



City Council Regular Meeting Agenda

Monday, October 18, 2021 at 7:30 PM
Remote Meeting via Zoom

ZOOM REMOTE MEETING INFORMATION

Webinar ID: 546 088 3579

Password: LV2021

CLICK HERE: <https://us06web.zoom.us/j/5460883579?pwd=ejVINGVVS0ZKZU83Q1FTTjRNdDlxQT09>

Telephone: 646.558.8656 or 312.626.6799

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

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

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Presentations**
5. **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.](#)

Study Session Minutes - September 27, 2021

[B.](#) Regular City Council Meeting Minutes - September 27, 2021

[C.](#) Study Session Minutes - October 4, 2021

6. **Disbursement Report**

SEPTEMBER DISBURSEMENTS W/ SALARY INCLUDED			
FUND 101	GENERAL FUND	\$	344,832.30
FUND 202	MAJOR ROADS	\$	42,706.87
FUND 203	LOCAL ROADS	\$	40,566.86
FUND 258	CAPITAL FUND	\$	2,246.25
FUND 494	DOWNTOWN DEV. AUTH	\$	24,269.24
FUND 592	WATER & SEW	\$	118,974.07
TOTAL DISBURSEMENTS		\$	573,595.59

A.

7. Department Reports

A. CED October Department Report

B. Election Updates

C. Code Enforcement - September 2021 Report

D. September 2021 Police Department Reports

E. Building Official - Month End Report Sept. 2021

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

11. Public Hearings

12. Action Requests - For Consideration / Approval

A. Consideration Resolutions on Cannabis - Scoring, Application Process

B. Resolution Establishing Cannabis application and scoring criteria

C. Resolution Establishing Cannabis application period

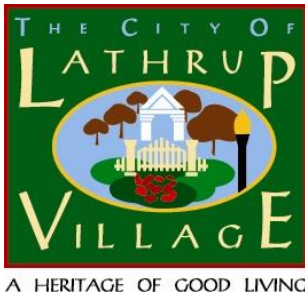
D. Staff Reorganization - Creation of Director, Building Department Position

E. Motion to Elect Members to the MML Liability & Property Pool Board of Directors

F. Close City Hall Offices on Election Day - Tuesday, November 2, 2021

G. Close City Hall Offices on Friday, December 17, 2021 from 12noon to 4:30pm – Employee Appreciation and Holiday Celebration

13. **City Administrator Report**
14. **City Attorney Report**
15. **Reports of Boards, Commissions, and Committees**
16. **Unfinished / New Business**
17. **Public Comment**
18. **Mayor and Council Comments**
19. **Adjourn**



City Council Study Session **DRAFT** Minutes

Monday, September 27, 2021 at 6:00 PM
Remote Meeting via Zoom

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

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

Meeting was called to order by Mayor Garrett at 6:02 p.m.

Present: Mayor Mykale Garrett and Mayor Pro Tem Kantor

Council members present: Ian Ferguson, Dawn Medley and Saleem Siddiqi

All City Council members announced that they are in Lathrup Village, Michigan – Oakland County. Council member Medley located in Old Field, NY- Suffolk County.

Present: City Administrator, Dr. Sheryl L. Mitchell Theriot, City Administrator/Treasurer, Pamela Bratschi, City Attorney, Scott Baker, Police Chief, Scott McKee, Director, Community and Economic Development/DDA, Susie Stec, Government Services, Kelda London and City Clerk, Yvette Talley

Also Present: Jill Bahm and Scott Ringler – Giffels Webster

2. Wildlife Management – David Shaeffer – Southfield Wildlife Advisory Commission

Mr. Shaffer stated this is a grassroots effort to seek input from residents and other stakeholders and working collaboratively with individuals of all points of view regarding wildlife-deer & coyotes. Wildlife Advisory Commission Action items: gather information, research signage/road hazards, conduct preliminary resident survey, short & long- term recommendations to the Southfield City Council, looked at neighboring communities and what other communities have done throughout the state. Looking to address the matter with city, county and state for a regional approach. Discussion – Goal is to reduce deer populations when deemed necessary. Population control- sterilization/birth control-cost \$500 to \$1,500 per deer, sharp shooters- use of trained local police officers this task is less expensive, local archers- recreational opportunities, meat donated and affordable.

CITY OF LATHRUP VILLAGE CITY COUNCIL STUDY SESSION SEPTEMBER 27, 2021

Discussion of car accidents and DPW resources to retrieve and dispose of dead wildlife. There is growing coyote population which causing concern. Coyote management – publication education, feeding bans, remove individual animals, trapping/sharshooters.

B. Cannabis Ordinance – Discussion of the survey by Susie Stec stated- this will link community benefits with the Capital Improvements plan. Also this will give community feedback on projects that they'd like to happen within 1-6 years. Discussion of the survey questions.

Acknowledge letter from Mr. Roberts

Discussion – Cannabis application scoring, process and resolution – Scott Baker- discussion of scoring for areas that are underdeveloped.

C. Status report – Phase II Storm – IDEP Report- Dr. Sheryl Mitchell Theriot gave an overview and answered specific questions.

DDA & Special Projects Manager – expanded job duties- Susie Stec gave an overview and answered specific questions. Cori Dahl will take on community/events that was done by the recreation director. Downtown Development Authority will cover 90% of her salary and the city will cover 10%. At this time, there is no intention to fill the recreation director position but will revisit next year if there is more participation by residents in programs.

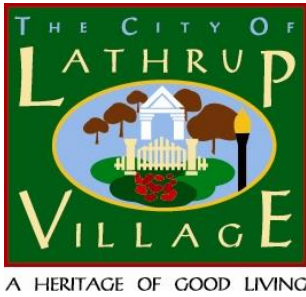
Public Comments – None

Meeting was adjourned at 7:00 p.m.

PREPARED & SUBMITTED BY

YVETTE TALLEY

City Clerk



City Council Regular Meeting

DRAFT Minutes

Monday, September 27, 2021 at 7:00 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 for videoconference and public access.

1. Call to Order by Mayor Garrett at 7:02 p.m. *(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

Mayor Mykale Garrett and Mayor Pro Tem Bruce Kantor

Council members: Ian Ferguson, Dawn Medley and Saleem Siddiqi

Present: City Administrator, Dr. Sheryl L. Mitchell Theriot, Assist. City Administrator/Treasurer, Pamela Bratschi, City Attorney, Scott Baker, Police Chief, Scott McKee, Director, Community and Economic Development/DDA, Susie Stec, Government Services, Kelda London and City Clerk, Yvette Talley

All present are in Lathrup Village, MI – Oakland County. Council member Dawn Medley is located in Old Field, NY-Suffolk County.

3. Pledge of Allegiance

4. Approval of Agenda

Motion by Mayor Pro Tem Kantor, seconded by Council member Siddiqi to approve the Agenda.

Yes: Ferguson, Garrett, Kantor, Medley, Siddiqi

No: None

Motion carried.

5. Presentations

A. Proclamation - Constitution Week

LATHRUP VILLAGE CITY COUNCIL MEETING SEPTEMBER 27, 2021

Diane Anderson -September 17-23 is Constitution Week - Daughters of American Revolution – they promote the understanding of the constitution.

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. Minutes - Council Special Meeting July 12, 2021

Motion by Mayor Pro Tem Kantor, seconded by Council member Medley to approve the minutes of the Special meeting of July 12, 2021.

Ayes: Ferguson, Garrett, Kantor, Medley, Siddiqi

No: None

Motion carried.

B. Minutes - City Council Study Session - July 26, 2021

Motion by Mayor Pro Tem Kantor, seconded by Council member Medley to approve the minutes of the Study Session of July 26, 2021.

Ayes: Ferguson, Garrett, Kantor, Medley, Siddiqi

No: None

Motion carried.

C. Minutes - City Council Regular Meeting - July 26, 2021

Motion by Mayor Pro Tem Kantor, seconded by Council member Medley to approve the minutes of the Regular meeting of July 26, 2021.

Ayes: Ferguson, Garrett, Kantor, Medley, Siddiqi

No: None

Motion carried.

D. Minutes - City Council Study Session - August 16, 2021

Motion by Mayor Pro Tem Kantor, seconded by Council member Medley to approve the minutes of the Regular meeting of August 16, 2021.

Ayes: Ferguson, Garrett, Kantor, Medley, Siddiqi

LATHRUP VILLAGE CITY COUNCIL MEETING SEPTEMBER 27, 2021

No: None

Motion carried.

E. Minutes - City Council Regular Meeting - August 16, 2021

Motion by Mayor Pro Tem Kantor, seconded by Council member Medley to approve the minutes of the Regular meeting of August 16, 2021.

Ayes: Ferguson, Garrett, Kantor, Medley, Siddiqi

No: None

Motion carried.

F. Minutes - City Council Special Meeting - August 23, 2021

Motion by Mayor Pro Tem Kantor, seconded by Council member Medley to approve the Special meeting minutes of August 23, 2021.

Ayes: Ferguson, Garrett, Kantor, Medley, Siddiqi

No: None

Motion carried.

G. Minutes - City Council Study Session - September 13, 2021

Motion by Mayor Pro Tem Kantor, seconded by Council member Medley to approve the Study Session minutes of September 13, 2021.

Ayes: Ferguson, Garrett, Kantor, Medley, Siddiqi

No: None

Motion carried.

7. Disbursement Report

A. July 2021 Disbursement Report

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson to approve the July 2021 Disbursement Report.

Ayes: Ferguson, Garrett, Kantor, Medley, Siddiqi

No: None

LATHRUP VILLAGE CITY COUNCIL MEETING SEPTEMBER 27, 2021

Motion carried.

B. August 2021 Disbursement Report

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson to approve the August 2021 Disbursement Report.

Ayes: Ferguson, Garrett, Kantor, Medley, Siddiqi

No: None

Motion carried.

8. Department Reports

A. Permit & Enforcement Reports

B. August 2021 Department reports

C. Building Official Reports

D. Community & Economic Development Dept Report

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson to accept the Departmental reports.

Ayes: Ferguson, Garrett, Kantor, Medley, Siddiqi

No: None

Motion carried.

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

None

10. Public Hearings - None

11. Action Requests - For Consideration / Approval

A. RFP Realtor Contract – House in the Woods Property

Dr. Sheryl Mitchell Theriot gave an overview and answered specific questions. This is the RFP the the House in the Woods property. Council request to re-issue the RFQ for the realtor services.

LATHRUP VILLAGE CITY COUNCIL MEETING SEPTEMBER 27, 2021

Motion by Council member Siddiqi, seconded by Mayor Pro Kantor to approve the issuance of the RFP for Real Estate Services for the property at 19600 Forest Drive, Lathrup Village, MI 48076, aka the House in the Woods Property.

Ayes: Ferguson, Garrett, Kantor, Medley, Siddiqi

No: None

Motion carried.

Mayor and Council Comments

B. DDA & Special Projects Manager Duties

Dr. Sheryl Mitchell Theriot - gave an overview and answered specific questions. Due to the resignation of the recreation coordinator, there will be a redistribution of duties with existing staff and City of Southfield. This will expand the role of Cori Dahl, DDA & Special Projects Manager. Cost share agreement with DDA 90% city portion 10%.

Motion by Council member Ferguson, seconded by Mayor Pro Tem Kantor to approve the expanded role for the DDA & Special Projects Manager and Cost Share Agreement with the DDA.

Ayes: Garrett, Kantor, Medley, Siddiqi

No: Ferguson

Motion carried.

12. City Administrator Report

Thanked Senator Jeremy Moss and Representative Kyra Bolden for making funds available for the storm water program \$300,000 which will allow televising the stormwater system.

Met with MDOT representatives and identified 2 road markings that have deteriorated due to truck traffic. Led & copper program water service lines will be replaced by D'Angelo Brothers to replace the service line work will be done October 19 – 21.

Oakland County Resource Commissioners the sanitary district is now established which includes updates to the tank. Looking forward to moving forward with this project.

Angie Brunke, election specialist working part-time. Absent voter applications and ballots have been mailed.

LATHRUP VILLAGE CITY COUNCIL MEETING SEPTEMBER 27, 2021

13. City Attorney Report

No comments

14. Reports of Boards, Commissions, and Committees

Discussion of Election Commission minutes. Candidate forum will be Saturday in the park 3P-5P

Mayor Pro Tem Kantor stated – will review the projects of this past summer and discuss the 2023 road projects selection process at a later date.

15. Unfinished / New Business

Council member Ferguson asked Attorney Baker for clarification on cannabis standards for the scoring matrix process. A question was asked relevant to the security plan and should it be part of scoring. Discussion of projects for watermain and pavement of roads for next year.

16. Public Comment

None

17. Mayor and Council Comments

Mayor Pro Tem Kantor explained that the cannabis ordinance which allows; one facility could potentially have medicinal and recreational licenses in one brick/mortar building. Other two licenses are for testing facilities – they will have no cash and no customers, they test only.

Mayor Garrett is concerned with speeding on major thoroughfares in the city. Chief McKee stated officers are posted at hot spots to enforce traffic enforcement. Discussion of speed bumps -vs- speed humps. Will come back with feed-back from Chief McKee and Scott Ringer on this matter.

Bike and BBQ event will be Saturday, October 9 at 11:00 a.m. sign up on Eventbrite- cost of BBQ \$5.

Bruce Kantor said garbage trucks are blocking traffic causing back-ups. Dr. Mitchell will have a discussion with Tringali regarding this. Would like for code enforcement to look at flooding ditches along with DPS. Residents are saying they get more home in Lathrup Village and not concerned with high taxes. Homes are selling in record time.

18. Adjourn

Motion by Council member Medley, seconded by Council member Ferguson to adjourn this meeting.

LATHRUP VILLAGE CITY COUNCIL MEETING SEPTEMBER 27, 2021

Yes: Ferguson, Garrett, Kantor, Medley, Siddiqi

No: None

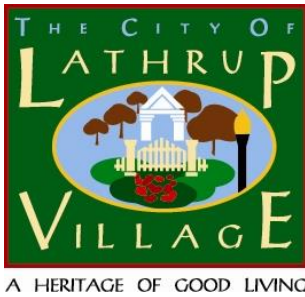
Motion carried.

Meeting adjourned at 8:05 p.m.

PREPARED & SUBMITTED BY

YVETTE TALLEY

City Clerk



City Council Study Session **DRAFT** Minutes

Monday, October 4, 2021 at 6:00 PM
Remote Meeting via Zoom

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Council members present: Ian Ferguson, Saleem Siddiqi

Council members: Saleem Siddiqi and Dawn Medley

All City Council members announced that they are in Lathrup Village, Michigan – Oakland County. Council member Medley located in Old Field, Suffolk County, NY.

Present: City Administrator, Dr. Sheryl L. Mitchell Theriot, City Administrator/Treasurer, Pamela Bratschi, City Attorney, Scott Baker, Police Chief, Scott McKee, Director, Community and Economic Development/DDA, Susie Stec, Government Services, Kelda London and City Clerk, Yvette Talley

Also Present: Jill Bahm and Scott Ringler – Giffels Webster, Alex Rucinski, RCOC

2. **Discussion Items**

- A. Speed Bumps & Traffic Controls – Red River/Morningside Circle Area**

Traffic speed throughout neighborhood streets Dr. Sheryl Mitchell Theriot stated there has been concern regarding speed on residential streets. Scott Ringler, stated speed humps -vs- speed bumps which would be better? Speed humps cost \$3,000-\$5,000 for each. They are a better transition surface. Reasons they are installed – resident driven petition where 75% of residents have to request Oakland County Road Commission to look into this.

Alex Rucinski, Traffic Engineer -RCOC stated he doesn't recommend speed bumps because they are damaging to equipment and jarring to drivers.

CITY OF LATHRUP VILLAGE CITY COUNCIL STUDY SESSION MEETING OCTOBER 4, 2021

Pro's- Speed Humps

Extremely durable and light weight

Can be used as a permanent and/or temporary solution

Won't crack or fade like asphalt and requires minimum

Molded tape has much longer lifespan than paint

Speed humps are designed to drive over safely at about 20 mph.

Speed humps are highly effective when used in a systematic approach. Community buy in is important. Most of the people speeding in the neighborhood are residents of that neighborhood. RCOG will do a road study, 2–3-day count of traffic speed.

Con's – Speed bumps

They are damaging to equipment and jarring to drivers.

A disruption of the movement of emergency vehicles

Undesirable increase in noise

Problem for snow removal

Pricy to install

Location- they will be installed in front of someone's home

Dr. Sheryl Mitchell Theriot will speak to other City Managers with similar situations and bring this back for discussion.

B. Tower Lease Agreement – American Tower – 19625 Sunnybrook

Discussion:

Dr. Sheryl Mitchell Theriot gave an overview and answered specific questions.

American Tower – T-Mobile merged with Sprint. The city owns the land and American Tower leases from the city. City Attorney Baker stated maintaining the land will be an asset to the city. They are offering a buy-out.

Option 1:

Escalation reduction from 25% to 10%

Reduce rent by \$200/month (negotiable to \$100/month)

\$1,500 cooperation bonus

Option 2:

Lease Buy-out \$825,000; comparable to:

- \$41,250/yr for 20 years

- \$27,500/yr for 30 years

- 60-year term easement

- No leases or carrier payments

- Minimizes risk

Regarding the Electronic Vehicles (EV), they are moving to the 5G network.

Council member Ferguson said long-term owning this tower will be a plus for the city. Council member Medley suggested that we ask experts at a non-profit or someone at the University to take a look at this matter. Council asked that someone from the Tower company come to

CITY OF LATHRUP VILLAGE CITY COUNCIL STUDY SESSION MEETING OCTOBER 4, 2021

the next City Council meeting. City Council directed City Administrator to ask for additional time to respond.

C. Cannabis Ordinances – Discussion

Susie Stec – Looking at scoring matrix criteria and continuing to update. Survey is on website, e-newsletter and thus far, there has been a good response.

Council member Medley – discussion relevant to parking criteria, point levels new building vs- an existing building. Specify more when it comes to point totals. Susie said it's possible there will be a point range. Points have not been finalized yet and it will be a cap on how many points can be earned in a category. Security plan would be better as a comprehensive plan and a deterrent strategy.

Attorney Baker stated he wanted to encourage applicants to think outside the box and award points for creativity.

Council member Ferguson – discussion of point system -building improvements, energy efficiency. Instead, give points to true energy efficiency such as electric vehicle charging, solar panel charging etc.

Mayor Pro Tem Kantor discussion – of scoring matrix - improvements within last 12 months and using a licensed surveyor.

Attorney Baker stated these are the next steps:

1. Complete the application & scoring matrix with resolution presented to Council
2. When will the city open the application period?

Council member Medley stated she would like a resolution to approve this process at the next City Council meeting. Open this process up on November 1, 2021.

Mayor Garrett stated she feels Council should take more time to go through the process.

3. Mayor and Council Comments

Mayor Pro Tem Kantor said – received a suggestion to reduce cut through traffic Sunnybrook, Cambridge, Meadowbrook where there is a lot of cut-through traffic, if the city would ask Road Commission to place proper curb in the area it will dramatically reduce the cut-through traffic.

Council member Ferguson said tree trimming companies have been leaving branches in culverts.

Dr. Sheryl Mitchell Theriot said there will be a Planning Commission meeting in October.

CITY OF LATHRUP VILLAGE CITY COUNCIL STUDY SESSION MEETING OCTOBER 4, 2021

Connect 225 Coffee & Conversation with Dr. Sheryl Mitchell Theriot at Panera Bread on Southfield Rd. Thursday, October 7th 8:00 a.m.-9:00 a.m.

4. Public Comments

Jason Hammond – stated the candidate forum was good.

Adjourned:

Meeting adjourned at 7:46 p.m.

PREPARED & SUBMITTED BY

YVETTE TALLEY

City Clerk

Memorandum

To: Mayor and City Council

From: Pamela Bratschi, Treasurer/Assistant City Administrator

Date: October 14, 2021

Re: Monthly Approval of Disbursements

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

MOTION:

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

SEPTEMBER DISBURSEMENTS W/ SALARY INCLUDED			
FUND 101	GENERAL FUND	\$	344,832.30
FUND 202	MAJOR ROADS	\$	42,706.87
FUND 203	LOCAL ROADS	\$	40,566.86
FUND 258	CAPITAL FUND	\$	2,246.25
FUND 494	DOWNTOWN DEV. AUTH	\$	24,269.24
FUND 592	WATER & SEW	\$	118,974.07
TOTAL DISBURSEMENTS		\$	573,595.59

CITY OF LATHRUP VILLAGE
Disbursement Report

Period covered 9/1/2021-9/15/2021

Gross Payroll:

Payroll Department	Amount	Personnel
Admin	\$17,249.78	Bratschi, London, Mitchell Talley, Thornhill, Simpson, Sweidan
DDA	\$5,748.08	Stec, Dahl, Sweidan
Bldg Mnt	\$0.00	
Police	\$34,405.50	Becker, Button, Carmack, Gijbers, Huston, Hutson, Knoll,Lask,Lawrence, McKee, Roberts, Tackett, Zang
DPS	\$0.00	
Water	\$473.39	Mitchell
Recreation	\$2,459.13	Clough

Total Gross \$60,335.88

Deductions \$22,457.34

Net Payroll \$37,878.54

* Fund Totals Include Gross Payroll

General Fund	\$54,114.41
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	\$5,748.08
Water & Sewer Fund	\$473.39
Total	\$60,335.88

CITY OF LATHRUP VILLAGE
Disbursement Report

Period covered 9/16/2021-9/30/2021

Gross Payroll:

Payroll Department	Amount	Personnel
Admin	\$17,249.78	Bratschi, London, Mitchell Talley, Thornhill, Simpson, Sweidan
DDA	\$5,439.08	Stec, Dahl, Sweidan
Bldg Mnt	\$0.00	
Police	\$32,181.53	Becker, Button, Carmack, Gijbers, Huston, Hutson, Knoll,Lask,Lawrence, Mckee, Roberts, Tackett, Zang
DPS	\$0.00	
Water	\$473.39	Mitchell
Recreation	\$0.00	

Total Gross \$55,343.78

Deductions \$20,592.87

Net Payroll \$34,750.91

* Fund Totals Include Gross Payroll

General Fund	\$290,717.89
Major Road Fund	\$42,706.87
Local Road Fund	\$40,566.86
Capital Acquisition Fund	\$2,246.25
Debt Service Fund SDS Bonds	\$0.00
Downtown Development Authority	\$18,521.16
Water & Sewer Fund	\$118,500.68
Total	\$513,259.71



LAW OFFICE

BAKER & ELOWSKY, PLLC

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NOVI, MICHIGAN 48375

Phone: (248) 230-4103 Fax: (248) 929-0835

www.bakerelowsky.com

SCOTT R. BAKER
JENNIFER H. ELOWSKY

sbaker@bakerelowsky.com

Of Counsel

LEANN K. KIMBERLIN

MATTHEW C. QUINN

August 25, 2021

Via Email

Sheryl Mitchell, DBA, MSA
City Administrator
City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076

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

Re: Legal Department Billing for July 1 through July 31, 2021

Dear Dr. Mitchell and Ms. Bratschi:

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

1. General Retainer	\$2,500.00
2. Special Legal Services	\$3,932.50
3. Downtown Development Authority	\$
4. Project Reimbursement	\$
5. Prosecution/Code Enforcement	<u>\$1,560.00</u>
	\$7,992.50

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

Very truly yours,

BAKER & ELOWSKY, PLLC

Scott R. Baker

Enclosures



LAW OFFICE

BAKER & ELOWSKY, PLLC

41850 WEST ELEVEN MILE ROAD, SUITE 207
 NOVI, MICHIGAN 48375
 Phone: (248) 230-4103 Fax: (248) 929-0835
www.bakerelowsky.com

August 25, 2021

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

Invoice Number: 1151

Invoice Period: 07-01-2021 - 07-31-2021

RE: General Retainer**Time Details**

Date	Professional	Description	Hours	Amount
07-01-2021	SRB	Review correspondence from Admin re: July meeting agenda items	0.25	No Charge
07-01-2021	SRB	Review correspondence from Admin re: soil erosion permits	0.25	No Charge
07-01-2021	SRB	Review correspondence from S. Stec re: BP bond letter	0.25	No Charge
07-01-2021	SRB	Review correspondence from S. Stec re: BP bond letter	0.25	No Charge
07-01-2021	SRB	Review correspondence from S. Stec re: 27236 Southfield Road	0.25	No Charge
07-06-2021	SRB	Review correspondence from Admin re: Council vacancy	0.25	No Charge
07-06-2021	SRB	Review correspondence from Admin re: July 12 meeting agenda	0.25	No Charge
07-06-2021	SRB	Review correspondence from Admin re: CIP update	0.25	No Charge
07-06-2021	SRB	Review correspondence from Clerk re: charter amendments	0.25	No Charge
07-08-2021	SRB	Review correspondence from Admin re: Council vacancy	0.25	No Charge
07-08-2021	SRB	Review correspondence from Admin re: draft agenda	0.25	No Charge
07-08-2021	SRB	Review correspondence from S. Stec re: 27236 Southfield Road	0.25	No Charge
07-09-2021	SRB	Review correspondence from S. Stec re: SAD resolution	0.25	No Charge

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

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Date	Professional	Description	Hours	Amount	Item 6A.
07-09-2021	SRB	Review correspondence from K. London re public hearing notice	0.25	No Charge	
07-09-2021	SRB	Review correspondence from Mayor re draft agenda	0.25	No Charge	
07-09-2021	SRB	Review correspondence from Admin re: SAD notice of public hearing	0.25	No Charge	
07-09-2021	SRB	Review correspondence from Admin re: SAD notice of public hearing	0.25	No Charge	
07-09-2021	SRB	Review correspondence from Admin re: public comment received	0.25	No Charge	
07-09-2021	SRB	Review correspondence from Admin re: public comment received	0.25	No Charge	
07-09-2021	SRB	Review correspondence from Admin re: public comment received	0.25	No Charge	
07-09-2021	SRB	Review correspondence from Clerk re: Cambridge SAD	0.25	No Charge	
07-09-2021	SRB	Review correspondence from Mayor Pro-tem Re: draft agenda	0.25	No Charge	
07-09-2021	SRB	Review correspondence from Admin re: CIP updates	0.25	No Charge	
07-10-2021	SRB	Review correspondence from Admin re: special meeting agenda	0.25	No Charge	
07-10-2021	SRB	Review correspondence from Admin re: cannabis information	0.25	No Charge	
07-10-2021	SRB	Review correspondence from Admin re: cannabis public notice	0.25	No Charge	
07-10-2021	SRB	Review correspondence from Admin re: public comment received	0.25	No Charge	
07-10-2021	SRB	Review correspondence from Admin re: Special assessment resolution	0.25	No Charge	
07-10-2021	SRB	Review correspondence from Admin re: agenda documents	0.25	No Charge	
07-11-2021	SRB	Review correspondence from Admin re: 27208 Southfield Road public comment	0.25	No Charge	
07-12-2021	SRB	Review correspondence from Admin re: contract amendments	0.25	No Charge	
07-12-2021	SRB	Review correspondence from Admin re: gun violence roundtable	0.25	No Charge	
07-12-2021	SRB	Review correspondence from Admin re: JMC property	0.25	No Charge	
07-12-2021	SRB	Review correspondence from Admin re: resident correspondence	0.25	No Charge	
07-12-2021	SRB	Review correspondence from Admin re: Precision MRI	0.25	No Charge	
07-12-2021	SRB	Review correspondence from Admin re: SAD publication	0.25	No Charge	
07-12-2021	SRB	Review correspondence from Mayor Pro-tem Re: 7/12 agenda	0.25	No Charge	

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

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Date	Professional	Description	Hours	Amount	Item 6A.
07-12-2021	SRB	Review correspondence from S. Stec re: cannabis ordinance	0.25	No Charge	
07-13-2021	SRB	Review correspondence from S. Stec re: SAD correspondence	0.25	No Charge	
07-14-2021	SRB	Review correspondence from S. Stec re: cannabis petition	0.25	No Charge	
07-14-2021	SRB	Review correspondence from Mayor Pro-Tem re: Cannabis petition	0.25	No Charge	
07-14-2021	SRB	Draft correspondence to Treasurer re: audit letter/ pending litigation, tribunal matters	0.25	No Charge	
07-14-2021	SRB	Review correspondence from Admin re: Public comment	0.25	No Charge	
07-14-2021	SRB	Review correspondence from Admin re: Public comment	0.25	No Charge	
07-14-2021	SRB	Review correspondence from Admin re: Public comment	0.25	No Charge	
07-14-2021	SRB	Review correspondence from Admin re: Budget information	0.25	No Charge	
07-14-2021	SRB	Review correspondence from Admin re: JMC correspondence	0.25	No Charge	
07-14-2021	SRB	Review correspondence from Admin re: 28820 Southfield	0.25	No Charge	
07-14-2021	SRB	Review correspondence from Admin re: cannabis petition	0.25	No Charge	
07-14-2021	SRB	Review correspondence from Admin re: Officer Upshaw	0.25	No Charge	
07-14-2021	SRB	Review correspondence from Admin re: Cannabis petition	0.25	No Charge	
07-15-2021	SRB	Review correspondence from Admin re: 28820 Southfield	0.25	No Charge	
07-15-2021	SRB	Review correspondence from Admin re: JMC properties	0.25	No Charge	
07-16-2021	SRB	Review correspondence from Admin re: JMC properties	0.25	No Charge	
07-16-2021	SRB	Review correspondence from S. Stec re: Planning Commission meeting	0.25	No Charge	
07-17-2021	SRB	Review correspondence from Mayor Pro-Tem re: Cannabis resolutions	0.25	No Charge	
07-17-2021	SRB	Review correspondence from Admin re: Planning Commission meeting	0.25	No Charge	
07-17-2021	SRB	Review correspondence from Admin re: Cannabis resolutions	0.25	No Charge	
07-19-2021	SRB	Review correspondence from Admin re: Public comment received	0.25	No Charge	
07-19-2021	SRB	Review correspondence from Admin re: Public comment received	0.25	No Charge	

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Date	Professional	Description	Hours	Amount	Item 6A.
07-19-2021	SRB	Review correspondence from Admin re: cannabis resolutions	0.25	No Charge	
07-19-2021	SRB	Review correspondence from Admin re: Precise MRI	0.25	No Charge	
07-19-2021	SRB	Review correspondence from Admin re: public comment submitted	0.25	No Charge	
07-19-2021	SRB	Review correspondence from Admin re: public comment submitted	0.25	No Charge	
07-19-2021	SRB	Review correspondence from Admin re: cannabis resolutions	0.25	No Charge	
07-19-2021	SRB	Review correspondence from Admin re: council updates	0.25	No Charge	
07-19-2021	SRB	Review correspondence from Admin re: planning commission agenda	0.25	No Charge	
07-19-2021	SRB	Review correspondence from Clerk re: Public comment received	0.25	No Charge	
07-19-2021	SRB	Review correspondence from Clerk re: Public comment received	0.25	No Charge	
07-19-2021	SRB	Review correspondence from K. London re initiative petition	0.25	No Charge	
07-19-2021	SRB	Review correspondence from Mayor Pro-Tem re cannabis resolutions	0.25	No Charge	
07-19-2021	SRB	Review correspondence from Clerk re Planning Commission minutes	0.25	No Charge	
07-19-2021	SRB	Review correspondence from S. Stec re: Planning Commission meeting agenda	0.25	No Charge	
07-19-2021	SRB	Review correspondence from S. Stec re: Planning Commission meeting agenda	0.25	No Charge	
07-20-2021	SRB	Review correspondence from S. Stec re: park title search	0.25	No Charge	
07-20-2021	SRB	Review correspondence from S. Stec re: cannabis petition	0.25	No Charge	
07-20-2021	SRB	Review correspondence from S. Stec re: planning commission materials	0.25	No Charge	
07-20-2021	SRB	Review correspondence from Commissioner Hammond re comprehensive plan	0.25	No Charge	
07-20-2021	SRB	Review correspondence from Admin re: candidate filings	0.25	No Charge	
07-21-2021	SRB	Review correspondence from Admin re: public comment received	0.25	No Charge	
07-21-2021	SRB	Review correspondence from Admin re: hybrid meeting	0.25	No Charge	
07-21-2021	SRB	Review correspondence from K. London re petition received	0.25	No Charge	
07-21-2021	SRB	Review correspondence from Mayor Pro-Tem re cannabis petition	0.25	No Charge	

