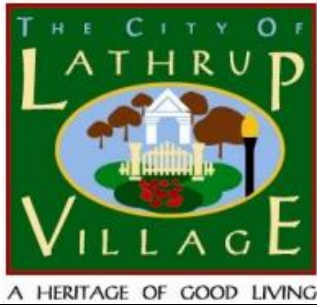




City Council Study Session

Monday, September 14, 2026 at 6:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

1. **Call to Order** by Mayor Kantor

2. **Discussion Items**

- A. Southfield Road (Rainbow to Margate) Water Main Abandon Project
- B. PILOT Ordinance Update
- C. E-Bike Ordinance
- D. Facility Rental Guidelines
- E. Volunteer Request & Approval Program
- F. Council Rules & Procedures - Proclamation Policy & Meeting Start Time

3. **Public Comments**

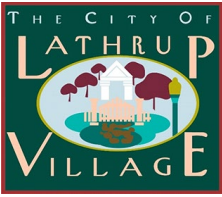
4. **Mayor and Council Comments**

5. **Adjourn**

6. **ADDRESSING THE CITY COUNCIL**

- Your comments shall be made during the times set aside for that purpose.
- Stand or raise a hand to indicate that you wish to speak.
- When recognized, state your name and direct your comments and/or questions to any City official in attendance.
- Each person wishing to address the City Council and/or attending officials shall be afforded one opportunity of up to three (3) minutes during the first and last occasion for citizen comments and questions and one opportunity of up to three (3) minutes during each public hearing.
- Comments made during public hearings shall be relevant to the subject of the public hearings being held.
- In addition to the opportunities described above, a citizen may respond to questions posed to them by the Mayor or members of the Council, provided members have been granted the floor to pose such questions.
- No speakers may make personal or impertinent attacks upon any officer, employee, City Council member, or other elected Official that are unrelated to how the officer, employee, or City Council member or other Elected Official performs their duties.
- No person shall use abusive or threatening language toward any individual when addressing the City Council.
- Attendees may video record, audio record, and livestream public meetings. Recording devices may be handheld or tripod-mounted, provided they do not block aisles, exits, views, or speakers, and may be set up or adjusted quietly at any time during the meeting. Recording equipment must operate without flash or other disruptive lighting or noise. The presiding officer may require equipment to be relocated if it creates a safety or access concern. Attendees may not place recording devices unreasonably close to others without their consent or use recording equipment to intimidate, threaten, harass, or otherwise disrupt the meeting. Participation in a public meeting, including speaking during public comment or addressing the public body, is a public act and may be recorded from a reasonable distance.

-The Mayor shall direct any person who violates this section to be orderly and silent. If a person addressing the Council refuses to become silent when so directed, such person may be deemed by the Mayor to have committed a "breach of the peace" by disrupting and impeding the orderly conduct of the public meeting of the City Council and may be ordered by the Mayor to leave the meeting. If the person refuses to leave as directed, the Mayor may direct any law enforcement officer who is present to escort the violator from the meeting.



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 Lathrup Village, MI 48076
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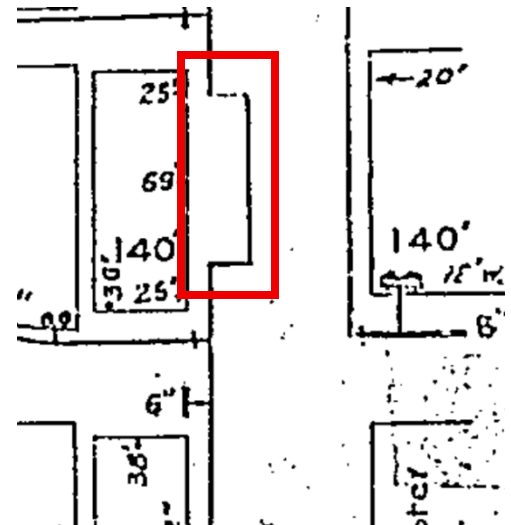
TO: Mayor & City Council
 FROM: Mike Greene – City Administrator
 DATE: September 14, 2026
 RE: Study Session

Southfield Road (Rainbow to Margate) Water Main Abandonment Project

The Road Commission for Oakland County (RCOC) began its construction engineering for the upcoming 2027 repaving of Southfield Road from 11 Mile to Lincoln. During the due diligence phase, it was brought to the forefront that there is an old, active water main on the west side of the road that has a 90-degree bend that sends it towards the middle of Southfield Road.

Per the Oakland County Property Gateway, we assume that this was installed in the current layout due to a property issue, as it appears as though the ROW may not have been obtained at the time of installation and was installed in the prescriptive ROW.

Based on historical data, it is believed this was installed around 1928, and that it is a cast iron water main.



RCOC has inquired if the City has interest in addressing this water main before they begin construction, as leaving it in place would result in the water main being located under the proposed right-turn lane, making future maintenance/replacement difficult and more costly.

To rectify the unique layout would cost an estimated \$73,000. This would result in the abandonment of the 90-degree section of watermain underneath Southfield Road and the installation of a new 160-foot section of 12-inch watermain.

The purpose of this discussion is to determine if the Council has interest in taking on this project. If the Council is in favor of this project, the intent is to submit this for EGLE permitting ASAP and include this work as an alternate in the bidding for the 2027 Southfield Road water main project.

Giffels Webster is tentatively scheduled to attend the Study Session to answer project-specific questions.

PILOT Ordinance Update

In July 2025, the City Council approved Ordinance #2025-01, an ordinance to amend the City of Lathrup Village Code of Ordinances at Chapter 77. Urban Redevelopment, by Adding a New Article, Article III. Workforce Housing PILOT, to Provide for Approval of an Exemption From Ad Valorem Property Taxes for Housing, as Authorized by Provisions of the State Housing Development Authority Act of 1966, Public Act 346 of 1966, As Amended, MCL 125.1401, ET SEQ.

Since that time, the Council has also approved a PILOT agreement for the redevelopment of the Annie Lathrup School Property. The proposed amendment to the City's Workforce Housing PILOT Ordinance is recommended in response to feedback received from the Michigan State Housing Development Authority (MHSDA) during its review of the financing structure for the proposed workforce housing project.

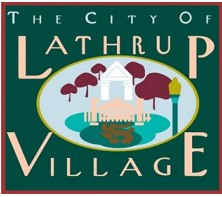
Bruce Kantor
Mayor

Kelly Garrett
Mayor Pro-Tem

Jalen Jennings
Council Member

Jason Hammond
Council Member

John Sousanis
Council Member



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The current ordinance requires City Council approval for all PILOT extensions. MSHDA has advised that projects financed with an Authority-aided mortgage require a more predictable, by-right extension mechanism tied to the duration of the MSHDA financing. This approach provides the long-term certainty necessary for underwriting and financing affordable and workforce housing developments.

The proposed amendment creates a separate extension provision specifically for MSHDA-financed projects while retaining the City's existing extension requirements for all other PILOT projects. Under the amendment, MSHDA-financed projects would be eligible for an automatic extension beyond the initial 15-year term, provided the MSHDA mortgage remains outstanding and the required restrictive covenant remains in effect, up to a maximum of 40 years. The property owner would be required to provide annual documentation verifying the MSHDA financing remains active.

These revisions align the City's ordinance with MSHDA's model tax abatement ordinance and practices utilized by other Michigan communities, including the City of Detroit. They also ensure consistency with the PILOT resolution previously approved for the project by linking the duration of the tax exemption to the period of MSHDA financing and other governmental support, improving the project's financial feasibility while maintaining the City's oversight of non-MSHDA PILOT projects.

Excerpt of City of Detroit PILOT Ordinance as reference:

6 **Sec. 44-4-117. Duration.**

7 The exemption from taxation granted by Section 44-4-113 of this Code must remain in
 8 effect in accordance with the following:

- 9 (1) For a Government-aided housing project, for as long as the federally-aided or
 10 authority-aided mortgage or advance or grant from the Authority is outstanding,
 11 but not more than 50 years. City Council may approve by resolution a different
 12 period of time for the exemption to remain in effect.
- 13 (2) For a Fast track or workforce housing project, for up to 15 years so long as the
 14 housing project maintains eligibility and remains subject to a covenant running with
 15 the land that restricts the use of the housing project to Fast track or workforce
 16 housing. If that housing project maintains eligibility and continues to be subject to
 17 said covenant after that period, the housing project will be eligible for by-right
 18 renewal of the pilot for up to 15 years while eligibility is maintained and the
 19 covenant remains, except as otherwise provided by law.

The purpose of this discussion item is to gather additional feedback before a formal 1st reading of the ordinance update.

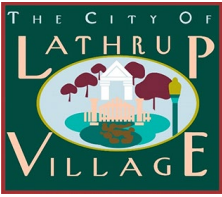
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Mayor

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Council Member

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Council Member

John Sousanis
Council Member



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E-Bike Ordinance

This proposed ordinance establishes regulations governing the operation of electric bicycles (e-bikes) and other electric personal mobility devices within the City of Lathrup Village.

The proposed ordinance is intended to promote pedestrian and public safety while establishing clear and consistent rules for the use of these increasingly common devices. The ordinance is structured to remain consistent with the Michigan Vehicle Code and provides specific regulations for City sidewalks, roadways, bike lanes, park pathways, and other public areas.

Based on discussion at a previous regular meeting, the purpose of this discussion is to review the latest update to the proposed ordinance before a formal 1st reading.

Facility Rental Guidelines

The purpose of this agenda item is to discuss proposed updates to the City's facility rental guidelines, rules, and regulations. The proposed revisions are intended to align the City's facility rental practices with current best practices and applicable City ordinances, while providing clear and consistent expectations for residents, organizations, and other users of City facilities.

Volunteer Request & Approval Program

At a recent meeting, the Council discussed formalizing a volunteer program within the City. The purpose of this item is to gather additional feedback on what the Council is looking for so staff can finalize a draft program for consideration at a future meeting.

Council Rules & Procedures – Proclamation Policy & Meeting Start Time

The proclamation portion of the Council Rules & Procedures was not approved at the last Regular Meeting, as the Council wanted additional opportunities to discuss the update.

Additionally, as requested by the City Council, this item has been added to discuss modifying the start times of Council meetings.

Bruce Kantor
Mayor

Kelly Garrett
Mayor Pro-Tem

Jalen Jennings
Council Member

Jason Hammond
Council Member

John Sousanis
Council Member



Engineer's Opinion of Cost **Southfield Rd Water Main Abandonment**

August 25, 2026

City of Lathrup Village
Oakland County, Michigan

Location: Southfield Road (Rainbow Dr. to Margate Ave.)

<u>ITEM</u>	<u>UNIT</u>	<u>PLANNED</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
MOBILIZATION, MAX. \$5,300.00	LSUM	1	\$ 5,300.00	\$ 5,300.00
PRESSURE GROUTING	Cyd	7	\$ 185.00	\$ 1,345.00
BARRICADE, TYPE III, HIGH INTENSITY, DOUBLE SIDED, LIGHTED, FURN	Ea	2	\$ 79.00	\$ 158.00
BARRICADE, TYPE III, HIGH INTENSITY, DOUBLE SIDED, LIGHTED, OPER	Ea	2	\$ 1.00	\$ 2.00
PEDESTRIAN TYPE II BARRICADE, TEMP	Ea	10	\$ 65.00	\$ 650.00
LIGHTED ARROW, TYPE C, FURN	Ea	1	\$ 499.00	\$ 499.00
LIGHTED ARROW, TYPE C, OPER	Ea	1	\$ 1.00	\$ 1.00
PLASTIC DRUM, FLUORESCENT, FURN	Ea	25	\$ 24.00	\$ 600.00
PLASTIC DRUM, FLUORESCENT, OPER	Ea	25	\$ 1.00	\$ 25.00
SIGN, TYPE B, TEMP, PRISMATIC, FURN	Sft	60	\$ 9.00	\$ 540.00
SIGN, TYPE B, TEMP, PRISMATIC, OPER	Sft	60	\$ 1.00	\$ 60.00
TURF ESTABLISHMENT, PERFORMANCE, MODIFIED	Syd	700	\$ 13.00	\$ 9,100.00
WATER MAIN, 12 INCH, CUT AND PLUG	Ea	2	\$ 2,000.00	\$ 4,000.00
WATER MAIN, DI, 12 INCH, TR DET G	Ft	160	\$ 200.00	\$ 32,000.00
WATER MAIN, REM	Ft	10	\$ 35.00	\$ 350.00
IRRIGATION SYSTEM REPR, HEAD, MODIFIED	Ea	10	\$ 125.00	\$ 1,250.00
IRRIGATION SYSTEM REPR, PIPE, MODIFIED	Ft	25	\$ 12.00	\$ 300.00
REIMBURSED PERMIT FEES	Dlr	2,000	\$ 1.00	\$ 2,000.00
Total Estimated Construction				\$ 58,180.00
Estimated Engineering Cost (25%):				\$ 14,545.00
Estimated Project Cost				\$ 72,725.00

ORDINANCE NO. 2025-01

**CITY OF LATHRUP VILLAGE
OAKLAND COUNTY, MICHIGAN**

**AN ORDINANCE TO AMEND THE CITY OF
LATHRUP VILLAGE CODE OF ORDINANCES AT
CHAPTER 77. URBAN REDEVELOPMENT, BY ADDING A NEW ARTICLE
ARTICLE III. WORKFORCE HOUSING PILOT, TO PROVIDE FOR
APPROVAL OF AN EXEMPTION FROM AD VALOREM PROPERTY
TAXES FOR HOUSING, AS AUTHORIZED BY PROVISIONS
OF THE STATE HOUSING DEVELOPMENT AUTHORITY
ACT OF 1966, PUBLIC ACT 346 OF 1966,
AS AMENDED, MCL 125.1401, ET SEQ.**

THE CITY COUNCIL OF THE CITY OF LATHRUP VILLAGE ORDAINS:

PART I. TITLE.

