



# City Council Study Session

Monday, March 03, 2025 at 6:00 PM

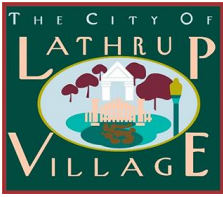
27400 Southfield Road, Lathrup Village, Michigan 48076

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1. **Call to Order** by Mayor Garrett
2. **Discussion Items**
  - A. San Jose Temporary Access
  - B. City Council Meeting Time
  - C. City Council Goal Setting
3. **Public Comments** (limited to 3 minutes)
4. **Mayor and Council Comments**
5. **Adjourn**

## **ADDRESSING THE CITY COUNCIL**

- Your comments shall be made during times set aside for that purpose.
- Stand or raise a hand to indicate that you wish to speak.
- When recognized, state your name and direct your comments and/or questions to any City official in attendance..
- Each person wishing to address the City Council and/or attending officials shall be afforded one opportunity of up to three (3) minutes duration during the first and last occasion for citizen comments and questions and one opportunity of up to three (3) minutes duration during each public hearing. Comments made during public hearings shall be relevant to the subject for which the public hearings are held.
- In addition to the opportunities described above, a citizen may respond to questions posed to him or her by the Mayor or members of the Council, provided members have been granted the floor to pose such questions.
- No speaker may make personal or impertinent attacks upon any officer, employee, or City Council member or other Elected Official, that is unrelated to the manner in which the officer, employee, or City Council member or other Elected Official, performs his or her duties.
- No person shall use abusive or threatening language toward any individual when addressing the City Council.
- Any person who violates this section shall be directed by the Mayor to be orderly and silent. If a person addressing the Council refuses to become silent when so directed, such person may be deemed by the Mayor to have committed a “breach of the peace” by disrupting and impeding the orderly conduct of the public meeting of the City Council and may be ordered by the Mayor to leave the meeting. If the person refuses to leave as directed, the Mayor may direct any law enforcement officer who is present to escort the violator from the meeting.



**City of Lathrup Village**  
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TO: Mayor & City Council  
FROM: Mike Greene – City Administrator  
DATE: March 3, 2025  
RE: Study Session

**San Jose Temporary Access**

In preparation for the upcoming I-696 project, the Lathrup Village Police Department met with the Southfield Public Safety Team on February 25, 2025.

During that meeting, the Southfield Fire Department requested the City of Lathrup Village to consider temporarily removing the berm/fence on San Jose Blvd (between Evergreen Rd & Rainbow Circle), during the construction project, for public safety response time purposes. It is acknowledged that during the construction project, there will be an increase in traffic on the mile roads and there will be temporary closures of the bridges over I-696. A recommendation letter from Fire Chief Menifee is included in your packet. A request has been made to SFD to have a representative attend the meeting (at the time of this writing, attendance has not been confirmed).

Notices were hand-delivered to homes on San Jose Blvd/Ct on Friday (2/28) regarding the Study Session topic.

**City Council Meeting Time**

Each December, the City Council sets its meeting dates/times for the following calendar year. This past December, the Council voted to stay with the current schedule (1<sup>st</sup> Monday = Study Session at 6 PM & 3<sup>rd</sup> Monday = Study Session at 6 PM/Regular Meeting at 7:30 PM). At the February 24, 2025, Study Session, it was requested this topic be placed on the upcoming Study Session agenda for further discussion.

**Fiscal Year 2025-26 Council/Budget Goals**

The purpose of this discussion item is for the Council to continue their discussion of what they wish to achieve in the next fiscal year. Enclosed in your packet are the Fiscal Year 2025-26 council/budget goals based on the February 24, 2025, discussion.

There was a budget public input meeting that took place on February 18<sup>th</sup>, 2025, from 5:30 PM to 7:00 PM for members of the community to share their thoughts on items for next year's budget. A summary of that meeting is enclosed for your records.

