



# CITY COUNCIL

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

## STUDY SESSION AGENDA

MONDAY, DECEMBER 7, 2020  
6:00 P.M.

### ZOOM REMOTE MEETING INFORMATION

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

**Telephone:** 646 558 8656 or 301 715 8592

**Webinar ID:** 930 7401 0682

**Password:** 337867

Sign up for Public Comment at: <https://www.surveymonkey.com/r/Council12-7-20>

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### AGENDA ITEMS

1. **Call to Order** by Mayor Garrett
2. **Discussion Items:**
  - A. Agenda & Meeting Management Software - Municode
  - B. Marijuana Licensing & Application Process
  - C. Infrastructure Committee Update
  - D. Draft Resolution – Racism as a Public Health Crisis
  - E. Draft 2021 Council Meeting Dates & Holidays
  - F. Appointments:
    - Lathrup Village Community Foundation (due to changing by-laws)
    - Robin Roberts -Historic District Commission (12-31-2020 term expires)
  - G. City Administrator Updates
3. **Mayor and Council Comments**
4. **Public Comments**
5. **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](mailto: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



**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: November 23, 2020

RE: **AGENDA & MEETING MANAGEMENT SOFTWARE – MUNICODE PRESENTATION**

One of the goals for 2020 was to explore agenda and meeting software that would offer greater efficiency and enhanced options for staff, council and residents. Staff reviewed several software platforms and is recommending Municode. Municode representative Leon Rogers will provide a brief presentation at the Study Session.

Highlights of benefits:

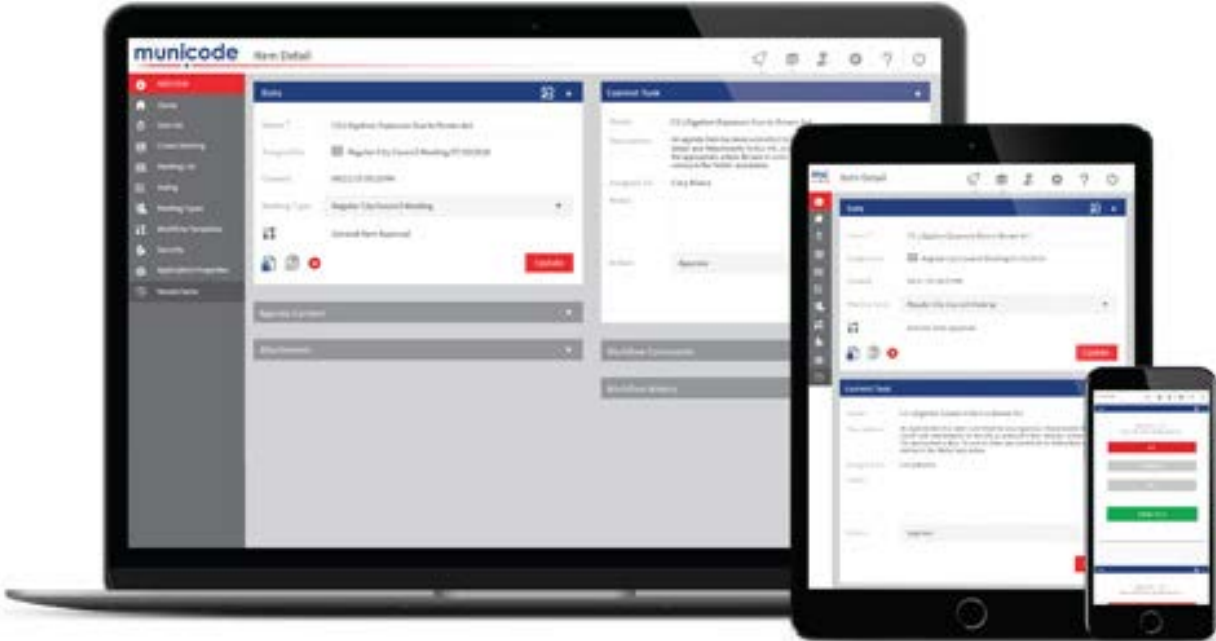
- Unlimited meetings and users
- Roll Call and records votes
- ADA compliant
- Advanced search engine
- Importing of historical meeting agendas and minutes, with search indexing
- Online board application forms
- Board expiration report and term expiration email notifications
- No long-term commitments required; cancellation with 60-day notice
- Can access from any device with internet
- Direct posting of codes/ordinances
- Option: video streaming
- Integrates with YouTube
- Can timestamp agenda during or after meeting
- Can generate a “public” packet and “private” packet (for closed sessions)

**Pricing**

- \$5,400 per year. Price held for 4 years
- \$1,500 - Initial one-time set up fee
- Cost sharing with DDA
- Includes discount for Municode clients

# 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](mailto: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 3<sup>rd</sup> 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: \_\_\_\_\_



**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: **Infrastructure Committee – Road Millage Update**

The Infrastructure Committee met with the Bond Counsel (Patrick McGow from Miller Canfield) and Bond Consultants from Bendzinski & Co. they have drafted a recommendation the 2021: 2.05 miles of roads for construction along with any necessary ditch special assessment districts.

