



City Council Study Session Minutes

Monday, December 20, 2021 at 5:30 PM
27400 Southfield Road, Lathrup Village, Michigan 48076

In accordance with Emergency Orders issued by the Michigan Department of Health and Human Services, Oakland County, local officials, and State of Michigan legislation, which allows for electronic meetings of public bodies, notice is hereby given that the City of Lathrup's City Council will be meeting electronically using [www.Zoom.us](https://www.zoom.us) for videoconference and public access.

1. **Call to Order** by Mayor Pro Tem Kantor (in accordance with PA 254 of 2020, the members should identify their physical location by stating the county, city, township, or village and state from which he or she is attending the meeting remotely).

2. **Discussion Items**

- A. American Rescue Plan Act (ARPA) Options

The City was awarded \$428,00 for the American Rescue Plan Act and it has been determined that \$250,000 of those funds need to be allocated by year end. Administration provide Council with a list of priorities, the generator replacement, the upgrades for the door locking system and the repairs needed for the elevator.

- B. Interim City Administrator Agreements/Contracts/Salary

Council was presented with a copy of the contract agreement for the salary and job duties of each of the Interim Administrators. Duties will be split along the lines of each current responsibilities. Pam Bratschi will continue to handle Finance and Human resources. Susan Stec will handle economic development, communication and infrastructure. Chief McKee, security, emergency and all IT issues as needed.

- C. City Council Meeting Dates and City Observed Holidays

Previously Council asked staff to poll surrounding communities regarding the addition of Juneteenth and Indigenous People Day as additional holiday.

The question was asked when the office be open for lunch. There needs to be 2 people in the office for the office to be open for lunch and with the staff shortage that is not possible at this time.

- D. Staff Openings - update

Chief McKee has been in contact with two (2) of the three staffing companies. GovHR is preparing a package with step down increments to fit the needs of the City. Chief also spoke to a representative from Baker Tilly they are also preparing a packet. Staff has not yet talked to a

representative from the Michigan Municipal League.

The City Clerk position staff will post the position on the Municipal Clerks Association and also the Michigan Municipal League website.

E. American Tower Update - Cell Tower Options

Staff is recommending that Council continue to gather information regarding this issue. Interim Administrator Bratschi will contact the American Town to extend the current contract.

F. Ethics Ordinance & Training

Included in Council's packet for this meeting is an explanation and example of Ethics Ordinance. This is a starting point to discuss what this Council would or would not want to see in this ordinance, if it is decided that this is something Lathrup would be interested in implementing.

G. SGRX Prescription Savings Program

Council was presented the opportunity to explore SGRX a prescription program. SGRX is a prescription saving program that would be free to residents, the only requirement is to create and account.

H. Butzel-Long invoice update

Attorney provided Council with an update regarding the invoice for services provided by Butzel-Long. Attorney Baker is in negotiations with Butzel Long to clarify services that were provided.

I. Agenda Item discussion

Mayor Pro Tem Kantor discussed the postponement of the cannabis ordinance and proposed that at the next Study Session there be a discussion on how to present the residents with the opportunity to vote on the cannabis issue.

3. **Mayor and Council Comments**

Council member Miller asked for an explanation of phone procedures in the office, stating that a number of residents say when they call there is not an answer at the front desk. Interim Admin. Bratschi explained that all messages are returned within 24 hours. Mayor Pro Tem Kantor suggested the City look into investing in customer service tracking software.

Mayor Pro Tem Kantor requested an update on the Code Enforcement as it relates to ditch issues and staff will look into the matter and report back.

4. **Public Comments**

None

5. **Adjourn**

Meeting adjourned at 6:56