

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, DECEMBER 21, 2020
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

Online:

<https://zoom.us/j/98420970318?pwd=eEYxRWNHADN6MzJLUFBJRTErMDdqQT09>

Telephone:

1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 984 2097 0318

Password: 845598

Click [LINK](#) to sign up for Public Comment – either written or live at the remote public meeting
<https://www.surveymonkey.com/r/CouncilMtg12-21-20>

AGENDA ITEMS

1. **Call to Order** by Mayor Garrett
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Agenda**

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.

5. Consent Agenda

- A. **Approval of Minutes** – November 23, 2020 Study Session
- B. **Approval of Minutes** – November 23, 2020 Council Meeting
- C. **Approval of Minutes** – November 30, 2020 Joint Meeting with Planning Commission & DDA
- D. **Approval of Minutes** – December 7, 2020 Council Meeting

6. **Consider / Approval of Monthly Disbursement Reports for the Month of November 2020:**

Motion to Approve Disbursements for The Month of November 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.

NOVEMBER 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	\$	175,144.42
TOTAL DISBURSEMENTS		\$	466,434.45

7. **Consider / Acceptance of the Department Reports**

8. **Presentation** – None

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

10. **Public Hearings** – None

11. **Action Requests – For Consideration/Approval:**

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

B. Accept the Infrastructure Study Group Recommendations and Approve the 2021 Capital Improvement Bond Proposal

C. Contract with Redstone Architect, Inc. for Police Department Expansion Study

D. Independent Contractor Agreement with C. V. Studios for LVTV Operations Manager Services

E. Contract with Municode for Meeting and Agenda Management Services

F. 2021 Council Meeting Calendar

G. 2021 Board of Review Meeting Dates

H. Appointments:

a. Lathrup Village Community Foundation (due to changing by-laws)

b. Historic District Commission – Robin Roberts, 3-year term ending 12-31-2023

I. Resolution – Racism as a Public Health Crisis

12. **CLOSED SESSION** – 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.

13. **City Administrator Report**

14. **City Attorney Report**

15. **Reports of Boards, Commissions and Committees**
16. **Unfinished / New Business**
17. **Public Comment** (Speakers are limited to 2 minutes)
18. **Mayor and Council Comments**
19. **Adjourn**

**NOTICE OF ELECTRONIC PUBLIC MEETING
CITY OF LATHRUP VILLAGE
CITY COUNCIL Meetings**

Monday, December 7, 2020 at 6pm – Study Session
Monday, December 21, 2020 at 6:00pm – Study Session
Monday, December 21, 2020 at 7:00pm – Council Meeting

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.

The electronic public meeting will be held as a Zoom electronic webinar. The public can participate via the Zoom application, internet and/or telephone. The public will be able to listen to all discussion by City Council members and will be permitted to speak for up to 3 minutes during the public comment section of the agenda.

Please note that callers/viewers will automatically be muted. Public comments can be submitted via the Chat Room or during Public Comment, when viewers are unmuted on an individual basis. Comments may also be emailed in by 12noon of the date of the meeting to: cityclerk@lathrupvillage.org,

CITY OF LATHRUP VILLAGE
CLICK FOR ZOOM WEBINAR SIGN IN INFORMATION

DECEMBER 7, 2020 AT 6PM – STUDY SESSION

Online:

<https://zoom.us/j/93074010682?pwd=N09uekEyVVZUdEtjZDZmS1BFbXVqZz09>

Telephone: 646 558 8656 or 301 715 8592

Webinar ID: 930 7401 0682

Password: 337867

Click [LINK](#) to sign up for Public Comment – either written or live at the remote public meeting

DECEMBER 21, 2020 AT 6PM – STUDY SESSION

Online:

<https://zoom.us/j/99077902879?pwd=dHVZdWZBMVpwNUsrS0tTMHB4Vzh5QT09>

Telephone: 646 558 8656 or 301 715 8592

Webinar ID: 990 7790 2879

Password: 706489

Click [LINK](#) to sign up for Public Comment – either written or live at the remote public meeting

DECEMBER 21, 2020 AT 7PM – COUNCIL MEETING

Online:

<https://zoom.us/j/98420970318?pwd=eEYxRWNHADN6MzJLUFBJRTErMDdqQT09>

Telephone: 646 558 8656 or 301 715 8592

Webinar ID: 984 2097 0318

Password: 845598

Click [LINK](#) to sign up for Public Comment – either written or live at the remote public meeting

ONLINE PARTICIPANTS can “raise their hand” to be recognized by the moderator. The moderator will announce when it is your turn to speak. Audio for participants will be unmuted on an individual basis. There is a 3-minute time limit.

NOTICE FOR TELEPHONE CALL IN ATTENDEES: In order to “raise your hand” press *9. In order to toggle between mute/unmute, press *6 on your telephone key pad

CITY OF LATHRUP VILLAGE CITY COUNCIL STUDY SESSION MEETING MINUTES NOVEMBER 23,2020

MINUTES OF THE STUDY SESSION MEETING OF THE CITY OF LATHRUP VILLAGE HELD ON MONDAY, NOVEMBER 23, 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 and City Clerk, Yvette Talley

All City Council members stated they are in Lathrup Village, MI- Oakland County

Meeting was called to order at 5:30 p.m. by Mayor Garrett

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

Discussed items:

- A. Discussion - Marijuana Licensing & Application Process – Scott Baker said he and Jill Bahm-Giffels Webster are working on a draft zoning Ordinance. Will have more information after the Joint meeting on November 30, 2020.
- B. Discussion –Police Department Expansion Study Update- Daniel Redstone, Architect gave an overview and answered specific questions. Discussed – Redevelopment of the lower level of City Hall for the Police Department. Discussed – Programming- space needs analysis, block diagrams/conceptual floor plans and building condition analysis – visual review of building systems in area of renovation.
- C. Discussion -Contracts – Updates Dr. Mitchell gave an overview and answered specific questions along with providing a list of contractors for the city. There will be an RFP done for the auditors. Working on the details in finalizing the job description for code enforcement. Downtown Development Authority approved the contribution to the salary to create a full-time position for code enforcement.
- D. Discussion- Infrastructure Committee Update – Mayor Pro Tem Kantor discussed roads & ditches - 1st year focus on streets that need to be repaired which have no ditches and minor repairs. Santa Barbara will be included as part of the road work, 450 ft of concrete of Lacrosse will be included due to the bad condition of the road but the city will cover the cost. City Council stated they are in agreement of using the extra money from the budget to fix Lacrosse. March 15, 2021 City Council will consider approval of a bond authorizing resolution. Discussion of list of eligible roads that will be repaired and asking for Council comments on which roads to be repaired so that survey work can begin.

Other infrastructure needs are: Starting in 2021 city will be required to replace annually 5% of lead service for 20 years until all lead lines are replaced. By 2025 the city is required to identify all lead and galvanized water leads in the city. City Administrator, Mayor Pro Tem Kantor will meet with city engineer to discuss lead, water meters and the self-identification process which residents will self-identify the issue. If lead is found, the city is responsible to replace the line. Water meters – city's water loss is 40% - discussed water meter replacement program. Sewer system – cost of repairs estimated \$120,000 cost per year for the next 3-4 years depending on findings. Water main- Goldengate, Wiltshire, Bloomfield, San Rosa and Glenwood should be replaced while the streets are being repaired. Fire hydrants – are old and in need of being replaced- 120 to be replaced at cost of \$4,500 each. Gate valves used to turn off water mains – we have 250 over 60% installed before 1930 and a lot of them are not working. The tank is in need of cost repairs as well. Discussion of current assets, estimated project costs, water rate increase – capital improvement bond.

E. House In the Woods Update – will discuss at the next study session.

Mayor and Council Comments

City Attorney Scott Baker gave an overview of pending litigation.

Public Comments

None

Adjournment

Meeting adjourned at 7:00 p.m.

CITY OF LATHRUP VILLAGE CITY CONCIL MEETING MINUTES NOVEMBER 23, 2020

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF LATHRUP VILLAGE HELD ON MONDAY, NOVEMBER 23, 2020 HELD REMOTELY VIA-ZOOM.

The meeting was called to order at 7:04 p.m. by Mayor Garrett and Roll Call was taken.

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

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

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 – Led by Darby Stec

CONSENT AGENDA

CO-20-178 Approval of Agenda

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

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

CO-20-179 Approval of Minutes – October 19, 2020 – Study Session Meeting

Motion Council member Stallings, seconded by Council member Siddiqi to approve the minutes for October 19, 2020 Study Session Meeting.

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

CO-20-180 Approval of Minutes – October 19, 2020 – City Council Meeting

Motion Council member Stallings, seconded by Council member Siddiqi to approve the minutes for October 19, 2020 City Council Meeting.

CITY OF LATHRUP VILLAGE CITY CONCL MEETING MINUTES NOVEMBER 23, 2020

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

CO-20-181 Approval of Minutes – November 9, 2020 -Study Session Meeting

Motion by Council member Stallings, seconded by Council member Siddiqi to approve the minutes for November 9, 2020 Study Session meeting.

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

CO-20-182 APPROVAL OF THE MONTHLY REPORTS FOR THE MONTH OF OCTOBER 2020

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

October Disbursements w/Salary Included

FUND 101	GENERAL FUND	\$ 414,308.84
FUND 102	MAJOR ROADS	\$ 11,360.63
FUND 203	LOCAL ROADS	\$ 51,582.79
FUND 258	CAPITAL FUND	\$ 6,470.00
FUND 494	DOWNTOWN DEV AUTH	\$ 32,587.25
FUND 592	WATER & SEW.	<u>\$ 237,689.10</u>
		\$ 753,998.61

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

CO-20-183 CONSIDERATION OF A MOTION TO ACCEPT DEPARTMENTAL REPORTS

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

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

CO-20-184 PRESENTATION

None

CO-20-185 PUBLIC COMMENT FOR ITEMS ON THE AGENDA

NONE

CITY OF LATHRUP VILLAGE CITY CONCIL MEETING MINUTES NOVEMBER 23, 2020

CO-20-186 PUBLIC HEARINGS -COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 2018 & 2019 REPROGRAMMING

None

CO-20-187 ACTION REQUESTS - FOR CONSIDERATION/APPROVAL

A. Consideration of MERS Defined Contribution Plan – Adoption Adoption Agreement Addendum

Dr. Mitchell gave an overview and answered specific questions.

Motion by Mayor Pro Tem Kantor, seconded by Council member Siddiqi to approve the MERS Defined Contribution Plan -Adoption Agreement Addendum and authorize the Mayor or City Administrator to sign the related documents.

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

B. Consideration To Approve the MERS Defined Benefit Plan -Adoption Agreement Addendum

Dr. Mitchell gave an overview and answered specific questions.

Motion by Mayor Pro Tem Kantor, seconded by Council member Stallings to approve the MERS Defined Benefit Plan – Adoption Agreement Addendum and authorize the Mayor or City Administrator to sign the related documents.

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

C. Consideration of the Approve the Interlocal Agreement for Oakland County to Approve the Designated Assessor for the Period January 1, 2021 Through December 31, 2025.

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

Motion by Council Stallings, seconded by Mayor Pro Tem Kantor to Approve The Interlocal Agreement for Oakland County to Approve the Designated Assessor for the Period January 1, 2021 through

CITY OF LATHRUP VILLAGE CITY CONCIL MEETING MINUTES NOVEMBER 23, 2020

December 31,2025 and authorize the Mayor to sign the related documents.

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

D. Consideration of Approval of the First Payment to Equix Integrity, Inc. for Sewer CCTV Project

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

Motion by Council member Ferguson, seconded by Council member Siddiqi to approve the First payment to Equix formerly known as Diversified Infrastructure Services for \$31,918.44 and authorize the City Administrator to sign the related documents.

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

E. Consideration to Approve the Upgrade of Part-Time Code Enforcement Position to a Full-Time Position

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

Motion by Mayor Pro Tem Kantor, seconded by Council member Stallings To approve the upgrade of the part-time code enforcement officer position to a full-time position with benefits. Approve the cost sharing with the DDA. Authorize the City Administrator to post and hire a person to fill this position.

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

F. Consideration to Approve the Lathrup Village COVID-19 Preparedness and Response Plan

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

Motion by Council member Siddiqi, seconded by Council member Stallings to approve the Lathrup Village COVID-19 Preparedness & Response Plan for Lower and Medium Exposure Employees.

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

CITY OF LATHRUP VILLAGE CITY CONCIL MEETING MINUTES NOVEMBER 23, 2020

G. Consideration to Approve the Staff Pandemic Bonus Authorization

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

Motion by Mayor Pro Tem Kantor, seconded by Council member Stallings to approve the Pandemic Bonus of \$250.00 to City of Lathrup Village staff and listed contractors.

Ayes: Ferguson, Garrett, Kantor, Siddiqi, Stallings

No: None

Motion carried.

H. Consideration of the Approve the Employee Appreciation for December 18th close at 12:00 noon – 4:30 p.m.

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

Motion by Mayor Pro Tem Kantor, seconded by Council member Stallings to approve the Closing of City Hall offices on Friday, December 18, 2020 from 12:00 p.m. to 4:30 p.m.

Ayes: Ferguson, Garrett, Kantor, Siddiqi, Stallings

No: None

Motion carried.

CO-20-188 **CITY ADMINISTRATOR REPORT**

Dr. Mitchell Theriot reported that City Hall has new and beautiful holiday decorations for all to enjoy. There will be a Joint meeting with City Council, Planning Commission and Downtown Development Authority on November 30 at 6:00 p.m. to discuss the parking mitigation plan for the Southfield Road project. City Hall will be closed for Thanksgiving Holiday November 26th and 27th. City Hall will be closed daily for lunch 12:30 p.m.-1:30 p.m. with some employees working from home to limit contact in the office. Lathrup Village Community Foundation is having a fund raiser at Shields Pizza and they will donate 20% of your purchases through the end of December to the LVCF!

CO-20-189 **CITY ATTORNEY**

None

CO-20-190 **REPORTS OF BOARDS COMMISSIONS AND COMMITTEES**

Dr. Mitchell Theriot shared the SOCRRA Quarterly Report and the SOCWA Quarterly Report of October 2020.

Mayor Pro Tem Kantor reported - Infrastructure committee discussed selecting potential streets infrastructure needs, roads and ditches with road construction beginning next Spring. First year will work on streets with little to no ditching needs. Year 2 and 3 prioritizing the streets with ditching needs. Looking at other infrastructure needs: lead testing, water meters, sewer, fire hydrants, lead abatements, retention tanks etc. Discussed capital improvement bonds to pay for these projects. If you want more information, tune in to the November 23, 2020 Study Session meeting.

CITY OF LATHRUP VILLAGE CITY CONCIL MEETING MINUTES NOVEMBER 23, 2020

CO-20-191 UNFINISHED/NEW BUSINESS

Council member Ferguson requested an update on water loss. Dr. Mitchell Theriot stated they are looking to test several residential water meters to see if they are properly calibrated to make plans to transition to a new system.

CO-20-192 PUBLIC COMMENTS

None

CO-20-193 MAYOR AND CITY COUNCIL COMMENTS

Council member Ferguson stated Oakland County Executive, David Coulter will have a town hall meeting tomorrow at 7:00 p.m. to discuss COVID-19.

Mayor Pro Tem Kantor thanked City Administrator and City Treasurer on a great job keeping Lathrup Village in good financial standing.

City Council wished everyone a wonderful Thanksgiving holiday.

CO-20-194 ADJOURNMENT

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

Ayes: Ferguson, Garrett, Kantor, Siddiqi

No: None

Motion carried.

The meeting was adjourned at 8:00 p.m.

Transcribed by Yvette Talley

Mykale Garrett, Mayor

Transcribed by Yvette Talley

City Clerk

CITY OF LATHRUP VILLAGE JOINT MEETING MINUTES NOVEMBER 30, 2020

MINUTES OF THE JOINT MEETING OF THE CITY COUNCIL OF THE CITY OF LATHRUP VILLAGE, LATHRUP VILLAGE DOWNTOWN DEVELOPMENT AUTHORITY AND CITY OF LATHRUP VILLAGE PLANNING COMMISSION HELD ON MONDAY, NOVEMBER 30, 2020 HELD REMOTELY VIA ZOOM.

The meeting was called to order at 6:03 p.m. by Mayor Pro Tem Kantor and Roll Call was taken.

Present: Mayor Mykale Garrett and Mayor Pro Tem Kantor

Council member: Saleem Siddiqi

Absent: Council members Ian Ferguson and Donna Stallings

City Council members each stated they are in Lathrup Village, MI – Oakland County. Mayor Pro Tem Kantor is located in Harbor Springs, MI – Emmet County

City of Lathrup Village: City Administrator, Dr. Sheryl L. Mitchell Theriot, Assist City Admin/Treasurer, Pamela Bratschi, City Attorney, Scott Baker, Community and Economic Development Manager, Susie Stec and City Clerk, Yvette Talley

DDA Board Members: Bobbi Lovins, Birmingham, MI – Oakland County, Kelly Garrett, Fred Prime, Pam Shermeyer, Bryan Ford are located in Lathrup Village, MI – Oakland County, Dr. Sheryl Mitchell Theriot, Detroit, MI Wayne County, Dan Sugg Plymouth, MI – Wayne County

Absent: Dan Verdebar

Planning Commissioners: Mark Piotrowski, Wilbert Fobbs III, Jason Hammond , Les Stansbery are located in Lathrup Village, MI - Oakland County. Bruce Kantor located in Harbor Springs, MI - Emmet County, Anna Thompson located in Ann Arbor, MI – Washtenaw County

Absent: Commissioner Hulleza

Others Present: Jill Bahm & Sri Komaragiri ,Giffels Webster, Jeremy Schrot, Sam Fitzer- Road

Commission-Oakland County

Purpose of this meeting - a status update on Southfield Rd. project, parking special land use and cannabis

Jeremy Schrot gave an overview parking mitigation, intersection safety, negotiation of private property during the right-of-way phase. Road Commission would be the owners of property that is purchased along Southfield Rd. Discussed: There will be an expansion of the right-of-way near 11 mile and Southfield Rd. The traffic study is set up with the current speed limit and it is not the goal to address speed but to address the traffic volume, to improve pedestrian/cyclist travel, improve roadway safety and meet the master plan requirements. Discussion on cost of the project for Lathrup Village will be parking mitigation costs.

CITY OF LATHRUP VILLAGE JOINT MEETING MINUTES NOVEMBER 30, 2020

If there are any suggested updates or modifications of the parking mitigation plan submit changes by December 11th.

R1 District as special land use – Jill Bahm Discussed - to allow parking as a special land use. Goal of the approach: encourage quality redevelopment in line with master plan. Discussed alley concepts- alley improvements and parking.

Cannabis Ordinance -Discussion -Jill Bahm gave an overview and answered specific questions relevant to safety, parking, traffic, energy/water, odor which will be addressed in the ordinance.

Scott Baker – discussed the general ordinance on operational standards. Yet to be determined, point system or scoring method that City Council, Planning Commission and City staff will have input. Location of businesses will not be in the village center. Medical Provisioning centers are allowed to deliver. Another question - is curbside service allowed? Will look into questions asked to discuss at future meetings.

Public Comment

Nate Karrumi -Precise MRI owner – stated buildings close to city hall and police department will be an asset to the city. The buildings are in need of renovations and to open a viable business in a newly renovated building will be good for the city.

Meeting adjourned: 7:30 p.m.

Transcribed by: Yvette Talley, City Clerk

CITY OF LATHRUP VILLAGE CITY COUNCIL STUDY SESSION MEETING MINUTES DECEMBER 7, 2020

MINUTES OF THE STUDY SESSION MEETING OF THE CITY OF LATHRUP VILLAGE HELD ON MONDAY, DECEMBER 7, 2020 REMOTELY VIA ZOOM.

Present: Mayor Mykale Garrett and Mayor Pro Tem Kantor
Council members Saleem Siddiqi and Donna Stallings

Absent: Council member Ian Ferguson

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 and City Clerk, Yvette Talley

All City Council members stated they are in Lathrup Village, MI- Oakland County

Meeting was called to order at 6:04 p.m. by Mayor Garrett

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

Discussed items:

- A. Discussion – Tree Replacement Program – Roger Lynn, 18590 San Jose Blvd, Lathrup Village, MI said he would like to see tree replacement program implemented again to purchase trees at cost. Susie Stec stated DTE tree grant and DNR tree grant she will be applying for those funds next Spring. Dr. Mitchell stated Oakland County has a tree program that the city was going to utilize but COVID-19 happened. A tree committee will be implemented -Roger Lynn and Perry MacNeille both are interested in being on the committee.
- B. Discussion –Agenda and Meeting Management Software – Municode – Leon Rogers of gave an overview and answered specific questions. This program will streamline the process to create, approve and post meeting agendas/minutes. Topics covered: Service & support, portal features, board - management features, pricing and service agreement. This item will appear on the December 21 City Council meeting agenda.
- C. Marijuana Licensing & Application Process – Scott Baker stated that he’s waiting on feedback from City Council members.
- D. Discussion -Contracts – Infrastructure Committee Update – Mayor Pro Tem Kantor stated he presented the Infrastructure Study Group Road recommendation with a list of eligible streets chosen for repair. Awaiting feedback from Council members.
- E. Discussion -Draft Resolution – Racism as a Public Health Crisis was received Dr. Mitchell gave an overview.

- F. Discussion - Draft 2021 Council Meeting Dates & Holidays – Dr. Mitchell presented the proposed draft.
- G. Appointments to the following boards: Lathrup Village Community Foundation, changing their bylaws to still keep the City Administrator or designee but changing to 1 City Council member to be appointed by Council.- term of office will coincide with the elected official's term of office. Appointments available - Historic District Commission and Downtown Development Authority.
- H. City Administrator Updates- Dr. Mitchell stated there was an employ who tested positive for coronavirus; therefore, all employees will be tested. The City of Southfield Fire Department will come to Lathrup Village to test all employees. City of Southfield is offering free coronavirus testing to all Oakland County residents. Public comment form – survey monkey tool is in the testing phase for this month. City will be closed for lunch 12:30 p.m.- 1:30 p.m. daily and Staff Appreciation will be December 18th municipal offices closing at 12:00 noon. House in the Woods and Auditor are in process. Code Enforcement full time position application deadline December 11, 2020. Tim Prast-DPS will be retiring and a celebration will be December 15th. Negotiations are ongoing with the Police Department and Command and their contract expires at the end of this year. Chief McKee is working Oakland County creating a transparency platform. Planning Commission will be discussing the capital improvement plan at their study session meeting December 15th. Joint meeting parking as a special land use public hearing on December 15th. Your Town will be mailed soon. Santa and tree lighting will be virtual this year. Alliance for Rouge Communities display in hallway - City Hall. Lead and copper assessment will be available for residents. We are accepting food and pantry items for the Lighthouse shelter – there's a donation box at City Hall. Community Foundation has a fund raiser (posted - www.lathrupvillage.org)at Shields Restaurant until December 31, 2020.

Mayor and Council Comments

Public Comments

None

Adjournment

Meeting adjourned at 7:14 p.m.

Memorandum

To: Mayor and City Council

From: Pamela Bratschi, Treasurer/Assistant City Administrator

Date: December 16, 2020

Re: Monthly Approval of Disbursements

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

MOTION:

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

NOVEMBER 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	\$	175,144.42
TOTAL DISBURSEMENTS		\$	466,434.45

CITY OF LATHRUP VILLAGE

Disbursement Report

Period covered 11/1/2020-11/15/2020

Gross Payroll:

Payroll Department	Amount	Personnel
Admin	\$15,510.64	Bratschi, Carlton, London, Mitchell Schultz, Talley
DDA	\$2,788.75	Stec, Dahl
Bldg Mnt	\$0.00	
Police	\$43,100.71	Becker, Button, Carmack, Elhourani,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 \$64,321.22

Deductions \$24,341.58

Net Payroll \$39,979.64

*** Fund Totals Include Gross Payroll**

General Fund	\$60,493.68
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	\$2,788.75
Water & Sewer Fund	\$1,038.79
Total	\$64,321.22

CITY OF LATHRUP VILLAGE
Disbursement Report

Period covered 11/16/2020-11/30/2020

Gross Payroll:

Payroll Department	Amount	Personnel
Admin	\$15,510.64	Bratschi, Carlton, London, Mitchell Schultz, Talley
DDA	\$3,688.75	Stec, Dahl
Bldg Mnt	\$0.00	
Police	\$41,652.02	Becker, Button, Carmack, Elhourani,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">**\$63,772.53**

Deductions align="right">**\$22,862.55**

Net Payroll align="right">**\$40,909.98**

*** Fund Totals Include Gross Payroll**

General Fund	\$210,708.10
Major Road Fund	\$2,262.10
Local Road Fund	\$4,292.11
Capital Acquisition Fund	\$0.00
Debt Service Fund SDS Bonds	\$0.00
Downtown Development Authority	\$10,745.29
Water & Sewer Fund	\$174,105.63
Total	\$402,113.23

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000.000					
101-000.000-206.000	TAX OVERAGE REFUND	HAROLD BLAIR	TAX OVERAGE	11.10	2750
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	MICHIGAN ST. DISBURSEMEN	CHILD SUPPORT	282.75	44684
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	POLICE & FIREMEN'S INS.	INSURANCE	56.34	44695
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	AFLAC	AFLAC INSURANCE	128.60	44713
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	MICHIGAN ST. DISBURSEMEN	CHILD SUPPORT	282.75	44729
101-000.000-243.000	ENGINEERING DEPOSITS	GIFFELS-WEBSTER ENG INC	11 MILE AND LATHRUP DEVELOPMENT	145.00	44724
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	JACQUELINE NORRIS	COMMUNITY ROOM DEPOSIT	300.00	44676
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	KEVIN WATKINS	REFUND FOR COMMUNITY ROOM	900.00	44678
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	MONICA THOMPSON	MUNICIPAL PARK DEPOSIT REFUND	120.00	44731
101-000.000-246.000	POLICE UNION DUES	COMMAND OFFICERS ASSN. O	UNION DUES	67.60	44649
101-000.000-283.000	PERFORMANCE BONDS	modern xterior improveme	BD Bond Refund	150.00	44730
101-000.000-344.000	DEF COMP PAYABLE ICMA CLEARIN	ICMA RETIREMENT TRUST-45	ICMA DEF COMP 457	3,897.41	44673
101-000.000-344.000	DEF COMP PAYABLE ICMA CLEARIN	ICMA RETIREMENT TRUST-45	ICMA DEF COMP 457	4,990.99	44727
101-000.000-456.000	BUILDING PERMITS	AMERIPRO ROOFING	CANCELED BUILDING PERMIT	402.00	44633
101-000.000-470.000	RECREATION SPECIAL PROGRAMS	ANNETTE KINGSBURY	REFUND FOR SENIOR LUNCHEON	15.00	44634
101-000.000-470.000	RECREATION SPECIAL PROGRAMS	GWENDOLYN MARIDADA	REFUND FOR SENIOR LUNCHEON	7.50	44666
101-000.000-470.000	RECREATION SPECIAL PROGRAMS	MINNIE CLARK	REFUND FOR CITY LUNCHEON	15.00	44685
101-000.000-470.000	RECREATION SPECIAL PROGRAMS	ROSALIE RUUD	REFUND FOR SENIOR LUNCHEON	30.00	44699
Total For Dept 000.000				11,802.04	
Dept 100.000 GOVERNMENT SERVICES					
101-100.000-726.000	OFFICE SUPPLIES	STAPLES	OFFICE SUPPLIES	57.04	44703
101-100.000-726.000	OFFICE SUPPLIES	NATIONAL BAND & TAG CO.	DOG TAGS	90.02	44732
101-100.000-732.000	CODE ENFORCEMENT	EXCELL SNOW & TURF MAINT	NUISANCE CUT	60.00	44659
101-100.000-803.000	MEMBERSHIPS & MEETINGS	PROTEC	MEMBERSHIP	509.38	44696
101-100.000-803.000	MEMBERSHIPS & MEETINGS	SEMCOG	2020 ANNUAL MEMBERSHIP	785.00	44736
101-100.000-804.000	BUILDING TRADE INSPECTION	MCKENNA & ASSOC.	PLUMBING, MECHANICAL AND ELECTRICAL I	1,987.05	44683
101-100.000-804.000	BUILDING TRADE INSPECTION	MCKENNA & ASSOC.	BUILDING INSPECTIONS	9,682.75	44683
101-100.000-805.000	CABLE TELEVISION	C V STUDIOS	CABLE SERVICES PROVIDED	2,762.38	44717
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	216.19	44632
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	CARDMEMBER SERVICE	POSTAGE, DDA, PARKS AND REC, OFFICE S	20.15	44644
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	CLIFTON GRANT	ADDITIONAL WORK	110.00	44646
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	CLS CONTINENTAL LINEN SE	LINEN CLEANING AND CUSTODIAL SUPPLIES	65.47	44647
101-100.000-810.000	AUDITING & ACCOUNTING	PLANTE & MORAN	AUDIT SERVICES PROVIDED	17,050.00	44694
101-100.000-848.000	GOVERNMENT OPERATIONS	GREG BAGNIK DBA SIGNATUR	APPRAISAL SERVICES	350.00	44665
101-100.000-848.000	GOVERNMENT OPERATIONS	CARDMEMBER SERVICE	POSTAGE, DDA, PARKS AND REC, OFFICE S	304.15	44644
101-100.000-848.001	TECHNOLOGY	CARDMEMBER SERVICE	POSTAGE, DDA, PARKS AND REC, OFFICE S	54.99	44644
101-100.000-848.001	TECHNOLOGY	I.T. RIGHT	COMPUTER AND SETUP	1,132.00	44726
101-100.000-850.000	TELEPHONE EXPENDITURES	BSB COMMUNICATIONS, INC.	PHONE REPAIR	62.50	44642
101-100.000-850.000	TELEPHONE EXPENDITURES	COMCAST	CABLE AND INTERNET	262.22	44648
101-100.000-850.000	TELEPHONE EXPENDITURES	PAETEC	PHONE BILLS	618.46	44692
101-100.000-850.000	TELEPHONE EXPENDITURES	BSB COMMUNICATIONS, INC.	PHONE REPAIRS	1,182.37	44642
101-100.000-850.000	TELEPHONE EXPENDITURES	PAETEC	PHONE BILL	412.57	44692
101-100.000-850.000	TELEPHONE EXPENDITURES	VERIZON WIRELESS	CELL PHONE BILLS	212.63	44743
101-100.000-860.000	VEHICLE EXPENSE	SHERYL MITCHELL	VEHICLE ALLOWANCE	400.00	44737
101-100.000-860.000	VEHICLE EXPENSE	US BANK VOYAGER FLEET SY	FUEL CHARGES FOR CITY VEHICLES	229.45	44741
101-100.000-882.000	PLANNING/CONSULTING FEES	GIFFELS-WEBSTER ENG INC	CMS ROW PERMIT REVIEWS	435.00	44724
101-100.000-901.000	POSTAGE FEES	CARDMEMBER SERVICE	POSTAGE, DDA, PARKS AND REC, OFFICE S	48.30	44644
Total For Dept 100.000 GOVERNMENT SERVICES				39,100.07	
Dept 101.000 ADMINISTRATION					
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS BLUE SHIELD	INSURANCE	499.06	44639
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	INSURANCE	3,691.15	44638

