



CITY COUNCIL

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

STUDY SESSION AGENDA

MONDAY, JUNE 1, 2020

6:00 P.M.

ZOOM REMOTE MEETING INFORMATION

Online:

<https://zoom.us/j/92950172621?pwd=eHhTWkhudWpQbmVhNU16cHFZdFIXQT09>

Telephone:

Webinar ID: 929 5017 2621

Password: 947073

AGENDA ITEMS

1. **Call to Order** by Mayor Garrett
2. **Discussion Items:**
 - A. Discussion – Above Ground Swimming Pool Ordinance
 - B. Discussion – Code Enforcement Officer Hire/Start
 - C. Discussion – House in the Woods - Sale Progress
 - D. Discussion – Sidewalk Improvement Program
 - E. Discussion – Sidewalk Bumper Blocks
 - F. Discussion – City Operations Planning
3. **Mayor and Council Comments**
4. **Public Comments**
5. **Adjourn**

memorandum

DATE: May 15, 2020
TO: Susie Stec, Manager – Community & Economic Development
FROM: Jill Bahm & Meghan Cuneo, Giffels Webster
SUBJECT: Swimming pools

Introduction

What prompted this discussion?

- In the past few months, residents have inquired about the erection or installation of swimming pools. The city regulates swimming pools in Section 5.14 of the Zoning Ordinance and Section 14 of the Municipal Code.
- The Building Official has determined that the standards contained in the municipal code only permit in-ground pools and that above-ground pools are prohibited.
- Staff is interested in the perspective of the Planning Commission as to whether above-ground pools should be permitted in the city and whether any ordinances should be amended for clarification.

Current Language

What do the Ordinances say?

Zoning: Section 5.14 Swimming Pools. Swimming pools are permitted in all residential districts, subject to the following:

- A. Requirement for Fence: A fence or similar enclosure shall be erected and maintained around any swimming pool. Such fence or enclosure shall be approved by the Building Department in conformance with the city's Building Code.
- B. Setback: Swimming pools, spas, hot tubs, similar facilities and surrounding decks, walks or similar accessories shall be at least fifteen (15) feet from any lot line.
- C. Restriction from front yard: Swimming pools, spas, hot tubs and similar devices shall not be located in any front yard. Accessory private swimming pools are permitted in the single-family residential districts provided that they are located in the rear yard and meet the requirements herein.

Municipal Code: Section 14-184 regulates placement and elevation of swimming pools as follows:

- (a) All outdoor swimming pools shall be located so as to comply with the city's zoning ordinance.
- (b) The apron of the swimming pool, which is the hard-surfaced area at ground level adjacent to and surrounding the pool, shall not be higher than the grade level line of the premises, and in no event shall it be constructed so that water therefrom shall flow onto adjacent lots or any adjacent right-of-way.



A HERITAGE OF GOOD LIVING

Dr. Sheryl L. Mitchell

City Administrator

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members

FR: Sheryl Mitchell, City Administrator

DA: June 1, 2020

RE: **Code Enforcement Officer**

Council requested information of the new part-time code enforcement officer and notification to residents.

A conditional offer of employment has been extended to Rami Sweidan. The background check has been completed. We are awaiting the results from the pre-employment physical taken on May 22, 2020.

Anticipating a start date in early June 2020. At that time, will make introductions to the residents, including through the Summer 2020 Your Town issue.

It is expected that Mr. Wright will assist with the transition through June 2020.



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COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members

FR: Sheryl Mitchell, City Administrator

DA: June 1, 2020

RE: **House in the Woods Property**

Council requested information of the progress of the sale of the House in the Woods property.

No action taken as of this date.



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City Administrator

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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, City Administrator

DA: June 1, 2020

RE: **Sidewalk Improvements**

Council requested information of the Sidewalk Improvement Program.

The agenda packet includes information from the Lathrup Village programs in 2002 and 2006 and the Ferndale program.

Sheryl Mitchell

From: Scott A. Ringler <sringler@giffelswebster.com>
Sent: Thursday, April 30, 2020 1:26 PM
To: Sheryl Mitchell
Subject: Re: Sidewalk Program

I've managed Ferndales program for years and can get you some info when I'm in the office next.

It is a long process with public hearings before and after construction.

We have written a software program for running Ferndales program on GIS which prepares and addresses residents estimated costs and final costs. Sends letters (we still need to mail them) and information to the affected residents. Etc, etc.

To start, we mark each flag of sidewalk to be replaced or horizontally sawcut (these are stunners cut for ADA compliance) and reference the work to each address.

In order to place on the winter tax rolls, the final public hearing to approve the roll is required around the middle of October.

There's a lot more too it but the above is a start.

