

# City Council Regular Meeting

Monday, February 23, 2026 at 7:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

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1. **Call to Order** by Mayor Kantor
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Agenda**
5. **Presentations**
  - A. Proclamation - Celebrating February as Black History Month
  - B. MEDC Redevelopment Ready Community
6. **Zoning Board of Appeals**
  - A. Request to Convene as the Zoning Board of Appeals
  - B. Public Hearing - 28919 Southfield Road - Off-Street Parking Variance Request
  - C. Request to Approve an Off-Street Parking Variance Request for 28919 Southfield Road
  - D. Request to Close the Zoning Board of Appeals and Reconvene as the City Council
7. **Public Comment for Items on the Agenda** (speakers are limited to 3 minutes)
8. **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. Approval of Minutes
    - i. 1-26-26 - City Council Study Session
    - ii. 1-26-26 - City Council Regular Meeting
    - iii. 2-2-26 - City Council Study Session

- B. Building & Code Enforcement Reports
- C. Finance Department Reports
- D. Community & Economic Development Reports
- E. Lathrup Village Police Department Monthly Logs
- F. Request to Approve Oakland County P25 Simulcast System Interlocal Agreement
- G. Request to Approve Updated Board of Review Poverty Exemptions Procedures & Guidelines
- H. Request to Approve Partnership Agreement Between the City of Lathrup Village & Lathrup Village Women's Club

**9. Action Requests - For Consideration / Approval**

- A. Request to Approve Site Plan Extension Request - 27700 Southfield Road
- B. Request to Approve Ordinance #2026-01 - An Ordinance to Amend the City of Lathrup Village Zoning Ordinance Article 5, to Amend Section 5.17.3 - General Provisions, adding Subsection 6: Applicability of Battery Energy Storage Systems (BESS) Regulations; and to Amend Section 5.17.4: Permitted Systems, consolidating Subsections 4, 5 and 6 into one subsection
- C. Request to Approve Resolution #2026-05 - Approving the MDOT Category B Contract No. 25-5622 for Rainbow Circle Improvements
- D. Request to Approve AWIA Risk and Resilience Assessment & Emergency Response Plan Engineering
- E. Request to Approve Community Room Roof Replacement Project
- F. Request to Approve Cured-In-Place Pipe Sewer Rehabilitation Project
- G. Request to Approve LVPD Ballistic Shield Purchase
- H. Request to Approve the Cancellation of Curbside Chipping Services from Fontenot Landscape Services LLC via SOCRRA Agreement; effective June 30, 2026
- I. Request to Approve Downtown Development Authority Appointment
- J. Request to Approve Board of Review Appointment

**10. City Administrator Report**

**11. City Attorney Report**

**12. Reports of Boards, Commissions, and Committees**

- a. Downtown Development Authority
- b. Planning Commission
- c. Parks & Recreation
- d. Tree Committee
- e. Southfield School Board
- f. Communications & Engagement
- g. Chamber of Commerce

**13. Unfinished / New Business**

**14. Public Comment** (speakers are limited to 3 minutes)

**15. Mayor and Council Comments**

**16. 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 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.
- Attendees are permitted to make video and sound recordings of the public meeting. However, video recording devices shall only be permitted in a designated area, and the device shall remain there through the duration of the meeting.
- 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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Lathrup Village, MI 48076  
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**Celebrating February as Black History Month  
2026**

**Whereas**, during Black History Month, we honor the extraordinary contributions made by African Americans throughout the history of our Republic, and we renew our commitment to liberty and justice for all; and

**Whereas**, during Black History Month, we recognize the achievements of African Americans and their role in shaping history along with the contributions that African Americans have made to enhance the economic, cultural, spiritual, and political development of our Country; and

**Whereas**, during Black History Month, we recognize the essential role of African Americans in shaping the story of America and honor their courage and contributions; and

**Whereas** the omission of much of the history and contributions of African Americans from textbooks and other literature has impeded awareness and appreciation, and

**Whereas** the celebration of Black History Month is a positive way of recognizing the culture and history of African Americans as vital to the core beliefs and values of this society, and

**Whereas**, observing Black History Month provides opportunities to gain a deeper understanding of African American history and acknowledge the centuries of struggles for equality and freedom.

**Now, therefore**, the Lathrup Village City Council does hereby proclaim and declare the month of February as Black History Month in Lathrup Village, Michigan, and further encourages all individuals to observe this month with appropriate programs, ceremonies, and activities.

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Bruce Kantor  
City of Lathrup Village - Mayor

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Bruce Kantor Mayor	Kelly Garrett Mayor Pro-Tem	Jalen Jennings Council Member	Jason Hammond Council Member	John Sousanis Council Member
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**CITY OF LATHRUP VILLAGE  
ZONING BOARD OF APPEALS  
NOTICE OF PUBLIC HEARING**  
(Zoning Variance)

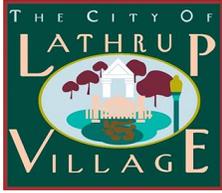
RE: 28919 Southfield Road

**TO PROPERTY OWNERS OR PARTIES OF INTEREST:**

The Zoning Board of Appeals of the City of Lathrup Village will hold a public hearing to consider a variance request submitted on behalf of the property owner of 28919 Southfield Road, Lathrup Village, Michigan 48076. The applicant seeks a variance from Section 5.13 (Off-Street Parking) of the City of Lathrup Village Zoning Ordinance. The variance is requested due to the limited number of on-site parking spaces available within the existing commercial plaza, and the availability of public parking to serve the surrounding area.

PLEASE TAKE NOTICE: That a Public Hearing has been scheduled for Monday, February 23, 2026, at 7:00 pm to hear and record public comments on this appeal. All interested parties may express their view on this appeal in writing, by submitting written comments to the City Clerk prior to 4:30 pm on the date of the hearing, or you may appear in person or authorize another person to represent you at the hearing. Written communications may be sent to the City Clerk at the address of the City Hall at 27400 Southfield Road, Lathrup Village, Michigan 48076 prior to the hearing.

Alisa Emanuel  
City Clerk  
27400 Southfield Road  
Lathrup Village, Michigan 48076  
(248) 557-2600, ext. 226



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# MEMORANDUM

To: Zoning Board of Appeals  
From: Austin Colson, CED/DDA Director  
Date: February 13, 2026  
RE: Off-Street Parking Variance Request – 28919 Southfield Road

## Background

Attached for your review and consideration is the Staff Report regarding an applicant’s request for a variance from Section 5.13 of the Zoning Ordinance to permit the establishment of a café at 28919 Southfield Road without providing the required seventeen (17) off-street parking spaces.

The applicant is requesting a one hundred percent (100%) variance from the required seventeen (17) off-street parking spaces because the subject parcel contains no on-site parking and no available land area to accommodate construction of additional parking spaces. The request is intended to permit occupancy of an existing tenant space within a pre-existing multi-tenant commercial plaza without expansion of the building footprint or modification to the site layout.

## Key Considerations

- The plaza was constructed prior to adoption of current off-street parking standards.
- The subject parcel contains no on-site parking and no reasonable opportunity exists to construct additional parking due to established building placement and parcel configuration.
- Forty-five (45) usable public parking spaces currently serve the five-unit plaza and surrounding commercial area, including public on-street and municipal lot parking.
- The proposed café is anticipated to operate in a predominantly carry-out oriented manner, consistent with other short-duration uses within the plaza.
- The Planning Commission granted site plan approval for the change of use on February 17, 2026, contingent upon ZBA approval of the requested variance.

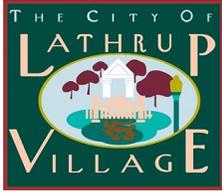
**Bruce Kantor**  
Mayor

**Kelly Garrett**  
Mayor Pro-Tem

**Jalen Jennings**  
Council Member

**Jason Hammond**  
Council Member

**John Sousanis**  
Council Member



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## Suggested Motions

### Motion to Approve:

*"I move to approve the request for a variance from Section 5.13 of the City of Lathrup Village Zoning Ordinance to permit the establishment of a café at 28919 Southfield Road without providing the required seventeen (17) off-street parking spaces, representing a one hundred percent (100%) variance from the minimum parking requirement.*

Approval is based upon the findings that:

1. *The practical difficulty arises from the unique physical characteristics of the property, including its parcel configuration and preexisting development pattern, and was not created by the applicant;*
2. *The site was developed prior to adoption of the current parking standards, and no reasonable opportunity exists to construct additional parking on the subject parcel;*
3. *The requested variance represents the minimum relief necessary to allow reasonable use of the property;*
4. *Granting the variance will not be contrary to the public interest and will not adversely impact surrounding properties; and*
5. *The spirit and intent of the Zoning Ordinance will be observed."*

### Motion to Deny:

*"I move to deny the request for a variance from Section 5.13 of the City of Lathrup Village Zoning Ordinance to permit the establishment of a café at 28919 Southfield Road without providing the required seventeen (17) off-street parking spaces.*

Denial is based upon the following findings:

1. *The applicant has not demonstrated that strict compliance with the off-street parking requirements results in a practical difficulty unique to the property;*
2. *The circumstances presented are not sufficiently different from other similarly situated properties in the Commercial Vehicular District;*
3. *The requested variance exceeds the minimum relief necessary to allow reasonable use of the property;*
4. *Granting the variance may impair the intent and purpose of the Zoning Ordinance to ensure adequate off-street parking for commercial uses."*

**Bruce Kantor**  
Mayor

**Kelly Garrett**  
Mayor Pro-Tem

**Jalen Jennings**  
Council Member

**Jason Hammond**  
Council Member

**John Sousanis**  
Council Member



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February 19, 2026

## ZONING BOARD OF APPEALS (ZBA) STAFF REPORT CITY OF LATHRUP VILLAGE

### Off-Street Parking Variance Determination

<b>Meeting Date:</b> February 23, 2026	<b>Zoning District:</b> Commercial Vehicular (CV)
<b>Applicant:</b> Mahmood Mohamed	<b>Request:</b> Variance from Off-Street Parking Requirements
<b>Property Owner:</b> MC 30 LLC	<b>Parcel Number:</b> 40-24-14-227-042
<b>Property Address:</b> 28919 Southfield Road	<b>Prepared By:</b> City Staff
<b>Ordinance Section:</b> Section 5.13 – Off-Street Parking Requirements	

#### Proposed Improvements Requiring ZBA Approval

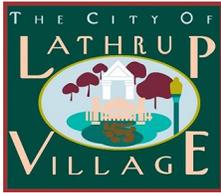
The applicant requests a variance from the off-street parking requirements of Section 5.13 of the Zoning Ordinance to permit the establishment of a café within an existing commercial shopping plaza without providing the ordinance-required minimum number of parking spaces.



*West Elevation – Identification of Parcels*

### Project Summary

The applicant is requesting a variance from the off-street parking requirements contained in Section 5.13 of the City of Lathrup Village Zoning Ordinance to allow the establishment of a café within an existing commercial shopping plaza located at 28919 Southfield Road. The proposed café is a permitted use within the Commercial Vehicular District, however, application of the current parking standards requires seventeen (17) off-street parking spaces for the proposed use. Because the subject parcel contains no off-street parking and no land area exists on-site to accommodate the construction of parking spaces, the applicant is requesting a one hundred percent (100%) variance from the required seventeen (17) off-street parking spaces.



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The requested variance would allow occupancy of an existing tenant space without expansion of the building footprint or modification to the existing parking layout, thereby facilitating reuse of the commercial space while maintaining the existing site configuration and circulation pattern.

The applicant received site plan approval from the Planning Commission at its February 17, 2026 meeting. That approval was granted contingent upon the ZBA approving the requested variance from Section 5.13 of the Zoning Ordinance.

### Subject Property and Surrounding Area

The subject site consists of a 10,018 square foot (0.23-acre) parcel zoned CV – Commercial



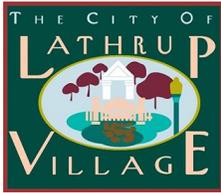
*Subject Site Zoning District*

Vehicular District and is located along the west side of Southfield Road, between Roseland Boulevard to the south and 12 Mile Road to the north. The existing building functions as a single-story commercial plaza containing four (4) tenant spaces on the subject parcel, with one additional tenant space physically attached to the building but located on a separate parcel immediately to the south. The combined floor area of the five-unit plaza is approximately 9,398 square feet.

Adjacent properties fronting Southfield Road to the south and properties fronting 12 Mile Road to

the north are zoned CV – Commercial Vehicular District. Properties located east of the site, behind the building, are zoned R-1 Single-Family Residential.

The site contains four (4) on-site parking spaces located at the rear of the building on the adjoining parcel. In addition, eighteen (18) parking spaces are located within the county right-of-way along Southfield Road to the east of the building, and an additional twenty-eight (28) public



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parking spaces are available within the municipal parking lot located immediately south of the site. In total, forty-five (45) usable parking spaces serve the five-unit plaza and surrounding area, including two (2) barrier-free spaces.

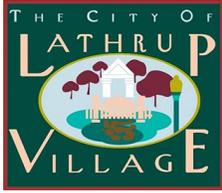


*Aerial view identifying the location of the four on-site parking spaces and surrounding public parking supply serving the plaza.*

## Applicable Ordinance Provisions

### Section 5.13 – Off-Street Parking Requirements

Section 5.13 of the City of Lathrup Village Zoning Ordinance establishes minimum off-street parking requirements for business and commercial uses, including restaurant and café uses, based on floor area, occupancy characteristics, and anticipated parking demand.



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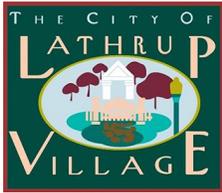
Parking Standards					
Address	Use Type	Ord. Section	Required	Sq. Ft.	Parking Required
28901 Southfield Rd.	Restaurant (Carry-Out-Sales)	Sec. 5.13.14.D	1 space per 100 sf. of usable area.	1,363	14
28911 Southfield Rd.	Retail (Most Recent)		1 space per 200 sf. of usable area.	1,155	6
<b>28919 Southfield Rd.</b>	<b>Restaurant (Proposed Café)</b>		<b>1 space per 70 sf. of usable area.</b>	<b>1,138</b>	<b>17</b>
28927 Southfield Rd.	Retail		1 space per 200 sf. of usable area.	2,252	12
28935 Southfield Rd.	Professional Offices		1 space per 175 sf. of gross leasable area.	1,523	9
<b>45 Useable Parking Spaces Surrounding Plaza</b>			<b>Total Spaces Required</b>		<b>58</b>
<i>*Located on adjoining southern parcel</i>					

Based on the square footage of the proposed café and the parking requirements established in Section 5.13.14.D of the Zoning Ordinance, the proposed café use requires seventeen (17) off-street parking spaces. When evaluated collectively, the entire multi-tenant plaza requires a total of fifty-eight (58) off-street parking spaces based on the size and use classifications of the existing tenant spaces. Due to the existing building placement, parcel configuration, and limited site area, no additional on-site parking can be reasonably accommodated. The four (4) existing on-site parking spaces behind the building are utilized by employees, allowing nearby public parking areas to serve customer demand.

Section 5.13(15) of the Zoning Ordinance provides an approving body with additional authority to consider alternative parking calculations or determinations on a case-by-case basis where strict application of the parking requirements would be unduly stringent and where sufficient parking can reasonably be demonstrated under most conditions. The intent of this provision is to ensure that parking standards are applied reasonably and do not impose undue hardship where strict compliance would provide no significant public benefit.

In evaluating such requests, the Zoning Board of Appeals may consider several factors, including:

- The ability and willingness of the applicant to limit the intensity of uses or floor areas that would generate additional parking demand;



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- The ability and willingness of the applicant to submit to periodic review and modification by the approving body should reduced parking prove inadequate in the future;
- Consistency with the spirit, purpose, and intent of this ordinance, including the avoidance of undue hardship or difficulties on the part of anyone resulting in no significant benefits to others, and the intent that parking requirements be reasonable as defined by the courts; and
- Consistency with the general standards and criteria set forth in Article 6 of the Zoning Ordinance for special land use approvals.

This section of the ordinance recognizes that parking requirements must be applied with consideration of existing site conditions and practical limitations, particularly in cases involving previously developed properties where strict compliance may not result in improved parking conditions or additional public benefit.

### Existing Site Conditions

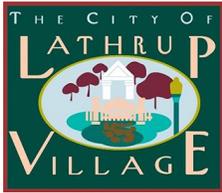
The shopping plaza was constructed prior to adoption of the City’s current off-street parking standards, and the existing building placement and site layout reflect development patterns common to older commercial properties along the Southfield Road corridor. Historically, the availability of public on-street parking in the County right-of-way served as an informal extension of the site’s parking inventory, accommodating changing business needs over the years. Due to the parcel configuration, established building footprint, and existing circulation patterns, there is



*Parcel Boundaries*

no reasonable opportunity to expand or reconfigure the site to accommodate additional off-street parking spaces without significant alteration to the building or site improvements. The parking configuration is a condition of the property itself and was not created by the applicant.

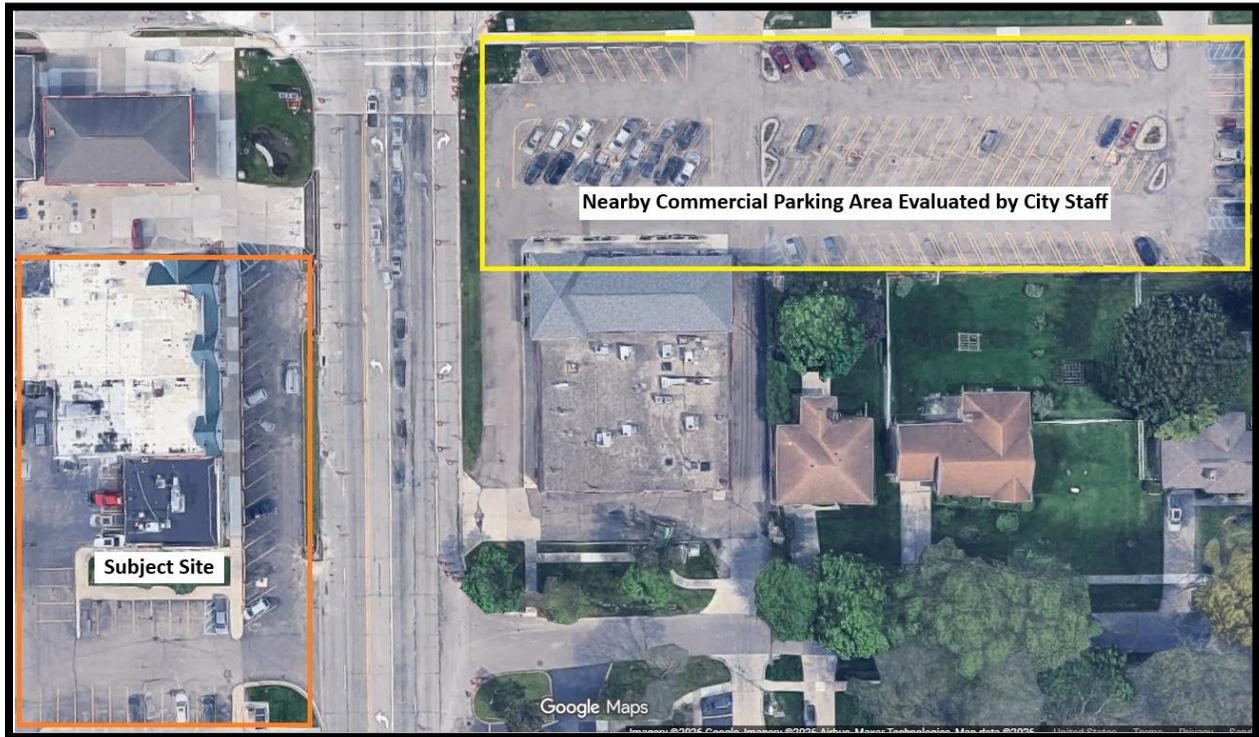
The subject site includes four (4) on-site parking spaces located at the rear of the building on the adjoining southern parcel. In addition to this limited on-site supply,



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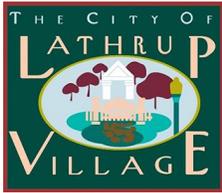
eighteen (18) parking spaces are located within the Oakland County right-of-way along Southfield Road, and an additional twenty-eight (28) public parking spaces are available in the municipal parking lot immediately south of the site. In total, forty-five (45) usable parking spaces serve the five-unit plaza and surrounding commercial area, including two (2) ADA-compliant barrier-free spaces. The existing on-site spaces at the rear of the building are typically utilized by employees, thereby preserving the adjacent public parking supply to accommodate customer demand.

City staff explored potential alternatives to address the parking deficiency, including contacting the property owner of the commercial plaza located across Southfield Road, which contains a large private parking lot, to determine whether additional parking spaces could be secured through a shared parking agreement. Staff did not receive a response to this inquiry.



*Off-Site Parking Area Considered for Possible Shared Parking Agreement*

Following this outreach, staff conducted a review of the parking requirements applicable to the plaza across the street under the current parking standards as stated in the Zoning Ordinance. The review determined that two of the plaza’s largest tenants are restaurants, which carry comparatively high parking requirements based on their use type and unit square footage. As a result, nearly all parking spaces within that private lot are required to satisfy the minimum off-



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street parking standards established by the City, limiting the practical availability of surplus spaces for lease under a shared parking arrangement.

Two (2) of the five (5) existing tenant spaces operate as carry-out oriented businesses, one is a wine & spirits merchant and the other is a pizza restaurant operating without indoor dining. A small physical therapy office within the plaza accommodates a limited number of patients at any given time. Two (2) commercial tenant spaces are currently vacant. The proposed café will occupy one of these vacant units, while the remaining tenant space has been unoccupied for over a decade and will continue to remain vacant at this time.



*Southwest Elevation*

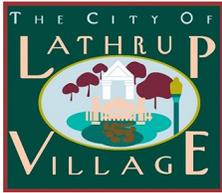
The proposed café is expected to operate in a similar carry-out oriented manner, with limited interior seating and short-duration customer visits. The applicant has indicated that approximately 80% of sales at their current location are generated through carry-out orders, predominantly via online ordering and delivery platforms. This business format is characterized by brief customer visits, minimizing the time individual parking spaces are occupied, reducing the overall duration of parking demand. Based on these characteristics, the proposed use is anticipated to function consistently with the existing short-duration commercial activity within the plaza.

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## **Standards for Considering Variance Requests.**

Section 7.7.14. provides the criteria for the applicant to present and the ZBA to consider when considering variance requests:

- A. Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, a particular hardship will result to the applicant if the strict



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letter of the regulations are carried out. Mere inconveniences or increased development costs shall not be deemed hardships under the terms of this provision.

- B. The factual circumstances upon which an application for a deviation is based are unique to the property for which the deviation is sought, and are not applicable to the city generally, or to other property within the same zoning classification.
- C. Any alleged practical difficulty or unnecessary hardship caused by this ordinance has not been created by any persons presently or previously having an interest in the property.
- D. The proposed deviation will not adversely affect the purpose or objectives of this ordinance, nor impair the adequate supply of light and air to adjacent property, nor increase the hazard from fire, flood, and other dangers of said property, nor diminish the marketable value of adjacent lands and buildings, nor increase the congestion in public streets.
- E. The proposed deviation will not otherwise impair the public health, safety, comfort, and general welfare.
- F. The benefit to the applicant will be real and substantial and any detriment to the neighboring property owners and occupants or the community at large is not substantial or is illusory. Benefits and detriments shall be determined in relation to the factors which impair the value and use of properties as related in D & E, above.
- G. The applicant is both willing and able to provide additional amenities beyond those minimally required by this ordinance and/or restrict the use of the property beyond those limitations placed on the property by this ordinance so that the fair market value of neighboring properties will be enhanced beyond the values which would accrue to them if the property were developed and used in strict conformity with the ordinance.
- H. The same or a substantially similar request shall not have been presented to the council in the form of a petition for a zoning amendment and been expressly denied and rejected after a public hearing. **No similar variances had been requested at this site.**
- I. Any special criteria listed for specific deviations in Sections 3.2.2, 4.1.4, and 5.13.15.



A HERITAGE OF GOOD LIVING

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Office Use Only	
Date Submitted:	_____
Administrative Review Date:	_____
Site Plan Review Date:	_____

### Application for Site Plan Review

Pursuant to Sec. 6.1 site plan review requirements are intended to provide a consistent and uniform method of review of proposed development plans, to ensure full compliance with the regulations of this article and other applicable ordinances and state and federal laws, to achieve efficient use of land, to protect natural resources, and to prevent adverse impact on adjoining or nearby properties. It is the intent of these provisions to encourage cooperation and consultation between the city and the applicant to facilitate development in accordance with the city's land use objectives.

#### Project Location

Subject Property Address:	28919 Southfield Rd.
Subject Property Parcel Number:	48076
Project Name:	Dairy Fairies Southfield LLC

#### Applicant Information

Name:	Mahmoud Mohamed
Address:	[REDACTED]
State:	MI
Zip Code:	[REDACTED]
Phone Number:	[REDACTED]
Cell:	[REDACTED]
Email Address:	[REDACTED]
Interest in Property:	Tenant

#### Property Owner Information

Name:	MC 30 LLC
Address:	[REDACTED]
State:	MI
Zip Code:	[REDACTED]
Phone Number:	[REDACTED]
Cell:	[REDACTED]
Email Address:	[REDACTED]

#### Proposed Building/Alteration Information

Proposed Use:	Coffee / dessert shop				
Existing Zoning:	Phone store				
Square Footage of New/Altered Building:	1,700 sq ft.				
Number of existing jobs:	2	New jobs created:	2	FT	PT

Project Architect				
Name:	Nada Kassar			
Address:	[REDACTED]			
Phone Number:	[REDACTED]	State:	MI	Zip Code: 48201
Email Address:	[REDACTED]	Cell:	-	

Project Engineer				
Name:	Adnan H Al-Saati			
Address:	[REDACTED]			
Phone Number:	[REDACTED]	State:	MI	Zip Code: [REDACTED]
Email Address:	[REDACTED]	Cell:		

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

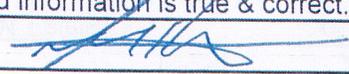
**Required Submittal Information**

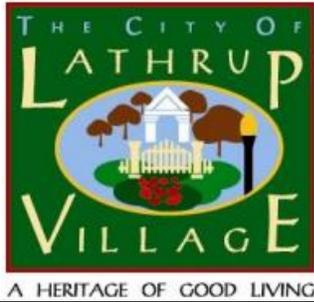
Pursuant to Sec. 6.1.4 (C) Submission of site plan for final review: the applicant is required to submit the following materials to the City Hall 21 days prior to the targeted date of the formal Site Plan review. Failure to supply all required information will result in the rejection of the application by the Administration or the Planning Commission. Incomplete applications will not be accepted.

- One (1) completed and signed copy of the application for site plan review
- Initial Submission - seven (7) signed, sealed, & folded copies of the site plan, and an electronic file  
Final submission- fourteen (14) signed, sealed, & folded copies of the site plan, and an updated electronic file
- Proof that the plan has been submitted for review to governmental agencies that have jurisdiction over any aspect of the project, including, but not limited to; the county road commission, county drain commission, county health division, Michigan Department of Transportation, Michigan Department of Environmental Quality, and other agencies deemed appropriate by the planning commission or city

**Signatures**

Application MUST be signed by both the applicant and legal property owner. The undersigned deposes that the foregoing and any attached information is true & correct.

Applicant's Signature:	
Applicant's Printed Name:	Mahmood Mohamed
Date:	
Owner's Signature:	
Owner's Printed Name:	
Date:	



# City Council Study Session

Monday, January 26, 2026, at 6:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

## 1. **Call to Order** by Mayor Pro Tem Garrett at 6:02pm

Present: Garrett, Sousanis, Jennings, Hammond

Absent: Kantor (excused)

## 2. **Discussion Items**

### A. Community Room Roof

Councilmembers, City Administrator Greene, and Attorney Baker discussed:

- Range of bids from \$51,982 to \$109,500, not including an additional \$30,000 to take equipment off the roof and put it back on
- Are we going with the low bid
- Timing to do this – it can only be done during the few weeks when the Heating and Air Conditioning will not be used because they will be disconnected
- If the scope of work is the same for all of the bids
- The Scope is the same, and there was a mandatory site visit for the bids
- We found out the good news, that we can use some of the underlays, and that will save us money

### B. Conflict to Conversation Training

Councilmembers, City Administrator Greene, and Attorney Baker discussed:

- Councilmember Hammond thought this training, which he and Mayor Pro Tem Garrett have attended, would be helpful/useful to share with residents, and wanted to see if the City Council is interested
- Wanting to know the cost and see if SEMCOG or Lawrence Tech University would be willing to help fund this seminar that would benefit the community
- City Administrator Greene is waiting to hear back about the cost
- Could it scale to residents, from the format it was presented in
- Would residents attend, what would the return on investment be versus the cost, and outreach to the community to see if there is an interest
- Good opportunity, but want more information
- Community not asking for, but related to the Communication and Engagement Committee, and they could put it together

- Would Communication and Engagement members be required to attend

C. FY 26-27 Budget Calendar

CA Greene explained the Budget Calendar and said information will be on the website.

D. Mid-Year Budget Amendments

Councilmembers, City Administrator Greene, and Attorney Baker discussed:

- New State budgeting standards and making these changes now
- State wants similar account processes across the board, accounting procedures
- Contingencies, anticipated use of fund balances
- Not filling open shifts in the Police Department
- Being able to see how the balances change through the year

E. Library Millage Language

Councilmembers, City Administrator Greene, and Attorney Baker discussed:

- Mirroring the wording of Pleasant Ridge.
- Is a way to negotiate the language, work with Library board to tell them, we have this on the ballot, if it doesn't go through
- No Communication with Southfield Library yet, they have not responded

F. eNewsletter Service Provider

Councilmembers, City Administrator Greene, and Attorney Baker discussed:

- Apptegy's new module, packaged with text notifications, is unlimited per month
- Demo showed a marketing campaign
- People signing up for texts or not
- Now we use Constant Contact, which is the only product we have from them
- Something good for the Communication and Engagement Committee to look into
- The AI chatbot preview, and CA Greene said he didn't think it was worth the cost for a small City of \$2,500
- Breaking the contract with Constant Contact – it is month to month
- Email contacts from current system will transfer over
- Notify residents for a few months to let them know about the transition

3. **Public Comments**

Timothy Hillman commented in part: support of the Council having a Proclamation regarding the fatal shootings in Minnesota, and mentioned that he and Dr. Elaine Epstein had sent a letter to Lathrup Village regarding local policing and ICE policies. He asked about Berkley's Police procedures since we have a partnership with them for lock-up services.

Jay Lee, owner of Munson Cleaners in Lathrup Village, since 1999, commented in part that the construction and blockage of 696 each way has caused his revenue to drop in half and asked if anyone on the Council knows of any kind of financial support programs that are available.

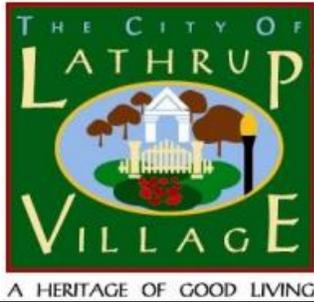
Lillian Kyser-Lowery expressed in part: if we have a Parliamentarian, and referenced that at the Town Hall meetings, some people would jump up and talk, and she wanted to make sure the Communication is fair, and shared that if the City has 501C status they can get a discount with Zoom.

**4. Mayor and Council Comments**

Councilmembers, City Administrator Greene, and Attorney Baker discussed:

- If the Women’s Club is interested in partnering with us, since we received partnership agreements from the Historical and Nature Societies, but not them
- Councilmembers copying Mayor Kantor for email correspondence to him and CA Greene
- Mayor Kantor and other members of Council would like to do something to show solidarity and support for Minnesota, after the fatal ICE shootings, and discussed if it should be a statement from an individual, a Resolution, or a Proclamation, and decided to make it a Proclamation and read it at the Regular meeting tonight
- The Communication and Engagement Committee
  - Making all 7 applicants members
  - Voting on the size of the Committee
  - Possibly making some alternates, but having 5 members
  - Which alternate would be picked first if someone was absent
  - Pros and Cons of having a Committee larger than 5 members
  - More members could bring more ideas and sub-committees to attend different functions/meetings of current Committees/Commissions
  - The members' backgrounds – some in Communications and some without
  - Expanding the geographic and age coverage with a diverse group of people
  - Councilmember Sousanis stated he will make a motion at the regular meeting to appoint all of the applicants

**5. Adjourn at 7:03pm**



# City Council Regular Meeting

Monday, January 26, 2026, at 7:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

1. **Call to Order** by Mayor Pro Tem Garrett at 7:10 am

2. **Roll Call**

Present: Garrett, Sousanis, Hammond, Jennings

Also Present: City Administrator Greene, Attorney Baker, DDA Director Colson, City Clerk Emanuel

Absent: Mayor Kantor

Moved by Councilmember Hammond, seconded by Councilmember Sousanis, to excuse Mayor Kantor.

Yes: Garrett, Sousanis, Jennings

No: N/A

Motion Carried.

3. **Pledge of Allegiance**

4. **Approval of Agenda**

Moved by Councilmember Hammond, seconded by Councilmember Jennings, to approve the agenda with the addition of item 5.A. a Proclamation condemning the fatal ICE shootings in Minnesota and expressing solidarity with the affected Cities.

Yes: Garrett, Sousanis, Jennings

No: N/A

Motion Carried.

5. **Presentations**

A. Proclamation condemning the fatal ICE shootings in Minnesota and expressing solidarity with the affected Cities was read.

6. **Public Comment for Items on the Agenda** (speakers are limited to 3 minutes)

Timothy Hillman expressed in part: concerns regarding the Library Millage, and if it is defeated, will that mean that the Library contract will be canceled, or will the City Council look for

other ways to fund a Library contract, and asked if Council members believed Libraries are an essential service for the City.

Jay Lee, Munson Cleaners, expressed in part that construction on 696 and the roads has had a huge financial impact, reducing his income by 50%, and wanted to know if any Council members knew of any programs that offered help for businesses like his.

