

**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, NOVEMBER 23, 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**

Webinar ID: 919 3888 0145

**Online:**

<https://zoom.us/j/91938880145?pwd=NEI0TytjS0gxUENEdVNuZ0tBSlAzQT09>

Computer Passcode: 863124

**Telephone:**

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

Telephone Passcode: 863124

**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** – Study Session – October 19, 2020
- B. **Approval of Minutes** – Council Meeting – October 19, 2020
- C. **Approval of Minutes** – Study Session – November 9, 2020

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

*Motion to Approve Disbursements for The Month of October 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.*

<b>OCTOBER DISBURSEMENTS W/ SALARY INCLUDED</b>		
FUND 101	GENERAL FUND	\$ 414,308.84
FUND 202	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	\$ 237,689.10
<b>TOTAL DISBURSEMENTS</b>		<b>\$ 753,998.61</b>

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. MERS Defined Contribution Plan – Adoption Agreement Addendum

B. MERS Defined Benefit Plan – Adoption Agreement Addendum

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

D. 1<sup>st</sup> Payment to Equix Integrity, Inc. for Sewer CCTV Project

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

F. Lathrup Village COVID-19 Preparedness and Response Plan

G. Staff Pandemic Bonus Authorization

H. Closed at 12noon on Friday December 18<sup>th</sup> for Employee Appreciation

12. **City Administrator Report**

13. **City Attorney Report**

14. **Reports of Boards, Commissions and Committees**

i. SOCRRA Quarterly Report

ii. SOCWA Quarterly Report

15. **Unfinished / New Business**

16. **Public Comment** (Speakers are limited to 2 minutes)

17. **Mayor and Council Comments**

18. **Adjourn**

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

Monday, November 9, 2020 at 6pm – Study Session  
Monday, November 23, 2020 at 6:00pm – Study Session  
Monday, November 23, 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**

**NOVEMBER 9, 2020 AT 6PM – STUDY SESSION**

**Online:**

<https://zoom.us/j/99676480360?pwd=MXlISS9VT0VUWWc5TG9KTmtuYXdwdz09>

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

**Webinar ID:** 996 7648 0360

**Password:** 670686

**NOVEMBER 23, 2020 AT 6PM – STUDY SESSION**

**Online:**

<https://zoom.us/j/91931694729?pwd=bnJJYkw5NTcyL1hRaEtSVnZoYnkyUT09>

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

**Webinar ID:** 919 3169 4729

**Password:** 589885

**NOVEMBER 23, 2020 AT 7PM – COUNCIL MEETING**

**Online:**

<https://zoom.us/j/91938880145?pwd=NEl0TyTjS0gxUENEdVNuZ0tBSlAzQT09>

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

**Webinar ID:** 919 3888 0145

**Password:** 863124

**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

# Agenda Item 5a

## CITY OF LATHRUP VILLAGE CITY COUNCIL STUDY SESSION MEETING MINUTES OCTOBER 19,2020

MINUTES OF THE STUDY SESSION MEETING OF THE CITY OF LATHRUP VILLAGE HELD ON MONDAY, OCTOBER 19, 2020 REMOTELY VIA ZOOM.

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

Absent: Council member Donna Stallings

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

All City Council members stated they are located in Lathrup Village, Michigan, Oakland County.

Meeting was called to order at 6:00 p.m. by Mayor Garrett

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

Discussed items:

- A. Discussion – Fiscal Year 2019/20 Audit – Pam Hill – Plante Moran gave an overview and answered specific questions. Discussed the audit letter, financial statements and the graph presentation of the financial statements, water loss and the need for new water meters.
- B. Discussion –Construction Board of Appeals/ Building Board of Appeals Dr. Mitchell gave an overview and answered specific questions. Establishing membership of the Construction Board of Appeals- serving as Building Board of Appeals. Also, adoption of rates for Construction Board of Appeals and Building Board of Appeals.
- C. Discussion – Marijuana Licensing & Applications Process – City Attorney Scott Baker gave an overview and answered specific questions. There is rough draft of the ordinance for the Planning Commission meeting tomorrow, will get input and report back to City Council.
- D. Discussion – Infrastructure Committee Update – There have been 2 town hall meetings with low participation and there are 2 additional town hall meetings scheduled.
- E. Discussion – Sign Ordinance Update – City Attorney Scott Baker will present the rough draft of the sign ordinance to Planning Commission at their meeting tomorrow.

- F. Discussion – House in the Woods - Dr. Mitchell will has requested an appraisal for the property, waiting on a response within the next 2 weeks.

Mayor and Council Comments

Council member Ferguson asked for an update on Fine Art and Jewelry. Scott Baker said owner will be relocating within a month.

Mayor Pro Tem Kantor asked for an update on road asset management plan so that we can have more freedom with Act 51 money. An update on the code enforcement position. Dr. Mitchell asked staff to look into this.

Attorney Baker said there is an update to the Open Meetings Act where at the beginning of each meeting, during the attendance roll call vote, City Council has to disclose the City, County and State of their location. January 2021 virtual meetings will be allowed but a reason has to be identified, for example, a Local state of emergency, State state of emergency, County state of emergency, National state of emergency. If a Council member has a health concern, they can disclose, be excused, allowed to participate and vote virtually. The City will create a written policy for when to conduct a virtual meeting, how notify City Administration that you will be participating virtually.

Public Comments

None

Adjournment

Meeting adjourned at 7:00 p.m.

# Agenda Item 5b

## CITY OF LATHRUP VILLAGE CITY CONCIL MEETING MINUTES OCTOBER 19, 2020

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF LATHRUP VILLAGE HELD ON MONDAY, OCTOBER 19, 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

Absent: 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-20-162 Approval of Agenda

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

Ayes: Ferguson, Garrett, Kantor, Siddiqi

No: None

Motion carried.

#### CO-20-163 Approval of Minutes – September 28, 2020 – Study Session Meeting

Motion Mayor Pro Tem Kantor, seconded by Council member Ferguson to approve the minutes for September 28, 2020 Study Session Meeting.

Ayes: Ferguson, Garrett, Kantor, Siddiqi

No: None

Motion carried.

#### CO-20-164 Approval of Minutes – September 28, 2020 – City Council Meeting

Motion Mayor Pro Tem Kantor, seconded by Council member Ferguson to approve the minutes for September 28, 2020 City Council Meeting.

**CITY OF LATHRUP VILLAGE CITY CONCIL MEETING MINUTES OCTOBER 19, 2020**

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

**CO-20-165 APPROVAL OF DISBURSEMENT REPORTS AND YEAR END INVESTMENT REPORT**

Motion by Mayor Pro Tem Kantor seconded by Council member Ferguson to approve the Monthly Disbursements for the month of September 2020 and Quarterly Investment Report – Period Ending September 30, 2020:

September Disbursements w/Salary Included

FUND 101	GENERAL FUND	\$ 268,776.19
FUND 102	MAJOR ROADS	\$ 8,708.50
FUND 203	LOCAL ROADS	\$ 14,264.32
FUND 258	CAPITAL FUND	\$ -
FUND 494	DOWNTOWN DEV AUTH	\$ 34,575.36
FUND 592	WATER & SEW.	<u>\$ 263,369.06</u>
		\$ 589,693.06

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

**CO-20-166 CONSIDERATION OF A MOTION TO ACCEPT DEPARTMENTAL REPORTS**

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

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

**CO-20-167 PRESENTATION**

None

**CO-20-168 PUBLIC COMMENT FOR ITEMS ON THE AGENDA**

NONE

**CITY OF LATHRUP VILLAGE CITY CONCIL MEETING MINUTES OCTOBER 19, 2020**

**CO-20-169 PUBLIC HEARINGS -COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 2018 & 2019 REPROGRAMMING**

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

Mayor Garrett opened the Public Hearing. There were no comments. Mayor Garrett closed the Public Hearing.

**CO-20-170 ACTION REQUESTS - FOR CONSIDERATION/APPROVAL**

A. Consideration of Fiscal Year 2019/2020 Audit

Pamela Hill, Plante Moran gave an overview and answered specific questions. Discussed the financial statements, the audit letter, graph presentation, how the fiscal year went and what the future looks like for the city.

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson to Approve the FY 2019/2020 Audit.

Ayes: Ferguson, Garrett, Kantor, Siddiqi

No: None

Motion carried.

B. Consideration To Approve the Community Development Block Grant (CDBG) 2018 & 2019 Reprogramming

Dr. Mitchell gave an overview and answered specific questions.

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson to approve the Community Development Block Grant (CDBG) 2018 & 2019 Reprogramming.

Ayes: Ferguson, Garrett, Kantor, Siddiqi

No: None

Motion carried.

C. Consideration of the Approval of An Emergency Purchase of 2 Radar Signs

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

Chief Scott McKee said signs were received today they will in place soon.

Motion by Council member Ferguson, seconded by Mayor Pro Tem Kantor to authorize the Emergency purchase of radar signs for approximately \$6,500.

Ayes: Ferguson, Garrett, Kantor, Siddiqi

No: None

Motion carried.



**CITY OF LATHRUP VILLAGE CITY CONCIL MEETING MINUTES OCTOBER 19, 2020**

**D. Consideration of Approval of Interim Construction Board of Appeals – Serving as Building Board of Appeals**

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

Motion by Council member Ferguson, seconded by Mayor Pro Tem Kantor to authorize the interim appointment of the members of the City of Novi’s Construction Appeal Board to also serve in the City of Lathrup Village.

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

**E. Consideration to Approve the Adoption of Rates for Construction Board of Appeals and Building Board of Appeals**

Motion by Council member Ferguson, seconded by Mayor Pro Tem Kantor to authorize the adoption of rates for the Construction Board of Appeals and Building Board of Appeals.

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

**CO-20-171 CITY ADMINISTRATOR REPORT**

Dr. Mitchell Theriot reported – Police Department received from the Bureau of Justice Assistance the Patrick Leahy bulletproof vest partnership grant in the amount of \$3,200. Dr. Mitchell, Chief Scott McKee and City Engineer, Scott Ringle attended a Zoom meeting regarding capital improvement plan for the water system and the connectivity to the Great Lakes Water Authority to increase the capacity and to address the SSO situation.

**CO-20-172 CITY ATTORNEY**

None

**CO-20-173 REPORTS OF BOARDS COMMISSIONS AND COMMITTEES**

Mayor Pro Tem Kantor reported fixLVroads.com is the website to find out more information on the Infrastructure ballot initiative. Town hall will be live via Zoom on Thursday, October 22 at 7:30 p.m. to learn more about the proposal that will be on the November 3, 2020 ballot.

**CITY OF LATHRUP VILLAGE CITY CONCIL MEETING MINUTES OCOTOBER 19, 2020**

**CO-20-174 UNFINISHED/NEW BUSINESS**

Clerk Talley reminded everyone that November 3, 2020 is election day. Voting polls open at 7:00 a.m. – 8:00 p.m. Absent voter applications can be found at [www.lathrupvillage.org](http://www.lathrupvillage.org) complete and return to the Clerk’s office to receive an absentee ballot. Last day that absentee ballots will be mailed will be Friday, October 30 before 5:00 p.m. The Clerk’s office will be open Saturday, October31, 2020 7:00 a.m.-3:00 p.m. for absentee voting. The last day to vote absentee is Monday, November 2, 2020 from 8:00 a.m. - 4:00 p.m. If you have any questions, I can be reached 248-557-2600 ext. 226 or [cityclerk@lathrupvillage.org](mailto:cityclerk@lathrupvillage.org).

**CO-20-175 PUBLIC COMMENTS**

None

**CO-20-176 MAYOR AND CITY COUNCIL COMMENTS**

Thanked all of those who participated in the dog park work day.

**CO-20-177 ADJOURNMENT**

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

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

The meeting was adjourned at 7:54 p.m.

Transcribed by Yvette Talley

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Mykale Garrett, Mayor

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Transcribed by Yvette Talley

City Clerk

# Agenda Item 5c

## CITY OF LATHRUP VILLAGE CITY COUNCIL STUDY SESSION MEETING MINUTES NOVEMBER 9,2020

MINUTES OF THE STUDY SESSION MEETING OF THE CITY OF LATHRUP VILLAGE HELD ON MONDAY, NOVEMBER 9, 2020 REMOTELY VIA ZOOM.

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

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

All City Council members stated they are located in Lathrup Village, Michigan, 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 - Marijuana licensing & Application Process – Scott Baker said the draft Zoning Ordinance and draft General Ordinance will be ready for discussion for the Joint meeting on November 30, 2020.
- B. Discussion – Infrastructure Committee Update – Mayor Pro Tem Kantor stated the ballot initiative passed. There will be 7.1 miles of new roadway and will meet with the City Administrator and City Engineer to discuss in detail.
- C. Discussion – Sign Ordinance Update – Susie Stec reported Planning Commissioners made several updates for example, size of signs, glow around the sign area, temporary signs and backlit signs. Scott Baker said the updated version will be presented to City Council.
- D. Discussion – House In the Woods Update – Susie Stec presented the redevelopment concept of placing more homes on the property. Dr. Mitchell stated the appraisal of the property \$217,000. Mayor Garrett and Council member Stallings said the density of the project is a concern for residents currently living there. City Council suggested listing the property for the appraisal price. Attorney Baker recommended to solicit a new RFP for realtors. Planning Commission is going through the master plan process relevant to this property. Dr. Mitchell stated preferences for the property should be reflected in the master plan.
- E. Discussion – Police Department Expansion Study – Renovation of the lower level of City Hall for the to create locker rooms, processing facility and restrooms for the Police Department. Chief Scott McKee said first, an environmental study should be done . City Council asked for more information to be presented at next study session.

- F. Discussion – Staff Re-Organization – looking at roles and responsibilities of a position for a Code Enforcement/Assistant City Manager.

Mayor and Council Comments

Mayor Garrett asked City Council to first go through the City Administrator when they have requests of staff. Water study- City Administrator has done an investigation about this and what needs to be done it to upgrade water meters. Lathrup Services-DPS is in a state of high transition and they've taken on a lot of extra responsibilities as it relates to the illicit discharge reporting. Dr. Mitchell is currently working on auditing services contract and Council Member Siddiqi will assist with the evaluation process.

Mayor Pro Tem Kantor asked about the asset management plan so Dr. Mitchell will check with city engineer and have feedback at next meeting. Will check with code enforcement to see what can be done to make sure businesses are keeping sewer systems clean. Clarification from the City Attorney as it relates to local enforcement as what is used to deter animals. Gas station update by Susie Stec– plumbing permit has been pulled, HVAC & electrical will be pulled soon and gasoline tanks installation will begin first week of December.

Dr. Mitchell stated that Precise MRI has received administrative approval of their site plan.

City Council expressed their appreciation of Clerk Talley for the work done on the November 3, 2020 election.

Mayor Garrett announced Police participation of wigs for pigs – no shave November in support of children with childhood diseases.

Public Comments

None

Adjournment

Meeting adjourned at 7:46 p.m.

# Agenda Item 6

## Memorandum

**To:** Mayor and City Council

**From:** Pamela Bratschi, Treasurer/Assistant City Administrator

**Date:** November 17, 2020

**Re:** Monthly Approval of Disbursements

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

### MOTION:

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

<b>OCTOBER DISBURSEMENTS W/ SALARY INCLUDED</b>		
FUND 101	GENERAL FUND	\$ 414,308.84
FUND 202	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	\$ 237,689.10
<b>TOTAL DISBURSEMENTS</b>		<b>\$ 753,998.61</b>

**CITY OF LATHRUP VILLAGE**

**Disbursement Report**

**Period covered 10/1/2020-10/15/2020**

**Gross Payroll:**

<b>Payroll Department</b>	<b>Amount</b>	<b>Personnel</b>
<b>Admin</b>	<b>\$15,510.64</b>	<b>Bratschi, Carlton, London, Mitchell Schultz, Sweidan, Talley</b>
<b>DDA</b>	<b>\$3,088.75</b>	<b>Stec, Dahl</b>
<b>Bldg Mnt</b>	<b>\$0.00</b>	
<b>Police</b>	<b>\$47,149.29</b>	<b>Becker, Button, Carmack, Elhourani,Huston Knoll,Lask,Lawrence, McKee,Roberts Tackett,Tompkins Upshaw, Zang</b>
<b>DPS</b>	<b>\$0.00</b>	
<b>Water</b>	<b>\$1,038.79</b>	<b>Carlton</b>
<b>Recreation</b>	<b>\$1,882.33</b>	<b>Clough</b>

**Total Gross \$68,669.80**

**Deductions \$23,832.20**

**Net Payroll \$44,837.60**

**\* Fund Totals Include Gross Payroll**

<b>General Fund</b>	<b>\$64,542.26</b>
<b>Major Road Fund</b>	<b>\$0.00</b>
<b>Local Road Fund</b>	<b>\$0.00</b>
<b>Capital Acquisition Fund</b>	<b>\$0.00</b>
<b>Debt Service Fund SDS Bonds</b>	<b>\$0.00</b>
<b>Downtown Development Authority</b>	<b>\$3,088.75</b>
<b>Water &amp; Sewer Fund</b>	<b>\$1,038.79</b>
<b>Total</b>	<b>\$68,669.80</b>

**CITY OF LATHRUP VILLAGE**

*Disbursement Report*

**Period covered 10/16/2020-10/31/2020**

**Gross Payroll:**

<b>Payroll Department</b>	<b>Amount</b>	<b>Personnel</b>
<b>Admin</b>	<b>\$15,510.64</b>	<b>Bratschi, Carlton, London, Mitchell Schultz, Talley</b>
<b>DDA</b>	<b>\$3,388.75</b>	<b>Stec, Dahl</b>
<b>Bldg Mnt</b>	<b>\$0.00</b>	
<b>Police</b>	<b>\$37,323.91</b>	<b>Becker, Button, Carmack, Elhourani,Huston Knoll,Lask,Lawrence, McKee,Roberts Tackett,Tompkins Upshaw, Zang</b>
<b>DPS</b>	<b>\$0.00</b>	
<b>Water</b>	<b>\$1,038.79</b>	<b>Carlton</b>
<b>Recreation</b>	<b>\$1,882.33</b>	<b>Clough</b>

**Total Gross** align="right">**\$59,144.42**

**Deductions** align="right">**\$21,797.28**

**Net Payroll** align="right">**\$37,347.14**

**\* Fund Totals Include Gross Payroll**

<b>General Fund</b>	<b>\$349,766.58</b>
<b>Major Road Fund</b>	<b>\$11,360.63</b>
<b>Local Road Fund</b>	<b>\$51,582.79</b>
<b>Capital Acquisition Fund</b>	<b>\$6,470.00</b>
<b>Debt Service Fund SDS Bonds</b>	<b>\$0.00</b>
<b>Downtown Development Authority</b>	<b>\$29,498.50</b>
<b>Water &amp; Sewer Fund</b>	<b>\$236,650.31</b>
<b>Total</b>	<b>\$685,328.81</b>

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000.000					
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	MICHIGAN ST. DISBURSEMEN	CHILD SUPPORT	282.75	44562
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	POLICE & FIREMEN'S INS.	INSURANCE	56.34	44569
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	AFLAC	AFLAC INSURANCE	128.60	44585
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	MICHIGAN ST. DISBURSEMEN	CHILD SUPPORT	282.75	44611
101-000.000-283.000	PERFORMANCE BONDS	814 Development, LLC	BD Bond Refund	12,000.00	44530
101-000.000-283.000	PERFORMANCE BONDS	814 Development, LLC	BD Bond Refund	12,000.00	44530
101-000.000-283.000	PERFORMANCE BONDS	Ameripro Roofing	BD Bond Refund	150.00	44532
101-000.000-283.000	PERFORMANCE BONDS	Home Depot U.S.A. Inc.	BD Bond Refund	150.00	44605
101-000.000-283.000	PERFORMANCE BONDS	Performance Residential	BD Bond Refund	150.00	44616
101-000.000-344.000	DEF COMP PAYABLE ICMA CLEARIN	ICMA RETIREMENT TRUST-45	ICMA DEF COMP 457	3,850.96	44552
101-000.000-344.000	DEF COMP PAYABLE ICMA CLEARIN	ICMA RETIREMENT TRUST-45	ICMA DEF COMP 457	4,906.26	44607
101-000.000-401.000	CITY TAXES	BRIANNA BLUST	BOARD OF REVIEW	136.17	2746
101-000.000-401.000	CITY TAXES	DEAN MOORE	BOARD OF REVIEW	97.53	2747
101-000.000-401.000	CITY TAXES	MICHAEL KEITH FRANIA	BOARD OF REVIEW	163.98	2748
101-000.000-401.000	CITY TAXES	SHELBY DAVIS	BOARD OF REVIEW	11.17	2749
Total For Dept 000.000				34,366.51	
Dept 100.000 GOVERNMENT SERVICES					
101-100.000-726.000	OFFICE SUPPLIES	STAPLES	COPY PAPER	137.92	44575
101-100.000-726.000	OFFICE SUPPLIES	PINE STATE ENTERPRISES,	NAME BADGES	40.50	44617
101-100.000-726.000	OFFICE SUPPLIES	STAPLES	OFFICE SUPPLIES	193.61	44625
101-100.000-726.001	SUPPLIES - COVID 19	NICHOLS PAPER & SUPPLY C	CLEANING SUPPLIES	37.71	44614
101-100.000-803.000	MEMBERSHIPS & MEETINGS	MICHIGAN MUNICIPAL TREAS	MEMBERSHIP RENEWAL FOR PAM AND ARRON	150.00	44561
101-100.000-804.000	BUILDING TRADE INSPECTION	MCKENNA & ASSOC.	PLUMBING, MECHANICAL AND ELECTRICAL I	1,961.70	44610
101-100.000-804.000	BUILDING TRADE INSPECTION	MCKENNA & ASSOC.	PUMBING, MECHANICAL AND ELECTRICAL IN	2,423.85	44610
101-100.000-804.000	BUILDING TRADE INSPECTION	MCKENNA & ASSOC.	PLUMBING, MECHANICAL AND ELECTRICAL I	1,369.55	44610
101-100.000-804.000	BUILDING TRADE INSPECTION	MCKENNA & ASSOC.	BUILDING INSPECTIONS, CODE ENFORCEMEN	5,886.25	44610
101-100.000-805.000	CABLE TELEVISION	C V STUDIOS	CABLE SERVICES PROVIDED	2,812.00	44589
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	POWERVAC	PUMPOUT GREASE TRAP	195.00	44570
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	CLIFTON GRANT	ADDITIONAL PROJECT WORK	81.00	44537
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	CLS CONTINENTAL LINEN SE	LINEN CLEANING	61.41	44594
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	CLIFTON GRANT	ADDITIONAL PROJECTS	182.00	44593
101-100.000-832.000	CITIZEN COMMUNICATION/PR	CARDMEMBER SERVICE	CAR WASHES, OFFICE SUPPLIES, BUILDING	34.98	44529
101-100.000-832.000	CITIZEN COMMUNICATION/PR	DR. MARTIN LUTHER KING,	ADVERTISING	500.00	44597
101-100.000-848.000	GOVERNMENT OPERATIONS	MUNETRIX LLC	CONTRACT RENEWAL	4,059.00	44563
101-100.000-848.000	GOVERNMENT OPERATIONS	CARDMEMBER SERVICE	CAR WASHES, OFFICE SUPPLIES, BUILDING	219.59	44529
101-100.000-848.001	TECHNOLOGY	I.T. RIGHT	MICROSOFT BUSINESS STANDARD	131.51	44606
101-100.000-850.000	TELEPHONE EXPENDITURES	COMCAST	CABLE, AND INTERNET	262.23	44538
101-100.000-850.000	TELEPHONE EXPENDITURES	PAETEC	PHONE BILL	412.28	44567
101-100.000-850.000	TELEPHONE EXPENDITURES	PAETEC	PHONE BILLS	663.52	44567
101-100.000-850.000	TELEPHONE EXPENDITURES	VERIZON WIRELESS	CELL PHONE BILLS	212.63	44628
101-100.000-860.000	VEHICLE EXPENSE	BIRMINGHAM OIL CHANGE CE	OIL CHANGE ON ESCAPE	26.98	44535
101-100.000-860.000	VEHICLE EXPENSE	SHERYL MITCHELL	VEHICLE ALLOWANCE	400.00	44621
101-100.000-900.000	PRINTING/PUBLICATION COSTS	ZIP ETC.INC.	POSTCARDS AND MAILING SERVICE	675.00	44583
101-100.000-900.000	PRINTING/PUBLICATION COSTS	PITNEY BOWES	POSTAGE REFILL	1,500.00	44618
Total For Dept 100.000 GOVERNMENT SERVICES				24,630.22	
Dept 101.000 ADMINISTRATION					
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	225.05	44581
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	INSURANCE	3,290.34	44588
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPA	INSURANCE	172.54	44624
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	225.05	44627
101-101.000-717.000	CODE ENFORCEMENT LEGAL	BAKER & ELOWSKY, PLLC	LEGAL SERVICES PROVIDED	2,015.00	44534



GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 101.000 ADMINISTRATION					
101-101.000-717.000	CODE ENFORCEMENT LEGAL	BAKER & ELOWSKY, PLLC	LEGAL SERVICES PROVIDED	2,470.00	44534
101-101.000-718.000	ELECTIONS	CARDMEMBER SERVICE	CAR WASHES, OFFICE SUPPLIES, BUILDING	119.97	44529
101-101.000-718.000	ELECTIONS	GLORIA HARRIS-FORD	ASSISTANCE FOR GENERAL ELECTION	688.50	44548
101-101.000-718.000	ELECTIONS	MYRA ALLEN	ASSISTANCE FOR GENERAL ELECTION	501.50	44564
101-101.000-718.000	ELECTIONS	STAPLES	OFFICE SUPPLIES	10.99	44625
101-101.000-718.000	ELECTIONS	WILLIE WESLEY	VIRTUAL CLASS FOR ELECTION	200.00	44629
101-101.000-718.000	ELECTIONS	GLORIA HARRIS-FORD	CLERK ASSISTANT	756.50	44604
101-101.000-718.000	ELECTIONS	JOCELYN PAULINO	ELECTION WORKERS MEALS	384.00	44609
101-101.000-718.000	ELECTIONS	MYRA ALLEN	ELECTION ASSISTANT	416.50	44613
101-101.000-722.000	LEGAL SERVICES	STEVEN H. SCHWARTZ	LEGAL SERVICES PROVIDED	306.25	44576
101-101.000-722.000	LEGAL SERVICES	BAKER & ELOWSKY, PLLC	LEGAL SERVICES PROVIDED	4,027.50	44534
101-101.000-722.000	LEGAL SERVICES	BAKER & ELOWSKY, PLLC	LEGAL SERVICES PROVIDED	3,540.00	44534
Total For Dept 101.000 ADMINISTRATION				19,349.69	
Dept 201.000 BUILDING & GROUNDS					
101-201.000-702.000	SALARIES PART-TIME	MICHIGAN ST. DISBURSEMEN	SPOUSAL SUPPORT	649.75	44562
101-201.000-702.000	SALARIES PART-TIME	CLIFTON GRANT	CLEANING SERVICES PROVIDED FOR CITY H	538.43	44537
101-201.000-702.000	SALARIES PART-TIME	AFLAC	AFLAC INSURANCE	71.64	44585
101-201.000-702.000	SALARIES PART-TIME	CLIFTON GRANT	CLEANING SERVICES PROVIDED FOR CITY H	538.43	44593
101-201.000-702.000	SALARIES PART-TIME	MICHIGAN ST. DISBURSEMEN	SPOUSAL SUPPORT	649.75	44611
101-201.000-920.000	UTILITIES	DTE ENERGY	ENERGY BILLS FOR CITY BUILDINGS	1,688.77	44543
101-201.000-920.000	UTILITIES	CONSUMERS ENERGY	ENERGY BILLS FOR CITY BUILDINGS	130.56	44540
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	DETROIT ELEVATOR COMPANY	ROUTINE MAINTENANCE OCTOBER 2020	215.00	44542
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	PARKS MAINTENANCE, INC.	SERVICE AND LABOR CHARGE	140.00	44568
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	CARDMEMBER SERVICE	CAR WASHES, OFFICE SUPPLIES, BUILDING	241.95	44529
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	HOME DEPOT CREDIT SERVIC	BUILDING SUPPLIES, DDA, RECREATION SU	1,080.65	44550
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	CLIFTON GRANT	SANITIZING CITY HALL	504.00	44537
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	CLIFTON GRANT	ADDITIONAL PROJECT WORK	295.00	44537
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	HANDY PRO	RUBBERIZED POLICE STEPS FOR SAFTEY	1,712.31	44584
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	NICHOLS PAPER & SUPPLY C	BUILDING SUPPLIES	299.75	44614
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	ELITE SPRINKLER SYSTEMS	SPRINKLER SHUT DOWN	45.00	44600
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	CLIFTON GRANT	SANATIZING CITY HALL	504.00	44593
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	CLIFTON GRANT	ADDITIONAL PROJECTS	100.00	44593
101-201.000-938.000	PARKING LOT & GROUNDS	MAIN S GARDEN CENTER	MULCH	128.67	44559
101-201.000-938.000	PARKING LOT & GROUNDS	HOME DEPOT CREDIT SERVIC	BUILDING SUPPLIES, DDA, RECREATION SU	67.37	44550
101-201.000-938.000	PARKING LOT & GROUNDS	CLIFTON GRANT	ADDITIONAL PROJECTS	100.00	44593
Total For Dept 201.000 BUILDING & GROUNDS				9,701.03	
Dept 301.000 PUBLIC SAFETY					
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	COMMAND OFFICERS ASSN. O	UNION DUES	202.80	44539
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	38.40	44581
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	561.36	44581
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	INSURANCE	114.65	44588
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPA	INSURANCE	292.18	44624
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	38.40	44627
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	574.70	44627
101-301.000-726.000	OFFICE SUPPLIES	STAPLES	OFFICE SUPPLIES	72.02	44575
101-301.000-726.000	OFFICE SUPPLIES	CARDMEMBER SERVICE	CAR WASHES, OFFICE SUPPLIES, BUILDING	90.89	44529
101-301.000-726.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	104.27	44531
101-301.000-726.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	281.21	44586
101-301.000-726.001	SUPPLIES - COVID 19	DELL MARKETING L.P.	COMPUTER AND MEMORY	2,426.32	44596
101-301.000-822.000	TRAINING	MICHIGAN STATE POLICE	TRAINING	1,200.00	44612
101-301.000-827.000	302 TRAINING FUNDS EXPENDITURES	JOHN E. REID AND ASSOCIA	INTERVIEW AND INTERROGATION TECHNIQUE	575.00	44554

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Fund 101 GENERAL FUND					
Dept 301.000 PUBLIC SAFETY					
101-301.000-828.000	FIRE SERVICE/DISPATCH CONTRACT	CITY OF SOUTHFIELD	FIRE SERVICE CONTRACT	156,675.14	44536
101-301.000-829.000	POLICE UNIFORMS & CLEANING	CHARLES BECKER	BOOT ALLOWANCE	63.59	44591
101-301.000-836.000	PRISONER LOCKUP	CITY OF BERKLEY	PRISONER BOARD FOR JULY, SUGUST, SEPT	800.00	44592
101-301.000-850.000	TELEPHONE EXPENDITURES	COMCAST	INTERNET, CABLE	21.56	44538
101-301.000-850.000	TELEPHONE EXPENDITURES	PAETEC	PHONE BILLS	398.36	44567
101-301.000-850.000	TELEPHONE EXPENDITURES	AT & T	DISPATCH	55.98	44533
101-301.000-850.000	TELEPHONE EXPENDITURES	VERIZON WIRELESS	CELL PHONE BILLS	212.64	44628
101-301.000-860.000	VEHICLE EXPENSE	BIRMINGHAM OIL CHANGE CE	OIL CHANGE ON 2015 TAHOE	63.95	44535
101-301.000-860.000	VEHICLE EXPENSE	THE REINALT-THOMAS CORPO	TIRE REPLACEMENT	216.00	44579
101-301.000-860.000	VEHICLE EXPENSE	CARDMEMBER SERVICE	CAR WASHES, OFFICE SUPPLIES, BUILDING	87.96	44529
101-301.000-860.000	VEHICLE EXPENSE	BIRMINGHAM OIL CHANGE CE	OIL CHANGE ON POLICE TAHOE	63.95	44587
Total For Dept 301.000 PUBLIC SAFETY				165,231.33	
Dept 401.000 PUBLIC SERVICE					
101-401.000-890.000	PARK MAINTENANCE	SMART SIGN	PARK PERMIT SIGNAGE	197.70	44622
101-401.000-920.000	UTILITIES	DTE ENERGY	ENERGY BILLS FOR CITY BUILDINGS	155.29	44543
101-401.000-920.000	UTILITIES	CONSUMERS ENERGY	ENERGY BILLS FOR CITY BUILDINGS	125.67	44540
101-401.000-920.000	UTILITIES	PAETEC	PHONE BILLS	124.28	44567
101-401.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES PROVIDED	10,436.61	44558
Total For Dept 401.000 PUBLIC SERVICE				11,039.55	
Dept 501.000 LEAF COLLECTION					
101-501.000-978.000	REFUSE EQUIP/ROLLOFF EXPEND	SOCRRA	SPECIAL WASTE	395.07	44623
Total For Dept 501.000 LEAF COLLECTION				395.07	
Dept 502.000					
101-502.000-801.001	SOCRRA	SOCRRA	REFUSE, RECYCLABLES AND YARD WASTE CO	15,264.00	44574
101-502.000-801.001	SOCRRA	SOCRRA	REFUSE, RECYCLABLES AND YARD WASTE CO	13,616.00	44623
Total For Dept 502.000				28,880.00	
Dept 601.000 RECREATION					
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	28.23	44581
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	INSURANCE	321.26	44588
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPA	INSURANCE	21.51	44624
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	28.23	44627
101-601.000-806.000	ADULT PROGRAMS	OAKLAND SCHOOLS	LAWN SIGNS FOR FITNESS CLASSES	396.00	44566
101-601.000-812.000	COMMUNITY EVENTS	CARDMEMBER SERVICE	CAR WASHES, OFFICE SUPPLIES, BUILDING	102.16	44529
101-601.000-812.000	COMMUNITY EVENTS	HOME DEPOT CREDIT SERVIC	BUILDING SUPPLIES, DDA, RECREATION SU	108.91	44550
101-601.000-812.000	COMMUNITY EVENTS	SANTA WILL TRAVEL, LLC	SANTA PAYMENT	450.00	44572
Total For Dept 601.000 RECREATION				1,456.30	
Total For Fund 101 GENERAL FUND				295,049.70	
Fund 202 MAJOR ROAD FUND					
Dept 702.000					
202-702.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	INSURANCE	36.09	44588
202-702.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPA	INSURANCE	2.69	44624
202-702.000-864.000	TRAFFIC CONTROLS	ROAD COMMISSION FOR OAKL	SUB SIGNALS	1,049.89	44571
202-702.000-864.000	TRAFFIC CONTROLS	ROAD COMMISSION FOR OAKL	SUB SIGNALS	725.71	44620
202-702.000-870.000	FORESTRY	J.H. HART URBAN FORESTRY	TREE REVOVAL	214.50	44553
202-702.000-870.000	FORESTRY	J.H. HART URBAN FORESTRY	TREE TRIMMING	1,474.59	44553
202-702.000-870.000	FORESTRY	J.H. HART URBAN FORESTRY	TREE TRIMMING	1,391.91	44608
202-702.000-870.000	FORESTRY	J.H. HART URBAN FORESTRY	TREE REMOVAL AND TREE TRIMMING	1,077.00	44608