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<b>Kelly Garrett</b> Mayor	<b>Bruce Kantor</b> Mayor Pro-Tem	<b>Jalen Jennings</b> Council Member	<b>Dalton Barksdale</b> Council Member	<b>Jason Hammond</b> Council Member
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# SOUTHFIELD FIRE DEPARTMENT

24477 LAHSER ROAD  
SOUTHFIELD, MI 48033  
TEL: (248) 796-5650  
FAX: (248) 796-5605

JOHNNY MENIFEE, FIRE CHIEF  
ANTONIO MACIAS III, DEPUTY CHIEF



Item 2A.

February 25, 2025

Dear Council Members,

In light of the ongoing 696/11-Mile Bridge construction project, I am writing to recommend the temporary opening of San Jose Blvd in Lathrup Village. The construction has led to significant traffic disruptions, and the opening of this route would offer several key benefits to the community:

- Traffic Relief:** The temporary opening of San Jose Blvd will provide an alternative route, easing congestion on neighboring streets and reducing delays for both residents and commuters. This will help maintain a smooth flow of traffic in the area, particularly during peak hours.
- Safety Considerations:** By providing an additional route, we can alleviate the strain on local streets, which can otherwise become overcrowded and potentially unsafe during construction periods. This will allow emergency vehicles and public service personnel to navigate more effectively through the area.
- Public Support and Convenience:** Many residents have expressed concerns about the extended delays due to road closures. Offering a temporary solution would demonstrate our responsiveness to the community's needs and improve the quality of life during this challenging construction period.

In conclusion, the temporary opening of San Jose Blvd would serve as a prudent measure to improve traffic flow, enhance safety, and provide immediate relief to our residents. I strongly recommend that the City Council approve this plan to address the current challenges faced by our community during the 696/11-Mile Bridge construction.

Sincerely,

Johnny Menifee  
Fire Chief

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## FIRE ADMINISTRATION

BATT. CHIEF CHRIS SMITH

CAPTAIN TIM MILLER

FIRE MARSHAL LATEEF TOWNSEL

BATT. CHIEF KEN WHEATON

CAPTAIN RONN BALLERINI

CAPTAIN/EMS JEFFRY VESCIO

BATT. CHIEF PATRICK CHARETTE

CAPTAIN JAMES BUNKER

CAPTAIN/TRAINING JASON DENE



27990  
E LARKMOOR DR

27960  
E LARKMOOR DR

27930  
E LARKMOOR DR

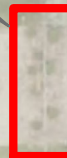
27900  
E LARKMOOR DR

Evergreen Rd

27900  
EVERGREEN RD

27900  
EVERGREEN RD

**POSSIBLE BERM/FENCE REMOVAL  
PENDING LV COUNCIL APPROVAL**



27839  
SAN JOSE CT

27833  
SAN JOSE CT

Item 2A.

