



City Council Study Session Agenda

Monday, September 27, 2021 at 6:00 PM
27400 Southfield Road, Lathrup Village, Michigan 48076

ZOOM REMOTE MEETING INFORMATION

Webinar ID: 861 4406 1641

Password: 413100

CLICK HERE:

"<https://us06web.zoom.us/j/86144061641?pwd=V05MVm1GTlhaNXpNZ3BnVUI2Mld4UT09>"

Telephone: 646.558.8656 or 312.626.6799

CLICK HERE: [Public Comment Form Link](#)

In accordance with Emergency Orders issued by the, local officials, and State of Michigan legislation, which allows for electronic meetings of public bodies, notice is hereby given that the City of Lathrup's City Council will be meeting electronically using www.Zoom.us for videoconference and public access.

1. **Call to Order** by Mayor Garrett (in accordance with PA 254 of 2020, the members should identify their physical location by stating the county, city, township, or village and state from which he or she is attending the meeting remotely).
2. **Discussion Items**
 - [A.](#) Wildlife Management
 - [B.](#) Cannabis Ordinances - Discussion.
 - [C.](#) Status Report on Phase II Storm Water Permit – Illicit Discharge and Elimination Program Outfall Inspection and Monitoring
 - [D.](#) DDA & Special Projects Manager - expanded job duties
 - [E.](#) RFP Realtor Contract – House in the Woods Property
3. **Mayor and Council Comments**
4. **Public Comments**
5. **Adjourn**



A HERITAGE OF GOOD LIVING

Dr. Sheryl L. Mitchell Theriot

City Administrator

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members

FR: Sheryl Mitchell Theriot, City Administrator

DA: September 27, 2021

RE: Wildlife Management

There have been considerable concerns expressed by Lathrup Village residents regarding the populations of wildlife in our area – especially coyotes and deer.

The City of Southfield has established a Wildlife Advisory Commission that is proposing public education and outreach efforts, along with future plans for wildlife management studies.

The presenter is the Chair of the Wildlife Advisory Commission, Dr. David Shaeffer. He will offer results of the initial research and survey. Southfield City Council heard the presentation in August.

Regarding the recent sightings of a mangy coyote - Sgt Zang spoke with the DNR officer who indicated that we are handling the situation correctly by not dispatching the coyote. The officer indicated the coyote may look mangy because it is losing its summer fur before growing its winter coat. Additionally, if the animal is not walking around in a “drunken state”, meaning chasing its tail, foaming at the mouth, not running from human contact or becoming aggressive with humans then we should leave the animal alone. The characteristics described would indicate the coyote may have some type of disease which would warrant the PD dispatching it. He indicated that it is strange that we have so many daylight sightings of the coyote but he contributed the behavior to the animal becoming domesticated with all of the human contact. He highly stressed that people not leave out dog /cat food outside which will contribute to the domestication of the coyote and will increase the daylight sightings.

Also, the City of Farmington Hills is seeking a “collaborative regional solution” to urban deer management- particularly working with Oakland County and the State. A copy of their resolution is also attached.



OFFICE OF CITY MANAGER

August 12, 2021

Dear Oakland County Municipal Leaders,

Enclosed you will find a resolution adopted by the Farmington Hills City Council outlining an initiative to establish a county-wide coalition to work with the Department of Natural Resources in the development of a regional urban deer management plan for Oakland County. We ask that you consider the adoption of a similar resolution and join this coalition.

The need for this effort has resulted from the increasing deer populations in our communities and the lack of viable solutions under the existing Michigan Deer Management Plan for the State of Michigan. The current Michigan Deer Management Plan is a one-size-fits-all approach that doesn't meet the needs of suburban communities experiencing excessive deer populations. As you may know, Oakland County leads the state in the number of car/deer crashes annually.

We ask that you join us in working with Oakland County and the state in identifying viable solutions and available funding to address the health and safety of our citizens, their property and the deer herd in Oakland County.

Sincerely,

A handwritten signature in black ink, appearing to read "Gary Mekjian".

Gary Mekjian
City Manager

Enclosure

STATE OF MICHIGAN
COUNTY OF OAKLAND
CITY OF FARMINGTON HILLS

**RESOLUTION SEEKING THE ESTABLISHMENT OF A REGIONAL URBAN DEER
MANAGEMENT PLAN FOR OAKLAND COUNTY**

RESOLUTION NO. R-150-21

At a regular meeting of the City Council of the City of Farmington Hills, County of Oakland, State of Michigan, held in the Farmington Hills City Hall on the 9th day of August, 2021 at 7:30 p.m., with those present and absent being,

PRESENT: BARNETT, BOLEWARE, KNOL, MASSEY, NEWLIN AND STRICKFADEN
ABSENT: BRIDGES

the following preamble and resolution were offered by Councilmember Boleware and supported by Councilmember Knol.

PREAMBLE:

WHEREAS, the City of Farmington Hills is located in Oakland County, Michigan and encompasses 34 square miles of hills, waterways and natural corridors that support diverse wildlife, and

WHEREAS, the Natural Resources Commission is responsible for Michigan Department of Natural Resources (MDNR) policy which influences department priorities, methods of operation, and the manner in which programs relate to the citizens of the State of Michigan, and

WHEREAS, the MDNR has indicated a healthy deer population is characterized by 20 deer or less per square mile, and

WHEREAS, based on aerial counts conducted by the City, it is believed that the City of Farmington Hills has concentrated deer populations of up to 80 deer per square mile, and

WHEREAS, communities with an overpopulated urban deer population can have negative effects including excessive deer/vehicle crashes, property destruction, and personal and pet health and safety related concerns, and

WHEREAS, according to the Michigan Office of Highway Safety Planning, Oakland County has consistently led the State of Michigan in the number of car/deer crashes totaling roughly 2,000 per year, and

WHEREAS, considering the fact that urban deer constantly traverse jurisdictional boundaries between communities throughout Oakland County, urban deer populations are an ongoing regional issue in Oakland County rather than a local one, and

WHEREAS, the Michigan Deer Management Plan stipulates operational details will be specified at regional levels within an adaptive-management framework in which specific management methods are routinely adjusted and updated as local conditions, technology, regulations and other aspects of management change, and

WHEREAS, a true solution to a regional problem requires a regional approach, and

WHEREAS, a regional solution to addressing the excessive urban deer population in Oakland County can most effectively be achieved through a collaborative plan with neighboring communities, the County, and the MDNR.

NOW, THEREFORE BE IT RESOLVED AS FOLLOWS:

RESOLVED, that the City of Farmington Hills supports a collaborative regional solution for the health and safety of its citizens, their property and the deer herd in Oakland County, and further

RESOLVED, that the Farmington Hills City Council directs its Administration to work with its County Commissioners, State Senator, State Representative, the Natural Resources Commission, Oakland County, the MDNR, and Oakland County communities to develop a regional urban deer management plan for Oakland County, as well as to identify funding sources to implement such a plan, and

RESOLVED, that a copy of this Resolution be sent to members of the Michigan Natural Resources Commission, the Director of MDNR, our State Representative, State Senator, Oakland County Executive, County Commissioners, and the communities in Oakland County.

AYES: BARNETT, BOLEWARE, KNOL, MASSEY, NEWLIN AND STRICKFADEN

NAYS: NONE

ABSENT: BRIDGES

ABSTENTIONS: NONE

STATE OF MICHIGAN)
) ss.
COUNTY OF OAKLAND)

I, the undersigned, the duly qualified and acting City Clerk of the City of Farmington Hills, County of Oakland, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Farmington Hills at a regular meeting held on August 9, 2021, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto set my official signature, this 10th day of August, 2021.


PAMELA B. SMITH, City Clerk
City of Farmington Hills

Family

A member of the wild canine family

Canidae

Life Span

6-8 years in the wild.

Home Range

In urban areas, averages 2-5 sq. miles.

In more rural areas, home range size may be larger, averaging 8 to 12 square miles. The size depends on the food and cover available as well as the number of other coyotes in the area.

Litter Size

In Michigan have

4-7 pups

Vocalizations

- Use several types of vocalizations including: howls, yelps, and other sounds similar to what domestic dogs make
- Considered the most vocal of North American mammals

Appearance

- Generally greyish brown with white fur on the throat and belly, (individual colors and patterns may vary)
- Fur is dense and thick, often giving them a larger appearance

Size

Gray Wolf: 50-100lbs

Coyote: 25-45lbs

Red Fox: 7-30lbs

Coyotes may resemble a medium-sized German Shepard



Coyotes

Coyotes are incredibly smart and adaptable critters that have learned to survive in just about any habitat – including human created habitats. There are simple ways for you to be coyote SMART. Just remember....

Safe to enjoy from a distance.

Make noise if they are too close.

Accompany pets outside.

Remove bird feeders - these attract small birds and mammals - a coyote's natural food!

Take in the trash, pet foods and other possible attractants.

People and Coyotes Can Coexist!

People are most likely to see and hear coyotes during their breeding period, which typically occurs January through March. If there is a den nearby, people may also see the adults throughout the summer as they care for their pups. As fall approaches, pups begin dispersing from the den site to establish home ranges of their own. These young dispersing animals are sometimes more visible. Coyotes are active day and night; however, peaks in activity occur at sunrise and sunset.

In urban or suburban areas, coyotes will take advantage of the small mammals and birds that bird feeders and gardens often attract. They may even eat some of the fruits and veggies too. Coyotes are opportunistic feeders and have a keen sense of smell. Garbage or pet food that is left out overnight may also draw their attention. If there are coyotes in the area, eliminating these potential food sources may make the area less appealing to them.

For your safety, NEVER intentionally feed or try to tame coyotes -- it is in your and the coyote's best interest! It is critical that they retain their natural fear of people.

Keep small pets indoors, or accompany them outside and keep them on a leash.

If you see a coyote in your area, try to scare it off by yelling, clapping or making other loud noises. Most coyotes are naturally afraid of people and will leave if you frighten them.

Remember, coyotes, like any wild animal, can act unpredictably and should be treated with respect and enjoyed from a distance.

Coyotes are native to North America and can be found throughout Michigan. They have expanded their range naturally.



Coyotes are skilled hunters and provide people with free pest control services by keeping populations of mice and rats in check!



Coyotes are valued by many people throughout Michigan as a part of the ecosystem, a predator, and a recreational opportunity.



Coyotes are shy creatures, avoiding people whenever possible. However, they are also naturally curious and may venture into an area if they smell something that might be a meal.



Coyotes are an incredibly adaptable animal and have been able to learn how to survive in just about every environment, including urban areas.





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COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members

FR: Sheryl Mitchell Theriot, City Administrator

DA: September 27, 2021

RE: Cannabis Ordinances - Discussion.

City Council requested further discussion from the Sept. 13th Study Session for the application and scoring process for the implementation of the cannabis ordinances.

