



# City Council Study Session

Monday, January 22, 2024, at 6:00 PM

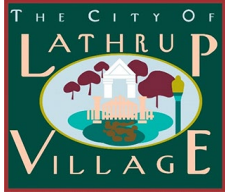
27400 Southfield Road, Lathrup Village, Michigan 48076

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1. **Call to Order** by Mayor Garrett
2. **Discussion Items**
  - A. Budget Calendar
  - B. Committees
    - a. Inclusion, Diversity, & Accessibility Committee
    - b. Tree Committee
    - c. Parks & Recreation Committee Appointments
  - C. E-Newsletter
  - D. Website Update
  - E. Snow Removal Ordinance
  - F. Lead Line Identification
3. **Mayor and Council Comments**
4. **Public 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**  
27400 Southfield Road  
Lathrup Village, MI 48076  
[www.lathrupvillage.org](http://www.lathrupvillage.org) | (248) 557-2600

TO: Mayor & City Council  
FROM: Mike Greene – City Administrator  
DATE: January 22, 2024  
RE: Study Session

**Budget Calendar** – Please see the proposed budget calendar included in your Council packet. This discussion is to ensure everyone knows of the proposed dates and to determine if anything needs to be changed.

**Committees** – Discussion to include the potential creation of two new City committees and what their general goals can be so staff can begin creating board descriptions before officially soliciting committee members. Additionally, we have received applications for the Parks & Recreation Committee for consideration.

**E-Newsletter** – While it is understood that the City will need to finalize a formal communication plan over the next few months, staff would like to discuss the future of the e-newsletter in conjunction with other communication tools the City has utilized in the past.

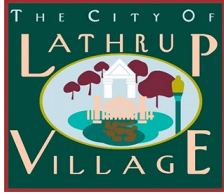
**Website Update** – The website committee continues to meet and is currently awaiting follow-up information from Appetgy. Once received they will schedule a follow-up meeting and will begin to narrow down the final timeline for the website launch.

**Snow Removal Ordinance** – Based on the recent winter system that came through southeast Michigan, it is requested to review the snow removal ordinance to determine if an update is needed.

**Lead Line Identification** – As the unfunded state mandate for identification of specific service line inventory is looming, the City needs to reengage its discussion on how to move forward with identifying service lines, specifically, interior services lines.

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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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**Proposed FY 24-25 Budget Calendar**

<b>DATES</b>	<b>ACTION</b>
January 22, 2024	STUDY SESSION <ul style="list-style-type: none"> <li>• Present Budget Calendar and Schedule Goal Setting Meeting</li> </ul> COUNCIL MEETING <ul style="list-style-type: none"> <li>• Adopt Budget Calendar</li> </ul>
January 29, 2024	INTERNAL <ul style="list-style-type: none"> <li>• Department Head Budget/Capital Improvement Plan (CIP) Kickoff Meetings</li> </ul>
February 5, 2024	STUDY SESSION <ul style="list-style-type: none"> <li>• Budget Goal Setting</li> </ul>
February 12, 2024	Public Input Meeting – Budget Goals
February 23, 2024	INTERNAL <ul style="list-style-type: none"> <li>• Department Head Requested Budgets Due</li> </ul>
February 26, 2024	STUDY SESSION <ul style="list-style-type: none"> <li>• Budget Goal Setting</li> </ul> COUNCIL MEETING <ul style="list-style-type: none"> <li>• Adopt Budget Goals</li> </ul>
March 4 - 8, 2024	INTERNAL <ul style="list-style-type: none"> <li>• Department Head Requested Budget Review Meetings</li> </ul>
March 15, 2024	DOWNTOWN DEVELOPMENT AUTHORITY <ul style="list-style-type: none"> <li>• Approved Recommended FY 24-25 Budget to Council</li> </ul>
April 16, 2024	PLANNING COMMISSION <ul style="list-style-type: none"> <li>• Approved Recommended 2024-2030 CIP to Council</li> </ul>
April 15, 2024	STUDY SESSION <ul style="list-style-type: none"> <li>• Initial Budget Review</li> </ul> COUNCIL MEETING <ul style="list-style-type: none"> <li>• Set FY 24-25 Budget &amp; CIP Public Hearing Date</li> </ul>
May 6, 2024	BUDGET STUDY SESSION <ul style="list-style-type: none"> <li>• Review 2024-2029 CIP</li> <li>• Review Manager Recommended Budget</li> </ul>
May 20, 2024	COUNCIL MEETING <ul style="list-style-type: none"> <li>• Public Hearing – Budget &amp; CIP</li> <li>• Approve 2024-2030 CIP</li> <li>• Approve Water/Sewer Rate Change (if necessary)</li> <li>• Adopt of FY 24-25 Budget (including DDA)</li> </ul>
June 17, 2024	COUNCIL MEETING <ul style="list-style-type: none"> <li>• Adopt of FY 23-24 Budget Amendments</li> </ul>
July 1, 2024	<b>FY 24-25 Budget Year Begins</b>

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



TREE CITY USA®  
BULLETIN

No. 54

Dr. James R. Fazio, Editor • \$3.00

# How to Grow a Great Tree Board

**Tree boards are an essential component of the Tree City USA program. They can be a great asset to any community that values its trees. An effective tree board can assist professional arborists and city foresters, serve as an advocate for trees, and help residents and businesses in the community understand and appreciate the benefits of maintaining trees. A well-organized tree board provides immeasurable service to the community today and its citizens of the future.**

The rising number of American communities that receive a Tree City USA award each year is a good indication of the interest that citizens and city officials have in the trees that grace their streets, parks and yards. In these progressive communities, tree planting and care is recognized as essential for protecting and enhancing investments in the green infrastructure. In all cases, tree boards play an important role.