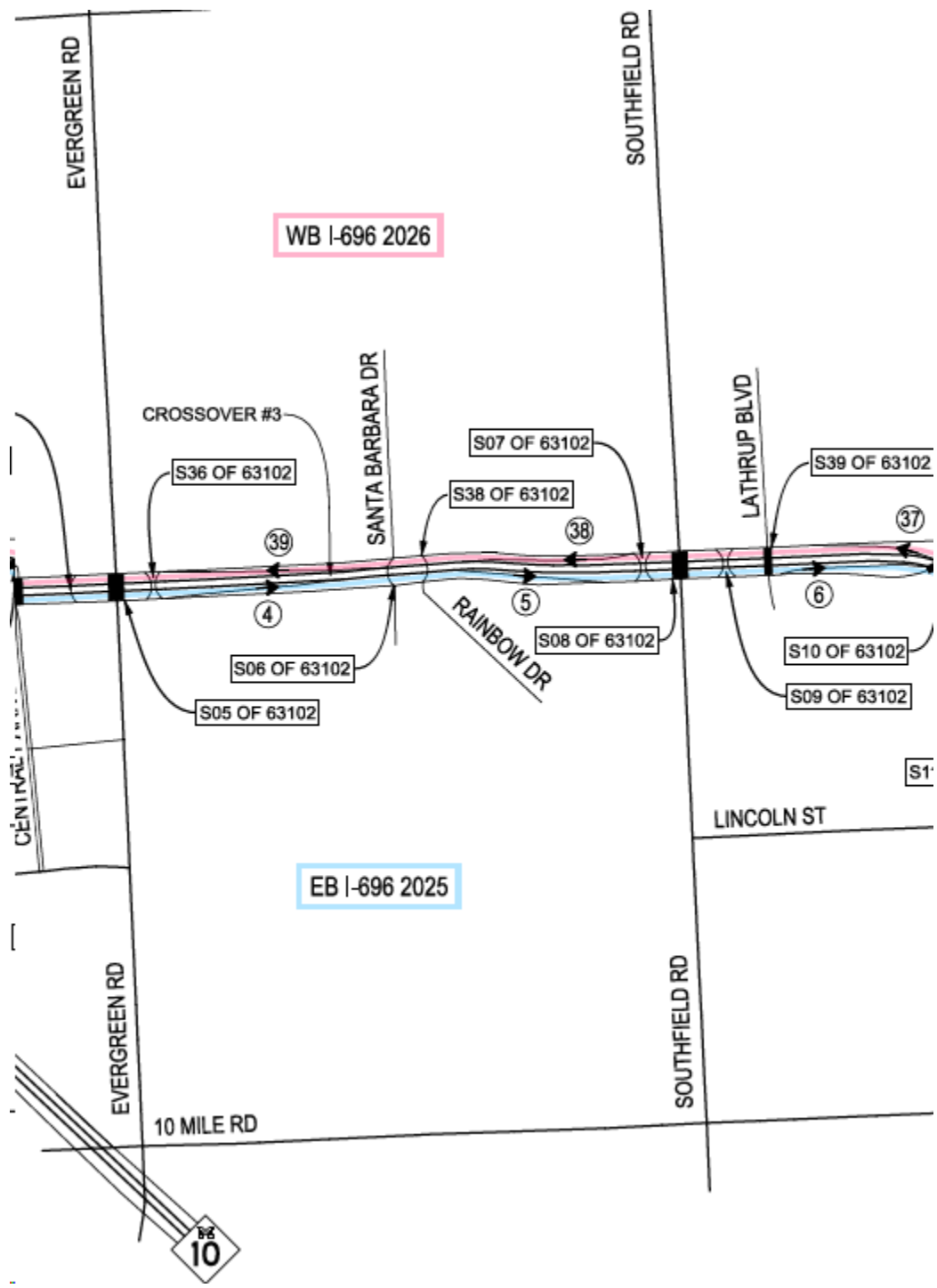
27836  
SAN JOSE CT

San Jose Blvd

27560  
EVERGREEN RD

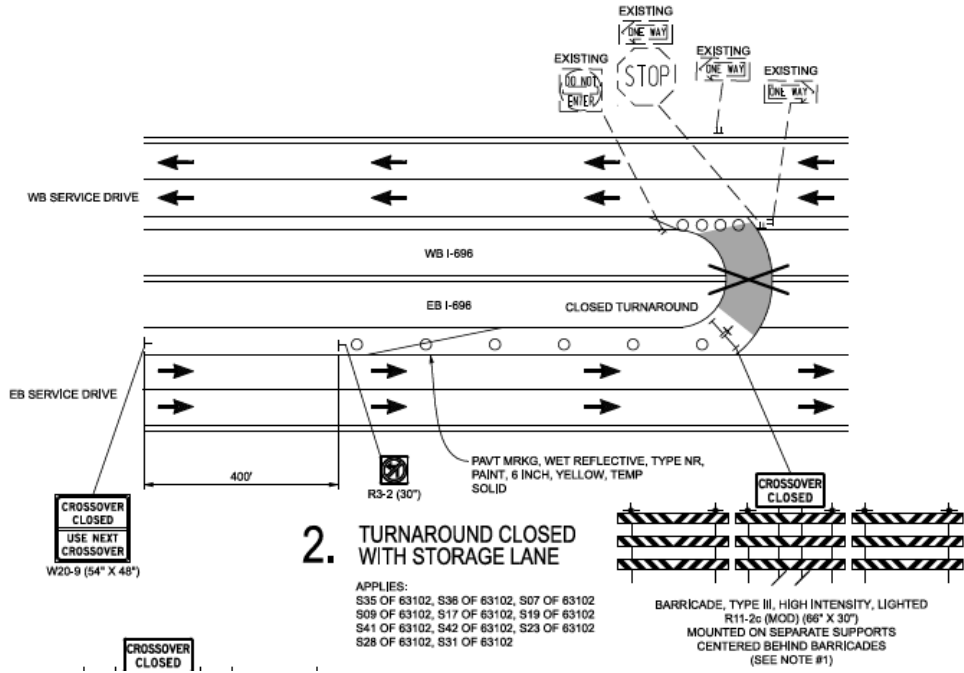
19601  
SAN JOSE BLVD

19593  
SAN JOSE BLVD

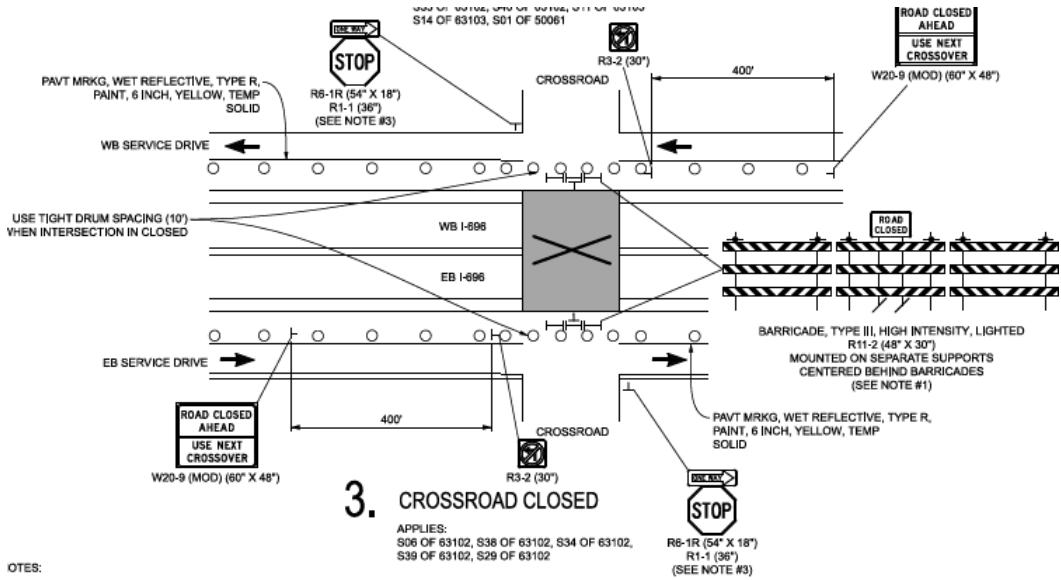


- S36: Red River Ave Closure: Mid March.
- S06: Santa Barbara EB U Turn Closure, Late June
- S38: Santa Barbara EB U Turn Closure, Early May
- S07: Southfield Rd EB to West U Turn Closure: Mid April

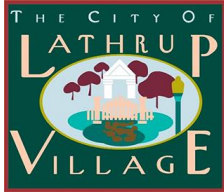
MOT for Eleven Mile near Meadowbrook way



MOT for Eleven Mile near Santa Barbara



OTES:



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**Goals & Performance Measures**  
**Fiscal Year 2025/2026**