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Fund 202 MAJOR ROAD FUND					
Dept 702.000					
202-702.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES PROVIDED	5,388.25	44558
Total For Dept 702.000				11,360.63	
Total For Fund 202 MAJOR ROAD FUND				11,360.63	
Fund 203 LOCAL ROAD FUND					
Dept 703.000					
203-703.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	INSURANCE	36.09	44588
203-703.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPA	INSURANCE	2.69	44624
203-703.000-861.000	ROAD MAINTENANCE	NICO INCORPORATED	SIDEWALK AND ROAD REPAIRS	20,444.00	44565
203-703.000-861.000	ROAD MAINTENANCE	EAGLE LANDSCAPING & SUPP	REPAIRED DAMAGED LAWN	2,213.76	44545
203-703.000-861.000	ROAD MAINTENANCE	NICO INCORPORATED	ROAD REPAIRS FROM WATER MAIN REPAIRS	19,340.00	44615
203-703.000-870.000	FORESTRY	J.H. HART URBAN FORESTRY	TREE REVOVAL	214.50	44553
203-703.000-870.000	FORESTRY	J.H. HART URBAN FORESTRY	TREE TRIMMING	1,474.60	44553
203-703.000-870.000	FORESTRY	J.H. HART URBAN FORESTRY	TREE TRIMMING	1,391.90	44608
203-703.000-870.000	FORESTRY	J.H. HART URBAN FORESTRY	TREE REMOVAL AND TREE TRIMMING	1,077.00	44608
203-703.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES PROVIDED	5,388.25	44558
Total For Dept 703.000				51,582.79	
Total For Fund 203 LOCAL ROAD FUND				51,582.79	
Fund 258 CAPITAL ACQUISITION FUND					
Dept 000.000					
258-000.000-970.000	CAPITAL EXPENDITURE	RADARSIGN	RADARSIGN, BRACKET, STREETSMART	6,470.00	44619
Total For Dept 000.000				6,470.00	
Total For Fund 258 CAPITAL ACQUISITION FUND				6,470.00	
Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 000.000					
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	53.45	44581
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	INSURANCE	1,148.35	44588
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPA	INSURANCE	31.96	44624
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	53.45	44627
494-000.000-844.000	MAIN STREET PROGRAM	GLAMOUR SALON	BUSINESS GRANTS	2,000.00	44546
494-000.000-844.000	MAIN STREET PROGRAM	GLOBAL INFORMATION TECHN	BUSINESS GRANTS	2,000.00	44547
494-000.000-844.000	MAIN STREET PROGRAM	GROUP 4 LLC	BUSINESS GRANT	2,000.00	44549
494-000.000-844.000	MAIN STREET PROGRAM	JOSEPH KOWALSKY JD	BUSINESS GRANT	2,000.00	44555
494-000.000-844.000	MAIN STREET PROGRAM	KABOB KABOB INC.	BUSINESS GRANT	2,000.00	44556
494-000.000-844.000	MAIN STREET PROGRAM	KAY BEE BEAUTY & NAIL SA	BUSINESS GRANTS	2,000.00	44557
494-000.000-844.000	MAIN STREET PROGRAM	SKYWAY TRAVEL	BUSINESS GRANT	2,000.00	44573
494-000.000-844.000	MAIN STREET PROGRAM	THAI HERBAL MASSAGE & SP	BUISNESS GRANTS	2,000.00	44577
494-000.000-844.000	MAIN STREET PROGRAM	THE MILLER JR. INSURANCE	BUSINESS GRANTS	2,000.00	44578
494-000.000-844.000	MAIN STREET PROGRAM	VALERIE BRYANT	BUSINESS GRANT	2,000.00	44580
494-000.000-882.000	PLANNING/CONSULTING FEES	GIFFELS-WEBSTER ENG INC	PLANNING SERVICES	1,875.00	44603
494-000.000-933.000	REPAIRS & MAINTENANCE	DTE ENERGY	STREET LIGHTS	1,774.01	44543
494-000.000-933.000	REPAIRS & MAINTENANCE	EXCELL SNOW & TURF MAINT	LAWN MAINTANANCE	800.00	44601
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	CARDMEMBER SERVICE	CAR WASHES, OFFICE SUPPLIES, BUILDING	85.63	44529
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	HOME DEPOT CREDIT SERVIC	BUILDING SUPPLIES, DDA, RECREATION SU	29.90	44550
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	WEINGARTZ	GATOR REPAIR	258.00	44582
Total For Dept 000.000				26,109.75	
Total For Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY				26,109.75	

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Fund 592 WATER & SEWER FUND					
Dept 536.000 WATER DEPARTMENT					
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	16.16	44581
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	INSURANCE	3,908.67	44588
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPA	INSURANCE	9.49	44624
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	16.16	44627
592-536.000-902.000	BILLING SERVICES	POSTMASTER	POSTAGE FOR WATER BILLS	600.00	2573
592-536.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES PROVIDED	6,054.70	44558
592-536.000-937.000	WATER SYSTEM MAINTENANCE	SUNDE BUILDING INC.	MAINBREAK REPAIR, REPAIR SERVICE LEAK	3,725.00	44626
592-536.000-937.000	WATER SYSTEM MAINTENANCE	EJ USA, INC.	WATER MAIN PARTS	907.17	44599
592-536.000-937.000	WATER SYSTEM MAINTENANCE	EJ USA, INC.	WATER MAIN SUPPLIES	275.00	44599
592-536.000-937.000	WATER SYSTEM MAINTENANCE	FERGUSON WATERWORKS	BLUE FLAG TO MARK WATER SERVICES	96.46	44602
592-536.000-944.000	WATER PURCHASES	SOUTHEAST OAKLAND COUNTY	WATER CHARGES FOR THE MONTH OF SEPTEMBER	31,782.98	2571
592-536.000-974.000	WATER MAIN PROJECT	CORE&MAIN	WATER MAIN SUPPLIES	449.79	44541
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	TRACTOR RENTAL	250.00	44545
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	TRACTOR RENTAL	1,000.00	44545
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	DEBRIS HAULED OUT	1,800.00	44545
592-536.000-974.000	WATER MAIN PROJECT	DURST LUMBER COMPANY	COUPLINGS	3.16	44544
592-536.000-974.000	WATER MAIN PROJECT	CORE&MAIN	WATER MAIN SUPPLIES	27,269.20	44595
592-536.000-974.000	WATER MAIN PROJECT	CORE&MAIN	WATER MAIN PARTS	1,494.64	44595
592-536.000-974.000	WATER MAIN PROJECT	CORE&MAIN	WATER MAIN PARTS	4,568.51	44595
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	TRACTOR RENTAL	250.00	44598
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	TRACTOR RENTAL	250.00	44598
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	LIMESTONE, DEBRIS HAULED OUT	1,793.00	44598
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	DEBRIS HAULED OUT	900.00	44598
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	FILL SAND, DEBRIS HAULED OUT	1,628.00	44598
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	DEBRIS HAULED OUT, FILL SAND	5,281.00	44598
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	DEBRIS HAULED OUT, FILL SAND	5,056.00	44630
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	UNLOAD PIPE	400.00	44630
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	TRACTOR RENTAL	250.00	44630
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	FILL SAND, DEBRIS HAULED OUT	3,256.00	44630
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	FILL SAND	728.00	44630
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	FILL SAND, DEBRIS HAULED OUT	2,356.00	44631
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	FILL SAND, LIMESTONE, DEBRIS HAULED O	7,233.00	44631
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	DEBRIS HAULED OUT, FILL SAND	3,428.00	44631
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	DEBRIS HAULED OUT	900.00	44631
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPP	FILL SAND	728.00	44631
592-536.000-974.000	WATER MAIN PROJECT	CORE&MAIN	WATER MAIN PARTS	3,009.13	44595
Total For Dept 536.000 WATER DEPARTMENT				121,673.22	
Dept 537.000 SEWER DEPARTMENT					
592-537.000-651.000	INDUSTRIAL SURCHARGE	GREAT LAKES WATER AUTHOR	INDUSTRIAL WASTE CHARGES	1,336.79	2572
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	16.16	44581
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	INSURANCE	138.87	44588
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPA	INSURANCE	9.50	44624
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	16.16	44627
592-537.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES PROVIDED	6,054.70	44558
592-537.000-939.000	SEWER SYTEM MAINTENANCE	DTE ENERGY	ENERGY BILLS FOR CITY BUILDINGS	14.36	44543
592-537.000-939.000	SEWER SYTEM MAINTENANCE	OAKLAND COUNTY WATER RES	OPERATION AND MAINTENANCE OF RETENTIO	18,750.00	2570
592-537.000-939.000	SEWER SYTEM MAINTENANCE	MICHAEL & DIANA WILLIAMS	ELECTRIC REIMBURSEMENT FOR GRINDER PU	23.00	44560
592-537.000-942.000	SEWAGE DISPOSAL EXPENSE	OAKLAND COUNTY TREASURER	SEWERAGE CHARGES FOR THE MONTH OF SEP	85,767.51	2569
592-537.000-945.000	RETENTION TANK-UTIL ELEC	DTE ENERGY	ENERGY BILLS FOR CITY BUILDINGS	463.29	44543
592-537.000-947.000	RETENTION TANK UTIL-GAS	CONSUMERS ENERGY	ENERGY BILLS FOR CITY BUILDINGS	15.55	44540
592-537.000-948.000	RETENTION TANK UTIL-TELEPHONE	COMCAST	INTERNET AT RETENTION TANK	113.35	44538

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 592 WATER & SEWER FUND					
Dept 537.000 SEWER DEPARTMENT					
592-537.000-948.000	RETENTION TANK UTIL-TELEPHONE	PAETEC	PHONE BILLS	145.56	44567
592-537.000-951.000	RETENTION TANK BUILDING/EQUIP	CENTRAL AIR COMPRESSOR C	MAINTANANCE ON AIR COMPRESSOR AT RETE	548.50	44590
592-537.000-977.000	EVIRONMENT COMPL - NON CAPITA	HYDROCORP	CROSS CONNECTION CONTROL	525.00	44551
Total For Dept 537.000 SEWER DEPARTMENT				<u>113,938.30</u>	
Total For Fund 592 WATER & SEWER FUND				<u><u>235,611.52</u></u>	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
			Fund Totals:		
			Fund 101 GENERAL FUND	295,049.70	
			Fund 202 MAJOR ROAD FU	11,360.63	
			Fund 203 LOCAL ROAD FU	51,582.79	
			Fund 258 CAPITAL ACQUI	6,470.00	
			Fund 494 DOWNTOWN DEVE	26,109.75	
			Fund 592 WATER & SEWER	235,611.52	
			Total For All Funds:	<u>626,184.39</u>	



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SCOTT R. BAKER  
JENNIFER H. ELOWSKY

sbaker@bakerelowsky.com

Of Counsel

LEANN K. KIMBERLIN

MATTHEW C. QUINN

October 6, 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 September 1 through September 30, 2020

Dear Dr. Mitchell and Ms. Bratschi:

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

1. General Retainer	\$2,500.00
2. Special Legal Services	\$1,527.50
3. Downtown Development Authority	\$
4. Project Reimbursement	\$
5. Prosecution/Code Enforcement	<u>\$2,015.00</u>
	\$6,042.50

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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October 06, 2020

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

**Invoice Number: 1014**  
Invoice Period: 09-01-2020 - 09-30-2020

## RE: General Retainer

### Time Details

Date	Professional	Description	Hours	Amount
09-01-2020	SRB	Review and respond to correspondence from Clerk re ordinance request	0.25	No Charge
09-01-2020	SRB	Review correspondence from Admin re FOIA inquiry	0.25	No Charge
09-01-2020	SRB	Review Correspondence from Admin re study session on 9/14	0.25	No Charge
09-02-2020	SRB	Review correspondence from Admin re august code enforcement report	0.25	No Charge
09-02-2020	SRB	Review multiple correspondence re JMC inspection reports	0.25	No Charge
09-02-2020	SRB	Review correspondence from Admin re issue reporting	0.25	No Charge
09-04-2020	SRB	Review correspondence from Admin re resignation of code officer.	0.25	No Charge
09-04-2020	SRB	Review correspondence from S. Stec re JMC inspection report meeting	0.25	No Charge
09-04-2020	SRB	Review correspondence from Admin re name change.	0.25	No Charge
09-04-2020	SRB	Review correspondence from Admin re property maintenance appeal board	0.25	No Charge
09-08-2020	SRB	Review correspondence from S. Stec re JMC inspection	0.25	No Charge

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

Page 1 of 4



<b>Date</b>	<b>Professional</b>	<b>Description</b>	<b>Hours</b>	<b>Amount</b>
		report meeting		
09-08-2020	SRB	Review and respond to multiple correspondence re JMC properties	1.00	No Charge
09-08-2020	SRB	Review correspondence from Admin re Council study session agenda	0.25	No Charge
09-08-2020	SRB	Review correspondence from Admin re Gorbe litigation.	0.25	No Charge
09-08-2020	SRB	Review correspondence from Admin re study session agenda	0.25	No Charge
09-08-2020	SRB	Review correspondence from Admin re press release	0.25	No Charge
09-09-2020	SRB	Review correspondence from S. Stec re Precision MRI	0.25	No Charge
09-09-2020	SRB	Review correspondence from Mayor re MDEQ inspection report	0.25	No Charge
09-10-2020	SRB	Review correspondence from S. Stec re JMC inspection report meeting	0.25	No Charge
09-10-2020	SRB	Review correspondence from Admin re JMC	0.25	No Charge
09-10-2020	SRB	Review correspondence from Admin re agenda item for 9/28 City Council Meeting	0.25	No Charge
09-10-2020	SRB	Review correspondence from Mayor re agenda item for 9/28 City Council Meeting	0.25	No Charge
09-10-2020	SRB	Review correspondence from S. Stec re JMC site plan review letter	0.25	No Charge
09-11-2020	SRB	Review correspondence from Admin re City Council study session agenda and packet	0.25	No Charge
09-11-2020	SRB	Review correspondence from S. Stec re Planning Commission agenda and packet	0.25	No Charge
09-14-2020	SRB	Review multiple correspondence re FOIA request from JMC properties	0.50	No Charge
09-14-2020	SRB	Prepare for and attend virtual City Council study session	1.25	No Charge
09-16-2020	SRB	Review correspondence re JMC FOIA	0.25	No Charge
09-16-2020	SRB	Review and respond to correspondence from Admin re lift station power agreement.	0.25	No Charge
09-16-2020	SRB	Review correspondence from Admin re r-1 parking draft	0.25	No Charge
09-16-2020	SRB	Review correspondence from Admin re grant award	0.25	No Charge

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Page 2 of 4

<b>Date</b>	<b>Professional</b>	<b>Description</b>	<b>Hours</b>	<b>Amount</b>
09-18-2020	SRB	Review correspondence from Admin re Oakland County Parks	0.25	No Charge
09-18-2020	SRB	Review correspondence from Clerk re JMC FOIA	0.25	No Charge
09-18-2020	SRB	Review and respond to multiple correspondence from Admin, S. Stec and Building Official re JMC.	0.75	No Charge
09-23-2020	SRB	Review multiple correspondence from Council member Ferguson and Admin re 28505 Southfield Road	0.50	No Charge
09-23-2020	SRB	Review correspondence from Admin re Study session agenda	0.25	No Charge
09-23-2020	SRB	Review correspondence from Clerk re film permit inquiry.	0.25	No Charge
09-24-2020	SRB	Review multiple correspondence from and regarding Precision MRI	0.75	No Charge
09-25-2020	SRB	Review correspondence from Admin re tax payment concern	0.25	No Charge
09-25-2020	SRB	Review correspondence from Admin re sewer line televising	0.25	No Charge
09-25-2020	SRB	Review correspondence from Admin re see click fix report	0.25	No Charge
09-25-2020	SRB	Review correspondence from Admin re updated EO	0.25	No Charge
09-28-2020	SRB	Review correspondence from Admin re 2020 voter challenge	0.25	No Charge
09-28-2020	SRB	Review correspondence from Admin re weekly report	0.25	No Charge
09-28-2020	SRB	Review correspondence from Admin re absentee ballot voting	0.25	No Charge
09-28-2020	SRB	Prepare for and attend virtual City Council study session	1.00	No Charge
09-28-2020	SRB	Prepare for and attend virtual City Council Meeting	1.50	No Charge
09-28-2020	SRB	Review and respond to correspondence from S. Stec re alley vacation process	0.25	No Charge
09-28-2020	SRB	Review correspondence from Admin re updated EO	0.25	No Charge
09-28-2020	SRB	Review election commission agenda and minutes and participate in meeting.	0.50	No Charge
09-29-2020	SRB	Review correspondence from Admin re state revenue sharing	0.25	No Charge
09-29-2020	SRB	Review correspondence from Admin re election season	0.25	No Charge
09-29-2020	SRB	Review correspondence from Admin re Precision MRI	0.25	No Charge

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Page 3 of 4

<b>Date</b>	<b>Professional</b>	<b>Description</b>	<b>Hours</b>	<b>Amount</b>
09-30-2020	SRB	Review correspondence from treasurer re property inquiry	0.25	No Charge
09-30-2020	SRB	Review correspondence from Admin re radar speed sign	0.25	No Charge
09-30-2020	SRB	Review correspondence from Admin re Precision MRI	0.25	No Charge
09-30-2020	SRB	Review correspondence from Admin re JMC Properties	0.25	No Charge
09-30-2020	SRB	Review correspondence from Clerk re FOIA request	0.25	No Charge
09-30-2020	SRB	Services Rendered		2,500.00
			<b>Total</b>	2,500.00

**Time Summary**

<b>Professional</b>	<b>Hours</b>	<b>Amount</b>
Scott Baker	20.00	2,500.00
<b>Total</b>		2,500.00

**Total for this Invoice** 2,500.00



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October 06, 2020

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

**Invoice Number: 1015**  
Invoice Period: 09-01-2020 - 09-30-2020

## RE: Prosecution/Code Enforcement

### Time Details

Date	Professional	Description	Hours	Amount
09-01-2020	SRB	Review and respond to correspondence from Court re tax garnishments	0.25	32.50
09-02-2020	SRB	Correspondence with Police Clerk concerning officer appearance and status of violation re: 20LV01073.	0.25	32.50
09-02-2020	SRB	Review correspondence and attached report re inspections of JMC properties	0.75	97.50
09-02-2020	SRB	Review correspondence from defense attorney re 20LV01431A	0.25	32.50
09-02-2020	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 18LV04562A/B	0.50	65.00
09-04-2020	SRB	Conduct telephone pre-trial conference with defendant, prepare plea offer and draft correspondence to defendant and Court with same re:20LV01431A	0.50	65.00
09-08-2020	SRB	Phone call with Defendant concerning false alarm violations and adjournment of hearing re: 20LV01073A.	0.25	32.50
09-08-2020	SRB	Phone call with Defense attorney re 20L01431A	0.25	32.50
09-08-2020	SRB	Review and respond to correspondence with defense attorney re 20LV001007A/B/C	0.25	32.50

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

Page 1 of 3

<b>Date</b>	<b>Professional</b>	<b>Description</b>	<b>Hours</b>	<b>Amount</b>
09-09-2020	SRB	Review and respond to multiple correspondence with defense attorney; telephone conference with same re 20LV001007A/B/C	0.50	65.00
09-09-2020	SRB	Review and respond to correspondence with defense attorney; telephone conference with same re 20L0001650 & 20L0001637	0.50	65.00
09-09-2020	SRB	Appear via Zoom for prosecution docket in 46th District Court	3.50	455.00
09-10-2020	SRB	Correspondence with Police Clerk concerning records for 09/16 docket re: 15LV00711A & B, 19LV01959B, 15LV00760A&B; receipt and review records and preparation of virtual hearing files.	0.75	97.50
09-11-2020	SRB	Review and respond to correspondence from Code Officer re cases status	0.25	32.50
09-11-2020	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 15LV00760A & B	0.50	65.00
09-11-2020	SRB	Conduct telephone pre-trial conference with defendant, prepare plea offer and draft correspondence to Defendant and Court with same re: 15LV00711A & B	0.50	65.00
09-11-2020	SRB	Conduct telephone pre-trial conference with defendant, prepare plea offer and draft correspondence to Defendant and Court with same re: 19LV01959B	0.50	65.00
09-11-2020	SRB	Review correspondence from Sgt. Zang re 20LV001007A/B/C	0.25	32.50
09-14-2020	SRB	Receipt and review Order Holding Petitioner in Default re: Lathfield Investments, LLC, Michigan Tax Tribunal matter, MOAHR Docket No. 20-001621.	0.25	32.50
09-14-2020	SRB	Receipt and review Order Holding Petitioner in Default re: Lathfield Partners, LLC, Michigan Tax Tribunal matter, MOAHR Docket No. 20-001594.	0.25	32.50
09-15-2020	SRB	Review correspondence from 46th District Court re 20LV01073A	0.25	32.50
09-16-2020	SRB	Telephone conference with defense attorney re 20LV01491	0.25	32.50
09-16-2020	SRB	Appear for virtual prosecution docket at 46th District Court	0.50	65.00
09-18-2020	SRB	Review correspondence from code officer re 28265 Eldorado	0.25	32.50
09-18-2020	SRB	Receipt and review docket for 10/07 from 46th District Court; review files and preparation for virtual hearings; correspondence with police clerk re: 20LV01490A, 20LV1293A, 18LV00062A, 20LV01262A & B, 16LV00211A, 18LV02114B, 13LV02513B, 08L141363B, 20LV01287A & B, 20LV01242A & B, 09L163781A,	1.50	195.00

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

Page 2 of 3

<b>Date</b>	<b>Professional</b>	<b>Description</b>	<b>Hours</b>	<b>Amount</b>
		20LV01496A, 20LV01220A,B,C.		
09-18-2020	SRB	Review of 10/07/2020 46th District Court docket; review of related files and correspondence to Code Enforcement Officer Jim Wright re: 20L0001502, 20L0001639, 20L0001642, 20L0001636, 20L0001649, 20L0001638, 20L0001701, 20L0001641, 20L0001647.	0.50	65.00
09-22-2020	SRB	Review and respond to correspondence from defense attorney re 20LV01491A	0.25	32.50
09-29-2020	SRB	Receipt and review of Amended Petition for 2020 Tax Year from defense counsel re: Lathfield Partners, LLC, Michigan Tax Tribunal matter, MTT Docket No. 20-001594.	0.25	32.50
09-29-2020	SRB	Receipt and review of Amended Petition for 2020 Tax Year from defense counsel re: Lathfield Investments, LLC, Michigan Tax Tribunal matter, MTT Docket No. 20-001621.	0.25	32.50
09-30-2020	SRB	Review and respond to multiple correspondence from code officer re status of pending code cases.	0.50	65.00
			<b>Total</b>	2,015.00

**Time Summary**

<b>Professional</b>	<b>Hours</b>	<b>Amount</b>
Scott Baker	15.50	2,015.00
	<b>Total</b>	2,015.00

**Total for this Invoice** 2,015.00



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October 06, 2020

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

**Invoice Number: 1016**  
Invoice Period: 09-01-2020 - 09-30-2020

## RE: Special Legal Services

### Time Details

Date	Professional	Description	Hours	Amount
09-02-2020	SRB	Review correspondence from Tax Tribunal; draft correspondence to Oakland equalization re Lathfield Investments Docket 20-001621	0.25	32.50
09-04-2020	SRB	Meeting re JMC properties inspection reports	0.50	65.00
09-08-2020	SRB	Review correspondence from Tax Tribunal; draft correspondence to Oakland equalization re Lathfield Partners Docket 20-001594	0.25	32.50
09-08-2020	SRB	Review correspondence from Precision MRI re site plan review.	0.25	32.50
09-09-2020	SRB	Review correspondence from Oakland County Equalization re Lathfield Partners tax appeal	0.25	32.50
09-10-2020	SRB	Draft correspondence to tax tribunal in response to tribunal order for additional evidence re LATHFIELD PARTNERS, LLC v CITY OF LATHRUP VILLAGE Docket No. 20-001594	0.50	65.00
09-10-2020	SRB	Draft correspondence to tax tribunal in response to tribunal order for additional evidence re LATHFIELD INVESTMENTS, LLC v CITY OF LATHRUP VILLAGE Docket No. 20-001621	0.50	65.00
09-15-2020	SRB	Prepare for and attend virtual planning commission meeting.	3.00	390.00
09-15-2020	SRB	Review correspondence from Planner re r-1 parking draft	0.25	32.50

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

Page 1 of 2

<b>Date</b>	<b>Professional</b>	<b>Description</b>	<b>Hours</b>	<b>Amount</b>
09-16-2020	SRB	Receipt and review of Prehearing General Call and Order of Procedure from Michigan Tax Tribunal re: Lathfield Holdings LLC, MOHAR Docket No 20-001521.	0.25	32.50
09-17-2020	SRB	Meeting with City officials and property owners re JMC properties.	2.00	260.00
09-17-2020	SRB	Participate in social and economic recovery webinar	1.50	195.00
09-17-2020	SRB	Review and respond to correspondence from JMC attorney,	0.25	32.50
09-17-2020	SRB	Review and respond to correspondence from planner re JMC	0.25	32.50
09-18-2020	SRB	Review correspondence from Stephanie English re Precision MRI	0.25	32.50
09-18-2020	SRB	Review correspondence re Precision MRI; telephone conference with council member Ferguson; Telephone conference with Admin and S. Stec re Same.	0.75	97.50
09-24-2020	SRB	Review correspondence from attorney representing Lathfield Partner and Lathfield Investments tax appeals	0.25	32.50
09-28-2020	SRB	Participate in virtual meeting re Precision MRI	0.50	65.00
			<b>Total</b>	<b>1,527.50</b>

**Time Summary**

<b>Professional</b>	<b>Hours</b>	<b>Amount</b>
Scott Baker	11.75	1,527.50
	<b>Total</b>	<b>1,527.50</b>
	<b>Total for this Invoice</b>	<b>1,527.50</b>

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



User: PAM  
DB: Lathrup

PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	10/31/2020 NORM (ABNORM)	MONTH 10/31/20 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	2,583,698.58	21,480.59	130,428.42	95.19
101-000.000-402.000	REFUSE COLLECTION TAXES	407,107.00	407,107.00	388,064.49	3,283.95	19,042.51	95.32
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	4,763.03	2,324.90	30,236.97	13.61
101-000.000-415.000	MISCELLANEOUS REVENUE	9,000.00	9,000.00	1,725.60	177.60	7,274.40	19.17
101-000.000-416.001	PROPERTY & LIABILITY 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	20,296.44	0.00	40,592.56	33.33
101-000.000-421.000	METRO-PCS LEASE PAYMENTS	45,000.00	45,000.00	13,789.52	3,447.38	31,210.48	30.64
101-000.000-446.000	INVESTMENT INTEREST	23,000.00	23,000.00	2,334.41	511.20	20,665.59	10.15
101-000.000-447.000	TAX 1% ADMINISTRATIVE FEE	81,000.00	81,000.00	65,209.79	543.72	15,790.21	80.51
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	32,096.00	9,537.00	62,904.00	33.79
101-000.000-457.000	ZONING, SITE, SPECIAL PERMITS	6,000.00	6,000.00	972.00	578.00	5,028.00	16.20
101-000.000-458.000	PLUMBING/HEATING PERMITS	24,500.00	24,500.00	6,092.00	1,447.00	18,408.00	24.87
101-000.000-459.000	ELECTRICAL PERMITS	16,000.00	16,000.00	5,205.00	1,410.00	10,795.00	32.53
101-000.000-460.000	LICENSES & REGISTRATIONS	9,000.00	9,000.00	530.00	55.00	8,470.00	5.89
101-000.000-461.000	DOG & CAT LICENSES	1,100.00	1,100.00	167.00	17.00	933.00	15.18
101-000.000-465.000	CABLE TV REVENUES	120,000.00	120,000.00	33,873.51	6,196.89	86,126.49	28.23
101-000.000-470.000	RECREATION SPECIAL PROGRAMS	25,000.00	25,000.00	1,339.48	582.50	23,660.52	5.36
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	1,800.00	100.00	38,200.00	4.50
101-000.000-540.000	302 TRAINING FUNDS-REVENUES	1,000.00	1,000.00	615.67	615.67	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	50,197.09	(156,244.59)	100.00
101-000.000-546.000	POLICE CHARGES FOR SERVICES	15,000.00	15,000.00	8,629.22	1,172.50	6,370.78	57.53
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	32,100.36	8,780.33	107,899.64	22.93
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	3,429,635.61	112,458.32	947,768.39	78.35
TOTAL REVENUES		4,377,404.00	4,377,404.00	3,429,635.61	112,458.32	947,768.39	78.35
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	3,688.94	372.03	2,311.06	61.48
101-100.000-726.001	SUPPLIES - COVID 19	0.00	0.00	3,095.20	37.71	(3,095.20)	100.00
101-100.000-732.000	CODE ENFORCEMENT	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
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	1,428.00	150.00	5,572.00	20.40
101-100.000-804.000	BUILDING TRADE INSPECTION	70,000.00	70,000.00	26,437.25	11,641.35	43,562.75	37.77
101-100.000-805.000	CABLE TELEVISION	35,000.00	35,000.00	11,234.53	2,812.00	23,765.47	32.10
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	25,000.00	25,000.00	1,844.41	519.41	23,155.59	7.38

PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	10/31/2020 NORM (ABNORM)	MONTH 10/31/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Expenditures							
101-100.000-810.000	AUDITING & ACCOUNTING	25,000.00	25,000.00	2,849.50	0.00	22,150.50	11.40
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	534.98	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	14,905.16	4,471.40	17,094.84	46.58
101-100.000-848.001	TECHNOLOGY	30,000.00	30,000.00	20,945.79	131.51	9,054.21	69.82
101-100.000-850.000	TELEPHONE EXPENDITURES	18,000.00	18,000.00	5,035.32	1,550.66	12,964.68	27.97
101-100.000-860.000	VEHICLE EXPENSE	7,500.00	7,500.00	1,702.98	426.98	5,797.02	22.71
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	0.00	0.00	6,000.00	0.00
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	2,175.00	8,838.01	26.35
101-100.000-901.000	POSTAGE FEES	3,500.00	3,500.00	520.47	0.00	2,979.53	14.87
Total Dept 100.000 - GOVERNMENT SERVICES		490,750.00	490,750.00	103,091.52	24,823.03	387,658.48	21.01
Dept 101.000 - ADMINISTRATION							
101-101.000-701.000	SALARIES FULL-TIME	366,481.00	366,481.00	87,790.67	14,288.59	278,690.33	23.96
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	37,468.04	4,949.23	163,960.96	18.60
101-101.000-717.000	CODE ENFORCEMENT LEGAL	12,000.00	12,000.00	5,687.50	4,485.00	6,312.50	47.40
101-101.000-718.000	ELECTIONS	20,000.00	20,000.00	15,288.90	2,210.96	4,711.10	76.44
101-101.000-721.000	DATA PROCESING & ASSESSMENTS	35,350.00	35,350.00	0.00	(558.89)	35,350.00	0.00
101-101.000-722.000	LEGAL SERVICES	60,000.00	60,000.00	12,616.25	7,873.75	47,383.75	21.03
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	162,195.36	33,248.64	580,328.64	21.84
Dept 201.000 - BUILDING & GROUNDS							
101-201.000-702.000	SALARIES PART-TIME	56,000.00	56,000.00	9,792.00	2,448.00	46,208.00	17.49
101-201.000-920.000	UTILITIES	45,000.00	45,000.00	8,461.06	1,819.33	36,538.94	18.80
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	28,000.00	28,000.00	16,059.73	5,137.66	11,940.27	57.36
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	296.04	7,733.57	22.66
Total Dept 201.000 - BUILDING & GROUNDS		148,428.00	148,428.00	42,361.22	9,701.03	106,066.78	28.54
Dept 301.000 - PUBLIC SAFETY							
101-301.000-701.000	SALARIES FULL-TIME	845,272.00	845,272.00	196,482.34	41,080.39	648,789.66	23.24
101-301.000-702.000	SALARIES PART-TIME	45,000.00	45,000.00	39,007.99	5,418.81	5,992.01	86.68
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	529,777.00	529,777.00	89,533.37	5,381.67	440,243.63	16.90
101-301.000-704.000	SALARIES-OVERTIME	50,000.00	50,000.00	8,560.68	650.09	41,439.32	17.12
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	734.25	548.39	4,265.75	14.69
101-301.000-726.001	SUPPLIES - COVID 19	0.00	0.00	2,595.84	2,426.32	(2,595.84)	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
101-301.000-729.000	OFFICE MACHINE MAINTENANCE	3,000.00	3,000.00	278.58	0.00	2,721.42	9.29

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PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	10/31/2020 NORM (ABNORM)	MONTH 10/31/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Expenditures							
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	775.00	0.00	2,725.00	22.14
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	1,200.00	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	575.00	575.00	1,425.00	28.75
101-301.000-828.000	FIRE SERVICE/DISPATCH CONTRACT	689,623.00	689,623.00	313,350.28	156,675.14	376,272.72	45.44
101-301.000-829.000	POLICE UNIFORMS & CLEANING	15,000.00	15,000.00	1,494.82	63.59	13,505.18	9.97
101-301.000-836.000	PRISONER LOCKUP	8,000.00	8,000.00	800.00	800.00	7,200.00	10.00
101-301.000-850.000	TELEPHONE EXPENDITURES	8,000.00	8,000.00	2,305.47	688.54	5,694.53	28.82
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	11,197.88	70.90	25,802.12	30.26
Total Dept 301.000 - PUBLIC SAFETY		2,327,364.00	2,327,364.00	674,169.93	215,578.84	1,653,194.07	28.97
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	197.70	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	2,128.35	405.24	18,871.65	10.14
101-401.000-921.000	CONTRACTUAL SERVICES	125,239.00	125,239.00	41,643.13	10,436.61	83,595.87	33.25
101-401.000-936.000	EQUIPMENT MAINTENANCE	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
Total Dept 401.000 - PUBLIC SERVICE		191,007.00	191,007.00	44,558.37	11,039.55	146,448.63	23.33
Dept 501.000 - LEAF COLLECTION							
101-501.000-978.000	REFUSE EQUIP/ROLLOFF EXPEND	4,500.00	4,500.00	1,133.77	395.07	3,366.23	25.19
Total Dept 501.000 - LEAF COLLECTION		4,500.00	4,500.00	1,133.77	395.07	3,366.23	25.19
Dept 502.000							
101-502.000-801.001	SOCRRA	372,000.00	372,000.00	100,256.00	28,880.00	271,744.00	26.95
Total Dept 502.000		372,000.00	372,000.00	100,256.00	28,880.00	271,744.00	26.95
Dept 601.000 - RECREATION							
101-601.000-701.000	SALARIES FULL-TIME	32,895.00	32,895.00	8,470.50	1,411.75	24,424.50	25.75
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	7,861.00	7,861.00	2,636.06	502.18	5,224.94	33.53
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	396.00	396.00	604.00	39.60
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	1,743.52	661.07	18,256.48	8.72
101-601.000-813.000	CHILDREN/YOUTH ACTIVITIES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-601.000-884.000	CONCERTS IN THE PARK	7,300.00	7,300.00	0.00	0.00	7,300.00	0.00
Total Dept 601.000 - RECREATION		80,106.00	80,106.00	13,832.16	2,971.00	66,273.84	17.27

PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	10/31/2020 NORM (ABNORM)	MONTH 10/31/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Expenditures							
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		<u>245,821.00</u>	<u>245,821.00</u>	<u>58,817.00</u>	<u>0.00</u>	<u>187,004.00</u>	<u>23.93</u>
TOTAL EXPENDITURES		<u>4,602,500.00</u>	<u>4,602,500.00</u>	<u>1,200,415.33</u>	<u>326,637.16</u>	<u>3,402,084.67</u>	<u>26.08</u>
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		4,377,404.00	4,377,404.00	3,429,635.61	112,458.32	947,768.39	78.35
TOTAL EXPENDITURES		<u>4,602,500.00</u>	<u>4,602,500.00</u>	<u>1,200,415.33</u>	<u>326,637.16</u>	<u>3,402,084.67</u>	<u>26.08</u>
NET OF REVENUES & EXPENDITURES		(225,096.00)	(225,096.00)	2,229,220.28	(214,178.84)	(2,454,316.28)	990.34

PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	10/31/2020 NORM (ABNORM)	MONTH 10/31/20 INCR (DECR)	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		<u>389,595.00</u>	<u>389,595.00</u>	<u>113,969.02</u>	<u>0.00</u>	<u>275,625.98</u>	<u>29.25</u>
TOTAL REVENUES		<u>389,595.00</u>	<u>389,595.00</u>	<u>113,969.02</u>	<u>0.00</u>	<u>275,625.98</u>	<u>29.25</u>
Expenditures							
Dept 702.000							
202-702.000-703.000	EMPLOYEE TAXES & BENEFITS	6,907.00	6,907.00	341.29	56.53	6,565.71	4.94
202-702.000-705.000	SALARIES-ADMIN	5,569.00	5,569.00	1,392.30	232.05	4,176.70	25.00
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	2,350.00	0.00	2,650.00	47.00
202-702.000-864.000	TRAFFIC CONTROLS	25,000.00	25,000.00	1,775.60	1,775.60	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	10,023.07	4,158.00	25,976.93	27.84
202-702.000-921.000	CONTRACTUAL SERVICES	64,659.00	64,659.00	21,499.65	5,388.25	43,159.35	33.25
Total Dept 702.000		<u>169,156.00</u>	<u>169,156.00</u>	<u>41,855.06</u>	<u>11,610.43</u>	<u>127,300.94</u>	<u>24.74</u>
TOTAL EXPENDITURES		<u>169,156.00</u>	<u>169,156.00</u>	<u>41,855.06</u>	<u>11,610.43</u>	<u>127,300.94</u>	<u>24.74</u>
Fund 202 - MAJOR ROAD FUND:							
TOTAL REVENUES		<u>389,595.00</u>	<u>389,595.00</u>	<u>113,969.02</u>	<u>0.00</u>	<u>275,625.98</u>	<u>29.25</u>
TOTAL EXPENDITURES		<u>169,156.00</u>	<u>169,156.00</u>	<u>41,855.06</u>	<u>11,610.43</u>	<u>127,300.94</u>	<u>24.74</u>
NET OF REVENUES & EXPENDITURES		<u>220,439.00</u>	<u>220,439.00</u>	<u>72,113.96</u>	<u>(11,610.43)</u>	<u>148,325.04</u>	<u>32.71</u>

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PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	10/31/2020 NORM (ABNORM)	MONTH 10/31/20 INCR (DECR)	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	341.29	56.53	6,565.71	4.94
203-703.000-705.000	SALARIES-ADMIN	5,569.00	5,569.00	1,392.30	232.05	4,176.70	25.00
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	59,464.65	41,997.76	190,535.35	23.79
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	10,023.07	4,158.00	25,976.93	27.84
203-703.000-921.000	CONTRACTUAL SERVICES	64,659.00	64,659.00	21,499.65	5,388.25	43,159.35	33.25
Total Dept 703.000		393,816.00	393,816.00	96,438.62	51,832.59	297,377.38	24.49
TOTAL EXPENDITURES		393,816.00	393,816.00	96,438.62	51,832.59	297,377.38	24.49
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	96,438.62	51,832.59	297,377.38	24.49
NET OF REVENUES & EXPENDITURES		(100,748.00)	(100,748.00)	(43,149.45)	(51,832.59)	(57,598.55)	42.83

User: PAM  
DB: Lathrup

PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	10/31/2020 NORM (ABNORM)	MONTH 10/31/20 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	26.96	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	26.96	96,885.38	0.14
TOTAL REVENUES		97,021.00	97,021.00	135.62	26.96	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	6,470.00	85,701.00	11.30
Total Dept 000.000		96,621.00	96,621.00	10,920.00	6,470.00	85,701.00	11.30
TOTAL EXPENDITURES		96,621.00	96,621.00	10,920.00	6,470.00	85,701.00	11.30
Fund 258 - CAPITAL ACQUISITION FUND:							
TOTAL REVENUES		97,021.00	97,021.00	135.62	26.96	96,885.38	0.14
TOTAL EXPENDITURES		96,621.00	96,621.00	10,920.00	6,470.00	85,701.00	11.30
NET OF REVENUES & EXPENDITURES		400.00	400.00	(10,784.38)	(6,443.04)	11,184.38	2,696.10

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DB: Lathrup

PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	10/31/2020 NORM (ABNORM)	MONTH 10/31/20 INCR (DECR)	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	209.85	8,944.45	10.56
Total Dept 000.000		297,443.00	297,443.00	1,055.55	209.85	296,387.45	0.35
TOTAL REVENUES		297,443.00	297,443.00	1,055.55	209.85	296,387.45	0.35
Expenditures							
Dept 000.000							
494-000.000-701.000	SALARIES FULL-TIME	71,820.00	71,820.00	20,490.03	3,792.26	51,329.97	28.53
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	7,936.91	1,542.98	14,063.09	36.08
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	0.00	0.00	200.00	0.00
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	0.00	0.00	800.00	0.00
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	34,000.00	20,000.00	(14,000.00)	170.00
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	10,154.01	1,875.00	36,095.99	21.95
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
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	6,040.70	2,574.01	3,459.30	63.59
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	1,300.00	1,300.00	631.71	373.53	668.29	48.59
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	90,422.57	30,157.78	136,547.43	39.84
TOTAL EXPENDITURES		226,970.00	226,970.00	90,422.57	30,157.78	136,547.43	39.84
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		297,443.00	297,443.00	1,055.55	209.85	296,387.45	0.35
TOTAL EXPENDITURES		226,970.00	226,970.00	90,422.57	30,157.78	136,547.43	39.84
NET OF REVENUES & EXPENDITURES		70,473.00	70,473.00	(89,367.02)	(29,947.93)	159,840.02	126.81



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DB: Lathrup

PERIOD ENDING 10/31/2020

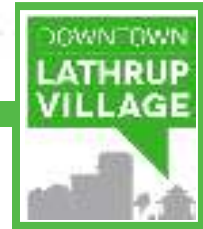
GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	10/31/2020 NORM (ABNORM)	MONTH 10/31/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 592 - WATER & SEWER FUND							
Revenues							
Dept 536.000 - WATER DEPARTMENT							
592-536.000-415.000	MISCELLANEOUS REVENUES	40,000.00	40,000.00	7,090.00	1,774.00	32,910.00	17.73
592-536.000-640.000	WATER SERVICE	771,544.00	771,544.00	255,545.36	90,991.37	515,998.64	33.12
592-536.000-641.000	WATER & SEWER PENALTIES	25,000.00	25,000.00	717.09	186.63	24,282.91	2.87
592-536.000-642.000	METER CHARGE REVENUE	81,139.00	81,139.00	22,849.35	5,721.46	58,289.65	28.16
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	138.81	3,806.33	15.41
Total Dept 536.000 - WATER DEPARTMENT		1,130,678.00	1,130,678.00	286,895.47	98,812.27	843,782.53	25.37
Dept 537.000 - SEWER DEPARTMENT							
592-537.000-641.000	WATER & SEWER PENALTIES	43,000.00	43,000.00	28,607.09	6,503.75	14,392.91	66.53
592-537.000-645.000	SEWAGE DISPOSAL REVENUE	1,861,601.00	1,861,601.00	497,897.97	172,543.59	1,363,703.03	26.75
592-537.000-651.000	INDUSTRIAL SURCHARGE	43,000.00	43,000.00	5,824.72	1,125.42	37,175.28	13.55
592-537.000-665.000	INVESTMENT INTEREST	4,500.00	4,500.00	693.59	138.80	3,806.41	15.41
Total Dept 537.000 - SEWER DEPARTMENT		1,952,101.00	1,952,101.00	533,023.37	180,311.56	1,419,077.63	27.31
TOTAL REVENUES		3,082,779.00	3,082,779.00	819,918.84	279,123.83	2,262,860.16	26.60
Expenditures							
Dept 536.000 - WATER DEPARTMENT							
592-536.000-701.000	SALARIES FULL-TIME	19,398.00	19,398.00	4,787.16	797.86	14,610.84	24.68
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	147,426.00	147,426.00	19,280.58	4,011.52	128,145.42	13.08
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	4,827.92	600.00	5,172.08	48.28
592-536.000-921.000	CONTRACTUAL SERVICES	72,656.00	72,656.00	24,158.85	6,054.70	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	3,188.55	4,427.67	86,811.45	3.54
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	31,782.98	295,502.62	27.54
592-536.000-955.000	MISCELLANEOUS EXPENDITURES	3,100.00	3,100.00	0.00	0.00	3,100.00	0.00
592-536.000-974.000	WATER MAIN PROJECT	400,000.00	400,000.00	160,938.82	74,281.43	239,061.18	40.23
Total Dept 536.000 - WATER DEPARTMENT		1,185,229.00	1,185,229.00	334,608.26	121,956.16	850,620.74	28.23
Dept 537.000 - SEWER DEPARTMENT							
592-537.000-701.000	SALARIES FULL-TIME	19,398.00	19,398.00	4,787.16	797.86	14,610.84	24.68
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	25,377.00	25,377.00	3,629.22	241.73	21,747.78	14.30
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	6,054.70	48,497.16	33.25
592-537.000-939.000	SEWER SYTEM MAINTENANCE	410,000.00	410,000.00	20,349.82	18,787.36	389,650.18	4.96
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	257,302.53	85,767.51	771,907.47	25.00
592-537.000-945.000	RETENTION TANK-UTIL ELEC	18,707.00	18,707.00	2,150.24	463.29	16,556.76	11.49
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	46.95	15.55	253.05	15.65

PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	10/31/2020 NORM (ABNORM)	MONTH 10/31/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 592 - WATER & SEWER FUND							
Expenditures							
592-537.000-948.000	RETENTION TANK UTIL-TELEPHONE	2,000.00	2,000.00	890.08	258.91	1,109.92	44.50
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	548.50	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	EVIRONMENT COMPL - NON CAPITA	20,000.00	20,000.00	4,168.07	525.00	15,831.93	20.84
Total Dept 537.000 - SEWER DEPARTMENT		1,878,609.00	1,878,609.00	341,297.79	113,460.41	1,537,311.21	18.17
TOTAL EXPENDITURES		3,063,838.00	3,063,838.00	675,906.05	235,416.57	2,387,931.95	22.06
Fund 592 - WATER & SEWER FUND:							
TOTAL REVENUES		3,082,779.00	3,082,779.00	819,918.84	279,123.83	2,262,860.16	26.60
TOTAL EXPENDITURES		3,063,838.00	3,063,838.00	675,906.05	235,416.57	2,387,931.95	22.06
NET OF REVENUES & EXPENDITURES		18,941.00	18,941.00	144,012.79	43,707.26	(125,071.79)	760.32
TOTAL REVENUES - ALL FUNDS		8,537,310.00	8,537,310.00	4,418,003.81	391,818.96	4,119,306.19	51.75
TOTAL EXPENDITURES - ALL FUNDS		8,552,901.00	8,552,901.00	2,115,957.63	662,124.53	6,436,943.37	24.74
NET OF REVENUES & EXPENDITURES		(15,591.00)	(15,591.00)	2,302,046.18	(270,305.57)	(2,317,637.18)	14,765.2

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

	<u>Revenues Through 10/31/2020</u>	<u>Expenses Through 10/31/2020</u>	<u>Revenues Over (Under) Expenses</u>
101-GENERAL FUND	3,429,636	1,200,415	2,229,220
202-MAJOR STREET FUND	113,969	41,855	72,114
203-LOCAL STREET FUND	53,289	96,439	(43,149)
258-CAPITAL ACQUISITION FUND	136	10,920	(10,784)
494-DOWNTOWN DEVELOPMENT AUTHORITY	1,056	90,423	(89,367)
592-WATER & SEWER FUND	819,919	675,906	144,013
<b>GRAND TOTAL ALL FUNDS</b>	<u>4,418,004</u>	<u>2,115,958</u>	<u>2,302,046</u>



## MEMORANDUM

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

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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](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** on Saturday, November 28<sup>th</sup> from 10am – 2pm. It will be held outdoors. Discussion will be had to determine compliance with current health order.
- **LV Business BINGO** will be a month-long event with themed weekends in November. Bingo cards will be posted online, printed for distribution, and was advertised in the Southfield Sun. DDA is having bags & window clings produced for this and 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.

### Business/Property Updates

- Work on the Lathrup Shopping Plaza is moving along. They intend to be completed by the end of the year.
- 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 has submitted for site plan approval. They intend to have a mobile MRI unit and personal services.

### **Comprehensive Plan update**

- A working draft of the Comprehensive Plan is expected in December

### **Miscellaneous**

- Planning Commission had an initial discussion on cannabis in the city at their October meeting
- A Joint City Council-DDA-Planning Commission is scheduled for Nov. 30<sup>th</sup> at 6 pm.

# PARKS & RECREATION DEPARTMENT

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## OCTOBER 2020

### Events

In October we held a highly successful virtual Fall Fest. The community was heavily engaged with the house decorating contest and the selfie stations. Thank you to intern Jordon and to Cori for their help. In early November we held the Dog Park Grand Opening. It went well with 15-20 residents and their pooches. The dogs had fun, we gave out free food and raffled off prizes.

### Classes/Programs

Our Fall classes came to an end. We also chose to end our contract with One Life Fitness for fitness classes. Spring classes and programs look great so far. They will be in Winter Your Town.

### Parks

The parks have been prepared for winter. Additionally, several dead trees were removed from Goldengate Park with several more to come down. We added a squirrel box to Warren Park.

### Rentals

We recently cancelled indoor rentals for the remainder of the year. There were only 2 on the schedule. Folks continue to call so we feel sure that once we're able to host safely, we will have customers.

### Buidling

We have compiled a list of projects to work on over the Winter. The lobby ceiling tile project is nearly complete. The kitchen is complete. I am seeking a contractor to remove snow on the sidewalks.

### Projects

The Dog Park is operating. We will continue to pursue improvements as the budget and weather allow. The Community Vegetable Garden project has stalled due to poor weather and a lack of available contractors. But the garden has a new name "Villager's Pride & Produce" and they will be offering a workshop in the Spring to raise funds. Once the weather breaks, we'll have a lot to do.

### Upcoming

The Winter Market is coming up on Saturday, Nov. 28 from 10-2 PM  
The Tree Lighting with Santa is Friday, Dec. 11 from 7-9 PM  
Both these events could potentially be postponed due to Covid-19.  
We are planning a virtual MLK Day program.

## October 2020 Police Summaries

### **10/1/2020 – 20-10068: Flee/Eluding**

Officers attempted to conduct a traffic stop and the suspect vehicle refused to stop. Officers terminated the chase per department policy and procedure. A report was taken on the situation.

### **10/2/2020 – 20-10095: DWLS**

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

### **10/3/2020 – 20-10119: Suspicious Circumstances**

An individual from out of state contacted the LVPD and wanted to make an Assault Report. A report was taken and the incident was turned over to the LVPD detective bureau.

### **10/3/2020 – 20-10121: Vehicle Lockout**

Officers assisted a citizen with a vehicle lockout. Access was gained without incident.

### **10/5/2020 – 20-10178: DWLS**

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

### **10/5/2020 – 20-10181: Vehicle Lockout**

Officers assisted a citizen with a vehicle lockout. Access was gained without incident.

### **10/7/2020 – 20-10253: Fraud**

Officers were called to a local business for a fraud report. The reporting party stated they had fraudulent charges on several credit cards. A report was taken and the situation is being investigated.

**10/9/2020 – 20-10323: Operating While Intoxicated**

Officers responded to a traffic crash and through an investigation determined that one of drivers was operating under the influence of alcohol. The driver was arrested and the vehicle was impounded.

**10/10/2020 – 20-10362: Obstruct Police**

Officers responded to a traffic crash. While investigating the crash, one of the drivers provided false information to Officers about their identity. Through an investigation, Officers were able to find the correct information. The driver was issued a citation and provided a court date for Obstructing Police.

**10/14/2020 – 20-10482: Operating While Intoxicated**

Officers responded to a traffic crash and through an investigation determined that one of drivers was operating under the influence of alcohol. The driver was arrested and the vehicle was impounded.

**10/14/2020 – 20-10490: Vehicle Lockout**

Officers assisted a citizen with a vehicle lockout. Access was gained without incident.

**10/15/2020 – 20-10536: Customer Trouble**

Officers were dispatched to a local business for a Customer Trouble Report. Officers spoke with all parties involved and helped to mediate the situation.

**10/19/2020 – 20-10665: Larceny**

An individual came to the LVPD to make a Larceny Report. The reporting party stated that they had a package stolen from their front porch. There are no suspects or video of the incident. A report was taken.

**10/21/2020 – 20-10720: Assault and Battery**

A Southfield Firefighter came to the LVPD to report an incident that occurred while responding to a medical call in Lathrup Village. The reporting party stated that while providing medical care to an individual, that the individual struck them in the face. There were no injuries, but the reporting party wanted to make a report for documentation purposes.



**10/21/2020 – 20-10724: Found Property**

An individual came to the LVPD to turn over found property. The property was secured in the LVPD property room.

**10/22/2020 – 20-10762: Fraud**

An individual came to the LVPD to make a Fraud Report. The reporting party stated that fraudulent charges were made to their bank account. A report was taken.

**10/23/2020 – 20-10799: Hospice Death**

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

**10/24/2020 – 20-10848: Animals at Large**

Officers found a loose dog. The owners could not be located so the dog was secured at a shelter.

**10/26/2020 – 20-10891: DWLS**

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

**10/26/2020 – 20-10966: Vehicle Lockout**

Officers assisted a citizen with a vehicle lockout. Access was gained without incident.

**10/29/2020 – 20-11004: Vehicle Lockout**

Officers assisted a citizen with a vehicle lockout. Access was gained without incident.

**10/31/2020 – 20-11068**

Officers conducted a traffic stop and discovered the driver had a warrant out of another agency. The driver was taken into custody and then turned over to the other law enforcement agency.

# Enforcements By Code Officer

11/02/20

## Jim Wright

Enforcement Number	Address	Status	Filed	Closed
E20-0565	27000 SOUTHFIELD RD	Discovered	10/02/20	
E20-0566	27215 SOUTHFIELD RD	Discovered	10/02/20	
E20-0567	18741 SAN JOSE BLVD	Closed	10/02/20	10/05/20
E20-0604	28505 SOUTHFIELD RD	Discovered	10/20/20	

**Total Enforcements for Jim Wright** 4

## Karson Claussen

Enforcement Number	Address	Status	Filed	Closed
E20-0568	18531 WILTSHIRE BLVD	Discovered	10/05/20	10/12/20
E20-0569	18535 W 12 MILE RD STE. B	Discovered	10/05/20	
E20-0570	18505 W 12 MILE RD	Discovered	10/05/20	
E20-0571	27701 SOUTHFIELD RD	Discovered	10/05/20	
E20-0572	18140 LINCOLN DR		10/05/20	
E20-0573	17620 MARGATE AVE	Discovered	10/05/20	10/27/20
E20-0574	26530 MEADOWOOD N CT	Discovered	10/05/20	10/13/20
E20-0577	19331 RAINBOW DR	Discovered	10/06/20	10/06/20
E20-0578	17641 TWELVE MILE RD	Letter Sent	10/07/20	11/02/20
E20-0579	18161 W 12 MILE RD	Discovered	10/07/20	10/22/20
E20-0580	18211 W 12 MILE RD Ste 100	Discovered	10/07/20	
E20-0581	28505 SOUTHFIELD RD	Discovered	10/07/20	
E20-0582	28625 SOUTHFIELD RD	Discovered	10/07/20	
E20-0583	28635 SOUTHFIELD RD	Discovered	10/07/20	10/27/20
E20-0585	28711 ELDORADO PL	Discovered	10/12/20	10/20/20
E20-0586	28150 LATHRUP BLVD	Discovered	10/12/20	10/22/20

# Enforcements By Code Officer

11/02/20

E20-0589	26812 ELDORADO PL	Discovered	10/13/20	
E20-0590	26371 MEADOWBROOK WAY	Discovered	10/13/20	10/22/20
E20-0591	26310 MEADOWBROOK WAY	Discovered	10/13/20	10/22/20
E20-0592	18210 LINCOLN DR	Discovered	10/13/20	
E20-0593	17501 MARGATE AVE	Discovered	10/13/20	10/29/20
E20-0594	26440 SOUTHFIELD RD	Discovered	10/13/20	
E20-0595	18150 MARGATE AVE	Discovered	10/13/20	10/14/20
E20-0596	18475 CORAL GABLES AVE	Door Hanger left	10/14/20	10/22/20
E20-0597	27520 RAINBOW CIR	Discovered	10/14/20	10/22/20
E20-0598	17587 MARGATE AVE	Complaint Recieved	10/19/20	
E20-0599	27000 SOUTHFIELD RD	Complaint Recieved	10/19/20	10/20/20
E20-0601	18150 MARGATE AVE	Discovered	10/19/20	10/22/20
E20-0602	18856 SAN QUENTIN DR	Door Hanger left	10/20/20	10/22/20
E20-0603	28684 BLACKSTONE DR	Discovered	10/20/20	
E20-0605	17655 TWELVE MILE	Discovered	10/22/20	11/02/20
E20-0607	28635 SOUTHFIELD RD	Discovered	10/22/20	10/29/20
E20-0608	28821 SOUTHFIELD RD	Discovered	10/22/20	
E20-0609	27489 LATHRUP BLVD		10/22/20	
E20-0612	17555 RAINBOW DR		10/27/20	
E20-0613	18866 RAINBOW DR	Discovered	10/27/20	
E20-0614	18151 WILTSHIRE BLVD	Discovered	10/27/20	
E20-0615	28408 ELDORADO PL		10/29/20	
E20-0616	18457 SARATOGA BLVD	Discovered	10/29/20	
E20-0618	17640 SAN ROSA BLVD	Discovered	10/29/20	

**Total Enforcements for Karson Cla** 40

# Enforcements By Code Officer

11/02/20

Enforcement Number	Address	Status	Filed	Closed
E20-0575	28625 SOUTHFIELD RD		10/06/20	
E20-0584	18707 CAMBRIDGE BLVD		10/09/20	11/02/20
E20-0587	17575 SUNNYBROOK AVE		10/12/20	
E20-0600	19111 SARATOGA BLVD		10/19/20	
E20-0610	28420 ELDORADO PL		10/26/20	
E20-0611	18560 WILTSHIRE BLVD		10/26/20	
E20-0619	27670 CALIFORNIA SE DR		10/30/20	11/02/20
E20-0620	27705 CALIFORNIA NE DR		10/30/20	
E20-0621	28551 SOUTHFIELD RD 120		10/30/20	

**Total Enforcements for Kelda Long** 9

**Total Records: 53**

Population: All Records

Enforcement.DateFiled Between 10/1/2020 12:00:00 AM  
AND 10/31/2020 11:59:59 PM

# Enforcements By Category

11/02/20

## BOAT STORAGE

Enforcement Number	Address	Status	Filed	Closed
28711 ELDORADO PL		Discovered	10/12/20	10/20/20
Observed small boat on trailer parked next to drive. Lining up a follow up visit for Wednesday 10-14-2020 to see if it is still the				
27670 CALIFORNIA SE DR			10/30/20	11/02/20

**Total Boat Storage Entries: 2**

## CURBSIDE VIOLATION

Enforcement Number	Address	Status	Filed	Closed
17587 MARGATE AVE		Complaint Recieved	10/19/20	
Trash strewn across the street in front of home. See PICS.				
18856 SAN QUENTIN DR		Door Hanger left	10/20/20	10/22/20
Large pile of trash left on R.O.W. Homeowner had someone clear out some clutter in his home, yet they failed to remove it.He				

**Total Curbside Violation Entries: 2**

## DEAD TREE

Enforcement Number	Address	Status	Filed	Closed
28625 SOUTHFIELD RD			10/06/20	
26371 MEADOWBROOK WAY		Discovered	10/13/20	10/22/20
Dead tree and overgrowth of bushes discovered in predominantly the rear yard. See attached picture.				

**Total Dead Tree Entries: 2**

## DOWNSPOUT EXT.

Enforcement Number	Address	Status	Filed	Closed
18475 CORAL GABLES AVE		Door Hanger left	10/14/20	10/22/20
Two items: First is that downspout extensions be installed where needed, and also to reattach the long section of gutter/downsp				

**Total Downspout Ext. Entries: 1**

## INOPERABLE VEHICLE

Enforcement Number	Address	Status	Filed	Closed
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# Enforcements By Category

11/02/20

28420 ELDORADO PL			10/26/20	
Charcoal SUV with 2 flat tires. In accordance with Sec. 5.6 of Zoning Ord. is prohibited				
28408 ELDORADO PL			10/29/20	
Grey Jeep 4x4 appears to be inoperable. License Plate EEA 0071. Has flat and low tires. Thank you in advance for addressing this				
18457 SARATOGA BLVD		Discovered	10/29/20	
Discovered a vehicle in the driveway with a flat tire. Please correct this matter as soon as you are able. If the car is inoperable then				

**Total Inoperable Vehicle Entries: 3**

## ITEMS IN R. O. W.

Enforcement Number	Address	Status	Filed	Closed
27000 SOUTHFIELD RD		Complaint Recieved	10/19/20	10/20/20
[On going issue that Jim Wright addressed last week already]New tires completely blocking the alley. Used tires not only fill the				

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

## MISSING ADDRESS

Enforcement Number	Address	Status	Filed	Closed
27705 CALIFORNIA NE DR			10/30/20	

**Total Missing Address Entries: 1**

## OTHER

Enforcement Number	Address	Status	Filed	Closed
18741 SAN JOSE BLVD		Closed	10/02/20	10/05/20
Cars blocking side walk				
19331 RAINBOW DR		Discovered	10/06/20	10/06/20
Was just advised by Jim Wright that this is considered a normal repair and that no permit is required.				
18150 MARGATE AVE		Discovered	10/13/20	10/14/20
Driving by the home I discovered that there were deck building materials staged on the driveway. No permit has been applied for				
18150 MARGATE AVE		Discovered	10/19/20	10/22/20
Pile of building materials was discovered on the driveway this afternoon. They may need a permit after all. Sending out a Basic				
28684 BLACKSTONE DR		Discovered	10/20/20	
Locked storage container in driveway. No permit pulled. Follow visit set for 10-22-2020 to check on status at the property.				

# Enforcements By Category

11/02/20

**Total Other Entries: 5**

## PARKING LOT REPAIR

Enforcement Number	Address	Status	Filed	Closed
18505 W 12 MILE RD		Discovered	10/05/20	
Discovered that one or more parking blocks is broken and/or out of alignment. Thanks in advance for seeing that this matter is a				
17641 TWELVE MILE RD		Letter Sent	10/07/20	11/02/20
A single parking block needs to be replaced. See attached pictures. Contacting Owner via CE Letter.				
18211 W 12 MILE RD Ste 100		Discovered	10/07/20	
Several parking blocks are significantly out of line with the others, and they need to be re-aligned properly. See PICTURES.				
28505 SOUTHFIELD RD		Discovered	10/07/20	
Parking lot block has been pushed out of line. Please address this by putting back in place.(See pictures) Pull all the weeds and				
28625 SOUTHFIELD RD		Discovered	10/07/20	
On the alley side of the property there are some parking blocks that need to be re-aligned.I spoke with the receptionist - who wa				
26440 SOUTHFIELD RD		Discovered	10/13/20	
Parking block on south side of parking lot needs to be re-aligned. See attached pictures.				
17655 TWELVE MILE		Discovered	10/22/20	11/02/20
Many of the parking blocks adjacent to the 12 Mile Rd. (North end) of the parking lot need attention. Please straighten and prop				
28551 SOUTHFIELD RD 120			10/30/20	
Bent/Broken No Parking Sign				

**Total Parking Lot Repair Entries: 8**

## PROPERTY MAINTENANCE

Enforcement Number	Address	Status	Filed	Closed
27000 SOUTHFIELD RD		Discovered	10/02/20	
Required rain garden removed				
18535 W 12 MILE RD STE. B		Discovered	10/05/20	
WROUGHT IRON HANDRAIL SEVERLY BENT DUE TO VEHICLE HAVING BACKED INTO IT. THIS WAS AT THE I				
27701 SOUTHFIELD RD		Discovered	10/05/20	
Retaining wall at north end of parking lot is made up of stacked stone. It is adjacent to the parking lot. In several places the ston				
18140 LINCOLN DR			10/05/20	
No construction gate installed. Permit for this new construction project expired on 4-14-2020.It still appears to be an active con				
26530 MEADOWOOD N CT		Discovered	10/05/20	10/13/20

# Enforcements By Category

11/02/20

Driving through neighborhood I noticed that several shingles were not in place. As seen from the street, these shingles simply si

18161 W 12 MILE RD	Discovered	10/07/20	10/22/20
At rear of property at stairwell leading to lower level there is a handrail as well as a low brick wall between parking lot and stair			
28635 SOUTHFIELD RD	Discovered	10/07/20	10/27/20
In back of business the gas meter guard has been struck by a vehicle and is not properly affixed to the building. Spoke with And			
18707 CAMBRIDGE BLVD		10/09/20	11/02/20
Shurbs obstructing walkway			
17575 SUNNYBROOK AVE		10/12/20	
Tall Grass and Ground hog issue			
18210 LINCOLN DR	Discovered	10/13/20	
House trim and fascia boards are bare wood. Asking Owner to paint trim. See attached picture. Follow up set for tomorrow.			
17501 MARGATE AVE	Discovered	10/13/20	10/29/20
Gate is partially hanging off hinges and cannot be closed. See picture. Follow up date set for tomorrow 10-14-2020			
19111 SARATOGA BLVD		10/19/20	
Neighbor called stated home in need of repairs. 10.19.20: Remove broken play sturcture. Clean up dead branches and brush, cu			
28505 SOUTHFIELD RD	Discovered	10/20/20	
Multiple issues outside of Parking Lot Repair issues captured last week under E20-0581. The alleyway needs to be cleaned up a			
28635 SOUTHFIELD RD	Discovered	10/22/20	10/29/20
Behind ZIP Printing someone has apparently backed into the gas meter guard, and it is half hanging off the rear wall of the stor			
28821 SOUTHFIELD RD	Discovered	10/22/20	
Multiple items in alleyway for multiple tenants need to be addressed. See pcitures for reference please. Materials and trash need			
17555 RAINBOW DR		10/27/20	
Please remove or dispose of the materials leaning against the outside of your garage. Thanks in advance for addressing this mat			
18866 RAINBOW DR	Discovered	10/27/20	
Please replace the torn fabric awnings along the front of your home. The other option is to remove the awnings and each assem			
18151 WILTSHIRE BLVD	Discovered	10/27/20	
Please remove the pallets and other items leaning against the outside of the garage. Thank you in advance for your cooperation.			
17640 SAN ROSA BLVD	Discovered	10/29/20	
Please paint or spray paint the bare metal portions of your white garage doors. Thank you in advance for addressing this matter			

**Total Property Maintenance Entries: 19**

## REFUSE CONTAINER W/O PERM

Enforcement Number	Address	Status	Filed	Closed
27520 RAINBOW CIR		Discovered	10/14/20	10/22/20



# Enforcements By Category

11/02/20

Discovered a dumpster in the driveway and discovered no permit was issued. Please visit us to apply for the dumpster permit, a

27489 LATHRUP BLVD 10/22/20

Discovered a moving container in driveway as well as a small dumpster. Please be advised that permits are required for these ite

**Total Refuse Container w/o Permit Entries: 2**

## SIDEWALK OBSTRUCTED

Enforcement Number	Address	Status	Filed	Closed
18560 WILTSHIRE BLVD			10/26/20	

The sidewalk is blocked by shrubs

**Total Sidewalk Obstructed Entries: 1**

## TRAILER IN YARD

Enforcement Number	Address	Status	Filed	Closed
17620 MARGATE AVE		Discovered	10/05/20	10/27/20
28150 LATHRUP BLVD		Discovered	10/12/20	10/22/20
26310 MEADOWBROOK WAY		Discovered	10/13/20	10/22/20

Empty boat trailer parked alongside the garage of home. Follw up scheduled for Wednesday October 7th, 2020. If still there wil

Discovered empty trailer parked next to garage in full view of streets at front and side of home. Will follow up with Homeowne

Empty trailer loaded alongside the garage. See attached picture.

**Total Trailer in Yard Entries: 3**

## VEHICLE STORAGE

Enforcement Number	Address	Status	Filed	Closed
18531 WILTSHIRE BLVD		Discovered	10/05/20	10/12/20
26812 ELDORADO PL		Discovered	10/13/20	

Large RV was parked next to home. No homeowner available to speak with. Did NOT leave a door hanger - scheduling a follov

Car parked on lawn next to drive and in front of garage. See attached picture. Follow up being scheduled for Monday 10-19-20.

**Total Vehicle Storage Entries: 2**

## WORK W/O A PERMIT

Enforcement Number	Address	Status	Filed	Closed
27215 SOUTHFIELD RD		Discovered	10/02/20	

# Enforcements By Category

11/02/20

New business started demo work needs Planning approval

**Total Work w/o a permit Entries: 1**

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**Total Records: 53**

Enforcement.DateFiled Between  
10/1/2020 12:00:00 AM AND  
10/31/2020 11:59:59 PM

Total Pages6

# Enforcements By Category

11/04/20

Jim Nelson

## OTHER

Enforcement Number	Address	Status	Filed	Closed
18741 SAN JOSE BLVD		Closed	10/02/20	10/05/20
Cars blocking side walk				

**Total Other Entries: 1**

## PROPERTY MAINTENANCE

Enforcement Number	Address	Status	Filed	Closed
27000 SOUTHFIELD RD		Discovered	10/02/20	
Required rain garden removed				
28505 SOUTHFIELD RD		Discovered	10/20/20	
Multiple issues outside of Parking Lot Repair issues captured last week under E20-0581. The alleyway needs to be cleaned up at				

**Total Property Maintenance Entries: 2**

## WORK W/O A PERMIT

Enforcement Number	Address	Status	Filed	Closed
27215 SOUTHFIELD RD		Discovered	10/02/20	
New business started demo work needs Planning approval				

**Total Work w/o a permit Entries: 1**

**Total Records: 4**

Enforcement.CodeOfficer = Jim  
Wright AND  
Enforcement.DateFiled Between  
10/1/2020 12:00:00 AM AND  
10/31/2020 11:59:59 PM

Total Pages:1

# Enforcements By Category

11/04/20

Karson Claussen

## BOAT STORAGE

Enforcement Number	Address	Status	Filed	Closed
28711	ELDORADO PL	Discovered	10/12/20	10/20/20
Observed small boat on trailer parked next to drive. Lining up a follow up visit for Wednesday 10-14-2020 to see if it is still the				

**Total Boat Storage Entries: 1**

## CURBSIDE VIOLATION

Enforcement Number	Address	Status	Filed	Closed
17587	MARGATE AVE	Complaint Recieved	10/19/20	
Trash strewn across the street in front of home. See PICS.				
18856	SAN QUENTIN DR	Door Hanger left	10/20/20	10/22/20
Large pile of trash left on R.O.W. Homeowner had someone clear out some clutter in his home, yet they failed to remove it.He				

**Total Curbside Violation Entries: 2**

## DEAD TREE

Enforcement Number	Address	Status	Filed	Closed
26371	MEADOWBROOK WAY	Discovered	10/13/20	10/22/20
Dead tree and overgrowth of bushes discovered in predominantly the rear yard. See attached picture.				