Tree boards go by many names, including commissions, councils and committees, but their potential for service is universal and they are needed in communities of all sizes. Their activities range from simply conducting an Arbor Day program once a year to serving regularly as a quasi-judicial body for tree-related disputes. Importantly, when a community is large enough to have employees to look after its tree resource, the role of a tree board is to compliment, not replace professional leadership.

From his association with tree boards over the years, retired community forestry administrator Roger Blanchard of Moscow, Idaho says there were many ways the board contributed to success of the urban forestry program in his city. "In my case, where I was pretty much the only staff, the board provided a great support group. If I had an issue, I could take it to the board members to help me work through it. They also helped complete an inventory, develop a management plan, and develop a tree guide. There is no way I could have done these things by myself." Roger cites other functions provided by the board such as: providing advice on the general direction of the program; conducting outreach projects and developing good public relations; and giving citizen 'feedback' on what is working or what needs to be changed.

An active tree board is the keystone between the citizenry on one side and elected officials and city employees on the other. If you are part of a board, we hope this issue of the bulletin will help you find ways to make your group the best it can be in serving your community. If you do not have a tree board, we hope these pages inspire you to become the spark that ignites action.



Tatiana Boyle / iStockphoto

*The end result of a great tree board is a great community forest.*

Published by



**Arbor Day Foundation®**

100 Arbor Avenue • Nebraska City, NE 68410

# The 'Right' Board Members

It has been said that the best way to fire someone is to not hire him or her in the first place. The message in this is that many problems would be prevented by taking the time to carefully screen candidates for any position. This is just as true for tree board members, especially in larger communities.

## What Expertise is Needed?

The key criteria for being a contributing tree board member are enthusiasm and dedication, not technical expertise. It always helps to have at least one member who is involved in a green industry such as a local nursery or tree-care company, but it is even more important to have members who are willing to dedicate time and energy to attending meetings and events, sharing the work load, and compatibly interacting with other members. Connection with the community is also important. It helps if board members are involved in business organizations, the Garden Club, fraternal organizations, and others. This expands the board's networking opportunities and chances to enlist help with projects. Two ex-officio members round out the ideal board: a person from the city department responsible for tree care and a member of city council to serve as liaison.

Age is clearly *not* a criterion. Active board members have ranged from 16 to 86. Older members can provide perspective and inspiration. Young people are important for new ideas and building leadership for the future. If a college is located nearby, having a student member enhances the opportunity for that institution to qualify for a Tree Campus USA award.

Diversity is another consideration. A span of backgrounds and interests enriches a tree board and helps build broad support. While 'quotas' are usually a bad idea, it does help to make sure that ethnicities represented in the community have a place on the board.

In all cases, a sincere interest in trees and how they benefit the community is the primary requirement for being a contributing board member.

## A Volunteer's Job Description?

No one would be recruited for or accept a job without a clear description of what is expected. A volunteer position on a tree board is no different. A written description of the responsibilities, meeting attendance and time commitment can help candidates decide if board membership is really what they want. The description can be very brief and needs to be tailored to the nature of the community, but the accompanying illustration suggests one way to write this helpful document.

### Position Description

## Volunteer Tree Board Member Pleasantville, Anyplace

**General Responsibilities:** Serve in an advisory capacity to city council, assist the city forester in educational efforts, plan and conduct annual Arbor Day activities, and participate in special projects such as tree plantings.

### **Qualifications:**

- U.S. citizen and resident of the City of Pleasantville
- At least some knowledge of common tree species and tree care
- An interest in trees and how they benefit the community
- The ability to work as a team member and actively participate in scheduled events
- Willingness to commit approximately 6 hours monthly including one evening meeting per month, usually on Tuesdays

### **Activities:**

Activities are variable and some depend on the interests of board members. Those of a routine nature include:

- Assisting the city forester in developing and/or reviewing annually and updating as necessary a long-range plan for the city's urban forest
- Reviewing with the city forester annual work plans related to the urban forestry program
- Advising the mayor, city council and city departments on matters concerning trees and related resources, including revisions of the city tree ordinance
- Serving on an appeals panel regarding decisions to remove or allow the removal of trees in the city right-of-way
- Helping to plan and conduct an annual Arbor Day celebration on the last Friday of April
- Participating in educational campaigns that may include occasional school and civic organization presentations, interviews with mass media, and creation of printed materials
- Serving as liaison with organizations planning and conducting tree-related events or projects

# What A Small Group Can Do

Urban forestry coordinators nationwide report the same thing about tree boards – all it takes is one ‘spark plug’ to get it started and get things done. So it was in 1992 when a University of Maine Extension specialist and the director of parks & cemeteries in Bath, Maine suggested to the city council that a tree board be established. The city officials agreed and an ad was placed in the local paper asking for volunteers. Numerous citizens stepped forward and nine were chosen to form the Bath Community Forestry Committee.