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Date	Professional	Description	Hours	Amount	Item 6A.
07-21-2021	SRB	Review correspondence from S. Stec re: cannabis ordinance	0.25	No Charge	
07-22-2021	SRB	Review correspondence from Clerk re: candidate affidavit	0.25	No Charge	
07-22-2021	SRB	Review correspondence from K. London re: candidate affidavit	0.25	No Charge	
07-22-2021	SRB	Review correspondence from Clerk re Public comments	0.25	No Charge	
07-22-2021	SRB	Review correspondence from K. London re: candidate affidavit	0.25	No Charge	
07-22-2021	SRB	Review correspondence from Mayor Pro-Tem re: ballot question	0.25	No Charge	
07-22-2021	SRB	Review correspondence from Clerk re: charter amendments	0.25	No Charge	
07-22-2021	SRB	Review correspondence from Admin re: candidate affidavit	0.25	No Charge	
07-22-2021	SRB	Review correspondence from Admin re: JMC properties	0.25	No Charge	
07-22-2021	SRB	Review correspondence from Admin re: Southfield road improvement	0.25	No Charge	
07-23-2021	SRB	Review correspondence from Admin re: Charter amendment	0.25	No Charge	
07-23-2021	SRB	Review correspondence from Admin re: council meeting	0.25	No Charge	
07-23-2021	SRB	Review correspondence from Admin re: council meeting agenda	0.25	No Charge	
07-23-2021	SRB	Review correspondence from Admin re: council meeting update	0.25	No Charge	
07-23-2021	SRB	Review correspondence from Clerk re Public comments	0.25	No Charge	
07-23-2021	SRB	Review correspondence from K. London Re Greg Ruvolo affidavit	0.25	No Charge	
07-23-2021	SRB	Review correspondence from Mayor Pro-Tem re: Greg Ruvolo affidavit	0.25	No Charge	
07-23-2021	SRB	Review correspondence from Clerk re: Greg Ruvolo affidavit	0.25	No Charge	
07-23-2021	SRB	Draft correspondence to City Council and Staff, review response from same re initiative petition	0.25	No Charge	
07-23-2021	SRB	Review correspondence from K. London re: candidate withdrawal	0.25	No Charge	
07-23-2021	SRB	Review multiple correspondence from Council re timing of public comment	0.25	No Charge	
07-24-2021	SRB	Review correspondence from Council re timing of public comment	0.25	No Charge	
07-24-2021	SRB	Review correspondence from Admin re: public comment procedure	0.25	No Charge	

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Date	Professional	Description	Hours	Amount	Item 6A.
07-24-2021	SRB	Review correspondence from Admin re: alley vacation	0.25	No Charge	
07-24-2021	SRB	Review correspondence from Admin re: comprehensive plan resolution	0.25	No Charge	
07-24-2021	SRB	Review correspondence from Admin re: council meeting update	0.25	No Charge	
07-25-2021	SRB	Review correspondence from Admin re: council meeting agenda update	0.25	No Charge	
07-25-2021	SRB	Review correspondence from Mayor re: public comment	0.25	No Charge	
07-26-2021	SRB	Review correspondence from Clerk re: public comment received	0.25	No Charge	
07-26-2021	SRB	Review correspondence from Clerk re: Cambridge SAD	0.25	No Charge	
07-26-2021	SRB	Review correspondence from Clerk re: Cambridge SAD	0.25	No Charge	
07-26-2021	SRB	Review correspondence from Clerk re: nominating petition	0.25	No Charge	
07-26-2021	SRB	Review correspondence from S. Stec re: public comments received	0.25	No Charge	
07-26-2021	SRB	Review correspondence from Admin re: public comment received	0.25	No Charge	
07-26-2021	SRB	Review correspondence from Admin re: Cambridge SAD	0.25	No Charge	
07-26-2021	SRB	Review correspondence from Admin re: amended agenda for study session	0.25	No Charge	
07-26-2021	SRB	Review correspondence from Admin re: public comment received	0.25	No Charge	
07-26-2021	SRB	Review correspondence from Admin re: public comment received	0.25	No Charge	
07-26-2021	SRB	Review correspondence from Admin re: public comment received	0.25	No Charge	
07-26-2021	SRB	Review correspondence from Admin re: public comment received	0.25	No Charge	
07-26-2021	SRB	Review correspondence from Admin re: public comment received	0.25	No Charge	
07-26-2021	SRB	Review correspondence from Admin re: public comment received	0.25	No Charge	
07-26-2021	SRB	Review correspondence from Admin re: SAD publication	0.25	No Charge	
07-26-2021	SRB	Review correspondence from Admin re: Cannabis ordinance	0.25	No Charge	
07-26-2021	SRB	Prepare for, attend and participate in City Council Study Session	1.50	No Charge	
07-26-2021	SRB	Prepare for, attend and participate in City Council regular meeting	4.50	No Charge	
07-27-2021	SRB	Review correspondence from Admin re: FOIA request	0.25	No Charge	

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Date	Professional	Description	Hours	Amount	Item 6A.
07-27-2021	SRB	Review correspondence from Admin re: council follow up items	0.25	No Charge	
07-27-2021	SRB	Review correspondence from Admin re: alley vacation resolution	0.25	No Charge	
07-27-2021	SRB	Review correspondence from Admin re: JMC litigation	0.25	No Charge	
07-27-2021	SRB	Review correspondence from Admin re: cannabis update	0.25	No Charge	
07-27-2021	SRB	Review correspondence from S. Stec re: public hearing notice	0.25	No Charge	
07-27-2021	SRB	Review correspondence from S. Stec re: park grant	0.25	No Charge	
07-27-2021	SRB	Review correspondence from Mayor re Bike Path signage/expense	0.25	No Charge	
07-27-2021	SRB	Review multiple correspondence from Mayor re resident correspondence	0.50	No Charge	
07-27-2021	SRB	Review correspondence from Clerk re SAD public hearing notice	0.25	No Charge	
07-27-2021	SRB	Review correspondence from Clerk re FOIA request	0.25	No Charge	
07-27-2021	SRB	Review correspondence from K. London re citizen petition	0.25	No Charge	
07-28-2021	SRB	Review correspondence from Clerk re proof of publication	0.25	No Charge	
07-28-2021	SRB	Review correspondence from Clerk re alley vacation	0.25	No Charge	
07-28-2021	SRB	Review correspondence from Clerk re SAD notice of public hearing	0.25	No Charge	
07-28-2021	SRB	Review correspondence from K. London re resident petition	0.25	No Charge	
07-28-2021	SRB	Review correspondence from Clerk re cannabis zoning ordinance notice of adoption	0.25	No Charge	
07-28-2021	SRB	Review correspondence from Admin re: cannabis update	0.25	No Charge	
07-29-2021	SRB	Review correspondence from Admin re: ordinance introduction dates	0.25	No Charge	
07-29-2021	SRB	Review correspondence from Admin re: study session recording	0.25	No Charge	
07-29-2021	SRB	Review correspondence from Admin re: cannabis zoning ordinance	0.25	No Charge	
07-29-2021	SRB	Review correspondence from Admin re: council meeting recording	0.25	No Charge	
07-29-2021	SRB	Review correspondence from Admin re: officer upshaw	0.25	No Charge	
07-30-2021	SRB	Review correspondence from Admin re: driveway approaches	0.25	No Charge	

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Date	Professional	Description	Hours	Amount	Item 6A.
07-30-2021	SRB	Review correspondence from Admin re: study session cancellation	0.25	No Charge	
07-30-2021	SRB	Review correspondence from Admin re: CIP update	0.25	No Charge	
07-31-2021	SRB	Services Rendered		2,500.00	
			Total	2,500.00	

Time Summary

Professional	Hours	Amount
Scott Baker	44.50	2,500.00
Total		2,500.00
Total for this Invoice		2,500.00

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LAW OFFICE

BAKER & ELOWSKY, PLLC

41850 WEST ELEVEN MILE ROAD, SUITE 207
 NOVI, MICHIGAN 48375
 Phone: (248) 230-4103 Fax: (248) 929-0835
www.bakerelowsky.com

August 25, 2021

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

Invoice Number: 1152

Invoice Period: 07-01-2021 - 07-31-2021

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

Date	Professional	Description	Hours	Amount
07-06-2021	SRB	Conduct telephone pre-trial conference with defendant, prepare plea offer and draft correspondence to defendant and Court with same re: 21L0001232	0.50	65.00
07-06-2021	SRB	Conduct telephone pre-trial conference with defendant, prepare plea offer and draft correspondence to defendant and Court with same re: 21LV00880A	0.50	65.00
07-06-2021	SRB	Conduct telephone pre-trial conference with defendant, prepare plea offer and draft correspondence to defendant and Court with same re: 14LV02141A	0.50	65.00
07-06-2021	SRB	Conduct telephone pre-trial conference with defendant, prepare plea offer and draft correspondence to defendant and Court with same re: 20LV00515 A & B	0.50	65.00
07-06-2021	SRB	Conduct telephone pre-trial conference with defendant, prepare plea offer and draft correspondence to defendant and Court with same re: 21LV00564A	0.50	65.00
07-06-2021	SRB	Attempt to contact Defendant to conduct telephone pre-trial conference re: 12LV00150A	0.25	32.50
07-06-2021	SRB	Conduct telephone pre-trial conference with defendant, prepare plea offer and draft correspondence to defendant and Court with same re: 12LV00150A	0.50	65.00
07-06-2021	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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Date	Professional	Description	Hours	Amount	Item 6A.
		same re: 21L00766A			
07-06-2021	SRB	Review and respond to correspondence of code enforcement officer	0.25	32.50	
07-07-2021	SRB	Appear for prosecution docket in 46th District Court	1.00	130.00	
07-09-2021	SRB	Review and respond to correspondence of code enforcement officer	0.25	32.50	
07-12-2021	SRB	Review correspondence and appearance of attorney re Mobile MRI citation	0.25	32.50	
07-13-2021	SRB	Review correspondence from Admin re: Precise MRI	0.25	32.50	
07-13-2021	SRB	Correspondence with Police Clerk concerning discovery re: 21LV00865A,B.	0.25	32.50	
07-13-2021	SRB	Conduct telephone pre-trial conference with defendant, prepare plea offer and draft correspondence to defendant and Court with same re: 21LV00422A, B & C	0.50	65.00	
07-13-2021	SRB	Conduct telephone pre-trial conference with defendant, prepare plea offer and draft correspondence to defendant and Court with same re: 21LV00399A, B & C	0.50	65.00	
07-13-2021	SRB	Conduct telephone pre-trial conference with defendant, prepare plea offer and draft correspondence to defendant and Court with same re: 21LV00403A, B & C	0.50	65.00	
07-13-2021	SRB	Conduct telephone pre-trial conference with defendant, prepare plea offer and draft correspondence to defendant and Court with same re: 21LV00466A, B	0.50	65.00	
07-13-2021	SRB	Conduct telephone pre-trial conference with defendant, prepare plea offer and draft correspondence to defendant and Court with same re: 20LV02216A	0.50	65.00	
07-14-2021	SRB	Appear for prosecution docket in 46th District Court	2.75	357.50	
07-21-2021	SRB	Phone call with Defendant concerning plea and payment of fines re: 21LV00339ABC.	0.25	32.50	
07-26-2021	SRB	Review correspondence from code enforcement officer re property line tree maintenance	0.25	32.50	
07-28-2021	SRB	Review correspondence from Court re 8/18 prosecution docket	0.25	32.50	
			Total	1,560.00	

Time Summary

Professional	Hours	Amount
Scott Baker	12.00	1,560.00
Total		1,560.00

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Total for this Invoice

1,560.00

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LAW OFFICE

BAKER & ELOWSKY, PLLC

41850 WEST ELEVEN MILE ROAD, SUITE 207
 NOVI, MICHIGAN 48375
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August 25, 2021

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

Invoice Number: 1153

Invoice Period: 07-01-2021 - 07-31-2021

RE: Special Legal Services**Time Details**

Date	Professional	Description	Hours	Amount
07-01-2021	SRB	Review correspondence from 46th District Court re privacy policy updates	0.25	32.50
07-01-2021	SRB	Review correspondence from 46th District Court re privacy policy updates	0.25	32.50
07-01-2021	SRB	Review correspondence from building official re BP development	0.25	32.50
07-01-2021	SRB	Review correspondence from building official re Soil erosion administration	0.25	32.50
07-01-2021	SRB	Review correspondence from City Engineer re Soil erosion administration	0.25	32.50
07-01-2021	SRB	Review correspondence from building official re Soil erosion permit for BP development	0.25	32.50
07-08-2021	SRB	Review correspondence from liability carrier attorney re JMC litigation	0.25	32.50
07-09-2021	SRB	Draft notice of public hearing for Cambridge SAD, send to Clerk for publication.	0.25	32.50
07-12-2021	SRB	Review correspondence from liability carrier attorney re JMC litigation	0.25	32.50
07-12-2021	SRB	Review correspondence from City Planner Re: City Council meeting	0.25	32.50

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Date	Professional	Description	Hours	Amount	Item 6A.
07-14-2021	SRB	Review correspondence from Oakland Press re SAD publication	0.25	32.50	
07-15-2021	SRB	Meeting with Staff and Planner re cannabis scoring criteria	2.25	292.50	
07-16-2021	SRB	Review correspondence from City Planner re: cannabis scoring	0.25	32.50	
07-16-2021	SRB	Review correspondence from Building official re: JMC properties	0.25	32.50	
07-19-2021	SRB	Review correspondence from City Planner re cannabis resolutions	0.25	32.50	
07-20-2021	SRB	Prepare for and participate in Planning Commission meeting	2.50	325.00	
07-20-2021	SRB	Review correspondence from City Planner re initiative petition	2.50	325.00	
07-20-2021	SRB	Review correspondence from City Planner re comprehensive plan	2.50	325.00	
07-22-2021	SRB	Review affidavit prepared by Mr. Ruvolo and revise format, send to Clerk for Mr. Ruvolo's review and execution.	0.25	32.50	
07-22-2021	SRB	Review correspondence from and telephone conference with Attorney representing Oakland Cares Coalition re withdrawal of initiative petition, respond to same.	0.75	97.50	
07-22-2021	SRB	Review correspondence from Building Official re JMC properties	0.25	32.50	
07-23-2021	SRB	Review correspondence from City Planner re Southfield Road improvement .	0.25	32.50	
07-23-2021	SRB	Review correspondence from Oakland County Elections re: Greg Ruvolo affidavit	0.25	32.50	
07-23-2021	SRB	Review correspondence from defense attorney, telephone conference with same re Mobile MRI	0.50	65.00	
07-23-2021	SRB	Review correspondence from and telephone conference with Attorney representing Oakland Cares Coalition re withdrawal of initiative petition, respond to same.	0.25	32.50	
07-23-2021	SRB	Multiple exchanges with City Planner re comprehensive plan and resolution adopting same.	0.50	65.00	
07-23-2021	SRB	Review and respond to correspondence from resident re cannabis ordinance and petition inquiry.	2.00	260.00	
07-23-2021	SRB	Review, edit and finalize the cannabis general ordinance.	1.50	195.00	
07-23-2021	SRB	Draft and send suggested resolution and notice of public hearing re Cambridge SAD	1.50	195.00	
07-23-2021	SRB	Draft and send suggested resolution re partial vacation of public alley	0.50	65.00	
07-23-2021	SRB	Draft correspondence to Planner re comprehensive master plan	0.25	32.50	
We appreciate your business. Checks may be made payable to Baker & Elowsky, PLLC.			Page	2 of 3	

Date	Professional	Description	Hours	Amount	Item 6A.
		resolution.			
07-26-2021	SRB	Review and respond to multiple correspondence from residents, telephone conference with residents re Cannabis ordinance, procedure and petitions	2.00	260.00	
07-26-2021	SRB	Review correspondence from City Planner re Cannabis ordinance	0.25	32.50	
07-27-2021	SRB	Review and respond to multiple correspondence from residence re City council Meeting/Cannabis ordinance	1.50	195.00	
07-28-2021	SRB	Review correspondence from Resident re: nomination petition status	0.25	32.50	
07-28-2021	SRB	Review correspondence from liability carrier attorney re JMC litigation	0.25	32.50	
07-28-2021	SRB	Review correspondence from City Planner re: cannabis business zoning ordinance	0.25	32.50	
07-28-2021	SRB	Draft Notice Of Adoption re Chapter 18 cannabis business	0.25	32.50	
07-28-2021	SRB	Draft Notice Of Adoption re cannabis business zoning ordinance amendments	0.25	32.50	
07-29-2021	SRB	Research, Review and draft opinion correspondence re cannabis citizen petition	2.00	260.00	
07-29-2021	SRB	Draft notice of adoption for cannabis zoning ordinance, send same to Clerk	0.25	32.50	
07-29-2021	SRB	Draft correspondence to resident re: opinion correspondence on cannabis citizen petition	0.25	32.50	
07-29-2021	SRB	Draft correspondence to resident re: nomination petition status	0.25	32.50	
07-30-2021	SRB	Review correspondence from City Planner re flag pole variance	0.25	32.50	
07-30-2021	SRB	Review correspondence from building official re driveway approaches	0.25	32.50	
			Total	3,932.50	

Time Summary

Professional	Hours	Amount
Scott Baker	30.25	3,932.50
Total		3,932.50
Total for this Invoice		3,932.50

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BUDGET REPORT (REVENUES VERSUS EXPENDITURES) FOR MONTH ENDED SEPTEMBER 30, 2021

	Revenues Through 9/30/2021	Expenses Through 9/30/2021	Revenues Over (Under) Expenses
101-GENERAL FUND	3,287,136	985,302	2,301,835
202-MAJOR STREET FUND	68,754	188,548	(119,793)
203-LOCAL STREET FUND	30,073	193,749	(163,676)
258-CAPITAL ACQUISITION FUND	80	6,803	(6,723)
397-ROADS MILLAGE BOND FUND	187	-	187
494-DOWNTOWN DEVELOPMENT AUTHORITY	56,743	96,306	(39,564)
592-WATER & SEWER FUND	673,563	497,045	176,518
GRAND TOTAL ALL FUNDS	<u>4,116,537</u>	<u>1,967,753</u>	<u>2,148,783</u>

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 Closer	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	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
November	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
December	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
January	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
February	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
March	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
April	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	382,869.96	4,078,588.25	37,872.72	2,509,463.11	254,097.86	1,509,242.78	-	11,407,384.21	14,115,106.93	300.54	-	-	-	-	34,294,926.36

Average Monthly Balance 2,857,910.53

Interest											Total				
To Date	80.40	856.52	7.95	526.99	53.36	316.94	-	731.61	835.82	-	-	Interest	5,089.93		

				Fund	9/30/2021	Percent	Interest Per Fund	Percent
FLAGSTAR BANK (CD)				Capital Acquisition	-	0.00%	80.40	1.58%
				General, Major Rd & Local Rd Funds	9,404,338.93	55.32%	3,479.66	68.36%
MICHIGAN FIRST CU (CD)				DDA	1,359,811.86	8.00%	856.52	16.83%
				Forfeiture	12,626.86	0.07%	7.95	0.16%
				Water	6,223,161.38	36.61%	665.40	13.07%
FLAGSTAR/CHASE (CHECKING ACCOUNTS)				Total	16,999,939.03	100.00%	5,089.93	100%
				Balance as of 09/30/21	Interest Earned 09/30/21			
General				200,270.96	390.54			
Tax				3,964,578.12	941.34			
Water/Sewer				805,564.56	348.46			
				<u>4,970,413.64</u>	<u>1,680.34</u>			

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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					
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	MICHIGAN ST. DISBURSEMENT	CHILD SUPPORT	11.25	45791
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	POLICE & FIREMEN'S INS. GF	POLICE OFFICERS GROUP BILLING 2111560-2	56.34	45796
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	VELO LAW OFFICE	WRIT FOR GARNISHMENT (RAMI SWIDAN)	422.52	45810
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	AFLAC	AFLAC INSURANCE	87.38	45829
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	MICHIGAN ST. DISBURSEMENT	CHILD SUPPORT	11.25	45848
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	VELO LAW OFFICE	WRIT FOR GARNISHMENT (RAMI SWIDAN)	422.52	45870
101-000.000-243.001	ENGINEERING DEPOSIT	GIFFELS-WEBSTER ENG INC	ENGINEERING PLAN REVIEW FOR PRECISE MRI	652.50	45844
101-000.000-243.001	ENGINEERING DEPOSIT	GIFFELS-WEBSTER ENG INC	ENGINEERING PLAN REVIEW FOR LV PETRO	1,250.00	45844
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	DONALD INGRAM	DEPOSIT REFUND	300.00	45764
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	GABRIELLE DAVIS	DEPOSIT REFUND	100.00	45768
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	INEDA BANKS	DEPOSIT REFUND	300.00	45775
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	JACKIE SMITH	DEPOSIT REFUND	300.00	45780
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	JAMECA AARON	DEPOSIT REFUND	300.00	45781
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	VALARIE MORALES	DEPOSIT REFUND	300.00	45807
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	WILLIAM OKAN - MENSAH	DEPOSIT REFUND FOR 9/4/21 EVENT	100.00	45813
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	TONYA DEGRAFFENREID	DEPOSIT REFUND	300.00	45862
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	TROOP 76126	DEPOSIT REFUND	100.00	45864
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	VALERIE BRYANT	DEPOSIT REFUND	150.00	45866
101-000.000-246.000	POLICE UNION DUES	COMMAND OFFICERS ASSN. OF	MONTH OF SEPT 2021	127.68	45762
101-000.000-246.000	POLICE UNION DUES	POLICE OFFICERS ASSOC.	FOR MOTH OF SEPTEMBER 2021	478.80	45797
101-000.000-283.000	PERFORMANCE BONDS	Consumer's Energy	BD Bond Refund	5,000.00	45763
101-000.000-283.000	PERFORMANCE BONDS	J E Johnson Inc	BD Bond Refund	40.00	45777
101-000.000-283.000	PERFORMANCE BONDS	Wallside Windows	BD Bond Refund	150.00	45811
101-000.000-283.000	PERFORMANCE BONDS	Upright Fence Inc	BD Payment Refund	65.00	45865
101-000.000-344.000	DEF COMP PAYABLE ICMA CLEARIN	ICMA RETIREMENT TRUST-457	300179 FOR 457 PLAN	4,161.81	45774
101-000.000-344.000	DEF COMP PAYABLE ICMA CLEARIN	ICMA RETIREMENT TRUST-457	300179 FOR 457 PLAN	5,487.05	45845
101-000.000-415.000	MISCELLANEOUS REVENUE	MARVIN MOORE	REFUND FOR OVERPAYMENT ON FOIA	163.70	45847
Total For Dept 000.000				20,837.80	
Dept 100.000 GOVERNMENT SERVICES					
101-100.000-708.000	PROPERTY & LIABILITY INSURANC	MICHIGAN MUNICIPAL LIABIL	POOL RENEWAL PREMIUM	38,003.00	45790
101-100.000-726.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	225.61	45751
101-100.000-726.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	152.62	45751
101-100.000-726.000	OFFICE SUPPLIES	STAPLES	STAPLES 8.5 X 11 COPY CS	215.88	45803
101-100.000-726.000	OFFICE SUPPLIES	CARDMEMBER SERVICE	ZOOM, ADOBE, GAS, CAR WASH, MEMBERSHIP	332.35	45835
101-100.000-726.000	OFFICE SUPPLIES	STAPLES	OFFICE SUPPLIES	51.15	45861
101-100.000-732.000	CODE ENFORCEMENT	EXCELL SNOW & TURF MAINTEN	LAWN MAINTENANCE	160.00	45842
101-100.000-732.000	CODE ENFORCEMENT	EXCELL SNOW & TURF MAINTEN	LAWN MAINTENANCE	160.00	45842
101-100.000-803.000	MEMBERSHIPS & MEETINGS	CARDMEMBER SERVICE	ZOOM, ADOBE, GAS, CAR WASH, MEMBERSHIP	120.00	45835
101-100.000-803.000	MEMBERSHIPS & MEETINGS	MYKALE L. GARRETT	MML MAYORS CONFERENCE REIMBURSEMENT	679.15	45849
101-100.000-803.000	MEMBERSHIPS & MEETINGS	NATIONAL LEAGUE OF CITIES	DIRECT MEMBER DUES	849.00	45850
101-100.000-804.000	BUILDING TRADE INSPECTION	FAMILY HEATING & COOLING	DOUBLE PAYMENT	90.00	45767
101-100.000-804.000	BUILDING TRADE INSPECTION	JASON HAMMOND	PERMIT REFUND	265.00	45782
101-100.000-804.000	BUILDING TRADE INSPECTION	KAREN CHRISTIAN	BOND REFUND	50.00	45783
101-100.000-804.000	BUILDING TRADE INSPECTION	MCKENNA & ASSOC.	BUILDING INSPECTIONS	8,625.25	45788
101-100.000-804.000	BUILDING TRADE INSPECTION	MCKENNA & ASSOC.	TRADE INSPECTIONS	2,787.05	45788
101-100.000-805.000	CABLE TELEVISION	B&H PHOTO-VIDEO	CAMERA BAG	129.39	45755
101-100.000-805.000	CABLE TELEVISION	COMCAST	INTERNET	73.45	45761
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	CLIFTON GRANT	RENTALS AND ADDITIIONAL WORK	1,675.00	45759
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	CLS CONTINENTAL LINEN SER	CLEANING SUPPLIES	38.71	45760
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	CARDMEMBER SERVICE	ZOOM, ADOBE, GAS, CAR WASH, MEMBERSHIP	100.91	45835
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	CLIFTON GRANT	RENTALS AND ADDITIONAL WORK	1,600.00	4

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 100.000 GOVERNMENT SERVICES					
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	CLS CONTINENTAL LINEN SERV	INVOICE 3057189-00	38.71	45839
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	POWERVAC	GREASE TRAP PUMPOUT	205.00	45855
101-100.000-810.000	AUDITING & ACCOUNTING	PLANTE & MORAN	PROFESSIONAL SERVICES	7,634.00	45823
101-100.000-822.000	TRAINING	PAMELA A. BRATSCHI	MMTA CONFERENCE	139.88	45853
101-100.000-848.000	GOVERNMENT OPERATIONS	GORDON FOOD SERVICE	RESIDENT LEMONADE DURING POWER OUTAGE	56.91	45770
101-100.000-848.000	GOVERNMENT OPERATIONS	INTEGRITY BUSINESS SOLUTIONS	NAME PLATE	14.30	45776
101-100.000-848.000	GOVERNMENT OPERATIONS	CARDMEMBER SERVICE	ZOOM, ADOBE, GAS, CAR WASH, MEMBERSHIP	40.88	45835
101-100.000-848.000	GOVERNMENT OPERATIONS	CBIZ BENEFITS & INSURANCE	FINANCIAL REPORTING	1,600.00	45836
101-100.000-848.001	TECHNOLOGY	BS & A SOFTWARE	ON-LINE SERVICES/REMOTE TRAINING & PRO	2,250.00	45758
101-100.000-848.001	TECHNOLOGY	BS & A SOFTWARE	SOFTWARE SETUP	1,880.00	45758
101-100.000-848.001	TECHNOLOGY	BS & A SOFTWARE	IMPLEMENTATION & PROJECT MANAGEMENT	640.00	45758
101-100.000-848.001	TECHNOLOGY	I.T. RIGHT	WINDOWS UPGRADE	143.00	45773
101-100.000-848.001	TECHNOLOGY	I.T. RIGHT	SERVICE OFFICE 365	24.46	45773
101-100.000-848.001	TECHNOLOGY	I.T. RIGHT	OFFICE HOME & BUSINESS	249.00	45773
101-100.000-848.001	TECHNOLOGY	I.T. RIGHT	SERVICE 7/2/21 - 9/30/21	8,835.00	45773
101-100.000-848.001	TECHNOLOGY	I.T. RIGHT	HDMI TO DVI-D CABLE	14.00	45773
101-100.000-848.001	TECHNOLOGY	I.T. RIGHT	SERVICE MICROSOFT 365	261.37	45773
101-100.000-848.001	TECHNOLOGY	I.T. RIGHT	APC BY SCHNEIDER ELECTRIC SMART	347.00	45773
101-100.000-848.001	TECHNOLOGY	CARDMEMBER SERVICE	ZOOM, ADOBE, GAS, CAR WASH, MEMBERSHIP	40.00	45835
101-100.000-850.000	TELEPHONE EXPENDITURES	COMCAST	INTERNET	117.52	45761
101-100.000-850.000	TELEPHONE EXPENDITURES	WINDSTREAM	MONTHLY CHARGE	412.55	45814
101-100.000-850.000	TELEPHONE EXPENDITURES	WINDSTREAM	MONTHLY CHARGES	785.12	45814
101-100.000-850.000	TELEPHONE EXPENDITURES	VERIZON WIRELESS	MONTHLY CHARGE 8/10 - 9/9	186.43	45871
101-100.000-860.000	VEHICLE EXPENSE	US BANK VOYAGER FLEET SYSTEMS	GAS CARD	589.30	45806
101-100.000-860.000	VEHICLE EXPENSE	CARDMEMBER SERVICE	ZOOM, ADOBE, GAS, CAR WASH, MEMBERSHIP	12.95	45835
101-100.000-860.000	VEHICLE EXPENSE	SHERYL MITCHELL THERIOT	MONTHLY VEHICLE ALLOWANCE	400.00	45858
101-100.000-900.000	PRINTING/PUBLICATION COSTS	C & G NEWSPAPERS	2X2 ADD	151.80	45834
101-100.000-900.000	PRINTING/PUBLICATION COSTS	C & G NEWSPAPERS	2X6 ADD W/AFFIDAVIT	111.40	45834
101-100.000-901.000	POSTAGE FEES	PITNEY BOWES GLOBAL FINANCIAL	INTEGRATED SCALE	407.94	45795
101-100.000-901.000	POSTAGE FEES	PITNEY BOWES	OFFICE SUPPLIES	433.45	45854
101-100.000-901.000	POSTAGE FEES	PURCHASE POWER	OFFICE SUPPLIES	39.98	45856
Total For Dept 100.000 GOVERNMENT SERVICES				84,445.47	
Dept 101.000 ADMINISTRATION					
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 803803046	FOR RHS PLAN	256.83	45808
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	MEMBERSHIP 10/1 -10/31/2021	4,657.43	45831
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS BLUE SHIELD	CHARGES FOR 10/1 - 10/31/21	448.56	45832
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPANY	PREMIUM PAYMENT	202.64	45860
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 803803046	FOR RHS PLAN	256.83	45868
101-101.000-717.000	CODE ENFORCEMENT LEGAL	BAKER & ELOWSKY, PLLC	LEGAL BILLING 7/1 - 7/31/2021	1,560.00	45820
101-101.000-718.000	ELECTIONS	AMAZON CAPITAL SERVICES	SWIPE MAGNETIC CREDIT CARD READER	33.00	45751
101-101.000-718.000	ELECTIONS	ANGELA BRUNKE	ELECTION SPECIALIST	573.50	45752
101-101.000-718.000	ELECTIONS	POSTMASTER	POSTAGE FOR AV BALLOTS	200.00	45798
101-101.000-718.000	ELECTIONS	ANGELA BRUNKE	PAYROLL	2,072.00	45830
101-101.000-722.000	LEGAL SERVICES	STEVEN H. SCHWARTZ	SERVICES RENDERED THROUGH 8/31/21	43.75	45804
101-101.000-722.000	LEGAL SERVICES	BAKER & ELOWSKY, PLLC	LEGAL BILLING 7/1 - 7/31/2021	6,432.50	45820
Total For Dept 101.000 ADMINISTRATION				16,737.04	
Dept 201.000 BUILDING & GROUNDS					
101-201.000-702.000	SALARIES PART-TIME	CLIFTON GRANT	CUSTODIAL SERVICES 9/1 - 9/15/21	538.43	45759
101-201.000-702.000	SALARIES PART-TIME	MICHIGAN ST. DISBURSEMENT	SPOUSAL SUPPORT (CLIFTON GRANT)	649.75	45791
101-201.000-702.000	SALARIES PART-TIME	AFLAC	AFLAC INSURANCE	71.64	45791
101-201.000-702.000	SALARIES PART-TIME	CLIFTON GRANT	CUSTODIAL SERVICES 9/15 - 9/30/21	538.43	45791