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 101.000 ADMINISTRATION					
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	225.05	44709
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPA	INSURANCE	172.54	44739
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	225.05	44742
101-101.000-717.000	CODE ENFORCEMENT LEGAL	BAKER & ELOWSKY, PLLC	LEGAL SERVICES PROVIDED	3,022.50	44637
101-101.000-718.000	ELECTIONS	HOME DEPOT CREDIT SERVIC	DOG PARK, BUILDING SUPPLIES	65.91	44668
101-101.000-718.000	ELECTIONS	AUDREY ELIZABETH GROSMAN	ELECTION WORKER	220.00	44636
101-101.000-718.000	ELECTIONS	BRIANNA BLUST	ELECTION WORKER	200.00	44641
101-101.000-718.000	ELECTIONS	CARDMEMBER SERVICE	POSTAGE, DDA, PARKS AND REC, OFFICE S	26.76	44644
101-101.000-718.000	ELECTIONS	CHARLES ROBINSON	ELECTION WORKER	210.00	44645
101-101.000-718.000	ELECTIONS	CLIFTON GRANT	ADDITIONAL WORK	270.00	44646
101-101.000-718.000	ELECTIONS	DOMINIQUE HICKS	ELECTION WORKER	200.00	44654
101-101.000-718.000	ELECTIONS	FRANCES D. SCHOTT-BAER	ELECTION WORKER	170.00	44663
101-101.000-718.000	ELECTIONS	GLORIA HARRIS-FORD	ELECTION WORKER	50.00	44664
101-101.000-718.000	ELECTIONS	GLORIA HARRIS-FORD	ELECTION ASSISTANT	1,037.00	44664
101-101.000-718.000	ELECTIONS	HAROLYN BAKER	ELECTION WORKER	200.00	44667
101-101.000-718.000	ELECTIONS	IAN ZITRON	ELECTION WORKER	190.00	44672
101-101.000-718.000	ELECTIONS	KATHLEEN BARLOW	ELECTION WORKER	170.00	44677
101-101.000-718.000	ELECTIONS	KIMBERLY BOWDEN-ADAIR	ELECTION WORKER	170.00	44679
101-101.000-718.000	ELECTIONS	LINDA RANDLE	ELECTION WORKER	160.00	44680
101-101.000-718.000	ELECTIONS	MARY MOIX	ELECTION WORKER	170.00	44682
101-101.000-718.000	ELECTIONS	MYRA ALLEN	ELECTION WORKER	250.00	44687
101-101.000-718.000	ELECTIONS	MYRA ALLEN	ELECTION ASSISTANT	365.00	44687
101-101.000-718.000	ELECTIONS	RACHEL RAIMI	ELECTION WORKER	190.00	44697
101-101.000-718.000	ELECTIONS	REGINA COBB	ELECTION WORKER	190.00	44698
101-101.000-718.000	ELECTIONS	SHARON ALLEN	ELECTION WORKER	160.00	44700
101-101.000-718.000	ELECTIONS	SHAWN DRISCOLL	ELECTION WORKER	200.00	44701
101-101.000-718.000	ELECTIONS	TINA ANGELELLI	ELECTION WORKER	145.00	44705
101-101.000-718.000	ELECTIONS	TINA DAVIS	ELECTION WORKER	220.00	44706
101-101.000-718.000	ELECTIONS	VALERIE MIERZWA	ELECTION WORKER	160.00	44708
101-101.000-718.000	ELECTIONS	WILMA PATRICK	ELECTION WORKER	180.00	44710
101-101.000-718.000	ELECTIONS	YOLANDA ARNOLD	ELECTION ASSISTANT	228.50	44711
101-101.000-718.000	ELECTIONS	ELECTIONS SYSTEMS & SOFT	ELECTION SUPPLIES	1,094.70	44722
101-101.000-721.000	DATA PROCESING & ASSESSMENTS	ADVANCED MARKETING	WINTER TAX BILL	418.36	44712
101-101.000-722.000	LEGAL SERVICES	STEVEN H. SCHWARTZ	LEGAL SERVICES PROVIDED	1,662.50	44704
101-101.000-722.000	LEGAL SERVICES	BAKER & ELOWSKY, PLLC	LEGAL SERVICES PROVIDED	3,930.00	44637
Total For Dept 101.000 ADMINISTRATION				20,739.08	
Dept 201.000 BUILDING & GROUNDS					
101-201.000-702.000	SALARIES PART-TIME	CLIFTON GRANT	CLEANING SERVICES PROVIDED	538.43	44646
101-201.000-702.000	SALARIES PART-TIME	MICHIGAN ST. DISBURSEMEN	SPOUSAL SUPPORT	649.75	44684
101-201.000-702.000	SALARIES PART-TIME	CLIFTON GRANT	ADDITIONAL WORK	120.00	44646
101-201.000-702.000	SALARIES PART-TIME	CLIFTON GRANT	CLEANING SERVICES PROVIDED FOR CITY H	538.43	44718
101-201.000-702.000	SALARIES PART-TIME	CLIFTON GRANT	ADDITIONAL WORK	300.00	44718
101-201.000-702.000	SALARIES PART-TIME	AFLAC	AFLAC INSURANCE	71.64	44713
101-201.000-702.000	SALARIES PART-TIME	MICHIGAN ST. DISBURSEMEN	SPOUSAL SUPPORT	649.75	44729
101-201.000-920.000	UTILITIES	DTE ENERGY	ELECTRIC BILLS FOR CITY BUILDINGS	1,449.39	44655
101-201.000-920.000	UTILITIES	CONSUMERS ENERGY	ENERGY BILLS FOR CITY BUILDINGS	575.19	44650
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	DETROIT ELEVATOR COMPANY	ROUTINE MAINTENANCE NOVEMBER 2020	215.00	44653
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	HOME DEPOT CREDIT SERVIC	DOG PARK, BUILDING SUPPLIES	1,178.47	44668
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	CARDMEMBER SERVICE	POSTAGE, DDA, PARKS AND REC, OFFICE S	239.00	44644
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	CLIFTON GRANT	SANITIZING CITY HALL	504.00	44646
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	J.C. EHRlich CO.INC	PEST CONTROL	91.00	44674

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 201.000 BUILDING & GROUNDS					
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	ALLIED BUILDING SERVICES	CLEANED AND DISINFECTED ALL TOUCH POI	1,100.00	44714
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	ALLIED BUILDING SERVICES	COMPLETED DUCT WORK CORRECTIONS	3,100.00	44714
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	CLIFTON GRANT	ADDITIONAL WORK	240.00	44718
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	CLIFTON GRANT	SANITIZING CITY HALL	504.00	44718
Total For Dept 201.000 BUILDING & GROUNDS				12,064.05	
Dept 301.000 PUBLIC SAFETY					
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS BLUE SHIELD	INSURANCE	2,495.30	44639
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS-BLUE SHIELD	INSURANCE	13,892.76	44640
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	INSURANCE	1,040.84	44638
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	38.40	44709
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	574.70	44709
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPA	INSURANCE	292.18	44739
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	38.40	44742
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	574.70	44742
101-301.000-726.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	288.84	44632
101-301.000-726.000	OFFICE SUPPLIES	CARDMEMBER SERVICE	POSTAGE, DDA, PARKS AND REC, OFFICE S	74.74	44644
101-301.000-726.001	SUPPLIES - COVID 19	DELL MARKETING L.P.	VLA OFFICE STD 2019	1,088.36	44652
101-301.000-726.001	SUPPLIES - COVID 19	DELL MARKETING L.P.	VLA WINDOWS PRO10 UPGRADE	621.10	44652
101-301.000-729.000	OFFICE MACHINE MAINTENANCE	PREMIER BUSINESS PRODUCT	COPY CHARGES	705.16	44734
101-301.000-803.000	MEMBERSHIPS & MEETINGS	FBI-LEEDA	MEMBERSHIP FEE	50.00	44660
101-301.000-803.000	MEMBERSHIPS & MEETINGS	IAFCI	ANNUAL DUES ZANG	70.00	44671
101-301.000-803.000	MEMBERSHIPS & MEETINGS	IAFCI	ANNUAL DUES MCKEE	70.00	44671
101-301.000-827.000	302 TRAINING FUNDS EXPENDITURES	TRAINING FORCE USA	DE-ESCALATION TACTICS AND SKILLS FOR	597.00	44707
101-301.000-829.000	POLICE UNIFORMS & CLEANING	MUNSON CLEANERS	UNIFORM CLEANING	172.50	44686
101-301.000-829.000	POLICE UNIFORMS & CLEANING	HURON VALLEY GUNS	UNIFORMS	362.96	44725
101-301.000-829.000	POLICE UNIFORMS & CLEANING	PRIORITY ONE EMERGENCY,	UNIFORMS	194.97	44735
101-301.000-831.000	COUNTY CLEMIS BLLING	OAKLAND COUNTY TREASURER	CLEMIS MEMBERSHIP	2,643.75	44689
101-301.000-850.000	TELEPHONE EXPENDITURES	AT & T	DISPATCH	55.98	44635
101-301.000-850.000	TELEPHONE EXPENDITURES	COMCAST	CABLE AND INTERNET	21.56	44648
101-301.000-850.000	TELEPHONE EXPENDITURES	PAETEC	PHONE BILLS	398.36	44692
101-301.000-850.000	TELEPHONE EXPENDITURES	VERIZON WIRELESS	CELL PHONE BILLS	212.64	44743
101-301.000-860.000	VEHICLE EXPENSE	O'REILLY AUTOMOTIVE, INC	MIRROR ADHESIVE	3.99	44688
101-301.000-860.000	VEHICLE EXPENSE	O'REILLY AUTOMOTIVE, INC	MIRROR ADHESIVE	3.99	44688
101-301.000-860.000	VEHICLE EXPENSE	CARDMEMBER SERVICE	POSTAGE, DDA, PARKS AND REC, OFFICE S	87.96	44644
101-301.000-860.000	VEHICLE EXPENSE	BIRMINGHAM OIL CHANGE CE	OIL CHANGE 2017 TAHOE	88.94	44715
101-301.000-860.000	VEHICLE EXPENSE	THE REENALT-THOMAS CORPO	TIRE REPLACEMENT	211.50	44740
101-301.000-860.000	VEHICLE EXPENSE	US BANK VOYAGER FLEET SY	FUEL CHARGES FOR CITY VEHICLES	1,688.92	44741
Total For Dept 301.000 PUBLIC SAFETY				28,660.50	
Dept 401.000 PUBLIC SERVICE					
101-401.000-920.000	UTILITIES	DTE ENERGY	ELECTRIC BILLS FOR CITY BUILDINGS	115.86	44655
101-401.000-920.000	UTILITIES	CONSUMERS ENERGY	ENERGY BILLS FOR CITY BUILDINGS	323.42	44650
101-401.000-920.000	UTILITIES	PAETEC	PHONE BILLS	124.28	44692
101-401.000-920.000	UTILITIES	COMCAST	INTERNET AT D.P.S	208.40	44648
101-401.000-920.000	UTILITIES	US BANK VOYAGER FLEET SY	FUEL CHARGES FOR CITY VEHICLES	1,518.02	44741
101-401.000-936.000	EQUIPMENT MAINTENANCE	OLD DOMINION BRUSH	PARTS FOR LEAF MACHINE	5,392.28	44690
Total For Dept 401.000 PUBLIC SERVICE				7,682.26	
Dept 502.000					
101-502.000-801.001	SOCRRA	SOCRRA	REFUSE, RECYCLABLES AND YARD WASTE CO	13,616.00	44702
101-502.000-801.001	SOCRRA	SOCRRA	REFUSE, RECYCLABLES AND YARD WASTE CO	15,264.00	44738

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 502.000					
Total For Dept 502.000				28,880.00	
Dept 601.000 RECREATION					
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	INSURANCE	321.26	44638
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	28.23	44709
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPA	INSURANCE	21.51	44739
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	28.23	44742
101-601.000-806.000	ADULT PROGRAMS	LOVETHYSELF PERSONAL TRA	PERSONAL TRAINING	40.00	44681
101-601.000-806.000	ADULT PROGRAMS	ONE LIFE FITNESS	FITNESS CLASSES HELD AT LATHRUP VILLA	602.69	44691
101-601.000-812.000	COMMUNITY EVENTS	C & G NEWSPAPERS	ADVERTISEMENT	983.70	44643
101-601.000-812.000	COMMUNITY EVENTS	CARDMEMBER SERVICE	POSTAGE, DDA, PARKS AND REC, OFFICE S	375.16	44644
101-601.000-843.000	DOG PARK EXPENSES	HOME DEPOT CREDIT SERVIC	DOG PARK, BUILDING SUPPLIES	334.33	44668
Total For Dept 601.000 RECREATION				2,735.11	
Total For Fund 101 GENERAL FUND				151,663.11	
Fund 202 MAJOR ROAD FUND					
Dept 702.000					
202-702.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	INSURANCE	63.54	44638
202-702.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPA	INSURANCE	2.69	44739
202-702.000-862.000	ROADSIDE MAINTENANCE	EXCELL SNOW & TURF MAINT	LAWN MAINTENANCE	1,000.00	44659
202-702.000-870.000	FORESTRY	J.H. HART URBAN FORESTRY	TREE REMOVAL	591.37	44675
202-702.000-870.000	FORESTRY	J.H. HART URBAN FORESTRY	TREE REMOVAL	604.50	44728
Total For Dept 702.000				2,262.10	
Total For Fund 202 MAJOR ROAD FUND				2,262.10	
Fund 203 LOCAL ROAD FUND					
Dept 703.000					
203-703.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	INSURANCE	63.54	44638
203-703.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPA	INSURANCE	2.69	44739
203-703.000-861.000	ROAD MAINTENANCE	NICO INCORPORATED	INSTALL ASPHALT	3,030.00	44733
203-703.000-870.000	FORESTRY	J.H. HART URBAN FORESTRY	TREE REMOVAL	591.38	44675
203-703.000-870.000	FORESTRY	J.H. HART URBAN FORESTRY	TREE REMOVAL	604.50	44728
Total For Dept 703.000				4,292.11	
Total For Fund 203 LOCAL ROAD FUND				4,292.11	
Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 000.000					
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	INSURANCE	1,175.80	44638
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	53.45	44709
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPA	INSURANCE	31.96	44739
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	53.45	44742
494-000.000-726.000	OFFICE SUPPLIES	CARDMEMBER SERVICE	POSTAGE, DDA, PARKS AND REC, OFFICE S	31.78	44644
494-000.000-810.000	AUDITING & ACCOUNTING	PLANTE & MORAN	AUDIT SERVICES PROVIDED	800.00	44694
494-000.000-844.000	MAIN STREET PROGRAM	CARDMEMBER SERVICE	POSTAGE, DDA, PARKS AND REC, OFFICE S	1,801.38	44644
494-000.000-882.000	PLANNING/CONSULTING FEES	GIFFELS-WEBSTER ENG INC	PLAN REVIEW	145.00	44724
494-000.000-900.000	PRINTING/PUBLICATION COSTS	C & G NEWSPAPERS	ADVERTISEMENT	529.50	44716
494-000.000-933.000	REPAIRS & MAINTENANCE	DTE ENERGY	STREET LIGHTS	1,827.19	44655
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	BSB COMMUNICATIONS, INC.	PHONE REPAIRS	590.00	44642
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	CARDMEMBER SERVICE	POSTAGE, DDA, PARKS AND REC, OFFICE S	17.03	44644
Total For Dept 000.000				7,056.54	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY					
Total For Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY				7,056.54	
Fund 592 WATER & SEWER FUND					
Dept 536.000 WATER DEPARTMENT					
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	INSURANCE	3,941.62	44638
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	16.16	44709
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPA	INSURANCE	9.49	44739
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	16.16	44742
592-536.000-902.000	BILLING SERVICES	POSTMASTER	POSTAGE FOR WATER BILLS	600.00	2576
592-536.000-937.000	WATER SYSTEM MAINTENANCE	FERGUSON WATERWORKS	WATER MAIN PARTS	172.52	44662
592-536.000-937.000	WATER SYSTEM MAINTENANCE	FERGUSON WATERWORKS	WATER MAIN PARTS	659.63	44723
592-536.000-955.000	MISCELLANEOUS EXPENDITURES	EGL	WATER SUPPLY PROGRAM	1,300.05	44657
592-536.000-974.000	WATER MAIN PROJECT	CORE&MAIN	WATER MAIN PARTS	39,652.08	44651
592-536.000-974.000	WATER MAIN PROJECT	CORE&MAIN	WATER MAIN PARTS	3,268.19	44651
592-536.000-974.000	WATER MAIN PROJECT	CORE&MAIN	WATER MAIN PARTS	42.41	44651
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	DEBRIS HAULED OUT	1,800.00	44656
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	TRACTOR RENTAL	250.00	44656
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	FILL SAND, DEBRIS HAULED OUT	3,256.00	44656
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	FILL SAND, DEBRIS HAULED OUT	3,428.00	44656
592-536.000-974.000	WATER MAIN PROJECT	EJ USA, INC.	WATER MAIN PARTS	650.76	44658
592-536.000-974.000	WATER MAIN PROJECT	FERGUSON WATERWORKS	SADDLE	172.52	44662
592-536.000-974.000	WATER MAIN PROJECT	CORE&MAIN	WATER MAIN PARTS	2,395.24	44719
592-536.000-974.000	WATER MAIN PROJECT	CORE&MAIN	WATER MAIN PARTS	1,945.04	44719
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	TRACTOR RENTAL	250.00	44720
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	TRACTOR RENTAL	250.00	44720
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	FILL SAND, DEBRIS HAULED OUT	1,628.00	44720
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	DEBRIS HAULED OUT	1,800.00	44720
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	FILL SAND, LIMESTONE, DEBRIS HAULED O	3,223.00	44720
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	DEBRIS HAULED OUT, FILL SAND	2,956.00	44720
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	FILL SAND, DEBRIS HAULED OUT	1,281.00	44720
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	TRACTOR RENTAL	250.00	44720
592-536.000-974.000	WATER MAIN PROJECT	EJ USA, INC.	WATER MAIN PARTS	241.46	44721
592-536.000-974.000	WATER MAIN PROJECT	FERGUSON WATERWORKS	WATER MAIN PARTS	81.19	44723
592-536.000-974.000	WATER MAIN PROJECT	GIFFELS-WEBSTER ENG INC	2018 WATER MAIN PROGRAM	217.50	44724
Total For Dept 536.000 WATER DEPARTMENT				75,754.02	
Dept 537.000 SEWER DEPARTMENT					
592-537.000-651.000	INDUSTRIAL SURCHARGE	GREAT LAKES WATER AUTHOR	INDUSTRIAL WASTE CHARGE	1,336.79	2575
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	INSURANCE	171.81	44638
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	16.16	44709
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPA	INSURANCE	9.50	44739
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	16.16	44742
592-537.000-939.000	SEWER SYTEM MAINTENANCE	DTE ENERGY	ELECTRIC BILLS FOR CITY BUILDINGS	15.32	44655
592-537.000-939.000	SEWER SYTEM MAINTENANCE	GIFFELS-WEBSTER ENG INC	2020 SEWER CLEANING, TELEVISIONING, AND	4,405.00	44724
592-537.000-942.000	SEWAGE DISPOSAL EXPENSE	OAKLAND COUNTY TREASURER	SEWERGE CHARGES FOR THE MONTH OF OCTO	85,767.51	2574
592-537.000-945.000	RETENTION TANK-UTIL ELEC	DTE ENERGY	ELECTRIC BILLS FOR CITY BUILDINGS	972.01	44655
592-537.000-947.000	RETENTION TANK UTIL-GAS	CONSUMERS ENERGY	ENERGY BILLS FOR CITY BUILDINGS	37.48	44650
592-537.000-948.000	RETENTION TANK UTIL-TELEPHONE	COMCAST	INTERNET	113.35	44648
592-537.000-948.000	RETENTION TANK UTIL-TELEPHONE	PAETEC	PHONE BILLS	145.56	44692
592-537.000-977.000	EVIRONMENT COMPL - NON CAPITA	HYDROCORP	CROSS CONNECTION CONTROL PROGRAM	525.00	44670
592-537.000-977.002	BOND EXPENSE - NON - CAPITAL	HUBBELL, ROTH & CLARK, I	STORM WATER CORRESPONDENCE WITH MDEQ	3,781.17	44669
Total For Dept 537.000 SEWER DEPARTMENT				97,312.82	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 592 WATER & SEWER FUND					
Total For Fund 592 WATER & SEWER FUND				173,066.84	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
			Fund Totals:		
			Fund 101 GENERAL FUND	151,663.11	
			Fund 202 MAJOR ROAD FU	2,262.10	
			Fund 203 LOCAL ROAD FU	4,292.11	
			Fund 494 DOWNTOWN DEVE	7,056.54	
			Fund 592 WATER & SEWER	173,066.84	
			Total For All Funds:	<u>338,340.70</u>	



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SCOTT R. BAKER
JENNIFER H. ELOWSKY

sbaker@bakerelowsky.com

Of Counsel

LEANN K. KIMBERLIN

MATTHEW C. QUINN

November 11, 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 October 1 through October 31, 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 October, 2020:

1. General Retainer	\$2,500.00
2. Special Legal Services	\$1,430.00
3. Downtown Development Authority	\$
4. Project Reimbursement	\$
5. Prosecution/Code Enforcement	<u>\$3,022.50</u>
	\$6,952.50

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

Very truly yours,

BAKER & ELOWSKY, PLLC

Scott R. Baker

Enclosures



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November 11, 2020

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

Invoice Number: 1026
Invoice Period: 10-01-2020 - 10-31-2020

RE: General Retainer

Time Details

Date	Professional	Description	Hours	Amount
10-01-2020	SRB	Review and respond to multiple correspondence re FOIA request.	0.50	No Charge
10-01-2020	SRB	Review and respond to multiple correspondence re JMC appeal request	0.75	No Charge
10-01-2020	SRB	Review correspondence from Admin re cancellation of study session meeting.	0.25	No Charge
10-01-2020	SRB	Review correspondence from Admin re Precision MRI update	0.25	No Charge
10-01-2020	SRB	Review correspondence from Admin re CARES reimbursement	0.25	No Charge
10-01-2020	SRB	Review correspondence from Stephanie English and response from Admin.	0.25	No Charge
10-02-2020	SRB	Review multiple correspondence re Precision MRI correspondence	1.00	No Charge
10-02-2020	SRB	Review correspondence from Admin re weekly report	0.25	No Charge
10-02-2020	SRB	Review correspondence from Admin Storm Sewer inspection	0.25	No Charge
10-05-2020	SRB	Draft correspondence to and review responses re update to virtual meetings	0.75	No Charge
10-06-2020	SRB	Review correspondence from parks and rec coordinator re dog park rules	0.25	No Charge

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

Page 1 of 5

Date	Professional	Description	Hours	Amount
10-06-2020	SRB	Review and respond to multiple correspondence re virtual meeting legislation update.	0.50	No Charge
10-07-2020	SRB	Review correspondence from Clerk re FOIA request	0.25	No Charge
10-07-2020	SRB	Review and respond to multiple correspondence re virtual meeting legislation update.	0.50	No Charge
10-08-2020	SRB	Review correspondence from Admin re Gorbe litigation	0.25	No Charge
10-09-2020	SRB	Review correspondence from S. Stec re construction board of appeals application.	0.25	No Charge
10-10-2020	SRB	Daft, Review and respond to multiple correspondence re virtual meeting legislation update.	0.50	No Charge
10-13-2020	SRB	Review correspondence from parks and rec coordinator re dog park rules	0.25	No Charge
10-13-2020	SRB	Review correspondence from Clerk re public accuracy test	0.25	No Charge
10-14-2020	SRB	Review correspondence from Admin re See Click Fix report.	0.25	No Charge
10-14-2020	SRB	Review correspondence from Admin re fire department monthly report	0.25	No Charge
10-14-2020	SRB	Review and respond to multiple correspondence re virtual meeting legislation update.	0.50	No Charge
10-14-2020	SRB	Review and respond to correspondence from Admin re Discount Tire	0.25	No Charge
10-15-2020	SRB	Review correspondence from Admin re virtual meeting update	0.25	No Charge
10-15-2020	SRB	Review correspondence from Admin re draft agenda for 10-19 Council meeting	0.25	No Charge
10-15-2020	SRB	Review correspondence from Admin re board of education meeting	0.25	No Charge
10-15-2020	SRB	Review correspondence from Admin re bottle return facilities	0.25	No Charge
10-15-2020	SRB	Review correspondence from S. Stec re planning commission meeting.	0.25	No Charge
10-16-2020	SRB	Daft, Review and respond to multiple correspondence re virtual meeting legislation update.	0.50	No Charge
10-16-2020	SRB	Review correspondence from Clerk re CBDG grant public hearing	0.25	No Charge
10-16-2020	SRB	Review and respond to correspondence from Admin re construction board of appeals resolution	0.25	No Charge

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Date	Professional	Description	Hours	Amount
10-16-2020	SRB	Review and respond to correspondence from Admin re construction board of appeals resolution	0.25	No Charge
10-16-2020	SRB	Review and respond to correspondence from S. Stec re planning commission meeting.	0.25	No Charge
10-16-2020	SRB	Review and respond to correspondence from Admin re City Council Agenda Packet.	0.25	No Charge
10-16-2020	SRB	Review and respond to correspondence from Admin re City Council Agenda Packet.	0.25	No Charge
10-19-2020	SRB	Review and respond to correspondence from Admin re virtual meetings rules of procedure	0.25	No Charge
10-19-2020	SRB	Review and respond to correspondence from S. Stec re precision MRI	0.25	No Charge
10-19-2020	SRB	Review and respond to correspondence from Admin re construction board of appeals	0.25	No Charge
10-19-2020	SRB	Review and respond to correspondence from Admin re 27051 Soutfield rd citation	0.25	No Charge
10-19-2020	SRB	Review correspondence from S. Stec re updated sign ordinance.	0.25	No Charge
10-19-2020	SRB	Prepare for and attend study session of City Council	1.25	No Charge
10-19-2020	SRB	Prepare for and attend regular meeting of City Council	1.25	No Charge
10-20-2020	SRB	Review and respond to correspondence from Admin re 27051 Soutfield rd citation	0.25	No Charge
10-20-2020	SRB	Review and respond to correspondence from Admin re virtual meetings rules of procedure	0.25	No Charge
10-21-2020	SRB	Review correspondence from Admin re SEMCOG meeting	0.25	No Charge
10-21-2020	SRB	Review correspondence from Admin re representative Lawrence.	0.25	No Charge
10-21-2020	SRB	Review correspondence from Admin re audit graphs	0.25	No Charge
10-21-2020	SRB	Review correspondence from Admin re construction board of appeals.	0.25	No Charge
10-21-2020	SRB	Review correspondence from Mayor Pro-Tem re improper use of moth balls.	0.25	No Charge
10-22-2020	SRB	Review multiple correspondence re FOIA request	0.25	No Charge
10-22-2020	SRB	Review correspondence from Admin re Oakland County Health department updates	0.25	No Charge
10-22-2020	SRB	Review correspondence from Admin re Gorbe litigation	0.25	No Charge

