parking as follows:

4.16. Parking in the R-1 District. Parking may be permitted in the R-1 district, subject to standards of Section 36-6.2, special land uses, and the following conditions:

- 1. The parcel on which the parking lot is located shall share a lot line that abuts the MX – Mixed Use district, or is adjacent to a public alley adjacent to the MX district, or shall share a north or south lot line with a parcel that is currently developed as a parking lot and is within 150 ft of the Southfield Road right-of-way.**
- 2. The applicant shall demonstrate that substantial investment will be made into the redevelopment of the parcel that the parking will serve and that ground floor uses in the redeveloped parcel will include retail, restaurant, or residential uses. The architectural standards of the Village Center district, Section 3.1.8.E., Building Elements, shall apply.**
- 3. Parking areas are setback a minimum of 8 ft from the street right-of-way and 10 ft from a residential district. Parking lot ingress and egress shall be at least 20 ft from any adjacent property in a residential district. There shall be a maximum of one entryway to the parking**

lot. Additional entryways shall be subject to the Planning Commission's approval, provided that the applicant demonstrate that the additional entryways will improve site circulation and does not impact the adjacent residential properties.

4. The parking lot shall be developed so as to maintain the north-south public alley, where one exists. Where a public alley does not exist, a public alley or private backstreet equivalent shall be provided in conjunction with redevelopment of the parking lot and Southfield Road properties, consistent with the City's Master Plan.
5. The parking lot shall not be used for outdoor sales, display, or storage.
6. The parking lot shall be landscaped and screened as follows:
 - A. A 6 ft masonry screenwall shall be located 10 ft from the property line that abuts residential property. The wall shall be constructed of red-brown brick or the equivalent integrally colored masonry unit and shall include a stone cap.
 - B. The 10 ft setback area between the screenwall and residential property line shall be landscaped with a row of evergreen trees. The type of planting, minimum size and spacing requirements shall be subject to approval of the Planning Commission. The wall height shall be modified to meet corner clearance requirements at intersections.
 - C. All parking lots shall be separated from a public thoroughfare by a planted hedge of small shrubs or by a masonry wall a minimum of 42 inches high. The wall shall be constructed of red-brown brick or the equivalent integrally colored masonry unit and shall include a stone cap. When a hedge is proposed, it shall be planted and maintained so as to form a continuous visual screen. The size and plant spacing shall be configured so that a continuous visual screen will be established within three (3) years of planting.
 - D. The parking lot shall be landscaped in accordance with Section 5.15.4, parking facility landscaping.
 - E. The owner of the parking lot shall maintain the landscape buffer area in good condition, per Section 5.15.9.B.
7. The parking lot and landscaping shall be maintained year-round in good condition.

PART 5.

If any section, paragraph, sentence, clause and/or phrase of this Ordinance or the application thereof is declared unconstitutional, unenforceable or invalid by the valid judgment of any court of competent jurisdiction such unconstitutionality, unenforceability or invalidity shall not affect any of the remaining sections, paragraphs, sentences, clauses and/or phrases of this Ordinance, since the same would have been enacted by the City of Lathrup village without the incorporation in this Ordinance of any such unconstitutional, unenforceable or invalid section, paragraph, sentence, clause or phrase. To this end, the provisions of this Ordinance are hereby declared severable.

PART 6.

All other Ordinances, or any parts thereof, which are in conflict with the provisions of this Ordinance, are hereby repealed. To the extent that any provision or provisions of this Ordinance are inconsistent or in

conflict with any other provision of the Code of Ordinances or any regulation of the City, the provisions of this Ordinance shall be deemed to control.

PART 7.

This Ordinance shall become effective upon final adoption and publication of the same in the manner prescribed by law.

This Ordinance was introduced on _____, by _____; Notice of Public Hearing was published on _____. A Public Hearing was held, the title having been read and the Ordinance considered, on motion to adopt by _____, seconded by _____, a record vote was taken and the following result was had:

YEA:

NAY:

ABSENT:

WHEREUPON, the presiding officer declared the above Ordinance duly adopted on the _____ day of _____.

ATTEST:

ORDINANCE NO __ OF 2020

**ORDINANCE AMENDING
THE LATHRUP VILLAGE ZONING ORDINANCE**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LATHRUP VILLAGE
MICHIGAN:**

PART 1.

Amend the Intent statement for the R1 district as follows:

The R1 district is intended to be limited primarily to single-family dwelling units for use as a residence by one family per dwelling unit under regulations specially tailored to preserve the quality of life that appeals to the average resident of this city. The City also recognizes that the provision of limited off-street parking in this district, adjacent to the Mixed Use districts only, may foster quality redevelopment of those parcels that aligns with the City's vision for a vibrant, pedestrian-oriented commercial corridor. The regulations in this article apply everywhere within an R1 district in addition to the other applicable regulations of this ordinance.

PART 2.

Amend Section 3.1.2 of the Zoning Code to allow parking as special land uses with a reference to conditions as follows:

3.1.2.C. i. Parking (4.16) to serve customers and employees of uses within 500 ft

PART 3.

Amend Section 4 of the Zoning Code by adding Section 4.16 to add standards for parking as follows:

4.16. Parking in the R-1 District. Parking may be permitted in the R-1 district, subject to standards of Section 36-6.2, special land uses, and the following conditions:

1. The parcel on which the parking lot is located shall share a lot line that abuts the MX – Mixed Use district, or is adjacent to a public alley adjacent to the MX district, or shall share a north or south lot line with a parcel that is currently developed as a parking lot and is within 150 ft of the Southfield Road right-of-way.
2. The applicant shall demonstrate that substantial investment will be made into the redevelopment of the parcel that the parking will serve and that ground floor uses in the redeveloped parcel will include retail, restaurant, or residential uses. The architectural standards of the Village Center district, Section 3.1.8.E., Building Elements, shall apply.
3. Parking areas are setback a minimum of 8 ft from the street right-of-way and 10 ft from a residential district. Parking lot ingress and egress shall be at least 20 ft from any adjacent property in a residential district. There shall be a maximum of one entryway to the parking lot.

Additional entryways shall be subject to the Planning Commission's approval, provided that the applicant demonstrate that the additional entryways will improve site circulation and does not impact the adjacent residential properties.

4. The parking lot shall be developed so as to maintain the north-south public alley, where one exists. Where a public alley does not exist, a public alley or private backstreet equivalent shall be provided in conjunction with redevelopment of the parking lot and Southfield Road properties, consistent with the City's Master Plan.
5. The parking lot shall not be used for outdoor sales, display, or storage.
6. The parking lot shall be landscaped and screened as follows:
 - A. A 6 ft masonry screenwall shall be located 10 ft from the property line that abuts residential property. The wall shall be constructed of red-brown brick or the equivalent integrally colored masonry unit and shall include a stone cap.
 - B. The 10 ft setback area between the screenwall and residential property line shall be landscaped with a row of evergreen trees. The type of planting, minimum size and spacing requirements shall be subject to approval of the Planning Commission. The wall height shall be modified to meet corner clearance requirements at intersections.
 - C. All parking lots shall be separated from a public thoroughfare by a planted hedge of small shrubs or by a masonry wall a minimum of 42 inches high. The wall shall be constructed of red-brown brick or the equivalent integrally colored masonry unit and shall include a stone cap. When a hedge is proposed, it shall be planted and maintained so as to form a continuous visual screen. The size and plant spacing shall be configured so that a continuous visual screen will be established within three (3) years of planting.
 - D. The parking lot shall be landscaped in accordance with Section 5.15.4, parking facility landscaping.
 - E. The owner of the parking lot shall maintain the landscape buffer area in good condition, per Section 5.15.9.B.
7. The parking lot and landscaping shall be maintained year-round in good condition.

PART 5.

If any section, paragraph, sentence, clause and/or phrase of this Ordinance or the application thereof is declared unconstitutional, unenforceable or invalid by the valid judgment of any court of competent jurisdiction such unconstitutionality, unenforceability or invalidity shall not affect any of the remaining sections, paragraphs, sentences, clauses and/or phrases of this Ordinance, since the same would have been enacted by the City of Lathrup village without the incorporation in this Ordinance of any such unconstitutional, unenforceable or invalid section, paragraph, sentence, clause or phrase. To this end, the provisions of this Ordinance are hereby declared severable.

PART 6.

All other Ordinances, or any parts thereof, which are in conflict with the provisions of this Ordinance, are hereby repealed. To the extent that any provision or provisions of this Ordinance are inconsistent or in

conflict with any other provision of the Code of Ordinances or any regulation of the City, the provisions of this Ordinance shall be deemed to control.

PART 7.

This Ordinance shall become effective upon final adoption and publication of the same in the manner prescribed by law.

This Ordinance was introduced on _____, by _____; Notice of Public Hearing was published on _____. A Public Hearing was held, the title having been read and the Ordinance considered, on motion to adopt by _____, seconded by _____, a record vote was taken and the following result was had:

YEA:

NAY:

ABSENT:

WHEREUPON, the presiding officer declared the above Ordinance duly adopted on the _____ day of _____.