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF LATHRUP VILLAGE

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 201.000 BUILDING & GROUNDS					
101-201.000-702.000	SALARIES PART-TIME	MICHIGAN ST. DISBURSEMENT	SPOUSAL SUPPORT	649.75	45848
101-201.000-920.000	UTILITIES	DTE ENERGY	SERVICE	2,442.13	45766
101-201.000-920.000	UTILITIES	CONSUMERS ENERGY	SERVICE 8/4 - 8/31	194.72	45822
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	CLIFTON GRANT	SANITIZING CITY HALL 8/16/21 - 8/31/21	252.00	45759
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	HOME DEPOT CREDIT SERVICES	MONTHLY STATEMENT	10.38	45771
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	J.C. EHRlich CO.INC	PEST MAINTENANCE SERVICE	95.00	45778
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	KONE INC.	MAINTENANCE PERIOD 9/1/21 - 9/30/21	215.00	45784
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	NICHOLS	PAPER TOWEL	234.54	45793
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	NICHOLS PAPER & SUPPLY CO	CLEANING SUPPLIES	210.94	45794
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	CLIFTON GRANT	SANITIZING CITY HALL 9/15 - 9/30/2021	252.00	45838
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	DENNY'S HEATING, COOLING & KITCHEN HOOL		698.58	45841
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	NICHOLS PAPER & SUPPLY CO	BUILDING SUPPLIES	151.56	45851
101-201.000-930.002	COVID EXP - BUILDING	NICHOLS PAPER & SUPPLY CO	FACE MASK	25.00	45851
101-201.000-938.000	PARKING LOT & GROUNDS	MAIN'S LANDSCAPING SUPPLY	NATURE GARDEN	135.67	45787
Total For Dept 201.000 BUILDING & GROUNDS				7,365.52	
Dept 301.000 PUBLIC SAFETY					
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BRIAN AVEDISIAN	MEDICARE MEDICAL INSURANCE	445.50	45757
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 803803046	FOR RHS PLAN	39.95	45808
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 803803061	FOR RHS PLAN	558.18	45809
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS-BLUE SHIELD	COVERAGE PERIOD 10/1/21 - 10/31/21	4,581.49	45821
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	MEMBERSHIP 10/1 -10/31/2021	1,789.38	45831
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS BLUE SHIELD	CHARGES FOR 10/1 - 10/31/21	2,242.80	45832
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS-BLUE SHIELD	COVERAGE PERIOD 10/1 - 10/31	9,818.57	45833
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPANY	PREMIUM PAYMENT	181.66	45860
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 803803046	FOR RHS PLAN	39.95	45868
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 803803061	FOR RHS PLAN	558.18	45869
101-301.000-708.000	PROPERTY & LIABILITY INSURANCE	MICHIGAN MUNICIPAL LIABILITY	POOL RENEWAL PREMIUM	25,594.00	45790
101-301.000-726.000	OFFICE SUPPLIES	CARDMEMBER SERVICE	ZOOM, ADOBE, GAS, CAR WASH, MEMBERSHIP	13.29	45835
101-301.000-726.000	OFFICE SUPPLIES	TOWN LOCKSMITH	LOCKSET	524.00	45863
101-301.000-729.000	OFFICE MACHINE MAINTENANCE	LIFELoc TECHNOLOGIES	NEW DISPLAY SCREEN	100.00	45786
101-301.000-729.000	OFFICE MACHINE MAINTENANCE	PREMIER BUSINESS PRODUCTS	TOSHIBA/TOSHES4540C	523.05	45799
101-301.000-729.000	OFFICE MACHINE MAINTENANCE	WATCH GUARD VIDEO	MICROPHONE CRADLE	212.00	45812
101-301.000-822.000	TRAINING	SCHOOLCRAFT COLLEGE	HANDGUN INSTRUCTOR SCHOOL	1,400.00	45802
101-301.000-823.000	FIREARMS TRAINING	VANCE LAW ENFORCEMENT	WINCHESTER AMMO	3,053.76	45824
101-301.000-823.000	FIREARMS TRAINING	VANCE OUTDOORS, INC.	WINCHESTER AMMO	917.60	45867
101-301.000-824.000	CRIME PREVENTION	FEDEX	SHIPMENT	36.00	45843
101-301.000-827.000	302 TRAINING FUNDS EXPENDITURES	MICHIGAN ASSOC OF CHIEFS (WIN 22	FULL CONFERENCE REGISTRATION SCC	280.00	45789
101-301.000-829.000	POLICE UNIFORMS & CLEANING	HURON VALLEY GUNS	POLICE UNIFORMS	1,343.92	45772
101-301.000-829.000	POLICE UNIFORMS & CLEANING	MUNSON CLEANERS	UNIFORM CLEANING	156.65	45792
101-301.000-829.000	POLICE UNIFORMS & CLEANING	PRIORITY ONE EMERGENCY, IN	PATCH EMBROIDERY	108.49	45800
101-301.000-829.000	POLICE UNIFORMS & CLEANING	PRIORITY ONE EMERGENCY, IN	STRYKE PDU CLASS B PANT 36 HEMMING	95.99	45800
101-301.000-850.000	TELEPHONE EXPENDITURES	AT & T	MONTHLY CHARGE	56.38	45754
101-301.000-850.000	TELEPHONE EXPENDITURES	COMCAST	INTERNET	16.20	45761
101-301.000-850.000	TELEPHONE EXPENDITURES	COMCAST	INTERNET	73.47	45761
101-301.000-850.000	TELEPHONE EXPENDITURES	WINDSTREAM	MONTHLY CHARGES	583.00	45814
101-301.000-850.000	TELEPHONE EXPENDITURES	VERIZON WIRELESS	MONTHLY CHARGE 8/10 - 9/9	186.43	45871
101-301.000-860.000	VEHICLE EXPENSE	BIRMINGHAM OIL CHANGE CENT	OIL CHANGE	71.95	45756
101-301.000-860.000	VEHICLE EXPENSE	THE REINALT-THOMAS CORPORATION	TIRES	397.00	45805
101-301.000-860.000	VEHICLE EXPENSE	US BANK VOYAGER FLEET SYSTEM	GAS CARD	4,506.25	45806
101-301.000-860.000	VEHICLE EXPENSE	CARDMEMBER SERVICE	ZOOM, ADOBE, GAS, CAR WASH, MEMBERSHIP	91.96	45835
101-301.000-860.000	VEHICLE EXPENSE	O'REILLY	MOTER UNIT BULBS	40.07	45835

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Fund 101 GENERAL FUND					
Dept 301.000 PUBLIC SAFETY					
		Total For Dept 301.000 PUBLIC SAFETY		60,637.12	
Dept 401.000 PUBLIC SERVICE					
101-401.000-892.000	SIDEWALK MAINTENANCE	GIFFELS-WEBSTER ENG INC	2021 SIDEWALK REPAIR PROGRAM	4,456.75	45769
101-401.000-892.000	SIDEWALK MAINTENANCE	GIFFELS-WEBSTER ENG INC	SIDEWALK REPAIR	1,561.25	45844
101-401.000-920.000	UTILITIES	COMCAST	PREVIOUS AND REGULAR MONTHLY CHARGE	446.60	45761
101-401.000-920.000	UTILITIES	DTE ENERGY	SERVICE	180.79	45766
101-401.000-920.000	UTILITIES	US BANK VOYAGER FLEET SYS	GAS CARD	1,892.77	45806
101-401.000-920.000	UTILITIES	WINDSTREAM	MONTHLY CHARGES	183.96	45814
101-401.000-920.000	UTILITIES	CONSUMERS ENERGY	SERVICE 8/4 - 8/31	95.96	45822
101-401.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC		10,436.61	45785
101-401.000-936.000	EQUIPMENT MAINTENANCE	KEITH THOMAS	REIMBURSEMENT FOR LIGHTING REPAIR	140.00	45846
		Total For Dept 401.000 PUBLIC SERVICE		19,394.69	
Dept 501.000 LEAF COLLECTION					
101-501.000-978.000	REFUSE EQUIP/ROLLOFF EXPEND	CITY OF FERNDALE	LABOR AND EQUIPMENT	1,410.09	45837
101-501.000-978.000	REFUSE EQUIP/ROLLOFF EXPEND	SOCRRA	SPECIAL WASTE	392.81	45859
		Total For Dept 501.000 LEAF COLLECTION		1,802.90	
Dept 502.000					
101-502.000-801.001	SOCRRA	SOCRRA	REFUSE AND YARD WASTE COLLECTION/DISPOS	13,956.00	45859
101-502.000-801.001	SOCRRA	SOCRRA	WASTE COLLECTION - AUGUST	15,604.00	45859
		Total For Dept 502.000		29,560.00	
Dept 601.000 RECREATION					
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 803	803046 FOR RHS PLAN	37.93	45808
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	MEMBERSHIP 10/1 -10/31/2021	320.25	45831
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPAN	PREMIUM PAYMENT	(21.51)	45860
101-601.000-812.000	COMMUNITY EVENTS	AMAZON CAPITAL SERVICES	HEADSTONE	139.99	45751
101-601.000-817.000	FITNESS CENTER EXP	COMCAST	INTERNET	29.38	45761
		Total For Dept 601.000 RECREATION		506.04	
		Total For Fund 101 GENERAL FUND		241,286.58	
Fund 202 MAJOR ROAD FUND					
Dept 702.000					
202-702.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	MEMBERSHIP 10/1 -10/31/2021	75.72	45831
202-702.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPAN	PREMIUM PAYMENT	2.69	45860
202-702.000-810.000	AUDITING & ACCOUNTING	PLANTE & MORAN	PROFESSIONAL SERVICES	5,521.00	45823
202-702.000-864.000	TRAFFIC CONTROLS	DORNBOS SIGN & SAFETY INC.	GREEN U CHANNEL POST	319.75	45765
202-702.000-864.000	TRAFFIC CONTROLS	ROAD COMMISSION FOR OAKLA	SIGNAL MAINTENANCE	873.63	45857
202-702.000-870.000	FORESTRY	J.H. HART URBAN FORESTRY	TREE REMOVALAND STUMP GRINDING	2,150.00	45779
202-702.000-870.000	FORESTRY	J.H. HART URBAN FORESTRY	TREE TRIMMING	170.00	45779
202-702.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC		5,388.25	45785
		Total For Dept 702.000		14,501.04	
Dept 702.100 CAPITAL IMP - STREET BOND					
202-702.100-970.000	CAPITAL EXPENDITURE	ASPHALT SPECIALISTS INC.	2021 PAVEMENT REPAIR PROJECT #15850.21	14,591.95	45753
202-702.100-970.000	CAPITAL EXPENDITURE	GIFFELS-WEBSTER ENG INC	2021 CITY WIDE PAVING PROGRAM	6,996.69	45769
202-702.100-970.000	CAPITAL EXPENDITURE	GIFFELS-WEBSTER ENG INC	PROFESSIONAL SERVICES FOR PERIOD ENDING	1,217.50	45844
202-702.100-970.000	CAPITAL EXPENDITURE	GIFFELS-WEBSTER ENG INC	PROFESSIONAL SERVICES FOR PERIOD ENDING	5,399.69	45844
		Total For Dept 702.100 CAPITAL IMP - STREET BOND		28,205.83	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF LATHRUP VILLAGE

EXP CHECK RUN DATES 09/01/2021 - 09/30/2021

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 202 MAJOR ROAD FUND					
		Total For Fund 202 MAJOR ROAD FUND		42,706.87	
Fund 203 LOCAL ROAD FUND					
Dept 703.000					
203-703.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	MEMBERSHIP 10/1 -10/31/2021	75.72	45831
203-703.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPANY	PREMIUM PAYMENT	2.69	45860
203-703.000-810.000	AUDITING & ACCOUNTING	PLANTE & MORAN	PROFESSIONAL SERVICES	3,381.00	45823
203-703.000-864.000	TRAFFIC CONTROLS	DORNBOS SIGN & SAFETY INC.	GREEN U CHANNEL POST	319.75	45765
203-703.000-864.000	TRAFFIC CONTROLS	ROAD COMMISSION FOR OAKLAND	SIGNAL MAINTENANCE	873.63	45857
203-703.000-870.000	FORESTRY	J.H. HART URBAN FORESTRY	TREE REMOVALAND STUMP GRINDING	2,150.00	45779
203-703.000-870.000	FORESTRY	J.H. HART URBAN FORESTRY	TREE TRIMMING	170.00	45779
203-703.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC		5,388.25	45785
		Total For Dept 703.000		12,361.04	
Dept 703.100 CAPITAL IMP - STREET BOND					
203-703.100-970.000	CAPITAL EXP - STREET BOND	ASPHALT SPECIALISTS INC.	2021 PAVEMENT REPAIR PROJECT #15850.21	14,591.94	45753
203-703.100-970.000	CAPITAL EXP - STREET BOND	GIFFELS-WEBSTER ENG INC	2021 CITY WIDE PAVING PROGRAM	6,996.69	45769
203-703.100-970.000	CAPITAL EXP - STREET BOND	GIFFELS-WEBSTER ENG INC	PROFESSIONAL SERVICES FOR PERIOD ENDING	1,217.50	45844
203-703.100-970.000	CAPITAL EXP - STREET BOND	GIFFELS-WEBSTER ENG INC	PROFESSIONAL SERVICES FOR PERIOD ENDING	5,399.69	45844
		Total For Dept 703.100 CAPITAL IMP - STREET BOND		28,205.82	
		Total For Fund 203 LOCAL ROAD FUND		40,566.86	
Fund 258 CAPITAL ACQUISITION FUND					
Dept 000.000					
258-000.000-970.000	CAPITAL EXPENDITURE	GIFFELS-WEBSTER ENG INC	SERVICES FOR PERIOD ENDING 8/21/21	2,246.25	45769
		Total For Dept 000.000		2,246.25	
		Total For Fund 258 CAPITAL ACQUISITION FUND		2,246.25	
Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 000.000					
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 803	803046 FOR RHS PLAN	84.10	45808
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	MEMBERSHIP 10/1 -10/31/2021	1,642.13	45831
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPANY	PREMIUM PAYMENT	60.97	45860
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 803	803046 FOR RHS PLAN	77.41	45868
494-000.000-726.000	OFFICE SUPPLIES	I.T. RIGHT	SERVICE OFFICE 365	60.00	45773
494-000.000-726.000	OFFICE SUPPLIES	CARDMEMBER SERVICE	ZING TRAINING, TOTE BAGS, BUILDING SUPE	15.89	45835
494-000.000-844.000	MAIN STREET PROGRAM	CARDMEMBER SERVICE	ZING TRAINING, TOTE BAGS, BUILDING SUPE	1,426.55	45835
494-000.000-845.000	STREETSCAPING	HOME DEPOT CREDIT SERVICES	MONTHLY STATEMENT	71.03	45771
494-000.000-845.000	STREETSCAPING	CARDMEMBER SERVICE	ZING TRAINING, TOTE BAGS, BUILDING SUPE	225.17	45835
494-000.000-882.000	PLANNING/CONSULTING FEES	GIFFELS-WEBSTER ENG INC	AT&T ROW PERMIT REVIEWS FOR VARIOUS ADI	72.50	45769
494-000.000-882.000	PLANNING/CONSULTING FEES	GIFFELS-WEBSTER ENG INC	PROFESSIONAL SERVICES THROUGH 8/21/21	2,540.00	45844
494-000.000-882.000	PLANNING/CONSULTING FEES	GIFFELS-WEBSTER ENG INC	CMS ROW PERMIT REVIEWS FOR VARIOUS ADDE	290.00	45844
494-000.000-900.000	PRINTING/PUBLICATION COSTS	CARDMEMBER SERVICE	ZING TRAINING, TOTE BAGS, BUILDING SUPE	2,053.82	45835
494-000.000-933.000	REPAIRS & MAINTENANCE	DTE ENERGY	STREET LIGHTS	1,790.11	45766
494-000.000-933.000	REPAIRS & MAINTENANCE	ROAD COMMISSION FOR OAKLAND	SIGNAL MAINTENANCE	923.97	45801
494-000.000-933.000	REPAIRS & MAINTENANCE	EXCELL SNOW & TURF MAINTEN	LAWN MAINTENANCE	800.00	45842
494-000.000-933.000	REPAIRS & MAINTENANCE	EXCELL SNOW & TURF MAINTEN	FERTILIZER APP	200.00	45842
494-000.000-933.000	REPAIRS & MAINTENANCE	ROAD COMMISSION FOR OAKLAND	SIGNAL MAINTENANCE	748.43	45857
		Total For Dept 000.000		13,082.08	
		Total For Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY		13,082.08	
Fund 592 WATER & SEWER FUND					

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF LATHRUP VILLAGE

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Fund 592 WATER & SEWER FUND					
Dept 536.000 WATER DEPARTMENT					
592-536.000-640.000	WATER SERVICE	ZONDRA RHIM	BILL ADJUSTMENT REFUND	1,519.62	2661
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 803	803046 FOR RHS PLAN	5.68	45808
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	MEMBERSHIP 10/1 -10/31/2021	3,386.47	45831
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPANY	PREMIUM PAYMENT	3.23	45860
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 803	803046 FOR RHS PLAN	5.68	45868
592-536.000-708.000	PROPERTY & LIABILITY INSURANC	MICHIGAN MUNICIPAL LIABILIT	POOL RENEWAL PREMIUM	7,803.00	45790
592-536.000-810.000	AUDITING & ACCOUNTING	PLANTE & MORAN	PROFESSIONAL SERVICES	5,232.00	45823
592-536.000-902.000	BILLING SERVICES	JOAN BALL	REFUND	90.00	2653
592-536.000-902.000	BILLING SERVICES	SHELBY DAVIS	REFUND FROM ACH ON WATER BILLING	210.00	2658
592-536.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC		6,054.70	45785
592-536.000-937.000	WATER SYSTEM MAINTENANCE	SUNDE BUILDING INC.	WATER MAINTENANCE	3,505.00	2660
592-536.000-944.000	WATER PURCHASES	SOUTHEAST OAKLAND COUNTY	WATER SERVICE 8/1 - 8/31/2021	35,160.67	2659
Total For Dept 536.000 WATER DEPARTMENT				62,976.05	
Dept 536.100 WATER DEPARTMENT					
592-536.100-970.000	CAPITAL EXP - STOP BOX REPLACEME	GIFFELS-WEBSTER ENG INC	LEAD AND COPPER MATERIAL DISTRIBUTION	1,707.50	2655
Total For Dept 536.100 WATER DEPARTMENT				1,707.50	
Dept 536.400 WATER DEPARTMENT					
592-536.400-970.000	CAPITAL EXP - WATER MAIN REPLACE	GIFFELS-WEBSTER ENG INC	SAN ROSA GAS MAIN REPLACEMENT	290.00	2650
592-536.400-970.000	CAPITAL EXP - WATER MAIN REPLACE	DURST LUMBER COMPANY	BUILDING SUPPLIES	331.73	2654
592-536.400-970.000	CAPITAL EXP - WATER MAIN REPLACE	GIFFELS-WEBSTER ENG INC	2021 AND 2022 WATER MAIN PROGRAM (SAN F	1,053.79	2655
Total For Dept 536.400 WATER DEPARTMENT				1,675.52	
Dept 536.500 WATER DEPARTMENT					
592-536.500-970.000	CAPITAL FIRE HYDRANTS	GIFFELS-WEBSTER ENG INC	2021-2023 HYDRANT REFURBISHMENT REPLACE	725.00	2655
592-536.500-970.000	CAPITAL FIRE HYDRANTS	SUNDE BUILDING INC.	FIRE HYDRANT REPLACEMENT PROGRAM	9,050.00	2660
Total For Dept 536.500 WATER DEPARTMENT				9,775.00	
Dept 536.600 WATER DEPARTMENT					
592-536.600-970.000	CAPITAL EXP - GATE VALVES	GIFFELS-WEBSTER ENG INC	2021-2023 GATE VALVE REFURBISHMENT	725.00	2655
592-536.600-970.000	CAPITAL EXP - GATE VALVES	SUNDE BUILDING INC.	WATER MAINTENANCE	6,175.00	2660
Total For Dept 536.600 WATER DEPARTMENT				6,900.00	
Dept 537.000 SEWER DEPARTMENT					
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 803	803046 FOR RHS PLAN	5.68	45808
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	MEMBERSHIP 10/1 -10/31/2021	90.87	45831
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPANY	PREMIUM PAYMENT	3.21	45860
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 803	803046 FOR RHS PLAN	5.68	45868
592-537.000-708.000	PROPERTY & LIABILITY INSURANC	MICHIGAN MUNICIPAL LIABILIT	POOL RENEWAL PREMIUM	7,959.00	45790
592-537.000-810.000	AUDITING & ACCOUNTING	PLANTE & MORAN	PROFESSIONAL SERVICES	5,232.00	45823
592-537.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC		6,054.70	45785
592-537.000-939.000	SEWER SYTEM MAINTENANCE	DTE ENERGY	SERVICE	15.40	45766
592-537.000-945.000	RETENTION TANK-UTIL ELEC	DTE ENERGY	SERVICE	757.85	45766
592-537.000-947.000	RETENTION TANK UTIL-GAS	CONSUMERS ENERGY	SERVICE 8/4 - 8/31	15.96	45822
592-537.000-953.000	RETENTION TANK EXCESS LIABIL	MICHIGAN MUNICIPAL LIABILIT	POOL RENEWAL PREMIUM	9,078.00	45790
592-537.000-957.000	INDUSTRIAL SURCHARGE/NON-RESI	GREAT LAKES WATER AUTHORITY	AUGUST USAGE	1,400.07	2656
592-537.000-977.000	EVIRONMENT COMPL - NON CAPITA	HUBBELL, ROTH & CLARK, INC	PHASE II STORM WATER	3,504.04	2651
592-537.000-977.000	EVIRONMENT COMPL - NON CAPITA	HYDROCORP	MUNICIPAL MICHIGAN	525.00	2652
592-537.000-977.000	EVIRONMENT COMPL - NON CAPITA	HUBBELL, ROTH & CLARK, INC	PROFESSIONAL SERVICES ENDING 9/18/21	345.76	2657
Total For Dept 537.000 SEWER DEPARTMENT				34,993.22	

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Item 6A.

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 592 WATER & SEWER FUND					
Total For Fund 592 WATER & SEWER FUND				118,027.29	

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund Totals:					
			Fund 101 GENERAL FUND	241,286.58	
			Fund 202 MAJOR ROAD FUNI	42,706.87	
			Fund 203 LOCAL ROAD FUNI	40,566.86	
			Fund 258 CAPITAL ACQUISI	2,246.25	
			Fund 494 DOWNTOWN DEVELC	13,082.08	
			Fund 592 WATER & SEWER I	118,027.29	
			Total For All Funds:	457,915.93	

Memorandum

To: Mayor and City Council

From: Pamela Bratschi, Assistant City Administrator/Treasurer

Date: October 14, 2021

Re: City Investment Report 9/30/2021

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 September 30, 2021.

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PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	2021-22 AMENDED BUDGET	09/30/2021 NORM (ABNORM)	MONTH 09/30/21 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	2,620,162.31	105,586.56	113,965.69	95.83
101-000.000-402.000	REFUSE COLLECTION TAXES	410,097.00	410,097.00	393,073.65	15,843.74	17,023.35	95.85
101-000.000-409.000	DELQ PERSONAL PROPERTY REVENU	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-000.000-414.000	TAX PENALTIES	35,000.00	35,000.00	2,497.37	2,497.37	32,502.63	7.14
101-000.000-415.000	MISCELLANEOUS REVENUE	9,000.00	9,000.00	745.35	522.58	8,254.65	8.28
101-000.000-416.001	PROPERTY & LIABLITY DIVIDEND REVENUE	6,500.00	6,500.00	0.00	0.00	6,500.00	0.00
101-000.000-419.000	AT & T LEASE PAYMENTS	60,889.00	60,889.00	15,222.33	10,148.22	45,666.67	25.00
101-000.000-421.000	METRO-PCS LEASE PAYMENTS	45,000.00	45,000.00	6,894.76	3,447.38	38,105.24	15.32
101-000.000-446.000	INVESTMENT INTEREST	15,000.00	15,000.00	1,983.18	908.10	13,016.82	13.22
101-000.000-447.000	TAX 1% ADMINISTRATIVE FEE	81,000.00	81,000.00	72,453.13	2,963.74	8,546.87	89.45
101-000.000-448.000	INSURANCE REIMBURSEMENT	0.00	0.00	1,680.13	1,680.13	(1,680.13)	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	0.00	0.00	24,887.62	8,601.12	(24,887.62)	100.00
101-000.000-456.001	MI FIRST PERMITS REVENUE	95,000.00	95,000.00	0.00	0.00	95,000.00	0.00
101-000.000-457.000	ZONING, SITE, SPECIAL PERMITS	9,000.00	9,000.00	1,543.00	790.00	7,457.00	17.14
101-000.000-458.000	PLUMBING/HEATING PERMITS	24,500.00	24,500.00	3,252.00	750.00	21,248.00	13.27
101-000.000-459.000	ELECTRICAL PERMITS	16,000.00	16,000.00	1,734.00	740.00	14,266.00	10.84
101-000.000-460.000	LICENSES & REGISTRATIONS	14,000.00	14,000.00	3,425.00	830.00	10,575.00	24.46
101-000.000-461.000	DOG & CAT LICENSES	1,100.00	1,100.00	198.00	44.00	902.00	18.00
101-000.000-465.000	CABLE TV REVENUES	120,000.00	120,000.00	22,140.53	0.00	97,859.47	18.45
101-000.000-470.000	RECREATION SPECIAL PROGRAMS	15,000.00	15,000.00	1,121.98	135.00	13,878.02	7.48
101-000.000-470.001	DOG PARK REVENUE	1,500.00	1,500.00	1,495.00	70.00	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	17,307.50	4,560.00	(2,307.50)	115.38
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	2,845.25	1,522.50	12,154.75	18.97
101-000.000-574.000	STATE SHARED REVENUES	409,118.00	409,118.00	82,854.00	0.00	326,264.00	20.25
101-000.000-612.000	DISTRICT COURT FINES	120,000.00	120,000.00	9,293.53	5,909.53	110,706.47	7.74
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	0.00	0.00	15,000.00	0.00
101-000.000-632.000	PUBLIC SERVICES REIMBURSEMENT	20,000.00	20,000.00	326.52	326.52	19,673.48	1.63
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	3,287,136.14	167,876.49	1,050,212.86	75.79
TOTAL REVENUES		4,337,349.00	4,337,349.00	3,287,136.14	167,876.49	1,050,212.86	75.79
Expenditures							
Dept 100.000 - GOVERNMENT SERVICES							
101-100.000-708.000	PROPERTY & LIABILITY INSURANC	30,000.00	30,000.00	38,003.00	38,003.00	(8,003.00)	126.68
101-100.000-710.000	UNEMPLOYMENT INSURANCE	50.00	50.00	0.00	0.00	50.00	0.00
101-100.000-712.000	WORKER'S COMP INSURANCE	8,500.00	8,500.00	0.00	0.00	8,500.00	0.00
101-100.000-726.000	OFFICE SUPPLIES	6,000.00	6,000.00	1,528.95	977.61	4,471.05	25.48
101-100.000-726.001	SUPPLIES - COVID 19	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-100.000-732.000	CODE ENFORCEMENT	2,000.00	2,000.00	2,402.50	320.00	(402.50)	120.13
101-100.000-802.000	TAX TRIBUNAL RETURNS	1,500.00	1,500.00	276.69	0.00	1,223.31	18.45
101-100.000-803.000	MEMBERSHIPS & MEETINGS	6,000.00	6,000.00	3,269.26	1,648.15	2,730.74	54.49
101-100.000-804.000	BUILDING TRADE INSPECTION	70,000.00	70,000.00	22,188.03	11,817.30	47,811.97	31.70
101-100.000-805.000	CABLETELEVISION	40,000.00	40,000.00	13,974.32	3,862.42	26,025.68	34.78
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	20,000.00	20,000.00	8,078.42	3,658.33	11,921.58	40.19