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Page 3 of 5

Date	Professional	Description	Hours	Amount
10-23-2020	SRB	Review and respond to multiple correspondence re Gorbe Litigation.	0.50	No Charge
10-23-2020	SRB	Review correspondence from Admin re funeral arrangements for resident	0.25	No Charge
10-23-2020	SRB	Review correspondence from Admin re update on speed radar signs.	0.25	No Charge
10-26-2020	SRB	Review and respond to multiple correspondence re Gorbe Litigation.	0.50	No Charge
10-26-2020	SRB	Review correspondence from Admin re construction update.	0.25	No Charge
10-26-2020	SRB	Review correspondence from Admin re precision MRI.	0.25	No Charge
10-27-2020	SRB	Review and respond to multiple correspondence re FOIA request	1.00	No Charge
10-27-2020	SRB	Review correspondence from Clerk re notice of public hearing	0.25	No Charge
10-27-2020	SRB	Review correspondence from Admin re COVID testing	0.25	No Charge
10-27-2020	SRB	Review correspondence from Admin re Gorbe litigation.	0.25	No Charge
10-27-2020	SRB	Review correspondence from Admin re See Click Fix report.	0.25	No Charge
10-27-2020	SRB	Telephone conference with Administrator and assigned counsel for Gorbe litigation.	0.50	No Charge
10-28-2020	SRB	Review correspondence from Admin re press release	0.25	No Charge
10-28-2020	SRB	Review correspondence from s. Stec re cannabis inquiry.	0.25	No Charge
10-30-2020	SRB	Review correspondence from Admin re Olga's grease issue.	0.25	No Charge
10-30-2020	SRB	Review correspondence from Admin re street vacation	0.25	No Charge
10-30-2020	SRB	Review and respond to correspondence from Admin and S. Stec re JMC correspondence	0.25	No Charge
10-31-2020	SRB	Review correspondence from Admin re house decorating contest.	0.25	No Charge
10-31-2020	SRB	Services Rendered		2,500.00
			Total	2,500.00

Time Summary

Professional	Hours	Amount
Scott Baker	24.25	2,500.00
Total		2,500.00

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Total for this Invoice

2,500.00

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Page 5 of 5



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November 11, 2020

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

Invoice Number: 1027

Invoice Period: 10-01-2020 - 10-31-2020

RE: Prosecution/Code Enforcement

Time Details

Date	Professional	Description	Hours	Amount
10-01-2020	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 20L0001502	0.50	65.00
10-01-2020	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 20LV01287 A & B	0.50	65.00
10-01-2020	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 20LV01007 A, B & C	0.50	65.00
10-01-2020	SRB	Draft correspondence to 46th District Court, submit signed plea sheet to same re 14LV01895 A & B	0.25	32.50
10-01-2020	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 20LV01490A	0.50	65.00
10-01-2020	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 20LV01293A	0.50	65.00
10-01-2020	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 20LV01262 A & B	0.50	65.00
10-01-2020	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney	0.50	65.00

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Page 1 of 4

Date	Professional	Description	Hours	Amount
		and Court with same re: 20LV01496A		
10-01-2020	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 20LV01491A	0.50	65.00
10-01-2020	SRB	Conduct telephone pre-trial conference with defendant, prepare plea sheet and draft correspondence to defendant and Court with same re: 16LV00211A	0.50	65.00
10-01-2020	SRB	Conduct telephone pre-trial conference with defendant, prepare plea sheet and draft correspondence to defendant and Court with same re: 13LV02513B	0.50	65.00
10-01-2020	SRB	Conduct telephone pre-trial conference with defendant, prepare plea sheet and draft correspondence to defendant and Court with same re: 08L141363B	0.50	65.00
10-01-2020	SRB	Conduct telephone pre-trial conference with defendant, prepare plea sheet and draft correspondence to defendant and Court with same re: 09L163781A	0.50	65.00
10-02-2020	SRB	Correspondence with police clerk concerning records re: 20LV01285A & B.	0.25	32.50
10-05-2020	SRB	Conduct telephone pre-trial conference with defendant, prepare plea sheet and draft correspondence to defendant and Court with same re: 20LV01501 A & B	0.50	65.00
10-05-2020	SRB	Conduct telephone pre-trial conference with defendant, prepare plea sheet and draft correspondence to defendant and Court with same re: 20LV01492A	0.50	65.00
10-05-2020	SRB	Receipt and review of 46th District Court docket and register of actions for 10/28/2020 hearings.	0.25	32.50
10-06-2020	SRB	Conduct telephone pre-trial conference with defendant, prepare plea sheet and draft correspondence to defendant and Court with same re: 20L0001642	0.50	65.00
10-06-2020	SRB	Conduct telephone pre-trial conference with defendant, prepare plea sheet and draft correspondence to defendant and Court with same re: 20L0001636	0.50	65.00
10-07-2020	SRB	Appear for virtual prosecution docket at 46th District Court	2.50	325.00
10-08-2020	SRB	Telephone conference with Sgt. Zang re Subpoena to Modern Financial Services	0.25	32.50
10-15-2020	SRB	Receipt and review 46th District Court prosecution calendars for January and February 2021.	0.25	32.50
10-16-2020	SRB	Receipt and review notices from 46th District Court, draft correspondence to Police Clerk concerning records for 10/28/2020 docket re: 20LV01652A, 20LV01694B, 20L0001206, 20LV01693A, 20LV01617B,C,D, 20LV01628A, 20LV01346A, 20LV01635A,B, 20LV01333B, 20LV00965A,B,C.	1.50	195.00

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Page 2 of 4

Date	Professional	Description	Hours	Amount
10-19-2020	SRB	Review correspondence from building official re Olga's grease issue.	0.25	32.50
10-19-2020	SRB	Review and respond to multiple correspondence re discount tire code violation issue	0.75	97.50
10-20-2020	SRB	Review and respond to multiple correspondence re discount tire code violation issue	0.75	97.50
10-21-2020	SRB	Review correspondence from building official re discount tire alley encroachment issue.	0.25	32.50
10-23-2020	SRB	Receipt and review of 46th District Court docket and register of actions for 11/18/2020 virtual hearings.	0.25	32.50
10-26-2020	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 20LV01652A	0.50	65.00
10-26-2020	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 20LV01693A	0.50	65.00
10-26-2020	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 20LV01628A	0.50	65.00
10-26-2020	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 20LV01346A	0.50	65.00
10-26-2020	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 20LV01635A/B	0.50	65.00
10-26-2020	SRB	Conduct telephone pre-trial conference with Defendant, prepare plea offer and draft correspondence to Defendant and Court with same re: 20LV00965 A/B/C	0.50	65.00
10-27-2020	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 20LV01333B	0.50	65.00
10-28-2020	SRB	Review and respond to multiple correspondence and telephone conference with building official/ city engineer re grease issue at Olga's.	1.00	130.00
10-28-2020	SRB	Appear for virtual prosecution docket at 46th District Court	1.50	195.00
10-29-2020	SRB	Review and respond to multiple correspondence with building official and property management company re grease issue at Olga's.	0.50	65.00
10-30-2020	SRB	Review correspondence from 46th District Court MACC coordinator.	0.25	32.50

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Page 3 of 4

Date	Professional	Description	Hours	Amount
10-30-2020	SRB	Review of docket and appearance notices concerning 11/18/2020 hearings and correspondence to Police Clerk re: 19LV02208A&B, 20LV01772A, 20LV0187A, 20LV01166A & B, 19LV02455B, 20LV01526A & B, 00L818165A, 20LV01610A & B, 19LV02137A	1.00	130.00
			Total	3,022.50

Time Summary

Professional	Hours	Amount
Scott Baker	23.25	3,022.50
Total		3,022.50

Total for this Invoice 3,022.50

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November 11, 2020

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

Invoice Number: 1028
Invoice Period: 10-01-2020 - 10-31-2020

RE: Special Legal Services

Time Details

Date	Professional	Description	Hours	Amount
10-09-2020	SRB	Review correspondence from Tax Tribunal re Lathfield Partners order of partial dismissal	0.25	32.50
10-09-2020	SRB	Review correspondence from Tax Tribunal re Lathfield Investments order of partial dismissal	0.25	32.50
10-11-2020	SRB	Review correspondence from Building official re construction board of appeals application.	0.25	32.50
10-12-2020	SRB	Review and respond to correspondence from City Planner re Cannabis Ordinance	0.25	32.50
10-12-2020	SRB	Review correspondence from City Planner re Precision MRI	0.25	32.50
10-13-2020	SRB	Meeting with City Planner re Cannabis Ordinances	1.00	130.00
10-13-2020	SRB	Receipt and review order setting aside petitioner's default & order of partial dismissal re: Lathfield Partners LLC, re: Michigan Tax Tribunal, MOAHR Docket No. 20-001594.	0.25	32.50
10-15-2020	SRB	Participate in social and economic recovery webinar	1.50	195.00
10-19-2020	SRB	Draft resolution for appointment of members to construction board of appeals.	0.50	65.00
10-20-2020	SRB	Review and respond to correspondence from City planner re cannabis ordinance.	0.25	32.50

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Page 1 of 2

Date	Professional	Description	Hours	Amount
10-20-2020	SRB	prepare for and participate in virtual planning commission study session.	1.00	130.00
10-20-2020	SRB	prepare for and participate in virtual planning commission meeting.	2.25	292.50
10-21-2020	SRB	Receipt and review correspondence from County concerning Amended Petition; draft Answer to Amended Petition, proof of service, prepare correspondence for filing with Tax Tribunal, forward copy to County and to Petitioner's representative re: Lathfield Partners LLC No. 20-001594.	1.00	130.00
10-21-2020	SRB	Receipt and review correspondence from County concerning Amended Petition; draft Answer to Amended Petition, proof of service, prepare correspondence for filing with Tax Tribunal, forward copy to County and to Petitioner's representative re: Lathfield Investments LLC No. 20-001621.	1.00	130.00
10-30-2020	SRB	draft revised application, release of liability and rules for dog park license	0.75	97.50
10-30-2020	SRB	Review correspondence from JMC attorney	0.25	32.50
			Total	1,430.00

Time Summary

Professional	Hours	Amount
Scott Baker	11.00	1,430.00
Total		1,430.00

Total for this Invoice 1,430.00

User: PAM

DB: Lathrup

PERIOD ENDING 11/30/2020

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	11/30/2020 NORM (ABNORM)	MONTH 11/30/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Revenues							
Dept 000.000							
101-000.000-401.000	CITY TAXES	2,714,127.00	2,714,127.00	2,593,979.46	10,280.88	120,147.54	95.57
101-000.000-402.000	REFUSE COLLECTION TAXES	407,107.00	407,107.00	389,516.78	1,452.29	17,590.22	95.68
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	5,264.08	501.05	29,735.92	15.04
101-000.000-415.000	MISCELLANEOUS REVENUE	9,000.00	9,000.00	1,816.40	90.80	7,183.60	20.18
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	25,370.55	5,074.11	35,518.45	41.67
101-000.000-421.000	METRO-PCS LEASE PAYMENTS	45,000.00	45,000.00	17,236.90	3,447.38	27,763.10	38.30
101-000.000-446.000	INVESTMENT INTEREST	23,000.00	23,000.00	2,334.41	0.00	20,665.59	10.15
101-000.000-447.000	TAX 1% ADMINISTRATIVE FEE	81,000.00	81,000.00	65,457.16	247.37	15,542.84	80.81
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	41,742.00	9,646.00	53,258.00	43.94
101-000.000-457.000	ZONING, SITE, SPECIAL PERMITS	6,000.00	6,000.00	2,504.00	1,532.00	3,496.00	41.73
101-000.000-458.000	PLUMBING/HEATING PERMITS	24,500.00	24,500.00	8,192.00	2,100.00	16,308.00	33.44
101-000.000-459.000	ELECTRICAL PERMITS	16,000.00	16,000.00	6,260.00	1,055.00	9,740.00	39.13
101-000.000-460.000	LICENSES & REGISTRATIONS	9,000.00	9,000.00	530.00	0.00	8,470.00	5.89
101-000.000-461.000	DOG & CAT LICENSES	1,100.00	1,100.00	211.00	44.00	889.00	19.18
101-000.000-465.000	CABLE TV REVENUES	120,000.00	120,000.00	56,060.65	22,187.14	63,939.35	46.72
101-000.000-470.000	RECREATION SPECIAL PROGRAMS	25,000.00	25,000.00	1,841.98	502.50	23,158.02	7.37
101-000.000-470.001	DOG PARK REVENUE	0.00	0.00	55.00	55.00	(55.00)	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	770.00	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	156,244.59	0.00	(156,244.59)	100.00
101-000.000-546.000	POLICE CHARGES FOR SERVICES	15,000.00	15,000.00	10,294.22	1,665.00	4,705.78	68.63
101-000.000-574.000	STATE SHARED REVENUES	416,425.00	416,425.00	51,503.00	0.00	364,922.00	12.37
101-000.000-612.000	DISTRICT COURT FINES	140,000.00	140,000.00	42,547.18	10,446.82	97,452.82	30.39
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	3,500,732.95	71,097.34	876,671.05	79.97
TOTAL REVENUES		4,377,404.00	4,377,404.00	3,500,732.95	71,097.34	876,671.05	79.97
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	3,836.00	147.06	2,164.00	63.93
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	60.00	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	2,722.38	1,294.38	4,277.62	38.89
101-100.000-804.000	BUILDING TRADE INSPECTION	70,000.00	70,000.00	38,107.05	11,669.80	31,892.95	54.44
101-100.000-805.000	CABLE TELEVISION	35,000.00	35,000.00	13,996.91	2,762.38	21,003.09	39.99

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PERIOD ENDING 11/30/2020

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDGT
		ORIGINAL BUDGET	AMENDED BUDGET	11/30/2020 NORM (ABNORM)	MONTH 11/30/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Expenditures							
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	25,000.00	25,000.00	2,256.22	411.81	22,743.78	9.02
101-100.000-810.000	AUDITING & ACCOUNTING	25,000.00	25,000.00	19,899.50	17,050.00	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	0.00	0.00	149,200.00	0.00
101-100.000-848.000	GOVERNMENT OPERATIONS	32,000.00	32,000.00	18,680.63	1,746.21	13,319.37	58.38
101-100.000-848.001	TECHNOLOGY	30,000.00	30,000.00	22,132.78	1,186.99	7,867.22	73.78
101-100.000-850.000	TELEPHONE EXPENDITURES	18,000.00	18,000.00	7,786.07	2,750.75	10,213.93	43.26
101-100.000-860.000	VEHICLE EXPENSE	7,500.00	7,500.00	2,332.43	629.45	5,167.57	31.10
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	435.00	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	3,161.99	0.00	8,838.01	26.35
101-100.000-901.000	POSTAGE FEES	3,500.00	3,500.00	568.77	48.30	2,931.23	16.25
Total Dept 100.000 - GOVERNMENT SERVICES		490,750.00	490,750.00	145,312.91	40,192.13	345,437.09	29.61
Dept 101.000 - ADMINISTRATION							
101-101.000-701.000	SALARIES FULL-TIME	366,481.00	366,481.00	130,656.44	28,577.18	235,824.56	35.65
101-101.000-702.000	SALARIES PART-TIME	46,664.00	46,664.00	3,344.00	0.00	43,320.00	7.17
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	201,429.00	201,429.00	43,379.99	6,885.35	158,049.01	21.54
101-101.000-717.000	CODE ENFORCEMENT LEGAL	12,000.00	12,000.00	8,710.00	3,022.50	3,290.00	72.58
101-101.000-718.000	ELECTIONS	20,000.00	20,000.00	22,181.77	6,892.87	(2,181.77)	110.91
101-101.000-721.000	DATA PROCESING & ASSESSMENTS	35,350.00	35,350.00	418.36	418.36	34,931.64	1.18
101-101.000-722.000	LEGAL SERVICES	60,000.00	60,000.00	18,208.75	5,592.50	41,791.25	30.35
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	226,899.31	51,388.76	515,624.69	30.56
Dept 201.000 - BUILDING & GROUNDS							
101-201.000-702.000	SALARIES PART-TIME	56,000.00	56,000.00	12,660.00	2,868.00	43,340.00	22.61
101-201.000-920.000	UTILITIES	45,000.00	45,000.00	10,485.64	2,024.58	34,514.36	23.30
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	28,000.00	28,000.00	23,231.20	7,171.47	4,768.80	82.97
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	3,213.00	0.00	(3,213.00)	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	2,266.43	0.00	7,733.57	22.66
Total Dept 201.000 - BUILDING & GROUNDS		148,428.00	148,428.00	54,425.27	12,064.05	94,002.73	36.67
Dept 301.000 - PUBLIC SAFETY							
101-301.000-701.000	SALARIES FULL-TIME	845,272.00	845,272.00	295,849.36	64,562.22	549,422.64	35.00
101-301.000-702.000	SALARIES PART-TIME	45,000.00	45,000.00	48,923.91	7,548.96	(3,923.91)	108.72
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	529,777.00	529,777.00	123,982.06	35,262.22	405,794.94	23.40
101-301.000-704.000	SALARIES-OVERTIME	50,000.00	50,000.00	11,427.52	2,714.69	38,572.48	22.86
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	1,097.83	363.58	3,902.17	21.96
101-301.000-726.001	SUPPLIES - COVID 19	0.00	0.00	4,305.30	1,709.46	(4,305.30)	100.00
101-301.000-727.000	ROAD SUPPLIES	2,000.00	2,000.00	74.01	0.00	1,925.99	3.70
101-301.000-728.000	EVIDENCE SUPPLIES	1,500.00	1,500.00	107.18	0.00	1,392.82	7.15

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PERIOD ENDING 11/30/2020

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	11/30/2020 NORM (ABNORM)	MONTH 11/30/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Expenditures							
101-301.000-729.000	OFFICE MACHINE MAINTENANCE	3,000.00	3,000.00	983.74	705.16	2,016.26	32.79
101-301.000-731.000	PUBLICATIONS/DOCUMENT REDUCIN	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-301.000-803.000	MEMBERSHIPS & MEETINGS	3,500.00	3,500.00	965.00	190.00	2,535.00	27.57
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	2,335.00	0.00	11,665.00	16.68
101-301.000-823.000	FIREARMS TRAINING	4,500.00	4,500.00	702.50	0.00	3,797.50	15.61
101-301.000-824.000	CRIME PREVENTION	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
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	597.00	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	2,225.25	730.43	12,774.75	14.84
101-301.000-831.000	COUNTY CLEMIS BLLING	0.00	0.00	2,643.75	2,643.75	(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	2,994.01	688.54	5,005.99	37.43
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	13,283.18	2,085.30	23,716.82	35.90
Total Dept 301.000 - PUBLIC SAFETY		2,327,364.00	2,327,364.00	830,481.62	119,801.31	1,496,882.38	35.68
Dept 401.000 - PUBLIC SERVICE							
101-401.000-703.000	EMPLOYEE TAXES & BENEFITS	6,768.00	6,768.00	572.20	0.00	6,195.80	8.45
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	4,418.33	2,289.98	16,581.67	21.04
101-401.000-921.000	CONTRACTUAL SERVICES	125,239.00	125,239.00	41,643.13	0.00	83,595.87	33.25
101-401.000-936.000	EQUIPMENT MAINTENANCE	3,000.00	3,000.00	5,392.28	5,392.28	(2,392.28)	179.74
Total Dept 401.000 - PUBLIC SERVICE		191,007.00	191,007.00	52,240.63	7,682.26	138,766.37	27.35
Dept 501.000 - LEAF COLLECTION							
101-501.000-978.000	REFUSE EQUIP/ROLLOFF EXPEND	4,500.00	4,500.00	1,133.77	0.00	3,366.23	25.19
Total Dept 501.000 - LEAF COLLECTION		4,500.00	4,500.00	1,133.77	0.00	3,366.23	25.19
Dept 502.000							
101-502.000-801.001	SOCRRA	372,000.00	372,000.00	129,136.00	28,880.00	242,864.00	34.71
Total Dept 502.000		372,000.00	372,000.00	129,136.00	28,880.00	242,864.00	34.71
Dept 601.000 - RECREATION							
101-601.000-701.000	SALARIES FULL-TIME	32,895.00	32,895.00	12,705.75	2,823.50	20,189.25	38.63
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	7,861.00	7,861.00	3,065.98	605.13	4,795.02	39.00
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	1,038.69	642.69	(38.69)	103.87
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	3,102.38	1,358.86	16,897.62	15.51
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	334.33	334.33	(334.33)	100.00
101-601.000-884.000	CONCERTS IN THE PARK	7,300.00	7,300.00	0.00	0.00	7,300.00	0.00

User: PAM

DB: Lathrup

PERIOD ENDING 11/30/2020

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2020-21 AMENDED BUDGET	11/30/2020 NORM (ABNORM)	11/30/2020 NORM (ABNORM)	MONTH 11/30/20 INCR (DECR)	BALANCE NORM (ABNORM)			
Fund 101 - GENERAL FUND										
Expenditures										
Total Dept 601.000 - RECREATION		80,106.00	80,106.00	20,833.21		5,764.51		59,272.79		26.01
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	1,519,279.72		265,773.02		3,083,220.28		33.01
Fund 101 - GENERAL FUND:										
TOTAL REVENUES		4,377,404.00	4,377,404.00	3,500,732.95		71,097.34		876,671.05		79.97
TOTAL EXPENDITURES		4,602,500.00	4,602,500.00	1,519,279.72		265,773.02		3,083,220.28		33.01
NET OF REVENUES & EXPENDITURES		(225,096.00)	(225,096.00)	1,981,453.23		(194,675.68)		(2,206,549.23)		880.27

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PERIOD ENDING 11/30/2020

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 11/30/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/20 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2020-21 AMENDED BUDGET			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	113,969.02	0.00	275,025.98		29.30
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	113,969.02	0.00	275,625.98		29.25
TOTAL REVENUES		389,595.00	389,595.00	113,969.02	0.00	275,625.98		29.25
Expenditures								
Dept 702.000								
202-702.000-703.000	EMPLOYEE TAXES & BENEFITS	6,907.00	6,907.00	415.27	101.73	6,491.73		6.01
202-702.000-705.000	SALARIES-ADMIN	5,569.00	5,569.00	2,088.45	464.10	3,480.55		37.50
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	1,000.00	1,650.00		67.00
202-702.000-864.000	TRAFFIC CONTROLS	25,000.00	25,000.00	1,775.60	0.00	23,224.40		7.10
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	11,218.94	1,195.87	24,781.06		31.16
202-702.000-921.000	CONTRACTUAL SERVICES	64,659.00	64,659.00	21,499.65	0.00	43,159.35		33.25
Total Dept 702.000		169,156.00	169,156.00	44,821.06	2,761.70	124,334.94		26.50
TOTAL EXPENDITURES		169,156.00	169,156.00	44,821.06	2,761.70	124,334.94		26.50
Fund 202 - MAJOR ROAD FUND:								
TOTAL REVENUES		389,595.00	389,595.00	113,969.02	0.00	275,625.98		29.25
TOTAL EXPENDITURES		169,156.00	169,156.00	44,821.06	2,761.70	124,334.94		26.50
NET OF REVENUES & EXPENDITURES		220,439.00	220,439.00	69,147.96	(2,761.70)	151,291.04		31.37

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PERIOD ENDING 11/30/2020

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 11/30/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/20 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	0.00	0.00	13,603.00	0.00	
203-703.000-574.000	STATE SHARED REVENUES	129,665.00	129,665.00	53,289.17	0.00	76,375.83	41.10	
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	53,289.17	0.00	239,778.83	18.18	
TOTAL REVENUES		293,068.00	293,068.00	53,289.17	0.00	239,778.83	18.18	
Expenditures								
Dept 703.000								
203-703.000-703.000	EMPLOYEE TAXES & BENEFITS	6,907.00	6,907.00	415.27	101.73	6,491.73	6.01	
203-703.000-705.000	SALARIES-ADMIN	5,569.00	5,569.00	2,088.45	464.10	3,480.55	37.50	
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	62,494.65	3,030.00	187,505.35	25.00	
203-703.000-864.000	TRAFFIC CONTROLS	4,000.00	4,000.00	336.66	0.00	3,663.34	8.42	
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	11,218.95	1,195.88	24,781.05	31.16	
203-703.000-921.000	CONTRACTUAL SERVICES	64,659.00	64,659.00	21,499.65	0.00	43,159.35	33.25	
Total Dept 703.000		393,816.00	393,816.00	101,434.63	4,791.71	292,381.37	25.76	
TOTAL EXPENDITURES		393,816.00	393,816.00	101,434.63	4,791.71	292,381.37	25.76	
Fund 203 - LOCAL ROAD FUND:								
TOTAL REVENUES		293,068.00	293,068.00	53,289.17	0.00	239,778.83	18.18	
TOTAL EXPENDITURES		393,816.00	393,816.00	101,434.63	4,791.71	292,381.37	25.76	
NET OF REVENUES & EXPENDITURES		(100,748.00)	(100,748.00)	(48,145.46)	(4,791.71)	(52,602.54)	47.79	

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PERIOD ENDING 11/30/2020

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	11/30/2020 NORM (ABNORM)	MONTH 11/30/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 258 - CAPITAL ACQUISITION FUND							
Revenues							
Dept 000.000							
258-000.000-446.000	INVESTMENT INTEREST	400.00	400.00	135.62	0.00	264.38	33.91
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	135.62	0.00	96,885.38	0.14
TOTAL REVENUES		97,021.00	97,021.00	135.62	0.00	96,885.38	0.14
Expenditures							
Dept 000.000							
258-000.000-970.000	CAPITAL EXPENDITURE	96,621.00	96,621.00	10,920.00	0.00	85,701.00	11.30
Total Dept 000.000		96,621.00	96,621.00	10,920.00	0.00	85,701.00	11.30
TOTAL EXPENDITURES		96,621.00	96,621.00	10,920.00	0.00	85,701.00	11.30
Fund 258 - CAPITAL ACQUISITION FUND:							
TOTAL REVENUES		97,021.00	97,021.00	135.62	0.00	96,885.38	0.14
TOTAL EXPENDITURES		96,621.00	96,621.00	10,920.00	0.00	85,701.00	11.30
NET OF REVENUES & EXPENDITURES		400.00	400.00	(10,784.38)	0.00	11,184.38	2,696.10

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PERIOD ENDING 11/30/2020

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 11/30/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/20 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	0.00	0.00	255,000.00	0.00	
494-000.000-410.000	TAX COLLECTED OTHER	24,643.00	24,643.00	0.00	0.00	24,643.00	0.00	
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	0.00	0.00	6,000.00	0.00	
494-000.000-446.000	INVESTMENT INTEREST	10,000.00	10,000.00	1,055.55	0.00	8,944.45	10.56	
Total Dept 000.000		297,443.00	297,443.00	1,055.55	0.00	296,387.45	0.35	
TOTAL REVENUES		297,443.00	297,443.00	1,055.55	0.00	296,387.45	0.35	
Expenditures								
Dept 000.000								
494-000.000-701.000	SALARIES FULL-TIME	71,820.00	71,820.00	32,466.81	7,884.52	39,353.19	45.21	
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	9,431.50	1,849.15	12,568.50	42.87	
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	31.78	31.78	168.22	15.89	
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	800.00	0.00	100.00	
494-000.000-822.000	TRAINING/MEMBERSHIP	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00	
494-000.000-844.000	MAIN STREET PROGRAM	20,000.00	20,000.00	35,801.38	1,801.38	(15,801.38)	179.01	
494-000.000-845.000	STREETSCAPING	10,000.00	10,000.00	11,169.21	0.00	(1,169.21)	111.69	
494-000.000-882.000	PLANNING/CONSULTING FEES	46,250.00	46,250.00	10,299.01	145.00	35,950.99	22.27	
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00	2,000.00	945.15	945.15	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	7,867.89	1,827.19	1,632.11	82.82	
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	1,300.00	1,300.00	1,238.74	607.03	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	110,051.47	15,891.20	116,918.53	48.49	
TOTAL EXPENDITURES		226,970.00	226,970.00	110,051.47	15,891.20	116,918.53	48.49	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		297,443.00	297,443.00	1,055.55	0.00	296,387.45	0.35	
TOTAL EXPENDITURES		226,970.00	226,970.00	110,051.47	15,891.20	116,918.53	48.49	
NET OF REVENUES & EXPENDITURES		70,473.00	70,473.00	(108,995.92)	(15,891.20)	179,468.92	154.66	