This Ordinance shall be known as the “Workforce Housing PILOT Ordinance”.

PART II. ORDINANCE AMENDMENT.

Chapter 77. Urban Redevelopment, Article III. Workforce Housing PILOT, of the City of Lathrup Village Code of Ordinances is hereby added to read as follows in its entirety:

ARTICLE III. WORKFORCE HOUSING PILOT

Sec. 77-50. TITLE.

This Ordinance shall be known and cited as the “Lathrup Village Workforce Housing PILOT Ordinance.”

Sec. 77-51. PREAMBLE

It is a proper public purpose for the City of Lathrup Village to encourage the development or rehabilitation of workforce housing for persons and families whose household income is not greater than 120% of area median income by exempting such housing from all ad valorem property taxes imposed by any taxing jurisdiction and providing for payment of an annual service charge for public services in lieu of all such taxes. A PILOT, or service charge payment in lieu of taxes, is an effective means of incentivizing the construction of workforce house. A stable and predictable service charge

paid in lieu of all ad valorem property taxes for a fixed period is essential to the determination of the economic feasibility of workforce housing projects developed or rehabilitated in reliance on such tax exemption. The City is authorized by section 15a of Public Act 346 of 1966, as amended, MCL 125.1415a, (the "Act"), to establish, or change by any amount it chooses, the service charge to be paid in lieu of all ad valorem taxes in accordance with section 15a with respect to new or rehabilitated workforce housing, but not an amount that exceeds the taxes that would be paid but for this authorization or the other limitations imposed by that section. Because workforce housing for individuals and families whose household income is not greater than 120% of area median income is a public necessity, and because the City will be benefited and improved by such housing, encouraging the same through an ad valorem property tax exemption is a valid public purpose.

Sec. 77-52. DEFINITIONS.

Unless otherwise specified herein, the terms used in this article shall be defined as follows:

Additional Amount. Shall mean an amount equal to the difference between the following:

- (1) the millage rate levied for operating purposes by the County multiplied by the current Taxable Value of a workforce housing project for which a PILOT Resolution has been adopted, and
- (2) the amount of the annual service charge paid in lieu of ad valorem property taxes by the housing project under Sec. 77-53(C) that is distributed to the County pursuant to MCL 125.1415a(5).

Annual Shelter Rent. Shall mean the total collections during an agreed annual period from or paid on behalf of the occupants of a housing project representing rent or occupancy charges, exclusive of charges for gas, electricity, heat, or other utilities furnished to the occupants and paid for by the housing project.

Area Median Income. Shall mean the midpoint of the Detroit-Warren-Livonia, MI HUD Metro FMR (Fair Market Rent) Area's household income distribution as calculated by the U.S. Department of Housing and Urban Development.

Authority. Shall mean the Michigan State Housing Development Authority.

County. Shall mean the County of Oakland.

Government-aided Mortgage. Shall mean an Authority-aided mortgage or a mortgage loan that is insured, guaranteed, financed, subsidized, or otherwise assisted by the United States or any agency or instrumentality thereof.

PILOT Resolution. Shall mean a project-specific resolution adopted by the City Council

that approves a housing project for exemption under this Ordinance.

Restrictive Covenant. Shall mean a recorded agreement between Sponsor and the City running with the land that restricts the use of the housing project to workforce housing, as defined in this Ordinance, for a period not to exceed 15 years, or such greater or lesser period of time as may be authorized by state law and as may be required by the PILOT Resolution.

Sponsor. Shall mean any person or entity applying for a workforce housing exemption under this Ordinance, and includes any person or entity who subsequently owns the housing project.

Taxable Value. Shall mean taxable value as calculated under section 27a of the general property tax act, 1893 PA 206, MCL 211.27a.

Workforce housing. Shall mean rental units or other housing options that are reasonably affordable to, and occupied by, a household whose total household income is not greater than 120% of the area median income published by the United States Department of Housing and Urban Development.

Sec. 77-53. AUTHORIZATION AND ESTABLISHMENT OF WORKFORCE HOUSING EXEMPTION.

(A) The class of housing projects to which the tax exemption shall apply and for which a service charge may be paid in lieu of all ad valorem property taxes are housing projects being developed or rehabilitated for workforce housing.

(B) Subject to the recording of a Restrictive Covenant, workforce housing and the property on which such housing is or will be located shall be exempt from all ad valorem property taxes as of December 31 of the year in which construction or rehabilitation commences. Construction must start within one year of the date of the Authority's notification of exemption or such longer period of time as may be provided by the PILOT Resolution.

(C) The City will accept payment of an annual service charge in lieu of all ad valorem property taxes for public services from the owner of a housing project for which the City has received a certified notification of exemption from the Authority in accordance with the following:

1. Subject to subsections (D), (E) and (F), for a new construction project, an amount that is not less than the minimum annual amount agreed upon by the parties but not greater than an annual rate up to 10% of the Annual Shelter Rent obtained from the project as agreed by the parties.
2. Subject to subsections (D), (E) and (F), for a rehabilitation project, an amount that is not less than the minimum annual amount agreed upon by the parties but not greater than an annual rate up to 10% of the Annual Shelter Rent obtained from the project as agreed by the parties.

3. The service charge paid in lieu of taxes shall not exceed the amount in ad valorem taxes that the Sponsor would have otherwise paid if the workforce housing project were not tax exempt.

(D) Notwithstanding the provisions of MCL 125.1415a(3)(b) and 125.1415a(7) to the contrary, upon the adoption of a PILOT Resolution and receipt of a certified notification of exemption from the Authority, a contract shall be deemed effected between the City and the Sponsor, with the Authority as third party beneficiary under the contract, to provide a tax exemption and accept service charge payments in lieu of taxes as previously described by this section.

(E) Notwithstanding subsection (C), the service charge paid each year in lieu of taxes for that part of a workforce housing project that is tax exempt under this Ordinance but not used for workforce housing must be equal to the full amount of the taxes that would be paid on that portion of the project as if the project were not tax exempt. The owner of the project shall allocate the benefits of any tax exemption granted pursuant to this Ordinance exclusively to workforce housing or to the maintenance and preservation of the housing project as a safe, decent, and sanitary workforce housing.

(F) The annual service charge under subsection (C) for a workforce housing project for which a PILOT Resolution has been adopted must be increased by the Additional Amount if both of the following requirements are met:

1. Not later than 45 days after the county treasurer's receipt of the certified notification of exemption, the County Board of Commissioners passes a resolution, by majority vote, that provides that the Additional Amount must be paid.
2. The approval of the resolution described in subparagraph (1) is in accordance with an ordinance or resolution adopted by the County Board of Commissioners establishing the factors to be considered when assessing whether the Additional Amount must be paid.

(G) An Additional Amount received under Section (F) must be distributed to Oakland County.

Sec. 77-54. WORKFORCE HOUSING EXEMPTION APPLICATION, REVIEW AND APPROVAL PROCESS.

(A) An applicant for a workforce PILOT must own the property that is the subject of the application or must be the purchaser under a purchase or option agreement. The property that is the subject of the application must be zoned for the use at the time of applicant.

(B) Prior to applying for a workforce housing PILOT, the applicant is encouraged to meet with the City Manager, Zoning Administrator, and Assessor and any other person

as may be designated by the City Manager and present the proposed workforce housing project. The presentation may include a description of the applicant's organizational structure, development experience, scope of the workforce housing project, location, number of units, types of units, typical floor plans, exterior elevations, schedule with projected milestones, and estimated shelter rents.

(C) The applicant shall submit its request for a PILOT using the form provided by the City and may include the information identified in subsection (B) above together with zoning approval, as applicable.

(D) If a complete application is received no less than 30 days prior to the next regularly scheduled City Council meeting, the city clerk will place the request on the agenda of the next regularly scheduled meeting. If the application is received less than 30 days prior to the next regularly scheduled City Council meeting, the application shall be placed on the agenda of the regular meeting that follows the next regularly scheduled meeting or the agenda for a special meeting scheduled by the City Council at the request of the applicant.

(E) When reviewing an application for a workforce housing PILOT, the decision to approve or deny the request shall be guided by the City Council's consideration of the following factors:

1. Whether the PILOT will increase the number of available workforce housing units in the city.
2. Whether the PILOT will reduce the functional obsolescence of an existing building or housing unit(s).
3. Whether the PILOT is likely to encourage expansion of the population of city.
4. Whether the location of the workforce housing is consistent with the goals and objectives of the city's Master Plan.
5. Whether the development or rehabilitation of the workforce housing requires zoning variances or results in the continuation of a nonconforming use.
6. Whether the PILOT will result in the provision of needed housing amenities.
7. Whether the PILOT will facilitate provision of attractive, viable housing units.

(F) Approval of a PILOT for workforce housing requires a public hearing held by City Council prior to consideration of a resolution.

(G) Approval of a PILOT for workforce housing requires passage of a resolution of approval by 4 members of the City Council that includes the findings with respect to the standards of subsection (E).

(H) If the PILOT application is approved, the city clerk will deliver to the applicant a certified copy of the resolution approving the application.

(I) To defray the administrative cost of processing an application for a workforce housing PILOT, the City Council may include a workforce housing application fee in its annually adopted fee schedule.

Sec. 77-55. AUTHORITY AFFIDAVIT AND ASSESSOR NOTIFICATION.

(A) Following adoption of the PILOT Resolution, the Sponsor must submit an affidavit to the Authority in the form required by the Authority for certification by the Authority that the project is eligible for the workforce housing exemption.

(B) Upon receipt of notification from the Authority that the project is eligible for a workforce housing exemption, the Sponsor or the Authority must file the certified notification of exemption with the city assessor before November 1 of the year preceding the tax year in which the exemption is to be effective.

(C) Not later than 5 business days after receipt of the certified notification of exemption, the assessor shall provide a copy of the certified notification of exemption to the County Treasurer.

Sec 77-56. PAYMENT OF PILOT.

(A) The owner of the workforce housing shall remit the annual PILOT payment to the city treasurer no later than ~~February~~April 15th. The PILOT payment shall be accompanied by an estimate of shelter rents for the current calendar year and a certified roll of shelter rents for the preceding calendar year.

(B) Except as otherwise provided in this section and Sec 77-53, any payments for public services under this Ordinance shall be distributed to the governmental units levying the general property tax in the same proportion as prevailed with the general

property tax in the previous calendar year.

(C) If the property subject to this PILOT is located within a Downtown Development Authority (DDA) district with an active Tax Increment Financing (TIF) plan, the DDA shall be entitled to capture the portion of the annual service charge that represents the incremental increase above the base taxable value established by the TIF plan, unless the City and the DDA agree otherwise to support workforce housing objectives. Any remaining funds after TIF capture, if applicable, shall be distributed to the governmental units per this section.

(D) The distribution to those governmental units shall be made as if the number of mills levied for local school district operating purposes were equal to the number of mills levied for the purposes in 1993 minus the number of mills levied under the state education tax act, 1993 PA 331, MCL 211.901 to 211.906, for the year for which the distribution is calculated. The amount of payments in lieu of taxes to be distributed to a local school district for operating purposes under this subsection must not be distributed to the local school district but instead must be paid to the state treasury and credited to the state school aid fund established by section 11 of article IX of the state constitution of 1963.