- **Community Benefits – Resident Survey**

- Council requested a survey to be drafted that highlights capital improvement projects that might be utilized for the identification of community benefits (draft copy to be provided for feedback)

- **Security Plan**

- Question as to the Security Plan (which is required of all applications) should also be included in the scoring criteria
- A security plan shall address security measures related to the transportation and disposal of product and employee and customer safety. Video surveillance is required, and the camera system shall be equipped with software allowing local authorities to login securely to cameras remotely. The Lathrup Village Police Department shall review the security plan prior to acceptance of the application.
- Suggestions for the Security Plan included:
 - Applicant should be required to present a documented training program for all management and employees of each facility.
 - As an example, the training should include emergency security procedures for such common adverse events as:
 - Armed Robbery Procedures – Bank employees are required to attend this type of training
 - Diversion Training – Employees should know how to identify and report suspected theft without having fear of reprisal from management or other employees
 - Active Shooter/Workplace Violence Training
 - Fire Emergency Procedures

DRAFT PROCESS

Initial Application

- 30-day period
- Reviewed for completeness
- Scored by staff & consultants

Award Cannabis License

- Must receive 85% or more of available points
- Point ties will be broken by blind lotto

Site Plan Review & Special Land Use Approval

- Public Hearing at Planning Commission
- Planning Commission approves/denies Site Plans; provides recommendation to City Council for special land use
- City Council approves/denies Special Land Use

Engineering Review

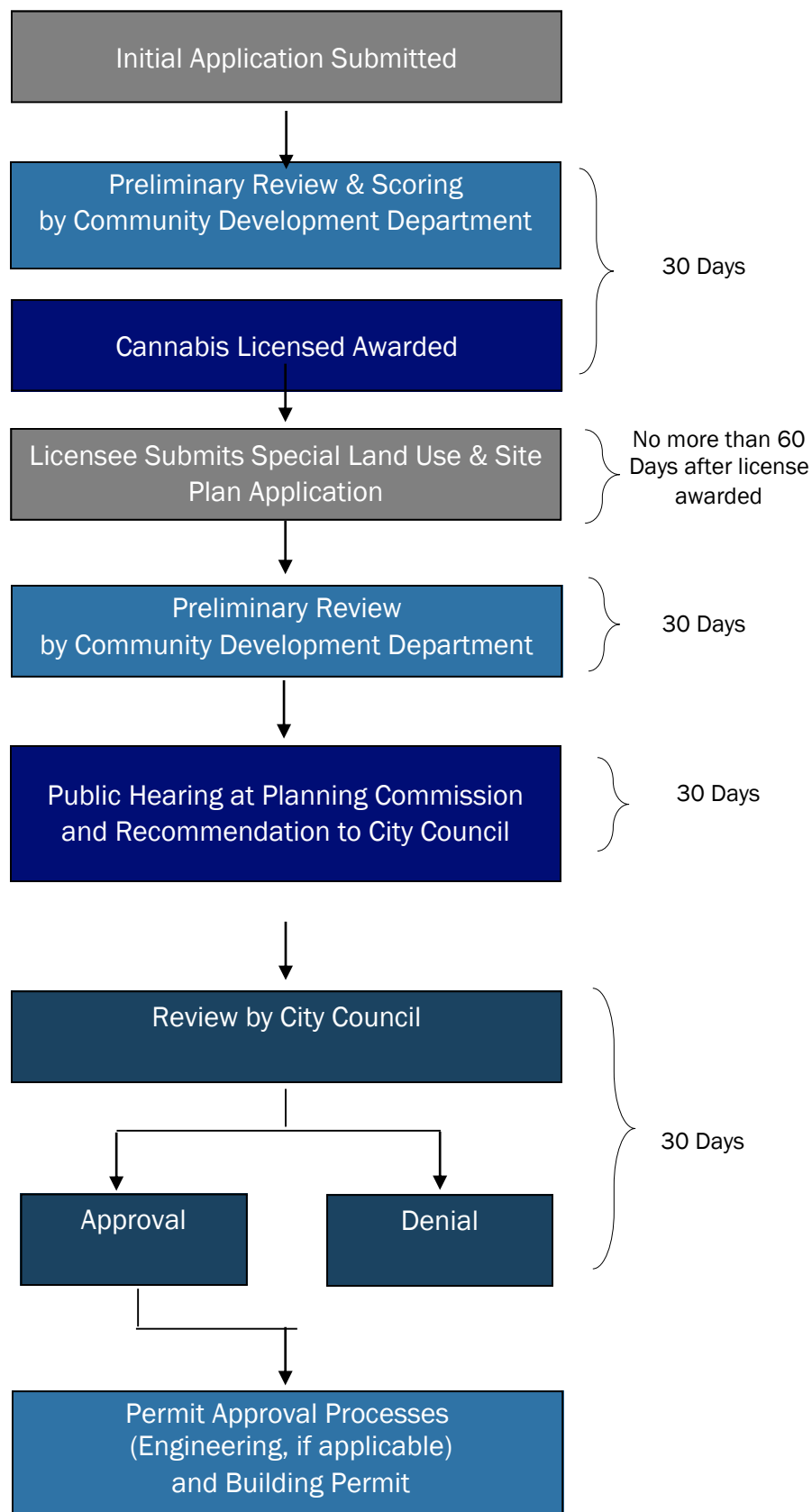
- Upon completion of Site Plan Review & Special Land Use
- For civil engineering work
- Signed & Sealed

Building Plan Review

- Upon completion of Planning & Engineering Reviews
- All interior work
- Signed & Sealed

Anticipated areas for applications points:

Community Health & Education
Business Plan (Co-Located Cannabis Business)
Community Benefits
Security Plan
Building & Site Improvements



August 19, 2021

To: The City Council of Lathrup Village

From: John D Roberts – Lathrup resident for 43 years

i.e. - My thoughts on the Evolving Cannabis Considerations for Lathrup Village

I have been following the developments regarding the potential for Cannabis Dispensaries in Lathrup Village – and most recently watched the YouTube recording of your Aug 16th City Council Study Session.

You are to be commended for proceeding carefully and thoughtfully as you evaluated whether to consider Cannabis facilities in Lathrup – and especially to be commended for taking the lead in establishing ordinances and rules beforehand, so that the city, and not potential cannabis vendors, would control how any how many such establishments would be allowed to operate in Lathrup. You are now into the phase of establishing defensible evaluation criteria for the potential selection of any candidates prior to actually accepting any such applications. (meaning fair – and least likely to be the valid basis for any potential law suits against the city)

I have several suggestions regarding the evaluation criteria which I hope can be of help to the individual or individuals who are currently tasked with this job:

- 1) It was suggested in the meeting that other cities have placed value on how much money a potential candidate spends in getting the facility ready for operation. Quite honestly, I don't think this should have any weight in your matrix, as your concern should be the suitability of the finished facility to meet your criteria which, after all, is what matters to the city and its residents. (things like parking capacity, traffic flow patterns, adequate air handling systems, security plans, exterior appearance and product visibility from the street, etc.). You will have your engineering reviews and the like to determine suitability of each proposed plan to meet your criteria.
- 2) A financial consideration that could be of value to the city and its residents is the willingness of a potential candidate to get financially involved in short and long term city projects that would otherwise fall on city services or residents to provide.
- 3) Historically, many businesses and schools give special consideration to attracting local talent, which could give credit to companies and individuals involved with those companies with ties to the Southfield/Lathrup community. Commitments to hire local talent could certainly be one of those criteria.
- 4) It probably would not be difficult to quickly find out what the basis for cannabis-related lawsuits have been in those cities that have or are experiencing them. I suspect that it has largely because advanced planning, like you have done, was not carried out in the rush – and avoidable mistakes were made. You are to be commended for setting up ordinances and rules in advance to assure that when and if cannabis facilities arrive in Lathrup, the City Council is in control of the implementations and not whoever is able to get a ballot measure to modify our charter.
- 5) You would certainly want to know the business plan of the proposed candidates and the amount of revenue they anticipate generating, which I assume should be a factor in how much the state and local municipalities can expect in continuing revenues. If returns to the city are not based on

the profitability of the business, I would suggest that this should be considered, if it can be legally binding.

There have now been at least 2 signature drives, one initiated by entities outside the city and one by “concerned citizens”. One was undoubtedly intended to take control of the process -and the other intended to outright kill any consideration for Cannabis businesses in Lathrup. This second signature drive was full of the fears and stigma that were once prevalent in mainstream though on the illegality of pot. I understand that both of these efforts failed, the most recent for failure to meet the technical criteria for making such a ballot referendum request.

There was also an anonymous letter circulated throughout the city via the mail. I suspect that all or most of you have seen this letter, which was also posted on the Villager Facebook page by a resident who was not pleased at receiving an anonymous letter. This letter is basically a propaganda hit piece, delineating all of the fear items expressed by those who put together the second signature drive. I strongly suspect that the author or authors of this letter are the originators of the second signature drive, but that really is irrelevant. It should be noted that all of the “negative outcomes” expressed in the letter are precisely the areas that your evaluation teams evaluated as they “followed the data”, which pointed out that these fears are unwarranted by the data and the experience of the surrounding communities who have successfully moved forward with Cannabis Dispensary implementations.

I appreciate that the August 16th special meeting emphasized the need to get the latest data related to these concerns, but feel that when this is done it is certainly appropriate for you to proceed in voting on the proposed evaluation criteria and to begin to accept applications. If those who strongly object do a third signature drive and meet the technical requirement for getting a ballot initiative – any decisions could over-rule any approvals by the council. I strongly suspect that any such initiative would fail at the ballot box if and when residents are presented with a factual summary of the findings of all the various committees that have worked to determine feasibility.

I hope that these thoughts of a 43 year Lathrup resident can be of some value to you as you move towards a controlled and workable solution for Lathrup Village.

John Roberts – 27xxxLathrup Blvd

Introduction

As the city finalizes its application for cannabis facilities, we would like direct input from residents. Currently, the majority of the “community benefits” identified in the cannabis facility application are focused on socio-economic activities (i.e., hiring local residents, providing an average wage for employees which is 50% higher than the State of Michigan minimum wage, and/or identify local non-profit that will benefit from business operations in the city). **More specifically; however, the city is seeking suggestions for capital improvement projects that may be incorporated into the “Community Benefits” section of the application, as well as into the city’s Capital Improvement Plan.**

What is a Community Benefit?

A community benefit is an amenity, benefit, commitment, or promise made by a developer which is expected to provide a tangible improvement to the quality of life for those who live, work, and/or play in Lathrup Village.

What is a Capital Improvement Plan?

A Capital Improvement Plan (CIP) is a six-year schedule of public physical improvements that serves as a tool to assist the City in turning long-range policy planning into real improvements on the ground. The CIP identifies the major capital improvements needed and/or planned for the community, the timeframe for implementation of those improvements, and the budget and revenue sources that will make those improvements a reality.

Each year the city reviews and updates its CIP as required under the Michigan Planning Enabling Act of 2008. While there is always an opportunity for public comment, the city is interested in obtaining feedback BEFORE beginning its annual review which begins in November. This will help ensure that a broader array of capital improvement projects is considered and incorporated into the CIP by the City.

Here is a link to the current [2021 – 2026 City of Lathrup Village Capital Improvement Plan](#), as well as the [interactive GIS Dashboard](#).

Survey Questions

Are you a resident of Lathrup Village?

Do you own commercial property in the City?

After reviewing the projects in the 2021 – 2026 CIP, are there additional projects that should be considered?

What are your Top 3 priorities for Community Benefits?

What are your Top 3 priorities overall for the Capital Improvement Plan?

Are there any other comments you would like to share about long-term capital needs of the city?

**STATUS REPORT ON
PHASE II STORM WATER PERMIT
ILLICIT DISCHARGE AND ELIMINATION PROGRAM
OUTFALL INSPECTION AND MONITORING
FOR
LATHRUP VILLAGE**



AUGUST 2021

Prepared by:



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Appendices – Appendix A – Outfall Map

Appendix B – Outfall List and Field Checklist

Appendix C – Analytical Sample Laboratory Results/Reports

Summary of IDEP Activities

This report summarizes the City of Lathrup Village's Illicit Discharge and Elimination Plan (IDEP) outfall inspection activities for the 2020-2021 testing years. The IDEP has been developed to partially fulfill the requirements for the State of Michigan's NPDES permit for Storm Water Discharge from the Municipal Separate Storm Sewer Systems (MS4s).

As a requirement of the IDEP, the City must inspect all its storm sewer outfalls every five (5) years. These include the outfalls identified in the current MS4 permit along with any new outfalls that may be identified subsequently. Lathrup Village is also part of the Alliance of Rouge Communities (ARC) which assists with some of the City's MS4 permit tasks. The ARC has a Collaborative Illicit Discharge Elimination Program (IDEP) for all of its participating communities that presents the watershed-wide approach to effectively and efficiently address IDEP requirements.

Hubbell, Roth & Clark, Inc. (HRC) inspected the City's eight (8) permit identified outfalls. Appendix A of this report contains the outfall map illustrating all known outfalls within Lathrup Village.