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PERIOD ENDING 11/30/2020

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 11/30/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/20 INCR (DECR)	AVAILABLE		% BGDGT USED
		ORIGINAL BUDGET	2020-21 AMENDED BUDGET			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	8,867.00	1,777.00	31,133.00		22.17
592-536.000-640.000	WATER SERVICE	771,544.00	771,544.00	308,522.23	52,976.87	463,021.77		39.99
592-536.000-641.000	WATER & SEWER PENALTIES	25,000.00	25,000.00	876.36	159.27	24,123.64		3.51
592-536.000-642.000	METER CHARGE REVENUE	81,139.00	81,139.00	28,581.57	5,732.22	52,557.43		35.23
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	693.67	0.00	3,806.33		15.41
Total Dept 536.000 - WATER DEPARTMENT		1,130,678.00	1,130,678.00	347,540.83	60,645.36	783,137.17		30.74
Dept 537.000 - SEWER DEPARTMENT								
592-537.000-641.000	WATER & SEWER PENALTIES	43,000.00	43,000.00	34,654.24	6,047.15	8,345.76		80.59
592-537.000-645.000	SEWAGE DISPOSAL REVENUE	1,861,601.00	1,861,601.00	598,564.42	100,666.45	1,263,036.58		32.15
592-537.000-651.000	INDUSTRIAL SURCHARGE	43,000.00	43,000.00	6,950.14	1,125.42	36,049.86		16.16
592-537.000-665.000	INVESTMENT INTEREST	4,500.00	4,500.00	693.59	0.00	3,806.41		15.41
Total Dept 537.000 - SEWER DEPARTMENT		1,952,101.00	1,952,101.00	640,862.39	107,839.02	1,311,238.61		32.83
TOTAL REVENUES		3,082,779.00	3,082,779.00	988,403.22	168,484.38	2,094,375.78		32.06
Expenditures								
Dept 536.000 - WATER DEPARTMENT								
592-536.000-701.000	SALARIES FULL-TIME	19,398.00	19,398.00	7,180.74	1,595.72	12,217.26		37.02
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	147,426.00	147,426.00	23,288.65	4,105.51	124,137.35		15.80
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	5,427.92	600.00	4,572.08		54.28
592-536.000-921.000	CONTRACTUAL SERVICES	72,656.00	72,656.00	24,158.85	0.00	48,497.15		33.25
592-536.000-935.000	EQUIPMENT REPLACEMENT	7,000.00	7,000.00	0.00	0.00	7,000.00		0.00
592-536.000-937.000	WATER SYSTEM MAINTENANCE	90,000.00	90,000.00	4,020.70	832.15	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	112,297.38	0.00	295,502.62		27.54
592-536.000-955.000	MISCELLANEOUS EXPENDITURES	3,100.00	3,100.00	1,300.05	1,300.05	1,799.95		41.94
592-536.000-974.000	WATER MAIN PROJECT	400,000.00	400,000.00	229,977.21	69,038.39	170,022.79		57.49
Total Dept 536.000 - WATER DEPARTMENT		1,185,229.00	1,185,229.00	412,780.50	77,471.82	772,448.50		34.83
Dept 537.000 - SEWER DEPARTMENT								
592-537.000-701.000	SALARIES FULL-TIME	19,398.00	19,398.00	7,180.74	1,595.72	12,217.26		37.02
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	25,377.00	25,377.00	3,867.49	335.71	21,509.51		15.24
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	24,158.84	0.00	48,497.16		33.25
592-537.000-939.000	SEWER SYTEM MAINTENANCE	410,000.00	410,000.00	24,770.14	4,420.32	385,229.86		6.04
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	343,070.04	85,767.51	686,139.96		33.33
592-537.000-945.000	RETENTION TANK-UTIL ELEC	18,707.00	18,707.00	3,122.25	972.01	15,584.75		16.69
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	84.43	37.48	215.57		28.14

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GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 11/30/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/20 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	1,148.99	258.91	851.01		57.45
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	4,693.07	525.00	15,306.93		23.47
592-537.000-977.002	BOND EXPENSE - NON - CAPITAL	0.00	0.00	3,781.17	3,781.17	(3,781.17)		100.00
Total Dept 537.000 - SEWER DEPARTMENT		1,878,609.00	1,878,609.00	439,692.04	97,693.83	1,438,916.96		23.41
TOTAL EXPENDITURES		3,063,838.00	3,063,838.00	852,472.54	175,165.65	2,211,365.46		27.82
Fund 592 - WATER & SEWER FUND:								
TOTAL REVENUES		3,082,779.00	3,082,779.00	988,403.22	168,484.38	2,094,375.78		32.06
TOTAL EXPENDITURES		3,063,838.00	3,063,838.00	852,472.54	175,165.65	2,211,365.46		27.82
NET OF REVENUES & EXPENDITURES		18,941.00	18,941.00	135,930.68	(6,681.27)	(116,989.68)		717.65
TOTAL REVENUES - ALL FUNDS								
TOTAL REVENUES - ALL FUNDS		8,537,310.00	8,537,310.00	4,657,585.53	239,581.72	3,879,724.47		54.56
TOTAL EXPENDITURES - ALL FUNDS								
TOTAL EXPENDITURES - ALL FUNDS		8,552,901.00	8,552,901.00	2,638,979.42	464,383.28	5,913,921.58		30.85
NET OF REVENUES & EXPENDITURES		(15,591.00)	(15,591.00)	2,018,606.11	(224,801.56)	(2,034,197.11)		2,947.25

BUDGET REPORT (REVENUES VERSUS EXPENDITURES) FOR MONTH ENDED NOVEMBER 3

	Revenues Through 11/30/2020	Expenses Through 11/30/2020
101-GENERAL FUND	3,500,733	1,519,280
202-MAJOR STREET FUND	113,969	44,821
203-LOCAL STREET FUND	53,289	101,435
258-CAPITAL ACQUISITION FUND	136	10,920
494-DOWNTOWN DEVELOPMENT AUTHORITY	1,056	110,051
592-WATER & SEWER FUND	988,403	852,473
GRAND TOTAL ALL FUNDS	<u>4,657,586</u>	<u>2,638,979</u>

0, 2020

**Revenues
Over (Under)
Expenses**

1,981,453
69,148
(48,145)
(10,784)
(108,995)
135,931
<hr/>
<u>2,018,607</u>

City of Lathrup Village Police Department Monthly Activity Summary

November 2020

11/01/2020 20-11083 Family Trouble

A citizen came into LVPD to report that he had issues with the way that his father-in-law disciplined his children. After speaking to officers, he advised that he only wished to make the report for informational purposes only and did not wish an investigation at this time.

11/04/2020 20-11160 Abandoned vehicle towed

A vehicle in a private parking lot which had been previously given a 48-hour tag was impounded by Officers.

11/05/2020 20-11195 DWLS Arrest

After a traffic stop, it was determined that the driver had a suspended drivers license. The vehicle was impounded. The driver was issued a misdemeanor citation and released on scene.

11/06/2020 20-11210 Open building

The rear door to a health services building was found open by officers. It was searched and secured. Nothing appeared out of place, a courtesy notification was left.

11/06/2020 2011222 DWLS / Unregistered vehicle

After a traffic stop, it was determined that the driver of the vehicle had a suspended license and that the vehicle was not properly registered. The subject was cited and released on scene due to having 2 juvenile children with her.

11/07/2020 20-11245 Sale of counterfeit products

Subject purchased 4 sets of Apple I-pods from a seller on Facebook Marketplace. The buyer later determined them to be fraudulent, and not Apple products. Suspect was interviewed and provided a statement explaining the buyer knew they were not authentic. The case was turned over to Customs and Border Patrol for investigations into the products origin.

11/07/2020 20-11246 DWLS / Unregistered vehicle

After a traffic stop, it was determined that the driver had a suspended drivers license, and that the vehicle was not yet registered, with an improper license plate. The subject was cited and released on

scene with a misdemeanor citation for DWLS, improper plate and defective equipment. Released on scene due to calls for service holding.

11/07/2020 20-11252 Domestic Violence Arrest

Officers responded to a report of Domestic Violence. While in-route they were notified that one of the parties had left the scene in a vehicle. They were located, stopped, detained and brought back to the scene. After an investigation, the subject who originally left the scene was arrested for DV. He was processed at Berkley PD and DB was advised of the in custody.

11/08/2020 20-11262 Animal dispatched

Officer was dispatched to report of an injured deer. Deer had multiple compound fractures. Officer dispatched the deer with his duty firearm. DPS was advised.

11/10/2020 20-11325 Fraud (attempt)

Citizen came into LVPD with a check she received in the mail. Officers investigated and determined it to be fraudulent. No investigative leads.

11/10/2020 20-11332 Lost Property

Local business employee came in to report that he lost a bank deposit bag he was supposed to deposit. The bag contained money from the business.

11/10/2020 20-11334 Mental health call

Officers responded to the request of a mother to have her son committed for psychological evaluation due to him making threatening comments and his history of diagnosed paranoid schizophrenia, and not taking his prescribed medications. After speaking to officers, he agreed to go to Common Ground. He was transported there without incident.

11/11/2020 20-11370 Mental health call

Officers were advised by a father that he obtained a court order to have his son committed for psychological evaluation at Common Ground in Pontiac. The subject was detained and brought to Common Ground, where he became extremely uncooperative and belligerent. Per Common Ground staff, he was then transported to McLaren Hospital and turned over to emergency room staff.

11/12/2020 20-11390 Fraud

A citizen came into LVPD to report that her bank account was compromised and that purchases on her account were made in Thailand. Report made for financial institution requirements. No investigation.

11/12/2020 20-11391 Criminal Sexual Assault

LVPD DB was advised that Southfield PD had inadvertently taken a report of criminal sexual conduct which had occurred in Lathrup Village. The information was turned over to LVPD DB and the investigation is ongoing.

11/12/2020 20-11401 Assist other law enforcement agency

After responding to an injury accident, officers determined that one of the drivers was having a medical emergency, officers attempted to enter the vehicle by breaking the window and requested SFD. After an investigation, it was determined that the accident occurred in Southfield. SPD was advised.

11/13/2020 20-11418 Neighbor trouble

Citizen came in to LVPD to report multiple allegations against her neighbor, pertaining to her yard. This is an ongoing issue. Officers spoke with both parties and determined the accusations to be unfounded.

11/13/2020 20-11419 DWLS

After a traffic stop, it was determined that the driver had a suspended drivers license. The vehicle was impounded and the driver was issued a misdemeanor citation and released at the scene.

11/14/2020 20-11445 Investigation of possible illegal dispensary

During a traffic stop, Officers interviewed the driver and passenger, and determined that they had just left a marijuana dispensary in the City limits. Information was passed on to DB, investigation ongoing.

11/16/2020 20-11512 Mental health call

Officers responded to a possible committal. A woman there stated that her son was turning violent, and was not taking his prescribed medication for paranoid schizophrenia. The man told officers that he was thinking of harming himself. He was brought to Providence Hospital for a psychological evaluation.

11/17/2020 20-11536 Fraud

A citizen was advised by his credit card company to make a police report after he was dissatisfied with them denying his fraud claim on his credit card.

11/20/2020 20-11657 Welfare check

Officers were sent to an address to investigate the welfare of a child who is living in a marijuana grow house. Based on the investigation, the Officers believe that there is a large amount of marijuana being grown in the basement of the home. They also found evidence of a child living there. They interviewed the only occupant of the residence, an adult, who was uncooperative.

11/20/2020 20-11658 Neighbor trouble

Officer responded to and mediated an ongoing neighbor dispute. The reporting party also wanted to contact the City Manager concerning a storm drain in front of her home which was cemented over.

11/20/2020 20-11666 Officer injured on duty

While an officer was leaving Pontic, after dropping off a mental health patient at the hospital, his vehicle was struck in an intersection when another vehicle ran a red light. The officer was transported to a local Pontiac hospital, treated and released. The officer has since come back to full duty.

11/21/2020 20-11681 Investigation of possible illegal dispensary

During a traffic stop, Officers interviewed the driver and passenger, and determined that they had just left a marijuana dispensary in the City limits. Information was passed on to DB, investigation ongoing.

11/24/2020 20-11779 DWLS

After a traffic stop, it was determined that the driver had a suspended driver's license. The vehicle was impounded. The driver was issued a misdemeanor citation and released on scene.

11/25/2020 20-11810 Operating while intoxicated

Officers responded to a residence where a vehicle had backed into the driveway, struck a parked vehicle, and became stuck on that vehicle. After an investigation, the driver was arrested for OWI. She was transported to Berkley for processing.

11/27/2020 20-11869 Domestic violence

Officers responded to a report of a physical domestic violence assault. After an investigation, it was determined that the father was guilty of a physical assault against his daughter. He was arrested and transported to Berkley for processing. He was arraigned before a magistrate and released.

11/30/2020 20-11935 Suspicious circumstances

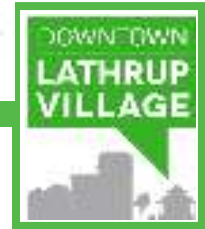
A citizen came into LVPD to report that on two occasions over the past month, she saw a man acting suspicious walking through her neighborhood. Officers were advised to increase crime prevention patrols in the area.

11/30/2020 20-11936 Customer trouble

Officers responded to a dental office where a customer was screaming at the employees. She was told that she could not leave her children unattended while she was getting her tooth fixed. She became irate, stated she was leaving the children there because she could not handle them anymore and left. She did come back, but because of how rough she was with the children, employees called 911. Officers followed the subject and her children to their grandmothers to ensure they were safe. Officer also followed up with CPS.

11/30/2020 20-11938 Ongoing custody dispute

One party of an ongoing custody dispute brought her children in to write out statements saying that their father was telling them to lie about their mother. The children also reported possible inappropriate conduct from the father. The case was turned over to the detective bureau for further investigation.



MEMORANDUM

TO: Sheryl Mitchell, City Administrator
CC: DDA Board of Directors
FROM: Susie Stec, Manager – CED / DDA Director
DATE: December 18, 2020
RE: Department/Director Report

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

COVID-19 Resources

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

Events

- **Shop Small Winter Market** was canceled.
- **LV Business BINGO** was extended until Monday, December 21st. This was done in response to the cancellation of the Winter Market.

Grants

- **MSOC Flagstar Grant** was opened to Associate & Affiliate level communities. We applied for funding to enhance our gateway entrances (lighting & landscaping) and for the Outdoor Winter Market. Both applications were successful and we were awarded a total of \$1,500.
- The will be issuing Weatherization grants, in 2 phases, to communities to assist established restaurants. Phase 1 is for equipment and phase 2 will be for PPE & reimbursement. In addition, the county set-aside \$7M for direct assistance. Restaurants who previously received funds through the county's earlier assistance efforts will automatically receive approximately \$7,500. Those were sent out on 12/17.

Business/Property Updates

- Work on the Lathrup Shopping Plaza is nearly complete
- Lathrup Village Apartments is now leasing units. They've received Administrative Approval for the final phase of the project which includes 3 buildings (14 total units) facing the service drive.

- 27215 Southfield Road received Conditional Site Plan Approval from the PC on 12/15. They will seeking a variance for the required screen wall. He intended to use the space for offices and an MRI trailer.
- 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.
- BP slowly moving forward. Tanks were scheduled to be installed earlier this month and a building permit has been pulled
- 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

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. No one from the public commented. The Planning Commission motioned to forward the text amendment to City Council for approval.

Monthly Permit List

12/04/2020

Building

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PB190149	12/18/2019	27465 SOUTHFIELD ROAD LLC	27465 SOUTHFIELD RD	40-24-14-481-018	\$716.00	\$0
Work Description: RESURFACE & PAVE PUBLIC ALLEY & IMPROVE SURFACE/SHEET DRAINAGE						
PB200095	09/08/2020	HARRIS, KENNETH	26721 MEADOWBROOK WAY	40-24-23-228-010	\$459.00	\$0
Work Description: installing subsoil foundation drainage system						
PB200106	10/06/2020	KAY BEE BEAUTY & NAIL SAI	27327 SOUTHFIELD RD	40-24-14-482-008	\$2,257.00	\$0
Work Description: Fire Repair						
PB200115	10/29/2020	WOOLFOLK, DORIS S	18679 RAINBOW DR	40-24-23-208-005	\$858.00	\$0
Work Description: 28Roof Mounted modules						
PB200116	11/02/2020	MACNEILLE, PERCY	18740 SAN DIEGO BLVD	40-24-14-404-016	\$398.00	\$0
Work Description: New Roof						
PB200117	11/04/2020	RASMUSSEN, DONALD	18440 SAN JOSE BLVD	40-24-14-426-024	\$145.00	\$0
Work Description: 3 Windows Replaced						
PB200118	11/05/2020	BOYD, RONALD	28714 BLACKSTONE DR	40-24-14-230-009	\$220.00	\$0
Work Description: 15 Replacement Windows						
PB200120	11/09/2020	FOSTER, PATRICIA G	18831 MIDDLESEX AVE	40-24-23-206-012	\$467.00	\$0
Work Description: New Roof						
PB200121	11/10/2020	GILBERT, TONYA Y	27364 EVERGREEN RD	40-24-14-306-062	\$551.00	\$0
Work Description: Water Damage Repair& 27370						
PB200122	11/12/2020	WHITE, LYNETTE T	27306 GOLDENGATE W DR	40-24-14-477-008	\$431.00	\$0
Work Description: 10 Windows replaced						

PB200125	11/17/2020	NEWMAN JR, JAMES R	27912 CALIFORNIA NE DR	40-24-13-155-015	\$452.00	\$0
Work Description: New Roof						
PB200126	11/19/2020	FISCHER, KENNETH B	17370 ROSELAND BLVD	40-24-13-102-014	\$424.00	\$0
Work Description: 14 windows replaced						
PB200127	11/20/2020	MCMILLIAN, GAVIN	26851 ELDORADO PL	40-24-23-203-015	\$689.00	\$0
Work Description: 17 Windows replaced						

Total Permits For Type: 13
Total Fees For Type: \$8,067.00
Total Const. Value For Type: \$0

Electrical

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PE200081	10/29/2020	WOOLFOLK, DORIS S	18679 RAINBOW DR	40-24-23-208-005	\$80.00	\$0
Work Description: Solar Panels						
PE200082	11/09/2020	FISHER, SEAN ANDRE	27475 GOLDENGATE W DR	40-24-14-476-022	\$65.00	\$0
Work Description: A/C Install						
PE200083	11/09/2020	PEOPLES, CHRYSTA	27237 RACKHAM DR	40-24-14-377-013	\$75.00	\$0
Work Description: A/c and Furance Install						
PE200084	11/09/2020	FORT, JOHN W	17624 CAMBRIDGE BLVD	40-24-13-353-008	\$70.00	\$0
Work Description: Furance Install						
PE200086	11/12/2020	HARRISON, DAVID M	18476 SAN QUENTIN DR	40-24-14-403-016	\$70.00	\$0
Work Description: Furance and Water Heater Install						
PE200087	11/12/2020	BRADFORD, TORENA	28735 ELDORADO PL	40-24-14-207-008	\$95.00	\$0
Work Description: Furance Install						

PE200088	11/13/2020	GOODWIN JR, HENRY	28785 SOMERSET PL	40-24-14-228-017	\$95.00	\$0
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Work Description: A/C Install

PE200089	11/18/2020	FALLS, CHARLIE E	17351 MARGATE AVE	40-24-24-156-019	\$55.00	\$0
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Work Description: Furance Reconnect

PE200091	11/19/2020	STRAUGHTER, WALTER	27621 SANTA BARBARA DR	40-24-14-333-007	\$65.00	\$0
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Work Description: Generation install

PE200092	11/19/2020	HARLEN, CAROLYN	28256 LATHRUP BLVD	40-24-13-154-001	\$75.00	\$0
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Work Description: Furance and A/C Reconnect

PE200093	11/19/2020	PLUMMER, FRANCIS R	18741 SAN JOSE BLVD	40-24-14-402-008	\$55.00	\$0
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Work Description: Furance Reconnect

PE200094	11/20/2020	KAY BEE BEAUTY & NAIL SAI	27327 SOUTHFIELD RD	40-24-14-482-008	\$569.00	\$0
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Work Description: Electric for Fire Damage

Total Permits For Type: 12
Total Fees For Type: \$1,369.00
Total Const. Value For Type: \$0

Fence

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PF200021	10/22/2020	DIZIK, ELIZABETH	19251 RAINBOW DR	40-24-14-377-007	\$65.00	\$0

Work Description: 6 ft Wood Fence

Total Permits For Type: 1
Total Fees For Type: \$65.00
Total Const. Value For Type: \$0

Mechanical

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PM200061	11/09/2020	FISHER, SEAN ANDRE	27475 GOLDENGATE W DR	40-24-14-476-022	\$65.00	\$0
Work Description: A/C Install						
PM200062	11/09/2020	PEOPLES, CHRYSTA	27237 RACKHAM DR	40-24-14-377-013	\$165.00	\$0
Work Description: A/C and Furance Install						
PM200063	11/09/2020	FORT, JOHN W	17624 CAMBRIDGE BLVD	40-24-13-353-008	\$90.00	\$0
Work Description: Furance Install						
PM200064	11/09/2020	DEW, ERNEST	18458 MIDDLESEX AVE	40-24-23-276-005	\$65.00	\$0
Work Description: HW Heater						
PM200065	11/12/2020	HARRISON, DAVID M	18476 SAN QUENTIN DR	40-24-14-403-016	\$115.00	\$0
Work Description: Furance and Water Heater Install						
PM200066	11/12/2020	BRADFORD, TORENA	28735 ELDORADO PL	40-24-14-207-008	\$115.00	\$0
Work Description: Furance, A/C & Humiidifier						
PM200067	11/13/2020	GOODWIN JR, HENRY	28785 SOMERSET PL	40-24-14-228-017	\$100.00	\$0
Work Description: Furance and A/C Install						
PM200068	11/18/2020	FALLS, CHARLIE E	17351 MARGATE AVE	40-24-24-156-019	\$90.00	\$0
Work Description: Furance Install						
PM200069	11/18/2020	KAY BEE BEAUTY & NAIL SAI	27327 SOUTHFIELD RD	40-24-14-482-008	\$360.00	\$0
Work Description:						
PM200071	11/19/2020	STRAUGHTER, WALTER	27621 SANTA BARBARA DR	40-24-14-333-007	\$95.00	\$0
Work Description: Generator Install						
PM200072	11/19/2020	HARLEN, CAROLYN	28256 LATHRUP BLVD	40-24-13-154-001	\$165.00	\$0
Work Description: Furance and A/C Install						

PM200073 11/19/2020 PLUMMER, FRANCIS R 18741 SAN JOSE BLVD 40-24-14-402-008 \$95.00 \$0

Work Description: Furance Install

PM200074 11/23/2020 LISS, ELLEN T 27816 LATHRUP BLVD 40-24-13-305-003 \$90.00 \$0

Work Description: Water heater replacement

Total Permits For Type: 13
Total Fees For Type: \$1,610.00
Total Const. Value For Type: \$0

Outside Refuse Container

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PORC-200011	11/04/2020	NUMAN, MARILYN K	27489 LATHRUP BLVD	40-24-13-306-015	\$25.00	\$0

Work Description: Storage Pod

Total Permits For Type: 1
Total Fees For Type: \$25.00
Total Const. Value For Type: \$0

Plumbing

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PP200056	11/09/2020	HARRIS, KENNETH	26721 MEADOWBROOK WAY	40-24-23-228-010	\$70.00	\$0

Work Description: Sump Install

PP200057 11/17/2020 MATLOCK, LISA W 17381 WILTSHIRE BLVD 40-24-13-152-007 \$115.00 \$0

Work Description: Bathroom remod

PP200059 11/18/2020 KAY BEE BEAUTY & NAIL SAI 27327 SOUTHFIELD RD 40-24-14-482-008 \$340.00 \$0

Work Description: Fire repair

Total Permits For Type: 3
Total Fees For Type: \$525.00
Total Const. Value For Type: \$0

Right of Way Construction

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PROW-200004	11/05/2020	BUCK, ELAINE T	18160 SUNNYBROOK AVE	40-24-14-483-010	\$1,250.00	\$0
Work Description: 0124						
PROW-200005	11/05/2020	WEATHERSPOON, WILLIAM	28754 SOMERSET PL	40-24-14-229-009	\$1,250.00	\$0
Work Description: ROW Construction						

Total Permits For Type: 2
Total Fees For Type: \$2,500.00
Total Const. Value For Type: \$0

Shed

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PSHED-010-20	11/10/2020	PARKER, TALEATHA	26297 MEADOWBROOK WAY	40-24-23-254-020	\$65.00	\$0
Work Description: 7300						

Total Permits For Type: 1
Total Fees For Type: \$65.00
Total Const. Value For Type: \$0

Report Summary

Permit.DateIssued Between
11/1/2020 12:00:00 AM AND
11/30/2020 11:59:59 PM AND
Permit.Status = ISSUED

Grand Total Fees: \$14,226.00

Grand Total Permits: 46

Grand Total Const. Value: \$0

Enforcements By Category

12/04/20

NO BUSINESS LICENSE

Enforcement Number	Address	Status	Filed	Closed
26711 SOUTHFIELD RD			11/17/20	
Ord. 18-281(b)(3) Operating a business without a proper license				
Total No Business License Entries:				1

Total Records: 1

Enforcement.CodeOfficer = Kelda
London AND
Enforcement.DateFiled Between
11/1/2020 12:00:00 AM AND
11/30/2020 11:59:59 PM

Total Pages:1

Enforcements By Category

12/04/20

INOPERABLE VEHICLE

Enforcement Number	Address	Status	Filed	Closed
18561 SAN JOSE BLVD		Discovered	11/18/20	
VW Beatle in drive flat tires				
Total Inoperable Vehicle Entries:				1

OTHER

Enforcement Number	Address	Status	Filed	Closed
18520 ROSELAND BLVD		Problem Reported	11/13/20	
Neighbor making complaint that fence is not located on property line but on their property.				
Total Other Entries:				1

Total Records: 2

Enforcement.CodeOfficer = Jim
Wright AND
Enforcement.DateFiled Between
11/1/2020 12:00:00 AM AND
11/30/2020 11:59:59 PM

Total Pages:1

Enforcements By Category

12/04/20

DOWNSPOUT EXT.

Enforcement Number	Address	Status	Filed	Closed
19091 LACROSSE AVE		Discovered	11/30/20	
Discovered that at least one gutter downspout/extension needs to be re-attached. Thank you in advance for addressing this matter.				