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PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 09/30/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 101 - GENERAL FUND							
Expenditures							
101-100.000-810.000	AUDITING & ACCOUNTING	24,875.00	24,875.00	17,981.50	7,634.00	6,893.50	72.29
101-100.000-822.000	TRAINING	2,500.00	2,500.00	2,228.88	139.88	271.12	89.16
101-100.000-832.000	CITIZEN COMMUNICATION/PR	20,000.00	20,000.00	741.25	0.00	19,258.75	3.71
101-100.000-840.000	LIBRARY PAYMENT	152,930.00	152,930.00	0.00	0.00	152,930.00	0.00
101-100.000-848.000	GOVERNMENT OPERATIONS	35,000.00	35,000.00	5,415.21	2,494.04	29,584.79	15.47
101-100.000-848.001	TECHNOLOGY	45,000.00	45,000.00	19,929.83	14,683.83	25,070.17	44.29
101-100.000-850.000	TELEPHONE EXPENDITURES	18,000.00	18,000.00	5,142.62	1,501.62	12,857.38	28.57
101-100.000-860.000	VEHICLE EXPENSE	7,500.00	7,500.00	3,550.11	1,002.25	3,949.89	47.33
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	3,378.43	263.20	8,621.57	28.15
101-100.000-901.000	POSTAGE FEES	6,500.00	6,500.00	2,339.58	881.37	4,160.42	35.99
Total Dept 100.000 - GOVERNMENT SERVICES		516,855.00	516,855.00	150,428.58	88,887.00	366,426.42	29.10
Dept 101.000 - ADMINISTRATION							
101-101.000-701.000	SALARIES FULL-TIME	389,700.00	389,700.00	94,429.55	32,890.06	295,270.45	24.23
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	29,486.03	9,086.29	193,369.97	13.23
101-101.000-717.000	CODE ENFORCEMENT LEGAL	20,000.00	20,000.00	1,560.00	1,560.00	18,440.00	7.80
101-101.000-718.000	ELECTIONS	10,000.00	10,000.00	8,747.30	2,878.50	1,252.70	87.47
101-101.000-721.000	DATA PROCESING & ASSESSMENTS	35,350.00	35,350.00	563.74	0.00	34,786.26	1.59
101-101.000-722.000	LEGAL SERVICES	50,000.00	50,000.00	6,563.75	6,476.25	43,436.25	13.13
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	141,350.37	52,891.10	602,155.63	19.01
Dept 201.000 - BUILDING & GROUNDS							
101-201.000-701.000	SALARIES FULL-TIME	0.00	0.00	252.00	0.00	(252.00)	100.00
101-201.000-702.000	SALARIES PART-TIME	31,600.00	31,600.00	7,272.61	2,448.00	24,327.39	23.01
101-201.000-920.000	UTILITIES	45,000.00	45,000.00	9,632.21	2,636.85	35,367.79	21.40
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	38,000.00	38,000.00	7,990.25	2,120.00	30,009.75	21.03
101-201.000-930.001	BUILDING - GRANTS	0.00	0.00	5,610.65	0.00	(5,610.65)	100.00
101-201.000-930.002	COVID EXP - BUILDING	10,000.00	10,000.00	277.00	25.00	9,723.00	2.77
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	185.67	135.67	14,814.33	1.24
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	31,220.39	7,365.52	117,807.61	20.95
Dept 301.000 - PUBLIC SAFETY							
101-301.000-701.000	SALARIES FULL-TIME	830,042.00	830,042.00	179,400.91	56,768.92	650,641.09	21.61
101-301.000-702.000	SALARIES PART-TIME	50,000.00	50,000.00	27,771.82	6,761.14	22,228.18	55.54
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	527,148.00	527,148.00	100,368.08	25,701.35	426,779.92	19.04
101-301.000-704.000	SALARIES-OVERTIME	50,000.00	50,000.00	10,157.28	3,056.97	39,842.72	20.31
101-301.000-708.000	PROPERTY & LIABILITY INSURANC	25,594.00	25,594.00	25,594.00	25,594.00	0.00	100.00
101-301.000-710.000	UNEMPLOYMENT INSURANCE	100.00	100.00	0.00	0.00	100.00	0.00
101-301.000-712.000	WORKER'S COMP INSURANCE	15,800.00	15,800.00	0.00	0.00	15,800.00	0.00
101-301.000-726.000	OFFICE SUPPLIES	4,000.00	4,000.00	537.29	537.29	3,462.71	13.43
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	3.39
101-301.000-728.000	EVIDENCE SUPPLIES	1,000.00	1,000.00	(128.75)	0.00	1,128.75	(12.88)

PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED BUDGET	09/30/2021	MONTH 09/30/21	BALANCE	
		BUDGET		NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED
Fund 101 - GENERAL FUND							
Expenditures							
101-301.000-729.000	OFFICE MACHINE MAINTENANCE	3,000.00	3,000.00	835.05	835.05	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	250.00	0.00	3,250.00	7.14
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	2,215.13	1,400.00	13,284.87	14.29
101-301.000-823.000	FIREARMS TRAINING	4,500.00	4,500.00	4,883.00	3,971.36	(383.00)	108.51
101-301.000-824.000	CRIME PREVENTION	2,000.00	2,000.00	36.00	36.00	1,964.00	1.80
101-301.000-825.000	ANIMAL CONTROL	200.00	200.00	0.00	0.00	200.00	0.00
101-301.000-826.000	COMMUNITY POLICING	500.00	500.00	0.00	0.00	500.00	0.00
101-301.000-827.000	302 TRAINING FUNDS EXPENDITURES	2,000.00	2,000.00	580.00	280.00	1,420.00	29.00
101-301.000-828.000	FIRE SERVICE/DISPATCH CONTRACT	695,462.00	695,462.00	159,808.64	0.00	535,653.36	22.98
101-301.000-829.000	POLICE UNIFORMS & CLEANING	15,000.00	15,000.00	3,291.80	1,705.05	11,708.20	21.95
101-301.000-836.000	PRISONER LOCKUP	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
101-301.000-850.000	TELEPHONE EXPENDITURES	8,000.00	8,000.00	2,716.36	915.48	5,283.64	33.95
101-301.000-851.000	RADIO COMMUNICATIONS	16,200.00	16,200.00	0.00	0.00	16,200.00	0.00
101-301.000-860.000	VEHICLE EXPENSE	37,000.00	37,000.00	11,406.84	5,107.23	25,593.16	30.83
Total Dept 301.000 - PUBLIC SAFETY		2,321,046.00	2,321,046.00	529,791.43	132,669.84	1,791,254.57	22.83
Dept 401.000 - PUBLIC SERVICE							
101-401.000-703.000	EMPLOYEE TAXES & BENEFITS	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00
101-401.000-890.000	PARK MAINTENANCE	7,000.00	7,000.00	929.52	(447.92)	6,070.48	13.28
101-401.000-892.000	SIDEWALK MAINTENANCE	90,000.00	90,000.00	6,018.00	6,018.00	83,982.00	6.69
101-401.000-920.000	UTILITIES	21,000.00	21,000.00	5,618.64	2,800.08	15,381.36	26.76
101-401.000-921.000	CONTRACTUAL SERVICES	125,239.00	125,239.00	31,309.83	10,436.61	93,929.17	25.00
101-401.000-936.000	EQUIPMENT MAINTENANCE	7,000.00	7,000.00	140.00	140.00	6,860.00	2.00
Total Dept 401.000 - PUBLIC SERVICE		262,239.00	262,239.00	44,015.99	18,946.77	218,223.01	16.78
Dept 501.000 - LEAF COLLECTION							
101-501.000-978.000	REFUSE EQUIP/ROLLOFF EXPEND	6,500.00	6,500.00	1,802.90	1,802.90	4,697.10	27.74
Total Dept 501.000 - LEAF COLLECTION		6,500.00	6,500.00	1,802.90	1,802.90	4,697.10	27.74
Dept 502.000							
101-502.000-801.001	SOCRRA	379,440.00	379,440.00	73,321.07	29,560.00	306,118.93	19.32
Total Dept 502.000		379,440.00	379,440.00	73,321.07	29,560.00	306,118.93	19.32
Dept 601.000 - RECREATION							
101-601.000-701.000	SALARIES FULL-TIME	45,518.00	45,518.00	8,042.59	2,352.91	37,475.41	17.67
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	10,242.00	10,242.00	1,932.27	516.67	8,309.73	18.87
101-601.000-712.000	WORKER'S COMP INSURANCE	800.00	800.00	0.00	0.00	800.00	0.00
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	0.00	0.00	1,500.00	0.00
101-601.000-812.000	COMMUNITY EVENTS	8,500.00	8,500.00	2,957.79	139.99	5,542.21	34.80
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	0.00	0.00	1,000.00	0.00
101-601.000-817.000	FITNESS CENTER EXP	0.00	0.00	88.16	29.38	(88.16)	100.00
101-601.000-843.000	DOG PARK EXPENSES	1,500.00	1,500.00	0.00	0.00	1,500.00	0
101-601.000-884.000	CONCERTS IN THE PARK	2,000.00	2,000.00	0.00	0.00	2,000.00	0

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REVENUE AND EXPENDITURE REPORT FOR CITY OF LATHRUP VILLAGE

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Item 6A.

PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	09/30/2021 NORM (ABNORM)	MONTH 09/30/21 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Expenditures							
Total Dept 601.000 - RECREATION		75,060.00	75,060.00	13,370.81	3,038.95	61,689.19	17.81
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	985,301.54	335,162.08	3,578,822.46	21.59
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		4,337,349.00	4,337,349.00	3,287,136.14	167,876.49	1,050,212.86	75.79
TOTAL EXPENDITURES		4,564,124.00	4,564,124.00	985,301.54	335,162.08	3,578,822.46	21.59
NET OF REVENUES & EXPENDITURES		(226,775.00)	(226,775.00)	2,301,834.60	(167,285.59)	(2,528,609.60)	1,015.03

PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	2021-22	09/30/2021	MONTH 09/30/21	BALANCE	
		BUDGET	AMENDED BUDGET	NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED
Fund 202 - MAJOR ROAD FUND							
Revenues							
Dept 702.000							
202-702.000-574.000	STATE SHARED REVENUES	357,000.00	357,000.00	68,754.28	68,754.28	288,245.72	19.26
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	68,754.28	68,754.28	1,347,046.72	4.86
TOTAL REVENUES		1,415,801.00	1,415,801.00	68,754.28	68,754.28	1,347,046.72	4.86
Expenditures							
Dept 702.000							
202-702.000-703.000	EMPLOYEE TAXES & BENEFITS	15,143.00	15,143.00	443.31	147.77	14,699.69	2.93
202-702.000-705.000	SALARIES-ADMIN	5,569.00	5,569.00	1,420.14	473.38	4,148.86	25.50
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	5,521.00	5,521.00	0.00	100.00
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	0.00	0.00	5,000.00	0.00
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	1,193.38	1,193.38	23,806.62	4.77
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	2,320.00	29,891.26	16.97
202-702.000-921.000	CONTRACTUAL SERVICES	64,659.00	64,659.00	16,164.75	5,388.25	48,494.25	25.00
Total Dept 702.000		270,725.00	270,725.00	31,073.27	15,043.78	239,651.73	11.48
Dept 702.100 - CAPITAL IMP - STREET BOND							
202-702.100-970.000	CAPITAL EXPENDITURE	1,058,201.00	1,058,201.00	157,474.42	28,205.83	900,726.58	14.88
Total Dept 702.100 - CAPITAL IMP - STREET BOND		1,058,201.00	1,058,201.00	157,474.42	28,205.83	900,726.58	14.88
TOTAL EXPENDITURES		1,328,926.00	1,328,926.00	188,547.69	43,249.61	1,140,378.31	14.19
Fund 202 - MAJOR ROAD FUND:							
TOTAL REVENUES		1,415,801.00	1,415,801.00	68,754.28	68,754.28	1,347,046.72	4.86
TOTAL EXPENDITURES		1,328,926.00	1,328,926.00	188,547.69	43,249.61	1,140,378.31	14.19
NET OF REVENUES & EXPENDITURES		86,875.00	86,875.00	(119,793.41)	25,504.67	206,668.41	137.89

PERIOD ENDING 09/30/2021

		2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 09/30/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
GL NUMBER	DESCRIPTION						
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	30,073.15	30,073.15	138,926.85	17.79
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	30,073.15	30,073.15	1,211,330.85	2.42
TOTAL REVENUES		1,241,404.00	1,241,404.00	30,073.15	30,073.15	1,211,330.85	2.42
Expenditures							
Dept 703.000							
203-703.000-703.000	EMPLOYEE TAXES & BENEFITS	15,143.00	15,143.00	443.31	147.77	14,699.69	2.93
203-703.000-705.000	SALARIES-ADMIN	5,569.00	5,569.00	1,420.14	473.38	4,148.86	25.50
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	3,381.00	3,381.00	0.00	100.00
203-703.000-861.000	ROAD MAINTENANCE	250,000.00	250,000.00	2,094.11	0.00	247,905.89	0.84
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	1,193.38	1,193.38	2,806.62	29.83
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	5,247.50	0.00	(247.50)	104.95
203-703.000-870.000	FORESTRY	36,000.00	36,000.00	6,108.76	2,320.00	29,891.24	16.97
203-703.000-921.000	CONTRACTUAL SERVICES	64,659.00	64,659.00	16,164.75	5,388.25	48,494.25	25.00
Total Dept 703.000		490,085.00	490,085.00	36,274.90	12,903.78	453,810.10	7.40
Dept 703.100 - CAPITAL IMP - STREET BOND							
203-703.100-970.000	CAPITAL EXP - STREET BOND	1,058,201.00	1,058,201.00	157,474.42	28,205.82	900,726.58	14.88
Total Dept 703.100 - CAPITAL IMP - STREET BOND		1,058,201.00	1,058,201.00	157,474.42	28,205.82	900,726.58	14.88
TOTAL EXPENDITURES		1,548,286.00	1,548,286.00	193,749.32	41,109.60	1,354,536.68	12.51
Fund 203 - LOCAL ROAD FUND:							
TOTAL REVENUES		1,241,404.00	1,241,404.00	30,073.15	30,073.15	1,211,330.85	2.42
TOTAL EXPENDITURES		1,548,286.00	1,548,286.00	193,749.32	41,109.60	1,354,536.68	12.51
NET OF REVENUES & EXPENDITURES		(306,882.00)	(306,882.00)	(163,676.17)	(11,036.45)	(143,205.83)	53.34

PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	09/30/2021 NORM (ABNORM)	MONTH 09/30/21 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 258 - CAPITAL ACQUISITION FUND							
Revenues							
Dept 000.000							
258-000.000-446.000	INVESTMENT INTEREST	400.00	400.00	80.40	26.22	319.60	20.10
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	80.40	26.22	110,769.60	0.07
TOTAL REVENUES		110,850.00	110,850.00	80.40	26.22	110,769.60	0.07
Expenditures							
Dept 000.000							
258-000.000-970.000	CAPITAL EXPENDITURE	110,450.00	110,450.00	6,803.46	2,246.25	103,646.54	6.16
Total Dept 000.000		110,450.00	110,450.00	6,803.46	2,246.25	103,646.54	6.16
TOTAL EXPENDITURES		110,450.00	110,450.00	6,803.46	2,246.25	103,646.54	6.16
Fund 258 - CAPITAL ACQUISITION FUND:							
TOTAL REVENUES		110,850.00	110,850.00	80.40	26.22	110,769.60	0.07
TOTAL EXPENDITURES		110,450.00	110,450.00	6,803.46	2,246.25	103,646.54	6.16
NET OF REVENUES & EXPENDITURES		400.00	400.00	(6,723.06)	(2,220.03)	7,123.06	1,680.77

REVENUE AND EXPENDITURE REPORT FOR CITY OF LATHRUP VILLAGE

PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED BUDGET	09/30/2021	MONTH 09/30/21	BALANCE	
		BUDGET		NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED
Fund 397 - ROADS MILLAGE BONDS FUND							
Revenues							
Dept 000.000							
397-000.000-446.000	INVESTMENT INTEREST	0.00	0.00	187.11	78.47	(187.11)	100.00
Total Dept 000.000		0.00	0.00	187.11	78.47	(187.11)	100.00
TOTAL REVENUES		0.00	0.00	187.11	78.47	(187.11)	100.00
Fund 397 - ROADS MILLAGE BONDS FUND:							
TOTAL REVENUES		0.00	0.00	187.11	78.47	(187.11)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	187.11	78.47	(187.11)	100.00

PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	09/30/2021 NORM (ABNORM)	MONTH 09/30/21 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	4,712.59	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	0.00	0.00	6,000.00	0.00
494-000.000-446.000	INVESTMENT INTEREST	10,000.00	10,000.00	856.52	279.36	9,143.48	8.57
Total Dept 000.000		347,443.00	347,443.00	56,742.84	4,991.95	290,700.16	16.33
TOTAL REVENUES		347,443.00	347,443.00	56,742.84	4,991.95	290,700.16	16.33
Expenditures							
Dept 000.000							
494-000.000-701.000	SALARIES FULL-TIME	116,174.00	116,174.00	39,407.82	11,393.40	76,766.18	33.92
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	9,017.46	2,876.88	24,982.54	26.52
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	151.77	75.89	1,328.23	10.25
494-000.000-802.000	TAX TRIBUNAL RETURNS	2,000.00	2,000.00	13,653.48	0.00	(11,653.48)	682.67
494-000.000-810.000	AUDITING & ACCOUNTING	800.00	800.00	0.00	0.00	800.00	0.00
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	1,559.05	1,426.55	14,940.95	9.45
494-000.000-845.000	STREETSCAPING	24,000.00	24,000.00	5,619.87	296.20	18,380.13	23.42
494-000.000-882.000	PLANNING/CONSULTING FEES	42,100.00	42,100.00	13,294.27	2,902.50	28,805.73	31.58
494-000.000-900.000	PRINTING/PUBLICATION COSTS	1,500.00	1,500.00	2,069.71	2,053.82	(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	7,788.25	4,462.51	11,711.75	39.94
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	6,100.00	6,100.00	37.96	0.00	6,062.04	0.62
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
494-000.000-971.001	FACADE GRANT PROGRAM	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 000.000		304,754.00	304,754.00	96,306.48	25,487.75	208,447.52	31.60
TOTAL EXPENDITURES		304,754.00	304,754.00	96,306.48	25,487.75	208,447.52	31.60
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		347,443.00	347,443.00	56,742.84	4,991.95	290,700.16	16.33
TOTAL EXPENDITURES		304,754.00	304,754.00	96,306.48	25,487.75	208,447.52	31.60
NET OF REVENUES & EXPENDITURES		42,689.00	42,689.00	(39,563.64)	(20,495.80)	82,252.64	92.68

User: PAM

DB: Lathrup

PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	09/30/2021 NORM (ABNORM)	MONTH 09/30/21 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	5,345.00	1,778.00	34,655.00	13.36
592-536.000-640.000	WATER SERVICE	674,280.00	674,280.00	192,733.17	69,437.95	481,546.83	28.58
592-536.000-640.001	BOND REVENUE	227,268.00	227,268.00	57,191.50	19,046.00	170,076.50	25.16
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	5,940.49	(11.82)	19,059.51	23.76
592-536.000-642.000	METER CHARGE REVENUE	80,645.00	80,645.00	17,206.73	5,735.65	63,438.27	21.34
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	474.88	158.70	4,025.12	10.55
Total Dept 536.000 - WATER DEPARTMENT		3,382,131.00	3,382,131.00	278,891.77	96,144.48	3,103,239.23	8.25
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	7,151.05	(21.72)	35,848.95	16.63
592-537.000-645.000	SEWAGE DISPOSAL REVENUE	1,673,588.00	1,673,588.00	379,614.74	138,310.43	1,293,973.26	22.68
592-537.000-651.000	INDUSTRIAL SURCHARGE	43,000.00	43,000.00	7,430.25	2,475.96	35,569.75	17.28
592-537.000-665.000	INVESTMENT INTEREST	4,500.00	4,500.00	474.83	158.68	4,025.17	10.55
Total Dept 537.000 - SEWER DEPARTMENT		2,460,088.00	2,460,088.00	394,670.87	140,923.35	2,065,417.13	16.04
TOTAL REVENUES		5,842,219.00	5,842,219.00	673,562.64	237,067.83	5,168,656.36	11.53
Expenditures							
Dept 536.000 - WATER DEPARTMENT							
592-536.000-701.000	SALARIES FULL-TIME	19,652.00	19,652.00	1,704.18	568.06	17,947.82	8.67
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	168,991.00	168,991.00	10,452.84	3,484.28	158,538.16	6.19
592-536.000-708.000	PROPERTY & LIABILITY INSURANC	7,959.00	7,959.00	7,803.00	7,803.00	156.00	98.04
592-536.000-810.000	AUDITING & ACCOUNTING	5,232.00	5,232.00	5,232.00	5,232.00	0.00	100.00
592-536.000-902.000	BILLING SERVICES	10,000.00	10,000.00	1,958.72	300.00	8,041.28	19.59
592-536.000-921.000	CONTRACTUAL SERVICES	72,656.00	72,656.00	18,164.10	6,054.70	54,491.90	25.00
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	3,505.00	3,505.00	86,495.00	3.89
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	70,630.84	35,160.67	332,369.16	17.53
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	169.84	0.00	356,430.16	0.05
Total Dept 536.000 - WATER DEPARTMENT		1,142,887.00	1,142,887.00	120,938.94	62,107.71	1,021,948.06	10.58
Dept 536.100 - WATER DEPARTMENT							
592-536.100-970.000	CAPITAL EXP - STOP BOX REPLACEMENT	50,000.00	50,000.00	3,363.20	1,707.50	46,636.80	6.73
Total Dept 536.100 - WATER DEPARTMENT		50,000.00	50,000.00	3,363.20	1,707.50	46,636.80	6.73
Dept 536.200 - WATER DEPARTMENT							
592-536.200-970.000	CAPITAL EXP - LEAD & COPPER LINE REPLACE	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00
Total Dept 536.200 - WATER DEPARTMENT		100,000.00	100,000.00	0.00	0.00	100,000.00	0

PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 09/30/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/21 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	81,156.34	1,675.52	393,843.66	17.09
Total Dept 536.400 - WATER DEPARTMENT		475,000.00	475,000.00	81,156.34	1,675.52	393,843.66	17.09
Dept 536.500 - WATER DEPARTMENT							
592-536.500-970.000	CAPITAL FIRE HYDRANTS	84,000.00	84,000.00	42,444.13	9,775.00	41,555.87	50.53
Total Dept 536.500 - WATER DEPARTMENT		84,000.00	84,000.00	42,444.13	9,775.00	41,555.87	50.53
Dept 536.600 - WATER DEPARTMENT							
592-536.600-970.000	CAPITAL EXP - GATE VALVES	224,000.00	224,000.00	9,191.10	6,900.00	214,808.90	4.10
Total Dept 536.600 - WATER DEPARTMENT		224,000.00	224,000.00	9,191.10	6,900.00	214,808.90	4.10
Dept 537.000 - SEWER DEPARTMENT							
592-537.000-701.000	SALARIES FULL-TIME	19,652.00	19,652.00	1,704.18	568.06	17,947.82	8.67
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	53,332.00	53,332.00	566.01	188.66	52,765.99	1.06
592-537.000-708.000	PROPERTY & LIABILITY INSURANC	7,803.00	7,803.00	7,959.00	7,959.00	(156.00)	102.00
592-537.000-720.000	INTEREST EXPENSE	174,679.00	174,679.00	9,893.75	0.00	164,785.25	5.66
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	5,232.00	5,232.00	0.00	100.00
592-537.000-921.000	CONTRACTUAL SERVICES	72,656.00	72,656.00	18,164.10	6,054.70	54,491.90	25.00
592-537.000-939.000	SEWER SYTEM MAINTENANCE	273,000.00	273,000.00	47.04	15.40	272,952.96	0.02
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	176,137.50	0.00	873,656.50	16.78
592-537.000-945.000	RETENTION TANK-UTIL ELEC	18,707.00	18,707.00	2,048.92	757.85	16,658.08	10.95
592-537.000-946.000	RETENTION TANK UTIL-WATER	5,000.00	5,000.00	737.28	0.00	4,262.72	14.75
592-537.000-947.000	RETENTION TANK UTIL-GAS	1,200.00	1,200.00	31.92	15.96	1,168.08	2.66
592-537.000-948.000	RETENTION TANK UTIL-TELEPHONE	3,000.00	3,000.00	223.20	0.00	2,776.80	7.44
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	9,078.00	0.00	100.00
592-537.000-957.000	INDUSTRIAL SURCHARGE/NON-RESI	20,000.00	20,000.00	2,828.58	1,400.07	17,171.42	14.14
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	4,549.80	4,374.80	25,450.20	15.17
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	239,951.28	35,644.50	1,657,681.72	12.64
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

PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	09/30/2021 NORM (ABNORM)	MONTH 09/30/21 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 592 - WATER & SEWER FUND							
Expenditures							
TOTAL EXPENDITURES		5,383,520.00	5,383,520.00	497,044.99	117,810.23	4,886,475.01	9.23
Fund 592 - WATER & SEWER FUND:							
TOTAL REVENUES		5,842,219.00	5,842,219.00	673,562.64	237,067.83	5,168,656.36	11.53
TOTAL EXPENDITURES		5,383,520.00	5,383,520.00	497,044.99	117,810.23	4,886,475.01	9.23
NET OF REVENUES & EXPENDITURES		458,699.00	458,699.00	176,517.65	119,257.60	282,181.35	38.48
TOTAL REVENUES - ALL FUNDS		13,295,066.00	13,295,066.00	4,116,536.56	508,868.39	9,178,529.44	30.96
TOTAL EXPENDITURES - ALL FUNDS		13,240,060.00	13,240,060.00	1,967,753.48	565,065.52	11,272,306.52	14.86
NET OF REVENUES & EXPENDITURES		55,006.00	55,006.00	2,148,783.08	(56,197.13)	(2,093,777.08)	3,906.45



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: October 14, 2021

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** in back! Every Friday (weather-dependending) from **11 am – 1 pm at the Pavilion** through the end of November. We'll take a winter break and start up again in March.
- **Zing! Customer Service Training will be October 28th**
- **Fall Fest will be Saturday, October 30th**
- **Winter Market will be Saturday, November 27th** Vendors & sponsors are being recruited.

Past Events

- **Community Policing Event**—The DDA partnered with LVPD for their Community Policing Event on September 18th in Municipal Park. Approximately 40 people attended.
- **Fall Corridor Clean Up** was rescheduled for October 2nd
- **Bike & BBQ** was held October 9th. Approximately 30 people attended.

Grants

- Oakland County has partner with LVDDA on an SBA Community Navigator Grant. The grant aims to provide direct support to under-served and micro-businesses in the area. If the grant application is successful, OC staff will be embedded in LV for 4 years
- CED/Parks & Rec applied for DNR Recreation Passport Grant to renovate Sarrackwood Park. Awards to be announced in November
- CED has submitted a request for ARP state-level funds to install HAWK signal crossings near Margate/Meadowood and City Hall.



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Commercial Business/Property Updates

- New Business: 27051 Southfield Road (Chinese Succulents & Pots) – opening soon
- New Business: 26710 Southfield Road (Beauty Hunters) – finishing work on interior improvements; opening in November
- New Business: 28851 Southfield Road (Fish Market) – working on interior improvements
- New Business: 26079 Southfield Road (US Rehab) – working on interior improvements
- New Business: 26780 Southfield Road (Ruby Lee's Honey Chicken & Shrimp) - working on interior improvements
- 26727 Southfield Road (BP Gas) – work is progressing. Contractor provides regular updates.
- Lathrup Village Apartments will be installing the screen wall soon. The final building phase is delayed until Spring 2022 due to material and contractor shortages

Comprehensive Plan Update

- The plan was adopted by Planning Commission & City Council
- Staff & PC will be working on implementation strategies over the coming months

Cannabis

- Staff has finalized the scoring criteria and application materials.
- Recommendation to release application will be on the Oct. 18th City Council agenda.

Infrastructure

- DDA Sidewalk Replacement Program began in late August. Work will be along Southfield Road and in the neighborhoods south of I-696, and is expected to be completed in October.
- Roads: Alley approaches between Sunnybrook & Cambridge (east of Southfield Rd) are complete
- GIS mapping & data collection system is in place to track excavations, fire hydrants, and gate valves
- Water Main Replacements on Wiltshire (Southfield to Lathrup Blvd) and San Rosa (Southfield to Lathrup Blvd) is done. Punchlist & cleanups remain.

Miscellaneous

- Holiday banners were purchased and will be installed in early November, along with garland and lights throughout the district and at City Hall
- The city was notified that our Redevelopment Ready Communities (RRC) Certification is valid through 11/30/2023.

IMPORTANT ELECTION UPDATES - information about the upcoming November 2, 2021 General Election and Absentee Ballots.

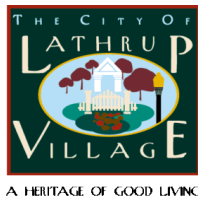
There are 2 drop boxes at City Hall. Office Hours are Monday to Friday 8am to 4:30pm (closed for lunch 12:30pm-1:30pm).

Election staff will also be available on Saturday, October 30th from 7am to 3pm.

The hours on ELECTION DAY are November 2nd from 7am to 8pm.

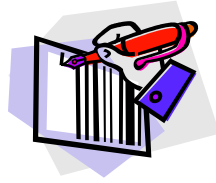
Both precincts are located in City Hall at 27400 Southfield Road.

Link to Election Video: https://youtu.be/vLD5GyoD_jY

**City of Lathrup Village**

27400 Southfield Road
Lathrup Village, Michigan 48076
248.557.2600
www.lathrupvillage.org

Item 7C.

**Code Enforcement September Report**

Sheryl,

1. Violations written and posted on the door.
 - a. Tall grass (5)
 - b. Other (6)
 - c. Lack of Property maintenance (3)
 - d. Refuse container in public view (5)
2. On September 14, 2021, I attended monthly meetings of MACEO. First time in person meetings, the meeting provided the opportunity to share items of persistent nuisance and receive the advice from cities that have encountered and overcame similar problems. Subjects spoken about rental inspections and rodents.
3. An informational guide has been created to summarize residential (June) and commercial (September) code enforcement requirements for residents and tenants. The guide covers topics such as: common code enforcement violations and how to avoid them.
4. Responded to all open SeeClickFix complaints and inspected.
5. September 14, 2021, called wolverine to get a quote to replace the burnt transfer switch to get the generator working properly. Also, getting quotes to purchase a new generator that will meet the requirements of city hall including the police department. Was educated on the generator and how the generator we have does not meet the requirements of city hall. The generator required needs to be 150 kva.
6. Taken residents calls and answered their questions on dead trees, sidewalk project, etc.
7. Had DPS cut down dead branches in the right of way on Santa Barbara and San Quentin 9/15/2021.
8. Saw chipping truck on Lincoln 9/17/2021. All branches on Lincoln were chipped.
9. Caught 3 different contractors working on roofs without permits (Lathrup Blvd., Cambridge, and Saratoga). Had contractors go to city hall to obtain permits.
10. 18520 Lincoln filling in the ditch with topsoil, left him a violation notice to remove the topsoil.
11. 26811 Bloomfield put up an orange fence which is against ordinance and found concrete and dead branches in piles. Gave him 1 day to remove orange fence, and 3 weeks to clean all debris (concrete, and branches).
12. Resident on Lathrup Blvd. trimmed apple tree off of sidewalk.
13. Working on Rental process?
14. Jagged Fork had garbage outside the restaurant, spoke with the owner to remove the garbage. Garbage was set by other surrounding businesses. Asked her if she had cameras that showed who set the garbage there and send it to the police.
15. 18271 Rainbow Dr. City tree with dead branches is dangerous to walkers by and residents. Put on the trim list with JH Hart.

Code Enforcement Officer: Rami Sweidan



A HERITAGE OF GOOD LIVING

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Item 7C.

16. Worked on processes (Rental Permits, and Building Permits)
17. Was told to enforce ditches and culverts. 9/28/2021 two residents are filling in the ditch with topsoil.
 - a. 18318 Rainbow Dr.; As I was patrolling the area saw fill dirt in the ditch area. Knocked on the door, Mr. Gerald came out expecting me to come by. We talked about how the residents are not supposed to fill in the ROW area with top soil. Mr. Gerald stated that he is going to make a channel to control the flow of water towards the storm water drain at the corner of Rainbow and Kilbirnie ave. Will reinspect the ditch in several more days to see if its done right.
 - b. 18520 Lincoln; I left a notice violation 9/14/2021 to remove all the topsoil from the ditch area. Re-inspected 9/28/2021 leveled part of the topsoil, and grass is growing. Sending final notice letter to remove topsoil.