One of the founding members was Geraldine Coombs who at the date of this publication was 86 years old and still very active promoting good urban forestry. “I do things other people don’t have time for, and I have fun,” said Geraldine in an interview.

Fun is definitely part of an effective tree board, but in Bath, Maine, Geraldine and her group have worked wonders for their community. Two years after being organized, the committee arranged for a trust agreement with the city to facilitate receiving private donations and guaranteeing continuous tree care into the future. A direct mail campaign is conducted every other year and residents have been generous in donating to the fund. Interest-only is used from the fund and the money helps support a full-time city arborist.

Between Geraldine’s committee and city arborist Thomas Hoerth, Bath developed an exemplary urban forestry program. Its activities have included:

- Passage of a tree ordinance, completion of an inventory, and development of a management plan
- Tree planting and regular tree care, such as pruning and hazard removals
- A sawmill that produces lumber for the Rotary Club that in turn sponsors the construction of houses by vocational education students
- Receiving Tree City USA and Growth Awards
- A city tree nursery
- Landscaping the city’s beautiful parks and cemeteries, including restoration of a neglected, historic park
- Managing several coastal natural areas
- Presenting educational programs for children and adults
- Publishing a newsletter twice a year

*Bath, Maine is known as ‘The City of Ships’ and has a long maritime history. Work by the local arborist and community forestry committee in recent years suggests it should be called ‘The City of Ships and Trees.’*

Geraldine told us, “It all comes down to people with a passion for their environment and trees. People need to envision the future and see what needs to be done to enhance their community.” Citing the creation of a Nature Explore Classroom in the heart of New York City that she read about in the *Arbor Day* newsletter, Geraldine said, “That is a wonderful example of what can be done when people have enthusiasm and vision.”

Enthusiasm and vision seem like the hallmarks of Bath’s Community Forestry Committee. And it all began with nine volunteers. Their service has inspired community-wide appreciation for trees and gained the support of citizens and businesses throughout the city.



*Geraldine (‘Gerry’) Coombs, a founding member of the Bath, Maine Forestry Committee, plants an Arbor Day tree donated by the community in her honor.*

Geil Spath



© Heather Perry Photography

# Making it Clear – The Legal Authority

*Legal authority for tree boards is by charter, generally ordinance or statute, but occasionally by executive order or other administrative action. However chartered, tree boards must have responsibility and authority. They must also have continuity.*

**– Gene W. Grey**  
*A Handbook for Tree Board Members*

**L**egal recognition of a tree board as part of municipal government helps assure that trees will have standing in the community. The actions of the tree board will be taken more seriously. The most common source of this recognition comes as an ordinance, either a ‘stand alone’ ordinance that creates the tree board, or as part of a broader tree or community forestry ordinance. Either way, the ordinance should be written to clarify the role of the tree board, define its composition, and provide guidelines for its operation.

Regardless of the mechanism used to create a tree board, here are some provisions that should be included:

**✓ The general purpose. An example might be:**

*To help assure the maintenance and expansion of the city’s tree canopy and the health and safe condition of trees in the community, the Pleasantville Tree Board shall advise the mayor and city council regarding preservation, protection and management of the community forest, act as an appellate body for licensing and/or certification pursuant to the Community Forestry Ordinance and shall coordinate the ordinance’s activities regarding public trees.*

**✓ The number of members. This will vary depending on the size of the community, but 5 – 9 members is commonly used. An odd number helps prevent tie votes. The various offices within the board may also be listed. For example:**

- Chair*
- Vice Chair*
- Secretary*



Kari Koehler / iStockphoto

Sometimes it is helpful to also list officers required for any standing committees believed to be essential in the community:

- Arbor Day Committee Chair*
- Memorial Tree Committee Chair*

**✓ How appointments are made and terms of office. Staggered terms help assure continuity and term limits help provide ‘new blood’ on the board. An example ordinance provision might state:**

*Tree board members shall be appointed by the mayor with the approval of city council. Members will serve three years except that the term of two of the members appointed to the first board shall be for only one year. In the event that a vacancy shall occur during the term of any member, his or her successor shall be appointed for the unexpired portion of the term. Re-appointments may be made for no more than two consecutive terms.*

**✓ If there are official qualifications for membership, such as residency, it should be stated in the ordinance.**

**✓ Duties should be listed more specifically than in the statement of general purpose. This not only clarifies what the board should do, but it also limits the extent of its official activities by what is *not* listed.**

**✓ Operational provisions include how many meetings are normally expected, how officers are selected, what constitutes a quorum, what records are required, what city staff may be appointed for liaison or support (administrative duties), and similar details for guiding the smooth operation of the board.**

**✓ Funding. This may range from a terse statement that all participants are volunteers and no funding will be provided, to something more helpful such as this example:**

*Board members serve without compensation except for allowable expenses as approved by the city administrator in advance. The board shall recommend an annual budget to the mayor and council for operational expenses and educational activities. The board is authorized to seek outside funding for its projects as may be approved by the council in accordance with city policies.*

# Keeping Meetings Productive

Half tongue-in-cheek it has been said that the best meetings are those that don't occur. However, if tree boards are made up of enthusiastic individuals, they will have the desire to meet in order to get things done in the community. It is important to tap this source of energy and keep it going rather than suffocate it through poorly run board meetings.

