

City Council Regular Meeting Agenda

Monday, January 24, 2022 at 7:00 PM
27400 Southfield Road, Lathrup Village, Michigan 48076

HYBRID: COUNCIL CHAMBERS, CITY HALL or ZOOM REMOTE MEETING

Webinar ID: 817 0344 9836

Password: Lathrup22

CLICK HERE: [Online Link](#)

Telephone: 646.558.8656 or 312.626.6799

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

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. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Agenda**
5. **Presentations**
6. **Consent Agenda**
All items listed under "Consent Agenda" are considered to be routine and non-controversial by the City Council and will be approved by one motion. There will be no separate discussion. If a discussion is desired, that item(s) will be removed from the consent agenda and discussed separately immediately after consent agenda approval in its normal sequence on the regular agenda.
 - [A.](#) City Council Study Session Minutes 2021 12 20
 - [B.](#) City Council Regular Meeting Minutes 2021 12 20
 - [C.](#) Commercial Code Enforcement Report - December
 - [D.](#) Disbursement and Investment Reports
 - [E.](#) January 2022 - CED Report
 - [F.](#) Police Department Monthly Report
 - [G.](#) Police Department Monthly Reports
 - [H.](#) Communications

7. Public Hearings

A. Public Hearing - Special Assessments Roll No. 2021-01

8. Action Requests - For Consideration / Approval

A. Special Assessments - Roll No. 2021 -01

B. Consideration of Approval - Road Recommendations

C. City Administrator Search Firm

D. 19600 Forest Drive ("House in the Woods")

E. Updated Generator Quote

F. COVID-19 Protocols

G. Proclamation - James Smyth

H. Resolution Lathrup School

9. City Administrator Report

10. City Attorney Report

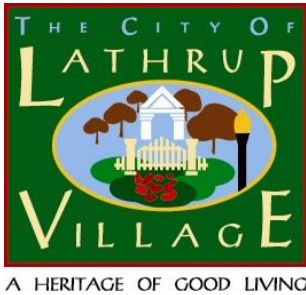
11. Reports of Boards, Commissions, and Committees

12. Unfinished / New Business

13. Public Comment

14. Mayor and Council Comments

15. Adjourn



City Council Study Session Draft Minutes

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

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

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

2. **Discussion Items**

- A. American Rescue Plan Act (ARPA) Options

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

- B. Interim City Administrator Agreements/Contracts/Salary

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

- C. City Council Meeting Dates and City Observed Holidays

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

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

- D. Staff Openings - update

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

representative from the Michigan Municipal League.

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

E. American Tower Update - Cell Tower Options

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

F. Ethics Ordinance & Training

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

G. SGRX Prescription Savings Program

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

H. Butzel-Long invoice update

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

I. Agenda Item discussion

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

3. **Mayor and Council Comments**

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

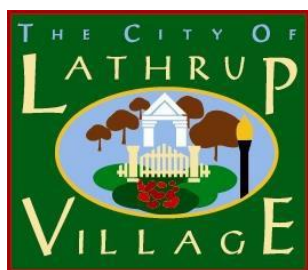
Mayor Pro Tem Kantor requested an update on the Code Enforcement as it relates to ditch issues and staff will look into the matter and report back.

4. **Public Comments**

None

5. **Adjourn**

Meeting adjourned at 6:56



A HERITAGE OF GOOD LIVING

City Council Regular Meeting Draft Minutes

Monday, December 20, 2021 at 7:00 PM
27400 Southfield Road, Lathrup Village, Michigan 48076

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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. **Roll Call**

Present: Mayor Mykale Garrett

Council members: Council member Jennings, Mayor Pro Tem Kantor, Council member Kenez, Council member Miller,

Present: Interim City Administrator, Pam Bratschi, Susan Stec, Chief Scott McKee, City Attorney, Scott Baker, Government Operations Assistant, Kelda London

3. **Pledge of Allegiance**

4. **Approval of Agenda**

Motion made by Mayor Pro Tem Kantor to approve the agenda with the addition of adding the posting of the City Clerk position to Action Item L., motion seconded by Council member Jennings.

Yes: Garrett, Jennings, Kantor, Kenez, Miller

No: None

Motion carried.

5. **Presentations**

- A. Presentation of Distinguished Service Awards to Council Members Ian Ferguson, Saleem Siddiqi and Dawn Medley

Mayor Garrett presented Distinguished Service Awards to previous Council members, Ian Ferguson, Saleem Siddiqi and Dawn Medley. Thanking each previous Council member for their service and wishing all of them well.

6. Consent Agenda

All items listed under "Consent Agenda" are considered to be routine and non-controversial by the City Council and will be approved by one motion. There will be no separate discussion. If a discussion is desired, that item(s) will be removed from the consent agenda and discussed separately immediately after consent agenda approval in its normal sequence on the regular agenda.

- A. City Council Minutes - October 18, 2021
- B. City Council Minutes - November 22, 2021
- C. City Council Minutes December 6, 2021
- D. City Council Minutes December 14, 2021
- E. Code Enforcement November Report
- F. Lathrup Services - Nov. 2021 Report
- G. Lathrup Village PD Department Report
- H. November Permits Report
- I. CED/DDA December Report
- J. Disbursement Reports

Mayor Pro Tem Kantor made a motion to approve the consent agenda with the removal of the Traffic Control Order to be discussed separately. Motion was seconded by Council member Jennings.

Yes: Jennings, Kantor, Kenez, Miller, Garrett

No: None

Motion carried

Chief McKee gave a brief description of the reason a traffic control order is needed for the corner of Rainbow Circle and Red River.

10. Public Comments for Items on the Agenda (Speakers are limited to 3 minutes)

None

11. Public Hearings

None

12. Action Requests - For Consideration / Approval

- A. Consideration of Approval to participate in the SGRX Prescription Savings Program

Mayor Pro Tem Kantor made a motion to approve the participation of the SGRX Prescription
27400 Southfield Rd | Southfield, MI 48076 | 248.557.2600 | www.lathrupvillage.org

Saving Program. Motion was seconded by Council member Jennings.

Yes: Jennings, Kenez, Miller, Garrett, Kantor

No: None

Motion carried.

B. 2nd Reading & Adoption - Amendment Stormwater Management Ordinance - Chapter 30.
Article II. Reading - Amendment - Article II. Stormwater Management

Council member Jennings moved to approve the adoption and second reading of Chapter 30 Article II of amendment – Article II Stormwater Management. Motion was seconded by Council member Miller.

Yes: Kenez, Miller, Garrett, Kantor, Jennings

No: None

Motion carried.

C. Adopt Special Assessment Resolution and Schedule Public Hearing for January 24, 2022

Mayor Pro Tem Kantor made a motion to adopt the attached Special Assessment Resolution and schedule a Public Hearing for January 24, 2022. Motion seconded by Council member Jennings.

Yes: Miller, Garrett, Kantor, Jennings, Kenez

No: None

Motion carried.

D. City Council Meeting Dates and City Observed Holidays

Council member moved to adopt the attached City Council Meeting dates and City observed holidays as well as the addition of Juneteenth and Indigenous People Day as City recognized holidays and City Hall will be closed. Motion seconded by Mayor Pro Tem Kantor.

Yes: Garrett, Kantor, Jennings, Miller

No: Kenez

Motion carried.

E. Approval - Board of Review Meeting Dates - 2022 (March, July, December)

Council member Miller made a motion to approve the 2022 Board of Review meeting dates, motion seconded by Mayor Pro Tem Kantor.

Yes: Kantor, Jennings, Kenez, Miller, Garrett

No: None

Motion carried.

F. Approval - American Rescue Plan Act (ARPA) fund expenditures

Motion by Mayor Pro Tem Kantor to authorize American Rescue Plan Funds not to exceed \$250,000 for the for-backup generator, elevator repair, door locking system and any remaining funds to the storm sewer repair. Motion seconded by Council member Jennings.

Yes: Jennings, Kenez, Miller, Garrett, Kantor

No: None

Motion carried.

G. Approval - Contract with Trendset Group LLC for Verkada Door Security System

Council member Jennings made a motion to approve the contract with Trendset Group for Verkada Door Security System in the amount of \$14,968.16 and for the Police Chief to sign the contract and all related documents. Motion was seconded by Council member Miller.

Yes: Kenez, Miller, Garrett, Kantor, Jennings

No: None

Motion carried.

H. Approval - Interim City Administrator Agreements/Contracts/Salary

Mayor Pro Tem Kantor made a motion to approve the Agreement/Contracts for Pamela Bratschi, Scott McKee, and Susan Stec associated with the Interim City Administrator position. Motion seconded by Council members Jennings.

Yes: Miller, Garrett, Kantor, Jennings, Kenez

No: None

Motion carried.

I. Appointment - Historic District Commission - 3year term expiring 12/31/2024

Council member Jennings made a motion to reappoint Dane Johnson to the Historic District Commission, motion seconded by Council member Kenez.

Yes: Kenez, Miller, Garrett, Kantor, Jennings

No: None

Motion carried.

J. Appointment of ACT 51 Street Administrator

Motion by Council member Miller to adopt the attached resolution and approve Susan Stec as the ACT 51 Street Administrator, motion seconded by Council member Jennings.

Yes: Jennings, Kenez, Miller, Garrett, Kantor

No: None

Motion carried.

K. Resolution to rescind the Cannabis Application period

Mayor Pro Tem Kantor made a motion to adopt a resolution to rescind the cannabis application period, motion seconded by Council member Jennings.

Yes: Kenez, Miller, Garrett, Kantor, Jennings

No: None

Motion

L. Authorize Interim City Administrators to post the City Clerk job opening

Council member Jennings made a motion to authorize Interim City Administrators to post the City Clerk job opening. Motion seconded by Mayor Pro Tem Kantor.

Yes: Jennings, Kenez, Garrett, Kantor

No: Miller

Motion carried.

13. City Administrator Report

Interim City Administrator reported that the tree lighting ceremony was postponed due to high winds, but it was held on Thursday December 16th. Breakfast with Santa was held on Saturday December 18th with approximately 50 participants.

14. City Attorney Report

None

15. Reports of Boards, Commissions, and Committees

A. SOCWA Quarterly Report - October 2021

Updates included in Council Packets

B. SOCRRA Quarterly Report - October 2021

Updates included in Council Packets

C. Southfield Public Schools

None

D. Recreation Advisory Committee

None

E. SEMCOG

None

F. Infrastructure Study Group

Mayor Pro Tem Kantor reported that the Infrastructure Committee has focused its attention on the water loss issue. The Committee believes they have identified the problem, which is a software issue and customer billing error. There have been changes implemented and the committee is optimistic. Mayor Pro Tem also thanked resident Bo Tameralli for all of the work he has done in researching the water loss.

G. Planning Commission

None

16. Unfinished / New Business

None

17. Public Comment

Jason Hammond 27945 California - Staff shortage

18. Mayor and Council Comments

Mayor and all of Council offered well wishes for a Happy Holiday and safe New Year

19. Adjourn

Mayor Kantor made a motion to adjourn motion seconded by Council member Miller.

Meeting Adjourned at 8:11 P.M.

Commercial Enforcement List

Address	Business name	Violation	Category	Status	Date Closed
26021 SOUTHFIELD RD	KATTOUAH, ANDROS	9/20/2021 Tall weeds along sidewalk	Tall Grass/ Weeds	Resolved	11/05/2021

Tall Grass and Weeds

Grass and weeds have exceeded a height of 7 inches. If not cut within 48 hours the violation will be corrected by the City's Contractor at homeowner's expense.

302.1 Sanitation

All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.

28050 SOUTHFIELD RD ST SHEMSAN INVESTMENT	9/22/2021 Tree branches in the rear of the property has to be removed.	Tree Branches	VIOLATION
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82-70 Maintenance of property

(a) Every property owner and other person in possessory control of a parcel of private property shall maintain such parcel and the adjoining right-of-way as follows:

(1) There shall be a clear space upwards from the ground to eight feet above all public streets, alleys and sidewalks.

(2) No broken, dead, diseased, or decayed limbs, branches, or trees which are likely to fall upon any public street or public sidewalk shall be permitted to exist.

(3) No plant materials which interfere with or obscure the view of any traffic control device or street, alley, or sidewalk in such fashion as to constitute a hazard to the travelling public shall be permitted to exist.

(b) All properties found to be in a condition violative of this section are declared to be public nuisances.

(Code 1991, art. V, ch. 7, § 111)

28601 SOUTHFIELD RD	JAGGED FORK HOLDING	9/21/2021 In front of Jagged Fork there was garbage and debris on the corridor. Spoke to the owner of Jagged Ford, She immediately had employees go out and remove all garbage and debris from the corridor.	DEBRIS	SANITATION
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Trash at Curb

Trash items have been placed at curb before 4:00pm on Thursday.

302.1 Sanitation

All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.

Commercial Enforcement List

Address	Business name	Violation	Category	Status	Date Closed
28505 SOUTHFIELD RD	HELP CENTER INVESTM	9/23/2021 Front window is broken, must repair.	Property Maintenance	VIOLATION	
		11/2/2021 No change			

14-403 Maintenance requirements.

- (a) Properties subject to this section shall be, in comparison to the neighborhood standard, kept free of weeds, dry brush, dead vegetation, trash, junk, debris, building materials, any accumulation of newspapers, circulars, flyers, notices, except those required by federal, state or local law, discarded personal items, including but not limited to, furniture, clothing, large and small appliances, printed material or any other items that give the appearance that the property is abandoned.
- (b) The property shall be maintained free of graffiti, tagging or similar markings by removal or painting over with an exterior grade paint that matches the color of the exterior of the structure.
- (c) Visible front and side yards shall be landscaped and maintained to the neighborhood standard at the time registration was required. Landscape includes, but is not limited to, grass, groundcovers, bushes, shrubs, hedges or similar plantings, decorative rock or bark or artificial turf/sod designed specifically for residential installation. Landscape does not include weeds, gravel, broken concrete, asphalt, decomposed granite, plastic sheeting, mulch, indoor-outdoor carpet or any similar material.
- (d) Maintenance includes, but is not limited to, regular watering, irrigation, cutting, pruning and mowing of required landscape and removal of all trimmings.
- (e) Pools and spas shall be kept in working order so the water mains are clear and free of pollutants and debris or drained and kept dry. In either case properties with pools and/or spas must comply with the minimum security fencing requirements of the State of Michigan and local ordinance.
- (f) Adherence to this section does not relieve the beneficiary/trustee or property owner of any obligations set forth in any covenants, conditions and restrictions and/or homeowners' association rules and regulations which may apply to the property.
- (g) In addition to the above set forth requirements properties shall be maintained in accordance with the standards set forth under chapter 14 article VI, section 14-151 of the City of Lathrup Village Code of Ordinances.
(Ord. No. 404-09, pt. III, 12-21-2009)

304.1 General.

The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.

28505 SOUTHFIELD RD	HELP CENTER INVESTM	9/23/2021 Soffits on rear of the building needs repair.	Property Maintenance	VIOLATION	
		11/1/2021 No change			

Commercial Enforcement List

Address	Business name	Violation	Category	Status	Date Closed
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A person shall not willfully or wantonly damage, mutilate or deface any exterior surface of any structure or building on any private or public property by placing thereon any marking, carving or graffiti. It shall be the responsibility of the owner to restore said surface to an approved state of maintenance and repair

26820 SOUTHFIELD RD	26820 INVESTMENTS LLC	9/23/2021 garbage bags on the ground surrounding dumpster. spoke to the manager about the issue, and stated will remove immediately.	Dumpster Enclosure	VIOLATION	
		11/23/2021 dumpster enclosure has boxes on the ground, and garbage bags.			

302.1 Sanitation

All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.

54-35. - Dumpsters

Any business establishment generating more waste than can be stored within its building between collections shall contract privately with rubbish collectors for pickup. Dumpsters can be used by business establishments for outside storage by obtaining necessary permits in conformity with the zoning ordinance.

(Code 1991, art. VIII, ch. 4, § 303)

26021 SOUTHFIELD RD 10	KATTOUAH, ANDROS	9/20/2021 Ditch area is full of garbage, must be cleaned.	Ditch and Culvert Maintenance	Resolved	10/21/2021
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30-41 Maintenance of ditches and culverts

ARTICLE II. - STORMWATER MANAGEMENT

It shall be the duty of every property owner to maintain all stormwater ditches and culverts constructed or installed in the area between his property line and the centerline of any street or alley abutting upon his property in a condition free of waste, dirt, plant growth, and other obstructions which block or obstruct the designed flow of stormwater in the ditch or culvert. All ditches and culverts which are so obstructed as to allow the unreasonable accumulation or impounding of stormwaters are declared to be public nuisances and are subject to the abatement and special assessment provisions as provided in this Code.

(Ord. No. 409-10, pt. II, 10-18-2010)

Records: 7

Page: 3

Memorandum

To: Mayor and City Council

From: Pamela Bratschi, Interim City Administrator/Treasurer

Date: January 20, 2022

Re: Monthly Approval of Disbursements

Attached are reports for the Cities Monthly Disbursements for the Month of December 2021.

MOTION:

To approve the Monthly Disbursements for the month of December 2021 as:

DECEMBER DISBURSEMENTS W/ SALARY INCLUDED			
FUND 101	GENERAL FUND	\$	267,034.43
FUND 202	MAJOR ROADS	\$	13,270.62
FUND 203	LOCAL ROADS	\$	11,675.60
FUND 258	CAPITAL FUND	\$	-
FUND 494	DOWNTOWN DEV. AUTH	\$	26,148.99
FUND 592	WATER & SEW	\$	340,386.60
TOTAL DISBURSEMENTS		\$	658,516.24

CITY OF LATHRUP VILLAGE
Disbursement Report

Period covered 12/16/2021-12/31/2021

Gross Payroll:

Payroll Department	Amount	Personnel
Admin	\$36,692.17	Bratschi, London, Mitchell Talley, Thornhill, Simpson, Sweidan
DDA	\$9,388.10	Stec, Dahl, Sweidan
Bldg Mnt	\$0.00	
Police	\$38,220.88	Becker, Button, Carmack, Gijbers, Huston, Hutson, Knoll,Lask,Lawrence, McKee, Roberts, Tackett, Zang
DPS	\$0.00	
Water	\$87.39	Mitchell
Recreation	\$0.00	

Total Gross \$84,388.54

Deductions \$30,942.52

Net Payroll \$53,446.02

* Fund Totals Include Gross Payroll

General Fund	\$210,810.11
Major Road Fund	\$13,270.62
Local Road Fund	\$11,675.60
Capital Acquisition Fund	\$0.00
Debt Service Fund SDS Bonds	\$0.00
Downtown Development Authority	\$20,124.90
Water & Sewer Fund	\$339,913.21

Total	\$595,794.44
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BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000.000					
101-000.000-206.000	TAX OVERAGE REFUND	ALEXIS LEADER	REFUND BOARD OF REVIEW (DEC)	207.06	2766
101-000.000-206.000	TAX OVERAGE REFUND	AMROCK LLC - CHASE SIX	24-24-101-032 17641 CORAL GABLES TAX OV	422.66	2767
101-000.000-206.000	TAX OVERAGE REFUND	BOSTON NATIONAL TITLE AGEN	24-24-103-019 17561 CORAL GABLES TAX OV	120.27	2768
101-000.000-206.000	TAX OVERAGE REFUND	LAWRENCE STONE	REFUND TO HOMEOWNER BOARD OF REVIEW (DE	539.78	2769
101-000.000-206.000	TAX OVERAGE REFUND	MELISSA ROSS	REFUND OVERPAYMENT	496.44	2770
101-000.000-206.000	TAX OVERAGE REFUND	MORTGAGE CONNECT LP	40-24-23-276-004 18466 MIDDLESEX TAX OV	432.11	2771
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	MICHIGAN ST. DISBURSEMENT	CHILD SUPPORT	11.25	46111
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	POLICE & FIREMEN'S INS. GF	POLICE OFFICERS - GROUP BILLING 211156C	56.34	46116
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	RAMI SWEIDAN	REFUND FROM OVERPAYMENT FOR WRIT	161.96	46120
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	AFLAC	AFLAC INSURANCE	87.38	46131
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	MICHIGAN ST. DISBURSEMENT	CHILD SUPPORT	11.25	46148
101-000.000-243.001	ENGINEERING DEPOSIT - LV PETRO	GIFFELS-WEBSTER ENG INC	PLAN REVIW FOR LV PETRO BP FUELING STAI	400.00	46099
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	CYNTHIA MERRITT	DEPOSIT REFUNDED FROM 12/12/21 EVENT	300.00	46140
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	ITISHA SIMS-REED	DEPOSIT REFUNDED FROM 12/17/21 EVENT	300.00	46144
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	TOSHA LINDSEY	DEPOSIT REFUNDED FROM 12/18/21 EVENT	300.00	46152
101-000.000-246.000	POLICE UNION DUES	COMMAND OFFICERS ASSN. OF	DECEMBER DUES	127.68	46093
101-000.000-246.000	POLICE UNION DUES	POLICE OFFICERS ASSOC.	DECEMBER DUES	478.80	46117
101-000.000-283.000	PERFORMANCE BONDS	Mc Clanaghan, Mike	BD Bond Refund	400.00	46107
101-000.000-344.000	DEF COMP PAYABLE ICMA CLEARIN	ICMA RETIREMENT TRUST-457	ICMA DEF COMP 457	4,264.20	46102
101-000.000-344.000	DEF COMP PAYABLE ICMA CLEARIN	ICMA RETIREMENT TRUST-457	ICMA DEF COMP 457	5,821.23	46143
Total For Dept 000.000				14,938.41	
Dept 100.000 GOVERNMENT SERVICES					
101-100.000-726.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE AND COVID SUPPLIES	74.05	46082
101-100.000-726.000	OFFICE SUPPLIES	PRINTING SYSTEMS, INC.	A/P LASER CHECKS (FB) GENERAL	232.67	46119
101-100.000-726.000	OFFICE SUPPLIES	PRINTING SYSTEMS, INC.	A/P LASER CHECKS (FB) TAX ACCOUNT	96.90	46119
101-100.000-732.000	CODE ENFORCEMENT	EXCELL SNOW & TURF MAINTEN	LAWN MAINTENANCE	40.00	46097
101-100.000-732.000	CODE ENFORCEMENT	EXCELL SNOW & TURF MAINTEN	LAWN MAINTENANCE	40.00	46097
101-100.000-732.000	CODE ENFORCEMENT	EXCELL SNOW & TURF MAINTEN	LAWN MAINTENANCE	200.00	46097
101-100.000-802.000	TAX TRIBUNAL RETURNS	PRINTING SYSTEMS, INC.	TAX FORMS	57.34	46119
101-100.000-803.000	MEMBERSHIPS & MEETINGS	MICHIGAN ASSOC. OF MUN. CI	2022 MEMBERSHIP	60.00	46109
101-100.000-803.000	MEMBERSHIPS & MEETINGS	KEEP MICHIGAN BEAUTIFUL, I	TAX DEDUCTIBLE 2021 CONTRIBUTION	25.00	46145
101-100.000-805.000	CABLE TELEVISION	COMCAST	SERVICES FROM 12/11/21 - 1/10/22	73.45	46092
101-100.000-805.000	CABLE TELEVISION	C V STUDIOS	LVTV SERVICES	5,004.00	46137
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	CLIFTON GRANT	RENTALS AND ADDITIONAL WORK	955.00	46090
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	CLS CONTINENTAL LINEN SER\	BUILDING SUPPLIES	38.71	46091
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	CLS CONTINENTAL LINEN SER\	BUILDING SUPPLIES	38.71	46091
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	CLS CONTINENTAL LINEN SER\	BUILDING SUPPLIES	145.44	46091
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	CLIFTON GRANT	RENTALS AND ADDITIONAL WORK	685.00	46139
101-100.000-810.000	AUDITING & ACCOUNTING	PLANTE & MORAN	FOR PROFESSIONAL SERVICES RENDERED	13,850.00	46115
101-100.000-832.000	CITIZEN COMMUNICATION/PR	POSTMASTER	POSTAGE FOR NEWSLETTER	600.00	46157
101-100.000-848.000	GOVERNMENT OPERATIONS	MICHIGAN DEPARTMENT OF TEC	INVOICE PERIOD 1/1/22 - 12/30/22	180.00	46110
101-100.000-848.000	GOVERNMENT OPERATIONS	PINE STATE ENTERPRISES, IN	NAME BADGES	54.75	46113
101-100.000-848.000	GOVERNMENT OPERATIONS	ELEANOR A. SIEWERT	WORKSHOP ON EFFECTIVE MEETINGS	300.00	46142
101-100.000-848.000	GOVERNMENT OPERATIONS	MICHIGAN GRAPHICS & AWARDS	WALNUT PLAQUES	150.00	46147
101-100.000-850.000	TELEPHONE EXPENDITURES	COMCAST	SERVICES FROM 12/11/21 - 1/10/22	127.53	46092
101-100.000-850.000	TELEPHONE EXPENDITURES	WINDSTREAM	INVOICE PERIOD 11/4/21 - 12/3/21	809.44	46128
101-100.000-850.000	TELEPHONE EXPENDITURES	WINDSTREAM	MONTHLY CHARGES	797.33	46128
101-100.000-850.000	TELEPHONE EXPENDITURES	VERIZON WIRELESS	MONTHLY CHARGE	210.08	46156
101-100.000-860.000	VEHICLE EXPENSE	SHERYL MITCHELL THERIOT	MONTHLY VEHICLE ALLOWANCE	200.00	46122
101-100.000-860.000	VEHICLE EXPENSE	US BANK VOYAGER FLEET SYS	10/25/21 TO 11/24/21	231.79	46153
101-100.000-860.000	VEHICLE EXPENSE	US BANK VOYAGER FLEET SYS	11/25/21 - 12/24/21	166.98	4

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 100.000 GOVERNMENT SERVICES					
101-100.000-900.000	PRINTING/PUBLICATION COSTS	C & G NEWSPAPERS	SOUTHFIELD AD W/AFFIDAVIT	99.80	46088
101-100.000-900.000	PRINTING/PUBLICATION COSTS	MEDIANEWS- 21CM ADVERTISING	BILLING PERIOD 11/1/31 - 11/30/21	314.53	46108
101-100.000-900.000	PRINTING/PUBLICATION COSTS	ZIP ETC.INC.	VIOLATION NOTICE DOOR HANGERS	392.00	46129
101-100.000-900.000	PRINTING/PUBLICATION COSTS	ZIP ETC.INC.	B.C.4/0/ 14 PT C2S	75.00	46129
101-100.000-900.000	PRINTING/PUBLICATION COSTS	ZIP ETC.INC.	#10 WINDOW ENV	237.00	46129
101-100.000-900.000	PRINTING/PUBLICATION COSTS	C & G NEWSPAPERS	SOUTHFIELD 2 X 3.5 AD	163.40	46136
101-100.000-901.000	POSTAGE FEES	PITNEY BOWES GLOBAL FINANCE	BILLING PERIOD 09/30/21 - 12/29/21	407.94	46114
Total For Dept 100.000 GOVERNMENT SERVICES				27,133.84	
Dept 101.000 ADMINISTRATION					
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	COVERAGE PERIOD 1/1/222 - 1/31/22	4,419.34	46085
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER	803 FOR HEALTH SAVINGS (RHS) PLAN	280.63	46125
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS BLUE SHIELD	JANUARY COVERAGE PERIOD	448.56	46135
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPANY	JANUARY COVERAGE	202.64	46151
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER	AC HEALTH SAVINGS (RHS) PLAN	202.21	46155
101-101.000-717.000	CODE ENFORCEMENT LEGAL	BAKER & ELOWSKY, PLLC	LEGAL BILLING FOR 11/1/21 - 11/30/21	1,982.50	46133
101-101.000-718.000	ELECTIONS	PRINTING SYSTEMS, INC.	ELECTION FORMS & SUPPLIES	46.48	46119
101-101.000-718.000	ELECTIONS	PRINTING SYSTEMS, INC.	587 SINGLE AV APP POSTCARDS	629.06	46119
101-101.000-721.000	DATA PROCESING & ASSESSMENTS	ADVANCED MARKETING	TAX STATEMENTS	464.04	46130
101-101.000-721.000	DATA PROCESING & ASSESSMENTS	OAKLAND SCHOOLS	OC WINTER TAX BILLS	584.19	46149
101-101.000-722.000	LEGAL SERVICES	BAKER & ELOWSKY, PLLC	LEGAL BILLING FOR 11/1/21 - 11/30/21	3,865.00	46133
Total For Dept 101.000 ADMINISTRATION				13,124.65	
Dept 201.000 BUILDING & GROUNDS					
101-201.000-702.000	SALARIES PART-TIME	CLIFTON GRANT	CUSTODIAL SERVICES 12/1/21 TO 12/15/21	538.43	46090
101-201.000-702.000	SALARIES PART-TIME	MICHIGAN ST. DISBURSEMENT	SPOUSAL SUPPORT	649.75	46111
101-201.000-702.000	SALARIES PART-TIME	AFLAC	INSURANCE	71.64	46131
101-201.000-702.000	SALARIES PART-TIME	CLIFTON GRANT	CUSTODIAL SERVICES 12/16/21 - 12-31-21	140.93	46139
101-201.000-702.000	SALARIES PART-TIME	MICHIGAN ST. DISBURSEMENT	SPOUSAL SUPPORT	649.75	46148
101-201.000-920.000	UTILITIES	CITY OF LATHRUP VILLAGE	MONTHLY WATER BILL	346.83	46089
101-201.000-920.000	UTILITIES	CONSUMERS ENERGY	SEVICE FROM 11/3/21 - 12/21/21	1,419.78	46094
101-201.000-920.000	UTILITIES	DTE ENERGY	MONTHLY CHARGE	82.42	46096
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	AMERICAN STANDARD ROOFING	DEPOSIT FOR ROOF LEAK IN COMMUNITY ROOM	1,200.00	46083
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	CLIFTON GRANT	SANITIZING CITY HALL 12/1/21 TO 12/15/21	252.00	46090
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	DENNY'S HEATING, COOLING & REPAIR	I-VU PROBLEMS	105.00	46095
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	FIRE EXTINGUISHER SALES & SERVICE	ANNUAL FIRE EXT INSPECTION AND TAGGING	214.35	46098
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	FIRE EXTINGUISHER SALES & SERVICE	FIRE SYSTEM INSPECTION AND TAGGING	209.80	46098
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	HOME DEPOT CREDIT SERVICES	CHIMNEY CLEANING	56.50	46100
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	J.C. EHRlich CO.INC	PEST GENERAL MAINTENANCE SERVICE	95.00	46103
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	KONE INC.	MAINTENANCE PERIOD 12/1/21 - 12/31/21	215.00	46105
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	NICHOLS PAPER & SUPPLY CO	1 MIL LINER	285.51	46112
101-201.000-930.002	COVID EXP - BUILDING	AMAZON CAPITAL SERVICES	OFFICE AND COVID SUPPLIES	32.98	46082
101-201.000-930.002	COVID EXP - BUILDING	NICHOLS PAPER & SUPPLY CO	COVID SUPPLIES	144.81	46112
101-201.000-938.000	PARKING LOT & GROUNDS	CLIFTON GRANT	DOGGIE PARK AND PARKING LOT CLEANING	325.00	46090
101-201.000-938.000	PARKING LOT & GROUNDS	CLIFTON GRANT	RENTALS AND ADDITIONAL WORK	70.00	46090
101-201.000-938.000	PARKING LOT & GROUNDS	HOME DEPOT CREDIT SERVICES	CHIMNEY CLEANING	85.36	46100
101-201.000-938.000	PARKING LOT & GROUNDS	CLIFTON GRANT	RENTALS AND ADDITIONAL WORK	50.00	46139
Total For Dept 201.000 BUILDING & GROUNDS				7,240.84	
Dept 301.000 PUBLIC SAFETY					
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	COVERAGE PERIOD 1/1/222 - 1/31/22	1,789.38	46085
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS-BLUE SHIELD	COVERAGE PERIOD 1/1/22 - 1/31/22	14,251.13	46100
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BRIAN AVEDISIAN	MEDICAL BENEFIT	445.50	46100

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Fund 101 GENERAL FUND					
Dept 301.000 PUBLIC SAFETY					
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 803	FOR HEALTH SAVINGS (RHS) PLAN	39.95	46125
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 803	HEALTH SAVINGS (RHS) PLAN	565.10	46126
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS BLUE SHIELD	JANUARY COVERAGE PERIOD	2,242.80	46135
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPANY	JANUARY COVERAGE	236.16	46151
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 803	HEALTH SAVINGS (RHS) PLAN	565.10	46154
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFERR AC	HEALTH SAVINGS (RHS) PLAN	39.95	46155
101-301.000-726.000	OFFICE SUPPLIES	PREMIER BUSINESS PRODUCTS	TOSHIBA/TOSHES4540C	470.61	46118
101-301.000-829.000	POLICE UNIFORMS & CLEANING	HURON VALLEY GUNS	HUTSON, REMEY, GIJSBERS AND BUTTON	526.70	46101
101-301.000-850.000	TELEPHONE EXPENDITURES	AT & T	MONTHLY SERVICE DEC 1 - DEC 31	55.90	46084
101-301.000-850.000	TELEPHONE EXPENDITURES	COMCAST	SERVICES FROM 12/11/21 - 1/10/22	73.46	46092
101-301.000-850.000	TELEPHONE EXPENDITURES	COMCAST	SERVI CES FROM 12/5/21 - 1/4/22	32.40	46092
101-301.000-850.000	TELEPHONE EXPENDITURES	WINDSTREAM	INVOICE PERIOD 11/4/21 - 12/3/21	583.99	46128
101-301.000-850.000	TELEPHONE EXPENDITURES	VERIZON WIRELESS	MONTHLY CHARGE	210.08	46156
101-301.000-860.000	VEHICLE EXPENSE	JAX KAR WASH	CAR WASH	23.00	46104
101-301.000-860.000	VEHICLE EXPENSE	BIRMINGHAM OIL CHANGE CENT	OIL CHANGE	110.93	46134
101-301.000-860.000	VEHICLE EXPENSE	US BANK VOYAGER FLEET SYS	10/25/21 TO 11/24/21	3,601.01	46153
101-301.000-860.000	VEHICLE EXPENSE	US BANK VOYAGER FLEET SYS	11/25/21 - 12/24/21	2,913.01	46153
Total For Dept 301.000 PUBLIC SAFETY				28,776.16	
Dept 401.000 PUBLIC SERVICE					
101-401.000-703.000	EMPLOYEE TAXES & BENEFITS	HURON VALLEY GUNS	DPS UNIFORMS	167.94	46101
101-401.000-920.000	UTILITIES	CITY OF LATHRUP VILLAGE	MONTHLY WATER BILL	67.22	46089
101-401.000-920.000	UTILITIES	COMCAST	SERVICES FROM 12/9/21 - 1/6/22	238.30	46092
101-401.000-920.000	UTILITIES	CONSUMERS ENERGY	SEVICE FROM 11/3/21 - 12/21/21	723.13	46094
101-401.000-920.000	UTILITIES	DTE ENERGY	MONTHLY CHARGE	80.38	46096
101-401.000-920.000	UTILITIES	WINDSTREAM	INVOICE PERIOD 11/4/21 - 12/3/21	183.96	46128
101-401.000-920.000	UTILITIES	US BANK VOYAGER FLEET SYS	10/25/21 TO 11/24/21	1,027.59	46153
101-401.000-920.000	UTILITIES	US BANK VOYAGER FLEET SYS	11/25/21 - 12/24/21	783.58	46153
101-401.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	SERVICES FOR OCTOBER 2021	10,436.61	46106
Total For Dept 401.000 PUBLIC SERVICE				13,708.71	
Dept 501.000 LEAF COLLECTION					
101-501.000-978.000	REFUSE EQUIP/ROLLOFF EXPEND	SOCRRA	SPECIAL WASTE - NOV 2021	245.07	46150
Total For Dept 501.000 LEAF COLLECTION				245.07	
Dept 502.000					
101-502.000-801.001	SOCRRA	SOCRRA	REFUS AND YARD WASTE COLLECTION	15,604.00	46123
101-502.000-801.001	SOCRRA	SOCRRA	REFUSE, RECYCLABLES NAD YARD WASTE COLI	13,956.00	46150
Total For Dept 502.000				29,560.00	
Dept 601.000 RECREATION					
101-601.000-812.000	COMMUNITY EVENTS	TYLER CARYL	PHOTOGRAPHER, BREAKFAST WITH SANTA	500.00	46124
101-601.000-812.000	COMMUNITY EVENTS	CLIFTON GRANT	RENTALS AND ADDITIONAL WORK	250.00	46139
101-601.000-817.000	FITNESS CENTER EXP	COMCAST	SERVICES FROM 12/11/21 - 1/10/22	29.38	46092
101-601.000-884.000	CONCERTS IN THE PARK	ASCAP	ANNUAL LICENSE FEE	390.00	46132
Total For Dept 601.000 RECREATION				1,169.38	
Total For Fund 101 GENERAL FUND				135,897.06	
Fund 202 MAJOR ROAD FUND					
Dept 702.000					
202-702.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	COVERAGE PERIOD 1/1/222 - 1/31/22	75.72	46155
202-702.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPANY	JANUARY COVERAGE	2.69	46155