(E) Any PILOT payment or portion of a PILOT payment remaining unpaid as of the due date shall bear interest at the rate of one percent (1%) per month and shall be subject to a penalty of five percent (5%) of the unpaid amount. Any PILOT payment or portion of a PILOT payment that remains unpaid for twelve (12) months or more past the due date shall, in addition to the interest provided above, be subject to a penalty equal to the full amount of the ad valorem property taxes that would have been assessed against the property for that year if the project were not tax exempt, less the amount of the PILOT payment that was due. The collection of past-due PILOT payments, interest, and penalties shall otherwise be in accordance with the provisions of Chapter 211 of the General Property Tax Act, Act 206 of 1893, as amended, MCL 211.44 et seq.

~~(E) Any PILOT payment or portion of PILOT payment remaining unpaid as of the due date shall bear interest at 1% per month and require payment of a 3% penalty fee. The collection of past due PILOT payments shall otherwise be in accordance with the provisions of Chapter 211 of the General Property Tax Act, Act 206 of 1893, as amended; MCL 211.44 et seq.~~

Sec. 77-57. DURATION AND RECORDED RESTRICTIVE COVENANT.

(A) ~~Except as provided in subsection (B), a~~ PILOT Resolution shall not exceed a term of fifteen (15) years. ~~Except as provided that in subsection (B),~~ parties may include up to three (3) five (5) year options to extend the PILOT Resolution. The party seeking to exercise an option shall provide the other party with written notice at least ninety (90) days ~~in advance of before~~ the expiration of the PILOT Resolution. All extension options require approval of a Resolution by at least four (4) members of the City Council.

(B) A PILOT Resolution related to a workforce housing project that is financed with ~~an Authority~~ Government-aided ~~mortgage~~ Mortgage shall not be subject to the extension limitations, notice requirements, or City Council approval requirements set forth in subsection (A-), or the termination provision in subsection (E)(3). Notwithstanding ~~any provision of~~ subsection (A) to the contrary, if the project's ~~Authority~~ Government-aided ~~M~~ mortgage remains outstanding and unpaid at the expiration of the fifteen (15) year term of the PILOT Resolution, the PILOT Resolution and Restrictive Covenant shall be eligible for a by-right extension for as long as the ~~Authority~~ Government-aided ~~M~~ mortgage remains outstanding and unpaid ~~and while the and Restrictive Covenant remain~~ shall remain in effect for so long as a Government-aided Mortgage remains outstanding, provided that the total duration of the PILOT Resolution and Restrictive Covenant, including all extensions, shall not exceed forty (40) years or other period of time as may be required by the Authority or other governmental agency having jurisdiction. The owner shall provide the City with annual evidence reasonably satisfactory to the City that the ~~Authority~~ Government-aided ~~M~~ mortgage remains outstanding and unpaid. ~~or other period of time as may be required by the Authority or other governmental agency having jurisdiction.~~ Upon repayment, satisfaction, discharge, or termination of ~~the Authority-aided mortgage, the~~ all the Government-aided Mortgages and failure to replace such financing with another Government-aided Mortgage, the PILOT Resolution and Restrictive Covenant shall terminate. The PILOT Resolution shall terminate at the end of its then-current term unless otherwise extended pursuant to a Resolution approved by four (4) members of the City Council may establish terms regarding successor financing and PILOT continuation, proof of continued governmental assistance, and related matters.

(C) A workforce housing project approved for an exemption by a PILOT Resolution shall be encumbered by a Restrictive Covenant recorded in the office of the Register of Deeds for the County.

(D) The Restrictive Covenant shall acknowledge (i) that the economic feasibility of the workforce housing project depends on the approval and continuing effect of the payment in lieu of all ad valorem taxes as approved by the PILOT resolution; (ii) the City's agreement to accept payment of an annual service charge in lieu of all ad valorem taxes in consideration of the Sponsor's offer to construct or rehabilitate workforce housing; and (iii) the amount of the annual service charge to be paid for each operating year.

(E) The Restrictive Covenant shall provide:

- (1) for the reporting and monitoring of the Sponsor's compliance with the Restrictive Covenant by annually submitting compliance reports on or before January ~~March~~ 31, including occupancy and rent data to the City Manager, this Ordinance and the PILOT Resolution;

- (2) that the Restrictive Covenant is enforceable by the City and any Tenants to be benefitted at law or in equity;
- (3) other remedies available to the City for non-compliance, including enforcement of the contract in a legal proceeding;— and termination of the exemption following a formal notice and cure period as established in the PILOT Resolution, provided, however, that the City may not terminate the exemption for any workforce housing project financed by a Government-aided Mortgage during the term of such mortgage;
- (4) that the Restrictive Covenant cannot be modified or terminated except in a written instrument executed by the Sponsor or then current owner and the City; and
- (5) for such other matters as may be required by the City.

PART III. REPEALER.

This ordinance repeals any ordinances in conflict thereof.

PART IV. SEVERABILITY.

If any section, subsection, clause, phrase, or portion of this article is for any reason held invalid by a court of competent jurisdiction, such portion shall be deemed a separate and distinct provision, and such holding shall not affect the validity of the remaining portions.

PART V. SAVINGS.

All proceedings pending and all rights and liabilities existing, acquired, or incurred at the time this ordinance takes effect are saved and may be consummated according to the law in force where they commenced.

PART VI. EFFECTIVE DATE.

This Ordinance shall be published in the manner required by law and shall become effective ten (10) days after the date of its publication. A copy of the ordinance shall also be made available for public use and inspection in the office of the City Clerk.

MADE, PASSED AND ADOPTED BY THE CITY COUNCIL, CITY OF LATHRUP VILLAGE, OAKLAND COUNTY, MICHIGAN THIS __ DAY OF _____, 2026.

Alisa Emanuel, City Clerk

Date of Introduction:

Date of Adoption:

Date of Publication of Notice of Adoption:

CERTIFICATE OF ADOPTION

I hereby certify that the foregoing is a true and complete copy of the ordinance passed at a meeting of the City of Lathrup Village held on the ___ day of _____, 2026.

Alisa Emanuel, City Clerk

ORDINANCE NO. 2026-02

**CITY OF LATHRUP VILLAGE
OAKLAND COUNTY, MICHIGAN**

**AN ORDINANCE TO AMEND THE CITY OF
LATHRUP VILLAGE CODE OF ORDINANCES BY ADDING
ARTICLE VII TO CHAPTER 74. TRAFFIC AND VEHICLES,
SECTIONS 74-110 THROUGH 74-119, AND BY AMENDING
CHAPTER 46. MISCELLANEOUS OFFENSES, PROVISIONS,
FORFEITURES AND PENALTIES, ARTICLE XII. PARKS AND
RECREATION PROTECTION, SECTION 46-179.**

THE CITY COUNCIL OF THE CITY OF LATHRUP VILLAGE ORDAINS:

PART I. TITLE.

This Ordinance shall be known as the “Electric Bicycles and Personal Mobility Devices Ordinance”.

PART II. ORDINANCE AMENDMENT.

A. Chapter 74. Traffic and Vehicles of the City of Lathrup Village Code of Ordinances is hereby amended by adding a new Article VII to read as follows in its entirety:

ARTICLE VII. ELECTRIC BICYCLES AND PERSONAL MOBILITY DEVICES

Sec. 74-110. Purpose.

The purpose of this Article is to promote the health, safety, and welfare of persons using public sidewalks, bike lanes, parks, pathways, and other public places within the City by regulating the operation of electric bicycles and other personal mobility devices in a manner consistent with the Michigan Vehicle Code. Because of the narrow width of many City sidewalks and the need to protect pedestrian safety, this Article prohibits the operation of electric bicycles and personal mobility devices on sidewalks while clarifying that devices that do not qualify as electric bicycles must meet all applicable motor-vehicle registration, licensing, and equipment requirements when operated on roadways.

Sec. 74-111. Definitions.

As used in this Article, the following terms shall have the meanings given:

Electric bicycle* or *e-bike means a device that satisfies all of the following (MCL 257.13e):

- (1) Equipped with a seat or saddle for the rider;
- (2) Fully operable pedals for human propulsion;
- (3) An electric motor of not greater than 750 watts; and
- (4) Falls within one of the following classes:

- a. Class 1 electric bicycle means an electric bicycle equipped with an electric motor that provides assistance only when the rider is pedaling and that disengages or ceases to function when the electric bicycle reaches a speed of 20 miles per hour.
- b. Class 2 electric bicycle means an electric bicycle equipped with a motor that propels the electric bicycle to a speed of no more than 20 miles per hour, whether the rider is pedaling or not, and that disengages or ceases to function when the brakes are applied.
- c. Class 3 electric bicycle means an electric bicycle equipped with a motor that provides assistance only when the rider is pedaling and that disengages or ceases to function when the electric bicycle reaches a speed of 28 miles per hour.

Electric personal mobility device or personal mobility device means any wheeled or board-type device powered wholly or partially by an electric motor and designed primarily for personal transportation of a single rider, including but not limited to electric scooters (stand-up or sit-down), hoverboards, electric one-wheel boards or unicycles, electric skateboards, and similar devices, but excluding electric bicycles as defined in this section and excluding devices that qualify as motor vehicles, mopeds, or off-road vehicles under the Michigan Vehicle Code.

Motor vehicle (for purposes of this Article) includes any electric dirt bike, e-moto, high-powered throttle device, or similar machine that does not meet the definition of an electric bicycle (including devices that lack fully operable pedals, exceed 750 watts, or are capable of speeds or performance outside the Class 1–3 limits). Such devices are subject to registration, operator licensing, insurance, and equipment requirements under state law when operated on a roadway.

Sec. 74-112. Operation of electric bicycles.

- (a) Electric bicycles may be operated on roadways and in bike lanes where conventional bicycles are permitted, subject to all applicable traffic laws of the Michigan Vehicle Code and this Code.
- (b) Electric bicycles may be operated by a person 18 years or older upon sidewalks adjacent to Southfield Road, Twelve Mile Road, Eleven Mile Road, Lincoln Drive and Evergreen Road.
- (c) A person under 14 years of age shall not operate a Class 3 electric bicycle.
- (d) A person under 18 years of age operating any Class electric bicycle shall wear a properly fitted and fastened bicycle helmet that meets applicable federal safety standards.
- (e) Operators of electric bicycles shall yield the right-of-way to pedestrians, give an audible signal before overtaking and passing a pedestrian, and operate at a reasonable and prudent speed under the conditions then existing.
- (f) No person shall operate an electric bicycle upon any sidewalk within the City, except those identified in 74-112 (b). An electric bicycle may be walked (not ridden) across a sidewalk or used only as necessary to cross a roadway or driveway, and then only while

yielding to all pedestrians and operating at a speed no greater than a normal walking pace.

(g) Electric bicycles may be operated on designated park pathways only if the pathway is posted as open to such use or if no prohibition is posted, and then only at a speed not exceeding 15 miles per hour (or any lower posted limit) while yielding to pedestrians and other users.

(h) No person shall operate an electric bicycle in a careless or reckless manner.

Sec. 74-113. Operation of electric personal mobility devices.

(a) No person shall operate an electric personal mobility device upon any sidewalk within the City, except as provided herein:

1. An electric personal mobility device may be operated by a person 14 years or younger upon any sidewalk in the City at a reasonably prudent speed when accompanied by an adult.

2. An electric personal mobility device may be operated by a person 18 years or older upon sidewalks adjacent to Southfield Road, Twelve Mile Road, Eleven Mile Road, Lincoln Drive and Evergreen Road.

(b) Electric personal mobility devices may be operated on roadways and in bike lanes where conventional bicycles are permitted, subject to all applicable traffic laws and only at a reasonable and safe speed under the conditions then existing.

(c) Electric personal mobility devices may be operated on designated park pathways only if the pathway is posted as open to such use or if no prohibition is posted, and then only subject to the following:

(1) Yield the right-of-way to pedestrians at all times and give an audible warning when overtaking;

(2) Operate at a reasonable and safe speed not to exceed 15 miles per hour (or any lower posted limit);

(3) Ride single-file when more than one device is present and keep to the right when practicable;

(4) Do not carry more passengers than the device is designed to carry (generally one person); and

(5) Keep at least one hand on any handlebars if the device is so equipped.

(d) The City may prohibit operation of electric personal mobility devices in designated areas by posted signs.

(e) A person under 18 years of age operating an electric personal mobility device shall wear a properly fitted and fastened bicycle helmet that meets applicable federal safety standards.

(f) No person shall operate any electric personal mobility device in a careless or reckless manner or in a manner that endangers persons or property.

Sec. 74-114. Electric dirt bikes, e-motos, and non-qualifying devices.

Any device that does not meet the definition of an electric bicycle under Sec. 74-111 (including many electric dirt bikes and similar high-performance machines) is a motor vehicle or off-road vehicle under state law. Such devices may not be operated on any City roadway, sidewalk, park pathway, or other public place unless the device and operator fully comply with all applicable Michigan registration, licensing, insurance, equipment, and operational requirements for motor vehicles or off-road vehicles. Operation of an unregistered or non-compliant device on a roadway is prohibited and may be enforced under both this Article and state law.