## Ten Commandments for Better Tree Board Meetings

In the interest of keeping meetings productive and interest levels high, try these techniques.

1. **Send reminders.** Nothing kills productivity like missing members or unfilled assignments. The chair or secretary should email or phone members a few days ahead of each meeting to serve as a reminder. Members that are consistently absent should be replaced.
2. **Start on time – and stay on time.** Time is a person's most valuable possession. The board chair needs to respect this and clearly ask members to do likewise.
3. **Provide for comfort.** The meeting room, including chairs and room temperature, are important. A pleasant, dignified meeting room will add an ambience of importance to the tree board's work. Beverages and treats help, too.
4. **Have a purpose.** If there is nothing to meet about, cancel the meeting! But there usually are matters for an active tree board to address. The chair should think in advance about what specifically needs to be accomplished at every meeting.
5. **Use an agenda.** Always have a printed agenda ready at the meeting – and use it. Begin by asking if there are additional items and add any that need attention that day. Either formally or informally assign a time limit to each item and use that to comply with number 2 above.
6. **Leaders should lead, not take minutes.** It is the secretary's job to keep the minutes. This frees the chair to conduct the meeting and focus on the discussions.
7. **Manage discussion.** The chair needs to be sensitive to the fact that some people tend to dominate discussions. It is the chair's responsibility not only to keep discussion of any item from dragging on beyond the point of usefulness, but to also draw out those who are more reluctant to speak up on their own.
8. **Add variety.** Board meetings will remain appealing to members if they are not the same time after time. Include in your meetings guest speakers occasionally and training materials – especially good audio-visuals.
9. **Summarize.** At the end of the meeting, review any assignments given to members and make certain that each has a clear due date. (Note: Members who habitually forget or miss deadlines are usually the ones who do not take notes. If this is the case, watch for an opportune time in private and suggest that it would help if they would at least make notations on their agenda sheets.)
10. **End on time.** Remember the 'precious possession' concept and recognize that board members have other obligations and will appreciate being sure they can depend on leaving at a specific time.



Dmitry Shironosov / iStockphoto

*Good leadership is reflected in conducting meetings in a way that tree board members will want to attend.*



# Projects Keep Interest High

Productive tree boards are busy tree boards. No one wants to be part of a volunteer organization that does little or nothing. Members of tree boards are usually highly motivated individuals who care about their community and their environment. And while Arbor Day – the main annual event for most tree boards – takes energy and creative thinking, here are some examples of other beneficial projects conducted by active tree boards.

## Educational Booths and Displays

It is a rare tree board that does not want to educate residents about the benefits and care of trees. One way to do this is to sponsor booths at community events. The key to a good display is having something large and eye-catching and then providing something of value. The ‘give-away’ may be literature about trees (See page 8), free trees, tickets for a drawing, or promotional products like sun visors, fans, tote bags and other useful items.



Garth Davis



James R. Fazio

Educational displays benefit the community and can keep board members active throughout the year planning and serving as exhibit staff. In Spokane, Washington (left), the Urban Forestry Tree Committee and Urban Forestry Citizen’s Advisory Committee are joined by over a dozen other organizations at the Fall Leaf Festival in Finch Arboretum. The Moscow, Idaho Tree Commission (right) displays at the county fair and the summer/fall farmer’s market. A popular feature at the fair is a raffle for several potted trees that are also on display.

## Publications and PSA’s

Many tree boards produce publications such as heritage tree maps, planting guides, and leaflets used to explain a tree ordinance, planting and pruning correctly, and similar information. In Lewiston, Idaho the board went even further and created public service announcements for TV on the benefits and care of trees – including playing acting roles in the productions.

## Hands-on Projects

Tiny LeVeta, Colorado with a population of 834, has a model of a tree board “that gets things done.” Members not only plant trees, they have: restored greenways and added flower beds; supervised contract pruning; helped the maintenance crew chip tree branches; sprayed a dormancy oil to control elm scale; and shouldered the manual labor for other

tree-related needs. Other communities sometimes propagate nursery stock, prune young trees, spread mulch, and place informative door knob hangers in neighborhoods.

## Unlimited Opportunities

Year-round projects are limited only by the imagination and interests of the tree board members. An annual ‘brainstorming’ session can produce a list of potential projects. Sometimes projects come in the form of emergencies. When a tornado destroyed large numbers of trees in Windsor, Colorado, the tree board took the leadership for raising money to restore the city’s tree canopy. The board then marshaled volunteers for planting in parks and along the streets, and even helped make planting on private property easier for victims of the storm.