9/22/2021 Susie and I are in BS&A training for special assessment.

- preparing for implementation of the sidewalk and ditch & culvert projects.
- Training on how to use the software.
- Looking up information

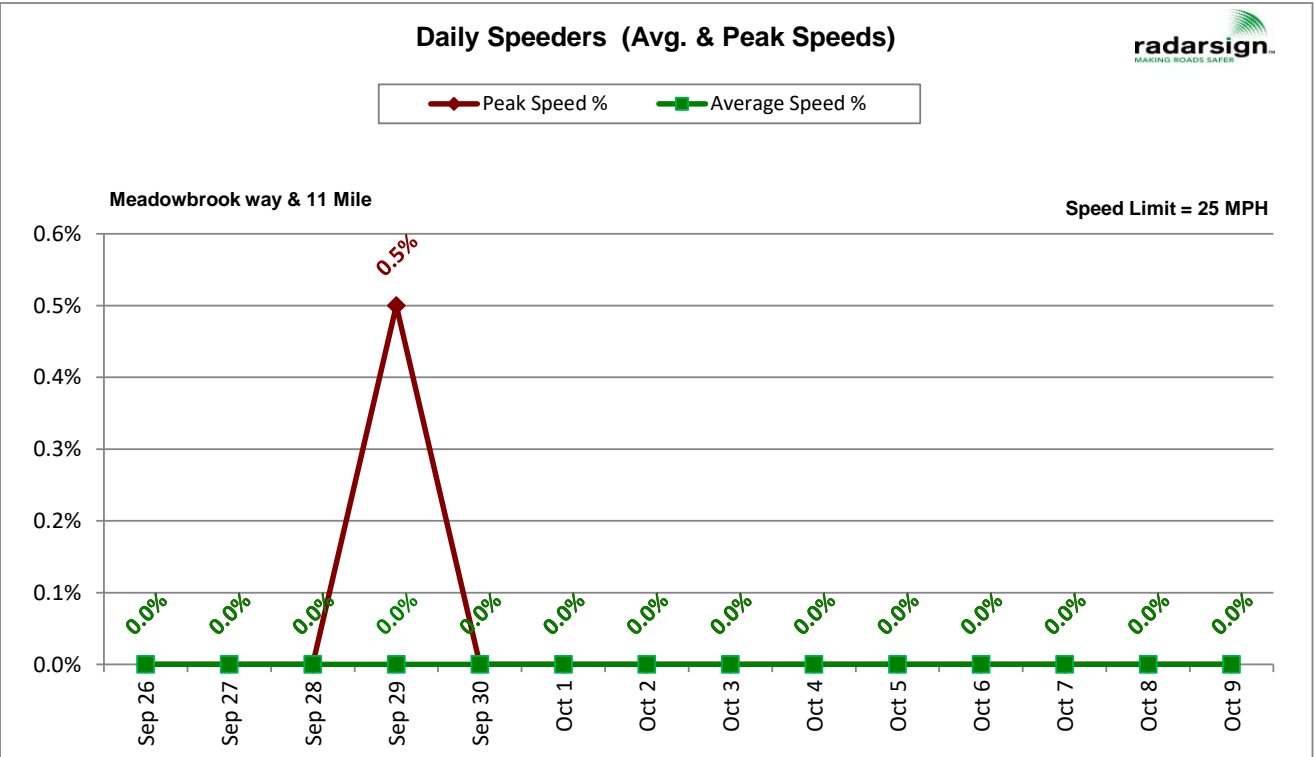
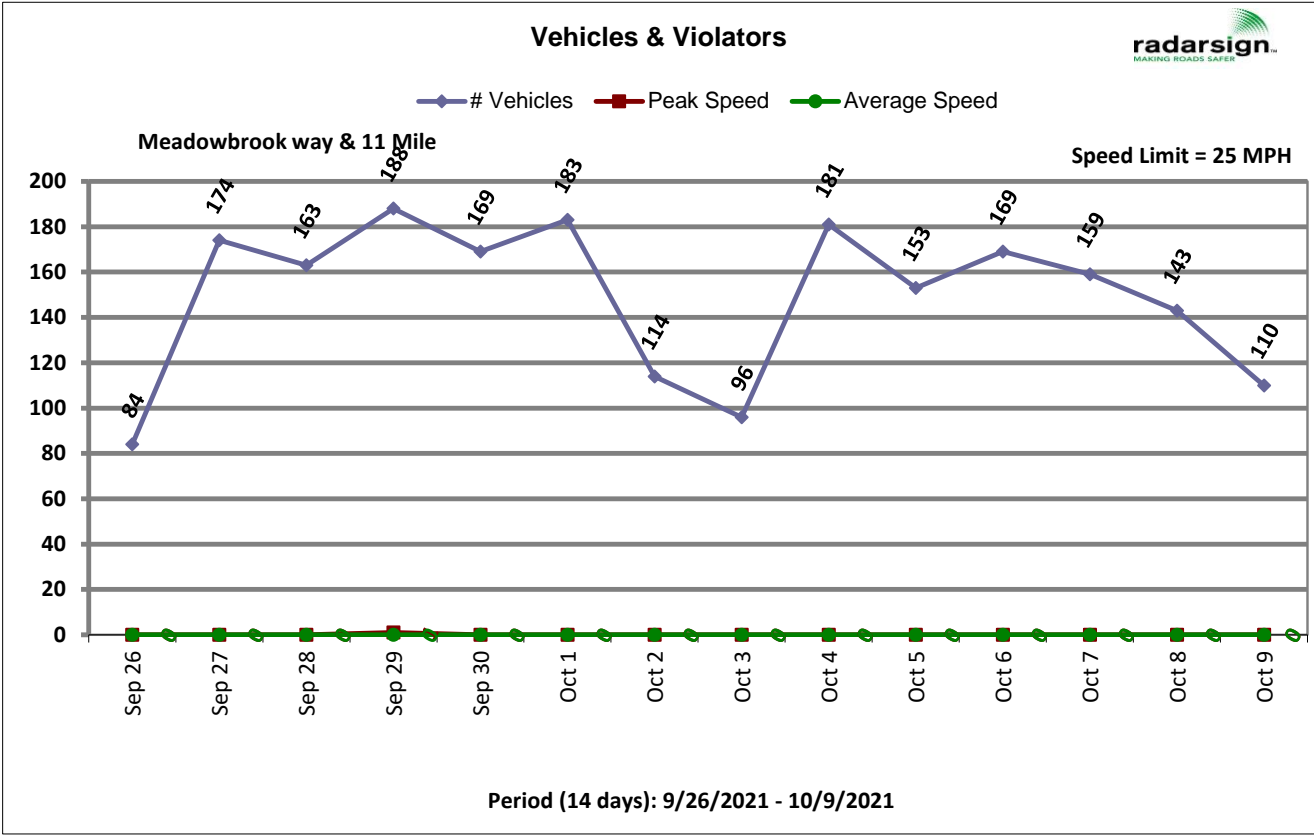
2021 ACTIVITY TOTALS

Item 7D.

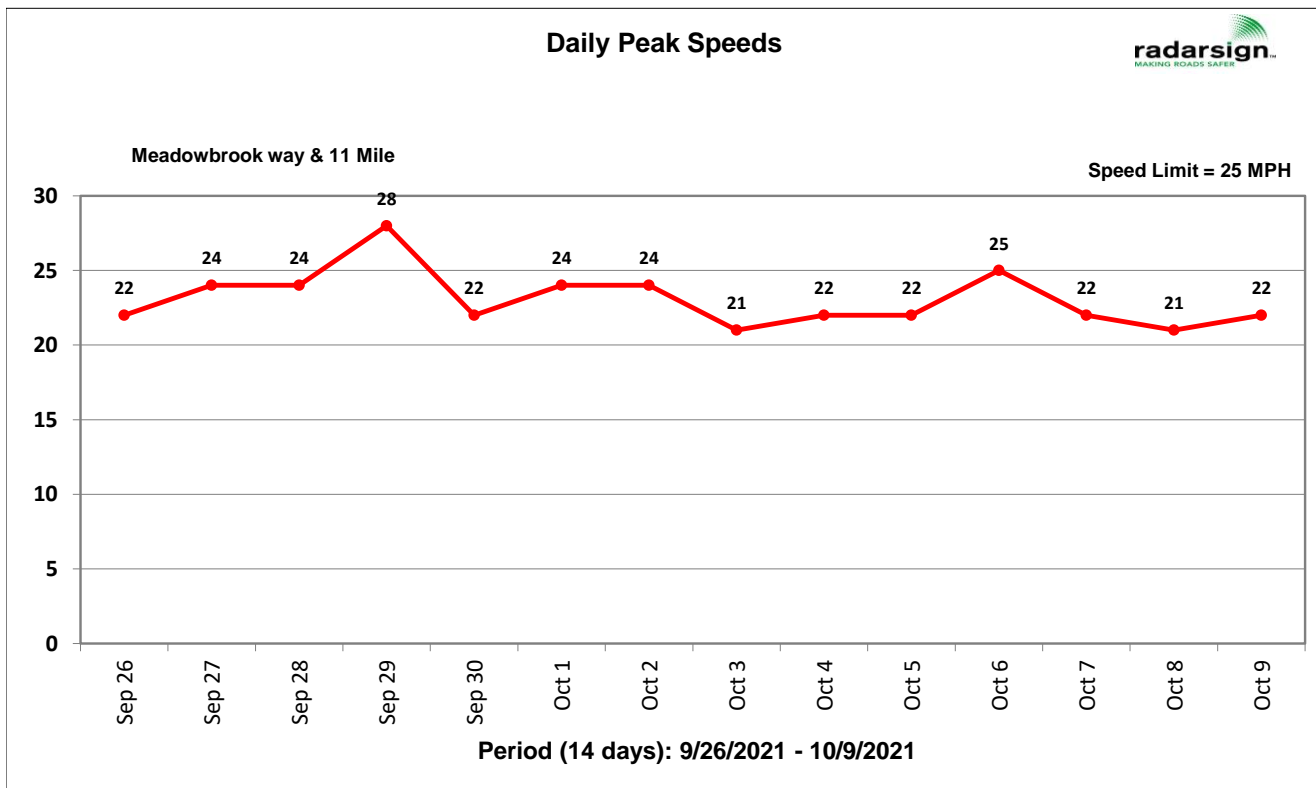
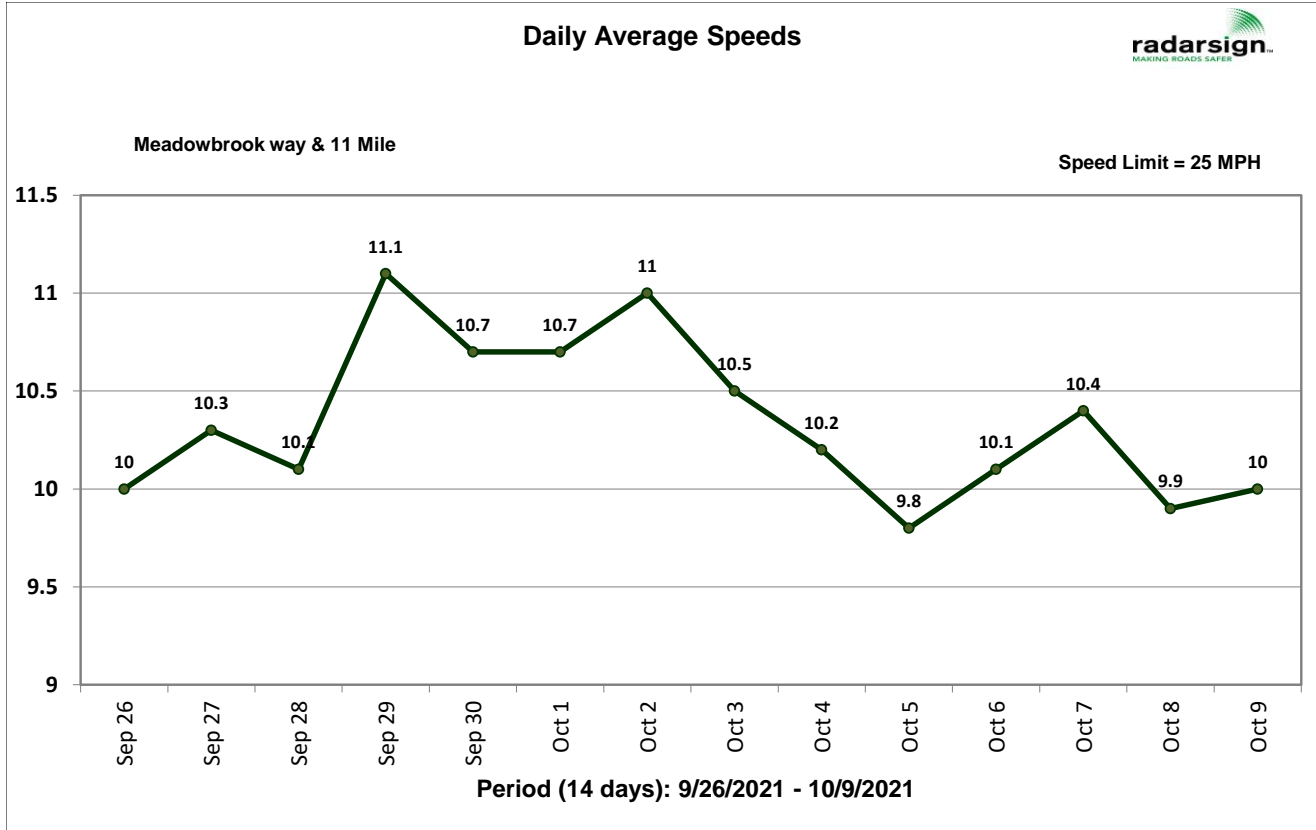
OFFICERS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	YTD
SGT. TACKETT	113	92	67	64	68	22	13	22	19				480
UPSHAW	24	21	39	37	26	25	37	0	0				209
BECKER	84	68	53	75	38	71	64	97	17				567
ROBERTS	128	65	137	168	116	139	57	36	158				1004
CARMACK	351	305	332	323	256	168	131	97	244				2207
HUSTON	85	129	135	80	80	16	27	12	24				588
HUTSON					14	131	164	173	143				625
GIJSBERS						53	107	169	233				562
LAWRENCE	30	83	166	87	131	83	110	125	67				882
BUTTON	39	63	54	47	68	110	27	63	22				493
LASK	48	54	53	55	69	48	16	34	29				406

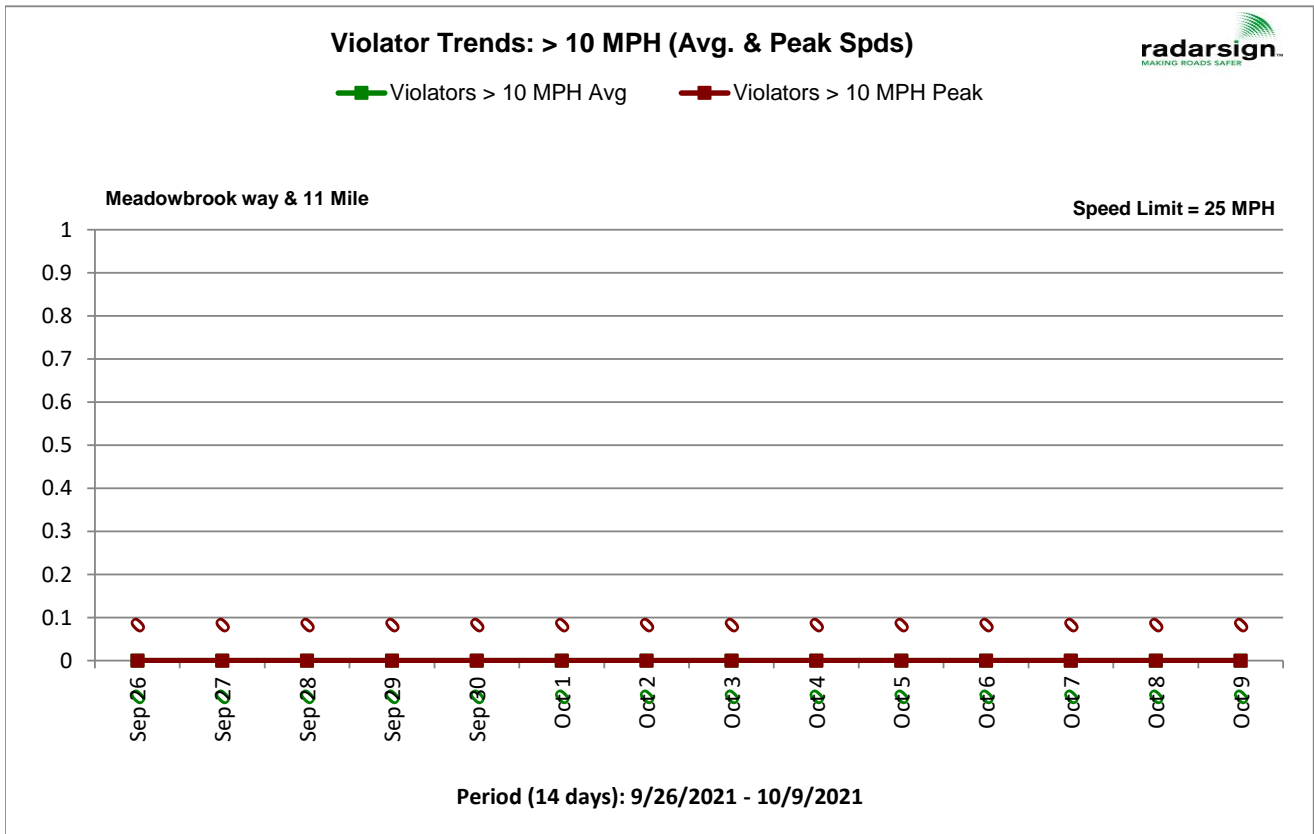
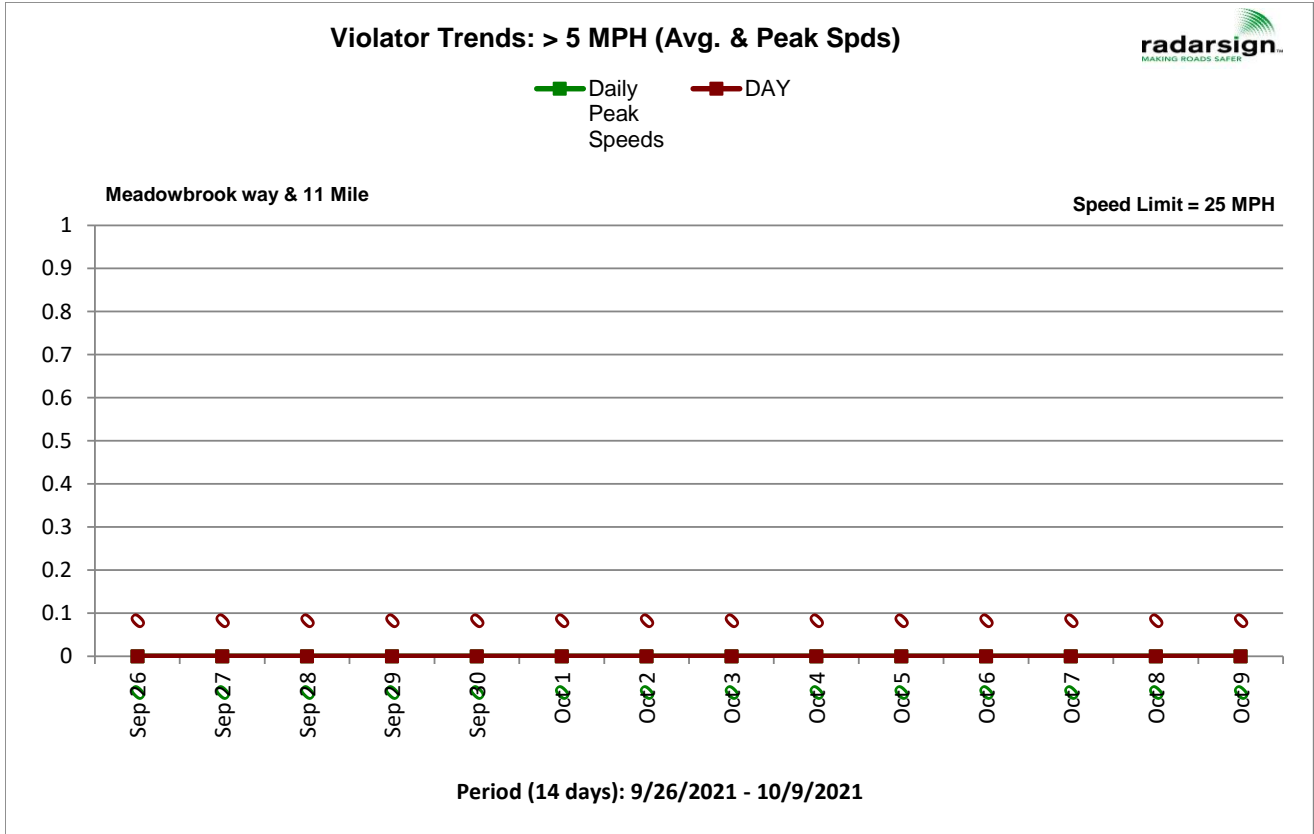
OFFICERS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
SGT. TACKETT	15	33	30	28	2	20	53	10	5				196
Tackett warnings	11	0	1	5	0	7	12	2	1				
UPSHAW	13	8	11	8	3	1	1	0	0				45
Upshaw warnings	1	1	2	1	0	0	0	0	0				
BECKER	75	60	51	58	12	5	5	55	51				372
Becker warnings	3	2	0	0	0	0	0	0	0				
ROBERTS	22	20	18	29	15	18	7	16	24				169
Roberts warnings	24	4	4	12	7	7	2	4	9				
CARMACK	30	42	28	43	27	32	55	30	45				332
Carmack warnings	12	9	10	11	12	8	18	6	16				
HUSTON	29	9	6	14	1	22	19	19	5				124
Huston warnings	3	5	0	1	1	7	4	2	0				
HUTSON					1	37	49	39	19				145
Hutson warnings					1	13	19	7	2				
GIJSBERS						23	57	31	48				159
Gijsbers warnings						9	12	9	17				
LAWRENCE	5	12	15	5	23	6	13	16	3				98
Lawrence warnings	1	1	0	0	3	0	0	0	0				
BUTTON	6	17	14	10	13	21	5	9	3				98
Button warnings	3	8	5	3	8	16	3	5	1				
LASK	10	23	12	10	15	8	1	0	1				80
Lask warnings	10	0	1	3	5	2	0	0	1				

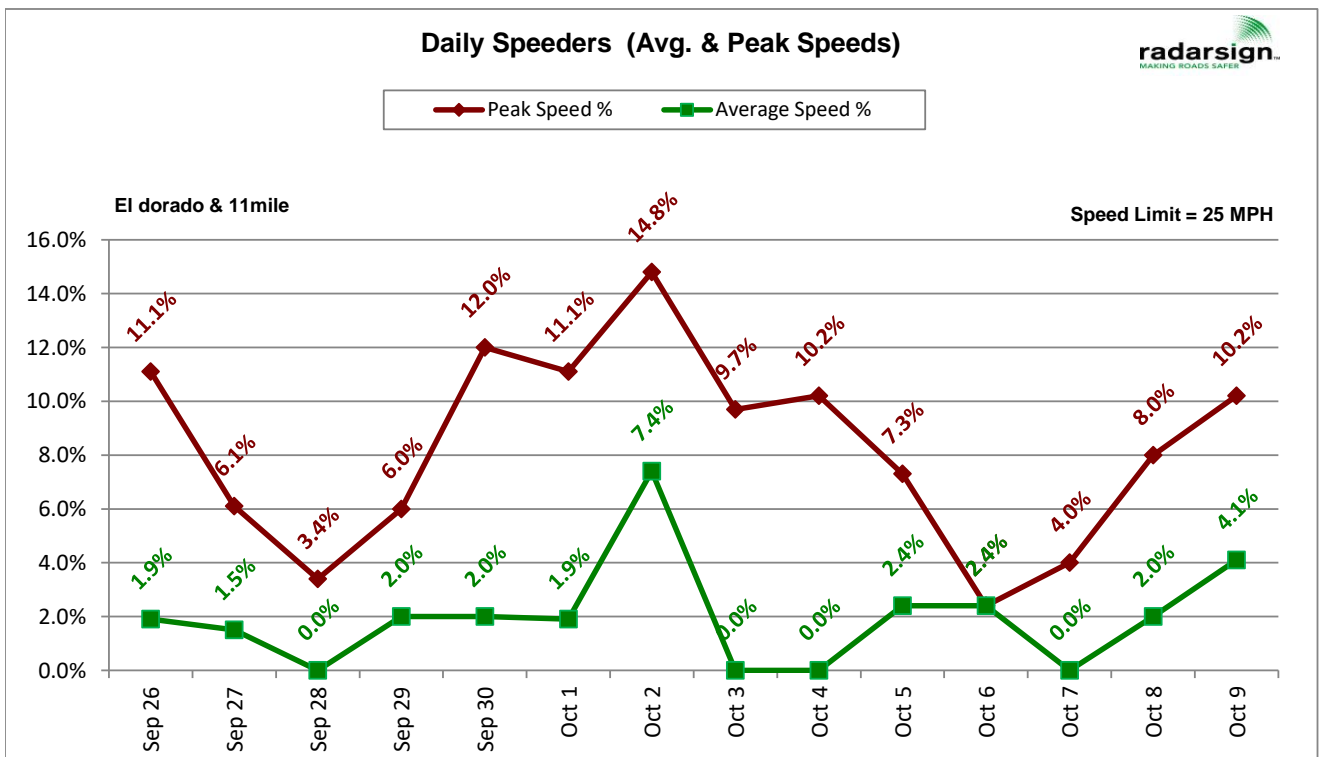
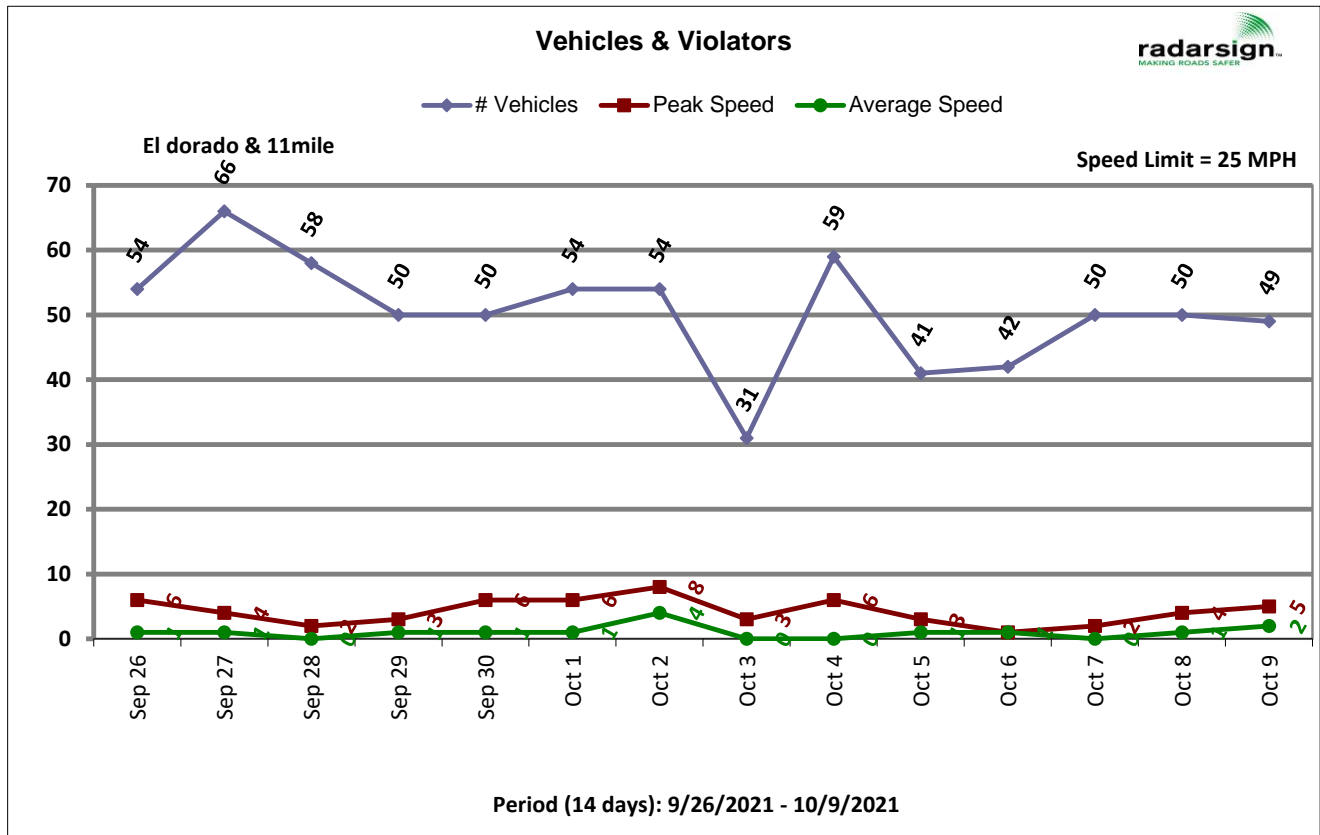
1818



