

CITY COUNCIL

Hon. Kelly Garrett
Mayor

Hon. Bruce Kantor
Mayor Pro Tem

Hon. Frank Brock
Council Member

Hon. Ian Ferguson
Council Member

Hon. Donna Stallings
Council Member



A HERITAGE OF GOOD LIVING

CITY COUNCIL

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

**REGULAR MEETING
AGENDA**

MONDAY, AUGUST 20, 2018

Council Chambers
7:00 p.m.

ADMINISTRATION

Dr. Sheryl L. Mitchell
City Administrator

Scott Baker
Baker & Elowsky
City Attorney

Pamela Bratschi
City Treasurer

Scott McKee
Chief of Police

Yvette Talley
City Clerk

AGENDA ITEMS

1. **Call to Order** by Mayor Garrett
2. **Roll Call**
3. **Pledge of Alliance**
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 – July 23, 2018
 - B. **Approval of Minutes** – Council Meeting – July 23, 2018
 - C. **Approval of Minutes** – Study Session – August 6, 2018
6. **Consider / Approval of Disbursement Reports**
 - A. Disbursement Report – Period Covered 07.01.2018-07.15.2018: \$53,684.46
 - B. Disbursement Report – Period Covered 07.16.2018-06.31.2018: \$681,931.93
7. **Consider / Acceptance of the Department Reports**
8. **Public Comment** – Items not on the agenda
9. **Public Hearings** – None

10. Action Requests:

- A. Approval – Independent Contractor Agreement – Building Services (Clifton Grant)
- B. Approval – 2018 Water Main Repair Project – East City Border (Lincoln to Margate) and Award of Contract to LiquiForce
- C. Approval – Renewal of MML/Meadowbrook Liability & Property Pool Insurance
- D. Approval - MERS Health Care Savings Program Participation Agreement
- E. Approval – Resolution to Approve Participation in the State of Michigan’s Department of Insurance and Financial Services’ Fire Insurance Withholding Program

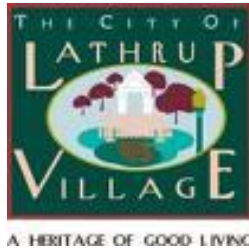
11. City Administrator Report

12. City Attorney Report

13. Reports of Boards, Commissions and Committees

14. Unfinished / New Business

15. Adjourn



CITY OF LATHRUP VILLAGE

CITY COUNCIL STUDY SESSION

MINUTES

MONDAY, JULY 23, 2018

MINUTES OF THE STUDY SESSION FOR THE CITY COUNCIL FOR THE CITY OF LATHRUP VILLAGE, MICHIGAN HELD ON MONDAY, JULY 23, 2018 AT 6:00 P.M, IN THE 2ND FLOOR CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 27400 SOUTHFIELD ROAD, LATHRUP VILLAGE, MICHIGAN 48076.

Note: City Council met at 5:30 p.m. for dinner with the study session beginning at 6:00 p.m.

1. **Call to Order.** The Special Study Session was called to order at 6:10 p.m. by Mayor Garrett.

PRESENT: Mayor Garrett
Mayor Pro Tem, Kantor
Council Members Ferguson, and Stallings

ABSENT: Council Member Brock (excused)

ALSO PRESENT: City Administrator Sheryl L. Mitchell
City Attorney Scott Baker
Ken Marten, DDA Director, Asst. to the Administrator
Det. Michael Zang, LVPD

PUBLIC: Mike Chambers, Utility Service Partners, Inc. Administrator for the National League of Cities Service Line Warranty Program

2. **Items for Discussion**

- A. **City Administrator – 90 Day Evaluation** – Mayor Garrett presented the compiled evaluations based on the responses from herself and the Council Members. Overall, the evaluations reflected that the City Administrator’s performance exceeded expectations.

- B. **Lathrup Village 65th Birthday - Update** –The City Administrator provided an overview of the event being planned for the weekend of Sept. 8th & 9th. Seeking sponsors. Planned events include a beer tent, classic car show, petting zoo, bounce house, DIA art tour, and live music. There is also a Ladies in Leadership Luncheon planned for Friday, Sept. 7th from 11:30am-1pm in the Community Room.

C. **Discussion – July 23, 2018 Agenda Items.** Mike Chambers provided an overview of the National League of Cities (NLC) Service Line Warranty Program. The coverage is extended to residents for warranty coverage of their water and sewer lines. The initial cost is \$6.49/month for the water service line and \$8.49/month for the sewer line. The agreement provides the city with a license fee of \$0.50 per product for each month.

3. **Mayor and Council Comments** – Indicated that they prefer the summary sheets for the Inspection Reports instead of the detailed report.

4. **Public Comment** – None.

5. **Adjourn.** No Other Business Having Come before them, The City Council adjourned the Study Session of Monday, August 6, 2018 at 6:34 p.m.

SUBMITTED BY:

Sheryl L. Mitchell, City Administrator

CITY OF LATHRUP VILLAGE CITY COUNCIL MEETING MINUTES JULY 23, 2018

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF LATHRUP VILLAGE HELD ON MONDAY, JULY 23, 2018 IN THE CITY COUNCIL CHAMBERS IN THE MUNICIPAL BUILDING 27400 SOUTHFIELD ROAD, LATHRUP VILLAGE, MICHIGAN.

The meeting was called to order at 7:07 p.m. by Mayor Garrett and Roll Call was taken.

Present: Mayor MyKale Garrett and Mayor Pro Tem Bruce Kantor
Council members Donna Stallings

Excused: Council member Frank Brock and Ian Ferguson

Also Present: City Administrator Sheryl L. Mitchell, City Attorney Scott Baker, Chief Scott McKee and City Clerk Yvette Talley

MAYOR INVITED ALL PRESENT TO JOIN IN THE PLEDGE OF ALLEGIANCE

CONSENT AGENDA

CO-18-143 CALL TO ORDER AND ROLL CALL

Roll call was taken. Motion by Mayor Pro Tem Kantor, seconded by Council member Stallings to excuse Council member Frank Brock and Council member Ian Ferguson from this meeting.

Yes: Garrett, Kantor, Stallings

No: None

Motion carried.

CO-18-144 APPROVAL OF AGENDA

Motion by Mayor Pro Tem Kantor, seconded by Council member Stallings to approve the Agenda with changes to remove item 5F – Zoning Board of Appeals minutes.

Yes: Garrett, Kantor, Stallings

No: None

Motion carried.

CO-18-145 APPROVAL OF CONSENT AGENDA

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

Yes: Garrett, Kantor, Stallings

No: None

CITY OF LATHRUP VILLAGE CITY COUNCIL MEETING MINUTES JULY 23, 2018

Motion carried.

CO-18-146 Minutes of the Study Session on June 18, 2018

Motion by Mayor Pro Tem Kantor, seconded by Council member Stallings to approve the minutes of the Study session on June 18, 2018.

Yes: Garrett, Kantor, Stallings

No: None

Motion carried.

CO-18-147 Minutes of the Regular Meeting on June 18, 2018

Motion by Mayor Pro Tem Kantor, seconded by Council member Stallings to approve the minutes of the Regular meeting on June 18, 2018.

Yes: Garrett, Kantor, Stallings

No: None

Motion carried.

CO-18-148 Minutes of the Special Meeting on June 29, 2018

Motion by Mayor Pro Tem Kantor, seconded by Council member Stallings to approve the minutes of the Special meeting on June 29, 2018.

Yes: Garrett, Kantor, Stallings

No: None

Motion carried.

CO-18-149 Minutes of the Study Session on July 9, 2018

Motion by Mayor Pro Tem Kantor, seconded by Council member Stallings to approve the minutes of the Study Session on July 9, 2018.

Yes: Garrett, Kantor, Stallings

No: None

Motion carried.

CITY OF LATHRUP VILLAGE CITY COUNCIL MEETING MINUTES JULY 23, 2018

CO-18-150 **Minutes of the Special Meeting on July 11, 2018**

Motion by Mayor Pro Tem Kantor, seconded by Council member Stallings to approve the minutes of the Special meeting on July 11, 2018.

Yes: Garrett, Kantor, Stallings

No: None

Motion carried.

CO-18-151 **APPROVAL OF DISBURSEMENT REPORTS**

Motion by Mayor Pro Tem Kantor, seconded by Council member Stallings to approve the Disbursement Report of June 1, 2018 through June 15, 2018 totaling \$46,836.08.

Yes: Garrett, Kantor, Stallings

No: None

Motion carried.

CO-18-152 **APPROVAL OF DISBURSEMENT REPORTS**

Motion by Mayor Pro Tem Kantor, seconded by Council member Stallings to approve the Disbursement Report of June 16, 2018 through June 30, 2018 totaling \$605,963.37.

Yes: Garrett, Kantor, Stallings

No: None

Motion carried.

CO-18-153 **CITY ANNUAL INVESTMENT REPORT PERIOD ENDED JUNE 30, 2018**

Motion by Mayor Pro Tem Kantor, seconded by Council member Stallings to approve the City Annual Investment Report period ended June 30, 2018.

Yes: Garrett, Kantor, Stallings

No: None

Motion carried.

CITY OF LATHRUP VILLAGE CITY COUNCIL MEETING MINUTES JULY 23, 2018

CO-18-154 CONSIDERATION OF A MOTION TO ACCEPT DEPARTMENTAL REPORTS

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

Yes: Garrett, Kantor, Stallings

No: None

Motion carried.

CO-18-155 PUBLIC COMMENTS

Dr. Jennifer Martin-Green, Superintendent, Southfield Public Schools invited the community to attend the interview of the final two candidates for principal of Southfield A & T High School on July 24 at 5:30 p.m. in the Southfield A & T High School auditorium.

Will implement the student representative to attend City Council meeting every 3rd Monday.

Will schedule a joint meeting with Lathrup Village City Council, Southfield City Council and Southfield Lathrup Board of Education.

August 11th back to school fair 10:00 a.m.-1:00 p.m. held on the football field of Southfield/Lathrup A&T High School.

CO-18-156 PUBLIC HEARINGS

None

CO-18-157 ACTION REQUESTS

A. Consideration of a Proclamation honoring Crime Stoppers 25th Anniversary

Proclamation was given to Crime Stoppers honoring their 25th Anniversary.

Motion by Mayor Pro Tem Kantor, seconded by Council member Stallings to approve the proclamation honoring Crime Stoppers 25th Anniversary.

Yes: Garrett, Kantor, Stallings

No: None

Motion carried.

B. Consideration of a Presentation by Pastor Scottie Jones, Life of God Outreach Sons, Global Ministry for the Back to School Jam

Presentation by Pastor Scottie Jones invited the public to the back to school jam on August 18th at 10:00 a.m. They will be providing backpacks, school supplies, lunch bags, clothing, games and prizes.

CITY OF LATHRUP VILLAGE CITY COUNCIL MEETING MINUTES JULY 23, 2018

Presentation by Pastor Art Letly -Convoy of Hope - September 22nd will be a community event at Bishop Park adjacent to Northwestern High School. Will provide services for greater Detroit area – free groceries, haircuts, family portraits, job services, health services and more.

C. Consideration of the Capital Improvement Plan 2018-2023

Sheryl Mitchell gave an overview and answered specific questions from City Council.

Motion by Mayor Pro Tem Kantor, seconded by Mayor Pro Tem Kantor to approve the Capital Improvement Plan 2018-2023.

Yes: Garrett, Kantor, Stallings

No: None

Motion carried.

D. Consideration of an Agreement with Utility Service Partners Private Label, Inc. D/B/A Service Line Warranties of America

Michael Chambers, Regional Account Manager – gave an overview.

Motion by Mayor Pro Tem Kantor, seconded by Council member Stallings to approve the agreement with Utility service Partners Private Label, Inc. d/b/a Service Line Warranties of America pending the addition of the 90 day clause.

Yes: Garrett, Kantor, Stallings

No: None

Motion carried.

E. Consideration of the Second Reading and Adoption of an Ordinance to Amend Chapter 50 – Peddlers, Solicitors and Canvassers.

Scott Baker, gave an overview and answered specific questions. There was one change from the First Reading to the Second Reading and it is as follows- “Any person whose license or permit remains revoked, suspended or denied after a hearing conducted pursuant to this section shall wait no less than 30 calendar days from the hearing date to re-apply.”

Motion by Council member Stallings, seconded by Mayor Pro Tem Kantor to approve the Second Reading and Adoption of an Ordinance to Amend Chapter 50 – Peddlers, Solicitors and Canvassers.

Yes: Garrett, Kantor, Stallings

No: None

Motion carried.

CITY OF LATHRUP VILLAGE CITY COUNCIL MEETING MINUTES JULY 23, 2018

- F. Consideration of the Second Reading and Adoption of an Ordinance to Amend Chapter 78, Utilities, Amending Article IV, Sewage Disposal Systems, Division 1, Generally, Sec. 78-328 (B), Grease Interceptors – Violations and Penalties

Scott Baker gave an overview and answered specific questions.

Motion by Mayor Pro Tem Kantor, seconded by Council member Stallings to Adopt an Ordinance to Amend Chapter 78, Utilities, Amending Article IV, Sewage Disposal Systems, Division 1, Generally, Sec. 78-328 (B), Grease Interceptors – Violations and Penalties.

Yes: Garrett, Kantor, Stallings

No: None

Motion carried.

- G. Consideration and Adoption of Oakland County Hazard Mitigation Plan

Sheryl Mitchell gave an overview and answered specific questions from City Council.

Chief Scott McKee gave an overview and answered specific questions from City Council.

Motion by Council member Stallings, seconded by Mayor Pro Tem Kantor to accept the Oakland County Hazard Mitigation Plan.

Yes: Garrett, Kantor, Stallings

No: None

Motion carried.

- H. Consideration to Appoint the 2018 MERS Conference Officer (and Alternate) and Employee (and alternate) and Authorization to attend Conference (October 4-7,2018)

Sheryl Mitchell gave an overview and answered specific questions.

Motion by Mayor Pro Tem Kantor, seconded by Council member Stallings to appoint the following employees to the 2018 MERS Conference:

Pamela Bratschi as Officer Delegate

Yvette Talley as Officer Alternate and Confirm:

Charles Becker as Employee Delegate

Ken Marten as Employee Alternate

CITY OF LATHRUP VILLAGE CITY COUNCIL MEETING MINUTES JULY 23, 2018

Yes: Garrett, Kantor, Stallings

No: None

Motion carried.

I. **Consideration to Elect Members to the MML Workers Compensation Fund Board of Trustees**

Motion by Council member Stallings Mayor Pro Tem Kantor, seconded by Mayor Pro Tem Kantor to elect Members to the MML Workers Compensation Fund Board of Trustees.

Yes: Garrett, Kantor, Stallings

No: None

Motion carried.

CO-18-158 REPORT OF THE CITY ADMINISTRATOR

Wished Council member Frank Brock a speedy recovery.

-2018 Pavement Reconstruction

-Lathrup Village 65th Birthday Celebration

-Election Day August 7, 2018

-MDOT/ I-696 Closures

-Lathrup Village Police community Event held on July 25th was very informative and well attended.

-Hortulus Gardens Pop Up has ended their summer garden shop. Looking forward to fall pop up shop.

-Food Truck Friday

CO-18-159 REPORT CITY ATTORNEY

Working on an Ordinance that will require commercial properties to place their trash bags in dumpsters or trash can.

Planning Commission update: Capital Improvement Plan

Conceptual site plan review 26727 and 26751 Southfield Rd. it has been purchased to redevelop as a gas station. Applicant has been reminded to provide information to City Council such as photos and address of other properties they own to see how their businesses operate.

CITY OF LATHRUP VILLAGE CITY COUNCIL MEETING MINUTES JULY 23, 2018

CO-18-160 REPORTS OF BOARDS, COMMISSIONS AND COMMITTEES

Mayor Pro Tem Kantor said that Honey Tree has improved the property but did not improve all of the items that they were asked to improve.

Council member Stallings reported from SEMCOG - They would like to take a tour of the City and give feedback on how their resources can assist the city.

CO-18-161 UNFINISHED/NEW BUSINESS

Shred truck day will be September 15- 1:00 p.m.-5:00 p.m.

City Clerk Talley announced that August 7, 2018 is Primary Election Day – polls open at 7:00 a.m. – 7:00 p.m.

Clerk’s office will be open to vote absentee on Saturday, August 4, 2018 9:00 a.m. - 2:00 p.m.

The last day to vote absentee is Monday, August 6, 2018 in the Clerk’s office 8:00 a.m. – 4:00 p.m.

Voters have until 8:00 p.m. August 7th to return their absent voter ballots.

CO-18-162 ADJOURNMENT

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

Yes: Garrett, Kantor, Stallings

No: None

Motion carried.

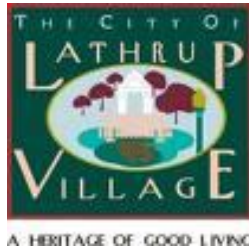
The meeting was adjourned at 8:00 p.m.

Transcribed by Yvette Talley

Mykale Garrett, Mayor

Transcribed by Yvette Talley

City Clerk



CITY OF LATHRUP VILLAGE

CITY COUNCIL STUDY SESSION

MINUTES

MONDAY, AUGUST 6, 2018

MINUTES OF THE STUDY SESSION FOR THE CITY COUNCIL FOR THE CITY OF LATHRUP VILLAGE, MICHIGAN HELD ON MONDAY, AUGUST 6, 2018 AT 6:00 P.M, IN THE 2ND FLOOR CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 27400 SOUTHFIELD ROAD, LATHRUP VILLAGE, MICHIGAN 48076.

Note: City Council met at 5:30 p.m. for dinner with the study session beginning at 6:00 p.m.

1. **Call to Order.** The Special Study Session was called to order at 6:05 p.m. by Mayor Garrett.

PRESENT: Mayor Garrett
Mayor Pro Tem, Kantor
Council Members Brock, and Stallings

ABSENT: Council Member Ferguson (excused)

ALSO PRESENT: City Administrator Sheryl L. Mitchell
Asst. to City Manager/DDA Director Ken Marten
Lee Ann Kimberlin, for City Attorney Scott Baker
Scott Ringler, Giffles Webster

2. **Items for Discussion**

- A. **House in the Woods RFP** – Discussed the property located at 19600 Forest Drive. The Assessor provided information on the cash value for the land. The City Administrator provided an updated draft of the RFP. Council discussed having a realtor and member of the planning commission serve on the Evaluation Committee, along with the City Administrator. It was suggested that language be added to require a 5% bid security bond to be submitted with the proposal and a performance bond accompany the approved agreement. Was suggested to increase the points for the offer price from 20 to 25 points. The attorney would assist in drafting that language. The property would be for redevelopment as single family dwellings. Attorney suggested including language that the bids could be rejected for any reason. Notice of the RFP would be publicized.

- B. **Independent Contractor Agreement for Building Services (Clifton Grant)** –The City Administrator provided a draft proposal for changes in the rate of pay to the Agreement for janitorial and building services. Contract period would be from August 20, 2018 to June 30, 2020. Consideration would be on the August 20th agenda.
 - C. **2018 Water Main Repair Project – east City Border (Lincoln to Margate) and Award of Contract to LiquiForce.** Scott Ringler presented the project, which has an estimated cost of \$175,000. Some of the preliminary work can be performed by Tim Prast and Randy Baldwin. Project was budgeted at \$160,000 in the Capital Improvement Program. Consideration of the contract will be on the August 20th agenda, if the bonding is in place. The Santa Barbara project (Phase 1) would begin in early 2019; followed by Phase 2 after July.
 - D. **Fire Escrow Program** – the program is designed to provide municipalities with some financial protection against the cost of cleaning up a damaged structure, following a fire other insurance covered loss. The Michigan Dept. of Insurance and Financial services (DIFS) requires a municipality adopt a resolution in order to participate in the program. The resolution will be on the August 20th agenda.
3. **Discussion Items from Mayor and Council** – Questions were raised regarding the Roseland street improvements and the inquiries from residents about repairing their driveway approaches. Mr. Ringler indicated that there would be “smoothing” if the difference between the driveway approach and the street were greater than one inch.

Mr. Ringler advised Council that the project for the 2 sewers being lined on Coral Gables are done. Will be recommending final payment. Suggested withholding approximately \$50 as a retainage, in case there might be a future need for an emergency repair. This would keep the contract open.

Lead and copper service leads – DEQ has sent out a ruling that partial replacements are no longer allowed. There is a recognized issue regarding how the cities will pay for replacements on private property. By 2025, the city will need to know which properties have lead copper leads, which may require entering private property. The city currently possesses very limited information on what exists. It is estimated that it will cost between \$5,000 to \$10,000 in order to replace the line from the main to each house with a lead or galvanized service leads.

Update on Administrative Assistant position – City Administrator mentioned that she had requested time to evaluate the current workloads before looking at revising the job description. It was announced that Ken Marten has submitted his letter of resignation effective August 24th. It was also noted that the Clerk would like to have part-time assistance, especially during the election season. City Administrator will take a look at the needs and offer proposal on how to best address the needs of the administration to service the needs of the community based on the availability of funding.

Board of Review Alternate – Mayor Garrett noted that there is a need to seek applicants and post for the position.

Council Member Stallings mentioned the upcoming Shredding Event and Coffee Hour event.

The 65th Birthday Celebration is Sept. 8 & 9. There is a Ladies of Leadership Luncheon on Friday, Sept. 7th. Council Member Stallings was invited to join with Mayor Garrett and City Administrator Mitchell in working out the details.