**Total Dead Tree Entries: 1**

## DOWNSPOUT EXT.

Enforcement Number	Address	Status	Filed	Closed
18475	CORAL GABLES AVE	Door Hanger left	10/14/20	10/22/20
Two items: First is that downspout extensions be installed where needed, and also to reattach the long section of gutter/downsp				

**Total Downspout Ext. Entries: 1**

## INOPERABLE VEHICLE

Enforcement Number	Address	Status	Filed	Closed
28408	ELDORADO PL		10/29/20	
Grey Jeep 4x4 appears to be inoperable. License Plate EEA 0071. Has flat and low tires. Thank you in advance for addressing t				
18457	SARATOGA BLVD	Discovered	10/29/20	

# Enforcements By Category

11/04/20

Discovered a vehicle in the driveway with a flat tire. Please correct this matter as soon as you are able. If the car is inoperable th

**Total Inoperable Vehicle Entries: 2**

## ITEMS IN R. O. W.

Enforcement Number	Address	Status	Filed	Closed
27000 SOUTHFIELD RD		Complaint Recieved	10/19/20	10/20/20

[On going issue that Jim Wright addressed last week already]New tires completely blocking the alley. Used tires not only fill th

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

## OTHER

Enforcement Number	Address	Status	Filed	Closed
19331 RAINBOW DR		Discovered	10/06/20	10/06/20
18150 MARGATE AVE		Discovered	10/13/20	10/14/20
18150 MARGATE AVE		Discovered	10/19/20	10/22/20
28684 BLACKSTONE DR		Discovered	10/20/20	

Was just advised by Jim Wright that this is considered a normal repair and that no permit is required.  
Driving by the home I discovered that there were deck building materials staged on the driveway. No permit has been applied f  
Pile of building materials was discovered on the driveway this afternoon. They may need a permit after all.Sending out a Basic  
Locked storage container in driveway. No permit pulled. Follow visit set for 10-22-2020 to check on status at the property.

**Total Other Entries: 4**

## PARKING LOT REPAIR

Enforcement Number	Address	Status	Filed	Closed
18505 W 12 MILE RD		Discovered	10/05/20	
17641 TWELVE MILE RD		Letter Sent	10/07/20	11/02/20
18211 W 12 MILE RD Ste 100		Discovered	10/07/20	
28505 SOUTHFIELD RD		Discovered	10/07/20	
28625 SOUTHFIELD RD		Discovered	10/07/20	

Discovered that one or more parking blocks is broken and/or out of alignment. Thanks in advance for seeing that this matter is e  
A single parking block needs to be replaced. See attached pictures. Contacting Owner via CE Letter.  
Several parking blocks are significantly out of line with the others, and they need to be be re-aligned properly. See PICTURES.  
Parking lot block has been pushed out of line. Please address this by putting back in place.(See pictures) Pull all the weeds and ;

# Enforcements By Category

11/04/20

On the alley side of the property there are some parking blocks that need to be re-aligned. I spoke with the receptionist - who wa

26440 SOUTHFIELD RD	Discovered	10/13/20
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Parking block on south side of parking lot needs to be re-aligned. See attached pictures.

17655 TWELVE MILE	Discovered	10/22/20	11/02/20
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Many of the parking blocks adjacent to the 12 Mile Rd. (North end) of the parking lot need attention. Please straighten and prop

**Total Parking Lot Repair Entries: 7**

## PROPERTY MAINTENANCE

Enforcement Number	Address	Status	Filed	Closed
18535 W 12 MILE RD STE. B		Discovered	10/05/20	
WROUGHT IRON HANDRAIL SEVERLY BENT DUE TO VEHICLE HAVING BACKED INTO IT. THIS WAS AT THE I				
27701 SOUTHFIELD RD		Discovered	10/05/20	
Retaining wall at north end of parking lot is made up of stacked stone. It is adjacent to the parking lot. In several places the ston				
18140 LINCOLN DR			10/05/20	
No construction gate installed. Permit for this new construction project expired on 4-14-2020. It still appears to be an active con				
26530 MEADOWOOD N CT		Discovered	10/05/20	10/13/20
Driving through neighborhood I noticed that several shingles were not in place. As seen from the street, these shingles simply s				
18161 W 12 MILE RD		Discovered	10/07/20	10/22/20
At rear of property at stairwell leading to lower level there is a handrail as well as a low brick wall between parking lot and stai				
28635 SOUTHFIELD RD		Discovered	10/07/20	10/27/20
In back of business the gas meter guard has been struck by a vehicle and is not properly affixed to the building. Spoke with And				
18210 LINCOLN DR		Discovered	10/13/20	
House trim and fascia boards are bare wood. Asking Owner to paint trim. See attached picture. Follow up set for tomorrow.				
17501 MARGATE AVE		Discovered	10/13/20	10/29/20
Gate is partially hanging off hinges and cannot be closed. See picture. Follow up date set for tomorrow 10-14-2020				
28635 SOUTHFIELD RD		Discovered	10/22/20	10/29/20
Behind ZIP Printing someone has apparently backed into the gas meter guard, and it is half hanging off the rear wall of the stor				
28821 SOUTHFIELD RD		Discovered	10/22/20	
Multiple items in alleyway for multiple tenants need to be addressed. See pictures for reference please. Materials and trash need				
17555 RAINBOW DR			10/27/20	
Please remove or dispose of the materials leaning against the outside of your garage. Thanks in advance for addressing this mat				
18866 RAINBOW DR		Discovered	10/27/20	
Please replace the torn fabric awnings along the front of your home. The other option is to remove the awnings and each assem				
18151 WILTSHIRE BLVD		Discovered	10/27/20	

# Enforcements By Category

11/04/20

Please remove the pallets and other items leaning against the outside of the garage. Thank you in advance for your cooperation.

17640 SAN ROSA BLVD Discovered 10/29/20

Please paint or spray paint the bare metal portions of your white garage doors. Thank you in advance for addressing this matter

**Total Property Maintenance Entries: 14**

## REFUSE CONTAINER W/O PERM

Enforcement Number	Address	Status	Filed	Closed
27520 RAINBOW CIR		Discovered	10/14/20	10/22/20

Discovered a dumpster in the driveway and discovered no permit was issued. Please visit us to apply for the dumpster permit, a

27489 LATHRUP BLVD 10/22/20

Discovered a moving container in driveway as well as a small dumpster. Please be advised that permits are required for these it

**Total Refuse Container w/o Permit Entries: 2**

## TRAILER IN YARD

Enforcement Number	Address	Status	Filed	Closed
17620 MARGATE AVE		Discovered	10/05/20	10/27/20

Empty boat trailer parked alongside the garage of home. Follow up scheduled for Wednesday October 7th, 2020. If still there will

28150 LATHRUP BLVD Discovered 10/12/20 10/22/20

Discovered empty trailer parked next to garage in full view of streets at front and side of home. Will follow up with Homeowne

26310 MEADOWBROOK WAY Discovered 10/13/20 10/22/20

Empty trailer loaded alongside the garage. See attached picture.

**Total Trailer in Yard Entries: 3**

## VEHICLE STORAGE

Enforcement Number	Address	Status	Filed	Closed
18531 WILTSHIRE BLVD		Discovered	10/05/20	10/12/20

Large RV was parked next to home. No homeowner available to speak with. Did NOT leave a door hanger - scheduling a follow

26812 ELDORADO PL Discovered 10/13/20

Car parked on lawn next to drive and in front of garage. See attached picture. Follow up being scheduled for Monday 10-19-20.

**Total Vehicle Storage Entries: 2**

# *Enforcements By Category*

11/04/20

**Total Records: 40**

Enforcement.CodeOfficer = Karson  
Claussen AND  
Enforcement.DateFiled Between  
10/1/2020 12:00:00 AM AND  
10/31/2020 11:59:59 PM

Total Pages5



# Enforcements By Category

11/04/20

Kelda London

## DEAD TREE

Enforcement Number	Address	Status	Filed	Closed
28625 SOUTHFIELD RD			10/06/20	
Sec. 82-70 Lathrup Village Ordinances states "No broken, dead, diseased, or decayed limbs, branches, or trees which are likely				
<b>Total Dead Tree Entries:</b>				1

## INOPERABLE VEHICLE

Enforcement Number	Address	Status	Filed	Closed
28420 ELDORADO PL			10/26/20	
Charcoal SUV with 2 flat tires. In accordance with Sec. 5.6 of Zoning Ord. is prohibited				
<b>Total Inoperable Vehicle Entries:</b>				1

## MISSING ADDRESS

Enforcement Number	Address	Status	Filed	Closed
27705 CALIFORNIA NE DR			10/30/20	
Sec 304.3 Premise Identification " Building shall have approved address numbers placed in a position to be plainly legible and				
<b>Total Missing Address Entries:</b>				1

## PARKING LOT REPAIR

Enforcement Number	Address	Status	Filed	Closed
28551 SOUTHFIELD RD 120			10/30/20	
Bent/Broken No Parking Sign				
<b>Total Parking Lot Repair Entries:</b>				1

## PROPERTY MAINTENANCE

Enforcement Number	Address	Status	Filed	Closed
18707 CAMBRIDGE BLVD			10/09/20	11/02/20
Sec. 82-98. - Right-of-way maintenance by property owner. It shall be the duty of every property owner to maintain the adjoining				
17575 SUNNYBROOK AVE			10/12/20	
Sec 302.4 states "Premises and exterior property shall be maintained free from weeds"				
19111 SARATOGA BLVD			10/19/20	

# Enforcements By Category

11/04/20

Neighbor called stated home in need of repairs. 10.19.20: Remove broken play sturcture. Clean up dead branches and brush, cu

**Total Property Maintenance Entries: 3**

## SIDEWALK OBSTRUCTED

Enforcement Number	Address	Status	Filed	Closed
18560 WILTSHIRE BLVD			10/26/20	

Sec. 82-98. - Right-of-way maintenance by property owner.It shall be the duty of every property owner to maintain the adjoinin

**Total Sidewalk Obstructed Entries: 1**

## VEHICLE STORAGE

Enforcement Number	Address	Status	Filed	Closed
27670 CALIFORNIA SE DR			10/30/20	11/02/20

Recreational Vehicle Storage Sec 4.1 of the Zoning Ordinance All moble homes and other vehicles shall be kept on a lot for up

**Total Vehicle Storage Entries: 1**

**Total Records: 9**

Enforcement.CodeOfficer = Kelda  
London AND  
Enforcement.DateFiled Between  
10/1/2020 12:00:00 AM AND  
10/31/2020 11:59:59 PM

Total Pages2

# Monthly Permit List

11/04/2020

## Building

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PB200104	10/06/2020	GLENDAM CALVIN TR OF GL	28780 SUNSET W BLVD	40-24-14-202-001	\$260.00	\$0
<b>Work Description:</b> Replacing 1 window and 1 patio door						
PB200107	10/06/2020	CARLISLE, LARRY D	28546 ELDORADO PL	40-24-14-228-011	\$591.00	\$0
<b>Work Description:</b> Patio Rebuild						
PB200109	10/13/2020	BATCHELOR, THERESE M	17641 AVILLA BLVD	40-24-13-107-003	\$170.00	\$0
<b>Work Description:</b> Patio Door Replacement						
PB200110	10/13/2020	NICHOLSON, WILLIE LOUISE	17327 CORAL GABLES AVE	40-24-24-105-004	\$200.00	\$0
<b>Work Description:</b> 4 Windows replaced						
PB200111	10/19/2020	EATON II, MALCOLM ANTHO	18240 W 11 MILE RD	40-24-14-478-035	\$215.00	\$0
<b>Work Description:</b> 8 windows replaced						
PB200112	10/22/2020	EWING, WILLIAM H	27460 LATHRUP BLVD	40-24-13-355-009	\$185.00	\$0
<b>Work Description:</b> Replacing 5 windows						
PB200113	10/22/2020	TUDRICK, WILLIAM M	18835 SAN JOSE BLVD	40-24-14-402-003	\$462.00	\$0
<b>Work Description:</b> Kitchen Remod Note Smoke and Carbon Monoxide detectors must be brought to current code						
PB200114	10/26/2020	O'BRIEN, MICHAEL S	27620 CALIFORNIA SE DR	40-24-13-306-005	\$453.00	\$0
<b>Work Description:</b> New Roof house and garage						

**Total Permits For Type: 8**  
**Total Fees For Type: \$2,536.00**  
**Total Const. Value For Type: \$0**

# Electrical

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PE200065	09/23/2020	ELIAS, MALIK	18150 ROSELAND BLVD	40-24-14-227-038	\$65.00	\$0
<b>Work Description:</b> Fireplace install						
PE200069	10/06/2020	MARTIN, WESLEY	17395 WILTSHIRE BLVD	40-24-13-152-006	\$120.00	\$0
<b>Work Description:</b> Generator Install						
PE200070	10/12/2020	SURNOW CO	26710 SOUTHFIELD RD	40-24-24-103-032	\$263.00	\$0
<b>Work Description:</b>						
PE200071	10/13/2020	27215 SOUTHFIELD LLC	27215 SOUTHFIELD RD	40-24-14-483-016	\$105.00	\$0
<b>Work Description:</b>						
PE200072	10/13/2020	MACKEWICH, STEVE	27774 CALIFORNIA NE DR	40-24-13-304-022	\$140.00	\$0
<b>Work Description:</b> Electrical Panel Replacement						
PE200074	10/16/2020	TUOHEY, JOHN P	27720 BLOOMFIELD DR	40-24-14-403-010	\$133.00	\$0
<b>Work Description:</b> Electrical for Kitchen Repair						
PE200075	10/19/2020	JONES, PETER JOHN	27851 RED RIVER DR	40-24-14-302-004	\$60.00	\$0
<b>Work Description:</b> Installing Car Charger						
PE200076	10/21/2020	KUNZ, ROBERT	28555 BLOOMFIELD DR	40-24-14-205-006	\$75.00	\$0
<b>Work Description:</b> Furnace and A/C Connect						
PE200078	10/23/2020	PERENY, PATRICIA MADIGAN	27798 CALIFORNIA NE DR	40-24-13-304-001	\$228.00	\$0
<b>Work Description:</b> Electrical for Kitchen Remod						
PE200079	10/26/2020	HARRIS, KENNETH	18131 MEADOWOOD AVE	40-24-23-277-015	\$95.00	\$0
<b>Work Description:</b> Furnace Wiring						
PE200080	10/26/2020	TUDRICK, WILLIAM M	18835 SAN JOSE BLVD	40-24-14-402-003	\$136.00	\$0
<b>Work Description:</b> Electrical for Kitchen Remod						

**Total Permits For Type: 11**  
**Total Fees For Type: \$1,420.00**  
**Total Const. Value For Type: \$0**

## EXTRA CEMENT PERMIT

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PEXC-010-20	10/12/2020	DOWNER, STEELE E	27879 LATHRUP BLVD	40-24-13-304-011	\$50.00	\$0
<b>Work Description:</b> 25 ft of sidewalk replacement						
PEXC-011-20	10/13/2020	MORANT, DONALD	18673 CAMBRIDGE BLVD	40-24-14-456-007	\$50.00	\$0
<b>Work Description:</b> Sidewalk Repair						
PEXC-012-20	10/20/2020	STEPHENS, CLAUDEAN	18463 SAN JOSE BLVD	40-24-14-403-008	\$80.00	\$0
<b>Work Description:</b> New Approach						
PEXC-013-20	10/23/2020	HENGSTEBECK, JAMES A	18174 CAMBRIDGE BLVD	40-24-14-482-002	\$80.00	\$0
<b>Work Description:</b> New Approach						

**Total Permits For Type: 4**  
**Total Fees For Type: \$260.00**  
**Total Const. Value For Type: \$0**

## Fence

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PF200019	10/06/2020	JENNIFER L BOARDMAN AS T	18171 CAMBRIDGE BLVD	40-24-14-483-003	\$65.00	\$0
<b>Work Description:</b> 6' Wood Fence						
PF200020	10/14/2020	RUNYAN JR, JOHN	18722 SAN DIEGO BLVD	40-24-14-404-017	\$65.00	\$0
<b>Work Description:</b> 6ft Vinyl						

**Total Permits For Type: 2**  
**Total Fees For Type: \$130.00**  
**Total Const. Value For Type: \$0**

## Mechanical

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PM200052	10/21/2020	KUNZ, ROBERT	28555 BLOOMFIELD DR	40-24-14-205-006	\$155.00	\$0
<b>Work Description:</b> Furance and A/C Install						
PM200059	10/26/2020	HARRIS, KENNETH	18131 MEADOWOOD AVE	40-24-23-277-015	\$105.00	\$0
<b>Work Description:</b> Furance Install						

**Total Permits For Type: 2**  
**Total Fees For Type: \$260.00**  
**Total Const. Value For Type: \$0**

## Outside Refuse Container

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PORC-200009	10/05/2020	27215 SOUTHFIELD LLC	27215 SOUTHFIELD RD	40-24-14-483-016	\$25.00	\$0
<b>Work Description:</b> Dumpster Permit						
PORC-200010	10/30/2020	KELLY E KENNEDY TR OF TF	28684 BLACKSTONE DR	40-24-14-232-008	\$25.00	\$0
<b>Work Description:</b> Storage Container						

**Total Permits For Type: 2**  
**Total Fees For Type: \$50.00**  
**Total Const. Value For Type: \$0**

## Plumbing

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PP200047	10/08/2020	PAGE, CYNTHIA	28265 ELDORADO PL	40-24-14-276-016	\$110.00	\$0
<b>Work Description:</b> Plumbing for Kitchen Remod						
PP200048	10/08/2020	KUHEL, REVA	28250 SOUTHFIELD RD	40-24-13-153-001	\$85.00	\$0
<b>Work Description:</b> Installing 2 Sinks						
PP200050	10/21/2020	FOSTER, PATRICIA G	18831 MIDDLESEX AVE	40-24-23-206-012	\$90.00	\$0
<b>Work Description:</b> Water Heater Install						
PP200051	10/21/2020	ADVANCED COMMUNICATIO	26727 SOUTHFIELD RD	40-24-23-229-029	\$240.00	\$0
<b>Work Description:</b> Bathroom for new gas station						
PP200052	10/22/2020	TUOHEY, JOHN P	27720 BLOOMFIELD DR	40-24-14-403-010	\$125.00	\$0
<b>Work Description:</b> Water Damage Repair for Kitchen						
PP200053	10/26/2020	FISCHER, KENNETH B	17370 ROSELAND BLVD	40-24-13-102-014	\$80.00	\$0
<b>Work Description:</b> Sewer Replacement						
PP200054	10/30/2020	CAFMEYER, ROBERT E	28691 ELDORADO PL	40-24-14-207-010	\$117.00	\$0
<b>Work Description:</b> Sewer Repair						

**Total Permits For Type: 7**  
**Total Fees For Type: \$847.00**  
**Total Const. Value For Type: \$0**

## Right of Way Construction

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PROW-200003	10/26/2020	THOMAS, ESLEY	18777 HAMPSHIRE ST	40-24-23-254-008	\$1,250.00	\$0
<b>Work Description:</b> ROW work to repair gas line						

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**Total Permits For Type: 1**  
**Total Fees For Type: \$1,250.00**  
**Total Const. Value For Type: \$0**

## **Report Summary**

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Permit.DateIssued Between  
10/1/2020 12:00:00 AM AND  
10/31/2020 11:59:59 PM AND  
Permit.Status = ISSUED

**Grand Total Fees: \$6,753.00**

**Grand Total Permits: 37**  
**Grand Total Const. Value: \$0**





**Dr. Sheryl L. Mitchell Theriot**

**City Administrator**

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

**COUNCIL COMMUNICATION:**

**Agenda Item 11a**

TO: Mayor Garrett and City Council Members

FR: Sheryl Mitchell Theriot, City Administrator

DA: November 23, 2020

RE: **MERS ADDENDUM -DEFINE CONTRIBUTION PLAN ADOPTION AGREEMENT ADDENDUM**

MERS has requested that we update the 2 plans for each division (Defined Benefit and Defined Contribution Plans) as an addendum. This is to ensure the details of your plan are accurately documented and on file with MERS.

This information will be used to supplement previous information on file with the effective date of our plans, and will support accurate benefit calculations on a moving forward basis.

All details are effective as of 1/1/2021 and do not impact existing benefits on file.

**RECOMMENDED MOTION:**

To approve the MERS Defined Contribution Plan – Adoption Agreement Addendum and authorize the Mayor or City Administrator to sign the related documents.

## Defined Contribution Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Contribution (DC) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

### I. Effective Date

The effective date shall be the first day of **January, 2021**.

**II. Employer name** Lathrup Vlg, City of

**Municipality number** 631101

This is an amendment of the existing MERS Defined Contribution Agreement.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

**Division number** 631101110215

**Division name** 110215

Note: This division should reflect how you currently define employees who are eligible to participate, for example, All full-time Employees, New hires after 1/1/2019, etc.

### III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Contribution Plan. If an employee classification is **included** in the plan, then employees that meet this definition are required to participate in the plan and earn time toward vesting. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS, such as "Clerical staff working more than 160 hours in a month," "Elected Officials" or "Admin working >32 hours per week," etc.:

Police Patrol

Employee classification contains **public safety employees:**  Yes  No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

## Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Lathrup vlg, City of

DIV: 631101110215

If you elect to include a special classification (chart below), then the employee will be required to participate in the employer and employee contributions adopted in your plan. An excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
<b>Temporary Employees:</b> Those who will work for the municipality fewer than _____ months in total.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Part-Time Employees:</b> Those who regularly work fewer than _____ per _____.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Seasonal Employees:</b> Those who will work for the municipality from _____ to _____ only.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Voter-Elected Officials</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Appointed Officials:</b> An official appointed to a voter-elected office.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Contract Employees</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Probationary Periods** (select one):

- Contributions will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, contributions will not be reported and service toward vesting will begin when probationary period has ended.

The probationary period will be \_\_\_\_\_ month(s).

Comments:

- Contributions will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

## Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Lathrup vlg, City of

DIV: 631101110215

### IV. Provisions

#### 1. Leaves of Absence

Regardless of whether an employee is earning a wage while on the following types of leave:

- Third-party wages are not used in determining contributions for periods of leave.
- Vesting under elapsed time continues to accrue even if wages are not earned and contributions are zero.

*Note:* Employers who determine vesting based on an “hours-reported” method, should report actual worked hours for the month where there was a leave.

Types of leave include:

- Short Term and Long Term Disability
- Workers Compensation
- Unpaid Family Medical Leave Act (FMLA)

Leaves of absence due to military service are governed by the federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

## Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Lathrup vlg, City of

DIV: 631101110215

### 2. Definition of Compensation

The Definition of Compensation is used to determine participant and employer contributions. Wages are strongly recommended to be reported with regular wage/contribution reports to MERS. Contributions cannot exceed IRS limitations.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input type="radio"/> Base Wages	<input type="radio"/> Box 1 Wages	<input type="radio"/> Gross Wages
<b>Types of Compensation</b>			
<b>Regular Wages</b> Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
<b>Other Wages</b> Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
<b>Lump Sum Payments</b> PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
<b>Taxable Payments</b> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
<b>Reimbursement of Nontaxable Expenses</b> (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
<b>Types of Deferrals</b>			
<b>Elective Deferrals of Employee Premiums/Contributions</b> 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
<b>Types of Benefits</b>			
<b>Nontaxable Fringe Benefits of Employees</b> Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
<b>Mandatory Contributions</b>	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
<b>Taxable Fringe Benefits</b> Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
<b>Other Benefits / Lump Sum Payments</b> Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

## Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Lathrup vlg, City of

DIV: 631101110215

**SKIP THIS TABLE** if you selected one of the standard definitions of compensation on page 4.

**CUSTOM:** If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

### Types of Compensation

#### Regular Wages

- Salary or hourly wage X hours  On-call pay  
 PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)  Other: \_\_\_\_\_

#### Other Wages apply: YES NO

- Shift differentials  Severance issued over time (weekly/bi-weekly)  
 Overtime  Other: \_\_\_\_\_

#### Lump Sum Payments apply: YES NO

- PTO cash-out  Educational degrees  
 Longevity  Moving expenses  
 Bonuses  Sick payouts  
 Merit pay  Severance (if issued as lump sum)  
 Job certifications  Other: \_\_\_\_\_

#### Taxable Payments apply: YES NO

- Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement)  
 Prizes, gift cards  Car allowance  
 Personal use of a company car  Other: \_\_\_\_\_

#### Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES NO

- Gun, tools, equipment, uniform  Mileage reimbursement  
 Phone  Travel through an accountable plan (i.e. tracking mileage for reimbursement)  
 Fitness  Other: \_\_\_\_\_

### Types of Deferrals

#### Elective Deferrals of Employee Premiums/Contributions apply: YES NO

- 457 employee and employer contributions  IRA contributions  
 125 cafeteria plan, FSAs and HSAs  Other: \_\_\_\_\_

### Types of Benefits

#### Nontaxable Fringe Benefits of Employees apply: YES NO

- Health plan, dental, vision benefits  
 Workers compensation premiums  Group term or whole life insurance < \$50,000  
 Short- or Long-term disability premiums  Other: \_\_\_\_\_

#### Mandatory Contributions apply: YES NO

#### Taxable Fringe Benefits apply: YES NO

- Clothing reimbursement  Group term life insurance > \$50,000  
 Stipends for health insurance opt out payments  Other: \_\_\_\_\_

#### Other Benefits / Lump Sum Payments apply: YES NO

- Workers compensation settlement payments  Other: \_\_\_\_\_

## Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Lathrup Vlg, City of

DIV: 631101110215

### 3. Forfeiture

A forfeiture occurs when a participant separates from employment prior to meeting the associated elapsed time (or hours reported) to receive vesting. The percentage of his/her employer contribution account balance that has not vested as of the date of termination will forfeit after 12 consecutive months following the termination date reported by the employer, or earlier, if the System distributes the participant's vested portion. MERS will utilize an available forfeiture balance as an automatic funding source applied to reported employer contributions at the time of reporting.

### V. Execution:

#### Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by City of Lathrup Village

at a Board Meeting which took place on: 11/23/2020  
(mm/dd/yyyy)

**Authorized Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Defined Contribution Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

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### I. Effective Date

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**II. Employer name** Lathrup Vlg, City of

**Municipality number** 631101

This is an amendment of the existing MERS Defined Contribution Agreement.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

**Division number** 631101110214

**Division name** 110214

Note: This division should reflect how you currently define employees who are eligible to participate, for example, All full-time Employees, New hires after 1/1/2019, etc.

### III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Contribution Plan. If an employee classification is **included** in the plan, then employees that meet this definition are required to participate in the plan and earn time toward vesting. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS, such as "Clerical staff working more than 160 hours in a month," "Elected Officials" or "Admin working >32 hours per week," etc.:

Administration

Employee classification contains **public safety employees:**  Yes  No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).



## Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Lathrup vlg, City of

DIV: 631101110214

If you elect to include a special classification (chart below), then the employee will be required to participate in the employer and employee contributions adopted in your plan. An excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
<b>Temporary Employees:</b> Those who will work for the municipality fewer than ____ months in total.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Part-Time Employees:</b> Those who regularly work fewer than _____ per _____.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Seasonal Employees:</b> Those who will work for the municipality from _____ to _____ only.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Voter-Elected Officials</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Appointed Officials:</b> An official appointed to a voter-elected office.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Contract Employees</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Probationary Periods** (select one):

- Contributions will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, contributions will not be reported and service toward vesting will begin when probationary period has ended.

The probationary period will be \_\_\_\_ month(s).

Comments:

- Contributions will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

## Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Lathrup vlg, City of

DIV: 631101110214

### IV. Provisions

#### 1. Leaves of Absence

Regardless of whether an employee is earning a wage while on the following types of leave:

- Third-party wages are not used in determining contributions for periods of leave.
- Vesting under elapsed time continues to accrue even if wages are not earned and contributions are zero.

*Note:* Employers who determine vesting based on an “hours-reported” method, should report actual worked hours for the month where there was a leave.

Types of leave include:

- Short Term and Long Term Disability
- Workers Compensation
- Unpaid Family Medical Leave Act (FMLA)

Leaves of absence due to military service are governed by the federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

## Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Lathrup vlg, City of

DIV: 631101110214

### 2. Definition of Compensation

The Definition of Compensation is used to determine participant and employer contributions. Wages are strongly recommended to be reported with regular wage/contribution reports to MERS. Contributions cannot exceed IRS limitations.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input type="radio"/> Base Wages	<input type="radio"/> Box 1 Wages	<input type="radio"/> Gross Wages
<b>Types of Compensation</b>			
<b>Regular Wages</b> Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
<b>Other Wages</b> Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
<b>Lump Sum Payments</b> PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
<b>Taxable Payments</b> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
<b>Reimbursement of Nontaxable Expenses</b> (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
<b>Types of Deferrals</b>			
<b>Elective Deferrals of Employee Premiums/Contributions</b> 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
<b>Types of Benefits</b>			
<b>Nontaxable Fringe Benefits of Employees</b> Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
<b>Mandatory Contributions</b>	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
<b>Taxable Fringe Benefits</b> Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
<b>Other Benefits / Lump Sum Payments</b> Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

## Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Lathrup vlg, City of

DIV: 631101110214

**SKIP THIS TABLE** if you selected one of the standard definitions of compensation on page 4.

**CUSTOM:** If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

### Types of Compensation

#### Regular Wages

- Salary or hourly wage X hours  On-call pay  
 PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)  Other: \_\_\_\_\_

#### Other Wages apply: YES NO

- Shift differentials  Severance issued over time (weekly/bi-weekly)  
 Overtime  Other: \_\_\_\_\_

#### Lump Sum Payments apply: YES NO

- PTO cash-out  Educational degrees  
 Longevity  Moving expenses  
 Bonuses  Sick payouts  
 Merit pay  Severance (if issued as lump sum)  
 Job certifications  Other: \_\_\_\_\_

#### Taxable Payments apply: YES NO

- Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement)  
 Prizes, gift cards  Car allowance  
 Personal use of a company car  Other: \_\_\_\_\_

#### Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES NO

- Gun, tools, equipment, uniform  Mileage reimbursement  
 Phone  Travel through an accountable plan (i.e. tracking mileage for reimbursement)  
 Fitness  Other: \_\_\_\_\_

### Types of Deferrals

#### Elective Deferrals of Employee Premiums/Contributions apply: YES NO

- 457 employee and employer contributions  IRA contributions  
 125 cafeteria plan, FSAs and HSAs  Other: \_\_\_\_\_

### Types of Benefits

#### Nontaxable Fringe Benefits of Employees apply: YES NO

- Health plan, dental, vision benefits  
 Workers compensation premiums  Group term or whole life insurance < \$50,000  
 Short- or Long-term disability premiums  Other: \_\_\_\_\_

#### Mandatory Contributions apply: YES NO

#### Taxable Fringe Benefits apply: YES NO

- Clothing reimbursement  Group term life insurance > \$50,000  
 Stipends for health insurance opt out payments  Other: \_\_\_\_\_

#### Other Benefits / Lump Sum Payments apply: YES NO

- Workers compensation settlement payments  Other: \_\_\_\_\_

## Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Lathrup Vlg, City of

DIV: 631101110214

### 3. Forfeiture

A forfeiture occurs when a participant separates from employment prior to meeting the associated elapsed time (or hours reported) to receive vesting. The percentage of his/her employer contribution account balance that has not vested as of the date of termination will forfeit after 12 consecutive months following the termination date reported by the employer, or earlier, if the System distributes the participant's vested portion. MERS will utilize an available forfeiture balance as an automatic funding source applied to reported employer contributions at the time of reporting.

### V. Execution:

#### Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by City of Lathrup Village

at a Board Meeting which took place on: 11/23/2020  
(mm/dd/yyyy)

**Authorized Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**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

## **Agenda Item 11b**

### **COUNCIL COMMUNICATION:**

TO: Mayor Garrett and City Council Members

FR: Sheryl Mitchell Theriot, City Administrator

DA: November 23, 2020

RE: **MERS ADDENDUM -DEFINE BENEFIT PLAN ADOPTION AGREEMENT ADDENDUM**

MERS has requested that we update the 2 plans for each division (Defined Benefit and Defined Contribution Plans) as an addendum. This is to ensure the details of your plan are accurately documented and on file with MERS.

This information will be used to supplement previous information on file with the effective date of our plans, and will support accurate benefit calculations on a moving forward basis.

All details are effective as of 1/1/2021 and do not impact existing benefits on file.

### **RECOMMENDED MOTION:**

To approve the MERS Defined Benefit Plan – Adoption Agreement Addendum and authorize the Mayor or City Administrator to sign the related documents.

## Defined Contribution Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Contribution (DC) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

### I. Effective Date

The effective date shall be the first day of **January, 2021**.

**II. Employer name** Lathrup Vlg, City of

**Municipality number** 631101

This is an amendment of the existing MERS Defined Contribution Agreement.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

**Division number** 631101110215

**Division name** 110215

Note: This division should reflect how you currently define employees who are eligible to participate, for example, All full-time Employees, New hires after 1/1/2019, etc.

### III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Contribution Plan. If an employee classification is **included** in the plan, then employees that meet this definition are required to participate in the plan and earn time toward vesting. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS, such as "Clerical staff working more than 160 hours in a month," "Elected Officials" or "Admin working >32 hours per week," etc.:

Police Patrol

Employee classification contains **public safety employees:**  Yes  No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

## Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Lathrup vlg, City of

DIV: 631101110215

If you elect to include a special classification (chart below), then the employee will be required to participate in the employer and employee contributions adopted in your plan. An excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
<b>Temporary Employees:</b> Those who will work for the municipality fewer than _____ months in total.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Part-Time Employees:</b> Those who regularly work fewer than _____ per _____.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Seasonal Employees:</b> Those who will work for the municipality from _____ to _____ only.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Voter-Elected Officials</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Appointed Officials:</b> An official appointed to a voter-elected office.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Contract Employees</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Probationary Periods** (select one):

- Contributions will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, contributions will not be reported and service toward vesting will begin when probationary period has ended.

The probationary period will be \_\_\_\_\_ month(s).

Comments:

- Contributions will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.



## Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Lathrup vlg, City of

DIV: 631101110215

### IV. Provisions

#### 1. Leaves of Absence

Regardless of whether an employee is earning a wage while on the following types of leave:

- Third-party wages are not used in determining contributions for periods of leave.
- Vesting under elapsed time continues to accrue even if wages are not earned and contributions are zero.