Total Downspout Ext. Entries: 1

INOPERABLE VEHICLE

Enforcement Number	Address	Status	Filed	Closed
19010 WILTSHIRE BLVD		Complaint Recieved	11/09/20	11/17/20
Vehicle discovered to be on blocks in driveway of the residence. This is in violation of Site Standards 5.6 that covers Vehicles.				
27881 RACKHAM DR		Discovered	11/09/20	11/16/20
Early model Cadillac Eldorado with flat tire(s) discovered parked on driveway close to the garage.				
18815 LACROSSE AVE		Discovered	11/12/20	11/19/20
Discovered vehicle with flat tire(s) in drive parked in front of the garage. Please address this matter as soon as you are able. We				

Total Inoperable Vehicle Entries: 3

OTHER

Enforcement Number	Address	Status	Filed	Closed
28546 ELDORADO PL			11/05/20	11/12/20
Discovered a construction trailer parked alongside driveway that was partway on grass, and a window supplier delivering new v				
27370 EVERGREEN RD			11/05/20	11/12/20
Generated Stop Work Order. Will do so for the next door condo as well. Building Permit needed and also for the Dumpster and				
27364 EVERGREEN RD		Door Hanger left	11/05/20	11/12/20
SWO issued. See notes under PROPERTY.				
27330 RED RIVER DR		Door Hanger left	11/12/20	11/17/20
Discovered property does not have a Certificate of Occupancy. Additionally, several Building Permits have expired. House is cl				
18815 SAN JOSE BLVD			11/17/20	
Fencing permit may be required. Only ornamental fencing that is less than 30-inches high is permitted to be installed without a				

Total Other Entries: 5

PARKING LOT REPAIR

Enforcement Number	Address	Status	Filed	Closed
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Enforcements By Category

12/04/20

28460 SOUTHFIELD RD	Discovered	11/12/20
Discovered that one or more parking blocks is broken and/or out of alignment. Thanks in advance for seeing that this matter is a		
17373 W 12 MILE RD	Discovered	11/19/20
Discovered that one or more parking blocks is broken and/or out of alignment. Thanks in advance for seeing that this matter is a		
17401 W 12 MILE RD	Discovered	11/19/20
Discovered that the parking lot has one or more potholes that need to be repaired. Thanks in advance for seeing that this matter		
28500 SOUTHFIELD RD	Discovered	11/19/20
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: 4

PROPERTY MAINTENANCE

Enforcement Number	Address	Status	Filed	Closed
18100 W 11 MILE RD		Discovered	11/02/20	11/12/20
Trees above the sidewalk need to be trimmed back so people can walk without stooping. Other trees and bushes need to be trimr				
27341 LATHRUP BLVD			11/02/20	11/17/20
Large trailer parked in driveway. No permit pulled. Sending first CE Basic Letter along with Dumpster Permit Application.				
17401 W 12 MILE RD			11/05/20	11/12/20
Manhole cover in SW corner of lot is covered with dirt and chunks of asphalt. Small dump truck or 2 or 3 pickup bed loads of d				
27330 RED RIVER DR		Discovered	11/09/20	11/30/20
Discovered trailer in driveway last week parked outside of the garage. Drove by again this afternoon and noted that it is parked				
28761 BLOOMFIELD DR		Discovered	11/10/20	11/23/20
Chain link fencing is in need of repair. It appears it may have been dismantled to allow for access to rear yard. If a new fence is				
18251 WILTSHIRE BLVD		Discovered	11/10/20	
Discovered door leaning up against side of the garage toward the front end of the house. Visible from the street. Please store in g				
18421 MIDDLESEX AVE		Discovered	11/12/20	11/17/20
Discovered old dishwasher and other debris being stored alongside the garage close the front of the home. These items are visibl				
18705 SUNNYBROOK AVE		Discovered	11/19/20	12/03/20
Discovered that fence needs repair at corner of lot near 11 Mile Road. Please address this matter when time allows. Thank you i				
18554 ROSELAND BLVD		Discovered	11/19/20	11/23/20
Discovered that fence needs repair at corner of lot near 12 Mile Road. Please address this matter when time allows. Thank you i				
27375 BLOOMFIELD DR		Discovered	11/19/20	
Discovered that a section of fencing along Bloomfield Boulevard needs repair. Thank you in advance for addressing this matter				
28150 LATHRUP BLVD		Discovered	11/23/20	11/30/20
Discovered that the rear yard fence requires repair in more than one place. At the south side of the proerty along the sidewalk ar				

Enforcements By Category

12/04/20

17386 AVILLA BLVD	Discovered	11/25/20	12/01/20
Discovered what appears to be a PVC pipe protruding from beneath the driveway. This pipe feeds into the culvert that is the Rig			
26489 MEADOWOOD S CT	Discovered	11/30/20	
Discovered at least one gutter downspout/extension is unattached. Please re-attach as soon as you are able. Thank you in advanc			
17617 RAINBOW DR	Discovered	11/30/20	
The home needs to be repainted when the weather allows. Mid-March 2021 we will be get back in touch with you regarding thi			
17361 RAINBOW DR	Discovered	11/30/20	
Discovered what appears to be a pallet and a pile of debris in the middle of the backyard. This is visible from the street and it ne			
18710 SUNNYBROOK AVE	Discovered	11/30/20	
Discovered that wooden perimeter fence is being propped up with sticks along the sidewalk side of the property. Please repair th			
26621 LATHRUP BLVD	Discovered	11/30/20	
Discovered large pieces of cardboard leaning against side of garage/house. Please remove as soon as time allows. Thank you in			
18740 LACROSSE AVE	Discovered	11/30/20	
Before Thanksgiving there were two ladders laying flat on the grass in the front yard. Discovered today that they are still there.			
27535 GOLDENGATE W DR	Discovered	11/30/20	
Discovered large piece of plywood leaning against the side of the home. Please remove this as soon as time allows. Thank you i			
17591 E GLENWOOD BLVD	Discovered	11/30/20	
Discovered a free-standing basketball hoop laying flat across the grass adjacent to the driveway. Please set it upright as soon as			

Total Property Maintenance Entries: 20

REFUSE CONTAINER W/O PERM

Enforcement Number	Address	Status	Filed	Closed
28837 LATHRUP BLVD		Discovered	11/10/20	11/17/20
Discovered trailer/dumpster in driveway with what appeared to be window frames piled up next to it. Please secure a permit for				
27821 BLOOMFIELD DR		Discovered	11/16/20	11/19/20
Discovered dumpster in driveway of home that is currently For Sale. Please be advised that a permit is required. Thank you in a				
18120 SUNNYBROOK AVE		Discovered	11/23/20	12/01/20
Discovered a large dumpster in the driveway that was partially filled. Please be advised that permits are required for dumpsters,				

Total Refuse Container w/o Permit Entries: 3

TRAILER IN YARD

Enforcement Number	Address	Status	Filed	Closed
27246 GOLDENGATE W DR		Discovered	11/13/20	11/23/20

Enforcements By Category

12/04/20

Karson saw a large enclosed trailer sitting in drive. These are in violation of ordinance

Total Trailer in Yard Entries: 1

VEHICLE STORAGE

Enforcement Number	Address	Status	Filed	Closed
18457 SARATOGA BLVD		Discovered	11/25/20	12/01/20

Discovered a dark blue PT Cruiser with two flat tires in the driveway. Thank you in advance for addressing this matter by repar

Total Vehicle Storage Entries: 1

Total Records: 38

Enforcement.CodeOfficer = Karson
Claussen AND
Enforcement.DateFiled Between
11/1/2020 12:00:00 AM AND
11/30/2020 11:59:59 PM

Total Pages: 4



COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members
FR: Sheryl L. Mitchell, City Administrator
DA: December 21, 2020

RE: **MOTION TO ADOPT SPECIAL ASSESSMENT RESOLUTION #1 AND SET PUBLIC HEARING DATE FOR JANUARY 25, 2021**

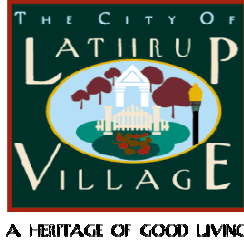
At the end of each year there are delinquent water and other bills (such as nuisance cuts, etc.). This starts the process of moving these amounts to the tax roll.

Property owners have until April before the amounts are placed on their property tax bill.

The resolution sets the Public Hearing date for January 25, 2021 at 7:00 p.m.

Suggested Motion:

To adopt the attached resolution and set the Public Hearing for Special Assessments for January 25, 2021 at 7:00 p.m.



TENTATIVE SPECIAL ASSESSMENT ROLL #2020-01-GENERAL PURPOSES

SPECIAL ASSESSMENT RESOLUTION #1

Whereas, the Administrator has reported to the City Council those cost and expenses of General Purposes and the delinquent water bills incurred by the City which remain unpaid by the owners or other parties in interest from whom said sums are due and the City Council has elected to proceed to the collection of same by Special Assessment; and

Whereas, the City Administrator report has been deemed to be a Tentative Special Assessment Roll showing the amounts of the cost assessable against each parcel;

Be It Therefore Resolved:

1. That the Tentative Special Assessment Roll be approved as submitted by the City Administrator and the City Clerk is directed to received and file the Roll for public inspection and review.
2. That January 25, 2021 at 7:00 p.m. in the Municipal Building at 27400 Southfield Road, Lathrup Village, Michigan be set as the time and place of a Public Hearing for the purposes of reviewing the Tentative Roll and to afford a hearing to all interested persons all matters bearing upon any needful correction or revision to the Roll and the propriety of its confirmation.
3. That the City Clerk be authorized and directed to give proper notices of the hearing by mail and publication as provided by law.

2021 TAX BILL SPECIAL ASSESSMENTS

Parcel Id #	Address	Amount
24-14-204-006	18745 Alhambra	\$ 227.77
24-14-203-002	18810 Alhambra	\$ 950.03
24-13-106-009	17386 Avilla	\$ 800.40
24-13-108-005	17401 Avilla	\$ 1,127.18
24-13-108-001	17415 Avilla	\$ 1,081.65
24-14-232-001	18187 Avila	\$ 398.77
24-14-232-010	28672 Blackstone	\$ 888.12
24-14-232-009	28678 Blackstone	\$ 1,752.06
24-14-229-010	28731 Blackstone	\$ 1,573.32
24-14-230-005	28750 Blackstone	\$ 986.01
24-23-207-006	26779 Bloomfield	\$ 733.89
24-23-204-013	26835 Bloomfield	\$ 930.50
24-23-204-011	26861 Bloomfield	\$ 445.19
24-14-452-008	27375 Bloomfield	\$ 491.82
24-14-402-019	27721 Bloomfield	\$ 369.32
24-14-202-009	28725 Bloomfield	\$ 2,051.65
24-14-476-017	18586 Bungalow	\$ 1,250.24
24-14-451-019	18800 Bungalow	\$ 349.91
24-14-451-017	18830 Bungalow	\$ 1,054.94
24-14-382-004	19041 Bungalow	\$ 308.04
24-13-303-007	27561 E. California	\$ 661.12
24-13-306-004	27640 E. California	\$ 248.47
24-13-303-012	27705 E. California	\$ 821.68
24-13-303-010	27725 E. California	\$ 332.76
24-13-303-020	27735 E. California	\$ 683.00
24-13-155-011	27934 E. California	\$ 1,397.45
24-14-430-004	27610 W. California	\$ 430.26
24-14-430-003	27628 W. California	\$ 623.32
24-14-430-001	27660 W. California	\$ 679.49
24-14-429-003	27714 W. California	\$ 1,252.21
24-14-426-027	27817 W. California	\$ 672.03
24-13-358-006	17387 Cambridge	\$ 697.42
24-13-353-011	17554 Cambridge	\$ 1,678.04
24-13-357-004	17611 Cambridge	\$ 317.03
24-13-357-003	17631 Cambridge	\$ 1,604.45
24-14-456-004	18635 Cambridge	\$ 2,214.22
24-14-456-006	18659 Cambridge	\$ 2,155.07
24-14-456-008	18695 Cambridge	\$ 227.07
24-14-452-014	18736 Cambridge	\$ 694.30
24-14-452-013	18750 Cambridge	\$ 1,013.71
24-14-452-012	18776 Cambridge	\$ 1,055.76
24-14-383-003	19055 Cambridge	\$ 1,814.95
24-14-302-008	27848 Cathalton	\$ 1,973.40
24-24-102-024	17350 Coral Gables	\$ 741.10
24-24-103-020	17535 Coral Gables	\$ 311.75
24-24-101-035	17560 Coral Gables	\$ 1,273.43
24-24-101-033	17594 Coral Gables	\$ 695.62
24-24-103-016	17601 Coral Gables	\$ 2,000.00
24-24-103-014	17625 Coral Gables	\$ 2,428.35
24-23-229-008	18131 Coral Gables	\$ 306.89
24-23-229-007	18153 Coral Gables	\$ 1,724.91
24-23-227-023	18240 Coral Gables	\$ 778.93
24-23-226-035	18434 Coral Gables	\$ 3,235.71
24-23-228-003	18475 Coral Gables	\$ 720.00
24-23-226-032	18480 Coral Gables	\$ 539.01
24-14-254-007	18530 Dolores	\$ 214.13
24-14-251-012	18724 Dolores	\$ 1,090.16
24-14-251-007	18810 Dolores	\$ 2,075.40
24-23-252-003	18941 Eldorado Place	\$ 1,035.58
24-14-477-020	27027 Eldorado Place	\$ 943.92
24-14-479-007	27335 Eldorado Place	\$ 391.32
24-14-479-006	27361 Eldorado Place	\$ 455.13
24-14-481-039	27430 Eldorado Place	\$ 241.22
24-14-481-037	27450 Eldorado Place	\$ 745.23
24-14-280-001	28060 Eldorado Place	\$ 579.58
24-14-276-016	28265 Eldorado Place	\$ 585.31
24-14-277-004	28408 Eldorado Place	\$ 683.01
24-14-228-012	28530 Eldorado Place	\$ 679.49
24-14-228-007	28650 Eldorado Place	\$ 1,511.16
24-14-228-004	28700 Eldorado Place	\$ 968.50
24-14-228-003	28720 Eldorado Place	\$ 884.52
24-14-207-008	28735 Eldorado Place	\$ 809.51
24-13-359-063	17550 Eleven Mile Road	\$ 213.78
24-14-478-037	18220 Eleven Mile Road	\$ 1,027.15
24-14-478-036	18230 Eleven Mile Road	\$ 411.14

24-14-381-030	19110 Eleven Mile Road	\$ 391.83
24-14-381-029	19120 Eleven Mile Road	\$ 694.03
24-14-381-025	19160 Eleven Mile Road	\$ 693.93
24-14-381-025	19160 Eleven Mile Road	\$ 1,095.13
24-14-385-003	19216 Eleven Mile Road	\$ 1,169.81
24-14-385-013	19284 Eleven Mile Road	\$ 832.54
24-13-154-009	17420 Glenwood	\$ 503.33
24-13-155-005	17591 Glenwood	\$ 395.73
24-14-278-016	18200 Glenwood	\$ 298.03
24-14-278-015	18216 Glenwood	\$ 919.51
24-14-276-017	18250 Glenwood	\$ 221.31
24-14-256-005	18489 Glenwood	\$ 343.74
24-14-256-003	18519 Glenwood	\$ 586.19
24-14-256-002	18535 Glenwood	\$ 1,269.23
24-14-253-003	18771 Glenwood	\$ 660.41
24-14-253-002	18785 Glenwood	\$ 720.01
24-14-252-008	18794 Glenwood	\$ 6,043.33
24-14-477-011	27246 Goldengate	\$ 318.24
24-14-477-010	27270 Goldengate	\$ 1,162.60
24-14-477-008	27306 Goldengate	\$ 396.33
24-14-476-024	27451 Goldengate	\$ 254.93
24-14-479-001	27490 Goldengate	\$ 1,629.65
24-14-430-012	27535 Goldengate	\$ 903.81
24-23-252-011	18841 Hampshire	\$ 1,308.92
24-23-253-002	18850 Hampshire	\$ 683.01
24-23-206-002	18980 Hampshire	\$ 1,746.49
24-23-251-001	18991 Hampshire	\$ 709.65
24-23-277-023	18150 Kilbirnie	\$ 626.11
24-23-278-009	18151 Kilbirnie	\$ 202.60
24-23-277-044	18160 Kilbirnie	\$ 336.47
24-23-278-008	18171 Kilbirnie	\$ 404.49
24-14-204-012	18740 Lacrosse	\$ 903.44
24-14-205-001	18815 Lacrosse	\$ 570.81
24-14-179-003	19015 Lacrosse	\$ 727.92
24-24-154-033	26031 Lathrup	\$ 355.05
24-24-157-029	26040 Lathrup	\$ 766.33
24-24-105-011	26646 Lathrup	\$ 751.03
24-24-105-009	26676 Lathrup	\$ 1,880.41
24-24-103-023	26715 Lathrup	\$ 1,669.34
24-24-105-002	26740 Lathrup	\$ 853.01
24-13-358-011	27216 Lathrup	\$ 675.84
24-13-305-008	27720 Lathrup	\$ 545.52
24-13-304-019	27731 Lathrup	\$ 1,998.06
24-13-153-011	28251 Lathrup	\$ 654.09
24-13-152-003	28452 Lathrup	\$ 736.04
24-13-152-002	28480 Lathrup	\$ 341.08
24-13-107-016	28511 Lathrup	\$ 460.27
24-13-108-002	28558 Lathrup	\$ 412.16
24-13-101-021	28929 Lathrup	\$ 386.79
24-13-102-001	28950 Lathrup	\$ 731.55
24-24-154-031	17554 Lincoln	\$ 751.33
24-24-154-028	17590 Lincoln	\$ 944.62
24-24-154-027	17610 Lincoln	\$ 807.44
24-23-256-035	18900 Lincoln	\$ 1,719.50
24-24-156-017	17311 Margate	\$ 493.32
24-24-153-033	17501 Margate	\$ 977.71
24-24-152-024	17534 Margate	\$ 440.50
24-24-153-021	17555 Margate	\$ 207.45
24-24-152-020	17600 Margate	\$ 1,399.60
24-24-152-019	17620 Margate	\$ 237.40
24-23-279-001	18155 Margate	\$ 373.72
24-23-254-013	26231 Meadowbrook Way	\$ 2,003.29
24-23-256-042	26242 Meadowbrook Way	\$ 815.50
24-23-254-016	26263 Meadowbrook Way	\$ 799.64
24-23-254-017	26269 Meadowbrook Way	\$ 1,079.70
24-23-256-045	26272 Meadowbrook Way	\$ 1,165.98
24-23-255-005	26300 Meadowbrook Way	\$ 799.29
24-23-255-004	26310 Meadowbrook Way	\$ 500.00
24-23-253-014	26349 Meadowbrook Way	\$ 470.81
24-23-255-001	26350 Meadowbrook Way	\$ 1,983.86
24-23-207-011	26651 Meadowbrook Way	\$ 270.14
24-14-478-005	27035 Meadowbrook Way	\$ 7,122.53
24-23-230-019	18140 Meadowood	\$ 260.71
24-23-230-016	18190 Meadowood	\$ 2,210.01
24-23-230-012	18254 Meadowood	\$ 1,752.82
24-23-277-005	18271 Meadowood	\$ 3,084.16
24-23-255-014	18421 Middlesex	\$ 1,544.37
24-23-276-006	18444 Middlesex	\$ 1,360.40

24-23-255-011	18459 Middlesex	\$ 1,322.23
24-14-310-010	27501 Morningside Plaza	\$ 964.25
24-14-310-003	27604 Morningside Plaza	\$ 693.93
24-14-377-013	27237 Rackham	\$ 400.51
24-14-333-002	27600 Rackham	\$ 1,972.06
24-14-330-005	27653 Rackham	\$ 1,771.04
24-14-327-006	27851 Rackham	\$ 2,228.75
24-14-377-003	27380 Rainbow Circle	\$ 608.12
24-14-377-004	27400 Rainbow Circle	\$ 871.10
24-14-376-010	27453 Rainbow Circle	\$ 1,420.61
24-14-353-021	27544 Rainbow Circle	\$ 2,486.16
24-14-353-020	27568 Rainbow Circle	\$ 631.40
24-14-304-029	27725 Rainbow Circle	\$ 294.74
24-14-327-002	27786 Rainbow Circle	\$ 508.13
24-14-307-006	27828 Rainbow Circle	\$ 3,064.75
24-14-307-007	27852 Rainbow Circle	\$ 688.35
24-23-201-020	18911 Rainbow Court	\$ 1,013.68
24-24-157-024	17311 Rainbow Drive	\$ 496.33
24-24-154-039	17555 Rainbow Drive	\$ 372.90
24-24-154-038	17575 Rainbow Drive	\$ 822.72
24-24-153-025	17600 Rainbow Drive	\$ 2,764.98
24-24-153-024	17616 Rainbow Drive	\$ 487.00
24-24-153-023	17630 Rainbow Drive	\$ 341.93
24-23-279-007	18130 Rainbow Drive	\$ 917.08
24-23-276-020	18207 Rainbow Drive	\$ 693.93
24-23-276-018	18241 Rainbow Drive	\$ 1,929.54
24-23-278-002	18266 Rainbow Drive	\$ 483.01
24-23-276-014	18301 Rainbow Drive	\$ 985.41
24-23-277-003	18318 Rainbow Drive	\$ 267.43
24-23-277-002	18330 Rainbow Drive	\$ 1,102.06
24-23-208-007	18641 Rainbow Drive	\$ 743.79
24-23-208-005	18679 Rainbow Drive	\$ 246.53
24-23-204-008	18846 Rainbow Drive	\$ 233.73
24-23-205-011	18855 Rainbow Drive	\$ 304.50
24-14-381-022	19067 Rainbow Drive	\$ 296.48
24-14-330-004	19252 Rainbow Drive	\$ 1,420.64
24-24-103-028	17578 Ramsgate	\$ 898.48
24-24-103-026	17590 Ramsgate	\$ 898.75
24-24-103-024	17630 Ramsgate	\$ 1,876.96
24-23-230-010	18151 Ramsgate	\$ 683.01
24-23-229-014	18180 Ramsgate	\$ 1,140.00
24-23-229-032	18190 Ramsgate	\$ 683.01
24-23-230-005	18231 Ramsgate	\$ 650.09
24-23-229-010	18232 Ramsgate	\$ 853.42
24-14-376-011	27330 Red River	\$ 693.93
24-13-152-013	17370 Redwood	\$ 474.67
24-13-152-012	17380 Redwood	\$ 922.42
24-13-102-013	17380 Roseland	\$ 1,368.19
24-13-104-005	17387 Roseland	\$ 1,759.08
24-13-101-018	17570 Roseland	\$ 2,354.51
24-13-101-017	17590 Roseland	\$ 1,542.43
24-14-227-040	18130 Roseland	\$ 2,195.95
24-14-227-037	18170 Roseland	\$ 823.48
24-14-227-033	18226 Roseland	\$ 454.36
24-14-229-005	18245 Roseland	\$ 741.23
24-14-226-043	18490 Roseland	\$ 1,207.42
24-14-226-041	18520 Roseland	\$ 547.75
24-14-405-016	18512 San Diego	\$ 890.25
24-14-476-008	18531 San Diego	\$ 305.07
24-14-451-005	18793 San Diego	\$ 723.25
24-14-404-011	18830 San Diego	\$ 1,363.93
24-14-451-002	18837 San Diego	\$ 1,064.41
24-14-403-008	18463 San Jose	\$ 613.23
24-14-301-044	27839 San Jose Ct.	\$ 961.16
24-14-301-046	27850 San Jose Ct.	\$ 693.92
24-14-405-006	18475 San Quentin	\$ 2,014.97
24-14-405-004	18575 San Quentin	\$ 679.49
24-14-403-012	18590 San Quentin	\$ 422.49
24-14-402-013	18856 San Quentin	\$ 1,078.92
24-13-106-007	17371 San Rosa	\$ 487.65
24-13-103-016	17540 San Rosa	\$ 988.18
24-13-105-004	17595 San Rosa	\$ 709.34
24-23-280-052	18161 Santa Ann	\$ 218.25
24-23-280-051	18181 Santa Ann	\$ 721.59
24-23-255-007	18520 Santa Ann	\$ 2,172.95
24-23-257-046	18561 Santa Ann	\$ 460.19
24-14-383-004	27251 Santa Barbara	\$ 327.79
24-14-404-010	27620 Santa Barbara	\$ 1,233.25

24-14-402-001	27772 Santa Barbara	\$ 390.45
24-14-182-010	28021 Santa Barbara	\$ 629.97
24-14-252-001	28250 Santa Barbara	\$ 1,019.64
24-14-127-022	28771 Santa Barbara	\$ 2,327.75
24-14-426-009	18457 Saratoga	\$ 679.49
24-14-256-015	18500 Saratoga	\$ 263.57
24-14-426-004	18525 Saratoga	\$ 1,165.46
24-14-401-006	18755 Saratoga	\$ 1,182.07
24-14-182-009	19050 Saratoga	\$ 488.58
24-14-228-023	28691 Somerset Pl.	\$ 1,314.88
24-14-229-007	28786 Somerset Pl.	\$ 330.93
24-14-228-016	28807 Somerset Pl.	\$ 1,106.00
24-23-280-059	26079 Southfield Rd.	\$ 200.35
24-23-277-049	26421 Southfeild Rd.	\$ 465.27
24-24-104-030	26641 Southfeild Rd.	\$ 200.35
24-13-357-001	27208 Southfield Rd.	\$ 549.21
24-14-483-016	27215 Southfeild Rd.	\$ 220.68
24-14-481-034	27411 Southfield Rd.	\$ 1,291.81
24-14-431-046	27811 Southfield Rd.	\$ 200.64
24-14-280-015	28001 Southfield Rd.	\$ 896.61
24-14-278-014	28211 Southfield Rd.	\$ 1,101.82
24-14-277-031	28305 Southfield Rd.	\$ 303.30
24-14-277-018	28455 Southfield Rd.	\$ 296.54
24-14-232-026	28505 Southfield Rd.	\$ 869.97
24-14-232-007	28551 Southfield Rd.	\$ 791.83
24-14-231-006	28625 Southfield Rd.	\$ 551.18
24-14-231-006	28631 Southfeild Rd.	\$ 391.52
24-14-231-006	28635 Southfeild Rd.	\$ 391.44
24-14-231-005	28641 Southfield Rd.	\$ 280.32
24-14-231-005	28690 Southfield Rd.	\$ 1,442.70
24-14-230-018	28840 Southfeild Rd.	\$ 795.79
24-14-230-018	28860 Southfeild Rd.	\$ 923.06
24-14-230-018	28861 Southfeild Rd.	\$ 1,146.52
24-14-230-018	28871 Southfield Rd.	\$ 301.94
24-23-254-006	18833 Sunbright	\$ 618.54
24-23-252-009	18844 Sunbright	\$ 208.92
24-23-252-007	18860 Sunbright	\$ 1,491.05
24-13-357-013	17560 Sunnybrook	\$ 478.61
24-13-357-012	17576 Sunnybrook	\$ 715.80
24-13-359-009	17585 Sunnybrook	\$ 583.98
24-14-483-014	18120 Sunnybrook	\$ 868.71
24-14-484-004	18151 Sunnybrook	\$ 692.81
24-14-483-010	18160 Sunnybrook	\$ 344.73
24-14-484-001	18189 Sunnybrook	\$ 1,088.44
24-14-454-010	18705 Sunnybrook	\$ 233.27
24-14-453-013	18756 Sunnybrook	\$ 920.92
24-14-453-011	18790 Sunnybrook	\$ 616.71
24-14-454-004	18791 Sunnybrook	\$ 634.38
24-13-358-008	27245 Sunset	\$ 396.97
24-14-429-012	27837 Sunset	\$ 1,209.05
24-14-279-005	28000 Sunset	\$ 1,314.32
24-14-256-021	28025 Sunset	\$ 357.91
24-14-256-020	28041 Sunset	\$ 508.59
24-14-256-017	28095 Sunset	\$ 569.41
24-14-255-015	28277 Sunset	\$ 215.01
24-14-276-001	28456 Sunset	\$ 796.85
24-14-207-007	28510 Sunset	\$ 1,715.12
24-14-207-006	28534 Sunset	\$ 1,755.67
24-14-207-005	28560 Sunset	\$ 335.10
24-14-207-002	28626 Sunset	\$ 847.71
24-13-126-017	17251 Twelve Mile Rd.	\$ 2,867.91
24-13-101-024	17517 Twelve Mile Rd.	\$ 2,769.47
24-13-101-002	17641 Twelve Mile Rd.	\$ 788.64
24-13-152-008	17371 Wiltshire	\$ 450.45
24-13-152-001	17435 Wiltshire	\$ 1,373.67
24-13-107-009	17640 Wiltshire	\$ 1,238.53
24-13-107-008	17656 Wiltshire	\$ 1,757.96
24-14-232-015	18150 Wiltshire	\$ 579.37
24-14-232-013	18180 Wiltshire	\$ 775.54
24-14-277-008	18185 Wiltshire	\$ 1,294.36
24-14-206-006	18520 Wiltshire	\$ 1,370.92
24-14-254-002	18545 Wiltshire	\$ 796.63
24-14-251-006	18725 Wiltshire	\$ 321.38
24-14-251-005	18741 Wiltshire	\$ 2,172.85
24-14-205-007	18820 Wiltshire	\$ 215.23
24-14-180-002	19091 Wiltshire	\$ 1,263.36
24-14-179-004	19120 Wiltshire	\$ 4,497.28
24-14-177-001	28275 Woodworth Way	\$ 1,295.73

		\$ 296,443.61



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: December 21, 2020

RE: **MOTION TO ACCEPT THE INFRASTRUCTURE STUDY GROUP
RECOMMENDATIONS AND APPROVE 2021 CAPITAL IMPROVEMENT BOND
PROPOSAL**

The Infrastructure Study Group is chaired by Mayor Pro Tem Bruce Kantor and Council Member Saleem Siddiqi as a liaison. Members include: Mike Keenan, Michael Griffin, Cardenas, and Jo Arnold-Robinson. They met several times to discuss approaches to addressing infrastructure improvements.

They are recommending the issuance of \$5.18 million in Capital Improvement Bonds. The proposed projects will include:

- water service distribution system material inventory (DSMI)
- lead and galvanized water service abatement
- water meter replacements
- sewer repairs
- water main replacements
- fire hydrant repair and replacement
- water main gate valve replacement
- sanitary sewer retention tank maintenance
- sidewalk and ditch program financing (up front funding of special assessments)

The bond consultant advised that there are advantages to having the CIP bond coincide with the sale of the voter authorized street improvement bond. The debt service for the bonds will be paid through the General Fund, Special Assessments and the water rates. Once the council adopts (at proposed meeting on January 4, 2021), and publishes the Notice of Intent residents have a 45 day Right of Referendum, in which 10% of the voters would need to invoke their rights in writing to halt the bond from moving forward.

Suggested Motion:

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 Improvement Bonds.



INFRASTRUCTURE STUDY GROUP

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

CAPITAL IMPROVEMENT RECOMMENDATION TO CITY COUNCIL

MONDAY, DECEMBER 21, 2020

Infrastructure Committee 2021 Capital Improvement Recommendation:

Goal: To propose a solution to the City's various water, sewer and lead related infrastructure issues.

Background: Lathrup Village has a variety of infrastructure needs that have arisen due to aging systems, long-deferred maintenance and State mandated requirements. The City has reached the point where these systems need to be addressed promptly to improve safety, ensure continued flow and availability of the water supply, ensure that waste is properly and efficiently disposed, and to ultimately reduce expenses to taxpayers. In addition, improvements must be made to satisfy unfunded State laws and mandates. Infrastructure needs fall into the following categories:

- water service distribution system material inventory (DSMI)
- lead and galvanized water service abatement
- water loss and water meter accuracy
- sewer repairs
- water main replacements
- fire hydrant repair and replacement
- gate valve replacement
- sanitary sewer retention tank maintenance
- sidewalk and ditch program financing

This recommendation will address each of these areas individually and then discuss financing and repayment recommendations.

Infrastructure Recommendation:

A. DSMI and Lead\Galvanized Water Service Abatement

In response to the Flint water crisis, the State of Michigan adopted a variety of new regulations related to lead in the water system. As a result of these regulations, by 2025, the City is required to identify the material of all water service pipes leading into all homes and businesses in the City. Any service line that consists of lead or galvanized steel is required to be replaced with the cost born completely by the City. Starting in 2021, the City must replace a minimum of 5% of its lead/galvanized service lines each year for the next 20 years.