# Building Capacity

**‘Capacity’ is a term heard often these days in organizations of all kinds. In its social context, building capacity means ‘maximizing possible output.’ It begins with providing the knowledge needed to develop competence. When competence is combined with enthusiasm it can lead to the kind of leadership that makes great tree board members.**

The Arbor Day Foundation has long recognized the importance of developing the skills of tree board members. In 1997, under the authorship of pioneering urban forester Gene W. Grey, *A Handbook for Tree Board Members* was published. In 2010, this popular publication was supplemented with a new online educational opportunity – Tree Board University. This interactive course was funded by the USDA Forest

Service and developed in cooperation with the Oregon Department of Forestry and Texas Agri-Life Extension.

Tree Board University is an excellent way to provide high quality training for both new and experienced tree board members. The course is free and can be taken at one’s own pace and with all learning materials – including helpful visual aids – provided via internet. To enroll, go to [www.treeboardu.org](http://www.treeboardu.org).

## *Tree Board University—Overview of Online Course Content*

- Module 1:** Tree Board 101. A discussion of the basics of what effective tree boards do and how to attain greatness through better organization and understanding of group dynamics.
- Module 2:** Partnerships and Collaboration. This section of the course emphasizes the importance of partnerships, recommends those that have proven successful, and provides insights on how to make them work.
- Module 3:** Engaging in the Political Process. The basics about local government, the role of urban forestry in the broader context of state and national roles, and ‘how-to’ information for promoting trees in the community.
- Module 4:** Community Forestry Planning. From visioning to written plans and final evaluations, what every tree board needs to know in order to bring improvement to the community and stay on track.
- Module 5:** Communication and Marketing. How to effectively advocate for trees, work with the mass media, and educate citizens about the important benefits provided by trees.
- Module 6:** Financing, Budgeting, Grants, Fundraising. Great suggestions for providing the money necessary to support urban forestry.
- Module 7:** Getting Things Done: This section ties much of the course content together to assure a stronger tree board, better events and successful projects.
- Module 8:** Moving Forward: The concluding module provides helpful resources and direction for ‘where to go from here.’



TREE CITY USA®

The Tree City USA program is sponsored by the Arbor Day Foundation in cooperation with the USDA Forest Service and National Association of State Foresters. To achieve the national recognition of being named as a Tree City USA, a town or city must meet four standards:

- Standard 1: A Tree Board or Department
- Standard 2: A Tree Care Ordinance
- Standard 3: An Annual Community Forestry Program
- Standard 4: An Arbor Day Observance and Proclamation

Each recognized community receives a Tree City USA flag, plaque, and community entrance signs. Towns and cities of every size can qualify. Tree City USA application information is available from your state forester or the Arbor Day Foundation.

## *Tree City USA Growth Award*

Initiating training for volunteers and/or city staff through participation in Tree Board University can help qualify for a Tree City USA Growth Award.



TREE CITY USA®

# More Help is Available

Continuing education is one of the best investments that can be made to help individuals or entire tree boards expand their knowledge and their effectiveness. Fortunately, many opportunities are available. These areas of improvement fall generally into two categories: (1) technical knowledge about trees and their management, and (2) the social aspects of working with board members, city officials and others.

Technical training about trees can come from attending conferences and workshops. Annual regional training conferences and a national conference sponsored by the International Society of Arboriculture (ISA) are excellent ways for lay people to join with professionals in learning more about trees. Obtaining a preparation manual and taking the ISA arborist certification exam is another way to gain a deeper understanding about the technical side of urban forestry. Conferences such as the Arbor Day Foundation's annual *Partners in Community Forestry National Conference* provide the best way to learn about the social dimension of urban forestry. Current information is always available at [arborday.org](http://arborday.org).

Past issues of Tree City USA bulletins delve into both spheres of knowledge. A binder with all issues can be an especially good reference and can be shared among board members. Reprints of each issue are also available at nominal cost. A particularly helpful issue is Bulletin No. 36, *How to Work with Volunteers – Effectively*.

Another way to benefit tree board members is to periodically schedule a guest speaker at tree board meetings. This can be someone from a city department to help better understand the perspective of engineers and planners, or it might be a professor from a local university to discuss some aspect of tree biology. Master Gardeners, nursery operators and many others can be a source of excellent local speakers.

For more information about sources that can help grow a great tree board, please visit [arborday.org/bulletins](http://arborday.org/bulletins) and click on Bulletin No. 54.



James R. Fazio

Whether indoors at a regular meeting or outside at a special meeting, inviting a local expert to share his or her knowledge and perspectives is a good way to increase the effectiveness of a tree board.

Tree City USA Bulletin © 2010 Arbor Day Foundation. John E. Rosenow, publisher; James R. Fazio, editor; Kerry Wilken, graphic designer.