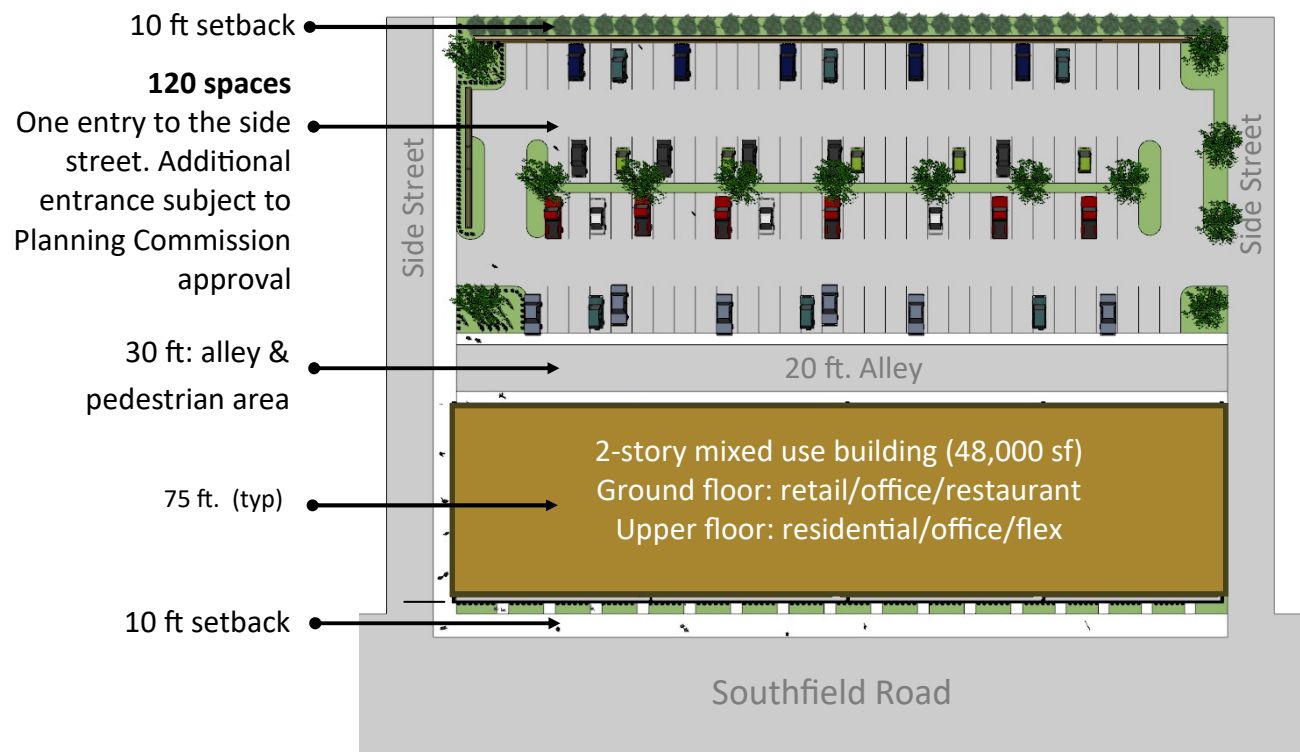
ATTEST:

Concept Sketch for Parking in the R-1 district

Sample development option:

Ground floor :
 24,000 sq.ft. retail/office use
 4 spaces per 1,000 sq. ft. = 96 spaces

Upper floor:
 16 upper floor residential units
 1.5 spaces per unit = 24 spaces





Dr. Sheryl L. Mitchell Theriot

City Administrator

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members
FR: Sheryl Mitchell Theriot, City Administrator
DA: January 25, 2021
RE: **MOTION TO APPROVE – STAFF REORGANIZATION**

During the Budget Session last year, Council requested to explore hiring a Assistant City Administrator. The onset of the Covid epidemic and the retirement of a staff person provided an opportunity to restructure roles and responsibilities. For the present time, it is more cost effective and efficient to realign job responsibilities with existing staff than to bring on a new full-time administrative position. This also support job growth and retention efforts for existing staff. Full job descriptions are included in the agenda packet.

All 3 of the positions under consideration are partially funded by the DDA, which has agreed to this reorganization and their portion of the funding. Salary comparisons were conducted to confirm the appropriate starting salary. It is proposed that the reorganizations become effective on February 1, 2021.

Staff Reorganization Recommendations:

Director - Community & Economic Development

- Current Title: Manager, Community & Economic Development
- Currently held by Susie Stec
- Major changes: provide project management for Capital Improvement Programs and Special Assessments; administer cannabis ordinances and licenses (if approved)
- DDA 90% / City 10%
- City's FY 2020/21 Budget Amendment: \$2,730 + fringe benefit costs

DDA & Special Projects Manager

- Current Title: DDA/Parks & Recreation Specialist (part-time)
- Currently held by Cori Dahl
- Major changes: full-time position; assumes many of the administrative duties for the DDA and assists with special projects – eNewsletter, Your Town layout, events
- DDA 90% / City 10%
- City's FY 2020/21 Budget Amendment: \$1,260 + fringe benefit costs

Director – Parks & Recreation

- Current Title: Coordinator – Parks & Recreation
- Currently held by Chris Clough
- Major changes: duties as Safety Director and Facility Director (this involved over 300 hours from March to May 2020 to implement COVID protocols and building use changes)
- DDA 15% / City 85%
- City's FY 2020/21 Budget Amendment: \$4,005 + fringe benefit costs

SUGGESTED MOTION:

TO APPROVE the Staff Reorganization as presented, creating the job titles of Director-Community & Economic Development; DDA & Special Projects Manager; and Director – Parks & Recreation and authorize the budget amendments to reflect the new salaries, fringe benefit costs, and cost-sharing with the DDA, effective February 1, 2021.

STAFF REORGANIZATION

					ANNUAL CHANGE		5 MONTHS	
	JOB TITLE	SALARY	SPLIT		DDA	CITY	DDA	CITY
			DDA - 100%	CITY - 0%				
CURRENT	Manager, Community & Economic Development	\$52,530	\$52,530	0				
			DDA - 90%	CITY - 10%				
AMENDMENT	Director, Community & Economic Development	\$65,000	\$58,500	\$6,500	\$5,970.0	\$6,500.0	\$2,507.40	\$2,730.00
			DDA - 100%	CITY - 0%				
CURRENT	DDA/Parks & Recreation Specialist	\$15,000	\$15,000.0	0				
			DDA - 90%	CITY - 10%				
AMENDMENT	DDA & Special Projects Manager	\$30,000	\$27,000	\$3,000	\$12,000.0	\$3,000.0	\$5,040.00	\$1,260.00
			DDA - 20%	CITY - 80%				
CURRENT	Coordinator, Parks & Recreation	\$43,860	\$8,772	\$35,088				
			DDA - 15%	CITY - 85%				
AMENDMENT	Director, Parks & Recreation	\$52,500	\$7,875	\$44,625	(\$897.00)	\$9,537.00	(\$376.74)	\$4,005.54

**CITY OF LATHRUP VILLAGE
JOB DESCRIPTION
DDA & Special Projects Manager**

Supervised By: Director – Community & Economic Development & DDA Director
City Administrator
Status: Overtime Eligible
Supervises: Volunteers and interns

Position Summary:

Under the supervision of the DDA Director, the DDA Manager performs a variety of duties related to the City’s Main Street community status, and committee/board initiatives and programs. The DDA Manager is responsible for creating and managing programming which fosters economic vibrancy, assists businesses and creates a vibrant, welcoming environment in the community.

Under the supervision of the City Administrator, handles special projects as assigned, including compiling the weekly eNewsletter, layout of the Your Town quarterly publication, and updates to city website and social media pages.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Serves as the DDA Manager. Attends Board of Directors meetings. Facilitate DDA Economic Vitality & Promotion committee meetings. Prepares meeting agendas, packets, minutes, and takes a lead role in implementing committee initiatives. Attends quarterly Main Street Oakland County training programs to maintain the City’s community status.
2. Participates in preparation of DDA budget, drafting public hearing notices, and carries out administrative duties of the DDA. Maintains all necessary records in accordance with administrative rules, contract language, and legal requirements, including State and Federal legislation and local ordinances and regulations, particularly relative to the DDA District. Compiles operational statistics and completes a variety of reports required by the City, State and other funding agencies.
3. Plans and implements bi-annual DDA Informational Meetings.
4. Collaborates with Community & Economic Development Department to develop and coordinate economic development marketing strategies and activities, creates promotional materials, recruits new businesses to the area, and works with site selectors.

5. Administers and participates in a variety of special events and activities, including Artisan/Winter Market. Elicits volunteer involvement and community participation. Coordinates logistics with other departments, and encourages a cooperative climate between business and industry interests, local public officials, and the community in general.
6. Manages Façade & Site Improvement Beautification Grant, Sign Grant, and Lovin' Lathrup Village Mini-Grant programs.
7. Serves as liaison and advisor to various committees and boards. Meets with community groups, specialists, contractors, and other stakeholders regarding group projects and initiatives. Attends meetings, provides technical guidance, and conducts research activities as requested.
8. Works independently, with other departments, and with boards and committees on special projects as assigned. Coordinates processes, provides research and administrative support, and otherwise facilitates the successful completion of City projects. Coordinates endeavors with City staff and contractors as needed.
9. Creates and maintains an inventory of vacancies in commercial and office properties in the community and develops strategies to decrease vacancies within the City.
10. Prepares various marketing and communication materials for the DDA/City. Coordinates, designs, and edits the "Your Town" newsletter and other community publications.
11. Manages and monitor DDA social media accounts.
12. Manages and implements the update and redesign of City website.
13. Facilitates maintenance and beautification of DDA district including but not limited to coordination of Corridor Clean ups, installation and maintenance of flowers and plants in Lathrup Village downtown corridor, and other streetscaping amenities.
14. Enters data, creates and maintains spreadsheets, and prepares standard and special reports. Prepares and composes forms, correspondence, reports, memos, receipts, vouchers, and other similar documents.
15. Serves as a back-up to other City functions as operational needs demand.
16. Keeps abreast of new administrative techniques and current issues through continued education and professional growth. Attends conferences, workshops and seminars.
17. Additional responsibilities as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- An associate's or bachelor's degree or equivalent in business administration, public administration, or related field is required.
- Two or more years of experience in community/economic development, building/zoning, or related activities required. Previous municipal experience preferred.
- Excellent customer service skills, including responding diplomatically to customer and internal questions and complaints.
- Strong knowledge of City services, organizational structure, and general municipal operations to effectively direct and assist the public.
- Knowledge of the laws, ordinances, related legislation, and professional principles and procedures pertaining to community and economic development.
- Skill in maintaining and updating accurate records, preparing reports, and evaluating complex information.
- Ability to gather data, conduct research, and prepare accurate records and reports.
- Ability to communicate effectively and present ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to critically assess situations, problem-solve, exercise a high degree of diplomacy, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to attend meetings and events outside of normal business hours and travel to other locations.

Physical Requirements and Work Environment:

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

An employee in this position regularly works in an office setting with a controlled climate where they sit and work on a computer for extended periods of time, communicate by telephone, email or in person, and move around the office or travel to other locations. The noise level in the work environment is usually quiet.

While performing the duties of this job, the employee is regularly required to travel to various locations within the City and work outside the office at field sites to inspect various properties and other works in progress. This may require the employee to traverse uneven ground, stand, walk, stoop, kneel, crouch, or crawl, and encounter fumes, dust, chemicals or other hazardous materials and equipment. The employee is occasionally exposed to adverse weather conditions, loud noises, or moving mechanical parts. The noise level in the work environment is usually quiet, and may be loud in field situations.

The City of Lathrup Village provides is an equal opportunity employer to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex (including pregnancy), sexual orientation, national origin, age, disability, genetic information, marital status, height or weight, or any other characteristic protected by federal, state or local laws. We provide reasonable accommodation for qualified individuals with a disability if requested.