**7. Consent Agenda**

**A. Approval of Minutes**

i. 12-15-25 - City Council Study Session

ii. 12-15-25 - City Council Regular Meeting

iii. 1-5-26 - City Council Study Session

**B. Building & Code Enforcement Reports**

**C. Finance Department Reports**

**D. Community & Economic Development Reports**

**E. LVPD Monthly Reports**

**F. Request to Receive & File the LVDDA Annual Report**

**G. Request to Receive & File the LVPD Annual Report**

**H. Request to Approve Fiscal Year 2026-2027 Budget Calendar**

**I. Request to Approve Partnership Agreement between City of Lathrup Village & Lathrup Village Historical Society**

**J. Request to Approve Partnership Agreement between the City of Lathrup Village & Lathrup Village Nature Group**

Moved by Councilmember Jennings, seconded by Councilmember Hammond, to approve the consent agenda.

Yes: Garrett, Sousanis, Jennings

No: N/A

Motion Carried.

**8. Public Hearings**

**A. Delinquent Water & Sewer Special Assessments**

The Public Hearing was opened at 7:17 PM by Mayor Pro-Tem Garrett

Public Comments:

Lillian Kyser-Lowery expressed in part: looking at the list and the amounts owed, there are some red flags and possible bigger problems (that the people who owe the bills are facing), and that the City should look into what is going on and what the City can do, before sending the bills to their taxes.

Mayor Pro Tem Garrett expressed that she experienced an issue that she did not even know about that caused her to have a high water bill, and that the (Assessment) money goes to the County and they send it back, and that some people choose to put it (pay it) on their taxes.

Closed the Public Hearing at 7:21 pm

9. Action Requests - For Consideration / Approval

**A. Request to Adopt Special Assessment Roll Resolution #2026-01 - Outstanding Water/Sewer Bills**

Moved by Councilmember Hammond, seconded by Councilmember Jennings, to adopt the Special Assessment Roll Resolution #2026-01.

Yes: Garrett, Sousanis, Jennings  
No: N/A  
Motion Carried.

**B. Request to Approve Resolution #2026-02 - Decertification of Red River Drive north of Glenwood Boulevard**

Moved by Councilmember Mayor Pro Tem Garrett, seconded by Councilmember Jennings, to approve Resolution #2026-02 – Decertification of Red River Drive North of Glenwood Boulevard.

Yes: Garrett, Sousanis, Jennings  
No: N/A  
Motion Carried.

**C. Request to Approve Resolution #2026-03 - Decertification of Sunnybrook Avenue west of Red River Drive**

Moved by Councilmember Jennings, seconded by Councilmember Hammond, to approve Resolution #2026-03 – Decertification of Sunnybrook Avenue West of Red River Drive.

Yes: Garrett, Sousanis, Jennings  
No: N/A  
Motion Carried.

**D. Request to Approve Resolution #2026-04 - Authorizing a Library Services Millage Proposal to be Placed on the Ballot for November 3, 2026**

Moved by Councilmember Jennings, seconded by Councilmember Hammond, to approve Resolution #2026 04 – Authorizing a Library Services Millage proposal to be placed on the ballot for November 3, 2026.

Yes: Garrett, Sousanis, Jennings, Hammond  
No: N/A  
Motion Carried.

**E. Request to Approve Fiscal Year 2025-2026 Mid-Year Budget Amendments**

Moved by Councilmember Hammond, seconded by Councilmember Jennings, to approve Fiscal Year 2025-2026 Mid-Year Budget Amendments.

Yes: Garrett, Sousanis, Jennings, Hammond  
No: N/A  
Motion Carried.

**F. Request to Approve Michigan Natural Resources Trust Fund Grant Boundary Map Engineering**

Moved by Councilmember Jennings, seconded by Councilmember Hammond to approve the Giffels Webster Boundary Survey and Legal Description Proposal for the Michigan Natural Resources Trust Fund Grant for a cost of \$6,000.

Yes: Garrett, Sousanis, Jennings  
No: N/A  
Motion Carried.

**G. Request to Approve Communications & Engagement Committee Appointments**

Moved by Councilmember Sousanis, seconded by Councilmember Hammond, to expand the committee to seven (7) members and accept all seven (7) applicants (Kenita Doss, Charles Hall, Robin Kinnie, Carlisa Mathis, Chuck Snelling, Rick Wisz, and Erica Alford) to the Communication and Engagement Committee.

Yes: Garrett, Hammond, Sousanis, Jennings  
No: N/A  
Motion Carried.

10. **City Administrator Report** None

11. **City Attorney Report** None

12. **Reports of Boards, Commissions, and Committees**

- a. Downtown Development Authority
- b. Planning Commission – At the last meeting: Tabled Officer Elections due to attendance, approved annual report for submission to Council, approved a Public Hearing for the February 17th meeting for an amendment to the Solar and Battery Energy Storage Systems, Reviewed the 2021 Master Plan goals, future Master Plan dates are Housing on February 17, 2026, Transportation on March 17, 2026, and Economic Development in the April 21<sup>st</sup>, 2026 meeting.
- c. Parks & Recreation - None
- d. Tree Committee - None
- e. Southfield School Board-Reopening schools tomorrow, and a Bond meeting will be on Wednesday, January 28th, from 5:30-7:30 pm at Morris Adler Elementary at 19100 Filmore St., Southfield, MI
- f. Communications & Engagement - None
- g. Chamber of Commerce – Will be hosting a Black History panel at City Hall on February 26th from 6-9 pm with State Representative Jason Hoskins, Lathrup Village Women’s Group longtime member Loretta DeLoach and former City Council member Maria Mannarino Thompson, this is in conjunction with the Lathrup Village DDA and Boys 2 Men Mentoring program, and will have a performance Jalen Seawright, who performed “Lift Every Voice” – for the children of Dr. Martin Luther King, Jr. at the King Center.

13. **Unfinished / New Business** None

14. **Public Comment** (speakers are limited to 3 minutes)

Timothy Hillman, expressed in part: to please take comforters and jackets to Munson Cleaners to support their business, and that everyone who voted against the Headlee Override did not necessarily due it out their best interest because of their family’s budget, because some believe that the Council and Administration have not been good stewards of their tax dollars, and some people might also feel that way about the Library millage, so information that the Library millage funds can only be used for Library services should be prominently displayed.

Laurie Kunz, expressed in part: that she is against one of the Communication and Engagement Committee, members being appointed, because of her personal communications with that person, and gave some specific reasons, and spoke about comments made at the December 15<sup>th</sup>, Council Study Session regarding the budget versus a Facebook post about the budget and the post referring to a whole page of things related to the budget.

Karen Harris expressed in part that she agrees that the (Communication and Engagement) Committee has a nice, diverse group, spoke in support of the person that Ms. Kunz did not want on the Committee, she is glad that there are new people, and thanked the Council for all they do.

**15. Mayor and Council Comments**

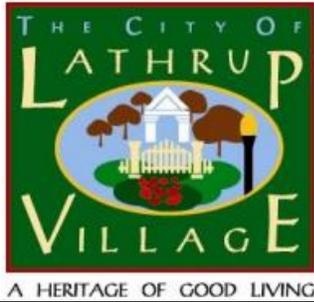
Councilmember Jennings referred the owner of Munson Cleaners to the Oakland Thrive Organization and shared their phone number and website.

Councilmember Sousanis:

- Spoke of the danger of the stop sign that is covered on W. 11 Mile Road, coming out of Lathrup, and asked CA Greene to reach out to MDOT for help with this concern, and suggested a new sign to direct traffic.
- Happy to have seven (7) new people to bridge the gaps of what we have seen, and have high hopes for the (Communication and Engagement) Committee

**16. Adjourn**

Moved by Councilmember Hammond, seconded by Councilmember Sousanis, to adjourn the meeting at 8:02 pm.



# City Council Study Session

Monday, February 02, 2026, at 6:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

## 1. **Call to Order** by Mayor Kantor at 6:00 pm

Present: Kantor, Sousanis, Jennings, Hammond, Garrett

Also Present: City Administrator Greene, Attorney Baker, City Clerk Emanuel

## 2. **Discussion Items**

### A. Community Room Roof Replacement

Mayor Kantor, Councilmembers, Attorney Baker, and City Administrator Greene discussed:

- Spending approximately \$30,000 to remove and replace the existing HVAC (that is on the roof, so the roof can be repaired) and not getting new HVAC, and then needing new HVAC equipment later
- Costs of HVAC replacement based on the age of the HVAC and if needed
- What would happen if we don't replace the roof
- Do we have a roof diagnosis
- Evidence of roof leaks and the age of the roof
- The cost will be more expensive if we wait to do the repairs
- Any possibility for a grant (State Grant)
- Revisit after we hear back from Denny's Heating and Cooling
- Looking into grants related to high-efficiency units
- Possibly doing different units at a time (ex, buy 2 new, keep 2 old ones)

### B. Conflict to Conversation Training

Mayor Kantor, Councilmembers, Attorney Baker, and City Administrator Greene discussed:

- Pricing for it is between \$5,000-\$7,500
- Not something we should do right now based on the price
- Possibly joining other Cities and doing it jointly to share the cost
- Looking for similar programs that have a lower cost

### C. Rainbow Circle Improvement Project

CA Greene explained the bid range and referenced it as an MDOT Category B Grant project.

#### D. City Council FY 26-27 Goals

Mayor Kantor, Councilmembers, Attorney Baker, and City Administrator Greene discussed:

- Monitoring our performance against the goals and measuring these goals
- Some can be long-term goals
- Quarterly review of the goals and progress of the goals
- If there are more ways to streamline processes
- City Communication Plan and the Communications and Engagement Committee to finalize the plan recommendations
- Digital feedback – now on the Website – under LV Feedback
- The goal that the City Council will provide public acknowledgement of their perceived “golden rule” and what that means
- The Goal – “Utilize the Parks and Recreation Committee and the City staffing to hold recreational events for members of the entire community.”
- Discussion of the things that the Parks and Recreation Committee has been doing and the help that they have requested from the City
- Adding the goal of establishing a consistent Vision for all of the Committees and Commissions of the City
- Committees/Commissions giving a report of their meetings once a month, so that there will not be “No Report” statements, and having a synopsis of their meetings
- That the Council liaisons on the Committees/Commissions are the ones who currently give the reports
- Looking at the chart/goals, and pulling out the metrics before the meetings
- Timeline to vote on the goals and that they are not Charter mandated
- If there are any goals that we should not have?
- Possible Town Halls for the Master Plan and Communication and Engagement Committee

### 3. Public Comments

Jonathan Tara commented in part: on the Save On flyers/brochures being delivered again in Lathrup Village, and attached to his mailbox, violating Federal law, and if the City can send them another letter regarding this.

Timothy Hillman, San Quentin, commented in part: his support for the Library millage being on the (November) ballot, he will be voting and encourages others to vote, the City publicly sharing which Libraries have been contacted and their pricing/cost, having a Library Town Hall, and that he sent ideas for additional actions related to ICE in an email to the Council.

### 4. Mayor and Council Comments

- (In reference to the Save On Flyers) Chief Zang will be informed, collecting evidence against the company passing out the flyers (see a delivery person inform the Police), what the City can do (our Littering ordinance), other people reaching out to the U.S.

Postal Inspectors too about them being attached to their mailboxes and drafting a document that the Council can sign about this

- Mayor Kantor will respond to Mr. Hillman's email
- Water bills have been sent to the tax rolls
- Openings for members are due by 2:00 pm on Tuesday, February 17<sup>th</sup>, for both the Board of Review (reviews appeals to taxable values) and the DDA (Downtown Development Authority)
- Budget (FY26-27) Input meetings February 9<sup>th</sup> from 5-7pm in Community Room
- Master Plan meetings, including on February 17<sup>th</sup>, 7 pm in Council Chambers – Housing
- Police Charity Chili Cook-off - Thursday, February 12<sup>th</sup> – in the Community Room
- Chamber of Commerce Black History Panel on Thursday, February 26<sup>th</sup>, from 6-9 pm at City Hall
- Parks and Recreation – will host more classes, including Crocheting and Sour Dough bread making
- Mayor Pro Tem Garrett wished everyone a Happy Black History Month and hoped that it would be a time to understand all that encompasses Black History
- Councilmember Sousanis thought there should be a Town Hall for the Library millage

5. **Adjourn** at 6:54 pm

# Permits Issued: January 2026

01 Item 8B.

Building Department  
Reporting: Steve

## Building

Permit #	Issue Date	Property Owner	Job Address	Parcel #	Permit Fees	Const. Value
PB250132	01/10/2026	ELLISON, MICHAEL	26751 MEADOWBROOK WAY	40-24-23-228-009	\$922.80	\$40,000
<b>Work Description:</b> Frame basement, update bathrooms, update kitchen						
PB260001	01/07/2026	REYNOLDS, EVA H	17580 MARGATE AVE	40-24-24-152-021	\$791.09	\$33,526
<b>Work Description:</b> Bathroom remodel. Gut to studs, replace insulation, moisture resistant drywall, tile on floor & surround including manufacturer approved backer, fixtures, vanity & tops. Plumbing, electrical, and mechanical to be updated per current code. Trade permits to be pulled separately.						
PB260003	01/12/2026	REED, FRANKIE	26846 LATHRUP BLVD	40-24-24-102-021	\$155.00	\$2,944
<b>Work Description:</b> Install (1) vinyl replacement doorwall						
PB260006	01/21/2026	PHILLIPS, MORGAN	27918 CALIFORNIA NE DR	40-24-13-155-014	\$439.00	\$13,000
<b>Work Description:</b> Adding a deck to the rear of the residence						
PB260007	01/21/2026	EWING, WILLIAM H	27460 LATHRUP BLVD	40-24-13-355-009	\$155.00	\$12,980
<b>Work Description:</b> Remove and replace (3) windows.						
PB260008	01/26/2026	EDWARDS, ZAQUAY	17436 REDWOOD AVE	40-24-13-152-009	\$155.00	\$6,490
<b>Work Description:</b> replacing 3 windows same size on home						

**Total Permits For Type: 6**  
**Total Fees For Type: \$2,617.89**  
**Total Construction Value For Type: \$108,940**

## Electrical

Permit #	Issue Date	Property Owner	Job Address	Parcel #	Permit Fees	Const. Value
PE260003	01/08/2026	THORNTON JR, WILLIAM M	17551 SUNNYBROOK AVE	40-24-13-359-012	\$260.00	\$0
<b>Work Description:</b> KITCHEN REMODEL - ADDING 4 NEW 120V CIRCUITS & 1 NEW 240V 4 WIRE RANGE PLUG						
PE260004	01/22/2026	CITY OF LATHRUP VILLAGE	27400 SOUTHFIELD RD	40-24-13-351-038	\$0.00	\$0
<b>Work Description:</b> provide power from existing sub panel to the Neptune gateway This is city work, so no permit fees. Please talk to Martha Bobcean						
PE260006	01/28/2026	MCALPINE, WARREN E	27641 RAINBOW CIR	40-24-14-328-007	\$140.00	\$0
<b>Work Description:</b> EV Charger Installation.						

**Total Permits For Type: 3**  
**Total Fees For Type: \$400.00**

**Electrical Reconnect**

Permit #	Issue Date	Property Owner	Job Address	Parcel #	Permit Fees	Const. Value
PE260005	01/28/2026	TATARI JAZIRI REVOCABLE T	18850 LINCOLN DR	40-24-23-256-031	\$95.00	\$0
<b>Work Description:</b> Furnace and AC reconnect						

**Total Permits For Type: 1**  
**Total Fees For Type: \$95.00**  
**Total Construction Value For Type: \$0**

**Mechanical**

Permit #	Issue Date	Property Owner	Job Address	Parcel #	Permit Fees	Const. Value
PM250101	01/12/2026	ELLISON, MICHAEL	26751 MEADOWBROOK WAY	40-24-23-228-009	\$346.00	\$0
<b>Work Description:</b> installing 3 bathroom exhaust fans, a kitchen hood vent, tankless water heater, gas pressure test and relocating a couple of supply vents						
PM260001	01/08/2026	LANE BRYANT #6065	27811 SOUTHFIELD RD	40-99-00-003-001	\$180.00	\$0
<b>Work Description:</b> 20.10 SEER2 12.5 TON Central Split AC on ROOF.						
PM260003	01/14/2026	OAKLAND DEVELOPMENT C	27651 SOUTHFIELD RD	40-24-14-432-010	\$155.10	\$0
<b>Work Description:</b> DUCTWORK - MIDDLE EATS EXPANSION						
PM260004	01/20/2026	RON, NIR	26320 LATHRUP BLVD	40-24-24-155-007	\$251.00	\$0
<b>Work Description:</b> Ductwork alteration, gas line 2 openings, 4 bath fans, 1- 30,000 btu mini split ac heat pump						
PM260005	01/28/2026	TATARI JAZIRI REVOCABLE T	18850 LINCOLN DR	40-24-23-256-031	\$215.00	\$0
<b>Work Description:</b> Furnace and AC System replacements						

**Total Permits For Type: 5**  
**Total Fees For Type: \$1,147.10**  
**Total Construction Value For Type: \$0**

**Outside Refuse Container**

Permit #	Issue Date	Property Owner	Job Address	Parcel #	Permit Fees	Const. Value
PORC-26001	01/14/2026	COMMUNITY CHURCH	27800 SOUTHFIELD RD	40-24-13-301-001	\$50.00	\$0
<b>Work Description:</b> POD STORAGE WHILE 2ND FLOOR RESTORATION OCCURS						

**Total Permits For Type: 1**

**Total Fees For Type: \$50.00**  
**Total Construction Value For Type: \$0**

Item 8B.

## Plumbing

Permit #	Issue Date	Property Owner	Job Address	Parcel #	Permit Fees	Const. Value
PP250063	01/05/2026	RON, NIR	26320 LATHRUP BLVD	40-24-24-155-007	\$375.00	\$0
<b>Work Description:</b> basement bathroom addition and general remodel of all fixtures throughout house: kitchen, laundry, powder room, master bathroom.						
PP260004	01/13/2026	MEADOWS, MARK A	18880 MIDDLESEX AVE	40-24-23-205-019	\$130.00	\$0
<b>Work Description:</b> Replace existing backflow device with new 1" PVB backflow device for irrigation.						
PP260007	01/27/2026	OAKLAND DEVELOPMENT C	27651 SOUTHFIELD RD	40-24-14-432-010	\$185.00	\$0
<b>Work Description:</b> FLOOR DRAIN FOR MOVING BEVERAGE MACHINE						

**Total Permits For Type: 3**  
**Total Fees For Type: \$690.00**  
**Total Construction Value For Type: \$0**

## Siding Permit

Permit #	Issue Date	Property Owner	Job Address	Parcel #	Permit Fees	Const. Value
PB260002	01/06/2026	KELLEY, BRENT	28678 BLACKSTONE DR	40-24-14-232-009	\$115.00	\$4,760
<b>Work Description:</b> trim and soffit only						

**Total Permits For Type: 1**  
**Total Fees For Type: \$115.00**  
**Total Construction Value For Type: \$4,760**

## Window Permit

Permit #	Issue Date	Property Owner	Job Address	Parcel #	Permit Fees	Const. Value
PB260005	01/22/2026	WISZ-ROBERTS AGREEMENT	28221 LATHRUP BLVD	40-24-13-153-013	\$180.00	\$29,701
<b>Work Description:</b> replace 12 windows same for same						

**Total Permits For Type: 1**  
**Total Fees For Type: \$180.00**  
**Total Construction Value For Type: \$29,701**

# Report Summary

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Item 8B.

**Grand Total Permit Fees: \$5,294.99**  
**Grand Total Permits: 21**  
**Grand Total Construction Value: \$143,401**

**Building Department  
Reporting: Steve**

# Residential Enforcement Report January 2026

Address	Property Owner	Violation	Violation Type	Status/Action
<b>27881 RACKHAM DR</b>	SANDRA O BOBO TRST U/A/D C	REMOVE ALL TRASH FROM PROPERTY	<b>Accumulation of Rubbish or Garbage</b>	Door Tagged, Letter Sent
<b>27881 RACKHAM DR</b>	SANDRA O BOBO TRST U/A/D C	STORAGE OF INOPERABLE VEHICLES IN PUBLIC VIEW PROHIBITED	<b>Inoperable Vehicle</b>	Door Tagged, Letter Sent

**Records: 2**

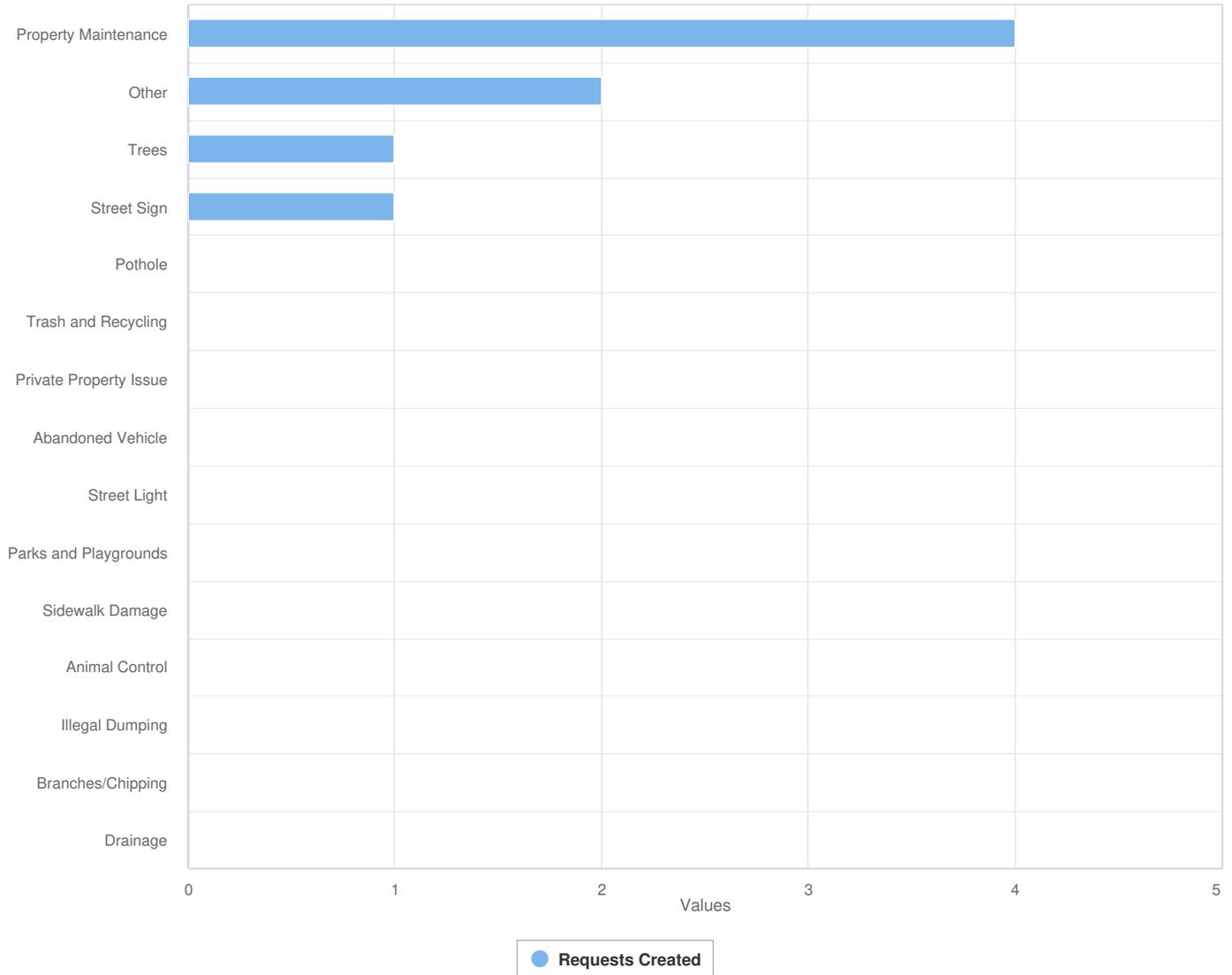
Page: 1

**Code Enforcement  
Reporting: Steve**

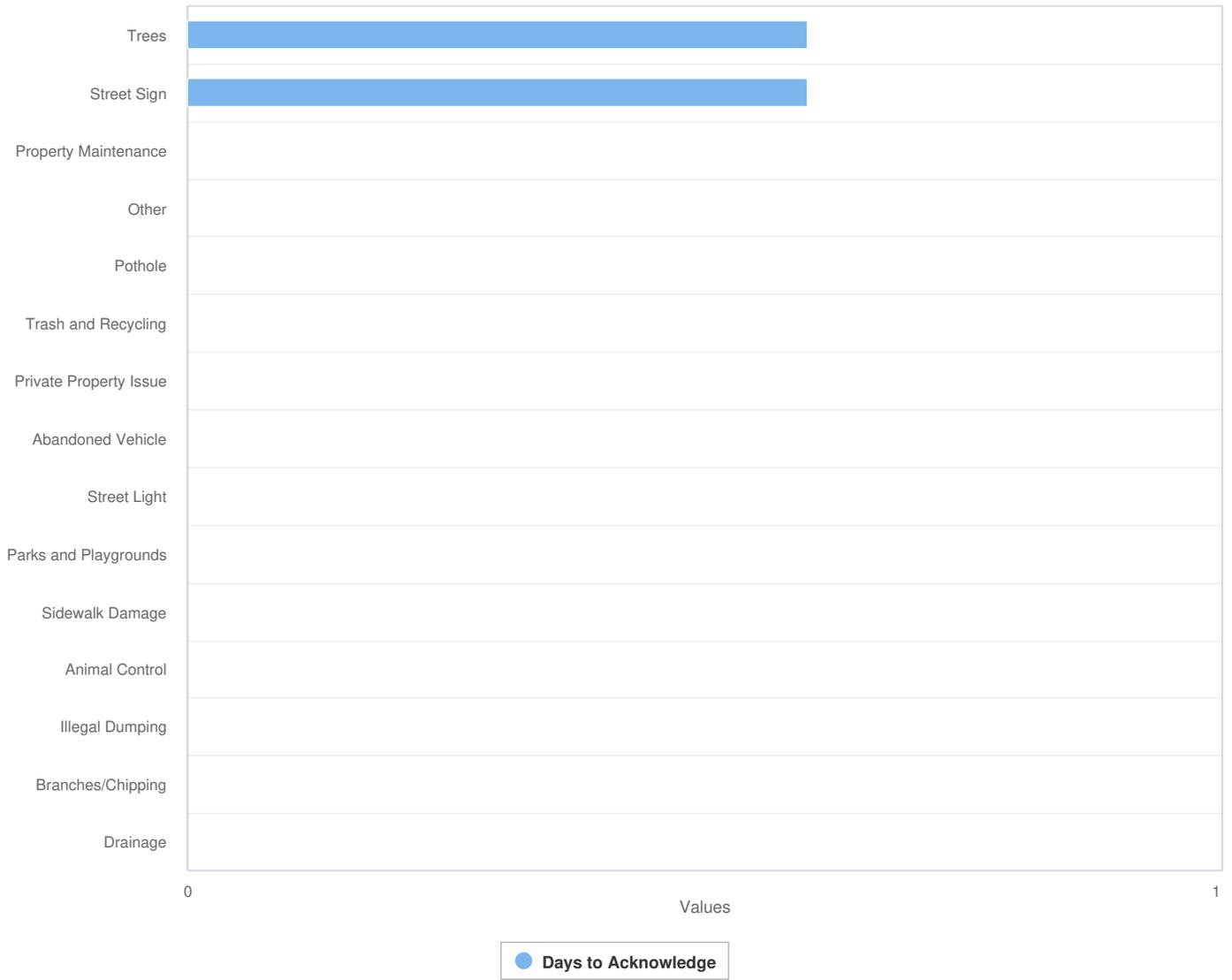
# Lathrup Village

Requests filtered by request category that have been created 01/01/2026 - 02/01/2026 filtered to all categories within all geographies

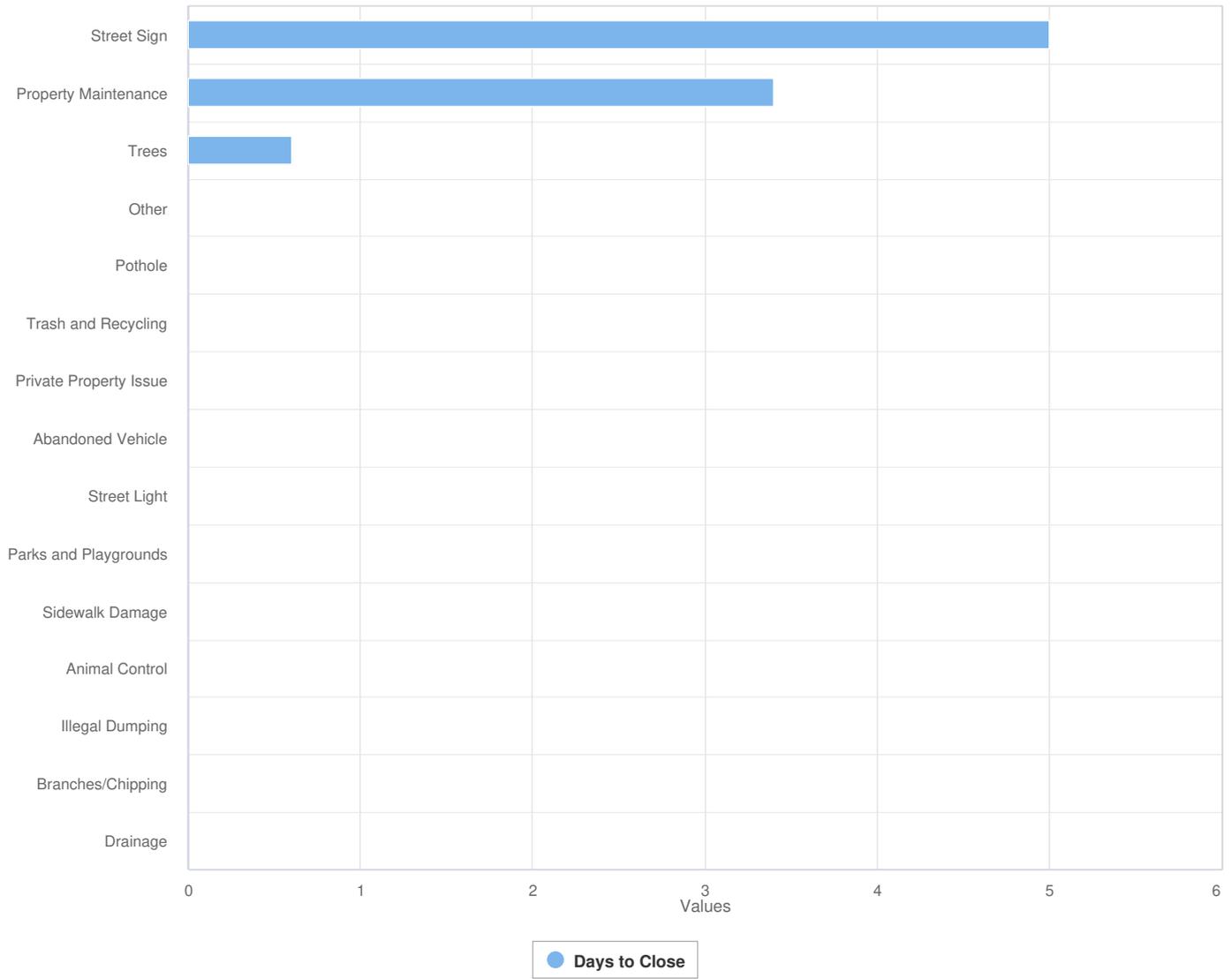
### Requests Created by Category



### Days to Acknowledge by Category



### Days to Close by Category



## Memorandum

**To:** Mayor and City Council  
**From:** Mike Greene, City Administrator  
**Date:** February 17, 2026  
**Re:** Monthly Approval of Disbursements

Attached are reports for the Cities Monthly Disbursements for the Month of January 2026.

MOTION:

<b>JANUARY DISBURSEMENTS W/ SALARY INCLUDED</b>			
FUND			
101	GENERAL FUND	\$	580,058.20
FUND			
202	MAJOR ROADS	\$	3,963.51
FUND			
203	LOCAL ROADS	\$	59,864.44
FUND			
258	CAPITAL FUND	\$	-
FUND			
397	ROAD MILLAGE FUND	\$	-
FUND			
494	DOWNTOWN DEV. AUTH	\$	14,585.01
FUND			
592	WATER & SEW	\$	145,306.01
<b>TOTAL DISBURSEMENTS</b>		<b>\$</b>	<b>803,777.17</b>

**BUDGET REPORT (REVENUES VERSUS EXPENDITURES) FOR MONTH ENDED JANUARY 31, 2026**

	<b>Revenues Through 1/31/2026</b>	<b>Expenses Through 1/31/2026</b>	<b>Revenues Over (Under) Expenses</b>
<b>101-GENERAL FUND</b>	4,634,665	3,270,020	1,364,645
<b>202-MAJOR STREET FUND</b>	184,716	229,019	(44,303)
<b>203-LOCAL STREET FUND</b>	177,533	142,660	34,873
<b>397-ROADS MILLAGE BOND FUND</b>	678,556	81,375	597,181
<b>494-DOWNTOWN DEVELOPMENT AUTHORITY</b>	527,982	335,796	192,186
<b>592-WATER &amp; SEWER FUND</b>	1,651,931	1,621,803	30,127
<b>GRAND TOTAL ALL FUNDS</b>	<u>7,855,382</u>	<u>5,680,672</u>	<u>2,174,709</u>

**CITY OF LATHRUP VILLAGE**  
*Disbursement Report*

Period covered 01/01/2026-01/15/2026

Gross Payroll:

Payroll Department	Amount	Personnel
Admin	\$24,092.45	Greene, Miller, Townsend, Bobcean, Colliau, Emanuel, Singleton
DDA	\$4,591.67	Colson, Kennedy
Bldg Mnt	\$0.00	
Police	\$120,827.52	Alexander, Button, Gijbsbers, Cehic, Holley, Mateyak, Moilanen, Huston, Hutson, Cory, Lawrence, McKee, Roberts, Stajich, Tackett, Zang
DPS	\$0.00	
Water	\$0.00	
Recreation	\$0.00	

Total Gross \$149,511.64

Deductions \$106,435.54

Net Payroll \$43,076.10

\* Fund Totals Include Gross Payroll

General Fund	\$144,919.97
Major Road Fund	\$0.00
Local Road Fund	\$0.00
Capital Acquisition Fund	\$0.00
Road Bond	\$0.00
Downtown Development Authority	\$4,591.67
Water & Sewer Fund	\$0.00
<b>Total</b>	<b>\$149,511.64</b>

**CITY OF LATHRUP VILLAGE**  
*Disbursement Report*

Period covered 01/16/2026-01/31/2026

Gross Payroll:

Payroll Department	Amount	Personnel
Admin	\$24,092.45	Greene, Miller, Townsend, Bobcean, Colliau, Emanuel, Singleton
DDA	\$4,329.17	Colson, Kennedy
Bldg Mnt	\$0.00	
Police	\$44,027.41	Alexander, Button, Cehic, Cory, Mateyak, Gijbers, Holley, Huston, Hutson, Lawrence, McKee, Moilanen, Roberts, Stajich, Tackett, Zang
DPS	\$0.00	
Water	\$0.00	
Recreation	\$0.00	

Total Gross \$72,449.03

Deductions \$29,372.93

Net Payroll \$43,076.10

\* Fund Totals Include Gross Payroll

General Fund	\$435,138.23
Major Road Fund	\$3,963.51
Local Road Fund	\$59,864.44
Capital Acquisition Fund	\$0.00
Road Bond	\$0.00
Downtown Development Authority	\$9,993.34
Water & Sewer Fund	\$145,306.01
<b>Total</b>	<b>\$654,265.53</b>

Item 8C.