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Fund 202 MAJOR ROAD FUND					
Dept 702.000					
202-702.000-810.000	AUDITING & ACCOUNTING	PLANTE & MORAN	FOR PROFESSIONAL SERVICES RENDERED	2,700.00	46115
202-702.000-861.000	ROAD MAINTENANCE	CADILLAC ASPHALT L.L.C.	UPM COLD PATCH	124.77	46138
202-702.000-864.000	TRAFFIC CONTROLS	DTE ENERGY	STREET LIGHTS	1,845.04	46096
202-702.000-864.000	TRAFFIC CONTROLS	ROAD COMMISSION FOR OAKLAND	PERIOD ENDING 11/30/2021	3,134.15	46121
202-702.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	SERVICES FOR OCTOBER 2021	5,388.25	46106
Total For Dept 702.000				13,270.62	
Total For Fund 202 MAJOR ROAD FUND				13,270.62	
Fund 203 LOCAL ROAD FUND					
Dept 703.000					
203-703.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	COVERAGE PERIOD 1/1/222 - 1/31/22	75.72	46085
203-703.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPANY	JANUARY COVERAGE	2.69	46151
203-703.000-810.000	AUDITING & ACCOUNTING	PLANTE & MORAN	FOR PROFESSIONAL SERVICES RENDERED	2,700.00	46115
203-703.000-861.000	ROAD MAINTENANCE	CADILLAC ASPHALT L.L.C.	UPM COLD PATCH	124.78	46138
203-703.000-864.000	TRAFFIC CONTROLS	ROAD COMMISSION FOR OAKLAND	PERIOD ENDING 11/30/2021	3,134.16	46121
203-703.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	SERVICES FOR OCTOBER 2021	5,388.25	46106
Total For Dept 703.000				11,425.60	
Dept 703.100 CAPITAL IMP - STREET BOND					
203-703.100-970.000	CAPITAL EXP - STREET BOND	EAGLE LANDSCAPING & SUPPLY	TRACTOR FOR 1 HOUR	250.00	46141
Total For Dept 703.100 CAPITAL IMP - STREET BOND				250.00	
Total For Fund 203 LOCAL ROAD FUND				11,675.60	
Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 000.000					
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	COVERAGE PERIOD 1/1/222 - 1/31/22	(500.72)	46085
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 803	FOR HEALTH SAVINGS (RHS) PLAN	101.99	46125
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPANY	JANUARY COVERAGE	60.97	46151
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 803	FOR HEALTH SAVINGS (RHS) PLAN	98.76	46155
494-000.000-810.000	AUDITING & ACCOUNTING	PLANTE & MORAN	FOR PROFESSIONAL SERVICES RENDERED	800.00	46115
494-000.000-844.000	MAIN STREET PROGRAM	C & G NEWSPAPERS	1/4 PAGE SOUTHFIELD SUN 4 COLOR	347.00	46088
494-000.000-844.000	MAIN STREET PROGRAM	WEINGARTZ SUPPLY CO., INC.	EQUIPMENT FOR VEHICLE	522.43	46127
494-000.000-845.000	STREETSCAPING	MARC DUTTON IRRIGATION, INC.	HOLIDAY LIGHTING	6,096.37	46146
494-000.000-882.000	PLANNING/CONSULTING FEES	GIFFELS-WEBSTER ENG INC	ROW PERMIT FOR CMS DAPP 20112 AND 20012	580.00	46099
494-000.000-882.000	PLANNING/CONSULTING FEES	GIFFELS-WEBSTER ENG INC	PLAN REVIEW FOR DISCOUNT TIRE	435.00	46099
494-000.000-882.000	PLANNING/CONSULTING FEES	GIFFELS-WEBSTER ENG INC	DDA PLANNING SERVICES	2,195.00	46099
Total For Dept 000.000				10,736.80	
Total For Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY				10,736.80	
Fund 592 WATER & SEWER FUND					
Dept 536.000 WATER DEPARTMENT					
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	COVERAGE PERIOD 1/1/222 - 1/31/22	3,386.47	46085
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 803	FOR HEALTH SAVINGS (RHS) PLAN	5.68	46125
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPANY	JANUARY COVERAGE	3.22	46151
592-536.000-810.000	AUDITING & ACCOUNTING	PLANTE & MORAN	FOR PROFESSIONAL SERVICES RENDERED	2,500.00	46115
592-536.000-902.000	BILLING SERVICES	POSTMASTER	POSTAGE FOR WATER BILLS	750.00	2700
592-536.000-902.000	BILLING SERVICES	PRINTING SYSTEMS, INC.	UTILITY FORMS - LASER UTILITY BILLS	601.61	2705
592-536.000-902.000	BILLING SERVICES	PRINTING SYSTEMS, INC.	A/P LASER CHECKS (FB) WATER ACCOUNT	96.90	2705
592-536.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	SERVICES FOR OCTOBER 2021	6,054.70	46106
592-536.000-944.000	WATER PURCHASES	SOUTHEAST OAKLAND COUNTY	WATER SERVICE FOR 11/1/21 - 11/30/21	29,617.28	

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Fund 592 WATER & SEWER FUND					
Dept 536.000 WATER DEPARTMENT					
		Total For Dept 536.000 WATER DEPARTMENT		43,015.86	
Dept 536.100 WATER DEPARTMENT					
592-536.100-970.000	CAPITAL EXP - STOP BOX REPLACEME	SUNDE BUILDING INC.	STOP BOX PROGRAM	18,775.00	2707
592-536.100-970.000	CAPITAL EXP - STOP BOX REPLACEME	SUNDE BUILDING INC.	STOP BOX PROGRAM	5,500.00	2707
		Total For Dept 536.100 WATER DEPARTMENT		24,275.00	
Dept 536.400 WATER DEPARTMENT					
592-536.400-970.000	CAPITAL EXP - WATER MAIN REPLACE	SUNDE BUILDING INC.	SAN ROSA WATER MAIN PROJECT	85,730.00	2707
592-536.400-970.000	CAPITAL EXP - WATER MAIN REPLACE	SUNDE BUILDING INC.	WILTSHIRE WATER MAIN PROJECT	82,250.00	2707
		Total For Dept 536.400 WATER DEPARTMENT		167,980.00	
Dept 536.500 WATER DEPARTMENT					
592-536.500-970.000	CAPITAL FIRE HYDRANTS	SUNDE BUILDING INC.	FIRE HYDRANT REPLACEMENT PROGRAM	6,325.00	2707
		Total For Dept 536.500 WATER DEPARTMENT		6,325.00	
Dept 537.000 SEWER DEPARTMENT					
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	COVERAGE PERIOD 1/1/222 - 1/31/22	90.87	46085
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 803	FOR HEALTH SAVINGS (RHS) PLAN	5.68	46125
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPAN	JANUARY COVERAGE	3.22	46151
592-537.000-810.000	AUDITING & ACCOUNTING	PLANTE & MORAN	FOR PROFESSIONAL SERVICES RENDERED	2,500.00	46115
592-537.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	SERVICES FOR OCTOBER 2021	6,054.70	46106
592-537.000-939.000	SEWER SYTEM MAINTENANCE	DTE ENERGY	DECEMBER SERVICES FOR 19033 11 MILE	22.78	2702
592-537.000-942.000	SEWAGE DISPOSAL EXPENSE	OAKLAND COUNTY TREASURER	WASTEWATER DISPOSAL CHARGE	88,068.75	2704
592-537.000-945.000	RETENTION TANK-UTIL ELEC	DTE ENERGY	MONTHLY CHARGE	673.40	46096
592-537.000-946.000	RETENTION TANK UTIL-WATER	CITY OF LATHRUP VILLAGE	MONTHLY WATER BILL	82.85	46089
592-537.000-947.000	RETENTION TANK UTIL-GAS	CONSUMERS ENERGY	SEVICE FROM 11/3/21 - 12/21/21	15.00	46094
592-537.000-948.000	RETENTION TANK UTIL-TELEPHONE	COMCAST	SERVICES FROM 12/8/21 - 1/7/21	123.35	2701
592-537.000-977.000	EVIRONMENT COMPL - NON CAPITA	HYDROCORP	MUNICIPAL MICHIGAN - NOVEMBER	460.00	2703
592-537.000-977.000	EVIRONMENT COMPL - NON CAPITA	HUBBELL, ROTH & CLARK, INC	PROFESSIONAL SERVICES FOR PERIOD ENDING	129.36	2708
		Total For Dept 537.000 SEWER DEPARTMENT		98,229.96	
		Total For Fund 592 WATER & SEWER FUND		339,825.82	

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Fund Totals:					
			Fund 101 GENERAL FUND	135,897.06	
			Fund 202 MAJOR ROAD FUNI	13,270.62	
			Fund 203 LOCAL ROAD FUNI	11,675.60	
			Fund 494 DOWNTOWN DEVELC	10,736.80	
			Fund 592 WATER & SEWER I	339,825.82	
			Total For All Funds:	511,405.90	

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2021 NORM (ABNORM)	MONTH 12/31/21 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Revenues							
Dept 000.000							
101-000.000-401.000	CITY TAXES	2,734,128.00	2,734,128.00	2,647,633.97	6,619.88	86,494.03	96.84
101-000.000-402.000	REFUSE COLLECTION TAXES	410,097.00	410,097.00	398,682.44	992.93	11,414.56	97.22
101-000.000-409.000	DELQ PERSONAL PROPERTY REVENU	3,000.00	3,000.00	1,893.57	0.00	1,106.43	63.12
101-000.000-414.000	TAX PENALTIES	35,000.00	35,000.00	8,091.90	527.09	26,908.10	23.12
101-000.000-415.000	MISCELLANEOUS REVENUE	9,000.00	9,000.00	2,902.39	40.00	6,097.61	32.25
101-000.000-416.001	PROPERTY & LIABLITY DIVIDEND REVENUE	6,500.00	6,500.00	5,610.00	0.00	890.00	86.31
101-000.000-419.000	AT & T LEASE PAYMENTS	60,889.00	60,889.00	25,370.55	5,074.11	35,518.45	41.67
101-000.000-421.000	METRO-PCS LEASE PAYMENTS	45,000.00	45,000.00	13,789.52	0.00	31,210.48	30.64
101-000.000-446.000	INVESTMENT INTEREST	15,000.00	15,000.00	3,323.32	642.10	11,676.68	22.16
101-000.000-447.000	TAX 1% ADMINISTRATIVE FEE	81,000.00	81,000.00	77,666.15	4,366.89	3,333.85	95.88
101-000.000-448.000	INSURANCE REIMBURSEMENT	0.00	0.00	101.23	0.00	(101.23)	100.00
101-000.000-455.000	METRO AUTHORITY-FEE	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
101-000.000-456.000	BUILDING PERMITS	95,000.00	95,000.00	33,819.69	2,030.00	61,180.31	35.60
101-000.000-457.000	ZONING, SITE, SPECIAL PERMITS	9,000.00	9,000.00	1,808.00	121.00	7,192.00	20.09
101-000.000-458.000	PLUMBING/HEATING PERMITS	24,500.00	24,500.00	5,062.00	585.00	19,438.00	20.66
101-000.000-459.000	ELECTRICAL PERMITS	16,000.00	16,000.00	3,366.00	355.00	12,634.00	21.04
101-000.000-460.000	LICENSES & REGISTRATIONS	14,000.00	14,000.00	7,095.00	2,435.00	6,905.00	50.68
101-000.000-461.000	DOG & CAT LICENSES	1,100.00	1,100.00	341.00	35.00	759.00	31.00
101-000.000-465.000	CABLE TV REVENUES	120,000.00	120,000.00	50,406.78	0.00	69,593.22	42.01
101-000.000-470.000	RECREATION SPECIAL PROGRAMS	15,000.00	15,000.00	1,788.98	250.00	13,211.02	11.93
101-000.000-470.001	DOG PARK REVENUE	1,500.00	1,500.00	1,495.00	0.00	5.00	99.67
101-000.000-471.000	DONATIONS-OTHER	1,400.00	1,400.00	0.00	0.00	1,400.00	0.00
101-000.000-475.000	COMM ROOM & BLDG RENT REVENUE	15,000.00	15,000.00	25,912.50	3,195.00	(10,912.50)	172.75
101-000.000-540.000	302 TRAINING FUNDS-REVENUES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-000.000-542.000	SMART CREDITS	8,700.00	8,700.00	0.00	0.00	8,700.00	0.00
101-000.000-546.000	POLICE CHARGES FOR SERVICES	15,000.00	15,000.00	5,685.71	1,311.00	9,314.29	37.90
101-000.000-574.000	STATE SHARED REVENUES	409,118.00	409,118.00	247,142.00	81,244.00	161,976.00	60.41
101-000.000-612.000	DISTRICT COURT FINES	120,000.00	120,000.00	24,165.89	5,509.00	95,834.11	20.14
101-000.000-626.000	COMMUNITY DEVELOPMENT	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
101-000.000-627.000	SIDEWALK REVENUES	15,000.00	15,000.00	1,852.00	0.00	13,148.00	12.35
101-000.000-632.000	PUBLIC SERVICES REIMBURSEMENT	20,000.00	20,000.00	1,114.77	0.00	18,885.23	5.57
101-000.000-669.000	DPS BLDG RENT FROM WATER	4,917.00	4,917.00	0.00	0.00	4,917.00	0.00
101-000.000-671.000	ADMINISTRATIVE REV RD FUND	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-000.000-676.001	EMPLOYEE BENEFIT CONTRIBUTION	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00
Total Dept 000.000		4,337,349.00	4,337,349.00	3,596,120.36	115,333.00	741,228.64	82.91
TOTAL REVENUES		4,337,349.00	4,337,349.00	3,596,120.36	115,333.00	741,228.64	82.91
Expenditures							
Dept 100.000 - GOVERNMENT SERVICES							
101-100.000-708.000	PROPERTY & LIABILITY INSURANC	30,000.00	30,000.00	38,003.00	0.00	(8,003.00)	126.68
101-100.000-710.000	UNEMPLOYMENT INSURANCE	50.00	50.00	4.72	0.00	45.28	9.44
101-100.000-712.000	WORKER'S COMP INSURANCE	8,500.00	8,500.00	234.66	0.00	8,265.34	2.76
101-100.000-726.000	OFFICE SUPPLIES	6,000.00	6,000.00	2,826.06	300.96	3,173.94	47.10
101-100.000-726.001	SUPPLIES - COVID 19	4,000.00	4,000.00	99.95	0.00	3,900.05	2.50
101-100.000-732.000	CODE ENFORCEMENT	2,000.00	2,000.00	3,282.50	280.00	(1,282.50)	164.13
101-100.000-802.000	TAX TRIBUNAL RETURNS	1,500.00	1,500.00	334.03	57.34	1,165.97	22.27
101-100.000-803.000	MEMBERSHIPS & MEETINGS	6,000.00	6,000.00	4,506.26	85.00	1,493.74	75.10
101-100.000-804.000	BUILDING TRADE INSPECTION	70,000.00	70,000.00	33,869.48	0.00	36,130.52	48.38
101-100.000-805.000	CABLE TELEVISION	40,000.00	40,000.00	31,587.65	5,077.45	8,412.35	78.97
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	20,000.00	20,000.00	14,656.19	1,862.86	5,343.81	73.28
101-100.000-810.000	AUDITING & ACCOUNTING	24,875.00	24,875.00	31,831.50	13,850.00	(6,956.50)	127.97

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2021 NORM (ABNORM)	MONTH 12/31/21 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Expenditures							
101-100.000-822.000	TRAINING	2,500.00	2,500.00	3,341.79	0.00	(841.79)	133.67
101-100.000-832.000	CITIZEN COMMUNICATION/PR	20,000.00	20,000.00	4,201.25	600.00	15,798.75	21.01
101-100.000-840.000	LIBRARY PAYMENT	152,930.00	152,930.00	59,969.00	0.00	92,961.00	39.21
101-100.000-848.000	GOVERNMENT OPERATIONS	35,000.00	35,000.00	15,705.81	684.75	19,294.19	44.87
101-100.000-848.001	TECHNOLOGY	45,000.00	45,000.00	29,190.83	0.00	15,809.17	64.87
101-100.000-850.000	TELEPHONE EXPENDITURES	18,000.00	18,000.00	10,002.15	1,944.38	7,997.85	55.57
101-100.000-860.000	VEHICLE EXPENSE	7,500.00	7,500.00	4,948.88	598.77	2,551.12	65.99
101-100.000-880.000	CDBG EXPENDITURES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-100.000-882.000	PLANNING/CONSULTING FEES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-100.000-883.000	CITY BEAUTIFICATION	500.00	500.00	0.00	0.00	500.00	0.00
101-100.000-900.000	PRINTING/PUBLICATION COSTS	12,000.00	12,000.00	5,990.42	1,281.73	6,009.58	49.92
101-100.000-901.000	POSTAGE FEES	6,500.00	6,500.00	2,712.27	407.94	3,787.73	41.73
Total Dept 100.000 - GOVERNMENT SERVICES		516,855.00	516,855.00	297,298.40	27,031.18	219,556.60	57.52
Dept 101.000 - ADMINISTRATION							
101-101.000-701.000	SALARIES FULL-TIME	389,700.00	389,700.00	188,280.29	26,404.45	201,419.71	48.31
101-101.000-702.000	SALARIES PART-TIME	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	222,856.00	222,856.00	81,001.63	29,301.97	141,854.37	36.35
101-101.000-717.000	CODE ENFORCEMENT LEGAL	20,000.00	20,000.00	9,295.00	1,982.50	10,705.00	46.48
101-101.000-718.000	ELECTIONS	10,000.00	10,000.00	18,993.74	675.54	(8,993.74)	189.94
101-101.000-721.000	DATA PROCESING & ASSESSMENTS	35,350.00	35,350.00	33,806.43	1,048.23	1,543.57	95.63
101-101.000-722.000	LEGAL SERVICES	50,000.00	50,000.00	26,021.25	3,865.00	23,978.75	52.04
101-101.000-723.000	BOARD OF REVIEW	600.00	600.00	0.00	0.00	600.00	0.00
Total Dept 101.000 - ADMINISTRATION		743,506.00	743,506.00	357,398.34	63,277.69	386,107.66	48.07
Dept 201.000 - BUILDING & GROUNDS							
101-201.000-702.000	SALARIES PART-TIME	31,600.00	31,600.00	14,723.11	2,050.50	16,876.89	46.59
101-201.000-920.000	UTILITIES	45,000.00	45,000.00	22,337.65	1,849.03	22,662.35	49.64
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	38,000.00	38,000.00	23,853.25	2,633.16	14,146.75	62.77
101-201.000-930.002	COVID EXP - BUILDING	10,000.00	10,000.00	454.79	177.79	9,545.21	4.55
101-201.000-936.000	EQUIPMENT MAINTENANCE	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-201.000-938.000	PARKING LOT & GROUNDS	15,000.00	15,000.00	926.03	530.36	14,073.97	6.17
101-201.000-970.000	CAPITAL EXPENDITURE	7,928.00	7,928.00	0.00	0.00	7,928.00	0.00
Total Dept 201.000 - BUILDING & GROUNDS		149,028.00	149,028.00	62,294.83	7,240.84	86,733.17	41.80
Dept 301.000 - PUBLIC SAFETY							
101-301.000-701.000	SALARIES FULL-TIME	830,042.00	830,042.00	351,416.64	58,597.64	478,625.36	42.34
101-301.000-702.000	SALARIES PART-TIME	50,000.00	50,000.00	51,870.59	6,002.88	(1,870.59)	103.74
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	527,148.00	527,148.00	205,578.61	33,604.99	321,569.39	39.00
101-301.000-704.000	SALARIES-OVERTIME	50,000.00	50,000.00	19,865.18	4,838.10	30,134.82	39.73
101-301.000-708.000	PROPERTY & LIABILITY INSURANC	25,594.00	25,594.00	25,594.00	0.00	0.00	100.00
101-301.000-710.000	UNEMPLOYMENT INSURANCE	100.00	100.00	9.16	0.00	90.84	9.16
101-301.000-712.000	WORKER'S COMP INSURANCE	15,800.00	15,800.00	234.66	0.00	15,565.34	1.49
101-301.000-726.000	OFFICE SUPPLIES	4,000.00	4,000.00	742.91	470.61	3,257.09	18.57
101-301.000-726.001	SUPPLIES - COVID 19	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-301.000-727.000	ROAD SUPPLIES	2,000.00	2,000.00	67.98	0.00	1,932.02	3.40
101-301.000-728.000	EVIDENCE SUPPLIES	1,000.00	1,000.00	(128.75)	0.00	1,128.75	(12.88)
101-301.000-729.000	OFFICE MACHINE MAINTENANCE	3,000.00	3,000.00	835.05	0.00	2,164.95	27.84
101-301.000-731.000	PUBLICATIONS/DOCUMENT REDUCIN	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-301.000-803.000	MEMBERSHIPS & MEETINGS	3,500.00	3,500.00	560.00	0.00	2,940.00	16.00

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2021 NORM (ABNORM)	MONTH 12/31/21 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Expenditures							
101-301.000-821.000	POLICE RESERVES	500.00	500.00	0.00	0.00	500.00	0.00
101-301.000-822.000	TRAINING	15,500.00	15,500.00	2,635.13	0.00	12,864.87	17.00
101-301.000-823.000	FIREARMS TRAINING	4,500.00	4,500.00	6,125.77	0.00	(1,625.77)	136.13
101-301.000-824.000	CRIME PREVENTION	2,000.00	2,000.00	36.00	0.00	1,964.00	1.80
101-301.000-825.000	ANIMAL CONTROL	200.00	200.00	168.00	0.00	32.00	84.00
101-301.000-826.000	COMMUNITY POLICING	500.00	500.00	293.45	0.00	206.55	58.69
101-301.000-827.000	302 TRAINING FUNDS EXPENDITURES	2,000.00	2,000.00	1,343.62	0.00	656.38	67.18
101-301.000-828.000	FIRE SERVICE/DISPATCH CONTRACT	695,462.00	695,462.00	319,617.28	0.00	375,844.72	45.96
101-301.000-829.000	POLICE UNIFORMS & CLEANING	15,000.00	15,000.00	5,818.37	526.70	9,181.63	38.79
101-301.000-836.000	PRISONER LOCKUP	6,000.00	6,000.00	400.00	0.00	5,600.00	6.67
101-301.000-850.000	TELEPHONE EXPENDITURES	8,000.00	8,000.00	5,502.86	955.83	2,497.14	68.79
101-301.000-851.000	RADIO COMMUNICATIONS	16,200.00	16,200.00	2,814.28	0.00	13,385.72	17.37
101-301.000-860.000	VEHICLE EXPENSE	37,000.00	37,000.00	23,774.07	6,647.95	13,225.93	64.25
Total Dept 301.000 - PUBLIC SAFETY		2,321,046.00	2,321,046.00	1,025,174.86	111,644.70	1,295,871.14	44.17
Dept 401.000 - PUBLIC SERVICE							
101-401.000-703.000	EMPLOYEE TAXES & BENEFITS	12,000.00	12,000.00	167.94	167.94	11,832.06	1.40
101-401.000-890.000	PARK MAINTENANCE	7,000.00	7,000.00	929.52	0.00	6,070.48	13.28
101-401.000-892.000	SIDEWALK MAINTENANCE	90,000.00	90,000.00	207,347.90	0.00	(117,347.90)	230.39
101-401.000-920.000	UTILITIES	21,000.00	21,000.00	10,465.15	3,104.16	10,534.85	49.83
101-401.000-921.000	CONTRACTUAL SERVICES	125,239.00	125,239.00	52,183.05	10,436.61	73,055.95	41.67
101-401.000-936.000	EQUIPMENT MAINTENANCE	7,000.00	7,000.00	140.00	0.00	6,860.00	2.00
Total Dept 401.000 - PUBLIC SERVICE		262,239.00	262,239.00	271,233.56	13,708.71	(8,994.56)	103.43
Dept 501.000 - LEAF COLLECTION							
101-501.000-978.000	REFUSE EQUIP/ROLLOFF EXPEND	6,500.00	6,500.00	2,685.85	245.07	3,814.15	41.32
Total Dept 501.000 - LEAF COLLECTION		6,500.00	6,500.00	2,685.85	245.07	3,814.15	41.32
Dept 502.000							
101-502.000-801.001	SOCRRA	379,440.00	379,440.00	162,001.07	29,560.00	217,438.93	42.69
Total Dept 502.000		379,440.00	379,440.00	162,001.07	29,560.00	217,438.93	42.69
Dept 601.000 - RECREATION							
101-601.000-701.000	SALARIES FULL-TIME	45,518.00	45,518.00	8,042.59	0.00	37,475.41	17.67
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	10,242.00	10,242.00	1,633.54	0.00	8,608.46	15.95
101-601.000-712.000	WORKER'S COMP INSURANCE	800.00	800.00	234.68	0.00	565.32	29.34
101-601.000-806.000	ADULT PROGRAMS	2,000.00	2,000.00	350.00	0.00	1,650.00	17.50
101-601.000-807.000	BUS TRANSPORTATION	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-601.000-811.000	SENIOR ACTIVITIES	1,500.00	1,500.00	51.88	0.00	1,448.12	3.46
101-601.000-812.000	COMMUNITY EVENTS	8,500.00	8,500.00	7,507.30	750.00	992.70	88.32
101-601.000-813.000	CHILDREN/YOUTH ACTIVITIES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-601.000-815.000	COMMUNITY GARDEN	1,000.00	1,000.00	40.05	0.00	959.95	4.01
101-601.000-817.000	FITNESS CENTER EXP	0.00	0.00	176.30	29.38	(176.30)	100.00
101-601.000-843.000	DOG PARK EXPENSES	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-601.000-884.000	CONCERTS IN THE PARK	2,000.00	2,000.00	390.00	390.00	1,610.00	19.50
Total Dept 601.000 - RECREATION		75,060.00	75,060.00	18,426.34	1,169.38	56,633.66	24.55

		PERIOD ENDING 12/31/2021					
GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL	2021-22	12/31/2021	MONTH 12/31/21	BALANCE	
		BUDGET	AMENDED BUDGET	NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Expenditures							
Dept 811.000							
101-811.000-970.000	CAPITAL EXPENDITURE	110,450.00	110,450.00	0.00	0.00	110,450.00	0.00
Total Dept 811.000		110,450.00	110,450.00	0.00	0.00	110,450.00	0.00
TOTAL EXPENDITURES		4,564,124.00	4,564,124.00	2,196,513.25	253,877.57	2,367,610.75	48.13
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		4,337,349.00	4,337,349.00	3,596,120.36	115,333.00	741,228.64	82.91
TOTAL EXPENDITURES		4,564,124.00	4,564,124.00	2,196,513.25	253,877.57	2,367,610.75	48.13
NET OF REVENUES & EXPENDITURES		(226,775.00)	(226,775.00)	1,399,607.11	(138,544.57)	(1,626,382.11)	617.18

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REVENUE AND EXPENDITURE REPORT FOR CITY OF LATHRUP VILLAGE

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PERIOD ENDING 12/31/2021

Item 6D.

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 12/31/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 202 - MAJOR ROAD FUND							
Revenues							
Dept 702.000							
202-702.000-574.000	STATE SHARED REVENUES	357,000.00	357,000.00	158,110.44	0.00	198,889.56	44.29
202-702.000-665.000	INVESTMENT INTEREST	600.00	600.00	0.00	0.00	600.00	0.00
202-702.000-690.397	TRANSFER IN FROM ROAD MILLAGE BOND FUND	1,058,201.00	1,058,201.00	0.00	0.00	1,058,201.00	0.00
Total Dept 702.000		1,415,801.00	1,415,801.00	158,110.44	0.00	1,257,690.56	11.17
TOTAL REVENUES		1,415,801.00	1,415,801.00	158,110.44	0.00	1,257,690.56	11.17
Expenditures							
Dept 702.000							
202-702.000-703.000	EMPLOYEE TAXES & BENEFITS	15,143.00	15,143.00	952.31	201.33	14,190.69	6.29
202-702.000-705.000	SALARIES-ADMIN	5,569.00	5,569.00	3,973.66	1,606.76	1,595.34	71.35
202-702.000-720.000	INTEREST EXPENSE	98,333.00	98,333.00	0.00	0.00	98,333.00	0.00
202-702.000-810.000	AUDITING & ACCOUNTING	5,521.00	5,521.00	8,221.00	2,700.00	(2,700.00)	148.90
202-702.000-856.000	ADMINISTRATION & ENGINEERING	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
202-702.000-861.000	ROAD MAINTENANCE	5,000.00	5,000.00	124.77	124.77	4,875.23	2.50
202-702.000-862.000	ROADSIDE MAINTENANCE	1,000.00	1,000.00	221.95	0.00	778.05	22.20
202-702.000-864.000	TRAFFIC CONTROLS	25,000.00	25,000.00	9,971.08	4,979.19	15,028.92	39.88
202-702.000-866.000	SNOW & ICE REMOVAL	5,500.00	5,500.00	0.00	0.00	5,500.00	0.00
202-702.000-867.000	EQUIPMENT RENTAL	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
202-702.000-870.000	FORESTRY	36,000.00	36,000.00	6,108.74	0.00	29,891.26	16.97
202-702.000-921.000	CONTRACTUAL SERVICES	64,659.00	64,659.00	26,941.25	5,388.25	37,717.75	41.67
Total Dept 702.000		270,725.00	270,725.00	56,514.76	15,000.30	214,210.24	20.88
Dept 702.100 - CAPITAL IMP - STREET BOND							
202-702.100-970.000	CAPITAL EXPENDITURE	1,058,201.00	1,058,201.00	196,737.80	0.00	861,463.20	18.59
Total Dept 702.100 - CAPITAL IMP - STREET BOND		1,058,201.00	1,058,201.00	196,737.80	0.00	861,463.20	18.59
TOTAL EXPENDITURES		1,328,926.00	1,328,926.00	253,252.56	15,000.30	1,075,673.44	19.06
Fund 202 - MAJOR ROAD FUND:							
TOTAL REVENUES		1,415,801.00	1,415,801.00	158,110.44	0.00	1,257,690.56	11.17
TOTAL EXPENDITURES		1,328,926.00	1,328,926.00	253,252.56	15,000.30	1,075,673.44	19.06
NET OF REVENUES & EXPENDITURES		86,875.00	86,875.00	(95,142.12)	(15,000.30)	182,017.12	109.52

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Item 6D.

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 12/31/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 203 - LOCAL ROAD FUND							
Revenues							
Dept 703.000							
203-703.000-415.000	MISCELLANEOUS REVENUE	13,603.00	13,603.00	0.00	0.00	13,603.00	0.00
203-703.000-574.000	STATE SHARED REVENUES	169,000.00	169,000.00	71,820.48	0.00	97,179.52	42.50
203-703.000-665.000	INVESTMENT INTEREST	600.00	600.00	0.00	0.00	600.00	0.00
203-703.000-690.397	TRANSFER IN FROM ROAD MILLAGE BOND FUND	1,058,201.00	1,058,201.00	0.00	0.00	1,058,201.00	0.00
Total Dept 703.000		1,241,404.00	1,241,404.00	71,820.48	0.00	1,169,583.52	5.79
TOTAL REVENUES		1,241,404.00	1,241,404.00	71,820.48	0.00	1,169,583.52	5.79
Expenditures							
Dept 703.000							
203-703.000-703.000	EMPLOYEE TAXES & BENEFITS	15,143.00	15,143.00	952.31	201.33	14,190.69	6.29
203-703.000-705.000	SALARIES-ADMIN	5,569.00	5,569.00	3,973.66	1,606.76	1,595.34	71.35
203-703.000-720.000	INTEREST EXPENSE	98,333.00	98,333.00	0.00	0.00	98,333.00	0.00
203-703.000-810.000	AUDITING & ACCOUNTING	3,381.00	3,381.00	6,081.00	2,700.00	(2,700.00)	179.86
203-703.000-861.000	ROAD MAINTENANCE	250,000.00	250,000.00	2,218.89	124.78	247,781.11	0.89
203-703.000-862.000	ROADSIDE MAINTENANCE	1,000.00	1,000.00	221.95	0.00	778.05	22.20
203-703.000-864.000	TRAFFIC CONTROLS	4,000.00	4,000.00	8,126.04	3,134.16	(4,126.04)	203.15
203-703.000-866.000	SNOW & ICE REMOVAL	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
203-703.000-867.000	EQUIPMENT RENTAL	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
203-703.000-868.000	NON-MOTOR FACILITIES	5,000.00	5,000.00	11,700.75	0.00	(6,700.75)	234.02
203-703.000-870.000	FORESTRY	36,000.00	36,000.00	6,108.76	0.00	29,891.24	16.97
203-703.000-921.000	CONTRACTUAL SERVICES	64,659.00	64,659.00	26,941.25	5,388.25	37,717.75	41.67
Total Dept 703.000		490,085.00	490,085.00	66,324.61	13,155.28	423,760.39	13.53
Dept 703.100 - CAPITAL IMP - STREET BOND							
203-703.100-970.000	CAPITAL EXP - STREET BOND	1,058,201.00	1,058,201.00	196,987.80	250.00	861,213.20	18.62
Total Dept 703.100 - CAPITAL IMP - STREET BOND		1,058,201.00	1,058,201.00	196,987.80	250.00	861,213.20	18.62
TOTAL EXPENDITURES		1,548,286.00	1,548,286.00	263,312.41	13,405.28	1,284,973.59	17.01
Fund 203 - LOCAL ROAD FUND:							
TOTAL REVENUES		1,241,404.00	1,241,404.00	71,820.48	0.00	1,169,583.52	5.79
TOTAL EXPENDITURES		1,548,286.00	1,548,286.00	263,312.41	13,405.28	1,284,973.59	17.01
NET OF REVENUES & EXPENDITURES		(306,882.00)	(306,882.00)	(191,491.93)	(13,405.28)	(115,390.07)	62.40

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GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 12/31/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 258 - CAPITAL ACQUISITION FUND							
Revenues							
Dept 000.000							
258-000.000-446.000	INVESTMENT INTEREST	400.00	400.00	134.62	27.12	265.38	33.66
258-000.000-690.101	TRANSFER IN FROM GENERAL FUND	110,450.00	110,450.00	0.00	0.00	110,450.00	0.00
Total Dept 000.000		110,850.00	110,850.00	134.62	27.12	110,715.38	0.12
TOTAL REVENUES		110,850.00	110,850.00	134.62	27.12	110,715.38	0.12
Expenditures							
Dept 000.000							
258-000.000-970.000	CAPITAL EXPENDITURE	110,450.00	110,450.00	6,803.46	0.00	103,646.54	6.16
Total Dept 000.000		110,450.00	110,450.00	6,803.46	0.00	103,646.54	6.16
TOTAL EXPENDITURES		110,450.00	110,450.00	6,803.46	0.00	103,646.54	6.16
Fund 258 - CAPITAL ACQUISITION FUND:							
TOTAL REVENUES		110,850.00	110,850.00	134.62	27.12	110,715.38	0.12
TOTAL EXPENDITURES		110,450.00	110,450.00	6,803.46	0.00	103,646.54	6.16
NET OF REVENUES & EXPENDITURES		400.00	400.00	(6,668.84)	27.12	7,068.84	1,667.21

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		PERIOD ENDING 12/31/2021						Item
GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	
		ORIGINAL BUDGET	2021-22 AMENDED BUDGET	12/31/2021 NORM (ABNORM)	MONTH 12/31/21 INCR (DECR)	BALANCE NORM (ABNORM)		
Fund 397 - ROAD MILLAGE BOND FUND								
Revenues								
Dept 000.000								
397-000.000-446.000	INVESTMENT INTEREST	0.00	0.00	386.90	118.69	(386.90)	100.00	
Total Dept 000.000		0.00	0.00	386.90	118.69	(386.90)	100.00	
TOTAL REVENUES		0.00	0.00	386.90	118.69	(386.90)	100.00	
Fund 397 - ROAD MILLAGE BOND FUND:								
TOTAL REVENUES		0.00	0.00	386.90	118.69	(386.90)	100.00	
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	
NET OF REVENUES & EXPENDITURES		0.00	0.00	386.90	118.69	(386.90)	100.00	

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Item 6D.