Selection Guidelines

- Completed and signed City of Lathrup Village Application Form (cover letters and resumes may be included with the application)
- Rating of Education and Experience
- Oral Interview
- Reference Check
- Job Related Tests May Be Required

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

The DDA & Special Projects Manager is an employee of the City of Lathrup Village, appointed by the Director – Community & Economic Development, with approval by the City Administrator. The appointee is responsible to the Director – Community & Economic Development and City Administrator and also reports to the Lathrup Village Downtown Development Authority (DDA). The person holding the position is also subject to the rules, policies, and contracts with the City of Lathrup Village that effect all administrative employees.

**CITY OF LATHRUP VILLAGE
JOB DESCRIPTION
DIRECTOR - COMMUNITY AND ECONOMIC DEVELOPMENT**

Supervised By: City Administrator
Status: Department Head, Overtime Exempt
Supervises: DDA & Special Projects Manager, employees assigned to the Public Services department, volunteers, interns, and other administrative staff as assigned

Position Summary:

This is a highly responsible professional management level position that exercise discretionary judgment and is responsible for administrative and managerial work related to planning, organizing, and directing the activities of Community& Economic Development Department for a full-service incorporated city within the state of Michigan. Under the general supervision of the City Administrator, the Community & Economic Development Director plans, directs, and administers the City's economic development initiatives, including business development, recruitment, and retention that will enhance jobs, tax base, blight removal and community and neighborhood stabilization. Researches, recommends, and implements programs and services to meet the needs of the City. Oversees activities of the Public Services Department, the Downtown Development Authority, and serves as staff support to the Planning Commission, Zoning Board of Appeals, and Historic District Commission. Serves as liaison to SOCCRA/SOCWA and various boards, Infrastructure Committee, Marijuana Study Group, and other committees and commissions, as needed. May serve as City Administrator in absence of both the City Administrator and City Treasurer.

In each of these areas, the City Administrator shall provide guidance, direction, and oversight, but the Community Development Director shall ultimately be responsible for their own work product and shall be expected to provide satisfactory progress in all areas of community development. The Community Development Director shall make recommendations related to community development to the City Administrator, in conjunction with the public policies developed and decided by the City Commission. Upon the direction of the City Administrator, the Community Development Director may also be instructed to make recommendations to the City Commission regarding proposed programs and policies that relate to economic development, planning and zoning, blight remediation, and other community development issues. Grant writing, grant procurement, grant administration, and grant reporting duties are also part of the responsibility of the Community Development Director, who, along with the City Administrator, shall help oversee all City grants. The Community Development Director shall be directly supervised by the City Administrator regarding day-to-day administration/management affairs.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Plans, directs, and administers the City's economic and development initiatives including business development, recruitment, and retention. Researches, recommends, and implements various economic development programs and services. Evaluates past programs, analyzes economic data, and prioritizes new demands.

- Develops and administers programs and regulations guiding land use in the City. Coordinates and directs all operations of the planning department, zoning administration, and prepares and updates planning related studies.
- Provides project management for Capital Improvement Plans and projects. Coordinates, implements and manages infrastructure projects related to establishing special assessment districts, local & major streets, sidewalk replacements, lead & copper identification and replacement, water mains, sewer lines, fire hydrant replacement/refurbishment, and Southfield Road enhancements
- Reviews private and public developments consistency with the community master plans and zoning ordinances. Guides developers to comply with the master plan, planning documents, and development regulations. Explains alternative development methods and conducts field inspections of projects to ensure conformity to statutes and regulations. Oversees the site plan review activities of the department.
- Participates in the development and update of the City's Comprehensive Plan and Capital Improvement Plan that reflects the collective vision of the community. Conducts research, and identifies development trends, and makes related recommendations.
- Drafts revisions and amendments to the City Zoning and sign Ordinances. Oversees the enforcement of zoning laws within the City. Ensures corrective measures are undertaken by landowners.
- Serves as liaison and advisor to the City Administrator, City Council, Planning Commission, Downtown Development Authority (DDA), and other authorities on land-use issues, and public and private development activities. Attends meetings and coordinates efforts to promote commercial and downtown development.
- Services as the Planning Director for the City's Planning Commission. Works directly with the City Attorney to ensure that the City's Planning Commission and ZBA remains compliant with all relevant federal, state, and local laws, rules, and regulations.
- Works directly with the City Attorney to ensure that all of the City's actions and ordinances relating to planning, zoning, blight remediation, and code enforcement are compliant with all federal, state, and local laws, rules, regulations, and ordinances.
- Serves as the Zoning Administrator for the City to ensure compliance with the City's Zoning Code.
- Collaborates with administration, City Council and boards/commissions to develop and implement ordinances and applications related to cannabis-uses (medical and recreational). Serves as primary point of contact and cannabis license coordinator.
- Serves as the Executive Director to the Downtown Development Authority (DDA). Prepares DDA budget, provides public hearing notices, and prepares DDA budget, and carries out administrative duties of the DDA. Maintains all necessary records in accordance with administrative rules, contract language, and legal requirements, including State and Federal legislation and local ordinances and regulations, particularly relative to the DDA District. Compiles operational statistics and completes a variety of reports required by the City, State and other funding agencies.

- Collaborate with DDA to develop and coordinate economic development marketing strategies and activities, creates promotional materials, recruits new businesses to the area, and works with site selectors.
- Researches and secures grants and other funding opportunities for community and economic development initiatives. Prepares and submits applications and administers grant funded projects. Works with appropriate public agencies at the local and state level to obtain funding for critical elements of the funding project.
- Serves as the local Redevelopment Ready Community (RRC) Coordinator. Follows up on RRC initiatives and projects. Provides updated quarterly status reports to maintain and advance the City's RRC status.
- Serves as liaison and advisor to various committees, boards, and other groups including the Southeast Oakland County Resource Recovery Authority (SOCRRA) and (Southeast Oakland County Water Authority (SOCWA), Marijuana Study Group and Infrastructure Committee.
- Meets with community groups, specialists, contractors, and other stakeholders regarding group projects and initiatives. Attends meetings, provides technical guidance, and conducts research activities as requested. Works independently, with other departments, and with boards and committees on special projects as assigned. Coordinates processes, provides research and administrative support, and otherwise facilitates the successful completion of City projects. Coordinates endeavors with City staff and contractors as needed.
- Participates in the hiring and supervision of department employees, including DDA & Special Projects Manager. Assigns work, supervises personnel and contractors, provides training, evaluates performance, and takes disciplinary action according to established procedures.
- Works with private businesses and public agencies to enhance the City's economic viability.
- Assists the City Administrator in the development of the City's yearly budget, specifically as it relates to all departments related to the Community Development Director's areas of supervision.
- Administer annual commercial landlord licenses and business license renewals.
- Serves as a key liaison to the public, responding to routine and complex inquiries and assisting the public with a broad range of issues.
- May serve as the City Administrator in the absence of the City Administrator and City Treasurer.
- Keeps abreast of new administrative techniques and current issues through continued education and professional growth. Attends conferences, workshops and seminars.
- Performs other related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- A master's degree or equivalent in community or economic planning, public administration, or related field is required.
- Five or more years of progressively responsible experience in community and/or economic development or related field, including administration, place making, and zoning administration responsibilities. Previous experience in a municipal setting strongly preferred.
- Substantial knowledge of the laws, ordinances, related legislation, and professional principles and procedures pertaining to community and economic development.
- Thorough knowledge and understanding of applicable state and local land use ordinances and regulations.
- Thorough knowledge of City services, organizational structure, and general municipal operations to effectively direct and assist the public.
- Skill in compiling and evaluating complex information and formulating effective policy and service recommendations.
- Skill in the use of office equipment and technology, including computers, specialized financial systems, and other related software, and the ability to master new technologies.
- Ability to maintain accurate records and prepare comprehensive reports.
- Ability to communicate effectively and present ideas and concepts orally and in writing, and make public presentations.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to critically assess situations, problem-solve, exercise a high degree of diplomacy, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to attend meetings outside of normal business hours and travel to other locations.

Physical Requirements and Work Environment:

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

An employee in this position regularly works in an office setting with a controlled climate where they sit and work on a computer for extended periods of time, communicate by telephone, email or in person, and move around the office or travel to other locations. The noise level in the work environment is usually quiet.

While performing the duties of this job, the employee is regularly required to travel to various locations within the City and work outside the office at field sites to inspect various properties and other works in progress. This may require the employee to traverse uneven ground, stand, walk, stoop, kneel, crouch, or crawl, and encounter fumes, dust, chemicals or other hazardous materials and equipment. The employee is occasionally exposed to adverse weather conditions, loud noises, or moving mechanical parts. The noise level in the work environment is usually quiet, and may be loud in field situations.

The City of Lathrup Village provides is an equal opportunity employer to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex (including pregnancy), sexual orientation, national origin, age, disability, genetic information, marital status, height or weight, or any other characteristic protected by federal, state or local laws. We provide reasonable accommodation for qualified individuals with a disability if requested.

Selection Guidelines

- Completed and signed City of Lathrup Village Application Form (cover letters and resumes may be included with the application)
- Rating of Education and Experience
- Oral Interview
- Reference Check
- Job Related Tests May Be Required

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

The Director – Community & Economic Development is an employee of the City of Lathrup Village, appointed by the City Administrator. The appointee is responsible to the City Administrator and also reports to the Lathrup Village Downtown Development Authority (DDA). The person holding the position is also subject to the rules, policies, and contracts with the City of Lathrup Village that effect all administrative employees.

**CITY OF LATHRUP VILLAGE
JOB DESCRIPTION**

PARKS AND RECREATION DIRECTOR

Supervised by: City Administrator
Status: Department Head, Overtime Exempt
Supervises: Volunteers, interns, vendors, contractors, contractor for building, janitorial and grounds maintenance, contractor for special event services, and others assigned to assist with parks and recreation

Position Summary: This is a management level position that exercises discretionary judgment and is responsible for planning, administering, coordinating and delivering all recreation and wellness and to the residents of Lathrup Village, along with the overall daily operations and management of City parks and recreation facility, including the Community Room that is available for rental for residents and non-residents. This position also assumes responsibilities as the Facility Director and Safety Director.

This position involves managing employees, volunteers, vendors/contractors, parks and recreation facility operations, and programs for residents of all ages, including recreational and travel. This position manages the Independent Contractor for Building Services and Special Event Services.

The incumbent develops short- and long-range goals along with establishing and implementing policies and procedures pertaining to the effective and efficient operation of City parks, the recreation facility, and programs. Monitors progress and performance of support staff that are assigned to assist with Recreation Activities and related functions. Supervises Fitness Center Contractors and Programming.