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000.000					
101-000.000-028.096	TAXES RECEIVABLE-PERSONAL PRO	OAKLAND COUNTY TREASURER	10350 CITY OF LATHRUP VILLAGE	4,062.19	52242
101-000.000-206.000	TAX OVERAGE REFUND	COLIN WALSH	2025 SUMMER TAX REFUND	3,816.32	52199
101-000.000-206.000	TAX OVERAGE REFUND	CORELOGIC CENTRALIZED RE	2025 WINTER TAX REFUND	627.11	52208
101-000.000-206.000	TAX OVERAGE REFUND	CORELOGIC CENTRALIZED RE	2025 WINTER TAX REFUND	1,207.75	52208
101-000.000-206.000	TAX OVERAGE REFUND	CORELOGIC CENTRALIZED RE	2025 SUMMERTAX REFUND	7,776.90	52208
101-000.000-206.000	TAX OVERAGE REFUND	CORELOGIC CENTRALIZED RE	2025 WINTER TAX REFUND	212.17	52208
101-000.000-206.000	TAX OVERAGE REFUND	CORELOGIC CENTRALIZED RE	2025 WINTER TAX REFUND	1,463.17	52208
101-000.000-206.000	TAX OVERAGE REFUND	CORELOGIC CENTRALIZED RE	2025 SUMMER TAX REFUND	1,668.58	52208
101-000.000-206.000	TAX OVERAGE REFUND	CORELOGIC CENTRALIZED RE	2025 WINTER TAX REFUND	313.94	52208
101-000.000-206.000	TAX OVERAGE REFUND	LERETA LLC - REFUND DEPT	2025 WINTER TAX REFUND	232.00	52229
101-000.000-206.000	TAX OVERAGE REFUND	LERETA LLC - REFUND DEPT	2025 SUMMER TAX REFUND	1,233.12	52229
101-000.000-206.000	TAX OVERAGE REFUND	LERETA LLC - REFUND DEPT	2025 WINTER TAX REFUND	493.44	52229
101-000.000-206.000	TAX OVERAGE REFUND	LERETA LLC - REFUND DEPT	2025 SUMMER TAX REFUND	2,727.33	52229
101-000.000-206.000	TAX OVERAGE REFUND	LOIS FENDERSON	2025 WINTER TAX REFUND	278.22	52231
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	AFLAC	AFLAC INSURANCE	346.36	52261
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	IAN FERGUSON	MEETING PLACE DEPOSIT REFUND	50.00	52223
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	PATRICIA HALTON-GARRETT	COMMUNITY ROOM DEPOSIT REFUND	300.00	52246
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	PHYLLIS BACOT	COMMUNITY ROOM DEPOSIT REFUND EVENT O	200.00	52247
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	RENA LAWERENCE	COMMUNITY ROOM DEPOSIT REFUND	300.00	52252
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	CYNTHIA MARTIN	COMMUNITY ROOM DEPOSIT REFUND	170.00	52279
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	FLESIA MCDUGAL	COMMUNITY ROOM DEPOSIT REFUND	300.00	52282
101-000.000-246.000	POLICE UNION DUES	COMMAND OFFICERS ASSN. O	DUES HUSTON/ROBERTS	140.00	52203
101-000.000-246.000	POLICE UNION DUES	COMMAND OFFICERS ASSN. O	DUES ZANG	67.76	52277
101-000.000-246.000	POLICE UNION DUES	MICHIGAN ASSOCIATION OF	FEBRUARY 2026 UNION DUES	542.08	52286
101-000.000-246.000	POLICE UNION DUES	MICHIGAN ASSOCIATION OF	JANUARY 2026 UNION DUES	542.08	52286
101-000.000-246.000	POLICE UNION DUES	LATHRUP VILLAGE COMM OFF	EXCESS OF FUNDS COLLECTED	270.12	52302
101-000.000-283.000	PERFORMANCE BONDS	Mansfield Construction G	BD Bond Refund	1,000.00	52233
101-000.000-295.000	DEFERRED REVENUE-PERSONAL PRO	OAKLAND COUNTY TREASURER	10350 CITY OF LATHRUP VILLAGE	(4,062.19)	52242
101-000.000-344.000	MISSION SQUARE-DEF COMP	MISSIONSQUARE - 300179	ICMA DEF COMP 457	2,833.36	52235
101-000.000-344.000	MISSION SQUARE-DEF COMP	MISSIONSQUARE - 300179	ICMA DEF COMP 457	3,268.34	52287
101-000.000-409.000	DELQ PERSONAL PROPERTY REVENU	OAKLAND COUNTY TREASURER	10350 CITY OF LATHRUP VILLAGE	4,062.19	52242
101-000.000-475.000	COMM ROOM & BLDG RENT REVENUE	EL OLAM CARES	FEE REDUCTION REFUND	30.00	52220
101-000.000-475.000	COMM ROOM & BLDG RENT REVENUE	JACLYN NEALMS	MEETING PLACE REFUND/ EVENT WAS CANCE	110.00	52227
101-000.000-475.000	COMM ROOM & BLDG RENT REVENUE	JACLYN NEALMS	MEETING PLACE REFUND HOST 1ST EVENT C	235.00	52227
Total For Dept 000.000				36,817.34	
Dept 100.000 GOVERNMENT SERVICES					
101-100.000-726.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	54.71	35
101-100.000-804.000	BUILDING TRADE INSPECTION	GIFFELS-WEBSTER ENG INC	LATHRUP VILLAGE DDA - PLANNING SERVIC	1,895.25	52222
101-100.000-805.000	CABLE TELEVISION	COMCAST	UTILITIES ACCT 28700	285.80	52201
101-100.000-805.000	CABLE TELEVISION	C V STUDIOS	CABLE SERVICES	4,069.00	52272
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	CLIFTON GRANT	COMMUNITY ROOM RENTAL AND ADDITIONAL	705.00	52198
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	CLIFTON GRANT	CLIFF COMMUNITY ROOM AND ADDITIONAL W	925.00	52275
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	CLS CONTINENTAL LINEN SE	CLEANING SUPPLIES	58.98	52276
101-100.000-810.000	AUDITING & ACCOUNTING	MANER COSTERISAN	FORM F-65	677.34	52232
101-100.000-810.000	AUDITING & ACCOUNTING	BENDZINSKI & CO	FOR PROFESSIONAL SERVICES RENDERED AS	1,000.00	52265
101-100.000-848.000	GOVERNMENT OPERATIONS	ADP, INC	WORKFORCE NOW ESSENTIAL TIME AND ATTE	132.50	52195
101-100.000-848.000	GOVERNMENT OPERATIONS	RICOH	PRINTER 01/26/2026 - 02/25/2026	146.50	52253
101-100.000-848.000	GOVERNMENT OPERATIONS	POINT & PAY	MONTHLY FEE DECEMBER	50.00	52295
101-100.000-848.001	TECHNOLOGY	POINT & PAY	MONTHLY FEE NOVEMBER	50.00	52249
101-100.000-848.001	TECHNOLOGY	VC3 INC	CLOUD PROTECTION AND CLOUD DATA RECOV	328.09	45
101-100.000-848.001	TECHNOLOGY	BSA	PROGRAM SERVICE	5,529.00	52271

Item 8C.

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 100.000 GOVERNMENT SERVICES					
101-100.000-850.000	TELEPHONE EXPENDITURES	INTERMEDIA.NET INC	TECHNOLOGY MONTHLY CHARGES 12.02.25-0	634.64	52225
101-100.000-850.000	TELEPHONE EXPENDITURES	VERIZON WIRELESS	CELLULAR SERVICES	213.47	52259
101-100.000-850.000	TELEPHONE EXPENDITURES	SCANSOURCE	INTERMEDIA SUBSCRIPTION	766.85	52298
101-100.000-850.000	TELEPHONE EXPENDITURES	SCANSOURCE	INTERMEDIA SUBSCRIPTION	1,013.53	52298
101-100.000-850.000	TELEPHONE EXPENDITURES	VERIZON WIRELESS	CELLULAR SERVICES	238.31	52300
101-100.000-900.000	PRINTING/PUBLICATION COSTS	C & G NEWSPAPERS	NEWSPAPER AD ORDINANCE 2025-10 COLLEC	147.50	37
101-100.000-900.000	PRINTING/PUBLICATION COSTS	21ST CENTURY MEDIA- MICH	CAMPAIGN 16900 BID RAINBOW CIRCLE GW	182.90	52262
101-100.000-900.000	PRINTING/PUBLICATION COSTS	21ST CENTURY MEDIA- MICH	CAMPAIGN 10720 CDBG - ALISA EMANUEL	137.48	52262
101-100.000-901.000	POSTAGE FEES	PITNEY BOWES GLOBAL FINA	POSTAGE REFILL	1,154.77	52248
Total For Dept 100.000 GOVERNMENT SERVICES				20,396.62	
Dept 101.000 ADMINISTRATION					
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803046	HEALTH SAVINGS (RHS) PLAN	327.46	52236
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPA	INSURANCE	220.17	52255
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	ULLIANCE, INC	LIFE ADVISOR EMPLOYEE ASSISTANCE PROG	1,083.34	52258
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTHCARE 02/01/26 - 02/28/26 GROUP	1,017.95	52266
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTHCARE 02/01/26 - 02/28/26 GROUP	4,968.04	52267
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS BLUE SHIELD	HEALTHCARE 02/01/26 - 02/28/26 GROUP	483.44	52269
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803046	HEALTH SAVINGS (RHS) PLAN	327.46	52288
101-101.000-717.000	CODE ENFORCEMENT LEGAL	BAKER LEGAL	LEGAL SERVICES	1,560.00	36
101-101.000-718.000	ELECTIONS	OAKLAND COUNTY TREASURER	CANVASSING COST FOR NOV 2025 & ELECTI	314.14	52293
101-101.000-718.000	ELECTIONS	OAKLAND COUNTY TREASURER	9 DAYS OF EARLY VOTING NOVEMBER 2025	1,511.49	52293
101-101.000-718.000	ELECTIONS	OAKLAND COUNTY TREASURER	PUBLICATION - PAT, NOVEMBER 2025 AVCB	594.66	52293
101-101.000-719.000	OFFICIALS EXPENSE	AMAZON CAPITAL SERVICES	VLOGGING KIT	142.45	35
101-101.000-721.000	DATA PROCESING & ASSESSING SVCS	OAKLAND COUNTY TREASURER	BS&A ASSESSING SUPPORT FEE & CITRIX C	357.88	52243
101-101.000-721.000	DATA PROCESING & ASSESSING SVCS	OAKLAND COUNTY TREASURER	BS&A TAX SUPPORT FEE & CITRIX CONNECT	617.36	52243
101-101.000-722.000	LEGAL SERVICES	BAKER LEGAL	LEGAL SERVICES	3,085.00	36
101-101.000-803.000	MEMBERSHIPS & MEETINGS	MICHAEL GREENE	MME CONFERENCE MILEAGE & MEAL REIMBUR	370.62	52303
Total For Dept 101.000 ADMINISTRATION				16,981.46	
Dept 201.000 BUILDING & GROUNDS					
101-201.000-801.000	PROFESSIONAL & CONTRACTUAL	CLIFTON GRANT	GENERAL MAINTENANCE	467.02	52198
101-201.000-801.000	PROFESSIONAL & CONTRACTUAL	CLIFTON GRANT	SPOUSAL SUPPORT	601.75	52198
101-201.000-801.000	PROFESSIONAL & CONTRACTUAL	AFLAC	AFLAC INSURANCE	238.44	52261
101-201.000-801.000	PROFESSIONAL & CONTRACTUAL	CLIFTON GRANT	SPOUSAL SUPPORT	601.75	52275
101-201.000-801.000	PROFESSIONAL & CONTRACTUAL	CLIFTON GRANT	GENERAL MAINTENANCE	467.02	52275
101-201.000-920.000	UTILITIES	CONSUMERS ENERGY	UTILITIES 12/07/25-01/07/26 ACCT 2370	21.00	52204
101-201.000-920.000	UTILITIES	CONSUMERS ENERGY	UTILITIES 12/07/25-01/08/26 ACCT 0920	2,985.81	52206
101-201.000-920.000	UTILITIES	DTE ENERGY	UTILITIES NOV 27 - DEC 29, 2025 ACCT	417.71	52211
101-201.000-920.000	UTILITIES	DTE ENERGY	UTILITIES NOV 27 - DEC 29, 2025 ACCT	105.74	52212
101-201.000-920.000	UTILITIES	DTE ENERGY	UTILITIES NOV 27 - DEC 29, 2025 ACCT	2,105.48	52214
101-201.000-920.000	UTILITIES	DTE ENERGY	UTILITIES NOV 27 - DEC 29, 2025 ACCT	72.99	52215
101-201.000-920.000	UTILITIES	DTE ENERGY	UTILITIES DEC 1 - DEC 31, 2025 ACCT 8	2,297.06	52219
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	IMPERIALDADE	CLEANING SUPPLIES	508.95	52224
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	IMPERIALDADE	CLEANING SUPPLIES	114.08	52224
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	J.C. EHRlich	PEST CONTROL	137.63	52226
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	MISTER MAT RENTAL SERVIC	MAT RENTAL	196.40	41
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	KONE INC.	ELEVATOR MAINTENANCE	296.51	52283
101-201.000-938.000	PARKING LOT & GROUNDS	CLIFTON GRANT	COMMUNITY ROOM RENTAL AND ADDITIONAL	200.00	52198
101-201.000-938.000	PARKING LOT & GROUNDS	CLIFTON GRANT	CLIFF COMMUNITY ROOM AND ADDITIONAL W	325.00	52275
101-201.000-970.000	CAPITAL EXPENDITURE	DES ELECTRIC LLC	WIRING FOR ADA DOOR OPENER WOMEN'S RO	1,400.00	52209
101-201.000-970.000	CAPITAL EXPENDITURE	RAYHAVEN GROUP	GEMINI LOW ENERGY COMMERCIAL ADA DOOR	2,216.98	52251

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 201.000 BUILDING & GROUNDS					
Total For Dept 201.000 BUILDING & GROUNDS				15,777.32	
Dept 301.000 POLICE DEPARTMENT					
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803046	HEALTH SAVINGS (RHS) PLAN	48.62	52236
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803061	HEALTH SAVINGS (RHS) PLAN	991.39	52237
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPA	INSURANCE	455.73	52255
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	ULLIANCE, INC	LIFE ADVISOR EMPLOYEE ASSISTANCE PROG	1,083.33	52258
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTHCARE 02/01/26 - 02/28/26 GROUP	6,715.11	52267
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS BLUE SHIELD	HEALTHCARE 02/01/26 - 02/28/26 GROUP	2,726.69	52269
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS-BLUE SHIELD	HEALTHCARE GROUP 7006048 DIVISION 0	15,571.35	52270
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803046	HEALTH SAVINGS (RHS) PLAN	48.62	52288
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803061	HEALTH SAVINGS (RHS) PLAN	991.39	52289
101-301.000-726.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES EXAM GLOVES	36.50	35
101-301.000-726.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	41.30	35
101-301.000-726.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	ROAD SUPPLIES	43.70	35
101-301.000-726.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	73.42	35
101-301.000-729.000	OFFICE MACHINE MAINTENANCE	XEROX CORPORATION	METER USAGE	91.14	52301
101-301.000-803.000	MEMBERSHIPS & MEETINGS	MICHIGAN ASSOC OF CHIEFS	ACCREDITED AGENCY B/NO CALEA - CONTIN	700.00	52234
101-301.000-803.000	MEMBERSHIPS & MEETINGS	OAKLAND COUNTY ASSN. CHI	JANUARY 1, 2026 - DECEMBER 31, 2026	30.00	52241
101-301.000-822.000	TRAINING	MICHIGAN ASSOC OF CHIEFS	AAMT SESSION MARCH 18, 2026 ZANG/HUTS	300.00	52285
101-301.000-823.000	FIREARMS TRAINING	C.M.P.DISTRIBUTORS	POLICE FIREARM	429.00	52273
101-301.000-827.000	302 TRAINING FUNDS EXPENDITURES	OAKLAND COMMUNITY COLLEG	ADVANCE POLICE TRAIN TUITION FALL 202	2,305.60	52240
101-301.000-828.000	CONTRACTED FIRE SERVICES	CITY OF SOUTHFIELD	2ND QUARTER BILLING FOR FIRE AND EMS	188,680.48	52197
101-301.000-829.000	POLICE UNIFORMS & CLEANING	NYE UNIFORM	POLICE UNIFORM ANES CEHIC	1,056.00	42
101-301.000-829.000	POLICE UNIFORMS & CLEANING	MUNSON CLEANERS	UNIFORM CLEANING AUG, SEPT & OCT	266.25	52238
101-301.000-829.000	POLICE UNIFORMS & CLEANING	MUNSON CLEANERS	UNIFORM CLEANING	132.50	52238
101-301.000-829.000	POLICE UNIFORMS & CLEANING	PRIORITY ONE EMERGENCY,	POLICE UNIFORM BADGE	167.99	52250
101-301.000-829.000	POLICE UNIFORMS & CLEANING	NYE UNIFORM	POLICE UNIFORM K. ROBERTS	203.00	42
101-301.000-829.000	POLICE UNIFORMS & CLEANING	NYE UNIFORM	POLICE UNIFORMS N. HUSTON	193.00	42
101-301.000-829.000	POLICE UNIFORMS & CLEANING	NYE UNIFORM	POLICE UNIFORMS TERRY LAWRENCE	765.00	42
101-301.000-829.000	POLICE UNIFORMS & CLEANING	NYE UNIFORM	POLICE UNIFORM MIKE ZANG	291.00	42
101-301.000-829.000	POLICE UNIFORMS & CLEANING	NYE UNIFORM	POLICE UNIFORM ANES CEHIC	255.00	42
101-301.000-836.000	PRISONER LOCKUP	CITY OF BERKLEY	Q4 2025 PRISONER BOARD	900.00	52274
101-301.000-839.000	CPE - CONTINUED PROFESSIONAL ED	OAKLAND COMMUNITY COLLEG	ADVANCE POLICE TRAIN TUITION	200.00	52291
101-301.000-839.000	CPE - CONTINUED PROFESSIONAL ED	OAKLAND COMMUNITY COLLEG	ADVANCE POLICE TRAIN TUITION	100.00	52291
101-301.000-850.000	TELEPHONE EXPENDITURES	COMCAST	UTILITIES ACCT 17836	30.20	52202
101-301.000-850.000	TELEPHONE EXPENDITURES	VERIZON WIRELESS	CELLULAR SERVICES	213.47	52259
101-301.000-850.000	TELEPHONE EXPENDITURES	AT & T	UTILITIES DEC 2 - JAN 1, 2026 ACCT 31	60.33	52264
101-301.000-850.000	TELEPHONE EXPENDITURES	OAKLAND COUNTY TREASURER	CLEMIS MEMBERSHIP/ MDC PARTICIPATION	2,758.00	52292
101-301.000-850.000	TELEPHONE EXPENDITURES	VERIZON WIRELESS	CELLULAR SERVICES	238.31	52300
101-301.000-860.000	VEHICLE EXPENSE	BIRMINGHAM OIL CHANGE CE	VEHICLE EXPENSE	93.97	52196
101-301.000-860.000	VEHICLE EXPENSE	O'REILLY AUTOMOTIVE, INC	VEHICLE MAINTENANCE	21.98	52239
101-301.000-860.000	VEHICLE EXPENSE	OAKLAND COUNTY TREASURER	VEHICLE EXPENSE	382.48	52244
101-301.000-860.000	VEHICLE EXPENSE	SERRA CHEVROLET	VEHICLE REPAIR	400.95	52254
101-301.000-860.000	VEHICLE EXPENSE	O'REILLY AUTOMOTIVE, INC	VEHICLE MAINTENANCE WIPER BLADES	45.88	52290
101-301.000-860.000	VEHICLE EXPENSE	US BANK VOYAGER FLEET SY	GAS EXPENSE	3,827.23	52299
Total For Dept 301.000 POLICE DEPARTMENT				233,965.91	
Dept 401.000 PUBLIC SERVICES					
101-401.000-920.000	UTILITIES	COMCAST	UTILITIES ACCT 35838	287.85	52200
101-401.000-920.000	UTILITIES	CONSUMERS ENERGY	UTILITIES 12/07/25-01/07/26 ACCT 5921	1,415.28	52207
101-401.000-920.000	UTILITIES	DTE ENERGY	UTILITIES DEC 3 - JAN 2, 2026 ACCT 23	18.25	52216
101-401.000-920.000	UTILITIES	DTE ENERGY	UTILITIES DEC 4 - JAN 5, 2026 ACCT 09	32.65	52217

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 401.000 PUBLIC SERVICES					
101-401.000-920.000	UTILITIES	DTE ENERGY	UTILITES DEC 2 - DEC 30, 2025 ACCT 28	134.57	52218
Total For Dept 401.000 PUBLIC SERVICES				1,888.60	
Dept 501.000 LEAF COLLECTION					
101-501.000-978.000	REFUSE EQUIP/ROLLOFF EXPEND	SULLIVANS FLEET SERVICE	VEHICLE REPAIRS NEW CLUTCH, PULLEYS A	6,521.12	52257
Total For Dept 501.000 LEAF COLLECTION				6,521.12	
Dept 502.000					
101-502.000-801.001	SOCRRA	SOCRRA	REFUSE/WASTE DECEMBER 2025 MONTH END	17,919.00	43
101-502.000-801.001	SOCRRA	SOCRRA	REFUSE/WASTE JULY 2025 MID-MONTH	16,271.00	46
Total For Dept 502.000				34,190.00	
Dept 601.000 RECREATION					
101-601.000-812.000	COMMUNITY EVENTS	CLIFTON GRANT	COMMUNITY ROOM RENTAL AND ADDITIONAL	30.00	52198
101-601.000-812.000	COMMUNITY EVENTS	ED BLONDIN	P&R WREATH MAKING CLASS	450.00	52281
Total For Dept 601.000 RECREATION				480.00	
Total For Fund 101 GENERAL FUND				367,018.37	
Fund 202 MAJOR STREET FUND					
Dept 702.000 MAJOR STREET					
202-702.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTHCARE 02/01/26 - 02/28/26 GROUP	(21.22)	52267
202-702.000-810.000	AUDITING & ACCOUNTING	MANER COSTERISAN	FORM F-65	100.25	52232
202-702.000-864.000	TRAFFIC CONTROLS	ROAD COMMISSION FOR OAKL	SIGNAL MAINTENANCE	300.46	52297
202-702.000-864.000	TRAFFIC CONTROLS	ROAD COMMISSION FOR OAKL	SIGNAL MAINTENANCE	504.69	52297
202-702.000-866.000	SNOW & ICE REMOVAL	DETROIT SALT COMPANY, L.	ROCK SALT	1,527.17	52210
202-702.000-866.000	SNOW & ICE REMOVAL	DETROIT SALT COMPANY, L.	ROCK SALT	1,552.16	52280
Total For Dept 702.000 MAJOR STREET				3,963.51	
Total For Fund 202 MAJOR STREET FUND				3,963.51	
Fund 203 LOCAL STREET FUND					
Dept 703.000 LOCAL STREET					
203-703.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTHCARE 02/01/26 - 02/28/26 GROUP	(21.22)	52267
203-703.000-810.000	AUDITING & ACCOUNTING	MANER COSTERISAN	FORM F-65	100.25	52232
203-703.000-866.000	SNOW & ICE REMOVAL	DETROIT SALT COMPANY, L.	ROCK SALT	1,527.17	52210
203-703.000-866.000	SNOW & ICE REMOVAL	DETROIT SALT COMPANY, L.	ROCK SALT	1,552.15	52280
203-703.000-970.000	CAPITAL EXPENDITURE	FUTURE FENCE COMPANY	PROJECT; 250898. LATHRUP VILLAGE SOS	20,541.60	52221
203-703.000-970.000	CAPITAL EXPENDITURE	GIFFELS-WEBSTER ENG INC	SAN JOSE EMERGENCY ACCESS	430.00	52222
203-703.000-970.000	CAPITAL EXPENDITURE	GIFFELS-WEBSTER ENG INC	2024 CCTV AND DEAD END MANHOLE LOCATI	248.00	52222
203-703.000-970.000	CAPITAL EXPENDITURE	GIFFELS-WEBSTER ENG INC	RAINBOW CIRCLE PAVEMENT RESURFACING	1,235.00	52222
203-703.000-970.000	CAPITAL EXPENDITURE	GIFFELS-WEBSTER ENG INC	2026 SOUTHFIELD ROAD WATER MAIN	2,730.99	52222
203-703.000-970.000	CAPITAL EXPENDITURE	GIFFELS-WEBSTER ENG INC	CMS ROW PERMIT REVIEWS FOR VARIOUS AD	140.00	52222
203-703.000-970.000	CAPITAL EXPENDITURE	GIFFELS-WEBSTER ENG INC	2027 SOUTHFIELD ROAD WATER MAIN	24,910.50	52222
203-703.000-970.000	CAPITAL EXPENDITURE	LIGHTHOUSE ELECTRICAL SE	19601 SAN JOSE BLVD	6,470.00	52230
Total For Dept 703.000 LOCAL STREET				59,864.44	
Total For Fund 203 LOCAL STREET FUND				59,864.44	
Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 000.000					
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803046	HEALTH SAVINGS (RHS) PLAN	107.70	52236
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPA	INSURANCE	68.00	52255
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTHCARE 02/01/26 - 02/28/26 GROUP	113.11	52267

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 000.000					
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTHCARE 02/01/26 - 02/28/26 GROUP	1,116.92	52267
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803046	HEALTH SAVINGS (RHS) PLAN	107.70	52288
494-000.000-810.000	AUDITING & ACCOUNTING	MANER COSTERISAN	FORM F-65	21.66	52232
494-000.000-970.000	CAPITAL EXPENDITURE	GIFFELS-WEBSTER ENG INC	2025 DDA ALLEY APPROACHES AND ALLEY R	558.00	52222
494-000.000-970.000	CAPITAL EXPENDITURE	STATE OF MICHIGAN	220123CON- SOUTHFIELD RD	3,571.08	52256
Total For Dept 000.000				5,664.17	
Total For Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY				5,664.17	
Fund 592 WATER & SEWER FUND					
Dept 536.000 WATER DEPARTMENT					
592-536.000-640.000	WATER SERVICE	ALICE MINTZ	RESIDENT'S ACCOUNT WAS INACTIVE AND S	45.87	52263
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803046	HEALTH SAVINGS (RHS) PLAN	55.19	52236
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPA	INSURANCE	25.04	52255
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTHCARE 02/01/26 - 02/28/26 GROUP	342.51	52267
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTHCARE 02/01/26 - 02/28/26 GROUP	2,783.94	52268
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803046	HEALTH SAVINGS (RHS) PLAN	55.19	52288
592-536.000-801.000	PROFESSIONAL & CONTRACTUAL	HYDROCORP	MUNI COMMERCIAL CCC PROGRAM	531.16	40
592-536.000-810.000	AUDITING & ACCOUNTING	MANER COSTERISAN	FORM F-65	100.25	52232
592-536.000-900.000	PRINTING/PUBLICATION COSTS	UNITED STATES POSTAL SER	WATER BILL POSTAGE 12-03-25 TO 1.05.2	1,116.91	52194
592-536.000-900.000	PRINTING/PUBLICATION COSTS	C & G NEWSPAPERS	NEWSPAPER AD ORDINANCE 2025-10 COLLEC	1,075.00	37
592-536.000-944.000	WATER PURCHASES	SOUTHEAST OAKLAND COUNTY	WATER PURCHASE	22,040.83	44
Total For Dept 536.000 WATER DEPARTMENT				28,171.89	
Dept 537.000 SEWER DEPARTMENT					
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803046	HEALTH SAVINGS (RHS) PLAN	55.19	52236
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPA	INSURANCE	25.04	52255
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTHCARE 02/01/26 - 02/28/26 GROUP	342.51	52267
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803046	HEALTH SAVINGS (RHS) PLAN	55.19	52288
592-537.000-801.000	PROFESSIONAL & CONTRACTUAL	OAKLAND COUNTY WATER RES	SEWER SYSTEM MAINTENANCE CHARGE OCTOB	20,097.50	52294
592-537.000-810.000	AUDITING & ACCOUNTING	MANER COSTERISAN	FORM F-65	100.25	52232
592-537.000-856.000	ADMINISTRATION & ENGINEERING	HUBBELL, ROTH & CLARK, I	STORM WATER PERMITTING ON-GING GENERA	225.07	39
592-537.000-942.000	SEWAGE DISPOSAL EXPENSE	OAKLAND COUNTY TREASURER	SPECIAL ASSESSMENTS DECEMBER 2025	89,696.84	52245
592-537.000-945.000	RETENTION TANK-UTIL ELEC	DTE ENERGY	UTILITIES NOV 27 - DEC 29, 2025 ACCT	4,678.83	52213
592-537.000-947.000	RETENTION TANK UTIL-GAS	CONSUMERS ENERGY	UTILITIES 12/07/25-01/07/26 ACCT 6517	318.45	52205
592-537.000-957.000	INDUSTRIAL SURCHARGE/NON-RESI	GREAT LAKES WATER AUTHOR	NOVEMBER 2025 INDUSTRIAL WASTE CONTRO	1,539.25	38
Total For Dept 537.000 SEWER DEPARTMENT				117,134.12	
Total For Fund 592 WATER & SEWER FUND				145,306.01	

Item 8C.

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:					
			Fund 101 GENERAL FUND	367,018.37	
			Fund 202 MAJOR STREET	3,963.51	
			Fund 203 LOCAL STREET	59,864.44	
			Fund 494 DOWNTOWN DEVE	5,664.17	
			Fund 592 WATER & SEWER	145,306.01	
			Total For All Funds:	<hr/> 581,816.50	

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DB: Lathrup

PERIOD ENDING 01/31/2026

Item 8C.

