



City Council Study Session

Monday, December 18, 2023 at 6:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

1. **Call to Order** by Mayor Garrett
2. **Discussion Items**
 - A. Committee Appointments
 - B. Water & Sewer Rates
 - C. Driveway and Concrete
 - D. Water Service Line Identification
 - E. Laundromat Ordinance
 - F. Separate Water Meters
3. **Public Comments**
4. **Mayor and Council Comments**
5. **Adjourn**

Contractor Registration - \$25.00 (should be the same as what the building department charges)

Fee for doing work w/out registration/proper permits: STOP WORK order in place until fines are paid

- \$100.00 (1st offense) - \$500.00 (2nd offense) – \$1,000.00 (3rd offense) –
- If there is a 4th offense – fine of \$1,000.00 and barred from doing work in City for 1 year

Water: (Only applies if tap is NOT a part of the Replacement Bond)

- Permit Fee – 5/8" & 3/4" @ \$1,900.00 + Cost of Water Meter
- Permit Fee – 1" @ \$2,000.00 + Cost of Water Meter
- Permit Fee – 2" @ \$2,500.00 + Cost of Water Meter
- Permit Fee – 3" @ \$3,035.00 + Cost of Water Meter
- Permit Fee – 4" @ \$4,000.00 + Cost of Water Meter
- Permit Fee for reconnect: \$750.00

Water Tap Inspection Fee: \$125.00 (1st 3 hours) - After 3 hours an additional \$75.00 per hour

Fee for Contractor No Show – (not including due to inclement weather) - \$150.00 fee

Stop Box or Water Meter tampering: \$500.00 (1st offense) - \$1,000.00 (2nd offense) - \$2,000.00 (3rd offense)

*if done by contractor – 4th offense = barred from doing work for one year

*if done by homeowner – 4th offense and more - \$2,000.00

Stop Box Damaged by Homeowner or homeowners contractor: T & M @ current employee rate + materials + additional 10% of material costs added

Water Turn On/Off: During business hours - \$0.00

After hours: Rate of employee hourly wage x 3

Holiday hours: Rate of employee hourly wage + OT costs x 3

Backflow device install Permit Fee: \$50.00 Residential \$100.00 commercial \$400.00 – industrial

*Inspection fees go to Plumbing Inspector from building department

Water Meter Testing: * City absorbs cost of testing if we want it tested

*5/8" to 1": Homeowner/Business owner requests testing AND device calibrates properly: \$200.00
(includes testing fee/travel time)

*1" +: \$425.00 (includes testing fee/travel time)

If meter does not calibrate w/in the normal range (97% - 103%): City covers cost of new meter

If meter DOES calibrate w/in the normal range: Homeowner/Property Owner is responsible for cost of meter

Water Testing per Homeowner/Property Owner request: \$35.00

Seasonal Water Meter Pull: \$120.00 (both removal/reinstallation)

Demo (Resi) Fee: \$100.00 Demo (Commercial) Fee: \$300.00

Water Meter Costs: (Fee schedule needs to make a notation, that due to the rise in costs of raw materials, the costs of the meters may fluxuate during the fee schedule year):

5/8": \$172.26 3/4": \$248.18 1": \$344.53 1.5": \$735.26 2": \$1,397.25 3": \$2000.00

(ALL meters must be purchased through the City – there should be a fine for furnishing their own meter w/out our knowledge)

Fine for tapping into a Fire Hydrant: \$1,000.00

Fine for dumping surface water into the sanitary system: \$1,000.00

Sewer: (Only applies if tap is NOT a part of the Replacement Bond)

Same as Water for Contractor Registration

Same fees as Water for:

- Doing work w/out registration/proper permits & Contractor No Show

Sewer Tap Fees:

- 5/8" to 3/4": \$1,750.00
- 1": \$1,854.00
- 1.5": \$2,293.00
- 2": \$3,349.00
- 3": \$6,177.00
- 4": \$10,345.00 and up to \$19,750.00 for anything 5" or above
- Permit Fee for reconnect: \$750.00

Sewer Tap Inspection Fee: \$125.00 (1st 3 hours) – After 3 hours an additional \$75.00 per hour

Sewer Reconnect Permit/Fee: \$150.00

Illegal Tap Fee: \$1,000.00 w/an additional \$100.00 per day before disconnect

Fine for dumping surface water in sanitary sewer: \$100.00 (1st offense) - \$500.00 (2nd offense)

Fine for dumping refuse in sanitary sewer system: \$500.00 (1st offense)

If we follow the guidelines in our ordinances, there should be the following:

- Fine for illegal grease dumping: (I am waiting for EPA for a approx. cost)
- Yearly inspection for existence of grease trap/dumping of hazardous material (oil – solvents, etc)
- Fine for business owner who does not respond to inspection notice

Water/Sewer Notes:

- *ALL work performed must be done by a licensed and insured contractor
 - *Certificates of **Insurance can only be accepted if mailed/emailed/faxed directly from the insurance carrier**
 - *Certificates of Insurance **must** be valid for 1 year and cannot be cancelled after project is completed-----
- *Owner/Owner Contractor excavates to Main only and is responsible for all road, sidewalk and easement repairs
 - *Bond the project to ensure they do
- *ALL work **MUST** be inspected prior to backfill – photos not acceptable
 - *Our DPW foreman will inspect all water/sewer taps, reconnections, extensions
 - *Our tap fees should state that our DPW will remain on-site from the commencement of the dig to the finish
 - *Inspection fees - \$125.00 for first 3 hours (or foreman hourly wage) any time over the 3 hours is an additional charge of \$75.00 per hour
 - *Other than weather delay due to rain, a fee should be applied for cancellation of an inspection
 - *Any taps done w/out inspection = a fine & stop work order – no work performed until fine is paid in full
- *Pool filling - no resident will be exempt from sewer charges on their bill for any reason, including pool filling

Fee Schedule:

Water Taps – all sizes	Sewer Taps – all size	Commercial tap fees	Contractor Registration
Fine for Wtr Meter/Stop Box tampering	Water Turn On/Off – Business hours – After hours – Holiday hours		
Stop box replacement if damaged by owner or owner’s contractor			
Water Disconnect – commercial	Water Reconnect – commercial	Winter Meter Pull – Comm/Resi	
Fine for working w/out permit or not obtaining inspection	Unauthorized sewer connection		
Illegal use of sanitary sewer – Fine for connecting or dumping excess surface water, roof runoff (downspouts) or groundwater			
Meter Costs	Meter Testing Fee		

Issue w/resident insists meter is not calibrating correctly & wants a replacement.....We get the meter tested at our cost UNLESS it calibrates w/in the normal range – then homeowner has to pay for both the meter testing and the new meter

Grease interceptor questionnaire – (similar to IWC) – do we send the yearly questionnaire out to commercial properties establishing who may be at risk for infiltrating the system w/oil or grease (not sure if this one is EPA or DEQ)

*Property owner is responsible to provide us w/certification from an independent environmental engineer licensed to practice in the State of Mi that their establishment has been inspected

*According to Sec 78-325, the city is responsible to provide several names who are licensed to do the aforementioned AND that this certification should be done on a bi-monthly basis

*The company/individual doing the testing should be charged a yearly fee to perform the tests throughout the city

*Item 5 of the same ordinance states periodic cleanout of grease interceptors must be done on a quarterly basis w/the required documentation being sent to the city on the 1st day of June and December

*Sec b-1 allows the city to charge \$500 for first violation and each subsequent violation is *at least* \$1,000.00

Misc. Ordinance:

- A late penalty can be removed if: there was an issue w/a missing payment – resident must provide us with documentation from their bank that we cashed their check
 - If they are penalty free for 1 year of consecutive billing cycles – (once a year)
- According to Ordinance Sect78-282: we are supposed to supply the couplings for new meters
- I feel we should purchase some dye test strips that a resident can come up to City Hall & pick one up for each toilet (free of charge) They can be purchased on-line for \$75.00 for a box of 200 strips

NEW BUILD:**COMMERCIAL PROPERTY NEW BUILD:**

*When a plan is approved, the powers that be need to notify the water department of:

- *pre-con meeting to include water department
- *project address
- *size of service line
- *type of business to occupy
- *name & contact information of pertinent parties: owner, contractor, superintendent etc.
- *project address
- *size of service line
- *date of project commencement

COMMERCIAL PROPERTY DEMO & RENOVATIONS:

*The aforementioned plus:

- *Notify Wtr Dept of project
- *Water Dept needs access prior to commencement to pull the meter(s) – verify serial numbers, location of meter(s) & what each meter reads (specifically in multi-suite buildings)
 - *If the water meter appears less than 3 years old, they will pull, tag and store the meter on our premises
 - *If meter appears 4+ years old, property will need to purchase new meter

Misc. Items to be addressed:

- BS&A to be updated in the Building Dept program to allow all fees & fines be put in the Water Account GL
 - The exception would only be for a Backflow Device install inspection that is to be conducted by Plumbing Inspector through the Building Dept. – No other fees should be going to the Building Department.