Honestly, our fees are quite high in comparison to other projects based on a percentage of construction but it's a lot of work. FERNDALE used to add all our fees to the residents but not just 10% of the cost and they pay the remaining cost.

FERNDALE also pays for sidewalks damaged due tot a City tree (damage caused by a tree located in the right of way). They get a lot of complaints about paying for sidewalk repairs due to City trees and a lot of them tell the city to cut down the trees which as you know doesn't go over very well.

Sent from my iPhone

On Apr 30, 2020, at 1:10 PM, Sheryl Mitchell <smitchell@lathrupvillage.org> wrote:

Yes – that is the plan. First, asking them to do it themselves, and if not going through the special assessment.

Do you have any examples of the process (and resolutions) adopted in other communities? Or even what LV did previously?

Sheryl L. Mitchell
City Administrator
City of Lathrup Village
248.557.2600, Ext. 225

From: Scott A. Ringler <sringler@giffelswebster.com>
Sent: Thursday, April 30, 2020 12:59 PM
To: Sheryl Mitchell <smitchell@lathrupvillage.org>
Subject: Re: Sidewalk Program

Sheryl,

Will this program be a special assessment?? If so, it's a fairly lengthy process.

Scott

Sent from my iPhone

On Apr 30, 2020, at 12:42 PM, Sheryl Mitchell <smitchell@lathrupvillage.org> wrote:

Scott,

I will need your assistance in configuring the Sidewalk Replacement Program and drafting an RFP.

The overall plan is to do the business corridors this year (Southfield, 12 Mile and 11 mile).

Then each of the quadrants of the city each of the following years.

There was an initial assessment of the sidewalks conducted by DPS that is supposed to be recorded in the county GIS system.

I suspect this will need to be updated.

Dr. Sheryl L. Mitchell
City Administrator
City of Lathrup Village

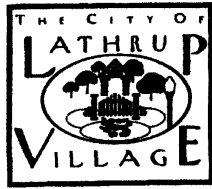
<image003.png>

27400 Southfield Road
Lathrup Village, MI 48076
www.lathrupvillage.org

(direct) 248.663.6025
(city hall) 248.557.2600, ext 225
(cell) 248.520.0620
(email) smitchell@lathrupvillage.org

Jeffrey L. Mueller, City Administrator

Pamela Bratschi, City Treasurer



Gloria Harris-Ford, City Clerk

Maralee Rosemond, Recreation Coordinator

ATTENTION

Pleased be informed, the City of Lathrup Village is about to undertake the Sidewalk Replacement Program for your area. Please note that you have a slab(s) that are in the area of your driveway. Once the sidewalk is removed from this area, you will not be able to drive across the area until the cement dries. The old concrete is pulled one day and usually poured the next day. Once the concrete is poured, it takes 4 days to dry. It is estimated the work will start within the next 2 weeks depending on the weather.

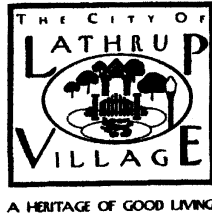
Thanks in advance for your cooperation.

Sincerely,

Lathrup Village Dept. of Public Services

27400 SOUTHFIELD ROAD • LATHRUP VILLAGE, MI 48076
PHONE: (248) 557-2600 • FAX: (248) 557-2602

Jeffrey L. Mueller, City Administrator
Pamela Bratschi, City Treasurer



Gloria Harris-Ford, City Clerk
Maralee Rosemond, Recreation Coordinator

CITY OF LATHRUP VILLAGE

NOTICE OF SPECIAL ASSESSMENT HEARING

To the owners of all property which become subject to Special Assessments during 2007 for unpaid Nuisance, and to all other persons interested. **TAKE NOTICE:** That the Tentative Special Assessment Roll of the sums which are subject to be specially assessed to the various owners and parcels involved for general purposes as prepared by the City Administrator is now on file in my office for public inspection and review. Notice is also hereby given that on **January 28, 2008 at 7:00 p.m.** in the Council Chambers, in the Municipal Building, 27400 Southfield Road, Lathrup Village, Michigan, a Public Hearing will be held before the City Council to hear from any and all interested parties as to all matters bearing upon the property of the Tentative Special Assessment Roll. Following the Public Hearing, the Roll will be confirmed by the City Council.

Gloria Harris-Ford, City Clerk
27400 Southfield Road
Lathrup Village, Michigan 48076
248-557-2600, ext. 226

SUPPLEMENTAL INFORMATION

If the above notice was mailed to you, it means that you are a property owner whose property is listed on the Tentative Special Assessment Roll and is scheduled to be specially assessed.