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2021 NORM (ABNORM)	MONTH 12/31/21 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000.000							
494-000.000-407.000	TIFA-CAPTURE TAXES	305,000.00	305,000.00	51,173.73	0.00	253,826.27	16.78
494-000.000-410.000	TAX COLLECTED OTHER	24,643.00	24,643.00	4,712.59	0.00	19,930.41	19.12
494-000.000-410.002	SPEC ASSESSEMENT - REVENUE	1,800.00	1,800.00	0.00	0.00	1,800.00	0.00
494-000.000-415.000	MISCELLANEOUS REVENUE	6,000.00	6,000.00	21,176.72	375.00	(15,176.72)	352.95
494-000.000-446.000	INVESTMENT INTEREST	10,000.00	10,000.00	1,434.10	288.85	8,565.90	14.34
Total Dept 000.000		347,443.00	347,443.00	78,497.14	663.85	268,945.86	22.59
TOTAL REVENUES		347,443.00	347,443.00	78,497.14	663.85	268,945.86	22.59
Expenditures							
Dept 000.000							
494-000.000-701.000	SALARIES FULL-TIME	116,174.00	116,174.00	79,075.55	15,476.24	37,098.45	68.07
494-000.000-702.000	SALARIES PART-TIME	5,000.00	5,000.00	3,602.55	0.00	1,397.45	72.05
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	34,000.00	34,000.00	19,069.45	2,788.80	14,930.55	56.09
494-000.000-722.000	LEGAL SERVICES	900.00	900.00	0.00	0.00	900.00	0.00
494-000.000-726.000	OFFICE SUPPLIES	1,480.00	1,480.00	167.66	0.00	1,312.34	11.33
494-000.000-802.000	TAX TRIBUNAL RETURNS	2,000.00	2,000.00	13,791.37	0.00	(11,791.37)	689.57
494-000.000-810.000	AUDITING & ACCOUNTING	800.00	800.00	800.00	800.00	0.00	100.00
494-000.000-822.000	TRAINING/MEMBERSHIP	4,500.00	4,500.00	54.29	0.00	4,445.71	1.21
494-000.000-844.000	MAIN STREET PROGRAM	16,500.00	16,500.00	5,183.09	869.43	11,316.91	31.41
494-000.000-845.000	STREETSCAPING	24,000.00	24,000.00	23,140.43	6,096.37	859.57	96.42
494-000.000-882.000	PLANNING/CONSULTING FEES	42,100.00	42,100.00	29,207.51	3,210.00	12,892.49	69.38
494-000.000-900.000	PRINTING/PUBLICATION COSTS	1,500.00	1,500.00	2,069.71	0.00	(569.71)	137.98
494-000.000-901.000	POSTAGE FEES	200.00	200.00	50.00	0.00	150.00	25.00
494-000.000-933.000	REPAIRS & MAINTENANCE	19,500.00	19,500.00	13,425.81	0.00	6,074.19	68.85
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	6,100.00	6,100.00	389.72	0.00	5,710.28	6.39
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00	10,000.00	2,000.00	0.00	8,000.00	20.00
494-000.000-971.001	FACADE GRANT PROGRAM	20,000.00	20,000.00	9,140.00	0.00	10,860.00	45.70
Total Dept 000.000		304,754.00	304,754.00	201,167.14	29,240.84	103,586.86	66.01
TOTAL EXPENDITURES		304,754.00	304,754.00	201,167.14	29,240.84	103,586.86	66.01
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		347,443.00	347,443.00	78,497.14	663.85	268,945.86	22.59
TOTAL EXPENDITURES		304,754.00	304,754.00	201,167.14	29,240.84	103,586.86	66.01
NET OF REVENUES & EXPENDITURES		42,689.00	42,689.00	(122,670.00)	(28,576.99)	165,359.00	287.36

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2021 NORM (ABNORM)	MONTH 12/31/21 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 592 - WATER & SEWER FUND							
Revenues							
Dept 536.000 - WATER DEPARTMENT							
592-536.000-415.000	MISCELLANEOUS REVENUES	40,000.00	40,000.00	10,681.00	1,778.00	29,319.00	26.70
592-536.000-640.000	WATER SERVICE	674,280.00	674,280.00	355,858.72	53,062.88	318,421.28	52.78
592-536.000-640.001	BOND REVENUE	227,268.00	227,268.00	114,350.90	19,046.00	112,917.10	50.32
592-536.000-640.002	CAPITAL BOND REVENUE	2,149,600.00	2,149,600.00	0.00	0.00	2,149,600.00	0.00
592-536.000-641.000	WATER & SEWER PENALTIES	25,000.00	25,000.00	14,239.85	2,447.89	10,760.15	56.96
592-536.000-642.000	METER CHARGE REVENUE	80,645.00	80,645.00	34,405.43	5,738.41	46,239.57	42.66
592-536.000-643.000	REPLACEMENT RESERVE REVENUE	180,838.00	180,838.00	0.00	0.00	180,838.00	0.00
592-536.000-665.000	INVESTMENT INTEREST	4,500.00	4,500.00	1,115.04	467.14	3,384.96	24.78
Total Dept 536.000 - WATER DEPARTMENT		3,382,131.00	3,382,131.00	530,650.94	82,540.32	2,851,480.06	15.69
Dept 537.000 - SEWER DEPARTMENT							
592-537.000-640.002	CAPITAL BOND REVENUE	696,000.00	696,000.00	0.00	0.00	696,000.00	0.00
592-537.000-641.000	WATER & SEWER PENALTIES	43,000.00	43,000.00	19,318.63	3,544.43	23,681.37	44.93
592-537.000-645.000	SEWAGE DISPOSAL REVENUE	1,673,588.00	1,673,588.00	701,310.44	103,425.97	972,277.56	41.90
592-537.000-651.000	INDUSTRIAL SURCHARGE	43,000.00	43,000.00	14,857.40	2,475.96	28,142.60	34.55
592-537.000-665.000	INVESTMENT INTEREST	4,500.00	4,500.00	1,114.99	467.16	3,385.01	24.78
Total Dept 537.000 - SEWER DEPARTMENT		2,460,088.00	2,460,088.00	736,601.46	109,913.52	1,723,486.54	29.94
TOTAL REVENUES		5,842,219.00	5,842,219.00	1,267,252.40	192,453.84	4,574,966.60	21.69
Expenditures							
Dept 536.000 - WATER DEPARTMENT							
592-536.000-701.000	SALARIES FULL-TIME	19,652.00	19,652.00	4,310.68	1,470.38	15,341.32	21.94
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	168,991.00	168,991.00	24,239.43	3,507.86	144,751.57	14.34
592-536.000-708.000	PROPERTY & LIABILITY INSURANC	7,959.00	7,959.00	7,803.00	0.00	156.00	98.04
592-536.000-810.000	AUDITING & ACCOUNTING	5,232.00	5,232.00	7,732.00	2,500.00	(2,500.00)	147.78
592-536.000-902.000	BILLING SERVICES	10,000.00	10,000.00	4,807.23	1,448.51	5,192.77	48.07
592-536.000-921.000	CONTRACTUAL SERVICES	72,656.00	72,656.00	30,273.50	6,054.70	42,382.50	41.67
592-536.000-935.000	EQUIPMENT REPLACEMENT	2,000.00	2,000.00	573.42	0.00	1,426.58	28.67
592-536.000-937.000	WATER SYSTEM MAINTENANCE	90,000.00	90,000.00	10,054.14	0.00	79,945.86	11.17
592-536.000-940.000	RENT & UTILITIES WATER & SEWE	4,917.00	4,917.00	0.00	0.00	4,917.00	0.00
592-536.000-944.000	WATER PURCHASES	403,000.00	403,000.00	165,511.82	29,617.28	237,488.18	41.07
592-536.000-955.000	MISCELLANEOUS EXPENDITURES	1,880.00	1,880.00	0.00	0.00	1,880.00	0.00
592-536.000-970.000	CAPITAL EXPENDITURE	0.00	0.00	745.00	0.00	(745.00)	100.00
592-536.000-974.000	WATER MAIN PROJECT	356,600.00	356,600.00	118.26	0.00	356,481.74	0.03
Total Dept 536.000 - WATER DEPARTMENT		1,142,887.00	1,142,887.00	256,168.48	44,598.73	886,718.52	22.41
Dept 536.100 - WATER DEPARTMENT							
592-536.100-970.000	CAPITAL EXP - STOP BOX REPLACEMENT	50,000.00	50,000.00	49,298.20	24,275.00	701.80	98.60
Total Dept 536.100 - WATER DEPARTMENT		50,000.00	50,000.00	49,298.20	24,275.00	701.80	98.60
Dept 536.200 - WATER DEPARTMENT							
592-536.200-970.000	CAPITAL EXP - LEAD & COPPER LINE REPLAC	100,000.00	100,000.00	59,750.66	0.00	40,249.34	59.75
Total Dept 536.200 - WATER DEPARTMENT		100,000.00	100,000.00	59,750.66	0.00	40,249.34	59.75

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GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 12/31/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	
Fund 592 - WATER & SEWER FUND								
Expenditures								
Dept 536.300 - WATER DEPARTMENT								
592-536.300-970.000	CAPITAL EXP - WATER METER REPLACE	860,000.00	860,000.00	0.00	0.00	860,000.00	0.00	
Total Dept 536.300 - WATER DEPARTMENT		860,000.00	860,000.00	0.00	0.00	860,000.00	0.00	
Dept 536.400 - WATER DEPARTMENT								
592-536.400-970.000	CAPITAL EXP - WATER MAIN REPLACE	475,000.00	475,000.00	447,204.70	167,980.00	27,795.30	94.15	
Total Dept 536.400 - WATER DEPARTMENT		475,000.00	475,000.00	447,204.70	167,980.00	27,795.30	94.15	
Dept 536.500 - WATER DEPARTMENT								
592-536.500-970.000	CAPITAL FIRE HYDRANTS	84,000.00	84,000.00	91,175.93	6,325.00	(7,175.93)	108.54	
Total Dept 536.500 - WATER DEPARTMENT		84,000.00	84,000.00	91,175.93	6,325.00	(7,175.93)	108.54	
Dept 536.600 - WATER DEPARTMENT								
592-536.600-970.000	CAPITAL EXP - GATE VALVES	224,000.00	224,000.00	23,544.97	0.00	200,455.03	10.51	
Total Dept 536.600 - WATER DEPARTMENT		224,000.00	224,000.00	23,544.97	0.00	200,455.03	10.51	
Dept 537.000 - SEWER DEPARTMENT								
592-537.000-701.000	SALARIES FULL-TIME	19,652.00	19,652.00	4,310.68	1,470.38	15,341.32	21.94	
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	53,332.00	53,332.00	1,170.17	212.26	52,161.83	2.19	
592-537.000-708.000	PROPERTY & LIABILITY INSURANC	7,803.00	7,803.00	7,959.00	0.00	(156.00)	102.00	
592-537.000-720.000	INTEREST EXPENSE	174,679.00	174,679.00	63,706.25	0.00	110,972.75	36.47	
592-537.000-725.000	PAYING AGENT FEES	1,500.00	1,500.00	750.00	0.00	750.00	50.00	
592-537.000-810.000	AUDITING & ACCOUNTING	5,232.00	5,232.00	7,732.00	2,500.00	(2,500.00)	147.78	
592-537.000-921.000	CONTRACTUAL SERVICES	72,656.00	72,656.00	30,273.50	6,054.70	42,382.50	41.67	
592-537.000-939.000	SEWER SYTEM MAINTENANCE	273,000.00	273,000.00	23,632.82	22.78	249,367.18	8.66	
592-537.000-940.000	RENT & UTILITIES WATER & SEWE	500.00	500.00	0.00	0.00	500.00	0.00	
592-537.000-942.000	SEWAGE DISPOSAL EXPENSE	1,049,794.00	1,049,794.00	440,343.75	88,068.75	609,450.25	41.95	
592-537.000-945.000	RETENTION TANK-UTIL ELEC	18,707.00	18,707.00	5,693.42	673.40	13,013.58	30.43	
592-537.000-946.000	RETENTION TANK UTIL-WATER	5,000.00	5,000.00	1,068.68	82.85	3,931.32	21.37	
592-537.000-947.000	RETENTION TANK UTIL-GAS	1,200.00	1,200.00	77.95	15.00	1,122.05	6.50	
592-537.000-948.000	RETENTION TANK UTIL-TELEPHONE	3,000.00	3,000.00	573.25	123.35	2,426.75	19.11	
592-537.000-949.000	RETENTION TAN GENERATOR FUEL	500.00	500.00	0.00	0.00	500.00	0.00	
592-537.000-951.000	RETENTION TANK BUILDING/EQUIP	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00	
592-537.000-953.000	RETENTION TANK EXCESS LIABIL	9,078.00	9,078.00	9,078.00	0.00	0.00	100.00	
592-537.000-957.000	INDUSTRIAL SURCHARGE/NON-RESI	20,000.00	20,000.00	5,628.72	0.00	14,371.28	28.14	
592-537.000-970.000	CAPITAL EXPENDITURE	145,000.00	145,000.00	0.00	0.00	145,000.00	0.00	
592-537.000-977.000	EVIRONMENT COMPL - NON CAPITA	30,000.00	30,000.00	7,867.49	589.36	22,132.51	26.22	
592-537.000-977.003	BOND EXPENSE - CONSTRUCTION	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	
Total Dept 537.000 - SEWER DEPARTMENT		1,897,633.00	1,897,633.00	609,865.68	99,812.83	1,287,767.32	32.14	
Dept 537.200 - SEWER DEPARTMENT								
592-537.200-970.000	CAPITAL EXP - RETENTION TANK REPAIRS	550,000.00	550,000.00	0.00	0.00	550,000.00	0.00	
Total Dept 537.200 - SEWER DEPARTMENT		550,000.00	550,000.00	0.00	0.00	550,000.00	0.00	

Item 6D.

DB: Lathrup

		PERIOD ENDING 12/31/2021						Item #
GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2021 NORM (ABNORM)	MONTH 12/31/21 INCR (DECR)	BALANCE NORM (ABNORM)		
Fund 592 - WATER & SEWER FUND								
Expenditures								
TOTAL EXPENDITURES		5,383,520.00	5,383,520.00	1,537,008.62	342,991.56	3,846,511.38	28.55	
Fund 592 - WATER & SEWER FUND:								
TOTAL REVENUES		5,842,219.00	5,842,219.00	1,267,252.40	192,453.84	4,574,966.60	21.69	
TOTAL EXPENDITURES		5,383,520.00	5,383,520.00	1,537,008.62	342,991.56	3,846,511.38	28.55	
NET OF REVENUES & EXPENDITURES		458,699.00	458,699.00	(269,756.22)	(150,537.72)	728,455.22	58.81	
TOTAL REVENUES - ALL FUNDS		13,295,066.00	13,295,066.00	5,172,322.34	308,596.50	8,122,743.66	38.90	
TOTAL EXPENDITURES - ALL FUNDS		13,240,060.00	13,240,060.00	4,458,057.44	654,515.55	8,782,002.56	33.67	
NET OF REVENUES & EXPENDITURES		55,006.00	55,006.00	714,264.90	(345,919.05)	(659,258.90)	1,298.52	

CITY OF LATHRUP VILLAGE
Disbursement Report

Item 6D.

Period covered 12/1/2021-12/15/2021

Gross Payroll:

Payroll Department	Amount	Personnel
Admin	\$17,631.58	Bratschi, London, Mitchell Talley, Thornhill, Simpson, Sweidan
DDA	\$6,024.09	Stec, Dahl, Sweidan
Bldg Mnt	\$0.00	
Police	\$38,592.74	Becker, Button, Carmack, Gijsbers, Huston, Hutson, Knoll,Lask,Lawrence, Mckee, Roberts, Tackett, Zang
DPS	\$0.00	
Water	\$473.39	Mitchell
Recreation	\$0.00	

Total Gross \$62,721.80

Deductions \$23,259.27

Net Payroll \$39,462.53

* Fund Totals Include Gross Payroll

General Fund	\$56,224.32
Major Road Fund	\$0.00
Local Road Fund	\$0.00
Capital Acquisition Fund	\$0.00
Debt Service Fund SDS Bonds	\$0.00
Downtown Development Authority	\$6,024.09
Water & Sewer Fund	\$473.39
Total	\$62,721.80



LAW OFFICE

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SCOTT R. BAKER
JENNIFER H. ELOWSKY

sbaker@bakerelowsky.com

Of Counsel

LEANN K. KIMBERLIN

MATTHEW C. QUINN

December 29, 2021

Via Email

Pam Bratschi, MiCPT, CPFA
Interim City Administrator / City Treasurer
City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076

Re: Legal Department Billing for November 1 through November 30, 2021

Dear Ms. Bratschi:

The following is our law firm's billing to the City of Lathrup Village for the month of November, 2021:

1. General Retainer	\$2,500.00
2. Special Legal Services	\$1,365.00
3. Downtown Development Authority	\$
4. Project Reimbursement	\$
5. Prosecution/Code Enforcement	<u>\$1,982.50</u>
	<u>\$5,847.50</u>

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

Very truly yours,

BAKER & ELOWSKY, PLLC

Scott R. Baker

Enclosures



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December 29, 2021

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

Invoice Number: 1218

Invoice Period: 11-01-2021 - 11-30-2021

RE: General Retainer**Time Details**

Date	Professional	Description	Hours	Amount
11-01-2021	SRB	Review and respond to correspondence from S. Stec.	0.25	No Charge
11-01-2021	SRB	Review and respond to correspondence from S. Stec.	0.25	No Charge
11-01-2021	SRB	Review and respond to correspondence from S. Stec.	0.25	No Charge
11-01-2021	SRB	Review and respond to correspondence from S. Stec.	0.25	No Charge
11-01-2021	SRB	Review and respond to correspondence from Mayor Pro Tem Kantor.	0.25	No Charge
11-01-2021	SRB	Review and respond to correspondence from Admin re November meetings	0.25	No Charge
11-01-2021	SRB	Review and respond to correspondence from Admin re special meeting of council	0.25	No Charge
11-02-2021	SRB	Review and respond to correspondence from City Clerk	0.25	No Charge
11-02-2021	SRB	Review and respond to correspondence from S. Stec.	0.25	No Charge
11-04-2021	SRB	Review and respond to correspondence from City Clerk	0.25	No Charge
11-04-2021	SRB	Review and respond to correspondence from City Clerk	0.25	No Charge
11-04-2021	SRB	Review and respond to correspondence from Mayor Pro Tem Kantor.	0.25	No Charge

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

Page 1 of 6

Date	Professional	Description	Hours	Amount	Item 6D.
11-04-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-04-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-04-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-04-2021	SRB	Review and respond to correspondence from Admin re rules of procedure	0.25	No Charge	
11-05-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-05-2021	SRB	Review and respond to correspondence from S. Stec.	0.25	No Charge	
11-05-2021	SRB	Review and respond to correspondence from S. Stec.	0.25	No Charge	
11-06-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-06-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-06-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-08-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-08-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-08-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-08-2021	SRB	Review and respond to correspondence from S. Stec.	0.25	No Charge	
11-08-2021	SRB	Review and respond to correspondence from S. Stec.	0.25	No Charge	
11-09-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-10-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-10-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-11-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-11-2021	SRB	Review and respond to correspondence from S. Stec.	0.25	No Charge	
11-11-2021	SRB	Review and respond to correspondence from S. Stec.	0.25	No Charge	
11-11-2021	SRB	Review and respond to correspondence from S. Stec.	0.25	No Charge	
11-12-2021	SRB	Review and respond to correspondence from S. Stec.	0.25	No Charge	
11-12-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-14-2021	SRB	Review and respond to correspondence from Mayor Pro Tem	0.25	No Charge	

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Page 2 of 6

Date	Professional	Description	Hours	Amount	Item 6D.
		Kantor.			
11-14-2021	SRB	Review and respond to correspondence from Mayor Pro Tem Kantor.	0.25	No Charge	
11-14-2021	SRB	Review and respond to correspondence from City Clerk	0.25	No Charge	
11-15-2021	SRB	Review correspondence from Councilmember Miller	0.25	No Charge	
11-15-2021	SRB	Review correspondence from Councilmember Miller	0.25	No Charge	
11-15-2021	SRB	Review correspondence from Councilmember Miller	0.25	No Charge	
11-15-2021	SRB	Review and respond to correspondence from S. Stec.	0.25	No Charge	
11-15-2021	SRB	Review and respond to correspondence from S. Stec.	0.25	No Charge	
11-15-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-15-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-15-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-15-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-15-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-15-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-15-2021	SRB	Review correspondence from Treasurer	0.25	No Charge	
11-15-2021	SRB	Review correspondence from Mayor Garrett	0.25	No Charge	
11-16-2021	SRB	Review correspondence from Mayor Garrett	0.25	No Charge	
11-16-2021	SRB	Review and respond to correspondence from Councilmember Kenez	0.25	No Charge	
11-16-2021	SRB	Review and respond to correspondence from Councilmember Kenez	0.25	No Charge	
11-16-2021	SRB	Review and respond to correspondence from Councilmember Miller	0.25	No Charge	
11-16-2021	SRB	Review and respond to correspondence from Planning Commissioner Hammond	0.25	No Charge	
11-16-2021	SRB	Review and respond to correspondence from Planning Commissioner Hicks	0.25	No Charge	
11-16-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	

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Page 3 of 6

Date	Professional	Description	Hours	Amount	Item 6D.
11-16-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-16-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-16-2021	SRB	Review and respond to correspondence from S. Stec.	0.25	No Charge	
11-16-2021	SRB	Review and respond to correspondence from S. Stec.	0.25	No Charge	
11-16-2021	SRB	Review and respond to correspondence from S. Stec.	0.25	No Charge	
11-16-2021	SRB	Review correspondence from Councilmember Miller	0.25	No Charge	
11-16-2021	SRB	Review and respond to correspondence from City Clerk	0.25	No Charge	
11-17-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-17-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-18-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-18-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-18-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-18-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-18-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-18-2021	SRB	Review correspondence from Councilmember Miller	0.25	No Charge	
11-18-2021	SRB	Review correspondence from Councilmember Miller	0.25	No Charge	
11-18-2021	SRB	Review and respond to correspondence from Planning Commissioner Hicks	0.25	No Charge	
11-19-2021	SRB	Review correspondence from Mayor Garrett	0.25	No Charge	
11-19-2021	SRB	Review correspondence from Councilmember Miller	0.25	No Charge	
11-19-2021	SRB	Review correspondence from Councilmember Miller	0.25	No Charge	
11-20-2021	SRB	Review correspondence from Councilmember Miller	0.25	No Charge	
11-20-2021	SRB	Review correspondence from Councilmember Miller	0.25	No Charge	
11-20-2021	SRB	Review correspondence from Councilmember Miller	0.25	No Charge	
11-20-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	

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Page 4 of 6

Date	Professional	Description	Hours	Amount	Item 6D.
11-20-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-20-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-20-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-20-2021	SRB	Review correspondence from Mayor Garrett	0.25	No Charge	
11-22-2021	SRB	Review and respond to correspondence from S. Stec.	0.25	No Charge	
11-22-2021	SRB	Prepare for and attend regular meeting of City COuncil	4.00	No Charge	
11-22-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-22-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-22-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-22-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-22-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-22-2021	SRB	Review and respond to correspondence from City Clerk	0.25	No Charge	
11-22-2021	SRB	Review and respond to correspondence from Mayor Pro Tem Kantor.	0.25	No Charge	
11-23-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-23-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-23-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-23-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-24-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-24-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-24-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-24-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-24-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-24-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-24-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-24-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	

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Page 5 of 6

Date	Professional	Description	Hours	Amount	Item 6D.
11-24-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-24-2021	SRB	Review and respond to correspondence from Mayor Pro Tem Kantor.	0.25	No Charge	
11-24-2021	SRB	Review and respond to correspondence from S. Stec.	0.25	No Charge	
11-24-2021	SRB	Review and respond to correspondence from S. Stec.	0.25	No Charge	
11-24-2021	SRB	Review and respond to correspondence from S. Stec.	0.25	No Charge	
11-24-2021	SRB	Review correspondence from Mayor Garrett	0.25	No Charge	
11-24-2021	SRB	Review correspondence from Treasurer	0.25	No Charge	
11-28-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-29-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
11-29-2021	SRB	Review correspondence from Mayor Garrett	0.25	No Charge	
11-29-2021	SRB	Review correspondence from s. Stec	0.25	No Charge	
11-30-2021	SRB	Services Rendered		2,500.00	
11-30-2021	SRB	Review correspondence from s. Stec	0.25	No Charge	
11-30-2021	SRB	Review correspondence from s. Stec	0.25	No Charge	
11-30-2021	SRB	Review correspondence from s. Stec	0.25	No Charge	
11-30-2021	SRB	Review and respond to correspondence from Planning Commissioner Hicks	0.25	No Charge	
11-30-2021	SRB	Review and respond to correspondence from Admin	0.25	No Charge	
			Total	2,500.00	

Time Summary

Professional	Hours	Amount
Scott Baker	35.00	2,500.00
Total		2,500.00

Total for this Invoice 2,500.00



LAW OFFICE

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December 29, 2021

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

Invoice Number: 1219

Invoice Period: 11-01-2021 - 11-30-2021

RE: Prosecution/Code Enforcement**Time Details**

Date	Professional	Description	Hours	Amount
11-02-2021	SRB	Review of file materials and Notices to Appear for 11/10/2021 docket and correspondence to Police Clerk concerning records re: 21LV01176A,B; 21LV01073B, 16LV00653A, 21LV01337A, 14LV02113B, 21L0001728, 14LV00451A, 20LV02239B, 10L165650A, 21LV01215A,B.	1.50	195.00
11-02-2021	SRB	Review correspondence from 46th District Court re 07L123204B	0.25	32.50
11-03-2021	SRB	Review correspondence from Code officer re 21L0001730 & 21L0001731	0.25	32.50
11-04-2021	SRB	Review correspondence from 46th District Court re 10LV01402A	0.25	32.50
11-05-2021	SRB	Review of file materials and Notices to Appear for 11/17/2021 docket and correspondence to Police Clerk concerning records re: 21L0001730, 21LV00748A, 20LV02029B, 21LV01448A, 21L0001731, 10LV02169B, 21LV01209A,B, 21LV00937B, 19LV00351A,B,D, 21L021095A,B,C, 11LV01171A.	1.50	195.00
11-10-2021	SRB	Conduct telephone pre-trial conference with defendant, prepare plea offer and draft correspondence to defendant and Court with same re: 21LV01176A & B	0.50	65.00
11-10-2021	SRB	Conduct telephone pre-trial conference with defendant, prepare plea offer and draft correspondence to defendant and Court with same re: 21LV01337A	0.50	65.00
11-10-2021	SRB	Conduct telephone pre-trial conference with defendant, prepare plea offer and draft correspondence to defendant and Court with	0.50	65.00

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Page 1 of 2

Date	Professional	Description	Hours	Amount	Item 6D.
		same re: 14LV02113B			
11-10-2021	SRB	Conduct telephone pre-trial conference with defendant, prepare plea offer and draft correspondence to defendant and Court with same re: 14LV00451A	0.50	65.00	
11-10-2021	SRB	Conduct telephone pre-trial conference with defendant, prepare plea offer and draft correspondence to defendant and Court with same re: 20LV02239B	0.50	65.00	
11-10-2021	SRB	Appear for prosecution docket via Zoom in 46th District Court	2.00	260.00	
11-12-2021	SRB	Review correspondence from Code officer re 21L0001728	0.25	32.50	
11-12-2021	SRB	Review correspondence from Code officer re 21L0001728	0.25	32.50	
11-15-2021	SRB	Review correspondence from 46th District Court re 12LV00881B	0.25	32.50	
11-15-2021	SRB	Review correspondence from 46th District Court re 20LV00900B	0.25	32.50	
11-15-2021	SRB	Review correspondence from 46th District Court re 06L978500A	0.25	32.50	
11-17-2021	SRB	Review correspondence from Code officer re 21L0001730	0.25	32.50	
11-17-2021	SRB	Review correspondence from Code officer re 21L0001730	0.25	32.50	
11-17-2021	SRB	Conduct telephone pre-trial conference with defendant, prepare plea offer and draft correspondence to defendant and Court with same re: 21L0001730	0.50	65.00	
11-17-2021	SRB	Conduct telephone pre-trial conference with defendant, prepare plea offer and draft correspondence to defendant and Court with same re: 21LV01448A	0.50	65.00	
11-17-2021	SRB	Appear for prosecution docket via Zoom in 46th District Court	3.50	455.00	
11-18-2021	SRB	Review correspondence from Code officer re 21L0001728	0.25	32.50	
11-19-2021	SRB	Review correspondence from Code officer re 21L0001728	0.25	32.50	
11-19-2021	SRB	Review correspondence from Court re 12/8 docket	0.25	32.50	
			Total	1,982.50	

Time Summary

Professional	Hours	Amount
Scott Baker	15.25	1,982.50
Total		1,982.50
Total for this Invoice		1,982.50

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

Page 2 of 2



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December 29, 2021

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

Invoice Number: 1220

Invoice Period: 11-01-2021 - 11-30-2021

RE: Special Legal Services**Time Details**

Date	Professional	Description	Hours	Amount
11-01-2021	SRB	Review correspondence from City Engineer	0.25	32.50
11-01-2021	SRB	Review correspondence from prospective cannabis business	0.25	32.50
11-01-2021	SRB	Review correspondence from prospective cannabis business	0.25	32.50
11-01-2021	SRB	Review correspondence from prospective cannabis business	0.25	32.50
11-01-2021	SRB	Review correspondence from Resident re cannabis business	0.25	32.50
11-01-2021	SRB	Review correspondence from Resident re cannabis business	0.25	32.50
11-01-2021	SRB	Review correspondence from Building official re JMC	0.25	32.50
11-01-2021	SRB	Review correspondence from property manager re JMC	0.25	32.50
11-01-2021	SRB	Prepare for and participate in special meeting of City Council.	2.25	292.50
11-02-2021	SRB	Review correspondence from Building official re JMC	0.25	32.50
11-02-2021	SRB	Review correspondence from property manager re JMC	0.25	32.50
11-02-2021	SRB	Review correspondence from City Planner	0.25	32.50
11-04-2021	SRB	Review and respond to correspondence from resident.	0.25	32.50

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

Page 1 of 2

Date	Professional	Description	Hours	Amount	Item 6D.
11-05-2021	SRB	Review and respond to correspondence from City Planner.	0.25	32.50	
11-08-2021	SRB	Review correspondence from City Engineer	0.25	32.50	
11-10-2021	SRB	Review correspondence from Southfield Fire Inspector re JMC	0.25	32.50	
11-10-2021	SRB	Review correspondence from Building Official re JMC	0.25	32.50	
11-10-2021	SRB	Review correspondence from liability carrier attorney re JMC litigation	0.25	32.50	
11-11-2021	SRB	Review and respond to correspondence from City Planner	0.25	32.50	
11-11-2021	SRB	Review correspondence from City Engineer	0.25	32.50	
11-11-2021	SRB	Review and respond to correspondence from City Planner.	0.25	32.50	
11-15-2021	SRB	Review correspondence from City Engineer	0.25	32.50	
11-15-2021	SRB	Review correspondence from City Engineer	0.25	32.50	
11-16-2021	SRB	Review correspondence from City Engineer	0.25	32.50	
11-16-2021	SRB	Review and respond to correspondence from City Planner.	0.25	32.50	
11-16-2021	SRB	Prepare for and participate in Planning Commission Meeting	0.25	32.50	
11-16-2021	SRB	Review and respond to correspondence from City Planner.	0.25	32.50	
11-17-2021	SRB	Review and respond to correspondence from City Planner.	0.25	32.50	
11-17-2021	SRB	Review correspondence from Building Official re building codes	0.25	32.50	
11-18-2021	SRB	Review and respond to correspondence from City Planner.	0.25	32.50	
11-20-2021	SRB	Review correspondence from liability carrier attorney re Gorbe litigation	0.25	32.50	
11-24-2021	SRB	Review correspondence and deposition transcripts from liability carrier attorney re JMC litigation	0.75	97.50	
			Total	1,365.00	

Time Summary

Professional	Hours	Amount
Scott Baker	10.50	1,365.00
Total		1,365.00
Total for this Invoice		1,365.00

CITY OF LATHRUP VILLAGE
Investment Account Balances and Interest Earnings
June 30, 2022

Fiscal Year	Flagstar Savings	Flagstar Savings	Flagstar Savings	Flagstar Savings	Flagstar Savings	Flagstar Savings	Chase Money Market	MBIA Class Pool	MBIA Class Pool	Michigan First Credit Union					Total
2021-2022	258	494	101	101	101	592	Account Closure	Road Bond	CIP Bond	592					
July	127,596.52	1,359,243.89	12,624.27	836,489.60	84,681.50	502,975.27	-	3,802,408.71	4,704,936.39	100.18	-	-	-	-	11,431,056.33
August	127,623.61	1,359,532.50	12,621.59	836,312.03	84,699.48	503,082.07	-	3,802,466.82	4,705,036.73	100.18	-	-	-	-	11,431,475.01
September	127,649.83	1,359,811.86	12,626.86	836,661.48	84,716.88	503,185.44	-	3,802,508.68	4,705,133.81	100.18	-	-	-	-	11,432,395.02
October	127,676.93	1,360,100.59	12,629.54	836,839.13	84,734.87	503,292.28	-	3,802,626.39	4,705,234.14	100.18	-	-	-	-	11,433,234.05
November	127,703.16	1,360,380.06	12,632.14	837,011.08	84,752.28	503,502.59	-	3,802,704.86	1,705,331.21	100.18	-	-	-	-	8,434,117.56
December	127,730.28	1,360,668.91	12,634.82	837,188.80	84,770.28	503,395.70	-	3,802,823.55	4,705,478.08	100.18	-	-	-	-	11,434,790.60
January	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
February	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
March	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
April	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	765,980.33	8,159,737.81	75,769.22	5,020,502.12	508,355.29	3,019,433.35	-	22,815,539.01	25,231,150.36	601.08	-	-	-	-	65,597,068.57

Average Monthly Balance 5,466,422.38

Interest											Total				
To Date	160.85	1,713.57	15.91	1,054.31	106.76	634.09	-	2,197.22	2,579.75	-	-	Interest	11,782.81		

	Balance as of	Rate	Maturity Date	Fund	12/31/2021	Percent	Interest Per Fund	Percent
FLAGSTAR BANK (CD)	09/20/21			Capital Acquisition	-	0.00%	160.85	1.37%
	387,952.98	0.200%	06/15/22	General, Major Rd & Local Rd Funds	8,904,291.21	54.63%	8,658.70	73.49%
MICHIGAN FIRST CU (CD)	12/31/21			DDA	1,360,668.91	8.35%	1,713.57	14.54%
	209,309.22	0.250%	04/01/22	Forfeiture	12,634.82	0.08%	15.91	0.14%
				Water	6,021,162.55	36.94%	1,233.78	10.47%
FLAGSTAR/CHASE (CHECKING ACCOUNTS)				Total	16,298,757.49	100.00%	11,782.81	100%
	Balance as of		Interest Earned					
	12/31/21		12/31/21					
General	836,444.58		551.41					
Tax	2,827,380.74		2,169.25					
Water/Sewer	602,879.37		599.69					
	<u>4,266,704.69</u>		<u>3,320.35</u>					

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BUDGET REPORT (REVENUES VERSUS EXPENDITURES) FOR MONTH ENDED DECEMBER 31, 2021

	Revenues Through 12/31/2021	Expenses Through 12/31/2021	Revenues Over (Under) Expenses
101-GENERAL FUND	3,596,120	2,196,513	1,399,607
202-MAJOR STREET FUND	158,110	253,253	(95,142)
203-LOCAL STREET FUND	71,820	263,312	(191,492)
258-CAPITAL ACQUISITION FUND	135	6,803	(6,669)
397-ROADS MILLAGE BOND FUND	387	-	387
494-DOWNTOWN DEVELOPMENT AUTHORITY	78,497	201,167	(122,670)
592-WATER & SEWER FUND	1,267,242	1,537,009	(269,766)
GRAND TOTAL ALL FUNDS	<u>5,172,312</u>	<u>4,458,057</u>	<u>714,255</u>

Memorandum

To: Mayor and City Council

From: Pamela Bratschi, Interim City Administrator/Treasurer

Date: January 20, 2022

Re: City Investment Report 12/31/2021

Attached is the City Investment Report to comply with Public Act 213 of 2007 which requires the investment officer provide quarterly a written report to the governing body concerning the investment of the funds for the City. This report is for the quarterly report of December 31, 2021.



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

MEMORANDUM

To: LVDDA Board of Directors

From: Susie Stec, DDA and CED Director

Date: January 19, 2022

RE: Department/Director Report

In an effort to provide consistent updates to the DDA Board of Directors, City Administrator, and City Council the following monthly is submitted for your review.

Upcoming Events

- FIRESIDE FRIDAYS will take a winter break and start up again in March.

Past Events

- Zing! Customer Service Training was held October 28th; a dozen people attended
- Fall Fest was Saturday, October 30th; over 60 people attended
- Winter Market was held Saturday, November 27th. There were 2 dozen vendors and over 70 shoppers throughout the day.
- Christmas Tree Lighting & Holiday Lights Trolley was Thursday, December 16th from 5 – 8 pm.
- Breakfast with Santa was Saturday, December 18th from 10 am – 12 Noon.

Grants

- Oakland County has partner with LVDDA on a Community Navigator Program. The grant aims to provide direct support to under-served and micro-businesses in the area. OC staff will be embedded in LV for 4 years. An individual has been hired and is expected to begin office hours in February.
- CED has submitted a request for ARP state-level funds to install HAWK signal crossings near Margate/Meadowood and City Hall.

Commercial Business/Property Updates

- **OPEN! Ruby Lee's Honey Chicken & Shrimp (26780 Southfield Road)**
- New Business: 27051 Southfield Road (Chinese Succulents & Pots) – opening soon



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

- New Business: 26710 Southfield Road (Beauty Hunters) – finishing work on interior improvements; opening in February
- New Business: 28851 Southfield Road (Fish Market) – finishing interior improvements
- New Business: 26079 Southfield Road (US Rehab) – finishing interior improvements
- 26727 Southfield Road (BP Gas) – work is progressing. Contractor provides regular updates.
- Lathrup Village Apartments installed the screen wall soon. The final building phase is delayed until Spring 2022 due to material and contractor shortages

Cannabis

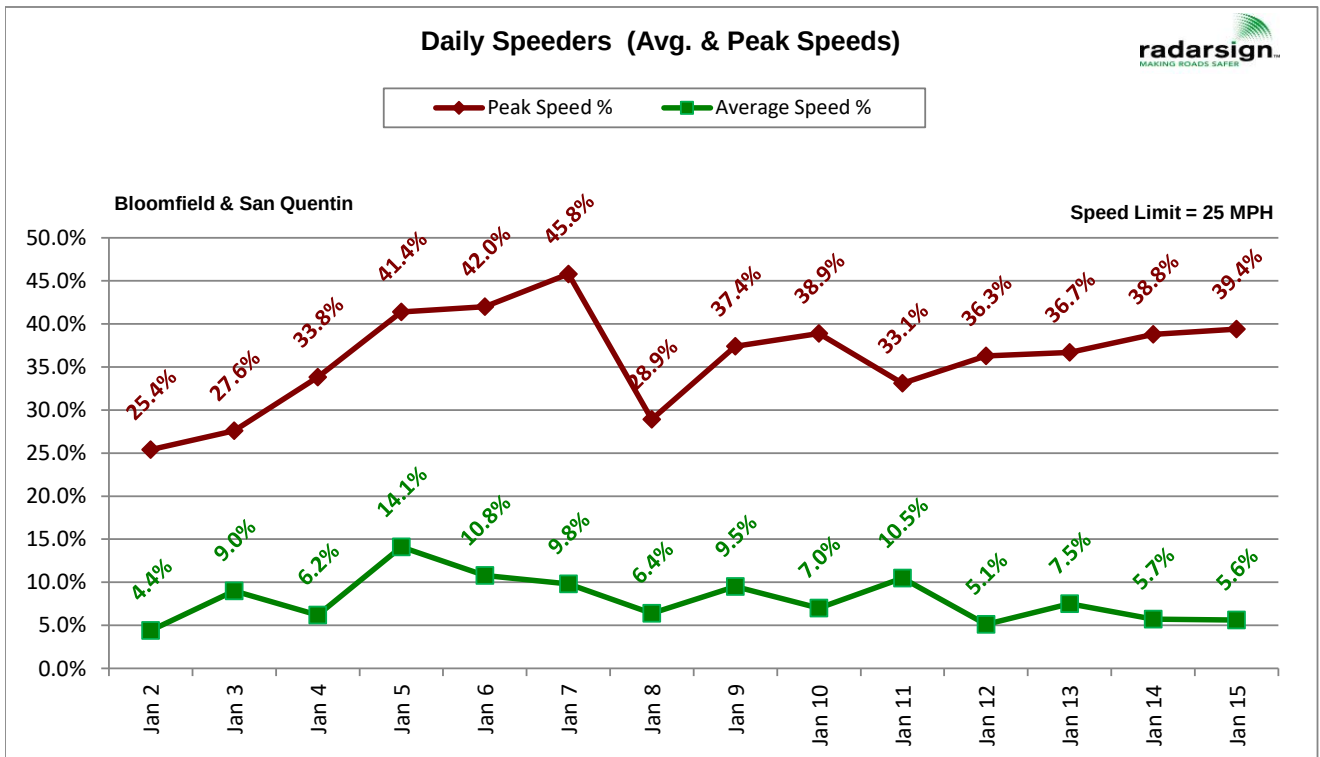
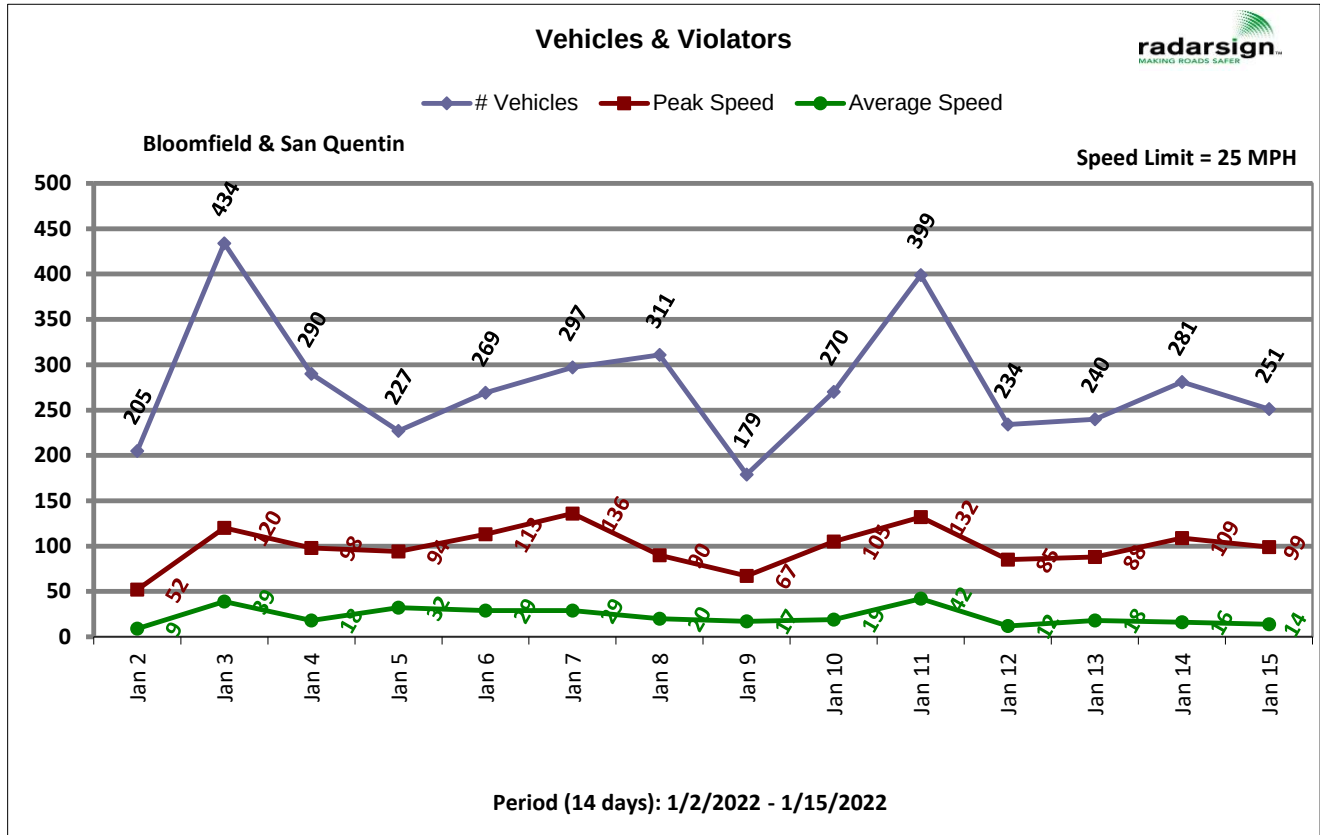
- Information materials are on the city's website
- Application Period was rescinded until a date to be determined.