<b>Transparent, Open &amp; Honest Government</b>	
<i>This value reflects our first and most important responsibility. We maintain an organizational reputation for openness, honesty, and integrity.</i>	
<ul style="list-style-type: none"> <li>• Improve communications with residents and local businesses</li> </ul>	Use all possible media to communicate events, meetings, and updates promptly. Develop a clear and concise timeline for when items need to be turned in for the media and be consistent with the timing of posting.
<ul style="list-style-type: none"> <li>• Create a Formal Communication Plan</li> </ul>	<del>Develop the process of what information should be communicated, who should receive that information, when that information should be delivered, where communication will be shared, and how those communications will be analyzed.</del>  Have a City Communication Plan formally adopted before July 31, 2025.
<ul style="list-style-type: none"> <li>• Develop effective document management and paperless processes</li> </ul>	Develop processes and policies that allow residents to conduct business online and make payments with ease.
<ul style="list-style-type: none"> <li>• Improve website/mobile app design to make information more easily accessible</li> </ul>	Online payments are easily conducted, checking for available rentals (i.e. community room, meeting place, gazebo), proactive alerts for happenings throughout the City
<ul style="list-style-type: none"> <li>• Do more Town Halls</li> </ul>	Conduct as many in-person meetings as possible that the general public can attend. Provide quarterly open houses with Council Members and City Administrator.

<b>Dedication to Service</b>	
<i>Our primary duty is to the people we serve. We are accessible, responsive, consistent, and understanding. We provide assistance beyond our customer's expectations, and we find effective solutions to problems that are brought to our attention.</i>	
<ul style="list-style-type: none"> <li>• Improve operations through upgrades in technology</li> </ul>	Develop processes and policies that allow residents to conduct business online and make payments with ease.
<ul style="list-style-type: none"> <li>• Maintain robust and attractive business corridors</li> </ul>	Code Enforcer and DDA Director conduct business inventory quarterly not only to provide feedback for improvement but also to increase business relationships.

<ul style="list-style-type: none"> <li>Promote a safe and secure community</li> </ul>	Continue to patrol the City, engaging with the residents and assisting when a resident is in need.
<ul style="list-style-type: none"> <li>Promote a clean and vibrant community</li> </ul>	Continue to utilize Code Enforcement patrols throughout the City to enhance the quality of life for all businesses and residents.
<ul style="list-style-type: none"> <li>Develop and prioritize improvements to parks and playgrounds</li> </ul>	We will ensure that our parks and playgrounds are clean and safe. When available financial upgrades will be done.
<ul style="list-style-type: none"> <li>Increase Recreational Offerings</li> </ul>	Utilize the Parks and Recreation Committee and City staffing to hold recreational events for members of the entire community.  The Council will evaluate during the budget process the creation of a Part-Time Recreation Coordinator position.
<ul style="list-style-type: none"> <li>Improve quality of life for residents of all ages</li> </ul>	We will respond to residents professionally and respectfully in a timely manner. Even if we do not have the answer immediately we will return phone calls, emails, and messages within 48 hours.
<ul style="list-style-type: none"> <li>Provide a maximum of one (1) workday initial response to See Click Fix reports with an additional response every three (3) business days until the issue is resolved</li> </ul>	Residents will be updated regularly until their inquiry is completed. The City Council will be updated with open issues from See Click Fix bi-weekly consistently.

Fiscal Responsibility	
<i>Proper use of community resources in a public trust which we continually guard. In the management of this trust, we must avoid even the appearance of impropriety. In our management of public funds, we will strive for the greater possible efficiency and effectiveness.</i>	
<ul style="list-style-type: none"> <li>Fiscal Reviews</li> </ul>	Improve oversight of both revenues and expenditures throughout all funds.
<ul style="list-style-type: none"> <li><del>Employee Time Off</del></li> </ul>	<del>All vacation days, personal days, and sick days will be communicated to the employee's direct supervisor and recorded properly in a time management system.</del>
<ul style="list-style-type: none"> <li>Contracts</li> </ul>	Create a formal list of all City contracts to be reviewed during the budget process.  <del>Contracts will be reviewed annually, and RFPs will be submitted when appropriate for new contractual services. All business conducted with the City will have a written agreement and/or contract in place.</del>
<ul style="list-style-type: none"> <li>Support economic vitality to attract and retain local businesses</li> <li>Maintain and evaluate current infrastructure to make improvements when necessary.</li> </ul>	