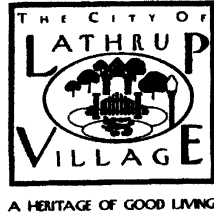
You are requested to review the Tentative Roll and check the details of your proposed assessment. If you think any corrections or adjustment should be made or if you wish to raise any objections to the special assessment proceedings, you should present the information to the City Council at the Public Hearing. Objections or comments may be presented in person, through an agent, or in writing. Written communications may be mailed or delivered to the City Clerk for distribution to Council Members.

Once the Special Assessment Roll is confirmed by the City Council, the assessment will constitute a debt to the City; a lien upon the property assessed, and will be subject to additional interest and penalty charges as provided by law.

Should this property not belong to you, please submit legal documentation.

Jeffrey L. Mueller, City Administrator

Pamela Bratschi, City Treasurer



Gloria Harris-Ford, City Clerk

Maralee Rosemond, Recreation Coordinator

May 29, 2020

Property Owner
«Number» «Street»
Lathrup Village, MI 48076

Dear Property Owner:

The City completed an inspection of sidewalks in your area for the purpose of insuring that all sidewalks are in compliance with City Ordinance Chapter 62. Article 2 Div. 3 Section 62-121-62-124. The present program is the same as all past sidewalk replacement programs.

The sidewalk abutting your property has been inspected and found to be in need of replacement. The sections, or "flags" of sidewalk marked with an (X) are those which are in need of replacement. Based on measurements taken by the sidewalk inspector, you have «M_4» square feet of 4" and «M_6» square feet of 6" sidewalk in need of replacement.

Sidewalk replacement cost provided by the City contractor - **Passalacqua Construction, Inc. @ (734) 782-9353** are:

\$2.75 per square foot of 4" concrete

\$3.50 per square foot of 6" concrete

(A typical 5x5 flag would cost approximately \$68.75 for 4" and \$87.50 for 6" to replace.) Based on the square footage amounts, the cost of the replacement work is estimated at \$ «Total».

If you wish to have the City contractor perform the work, please sign, date and return the attached authorization form to the City within 10 days. If we fail to hear from you within 10 days, the City shall perform the required work and bill accordingly.

Please note that pursuant to our Ordinance you are not required to utilize the City's contractor to make repairs to the marked sections of your sidewalk. You have the option of having the sidewalk replaced/repared by 1. Yourself, or 2. By a contractor of your choice. If you choose either of these options, a permit must be obtained from the City prior to the start of the work AND work must be completed within 20 days. **There is a minimum \$10.00 fee for sidewalk permits.**

If you choose to replace the sidewalk yourself or hire your own independent contractor, please notify Customer Service Coordinator, Allison Dawson, via e-mail Adawsonlv@comcast.net , fax 248.557.2602, or by written correspondence on or before August 31, 2006 (absolutely no voice mail option accepted). September 1, 2006, the City will proceed with the replacement. Please remember - permits are required for sidewalk replacement. Thank you for your cooperation. Please feel free to call us with any questions.

Sincerely,

CITY OF LATHRUP VILLAGE

Jeff Mueller, City Administrator

Date: May 29, 2020

PROPERTY OWNER
AUTHORIZATION FORM
SIDEWALK REPLACEMENT PROGRAM

I hereby authorize the City's contractor make the required sidewalk replacement on my property.

I understand that the cost of such sidewalk replacement will be \$2.75 per square foot for 4" and \$3.50 per square foot for 6" sidewalks. Measurements taken by the sidewalk inspector indicate that «M 4» sq. ft. of 4" sidewalk and «M 6» sq. ft. of 6" sidewalk requires replacement on my property. The total cost to me is \$ «Total».

I further understand that the City will inspect the work I have hereby authorized and will enforce on my behalf the contractor's warranty.

Dated: _____, 2006

Print Name of Property Owner

Signature of Property Owner

Telephone Number

Property Address

CRITERIA USED FOR MARKING SIDEWALKS

All unsafe sidewalks, as determined by the following established criteria, must be replaced.

1. Differential elevation that exceeds 3/4".
2. Flags that will move if adjacent flag(s) are removed.
3. Holes that could be considered a trip hazard.

*****PLEASE NOTE: As part of the sidewalk replacement process, some lawn damage may occur. The contractor is responsible for restoration of all damaged areas prior to receiving payment from the City.**

27400 SOUTHFIELD ROAD • LATHRUP VILLAGE, MI 48076
PHONE: (248) 557-2600 • FAX: (248) 557-2602



RE: Sidewalk Special Assessment District 2019

October 17, 2019

Dear Property Owner:

Enclosed is your Sidewalk Special Assessment based upon actual field measurements multiplied by the contractor's unit prices, plus 10% for administrative and inspection services. A typical 5' x 5' four-inch-thick sidewalk (25 square feet) will be assessed at \$132.75.00 (\$5.31 / sft) and a 5' x 5' six-inch-thick sidewalk (adjacent to the driveway) at \$160.25 (\$6.41 / sft). Horizontal sawcutting is assessed at \$80.30 per sidewalk joint.