Mayor Pro Tem Kantor asked about Honey Tree Restaurant and the conditions they were to meet when they were granted their liquor license, which included replacing the dead bushes, removal of

weeds and trash dumpster enclosure. Mr. Marten mentioned that they have started the work and they are working with Hortulus for the landscaping.

Mayor Pro Tem Kantor asked about placement of parking bump stops in areas where they are not currently in place. A question was raised if there could be an ordinance to require them for all business.

4. **Public Comment** – None.
5. **Adjourn.** No Other Business Having Come before them, The City Council adjourned the Study Session of Monday, August 6, 2018 at 7:38 p.m.

SUBMITTED BY:
Sheryl L. Mitchell, City Administrator

CITY OF LATHRUP VILLAGE DEPARTMENT REPORTS

CITY OF LATHRUP VILLAGE
Disbursement Report

Period covered 7/1/2018-7/15/2018

Gross Payroll:

Payroll Department	Amount	Personnel
Admin	\$14,880.17	Bratschi, Carlton, Marten, Mitchell Schultz, Talley
DDA	\$0.00	
Bldg Mnt		
Police	\$36,172.00	Becker, Button, Carmack, Imber, Knoll Lask, Lawrence, Loudon, McKee, Roberts, Tompkins Upshaw, Zang
DPS	\$0.00	
Water	\$965.62	Carlton
Recreation	\$1,666.67	Tamsen

Total Gross \$53,684.46

Deductions \$19,020.67

Net Payroll \$34,663.79

*** Fund Totals Include Gross Payroll**

General Fund	\$52,718.84
Major Road Fund	\$0.00
Local Road Fund	\$0.00
Capital Acquisition Fund	\$0.00
Debt Service Fund SDS Bonds	\$0.00
Downtown Development Authority	\$0.00
Water & Sewer Fund	\$965.62
Total	\$53,684.46

CITY OF LATHRUP VILLAGE

Disbursement Report

Period covered 7/16/2018-7/31/2018

Gross Payroll:

Payroll Department	Amount	Personnel
Admin	\$14,880.17	Bratschi, Carlton, Marten, Mitchell Schultz, Talley
DDA	\$0.00	
Bldg Mnt		
Police	\$28,826.39	Becker, Button, Carmack, Imber, Knoll Lask, Lawrence, Loudon, McKee, Roberts, Tompkins Upshaw, Zang
DPS	\$0.00	
Water	\$965.62	Carlton
Recreation	\$1,666.67	Tamsen

Total Gross \$46,338.85

Deductions \$15,946.02

Net Payroll \$30,392.83

*** Fund Totals Include Gross Payroll**

General Fund	\$354,301.17
Major Road Fund	\$17,260.56
Local Road Fund	\$21,696.05
Capital Acquisition Fund	\$36,824.00
Debt Service Fund SDS Bonds	\$0.00
Downtown Development Authority	\$6,620.14
Water & Sewer Fund	\$245,230.01
Total	\$681,931.93

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LATHRUP VILLAGE
 POST DATES 07/01/2018 - 08/31/2018
 BOTH JOURNALIZED AND UNJOURNALIZED
 PAID

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000.000					
101-000.000-206.000	TAX OVERAGE REFUND	JAMES LAMB	TAX OVERPAYMENT	50.00	2713
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	POLICE & FIREMEN'S INS. GF	INSURANCE	56.34	41425
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	STENGER & STENGER, P.C.	PAYMENT ORDER	361.08	41430
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	AFLAC	AFLAC INSURANCE	41.22	41445
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	STENGER & STENGER, P.C.	PAYMENT ORDER	49.44	41495
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	POLICE & FIREMEN'S INS. GF	INSURANCE	56.34	41560
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	MICHIGAN ST. DISBURSEMENT	CHILD SUPPORT	1,056.75	41550
101-000.000-243.000	ENGINEERING DEPOSITS	GIFFELS-WEBSTER ENG INC	11 AND LATHRUP BLVD DEVELOPMENT	297.50	41529
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	ANGELLA JONES	COMMUNITY ROOM DEPOSIT	300.00	41382
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	CARMEN WILLINGHAM	COMMUNITY ROOM DEPOSIT	300.00	41391
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	MELANIE CATES	COMMUNITY ROOM DEPOSIT	300.00	41419
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	QUINCY BURTON	COMMUNITY ROOM DEPOSIT	300.00	41427
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	YOLANDA MASSE	COMMUNITY ROOM DEPOSIT	300.00	41436
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	ANJENNIE JONES-CLAYBRONE	COMMUNITY ROOM DEPOSIT	275.00	41383
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	BETTY MOORE	COMMUNITY ROOM DEPOSIT	300.00	41448
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	CARLA BUTLER	COMMUNITY ROOM DEPOSIT	200.00	41454
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	CHARLES ARNOLD	COMMUNITY ROOM DEPOSIT	300.00	41456
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	DASHAN KING	COMMUNITY ROOM DEPOSIT	300.00	41462
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	GLADYS STALLINGS	COMMUNITY ROOM DEPOSIT	300.00	41467
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	JENNIFER SOLOMON-WALLS	COMMUNITY ROOM DEPOSIT	300.00	41473
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	KAI LISA ANDERSON	COMMUNITY ROOM DEPOSIT	300.00	41474
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	KOREE FRANK	COMMUNITY ROOM DEPOSIT	300.00	41475
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	LEONARD STALLINGS	COMMUNITY ROOM DEPOSIT	300.00	41476
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	MARION HENRY	COMMUNITY ROOM DEPOSIT	300.00	41477
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	MIRIAM WILLIAMS	COMMUNITY ROOM DEPOSIT	300.00	41481
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	ROSALIND CASTELOW	COMMUNITY ROOM DEPOSIT	300.00	41491
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	STEPHANIE MOORE	COMMUNITY ROOM DEPOSIT	300.00	41496
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	CRYSTAL PARKER	COMMUNITY ROOM DEPOSIT	300.00	41518
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	DEBRA ROSS	COMMUNITY ROOM DEPOSIT	300.00	41520
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	LA'TASHA ASKEW	COMMUNITY ROOM DEPOSIT	300.00	41538
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	MARCUS BOSTIC	COMMUNITY ROOM DEPOSIT	300.00	41544
101-000.000-246.000	POLICE UNION DUES	COMMAND OFFICERS ASSN. OF	UNION DUES	65.16	41460
101-000.000-246.000	POLICE UNION DUES	POLICE OFFICERS ASSOC.	UNION DUES	421.12	41486
101-000.000-246.000	POLICE UNION DUES	COMMAND OFFICERS ASSN. OF	UNION DUES	65.16	41516
101-000.000-246.000	POLICE UNION DUES	POLICE OFFICERS ASSOC.	UNION DUES	421.12	41561
101-000.000-283.000	PERFORMANCE BONDS	ATB Building Inc.	BD Bond Refund	150.00	41385
101-000.000-283.000	PERFORMANCE BONDS	E.B.A Construction	BD Bond Refund	100.00	41403
101-000.000-283.000	PERFORMANCE BONDS	Fiberclass/Fireclass Insul	BD Bond Refund	5.00	41407
101-000.000-283.000	PERFORMANCE BONDS	Weathergard	BD Bond Refund	150.00	41435
101-000.000-283.000	PERFORMANCE BONDS	Hansons	BD Bond Refund	150.00	41468
101-000.000-283.000	PERFORMANCE BONDS	Metro Detroit Signs	BD Bond Refund	150.00	41478
101-000.000-283.000	PERFORMANCE BONDS	Occupant	BD Bond Refund	50.00	41483
101-000.000-283.000	PERFORMANCE BONDS	Paul Scott Plumbing	BD Payment Refund	35.00	41485
101-000.000-283.000	PERFORMANCE BONDS	Wallside Windows	BD Bond Refund	150.00	41501
101-000.000-283.000	PERFORMANCE BONDS	Wallside Windows	BD Bond Refund	150.00	41501
101-000.000-283.000	PERFORMANCE BONDS	SUNSET WEST INVESTMENTS	BD Bond Refund	50.00	41568
101-000.000-283.000	PERFORMANCE BONDS	TAMARELLI, ROBERT B	BD Bond Refund	50.00	41569
101-000.000-344.000	DEF COMP PAYABLE ICMA CLEARIN	ICMA RETIREMENT TRUST-457	ICMA DEF COMP 457	2,215.74	41412
101-000.000-344.000	DEF COMP PAYABLE ICMA CLEARIN	ICMA RETIREMENT TRUST-457	ICMA DEF COMP 457	2,823.17	41471
101-000.000-344.000	DEF COMP PAYABLE ICMA CLEARIN	ICMA RETIREMENT TRUST-457	ICMA DEF COMP 457	2,283.50	41533

Total For Dept 000.000

18,228.64

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 100.000 GOVERNMENT SERVICES					
101-100.000-726.000	OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES	38.89	41484
101-100.000-726.000	OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES	69.02	41484
101-100.000-726.000	OFFICE SUPPLIES	OFFICE DEPOT	TABLE	129.99	41484
101-100.000-726.000	OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES	173.66	41484
101-100.000-726.000	OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES	22.49	41484
101-100.000-726.000	OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES	4.19	41484
101-100.000-726.000	OFFICE SUPPLIES	PINE STATE ENTERPRISES, I	NAME BADGE	35.50	41557
101-100.000-732.000	CODE ENFORCEMENT	EXCELL SNOW & TURF MAINTEN	NUISANCE CUT	60.00	41405
101-100.000-732.000	CODE ENFORCEMENT	EXCELL SNOW & TURF MAINTEN	NUISANCE CUTS	150.00	41526
101-100.000-804.000	BUILDING TRADE INSPECTION	GIFFELS-WEBSTER ENG INC	ATT ROW PERMIT REVIEWS FOR VARIOUS ADDE	145.00	41529
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	CLIFTON GRANT	COMMUNITY ROOM EVENTS	1,160.00	41395
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	CLS CONTINENTAL LINEN SER	LINEN CLEANING	93.86	41458
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	CLIFTON GRANT	COMMUNITY ROOM EVENTS	1,500.00	41457
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	CLIFTON GRANT	COMMUNITY ROOM EVENTS	795.00	41514
101-100.000-810.000	AUDITING & ACCOUNTING	CBIZ BENEFITS & INSURANCE	ACTUARIAL VALUATION	2,250.00	41513
101-100.000-810.000	AUDITING & ACCOUNTING	PLANTE MORAN	END OF THE FISCAL YEAR AUDIT FOR JUNE 3	12,564.00	41559
101-100.000-848.000	GOVERNMENT OPERATIONS	I.T. RIGHT	CONTRATUAL SERVICES, ANTI VIRUS, PERFO	4,100.00	41411
101-100.000-848.000	GOVERNMENT OPERATIONS	OFFICE DEPOT	OFFICE SUPPLIES	133.25	41484
101-100.000-848.000	GOVERNMENT OPERATIONS	SHERYL MITCHELL	MILEAGE REIMBURESMET IN EXCESS OF 50 M	257.24	41492
101-100.000-848.000	GOVERNMENT OPERATIONS	ARRON CARLTON	FUEL RIEMBERSEMENT FOR MEMPHIS CONFEREN	103.54	41446
101-100.000-848.000	GOVERNMENT OPERATIONS	CARDMEMBER SERVICE	GOVERNMENT OPERATIONS, TRAINING, TABLE	2,053.70	41503
101-100.000-848.000	GOVERNMENT OPERATIONS	PLANTE & MORAN	PROFESSIONAL SERVICES RENDERED	3,157.50	41558
101-100.000-848.000	GOVERNMENT OPERATIONS	PREMIER BUSINESS PRODUCTS	PRINTER COPY CHARGES	806.53	41562
101-100.000-848.000	GOVERNMENT OPERATIONS	YVETTE TALLEY	DINNER FOR COUNCIL MEETING	75.00	41576
101-100.000-850.000	TELEPHONE EXPENDITURES	PAETEC	TELEPHONE BILL	369.17	41424
101-100.000-850.000	TELEPHONE EXPENDITURES	PAETEC	TELEPHONE BILL	631.31	41424
101-100.000-850.000	TELEPHONE EXPENDITURES	VERIZON WIRELESS	CELL PHONE BILL	123.55	41500
101-100.000-850.000	TELEPHONE EXPENDITURES	COMCAST	CABLE AND INTERNET	173.78	41515
101-100.000-850.000	TELEPHONE EXPENDITURES	PAETEC	TELEPHONE BILL	372.86	41555
101-100.000-850.000	TELEPHONE EXPENDITURES	PAETEC	TELEPHONE BILL	632.79	41555
101-100.000-860.000	VEHICLE EXPENSE	BIRMINGHAM OIL CHANGE CEN	OIL CHANGE	31.97	41449
101-100.000-860.000	VEHICLE EXPENSE	SHERYL MITCHELL	VEHICLE ALLOWANCE	350.00	41492
101-100.000-860.000	VEHICLE EXPENSE	CARDMEMBER SERVICE	GOVERNMENT OPERATIONS, TRAINING, TABLE	27.06	41503
101-100.000-860.000	VEHICLE EXPENSE	US BANK VOYAGER FLEET SYS	FUEL FOR CITY VEHICLES	311.48	41571
101-100.000-882.000	PLANNING/CONSULTING FEES	GIFFELS-WEBSTER ENG INC	PLANNING SERVICES	1,884.00	41529
101-100.000-883.000	CITY BEAUTIFICATION	MICHIGAN SANDBLASTING	SIGN FOR FRANK BROCK	225.00	41581
101-100.000-900.000	PRINTING/PUBLICATION COSTS	C & G NEWSPAPERS	ADVERTISEMENT	100.00	41452
Total For Dept 100.000 GOVERNMENT SERVICES				35,111.33	
Dept 101.000 ADMINISTRATION					
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	170.95	41434
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	170.95	41499
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH INSURANCE	4,442.40	41450
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPAN	INSURANCE	147.37	41494
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	170.95	41572
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH INSURANCE	4,128.58	41577
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS BLUE SHIELD	HEALTH INSURANCE	509.35	41578
101-101.000-718.000	ELECTIONS	OFFICE MANAGEMENT & CONSUI	PRE TESTING OF ALL VOTING MACHINES FOR	1,075.00	41423
101-101.000-718.000	ELECTIONS	FEDEX	SHIPPING CHARGES	65.36	41465
101-101.000-718.000	ELECTIONS	CARDMEMBER SERVICE	GOVERNMENT OPERATIONS, TRAINING, TABLE	17.24	41503
101-101.000-718.000	ELECTIONS	ARTHUR RUSHING	ELECTION WORKER	110.00	41508
101-101.000-718.000	ELECTIONS	AUDREY ELIZABETH GROSMAN	ELECTION WORKER	150.00	41510

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Dept 101.000 ADMINISTRATION					
101-101.000-718.000	ELECTIONS	EARLINE THOMAS	ELECTION WORKER	85.00	41525
101-101.000-718.000	ELECTIONS	FRANCES D. SCHOTT-BAER	ELECTION WORKER	105.00	41527
101-101.000-718.000	ELECTIONS	GABRIELLE MURPHY	ELECTION WORKER	110.00	41528
101-101.000-718.000	ELECTIONS	LINDA RANDLE	ELECTION WORKER	105.00	41541
101-101.000-718.000	ELECTIONS	LOTTIE MCCRAY	ELECTION WORKER	100.00	41542
101-101.000-718.000	ELECTIONS	LYNN M. LEE	ELECTION WORKER	135.00	41543
101-101.000-718.000	ELECTIONS	MARY MOIX	ELECTION WORKER	95.00	41545
101-101.000-718.000	ELECTIONS	MYRA ALLEN	ELECTION WORKER	125.00	41551
101-101.000-718.000	ELECTIONS	OMAR THOMAS	ELECTION WORKER	110.00	41554
101-101.000-718.000	ELECTIONS	PHILIP H. BERNS	ELECTION WORKER	105.00	41556
101-101.000-718.000	ELECTIONS	PRINTING SYSTEMS, INC.	ELECTION FORMS AND SUPPLIES	27.15	41563
101-101.000-718.000	ELECTIONS	REGINA COBB	ELECTION WORKER	100.00	41565
101-101.000-718.000	ELECTIONS	TINA DAVIS	ELECTION WORKER	85.00	41570
101-101.000-718.000	ELECTIONS	WILLIE WESLEY	INSTRUCTION FOR E POLL BOOK CLASS	200.00	41573
101-101.000-718.000	ELECTIONS	WILMA PATRICK	ELECTION WORKER	120.00	41574
101-101.000-718.000	ELECTIONS	YOLANDA ARNOLD	ELECTION WORKER	140.00	41575
101-101.000-722.000	LEGAL SERVICES	KELLER THOMA	GENERAL MATTERS	131.25	41537
Total For Dept 101.000 ADMINISTRATION				13,036.55	
Dept 201.000 BUILDING & GROUNDS					
101-201.000-702.000	SALARIES PART-TIME	CLIFTON GRANT	CLEANING SERVICES PROVIDED FOR CITY HAI	527.15	41395
101-201.000-702.000	SALARIES PART-TIME	MICHIGAN ST. DISBURSEMENT	SPOUSAL SUPPORT	649.75	41421
101-201.000-702.000	SALARIES PART-TIME	MICHIGAN ST. DISBURSEMENT	SPOUSAL SUPPORT	649.75	41480
101-201.000-702.000	SALARIES PART-TIME	CLIFTON GRANT	CLEANING SERVICES PROVIDED FOR CITY HAI	527.15	41457
101-201.000-702.000	SALARIES PART-TIME	CLIFTON GRANT	CLEANING SERVICES PROVIDED FOR CITY HAI	527.15	41514
101-201.000-702.000	SALARIES PART-TIME	MICHIGAN ST. DISBURSEMENT	SPOUSAL SUPPORT	649.75	41550
101-201.000-920.000	UTILITIES	CONSUMERS ENERGY	ENERGY BILLS	80.63	41461
101-201.000-920.000	UTILITIES	DTE ENERGY	ELECTRIC BILLS	236.07	41523
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	DETROIT ELEVATOR COMPANY	ROUTINE MAINTENANCE JULY 2018	199.00	41399
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	CLIFTON GRANT	WAX FOR COMMUNITY ROOM FLOOR	32.01	41395
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	DETROIT ELEVATOR COMPANY	ROUTINE MAINTENANCE AUGUST 2018	199.00	41521
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	J.C. EHRlich CO.INC	PEST CONTROL	43.00	41535
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	MICHIGAN COMMERCIAL DOOR C	REPAIR HANDICAP DOOR AT CITY HALL	298.90	41548
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	NICHOLS PAPER & SUPPLY CO	BUILDING SUPPLIES	567.22	41552
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	HOME DEPOT CREDIT SERVICES	TENTS FOR FARMERS MARKET, BUILDING MAIN	181.20	41530
Total For Dept 201.000 BUILDING & GROUNDS				5,367.73	
Dept 301.000 PUBLIC SAFETY					
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	294.81	41434
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	35.83	41434
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	35.83	41499
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	294.81	41499
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH INSURANCE	386.54	41450
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS-BLUE SHIELD	HEALTH INSURANCE	10,400.97	41451
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPAN	INSURANCE	245.40	41494
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	294.81	41572
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	35.83	41572
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH INSURANCE	969.66	41577
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS BLUE SHIELD	HEALTH INSURANCE	3,121.90	41578
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS-BLUE SHIELD	HEALTH INSURANCE	10,400.97	41579
101-301.000-726.000	OFFICE SUPPLIES	INTEGRITY BUSINESS SOLUTIO	OFFICE SUPPLIES FOR POLICE DEPARTMENT	93.25	41534
101-301.000-729.000	OFFICE MACHINE MAINTENANCE	AXON ENTERPRISE, INC	KIT, DATAPORT DOWNLOAD, USB	188.00	41386
101-301.000-729.000	OFFICE MACHINE MAINTENANCE	INTEGRITY BUSINESS SOLUTIO	OFFICE SUPPLIES	60.16	41472