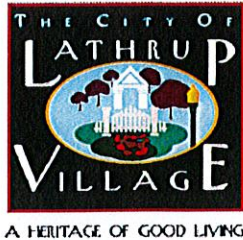
OTHER:

*Can the council reconsider the installation of water meters for exterior surface use only? (It will not only be a savings for the resident, but we will generate income w/inspection fees)

*Can the total amount turned over to taxes each year for delinquent water bills be revisited?? Possibly a higher percentage of the dollar amount be sent to taxes?

*Consider turning off for non-pymt instead? (This will improve the budget, bring in consistent revenue and also generate income with the Water turn on and Water turn off fees.) General fee for non-pymt shut-off is \$100.00 (This covers both trips - one for discontinuation of service & the other for restoration of service)

*This practice is discontinued from November 1st to April 1st due to the cold weather which often leads to stop box damage.



INFRASTRUCTURE STUDY GROUP

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

SERVICE LINE MATERIAL IDENTIFICATION RECOMMENDATION TO CITY COUNCIL

SEPTEMBER 26, 2022

2022 Water Service Line Identification Recommendation:

Goal: To identify the service line material composition that delivers water to every building within Lathrup Village.

Background: As a result of the Flint water crisis, the State of Michigan has issued regulations requiring the identification and replacement of lead and galvanized water service lines. The State requires that at least 5% of the City's known lead and galvanized lines are replaced every year until all lead and galvanized service lines have been replaced. The City is required to pay all cost associated with water service line replacements and is using funds allocated for this specific purpose from the Capital Improvement Bond (CIB). To date, the City has identified 21 services lines in need of replacement. 20 of these service lines have already been replaced at no cost to these residents-- the remaining one is slated for replacement this fall.

As part of the regulations, the State also requires municipalities that have more than 1,500 water customers with unknown service line composition to conduct exterior stop box excavations. The stop box contains the valve where the water lines from the City's water main and home service line meet. These excavations provide visual identification of the material going both in and out of the stop box. The preliminary distribution system material inventory (DSMI) identified 1,638 customers in the City with unknown service line material, and therefore, the City of Lathrup Village falls into this category. The number of homes required for excavation is determined based upon the number of excavations required to achieve a 95% confidence interval. For our

City, that number is 315. The 315 homes designated for excavation were chosen using a uniform random process provided by the State of Michigan. As of August 31, 2022, 244 of these excavations have occurred and only 1 lead service line has been found via this process, which was on the private side of the stop box.

Further, to ensure the health and safety of all of our residents, each building must undergo a verification of the water service line at the point where it enters the building. More specifically, the first 18 inches (or the distance to the first shut off valve, whichever is less) must be inspected and the service line material recorded. This requires verification at every customer site that must be completed by December 31, 2024. This verification can occur in one of two ways; the building owner can do a self-test or the City can hire a contractor to enter the building to do the inspection. The self-test does not have an associated cost, whereas a contractor will charge the City a cost per inspection for each building. As such, in order to reduce the amount of taxpayer dollars spent on inspections, the City needs to incite residents and business owners to conduct these self-tests.

The City is currently asking water customers to use the NPR Online Self-test. This tool walks the individual through an easy identification process that uses a magnet and a coin. The test takes about 5 minutes and concludes with the individual uploading a picture of their service line. This picture is subsequently reviewed by the City's plumbing inspector to verify the tester's material determination. To date, 275 of these self-tests have been conducted and almost all of the 25 lead/galvanized services lines identified have been discovered using this process. The self-test is the preferred method (versus using a contractor) for identification because:

- It does not have a cost associated with it
- It does not require a contractor to enter the building
- There are no administrative scheduling issues or costs to get into homes and businesses
- It is 90 to 95% reliable with some follow-up verifications performed by our DPW

For over a year, the City has used a number of means to urge residents to conduct the self-test including using Facebook posts, the weekly eNewsletter, the Your Town magazine, announcements at Council\Planning Commission meetings, placing the self-test link on water bills, etc. Unfortunately, despite these varied means, only a small percentage of residents have

conducted the self-test. In fact, there have not be any self-tests conducted since mid-May. If a contractor needs to be used for the currently remaining 1,142 water customers, it would cost the city approximately \$34,260 to \$57,100 (based upon an estimated \$30 to \$50 per building inspection).

RECOMMENDATION:

In order to facilitate the remaining 1,142 required service line material identifications while using the fewest tax dollars possible, the Study Group is recommending a two track approach.