Your special assessment will be billed on your December tax bill, payable without penalty through February 14, 2020 or you may pay your assessment at City Hall, 300 East Nine Mile, Ferndale, MI 48220 through Thursday, November 16th, 2019. (Note: If you plan to sell your property, you must inform the buyer of the special assessment). Please note that if you are a non-profit and do not receive a tax bill, you are still required to pay your assessment at City Hall by November 16th, 2019.

A public hearing will be held in the City Hall Council Chambers, 300 East Nine Mile, on Tuesday, November 12th, 2019 at 7:00 p.m. to confirm your assessment on the Special Assessment Roll.

If you object to your assessment, you or your representative must appear at the public hearing, or you may file a written objection with the City Clerk at City Hall, 300 East Nine Mile, Ferndale, MI 48220 by noon, Thursday, November 7th, 2019. If your objection is not resolved, you may appeal it to the Michigan Tax Tribunal, P.O. Box 30232, Lansing, MI 48909, within 30 days after the Special Assessment Roll is confirmed.

Hardship and Deferment

If your assessment is \$500 or more and if your annual household income is \$20,000 or less; or if your property is a corner lot whose cost of sidewalk replacement for the side portion is \$500 or more regardless of your household income, you may meet with the city's Sidewalk Hardship Committee to request additional time to pay at 5% interest.



If you do not meet these guidelines but believe that your special assessment would cause a hardship, you may still meet with the Committee. To do so, please call the Department of Public Works at (248) 546-2514 or submit a letter addressed to the Sidewalk Hardship Committee at 521 East Cambourne, Ferndale, MI 48220 by 4:00 p.m. Thursday, November 7th, 2019. The Committee will meet at City Hall, 300 East Nine Mile, on Tuesday, November 12th, 2019 at 6:00 p.m. You will need to appear at that meeting and bring proof of your household income, such as your 2018 income-tax return, statement of annual social-security income, etc.

Finally, a state law entitled "Deferment of Special Assessment on Homesteads" allows persons who have been state residents for at least five years and who are age 65 or older or who are totally and permanently disabled to defer a special assessment if it is more than \$300. You can pick up the Michigan Department of Treasury Form 2748 from City Hall, or on-line at https://www.michigan.gov/documents/2748f_2630_7.pdf, if you think you qualify for this deferment. Return your Form 2748 to City Hall and it will be submitted to Oakland County Equalization Division to determine your eligibility. You will hear directly from Oakland County if you qualify. For further information, **call Oakland County at (248) 858-0776.**

If you have further questions, please call me at (248) 546-2514.

Sincerely,

Carlos Kennedy, Director of Public Works

ADDITIONAL ASSESSMENT INFORMATION

<u>ITEM</u>	<u>BID PRICE</u>	<u>ADMIN FEE</u>	<u>UNIT COST</u>	<u>UNIT</u>
Horizontal sawcutting	\$ 73.00	10%	\$ 80.30	Each
Grind roots	\$ 27.00	10%	\$ 29.70	Each
Remove & replace 4" thick sidewalk	\$ 4.83	10%	\$ 5.31	Square Foot
Remove & replace 6" thick sidewalk	\$ 5.83	10%	\$ 6.41	Square Foot
Remove & replace 8" thick sidewalk	\$ 8.13	10%	\$ 8.94	Square Foot

If you have questions regarding your measured quantities, please call the City's project engineer, Scott Ringler, at (248) 852-3100 ext. 280 or email at sringler@giffelswebster.com

**CITY OF FERNDALE, MICHIGAN
NOTICE OF PUBLIC HEARING**

Notice is hereby given that a public hearing before City Council will be held in the City Council Chambers at 300 East Nine Mile Road, Ferndale, MI on Tuesday, November 12th, 2019 at 7:00 p.m. to consider the following public improvement project:

Special Assessment Sidewalk District No. 2019

Reconstruct public sidewalks at miscellaneous locations in the northeast portion of the City from Woodward Heights to East 10 Mile, Hilton Rd. to Lennox; and northwest portions of the City from West Nine Mile to Oakridge, Hyland to Woodward Ave. The following sidwell numbers are expected to be assessed:

25-26-101-005, 015, 016, 019
25-26-102-002, 005, 009, 012, 016, 022
25-26-103-019
25-26-105-005, 006
25-26-106-002, 010
25-26-107-010, 016
25-26-108-001, 002, 013, 016, 025
25-26-109-001, 009, 011
25-26-110-004, 009, 011, 019
25-26-111-013, 014, 035
25-26-112-001
25-26-126-006, 011
25-26-127-013
25-26-129-006, 018, 020
25-26-132-001, 024
25-26-133-010, 011, 016
25-26-134-020, 021, 024
25-26-135-005
25-26-151-006, 015, 017
25-26-152-008, 009, 035, 036, 052, 060, 062
25-26-153-020, 023, 025, 035, 036, 063, 066
25-26-154-013, 020, 033, 034, 043, 049, 051, 055, 056, 058, 060
25-26-155-002, 004, 010, 020, 023, 066
25-26-176-001
25-26-177-003, 015, 016, 020, 022
25-26-178-005, 008, 010, 011, 012
25-26-179-001, 007, 008, 010, 012, 014, 015, 020, 027, 030
25-26-180-002, 015
25-26-181-001, 012, 014, 015, 020
25-26-182-001, 006, 008, 013, 014, 022, 029, 035
25-26-183-001, 002, 009, 018, 024, 025
25-26-184-008, 009, 014
25-27-301-005, 009, 013, 018, 024
25-27-302-002, 021, 031, 037, 042
25-27-303-013, 029, 035, 040, 042
25-27-304-008, 017, 035, 041, 042, 055
25-27-351-001, 006, 019, 021, 036
25-27-352-009
25-27-353-003, 007, 013, 018, 021, 033
25-27-354-004, 005, 010, 021, 027, 035, 040
25-27-355-026
25-27-376-001, 006, 007, 008, 023
25-27-377-006
25-28-328-008
25-28-332-020, 022
25-28-333-001, 008, 009
25-28-334-008
25-28-378-015
25-28-379-007, 013
25-28-383-001, 005, 024

25-28-401-007, 018, 028
25-28-402-006, 008, 009, 029, 031, 046
25-28-403-015, 017, 021, 053, 057
25-28-404-028, 030, 032, 045, 051, 052
25-28-426-013, 019
25-28-427-004, 010, 021, 027, 032, 037, 039, 042
25-28-428-015, 018, 020, 022, 025
25-28-429-002, 014, 022, 027, 029, 045
25-28-430-002, 006, 016, 020, 024, 038, 048
25-28-451-020
25-28-454-007, 024
25-28-476-006, 009, 011, 039, 044, 045, 046, 047, 055
25-28-477-001, 005, 006, 007, 014, 016, 019
25-28-478-001, 005, 013, 018, 025, 034, 038, 048
25-28-479-002, 009, 017, 021

The above sidwell numbers' corresponding addresses and estimated assessments are on file for public examination at the Department of Public Works, 521 East Cambourne Road.

Department of Public Works

Published: October 25, 2019 and November 1, 2019

**CITY OF FERNDALE
REQUEST FOR COUNCIL ACTION**

FROM: Carlos Kennedy, Director of Public Works

SUBJECT: Confirmation of Special Assessment District 2019

SUMMARY AND BACKGROUND:

Some 9,302 square feet of sidewalk (372 flags) were replaced and 10 joints were horizontally saw cut in Special Assessment Sidewalk District 2019 (Woodward Heights to East 10 Mile, Hilton Rd. to Lennox; and West Nine Mile to Oakridge, Hyland to Woodward Ave) at a total cost of \$53,149.97; construction of \$48,318.16 and engineering / administration of \$4,831.81. The following is a breakdown of the proposed per-sidewalk-square assessment.

<u>Sidewalk</u>	<u>Construction Cost</u>	<u>10% Admin</u>	<u>Total Assessment</u>
Horizontal Sawcutting	\$730.00	\$73.00	\$803.00
Root Grinding	\$999.00	\$99.90	\$1,098.90
4" Sidewalk	\$37,186.17	\$3,719.62	\$40,904.79
6" Sidewalk	\$9,199.74	\$919.97	\$10,119.73
8" Sidewalk	\$203.25	\$20.32	\$223.57

Property owners on the attached special-assessment roll have been notified of the November 12th, 2019 public hearing and of the proposed special assessments, which would be billed with the December tax bill, payable without penalty until February 14, 2020. For those who believe their assessment would cause a hardship have been advised that they may meet with the City's Hardship Committee to request additional time to pay, up to three years at 5% interest. The Committee is scheduled to meet on November 12th, 2019 at 6:00 p.m.

Attachment: Notice of Public Hearing, Assessment List, Map of Sidewalk Assessment Districts.

COUNCIL AGENDA DATE: November 12, 2019

CITY ATTORNEY REVIEW:

FINANCE DIRECTOR REVIEW:

CITY MANAGER APPROVAL:

COMMENTS:

RECOMMENDED ACTION:

Moved by _____, seconded by _____, to confirm the assessment roll for the Special Assessment Sidewalk District 2019, and to spread the special assessment on the 2019 winter tax roll, unless granted deferment by the Hardship Committee.