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGDGT USED
		AMENDED BUDGET	NORMAL	01/31/2026 (ABNORMAL)	MONTH 01/31/2026 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE		
Fund 101 - GENERAL FUND									
Revenues									
Dept 000.000									
101-000.000-401.000	CITY TAXES	3,035,000.00		2,968,293.17		13,744.31		66,706.83	97.80
101-000.000-402.000	REFUSE COLLECTION TAXES	461,300.00		445,200.70		2,061.44		16,099.30	96.51
101-000.000-409.000	DELQ PERSONAL PROPERTY REVENU	3,000.00		(6,106.81)		(4,062.19)		9,106.81	(203.56)
101-000.000-415.000	MISCELLANEOUS REVENUE	8,000.00		31,936.52		27,575.72		(23,936.52)	399.21
101-000.000-416.000	WORK COMP DIVIDEND REVENUE	7,000.00		0.00		0.00		7,000.00	0.00
101-000.000-416.001	PROPERTY & LIABILITY DIVIDEND REVENUE	8,000.00		8,040.00		0.00		(40.00)	100.50
101-000.000-419.000	AT & T LEASE PAYMENTS	61,200.00		31,966.92		5,327.82		29,233.08	52.23
101-000.000-421.000	METRO-PCS LEASE PAYMENTS	48,960.00		45,246.87		5,527.75		3,713.13	92.42
101-000.000-423.000	WORK COMP REIMBURSEMENT	17,054.00		17,053.77		0.00		0.23	100.00
101-000.000-427.033	SPECIAL ASSESSMENT - PA 33 PUBLIC SAFET	370,000.00		359,443.80		1,627.17		10,556.20	97.15
101-000.000-445.000	PENALTIES AND INTEREST ON TAXES	43,900.00		17,489.85		2,731.32		26,410.15	39.84
101-000.000-447.000	TAX 1% ADMINISTRATIVE FEE	110,500.00		105,544.82		3,079.88		4,955.18	95.52
101-000.000-448.000	INSURANCE REIMBURSEMENT	2,357.00		2,357.20		0.00		(0.20)	100.01
101-000.000-455.000	METRO AUTHORITY-FEE	18,000.00		0.00		0.00		18,000.00	0.00
101-000.000-456.000	BUILDING PERMITS	70,000.00		42,164.85		4,636.89		27,835.15	60.24
101-000.000-457.000	ZONING, SITE, SPECIAL PERMITS	16,000.00		11,669.00		1,275.00		4,331.00	72.93
101-000.000-458.000	PLUMBING/HEATING PERMITS	30,000.00		20,212.30		2,872.10		9,787.70	67.37
101-000.000-459.000	ELECTRICAL PERMITS	20,000.00		11,453.00		840.00		8,547.00	57.27
101-000.000-460.000	LICENSES/REGISTRATIONS & ETC DUE TO CIT	17,500.00		4,754.00		475.00		12,746.00	27.17
101-000.000-461.000	DOG & CAT LICENSES	500.00		253.00		0.00		247.00	50.60
101-000.000-470.000	RECREATION SPECIAL PROGRAMS	4,000.00		1,657.00		90.00		2,343.00	41.43
101-000.000-470.001	DOG PARK REVENUE	0.00		15.00		0.00		(15.00)	100.00
101-000.000-470.002	COMMUNITY GARDEN REVENUE	500.00		0.00		0.00		500.00	0.00
101-000.000-475.000	COMM ROOM & BLDG RENT REVENUE	100,000.00		50,048.50		3,780.00		49,951.50	50.05
101-000.000-477.000	CABLE TV FRANCHISE FEES	90,000.00		22,604.85		3,562.49		67,395.15	25.12
101-000.000-540.000	302 TRAINING FUNDS-REVENUES	2,000.00		2,305.60		0.00		(305.60)	115.28
101-000.000-543.000	FEDERAL/STATE GRANT	9,766.00		9,765.72		0.00		0.28	100.00
101-000.000-545.000	POLICE ACTIVITY - CPE REVENUE	11,000.00		11,000.00		0.00		0.00	100.00
101-000.000-545.500	POLICE ACTIVITY REIMBURSEMENT	1,800.00		1,794.78		0.00		5.22	99.71
101-000.000-546.000	POLICE CHARGES FOR SERVICES	15,000.00		7,671.08		393.00		7,328.92	51.14
101-000.000-569.000	OTHER STATE GRANTS	12,150.00		12,275.05		125.05		(125.05)	101.03
101-000.000-573.001	LCSA REVENUE	25,000.00		18,532.67		0.00		6,467.33	74.13
101-000.000-574.000	STATE SHARED REVENUES	486,000.00		173,408.60		19.35		312,591.40	35.68
101-000.000-607.000	FOIA FEES	250.00		507.83		168.68		(257.83)	203.13
101-000.000-607.718	FOIA-VOTING/ELECTIONS	0.00		30.00		0.00		(30.00)	100.00
101-000.000-612.000	DISTRICT COURT FINES	50,000.00		20,394.58		3,045.69		29,605.42	40.79
101-000.000-627.000	SIDEWALK REVENUES	55,000.00		49,168.73		0.00		5,831.27	89.40
101-000.000-628.000	WEED/CODE ENFORCEMENT REVENUE	10,000.00		16,214.54		0.00		(6,214.54)	162.15
101-000.000-631.000	RECYCLING CHARGES BIN/BILLING	0.00		12.00		0.00		(12.00)	100.00
101-000.000-632.000	PUBLIC SERVICES REIMBURSEMENT	35,000.00		15,392.50		8,883.12		19,607.50	43.98
101-000.000-664.000	INTEREST INCOME- LEASES	77,000.00		0.00		0.00		77,000.00	0.00
101-000.000-665.000	INVESTMENT INTEREST	100,000.00		75,831.70		12,788.69		24,168.30	75.83
101-000.000-669.000	DPS BLDG RENT FROM WATER	4,917.00		2,458.50		0.00		2,458.50	50.00
101-000.000-671.000	ADMINISTRATIVE REV RD FUND	4,000.00		2,000.00		0.00		2,000.00	50.00
101-000.000-676.001	EMPLOYEE BENEFIT CONTRIBUTION	35,000.00		19,530.36		2,937.56		15,469.64	55.80
101-000.000-681.000	SALE OF ABANDONED PROPERTY	0.00		5.40		0.00		(5.40)	100.00
101-000.000-682.000	SALE OF FIXED ASSET	5,000.00		5,067.00		325.00		(67.00)	101.34
Total Dept 000.000		5,481,654.00		4,634,664.95		103,830.84		846,989.05	84.55
TOTAL REVENUES		5,481,654.00		4,634,664.95		103,830.84		846,989.05	84.55

Expenditures

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DB: Lathrup

PERIOD ENDING 01/31/2026

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GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGDGT USED
		AMENDED BUDGET	NORMAL	01/31/2026 (ABNORMAL)	MONTH 01/31/2026 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 101 - GENERAL FUND									
Expenditures									
Dept 000.000									
101-000.000-941.000	CONTINGENCY	30,197.00		0.00		0.00		30,197.00	0.00
Total Dept 000.000		30,197.00		0.00		0.00		30,197.00	0.00
Dept 100.000 - GOVERNMENT SERVICES									
101-100.000-708.000	PROPERTY & LIABILITY INSURANC	46,000.00		45,163.33		0.00		836.67	98.18
101-100.000-710.000	UNEMPLOYMENT INSURANCE	50.00		6.76		0.00		43.24	13.52
101-100.000-712.000	WORKER'S COMP INSURANCE	5,000.00		4,882.00		0.00		118.00	97.64
101-100.000-713.000	MERS-RHFV CONTRIBUTION	50,000.00		0.00		0.00		50,000.00	0.00
101-100.000-726.000	OFFICE SUPPLIES	6,000.00		2,255.73		166.37		3,744.27	37.60
101-100.000-732.000	CODE ENFORCEMENT	3,000.00		1,242.00		0.00		1,758.00	41.40
101-100.000-802.000	TAX TRIBUNAL RETURNS	1,000.00		0.00		0.00		1,000.00	0.00
101-100.000-803.000	MEMBERSHIPS & MEETINGS	8,500.00		1,751.00		957.00		6,749.00	20.60
101-100.000-804.000	BUILDING TRADE INSPECTION	100,000.00		58,630.52		5,834.77		41,369.48	58.63
101-100.000-805.000	CABLE TELEVISION	55,500.00		31,803.10		4,164.27		23,696.90	57.30
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	43,500.00		19,405.90		1,688.98		24,094.10	44.61
101-100.000-810.000	AUDITING & ACCOUNTING	27,000.00		25,451.78		1,000.00		1,548.22	94.27
101-100.000-822.000	TRAINING	7,000.00		4,102.70		1,058.70		2,897.30	58.61
101-100.000-832.000	CITIZEN COMMUNICATION/PR	1,000.00		311.69		0.00		688.31	31.17
101-100.000-840.000	LIBRARY PAYMENT	190,735.00		59,969.00		0.00		130,766.00	31.44
101-100.000-848.000	GOVERNMENT OPERATIONS	40,000.00		10,873.08		1,239.73		29,126.92	27.18
101-100.000-848.001	TECHNOLOGY	69,500.00		46,811.04		6,818.01		22,688.96	67.35
101-100.000-850.000	TELEPHONE EXPENDITURES	35,000.00		27,015.66		1,735.08		7,984.34	77.19
101-100.000-860.000	VEHICLE EXPENSE	5,000.00		1,625.00		250.00		3,375.00	32.50
101-100.000-880.000	CDBG EXPENDITURES	7,000.00		0.00		0.00		7,000.00	0.00
101-100.000-882.000	PLANNING/CONSULTING FEES	52,350.00		6,875.00		0.00		45,475.00	13.13
101-100.000-900.000	PRINTING/PUBLICATION COSTS	11,000.00		3,401.19		743.96		7,598.81	30.92
101-100.000-901.000	POSTAGE FEES	7,000.00		4,673.49		26.08		2,326.51	66.76
101-100.000-955.000	MISCELLANEOUS EXPENDITURES	5,000.00		(440.62)		0.00		5,440.62	(8.81)
Total Dept 100.000 - GOVERNMENT SERVICES		776,135.00		355,809.35		25,682.95		420,325.65	45.84
Dept 101.000 - ADMINISTRATION									
101-101.000-701.000	SALARIES FULL-TIME	400,000.00		207,581.27		32,010.54		192,418.73	51.90
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	186,600.00		223,026.08		40,921.77		(36,426.08)	119.52
101-101.000-717.000	CODE ENFORCEMENT LEGAL	20,000.00		6,597.50		1,592.50		13,402.50	32.99
101-101.000-718.000	ELECTIONS	35,000.00		18,896.36		2,408.30		16,103.64	53.99
101-101.000-719.000	OFFICIALS EXPENSE	5,000.00		1,450.45		145.00		3,549.55	29.01
101-101.000-721.000	DATA PROCESING & ASSESSING SVCS	50,000.00		50,975.24		975.24		(975.24)	101.95
101-101.000-722.000	LEGAL SERVICES	60,000.00		30,007.50		2,955.00		29,992.50	50.01
101-101.000-723.000	BOARD OF REVIEW	600.00		0.00		0.00		600.00	0.00
101-101.000-803.000	MEMBERSHIPS & MEETINGS	2,000.00		2,692.39		370.62		(692.39)	134.62
101-101.000-955.000	MISCELLANEOUS EXPENDITURES	9,000.00		95.05		54.94		8,904.95	1.06
Total Dept 101.000 - ADMINISTRATION		768,200.00		541,321.84		81,433.91		226,878.16	70.47
Dept 201.000 - BUILDING & GROUNDS									
101-201.000-801.000	PROFESSIONAL & CONTRACTUAL	30,000.00		16,393.42		2,375.98		13,606.58	54.64
101-201.000-920.000	UTILITIES	85,000.00		37,848.37		7,494.06		47,151.63	44.53
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	40,000.00		27,188.50		1,623.80		12,811.50	67.97
101-201.000-930.001	BUILDING - GRANTS	5,359.00		0.00		0.00		5,359.00	0.00
101-201.000-936.000	EQUIPMENT MAINTENANCE	7,500.00		326.80		0.00		7,173.20	4.36

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Item 8C.

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGDGT USED
		AMENDED BUDGET	NORMAL	01/31/2026 (ABNORMAL)	MONTH 01/31/2026 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE		
Fund 101 - GENERAL FUND									
Expenditures									
101-201.000-938.000	PARKING LOT & GROUNDS	5,000.00		6,508.05		525.00		(1,508.05)	130.16
101-201.000-970.000	CAPITAL EXPENDITURE	25,000.00		11,933.95		2,216.98		13,066.05	47.74
<b>Total Dept 201.000 - BUILDING &amp; GROUNDS</b>		<b>197,859.00</b>		<b>100,199.09</b>		<b>14,235.82</b>		<b>97,659.91</b>	<b>50.64</b>
Dept 301.000 - POLICE DEPARTMENT									
101-301.000-701.000	SALARIES FULL-TIME	1,045,000.00		604,560.81		146,051.10		440,439.19	57.85
101-301.000-702.000	SALARIES PART-TIME	150,000.00		89,671.95		13,668.05		60,328.05	59.78
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	589,000.00		341,049.52		67,129.03		247,950.48	57.90
101-301.000-704.000	SALARIES-OVERTIME	80,000.00		47,253.85		5,135.78		32,746.15	59.07
101-301.000-708.000	PROPERTY & LIABILITY INSURANC	37,000.00		43,602.00		0.00		(6,602.00)	117.84
101-301.000-710.000	UNEMPLOYMENT INSURANCE	110.00		6.74		0.00		103.26	6.13
101-301.000-712.000	WORKER'S COMP INSURANCE	10,000.00		9,764.00		0.00		236.00	97.64
101-301.000-726.000	OFFICE SUPPLIES	6,000.00		2,870.65		327.29		3,129.35	47.84
101-301.000-727.000	ROAD SUPPLIES	2,500.00		2,329.81		0.00		170.19	93.19
101-301.000-728.000	EVIDENCE SUPPLIES	1,000.00		80.00		0.00		920.00	8.00
101-301.000-729.000	OFFICE MACHINE MAINTENANCE	1,500.00		444.96		0.00		1,055.04	29.66
101-301.000-731.000	PUBLICATIONS/DOCUMENT REDUCIN	1,000.00		1,000.00		0.00		1,000.00	0.00
101-301.000-803.000	MEMBERSHIPS & MEETINGS	5,500.00		1,135.00		360.00		4,365.00	20.64
101-301.000-821.000	POLICE RESERVES	500.00		0.00		0.00		500.00	0.00
101-301.000-822.000	TRAINING	15,500.00		10,560.58		500.00		4,939.42	68.13
101-301.000-823.000	FIREARMS TRAINING	9,000.00		2,297.52		429.00		6,702.48	25.53
101-301.000-825.000	ANIMAL CONTROL	200.00		0.00		0.00		200.00	0.00
101-301.000-826.000	COMMUNITY POLICING	1,100.00		149.86		0.00		950.14	13.62
101-301.000-827.000	302 TRAINING FUNDS EXPENDITURES	4,000.00		2,305.60		0.00		1,694.40	57.64
101-301.000-828.000	CONTRACTED FIRE SERVICES	810,000.00		0.00		(368,027.73)		810,000.00	0.00
101-301.000-829.000	POLICE UNIFORMS & CLEANING	15,000.00		11,543.55		1,723.47		3,456.45	76.96
101-301.000-836.000	PRISONER LOCKUP	3,000.00		3,700.00		900.00		(700.00)	123.33
101-301.000-839.000	CPE - CONTINUED PROFESSIONAL EDUCATION	2,725.00		2,820.00		400.00		(95.00)	103.49
101-301.000-848.001	TECHNOLOGY	42,500.00		34,864.60		0.00		7,635.40	82.03
101-301.000-850.000	TELEPHONE EXPENDITURES	11,000.00		7,305.82		419.86		3,694.18	66.42
101-301.000-851.000	RADIO COMMUNICATIONS	14,250.00		500.00		0.00		13,750.00	3.51
101-301.000-860.000	VEHICLE EXPENSE	65,000.00		58,524.47		5,314.46		6,475.53	90.04
101-301.000-970.000	CAPITAL EXPENDITURE	57,500.00		41,412.00		0.00		16,088.00	72.02
<b>Total Dept 301.000 - POLICE DEPARTMENT</b>		<b>2,979,885.00</b>		<b>1,318,753.29</b>		<b>(125,669.69)</b>		<b>1,661,131.71</b>	<b>44.26</b>
Dept 335.000 - FIRE & DISPATCH SERVICES (CONTRACTED)									
101-335.000-828.000	CONTRACTED FIRE SERVICES	0.00		556,708.21		556,708.21		(556,708.21)	100.00
<b>Total Dept 335.000 - FIRE &amp; DISPATCH SERVICES (CONTRACTED)</b>		<b>0.00</b>		<b>556,708.21</b>		<b>556,708.21</b>		<b>(556,708.21)</b>	<b>100.00</b>
Dept 401.000 - PUBLIC SERVICES									
101-401.000-703.000	EMPLOYEE TAXES & BENEFITS	15,500.00		10,145.63		2,553.58		5,354.37	65.46
101-401.000-801.000	PROFESSIONAL & CONTRACTUAL	151,000.00		67,748.88		140.00		83,251.12	44.87
101-401.000-860.000	VEHICLE EXPENSE	4,000.00		0.00		0.00		4,000.00	0.00
101-401.000-890.000	PARK MAINTENANCE	2,000.00		0.00		0.00		2,000.00	0.00
101-401.000-891.000	TREE MAINTENANCE	10,000.00		0.00		0.00		10,000.00	0.00
101-401.000-893.000	MAILBOXES	500.00		0.00		0.00		500.00	0.00
101-401.000-920.000	UTILITIES	25,000.00		6,124.79		1,919.40		18,875.21	24.50
101-401.000-936.000	EQUIPMENT MAINTENANCE	4,000.00		394.40		0.00		3,605.60	9.86
101-401.000-970.000	CAPITAL EXPENDITURE	60,000.00		55,996.46		(4,992.00)		4,003.54	93.33

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GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	01/31/2026 (ABNORMAL)	MONTH 01/31/2026 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 101 - GENERAL FUND								
Expenditures								
Total Dept 401.000 - PUBLIC SERVICES		272,000.00		140,410.16		(379.02)	131,589.84	51.62
Dept 501.000 - LEAF COLLECTION								
101-501.000-955.000	MISCELLANEOUS EXPENDITURES	750.00		0.00		0.00	750.00	0.00
101-501.000-976.000	ROAD EQUIPMENT MAINTENANCE	1,000.00		0.00		0.00	1,000.00	0.00
101-501.000-978.000	REFUSE EQUIP/ROLLOFF EXPEND	7,000.00		8,066.12		0.00	(1,066.12)	115.23
Total Dept 501.000 - LEAF COLLECTION		8,750.00		8,066.12		0.00	683.88	92.18
Dept 502.000								
101-502.000-801.001	SOCRRA	415,578.00		241,173.25		50,461.00	174,404.75	58.03
Total Dept 502.000		415,578.00		241,173.25		50,461.00	174,404.75	58.03
Dept 601.000 - RECREATION								
101-601.000-712.000	WORKER'S COMP INSURANCE	750.00		0.00		0.00	750.00	0.00
101-601.000-806.000	ADULT PROGRAMS	3,000.00		0.00		0.00	3,000.00	0.00
101-601.000-807.000	BUS TRANSPORTATION	1,000.00		0.00		0.00	1,000.00	0.00
101-601.000-811.000	SENIOR ACTIVITIES	3,000.00		0.00		0.00	3,000.00	0.00
101-601.000-812.000	COMMUNITY EVENTS	10,000.00		6,991.96		480.00	3,008.04	69.92
101-601.000-813.000	CHILDREN/YOUTH ACTIVITIES	4,000.00		140.65		0.00	3,859.35	3.52
101-601.000-815.000	COMMUNITY GARDEN	500.00		0.00		0.00	500.00	0.00
101-601.000-843.000	DOG PARK EXPENSES	250.00		0.00		0.00	250.00	0.00
101-601.000-882.000	PLANNING/CONSULTING FEES	9,800.00		0.00		0.00	9,800.00	0.00
101-601.000-884.000	CONCERTS IN THE PARK	750.00		446.00		0.00	304.00	59.47
Total Dept 601.000 - RECREATION		33,050.00		7,578.61		480.00	25,471.39	22.93
TOTAL EXPENDITURES		5,481,654.00		3,270,019.92		602,953.18	2,211,634.08	59.65
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		5,481,654.00		4,634,664.95		103,830.84	846,989.05	84.55
TOTAL EXPENDITURES		5,481,654.00		3,270,019.92		602,953.18	2,211,634.08	59.65
NET OF REVENUES & EXPENDITURES		0.00		1,364,645.03		(499,122.34)	(1,364,645.03)	100.00

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Item 8C.

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGDG USED
		AMENDED BUDGET	NORMAL	01/31/2026 (ABNORMAL)	MONTH 01/31/2026 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 202 - MAJOR STREET FUND									
Revenues									
Dept 702.000 - MAJOR STREET									
202-702.000-574.000	STATE SHARED REVENUES	415,000.00		166,546.62		26,360.28		248,453.38	40.13
202-702.000-665.000	INVESTMENT INTEREST	8,000.00		18,168.99		2,788.53		(10,168.99)	227.11
Total Dept 702.000 - MAJOR STREET		423,000.00		184,715.61		29,148.81		238,284.39	43.67
TOTAL REVENUES		423,000.00		184,715.61		29,148.81		238,284.39	43.67
Expenditures									
Dept 702.000 - MAJOR STREET									
202-702.000-703.000	EMPLOYEE TAXES & BENEFITS	5,000.00		505.68		71.60		4,494.32	10.11
202-702.000-705.000	SALARIES-ADMIN	6,750.00		3,268.07		502.78		3,481.93	48.42
202-702.000-801.000	PROFESSIONAL & CONTRACTUAL	70,000.00		33,302.58		0.00		36,697.42	47.58
202-702.000-810.000	AUDITING & ACCOUNTING	3,250.00		3,344.58		0.00		(94.58)	102.91
202-702.000-856.000	ADMINISTRATION & ENGINEERING	15,000.00		9,890.62		0.00		5,109.38	65.94
202-702.000-858.000	ROAD CONSTRUCTION	120,000.00		105,530.95		0.00		14,469.05	87.94
202-702.000-861.000	ROAD MAINTENANCE	5,000.00		1,418.84		0.00		3,581.16	28.38
202-702.000-862.000	ROADSIDE MAINTENANCE	1,000.00		0.00		0.00		1,000.00	0.00
202-702.000-864.000	TRAFFIC CONTROLS	30,000.00		12,287.20		0.00		17,712.80	40.96
202-702.000-866.000	SNOW & ICE REMOVAL	5,500.00		4,634.33		3,079.33		865.67	84.26
202-702.000-867.000	EQUIPMENT RENTAL	5,000.00		0.00		0.00		5,000.00	0.00
202-702.000-870.000	FORESTRY	20,000.00		4,836.00		0.00		15,164.00	24.18
202-702.000-941.000	CONTINGENCY	36,500.00		0.00		0.00		36,500.00	0.00
202-702.000-999.203	TRANSFER OUT TO LOCAL ROADS	100,000.00		50,000.00		0.00		50,000.00	50.00
Total Dept 702.000 - MAJOR STREET		423,000.00		229,018.85		3,653.71		193,981.15	54.14
TOTAL EXPENDITURES		423,000.00		229,018.85		3,653.71		193,981.15	54.14
Fund 202 - MAJOR STREET FUND:									
TOTAL REVENUES		423,000.00		184,715.61		29,148.81		238,284.39	43.67
TOTAL EXPENDITURES		423,000.00		229,018.85		3,653.71		193,981.15	54.14
NET OF REVENUES & EXPENDITURES		0.00		(44,303.24)		25,495.10		44,303.24	100.00

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Item 8C.

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	01/31/2026 (ABNORMAL)	MONTH 01/31/2026 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE		
Fund 203 - LOCAL STREET FUND									
Revenues									
Dept 000.000									
203-000.000-556.000	OTHER STATE GRANTS	250,000.00		0.00		0.00		250,000.00	0.00
Total Dept 000.000		250,000.00		0.00		0.00		250,000.00	0.00
Dept 703.000 - LOCAL STREET									
203-703.000-415.000	MISCELLANEOUS REVENUE	12,000.00		11,290.62		0.00		709.38	94.09
203-703.000-574.000	STATE SHARED REVENUES	195,000.00		77,912.38		12,331.63		117,087.62	39.96
203-703.000-580.000	LOCAL (OC) CONTRIBUTIONS	21,356.00		21,356.00		21,356.00		0.00	100.00
203-703.000-665.000	INVESTMENT INTEREST	8,000.00		16,973.91		1,593.45		(8,973.91)	212.17
203-703.000-690.202	TRANSFER IN FROM MAJOR ROADS	100,000.00		50,000.00		0.00		50,000.00	50.00
203-703.000-695.000	ANTICIPATED USE OF FUND BALANCE	196,144.00		0.00		0.00		196,144.00	0.00
Total Dept 703.000 - LOCAL STREET		532,500.00		177,532.91		35,281.08		354,967.09	33.34
TOTAL REVENUES		782,500.00		177,532.91		35,281.08		604,967.09	22.69
Expenditures									
Dept 703.000 - LOCAL STREET									
203-703.000-703.000	EMPLOYEE TAXES & BENEFITS	5,000.00		505.68		71.60		4,494.32	10.11
203-703.000-705.000	SALARIES-ADMIN	6,750.00		3,268.07		502.78		3,481.93	48.42
203-703.000-801.000	PROFESSIONAL & CONTRACTUAL	70,000.00		34,387.58		0.00		35,612.42	49.13
203-703.000-810.000	AUDITING & ACCOUNTING	3,250.00		3,344.58		0.00		(94.58)	102.91
203-703.000-861.000	ROAD MAINTENANCE	25,000.00		1,627.90		0.00		23,372.10	6.51
203-703.000-862.000	ROADSIDE MAINTENANCE	5,000.00		0.00		0.00		5,000.00	0.00
203-703.000-866.000	SNOW & ICE REMOVAL	5,500.00		4,634.32		3,079.32		865.68	84.26
203-703.000-867.000	EQUIPMENT RENTAL	2,000.00		0.00		0.00		2,000.00	0.00
203-703.000-868.000	NON-MOTOR FACILITIES	5,000.00		0.00		0.00		5,000.00	0.00
203-703.000-870.000	FORESTRY	30,000.00		15,314.00		0.00		14,686.00	51.05
203-703.000-920.000	UTILITIES	0.00		14.29		14.29		(14.29)	100.00
203-703.000-970.000	CAPITAL EXPENDITURE	625,000.00		79,563.25		1,665.00		545,436.75	12.73
Total Dept 703.000 - LOCAL STREET		782,500.00		142,659.67		5,332.99		639,840.33	18.23
TOTAL EXPENDITURES		782,500.00		142,659.67		5,332.99		639,840.33	18.23
Fund 203 - LOCAL STREET FUND:									
TOTAL REVENUES		782,500.00		177,532.91		35,281.08		604,967.09	22.69
TOTAL EXPENDITURES		782,500.00		142,659.67		5,332.99		639,840.33	18.23
NET OF REVENUES & EXPENDITURES		0.00		34,873.24		29,948.09		(34,873.24)	100.00

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Item 8C.

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	01/31/2026 (ABNORMAL)	MONTH 01/31/2026 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 397 - ROAD MILLAGE BOND FUND								
Revenues								
Dept 000.000								
397-000.000-403.000	ROAD BOND DEBT TAXES	688,845.00		674,410.88	3,122.77	14,434.12		97.90
397-000.000-665.000	INVESTMENT INTEREST	0.00		4,145.11	558.90	(4,145.11)		100.00
Total Dept 000.000		688,845.00		678,555.99	3,681.67	10,289.01		98.51
TOTAL REVENUES		688,845.00		678,555.99	3,681.67	10,289.01		98.51
Expenditures								
Dept 000.000								
397-000.000-720.000	INTEREST EXPENSE	162,750.00		81,375.00	0.00	81,375.00		50.00
397-000.000-905.000	BOND PRINCIPAL PAYMENTS	440,000.00		0.00	0.00	440,000.00		0.00
397-000.000-941.000	CONTINGENCY	86,095.00		0.00	0.00	86,095.00		0.00
Total Dept 000.000		688,845.00		81,375.00	0.00	607,470.00		11.81
TOTAL EXPENDITURES		688,845.00		81,375.00	0.00	607,470.00		11.81
Fund 397 - ROAD MILLAGE BOND FUND:								
TOTAL REVENUES		688,845.00		678,555.99	3,681.67	10,289.01		98.51
TOTAL EXPENDITURES		688,845.00		81,375.00	0.00	607,470.00		11.81
NET OF REVENUES & EXPENDITURES		0.00		597,180.99	3,681.67	(597,180.99)		100.00

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GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGDGT USED
		AMENDED BUDGET	NORMAL	01/31/2026 (ABNORMAL)	MONTH 01/31/2026 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE		
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY									
Revenues									
Dept 000.000									
494-000.000-407.000	TIFA-CAPTURE TAXES	422,500.00		453,556.53		2,867.10		(31,056.53)	107.35
494-000.000-409.000	DELQ PERSONAL PROPERTY REVENUE	1,000.00		(822.40)		0.00		1,822.40	(82.24)
494-000.000-410.000	TAX COLLECTED OTHER	38,000.00		35,153.33		141.02		2,846.67	92.51
494-000.000-415.000	MISCELLANEOUS REVENUE	23,000.00		23,000.00		0.00		23,000.00	0.00
494-000.000-446.000	INVESTMENT INTEREST	40,000.00		0.00		0.00		40,000.00	0.00
494-000.000-543.000	FEDERAL/STATE GRANTS	2,500.00		2,500.00		0.00		0.00	100.00
494-000.000-569.000	OTHER STATE GRANTS	162.00		161.56		0.00		0.44	99.73
494-000.000-614.000	MUSIC FEST REV	10,000.00		11,463.00		3,000.00		(1,463.00)	114.63
494-000.000-615.000	MAIN STREET REVENUES	8,000.00		8,000.00		0.00		0.00	100.00
494-000.000-665.000	INVESTMENT INTEREST	0.00		17,969.81		2,589.35		(17,969.81)	100.00
494-000.000-695.000	ANTICIPATED USE OF FUND BALANCE	82,138.00		0.00		0.00		82,138.00	0.00
Total Dept 000.000		627,300.00		527,981.83		8,597.47		99,318.17	84.17
TOTAL REVENUES		627,300.00		527,981.83		8,597.47		99,318.17	84.17
Expenditures									
Dept 000.000									
494-000.000-701.000	SALARIES FULL-TIME	130,000.00		70,170.49		10,795.46		59,829.51	53.98
494-000.000-702.000	SALARIES PART-TIME	28,000.00		13,931.25		1,837.50		14,068.75	49.75
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	40,000.00		29,484.96		4,941.35		10,515.04	73.71
494-000.000-722.000	LEGAL SERVICES	900.00		487.50		162.50		412.50	54.17
494-000.000-726.000	OFFICE SUPPLIES	3,500.00		41.32		0.00		3,458.68	1.18
494-000.000-802.000	TAX TRIBUNAL RETURNS	82,150.00		82,148.44		0.00		1.56	100.00
494-000.000-810.000	AUDITING & ACCOUNTING	700.00		723.17		0.00		(23.17)	103.31
494-000.000-822.000	TRAINING/MEMBERSHIP	5,000.00		350.00		0.00		4,650.00	7.00
494-000.000-844.000	MAIN STREET PROGRAM	12,500.00		10,741.05		251.77		1,758.95	85.93
494-000.000-845.000	STREETSCAPING	25,000.00		26,177.96		1,236.00		(1,177.96)	104.71
494-000.000-846.000	MUSIC FESTIVAL EXP	23,500.00		26,222.73		2,750.00		(2,722.73)	111.59
494-000.000-882.000	PLANNING/CONSULTING FEES	15,300.00		14,410.02		4,554.17		889.98	94.18
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00		411.10		0.00		1,588.90	20.56
494-000.000-901.000	POSTAGE FEES	250.00		0.00		0.00		250.00	0.00
494-000.000-933.000	REPAIRS & MAINTENANCE	64,500.00		0.00		0.00		64,500.00	0.00
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	24,000.00		43.54		0.00		23,956.46	0.18
494-000.000-968.001	DEPRECIATION INFRASTRUCTURE	40,000.00		0.00		0.00		40,000.00	0.00
494-000.000-970.000	CAPITAL EXPENDITURE	100,000.00		60,452.23		558.00		39,547.77	60.45
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00		0.00		0.00		10,000.00	0.00
494-000.000-971.001	FACADE GRANT PROGRAM	20,000.00		0.00		0.00		20,000.00	0.00
Total Dept 000.000		627,300.00		335,795.76		27,086.75		291,504.24	53.53
TOTAL EXPENDITURES		627,300.00		335,795.76		27,086.75		291,504.24	53.53
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:									
TOTAL REVENUES		627,300.00		527,981.83		8,597.47		99,318.17	84.17
TOTAL EXPENDITURES		627,300.00		335,795.76		27,086.75		291,504.24	53.53
NET OF REVENUES & EXPENDITURES		0.00		192,186.07		(18,489.28)		(192,186.07)	100.00

User: JESSICA  
DB: Lathrup

PERIOD ENDING 01/31/2026

Item 8C.

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGDGT USED
		AMENDED BUDGET	NORMAL	01/31/2026 (ABNORMAL)	MONTH 01/31/2026 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 592 - WATER & SEWER FUND									
Revenues									
Dept 536.000 - WATER DEPARTMENT									
592-536.000-415.000	MISCELLANEOUS REVENUES	20,000.00		36,376.32		1,774.00		(16,376.32)	181.88
592-536.000-543.000	FEDERAL/STATE GRANTS	1,000,000.00		75,469.50		75,469.50		924,530.50	7.55
592-536.000-640.000	WATER SERVICE	827,750.00		450,241.67		61,557.74		377,508.33	54.39
592-536.000-640.001	BOND REVENUE	229,000.00		133,121.32		18,992.50		95,878.68	58.13
592-536.000-641.000	WATER & SEWER PENALTIES	30,000.00		16,394.29		2,503.33		13,605.71	54.65
592-536.000-642.000	METER CHARGE REVENUE	81,000.00		44,859.88		6,456.77		36,140.12	55.38
592-536.000-665.000	INVESTMENT INTEREST	40,000.00		20,102.96		1,602.16		19,897.04	50.26
592-536.000-695.000	ANTICIPATED USE OF FUND BALANCE	577,800.00		0.00		0.00		577,800.00	0.00
<b>Total Dept 536.000 - WATER DEPARTMENT</b>		<b>2,805,550.00</b>		<b>776,565.94</b>		<b>168,356.00</b>		<b>2,028,984.06</b>	<b>27.68</b>
Dept 537.000 - SEWER DEPARTMENT									
592-537.000-415.000	MISCELLANEOUS REVENUES	0.00		646.50		0.00		(646.50)	100.00
592-537.000-641.000	WATER & SEWER PENALTIES	45,000.00		23,424.22		3,490.26		21,575.78	52.05
592-537.000-645.000	SEWAGE DISPOSAL REVENUE	1,877,200.00		821,476.23		111,840.02		1,055,723.77	43.76
592-537.000-651.000	INDUSTRIAL SURCHARGE	45,000.00		14,999.63		2,062.89		30,000.37	33.33
592-537.000-665.000	INVESTMENT INTEREST	40,000.00		14,818.06		1,047.20		25,181.94	37.05
592-537.000-695.000	ANTICIPATED USE OF FUND BALANCE	547,940.00		0.00		0.00		547,940.00	0.00
<b>Total Dept 537.000 - SEWER DEPARTMENT</b>		<b>2,555,140.00</b>		<b>875,364.64</b>		<b>118,440.37</b>		<b>1,679,775.36</b>	<b>34.26</b>
<b>TOTAL REVENUES</b>		<b>5,360,690.00</b>		<b>1,651,930.58</b>		<b>286,796.37</b>		<b>3,708,759.42</b>	<b>30.82</b>
Expenditures									
Dept 536.000 - WATER DEPARTMENT									
592-536.000-701.000	SALARIES FULL-TIME	65,000.00		36,317.28		5,603.34		28,682.72	55.87
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	120,000.00		80,575.28		13,519.65		39,424.72	67.15
592-536.000-708.000	PROPERTY & LIABILITY INSURANC	12,500.00		12,483.83		0.00		16.17	99.87
592-536.000-726.000	OFFICE SUPPLIES	300.00		0.00		0.00		300.00	0.00
592-536.000-801.000	PROFESSIONAL & CONTRACTUAL	90,000.00		41,141.44		531.16		48,858.56	45.71
592-536.000-803.000	MEMBERSHIPS & MEETINGS	2,500.00		0.00		0.00		2,500.00	0.00
592-536.000-810.000	AUDITING & ACCOUNTING	3,250.00		3,344.58		0.00		(94.58)	102.91
592-536.000-856.000	ADMINISTRATION & ENGINEERING	345,000.00		1,105.00		(1,806.00)		343,895.00	0.32
592-536.000-875.000	PENSION EXPENSE	25,000.00		0.00		0.00		25,000.00	0.00
592-536.000-900.000	PRINTING/PUBLICATION COSTS	2,500.00		3,074.00		1,116.91		(574.00)	122.96
592-536.000-902.000	BILLING SERVICES	11,000.00		5,945.85		0.00		5,054.15	54.05
592-536.000-935.000	EQUIPMENT REPLACEMENT	2,500.00		0.00		0.00		2,500.00	0.00
592-536.000-937.000	WATER SYSTEM MAINTENANCE	80,000.00		11,652.14		(31,216.30)		68,347.86	14.57
592-536.000-940.000	RENT & UTILITIES WATER & SEWE	5,000.00		2,458.50		0.00		2,541.50	49.17
592-536.000-944.000	WATER PURCHASES	384,000.00		171,249.79		25,794.64		212,750.21	44.60
592-536.000-968.000	DEPRECIATION WATER SYSTEM	400,000.00		0.00		0.00		400,000.00	0.00
592-536.000-970.000	WATER-CAPITAL EXPENDITURE	57,000.00		25,502.23		0.00		31,497.77	44.74
592-536.000-970.200	W-CAP - LEAD & COPPER LINE REPLACEMENT	0.00		15,607.92		15,607.92		(15,607.92)	100.00
592-536.000-970.300	W-CAP - WATER METERS/TOWER	0.00		4,478.52		0.00		(4,478.52)	100.00
592-536.000-970.426	W-CAP - 2026 WATER MAIN REPLACEMENT	0.00		5,599.99		5,599.99		(5,599.99)	100.00
592-536.000-970.427	W-CAP - 2027 WATER MAIN REPLACEMENT	0.00		92,080.00		92,080.00		(92,080.00)	100.00
592-536.000-970.500	W-CAP - FIRE HYDRANT REPLACEMENT	0.00		516.00		516.00		(516.00)	100.00
592-536.000-970.600	W-CAP - GATE VALVES	0.00		516.00		516.00		(516.00)	100.00
592-536.000-974.000	WATER MAIN PROJECT	1,200,000.00		26,908.00		(80,734.41)		1,173,092.00	2.24
<b>Total Dept 536.000 - WATER DEPARTMENT</b>		<b>2,805,550.00</b>		<b>540,556.35</b>		<b>47,128.90</b>		<b>2,264,993.65</b>	<b>19.27</b>

User: JESSICA  
DB: Lathrup

PERIOD ENDING 01/31/2026

Item 8C.