Infrastructure

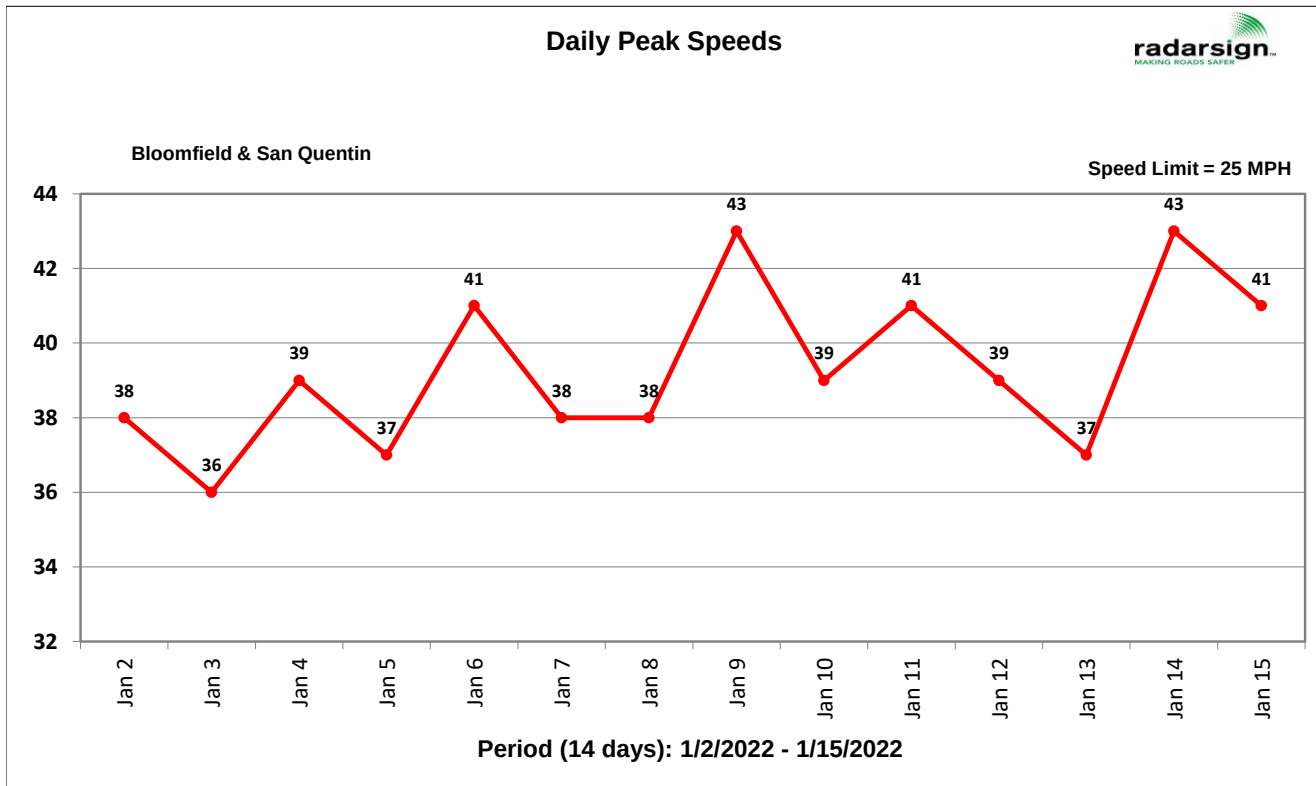
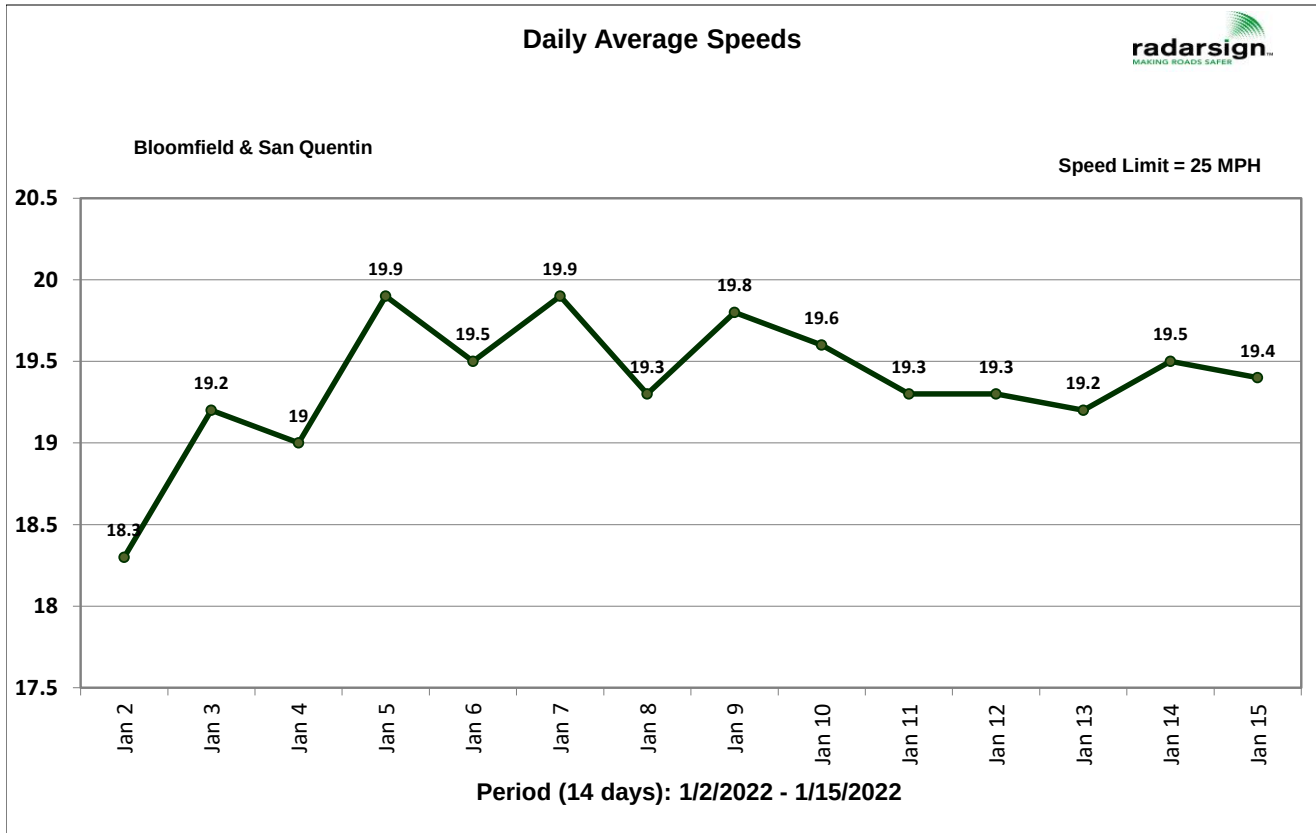
- Infrastructure Study Group will be providing a recommendation to Council in the new year.
- Paving plans are being finalized and will be put out to bid in early 2022.
- DDA will be implementing a 5-year capital improvement plan for the alleys and approaches

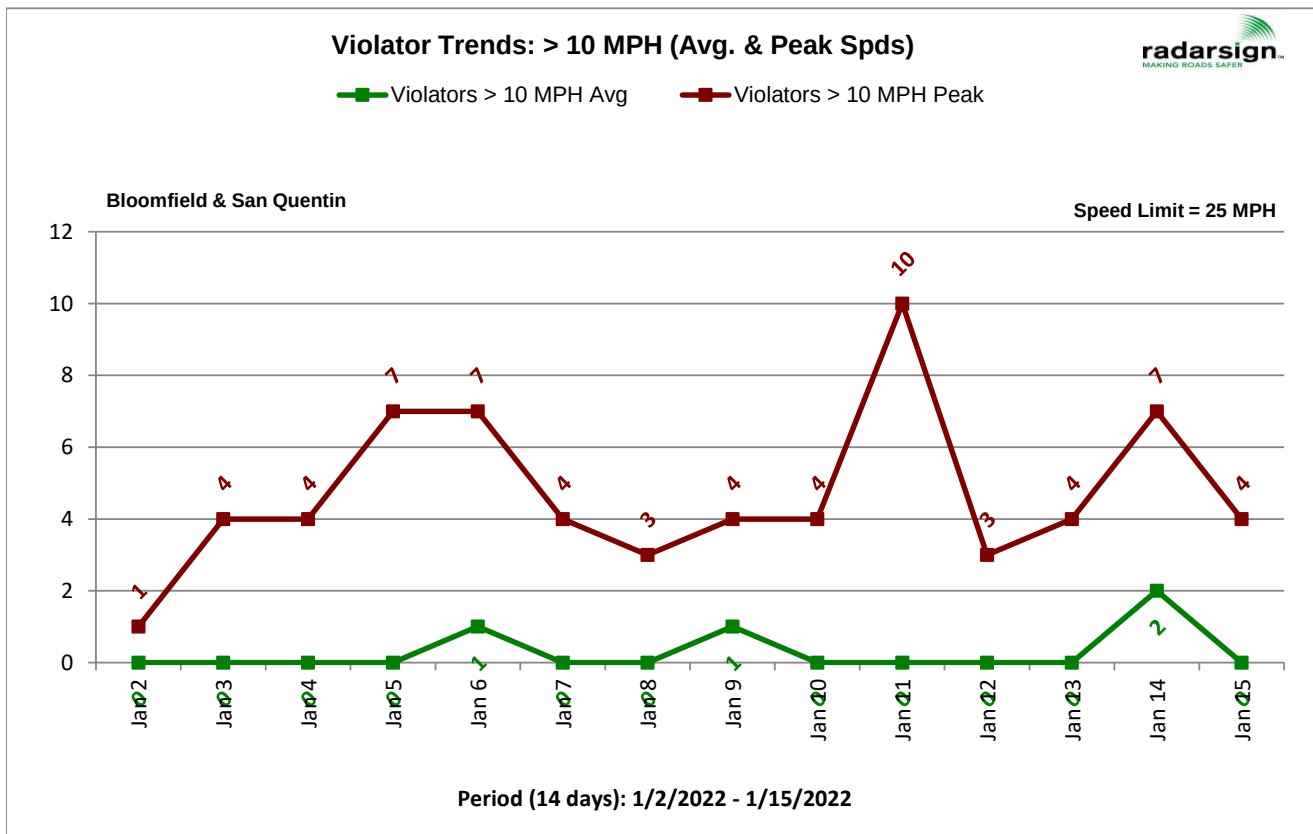
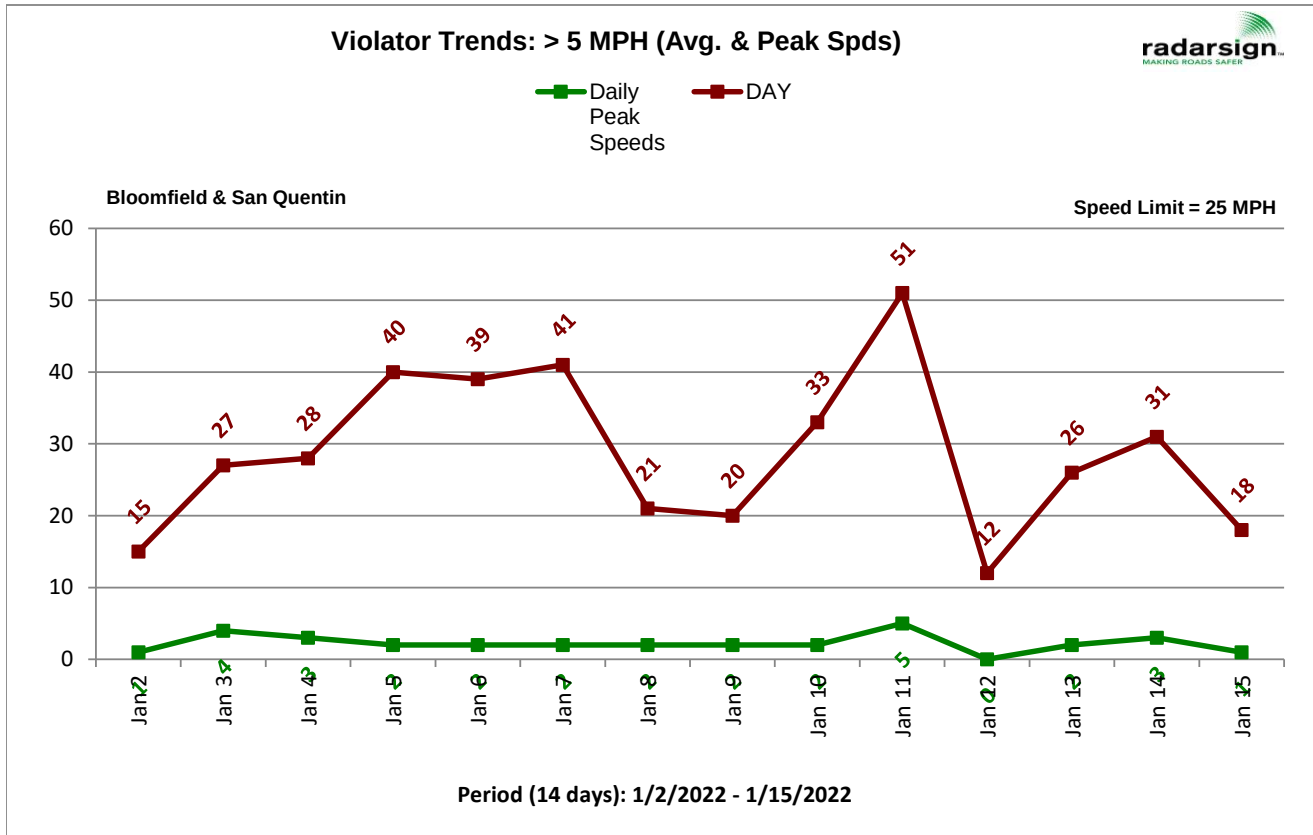
Miscellaneous

- Cori Dahl (DDA & Special Projects Manager) has put in her resignation. Her last day was Jan. 14th. The position has been posted.
- Susie Stec has been appointed one of the Interim City Administrators.



Period (14 days): 1/2/2022 - 1/15/2022





ALARM SUMMARY FOR DECEMBER 2021

2	burglar alarms	(C3902)	(December 1 – December 31)
20	false alarms	(L5060)	(December 1 – December 31)

All alarms were considered false or operator error

of these alarms were un-registered

3	commercial
3	residential

2021 ACTIVITY TOTALS

Item 6G.

OFFICERS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	YTD
SGT. TACKETT	113	92	67	64	68	22	13	22	19	62	34	81	657
UPSHAW	24	21	39	37	26	25	37	0	0	0	0	0	209
BECKER	84	68	53	75	38	71	64	97	17	121	99	101	888
ROBERTS	128	65	137	168	116	139	57	36	158	152	104	106	1366
CARMACK	351	305	332	323	256	168	131	97	244	310	265	322	3104
HUSTON	85	129	135	80	80	16	27	12	24	66	106	69	829
HUTSON					14	131	164	173	143	221	297	171	1314
GIJSBERS						53	107	169	233	130	158	130	980
LAWRENCE	30	83	166	87	131	83	110	125	67	69	110	64	1125
BUTTON	39	63	54	47	68	110	27	63	22	41	23	24	581
LASK	48	54	53	55	69	48	16	34	29	32	11	12	461

2021 TICKET TOTALS

Item 6G.

OFFICERS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
SGT. TACKETT	24	33	30	28	2	20	53	12	5	11	6	10	234
Tackett warnings	9	12	13	13	0	7	12	2	1	4	0	3	
UPSHAW	13	8	11	8	3	1	1	0	0	0	0	0	45
Upshaw warnings	1	1	2	1	0	0	0	0	0	0	0	0	
BECKER	74	63	51	58	12	7	5	55	51	65	64	54	559
Becker warnings	3	3	1	0	0	0	0	0	0	0	0	1	
ROBERTS	45	20	18	30	15	18	7	16	24	10	19	22	244
Roberts warnings	24	6	8	15	7	7	2	4	9	3	6	8	
CARMACK	36	42	28	44	27	32	55	30	45	42	35	39	455
Carmack warnings	11	17	11	16	12	8	18	6	16	15	11	15	
HUSTON	22	9	6	14	12	22	19	19	5	8	7	4	147
Huston warnings	2	5	0	2	3	7	4	2	0	0	0	0	
HUTSON					1	37	49	39	19	34	33	24	236
Hutson warnings					1	13	19	7	2	8	3	6	
GIJSBERS						23	57	31	48	47	69	36	311
Gijsbers warnings						9	12	9	17	16	19	9	
LAWRENCE	6	12	15	5	23	6	13	16	3	5	11	6	121
Lawrence warnings	1	1	1	0	3	0	0	0	0	0	0	0	
BUTTON	7	17	14	10	13	21	5	9	3	9	7	9	124
Button warnings	3	10	5	5	8	16	3	5	1	5	4	8	
LASK	20	23	12	10	15	8	1	0	1	3	1	2	96
Lask warnings	10	8	5	6	5	2	0	0	1	0	0	0	

2572

DATE	EVENT	WHO PARTICIPATED	ACTIONS
12/2/2021	sent out 46 e-mails	McKee/Knoll	46 e-mails went out to potential police officer candidates
12/2/2022	Security Director	McKee	Met with a Security Director of Cannabis company to review Security concerns
12/3/2021	New Recruiting Flier	McKee	Work with Cory on developing a new recruiting flier
12/3/2021	Gift Card give away	McKee/ Departmnet	Kabob Kabob donated gift cards to be handed out by LV officers
12/6/2021	Southfield Public Schools	McKee/ Zang	discussion and training with Superintendant of Southfield Public schools, Southfield Police /Fire and Oaktac members regarding active shooter response.
12/8/2021	OCACP	McKee/Zang/Knoll	Oakland Co Chief's meeting
12/9/2021	Clemis Strategic Planning	McKee	Continued discussions of the upcoming Clemis projects.
12/11/2021	Holiday Cookie Exchange	Carmack	cancelled due to lack of participation
12/14/2021	Christmas cards	McKee/Knoll	sent out Christmas cards to local departments, Adopt-A-Seniors, residents etc
12/15/2021	interview w/potential candidate	McKee/Zang	interview with candidate that responded to email
12/17/2021	Team LV Holiday Party	McKee	Holiday party for all staff
12/28/2021	Oakland county radio project	Zang	Update on radio system project
weekly	Mrs. Bloom	various members	check on adopt a senior member
weekly	Mrs. McReynolds	various members	check on adopt a senior member
weekly	Mrs. Egan	various members	Mrs. Egan recently had a stroke so in addition to weekly phone calls, she has needed assistance with getting her trash wheeled out.
weekly	Mrs. Brady	Carmack	check on adopt a senior member
weekly	Mrs. Rasmussen	Knoll	Mrs. Rasmussen gets a weekly phone call to check on her.
weekly	Mrs. Gore	various members	check on adopt a senior member

City of Lathrup Village Police Department - Monthly Activity Summary

December 2021

12/01/2021 21-11029 No License Misdemeanor Citation

An Officer initiated a traffic stop for an expired plate violation. The driver did not have a driver license. The driver was cited for the same and released at the scene. The vehicle was turned over to another licensed driver.

12/03/2021 21-11152 Identity Theft

A resident reported that he was contacted by an unknown person advising him that he won a large amount of money. He was asked to deposit money into an account to cover the taxes. The resident then became suspicious and did not go through with the deposit. He was advised on how to protect his identity and a report was taken.

12/04/2021 21-11158 Misdemeanor Arrest warrant

An Officer initiated a traffic stop for a stop sign violation. It was determined that the driver had an outstanding warrant out of Southfield PD. They were placed under arrest and later turned over to SPD. A pistol the driver was carrying was taken and placed into property for safekeeping.

12/05/2021 21-11226 DWLS Arrest / Credit Card Fraud

An Officer initiated a traffic stop for an expired plate violation. Upon searching the vehicle, the subject was driving, incident to the arrest, a large quantity of credit cards in other people's names were located. The subject was cited for the DWLS and released from the scene. The cards and other evidence were confiscated and entered into evidence.

12/05/2021 21-11237 Officer Involved Traffic Accident

Officers completed an accident report for a patrol unit which was involved in a non-injury accident with another vehicle.

12/06/2021 21-11276 Fraud

Officers responded to a local bank where a subject was attempting to pass a fraudulent identification in order to open a bank account. Officers contacted the subject who claimed to be a sovereign citizen. They were subsequently arrested for possession of a fraudulent ID; however, the charges were not authorized by the prosecutor's office.

12/07/2021 21-11285 Misdemeanor Arrest Warrant

An Officer initiated a traffic stop for an expired plate violation. The driver was subsequently cited for the expired plate and driving with a suspended license. The driver also had an outstanding warrant out of Southfield PD. They were turned over to an SPD Officer.

12/07/2021 21-11295 Suspicious Circumstance/School Threat

Officers responded to a high school where there was a report of a student who brought a gun to school. The student was located but there was no gun. An investigation concluded that the student was seen holding a gun on a social media contact, but did not make any threats. An investigation was concluded and school discipline is pending.

12/07/2021 21-11300 Suspicious Circumstance/School Threat

Officers responded to a school where multiple student reported that another student had plans to shoot up the school. This was right after the Oxford High School Shooting had occurred. After a thorough investigation with multiple reporting students, and the suspected student, it was determined that the reports were not accurate and that the suspect did not have the means or the motive to carry out any violent act.

12/07/2021 21-11304 Mental Health Call

Officers received a court ordered petition for hospitalization from the father of a local resident. Officers went to the residence and placed the subject into protective custody without incident. He was then transported to the designated treatment facility.

12/08/2021 21-11312 Abandoned Vehicle

An Officer impounded an abandoned vehicle which they had previously placed a 48 hours sticker on.

12/11/2021 21-11420 Suspicious Circumstance

Officers responded to a report of a traffic altercation. They located both parties pulled off into a parking lot. The situation was mediated and it was determined that no crime was committed.

12/12/2021 21-11450 OWI Arrest

Officers responded to the reports of a vehicle which had run over street signs and crashed into a ditch. The vehicle was located and the driver was slumped over the wheel, barely conscious. The driver was transported to a local hospital for treatment. Due to the suspicions of intoxication, a search warrant for blood was obtained while the driver was being treated. The results are pending.

12/12/2021 21-11465 Accidental Property Damage

An Officer documented a vehicle which had run off the road causing minimal damage to a grassy area. There was no suspicious of intoxication on the part of the driver.

12/12/2021 21-11469 MDOP

Officers responded to a suspicious circumstance where a MDOP of a vehicle had just occurred. Video footage was obtained of the incident from a neighbors Ring doorbell. An initial investigation was conducted and the information was turned over to the detective bureau for follow up.

12/13/2021 21-11486 Suspicious Circumstances

An Officer took a report forwarded from Child Protective Services regarding possible inappropriate touching by a neighbor's child. The complaint was thoroughly investigated and determined to be unfounded.

12/13/2021 21-11494 DWLS Arrest

An Officer initiated a traffic stop for an expired plate violation. It was determined that the driver had a suspended drivers license. The driver was cited for both violations, but released at the scene due to extenuating circumstances.

12/13/2021 21-11496 Family Trouble

Officers responded to multiple reports of a fight on an exit ramp. Officers located the parties involved, which turned out to be a family trouble. All parties were asked to relocate to the PD parking lot for safety reasons. A report was taken and sent to the prosecutor's office for review.

12/13/2021 21-11498 OWI Arrest

Officers responded to a report of a vehicle in a ditch. After an investigation it was determined that the driver was intoxicated, which caused the crash. The driver was arrest for OWI. A search warrant for blood was obtained because of their refusal to consent to a breath test. They were processed and housed at Berkley PD until sobor.

12/14/2021 21-11511 Indecent Exposure

Officers responded to a report of a naked man outside of a local retail shop. The man was clothed when Officers arrived. Workers stated they saw the man pull his pants down to his ankles and urinate on the side of the building, in plain view. The man was cited for indecent exposure.

12/14/2021 21-11510 CPL Violation

An Officer located a vehicle which was reported as reckless driving. The vehicle was parked when it was located. It was determined that the driver had been drinking but was not over the legal limit. He was carrying a pistol at the time. The pistol was confiscated and a report was taken to be sent to the prosecutor's office for review.

12/14/2021 21-11516 PDA / Dispatch of Deer

Officers responded to a traffic accident where there was an injured deer. The deer was put down by an Officer, and a report was taken.

12/15/2021 21-11521 No License Misdemeanor Citation

An Officer initiated a traffic stop for a stop sign violation. It was determined that the driver did not have a driver's license. They were issued a misdemeanor citation for No Operators license and released from the scene. The vehicle was impounded.

12/15/2021 21-11546 School Complaint

Officers responded to a local school where the administration was having difficulty dealing with an irate parent. The parent was upset that her daughter was suspended from school for behavioral issues. The situation was resolved and the parent was given a trespass warning.

12/16/2021 21-11577 Misdemeanor Arrest Warrant

An Officer initiated a traffic stop for an improper plate violation. It was discovered that the driver had an outstanding arrest warrant out of Farmington Hills PD. The subject was arrested and handed over to FHPD Officers.

12/16/2021 21-11600 Fraud

A resident came into LVPD to report that an unknown subject has been attempting to pick up their filled prescriptions. The suspect was investigated but not identified. Follow-up was done with the pharmacy to ensure the suspect is not able to pick up the prescriptions.

12/16/2021 21-11614 Attempted Suicide

Officers responded to an assist fire department and discovered that the subject who needed assistance, attempted to hurt themselves by taking a large quantity of pills. They admitted to wishing to hurt themselves. They were transported to a local hospital and petitioned for a psychiatric evaluation.

12/18/2021 21-11645 Intimidation and Threats

A report was taken from a resident who was threatened by the girlfriend of their son. He came to their home and threatened to hurt them and damage their vehicles because of issues with their son. A report was taken.

12/20/2021 21-11701 Felony Arrest Warrant

An Officer went to Warren PD to take custody of one of their prisoners who had an outstanding felony warrant out of LVPD. They were transported to Berkley PD where they were processed and housed to await arraignment.

12/21/2021 21-11727 DWLS Arrest

An Officer initiated a traffic stop for a stop sign violation. It was determined that the driver had a suspended license. They were cited for DWLS and released at the scene. The vehicle was impounded.

12/22/2021 21-11778 CPS Referral

Officers investigated a case of inappropriate touching, involving juveniles, which was forwarded to LVPD from Child Protective Services. The case was thoroughly investigated and was unfounded.

12/22/2021 21-11780 Larceny

Officers took a report from a subject who met a man in the LVPD parking lot to make a Facebook Marketplace sale. The suspect stated that he transferred the money through cash app and left. The transaction did not go through and the suspect blocked the victim. SPD arrested multiple subjects for the same type of crime. A photo lineup was conducted with a developed suspect. The victim was unable to identify the suspect.

12/25/2021 21-11870 Road run off

An Officer located a vehicle which jumped the curb and ran off of the roadway. The driver had apparently fallen asleep. The vehicle was impounded and the driver was given a ride home.

12/27/2021 21-11920 Larceny of a Package

A resident reported having a package stolen from their front porch. The package contained two cell phones. No suspects were identified.

12/27/2021 21-11922 Assault and Battery

Officers took a report of an assault which had occurred a few months prior in the parking lot of a local business. An investigation was conducted and witnesses to the assault were tracked down and interviewed. A warrant was sought and issued for the suspect. The suspect was located by LVPD Officers in Farmington Hills and arrested on the warrant.

12/28/2021 21-11967 Property Damage

An Officer located a vehicle which ran off of the road and became stuck in a yard, causing damage to the turf. The vehicle was unoccupied. The Officer was able to contact the driver, who returned to the scene. He was cited for careless driving and the vehicle was towed out.

12/29/2021 21-12007 Mental Health Call

Officers received a court ordered petition for hospitalization from the father of a local resident. Officers went to the residence and placed the subject into protective custody without incident. He was then transported to the designated treatment facility.

12/29/2021 21-12037 DWLS Arrest

An Officer initiated a traffic stop for an expired plate violation. It was determined that the driver had a suspended license. They were cited for DWLS and released at the scene. The vehicle was impounded.

12/30/2021 21-12052 DWLS Arrest

An Officer initiated a traffic stop for a stop sign violation. It was determined that the driver had a suspended license. They were cited for DWLS and released at the scene. The vehicle was impounded.

12/31/2021 21-21109 Hit & Run Traffic Crash

An Officer investigating a traffic crash found that one of the parties involved left the scene. The Officer was able to locate the subject and request that they meet them at the PD. They did so and it was determined that the other party was not in the wrong and was therefore not cited for leaving the scene.

12/31/2021 21-12120 Juvenile Traffic Citation

An Officer initiated a traffic stop for an improper lane use violation. It was determined that the driver was a juvenile without a license. The vehicle was impounded and the juvenile was released to their parent. The parent was issued a citation for allowing an unlicensed person to drive.

DECEMBER 2021 WARNING VIOLATIONS

Item 6G.

ROW	CITATION	CITATION DATE	OFF_CITY_NM	ST	VIOLATION_ON	VIOLATION_NEAR	VIOLS_DESC	OFFICER
1	21LV01717	12/01/2021	SOUTHFIELD	MI	RAINBOW	ELDORADO	DISOBEY STOP SIGN	ROB
2	21LV01735	12/03/2021	DETROIT	MI	ELEVEN MILE	LATHRUP	DROVE WITHOUT LIGHTS	CAR
3	21LV01779	12/10/2021	DETROIT	MI	SUNNYBROOK	SOUTHFIELD	DISOBEY STOP SIGN	BUT
4	21LV01780	12/10/2021	WARREN	MI	SUNNYBROOK	SOUTHFIELD	IMPROPER TURN	BUT
5	21LV01786	12/12/2021	WARREN	MI	SUNNYBROOK	SOUTHFIELD	IMPROPER TURN	BUT
6	21LV01786	12/12/2021	WARREN	MI	SUNNYBROOK	SOUTHFIELD	NO PROOF OF INSURANCE	BUT
7	21LV01787	12/12/2021	SOUTHFIELD	MI	SUNNYBROOK	SOUTHFIELD	IMPROPER TURN	BUT
8	21LV01788	12/12/2021	STERLING HEIGHTS	MI	SUNNYBROOK	SOUTHFIELD	IMPROPER TURN	BUT
9	21LV01791	12/13/2021	LATHRUP VILLAGE	MI	SOUTHFIELD	11 MILE	FAIL TO YIELD RIGHT OF WAY	ROB
10	21LV01792	12/13/2021	DETROIT	MI	SOUTHFIELD	MARGATE	IMPROPER LANE USAGE	GIJ
11	21LV01804	12/15/2021	LATHRUP VILLAGE	MI	BLOOMFIELD	SUNSET	DISOBEY STOP SIGN	ROB
12	21LV01811	12/16/2021	LATHRUP VILLAGE	MI	WILTSHIRE	18100 WILTSHIRE	IMPROPER/PROHIBITED PARKING	CAR
13	21LV01823	12/19/2021	BROWNSTOWN	MI	RAINBOW	ELDORADO	DISOBEY STOP SIGN	BUT
14	21LV01825	12/20/2021	OAK PARK	MI	SUNNYBROOK	SOUTHFIELD	NO THRU TRAFFIC	GIJ
15	21LV01827	12/20/2021	BRIGHTON	MI	ELEVEN MILE	LATHRUP BLVD	DISOBEY STOP SIGN	GIJ
16	21LV01831	12/21/2021	SOUTHFIELD	MI	RAINBOW	ELDORADO	DISOBEY STOP SIGN	ROB
17	21LV01838	12/22/2021	SOUTHFIELD	MI	ELEVEN MILE	LATHRUP BLVD	VIOLATION OF SAFETY BELT	GIJ
18	21LV01840	12/23/2021	GRAND RAPIDS	MI	SOUTHFIELD	SUNSET BLVD W	DISOBEY TRAFFIC SIGNAL	CAR
19	21LV01852	12/29/2021	DETROIT	MI	SOUTHFIELD	WILTSHIRE	DROVE WITHOUT LIGHTS	CAR
20	21LV01853	12/29/2021	DETROIT	MI	SOUTHFIELD	11 MILE ROAD	IMPROPER TURN	ROB
21	21LV01857	12/29/2021	LATHRUP VILLAGE	MI	RAINBOW	ELDORADO	DISOBEY STOP SIGN	ROB
22	21LV01861	12/30/2021	LATHRUP VILLAGE	MI	SOUTHFIELD	WILTSHIRE	IMPROPER LANE USAGE	CAR
23	21LV01862	12/30/2021	LATHRUP VILLAGE	MI	BLOOMFIELD	BUNGALOW	DISOBEY STOP SIGN	ROB
24	21LV01867	12/31/2021	JONESBORO	GA	11 MILE	SOUTHFIELD	FAIL TO SIGNAL OR OBSERVE	HUT

DECEMBER 2021 WARNING VIOLATIONS

Item 6G.

[illegible]

DECEMBER 2021 WARNING VIOLATIONS

Item 6G.

EXIT INTERVIEW

JOB CONTENT

1. What factors contributed to you accepting a job with the City? Have your feelings changed?
A good opportunity, no
2. Did you understand the job expectations when you were hired?
yes
3. Did you receive sufficient training to meet those expectations? Did you know how or where to get information you needed to succeed in your job?
yes, yes
4. How would you rate your own contribution or performance on the job?
100%

THE CITY AS A PLACE TO WORK

5. How would you rate the following aspects of your employment here?

	Excellent	Good	Fair	Poor	Comments
Opportunity For Advancement		X			
Physical Working Conditions		X			
Your Salary		X			
Vacation/Holiday		X			
Other City Benefits		X			
Feeling of Belonging	X				

6. If you were leading the City, what would you do differently?
7. What made your employment enjoyable?
coworkers, able to learn a lot
8. What would make you interested in returning to work for the City?
nothing

QUALITY OF SUPERVISION

9. How would you rate you supervisor in the following areas?

	Excellent	Good	Fair	Poor	Comments
Demonstrates Fair & Equal Treatment	X				
Provides Appropriate Recognition	X				
Resolves Complaints/ Difficulties in a Timely Fashion	X				
Follows Policy & Procedures	X				
Informs Employee of Matters Relating to Work	X				
Encourages Feedback	X				no
Is Knowledgeable in Own Job	X				Susie taught me everything I know
Expresses instructions Clearly	X				
Develops Cooperation	X				Yes, we were a team

10. If you came back to work for the City, would you work for the same supervisor?

For Susie, yes! Susie is the best

11. Are you leaving for a similar job?

No

12. How is your new job different from your old one? Are you staying in the same industry?

Healthcare Recruiting

13. What part does salary play in your decision to leave?

40%.