I. Illicit Discharge and Elimination Plan – Procedure

Lathrup Village's short-term illicit discharge and elimination program efforts have been focused on the following:

- Inspecting known storm outfalls visually (as identified through review of existing sewer maps)
- Eliminating illicit discharges as they are identified through visual monitoring of known storm outfalls
- Field observation to identify and verify additional storm outfalls that may not have been identified through review of existing sewer maps.

This procedure is consistent with the MS4 permit requirements.

A. Dry Weather Visual Storm Sewer Outfall Inspections

Since dry weather discharges may be indicative of illicit connections, the outfalls were visually inspected during dry weather periods. For this investigation, dry weather was defined as periods when there had not been precipitation (or snow melt) for a minimum of two (2) days or forty-eight (48) hours. If any instances occurred where the storm water outfall was submerged, the upstream manhole/pipe would be inspected.

The indicators of potential illicit connections used in this study were:

- Blockage
- Deposits/Stains
- Dry Weather Flow
- Presence/absence of flow

- Estimated flow Rate
- Floatables
- Odor
- Water Color
- Visible Debris
- Size of Outfall
- Outfall/Pipe Material
- Turbidity
- Structural Condition

Visual observations were documented on tablets under the ArcGIS checklist for each outfall inspected along with pictures. ArcGIS is an online system that provides data-driven mapping and analyses. The work can be shared and integrated across other users who log into ArcGIS. An example of the field checklist/inspection form used is shown in Appendix B.

B. Wet Weather Visual Storm Sewer Outfall Inspections

Per Lathrup Village's MS4 stormwater permit, it requires that if there is a Total Maximum Daily Load (TMDL) established by the Department for the receiving water, which restricts the discharge of any of the identified significant materials or constituents of those materials, then the Stormwater Pollution Prevention Plan (SWPPP) shall identify the level of control for those materials necessary to comply with the TMDL, and an estimate of the current annual load of those materials via storm water discharges to the receiving stream. The City's SWPPP states a TMDL pollutant for Biota, which includes Fish and Macroinvertebrate Communities rated poor who now score acceptable or excellent in Procedure 51 biomonitoring and Sedimentation/Siltation with a target mean annual suspended sediment concentration 80 mg/L during wet weather.

Per the ARC Collaborative IDEP, the biota assessments apply to the entire watershed. Suspended sediment levels were measured at 90 sites across the watershed in 2017. Suspended sediment sampling will be repeated during wet weather at sites where the average wet weather TSS values exceeded 80 mg/l and where single sample values exceeded 120 mg/L in 2017. The TMDL monitoring report should be complete March 30, 2023.

C. Storm Outfall Sampling

Outfalls that had flow during dry weather were sampled for *Escherichia coli* (E. coli) which is one of the main indicators of an illicit connection.

Parameter	Found In	Potential Source(s)
Escherichia Coli (E. coli)	Sewage	Human or Animal Waste

Escherichia coli (E. coli)

The Michigan water quality standard for E. coli for recreational total body contact is 130 colonies per 100ml of water as a 30-day geometric mean or shall not exceed 300 colonies per 100ml of water at any one time.

D. Sampling Results

Samples during dry weather inspections were taken from one (1) outfall as noted in the following table. The analytical samples for this study were tested at Test America in Brighton. No other flow was present. See Appendix C for the Analytical Reports.

Lab Results Table

Outfall ID	E. Coli Level	State Allowable Limit (cfu per 100ml)
4	4.1	300

E. Outfall Inspection Results

Of the eight (8) outfalls inspected, three (3) were noted to be in good condition, two (2) in fair condition, and two (2) were noted to be in poor condition. One (1) should be removed from the outfall list. Below are the criteria used to determine the outfall condition.

Good: Outfall was noted to be clean, fully operational and with no notable condition deficiencies.

Fair: Outfall had minimal to moderate erosion and/or sediment accumulation but is not impacting capacity or functionality.

Poor: Outfall had moderate to severe erosion, sediment accumulation, and/or was buried impacting capacity and/or functionality.

Outfall ID	Condition
4	Good
7	Good
8	Good
1	Fair
5	Fair
2	Poor
3	Poor
6	Remove



Outfalls 4, 7 and 8 were categorized as Good as no issues were found. Outfalls 1 and 5 were categorized as Fair since they had structural issues. Outfalls 2 and 3 were categorized as Poor. Outfall 2 had stagnant water and dirt in pipe. A size could not be measured accurately. Outfall 3 was buried and an inspection had to be taken at the upstream manhole. Outfall 6 is only a curb catch basin that accepts road flow and should be eliminated from the outfall list.


The following pages contain the inspection summary of each outfall including the outfall material, size, condition assessment, and picture.



Outfall ID: 1	Outfall Material: RCP
Size: 24"	Condition: Fair – Crack on top of structure and wing wall is separating. Exposed on top.
	

Outfall ID: 2	Outfall Material: RCP
Size: 30"	Condition: Poor – Stagnant water and dirt in outfall. Recommend cleaning out or grading section.
	

Outfall ID: 3	Outfall Material: Unknown
Size: 42"	Condition: Poor – Original outfall was buried. Upstream manhole did not have enough water to sample.
	

Outfall ID: 4	Outfall Material: RCP
Size: 30"	Condition: Good
	

Outfall ID: 5	Outfall Material: RCP
Size: 36"	Condition: Fair – Could not open crate over manhole.
	

Outfall ID: 6 – Remove	Outfall Material:
Size: 12"	Condition: Road catch basin
	

Outfall ID: 7	Outfall Material: RCP
Size: 84"	Condition: Good
 A photograph showing the exterior of a large, rectangular concrete outfall structure. The structure is partially buried in the ground, with a metal grate cover placed over the opening. The surrounding area is paved asphalt.	 A photograph showing the interior of the outfall structure. The walls are made of red brick, and the structure is clean and well-maintained. A white pipe is visible running along the wall.

Outfall ID: 8	Outfall Material: Unknown
Size: 54"	Condition: Good
 A photograph showing the exterior of a circular outfall structure. The structure is made of metal and is surrounded by grass and fallen leaves. A metal grate cover is placed over the opening.	 A photograph showing the interior of the outfall structure. The walls are made of concrete and are clean and well-maintained. A metal grate is visible at the bottom of the structure.

II. Short-Term Illicit Discharge and Elimination Plan Program

The sample taken at Outfall 4 did not result in high levels of E. coli so no further action is required there. Lathrup Village should eliminate Outfall 6 and update any documents to reflect this change. This should be added to the number of catch basins the City has. During the next permit reissuance cycle, EGLE should be notified of this change.

It is recommended that the City should inspect Outfall 1 due to the deterioration of the crack on top of the structure and the exposed wing wall that has been separated to determine next steps to fixing the structure. The City should clean out or grade the section around Outfall 2 to remove the stagnant water and dirt in outfall.

III. Long-Term Illicit Discharge Elimination Plan Program

The long-term IDEP efforts will focus on maintaining compliance with the Illicit Discharge Elimination Plan, including inspecting all storm drain outfalls every five (5) years. The inspections shall include the outfalls from this report along with any new outfalls that may be identified and/or constructed subsequently.

Lathrup Village should continue public education of reporting dumping in the storm drain and encourage all residents and staff to contact the City should any suspicious discharges be witnessed at an outfall.

The City should continue the training of its Department of Public Works staff. DPW personnel are the best source for discovering illicit discharges and dumping since they are frequently in the field. Training should consist of how to identify an illicit connection or dumping and the steps that need to be taken upon discovery.

IV. Summary and Recommendation

In order to maintain compliance with its MS4 Permit, Lathrup Village completed the IDEP activities as outlined herein. HRC inspected the City's 8 outfalls, with 1 eliminated which comes to a new total of 7 outfalls for the City. Appendix A of this report contains the outfall map illustrating all known outfalls in the City.

A total of 8 outfalls were inspected throughout the City. Samples during dry weather inspections were taken from one (1) outfall: outfall 4. The sample result came to only 4.1 which is lower than the state allowable limit of 300 per 100ml.

During the IDEP inspections, Outfall 2 and 3 were categorized as poor. Outfall 2 had stagnant water and dirt in pipe. A size could not be measured accurately. Outfall 3 was buried and an inspection had to be taken at the upstream manhole. In addition, Outfall 6 should be removed from the City's map and list and is no longer a City outfall. This outfall is located on Evergreen Rd just north of 11 Mile on the east side. This outfall is actually a curb

catch basin that only accepts road flow and does not connect to any other storm structure. No other flow was present. This point should be added to the catch basin list. Outfall 7 is located in the busy intersection of 11 Mile and Evergreen so the catch basin upstream was inspected. The curb catch basin located on 11 Mile just south of Red River Rd was inspected, but a sample could not be taken. Flow was not present enough to grab enough water.

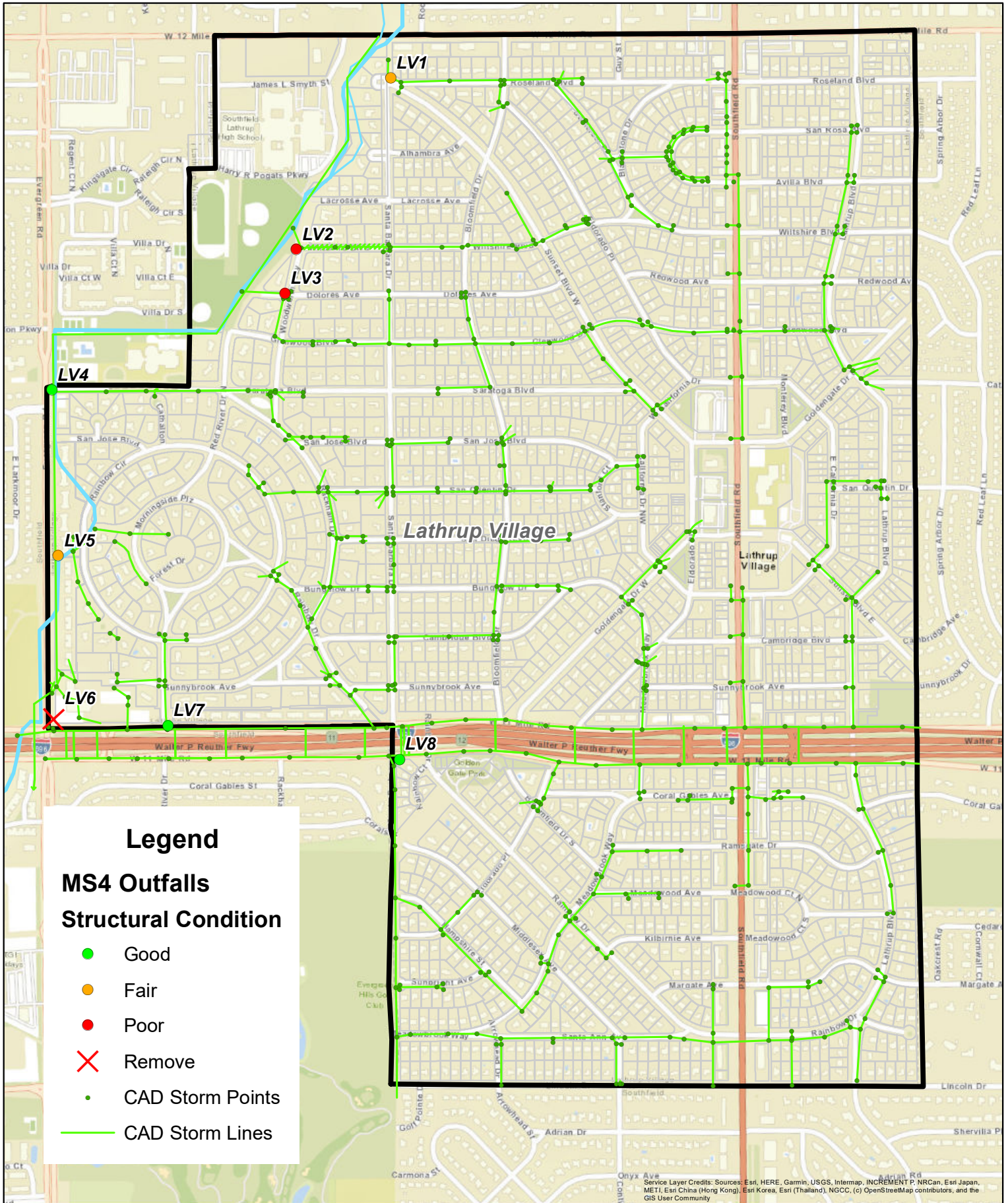
Next Steps:

- Inspect Outfall 1 for maintenance needs
- Inspect Outfall 2 for maintenance needs
- Update outfall map and list – remove Outfall 6. Add to catch basin list
- Continue public education and training of staff

Appendix A - Outfall Map

Lathrup Village MS4 2019-2021 Inspections

Item 2C.