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGDGT USED
		AMENDED BUDGET	NORMAL	01/31/2026 (ABNORMAL)	MONTH 01/31/2026 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE		
Fund 592 - WATER & SEWER FUND									
Expenditures									
Dept 537.000 - SEWER DEPARTMENT									
592-537.000-701.000	SALARIES FULL-TIME	65,000.00		36,317.28		5,603.34		28,682.72	55.87
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	60,000.00		47,776.34		11,177.45		12,223.66	79.63
592-537.000-708.000	PROPERTY & LIABILITY INSURANC	12,500.00		12,033.83		0.00		466.17	96.27
592-537.000-720.000	INTEREST EXPENSE	171,742.00		90,402.03		0.00		81,339.97	52.64
592-537.000-725.000	PAYING AGENT FEES	1,650.00		1,325.00		0.00		325.00	80.30
592-537.000-801.000	PROFESSIONAL & CONTRACTUAL	160,500.00		77,616.64		0.00		82,883.36	48.36
592-537.000-810.000	AUDITING & ACCOUNTING	3,250.00		3,344.58		0.00		(94.58)	102.91
592-537.000-856.000	ADMINISTRATION & ENGINEERING	36,000.00		1,790.38		(2,322.00)		34,209.62	4.97
592-537.000-905.000	BOND PRINCIPAL PAYMENTS	410,000.00		0.00		0.00		410,000.00	0.00
592-537.000-939.000	SEWER SYSTEM MAINTENANCE	100,000.00		9,089.48		(85,875.00)		90,910.52	9.09
592-537.000-942.000	SEWAGE DISPOSAL EXPENSE	1,164,503.00		626,321.20		0.00		538,181.80	53.78
592-537.000-945.000	RETENTION TANK-UTIL ELEC	17,500.00		15,796.66		8,889.45		1,703.34	90.27
592-537.000-946.000	RETENTION TANK UTIL-WATER	20,000.00		449.57		0.00		19,550.43	2.25
592-537.000-947.000	RETENTION TANK UTIL-GAS	1,000.00		477.04		318.45		522.96	47.70
592-537.000-948.000	RETENTION TANK UTIL-TELEPHONE	250.00		0.00		0.00		250.00	0.00
592-537.000-949.000	RETENTION TAN GENERATOR FUEL	500.00		0.00		0.00		500.00	0.00
592-537.000-951.000	RETENTION TANK BUILDING/EQUIP	6,000.00		0.00		0.00		6,000.00	0.00
592-537.000-953.000	RETENTION TANK EXCESS LIABIL	4,745.00		4,745.00		0.00		0.00	100.00
592-537.000-957.000	INDUSTRIAL SURCHARGE/NON-RESI	20,000.00		9,235.50		0.00		10,764.50	46.18
592-537.000-970.000	SEWER-CAPITAL EXPENDITURE	145,000.00		25,502.23		0.00		119,497.77	17.59
592-537.000-970.700	S-CAP - RETENTION TANK	0.00		1,020.80		0.00		(1,020.80)	100.00
592-537.000-970.800	S-CAP - MANHOLES	0.00		116,003.29		116,003.29		(116,003.29)	100.00
592-537.000-977.000	EVIRONMENT COMPL - NON CAPITA	15,000.00		2,000.00		2,000.00		13,000.00	13.33
<b>Total Dept 537.000 - SEWER DEPARTMENT</b>		<b>2,415,140.00</b>		<b>1,081,246.85</b>		<b>55,794.98</b>		<b>1,333,893.15</b>	<b>44.77</b>
Dept 537.200 - SEWER DEPARTMENT									
592-537.200-970.000	CAPITAL EXP - RETENTION TANK REPAIRS	140,000.00		0.00		0.00		140,000.00	0.00
<b>Total Dept 537.200 - SEWER DEPARTMENT</b>		<b>140,000.00</b>		<b>0.00</b>		<b>0.00</b>		<b>140,000.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>		<b>5,360,690.00</b>		<b>1,621,803.20</b>		<b>102,923.88</b>		<b>3,738,886.80</b>	<b>30.25</b>
Fund 592 - WATER & SEWER FUND:									
TOTAL REVENUES		5,360,690.00		1,651,930.58		286,796.37		3,708,759.42	30.82
TOTAL EXPENDITURES		5,360,690.00		1,621,803.20		102,923.88		3,738,886.80	30.25
NET OF REVENUES & EXPENDITURES		0.00		30,127.38		183,872.49		(30,127.38)	100.00

PERIOD ENDING 01/31/2026

Item 8C.

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	01/31/2026 (ABNORMAL)	MONTH 01/31/2026	INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 731 - OPEB RETIREMENT TRUST FUND									
Revenues									
Dept 000.000									
731-000.000-664.000	INCOME	0.00		49,374.71		0.00		(49,374.71)	100.00
Total Dept 000.000		0.00		49,374.71		0.00		(49,374.71)	100.00
TOTAL REVENUES		0.00		49,374.71		0.00		(49,374.71)	100.00
Expenditures									
Dept 000.000									
731-000.000-700.000	FEE	0.00		666.46		0.00		(666.46)	100.00
Total Dept 000.000		0.00		666.46		0.00		(666.46)	100.00
TOTAL EXPENDITURES		0.00		666.46		0.00		(666.46)	100.00
Fund 731 - OPEB RETIREMENT TRUST FUND:									
TOTAL REVENUES		0.00		49,374.71		0.00		(49,374.71)	100.00
TOTAL EXPENDITURES		0.00		666.46		0.00		(666.46)	100.00
NET OF REVENUES & EXPENDITURES		0.00		48,708.25		0.00		(48,708.25)	100.00
TOTAL REVENUES - ALL FUNDS									
		13,363,989.00		7,904,756.58		467,336.24		5,459,232.42	59.15
TOTAL EXPENDITURES - ALL FUNDS									
		13,363,989.00		5,681,338.86		741,950.51		7,682,650.14	42.51
NET OF REVENUES & EXPENDITURES		0.00		2,223,417.72		(274,614.27)		(2,223,417.72)	100.00



27 S. Broadway St. Suite 2  
Lake Orion, Michigan 48362

sbaker@bakerpllc.com

January 28, 2026

Via Email

Mike Greene  
City Administrator

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

Re: Legal Department Billing for November 1 through November 30, 2025

Dear Mr. Greene:

The following is our law firm's billing to the City of Lathrup Village for the month of December 2025:

General Retainer	\$ 2,500.00
Prosecution/Code Enforcement	1,592.50
Special Legal Services	455.00
Downtown Development Authority	162.50
Project Reimbursement	
	<hr/>
	\$ 4,710.00

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

Very truly yours,

Baker Legal Group, PLLC

Scott R. Baker

Enclosures



27 S. Broadway St. Suite 2 Lake Orion, Michigan 48362  
SBaker@bakerpllc.com  
(248) 230-4103

January 28, 2026

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

**Invoice Number: 1875**  
Invoice Period: 12-01-2025 - 12-31-2025

**RE: General Retainer**

**Time Details**

Date	Professional	Description	Hours	Amount
12-01-2025	SRB	Receipt, review and respond to correspondence from City Administrator re: FOIA request	0.25	No Charge
12-01-2025	SRB	Receipt, review and respond to correspondence from City Clerk re Ordinance FOIA request	0.25	No Charge
12-01-2025	SRB	Receipt, review and respond to correspondence from City Clerk re Ordinance FOIA request	0.25	No Charge
12-01-2025	SRB	Prepare for and attend City Council Study Session	1.75	No Charge
12-01-2025	SRB	Receipt, review and respond to correspondence from Mayor Kantor re: Southfield road project	0.25	No Charge
12-01-2025	SRB	Draft correspondence to City Administrator re library services	0.25	No Charge
12-02-2025	SRB	Receipt, review and respond to correspondence from Mayor Kantor re: rules of council procedure	0.25	No Charge
12-02-2025	SRB	Receipt, review and respond to correspondence from City Administrator re: DDA parcel sale	0.25	No Charge
12-03-2025	SRB	Receipt, review and respond to correspondence from City Administrator re: investigative process	0.25	No Charge
12-03-2025	SRB	Receipt, review and respond to correspondence from City Administrator re: Litigation update Zimmerman v. Lathrup	0.25	No Charge
12-03-2025	SRB	Receipt, review and respond to correspondence from Mayor Kantor re: rules of council procedure	0.25	No Charge

We appreciate your business

Date	Professional	Description	Hours	Amount	Item 8C.
12-03-2025	SRB	Receipt, review and respond to correspondence from Council Member Hammond re: Council Rules of Procedure	0.25	No Charge	
12-03-2025	SRB	Receipt, review and respond to correspondence from Council Member Hammond re: Council Rules of Procedure	0.25	No Charge	
12-03-2025	SRB	Receipt, review and respond to correspondence from Council Member Hammond re: Council Rules of Procedure	0.25	No Charge	
12-08-2025	SRB	Receipt, review and respond to correspondence from City Administrator re: FOIA response	0.25	No Charge	
12-08-2025	SRB	Receipt, review and respond to correspondence from City Clerk re Ordinance FOIA request	0.25	No Charge	
12-08-2025	SRB	Receipt, review and respond to correspondence from City Clerk re Ordinance FOIA request	0.25	No Charge	
12-09-2025	SRB	Receipt, review and respond to correspondence from City Clerk re Ordinance FOIA request	0.25	No Charge	
12-09-2025	SRB	Receipt, review and respond to correspondence from City Clerk re Ordinance FOIA request	0.25	No Charge	
12-09-2025	SRB	Receipt, review and respond to correspondence from City Clerk re Ordinance FOIA request	0.25	No Charge	
12-09-2025	SRB	Receipt, review and respond to correspondence from City Clerk re Ordinance FOIA request	0.25	No Charge	
12-09-2025	SRB	Receipt, review and respond to correspondence from City Clerk re Ordinance FOIA request	0.25	No Charge	
12-09-2025	SRB	Receipt, review and respond to correspondence from City Administrator re: DDA parcel sale	0.25	No Charge	
12-09-2025	SRB	Receipt, review and respond to correspondence from City Administrator re: FOIA fee waiver	0.25	No Charge	
12-09-2025	SRB	Receipt, review and respond to correspondence from City Clerk re Ordinance Records Certification	0.25	No Charge	
12-10-2025	SRB	Receipt, review and respond to correspondence from City Administrator re: FOIA fee waiver	0.25	No Charge	
12-10-2025	SRB	Receipt, review and respond to correspondence from City Clerk re Ordinance FOIA request	0.25	No Charge	
12-11-2025	SRB	Receipt, review and respond to correspondence from City Clerk re Ordinance FOIA request	0.25	No Charge	

Date	Professional	Description	Hours	Amount
12-11-2025	SRB	Receipt, review and respond to correspondence from City Administrator re: Study Session	0.25	No Charge
12-12-2025	SRB	Receipt, review and respond to correspondence from City Administrator re: Council Meeting Packets	0.25	No Charge
12-12-2025	SRB	Receipt, review and respond to correspondence from City Administrator re: Council Meeting Packets	0.25	No Charge
12-12-2025	SRB	Receipt, review and respond to correspondence from City Administrator re: Council Meeting Packets	0.25	No Charge
12-12-2025	SRB	Receipt, review and respond to correspondence from City Clerk re Ordinance FOIA request	0.25	No Charge
12-12-2025	SRB	Receipt, review and respond to correspondence from City Clerk re Ordinance Records Certification	0.25	No Charge
12-15-2025	SRB	Receipt, review and respond to correspondence from City Clerk re Ordinance Records Certification	0.25	No Charge
12-15-2025	SRB	Receipt, review and respond to correspondence from City Administrator re: Estate Claim	0.25	No Charge
12-15-2025	SRB	Prepare for and attend City Council Study Session	1.75	No Charge
12-15-2025	SRB	Prepare for and attend City Council Regular Meeting	2.75	No Charge
12-16-2025	SRB	Receipt, review and respond to correspondence from Mayor Kantor re: rules of council procedure	0.25	No Charge
12-16-2025	SRB	Receipt, review and respond to correspondence from City Administrator re: Outdoor Collection Boxes Ordinance	0.25	No Charge
12-17-2025	SRB	Receipt, review and respond to correspondence from City Administrator re: CIP Bond	0.25	No Charge
12-18-2025	SRB	Receipt, review and respond to correspondence from City Clerk re Ordinance Records Certification	0.25	No Charge
12-22-2025	SRB	Receipt, review and respond to correspondence from City Administrator re:1/5 Study Session	0.25	No Charge
12-23-2025	SRB	Receipt, review and respond to correspondence from City Clerk re FOIA procedure	0.25	No Charge
12-29-2025	SRB	Receipt, review and respond to correspondence from T. Kennedy re Solar Ordinance updates	0.25	No Charge
12-29-2025	SRB	Receipt, review and respond to correspondence from City Administrator re:1/5 Study Session	0.25	No Charge
12-31-2025	SRB	Receipt, review and respond to correspondence from Mayor Kantor re: draft agenda	0.25	No Charge

Date	Professional	Description	Hours	Amount	Item 8C.
12-31-2025	SRB	Services Rendered		2,500.00	

**Total** 2,500.00

**Time Summary**

Professional	Hours	Amount
Scott Baker	17.50	2,500.00
<b>Total</b>		2,500.00

**Total for this Invoice** 2,500.00



27 S. Broadway St. Suite 2 Lake Orion, Michigan 48362  
SBaker@bakerpllc.com  
(248) 230-4103

January 28, 2026

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

**Invoice Number: 1876**  
Invoice Period: 12-01-2025 - 12-31-2025

**RE: Prosecution/Code Enforcement**

**Time Details**

Date	Professional	Description	Hours	Amount
12-01-2025	SRB	Receipt, review and respond to correspondence from defense attorney re 25LV01129A	0.25	32.50
12-01-2025	SRB	Draft correspondence to Police Clerk re record request for 12/10 prosecution docket	0.25	32.50
12-03-2025	SRB	Receipt and review correspondence police Police Clerk re record request for 1/7 prosecution docket; review attached records	0.75	97.50
12-04-2025	SRB	Receipt and review of correspondence from Code Officer re ordinance updates.	0.25	32.50
12-04-2025	SRB	Receipt, review and respond to correspondence from defense attorney re 24LV01095A	0.25	32.50
12-08-2025	SRB	Receipt and review correspondence from 46th District Court re 12/10 prosecution docket	0.25	32.50
12-08-2025	SRB	Receipt and review correspondence police Police Clerk re record request for 1/7 prosecution docket; review attached records	0.75	97.50
12-08-2025	SRB	Draft correspondence to Police Clerk re record request for 12/10 prosecution docket	0.25	32.50
12-09-2025	SRB	Receipt, review and respond to correspondence from defense attorney re 24LV01095A	0.25	32.50
12-09-2025	SRB	Receipt, review and respond to correspondence from defense attorney re 25LV01124A	0.25	32.50

We appreciate your business

Page 1 of 2

Date	Professional	Description	Hours	Amount
12-09-2025	SRB	Conduct telephone pre-trial conference, prepare plea offer and draft correspondence to defense attorney and Court with same re: 25LV01124A	0.75	97.50
12-10-2025	SRB	Prepare for and appear in 46th District Court for Prosecution Docket	3.00	390.00
12-16-2025	SRB	Receipt and review correspondence from 46th District Court re March Judicial calendars	0.25	32.50
12-22-2025	SRB	Receipt and review correspondence from 46th District Court re 1/7/26 pre-trials.	0.25	32.50
12-22-2025	SRB	Draft correspondence to Police Clerk for record request re prosecution cases	0.25	32.50
12-22-2025	SRB	Draft correspondence to Police Clerk re record request for 1/7 prosecution docket	0.25	32.50
12-22-2025	SRB	Receipt and review correspondence police Police Clerk re record request for 1/7 prosecution docket; review attached records	0.75	97.50
12-23-2025	SRB	Conduct telephone pre-trial conference, prepare plea offer and draft correspondence to defense attorney and Court with same re: 25LV01156A	0.75	97.50
12-23-2025	SRB	Conduct telephone pre-trial conference, prepare plea offer and draft correspondence to defense attorney and Court with same re: 25LV01192A	0.75	97.50
12-23-2025	SRB	Conduct telephone pre-trial conference, prepare plea offer and draft correspondence to defense attorney and Court with same re: 23LV01939A	0.75	97.50
12-30-2025	SRB	Receipt and review correspondence from 46th District Court; prepare nolle prosequi re 14LV02137B	0.50	65.00
12-30-2025	SRB	Receipt and review correspondence from 46th District Court; prepare nolle prosequi re 06L970394A	0.50	65.00
			<b>Total</b>	1,592.50

**Time Summary**

Professional	Hours	Amount
Scott Baker	12.25	1,592.50
<b>Total</b>		1,592.50

**Total for this Invoice** 1,592.50



27 S. Broadway St. Suite 2 Lake Orion, Michigan 48362  
SBaker@bakerpllc.com  
(248) 230-4103

January 28, 2026

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

**Invoice Number: 1877**  
Invoice Period: 12-01-2025 - 12-31-2025

**RE: Special Legal Services**

**Time Details**

Date	Professional	Description	Hours	Amount
12-11-2025	SRB	Draft business records certification affidavit; forward same to Clerk.	0.25	32.50
12-16-2025	SRB	Draft amendments to and notice of adoption re Outdoor Collection Box ordinance; forward same to City Administrator.	0.50	65.00
12-16-2025	SRB	Prepare for and attend Planning Commission Meeting	2.75	357.50
			<b>Total</b>	455.00

**Time Summary**

Professional	Hours	Amount
Scott Baker	3.50	455.00
<b>Total</b>		455.00

**Total for this Invoice** 455.00



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SBaker@bakerpllc.com  
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January 28, 2026

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

**Invoice Number: 1874**  
Invoice Period: 12-01-2025 - 12-31-2025

**RE: DDA**

**Time Details**

Date	Professional	Description	Hours	Amount
12-05-2025	SRB	Receipt and review of correspondence from DDA Director re Suburban Sown proposal	0.25	32.50
12-08-2025	SRB	Receipt, review and respond to correspondence from DDA Director; review proposal re Suburban Sown proposal	0.50	65.00
12-08-2025	SRB	Research and draft correspondence re property sale terms for DDA parcel sale	0.50	65.00
			<b>Total</b>	162.50

**Time Summary**

Professional	Hours	Amount
Scott Baker	1.25	162.50
<b>Total</b>		162.50

**Total for this Invoice** 162.50



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

## MONTHLY DDA DIRECTOR REPORT

To: LVDDA Board of Directors  
From: Austin Colson, CED/DDA Director  
Date: February 20, 2026  
RE: Department/Director Report

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

### Upcoming DDA Events

- *Build Ready: Black Business Resilience* – Thursday, February 12<sup>th</sup> 6-8:00 PM Southfield Public Library (26300 Evergreen Rd., Southfield, MI 48076)
  - Hosted by Oakland Thrive- join founders, business operators, and ecosystem leaders for an engaging panel discussion focused on building resilient, sustainable Black-owned businesses. The program will explore practical strategies for navigating economic shifts, accessing capital, scaling responsibly, and recovering from setbacks. Panelists will share real-world insights on leadership, infrastructure, mindset, and community support, along with tools and resources to help businesses remain prepared in uncertain times. Doors open at 5:30 PM.
- *The Magic of Customer Service – With a Twist!* – Tuesday, February 24<sup>th</sup> 10–11:30 AM (Southfield Public Library Auditorium, 26300 Evergreen Road, Southfield)
  - The Tri-Cities Business Support Team will host an engaging customer service workshop featuring Anthony Grupido, blending magic, humor, and practical insight to reimagine how businesses approach customer service. Participants will learn strategies to turn everyday interactions into positive service moments, strengthen customer engagement through a resilient mindset, and use unexpected experiences to create lasting impressions.
- *International Placemaking Week* – June 24-26 (Detroit: Venue TBD)
  - Hosted by *Project for Public Spaces* in partnership with the *Downtown Detroit Partnership*. Detroit has been selected as the host city for the *5th International Placemaking Week*. This global gathering brings together placemakers, community leaders, planners, and practitioners from around the world to share strategies and best practices for creating vibrant, people-centered public spaces. The three-day event will feature plenary sessions, breakout discussions, mobile workshops, networking receptions, and site visits to public spaces throughout Downtown Detroit and across the city. The event further highlights Detroit as a national leader in creative placemaking and community-driven redevelopment.



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### Past DDA Events

- Holy Burger: Grand Opening Celebration – Thursday, January 22, 2026, 1:00 PM (26780 Southfield Road, Lathrup Village)
  - Join City officials, staff, and community members as we welcome Holy Burger, the newest restaurant in Lathrup Village. The grand opening will include a brief ceremonial welcome and an opportunity to meet the owners and staff while showing support for this new addition to the local business district.
- *Live2Lead 2026: Choices That Matter* – Friday, January 30, 2026, 9AM–2PM (Southfield, Lawrence Technological University)
  - Join leaders from across the region for a dynamic half-day simulcast event designed to elevate personal and professional growth. Live2Lead 2026 features world-class leadership experts sharing time-tested principles, actionable strategies, and personal development techniques to help attendees create meaningful change. This high-impact, four-hour experience equips participants with renewed focus, practical tools, and a clear action plan to accelerate their leadership journey in the year ahead.
- *BellViso Global Aesthetics: Grand Reopening Ceremony* – Wednesday, January 7, 2026, 1:00 PM (28801 Southfield Road, Lathrup Village)
  - A permanent makeup studio and training facility originally established in 2009 in London, UK, and based in Lathrup Village for the past seven years. The ceremony marked the business’s continued growth and welcomed the community into an inviting space focused on expertise, empowerment, and exceptional service.

### Business/Property Updates

- 28919 Southfield Road (Dairy Fairies) – The applicant received site plan approval from the Planning Commission at its February 17<sup>th</sup> meeting for a change of use, contingent upon obtaining a variance from the Zoning Board of Appeals (ZBA) related to the off-street parking requirements established in the Zoning Ordinance. The requested parking variance is scheduled for consideration by the ZBA at its February 23<sup>rd</sup> meeting.
- 27700 Southfield Road (Former School Building) – The applicant is awaiting a financing decision from MSHDA and has requested a twelve (12) month extension of the site plan approval granted on April 15, 2025. The Planning Commission recommended approval of the extension at their February meeting, which will be considered by City Council at its February 23<sup>rd</sup> meeting for final approval.



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### Infrastructure

- **Capital Improvement Plan (CIP):** The FY26-31 CIP was presented to the Planning Commission at its February 17<sup>th</sup> meeting. The Commission is expected to make a motion at its March meeting to recommend the plan to City Council for final approval.
  - **Monument Welcome Signs:** The DDA has requested inclusion of a project in the City’s Capital Improvement Plan for the installation of two (2) new monument welcome signs along Southfield Road to enhance corridor identity and strengthen visual entry points into the district’s north and south gateways.
  - **Wayfinding Signage:** The DDA has also requested inclusion of a wayfinding signage project to direct visitors to free public parking located in the northeast section of the DDA district along Southfield Road, improving accessibility and awareness of available parking resources.

### Miscellaneous

- **GM on Main Street Grant – Traffic Safety Improvements:** DDA staff has submitted a grant application to the GM on Main Street Grant Program to fund enhanced roadway striping and pavement markings aimed at improving traffic flow and safety within the DDA district. The proposal focuses on high-conflict intersections associated with I-696, the 11 Mile Service Drive, and cross traffic from Lathrup Boulevard. The proposed improvements are intended to reduce vehicle conflicts, improve driver awareness, and enhance pedestrian safety. Main Street America has indicated that grant recipients are expected to be notified by late April.
- **Recast Leaders Program:** Lathrup Village has been selected as one of six Southeast Michigan communities to participate in the Recast Leaders program. Administered by *Recast City* in partnership with the *Michigan Municipal League*, this competitive initiative provides no-cost technical assistance over a 10-month period to support development of actionable economic development strategies focused on revitalizing our main street corridor, activating vacant storefronts, and supporting small-scale makerspaces and local entrepreneurs. A kickoff meeting with the program director and participating communities is scheduled for Tuesday, February 24<sup>th</sup>. Staff will continue to keep the Board informed as the program progresses.



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- **MEDC Redevelopment Services Team Visit & RRC Recognition:** Staff from the Michigan Economic Development Corporation (MEDC) will be onsite Monday from 2:30–4:30 PM for a Redevelopment Services Team consultation and tour of three to six priority development sites within the City. The visit will focus on discussing future transformation opportunities, identifying potential barriers, and reviewing best practices associated with Lathrup Village’s Redevelopment Ready Community (RRC) certification. Planned discussion sites include the future readaptation of the former school building, DDA owned triangular parcel, vacant commercial lot north of Lincoln Drive, and the long-term vision for transitioning the Office District along 12 Mile Road into a mixed-use district. MEDC staff will also attend the City Council meeting that evening to formally recognize Lathrup Village for regaining its RRC certification. All DDA members are welcome and encouraged to attend.
- **Fraud Prevention Workshop – Chase Bank & LV Police Department:** Representatives from Chase Bank, in coordination with the Police Department, will host an educational workshop on common and emerging fraud schemes on April 29<sup>th</sup> at 10:00 AM in the Community Room at City Hall. The session is designed to help residents and business owners identify scams, recognize warning signs, and better protect their personal and financial information.

**City of Lathrup Village Police Department - Monthly Summary**

January 2026

1/2/2026

- 26-51 – Civil Matter

An officer was called to an LV business due to the RP having an odd encounter with a tow truck driver. The driver required her to sit in the driver’s seat of her vehicle which was on the flat bed of the tow truck while it was towed to the LV business. He also required her to back up the vehicle off the flat bed. She wanted the encounter documented.

- 26-58 – Suspicious

Officers made a traffic stop and upon speaking with the driver, had reasonable suspicion that items in the vehicle had been obtained by fraudulent means. At the time, there was no probable cause for arrest. He was issued a citation for the stop and further investigation will follow.

1/4/2026 –

- 26-112 – Civil Matter

A customer of an LV business came to report that she paid for a service but the business was unable to complete the service. She stated they would not refund her money.

1/5/2026 –

- 26-147 – Suspicious –

A resident reported seeing someone get out of the passenger seat of a vehicle on a residential road and pull on the handle of the resident’s vehicle. The vehicle was locked, the person got back in the first car and they drove off. A handprint was left but due to weather conditions, the print could not be collected.

1/8/0226 –

- 26-236 – Embezzlement

Officers were called to a LV business in reference to an employee taking cash. The employee admitted to taking the money and was arrested and booked for same. The employee was released pending arraignment. At this time, no follow up is noted.

- 26-241, 26-242, 26-243, 26-244 – Fraud

Officers were called to an LV bank in reference to fraudulent checks that were deposited. The bank would like to press charges. At this time, no follow up is noted.

- 26-251 – DWLS

Officers made a traffic stop and discovered the driver/registered owner was suspended. The driver also had a valid warrant out of a nearby jurisdiction. The driver was issued the appropriate citation and turned over to the warrant jurisdiction. The vehicle was impounded.

#### 26-252 – Larceny

A resident claimed their passport had been stolen by their spouse. The two have had ongoing marital issues recently. At this time, no follow up is noted.

1/9/2026 –

- 26-288 – Domestic –

A argument occurred between a couple which resulted in one of them being pushed by the other while a young child was being held. At the request of the victim, a shotgun and a lockbox which contains a pistol was taken for safekeeping. After speaking with the victim, the firearms were returned at a later date.

- 26-290 – Civil Matter

A resident came into the station with a court order stating his wife was not allowed to leave the state with their shared child. The mother and child's whereabouts were not known at the time he came into the station. The court order was left in plain view outside of the residence.

1/10/2026 –

- 26-335 – Family Trouble

A couple with ongoing marital issues called officers to their home. One claimed to have been punched while the other claimed theft of property. A court order was served to one half of the couple.

1/12/2026

- 26-360 – Domestic

An alleged assault happened between and mother and daughter. At this time no follow up is noted.

- 26-362 – Assist motorist

Officers assisted a citizen getting back into his locked vehicle.

1/16/2026 –

- 26-516 – Suspicious

An LV business terminated an employee who stole low-cost items. The business did not wish to pursue charges for the stolen items but wanted the terminated employee trespassing if he returns.

1/17/2026 –

- 26-545 – Domestic

Officers responded to a domestic situation in which one party received a minor injury from the other party. That individual was arrested by officers but the OCPO denied charges.

- 26-553 – Assist FD/Obstruct Police

Officers responded to a house fire in progress. They assessed the scene and turned it over to FD on their arrival. While FD was checking the home, a resident of the home attempted to go inside. He was told several times by officers that he could not go in. The individual got aggressive physically and verbally and officers took him into custody for obstructing and resisting. The individual was later released to his parents and told the report would be sent to OCPO for charges. The small fire was put out by FD and officers were told that the home had to be aired out due to the smoke but could now be accessed by the residents. The detective Sgt. sent the case to OCPO for review.

1/18/2026 –

- 26-573 – Felony arrest warrant

An officer made a traffic stop and discovered the driver/registered owner had a felony warrant out of a nearby jurisdiction. She was given a citation for the traffic infraction and turned over to the nearby department. The vehicle was impounded.

- 26-574 – Natural Death

A resident was found deceased in her home by a family member. FD was called and had a doctor declare time of death. Officers called OCME's office who released the deceased to family.

1/19/2026 –

- 26-585 – Damage to Property

This report was generated to document the damage to county property, which was the crosswalk signs and signal on Southfield Rd near Margate

- 26-597 – Found property

An individual dropped off found pill bottles. The officer logged them as property for destruction.

- 26-604 – Civil Matter

A Lathrup resident came in to report that her ex had not dropped their children off at the appropriate, custody agreed upon, date and time. The resident wished to have the failure to drop off their children documented.

1/20/2026 –

- 26-637 – Fraud

A resident came in to report fraudulent activity on his cashapp. When the fraudulent activity occurred, he had been incarcerated and stated he had locked his account and cards at the time. At this time, no follow up has been documented.

1/21/2026 –

- 26-667 – Mail tampering

A Lathrup resident reported that certain items of mail have gone missing recently. He knows this because he is emailed each day a listed of what mail should be arriving. The first item that did not arrive was a check that was able to be cancelled and reissued. The second was a gift card. At this time, no follow up has been documented.

1/22/2026 –

- 26-713 – Fraud

Officers were called to an LV bank in reference to fraudulent checks that were deposited. The bank would like to press charges. At this time, no follow up is noted.

1/23/2026 –

- 26-755 – Civil

Officers responded to an unknown issue. On arrival, officers spoke with the individuals involved and it was discovered there was an issue regarding parenting

time between a couple who is in the beginning of the divorce process. They were told to follow up with the courts.

1/24/2026 –

- 26-768 – Civil/Assist other agency

Oakland Co court officers request PD presence while executing a court order for seizure of property. The homeowner did not agree with the order but eventually stopped blocking the property and allowed court officers to seize same.

- 26-769 – Aggravated Assault

Officers were called to a nearby hospital in reference to a stabbing that occurred in Lathrup Village. The sergeant was able to identify the suspect and victim in the incident. This is an ongoing investigation that will be presented to the OCPO.

1/26/26 –

- 26-822 – Animal put to sleep

Officers responded to a home of an injured deer. The officers assessed and decided it was best to put the deer down.

1/27/2026 –

- 26-846 – Assist other Law Enforcement Agency

Report from an out of state jurisdiction that their fraud suspect resides in Lathrup Village.

- 26-847 – Assist other Law Enforcement Agency

Report from Oakland County Sheriffs Office about possible crime that occurred in Lathrup.

- 26-860 – Trespass warning

Officers were called to a civil matter and were requested to trespass an individual from the premises. The officers informed the individual of same and she was given a ride back to city hall to wait for a ride.

- 26-862 – Harassment

A Lathrup resident and children were receiving harassing messages from an ex-spouse/parent. At the time, no crime was committed and officers informed them on the PPO process.

- 26-864 – Obstruct Police

Officers ran a vehicle plate that returned as a felony vehicle. The vehicle was stopped and the driver, who was the registered owner, attempted to misrepresent who they were by giving an ID that was not theirs. The R/O also was suspended and had a warrant out of a nearby jurisdiction, which advised and released. The driver was issued a citation for DWLS and misrep/obstruct. The vehicle was impounded as it was a felony wanted vehicle.

1/28/2026 –

- 26-884 – Suspicious

On 2 separate days, workers from an LV business came to make reports about each other regarding their relationship. One claimed an assault happened while the other stated they have had several verbal-only disputes.

- 26-886 – Threats

Following 26-860, the trespassed individual sent messages to the R/P stating they would “shoot up” the R/P’s vehicle. The officers informed the R/P of the PPO process.

1/29/2026 –

- 26-917 – CPS follow up

Officers followed up on a CPS complaint received. It was discovered to be unfounded. Case closed.

- 26-918 – Fraud

A resident came into LVPD to report that she noticed an unauthorized amount was being withdrawn from her account each month. The case was turned over to the DB.