The streets include sections of: Alhambra Ct, Avilla, Bungalow, Cambridge, Glenwood, San Jose Blvd., Santa Barbara, Sunnybrook and Sunset.

Santa Barbara was originally scheduled for the 2021 season, but has been included in the Bond Millage. This frees of funding that will allow the Local Street Fund to repair .09 miles of concrete road on Santa Barbara, that was not included in the bond millage.

The Bond Consultants have provided a proposed timetable for the issuance of the 2021 Unlimited Tax General Obligation Bonds. The voters approved \$5.845 million, payable over 10 years. The estimated millage is rate is 3.9307. This will appear on the Summer 2021 tax bill.



# INFRASTRUCTURE STUDY GROUP

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

ROAD RECOMMENDATION TO CITY COUNCIL

MONDAY, DECEMBER 7, 2020

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## **Infrastructure Committee 2021 Construction Street Recommendation:**

Goal: To recommend the specific roads for construction during the Summer 2021 road improvement project.

Background: In July of 2020, City Council accepted the recommended road improvement proposal from the Infrastructure Committee and voted to place the recommended road initiative on the November 3, 2020 ballot. During this election, Lathrup Village residents adopted the proposal and the project implementation has begun. The accepted proposal indicated that the Infrastructure Committee would recommend the specific streets slated for summer construction to City Council. This is supposed to occur sometime during the fall prior to the imminent construction season. This document serves as that recommendation.

### Road Recommendation:

Because this ballot initiative was only recently approved, the duration of time available for engineering, design, administrative and special assessment development work in the first construction season (relative to years two and three) is quite compressed. In order to achieve a full construction season in 2021, the Committee reduced the design load by concentrating road selection on eligible streets that have ditches that do not require significant repairs. More specifically, the Committee focused on eligible streets that:

- do not have ditches
- have ditches that do not need repair
- have ditches that require only minor repairs.

- have ditches requiring significant repair, but have residents who are known to be very amenable toward ditch repair and any associated special assessment.

Using these parameters as guidelines, the committee recommended 2.05 miles of road for the 2021 construction season. These roads are noted in the table below:

SURFACE TYPE	ROAD NAME	FROM	TO	MILES
Asphalt-Standard	Alhambra Ct	Santa Barbara	Sunset Blvd	0.13
Asphalt-Standard	Avilla	Lathrup Blvd	City/Two Line	0.083
Asphalt-Standard	Axilla	Southfield Rd	Lathrup Blvd	0.17
Asphalt-Standard	Bungalow	Rackham	Santa Barbara	0.092
Asphalt-Standard	Bungalow	Rainbow Dr	Rackham	0.049
Asphalt-Standard	Cambridge	Rainbow Dr	Santa Barbara	0.105
Asphalt-Standard	Cambridge	Southfield Rd	Lathrup Blvd	0.159
Asphalt-Standard	Glenwood	Lathrup Blvd	E Goldengate	0.089
Asphalt-Standard	Glenwood	Red River Dr	Woodworth Way	0.073
Asphalt-Standard	Glenwood	Woodworth Way	Santa Barbara	0.154
Asphalt-Standard	San Jose Blvd	Rackham	Santa Barbara	0.136
Asphalt-Standard	Santa Barbara	Bungalow	San Diego	0.071
Asphalt-Standard	Santa Barbara	San Diego	San Quentin	0.059
Asphalt-Standard	Santa Barbara	San Quentin	San Jose Blvd	0.059
Asphalt-Standard	Santa Barbara	San Jose Blvd	Saratoga	0.075
Asphalt-Standard	Santa Barbara	Saratoga	Glenwood	0.071
Asphalt-Standard	Santa Barbara	Glenwood	Dolores	0.059
Asphalt-Standard	Santa Barbara	Dolores	Wiltshire Blvd	0.056
Asphalt-Standard	Santa Barbara	Wiltshire Blvd	La Crosse	0.058
Asphalt-Standard	Sunnybrook	Rackham	Red River	0.117
Asphalt-Standard	Sunset Blvd	Wiltshire Blvd	Bloomfield	0.141
Total:				2.047

In addition, the City Engineer has strongly recommended that the .09 miles of concrete road on Santa Barbara north of Lacrosse also be repaired during this construction season. As this section of road falls outside of the parameters for eligibility under the newly approved millage (i.e., it is not on the eligible road list and it is a concrete road, which is an excluded pavement type from the millage proposal), we recommend that the City use the already allocated (non-road millage) funds for 2021 road maintenance on this section of road.