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Fund 101 GENERAL FUND					
Dept 301.000 PUBLIC SAFETY					
101-301.000-729.000	OFFICE MACHINE MAINTENANCE	CARDMEMBER SERVICE	GOVERNMENT OPERATIONS, TRAINING, TABLE	111.99	41503
101-301.000-731.000	PUBLICATIONS/DOCUMENT REDUCIN	DRIVERS LICENSE GUIDE COME	2018 I.D. CHECKING GUIDE	65.00	41464
101-301.000-731.000	PUBLICATIONS/DOCUMENT REDUCIN	CENTER FOR EDUCATION EMPLC	ENCYCLOPEDIA OF PUBLIC EMP. LAW	254.95	41455
101-301.000-803.000	MEMBERSHIPS & MEETINGS	INTERNATIONAL ASSOC. OF CH	ANNUAL BILLING	525.00	41413
101-301.000-803.000	MEMBERSHIPS & MEETINGS	LEXIS NEXIS	JULY 2018 MINIMUM COMMITMENT	50.00	41540
101-301.000-822.000	TRAINING	JERRY M. NEHR, JR.	CULTURAL AWARENESS TRAINING	800.00	41415
101-301.000-822.000	TRAINING	JERRY M. NEHR, JR.	CULTURAL AWARENESS TRAININGS	800.00	41442
101-301.000-822.000	TRAINING	MICHIGAN ASSOC OF CHIEFS (SYMPOSIUM, SCOTT MCKEE	50.00	41479
101-301.000-822.000	TRAINING	CARDMEMBER SERVICE	GOVERNMENT OPERATIONS, TRAINING, TABLE	85.00	41503
101-301.000-822.000	TRAINING	MICHIGAN ASSOC OF CHIEFS (SYMPOSIUM MICHAEL ZANG	50.00	41547
101-301.000-822.000	TRAINING	PSTGP, LLC	LEGAL UPDATE TRAINING	198.00	41564
101-301.000-823.000	FIREARMS TRAINING	AXON ENTERPRISE, INC	DATAFORT DOWNLOAD, USB	188.00	41447
101-301.000-828.000	FIRE SERVICE/DISPATCH CONTRACT	CITY OF SOUTHFIELD	FIRST QUARTER BILLING FOR FIRE AND EMS	150,591.25	41393
101-301.000-829.000	POLICE UNIFORMS & CLEANING	PRIORITY ONE EMERGENCY, IN	UNIFORMS	724.99	41488
101-301.000-829.000	POLICE UNIFORMS & CLEANING	PRIORITY ONE EMERGENCY, IN	UNIFORMS	104.99	41488
101-301.000-850.000	TELEPHONE EXPENDITURES	PAETEC	TELEPHONE BILL	398.36	41424
101-301.000-850.000	TELEPHONE EXPENDITURES	MICHAEL ZANG	CELL PHONE REIMBURSEMENT	50.00	41438
101-301.000-850.000	TELEPHONE EXPENDITURES	VERIZON WIRELESS	CELL PHONE BILL	123.54	41500
101-301.000-850.000	TELEPHONE EXPENDITURES	AT & T	DISPATCH	51.67	41509
101-301.000-850.000	TELEPHONE EXPENDITURES	COMCAST	CABLE AND INTERNET	91.72	41515
101-301.000-850.000	TELEPHONE EXPENDITURES	MICHAEL ZANG	CELL PHONE STIPEND	50.00	41546
101-301.000-850.000	TELEPHONE EXPENDITURES	PAETEC	TELEPHONE BILL	398.36	41555
101-301.000-860.000	VEHICLE EXPENSE	BERGER CHEVROLET	DELIVERY FEE	215.00	41378
101-301.000-860.000	VEHICLE EXPENSE	DIGICOM GLOBAL INC	ONSITE RADIO SERVICE	500.00	41400
101-301.000-860.000	VEHICLE EXPENSE	CARDMEMBER SERVICE	GOVERNMENT OPERATIONS, TRAINING, TABLE	83.96	41503
101-301.000-860.000	VEHICLE EXPENSE	BELLE TIRE	TIRE FOR POLICE VEHICLE	236.50	41511
101-301.000-860.000	VEHICLE EXPENSE	BIRMINGHAM OIL CHANGE CEN	OIL CHANGE	31.97	41512
101-301.000-860.000	VEHICLE EXPENSE	BIRMINGHAM OIL CHANGE CEN	OIL CHANGE	49.97	41512
101-301.000-860.000	VEHICLE EXPENSE	CYNERGY WIRELESS PRODUCTS,	REMOVE EVERGENCY EQUIPMENT FROM POLICE	773.75	41519
101-301.000-860.000	VEHICLE EXPENSE	MICHIGAN DEPART. OF STATE	SUPPRESSED PLATES	26.00	41549
101-301.000-860.000	VEHICLE EXPENSE	O'REILLY AUTOMOTIVE, INC.	AUTO PART FOR POLICE VEHICLE	7.99	41553
101-301.000-860.000	VEHICLE EXPENSE	US BANK VOYAGER FLEET SYS	FUEL FOR CITY VEHICLES	1,708.75	41571
101-301.000-860.000	VEHICLE EXPENSE	COMSOURCE, INC	UHF ANTENNA	53.75	41517
Total For Dept 301.000 PUBLIC SAFETY				186,309.23	
Dept 401.000 PUBLIC SERVICE					
101-401.000-920.000	UTILITIES	PAETEC	TELEPHONE BILL	132.09	41424
101-401.000-920.000	UTILITIES	CONSUMERS ENERGY	ENERGY BILLS	60.30	41461
101-401.000-920.000	UTILITIES	PAETEC	TELEPHONE BILL	132.09	41555
101-401.000-920.000	UTILITIES	US BANK VOYAGER FLEET SYS	FUEL FOR CITY VEHICLES	674.24	41571
101-401.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES PROVIDED	8,530.55	41416
101-401.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES PROVIDED FOR THE CITY	8,530.55	41539
101-401.000-936.000	EQUIPMENT MAINTENANCE	DORNBOS SIGN & SAFETY INC.	SIGN POSTS AND SIGN HARDWARE	460.80	41463
101-401.000-936.000	EQUIPMENT MAINTENANCE	HOME DEPOT CREDIT SERVICE	TENTS FOR FARMERS MARKET, BUILDING MAIN	10.97	41530
Total For Dept 401.000 PUBLIC SERVICE				18,531.59	
Dept 502.000					
101-502.000-801.001	SOCRRA	SOCRRA	REFUSE, RECYCLABLES, AND YARD WASTE COI	12,772.00	41493
101-502.000-801.001	SOCRRA	SOCRRA	REFUSE, RECYCLABLES AND YARD WASTE COLI	14,420.00	41566
Total For Dept 502.000				27,192.00	
Dept 601.000 RECREATION					
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	25.00	41434

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Fund 101 GENERAL FUND					
Dept 601.000 RECREATION					
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	33.33	41499
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH INSURANCE	297.70	41450
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPANY	INSURANCE	22.14	41494
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	25.00	41572
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH INSURANCE	297.70	41577
101-601.000-884.000	CONCERTS IN THE PARK	WILLIAM L. MORAN	CONCERT IN THE PARK	550.00	41441
101-601.000-884.000	CONCERTS IN THE PARK	SEAN FRIDAY	CONCERT IN THE PARK PERFORMANCE	600.00	41439
101-601.000-884.000	CONCERTS IN THE PARK	JOHN HOLK	CONCERT IN THE PARK PERFORMANCE	600.00	41443
101-601.000-884.000	CONCERTS IN THE PARK	AMAC RECORDS	CONCERT IN THE PARK PERFORMANCE	1,000.00	41502
101-601.000-884.000	CONCERTS IN THE PARK	THE GROOVE COUNCIL LLC	CONCERT IN THE PARK PERFORMANCE	900.00	41505
101-601.000-884.000	CONCERTS IN THE PARK	GWEN FOXX	CONCERT IN THE PARK PERFORMANCE	800.00	41506
Total For Dept 601.000 RECREATION				5,150.87	
Total For Fund 101 GENERAL FUND				308,927.94	
Fund 202 MAJOR ROAD FUND					
Dept 702.000					
202-702.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH INSURANCE	67.75	41450
202-702.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPANY	INSURANCE	2.77	41494
202-702.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH INSURANCE	33.88	41577
202-702.000-810.000	AUDITING & ACCOUNTING	PLANTE MORAN	END OF THE FISCAL YEAR AUDIT FOR JUNE 3	5,253.00	41559
202-702.000-861.000	ROAD MAINTENANCE	ROAD COMMISSION FOR OAKLAND	CHLORIDE SPREAD ON LOCAL ROADS	1,047.06	41490
202-702.000-861.000	ROAD MAINTENANCE	CADILLAC ASPHALT L.L.C.	ROAD PATCH	63.25	41453
202-702.000-862.000	ROADSIDE MAINTENANCE	EXCELL SNOW & TURF MAINTEN	LAWN MAINTENANCE	600.00	41526
202-702.000-870.000	FORESTRY	J.H. HART URBAN FORESTRY	TREE REMOVAL, AND TREE TRIMMING	649.00	41536
202-702.000-870.000	FORESTRY	J.H. HART URBAN FORESTRY	STUMPING, TRE TRIMMING	735.62	41536
202-702.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES PROVIDED	4,404.11	41416
202-702.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES PROVIDED FOR THE CITY	4,404.11	41539
Total For Dept 702.000				17,260.56	
Total For Fund 202 MAJOR ROAD FUND				17,260.56	
Fund 203 LOCAL ROAD FUND					
Dept 703.000					
203-703.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH INSURANCE	67.75	41450
203-703.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPANY	INSURANCE	2.77	41494
203-703.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH INSURANCE	33.88	41577
203-703.000-810.000	AUDITING & ACCOUNTING	PLANTE MORAN	END OF THE FISCAL YEAR AUDIT FOR JUNE 3	3,121.00	41559
203-703.000-861.000	ROAD MAINTENANCE	ROAD COMMISSION FOR OAKLAND	CHLORIDE SPREAD ON LOCAL ROADS	1,047.06	41490
203-703.000-861.000	ROAD MAINTENANCE	CADILLAC ASPHALT L.L.C.	ROAD PATCH	63.25	41453
203-703.000-861.000	ROAD MAINTENANCE	GIFFELS-WEBSTER ENG INC	2018 ROADWAY REPAIR PROJECT	7,167.50	41529
203-703.000-870.000	FORESTRY	J.H. HART URBAN FORESTRY	TREE REMOVAL, AND TREE TRIMMING	649.00	41536
203-703.000-870.000	FORESTRY	J.H. HART URBAN FORESTRY	STUMPING, TRE TRIMMING	735.62	41536
203-703.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES PROVIDED	4,404.11	41416
203-703.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES PROVIDED FOR THE CITY	4,404.11	41539
Total For Dept 703.000				21,696.05	
Total For Fund 203 LOCAL ROAD FUND				21,696.05	
Fund 258 CAPITAL ACQUISITION FUND					
Dept 000.000					
258-000.000-970.000	CAPITAL EXPENDITURE	BERGER CHEVROLET	2018 CHEVROLET TAHOE	35,189.00	41379
258-000.000-970.000	CAPITAL EXPENDITURE	I.T. RIGHT	TWO LCD NOTEBOOKS FOR ELECTIONS	1,100.00	41411

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 258 CAPITAL ACQUISITION FUND					
Dept 000.000					
258-000.000-970.000	CAPITAL EXPENDITURE	UPPER LEVEL GRAPHICS	GRAPHICS FOR 2018 TAHOE	535.00	41498
Total For Dept 000.000				36,824.00	
Total For Fund 258 CAPITAL ACQUISITION FUND				36,824.00	
Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 000.000					
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	45.32	41434
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	45.32	41499
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH INSURANCE	738.96	41450
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPAN	INSURANCE	29.71	41494
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	45.32	41572
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH INSURANCE	885.86	41577
494-000.000-810.000	AUDITING & ACCOUNTING	PLANTE MORAN	END OF THE FISCAL YEAR AUDIT FOR JUNE 3	800.00	41559
494-000.000-844.000	MAIN STREET PROGRAM	STEVE GULIAN	FOOD TRUCK FRIDAY PERFORMANCE	75.00	41440
494-000.000-844.000	MAIN STREET PROGRAM	MARK REITENGA	FOOD TRUCK FRIDAY PERFORMANCE	75.00	41444
494-000.000-844.000	MAIN STREET PROGRAM	JAMES MURPHY	FOOD TRUCK FRIDAY PERFORMANCE	75.00	41504
494-000.000-844.000	MAIN STREET PROGRAM	STEVEN GULIAN	FOOD TRUCK FRIDAY PERFORMANCE	75.00	41507
494-000.000-844.000	MAIN STREET PROGRAM	JERE STOMER	FOOD TRUCK FRIDAY PERFORMANCE	75.00	41580
494-000.000-882.000	PLANNING/CONSULTING FEES	HORTULUS GARDENS	PLANT BEGONIAS, SPREAD PLANTING SOIL, W	1,372.64	41531
494-000.000-882.000	PLANNING/CONSULTING FEES	HORTULUS GARDENS	WEEDING GATEWAY ENTRANCES	60.00	41531
494-000.000-887.000	FARMERS MARKET	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	8.33	41434
494-000.000-887.000	FARMERS MARKET	HOME DEPOT CREDIT SERVICES	TENTS FOR FARMERS MARKET, BUILDING MAIN	317.94	41530
494-000.000-887.000	FARMERS MARKET	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	8.33	41572
494-000.000-933.000	REPAIRS & MAINTENANCE	DTE ENERGY	STREET LIGHTS	1,887.41	41522
Total For Dept 000.000				6,620.14	
Total For Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY				6,620.14	
Fund 592 WATER & SEWER FUND					
Dept 000.000					
592-000.000-202.999	SHORT TERM PORTION OF LTD	THE BANK OF NEW YORK MELL	BOND PAYMENT	55,000.00	2442
Total For Dept 000.000				55,000.00	
Dept 536.000 WATER DEPARTMENT					
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	14.91	41434
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	14.91	41499
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH INSURANCE	5,432.05	41450
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPAN	INSURANCE	9.55	41494
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	14.91	41572
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH INSURANCE	5,391.40	41577
592-536.000-810.000	AUDITING & ACCOUNTING	CBIZ BENEFITS & INSURANCE	ACTUARIAL VALUATION	1,125.00	41513
592-536.000-810.000	AUDITING & ACCOUNTING	PLANTE MORAN	END OF THE FISCAL YEAR AUDIT FOR JUNE 3	3,756.00	41559
592-536.000-902.000	BILLING SERVICES	POSTMASTER	POSTAGE FOR WATER BILLS	600.00	2433
592-536.000-902.000	BILLING SERVICES	POSTMASTER	POSTAGE FOR WATER BILLS	600.00	2436
592-536.000-902.000	BILLING SERVICES	CAROL DETRISAC	WATER BILL OVERPAYMENT	52.36	2438
592-536.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES PROVIDED	4,948.83	41416
592-536.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES PROVIDED FOR THE CITY	4,948.83	41539
592-536.000-937.000	WATER SYSTEM MAINTENANCE	SUNDE BUILDING INC.	REPAIR SINK HOLE, TRACE WATER SERVICES,	4,610.00	41567
592-536.000-944.000	WATER PURCHASES	SOUTHEAST OAKLAND COUNTY	WATER CHARGES FOR JULY 2018	41,202.22	2440
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPPLY	HAUL AWAY DEBRIS, GRAVEL FOR MAIN BREA	973.00	41524
Total For Dept 536.000 WATER DEPARTMENT				73,693.97	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LATHRUP VILLAGE
 POST DATES 07/01/2018 - 08/31/2018
 BOTH JOURNALIZED AND UNJOURNALIZED
 PAID

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 592 WATER & SEWER FUND					
Dept 537.000 SEWER DEPARTMENT					
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	14.91	41434
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	14.91	41499
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH INSURANCE	171.75	41450
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPANY	INSURANCE	9.54	41494
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS PLAN	14.91	41572
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH INSURANCE	131.07	41577
592-537.000-720.000	INTEREST EXPENSE	THE BANK OF NEW YORK MELLON	BOND PAYMENT	5,464.28	2441
592-537.000-720.000	INTEREST EXPENSE	THE BANK OF NEW YORK MELLON	BOND PAYMENT	13,788.75	2442
592-537.000-725.000	PAYING AGENT FEES	THE BANK OF NEW YORK MELLON	BOND PAYMENT	750.00	41497
592-537.000-810.000	AUDITING & ACCOUNTING	CBIZ BENEFITS & INSURANCE	ACTUARIAL VALUATION	1,125.00	41513
592-537.000-810.000	AUDITING & ACCOUNTING	PLANTE MORAN	END OF THE FISCAL YEAR AUDIT FOR JUNE 30	3,756.00	41559
592-537.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES PROVIDED	4,948.83	41416
592-537.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES PROVIDED FOR THE CITY	4,948.83	41539
592-537.000-942.000	SEWAGE DISPOSAL EXPENSE	OAKLAND COUNTY TREASURER	SEWERAGE CHARGES FOR THE MONTH ENDING JUNE 30	78,840.66	2439
592-537.000-947.000	RETENTION TANK UTIL-GAS	CONSUMERS ENERGY	ENERGY BILLS	15.01	41461
592-537.000-948.000	RETENTION TANK UTIL-TELEPHONE	PAETEC	TELEPHONE BILL	145.56	41424
592-537.000-948.000	RETENTION TANK UTIL-TELEPHONE	COMCAST	INTERNET SERVICE FOR RETENTION TANK	109.85	41459
592-537.000-948.000	RETENTION TANK UTIL-TELEPHONE	PAETEC	TELEPHONE BILL	145.56	41555
592-537.000-970.000	CAPITAL EXPENDITURE	GIFFELS-WEBSTER ENG INC	DISTRICT 624 CURED IN PLACE PIPE 2017	650.00	41529
592-537.000-977.000	EVIRONMENT COMPL - NON CAPITA	HYDROCORP	CROSS CONNECTION CONTROL PROGRAM	525.00	41532
Total For Dept 537.000 SEWER DEPARTMENT				115,570.42	
Total For Fund 592 WATER & SEWER FUND				244,264.39	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 101 GENERAL FUND	308,927.94
Fund 202 MAJOR ROAD FUNI	17,260.56
Fund 203 LOCAL ROAD FUNI	21,696.05
Fund 258 CAPITAL ACQUISI	36,824.00
Fund 494 DOWNTOWN DEVELC	6,620.14
Fund 592 WATER & SEWER I	244,264.39

Total For All Funds:	<u>635,593.08</u>
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LAW OFFICE

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SCOTT R. BAKER
JENNIFER H. ELOWSKY

sbaker@bakerelowsky.com

Of Counsel

LEANN K. KIMBERLIN

MATTHEW C. QUINN

July 11, 2018

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 June 1 through June 30, 2018

Dear Dr. Mitchell and Ms. Bratschi:

The following is our law firm's billing to the City of Lathrup Village for the month of June, 2018:

1. General Retainer	\$1,650.00
2. Special Legal Services	\$1,755.00
3. Downtown Development Authority	\$0
4. Project Reimbursement	\$0
5. Prosecution/Code Enforcement	<u>\$1,235.00</u>
	\$4,640.00

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

Very truly yours,

BAKER & ELOWSKY, PLLC

Scott R. Baker
Lathrup Village Attorney

SRB/sds
Enclosures



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NOVI, MICHIGAN 48375
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07-11-2018

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

Invoice Number: 730
Invoice Period: 06-01-2018 - 06-30-2018

RE: General Retainer

Time Details

Date	Professional	Description	Hours	Amount
06-01-2018	SRB	Telephone conference with City Administrator.	0.25	No Charge
06-04-2018	SRB	Phone conference with City Administrator.	0.25	No Charge
06-05-2018	SRB	Receipt of notice resident is in compliance.	0.25	No Charge
06-14-2018	SRB	Phone call from business owner.	0.25	No Charge
06-15-2018	SRB	Phone conference with City Clerk re: CIP.	0.25	No Charge
06-15-2018	SRB	Review Agenda, prepare for Council Regular Meeting.	1.00	No Charge
06-15-2018	SRB	Phone conference with Ken Marten.	0.25	No Charge
06-18-2018	SRB	Preparation for and attendance at Study Session and Regular Meeting of City Council.	3.00	No Charge
06-18-2018	SRB	Telephone conference with City Clerk.	0.25	No Charge
06-18-2018	SRB	Phone conference with business owner.	0.50	No Charge
06-19-2018	SRB	Phone conference with Ken Marten.	0.25	No Charge
06-20-2018	SRB	Submit proposed Orders to 46th District Court.	0.75	No Charge
06-21-2018	SRB	Phone call from resident with concerns of ordinance violations.	0.50	No Charge
06-25-2018	SRB	Phone call with business owner concerning ordinance violation.	0.25	No Charge
06-28-2018	SRB	Telephone calls from and to resident.	0.50	No Charge

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Page 1 of 2

Date	Professional	Description	Hours	Amount
06-28-2018	SRB	Phone call to attorney.	0.25	No Charge
06-28-2018	SRB	Phone conference with City Administrator.	0.25	No Charge
06-28-2018	SRB	Telephone conference with Ken Marten.	0.25	No Charge
06-30-2018	SRB	Services rendered.		1,650.00
			Total Fees	1,650.00

Time Summary

Professional	Hours	Amount
SRB	9.25	1,650.00
		Total Fees

Total for this Invoice 1,650.00



LAW OFFICE

BAKER & ELOWSKY, PLLC

41850 WEST ELEVEN MILE ROAD, SUITE 207
NOVI, MICHIGAN 48375
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www.bakerelowsky.com

07-11-2018

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

Invoice Number: 731
Invoice Period: 06-01-2018 - 06-30-2018

RE: Prosecution/Code Enforcement

Time Details

Date	Professional	Description	Hours	Amount
06-01-2018	SRB	Phone calls with defense attorney concerning upcoming Court date re: 18LV00856A.	0.25	32.50
06-01-2018	SRB	Receipt and review of email correspondence updates from J. Wright re: 18L0001602 and 18L0001606.	0.25	32.50
06-04-2018	SRB	Phone conference with attorney for 12/Southfield re: grease trap.	0.25	32.50
06-04-2018	SRB	Draft correspondence to City Administrator, Engineer, and Code Enforcement Officer re: 12/Southfield.	0.25	32.50
06-04-2018	SRB	Receipt and review correspondence from City Engineer re: 12/Southfield.	0.25	32.50
06-05-2018	SRB	Receipt and review correspondence from City Administrator re: 12/Southfield; call to defense attorney.	0.50	65.00
06-07-2018	SRB	Review correspondence from Chief McKee; telephone conference with Chief McKee re: 17LV01011A.	0.25	32.50
06-11-2018	SRB	Receipt of docket for 6/13 for Judge Arvant; review of docket; email correspondence to J. Wright.	0.25	32.50
06-13-2018	SRB	Appearance in 46th District Court for pre-trials and formal hearings.	3.50	455.00
06-14-2018	SRB	Notice of required Court appearance to Officer C. Becker for formal hearing re: 18LV00916A.	0.25	32.50
06-15-2018	SRB	Receipt and review correspondence from City Administrator re: 12/Southfield.	0.25	32.50