Under the general supervision of the City Administrator, provides oversight and planning of recreation activities, community events and park improvements. Existing parks include: Annie Lathrup Park; Goldengate Park; Lathrup Village Municipal Park; and Sarrackwood Park. There may be future plans for additional neighborhood, pocket or dog parks.

ESSENTIAL DUTIES AND JOB FUNCTIONS – PARKS AND RECREATION:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Creates innovative and highly diversified youth, adult, family and senior programs and events for City of Lathrup Village residents and Recreation Department.
2. Plans, supervises, monitors and coordinates revenue producing recreation programs, activities, and/or special events.
3. Provides oversight and planning of community events.
4. Provides oversight and planning of senior activities.
5. Provides oversight and scheduling of various classes. Works with instructors to establish schedules and coordinate payments.

6. Provides annual budgetary information, and amendments, as required. This also includes regular monitoring of areas that are relevant to the parks and recreation area of the budget and associated with the Community Room.
7. Records financial activities and maintains records related to program expenditures, revenues and deliverables.
8. Obtains and maintains ServSafe® Food Protection Manager Certification within six (6) months of employment.
9. Oversight of kitchen maintenance and use.
10. Works with caterer to coordinate events. Responsible for billing and paying caterer.
11. Oversight of Community Group Registration/Coordination. Make recommendations for updating indoor and outdoor rental policies and pricing.
12. Provides oversight of the marketing and promotion of the Community Room. This includes providing information and tours of the Community Room.
13. Acts as a representative to patrons and residents regarding questions, problems, concerns, and activities in the provision of recreation program operations, activities, and use of the Community Room.
14. Promotes City recreation and cultural programs in the community and/or a facility;
15. Prepares various marketing and communication materials for the Parks and Recreation programs/events. Develops press releases, acts as emcee for events, and prepares presentations. Coordinates, designs, and edits the newsletter, website pages, social media, and other community publications.
16. Plans, designs, creates, edits, publishes and arranges mailing for quarterly "Your Town" publication. Coordinates with related contractors.
17. Plans and implements decorations of building and parks for holidays and special occasions.
18. Serve as Lathrup Village Field Zone Representative.
19. Serve as SMART Credits Coordinator
20. Assists City Clerk with Community Development Block Grant (CDBG) program.
21. Develops program for seniors, often in partnership with AARP and other organizations.
22. Plans and coordinates Summer Concert Series, in partnership with sponsors and Lathrup Village Community Foundation.
23. Plans and coordinates large summer festival. Seeks sponsorships.
24. Recruits, trains and manages one or more interns per semester to supplement department staffing.

25. Planning and implementing capital improvement projects.
26. Creation and management of Lathrup Village Dog Park. Coordinate with volunteer group and seeking sponsorships/grant funding.
27. Daily management of social media accounts, while monitoring City and Villagers Facebook pages.
28. Coordinating events with DDA Director.
29. Coordinates or provides pick up and transport of park and recreation supplies (use of personal vehicle, eligible for mileage reimbursement when documented and approved)
30. Manages park rentals, with support for the Administrative Assistant – Customer Services.
31. Manages eradication of pests for outdoor events.
32. Coordinates and provides assistance to Police Department for their events.
33. Coordinates with Department of Public Services (DPS) for maintenance and upkeep of the parks.
34. Performs outreach to obtain program/activity sponsorships.
35. Fundraising through writing sponsorship grants and soliciting in-kind donations.
36. Orders and accounts for the use of program supplies and equipment;
37. Performs parks and recreation administrative support and customer service activities;
38. Oversight and keeps track of Calendar for building and facilities use.
39. Help in office and front desk during busy times (tax time and during vacations).
40. Looks for ways to expand and enhance Recreation Programs.
41. Oversight of City Parks. This includes regular inspection of parks, track and report conditions requiring attention and reviewing potential updates
42. Oversight of Fitness Center, including Staff.
43. Coordinates and provides staff support for the Recreation Advisory Commission. This includes participating in updating the Recreation Master Plan every five years.
44. Acts as liaison to various community groups.
45. Generates volunteer/community service opportunities for individuals/organizations.
46. Engages in community outreach efforts.
47. Attendance at internal and external meetings as required.
48. Performs other work as required.

ESSENTIAL DUTIES AND JOB FUNCTIONS – FACILITY DIRECTOR:

1. Plans, schedules and manages daily work schedule for contractor(s) for building, janitorial and grounds maintenance.
2. Completes timesheets and checks requests for contractor(s) for building, janitorial and grounds maintenance.
3. Creates and manages implementation of annual work schedules for custodial responsibilities and building maintenance.
4. Coordinates with building maintenance contractors for repair work (including sprinklers, electrical, plumbing, heating, roofing, etc.)
5. Manages capital improvements and renovation projects for the building, including the related budgets.
6. Coordinates and/or provides cost-effective repair work and landscaping; including training contractors to perform the work.
7. Reviews the building on a daily basis to maintain high custodial standards; records and addresses areas needing improvement.
8. Assists with taking out trash, changing soap dispensers, refiling paper towels, sweeping/vacuuming, that might require immediate attention.
9. Organizes, inventories, and cleans closets and other storage spaces.
10. Reviews all areas of the building as needed (weekly, monthly, annually) to fulfill building maintenance schedule.
11. Manages rentals of all areas of the building, including The Meeting Place and Dance Studio, with assistance from the Administrative Assistant – Customer Service.
12. Manages heat/AC for the building, as needed.
13. Support for space reorganizations and modifications of offices.
14. Provides assistance for elections for setups and site changes.

ESSENTIAL DUTIES AND JOB FUNCTIONS – SAFETY DIRECTOR:

1. Assists with drafting of safety policies.
2. Serves as one of the worksite supervisors to implement, monitor, and report on the COVID-19 control strategies in the Preparedness & Response Plan.
3. Maintains supplies of daily self-screening employee symptom checklist records, as required by the State of Michigan.
4. Maintains inventory of essential supplies, including face covering and hand sanitizers for the workplace.
5. Coordinate distribution of supplies to staff.
6. Provides and coordinates efforts to operate electrostatic disinfectant sprayer, as needed for safety.
7. Trains custodial staff on requirements, as needed.
8. Ongoing training/updates as needed.
9. Reviews weekly COVID statistics and notices from Oakland County and State of Michigan. In coordination with the City Administrator, addresses any protocol changes, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Michigan Driver's License.
- Graduation from an accredited college or university with a Bachelor Degree in Sports Management, Parks and Recreation, Leisure Services, Public Administration, or related field is preferred. An Associate's Degree or equivalent in recreation planning or related field may be considered.
- AND Two years of diversified, management experience and responsibility in the field of sports management, recreational services or cultural activities.
- OR an equivalent combination of education, training, and experience;
- Knowledge of parks and recreation services, special event planning, activities and programming, neighborhood parks, community centers, and marketing.
- Knowledge of parks and center operations.
- Knowledge of building and grounds maintenance practices.

- Ability to develop recreation programs and activities that reflect the citizen's needs and concerns.
- Ability to provide and manage year-round City parks and recreational center programming.
- Thorough knowledge of recreation programs, procedures and methods.
- General knowledge of municipal operations and procedures to effectively direct and assist the public.
- Skill in establishing and managing record keeping systems, assessing and compiling information and data, and in preparing accurate reports.
- Skill in the operation of office equipment including postage meter, facsimile, copier, computers and related software.
- Ability to establish effective working relations and use good judgment, initiative and resourcefulness when dealing with employees, other administrators, City officials, vendors and the general public.
- Ability to work independently and demonstrate sound judgment.
- Ability to establish operational standards and apply them in a comprehensive leisure services program.
- Ability to meet and deal tactfully and effectively with the public.
- Ability to effectively manage, schedule, and supervise employees and contractual staff.
- Ability to express oneself effectively and clearly in written and verbal form.
- Ability to work weekends, evenings, and holidays as required.
- Ability to be on-call and respond accordingly whether scheduled or in an emergency.
- Ability to carry out complex oral and written directions.
- Attends staff meetings, conferences, workshops, seminars and reads job-related publications to maintain professional competency.
- Ability to enter data and type with speed and accuracy.
- CPR and First Aid certification within six months of date of employment.

Physical Requirements and Work Environment:

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

An employee in this position regularly works in an office setting with a controlled climate where they sit and work on a computer for extended periods of time, communicate by telephone, email or in person, and move around the office or travel to other locations. The noise level in the work environment is usually quiet.

While performing the duties of this job, the employee is regularly required to travel to various locations within the City and work outside the office at field sites to inspect various properties and other works in progress. This may require the employee to traverse uneven ground, stand, walk, stoop, kneel, crouch, or crawl, and encounter fumes, dust, chemicals or other hazardous materials and equipment. The employee is occasionally exposed to adverse weather conditions, loud noises, or moving mechanical parts. The noise level in the work environment is usually quiet, and may be loud in field situations.

The City of Lathrup Village provides is an equal opportunity employer to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex (including pregnancy), sexual orientation, national origin, age, disability, genetic information, marital status, height or weight, or any other characteristic protected by federal, state or local laws. We provide reasonable accommodation for qualified individuals with a disability if requested.

Selection Guidelines

- Completed and signed City of Lathrup Village Application Form (cover letters and resumes may be included with the application)
- Rating of Education and Experience
- Oral Interview
- Reference Check
- Job Related Tests May Be Required

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

The Parks and Recreation Coordinator is an employee of the City of Lathrup Village, appointed by the City Administrator. The appointee is responsible to the City Administer. The person holding the position is also subject to the rules, policies, and contracts with the City of Lathrup Village that effect all administrative employees.

Summary of job changes related to Covid-19

My position at the City of Lathrup Village is Parks & Recreation Coordinator. Previous to the Covid-19 pandemic, my primary responsibilities included planning and managing in-person recreational programs and large community events. These programs adhered to a set seasonal schedule.

During the early stages of the pandemic, roughly mid-March through May 2020, my role became primarily focused on public health and pandemic response.

Among my first tasks in March, was cancelling scheduled classes, events and building rentals in response to the pandemic. This was a significant diversion from normal operations. Executing large scale, unanticipated cancellations required considerable time to coordinate and communicate with those impacted. During this time, I also created Covid-related building signage and infographics/content for our social media, e-newsletters and quarterly magazine.