Appendix B - Outfall List and Field Checklist

Outfall_ID	Location	Date	Crew	Blockage	Size_IN	Material	Dry Flow	Presence/Absence of Flow	Flow Comments	Temperatu	Water Color	Water Turbidity	Flow Rate	Odor	Floatables
LV1	Lathrup Village	10/29/2020 12:39	A. Allen	Clean	24"	RCP	No	No - Absense		0					
LV2	Lathrup Village	10/29/2020 13:10	A. Allen	Clean	25% Other	RCP	No			0					
LV3	Lathrup Village	10/29/2020 13:39	A. Allen		Other		Yes		Not enough water flow to sample.	0					
LV4	Lathrup Village	10/29/2020 14:40	A. Allen		Other	RCP	Yes	Yes - Presence		0	Clear	Clear	Slow	None	None
LV5	Lathrup Village	2/11/2021 15:05	A. Allen		36"	RCP	No	No - Absense	<Null>	0					
LV6	Lathrup Village	3/9/2021 19:11	A. Allen				No	No - Absense		0					
LV7	Lathrup Village	3/9/2021 19:41	A. Allen		12"	RCP	No	No - Absense		0			Slow		
LV8	Lathrup Village	10/29/2020 16:41	A. Allen	Clean	54"		Yes		Minimal flow. Cannot capture.	0			Moderate		

		Structural							
Deposits Stains	Visible Debris	Condition	Comments	Address	Drain Name	Last Rainfall	Complete	CreationDate *	
	None	Fair	Crack on top of structure and wing wall is separating. Exposed on top.	19030 Roseland	Rummell Drain	10/27/2020	Yes	1/6/2021 19:34	
	Natural	Fair	Stagnant water and dirt in outfall. Recommend cleaning out or grading section.	19120 Wiltshire	Rummell Drain	10/27/2020	Yes	1/6/2021 19:34	
	None		Upstream manhole. Original outfall cannot access as it's buried.	28425 Woodworth Way	Rummell Drain	10/27/2020	Yes	1/6/2021 19:34	
Other	None	Good	At intersection. Manhole on South side of Saratoga as you turn from Evergreen.	Saratoga and Evergreen	Rummell Drain	10/27/2020	Yes	1/6/2021 19:34	
		Fair	Could not open crate over manhole. Pipe connecting to the north and to the east.	27456 Evergreen	Rummell Drain	2/9/2021	Yes	1/6/2021 19:34	
		Good	Road catch basin located here off of Evergreen. Intake of flow from road and nothing else.	Evergreen	Rummell	2/28/2021	Yes	3/10/2021 19:20	
			Catch basin on curb off of 11 Mile. Very slow flow coming from northeast pipe. Could not catch enough water. Could not capture water on very bottom of pipe as stick was not long enough. Water was flowing west.	Red Run Dr and 11 Mile	Rummell	2/28/2021	Yes	3/10/2021 19:45	
	None	Good	Cannot see structure.	18951 Rainbow Ct	Rummell Drain	10/27/2020	Yes	1/6/2021 19:34	

Appendix C - Analytical Sample Laboratory Results/Reports



Environment Testing America

ANALYTICAL REPORT

Eurofins TestAmerica, Michigan
10448 Citation Drive
Suite 200
Brighton, MI 48116
Tel: (810)229-2763

Laboratory Job ID: 190-24500-1
Client Project/Site: Lathrup Village

For:
Hubbell, Roth & Clark Inc
PO BOX 824
Bloomfield Hills, Michigan 48303

Attn: Kyle Anderson

Sue Schafer

Authorized for release by:
11/20/2020 12:33:20 PM

Sue Schafer, Project Manager II
(810)229-2763
Sue.Schafer@Eurofinset.com

LINKS

Review your project
results through

TotalAccess

Have a Question?



Visit us at:

www.eurofinsus.com/Env

This report has been electronically signed and authorized by the signatory. Electronic signature is intended to be the legally binding equivalent of a traditionally handwritten signature.

Results relate only to the items tested and the sample(s) as received by the laboratory.



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Case Narrative 4

Subcontract Data 5

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Chain of Custody 9

Sample Summary

Item 2C.

Client: Hubbell, Roth & Clark Inc
Project/Site: Lathrup Village

Job ID: 190-24500-1

Lab Sample ID	Client Sample ID	Matrix	Collected	Received	Asset ID
190-24500-1	LV4	Water	10/29/20 11:05	10/29/20 13:45	

Case Narrative

Item 2C.

Client: Hubbell, Roth & Clark Inc
Project/Site: Lathrup Village

Job ID: 190-24500-1

Job ID: 190-24500-1

Laboratory: Eurofins TestAmerica, Michigan

Narrative

Job Narrative
190-24500-1

Comments

No additional comments.

Receipt

The sample was received on 10/29/2020 1:45 PM; the sample arrived in good condition, and where required, properly preserved and on ice. The temperature of the cooler at receipt was 0.0° C.

No analytical or quality issues were noted, other than those described in the Definitions/Glossary page.



2105 Pless Drive Brighton, Michigan 48114 Phone (810)229-7575 Fax (810)229-8650 E-mail bai-brighton@sbcglobal.net

October 30, 2020

Eurofins/TA
10448 Citation Dr.
Brighton, MI 48116

Subject: HRC-Lathrup Village
COC#190-24500

Dear Ms. Schafer :

Thank you for making Brighton Analytical, L.L.C. your laboratory of choice. Attached are the results for the samples submitted on 10/29/2020 for the above mentioned project. NELAP/TNI Accredited Analysis and EGLE Drinking Water Certified Analysis will be identified in their respective reporting formats. Hard copies can be supplied at your request for a fee of \$20.00 per copy.

The invoice for this project will be emailed separately. If you have any questions concerning the data or invoice, please don't hesitate to contact our office. We welcome your comments and suggestions to improve our quality systems. Please reference Brighton Analytical, L.L.C. Project ID 71364 when calling or emailing. We thank you for this opportunity to partner with you on this project and hope to work with you again in the future.

Sincerely,
Brighton Analytical, L.L.C.

Sample Date/Time: 10/29/2020 11:05
 Submit Date/Time: 10/29/2020 16:10
 Report Date: 10/30/2020

Eurofins/TA
 10448 Citation Dr.
 Brighton, MI 48116

BA Project # **71364** Project Name: **HRC-Lathrup Village**
 BA Sample ID **CN05916** Project Number: **COC#190-24500**
 Sample ID: **190-24500-1 LV4**

Analyte Name	Result	Units	RL	MCL	Method Reference	Analysis Time	Analysis Date
Drinking Water Microbiological Analysis							
E. coli(Drinking Water)	4.1	CFU/100 ml	1	0	SM9223B M Well	17:00	10/29/2020
Total Coliform(Drinking Water)	149.7	CFU/100 ml	1	0	SM9223B M Well	17:00	10/29/2020

RL=Reported detection limit for analytical method requested. Some compounds require special analytical methods to achieve EGLE designated target detection limits (TDL).

MCL = Maximum contaminant Levels.

Analysis not specifically identified as drinking water are for non-regulatory compliance purposes.

Released by



Date

10/30/2020

Address:

Regulatory Program: ☐ DW ☐ NPDES ☐ RCRA ☐ Other:

TAL-8210

Client Contact Company Name: Eurofins TestAmerica Address: 10448 Citation Dr Ste 200 City/State/Zip: Brighton, MI 48116 Phone: 810-289-2763 Fax: Project Name: HRC-Lathrup Village Site: P O #		Project Manager: Sue Schater Tel/Email: Sue.schater@eurofins.com Analysis Turnaround Time <input type="checkbox"/> CALENDAR DAYS <input type="checkbox"/> WORKING DAYS TAT if different from Below <input type="checkbox"/> 2 weeks <input type="checkbox"/> 1 week <input type="checkbox"/> 2 days <input type="checkbox"/> 1 day		Site Contact: Lab Contact: Date: 10/29/20 Carrier: COC No: 1 of 1 COCs Sampler: For Lab Use Only: Walk-in Client: Lab Sampling: Job / SDG No.: Sample Specific Notes:	
Sample Identification 190-24500-1 LV4		Sample Date: 10/29/20 11:05am Sample Time: 11:05am Sample Type (C=Comp, G=Grab): G Matrix: W # of Cont: 1		Filtered Sample (Y / N) Perform MS / MSD (Y / N) (need count)	
Preservation Used: 1= Ice, 2= HCl; 3= H2SO4; 4= HNO3; 5= NaOH; 6= Other		Sample Disposal (A fee may be assessed if samples are retained longer than 1 month) <input type="checkbox"/> Return to Client <input type="checkbox"/> Disposal by Lab <input type="checkbox"/> Archive for _____ Months 190-24500 Chain of Custody			

Possible Hazard Identification: Are any samples from a listed EPA Hazardous Waste? Please List any EPA Waste Codes for the sample in the Comments Section if the lab is to dispose of the sample.

☐ Non-Hazard ☐ Flammable ☐ Skin Irritant ☐ Poison B ☐ Unknown

Special Instructions/QC Requirements & Comments:

Custody Seals Intact: <input type="checkbox"/> Yes <input type="checkbox"/> No	Custody Seal No.:	Cooler Temp. (°C): Obs'd:	Cor'd:	Therm ID No.:
Relinquished by: [Signature]	Company: ETA	Received by: [Signature]	Company: [Signature]	Date/Time: 10/29/20 1550
Relinquished by:	Company:	Received by:	Company:	Date/Time: 10/29/20 1610
Relinquished by:	Company:	Received in Laboratory by:	Company:	Date/Time:

Definitions/Glossary

Item 2C.