14. What made you begin looking for another position, or, if appropriate, what made you listen to the offer to interview for another position?

new opportunity

15. What could the City have done to prevent you from leaving?

16. If you are going to another job, what does that job offer you that your job here did not?

more money, room to grow, flexibility

ADDITIONAL COMMENTS

Are there any other comments that you would like to make about your employment with the City?

Unfortunately the new council caused a toxic work environment. I thoroughly enjoyed working

with the DOT. However, the new council put pressure on staff that made me want to accept a new offer.

From: [Susan Stec](#)
To: [Kelly Garrett \(kgarrett@lathrupvillage.org\)](#)
Cc: [Bruce Kantor \(bkantor@lathrupvillage.org\)](#); [Scott McKee](#); [Scott Baker \(sbaker@bakerelowsky.com\)](#); [Pam Bratschi \(treasurer@lathrupvillage.org\)](#)
Subject: Recent Communications
Date: Tuesday, January 18, 2022 2:36:00 PM

Mayor Garrett-

In discussing with my fellow Interim City Administrators, we felt it necessary to express some of our concerns regarding recent communications. Councilwoman Miller's emails are excessive, disruptive and abusive. Her multitude of ever changing requests are seriously impeding the ability for us as Interim City Administrators to perform both our actual job responsibilities, and the additional responsibilities of City Administrator. Councilwoman Miller is blatantly and willfully ignoring the communications procedures that were outlined in both the orientation and Robert's Rules of Order trainings that were provided in December. Councilwoman Miller's disruptions have pushed us to the breaking point and something must change immediately.

Thank you,



SUSIE STEC

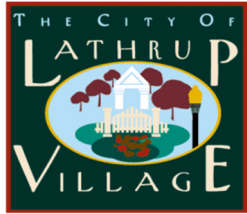
Director – Community & Economic Development
 DDA Director
 City of Lathrup Village

P | (248) 557-2600 ext. 223
E | sstec@lathrupvillage.org

27400 Southfield Rd.
 Lathrup Village, MI 48076

lathrupvillage.org





A HERITAGE OF GOOD LIVING

Pamela Bratschi**Interim 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:** Pamela Bratschi, Interim City Administrator/Treasurer**DA:** January 25, 2021**RE:** **MOTION TO ADOPT SPECIAL ASSESSMENT RESOLUTION #2 – ROLL No. 2021-01**

At the end of each year there are delinquent water and other bills (such as unpaid grass or weed mowing charges, delinquent water and sewage disposal charges, sidewalk repair charges, or nuisance abatement).

This starts the process of moving these amounts to the tax roll. Property owners have until February 28th before the amounts are placed on their tax bill.

Suggested Motion:**Adopt the Attached Resolution #2 for Special Assessments – Roll No. 2021-01**



CITY OF LATHRUP VILLAGE

SPECIAL ASSESSMENT RESOLUTION #2 – ROLL NO. 2021-01

Whereas, various cost and expenses have been incurred and remain unpaid and/or sums are otherwise subject to being specially assessed to various owners and parcel for general purposes (including weed mowing, delinquent water & sewage disposal charges, nuisance abatement, refuse clearing, and the like provided by the City) under the applicable provisions of the City Charter and the Municipal Code; and

Whereas, the City Administrator has reported to the Council the various owners and parcels involved; and

Whereas, the City Council has elected to exercise its optional powers granted by statue, Charter, and Ordinances to fix and place a record of the lien amounts by levying a Special Assessment, the City Administrator's Report has been deemed to be a tentative Special Assessment Roll, and said Roll has been placed on file with the City Clerk for public inspection and review; and

Whereas, a public hearing has been held for the consideration of all matters bearing upon the review and confirmation of a Special Assessment Roll after due notice of said hearing has been given by publication and by mailing to the owners of the affected lands; and

Whereas, the Council has considered all matters bearing upon the correctness and propriety of the tentative Special Assessment Roll and, in the course of reviewing said Roll, has caused such corrections and adjustments to be made as are proper so as to reduce said Roll to its present form as on file with the City Clerk;

Now, Therefore, Be It Resolved:

1. That the City Council does hereby confirm the Special Assessment Roll for general purposes as prepared by the City Administrator with such corrections and adjustment and corrections as have heretofore been made to such Roll at the direction of the Council and as now on file with the City Clerk.
2. That such Roll is hereby designated No. 2021-01.
3. That such amounts as have been assessed in said Roll are hereby declared to be a debt to the City from the persons to whom they are assessed and shall until paid be alien upon the property assessed for the amount of such assessment and all interest and charges thereon as provided by law and this Resolution.
4. That such assessments shall be deemed to be due and payable as provided by law and be collected as so provided.

The undersigned hereby certifies to the Assessor that the foregoing Resolution was duly adopted by the City Council at a Regular meeting held on January 24, 2021, that annexed hereto is Special Assessment Roll #2021-01, and that the amounts appearing on said Roll have been assess upon the property and against the persons appearing on said Roll in accordance with the foregoing Resolution.

Dated _____

Yvette Talley, City Clerk

2021 TAX BILL SPECIAL ASSESSMENTS

CityState	Parcel Id #	Address	Amount
Lathrup Village, MI 48076	24-14-204-006	18745 Alhambra	\$ 227.77
Lathrup Village, MI 48076	24-14-203-002	18810 Alhambra	\$ 950.03
Lathrup Village, MI 48076	24-13-106-009	17386 Avilla	\$ 800.40
Lathrup Village, MI 48076	24-13-108-005	17401 Avilla	\$ 1,127.18
Lathrup Village, MI 48076	24-13-108-001	17415 Avilla	\$ 1,081.65
Lathrup Village, MI 48076	24-14-232-001	18187 Avila	\$ 398.77
Lathrup Village, MI 48076	24-14-232-010	28672 Blackstone	\$ 888.12
Lathrup Village, MI 48076	24-14-232-009	28678 Blackstone	\$ 1,752.06
Lathrup Village, MI 48076	24-14-229-010	28731 Blackstone	\$ 1,573.32
Lathrup Village, MI 48076	24-14-230-005	28750 Blackstone	\$ 986.01
Lathrup Village, MI 48076	24-23-207-006	26779 Bloomfield	\$ 733.89
Lathrup Village, MI 48076	24-23-204-013	26835 Bloomfield	\$ 930.50
Lathrup Village, MI 48076	24-23-204-011	26861 Bloomfield	\$ 445.19
Lathrup Village, MI 48076	24-14-452-008	27375 Bloomfield	\$ 491.82
Lathrup Village, MI 48076	24-14-402-019	27721 Bloomfield	\$ 369.32
Lathrup Village, MI 48076	24-14-202-009	28725 Bloomfield	\$ 2,051.65
Lathrup Village, MI 48076	24-14-476-017	18586 Bungalow	\$ 1,250.24
Lathrup Village, MI 48076	24-14-451-019	18800 Bungalow	\$ 349.91
Lathrup Village, MI 48076	24-14-451-017	18830 Bungalow	\$ 1,054.94
Lathrup Village, MI 48076	24-14-382-004	19041 Bungalow	\$ 308.04
Lathrup Village, MI 48076	24-13-303-007	27561 E. California	\$ 661.12
Lathrup Village, MI 48076	24-13-306-004	27640 E. California	\$ 248.47
Lathrup Village, MI 48076	24-13-303-012	27705 E. California	\$ 821.68
Lathrup Village, MI 48076	24-13-303-010	27725 E. California	\$ 332.76
Lathrup Village, MI 48076	24-13-303-020	27735 E. California	\$ 683.00
Lathrup Village, MI 48076	24-13-155-011	27934 E. California	\$ 1,397.45
Lathrup Village, MI 48076	24-14-430-004	27610 W. California	\$ 430.26
Lathrup Village, MI 48076	24-14-430-003	27628 W. California	\$ 623.32
Lathrup Village, MI 48076	24-14-430-001	27660 W. California	\$ 679.49
Lathrup Village, MI 48076	24-14-429-003	27714 W. California	\$ 1,252.21
Lathrup Village, MI 48076	24-14-426-027	27817 W. California	\$ 672.03
Lathrup Village, MI 48076	24-13-358-006	17387 Cambridge	\$ 697.42
Lathrup Village, MI 48076	24-13-353-011	17554 Cambridge	\$ 1,678.04
Lathrup Village, MI 48076	24-13-357-004	17611 Cambridge	\$ 317.03
Lathrup Village, MI 48076	24-13-357-003	17631 Cambridge	\$ 1,604.45
Lathrup Village, MI 48076	24-14-456-004	18635 Cambridge	\$ 2,214.22
Lathrup Village, MI 48076	24-14-456-006	18659 Cambridge	\$ 2,155.07
Lathrup Village, MI 48076	24-14-456-008	18695 Cambridge	\$ 227.07
Lathrup Village, MI 48076	24-14-452-014	18736 Cambridge	\$ 694.30
Lathrup Village, MI 48076	24-14-452-013	18750 Cambridge	\$ 1,013.71
Lathrup Village, MI 48076	24-14-452-012	18776 Cambridge	\$ 1,055.76
Lathrup Village, MI 48076	24-14-383-003	19055 Cambridge	\$ 1,814.95
Lathrup Village, MI 48076	24-14-302-008	27848 Cathalton	\$ 1,973.40
Lathrup Village, MI 48076	24-24-102-024	17350 Coral Gables	\$ 741.10
Lathrup Village, MI 48076	24-24-103-020	17535 Coral Gables	\$ 311.75
Lathrup Village, MI 48076	24-24-101-035	17560 Coral Gables	\$ 1,273.43
Lathrup Village, MI 48076	24-24-101-033	17594 Coral Gables	\$ 695.62
Lathrup Village, MI 48076	24-24-103-016	17601 Coral Gables	\$ 2,000.00
Lathrup Village, MI 48076	24-24-103-014	17625 Coral Gables	\$ 2,428.35
Lathrup Village, MI 48076	24-23-229-008	18131 Coral Gables	\$ 306.89
Lathrup Village, MI 48076	24-23-229-007	18153 Coral Gables	\$ 1,724.91
Lathrup Village, MI 48076	24-23-227-023	18240 Coral Gables	\$ 778.93
Lathrup Village, MI 48076	24-23-226-035	18434 Coral Gables	\$ 3,235.71
Lathrup Village, MI 48076	24-23-228-003	18475 Coral Gables	\$ 720.00
Lathrup Village, MI 48076	24-23-226-032	18480 Coral Gables	\$ 539.01

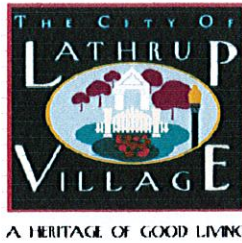
Lathrup Village, MI 48076	24-14-254-007	18530 Dolores	\$ 214.13
Lathrup Village, MI 48076	24-14-251-012	18724 Dolores	\$ 1,090.16
Lathrup Village, MI 48076	24-14-251-007	18810 Dolores	\$ 2,075.40
Lathrup Village, MI 48076	24-23-252-003	18941 Eldorado Place	\$ 1,035.58
Lathrup Village, MI 48076	24-14-477-020	27027 Eldorado Place	\$ 943.92
Lathrup Village, MI 48076	24-14-479-007	27335 Eldorado Place	\$ 391.32
Lathrup Village, MI 48076	24-14-479-006	27361 Eldorado Place	\$ 455.13
Lathrup Village, MI 48076	24-14-481-039	27430 Eldorado Place	\$ 241.22
Lathrup Village, MI 48076	24-14-481-037	27450 Eldorado Place	\$ 745.23
Lathrup Village, MI 48076	24-14-280-001	28060 Eldorado Place	\$ 579.58
Lathrup Village, MI 48076	24-14-276-016	28265 Eldorado Place	\$ 585.31
Lathrup Village, MI 48076	24-14-277-004	28408 Eldorado Place	\$ 683.01
Lathrup Village, MI 48076	24-14-228-012	28530 Eldorado Place	\$ 679.49
Lathrup Village, MI 48076	24-14-228-007	28650 Eldorado Place	\$ 1,511.16
Lathrup Village, MI 48076	24-14-228-004	28700 Eldorado Place	\$ 968.50
Lathrup Village, MI 48076	24-14-228-003	28720 Eldorado Place	\$ 884.52
Lathrup Village, MI 48076	24-14-207-008	28735 Eldorado Place	\$ 809.51
Lathrup Village, MI 48076	24-13-359-063	17550 Eleven Mile Road	\$ 213.78
Lathrup Village, MI 48076	24-14-478-037	18220 Eleven Mile Road	\$ 1,027.15
Lathrup Village, MI 48076	24-14-478-036	18230 Eleven Mile Road	\$ 411.14
Lathrup Village, MI 48076	24-14-381-030	19110 Eleven Mile Road	\$ 391.83
Lathrup Village, MI 48076	24-14-381-029	19120 Eleven Mile Road	\$ 694.03
Lathrup Village, MI 48076	24-14-381-025	19160 Eleven Mile Road	\$ 693.93
Lathrup Village, MI 48076	24-14-381-025	19160 Eleven Mile Road	\$ 1,095.13
Lathrup Village, MI 48076	24-14-385-003	19216 Eleven Mile Road	\$ 1,169.81
Lathrup Village, MI 48076	24-14-385-013	19284 Eleven Mile Road	\$ 832.54
Lathrup Village, MI 48076	24-13-154-009	17420 Glenwood	\$ 503.33
Lathrup Village, MI 48076	24-13-155-005	17591 Glenwood	\$ 395.73
Lathrup Village, MI 48076	24-14-278-016	18200 Glenwood	\$ 298.03
Lathrup Village, MI 48076	24-14-278-015	18216 Glenwood	\$ 919.51
Lathrup Village, MI 48076	24-14-276-017	18250 Glenwood	\$ 221.31
Lathrup Village, MI 48076	24-14-256-005	18489 Glenwood	\$ 343.74
Lathrup Village, MI 48076	24-14-256-003	18519 Glenwood	\$ 586.19
Lathrup Village, MI 48076	24-14-256-002	18535 Glenwood	\$ 1,269.23
Lathrup Village, MI 48076	24-14-253-003	18771 Glenwood	\$ 660.41
Lathrup Village, MI 48076	24-14-253-002	18785 Glenwood	\$ 720.01
Lathrup Village, MI 48076	24-14-252-008	18794 Glenwood	\$ 6,043.33
Lathrup Village, MI 48076	24-14-477-011	27246 Goldengate	\$ 318.24
Lathrup Village, MI 48076	24-14-477-010	27270 Goldengate	\$ 1,162.60
Lathrup Village, MI 48076	24-14-477-008	27306 Goldengate	\$ 396.33
Lathrup Village, MI 48076	24-14-476-024	27451 Goldengate	\$ 254.93
Lathrup Village, MI 48076	24-14-479-001	27490 Goldengate	\$ 1,629.65
Lathrup Village, MI 48076	24-14-430-012	27535 Goldengate	\$ 903.81
Lathrup Village, MI 48076	24-23-252-011	18841 Hampshire	\$ 1,308.92
Lathrup Village, MI 48076	24-23-253-002	18850 Hampshire	\$ 683.01
Lathrup Village, MI 48076	24-23-206-002	18980 Hampshire	\$ 1,746.49
Lathrup Village, MI 48076	24-23-251-001	18991 Hampshire	\$ 709.65
Lathrup Village, MI 48076	24-23-277-023	18150 Kilbirnie	\$ 626.11
Lathrup Village, MI 48076	24-23-278-009	18151 Kilbirnie	\$ 202.60
Lathrup Village, MI 48076	24-23-277-044	18160 Kilbirnie	\$ 336.47
Lathrup Village, MI 48076	24-23-278-008	18171 Kilbirnie	\$ 404.49
Lathrup Village, MI 48076	24-14-204-012	18740 Lacrosse	\$ 903.44
Lathrup Village, MI 48076	24-14-205-001	18815 Lacrosse	\$ 570.81
Lathrup Village, MI 48076	24-14-179-003	19015 Lacrosse	\$ 727.92
Lathrup Village, MI 48076	24-24-154-033	26031 Lathrup	\$ 355.05
Lathrup Village, MI 48076	24-24-157-029	26040 Lathrup	\$ 766.33
Lathrup Village, MI 48076	24-24-105-011	26646 Lathrup	\$ 751.03
Lathrup Village, MI 48076	24-24-105-009	26676 Lathrup	\$ 1,880.41
Lathrup Village, MI 48076	24-24-103-023	26715 Lathrup	\$ 1,669.34

Lathrup Village, MI 48076	24-24-105-002	26740 Lathrup	\$ 853.01
Lathrup Village, MI 48076	24-13-358-011	27216 Lathrup	\$ 675.84
Lathrup Village, MI 48076	24-13-305-008	27720 Lathrup	\$ 545.52
Lathrup Village, MI 48076	24-13-304-019	27731 Lathrup	\$ 1,998.06
Lathrup Village, MI 48076	24-13-153-011	28251 Lathrup	\$ 654.09
Lathrup Village, MI 48076	24-13-152-003	28452 Lathrup	\$ 736.04
Lathrup Village, MI 48076	24-13-152-002	28480 Lathrup	\$ 341.08
Lathrup Village, MI 48076	24-13-107-016	28511 Lathrup	\$ 460.27
Lathrup Village, MI 48076	24-13-108-002	28558 Lathrup	\$ 412.16
Lathrup Village, MI 48076	24-13-101-021	28929 Lathrup	\$ 386.79
Lathrup Village, MI 48076	24-13-102-001	28950 Lathrup	\$ 731.55
Lathrup Village, MI 48076	24-24-154-031	17554 Lincoln	\$ 751.33
Lathrup Village, MI 48076	24-24-154-028	17590 Lincoln	\$ 944.62
Lathrup Village, MI 48076	24-24-154-027	17610 Lincoln	\$ 807.44
Lathrup Village, MI 48076	24-23-256-035	18900 Lincoln	\$ 1,719.50
Lathrup Village, MI 48076	24-24-156-017	17311 Margate	\$ 493.32
Lathrup Village, MI 48076	24-24-153-033	17501 Margate	\$ 977.71
Lathrup Village, MI 48076	24-24-152-024	17534 Margate	\$ 440.50
Lathrup Village, MI 48076	24-24-153-021	17555 Margate	\$ 207.45
Lathrup Village, MI 48076	24-24-152-020	17600 Margate	\$ 1,399.60
Lathrup Village, MI 48076	24-24-152-019	17620 Margate	\$ 237.40
Lathrup Village, MI 48076	24-23-279-001	18155 Margate	\$ 373.72
Lathrup Village, MI 48076	24-23-254-013	26231 Meadowbrook Way	\$ 2,003.29
Lathrup Village, MI 48076	24-23-256-042	26242 Meadowbrook Way	\$ 815.50
Lathrup Village, MI 48076	24-23-254-016	26263 Meadowbrook Way	\$ 799.64
Lathrup Village, MI 48076	24-23-254-017	26269 Meadowbrook Way	\$ 1,079.70
Lathrup Village, MI 48076	24-23-256-045	26272 Meadowbrook Way	\$ 1,165.98
Lathrup Village, MI 48076	24-23-255-005	26300 Meadowbrook Way	\$ 799.29
Lathrup Village, MI 48076	24-23-255-004	26310 Meadowbrook Way	\$ 500.00
Lathrup Village, MI 48076	24-23-253-014	26349 Meadowbrook Way	\$ 470.81
Lathrup Village, MI 48076	24-23-255-001	26350 Meadowbrook Way	\$ 1,983.86
Lathrup Village, MI 48076	24-23-207-011	26651 Meadowbrook Way	\$ 270.14
Lathrup Village, MI 48076	24-14-478-005	27035 Meadowbrook Way	\$ 7,122.53
Lathrup Village, MI 48076	24-23-230-019	18140 Meadowood	\$ 260.71
Lathrup Village, MI 48076	24-23-230-016	18190 Meadowood	\$ 2,210.01
Lathrup Village, MI 48076	24-23-230-012	18254 Meadowood	\$ 1,752.82
Lathrup Village, MI 48076	24-23-277-005	18271 Meadowood	\$ 3,084.16
Lathrup Village, MI 48076	24-23-255-014	18421 Middlesex	\$ 1,544.37
Lathrup Village, MI 48076	24-23-276-006	18444 Middlesex	\$ 1,360.40
Lathrup Village, MI 48076	24-23-255-011	18459 Middlesex	\$ 1,322.23
Lathrup Village, MI 48076	24-14-310-010	27501 Morningside Plaza	\$ 964.25
Lathrup Village, MI 48076	24-14-310-003	27604 Morningside Plaza	\$ 693.93
Lathrup Village, MI 48076	24-14-377-013	27237 Rackham	\$ 400.51
Lathrup Village, MI 48076	24-14-333-002	27600 Rackham	\$ 1,972.06
Lathrup Village, MI 48076	24-14-330-005	27653 Rackham	\$ 1,771.04
Lathrup Village, MI 48076	24-14-327-006	27851 Rackham	\$ 2,228.75
Lathrup Village, MI 48076	24-14-377-003	27380 Rainbow Circle	\$ 608.12
Lathrup Village, MI 48076	24-14-377-004	27400 Rainbow Circle	\$ 871.10
Lathrup Village, MI 48076	24-14-376-010	27453 Rainbow Circle	\$ 1,420.61
Lathrup Village, MI 48076	24-14-353-021	27544 Rainbow Circle	\$ 2,486.16
Lathrup Village, MI 48076	24-14-353-020	27568 Rainbow Circle	\$ 631.40
Lathrup Village, MI 48076	24-14-304-029	27725 Rainbow Circle	\$ 294.74
Lathrup Village, MI 48076	24-14-327-002	27786 Rainbow Circle	\$ 508.13
Lathrup Village, MI 48076	24-14-307-006	27828 Rainbow Circle	\$ 3,064.75
Lathrup Village, MI 48076	24-14-307-007	27852 Rainbow Circle	\$ 688.35
Lathrup Village, MI 48076	24-23-201-020	18911 Rainbow Court	\$ 1,013.68
Lathrup Village, MI 48076	24-24-157-024	17311 Rainbow Drive	\$ 496.33
Lathrup Village, MI 48076	24-24-154-039	17555 Rainbow Drive	\$ 372.90
Lathrup Village, MI 48076	24-24-154-038	17575 Rainbow Drive	\$ 822.72

Lathrup Village, MI 48076	24-24-153-025	17600 Rainbow Drive	\$ 2,764.98
Lathrup Village, MI 48076	24-24-153-024	17616 Rainbow Drive	\$ 487.00
Lathrup Village, MI 48076	24-24-153-023	17630 Rainbow Drive	\$ 341.93
Lathrup Village, MI 48076	24-23-279-007	18130 Rainbow Drive	\$ 917.08
Lathrup Village, MI 48076	24-23-276-020	18207 Rainbow Drive	\$ 693.93
Lathrup Village, MI 48076	24-23-276-018	18241 Rainbow Drive	\$ 1,929.54
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Lathrup Village, MI 48076	24-23-277-002	18330 Rainbow Drive	\$ 1,102.06
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Lathrup Village, MI 48076	24-23-208-005	18679 Rainbow Drive	\$ 246.53
Lathrup Village, MI 48076	24-23-204-008	18846 Rainbow Drive	\$ 233.73
Lathrup Village, MI 48076	24-23-205-011	18855 Rainbow Drive	\$ 304.50
Lathrup Village, MI 48076	24-14-381-022	19067 Rainbow Drive	\$ 296.48
Lathrup Village, MI 48076	24-14-330-004	19252 Rainbow Drive	\$ 1,420.64
Lathrup Village, MI 48076	24-24-103-028	17578 Ramsgate	\$ 898.48
Lathrup Village, MI 48076	24-24-103-026	17590 Ramsgate	\$ 898.75
Lathrup Village, MI 48076	24-24-103-024	17630 Ramsgate	\$ 1,876.96
Lathrup Village, MI 48076	24-23-230-010	18151 Ramsgate	\$ 683.01
Lathrup Village, MI 48076	24-23-229-014	18180 Ramsgate	\$ 1,140.00
Lathrup Village, MI 48076	24-23-229-032	18190 Ramsgate	\$ 683.01
Lathrup Village, MI 48076	24-23-230-005	18231 Ramsgate	\$ 650.09
Lathrup Village, MI 48076	24-23-229-010	18232 Ramsgate	\$ 853.42
Lathrup Village, MI 48076	24-14-376-011	27330 Red River	\$ 693.93
Lathrup Village, MI 48076	24-13-152-013	17370 Redwood	\$ 474.67
Lathrup Village, MI 48076	24-13-152-012	17380 Redwood	\$ 922.42
Lathrup Village, MI 48076	24-13-102-013	17380 Roseland	\$ 1,368.19
Lathrup Village, MI 48076	24-13-104-005	17387 Roseland	\$ 1,759.08
Lathrup Village, MI 48076	24-13-101-018	17570 Roseland	\$ 2,354.51
Lathrup Village, MI 48076	24-13-101-017	17590 Roseland	\$ 1,542.43
Lathrup Village, MI 48076	24-14-227-040	18130 Roseland	\$ 2,195.95
Lathrup Village, MI 48076	24-14-227-037	18170 Roseland	\$ 823.48
Lathrup Village, MI 48076	24-14-227-033	18226 Roseland	\$ 454.36
Lathrup Village, MI 48076	24-14-229-005	18245 Roseland	\$ 741.23
Lathrup Village, MI 48076	24-14-226-043	18490 Roseland	\$ 1,207.42
Lathrup Village, MI 48076	24-14-226-041	18520 Roseland	\$ 547.75
Lathrup Village, MI 48076	24-14-405-016	18512 San Diego	\$ 890.25
Lathrup Village, MI 48076	24-14-476-008	18531 San Diego	\$ 305.07
Lathrup Village, MI 48076	24-14-451-005	18793 San Diego	\$ 723.25
Lathrup Village, MI 48076	24-14-404-011	18830 San Diego	\$ 1,363.93
Lathrup Village, MI 48076	24-14-451-002	18837 San Diego	\$ 1,064.41
Lathrup Village, MI 48076	24-14-403-008	18463 San Jose	\$ 613.23
Lathrup Village, MI 48076	24-14-301-044	27839 San Jose Ct.	\$ 961.16
Lathrup Village, MI 48076	24-14-301-046	27850 San Jose Ct.	\$ 693.92
Lathrup Village, MI 48076	24-14-405-006	18475 San Quentin	\$ 2,014.97
Lathrup Village, MI 48076	24-14-405-004	18575 San Quentin	\$ 679.49
Lathrup Village, MI 48076	24-14-403-012	18590 San Quentin	\$ 422.49
Lathrup Village, MI 48076	24-14-402-013	18856 San Quentin	\$ 1,078.92
Lathrup Village, MI 48076	24-13-106-007	17371 San Rosa	\$ 487.65
Lathrup Village, MI 48076	24-13-103-016	17540 San Rosa	\$ 988.18
Lathrup Village, MI 48076	24-13-105-004	17595 San Rosa	\$ 709.34
Lathrup Village, MI 48076	24-23-280-052	18161 Santa Ann	\$ 218.25
Lathrup Village, MI 48076	24-23-280-051	18181 Santa Ann	\$ 721.59
Lathrup Village, MI 48076	24-23-255-007	18520 Santa Ann	\$ 2,172.95
Lathrup Village, MI 48076	24-23-257-046	18561 Santa Ann	\$ 460.19
Lathrup Village, MI 48076	24-14-383-004	27251 Santa Barbara	\$ 327.79
Lathrup Village, MI 48076	24-14-404-010	27620 Santa Barbara	\$ 1,233.25
Lathrup Village, MI 48076	24-14-402-001	27772 Santa Barbara	\$ 390.45

Lathrup Village, MI 48076	24-14-182-010	28021 Santa Barbara	\$ 629.97
Lathrup Village, MI 48076	24-14-252-001	28250 Santa Barbara	\$ 1,019.64
Lathrup Village, MI 48076	24-14-127-022	28771 Santa Barbara	\$ 2,327.75
Lathrup Village, MI 48076	24-14-426-009	18457 Saratoga	\$ 679.49
Lathrup Village, MI 48076	24-14-256-015	18500 Saratoga	\$ 263.57
Lathrup Village, MI 48076	24-14-426-004	18525 Saratoga	\$ 1,165.46
Lathrup Village, MI 48076	24-14-401-006	18755 Saratoga	\$ 1,182.07
Lathrup Village, MI 48076	24-14-182-009	19050 Saratoga	\$ 488.58
Lathrup Village, MI 48076	24-14-228-023	28691 Somerset Pl.	\$ 1,314.88
Lathrup Village, MI 48076	24-14-229-007	28786 Somerset Pl.	\$ 330.93
Lathrup Village, MI 48076	24-14-228-016	28807 Somerset Pl.	\$ 1,106.00
Lathrup Village, MI 48076	24-23-280-059	26079 Southfield Rd.	\$ 200.35
Lathrup Village, MI 48076	24-23-277-049	26421 Southfeild Rd.	\$ 465.27
Lathrup Village, MI 48076	24-24-104-030	26641 Southfeild Rd.	\$ 200.35
Lathrup Village, MI 48076	24-13-357-001	27208 Southfield Rd.	\$ 549.21
Lathrup Village, MI 48076	24-14-483-016	27215 Southfeild Rd.	\$ 220.68
Lathrup Village, MI 48076	24-14-481-034	27411 Southfield Rd.	\$ 1,291.81
Lathrup Village, MI 48076	24-14-431-046	27811 Southfield Rd.	\$ 200.64
Lathrup Village, MI 48076	24-14-280-015	28001 Southfield Rd.	\$ 896.61
Lathrup Village, MI 48076	24-14-278-014	28211 Southfield Rd.	\$ 1,101.82
Lathrup Village, MI 48076	24-14-277-031	28305 Southfield Rd.	\$ 303.30
Lathrup Village, MI 48076	24-14-277-018	28455 Southfield Rd.	\$ 296.54
Lathrup Village, MI 48076	24-14-232-026	28505 Southfield Rd.	\$ 869.97
Lathrup Village, MI 48076	24-14-232-007	28551 Southfield Rd.	\$ 791.83
Lathrup Village, MI 48076	24-14-231-006	28625 Southfield Rd.	\$ 551.18
Lathrup Village, MI 48076	24-14-231-006	28631 Southfeild Rd.	\$ 391.52
Lathrup Village, MI 48076	24-14-231-006	28635 Southfeild Rd.	\$ 391.44
Lathrup Village, MI 48076	24-14-231-005	28641 Southfield Rd.	\$ 280.32
Lathrup Village, MI 48076	24-14-231-005	28690 Southfield Rd.	\$ 1,442.70
Lathrup Village, MI 48076	24-14-230-018	28840 Southfeild Rd.	\$ 795.79
Lathrup Village, MI 48076	24-14-230-018	28860 Southfeild Rd.	\$ 923.06
Lathrup Village, MI 48076	24-14-230-018	28861 Southfeild Rd.	\$ 1,146.52
Lathrup Village, MI 48076	24-14-230-018	28871 Southfield Rd.	\$ 301.94
Lathrup Village, MI 48076	24-23-254-006	18833 Sunbright	\$ 618.54
Lathrup Village, MI 48076	24-23-252-009	18844 Sunbright	\$ 208.92
Lathrup Village, MI 48076	24-23-252-007	18860 Sunbright	\$ 1,491.05
Lathrup Village, MI 48076	24-13-357-013	17560 Sunnybrook	\$ 478.61
Lathrup Village, MI 48076	24-13-357-012	17576 Sunnybrook	\$ 715.80
Lathrup Village, MI 48076	24-13-359-009	17585 Sunnybrook	\$ 583.98
Lathrup Village, MI 48076	24-14-483-014	18120 Sunnybrook	\$ 868.71
Lathrup Village, MI 48076	24-14-484-004	18151 Sunnybrook	\$ 692.81
Lathrup Village, MI 48076	24-14-483-010	18160 Sunnybrook	\$ 344.73
Lathrup Village, MI 48076	24-14-484-001	18189 Sunnybrook	\$ 1,088.44
Lathrup Village, MI 48076	24-14-454-010	18705 Sunnybrook	\$ 233.27
Lathrup Village, MI 48076	24-14-453-013	18756 Sunnybrook	\$ 920.92
Lathrup Village, MI 48076	24-14-453-011	18790 Sunnybrook	\$ 616.71
Lathrup Village, MI 48076	24-14-454-004	18791 Sunnybrook	\$ 634.38
Lathrup Village, MI 48076	24-13-358-008	27245 Sunset	\$ 396.97
Lathrup Village, MI 48076	24-14-429-012	27837 Sunset	\$ 1,209.05
Lathrup Village, MI 48076	24-14-279-005	28000 Sunset	\$ 1,314.32
Lathrup Village, MI 48076	24-14-256-021	28025 Sunset	\$ 357.91
Lathrup Village, MI 48076	24-14-256-020	28041 Sunset	\$ 508.59
Lathrup Village, MI 48076	24-14-256-017	28095 Sunset	\$ 569.41
Lathrup Village, MI 48076	24-14-255-015	28277 Sunset	\$ 215.01
Lathrup Village, MI 48076	24-14-276-001	28456 Sunset	\$ 796.85
Lathrup Village, MI 48076	24-14-207-007	28510 Sunset	\$ 1,715.12
Lathrup Village, MI 48076	24-14-207-006	28534 Sunset	\$ 1,755.67
Lathrup Village, MI 48076	24-14-207-005	28560 Sunset	\$ 335.10
Lathrup Village, MI 48076	24-14-207-002	28626 Sunset	\$ 847.71

Lathrup Village, MI 48076	24-13-126-017	17251 Twelve Mile Rd.	\$ 2,867.91
Lathrup Village, MI 48076	24-13-101-024	17517 Twelve Mile Rd.	\$ 2,769.47
Lathrup Village, MI 48076	24-13-101-002	17641 Twelve Mile Rd.	\$ 788.64
Lathrup Village, MI 48076	24-13-152-008	17371 Wiltshire	\$ 450.45
Lathrup Village, MI 48076	24-13-152-001	17435 Wiltshire	\$ 1,373.67
Lathrup Village, MI 48076	24-13-107-009	17640 Wiltshire	\$ 1,238.53
Lathrup Village, MI 48076	24-13-107-008	17656 Wiltshire	\$ 1,757.96
Lathrup Village, MI 48076	24-14-232-015	18150 Wiltshire	\$ 579.37
Lathrup Village, MI 48076	24-14-232-013	18180 Wiltshire	\$ 775.54
Lathrup Village, MI 48076	24-14-277-008	18185 Wiltshire	\$ 1,294.36
Lathrup Village, MI 48076	24-14-206-006	18520 Wiltshire	\$ 1,370.92
Lathrup Village, MI 48076	24-14-254-002	18545 Wiltshire	\$ 796.63
Lathrup Village, MI 48076	24-14-251-006	18725 Wiltshire	\$ 321.38
Lathrup Village, MI 48076	24-14-251-005	18741 Wiltshire	\$ 2,172.85
Lathrup Village, MI 48076	24-14-205-007	18820 Wiltshire	\$ 215.23
Lathrup Village, MI 48076	24-14-180-002	19091 Wiltshire	\$ 1,263.36
Lathrup Village, MI 48076	24-14-179-004	19120 Wiltshire	\$ 4,497.28
Lathrup Village, MI 48076	24-14-177-001	28275 Woodworth Way	\$ 1,295.73
			\$ 296,443.61



INFRASTRUCTURE STUDY GROUP

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

ROAD RECOMMENDATIONS TO CITY COUNCIL

DECEMBER 15, 2021

2023 Construction Street Recommendation:

Goal: To recommend the specific roads for construction during the Summer 2023 road improvement project.

Background: In July of 2020, City Council accepted the recommended road improvement proposal from the Infrastructure Committee and voted to place the recommended road initiative on the November 3, 2020 ballot. During that election, Lathrup Village residents adopted the proposal. As a result, project implementation began last summer. The accepted proposal tasked the Infrastructure Committee with recommending to City Council the specific streets slated for each summer construction season. Below is the Infrastructure Committee's street recommendation for the 2023 season. Approval of this recommendation will allow the engineering team to begin necessary engineering work required for the repair of the selected 2023 streets.

Recommended Roads:

The streets selected for the 2021 and 2022 construction seasons consisted primarily of streets requiring more intensive 1A Full Reconstruction and 1B Rehabilitation. The 2023 construction season will focus on roads that require less intensive 1C Resurfacing. 1C resurfacing consists of milling off the top two to three inches of existing pavement and replacing it with 3.5 inches of new asphalt.

The committee recommends 2.85 miles of road repaving for the 2023 construction season. The specific 1C Resurfacing roads are listed below:

- Glenwood from Sunset to Southfield Road
- Goldengate W from 11 Mile Road to California W
- Rainbow Drive from Rackham to Morningside Plaza
- Morningside Plaza from Rainbow Drive eastward (counter-clockwise) to Red River (north)
- Red River from Morningside Plaza to Glenwood
- Red River from 11 Mile Road to Morningside Plaza
- Redwood from Eldorado Place to Southfield Road
- San Diego from the change in pavement to Stanford Court (Around 2008, San Diego was partially repaved. This segment starts where the earlier project left off).
- San Jose from Bloomfield to Stanford Court
- Saratoga from Santa Barbara to Bloomfield
- Stanford Court from W California to W California
- Sunnybrook from Southfield Road to Lathrup Boulevard
- Sunnybrook from Rainbow Drive to Santa Barbara
- Sunset from Lathrup Boulevard northeast to the dead end at City Hall
- Sunset from Glenwood to Southfield Road

Note: The Rainbow Drive\Morningside Plaza\Red River area is difficult to describe due to unique intersections adjacent to a circular road. Please see the attached map which definitively depicts the selected 2023 street segments in green.

In addition, should there be sufficient funds remaining from the road millage, the Committee also recommends that the following .31 miles of streets (listed in priority order) be repaired during the 2023 construction season:

- Bloomfield from Wiltshire Blvd to 12 Mile Road
- Goldengate W from California W to Southfield Road
- Frank Brock Way from Southfield Road eastward to its Dead End.

The recommendation for the specific roads for the summer of 2023 project was prepared by both the City and Project Engineers based upon engineering concerns, road surface conditions, core sampling results, PASER ratings, water main replacements, minimizing disruption, and lowering costs. The advantage of this approach is that it produces an unbiased recommendation, as the engineers are unaware of specific resident concerns, City politics, where individuals reside, etc.

