



City Council Study Session

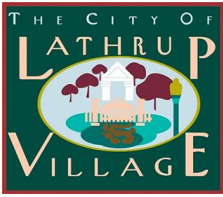
Monday, March 17, 2025 at 6:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

1. **Call to Order** by Mayor Garrett
2. **Discussion Items**
 - A. City Council Meeting Time
 - B. City Council Goal Setting
 - C. San Jose Temporary Opening
 - D. Council Rules of Order & Procedure Update
 - E. Business Uses (Money Service & Small Box Discount Retailers) Moratorium
3. **Public Comments** (limited to 3 minutes)
4. **Mayor and Council Comments**
5. **Adjourn**

ADDRESSING THE CITY COUNCIL

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



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TO: Mayor & City Council
FROM: Mike Greene – City Administrator
DATE: March 17, 2025
RE: Study Session

City Council Meeting Time

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

Fiscal Year 2025-26 Council/Budget Goals

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

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

San Jose Temporary Access – Regular Meeting Action Item

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

During that meeting, the Southfield Fire Department requested the City of Lathrup Village to consider temporarily removing the berm/fence on San Jose Blvd (between Evergreen Rd & Rainbow Circle), during the construction project, for public safety response time purposes. It is acknowledged that during the construction project, there will be an increase in traffic on the mile roads and there will be temporary closures of the bridges over I-696. A recommendation letter from Fire Chief Menifee (retired) is included in your regular meeting packet. Additionally, Fire Captain Deneau (who attended the 3/3/25 Study Session) provided a letter that includes the statistical data that was shared during the Study Session as a reference.

To temporarily open the road, the Council has two actions to consider, 1) approving a resolution for the opening, and 2) approving a Traffic Control Order (TCO).

Council Rules of Order & Procedure Update – Regular Meeting Action Item

Based on the 3/3/25 study session, staff and the City Attorney were requested to draft updated Council Rules of Order & Procedure specifically related to video/audio recording during a public meeting.

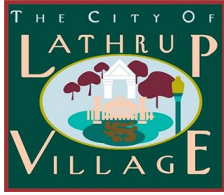
This update includes a new section that outlines the process an individual would have to follow to record a public meeting on their own devices.

Business Uses (Money Service & Small Box Discount Retailers) Moratorium – Regular Meeting Action Item

Based on study session discussions, staff, and the City Attorney were requested to draft moratoriums for specific businesses that would limit the ability of new entities to open a store within Lathrup Village.

Both enclosed resolutions have moratoriums effective for 180 days, after that time the City Council will have the option to approve updated resolutions for another 180 days or direct the Planning Commission to consider formal zoning ordinance changes.

Kelly Garrett Mayor	Bruce Kantor Mayor Pro-Tem	Jalen Jennings Council Member	Dalton Barksdale Council Member	Jason Hammond Council Member
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Goals & Performance Measures
Fiscal Year 2025/2026

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

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

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

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

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

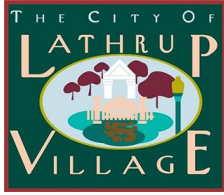
Excellence	
<i>We continually pursue excellence by being creative, and professional, taking risks, showing initiative, and being committed to our team. In this pursuit, we support continuing education and training for all team members.</i>	
<ul style="list-style-type: none"> All staff and members of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

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

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

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

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



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

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

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

Technology & Communications

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

Government Services

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

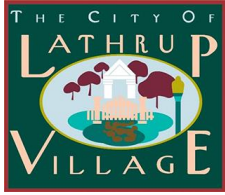
Other – Topics Not Covered by Prompts

- Establish a tree trimming plan to take care of easements

Parks & Recreation

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

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

Infrastructure

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

Buildings & Grounds

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

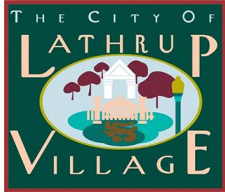
Public Safety

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

Economic Development

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

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- Businesses doing better with their sidewalk presentation (clean of weeds/debris)
- Themed/consistent décor for different seasons
- City Hall E-Sign to promote
- Find creative ways to promote available retail spaces to prospective business occupants
 - Business open houses/promotion during events for business owners
- Encourage citizens to support local businesses

Bonus Input – Types of Business You Would Want to See

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

Cost Savings

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