Personal Honesty and Integrity	
<i>Each of us demonstrates the highest standards of personal integrity and honesty in public activities to inspire confidence and trust in government.</i>	
<ul style="list-style-type: none"> <li>Update Council Rules and Procedures</li> </ul>	
<ul style="list-style-type: none"> <li>Code of Ethics provided to all newly elected/appointed Council and Board members</li> <li>All members of appointed and elected boards will come to meetings prepared to conduct business</li> </ul>	
<ul style="list-style-type: none"> <li>Respond by agreed-upon deadlines</li> </ul>	Clear Expectations of due dates and assignments will be communicated. Reminders will be sent 24 hours before the due date
<ul style="list-style-type: none"> <li>All staff, and members of appointed and elected boards will be as timely as possible with their arrival to meetings unless they have communicated otherwise.</li> </ul>	
<ul style="list-style-type: none"> <li>All members of the City Council will attend at minimum one (1) local government training session.</li> </ul>	

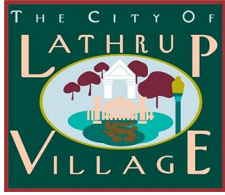
Excellence	
<i>We continually pursue excellence by being creative, and professional, taking risks, showing initiative, and being committed to our team. In this pursuit, we support continuing education and training for all team members.</i>	
<ul style="list-style-type: none"> <li>All staff and members of appointed and elected boards will participate in training that will increase knowledge and help the City progress</li> </ul>	Register and participate in training offered by MML and other organizations.
<ul style="list-style-type: none"> <li>Subscribe/read journals, organizations, and periodicals (e.g. Inside 208, Bridge, MML magazine, etc.)</li> </ul>	
<ul style="list-style-type: none"> <li>All staff, and members of appointed and elected boards will be proactive and take initiatives to improve community relations (i.e. residents, businesses, and surrounding communities)</li> </ul>	

Teamwork	
<i>We are a team that emphasizes high levels of trust, cooperation, and commitment to excellent communication with the organization. We encourage employees to exercise independent judgment in meeting customer needs through professional behavior that is consistent with our values.</i>	
<ul style="list-style-type: none"> <li>Staff will provide professional development and team development opportunities bi-annually</li> </ul>	
<ul style="list-style-type: none"> <li>We will work by the “golden rule” when it comes to interacting with staff, residents, and the general community</li> </ul>	
<ul style="list-style-type: none"> <li>How to measure?</li> </ul>	

A Humane and Diverse Organization	
<i>We are a humane organization that honors diversity and protects individual rights. Open communication, respect for others, compassion, and a sense of humor contribute to our positive working environment. We make every attempt for every employee to reach their full potential. We value cultural and social diversity that is reflected in our community, and we welcome the changes and new perspectives that this diversity brings us.</i>	
<ul style="list-style-type: none"> <li>Appointments to boards and commissions:</li> </ul>	Reflective of the cultural and social diversity of the community.

- We will provide cultural events for the community during holidays and for general celebrations.
- We will respect all people regardless of their ethnicity, race, age, sexual orientation, and preference.

Other
• Continue best practices in maintaining city grounds, parks, and entrances.
• Code enforcement/ <i>staff will create, at minimum, two (2) educational videos per year.</i> <del>classes (e.g. how do I maintain my ditch &amp; culvert).</del>
• Identify cross-functional opportunities (e.g. police officers & Code Enforcement)



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TO: Mayor & City Council
FROM: Mike Greene – City Administrator
DATE: February 24, 2025
RE: Public Budget Input Session Feedback

On Tuesday, February 18, 2025, I held a Public Input Budget Session to solicit feedback from residents on what they would like to see the City focus on this upcoming fiscal year. While attendance was sparse, compared to last year, plenty of input was received. The idea was to stick with high-level ideas and not discuss specific dollar numbers as we are not at that stage of the budget process yet. I presented the attendees with topics (in bold) to share their ideas and have listed those ideas below.

This information is purely informative. While we may be able to implement some of the ideas over this next year, it is uncertain until we get closer to a final budget and see what type of discretionary funding is still available.