Sec. 74-115. Parks and public places.

In addition to the rules set forth in this Article, no person shall operate any motorized device (including electric bicycles and personal mobility devices) in a City park in a manner that damages park property, creates a nuisance, or violates posted park rules. The City may designate specific park pathways as non-motorized or post lower speed limits.

Sec. 74-116. Parental or guardian responsibility.

A parent or guardian shall not knowingly permit a minor child to violate any provision of this Article.

Sec. 74-117. Penalties.

(a) Except as otherwise provided in this section, a violation of this Article is a municipal civil infraction, punishable by a fine of not more than \$100.00 for a first offense and not more than \$250.00 for a subsequent offense, plus costs of prosecution and other authorized costs.

(b) Operating an electric bicycle or personal mobility device in a careless or reckless manner that endangers persons or property, or operating a non-compliant motor vehicle or device on a roadway in violation of Sec. 74-114, may be prosecuted as a misdemeanor punishable by a fine of not more than \$500.00 and/or imprisonment for not more than 90 days, or both, consistent with the general penalty provisions of this Code and applicable state law.

Sec. 74-118. Impoundment.

(a) A police officer may impound an electric bicycle, electric personal mobility device, or other device regulated by this Article when the officer has reasonable cause to believe that the device has been operated in violation of this Article and any of the following applies:

- (1) The violation involves careless or reckless operation that endangers persons or property;
- (2) The device is a non-qualifying motor vehicle or device being operated on a roadway in violation of Sec. 74-114;
- (3) The operator is a minor and the parent or guardian has previously been notified of a violation involving the same or a similar device; or

(4) The operator has been cited for a prior violation of this Article within the preceding 12 months.

(b) An impounded device shall be stored by the City or its designated agent. The owner or person entitled to possession may redeem the device upon payment of the applicable storage and administrative fees and presentation of proof of ownership, unless the device is being held as evidence or is subject to forfeiture under other applicable law.

(c) The procedures for notice, storage, redemption, and disposal of an unclaimed device shall be consistent with the procedures applicable to impounded vehicles under this Code and state law, to the extent practicable.

Sec. 74-119. Conflict with state law.

Nothing in this Article shall be construed to conflict with or supersede the Michigan Vehicle Code. In the event of a conflict, state law shall control. This Article is intended to exercise the local regulatory authority granted under MCL 257.660 and related provisions.

B. Chapter 46. Miscellaneous Offenses, Provisions, Forfeitures and Penalties, Article XII. Parks and Recreation Protection, Section 46-179. Operation and parking of vehicles of the City of Lathrup Village Code of Ordinances is hereby amended to read as follows in its entirety:

Sec. 46-179. Operation and parking of vehicles.

It shall be unlawful for any person to do any of the following within a city park:

- (a) Drive any vehicle in excess of fifteen (15) miles per hour;
- (b) Park a vehicle anywhere except in a designated parking area, including setup and cleanup;
- (c) Park a vehicle when the operator or a passenger is not making active use of the park, or allow a vehicle to remain within a park when the operator or passenger has left the park;
- (d) Leave a vehicle standing or parked during hours when the park is closed;
- (e) Park any type of trailer at any time, except for the purpose of conducting official city business;
- (f) Ride a bicycle without reasonable regard to the safety of others;
- (g) Drive any vehicle on any area except the park roads or parking areas designated as open to public travel or such areas as may on occasion be specifically designated by signs as temporary driving areas;
- (h) If any vehicle or trailer is parked or left standing in violation of the rules set forth in this subsection, the city may immediately remove such vehicle or trailer and impound the same, and thereafter process such vehicle or trailer in accordance with applicable provisions of law or ordinance;
- (i) Operate an electric bicycle or electric personal mobility device in violation of Chapter 74, Article VII of this Code; or

(j) Subsections (b) through (g) and (i) shall not apply to city personnel engaged in official business.

PART III. REPEALER.

This ordinance repeals any ordinances or parts of ordinances in conflict herewith.

PART IV. SEVERABILITY.

If any section, subsection, clause, phrase, or portion of this ordinance is for any reason held invalid by a court of competent jurisdiction, such portion shall be deemed a separate and distinct provision, and such holding shall not affect the validity of the remaining portions.

PART V. SAVINGS.

All proceedings pending and all rights and liabilities existing, acquired, or incurred at the time this ordinance takes effect are saved and may be consummated according to the law in force when they commenced.

PART VI. EFFECTIVE DATE.

This Ordinance shall be published in the manner required by law and shall become effective ten (10) days after the date of its publication. A copy of the ordinance shall also be made available for public use and inspection in the office of the City Clerk.

MADE, PASSED AND ADOPTED BY THE CITY COUNCIL, CITY OF LATHRUP VILLAGE, OAKLAND COUNTY, MICHIGAN THIS _____ DAY OF _____, 2026.

Alisa Emanuel, City Clerk

Date of Introduction: _____, 2026

Date of Adoption: _____, 2026

Date of Publication of _____

Notice of Adoption: _____, 2026

CERTIFICATE OF ADOPTION

I hereby certify that the foregoing is a true and complete copy of the ordinance passed at a meeting of the City of Lathrup Village held on the _____ day of _____, 2026.

Alisa Emanuel, City Clerk

CITY OF LATHRUP VILLAGE

Facility Rental Policies & Application

Effective [Date]

1. Authority and Scope

These policies govern the rental and use of all City of Lathrup Village parks, recreation areas, and recreation facilities, including the Community Room, Meeting Place, Conference Room, Council Chamber (non-dais area), and outdoor park facilities. Pursuant to Chapter 46, Article XII of the Code of Ordinances (“Parks and Recreation Protection”), the Community Room and other indoor recreation facilities are included within the definition of “park” and “park area.”

Recurring instructional, programmatic, or commercial use of the Meeting Place or Dance Room may be handled under the recurring-use contract in Section 9. Recurring or partnership use of the Community Room or parks requires a written partnership or license approved as provided in Section 10. Until that document is executed, these policies control. The basement dance studio, when used on a recurring instructional basis, is treated as the Dance Room under Section 9.

All rentals are by permit only. Renters and their guests must comply with all applicable State of Michigan laws, City ordinances, and these policies. Failure to comply may result in immediate termination of the event, forfeiture of deposit and fees, and loss of future rental privileges.

The City rents its facilities as a service to the public on the terms of these policies. A candidate for public office, a political party, a campaign committee, or any other person or group engaging in political speech may reserve a facility on the same terms as any other applicant.

2. General Rental Policies (All Facilities)

2.1 The following rules apply to every indoor and outdoor facility rental:

- Rental is by permit only. The rental applicant (or designated responsible adult) must remain on-site for the entire rental period.
- Event organizers must have a printed copy of the fully executed rental agreement available for inspection by City staff or police upon request.
- Reservation holders may not transfer a rental permit to another person, group or date.
- Setup may not begin before the booked start time. All activities, including cleanup and removal of personal items, must be completed by the booked end time, except for the limited buffer time in Section 3.3. Indoor rentals may not be booked past 11:00 p.m.
- The use of any City facility is at the renter’s own risk. The City assumes no responsibility for injury or for any loss, theft, or damage to personal property.
- Renters are responsible for the conduct of all guests and for ensuring compliance with these policies and all City ordinances.
- City staff or police may monitor compliance at any time.
- The named applicant is the true user of the facility. A Lathrup Village resident may not reserve a facility as a pass-through for a non-resident individual or group in order to obtain the resident rate or to shift responsibility. The City may require a short affidavit that the event is for the applicant or the applicant’s household or organization. The City Administrator may limit the number of Community Room or Municipal Park rentals attributable to the same residential address in a calendar year if the pattern indicates use as a booking agent for others. The signer remains responsible for alcohol compliance, guest conduct, cleanup, and the security deposit.

2.2 Political and campaign use

- The City rents its facilities as a service to the public on the terms of these policies. A candidate for public office, a political party, a campaign committee, or any other person or group engaging in political speech may reserve a facility on the same terms as any other applicant.
- Staff shall process such applications under the same availability, deposit, fee, hours, occupancy, alcohol, and conduct rules that apply to other private rentals. Staff shall not deny, delay, or add conditions because of the applicant's viewpoint, party affiliation, or the content of campaign speech.
- A rental is not an endorsement by the City. The renter may not use the City seal, letterhead, or any statement that the event is sponsored or hosted by the City. City employees and officials acting in their official capacity shall not participate in the event except as required to open, monitor, or close the facility.
- Nothing in this section requires the City to rent a space that is not generally available for private rental (including the Council dais), to waive fees or deposits, or to allow use that would violate these policies or any ordinance.

3. Hours, Minimums, Capacity, Closing Time, and Buffer Time

3.1 Minimum rental — Community Room

- The Community Room is rented in a minimum block of four (4) hours unless the City Administrator approves a shorter block for a weekday daytime use or a City-related use. Other rooms and park features are rented in the increments published on the current fee schedule. Partial hours are billed as a full hour.

3.2 Occupancy

- Maximum occupancy of the Community Room is 147 persons, as established by the Fire Marshal. Occupancy of other rooms is as posted or as stated on the permit. The renter is responsible for not exceeding posted occupancy.

3.3 Limited buffer time

- Complimentary time outside the booked hours is limited as follows:
- Dance Room: up to 30 minutes before and after the booked time, if the room is not otherwise reserved, solely for arrival, shoe change, and departure.
- Conference Room: up to 15 minutes before and after the booked time, if the room is not otherwise reserved.
- Community Room, Meeting Place, Council Chamber, kitchen, and all outdoor parks: no complimentary buffer. Booked start and end times are firm.

3.4 Closing hour — 11:00 p.m.

- Indoor rentals may not be booked past 11:00 p.m. There is no complimentary time after 11:00 p.m. Guests must be off the premises, vehicles loaded, and music off by the booked end time. Linger in the parking lot, amplified sound from vehicles, and unloading after 11:00 p.m. are prohibited and may result in deposit forfeiture and police response.
- Parks remain subject to posted park hours (generally 8:00 a.m. to 10:00 p.m. unless otherwise posted). A park rental does not extend park hours.

4. Indoor Facilities Specific Policies

4.1 Facilities Covered

- These indoor policies apply to the Community Room, Meeting Place, Conference Room, Dance Room, kitchen when rented, Council Chamber (seating area only — the dais is not available for rental), and associated audio-visual equipment. Council Chamber may be rented only when the City Administrator determines that use will not

interfere with official City business. When rented, it is charged at the same rates and deposits as the Meeting Place.

4.2 Building Use, Lobby, and Access

- Renters and guests are limited to the specific room(s) rented, except for same-floor bathrooms and the limited lobby uses below. Guests may not wander into offices, other rooms, or staff areas.
- Renters have access to the City Hall parking lot unless otherwise directed by City personnel. Guests should be directed to designated parking.
- Bathrooms on the same floor as the rented room(s) may be used; other bathrooms are off-limits unless approved.
- Rental of the Community Room does not include exclusive use of the lobby, corridors, or exterior walks.
- Modest decorative items are allowed at the north and south Community Room entries if they preserve a 36-inch ADA clear path at every entrance and do not block the kitchen door, exits, or staff offices.
- Up to two tables may be placed on the City Administration side of the lobby if previously approved in writing on the permit.
- Photo booths, photo backdrops, high-top cocktail tables in the lobby, and similar staging outside the rented room are prohibited unless expressly written on the permit by the City Administrator.
- All decorations, personal items, and trash must be removed at the end of the rental period. Trash must be placed in the provided bins. The facility must be left in good, clean condition.

4.3 Furniture, Layout, and Floor Plans

- Rental includes use of tables and chairs located within the rented room only. Furniture may not be moved from other areas of the building into the rented space.
- The City provides a set of pre-approved floor-plan options. Renters are strongly encouraged to select one of these options. Custom layouts must be submitted in writing at least two (2) weeks prior to the event and are subject to City staff approval and modification for safety, capacity, and practicality.
- The room must be returned to its original configuration at the end of the rental period unless otherwise directed by City personnel.
- Furniture may not be rented for off-site use. Linens, dinnerware, silverware, serving dishes, glasses, and similar items are not provided except for City-sponsored events.

4.4 Decorations

- Nothing may be attached to walls, floors, ceilings, fans, or existing fixtures. Decorations are limited to tables only.
- Renters are prohibited from removing, covering, relocating, or altering any existing wall decorations, artwork, plaques, signage, or fixtures.
- No loose decorations such as confetti or glitter may be used.
- All decorations must be completely removed by the renter at the end of the event. Violations will result in deduction from the security deposit and/or additional charges.