RE: Sidewalk Special Assessment District 2019

October 17, 2019

Dear Property Owner:

Enclosed is your Sidewalk Special Assessment based upon actual field measurements multiplied by the contractor's unit prices, plus 10% for administrative and inspection services. A typical 5' x 5' four-inch-thick sidewalk (25 square feet) will be assessed at \$132.75.00 (\$5.31 / sft) and a 5' x 5' six-inch-thick sidewalk (adjacent to the driveway) at \$160.25 (\$6.41 / sft). Horizontal sawcutting is assessed at \$80.30 per sidewalk joint.

Your special assessment will be billed on your December tax bill, payable without penalty through February 14, 2020 or you may pay your assessment at City Hall, 300 East Nine Mile, Ferndale, MI 48220 through Thursday, November 16th, 2019. (Note: If you plan to sell your property, you must inform the buyer of the special assessment). Please note that if you are a non-profit and do not receive a tax bill, you are still required to pay your assessment at City Hall by November 16th, 2019.

A public hearing will be held in the City Hall Council Chambers, 300 East Nine Mile, on Tuesday, November 12th, 2019 at 7:00 p.m. to confirm your assessment on the Special Assessment Roll.

If you object to your assessment, you or your representative must appear at the public hearing, or you may file a written objection with the City Clerk at City Hall, 300 East Nine Mile, Ferndale, MI 48220 by noon, Thursday, November 7th, 2019. If your objection is not resolved, you may appeal it to the Michigan Tax Tribunal, P.O. Box 30232, Lansing, MI 48909, within 30 days after the Special Assessment Roll is confirmed.

Hardship and Deferment

If your assessment is \$500 or more and if your annual household income is \$20,000 or less; or if your property is a corner lot whose cost of sidewalk replacement for the side portion is \$500 or more regardless of your household income, you may meet with the city's Sidewalk Hardship Committee to request additional time to pay at 5% interest.



If you do not meet these guidelines but believe that your special assessment would cause a hardship, you may still meet with the Committee. To do so, please call the Department of Public Works at (248) 546-2514 or submit a letter addressed to the Sidewalk Hardship Committee at 521 East Cambourne, Ferndale, MI 48220 by 4:00 p.m. Thursday, November 7th, 2019. The Committee will meet at City Hall, 300 East Nine Mile, on Tuesday, November 12th, 2019 at 6:00 p.m. You will need to appear at that meeting and bring proof of your household income, such as your 2018 income-tax return, statement of annual social-security income, etc.

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If you have further questions, please call me at (248) 546-2514.

Sincerely,

Carlos Kennedy, Director of Public Works

ADDITIONAL ASSESSMENT INFORMATION

<u>ITEM</u>	<u>BID PRICE</u>	<u>ADMIN FEE</u>	<u>UNIT COST</u>	<u>UNIT</u>
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If you have questions regarding your measured quantities, please call the City's project engineer, Scott Ringler, at (248) 852-3100 ext. 280 or email at sringler@giffelswebster.com



May 28, 2019

Dear Property Owner:

Your sidewalk squares (flags) have been inspected as part of our City of Ferndale Sidewalk Replacement Program. This citywide program evaluates sidewalks annually by district with the goal of replacing aging or degrading squares to create safe conditions and reduce the likelihood of slip-and-fall accidents.

The 2019 district includes properties located in the area from Woodward Heights to 10 Mile, Hilton Rd. to Lennox; and West Nine Mile to Oakridge, Hyland to Woodward Ave. Enclosed is the copy of your inspection report sheet outlining the sidewalk squares on your property that need to be replaced and the reasons why. Replacement of these squares is required; your options for replacement are detailed below.

Work Performed by City of Ferndale

The City of Ferndale (via an authorized contractor) will perform the work for the cost of \$132.75 per average 5' x 5', 4-inch-thick square, and \$160.25 per 6-inch-thick square. Stubbers/trip hazards at sidewalk joints that have one inch or less vertical separation, and no other defects, will be horizontally sawcut for \$80.30 per joint.

Your inspection report lists estimated quantities. Final quantities will be determined by field measurements during construction. For instance, your inspection report may estimate 25 square feet of 4-inch sidewalk, while the construction inspection may find 27.5 square feet. You will be assessed based on actual quantities at the contractor's unit prices.

In some cases, additional work may be necessary. For example, if roots of a tree need to be removed for sidewalk construction, the city-estimated assessment is \$29.70 per tree. Likewise, business owners may require 8-inch-thick concrete (\$7.70/sq. ft.) for truck traffic or early-strength concrete (\$8.09/sq. ft.), which typically closes a driveway for only three days in lieu of five. Business owners requesting early-strength concrete should contact the engineer, Scott Ringler at 248-852-3100 (ext. 280).