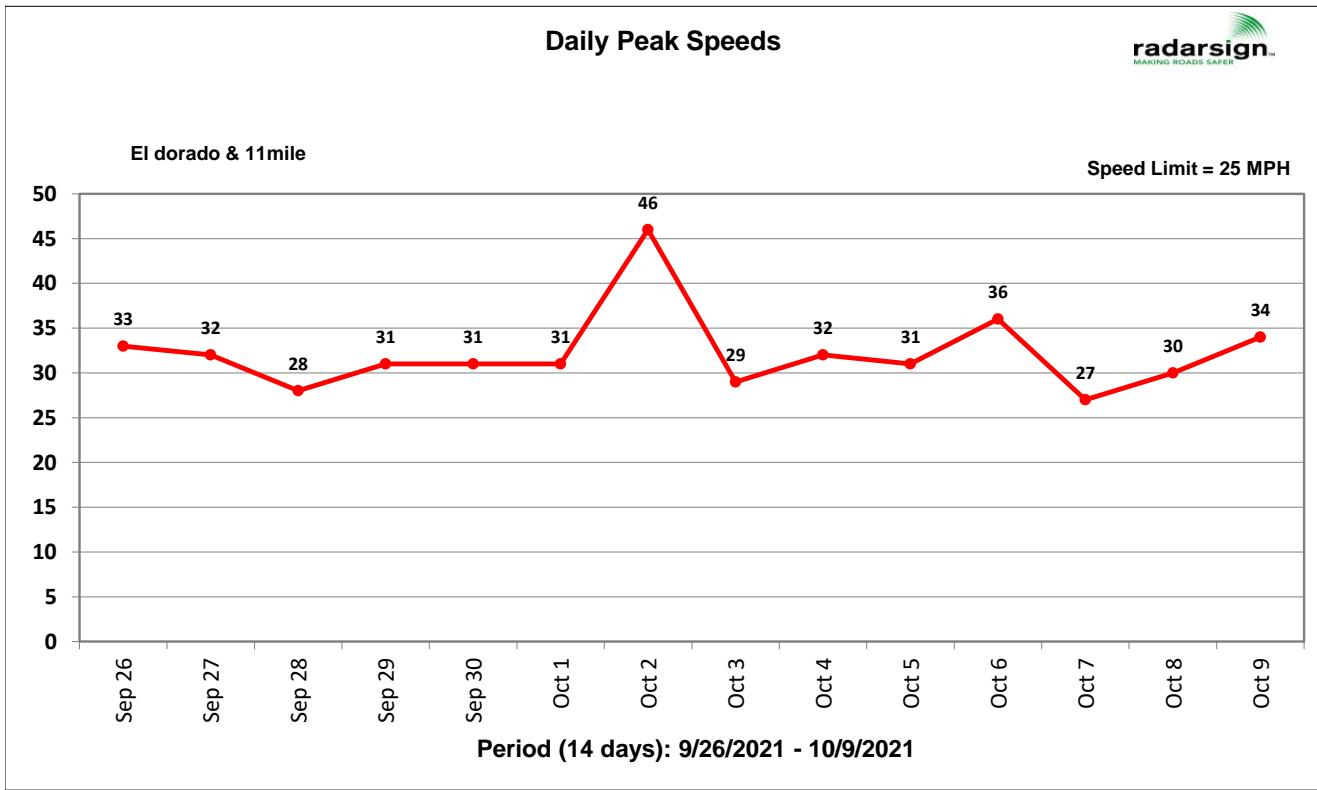
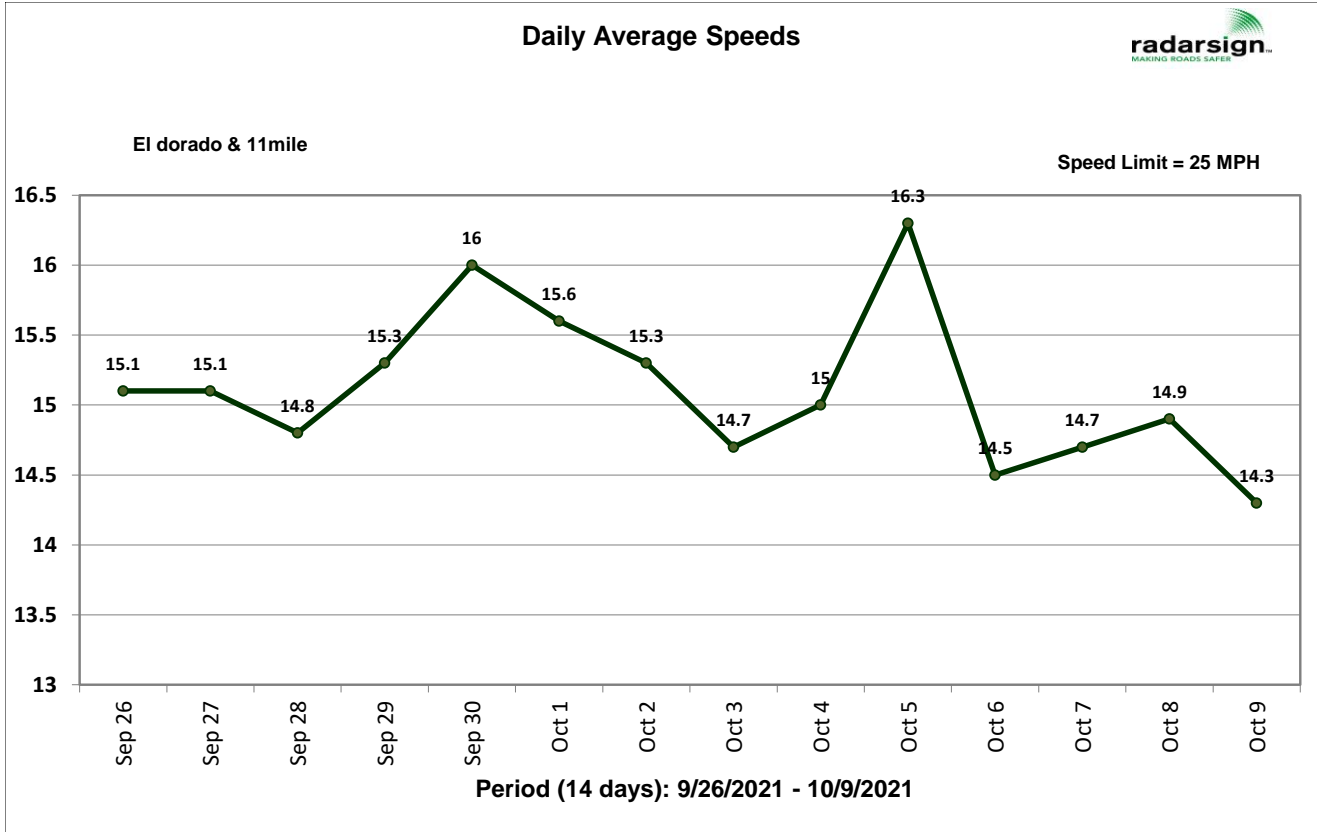
Period (14 days): 9/26/2021 - 10/9/2021

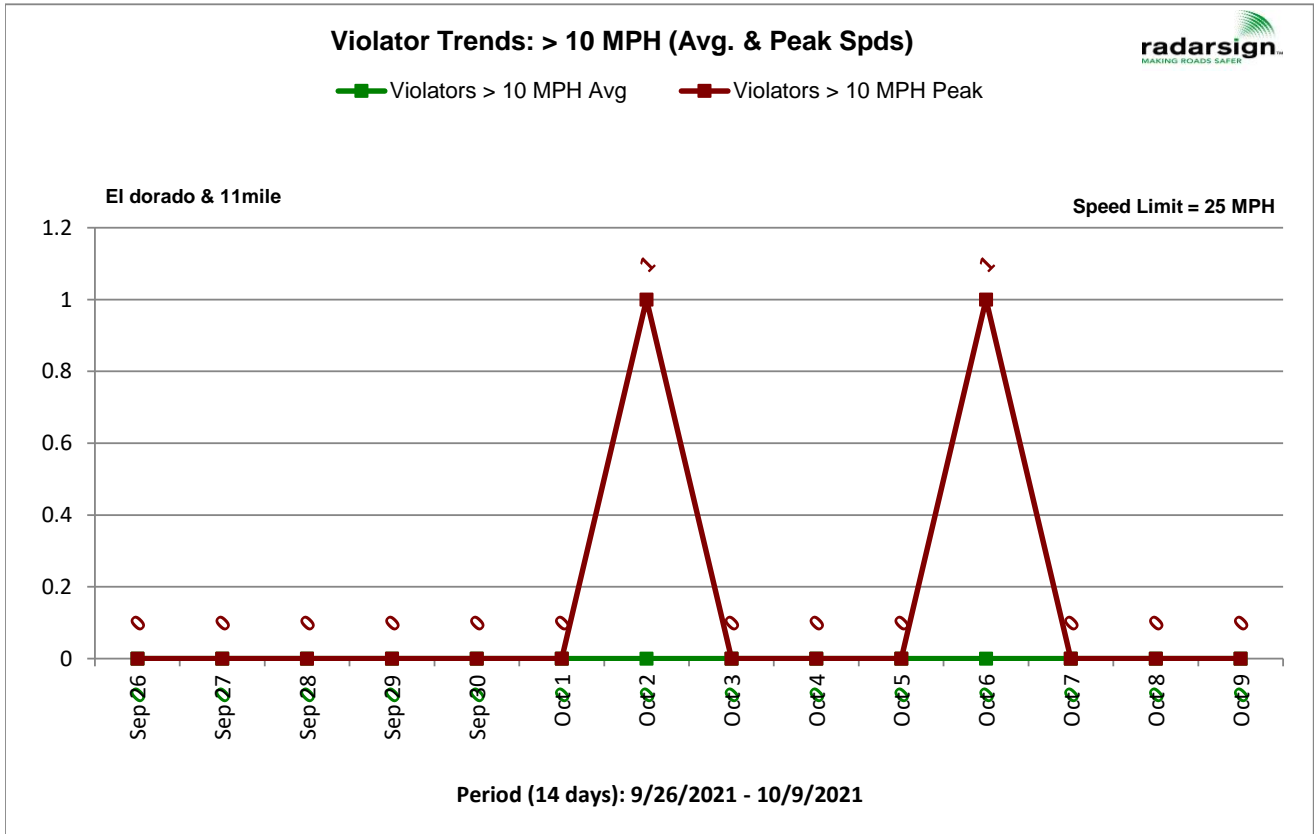
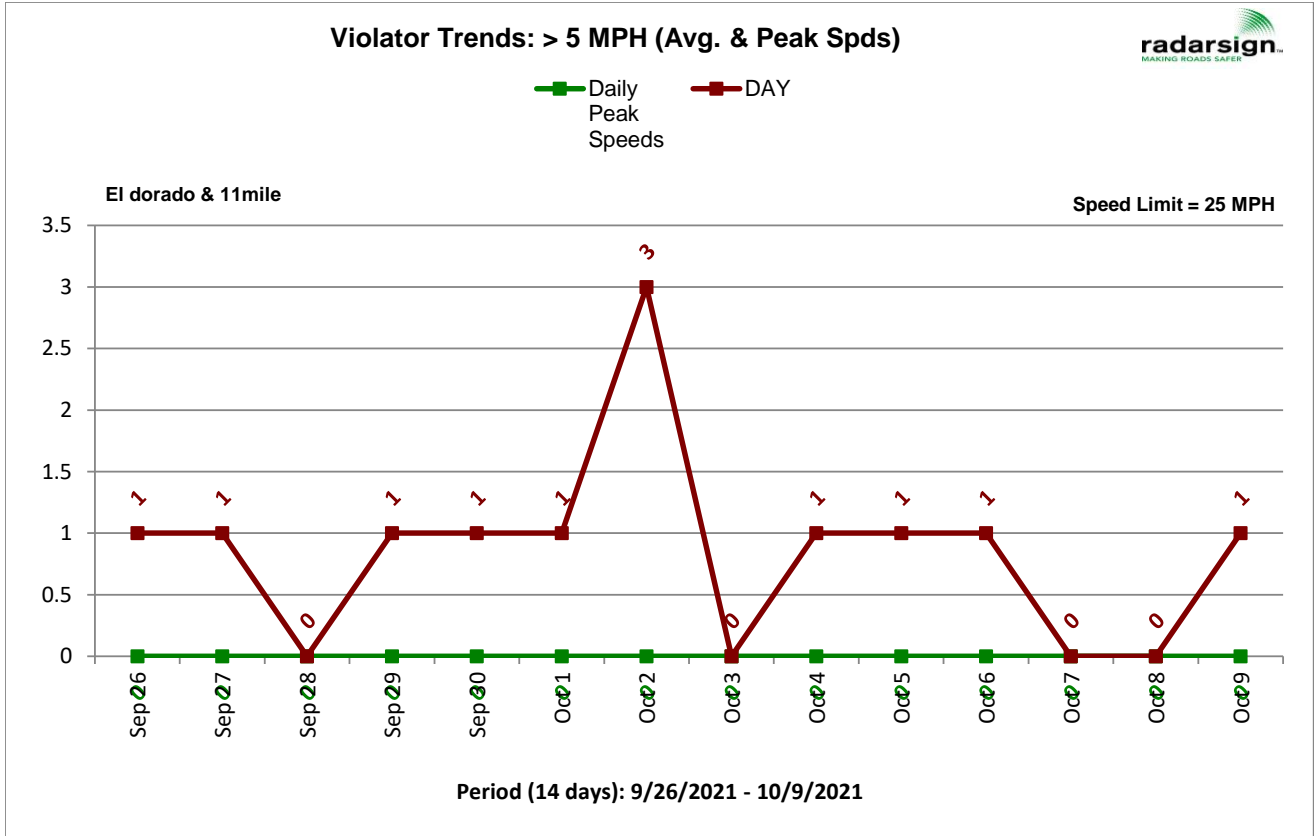






Period (14 days): 9/26/2021 - 10/9/2021





ALARM SUMMARY FOR SEPTEMBER 2021

0 burglar alarms (C3902) (September 1 – September 30)
20 false alarms (L5060) (September 1 – September 30)

All alarms were considered false or operator error

of these alarms were un-registered

1 commercial
2 residential

2 citations issued for unregistered alarms:

18100 W. Eleven Mile – Chase Bank – court date 10/13/2021 – had another alarm 9/24/20
26612 Southfield Road – The Candy Shop – court date 10/13/2021

AUGUST 2021 WARNING VIOLATIONS

Item 7D.

ROW	CITATION	CITATION DATE	OFF_CITY_NM	ST	VIOLATION_ON	VIOLATION_NEAR	VIOLS_DESC	OFFICER
1	21LV01072	8/1/2021	SOUTHFIELD	MI	SUNNYBROOK	SOUTHFIELD	DISOBEY TRAFFIC CONTROL DEVICE	BUT
2	21LV01077	8/2/2021	TROY	MI	SUNNYBROOK	SOUTHFIELD	PROHIBITED TURN	GIJ
3	21LV01080	8/2/2021	MISSOURI CITY	TX	11 MILE	LATHRUP	DISOBEY STOP SIGN	GIJ
4	21LV01084	8/4/2021	SOUTHFIELD	MI	SAN JOSE	SAN JOSE CT	NO PARKING 3-6AM	CAR
5	21LV01085	8/4/2021	LATHRUP VILLAGE	MI	SAN JOSE	SAN JOSE CT	NO PARKING 3-6AM	CAR
6	21LV01086	8/4/2021	LATHRUP VILLAGE	MI	SAN JOSE	SAN JOSE CT	NO PARKING 3-6AM	CAR
7	21LV01096	8/5/2021	SOUTHFIELD	MI	SOUTHFIELD	LATHRUP	DISOBEY STOP SIGN	HUT
8	21LV01099	8/5/2021	TAYLOR	MI	ELEVEN MILE	LATHRUP	DISOBEY STOP SIGN	BUT
9	21LV01103	8/8/2021	REDFORD TWP	MI	LATHRUP	ELEVEN MILE	DISOBEY TRAFFIC CONTROL DEVICE	GIJ
10	21LV01108	8/10/2021	CENTERLINE	MI	DOLORES	SANTA BARBARA	NO PARKING 3-6AM	CAR
11	21LV01114	8/10/2021	CLINTON TWP	MI	LATHRUP	ELEVEN MILE	PROHIBITED TURN	HUT
12	21LV01123	8/13/2021	LATHRUP VILLAGE	MI	SANTA BARBARA	LACROSSE	NO PARKING 3-6AM	CAR
13	21LV01134	8/15/2021	BEVERLY HILLS	MI	SOUTHFIELD	TWELVE MILE	DISOBEY TRAFFIC CONTROL DEVICE	HUT
14	21LV01143	8/17/2021	WEST BLOOMFIELD	MI	ELEVEN MILE	LATHRUP	DISOBEY STOP SIGN	HUT
15	21LV01154	8/20/2021	SOUTHFIELD	MI	ELEVEN MILE	SOUTHFIELD	DISOBEY STOP SIGN	GIJ
16	21LV01160	8/20/2021	CANTON	MI	ELEVEN MILE	SOUTHFIELD	DISOBEY TRAFFIC CONTROL DEVICE	BUT
17	21LV01183	8/25/2021	CLINTON TWP	MI	12 MILE	EVERGREEN	EXPIRED PLATES	ROB
18	21LV01185	8/25/2021	SOUTHFIELD	MI	LINCOLN	LATHRUP	SPEED 38/25	ROB
19	21LV01194	8/26/2021	ROSEVILLE	MI	SOUTHFIELD	LINCOLN	DISOBEY TRAFFIC CONTROL DEVICE	ROB
20	21LV01197	8/27/2021	LATHRUP VILLAGE	MI	18820 WILTSHIRE	SANTA BARBARA	IMPROPER PARKING	GIJ/CAR
21	21LV01200	8/27/2021	SOUTHFIELD	MI	12 MILE	SOUTHFIELD	NO PROOF INSURANCE	HUT
22	21LV01204	8/28/2021	OAK PARK	MI	SUNNYBROOK	SOUTHFIELD	DISOBEY TRAFFIC CONTROL DEVICE	BUT
23								
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AUGUST 2021 WARNING VIOLATIONS

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City of Lathrup Village Police Department - Monthly Activity Summary

September 2021

09/01/2021 21-7454 Road Rage Incident

An Officer responded to University High School where two parents, who were picking up their children, had a traffic altercation. There was some threatening language which was used. The school resource Officer attempted to mediate the incident, but one of the parties wished it to be documented. There is an ongoing issue with traffic control at the school.

09/01/2021 21-7472 Private Property Hit & Run Traffic Crash

A local building owner reported that a commercial vehicle which was turning around in his parking lot, hit his cable line and ripped it from the building. It also damaged brick from the building. Video was provided and the driver was identified. He was issued citations for leaving the scene of an accident and failing to stop and identify.

09/02/2021 21-7497 Intimidation Report

A subject called LVPD to report that while he was at a drive-up ATM at a local bank, a man exited his vehicle and walked right up to him. He positioned himself between the reporting party and the ATM. The man intimidated the man and advised him that he was going to use the ATM before he was. A report was taken, no video was available.

09/03/2021 21-7521 Assist Medical

Officers responded to local business where a subject had driven his vehicle into the building three times. It appeared that the subject was having a medical emergency. SFD transported the subject to a local hospital for evaluation.

09/05/2021 21-7557 Missing Person

An owner of a local group home called and advised that a subject had walked away and had not been heard from. Officers located the subject as he was in a hospital on another side of the area. He was in critical care. The owner was advised of this.

09/05/2021 21-7565 Suspicious Circumstance

Officers responded to a residence where a known subject with a history of fighting with Officers was having an argument with a neighbor who he believed brandished a firearm at him. After an investigation, it was determined that no crime was committed and the incident was documented.

09/06/2021 21-7565 Intelligence Information

An Officer wrote an intelligence information report when a resident advised him of when and how heroine may be brought into LV to sell. The information was passed on to Officers to keep a look out.

09/07/2021 21-7629 Abandoned Vehicle

An Officer was dispatched to locate a vehicle which was stalled and blocking a neighborhood street. There was no one with the vehicle so it was impounded. The vehicles owner was later identified and it was turned over to them.

09/07/2021 21-7649 DWLS Arrest

An Officer located a stalled and blocking vehicle in a high traffic area. The vehicle had run out of gas. The driver had a suspended license, and he was cited for the same. The vehicle was then towed due to it blocking.

09/08/2021 21-7673 Neighbor Trouble

An Officer responded to a continuing neighbor trouble where one party was concerned that a tree which was growing right from the property line, appeared to be split, with branches looking as if they were going to fall into both yards. They were advised of the laws regarding this issue.

09/09/2021 21-7731 DWLS Arrest

An Officer initiated a traffic stop for a stop sign violation. It was determined that the driver had a suspended drivers license. He was issued a misdemeanor citation for DWLS and released at the scene.

09/12/2021 21-7812 Abandoned Vehicle

An Officer impounded a vehicle which was abandoned and had previously had a 48-hour tag placed on it.

09/13/2021 21-7830 Flee and Elude / Recovered Stolen Vehicle

An Officer located a stolen box truck which Southfield Officers were attempting to locate. A stop was put on the vehicle. An investigation is ongoing to determine if this was a misunderstanding or not.

09/13/2021 21-7832 Flee and Elude

An Officer initiated a traffic stop on a suspected stolen vehicle. The vehicle initially stopped, but then fled from the Officer. The Officer terminated the pursuit once it became unsafe. Beverly Hills Police Units pursued the vehicle also, but terminated as well.

09/13/2021 21-7837 Family Trouble

Officers responded to a family dispute which turned physical. One party had left the scene prior to Officers arrival. Statements were taken and a report was made.

09/14/2021 21-7869 Check Fraud

A resident was asked by an acquaintance to cash 2 large checks and return the cash to him. He did that, and was later advised by the bank that the checks were NSF. The resident has been unable to recoup the lost money. The LVPD Detective Bureau is currently investigating.

09/14/2021 21-7880 MDOP

An Officer responded to take a report of Malicious Destruction of Property. Unknown subject imbedded obscene words and drawings into wet cement sidewalk squares in LV neighborhoods.

09/14/2021 21-7881 Turned in Firearm

An Officer responded to a residence where a woman wished to turn in a firearm which was owned by her late husband. It was collected and entered into property.

09/15/2021 21-7885 NOLEA Arrest

An Officer initiated a traffic stop for an expired license violation. It was determined that the driver had never acquired a driver's license. She was also underage and in possession of marijuana. The marijuana was confiscated. She was issued a misdemeanor citation for No Operators License Ever Acquired.

09/15/2021 21-7900 Neighbor Trouble

A resident came into LVPD to report an incident stemming from a long-term neighbor trouble. She produced a video showing her neighbor threaten to harm her dog, which was coming toward the woman. The R/P has a PPO against this neighbors' daughter currently.

09/15/2021 21-7910 Suspicious Circumstance

A resident came into LVPD to file a threats and harassment report. She produced 6 long letters written to her by another family member in dispute over the property of their relative who had passed. No credible threats were found in the letters.

09/16/2021 21-7947 Fraud / Recovered Stolen Vehicle

An Officer initiated a traffic stop on a vehicle which was reported stolen out of New York. Upon further investigation, a large amount of fraudulent credit cards were found inside the vehicle. The driver was arrested and transferred to Berkley PD for Booking. The subject was then released pending warrant. An Investigation is ongoing.

09/17/2021 21-7970 DWLS Arrest

An Officer initiated a traffic stop for a stop sign violation. It was determined that the driver had a suspended drivers license. The driver was given a citation for the same and released at the scene.

09/17/2021 21-7989 Mental Health Call

Officers responded to a local residence where a mother wished to have her daughter committed for a psychological evaluation. The woman was expressing combativeness and stated she smoked crack the night before. She has been hospitalized previous for a mental eval. Due to her combativeness, she was hand cuffed and transported to a local hospital, then turned over to Hospital Staff.

09/18/2021 21-8002 DWLS Arrest

An Officer initiated a traffic stop for an expired plate. It was determined that the driver had a suspended drivers license. The driver was issued a citation for the same and were released at the scene.

09/19/2021 21-8054 Concealed Weapons Violation

An Officer initiated a traffic stop for a stop sign violation. Upon speaking with the subject, it was determined that the driver was 20 YOA and a strong odor of marijuana came from the vehicle. The vehicle was searched and a loaded pistol was located in the rear seat. The man did not have a CPL and the firearm was unregistered. He was arrest for CCW.

09/19/2021 21-8059 Suspicious Circumstance

A resident reported that she left her daughter in the vehicle, in her garage, with the door open, while she ran inside. The daughter called her stating that a man walked into the garage and knocked on the car window, wanting her to open it. The man then left the area. A description was given out and the area checked, but with negative results.

09/20/2021 21-8083 Misdemeanor Arrest Warrant

An Officer initiated a traffic stop for a moving violation. It was determined that the subject had an outstanding arrest warrant out of Warren PD. They advised that they wanted the subject, but were busy at the time. LV had no charges on the subject, so LV Officers transported him to LVPD and TOT Jail Staff.

09/21/2021 21-8092 Suspicious Circumstance

A resident wanted to report that she located fresh damage on the back door to her residence. She did not know if anyone tried to break in, but wanted it to be reported.

09/23/2021 21-8172 Operating While Intoxicated Arrest

An Officer observed a man sleeping in his vehicle, in the middle of a lane of traffic, on a residential street. Standardized Field Sobriety Tests were conducted and it was determined that the man was intoxicated. He was arrested for OWI. He was brought to Berkley PD and processed. A warrant request was sent to Oakland Count as the subject had two prior convictions for OWI and the third would be a felony.

09/24/2021 21-8226 Suspicious Circumstances

A subject called LVPD reporting that a pickup truck had towed her vehicle away without her permission in the parking lot of a local business. After an investigation, it was reported that the vehicle was repossessed for non-payment.

09/24/2021 21-8232 Fraud

A resident made a fraud report, stating that someone else had applied for unemployment benefits in her previous name. The State of Michigan was investigating the incident, but it needed to be documented in her local jurisdiction.

09/24/2021 21-8236 DWLS Arrest

An Officer initiated a traffic stop for a vehicle which was driving at night with no lights. The driver was found to have a suspended license. The driver was cited for the same and released at the scene.

09/27/2021 21-8330 CSAM/CSC Other Jurisdiction / Suspicious Circumstance

A report was made by a subject who believed their daughter may have been a victim of CSC and/or CSAM in LV. A Care House forensic Interview was conducted and the child did indeed disclose that a sexual assault and photographs took place, however the venue was not in LV.

LVPD Detective contact Detroit PD Detectives and advised them that the incident may have taken place in their jurisdiction. The case was TOT DPD.

09/27/2021 21-8339 Neighbor Trouble

Officer responded to a report of a neighbor trouble. The neighbors were in a dispute over one of them putting up a privacy fence. They were advised that this was a civil matter.

09/27/2021 21-8340 Found Property

A resident brought in a ring which he found on the street in LV. It was turned over to LVPD. It was placed into evidence as found property.

09/28/2021 21-8353 DWLS Arrest

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

09/28/2021 21-8373 DWLS Arrest

An Officer initiated a traffic stop on a vehicle which was driving without a license plate. It was determined that the driver had a suspended drivers license. He was cited for the same and the vehicle was impounded. He was released at the scene.

09/29/2021 21-8432 Larceny

Officers responded to a local restaurant where it was reported that a subject arrived for his shift and was found going through a closet where employees keep their purses. The subject was confronted, but fled the scene. Officers located the subject and recovered the stolen money. The subject was arrested and booked on a Larceny charge.

09/29/2021 21-8440 Flee and Elude / Recovered Stolen Vehicle

An Officer located a stolen vehicle from a BOL which was involved in an armed robbery / car jacking in Detroit. It was reported to have 3 guns in the vehicle and the subjects were armed and dangerous. The vehicle fled the Officer. Southfield Tac Officers intercepted the vehicle and

successfully engaged a PITT maneuver and stopped the vehicle. The driver was arrested. Due to the driver being a juvenile, he was released to parents and a petition was sent to Oakland County for charges.

09/29/2021 21-8441 Check Fraud

A resident sold a piece of artwork to an unknown subject. Instead of using the website, the seller allowed the subject to send a Check. The subject wrote the check for much more than the amount, claimed it was a mistake, and asked for the difference. The seller, noticing the check was fraudulent, called the Police.

DATE	EVENT	WHO PARTICIPATED	ACTIONS
9/2/2021	new tablet for senior	Knoll	Was able to obtain a tablet, free of charge for senior Lorraine Egan through the Disability Network of Oakland/Macomb Counties
9/8/2021	OCACP	McKee/Zang	September Oakland Co Chief's meeting
9/17/2021	Town Locksmith	Knoll	met with Town Locksmith to have front doors repaired to meet code
9/18/2021	Community Picnic	Carmack/Hodges	Community Picnic sponsored by LVPD w/help from DDA promoting safety and community in the neighborhoods
9/20/2021	Officers Gijbsers/Hutson	FTOs	Both Officers Gijbsers and Hutson successfully completed their FTO and are on their own
9/21/2021	Verkada	McKee/Zang	spoke with Verkada reps regarding new door locking system for the building
9/23-9/24	LERMA Conference	Knoll	Conference is Virtual this year Updates on Aban vehicles, Mi-Pistol, etc
9/27/2021	Verkada	Zang	Verkada reps walked the building to give quote for new door locking system
9/28/2021	Ring.com	McKee/Zang	set up Ring.com for the neighborhood app for residents to communicate with Ring doorbell
9/28/2021	decoy car	McKee/Zang	set out a decoy patrol vehicle for a traffic complaint
9/28/2021	TIA	McKee	contacted TIA regarding speed bump calming reports
9/30/2021	narcotics burn	McKee/Zang	Grand Rapids Waste disposal incinerator for narcotics burn
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
monthly	Mrs. Erwin	Knoll	just wants a monthly phone check up. Has a neighbor that checks on her regularly / Mrs. Erwin is moving to independent living but keeping her home here for a year

Enforcements By Category

10/06/21

Item 7E.

COMPLAINT -

Enforcement Number	Address	Status	Filed	Closed
E21-0192	26811 BLOOMFIELD S DR	SANITATION	09/20/21	
Total Entries:				1

DEAD TREE

Enforcement Number	Address	Status	Filed	Closed
E21-0190	18819 SUNNYBROOK AVE	VIOLATION	09/10/21	
Total Entries:				1

DEBRIS

Enforcement Number	Address	Status	Filed	Closed
E21-0189	18741 SAN JOSE BLVD	VIOLATION	09/08/21	
E21-0194	28601 SOUTHFIELD RD	SANITATION	09/21/21	
Total Entries:				2

DITCH AND CULVERT MAINTEN

Enforcement Number	Address	Status	Filed	Closed
E21-0202	17401 ROSELAND BLVD	VIOLATION	09/24/21	
E21-0203	18520 LINCOLN DR	VIOLATION	09/28/21	
E21-0204	26021 SOUTHFIELD RD 101A	VIOLATION	09/20/21	
Total Entries:				3

DUMPSTER ENCLOSURE

Enforcement Number	Address	Status	Filed	Closed
E21-0200	26820 SOUTHFIELD RD	VIOLATION	09/23/21	
Total Entries:				1

PROPERTY MAINTENANCE

Status

Enforcements By Category

10/06/21

Item 7E.