*Note:* Employers who determine vesting based on an “hours-reported” method, should report actual worked hours for the month where there was a leave.

Types of leave include:

- Short Term and Long Term Disability
- Workers Compensation
- Unpaid Family Medical Leave Act (FMLA)

Leaves of absence due to military service are governed by the federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

## Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Lathrup vlg, City of

DIV: 631101110215

### 2. Definition of Compensation

The Definition of Compensation is used to determine participant and employer contributions. Wages are strongly recommended to be reported with regular wage/contribution reports to MERS. Contributions cannot exceed IRS limitations.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input checked="" type="radio"/> Base Wages	<input type="radio"/> Box 1 Wages	<input type="radio"/> Gross Wages
<b>Types of Compensation</b>			
<b>Regular Wages</b> Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
<b>Other Wages</b> Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
<b>Lump Sum Payments</b> PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
<b>Taxable Payments</b> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
<b>Reimbursement of Nontaxable Expenses</b> (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
<b>Types of Deferrals</b>			
<b>Elective Deferrals of Employee Premiums/Contributions</b> 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
<b>Types of Benefits</b>			
<b>Nontaxable Fringe Benefits of Employees</b> Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
<b>Mandatory Contributions</b>	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
<b>Taxable Fringe Benefits</b> Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
<b>Other Benefits / Lump Sum Payments</b> Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

## Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Lathrup vlg, City of

DIV: 631101110215

**SKIP THIS TABLE** if you selected one of the standard definitions of compensation on page 4.

**CUSTOM:** If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

### Types of Compensation

#### Regular Wages

- Salary or hourly wage X hours  
 PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)
- On-call pay  
 Other: \_\_\_\_\_

#### Other Wages apply: YES NO

- Shift differentials  
 Overtime
- Severance issued over time (weekly/bi-weekly)  
 Other: \_\_\_\_\_

#### Lump Sum Payments apply: YES NO

- PTO cash-out  
 Longevity  
 Bonuses  
 Merit pay  
 Job certifications
- Educational degrees  
 Moving expenses  
 Sick payouts  
 Severance (if issued as lump sum)  
 Other: \_\_\_\_\_

#### Taxable Payments apply: YES NO

- Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement)  
 Prizes, gift cards  
 Personal use of a company car
- Car allowance  
 Other: \_\_\_\_\_

#### Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES NO

- Gun, tools, equipment, uniform  
 Phone  
 Fitness
- Mileage reimbursement  
 Travel through an accountable plan (i.e. tracking mileage for reimbursement)  
 Other: \_\_\_\_\_

### Types of Deferrals

#### Elective Deferrals of Employee Premiums/Contributions apply: YES NO

- 457 employee and employer contributions  
 125 cafeteria plan, FSAs and HSAs
- IRA contributions  
 Other: \_\_\_\_\_

### Types of Benefits

#### Nontaxable Fringe Benefits of Employees apply: YES NO

- Health plan, dental, vision benefits  
 Workers compensation premiums  
 Short- or Long-term disability premiums
- Group term or whole life insurance < \$50,000  
 Other: \_\_\_\_\_

#### Mandatory Contributions apply: YES NO

#### Taxable Fringe Benefits apply: YES NO

- Clothing reimbursement  
 Stipends for health insurance opt out payments
- Group term life insurance > \$50,000  
 Other: \_\_\_\_\_

#### Other Benefits / Lump Sum Payments apply: YES NO

- Workers compensation settlement payments  
 Other: \_\_\_\_\_

## Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Lathrup Vlg, City of

DIV: 631101110215

### 3. Forfeiture

A forfeiture occurs when a participant separates from employment prior to meeting the associated elapsed time (or hours reported) to receive vesting. The percentage of his/her employer contribution account balance that has not vested as of the date of termination will forfeit after 12 consecutive months following the termination date reported by the employer, or earlier, if the System distributes the participant's vested portion. MERS will utilize an available forfeiture balance as an automatic funding source applied to reported employer contributions at the time of reporting.

### V. Execution:

#### Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by City of Lathrup Village

at a Board Meeting which took place on: 11/23/2020  
(mm/dd/yyyy)

**Authorized Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Defined Contribution Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

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The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Contribution (DC) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

### I. Effective Date

The effective date shall be the first day of **January, 2021**.

**II. Employer name** Lathrup Vlg, City of

**Municipality number** 631101

This is an amendment of the existing MERS Defined Contribution Agreement.

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Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS, such as "Clerical staff working more than 160 hours in a month," "Elected Officials" or "Admin working >32 hours per week," etc.:

Administration

Employee classification contains **public safety employees:**  Yes  No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

## Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Lathrup vlg, City of

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## Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Lathrup vlg, City of

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## Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Lathrup vlg, City of

DIV: 631101110214

**SKIP THIS TABLE** if you selected one of the standard definitions of compensation on page 4.

**CUSTOM:** If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

### Types of Compensation

#### Regular Wages

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Salary or hourly wage X hours  | <input type="checkbox"/> On-call pay  |
| <input type="checkbox"/> PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) | <input type="checkbox"/> Other: _____ |

#### Other Wages apply: YES NO

- |  |  |
|--|--|
| <input type="checkbox"/> Shift differentials | <input type="checkbox"/> Severance issued over time (weekly/bi-weekly) |
| <input type="checkbox"/> Overtime            | <input type="checkbox"/> Other: _____                                  |

#### Lump Sum Payments apply: YES NO

- |   |  |
|---|--|
| <input type="checkbox"/> PTO cash-out       | <input type="checkbox"/> Educational degrees               |
| <input type="checkbox"/> Longevity          | <input type="checkbox"/> Moving expenses                   |
| <input type="checkbox"/> Bonuses            | <input type="checkbox"/> Sick payouts                      |
| <input type="checkbox"/> Merit pay          | <input type="checkbox"/> Severance (if issued as lump sum) |
| <input type="checkbox"/> Job certifications | <input type="checkbox"/> Other: _____                      |

#### Taxable Payments apply: YES NO

- |   |  |
|---|--|
| <input type="checkbox"/> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) | <input type="checkbox"/> Car allowance |
| <input type="checkbox"/> Prizes, gift cards   | <input type="checkbox"/> Other: _____  |
| <input type="checkbox"/> Personal use of a company car  |  |

#### Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES NO

- |   |   |
|---|---|
| <input type="checkbox"/> Gun, tools, equipment, uniform | <input type="checkbox"/> Mileage reimbursement  |
| <input type="checkbox"/> Phone                          | <input type="checkbox"/> Travel through an accountable plan (i.e. tracking mileage for reimbursement) |
| <input type="checkbox"/> Fitness                        | <input type="checkbox"/> Other: _____   |

### Types of Deferrals

#### Elective Deferrals of Employee Premiums/Contributions apply: YES NO

- |  |  |
|--|--|
| <input type="checkbox"/> 457 employee and employer contributions | <input type="checkbox"/> IRA contributions |
| <input type="checkbox"/> 125 cafeteria plan, FSAs and HSAs       | <input type="checkbox"/> Other: _____      |

### Types of Benefits

#### Nontaxable Fringe Benefits of Employees apply: YES NO

- |  |  |
|--|--|
| <input type="checkbox"/> Health plan, dental, vision benefits    | <input type="checkbox"/> Group term or whole life insurance < \$50,000 |
| <input type="checkbox"/> Workers compensation premiums           | <input type="checkbox"/> Other: _____                                  |
| <input type="checkbox"/> Short- or Long-term disability premiums |  |

#### Mandatory Contributions apply: YES NO

#### Taxable Fringe Benefits apply: YES NO

- |   |   |
|---|---|
| <input type="checkbox"/> Clothing reimbursement                         | <input type="checkbox"/> Group term life insurance > \$50,000 |
| <input type="checkbox"/> Stipends for health insurance opt out payments | <input type="checkbox"/> Other: _____                         |

#### Other Benefits / Lump Sum Payments apply: YES NO

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Workers compensation settlement payments | <input type="checkbox"/> Other: _____ |
|---|---------------------------------------|

## Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Lathrup Vlg, City of

DIV: 631101110214

### 3. Forfeiture

A forfeiture occurs when a participant separates from employment prior to meeting the associated elapsed time (or hours reported) to receive vesting. The percentage of his/her employer contribution account balance that has not vested as of the date of termination will forfeit after 12 consecutive months following the termination date reported by the employer, or earlier, if the System distributes the participant's vested portion. MERS will utilize an available forfeiture balance as an automatic funding source applied to reported employer contributions at the time of reporting.

### V. Execution:

#### Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by City of Lathrup Village

at a Board Meeting which took place on: 11/23/2020  
(mm/dd/yyyy)

**Authorized Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Defined Benefit Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit (DB) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

### I. Effective Date

The effective date shall be the first day of **January, 2021**.

**II. Employer name** Lathrup Vlg, City of

**Municipality number** 631101

This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

**Division number** 63110110

**Division name on file with MERS** NonUnion

### III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.:

Administration

Employee classification contains **public safety employees:**  Yes  No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

## Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Lathrup vlg, City of

DIV: 63110110

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
<b>Temporary Employees:</b> Those who will work for the municipality fewer than _____ months in total.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Part-Time Employees:</b> Those who regularly work fewer than _____ per _____.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Seasonal Employees:</b> Those who will work for the municipality from _____ to _____ only.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Voter-Elected Officials</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Appointed Officials:</b> An official appointed to a voter-elected office.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Contract Employees</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Probationary Periods** (select one):

- Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be \_\_\_\_\_ month(s).

Comments:

- Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

## Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Lathrup vlg, City of

DIV: 63110110

### IV. Provisions

#### 1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working)

75 hours in a month.

#### 2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For **contributory divisions**, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
<b>Short- and Long-Term Disability</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Workers' Compensation</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Unpaid Family Medical Leave Act (FMLA)</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Other:</b> _____ For example, sick and accident, administrative, educational, sabbatical, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Other 2:</b> _____ Additional leave types as above	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Leaves of absence due to military service are governed by the Federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

## Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Lathrup vlg, City of

DIV: 63110110

### 3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input type="radio"/> Base Wages	<input type="radio"/> Box 1 Wages	<input type="radio"/> Gross Wages
<b>Types of Compensation</b>			
<b>Regular Wages</b> Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
<b>Other Wages</b> Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
<b>Lump Sum Payments</b> PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
<b>Taxable Payments</b> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
<b>Reimbursement of Nontaxable Expenses</b> (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
<b>Types of Deferrals</b>			
<b>Elective Deferrals of Employee Premiums/Contributions</b> 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
<b>Types of Benefits</b>			
<b>Nontaxable Fringe Benefits of Employees</b> Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
<b>Mandatory Contributions</b> Defined Benefit employee contributions MERS Health Care Savings Program employee contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
<b>Taxable Fringe Benefits</b> Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
<b>Other Benefits / Lump Sum Payments</b> Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

## Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Lathrup vlg, City of

DIV: 63110110

**SKIP THIS TABLE** if you selected one of the standard definitions of compensation on page 4.

**CUSTOM:** If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

### Types of Compensation

#### Regular Wages

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Salary or hourly wage X hours  | <input checked="" type="checkbox"/> On-call pay |
| <input checked="" type="checkbox"/> PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) | <input type="checkbox"/> Other: _____           |

#### Other Wages apply: YES NO

- |  |   |
|--|---|
| <input type="checkbox"/> Shift differentials | <input checked="" type="checkbox"/> Severance issued over time (weekly/bi-weekly) |
| <input checked="" type="checkbox"/> Overtime | <input type="checkbox"/> Other: _____   |

#### Lump Sum Payments apply: YES NO

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> PTO cash-out | <input type="checkbox"/> Educational degrees                          |
| <input checked="" type="checkbox"/> Longevity    | <input type="checkbox"/> Moving expenses                              |
| <input checked="" type="checkbox"/> Bonuses      | <input type="checkbox"/> Sick payouts                                 |
| <input checked="" type="checkbox"/> Merit pay    | <input checked="" type="checkbox"/> Severance (if issued as lump sum) |
| <input type="checkbox"/> Job certifications      | <input type="checkbox"/> Other: _____                                 |

#### Taxable Payments apply: YES NO

- |   |  |
|---|--|
| <input type="checkbox"/> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) | <input type="checkbox"/> Car allowance |
| <input type="checkbox"/> Prizes, gift cards   | <input type="checkbox"/> Other: _____  |
| <input type="checkbox"/> Personal use of a company car  |  |

#### Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES NO

- |   |   |
|---|---|
| <input type="checkbox"/> Gun, tools, equipment, uniform | <input type="checkbox"/> Mileage reimbursement  |
| <input type="checkbox"/> Phone                          | <input type="checkbox"/> Travel through an accountable plan (i.e. tracking mileage for reimbursement) |
| <input type="checkbox"/> Fitness                        | <input type="checkbox"/> Other: _____   |

### Types of Deferrals

#### Elective Deferrals of Employee Premiums/Contributions apply: YES NO

- |  |  |
|--|--|
| <input type="checkbox"/> 457 employee and employer contributions | <input type="checkbox"/> IRA contributions |
| <input type="checkbox"/> 125 cafeteria plan, FSAs and HSAs       | <input type="checkbox"/> Other: _____      |

### Types of Benefits

#### Nontaxable Fringe Benefits of Employees apply: YES NO

- |  |  |
|--|--|
| <input type="checkbox"/> Health plan, dental, vision benefits    | <input type="checkbox"/> Group term or whole life insurance < \$50,000 |
| <input type="checkbox"/> Workers compensation premiums           | <input type="checkbox"/> Other: _____                                  |
| <input type="checkbox"/> Short- or Long-term disability premiums |  |

#### Mandatory Contributions apply: YES NO

- |  |                                       |
|--|---------------------------------------|
| <input checked="" type="checkbox"/> Defined Benefit employee contributions       | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> MERS Health Care Savings Program employee contributions |                                       |

#### Taxable Fringe Benefits apply: YES NO

- |   |   |
|---|---|
| <input type="checkbox"/> Clothing reimbursement                         | <input type="checkbox"/> Group term life insurance > \$50,000 |
| <input type="checkbox"/> Stipends for health insurance opt out payments | <input type="checkbox"/> Other: _____                         |

#### Other Benefits / Lump Sum Payments apply: YES NO

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Workers compensation settlement payments | <input type="checkbox"/> Other: _____ |
|---|---------------------------------------|

## Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Lathrup Vlg, City of

DIV: 63110110

### V. Execution:

#### Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by City of Lathrup Village

at a Board Meeting which took place on: 11/23/2020  
(mm/dd/yyyy)

**Authorized Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_





## Defined Benefit Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit (DB) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

### I. Effective Date

The effective date shall be the first day of **January, 2021**.

**II. Employer name** Lathrup Vlg, City of

**Municipality number** 631101

This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

**Division number** 63110121

**Division name on file with MERS** Patrol

### III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.:

Employee classification contains **public safety employees:**  Yes  No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

## Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Lathrup vlg, City of

DIV: 63110121

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
<b>Temporary Employees:</b> Those who will work for the municipality fewer than _____ months in total.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Part-Time Employees:</b> Those who regularly work fewer than _____ per _____.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Seasonal Employees:</b> Those who will work for the municipality from _____ to _____ only.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Voter-Elected Officials</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Appointed Officials:</b> An official appointed to a voter-elected office.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Contract Employees</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Probationary Periods** (select one):

- Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be \_\_\_\_\_ month(s).

Comments:

- Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

## Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Lathrup vlg, City of

DIV: 63110121

### IV. Provisions

#### 1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working)

80 hours in a month.

#### 2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For **contributory divisions**, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
<b>Short- and Long-Term Disability</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Workers' Compensation</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Unpaid Family Medical Leave Act (FMLA)</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Other:</b> _____ For example, sick and accident, administrative, educational, sabbatical, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Other 2:</b> _____ Additional leave types as above	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Leaves of absence due to military service are governed by the Federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

## Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Lathrup vlg, City of

DIV: 63110121

### 3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input type="radio"/> Base Wages	<input type="radio"/> Box 1 Wages	<input type="radio"/> Gross Wages
<b>Types of Compensation</b>			
<b>Regular Wages</b> Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
<b>Other Wages</b> Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
<b>Lump Sum Payments</b> PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
<b>Taxable Payments</b> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
<b>Reimbursement of Nontaxable Expenses</b> (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
<b>Types of Deferrals</b>			
<b>Elective Deferrals of Employee Premiums/Contributions</b> 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
<b>Types of Benefits</b>			
<b>Nontaxable Fringe Benefits of Employees</b> Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
<b>Mandatory Contributions</b> Defined Benefit employee contributions MERS Health Care Savings Program employee contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
<b>Taxable Fringe Benefits</b> Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
<b>Other Benefits / Lump Sum Payments</b> Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

## Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Lathrup vlg, City of

DIV: 63110121

**SKIP THIS TABLE** if you selected one of the standard definitions of compensation on page 4.

**CUSTOM:** If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

### Types of Compensation

#### Regular Wages

- Salary or hourly wage X hours  On-call pay  
 PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)  Other: \_\_\_\_\_

#### Other Wages apply: YES NO

- Shift differentials  Severance issued over time (weekly/bi-weekly)  
 Overtime  Other: \_\_\_\_\_

#### Lump Sum Payments apply: YES NO

- PTO cash-out  Educational degrees  
 Longevity  Moving expenses  
 Bonuses  Sick payouts  
 Merit pay  Severance (if issued as lump sum)  
 Job certifications  Other: \_\_\_\_\_

#### Taxable Payments apply: YES NO

- Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement)  
 Prizes, gift cards  Car allowance  
 Personal use of a company car  Other: \_\_\_\_\_

#### Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES NO

- Gun, tools, equipment, uniform  Mileage reimbursement  
 Phone  Travel through an accountable plan (i.e. tracking mileage for reimbursement)  
 Fitness  Other: \_\_\_\_\_

### Types of Deferrals

#### Elective Deferrals of Employee Premiums/Contributions apply: YES NO

- 457 employee and employer contributions  IRA contributions  
 125 cafeteria plan, FSAs and HSAs  Other: \_\_\_\_\_

### Types of Benefits

#### Nontaxable Fringe Benefits of Employees apply: YES NO

- Health plan, dental, vision benefits  
 Workers compensation premiums  Group term or whole life insurance < \$50,000  
 Short- or Long-term disability premiums  Other: \_\_\_\_\_

#### Mandatory Contributions apply: YES NO

- Defined Benefit employee contributions  
 MERS Health Care Savings Program employee contributions  Other: \_\_\_\_\_

#### Taxable Fringe Benefits apply: YES NO

- Clothing reimbursement  Group term life insurance > \$50,000  
 Stipends for health insurance opt out payments  Other: \_\_\_\_\_

#### Other Benefits / Lump Sum Payments apply: YES NO

- Workers compensation settlement payments  Other: \_\_\_\_\_

## Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Lathrup vlg, City of

DIV: 63110121

### V. Execution:

#### Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by City of Lathrup Village

at a Board Meeting which took place on: 11/23/2020  
(mm/dd/yyyy)

**Authorized Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**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

## **Agenda item 11c**

### **COUNCIL COMMUNICATION:**

TO: Mayor Garrett and City Council Members

FR: Sheryl Mitchell Theriot, City Administrator

DA: November 23, 2020

RE: **INTERLOCAL AGREEMENT FOR OAKLAND COUNTY TO APPROVE THE DESIGNATED ASSESSOR FOR THE PERIOD JANUARY 1, 2021 THROUGH DECEMBER 31, 2025**

The City of Lathrup Village contracts with Oakland County for Assessing Services. Public Act 660 of 2018 requires each County to enter into an Agreement that designates the individual who will serve as the County's Designated Assessor. That interlocal agreement must be approved by the County Board of Commissioners and a majority of the Assessing Districts in the County.

The attached agreement designates David Hieber, in his official capacity as the Equalization Officer for Oakland County as the Designated Assessor.

The agreement is for the period of January 1, 2020 through December 31, 2025.

### **RECOMMENDED MOTION:**

To Approve The Interlocal Agreement For Oakland County To Approve The Designated Assessor For The Period January 1, 2021 Through December 31, 2025, and authorized the Mayor the sign the related documents.

**INTERLOCAL AGREEMENT FOR OAKLAND COUNTY TO APPROVE  
THE DESIGNATED ASSESSOR FOR THE PERIOD JANUARY 1, 2021  
THROUGH DECEMBER 31, 2025**

Public Act 660 of 2018 requires a county to have a Designated Assessor on file with the State Tax Commission as of December 31, 2020. Accordingly, the following interlocal agreement (hereinafter “Agreement”) has been executed by the Board of Commissioners for Oakland County, a majority of the Assessing Districts in Oakland County, and the individual put forth as the proposed Designated Assessor. Oakland County and the Assessing Districts are collectively referred to throughout this Agreement as the “Parties.”

**RECITALS**

WHEREAS, The Assessing Districts are Municipal Corporations (cities and townships) located within the County of Oakland, in the State of Michigan;

WHEREAS, The Michigan Constitution of 1963, Article 7, Section 28 permits a political subdivision to exercise jointly with any other political subdivision any power, privilege or authority which such political subdivisions share in common with each other and which each might exercise separately;

WHEREAS, The Urban Cooperation Act of 1967, being MCL 124.505 *et seq*, and the Intergovernmental Transfer of Functions and Responsibilities Act, give effect to the Constitutional provision by providing that public agencies may enter into interlocal agreements to carry out their respective functions, powers and authority;

WHEREAS, P.A. 660 of 2018 requires each County to enter into an Agreement that designates the individual who will serve as the County’s Designated Assessor. That interlocal agreement must be approved by the County Board of Commissioners and a majority of the Assessing Districts in the County.

WHEREAS, P.A. 660 of 2018 mandates that the Designated Assessor shall be an advanced assessing officer or a master assessing officer.

NOW, THEREFORE, based on the foregoing Recitals, and in consideration of the terms of this Agreement, the Parties agree as follows:



## BACKGROUND INFORMATION

Oakland County names **DAVID HIEBER (R-5676)**, in his official capacity as the Equalization Officer for Oakland County, as the Designated Assessor for all of the Assessing Districts within Oakland County<sup>1</sup>. Included as an addendum to this Agreement are the Oakland County SEV totals by class, including special act values, those properties deemed unique or complex by a local Assessing District, and a listing of the total number of parcels, by classification, including special act rolls, within each Assessing District.

If the State Tax Commission (STC) invokes the Designated Assessor process for any Assessing District in Oakland County, the Parties agree that the Designated Assessor will perform the duties associated with being the Assessor of Record for an Assessing District at the Oakland County Equalization Division offices in the City of Pontiac, County of Oakland, State of Michigan, unless the duties of the Designated Assessor require on-site visits to the Assessing District's location.

## QUALIFICATIONS OF DESIGNATED ASSESSOR

David Hieber has been certified as a Michigan Master Assessing Officer since 1998. In his capacity as the Oakland County Equalization Officer, he is responsible for managing the Oakland County Equalization Division. Along with its statutory duties, the Equalization Division currently acts as the contracted Assessor of Record for thirty of the fifty-two Assessing Districts in Oakland County.

David Hieber has disclosed any conflicts of interest involving the proposed Designated Assessor, the County, or any Assessing District, if applicable: **[NONE]**.

It is understood that David Hieber will, during the length of this agreement, maintain his assessor certification in good standing with the State Tax Commission and if required to serve as the Designated Assessor for an Assessing District in Oakland County shall act as the Assessor of Record for that Assessing District. When acting as the Assessor of Record for an Assessing District, the Designated Assessor shall meet all the requirements as set forth by the State Tax Commission's *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018.

Any additional requirements that are agreed to by the Designated Assessor, the County and the Assessing Districts may not conflict with the State Tax Commission's *Supervising Preparation of the Rolls*.

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<sup>1</sup> Oakland County contains 52 Assessing Districts (cities and townships), two of which (City of Fenton and City of Northville) are not considered to be "in" Oakland County for purposes of MCL 211.10g as the largest share of their state equalized value is located in another county.

A list of the remaining 50 Assessing Districts can be found here:

<https://www.oakgov.com/mgtbud/equal/Pages/assessing-offices.aspx>

## **1.0 DUTIES AND RESPONSIBILITIES OF DESIGNATED ASSESSOR**

- 1.1 The Designated Assessor, while serving as the Assessor of Record for an Assessing District within Oakland County, shall satisfy all requirements contained State Tax Commission's *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018.
- 1.2 Within 30 (thirty) days of being appointed as the Assessor of Record for the Assessing District by the STC, the Designated Assessor shall prepare and transmit to the Assessing District's supervisor, manager, or chief executive a detailed proposal, including a schedule for delivery of documents, to correct deficiencies identified by the STC's audit.
- 1.3 The Parties agree that the Designated Assessor, while serving as the Assessor of Record for an Assessing District, shall do the following things, as applicable to bring the Assessing District into compliance with the Audit of Minimum Assessing Requirements:
  - 1.3.1 Make assessments of real and personal property within the Assessing District;
  - 1.3.2 Appraise all property, process all real and personal property description changes, and prepare the assessment roll for real and personal property in the Assessing District;
  - 1.3.3 Attend all March, July, and December Board of Review meetings;
  - 1.3.4 Be available for consultation on all Michigan Tax Tribunal real and personal property and special assessment appeals, and assist the Assessing District in the preparation of both the oral and written defense of appeals;
  - 1.3.5 Prepare all necessary reports for review by the supervisor, manager, chief executive, board, or council of the Assessing District, as applicable;
  - 1.3.6 Performs any other duties required under PA 600 of 2018.
- 1.4 For an Assessing District employing assessing staff other than the Assessor of Record, assessing staff will conduct their duties as under the direction and supervision of the Designated Assessor, subject to any limitations as may be agreed by the applicable Assessing District and the Designated Assessor. However, no members of said assessing staff will become employees or independent contractors of Oakland County.
- 1.5 While not acting in the capacity as the Designated Assessor for an Assessing District, the Designated Assessor will have the following duties and responsibilities for Oakland County and the Assessing Districts within Oakland County: Equalization Officer.
- 1.6 The parties understand and agree that the duties outlined in this Agreement only apply if and when the Designated Assessor is required to take over the assessing duties for an Assessing District pursuant to the terms of PA 600 of 2018. This Agreement will have no effect on any pre-existing agreements that the parties may have, under which Oakland County performs contracted assessing services for the Assessing District.

## **2.0 DUTIES AND RESPONSIBILITIES OF ASSESSING DISTRICTS**

- 2.1 Any Assessing District in Oakland County that is required to utilize the services of the Designated Assessor will, during and throughout the term of this Agreement, do the following:
  - 2.1.1 Provide the Designated Assessor with reasonable access to records, documents, databases and information in order to allow the Designated Assessor to serve as the Assessor of Record for the Assessing District and satisfy all requirements *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018.
  - 2.1.2 Furnish the Designated Assessor with any applicable policies and procedures that the Designated Assessor may be subject to during the period of time the Designated Assessor serves as the Assessing District's Assessor of Record.
  - 2.1.3 Provide any technology, equipment, and workspace necessary for the Designated Assessor to carry out their requirements under this Agreement.
- 2.2 The Assessing District shall, at all times and under all circumstances, remain solely liable for any and all costs, legal obligations, and/or civil liabilities associated with or in any way related to any Assessing District tax appraisal or assessment functions or any other Assessing District legal obligation under any applicable State Property Tax Laws. The Assessing District shall employ and retain its own legal representation, as necessary, to defend any such claim or challenge before the State Tax Tribunal or any other court or review body.
- 2.3 Except for those express statutory and/or regulatory obligations incumbent only upon licensed Equalization Division Personnel (i.e., State Licensed and Certified Real and/or Personal Property Tax Assessors) to defend property tax appraisals and assessments that they either performed, or were otherwise performed under their supervision, before the Michigan Tax Tribunal, the Parties agree that no other County employees, including any County attorneys shall be authorized, required and/or otherwise obligated under this Agreement or pursuant to any other agreement between the Parties to provide any legal representation to or for the Assessing District and/or otherwise defend, challenge, contest, appeal, or argue on behalf of the Assessing District before the Michigan Tax Tribunal or any other review body or court.
- 2.4 The Assessing District shall, at all times and under all circumstances, remain solely liable for any and all costs, legal obligations, and/or civil liabilities associated with or in any way related to any tax appraisal or assessment functions or any other legal obligation. The Assessing District agrees that under no circumstances shall the County or the Designated Assessor be responsible for any costs, obligations, and/or civil liabilities or any responsibility under any State Property Tax Law.

### **3.0 DESIGNATED ASSESSOR COMPENSATION**

- 3.1 The Designated Assessor may charge an Assessing District that is required to contract with the Designated Assessor and that Assessing District shall pay for the reasonable costs incurred by the Designated Assessor in serving as the Assessing District's Assessor of Record, including, but not limited to, the costs of overseeing and administering the annual assessment, preparing and defending the assessment roll, and operating the assessing office.
- 3.2 If the Designated Assessor is required to serve as the Assessor of Record for an Assessing District within Oakland County, the parties understand and agree that he will be serving in his official capacity as the Oakland County Equalization Officer. Therefore, an Assessing District will not make any direct payments to the Designated Assessor. Instead, the Assessing District will be responsible for paying a fee to Oakland County which fee is intended to compensate Oakland County for the reasonable costs incurred by the Designated Assessor and his staff. Oakland County will charge the Assessing District a fee equal to the average rate per parcel that it charges those districts for whom it already performs contracted assessing services, as of the date the Designated Assessor is required to serve as the Assessor of Record. The parties understand that it may be necessary to modify this standard fee depending on the complexity of the work to be performed by the Designated Assessor and the number of staff needed to assist in completing the work. The Assessing District is not required to pay a retainer fee.
- 3.3 If the Assessing District fails, for any reason, to pay the County any monies when and as due under this Contract, the Assessing District agrees that unless expressly prohibited by law, the County or the County Treasurer, at their sole option, shall be entitled to a setoff from any other Assessing District funds that are in the County's possession for any reason. Funds include but are not limited to the Delinquent Tax Revolving Fund ("DTRF"). Any setoff or retention of funds by the County shall be deemed a voluntary assignment of the amount by the Assessing District to the County. The Assessing District waives any claims against the County or its Officials for any acts related specifically to the County's offsetting or retaining such amounts. This paragraph shall not limit the Assessing District's legal right to dispute whether the underlying amount retained by the County was actually due and owing under this Agreement.
- 3.4 If the County chooses not to exercise its right to setoff or if any setoff is insufficient to fully pay the County any amounts due and owing the County under this Contract, the County shall have the right to charge up to the then-maximum legal interest on any unpaid amount. Interest charges shall be in addition to any other amounts due to the County under this Agreement. Interest charges shall be calculated using the daily unpaid balance method and accumulate until all outstanding amounts and accumulated interest are fully paid.
- 3.5 Nothing in this Section shall operate to limit the County's right to pursue or exercise any other legal rights or remedies under this Contract against the Assessing District to secure reimbursement of amounts due the County under this Agreement. The remedies in this Section shall be available to the County on an ongoing and successive basis if Assessing

District at any time becomes delinquent in its payment. Notwithstanding any other term and condition in this Contract, if the County pursues any legal action in any court to secure its payment under this Contract, the Assessing District agrees to pay all costs and expenses, including attorney's fees and court costs, incurred by the County in the collection of any amount owed by the Assessing District.

#### **4.0 EFFECTIVE DATE AND TERM OF AGREEMENT**

This Agreement shall become effective when it is executed by the Oakland County Board of Commissioners, David Hieber, and the governing bodies of a majority of the Assessing Districts within Oakland County, and shall expire on December 31, 2025. The terms and conditions in Section 3.0 (Compensation) shall survive and continue in full force beyond the termination of this Agreement if the Assessing District owes money to the County under this Agreement.

#### **5.0 DESIGNATED ASSESSOR EMPLOYMENT STATUS**

It is understood by the parties that David Hieber is appointed as the Designated Assessor based on his employment status as Oakland County Equalization Officer and that if his employment status materially changes, the parties will request that the State Tax Commission designate and approve an interim Designated Assessor until the parties are able to amend this Agreement.

#### **6.0 ENTIRE AGREEMENT**

This Agreement sets forth all covenants, promises, agreements, conditions and understandings between the parties and there are no covenants, promises, agreements, conditions, or understandings, either oral or written, between the Parties other than are set forth in this Agreement.

#### **7.0 AMENDMENTS**

This Agreement cannot be modified unless reduced to writing and signed by both Parties.

#### **8.0 SEVERABILITY**

If a court of competent jurisdiction finds a term or condition of this Agreement to be illegal or invalid, then the term or condition shall be deemed severed from this Agreement. All other terms or conditions shall remain in full force and effect.

#### **9.0 GOVERNING LAW**

This Agreement shall be governed, interpreted, and enforced by the laws of the State of Michigan.

#### **10.0 COUNTERPARTS**

This Agreement may be executed in one or more counterparts, including facsimile copies, each of which shall be deemed an original, but all of which shall together constitute one instrument.

IN WITNESS WHEREOF, \_\_\_\_\_ [name and title of assessing district official] hereby acknowledges that he/she has been authorized by a resolution of the \_\_\_\_\_ [name of assessing district], a certified copy of which is attached, to execute this Agreement on behalf of Public Body and hereby accepts and binds Public Body to the terms and conditions of this Agreement.

EXECUTED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Name and Title:

WITNESSED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Name and Title:

IN WITNESS WHEREOF, David Woodward, Chairperson, Oakland County Board of Commissioners, hereby acknowledges that he has been authorized by a resolution of the Oakland County Board of Commissioners to execute this Agreement on behalf of Oakland County, and hereby accepts and binds Oakland County to the terms and conditions of this Agreement.

EXECUTED: \_\_\_\_\_ DATE: \_\_\_\_\_  
David Woodward, Chairperson  
Oakland County Board of Commissioners

WITNESSED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Name and Title:

DAVID HIEBER, in his official capacity as Equalization Officer for Oakland County, hereby accepts the role of Designated Assessor as outlined in this Agreement.

EXECUTED: \_\_\_\_\_ DATE: \_\_\_\_\_  
David Hieber  
Oakland County Equalization Officer

## ADDENDUM – SEV TOTALS

### OAKLAND COUNTY SEV TOTALS BY CLASS

class	parcel counts	State Equalized values
Agricultural	414	83,078,430
Commercial	21,730	13,049,878,820
Industrial	4,576	2,458,558,940
Residential Personal Property	457,609 52,485	62,000,752,770 3,603,125,954
Special Acts	384	479,224,100
	<b>537,198</b>	<b>81,674,619,014</b>

**MISCELLANEOUS RESOLUTION #20XXX**

November 19, 2020

BY: Commissioner Helaine Zack, Chairperson, Finance and Infrastructure Committee

**IN RE: MANAGEMENT AND BUDGET/EQUALIZATION DIVISION – DESIGNATED ASSESSOR INTERLOCAL AGREEMENT**

To the Oakland County Board of Commissioners

Chairperson, Ladies and Gentlemen:

WHEREAS pursuant to Public Act 660 of 2018, each county is required to notify the State Tax Commission, no later than December 31, 2020, of the individual that will serve as the county's Designated Assessor; and WHEREAS the Designated Assessor is part of a process to ensure that local units of government are in compliance with statutory provisions of the Audit of Minimum Assessing Requirements; and

WHEREAS the Designated Assessor is the individual designated by an Interlocal Agreement executed between the County Board of Commissioners and a majority of the assessing districts (cities and townships) within the county, subject to final approval of the State Tax Commission; and

WHEREAS the Designated Assessor serves as the assessor of record and assumes all duties and responsibilities as the assessor of record for an assessing district that is determined to be non-compliant with an audit; and

WHEREAS each county must also provide the State Tax Commission with the interlocal agreement executed by the County Board of Commissioners, a majority of the assessing districts within the county, and the proposed Designated Assessor for the county; and

WHEREAS the interlocal agreement must provide enough detail regarding the assessment responsibilities for the Designated Assessor including, but not limited to, the following:

1. Information related to the scope of services being provided by the Designated Assessor, including preparation of assessment rolls, timeline for delivery of documents and execution of forms, attendance at Boards of Review meetings, duties and responsibilities related to property tax appeals, both Small Claims and Entire Tribunal, filed with the Michigan Tax Tribunal, responsibility to meet with local unit officials, and obligations of local unit assessing staff members,
2. Duties and responsibilities for each local unit within the county, including providing the Designated Assessor with reasonable access to records, documents and information, and
3. Details relating to cost and compensation for overseeing and administering the annual assessment and operating the assessing office, including payment terms and cost reimbursement; and

WHEREAS Oakland County Corporation Counsel is developing the Designated Assessor Interlocal Agreement to be entered into with any and all Assessing Districts within the County that approve the Agreement.