Client: Hubbell, Roth & Clark Inc
Project/Site: Lathrup Village

Job ID: 190-24500-1

Glossary

Abbreviation	These commonly used abbreviations may or may not be present in this report.
□	Listed under the "D" column to designate that the result is reported on a dry weight basis
%R	Percent Recovery
CFL	Contains Free Liquid
CFU	Colony Forming Unit
CNF	Contains No Free Liquid
DER	Duplicate Error Ratio (normalized absolute difference)
Dil Fac	Dilution Factor
DL	Detection Limit (DoD/DOE)
DL, RA, RE, IN	Indicates a Dilution, Re-analysis, Re-extraction, or additional Initial metals/anion analysis of the sample
DLC	Decision Level Concentration (Radiochemistry)
EDL	Estimated Detection Limit (Dioxin)
LOD	Limit of Detection (DoD/DOE)
LOQ	Limit of Quantitation (DoD/DOE)
MCL	EPA recommended "Maximum Contaminant Level"
MDA	Minimum Detectable Activity (Radiochemistry)
MDC	Minimum Detectable Concentration (Radiochemistry)
MDL	Method Detection Limit
ML	Minimum Level (Dioxin)
MPN	Most Probable Number
MQL	Method Quantitation Limit
NC	Not Calculated
ND	Not Detected at the reporting limit (or MDL or EDL if shown)
NEG	Negative / Absent
POS	Positive / Present
PQL	Practical Quantitation Limit
PRES	Presumptive
QC	Quality Control
RER	Relative Error Ratio (Radiochemistry)
RL	Reporting Limit or Requested Limit (Radiochemistry)
RPD	Relative Percent Difference, a measure of the relative difference between two points
TEF	Toxicity Equivalent Factor (Dioxin)
TEQ	Toxicity Equivalent Quotient (Dioxin)
TNTC	Too Numerous To Count

Chain of Custody Record

Client Information Client Contact: Barb Matthews Company: Hubbell, Roth & Clark Inc Address: 555 Hulet Dr. City: Bloomfield Hills State: MI, Zip: 48303 Phone: 810-229-2763 Email: bmatthews@hrcengr.com Project Name: Hubbell Roth & Clark Storm Drain Sampling Site: Lathrup Village		Lab Plat: Schafer, Sue E-Mail: sue.schafer@tesiamerica.com Lab #: COC No: 190-24830-1219.1 Page: 1 of 3	
Analysis Requested Due Date Requested: TAT Requested (days): PO #: Purchase Order not required WO #: Project #: SSOW #:		Carrier Tracking No(s): Preservation Codes: A - HCL B - NaOH C - Zn Acetate D - Nitric Acid E - NaHSO4 F - MeOH G - Anchor H - Ascorbic Acid I - Ice J - DI Water K - EDTA L - EDA Other: M - Hexane N - None O - AsNaO2 P - Na2O4S Q - Na2SO3 R - Na2S2O3 S - H2SO4 T - TSP Dodecahydrate U - Acetone V - MCAA W - pH 4-5 Z - other (specify)	
Sample Identification Sample Date: 10/29/20 11:05A Sample Time: 11:05A Sample Type (C=Comp, G=grab): G Matrix (W=water, S=solid, O=soil, A=air): Water		Field Filled Sample (Yes or No) <input checked="" type="checkbox"/> N Perform MS/MSD (Yes or No) <input checked="" type="checkbox"/> R SM4500 H+ - pH - Short Holding Time <input checked="" type="checkbox"/> S 1029 - Coliforms, Total and E. coli (m-Coliblu 4500 P, E - Total Phosphorus as P	
Possible Hazard Identification <input type="checkbox"/> Non-Hazard <input type="checkbox"/> Flammable <input type="checkbox"/> Skin Irritant <input type="checkbox"/> Poison B <input type="checkbox"/> Unknown <input type="checkbox"/> Radiological Deliverable Requested: I, II, III, IV, Other (specify)		Sample Disposal (A fee may be assessed if samples are retained longer than 1 month) <input type="checkbox"/> Return To Client <input type="checkbox"/> Disposal By Lab <input type="checkbox"/> Archive For <input type="checkbox"/> Months	
Empty Kit Requisitioned by: Relinquished by: Barb Matthews Relinquished by: Barb Matthews Relinquished by:		Method of Shipment: Date/Time: 10/29/20 1:45 Date/Time: 10/29/20 1:45 Date/Time:	
Custody Seals Intact: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Cooler Temperature(s) °C and Other Remarks: Ver: 01/16/2019	

eurofins

Cooler / Sample Receipt

After hours receipt: complete gray

areas. Place cooler in walk-in, place

form in Receiving box. Date: 10/29/20 Time: 1545☐ SDS or Known Hazard Information Supplied by Client☐ Discrepancies

Client ID: _____

☐ Short Hold

Work Order #: _____

☐ Rush ☐ 24 Hr ☐ 2-Day ☐ 3-Day ☐ 5-Day ☐ Other: _____

Receipt Evaluation Performed by: Initials: _____ Date: _____ Time: _____

Method of Shipment:

☒ Walk-In Client Eurofins TA Field/Courier☐ Other Client / 3rd Party Courier: _____

Fed Ex Tracking #: _____

UPS Tracking #: _____

Other: _____

Shipping Container Type:

☒ Cooler ☐ Box☐ None ☐ Other: _____

Custody Seals Intact:

☒ Yes ☐ No☐ NA (not used or required)

Packing Materials:

☐ Plastic Bags ☐ Foam☐ Bubble Wrap ☐ Paper☐ Packing Peanuts ☒ None☐ Other: _____

Cooling Materials:

☒ Ice (Solid) ☐ Ice (Melted)☐ Blue Ice ☐ None☐ Other: _____

Bacteriological Samples	Temp Corrected (°C)	Frozen?		Rec'd Within 2 Hrs?		Sample Flagged?	
		Yes	No	Yes	No	Yes	No

Received on same day sampled? Yes No

Additional Sheets Required? Yes No

Receipt Temperatures

Thermometer ID	Observed (°C)	Corrected (°C)	Temp Blank	Sample Temp	Acceptable	Cooler ID	Affected Samples
CP 313207	6.7	0.0	n/a	6.7	✓ Y N		
					Y N		
					Y N		

Receipt Questions**	Y	N	NA	"No" answers require additional comment
CoC present and ETA receipt signature, date, and time properly documented?	✓			
Containers and Labels in good condition? (unbroken, not leaking, appropriately filled, labels legible & attached)	✓			
Appropriate containers used and adequate volume provided?	✓			Preserved bottles checked for pH? * Yes No
Number of sample containers match CoC?	✓			pH strip lot # _____
Samples received within hold?	✓			
Samples submitted for GRO and Volatiles analysis (8260 624, 524) received without headspace?			✓	
Was a Trip Blank received with VOA samples?			✓	
Were the samples free of any questionable physical conformities? (i.e.; field duplicates or multiple bottles of the same sample do not significantly vary in appearance – color, solid proportions, etc.)	✓			
Were the CoC bottle labels and all other items free of all other discrepancies or issues that would need to be addressed with the Project Manager and/or Client?	✓			
**May not be applicable if samples are not for compliance testing				*Excludes FOG, VOAs, TOC Vials, HEM

Client Contact Record

Contact Via: ☐ Phone ☐ Email ☐ Other: _____ Person Contacted: _____ Date/Time: _____☐ Discrepancy allowance agreement is on record in the client project file

Discussion / Resolution

No appropriate bottle rec'd for pH.
pH not analyzed. IME 11/3/20

Any additional documentation and clarification from the client must be noted in the narrative and/or scanned into the CoC directory.

Reviewed by _____ Date: _____

WI-MI-010_020720

Address: _____

Chain of Custody Record

1. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$
 2. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$
 3. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$
 4. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$
 5. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$
 6. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$
 7. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$
 8. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$
 9. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$
 10. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$

erofus

Environment Testing
TestAmerica

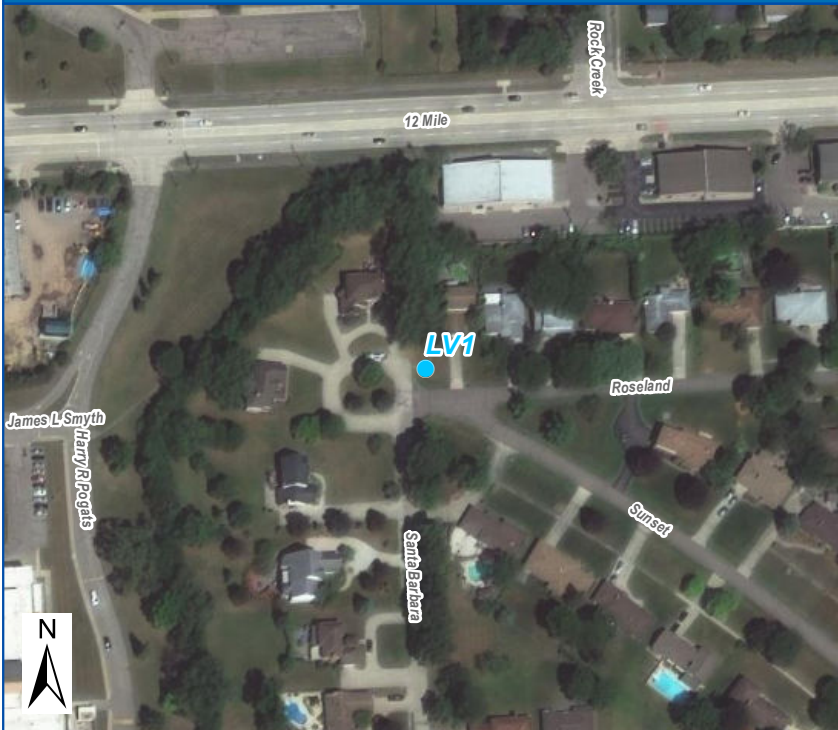
7A1-8210

Regulatory Program:										
		DW	NPDES	RCA	Other:					
Client Contact		Project Manager:		Site Contact:						
Address:		Tel>Email:	Analysis Turnaround Time <input type="checkbox"/> CALENDAR DAYS <input type="checkbox"/> WORKING DAYS TAT if different from Below _____ <input type="checkbox"/> 2 weeks <input type="checkbox"/> 1 week <input type="checkbox"/> 2 days <input type="checkbox"/> 1 day		Date:	COC No: of COCs				
City/State/Zip				Carrier:	Sampler:					
Phone:					For Lab Use Only: Walk-in Client: _____ Lab Sampling: _____					
Fax:					Job / SDG No.: _____					
Project Name										
Site										
PO #										
Sample Identification		Sample Date	Sample Time	Sample Type (c=Comp, g=Gab)	Matrix	# of Cont.	Filtered Sample (Y / N)	Perform MS / MSD (Y / N)	Sample Specific Notes:	
Preservation Used: 1= Ice; 2= HCl; 3= H2SO4; 4=HNO3; 5=NaOH; 6= Other _____							Sample Disposal (A fee may be assessed if samples are retained longer than 1 month) <input type="checkbox"/> Return to Client <input type="checkbox"/> Dispose by Lab <input type="checkbox"/> Archive for _____ Months			
Possible Hazard Identification: Are any samples from a listed EPA Hazardous Waste? Please List any EPA Waste Codes for the sample in the Comments Section if the lab is to dispose of the sample. <input type="checkbox"/> Non-Hazard <input type="checkbox"/> Flammable <input type="checkbox"/> Skin Irritant <input type="checkbox"/> Poison B <input type="checkbox"/> Unknown										
Special Instructions/QC Requirements & Comments:										
Custody Seals Intact: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Custody Seal No.: _____ Cooler Temp. (°C) Obsd: _____ Cor'd: _____ Term ID No.: _____										
Relinquished by: [Signature] Company: ETV Date/Time: 10/27/2009 Received by: [Signature] Company: X Date/Time: 10/29/2009										
Relinquished by: _____ Company: _____ Date/Time: _____ Received In Laboratory by: _____ Company: _____ Date/Time: _____										
Company: _____ Date/Time: _____										
Date/Time: _____										
Date/Time: _____										

MS4 Inspection Report

Outfall ID: LV1

IDEP Location and Photos



Inspection Details

Location:	Lathrup Village	Flow Comments:	N/A
Date Inspected:	10/29/2020 12:39:26 PM	Water Turbidity:	N/A
Investigator:	A. Allen	Water Color:	N/A
Address:	19030 Roseland	Other Color:	N/A
Drain Name:	Rummell Drain	Temperature:	0
Last Rainfall:	10/27/2020	Odor:	N/A
Blockage:	Clean	Floatables:	N/A
Size Inches:	24"	Other Floatables:	N/A
Comments: Crack on top of structure and wing wall is separating. Exposed on top.			
Material:	RCP	Deposits Stains:	N/A
Other Material:	N/A	Other Deposits Stains:	N/A
Dry Flow:	No	Visible Debris:	None
Flow Rate:	N/A	Structural Condition:	Fair
Presence/Absence of Flow:	No - Absence	Complete:	Yes