Enforcement Number	Address	Status	Filed	Closed
E21-0196	28505 SOUTHFIELD RD	VIOLATION	09/23/21	
E21-0197	28505 SOUTHFIELD RD	VIOLATION	09/23/21	
E21-0201	17387 ROSELAND BLVD	VIOLATION	09/23/21	
Total Entries:				3

TALL GRASS/ WEEDS

Enforcement Number	Address	Status	Filed	Closed
E21-0191	26021 SOUTHFIELD RD	VIOLATION	09/20/21	
E21-0195	27215 SOUTHFIELD RD	VIOLATION	09/10/21	
Total Entries:				2

TREE BRANCHES

Enforcement Number	Address	Status	Filed	Closed
E21-0193	28050 SOUTHFIELD RD STE	VIOLATION	09/22/21	
E21-0198	28860 LATHRUP BLVD	VIOLATION	09/23/21	
E21-0199	28860 LATHRUP BLVD	VIOLATION	09/23/21	
Total Entries:				3

Total Records: 16

Enforcement.DateFiled Between 9/1/2021 12:00:00 AM A

Total Pages: 2

10/06/21

Montly Inspection List

RAMI SWEIDAN

Record #	Address	Type	Date		Result	Permit Cost
			Scheduled	Completed		
E21-0188	18441 W GLENWOOD BLVD	Re-Inspector	09/03/21			0.00
E21-0092	26060 SOUTHFIELD RD	Re-Inspector	09/03/21			0.00
E21-0163	26606 SOUTHFIELD	Ordinance	09/08/21	09/14/21	No Change	0.00
E21-0189	18741 SAN JOSE BLVD	Ordinance	09/08/21	09/08/21	Violation(s)	0.00
E21-0190	18819 SUNNYBROOK AVE	Ordinance	09/10/21	09/10/21	Violation(s)	0.00
E21-0195	27215 SOUTHFIELD RD	Ordinance	09/10/21	09/10/21	Violation(s)	0.00
E21-0133	26333 SOUTHFIELD RD	Re-Inspector	09/13/21			0.00
PORC-210015	19170 W 11 MILE RD	Verify Remov	09/15/21			75.00
E21-0189	18741 SAN JOSE BLVD	Re-Inspector	09/15/21			0.00
E21-0073	26021 SOUTHFIELD RD	Re-Inspector	09/20/21	09/20/21	Violation(s)	0.00
E21-0191	26021 SOUTHFIELD RD	Ordinance	09/20/21	09/20/21	Violation(s)	0.00
E21-0192	26811 BLOOMFIELD S DR	Ordinance	09/20/21	09/20/21	Violation(s)	0.00
E21-0194	28601 SOUTHFIELD RD	Ordinance	09/21/21	09/21/21	Violation(s)	0.00
E21-0193	28050 SOUTHFIELD RD STE	Ordinance	09/22/21	09/22/21	Violation(s)	0.00
E21-0143	28505 SOUTHFIELD RD	Re-Inspector	09/23/21	09/23/21	Violation(s)	0.00
E21-0117	28551 SOUTHFIELD RD 200	Re-Inspector	09/23/21	09/23/21	Partially Comple	0.00
E21-0196	28505 SOUTHFIELD RD	Ordinance	09/23/21	09/23/21	Violation(s)	0.00
E21-0197	28505 SOUTHFIELD RD	Ordinance	09/23/21	09/23/21	Violation(s)	0.00
E21-0198	28860 LATHRUP BLVD	Ordinance	09/23/21	09/23/21	Violation(s)	0.00
E21-0199	28860 LATHRUP BLVD	Ordinance	09/23/21	09/23/21	Violation(s)	0.00
E21-0200	26820 SOUTHFIELD RD	Ordinance	09/23/21	09/23/21	Violation(s)	0.00
E21-0195	27215 SOUTHFIELD RD	Re-Inspector	09/23/21	09/23/21	Partially Comple	0.00
E21-0194	28601 SOUTHFIELD RD	Re-Inspector	09/23/21			0.00
E21-0190	18819 SUNNYBROOK AVE	Re-Inspector	09/24/21			0.00
E21-0201	17387 ROSELAND BLVD	Ordinance	09/24/21	09/24/21	Violation(s)	0.00
E21-0202	17401 ROSELAND BLVD	Ordinance	09/24/21	09/24/21	Violation(s)	0.00
E21-0191	26021 SOUTHFIELD RD	Re-Inspector	09/27/21			0.00
E21-0203	18520 LINCOLN DR	Ordinance	09/28/21	09/28/21	Violation(s)	0.00
E21-0200	26820 SOUTHFIELD RD	Re-Inspector	09/28/21			0.00
E21-0117	28551 SOUTHFIELD RD 200	Re-Inspector	09/29/21	09/29/21	No Change	0.00
E21-0193	28050 SOUTHFIELD RD STE	Re-Inspector	09/30/21			0.00
E21-0201	17387 ROSELAND BLVD	Re-Inspector	09/30/21			0.00
E21-0198	28860 LATHRUP BLVD	Re-Inspector	09/30/21			0.00
E21-0163	26606 SOUTHFIELD	Re-Inspector	09/30/21			0.00
E21-0197	28505 SOUTHFIELD RD	Re-Inspector	09/30/21	10/05/21	No Change	0.00
E21-0196	28505 SOUTHFIELD RD	Re-Inspector	09/30/21	10/05/21	No Change	0.00



MCKENNA

**Monthly Report
Building Report
Lathrup Village
Sept. 2021**

1. Permits issued

20 - Building permit
11 - Electrical
8- Plumbing
6 – Mechanical
2- Fence
0– Sign
0 -Temp Sign
2 - Shed
4 – ROW
2 – Cement
0 – Refuge container
2 – Garage sale

2. residential rentals

Inspections –3
Renewal Certificates applied for – 1
Certificates issued – 0

3. Landlord and Business Licenses applied for.

Landlord –2
Business -3
Home based Business – 1
Landlord license issued - 0
Business license issued - 0

4. Inspections done

Building - 29
Demolition - 0
Signs - 0
Zoning -4
Mechanical - 12
Electrical – 15
Plumbing -11
Plan reviews –5
Fire Southfield - 5
CO issued -0
Landlord License – 4
Business License - 0

**Jim Wright
Building Official
Lathrup Village**

HEADQUARTERS

235 East Main Street
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
MCKA.COM

Communities for real life.

Enforcements By Code Officer

10/06/21

Item 7E.

RAMI SWEIDAN

Enforcement Number	Address	Status	Filed	Closed
E21-0189	18741 SAN JOSE BLVD	VIOLATION	09/08/21	
E21-0190	18819 SUNNYBROOK AVE	VIOLATION	09/10/21	
E21-0191	26021 SOUTHFIELD RD	VIOLATION	09/20/21	
E21-0192	26811 BLOOMFIELD S DR	SANITATION	09/20/21	
E21-0193	28050 SOUTHFIELD RD STE	VIOLATION	09/22/21	
E21-0194	28601 SOUTHFIELD RD	SANITATION	09/21/21	
E21-0195	27215 SOUTHFIELD RD	VIOLATION	09/10/21	
E21-0196	28505 SOUTHFIELD RD	VIOLATION	09/23/21	
E21-0197	28505 SOUTHFIELD RD	VIOLATION	09/23/21	
E21-0198	28860 LATHRUP BLVD	VIOLATION	09/23/21	
E21-0199	28860 LATHRUP BLVD	VIOLATION	09/23/21	
E21-0200	26820 SOUTHFIELD RD	VIOLATION	09/23/21	
E21-0201	17387 ROSELAND BLVD	VIOLATION	09/23/21	
E21-0202	17401 ROSELAND BLVD	VIOLATION	09/24/21	
E21-0203	18520 LINCOLN DR	VIOLATION	09/28/21	
E21-0204	26021 SOUTHFIELD RD 101A	VIOLATION	09/20/21	

Total Enforcements for RAMI SWEIDAN: 16

Total Records: 16

Enforcement.DateFiled Between 9/1/2021
12:00:00 AM AND 9/30/2021 11:59:59 PM

Total Pages1

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Application Instructions

Pursuant to the license application standards detailed in Section 18-285, the City of Lathrup Village has developed the following application packet for individuals/organizations interested in establishing a cannabis facility in the city. Efforts have been made to provide clear and concise expectations to help applicants prepare their submissions. Each section has its own checklist to help applicants remain organized.

To ensure a successful application, please note the following:

- Required information shall be provide in the order in which it is listed on the application. In some cases, this may result in providing duplicate information; however, this will ensure applications are found to meet all criteria.
- Applications will not be reviewed until the 30-day application period has closed
- Applicants will not be allowed to provide missing information after the application is submitted.
- Applications submitted after the 30-day application period will not be reviewed.
- If the applicant does not have a prequalification from the state, the application will not be processed by the city.
- **Incomplete applications will not be reviewed**

Scoring Criteria

Care was taken to develop an objective application process and balanced scoring criteria which does not unduly favor any applicant over another. All complete applications are eligible to receive points. **Criteria with points associated are denoted in green, (points noted).** To be considered for a license, applicants must achieve 85% of the available points. It is up to applicants to best determine how their points are achieved. Applicants should be familiar with the city's [Comprehensive Plan & Implementation Strategies](#), as well as the city's [Capital Improvement Plan](#).

Points are available in the following sections:

SECTION	POINTS
Community Health & Education	1
Business Plan (Co-Located Cannabis Business)	6
Community Benefits	28
Security Plan	4
Building & Site Improvements	8
TOTAL AVAILABLE POINTS	47

Required Submittal Information

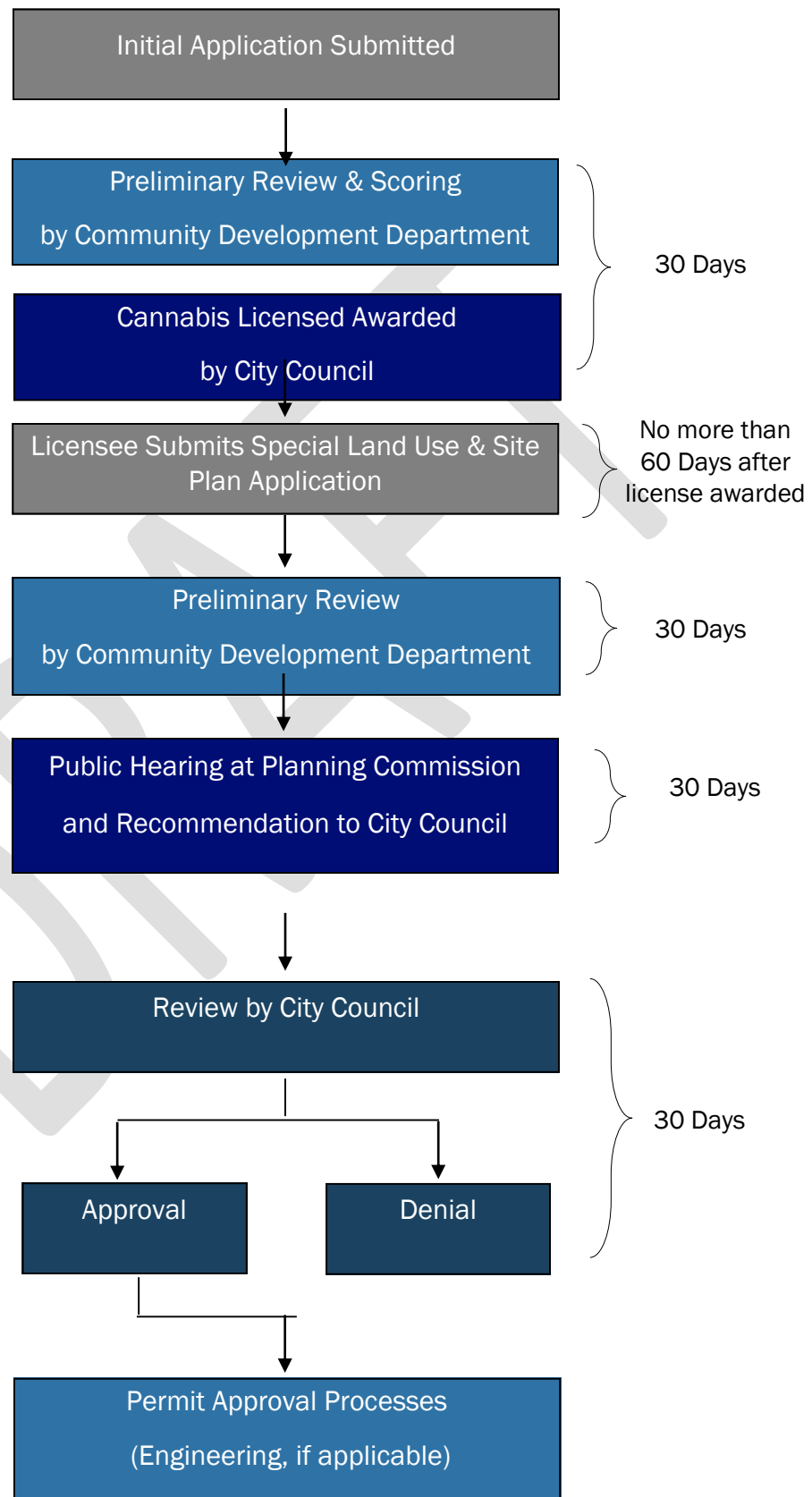
All submittals must include the following:

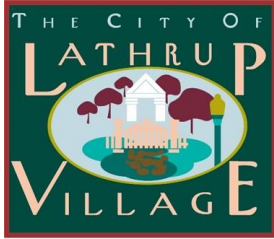
- One (1) Hard Copies – Cannabis Facility Applications
- One (1) Hard Copies – Cannabis Facility Checklist and all required attachments
- Labeled flash drive with complete application packet
- Application Fees (\$5,000 per application)

Questions

The city's website (www.lathrupvillage.org/cannabis) has the most up-to-date information related to Cannabis Facilities in the City of Lathrup Village. Applicants are encouraged to review the information available online prior to contacting the city. All questions regarding the Cannabis Facility Application and ordinances may be directed to Community & Economic Development Director at sstec@lathrupvillage.org.

Process & Timeline





A HERITAGE OF GOOD LIVING

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

Cannabis Facility Application

Section 1: Contact & Property Information

Project Location

Proposed Business Name:

Subject Property Address:

Subject Property Parcel Number:

Facility Type:

Primary Point of Contact Information

Name:

Address:

State:

Zip Code:

Phone Number:

Cell:

Email Address:

Date of Birth:

Interest in
Property:

Driver's License/State ID:

Emergency Contact Name:

Emergency Contact Number:

Stakeholder Contact Information			
Name:			
Address:		State:	Zip Code:
Phone Number:		Cell:	
Email Address:			
Date of Birth:		Interest in Property:	
Driver's License/State ID:			
Emergency Contact Name:			
Emergency Contact Number:			

Stakeholder Contact Information			
Name:			
Address:		State:	Zip Code:
Phone Number:		Cell:	
Email Address:			
Date of Birth:		Interest in Property:	
Driver's License/State ID:			
Emergency Contact Name:			
Emergency Contact Number:			

Should there be more than two (2) stakeholders, attach additional pages as needed to include the above informational.

For a privately held corporation, list all corporate officers or persons with equivalent titles and their spouses, all directors and their spouses, and all stockholders, not including those holding a direct or indirect ownership interest of ten percent or less, and their spouses.

For a partnership or limited liability partnership, list all partners and their spouses; all general and limited partners, not including a limited partner holding a direct or indirect ownership interest of ten percent or less and who does not exercise control over or participate in the management of the partnership, and their spouses.

For a limited liability company, list all members and managers, not including a member holding direct or indirect ownership interest of ten percent or less and who does not exercise control over or participate in the management of the company, and their spouses.

Section 2: Property Ownership Information

Property Owner Information

Name:			
Address:		State:	Zip Code:
Phone Number:		Cell:	
Email Address:			

Signatures & Declaration

I declare that the foregoing answers honestly and fairly describe the nature of the proposed use to the best of my information, knowledge, and belief. I understand that City Officials and the City Council will rely upon my representations in processing this application and agree that any resulting decisions or approvals may be conditioned upon the use being conducted as represented and may be voided or modified in the event any such representation may later be determined to have been materially faults or misleading.

By signing below, I/we authorize the City of Lathrup Village Police Department to perform a criminal background check to ascertain whether the applicant and stakeholders have any convictions involving dishonesty, theft, fraud, or controlled substances.

By signing below, I/we acknowledge and understand that all matters related to cannabis, growing, cultivation, possession, dispensing, testing, safety compliance, transporting, distribution, and use are currently subject to state and federal laws, rules, and regulations, and that the approval or granting of a license hereunder will not exonerate or excuse the applicant from abiding by the provisions and requirements and penalties associated therewith.

Applicant's Printed Name	
Applicant's Signature	
Date:	
Property Owner's Printed Name	
Property Owner's Signature	

Date:

DRAFT

Section 1 Checklist: Contact & Property Information

For all applicants

- ☐ Resume that includes any prior experience with a cannabis business, for the primary point of contact and/or for each stakeholder
- ☐ Photocopy of a valid Driver's License or State Identification card for the primary point of contact and/or for each stakeholder
- ☐ The name, date of birth, address, copy of photo identification, and email address for any operator or employee if other than the applicant

If the applicant is not an individual

- ☐ Articles of incorporation or organization
- ☐ Internal Revenue Service SS-4 EIN confirmation letter
- ☐ Operating agreement or bylaws of the applicant, if a limited liability company or corporation

Section 2 Checklist: Ownership of Property and/or Business

- ☐ Proof of ownership of the premises wherein the cannabis business will be operated OR written consent from the property owner to use the premises for a cannabis business requiring licensure under this article, and a copy of any lease agreement
- ☐ An affirmation that neither the applicant nor any stakeholder is in default to the city and that the applicant or stakeholder has not failed to pay any past-due property taxes, special assessments, fines, fee or other financial obligation to the city
- ☐ An affirmation whether the applicant or operator has ever had a City of Lathrup Village business license revoked or suspended, and if revoked or suspended, provide the reason for such revocation or suspension
- ☐ A copy of the applicant's notice of current prequalification status issued by the Michigan Cannabis Regulatory Agency of LARA to operate a medical cannabis facility or adult-use cannabis establishment. Note: prequalification is only good for two (2) years.
- ☐ This shall include a full and complete copy of the prequalification application materials, together with any and all supporting documents and attachments, that were submitted to the State of Michigan, Department of Licensing and Regulatory Affairs, Bureau of Marihuana Regulation, Medical Marihuana Facilities, in the application for an entity/individual prequalification application packet under the MMFLA and the administrative rules
- ☐ Proof of insurance covering the business and naming the City of Lathrup, its elected and appointed officials, employees, and agents, as additional insured parties, primary and non-contributory available for the payment of any damages arising out of an act or omission of the applicant or its stakeholders, agents, employees, or subcontractors, in the amount of:

- At least \$2,000,000.00 for property damage;
- At least \$2,000,000.00 for injury to one person; and
- At least \$2,000,000.00 for injury to two or more person resulting from the same occurrence. The insurance policy underwriter must have a minimum A.M. Best Company insurance ranking of B+, consistent with state law. The policy shall provide that the city shall be notified by the insurance carrier 30 days in advance of any cancellation or reduction in coverages.

Section 3: Community Health & Education

Maintaining the health and well-being of Lathrup Village residents and visitors is essential. With respect to any cannabis retail establishment, provide the following:

- ☐ Description of the drug and alcohol awareness programs that will be provided or arranged for by the applicant and made available for the public
- ☐ Description of the training and education that the applicant will provide to employees of the cannabis business
- ☐ An estimate of the number and type of jobs that the cannabis business is expected to create
- ☐ Compensation expected to be paid for such jobs
- ☐ Projected annual budget and revenue of the cannabis business
- ☐ **Description of the community outreach/education plans and strategies that are beyond what is required, if any (1 pts)**

Section 4: Business Plan

A detailed business plan is a key predictor of future success. To ensure that Lathrup Village is considering high-quality candidates, applicants must provide a business plan. Additional points may be earned for business plans that include the following elements:

- ☐ **Financial structure and financing of the proposed cannabis business (1 pt.)**
- ☐ **Short and long-term goals and objectives (1 pt.)**
- ☐ **Plan outlining what supply chains will be used to provide product for the cannabis business, accompanied by any tentative supply agreements with state certified suppliers. (1 pt.)**
- ☐ **Marketing strategy & methodology (1 pt.)**
- ☐ **Market Analysis (1 pt.)**
- ☐ **Sales structure – percentage of sales activity in delivery, in-person, concierge (1 pt.)**

For co-located cannabis business

- ☐ An explanation of the integration of such businesses
- ☐ Floorplan, to scale, showing the relationship between the businesses being co-located, including floor area and the separation provided between such facilities, including identification of any points of entry, ingress or egress, and controls at each location

Section 5: Community Benefits

Cannabis facilities locating in the city are expected to provide tangible community benefits that improve the quality of life for those who live, work, and/or play in Lathrup Village. The scoring criteria is described below.

- ☐ A plan identifies at least one local charitable organization (501 c3) that will benefit from the business operation in the city. A summary of the charitable organization's impact in the City of Lathrup Village shall be included. (1 pt.)
- ☐ The average wages for employees, excluding management, is 50% higher than the State of Michigan minimum wage. (1 pt.)
- ☐ At least 25% of the business is minority and/or women-owned – provide certification from the state of Michigan (2 pt.)
- ☐ At least 25% of the business owners have a primary residence in Lathrup Village (provide property tax record that shows good standing) (3 pt.)
- ☐ The business will contribute to the city's tree replacement fund (3 pts.)
- ☐ The business will contribute annually to the city's capital improvement fund (5 pt.)
- ☐ Installation of Side Street Parking Lots (10 pts.)
- ☐ Other Community Benefits not listed (3 pts per)

Section 6: Security Plan

A security plan shall address security measures related to the transportation and disposal of product and employee and customer safety. Video surveillance is required, and the camera system shall be equipped with software allowing local authorities to login securely to cameras remotely.

The Lathrup Village Police Department shall review the security plan prior to acceptance of the application.

Section 6 Checklist: Security Plan

At a minimum, the security plan shall address the following:

- ☐ All cannabis waste shall be disposed of in a manner consistent with federal, state, and local laws so that the cannabis waste is destroyed properly and rendered unusable. All waste containers must be maintained within the secure facility and must be equipped with locks and tamper resistant seals until they are removed by an authorized waste disposal company.

- ☐ To the extent applicable, the security plan should include additional strategies for onsite protection from power outages, fire, chemical spills, and address other applicable issues such as storage, access control, credentialing, security officers, cameras, alarms, and internal theft
- ☐ The plan shall address surveillance methods, access control strategies, territorial reinforcement, maintenance, and target hardening; including the experience of customers, employees, and neighbors (residents, offices, businesses, etc.).
- ☐ An explanation of how the video surveillance system will be operated, including who is responsible for monitoring the video footage and storing any video recordings.
- ☐ A diagram showing where all cameras are located and assigning a number to each camera for identification purposes. The diagram shall be to scale and shall be correlated with a camera index for all assigned cameras. Each camera shall be placed in a location that allows the camera to clearly record activity occurring within 20 feet of all points of entry and exit on the licensed premises and allows for the clear and certain identification of any person and activities in all areas required to be recorded. Cameras must be placed in all rooms with exterior windows, exterior walls, and roof hatches. Entrances and exits to the premises or site shall be recorded from both indoor and outdoor vantage points. Recording distance/range of each camera should be identified on the site plan.
- ☐ Areas where cannabis products are weighed, packed, stored, loaded, and unloaded for transportation, prepared, or moved within the licensed premises shall be recorded, as well as limited-access areas, security room(s) and area storing the surveillance system storage device.
- ☐ Licensed retailers shall record point-of-sale areas and areas where cannabis products are displayed for sale on the video surveillance system. At each point-of-sale location, camera placement must allow for the recording of the facial features of any person purchasing or selling cannabis products, or any person in the retail area, with enough clarity to determine identity.
- ☐ Register alarm with the Police Department
- ☐ **Provide training program for all management and employees of each facility for the following common adverse situations:**
 - **Armed Robbery Procedures (1 pt.)**
 - **Diversion Training to identify and report suspected theft (1 pt.)**
 - **Active Shooter/Workplace Violence Training (1 pt.)**
 - **Fire Emergency Procedures (1 pt.)**

Section 7: Building & Site Improvements

The city anticipates the implementation of building & site improvements for proposed cannabis facilities. Applicants shall consult the city's newly adopted Comprehensive Master Plan and zoning ordinance when developing plans.

Section 7: Checklist Building & Site Improvements

- ☐ Dimensioned floor plan prepared and sealed by a licensed engineer or architect
- ☐ Dimensioned survey prepared and sealed by a licensed surveyor or engineer that includes all site improvements, including building dimensions, setbacks, parking spaces and landscaped areas
- ☐ Illustrations of existing conditions & proposed improvements
- ☐ Any proposed elevation drawings, and photographs or other depiction of materials to be visible on the exterior of the proposed cannabis business
- ☐ Site plan renderings that illustrate other changes to the site, including landscaping, parking improvements and lighting
- ☐ Evidence of how the proposed project results in site improvements that are consistent with the city's Comprehensive Plan.
- ☐ List of planned building improvements
- ☐ Estimated cost of projects
- ☐ Timeline of improvements
- ☐ Current Taxable Value of the proposed location
- ☐ Distance from the above is provided property line to property line and prepared and sealed by a licensed surveyor or engineer based on currently available public data.
- ☐ A sanitation plan designed to protect against any cannabis being ingested on the premises by any person or animal. At a minimum, the sanitation plan must address the following:
 - Indicate how the waste and byproduct will be stored and disposed
 - Indicate how any cannabis will be rendered unusable upon disposal
 - Describes how and how frequently waste will be removed
 - Describes what materials can be recycled and how recycling will be managed
- ☐ An odor control plan designed to protect against any odors related to the cannabis facility being emitted beyond the premises. It will describe how air filtration will control odors within the building and on the premises.
- ☐ **A utility plan designed to encourage energy efficiency and wastewater recycling. It will describe how the facility will efficiently use energy and water. (1 pt.)**

- ☐ Building improvements include energy efficient and water recycling. (2 pts. per building improvement)
- ☐ Building improvements include other low impact development techniques such as green roof, solar panels, electric vehicle charging. (5 pts. per building improvement)

Additional Site Improvements Point Scale

- ☐ 0 pts – no improvements
- ☐ 2 pts – energy efficiency & wastewater recycling improvements
- ☐ 5 pts – improvements less than 50% of the taxable value within the 12 months prior to application
- ☐ 5 pts – per low impact design feature
- ☐ 20 pts – improvements that provides additional/shared parking for surrounding businesses
- ☐ 15 points – new construction or substantially new construction (over 50% of taxable value) within 12 months of the date of this application. Commitment of such construction shall be demonstrated through a concurrent application for site plan review.

**CITY OF LATHRUP VILLAGE
OAKLAND COUNTY, MICHIGAN**

RESOLUTION NO. ____-21

**RESOLUTION ESTABLISHING
CANNABIS APPLICATION AND SCORING CRITERIA**

At a regular meeting of the City Council of the City of Lathrup Village, Oakland County, Michigan, (the "City"), held on the 18th day of October, 2021.

PRESENT: _____

ABSENT: _____

The following Resolution was offered by _____ and seconded by _____.

WHEREAS, the City of Lathrup Village Council has adopted Ordinance 18-288 which allows the City Council by a resolution to utilize a point-based system to evaluate Cannabis Business applications.

WHEREAS, the City Council has discussed the contents and standards for the application and scoring criteria.

NOW, THEREFORE, BE IT RESOLVED that in accordance with City of Lathrup Village Code of Ordinances Section 18-288 the City Council approves the attached application and scoring criteria to be utilized in the evaluation of applications to operate a Cannabis Business in the City of Lathrup Village

YEAS: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

STATE OF MICHIGAN)

)ss

COUNTY OF OAKLAND

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council of the City of Lathrup Village, Oakland County, Michigan at a special meeting duly called and held on the 18th day of October, 2021, the original of which resolution is on file in my office, and that notice of said meeting was given, the meeting was held and the minutes filed in accordance with the Open Meetings Act, Act No. 267, Public Acts of Michigan, 1976, as amended.

Yvette Talley
City Clerk

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Application Instructions

Pursuant to the license application standards detailed in Section 18-285, the City of Lathrup Village has developed the following application packet for individuals/organizations interested in establishing a cannabis facility in the city. Efforts have been made to provide clear and concise expectations to help applicants prepare their submissions. Each section has its own checklist to help applicants remain organized.

To ensure a successful application, please note the following:

- Required information shall be provide in the order in which it is listed on the application. In some cases, this may result in providing duplicate information; however, this will ensure applications are found to meet all criteria.
- Applications will not be reviewed until the 30-day application period has closed
- Applicants will not be allowed to provide missing information after the application is submitted.
- Applications submitted after the 30-day application period will not be reviewed.
- If the applicant does not have a prequalification from the state, the application will not be processed by the city.
- **Incomplete applications will not be reviewed**

Scoring Criteria

Care was taken to develop an objective application process and balanced scoring criteria which does not unduly favor any applicant over another. All complete applications are eligible to receive points. **Criteria with points associated are denoted in green, (points noted).** To be considered for a license, applicants must achieve 85% of the available points. It is up to applicants to best determine how their points are achieved. Applicants should be familiar with the city's [Comprehensive Plan & Implementation Strategies](#), as well as the city's [Capital Improvement Plan](#).

Points are available in the following sections:

SECTION	POINTS
Community Health & Education	1
Business Plan (Co-Located Cannabis Business)	6
Community Benefits	31
Security Plan	4
Building & Site Improvements	8
TOTAL AVAILABLE POINTS	50

Required Submittal Information

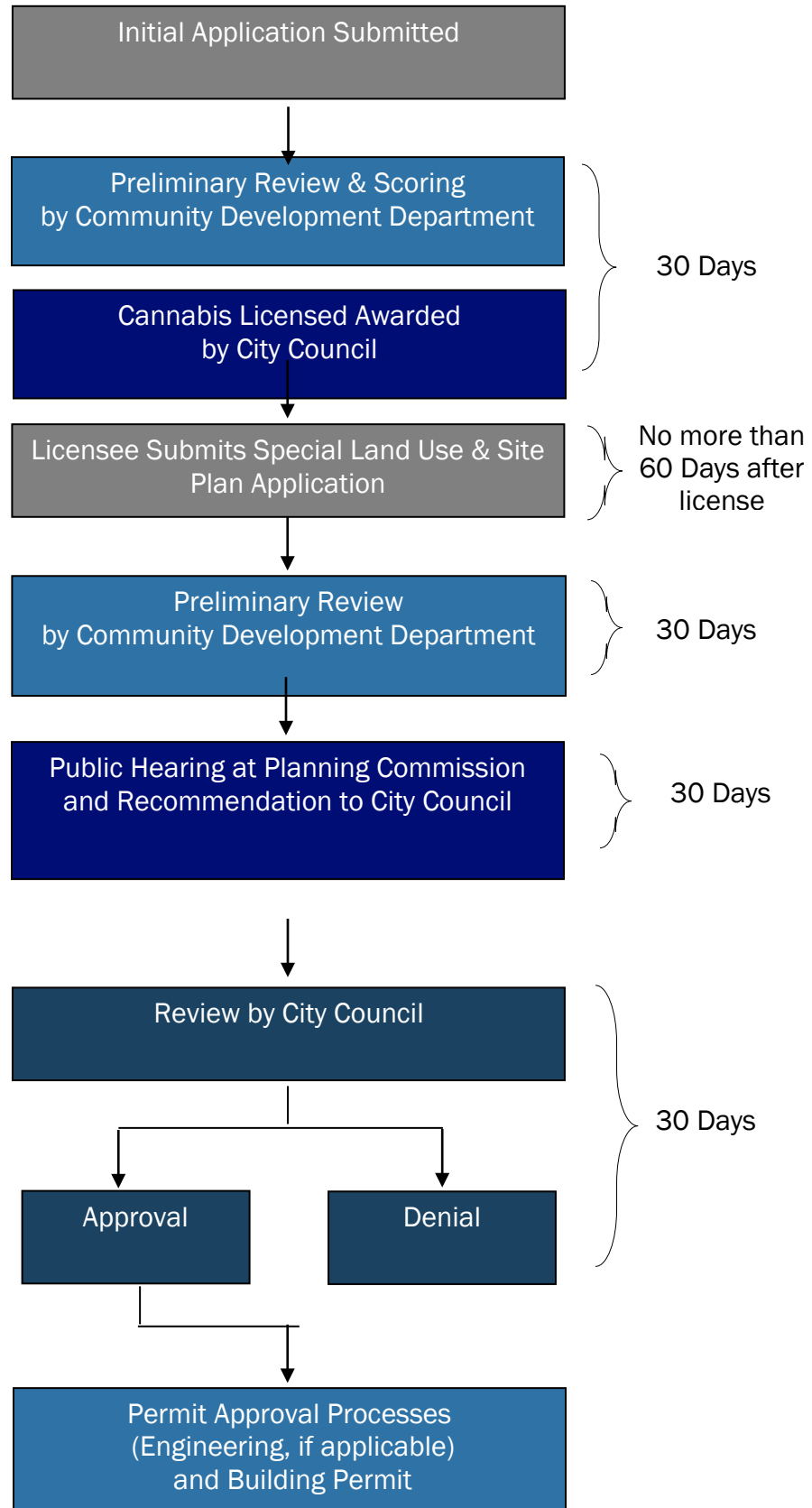
All submittals must include the following:

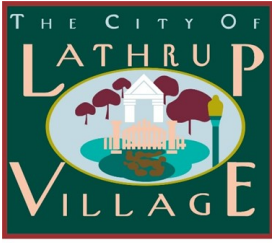
- One (1) Hard Copies – Cannabis Facility Applications
- One (1) Hard Copies – Cannabis Facility Checklist and all required attachments
- Labeled flash drive with complete application packet
- Application Fees (\$5,000 per application)

Questions

The city's website (www.lathrupvillage.org/cannabis) has the most up-to-date information related to Cannabis Facilities in the City of Lathrup Village. Applicants are encouraged to review the information available online prior to contacting the city. All questions regarding the Cannabis Facility Application and ordinances may be directed to Community & Economic Development Director at sstec@lathrupvillage.org.