1/30/2026 –

- 26-950 – Suspicious

A citizen driving through Lathrup reported that a passenger in a vehicle next to hers shot at her car. She did not see it happen and did not see a gun. There were no bullet holes in the vehicle and no other evidence to suggest this occurred. At the same time this woman called about this incident, a traffic crash occurred in the same area. She later did report seeing a gun but was unable to describe it.

- 26-953 – Larceny

Victim met with suspect to sell his old cellphone to the suspect. They met at a random intersection in Lathrup Village. The suspect took off with the phone without

paying for it. The victim did not know his name but did give a description of the suspect.

- 26-954 – Mental Health Call

Officers were called to an LV home in reference to a suicidal person. After assessing the situation it was determined the individual needed a mental health evaluation at the hospital. They were transported and turned over to hospital staff.

1/31/2026 –

- 26-966 – Property Damage

A citizen came into the station and reported that there was damage made to a sign in the median of Southfield and Margate. The officer put temporary traffic cones out to alert other drivers of the damage.

- 26-967 – Peace officer

Officers stood by while a resident collected items from his home to move out.

<b>2026 Run Totals</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>Total</b>
Alexander	135												
Button	34												
Cehic	103												
Doheny	n/a												
Gijsbers	5												
Holley	58												
Hutson	268												
Lawrence	90												
Mateyak	141												
Moilanen	127												
Roberts	70												
Stajich	4												

Reserve Hodges	1												
Reserve Lietzke	0												
Reserve Sovinsky	0												

2026	January	February	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	Total
<b>Ticket Totals</b>													
Alexander	4												
Alexander Warning	1												
Button	0												
Button Warning	0												
Cehic	5												
Cehic Warning	1												
Doheny	n/a												
Doheny Warning	n/a												
Gijsbers	n/a LD												
Gijsbers Warning	n/a LD												
Holley	7												
Holley Warning	3												

Hutson	10												
Hutson Warning	4												
Lawrence	3												
Lawrence Warning	0												
Mateyak	10												
Mateyak Warning	0												
Moilanen	26												
Moilanen Warning	24												
Roberts	n/a FTO												
Roberts Warning	n/a FTO												
Stajich	n/a FTO												
Stajich Warning	n/a FTO												

## ALARM SUMMARY FOR JANUARY 2026

January 1-31:           6 B&E Alarms (C3902)  
January 1-31:           14 False Alarms (L5060)

All alarms were considered false or operator error.  
University High School accounted for five of the alarms.

Total unregistered alarms for the month:

Commercial: 7 (five were University HS)  
Residential: 8

Ticketable alarm accounts:  
Commercial: 1

Letters will be mailed to the business and residences that have unregistered alarms.  
Tickets will be issued where appropriate.



### Citations - Officer Violations & Citations Summary For Lathrup Village PD - Officer Ticket Type Summary

For 01/01/2026 - 02/01/2026



Primary Officer Selected: All Values Selected  
 Secondary Officer Selected: All Values Selected  
 Primary Officer Shift Selected: All Values Selected  
 Local Use Selected: All Values Selected  
 Type Selected: All Values Selected  
 Status Selected: All Values Selected

Officer Name	Type	Prim Viol Count	Sec Viol Count
ALEXANDER, RYAN	CIVIL INFRACTION	2	
	MISDEMEANOR	1	
	WAIVE	1	
	WARNING	1	
		5	5

Officer Name	Type	Prim Viol Count	Sec Viol Count
CEHIC, ANES	CIVIL INFRACTION	5	
	WARNING	1	
		6	6

Officer Name	Type	Prim Viol Count	Sec Viol Count
HOLLEY, CHRISTOPHER	CIVIL INFRACTION	6	
	WAIVE	1	
	WARNING	3	
		10	10

Officer Name	Type	Prim Viol Count	Sec Viol Count
HUSTON, JEREMY	CIVIL INFRACTION		4
	WAIVE		1
	WARNING		1
		6	6



Citations - Officer Violations & Citations Summary For Lathrup Village PD - Officer Ticket Type Summary

For 01/01/2026 - 02/01/2026



Officer Name	Type	Prim Viol Count	Sec Viol Count
HUTSON, NKRUMAH	CIVIL INFRACTION	7	
	WAIVE	3	
	WARNING	4	
		<b>14</b>	<b>14</b>

Officer Name	Type	Prim Viol Count	Sec Viol Count
LAWRENCE, TERANCE	CIVIL INFRACTION	3	
		<b>3</b>	<b>3</b>

Officer Name	Type	Prim Viol Count	Sec Viol Count
MATEYAK, ELLIOT	CIVIL INFRACTION	10	
		<b>10</b>	<b>10</b>

Officer Name	Type	Prim Viol Count	Sec Viol Count
MOILANEN, KURTIS	CIVIL INFRACTION	22	
	MISDEMEANOR	3	
	WAIVE	1	
	WARNING	24	
	<b>50</b>	<b>50</b>	

Officer Name	Type	Prim Viol Count	Sec Viol Count
ROBERTS, KEITH	CIVIL INFRACTION		2
	WARNING		2
		<b>4</b>	<b>4</b>

<b>Totals:</b>		<b>98</b>	<b>10</b>
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**CLEAR-1996 Departmental CLEAR & CAD Statistics by Officer  
CLEAR & CAD Stats**

**01/01/2026 - 02/01/2026**



Officer Name	Officer Badge	Days Work	Days Sick	Tickets	CFS	CR	Arrests	Charges	Public Relation	Traffic Stops	Building Check	Plaza Check	Sub Check	Comm Policing
LV										1				
LVALEXANDERR	46960			4	135	2				10				
LVBUTTONE	26288				34	1								
LVCEHICA	01010			6	103	6	1	1		6				
LVCORYS	003													
LVGIJSBERSR	47833				5									
LVHODGESS	00779				1									
LVHOLLEYC	12121			10	58	8				11				
LVHUSTONJ	42410				15	10								
LVHUTSONN	43905			13	268	2				15				
LVJARIETTK	42532													
LVLAWRENCET	23960			3	90	1				1				
LVMATEYAKE	57154			9	141	10	2	2		10				
LVMOILANENK	45452			41	127	12	2	2		64				
LVROBERTSK	00316				70	11				1				
LVSOVINSKYG	00800				1									
LVSTAJICHM	41054				4	1				3				
LVZANGM	00793				1									
	<b>Total:</b>			<b>Sum:</b>	<b>1053</b>	<b>64</b>	<b>5</b>	<b>5</b>		<b>122</b>				
* Includes Empty	<b>Average:</b>				<b>58.5</b>	<b>2.29</b>	<b>0.28</b>	<b>0.28</b>		<b>6.78</b>				
** Excludes Empty	<b>Average:</b>				<b>70.2</b>	<b>5.82</b>	<b>1.67</b>	<b>1.67</b>		<b>12.2</b>				



### Citations - Officer Violations & Citations Summary For Lathrup Village PD - Officer Violation Summary

For 1/1/2026 12:00:00 AM - 2/1/2026 12:00:00 AM



Primary Officer Selected: All Values Selected  
 Secondary Officer Selected: All Values Selected  
 Primary Officer Shift Selected: All Values Selected  
 Local Use Selected: All Values Selected  
 Type Selected: All Values Selected  
 Status Selected: All Values Selected

Officer Name	Violation Description	Prim Viol Count	Sec Viol Count
ALEXANDER, RYAN	1-5 MPH OVER LIMIT	1	
	DISOBEY TRAFFIC CONTROL DEVICE	1	
	EQUIPMENT VIOL-DEFECTIVE/MISSING	1	
	IMPROPER LANE USAGE	1	
	LEAVE SCENE OF ACCIDENT	1	
		5	5

Officer Name	Violation Description	Prim Viol Count	Sec Viol Count
CEHIC, ANES	16 MPH OVER LIMIT	1	
	IMPEDING/BLOCKADING TRAFFIC	4	
	IMPROPER LANE USAGE	1	
		6	6

Officer Name	Violation Description	Prim Viol Count	Sec Viol Count
HOLLEY, CHRISTOPHER	1-5 MPH OVER LIMIT	1	
	DISOBEY STOP SIGN	2	
	DISOBEY TRAFFIC CONTROL DEVICE	3	
	EQUIPMENT VIOL-DEFECTIVE/MISSING	1	
	FAIL TO STOP ASSURED CLEAR DISTANCE AHEAD	1	
	IMPEDING/BLOCKADING TRAFFIC	2	
		10	10



**Citations - Officer Violations & Citations Summary For Lathrup Village PD - Officer Violation Summary**



**For 1/1/2026 12:00:00 AM - 2/1/2026 12:00:00 AM**

Officer Name	Violation Description	Prim Viol Count	Sec Viol Count
HUSTON, JEREMY	DISOBEY STOP SIGN		1
	DISOBEY TRAFFIC CONTROL DEVICE		1
	EQUIPMENT VIOL-DEFECTIVE/MISSING		1
	FAIL TO STOP ASSURED CLEAR DISTANCE AHEAD		1
	IMPEDING/BLOCKADING TRAFFIC		2
		<b>6</b>	<b>6</b>

Officer Name	Violation Description	Prim Viol Count	Sec Viol Count
HUTSON, NKURMAH	DISOBEY TRAFFIC CONTROL DEVICE	6	
	EXPIRED PLATES	2	
	FAIL TO STOP ASSURED CLEAR DISTANCE AHEAD	1	
	FAIL TO YIELD	1	
	NO PARKING 3-6 AM	1	
	NO PROOF OF REGISTRATION	3	
		<b>14</b>	<b>14</b>

Officer Name	Violation Description	Prim Viol Count	Sec Viol Count
LAWRENCE, TERANCE	NO PARKING 3-6 AM	2	
	PROHIBITED TURN	1	
		<b>3</b>	<b>3</b>



Citations - Officer Violations & Citations Summary For Lathrup Village PD - Officer Violation Summary

For 1/1/2026 12:00:00 AM - 2/1/2026 12:00:00 AM



Officer Name	Violation Description	Prim Viol Count	Sec Viol Count
MATEYAK, ELLIOT	1-5 MPH OVER LIMIT	1	
	6-10 MPH OVER LIMIT	2	
	EXPIRED PLATES	3	
	FAIL TO SIGNAL AND/OR OBSERVE	1	
	FAIL TO STOP ASSURED CLEAR DISTANCE AHEAD	1	
	IMPEDING/BLOCKADING TRAFFIC	1	
	IMPROPER TURN	1	
		<b>10</b>	<b>10</b>

Officer Name	Violation Description	Prim Viol Count	Sec Viol Count
MOILANEN, KURTIS	DISOBEY STOP SIGN	9	
	DISOBEY TRAFFIC CONTROL DEVICE	11	
	DROVE WHILE LICENSE SUS/REV/DENIED	3	
	EQUIPMENT VIOL-DEFECTIVE/MISSING	1	
	EXPIRED PLATES	3	
	FAILURE TO CHANGE ADDRESS	1	
	ILLEGAL U-TURN	1	
	IMPEDING/BLOCKADING TRAFFIC	8	
	IMPROPER LANE USAGE	2	
	IMPROPER PLATES	1	
	IMPROPER TURN	6	
	NO PROOF OF INSURANCE	1	
	OPERATORS LICENSE SUS/REV/DEN - 1ST OFFENSE	1	
	PUBLIC PEACE - MISREP. W/INT OBSTRUCT POLI	1	
	VIOLATION OF GRADUATED LICENSE PERMIT	1	
	<b>50</b>	<b>50</b>	



### Citations - Officer Violations & Citations Summary For Lathrup Village PD - Officer Violation Summary

For 1/1/2026 12:00:00 AM - 2/1/2026 12:00:00 AM



Officer Name	Violation Description	Prim Viol Count	Sec Viol Count
ROBERTS, KEITH	1-5 MPH OVER LIMIT		1
	DISOBEY STOP SIGN		1
	DISOBEY TRAFFIC CONTROL DEVICE		2
		4	4
<b>Totals:</b>		<b>98</b>	<b>10</b>

DATE	EVENT	WHO PARTICIPATED	ACTIONS
1/1/2026	Full Property Room Audit / Transfer of Custody	Zang/Huston/Roberts	
1/5/2026	VC3 Training	Roberts	
1/6/2026	Police Officer Candidate Interview	Zang / Roberts	
1/6/2026	Preparation for Flooring / Empty PD Office	Zang / Mateyak	
1/8/2026	OakTac Meeting	Zang	
	SEMACP Meeting	Zang	
1/9/2026	Court Appearance	Zang	
1/8 - 1/9	PD Offices Closed for Flooring Installation		
1/12 - 1/16	Move Equipment/Furniture Back to PD Offices	Zang/Mateyak/Huston	
1/14/2026	December LEIN Audit Validated	Cory	
	OCACP Meeting	Zang	
1/15/2026	Court & Victim Meeting	Zang	
1/16/2026	DV Trial	Zang	
	Command Meeting	Zang/Huston/Roberts	
	VC3 Training	Moilanen	
1/20/2026	Prosecutor Meeting	Zang	
1/21/2026	Doheny Home Visit/Macomb CO SO & Academy Visits	Huston	
1/22/2026	District Court DV Trial	Zang / Stajich	
1/23/2026	NYE Meeting	Huston / Doheny	
	Doheny Swear-In	Zang/Huston/Hutson/Cory	
	Active Shooter Training	Moilanen / Roberts	
	Situational Awareness / Mass Casualty Incidents	Moilanen	
	Bomb Threats in Schools	Roberts	
1/25/2026	Firearms Tactics	Roberts	
	LE Response to Active Shooter Incidents	Roberts	
	Active Shooter Training	Holley	
1/26/2026	Active Shooter Training	Lawrence	
1/26-1/27	Oakland County Prosecutor Meeting	Zang / Huston	
1/28/2026	January LEIN Audit Validated	Cory	
	Search Warrant Training	Huston / Roberts	
1/29/2026	Background Investigator Meeting	Zang	
	Oakland County Prosecutor Meeting	Zang / Huston	
	Evidence Delivery to Oakland Co. Crime Lab	Huston	
1/30/2026	Chief's Roundtable (Legislative) Meeting	Zang	
	Situational Awareness / Mass Casualty Incidents	Roberts	
	Tourniquets and Trauma Kits	Roberts	

January 2026  
WARNING VIOLATIONS

Item 8E.

Row	Citation #	Citation Date	Driver City of Residence	ST	VIOLATION_ON	VIOLATION_NEAR	VIOLATION DESCRIPTION	OFFICER
1	26LV00001	1/1/2026	DETROIT	MI	11 MILE	SOUTHFIELD	IMPROPER TURN	MOI
2	26LV00002	1/2/2026	OAK PARK	MI	SOUTHFIELD	LINCOLN	DEVICE/VIOLATION OF GRADUATED	MOI
3	26LV00004	1/3/2026	DETROIT	MI	12 MILE	SOUTHFIELD	DIS. TRAFFIC CONTROL DEVICE	MOI
4	26LV00018	1/7/2026	BERKLEY	MI	11 MILE	LATHRUP	DISOBEY STOP SIGN	MOI
5	26LV00020	1/8/2026	DETROIT	MI	SOUTHFIELD	11 MILE	IMPROPER TURN	MOI
6	26LV00022	1/8/2026	DETROIT	MI	SOUTHFIELD	12 MILE	DISOBEY TRAFFIC CONTROL DEVICE/ NO PROOF OF INSURACE	MOI
7	26LV00026	1/11/2026	RIVER ROUGE	MI	SOUTHFIELD	KILBERNIE	DISOBEY TRAFFIC CONTROL DEV.	HOL
8	26LV00028	1/12/2026	DETROIT	MI	SOUTHFIELD	AVILLA	DISOBEY TRAFFIC CONTROL DEVICE	HUT
9	26LV00033	1/14/2026	SOUTHFIELD	MI	LINCOLN	SOUTHFIELD	16 MPH OVER LIMIT SPEED: 41/25	CEH
10	26LV00036	1/15/2026	TROY	MI	SOUTHFIELD	11 MILE	IMPROPER TURN	MOI
11	26LV00038	1/15/2026	SOUTHFIELD	MI	SOUTHFIELD	11 MILE	IMPROPER PLATES	MOI
12	26LV00043	1/16/2026	DETROIT	MI	SOUTHFIELD	11 MILE	DISOBEY TRAFFIC CONTROL DEVICE	MOI
13	26LV00045	1/17/2026	DETROIT	MI	SOUTHFIELD	11 MILE	DISOBEY TRAFFIC CONTROL DEVICE	MOI
14	26LV00051	1/19/2026	STERLING HEIGHTS	MI	11 MILE	SOUTHFIELD	DISOBEY STOP SIGN	HOL
15	26LV00052	1/19/2026	DETROIT	MI	11 MILE	SOUTHFIELD	DISOBEY TRAFFIC CONTROL DEVICE	HOL
16	26LV00053	1/19/2026	MADISON HTS	MI	SOUTHFIELD	SUNSET	EXPIRED PLATES	MOI
17	26LV00055	1/19/2026	DEARBORN	MI	SOUTHFIELD	11 MILE	IMPROPER TURN	MOI
18	26LV00060	1/20/2026	SOUTHFIELD	MI	11 MILE	LATHRUP BLVD	DISOBEY STOP SIGN	MOI
19	26LV00065	1/21/2026	ROYAL OAK	MI	SOUTHFIELD	LINCOLN	DISOBEY TRAFFIC CONTROL DEVICE	MOI
20	26LV00068	1/22/2026	ROYAL OAK	MI	12 MILE	SOUTHFIELD	DISOBEY TRAFFIC CONTROL DEVICE	HUT
21	26LV00072	1/22/2026	SOUTHFIELD	MI	11 MILE	SOUTHFIELD	IMPROPER TURN	MOI
22	26LV00073	1/22/2026	SOUTHFIELD	MI	SOUTHFIELD	LINCOLN	DISOBEY TRAFFIC CONTROL DEVICE	MOI
23	26LV00080	1/26/2026	OAK PARK	MI	11 MILE	LATHRUP BLVD	DISOBEY STOP SIGN	MOI
24	26LV00086	1/29/2026	DETROIT	MI	SOUTHFIELD	LINCOLN	DISOBEY TRAFFIC CONTROL DEVICE	MOI



# Lathrup Village Police Department

27400 Southfield Rd, Lathrup Village, MI 48076 (248) 557-3600

## Memorandum

To: Lathrup Village City Council

From: Chief Michael Zang

Date: February 23, 2026

Re: P25 Simulcast Interlocal Agreement

**Background Brief:**

In 2023, Oakland County in conjunction with the State of Michigan entered into an agreement which brought all of Oakland County police and fire services onto the state-owned radio system. The state-wide system is known as the MPSCS, or Michigan Public Safety Communication System. The Oakland County portion of the radio system is known as The P25 System. Due to the entire county going to the new P25 system, there was a policy board created within the county to generate an interlocal agreement between user agencies and the county. This interlocal agreement delineates the relationship and responsibilities of the parties regarding the operation, management, maintenance and repair of the county-wide P25 system. The Lathrup Village Police Department purchases, maintains, services, and repairs radios at the local level, and the county is ultimately responsible for the infrastructure.

**Economic Impact:**

None

**Recommended Motion:**

Moved by Council Member \_\_\_\_\_ seconded by Council Member \_\_\_\_\_  
to approve the P25 Interlocal Agreement between Oakland County and The City of Lathrup Village.

**OAKLAND COUNTY P25 SIMULCAST SYSTEM  
INTERLOCAL AGREEMENT  
BETWEEN  
OAKLAND COUNTY AND CITY OF LATHRUP VILLAGE**

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This Agreement ("the Agreement") is made between Oakland County, a Constitutional and Municipal Corporation, 1200 North Telegraph, Pontiac, Michigan 48341 ("County"), and the **City of Lathrup Village, 27400 Southfield Rd., Lathrup Village, MI 48076** ("Public Body"). In this Agreement the County and the Public Body may also be referred to individually as "Party" or jointly as "Parties."

**INTRODUCTION/PURPOSE OF AGREEMENT.**

Since approximately 2004, the County has operated and maintained a County-wide interoperable public safety communications system for use by the County and for use by governmental entities and private public safety entities located within Oakland County ("2004 System"). The County was the owner of the 2004 System. To properly operate, manage, maintain, and repair the 2004 System, the County entered into interlocal agreements with the governmental entities using the 2004 System--delineating the relationship and responsibilities of the parties. That interlocal agreement was approved by the Oakland County Board of Commissioners in Miscellaneous Resolution #05158.

The 2004 System is now end of life and since 2020, the County has been constructing and implementing a new public safety P25 Simulcast System, which is integrated with the Michigan Public Safety Communications System. The P25 Simulcast System replaces the 2004 System. To properly operate, manage, maintain, and repair the P25 Simulcast System, the Parties must enter into an Interlocal Agreement that will terminate the interlocal agreement concerning the 2004 System and delineate the relationship and responsibilities of the Parties regarding the operation, management, maintenance, and repair of the P25 Simulcast System.

Accordingly, pursuant to the Urban Cooperation Act of 1967, 1967 PA7, MCL 124.501, *et seq.*, the County and the Public Body enter into this Agreement for the purposes set forth herein. In addition, through this Agreement and the operation of the P25 Simulcast System, each Party will be better prepared to serve and to provide aid to citizens of and persons in Oakland County, Michigan.

In consideration of the mutual promises, obligations, representations, and assurances in this Agreement, the Parties agree to the following:

1. **DEFINITIONS.** The following words and expressions used throughout this Agreement, whether used in the singular or plural, within or without quotation marks, or possessive or nonpossessive, shall be defined, read, and interpreted as follows.

- 1.1. **Agreement** means the terms and conditions of this Agreement, the Exhibits hereto, and any other mutually agreed to written and executed modification, amendment, or addendum.
- 1.2. **Public Body** means **City of Lathrup Village**, including, but not limited to, its Council, Board, any and all of its departments, its divisions, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, subcontractors, volunteers, and/or any such persons' successors. Public Body may be referred to as Public Agency or Agency in the System Policies.
- 1.3. **Claim** means any alleged losses, claims, complaints, demands for relief or damages, lawsuits, causes of action, proceedings, judgments, deficiencies, liabilities, penalties, litigation, costs, and expenses, including, but not limited to, reimbursement for reasonable attorney fees, witness fees, court costs, investigation expenses, litigation expenses, amounts paid in settlement, and/or other amounts or liabilities of any kind which are incurred by or asserted against the County or the Public Body, or for which the County or the Public Body may become legally and/or contractually obligated to pay or defend against; whether direct, indirect or consequential; whether based upon any alleged violation of the federal or the state constitution, any federal or state statute, rule or regulation, or any alleged violation of federal or state common law; whether any such claims are brought in law or equity, tort, contract, or otherwise; and/or whether commenced or threatened.
- 1.4. **County** means Oakland County, a Municipal and Constitutional Corporation including, but not limited to, all of its departments, divisions, the County Board of Commissioners, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, volunteers, and/or any such persons' successors.
- 1.5. **Day** means any calendar day beginning at 12:00 a.m. and ending at 11:59 p.m.
- 1.6. **Exhibits** mean the following exhibit(s) and their properly promulgated amendments, which are incorporated by reference into this Agreement:
  - 1.6.1. **Exhibit A.** The System Policies.
- 1.7. **FCC** means the Federal Communications Commission.
- 1.8. **Infrastructure Equipment** means all base stations (receivers and transmitters), combiners, antennae, amplifiers, coaxial cable, generators, shelters, network switches and all associated servers and routers (Network Switching center), network connectivity, software for the operation and management of the System, consoles at public safety answering points and back-up public safety answering points, and gateways.

- 1.9. **Michigan Public Safety Communications System (“MPSCS”)** means a statewide multicast digital radio system operated by the Michigan Department of Technology, Management, and Budget.
- 1.10. **Oakland County Department of Information Technology (“OCDIT”)** means the County Department, which operates and manages the System.
- 1.11. **Oakland County P25 Simulcast System or “System”** means the County-wide interoperable 700/800 MHZ voice/data radio system, which is owned by the County and integrated with the MPSCS—including the Infrastructure and Subscriber Equipment.
- 1.12. **System Policies and Procedures (“System Policies”)** means the Oakland County P25 Simulcast System User Guide and Policy Manual and any amendments thereto created by the Technical & Policy Committee and approved by the Oakland County Chief Information Officer (“OCCIO”), which shall govern the management, operation, and use of the System.
- 1.13. **System Technical and Policy Committee (“Technical & Policy Committee”)** means the committee created pursuant to this Agreement, comprised of the individuals set forth in Section 7 and having the responsibilities set forth herein. The Technical & Policy Committee is neither a separate legal entity nor a department, division, or office of the County, but is an advisory group of subject matter experts created with the intent to provide direction, counsel, and recommendations regarding System management, operation, use and having the responsibilities listed herein. The Technical and Policy Committee is the successor committee to the CLEMIS Radio Oversight Committee (also referred to as the Radio Oversight Committee or Radio Policy Committee).
- 1.14. **Subscriber Equipment** means mobile and portable radios and all accessories thereto, 800 MHZ pagers, control stations, and emergency responder communication enhancement systems (“ERCES”), including but not limited to, bi-directional amplifiers (“BDA”), Wireless Access Point (“WAP”), and vehicle repeater systems (“VRS”).

2. **ENTITIES PERFORMING UNDER THIS AGREEMENT.** All County responsibilities and obligations set forth in this Agreement shall be performed by OCDIT. All Public Body responsibilities and obligations set forth in this Agreement shall be performed by **[INSERT NAME OF DEPARTMENT]**. The Technical & Policy Committee shall provide direction, counsel, and recommendations to OCDIT concerning System management, operation, and use.

3. **COUNTY RESPONSIBILITIES.**

3.1. **Compliance.** The County shall comply with the following: all applicable federal and state laws, regulations, and rules, the System Policies, this Agreement, and any amendments to the proceeding.

- 3.2. **Access to and Disclosure of Information.** The County may access, use, and disclose to third parties information, records, and any other content to comply with the law, including but not limited to, a subpoena, court order, or Freedom of Information Act request.
- 3.3. **County Point of Contact.** The County Point of Contact is the County Radio Communications Supervisor or successor position. The County Point of Contact will act as a liaison between the Public Body and the County regarding the management, operation, and use of the System. Communication protocols and procedures regarding the operation, management, maintenance, and repair of the System shall be set forth in the System Policies.

4. **PUBLIC BODY RESPONSIBILITIES.**

- 4.1. **Compliance.** The Public Body shall comply with the following: all applicable federal and state laws, regulations, and rules, the System Policies, this Agreement, and any amendments to the proceeding. The Public Body shall require its employees, agents, and volunteers to comply with the following: all applicable federal and state laws, regulations, and rules, the System Policies, this Agreement, and any amendments to the proceeding.
- 4.2. **Public Body Point of Contact.** The Public Body shall designate at least one person and an alternate to be a Point of Contact. The Public Body Point of Contact will act as a liaison between the Public Body and the County regarding the management, operation, and use of the System. The name of Public Body Point of Contact and alternate shall be conveyed to the County Point of Contact. Communication protocols and procedures regarding the operation, management, maintenance, and repair of the System shall be set forth in the System Policies.
- 4.3. **Facilities.** At no cost to the County, the Public Body shall provide space in buildings/facilities under the control of or owned by the Public Body to locate and house Infrastructure Equipment and Application Programming interfaces (“API”) for the System. The location of this space shall be mutually agreed to by the Parties and memorialized in writing; provided that an amendment to this Agreement shall not be needed to memorialize the location of the space. The Parties may change the location at any time pursuant to this Section.
- 4.4. **Access.** The County, the MPSCS, and County contractors shall have 24/7 access to Public Body-owned or controlled buildings/facilities necessary to access Infrastructure Equipment and API for maintenance, repair, and replacement. The Parties acknowledge that the Infrastructure Equipment or API may be located in non-public areas and that the Public Body, at its discretion, may require the County to contact the Public Body Point of Contact prior to arrival; provided that Parties agree that in an emergency situation the County may not be able to contact the Public Body Point of Contact prior to arrival.

5. **OPERATION AND USE OF SYSTEM AND INFRASTRUCTURE EQUIPMENT.**

- 5.1. **System/Infrastructure Equipment Ownership.** Except for otherwise provided herein concerning Subscriber Equipment, the County is the owner of the System.
- 5.2. **System Licenses.** The County is the FCC license holder for all 700/800 MHZ frequencies used in the System. The County shall maintain these licenses and/or modify the licenses as required to manage, operate, and use the System.
- 5.3. **Public Body Use of System.** The County authorizes the Public Body to use the System according to the terms and conditions of this Agreement, the System Policies, all applicable laws, regulations, and rules, and any amendments to the preceding.
- 5.4. **Legacy/Conventional Frequencies.** The Public Body shall be the FCC license holder and maintain any legacy conventional frequencies used by the Public Body, including those interfaced through the System consoles and/or gateways.
- 5.5. **System Maintenance and Repair.** The County shall operate, manage, maintain, and repair the Infrastructure Equipment and System in good order and consistent with industry standards, this Agreement, the System Policies, all applicable laws, regulations, and rules, and any amendments to the proceeding.
- 5.6. **Insurance.** The County shall insure or self-insure the System and all County-owned Infrastructure Equipment in the manner and in the amount it deems necessary.
- 5.7. **Audit/Monitor of System.**
  - 5.7.1. **Monitoring of Use of System.** The County and the County's contractors/subcontractors may monitor and audit the Public Body's use of the System and compliance with the System Policies, this Agreement, and applicable federal and state laws, regulations, and rules. The monitoring and auditing of the System may be performed periodically at the discretion of the County and at the sole expense of the County.
  - 5.7.2. **Monitoring by MPCSC.** The MPCSC shall monitor System functionality to make sure the System is operating pursuant to this Agreement and MPCSC standards.
- 5.8. **Training.** The policies and procedures concerning initial and continual training regarding the use of the System will be set forth in the System Policies.

5.9. **Disclaimer of Warranties.**

5.9.1. THE SYSTEM, INFRASTRUCTURE EQUIPMENT, SUBSCRIBER EQUIPMENT, OR OTHER ITEMS, WHICH ARE PROVIDED TO PUBLIC BODY UNDER THIS AGREEMENT, ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS, "WITH ALL FAULTS."

5.9.2. THE COUNTY EXPRESSLY DISCLAIMS ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON- INFRINGEMENT.

5.9.3. THE COUNTY MAKES NO WARRANTY THAT: (I) THE SYSTEM WILL MEET PUBLIC BODY’S REQUIREMENTS OR NEEDS OR (II) THE SYSTEM WILL BE UNINTERRUPTED, TIMELY, SECURE, ACCURATE, OR ERROR-FREE.

6. **OPERATION AND USE OF SUBSCRIBER EQUIPMENT.**

6.1. **Subscriber Equipment Policies/Procedures.** The policies and procedures for the purchase, operation, programming, repair, replacement, and maintenance of Subscriber Equipment will be set forth in the System Policies.

6.2. **Ownership of Subscriber Equipment.** Subscriber Equipment purchased by the County shall remain the property of the County (regardless of user). As further described and defined in the System Policies, the County shall pay for the maintenance and repair of County-owned Subscriber Equipment (regardless of user), but shall not pay for the replacement of County-owned Subscriber Equipment for whatever reason. Subscriber Equipment purchased by the Public Body shall remain the property of the Public Body and shall be maintained, repaired and replaced by the Public Body pursuant to the System Polices and at its sole cost.

6.3. **Insurance for Subscriber Equipment or Public Body Owned-Facilities.** The County shall not provide insurance for the Subscriber Equipment or Public Body-owned Facilities.

7. **SYSTEM TECHNICAL AND POLICY COMMITTTEE.**

7.1. **Creation, Composition and Appointment of Technical & Policy Committee.** The Technical & Policy Committee is created as set forth herein. The Technical & Policy Committee shall be comprised of the following individuals ("Committee Members"):

7.1.1. The County Radio Communications Supervisor or successor position and one alternate designated by the Radio Communications Supervisor;

- 7.1.2. The OCCIO or successor position and an alternate designated by the OCCIO.
- 7.1.3. One individual appointed by the Oakland County Medical Control Authority (“OCMCA”) and one alternate designated by the OCMCA.
- 7.1.4. Three individuals appointed by the Oakland County Police Chiefs Association and three alternates designated by the Oakland County Police Chiefs Association;
- 7.1.5. One individual appointed by the Oakland County Sheriff and one alternate designated by the Oakland County Sheriff;
- 7.1.6. The Oakland County 911 Coordinator and one alternate designated by the Oakland County 911 Coordinator;
- 7.1.7. One individual appointed by MABAS 3202 and one alternate designated by MABAS 3202;
- 7.1.8. Two individuals appointed by MABAS 3201 and two alternates designated by MABAS 3201. One individual and one alternate must be from a Public Safety Department.
- 7.1.9. The County Public Safety Business Relationship Manager or successor position and one alternate designated by the County Public Safety Business Relationship Manager.

7.2. **Term of Committee Members/Vacancy/Replacement.**

- 7.2.1. Each Committee Member shall be appointed for a term of three (3) years, unless the Committee Member is appointed to fill a vacancy caused for a reason other than the expiration of a term.
- 7.2.2. If a Committee Member position becomes vacant, for a reason other than expiration of term, then the entity or individual that appointed such individual shall appoint an individual to fulfill the remainder of the vacating member’s unexpired term within fourteen (14) Days. The designated alternate does not automatically replace the vacating member’s position.
- 7.2.3. A Committee Member may be removed from the Technical & Policy Committee at the will of the entity or individual that appointed the Committee Member.

7.3. **Quorum/Voting.** A quorum of the Technical & Policy Committee is a majority of those in office. In order to hold a Technical & Policy Committee meeting a quorum must be present. The Policy & Technical Committee shall act and perform its responsibilities by a majority vote of the quorum present at a meeting. Committee Members shall not vote by proxy.

7.4. **Committee Responsibilities.**

7.4.1. The Technical & Policy Committee shall provide direction, counsel, and recommendations to OCDIT regarding the management, operation, and use of the System. The Technical and Policy Committee is the successor committee to the CLEMIS Radio Oversight Committee (also referred to as the Radio Oversight Committee or Radio Policy Committee).

7.4.2. The Technical & Policy Committee shall meet at least twice a year or as needed at the call of the Technical & Policy Committee Chairperson.

7.4.3. At the first meeting of the Technical & Policy Committee meeting each calendar year, the Committee shall elect a Chairperson, Vice-Chairperson, and Secretary (collectively “the Officers”). Notwithstanding any other provision, the Officers shall continue to serve in their capacities until the next Officers are elected. The Officers shall have the duties and responsibilities set forth below:

7.4.3.1. Chairperson: (1) preside over meetings; (2) set dates, times, and locations for meetings; (3) create and set meeting agendas (4) respond to correspondence received by the Technical & Policy Committee or directs the Secretary to respond, as needed; and (5) ensure Committee Member and alternate appointments are timely received and filled by their appointing bodies/individuals and names are sent to the County Point of Contact.