Additional tasks that diverted from normal operations included the creation of new and essential public health programs. We have a large community of seniors and having them unable to participate in fitness classes or go to gyms (which were closed), created the potential for a public health crisis on top of the pandemic. In response, I created programs which allowed seniors and other residents to get out of the house and enjoy physical activity in a safe and socially distant manner. Similarly, I created a virtual program which fostered social contact between residents without exposing them to physical contact. The creation of these programs was a significant burden on the department as they were unprecedented, new programs and had to be created in a very short timeframe using unfamiliar formats.

Starting in April and continuing into May, my responsibilities also included creating a building reopening plan and crafting building policies to meet the requirements of the Michigan governor's executive orders. Creating such a document was not within my previous scope as a parks & recreation coordinator.

Throughout the entire time, I have been responsible for purchasing Covid-related supplies for the city offices and ensuring that our custodial contractor is properly sanitizing the building. These are also new responsibilities related to the pandemic.

Christopher Clough

Parks & Recreation Coordinator

City of Lathrup Village



Dr. Sheryl L. Mitchell Theriot
City Administrator
City of Lathrup Village
27400 Southfield Road | Lathrup Village, MI 48076
smitchell@lathrupvillage.org
Office: 248.557.2600 x 225 | Cell: 248.520.0620

COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members
FR: Sheryl Mitchell Theriot, City Administrator
DA: January 25, 2021
RE: **MOTION TO APPROVE – LATHRUP VILLAGE – DOWNTOWN DEVELOPMENT COST SHARE AGREEMENT, 2021-2026**

During the FY 2020/21, conversations were initiated relative formalizing a cost-sharing agreement between the City of Lathrup Village and the Downtown Development Authority (DDA). Meetings were held between the appropriate terms in which the DDA would share or take on the expenses, in accordance with Public Act 57 of 2018.

The DDA has agreed to share in the following annual expenses with the City of Lathrup Village:

- I-696 Service Drive Maintenance - \$5,000
- Streetscaping - \$10,000
- Technology/Software - \$2,700
- Planning consultant fees - \$15,300
- Liability insurance - \$4,657
- A percentage of the salaries for the employees listed below. Percentage split is identified listing first the DDA, then the CITY:
 - DDA/CED Director (90/10)
 - DDA & Special Projects Manager (90/10)
 - City Administrator (10/90)
 - Treasurer (10/90)
 - Parks & Recreation Coordinator (15/85)
 - Code Enforcement Officer (45/55)

SUGGESTED MOTION:

TO APPROVE the attached Lathrup Village – Downtown Development Authority Cost Sharing Agreement for 2021-2026 and authorize the Mayor and City Administrator to sign on behalf of the City of Lathrup Village.

LATHRUP VILLAGE DOWNTOWN DEVELOPMENT COST SHARE AGREEMENT
2021 -2026

THIS AGREEMENT is entered into between LATHRUP VILLAGE DOWNTOWN DEVELOPMENT AUTHORITY (hereinafter referred to as "DDA"), and the CITY OF LATHRUP VILLAGE (hereinafter referred to as the "CITY").

WHEREAS, DDA has demonstrated special expertise in promoting the economic, physical and aesthetic redevelopment and maintenance of the downtown area, and these activities are directly and indirectly related to implementing the Development Plan and Tax Increment Financing Plan; and

WHEREAS, the expenses related to these activities are above and beyond what the CITY would incur, and it is more practical and efficient for the CITY and DDA to share or take on the expenses set forth herein than it would be for the CITY to incur these expenses on their own.

NOW THEREFORE, for mutual consideration, the parties hereby agree as follows:

1. **Term of Agreement.** The term of this Agreement shall be from January 1, 2021, through June 30, 2026, to be reviewed every 3-years.
2. **DDA Scope of Services.** DDA, its Director and staff shall devote their best professional efforts towards the following:
 - A. Provide staff assistance for the CITY by:
 - Coordinating with CITY staff in preparation of the DDA budget.
 - Administration of DDA grant programs to include disseminating information and distributing press releases about DDA grant programs; coordinating application intake; coordinating review of applications for completeness; conducting committee meetings for application review and recommendations; preparation and administration of grant contracts; inspection and validation of completed work and coordination of payment of grant funds.
 - Administer all planning and zoning related activities, including management of planning consultants.
 - Attending CITY Commission meetings and various committee meetings as requested by CITY staff.
 - B. Develop and implement projects and programming that further the mission and Development Plan of the DDA, including corridor cleanups, beautification, and placemaking projects.

- C. Assisting CITY staff and CITY Commissioners on projects, meetings, and workshops pertaining to downtown redevelopment.
 - D. Maintain an inventory/database of occupied and vacant properties in the DDA district to be updated quarterly.
 - E. Assist CITY with Code Enforcement and property maintenance activities in the DDA district.
 - F. Work with the CITY to evaluate and prioritize public infrastructure needs in the DDA district, emphasizing alley repairs, and establish an alley maintenance fund.
 - G. Coordinate and work with CITY on public infrastructure projects in the DDA District, including Southfield Road project, installation of side street parking, alleyways, bus stops, non-motorized transportation, etc.
 - H. Implement the Downtown Development Plan and support the CITY's implementation of the Comprehensive Plan.
 - I. Manage the maintenance contract for the I-696 Service Drive.
 - J. Maintain and enhance the streetscaping along Southfield, 11 Mile and Twelve Mile Roads, to include features such as banners, flower baskets, and holiday decorations. The DDA will also maintain the gateway flowerbeds, flowerbeds and planters at City Hall.
 - K. Promote programs and initiatives of the DDA and CITY by way of social media, e-newsletters, website, and printed marketing materials.
- 3. CITY Scope of Services.** The CITY, its City Administrator and staff shall devote their best professional efforts towards the following:
- A. Providing all financial services required of the DDA.
 - B. Assisting the DDA with organizing and management of promotional activities and events held in Municipal Park and/or Community Room, by way of the Parks & Recreation Department.
 - C. Promoting awareness of the downtown community through management of quarterly promotions annually including but not limited to the Outdoor Winter Market/Artisan Fair.
 - D. Attending DDA Board of Directors meetings and various committee meetings as requested by DDA staff.
 - E. Facilitate operational need of the DDA including office space, technology & software, etc.

4. Compensation. The DDA agrees to share the following annual expenses with the CITY:

- A. I-696 Service Drive Maintenance - \$5,000
- B. Streetscaping - \$10,000
- C. Technology/Software - \$2,700
- D. Planning consultant fees - \$15,300
- E. Liability insurance - \$4,657
- F. A percentage of the salaries and fringe benefits for the employees listed below. Percentage split is identified listing first the DDA, then the CITY:
 - DDA/CED Director (90/10)
 - DDA & Special Projects Manager (90/10)
 - City Administrator (10/90)
 - Treasurer (10/90)
 - Parks & Recreation Coordinator (15/85)
 - Code Enforcement Officer (45/55)

5. Reporting. DDA shall provide an account of activities to the CITY, through Board of Directors agendas, minutes and Director Reports provided to the CITY. These reports shall include detailed information regarding projects and programs of the DDA.

SIGNED BY DDA this _____ day of _____, 2021

SIGNED BY CITY this _____ day of _____, 2021

City of Lathrup Village

Lathrup Village Downtown Development Authority

BY: _____
Mykale Garrett, Mayor

BY: _____
Susie Stec, DDA Director

BY: _____
Sheryl L. Mitchell Theriot, City Administrator

BY: _____
Yvette Talley, City Clerk



Dr. Sheryl L. Mitchell Theriot

City Administrator

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members

FR: Sheryl Mitchell Theriot, City Administrator

DA: January 25, 2021

RE: MOTION TO APPROVE – DDA BYLAW AMENDMENTS – CHANGING THE DDA BOARD MEMBERSHIP FROM TEN (10) TO NINE (9)

At the January 15, 2021 DDA Meeting, they have recommended the following amendments to the bylaws relative the size of the board size, term limits for appointees, and terms of office for officers.

Currently the LVDDA has an eleven (11) person board, including an alternate. The alternate position was not included in the bylaw amendments and is being eliminated.

The DDA Board is comprised of the Mayor, nine (9) members. Per PA 57 of 2018, the minimum is the Mayor and eight (8) members. The number of members needed for a quorum to conduct business would be five (5).

SUMMARY OF DDA BYLAW AMENDMENTS

Article I, Section 1

Updating bylaws to follow procedures under Public Act 57 of the Compiled Laws of Michigan of 2018, Recodified Tax Increment and Financing Act.

Article III, Section 1

Under City Council's Authority, the DDA can ask City Council to reduce the number of seats. A motion would be needed to request City Council's consideration for seat reduction. Section 1 was updated with language from PA 57 of 2018.

Article III, Section 2

Term limits for appointees is limited to no more than three (3) consecutive terms.

Article IV, Section 2

The officers of the Board of Directors terms in office are extended from one year to a two (2) year term.

Article VII, Section 1 - Quorum

Changing quorum from 6 members to 5

Article XI, Section 1 - Amendment of Bylaws

Change affirmative votes needed from 7 to 6

Article XIV – Certification

Reflects changes to signature lines and amendment updates.

SUGGESTED MOTION:

TO APPROVE the amendments to the Downtown Development Authority Bylaws. The City Clerk is requested to certify the approval and refer the Bylaw Amendments to the Directors of the Lathrup Village Downtown Development Authority for their adoption.

CITY OF LATHRUP VILLAGE

**RESOLUTION APPROVING BYLAW AMENDMENTS TO THE
LATHRUP VILLAGE DOWNTOWN DEVELOPMENT AUTHORITY**

WHEREAS, Lathrup Village Downtown Development Authority (DDA/TIF) is authorized under the adopted Downtown Development Authority Ordinance (Chapter 77); and

WHEREAS, Public Act 57 of 2018 (MCL 125.4204) provides that the DDA/TIF board consists of the chief executive officer of the governing body of the municipality and not less than 8 or more than 12 members as determined by the governing body of the municipality; and

WHEREAS, the DDA/TIF Board has recommended amendments to the DDA Bylaws, including reducing the number of members to nine (9), and other related changes, including:

Article I, Section 1

Updating bylaws to follow procedures under Public Act 57 of the Compiled Laws of Michigan of 2018, Recodified Tax Increment and Financing Act.

Article III, Section 1

Under City Council's Authority, the DDA can ask City Council to reduce the number of seats.

Article III, Section 2

Term limits for appointees is limited to no more than three (3) consecutive terms.

Article IV, Section 2

The officers of the Board of Directors terms in office are extended from one year to a two (2) year term.

Article VII, Section 1 - Quorum

Changing quorum from 6 members to 5

Article XI, Section 1 - Amendment of Bylaws

Change affirmative votes needed from 7 to 6

Article XIV – Certification

Reflects changes to signature lines and amendment updates.