As stated earlier, the majority of the chosen roads will not require significant ditch repair. The initial street review indicates that most of the ditch work on the chosen roads can be addressed either through code enforcement (e.g. culverts that heaved upward through the driveway) and/or by simply including the minimal repair into the road project (in situations where these costs are lower than the cost of setting up a special assessment district).

As noted previously, because of the shortened design season, roads were chosen based heavily upon their ditches being in good condition. That said, the Committee still decided to choose one road that requires extensive ditch work and an associated special assessment. Knowing that year

two and three of the project will require several ditch special assessment districts, the Committee felt it was important to create at least one special assessment district this year. Doing so provides important experience that will better position the City for the subsequent construction seasons where significantly more ditching and special assessments will be required. Cambridge is the street that was chosen for this purpose. It was chosen because the residents of this street have expressed a strong interest in fully repairing their ditch system in order to eliminate the regular systemic flooding they experience.

Lastly, the Committee was asked to make clear to the City Council and residents that partial driveway approach repaving (approximately the first 3 feet) will only occur in situations where either (1) the height of the new road does not match that of the driveway approach or (2) when there are culvert replacements done as part of a ditch special assessment. Otherwise, it remains the property owners responsibility to address the raised culverts and/or broken driveway approach.

CITY OF LATHRUP VILLAGE  
 COUNTY OF OAKLAND, STATE OF MICHIGAN  
 UNLIMITED TAX GENERAL OBLIGATION BONDS, SERIES 2021

<b>Action Item</b>	<b>Responsible Entity</b>	<b>Due Date</b>
File Qualifying Statement Department of Treasury	CITY	12/31/20
Send Bond Specifications	RMA/BC	02/16/21
Provide Resolutions	BC/CITY	02/23/21
Adopts Bond Authorizing Resolution.	CITY	03/01/21
Distribute initial draft of Preliminary Official Statement to working group for review and comment, Request from bond counsel Notice of Sale, Legal Opinion and CDU	CITY/RMA/BC	03/03/21
Request rating from Standard and Poor's.	RMA	03/03/21
Due Diligence Call	CITY/RMA/BC	03/29/21
Receive comments on initial draft of Preliminary Official Statement	CITY/RMA/BC	04/05/21
Rating Call with Standard and Poor's	CITY/RMA	04/05/21
Distribute FINAL draft of Preliminary Official Statement to working group for final review comment and sign off	RMA	04/15/21
Receive rating from Standard and Poor's.	CITY/RMA/BC	04/22/21
Receive FINAL comments and/or sign off on FINAL draft of Preliminary Official Statement.	CITY/RMA/BC	04/22/21
Print and Distribute Preliminary Official Statement to Underwriters	RMA	05/04/21
Publish Notice of Sale	BC	05/04/21
Bond Sale	CITY/RMA/BC	05/11/21
Award Bonds	CITY/RMA/BC	05/12/21
Print Final Official Statement and distribute final closing letter.	RMA	05/19/21
Close and Deliver Bonds.	CITY/RMA/BC/TA	06/01/21

**Legend**

- CITY City of Lathrup Village
- RMA Registered Municipal Advisor - Bendzinski & Co.
- BC Bond Counsel - Miller Canfield
- TA Transfer Agent -





**Dr. Sheryl L. Mitchell Theriot**

**City Administrator**

City of Lathrup Village

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**COUNCIL COMMUNICATION:**

TO: Mayor Garrett and City Council Members  
FR: Sheryl Mitchell Theriot, City Administrator  
DA: December 7, 2020  
RE: **Resolution – Racism as a Public Health Crisis**

A number of municipalities have been adopting resolutions declaring Racism as a Public Health Crisis. Some have also developed actions such as a task force or commission working on combatting racism or public health policies.

Some of the adopting communities in Michigan include: Albion, Flint, Jackson, Pontiac, Port Huron, Westland and Ypsilanti, along with the counties of Eaton, Genessee, Ingham, Kalamazoo, Muskegon, Oakland, Washtenaw, and Wayne.

The Michigan Municipal League (MML) is compiling this information. Declarations from across the nation can also be found on the American Public Health Association website: <https://www.apha.org/topics-and-issues/health-equity/racism-and-health/racism-declarations>

A draft resolution is attached for City Council's input. The final document will be on the December 21, 2020 agenda for approval.