Technology & Communications

- Newspaper updates for those who do not use technology
• Use the City website to show upcoming meetings (calendar) first thing, the first page
• City Hall monument e-sign to promote events
• Recording and viewing of all meetings (ex: study sessions/special meetings)
• Use of mobile app to its full capability
• Add a Q&A session to the weekly city newsletter and to the city website to answer residents' written questions about city operations

Government Services

- Improve resident communication
• Recording and viewing capabilities of all meetings
• Meeting notices – improve publication on-line
• Evaluation of current legal representation
• Improved efficiency in the delivery of existing city services
• Name tags for employees

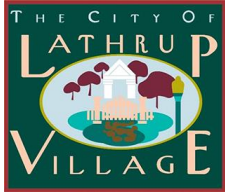
Other – Topics Not Covered by Prompts

- Establish a tree trimming plan to take care of easements

Parks & Recreation

- Bring back senior dances
• Bingo/regular trivia/more classes
• Encourage at least one farm for a weekly market
• Redevelopment of playscape at City Hall
• Better maintenance of parks (weed control) and removal/replacement of unsafe (non-working) components
• Family events (fall fest/spring/winter)

Table with 5 columns: Kelly Garrett (Mayor), Bruce Kantor (Mayor Pro-Tem), Jalen Jennings (Council Member), Dalton Barksdale (Council Member), Jason Hammond (Council Member)



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- Is there a way to utilize residents for park maintenance?

**Infrastructure**

- Culvert replacement program
- Assurance of adequate water pressure for fire needs
- Ditch maintenance to improve drain flow
- Water pounding due to blocked street drains & clear debris from grates
- Culvert Amnesty – Fix them as it impacts everyone then start enforcing with clear communication about responsibilities
- Whatever to reduce flooding of yards
- Roads
- City-wide sidewalks
- Update water mains
- Bigger two-stage snowblower

**Buildings & Grounds**

- Community Room Remodel
- Playground upgrades near municipal park
- Remove invasive plants from vacant property
- Bathroom remodel at City Hall
- Improvements to Police Department
  - Man Trap Entry
  - Holding Cell
- Clear snow from sidewalks of all city-owned property

**Public Safety**

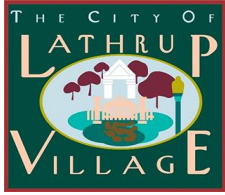
- More presence in neighborhoods
- Public safety open house/community meeting
- Concern that we do not have adequate staffing
- Publish who the officers are (Image/what they like about LV)
- Educational outreach on scams
- Provide educational material at any kiosk that accepts cash
- Improve PD infrastructure
  - Man trap entry
  - Holding Cell
- Dashboard to let the citizens know about the police activity
- Enforce snow removal on sidewalks
- Can tasers be refurbished?

**Economic Development**

- Business highlight display in the City Hall lobby and/or business highlight page on the City website
- Commercial Debris Pick-Up
- Commercial sidewalk snow clearing

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Kelly Garrett Mayor	Bruce Kantor Mayor Pro-Tem	Jalen Jennings Council Member	Dalton Barksdale Council Member	Jason Hammond Council Member
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- Businesses doing better with their sidewalk presentation (clean of weeds/debris)
- Themed/consistent décor for different seasons
- City Hall E-Sign to promote
- Find creative ways to promote available retail spaces to prospective business occupants
  - Business open houses/promotion during events for business owners
- Encourage citizens to support local businesses

**Bonus Input – Types of Business You Would Want to See**

- Family bar/restaurant
- Small grocery market
- No new taxes

**Cost Savings**

- Move administrative staff to part-time
- Leasing/renting heavy equipment as needed
- Decrease paid holidays
- Backhoe rebuild instead of new purchase
- DPS pick-up – rebuild the floor
- Outsource police (Southfield/Oakland County)
- Decrease employee IRA matches to 3 or 4%
- Change employee/employer insurance split to 70/30

## City Administrator Evaluation January 1, 2024 – December 31, 2024

### Evaluation Process

1. Blank Evaluation Forms Are Submitted To The City Council by City Administrator on or before (**Feb. 3**)
2. City Administrator Submits A Self-Evaluation To City Council for Their Review (**Feb. 10**)
3. Evaluations Completed by Councilmembers Are Submitted To Mayor Garrett and Summarized (**Feb. 17**)
4. Summarized Evaluations Are discussed with City Administrator and City Council at Study Session (**Feb. 24**)

### Evaluations Definitions

The purpose of an evaluation should **not be** to end up with a "grade". Thus, it is anticipated that the resulting document will be in the form of a narrative. The evaluation format is simply a tool to accomplish two purposes:

- a) Have good communication which can help in an individual's development
- b) Provide input to the preparation of the plans and goals for the year ahead.