Your final assessment will be mailed after all construction is completed and will be billed on your 2019 winter tax. Note: If you plan on selling your property beforehand, you must notify the buyer of the pending assessment.

Work Performed Yourself/Via Personal Contractor

You may hire a contractor or, if you have experience, do it yourself. Either way, you must notify the engineer, Scott Ringler, at 248-852-3100 (ext. 280) or sringler@giffelswebster.com. You or your contractor must apply for a building permit at the Building Department in the upper level of City Hall, 300 East Nine Mile Rd., by July 15, 2019. Note: Patching a deteriorated sidewalk is not long-term, so we cannot approve it as an alternative.



Hardship

If your special assessment is \$500 or more and your annual household income is \$20,000 or less, or if your property is a residential corner lot whose cost of sidewalk replacement for the side portion is \$500 or more (regardless of household income), you may meet with our Hardship Committee to request additional time to pay at 5% interest. If you do not meet the above guidelines but feel your special assessment would cause a hardship, you may still meet with the Hardship Committee. Information on how and when to meet with the committee will be mailed later this fall.

Additionally, a state law entitled “Deferment of Special Assessment on Homesteads” allows persons who have been state residents for at least five years and who are age 65 or older or permanently disabled to defer a special assessment if more than \$300.

Public Hearing

The City Council will meet in the City Hall Council Chambers on Monday, June 24, 2019, at 7:00 p.m. If you wish to contest your replacement requirements, or to discuss this year’s program and have questions answered, please feel free to attend. If you cannot attend the meeting but wish to contest your replacement requirements or communicate about the program, you must submit a letter to the City Clerk, 300 East Nine Mile Road, Ferndale, MI 48220, by 5:00 p.m., Thursday, June 20, 2019.

If you have further questions, please call me at 248-546-2514.

Sincerely,

Carlos Kennedy
Director of Public Works



NOTICE

May 28, 2019

Dear Property Owner:

A public hearing to review and discuss the 2019 Sidewalk Replacement program will be held on Monday, June 24, at 7:00 p.m. in the Council Chambers Room of City Hall, 300 East Nine Mile Road.

As an affected property owner, you are invited to attend this important meeting. Beforehand, please read the entire enclosed letter explaining the program. The letter explains the estimated costs to property owners, how those costs will be determined, and what options are available for those with limited incomes or who own corner lots.

If you have questions, please call me at (248) 546-2514.

Sincerely,

Carlos Kennedy
Director of Public Works



May 28, 2019

Job # 13150.19

City of Ferndale
521 E. Cambourne
Ferndale, MI., 48220
ATTN.: Mr. Carlos Kennedy, DPW Director

RE: 2019 Sidewalk Replacement Program
(Special Assessment District 2019)

Mr. Kennedy,

Below is a summary report for the 2019 Sidewalk Replacement Program for City Council's consideration at its June 24, 2019 meeting. Please note that the below statistics are for residential properties to be assessed (excludes City properties or City's responsibilities).

I. **BOUNDARIES**

- Woodward Heights to East 10 Mile, Hilton Rd. to Lennox and,
- West Nine Mile to Oakridge, Hyland to Woodward Ave.

II. **PROPERTIES**

Total properties inspected: 2,144 (encompasses about 20% of Cities parcels (9,994)
Properties with deteriorated sidewalks: 266 = 13% of the properties

III. **ESTIMATED QUANTITIES & COSTS**

ITEM	QUANTITIES		COST
4" walk	7,372.5	SF	\$35,609
6" walk	1,357.5	SF	\$7,914
8" walk	0	SF	\$0
Tree Roots	10	Trees	\$270
Horizontal Sawcut	11	EA	\$803
SUB-TOTAL			\$44,596
10% OVERHEAD			\$4,460
TOTAL			\$49,056

Average cost per property \$184

Contracted prices: 4": \$5.31/SF, 6": \$6.41/SF, 8": \$8.94/SF, Roots: \$29.70/Tree, Horizontal Sawcut: \$80.30/EA (these include 10% for City overhead. Overhead includes mailings and a percentage of engineering fees).

IV. **BREAKDOWN OF CAUSES OF REPLACEMENT / HORIZONTAL SAWCUT**

The following chart shows the breakdown for causes of replacement:

ITEM	QUANTITY		PERCENTAGE
Stubber	1,125	SF	13%
Cracked	7,400	SF	82%
Drainage	0	SF	0%
Holes / pitting	475	SF	5%
Scaling	0	SF	0%
Slope	0	SF	0%
Other	0	SF	0%
TOTAL	9,000	SF	100%

All 11 horizontal sawcuts are caused by stubbers that are not included in the above chart.