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Page 1 of 2

Date	Professional	Description	Hours	Amount
06-19-2018	SRB	Review of file, draft Order to Correct Violations re: 18L0001547.	0.50	65.00
06-19-2018	SRB	Review file; prepare Order to Correct Violations re: 18L0001548.	0.50	65.00
06-19-2018	SRB	Notice of required Court appearance to Officer E. Button for formal hearing re: 18LV00928A.	0.25	32.50
06-20-2018	SRB	Notice of required Court appearance to Office C. Becker for formal hearing re: 18L246918A.	0.25	32.50
06-25-2018	SRB	Phone call from defense counsel re: 18L246918A.	0.25	32.50
06-25-2018	SRB	Receipt and review of true copy of Order to Correct Violations from 46th District Court; review file, prepare correspondence to Defendant forwarding true copy of Order; forward copy of Order to Dr. Sheryl Mitchell and Jim Wright re: 18L0001547.	0.50	65.00
06-25-2018	SRB	Receipt and review of true copy of Order to Correct Violations from 46th District Court; review file, prepare correspondence to Defendant forwarding true copy of Order; forward copy of Order to Dr. Sheryl Mitchell and Jim Wright re: 18L0001548.	0.50	65.00
06-26-2018	SRB	Notice of required Court appearance to J. Wright for formal hearings re: 18L0001609 and 18L0001610	0.25	32.50
06-27-2018	SRB	Receipt of prosecution dockets for September and October 2018 from 46th District Court; review and draft email correspondence to Chief McKee re: same.	0.25	32.50
			Total Fees	1,235.00

Time Summary

Professional	Hours	Amount
SRB	9.50	1,235.00
		Total Fees
		1,235.00
		Total for this Invoice
		1,235.00



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07-11-2018

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

Invoice Number: 732
Invoice Period: 06-01-2018 - 06-30-2018

RE: Special Legal Services

Time Details

Date	Professional	Description	Hours	Amount
06-01-2018	SRB	Review multiple correspondence from City Administrator re: dispatch services/28252 Red River and ordinance amendments.	0.25	32.50
06-04-2018	SRB	Draft correspondence to City Administrator re: ordinance revisions/.zoning amendments.	0.25	32.50
06-04-2018	SRB	Review and respond to correspondence from City Clerk re: CIP notice of hearing.	0.25	32.50
06-04-2018	SRB	Draft Notice of Public Hearing for CIP.	0.25	32.50
06-05-2018	SRB	Receipt and review correspondence from City Administrator re: dispatch services.	0.25	32.50
06-06-2018	SRB	Review and respond to correspondence from Planner.	0.25	32.50
06-06-2018	SRB	Review correspondence from City Clerk re: FOIA request/ respond to same.	0.25	32.50
06-07-2018	SRB	Receipt and review correspondence from Code Enforcement Officer re: FOIA.	0.25	32.50
06-07-2018	SRB	Review correspondence from City Clerk re: Planning Commission terms; respond to same.	0.25	32.50
06-07-2018	SRB	Review correspondence from City Administrator re: dispatch services.	0.25	32.50
06-11-2018	SRB	Review correspondence from City Administrator re: refuse collection.	0.25	32.50
06-12-2018	SRB	Receipt and review correspondence from City Administrator;	0.25	32.50

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Page 1 of 3

Date	Professional	Description	Hours	Amount
		respond to same.		
06-13-2018	SRB	Review and respond to correspondence from City Administrator re: Historic Commission.	0.25	32.50
06-13-2018	SRB	Draft revised Peddlers Ordinance, correspondence to City Administrator, Police Chief, City Clerk.	1.25	162.50
06-15-2018	SRB	Receipt and review correspondence from City Clerk; response to same re: CIP public hearing.	0.25	32.50
06-15-2018	SRB	Receipt and review correspondence from City Administrator re: ordinance amendments; response to same.	0.50	65.00
06-15-2018	SRB	Draft amendment to grease trap ordinance.	0.50	65.00
06-15-2018	SRB	Review correspondence from Tax Tribunal re: Auto Products.	0.25	32.50
06-18-2018	SRB	Receipt and review correspondence from City Administrator re: ZBA meeting.	0.25	32.50
06-18-2018	SRB	Review correspondence from Police Chief re: peddler ordinance revisions.	0.25	32.50
06-19-2018	SRB	Review correspondence from Ken Marten re: ZBA meeting.	0.25	32.50
06-20-2018	SRB	Review correspondence from City Administrator re: evaluation.	0.25	32.50
06-20-2018	SRB	Email correspondence to City Administrator and Treasurer forwarding copy of Order Granting Motion to Amend from Tax Tribunal; email correspondence to Oakland County Equalization re: Auto Products Transport Inc, MTT Docket No. 17-001473.	0.25	32.50
06-21-2018	SRB	Review and respond to correspondence from Oakland County Equalization re: Auto Products.	0.25	32.50
06-22-2018	SRB	Receipt and review correspondence from City Administrator / Police Chief re: training reimbursement for employees; research and draft response.	0.75	97.50
06-24-2018	SRB	Receipt and review correspondence from City Clerk re: solicitors permit.	0.25	32.50
06-25-2018	SRB	Draft correspondence to Ken Marten re: Planning Commission Agenda; review response.	0.25	32.50
06-25-2018	SRB	Receipt and review of Planning Commission Agenda; preparation for Meeting.	0.50	65.00
06-25-2018	SRB	Review and respond to correspondence from City Clerk re: ZBA notice.	0.25	32.50
06-26-2018	SRB	Attendance at Planning Commission Meeting.	2.50	325.00
06-26-2018	SRB	Receipt and review correspondence from City Administrator re: trash issues.	0.25	32.50
06-27-2018	SRB	Receipt and review correspondence from Planner re: ZBA District.	0.25	32.50
06-28-2018	SRB	Receipt and review correspondence from Oakland County Equalization re: Auto Products; review pre-hearing statement.	0.50	65.00

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

Page 2 of 3

Date	Professional	Description	Hours	Amount
06-28-2018	SRB	Review correspondence from City Administrator re: BP Project.	0.25	32.50
06-28-2018	SRB	Review Special Agenda for Council Budget Amendments.	0.25	32.50
			Total Fees	1,755.00

Time Summary

Professional	Hours	Amount
SRB	13.50	1,755.00
		Total Fees
		Total for this Invoice
		1,755.00

BUDGET REPORT (REVENUES VERSUS EXPENDITURES) FOR MONTH ENDED JUNE 30, 2018

	<u>Revenues Through 6/30/2018</u>	<u>Expenses Through 6/30/2018</u>	<u>Revenues Over (Under) Expenses</u>
101-GENE	3,903,452	3,838,292	65,160
202-MAJO	295,607	373,290	(77,683)
203-LOCA	314,230	391,237	(77,007)
258-CAPIT	92,737	140,029	(47,292)
494-DOWN	148,738	167,048	(18,310)
592-WATE	2,158,322	2,020,439	137,883
LL FUNDS	<u>6,913,086</u>	<u>6,930,335</u>	<u>(17,249)</u>

Enforcement List

Enforcement Number	Enforcement Type	Address	Date Filed	Status	Date Closed
E18-0205	caller reports possible dead tree on property	18465 SARATOGA BLVD	07/05/2018	Inspection Schedu	
E18-0206	political sign in ROW; autos may be parked	27335 ELDORADO PL	07/05/2018	Inspection Schedu	
E18-0207	vegetation overgrown/overhanging sidewalk	27371 ELDORADO PL	07/05/2018	Inspection Schedu	
E18-0208	Multiple warnings about sign on front wall	26221 SOUTHFIELD	07/06/2018	Resolved	07/16/2018
E18-0209	Brush and trash against garage	26721 MEADOWBROOK WAY	07/06/2018	No Cause for Act	07/20/2018
E18-0210	1995 Buick White Vin # 1G4AG55MXS64	28731 BLACKSTONE DR	07/06/2018	Discovered	
E18-0211	Homeowner putting out garbage to street or	18880 MIDDLESEX AVE	07/09/2018	Inspection Schedu	07/18/2018
E18-0212	Complaint of commercial truck being parke	18833 SUNNYBROOK AVE	07/09/2018	No Cause for Act	07/11/2018
E18-0214	Large Grading project no permits	18605 SAN QUENTIN DR	07/11/2018	No Cause for Act	08/17/2018
E18-0215	Check propertry for overgrown weeds and t	18500 SARATOGA BLVD	07/16/2018	Resolved	08/17/2018
E18-0216	tall grass/weeds/bushes in backyard	18740 SAN DIEGO BLVD	07/16/2018	Resolved	08/17/2018
E18-0217	2 dead trees rear yard	19055 CAMBRIDGE BLVD	07/16/2018	Discovered	
E18-0218	Truck bed stored in side yard	18180 WILTSHIRE BLVD	07/16/2018	Discovered	08/17/2018
E18-0219	Neighbor on street complaining about condi	27330 RED RIVER DR	07/17/2018	Discovered	
E18-0220	Please check side street by address regardin	18724 DOLORES AVE	07/20/2018	Resolved	07/27/2018
E18-0221	Check sidewalk for overgrown trees obstruc	26560 MEADOWOOD N CT	07/20/2018	No Cause for Act	07/20/2018
E18-0222	Caller reports overgrown vegetation blockir	28735 ELDORADO PL	07/19/2018	Resolved	08/17/2018
E18-0223	Caller reports overgrown vegetation blockir	28650 SUNSET W BLVD	07/19/2018	Inspection Schedu	07/20/2018
E18-0224	MESH LEFT IN RIGHT OF WAY YARD	17555 RAINBOW DR	07/20/2018	Discovered	
E18-0225	sILVER 1989 mITSUBISHI LIC # bdx 943	28711 SUNSET W BLVD	07/20/2018	Discovered	
E18-0226	Side walk blocked with vegation	26571 MEADOWOOD N CT	07/20/2018	Resolved	07/27/2018
E18-0227	Tall Grass	18891 RAINBOW DR	07/20/2018	Discovered	
E18-0228	Two trailers in driveway along with chevy I	19439 SUNNYBROOK AVE	07/27/2018	Inspection Schedu	
E18-0229	Dumpster in drive no permit. Appears worl	17351 MARGATE AVE	07/27/2018	No Cause for Act	08/01/2018
E18-0230	Trash out at curb to early Trash day Monda	28456 SUNSET W BLVD	07/27/2018	Resolved	08/08/2018

Records: 25

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Monthly Permit List

08/02/2018

Building

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PB180063	06/29/2018	ALEXANDER, LORENA	27830 EVERGREEN RD	40-24-14-306-031	\$170.00	\$1,262
Work Description: Replace patio door Anderson 50S Buck with Installation Flange Stationary right 71.625 x 79.75						
PB180064	07/09/2018	LEWIS, CHRISTINA	18877 SUNBRIGHT AVE	40-24-23-254-001	\$245.00	\$6,700
Work Description: Remove and replace roof to code. House and attached garage						
PB180065	07/09/2018	TAYLOR, TIMOTHY M	18830 SARATOGA BLVD	40-24-14-253-008	\$508.00	\$23,739
Work Description: Remove and replace shingles on back half of roof. Includes replacing damaged sheathing and then relacing drywall finishes on the interior that were damaged by water. Also includes fence replacement. May require trade permits						
PB180066	07/10/2018	BRYANT, LISA M	27727 ELDORADO PL	40-24-14-429-009	\$275.00	\$10,175
Work Description: strip and reroof						
PB180068	07/10/2018	DANFORTH, KALYN	18750 W GLENWOOD BLVD	40-24-14-252-011	\$170.00	\$2,780
Work Description: Remove and install one doorwall same size						
PB180069	07/11/2018	WILLIAMS, NATHANIEL	17553 ROSELAND BLVD	40-24-13-103-007	\$170.00	\$3,000
Work Description: foundation water proofing; homeowner affidavit filed along with gezebo and patio						
PB180070	07/19/2018	ATKINS, DWAYNE	27934 CALIFORNIA NE DR	40-24-13-155-011	\$424.00	\$12,000
Work Description: Remove and replace ceramic tile shower stall in half bath and ceramic floor tile Drywall lower bathroom wall. Prime and paint bathroom. Install drywall furr two walls. Install vinyl floor in basement.						
PB180071	07/20/2018	SMITH, ALFRED M	27424 MORNINGSIDE PLZ	40-24-14-310-002	\$452.00	\$15,827
Work Description: replacing 20 windows						

PB180072	07/23/2018	HOLLOWAY, JILLIAN	18865 BUNGALOW DR	40-24-14-452-003	\$260.00	\$8,500
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Work Description: Remove rear deck and replace with same configuration and design.

PB180073	07/24/2018	BYRANT, RENEE	27219 LATHRUP BLVD	40-24-13-357-017	\$155.00	\$1,240
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Work Description: one window replaced; rear bathroom

PB180074	07/26/2018	ANDREWS, GWENDOLYN	18791 SAN QUENTIN DR	40-24-14-404-006	\$459.00	\$16,389
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Work Description: sup and retoo house and garage

PB180075	07/26/2018	ALI, IMTIAZ	28441 ELDORADO PL	40-24-14-276-011	\$90.00	\$1,000
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Work Description: homeowner affidavit filed; redoing walls and ceiling of basement (electrical work also being done by homeowner); NO plumbing or mechanical

PB180076	07/30/2018	STANLEY-BURTON, TAJUANN	18150 MARGATE AVE	40-24-23-278-013	\$170.00	\$2,785
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Work Description: replacing 3 windows and .60 squares of siding

Total Permits For Type: 13
Total Fees For Type: \$3,548.00
Total Const. Value For Type: \$105,397

Electrical

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
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PE180052	06/26/2018	FIRST HOLDING MANAGEME	26630 SOUTHFIELD RD	40-24-24-104-033	\$105.00	\$0
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Work Description: Furnace wiring
Air conditioner 2.5 T

PE180056	07/02/2018	BENKERT, KATHY	17575 ROSELAND BLVD	40-24-13-103-006	\$145.00	\$0
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Work Description: install 11K generator and feeders and transfer panel (circuit)

PE180057	07/02/2018	JOHNSON, CHARLOTTE D	18800 HAMPSHIRE ST	40-24-23-253-005	\$110.00	\$0
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Work Description: Furnace wiring
Air conditioner American Standard 4A7A6042 3.5 ton

PE180058	07/03/2018	ALI, IMTIAZ	28441 ELDORADO PL	40-24-14-276-011	\$85.00	\$0
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Work Description: homeowner affidavit filed

18 lamps
6 outlets

PE180060	07/10/2018	KOMISSAROVA, ANATOLIY	28440 SUNSET W BLVD	40-24-14-276-002	\$65.00	\$0
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Work Description: Air conditioner Rheem RA1336AJ1NA

PE180061	07/12/2018	MICHIGAN FIRST CREDIT UN	27000 EVERGREEN RD	40-24-14-356-052	\$65.00	\$0
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Work Description: The Mint North Elevation

PE180062	07/12/2018	MICHIGAN FIRST CREDIT UN	27000 EVERGREEN RD	40-24-14-356-052	\$65.00	\$0
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Work Description: The Mint South Elevation

PE180063	07/12/2018	MICHIGAN FIRST CREDIT UN	27000 EVERGREEN RD	40-24-14-356-052	\$65.00	\$0
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Work Description: Michigan First Conference Center North Elevation

PE180064	07/12/2018	MICHIGAN FIRST CREDIT UN	27000 EVERGREEN RD	40-24-14-356-052	\$65.00	\$0
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Work Description: Michigan First Conference Center South Elevation

PE180067	07/17/2018	LARSON, NELS T	27943 SUNSET W BLVD	40-24-14-426-012	\$80.00	\$0
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Work Description: Mitsubishi MUYGL18NA 18,000 BTU Air conditioner

PE180068	07/18/2018	ATKINS, DWAYNE	27934 CALIFORNIA NE DR	40-24-13-155-011	\$95.00	\$0
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Work Description: 10 Lamps
One circuit

PE180069	07/24/2018	CURTISS, MICHAEL S	27415 GOLDENGATE W DR	40-24-14-456-012	\$55.00	\$0
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Work Description: install water heater

PE180070	07/27/2018	FRAZIER, JOSEPH	18488 LINCOLN DR	40-24-23-257-040	\$80.00	\$0
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Work Description: install Generac generator 11 K

PE180071	07/27/2018	VECCHIATO, ANTHONY J	27641 CALIFORNIA SE DR	40-24-13-303-018	\$100.00	\$0
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Work Description: install Bryant furnace; 925SA48080E17A-B; 80K BTU
install Bryant AC; 116BNA036000BAAB; 3 ton

PE180072	07/27/2018	COLE, DARNELL B	26336 MEADOWBROOK WAY	40-24-23-255-002	\$110.00	\$0
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Work Description: install Generac Guardian generator

new service; ATS switch

PE180074	07/31/2018	DIXON JR, OSCAR	27711 ELDORADO PL	40-24-14-429-010	\$135.00	\$0
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Work Description: install Bryant Furnace: 9155A42060S17; 60K BTU
install Bryant AC: 113ANA; 2.5 ton
install standby generator

Total Permits For Type: 16
Total Fees For Type: \$1,425.00
Total Const. Value For Type: \$0

EXTRA CEMENT PERMIT

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
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PEXC-004-18	07/31/2018	O'REILLY, LAURIE	28625 ELDORADO PL	40-24-14-207-014	\$80.00	\$0
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Work Description: approach replacement

PEXC-005-18	07/31/2018	BURRELL, GEORGIA	28665 ELDORADO PL	40-24-14-207-012	\$80.00	\$0
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Work Description: approach replacement; homeowner affidavit completed

Total Permits For Type: 2
Total Fees For Type: \$160.00
Total Const. Value For Type: \$0

Mechanical

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
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PM180043	06/26/2018	FIRST HOLDING MANAGEME	26630 SOUTHFIELD RD	40-24-24-104-033	\$100.00	\$1
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Work Description: Furnace 60,000 Magic Pak System
Air Conditioner 2.5 T Magic Pak System

PM180047	07/02/2018	BENKERT, KATHY	17575 ROSELAND BLVD	40-24-13-103-006	\$70.00	\$0
Work Description: gas piping for generator						
PM180048	07/02/2018	JOHNSON, CHARLOTTE D	18800 HAMPSHIRE ST	40-24-23-253-005	\$130.00	\$0
Work Description: Furnace-American Standard S9V2C100 100,000 Air conditioner-American Standard 4A7A6042 3.5 ton Humidifier						
PM180050	07/10/2018	KOMISSAROVA, ANATOLIY	28440 SUNSET W BLVD	40-24-14-276-002	\$80.00	\$0
Work Description: Rheem Air Conditioner RA1336AJ1NA 3 ton						
PM180053	07/17/2018	LARSON, NELS T	27943 SUNSET W BLVD	40-24-14-426-012	\$80.00	\$0
Work Description: Mitsubishi MUYGL18NA 18,000 BTU Air conditioner						
PM180054	07/18/2018	MICHIGAN FIRST CREDIT UN	27000 EVERGREEN RD	40-24-14-356-052	\$105.00	\$0
Work Description: Ansul suppression						
PM180055	07/24/2018	DIXON JR, OSCAR	27711 ELDORADO PL	40-24-14-429-010	\$125.00	\$0
Work Description: install Bryant Furnace: 9155A42000317, 80K BTU install Bryant AC: 113ANA; 2.5 ton intall humidifier						
PM180056	07/27/2018	FRAZIER, JOSEPH	18488 LINCOLN DR	40-24-23-257-040	\$95.00	\$0
Work Description: install Generac generator, 11 K; gas piping pressure test						
PM180057	07/27/2018	VECCHIATO, ANTHONY J	27641 CALIFORNIA SE DR	40-24-13-303-018	\$100.00	\$0
Work Description: install Bryant furnace; 925SA48080E17A-B; 80K BTU install Bryant AC; 116BNA036000BAAB; 3 ton						
PM180058	07/27/2018	COLE, DARNELL B	26336 MEADOWBROOK WAY	40-24-23-255-002	\$95.00	\$0
Work Description: install Generac generator; gas piping and pressure test						

Total Permits For Type: 10
Total Fees For Type: \$980.00
Total Const. Value For Type: \$1

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PORC-180008	07/24/2018	Byrd, Nona	28505 SOUTHFIELD RD	40-99-00-005-048	\$25.00	\$0
Work Description:						

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

Plumbing

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PP160040	11/30/2016	814 CRE, LLC		40-24-13-360-030	\$4,700.00	\$0
Work Description: sewer tap-in; water tap-in						
PP180030	07/09/2018	AUBE, EDWARD R	28466 ELDORADO PL	40-24-14-277-001	\$80.00	\$0
Work Description: Sewer Repair						
PP180031	07/13/2018	COTTON, DENNIS L	18421 SARATOGA BLVD	40-24-14-426-011	\$55.00	\$0
Work Description: water heater						
PP180032	07/27/2018	SMITH, CARL M	18750 CAMBRIDGE BLVD	40-24-14-452-013	\$70.00	\$6,000
Work Description: Break through concrete in basement to repair section of drain pipe.						