Track 1: Increasing the self-test compliance rate

As noted above, the City has used a variety of methods, with limited success, to encourage the residents to participate in the self-test process. Because every self-test saves the taxpayers money, the City needs to conduct a coordinated plan that inspires our residents to act. In addition to the means of communication already cited, the administration should attempt to generate some excitement in the community about conducting these tests. This can include creative methods like contests, raffles, prizes and any other techniques that will act as an incentive. This effort should also include an education campaign to make residents understand that if they do not do the self-test, it will cost the City money, require a worker to enter their home (not ideal in COVID times), require them to be at home during the day, etc. An education campaign that highlights the significant inconvenience of a site visit to the property owner should also help to act as an incentive for customers to conduct their self-test. Lastly, other additional methods of communication should be considered including temporary yard signs, post card/letter mailings, emails, text blasting, knocking on doors with a fact sheet, etc. The Study Group feels the City Administration should begin this effort immediately, as every building owner that does the self-test means less cost to the City.

Track 2: Secure a Contractor for In-home Testing

While it would be ideal for all residents and business owners to do a self-test, the reality is that this simply will not happen. In fact, getting over half the residents to do the self-test would be an accomplishment. Given this realization, the use of a contractor to identify the material in the remaining buildings is a necessity. The cost of a contractor doing the material identification is estimated to be about \$30 to \$50 per building (should the decision to replace the City's water

meters be made, the meter installation contractor can do the material identification for a significantly lower price—about \$6 per building—a savings of approximately \$27,500 to \$50,250 relative to a separate contractor.). As this cost is water system-related, CIB funds can be used for this purpose and are available given the first two years of the project are significantly under budget. In addition, the City Engineer and administration is working on increasing an existing DWAM grant to include funds for use to help offset these home inspection costs.

Because there will be many hundreds (possibly even more than a thousand) buildings to verify, the Study Group is recommending the City begin the process of identifying and securing a contractor immediately. While the deadline of December 31, 2024 is still off in the future, the magnitude of this project along with the **significant** difficulties of scheduling and coordinating in-home visits will require an ample amount of time to complete. This process can and should be occurring in parallel with Track 1 discussed above.

Beginning this process might also provide the strongest possible incentive yet for customers to conduct their self-test. That is, when they are contacted directly to schedule a site visit and also reminded they must be at the site during the inspection, we believe a large number of customers will opt to do the self-test instead of enduring the inconvenience. Beginning this process in parallel (or shortly after Track 1), should result in a significant reduction in the number of costly site visits, saving the City additional funds.

This recommendation is made by the following voting members of the Infrastructure Committee:



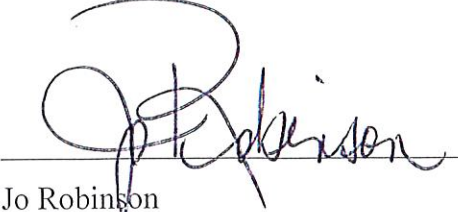
Bruce Kantor, Committee Chair
Mayor Pro Tem



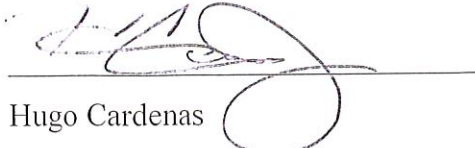
Michael Griffin



Mike Keenan



Jo Robinson



Hugo Cardenas

COORDINATED WATER SERVICE LINE IDENTIFICATION PLAN

Education Campaign

1. Postcards will be mailed to every water customer explaining the need to complete the water service line identification at their location.
 - a. Instructions and QR code will be included.
 - b. Incentives will be listed.
 - i. **\$15** off water bill to first **150** that complete water service line identification test.
 - ii. **\$10** off water bill to next **150** that complete water service line identification test.
 - iii. **\$5** off water bill to next 100 that complete water service line identification test.
2. Explain the state mandated testing and due date for completion.
3. Explain how the test is performed.
4. Offer free magnets at city hall (place on front counter) for those who do not have them.
5. Targeted campaign on the following: (include “how to” video where applicable)
 - a. Order and place temporary yard signs throughout the city. (Block captains and staff will place in designated areas)
 - b. Mail postcards.
 - c. City website.
 - d. City Facebook page.
 - e. Weekly e-newsletter.
 - f. Quarterly *Your Town* publication.
 - g. **Add “HAVE YOU DONE YOUR WATER TEST?!?” to water bills.**
 - h. **Hang banners at city hall (inside and outside) HAVE YOU DONE YOUR WATER TEST?!?”**

Block Captains

- a. Create block segments throughout the city.
- b. Incentivize block captain to sign up.
 - i. Block captains can earn **\$25 per 15** address contacted that completes test on their next water bill.
- c. Create and provide document to record addresses contacted/completed.
- d. Provide informational flyers to hand out.