# 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 Westland 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 15th Day of June, 2020

\_\_\_\_\_  
Mykale Garrett, Mayor

\_\_\_\_\_  
Bruce Kantor, Mayor Pro Tem

\_\_\_\_\_  
Ian Ferguson, Council Member

\_\_\_\_\_  
Saleem Siddiqi, Council Member

\_\_\_\_\_  
Donna Stallings, Council Member



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:

<u>Study Session– 6:00 p.m.</u>	<u>3<sup>rd</sup> Week Study Session – 6:00pm &amp; City Council Meetings – 7:00 p.m.</u>
January 4, 2021*	January 25, 2021**
February 1, 2021	February 22, 2021***
March 1, 2021	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

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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:** 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 appointment by City Council will be made at the December 21, 2020 meeting.

**Historic District Commission:** Consists of seven (7) members. The term for Robin Roberts expires on December 31, 2020. Mrs. Roberts has indicated that she is not interested in being re-appointed. The deadline for applications is December 15, 2020. The appointment is by the mayor and approved by the council.



## Dr. Sheryl L. Mitchell Theriot

City Administrator

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### **COUNCIL COMMUNICATION:**

TO: Mayor and City Council Members  
FR: Sheryl L. Mitchell, City Administrator  
DA: December 7, 2020  
RE: **CITY ADMINISTRATOR UPDATES**

- **City Council** – ZOOM remote meetings dates:
  - Dec. 7, 2020 at 6pm, Study Session – Webinar Id: 930 7401 0682 PW: 337867
  - Dec. 21, 2020 at 6pm Study Session – Webinar Id: 990 7790 2879 PW: 706489
  - Dec 21, 2020 at 7pm Council Meeting – Webinar Id: 975 0912 1900 PW: 125760
- **Public Comment Form** – for the Dec. 7<sup>th</sup> Study Session – testing asking those interested in sharing public comment to provide their information in advance of the meeting. There is an option to either provide written comment or sign up to speak at the Remote Council Meeting. The form is located at: <https://www.surveymonkey.com/r/CouncilStudy12-21-20>
- **Covid-19 Update** - An employee was reported to have tested positive for Covid-19 on Friday. The employee and anyone identified to have come into close contact (less than 6 feet; in a confined space; more than 15 minutes; or no mask) are on leave. The City of Southfield Fire Department/EMS has made arrangements to test all employees on Tuesday onsite. The testing is mandatory. A mandatory facemask policy was also implemented. The impacted areas of the building and vehicles have been professionally sanitized, including a cover shield which is to provide protection for 60 days.
- **City Hall** – the administration office remains closed daily from 12:30pm-1:30pm. In accordance with emergency directives, staff is working remotely as much as feasible. Staff working remotely are required to obtain approval in advance and provide their supervisor with a Remote Work Log of their activities. Looking to bring more online services and payments options on board for residents.
- **Staff Appreciation Day** – City Hall will close Friday, December 18 at 12noon for the staff celebration.
- **House in the Woods Realtor RFP** – working on draft. Should be ready at the December Council Meeting.
- **Auditor RFP** – working on draft. Should have initial draft to review with Council Members Ferguson and Siddiqi before the January Council Meeting.
- **Code Enforcement – Full Time** – position is posted. Deadline for application is December 11, 2020.

- **DPS** – Tim Prast is retiring from Lathrup Services. His last day and birthday are both on December 15<sup>th</sup>. Friday leaf pickup season has ended.
- **Police Department** - contract negotiations are ongoing. Contracts end December 31, 2020. Chief McKee is working with Oakland County on creating a transparency dashboard. The Lathrup Village Police Department will be able to provide demographic (race, gender, age) information on arrests, citations, warnings and crashes.
- **DDA & Community-Economic Development** – has agreed to some initial cost-sharing, including for the full-time code enforcement position, agenda/meeting software, and lawn service along 11 Mile/I-696.
- **Planning Commission**
  - The process is starting early for the Capital Improvement Plan. Departments are submitting their requests. The Planning Commission will review at the Study Session on December 15<sup>th</sup>.
  - Remote Zoom Meeting, Tuesday, December 15th at 7pm. There will be a Public Hearing on the R-1 District – Parking as a Special Land Use.  
<https://zoom.us/j/91354832142?pwd=VFFIS2FCSFdtaW1GaEzZn2hYWNuUdz09>  
Password: 333849
  - Text of proposed amendment:  
<http://cms5.revize.com/revize/lathrupvillagemi/2020%2011%2025%20R-1%20district-parking%20ord-Clean%20Copy.pdf>
- **Recreation**
  - Tree Lighting & Santa – will both be virtual
  - Selfie Station – will be available in the park
  - Christmas Decorations - are installed at City Hall and the park. Poles along Southfield will have garland and bows.
  - Holiday Light Competition – is underway.
- **Your Town** – the winter 2020 edition should be arriving in the next week or so.
- **Board of Education Meeting**  
The Southfield Public Schools Board of Education regular meeting will occur on Tuesday, December 8, 2020. For meeting details, please visit [here](#).