Total Permits For Type: 4
Total Fees For Type: \$4,905.00
Total Const. Value For Type: \$6,000

Right of Way Construction

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
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Work Description: underground installation of 248 feet of fiber optic cable in conduit using directional boring along Red River north of 11 Mile. Comcast also proposes the aerial installation of 565 feet of fiber optic cable lashed to 1/4 inch strand attached to existing poles crossing Bungalow, Cambridge, Sunnybrook, Santa Barbara, Rainbow Drive and Red River to provide telecommunication services to MFCU at 27000 Evergreen

Start date 6/29/18
End date 12/29/18

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

Shed

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PSHED-001-18	07/09/2018	SMITH, DAJUAN	18930 RAINBOW CT	40-24-23-201-017	\$65.00	\$0
Work Description: 14 ft x 14 ft gazebo on cement slab						
PSHED-002-18	07/11/2018	WILLIAMS, NATHANIEL	17553 ROSELAND BLVD	40-24-13-103-007	\$65.00	\$0
Work Description: constructing patio with overhead; homeowner affidavit filed						

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

Report Summary

Permit.DateIssued Between
7/1/2018 12:00:00 AM AND
7/31/2018 11:59:59 PM AND
Permit.Status = ISSUED

Grand Total Fees: \$12,423.00

Grand Total Permits: 49
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Grand Total Const. Value: \$111,398

July 2018 Police Report Summary

07/02 – 18-5553: Suspicious Circumstances

Complainant came into the department to report unauthorized transactions on his credit card. A report was taken and he was advised to contact his bank for further investigation.

07/02 – 18-5555: Found Property

A found credit card was turned into the department. The owner was contacted and left a message for pickup.

07/02 – 18-5561: Armed Robbery

Officers responded to a bank on an armed robbery that had just occurred. Officers arrived and spoke to all witnesses and parties involved. Statements were collected and the scene was processed for evidence. The scene was turned over to the FBI Task Force who will be heading the investigation. Command was notified by the FBI that they had made an arrest on a subject in connection with this incident.

07/02 – 18-5562: Suspicious Circumstances

Complainant came into the station to report unauthorized transactions on his credit card. A report was taken and he was given a report number for his bank who will head the investigation.

07/03 – 18-5577: DWLS

Officers conducted a traffic stop and discovered the driver to be driving on a suspended license. The driver was arrested and taken to Berkley PD for processing. The driver was issued a citation before being released and the vehicle was impounded.

07/03 – 18-5611: Hospice Death

Officers responded to a residence on a hospice death. Officers investigated the scene and discovered no foul play or suspicious activity involved. Oakland County M.E. was notified and a report was created. The body was released to the family.

07/03 – 18-5614: Assault

Officers responded to a business on an assault. Officers arrived and spoke to the victim who stated that the suspects have left prior to Officers arrival. During the investigation, the suspect's identities were discovered and they were contacted. The detective bureau spoke to both parties involved and neither party wished to press charges. At this time this case is closed.

07/05 – 18-5669: Suspicious Circumstances

Complainant came into the station to report unauthorized transactions on his credit card. A report was taken and he was given a report number for his bank who will head the investigation.

07/05 – 18-5675: Accidental Property Damage

Officers took a report on minor property damage which occurred to the homeowner's gazebo due to his neighbors lighting off fireworks during the holiday. A report was taken and both parties were advised that it is a civil matter and to contact the courts if they wish to pursue the issue.

07/05 – 18-5676: Assist Other Department

Officers overheard Southfield PD chasing a vehicle driven by a fraud suspect. The suspect vehicle came through the city and Officers initiated a short pursuit. The vehicle went onto the highway during rush hour. Officers terminated the pursuit. A report was taken and Southfield will be investigating.

07/05 – 18-5677: Suspicious Circumstances

Complainant came into the station to report unauthorized transactions on his credit card. A report was taken and he was given a report number for his bank who will head the investigation.

07/06 – 18-5683: DWLS

Officers conducted a traffic stop and discovered the driver to be driving on a suspended license. The driver was arrested and taken to Berkley PD for processing. The driver was issued a citation before being released and the vehicle was impounded.

07/06 – 18-5702: Misdemeanor Arrest Warrant

Officers went to a residence and arrested the occupant on a valid arrest warrant. The subject was transported to Berkley PD for lodging.

07/06 – 18-5707: DWLS

Officers conducted a traffic stop and discovered the driver to be driving on a suspended license. The driver was arrested and cited. The driver was released with a court date.

07/06 – 18-5708: Vehicle Lockout

Officers assisted an owner in gaining entry into a locked vehicle with its keys inside.

07/07 – 18-5745: Vehicle Impound

Officers conducted a traffic stop and discovered that the plate was improper and the vehicle had no insurance. Citations were issued and the vehicle was impounded.

07/09 – 18-5774: Suspicious Circumstances

Officers were dispatched to a business on a broken window. It was discovered the window had been accidentally broken from a bow and arrow. The responsible party agreed to pay for the repairs.

07/09 – 18-5785: Larceny from Auto

Officers responded to a residence on a theft. Complainant stated that an unknown suspect had stolen his license plate. No suspect description at this time. A report was taken and the plate was entered into LEIN as stolen.

07/09 – 18-5784: DWLS

Officers conducted a traffic stop and discovered the driver to be driving on a suspended license. The driver was arrested and cited. The driver was released with a court date.

07/11 – 18-5882: Found Property

A subject had come into the department to turn in cash that she had found lying on the ground. The business the money was found in front of was contacted and they were advised if the owner calls to contact police.

07/11 – 18-5893: Felony Arrest Warrant

Officers conducted a traffic stop and found the driver to have a valid warrant out of Wayne County. The subject was arrested and transported to Berkley PD to await pickup from Wayne County Sheriff's Department. The vehicle was impounded.

07/12 – 18-5939: Trespass

Officers were dispatched to a business on a suspicious incident. Officers spoke to the employees who stated an ex-employee came into the business and verbally threatened the employees. The suspect was contacted and advised not to return to the location and advised on trespassing.

07/13 – 18-5947: DWLS

Officers conducted a traffic stop and discovered the driver to be driving on a suspended license. The driver was arrested and cited. The driver was released with a court date. The vehicle was impounded.

07/13 – 18-5955: Traffic Complaint

Officers conducted a traffic stop and discovered the plate was not valid. The driver was issued several citations and she was advised to park the vehicle and call for a ride.

07/14 – 18-5985: Sudden Death

Officers were dispatched to a residence on a natural death. The scene and incident were investigated and found that no foul play was involved. The medical examiner was contacted and the body was released to the family.

07/16 – 18-6058: DWLS

Officers conducted a traffic stop and discovered the driver to be driving on a suspended license. The driver was arrested and cited. The driver was released with a court date.

07/17 – 18-6086: Assist Fire Department

Officers took a report at a business on an accidental personal injury where the subject slipped and hit her head on the ground. A report was taken and the subject stated that she will seek medical attention on her own.

07/17 – 18-6093: Larceny

Officers took a report on a stolen AC unit from a business. A report was created and there are no suspects at this time. No video footage was available of the incident. This case is currently ongoing.

07/17 – 18-6101: Fraud

Complainant came into the station to report unauthorized transactions on his credit card. A report was taken and he was given a report number for his bank who will head the investigation.

07/18 – 18-6121: DWLS

Officers conducted a traffic stop and discovered the driver to be driving on a suspended license. The driver was arrested and cited. The driver was released with a court date. The vehicle was impounded.

07/20 – 18-6190: DWLS

Officers conducted a traffic stop and discovered the driver to be driving on a suspended license. The driver was arrested and cited. The driver was released with a court date. The driver was advised to park the vehicle and call for a ride.

07/21 – 18-6222: Operating Under the Influence of Alcohol

Officers conducted a traffic stop and through an investigation it was determined the driver was operating under the influence of alcohol. The driver was arrested and the vehicle was impounded. The subject was transported to Berkley PD for housing.

07/22 – 18-6238: Welfare Check

Officers were dispatched to an elderly male's home on a welfare check. Friends stated to Officers that no one has heard from him in awhile which was not normal. Officers made entry into the home and found no one inside. Officers were able to make contact with the homeowner the next day and he advised Officers he was out of town.

07/22 – 18-6248: Family Trouble

Officers were dispatched to a residence home on a verbal argument between father/mother and son. Officers arrived and determined no crime occurred and it was all verbal. Officers were sent back to the home several hours later on a family trouble run. The mother and son had gotten into another verbal argument once again and the mother armed herself with a weapon. No threats were made and no assault took place based on recorded video. Officers determined that there was no crime committed and Officers were able to calm down all parties involved.

07/23 – 18-6260: Suspicious Circumstances

Complainant came into the station to report unauthorized transactions on his credit card. A report was taken and he was given a report number for his bank who will head the investigation.

07/23 – 18-6261: DWLS

Officers conducted a traffic stop and discovered the driver to be driving on a suspended license. The driver was arrested and cited. The driver was released with a court date.

07/23 – 18-6272: DWLS

Officers conducted a traffic stop and discovered the driver to be driving on a suspended license. The driver was arrested and cited. The driver was released with a court date. The driver was advised to park the vehicle and call for a ride.

07/24 – 18-6305: Welfare Check

Officers were contacted by a family member to check on her elderly mother who she could not get in contact with. Officers spoke to the subject who advised Officers that she had no power. Officers discovered that she had not paid the electric bill. The family member wired the money to the electric company and the power was restored. Adult protective services were notified.

07/25 – 18-6320: DWLS

Officers conducted a traffic stop and discovered the driver to be driving on a suspended license. The driver was arrested and cited. The driver was released with a court date. The driver was advised to park the vehicle and call for a ride. The plate on the vehicle was confiscated.

07/25 – 18-6324: Assist Fire Department

Officers responded to a vehicle fire. Officers found the vehicle unoccupied and the driver nowhere in sight. Southfield Fire Department investigated the scene and Officers impounded the vehicle. This investigation is currently ongoing.

07/25 – 18-6326: Welfare Check

Officers investigated a complaint by APS. Officers attempted to locate the subject at a homeless shelter in the city. Officers spoke to the case worker who got in contact with the subject. The subject stated that she is alright and is currently living in a hotel. APS was updated with the information.

07/26 – 18-6371: Neighborhood Trouble

Officers responded to a residence on a neighborhood trouble. Officers spoke to both parties involved. It was determined that no crime had occurred and the dispute between the neighbors is over the property line. They were both advised and a report was generated.

07/27 – 18-6392: Suspicious Incident

Officers were dispatched to an area where a suspicious item was found in the grass. Officers arrived and were shown a piece of bread with peanut butter and pill capsules on it. Officers spoke with the neighbors in the area and ultimately determined the pills were not narcotics. A report was created.

07/27 – 18-6398: CSC 2nd Degree

Officers assisted in a CPS investigation on an alleged sexual assault that occurred in the city. Through a joint investigation it was determined that no crime occurred and that there was no merit to the complaint. CPS closed this case after interviewing all parties.

07/27 – 18-6407: Operating Under the Influence of Alcohol

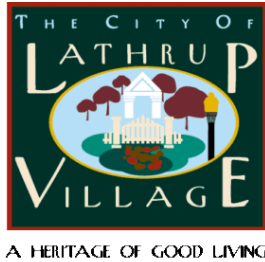
Officers were dispatched on a possible drunk driver, the vehicle was located and a traffic stop was conducted. Through an investigation it was determined that the driver was driving under the influence of alcohol. The driver was arrested and transported to Berkley PD for housing. The vehicle was impounded.

07/28 – 18-6422: Felony Arrest Warrant

Officers conducted a traffic stop on a vehicle. It was discovered that the driver had a valid arrest warrant out of Oakland County. The driver was arrested and issued several citations. The vehicle was impounded and the driver was transported to Oakland County and turned over to them.

07/31 – 18-6503: DWLS

Officers conducted a traffic stop and discovered the driver to be driving on a suspended license. The driver was arrested and cited. The driver was released with a court date. The vehicle was impounded.



Memorandum

To: City Council

From: Molly Tamsen, Parks and Recreation Director

Re: Executive Director Report for August

Date: August 17, 2018

- Farmer's Market
- Summer Concert Series
- #LV65

Upcoming Events-

Farmer's Market:

May 16th-October 10th, 2018

3:30-7:00

Three/Four Farmers a week on top of 15 craft/food vendors.

Free Summer Concert Series with Community Foundation & AARP

June 20th- August 22nd, 2018

7:00-8:30pm

Annie Lathrup Park

We have been consistently pulled in over 230 residents the past 3 weeks and last concert is this week, the performer is Keith Ferguson.

City of Lathrup Village 65th Birthday Celebration

September 8th-9th

Saturday 11am-pm, Sunday 11am-5pm

There will be: Beer Tent, Petting Zoo, Classic Car Show, Live Music, Bounce Houses, Food Trucks and Yoga with the Mayor.

Lathrup Police Department will be putting on a bike rodeo for children, which we will help with.

It will be followed by a bike tour of the DIA Art Work that is posted up around the city.



HEADQUARTERS
 235 East Main Street
 Suite 105
 Northville, Michigan 48167

O 248.596.0920
 F 248.596.0930
 MCKA.COM

August 6, 2018

Invoice No: 21244 - 23

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

Project 21244 Lathrup Village Building Inspections

Invoice & Supporting Documentation for Inspection for Plan Review and Inspection Services Per Agreement (10/1/12).

Professional Services from July 1, 2018 to July 31, 2018

BUILDING INSPECTIONS PERFORMED

Permit Fee Revenue Collected by City for which the Contractor has provided Inspections, plan reviews and reinspections, including the fee for performing a business license and residential rental inspections and inspections associated with the same business permit (see attached Inspection Lists).

Contract Amount

Number of \$ Permit Fees	5,532.00
Fee Each	.75
Total Fee	4,149.00

Total Fee \$4,149.00

CODE ENFORCEMENT SERVICES

Contract Amount

Number of Weeks	4.40
Fee Each	670.00
Total Fee	2,948.00

Total Fee \$2,948.00

BUILDING OFFICIAL RETAINER \$100/MONTH

Services as Building Official	100.00
-------------------------------	--------

Total \$100.00

BUILDING OFFICIAL HOURLY SERVICES

For Building Official services for 1) on-site Building Office services at City Hall including time spent picking up plans, discussions with staff, returning to City office at end of day, phone discussions with City Staff and applicants, and 2) consultation and meetings with City officials or 3) representation on behalf of City as a witness for court proceedings. The hourly fee is applicable to travel time to and from meetings, court or deposition locations.

Invoice Total \$7,197.00

THANK YOU. PLEASE REMIT TO ABOVE ADDRESS.

VIA EMAIL: SMITCHELL@LATHRUPVILLAGE.ORG



HEADQUARTERS
 235 East Main Street
 Suite 105
 Northville, Michigan 48167

O 248.596.0920
 F 248.596.0930
 MCKA.COM

August 6, 2018

Invoice No: 21328 - <Draft>

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

Project 21328 Lathrup Village Plumbing, Mechanical and Electrical Inspections

Invoice & Supporting Documentation for Professional Inspection for Plan Review and Inspection Services Per Agreement (3/18/13).

Permit Fee Revenue Collected by the City (see attached Permit List):

Professional Services from July 1, 2018 to July 31, 2018

PLUMBING, MECHANICAL AND ELECTRICAL PLAN REVIEWS

PLUMBING AND MECHANICAL REINSPECTIONS

MECHANICAL INSPECTIONS

Contract Amount

Number of Revenue \$	1,265.00
Fee Each	.65
Total Fee	822.25

Total Fee \$822.25

ELECTRICAL INSPECTIONS

Contract Amount

Number of Revenue \$	1,855.00
Fee Each	.65
Total Fee	1,205.75

Total Fee \$1,205.75

PLUMBING INSPECTIONS

Contract Amount

Number of Revenue \$	4,925.00
Fee Each	.65
Total Fee	3,201.25

Total Fee \$3,201.25

Invoice Total \$5,229.25

THANK YOU. PLEASE REMIT TO ABOVE ADDRESS.

VIA EMAIL: SMITCHELL@LATHRUPVILLAGE.ORG



A HERITAGE OF GOOD LIVING

Dr. Sheryl L. Mitchell

City Administrator

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members

FR: Sheryl L. Mitchell, City Administrator

DA: August 20, 2018

RE: **Resolution to Approve Independent Contractor Agreement for Building and Janitorial Services – Addendum 1**

The City of Lathrup Village entered into an Independent Contractor Agreement for Building and Janitorial services with Clifton Grant in 2017.

The Addendum updates the compensation for various services and extends the agreement through June 30, 2020. There is an option to renew annually with the consent of both parties.

Suggested Motion:

To approve the resolution for the Independent Contractor Agreement for Building and Janitorial Services with Clifton Grant, incorporating the terms outlined in Addendum 1.

CITY OF LATHRUP VILLAGE, MICHIGAN
RESOLUTION TO APPROVE INDEPENDENT CONTRACTOR AGREEMENT
FOR BUILDING AND JANITORIAL SERVICES – ADDENDUM 1

WHEREAS the City of Lathrup Village entered into an Independent Contractor Agreement for Building Services, signed March 13, 2017, with Clifton Grant (the “Independent Contractor”); and

WHEREAS the City of Lathrup Village desires to continue the Independent Contractor Agreement with Clifton Grant for the various functions provided under the current Agreement, with the additional items and compensation, as detailed in the revised Exhibit B; and

WHEREAS the contract period shall be from August 20, 2018 through June 30, 2020.

NOW THEREFORE, BE IT RESOLVED that the Lathrup Village City Council approves incorporating Addendum 1 into the Independent Contractor Agreement for Building and Janitorial Services with Clifton Grant, for period of August 20, 2018 through June 30, 2020, with the option to enter into additional one year extensions based on the mutual consent of all parties.

BE IT FURTHER RESOLVED that the Lathrup Village City Administrator is authorized to sign the related documents on behalf of the City of Lathrup Village.

Adopted this 20th Day of August, 2018.

Mykale Garrett, Mayor

I, Yvette Talley, City Clerk, for the City of Lathrup Village, Michigan, do hereby certify that the above resolution was adopted at a Regular meeting of the Lathrup Village City Council held on August 20, 2018.

Yvette Talley, Clerk

INDEPENDENT CONTRACTOR AGREEMENT FOR BUILDING SERVICES

(CLIFTON GRANT)

EXHIBIT B – COMPENSATION

SERVICE	RATE OF PAY – CURRENT	RATE OF PAY - PROPOSED
Building Services		
Janitorial Services	\$ 1,176 per pay cycle (twice monthly)	\$ 1,200 per pay cycle (twice monthly)
Maintenance of Floors	\$150 per floor/surface	\$200 per floor: stripping/waxing \$150 per floor: shampooing \$ 50 community room – scrub & new finish monthly
Community Room		
Events 6 hours or less	\$ 95.00	\$ 110.00
Events over 6 hours	\$ 125.00	\$ 20.00 per hour
Events – per hour rate	\$ 50.00 per hour, if time is exceeded	\$ 50.00 per hour, if time is exceeded
Chairs and Upholstery		
Cleaning Upholstery & Chairs	\$ 1.25 per fabric chair \$ 1.50 per leather chair	\$ 2.00 per fabric chair \$ 1.75 per leather chair
Events		
City and Community Events	Contingent upon services rendered. Requires pre-approval by City Administrator	Contingent upon services rendered. Requires pre-approval by City Administrator and/or Parks Director, DDA Director
Grounds Services		
City Hall Grounds Clean Up	\$ 10.00 per hour	\$ 12.00 per hour

Additional items:

- Contract Period: August 20, 2018 to June 30, 2020
- Janitorial Services:
 - o add deep cleaning of kitchen and appliances; polishing stainless steel
 - o add monthly scrubbing and new finish to Community Room floor

CITY OF LATHRUP VILLAGE

**INDEPENDENT CONTRACTOR
CLIFTON GRANT**

By:
Date:

By: Clifton Grant
Date:

Resolution # _____

CITY OF LATHRUP VILLAGE, MICHIGAN

**RESOLUTION TO APPROVE 2018 WATER MAIN REPAIR PROJECT – EAST CITY
BORDER (LINCOLN TO MARGATE)
AND AWARD OF CONTRACT TO LIQUIFORCE SERVICES**

WHEREAS the City of Lathrup Village adopted the Capital Improvement Program that included a budget of \$160,000 for project to line the water mains in the area of the East City Border (Lincoln to Margate) to address the frequent water main breaks in this section; and

WHEREAS the City’s Engineers at Giffles Webster have recommended contracting with Liquiforce Services for this water main lining project. The City of Southfield issued an RFP and awarded to Liquiforce, which has agreed to use the same competitive prices for the work in Lathrup Village; and

WHEREAS the total project cost is estimated at \$175,000, with approximately \$20,000 of the landscaping restoration work to be by the city’s contractors.

NOW THEREFORE, BE IT RESOLVED that the Lathrup Village City Council approves the 2018 Water Main Repair Project – east City Border (Lincoln to Margate) and the award of the contract to LiquiForce Services.

BE IT FURTHER RESOLVED that the Lathrup Village City Administrator is authorized to sign the related the contact and related documents on behalf of the City of Lathrup Village.

Adopted this 20th Day of August, 2018.

Mykale Garrett, Mayor

I, Yvette Talley, City Clerk, for the City of Lathrup Village, Michigan, do hereby certify that the above resolution was adopted at a Regular meeting of the Lathrup Village City Council held on August 20, 2018.