4.5 Kitchen Use

- Kitchen rental includes access to the ice machine, dishwasher, refrigerator, stovetop/ovens, and coffee maker for the purpose of reheating, warming, and/or cooling foods only.
- Ice is not guaranteed. The City makes no representation that the ice machine will be operational.
- If the kitchen is not rented, it will remain locked. Access to the kitchen (including for ice) is prohibited unless the kitchen has been specifically rented.

- Professional/insured chefs are required for full food service. Renters and guests may not open cupboards or drawers to use facility-owned items.
- Deep-frying is prohibited.
- The kitchen may also be rented as a standalone line item, separate from the Community Room, for a certified or licensed food-service operator as determined by the City Administrator. Standalone kitchen rental does not include the Community Room unless both are reserved and paid.

4.6 Audio/Visual Equipment

- A digital projector, screen, wired microphone, CD/DVD player, and audio equipment are available for rent in the Community Room only.
- Event organizers must schedule an appointment with City staff at least two weeks before the event to test compatibility and connections if AV equipment is rented.
- A television is available in the Meeting Place. A reduced or no additional fee may apply; confirm current rates with staff at booking.

4.7 Music, Noise, and Capacity

- Music and noise levels must remain respectful of other building users and adjacent properties. City personnel may require volume reduction.
- Maximum occupancy of the Community Room is 147 persons, as established by the Fire Marshal. Occupancy of other rooms is determined by the Fire Department and will be stated on the rental permit.
- Children's parties are prohibited in the Community Room.

4.8 Prohibited Items and Activities (Indoor)

- Open flames and candles are prohibited.
- Smoking, vaping, electronic cigarettes, marijuana, and marijuana-infused products are prohibited in all City buildings.
- Events with tickets or admission fees are prohibited, except "suggested donation" events for non-profit organizations with prior written approval of the City Administrator.
- Commercial activity, sales of goods/services, multi-level marketing, or vendor sales are strictly prohibited unless specifically authorized in advance in writing by the City Administrator or City Council.

5. Outdoor / Park Facilities Specific Policies

5.1 Facilities Covered

These policies apply to Municipal Park (including Bandshell/grill area and Gazebo), Goldengate Park, Sarrackwood Park, Annie Lathrup Park, and any other outdoor recreation facility operated by the City.

5.2 General Outdoor Rules

- All parks are open from 8:00 a.m. to 10:00 p.m. unless otherwise posted. Setup may not begin before the booked start time; all activities, including cleanup, must be completed by the booked end time. There is no complimentary buffer on park rentals.
- Park rental is by permit only and grants exclusive use of the specifically reserved feature(s) (e.g., Bandshell area, Gazebo, pavilion).

- The Gazebo may be reserved separately, in combination with the Bandshell/grill area, or not at all. Renters of the Bandshell area do not automatically receive exclusive use of the Gazebo, and vice versa. Guests of non-rented features may continue to use them unless those features have been reserved.
- Chairs, pop-up tents, and similar items may be brought by the renter but must not damage turf, trees, or park infrastructure, must not block pathways or emergency access, and must be completely removed by the booked end time. Tents or canopies larger than 10×10 require Administrator approval.
- No bounce houses, inflatables, petting zoos, or animal rides are permitted except for City-sponsored events.
- Decorations may not be attached to pavilions, picnic shelters, gazebos, or trees. Loose decorations such as confetti and glitter are prohibited.
- Glass containers are prohibited in outdoor facilities.
- Used charcoal must be disposed of only in designated charcoal bins.
- Gas-powered generators are prohibited.

5.3 Commercial Activity and Fundraising (Outdoor)

- Engaging in commercial activity, promoting a business, fundraising, or requiring payment or donation to attend an event is prohibited unless authorized by resolution of the City Council and the Department of Parks and Recreation.

6. Alcohol Policy (All Facilities)

Alcoholic beverages are prohibited in all City buildings, parks, and facilities except as authorized under this Section and the controlling ordinance (currently Chapter 46, Article XII, § 46-176(c)).

Renters seeking to serve alcohol must submit a written request to the City Administrator at least four (4) weeks prior to the event. If the City Council adopts a specific resolution authorizing the event (with any conditions), the renter must:

- Comply with all Michigan liquor laws (no service to minors or visibly intoxicated persons);
- Submit the Alcohol Authorization Request with the rental application if alcohol will be sold, use a properly licensed caterer or bartender, and provide liquor-liability insurance naming the City as additional insured if required; and keep a printed copy of the written authorization on site for the entire event.
- Alcohol is prohibited at high school graduation or open-house events under any circumstances.

Violation: Any event observed serving or consuming alcohol without prior written authorization will be immediately terminated. No refund of rental fees or deposit will be issued, and the renter may be barred from future rentals.

Authorization is discretionary and may include conditions (security, service cutoff time, no glass outdoors).

7. Fees, Deposits, and Payment

7.1 Security Deposits (Due in Full at Time of Application)

A refundable security deposit is required for all rentals and is due in full at the time the application is submitted. The preferred method is cash unless the City Administrator authorizes another form. There are no revolving or rolling security deposits for the Community Room or parks unless a written City partnership approved by the City Administrator expressly provides otherwise.

- Community Room — \$300
- Park facilities (any outdoor park rental) — \$100
- Meeting Place, Conference Room, Council Chamber, Dance Room, or other indoor rooms — \$75 each

Deposits will be returned by check and mailed to the applicant within approximately four (4) weeks after the event, provided the facility was vacated by the end time, there is no damage, the facility is left clean, and all policies were followed. The City may deduct actual costs of cleaning, repair, or replacement from the deposit and may bill the renter for any excess.

7.2 Rental Fees

Rental rates are established by the City's Fee Schedule (as amended from time to time). Current rates will be provided at the time of application. Remaining balance (if any) is due no later than 4:30 pm two (2) weeks prior to the event date.

7.3 Late Payment of Balance

If the remaining balance is not paid in full at least two (2) weeks prior to the event, the City may, at its sole discretion: (a) cancel the reservation and retain the deposit, or (b) assess a late fee and require payment before the event may proceed. Acceptance of late payment in any particular case does not waive this policy.

8. Cancellation and Refund Policy

- Cancellations made within two (2) business days of booking will receive a full deposit refund less a \$25 processing fee.
- Cancellations made more than thirty (30) days before the event: 50 % of the deposit is refundable less a \$25 processing fee; any paid rental fees will be refunded.
- Cancellations made less than (30) days before the event: the deposit is forfeited. If the City is unable to re-rent the facility for the same date and time, the renter remains responsible for the full rental fee balance.
- The City reserves the right to cancel any reservation for operational, safety, or emergency reasons. In such cases a full refund of deposit and fees will be returned by check and mailed to the applicant within approximately four (4) weeks.

9. Recurring Rentals — Meeting Place and Dance Room

Recurring use of the Meeting Place or Dance Room may be documented on a simple recurring-use contract rather than a series of one-off permits. Recurring use of the Community Room or parks is not offered on a revolving-deposit basis except under a City partnership (Section 10).

10. Partnerships

A person or organization seeking reduced rates, waived deposits, recurring Community Room or park use, or other treatment not available to the general public must submit a written partnership proposal to the City Clerk for routing to the City Administrator. The Clerk may publish a short partnership application. Approval rests with the City Administrator (and with Council if an ordinance, exclusive use, or fee waiver so requires). A partnership does not excuse occupancy, alcohol, hours, or safety rules.

11. Application Process

To reserve a facility:

- Contact City staff to check availability.
- Submit a completed Facility Rental Application together with the full security deposit.
- If alcohol is requested, submit the separate Alcohol Authorization Request at least four (4) weeks prior to the event for City Council consideration.

- Pay any remaining rental balance no later than two (2) weeks before the event.
- If AV equipment is rented, schedule the required equipment test appointment.
- Select a pre-approved floor plan or submit a custom layout for approval at least two (2) weeks prior.

The rental is not confirmed until the City has accepted the application, received the deposit, and issued a signed permit.

FACILITY RENTAL APPLICATION

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

Applicant Information

Name of Applicant : _____

Name of Organization (If applicable) : _____

Contact Person (if different): _____

Mailing Address: _____

City / State / ZIP: _____

Phone: _____ Email: _____

Is the applicant a Lathrup Village resident or business? ☐ Yes ☐ NoIs this event for the applicant / applicant's household or organization (not a pass-through for another person or group)? ☐
Yes ☐ No**Event Information**

Type / Description of Event: _____

Date of Event: _____ Day of Week: _____

Booked Hours: From _____ a.m./p.m. To _____ a.m./p.m. (include setup & cleanup)

Expected Attendance: _____ (Community Room maximum 147)

Will alcohol be present? ☐ Yes (complete separate Alcohol Authorization Request) ☐ No**Facility(ies) Requested (check all that apply)**☐ Community Room ☐ Kitchen with Community Room ☐ Kitchen standalone (certified/licensed operator)☐ Meeting Place ☐ Conference Room ☐ Dance Room☐ Council Chamber (non-dais; Administrator approval required) ☐ Audio/Visual Equipment (Community Room)☐ Municipal Park – Bandshell / Grill Area ☐ Municipal Park – Gazebo☐ Goldengate Park ☐ Sarrackwood Park☐ Annie Lathrup Park ☐ Other: _____**Fees & Deposit**

Security Deposit (due in full with this application):

☐ Community Room — \$300 ☐ Park facility — \$100 ☐ Other indoor room — \$75Deposit Amount Enclosed: \$_____ Method: ☐ Cash ☐ Check

Rental Fee (per current Fee Schedule): \$_____ Hours Requested: _____

Other Fees (AV, kitchen, etc.): \$_____

Total Estimated Fees (excluding deposit): \$_____

Balance Due Date (2 weeks prior to event): _____

Acknowledgments

By signing below, I/we acknowledge that:

- I/we have received and read the Facility Rental Policies and agree to comply with all terms.
- I/we are the true user of the facility and are not reserving it as a pass-through for another person or group.
- Community Room occupancy shall not exceed 147 persons. Indoor events will end no later than 11:00 p.m.
- I/we will complete and sign the Deposit Acknowledgment, the Damage/Cleanup/Hold Harmless Agreement, and (if applicable) the Alcohol Authorization Request.
- The rental is not confirmed until the City accepts this application, receives the full deposit, and issues a signed permit.
- Access to the room for setup may not begin before the booked start time; all activities and cleanup must be completed and the room vacated by the booked end time.

Applicant Signature

Signature: _____ Date: _____

Print Name: _____

FOR CITY USE ONLY

Date Received: _____ Received by: _____ Deposit Receipt #: _____

☐ Approved Permit #: _____ ☐ Denied Reason: _____

Staff Signature: _____ Date: _____

DEPOSIT ACKNOWLEDGMENT AND AGREEMENT*City of Lathrup Village Facility Rental*

I/we understand and agree to the following regarding the security deposit:

- A security deposit is required for every facility rental and is due in full at the time the application is submitted.
- Current deposit amounts: Community Room — \$300; any Park facility — \$100; Meeting Place, Conference Room, Council Chamber, Dance Room — \$100; or other indoor room -- \$75. There is no revolving deposit for the Community Room or parks unless a written partnership approved by the City Administrator provides otherwise.
- The deposit is separate from rental fees.
- Deposits will be returned by check and mailed to the applicant within approximately four (4) weeks after the event if: (a) The facility was vacated by the event end time, (b) there is no damage to the facility or its contents, (c) the facility is left clean and in the condition required by the policies, and (d) all rules, regulations, and policies were followed.
- The City may deduct from the deposit the actual cost of any necessary cleaning, repair, or replacement. If costs exceed the deposit, I/we agree to pay the difference within thirty (30) days of invoice.
- Failure to comply with the Facility Rental Policies may result in forfeiture of the entire deposit in addition to other remedies available to the City.

Rental Information

Facility(ies) Rented: _____

Date of Event: _____ Booked Hours: _____ to _____

Deposit Amount Paid: \$_____ Method: _____

Received by (City Staff): _____ Date: _____

Renter / Applicant Acknowledgment

Signature: _____ Date: _____

Print Name: _____

Additional Responsible Party (if any)

Signature: _____ Date: _____

Print Name: _____

This Deposit Acknowledgment is part of the Facility Rental Agreement. A signed copy must be retained with the permit.

DAMAGE, CLEANUP, RELEASE AND HOLD HARMLESS AGREEMENT*City of Lathrup Village Facility Rental***Damage and Cleanup**

I/we agree to pay the City of Lathrup Village the actual costs of any damage to City property, and/or any cleaning required beyond ordinary use, caused by me/us, my/our guests, invitees, or contractors in connection with the rental. Such costs may exceed the security deposit; any excess will be invoiced and is due within thirty (30) days.