7.4.3.2. Vice-Chairperson: shall assume the duties of the Chairperson, if the Chairperson is absent or unavailable for any reason.

7.4.3.3. Secretary: (1) sends out meeting notices and agendas; (2) responds to correspondence as directed by Chairperson; (3) keeps records and meeting minutes and disperses records and meeting minutes to Committee Members; and (4) keeps records of Committee Member appointments and terms and advises the Chairperson of these records on a regular basis.

7.4.4. The Technical & Policy Committee shall draft the System Policies that govern the management, operation, and use of the System. The System Policies shall be approved by a quorum of the Technical & Policy Committee. The Technical & Policy Committee shall present the System Policies to the OCCIO for approval and implementation. If the OCCIO does not approve the System Policies, then the System Policies shall be returned to the Technical & Policy Committee for review and revision and then re-submitted to the OCCIO. This process shall be repeated until the OCCIO approves the System Policies. Approval by the OCCIO shall not be unreasonably withheld. After approval by the OCCIO, OCDIT shall compile and assemble the System Policies and send them to the Public

Body. Any changes or amendments to the System Policies shall be drafted, approved, and distributed in accordance with this Section.

7.4.5. The Technical & Policy Committee shall review the System Policies at least once a year to determine if changes or amendments are necessary.

8. **FINANCIAL RESPONSIBILITIES.**

8.1. The costs and fees associated with the management, operation, and use of the System, the maintenance of the Subscriber Equipment, and the repair, replacement, or purchase of the new Subscriber Equipment shall be set forth in the System Policies. The County shall invoice the Public Body the costs and fees set forth in the System Policies on a quarterly basis, based on calendar year, and the Public Body shall pay such invoice within forty-five (45) Days.

8.2. **Cost/Fee Set-Off.** In the event there are any costs or fees imposed and due to the County by the Public Body in connection with this Agreement and/or for the use, operation, or maintenance of the System, the County has the right to offset any amount past due and retain any amount of money due to the Public Body from the County equal to the past due amount, including, but not limited to, distributions from the Delinquent Tax Revolving Fund (DTRF).

8.3. **Possible Additional Services and Costs.** If the County is requested by the Public Body or is legally obligated for any reason, e.g. subpoena, court order, or Freedom of Information Act request, to search for, identify, produce or testify regarding the Public Body’s records, data, or information that is stored by or possessed by the County relating to the System, then the Public Body shall reimburse the County for all reasonable costs the County incurs in searching for, identifying, producing or testifying regarding such records, data, or information. The County may waive this requirement in its sole discretion.

9. **DURATION OF INTERLOCAL AGREEMENT.**

9.1. The Agreement and any amendments hereto shall be effective when executed by both Parties with resolutions passed by the governing bodies of each Party. The approval and terms of this Agreement and any amendments hereto shall be entered in the official minutes of the governing bodies of each Party. An executed copy of this Agreement and any amendments shall be filed by the County Clerk with the Secretary of State.

9.2. This Agreement shall remain in effect until cancelled or terminated by either Party pursuant to Section 11.

10. **ASSURANCES/LIABILITY.**

10.1. **Responsibility for Claims.** Each Party shall be responsible for any Claims made against that Party by a third party and for the acts or omissions of its employees, agents, or volunteers arising under or related to this Agreement.

10.2. **Responsibility for Attorney Fees and Costs.** Except as provided in this Agreement, for any Claim that may arise from the performance of this Agreement, each Party shall seek its own legal representation and bear the costs associated with such representation, including judgments and attorney fees.

10.3. **No Indemnification.** Except as otherwise provided for in this Agreement, neither Party shall have any right under this Agreement or under any other legal principle to be indemnified or reimbursed by the other Party or any of its agents in connection with any Claim.

10.4. **Costs, Fines, and Fees for Noncompliance.** Each Party shall be solely responsible for all costs, fines, penalties, assessments, and fees associated with its acts or omissions related to this Agreement and/or for noncompliance with this Agreement.

10.5. **Governmental Function/Reservation of Rights.**

10.5.1. The Parties acknowledge that the performance of this Agreement is a governmental function, which function is to provide a public safety communications system to serve and to provide aid for the residents and persons in Oakland County, Michigan.

10.5.2. This Agreement does not, and is not intended to, impair, divest, delegate or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty, or immunity of the Parties. Nothing in this Agreement shall be construed as a waiver of governmental immunity for either Party.

10.6. **Authorization and Completion of Agreement.** The Parties have taken all actions and secured all approvals necessary to authorize and complete this Agreement. The persons signing this Agreement on behalf of each Party have legal authority to sign this Agreement and bind the Parties to the terms and conditions contained herein.

10.7. **Limitation of Liability.** IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY OR ANY OTHER PERSON, FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, SPECIAL, AND/OR PUNITIVE DAMAGES ARISING OUT OF THIS AGREEMENT, REGARDLESS OF WHETHER THE OTHER PARTY HAS BEEN INFORMED OF THE POSSIBILITY OF SUCH DAMAGES.

10.8. **Permits And Licenses.** Each Party shall be responsible for obtaining and maintaining, throughout the term of this Agreement, all licenses, permits, certificates, and governmental authorizations necessary to perform all its

responsibilities under this Agreement. Upon request, a Party shall furnish copies of any permit, license, certificate or governmental authorization to the requesting Party.

**11. TERMINATION OR CANCELLATION OF AGREEMENT.**

11.1. The Public Body may terminate or cancel this Agreement for any reason upon sixty (60) Days written notice to the County. Within Sixty (60) Days of termination or cancellation of this Agreement, the Public Body must return all Subscriber Equipment (not purchased by the Public Body), all consoles, all control stations, all consolettes, and all ancillary appurtenances to such equipment to the County.

11.2. If Public Body breaches this Agreement, upon sixty (60) Days written notice to the Public Body, the County may terminate or cancel this Agreement upon recommendation by the Technical & Policy Committee, or if in the opinion of the County the System is no longer operational.

11.3. The Interlocal Agreement governing the 2004 System shall terminate upon full execution of this Agreement and this Agreement shall govern the operation and management of the System.

**12. SUSPENSION OF SERVICES.** County, through the OCCIO and upon recommendation of the Technical & Policy Committee, may immediately suspend Public Body’s use of the System for any of the following reasons: (i) requests by law enforcement or other governmental agencies; (ii) engagement by Public Body in fraudulent or illegal activities relating to use of this System; (iii) breach of the terms and conditions of this Agreement; or (iv) unexpected technical or security issues. The right to suspend Services is in addition to the right to terminate or cancel this Agreement according to the provisions in Section 11. County shall not incur any penalty, expense or liability if the Public Body’s use of the System is suspended under this Section.

**13. NO THIRD PARTY BENEFICIARIES.** Except as provided for the benefit of the Parties, this Agreement does not and is not intended to create any obligation, duty, promise, contractual right or benefit, right to indemnification, right to subrogation, and/or any other right, in favor of any other person or entity.

**14. DISCRIMINATION.** The Parties shall not discriminate against their employees, agents, applicants for employment, or another persons or entities with respect to hire, tenure, terms, conditions, and privileges of employment, or any matter directly or indirectly related to employment in violation of any federal, state or local law.

**15. FORCE MAJEURE.** Each Party shall be excused from any obligations under this Agreement during the time and to the extent that a Party is prevented from performing due to causes beyond such Party’s control, including, but not limited to, an act of God, war, acts of government (other than the Parties'), fire, strike, labor disputes, civil disturbances, reduction of power source, or any other circumstances

beyond the reasonable control of the affected Party. Reasonable notice shall be given to the affected Party of any such event.

- 16. **DELEGATION/SUBCONTRACT/ASSIGNMENT**. The Public Body shall not delegate, subcontract, and/or assign any obligations or rights under this Agreement without the prior written consent of the County.
- 17. **NO IMPLIED WAIVER**. Absent a written waiver, no act, failure, or delay by a Party to pursue or enforce any rights or remedies under this Agreement shall constitute a waiver of those rights with regard to any existing or subsequent breach of this Agreement. No waiver of any term, condition, or provision of this Agreement, whether by conduct or otherwise, in one or more instances, shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Agreement. No waiver by either Party shall subsequently effect its right to require strict performance of this Agreement.
- 18. **SEVERABILITY**. If a court of competent jurisdiction finds a term, or condition, of this Agreement to be illegal or invalid, then the term, or condition, shall be deemed severed from this Agreement. All other terms, conditions, and provisions of this Agreement shall remain in full force.
- 19. **CAPTIONS**. The section and subsection numbers, captions, and any index to such sections and subsections contained in this Agreement are intended for the convenience of the reader and are not intended to have any substantive meaning. The numbers, captions, and indexes shall not be interpreted or be considered as part of this Agreement. Any use of the singular or plural number, any reference to the male, female, or neuter genders, and any possessive or nonpossessive use in this Agreement shall be deemed the appropriate plurality, gender or possession as the context requires.
- 20. **NOTICES**. Notices given under this Agreement shall be in writing and shall be personally delivered, sent by express delivery service, certified mail, or first class U.S. mail postage prepaid, and addressed to the person listed below. Notice will be deemed given on the date when one of the following first occur: (1) the date of actual receipt; (2) the next business day when notice is sent express delivery service or personal delivery; or (3) three days after mailing first class or certified U.S. mail.
  - 20.1. If Notice is sent to the County, it shall be addressed and sent to: Oakland County Department of Information Technology, **Radio Communications Supervisor**, 1200 North Telegraph Road, Building #49 West, Pontiac, Michigan, 48341 and Chairperson of the Oakland County Board of Commissioners, 1200 North Telegraph, Pontiac, Michigan 48341.
  - 20.2. If Notice is sent to the Public Body, it shall be addressed to: **[INSERT TITLE/POSITION/ADDRESS]**.
  - 20.3. Either Party may change the address and/or individual to which Notice is sent by notifying the other Party in writing of the change.

- 21. **DISPUTE RESOLUTION.** All disputes relating to the execution, interpretation, performance, or nonperformance of this Agreement involving or affecting the Parties must first be submitted to the OCCIO and Public Body’s **[INSERT TITLE]**. The OCCIO and Public Body’s **[INSERT TITLE]** shall promptly meet and confer in an effort to resolve such dispute. If they cannot resolve the dispute in ten (10) business days, the dispute shall be submitted to the chief executive officials of each Party or their designees. The chief executive officials or their designees shall meet promptly and confer in an effort to resolve such dispute.
  
- 22. **GOVERNING LAW/CONSENT TO JURISDICTION AND VENUE.** This Agreement shall be governed, interpreted, and enforced by the laws of the State of Michigan. Except as otherwise required by law or court rule, any action brought to enforce, interpret, or decide any Claim arising under or related to this Agreement shall be brought in the 6th Judicial Circuit Court of the State of Michigan, the 50th District Court of the State of Michigan, or the United States District Court for the Eastern District of Michigan, Southern Division, as dictated by the applicable jurisdiction of the court. Except as otherwise required by law or court rule, venue is proper in the courts set forth above.
  
- 23. **AGREEMENT MODIFICATIONS OR AMENDMENTS.** Any modifications, amendments, recessions, waivers, or releases to this Agreement must be in writing and agreed to by both Parties. Unless otherwise agreed, the modification, amendment, recession, waiver, or release shall be signed by the same persons who signed the Agreement or other persons as authorized by the Parties' governing body.
  
- 24. **SURVIVAL OF TERMS.** The following terms and conditions shall survive and continue in full force beyond the termination or cancellation of this Agreement (or any part thereof) until the terms and conditions are fully satisfied or expire by their nature: Definitions (Section 1); Disclaimer of Warranties (Section 5.9); Assurances/Liability (Section 10); and Dispute Resolution (Section 21).
  
- 25. **ENTIRE AGREEMENT.** This Agreement represents the entire Agreement and understanding between the Parties. This Agreement supersedes all other oral or written Agreements between the Parties. The language of this Agreement shall be construed as a whole according to its fair meaning and not construed strictly for or against any Party.
  
- 26. **COUNTERPARTS.** This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.
  
- 27. **AUTHORIZATION.** The Parties certify and warrant that their respective signatories have the requisite authority to execute and bind them to this Agreement and the duties and responsibilities contained herein.

**IN WITNESS WHEREOF**, \_\_\_\_\_ acknowledges that he/she has been authorized by resolution of the \_\_\_\_\_, to execute this Agreement on behalf of the Public Body and accepts and binds the Public Body to the terms and conditions of this Agreement.

EXECUTED: \_\_\_\_\_ DATE: \_\_\_\_\_

WITNESSED: \_\_\_\_\_ DATE: \_\_\_\_\_

**IN WITNESS WHEREOF**, David T. Woodward, Chairperson, Oakland County Board of Commissioners, acknowledges he has been authorized by resolution of the Oakland County Board of Commissioners, to execute this Agreement on behalf of Oakland County and accepts and binds the Oakland County to the terms and conditions of this Agreement.

EXECUTED: \_\_\_\_\_ DATE: \_\_\_\_\_  
David T. Woodward, Chairperson  
Oakland County Board of Commissioners

WITNESSED: \_\_\_\_\_ DATE: \_\_\_\_\_



**City of Lathrup Village**  
27400 Southfield Road  
Lathrup Village, MI 48076  
[www.lathrupvillage.org](http://www.lathrupvillage.org) | (248) 557-2600

TO: Mayor & City Council  
FROM: Mike Greene – City Administrator  
DATE: February 23, 2026  
RE: BOR Poverty Exemptions

**Background Brief:** Referred to as the “poverty exemptions”, the most recent Poverty procedure was adopted by resolution through the City Council on January 25, 2021. The City Assessor has requested that the proposed application and resolution for proposed changes be presented to the council board for approval.

These changes, if accepted, would be effective for 2026 and forward. It is recommended that the City use the HUD “Very Low Income” values for the *previous year*. Then, the Board of Review can consider the applications at their meeting in March (and July or December), rather than waiting for the current year values, which are released in April, and only considering these applications in July and/or December.

Two benefits of this proposed change are:

1. The applicants will file their application and provide documents at the same time they are filing their income taxes, rather than waiting until after April, thus making it more convenient for them.
2. Both their Summer and Winter tax bills will reflect the accurately adjusted property taxes levied, rather than waiting for an adjustment on their Summer tax bill after the Board of Review meeting in July. (This has created a hardship for those with the poverty exemption granted, who also have their taxes escrowed with their mortgage.)

**Previous Action:** January 25, 2021 – Council Approval

**Economic Impact:** N/A

**Recommendation:** It is my recommendation to approve the updated poverty exemptions guidelines.

**Recommended Motion:**

Moved by Council Member, \_\_\_\_\_ seconded by Council Member, \_\_\_\_\_  
to adopt the policy relative to the review and granting of poverty exemptions by the Board of Review.

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Bruce Kantor Mayor	Kelly Garrett Mayor Pro-Tem	Jalen Jennings Council Member	Jason Hammond Council Member	John Sousanis Council Member
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**OFFICE USE ONLY (Date Stamp)**

**CITY OF LATHRUP VILLAGE**

**2026**

**Poverty/Hardship  
Exemption Application**

**OFFICE USE ONLY**

<b>NAME:</b>	<b>PARCEL NUMBER:</b>
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**2026  
CITY OF LATHRUP VILLAGE  
BOARD OF REVIEW**

Lathrup Village Board Policy for Applicants Requesting Consideration Under SECTION 211.7u of the GENERAL PROPERTY TAX ACT OF 1893: THE MICHIGAN HOMESTEAD POVERTY EXEMPTION.

**APPLICATION PROCEDURES AND GUIDELINES**

1. All applicants must be an owner of the home and occupy as their principal residence the property for which an exemption is requested.
2. The subject property must be classified as an “improved single family residential” or “residential condominium” property with a valid Homeowner’s Principal Residence Exemption currently in effect.
3. Applicants must submit a complete Form 5737 Application and Affirmation for MCL 211.7u Poverty Exemption.
4. Applicants must submit the most recent year’s copies of the following for all persons residing in the Homestead:
  - A. Federal Income Tax Returns: 1040 or 1040A or 1040E and Michigan Income Tax Return-MI1040, MI1040A or MI1040EZ.
  - B. Senior Citizens Homestead Property Tax Form MI1040CR-1 or General Homestead Property Tax Claim MI-1040CR-4.
  - C. Statement from Social Security Administration and/or Michigan Social Services as to moneys paid to you during previous year.
  - D. Produce a valid driver’s license or Michigan State Identification card for all persons residing in the household.
  - E. Produce a deed, land contract or other evidence of ownership of the property if the board requests it.
5. The applicant’s total household income cannot exceed the current income limits set by the Federal Department of Housing and Urban Development (HUD) “Very Low” Guidelines, to be updated annually. As a result, appeals for poverty may only be heard at either the July or December Board of Review.
6. The total value of the assets of the applicant and each member of the applicant’s household shall not exceed \$50,000. Excluding the property for which the exemption is requested BUT includes all other property: including all other persons residing in the household. Property shall include, but is not limited to cash, savings, stocks, mutual funds, insurance commodities, coin collections, boats, jewelry, art, motor vehicles, recreation vehicles, second homes, cottages or any other saleable real property or other tangible items.

7. Any reduction in the State Equalized Value of a property is granted for one year only and must be applied for and reviewed annually based on the applicant's current situation, unless the applicant meets the qualifications for an extended exemption for up to three (3) years.
8. In accordance with MCL 211.7u(6), an extended exemption eligibility applies to those applicants who receive a fixed income solely from public assistance that is not subject to significant annual increases beyond the rate of inflation, such as federal Supplemental Security Income or Social Security disability or retirement benefits.

**2026  
CITY OF LATHRUP VILLAGE  
POVERTY EXEMPTION  
INCOME GUIDELINES**

**ESTABLISHED BY THE U.S. DEPARTMENT OF HOUSING  
AND URBAN DEVELOPMENT**

(Effective April 1, 2025)

<b>Size of Family Unit</b>	<b>Very Low Income Guidelines</b>
1	35,350
2	40,400
3	45,450
4	50,500
5	54,550
6	58,600
7	62,650
8	66,700

ASSETS: The total value of the assets of the applicant and each member of the applicant’s household shall not exceed \$50,000. Excluding the property for which the exemption is requested BUT includes all other property: including all other persons residing in the household. Property shall include, but is not limited to cash, savings, stocks, mutual funds, insurance commodities, coin collections, boats, jewelry, art, motor vehicles, recreation vehicles, second homes, cottages or any other saleable real property or other tangible items.

## POVERTY APPLICATION REQUIRED DOCUMENT CHECK LIST

**Applicants must submit most recent year's copies of the following for all persons residing in the homestead:**

- Completed Signed Poverty Exemption Application
- Most recent year copy of Federal Income Tax Return – 1040 or 1040A for all persons residing in the home. (Please include supporting documents i.e. W-2 Forms, 1099 Forms)
- Most recent year copy of State of Michigan Income Tax Returns for all persons residing in the home.
- Copy of filed MI-1040-CR
- If applicant did not file Michigan State Income Tax Return, they MUST provide an annual statement of benefits paid from the Social Security Administration or Michigan Department of Social Services and must sign State of Michigan Form 4988 Poverty Exemption Affidavit (attached).
- The applicant must supply a copy of current driver's license or other form of valid identification.
- If requested, a deed, land contract or other evidence of ownership of the property for which an exemption is requested.

*\* All requested information must be included with Poverty Exemption Application. Without the above information the Board will not consider your application*

## Application and Affirmation for MCL 211.7u Poverty Exemption

This form is issued under the authority of the General Property Tax Act, Public Act 206 of 1893, MCL 211.7u.

MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893, provides a property tax exemption for the principal residence of persons who, by reason of poverty, are unable to contribute toward the public charges. This application is to be used to apply for the exemption and must be filed with the Board of Review where the property is located. This application may be submitted to the city or township where the property is located in each year on or after January 1 but before the day prior to the last day of the board of review. Poverty Exemptions may be heard by the Board of Review during its March, July, and December sessions.

**To be considered complete, this application must:** 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

<b>PART 1: PERSONAL INFORMATION</b> — Petitioner must list all required personal information.					
Petitioner's Name				Daytime Phone Number	
Age of Petitioner	Marital Status	Age of Spouse	Number of Legal Dependents		
Property Address of Principal Residence		City	State	ZIP Code	
<b>PART 2: REAL ESTATE INFORMATION</b>					
List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the Board of Review meeting.					
Property Parcel Identification Number			Name of Mortgage Company		
Unpaid Balance Owed on Principal Residence	Monthly Payment	Length of Time at this Residence			
Property Description					
<b>PART 3: AFFIRMATION OF OWNERSHIP, OCCUPANCY, AND INCOME STATUS</b> (Check all boxes that apply.)					
<input type="checkbox"/> I own the property in which the exemption is being claimed.					
<input type="checkbox"/> The property in which the exemption is being claimed is used as my homestead. Homestead is generally defined as any dwelling with its land and buildings where a family makes its home.					
<b>PART 4: ADDITIONAL PROPERTY INFORMATION</b>					
List information related to any other property owned by you or any member residing in the household.					
<input type="checkbox"/> Check if you own, or are buying, other property. If checked, complete the information below.				Amount of Income Earned from other Property	
1	Property Address	City	State	ZIP Code	
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid	
2	Property Address	City	State	ZIP Code	
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid	

**PART 5: EMPLOYMENT INFORMATION** — List your current employment information.

Name of Employer			
Address of Employer	City	State	ZIP Code
Contact Person	Employer Telephone Number		

**PART 6: INCOME SOURCES**

List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRAs (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income, for all persons residing at the property.

Source of Income	Monthly or Annual Income (indicate which)

**PART 7: CHECKING, SAVINGS AND INVESTMENT INFORMATION**

List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments, for all persons residing at the property.

Name of Financial Institution or Investments	Amount on Deposit	Current Interest Rate	Name on Account	Value of Investment

**PART 8: LIFE INSURANCE** — List all policies held by all household members.

Name of Insured	Amount of Policy	Monthly Payments	Policy Paid in Full	Name of Beneficiary	Relationship to Insured

**PART 9: MOTOR VEHICLE INFORMATION**

All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.

Make	Year	Monthly Payment	Balance Owed

Continue on Page 3

**PART 10: HOUSEHOLD OCCUPANTS** — List all persons living in the household.

First and Last Name	Age	Relationship to Applicant	Place of Employment	\$ Contribution to Family Income

**PART 11: PERSONAL DEBT** — List all personal debt for all household members.

Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

**PART 12: MONTHLY EXPENSE INFORMATION**

The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.

Heating	Electric	Water	Phone
Cable	Food	Clothing	Health Insurance
Garbage	Daycare	Car Expense (gas, repair, etc.)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	

Continue and sign on Page 4

**NOTICE:** Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year must be submitted with this application. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year.

### PART 13: POLICY AND GUIDELINES ACKNOWLEDGMENT

The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under MCL 211.7u. In order to be eligible for the exemption, the applicant must meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit so long as the alternative guidelines do not provide income eligibility requirements less than the federal guidelines. The policy and guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets. The combined assets of all persons must not exceed the limits set forth in the guidelines adopted by the local assessing unit.

The applicant has reviewed the applicable policy and guidelines adopted by the city or township, including the specific income and asset levels of the claimant and total household income and assets.

### PART 14: LEGAL DESIGNEE INFORMATION (Complete if applicable.)

Legal Designee Name		Daytime Telephone Number	
Mailing Address	City	State	ZIP Code

### PART 15: CERTIFICATION

I hereby certify to the best of my knowledge that the information provided in this form is complete, accurate and I am eligible for the exemption from property taxes pursuant to Michigan Compiled Law, Section 211.7u.

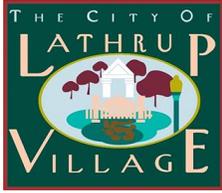
Printed Name	Signature	Date
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**This application shall be filed after January 1, but before the day prior to the last day of the local unit's December Board of Review.**

**Decision of the March Board of Review may be appealed by petition to the Michigan Tax Tribunal by July 31 of the current year. A July or December Board of Review decision may be appealed to the Michigan Tax Tribunal by petition within 30 days of decision. A copy of the Board of Review decision must be included with the petition.**

Michigan Tax Tribunal  
PO Box 30232  
Lansing MI 48909

Phone: 517-335-9760  
Email: [taxtrib@michigan.gov](mailto:taxtrib@michigan.gov)



**City of Lathrup Village**  
27400 Southfield Road  
Lathrup Village, MI 48076  
[www.lathrupvillage.org](http://www.lathrupvillage.org) | (248) 557-2600

TO: Mayor & City Council  
FROM: Mike Greene – City Administrator  
DATE: February 23, 2026  
RE: Partnership Agreements

**Background Brief:** Over the last couple of years, the City has had discussions on our policies related to renting our facilities to clarify how outside parties would work with the City, based on past practices. Our policies were updated and incorporated into our Facility Rental Application, which allowed organizations to enter into a partnership agreement with the City for specific requests.

In 2025, the City entered into three (3) partnership agreements. Lathrup Village Historical Society (LVHS), Lathrup Village Women’s Club (LVWC), and the Lathrup Village Nature Group (LVNG).

So far, in 2026, the City has approved the LVHS & LVNG partnership agreements. LVWC has finalized discussions with its board and would like to proceed with the enclosed agreement.

**Previous Action:** 1/26/26 – LVHS & LVNG Approval

**Economic Impact:** Varies – Each usage of any of the City’s facilities would result in a net loss to the City, specifically related to custodial and room monitoring costs, and no revenue to offset.

However, each group provides indirect benefits to the City as outlined in the proposed agreements.

**Recommendation:** It is my recommendation to approve the enclosed partnership agreements for 2026.

**Recommended Motion:**

Moved by Council Member \_\_\_\_\_ seconded by Council Member \_\_\_\_\_  
to approve the partnership agreement between the City of Lathrup Village and Lathrup Village Women’s Club for the calendar year 2026.

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<b>Bruce Kantor</b> Mayor	<b>Kelly Garrett</b> Mayor Pro-Tem	<b>Jalen Jennings</b> Council Member	<b>Jason Hammond</b> Council Member	<b>John Sousanis</b> Council Member
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**Lathrup Village Women's Club  
Request for Partnership with the City of Lathrup Village 2026**

To the City Council of Lathrup Village,

We respectfully submit our request to partner with the City of Lathrup Village. The following is information about our overall purpose, our contributions to the City and various charities, as well as our vision for the future. We appreciate your consideration.

**WHO WE ARE**

The Lathrup Village Women’s Club (LVWC) is a philanthropic and social club, sustaining sisterhood and service for over 85 years in our community. Our mission statement is to support, enrich, and promote women and children while enhancing others by identifying the diverse needs of the community.

Lathrup Village benefits from community organizations like ours. We offer connection, purpose, and meaningful activities, especially for our seniors. In many instances, we are seniors serving seniors. Membership is open to all city residents, regardless of age, and those inside and outside Lathrup Village. In addition to significant volunteer work, LVWC presents programs at its meetings on subjects important to all residents, for example, how to avoid scams, fitness chair exercise, senior health care services, and gardening. All citizens are welcome to attend these enrichment programs.

**2025 ACCOMPLISHMENTS**

We have a new membership chairperson and strive to recruit and retain members. Our membership increased by three members this past year to 30.

The 2025 Holly Luncheon hosted 65 members and friends of Lathrup Village, up 21% from 2024.

We supported the following organizations with money raised from events, raffles, and personal donations.

- The City of Lathrup Village Community Room – \$3,000 raised for improvements
- The Detroit Goodfellows Dolls Program – 40 dressed dolls donated to holiday gift boxes for young girls
- Southfield Goodfellows Children's Drive – 16 children received items from their Christmas wish lists
- Urban Neighborhood Initiatives - \$1,000 donated for youth development and educational support
- St. David’s Episcopal Church, Southfield – Collected plastic bags for making waterproof mats for the homeless
- The John D. Dingell VA Medical Center – Collected magazines, calendars, games, puzzles, playing cards, and hygiene products to donate

Our members volunteered at various city events like Winter Festival (24 hrs.), the Music Festival (12 hrs.), and the Nature Group’s Garden Tour and Sarrackwood Park Cleanup (34 hrs.) All together, our club accrued 70 volunteer hours helping at those community-building events.

The LVWC played a key role in envisioning the need for the current Lathrup Village City Hall, and they raised funds to bring this vision to fruition. The LVWC was also instrumental in the creation of the Community Room and outfitting the commercial kitchen. Inspired by this tradition, our membership held an event called *The Estate Sale* in October 2025 and raised money dedicated to future improvements of the Lathrup Village Community Room. LVWC members and Lathrup residents contributed at least 180 volunteer hours planning, donating items to sell, and executing this worthwhile community event.

\$3,000 was raised in 2025 and has been placed in escrow, as verified by the City Administrator, to be used towards a mutually agreed-upon tangible Community Room project in the future.

**PROPOSED PARTNERSHIP**

We would like to again offer 110 volunteer hours this year. Any City-sponsored activity taking place in Lathrup Village can call on LVWC for volunteers.

We look forward to hosting another *Estate Sale* this October 2026, with a commitment to escrow additional net proceeds for Community Room improvements, verified by the City Administrator.

**OUR REQUESTS TO THE CITY**

The Lathrup Village Women's Club (LVWC) respectfully makes the following requests for the use of City Resources.

*-Community Room Use*

- 1. October through May, 6 Mondays for three-hour general meetings.
- 2. A Monday – Thursday day (not a weekend) for The Annual Holly Luncheon in December, for six hours or four hours if a two-hour setup is possible the day before.
- 3. Two full days, a Friday and Saturday in October, to hold the LVWC Estate Sale (to be scheduled no later than May 31, 2026).

*- Conference Room* Use once per month on Mondays for Board meetings from August through May, 9 times, for two hours each meeting.

*- Picnic Shelter* Use the second Monday in September for four hours.

*- Storage:* Use the basement storage area at City Hall to store the Club’s records, scrapbooks, and hospitality supplies.

Room usage time allotment includes setup/teardown time.

We also ask that the City promote our events when scheduled on the City website, email newsletter, and via banners/flyers (provided by LVWC).

In the event a room is used longer than allotted above, or if the room is not restored to a status as approved by the City Administrator or designee, a cleaning fee will be assessed and needs to be paid before the next usage. LVWC will be charged and pay the approved residential hourly rate.

The room usage allotment does not include usage of staff time or resources (ex: additional technology assistance, material printing, staff presentations, etc.)

We appreciate your consideration!

The Lathrup Village Women's Club, Serving Lathrup Village since 1939.

City Council Approval  
XXXX

**HOLD HARMLESS AGREEMENT**

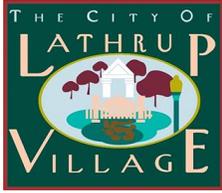
This Hold Harmless Agreement ("Agreement") is entered into as of **XXXXXX**, between The Lathrup Village Women's Club, hereinafter referred to as the "LVWC," and the City of Lathrup Village, located at 27400 Southfield Rd. Lathrup Village, MI 48076, hereinafter referred to as the "City."

1. Purpose: LVWC and the City are entering into a collaborative effort for the purpose of community benefit.
2. Hold Harmless Provision: LVWC agrees to indemnify and hold harmless the City and its officers, employees, agents, and representatives (collectively, the "City Parties") from any and all claims, demands, suits, actions, liabilities, damages, losses, costs, and expenses, including attorney's fees (collectively, "Claims"), arising out of or in connection with LVWC activities, negligence, or breach of any obligation under this Agreement.
3. Exceptions: This indemnification obligation does not apply to Claims caused solely by the gross negligence or willful misconduct of the City Parties.
4. Notice and Defense: In the event of any Claim against the City Parties, LVWC agrees to promptly notify the City in writing. LVWC further agrees to assume the defense of such Claim, including the selection of legal counsel, and shall keep the City reasonably informed of the progress of the defense.
5. Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the state of Michigan, without regard to its conflict of law principles.

IN WITNESS WHEREOF, the parties hereto have executed this Hold Harmless Agreement as of the date first above written.

Lathrup Village Women's Club

X-----



**City of Lathrup Village**  
27400 Southfield Road  
Lathrup Village, MI 48076  
[www.lathrupvillage.org](http://www.lathrupvillage.org) | (248) 557-2600

# MEMORANDUM

To: Mayor & City Council  
From: Austin Colson, CED/DDA Director  
Date: February 19, 2026  
RE: Site Plan Approval Extension Request – 27700 Southfield Road

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## Background

The Planning Commission previously granted site plan approval on April 15, 2025, for the adaptive reuse of the former school building located at 27700 Southfield Road for a mixed-use development incorporating commercial uses and residential units. The approved site plan contemplated reuse of the existing building footprint with associated site improvements consistent with the Village Center District and the City’s Master Plan objectives encouraging reinvestment and adaptive reuse of existing structures.

Construction has not commenced within the timeframe established by the Zoning Ordinance. The applicant has been actively working with the Michigan State Housing Development Authority (MSHDA) to secure project financing and is among the first projects to undergo review under a new state financing program intended to promote the development of additional housing units in response to Michigan’s housing needs. Due to the extended review timeline associated with this new funding program, the applicant submitted a written request seeking a twelve (12) month extension of the previously approved site plan to allow additional time to finalize financing and proceed toward implementation.

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## Zoning Ordinance Requirements

Section 6.1.D.ii of the Lathrup Village Zoning Ordinance establishes the expiration provisions for approved site plans. The ordinance states that if construction has not commenced within twelve (12) months of final approval, or if construction has not been completed within twelve (12) months after commencement, the site plan approval becomes null and void and a new application for site plan review is required. The ordinance further provides that City Council, after recommendation from the Planning Commission, may grant an extension of up to twelve (12) months upon written request from the applicant if it finds that:

1. The approved site plan adequately represents current conditions on and surrounding the site; and

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<b>Bruce Kantor</b> Mayor	<b>Kelly Garrett</b> Mayor Pro-Tem	<b>Jalen Jennings</b> Council Member	<b>Jason Hammond</b> Council Member	<b>John Sousanis</b> Council Member
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**City of Lathrup Village**  
27400 Southfield Road  
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- 2. The site plan conforms to current zoning ordinance standards.