## Tree City USA Bulletin ORDER FORM

Name \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_

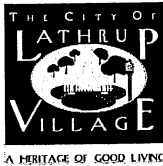
- |                                                     |                       |
|-----------------------------------------------------|-----------------------|
|                                                     | 1 Issue<br>\$3.00 ea. |
| 1. How to Prune Young Shade Trees                   | 1. \$ _____           |
| 2. When a Storm Strikes                             | 2. _____              |
| 3. Resolving Tree-Sidewalk Conflicts                | 3. _____              |
| 4. The Right Tree for the Right Place               | 4. _____              |
| 5. Living With Urban Soils                          | 5. _____              |
| 6. How to Hire an Arborist                          | 6. _____              |
| 7. How to Save Trees During Construction            | 7. _____              |
| 8. Don't Top Trees!                                 | 8. _____              |
| 9. Writing a Municipal Tree Ordinance               | 9. _____              |
| 10. Plant Trees for America!                        | 10. _____             |
| 11. How to Prevent Tree/Sign Conflicts              | 11. _____             |
| 12. What City Foresters Do                          | 12. _____             |
| 13. Trees for Wildlife                              | 13. _____             |
| 14. How to Kill a Tree                              | 14. _____             |
| 15. How to Recognize/Prevent Hazard Trees           | 15. _____             |
| 16. How to Recycle Shade Tree Materials             | 16. _____             |
| 17. How to Landscape to Save Water                  | 17. _____             |
| 18. Tree City USA Growth Award                      | 18. _____             |
| 19. How to Select and Plant a Tree                  | 19. _____             |
| 20. A Systematic Approach to Building with Trees    | 20. _____             |
| 21. How Trees Can Save Energy                       | 21. _____             |
| 22. Tree City USA: Foundation for Better Mgt.       | 22. _____             |
| 23. How to Conduct a Street Tree Inventory          | 23. _____             |
| 24. Trees and Parking Lots                          | 24. _____             |
| 25. Tree Line USA                                   | 25. _____             |
| 26. Understanding Landscape Cultivars               | 26. _____             |
| 27. How to Manage Community Natural Areas           | 27. _____             |
| 28. Placing a Value on Trees                        | 28. _____             |
| 29. How to Plan for Management                      | 29. _____             |
| 30. Ten Tree Myths to Think About                   | 30. _____             |
| 31. Tree Protection Ordinances                      | 31. _____             |
| 32. Let's Stop Salt Damage                          | 32. _____             |
| 33. How to Interpret Trees                          | 33. _____             |
| 34. How to Fund Community Forestry                  | 34. _____             |
| 35. Protect Trees During Underground Work           | 35. _____             |
| 36. How to Work with Volunteers Effectively         | 36. _____             |
| 37. Plant Health Care                               | 37. _____             |
| 38. The Way Trees Work                              | 38. _____             |
| 39. Putting Trees to Work                           | 39. _____             |
| 40. Trees in the Riparian Zone                      | 40. _____             |
| 41. Reduce Wildfire Risk                            | 41. _____             |
| 42. Working With Children                           | 42. _____             |
| 43. Selling Tree Programs                           | 43. _____             |
| 44. What Ails Your Tree?                            | 44. _____             |
| 45. Trees For Better Streets                        | 45. _____             |
| 46. Data to Advocacy                                | 46. _____             |
| 47. How to Bring 'Nature Explore' to Your Community | 47. _____             |
| 48. Teamwork Strengthens Community Forestry         | 48. _____             |
| 49. Trees and the Law                               | 49. _____             |
| 50. Tree Campus USA                                 | 50. _____             |
| 51. Trees and Safety                                | 51. _____             |
| 52. Making Good Use of Small Spaces                 | 52. _____             |
| 53. What Tree is That – and Why?                    | 53. _____             |
| 54. How to Grow a Great Tree Board                  | 54. _____             |
| —Tree City USA Annual Report                        | _____                 |

TOTALS: \$ \_\_\_\_\_

**Annual Friends of Tree City USA**  
**Membership** .....\$15.00 \$ \_\_\_\_\_  
**Tree City USA Bulletin 3-Ring Binder**.....\$ 5.00 \$ \_\_\_\_\_  
**Complete Bulletin Set, in binders**.....\$99.00 \$ \_\_\_\_\_  
**TOTAL PAYMENT: \$** \_\_\_\_\_

Order Tree City USA Bulletins online at [arborday.org](http://arborday.org) or send this form and mail with your payment to:  
**Arbor Day Foundation, 211 N. 12th St., Lincoln, NE 68508**  
**888/448-7337**

(Make checks payable to Arbor Day Foundation)



# City of Lathrup Village

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

## APPLICATION FOR COMMITTEES, COMMISSIONS & BOARDS

Date of Application: 1/11/2024

Please check the committee for which you are applying:

- |                                                               |                                                                   |
|---------------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Board of Review                      | <input type="checkbox"/> Historic District Commission             |
| <input type="checkbox"/> Building Authority                   | <input type="checkbox"/> Tree Committee                           |
| <input type="checkbox"/> Downtown Development Authority (DDA) | <input type="checkbox"/> Marijuana Study Group                    |
| <input type="checkbox"/> DDA – Economic Vitality Committee    | <input type="checkbox"/> Planning Commission                      |
| <input type="checkbox"/> DDA – Promotions Committee           | <input checked="" type="checkbox"/> Recreation Advisory Committee |
| <input type="checkbox"/> DDA – Design Committee               | <input type="checkbox"/> Other: _____                             |

Name: Christina Schindler			
Street Address: 18536 Bungalow Dr	City: Lathrup Village	State: MI	Zip: 48076
Home Phone: 805-585-0307		Alt. Phone:	
Email: cschindler10@yahoo.com			
Are you at least 18 years of age? Check one: Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Are you a registered voter in Lathrup Village? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Have you been a resident of Lathrup Village for over 1 year? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	

Please list below any relevant information regarding your past or present employment experience, memberships, or personal experiences as they relate to your being qualified for the item(s) checked above.