NOW THEREFORE BE IT RESOLVED that the Oakland County Board of Commissioners approves designating Oakland County Equalization Director David Hieber, who is an individual qualified and certified by the State Tax Commission as a Michigan Master Assessing Officer, to be the Designated Assessor for Oakland County.

BE IT FURTHER RESOLVED that the Oakland County Board of Commissioners approves and authorizes the Chairperson of Board to execute the required Interlocal Agreement on behalf of Oakland County upon final review and approval by Corporation Counsel.

Chairperson, on behalf of the Finance and Infrastructure Committee, I move the adoption of the foregoing resolution.

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Commissioner Helaine Zack, District #18  
Chairperson, Finance and Infrastructure  
Committee

**FINANCE AND INFRASTRUCTURE COMMITTEE VOTE:**

Motion carried unanimously on a roll call vote.





STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

GRETCHEN WHITMER  
GOVERNOR

RACHAEL EUBANKS  
STATE TREASURER

**Bulletin 8 of 2020**  
**June 9, 2020**  
**Audit Process and Designated Assessor**

**TO:** Assessors and Equalization Directors  
**FROM:** State Tax Commission  
**SUBJECT:** Overview of Audit Process and Designated Assessor under Public Act 660 of 2018

Public Act 660 of 2018 was approved by Governor Snyder on December 28, 2018 and amended the General Property Tax Act to provide a statutory framework to ensure proper assessing in order to guarantee the highest quality assessments for taxpayers as well as local units. The Act defines the requirements for substantial compliance with the General Property Tax Act, provides timelines for audits and follow-up audits, and details a process for bringing a local unit into compliance if they remain non-compliant after a follow-up review. The Designated Assessor is an integral part of that process.

### **Audit Process Overview**

The Commission will conduct an audit of assessment practices according to a published schedule. If the assessing district (City, Township or Joint Assessing Authority) is determined to be in substantial compliance, the audit process for that five-year cycle is complete and the assessing district is not required to take any additional action.

If the State Tax Commission determines that an assessing district is not in substantial compliance with the General Property Tax Act, the Commission will provide the assessing district with a notice of noncompliance, including the reasons the assessing district is not in substantial compliance.

The assessing district must either appeal the audit determination by filing a written petition to be developed by the State Tax Commission or they must submit a corrective action plan to be approved by the State Tax Commission. "Corrective action plan" is defined in P.A. 660 of 2018 as "a plan developed by an assessing district that specifically indicates *how* the assessing district will achieve substantial compliance . . . and *when* substantial compliance will be achieved." (Emphasis added). Additional information related to the corrective action plan and petition to challenge the audit results will be provided by the State Tax Commission in separate guidance.

In the event the Commission conducts a follow-up review and the assessing district is not in substantial compliance after the follow-up review, the assessing district has three options:

1. The assessing district may hire a new Michigan Advanced Assessing Officer (MAAO) or Michigan Master Assessor Officer (MMAO),

2. The State Tax Commission assumes jurisdiction over the assessment roll in order to bring the roll into substantial compliance, or,
3. The local unit may move directly to the designated assessor.

Regardless of which option is selected, the Commission will conduct a second follow-up review to determine if the assessment roll is in substantial compliance. If, after the second follow-up review the assessing district continues to be in noncompliance, the local unit will move directly to the Designated Assessor process.

As defined in statute **substantial compliance** “means that any identified deficiencies do not pose a significant risk that the assessing district is unable to perform the assessment function in conformity with the state constitution and state statute.”

As defined in statute **noncompliance** “means that the identified deficiencies, taken together, pose a significant risk that the assessing district is unable to perform the assessing function in conformity with the state constitution and state statute.”

At the December 17, 2019 State Tax Commission meeting, the Commission determined “substantial compliance” to mean that the local unit 1) has properly calculated and appropriately documented Economic Condition Factors; 2) has properly calculated and appropriately documented land value determinations; and 3) less than 1% of the record cards are on override and less than 1% of the record cards reflect flat land values. If any of the requirements associated with those items are not met, the local unit will be considered noncompliant and the notice of noncompliance will be issued.

Once the audit is complete, if an assessing district is notified that it has fallen out of substantial compliance prior to the next audit, the State Tax Commission may require the assessing district to contract with the Designated Assessor to serve as their assessor of record. If the assessing district is notified that it has fallen out of substantial compliance more than four years after the initial finding of substantial compliance, then the regular audit process will be followed.

### **What is the Designated Assessor?**

The Designated Assessor is part of a process to ensure that local units are in compliance with the statutory provisions of the General Property Tax Act, meaning that local units are meeting minimum assessing requirements.

The Designated Assessor is the individual selected and agreed to by the County Board of Commissioners and a majority of the assessing districts within that county, subject to final approval of the State Tax Commission.

The Designated Assessor serves as the assessor of record and assumes all duties and responsibilities as the assessor of record for an assessing district that is determined to be non-compliant with an audit.

The Designated Assessor is not an automatic requirement for Countywide assessing or for the County Equalization Director to take over as the assessor for local units. While the County can be named the Designated Assessor, it is not an automatic designation as the Designated Assessor as this is determined by the approved interlocal agreement.

### **Who may be the Designated Assessor?**

Each Assessing District within each County is required to have an assessor of record with a certification level that meets the valuation requirements set forth by the State Tax Commission. Township and City certification levels are adjusted annually and approved by the STC. The individual who will serve as the county's Designated Assessor must be in good standing and be certified, at least, at the highest level required within the County. If the County contains an Assessing District that requires a Michigan Master Assessing Officer (MMAO), the Designated Assessor must then also be certified at the MMAO level. If the County only contains Assessing Districts that require a Michigan Advanced Assessing Officer (MAAO) certification, or a lower certification, the Designated Assessor may be certified at the level of MAAO. A Michigan Certified Assessing Officer (MCAO) may not serve as the Designated Assessor. As part of the annual certification level process, the Commission will review all MAAO Designated Assessors to ensure compliance with certification level requirements. Additionally, the STC will examine and determine a specific process, on a case by case basis, any specific instance of a MAAO that has been assigned multiple units that may place them beyond the certification requirements of a MAAO.

### **Notification of Selected Designated Assessor**

P.A. 660 of 2018 requires that each county notify the State Tax Commission, no later than December 31, 2020, of the individual that will serve as the county's Designated Assessor. In addition, the county must provide the State Tax Commission with the interlocal agreement executed by the County Board of Commissioners, a majority of the assessing districts within that county, and the proposed Designated Assessor for the county. The interlocal agreement must provide enough detail regarding the assessment responsibilities for the designated assessor. The Commission expects the interlocal agreement will include, but not be limited to, the following:

- Information related to the scope of services being provided by the Designated Assessor, including preparation of assessment rolls, timeline for delivery of documents and execution of forms, attendance at Boards of Review meetings, duties and responsibilities related to property tax appeals, both Small Claims and Entire Tribunal, filed with the Michigan Tax Tribunal, responsibility to meet with local unit officials, and obligations of local unit assessing staff members.
- Duties and responsibilities for each local unit within the County, including providing the Designated Assessor with reasonable access to records, documents and information.
- Details relating to cost and compensation for overseeing and administering the annual assessment and operating the assessing office, including payment terms and cost reimbursement.

Failure to timely notify the State Tax Commission of the county's Designated Assessor will result in the State Tax Commission selecting a Designated Assessor for the county.

If the State Tax Commission determines that an individual named as the Designated Assessor is capable of ensuring that the assessing districts within the county will achieve and maintain substantial

compliance, the Commission shall approve that individual as the County's Designated Assessor. Once approved, the designation will not be revoked for at least five years from the approval date.

If the State Tax Commission is unable to approve the individual identified as the county's Designated Assessor because the Commission determines that the proposed Designated Assessor is not capable of ensuring that the assessing districts will achieve and maintain substantial compliance, the county must submit a new Designated Assessor candidate and accompanying interlocal agreement within sixty days of the Commission's determination. The county will be required to repeat the process until a satisfactory Designated Assessor can be approved. The State Tax Commission will appoint an individual to serve as the county's temporary Designated Assessor during this period.

The State Tax Commission will develop a form to be utilized by the County Equalization Departments to notify the Commission of the proposed Designated Assessor. The Designated Assessor form will be available by August 18, 2020. The form must be submitted to the Commission no later than December 31, 2020.

### **Designated Assessor Term**

Once an assessing district is under contract with a Designated Assessor, the Designated Assessor will remain in place for a minimum of five years. Statute does provide for a local unit to petition the Commission to end the contract after the Designated Assessor has been in place for 3 years.

The Commission shall approve termination of a contract if it is determined that the assessing district can *achieve and maintain* substantial compliance with the General Property Tax Act using a different assessor of record other than the Designated Assessor.

The State Tax Commission may revoke the Designated Assessor and provide for an interim designated assessor if:

1. The Designated Assessor dies or becomes incapacitated
2. The Designated Assessor's employment status materially changes or
3. The Designated Assessor is not capable of ensuring that the assessing district is able to achieve and maintain substantial compliance with MCL 211.10g.

The interim Designated Assessor will remain in place until a new Designated Assessor can be selected following the interlocal agreement process.

If the Designated Assessor is serving as an assessor of record for an assessing district that is found to be in noncompliance, the State Tax Commission will appoint an individual to serve as the county's temporary Designated Assessor. The county will utilize the normal process to select and notify the Commission of the new Designated Assessor.

### **Designated Assessor Costs**

The Designated Assessor is permitted to charge an assessing district for the reasonable costs incurred in serving as the assessing district's assessor of record, including, but not limited to, the costs of overseeing and administering the annual assessment, preparing and defending the assessment roll, and operating the assessing office. The assessing district is required to pay these costs in accordance with

the interlocal agreement. The costs and fees agreed to by the county, assessing districts and the Designated Assessor is a local issue and will vary statewide.

The Commission will develop guidelines as required by statute for any local unit to protest charges by the Designated Assessor.

### **Audit Preparation**

While the audit process outlined in P.A. 660 of 2018 will not commence until 2022, assessing districts can prepare for these audits by meeting the requirements of the current Audit of Minimum Assessing Requirements (AMAR) and the “Supervising Preparation of the Assessment Roll”, as those requirements existed on October 1, 2018. Additionally, assessing districts should employ an assessor certified by the State Tax Commission at the proper certification level based on the valuation requirements, adjusted annually, set forth by the State Tax Commission. Additional information about the AMAR, including the AMAR Review Sheet, and certification levels, are available on the State Tax Commission website ([www.michigan.gov/statetaxcommission](http://www.michigan.gov/statetaxcommission)).

November 20, 2020

To: Ms. Sheryl Mitchell, City Administrator, Lathrup Village  
From: Tracy Jones, Chief of Equalization  
Subject: Designated Assessor under Public Act 660 of 2018

Dear Ms. Sheryl Mitchell,

As you may be aware, Public Act 660 of 2018 requires all Michigan Counties to name a Designated Assessor for each respective county. This process is to be done by resolution in each of Michigan's 83 counties. The main purpose of this Act and the Designated Assessor is to ensure all cities and townships are in substantial compliance with the General Property Tax Act. The Designated Assessor is not Countywide assessing. It is a process to assist the State Tax Commission in the event a local city or township is not in substantial compliance with the General Property Tax Act. You may be aware of the audit process used to determine compliance which is commonly known as an AMAR review (Audit of Minimum Assessing Requirements). This assistance will only take place after several reviews and correction opportunities by the local city or township.

On November 19, 2020 Oakland County named David Hieber, in his capacity as the Equalization Officer for Oakland County, as the Designated Assessor for Oakland County. In order to be compliant with Public Act 660, an Interlocal Agreement is to be executed by the majority of the cities and townships within the county, the County Board of Commissioners, and the Designated Assessor.

By executing the Interlocal Agreement, Oakland County is committed to keeping in compliance with the General Property Tax Act. We will do so without any additional cost to our already contracted assessing units. Should the need arise to become involved in a non-contracted unit, the cost would be comparable to our normal assessing contract fees.

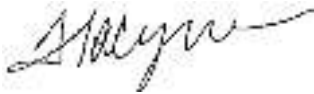
Attached you will find three documents:

- State Tax Commission Bulletin 8 of 2020 explaining Public Act 660 of 2018
- The Interlocal Agreement approved by the Oakland County Board of Commissioners (which requires the majority of cities/townships approval)
- The Resolution adopted by the Oakland County Board of Commissioners

Please review the attached documents and contact me with any questions or concerns you may have. I can be reached at [jonestr@oakgov.com](mailto:jonestr@oakgov.com) or 248-721-5287. I am hopeful that the Interlocal Agreement is acceptable to you and can be approved by your City Council by the December 31, 2020 deadline.

Thank you in advance for your time and attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Tracy Jones", with a long horizontal flourish extending to the right.

Tracy Jones, Chief of Equalization  
Oakland County Equalization

Cc: Pamela Bratschi, City of Lathrup Village Treasurer  
Ashley Young, Oakland County Equalization



**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

## **Agenda Item 11.D**

### **COUNCIL COMMUNICATION:**

TO: Mayor Garrett and City Council Members

FR: Sheryl Mitchell Theriot, City Administrator

DA: November 23, 2020

RE: **EQUIX – AUTHORIZATION OF 1<sup>ST</sup> PAYMENT OF 2020 SEWER CLEANING AND TELEVISIONING PROGRAM**

The adopted FY 2020/21 Budget included \$120,000 in the Sewer Fund for the Sewer Cleaning and Televising Program. The project is intended to clean and televise approximately 34,500 lft of sanitary sewers located north of I-696.

In July 2020, Council approved the award of the contract to Diversified Infrastructure Services for \$112,412.50. The firm has changed its name to Equix.

We are in receipt of the 1<sup>st</sup> payment voucher in the amount of \$31,918.44. The actual payment will be \$28,726.60, with \$3,191.84 being withheld as the agreed upon retainage.

On a related note, we anticipate seeking a reimbursement for an estimated \$2,000 from Olga's due to excessive grease found in the sewer line.

### **RECOMMENDED MOTION:**

To approve the 1<sup>st</sup> payment to Equix (formerly known as Diversified Infrastructure Services for \$31,918.44 and authorize the City Administrator to sign the related documents.



**CONTRACTOR'S DECLARATION**

I hereby declare that I have not, during the period of October 5th  
to October 30th, A.D. 2020, performed any work, furnished any  
material, sustained any loss, damage or delay for any reason, including soil conditions  
encountered or created, or otherwise done anything for which I shall ask, demand, sue for, or  
claim compensation from The City of Lathrup Village, MI

the Owner, or his agents, in addition to the regular items set forth in the contract numbered  
SEWERS-2020-01 and dated July 28th, A.D. 2020 for  
2020 Sewer Cleaning & Televising

executed between myself and the Owner, and in the Change Orders for work issued by the  
Owner in writing as provided thereunder, except as I hereby make claim for additional  
compensation and/or extension of time, as set forth on the itemized statement attached hereto.

There is not an itemized statement attached.

Date: 11/3/20

Equix Integrity, Inc.

(CONTRACTOR)

By: David McRae 

Title: Area Manager



August 4th, 2020

**Re: Company Name Change Announcement**

Dear Valued Customer,

We are excited to announce the upcoming change in the company name from Diversified Infrastructure Services, Inc. to Equix Integrity, Inc.

Our new name reflects our presence as an operating business of Equix, Inc., a leading, national provider of construction and technical services in the infrastructure space. Uniting under the "Equix" brand will enable the organization to enhance its visibility and expand our service offering as our business continues its rapid growth.

While the name change will impact branding elements for the organization, such as the company's email and website addresses, logos on company equipment, and the name on invoices and other related documents, there will not be any substantive changes to the company's overall business and operations. For instance, all of the following will remain the same: ownership, management, your contacts with the company, tax identification number, addresses, and telephone and fax numbers. Most importantly, the company's commitment to its stakeholders, including its vendors, remains our focus and highest priority.

The company's new internet address will be [www.equixinc.com](http://www.equixinc.com), and the company's new email addresses will change to the domain [@equixinc.com](mailto:@equixinc.com).

The rebranding becomes effective Monday, August 17, 2020.

Should you have any questions regarding the name change, please feel free to contact your company contact David McRae at 920-344-4542.

Sincerely,

Equix Integrity, Inc.

Equix Integrity, Inc.  
46 S. Rolling Meadows Dr.  
Fond du Lac, WI 54937

"An Affirmative Action Equal Opportunity Employer"

Building Confidence  
Since 1985





# Construction Pay Estimate Report

**Contract: \_15289.50, 2020 Sewer Cleaning and Televising**

Estimate Date	Estimate No.	Entered By	Estimate Type	Electronic File Created	All Contract Work Completed	Construction Started Date
11/02/2020	1	Scott A Ringler	Semi-Monthly	No		10/5/2020
<b>Prime Contractor</b> Equix Integrity, Inc				<b>Managing Office</b> Birmingham		
<b>Comments</b>						
Pay estimate #1 for work performed through October 30th, 2020.						

## Item Usage Summary

Item Description	Item Code	Prop. Line	Project	Category	Project Line No.	Item Type	Mod. No.	Quantity	Dollar Amount
_ Heavy Clean, 12" - 15" dia	4027001	0060	15289.50	1	0030	00	000	7,449.500	\$7,449.50
_ Heavy Clean, 18" - 21" dia	4027001	0070	15289.50	1	0035	00	000	175.000	\$262.50
_ Heavy Clean, 8" - 10" dia	4027001	0050	15289.50	1	0025	00	000	3,236.500	\$2,427.38
_ Lght Cln and Televs, PACP, 12" - 15" dia	4027001	0020	15289.50	1	0010	00	000	7,449.500	\$14,899.00
_ Lght Cln and Televs, PACP, 18" - 21" dia	4027001	0030	15289.50	1	0015	00	000	175.000	\$437.50
_ Lght Cln and Televs, PACP, 8" - 10" dia	4027001	0010	15289.50	1	0005	00	000	3,579.200	\$6,442.56
<b>Total Estimated Item Payment:</b>								<b>\$31,918.44</b>	

## Time Charges

Site	Site Description	Site Method	Days Charged	Liq. Damages
00	Overall Contract Site	Working Days	0	\$0
<b>Total Liquidated Damages:</b>				<b>\$0</b>

## Pre-Voucher Summary

Project	Voucher No.	Item Payment	Stockpile Adjustment	Dollar Amount
15289.50, 2020 Sewer Cleaning and Televising	0001	\$31,918.44	\$0.00	\$31,918.44
<b>Voucher Total:</b>				<b>\$31,918.44</b>



# Construction Pay Estimate Report

## Summary

Current Voucher Total:	\$31,918.44	Earnings to date:	\$31,918.44
-Current Retainage:	\$3,191.84	- Retainage to date:	\$3,191.84
-Current Liquidated Damages:	\$0.00	- Liquidated Damages to date:	\$0.00
-Current Adjustments:	\$0.00	- Adjustments to date:	\$0.00
<b>Total Estimated Payment:</b>	<b>\$28,726.60</b>	Net Earnings to date:	\$28,726.60
		- Payments to date:	\$0.00
		<b>Net Earnings this period:</b>	<b>\$28,726.60</b>

## Estimate Certification

I certify the items included on this report constitute my estimate of work completed and due the contractor as of the date of this document. I also certify the prime contractor is meeting all requirements for minority percentages and the payrolls are current.

_____	_____
Prepared By: Scott A. Ringler, P.E.	(Date)
_____	11/3/2020
Accepted By: Equix Integrity, Inc.	(Date)
_____	_____
Recommended By: Justin R. Wellman, P.E.	(Date)
_____	_____
Approved By: City of Lathrup Village	(Date)

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

Date: 11/04/2020

Attn: Dr. Sheryl Mitchell, City Administrator

From: Scott A. Ringler

Project: 2020 Sewer Cleaning and Assessment

RE: Pay Estimate #1

Project Number: 15289.50

Sent Via:     US Mail     UPS Ground     UPS Overnight     Personal Delivery

Please find the following enclosed:

Copies	Dated	Sht No.	Description
1			Signed Pay Estimate #1
1			Contractor's Declaration

These are transmitted as marked below:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> For your approval           | <input type="checkbox"/> Approved as noted     | <input type="checkbox"/> As requested                    |
| <input type="checkbox"/> For your use                | <input type="checkbox"/> Approved as submitted | <input checked="" type="checkbox"/> Other <b>PAYMENT</b> |
| <input type="checkbox"/> For your review and comment | <input type="checkbox"/> Returned w/ comments  |  |

Sheryl, attached please find pay estimate #1 along with corresponding information.

Please sign the estimate and forward one estimate along with payment to:

Equix Integrity, Inc  
 9664 Akins Rd; Unit B  
 North Royalton, OH 44133

The total amount due this estimate is **\$28,726.60**

Please make a copy for your files.

Thanks

Scott



**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

## **Agenda Item 11.E**

### **COUNCIL COMMUNICATION:**

TO: Mayor Garrett and City Council Members

FR: Sheryl Mitchell Theriot, City Administrator

DA: November 23, 2020

RE: **Upgrade of Part-Time Code Enforcement Officer to a Full-Time Position**

A part-time code enforcement position was approved in the FY 2020-21 Budget. Council expressed interest in making this a full-time position.

Since a substantial portion of the work is conducted in the commercial corridors, the DDA has agreed to pay the difference in cost for upgrading the position.

### **RECOMMENDED MOTION:**

To approve the upgrade of the part-time code enforcement officer position to a full-time position with benefits. Approve the cost sharing the DDA. Authorize the City Administrator to post and hire a person to fill this position.



**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:**

**Agenda Item 11.F**

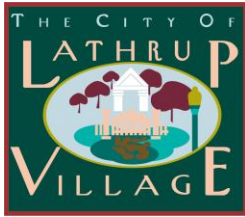
TO: Mayor Garrett and City Council Members  
FR: Sheryl Mitchell Theriot, City Administrator  
DA: November 23, 2020  
RE: **COVID-19 PREPAREDNESS AND RESPONSE PLAN**

The Michigan Occupational Safety and Health Administration (MIOSHA) has required all work places to adopt a COVID-19 Preparedness and Response Plan. The plan addresses basic infection control measures, health surveillance, workplace controls, personal protection equipment, employee training, and record keeping. As health conditions in our State and region continue to change, this plan may be required periodically to be update.

Council is being requested to adopted the attached plan for Lower and Medium Exposure Employees. Police officers are in the High Exposure Risk category.

**RECOMMENDED MOTION:**

To approve the Lathrup Village COVID-19 Preparedness & Response Plan for Lower and Medium Exposure Employees.



A HERITAGE OF GOOD LIVING

CITY OF LATHRUP VILLAGE  
27400 Southfield Road  
Lathrup Village, MI 48076  
248.557.2600  
[www.lathrupvillage.org](http://www.lathrupvillage.org)

## DEAR LATHRUP VILLAGE TEAM MEMBER:

The City of Lathrup has prepared this COVID-19 Preparedness and Response Plan, in compliance with orders from Governor Whitmer, Oakland County Health Department and Michigan Occupational Safety & Health Administration (MIOSHA) Guidelines. The City will continue to proactively monitor and respond to the public health emergency in accordance to recommended best practices, and in compliance with Federal, State, and County Orders.

We recognize that this new work environment won't come without its challenges. Our focus is on how to keep our employees and visitors safe, and just as critical, how we move forward as a team in this new environment.

The measures we have put in place focus on what we can do as an organization to protect our employees, but this can't be done without your partnership. As we move forward together, we will rely on your individual actions to help keep us and our families protected. We remain committed to providing you a workplace that is safe by ensuring you have the proper tools, equipment and policies you need to stay healthy.

In return we ask that you:

- Follow our screening requirements and all safety policies
- Stay home when you are sick
- Advise your immediate supervisor when you feel you have been exposed to COVID-19
- Practice good hygiene, including frequent and thorough hand washing
- Always wear the appropriate PPE

These precautions are about forcing you to follow the rules; it's about doing our best to protect our fellow employees and visitors, which also means we are protecting our families and those that are most vulnerable. Thank you for being a valued Team Member, as we work together to safely serve our wonderful community!

Sincerely,

Sheryl L. Mitchell Theriot  
City Administrator



# COVID-19 Preparedness & Response Plan

## For Lower and Medium Exposure Risk Employers ONLY

### ✔ General

The following COVID-19 preparedness & response plan has been established for the City of Lathrup Village, in accordance with MIOSHA Emergency Rules for Coronavirus disease 2019 (COVID-19). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2.

The goal of this document is to increase the awareness of COVID-19 mitigation measures and ensuring a safe workplace. It is intended to provide a framework for restarting our facilities and office locations with a consistent response and strategy throughout our operations, while protecting employees and making sure everyone stays safe, healthy and confident about returning to work. It includes practical recommendations based on guidelines from the Centers for Disease Control and Prevention, Oakland County Health Division, OSHA, the Department of Labor and the World Health Organization. This document will change as recommendations are adjusted to meet the needs of the organizations and the continued mitigation of COVID-19.

The Emergency Rules have general safeguards applicable for all workplaces and specific safeguards for certain industries. Sheryl Mitchell Theriot, Lathrup Village City Administrator, has read these emergency rules carefully, developed the safeguards appropriate to the City of Lathrup Village based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

The City of Lathrup Village has designated one or more worksites supervisors to implement, monitor, and report on the COVID-19 control strategies developed in this plan. The worksite supervisor(s) are Sheryl Mitchell Theriot, Pamela Bratschi, Chief Scott McKee and Christopher Clough. The supervisor will remain on-site at all times when employees are present on site, when feasible. An on-site employee may be designated to perform the supervisory role.

The plan will be made readily available to our employees and their representatives. The plan will be made available via electronic copy. Hard copies are available upon request.

## ✓ Exposure Determination

The City of Lathrup Village has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. The City Administrator was responsible for the exposure determination.

The City of Lathrup Village has determined that its administration employees' jobs fall into only the lower exposure and medium exposure risk categories as defined by the OSHA Guidance on Preparing Workplaces for COVID-19:

- **Lower Exposure Risk Jobs**. These jobs do not require contact with known or suspected cases of COVID-19 nor frequent close contact (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers. Examples are small offices, small manufacturing plants (less than 10 employees), small construction operations (less than 10 employees), and low-volume retail establishments, provided employees have infrequent close contact with coworkers and the public.
- **Medium Exposure Risk Jobs**. These jobs are those that require frequent or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. Examples are most jobs at manufacturing plants, construction sites, schools, high-volume retail settings, and other high-population-density work environments.

Sheryl Mitchell Theriot, City Administrator verifies that the City of Lathrup Village has no high-risk exposure jobs that are administrative. High exposure risk jobs, such as police officers, have high potential for exposure to known and suspected cases of COVID-19. Examples are most jobs in healthcare, medical transport, nursing homes and residential care facilities, mortuaries, law enforcement, and correctional facilities. This plan is not intended for employers who have high exposure risk jobs.

The City of Lathrup Village has categorized its jobs as follows:

**NOTE:** Some jobs may have more than one type of exposure risk depending on the task or qualifying factors.

<b>Job/Task</b>	<b>Exposure Risk Determination (Lower or Medium)</b>	<b>Qualifying Factors (Ex. No Public Contact, Public Contact)</b>
City Administrator	Lower	Public Contact
Treasurer/Asst. City Adm.	Lower	Public Contact
Police Chief	Medium	Public Contact
Police Clerk	Medium	Public Contact
City Clerk	Medium	Public Contact
Deputy Treasurer	Medium	Public Contact
Govt. Operations/Bldg Clerk	Medium	Public Contact
Administrative Assistant	Medium	Public Contact
Parks & Recreation	Medium	Public Contact
DDA/Economic Development	Medium	Public Contact
DDA/Parks Assistant	Medium	Public Contact
Building & Code Enforcement	Medium	Public Contact
Cable Television	Medium	Public Contact
Building Custodian	Medium	Public Contact

### **Engineering Controls**

The City of Lathrup Village has implemented feasible engineering controls to minimize or eliminate employee exposure to SARS-CoV-2. Engineering controls involve isolating employees from work-related hazards using ventilation and other engineered solutions. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

For lower exposure risk jobs, new engineering controls are not required. For medium exposure risk jobs, engineering controls can include:

- Installing physical barriers (such as clear plastic sneeze guards) between coworkers or between workers and customers.
- Increasing the amount of fresh outdoor air that is introduced into the building.

## OVERVIEW - SIGNS & SYMPTOMS

- **COVID-19:** Causes mild to severe respiratory illness – can cause a severe pneumonia-like illness
  
- **Typical Symptoms:**
  - **Fever (>100.4 F)**
  - **Cough**
  - **Shortness of Breath**
  - **Fatigue**
  - **Headache**
  - **Muscle or Body Aches**
  - **New Loss of Taste or Smell**
  - **Sore Throat**
  - **Congestion or Runny Nose**
  - **Nausea or Vomiting**
  - **Diarrhea**
  
- **Symptoms Onset:** begins 2 to 14 days after exposure
  
- **How is COVID-19 Spread:**
  - **Person to Person Spread**
    - Exposure to respirator droplets from someone who is infected
    - People without symptoms are able to spread the virus
  - **Contaminated Surfaces**
    - And then touching eyes, nose, or mouth

The City of Lathrup Village will be responsible for seeing that the correct engineering controls are chosen, installed, maintained for effectiveness, and serviced when necessary.

The following engineering controls have been implemented:

<b>Job/Task</b>	<b>Engineering Control</b>
Front Desks	Installation of clear plastic sneeze guards between workers and customers
Administration Office	Installation of clear plastic sneeze guards between co-workers

### ✔ **Administrative Controls**

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. The City Administrator and/or they designee will be responsible for seeing that the correct administrative controls are chosen, implemented and maintained for effectiveness.

The following administrative controls have been established for The City of Lathrup Village:

The first column indicates which jobs or tasks will use each administrative control.

<b>Job/Task</b>	<b>Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Customers)</b>
All employees	Maintain at least six feet from everyone on the worksite.
All employees	Use ground markings, signs, and physical barriers to prompt employees to remain six feet from others.
All employees – when feasible	Promote remote work (telecommuting) to the fullest extent possible.
All employees – when feasible	Promote flexible work hours (staggered shifts) to minimize the number of employees in the facility at one time.
All employees	Restrict business-related travel for employees to essential travel only.
All employees	Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.

<b>Job/Task</b>	<b>Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Customers)</b>
All employees	Restrict the number of customers in the establishment at any given time.
All employees	Minimize the sharing of tools, equipment, and items.
All employees	Provide employees with non-medical grade face coverings (cloth face coverings).
All employees	Require employees to wear cloth face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace.
All employees	Require customers and the public to wear cloth face coverings.
All employees	Keep customers informed about symptoms of COVID-19 and ask sick customers to stay at home until healthy again. Encourage sick customers to use drive-through services, curbside pickup, or home delivery.
All employees	Encourage customers to place orders or services through the phone or web.
All employees	Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands.
City Administrator	Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick.
City Administrator	Maintain flexible policies that permit employees to stay home to care for a sick family member.

### Hand Hygiene

The City Administrator and/or their designated staff will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular handwashing is required. Frequency of such handwashing will be determined in part by factors such as when and how often the employees' hands are potentially exposed to SARS-CoV-2. When handwashing facilities are not available, The City of Lathrup Village shall provide employees with antiseptic hand sanitizers or towelettes. The City of Lathrup Village will provide time for employees to wash hands frequently and to use hand sanitizer.

The City of Lathrup Village shall promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide antiseptic hand sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol.

### ✔ **Disinfection of Environmental Surfaces**

The City of Lathrup Village will increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (for example, door handles), paying special attention to parts, products, and shared equipment (for example tools, machinery, vehicles). The City of Lathrup Village will make cleaning supplies available to employees upon entry and at the worksite.

The City of Lathrup Village will be responsible for seeing that environmental surfaces in the workplace are cleaned and disinfected. Frequency of such disinfection will be determined in part by factors such as when and how often the environmental surfaces are potentially exposed to SARS-CoV-2. When choosing cleaning chemicals, The City of Lathrup Village will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

The following is a list of environmental surfaces, methods used to disinfect, and the frequency of such disinfection, twice daily as outlined on Attachment A - Disinfection Checklist.

The City of Lathrup Village will perform enhanced cleaning and disinfection after persons confirmed to have COVID-19 have been in a work area. In the interim, that work area will be temporarily closed, and employees will be sent home or relocated. The City Administrator and/or their designated staff person will be responsible for seeing that this protocol is followed.

The following methods will be used for enhanced cleaning and disinfection:

- Sanitizing sprayer
- Electrostatic sprayer

## ✔ Personal Protective Equipment (PPE)

The City of Lathrup Village will provide employees with the types of personal protective equipment, including respirators if necessary, for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The employer must follow current CDC and OSHA guidance for personal protective equipment.

All types of PPE are to be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted as applicable.
- Consistently and properly worn.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

The City of Lathrup Village will provide non-medical grade face coverings (cloth face coverings) to employees (cloth face coverings are technically not considered PPE). The City of Lathrup Village will require employees to wear face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace. The City of Lathrup Village will consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

## ✔ Health Surveillance

The City of Lathrup Village will conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, if possible, a temperature screening. The City Administrator and/or designated staff persons will be responsible for ensuring that all required health surveillance provisions are performed.

As workers enter the place of employment at the start of each work shift, The City of Lathrup Village will have employees self-screen for COVID-19. The City of Lathrup Village will have employees complete a questionnaire covering the signs and symptoms of COVID-19 and their exposure to people with suspected or confirmed COVID-19.



When obtainable, a no-touch thermometer will be used for temperature screening of employees. The City of Lathrup Village will similarly screen contractors, suppliers, and any other individuals entering the worksite for an extended stay.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to their immediate supervisor and/or the City Administrator before and during the work shift. The City of Lathrup Village has provided employees with instructions for how to make such a report to the employer.