MS4 Inspection Report

Outfall ID: LV2

MS4 Location and Photos



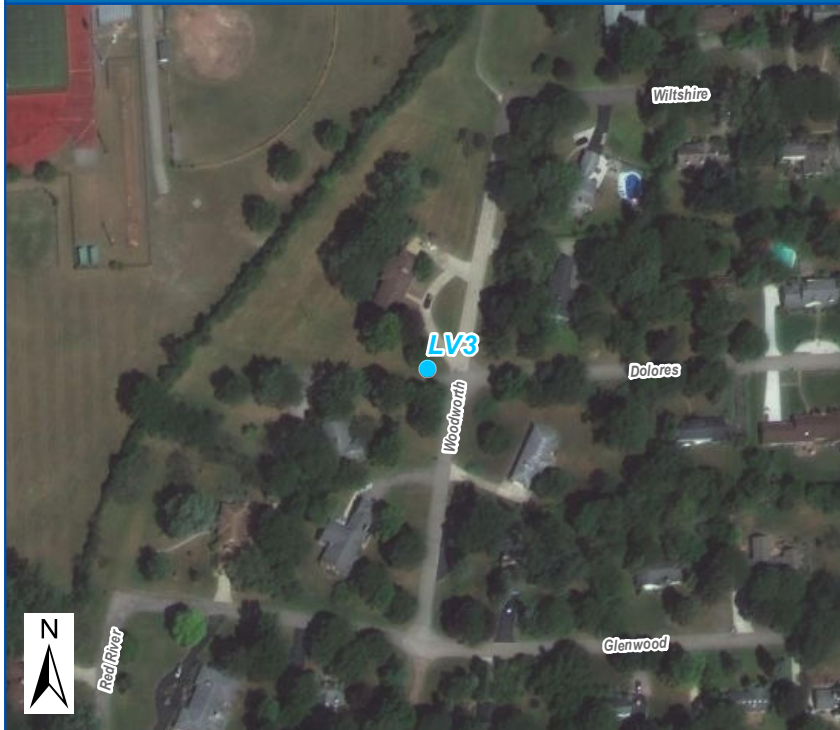
Inspection Details

Location:	Lathrup Village	Flow Comments:	N/A
Date Inspected:	10/29/2020	Water Turbidity:	N/A
Investigator:	A. Allen	Water Color:	N/A
Address:	19120 Wiltshire	Other Color:	N/A
Drain Name:	Rummell Drain	Temperature:	N/A
Last Rainfall:	10/27/2020	Odor:	N/A
Blockage:	25%	Floatables:	N/A
Size Inches:	Other	Other Floatables:	N/A
Comments: Stagnant water and dirt in outfall. Recommend cleaning out or grading section.			
Material:	RCP	Deposits Stains:	N/A
Other Material:	N/A	Other Deposits Stains:	N/A
Dry Flow:	No	Visible Debris:	Natural
Flow Rate:	N/A	Structural Condition:	Poor
Presence/Absence of Flow:	No - Absence	Complete:	Yes

MS4 Inspection Report

Outfall ID: LV3

MS4 Location and Photos



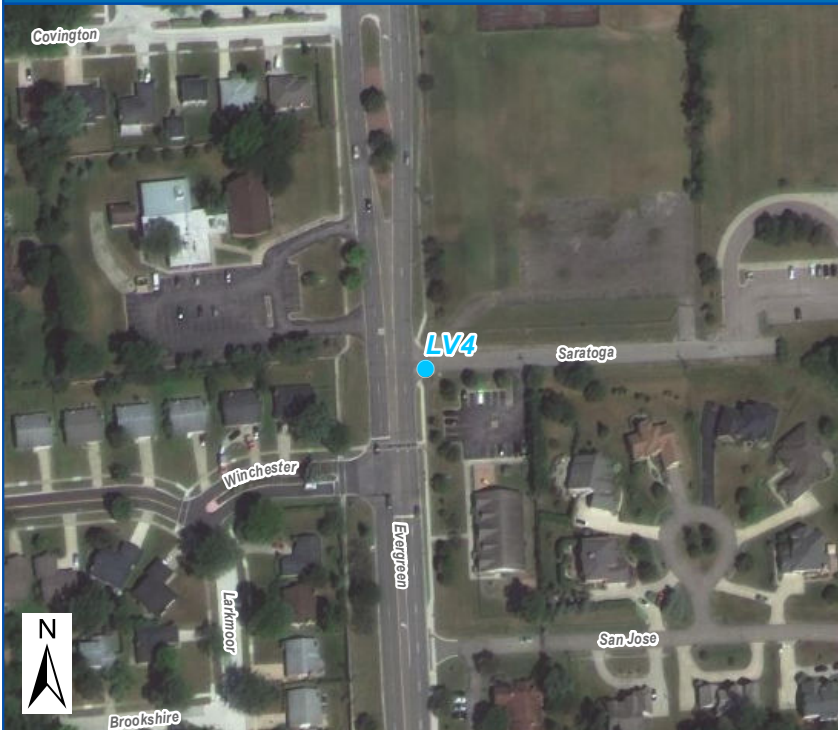
Inspection Details

Location:	Lathrup Village	Flow Comments:	Not enough water flow to sample.
Date Inspected:	10/29/2020	Water Turbidity:	N/A
Investigator:	A. Allen	Water Color:	N/A
Address:	28425 Woodworth Way	Other Color:	N/A
Drain Name:	Rummell Drain	Temperature:	N/A
Last Rainfall:	10/27/2020	Odor:	N/A
Blockage:	N/A	Floatables:	N/A
Size Inches:	Other	Other Floatables:	N/A
Comments: Upstream manhole. Original outfall cannot access as it's buried.			
Material:	N/A	Deposits Stains:	N/A
Other Material:	N/A	Other Deposits Stains:	N/A
Dry Flow:	Yes	Visible Debris:	None
Flow Rate:	N/A	Structural Condition:	Poor
Presence/Absence of Flow:	No - Absence	Complete:	Yes

MS4 Inspection Report

Outfall ID: LV4

IDEP Location and Photos



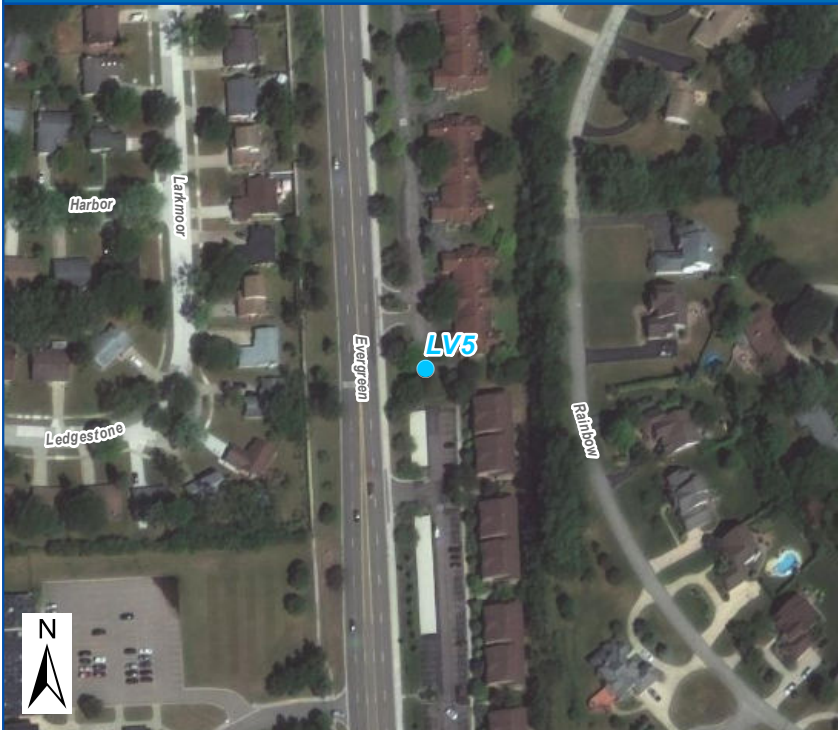
Inspection Details

Location:	Lathrup Village	Flow Comments:	N/A
Date Inspected:	10/29/2020 2:40:41 PM	Water Turbidity:	Clear
Investigator:	A. Allen	Water Color:	Clear
Address:	Saratoga and Evergreen	Other Color:	N/A
Drain Name:	Rummell Drain	Temperature:	0
Last Rainfall:	10/27/2020	Odor:	None
Blockage:	Clean	Floatables:	None
Size Inches:	Other	Other Floatables:	N/A
Comments: At intersection. Manhole on South side of Saratoga as you turn from Evergreen.			
Material:	RCP	Deposits Stains:	Other
Other Material:	N/A	Other Deposits Stains:	N/A
Dry Flow:	Yes	Visible Debris:	None
Flow Rate:	Slow	Structural Condition:	Good
Presence/Absence of Flow:	Yes - Presence	Complete:	Yes

MS4 Inspection Report

Outfall ID: LV5

IDEP Location and Photos



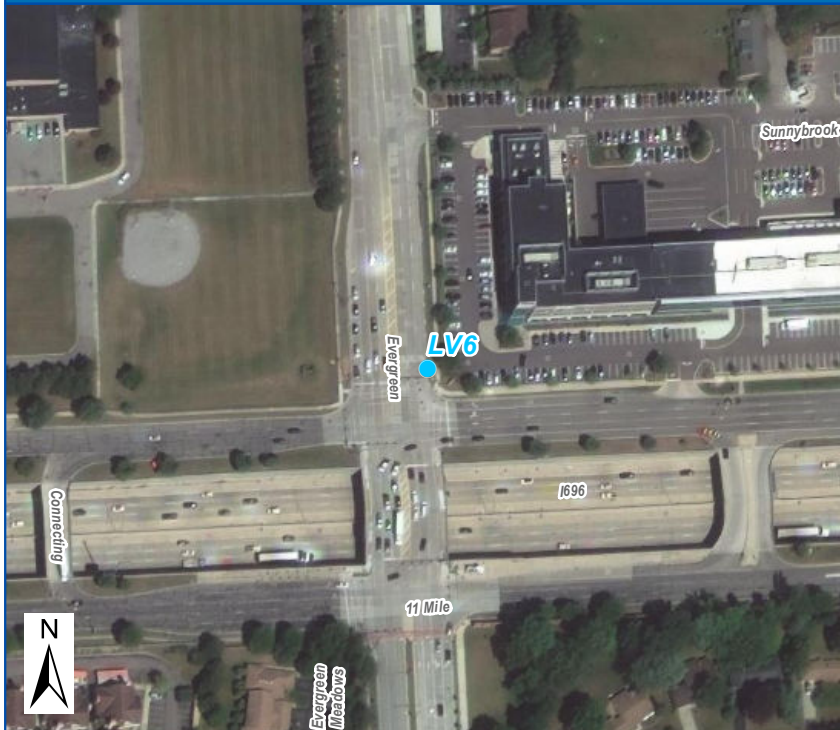
Inspection Details

Location:	Lathrup Village	Flow Comments:	N/A
Date Inspected:	2/11/2021 3:05:52 PM	Water Turbidity:	N/A
Investigator:	A. Allen	Water Color:	N/A
Address:	27456 Evergreen	Other Color:	N/A
Drain Name:	Rummell Drain	Temperature:	0
Last Rainfall:	2/9/2021	Odor:	N/A
Blockage:	N/A	Floatables:	N/A
Size Inches:	36"	Other Floatables:	N/A
Comments: Could not open crate over manhole. Pipe connecting to the north and to the east.			
Material:	RCP	Deposits Stains:	N/A
Other Material:	N/A	Other Deposits Stains:	N/A
Dry Flow:	No	Visible Debris:	N/A
Flow Rate:	N/A	Structural Condition:	Fair
Presence/Absence of Flow:	No - Absence	Complete:	Yes