Service line material verification is required at both the water stop box (usually by the sidewalk in front of each home) and where the water service physically enters the home/business. The City has already launched a self-identification campaign for residents to identify the material inside their homes and businesses. Identifying the material at the stop box is a significantly more intensive process. It requires digging five feet down on both sides of the stop box and visually inspecting the pipes leading to and going from the stop box for 18 inches on each side. The estimated cost for each stop box identification is \$650. This estimate includes repairing the sidewalk when it is damaged during the identification process. In addition, most of the stop boxes in the City are over 75 years old and do not function well or at all. Because most of the work to replace the stop box will already be completed in the identification process, it is the opportune time to replace these old and failing devices. The additional cost to replace each stop box is \$75, bringing the total cost to \$725 per water service line. We are estimating that there will be 1,600 services to be verified and are anticipating conducting 500 verifications per year starting in 2021. Based on these numbers, the estimate to complete this project is \$1.16M.

The City will also be applying for grant money to help defray some of these costs.

In addition, the City will be required to replace the lead and galvanized lines that are identified via the aforementioned methods. The cost of this abatement is estimated to run about \$4,500 to \$5,000 per line. While there is no way to accurately estimate how many lead and galvanized lines there are in the City, it does initially appear to be relatively low. The Committee is recommending that approximately to \$500,000 be estimated for this abatement.

B. Water Loss and Water Meters

Over the last five to ten years, the City has had larger than expected water losses. Lathrup Village purchases its water from Southeast Oakland County Water Authority (SOCWA), who meters the volume that the entire City uses. The City, in turn, bills residents and businesses based upon their individual metered usage. The discrepancy between these two meter readings has grown to 40%. This means the City is footing the bill for 40% of the City's water usage without reimbursement totaling a loss of over a quarter million dollars each year. While water loss is expected due to a variety of conditions (water main breaks, fire hydrant flushing, etc.), the rate should typically be closer to 20%. SOCWA has verified its meters are working correctly and the City has not found any significant areas of continued water loss outside of normal loss channels.

The primary area of concern lies with the water meters that are used in the City. Like most of the infrastructure, our water meters are quite old. It is very common for older meters to lose their accuracy and under-record actual usage. As such, the Committee is recommending that all water meters in the City be replaced. There are approximately 1,785 meters in use and the estimated cost of replacement and installation is \$860,000. This estimate includes not only the smart meters, but also the necessary infrastructure and software for the system.

Per the recommendation of the Committee, the City administration is currently initiating a pilot water meter test program. The City will identify ten old meters from around Lathrup Village to have tested to determine their accuracy. This should help to verify that the meters are the primary cause of the loss issue and the potential saving from conducting this project.

This project should begin as soon as possible—every day of delay needlessly costs the City money. In fact, the cost of this project will pay for itself in less than five years by eliminating water loss that is currently paid for by the City.

C. Sanitary Sewer System

Lathrup Village has invested heavily over the past couple of decades in its sanitary sewer system. As a result, the system is in good condition, but it does require maintenance to keep it from degrading. This fall, the City invested in having 30,000 linear feet of sewer pipe inspected via closed circuit television. As a result of this process, the City Engineer recommends budgeting approximately \$120,000 for necessary repairs for each of the next four years. This work will total \$480,000.

D. Sanitary Retention Tank

Lathrup Village has its own sanitary retention tank that is used to store inflow from the sanitary sewer system when the inflow rate is greater than the rate at which we are permitted to outflow to the Evergreen-Farmington Sewer Disposal System (EFSDS). In the past, there have been instances where the retention tank has filled up and the City was forced to illegally allow the tank to overflow. As a result, the City is under a Consent Decree from the Michigan Department of Environment, Great Lakes and Energy (EGLE). Last year, we outsourced the operations and maintenance of the retention tank to the Oakland County Water Resource Commission (OCWRC). The County has notified us that our retention tank requires approximately \$500,000 in maintenance and repairs for safety and upgrades in order to obtain compliance with the Consent Decree.

E. Water System

Lathrup Village has approximately 31 miles of water main. Of that mileage, 17 miles of water main were installed prior to 1930 with the remaining 24 miles installed prior to 1972. The expected life of a water main is approximately 50 years. Because most of the system has already significantly outlived its useful life, the City experiences a much larger than expected number of costly water main breaks each year.

The City has been addressing this issue on an ongoing basis. This fall, the City completed the Santa Barbara water main project, which installed about a mile of new water main to increase pressure and volume to the west side of the City. However, a large portion of the water system still needs to be replaced. As discussed in a prior recommendation, the opportune time to replace water main is simultaneous to road replacement. This dramatically reduces the cost of water main replacement and also eliminates any need to damage existing

roadway in order to replace water main. The residents recently approved a three year road replacement project and it is recommended that the City replace as much water main as possible during this three-year project. The following road segments are on the eligible list for road replacement and it is recommended that their associated water mains are replaced in coordination with the road project:

- Goldengate from 11 Mile Road to California West
- Wiltshire from Southfield Road to Lathrup Boulevard
- Bloomfield from LaCrosse to Sunset Boulevard
- San Rosa from Southfield Road to Lathrup Boulevard
- Glenwood from Santa Barbara to Sunset

The estimated cost for replacing these water mains is \$1,360,000.

F. Fire Hydrants

Lathrup Village has approximately 243 fire hydrants and approximately 60% of those were installed prior to 1930. The City Engineer estimates that 120 hydrants need to be replaced or refurbished in order to provide optimal functionality should their use be required to extinguish a fire. It is estimated that 60 hydrants will need to be replaced and 60 will be able to be refurbished. The estimated cost per hydrant is \$4,540. This equates to a total project cost of \$545,000. The recommendation is to address 40 hydrants per year for the next three years.

Completing this project (along with water main improvements) will help to improve safety and ultimately improve the City's fire rating, which should result in lower insurance rates for businesses and residents.

G. Water Main Gate Valves

Gate valves are used to provide isolation capability for water mains. When water mains require maintenance or repair, a gate valve can be closed to shut off the water supply to the water main in question. Lathrup Village has over 300 gate valves of which 60% were installed prior to 1930. Due to their age, a large number of these gate valves no longer function. This is huge problem, especially because of the large number of water main breaks the City experiences every year. In many instances, when a water main breaks, the contractor cannot shut off the water upstream because of a non-functioning gate valve. This means the repair must be done under pressure, which results in added expense for the repair, additional time that residents are without water, excessive water loss for which the City is liable, and safety risk for the water department staff.

The City Engineer estimates that 162 gate valves require replacement. The cost of each replacement is estimated to be \$5,925, which equates to \$960,000 for the entire project. The City Engineer has recommended that 54 gate valves be replaced per year for the next three years.

H. Sidewalks

Approximately two years ago, City Council adopted the Infrastructure Committee's recommendation for a sidewalk improvement program. That program was scheduled to begin in the summer of 2020. However, due to Covid-19, that project was delayed and will begin in the summer of 2021 when both the business corridor and one residential quadrant will be addressed. While residents and business will pay for the entire cost of the program, the City will have up-front costs that will eventually be reimbursed. For the first year of the program, it is estimated at \$20,000.

H. Ditch Special Assessments

As part of the recently approved road replacement program, some streets will be required to undergo ditch repairs. Residents on these streets will pay for their ditch repair via a Special Assessment that is repayable over ten years. While the City will be fully reimbursed for this cost, it will be required to front the cost of this work. It is very difficult to estimate the amount at this juncture, as the design work is over a year away. The Committee is recommending that \$300,000 be estimated for this cost.

I. Financing

It is critical that the projects noted above obtain financing and begin as soon as possible. Obviously, this will require the City to obtain funds for this work. The Committee has had extensive conversations with both Bond Counsel and Financial Counselors and is recommending the City use a Capital Improvement Bond for these projects.

A Capital Improvement Bond is a very flexible bond option that can be used for a variety of capital needs. These needs include all of the items discussed previously. This type of bond does not require that specific projects be identified in detail, but rather, just an estimate of their required cost. It is also a very flexible option. For example, we estimated that \$545,000 is required for the fire hydrant project. Should the fire hydrants be in better shape than expected and the project only costs \$345,000, the remaining \$200,000 can be allocated toward other capital projects. Repayment of the bond is flexible in that it can be repaid from a variety of sources, including the City's General Fund, the capital component of the water\sewer bill, Special Assessment payments, etc. A capital bond can contain multiple issues and you are not required to spend the entire amount that is approved. Lastly, the City would still be eligible to apply for any applicable grants.

To issue a Capital Improvement Bond, City Council would pass a resolution for the bond and issue a Notice of Intent. This notice, in turn, starts the clock for the residents' Right of Referendum. Ten percent of the residents would have to invoke that right in writing within 45 days to halt the bond from moving forward. If that does not occur, the bond is approved—it does **not** require a resident vote.

The Committee Recommends that City Council review this recommendation and act in a prompt manner as there are advantages to doing so. First, bond counsel indicated that the necessary work required for any bond is at least three weeks of dedicated city time. The City will embark on this process soon in order to secure the voter-approved road improvement bond. If the City processes two bonds simultaneously, the additional work for the second bond is negligible, which will save the City significant costs. Second and most important, the bond market will look very favorably upon the City issuing two bonds simultaneously. This informs the market that the City is wisely and aggressively planning a coordinated

approach for its future and this can result in a significantly better bond rating. A better rating would ultimately lower the financing costs of both bonds, relative to separate issuances, saving the City significant funds. Keeping in mind there is a required 45 day Right of Referendum, the City should consider this recommendation soon in order to reap the advantages of processing two bonds simultaneously.

The Committee recommends the City obtain a Capital Improvement Bond for \$5.18M, as this amount covers the cost for the aforementioned projects. Bond Counsel has recommended that it is advisable for the City to choose an amount that is “the largest amount that can be politically tolerated.” This is because it puts the City in a position where it has a funding mechanism for future capital projects without having to determine financing, issue additional bonds and/or go to the voters. Again, the fully authorized amount would not be required to be used, but would be available, if necessary. The Committee recommends \$5.18M, as it covers the anticipated cost of the needed infrastructure repairs (with a small contingency factor). Whether the City would like to request a higher amount would be a separate discussion for City Council and City administration to have.

The table on the following page provides more detail on the finances related to such a Capital Improvement Bond and how it was determined that \$5.18M is required.

<u>Current Assets</u>					
Sewer & Water Fund Balance	\$	3,780,000			
Balance available for Capital Projects	\$	<u>1,880,000</u>			
Remaining Sewer & Water Fund Balance	\$	1,900,000			
Annual Funds Raised by the Capital Component of Water Bill:					
Expected cu ft to be sold		13,800,000			
Capital H2O Rate Component per cu feet		<u>0.00925</u>			
Dollars Raised:	\$	127,650			
<u>Estimated Project Costs</u>					
Lead Testing	\$	1,160,000			
Water Meters	\$	800,000			
Sewer	\$	480,000			
Water Mains	\$	1,360,000			
Fire Hydrants	\$	545,000			
Gate Valves	\$	960,000			
Retention Tank	\$	550,000			
Lead Abatement, Ditching, Sidewalk & Other	\$	<u>1,000,000</u>			
Total:	\$	6,915,000			
Plus Bond Financing Cost (approximate)	\$	145,000			
Less Available Sewer & H2O Funds	\$	<u>1,880,000</u>			
Amount Needed in Capital Improvement Bond			\$ 5,180,000		
Annual Cost for \$4.6M Capital Imp Bond (20 year)	\$	336,700			
Annual Capital Raised by H2O Bill	\$	<u>127,650</u>			
Shortfall	\$	209,050			
Rate increase needed to raise \$209,050 from the capital component of the water bill would be \$.0245364/cu ft applied to the first 400 cu ft (the monthly minimum bill) of all water bills. Applying to first 400 cu feet only makes this equitable across all customers.					400 cu ft x \$.0245364/cu ft x 12 months x 1775 hookups = \$209,050
Actual customer increase per month					400 cu ft x \$.0245364/cu ft = \$9.81 per month

Looking at current assets, the City has a \$3.78M balance in the Water and Sewer Fund. The City has raised these funds through the collection of the capital component of the water\sewer bill over the years. While it would be nice to use all these funds for these necessary projects, the Committee recommends drawing only \$1.88M from this fund. Both the City's bond and financial counselors suggested we maintain half the balance to appear in a strong financial position to the financial markets. Doing so should help to keep our bond rating lower. In addition, should any emergency funds ever be necessary, there would be money in this fund.

In terms of annual funds raised by the City for capital purposes, the table shows the City raises approximately \$127,650 per year via the water\sewer bill capital rate component (without the 40% water loss, this figure would be \$208,000). This amount would be used to pay off most of the annual bond payments.

The table illustrates that \$6.915M is required for all the aforementioned projects. Note this includes \$1M for lead abatement, up-front ditching costs, up-front sidewalk costs and other potential uses\contingency. As noted earlier, these particular costs are very difficult to quantify. In addition, the financing cost of the bond will be approximately \$145,000. If you add the finance cost and subtract out the \$1.880M in available funds from the Water and Sewer Fund, this results in \$5.18M in required financing.

The annual cost of repaying a bond of this magnitude would be approximately \$336,700. Given we annually raise about \$127,650 from the water\sewer bill, this leaves an annual shortfall of \$209,050. The Committee recommends this shortfall be made up by a modest increase to the capital component of the water bill. More specifically, the calculation in the table shows that an increase of \$.0245364 per cubic feet applied only to the first 400 cubic feet (the monthly minimum billing amount) would raise the needed \$209,050. This equates to an additional \$9.81 per month to each of the City's water customers. The Committee feels this cost is a bargain for the magnitude of necessary work that would be completed. The low impact on the residents is also a testament to great financial planning work done by the various administration and City Council members over the years to maintain a decent balance in the Water and Sewer fund that will help to offset the cost to the residents.

It is also important to note that the monthly increase shown above is the highest *theoretical* rate that residents could see in order to pay off a bond issuance of this magnitude. However, residents should never experience this \$9.81 per month rate increase. The actual enacted rate increase should be lower and should also fall significantly over the first few years as some of the infrastructure issues are corrected. For example, once new water meters are installed and the water loss is brought under control, the increase to the water bill can be reduced significantly. Reducing the water loss alone to a more realistic 20% loss would raise additional capital that would reduce the necessary rate increase from \$9.81 to \$7.82 per month. Further, it is relevant to note these figures assume that City receives the full \$5.18M in funds at once. In reality, the City will receive funds in multiple issuances over three years. This will reduce the rate in the first year considerably. While the rate will rise with any subsequent fund issuance, the reduction in water loss will keep the rates from ever reaching the \$9.81 amount noted previously. In addition, residents' repayments of their Special Assessments for ditch and sidewalk repairs will be used to pay off bond principal, which serves to deflate the water rate increase needed for bond repayment. Finally, the City will be applying for grants for some of these projects. Every grant received will help to lower any increase in water rate to the residents. Given the water rate is adjusted annually, all these dynamic factors can be assessed yearly and incorporated into the new water rate.

As always, the Committee is available to City Council and the Administration to answer questions or for further clarification and/or discussion.

This recommendation is made by the following voting members of the Infrastructure Committee:

Bruce Kantor, Committee Chair
Mayor Pro Tem

Michael Griffin

Mike Keenan

Jo Robinson

Hugo Cardenas



Dr. Sheryl L. Mitchell Theriot

City Administrator

City of Lathrup Village

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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: December 21, 2020

RE: **MOTION TO APPROVE AWARDING OF CONTRACT FOR POLICE
DEPARTMENT EXPANSION STUDY**

Staff requested proposals for the reuse of the lower level in City Hall into space that can be utilized by the Police Department. The recommended proposal was received from Redstone Architects. Mr. Redstone addressed council to answer questions at the November 23, 2020 Study Session.

The proposal contains 3 parts:

Part 1: Programming – meeting with LVPD to identify current and future staffing and space needs and current space standards. Develop and review the space needs analysis.

Part 2: Block Diagrams & Conceptual Floor Plan – reflecting how to make the building more secure and operations more efficient.

Part 3: Building Condition – includes an environmental assessment. Is intended to drill down into the capacity and condition of the building's systems to support the design concept. This will be necessary before an renovation work can commence. Can be conducted by the City or as an additional service for \$7,460.

The quote for Part 1 & Part 2 is \$9,640.

Suggested Motion:

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 \$7,460. And, authorize the Mayor or City Administrator to sign any related documents.



REDSTONE ARCHITECTS INC.

Specialists in Law Enforcement, Justice, and Public Safety Architecture

ESTABLISHED 1937



City of Lathrup Village Proposal Police Department Expansion Study August 26, 2020

Daniel Redstone, FAIA
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2709 S. Telegraph Road
Bloomfield Hills, MI 48302



Redstone Architects, Inc.

2709 S. Telegraph Road, Bloomfield Hills, MI 48302-1008

August 26, 2020

Christopher Clough, Parks & Recreation Coordinator
City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076

RE: Police Department Expansion Study

Dear Chris:

Thank you for contacting Redstone Architects to identify the current and future space needs of the Lathrup Village Police Department to determine how the existing building can be renovated to serve the Department in the 21st century. We are excited to have the opportunity to be of service to the City of Lathrup Village.

Last Friday you and Chief McKee gave me a tour of the facilities. During that tour we discussed some of the issues the department has regarding overcrowding and serving citizens, as well as police and staff security.

We have put together a narrative of our approach to accomplish the study which is attached. There are three parts to our proposal:

- Programming
- Block Diagrams and Conceptual floor plans
- Building Condition Review (visual) of the buildings support systems.

Our study depends on the involvement of yourself and the Police Department staff to be meaningful, and you will see that we have meetings with you and police department staff. You will need to provide PDF's of the original site and floor plans and any other drawings that may have shown renovations since the building was first built in the 1970's.

We propose a fixed fee of \$9,640 for the programming and conceptual design phases, and a fee of \$7,500 for an observational (visual) Building Condition Review, which also involves our consulting structural, mechanical and electrical engineers.

Our study will identify the consensus of how to renovate the existing and lower levels of the City Hall building to provide the police in the most effective way and provide an estimated project cost to implement same.



Christopher Clough, Parks & Recreation Coordinator
City of Lathrup Village

August 26, 2020
Page 2

I have also attached for your review a copy of our Firm Profile, our approach to accomplishing the study, as well as examples of recent Police Facilities we have been involved with.

We trust our approach for this study is what you are looking for and look forward to working with you through the completion of your objectives.

Sincerely,

A handwritten signature in blue ink, appearing to read "Daniel Redstone".

Daniel Redstone, FAIA, NCARB
President

w/attachments



CITY OF LATHRUP VILLAGE
POLICE DEPARTMENT SPACE NEEDS STUDY

Redstone Architects has been requested to prepare a study for the Lathrup Village Police Department that will review its current and future space needs and analyze them in the context of the current Lathrup Village Public Safety (Police) space in Lathrup Village City Hall.

Since the current facility was designed in the early 1970's, many changes have occurred in the design of police facilities. Technology, security, separation of public and secure police areas, and more efficient work environments are but a few of those changes.

We anticipate three parts of our Work Plan. Part I will be to interview members of the Lathrup Village Police Department to identify current staffing and space utilization, and develop future requirements based on projected staffing, current space standards and the available space in the basement area below the Police Department. Due to the limitation of area, we expect that there will be a prioritization of needs.

Part 2 will be the development of Block Diagrams showing how to make the building more secure and to make operations more efficient. Options will be presented for discussion. Once agreed to, the block diagram configuration will be developed into a "conceptual" floor plan, showing furniture and special equipment.

Part 3 will be a Building Condition Analysis that will be done concurrently with our programming and Block Diagrams and will utilize the services of our consulting MEP engineers.

PART 1: PROGRAMMING

Step 1. Kickoff Meeting with Client

Redstone will meet with Members of the Police Department and City representatives to review the process and identify expected outcomes. Either before or after the meeting, we will tour the facility.

We will jointly develop a tentative schedule for subsequent meetings and activities, using the input of the participants. Additional information needed by the Design Team shall be identified.

Step 2. Programming Interview with Department and Staff

Using our program template as a base we will conduct programming Interviews with stakeholders to discuss the current issues of operating the Police facility. Our objective is to identify the stakeholders' goals, objectives, operational and security issues that will drive the physical requirements of the project.

Operational topics specific to the facility may include:

- Present and future staffing requirements
- Security of confidential law enforcement data by non-sworn personnel

- Building Security and accessibility
- Operational issues, such as location of prisoner processing and interviewing areas
- Opportunity for shared or collaborative spaces, recognizing the need to maintain a secure, working environment
- Space requirements and standards,
- Site requirements
- Identifying Security Issues, including those in the existing building
- Special equipment needing (storage) space
- Separation of public and staff
- Parking requirements- Secure parking for staff
- Budget, including a general discussion of cost allocation concepts
- Timetable

These programming discussions will make the Redstone and the User Team (together the “Design Team”) aware of operational issues and objectives that need to be addressed and help everyone gain an updated understanding of those needs.

Step 3. Develop the Space Needs Analysis

Based on the programming meetings and the expansion space available, we will develop a realistic Space Needs Analysis for the facility, which will list by space or activity the areas needed to accommodate projected operational needs.

Step 4. Space Needs Analysis Review Meeting with Client

The space needs document is reviewed and discussed with the Police Department to confirm that all known needs have been covered, and we then make adjustments for items that may have been omitted or misunderstood.

PART 2. BLOCK DIAGRAMS & CONCEPTUAL FLOOR PLAN

Step 5. Develop Block Diagrams

Using the approved Space Needs Analysis, Redstone will develop block adjacency diagrams for the building’s floor plans. All Conceptual (block) Floor Diagrams will be developed to create efficient workflow and provide a good working environment and security for the department.

One of the most significant issues is that of security. The Staff Entry also serves as the Prisoner entry. The hallway is only 4’ wide, which is dangerous there is no separation of public and secure, staff space. Toilet space is ‘minimal’ at best.

Our understanding is that the basement level is being considered to provide the police more space. We will utilize the lower level to help reorganize police operations.

Step 6. Block Diagram Progress Meeting- Adjustments

The initial Block Diagrams are reviewed and discussed with the Police Department and City staff. Adjustments are then made to reflect meeting comments.

We will also look at the existing parking, pedestrian circulation, secure circulation and access to the site will be explored and documented.

Step 7. Progress Meeting & Approval

Redstone will meet with the Stakeholders to review the Conceptual Block Diagrams.

Step 8. Conceptual Floor Plans

The Design Team would develop conceptual floor plans in the context of the existing building, reflecting the requirements of the Updated Space Needs Analysis and the Block Diagrams.

All conceptual plans will be developed to create an efficient and secure workflow and provide an improved working environment for the department.

Meetings with the Police Department would occur in a similar manner to the process used in the discussion of the Block Diagrams.

Initial Project Cost Projections.

Using very preliminary “ball-park” estimates (\$/sf), we will develop an initial Project Cost based that may be used for identifying the magnitude of the Project, as well as for budgeting purposes. Should Part 3 be included in our efforts, information gathered in that part will be taken into consideration when developing our cost projections.

PART 3. BUILDING CONDITION ANALYSIS

Redstone Architects will request documents and general information from the City prior to the building analysis. If sufficient documentation is not available, additional steps will be necessary.

- Send General Property Information Form to be filled out by City (address, date built, utility supplier data, major additions/upgrades and dates completed, current problems, recent assessments (asbestos, etc.).
- Request site surveys
- Copy of the original building plans for conversion to CAD/REVIT

See ‘Additional Services’ for potential additional items.

Review Documents

The documents provided by the City will be reviewed by the Design Team. Any further information needed will be requested or obtained at this time. Redstone will prepare the architectural checklist for the building condition analysis.

Field Survey

The site visit will consist of a visual walkthrough survey of the facilities easily accessible and readily observable areas to note the general condition of major components and systems. The team’s engineers will perform visual observations for the mechanical, electrical, plumbing, and structural components of the facility.

Environmental Assessment (by Owner or as an Additional Service)

We recommend a Level One Assessment for the area to be renovated or expanded. However, until the Level One and possible Level Two assessments are completed, we can only speculate at the actual cost of 'removal' of any hazardous materials that might be found.

Record Data

The Redstone Team will compile the data and photographs for the report. This data, combined with the Space Needs Analysis and Block Diagrams, will later be evaluated for project fitness and renovation/upgrade costs

Prepare Study Report.

Present Report to City Council.

NOT INCLUDED IN STUDY PROPOSAL ABOVE

Public meetings in addition to City Council presentation; design charettes
Traditional Schematic Design Services

Redstone Architects		STUDY HOURS ESTIMATE	POSSIBLE TIME LINE
Principal	PM/Architect		
Redstone. FAIA	Kowalske	CAD REVIT	
		PART 1; PROGRAMMING	
		PUT DRAWING INTO CAD	
4	4	STEP 1. Kick-off Meeting	
INCLUDED	INCLUDED	STEP 2. Programming Interview with Dept and Staff (Police & City)	
1	6	STEP 3. Develop Space Needs Analysis ("SNA")	
2		STEP 4. Space Needs Analysis Review Meeting with Client	
		PART 2. BLOCK DIAGRAMS / CONCEPTUAL FLOOR PLANS	
4	4	STEP 5. Develop Conceptual Block Diagrams	
1	2	STEP 6 Block Diagram Progress Meeting-ADJUST (virtual)	
1		STEP 7. Progress meeting and approval (video conf)	
2	10	STEP 8. Conceptual Floor Plans showing furniture	
2	2	initial Project Cost Projections (Cost Consultant)	
	8	Prepare Study Report	
2		Present Study to City Council	
19	36	TOTAL HOURS	8
\$ 200.00	\$ 120.00	1. Standard Hourly Rates (Principal @\$200; PM@ \$120; ARCHITECT @ \$120)	8/26/2020

\$	3,800.00	\$	4,320.00	\$	520.00	SUBTOTALS	
		\$	8,640.00	\$	1,000.00	SUBTOTAL- REDSTONE ARCHITECTS PARTS 1 and 2 Cost Estimator-O'BRIEN CONSTRUCTION	
		\$	9,640.00			TOTAL FEE; PART 1 AND 2- PROGRAMMING AND CONCEPTUAL DESIGN	
						PART 3. BUILDING CONDITION ANALYSIS- Visual review of building systems in area of Renovation	
1	2					Review Documents	
	6					Field Survey	
1	4					Coordination with Environmental Assessment (By Owner or Additional Service)	
2	16					Record Data (Redstone Review) & incorporate into report	
4	28			0			
\$	800.00	\$	3,360.00	\$	-	SUBTOTAL	
		\$	4,160.00			SUBTOTAL- REDSTONE ARCHITECTS PART 3	
		\$	1,000.00			PART 3- BUILDING CONDITION ANALYSIS-CONSULTANTS Electrical Engineering ETS ENGINEERING	
		\$	1,500.00			Mechanical and Plumbing JRED	
		\$	800.00			Structural Engineer- IMEG	
		\$	3,300.00				
		\$	7,460.00			TOTAL FEE PART 3- BUILDING CONDITION ANALYSIS.	
						OPTIONAL OR BY OWNER- ENVIRONMENTAL ASSESSMENTS	

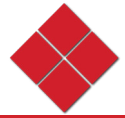


REDSTONE ARCHITECTS, INC. HOURLY RATES

2020 STANDARD HOURLY RATES

CLASSIFICATION	DESCRIPTION	HOURLY RATE
PRINCIPAL	Daniel Redstone FAIA	\$200.00
TECHNICAL I	Senior Project Architect /Sr. Manager	\$125.00-\$160.00
TECHNICAL II	Project Architect/Project Manager Senior Project Designer	\$100.00-\$120.00
TECHNICAL III	Project Designer Interior Designer Senior / CAD / REVIT Technician	\$75.00-\$90.00
TECHNICAL IV	CAD / REVIT Technician Junior Designer	\$62.50-\$65.00
CLERICAL/ ACCOUNTING	Clerical Accounting Manager	\$50.00

Rates listed shall be adjusted periodically in accordance with normal review practices of the Firm.



REDSTONE ARCHITECTS FIRM PROFILE



Redstone Architects, Inc.
Public Safety – Law Enforcement – Justice

A Michigan S-Corporation
E.I.N. 38-1618558

2709 S. Telegraph Road
Bloomfield Hills, MI 48302-1008
Telephone: (248) 418-0990
Facsimile: (248) 418-0999

Email: dredstone@redstonearchitects.com
Website: www.redstonearchitects.com

Authorized Representative: Daniel A. Redstone, FAIA,
NCARB, LEED AP, President and CEO

Overview

For 80 years, the firm has understood the importance of providing design solutions that embrace functionality and client needs, as well as pleasing and appropriate aesthetics. We provide strong design leadership and technical expertise in a world where change is occurring at breakneck speed. We emphasize the importance of satisfying all of our clients' needs, including security, functionality & workflow, quality, sustainability, aesthetics, and budget.

The firm maintains open communications with our clients throughout our engagement, helping to insure a successful Project. We listen to our clients and to their users. Your buildings and facilities are a result of collaborative effort.

The firm was established in 1937, and was incorporated in Michigan in January, 1960. Daniel Redstone, FAIA, joined the firm in 1967, became President in 1987, and has been Chairman and Chief Executive Officer since 1996.

We established Redstone Public Safety Consulting Group to offer non-architectural consulting services to Public Safety agencies needing advice on consolidation and sharing of services with other agencies. Recent studies include the MRLEC and Monroe, MI.

We specialize in public safety, law enforcement, justice and municipal projects. We offer a full range traditional architectural and professional services, including master planning, programming and schematic design, as well as non-traditional consulting services such as strategic planning and financial planning.