The specific instructions for employee reporting signs and symptoms of COVID-19 are as follows:

- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure.
- If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

## ▪ RESPONSIBILITIES OF OUR TEAM LATHRUP VILLAGE

### INDIVIDUALS:

- Stay home when you are sick or exposed to COVID-19
- Promptly report if you may have been exposed to COVID-19 or tested positive for COVID-19
- Practice good hygiene: wash your hands, cover your mouth when coughing, etc.
- Always wear the appropriate PPE wear designated
- Respect the safety of yourself and others. Be kind, assume others have increased risk or preconditions.
- Follow screening requirements and all safety policies.
- Sanitize your workstation as required; cleaning and disinfecting frequently touched surfaces.
- Adopt an attitude of patience and empathy. Understand stress effects people in different ways.
- Talk to your supervisor if you're feeling physically, mentally or emotionally unwell.

### ADMINISTRATION:

- Create an environment for employees to feel comfortable calling in sick
- Allow employees to work from home when prudent or necessary
- Manage and maintain PPE and cleaning supplies to keep workforce healthy
- Create opportunities for contact-free service delivery where appropriate
- Ensure that public areas, workspaces and common areas meet social distancing requirements
- Listen to employee concerns and respond swiftly
- Hold employees accountable for following safety policies and lead by example
- Provide policies to support the health and well-being of our employees and visitors
- Provide support to leadership and employees with safety concerns
- Hold leadership, employees and departments accountable for their roles in mitigating COVID-19

# PROTOCOL FOR CONFIRMED COVID-19 CASE WITHIN BUILDING

Details	Activity
Immediately	<ul style="list-style-type: none"> <li>• City administrator or chief of police will order closing the facility to the public</li> <li>• City administrator, chief of police or designated site supervisor will inform any employees in the facility and advise them on how to proceed</li> <li>• City administrator or chief of police will assign person(s) for posting the building closure via building signage, city website, social media.</li> <li>• Visitors that may have been exposed and will be contacted based on the provided information.</li> </ul>
Within 24 hours, per Governor Executive, Oakland County, Michigan Department of Health, and/or MIOSHA Orders	<ul style="list-style-type: none"> <li>• City administrator, chief of police or designated site supervisor will inform local health department</li> <li>• City administrator will inform any employees and ask that all contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19 also be informed by their direct supervisors within the organization</li> </ul>
Before employees and public are allowed to return to the building	<ul style="list-style-type: none"> <li>• Utilize a professional company to conduct a deep clean and spray of the exposed areas of the facility</li> </ul>

## PROTOCOL FOR FAILURE TO PASS DAILY SCREENING:

Details	Activity
If an individual fails their screening by answering positively to one or more of the principal symptoms of COVID-19	<ul style="list-style-type: none"> <li>• They will not be permitted to enter the building or return to work until they have been tested for COVID-19 and received negative results OR they have a confirmed alternate diagnosis from their primary care physician OR at least 72 hours have passed with no fever without use of fever-reducing medication AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared</li> </ul>
If an individual fails their screening by answering positively to one or more of the principal symptoms of COVID-19	<ul style="list-style-type: none"> <li>• They may wait 10 minutes and retake their temperature</li> <li>• If they receive a second positive, they will <u>not</u> be permitted to enter the building or return to work until they have been tested for COVID-19 and received negative results OR they have a confirmed alternate diagnosis from their primary care physician OR at least 72 hours have passed with no fever without use of fever-reducing medication AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared</li> </ul>
If an individual fails their screening by indicating close contact with someone with a confirmed COVID-19 diagnosis in the last 14 days	<ul style="list-style-type: none"> <li>• Continue daily screening process for symptoms before starting work</li> <li>• The employee should <u>always</u> wear a face mask while in the workplace for 14 days after last exposure</li> <li>• The employee should stay at least six feet away from other people as work duties permit</li> </ul>
If an individual fails their screening by indicating travel over the past 14 days	<ul style="list-style-type: none"> <li>• Employee should disclose recent travel to their coworkers so their colleagues can make informed decisions about limiting their contact</li> <li>• <a href="#">Domestic travel to non-hotspots as defined by the CDC</a>: Continue daily screening process for symptoms before starting work. The employee should stay at least six feet away from other people as work duties permit.</li> <li>• <a href="#">Domestic travel to hotspots as defined by the CDC</a>: Continue daily screening process for symptoms before starting work. The employee should <u>always</u> wear a face mask while in the workplace for 14 days after last exposure. The employee should stay at least six feet away from other people as work duties permit</li> <li>• International travel: self-quarantine for 14 days</li> </ul>
If the individual failing the screening is a contractor/vendor	<ul style="list-style-type: none"> <li>• Their company will be informed.</li> </ul>

## ILLNESS AND EXPOSURE

Details	Activity
Feeling ill and you have developed one or more symptoms of COVID-19	<ul style="list-style-type: none"> <li>• Inform your immediate supervisor and following screening protocol</li> <li>• Contact your primary care physician and/or make an appointment for a COVID-19 test or with the Oakland County Health Division – Nurse on Call:               <ul style="list-style-type: none"> <li>○ Phone: 1.800.848.5533</li> <li>○ Email: <a href="mailto:noc@oakgov.com">noc@oakgov.com</a></li> <li>○ Text: <b>OAKGOV</b> to 28748</li> </ul> </li> </ul>
Feeling ill and have confirmed positive COVID-19 test	<ul style="list-style-type: none"> <li>• Stay at home for at least 14 days with no fever (three full days of no fever without use of fever-reducing medication)</li> <li>• AND other symptoms have improved such as cough or shortness of breath</li> <li>• AND at least 10 days have passed since your symptoms first appeared</li> <li>• Employee is to contact your primary care physician</li> <li>• Supervisor or city administrator is to contact:               <ul style="list-style-type: none"> <li>○ Oakland County Health 800.848.5533</li> <li>○ Michigan OSHA 855.723.3219</li> </ul> </li> </ul>
If you have had direct contact with someone who has COVID-19 symptoms or has been diagnosed with or is probable for COVID-19 infection, you may be permitted to work provided you remain asymptomatic and the following precautions are implemented:	<ul style="list-style-type: none"> <li>• Daily screening program before starting work to monitor for fever and assess symptoms</li> <li>• The employee should <u>always</u> wear a face mask while in the workplace for 14 days after last exposure</li> <li>• The employee should stay at least six feet away from other people as work duties permit</li> <li>• Notify and provide status updates to your immediate supervisor and/or the city administrator</li> </ul>

The City of Lathrup Village will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but are not limited to:

- Not allowing known or suspected cases to report to or remain at their work location.
- Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.
- Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

The City of Lathrup Village will not discharge, discipline, or otherwise retaliate against employees who stay at home or who leave work when they are at particular risk of infecting others with COVID-19.

When an employee is identified with a confirmed case of COVID-19, City Administrator and/or designated staff person will notify the local public health department immediately, and any co-workers, contractors, or suppliers who may have come into contact with the person who is the confirmed case of COVID-19, within 24 hours. When notifying coworkers, contractors, and suppliers, The City of Lathrup Village will not reveal the name or identity of the confirmed case.

The City of Lathrup Village will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC.

## EMPLOYEES, VENDORS & CONTRACTORS

Any contractors or vendors who come into the building to work must follow the same screening and safety policies as employees. Each department is responsible for ensuring any contractors they bring into the building follow screening protocol.

If the building is closed to the general public, recurring contractors should consult with their immediate supervisor or the city administrator regarding which door to use and to ensure they have appropriate access.

Daily, prior to reporting for work, all individuals will be required to complete a survey assessing their ability to report to work and complete a touchless thermometer scan. Any signs of sickness and/or related symptoms should be reported to your immediate supervisor.

Details	Activity
City will supply a safety kit at each designated screening locations	<ul style="list-style-type: none"> <li>• Each designated area will include an employee log (Records of reports will be maintained by the designated worksite supervisor(s) as required by the Governor’s Executive Orders</li> <li>• Touchless thermometer</li> <li>• Hand sanitizer or disinfecting wipes</li> </ul>
Employees will screen themselves when entering the building each day. It is the employee’s responsibility to make sure they are screened on-site before starting their shift.	<ul style="list-style-type: none"> <li>• Employees must log their temperature each day</li> <li>• Employees must answer health screening questions daily</li> <li>• Employee must sign the policy requiring daily screening (one time only to acknowledge receipt)</li> </ul>

## VISITORS

Details	Activity
Entering the building	<ul style="list-style-type: none"> <li>Public visitors will be limited to two entrances/exits:               <ul style="list-style-type: none"> <li>The Northeast doors near the police station</li> <li>Southeast doors near the city offices.</li> </ul> </li> <li>The two West doors along Southfield Road will remain locked.</li> </ul>
Signing in	<ul style="list-style-type: none"> <li>All public visitors will be requested to sign and provide their contact information, so that they may be contacted in case of a positive exposure within the building</li> <li>The sign in sheets, located at the front desk of the police department and administration office, will be dated and signed</li> </ul>
Masks and Social Distancing	<ul style="list-style-type: none"> <li>Visitors will be required to wear a mask until further notice.</li> <li>Face masks will not be provided for visitors.</li> <li>All visitors must maintain 6 feet social distance.</li> <li>The occupancy of the lobby will be limited in order to maintain social distancing requirements.</li> </ul>
Signage	<ul style="list-style-type: none"> <li>Utilize Signage prohibiting entrance if the visitor is displaying or experiencing COVID-19 symptoms will be posted at each door.</li> </ul>
Building Access	<ul style="list-style-type: none"> <li>The administration maintains the right to close all or portions of the building to the public, including the restrooms.</li> <li>When under emergency orders, when the building is open to the public, visitors should be limited to the first floor.</li> <li>Visitors are limited to essential business only per executive order.</li> <li>When the building is closed the public, food deliveries for personal use should be met in the parking lot.</li> <li>Virtual or phone meetings are encouraged for city business.</li> </ul>

## RETURN TO WORK PROTOCOL

Employees who **test positive** for COVID-19 will **NOT** be permitted to return to work until:

- A **minimum** of ten (10) business days after symptoms first started or since they were swabbed for the test that yielded the positive results and seventy-two (72) hours after a fever has resolved without the use of fever-reducing medication and symptoms have improved, whichever is longer, OR
- The receive two (2) negative COVID-19 tests collected more than 24 hours apart and are fever-free for 72 hours without fever reducing medication.

## ☑ Training

The City of Lathrup Village shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements.

The City of Lathrup Village will train workers on, at a minimum:

- Workplace infection-control practices.
- The proper use of personal protective equipment.
- Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- How to report unsafe working conditions.

The City of Lathrup Village shall create a record of the training. Records should include the name of the employee(s) trained and the date of the training.

## ☑ Recordkeeping

The City of Lathrup Village will maintain records of the following requirements:

- Training. The employer shall maintain a record of all COVID-19 employee training.
- Screening protocols. The employer shall maintain a record of screening for each employee or visitor entering the workplace.
- When an employee is identified with a confirmed case of COVID-19, record when the local public health department was notified; as well as any co-workers, contractors, or suppliers who may have come into contact with the person who was the confirmed case of COVID-19.

The City of Lathrup Village will ensure that the records are kept.



## **FREE onsite consultation service for employers**

To help employers and employees better understand and voluntarily comply with the MIOSHA Act, free Onsite Consultation programs are available to help small employers identify and correct potential safety and health hazards.

Michigan Occupational Safety and Health Administration  
Consultation Education and Training Division  
530 W. Allegan Street, P.O. Box 30643  
Lansing, Michigan 48909-8143  
855.723.3219

For further information or to request consultation, education and training services call 517-284-7720 or visit our website at [www.michigan.gov/miosha](http://www.michigan.gov/miosha).

(MIOSHA/CET-5700 ---revised 10/23/20)

**ATTACHMENT A**

INDEPENDENT CONTRACTOR AGREEMENT FOR BUILDING SERVICES  
(CLIFTON GRANT)

**SANITIZING CHECKLIST**

	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
	Sun	Sun	Mon	Mon	Tue	Tue	Wed	Wed	Th	Th	Fri	Fri	Sat	Sat
<b>Lobby</b>														
All door handles														
Handicap door opener														
Tables & all chairs														
Stair Railings														
Counters														
Elevator buttons														
Fountains (if open)														
<b>All Bathrooms</b>														
Faucets														
Stall Door Latches														
Toilet Handles														
Towel Dispensers														
<b>City Offices</b>														
Copier														
Front desk computer mouse & keyboard														
Sneeze guard														
Counter inside City Office														
Outdoor door handles														
Door handles inside and out of														

temperature screening area														
Indoor door handles														
<b>Police Offices</b>														
Counter inside Police Station														
Sneeze guard														
Copier														
Breakroom fixtures														
All door handles														
<b>Upstairs</b>														
All door handles														
Microwave Front														
Fridge door handles														
Breakroom counter														
Breakroom table														

### CITY OF LATHRUP VILLAGE

27400 Southfield Road | Lathrup Village, MI 48076 | 248.557.2600 | lathrupvillage.org

## REQUIRED DAILY SCREEN QUESTIONS

The daily screening program applies to all staff, officers and contractors. Turn in the completed and signed form to Supervisor or designee before reporting in each day/shift.

**Symptom check:** Please check if you have exhibited any of these symptoms in the last 24-hours:

- |  |   |
|--|---|
| <input type="checkbox"/> Cough               | <input type="checkbox"/> Fatigue                    |
| <input type="checkbox"/> Shortness of breath | <input type="checkbox"/> Muscle /Body Aches         |
| <input type="checkbox"/> Sore throat         | <input type="checkbox"/> Headache                   |
| <input type="checkbox"/> Diarrhea            | <input type="checkbox"/> New Loss of Taste or Smell |
| <input type="checkbox"/> Fever or chills*    | <input type="checkbox"/> Nausea or Vomiting         |

\*Enter temperature, if over 100 degrees \_\_\_\_\_

- When a touchless thermometer is available, a temperature check is requested in lieu of verbal confirmation.

Enter temperature reading: \_\_\_\_\_

\_\_\_\_\_ Any close contact in the last 14 days with someone with a suspected case or diagnosis of COVID-19

\_\_\_\_\_ Travel internationally or domestically in the last 14 days

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department

*Revised 11/4/2020*





**FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) LEAVE REQUEST FORM**

**SECTION I: For Completion by the EMPLOYEE**

Please complete this form to request leave emergency paid sick leave and/or the Emergency Family Medical Leave Expanded Act Expanded Family (EFMLEA) and medical leave for specified reasons related to COVID-19 under the Families First Coronavirus Response Act.

Employee: \_\_\_\_\_ Title: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**CHECK REASON FOR LEAVE AND PROVIDE RELATED INFORMATION AND/OR DOCUMENTATION:**

**Employee is unable to work or telework because of the following:**

     **A Employee is subject to a federal, state or local quarantine/isolation order related to COVID-19.**

Name of government entity that issued the quarantine/isolation order: \_\_\_\_\_

     **B Employee has been advised by a health care provider to self-quarantine due to COVID-19 concerns.**

Name of the health care provider: \_\_\_\_\_

     **C Employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.**

     **D Employee is caring for an individual subject to a federal, state or local quarantine/isolation order related to COVID-19 or is in self-quarantine by a health care provider.**

Name of the government entity that issued the quarantine/isolation order: \_\_\_\_\_ ; or

Name of the health care provider: \_\_\_\_\_

     **E Employee is caring for a child if the school or place of care has been closed.\***  
Name(s) of the children being cared for: \_\_\_\_\_

\_\_\_\_\_  
Name of the school, place of care, or child care provider that has become unavailable:

\_\_\_\_\_  
Statement representing that no other suitable individual is available to care for the child(ren) during the requested leave period: \_\_\_\_\_

     **F Employee is experiencing any other substantially similar conditions specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.**

\* For an employee who is has been employed at least 30 calendar days, he or she entitled to up to an additional 10 weeks of paid expanded family and medical leave where the employee is unable to work or telework due to a need to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

Date of Leave to Start: \_\_\_\_\_ Date of Anticipated Return to Work: \_\_\_\_\_  
*(Leave cannot start until April 1, 2020, the FFCRA's effective date, and end by December 31, 2020.*

\_\_\_\_\_  
Signature of Employee/Representative

\_\_\_\_\_  
Date



**FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) LEAVE REQUEST FORM**

**SECTION II: For Completion by the EMPLOYER**

\_\_\_\_ **Your leave request is approved. All leave taken for this reason will be designated as:**

\_\_\_\_ Emergency Paid Sick Leave; or

\_\_\_\_ Expanded Family and Medical Leave; or

\_\_\_\_ A combination of leave types which will be communicated to you by separate memorandum.

**Based on the information you have provided to date, we are providing the following information about the amount of time that will be counted against your leave entitlement:**

Provided there is no deviation from your anticipated leave schedule, the following number of hours, days, or weeks will be counted against your leave entitlement:

\_\_\_\_  
\_\_\_\_\_

Date of Leave to Start: \_\_\_\_\_

Date of Anticipated Return to Work: \_\_\_\_\_

Because we have agreed that your leave will be intermittent, the increment of time in which the leave may be taken will be: \_\_\_\_\_

**Please be advised (check if applicable):**

\_\_\_\_ You have requested to use paid leave during your FMLA leave. Any paid leave taken for this reason will count against your FMLA paid entitlement

\_\_\_\_ **Your FFCRA leave request is not approved.**

\_\_\_\_ **The FFCRA does not apply to your leave request.**

\_\_\_\_ **You have exhausted your emergency paid sick leave or expanded Family and Medical Leave under the FFCRA.**

\_\_\_\_\_  
Signature of City Administrator

\_\_\_\_\_  
Date

## CITY OF LATHRUP VILLAGE

### EMPLOYEE COVID-19 SCREENING AGREEMENT

COVID-19 is a highly communicable disease which can have devastating health consequences. To help assure the safety of other City of Lathrup Village employees, officers, contractors, as well as the general public, I agree that I will continuously monitor my health for each of the following symptoms of COVID-19, including at the beginning of each work shift, using the available screening formats:

I am experiencing new or unexpected symptoms, such as:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

I further agree that I will not report to work and will immediately notify my supervisor if:

1. I develop **any** of the above COVID-19 symptoms;
2. Anyone in my household develops symptoms of COVID-19 or tests positive; or
3. I am identified by health authorities as a “close contact” to a COVID-19 positive individual.

I further agree that I will immediately notify my supervisor and/or the City Administrator and/or Treasurer/Assistant City Administrator and follow instructions about leaving work during a shift if:

1. I develop **any** of the above COVID-19 symptoms;
2. I learn that anyone in my household develops symptoms of COVID-19 or tests positive; or
3. I am identified by health authorities as a “close contact” to a COVID-19 individual

I acknowledge that I have read the above and understand that it is my personal responsibility to monitor my health and to completely comply with the requirements listed.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

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:**

**Agenda Item 11.G**

TO: Mayor Garrett and City Council Members  
FR: Sheryl Mitchell Theriot, City Administrator  
DA: November 23, 2020  
RE: **STAFF PANDEMIC BONUS REQUEST**

With the outbreak of COVID-19 since spring of 2020, we have been most fortunate relative to minimizing the disruption of our city operations, despite the ongoing state of emergency. Our employees are all front line workers because they are required to interact with the public. Some cities have chosen to close their doors to the public. Lathrup Village is open with as many safeguards in place as is feasible. Most of our staff have assumed additional responsibilities above and beyond their job descriptions to ensure that our residents have access to city services.

I am submitting this request to extend a small, but much deserved, pandemic bonus to each full and part-time employee, officer and internal contractors (building maintenance, DPS, cable) in the amount of \$250.00.

**RECOMMENDED MOTION:**

To approve/disapprove the Pandemic Bonus of \$250.00 to City of Lathrup Village staff and listed contractors.



## Agenda Item 11.H

### **COUNCIL COMMUNICATION:**

TO: Mayor and City Council Members  
FR: Sheryl L. Mitchell, City Administrator  
DA: November 23, 2020

RE: **APPROVAL – CLOSE CITY HALL OFFICES ON FRIDAY, DECEMBER 18, 2020 FROM 12:00 PM TO 4:30 PM – FOR EMPLOYEE HOLIDAY CELEBRATION**

Council is being requested again to authorize the closing of City Hall offices to allow staff to participate in a holiday celebration the afternoon of December 28<sup>th</sup>.

### **Suggested Motion:**

To approve the closing of City Hall offices on Friday, December 28, 2020 from 12:00pm to 4:30pm.

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_,

**Agenda Item 14.i**

**QUARTERLY REPORT  
 October 2020**

<b>BOARD OF TRUSTEES</b>	
<b>Representative</b>	<b>Municipality</b>
D. Schueller	City of Berkley
C. Wilson	Village of Beverly Hills
J. Valentine	City of Birmingham
M. Hodges	City of Clawson
C. Kennedy	City of Ferndale
A. LeCureaux	City of Hazel Park
R. Fortura	City of Huntington Woods
S. Mitchell	City of Lathrup Village
K. Yee	City of Oak Park
J. Breuckman	City of Pleasant Ridge
A. Filipski	City of Royal Oak
K. Bovensiep	City of Troy

<b>OFFICERS</b>	
Chairman:	C. Wilson
Vice Chair:	J. Valentine
Secretary:	D. Schueller
Advisory Committee:	D. Schueller C. Wilson J. Valentine K. Bovensiep

J. A. McKeen	General Manager
R. Jackovich	Operations Manager

Board of Trustees  
SOCRRA

Subject: Quarterly Report - October 2020

Board Members:

Attached is a copy of SOCRRA's Quarterly Report covering the first three months operation of the fiscal year 2020/21. The report contains a financial statement of the Authority's operation and an outline of projects in progress or completed during the quarter. The report also contains statistical information and other information of general interest to the members of this Authority.

**BOARD OF TRUSTEES**

The governing body of the Authority is a Board of Trustees, consisting of one representative from each constituent municipality. The Board held its Organization Meeting on July 8, 2020, and members were elected to serve as Officers for the fiscal year beginning July 2020.

Following is a list of the current officers:

Chair:	Chris Wilson
Vice Chair:	Joe Valentine
Secretary:	Derrick Schueller

Representatives on the Board are entitled to one vote for each 3,000 tons, or fraction thereof, of material delivered to the Authority during the preceding fiscal year. The number of votes of each constituent member for the fiscal year, beginning July 2020, is as follows:

<b>Municipality</b>	<b>Votes</b>
Berkley	4
Beverly Hills	3
Birmingham	6
Clawson	3
Ferndale	5
Hazel Park	3
Huntington Woods	2
Lathrup Village	1
Oak Park	5
Pleasant Ridge	1
Royal Oak	14
Troy	<u>15</u>
<b>Total:</b>	<b>62</b>

The Board meets in regular session once each month for the purpose of conducting all business coming before the Board.

The Authority is responsible for collecting recyclables, refuse and yard waste from the member communities and then recycling, disposing, or composting these materials. The Authority has entered into contracts with the individual members for a period extending to July 1, 2027. These contracts obligate the Authority to handle this material, charging rates sufficient to pay the operating costs and capital improvements.

**FINANCIAL STATEMENT**

The total net income for the first 3 months of 2020/21 was \$502,181, before depreciation. This was \$195,175 lower than planned and is an increase from the net income of \$346,913 for the same period of 2019/20.

	<u>Actual</u>	<u>Compared to Budget</u>
Revenue	\$6,175,861	- \$ 197,643
Expenses	\$5,673,680	- \$ 2,468
Net Income	\$ 502,181	- \$ 195,175

The decrease in revenue was due primarily to lower than planned non-member refuse from Advanced Disposal, Car Trucking, GFL, Tringali Sanitation and our other cash customers (-\$123,000), lower proceeds from the sale of recycled material (-\$120,000), lower non-member yard waste revenue (\$-14,000), lower interest on investments (\$-10,000) and lower compost sales (-\$7,000), which were partially offset by higher member services revenue (+\$72,000), and higher miscellaneous revenue (+\$6,000).

Expenses were lower than budget due to reduced costs for labor (-\$195,000), non-labor Administrative and General expenses (-\$60,000), maintenance (-\$33,000) and supplies (-\$32,000) and utilities (-\$10,000), which were partially offset by increases in contract expenses (+\$327,000). Additional financial detail is attached.

**MATERIAL HANDLED**

SOCRRA processed 57,250 tons of refuse, yard waste and recyclables during the first three months of the current fiscal year. This represents an increase of 12.9% or 6,552 total tons compared to the same period last year. The amount of refuse from the member communities increased by 2,819 tons (10.3%) and the amount of recycling from the member communities increased by 187 tons (3.1%). Non-member refuse increased by 2,123 tons (27.4%) from the prior year. Non-member recycling increased by 48% as we continue to process additional recycling from other communities. Our recent history of tonnage handled is displayed in the table below:

	2016/17	2017/18	2018/19	2019/20	2020/21
Member Refuse	29,066	27,911	26,381	27,465	30,284
Non-Member Refuse	13,880	12,027	7,555	7,736	9,859
Member Recycling	4,848	5,838	5,904	5,996	6,183
Non-Member Recycling	134	384	135	1,590	2,352
Yard Waste	7,083	6,831	8,096	7,911	8,572
TOTAL	55,011	52,607	48,071	50,698	57,250

## **CAPITAL EXPENDITURES**

Capital expenditures totaled \$2,485 for the first quarter and were for improvements to the Madison Heights Transfer Station.

## **MAJOR PROJECTS**

### **PANDEMIC RESPONSE**

SOCRRA's operations have been fairly normal throughout the first quarter. Our collection contractors were on schedule with a couple of minor exceptions. The amount of trash that we are receiving from the member communities has consistently been about 10% higher than in 2019. We believe that this significant increase is the result of the pandemic. A very heavy rainstorm in late August resulted in a large amount of debris due to basement flooding along the 14 Mile corridor in Beverly Hills, Birmingham, Royal Oak and Clawson. Our collection contractors did a very good job in cleaning up the flood debris.

We also observed increases in the amount of recycling (3%) and yard waste (8%) in the first quarter of 2020 compared with 2019. We believe that these increases are also due to the pandemic and are likely to continue for the foreseeable future.

Advanced Disposal, the contractor that provides transportation and disposal of the refuse from our Troy Transfer Station, had significant operational problems throughout the quarter. There were several reasons for Advanced's poor performance, but the primary reason was the pending acquisition of the local assets of Advanced Disposal by GFL. That transaction is scheduled to close in late October 2020. We have met several times with GFL to discuss the service level required under our contract. SOCRRA hired a second contractor to supplement Advanced Disposal. The costs for the supplemental contractor are being paid by Advanced.

The SOCRRA recycling drop-off center was reopened in late July by appointment only for residents of the SOCRRA communities only. Drop-off appointments are available through the SOCRRA website at <https://hhw.socrra.org/>. We instituted appointments to reduce the number of residents at our site at any one time. This has reduced traffic congestion issues at our site so that the truck operations to get material into and out of the Transfer Station and MRF are not affected by resident drop-off traffic. The reduced number of residents on site has also allowed us to provide some social distancing for those residents. To make our drop-off service more accessible, we are providing alternative locations for residents to drop off household hazardous waste, recycle electronics, cardboard, scrap metal and to have paper shredding performed. The details about these alternatives are attached to this report and are available on the SOCRRA website at <https://www.socrra.org/recycling-drop-off>. We have also conducted special events for SOCRRA residents for HHW disposal and the recycling of electronics, Styrofoam and cardboard in Royal Oak in June and October, in Troy in July, in Birmingham and Oak Park in August. These events have been very well attended by our residents, with over 1,200 cars participating in the Royal Oak event in October.

SOCRRA staff, especially Bob Jackovich, Colette Farris, Anne Farris, Todd Rickerd and Lucas Dean, have done a great job in handling the many issues that have arisen over the past several months. While operations have been normal, it continues to be a lot of work to keep them that way! Their continued contributions are greatly appreciated.

## **RECYCLING OPERATIONS**

Overall, the new MRF continues to operate very well. The commodity markets continue to be very unstable due to the lack of export markets and due to supply chain disruptions caused by the pandemic. Prices stabilized toward the end of the quarter at levels that are, on balance, higher than what we budgeted for 2020/21. We continue to be able to find buyers for all of our recycled commodities except for glass, which we are paying to have recycled.

Leadpoint, our supplier of sorter labor at the MRF has had a continuing problem providing a sufficient number of sorters. They have changed their on-site supervisor and we increased the wages we pay the sorters in July. These changes have resulted in some additional sorters, but we are still consistently below our requested staffing level. This has resulted in several operations problems. We are working with Leadpoint to increase staffing levels and we are also evaluating whether additional automation of the MRF would be cost effective.

All of our recycled paper and cardboard is being purchased by GFL (which recently purchased Royal Oak Recycling) under a three-year agreement that ends in November of 2021. This contract pays us a premium over market-based prices for all of our paper products. Having the GFL facility located so close to our MRF also enables us to promptly remove our completed materials when required, which is a significant advantage. Pratt Industries opened a new papermill in western Ohio that is using large quantities of recycled cardboard and mixed paper. While our paper products are under contract to GFL, having a large, new outlet for recycled paper in western Ohio has improved market pricing in the Midwest.

The prices we receive for our recycled plastic materials have been highly variable in recent months. The price for natural PE (milk jugs) has increased by 60% since July to the highest price we have seen in the last 10 years. However, the price for PET (water bottles) decreased by 20% over that same time period to the lowest price that we have seen in the last 10 years. Having such large price swings in opposite directions is very unusual.

Our glass is being recycled by Strategic Materials, which is located near Chicago. We negotiated a new agreement with Strategic that results on SOCRRA receiving a small payment for our glass, however, we are required to pay to have the glass shipped to the Chicago area. The net result is that we are continuing to have to pay to have our glass recycled.

The curbside recycling tonnage has increased, which we believe is due to the pandemic. For the first three months of the fiscal year, the amount of recycling from the member communities increased by 3% compared to the same period last year.

We are continuing to increase the amount of recyclables we are receiving from other communities. We are charging a tip fee for this service and we sell the recycled products that result from this material. For the first quarter of 2020/21, the amount of non-SOCRRA recycling was 48% higher than it was for the same period of the previous year and was 28% of the material processed at the MRF. The tip fee and the sale of additional tonnage of recycled materials is a significant new revenue source for SOCRRA.

## **PFAS IN LANDFILL LEACHATE AND GROUNDWATER**

The leachate from our closed landfill in Rochester Hills is processed through the GLWA sewer system. As part of the recent PFAS issues identified in other areas of the state, GLWA has required us to perform quarterly testing for PFAS chemicals in the landfill leachate. PFAS chemicals were widely used as water repellent, non-stick and stain resistant coatings in a wide variety of consumer products. These chemicals are significantly resistant to environmental

degradation and have been found in drinking water in northern and western areas of Michigan. These chemicals are not present in the drinking water supplied by GLWA. A consistent, low level (parts per trillion) of PFAS chemicals are found in our landfill leachate. This was expected as low levels of PFAS chemicals have been found in every landfill leachate stream in Michigan that has been tested. GLWA has not required any additional action other than quarterly testing.

EGLE, the State of Michigan Department of Environment, Great Lakes and Energy (formerly the MDEQ) requested that we perform PFAS testing on the groundwater in the vicinity of the landfill. The testing resulted in one PFAS chemical at one location that exceeded EGLE's newly adopted surface water standards. EGLE has requested that we submit a response plan, due in late November, which will probably result in additional PFAS monitoring.

### **TEAMSTERS LABOR CONTRACT**

SOCRRA successfully negotiated a three-year labor contract with the Teamsters that took effect on July 1, 2020. Included in the new contract is a Blue Cross employee health insurance plan administered by the Teamsters that provides significantly better coverage than our previous Blue Cross plan but at a much higher level of employee contribution.

### **PENSION FUNDING**

MERS completed their annual actuarial analysis of SOCRRA's pension plans. The combined union pension plans were 63% funded as of December 31, 2019. This was a decrease from the 67% funding level as of December 31, 2018. The funding levels were 91% for the employees hired after July 1, 2010, 70% for non-supervisory employees hired before July 1, 2010 and 42% for supervisory employees. SOCWA's pension plan for their administrative employees, which is an obligation shared by SOCRRA and SOCWA, was 96% funded as of December 31, 2019. MERS modified their actuarial assumptions for investment returns and for future wage increases, which served to reduce our funding levels. Additional assumption changes will also be reflected in the 2020 actuarial study. We are budgeted to make incremental pension contributions before the end of December 2020 in order to increase our pension funding level.

### **ANNUAL AUDIT**

Representatives of Plante & Moran will be performing our annual audit remotely due to the pandemic. We supplied extensive records to Plante & Moran during September and had regular remote meetings with the auditors. The final audit will be reviewed with the SOCRRA Audit Committee during October 2020 and will be reviewed by the SOCRRA Board at their November meeting.

New audit standards required SOCRRA to conduct an actuarial valuation of our liability for Other Post Employment Benefits (OPEB). We performed this analysis using a tool provided by Milliman, our new actuarial firm. As of June 30, 2020, the OPEB plan for Union employees was 75.9% funded which is an increase from the 73.7% funding level as of June 30, 2019. The OPEB plan for the SOCWA administrative employees, which is a shared obligation between SOCRRA and SOCWA, was 143.6 % funded as of June 30, 2020. Additional contributions to the OPEB trust for union employees are budgeted before the end of December 2020 to continue to increase our OPEB funding level.

Respectfully submitted,

Jeffrey A. McKeen, P.E.  
General Manager

VI



## ALTERNATIVES AVAILABLE JUNE 1<sup>ST</sup> TO SOCRRA RESIDENTS FREE OF CHARGE – SOCRRA is still CLOSED for these services!