I assisted in organizing two successful community events in 2023:  
Trivia Night  
Community and Candy in the Park

Please list below any other relevant information that clearly states your qualifications for serving on the committees or boards checked above.

I also volunteered for other community activities such as The LVMF and the Garden Tour

Christina Schindler  
Applicant Signature

1/11/2024  
Date

Return signed & completed application to:  
CityClerk@LathrupVillage.org or  
Lathrup Village City Clerk, 27400 Southfield Road, Lathrup Village, MI 48076



# City of Lathrup Village

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

## APPLICATION FOR COMMITTEES, COMMISSIONS & BOARDS

Date of Application: 1/10/2024

Please check the committee for which you are applying:

- |                                                               |                                                                   |
|---------------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Board of Review                      | <input type="checkbox"/> Historic District Commission             |
| <input type="checkbox"/> Building Authority                   | <input type="checkbox"/> Tree Committee                           |
| <input type="checkbox"/> Downtown Development Authority (DDA) | <input type="checkbox"/> Marijuana Study Group                    |
| <input type="checkbox"/> DDA – Economic Vitality Committee    | <input type="checkbox"/> Planning Commission                      |
| <input type="checkbox"/> DDA – Promotions Committee           | <input checked="" type="checkbox"/> Recreation Advisory Committee |
| <input type="checkbox"/> DDA – Design Committee               | <input type="checkbox"/> Other: _____                             |

Name: Elaine Mantinan			
Street Address: 18151 Wiltshire Blvd	City: Lathrup Village	State: MI	Zip: 48076
Home Phone: 586-873-5116		Alt. Phone:	
Email: elainemantinan@gmail.com			
Are you at least 18 years of age? Check one: Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Are you a registered voter in Lathrup Village? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Have you been a resident of Lathrup Village for over 1 year? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	

Please list below any relevant information regarding your past or present employment experience, memberships, or personal experiences as they relate to your being qualified for the item(s) checked above.

I have been a resident of Lathrup Village for over 10 years and have attended and volunteered at countless city events. I was a previous member of the RAC (June 2019-2022). While I was on the committee, I supported city events by helping with planning, creating promotional materials, and volunteering at the events. I ran a weekly preschool playdate until Covid and ran a very successful trivia night in early 2020.

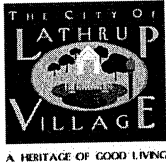
Please list below any other relevant information that clearly states your qualifications for serving on the committees or boards checked above.

I am comfortable with using technology to plan and promote events. I have experience with grant writing and finding inexpensive ways to make improvements to the community and to our parks. I'm passionate about making Lathrup Village a better place.

Applicant Signature

1/10/2024  
Date

Return signed & completed application to:  
[CityClerk@LathrupVillage.org](mailto:CityClerk@LathrupVillage.org) or  
Lathrup Village City Clerk, 27400 Southfield Road, Lathrup Village, MI 48076



# City of Lathrup Village

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

## APPLICATION FOR COMMITTEES, COMMISSIONS & BOARDS

Date of Application: 1/16/24

Please check the committee for which you are applying:

- |                                                               |                                                                   |
|---------------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Board of Review                      | <input type="checkbox"/> Historic District Commission             |
| <input type="checkbox"/> Building Authority                   | <input type="checkbox"/> Tree Committee                           |
| <input type="checkbox"/> Downtown Development Authority (DDA) | <input type="checkbox"/> Marijuana Study Group                    |
| <input type="checkbox"/> DDA – Economic Vitality Committee    | <input type="checkbox"/> Planning Commission                      |
| <input type="checkbox"/> DDA – Promotions Committee           | <input checked="" type="checkbox"/> Recreation Advisory Committee |
| <input type="checkbox"/> DDA – Design Committee               | <input type="checkbox"/> Other: _____                             |

Name: Nicole Lowry			
Street Address: 18853 San Diego Blvd	City: Lathrup Village	State: MI	Zip: 48076
Home Phone:		Alt. Phone: 586-381-0217	
Email: oohlwd97@aol.com			
Are you at least 18 years of age? Check one: Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Are you a registered voter in Lathrup Village? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Have you been a resident of Lathrup Village for over 1 year? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	

Please list below any relevant information regarding your past or present employment experience, memberships, or personal experiences as they relate to your being qualified for the item(s) checked above.

Worked previously as an event planner for the DMCVB, currently work in education, have volunteered and attended city events that have diminished and would like to see those return

Please list below any other relevant information that clearly states your qualifications for serving on the committees or boards checked above.