Yvette Talley, Clerk



07/17/2018

GWE # 16496.18

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

Attn: Dr. Sheryl Mitchell, City Administrator

Re: 2018 Water Main Repair Project
East City Border (Lincoln to Margate)

Dear Dr. Mitchell,

Recently, the City has been experiencing frequent water main breaks along a section of 6" water main located at the east side of Lathrup Village between Lincoln and Margate.

Typically, these water mains would be replaced by excavation and installation of a new main. However, this location presents some issues including existing residential homes with 5' – 10' of the main and existing trees located very close to the main. Replacement of the main by excavation would result in the removal of these trees and shrubs which provide screening from the adjacent homes in Southfield.

Therefore, we have reached out to LiquiForce Services to inquire about lining of the water main. LiquiForce has been lining water mains in the City of Southfield for several years. LiquiForce has agreed to use the same unit prices for the work as the Southfield contract (which was obtained by competitive bidding). The City has contracted with LiquiForce in the past to provide emergency sewer lining services.

This project is made a bit easier since all known residential service connections are made off the sidestreets so no temporary water will need to be provided.

LiquiForces cost to perform this work per their Southfield contract is \$145,600. In addition, the City will need to provide some materials and landscape restoration and we estimate that cost to be approximately \$15,000 - \$20,000. I met with Tim and Randy regarding some preliminary work that would be required and they have no concerns performing this work (included in the \$15,000 - \$20,000). As for engineering, we will need to prepare basic plans and for the submittal to the MDEQ for an Act 399 water main permit.

It is our opinion, barring any unforeseen conditions, the estimated total cost for the project will be around \$170,000 - \$175,000. In accordance with the water main CIP, a budget of \$160,000 was estimated for this project.

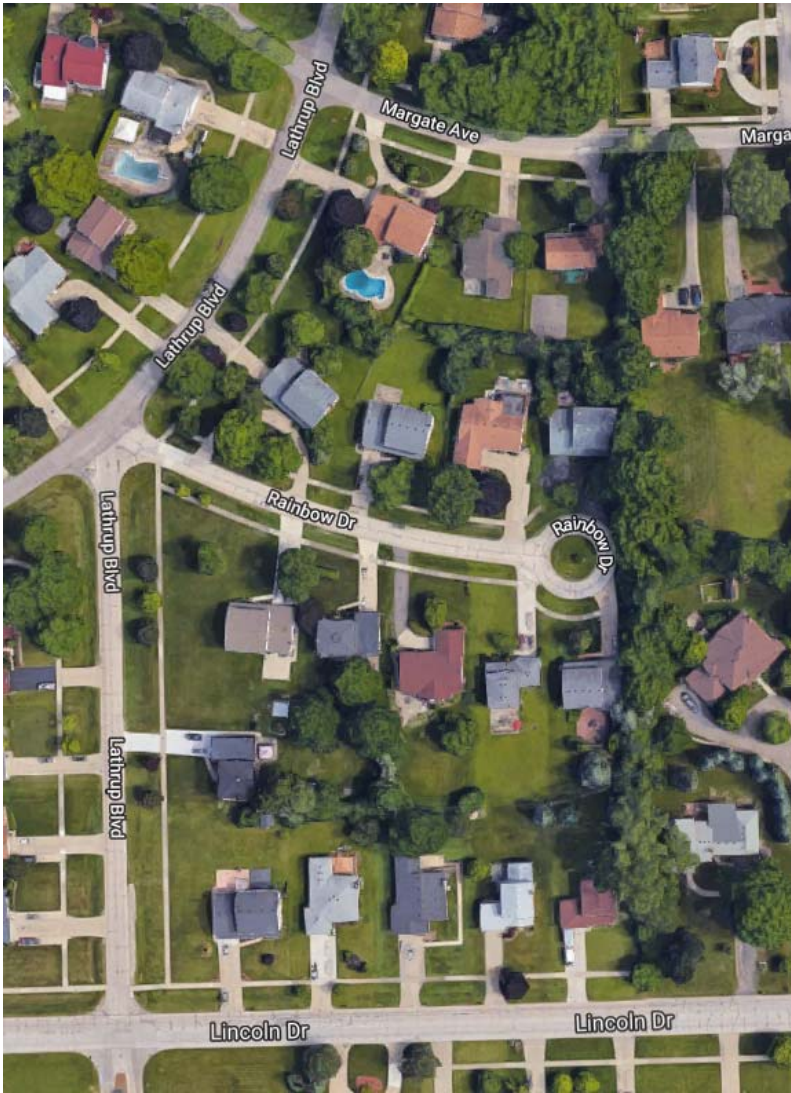
If the City is acceptable to this, please let me know and we will start working on the plans and contracts with LiquiForce Services.

Please feel free to contact me if you have any questions or need additional information.

Respectfully,
GIFFELS WEBSTER

A handwritten signature in black ink, appearing to read "Scott A. Ringler".

Scott A. Ringler, P.E., LEED AP
Partner



Lincoln (looking north)



Rainbow (looking north)



Margate (looking south)

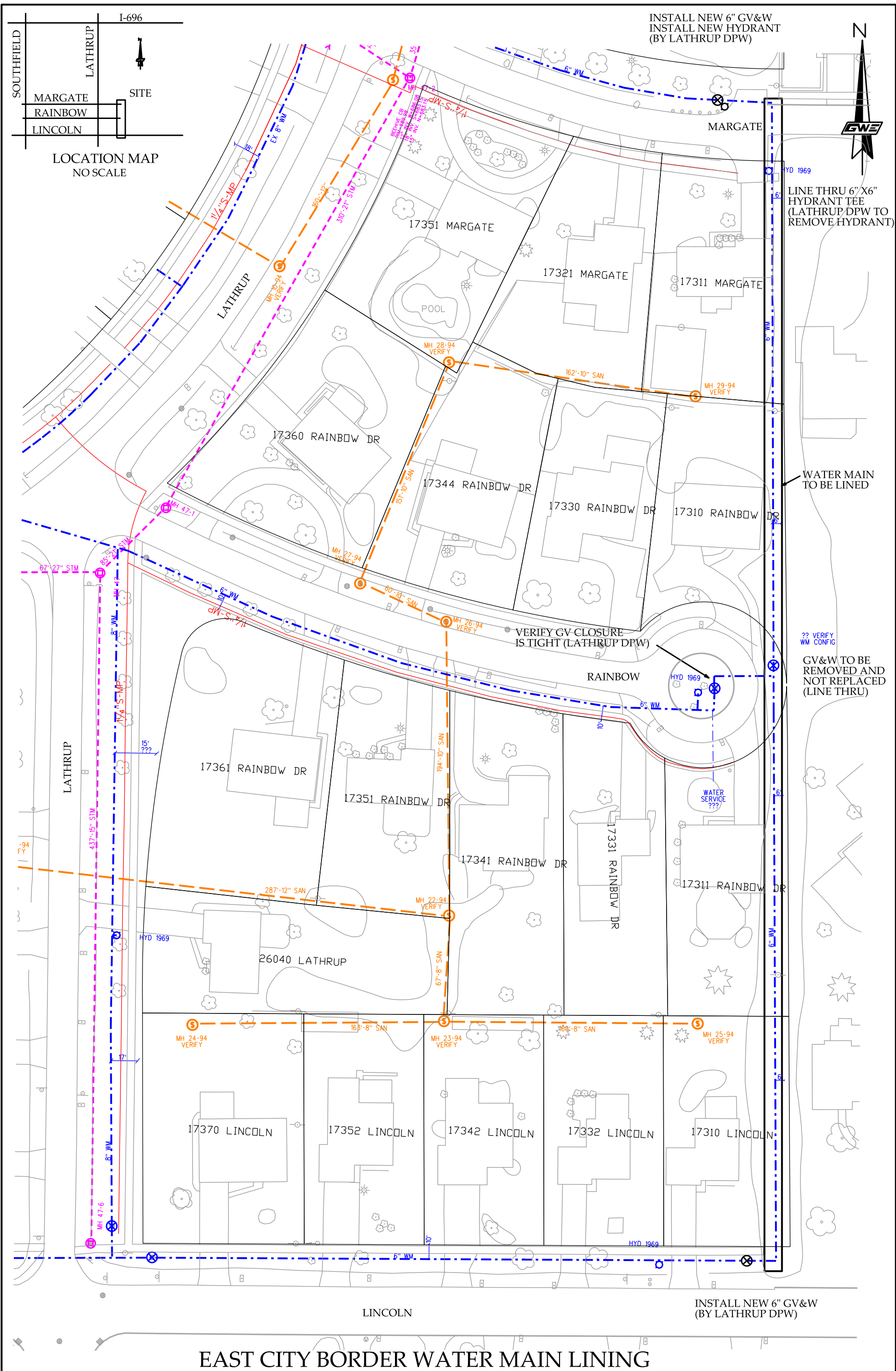
CITY OF SOUTHFIELD
WATER AND SEWER SYSTEM MAINTENANCE SERVICES
CITY OF LATHRUP VILLAGE, MARGATE TO LINCOLN CROSS LOT PROJECT
7/16/18

PRICE PAGE

PART VII	WATER MAIN REHABILITATION AND MAINTENANCE	UNIT	UNIT PRICE	ESTIMATED QUANTITY	ITEM TOTAL
1	Mobilization per job location	LS	\$ 5,000.00	1	\$ 5,000.00
2	Provide temporary water supply per lineal foot of lined water main	LF	\$ 36.00	0	\$ -
3	Reline 6" diameter water main	LF	\$ 160.00	760	\$ 121,600.00
4	Reline 8" diameter water main	LF	\$ 175.00	0	\$ -
5	Reline 10" diameter water main	LF	\$ 195.00	0	\$ -
6	Reline 12" diameter water main	LF	\$ 210.00	0	\$ -
7	6"gate valves and boxes - City provided water works	Each	\$ 9,500.00	1	\$ 9,500.00
8	8"gate valves and boxes - City provided water works	Each	\$ 9,500.00	0	\$ -
9	10"gate valves and boxes - City provided water works	Each	\$ 9,500.00	0	\$ -
10	12"gate valves and boxes - City provided water works	Each	\$ 9,500.00	0	\$ -
11	Hydrant assemblies - City provided water work materials	Each	\$ 9,500.00	1	\$ 9,500.00
12	Additional access pits due to unforeseen obstructions	Each	\$ 7,500.00	0	\$ -
13	Replace owner supplied curb stops - City provided water works ma	Each	\$ 1,600.00	0	\$ -
14	Structure adjustments - City provided water works materials	Each	\$ 1,500.00	0	\$ -

Estimated Project Total \$ 145,600.00

Not included Surface Restoration
Water Works Materials



EAST CITY BORDER WATER MAIN LINING



1025 E. Maple Road, Suite 100
 Birmingham, MI 48009
 p (248) 852-3100
 f (248) 852-6372
 www.giffelswebster.com

DATE:	08/02/2018	CHECKED BY:	DATE:	SCALE:	1"=60'
DRAWN:	SAR			SHEET:	1 OF 1
DESIGN:	SAR	JW		JOB No:	16496.18
SECTION:	24	T-1-N., R-11-E			



A HERITAGE OF GOOD LIVING

Dr. Sheryl L. Mitchell

City Administrator

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members

FR: Sheryl L. Mitchell, City Administrator

DA: August 20, 2018

RE: **Approval – Renewal of MML/Meadowbrook Liability & Property Pool Insurance**

The MML Liability and Property Pool is administered serviced by Meadowbrook, Inc. The City of Lathrup Village has been a pool member since July 1, 1995.

The coverage period of the policy would be September 1, 2018 to September 1, 2019. The renewal premium is **\$71,445** compared to the expiring premium of **\$66,508**. This is a premium increase of \$4,937 or 7.4%.

There are a few reasons for the change in premium:

- Annual Payroll -- \$1,432,398 (was \$1,397,461 in 2017) ↑
- Property -- \$6,220,725 (was \$6,204,706 in 2017) ↑
- Law Enforcement Officers—13 (was 14 in 2017) ↓
- Vehicles – 10 (was 8 in 2017) ↑
- Agreed Amount – 7 vehicles with agreed amount values totaling \$321,700 (was 3 in 2017) ↑
- MCCA – Michigan Catastrophic Claims Assessment ↑ (passes through to the State)
- Experience Factor – 1.11 (was 1.10 in 2017) ↑
- Loss Ratio—136% (was 84% in 2017)
- There was a slight increase in the property and liability rates

Also, the Board of Directors of the MML Liability & Property Pool voted to return another dividend in 2018 to renewing Members. The City's portion of the dividend return is **\$6,716**. The City will receive the dividend after paying your renewal premium.

Suggested Motion:

To approve the renewal of the MML/Meadowbrook Liability & Property Pool Insurance for the period of September 1, 2018 through September 1, 2018, with a renewal premium of \$71,445.



michigan municipal league

Liability & Property Pool

Proposal

for the

City of Lathrup Village

Presented By:

Judith A. Thomson-Torosian, CPCU, CIC, ARM
Service Provider: Meadowbrook, Inc.
(248) 204-6137

July 30, 2018

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This proposal is intended to be only a summary of coverages and services. For specific details on coverage terms and conditions, please refer to the Michigan Municipal League Liability and Property Pool coverage document.

Executive Overview

The Michigan Municipal League Liability and Property Pool is administered by the Risk Management staff of the Michigan Municipal League, and serviced by Meadowbrook, Inc. Since 1982, the Pool has been a stable source of comprehensive municipal insurance and risk management services. It is financially secure and positioned for long-term stability.

The **City of Lathrup Village** has been a Pool member since **July 1, 1995**.

The League administrative staff and the dedicated Pool staff at Meadowbrook, Inc. are municipal insurance experts. Municipal risk management is our only business, and we're proud of it!

The Pool provides insurance coverage designed specifically for Michigan municipal exposures, combined with a package of loss control programs, claims administration, legal defense and membership services that you won't find anywhere else in Michigan.

This quotation is based on the limits of coverage requested by the **City of Lathrup Village**. Higher limits may be available, subject to underwriting review by Pool Management. Please submit requests for higher limits in writing to your Account Executive. Your request will be considered by Pool Management.

The insurance and related services described more fully in this proposal are being offered to the **City of Lathrup Village** for an annual premium of **\$71,445**. When compared to last year's cost of \$66,508 it represents a premium increase of \$4,937, or 7.4%. (In addition, the MML Liability & Property Pool Board of Trustees voted to return another post-renewal dividend for Members renewing in 2018. The City's portion of the dividend return is \$6,716. The City will receive this dividend in the month following payment of your 2018 renewal premium.)

We encourage you to compare the Pool with our competition. Compare us based on price, coverage, service, financial security, experience and commitment to municipal risk management. When you do, the advantages of Pool membership become clear.

Thank you for being a Pool member. We look forward to servicing your risk management program for many years to come.

Our Mission

To be a long-term, stable, cost-effective risk management alternative for members of the Michigan Municipal League Liability and Property Pool.

Introduction

What You Can Expect Of Us

- ✓ A commitment to learn, understand and respond to your insurance needs;
- ✓ Continuous planning and innovation in product development and service delivery;
- ✓ Products that meet your needs in terms of price, coverage and service;
- ✓ Prompt, accurate, and courteous response to your questions, problems and claims; and
- ✓ Knowledgeable and professional staff serving your needs consistently and with integrity.

Your Pool Insures More Than . . .

- | | |
|--------------------------------|----------------------------------|
| ✓ 425 Public Entity Members | ✓ 16 Electric Utilities |
| ✓ 141 Fire Departments | ✓ 24 Municipal Marinas |
| ✓ 172 Law Enforcement Agencies | ✓ \$5 Billion of Property Values |
| ✓ 2,217 Police Officers | ✓ 195 Water Service Operations |
| ✓ 5,772 Miles of Streets/Roads | ✓ 215 Sewer Plant Operations |
| ✓ 6,617 Vehicles | |

Coverage and Cost Summary City Of Lathrup Village

Effective 09-01-2018 to 09-01-2019

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible						
Municipal General Liability (Coverage A)	\$5,000,000	N/A	\$0						
Sewer Back-Up Sublimit	\$100,000	\$100,000	\$0						
Personal Injury Liability (Coverage B)	\$5,000,000	N/A	\$0						
Medical Payments (Coverage C)	\$10,000	N/A	N/A						
Public Officials Liability (Coverage D)	\$5,000,000	N/A	\$0						
Law Enforcement Liability (Coverages A, B, and D)	\$5,000,000	N/A	\$0						
Employee Benefit Liability	\$1,000,000	\$1,000,000	\$0						
Fire Legal Liability	\$100,000	N/A	N/A						
Cyber Liability & Data Breach Response	\$100,000	\$100,000	See Declaration						
Dam Liability	No Coverage	N/A	N/A						
Marina Operator Liability	No Coverage	N/A	N/A						
Automobile Liability (Coverages A and B)	\$5,000,000	N/A	\$0						
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"># Vehicles</th> <th style="text-align: left; border-bottom: 1px solid black;">Comp</th> <th style="text-align: left; border-bottom: 1px solid black;">Coll</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">10</td> <td style="text-align: center;">\$250</td> <td style="text-align: center;">\$250</td> </tr> </tbody> </table>	# Vehicles	Comp	Coll	10	\$250	\$250			
# Vehicles	Comp	Coll							
10	\$250	\$250							
Agreed Amount, if applicable 7 Vehicles for a total of \$321,700									
<i>Coverages A, B, and D are provided with a combined single limit of liability. The most the Pool will pay for any one occurrence is \$5,000,000 regardless of the number of coverages involved in the occurrence.</i>									

Property

Property - Blanket Basis	\$6,220,725	N/A	\$250
Boiler and Machinery	Included	N/A	\$250
Building(s)	Included	N/A	\$250
Contents	Included	N/A	\$250
Property in the Open	Included	N/A	\$250
Protection & Preservation	Included	N/A	N/A
Property - Actual Cash Value	N/A	N/A	N/A
Property - Limited Replacement Cost	N/A	N/A	N/A
Property - No Coverage	N/A	N/A	N/A
Property - Replacement Cost	See Schedule	N/A	\$0
2 Auxiliary Pumps	\$30,000	N/A	\$250
Accounts Receivable	\$100,000	N/A	\$250
Cable TV Department Equipment	\$146,489	N/A	\$250
Consequential Damage	\$100,000	N/A	N/A
Contractors Equipment	\$8,000	N/A	\$250



Coverage and Cost Summary City Of Lathrup Village

Effective 09-01-2018 to 09-01-2019

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible
Debris Removal - the lesser of 25% of physical damage loss or	\$5,000,000	\$5,000,000	N/A
Demolition & Increased Costs of Construction Limit	\$100,000	N/A	N/A
Earth Movement	\$2,000,000	\$2,000,000	\$5,000
Electronic Data Processing Equip	\$125,000	N/A	\$250
Expediting Expense	\$100,000	N/A	N/A
Extra Expense	\$100,000	N/A	N/A
Fine Arts	\$100,000	N/A	\$250
Flood (Except for Members located in Flood Zone A, AO, AH, A1-A999, AE, or AR)	\$1,000,000	\$1,000,000	\$5,000
Fungal Pathogens	\$25,000	\$25,000	\$250
Loss of Income	\$100,000	N/A	N/A
Loss of Rents	\$100,000	N/A	N/A
Ornamental Trees, Shrubs, Plants or Lawn	\$5,000	\$10,000	\$250
Personal Effects & Property of Others	\$500	\$2,500	\$250
Radio Equipment	\$16,077	N/A	\$250
Valuable Papers	\$100,000	N/A	\$250
Voting Machines	\$19,145	N/A	\$250
<u>Comprehensive Crime Coverage</u>			
Employee Dishonesty Blanket/Faithful Performance	\$100,000	N/A	N/A
Computer Fraud	\$100,000	N/A	N/A
Depositors Forgery	\$100,000	N/A	N/A
Funds Transfer Fraud	\$100,000	N/A	N/A
Impersonation Fraud	\$100,000	N/A	N/A
Money and Securities Inside	\$100,000	N/A	N/A
Money and Securities Outside	\$100,000	N/A	N/A
Money Orders and Counterfeit Paper	\$100,000	N/A	N/A
<u>Bonds</u>			
Bond #: A Treasurer	\$100,000	N/A	N/A

Only one deductible applies to claims involving two or more property coverages.

The Michigan Municipal League Liability and Property Pool is pleased to offer all coverages and services described in this proposal for an annual premium of \$71,445.

Your Team of Experts



Judy Thomson-Torosian
Service and Sales Manager
(248) 204-6137



Michael J. Forster
Pool Administrator
(734) 669-6340



Ellen Skender
248-204-8582



Joan Opett
248-204-8579

Customer Service Representatives



Mark Ott
Claims Supervisor
(616) 942-0311, ext. 4123



Rod Pearson
Loss Control Supervisor
(248) 204-8036

Benefits of Pooling with the MML

- ✓ Proven long-term availability and stability
- ✓ Broad coverage document written specifically for Michigan municipalities
- ✓ Services tailored to unique needs of Michigan municipalities
- ✓ Member assets controlled by an elected Board of municipal officials
- ✓ Equitable rating based on Pool experience in Michigan
- ✓ Aggressive defense strategy – positive impact on case law
- ✓ Professional, dedicated, and experienced local management, oversight and service
- ✓ Decisions made and problems resolved by a group of your peers
- ✓ Investment income and underwriting surplus used to benefit members
- ✓ Lower expenses through tax-exempt and non-profit status
- ✓ Special loss avoidance training sessions including:
 - ✓ Safety aspects of emergency vehicle operations
 - ✓ Accident investigation for supervisors
 - ✓ Confined spaces training

The advantages of pooling can be summarized by:

Service + Control + Value

City of Lathrup Village Has . . .