WHEREAS, the Lathrup Village City Council having reviewed the recommended changes, agrees with the proposed amendments, including reducing the DDA Board to nine (9) members.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Lathrup Village, does hereby approve the amendments to the Downtown Development Authority Bylaws. The City Clerk is requested to certify the approval and refer the Bylaw Amendments to the Directors of the Lathrup Village Downtown Development Authority for their adoption.

Adopted this 25th day of January, 2021.

Mykale Garrett, Mayor

I, Yvette Talley, City Clerk, for the City of Lathrup Village, Michigan, do hereby certify that the above resolution was adopted at a Regular meeting of the Lathrup Village City Council held on January 25, 2021.

Yvette Talley, City Clerk

CITY OF LATHRUP VILLAGE
DOWNTOWN DEVELOPMENT AUTHORITY

Bylaws

ARTICLE I: AUTHORITY

Section 1

The rules and procedures for the City of Lathrup Village Downtown Development Authority Board of Directors are subordinate and subject to the Public Act ~~197-57~~ of the Compiled Laws of Michigan of ~~1975~~2018, as amended, and Ordinance No 97-323 as amended, of the City of Lathrup Village, Michigan.

ARTICLE II: TITLE

Section 1

The title of the governing body shall be “Downtown Development Authority of the City of Lathrup Village Board of Directors”, or “Board of Directors”.

ARTICLE III: MEMBERS

Section 1

The Board of Directors shall be composed of the following ~~ten (10)~~ nine (9) members: the Mayor and ~~nine (9)~~ eight (8) persons who shall be appointed by the Mayor; such appointments to be subject to approval by a vast majority vote of the members-elect of the City Council.¹

Section 2

The terms of office of the members of the Board of Directors shall begin on the first day of February nearest the date of their appointment. The term of office of each member of the Board of Directors shall be four (4) years, except that in the case of the first Board of Directors appointed hereunder, two said members shall be appointed for a term of four (4) years, three of said members shall be appointed for a term of three (3) years, two of said members shall be appointed for a term of two (2) years, three of said members shall be appointed for a term of one (1) year and the Mayor shall be a member pursuant to the term of his/her office. Appointed Board of Directors are limited to no more than three (3) consecutive terms. All members shall hold office until their successors are appointed. Vacancies occurring other than through expiration of the term shall be filled for the unexpired term by the Mayor, subject to the approval by a majority of the City Council.

Section 3

Members of the Board of Directors may, after a public hearing, be removed from office in accordance with the provisions of the statute which these Bylaws are adopted.

Section 4

Unexcused Absences: If a member of the Board of Directors shall have three (3) unexcused absences from regular meetings of the Board of Directors, the member shall be subject to removal from office pursuant to Article III, Section 3. ² For reference, a Board Member's absence is unexcused if the member fails to notify City Staff in advance of a meeting and the member is not in attendance.

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~~ in even years for a ~~one~~ two (2) 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.

Section 4

Appointment of Director: The Board shall have the authority to hire a Director of the Authority, whose duties shall be as follows:

- a. Maintain the files of the Authority.
- b. Prepare all reports of the Authority action.
- c. Prepare the agenda for all meetings.
- d. Prepare and submit reports on matters to be submitted for Authority consideration.
- e. Sign all plans, maps, charts, surveys, studies and all records, documents and other papers and reports of the Authority action consistent with these bylaws.
- f. Set for Public Hearing all requests requiring same, and give notice of such hearings as required by law after Authority approval.
- g. Carry on all the administrative duties resulting from action of the Authority.
- h. Prepare, sign and distribute Authority Meeting Minutes.
- i. Present Minutes to the Authority for approval.
- j. Prepare and submit annual budget for consideration by the Authority, and other financial information necessary to apprise the Board of the Authority's financial position.
- k. Distribute agenda and related materials to Authority members.
- l. Give notice to Authority members of all meetings.
- m. Perform other duties as may be directed or assigned by the Board.

ARTICLE V: MEETINGS

Section 1

Regular Meetings of the Board of Directors shall be held monthly.³ Any regular meeting may be adjourned to a definite date by a majority of a quorum of the members. Adjourned or special meetings may be held at any time or any place established by the Board of Directors. Special meetings may be held as necessary, subject to the call of the Chairperson or Acting Chairperson or upon the request of a majority of the Board of Directors.

ARTICLE VI: THE ORDER OF BUSINESS

Section 1

The Chairperson shall have the discretion to change the order of business whenever he or she deems it advisable to do so either before or during the progress of the meeting.

ARTICLE VII: QUORUM

Section 1

For the transaction of ordinary business at any Regular Meeting, Adjourned Meeting or a Special Meeting, ~~six (6)~~five (5) members¹ shall constitute a quorum. An affirmative vote of the majority of the members present shall be necessary in order to make a decision.

ARTICLE VIII: MINUTES

Section 1

The Board of Directors shall keep a set of Minutes of all Regular and Adjourned Meetings and at Special Meetings where official business is transacted. These Minutes shall become a public record and shall be filed with the City Clerk.

ARTICLE IX: COMMITTEES

Section 1

An Executive Committee, consisting of the Chairperson, Vice Chairperson, Secretary and Treasurer shall convene to carry out purchasing decisions as enumerated in Article XI below.

All members of the DDA Board of Directors are also expected to serve on one of the four auxiliary Main Street Committees for at least 2 years of their 4 year term, which meet monthly to plan and execute economic development initiatives as prescribed by the Main Street Program.

Section 2

There may be such special committees as the Board may from time to time deem necessary.

ARTICLE X: TRAININGS

In order to achieve the Mission and Vision statements annually reviewed and adopted by the DDA Board of Directors, each Board Member is asked to complete 4 hours of training per year. 3 of these hours must be facilitated by either the National Main Street Center and/or Main Street Oakland County.

ARTICLE XI: AMENDMENT OF BYLAWS

Section 1

These Bylaws may be amended or added to by the affirmative vote of ~~seven (7)~~ six (6) out of the ~~ten (10)~~ nine (9) members. No change may be made unless written notice to amend shall be filed with the Secretary at a Regular Meeting preceding the meeting at which the motion to change is made. The requirement may be waived by the Board of Directors by a unanimous vote of the full Board of Directors.

ARTICLE XII: CONTRACTS, PURCHASING, LOANS, CHECKS AND DEPOSITS

Section 1. Contracts and Purchasing

A. Contracts

- a. The Board may authorize any officer or officers, agent or agents, to enter into any contracts or execute and deliver any instrument in the name of and on behalf of the Authority and such authority may be general or confined to specific instances.

- B. Transactions under \$1,000.00:
 - a. The Executive Director may, in the exercise of their sole discretion and authority, contract for the purchase of all property and agree to amendments of existing contracts wherein the transactions involve less than \$1,000.00.
 - b. Contracts made by the Board of Directors shall not be amended except by the Board of Directors, but substitutions or waivers arising in the course of performance involving less than \$1,000.00 may be authorized by the Executive Director.

- C. Transactions between \$1,000.00 and 5,000.00:
 - a. The Executive Director shall obtain comparative prices for purchases, except when they shall determine that no advantage to the DDA would result. A recommendation shall then be issued based on the information attained.
 - b. The Executive Committee will review the Executive Director's recommendation and vote to either approve or deny the purchase. A $\frac{3}{4}$ approval is required to complete the purchase and voting must be completed in person.
 - c. No competitive bidding shall be required as to these classes of contracts, unless the Executive Director so directs.
 - d. All contracts, purchase orders, amendments, and modification agreements also require approval from the Executive Committee.

- D. Transactions over \$5,000.00:
 - a. Any purchase of goods or services shall require the Board of Directors approval and comply with the competitive bid process articulated in the City Charter.
 - b. All requests for renewal and/or change orders which cause a contract to exceed \$5,000.00 per Bid or Proposal, or \$5,000.00 per vendor for any 12 month period shall also require the Board of Directors approval.

Section 2. Checks, Drafts, etc.

All checks, drafts, or other orders for the payment of money, notes of other evidence of indebtedness issued in the name of the Authority, shall be signed manually or by facsimile signature by such officer or officers, agent or agents of the Authority and in such manner as shall be from time to time determined by resolution of the Board.

Section 3. Deposits

All funds of the Authority not otherwise employed shall be deposited from time to time to the credit of the Authority in banks, trust companies, or other depositories as the Board may select.

ARTICLE XIII: FISCAL YEAR

The fiscal year for the Authority shall correspond at all times to the fiscal year for the City of Lathrup Village, Michigan.

ARTICLE XIV: CERTIFICATION

The undersigned, being respectively, the duly appointed and acting City Clerk for the City of Lathrup Village, Michigan and the acting Secretary of the Lathrup Village Downtown Development Authority, do hereby certify that the foregoing Bylaws were approved at a regular meeting of the City council of the City of Lathrup Village on the 7th day of June, 1999 and adopted by the Directors of the Lathrup Village Downtown Development Authority at a meeting of the Authority on the 6th day of July 1999.

John Kamar, DDS

Dr. John Kamar, Chairperson
Downtown Development Authority
City of Lathrup Village

Gloria Harris-Ford

Gloria Harris-Ford
City Clerk
City of Lathrup Village, Michigan

Bylaw Amendments:

- ¹ Approved by City Council on December 20, 1999, Action CO 99-153
- ² Approved by Board of Directors per Article X, Section 1 on 4/04/2000
- ³ Approved by Board of Directors per Article X, Section 1 on 10/14/2005
- ⁴ Approved by Board of Directors per Article X, Section 1 on 1/27/2015

ARTICLE XIV: CERTIFICATION

The undersigned, being respectively, the duly appointed and acting City Clerk for the City of Lathrup Village, Michigan, do hereby certify that the foregoing Bylaws were approved at a regular meeting of the City Council of the City of Lathrup Village on the _____ day of _____, 2021, and adopted by the Directors of the Lathrup Village Downtown Development Authority at a meeting of the Authority on the _____ day of _____ 2021.