V. **PROPERTY ASSESSMENTS**

The following chart shows the number of properties within a specific range:

Range	Number	Percent
\$12 - \$99	13	4.9%
\$100 - \$249	198	74.4%
\$250 - \$499	45	16.9%
\$500 - \$999	10	3.8%
\$1,000 - \$1,999	0	0%
\$2,000+	0	0%

Hardship: 10 properties (3.8%) exceed the \$500 guideline.

Also attached is mapped boundaries of the proposed 2019 sidewalk replacement program.

Respectfully,



Scott A. Ringler, PE, LEED AP
Partner

Encl: Map

PROGRESS CLAUSE

Start work after receiving notice of contract award or on the date designated as the starting date in the Detailed Progress Schedule. In no case, shall any work be commenced prior to receipt of formal notice of contract award by the City of Ferndale.

The scheduled dates of activity are as follows:

May 2, 2019: Need all inspection reports completed) CITY

May 16, 2019: Bids Available

May 30, 2019: Bid Opening

Week of June 3 and 10: Send letter to residents with amount owed and notice of public hearing

June 14 and June 21: Notice of public hearing in news paper

June 24, 2019: Highway Committee Meeting (generally before the council meeting)

June 24, 2019: Public Hearing

June 24, 2019: City Council Considers Contract Award

June 26, 2019: Notice of Bid Award

July 10, 2019: Bonds; Insurance and Contract Books Due to City (3 copies)

July 15, 2019: City Attorney review

July 16, 2019: ~~City Council~~ DPW Signs Contract

July 18, 2019: Contractor's receipt of the Notice-to-Proceed

July 23, 2019: Pre-construction Conference

July 29, 2019: Commence Construction – Northeast Quadrant

A. Horizontal Sawcutting (performed prior to commencing Sidewalk S.A.D.)

B. Sidewalk S.A.D.

Aug 19, 2019: Commence Construction – West of Woodward (after Dream Cruise)

A. Horizontal Sawcutting (performed prior to commencing Sidewalk S.A.D.)

B. Sidewalk S.A.D.

Sept 6, 2019: Substantial Completion

Sept 13, 2019: Complete Construction

Sept 16th – Send Final amounts to Residents

Oct 14, 2019: Council to approve final roll

Oct 21, 2019: To Finance Dept to include on Winter taxes

The approved low bidder for the work covered by this proposal will be required to participate in the pre-construction meeting with the owner and/or owner's representatives to work out a detailed progress schedule. The schedule for this meeting will be set within two weeks after the approved low bidder is determined.

The City of Ferndale will arrange the time and place for the meeting.

GW

CITY
GW

GW

Wk of SEPT 6th
FINAL AS-BUILTS



A HERITAGE OF GOOD LIVING

Dr. Sheryl L. Mitchell

City Administrator

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members
FR: Sheryl Mitchell, City Administrator
DA: June 1, 2020
RE: **Parking Blocks and Side Street Parking**

Council requested information on addressing the safety hazard associated with the parking blocks in front of businesses along Southfield Road that are either missing or out of alignment. This results in vehicles parking and obstructing the adjacent sidewalk. Most of the identified problem sites are on the west side of Southfield Road:

- 27347 - Fortson Dentistry
- 28021 - Personalize Home Care Services, Lama Home Health, Rite Away Medical
- 28035 - Metro Physical Therapy, Southfield Pain management, Sahdkin Natural Fast Weight Loss
- 28245 - Odell Family Chiropractic, Carson and Associates Family Dentistry

Staff reviewed the BSA system and did not identify that any of the properties had site plans on record that required conforming with current ordinances; thereby making them legally non-confirming.

A draft letter was prepared that was intended to be sent to the property/business owners that will be edited and mailed out by June 15, 2020.



A HERITAGE OF GOOD LIVING

Dr. Sheryl L. Mitchell

City Administrator

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members

FR: Sheryl Mitchell, City Administrator

DA: June 1, 2020

RE: **City Operations Update**

Governor Whitmer has extended the “Stay Home, Stay Safe” order until June 12, 2020.

We are anticipating and planning to open City Hall to the public starting Monday, June 15, 2020. Staff is working on drafting the protocols relative to this start-up.

The current practices are in place:

- Administration staff continues to work on split shifts and/or remotely
- Everyone entering city hall is to complete form for health screening and take their temperature
- Staff is expected to practice hand washing, social distancing and wearing a face mask when in shared spaces
- Lobby area has minimal furniture to encourage social distancing
- A plexiglass shield was placed at the counter of the front desk
- Break room is limited to one person at a time
- A picnic bench has been placed outside of side entrance for staff to take breaks or have lunch
- Community Room kitchen area is closed
- Twice daily sanitizing of surfaces continues
- We are transitioning to having as many services as possible available online, including permits