MS4 Inspection Report

Outfall ID: LV6

MS4 Location and Photos



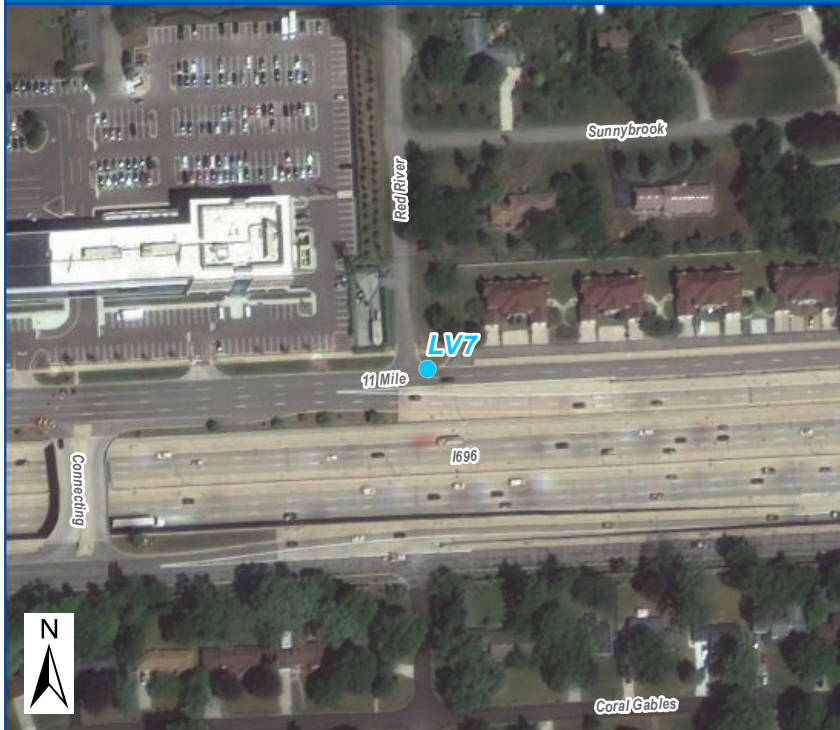
Inspection Details

Location:	Lathrup Village	Flow Comments:	N/A
Date Inspected:	3/9/2021	Water Turbidity:	N/A
Investigator:	A. Allen	Water Color:	N/A
Address:	Evergreen	Other Color:	N/A
Drain Name:	Rummell	Temperature:	N/A
Last Rainfall:	2/28/2021	Odor:	N/A
Blockage:	N/A	Floatables:	N/A
Size Inches:	N/A	Other Floatables:	N/A
Comments: Road catch basin located here off of Evergreen. Intake of flow from road and nothing else.			
Material:	N/A	Deposits Stains:	N/A
Other Material:	N/A	Other Deposits Stains:	N/A
Dry Flow:	No	Visible Debris:	N/A
Flow Rate:	N/A	Structural Condition:	N/A
Presence/Absence of Flow:	No - Absence	Complete:	Yes

MS4 Inspection Report

Outfall ID: LV7

IDEP Location and Photos



Inspection Details

Location:	Lathrup Village	Flow Comments:	N/A
Date Inspected:	3/9/2021 7:41:53 PM	Water Turbidity:	N/A
Investigator:	A. Allen	Water Color:	N/A
Address:	Red Run Dr and 11 Mile	Other Color:	N/A
Drain Name:	Rummell	Temperature:	0
Last Rainfall:	2/28/2021	Odor:	N/A
Blockage:	N/A	Floatables:	N/A
Size Inches:	12"	Other Floatables:	N/A
Comments: Catch basin on curb off of 11 Mile. Very slow flow coming from northeast pipe. Could not catch enough water. Could not capture water on very bottom of pipe as stick was not long enough. Water was flowing west.			
Material:	RCP	Deposits Stains:	N/A
Other Material:	N/A	Other Deposits Stains:	N/A
Dry Flow:	No	Visible Debris:	N/A
Flow Rate:	Slow	Structural Condition:	Good
Presence/Absence of Flow:	No - Absence	Complete:	Yes

MS4 Inspection Report

Outfall ID: LV8

MS4 Location and Photos



Inspection Details

Location:	Lathrup Village	Flow Comments:	Minimal flow. Cannot capture.
Date Inspected:	10/29/2020	Water Turbidity:	N/A
Investigator:	A. Allen	Water Color:	N/A
Address:	18951 Rainbow Ct	Other Color:	N/A
Drain Name:	Rummell Drain	Temperature:	N/A
Last Rainfall:	10/27/2020	Odor:	N/A
Blockage:	Clean	Floatables:	N/A
Size Inches:	54"	Other Floatables:	N/A
Comments: Cannot see structure.			
Material:	N/A	Deposits Stains:	N/A
Other Material:	N/A	Other Deposits Stains:	N/A
Dry Flow:	Yes	Visible Debris:	None
Flow Rate:	Moderate	Structural Condition:	Good
Presence/Absence of Flow:	No - Absence	Complete:	Yes



A HERITAGE OF GOOD LIVING

Dr. Sheryl L. Mitchell Theriot

City Administrator

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members

FR: Sheryl Mitchell Theriot, City Administrator

DA: September 27, 2021

RE: Status Report on Phase II Storm Water Permit – Illicit Discharge and Elimination Program
Outfall Inspection and Monitoring

The City of Lathrup Village works with the engineering firm of Hubbell, Roth & Clark for the Storm Water Permits and compliance with the Illicit Discharge and Elimination Plan (IDEP). The primary contact is Ashley Allen – Project Analyst – Environmental Engineering Department.

The past year has been the testing period to fulfil the Michigan National Pollutant Discharge Elimination System (NPDES) permit for Storm Water Discharge. This occurs every 5 years. The 8 permit identified outfalls were inspected and the report is attached.

Staff and DPS meet with Ms. Allen to review the report and implement plans to address any of the identified maintenance needs and remain compliant with the Municipal Separate Storm Sewer System (MS4) permit requirements. Outfall 6 is being removed from this list and added to the catch basin list.

No action is required by Council – this is informational.



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

MEMORANDUM

To: DDA Board of Directors
From: Susie Stec, DDA Director
Date: September 22, 2021
RE: DDA & Special Projects Manager position

The city's Parks & Recreation Coordinator resigned at the end of August. As a result of this departure, the responsibilities of that position were reassigned to other staff. The DDA & Special Projects Manager will be taking on the planning and implementation of the many community events previously hosted by the Parks & Recreation Department such as Fall Fest, Tree Lighting, Breakfast with Santa, senior luncheons, etc. Many of these events take place in the DDA District and were organized and managed by the Parks & Recreation Coordinator, as outlined in the Cost Share Agreement.

The DDA Executive Committee met on September 8th to discuss the expanded job responsibilities and a corresponding salary increase. It was agreed that the 15% (~\$8,000) currently allocated in the Cost Share Agreement for the Parks & Recreation Coordinator position would be reallocated to the DDA & Special Projects Manager salary. Further, the City agreed to contribute an additional \$4,000 for the responsibilities which fall outside of the DDA District.

At their meeting on September 17th the DDA Board of Directors unanimously approved a salary increase for the DDA & Special Projects manager to \$42,000 to be split between the DDA & City (\$8,000/\$4,000).



A HERITAGE OF GOOD LIVING

Dr. Sheryl L. Mitchell Theriot**City Administrator**

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

COUNCIL COMMUNICATION:**TO:** Mayor Garrett and City Council Members**FR:** Sheryl Mitchell Theriot, City Administrator**DA:** September 27, 2021**RE:** RFP Realtor Contract – House in the Woods Property

In February 2021, the Council approved the Contractor Agreement for Real Estate Services with Natasha Hughes Smith d/b/a Lynn & Associates, for the property at 19600 Forest Drive, Lathrup Village, MI 48076, aka the House in the Woods Property

The contract with Lynn & Associates included a \$500 fee for listing the property. The commission was 6% of the sale price. The original contract ended in August 2021.

Council requested to re-issue the RFQ for the realtor services.

Suggested Motion:

Approve the issuance of the RFP for Real Estate Services for the property at 19600 Forest Drive, Lathrup Village, MI 48076, aka the House in the Woods Property.

CITY OF LATHRUP VILLAGE

House in the Woods Property

19600 Forest Drive, Lathrup Village, MI 48076

Request for Proposals: Real Estate Professional Services for the City of Lathrup Village, MI

BID NUMBER: #03-LV-2021

DATE ISSUED: October 1, 2021

DATE DUE: Monday, November 1, 2021, 4:00PM (LOCAL TIME)
Bid will be opened publicly at this time at,

**CITY OF LATHRUP VILLAGE
ATTN: REAL ESTATE SERVICES RFP
27400 SOUTHFIELD ROAD
LATHRUP VILLAGE, MICHIGAN, 48076**

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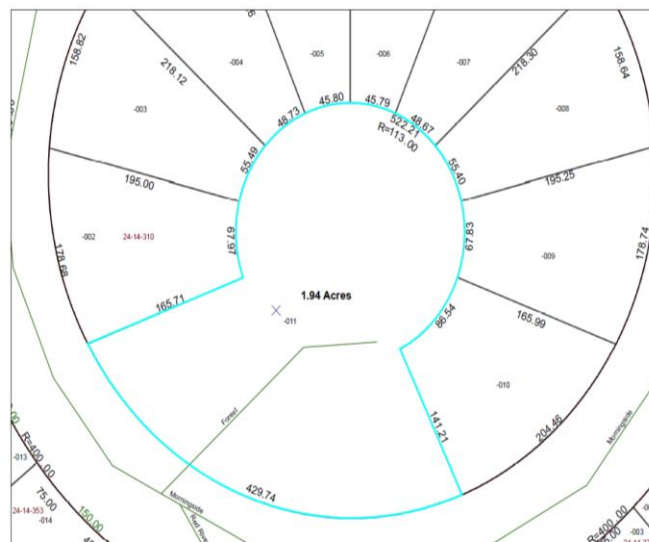
BACKGROUND

This Request for Qualifications (“RFP”) is being issued by the City of Lathrup Village. The City of Lathrup Village invites the submission of proposals for Real Estate Professional Services to facilitate the sale of the “House in the Woods” property, located at 19600 Forest Drive, Lathrup Village, MI 48076. The successful respondent will review the scope of services and provide requested documentation demonstrating their qualifications in the area of real estate sales and high commitment to the real estate market in the City of Lathrup Village and Oakland County. Respondents that provide this service with demonstrated experience and an interest in making their services available to the City of Lathrup Village are invited to respond to this RFP. “Respondents” means the companies or individuals that submit proposals in response to this RFP.

The City of Lathrup Village is seeking proposals to appraise, list, and market the House in the Woods property, 19600 Forest Drive. The property in its current form is vacant. It is the site of Lathrup Village founder Louise Lathrup’s home, which was called “The House in the Woods.” The home was struck by lightning and burned to the ground in June 2009. The House in the Woods property was deeded to the city in September 2010.

Lathrup Village is a small city in Oakland County that was founded in 1953. Like many metropolitan Detroit suburbs that experienced a housing boom in the postwar years, Lathrup Village is almost entirely “built out.” The current population is approximately 4,100. Many of Lathrup’s neighborhoods feature historic homes; however, the homes surrounding the House in the Woods property were built within the last 20 years or so and are not historic.

The House in the Woods property is currently utilized as a low-impact nature preserve as approved by the Lathrup Village Planning Commission in March 2012. However, it is zoned as R-3 “Single-Family Cluster Housing.” This designation, according to the Lathrup Village Zoning Ordinance, “is intended to allow single-family dwelling units to be developed with varied yard setback requirements and/or design innovations so as to (a) facilitate development of parcels that are difficult to develop under the usual standards, (b) allow for a single-family detached residential development without increasing the permitted appropriate conventional lot-by-lot subdivision density, and/or (c) enhance useful open space and preserve significant trees and other natural features through the proper utilization of density transfer techniques.”



IMPORTANT DATES

RFP Issue Date: Friday, October 1, 2021

Questions Due: Monday, October 18, 2021 at **4:00pm**

Response to Questions: Monday, October 25, 2021

Proposal Due Date: Monday, November 1, 2021 at **4:00pm**

Award Date: Monday, November 22, 2021 (estimated)

SCOPE OF WORK/DELIVERABLES

The CITY OF LATHRUP VILLAGE is looking for qualified real estate agent and/or broker that have a proven capacity to list, market, show, and sell property located at 19600 Forest Drive, Lathrup Village, MI 49224.