There were no eligible 1C Resurfacing streets south of 696, as these streets tend to be newer and/or have been more recently resurfaced than those north of 696. All streets south of 696 that were eligible for repair under the three-year project were selected for repair during the first two years of this three-year project.

2022 Construction Street Recommendation (Update):

In April of 2021, City Council approved the selection of roads to be repaired during the 2022 road construction season. After further review and consultation with the City Engineers, the Infrastructure Committee is recommending adding the repair of two additional street segments to the 2022 road construction season.

As noted above, the 2022 road construction season is designed to address the more intensive 1A Full Reconstruction and 1B Rehabilitation streets. Grouping these types of streets together for construction in a single season will save the City funds by achieving economies of scale on material purchases, increased production, and by reducing the number of costly mobilizations.

Upon further review, the Committee would like to add the road segment of Bloomfield from 11 Mile Road to Cambridge to the 2022 road project. This street is in a deplorable state (PASER rating of 2) and serves as a major ingress/egress road to a large portion of the City. It would require 1B Rehabilitation, which is consistent with the construction methods being used in 2022.

The Committee also recommends the addition of Meadowbrook from 11 Mile Road to Goldengate (1B Rehabilitation) to the 2022 road project. The road millage project approved by City Council and the electorate in 2021 allocated a very small amount of funds for gravel road paving. Initially, the Committee was planning on making the gravel road selection as part of the 2023 construction season. However, to reduce cost, the City Engineers recommend it be included in the 2022 project with all of the other 1A and 1B construction streets.

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

Item 8B.

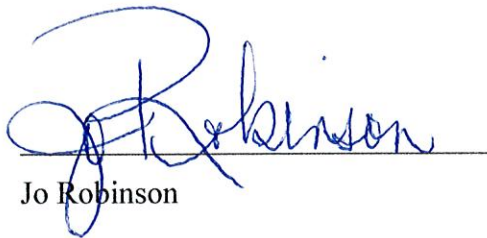


Bruce Kantor, Committee Chair
Mayor Pro Tem

Michael Griffin



Mike Keenan

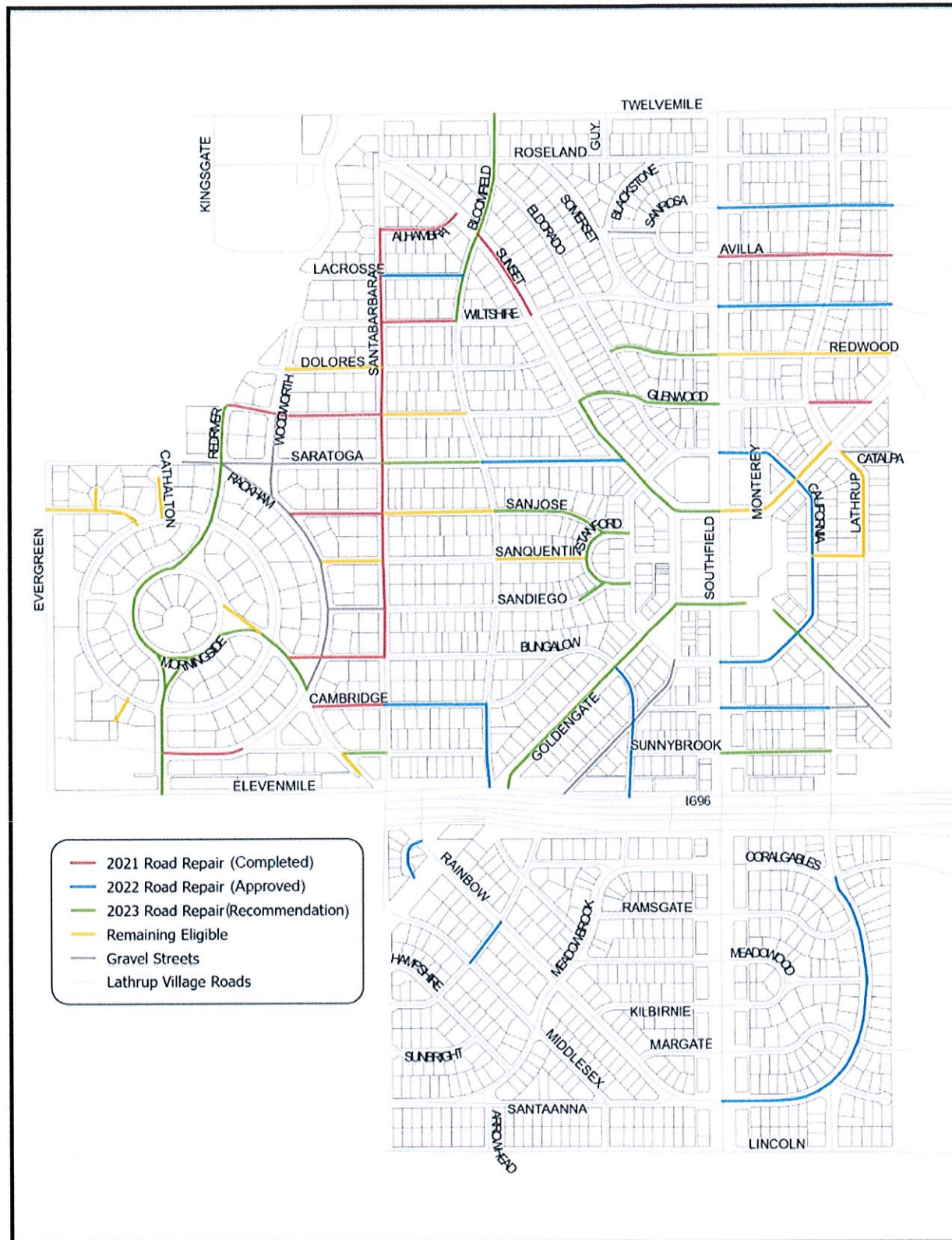


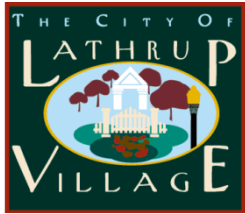
Jo Robinson



Hugo Cardenas

Lathrup Village Paving Schedule Map





A HERITAGE OF GOOD LIVING

Susie Stec

Interim City Administrator

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

sstec@lathrupvillage.org

Office: 248.557.2600 x 223

COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members

FR: Susie Stec, Interim City Administrator

DA: January 21, 2022

RE: City Administrator Search Firms

City Council has received three (3) proposals to conduct a City Administrator search from:

- Baker Tilly US (\$24,500)
- GovHR USA (\$22,500)
- Michigan Municipal League (\$19,000)

Suggested Motion:

Select _____ to conduct the City Administrator search on behalf of the City of Lathrup Village, and authorize the Interim City Administrators to take appropriate steps to move the process forward.



EXECUTIVE SEARCH

Service Overview







michigan municipal league

The Michigan Municipal League has been committed to providing the best possible advocacy, resources, and service to Michigan communities since 1899. We provide our members with the tools and knowledge they need to effectively manage and develop their communities. With the League's intimate knowledge of communities' needs and challenges, we are in a unique position to provide a comprehensive executive search service.

The executive search service is a resource offered to strengthen the quality of municipal government and administration through successful placement of public leaders. The League is invested in the community before, during, and after the search and is dedicated to a long-term partnership. A typical League search takes at least 120 days and is customized to the specific needs of the community.



Executive Search Overview

Typical Service includes:

- Up to FOUR personal visits with the search facilitator
- Engagement of elected officials, department heads, and staff in the profiling process to facilitate consensus building around the necessary skills, knowledge, attributes, and team leadership expectations
- An extensive community profile and recruitment brochure
- Advanced marketing, including customized online advertising, targeted emails, and the League's social media
- Direct recruitment of passive candidates
- Personal pre-screening of viable applicants and reference checks
- Development of customized interview questions and the candidate selection format/process
- Assistance with the conditional offer of employment, background check, and contract negotiation

Package Price: \$17,000 for members and \$21,000 for nonmembers

Enhanced Service includes:

All Typical Services:

- Up to FIVE personal visits with the search facilitator
- Community roundtables during the profile processes
- Open house during interview process

Package Price: \$19,000 for members and \$23,000 for nonmembers



For a less complex search, the Basic Service includes:

Up to THREE personal visits with the search facilitator, which includes one day dedicated to interviews

- A community profile and recruitment brochure
- Standard marketing and advertising
- Personal pre-screening of viable applicants and reference checks
- Development of customized interview questions and the candidate selection format/process
- Background check

Package Price: \$14,000 for members and \$17,000 for nonmembers

Optional Services (Priced per service in addition to package cost):

- Community outreach meetings and public forums
- Recruitment video
- Social event or non-traditional setting for candidate screening
- Background checks at point of interview
- Media packet with press releases provided for the local media at key points



Services at a Glance

SEARCH TASKS	Search Levels		
PROFILING PROCESS	Basic	Typical	Enhanced
Engagement of Elected Officials	•	•	•
Engagement of Department Heads and Staff		•	•
Engagement of Community Members			•
Review Compensation Package	•	•	•
Standard Candidate Profile and Brochure	•	n/a	n/a
Extensive Candidate Profile and Brochure		•	•
ADVERTISING & MARKETING	Basic	Typical	Enhanced
Placement in League Classifieds Website	•	•	•
Standard Advertising (up to 3 job boards)	•	n/a	n/a
Advanced Advertising		•	•
Social Media Announcements	•	•	•
Direct Recruitment of Passive Candidates		•	•



SEARCH TASKS	Search Levels		
CANDIDATE SCREENING & SELECTION	Basic	Typical	Enhanced
Pre-Screening Activities/Application Analysis	•	•	•
Develop Standard Interview Format and Questions	•	n/a	n/a
Develop Robust Interview Format and Questions		•	•
Attendance During Interview Process	•	•	•
Assist and Attend Open House Function			•
Extend Conditional Offer w/ Sample Contract	•	•	•
Initiate Contract Negotiations		•	•
Conduct Full 3 rd -party Background Check	•	•	•
OUR GUARANTEE *Applies to municipal executives only	Basic	Typical	Enhanced
Our One-Year Guarantee		•	n/a
Our Two-Year Guarantee			•





michigan municipal league

Prepared by the Michigan Municipal League

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CITY OF LATHRUP VILLAGE, MICHIGAN CITY ADMINISTRATOR

**Recruitment Proposal
December 23, 2021**



630 Dundee Road

Suite 225

Northbrook, IL 60062

Primary Contact Person: Laurie Pederson

Director of Administrative Services

847-380-3240

info@GovHRusa.com

A note about COVID-19 -- We are carefully monitoring recommendations from the federal, state and local governments and working with clients as they begin to reopen. Before COVID we made extensive use of technology for video interviews with candidates and meetings with clients. We have utilized these during COVID and can combine technology with appropriate in person meetings to assist clients in cost effective recruiting.

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Firm Profile

GovHR is a public management consulting firm serving local government clients and other public-sector entities across the country. The firm was originally formed as Voorhees Associates in 2009 and changed its name to GovHR USA in 2013. Our headquarters are in Northbrook, Illinois. We are a certified Female Business Enterprise in the State of Illinois and work exclusively in the public and non-profit sectors. GovHR offers customized executive recruitment services, management studies and consulting projects for local government and organizations who work with local government.

GovHR is led by Heidi Voorhees, President, and Joellen Cademartori, Chief Executive Officer. Ms. Voorhees has conducted more than 400 recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her 17 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including ten years as Village Manager for the Village of Wilmette, Illinois. Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

GovHR has a total of thirty-five consultants, both generalists and specialists (public safety, public works, finance, parks, etc.), who are based in Arizona, Colorado, Florida, Georgia, Illinois, Indiana, Massachusetts, Michigan, Minnesota, Ohio, Tennessee, Texas and Wisconsin, as well as eight reference specialists and nine support staff.

Our consultants are experienced executive recruiters who have conducted over 900 recruitments, working with cities, counties, special districts and other governmental entities of all sizes throughout the country. In addition, we have held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public sector leaders.

Our Team

Project Manager & Main Point of Contact:

GovHR Vice President Ryan Cotton will be responsible for your recruitment and selection process. His biography is attached to this Proposal and his contact information is:

Ryan Cotton

Vice President

616-638-8910

RCotton@GovHRusa.com

Proposal Inquiries:

Laurie Pederson

Administrative Services Director

847-380-3198

LPederson@GovHRusa.com

GovHR Owners:

Heidi J. Voorhees

President

847-380-3240

HVoorhees@GovHRusa.com

Joellen J. Cademartori

Chief Executive Officer

847-380-3239

JCademartori@GovHRusa.com

References

The following references can speak to the quality of service provided by GovHR.

Portage, WI

(Finance Director/Treasurer - Professional Outreach, In Progress)

(Utilities Manager - Professional Outreach, 2021)

(Director of Public Works - Professional Outreach, 2021)

Shawn Murphy, City Administrator

115 W. Pleasant St.

Portage, WI 53901

608-742-2176

Shawn.Murphy@portagewi.gov

Duvall, WA

(City Manager, 2021)

Amy Ockerlander, Mayor

15535 Main Street NE

Duvall, WA 98019

206-305-8258

amy.ockerlander@duvall.wa

A list of the recruitments conducted by GovHR consultants is included with this Proposal, and a complete list of clients is available on our website at www.govhrusa.com. We would be happy to provide you with contact information for any of these clients upon request.

Project Approach and Methodology

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search. GovHR clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.

Phase I: Position Assessment, Position Announcement & Brochure

GovHR treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the position. Understanding the organizational culture is critical to a successful recruitment. We gain this insight and information through meetings (one on one and small groups), surveys and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

Information Gathering:

- One-on-one or group interviews with stakeholders identified by the client.
- GovHR can establish a dedicated email address for feedback from stakeholders or the community.
- Community forums (In-person or via video) can be used to gather input and feedback.
- Surveys can be used for department personnel and/or the community to gather feedback.
- Conversations/interviews with department heads.

A combination of the above items can be used to fully understand community and organizational needs and expectations for the position (this proposal includes 12 hours of meetings – additional meetings can be added for a fee of \$125/hours plus actual expenses if incurred. Dedicated email address and one organizational survey are included. Community Survey can be conducted for \$2,500. Community Forums can be conducted as an optional service.

Development of a **Position Announcement** to be placed on websites and social media.

Development of a thorough **Recruitment Brochure** for client review and approval.

Agreement on a detailed **Recruitment Timetable** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to appointment of the finalist candidate.

Phase II: Advertising, Candidate Recruitment & Outreach

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. In addition, our website is well known in the local government industry – we typically have 6,000 visits to our website each month. Finally, we develop a database customized to your recruitment and can do an email blast to thousands of potential candidates.

Phase II will include the following:

- GovHR consultants will personally identify and contact potential candidates.

- Develop a database of potential candidates from across the country unique to the position and to the Client, focusing on:
 - Leadership and management skills
 - Size of organization
 - Experience in addressing challenges and opportunities also outlined in Phase I
- The database will range from several hundred to thousands of names and an email blast will be sent to each potential candidate.
- Placement of the Position Announcement in appropriate professional online publications:
 - Public sector publications & websites
 - Social media: LinkedIn (over 15,000 connections), Facebook, and Twitter
 - GovHR will provide you with a list of advertising options for approval

Phase III: Candidate Evaluation & Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure
- Candidates will be narrowed down to those candidates that meet the qualification criteria
- Candidate evaluation process:
 - Completion of a questionnaire explaining prior work experience
 - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate
 - References (at least 2 references per candidate will be contacted at this time)
 - Internet/Social Media search conducted on each finalist candidate

All résumés will be acknowledged and inquiries from candidates will be personally handled by GovHR, ensuring that the Client's process is professional and well regarded by all who participate.

Phase IV: Presentation of Recommended Candidates

Phase IV will include the following steps:

- GovHR will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- GovHR will provide an electronic recruitment portfolio which contains the candidates' materials along with a "mini" résumé for each candidate so that each candidate's credentials are presented in a uniform way.
- Client will receive a log of all applicants and may review résumés if requested.
- Report will arrive in advance of the Recruitment Report Presentation.

GovHR will spend approximately 2 hours with the Client reviewing the recruitment report and providing additional information on the candidates.

Phase V: Interviewing Process & Background Screening

Phase V will include the following steps:

GovHR will:

- Develop the first and second round interview questions for your review and comment
- Coordinate candidate travel and accommodations
- Provide you with an electronic file that includes:
 - Candidates credentials
 - Set of questions with room for interviewers to make notes
 - Evaluation sheets to assist interviewers in assessing the candidate's skills and abilities

Background screening will be conducted along with additional references contacted:

GovHR USA Background Screening	
✓ Social Security Trace & Verification	✓ County/Statewide Criminal
✓ U.S. Federal Criminal Search	✓ Civil Search
✓ Enhanced Verified National Criminal	✓ Bankruptcy, Leans and Judgements
- National Sex Offender Registry	✓ Motor Vehicle Record
- Most Wanted Lists FBI, DEA, ATF, Interpol	✓ Education Verification – All Degrees Earned
- OFAC Terrorist Database Search	Optional: Credit Report – Transunion with score (based on position and state laws)
- OIG, GSA, SAM, FDA	Optional:
- All felonies and misdemeanors reported to the National Database	Professional License Verification
	Drug Screen
	Employment Verification

GovHR will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. GovHR consultants will be present for all the interviews, serving as a resource and facilitator.

GovHR will coordinate a 2-Step Interview process. The first round interviews will include five or six candidates. The second round interviews will include two or three candidates. GovHR will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- Tour of Client facilities
- Interviews with senior staff

Phase VI: Appointment of Candidate

- GovHR will assist you as much as you request with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- GovHR will notify all applicants of the final appointment, providing professional background information on the successful candidate.

Diversity, Equity & Inclusion in Recruitments

GovHR has a long standing commitment to Equity, Diversity and Inclusion in all of our recruitment and selection processes. Since our firm's inception we have supported, with our time and financial resources, organizations that advance women and other underrepresented minorities in local government. These include the National Forum for Black Public Administrators, the Local Government Hispanic Network, The League of Women in Government and CivicPride.

GovHR President Heidi Voorhees was a keynote speaker at the first meeting of the WCMA Women's Leadership Seminar. Our employees and consultants all underwent Implicit Bias Training in the last year and we are frequent speakers on incorporating DEI values in recruitment and selection. We have a list of DEI resources on the front page of our website (<https://www.govhrusa.com/diversity-equity-and-inclusion-resources/>) that can be accessed by anyone who visits our website.

GovHR has formally partnered with the National Forum for Black Public Administrators' consulting arm, i4x, in several recruitment and selection processes throughout the country including Toledo, OH, Ft. Collins, CO, Ann Arbor, MI, Oakland, MI and Arlington, TX. Our partnership reflects our mutual commitment to advancing DEI values and increasing the diversity of local government leaders at the highest levels of the organization.

Project Timeline

Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Phase I		Phase II				Phase III			Phase IV	Phase V		Phase VI	

Weeks 1 & 2	Phase 1: On Site Interviews & Brochure Development
Weeks 3 thru 6	Phase 2: Advertising, Candidate Recruitment & Outreach
Weeks 7 thru 9	Phase 3: Candidate Evaluation & Background Screening
Week 10	Phase 4: Presentation of Recommended Candidates
Week 11 & 12	Phase 5: Interview Process & Additional Background Screening
Weeks 13 & 14	Phase 6: Appointment of Candidate

Full Scope Recruitment – Price Proposal

Summary of Costs: Full Scope	Price
Recruitment Fee:	\$18,500
Recruitment Expenses: (not to exceed) ➤ Expenses include candidate due diligence efforts	1,500
Advertising: *Advertising costs over \$2,500 will be placed only with client approval. If less than \$2,500, Client is billed only for actual cost.	2,500*
Total:	\$22,500**

*We are carefully monitoring recommendations from the federal, state and local governments and working with clients on alternatives to in person meetings. We are fully operational and can work with you via video and by utilizing electronic files. If at the time of recruitment, COVID-19 restrictions are lifted and travel is possible, we are happy to attend meetings in person.

**Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to the client for reimbursement to GovHR.

Possible in-person meetings could include:

1. Recruitment brochure interview process
2. Presentation of recommended candidates
3. Interview Process

Any additional consultant visits requested by the Client (beyond the three visits listed above) will be billed at \$125/hour; \$500 for a half day and \$950 for a full day. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

This fee does not include travel and accommodations for candidates interviewed.

Payment for Fees & Services

Professional fees and expenses will be invoiced as follows:

1st Payment: 1/3 of the Recruitment Fee (invoice sent upon acceptance of our proposal).

2nd Payment: 1/3 of the Recruitment Fee and expenses incurred to date (invoice sent following the recommendation of candidates).

Final Payment: 1/3 of the Recruitment Fee and all remaining expenses (invoice sent after recruitment is completed).

Payment of invoices is due within thirty (30) days of receipt (unless the client advises that its normal

payment procedures require 60 days.)

The GovHR Guarantee – Full Scope Recruitment

GovHR is committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not make a selection from the initial group of recommended candidates and requests additional candidates be developed for interview consideration. If additional advertising beyond the Phase I advertising is requested, client will be billed for actual advertising charges. Reimbursable expenses may be incurred should the recruitment process require consultant travel to the Client.

Upon appointment of a candidate, GovHR provides the following guarantee: should the selected and appointed candidate, at the request of the Client or the employee's own determination, leave the employ of the Client within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only. This request must be made within six months of the employee's departure.

Limited Scope Recruitment – Scope of Services

GovHR offers Clients a "Limited Scope" recruitment process, designed for clients who require only partial assistance with a recruitment.

The first several components of a Limited Scope Recruitment Process and a Full Recruitment and Selection Process are similar. The consultant will:

- Meet with employees and other stakeholders
- Develop and place the position announcement on websites and on social media outlets
- Conduct outreach for candidates via personal and electronic contacts
- Review all resumes for fit for position
- Conduct video interviews.
- Complete two references for each finalist candidate
- Prepare an electronic Recruitment Portfolio that includes the information on the recommended candidates. This will be provided to the Client a few days in advance of a candidate presentation meeting.

At this point in the Limited Scope Recruitment process, GovHR involvement will be complete.

The key differences between the Limited Scope Recruitment Process and the Full Recruitment and Selection Process are:

- A Recruitment Flyer, instead of a full Brochure, will be prepared for the Limited Scope Recruitment. This flyer will be distributed as a .pdf file.
- GovHR will not conduct background investigations (court, credit, motor vehicle records checks, etc.)
- GovHR will not offer any guarantee regarding the selection and tenure of the candidates. GovHR will bill the client immediately after presentation of candidates and will not redo the recruitment and selection process if the Client is unsuccessful in hiring someone from the group of recommended candidates.
- Development of interview questions, second interview questions, and assistance with contract negotiations will be the responsibility of the Client.

Limited Scope Recruitment – Price Proposal

Summary of Costs: Limited Scope	Price
Recruitment Fee:	\$16,500
Advertising: *Advertising costs over \$2,500 will be placed only with client approval. If less than \$2,500, Client is billed only for actual cost.	2,500*
Total:	\$19,000**

*This fee does not include travel and accommodations for candidates interviewed.

We are carefully monitoring recommendations from the federal, state and local governments and working with clients on alternatives to in person meetings. We are fully operational and can work with you via video and by utilizing electronic files. If at the time of recruitment, COVID-19 restrictions are lifted and travel is possible, we are happy to attend meetings in person. For this reason, we have priced travel as a separate expense.

**Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at the time of request. Only actual expenses will be billed to the client for reimbursement to GovHR.

Possible in-person meetings could include:

1. Recruitment brochure interview process
2. Presentation of recommended candidates

Any additional consultant visits requested by the Client (beyond the three visits listed above) will be billed at \$125/hour; \$500 for a half day and \$950 for a full day. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

Payment for Fees & Services

Professional fees and expenses will be invoiced as follows:

1st Payment: 1/2 of the Recruitment Fee (invoice sent upon acceptance of our proposal).

Final Payment: 1/2 of the Recruitment Fee and expenses incurred (invoice sent following the recommendation of candidates).

Payment of invoices is due within thirty (30) days of receipt.

Virtual Recruitment Option

Summary of Costs: Virtual	Price
Recruitment Fee:	\$8,000
Advertising: *Advertising costs over \$2,000 will be placed only with client approval. If less than \$2,000, Client is billed only for actual cost.	2,000*
Total:	\$10,000**

GovHR offers a condensed process called a “Virtual Recruitment”. GovHR services will include the following:

- Telephone conference regarding the position and the recruitment process.
- Review of position job description and any prior position announcements.
- Preparation of two-page position announcement for client review and approval.
- Posting of position announcement on GovHR’s website and social media sources (Twitter, Facebook, LinkedIn, Instagram).
- Distribution of position announcement to relevant professional network contacts via direct e-mail or telephone.
- Preparation of matrix for client review and approval that identifies key position requirements with which to evaluate candidates.
- Review of each candidate’s qualifications against key position requirements and presentation of candidate matrix.

Payment for Fees & Services

Professional fees and expenses will be invoiced as follows:

1st Payment: 1/2 of the Recruitment Fee (invoice sent upon acceptance of our proposal).

Final Payment: 1/2 of the Recruitment Fee (invoice sent following the candidate matrix).

Payment of invoices is due within thirty (30) days of receipt.

Why Choose GovHR?

- We are a leader in the field of local government recruitment and selection with experience in more than 41 states, in communities ranging in population from 1,000 to 1,000,000. More than 28% of our clients are repeat clients showing a high level of satisfaction with our work. We encourage you to call any of our previous clients.
- We are committed to bringing a diverse pool of candidates to your recruitment process. We network extensively with state, city and county management associations, attending more than 20 state and national conferences each year. In addition, we support and attend the meetings of League of Women in Government, the Local Government Hispanic Network, National Forum for Black Public Administrators and Engaging Local Government Leaders.
- We conduct comprehensive due diligence on candidates. Before we recommend a candidate to you, we will have interviewed them via video, conducted reference calls, and news media and social media searches. Our knowledge of local government ensures that we can ask probing questions that will verify their expertise.
- We are your partners in this important process. You are welcome to review all the resumes we receive and we will share our honest assessment of the candidates.
- Our goal is your complete satisfaction. We are committed to working with you until you find the candidate that is the best fit for your position.

Qualifications

Please note the following key qualifications of our firm:

- Since our establishment in 2009, our consultants have conducted hundreds of recruitments in 41 states, with an increase in business of at least 30% each year. Twenty-eight (28%) of our clients are repeat clients, the best indicator of satisfaction with our services.
- Surveys of our clients show that 94% rate their overall experience with our firm as *Outstanding and* indicate that they plan to use our services or highly recommend us in the future.
- Our state-of-the-art processes, including extensive use of social media for candidate outreach and video interviews with potential finalist candidates, ensure a successful recruitment for your organization.
- Our high quality, thorough Recruitment Brochure reflects the knowledge we will have about your community and your organization and will provide important information to potential candidates.

Contract Signature Page

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see in our proposal, please let us know. We can most likely accommodate your request.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

City of Lathrup Village, Michigan agrees to retain GovHR USA, LLC ("GovHR") to conduct a City Administrator Recruitment in accordance with its proposal dated December 23, 2021. The terms of the proposal are incorporated herein and shall become a part of this contract.

ACCEPTED:

City of Lathrup Village, Michigan

By: _____

Title: _____

Date: _____

Billing Contact: _____

Billing Contact Email: _____

GovHR USA, LLC

By: _____

Title: _____

Date: _____

PLEASE SELECT ONE:

- ☐ **Full Recruitment Service**
- ☐ **Limited Recruitment Service**
- ☐ **Virtual Recruitment Service**

Optional Services

GovTemps USA

Need an Interim? GovTempsUSA, a subsidiary of GovHR USA, specializes in the temporary placement of positions in local government. The firm offers short-term assignments, in addition to long-term and outsourced arrangements. Our placement professionals at GovTempsUSA have typically enjoyed distinguished careers in local government and displayed a commitment to public service throughout their career.

Recorded One-Way Video Interview of Candidates

Candidates we recommend for your consideration can complete a one-way video interview with 3 to 5 questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview. Cost \$100 per candidate.

Leadership/Personality Testing

GovHR has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the client is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC and others. Depending on the evaluation type selected fees can range between \$100 to \$500 per candidate.

360° Evaluation

As a service to the Client, we offer the option to provide you with a proposal for a 360° performance evaluation for the appointed position at six months into his or her employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the Client feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, GovHR will prepare a proposal for this service.



RYAN COTTON



Ryan Cotton is a Vice President with GovHR USA, and has over 35 years of experience as a local government management professional in multiple communities in three states including Duvall, Washington, Montpelier, Vermont and Grand haven, Spring Lake, Eastpointe, Caledonia, and Holland Michigan. Mr. Cotton is an ICMA Credentialed Manager.

From 2012 to 2017, Mr. Cotton served as the City Manager of Holland, a progressive, vibrant, diverse community in West Michigan. During his tenure in Holland, Mr. Cotton was responsible for a \$36 million budget and 185 full-time employees. Consensus on \$28 million in capital asset redevelopment was accomplished. Mr. Cotton was known for his organizational planning and facilitation, strategic management, neighborhood redevelopment, fiscal management, multicultural human relations, intergovernmental collaboration, and grant outcomes.

Mr. Cotton served as the Village Manager in Spring Lake, Michigan from 2002 to 2012 and as City Manager in Grand Haven, Michigan from 1995 to 2002. Spring Lake and Grand Haven are full-service, waterfront communities with high service demands. In Spring Lake, new intergovernmental agreements resulted in shared and expanded services. Mr. Cotton facilitated multiple community consensus building opportunities including master plans and strategic plans.

Prior City Manager services were provided to Montpelier, Vermont from 1986 to 1994 where Mr. Cotton grew regional collaboration for improved ambulance services. He also assisted the Vermont League of Cities and Towns on municipal recruitment and team building. In each community, Mr. Cotton oversaw labor relations and conducted strategic planning and facilitation for multiple non-profits. Mr. Cotton also served in leadership roles for regional services and on statewide boards.

Ryan has extensive grant experience in Illinois, Michigan, and Vermont. He brought in more than \$20 million in grants and other non-local tax funding to communities he served-- achieving a 95% success rate.

PROFESSIONAL EDUCATION

- Master of Arts degree in Political Science, Western Michigan University
- Master of Public Administration degree, University of Kansas
- Bachelor of Arts degree in Public Administration, Miami University, OH

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Adjunct Instructor, Grand Valley State University and Hope College
- West Michigan Green Infrastructure Conference, Michigan Department of Environmental Quality Grand Valley State University, Grand Rapids, Michigan, 2015
- Testimony to State of Michigan House and Senate Committees, On-Bill Energy Legislation, resulting in eventual adoption and Governor's signature, 2014
- Michigan Association of Municipal Attorneys, The ABCs for Municipal Attorneys, Lansing, Michigan, 2009
- Testimony to the State of Michigan House Committee on Land Use and the Environment, Impact Fees, 2013
- Michigan City Management Association, Community Information Systems, Ypsilanti, Michigan, 1999
- Michigan Municipal League, Building a Sense of Place Grants, Muskegon, Michigan, 1998

- Vermont Association of Realtors, Impact Fees and Cities, 1988
- National Caucus of New England Legislators, Growth in New England, in Manchester, New Hampshire, 1988
- International City Manager Association National Conference, Service Request Systems, San Antonio, Texas, 1984

MEMBERSHIPS AND AFFILIATIONS

- Michigan Local Government Managers Association, Former Board of Directors
- West Michigan Strategic Alliance, Former Board of Directors

PROFESSIONAL BACKGROUND

- Interim City Administrator, Duvall, WA, 2021
- Interim City Manager, Eastpointe, MI 2019
- Interim Village Manager, Caledonia, MI 2019
- Interim City Manager, Eastpointe, MI 2018
- City Manager, Holland, MI 2012-2017
- Village Manager, Spring Lake, MI 2002-2012
- City Manager, Grand Haven, MI 1995-2002
- City Manager, Montpelier, VT 1986-1994
- Assistant City Manager, Upper Arlington, OH 1984-1986





Michigan City Management Client List

STATE	CLIENT	POSITION	POPULATION	YEAR
Michigan	Adrian	City Administrator	20,676	2018
	Albion	City Manager	8,337	2018
	Alpena	City Manager	10,410	2012
	Caro	City Manager	4,208	2012
	Charlotte	City Manager	9,100	2020
	Clawson	City Manager	11,946	2021
	Delta Charter Township	Township Manager	32,400	2014
	Eastpointe	City Manager	32,673	2019
	Ferndale	City Manager	20,428	2019
	Hamtramck	City Manager	21,752	2017
	Kalamazoo	City Manager	75,000	2013
	Lincoln Park	City Manager	36,665	2019
	Oakland Township	Township Manager	16,779	2013
			19,132	2018
	Rochester	City Manager	13,000	2015
	Royal Oak	City Manager	59,112	2019
	Royal Oak Township	Township Manager	2,600	2021
	Troy	Assistant City Manager	83,181	2019
		City Manager	83,181	2018



City of Lathrup Village, Michigan

Proposal to provide executive recruitment services

December 20, 2021

 **bakertilly**
now, for tomorrow.

Baker Tilly US, LLP
2500 Dallas Parkway, Suite 300
Plano, TX 75093
T: +1 (972) 748 0300
F: +1 (214) 452 1165
bakertilly.com

December 20, 2021

Chief Scott McKee
Police Chief – Acting City Manager
27400 Southfield Road
Lathrup Village, MI 48076

Email: policechief@lathrupvillage.org

Dear Chief McKee:

Baker Tilly US, LLP (Baker Tilly) appreciates the opportunity to submit the following proposal for executive recruitment services to the City of Lathrup Village (the City) to help you identify your next City Manager/Administrator. We believe that our record of successfully placing qualified and very accomplished professionals, along with our extensive experience providing executive recruitment services to cities, counties and other public-sector organizations nationwide, will be beneficial for your recruitment and will allow us to find the candidate who has the traits, skills, experience and overall competence you desire for your organization.

We know that you have options when it comes to selecting an executive recruitment firm. However, we believe that our unique approach, highly regarded customer service, record of success, our experience and overall ability to identify, recruit and place top-level executives in similar roles, sets us apart from our competitors. Additionally, we offer the following unique features:

- **Customized profile development:** essential to our outreach, marketing & recruitment process
- **Proprietary management/leadership assessment reports**
- **Link to one-way semifinalists' video interview responses to position specific questions**
- **Proprietary online application and document management tool**

This proposal details about our approach, expertise, references and pricing for this executive recruitment. The Baker Tilly team would consider it a professional privilege to provide these services to the City of Lathrup Village.

Very truly yours,

BAKER TILLY US, LLP



Edward G. Williams, Ph.D.
Director

M: +1 (214) 608 6363

E: edward.williams@bakertilly.com

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1. General information

Firm introduction

Baker Tilly is a nationally recognized firm with a long history of service to clients located throughout the country. For 90 years, Baker Tilly has understood that our business demands absolute integrity, a belief in the value of trusted relationships and a willingness to collaborate with every client. We will strive to continue to deepen and enhance our relationship with Lathrup Village as we seek to become your **Value Architect™**.

Within Baker Tilly, our executive recruitment team consists of ten recruitment consultants and project coordination staff available to meet your executive recruitment needs. Each consultant assigned to your recruitment has experience working with cities, counties, special districts, not-for-profit organizations and school districts, and the many different disciplines that comprise the Lathrup Village organization. Our consultants bring an experienced, participatory and energetic perspective to each engagement. As such, we reflect our unique approach and personal touch in our internal standard and commitment to outstanding service that meets or exceeds your expectations. Since 2016, our combined consultant team has conducted more than 400 executive searches.

The Baker Tilly project team will collaborate with your City staff and/or designated staff as your technical advisor. As such, we conduct our recruitment processes in a clear, effective, efficient, transparent and professional manner consistent with “best practices” in the public sector executive recruitment space. Our agenda is clear; *“our agenda is your agenda.”* Our objective is to generate a reasonable list of highly qualified candidates and assist you with the screening and evaluation of these candidates to identify your next City Manager/Administrator.

We have structured the Baker Tilly project team to draw upon our 60-plus years of collective service to the public sector and to leverage Baker Tilly’s experience and capacity to find exceptional, qualified candidates.

Since its beginnings, our firm has emerged as a leader in human resource management consulting and executive recruitment. It is our 30+ years of consulting experience, coupled with our unique approach and personal touch that drives our internal standard for delivering outstanding services and leading-edge products.

Project contact

Edward G. Williams, Ph.D., Director
2500 Dallas Parkway, Suite 300
Plano, TX 75093

T: +1 (214) 842-6478

M: +1 (214) 608 6363

F: +1 (214) 452 1165

E: edward.williams@bakertilly.com

2. Understanding and approach

Lathrup Village's recruitment will be national and inclusive in nature, with a candidate pool of diverse, experienced and talented individuals.

Our understanding of Lathrup Village's needs

We understand the City is looking for a timely, effective, efficient, responsive, well-managed and thorough search process to recruit and identify highly qualified candidates for you to identify your next City Manager/Administrator.

Baker Tilly public sector executive recruiters will work with your City or designated staff, to understand the traits, attributes, capabilities and overall qualifications that are most important to your organization for this recruitment. The information we gather helps us customize an executive recruitment marketing, recruitment and outreach strategy that presents the City of Lathrup Village as a well-managed, progressive, forward thinking and transparent municipal organization that is committed to service efficiency, responsiveness and continuous improvement.

We recognize that there is significant competition for experienced local government managers, leaders and executives today. For this reason, we work with you to develop recruitment strategies that include an aggressive marketing, recruiting and candidate outreach campaign. As you know, a successful recruitment often depends upon the ability to reach successful executives who may not necessarily be in search of new employment opportunities or who may be waiting for the right opportunity. Thus, we use our existing resources, successful methods and approaches to inform and encourage qualified professionals to consider and apply for opportunities such as those you may have in your organization. We believe that these efforts are essential to ensuring that your City staff receives and is able to select from a large number of qualified candidates.

Baker Tilly manages and tracks applicant information and provides regular communication, updating the applicants on the status of each recruitment. Our communications are always professional and respectful.

We take pride in our ability to provide your City staff with comprehensive details and information about each candidate we present; expanding beyond applications, cover letters and resumes to better understand, compare and contrast individual professional experience, leadership traits and the management style he or she would bring to your organization. Furthermore, we explore and attempt to understand their motivation for pursuing each career opportunity. We also are able to provide you with a fully customized interview process to include suggested questions, interview day scheduling and planning, as you deem necessary or appropriate. Additionally, the lead consultant is available to you, or your designee, before, during and after each interview session and can facilitate your deliberations and employment offer and negotiations with the individual you select as finalist.