As a family in the Village I have a vested interest in recreation events and parks in the city.

Nicole Lowry  
Applicant Signature

1/16/24  
Date

Return signed & completed application to:  
[CityClerk@LathrupVillage.org](mailto:CityClerk@LathrupVillage.org) or  
Lathrup Village City Clerk, 27400 Southfield Road, Lathrup Village, MI 48076

**Sec. 62-125. - Duty to remove snow from adjacent sidewalks.**

The occupant of every lot or premises adjoining any street, or the owner of such lot or premises, if the same are not occupied, or the agent of such occupant or owner having charge of the lot, building or other premises adjacent to or abutting upon said sidewalk, shall remove snow or cause the same to be removed within the periods of time herein limited, to-wit: When snow shall cease to fall during the daylight hours, such snow shall be cleared from the sidewalks within 12 hours after such cessation. When a fall of snow shall have ceased during the nighttime, it shall be cleared from the sidewalks by 6:00 p.m. of the following day.

**Sec. 62-126. - Duty to remove ice from adjacent sidewalks.**

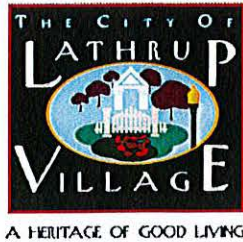
When any ice shall form on any sidewalk, the occupant of every lot or premises adjoining any street, or the owner of such lot or premises, if the same are not occupied, or the agent of such occupant or owner having charge of the lot, building or other premises adjacent to and abutting upon said sidewalk, shall, if practical, immediately remove said ice, or cause the same to be removed; provided, that when immediate removal is impractical, the said owner, occupant or agent shall immediately cause sand or other material approved by the department of public works to be placed upon said ice in such a manner and in such quantities as to prevent the sidewalk from being slippery and dangerous to pedestrians and the ice shall be removed at the earliest possible time thereafter.

**Sec. 62-127. - Use of snow removal equipment.**

No person shall use any mechanically driven vehicle for the removal of snow from sidewalks or other pedestrian easements in the city which will, by virtue of its use for such purpose, damage or tend to damage any sidewalk or improved easement in the city. The use of mechanically driven vehicles for such purpose shall be lawful only where such mechanically driven vehicles due not cause damage as prohibited in this section.

**Sec. 62-128. - Failure to clear; damage; abatement; lien.**

It shall be a violation of this Code for any owner or occupant to fail or neglect to clear ice or snow from the sidewalk as required by sections [62-125](#) and [62-126](#). It shall also be unlawful for any person who causes damage to the sidewalks in violation of [section 62-127](#). Such conduct shall be deemed a municipal civil infraction and shall also be deemed to constitute the creation or maintenance of a public nuisance under chapter 1, subsection [1-7\(f\)](#) of this Code of Ordinances. In addition, the director of public works may cause the same to be cleared and the expense of removal shall become a debt to the city from the occupant or owner of such premises and shall be collected as any other debt to the city and also in accordance with article III of [chapter 58](#), or other applicable ordinances.



# INFRASTRUCTURE STUDY GROUP

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

## SERVICE LINE MATERIAL IDENTIFICATION RECOMMENDATION TO CITY COUNCIL

SEPTEMBER 26, 2022

### 2022 Water Service Line Identification Recommendation:

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

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

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



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

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

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

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

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

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

### **RECOMMENDATION:**

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

#### Track 1: Increasing the self-test compliance rate

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

#### Track 2: Secure a Contractor for In-home Testing

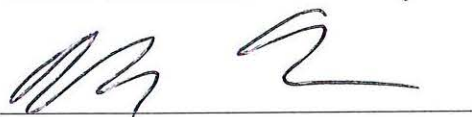
While it would be ideal for all residents and business owners to do a self-test, the reality is that this simply will not happen. In fact, getting over half the residents to do the self-test would be an accomplishment. Given this realization, the use of a contractor to identify the material in the remaining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

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

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

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

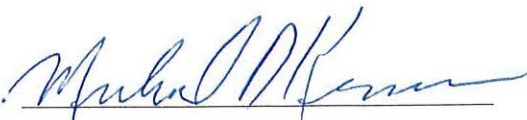
This recommendation is made by the following voting members of the Infrastructure Committee:



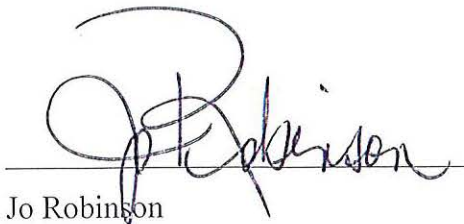
Bruce Kantor, Committee Chair  
Mayor Pro Tem



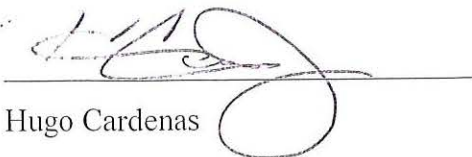
Michael Griffin



Mike Keenan



Jo Robinson



Hugo Cardenas