Our firm has become an expert in its field by developing a thorough understanding of the specialized, operational needs of our clients. We regularly attend national conferences focusing on our specialties.

We develop state-of-the-art solutions for our clients, and help clients and agencies maximize their facilities while staying within budget.



Police Department, Troy, MI

Redstone Architects works directly with agencies and as consultants to architects throughout the United States.

By being a consultant to a local architect, local firms can continue to serve their community on specialized projects by augmenting their knowledge and use of local engineering consultants with our specialized expertise.

Select Market Expertise

Redstone Architects provides specialized services to select markets, including:

- LAW ENFORCEMENT
- JUSTICE
- PUBLIC SAFETY
- MUNICIPAL
- PUBLIC SAFETY CONSOLIDATION

At Redstone Architects, we work with our clients throughout the programming, schematic design, contract documents and administration to achieve success.

We maintain a high level of expertise for new construction, renovation, adaptive re-use, historic rehabilitation and building additions. We understand the unique nature of our municipal clients' various needs. This enables us to provide our municipal clients with timely responses and solutions.



Oklahoma City Public Safety

Professional Services

We offer a full range of services, including:

- PROGRAM MANAGEMENT
- STRATEGIC PLANNING
- NEEDS ASSESSMENT
- PROGRAMMING & SPACE PLANNING
- SITE PLANNING
- ARCHITECTURAL SERVICES
- INTERIOR DESIGN SERVICES
- PUBLIC SAFETY CONSOLIDATION STUDIES
- PROJECT COST ESTIMATING
- DESIGN/BUILD PROJECT DELIVERY
- OTHER CONSULTING SERVICES

Our understanding of public safety related operational, procedural, and regulatory issues, combined with our specialized experience, creativity, imagination, and managerial skills, is your assurance that you may rely on Redstone Architects and Redstone Public Safety Consulting Group to make your Project a success.



Police Department,
Waterford, MI



Professional by Discipline

Redstone Architects maintains a professional staff of between four and 10 employees. Our firm is in full compliance with the architectural registration statutes of the State of Michigan. Daniel Redstone is licensed in Michigan and 12 other states, and is NCARB certified.

	Current Staff	LEED-AP & Green Assoc.
Licensed Architects	4	3
Designer/CAD	1	
Administrative/Clerical	1	



We are known nationally for our knowledge of law enforcement, public safety, and justice facilities. We strive to help keep clients, users, and “customers” safe by designing buildings that recognize the need for collaborative work flows with appropriate security separations.

The following is a partial listing of our firm’s recent and current client-agencies:

Law Enforcement

Police Station	Sauk Prairie, WI
Police & DPW Study	Orchard Lake Village, MI
Police Station Renovation Study	Novi, MI
Public Safety Building	Clive, IA
Police Station	Warr Acres, OK
Police Department	Mission, KS
Police & Fire Consolidation Study	White Lake Twp, MI
Sheriff Department Study	Livingston County, MI
Police Department	Middleton, NJ
Police Department	Warrington, PA
Justice Center Study	Lincoln Park, MI
Police Department	Ponca City, OK
Police Space Needs Analysis	Milford, DE
Police/Fire Headquarters Study	Buffalo, NY
Police Headquarters	Battle Creek, MI
Police Department	Mt. Pleasant, SC
Public Headquarters/Fire Adm.	Troy, MI
Police Headquarters	Oklahoma City, OK
Regional Law Enforcement Ctr.	Marshall, MI
Police Department	Jacksonville, NC
Police Department Consultation	Medford OR
Firearms Training Center	Novi, MI
Police Headquarters/Addition	West Bloomfield, MI
Police Department Study	New Garden Twp., PA
Sheriff’s Substation Study	Delta Twp., MI
Police Headquarters	Lansing, MI
Police Headquarters/Court	Cape Girardeau, MO
Police Headquarters	Gaithersburg, MD
Public Safety Substation	Bridgeport, WV
Police Department/Court	Bridgeton, MO
911-EOC Center Study	Harrison County, WV
Police Department/Court	Inkster, MI
Police Headquarters	Waterford, MI
8th Precinct Substation	Detroit, MI





Fire Operations

- | | |
|--------------------------------|--------------------------|
| Fire Station | Warr Acres, OK |
| Fire Station Renovation Study | Port Huron, MI |
| Fire Station Replacement Study | Cascade Twp, MI |
| Fire Station & ESO | Upper Providence Twp, PA |
| Fire Station | Cedar Springs, MI |
| Fire Station & DPW Study | Grand Blanc, MI |
| Engine Company No. 5 | Detroit, MI |
| Midtown (Central) Fire Station | Taylor, MI |
| Fire Station #1 | Monroe, MI |
| Fire Station Replacements | Battle Creek., MI |
| Fire Headquarters and Station | Jacksonville, NC |
| Station 4 Replacement | Troy, MI |
| Public Safety Substation | Bridgeport, WV |

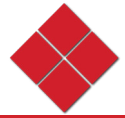
Justice

- | | |
|----------------------------------|------------------|
| 25th District Court | Lincoln Park, MI |
| 55th District Court | Mason, MI |
| 63rd 1-2 District Court | Kent County, MI |
| 23rd District Court-Design-Build | Taylor, MI |
| 62-B District Court | Kentwood, MI |
| 54-A District Court Study | Lansing, MI |
| 22nd District Court | Inkster, MI |
| Municipal Court | Bridgeton, MO |
| Municipal Court | Mt. Pleasant, SC |



Municipal

- | | |
|-----------------------------------|---------------------|
| Genesee Juvenile Justice Center | Genesee County, MI |
| Town Hall/Village Square | Macomb Twp, MI |
| Dept. of Public Works | Waterford Twp, MI |
| City Hall Renovation/Add'n | Saline, MI |
| Belle Isle Casino Renovation | Detroit, MI |
| Pontiac Housing Commission | Pontiac, MI |
| Police, City Hall & DPW Study | Utica, MI |
| 20-year Facilities Strategic Plan | Grand Blanc Twp, MI |
| DPW Needs Assessment | Kentwood, MI |



Daniel A. Redstone, FAIA, NCARB, LEED AP

Redstone Architects - Law Enforcement & Public Safety Specialist



For over 30 years Mr. Redstone has led the programming and design efforts for numerous law enforcement, justice, and public safety agencies. As Principal-in-Charge, Dan works directly with architects, agencies, and command staffs throughout the country. He has gained valuable insight on the spectrum and variety of public safety services offered nationally, as well as having worked with a variety of public-safety, organizational structures.

Mr. Redstone was the author of Chapter 28 -Fire Station and Facility Design – in the 7th Edition of the **Fire Chiefs Handbook**, published in 2015. Mr. Redstone was also a member of the Team that wrote the new **IACP's Planning Facilities Planning Guidelines**, published in 2019. The Guidelines was accompanied by case studies, which included the Marshal Regional Law Enforcement Center, designed by Redstone Architects.

Relevant Public Safety Project Experience (*Current Project: 2020)

Education

University of Michigan-MBA
University of Michigan-B. Arch

Professional Registration

Michigan plus 12 states
NCARB Certificate Holder

Professional Associations

MI Board of Professional Surveyors
2003-2011
MI Board of Architects
1992-2002, 2003-2011
Zoning Board of Appeals,
West Bloomfield, MI 2015-18

Int'l. Assoc. of Chiefs of Police
Int'l Assoc. of Fire Chiefs
MI Assoc. of Chiefs of Police
MI Assoc. of Fire Chiefs
SE Michigan Assoc. of Chiefs of Police

American Arbitration Association,
Panel Member
Nat'l Architectural Accrediting Board
Accreditation Team Member(8)
Team Chair: 2010-2013, 2016

Conferences

AIA Academy of Architecture for Justice,
2006-2010; 2015
Law Enforcement Track Leader 2006
AAJ Jurist 2017
IACP Annual Conf. and Exposition
1993-2016; Exhibitor 2002-2019

Honors

2007 AIA Detroit, Gold Medal
2002 Fellow (FAIA), American Institute
of Architects
1995 AIA Michigan, Robert Hastings
Award
1992 AIA Board Member of the Year

FIRE

*Fire Station Study, Cascade Township, MI (Fire Consultant)
*Fire Station Study, Port Huron, MI
*Fire Station, Warr Acres, OK (Fire Consultant)
*Fire Station, Upper Providence Twp, PA (Fire Consultant)
Fire, Township Hall, DPW Study, Grand Blanc, MI
Central Fire Station, Monroe, MI
Fire Station #4 Replacement, Troy, MI
Public Safety Facility, Bridgeport, WV (Fire Consultant)
Police/Fire Administration Building, Troy, MI
Central Fire Station, Waterford Township, MI

POLICE & COURT

*Public Safety Building, Clive, IA (Law Enforcement Consultant)
*Police Renovation Study, Novi, MI
*Police and DPW Study, Orchard Lake Village, MI
*Police Station, Sauk Prairie, WI (Law Enforcement Consultant)
*Police Station, Warr Acres, PA (Law Enforcement Consultant)
Police Department, Warrington, PA
Justice Complex Study, Lincoln Park, MI
*Police Headquarters, Ponca City, OK
City Hall and Police Facility Study, Mission, KS
Police Headquarters, Cape Girardeau, MO (Law Enforcement Consultant)
Police Headquarters, Battle Creek, MI
City Hall and Police Department, Bridgeton, MO (Law Enforcement Consultant)
Police Headquarters, Medford, OR (Law Enforcement Consultant)
Police Headquarters, Buffalo, NY (Law Enforcement Consultant)
Police Department Headquarters, Town of Mt. Pleasant, SC
Police Department and City Hall, Saline, MI
Tri-City Post, Michigan State Police, City, MI
Police Headquarters: Waterford Township, MI
Marshall Regional Law Enforcement Center, Marshall, MI
Police and Court Study, Lansing MI
Police and Court Building, Inkster, MI
Justice Facility (Police and 62-B District Court), Kentwood, MI
Firearms Training Center, City of Novi, MI
Police Headquarters, Oklahoma City, OK
63rd District Court, Kent County, MI
23rd District Court, Taylor, MI
Police Headquarters, Crescent City, CA
Center for Public Safety, Jacksonville, NC

Joel Galanty, RA, NCARB

Project Architect / Project Manager



Joel is a dedicated, design oriented, problem solver with abilities to manage and exceed expectations from concept to completion. He is experienced in Urban, Residential, Educational, Commercial, Retail Market Design and Construction Development. Joel joined Redstone Architects in 2019, bringing 20 years on Project Management experience.

Joel is also NCARB Certified professional with active Registered Architect registrations in Michigan, Ohio and Florida and State of Michigan Licensed Builder.

Relevant Public Safety Project Experience (*Current Project: 2019)

JUSTICE

*Genessee Juvenile Justice Center, Genessee County, MI

Education

Bachelor of Architecture
University of Detroit-Mercy

Master of Architecture
University of Detroit-Mercy

Professional Registration

State of Michigan Registered Architect
State of Ohio Registered Architect
State of Florida Registered Architect
NCARB Certificate Holder

Professional Credentials

Licensed Residential Builder - State of Michigan

Professional Affiliations

Tau Sigma Delta (Architecture Honor Society)

EXPERIENCE (with other Firms)

COMMERCIAL

Kibit & Smith, Dearborn, MI
Physicians Renaissance, Commerce Township, MI
Dearborn Automatic Tooling, Dearborn, MI
St. Julian's Veterinarian Clinic, Dearborn, MI
American Koyo Center, Howell, MI
Johnson Controls HQ, Plymouth, MI

EDUCATIONAL

University of Michigan, Ann Arbor, MI
Utica High School, Utica, MI
Dearborn Heights District No. 7, Dearborn Heights, MI
L'Anse Creuse Public Schools, Clinton Township, MI
Portage Public Schools, Portage, MI
Pinconning Area Schools, Pinconning Township
Melvindale-Northern Allen Park School District, Melvindale, MI
Dearborn Public Schools, Dearborn, MI
Holt Public Schools, Holt, MI
Ferndale School District, Ferndale, MI
Avondale School District, Avondale, MI
Anchor Bay School District, Chesterfield Township, MI
Birmingham Public Schools, Birmingham, MI
Muskegon Public Schools, Muskegon, MI
Crestwood School District, Dearborn Heights, MI
Walled Lake School District, Walled Lake, MI



Margaret E. Matta, AIA, LEED AP BD+C

Project Architect / Project Manager



Education

Bachelor of Environmental Studies
University of Detroit

Professional Bachelor of Architecture
University of Detroit

Professional Registration

State of Michigan Registered Architect

Professional

Affiliations/Certifications

American Institute of Architects (AIA)

LEED Accredited Professional, Building Design & Construction (LEED AP BD+C)

US Green Building Council,
Detroit Region
Market Leadership Advisory Board
Member

Detroit 2030 District
Founder and
Advisory Council Member

Since joining Redstone Architects in early 2016, Peggy has been involved in programming, code analysis and leading the architectural development of projects from schematic design through construction documentation, coordinating with all disciplines while meeting job schedules, budgets and deadlines. Peggy brings expertise in sustainable design to projects, an increasingly important aspect for municipal buildings.

Peggy has a wide range of project experience including: renovations and new construction for commercial office buildings, manufacturing, retail spaces, K-12 and College/University Facilities. She has been a LEED Project Administrator for many projects including new construction and major additions, existing buildings and commercial interiors.

Peggy was also on the facilities staff for the University of Detroit, responsible for renovations to existing buildings on the main campus and two satellite campuses, eventually as Chief Architect for Campus Planning and Construction.

Project Experience Highlights (*Current Projects: 2019)

*Fire, Township Hall, DPW Study, Grand Blanc, MI

*Justice Center, Lincoln Park, MI

Genesee County Administration Building (Needs Assessment and Programming)
Livingston County Sheriff Renovation

Battle Creek Police Department Headquarters, Battle Creek, MI

Police Facility, Gaithersburg, MD (Public Safety Consultant)

*Central Fire Station, Monroe, MI

Distribution Warehouse Romulus, MI (Design Concept: 200,000sf+16,000 Admin)

Central Maintenance Facility upgrades, Walled Lake Schools, MI¹

Fire Station #4, Troy, MI

Police & Fire Headquarters Study, Buffalo, NY (Public Safety Consultant)

City Hall public service area revisions, Clawson MI

Intercollegiate Soccer Stadium, University of Michigan¹

Renovations for secure vestibules - 8 schools, South Redford School District, MI¹

Renovations for secure vestibules - 2 schools, Walled Lake Cons. Schools, MI¹

Commercial building conversion to lofts, Detroit, MI¹

Fordson High School Addition, Dearborn, MI (Governor's Award for Historic Preservation)¹

Senior Assessor, Ohio School Facilities Commission: school building condition assessments for 3 Ohio School Districts.¹

Saginaw School District: school building condition assessments for entire district¹

Rehab and additions to 3 elementary schools, L'Anse Creuse Public Schools, MI¹

New Green Elementary School, L'Anse Creuse Public Schools, MI¹

New South River Elementary School, L'Anse Creuse Public Schools, MI¹

Science lab & auditorium addition to Senior High School, Fowlerville Community Schools, MI¹

Convert existing High School to Junior High for three districts: Fowlerville

Community Schools, Holt Public Schools and Saline Area Schools¹

Conversion of college dorm to faculty offices, University of Detroit¹

LEED Project Administrator Experience:

American Axle World Headquarters, Detroit, MI: LEED EB O+M Certified¹

Henniges Manufacturing, Auburn Hills, MI: LEED BD+C Silver¹

Facility Solutions, Clinton Twp., MI LEED CI Silver¹

¹Denotes experience while with another firm.

Teffera Kowalske AIA, CDT, LEED Green Assoc., NCARB

Project Architect / Project Manager



Teffera has been with Redstone Architects for over 6 years and is involved in design, code analysis, interior architecture, specifications and leading the architectural development of public service projects from Programming through the Construction Administration Phase.

Experience from previous management positions makes Teffera ideal for managing projects which includes coordinating with all disciplines, meeting job schedules, and project budgets.

Her background in professional photography has given her an eye for detail.

Teffera is passionate about architecture and dedicated to providing the public safety community with functional and secure facilities from which to serve their communities.

Education

Bachelor of Architecture
Lawrence Technological University

Masters of Architecture
Lawrence Technological University

Professional Registration

State of Michigan Registered Architect
NCARB Certificate Holder

Professional Credentials

LEED Green Associate
Construction Documents
Technologist (CDT)

Professional Affiliations

American Institute of Architects (AIA)
Construction Specifications
Institute (CSI)

Relevant Public Safety Project Experience (*Current Project: 2020)

FIRE

*Fire station Renovation/Consolidation Study, Port Huron, MI
*Fire Station Study, Cascade Township, MI
*Fire Station, Warr Acres, OK
*Fire Station, Upper Providence Twp, PA
Fire Station, Cedar Springs, MI
Central Fire Station, Monroe, MI
Fire Station #4 Replacement, Troy, MI
Fire Station Study, Long Lake, MI
Fire Station Study, Battle Creek, MI

POLICE & COURT

*Public Safety Building, Clive, IO
*Police Renovation Study, Novi, MI
*Police Station and DPW Study, Orchard Lake Village, MI
*Police Station, Sauk Prairie, WI
*Police Station, Warr Acres, OK
Sheriff Department Study, Livingston County, MI
*Justice Center, Lincoln Park, MI
Police Station, Warrington, PA
Department of Public Safety, Westchester, NY
*Police Headquarters, Ponca City, OK
Police Headquarters, Vineland, NJ
Police Headquarters, Battle Creek, MI
Police Study, New Garden Township, PA
Marshall Regional Law Enforcement Center, Marshall, MI
Police Station Renovation, Livonia, MI

EXPERIENCE

Fire, Township Hall, DPW Study, Grand Blanc, MI
*White Lake Township, MI Police and Fire Study
*Pontiac Housing Commission MSHDA/HUD Renovation
POTW Complex Study Revision, (2019) Delhi Township, Holt, MI
Pontiac Housing Commission Renovations, Pontiac, MI
POTW Complex, (2017) Delhi Township, Holt, MI

REDSTONE ARCHITECTS EXPERIENCE

Marshall Regional Law Enforcement Center (2011-2015)



Size: 36,000 sf + 17,500 sf Outbuilding
Scope: Programming, Business Plan, and full A/E Services
Projected Budget Cost: \$11,250,000
Final Project Cost: \$9,500,000
Location: Marshall, Michigan
Est. Completion Date: Late Summer 2015
Final Completion Date: August 31, 2015
Client Contact: Scott McDonald, Public Safety Director (269) 781-2596

Redstone Architects (and Redstone Public Safety Consulting Group) was initially selected to develop a Program and a Business Plan for a Regional Law Enforcement Center that would house three agencies- the City of Marshall Police Department, a Michigan State Police Regional Post, and the Calhoun County Sheriff. The Business Plan included sharing of staff, as well as capital and annual operational cost-sharing allocations.

Redstone Architects was subsequently chosen to design the facility. The building is designed to insure maximum collaboration among the three agencies. Financing arrangements between the three agencies were completed, construction began in June 2014, and the project was dedicated on August 31, 2015.

Oklahoma City, OK Police Headquarters (2012-2015)



Size: 87,800sf
Scope: Programming & Schematic Design
Construction Budget: \$27,500,000
Final Construction Cost: N/A
Location: Oklahoma City, OK
Final Completion Date: November, 2015
User Contact Information: Wade Gourley, Chief of Police (405) 231-2121

In 2007 the City, sold \$35,000,000 in bonds to build a new Justice Center, to include the Police Headquarters and Municipal Courts. In 2010, ADG and Redstone Architects were selected to update the prior needs assessment and present new options. In 2012 our team began the design phase for this project. The project was dedicated on November 2, 2015.

Architect of Record: ADG Architects, Oklahoma City, OK

Warrington, PA Police Station (2018-2020)



Size: 20,100 sf
Scope: Programming & Design Services
Construction Budget: \$9,600,000
Final Construction Cost: NA
Location: Warrington, PA
Est. Completion Date: Summer 2020
Final Completion Date: In construction
Owner Contact Information: Daniel Friel, Chief of Police
(215) 343-3311

GKO Architects and Redstone Architects part of the architectural team to work and build a new police station for the city of Warrington, PA. Redstone Architects led the programming and conceptual design phases, and assisted throughout the documentation and construction phases. The building is under construction and scheduled to be completed Summer of 2020.

Architect of Record: Godshall Kane O'Rourke Architects, LLC., Ambler, PA

Livonia, MI Police Station Renovation (2016)



Size: 1,500 sf
Scope: Renovation and update materials
Final Project Cost: \$235,000
Location: Livonia, Michigan
Est. Completion Date: Spring 2016
Final Completion Date: March 23, 2016
Client Contact: Deputy Chief
Benjamin McDermott
(734) 466-2400

Redstone Architects constructed the Livonia Police Station in the 1977, designed an addition in 1987, and was asked to once again assist with renovations to the police station. The renovations included, updating materials, adding bullet resistant panels to the walls between the lobby and secure spaces, adding bullet resistant glazing to the transaction counters that would provide an open and inviting environment, yet secure, updating the patrol desk and report writing room, enlarge and update the break area, and update the patrol shift supervisor's office.

Battle Creek, Michigan Police Headquarters (2014-2018)

Size: 46,000sf
Scope: Full Architectural Services
Project Budget: \$15,000,000, including Range
Location: Battle Creek, MI
Completion Date (Study): Spring 2015
Final Completion Date (Facility): Summer, 2018
Client Contact: Jim Blocker, Public Safety Director (269) 966-3375



The team of Redstone Architects and Architecture + design, Inc. was chosen to develop a Space Needs Analysis and phasing plan to allow the City of Battle Creek to plan for a new Police Headquarters Building. The analysis determined that a new facility, to be built across the street from the current headquarters, would be the most cost-effective solution.

The new, 46,000SF, two-story facility is more than double the size of the current facility. By planning for a new facility, all police operations remained intact while the new facility was constructed. The site was designed to provide secure parking facilities for the department, a well-defined and welcoming public entry, and the facility includes a 24/7 Fusion Center and EOC.

Redstone Architects is the Architect of Record for the new facility and worked with Schweitzer Construction, Inc., the Design Builder.

Michigan State Police Tri-City Post #31 (2010-2012)

Size: 12,000sf approx.
Scope: Programming & Schematic Design
Construction Budget: \$2,600,000
Final Construction Cost: N/A
Location: Williams Township, MI
Estimated Completion Date: Fall 2012
Final Completion Date: November, 2012
User Contact Information: Dawn Davis, Facilities Specialist (517) 336-6228



The State of Michigan selected WTM & Associates and Redstone Architects in early 2010 to design a new post to replace a 1938 facility. The design is also to be a prototype for future posts.
Architect of Record: WTM Architects, Saginaw, MI.

Novi, MI Firearms Training Center (2007-2008)



Size: 6,500 sf
Scope: Full Architectural Services
Final Project Cost: \$1,200,000
Location: Novi, Michigan
Est. Completion Date: Spring 2008
Final Completion Date: Spring 2008
Client Contact: Chief David Molloy
(248) 347-0504

The City of Novi, Michigan retained Redstone Architects to design a new gun range for the city's Police Department. The total project cost of \$1,700,000 was funded through drug forfeiture funds. The Firearms Training Center serves a number of local and federal agencies, and is a revenue generator for the Department and City.

Ponca City, OK Police & Jail (2017-2021) Court Study (2017- 2019)

Size: Police: 41,000 sf
Jail: 12,200 sf
Court Renovation: 8,000 sf

Scope: Court: Study
Police & Jail: Programming,
Space Needs Assessment,
Conceptual Design, and
Consultation through
Construction

Construction Budget: \$24,000,000
Final Construction Cost: N/A
Location: Ponca City, OK
Est. Completion Date: 2021
User Contact Information: Don Bohon, Chief of Police
(580) 767-0375
Scott Dedmon AIA,
Principal ADG Architects
(405) 232-5700



In 2017, Redstone Architects teamed with ADG to conduct a feasibility study and prepare a preliminary design for a new Public Safety facility. The current Public Safety Building includes a Municipal Court, Police Department, Municipal Jail, and the City's Emergency Management facilities. The design team of Redstone Architects and ADG completed the space needs analysis and preliminary design to accommodate the City's needs for the next 20+ years. The project is currently in the design phase, with construction to commence in the summer of 2020.

Architect of Record: ADG Architects, Oklahoma City, OK

REDSTONE PUBLIC SAFETY REFERENCES

Battle Creek, MI- New Police Headquarters Building (2015-2018)

Jim Blocker, Chief of Police

T: (269) 781-0911

jablocker@battlecreekmi.gov

Oklahoma City, Oklahoma* Police Headquarters (2010-2015)

Wade Gourley, Chief of Police

T: (405) 297-1106

Wade.gourley@okc.gov

*with ADG Architects, Oklahoma City, OK

City of Novi, MI – Firearms Training Center (2008-2009)

David Molloy, Chief of Police

T: (248) 347-0505

dmolloy@cityofnovi.org

Troy, Michigan – Police Dept. and Fire Admin. Building (2000-2004)

Frank Natasi, Chief of Police

T: (248) 524-3424

Gary Mayer, Chief of Police, Retired

T: (248) 885-1915 (cell)

mayergg@gmail.com

Troy, Michigan - Fire Station #4 Replacement Station (2013-2018)

Dave Roberts, Fire Chief

T: (248) 524-3424

robertsdj@troymi.gov

Monroe, MI - Central Fire Station Design (2006); Public Safety Department Needs Assessment & Planning (2013-2015); Fire Station #1 Replacement (2016-2019)

Rob Wight, Fire Chief

T: (734) 564-9388

Robert.Wight@monroemi.gov

Vince Pastue, City Manager

T: (734) 384-9144

Vincent.Pastue@monroemi.gov

Cape Girardeau, MO, Police Department and Municipal Court (2016-2018)*

Wes Blair, Chief of Police

T: (573) 339-6735

wblair@cityofcapegirardeau.org

*with Chiodini Associates

Lansing, MI, 54-A District Court Study (2010-2012, 2018)

Anethia O. Brewer

T: (517) 483-4538

Anethia.brewer@lansingmi.gov

Lincoln Park, MI, Police Department and 25th District Court (2018-2020)

Greg Clifton, Chief Judge, 25th District Court

T: (313) 382-8603

Marshall, MI - Marshall Regional Law Enforcement Center (2011-2015) (Three Agency Shared Facility)

Scott McDonald, Marshall Public Safety Director

T: (269) 781-2596

SMcDonald@cityofmarshall.com

Jacksonville, NC Center for Public Safety (Police & Fire Departments)(2010-2014)*

Mike Yaniero, Chief of Police

T: (910) 938-6403

myaniero@ci.jacksonville.nc.us

*with Gantt Huberman Architects

Warrington, PA Police Department- Warrington, PA- New Police Facility (2018-2020)*

Daniel Friel, Chief of Police

T: (215) 343-3311

dfriel@warringtonpd.org

*with GKO Architects

Ponca City, OK Police Department- Ponca City, OK. New Police Facility (2019-2021)*

Don Bohon, Chief of Police

T: (580) 767-0375

bohondh@poncacityok.gov

With ADG Architects, Oklahoma City, OK

City of Orchard Lake Village Police Department- MI Renovate Police Facility (2020)

Joseph George, Chief of Police

T: (248) 682-2400



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: December 21, 2020

RE: **MOTION TO APPROVE INDEPENDENT CONTRACTOR AGREEMENT WITH C.V. STUDIOS FOR LVTV OPERATIONS MANAGER SERVICES**

The City contracts with C. V. Studios (Jim Nelson) for the operation of the cable channel (LVTV). The current 2-year contract expires December 31, 2020. The compensation was \$25 / hour and not to exceed \$2,917.00 per month or \$35,000/year.

The new agreement would be for 2 years, expiring December 31, 2022. Agreement can be terminated with 7 days' notice. The contract amount is \$40,000/ year and is more specific relative to the programming that is to be provided.

Suggested Motion:

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.

**INDEPENDENT CONTRACTOR AGREEMENT
With C. V. STUDIOS
FOR LVTV OPERATIONS MANAGER SERVICES**

This Independent Contractor Agreement for City Clerk services made this 1st day of January, 2021, by and between the City of Lathrup Village (“the City”) with its offices located at 27400 Southfield Road, Lathrup Village, Michigan 48076 and C.V. Studios (the “Independent Contractor”) whose address is 1960 Beech Lane Drive, Troy, MI 48083.

RECITALS

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

WHEREAS, the City is bound by the terms and provisions of State Law, the City Charter and 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 LVTV Operations Manager services to the City; and

WHEREAS, the Independent Contractor has previous work experience, specialized knowledge working in the Operations Manager capacity for the City of Lathrup Village; and

WHEREAS, the City desires to enter into an Independent Contractor Agreement with C.V. Studios for its services to act in the required capacity and to comply with and enforce the provisions of State Law, City Ordinance, as well as to comply with all requirements of the Operations Manager job description attached hereto as Exhibit A; and

WHEREAS, any and all payments made under this Agreement to the Independent Contractor for services rendered shall specifically be performed by C.V. Studios and no services requested by the City under this Agreement shall be delegated to or assigned to any other person or entity unless otherwise agreed upon; 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 agree as follows:

1. Incorporation of Recitals:

Both parties hereto incorporate the paragraphs set forth in the recitals above as part of the formal content of this Independent Agreement.