### **ERG Environmental Services** Phone: 734-437-9650

**Electronics Recycling and Household Hazardous Waste Disposal** (computers, TVs, cell phones, VCRs, video equipment, paint, household cleaners, medications, sharps, auto fluids, pesticides, etc. – visit [www.socrra.org](http://www.socrra.org) for a complete list)

- Location: 13040 Merriman Road, Livonia (Use visitor entrance, enter off Industrial Road)
- Hours: M, W, F 9AM – 5PM and T, TH 9AM – 7PM
- Must have ID showing residency from a SOCRRA community, Bingham Farms, the City of Bloomfield Hills or Franklin Village or **printed** paper voucher for Rochester and Rochester Hills residents -- purchase from city
- Ring doorbell and RETURN TO YOUR CAR. Attendant with PPE will unload your items

### **eCycle Opportunities (JVS facility)** Phone: 248-233-4477

**Electronics Recycling ONLY** (computers, TVs, cell phones, VCRs, video equipment, etc. – visit [www.socrra.org](http://www.socrra.org) for a complete list)

- Location: 29699 Southfield Road, Southfield – part of the JVS building
- Hours: M – F 8AM – 4PM
- Must be resident of a SOCRRA community, Bingham Farms, the City of Bloomfield Hills or Franklin Village or bring **printed** paper voucher for Rochester and Rochester Hills residents -- purchase from city
- Go to warehouse door on south side of building (next to Arby's), place electronics in bin or on ground if they are large. Ring doorbell for assistance with heavy items

### **GFL Recycling** Phone: 248-541-4020

Drop-off **Paper Shredding and Cardboard/Paper and Scrap Metal Recycling**

- Location: 414 E. Hudson, Royal Oak
- Hours: M – F 7AM – 4PM
- Procedure: **MASKS ARE REQUIRED**
  - Shredding – main building entrance; NOT self-service – leave papers with attendant
  - Cardboard/Paper and Scrap Metal recycling -- drive into truck entrance; open top dumpsters to self-unload

**SOCRRA's main function is to provide and manage the CURBSIDE collection of trash, recycling and yard waste in our 12 SOCRRA communities and we remain open and fully functional for these ESSENTIAL services.**

**We are assessing if/when we will reopen for the other SUPPLEMENTAL services we have provided in the past. Please be patient while we determine the safest solutions for our staff and the people who use our services.**

**SOCRRA**  
**INCOME STATEMENT**  
07/01/20..09/30/20

	Actual-Period	Budget-Period	Variance
<b>REVENUES</b>			
<b>MUNICIPAL REFUSE</b>			
MEMBER MSW	5,100,843.62	5,028,401.52	72,442.10
MONTHLY SURCHARGE	282,003.00	282,003.00	0.00
NON-MEMBER MSW	372,208.50	495,000.00	-122,791.50
NON-MEMBER YARD WASTE	1,380.00	15,000.00	-13,620.00
	<u>5,756,435.12</u>	<u>5,820,404.52</u>	<u>-63,969.40</u>
<b>SALE OF RECYCLED MATERIAL</b>			
MIXED PAPER	30,012.40	16,000.00	14,012.40
NEWSPAPER	0.00	40,000.00	-40,000.00
CARDBOARD	50,106.26	70,000.00	-19,893.74
SORTED OFFICE PAPER	0.00	4,000.00	-4,000.00
PLASTICS	45,332.65	112,000.00	-66,667.35
SCRAP METAL	3,905.15	20,000.00	-16,094.85
ALUMINUM CANS	34,675.40	6,000.00	28,675.40
TIN CANS	10,724.81	12,000.00	-1,275.19
MIXED RECYCLING - OTHERS	172,830.12	187,500.00	-14,669.88
GLASS	0.00	0.00	0.00
BATTERIES	0.00	500.00	-500.00
ELECTRONICS	0.00	0.00	0.00
	<u>347,586.79</u>	<u>468,000.00</u>	<u>-120,413.21</u>
<b>OTHER INCOME</b>			
COMPOST	27,586.00	35,000.00	-7,414.00
RENTAL INCOME	29,695.00	31,500.00	-1,805.00
INTEREST ON INVESTMENTS	2,389.05	12,600.00	-10,210.95
GRANT REVENUE	0.00	0.00	0.00
COVID CARES CREDIT	0.00	0.00	0.00
MISC INCOME	12,169.85	6,000.00	6,169.85
	<u>71,839.90</u>	<u>85,100.00</u>	<u>-13,260.10</u>
<b>TOTAL REVENUES</b>	<b>6,175,861.81</b>	<b>6,373,504.52</b>	<b>-197,642.71</b>
<b>EXPENSES</b>			
MADISON HEIGHTS TRANSFER STATION	8,713.97	66,700.00	-57,986.03
TROY TRANSFER STATION	200,140.05	436,806.00	-236,665.95
MATERIAL RECOVERY FACILITY	299,495.03	569,850.00	-270,354.97
HOUSEHOLD HAZARDOUS WASTE	28,375.16	134,700.00	-106,324.84
COMPOST FACILITY	119,011.75	164,550.00	-45,538.25
ADMINISTRATIVE AND GENERAL	327,227.31	386,859.00	-59,631.69
COLLECTION CONTRACT EXPENSES	1,180,269.17	1,678,083.00	-497,813.83
IN TRANSIT	3,510,448.04	2,430,738.00	1,079,710.04
	<u>5,673,680.48</u>	<u>5,868,286.00</u>	<u>-194,605.52</u>
<b>TOTAL EXPENSE</b>	<b>5,673,680.48</b>	<b>5,868,286.00</b>	<b>-194,605.52</b>
<b>NET INCOME BEFORE DEPRECIATION</b>	<b>502,181.33</b>	<b>505,218.52</b>	<b>-3,037.19</b>
DEPRECIATION	249,068.75		
<b>NET INCOME</b>	<b>253,112.58</b>		

**SOCRRA**  
**INCOME STATEMENT & TONS**  
**07/01/20..09/30/20**

<u>REVENUES</u>	<b>TOTAL TONS</b>	<b>AMOUNT</b>
MEMBER SERVICES	30,284.00	5,382,846.62
NON-MEMBER MSW	9,859.00	372,208.50
<b><u>YARD WASTE</u></b>		
MEMBER	8,572.00	0.00
NON MEMBER	0.00	1,380.00
<b><u>RECYCLABLES</u></b>		
MEMBERS	6,183.00	0.00
NON MEMBER	2,352.00	0.00
	<hr/> 57,250.00	<hr/> 5,756,435.12
<b><u>RECYCLING</u></b>		
MIXED PAPER		30,012.40
NEWSPAPER		0.00
CARDBOARD		50,106.26
SORTED OFFICE PAPER		0.00
PLASTICS		45,332.65
SCRAP METAL		3,905.15
ALUMINUM CANS		34,675.40
TIN CANS		10,724.81
MIXED RECYCLING - OTHERS		172,830.12
GLASS		0.00
BATTERIES		0.00
ELECTRONICS		0.00
		<hr/> 347,586.79
<b><u>OTHER</u></b>		
COMPOST		27,586.00
RENTAL INCOME		29,695.00
INTEREST ON INVESTMENTS		2,389.05
GRANT REVENUE		0.00
MISC INCOME		12,169.85
		<hr/> 71,839.90
<b>TOTAL REVENUES</b>		<b>6,175,861.81</b>
<b><u>EXPENSES</u></b>		
MADISON HEIGHTS TRANSFER STATION		8,713.97
TROY TRANSFER STATION		200,140.05
MATERIAL RECOVERY FACILITY		299,495.03
HOUSEHOLD HAZARDOUS WASTE		28,375.16
COMPOST FACILITY		119,011.75
ADMINISTRATIVE AND GENERAL		327,227.31
COLLECTION CONTRACT EXPENSES		1,180,269.17
IN TRANSIT		3,510,448.04
<b>TOTAL EXPENSE</b>		<b>5,673,680.48</b>
<b>NET INCOME BEFORE DEPRECIATION</b>		<b>502,181.33</b>
DEPRECIATION		249,068.75
<b>NET INCOME</b>		<b>253,112.58</b>

**SOCRRA**  
**COMPARATIVE STATEMENT**  
**07/01/20..09/30/20**

	2020/2021	2019/2020	Variance
<b>REVENUES</b>			
<b>MUNICIPAL REFUSE</b>			
MEMBER MSW	5,100,843.62	4,933,738.76	167,104.86
MONTHLY SURCHARGE	282,003.00	282,003.00	0.00
NON-MEMBER MSW	372,208.50	362,778.59	9,429.91
NON-MEMBER YARD WASTE	1,380.00	27,181.01	-25,801.01
	<b>5,756,435.12</b>	<b>5,605,701.36</b>	<b>150,733.76</b>
<b>SALE OF RECYCLED MATERIAL</b>			
MIXED PAPER	30,012.40	17,489.49	12,522.91
NEWSPAPER	0.00	29,383.32	-29,383.32
CARDBOARD	50,106.26	57,063.37	-6,957.11
SORTED OFFICE PAPER	0.00	5,171.07	-5,171.07
PLASTICS	45,332.65	88,010.59	-42,677.94
SCRAP METAL	3,905.15	15,034.03	-11,128.88
ALUMINUM CANS	34,675.40	11,792.80	22,882.60
TIN CANS	10,724.81	10,260.54	464.27
MIXED RECYCLING - OTHERS	172,830.12	94,339.94	78,490.18
GLASS	0.00	0.00	0.00
BATTERIES	0.00	1,142.00	-1,142.00
ELECTRONICS	0.00	0.00	0.00
	<b>347,586.79</b>	<b>329,687.15</b>	<b>17,899.64</b>
<b>OTHER INCOME</b>			
COMPOST	27,586.00	31,440.00	-3,854.00
RENTAL INCOME	29,695.00	33,237.00	-3,542.00
INTEREST ON INVESTMENTS	2,389.05	11,758.06	-9,369.01
GRANT REVENUE	0.00	0.00	0.00
COVID CARES CREDIT	0.00	0.00	0.00
MISC INCOME	12,169.85	11,237.28	932.57
	<b>71,839.90</b>	<b>87,672.34</b>	<b>-15,832.44</b>
<b>TOTAL REVENUES</b>	<b>6,175,861.81</b>	<b>6,023,060.85</b>	<b>152,800.96</b>
<b>EXPENSES</b>			
MADISON HEIGHTS TRANSFER STATION	8,713.97	66,700.00	-57,986.03
TROY TRANSFER STATION	200,140.05	436,806.00	-236,665.95
MATERIAL RECOVERY FACILITY	299,495.03	569,850.00	-270,354.97
HOUSEHOLD HAZARDOUS WASTE	28,375.16	134,700.00	-106,324.84
COMPOST FACILITY	119,011.75	164,550.00	-45,538.25
ADMINISTRATIVE AND GENERAL	327,227.31	386,859.00	-59,631.69
COLLECTION CONTRACT EXPENSES	1,180,269.17	1,678,083.00	-497,813.83
IN TRANSIT	3,510,448.04	2,430,738.00	1,079,710.04
<b>TOTAL EXPENSES</b>	<b>5,673,680.48</b>	<b>5,868,286.00</b>	<b>-194,605.52</b>
<b>REVENUE OVER EXPENSES</b>	<b>502,181.33</b>	<b>154,774.85</b>	<b>-41,804.56</b>

**SOCRRA**

INCOME STATEMENT COMPARED TO TOTAL BUDGET

07/01/20..06/30/21

	ACTUAL 3 MONTHS	TOTAL BUDGET 20/21	BALANCE	% RECEIVED OR EXPENDED
<b>REVENUES</b>				
<b>MUNICIPAL REFUSE</b>				
MEMBER MSW	5,100,843.62	20,113,606.00	15,012,762.38	25%
MONTHLY SURCHARGE	282,003.00	1,128,012.00	846,009.00	25%
NON-MEMBER MSW	372,208.50	1,800,000.00	1,427,791.50	21%
NON-MEMBER YARD WASTE	1,380.00	70,000.00	68,620.00	2%
	<b>5,756,435.12</b>	<b>23,111,618.00</b>	<b>17,355,182.88</b>	<b>25%</b>
<b>SALE OF RECYCLED MATERIAL</b>				
MIXED PAPER	30,012.40	92,000.00	61,987.60	33%
NEWSPAPER	0.00	245,000.00	245,000.00	0%
CARDBOARD	50,106.26	425,000.00	374,893.74	12%
SORTED OFFICE PAPER	0.00	27,000.00	27,000.00	0%
PLASTICS	45,332.65	537,000.00	488,767.83	8%
SCRAP METAL	3,905.15	123,000.00	119,094.85	3%
ALUMINUM CANS	34,675.40	37,000.00	2,324.60	94%
TIN CANS	10,724.81	75,000.00	64,275.19	14%
MIXED RECYCLING - OTHERS	172,830.12	750,000.00	577,169.88	23%
GLASS	0.00	0.00	0.00	0%
BATTERIES	0.00	4,000.00	4,000.00	0%
ELECTRONICS	0.00	0.00	0.00	0%
	<b>347,586.79</b>	<b>2,315,000.00</b>	<b>1,964,513.69</b>	<b>15%</b>
<b>OTHER INCOME</b>				
COMPOST	27,586.00	150,000.00	119,874.00	18%
RENTAL INCOME	29,695.00	125,000.00	95,305.00	24%
INTEREST ON INVESTMENTS	2,389.05	50,000.00	47,403.92	5%
GRANT REVENUE	0.00	0.00	0.00	0%
COVID CARES CREDIT	0.00	0.00	0.00	0%
MISC INCOME	12,169.85	25,000.00	12,830.15	49%
	<b>71,839.90</b>	<b>350,000.00</b>	<b>275,413.07</b>	<b>21%</b>
<b>TOTAL REVENUES</b>	<b>6,175,861.81</b>	<b>25,776,618.00</b>	<b>19,595,109.64</b>	<b>24%</b>
<b>EXPENSES</b>				
MADISON HEIGHTS TRANSFER STATION	8,713.97	311,300.00	302,030.57	3%
TROY TRANSFER STATION	200,140.05	3,866,800.00	3,632,619.84	5%
MATERIAL RECOVERY FACILITY	299,495.03	2,315,400.00	1,990,085.30	13%
HOUSEHOLD HAZARDOUS WASTE	28,375.16	538,800.00	505,757.33	5%
COMPOST FACILITY	119,011.75	613,200.00	479,195.89	19%
ADMINISTRATIVE AND GENERAL	327,227.31	1,349,800.00	980,590.74	24%
COLLECTION CONTRACT EXPENSES	1,180,269.17	14,137,000.00	12,188,820.74	8%
IN TRANSIT	3,510,448.04	2,430,738.00	1,271,848.04	144%
<b>TOTAL EXPENSE</b>	<b>5,673,680.48</b>	<b>25,563,038.00</b>	<b>21,350,948.45</b>	<b>22%</b>
<b>REVENUE OVER EXPENSES</b>	<b>502,181.33</b>	<b>213,580.00</b>	<b>-1,755,838.81</b>	<b>235%</b>

**SOCRRA**

TOTAL SERVICE CHARGES

07/01/20..09/30/20

**MUNICIPALITY**

	TONS	SERVICE CHARGES
BERKLEY	2,471	\$284,256.51
BEVERLY HILLS	1,950	\$195,659.00
BIRMINGHAM	3,832	\$437,925.00
CLAWSON	2,153	\$245,166.48
FERNDAL	3,940	\$537,566.35
HAZEL PARK	2,934	\$335,996.80
HUNTINGTON WOODS	1,043	\$104,313.89
LATHRUP VILLAGE	688	\$87,821.92
OAK PARK	3,858	\$499,599.07
PLEASANT RIDGE	502	\$55,526.36
ROYAL OAK	10,197	\$1,295,538.01
TROY	11,473	\$1,303,477.73
SUB TOTAL		45,041 \$5,382,847.12
OTHER CUSTOMERS	12,114	\$373,588.00
DROP OFF CENTER	96	
		12,210 \$373,588.00
TOTAL		57,251 \$5,756,435.12

**SOUTHEASTERN OAKLAND COUNTY RESOURCE RECOVERY**  
**Construction in Progress**  
**Period 7/1/20-09/30/20**

**FIXED ASSET EXPENDITURES**

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MRF IMPROVEMENTS \$0.00

CONSTRUCTION COMPOST \$0.00

MADISON HEIGHTS RENOVATION \$2,484.74

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\$2,484.74



\* Berkley \* Beverly Hills \* Bingham Farms \* Birmingham  
 \* Clawson \* Huntington Woods \* Lathrup Village \* Pleasant Ridge  
 \* Royal Oak \* Southfield \* Southfield Township

## Agenda Item 14.ii

### QUARTERLY REPORT OCTOBER 2020

<b>BOARD OF TRUSTEES</b>	
<b>Representative</b>	<b>Municipality</b>
D. Schueller	City of Berkley
C. Wilson	Village of Beverly Hills
K. Jones	Village of Bingham Farms
A. Fletcher	City of Birmingham
M. Hodges	City of Clawson
R. Fortura	City of Huntington Woods
S. Mitchell	City of Lathrup Village
J. Breuckman	City of Pleasant Ridge
A. Filipski	City of Royal Oak
L. Sirls	City of Southfield
C. Wilson	Township of Southfield

<b>OFFICERS</b>	
Chairman:	D. Schueller
Vice Chairman:	C. Wilson
Secretary:	K. Jones
Advisory Committee:	D. Schueller, R. Fortura, K. Jones, C. Wilson

J. A. McKeen	General Manager
R. Jackovich	Operations Manager



Board of Trustees  
Southeastern Oakland County Water Authority

Subject: Quarterly Report - October 2020

Board Members:

Attached is a copy of the Southeastern Oakland County Water Authority's Quarterly Report covering the first three month's operation of the fiscal year 2020/21. The report contains a financial statement of the Authority's operation and an outline of projects in progress or completed during the quarter. The report also contains statistical information and other information of general interest to the members of this Authority.

**BOARD OF TRUSTEES**

The governing body of the Authority is a Board of Trustees, consisting of one representative from each constituent municipality. The Board held its Organization Meeting on July 8, 2020, and members were elected to serve as Officers for the fiscal year beginning July 2020. The current Officers are:

Chairman: D. Schueller  
Vice Chairman: C. Wilson  
Secretary: K. Jones

Representatives on the Board are entitled to one vote for each 250 million gallons, or major fraction thereof, of water purchased during the preceding fiscal year. The number of votes of each constituent member for the fiscal year, beginning July 2020 is as follows:

<b>Municipality</b>	<b>Votes</b>
Berkley	2
Beverly Hills	1
Bingham Farms	1
Birmingham	4
Clawson	1
Huntington Woods	1
Lathrup Village	1
Pleasant Ridge	1
Royal Oak	9
Southfield	15
Southfield Township	<u>1</u>
Total:	37

The Board meets in regular session on the second Wednesday of each month for the purpose of conducting all business coming before the Board.

The Authority has entered contracts with the individual members for an indefinite period of time, but at least to July 1, 2038. These contracts obligate the Authority to supply and sell water to the member municipalities, charging for this service a rate sufficient to pay the operating costs and capital improvements.

**FINANCIAL STATEMENT**

The total net income before depreciation for the first 3 months of 2020/21 was \$2,330,321. This was \$703,821 higher than budgeted and is substantially higher than the net income of \$1,668,637 for the first 3 months of 2019/20.

	Actual	Compared to Budget
Revenue	\$9,736,282	+ \$ 576,046
Expenses	\$7,405,961	- \$ 127,775
Net Income (before depreciation)	\$2,330,321	+ \$ 703,821

Net income at this time of year is planned to be high in order to accommodate the fixed/variable rates we are charged by GLWA. GLWA is collecting 60% of their revenue through a fixed monthly charge. This results in a high fixed monthly charge but a low cost per thousand cubic feet purchased. In the first quarter of the year, our GLWA water bills were significantly less than our water sales revenue. Our GLWA water bills will be higher than our water sales revenue in the colder months. We will be using some of the net income for the first quarter to pay these higher water bills later in the fiscal year.

The increase in revenue was primarily due to higher than planned water sales (+\$632,000). Expenses were lower than planned due to lower expenses for contractor costs (-\$73,000), maintenance (-\$38,000), supplies (-\$13,000), non-labor Administrative & General (-\$20,000) and utilities (-\$13,000) which were partially offset by increased water purchases (+\$33,000).

Water sales for the first 3 months of the fiscal year were 5.7% higher than budgeted and were 10.5% higher than the previous year. Water sales for the first 3 months are summarized in the table below.

Additional financial detail is attached.

**WATER SALES – DAILY AVERAGE (MGD)**

<b>Month</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>Over or Under 2019</b>
July	45.77	40.71	43.59	36.06	44.53	+ 8.47
August	41.54	38.40	38.31	38.35	39.57	+ 1.22
September	32.96	33.87	31.95	30.00	31.16	+ 1.16
Million Gals./Day	40.17	37.70	38.02	34.85	38.50	+ 3.65
Variance	-6.2%	+0.8%	-8.3%	+10.5%		

We incurred capital expenditures of \$14,058 in the first quarter of the year for the final expenses for the replacement of the 16” water main in 14 Mile from Greenfield to just east of Coolidge (\$9,000), for the replacement of a water meter (\$3,000) and the final payment for the installation of plexiglass barriers in our main office (\$3,000).

The table below is the precipitation record, as recorded at the Webster Station. Total rainfall for the period was much lower than last year which increased the amount of water consumed for lawn watering. However, we did have 7 days with rainfall greater than 0.5 inches during the quarter, which is very unusual.

**PRECIPITATION - INCHES**

<b>Month</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
July	2.85	1.10	1.08	7.15	2.46
August	2.80	2.30	1.36	3.04	7.31
September	4.49	0.70	3.06	4.84	2.72
Total:	10.14	4.10	5.50	15.03	12.49

**MAJOR PROJECTS**

**GLWA RATE INCREASE**

GLWA postponed their rate increase to SOCWA, which had been scheduled for July 1, 2020, to January 1, 2021. This was done to provide the GLWA customer communities some rate relief to help with their response to the pandemic. SOCWA has also postponed our rate increase to the member communities until January 1, 2021.

**SUMMER 2020 OPERATIONS**

The summer of 2020 was a very good period for water sales. Sales volumes were significantly higher than in recent summers. SOCWA staff was able to successfully operate our water storage system with lower volumes from GLWA throughout the summer. Our maximum day occurred on July 7 when we purchased 52.63 million gallons from GLWA. This was 21% higher than the maximum day for 2019 but was still 13% below our GLWA contract limit. We had 40 days with water sales over 40 million gallons during the summer of 2020 compared with only 15 days during the summer of 2019.

**PANDEMIC RESPONSE**

SOCWA operations have continued in a normal fashion during the coronavirus outbreak. Water supply operations have been normal with GLWA continuing normal supply from all 5 water treatment plants. We have not been able to obtain access to a few of our typical water sampling locations that are used for our weekly water testing, but we have obtained some new sampling locations. We continue to take more than the required number of weekly water samples.

The SOCWA office remains open with the office staff working a staggered home/office schedule to minimize the number of people in the office while we continue to operate normally. All office employees can work remotely from home. We are continuing to staff the SOCWA Control Room 24 hours per day. We have instituted enhanced cleaning and sanitizing procedures. We have also implemented Oakland County’s daily screening protocol for all our employees as they are all providing essential services. We are also consulting regularly with the Oakland County Health Department regarding employee illnesses.

SOCWA staff, especially Bob Jackovich, Colette Farris, Anne Farris and Todd Rickerd, have done a great job in handling the many issues that have arisen during the first quarter. While operations have been normal, it has been a lot of work to keep them that way! All their contributions are greatly appreciated.

The SOCWA Board continues to hold their monthly meetings using the Zoom remote meeting tool.

### **GREAT LAKES WATER AUTHORITY (GLWA) ISSUES**

GLWA became operational on January 1, 2016. The GLWA website, [www.glwater.org](http://www.glwater.org), is a great source of information regarding GLWA. The agendas and minutes for all Board and Board Committee meetings are posted along with procurement information about all projects being performed by GLWA.

#### GLWA Board

Wayne County named John Zech as their GLWA Board member. Mr. Zech has served as City Manager in several Wayne County communities. The GLWA Board now has a full complement of 6 members.

#### 2021/22 Water Rates

The process that will result in the rates from GLWA for 2021/22 has begun. A series of meetings are being held this fall to communicate rate information. Our proposed 2021/22 rates will be delivered by GLWA in late January 2021. GLWA is continuing to provide a high level of communication with their customers by posting data on their website prior to each meeting and then reviewing the data at each meeting. SOCWA staff will be attending each of these meetings and we will report the results at the following Board meeting. We plan to have a rate projection for the SOCWA communities for review at the February 2021 Board meeting.

#### GLWA Customer Outreach Program

GLWA has adopted the same Customer Outreach Program that DWSD has used for many years. SOCWA staff is continuing to participate in the GLWA Customer Outreach Process. I have been serving as one of nine elected customer co-chairs of the One Water Partnership that guides this process. Significant progress has been made in improving the level of communication and understanding between GLWA and its customers through this process, which will be a continuing effort. SOCWA continues to be a strong proponent of GLWA's customer partnering process. Bridgeport Consulting, the third-party facilitator that guides the Customer Outreach program has just been awarded a contract extension. Bridgeport has done an excellent job in modifying the many Customer Outreach activities so that they can still be effective without in person meetings. The Customer Outreach Program continues to be very important in continuing the excellent relationship between GLWA and its customers.

### **WATER SERVICE REPLACEMENT CONTRACT**

SOCWA used the services of HRC to conduct a request for proposals process that resulted in contracts that can be used by the member communities for the replacement of lead water services and for verifying the material type for service lines of unknown material type. The member communities with lead water services will need to be replacing 5% to 7% of those services each year under the new State of Michigan lead and copper rules. Having a contractor available for all the member communities could help to reduce the cost of performing this required work. Several communities have begun to use the services of the lead service line replacement contractor. The State of Michigan has still not issued their requirements for verifying the material type of unknown services, so no communities are currently performing any service line verifications.

### **PENSION FUNDING**

MERS completed their annual actuarial analysis of SOCWA's pension plans. The combined union and salaried pension plans were 97% funded as of December 31, 2019. This is the highest funding level that

we have obtained since 1991, which is as far back as I have been able to find records. The funding levels were 98% for the union defined benefit (DB) plan, 96% for the salaried DB plan, 83% for the salaried hybrid plan and 234% for the union hybrid plan. The union hybrid plan only has three employees and had some assets from prior employees. SOCWA has been contributing substantially above the actuarially required amounts to both the salaried DB and union DB plan for several years and the unfunded liabilities for the plans have almost been eliminated. MERS has modified their demographic assumptions which will be reflected in the 2020 actuarial study.

#### **ANNUAL AUDIT**

Representatives of Plante & Moran will be conducting the annual audit of SOCWA remotely this year. Plante & Moran completed the majority of their work in early September and we are awaiting their audit report. The final audit will be reviewed with the SOCWA Audit Committee during October 2020 and will be reviewed by the SOCWA Board at their November 11, 2020 meeting.

New audit standards require SOCWA to conduct an annual actuarial valuation of our liability for Other Post Employment Benefits (OPEB). We performed this year's valuation using a tool provided by Milliman, which was significantly less expensive and much quicker than having the analysis performed by our prior actuarial firm. The valuation as of June 30, 2020 showed that the OPEB plan for salaried employees was 143.6% funded and the OPEB plan for Union employees was 120.7% funded. We have begun to use the OPEB trust funds to pay for a portion of our retiree health care expenses.

Respectfully submitted,

Jeffrey A. McKeen, P.E.  
General Manager

**SOUTHEASTERN OAKLAND COUNTY WATER AUTHORITY**  
**INCOME STATEMENT**  
**07/01/20..09/30/20**

	Period Actual	Period Budget	Variance
<b>REVENUES</b>			
SALE OF WATER MEMBERS	5,459,695.98	5,383,482.00	76,213.98
SALE OF WATER OTHERS	4,246,870.40	3,691,255.00	555,615.40
	<b>9,706,566.38</b>	<b>9,074,737.00</b>	<b>631,829.38</b>
RENTALS	18,835.58	17,499.00	1,336.58
WATER ANALYSIS & MISC	490.00	3,000.00	-2,510.00
GRANT REVENUE	0.00	0.00	0.00
INTEREST ON INVESTMENTS	10,390.44	15,000.00	-4,609.56
LEAD SERVICE REPLACEMENT	0.00	50,000.00	-50,000.00
	<b>29,716.02</b>	<b>85,499.00</b>	<b>-55,782.98</b>
<b>TOTAL REVENUES</b>	<b>9,736,282.40</b>	<b>9,160,236.00</b>	<b>576,046.40</b>
<b>EXPENSES</b>			
PURCHASE OF WATER FOR RESALE	0.00	0.00	0.00
POWER, PUMPING & GROUNDS WEBSTER	114,243.79	144,309.19	-30,065.40
POWER, PUMPING & GROUNDS	31,011.25	66,387.34	-35,376.09
COMPUTER OPERATIONS	29,800.93	21,238.62	8,562.31
PURIFICATION	30,886.21	52,194.20	-21,307.99
METERS & MAINS	26,985.94	56,276.60	-29,290.66
ADMINISTRATION & GENERAL	265,462.32	268,330.00	-2,867.68
LEAD SERVICE LINE REPLACEMENT	0.00	50,000.00	-50,000.00
WATER IN TRANSIT	6,907,570.71	6,875,000.00	32,570.71
	<b>7,405,961.15</b>	<b>7,533,735.95</b>	<b>-127,774.80</b>
<b>TOTAL EXPENSES</b>	<b>7,405,961.15</b>	<b>7,533,735.95</b>	<b>-127,774.80</b>
<b>NET INCOME BEFORE DEPRECIATION</b>	<b>2,330,321.25</b>	<b>1,626,500.05</b>	<b>703,821.20</b>

**SOUTHEASTERN OAKLAND COUNTY WATER AUTHORITY**  
**STATEMENT OF REVENUES AND EXPENDITURES COMPARED WITH TOTAL BUDGET**  
**07/01/20..09/30/20**

	TOTAL ACTUAL	TOTAL BUDGET 2020-2021	BALANCE TO BUDGET	% Received or expended
<b>REVENUES</b>				
SALE OF WATER MEMBERS	5,459,695.98	17,315,000.00	-11,855,304.02	32%
SALE OF WATER OTHERS	4,246,870.40	9,058,698.00	-4,811,827.60	47%
	<b>9,706,566.38</b>	<b>26,373,698.00</b>	<b>-16,667,131.62</b>	<b>37%</b>
RENTALS	18,835.58	122,002.00	-103,166.42	15%
WATER ANALYSIS & MISC	490.00	10,000.00	-9,510.00	5%
GRANT REVENUE	0.00	0.00	0.00	0%
INTEREST ON INVESTMENTS	10,390.44	50,000.00	-39,609.56	21%
LEAD SERVICE REPLACEMENT	0.00	500,000.00	-500,000.00	0%
<b>TOTAL REVENUES</b>	<b>9,736,282.40</b>	<b>27,055,700.00</b>	<b>-17,319,417.60</b>	<b>36%</b>
<b>EXPENSES</b>				
PURCHASE OF WATER FOR RESALE	0.00	23,795,000.00	-23,795,000.00	0%
POWER, PUMPING & GROUNDS WEBSTER	114,243.79	575,275.00	-461,031.21	20%
POWER, PUMPING & GROUNDS	31,011.25	276,270.00	-245,258.75	11%
COMPUTER OPERATIONS	29,800.93	89,000.00	-59,199.07	33%
PURIFICATION	30,886.21	146,100.00	-115,213.79	21%
METERS & MAINS	26,985.94	232,605.00	-205,619.06	12%
ADMINISTRATION & GENERAL	265,462.32	796,700.00	-531,237.68	33%
LEAD SERVICE LINE REPLACEMENT	0.00	500,000.00	-500,000.00	0%
WATER IN TRANSIT	6,907,570.71	0.00	6,907,570.71	0%
<b>TOTAL EXPENSES</b>	<b>7,405,961.15</b>	<b>26,410,950.00</b>	<b>-19,004,988.85</b>	<b>28%</b>
NET INCOME BEFORE DEPRECIATION	2,330,321.25	644,750.00	1,685,571.25	361%
DEPRECIATION	160,156.75			
NET INCOME	2,170,164.50			

**SOUTHEASTERN OAKLAND COUNTY WATER AUTHORITY**  
**COMPARATIVE STATEMENT**  
**07/01/20..09/30/20**

	2020/2021	2019/2020	OVER OR (UNDER)
SALE OF WATER	5,459,695.98	5,164,046.64	295,649.34
SALE OF WATER OTHERS	4,246,870.40	3,549,694.56	697,175.84
	<b>9,706,566.38</b>	<b>8,713,741.20</b>	<b>992,825.18</b>
RENTALS	18,835.58	20,532.64	-1,697.06
WATER ANALYSIS-LAB & MISC	490.00	470.00	20.00
INTEREST ON INVESTMENTS	10,390.44	18,973.92	-8,583.48
	<b>29,716.02</b>	<b>39,976.56</b>	<b>-10,260.54</b>
<b>TOTAL REVENUES</b>	<b>9,736,282.40</b>	<b>8,753,717.76</b>	<b>982,564.64</b>
WATER PURCHASED FOR RESALE	0.00	2,245,309.79	-2,245,309.79
WATER PURCHASE IN TRANSIT	6,907,570.71	4,345,676.21	2,561,894.50
OPERATING EXPENSES	498,390.44	494,094.95	4,295.49
FIXED CHARGES	0.00		0.00
<b>TOTAL EXPENSES</b>	<b>7,405,961.15</b>	<b>7,085,080.95</b>	<b>320,880.20</b>
NET INCOME BEFORE DEPRECIATION	2,330,321.25	1,668,636.81	
DEPRECIATION	160,156.75	147,322.07	
NET INCOME	2,170,164.50	1,521,314.74	



**SOUTHEASTERN OAKLAND COUNTY WATER AUTHORITY**  
**YTD Income Statement with Ave. Cubic Feet**  
**07/01/20..09/30/20**

	ACTUAL REVENUES	2020/2021 Average Per 1,000 cubic feet	2019/2020 Average Per 1,000 cubic feet
SALE OF WATER	5,459,695.98	16.7633	16.8473
SALE OF WATER OTHERS	4,246,870.40	28.7317	29.0620
	<b>9,706,566.38</b>	<b>20.4994</b>	<b>20.3277</b>
RENTALS	18,835.58	0.0398	0.0479
WATER ANALYSIS-LAB & MISC	490.00	0.0010	0.0011
INTEREST ON INVESTMENTS	10,390.44	0.0219	0.0443
	29,716.02	0.0628	0.0933
<b>TOTAL REVENUES</b>	<b>\$9,736,282.40</b>	<b>20.5622</b>	<b>20.4210</b>
WATER PURCHASED FOR RESALE	0.00	0.0000	5.2379
POWER, PUMPING & GROUNDS WEBSTER	114,243.79	0.2413	0.3347
POWER , PUMPING & GROUNDS	31,011.25	0.0655	0.0607
COMPUTER OPERATIONS	29,800.93	0.0629	0.0520
PURIFICATION	30,886.21	0.0652	0.0724
METERS & MAINS	26,985.94	0.0570	0.0487
ADMINISTRATIVE & GENERAL	265,462.32	0.5606	0.5841
WATER IN TRANSIT	6,907,570.71	14.5882	10.1378
<b>TOTAL EXPENSES</b>	<b>7,405,961.15</b>	<b>15.6407</b>	<b>16.5283</b>
NET INCOME BEFORE DEPRECIATION	\$2,330,321.25	4.9214	3.8927
DEPRECIATION	160,156.75		
NET INCOME	\$2,170,164.50		

**SOUTHEASTERN OAKLAND COUNTY WATER AUTHORITY**  
**TOTAL CHARGES**  
**07/01/20..09/30/20**

MUNICIPALITY	WATER CONSUMPTION CUBIC FEET	TOTAL WATER CHARGES
BERKLEY	14,071.78	\$239,726.91
BEVERLY HILLS	16,175.90	\$266,991.38
BINGHAM FARMS	4,862.20	\$79,859.12
BIRMINGHAM	45,935.18	\$760,781.41
CLAWSON	9,197.37	\$158,911.52
HUNTINGTON WOODS	8,569.83	\$142,640.75
LATHRUP VILLAGE	6,643.86	\$112,297.38
PLEASANT RIDGE	4,521.80	\$74,820.16
ROYAL OAK	75,341.63	\$1,267,030.38
SOUTHFIELD	134,044.30	\$2,252,522.11
DETROIT ZOO & RACKHAM	6,329.64	\$104,113.04
MEMBERS	<u>325,693.49</u>	<u>\$5,459,694.16</u>
NON MEMBERS		
BLOOMFIELD HILLS	28,634.35	\$823,432.03
BLOOMFIELD TOWNSHIP	119,177.11	\$3,423,440.19
	<u>147,811.46</u>	<u>\$4,246,872.22</u>
TOTAL	473,504.95	\$9,706,566.38

**SOUTHEASTERN OAKLAND COUNTY WATER AUTHORITY  
CONSTRUCTION IN PROGRESS  
7/1/20..9/30/20**

**FIXED ASSET EXPENDITURES**

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NORMANDY AND CROOKS	2,795.10
14 MILE MAIN REPLACEMENT	8,500.00
ADMIN. OFFICES	2,763.00
	<hr/>
	<b>14,058.10</b>