1. General Realtor Services that are required include, but are not limited to:

- a. Providing market analysis of properties as requested which reflect real-market conditions based on similar comps or sales.
- b. Developing and presenting written marketing plans for property sales and monthly follow up on that plan, adjustments to the plan would need to be discussed with CITY OF LATHRUP VILLAGE.
- c. Participating in CITY OF LATHRUP VILLAGE sponsored activities to promote property sales.
- d. Coordinating the title insurance process with title agency.
- e. Taking photos of property for marketing materials and website.
- f. Communicating regularly with CITY OF LATHRUP VILLAGE's Lathrup Village City Administrator and Manager, Community & Economic Development regarding showings, buyers, comments, and concerns regarding specific properties, potential buyer demographics, potential offers, and any maintenance/repair/cleaning/security needs noted at the sale property.
- g. Presenting all offers to the CITY OF LATHRUP VILLAGE City Council and City Administrator with recommendations for acceptance or refusal.

THRESHOLD REQUIREMENTS/REQUIRED FOR SUBMITTAL

1. Submissions must be submitted in the format outlined below and be a **maximum of ten (10) pages**:
 - a. **Executive Summary:** Summarize the Respondent's strong points and how experience, particularly with similar responsibilities, will assist property sales.
 - b. **Business Organization:** State the full name and address of the organization and, if applicable, the branch office, consultants, or other subordinate elements that will provide or assist in providing the service. Include phone number(s), email address(s) and Respondent's website address. Indicate whether Respondent operates as an individual, broker, partnership, or corporation; if as a corporation, include the state in which Respondent is incorporated. State the names of the principals of the Respondent who are licensed to practice in the State of Michigan.
2. **Document Requirements**
 1. These documents must be submitted along with your proposal:
 - a. **Certificate of Good Standing** for Corporations Companies issued by the Michigan Secretary of State; or
 - b. **Certificate of Existence for Limited Liability Companies** issued by the Michigan Secretary of State; or
 - c. **Certificate of Good Standing or Certificate of Existence for Joint Ventures; or**
 - d. **"Doing Business As" documentation and certificates for all other types of businesses.**
 2. **Indemnification.** The selected Contractor shall agree to indemnify and hold harmless the CITY OF LATHRUP VILLAGE, the City of Lathrup Village, and their respective officers, agents, and employees from any and all claims, causes, or actions, and damages of any kind, for injury to or death of any person and damages to property arising out of or in connection with the work done by the Contractor under this contract, and including acts or omissions of the CITY OF LATHRUP VILLAGE, the City of Lathrup Village or their respective officer, agents, or employees in connection with said contact.
 3. **Copy of State of Michigan Real Estate License and/or Brokers License:** for all employees committed to this service.
 4. **References List:** Three (3) from related work, including date of contract, contact person and phone number, and a brief description of the scope of work. (Please see and complete Appendix A)
 5. **Non-Collusion Affidavit:** Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the CITY OF LATHRUP VILLAGE. In addition, all Respondents shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts. (Please see and complete Appendix B)
 6. **Sales history information:** Number of properties sold, length of time on the market, number of foreclosed homes sold and/or managed and area where properties were sold for the past three years. Please include all properties listed and sold within the City of Lathrup Village and Oakland County.
 7. **W-9 Form** (see Appendix D)

Evaluation and Scoring

Qualifications of proposed bidders will be determined by the evaluation committee's assessment of technical qualifications contained in the sealed bid submitted to the City of Lathrup Village, c/o City Clerk Yvette Talley, 27400 Southfield Road, Lathrup Village, MI 49224. A maximum score of 100 could be awarded with a minimum score of 75 needed to qualify.

<u>Part One Criteria</u>	<u>Points</u>	<u>Description</u>
Qualifications of Firm	10	Executive Summary
	10	Business organization
	10	Copy of License
	10	References from current clients
	20	Submittal of required documents
Capacity to Provide Service	10	Positive sales record in City of Lathrup Village and/or Oakland County for previous 3 years
	10	Detailed Marketing Plan for the property
	20	Marketing approach, use of tools, type of outreach (media, signage, other)

Other Aspects to Consider

1. RFP Overview

It is understood that the selected Respondent acting as an individual, partnership, corporation or other legal entity, shall be capable of providing the specified services. The Respondent shall be financially solvent and its employees and or subcontractors shall be competent to perform the services required under this RFP.

Nothing in this RFP shall be construed to create any legal obligation on the part of the, the City of Lathrup Village, or any Respondents. The CITY OF LATHRUP VILLAGE reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall the CITY OF LATHRUP VILLAGE be liable to Respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP.

No Respondent shall be entitled to repayment from the CITY OF LATHRUP VILLAGE for any costs, expenses or fees related to this RFP or responding to it. All supporting documentation submitted in response to this bid will become the property of the CITY OF LATHRUP VILLAGE. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known; however, submissions are to be firm and cannot be withdrawn for a period of thirty (30) calendar days after opening.

2. Term of Contract

Any contract awarded pursuant to this RFP solicitation shall be for a contract period of six (6) months, with the option of an extension for an additional six (6) months, at the discretion of the CITY OF LATHRUP VILLAGE. All contracts made by the successful bidder with subcontractors shall be covered by the terms and conditions of the contract. The successful bidder shall see to it that their subcontractors are fully informed in regard to these terms and conditions.

3. Economic Sanctions

The undersigned, acting either individually or as a duly authorized representative of the entity submitting the enclosed bid/proposal hereby verifies that he/she/it is not an Iran linked business which is defined as follows in the Iran Economic Sanctions Act, Public Act 517 of 2012, MCL 129.311, et. seq.: (i) A person engaging in investment activities in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran and/or (ii) A financial institution that extends credit to another person, if that person will use the credit to engage in investment activities in the energy sector of Iran.

D. All work shall confirm to the following federal requirements where applicable:

24 CFR 570.061 – Equal Opportunity and Fair Housing

24 CFR 570.611 – Conflict of Interest

24 CFR 570.602 – Affirmative Marketing

24 CFR 85.36 – Procurement

24 CFR 570.609 – Debarred, Ineligible or Suspended Contractors Executive Order 11246 - of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 1124 of October 13, 1967 and as supplemented in Department of Labor regulations (41 CFR Chapter 60). (Applicable to all service contracts awarded in excess of \$10,000 by respondent or its subcontractors.)

RFP SUBMITTAL GUIDELINES

The Selection Committee comprised of the CITY OF LATHRUP VILLAGE staff will review qualifications in accordance with the evaluation criteria set forth objectives and policies. Evaluations and recommendations will be presented to the City of Lathrup Village City Council for their consideration. Proposals that are submitted timely and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. Any contract resulting from this RFP will not necessarily be awarded to the vendor with the lowest overall price. Instead, contract shall be awarded to vendor whose proposal received the most points in accordance with criteria set forth in the RFP.

The CITY OF LATHRUP VILLAGE reserves the right to select the Respondent(s) that best meet the CITY OF LATHRUP VILLAGE's goals and objectives, required qualifications, and service level expectations. The CITY OF LATHRUP VILLAGE reserves the right, in its sole discretion, to reject any/or all proposals, to waive any irregularities and technical defects contained therein, to award the contract in its entirety, in part, or not at all and/or determine which proposal is the lowest and/or best to enter into a Contract, as deemed to be in the best interest of the CITY OF LATHRUP VILLAGE.

A submission shall constitute an irrevocable offer for a period of sixty (60) days from the opening date or until the date of award, whichever is earlier. In the event that an award is not made by CITY OF LATHRUP VILLAGE within sixty (60) days from the opening date, the Respondent may withdraw his/her submission or provide a written extension of his/her response.

QUESTIONS

Written questions must be submitted via email to Sheryl Mitchell Theriot, City Administrator at smitchell@lathrupvillage.org by Monday, October 18, 2021 at **4:00pm**. Written answers will be provided to all potential bidders via email by Monday, October 25, 2021.

SUBMITTAL DUE DATE

Responses to this RFP are due by Monday, November 1, 2021, 4:00PM (local time). Each Respondent is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal number, proposal name, proposal due date and time, and your firm's name. Proposal can be delivered by mail, hand delivery, or email to:

CITY OF LATHRUP VILLAGE
ATTN: REAL ESTATE SERVICES RFP

27400 Southfield Road

Lathrup Village, MI 49224

cityclerk@lathrupvillage.org

LATE PROPOSALS WILL NOT BE CONSIDERED



CERTIFICATION FORM NOTE

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL CERTIFICATION

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the "Respondent"), that the information provided in this RFP submittal to the CITY OF LATHRUP VILLAGE is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

(Name of Respondent)

(Signature of Authorized Representative)

(Typed Name of Authorized Representative)

(Title)

(Date)

RFP SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFP

- ☐ RFP Submittal Requirements Checklist
- ☐ Certification Form Note
- ☐ Request for Qualifications Submission
- ☐ Copy of Michigan Real Estate License for individual(s), associates or firm.
- ☐ Copy Brokers Letter and License, if applicable.
- ☐ Reference List (Please see and complete Appendix A)
- ☐ Non-Collusion Affidavit (Please see and complete Appendix B)
- ☐ W-9 Form (Please see and complete Appendix C)
- ☐ Sales History Information
- ☐ Detailed Marketing Plan

Respondent Name: _____

Company Name: _____

Date of submission: _____

APPENDIX A – Reference list

List of Three (3) References and Description of Services Provided

Reference 1

Company/Municipality: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

_____ Email: _____

Type of Project(s): _____

Reference 2

Company/Municipality: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

_____ Email: _____

Type of Project(s): _____

Reference 3

Company/Municipality: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

_____ Email: _____

Type of Project(s): _____

APPENDIX B – Non-Collusion Affidavit

NON-COLLUSION AFFIDAVIT

The bidder, by its officers and authorized agents or representatives, present at the time of filing this bid, being duly sworn on their oaths, say that neither they nor any of them have in any way, directly or indirectly, entered into any arrangement or agreement with any other bidder or with any public officer or representative of the Lathrup Village Building Authority, whereby such affidavit or affiant or either of them has paid or is to pay to such other bidder or public office anything of value whatsoever; or such affidavit or affiant or either of them has not directly or indirectly entered into any arrangement or agreement with any other bidder or bidders, which tends to or does lessen or destroy free competition in the letting of the contract sought for the by the attached bid; that no inducement of any form or character other than that which appears on the face of the bid will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the bid or awarding of the contract; nor has this bidder any agreement or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds of the contract sought by this bid. The bidder is fully informed with respect to the preparation and contents of the attached bid proposal and of all pertinent circumstances respecting said proposal.

I hereby affirm by my signature affixed hereto that the above statements are true to the best of my knowledge, information and belief.

By: _____
Signature _____ Date _____

Printed Name

Title

Company

This affidavit must be notarized to be complete. Notary certification below.

Subscribed and sworn to before me on _____, 2018 in _____ County, Michigan.



_____, Notary Public
Acting in _____ County, Michigan
My Commission Expires: _____, 20____



APPENDIX C – W-9

Form W-9 (Rev. January 2011) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS.																																																																		
Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)																																																																			
	Business name/disregarded entity name, if different from above																																																																			
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____																																																																			
	<input type="checkbox"/> Exempt payee																																																																			
	Address (number, street, and apt. or suite no.) City, state, and ZIP code List account number(s) here (optional)	Requester's name and address (optional)																																																																		
Part I Taxpayer Identification Number (TIN)																																																																				
<p>Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.</p> <p>Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.</p>																																																																				
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<p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none">The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), andI am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, andI am a U.S. citizen or other U.S. person (defined below). <p>Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.</p>																																																																				
Sign Here	Signature of U.S. person ▶	Date ▶																																																																		
General Instructions																																																																				
<p>Section references are to the Internal Revenue Code unless otherwise noted.</p> <p>Purpose of Form</p> <p>A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.</p> <p>Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:</p> <ol style="list-style-type: none">Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),Certify that you are not subject to backup withholding, orClaim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.																																																																				
<p>Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.</p> <p>Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:</p> <ul style="list-style-type: none">An individual who is a U.S. citizen or U.S. resident alien,A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,An estate (other than a foreign estate), orA domestic trust (as defined in Regulations section 301.7701-7). <p>Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.</p>																																																																				