2. Performance:

The Independent Contractor represents and warrants to the City that they are capable, based upon experience, to act as LVTV Operations Manager and to maintain the ability to complete all the requirements of state and local law and of the job description attached hereto as Exhibit A.

3. Relationship:

The Independent Contractor acknowledges and agrees that they are 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 their services, said obligation to pay such taxes shall be borne solely by the Independent Contractor. 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, Forty Thousand (\$40,000.00) and Dollars per year, not to exceed Three Thousand Three Hundred Thirty-Three (\$3,333.00) and 00/100 Dollars per month for LVTV Operations Manager services requested by the City and performed by the Independent Contractor. Any approved additional services shall be compensated at the rate of Twenty-Five (\$30.00) per hour.

During the terms of this Agreement, the Independent Contractor shall submit to the City Administrator, each month a time sheet detailing the time and activity spent regarding duties for the City. Within fourteen (14) days from the date of submission of the foregoing detailed activity statement, the City shall tender a check to the Independent Contractor delivered personally to them at City Hall or by direct deposit into an account as directed by the Independent Contractor.

5. Terms of the Agreement:

The Independent Contractor agrees that they shall commence work under this Agreement on January 1, 2021. This contract shall be for the term on two (2) years, ending December 31, 2022. The terms of this Agreement shall be considered on an “At will” basis. This means that the City may terminate this Agreement, at its sole discretion, by giving the Independent Contractor seven (7) days written or verbal notice of the same. Notwithstanding the foregoing, the City may terminate the 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.

6. Conflict:

The City and the Independent Contractor agree that the Independent Contractor has the right to perform services for others during the term of this Agreement. Should there be the potential for any scheduling and/or programming conflicts, the contractor will notify the City Administrator in advance and retain a subcontractor to perform LVTV Operations Manager related duties in their absence in order to complying with the terms of this Agreement.

7. Insurance Indemnification:

The Independent Contractor shall defend and hold harmless and indemnify, the City against any professional liability claims arising out of an alleged act or omission occurring within the scope of their duties, except an act or omission that constitutes gross negligence or willful and wanton misconduct, unless such acts are specifically covered by liability insurance policies paid for by the City. The phrase “Professional Liability Claim” means any claim directly relating to a specific job description as set forth in Exhibit A.

8. 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 successors 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 Lathrup Village Code of Ordinances.

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 Administrator; Independent Contractor has signed and executed this Agreement, the date and year first above written.

“CITY”

CITY OF LATHRUP VILLAGE

BY: _____

Mykale Garrett, Mayor

BY: _____

Sheryl Mitchell Theriot, City Administrator

“INDEPENDENT CONTRACTOR”

BY: _____

Jim Nelson - C.V Studios

Exhibit – A

LVTV OPERATIONS MANAGER. SCOPE OF SERVICES

- REGULAR PROGRAMMING: There shall be coverage of scheduled meetings on LVTV for onsite or remote meetings (including video recording, editing, uploading to cable channels, uploading to YouTube, Scala, Zoom setup designs, transferring files, and programming):
 - 3 City Council Meetings (including Study Sessions and Meetings Downloaded from Remote/Zoom)
 - 1 Planning Commission
 - 1 Downtown Development Authority
 - 1 Special Meeting, Joint Meeting, or Town Hall Session
- SPECIAL PROGRAMMING:
 - 1 Video Snaps
 - 1 News/Events
 - 2 Public Service Announcements
- MISCELLANEOUS
 - Bulletin Board
 - Station Programming
 - Normal Maintenance
 - Stills
 - Attendance at Staff Meetings and Other meetings as requested
 - Telephone calls and email communications as necessary
 - Coordination with vendors for programming & presentation systems
 - Interactions with I.T. Right and Cable Providers as needed
 - Maintenance. Keeping all equipment in good operating order. Performing diagnostic and normal repairs of equipment
 - Arranging for rental of any special equipment, if needed and approved
 - Create still photos as needed – Bulletin Board and promotions
 - Setup, contracting and compensation for Camera Operators as needed (for the agreed upon hourly rate)

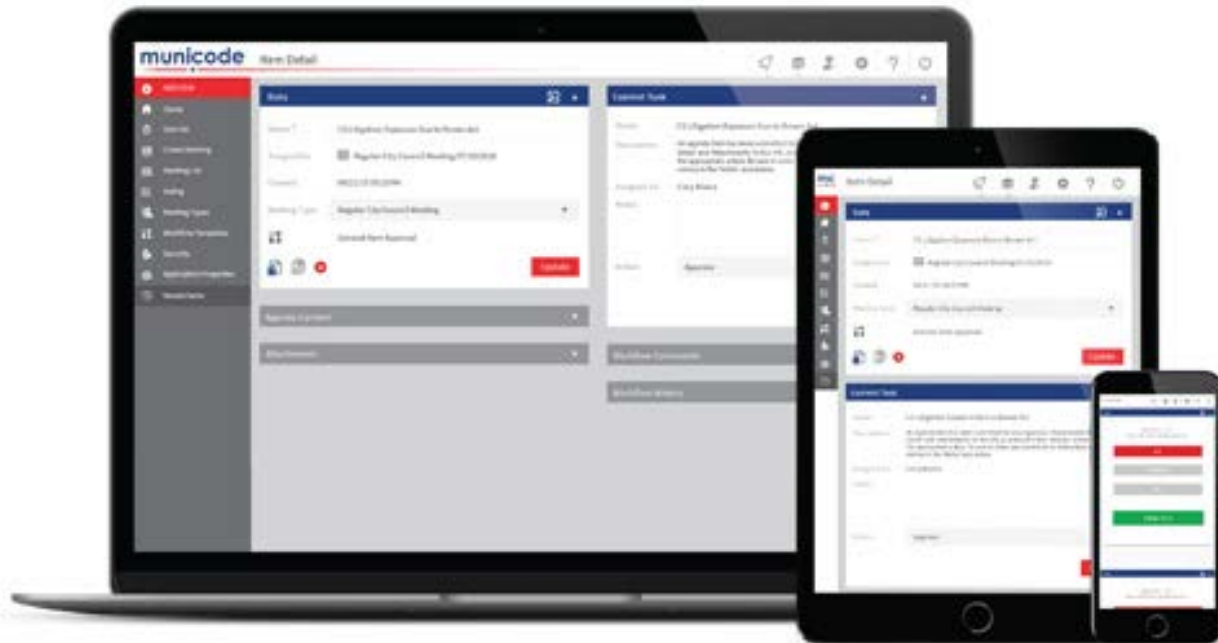
- Maintain the continual connectivity of cable signals to Comcast/Wow/AT&T including pinging the T1 lines
- Any additional services/programming requested by the City Administrator and agreed upon by the Independent Contractor.
- Ordering material as needed, with approval of City administrator
- Provide monthly invoices detailing regular programming, special programming, and any projects completed, invoices for camera operators, and any materials ordered.

ADDITIONAL SERVICES PROVIDED

- Meetings outside of the Council Chambers (\$30/hr for Operations Manager and agreed upon rate (\$26/hr) for camera operators)
- News Report - \$390
- Video Snap - \$180
- Public Service Announcement - \$90
- Additional Approved Programming - \$30.00/hr

MEETING & AGENDA MANAGEMENT

Quote: The City of Lathrup Village, Michigan



municode
★
CONNECTING YOU & YOUR COMMUNITY



Gregg Huggins

PO Box 2235 Tallahassee, FL 32316
850-692-7068 ghuggins@municode.com

INTRODUCTION LETTER

December 3, 2020

Dear Selection Team:

Thank you for the opportunity to present The City of Lathrup Village with our response to your RFQ for agenda and legislative management services. Our Municode Meetings solution will streamline your process to create, approve and post meeting agendas and minutes.

Municode has developed a portfolio of online services that are tailored for local government agencies. We have worked with cities, towns, villages, counties, and other local government agencies for over sixty-five years continually striving to make your job easier. When it comes to the meeting management process, Municode Meetings is simple and straight-forward, yet robust enough to satisfy the needs of our largest municipalities.

Our ongoing Circle of Governance initiative to strengthen democracy includes seamless integrations that connect Municode Meetings with our suite of online municipal solutions including ordinance integration (Municode NEXT) and website integration (Municode Meetings).

Municode Meetings allows clerks to mark ordinance agenda items as 'approved' within Municode Meetings and have them auto scheduled for supplementation and publishing to your Municode NEXT Online Code of Ordinances. In addition, meetings auto-post to your Municode Web website calendar. These integrations include unified search and cross-links across each platform.

We are thrilled at the opportunity to partner with you on such an important initiative.

Sincerely,



Brian Gilday

President, Website/Meetings Division

MUNICODE MEETINGS FEATURES

Base

- ★ Unlimited Meetings
- ★ Unlimited Meeting Agenda Templates
- ★ Unlimited Users
- ★ Create Meetings
- ★ Submit/Add Agenda Items
- ★ Attach agenda item files
- ★ Create Agendas
- ★ Create Agenda Packets
- ★ Approve Items with Approval Workflow
- ★ Automatically Publishing to the Web – Agenda, Agenda Packet, Minutes
- ★ Create Meeting Minutes
- ★ Public In-Meeting Display (presentation screen to display current agenda item and voting results)
- ★ **Municode Portal**
- ★ Voting Support (verbal vote, vote by show of hands, or legislator-initiated voting via tablet/iPad/laptop)
- ★ Roll Call
- ★ Self-service video time stamping – you can add timestamps of your meeting agenda items to your meeting videos
- ★ Integration with Municode Web website (meetings/calendar/search integration)
- ★ 99.95% up-time guarantee, telephone support 8AM-8PM Eastern
- ★ Email support with one-hour response time during working hours
- ★ Emergency 24x7 support
- ★ Up to 3 hours of webinar refresher training per year
- ★ **Board Management**

Optional

- ★ Video Time Stamping Service

SERVICE AND SUPPORT

🏆 **Guaranteed Uptime**

We will guarantee service uptime of 99.95%. In the event this service level is not met within a given month, you will receive a credit for that month's service.

📞 **24x7 Customer support:**

We will provide you contact numbers to reach us 24x7x365 for catastrophic site issues. We will also be available from Monday to Friday 8AM-8PM EST via email and phone to handle routine questions from staff.

🔒 **Security upgrades:**

We will perform security upgrades and other optimizations during off-hours, typically between the hours of 12-3AM PST, if such work requires your meetings to be off-line. We will provide at least 14 days' notice for any non-emergency maintenance that requires down-time.

📊 **Site Monitoring and Site Recovery:**

Our auto-monitoring software continually monitors performance and instantly alerts us when problems occur. We act as soon as possible and no later than two hours after problems are detected.

PORTAL FEATURES

Base

- ★ Public Meetings Portal
- ★ ADA Compliant HTML/CSS (WCAG 2.1 AA)
- ★ Custom header with logo, choice of colors, and customizable menu links
- ★ Best-in-class Search Engine (indexes the contents of PDF agendas and minutes)
- ★ Meeting calendar
- ★ Video integrations (Vimeo, YouTube, Suite One Media, Cablecast, custom 3rd party video providers)
- ★ Ability to create meetings and upload PDF agendas/minutes
- ★ Circle of Governance integrations (Municode Meetings, Municode Next)
- ★ 99.95% up-time guarantee, telephone support 8AM-8PM Eastern
- ★ Email support with one-hour response time during working hours
- ★ Emergency 24x7 support
- ★ **Board Management**
- ★ **Auto-import historical Meeting files (Agendas, Minutes) and search indexing**

Optional

- ★ Email Notifications

BOARD MANAGEMENT FEATURES

Base

- ★ Unlimited boards and committees
- ★ Manage term start/stop dates
- ★ Export member data
- ★ Online board application form
- ★ Board member approvals
- ★ Term Expiration Report
- ★ Term Expiration Email Notifications
- ★ Auto-expiration option for expiring terms
Public web page for each board/committee
- ★ Create custom links/buttons on each board page
Custom web header (logo/colors)
- ★ Free integration with Municode Meetings

* Note: Board Management requires a Municode Website or the Municode Portal

PRICING

Municode Meetings Annual Subscription

\$5,400 per year

- **Portal** – Includes all Portal base features (p4)
- **Board Management** – Requires Portal (p4)

One-time Project Setup

no charge

- Configure Boards/Committees/Commissions
- Configure Meeting Agenda Templates
- Setup Users, Roles, and Permissions
- Conduct initial training – web teleconference
- **Import historical PDF agendas/minutes (up to 10 years)**

\$1,500 one-time

Year One Total Cost

\$6,900

- Year Two
- Year Three
- Year Four

\$5,400

\$5,400

\$5,400

Additional Options

- Video Time Stamping Service
 - Municode will bookmark/timestamp up to 36 meetings per year
- Email notifications (on demand + weekly digest) – **Requires Portal**

\$2,520 per year

\$600 per year

PAYMENT SCHEDULE

- Ninety (90) days after signed contract 100% of annual subscription fee and annually thereafter

Notes

- No long-term commitments required. We will earn your trust. You may cancel service at any time.
- Guaranteed pricing. Hosting and Support fees will not increase for first three years.
- Annual hosting and support fees starting year four will increase according to the previous year-ending *Consumer Price Index (CPI) for All Urban Consumers*.
- Payment schedule will be adjusted accordingly based on selected optional features.

SERVICES AGREEMENT

This agreement ("AGREEMENT") is entered between The City of Lathrup Village, Michigan ("CLIENT") and Municipal Code Corporation ("CONSULTANT").

1. Term of AGREEMENT. This AGREEMENT shall commence effective the date signed by the CLIENT. It shall automatically renew annually. This AGREEMENT shall terminate upon the CLIENT's providing CONSULTANT with sixty (60) days' advance written notice.

2. Compensation. It is understood and agreed by and between the parties hereto, that the CLIENT shall pay the CONSULTANT for services based on the payment schedule provided as set forth in the section marked "Payment Schedule". Payment will be made to CONSULTANT within thirty (30) days of the receipt of approved invoices for services rendered.

3. Scope of Services. CONSULTANT's services under this AGREEMENT shall consist of services as detailed in the attached proposal including appendices ("SERVICES"). SERVICES may be amended or modified upon the mutual written AGREEMENT of the parties.

4. Integration. This AGREEMENT, along with the SERVICES to be performed contain the entire agreement between and among the parties, integrate all the terms and conditions mentioned herein or incidental hereto, and supersede all prior written or oral discussions or agreements between the parties or their predecessors-in-interest with respect to all or any part of the subject matter hereof.

5. Warranty. CONSULTANT warrants that any services provided hereunder will be performed in a professional and workmanlike manner and the functionality of the services will not be materially decreased during the term.

6. Liability. CONSULTANT's total liability arising out of any acts, omissions, errors, events, or default of CONSULTANT and/or any of its employees or contractors shall be limited by the provisions of the AGREEMENT and further limited to a maximum amount equal to the fees received by CONSULTANT from CLIENT under this AGREEMENT.

7. Termination. This AGREEMENT shall terminate upon the CLIENT's providing CONSULTANT with sixty (60) days' advance written notice. In the event the AGREEMENT is terminated by the CLIENT's issuance of said written notice of intent to terminate, the CONSULTANT shall pay CLIENT a pro-rated refund of any prepaid service fees (for the period from the date of the termination through to the end of the term). If, however, CONSULTANT has substantially or materially breached the standards and terms of this AGREEMENT, the CLIENT shall have any remedy or right of set-off available at law and equity.

8. Independent Contractor. CONSULTANT is an independent contractor. Notwithstanding any provision appearing in this AGREEMENT, all personnel assigned by CONSULTANT to perform services under the terms of this AGREEMENT shall be employees or agents of CONSULTANT for all purposes. CONSULTANT shall make no representation that it is the employee of the CLIENT for any purposes.

9. Confidentiality. (a) Confidential Information. For purposes of this AGREEMENT, the term "Confidential Information" means all information that is not generally known by the public and that: is obtained by CONSULTANT from CLIENT, or that is learned, discovered, developed, conceived, originated, or prepared by CONSULTANT during the process of performing this AGREEMENT, and relates directly to the business or assets of CLIENT. The term "Confidential Information" shall include, but shall not be limited to: inventions, discoveries, trade secrets, and know-how; computer software code, designs, routines, algorithms, and structures; product information; research and development information; lists of clients and other information relating thereto; financial data and information; business plans and processes; and any other information of CLIENT that CLIENT informs CONSULTANT, or that CONSULTANT should know by virtue of its position, is to be kept confidential.

(b) **Obligation of Confidentiality.** During the term of this AGREEMENT, and always thereafter, CONSULTANT agrees that it will not disclose to others, use for its own benefit or for the benefit of anyone other than CLIENT, or otherwise appropriate or copy, any Confidential Information except as required in the performance of its obligations to CLIENT hereunder. The obligations of CONSULTANT under this paragraph shall not apply to any information that becomes public knowledge through no fault of CONSULTANT.

10. Assignment. Neither party may assign or subcontract its rights or obligations under this AGREEMENT without prior written consent of the other party, which shall not be unreasonably withheld. Notwithstanding the foregoing, either party may assign this AGREEMENT in its entirety, without consent of the other party, in connection with a merger, acquisition, corporate reorganization, or sale of its assets.

11. Cooperative Purchasing. CONSULTANT and CLIENT agree that other public agencies may purchase goods and services under this solicitation or contract at their own cost and without CONSULTANT or CLIENT incurring any financial or legal liability for such purchases.

12. Governing Law. This AGREEMENT shall be governed and construed in accordance with the laws of the State of Michigan without resort to any jurisdiction's conflicts of law, rules, or doctrines.

Submitted by:

Municipal Code Corporation

By: *Brian Gilday*

Title: Brian Gilday - President, Website Division

Accepted by:

By: _____

Title: _____

Date: _____



To: Mayor Mykale Garrett and City Council Members

From: Dr. Sheryl Mitchell Theriot, City Administrator

Date: December 21, 2020

Re: 2021 City Council Meeting Dates

The following are recommended dates for the Study sessions and City Council meetings for 2021:

3rd Week Study Session – 6:00pm &

Study Session– 6:00 p.m.

City Council Meetings – 7:00 p.m.

January 4, 2021* - SPECIAL MEETING

January 25, 2021**

February 1, 2021

February 22, 2021***

March 1, 2021 - SPECIAL MEETING

March 15, 2021

April 5, 2021

April 19, 2021

May 3, 2021

May 17, 2021

June 7, 2021

June 21, 2021

July 12, 2021****

July 26, 2021****

August 2, 2021

August 16, 2021

September 13, 2021*****

September 27, 2021*****

October 4, 2021

October 18, 2021

November 8, 2021*****

November 22, 2021*****

December 6, 2021

December 20, 2021

*New Year's Day observed ----- January 1, 2021

**Martin Luther King Day ----- January 18, 2021

***President's Day----- February 15, 2021

****Independence Day----- July 4, 2021 & July 5, 2021-City Hall Closed

*****Labor Day----- September 6, 2021

*****Election Day November 2, 2021



TO: Mayor MyKale Garrett and City Council Members

FROM: Dr. Sheryl Mitchell Theriot, City Administrator

DATE: December 21, 2021

RE: MOTION TO APPROVE CITY COUNCIL MEETINGS DATES FOR 2021

The proposed meeting schedule continues the practice of meeting on the first and third Monday of each Month with the exception of 5 holidays & November 2, 2021 is Election Day:

January – New Year’s Day (January 1, 2021)

January – Dr. Martin Luther King, Jr. Day (January 18, 2021)

February – President’s Day (February 15, 2021)

July – Independence Day (July 4, 2021 & July 5, 2021-City Hall Closed)

September – Labor Day (September 6, 2021)

November -Election Day (November 2, 2021)

I have attached a memo from Yvette Talley, City Clerk with the proposed dates.

Suggested Motion:

To Adopt the 2021 City Council Meeting Schedule.

Motion by _____, Seconded by _____.



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: December 21, 2020

RE: **MOTION TO APPROVE BOARD OF REVIEW MEETING DATES FOR 2021**

The Proposed Board of Review Dates for 2021 can be found in the attached resolution.

Suggested Motion:

To Approve the 2021 Board of Review Meeting Schedule.

CITY OF LATHRUP VILLAGE

RESOLUTION

Resolved, that the **2021 Meeting/Sessions of the Board of Review** be designated to be at the following dates, times and place.

First Session – On Thursday, March 4, 2021 commencing at 8:30 a.m. until 12:00 noon and 1:00 p.m. until 5:30 p.m. in the Municipal Building at 27400 Southfield Road, Lathrup Village, Michigan and continuing in session for at least the minimum period of time required by law and until all necessary business of the meetings have been completed pursuant to MSA 7.29.

Second Session – On Thursday, March 11, 2021 commencing at 1:00 p.m. until 4:00 p.m. and 6:00 p.m. until 9:00 p.m. in the Municipal Building at 27400 Southfield Road, Lathrup Village, Michigan and on both dates continuing in session for at least the minimum period of time required by law and from time to time thereafter until necessary business of the meetings have been completed pursuant to MSA 7.30.

Summer and Winter Sessions – On Tuesday, July 13, 2021 at 9:00 a.m. and on Tuesday, December 21, 2021 at 9:00 a.m. in the Municipal Building at 27400 Southfield Road, Lathrup Village, Michigan commencing at 9:00a.m. for the purpose of correcting clerical errors and mutual mistakes of fact in the Roll and conducting such additional business as is authorized and permitted by the General Property Tax Act if and when there is a volume of business to be transacted at such sessions pursuant to MSA 7.97 (2).

To schedule an appoint in advance for the Board of Review, resident is requested to contact Oakland County Equalization Division, prior to February 26, 2021, at 1.888.350.0900.

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 held on December 21, 2020.

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: December 7, 2020

RE: **Appointments – Lathrup Village Community Foundation**

Lathrup Village Community Foundation: The Lathrup Village Community Foundation (LVCF) was established in 1996. Its purpose is “to raise funds to provide recreational, educational and cultural opportunities, programs and facilities, and other aesthetic improvements to the City deemed beneficial by the Board to assure the quality of life, and provide a legacy for the generations of today and tomorrow within the City of Lathrup Village.”

The LVCF is adopting changes to their bylaws. The original bylaws were adopted in 1996. The Board of Directors consisted of the City Administrator or his/her designee and two (2) City Council Members, who were appointed by action of the City Council.

The new bylaws provide for the Board of Directors to include: City Administrator or his/her designee and one (1) City Council Member, who is to be appointed by action of the City Council.

The City Administrators designee’s term of office is for 1 year. The designee of the City Council is to be a member pursuant to their term of office.

The current LVCF Board Members are:

Vanessa Barnett, President
Pamela Bratschi, Treasurer (City Administrator Designee)
Kalya Rouser, Secretary
Laurie Bell
Cort Storer
Natalie Bell
Kelly Garrett (Council appointment)
Donna Stallings (Council appointment)

SUGGESTED MOTION:

To appoint to the Lathrup Village Community Foundation Board:

- Pamela Bratschi, as the designee of the City Administrator
- _____, as a Council appointment



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: December 7, 2020
RE: **Appointments – Historic District Commission**

The purpose of the Historic District Commission (Sec.40-21) includes, to:

- (1) Safeguard the heritage of the city by preserving the cultural, social, economic, political and architectural elements having historic significance;
- (2) Stabilize and improve property values in such districts;
- (3) Foster and promote property values in such districts;

The Historic District Commission investigates requests for modification of historic districts. They also have the duty to review and approve applications, including proposals and plans, for construction, alteration, repair or demolition in historic districts (40-28).

The Historic District Commission (Section 40-26) consists of seven (7) members. The terms are for 3 years and expire on December 31 of the year of expiration.

Current Members:

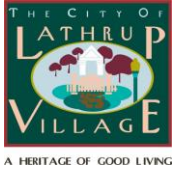
Robin Roberts
John Dunivant
Dane Johnson
Annette Kingsbury
Brigid Taylor
Dianne Weems

The term of Robin Roberts ends December 31, 2020. An application was received for reappointment. No other applications were received.

SUGGESTED MOTION:

To (re)appoint to the Lathrup Village Historic District Commission:

- Robin Roberts, for the 3-year term ending December 31, 2023



City of Lathrup Village

27400 Southfield Road
 Lathrup Village, MI 48076
 248-557-2600
www.lathrupvillage.org

APPLICATION FOR COMMITTEES, COMMISSIONS & BOARDS

Date of Application: _____

Please check the committee for which you are applying:

- | | |
|--------------------------------------|--|
| Board of Review | Historic District Commission |
| Building Authority | Lathrup Village Foundation Board |
| Downtown Development Authority (DDA) | Marijuana Study Group |
| DDA – Economic Vitality Committee | Planning Commission |
| DDA – Promotions Committee | Recreation Advisory Committee Streets
& Sidewalks Study Group |
| DDA – Design Committee | Other: _____ |

Name:			
Street Address:	City:	State:	Zip:
Home Phone:		Alt. Phone:	
Email:			
Are you at least 18 years of age? Check one: Y N	Are you a registered voter in Lathrup Village? Y N	Have you been a resident of Lathrup Village for over 1 year? Y N	

Please list below any relevant information regarding your past or present employment experience, memberships, or personal experiences as they relate to your being qualified for the item(s) checked above.

Please list below any other relevant information that clearly states your qualifications for serving on the committees or boards checked above.

Applicant Signature

Date

Return signed & completed application to:
CityClerk@LathrupVillage.org or
 Lathrup Village City Clerk, 27400 Southfield Road, Lathrup Village, MI 48076

CITY OF LATHRUP VILLAGE

PROCLAMATION

DECLARING RACISM IS A PUBLIC HEALTH CRISIS

WHEREAS, race is a social construct with no biological basis; and

WHEREAS, racism is a social system with multiple dimensions: individual racism is internalized or interpersonal; and systemic racism is institutional or structural, and is a system of structuring opportunity and assigning value based on the social interpretation of how one looks, that unfairly disadvantages some individuals and communities, unfairly advantages other individuals and communities, and saps the strength of the whole society through the waste of human resources; and

WHEREAS, racism causes persistent racial discrimination in housing, education, employment and criminal justice; and emerging body of research demonstrates that racism is a social determinant of health; and

WHEREAS, more than 100 research studies have linked racism to worse health outcomes; and

WHEREAS, creating a mutually respectful, multicultural and equitable environment does not happen on its own; it must be intentional; and

WHEREAS, the United Nations declared a decade (2015-2024) focused on the people of African descent for recognition, justice and development to ensure human rights and fight against structural racism; and

WHEREAS, the Michigan Health Equity Roadmap states that, “Racial and ethnic minority populations experience poorer health outcomes than the general population for almost every health and social condition”; and

WHEREAS, in Michigan, the highest excess death rates exist for African Americans for infant mortality, maternal mortality, and pediatric asthma; and

WHEREAS, the City of Lathrup Village commits itself to a future ensuring equity, diversity, and inclusion in all aspects of local governance and community life. We will strive to make these values aspirational and operational, reflected in our everyday practices and priorities. This includes fair treatment, equal access, and full participation in all of the City of Lathrup Village’s institutions and programs; and

WHEREAS, the Michigan Coronavirus Task Force on Racial Disparities formed by Executive Order No. 2020-55 to address the “disproportionately impacted communities of color” as African Americans represent 13.6% of Michigan’s population, but 40% of deaths from COVID-19; and

WHEREAS, public health’s responsibilities to address racism include reshaping our discourse and agenda so that we all actively engage in racial justice work; and

WHEREAS, while there is no epidemiologic definition of “crisis,” the health impact of racism clearly rises to the definition of crisis being any situation that is going to lead to an unstable and dangerous situation affecting a group, community or whole society; and

WHEREAS, the City has adopted ordinances prohibiting discrimination in housing practices, public accommodations, employment practice and other matters.

NOW, THEREFORE, BE IT RESOLVED by the Lathrup Village City Council, that Mayor Mykale “Kelly” Garrett, together with Mayor Pro Tem Bruce Kantor, Council Member Ian Ferguson, Council Member Saleem Siddiqi, and Council Member Donna Stallings of the City of Lathrup Village hereby affirm that:

- Racism is a public health crisis affecting our entire society;
- The City Council, Administration, and Commission shall seek to identify specific activities to increase diversity and to incorporate anti-racism principles across the City, its leadership, staffing and contracting and shall review internal policy and procedures to ensure racial equity is a core element of the organization;
- The City Council and Administration shall incorporate into the organization educational efforts to address and dismantle racism, expand understanding of racism, and how racism affects individual and population health and provide tools to assist members to engage actively and authentically with communities of color;
- The City Council and Administration shall advocate for relevant policies that improve health in communities of color, and supports local, state, and federal initiatives that advance social justice, while also encouraging individual member advocacy to dismantle systemic racism;
- Work to create an equity and justice-oriented organization, with the Board and Committees identifying specific activities to increase diversity and to incorporate anti-racism principles across membership, leadership, staffing and contracting; and,
- Finally, the City Council and Administration shall work to build alliances and partnerships with other organizations that are confronting racism and encourages other local, state and national entities to recognize racism as a public health crisis.

Attested to this 21st Day of December, 2020

Mykale Garrett, Mayor

Bruce Kantor, Mayor Pro Tem

Ian Ferguson, Council Member

Saleem Siddiqi, Council Member

Donna Stallings, Council Member