I/we agree to leave the facility in a clean and orderly condition, to remove all decorations and personal property by the booked end time, and to place all trash in the provided receptacles.

Release and Hold Harmless

In consideration of the City of Lathrup Village permitting the use of its facilities, I/we, on behalf of myself/ourselves and all participants, guests, and invitees, hereby release, waive, discharge, and covenant not to sue the City of Lathrup Village, its elected and appointed officials, employees, agents, and volunteers from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, or injury (including death) that may be sustained while using the facilities or while on City property in connection with this rental, whether caused by the negligence of the City or otherwise, to the fullest extent permitted by law.

I/we further agree to indemnify, defend, and hold harmless the City of Lathrup Village and its officials, employees, agents, and volunteers from and against any and all claims, damages, losses, and expenses (including reasonable attorney fees) arising out of or resulting from the use of the facilities by me/us or my/our guests, invitees, or contractors.

I/we understand that the use of City facilities is at my/our own risk and that the City assumes no responsibility for injury or for loss, theft, or damage to personal property.

I/we have read this Agreement, understand its terms, and sign it voluntarily.

Facility(ies): _____ Event Date: _____

Renter / Applicant

Signature: _____ Date: _____

Print Name: _____

Additional Responsible Party (if any)

Signature: _____ Date: _____

Print Name: _____

This page must be signed and returned with the Facility Rental Application. It forms part of the binding rental agreement.

ALCOHOL AUTHORIZATION REQUEST

Request for City Council Resolution

Pursuant to Chapter 46, Article XII, § 46-176(c) of the Code of Ordinances

Alcoholic beverages are strictly prohibited in all City of Lathrup Village buildings, parks, and facilities unless expressly authorized by a resolution of the City Council. This form is the required written request to the City Administrator for placement on a City Council agenda.

Requestor Information

Name of Applicant / Organization: _____

Address: _____

Phone: _____ Email: _____

Facility Requested: _____ Event Date: _____

Booked Hours: _____ to _____ Expected Attendance: _____

Type of Event: _____

Alcohol Details

Describe the type of alcohol to be served and the manner of service (e.g., hosted bar, cash bar, limited beer/wine only):

Will alcohol be sold? ☐ Yes ☐ NoWill a licensed caterer or bartender be used? ☐ Yes ☐ No

If yes, name of licensed provider: _____

Insurance: Attach certificate of liquor liability insurance naming the City of Lathrup Village as additional insured (if required by the City).

Acknowledgments

By signing below, I/we acknowledge and agree that:

- This request must be submitted to the City Administrator at least four (4) weeks prior to the event.
- I/we must comply with all Michigan liquor laws, including no service to minors or visibly intoxicated persons.
- A printed copy of the adopted Council resolution must be kept on site and available for inspection throughout the event.
- Alcohol is prohibited at high school graduation or open-house events; such requests will not be considered.
- If alcohol is observed being served or consumed without a prior City Council resolution, the event will be immediately terminated, all fees and deposit forfeited, and future rental privileges may be revoked.
- Approval is discretionary and may include conditions imposed by the City Council.

Applicant / Authorized Representative

Signature: _____ Date: _____

Print Name: _____

FOR CITY USE ONLY

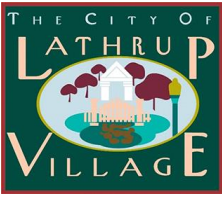
Date Received by City Administrator: _____ Received by: _____

Council Meeting Date: _____ Resolution No. (if approved): _____

☐ Approved with conditions: _____

☐ Denied Reason: _____

Staff Signature: _____ Date: _____



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 27400 Southfield Road
 Lathrup Village, MI 48076
www.lathrupvillage.org | (248) 557-2600

Volunteer Request and Approval Program

1. Purpose

The City of Lathrup Village recognizes and appreciates the willingness of residents, community organizations, businesses, civic groups, and other individuals to volunteer their time and talents to benefit the community.

The purpose of this program is to establish a consistent process for reviewing and approving volunteer activities undertaken on City property, within the public right-of-way, or on behalf of the City. The program is intended to ensure that proposed volunteer activities are consistent with City objectives, do not interfere with City operations, meet applicable safety requirements, and appropriately address liability and risk management concerns.

2. Prior City Approval Required

No individual, group, organization, business, or other entity may undertake volunteer work on behalf of the City or perform work on City-owned property or within the public right-of-way without prior approval from the City.

Volunteer activities may include, but are not limited to:

- Landscaping, gardening, planting, or beautification projects;
- Park, trail, or public space clean-up activities;
- Tree planting or maintenance;
- Painting or other aesthetic improvements;
- Community events or activities;
- Neighborhood improvement projects;
- Installation or placement of items on City property;
- Donations of labor, materials, or services; and
- Any other activity proposed to benefit or improve City property or services.

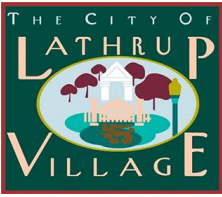
Approval is required even when the volunteer activity is being offered at no cost to the City.

3. Volunteer Request

Individuals or groups wishing to volunteer must submit a Volunteer Request to the City before beginning work.

The request should include, as applicable:

- Name and contact information of the individual or organization;
- Description of the proposed volunteer activity;
- Location of the proposed work;
- Proposed date and duration;
- Number of anticipated volunteers;
- Description of any equipment, tools, vehicles, or materials to be used;
- Whether the activity involves planting, pruning, removing, installing, painting, digging, construction, or other physical work;
- Whether the activity involves minors;
- Any anticipated costs or donated materials;



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- Proposed funding or source of materials;
- Whether the volunteer activity involves a contractor or other third party; and
- Any other information requested by the City.

The City may request additional information when necessary to evaluate the proposal.

4. Review and Approval

The City will review each request to determine whether the proposed activity:

1. Is consistent with City policies, plans, ordinances, and objectives;
2. Provides a public benefit;
3. Is compatible with the intended use of the property;
4. Does not interfere with City operations or planned projects;
5. Can be performed safely;
6. Does not create unreasonable liability or risk for the City;
7. Does not create an ongoing maintenance obligation that the City has not approved;
8. Does not conflict with existing contracts, grants, warranties, or other obligations of the City;
9. Complies with applicable laws, regulations, permits, and utility requirements; and
10. Is appropriate for the proposed location and circumstances.

Approval may be granted, denied, or granted subject to specific conditions.

The City may also modify the scope, location, timing, materials, methods, or other aspects of a proposed volunteer activity as a condition of approval.

5. No Implied Authority

Approval of a volunteer request does not authorize the volunteer or organization to act as an employee, agent, representative, or contractor of the City.

Volunteers may not represent that they are acting with authority on behalf of the City unless specifically authorized to do so.

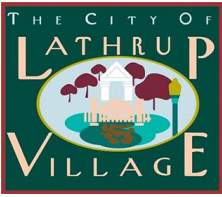
Approval of one volunteer activity does not constitute approval of future or recurring activities. A new request may be required when the scope, location, timing, or nature of the activity changes.

6. Volunteer Agreement and Release

Before beginning an approved activity, the City may require each volunteer, organization, or other responsible party to execute a Volunteer Agreement and Release acceptable to the City.

The agreement may include provisions addressing:

- Assumption of risk;
- Release and waiver of claims against the City;
- Indemnification and defense of the City;
- Insurance requirements;



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- Responsibility for damage to City property;
- Compliance with applicable laws and City requirements;
- Responsibility for the conduct and supervision of volunteers;
- Responsibility for minors participating in the activity;
- Use of equipment and vehicles;
- Safety requirements; and
- Restoration or cleanup following the activity.

The City may require proof of insurance or additional insured status when appropriate based upon the nature and risk of the proposed activity.

7. Safety and Work Requirements

All approved volunteer activities must be performed in a safe and workmanlike manner and in accordance with all applicable laws, regulations, ordinances, permits, and City requirements.

Volunteers may not:

- Enter restricted areas without authorization;
- Operate City-owned equipment unless specifically authorized;
- Perform electrical, plumbing, structural, excavation, or other specialized work without specific City approval;
- Remove, alter, or damage City infrastructure or property;
- Perform work that requires a permit without obtaining the required permit;
- Conduct activities that create an unreasonable hazard to the public; or
- Undertake any activity beyond the scope approved by the City.

The City may immediately suspend or terminate any volunteer activity if it determines that the activity presents a safety concern, creates liability for the City, conflicts with City operations, or otherwise fails to comply with the approved scope.

8. City Property and Materials

Volunteers may not install, remove, alter, paint, landscape, plant, construct, or otherwise modify City property without specific approval.

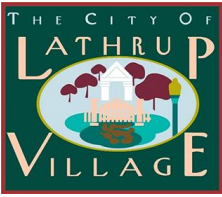
Any donated materials, equipment, plants, trees, furnishings, structures, or other items proposed for use on City property must be approved by the City before they are purchased, delivered, or installed.

The City reserves the right to reject donated materials or improvements that do not meet City standards or that would create an unreasonable maintenance, replacement, or financial obligation.

9. Ongoing Maintenance

Unless specifically agreed to in writing by the City, approval of a volunteer project does not obligate the City to provide ongoing maintenance, repair, replacement, watering, pruning, removal, or other services related to the volunteer project.

The City may require the volunteer or sponsoring organization to assume responsibility for specified maintenance activities as a condition of approval.



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10. City Discretion

The City retains sole discretion to approve, deny, modify, suspend, or terminate a proposed volunteer activity.

Approval may be withdrawn if circumstances change, if the volunteer activity is not being performed as approved, or if the City determines that continuation of the activity is no longer in the City's best interest.

Nothing in this program creates a right or entitlement to conduct volunteer activities on City property.

11. Emergency and Routine Community Activities

The City may establish standing approvals or simplified procedures for recurring activities that have been reviewed and determined to present minimal risk.

The City may also waive or modify portions of this process when appropriate for emergency response, disaster recovery, or other circumstances in which immediate action is necessary to protect public health, safety, or property.

12. Program Administration

The City Administrator, or their designee, shall administer the Volunteer Request and Approval Program and may establish administrative procedures, forms, approval requirements, and standard volunteer agreements necessary to implement the program.

Certain projects may require approval from the City Council or another City board, commission, or committee based upon the nature, scope, cost, location, or policy implications of the proposed activity.

13. Effective Date

This program shall become effective upon approval by the City and shall apply to all volunteer activities conducted on behalf of, or on property owned by, the City following its effective date.

**CITY OF LATHRUP VILLAGE
OAKLAND COUNTY, MICHIGAN**

**VOLUNTEER HOLD HARMLESS, RELEASE,
AND INDEMNIFICATION AGREEMENT**

This Agreement is made between the City of Lathrup Village, a Michigan municipal corporation (the "City"), and the undersigned volunteer (the "Volunteer").

1. Volunteer Activity. Volunteer desires to perform unpaid volunteer work at _____ located in the City of Lathrup Village, Michigan (the "Park"). The work may include, without limitation, weeding, raking, spreading or removing wood chips, painting or cleaning play structures, relocating play equipment, digging or installing a sand area, operating personal or third-party equipment (including tractors, rakes, trailers, and similar machinery), and related park-improvement activities (the "Work"). Volunteer will perform the Work only if and to the extent approved by the City and only in the manner and at the times directed or authorized by the City.

2. Assumption of Risk. Volunteer understands that the Work involves inherent risks of injury to persons and damage to property, including risks associated with the use of tools and equipment, uneven ground, existing park structures, concrete walks and pads, play equipment, buried utilities, and weather. Volunteer voluntarily assumes all such risks.

3. Responsibility for Damage to City Property. Volunteer is solely responsible for any damage to City property caused by Volunteer, any person assisting Volunteer, or any equipment brought onto or used in the Park by Volunteer or at Volunteer's direction. This includes, without limitation, damage to concrete walks, pads, curbs, play structures, fencing, landscaping, irrigation, utilities, and other Park improvements. Volunteer shall promptly repair, restore, or pay the full cost of repair or replacement of any such damage, to the City's reasonable satisfaction and at no cost to the City.

4. Equipment. Any tools, vehicles, or equipment used in the Work are provided by Volunteer, not by the City. Volunteer represents that such equipment is in safe working condition, that Volunteer is competent to operate it, and that Volunteer will use it in a careful and workmanlike manner. The City is not responsible for loss of or damage to Volunteer's equipment.