<u>Mykale Garrett</u>	<u>Dan Sugg, Chairperson</u>
<u>Mayor</u>	<u>Downtown Development Authority</u>
<u>City of Lathrup Village</u>	<u>City of Lathrup Village</u>

_____	<u>Yvette Talley</u>
_____	<u>City Clerk</u>
_____	<u>City of Lathrup Village, Michigan</u>

Bylaw Amendments:

1 Approved by City Council on December 20, 1999, Action CO 99-153

2 Approved by Board of Directors per Article X, Section 1 on 4/04/2000

3 Approved by Board of Directors per Article X, Section 1 on 10/14/2005

4 Approved by Board of Directors per Article X, Section 1 on 1/27/2015

5 Approved by City Council on January 25, 2021 Resolution, per Article X1.

6 Approved by Board of Directors per Article XI, Section 1 on _____



Dr. Sheryl L. Mitchell

City Administrator

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members

FR: Sheryl L. Mitchell, City Administrator

DA: January 25, 2021

RE: **MOTION TO APPOINT MEMBERS TO DOWNTOWN DEVELOPMENT AUTHORITY (DDA)**

The DDA Board is comprised of residents, business owners, and elected officials who volunteer their time to improve the community. By ordinance, at least 6 members must be persons having an interest in property located within the DDA district. The members of the Board are appointed by the Mayor, and approved by the City Council, for four-year terms.

There is currently a 10-member Board. The DDA has recommended to City Council to reduce the size of the board to nine (9) members.

Currently serving on the DDA are: Dan Sugg (Chair), Bobbi Lovins, Bryan Ford, Fred Prime, Pam Shermeyer (term expires 2/1/2021), Dan Vanderbar, Mayor Kelly Garrett, and City Administrator Sheryl Mitchell Theriot. Cory Fortson was appointed as an alternate. The alternate position has been eliminated.

Appointments should be made for:

- 1 term expiring 2/1/2023 (vacant seat, finish term)
- 1 term expiring 2/1/2025
- 1 term expiring 2/1/2025 (**only** if keeping board at 10 members)

Applications were received from the following. (* = Mayor's recommendations)

- Shyla Beltur (* if keeping 10 members)
- Eleanor Fleming
- Victoria Johnson
- Angela SheMon Godfrey
- * Pam Shermeyer (current term expires 2/1/2021)
- * Mark Watts

Suggested Motion:

To Appoint to the Downtown Development Authority:

_____ for term ending 2/1/2023
 _____ for term ending 2/1/2025

AND ELIMINATE THE ALTERNATE POSITION AND REDUCE THE SIZE OF THE DDA BOARD TO NINE (9) MEMBERS.

OR --- APPOINT

_____ for term ending 2/1/2025 (**ONLY** if keeping board at 10 members)



Dr. Sheryl L. Mitchell

City Administrator

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members

FR: Sheryl L. Mitchell, City Administrator

DA: January 25, 2021

RE: **MOTION TO APPOINT MEMBERS TO THE BOARD OF REVIEW**

The three-member board, consists of tax-paying Lathrup Village residents appointed by the City Council. The Board of Review reviews the assessment roll received from the Assessor to check to see it is complete, accurate, uniform and valid. They conduct 2 sessions in March to hear appeals from property owners, and sessions in July and December for correcting clerical errors or mistakes.

The terms are for 3-years. Council is to appoint in January. The members meet annually in February to select a chairperson for the ensuring year.

Currently serving on the Board of Review are:

Leonard Alford III	(term expired 11/20/2020)
Michael McClanaghan	(term expired 11/20/2020)
Rebecca Curtiss	(resigned, term expires 12/31/2021)
Frank Brock, Jr. – alternate	(term expires 12/31/2022)

Appointments should be made for:

- 1 term expiring 12/31/2022
- 1 term expiring 12/31/2023
- 1 term expiring 12/31/2024

Applications were received from the following. (* = Mayor's recommendations)

- *Leonard Alford III
- *Regina Jones
- *Rhonda Wilson

Suggested Motion:

To Appoint to the Board of Review:

_____	for term ending 12/31/2022
_____	for term ending 12/31/2023
_____	for term ending 12/31/2024

CITY OF LATHRUP VILLAGE, MICHIGAN

BLACK HISTORY MONTH

RESOLUTION

Whereas Black History Month, celebrated during the month of February, originated in 1926 when Dr. Carter G. Woodson set aside a special period in February to recognize the heritage and achievements of Black people in the United States; and

Whereas, Since 1976, February has been recognized as BLACK HISTORY MONTH throughout North America; and,

Whereas, We encourage the celebration of Black History Month to provide a continuing opportunity for all people in the United States to learn from the past and understand the experiences that have shaped the United States; and

Now, Therefore, Be It Resolved, that Mayor Garrett and members of the Lathrup Village City Council encourage all residents to observe February as **BLACK HISTORY MONTH**.

Mykale Garrett, Mayor

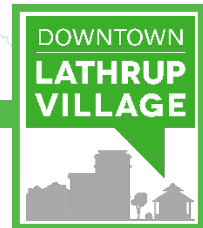
Bruce Kantor, Mayor Pro Tem

Ian Ferguson, Council member

Saleem Siddiqi, Council member

Donna Stallings, Council member

CITY OF LATHRUP VILLAGE
REPORTS FROM
BOARDS
COMMISSIONS
COMMITTEES



27400 Southfield Road
Lathrup Village, MI 48076

MEMORANDUM

To: Lathrup Village Downtown Development Authority Board of Directors

From: Susie Stec, Manager – Community & Economic Development / DDA Director

Date: January 13, 2021

Re: 2020 Year in Review

In accordance with PA 57 of 2018, the Lathrup Village Downtown Development Authority (LVDDA) submits the following information to fulfill the reporting requirements of the aforementioned act.

History & Mission

The LVDDA was formed and established in 1998 and expanded in 1999. Its mission is *to undertake public improvements that have the greatest impact to strengthen the downtown area and attract new investments*. To serve this mission, the LVDDA is dedicated to combining public and private resources for the physical and economic development of properties located within the district borders. LVDDA is active in the Main Street Oakland County program and is at the Associate Level.

The Board of Directors is comprised of eleven members consisting of the Mayor and ten appointees who are confirmed by City Council for four-year terms. These members have a vested interest in the district as a property owner, business owner/interest, and/or resident.

Name	Office	Stake in District	Term Ends
Kelly Garrett	Mayor		n/a
Sheryl Mitchell	Secretary	City Administrator	n/a
Bobbi Lovins		Business	2/1/2024
Bryan Ford		Resident	2/1/2023
Fred Prime	Vice Chair	Resident	2/1/2022
Pam Shermeyer		Resident	2/1/2021
Dan Sugg	Chair	Business	2/1/2022
Dan Verdebar		Realtor	2/1/2022
Cory Fortson (<i>alternate</i>)		Business	2/1/2023
Vacant			
Vacant			

The LVDDA activities are supported by the following City of Lathrup Village staff:

DDA Staff	Title
Susie Stec	DDA Director/Manager – Community & Economic Development
Pam Bratschi	Treasurer
Cori Dahl	DDA Specialist

In 2020, the LVDDA Board of Directors met ten times, formally canceled one meeting, and had one meeting canceled due to COVID-19. See appendix A for a complete attendance roster.

The LVDDA runs on a June/July fiscal year, which mirrors that of the City of Lathrup Village. Therefore, LVDDA’s budgeted revenues, expenses, and fund balances for Fiscal Years 2020/21 and 2019/20 are shown below.

	Revenues	Expenses	Fund Balance
FY 20/21	\$250,923	\$226,970	\$1,518,413
FY 19/20*	\$366,232	\$143,678	\$1,340,050

* actual figures

Synopsis of LVDDA Activities, Accomplishments, & Events

As with the rest of the world, 2020 has been a year of adaptation for LVDDA. The global COVID-19 pandemic required the LVDDA to quickly reimagine and implement new plans for events, programs, and support for businesses.

Awarded
\$1,500 as part of the Main Street Oakland County-Flagstar Façade and Placemaking Grant

Awarded
\$60,000
as part of the Transportation Alternatives Program (TAP) for city-wide bike path network

\$34,000
to 17 Lathrup Village Businesses through creation of Lovin' Lathrup Village Business Relief Mini-Grant

Awarded over
\$200,000
to nearly 40 small businesses with OC Small Business Relief Grants

Lathrup Village DDA's 2020 in a Glance
Follow us on Facebook: @LVDDA

Expanded the Southfield Road Corridor Cleanups and adopted Southfield Road

Streetscaping improvements with plans of expansion in 2021

Distribution of approximately 200 ReOpen Kits to Lathrup Village & Beverly Hills businesses

Creation of COVID-19 Resource page with financial resources

Shop Small November: Winter Market & Lathrup Business Bingo

Accomplishments

- **Adoption of Southfield Road**

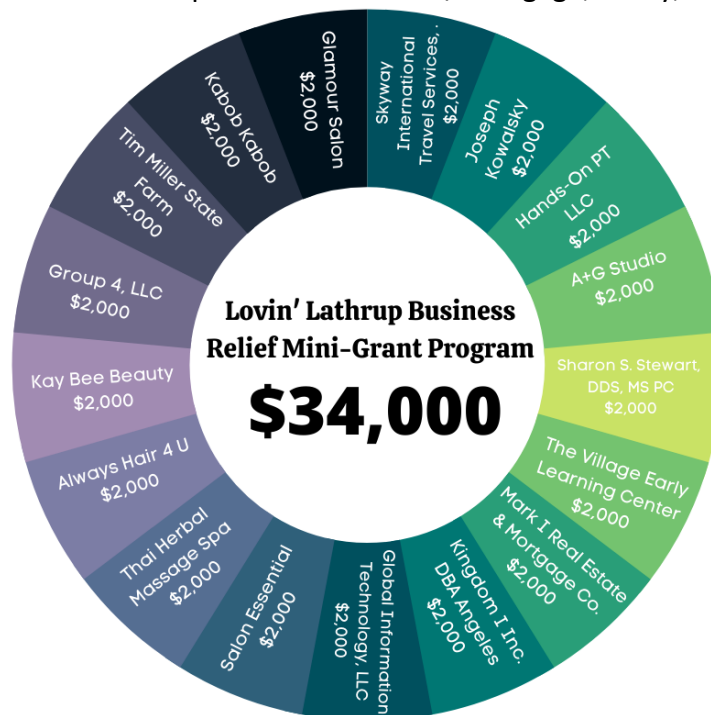
Through the Road Commission of Oakland County (RCOC), LVDDA adopted the Southfield Road Corridor between 11 Mile and 12 Mile Road. Two corridor cleanups were held (June & September), each of which saw two dozen volunteers participate, totaling four volunteer hours.

- **Streetscaping**

Though not as extensive as originally planned, small-scale streetscaping improvements were made through the installation of hanging baskets and large planters at City Hall. Additional hanging baskets will be installed throughout the district in 2021.