2. Understanding and approach

Proposed solution to meet Lathrup Village's needs

Edward Williams, project team leader, will conduct your recruitment out of our Plano, Texas office. Our highly regarded executive recruitment process includes five major tasks:

1. Recruitment brochure development and advertising

- We schedule and meet with your City's elected officials, appointed management team members and/or key stakeholders, as instructed, to understand your leadership vision, strategic direction and candidate expectations, then use the information we gather to develop a candidate profile, which will require your input and final approval. We consider the profile our search baseline.

2. Execution of recruitment strategy and identification of quality candidates

- Using the profile you approve, we develop a colorful, informative and appealing brochure, then embark on a national or regional targeted marketing, recruitment and outreach campaign to identify individuals who best match your desired profile.
- Additionally, we simultaneously launch a direct applicant outreach campaign targeting eligible prospects who we identify by building a detailed query into our searchable applicant database.
- Using our proprietary applicant tracking system, we communicate with all applicants about the process, established timelines and next steps in the process.

3. Screening of applications, review of semi-finalists and selection of finalists

- Once we identify those applicants who most closely match your desired profile, we assign them several tasks including our Due Diligence Questionnaire and Candidate Questionnaire, while the project team conducts a comprehensive web and social media scan to elicit information that could be relevant to employment and continuation in our process.
- We also provide selected applicants with a link that will take them to our proprietary one-way video interview portal. There, the candidates complete a one-way video interview, answering questions designed to give us an additional perspective on each applicant's candidacy as it relates to your desired profile.
- Once we gather the responses from the items listed above, we prepare and provide you with an electronic (PDF) Semi-Finalists Report listing 10 to 15 applicants who best appear to meet your desired profile. This report includes a list of all applicants and copies of resumes, cover letters and Due Diligence Questionnaire responses.
- We then ask you to identify four or five, plus one alternate, as finalists. We then ask this group to complete our management and leadership style assessment, which provides us with additional information, including development needs, strengths, personality and behavior analysis. This tool provides us with information about each finalist, which we have found to be important to the selection process.

4. Background report checks, reference checks, social media presence, academic verifications

- We secure authorization from each finalist to conduct a comprehensive background check and reports.
- We obtain a list of up to ten current or former supervisors, peers or direct reports from each finalist to contact as references.
- We provide you with a report summarizing all responses to our customized reference questionnaire.
- We verify academic credentials and professional certifications.
- We conduct an exhaustive review of social and electronic media sites and other publications, to identify any information that may be relevant to the hiring of each individual you interview.
- We provide a comprehensive reference check and report for each finalist.

5. Final interview process

- Once you identify your finalists, we work with your designated staff to design, prepare and provide technical support to ensure a smooth, effective and efficient interview process, which may include the scheduling and support for virtual interviews. If requested, we work with the selected finalist and your designated staff to finalize an employment agreement.

2. Understanding and approach

Recruitment solutions during the Covid-19 Pandemic

In response to the COVID-19 pandemic, the Baker Tilly executive recruitment team will work closely with the Lathrup Village designated point of contact to develop alternative methods to complete all aspects of our established search processes using existing technologies and ensuring the overall safety of all involved, which may require virtual or telephonic meetings or interviews. Notwithstanding, we will creatively collaborate with your organization to gather and provide you with critical information essential to your hiring decisions.

When the time arrives for the City to interview candidates, we will respect and comply with the guidelines established and recommended by local, state or federal, public health or medical professionals, including social distancing and related guidelines or protocols.

The project team leader for your recruitment have successfully organized and directed several successful virtual and on-site interview processes following the prescribed social distancing protocols and best practices. As such, Edward is able to provide corresponding

The Baker Tilly executive recruitment process

Task I: kickoff, marketing, recruitment and outreach

Our comprehensive recruitment process begins with the development of a detailed marketing and recruitment brochure, which includes specific details, outlined in the candidate profile, which we consider the most important first step in your recruitment process. The candidate profile includes important details such as required and desired education, professional certifications, professional experience, leadership traits and attributes, management style and related personal characteristics. These qualifications may serve as predictive indicators of the success of your next City Manager/Administrator. The recruitment brochure will also include key information about your community and information that captures and conveys the essence of your organization.

To launch the project, the project team leader will meet (on-site or virtually as allowed by established social distancing and stay at home regulations) with City staff members, or designee to discuss your desired and required qualifications. During this meeting, we also gather information on your strategic initiatives, goals and objectives, organizational culture, reporting structures and similar information. Additionally, we attempt to understand the overall scope and responsibilities of your next City Manager/Administrator, including individual and organizational goals. We also attempt to understand the key issues, challenges and opportunities your City Manager/Administrator will face. Additionally, we gather information about the total reward (compensation and benefits) you offer for this position. [See example of a recruitment brochure in [Appendix I.](#)]

Once we gather all necessary information, we prepare a draft recruitment brochure for your review and approval. We then update the brochure or make your suggested edits or revisions, then launch your executive search. As you can see, the candidate profile is central to our strategy and outreach.

Advertisements for the City Manager/Administrator position could be placed

International City/County Management Association
National Forum of Black Public Administrators
Local Government Hispanic Network
Careers in Government (careersingovernment.com)
Engaging Local Government Leaders (ELGL) website

2. Understanding and approach

Advertisements for the City Manager/Administrator position could be placed

LinkedIn

Project milestone	Deliverables	Timeline
Position profile and recruitment brochure development	- Onsite interview with the City - Baker Tilly will receive information regarding the City's budgets, organizational charts, images, logos, etc. - Develop draft documents (recruitment brochure, advertisement, marketing letter and timeline)	2 weeks
Approve brochure, begin advertising and distribute marketing letter	- Brochure sent to the City for final approval - Begin advertising and distribution of recruitment brochure	2 weeks

Task II: execution of recruitment strategy and identification of quality candidates

The Baker Tilly project team leader, utilizing the information gathered during Task I of our process, also works with the City staff and/or designated staff to develop a broad and far-reaching marketing and advertising campaign. We believe this step enhances our ability to notify and invite potential candidates from a talented and diverse pool of professionals. Our team will also advertise your vacancy in relevant and appropriate national professional publications, membership organizations and known recruitment websites. We further believe that our highly trafficked [website](#), which includes an exclusive location dedicated to highlight your vacancy, also encourages potential candidates to consider this opportunity.

Our exhaustive marketing, recruitment and outreach campaign includes a national, state, regional or local scope, as you direct. Another important and essential factor that sets us apart from our competition is the ability to customize queries and search our extensive database of former applicants or former candidates in prior searches. Many of the individuals in our database have manifested interest in specific opportunities, organization size or geographic locations. We view this as an additional opportunity to identify a larger pool of potentially great applicants for your position.

We believe that often times, well-qualified candidates are not actively seeking new employment opportunities. In fact, most may not be actively reviewing job postings or even responding to advertised announcements. However, when we present a potential applicant with key information about an exciting new opportunity, many times they will review, consider and apply for the position, especially if presented by a trusted, experienced firm or a member of their network. We take pride in our ability to locate diverse, highly qualified candidates across the nation based on the professional contacts and relationships we have developed and nurtured over many years.

We supplement our outreach by querying our customizable database, which includes information on recent and past applicants for similar positions. This provides the Baker Tilly team with the ability to customize applicant flow and tracking, and communicate inquiries for candidates based on characteristics important to the City such as geographic location, particular experience, expertise and credentials.

During this part of our process, the project team leader will work with the City staff or designee to reach consensus on the leadership traits and management style you desire your next City Manager/Administrator will bring to your organization. Additionally, we identify the qualifications, experience and education you desire and/or require. We then use our proven strategies to identify other key competencies and work values that many

2. Understanding and approach

organizations would typically associate with individual success in similar positions nationwide.

To ensure the overall effectiveness and timeliness of our communications, we send an acknowledgement to each applicant and provide them with the estimated schedule for your recruitment. We maintain open and productive communications with all applicants throughout the recruitment process. This includes updates, progress and individual status in the search process at every step. We take pride in the many complimentary comments candidates provide regarding our high level and quality of communications. Furthermore, applicants frequently applaud the professional manner in which our team handles their inquiries and information during and after each recruitment.

Project milestone	Deliverables	Timeline
Execution of recruitment strategy and candidate outreach	– Online data collection and profile development – Development of interactive, searchable applicant database for recruitment of your City Manager/Administrator – Baker Tilly performs direct outreach to prospective candidates identified in the recruitment strategy – Utilization of extensive applicant database to identify applications and review applicant pool for competencies/demographics	4-5 weeks

Task III: screening of applicants and recommendation of semi-finalists

During Task III, the project team screens each application and compares qualifications (education, experience, etc.) and responses to our customized supplemental questions to determine overall match to your desired profile. This measure helps us review the overall accuracy and efficiency of our classification and review process. We then narrow the list to a group of 10 to 15 semifinalists for review and identification of four or five finalists (often including an alternate) or the number of individuals you would like to interview and consider.

Another unique aspect of our recruitment process is our use of our proprietary, web based one-way video interview. Each finalist has a limited number of minutes to answer each question, which each applicant sees for the first time when the interview begins. We do not provide questions in advance. Each finalist then has 30 seconds to respond. This tool allows our team to develop a more comprehensive understanding of each candidate's ability to "think quickly." The one-way videos also allow us to evaluate the professional demeanor of each applicant. Our team will provide the City staff and/or the designated staff with a link to review.

Project milestone	Deliverables	Timeline
Applicant screening and recommendation of semi-finalists	– Baker Tilly compares applications to the approved candidate profile, developed in our searchable applicant database – Most promising applicants are asked to complete candidate questionnaires and provide due diligence information – Media, internet and social media scan for information pertinent to future employment – Top candidates identified as semi-finalists	2-3 weeks

2. Understanding and approach

	– Semi-Finalist Report is prepared, including the brochure, master applicant list, cover letter and resume of candidates to be considered – Baker Tilly and the City review and rate video interviews – Baker Tilly sends links to City to review the aggregate responses and ratings – Project team leader meets with City staff to review recommended semi-finalists – City staff selects finalists for on-site interviews – Finalists complete candidate management style assessment, responses are reviewed and interview questions are developed	
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Task IV: conducting background checks, reference checks and academic verifications

Once the City staff has identified a list of “Finalists” Baker Tilly begins the process of conducting reference checks, background report checks and academic verifications. We then prepare a Confidential Reference Report to complete our research and understanding of each applicant’s qualifications, management style, leadership traits or characteristics and professional work performance.

Background checks will include information from the following areas:

Consumer credit	Bankruptcy
City/county – criminal	State district Superior Court – criminal
City/county – civil litigation	State district Superior Court – civil
Judgment/tax lien	Federal district - criminal
Motor vehicle driving record	Federal district – civil litigation
Educational verification	Sex offender registry

To ensure the overall quality standards of our process, we require a minimum of 10-15 business days between the time you identify finalists for interviews, (onsite or virtual) and the time we are able to provide you with our Final Report which includes all information gathered throughout the process.

Project milestone	Deliverables	Timeline
Design final process with City for on-site interviews with finalists	– Baker Tilly confirms interviews with candidates – Travel logistics are scheduled for candidates	1-2 days
Background checks, reference checks and academic verification	– Baker Tilly completes background checks, reference checks and academic verifications of finalists	2-3 weeks

Task V: final interview process

Upon completion of Task IV, we will work with your City staff and/or designated staff to develop the final interview process. We customize the process according to your needs and desired outcomes, functions of the position, preference and directives. This may include steps that are important to you, our client. As such, the final interview process may include meetings with the department heads and the opportunity for a meet and greet

2. Understanding and approach

with community members. Recognizing the impact of national, state or locally imposed restrictions in response to the COVID-19 Pandemic, we work with your organization to adjust all aspects of our process as you deem necessary and appropriate.

Prior to the interviews we provide documentation on each of the finalists, highlighting leadership and management profile (Gap Analysis) and a summary of our comprehensive/customized reference checks, background report checks and academic verifications. In addition, the Final Report will include guidelines for interviewing the candidates, suggested interview questions and a candidate assessment process for your interview panel(s).

The project team leader will be available during the final interview process to answer questions about the candidates and, if requested, assist with the final evaluation of the candidates. If requested, we will assist you with the development of a compensation package and related employment considerations and assist with the negotiation of an employment agreement.

Project milestone	Deliverables	Timeline
Final Report prepared and delivered to City	Final Report is prepared including brochure, schedule, cover letter, resume, candidate questionnaire, suggested interview questions, candidate assessment form and management style probing questions	1 day
On-site interviews with finalists	- Interviews are scheduled - Recruitment project team leader attends client interviews and is available to participate during deliberations of candidates	1-2 days
Offer made/accepted	- If requested, Baker Tilly participates in candidate employment agreement negotiations - Baker Tilly notifies candidates of decision - Baker Tilly confirms final process close out items with the City of Lathrup Village	1-2 days

Our strategy for recruitment of diverse candidates

Our corporate core values and work environment reflect our broader social aspirations for a diverse workforce, equal opportunity and cross-cultural respect. We have established strong and credible networks with minority and female leaders nationwide. In addition, we are corporate members of the National Forum for Black Public Administrators (NFBPA) and the Local Government Hispanic Network and are on their National Corporate Advisory Council. We participate in their membership events on a regular basis.

To that end, we take responsibility for diversity in our organization, our recruitment strategy and our candidate pools. In every recruitment, we use our established networks to make direct and personal contacts with prospective minority and female candidates and encourage them to consider the Lathrup Village City Manager/Administrator opportunity. Because of our performance record in presenting a diverse applicant pool, these prospective candidates know that the Baker Tilly executive recruitment team will fairly consider each application based on qualifications and the established profile.

Baker Tilly is committed to ensuring equitable participation in our business and employment opportunities without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status or sexual orientation. As a leader in the executive recruitment industry, we take positive actions to prevent and to remedy any discriminatory effects of business and employment practices.

2. Understanding and approach

Commitment to Diversity, Inclusion and Belonging for Success (DIBS)

At Baker Tilly, diversity, inclusion and belonging is *who we are* rather than *what we do*. Creating an environment where all team members are valued empowers us to bring our authentic selves to work each day. **When our contributions reflect our individual best, we achieve better results for Lathrup Village.**

Belonging is a core Baker Tilly value. We foster a deep level of mutual respect where each one of us feels seen, heard, valued and connected. Each team member commits to upholding a diverse and inclusive workplace driven by fairness, compassion and equality.

Throughout the firm, you will find our DIBS philosophy and practices embedded into everything we do. We hire people who bring new perspectives and experiences. We embrace our differences and believe a more open, connected world serves everyone better. DIBS is the lens that helps us see things more broadly and lights the path for us to follow. This benefits our people, our clients and our communities.

We choose to embed DIBS into all aspects of our business – from strategy to operations.

From how we recruit, develop and promote team members, to the way we serve clients, manage projects and treat each other.

Day in, day out.



DIBS steering committee



Supporting Opportunity, Advancement and Retention for all (SOAR)



Growth and Retention of Women (GROW)



PRIDE team member network



Racial Equity Action Plan (ACTION) and focus on social justice



Baker Tilly Foundation support for racial justice advocacy



Tone from the top: CEO Action for Diversity & Inclusion



NexGen: joining workforce generations

2. Understanding and approach

Timeline

The following is an example of a timeline for an executive recruitment process. The Baker Tilly project team leader will discuss your anticipated or desired timeline during the initial kickoff meeting. It is our intent to conduct your recruitment expeditiously, but not at the expense of finding qualified applicants to present to you. Once you approve, and based on mutual agreement, we will provide actual dates in our service agreement.

City of Lathrup Village Executive Recruitment Preliminary Timeline		
The following timeline represents a preliminary schedule for your executive recruitment based on a mutually agreed upon commencement date. For the purpose of this proposal, we label Target Dates as To Be Determined (TBD). Our agreement will include actual and specific target dates developed, reviewed and approved by your organization.		
Project milestone	Deliverables	Target date
Profile development, advertising and candidate outreach	- Baker Tilly completes on-site interviews to develop candidate profile and recruitment brochure; the City approves ad placement schedule and timeline - Baker Tilly sends draft recruitment brochure to the City - The City returns draft recruitment brochure (with edits) to Baker Tilly - Baker Tilly commences executive recruitment advertising and marketing - Online data collection and profile development	TBD
Applicant screening and assessment and recommendation of semi-finalists	- Baker Tilly commences formal review of applications; most promising candidates complete questionnaires - Candidates complete recorded interview online - Baker Tilly completes formal review of applications and sends selected resumes to the City for review - Candidates' recorded interviews are presented - Baker Tilly meets with the City and recommends semi-finalists; the City selects finalists for on-site interviews - Finalists complete candidate management style assessment and responses are reviewed and interview questions are developed	TBD
Comprehensive background check, academic verifications and reference checks completed for finalists	Baker Tilly completes reference checks/background checks/academic verification on finalists	TBD
On-site Interviews with finalists	- Baker Tilly sends documentation for finalists to the City - The City conducts on-site interviews with finalists	TBD
Employment offer made / accepted	The City extends employment offer to selected candidate	TBD

2. Understanding and approach

Why Baker Tilly is ideally suited to serve Lathrup Village

Following are just some of the ways Baker Tilly has distinguished itself from peers in public sector executive recruitment.

We are experienced and passionate about what we do

Baker Tilly executive recruitment consultants are experienced and passionate about local government since all have spent a significant part of their professional careers in senior leadership positions for cities, counties and school districts. The Baker Tilly team has recruited and placed more than 1,400 executive-level positions within cities, counties, school districts and public and not-for-profit organizations since 2000.

We are focused on exceeding your expectations

We believe in local government and want to assist the City of Lathrup Village organization in building a great team. We want your organization to hire us again based on the success we achieve the first time we work together.

We believe that “ethical business practices” are a catalyst for success

These practices include operating with transparency, responsiveness and sensitivity to the culture of your organization while pursuing an unrelenting commitment to high quality professional services.

We believe in diversity

Our corporate core values and work environment reflect our broader social aspirations for a diverse workforce, equal opportunity and cross-cultural respect. We take responsibility for diversity in our organization, our recruitment strategy and our candidate pools. We are corporate members of the National Forum for Black Public Administrators (NFBPA) and the Hispanic Network and are on their National Corporate Advisory Council.

We conduct a timely, high-quality recruitment that is within budget

For an all-inclusive, not-to-exceed professional fee, which includes the cost of professional services by the project team leader, the project support staff and all project related expenses such as advertising, preparation of a recruitment brochure, background, reference and academic verification checks and travel expenses for up to three on-site visits. We work with you to establish a timeline, respond to the City's needs and to unexpected circumstances that may arise during the course of your recruitment in order to expedite the recruitment, but not at the expense of finding high quality candidates for Lathrup Village.

We utilize the latest technologies that uniquely sets us apart

Technology plays an important role in the Baker Tilly executive recruitment process. From our proprietary video interview system and our management/leadership style assessment analysis to our proprietary online application system, we efficiently manage candidate information and provide the City with unique information about each candidate's leadership and management style and ability to respond extemporaneously to video questions.

We offer a “Triple Guarantee” that commits Baker Tilly to Lathrup Village’s success

- We remain focused to assist with your executive recruitment until you make an appointment
- We guarantee your executive recruitment for 12 months against termination or resignation for any reason – or we come back to fill the City Manager/Administrator position for no additional professional fee
- We will not directly solicit any candidates selected under this contract for another position while employed with your organization

2. Understanding and approach

Benefits to Lathrup Village

Selecting Baker Tilly to conduct your executive recruitment provides you with the following benefits:

Comprehensive and structured process

Our process is comprehensive and seamless, reflecting our years of interaction with local government employers and prospective candidates.

Transparency

Baker Tilly comes to the City of Lathrup Village without having any preconceived notions or expectations about the City and prospective candidates. The Baker Tilly team works closely with the City to make sure the process is transparent.

Confidentiality

Prospective candidates know that their application will be kept confidential, allowing them to express interest in the City Manager/Administrator position without jeopardizing their current employment. Our reputation for ensuring candidate confidentiality as permitted by state and local laws, means that the City can count on maximizing the number of qualified candidates interested in the position.

Candidate recruitment

Baker Tilly actively recruits qualified candidates, drawing from our extensive personal and professional connections with capable individuals around the state, region and nation, and assuring the City of its access to established managers and rising stars. The ability to widely recruit for prospective candidates is one of the primary benefits of using Baker Tilly.

Focused use of the City's time

Baker Tilly's comprehensive process incorporates the active participation of City staff members at key steps in the process. Our process keeps decision makers fully advised and informed of all aspects of the process without requiring them to expend large amounts of time on the recruitment process or to put aside other pressing issues facing the City.

Minimize staff disruption

Baker Tilly's search process also minimizes disruptions to Lathrup Village's staff, some of whom may have additional duties in this time of transition. Because conducting a thorough recruitment can be time-consuming, Baker Tilly's involvement allows staff to stay focused on their primary and assigned functions.

Thorough evaluation of candidates

The City of Lathrup Village seeks a City Manager/Administrator of sound professional and personal character. Baker Tilly's process includes a thorough evaluation of the final candidates, including detailed information from references and a careful review of background records.

3. Recruitment project team

We configured the Baker Tilly project team specifically to meet or exceed Lathrup Village's expectations.

The project team represents experienced professionals who will be working on your City Manager/Administrator recruitment. As such, we have selected a team of consultants who understand the traits, attributes and characteristics essential to success in this position to meet four specific objectives for your organization. First, this team represents experienced professionals who will directly champion every aspect of your project to a successful culmination. Second, the team brings a range of expertise to identify and classify competent applicants according to your business service requirements. Third, this team brings a national perspective, experience and the knowledge necessary to achieve your established objectives. Fourth, our approach exemplifies our commitment to personal and professional responsibility for the services and outcomes we deliver to the City.



Project team leader

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3. Recruitment project team

Edward G. Williams, Ph.D.

Edward Williams co-leads the public sector executive recruitment team and brings character, competence and expertise to every project.



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Languages

English
Spanish

Education

Ph.D., Educational Leadership and Policy Analysis
University of Missouri (Columbia, Missouri)

Master of Higher Education Administration
University of Missouri (Kansas City, Missouri)

Bachelor of Arts, Education
University of Missouri (Kansas City, Missouri)

Edward has more than 20 years of collective experience in human resources and organizational development at various levels, and across various disciplines including, state and local government, community and educational institutions. Edward co-leads the Public Sector Executive Search Team and works with the directors to ensure effective, efficient, and responsive service delivery in public sector recruitments.

Specific experience

- Human resources executive (municipal and state government)
- Executive recruitment, employee development, benefits administration, strategic planning, Performance management, market compensation studies, workforce planning, recognition programs and process improvement

Industry involvement

- Society for Human Resources (SHRM)
- Institute for Management Studies (IMS), advisory board
- Texas Municipal Human Resources Administration (TMHRA)

Community involvement

- Ft. Bend Habitat for Humanity, president, vice-president, secretary and member, board of (2014-2019)
- AAU basketball coach – middle school boys

Continuing professional education

- Institute for Management Studies - Houston
- International Personnel Management Association

3. Recruitment project team

Art Davis

Art Davis, a director with Baker Tilly, has pursued his passion to improve local government and create great communities for more than 30 years.



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Education

Master of Public Administration
University of Kansas (Lawrence, Kansas)

Bachelor of Arts, Political Science
and Public Administration
William Jewell College (Liberty, Missouri)

Art specializes in providing executive recruitment and organizational management consulting services for cities, counties and not-for-profits.

Specific experience

- Successfully launched and expanded his own local government consulting firm over the course of 10 years
- Nearly 15 years' experience in executive recruitment
- Community leadership program facilitation
- Leadership and management development
- Strategic goal setting and strategic planning facilitation
- Organizational assessment, design and development
- Organization and community facilitation
- Served more than six years as associate director for the Civic Council of Greater Kansas City, a nonprofit, 501c4 membership organization comprised of CEOs representing some of the largest companies in the region
- Coordinated and organized a strategic and master planning process (and an update of the plan after four years) focused on re-developing downtown Kansas City, involving hundreds of stakeholders
- Served nearly six years as city administrator for Lee's Summit, Missouri and in other local government positions in Kansas
- Served as assistant to the Mayor of Dallas, Texas
- Led and participated in a wide variety of community initiatives; served on a major hospital board for 13 years and on other not-for-profit boards
- Presented with the L.P. Cookingham Award by the Greater Kansas City Chapter of the American Society for Public Administration, recognizing his long-term and outstanding contributions in the field of public administration

Industry involvement

- International City/County Management (ICMA), member since 1984

3. Recruitment project team

Patricia Heminover

Patty Heminover, a director with Baker Tilly, has more than 20 years of experience in local government.



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Education

Master of Education, Administration
Minnesota State University – Mankato

Mini MBA Program, Human Resources Management
University of Saint Thomas (Saint Paul, Minnesota)

Bachelor of Science, Consumer Science, Business
Administration
Minnesota State University – Mankato

Patty has been with the firm since 2010. Prior to joining Baker Tilly, she was a superintendent, assistant superintendent, director of human resources and director of finance. She brings considerable experience identifying management talent, leading organizational and process improvements, and developing and administering budgets.

Specific experience

- Executive Recruitment, employee development, benefits administration, strategic planning, performance management, market compensation studies, workforce planning, recognition programs and process improvement
- Experience identifying management talent, leading organization and process improvements, and developing and administering budgets
- Understanding of human resources and finance
- Experience working with governing boards
- Served as superintendent, co-superintendent of schools, director of human resources and finance, director of human resources and business services for two Minnesota school districts
- Facilitated discussions with legislators at the state level regarding education funding, securing new funding for a Minnesota school district

Industry involvement

- Minnesota Association of School Administrators (MASA)
- American Association of School Administrators (AASA)
- Minnesota Association of School Business Officials (MASBO)
- River Heights Chamber of Commerce, Member
- State Negotiators Association,
Minnesota School Board Association
- Patty has received a School Finance Award, technology leadership awards and helped establish the first K-12 International Baccalaureate School District in Minnesota

Continuing professional education

- Human Resource Certificate, University of St. Thomas
- Superintendents Licensure, State of Minnesota

3. Recruitment project team

Sharon G. Klumpp

Sharon Klumpp, a director with Baker Tilly, has worked on behalf of local governments for more than 35 years and partnered with them to build strong organizations.



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Education

Master of Public Administration
University of Kansas (Lawrence, Kansas)

Bachelor of Arts, Political Science
Miami University (Oxford, Ohio)

Sharon specializes in providing executive recruitment, organizational management and facilitation services to local governments and nonprofits.

Specific experience

- More than 15 years' experience in executive search and organizational management consulting
- Served as associate executive director for the League of Minnesota Cities
- Appointed executive director of the Metropolitan Council, a seven-county regional planning agency for the Minneapolis-Saint Paul metropolitan area
- Served as city administrator in Oakdale, Minnesota and assistant city manager for St. Louis Park Minnesota and Saginaw, Michigan
- Private sector experience includes serving as the chief administrative officer for the Minneapolis office of a major global engineering and design firm
- Served as an adjunct instructor at Walden University, teaching public administration and organizational change in the University's School of Management

Industry involvement

- International City/County Management Association (ICMA)

3. Recruitment project team

Anne Lewis

Anne Lewis co-leads the public sector executive recruitment team and brings nearly 20 years of local government management experience.



Baker Tilly US, LLP **Director**

8219 Leesburg Pike
Suite 800
Tysons, VA 22182
United States

T +1 (703) 923 8214
anne.lewis@bakertilly.com
bakertilly.com

Education

Master of Science, Organizational Leadership
and Public Administration
Shenandoah University (Winchester, Virginia)

Bachelor of Science, Business Administration
and Management
Shenandoah University (Winchester, Virginia)

Prior to joining Baker Tilly, Anne served as an Assistant County Administrator for a Virginia county, a Deputy City Manager and an Assistant City Manager for two Virginia cities. Over the last 17 years, her experience in local government has also included positions as an Emergency Management Deputy Director, Public Information Officer, Human Resources Manager, Parking Authority Executive Director, Housing Director, Transit Director and Convention & Visitors Bureau Executive Director. She also has had responsibility for parks, recreation and community services, information technology, animal services, general services and legislative programs.

Industry involvement

- International City/County Management Association, Credentialed Manager (ICMA)
 - Task Force on Recruitment Guidelines Handbook
 - Task Force on Women in the Profession
 - Task Force on Internship Guidelines
- Virginia Local Government Management Association (VLGMA), former member of Executive Board
- Virginia Women Leading Government
- Government Finance Officers Association (GFOA)

Community involvement

- Shenandoah University Alumni Association, Executive Committee
- Shenandoah Apple Blossom Festival®, Board of Directors

Continuing professional education

- Graduate Certificate in Public Management
- Senior Executive Institute and LEAD graduate, The Weldon Cooper Center, University of Virginia

3. Recruitment project team

Cecilia Hernández

Cecilia Hernandez is a senior recruitment analyst with Baker Tilly's executive recruitment practice.



Baker Tilly US, LLP
Senior Recruitment Analyst
 2500 Dallas Parkway
 Suite 300
 Plano, TX 75093
 United States

T +1 (214) 736 1606
cecilia.hernandez@bakertilly.com
 bakertilly.com

Languages

English
 Spanish

Education

Bachelor of Science, Public Affairs
 University of Texas at Dallas (Richardson, Texas)

Master of Public Affairs with a Local Government
 Concentration
 University of Texas at Dallas (Richardson, Texas)

Cecilia is responsible for supporting the consultants throughout each recruitment process and keeps in contact with the candidates for any questions or concerns they have.

Specific experience

- Communicates with and sends out candidate questionnaires to candidates once the field of applicants for a position has narrowed to a smaller group
- Responsible for creating reports used and sent to clients, submits candidates' information for background checks and verification of their education, as well as scheduling interviews for finalists
- Worked for a Texas city government as the records management clerk and provided administrative support for the city secretary department; responsibilities were extended to also provide support for the City Manager and prepare for City Council meetings
- Worked for a Dallas area university humanities department; worked closely with event coordinator and manager to ensure that programs and events scheduled ran smoothly; was a contact for students and provided support

3. Recruitment project team

Michelle Lopez

Michelle Lopez, a senior recruitment analyst at Baker Tilly, has been with the firm since 2017.



Baker Tilly US, LLP
Senior Recruitment Analyst
 225 South Sixth Street
 Suite 2300
 Minneapolis MN 55402
 United States

T +1 (651) 223 3061
michelle.lopez@bakertilly.com
 bakertilly.com

Education

Currently pursuing Bachelor of Science, Project Management
 Colorado State University – Global Campus

Associate in Arts, Liberal Arts
 Minneapolis Community College (Minneapolis, Minnesota)

Michelle assists in the organizational management of the executive recruitment process. Along with coordinating internal workflow, she also works with clients and candidates to ensure objectives are met throughout the process.

Specific experience

- More than 10 years of administrative support experience for multiple departments, including human resources and marketing
- Four years of experience in information technology help desk and support
- Survey and data reporting
- Reference checks for potential candidates
- Interview coordination and scheduling
- Recruitment marketing research and organization

4. References

Edward Williams is the designated project leader for your City Manager/Administrator executive search. Feel free to contact Edward, or any of the individuals listed, to verify the quality of work Baker Tilly has consistently delivered to each client as part of these recently completed executive recruitment projects.

North Texas Municipal Water District

Name	Terry Sam Anderson	Title	Member, Board of Directors
Phone	(214) 801 8112	Email	tsa@bjanderson.net
Services	Executive Director/General Manager executive search (2021)		

City of Corpus Christi, Texas

Name	Eyvon McHaney	Title	Human Resources Director
Phone	(361) 826 3979	Email	EyvonMc@cctexas.com
Services	Assistant City Manager executive search (2021)		

Fulton County Government, Georgia

Name	Kenneth L. Hermon, Jr.	Title	Director of Personnel
Phone	(404) 613 0923	Email	Kenneth.Hermon@fultoncountyga.gov
Services	Clerk to the Commission executive search (2020)		

City of Plant City, Florida

Name	George Williams	Title	HR & Risk Management Director
Phone	(813) 659 4200, ext. 4201	Email	gwilliams@plantcitygov.com
Services	Police Chief executive search (2020)		

City of Paris, Texas

Name	Gene Anderson	Title	Finance Director
Phone	(903) 784 9241	Email	ganderson@paristexas.gov
Services	City Manager executive search (2020)		

5. Experience

Below is a partial list of relevant public sector executive recruitments delivered by the Baker Tilly team since 2016.

List of relevant projects: 2016 to present				
Year	Client	State	Project	Population
Current	Belton	MO	City Manager	23,480
Current	Blue Springs	MO	City Administrator	54,850
Current	Denton	TX	City Manager	136,195
Current	Grand Rapids	MI	Deputy City Manager	192,294
Current	Greeley	CO	City Manager	105,888
Current	Huber Heights	OH	City Manager	40,006
Current	Joplin	MO	Assistant City Manager	50,386
Current	Kearney	NE	City Manager	33,464
Current	La Marque	TX	City Manager	16,627
Current	Minnetrista	MN	City Administrator	7,621
Current	North Kansas City	MO	City Administrator	4,477
Current	Oak Hill	TN	City Manager	4,587
Current	Overland Park	KS	City Manager	191,278
Current	Salisbury	NC	City Manager	33,727
Current	Spicer	MN	City Administrator	1,188
Current	Stonecrest	GA	City Clerk	54,202
2021	Carrboro	NC	Town Manager	21,230
2021	Clearwater	FL	City Manager	115,159
2021	College Park	MD	City Administrator	32,196
2021	Corpus Christi	TX	Assistant City Manager	323,733
2021	Evansville	WI	City Administrator/Finance Director	5,378
2021	Inver Grove Heights	MN	City Administrator	34,344
2021	Kimball	NE	City Administrator	2,578
2021	Long Grove	IL	Village Manager	7,956
2021	Louisville	CO	City Manager	20,860
2021	Moline	IL	City Administrator	41,902
2021	Rockville	MD	Deputy City Manager	66,940
2021	Shakopee	MN	Assistant City Administrator	40,731
2020	Eau Claire	WI	City Manager	68,866
2020	Fairmont	MN	City Administrator	10,126
2020	Front Royal	VA	Town Manager	15,239
2020	Herington	KS	City Manager	2,304

C. Key personnel

List of relevant projects: 2016 to present

Year	Client	State	Project	Population
2020	Kansas City	MO	City Manager	488,943
2020	Lake Ozark	MO	Assistant City Administrator/Community Economic Development Director	1,792
2020	Maple Plain	MN	City Administrator	1,807
2020	Matanuska-Susitna Borough	AK	Borough Manager	108,317
2020	Missouri City	TX	City Manager	74,705
2020	Moose Lake	MN	City Administrator	2,798
2020	Oakdale	MN	City Administrator	28,083
2020	Rochester	MN	City Administrator	114,011
2020	Scottsbluff	NE	City Manager	14,874
2020	St. Joseph	MO	City Manager	74,959
2019	Beeville	TX	City Manager	12,937
2019	Cloquet	MN	City Administrator	11,938
2019	Hobbs	NM	City Manager	37,764
2019	Lake Lotawana	MO	City Administrator	2,099
2019	Norman	OK	City Manager	122,843
2019	Paris	TX	City Manager	24,800
2019	Park City	KS	City Administrator	7,499
2019	Port Arthur	TX	City Manager	53,937
2019	Willmar	MN	City Administrator	19,628
2018	Addison	TX	City Manager	15,368
2018	Asheville	NC	City Manager	89,121
2018	Ashland	OR	City Administrator	21,636
2018	Avondale	AZ	City Manager	82,881
2018	Belle Plaine	MN	City Administrator	6,838
2018	Billings	MT	City Administrator	110,323
2018	Burnsville	MN	City Manager	61,434
2018	Christiansburg	VA	Town Manager	21,533
2018	Grand Rapids	MI	City Manager	192,294
2018	Herington	KS	City Manager	2,362
2018	Kingman	AZ	City Manager	29,029
2018	Maricopa	AZ	City Manager	46,903
2018	Middleburg	VA	Town Administrator	828
2018	Mora	MN	City Administrator/Public Utilities General Manager	3,453
2018	Salina	KS	City Manager	46,994
2018	Shawnee	KS	City Manager	64,323
2018	York	PA	Business Administrator	43,859
2017	Berthoud	CO	Town Administrator	5,807
2017	Christiansburg	VA	Town Manager	21,533
2017	Cloquet	MN	City Administrator	11,938

C. Key personnel

List of relevant projects: 2016 to present

Year	Client	State	Project	Population
2017	Dickinson	TX	City Administrator	19,595
2017	El Dorado	KS	City Manager	12,852
2017	Glenview	IL	Village Manager	45,417
2017	Lake Havasu City	AZ	City Manager	53,743
2017	Littleton	CO	City Manager	44,275
2017	Manassas Park	VA	City Manager	16,149
2017	Morehead City	NC	City Manager	9,203
2017	Mounds View	MN	City Administrator	12,525
2017	Oldsmar	FL	City Manager	13,913
2017	Orono	MN	City Administrator	8,009
2017	Riviera Beach	FL	City Manager	33,263
2017	Rochester	MN	City Manager	110,742
2017	Township of Roxbury	NJ	Township Manager	23,324
2016	Brooklyn Center	MN	Deputy City Manager	31,006
2016	Cary	NC	Town Manager	151,088
2016	Charter Township of Kalamazoo	MI	Township Manager	20,918
2016	Christiansburg	VA	Town Manager	21,533
2016	Circle Pines	MN	City Administrator	4,953
2016	Commerce	TX	City Manager	8,276
2016	Crested Butte	CO	Town Manager	1,519
2016	Deerfield Beach	FL	Assistant City Manager	78,041
2016	Denton	TX	City Manager	123,099
2016	Dumfries	VA	Town Manager	5,168
2016	Fredericksburg	VA	City Manager	28,132
2016	Greensboro	NC	Assistant City Manager, General Government	279,639
2016	Hayden	CO	Town Manager	1,801
2016	Jersey Village	TX	City Manager	7,862
2016	Mankato	MN	Deputy City Manager	40,641
2016	Medford	OR	City Manager	77,677
2016	Mooresville	NC	Town Manager	34,887
2016	Moorhead	MN	City Manager	39,398
2016	Moose Lake	MN	City Administrator	2,787
2016	North Branch	MN	City Administrator	10,087
2016	Roswell	NM	City Manager	48,611
2016	Shakopee	MN	Assistant City Administrator	39,167
2016	Virginia	MN	City Administrator	8,661
2016	Warsaw	VA	Town Manager	1,498
2016	Wayzata	MN	City Manager	4,217
2016	Williamsburg	VA	Assistant City Manager	15,206

6. Proposed cost

Below is the proposed, all-inclusive professional fee to conduct this recruitment.