5. Release and Hold Harmless. To the fullest extent permitted by law, Volunteer, for Volunteer and Volunteer's heirs, executors, administrators, and assigns, hereby releases, waives, discharges, and covenants not to sue the City and its elected and appointed officials, employees, agents, and volunteers (collectively, the "Released Parties") from any and all claims, demands, causes of action, damages, losses, and expenses (including reasonable attorney fees) arising out of or related to the Work or Volunteer's presence in the Park, including claims for personal injury, death, or property damage, whether caused by the negligence of any Released Party or

otherwise, except to the extent caused by the sole gross negligence or willful misconduct of a Released Party.

6. Indemnification. Volunteer shall indemnify, defend, and hold harmless the Released Parties from and against any and all claims, demands, liabilities, damages, losses, and expenses (including reasonable attorney fees) arising out of or related to: (a) the Work; (b) Volunteer's use of equipment in the Park; (c) injury to any person, including Volunteer and any helper or bystander; and (d) damage to any property, including City property. This obligation survives completion of the Work.

7. Insurance. Volunteer is not covered by the City's workers' compensation or liability insurance. Volunteer is encouraged to maintain personal health, automobile, and liability insurance covering the Work and any equipment used.

8. Compliance and Authority. Volunteer shall comply with all applicable laws, ordinances, and City directions. This Agreement does not authorize Work that has not been approved by the City. Volunteer has no authority to bind the City or to represent that Volunteer is a City employee or contractor.

9. Miscellaneous. This Agreement is governed by Michigan law. If any provision is held invalid, the remaining provisions remain in effect. Volunteer has read this Agreement, understands it, and signs it voluntarily.

Volunteer Information

Printed Name: _____

Address: _____

Phone: _____ Email: _____

Description of equipment to be used (if any):

Volunteer Signature: _____ Date: _____

If Volunteer is under 18 years of age, a parent or legal guardian must also sign:

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

City Acknowledgment (optional – for approved Work only)

Approved scope / date(s) of Work: _____

City Representative: _____ Date: _____

STANDING RESOLUTION NO. 2026-16

COUNCIL RULES OF ORDER AND PROCEDURE

The Lathrup Village City Council meeting is dedicated to the premise that government has a responsibility to the residents of the City and to the media to conduct a well-organized and objective meeting and an obligation to keep them informed. Council meetings should be attractive, interesting, and understandable to all in attendance with as much opportunity for audience participation as is possible. Accordingly, the following Rules of Order and Procedure are adopted:

1. Definitions

- A. "Breach of the peace" shall mean seriously disruptive conduct involving abusive, disorderly, dangerous, aggressive, or provocative speech and behaviors tending to threaten or incite violence. "Breach of the peace" goes well beyond behavior acceptable in a civil society and is the only basis to eject, exclude or prevent a participant from attending all or part of a public body meeting.
- B. "Meetings" shall mean all regular meetings, study sessions and all other public hearings of Lathrup Village "public bodies," as defined under the Open Meetings Act, MCL 15.261 et seq. (OMA), including the Lathrup Village City Council.
- C. "Participant" shall mean any person attending and/or addressing the public body at a meeting during public comment but does not include elected public officials.
- D. "Public comment" shall mean the audience communication period(s) prescribed in this ordinance or approved by way of agenda of a meeting that is intended for members of the public to address a Lathrup Village public body in compliance with the OMA. MCL 15.263(5).
- E. "Out of order" shall mean verbal and/or nonverbal conduct by a participant that disrupts the orderly administration of a meeting, including but not limited to the interruption of the efficient Order of Business, violation of state or local ordinance at a meeting, use of profanity, shouting, verbal threats of physical violence, or other acts of indecorum.

2. Regular Council Meetings

The Council shall set a regular schedule for its meeting dates (February through January of the following year) as a part of the agenda at its organizational meeting (first meeting in January). The place and time of the meeting shall be decided by the Mayor and shall be included in the agenda calling for the meeting.

3. Special Meetings

According to Section 6.2 of the Charter, special meetings shall be called by the Clerk on the written request of the Mayor, the City Administrator or any two members of the Council on at least 24 hours written notice to each member of the Council, e-mail notice is sufficient; but a special meeting may be held on shorter notice if all members of the Council are present or have waived notice thereof in writing.

The City Clerk will also make a diligent effort to notify each member of the Council in person of each special session. At such a meeting only the matters in the notice shall be acted upon.

4. Recessed Meetings

Any session of the Council may be continued to another day, but no such continuation shall be for a longer period than until the next regular meeting thereafter.

5. Study Meetings

A study meeting may be convened on call by the Mayor or by two or more members of the Council. All members of the Council must be notified of the time and place of the meeting as in Rule # 2. Attendance at study meetings and notices calling such meetings shall be in harmony with the provisions of the Michigan Open Meetings Act.

The call for the meeting may also invite such people as may be required for consultation and advice with respect to the matters under discussion. At a study meeting no formal votes may be taken on any matter under discussion nor shall any Council members enter into a commitment with another respecting a vote to be taken subsequently at a public meeting of the Council. All study meetings shall be called by the Mayor at regular Council meetings. A brief confirmation of the time and date may be held at the meeting, and all study meetings will be attempted to be held on Monday nights between regular Council dates.

6. Council Meeting Agenda

The agenda for all council and study meetings shall be prepared by the Mayor and/ or Mayor Pro-Tem with the assistance of the City Administrator. The City Clerk shall furnish a copy to each member of the Council, the City Administrator, the City Attorney, and all other citizens who are involved in the meeting such as the Chairperson of Advisory Committees or other functions, on the Friday evening of the week preceding the meeting. All reports, communications, ordinances, resolutions, contract documents or other materials to be submitted to the Council shall be delivered to the members of the Council, the City Administrator and the City Attorney by the City Clerk as early as possible but no later than Friday evening.

7. Official Reports

Wherever possible, reports by the City Administrator, City Attorney, Police Department, City Clerk, Advisory Boards and Committees will be made in writing to the Council, submitted prior to the meeting and listed on the agenda. Under such procedure, discussion at an open council meeting will be limited to general questions from the audience or the Council on the subject matter of these reports. Concluding action may be taken at this time. Items requiring action by request of the City Administrator or City Attorney will be listed as regular agenda items and, unless conditions make it impossible, will be submitted to members of the Council with the agenda for the meeting. Copies of other reports will be distributed to the Council for their information.

8. Correspondence

The City Administrator and the Mayor are delegated the responsibility of handling all correspondence. Under this system only those correspondence which necessarily requires Council decision on policy will be brought before the council meeting. Copies of other correspondence may be distributed to the Council for their information.

Correspondence received by all Council Members via e-mail which require council decision on Policy shall be acknowledged and responded to by the Mayor within a reasonable time frame; the correspondence shall then be transmitted to the City Administrator for inclusion on the agenda of the next regular meeting.

Correspondence received by individual Council Members via e-mail which require council decision on Policy shall be forwarded to the Mayor for acknowledgement and response within a reasonable time frame; the correspondence shall then be transmitted to the City Administrator for inclusion on the agenda of the next regular meeting.

Correspondence received by all Council Members via e-mail which does not require council decision on Policy shall be acknowledged and responded to by the Mayor within a reasonable time frame; the correspondence shall then be transmitted to the City Administrator for follow-up and if necessary, action.

Correspondence received by individual Council Members via e-mail which does not require council decision on Policy shall be acknowledged and responded to within a reasonable time frame; the correspondence shall then be transmitted to the City Administrator for follow-up and if necessary, action.

Correspondence from any Council Member to the City Administrator shall also cc the Mayor as part of that communication.

9. Attendance at Conferences

The selection of the City's representative at conferences and meetings with outside organizations and officials, where official designation is required, is delegated to the Mayor, with concurrence of Council if substantial expense is involved.

Newly elected officials shall be required to attend the ‘Newly Elected’ training offered through the Michigan Municipal League within the first six (6) months of being sworn in.

10. Presiding Officer

The Mayor shall take the chair at the time appointed for the Council to meet and call the members to order. The Role will be noted by the Mayor and recorded by the Clerk for the minutes. The Mayor Pro-tem shall take the chair as presiding officer in the absence of the Mayor.

11. Temporary Chairperson

In case of absence of the Mayor and Mayor Pro-tem, the Clerk shall call the Council to order and call the roll. If a quorum is found to be present, the Clerk shall appoint a Chairperson to act until the Mayor or Mayor Pro-Tem appears.

12. Council Privileges

The presiding officer may move, second, and debate from the chair, subject only to such limitations on debate as are by these rules imposed on all members and shall not be deprived of any of the rights and privileges of a Council member by reason of his/her acting as the presiding officer.

13. Decorum and Order

Meetings are to be formal with the enforcement of stringent rules for debate which will control the expenditure of valuable time. The presiding officer shall preserve decorum and decide all questions of order, subject to formal appeal to the Council as a whole.

Every person desiring to speak shall address the chair and shall wait to be recognized by the chair. They shall then confine himself/herself to the question under debate. Every Council member desiring to question the administrative staff shall address their questions to the City Administrator, who may either answer the inquiries or designate some member of staff for that purpose. A Council member, once recognized, shall not be interrupted while speaking unless a point of order is raised.

14. Quorum

The majority of the Council members elected shall constitute a quorum. In the case that a lesser number than a quorum shall convene at a regular or special meeting, the majority of the members present may send for any or all absent members by agreement. In the event a quorum cannot be obtained, the meeting must be adjourned. It is the duty of each Council member to notify the Mayor or Administrator if he/she cannot attend any Council meeting a minimum of 2 hours prior to the start of the meeting. A Council member who has provided timely notice shall be excused from

attendance. A Council member that fails to provide timely notification shall not be excused. Any member of Council that fails to provide timely notice of absence may, at the next regular meeting, present an explanation of absence and if warranted may have their absence excused.

15. City Administrator

The City Administrator shall attend all meetings of the Council unless excused by the Mayor. He/she shall keep the Council fully advised as to the needs of the City and make recommendations to the Council; they may take part in discussions on all matters concerning the welfare of the City and shall have a seat but no vote in the Council meetings.

16. City Clerk

The City Clerk shall be the Clerk for the City Council and shall attend all regular and special Council meetings unless excused by the Administrator, wherein the Administrator shall provide for the recording of minutes. The Clerk shall be responsible for keeping the minutes of the meetings and shall perform such other duties in the meeting as may be in order. Within one week after the meeting, the Clerk shall make available upon request a copy of the minutes of the preceding meeting. Each member shall be furnished a copy of the preceding meeting minutes no later than the next regular meeting.

17. City Attorney

The City Attorney shall attend all regular and special meetings of the Council unless excused by the Mayor. Any member of the Council may at any time call upon the City Attorney for an oral or written opinion concerning routine questions of law with respect to the City which do not require extensive research.

18. Right of Appeal

Any Council member may appeal to the full Council from a ruling of the Presiding Officer. If the appeal is seconded, the Presiding Officer shall immediately put the question of sustaining the decision of the chair to a vote.

19. Voting

Every Council member who is present when a question is put to a vote shall vote either "yes" or "no." The only exception to this requirement shall be in the case of a conflict of interest that precludes the member from voting as provided by law. Abstentions for any other reason are not permitted.

A. Ordinances and resolutions shall be voted on by roll call vote.

B. For all other motions, procedural matters, or questions, the presiding officer may take the vote by voice vote.

C. Any Council member may request a roll call vote on any motion or question at any time before the presiding officer calls for the vote. Upon such a request, the vote shall be conducted by roll call.

20. Personal Privilege

The right of a Council member to address the Council on a question of personal privilege in cases where his integrity or motives are questioned, shall be given preference over other discussions. Any member shall have the right to express dissent against any ordinance or resolution of the Council and have the reason therefore entered upon the official minutes, and whenever possible shall present to the City Clerk his expression in written form for the official records.

21. Code of Ethics

City Council members occupy positions of public trust. All business transactions of such officials dealing in any manner with public funds, either directly or indirectly, must be subject to the scrutiny of public opinion both as to the legality and to the propriety of such transactions. Council members shall not have a pecuniary interest either directly or indirectly in contracts of any character with the City, unless fully and publicly disclosed to the full Council and handled in accordance with proper legal procedures.

Council members shall conduct themselves so as to bring credit upon the City as a whole and so as to set an example of good ethical conduct for all citizens of the community. Council members shall always bear in mind their responsibility to the entire electorate, shall refrain from actions benefiting special interest groups at the expense of the City as a whole, and shall do everything in their power to ensure equal and impartial law enforcement throughout the City at large.

Council members shall conduct themselves in accordance with City Charter and all ordinances of the City.