- **Lovin’ Lathrup Village Business Relief Mini-Grant Program**

The Lovin’ Lathrup Village Business Relief Mini-Grant Program awarded 17 businesses \$2,000 each, totaling \$34,000. These funds were raised through participating in the nation’s largest coordinated crowdfunding campaign which successfully raised \$12,600. This business incubator program provided grant funding to businesses impacted by the pandemic to cover expenses such as rent/mortgage, utility, and payroll.



- **Awarded Grants**

- LVDDA was awarded \$1,500 as part of the Main Street Oakland County-Flagstar Facade and Placemaking Grant for the Winter Market and Gateway Lighting & Landscaping.
- The city was awarded \$60K as part of the Transportation Alternatives Program (TAP) for the implementation of a city-wide bike path network which includes

signage and pavement markings. LVDDA recognizes the importance of non-motorized transportation alternatives as imperatives to fostering the walkability and continued placemaking in the community. LVDDA is partnering with the city to provide a bike repair station/kiosk in Municipal Park, as well as other marketing materials. This project is expected to be completed in May 2021.

- **COVID-19 Resources**

- LVDDA partnered with Oakland County to award over \$200K to nearly 40 small businesses as part of the Oakland County Small Business Relief Grants at the outset of the pandemic.
- In partnership with Main Street Oakland County, LVDDA distributed approximately 200 ReOpen Kits to Lathrup Village and Beverly Hills businesses. These kits included masks, gloves, hand sanitizer, touchless thermometers, and signage.
- LVDDA created a COVID-19 Resource page on the city's website and regular communication, particularly at the height of the pandemic. As the pandemic went from bad to worse in the spring, the DDA was sending weekly emails to businesses highlighting the multitude of financial resources and programming available. This was all synthesized on the COVID-19 Resource page, which continues to be updated regularly:

http://lathrupvillage.org/how_do_i/resources.php

- **Informational Meetings**

Per the requirements set forth in PA 57 of 2018, LVDDA held informational meetings on July 21st and October 20th. Approximately four individuals attended these meetings. These meetings were held via Zoom (and in-person!).

- **Planning-Related Activity**

- Continued participation Comprehensive Plan update
- Joint Meeting between the LVDDA, City Council, & Planning Commission were held on November 30th to discuss cannabis uses in the city, parking as a special land use in the R-1 district, and Southfield Road.

Events & Promotional Campaigns

- **Lovin' Lathrup Village**

LVDDA developed a new promotional logo. The logo was printed on reusable canvas bags and window stickers and will be distributed at events and to businesses.



- **Southfield Road Corridor Clean-Up**

Expanded the Southfield Road Corridor Cleanups and adopted Southfield Road as part of the RCOC Adopt-a-Road program. Nearly two dozen volunteers participated in a late-Spring and early-Fall cleanup along the city’s primary thoroughfare, totaling four volunteer hours. The DDA intended to strengthen this initiative and form a “cleanup crew”.

- **Outdoor Winter Market**

The LVDDA planned an Outdoor Winter Market for Shop Small Saturday on November 28th that would include 17 local artisans and vendors and a food truck. The Outdoor Winter Market was canceled due to Emergency Order under MCL 333.2253 on November 18th.

- **Lathrup Business Bingo**

Lathrup Business Bingo was a month-long event which encouraged shoppers to visit Lathrup Village businesses through November. This event was free to businesses interested in participating. It was promoted on social media, the city’s website, and published in the Southfield Sun. The Bingo was planned to conclude at the Outdoor Winter Market. Following the cancellation of the Market, the Bingo was extended to December 21st.

Meeting Date	Bobbi Lovins	Bryan Ford	Cory Fortson	Kelly Garrett	Sheryl Mitchell	Fred Prime	Pam Shermeyer	Dan Sugg	Dan Verderbar
1/10/2020	no quorum/canceled								
2/7/2020 SM	present	present	UA	present	excused	present	present	excused	present
2/14/2020	present	present	UA	excused	present	present	present	present	excused
3/20/2020	canceled								
4/03/20 SM	present	excused	UA	present	present	present	present	present	present
4/24/20 SM	present	excused	UA	present	present	present	present	present	present
5/15/2020	present	excused	UA	present	present	present	present	present	present
6/19/20 SM	present	present	UA	present	present	present	present	present	present
7/16/2020	present	present	UA	present	present	present	present	present	present
9/18/2020	present	excused	UA	present	present	excused	present	present	present
10/16/2020	present	present	UA	present	present	present	present	excused	excused
11/20/2020	present	present	UA	present	present	excused	present	present	excused
Total excused absences	0	4		1	1	1	0	2	2
Total unexcused absences	0	0	10	0	0	0	0	0	0

Key
 Special Meeting - SM
 Unexcused Absence - UA



2020 PLANNING COMMISSION ANNUAL REPORT

January 2021

Prepared with Assistance by:

giffels 
webster

2020 PLANNING COMMISSION ANNUAL REPORT

INTRODUCTION

The Michigan Planning Enabling Act (P.A. 33 of 2008, as amended) requires the Planning Commission to prepare, file and present an annual written report to the City Council. This document is intended to meet the state requirement as well as provide an overview of 2020 accomplishments.

The Planning Commission in Lathrup Village is comprised of seven members, many of whom have been on the Planning Commission for several years. These members come from a variety of professional backgrounds in architecture, business, finance, city planning, and education. The various perspectives and knowledge brought by these members creates a well-rounded Commission that maintains fair and thoughtful deliberations.

2020 was a challenging year for many communities. One of particular challenge was the health-related restriction on gatherings and meetings due to the Covid-19 pandemic. The State of Michigan amended the Open Meetings Act to allow for electronic meeting participation and the City of Lathrup utilized Zoom for its municipal meetings. The Planning Commission held one in-person meeting in January and held eight meetings electronically.

2020 PLANNING COMMISSION ROSTER

Name	Term Ending
Wilbert Fobbs III (Member)	3/1/23
Jason Hammond (Vice Chairperson)	5/21/21
Charo Hulleza (Member)	5/21/21
Bruce Kantor, City Council Liaison	
Mark Piotrowski, (Chairperson)	3/1/22
Les Stansbery (Member)	3/1/22
Anna Thompson (Secretary)	3/1/22

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT STAFF

Susan Stec, Community & Economic Development Manager.

Giffels Webster assists the city with planning and zoning services. Our team assists city staff with technical planning and zoning related calls, emails, and visits to the city. We also prepare reviews, memoranda, and reports for the Planning Commission, ZBA, and City Council, as needed. We attend all Planning Commission meetings as well as City Council meetings as requested. The GW team is directed by Jill Bahm, AICP, partner at GW, and supported by Matthew Wojciechowski, associate planner, Sri Ravali Komaragiri and Eric Pietsch, senior planners as well as our GIS team.

2020 Department activities

Development Reviews

In 2020, the Planning Commission reviewed 5 development applications. The Zoning Board of Appeals considered one application.

Site Plan Reviews. Site plan review takes place when an application is submitted for new construction or additions to ensure that development plans meet the standards of the Zoning Ordinance. These standards are primarily non-discretionary standards – these are objective standards such as setback, landscaping, lighting, and parking requirements.

Five site plans were reviewed by the Planning Commission in 2020. These site plans represented applications for “by right” development (permitted uses). Site plan approvals are valid for twelve months, with a one-year extension permitted by the Planning Commission. These site plans included:

- 26710-26780 Southfield Road – Lathrup Plaza
- 27208-27260 Southfield - JMC
- 28600-28690 Southfield - JMC
- 28820-28880 Southfield – JMC
- 27215 Southfield Road – Southfield Life Center

Special Land Uses. Special land uses are uses that may be permitted in certain locations within the city, provided that certain standards are met. The Zoning Ordinance provides general standards for special land uses, and some uses have their own additional standards. Generally, most standards are non-discretionary, but there are some discretionary standards that the Planning Commission considers during the review process. There were no special land use requests submitted to the city in 2020.

Public Input/Public Hearings. The Planning Commission meetings are open to the public, and “public comment” is an agenda item at every meeting. Public hearings are required for PUD, special land use, and rezoning applications. Throughout 2020, there were no development review items that required public hearing. One public hearing was held for the zoning ordinance amendment discussed below.

ZONING UPDATES

The Planning Commission worked on two amendments to the Zoning Ordinance this year:

- **R-1 Parking – Adjacent to MX District.** For many years, the Planning Commission has seen concepts for building expansion and reuse run into problems adequately addressing parking. Since 2015, the Planning Commission has discussed strategies to accommodate parking while also leaving some room for landscaping enhancements, outdoor dining or other amenities that may be desirable. The linear, narrow development pattern of the city’s commercial corridor is bounded by residential neighborhoods on one side and Southfield Road on the other. Any growth or revitalization has to occur within the 100 ft depth of these parcels. In addition to updating parking standards, providing for shared parking and allowing some parking to be provided in side-street rights-of-way, the Planning Commission prepared an amendment to allow parking as a special land use in the R-1 district when adjacent to the MX district and as part of a larger redevelopment project. A public hearing was held in December 2020.
- **Cannabis facilities.** Following a study group recommendation, City Council asked the Planning Commission to prepare zoning standards for cannabis facilities. These amendments were presented for a first draft in November and are being refined for a public hearing in early 2021.

OTHER HIGHLIGHTS

- The Planning Commission, City Council and DDA had one joint meeting this year to improve communication between the boards and commissions as well as to develop a shared vision for the future. At this meeting, the group discussed the long-range improvements to Southfield Road with the Road Commission for Oakland County.
- The Community & Economic Development Department continues to work with the Michigan Economic Development Corporation (MEDC) to ensure that the city retains its Redevelopment Ready certification.
- The Community & Economic Development Department continues to work with Main Street Oakland County on redevelopment strategies and organizational support.

MEETINGS

Body	Number of Meetings
Planning Commission	9
Zoning Board of Appeals	1
Joint City Council, Downtown Development Authority & Planning Commission	1

THE YEAR AHEAD

Comprehensive Plan. In 2019, the city’s Master Plan was ready for its five-year review, which is required by state law. This review was initiated by the Planning Commission in 2019 and the Planning Commission found that an update is needed. Since the Recreation Plan and Downtown Plan also need to be updated, the city launched a process to update all three plans as a Comprehensive Plan. This will allow the city to see how each of these plans relate to each other as well as encourage all boards and commissions responsible for implementation to see how their efforts are connected. The pandemic, development review and pressing zoning concerns has slowed the long-range planning process; however, it is anticipated that the plan will be completed in early 2021.

Zoning Amendments. The Comprehensive Plan will likely include zoning action strategies that recommend specific changes that may be needed to the Zoning Ordinance. Zoning-related work will likely occur after the planning process is complete.