- ✓ \$1,432,398 Annual Payroll (in 2017, was \$1,397,461) ↑
- ✓ \$6,220,725 of total values for real and personal property (in 2017, was \$6,204,706) ↑
- ✓ 13 Law enforcement officers (in 2017, was 14) ↓
- ✓ 10 Vehicles (in 2017, was 8) ↑
- ✓ 7 Vehicles with agreed values totaling \$321,700 (in 2017, was 3) ↑

Increased Liability Limits

We cannot guarantee the adequacy of any limit of liability. Due to the following factors, it may be prudent to consider higher limits:

- ✓ Increased jury awards in your jurisdiction
- ✓ Increased litigation trends
- ✓ Protection of tax base against judgments in excess of your policy limits

If you are interested in increasing your liability limits, please contact your Account Executive.

Highlights of Coverages Provided

Who Is Insured?

The Pool member entity, elected and appointed officials, employees and authorized volunteers, and any person officially appointed to a Board or Commission

General Liability

In addition to standard liability coverages (bodily injury, property damage, products and completed operations) the Pool provides coverages that municipalities need on an **occurrence basis with no aggregate liability limits**:

- ✓ Liability resulting from mutual aid agreements
- ✓ Premises medical payments
- ✓ Host liquor liability
- ✓ Watercraft liability, owned less than 26' and non-owned less than 50'
- ✓ Special events **excluding** -
 - Fireworks (unless endorsed)
 - Liquor Liability
 - Mechanical Amusement Rides
- ✓ Fire legal liability for real property
- ✓ Ambulance and EMT malpractice

Fireworks Coverage Options: (Fireworks application must be completed before coverage is endorsed)

1. The MML Liability & Property Pool is primary (the Member is not added as an additional insured on a pyrotechnician's coverage):

Annual Aggregate Sublimit	Additional Premium
\$500,000	Yes
\$1,000,000	Yes

2. The MML Liability & Property Pool is excess (the Member is added as an additional insured on a pyrotechnician's coverage):

NO ADDITIONAL PREMIUM

- ✓ Athletic participation liability
- ✓ Employee benefit liability
- ✓ Cemetery operations coverage
- ✓ Marina Operators coverage available
- ✓ Up to \$10 million in liability limits available
- ✓ Pollution coverage for Hazardous Response Teams
- ✓ Cyber Liability and Data Breach Response Coverage – as described on MMLCYD (09/17)

General Liability Exclusions . . .

The following is a partial list of general liability coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Pollution (except for Hazmat operations).
- ✓ Nuclear energy / nuclear material hazards
- ✓ Expected or intended injury
- ✓ Breach of contract
- ✓ Failure of dams (unless endorsed)
- ✓ Backup of Sewers and Drains (**exception -- \$100,000 Annual Aggregate Sublimit for Sewer and Drain Liability**)
- ✓ Aircraft Liability - (Unless Endorsed -- Limited Coverage for Unmanned Aircraft—MML236)
- ✓ Contractual Liability
- ✓ Failure to supply utilities
- ✓ Electromagnetic radiation
- ✓ Medical malpractice for doctors and physicians
- ✓ Criminal activity--Intentional acts w/knowledge of wrongdoing

Cyber Liability and Data Breach Response Coverage

- ✓ Information Security and Privacy Liability
- ✓ Privacy Breach Response Services
- ✓ Regulatory Defense and Penalties
- ✓ Website Media Content Liability
- ✓ PCI Fines, Expenses and Costs
- ✓ Cyber Extortion
- ✓ First Party Data Protection
- ✓ First Party Business Interruption

Public Officials Liability Coverage

“Wrongful Acts”, including intentional acts, defined as any actual or alleged error, misstatement, act of omission, neglect or breach of duty including:

- ✓ Neglect of duty
- ✓ Zoning defense and land use litigation
- ✓ Malfeasance
- ✓ Violation of civil rights
- ✓ Discrimination
- ✓ Employment practices
- ✓ Misfeasance
- ✓ Cable TV broadcasting

Public Officials Liability Exclusions

The following is a partial list of public officials’ liability coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Pollution and Nuclear Energy
- ✓ Fraud, dishonesty, intentional and criminal acts
- ✓ Failure to purchase coverage or adequate coverage
- ✓ Return of governmental grants or subsidies
- ✓ Intentional acts with knowledge of wrongdoing
- ✓ Eminent domain / takings
- ✓ Illegal profit
- ✓ Labor union actions
- ✓ ERISA violations
- ✓ Backup of Sewers and Drains

Personal Injury & Advertising / Broadcasters Liability Coverage

- ✓ Mental anguish and stress
- ✓ Libel, slander or defamation of character; violation of an individual’s right of privacy
- ✓ Proactive services for non-monetary damage claims

Police Professional Liability Coverage

Police Professional Liability coverage is contained within the General Liability and Public Official Liability Coverage Parts

- ✓ Discrimination
- ✓ Violation of civil rights
- ✓ Jail operations
- ✓ False arrest, detention or imprisonment, or malicious prosecution
- ✓ Wrongful entry or eviction or other invasion of the right of private occupancy
- ✓ Assault or battery
- ✓ Improper service of suit
- ✓ Coverage assumes officers act with intent

Property Coverage

In addition to covering buildings, contents and personal property, the Pool provides:

- ✓ Blanket coverage -- All member-owned property insured (unless specifically excluded)
- ✓ Coverage based on ownership rather than on a "schedule on file" avoids coverage gaps due to errors or oversight
- ✓ Property of others in custody of the Member for which the Member has an obligation to provide coverage
- ✓ Boiler & Machinery coverage, including Boiler certification inspections
- ✓ Replacement Cost or Actual Cash Value available
- ✓ Fungal Pathogens (Mold) Limited Coverage
- ✓ Demolition/increased cost of construction
- ✓ No coinsurance
- ✓ Valuable papers
- ✓ Loss of Rents
- ✓ Property in the open
- ✓ Extra expense
- ✓ Expediting expense

Property Exclusions

The following is a partial list of property coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Nuclear reaction/ contamination
- ✓ War
- ✓ Cyber Risk
- ✓ Fungal Pathogens (Mold) excess of sub-limit
- ✓ Failure to supply utilities
- ✓ Transmission Lines and Poles
- ✓ Dishonest acts
- ✓ Acts of Terrorism excess of Pool's Aggregate Sublimit -- MMLC TR (9/1/10)
- ✓ Wear and tear
- ✓ Computer failures/ viruses

Only one deductible applies to claims involving two or more property coverages.

Comprehensive Crime Coverage

- ✓ Employee Dishonesty/ Faithful Performance of Duty coverage provided on a blanket basis
- ✓ Loss Inside the Premises
- ✓ Loss Outside the Premises
- ✓ Money Orders/ Counterfeit Currency
- ✓ Depositors Forgery
- ✓ Position Fidelity Bonds
- ✓ Computer Fraud
- ✓ Funds Transfer Fraud

Automobile Coverage Highlights

What Is Covered?

Coverage is afforded while operating land motor vehicles, trailers or semi-trailers designed for travel on public roads.

Auto Coverages Provided

- ✓ Michigan No-Fault Coverage, includes mini-tort coverage for no extra charge
- ✓ Excess protection for use of personal automobile for municipal business
- ✓ Uninsured motorist for municipally owned vehicles
- ✓ Underinsured motorists
- ✓ Non-owned and hired auto
- ✓ Comprehensive - actual cash value basis
- ✓ Collision - actual cash value basis
- ✓ Volunteer firefighter auto accident liability coverage
- ✓ Agreed value coverage for emergency vehicles is available
- ✓ Fire or Rescue Vehicle Rental Reimbursement Coverage

Pool Risk Management Services

- ✓ Review and service of all municipal insurance matters
- ✓ Public entity experts address various liability issues
- ✓ Aggressive, member-oriented defense strategy
- ✓ Former police officials address law enforcement risks
- ✓ Physical inspection by municipal loss control consultants
- ✓ Law enforcement risk control programs (LEAF and LERC)
- ✓ Property appraisal services available

Online Services

www.mml.org (click on the *Insurance* button) – offers Pool members an outstanding resource for municipal risk management information and self-help tools in one attractive, simple-to-navigate location. File a claim on line. Download your renewal application. Request a loss control service visit. E-mail us a question. Other services available online:

- ✓ Online Forms (including Sewer Backup Sample Documents)
- ✓ Risk Resources:
 - ✓ Risk Control Solutions
 - ✓ Safety & Health Manual
 - ✓ Risk Management is Good Management Program
 - ✓ Law Enforcement Newsletters
 - ✓ Access to Safetysurance website -- <http://www.safetysurance.com/>
- ✓ MML Pool Audited Financial Statements
- ✓ Intergovernmental Contract
- ✓ Board of Directors, Pool Administrator and Staff Profiles and Contact Information

Membership Responsibilities

Membership in the Michigan Municipal League Liability and Property Pool provides numerous benefits. Likewise, individual members have certain responsibilities to the other members, which are detailed in the Intergovernmental Contract. The following is a summary of the membership responsibilities. Please refer to the Intergovernmental Contract, Articles 5 and 6, for more information.

- ✓ If a Member intends to leave the Pool, the Member must send a written notice to the Pool at least 60 days prior to its next renewal date.
- ✓ A Member must pay its premium when due. The Pool must give each member 20 days written notice of intent to terminate membership for nonpayment of premium. Payment of premium before the 20 days notice is effective will entitle the Member to reinstatement.
- ✓ Members must maintain membership or associate membership status in the Michigan Municipal League.
- ✓ A Member will allow attorneys employed by the Pool to represent the Member in defense of any claim made against the Member within the scope of coverage provided by the Pool. A Member will cooperate with the assigned attorneys, claims adjusters, service company or other agents of the Pool relating to the defense of claims for which the Pool is providing coverage.
- ✓ A Member will follow loss reduction and prevention measures established by the Pool.
- ✓ A Member will report to the Pool as promptly as possible all incidents that the Member reasonably believes may result in a claim against the Member.



A HERITAGE OF GOOD LIVING

Dr. Sheryl L. Mitchell

City Administrator

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members

FR: Sheryl L. Mitchell, City Administrator

DA: August 20, 2018

RE: **Approval – MERS Health Care Savings Program Participation Agreement**

The Agreement allows the City of Lathrup to participate in the MERS Health Care Savings Program, effective August 1, 2018.

The covered group would include former city administrator Jeff Mueller, who has requested to opt out of the Retiree Health Care covered group currently offered by the City of Lathrup. The contribution to the HCSP would be \$2,500 annually, saving the City approximately \$6,000 annually based on the current coverage.

By mutual consent, the agreement with Mr. Mueller is being changed to reflect that the Employer agrees to pay an annual payment of Two Thousand Five Hundred Dollars (\$2,500.00) payable annually on the effective date of this agreement to the MERS Health Care Savings Program.

Suggested Motion:

To approve the MERS Health Care Savings Program Participation Agreement. The payment of \$2,500.00 will be made in lieu of any payment for retiree healthcare. This annual payment will cease upon the employee's death. Employer has no obligation to fund, which Employee acknowledges, any retiree healthcare, supplemental or otherwise, aside from the annual payment into Employee's HSA as described in the MERS Health Care Savings Program Participation Agreement.

MERS Health Care Savings Program Participation Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9707

www.mersofmich.com

I. PARTICIPATING EMPLOYER

Employer Name: _____
(Name of municipality or court)

Municipality Number: _____ **Division Number:** _____

II. EFFECTIVE DATE

1. If this is the initial Participation Agreement relating to the MERS Health Care Savings Program for this covered group, the effective date of the program here adopted shall be:

(Date)

2. If this is an amendment and restatement of an existing Participation Agreement relating to the MERS Health Care Savings Program for this covered group, the effective date of this amendment and restatement shall be effective: _____.

(Date)

The original Health Care Savings Program was effective: _____.
(Date)

Note: You only need to mark *changes* to your plan throughout the remainder of this Agreement.

III. COVERED EMPLOYEE GROUPS

A participating Employer may cover all of its employee groups, bargaining units or personnel/ employee classifications (“Covered Group”), in Health Care Savings Program. **Contributions shall be made on the same basis within each Covered Group identified by this agreement, and remitted as directed by the Program Administrator.** If the Employer has varying coverage or contribution structures between groups, a separate agreement will need to be completed for each covered group. This agreement encompasses the following group(s):

(Name/s of HCSP covered group/s)

IV. ELIGIBLE EMPLOYEES

Only Employees of a “municipality” may be covered by the Health Care Savings Program Participation Agreement. Independent contractors may not participate in the Health Care Savings Program.

The Employer shall provide MERS with the name, address, Social Security Number, and date of birth for each Eligible Employee, as defined by the Participation Agreement.

MERS Health Care Savings Program Participation Agreement

- B. Mandatory Salary Reduction (Before-Tax) Contributions.** Before-tax Employer Contributions to the Health Care Savings Program Sub-Trust shall be made that represent a mandatory salary reduction resulting from collective bargaining or the establishment of a personnel policy. These reductions may be made as a percentage of salary or a specific dollar amount.

Contribution structure (specify):

- C. Mandatory Leave Conversion (Before-Tax) Contributions.** Before-tax Employer Contributions to the Health Care Savings Program Sub-Trust shall be made that represent a mandatory conversion of accrued leave including, but not limited to vacation, holiday, sick leave, or severance amounts otherwise paid out, to a cash contribution. These contributions may be calculated as a percentage of accrued leave or a specific dollar amount representing the accrued leave. Leave conversions may be made on an annual basis or at separation from service, or at such other time as the Employer indicates. *(Note: The leave conversion program shall not permit employees the option of receiving cash in lieu of the employer contribution.)*

Check one or more:

- | | | | |
|--------------------------|---|--------------------------------|---|
| <input type="checkbox"/> | As of _____,
Annual date or X weeks before termination | _____ % of _____
Percentage | _____ % of _____
Type of Leave Conversion (sick, vacation, etc.) |
| | must be contributed to the HCSP. | | |
| <input type="checkbox"/> | As of _____,
Annual date or X weeks before termination | _____ % of _____
Percentage | _____ % of _____
Type of Leave Conversion (sick, vacation, etc.) |
| | must be contributed to the HCSP. | | |
| <input type="checkbox"/> | As of _____,
Annual date or X weeks before termination | _____ % of _____
Percentage | _____ % of _____
Type of Leave Conversion (sick, vacation, etc.) |
| | must be contributed to the HCSP. | | |
| <input type="checkbox"/> | As of _____,
Annual date or X weeks before termination | _____ % of _____
Percentage | _____ % of _____
Type of Leave Conversion (sick, vacation, etc.) |
| | must be contributed to the HCSP. | | |

MERS Health Care Savings Program Participation Agreement

Post-Tax Employee Contributions. Post-tax Employee Contributions made by Eligible Employees within the Covered Group(s) shall be remitted as directed by the Program Administrator, to be credited to the individual accounts of Eligible Employees. All Employee Contributions must be remitted to MERS along with the Participation Report.

VI. MODIFICATION OF THE TERMS OF THE PARTICIPATION AGREEMENT

If a Participating Employer desires to amend any of its previous elections contained in this Participation Agreement, including attachments, the Governing Body by official action must adopt a new Participation Agreement and forward it to the Board for approval. The amendment of the new Participation Agreement is not effective until approved by the Board and other procedures required by the Trust Agreement and Plan Document have been implemented.

VII. STATE LAW

To the extent not preempted by federal law, this agreement shall be interpreted in accordance with Michigan law.

VIII. TERMINATION OF THE PARTICIPATION AGREEMENT

This Participation Agreement may be terminated only in accordance with the Trust Agreement.

IX. EXECUTION BY GOVERNING BODY OF MUNICIPALITY

The foregoing Participation Agreement is hereby adopted and approved on the ____ day of _____, 20____ at the official meeting held by _____.
(Name of approving employer)

Authorized Signature: _____

Title: _____

Witness Signature: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____

(Authorized MERS signatory)

CITY OF LATHRUP VILLAGE, MICHIGNA

RESOLUTION # _____

**RESOLUTION TO APPROVE PARTICIPATION IN
THE STATE OF MICHIGAN'S DEPARTMENT OF INSURANCE AND FINANCIAL
SERVICES' FIRE INSURANCE WITHHOLDING PROGRAM**

WHEREAS, the provisions of Act 495 of the Public Acts of 1980; as amended by Act 216 of the Public Acts of 1998, and the provisions of Act 217 of the Public Acts of 1998, provide that a portion of certain casualty losses for fire or explosion otherwise payable by insurers may be withheld in escrow by participating municipalities in order to secure repair, replacement or removal of damaged structures which violate the *City of Lathrup Village* health or safety standards; and

WHEREAS, the *City of Lathrup Village* has determined that participation in said program would protect and promote the public health, safety and welfare and wishes to be included in the list of participating municipalities published by the Commissioner of Insurance; and,

WHEREAS, the *City of Lathrup Village* desires to implement all procedures necessary to administer said program by designating the *City* official responsible for administration of the program and establish an escrow account for said purpose.

NOW, THEREFORE, IT IS HEREBY RESOLVED as follows:

1. That the *City of Lathrup Village* does hereby become a participating municipality in the program providing for the escrow of fire insurance as established by Act 495 of the Public Acts of 1980; as amended by Act 216 of the Public Acts of 1998, or as established by Act 217 of the Public Acts of 1998, and does declare its intention to uniformly apply the provisions of Section 2845 or Section 2227 to all property within the *City of Lathrup Village*
2. That the *City of Lathrup Village* official responsible for the administration of Section 2845 or 2227 of said Acts and any rules promulgated by the Commissioner of Financial and Insurance Services is hereby designated as follows:
3. That the *City of Lathrup Village Official* shall establish an escrow account with the Bank for the purpose of receiving and holding deposits of money received from insurers pursuant to Section 2845 or 2227 of said Acts, which account shall be separately maintained from all other accounts and may be an interest bearing account.

CITY OF LATHRUP VILLAGE

BY:

BY: *Yvette Talley, City Clerk*

Date _____



STATE OF MICHIGAN

RICK SNYDER
GOVERNOR

DEPARTMENT OF INSURANCE AND FINANCIAL SERVICES
LANSING

PATRICK M. MCPHARLIN
DIRECTOR

FIRE INSURANCE WITHHOLDING PROGRAM

On the following pages are an Enrollment and Notification Form and a sample resolution for the Fire Insurance Withholding Program. You should review Sections [500.2227](#) and [500.2845](#) of the Michigan Insurance Code to determine under which section your municipality is eligible to participate in the program.

Section 2845 of the Insurance Code includes municipalities of less than 50,000 in population located in counties of less than 425,000 in population. Municipalities that meet this population criteria which have passed resolutions establishing escrow accounts will be allowed to escrow 25% of a fire insurance settlement for fire and explosion losses to real property within the boundaries of the municipality.

Section 2227 to the Insurance Code includes municipalities with a population of 50,000 or more, or those municipalities with a population less than 50,000 but in a county with a population of 425,000 or more. These municipalities will be allowed to establish escrow accounts to escrow 25% of a fire insurance settlement for losses to real property caused by fire or explosion, as well as losses caused by the perils of vandalism, malicious mischief, wind, hail, riot, or civil commotion.

Under both of the above sections of the Insurance Code, a final settlement which exceeds 49% of the insurance on the real property will serve as prima facie evidence that the municipality has cause for escrowing of the withheld amount. For residential property, the 25% settlement shall not exceed \$6,725 as of June 1, 2003. This amount will be adjusted annually in accordance with the consumer price index with the adjusted amount reflected in the upper right corner of the published list of participating municipalities. Both sections of the Insurance Code also establish a method for the policyholder to object to the municipality's retention of the withheld amount.

While there is no standard format for the resolution, we suggest that municipalities use the format of other resolutions adopted by their governing body. **The only legal requirement is that the resolution contain specific wording concerning the establishment of an escrow account.** The attached sample resolution contains sufficient language to that effect.

Once the resolution is passed, you need to provide the Department of Insurance and Financial Services (DIFS) with a copy, along with the enrollment form including the name and address of the person designated as the contact person for insurance companies. Your municipality and the contact person's name, address and telephone number would then be added to the list of municipalities currently participating in the program.

Updated lists are issued periodically by DIFS and distributed to licensed insurance companies. Because municipalities are prohibited from implementing the law sooner than thirty (30) days after insurers have been notified, each amended list contains an effective date for each municipality. Only **fire losses occurring after that date** are subject to the withholding provisions.

Should you have any further questions about this program, please contact DIFS toll free at 877-999-6442.

Fire Insurance Withholding Program Enrollment and Notification


Please type or print clearly

Name of Municipality	Type of Municipality (choose one) <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township	Located in the Michigan County of:
Name and title of Contact Person	<p style="text-align: center;">Please return completed form to:</p> <p style="text-align: center;">Department of Insurance and Financial Services Office of Consumer Services PO Box 30220 Lansing MI 48909-7720</p>	
Contact Person complete address		
Contact Person phone number (with area code) ()		
Contact Person email address		

Municipality will be participating under the following section of the Michigan Insurance Code (choose one):

- Section 2845 - Municipalities of less than 50,000 in population located in counties of less than 425,000 in population.
- Section 2227 - Municipalities with a population of 50,000 or more, or those municipalities with a population less than 50,000 but in a county with a population of 425,000 or more.