22. Order of Business

The business of all regular meetings of the Council shall be generally transacted in the following order at the discretion of the Mayor:

1. Call to Order
2. Roll Call of Council
3. Pledge of Allegiance
4. Approval of Agenda
5. Presentations

6. Public Comment for Agenda Items
7. Consent Agenda
 - a. Approval of Minutes
 - b. Approval of Disbursement Reports
 - c. Acceptance of Departmental Reports
 - d. Routine and non-controversial action request
8. Petitions
9. Public Hearings
10. Action Request
11. City Administrator's Report
12. City Attorney's Report
13. Reports of Boards, Commissions and Committees
14. New Business
15. Old Business
16. Correspondence
17. Public Comment
18. Mayor and Council Comments
19. Adjournment

23. Parliamentary Procedure

The conduct of Council meetings shall be in accordance with the manual on parliamentary procedures entitled "Roberts Rules of Order".

24. Permission to Address Public Body / Public Comment Procedure

The following rules shall govern public comment during public meeting of a Lathrup Village public body:

- A. Public comment shall be allowed by the Chairperson one participant at a time.
- B. Participants shall not speak until they are recognized by the Chairperson.
- C. Each participant recognized by the Chairperson to address the public body shall identify himself/herself by name and, if appropriate, group affiliation for purposes of recordation in the meeting minutes.
- D. A participant addressing the public body shall be limited to three (3) minutes.
- E. The Chairperson or public body member may, in the discretion of the Chairperson, be allowed to respond to participant questions posed, but the overall time limit of 3 minutes shall continue to run against the participant's allotted time.

F. The Chairperson shall designate a timekeeper for purposes of enforcing the time limit.

G. There shall be public comment, as approved in the meeting agenda, wherein participants may address the public body on any new business (non-agenda items) items.

H. Participants addressing the public body shall make responsible comments and shall refrain from making redundant, personal, impertinent, slanderous, or profane remarks.

I. Any participant who is “out of order” may be interrupted and gaveled “out of order” by the Chairperson with the end to maintain order and decorum of the meeting in the Chairperson’s discretion.

J. A participant making public comment who is ruled “out of order” by the Chairperson:

- a. May be admonished by the Chairperson and instructed to refrain from the indecorum, disruptive or other prohibited conduct.
- b. Shall be allowed to continue his or her public comment within the time limits prescribed only if it is in conformity with the Chairperson’s instruction.
- c. Shall be allowed to continue his or her public comment to the extent that it is within the approved time limit, with allowance for time lapsed by the Chairperson’s “out of order” ruling(s), or other public body members’ discussion/commentary.
- d. Without limiting the discretion of the Chairperson, if an “out of order” participant repeatedly violates the ruling(s) by the Chairperson three (3) or more times, the Chairperson may instruct the participant that his or her public comment is concluded and instruct him/her to withdraw from addressing the public body, vacate the lectern, and return to their seat or other position in the audience at the meeting, or may exercise other lawful measures to restore decorum and maintain order.
- e. The Chairperson may recess the meeting until such time as order and decorum is restored and shall allow the participant time to comply with the Chairperson’s instruction(s).
- f. During any recess called to restore order the Chairperson may summon law enforcement officers to monitor the public meeting, if not already provided.
- g. Any “out of order” participant shall not be ordered to be removed or excluded from the meeting unless he/she is in “breach of the peace” or inciting a “breach of the peace” at that meeting.

K. A participant who is found to be “out of order,” shall be given a reasonable period of time to comply with the Chairperson’s directives.

L. A participant who is found to be “out of order,” ordered to cease public comment, suffer removal from the meeting for “breach of the peace,” or otherwise have his/her public comment limited or restricted, except as to the expiration of time limit, shall be allowed upon his/her request to appeal the Chairperson’s ruling to the other public body members present and this appeal shall be decided by a roll call vote.

M. No person shall be ejected, removed, or excluded from attending any part of a meeting unless he/she is causing a “breach of the peace” at that meeting.

N. Nothing in this policy shall be construed as creating a cause of action by a participant against the City of Lathrup Village, its public officers, law enforcement officers, or any other City of Lathrup public officials.

25. Video/Audio recording during a public meeting

Attendees shall be permitted to make video and sound recordings of a public meeting and to broadcast live. The following rules shall govern the video and sound recording during a public meeting of a Lathrup Village public body to minimize disrupting the meeting:

A. Recording devices may be used within publicly accessible seating or standing areas, subject to the following conditions:

a. Recording devices may be handheld or mounted, including use of tripods, provided they do not obstruct aisles, exits, or required access pathways, block another attendee’s view, or interfere with a speaker.

b. Recording devices must operate without additional artificial light (no flash photography) and without additional noise that would disrupt the meeting.

c. Recording may begin at any time during the meeting so long as it would not disrupt the meeting. Recording shall not be prohibited solely because an individual arrives after the meeting has commenced.

d. Minor adjustments to recording equipment are permitted provided they are conducted quietly and without disrupting the meeting.

e. If necessary to address actual obstruction or safety concerns, the presiding officer may direct placement of mounted equipment to a location that resolves those concerns.

B. Individuals are prohibited from intentionally placing a recording device within close proximity to another attendee without their consent. This includes positioning the recording device in a manner that invades the personal space of the other attendee or obstructs their view.

C. Participation in a public meeting, including speaking during public comment or addressing the Council, constitutes a public act and may be recorded from a

reasonable distance, provided such recording does not otherwise violate this section.

D. Individuals shall not utilize a recording device to intentionally frighten, intimidate, threaten, harass, or annoy any other person or to disturb an open meeting of a public body.

26. State or Federal Cooperation - Procedure

All proposals for projects which contemplate cooperation with, or financial participation by, the State or Federal government, shall be transmitted to Council by the City Administrator. If a City Board or Commission desires to propose such a project, the proposal shall first be filed with the City Administrator. All proposals shall be in approved form and accompanied by proper plans and specifications conforming to the requirements of respective State or Federal governments. If the Council approves the proposal, it shall by resolution authorize the City Administrator to make an application to the proper authority.

27. Suspension of Rules

Any provisions of these rules not governed by the Charter or Code may be temporarily suspended at any meeting of the Council by the Presiding Officer unless objected to by any Council member. Such objection must then be sustained by majority vote of the Council.

The vote on any such suspension shall be taken by "yeas" and "nays" and entered upon the records.

28. To Amend Rules

These rules may be amended, or new rules adopted by a majority vote of all members of the Council. Any such alterations of or amendments to these rules shall be submitted in writing at the preceding regular meeting and shall be placed on the calendar under the order of new business. This requirement shall be waived only by unanimous consent, with a recorded vote of all members.

29. Proclamations

The City may issue ceremonial proclamations in accordance with the following policy:

A. Purpose

The purpose of this policy is to establish a consistent and transparent process for the issuance of ceremonial proclamations by the City. Proclamations are intended to recognize noteworthy events, organizations, individuals, causes, or achievements that positively contribute to the community and promote the health, safety, welfare, history, culture, or civic life of the City.

Proclamations are ceremonial in nature and do not establish law, create legal rights, or constitute an official policy position of the City.

B. Authority

The Mayor is authorized to issue ceremonial proclamations on behalf of the City in accordance with this policy.

C. Eligibility

The City may issue proclamations recognizing:

- National, state, or local observances that promote public awareness or civic engagement.
- Nonprofit organizations providing a significant public benefit.
- Community events held within or substantially benefiting the City.
- Individuals or groups for outstanding achievements, public service, volunteerism, military service, educational accomplishments, or other exceptional contributions to the community.
- Milestone anniversaries of organizations serving the community.
- Other matters determined by the Mayor to be in the public interest.

D. Ineligible Requests

The City will not issue proclamations that:

- Endorse or oppose political candidates, campaigns, ballot proposals, or political parties.
- Promote or oppose religious organizations, doctrines, or beliefs.
- Promote commercial products, businesses, or for-profit enterprises, except when recognizing significant community contributions or anniversaries.
- Recognize matters that are primarily personal or private in nature unless they involve extraordinary public service or achievement.
- Contain language that is discriminatory, defamatory, obscene, or inconsistent with local, state, or federal law.
- Conflict with the City's adopted policies, mission, or legal obligations.

E. Request Procedures

1. Requests must be submitted in writing using the City's proclamation request form.

2. Requests should be received at least 30 days prior to the requested presentation date.
3. Requests shall include:
 - Name and contact information of the requester.
 - Proposed proclamation title.
 - Requested presentation date (if applicable).
 - Background information supporting the request.
 - Draft proclamation language, if available.
4. Submission of a request does not guarantee approval.

F. Review Process

City Administration shall review requests for completeness and compliance with this policy, and the City Administrator shall approve or deny the request. Applicant may appeal any denial to the City Council.

The City Council reserves the right to:

- Approve or deny any request.
- Edit proclamation language for clarity, accuracy, consistency, or legal compliance.
- Determine whether a public presentation is appropriate.

G. Presentation

Approved proclamations may be:

- Presented at a City Council meeting.
- Presented at a community event.
- Delivered electronically or by mail.
- Published on the City's website or social media at the City's discretion.

Presentation of a proclamation is subject to scheduling and availability. Presentations at Council meetings shall occur under the Presentations item of the Order of Business.

H. Disclaimer

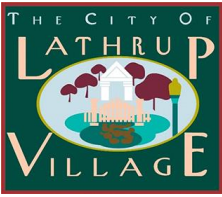
Issuance of a proclamation is honorary and ceremonial only. A proclamation does not constitute an endorsement of any organization, program, product, viewpoint, or event by the City, its elected officials, or its employees.

I. Exceptions

The Mayor may waive procedural requirements when circumstances warrant, including emergency recognitions, memorial observances, or time-sensitive national or state proclamations.

Adopted

Replaces CO 79-7122, CO 80-62, CO 82-273a, 85-117a, 22-____, 2025-05, 2026-06



City of Lathrup Village
 27400 Southfield Road
 Lathrup Village, MI 48076
www.lathrupvillage.org | (248) 557-2600

PROCLAMATION REQUEST

A proclamation is a ceremonial public document signed by the Mayor and/or City Council directing attention to a local resident, organization, or event that positively impacts the community. A proclamation may be issued for:

- National, state, or local observances that promote public awareness or civic engagement.
- Nonprofit organizations providing significant public benefits.
- Community events held within or substantially benefiting the City.
- Individuals or groups for outstanding achievements, public service, volunteerism, military service, educational accomplishments, or other exceptional contributions to the community.
- Milestone anniversaries of organizations serving the community.
- Other matters determined by the Mayor to be in the public interest.

A Certification of Recognition or a congratulatory letter may be issued as an alternative to a proclamation.

A proclamation will not be issued for:

- Endorse or oppose political candidates, campaigns, ballot proposals, or political parties.
- Promote or oppose religious organizations, doctrines, or beliefs.
- Promote commercial products, businesses, or for-profit enterprises, except when recognizing significant community contributions or anniversaries.
- Recognize matters that are primarily personal or private in nature unless they involve extraordinary public service or achievement.
- Contain language that is discriminatory, defamatory, obscene, or inconsistent with local, state, or federal law.
- Conflict with the City's adopted policies, mission, or legal obligations.

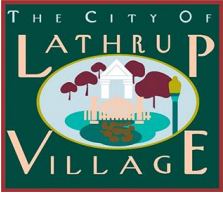
Guidelines

- Request must be submitted **30 days** before the date needed.
- Residents or businesses being honored must be located within the City of Lathrup Village and in good standing with the City.
- An organization may request one proclamation or certificate per year.
- City Administration reserves the right to deny or modify any requests.
 - If denied, applicants may submit a written appeal to the City Council.
- Proclamations must be picked up from City Hall; they will not be mailed.

Please submit requests to:

Lathrup Village City Clerk
 27400 Southfield Road
 Lathrup Village, MI 48076
aemanuel@lathrupvillage.org

Please contact the City Clerk at 248-557-2600 to arrange pickup of your document.



City of Lathrup Village
 27400 Southfield Road
 Lathrup Village, MI 48076
www.lathrupvillage.org | (248) 557-2600

PROCLAMATION REQUEST FORM

Date of Request _____

Requestors Name _____

Requestors Address _____

Email Address _____ Phone _____

Organization _____

Recipient's Name (Individual, group, or organization)

Recipient's Address (if different than above) _____

Date of Event _____ Date Document is Needed by _____

Please provide detailed information about the proclamation, including a brief history/biography of the organization or person, for what they are receiving this honor, how they have impacted the city, other notable details or accomplishments.

- Failure to provide sufficient information may prevent preparation of a satisfactory document.
- If you have requested proclamation language, please include it on a separate sheet.

Notification process when proclamation is ready for pickup Email _____ Phone _____

Please submit your request by:

Email: aemanuel@lathrupvillage.org

Mail: City of Lathrup Village
 ATTN: City Clerk
 27400 Southfield Road
 Lathrup Village, MI 48076

Forms are also available in City Hall.