Process & Timeline





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

Cannabis Facility Application

Section 1: Contact & Property Information

Project Location

Proposed Business Name:

Subject Property Address:

Subject Property Parcel Number:

Facility Type:

Primary Point of Contact Information

Name:

Address:

State:

Zip Code:

Phone
Number:

Cell:

Email Address:

Date of Birth:

Interest in
Property:

Driver's License/State ID:

Emergency Contact Name:

Emergency Contact
Number:

Stakeholder Contact Information			
Name:			
Address:		State:	Zip Code:
Phone Number:		Cell:	
Email Address:			
Date of Birth:		Interest in Property:	
Driver's License/State ID:			
Emergency Contact Name:			
Emergency Contact Number:			

Stakeholder Contact Information			
Name:			
Address:		State:	Zip Code:
Phone Number:		Cell:	
Email Address:			
Date of Birth:		Interest in Property:	
Driver's License/State ID:			
Emergency Contact Name:			
Emergency Contact Number:			

Should there be more than two (2) stakeholders, attach additional pages as needed to include the above informational.

For a privately held corporation, list all corporate officers or persons with equivalent titles and their spouses, all directors and their spouses, and all stockholders, not including those holding a direct or indirect ownership interest of ten percent or less, and their spouses.

For a partnership or limited liability partnership, list all partners and their spouses; all general and limited partners, not including a limited partner holding a direct or indirect

ownership interest of ten percent or less and who does not exercise control over or participate in the management of the partnership, and their spouses.

For a limited liability company, list all members and managers, not including a member holding direct or indirect ownership interest of ten percent or less and who does not exercise control over or participate in the management of the company, and their spouses.

Section 2: Property Ownership Information

Property Owner Information

Name:			
Address:		State:	Zip Code:
Phone Number:		Cell:	
Email Address:			

Signatures & Declaration

I declare that the foregoing answers honestly and fairly describe the nature of the proposed use to the best of my information, knowledge, and belief. I understand that City Officials and the City Council will rely upon my representations in processing this application and agree that any resulting decisions or approvals may be conditioned upon the use being conducted as represented and may be voided or modified in the event any such representation may later be determined to have been materially faults or misleading.

By signing below, I/we authorize the City of Lathrup Village Police Department to perform a criminal background check to ascertain whether the applicant and stakeholders have any convictions involving dishonesty, theft, fraud, or controlled substances.

By signing below, I/we acknowledge and understand that all matters related to cannabis, growing, cultivation, possession, dispensing, testing, safety compliance, transporting, distribution, and use are currently subject to state and federal laws, rules, and regulations, and that the approval or granting of a license hereunder will not exonerate or excuse the applicant from abiding by the provisions and requirements and penalties associated therewith.

Applicant's Printed Name	
Applicant's Signature	
Date:	
Property Owner's Printed Name	
Property Owner's Signature	

Date:	
-------	--

Section 1 Checklist: Contact & Property Information

For all applicants

- ☐ Resume that includes any prior experience with a cannabis business, for the primary point of contact and/or for each stakeholder
- ☐ Photocopy of a valid Driver's License or State Identification card for the primary point of contact and/or for each stakeholder
- ☐ The name, date of birth, address, copy of photo identification, and email address for any operator or employee if other than the applicant

If the applicant is not an individual

- ☐ Articles of incorporation or organization
- ☐ Internal Revenue Service SS-4 EIN confirmation letter
- ☐ Operating agreement or bylaws of the applicant, if a limited liability company or corporation

Section 2 Checklist: Ownership of Property and/or Business

- ☐ Proof of ownership of the premises wherein the cannabis business will be operated OR written consent from the property owner to use the premises for a cannabis business requiring licensure under this article, and a copy of any lease agreement
- ☐ An affirmation that neither the applicant nor any stakeholder is in default to the city and that the applicant or stakeholder has not failed to pay any past-due property taxes, special assessments, fines, fee or other financial obligation to the city
- ☐ An affirmation whether the applicant or operator has ever had a City of Lathrup Village business license revoked or suspended, and if revoked or suspended, provide the reason for such revocation or suspension
- ☐ A copy of the applicant's notice of current prequalification status issued by the Michigan Cannabis Regulatory Agency of LARA to operate a medical cannabis facility or adult-use cannabis establishment. Note: prequalification is only good for two (2) years.
- ☐ This shall include a full and complete copy of the prequalification application materials, together with any and all supporting documents and attachments, that were submitted to the State of Michigan, Department of Licensing and Regulatory Affairs, Bureau of Marihuana Regulation, Medical Marihuana Facilities, in the application for an entity/individual prequalification application packet under the MMFLA and the administrative rules
- ☐ Proof of insurance covering the business and naming the City of Lathrup, its elected and appointed officials, employees, and agents, as additional insured parties, primary and non-contributory available for the payment of any damages arising out of an act or omission of the applicant or its stakeholders, agents, employees, or subcontractors, in the amount of:

- At least \$2,000,000.00 for property damage;
- At least \$2,000,000.00 for injury to one person; and
- At least \$2,000,000.00 for injury to two or more person resulting from the same occurrence. The insurance policy underwriter must have a minimum A.M. Best Company insurance ranking of B+, consistent with state law. The policy shall provide that the city shall be notified by the insurance carrier 30 days in advance of any cancellation or reduction in coverages.

Section 3: Community Health & Education

Maintaining the health and well-being of Lathrup Village residents and visitors is essential. With respect to any cannabis retail establishment, provide the following:

- ☐ Description of the drug and alcohol awareness programs that will be provided or arranged for by the applicant and made available for the public
- ☐ Description of the training and education that the applicant will provide to employees of the cannabis business
- ☐ An estimate of the number and type of jobs that the cannabis business is expected to create
- ☐ Compensation expected to be paid for such jobs
- ☐ Projected annual budget and revenue of the cannabis business
- ☐ **Description of the community outreach/education plans and strategies that are beyond what is required, if any (1 pts)**

Section 4: Business Plan

A detailed business plan is a key predictor of future success. To ensure that Lathrup Village is considering high-quality candidates, applicants must provide a business plan. Additional points may be earned for business plans that include the following elements:

- ☐ **Financial structure and financing of the proposed cannabis business (1 pt.)**
- ☐ **Short and long-term goals and objectives (1 pt.)**
- ☐ **Plan outlining what supply chains will be used to provide product for the cannabis business, accompanied by any tentative supply agreements with state certified suppliers. (1 pt.)**
- ☐ **Marketing strategy & methodology (1 pt.)**
- ☐ **Market Analysis (1 pt.)**
- ☐ **Sales structure – percentage of sales activity in delivery, in-person, concierge (1 pt.)**

For co-located cannabis business

- ☐ An explanation of the integration of such businesses

- ☐ Floorplan, to scale, showing the relationship between the businesses being co-located, including floor area and the separation provided between such facilities, including identification of any points of entry, ingress or egress, and controls at each location

Section 5: Community Benefits

Cannabis facilities locating in the city are expected to provide tangible community benefits that improve the quality of life for those who live, work, and/or play in Lathrup Village. The scoring criteria is described below.

- ☐ A plan identifies at least one local charitable organization (501 c3) that will benefit from the business operation in the city. A summary of the charitable organization's impact in the City of Lathrup Village shall be included. (1 pt.)
- ☐ The average wages for employees, excluding management, is 50% higher than the State of Michigan minimum wage. (1 pt.)
- ☐ At least 25% of the business is minority and/or women-owned – provide certification from the state of Michigan (2 pt.)
- ☐ At least 25% of the business owners have a primary residence in Lathrup Village (provide property tax record that shows good standing) (3 pt.)
- ☐ The business will contribute to the city's tree replacement fund (3 pts.)
- ☐ The business will contribute annually to the city's capital improvement fund (5 pt.)
- ☐ Installation of Side Street Parking Lots (10 pts.)
- ☐ Other Community Benefits not listed (2 pts per, Maximum 6)

Section 6: Security Plan

A security plan shall address security measures related to the transportation and disposal of product and employee and customer safety. Video surveillance is required, and the camera system shall be equipped with software allowing local authorities to login securely to cameras remotely.

The Lathrup Village Police Department shall review the security plan prior to acceptance of the application.

Section 6 Checklist: Security Plan

At a minimum, the security plan shall address the following:

- ☐ All cannabis waste shall be disposed of in a manner consistent with federal, state, and local laws so that the cannabis waste is destroyed properly and rendered unusable. All waste containers must be maintained within the secure facility and must be equipped with locks and tamper resistant seals until they are removed by an authorized waste disposal company.
- ☐ To the extent applicable, the security plan should include additional strategies for onsite protection from power outages, fire, chemical spills, and address other applicable issues

such as storage, access control, credentialing, security officers, cameras, alarms, and internal theft

- ☐ The plan shall address surveillance methods, access control strategies, territorial reinforcement, maintenance, and target hardening; including the experience of customers, employees, and neighbors (residents, offices, businesses, etc.).
- ☐ An explanation of how the video surveillance system will be operated, including who is responsible for monitoring the video footage and storing any video recordings.
- ☐ A diagram showing where all cameras are located and assigning a number to each camera for identification purposes. The diagram shall be to scale and shall be correlated with a camera index for all assigned cameras. Each camera shall be placed in a location that allows the camera to clearly record activity occurring within 20 feet of all points of entry and exit on the licensed premises and allows for the clear and certain identification of any person and activities in all areas required to be recorded. Cameras must be placed in all rooms with exterior windows, exterior walls, and roof hatches. Entrances and exits to the premises or site shall be recorded from both indoor and outdoor vantage points. Recording distance/range of each camera should be identified on the site plan.
- ☐ Areas where cannabis products are weighed, packed, stored, loaded, and unloaded for transportation, prepared, or moved within the licensed premises shall be recorded, as well as limited-access areas, security room(s) and area storing the surveillance system storage device.
- ☐ Licensed retailers shall record point-of-sale areas and areas where cannabis products are displayed for sale on the video surveillance system. At each point-of-sale location, camera placement must allow for the recording of the facial features of any person purchasing or selling cannabis products, or any person in the retail area, with enough clarity to determine identity.
- ☐ Register alarm with the Police Department
- ☐ **Provide training program for all management and employees of each facility for the following common adverse situations:**
 - **Armed Robbery Procedures (1 pt.)**
 - **Diversion Training to identify and report suspected theft (1 pt.)**
 - **Active Shooter/Workplace Violence Training (1 pt.)**
 - **Fire Emergency Procedures (1 pt.)**

Section 7: Building & Site Improvements

The city anticipates the implementation of building & site improvements for proposed cannabis facilities. Applicants shall consult the city's newly adopted Comprehensive Master Plan and zoning ordinance when developing plans.

Section 7: Checklist Building & Site Improvements

- ☐ Dimensioned floor plan prepared and sealed by a licensed engineer or architect
- ☐ Dimensioned survey prepared and sealed by a licensed surveyor or engineer that includes all site improvements, including building dimensions, setbacks, parking spaces and landscaped areas
- ☐ Illustrations of existing conditions & proposed improvements
- ☐ Any proposed elevation drawings, and photographs or other depiction of materials to be visible on the exterior of the proposed cannabis business
- ☐ Site plan renderings that illustrate other changes to the site, including landscaping, parking improvements and lighting
- ☐ Evidence of how the proposed project results in site improvements that are consistent with the city's Comprehensive Plan.
- ☐ List of planned building improvements
- ☐ Estimated cost of projects
- ☐ Timeline of improvements
- ☐ Current Taxable Value of the proposed location
- ☐ Distance from the above is provided property line to property line and prepared and sealed by a licensed surveyor or engineer based on currently available public data.
- ☐ A sanitation plan designed to protect against any cannabis being ingested on the premises by any person or animal. At a minimum, the sanitation plan must address the following:
 - Indicate how the waste and byproduct will be stored and disposed
 - Indicate how any cannabis will be rendered unusable upon disposal
 - Describes how and how frequently waste will be removed
 - Describes what materials can be recycled and how recycling will be managed
- ☐ An odor control plan designed to protect against any odors related to the cannabis facility being emitted beyond the premises. It will describe how air filtration will control odors within the building and on the premises.
- ☐ A utility plan designed to encourage energy efficiency and wastewater recycling. It will describe how the facility will efficiently use energy and water. (1 pt.)
- ☐ Building improvements include energy efficient and water recycling. (2 pts. per building improvement)

- ☐ Building improvements include other low impact development techniques such as green roof, solar panels, electric vehicle charging. (5 pts. per building improvement)

Additional Site Improvements Point Scale

- ☐ 0 pts – no improvements
- ☐ 2 pts – energy efficiency & wastewater recycling improvements
- ☐ 5 pts – improvements less than 50% of the taxable value within the 12 months prior to application
- ☐ 5 pts – per low impact design feature
- ☐ 20 pts – improvements that provides additional/shared parking for surrounding businesses
- ☐ 15 points – new construction or substantially new construction (over 50% of taxable value) within 12 months of the date of this application. Commitment of such construction shall be demonstrated through a concurrent application for site plan review.

**CITY OF LATHRUP VILLAGE
OAKLAND COUNTY, MICHIGAN**

RESOLUTION NO. ____-21

**RESOLUTION ESTABLISHING
INITIAL APPLICATION PERIOD**

At a regular meeting of the City Council of the City of Lathrup Village, Oakland County, Michigan, (the "City"), held on the 18th day of October, 2021.

PRESENT: _____

ABSENT: _____

The following Resolution was offered by _____ and seconded by _____.

WHEREAS, the City of Lathrup Village Council has adopted Ordinance 18-286 which allows the City Council by a resolution to establish a 30-day period to accept application to obtain a license to operate a Cannabis Business in the City of Lathrup Village.

WHEREAS, the City Council has discussed the issue and has determined the initial application period will commence on January 3, 2022 and will close on February 1, 2022.

NOW, THEREFORE, BE IT RESOLVED that in accordance with City of Lathrup Village Code of Ordinances Section 18-286 the City Council has determined the initial application period will commence on January 3, 2022 and will close on February 1, 2022.

YEAS: _____

NAYS:

ABSENT:

ABSTAIN:

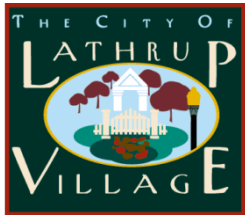
STATE OF MICHIGAN)

)ss

COUNTY OF OAKLAND

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council of the City of Lathrup Village, Oakland County, Michigan at a special meeting duly called and held on the 18th day of October, 2021, the original of which resolution is on file in my office, and that notice of said meeting was given, the meeting was held and the minutes filed in accordance with the Open Meetings Act, Act No. 267, Public Acts of Michigan, 1976, as amended.

Yvette Talley
City Clerk



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Dr. Sheryl L. Mitchell Theriot

City Administrator

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members
FR: Sheryl Mitchell Theriot, City Administrator
DA: October 18, 2021
RE: **MOTION TO APPROVE – STAFF REORGANIZATION**

During the Budget Session in 2020, Council requested to explore hiring a Assistant City Administrator. The onset of the Covid epidemic and the retirement of a staff person provided an opportunity at that time to restructure roles and responsibilities. It was determined at that time, it is more cost effective and efficient to realign job responsibilities with existing staff than to bring on a new full-time administrative position. This also supported job growth and retention efforts for existing staff. The changes, effective February 2021, impacted the DDA Director, DDA /Special Projects Manager, and Director of Parks and Recreation positions.

With the departure of the Parks and Recreation Director this fall, it again provides an opportunity to explore cost effective options. The DDA and Council previously approved the DDA/Special Projects Manager assuming responsibility for Recreation and Special Events.

The recommendation is to create a new title: Director, Building Department. Then re-assign duties that were previously the Director of Parks and Recreation, relative to maintenance of the building, supervision of contractors for DPS and building maintenance to this position. Keeping the Code Enforcement duties and also oversight of the Building Department.

Staff Reorganization Recommendations:

Create: Director – Building Department

- Current Title: Code Enforcement
- Currently held by Rami Sweidan
- Major changes: duties as Director of the Building Department, including Code Enforcement, Building Safety, and Facilities
- Annual Salary Change: \$7,000 from the General Fund/Recreation Salary. This leaves up to \$42,500 plus the cost of fringe benefits available in the Recreation Department for contracting with other individuals and/or organizations for Parks/Recreations services.
- DDA impact: the DDA currently provides 45% of the funding for the Code Enforcement position (\$22,950). This amount will remain unchanged. The percentage will change to 40%.

SUGGESTED MOTION:

TO APPROVE the Staff Reorganization as presented, creating the job title of Director-Building Department and authorize the budget amendments to reflect the new salaries, fringe benefit costs, and cost-sharing percentages with the DDA.

CITY OF LATHRUP VILLAGE JOB DESCRIPTION

DIRECTOR – BUILDING DEPARTMENT

Supervised by: City Administrator
Status: Department Head direct report City Administrator; Overtime Exempt
Supervises: Building Department, Code Enforcement, DPS Department, and contractors for janitorial services and building maintenance, volunteers, interns, and other administrative staff as assigned.

Position Summary: This is a management level position that exercises discretionary judgment and is responsible for planning, administering, coordinating and delivering all operations and management of building department, code enforcement, DPS Department, and building maintenance and safety.

This position involves managing employees, vendors/contractors, facility operations, building department, code enforcement and DPS. This position manages the Independent Contractor for Building Services and related contract services.

The incumbent develops short- and long-range goals along with establishing and implementing policies and procedures pertaining to the effective and efficient operation of Building Department, facilities and DPS. Monitors progress and performance of support staff that are assigned to assist with related functions.

Under the general supervision of the City Administrator, provides oversight and planning all improvements to the Building Department, DPS, and facilities.

ESSENTIAL DUTIES AND JOB FUNCTIONS – BUILDING DEPT / CODE ENFORCEMENT:

SUMMARY: Under the supervision of the City Administrator, performs a variety of duties related to the City's building department activities. Performs inspection work related to code and ordinance compliance and enforcement to ensure adherence to local and state codes, regulations, and standards. Processes permits, schedules inspections, and coordinates with the Building Official and other departments. Prepares correspondence, records, reports, and related work as required. Responsible for drafting department related policies and procedures.

1. Provides annual budgetary information, and amendments, as required. This also includes regular monitoring of areas that are relevant to the Building Department, Facilities, including the Community Room, areas of the budget and associated.
2. Patrols the city and inspects various locations for compliance with applicable State and local codes, ordinances and governing regulations.
3. Enforcement of minimum property maintenance standards and conditions of residential and commercial properties, buildings, and structures.
4. Advises commercial and residential property owners and/or tenants of code violations through direct contact when possible, to seek voluntary compliance where standards are

not met. Inform and advise property owners and/or tenants regarding related ordinances and taking the appropriate corrective measures to enforce codes and ordinances.

5. Responds to complaints of potential code violations related to signage, building occupancy, housing conditions, zoning and land use, various nuisances violations including animals, noise, dumping, clearing, polluting, unlicensed and inoperable vehicles, trash, debris, overgrown grass, and all other code related matters that fall within the jurisdiction of the department.
6. Compiles code violation documentation and prepare documentation for prosecution when owners or tenants fail to comply, and testify in court when required.
7. Issues corrective and Emergency Orders with concurrence by the Building Official or City Administrator to ensure compliance.
8. Arranges for boarding/securing of vacant structures to protect persons and property.
9. Coordinates with the DDA Director relative to code enforcement activities within the DDA District.
10. Responds to standard and complex inquiries and provides general information to citizens regarding City operations, policies and procedures. Resolves routine issues independently and refers more complex situations to the appropriate party.
11. In collaboration with the City's Building Official and City may coordinate and provide oversight of trades inspections, permit process, and code enforcement activities. Works with engineers, contractors, other City departments, and the public to coordinates City projects, initiatives, and activities.

Supports and participates in the processing of a wide range of permits from contractors and the general public including building and associated trades permit applications. Coordinates activities with the Building Official, schedules inspections, and reviews special use applications and zoning appeals. Calculates and collects the proper fees related to permits. Generates monthly permit reports for the County Assessor and City Administrator.
12. Assists property owners and the general public with compliance issues or general questions. Provides information and advice regarding code requirements.
13. Assists with inspections and administration of Rental Registration and Inspection Program.
14. Enters data in BS&A system, creates and maintains spreadsheets, and prepares standard and special reports. Prepares and composes forms, correspondence, reports, memos, receipts, vouchers, and other similar documents.
15. Researches various issues as assigned and makes recommendations to the Building Official and/or City Administrator, which will enhance public safety regarding building code and ordinance requirements.
16. Assists with preparing information for Boards, Commissions and other bodies as directed.

17. Attends meetings and presents information as required.
18. Serves as a back-up to other City/Building Department functions as operational needs demand.
19. Consult with and coordinate enforcement activities with City Administration.
20. Answers field inquiries from and advises commercial property owners, residents, contractors, and the general public regarding compliance with municipal code provisions, regulations, and standards.
21. Required to maintain accurate, complete records of citations, complaints, inspections, photographs and violations discovered during his/her patrol time and report all enforcement actions.
22. In the event of citations and requirement to appear before the 46th District Court, will represent the City and testify regarding code violations as deemed necessary by City Administration and the prosecutor. Time spent in court will count towards the 24 hour work week and must be scheduled for accordingly
23. Keeps abreast of new administrative techniques and current issues through continued education and professional growth. Attends conferences, workshops and seminars.
24. Performs other related work as required.
25. Assists with special projects and assignments as requested by the City Administrator.

ESSENTIAL DUTIES AND JOB FUNCTIONS – FACILITY DIRECTOR:

1. Plans, schedules and manages daily work schedule for contractor(s) for building department, code enforcement, DPS department, janitorial and building maintenance.
2. Completes timesheets and checks requests for Building and DPS departments and contractor(s).
3. Planning and implementing capital improvement projects for Building & DPS departments.
4. Management of Tree Maintenance Program.
5. Creates and manages implementation of annual work schedules for custodial responsibilities and building maintenance.
6. Coordinates with building maintenance contractors for repair work (including sprinklers, electrical, plumbing, heating, roofing, etc.)

7. Manages capital improvements and renovation projects for the building, including the related budgets.
8. Coordinates and/or provides cost-effective repair work and landscaping.
9. Reviews the building on a daily basis to maintain high custodial standards; records and addresses areas needing improvement.
10. Reviews all areas of the building as needed (weekly, monthly, annually) to fulfill building maintenance schedule.
11. Manages heat/AC for the building, as needed.
12. Records financial activities and maintains records related to program expenditures, revenues and deliverables.
13. Obtains and maintains ServSafe® Food Protection Manager Certification within six (6) months of employment.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Michigan Driver's License.
- AND Two years of diversified, management experience and responsibility in the field of Baccalaureate of Business Administration preferably MBA.
- OR an equivalent combination of education, training, and experience.
- Knowledge of building and maintenance practices.
- General knowledge of municipal operations and procedures to effectively direct and assist the public.
- Skill in establishing and managing record keeping systems, assessing and compiling information and data, and in preparing accurate reports.
- Skill in the operation of office equipment including postage meter, facsimile, copier, computers and related software.
- Ability to establish effective working relations and use good judgment, initiative and resourcefulness when dealing with employees, City officials, vendors and the general public.

- Ability to work independently and demonstrate sound judgment.
- Ability to establish operational standards and apply them in a comprehensive leisure services program.
- Ability to meet and deal tactfully and effectively with the public.
- Ability to effectively manage, schedule, and supervise employees and contractual staff.
- Ability to express oneself effectively and clearly in written and verbal form.
- Ability to be on-call and respond accordingly whether scheduled or in an emergency.
- Ability to carry out complex oral and written directions.
- Attends staff meetings, conferences, workshops, seminars and reads job-related publications to maintain professional competency.
- Ability to enter data and type with speed and accuracy.
- CPR and First Aid certification within six months of date of employment.

Physical Requirements and Work Environment:

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

An employee in this position regularly works in an office setting with a controlled climate where they sit and work on a computer for extended periods of time, communicate by telephone, email or in person, and move around the office or travel to other locations. The noise level in the work environment is usually quiet.

The City of Lathrup Village provides is an equal opportunity employer to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex (including pregnancy), sexual orientation, national origin, age, disability, genetic information, marital status, height or weight, or any other characteristic protected by federal, state or local laws. We provide reasonable accommodation for qualified individuals with a disability if requested.

The employee regularly works and performs inspections in outdoor weather conditions. Inspections will sometimes be performed in and/or around homes in need of maintenance and sanitation. The employee could occasionally deal with dissatisfied or quarrelsome individuals who disagree with the City's positions or interpretations of ordinances.



A HERITAGE OF GOOD LIVING

Dr. Sheryl L. Mitchell Theriot

City Administrator

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members

FR: Sheryl Mitchell Theriot, City Administrator

DA: October 18, 2021

RE: Motion to Elect Members to the MML Liability & Property Pool Board of Directors

The MML Liability & Property Pool Board of Directors has requested the City participate in the election of members to its Board Members. One incumbent Director is seeking re-election and 2 appointees are seeking election to their first term. There is also the option to write-in one or more candidates.

Attached are the biographies for the candidates who are seeking (re)election to a 3-year term, beginning January 1, 2021.

- Robert Clark (incumbent)
Mayor, City of Monroe
- Thad Beard (appointee)
Manager, City of Rockford
- Dan Swallow (appointee)
Manager, City of Tecumseh

Suggested Motion:

To Affirm the Nominations as Provided By The MML Liability & Property Pool Administrator and Authorize the City Clerk to Notify the MML Before November 5, 2021.



michigan municipal league

Liability & Property Pool

1675 Green Road
Ann Arbor, MI 48105-2530

Item 12E.

T 734.662.3246
800.653.2483
F 734.662.8083
mml.org

To: Members of the MML Liability & Property Pool
From: Michael J. Forster, Fund Administrator
Date: September 13, 2021
Subject: Pool Director Election

Dear Pool Member:

Enclosed is your ballot for this year's Board of Directors election. One (1) incumbent Director has agreed to seek re-election and two (2) appointees are seeking election to their first term. You also may write in one or more candidates if you wish.

A brief biographical sketch of the candidate is provided for your review.

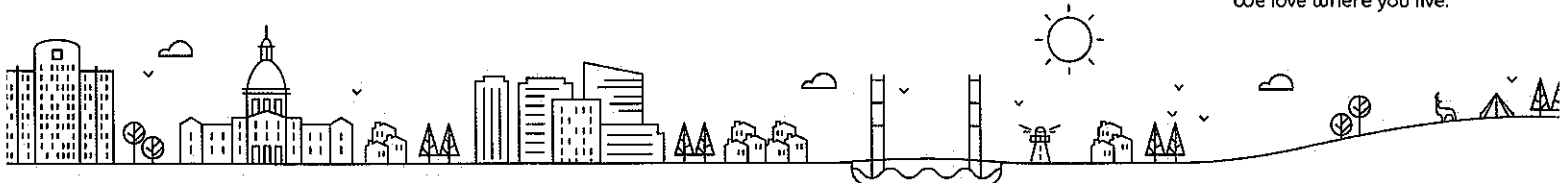
I hope you will affirm the work of the Nominating Committee by returning your completed ballot in the enclosed return envelope, no later than November 5. You may also submit your ballot online by going to www.mml.org. Click on *Insurance*, then *Liability & Property Pool*; the link to the ballot form is in the yellow banner.

The MML Liability & Property Pool is owned and controlled by its members. Your comments and suggestions on how we can serve you better are very much appreciated. Thank you again for your membership in the Pool, and for participating in the election of your governing board.

Sincerely,

Michael J. Forster
Pool Administrator
mforster@mml.org

We love where you live.



THE CANDIDATES

Three-year terms beginning January 1, 2022

Robert Clark, Mayor, City of Monroe, Current Pool Board Chair



Robert has more than eight years' experience as a municipal official, serving as the mayor in the City of Monroe since 2010. He is a member of the Michigan Association of Mayors. Robert retired as Major, Michigan State Police after thirty years of service. He is active in several local civic organizations, including the River Raisin National Battlefield Park Foundation and Monroe County Business Development Corporation. He also serves as First Vice-Chair for the Southeast Michigan Council of Governments (SEMCOG). Robert is seeking re-election to his fourth term.

Thad Beard, Manager, City of Rockford



Thad has over 23 years' experience in municipal government and has been the city manager of Rockford since 2017. He previously served as the City of Otsego's manager for 17 years and as the City of Wayland's assistant manager for three years before that. He is a member of the Michigan Municipal Executives and former member of its Board of Directors. Thad grew up in Kalamazoo, received an undergraduate degree from Great Lakes Christian College and a master's degree from Western Michigan University. Thad is seeking election to his first term.

Dan Swallow, Manager, City of Tecumseh



Dan has more than 18 years' experience as a municipal official and has been the City Manager of Tecumseh since 2015. Previously, his government career included tenures with the Toledo Metropolitan Area Council of Governments, Van Buren Township, and as the Economic & Community Development Director for the City of Monroe. He has credentials from the American Institute of Certified Planners (AICP) and actively participates in the Michigan Association of Planning and Michigan Municipal Executives. Dan grew up in the small northeastern Michigan community of Alpena. Dan is seeking election to his first term.

THE CANDIDATES

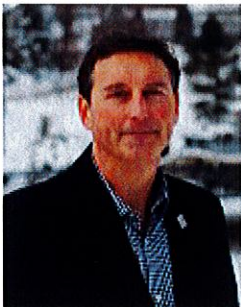
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COUNCIL COMMUNICATION:**TO:** Mayor Garrett and City Council Members**FR:** Sheryl Mitchell Theriot, City Administrator**DA:** October 18, 2021**RE:** Close City Hall Offices on Election Day - Tuesday, November 2, 2021

Council is being requested again to authorize the closing of City Hall offices on Election Day, November 2, 2021.

This is largely a safety factor to reduce the number of people in the building and limit traffic to those participation in the election process.

Suggested Motion:

To approve the closing of City Hall offices on Tuesday, November 2, 2021 for the General Election.



A HERITAGE OF GOOD LIVING

Dr. Sheryl L. Mitchell Theriot

City Administrator

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smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members

FR: Sheryl Mitchell Theriot, City Administrator

DA: October 18, 2021

RE: Close City Hall Offices on Friday, December 17, 2021 from 12noon to 4:30pm – Employee Appreciation and Holiday Celebration

Council is being requested again to authorize the closing of City Hall offices to allow staff to participate in a holiday celebration the afternoon of December 18th.

Suggested Motion:

To approve the closing of City Hall offices on Friday, December 17, 2021 from 12:00pm to 4:30pm.