Professional fee

The all-inclusive professional fee includes the cost of professional services by the project team leader, the project support staff and all project-related expenses such as advertising, preparation of the recruitment brochure, printing, candidate background, reference and academic verification checks and travel expenses for on-site visits. Baker Tilly is not responsible for candidates travel expenses for travel to client location for on-site interviews. Clients generally handle these matters directly with the finalists.

Feel free to direct all questions regarding the professional fee and project-related expenses to Edward Williams via email at edward.williams@bakertilly.com or via phone at (214) 608 6363.

Phase	Description of professional services	Fee
Phase I	Task 1 Project kickoff; candidate profile; development of marketing, recruitment and outreach strategy (includes virtual or in person project team leader consultation with elected officials, hiring authorities or designee)	
Phase II	Task 2 Acknowledge applications and begin reviewing and classification of all applicants Task 3 Develop and assign Due Diligence Questionnaire, Applicant Questionnaire, One-Way Video Interview questions (customized to each search); review responses; prepare electronic Semi-Finalist Report for client evaluation and selection of potential finalists (includes virtual or in person project team leader consultation with elected officials, hiring authorities or designee) Task 4 Secure up to ten references; conduct background check that includes, but is not limited to consumer credit, bankruptcy, city/county (criminal), state district superior court, city/county (civil litigation), state district superior court (civil litigation), judgments/tax liens, federal district (criminal), motor vehicle driving record, federal district (civil litigation), academic credentials verification, professional certification verification, social security, sex offender registry, etc.; administer leadership/management assessment, Finalist Report, (resumes, cover letter, Due Diligence Questionnaire, Candidate Questionnaire Response, Reference Report, media presence and social media check report)	
Phase III	Task 5 Interview process preparation, invitations, technical support, suggested interview questions; final process/on-site interviews with finalists (includes on site or virtual assistance by project team leader)	
Conclusion	Assistance and technical support for total rewards (salary and benefits), employment offer negotiation, offer and acceptance by finalist	
TOTAL ALL-INCLUSIVE PROFESSIONAL FEE		\$24,500*

* Baker Tilly may consider a professional fee reduction by 10% for each subsequent executive recruitment, not to exceed 25% of the proposed cost on any single search during the subsequent 12-month period.

6. Proposed cost

Phase	Description of professional services	Fee
Phase I	Task 1 Project kickoff; candidate profile; development of marketing, recruitment and outreach strategy (includes one day virtual or in person project team leader consultation with elected officials, hiring authorities or designee)	\$4,850
	Task 2 Acknowledge applications and begin reviewing and classification of all applicants	\$4,850
Phase II	Task 3 Develop and assign Due Diligence Questionnaire, Applicant Questionnaire, One-Way Video Interview questions (customized to each search); review responses; prepare electronic Semi-Finalist Report for client evaluation and selection of potential finalists (includes one day virtual or in person project team leader consultation with elected officials, hiring authorities or designee)	\$6,150
	Task 4 Secure up to eight references; conduct background check that includes, but is not limited to consumer credit, bankruptcy, city/county (criminal), state district superior court, city/county (civil litigation), state district Superior court (civil litigation), judgments/tax liens, federal district (criminal), motor vehicle driving record, federal district (civil litigation), academic credentials verification, professional certification verification, social security, sex offender registry, etc.; administer leadership/management assessment, Finalist Report, (resumes, cover letter, Due Diligence Questionnaire, Candidate Questionnaire Response, Reference Report, media presence and social media check report)	\$3,800
Phase III	Task 5 Interview process preparation, invitations, technical support, suggested interview questions; final process/on-site interviews with finalists (includes two days on site or virtual assistance by project team leader)	\$4,850
Conclusion	Acceptance of offer by candidate	
TOTAL ALL-INCLUSIVE PROFESSIONAL FEE		\$24,500*

* Baker Tilly may consider a professional fee reduction by 10% for each subsequent executive recruitment, not to exceed 25% of the proposed cost on any single search during the subsequent 12-month period.

Optional services for consideration	Fee
At your request, Baker Tilly can conduct a web-based community survey to help your organization identify key issues or priorities that your organization may consider as you launch an executive search. Depending on your need, we administer the survey, which your residents, community leaders, employees or designated key stakeholders may complete. Please note that this type of survey may alter the overall project timeline.	\$1,650
On rare occasions, a client desires the delivery of additional search related services from the Baker Tilly executive search team. Services not included in the proposed scope of services include additional visits by the project team leader to your organization. Baker Tilly will bill the City at an hourly rate of \$220, plus expenses for additional work specifically requested by your organization that is outside of the scope of this project or as described in the proposed scope. Prior to beginning these services, Baker Tilly will prepare and submit a written explanation of the additional services requested and the estimated number of hours required prior to commencing any additional services.	\$220 per hour plus expenses

6. Proposed cost

Triple guarantee

We define the success of a smooth, seamless, effective and responsive executive recruitment that culminates with the hiring of an accomplished City Manager/Administrator who matches the profile we developed to this end. We further define success by the identification and presentation of an acceptable number of well-qualified applicants for the City staff members to interview.

While we believe in the overall success of our process, we also recognize that unusual circumstances will invariably emerge. This is why we offer a tri-fold, industry leading triple guarantee.

1. First, we commit to conduct your recruitment until you have selected a finalist and made an appointment for the fees and tasks quoted in this proposal. In the event you are unable reach an employment agreement with one of the individuals presented as finalists, Baker Tilly will identify and present a second supplemental group of qualified applicants for you to consider until you select a finalist.
2. Second, we guarantee your executive recruitment for 12 months against separation (voluntary or involuntary), which means that if you end the employment relationship (with or without cause) or the finalist resigns (for any reason) we will repeat the executive search at no additional professional fee, but will include project-related expenses. *Please note that candidates appointed from within your organization do not qualify for this guarantee. Furthermore, this guarantee is subject to further limitations and restrictions of your state laws.*
3. Baker Tilly will not directly solicit any candidate selected under this agreement, for any other position, while the candidate remains in your employ.

Negotiations

If selected, we will provide Lathrup Village with our standard engagement terms. Should the City wish to provide alternate terms or proceed on the basis of its own format agreement, we would require the ability to negotiate mutually acceptable terms and conditions prior to executing a final contract.

Appendix I: sample brochure

Following is a sample brochure designed and used to support a recent executive search.

City Manager Executive Search, Port Arthur, TX

PORT ARTHUR, TEXAS

INVITES QUALIFIED CANDIDATES TO APPLY FOR

CITY MANAGER

THE COMMUNITY

The City of Port Arthur (population 50,074) is located from the coastline of Sabine Pass and the Gulf of Mexico; 91 miles east of Houston along Interstate 10, to the beautiful Taylor Bayou in Jefferson County, Texas. The City has extraterritorial jurisdictions, and is a part of the Golden Triangle (a portion of Southeast Texas which also includes the metropolitan areas of Beaumont and Orange). Incorporated in 1932, covering an estimated 92,376.8 acres of coastal land, the City of Port Arthur is home to several manufacturing industries, and refineries such as Chevron-Phillips, Valero, and Motiva Enterprises. This industrial city, home to one of the nation's top refineries and petrochemical industries, produces an estimated 185,000 barrels of products such as diesel and gasoline per day. As a port of entry, the Port of Port Arthur accounts for an estimated trade value of \$22.9 billion, according to the Texas Comptroller of Public Accounts. The City's strong economy, unique history, diverse community and thriving regional growth are key factors in the role it plays in the petroleum and cargo shipping industries. Port Arthur offers its residents, and visitors, an inviting lifestyle with a "small-town feel," close to the attractions and amenities of a major urban center with culture, recreation, shopping and dining for almost any taste. Each year, the City of Port Arthur, in a nod to its rich Cajun culture, offers the Cajun Fest, complete with a crawfish-eating contest, and the annual Lighted Holiday Parade.

The City of Port Arthur also has a number of public facilities, including the Robert A. "Bob" Bowers Civic Center, and the Port Arthur Public Library. The City sits along the Gulf coast, and attracts tourists with its natural spaces and attractions such as Pleasure Island, the McFaddin National Wildlife Refuge, and the Sabine Loop Wildlife Trail. Alongside this, the City also has over 755 acres that contain a recreation center, the Pavilion Downtown, and a large park system. Amenities such as sports courts and fields, and outdoor swimming pools are available for sports and leisure activities.

The proposed budget for 2019-2020 fiscal year operating budget is \$72.3 million, with estimated expenditures of \$68.6 million. This budget is part of a five-year plan focused on the methodical recovery from the damages caused by Tropical Storm Harvey, while remaining focused on the City's Capital Projects. City staff includes 650 employees; total annual budget \$141 million.

The City of Port Arthur would be a great place for the new City Manager to live, work, and play. For more information about Port Arthur, please visit their website at <https://www.portarthurtx.gov/>.



ABOUT THE CITY MANAGER

Item 8C.

The City of Port Arthur, approved per Home Rule Charter in 1979 has a Council-City Manager form of government. The City Council is composed of a Mayor and six Council members. Of those six (6) council members, Port Arthur residents elect four (4) from single-member districts, and two (2) positions are elected At Large. Each elected council member may serve three (3) years, for a maximum of three consecutive terms (term limit).

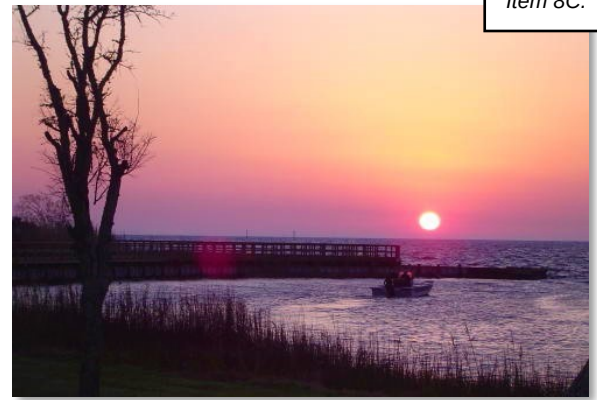
The City Council approves City Policy, and the City Manager is responsible for the City's employees and its daily operations. According to the Code of Ordinances, the City Council appoints the City Manager. He or she is the Chief Administrative and Executive Officer of the City. The City Manager must reside within the limits of the City of Port Arthur during his or her tenure. The City of Port Arthur seeks a manager whose attributes, leadership traits, management style, and personal and professional characteristics are consistent with the following:

- The ideal candidate will be fiscally prudent and able to prepare, oversee and effectively manage the city's budget according to the objectives and goals approved by the City Council. He or she must possess a track record of exceptional servant leadership, self-confidence, and intellect such as that acquired through education, experience, knowledge of best practices in municipal government, and unquestionable personal and professional integrity.
- The new City Manager must demonstrate an ability to effectively and efficiently communicate with City Council, residents, boards, commissions, business, and employees, state, federal and local governments, and community organizations.
- The new City Manager must demonstrate effectiveness, and responsiveness in handling the day-to-day operations of the city, including the challenges faced by a coastal community, economic development, and industry, including successful contract negotiation skills, professional traits and attributes, and working closely with business, developers, attorneys, vendors, visitors, other governments and nonprofit organizations.
- The ideal candidate must have a verifiable record of economic development success and a keen understanding and appreciation for the symbiotic relationship that exists between business and community, working with economic development policies, tax increment financing, tax abatement, and other public incentive tools that may be available, whereby the success of one is dependent on the other serves as an essential qualification.
- He or she must bring a high level of proficiency, integrity and a profound understanding of municipal budgeting and finance; budget preparation and presentation, and success in achieving established goals and objectives.



ABOUT THE CITY MANAGER

- The new City Manager will bring outstanding interpersonal skills to the organization; he or she is confident, yet humble, able to listen to divergent perspectives or points of view, and manage as a skilled consensus builder.
- The ideal individual will demonstrate outstanding communication skills, and able to effectively and efficiently deal with all members of the community, including city council members, but not limited to citizens, employees, department heads, business owners, developers, civic and business leaders, in an open, honest, frank and respectful manner.
- The new City Manager must have a profound instinct, excellent discernment, a sense of humor and the ability to say “no” when necessary.
- He or she is cooperative, respectful of the community and organizational traditions, while simultaneously moving the organization forward in a positive and progressive direction.
- The City Manager will be receptive to, and embrace, new technologies that may promote innovation throughout the organization and community.
- He or she must be politically astute, and be able to remain neutral even in politically-charged situations. Furthermore, he or she must have the ability to build a strong and cohesive workforce by partnering with all departments to create an effective and efficient service delivery team, unified by the goals and ideals of the organization.
- He or she must inspire staff, model excellence in leadership, champion employee and organizational development, be transparent, honest, approachable, collaborative, and will model excellence via his or her own actions.



Item 8C.



PARTIAL LIST OF DUTIES

- Ensure the enforcement and compliance with all laws and city ordinances;
- Appoint or remove department heads, and all subordinate officers and employees, except as otherwise provided by the Fire and Police Civil Service Law, and the City Charter; attend all City Council meetings; present written recommendation to the City Council as necessary or expedient; keep the City Council fully advised, at all times, of the financial condition and needs of the City.
- Ensure that the City of Port Arthur operates within its approved yearly budget;
- Prepare and submit annual budgets to the Council, and implement Council-approved budget items;
- Develop and execute contracts and/or agreements on behalf of the City of Port Arthur via Council-approved ordinances or resolutions;
- Make policy recommendations to the City Council, and furnish the members with necessary and essential information to ensure that the City Council has sufficient time to review, and make sound decisions;
- Supervise and direct the work of City departments and divisions, and the administrative officers, except those of the City Judge, City Attorney, and the City Secretary;
- Perform other duties as prescribed by the City Charter (City Ordinance) or by City Council.



OPPORTUNITIES FOR THE NEW CITY MANAGER

The next Port Arthur City Manager will have an opportunity to demonstrate his/her ability to meet the following achievements within his or her first two years of employment. (This list is representative, and not all inclusive, but a sample of the opportunities for organizational, personal and professional success.)

- **Strong Leadership and Relationship Building:** – An opportunity to establish him or herself in the community and champion effectiveness, efficiency and results, through the adoption of best practices in city management, visibility, and accessibility. She or he must be able to guide the city through emergency management crises and recovery, economic development and continuous improvement.
- **Capital Improvement Programs:** – The new city manager will have an opportunity to champion the development, and implementation, of an organizational strategic plan aimed at completing approved Capital Improvement Projects.
- **Strategic Planning Initiative:** – The new City Manager will work closely with the City Council to establish a collective organizational mission, vision, values, goals, objectives and council-established priorities to create a new Strategic Plan.
- **Budget and Financial Management:** – The new City Manager will lead the development and implementation of the City's annual budget, following the tenets of fiscal accountability, efficiency and fiscal discipline.
- **Economic Development and Branding:** – As a community heavily dependent on the oil and gas industry, and a number of established and ongoing development opportunities, including the redevelopment of the downtown area, the new City Manager will have an opportunity to make a lasting impact on the current and future infrastructure of the City of Port Arthur. He or she will also have the opportunity to lead a branding, marketing and outreach campaign that highlights the natural beauty, historical landmarks and local attractions of the city.



QUALIFICATIONS AND EXPERIENCE

Eligible candidates will hold a Bachelor's degree in business administration, finance, marketing, or a closely related field. A minimum of eight (8) years of related professional experience serving a thriving community of similar size and service delivery are required.

A Master's in public administration, ten (10) years of progressively responsible professional municipal management experience, and Certification by the International City/County Management Association (ICMA) is preferred.

Work is primarily sedentary in nature, in an office setting. There are no special physical demands. However, to successfully perform the essential functions of this position the incumbent may regularly be required to talk or hear. He or she may be required to use hands or fingers, handle or feel objects, tools, or controls. Similarly, he or she may be occasionally required to stand, walk, sit, and reach with hands and arms, and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work/office environment is usually low to moderate. The City may make reasonable accommodations to enable individuals with disabilities to perform the functions.

COMPENSATION AND BENEFITS

The City Manager is the city's chief administrative officer for city matters relating to the official powers and duties and reports to, and serves, at the pleasure of the City Council. The City of Port Arthur offers a comprehensive total benefits package, which includes a base salary range of \$177,694 - \$203,356 DOE, \$650/month vehicle allowance, 100% paid individual health insurance, subsidy for dependent(s) is available; \$100/monthly phone allowance; City-issued laptop or similar device, life insurance, deferred compensation contribution, and much more.

For more details on the city and its benefits, click on the following link – [Port Arthur Benefits](#)



APPLICATION AND SELECTION PROCESS

Qualified candidates should submit their cover letter and resume online by visiting our website at

<https://bakertilly.recruitmenthome.com/postings/2419>

The position is open until filled with a first review of candidates occurring on **Friday, October 11, 2019**. Following the first review date, resumes will be screened against criteria outlined in this brochure. Final interviews in Port Arthur will be offered by the City to those candidates named as finalists, with reference and background checks, and academic verifications, conducted after receiving candidates' permission.

For more information, please contact:

Edward Williams
Edward.Williams@bakertilly.com
214.842.2436

Chuck Rohre
Chuck.Rohre@bakertilly.com
214.466.2436

The City of Port Arthur is an Equal Opportunity Employer and values diversity at all levels of its workforce!



now joined with
 Springsted and Umbaugh

14285 Midway Road
 Suite 340
 Addison, TX 75001

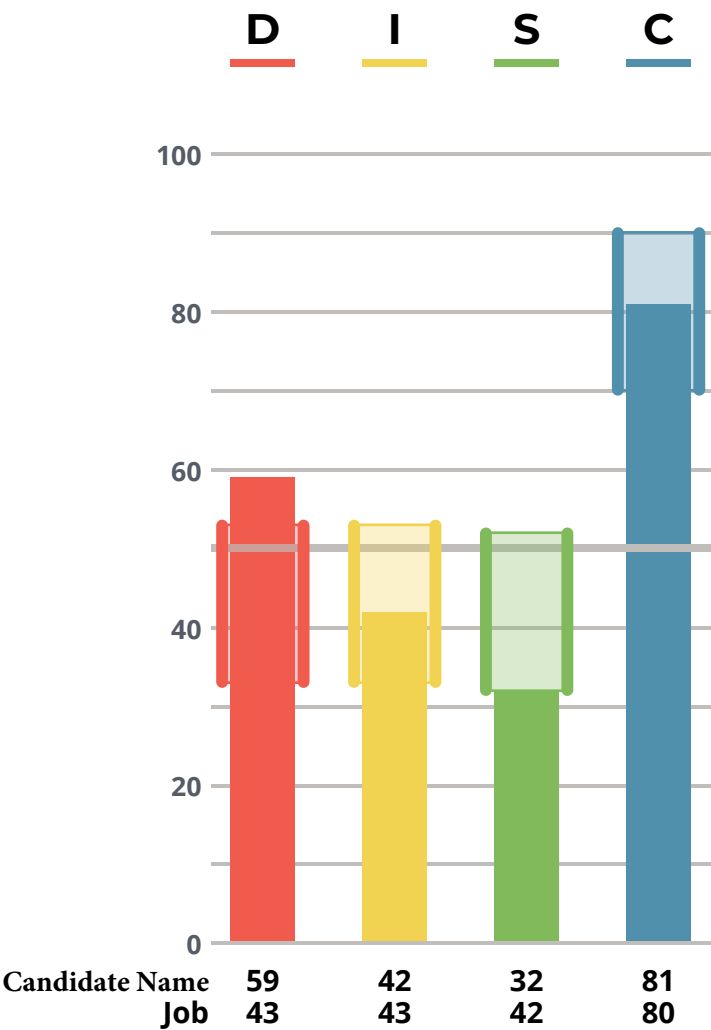
Appendix II: sample excerpt of TTI report



Workplace Behaviors®

Candidate Name

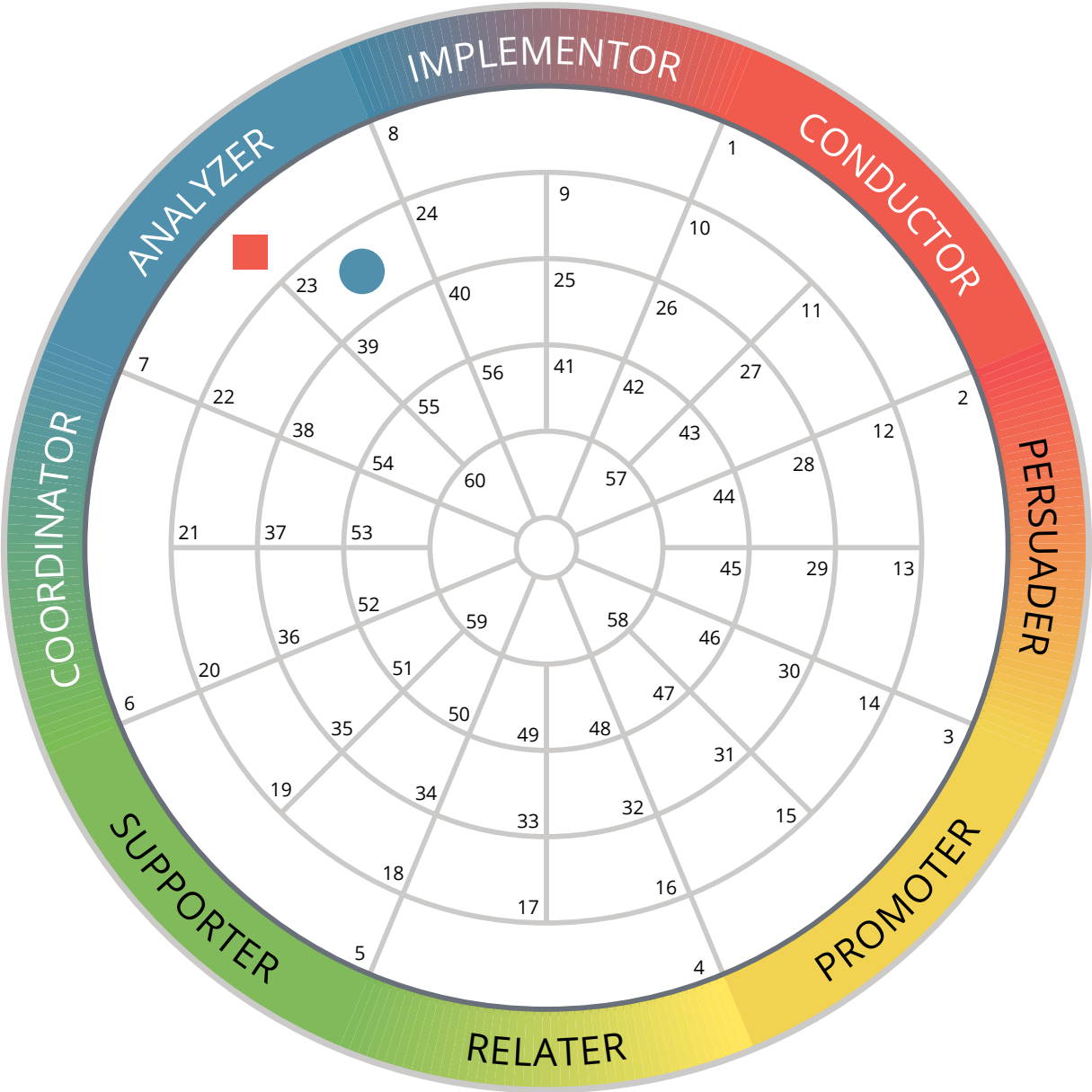
The following graph is designed as a visual comparison between the position and the applicant for each behavioral factor. The highlighted area denotes the position-related score for each behavioral factor. The applicant's score is denoted by the darker red, yellow, green and blue line. The closer the applicant's score aligns to the position's score, the better the applicant will perform in the position with respect to behavior.



 Job Range (20 point range)



The Success Insights® Wheel



- Job - (7) ANALYZER
- Candidate Name - (23) IMPLEMENTING ANALYZER



Comparison Analysis

For Consulting And Coaching

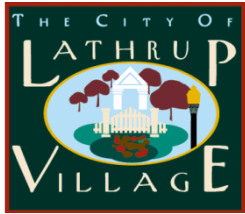
Job Competencies Hierarchy	Zone Range	Person
1. Time and Priority Management	79 — 100	62 
2. Self Starting	87 — 100	61 
3. Decision Making	94 — 100	88 
4. Personal Accountability	85 — 100	58 
5. Diplomacy	72 — 100	66 
6. Teamwork	74 — 100	67 
7. Project Management	82 — 100	69 

Primary Driving Forces Cluster	Zone Range	Person
1. Collaborative	58 — 100	46 
2. Harmonious	36 — 58	24 
3. Altruistic	35 — 59	21 
4. Structured	36 — 58	46 

Job Behavioral Hierarchy	Zone Range	Person
1. Organized Workplace	81 — 100	85 
2. Analysis	54 — 80	80 
3. Persistence	62 — 80	65 
4. Following Policy	61 — 80	70 

 Exact match
  Fair compatibility
 Good compatibility
  Poor compatibility
  Over-focused

Candidate Name



A HERITAGE OF GOOD LIVING

Susie Stec

Interim City Administrator

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

sstec@lathrupvillage.org

Office: 248.557.2600 x 223

COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members

FR: Susie Stec, Interim City Administrator

DA: January 21, 2022

RE: 19600 Forest Drive ("House in the Woods")

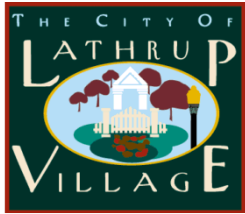
At their November 22, 2021 meeting, City Council awarded the House in Woods realtor contract to John Ruud. Mr. Ruud needs City Council to set a listing price for the property before contract document may be signed. He recommends pricing the property below \$200,000. It appraised for \$217,000 in October 2020 and was previously listed for \$250,000. Mr. Ruud has also suggested that City Council consider a land contractor option for prospective buyers.

He also is recommending that the City have property cleared of brush, high grass, weed trees and any loose timber if possible (weather permitting).

Suggested Motion(s):

Approve a listing price of: _____ for 19600 Forest Drive ("House in the Woods").

Authorize the Interim City Administrators to take appropriate steps to stage the property.



A HERITAGE OF GOOD LIVING

City Administrator

City of Lathrup Village
27400 Southfield Road | Lathrup Village, MI 48076
Office: 248.557.2600

COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members
FR: Pam Bratschi, Chief Scott McKee, and Susie Stec, Interim City Administrators
DA: December 20, 2021
RE: Updated Generator Quote

At the December 20, 2021 meeting, City Council approved the use the initial American Rescue Plan Act (ARPA) disbursement, in part, on a new backup generator. At the time, City Council was presented with one (1) quote from Eckler Electric in the amount of \$166, 825.

City Council directed City Administrators to solicit additional quotes. Unfortunately, the companies contacted either did not respond or declined to provide a quote citing staffing constraints. Additionally, when following up with Eckler Electric, they indicated the quote needed to be updated to reflect updated costs. The new quote is for \$178,503 (see attached).

Suggested Motion:

Authorize the Interim City Administrators to accept the Eckler Electric proposal and scope of work and move forward with the purchase and installation of a new generator.



Electrical Proposal & Scope of Work

To: **The City of Lathrup Village**
27400 Southfield Rd.
Lathrup Village, Michigan. 48076

Job Number: **218-0542**
 Date: **12/28/2021**
 Estimator: **David Eckler**
 Project Address: **27400 Southfield Rd.**
Lathrup Village, Mi 48076
 REF: **Lathrup Village Generator**

Attn: **Scott**

Eckler Electric, LLC will furnish and install electrical work for the above project as described herein. All electrical work as described in the electric drawings dated: N/A and specification section(s) Limited to drawings is included except as noted or clarified below.

This proposal includes Addenda Number(s): N/A

Included		Included	
false	Sales & Use Tax	false	Painting/Patching (except electrical touchup)
true	Electrical Permit Costs	false	Voice, data, sound, security, wiring
false	Payment and Performance Bond	false	Fire alarm
true	Design Services	false	Overtime
true	Trenching, Excavation & Backfill	true	Electrical Demolition, Cut & Cap
true	Concrete (pads, etc.), Light Poles	false	Temporary wiring for single phase
false	Winter Conditions	false	Lights/receptacles for construction purpose
false	Removal of spoils from Site	false	Arc Flash/Coordination Study

This proposal is based upon Eckler Electric, LLC's Standard Terms and conditions (see final page) unless otherwise indicated below:

Included

Lead time for generator as of this date are running 4 to 6 months out.

- (1) Meter is included for new service.
- (1) CT cabinet is included for new service.
- (1) 150KW Generator is included.
- A concrete pad for the generator.
- (1) 800AMP ATS Service rated is included.
- Engineering and drawings as necessary for permit.
- Excavation with back fill is included. (See Exclusions.)
- A natural gas line from the gas meter.
- Removal of the old generator and related equipment.
- Temporary power for the police department only.

Excluded

-

Exclusions and Clarifications

- 2nd, 3rd shift, overtime and or an accelerated schedule
- DTE Fees
- Large rocks, Debris, Spoils, to be removed by others, we will stockpile to a location on site once directed.
- Saw cutting, Concrete removal and Concrete replacement by others.
- Drywall Removal and Drywall Replacement
- Tele Data Wiring, Terminations and Devices by others
- A/V, Security, CCTV, Terminations and Devices by others
- All surveying to be completed by others.



Electrical Proposal & Scope of Work

- We are not responsible or any pricing escalation in excess of 7.5% nationality.
- We are not responsible for any special shipping for delays in material shortages.
- We are not responsible for any delays in material shortages.

We exclude any liquated damages

Qualifications

-

Work to be performed during normal business hours. Normal business hours: 7am – 3:30pm. Additional premium may be applied to unscheduled hours outside of normal business hours.

Base Bid: \$178,503.00

X

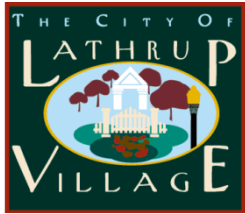
Please sign here



Electrical Proposal & Scope of Work

Standard Terms & Conditions:

1. Eckler Electric, LLC is an open-shop contractor.
2. Payments are to be made to Eckler Electric by the tenth (10th) day of the month following receipt of invoice unless other terms are agreed upon in writing. Any amount not paid by the tenth (10th) of the month following invoice is considered past due.
3. Past due balances are subject to time price differentials or finance charges of 1.5% per month (18% annually).
4. In the event that amounts due are placed for collection, Purchaser agrees to pay all costs, including but not limited to, reasonable attorney fees.
5. Subcontract terms and conditions are subject to review and approval prior to award of a subcontract to Eckler Electric, LLC.
6. Terms are pending approval by Eckler Electric, LLC credit manager.
7. The project schedule and any modifications shall allow Eckler Electric a reasonable time to complete Eckler Electric's work in an efficient manner considering the contract completion date or time(s) set forth in the subcontract documents. Eckler Electric shall be entitled to an equitable adjustment in the price of the work, including but not limited to, any increased cost of labor, including overtime and/or materials, resulting from any change in the schedule, acceleration, out of sequence work, or delay caused by others for whom Eckler Electric is not responsible.
8. The price includes a warranty as specified in the Bid Documents. No other warranty is expressed or implied.
9. Eckler Electric's indemnification requirements shall never exceed more than "to the extent". Eckler Electric or its subordinate parties are responsible for the action requiring indemnification.
10. The Purchaser shall, if the Project Owner does not, purchase and maintain all-risk insurance upon the full value of the work performed and/or materials delivered to the jobsite, which shall include the interest of Eckler Electric.
11. No back charge or claim of Purchaser for repair or completion of Eckler Electric's work shall be valid except by an agreement in writing by the Subcontractor before the alleged work is started. O'Donnell must be provided with written notice and reasonable time to cure any alleged defects or incomplete work.
12. Contractor shall not withhold from Subcontractor as retainage a percentage that is higher than the percentage held by Owner on Subcontractor's work. Within seven (7) days after receiving any retainage relating to Subcontractor's work, Contractor will pay the same to Subcontractor. All retainage withheld from Subcontractor progress payments shall be released within thirty (30) days after substantial completion of Subcontractor's work, less reasonable value for uncompleted work. Contractor shall pay Subcontractor from the amount withheld for uncompleted work on a monthly basis as each item of work is completed.
13. General Contractor/Purchaser is responsible for security of the Project to protect against theft of Eckler Electric's materials and/or equipment regardless of whether or not the materials and/or equipment is installed or stockpiled.
14. If Purchaser brings litigation against Eckler Electric, whether against Eckler Electric alone or against Eckler Electric and others, such litigation shall be brought in Oakland County, MI.
15. The terms of this agreement shall take precedent over any conflicting terms or conditions on a purchase order or subcontract or other document issued by Purchaser.
16. Acceptance – This quotation and its provisions may only be accepted only on the terms and conditions stated above. Acceptance by any means other than execution of this quotation (i.e., the commencement of any work, performance of any services, or the shipment of any goods, etc.) shall be deemed acceptance of the terms and conditions stated in this quotation and none other. Any additional, different, or inconsistent terms or conditions contained in any form of bid, proposal, acknowledgement, acceptance or confirmation used by Purchaser shall be of no force or affect whatsoever unless specifically agreed to in a separate written instrument signed by an authorized representative of Eckler Electric, LLC after the date of this quotation. Eckler Electric specifically objects to the inclusion of any different or additional terms or conditions by the Purchaser in acknowledging and accepting the Subcontract.



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Susie Stec**Interim City Administrator**

City of Lathrup Village

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Office: 248.557.2600 x 223

COUNCIL COMMUNICATION:**TO:** Mayor Garrett and City Council Members**FR:** Susie Stec, Interim City Administrator**DA:** January 21, 2022**RE:** COVID-19 Protocols

The COVID-19 pandemic continues to impact people's daily lives and the operation of business. In light of the continually increasing numbers of cases, highly contagious omicron variant, and the need to hold public meetings in-person, City Council may wish to discuss COVID-19 protocols they would like to implement or expand. Examples include increased cleaning by custodial staff, requiring masks for all board and committee members and staff during meetings; requiring masks for all visitors to City Hall (regardless of vaccination status), limiting the capacity of visitors to City Hall, holding the first study session of each month via Zoom, or other such measure City Council may feel prudent.

CITY OF LATHRUP VILLAGE

PROCLAMATION IN MEMORIAM

HONORING

JAMES IRVING SMYTH

WHEREAS, on behalf of the City of Lathrup Village, we wish to extend our sincere condolences to the family and friends of James Irving Smyth; and

WHEREAS, James Smyth's death leaves our community with a deep feeling of sorrow for the loss of such an honored and respected person of the Lathrup Village Community; and

WHEREAS, on December 7, 1953 he began his career in United States Army and after fulfilling his commitment he was honorable discharged; and

WHEREAS, James Smyth proudly served as the Principal of Southfield Lathrup High School for more than 26 years; and

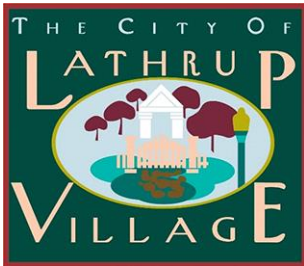
WHEREAS, James Smyth was a proud resident of the City of Lathrup Village for over 50 years; and

WHEREAS, on behalf of the City of Lathrup Village, we wish to extend our sincere condolences to his wife of 68 years, Mary Ann, son, Mark and daughters, Kim and Natalie, and his entire family.

NOW, THEREFORE, BE IT RESOLVED that Mayor Mykale Garrett and the Lathrup Village City Council, on behalf of the citizens of the City of Lathrup Village, do hereby present this special tribute in honor of James Irving Smyth, with sincere gratitude for his commitment to our community.

IN WITNESS WHEREOF, we have hereunto set our hand and caused the Seal of the City of Lathrup Village to be affixed on this, 6th day of September, 2019.

Mykale Garrett, Mayor



Whereas, the original plan for the Lathrup Village Townsite was designed with the town’s school as the center of its educational, cultural, and social life, and

Whereas, the iconic 1927 schoolhouse was conceived and constructed to be the architectural focal point of the Village, visible from the streets and parks which radiate out from the Town Center, and

Whereas, the beauty of the Village’s design and the quality of the materials and workmanship of its built environment received national acclaim, and

Whereas, almost a century later, the schoolhouse remains the most elegant and impressive building on the long stretch of Southfield Road, and

Whereas, because of its historical significance and architectural splendor, the schoolhouse is listed on the National Register of Historic Places, and is the only remaining structure in the Village so designated, and

Whereas, the schoolhouse has been shuttered for many years, and

Whereas, the citizens of the Village have repeatedly made clear their desire that it be restored to its original high purpose and not demolished or redeveloped as a commercial establishment, and

Whereas, the Surnow Company which owns the schoolhouse has a long and proud history as socially responsible corporate citizen, and

Whereas the George Washington Scholars Endowment has singular experience and expertise in building high-performance town schools, and

Whereas, the nucleus of a distinguished Lathrup School Civic Committee has been formed with the intention of restoring the magnificent schoolhouse and reopening the historic Lathrup School, and

Whereas, a growing number of citizens and alumni/ae of The Lathrup School are now stepping forward to support and advance the *Save Our School* campaign, and

Whereas, the new Lathrup School will combine enriched literature-based learning with advanced programs in science, technology, engineering, and mathematics, and

Whereas, the new Lathrup School, while open to students from throughout the region, will give admissions priority to the sons and daughters of the Village, and

Whereas, because nothing is more important than the education of youth, and providing our children with the quality of education they deserve requires community spirit, hard work, and real sacrifice,

Be it therefore resolved, on this _____ day of January 2022, that the Mayor and Members of the Lathrup Village City Council encourage the efforts of all parties and welcome the active participation of citizens, university partners, corporations, foundations, and all who believe in the infinite promise of youth.

Mayor Kelly Garrett _____

Council Member Bruce Kantor _____

Council Member Jalen C. Jennings _____

Council Member Karen L. Miller _____

Council Member Barbara Kenez _____