### The performance rating definitions are outlined below

- **Don't Know**- Insufficient observation to make an objective evaluation.
- **Unsatisfactory**- Significantly fails to perform in a satisfactory manner. Detracts from overall performance, requiring concentrated effort to improve within the year.
- **Needs Improvement**- Meets most requirements in this category but falls short of a fully satisfactory performance in meeting expectations.
- **Meets Expectations**- Competently performs all duties and responsibilities in this category in a fully satisfactory and consistent manner.
- **Exceeds Expectations**- Performs in a manner which typically exceeds the performance level one would expect for this position. Brings something "extra" to the job in the way of ideas, judgment, initiative, etc.
- **Outstanding**- Truly exceptional. Exceeds expectations in every respect. Performs in a manner which one would anticipate is significantly better than peers in similar positions.

### Note:

### Recommendation: City Administrator Evaluation

#### A. Relationships/Council

- 1) Communicates well with Council, keeping them informed of issues and events which may concern citizens.
- 2) Is well prepared for Council meetings, provides adequate pre-work and is appropriately helpful during Council meetings.
- 3) Makes sound recommendations for Council action and development of priorities.
- 4) Is open and responsive to input from and needs of Council members.

### Notes:

**Recommendation:**

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**B. Relationships/Others**

- 1) Assures good communication with the community and shows sensitivity to the needs and concerns of citizens.
- 2) Keeps in contact with and provides (directly or by staff) appropriate guidance and assistance to City committees and boards.
- 3) Maintains positive working intergovernmental relationship (i.e. surrounding cities, counties, etc.)
- 4) Maintains positive working relationship with business owners in the city and their employees, both directly and through the city’s Economic Development Director.

**Notes:**

**Recommendation:**

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**C. Staff Management**

- 1) Has a high quality, well-motivated staff and supports professional development and career pathing.
- 2) Manages the staff well, including good delegation, communication and process of periodic re-evaluations.
- 3) Creates an office culture that is positive and welcoming, encouraging teamwork and a sense of family among staff.
- 4) Retains employees to the greatest degree possible.

**Notes:**

**Recommendation:**

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**D. Budget and Financial Management**

- 1) Administers a budget process which provides the Council with quality information and data on which to make budget decisions.
- 2) Assures a budget which fits within a long-range plan which recognizes the future financial needs of the town.
- 3) Provides a system, including appropriate reports to Council, which monitors and controls expenditures vs. budget.
- 4) In partnership with the city’s Financial Director, provides council with clear explanations of the content of the city’s budget and any budget amendments proposed by the City Administrator.

**Notes:**

**Recommendation:**

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E. **City Services**

- 1) Assures the long-term existence of an adequate infrastructure for the town.
- 2) Maintains City services at a high-quality level consistent with City resources.

**Notes:**

**Recommendation:**

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F. **Program Management**

- 1) Recommends and prioritizes programs consistent with City resources.
- 2) Assures approved programs are delivered on schedule and within budget.
- 3) Keeps Council apprised of any anticipated variances so they may be approved in advance.
- 4) Partners with City Council and the Planning Commission to assess the performance of the city’s contracted city planning provider on an annual basis.

**Notes:**

**Recommendation:**

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G. **Leadership**

- 1) Creates an image of Lathrup Village as a quality community through their personal activities within the City and the region.
- 2) Maintains, through their activities outside the town, a leadership role which enhances the ability of the City to influence decisions which will impact Lathrup Village.

**Notes:**

**Recommendation:**