RFP for Water Service Line Identification

1. Send out RFP on April 18, 2023.
2. Bid opening on May 8, 2023.
3. Award of Bid on May 15, 2023.
4. List of addresses where inspections/identifications need to take place will be created no later than May 26, 2023.
5. Project start date is June 1, 2023.
6. Project end date is June 1, 2024.

Other Ideas

1. Hire **part-time** retired plumber(s) or engineer(s) to do water service line inspections.
 - a. Responsible to schedule appointments with water customers.
 - b. Pay by inspection (\$25 x 3 inspections in one hour = \$75/hour).
 - c. **Work limited to 29 hours per week to avoid paying fringes.**
 - d. Would be covered under city insurance/workers compensation/liability.
2. Incentivize water customers to keep appointments.
 - a. \$25 fee charged to water customer for **first** missed appointment, **\$35** charged for **second** missed appointment, **\$50** charged for **third missed appointment.**
 - b. **Council authorize staff to shut-off water for customers that refuse to cooperate (as a last resort).**

Timeline for Implementation

1. Temporary yard signs ordered and placed no later than July 1, 2023.
2. Flyers created and printed for dissemination no later than May 25, 2023.
3. RFP timeline listed above.
4. Block captains given training of expectations by June 1, 2023.
5. Posting for inspector (if this option is chosen) will be done by April 21, 2023 and will run until May 8, 2023.
 - a. City Administrator will select top candidates to present to Council for selection and approval at the May 15, 2023 regular council meeting.

Monitoring Progress

1. Staff will monitor GIS self-reporting site weekly.
2. Addresses will be updated bi-weekly.
3. Block captains will report bi-weekly.
4. RFP or hiring plumber/engineer will report weekly.
5. Monthly updates will be given to Council.

memorandum

DATE: October 12, 2023
TO: Mayor Kelly Garrett and Lathrup Village City Council
FROM: Jill Bahm & Eric Pietsch, Giffels Webster
SUBJECT: Zoning Amendment – Self-Service Laundromat Facilities

At the August 15th, 2023 meeting, the Planning Commission held a public hearing to consider public comment regarding the proposed ordinance text amendment to add self-service laundromat facilities as a principal permitted use in the MX -Mixed Use zoning district. No members of the public were present to add comments to the record. The Planning Commission moved to recommend approval of the proposed text amendment and forward to City Council for adoption, subject to clarification of the parking requirement to read as follows: One (1) parking space for every four (4) laundry machines. This standard is reflected in the updated text amendment attached to this memo.

The remainder of this memo is provided as background.

Previous Discussion

Over the course of two regular meetings, the Planning Commission discussed self-service laundry facilities, issues to be considered and draft ordinance language. Research included area zoning codes as well as those outside the region. Locally, while laundry facilities are commonly listed as a principal permitted use, standards were limited. Outside the region, however, we were able to identify a few standards that seemed to address some of the concerns of the Planning Commission with respect to the type of services - focusing on the laundromat being more of a personal service than an industrial use.

Introduction

What prompted this amendment?

A developer intends to renovate the interior and exterior of a multi-tenant commercial facility with one of the tenant lease spaces proposed to be a laundromat facility. The zoning ordinance does not identify laundromats as a principal permitted use or special land use in any of the zoning districts, so the Planning Commission was asked to consider if laundromats may be considered under a similar use contained in the ordinance or if an amendment to provide specific direction and standards for laundromat uses should be pursued.

Current Ordinance

The ordinance does not include any provisions for laundromat facilities.

Recommendation

See attached proposed ordinance language.

Amend Article 2, Definitions, to add Self-Service Laundromat as a defined term.

Section 2.2. **Self-Service Laundromat.** Commercial establishments offering self-pay and self-operated washing machines and dryers for public use. Excludes commercial laundries, dry cleaning plants, and other similar heavy commercial/industrial uses.

Amend Article 3, Zoning Districts, to add Self-Service Laundromat as a principal permitted use in the MX -Mixed Use Zoning District.

Section 3.1.9.B.xv. Self-Service Laundromat

Amend Article 4, Use Standards, to add a new standard:

Section 4.20 Self-Service Laundromat

- 1. Service shall be rendered directly to customers who shall bring in and take away the articles to be cleaned.
- 2. The entire cleaning and drying process shall be carried on within completely enclosed solvent cleaning units.
- 3. All solvents used in the cleaning process and the vapors therefrom shall be nonexplosive and nonflammable.

Amend Article 5, Site Development Standards, to add a new off-street parking standard:

Section 5.13.13.C. Business and Commercial Uses

- xv. One (1) parking space for every four (4) laundry machines.