Please enroll this municipality in the Fire Insurance Withholding Program.

Authorized signature 	Date signed	Signer's name and title, typed or printed
--	-------------	---

P.A. 216 and 217 of 1998 require submission of this information by municipalities that wish to enroll in the Fire Insurance Withholding Program.



Michigan Department of Insurance and Financial Services

DIFS is an equal opportunity employer/program.
Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
 Visit DIFS online at: www.michigan.gov/difs Phone DIFS toll-free at: 877-999-6442



DIFS / FAQs

Fire Insurance Withholding FAQ

Reviewed 03/03/17

Frequently Asked Questions

What is the purpose of the fire insurance withholding program?

The program is designed to provide municipalities with some financial protection against the cost of cleaning up a damaged structure following a fire loss. Participating municipalities may be eligible to receive a portion of a policyholder's final settlement to be held in a specified escrow account until the structure is repaired, replaced, or demolished, at which time the escrow funds would be released by the municipality back to the property owner. If the property owner does not repair the structure, the municipality may use the funds to repair, replace, or demolish the damaged structure.

Municipalities - How to participate?

The Department of Insurance and Financial Services (DIFS) compiles and maintains the list of participating municipalities. The list is updated quarterly and is sent electronically to all property and casualty insurance companies, each participating municipality, and DIFS' list of Interested Parties. In order to participate, municipalities must pass a resolution and submit it to DIFS along with the completed appropriate application; the effective date of participation will be 30 days after DIFS' next publication. Instructions and forms are on DIFS' website at: http://www.michigan.gov/documents/cis_ofis_pa495web_25003_7.pdf.

Municipalities - Under which section shall we enroll?

Enrollment in this program is based on the population of the municipality and/or the county in which it is located.

- a. **Section 2227** of the Michigan Insurance Code applies to any municipality that is located in:
 - i. Counties of 425,000 or more, regardless of the size of the municipality (currently Genesee, Kent, Macomb, Oakland, Wayne), *or*
 - ii. Cities of 50,000 or more, regardless of the size of the county.
- b. **Section 2845** of the Michigan Insurance Code applies to any municipality of less than 50,000 in population located in counties of less than 425,000.

Besides population requirements, are there any differences between Sections 2845 and 2227?

The only other difference between the two code sections is that additional perils are eligible for larger municipalities:

- Section 2845 pertains to real property damage caused by *fire or explosion*.
- Section 2227 pertains to real property damage caused by *fire or explosion, as well as* losses caused by the perils of *vandalism, malicious mischief, wind, hail, riot, or civil commotion*.

Are all losses covered by this program?

No, losses caused by the perils referenced above must also meet the following guidelines of the program:

- a. Damage exceeds 49% of the insurance on the real property, **and**
- b. The property is located within the boundaries of a municipality that is participating in the program, **and**
- c. The insurance company has no evidence that the insured has hired a licensed contractor for repairs to the property (within 15 days after agreement on final settlement).

Is a mobile home considered "real property" for purposes of this program?

If the structure has utilities attached and/or a foundation, and permanent residents, DIFS considers this a permanent structure and, therefore, included in the definition of real property.

Insurance Companies - How do we calculate the escrow amount?

The amount to be escrowed is 25% of the actual cash value of the insured real property at time of loss, **or** 25% of the final settlement, whichever is less.

For **residential property**, the escrow amount per claim shall not exceed \$12,000 (effective 1/1/15). The maximum escrow amount is adjusted annually by DIFS in accordance with the consumer price index; the adjusted amount is reflected in the upper right corner of the published list of participating municipalities, which is on DIFS' website at: http://www.michigan.gov/documents/difs/FIWP_464230_7.pdf

For **commercial property**, the amount to be escrowed is 25% of the final settlement, with **no maximum**.

Is the maximum escrow amount the total that can be in the account, or the maximum amount per claim?

The maximum escrow amount, which is updated annually, is per policy—not the total that can be in the account.

Municipalities - What do I need to do after a loss has occurred in our municipality?

The responsibility is on the insurance company to notify you; however, if you wish to be proactive, you may contact the insurance company, if known, to remind them the loss has occurred in a participating municipality and you are interested in having the eligible amount of the settlement placed in escrow.

In the event of a loss, what are the responsibilities of the insurance company and the participating municipality?

In the event of a loss in one of the participating municipalities the following steps should occur:

- a. Within 15 days after agreement on a final settlement between the insured and the insurer, the **insurance company** determines whether the loss meets the guidelines of the program. *If the insured has filed with the insurer evidence of a contract to repair the property and consents to the payment of funds directly to the contractor performing the repair services, the insurer should notify the participating municipality there will not be a withholding because of repair contract. (Per Section 2845(13) & Section 2227(15)).*
- b. If the program eligibility guidelines are met, the **insurer** sends written notice of the withholding (Sections 2227(1) & 2845(1)) covers the required elements of this written notification to the following:
 - i. contact person listed for the particular municipality;
 - ii. to the insured;
 - iii. to any mortgagee; and
 - iv. to the court, if any judgment was entered.
- c. The **municipality** has **15 days** after the mailing of the notice from the insurance company to respond and request the withheld amount be paid into its escrow account (Sections 2845(1)(f) & 2227(1)(f)). A copy of the municipality's response to the insurance company to have the funds paid into the escrow account must also be sent to the *insured*, any *mortgagees*, and the *court*, as applicable, advising that they have **10 days** from the mailing to object to the retention of the withheld amount (Sections 2845(2)(d) & 2227(2)(d)).

Insurance Company - Where can I get the forms to notify the involved parties that the loss meets the eligibility criteria of the Fire Insurance Withholding Program?

DIFS does not have a form; each insurance company is responsible for their own form or letter.

Insurance Company/Municipality - Who should the escrow check be payable to?

The check should be payable to the municipality; it should *not* be a two-party check. (The FIW Code releases the insurance company from liability.)

When can the money be disbursed after it has been escrowed?

The municipality must immediately forward the policy proceeds, except any interest earned while in escrow, to the insured or to the service contractor as outlined below upon reasonable proof (defined in Sections 2845(5) & 2227(5)) of one of the following:

- a. The funds are to be paid to the insured once the structure has been repaired or replaced (at least to the point where the remaining funds are needed to complete such work); *or* removed in compliance with local code requirements.

- b. If the insured has entered into a contract for the repair, replacement, or removal of the damaged structure and consents to payment of the funds directly to the contractor upon completion of the project.
- c. The insured may seek resolution with the municipality or seek relief in circuit court if they feel the municipality has not properly disbursed the funds. (Sections 2227(2)(d) & 2845(2)(d))

If reasonable proof is not presented to the municipality within 120 days after receiving the portion of policy proceeds, the municipality may use the retained proceeds to secure, repair, or demolish the damaged or destroyed structure and clear the insured property so it complies with local code requirements; any unused portion of the retained proceeds shall be returned to the insured. The municipality may extend the 120 day time period.

The municipality may retain and use policy proceeds for demolishing any property if on or before the effective date of the amendatory act (PA 509 of 2014, effective 1/14/15) the authorized representative had not received or been shown reasonable proof within 1 year after the insurer provided notice to the insured and the insured property has been demolished. The insured may file a civil action against the municipality for the return of the policy proceeds within 3 years after receiving notice from the insurer or 1 year after the effective date of PA 509 of 2014, whichever is later. (Sections 2227(7) & 2845(7))

What if I want to sell the property "as is" and the new owner agrees to the repairs?

The municipality is not obligated to release funds until the hazard is repaired, replaced, or demolished. The funds should be released to the insured at that time, or the insured may seek relief in circuit court

Municipality - What if the insurance company failed to notify us about the escrow opportunity, and paid the insured in full?

If the loss meets all of the criteria and the insurance company settled the claim without providing the municipality the opportunity to have a portion of the money put into their escrow account, the municipality should file a written complaint with DIFS. The complaint should include the name of policyholder/property owner, date of loss, and name of insurance company. The complaint form is on DIFS' website.

Why do some people call it PA 495 when we refer to it simply as the fire insurance withholding program?

Public Act 495 was the original act that created the program under Section 2845 of the Insurance Code. Public Act 495 was replaced effective January 1, 1999, with Public Act 216 (now referred to as Section 2845) and Public Act 217 (Section 2227) which divided the previous program into two parts, with participation in each part determined by population.

The answers provided are not meant to be a substitute for legal advice.

COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members
FR: Sheryl Mitchell, City Administrator
DA: August 17, 2018

RE: **City Manager Report – Week Ended August 17, 2018**

The following is a highlights from this past week.

- **Ken Marten** – has accepted a new position with the Village of Bingham Farms. His last day with us will be Friday, August 24th. A party is being planned for the Friday, August 24th from 12noon-2pm. City Hall administrative offices will be closed to allow everyone to participate.
- **Your Town Newsletter** – Friday, August 17th is the deadline for submitting items. The newsletter is planned to go out before the end of the month.
- **2018 Pavement Reconstruction-** reconstruction work has begun on the Roseland. Residents have inquired about the repairs being made to some of the driveway approaches. This is only being completed if need to make level with the street. The concrete is scheduled to be poured starting Aug. 18th. Several residents have inquired about the work that is being performed on some of the driveway approaches – this is only if it is determined that “leveling” is needed in order to be within 2 inches of the new street surface level.
- **MDOT UPDATE I-696**
 - I-696:**
 - Oakland – EB/WB 696 ramps for Campbell/Hilton, ramps closed, Fri 12am-Sun 12am.
 - Oakland – EB/WB I-696 ramps at M-1 (Woodward), ramps closed, Fri 12am-Sun 12am.
 - Oakland – EB/WB I-696 ramps at Coolidge Hwy, ramps closed, Fri 12am-Sun 12am.
- **Auditors-** were onsite this week and have reserved the use of the Conference Room. The audit is scheduled to be presented at the October meeting.
- **Council Laptops** – are delivered and available for the council members. Please return any previously issued city equipment.
- **SOC CRA –Waste Wizard** - SOC CRA has a new tool on their website called Waste Wizard. Waste Wizard will answer any question you have about how to dispose of items. Not sure how to dispose of logs, click on the Waste Wizard link and you'll find the answer. <https://www.socrra.org/waste-wizard> Our Recycling tonnage has increased 26% from last year.

- **LV65** – the plans are well underway for the 65th Birthday Celebration for Lathrup Village. The sponsorship packets have been mailed out to over 200 local business owners. Michigan First Credit Union has agreed to be the Presenting Sponsor. The Ladies in Leadership Luncheon is scheduled for Friday, Sept. 7th from 11:30am-1pm.

UPCOMING EVENTS

- **Lathrup Village Farmer's Market** – Wednesday, August 22, 3:30pm-7:00pm
- **Summer Concert Series** – Wednesday, August 22nd, 7pm-8:30pm
- **Food Truck Friday's** Today and August 24th, 6pm-9pm. Held in the Parking lot by the pavilion. Includes musical performances.
- **Detroit Institute of Arts – Inside/Out Program**, August 1 through Oct. 31 – art replicas will be placed throughout the city.
- **6th Annual Lathrup Village Summer Stroll** – Sunday, August 19th, 2pm-7pm
- **Lathrup Village 65th Birthday Celebration – September 8 & 9, 2018.**

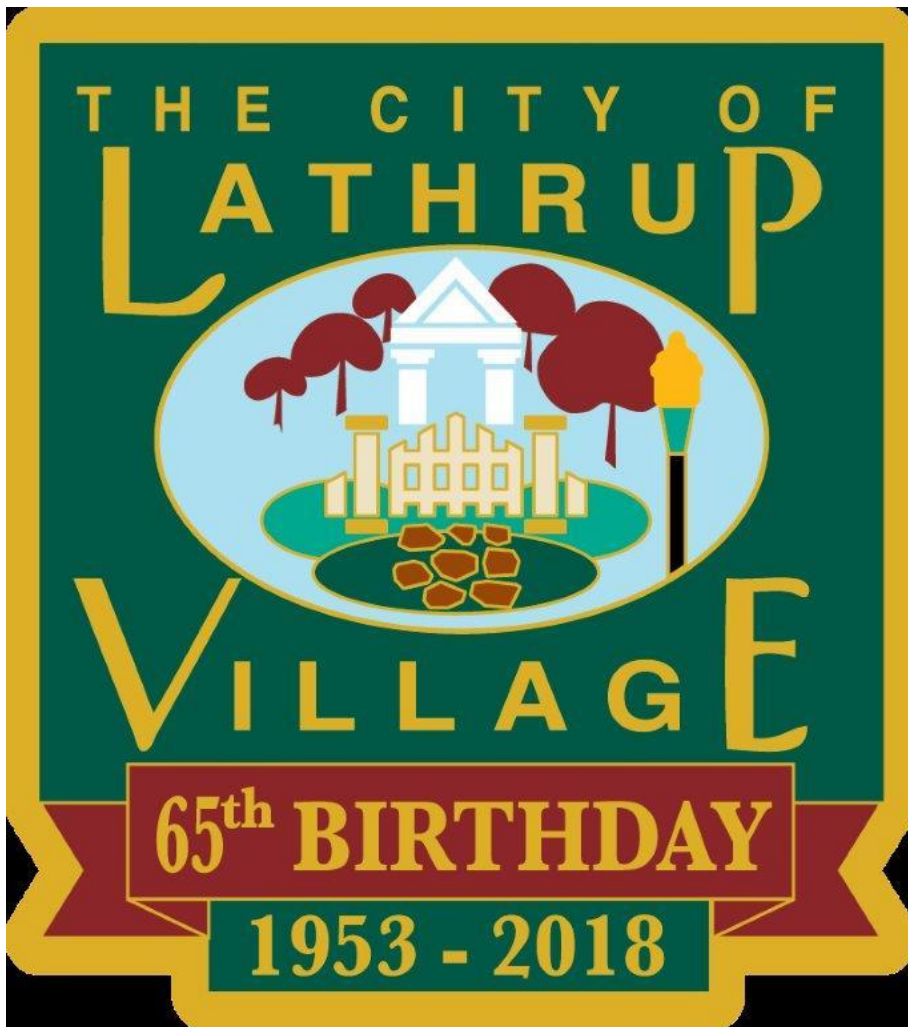


COUNCIL COMMUNICATION

TO: Lathrup Village City Council
FROM: Ken Marten, Interim DDA Director
DATE: August 20, 2018

RE: DDA Update

1. **Food Truck Fridays:** The series began on July 20 and runs for consecutive Fridays through Sept 28. Event is held in the parking lot by the pavilion from 6-9 pm. Entertainment consists of solo or duo singer/songwriters. This year's music sponsor is Fortson Dentistry. Attendance and truck participation have been spotty thus far.
2. **DIA Inside/Out program:** Ten Installations are up (see attached map for locations). The program runs through Oct. 31. The unveiling is scheduled for Saturday, Sept 8, during the LV65 celebration. Two DIA docents, also Lathrup residents, will conduct bicycle tours of some of the installations. One tour is scheduled for Saturday, Sept. 8. The other is scheduled for Sunday, Sept. 9.
3. **Exit/transition:** My last day is Friday, Aug. 24. I'm preparing many memos for Sheryl Mitchell to share with whomever assumes my various duties (DDA and development, Main Street, building/code enforcement coordination, a timeline of expected dates, etc.).
4. **Farewell:** I've truly enjoyed working in Lathrup Village for the past three years. Thanks to all of you for the opportunity and the experience. This is a bittersweet moment for me; I like it here, but career advancement comes first and foremost. I wish all you, and Lathrup Village, nothing but the best.



**LIVE MUSIC &
Beer tent & Food
Trucks**

**Petting Zoo &
Face Painting**

Classic Car Show

**Children's Bike
Rodeo**

**Bounce Houses
Climbing Wall
and more...**

**SEPT 8TH & 9TH
SATURDAY 11AM-9PM
SUNDAY 11AM-5PM**

**LATHRUP VILLAGE
CELEBRATES ITS
65TH BIRTHDAY!**

Please join us for a weekend of fun celebrating with neighbors,
families and friends in honor of turning 65!

**CITY OF LATHRUP
VILLAGE**

27400 Southfield Road,
Lathrup Village, MI 48076

(248) 552-2600

www.lathrupvillage.org

Monday-Friday

8:00am-4:30pm

#LV65



August 9, 2018

**Re: Lathrup Village's 65th Birthday Celebration (#LV65)
September 8 & 9, 2018**

Dear Community Partner:

The City of Lathrup Village is pleased to announce the upcoming celebration of the city's historic 65th birthday! The celebration will be held on Saturday, September 8th (11am-9pm) and Sunday, September 9th (11am-5pm). The festivities will be in the Municipal Park and Annie Lathrup Park behind City Hall (27400 Southfield Road, Lathrup Village, MI 48076).

The events for the weekend will feature lots of food, fun, and festivities, including live music, food trucks, children's activities, a community organization showcase, a petting zoo, a Ladies in Leadership Luncheon, and more!

We are inviting you to participate and to become an event sponsor. As a leader in the community, your involvement is an opportunity to gain exposure and join with others in our community to celebrate our historic past and vibrant future.

Community sponsors are the primary source of funding for Lathrup Village's 65th Birthday Celebration. You can provide support in any of the following ways:

- ☀ Event Sponsor
- ☀ Participation on Planning Committee
- ☀ In-Kind Donation (materials, services)
- ☀ Volunteer at the Event

Simply complete the attached Sponsorship form and return by **August 24, 2018**.

If you should have any questions, or would like to discuss the celebration and your participation, feel free to contact Molly Tamsen, Director of Parks and Recreation at 248.557.2600 ext. 224 or recreation@lathrupvillage.org).

Thank you for your support and being a tremendous community partner.

Sincerely,

Sheryl Mitchell
City Administrator

Molly Tamsen
Director, Parks & Recreation



Lathrup Village's 65th Birthday Celebration Sponsorship Proposal

The following is a listing of the Sponsorship Levels:

- ▷ **Presenting Sponsor:** \$10,000 – includes name on t-shirts, banners, some event-day signage, advertisement, printed materials; appearance on stage with acknowledgment

- ▷ **Music Stage Sponsor:** \$6,500 – includes name on stage, t-shirts, event-day signage, logo on banners and advertisement

- ▷ **Beer Tent Sponsor:** \$5,000 – includes name on tent, t-shirts, event-day signage, logo on banners and advertisement

- ▷ **Entertainment Sponsor:** \$1,000 – includes name on t-shirts, event-day signage, logo on banners and advertisement

- ▷ **Classic Car Show Sponsor:** \$500 – includes name on t-shirts, advertisement

- ▷ **Birthday Sponsor:** \$65 – includes name on Sponsor Listings

- ▷ **Birthday Supporter:** \$25 – includes name in list of patrons



LATHRUP VILLAGE 65TH BIRTHDAY CELEBRATION
SPONSOR APPLICATION FORM
 EVENT DATES: SEPT. 8 & 9, 2018

CITY OF LATHRUP VILLAGE – 65 TH BIRTHDAY CELEBRATION – 2018 SPONSORSHIP FORM		
Contact Person		
Company/Organization Name		
Address		
City	State, ZIP	Phone
Email		
SPONSORSHIP LEVEL		
<input type="checkbox"/> Presenting Sponsor (\$10,000)	<input type="checkbox"/> Music Stage Sponsor (\$6,500)	<input type="checkbox"/> Beer Tent Sponsor (\$5,000)
<input type="checkbox"/> Entertainment Sponsor (\$1,000)	<input type="checkbox"/> Classic Car Sponsor (\$500)	<input type="checkbox"/> Birthday Sponsor (\$65)
<input type="checkbox"/> Birthday Supporter (\$25)	<input type="checkbox"/> In-Kind Donation (describe):	
INVOLVEMENT LEVEL		
<input type="checkbox"/> Planning Committee	<input type="checkbox"/> Volunteer at Event	<input type="checkbox"/> Host Event at Your Facility
<p>PLEASE SIGN AGREEMENT: The undersigned agrees to participate as indicated above. If provided, the use of the logo/artwork is authorized. Respondent waives and releases all rights and claims that might be held against the City of Lathrup Village, its duly elected officials, and its employees and hold harmless the City of Lathrup Village and DDA from losses, damages or injuries.</p>		
Authorized Signature of Sponsor:		Date:
<p>DEADLINE FOR SPONSORS: AUGUST 24, 2018</p> <p>Please email your high resolution logos in an electronic format (TIF, JPEG or PDF) to: recreation@lathrupvillage.org</p>		
PAYMENT INFORMATION		
Method of Payment (check one) <input type="checkbox"/> Check enclosed (Make payable to City of Lathrup Village) <input type="checkbox"/> Credit Card (fill in information below)		CARD TYPE* (check one) <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <i>*credit card fees will be applied</i>
CARDHOLDER NAME (please print):		
CARD NUMBER:		
EXPIRATION DATE:		CSC#
CARDHOLDER SIGNATURE:		DATE:
RETURN COMPLETED FORM:		
<p>MAIL: City of Lathrup Village, ATTN: LV65 27400 Southfield Road Lathrup Village, MI 48076 FAX: 248.557.2602 EMAIL: recreation@lathrupvillage.org</p> <p align="center">Questions? Contact Molly Tamsen, Director of Parks & Rec, 248.557.2600, ext. 224</p>		