### Staff Review and Analysis

Staff has reviewed the approved site plan and the surrounding conditions of the site and finds that the development concept, site layout, circulation, and building reuse remain consistent with current conditions in the surrounding area. No substantial changes have occurred to adjacent land uses, roadway configurations, or infrastructure that would materially alter the Planning Commission’s original findings.

Additionally, staff has reviewed the approved site plan for consistency with the current Zoning Ordinance standards and finds that the approved plans continue to conform to applicable zoning requirements. The proposed development remains consistent with the intent of encouraging reinvestment in existing structures and supporting mixed-use redevelopment within the Southfield Road corridor.

The requested extension is intended to allow the applicant additional time to secure financing, complete development coordination, and proceed toward construction without requiring resubmittal of a new site plan application for a project that remains substantially unchanged.

### Planning Commission Action

At its February meeting, the Planning Commission approved a motion recommending City Council grant a twelve (12) month extension of the site plan approved on April 15, 2025, for the adaptive reuse of the former school building located at 27700 Southfield Road.

### Suggested Motions

*“I move to grant the applicant a twelve (12) month extension of the site plan approved on April 15, 2025, for the adaptive reuse of the former school building located at 27700 Southfield Road, as the approved plan continues to represent current site conditions and remains consistent with the Zoning Ordinance.”*

**Bruce Kantor**  
Mayor

**Kelly Garrett**  
Mayor Pro-Tem

**Jalen Jennings**  
Council Member

**Jason Hammond**  
Council Member

**John Sousanis**  
Council Member



February 13, 2026

To: Austin Colson  
Director of Community & Economic Development  
City of Lathrup Village  
27400 Southfield Road  
Lathrup Village, MI 48076

**RE: Request for 12-Month Extension of Site Plan Approval**

27700 Southfield Road (Parcel ID #24-13-303-021)  
Planning Commission Approval Date: April 15, 2025 (PZE 24-019)

Dear Mr. Colson,

Pursuant to the City of Lathrup Village Zoning Ordinance provision regarding expiration of site plan approval, Akiva Investments, LLC respectfully submits this written request for a 12-month extension of the site plan approval granted by the Planning Commission on April 15, 2025, for the property located at 27700 Southfield Road.

As outlined in the ordinance, site plan approval becomes null and void if construction has not commenced within 12 months of final approval. While our team has been diligently advancing the project, construction has not yet commenced due to the ongoing financing process associated with this development.

The delay is not attributable to The Surnow Company, Akiva Investments, or the City. Rather, it is the result of the layered underwriting, documentation, and closing requirements required through the Michigan State Housing Development Authority (MSHDA) and multiple lending institutions participating in the project's capital structure.

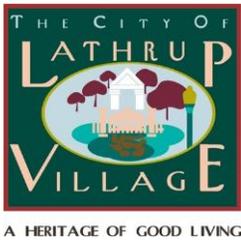
The approved site plan continues to adequately represent current conditions on and surrounding the site. There have been no material changes to the property or adjacent conditions that would warrant modification. Furthermore, the approved site plan remains in full conformance with the current Zoning Ordinance standards.

We remain committed to the project and to the City of Lathrup Village and look forward to proceeding to construction upon completion of financing.

We appreciate the City's continued partnership and respectfully request placement of this matter on the next available Planning Commission agenda for recommendation to City Council.

Sincerely,

Jordan Sherman  
VP, Business Operations  
The Surnow Company



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

**June 25, 2025**

Akiva Investments, LLC  
320 Martin Street, Ste. 100  
Birmingham, MI 48009

**RE: Site Plan Approval – 27700 Southfield Road (Parcel ID #24-13-303-021)**

Site Plan Submitted: October 22, 2024  
Revised Site Plan Submitted: March 21, 2025  
Planning Commission Approval: April 15, 2025

Dear Akiva Investments,

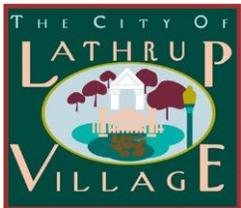
The City of Lathrup Village has completed its review of the revised site plan submitted on March 21, 2025, for the property located at 27700 Southfield Road (PZE 24-019). On April 15, 2025, the Planning Commission granted approval for the site plan, subject to the conditions outlined below. This letter serves as the formal confirmation of that approval.

All signage must comply with Chapter 52 of the City of Lathrup Village Code of Ordinances. Any new or modified signage will require a separate sign permit and must meet the dimensional, placement, and illumination standards set forth in the ordinance.

The approved site plan includes improvements to the site layout, landscaping, and parking configuration, including the proposed use of 18 parking spaces located within the public right-of-way.

On June 3, 2025, the Lathrup Village City Council approved a revocable Encroachment License authorizing the installation of landscaping and a concrete parking pad for 18 parking spaces within the city right-of-way along the south side of Goldengate Drive East. As a condition of this license, you are required to:

- Maintain \$1,000,000 in liability insurance, naming the City as an additional insured.
- Ensure free flow of storm water drainage through the right-of-way area.
- Accept full responsibility for maintenance and repair of improvements being installed into right-of-way.
- Comply with all provisions for indemnification and relocation at the City's request, as specified in the license agreement.



A HERITAGE OF GOOD LIVING

**27400 Southfield Road  
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(248) 557-2600  
[www.lathrupvillage.org](http://www.lathrupvillage.org)**

Failure to comply with the terms of the Encroachment License may result in its revocation and the removal of encroachments at the owner's expense.

As part of the site plan review, the Southfield Fire Department identified the following conditions that must be addressed prior to the issuance of a Certificate of Occupancy:

- The building must include:
  - Fire alarm system
  - Accessible Knox Box
  - Emergency gate access that responds to sirens or emergency triggers
  - Fire Department Connection (FDC)
- EV chargers must include an accessible and labeled shutoff for emergency use.
- The rear access road to the south of the structure must maintain a minimum width of 30 feet.

A pre-construction meeting with City staff will be required prior to the start of site work.

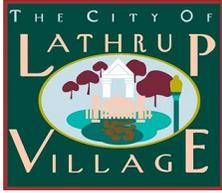
Please feel free to contact the Community and Economic Development Department at (248) 663-6023 or [Acolson@lathrupvillage.org](mailto:Acolson@lathrupvillage.org) with any questions regarding next steps.

We appreciate your commitment to Lathrup Village and look forward to the successful completion of your project.

Sincerely,

Austin Colson  
Director of Community & Economic Development  
City of Lathrup Village

CC: Kevin Biddison  
Mike Greene  
Jordan Sherman  
Sam Surnow



**City of Lathrup Village**  
27400 Southfield Road  
Lathrup Village, MI 48076  
[www.lathrupvillage.org](http://www.lathrupvillage.org) | (248) 557-2600

# MEMORANDUM

To: Mayor & City Council  
From: Tom Kennedy – Community & Economic Development/DDA Project Coordinator  
Austin Colson – Community & Economic Development/DDA Director  
Date: February 23, 2026  
RE: Solar Energy Systems Ordinance Amendments

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## Background

At its February meeting, the Lathrup Village Planning Commission voted to recommend amendments to the Solar Energy Systems ordinance approved during City Council’s October meeting. The discussion originated from a resident inquiry requesting clarification regarding the ordinance language and the applicability of certain provisions.

The Planning Commission reviewed three proposed amendments and determined that two best align with the intent of the Solar Energy Systems ordinance. The first amendment revises Section 5.17.3 by adding a new subsection clarifying the applicability of Battery Energy Storage System regulations. This amendment specifies what is regulated under the ordinance and clearly identifies what is exempt. The second amendment revises Section 5.17.4 by consolidating Sections 5.17.4, 5.17.5, and 5.17.6 into a single section, eliminating the existing hierarchy and establishing a consistent set of standards for battery installations.

City Council is encouraged to review the proposed amendments, raise any questions, and provide feedback prior to taking action on the ordinance.

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## Amendment Review

### Amendment 1:

#### Section 5.17.3.6

#### Applicability of Battery Energy Storage System (BESS) Regulations

The standards and requirements of this section apply exclusively to **permanently installed Battery Energy Storage Systems**, including systems that are fixed, mounted, bolted, hardwired, or otherwise intended for long-term stationary use as part of a solar or electrical system.

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Bruce Kantor Mayor	Kelly Garrett Mayor Pro-Tem	Jalen Jennings Council Member	Jason Hammond Council Member	John Sousanis Council Member
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Lathrup Village, MI 48076  
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This section **does not apply** to:

- a. **Electric vehicles**, including electric or plug-in hybrid vehicles, and their onboard batteries;
- b. **Portable or mobile battery units** that are not permanently installed or hardwired to the structure;
- c. **Portable electric generators or temporary power storage devices** intended for short-term or emergency use.

Electric vehicles and portable energy devices are regulated separately under applicable building, fire, electrical, and vehicle codes and are not considered Battery Energy Storage Systems for purposes of this ordinance.

**Amendment 2:**

**Consolidated Section 5.17.4, Paragraph 4, 5 and 6:**

**4. Battery Energy Storage Systems (BESS)**

- a. BESS may be located outdoors in a rear yard, inside an approved accessory structure or inside an attached garage. No BESS may be located in a basement or crawlspace.
- b. BESS are required to meet the following conditions:
  - I. Not visible from the public right-of-way and if located in a rear yard screened from neighboring properties and public view with landscaping;
  - II. If located inside an attached garage the BESS must be located on an exterior wall.
  - III. Set back at least 10 feet from all property lines;
  - IV. Properly enclosed and ventilated for safety;
  - V. Clearly marked as containing electrical equipment; and
  - VI. Reviewed and approved by the Building Official for compliance with applicable building, electrical and fire safety codes.

**Suggested Motion**

*I move to approve Ordinance #2026-01 - An Ordinance to Amend the City of Lathrup Village Zoning Ordinance Article 5, to Amend Section 5.17.3 - General Provisions, adding Subsection 6: Applicability of Battery Energy Storage Systems (BESS) Regulations; and to Amend Section 5.17.4: Permitted Systems, subsections 4, 5, and 6 into one subsection*

**Bruce Kantor**  
Mayor

**Kelly Garrett**  
Mayor Pro-Tem

**Jalen Jennings**  
Council Member

**Jason Hammond**  
Council Member

**John Sousanis**  
Council Member

# ARTICLE 5.17 Solar & Battery Energy Systems

## SECTION 5.17.1: PURPOSE

The purpose of this section is to permit and regulate the installation, maintenance, and decommissioning of Solar Energy Systems (SES) and Battery Energy Storage Systems (BESS) in a manner that promotes sustainability, protects public health and safety, and preserves the aesthetic and architectural character of Lathrup Village.

## SECTION 5.17.2: DEFINITIONS

For the purposes of this ordinance, the following definitions apply:

1. Battery Energy Storage System (BESS): One or more permanently installed devices, assembled together, capable of storing and discharging electricity primarily intended to supply electricity to a building or to the electrical grid.
2. Building-Integrated Solar Energy System: A solar energy system that is an integral part of a principal or accessory building or structure (rather than a separate mechanical device), replacing or substituting for an architectural or structural component of the building or structure. Building-integrated systems include, but are not limited to, photovoltaic or hot water solar energy systems that are contained within roofing materials, windows, skylights, and awnings.
3. Commercial Property: Property used for commercial purposes, including retail, office, industrial, and mixed-use zones.
4. Decommissioning: The process of removing and disposing of the solar energy system and associated components, including panels and batteries, at the end of their operational life or when the system is no longer in use.
5. Maximum Tilt: The maximum angle of a solar array (i.e., most vertical position) for capturing solar radiation as compared to the horizon line.
6. Minimum Tilt: The minimal angle of a solar array (i.e., most horizontal position) for capturing solar radiation as compared to the horizon line.
7. Principal-Use Solar Energy System: A commercial solar energy system that converts sunlight into electricity for the primary purpose of off-site use through the electrical grid or export to the wholesale market
8. Repowering: the process of upgrading or replacing components of an existing SES to restore or enhance its capacity, performance, or efficiency. This may include, but is not limited to, the replacement of solar panels, inverters, mounting systems, or other associated equipment.

- 9. Residential Property: A property used for Residential Purposes, including homes, apartments and other dwellings as permitted by the Zoning Ordinance.
- 10. Roof-Mounted Solar Energy System: A solar energy system mounted on a racking that is attached to or ballasted on the roof of a building or structure.
- 11. Solar Carport: A solar energy system of any size that is installed on a structure that is accessory to a parking area, and which may include electric vehicle supply equipment or energy storage facilities. Solar panels affixed on the roof of an existing carport structure are considered a Roof-Mounted SES.
- 12. Solar Energy System (SES): A photovoltaic system or solar thermal system for generating and/or storing electricity or heat, including all above and below ground equipment or components required for the system to operate properly and to be secured to a roof surface or the ground. This includes any necessary operations and maintenance building(s), but does not include any temporary construction offices, substation(s) or other transmission facilities between the SES and the point of interconnection to the electric grid.
- 13. Solar Panel: A device or system that captures solar energy and converts it into electricity, including photovoltaic panels installed on roofs, walls, or ground-mounted systems.

**SECTION 5.17.3: GENERAL PROVISIONS**

- 1. SES and BESS are permitted in all zoning districts, subject to the requirements of this section.
- 2. All systems must comply with applicable federal, state, and local laws, including the Michigan Building Code, National Electrical Code, and NFPA standards.
- 3. All installations require building and electrical permits.
- 4. BESS installations must be inspected every one to two years and proof submitted to the City. Inspectors shall inspect for:
  - a. Emergency Shutdown access;
  - b. Setbacks and fire access;
  - c. Ensuring all solar panels have micro inverters to allow for panels to operate individually and shut down individually if one has an issue;
  - d. Mechanical Ventilation (If applicable- BESS and ventilation standards required)
  - e. Compliance with grounding, overcurrent protection and disconnects;
  - f. NEC Article 706 (Energy Storage Systems) and 690 (Photovoltaic Systems).

5. Inspections can be performed by:
  - a. State-Licensed Electrical inspector, certified under the Michigan Electrical Code (based on the National Electrical Code 2023).
  - b. Local Building Official/Building Department, provided an inspection can be scheduled in an adequate timeline.

#### **SECTION 5.17.4: PERMITTED SYSTEMS**

1. Roof-Mounted SES
  - a. Rooftop Solar Energy Systems (RSES) are permitted as accessory uses in all zoning districts, provided they meet the standards outlined below.
  - b. Residential-Use Roof-Mounted Solar Panels may be installed on the roof of a residential primary structure, provided the panels do not extend beyond the edge of the roof surface and do not exceed the height of the existing structure.
  - c. Residential Accessory Building RSES Panels may be mounted parallel to the roof surface and not project more than 12 inches above the roof surface, and must not extend beyond the edge of the roof surface.
  - d. Commercial-Use Roof-Mounted Solar panels may be installed on the roof of a commercial primary structure, provided the panels do not extend more than 24 inches beyond the edge of the roof surface and comply with building code height limitations.
  - e. Commercial Accessory Building RSES: Panels may be mounted at an angle on flat roofs but must be screened from public view with parapet walls or similar architectural features, where feasible. The system may not exceed 10-feet in height above the roof deck.
  - f. If located over required parking (i.e., a solar carport), there is no maximum lot coverage. These systems shall not count toward the maximum number or square footage of accessory structures or maximum impervious surface limits if the ground beneath remains impervious.
  - g. Front-facing roofs permitted with administrative approval only when side/rear placement is not viable.

2. Wall-Mounted SES
  - a. Must be flush with building walls.
  - b. Considered accessory uses and do not increase nonconformity.
3. Ground-Mounted SES
  1. Principal-Use Ground-Mounted SES – All Districts: Accessory ground-mounted solar panels are not permitted.
4. Battery Energy Storage Systems (BESS)
  - a. BESS must be located in a detached accessory structure and is:
    - i. Not visible from the public right-of-way,
    - ii. Set back at least 10 feet from all property lines,
    - iii. Properly enclosed and ventilated for safety.
5. If installation in a detached structure is not feasible due to site constraints, the BESS may be installed within an attached garage, provided it:
  - a. Is mounted on an exterior wall,
  - b. Includes appropriate air filtration and ventilation systems,
  - c. Is reviewed and approved by the Building Official for safety compliance.
6. Outdoor BESS may be permitted if:
  - a. Located at least 10 feet from any property line,
  - b. Properly screened from neighboring properties and public view with landscaping or fencing,
  - c. Clearly marked as containing electrical equipment,
  - d. Compliant with applicable setbacks and fire safety codes.
7. Not permitted in basements or below-grade areas.

#### **SECTION 5.17.5: SAFETY AND STRUCTURAL STANDARDS**

1. All systems must be designed per engineering standards and applicable codes.
2. All SES and BESS installations must comply with the Michigan Building Code, including, but not limited to:
  - a. Structural load requirements (wind, snow, seismic),
  - b. Anchorage and uplift resistance,

- c. Frost protection and foundation standards.
3. Rooftop solar systems shall not compromise the structural integrity of the roof and may require certification by a licensed structural engineer, as determined by the Building Official. Structural certification may be required at Building Official's discretion.
  4. Emergency Services Application
    - a. All rooftop solar energy systems shall be installed in compliance with NFPA 1, IFC, and the Michigan Residential Code, which require:
      - i. Minimum clearances from roof edges and ridgelines of 36 inches.
      - ii. Pathways for firefighter movement, minimum 36-inch-wide unobstructed walking paths.
      - iii. No panels shall be installed over roof vents, skylights, or access hatches.
  2. Systems installed on townhouses, multifamily buildings, or commercial structures require review and approval of the Fire Department.
  3. All SES and BESS installations must be labeled at main service entrances and disconnects with durable placards stating:
    - a. Presence of solar and/or battery systems,
    - b. System voltage and shutoff locations,
    - c. Name and emergency contact of the installer or system owner.
    - d. Placards shall be weather-resistant, at least 6 inches by 6 inches, and located in accordance with NFPA 70 and NEC Article 690 requirements.

#### **SECTION 5.17.6: AESTHETIC AND VISUAL INTEGRITY**

1. Visible system components must match the color of roof/building.
2. Rear or side roof installations required for residential use, unless otherwise approved pursuant to section 5.20.4.3.

#### **SECTION 5.17.7: HISTORIC AND DESIGN DISTRICTS**

1. Any SES or BESS installation within a historic or design review district shall be subject to review and approval by the Historic District Commission (HDC) or Design Review Board, as applicable.
2. Applicants must submit:
  - a. A site plan or roof layout showing proposed system placement,

- b. System specifications (color, mounting style, panel finish),
  - c. Photographic documentation of the existing conditions,
  - d. A visibility analysis, where requested.
3. The Commission or Board shall review applications for conformance with:
    - a. The City's Historic District ordinance,
    - b. Design guidelines or overlay standards,
    - c. The Secretary of the Interior's Standards for Rehabilitation, where applicable.
  4. Design Compatibility Standards
    - a. Systems should be installed in locations that minimize visibility from the public right-of-way.
  5. Preferred placement includes:
    - a. Rear-facing roof planes,
    - b. Detached accessory structures.
  6. Where front-facing or highly visible installations are proposed due to site constraints, systems must:
    - a. Be integrated into the building form or roofline,
    - b. Use low-profile panels with matte or non-reflective finishes,
    - c. Match or complement existing materials and colors.

### **SECTION 5.17.8: DECOMMISSIONING AND REPOWERING**

1. SES and BESS must be removed at the end of life or when no longer in use.
  - a. Abandonment of Use
    - i. The system fails to produce energy or demonstrate regular use for a continuous period of 12 consecutive months, unless the property owner provides documentation of an ongoing maintenance or repair plan approved by the City.
2. Zoning or Site Use Changes

- a. The property undergoes a change in zoning, use, or ownership that renders the system noncompliant with applicable regulations, and no variance or special land use approval is granted.
3. A decommissioning plan is required for all principal-use systems.
- a. Component Removal Plan
    - i. Description of how all SES and BESS components will be dismantled and removed, including panels, mounting hardware, foundations, underground wiring, fencing, and battery systems.
4. Site Restoration Plan must include:
- a. Removal of concrete or gravel pads unless repurposed,
  - b. Grading and backfilling where needed,
  - c. Topsoil replacement and revegetation with native or approved ground cover.
  - d. Name and contact information of the party responsible for carrying out the decommissioning.

#### 5. Removal and Restoration Standards

Upon decommissioning, the following components shall be fully removed from the site unless otherwise approved by the City:

- a. Above-Ground Equipment
    - i. Solar panels, racking, support structures, fencing, inverters, batteries, and accessory electrical components.
  - b. Below-Ground Infrastructure
    - i. Foundations, mounting poles, and underground conduit or wiring must be removed to a depth of at least three feet below grade, unless the City permits otherwise due to safety, environmental, or reuse considerations.
  - c. Utility Connections
    - i. All utility connections shall be disconnected and removed in accordance with utility company and electrical code requirements.
6. Permitting Requirements
- a. Repowering activities that involve changes to the physical footprint, system height, location, or visual impact (e.g., panel relocation, racking changes) shall require submission of updated site plans and a zoning review.

- b. If repowering includes only internal component swaps (e.g., inverter replacement, panel-for-panel upgrades of the same size and placement), a building and/or electrical permit may be required, but zoning approval is not unless specified by the Building Official.
- c. In all cases, repowered systems must comply with the current Michigan Building Code, NEC, and NFPA safety standards



**City of Lathrup Village**  
27400 Southfield Road  
Lathrup Village, MI 48076  
[www.lathrupvillage.org](http://www.lathrupvillage.org) | (248) 557-2600

TO: Mayor & City Council  
FROM: Mike Greene – City Administrator  
DATE: February 23, 2026  
RE: MDOT Category B Contract

**Background Brief:** As part of the Category B Grant, the City needs to officially approve a contract with MDOT outlining the funding participation and eligible project costs.

After this step, MDOT will finalize its review of the received bids, and official contractor approval will come back before the City Council at a future meeting.

**Previous Action:** Study Session Discussion

**Economic Impact:** N/A

**Recommendation:** It is my recommendation to approve the enclosed resolution.

**Recommended Motion:**  
Moved by Council Member, \_\_\_\_\_ seconded by Council Member, \_\_\_\_\_  
to approve Resolution # 2026-05 – approving the Rainbow Circle MDOT Category B Contract.

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<b>Bruce Kantor</b> Mayor	<b>Kelly Garrett</b> Mayor Pro-Tem	<b>Jalen Jennings</b> Council Member	<b>Jason Hammond</b> Council Member	<b>John Sousanis</b> Council Member
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TED (B)  
NON FED

COM  
Control Section EDB 63000  
Job Number 224481CON  
Contract No. 25-5622

THIS CONTRACT is made by and between the MICHIGAN DEPARTMENT OF TRANSPORTATION, hereinafter referred to as the "DEPARTMENT;" and the CITY OF LATHRUP VILLAGE, a Michigan municipal corporation, hereinafter referred to as the "REQUESTING PARTY;" for the purpose of fixing the rights and obligations of the parties in agreeing to the following improvements, in Lathrup Village, Michigan, hereinafter referred to as the "PROJECT" and estimated in detail on EXHIBIT "I," dated January 27, 2026, attached hereto and made a part hereof:

Hot mix asphalt cold milling and resurfacing and approximately 0.25 miles of full depth concrete pavement removal and asphalt reconstruction along Rainbow Circle from Rainbow Drive to Red River Drive North, including driveway removal and replacement, drainage structures, culverts, ditch cleanout and lawn restoration; and all together with necessary related work.

WITNESSETH:

WHEREAS, the State of Michigan is hereinafter referred to as the "State;" and

WHEREAS, the PROJECT has been approved for financing in part with funds from the State appropriated to the Transportation Economic Development Fund, hereinafter referred to as "TED FUNDS," qualifies for funding pursuant to PA 231, Section 9(1)(b); Public Act of 1987, as amended, and is categorized as:

CATEGORY "B" FUNDED PROJECT

WHEREAS, the parties hereto have reached an understanding with each other regarding the performance of the PROJECT work and desire to set forth this understanding in the form of a written contract.

NOW, THEREFORE, in consideration of the premises and of the mutual undertakings of the parties and in conformity with applicable law, it is agreed:

- 1. The parties hereto shall undertake and complete the PROJECT in accordance with the terms of this contract.

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2. The term "PROJECT COST," as herein used, is hereby defined as the cost of the physical construction necessary for the completion of the PROJECT.

The costs incurred by the REQUESTING PARTY for preliminary engineering, construction engineering and inspection, and right-of-way are excluded from the PROJECT COST as defined by this contract.

The Michigan Department of Environment, Great Lakes, and Energy, hereinafter referred to as "EGLE", has informed the DEPARTMENT that it adopted new administrative rules (R 325.10101, et. seq.) which prohibit any governmental agency from connecting and/or reconnecting lead and/or galvanized service lines to existing and/or new water main. Questions regarding these administrative rules should be directed to EGLE. The cost associated with replacement of any lead and/or galvanized service lines, including but not limited to contractor claims, will be the sole responsibility of the REQUESTING PARTY.

3. The DEPARTMENT is authorized by the REQUESTING PARTY to perform, at no cost to the PROJECT, such administration of the PROJECT covered by this contract as is necessary to assist the REQUESTING PARTY to qualify for funding. Such administration may include performing such review, legal, financing, any other PROJECT related activities as are necessary to assist the REQUESTING PARTY in meeting applicable State requirements.

The DEPARTMENT shall provide the REQUESTING PARTY with a notice to proceed with the award of the construction contract for the PROJECT.

The DEPARTMENT may make a final acceptance inspection of the PROJECT as necessary to ensure the PROJECT meets State requirements. Failure to comply with State requirements may result in forfeiture of future distributions of the Michigan Transportation Fund as described in Section 5. No charges will be made by the DEPARTMENT to the PROJECT for any inspection work or construction engineering.

4. The REQUESTING PARTY, under the terms of this contract, shall advertise and award the PROJECT work in accordance with the following:

- A. The REQUESTING PARTY will, at no cost to the DEPARTMENT or the PROJECT, design, or cause to be designed, the PROJECT, and shall accept full responsibility for that design. Any review undertaken by the DEPARTMENT is for its own purposes and is not to nor does it relieve the REQUESTING PARTY of liability for any claims, causes of action or judgments arising out of the design of the PROJECT.

B. The REQUESTING PARTY, hereby, certifies to the DEPARTMENT that the plans, specifications, and estimates for the PROJECT have been prepared in compliance with applicable State laws, standards, and regulations.

C. The REQUESTING PARTY, hereby, certifies to the DEPARTMENT that the contracting procedures to be followed by the REQUESTING PARTY in connection with the solicitation of the construction contract for the PROJECT shall be based on an open competitive bid process. It is understood that the proposal for the PROJECT shall be publicly advertised and the contract awarded on the basis of the lowest responsive and responsible bid in accordance with applicable State statutes and regulations.

(1) The REQUESTING PARTY shall not award the construction contract prior to receipt of a notice to proceed from the DEPARTMENT.

(2) Upon verification that contractor selection by the REQUESTING PARTY was made in accordance with the terms of this contract and upon receipt of the "Request for Payment" form from the REQUESTING PARTY, the DEPARTMENT will authorize payment to the REQUESTING PARTY for the eligible amount in accordance with Section 5.

D. The REQUESTING PARTY will, at no cost to the PROJECT or the DEPARTMENT, comply with all applicable State statutes and regulations, including, but not limited to, those specifically relating to construction contract administration and obtain all permits and approvals with railway companies, utilities, concerned State, Federal, and local agencies, etc., and give appropriate notifications as may be necessary for the performance of work required for the PROJECT.

The REQUESTING PARTY agrees to comply with all applicable requirements of Part 91, Soil Erosion and Sedimentation Control of the Natural Resources and Environmental Protection Act, 1994 PA 451 as amended by 1995 PA 60 and 1996 PA 173, MCL 324.9101 et. seq., for all PROJECT work performed under this contract, and the REQUESTING PARTY shall require its contractors and subcontractors to comply with the same.

E. All work in connection with the PROJECT shall be performed in conformance with the DEPARTMENT'S current Standard

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Specifications for Construction, special provisions, and the supplemental specifications and plans pertaining to the PROJECT. All materials furnished and used in the construction of the PROJECT shall conform to the aforesaid specifications. Any changes in the scope of work for the PROJECT will require approval by the DEPARTMENT.

- F. The REQUESTING PARTY shall, at no cost to the PROJECT or to the DEPARTMENT, appoint a project manager who shall administer the PROJECT and ensure that the plans and specifications are followed, and shall perform or cause to be performed the construction engineering and inspection services necessary for the completion of the PROJECT.

Should the REQUESTING PARTY elect to use consultants for construction engineering and inspection, the REQUESTING PARTY shall provide a full-time project manager employed by the REQUESTING PARTY who shall ensure that the plans and specifications are followed.

- G. The REQUESTING PARTY shall require the contractor who is awarded the contract for the construction of the PROJECT to provide, as a minimum, insurance in the amounts specified in and in accordance with the DEPARTMENT'S current Standard Specifications for Construction, and to:
  - (1) Maintain bodily injury and property damage insurance for the duration of the PROJECT.
  - (2) Provide owner's protective liability insurance naming as insureds the State of Michigan, the Michigan State Transportation Commission, the DEPARTMENT and its officials, agents and employees, the REQUESTING PARTY and any other party with jurisdiction for the roadway being constructed as the PROJECT, and their employees, for the duration of the PROJECT and to provide copies of certificates of insurance to the insureds. It is understood that the DEPARTMENT does not assume either ownership of any portion of the PROJECT or jurisdiction of any REQUESTING PARTY highway as a result of being named as an insured on the owner's protective liability insurance policy.

- (3) Comply with the requirements of notice of cancellation and reduction of insurance set forth in the current Standard Specifications for Construction and to provide copies of notices and reports prepared to those insured.

5. The PROJECT COST shall be met in part by contributions by TED FUNDS. TED FUNDS Category B shall be applied to the eligible items of the PROJECT COST up to an amount not to exceed the lesser of: (1) 50 percent of the approved and responsible low bid amount, or (2) \$250,000, the grant amount. The balance, if any, of the PROJECT COST, after deduction of TED FUNDS, is the sole responsibility of the REQUESTING PARTY.

The REQUESTING PARTY shall be responsible for the payment of all costs and expenses incurred in the performance of PROJECT work.

Based upon the final cost of the PROJECT and/or a request by the REQUESTING PARTY, a payment adjustment may be initiated and/or authorized by the DEPARTMENT for eligible items of the PROJECT COST such that the total amount of TED FUNDS does not exceed the grant amount. The REQUESTING PARTY shall certify all actual costs incurred for work performed under this contract that are eligible for payment with TED FUNDS and will be required to repay any TED FUNDS it received in excess of 50 percent of the total of such costs.

6. The REQUESTING PARTY shall establish and maintain adequate records and accounts relative to the cost of the PROJECT. Said records shall be retained for a period of three (3) years after completion of construction of the PROJECT and shall be available for audit by the DEPARTMENT. In the event of a dispute with regard to allowable expenses or any other issue under this contract, the REQUESTING PARTY shall continue to maintain the records at least until that dispute has been finally decided and the time after all available challenges or appeals of that decision has expired.

The DEPARTMENT, or its representative, may inspect, copy, or audit the records at any reasonable time after giving reasonable notice.

The REQUESTING PARTY, within six (6) months of completion of the PROJECT and payment of all items of PROJECT COST related thereto, shall make a final reporting of construction costs to the DEPARTMENT and certify that the PROJECT has been constructed in accordance with the PROJECT plans, specifications, and construction contract.

In the event that an audit performed by or on behalf of the DEPARTMENT indicates an adjustment to the costs reported under this contract or questions the allowability of an item of expense, the DEPARTMENT shall promptly submit to the REQUESTING PARTY a Notice of Audit Results and a copy of the audit report which

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may supplement or modify any tentative findings verbally communicated to the REQUESTING PARTY at the completion of an audit.

Within sixty (60) days after the date of the Notice of Audit Results, the REQUESTING PARTY shall: (a) respond in writing to the responsible Bureau or the DEPARTMENT indicating whether or not it concurs with the audit report, (b) clearly explain the nature and basis for any disagreement as to a disallowed item of expense, and (c) submit to the DEPARTMENT a written explanation as to any questioned or no opinion expressed item of expense, hereinafter referred to as the "RESPONSE". The RESPONSE shall be clearly stated and provide any supporting documentation necessary to resolve any disagreement or questioned or no opinion expressed item of expense. Where the documentation is voluminous, the REQUESTING PARTY may supply appropriate excerpts and make alternate arrangements to conveniently and reasonably make that documentation available for review by the DEPARTMENT. The RESPONSE shall refer to and apply the language of the contract. The REQUESTING PARTY agrees that failure to submit a RESPONSE within the sixty (60) day period constitutes agreement with any disallowance of an item of expense and authorizes the DEPARTMENT to finally disallow any items of questioned or no opinion expressed cost.

The DEPARTMENT shall make its decision with regard to any Notice of Audit Results and RESPONSE within one hundred twenty (120) days after the date of the Notice of Audit Results. If the DEPARTMENT determines that an overpayment has been made to the REQUESTING PARTY, the REQUESTING PARTY shall repay that amount to the DEPARTMENT or reach agreement with the DEPARTMENT on a repayment schedule within thirty (30) days after the date of an invoice from the DEPARTMENT. If the REQUESTING PARTY fails to repay the overpayment or reach agreement with the DEPARTMENT on a repayment schedule within the thirty (30) day period, the REQUESTING PARTY agrees that the DEPARTMENT shall deduct all or a portion of the overpayment from any funds then or thereafter payable by the DEPARTMENT to the REQUESTING PARTY under this contract or any other agreement, or payable to the REQUESTING PARTY under the terms of 1951 PA 51, as applicable. Interest will be assessed on any partial payments or repayment schedules based on the unpaid balance at the end of each month until the balance is paid in full. The rate of interest will be based on the Michigan Department of Treasury common cash funds interest earnings. The rate of interest will be reviewed annually by the DEPARTMENT and adjusted as necessary based on the Michigan Department of Treasury common cash funds interest earnings. The REQUESTING PARTY expressly consents to this withholding or offsetting of funds under those circumstances, reserving the right to file a lawsuit in the Court of Claims to contest the DEPARTMENT'S decision only as to any item of expense the disallowance of which was disputed by the REQUESTING PARTY in a timely filed RESPONSE.

The REQUESTING PARTY shall comply with the Single Audit Act of 1984, P.L. 998-502 and applicable State laws and regulations relative to audit requirements.  
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7. The REQUESTING PARTY certifies that a) it is a person under the Natural Resources and Environmental Protection Act, MCL 324.20101 et seq., as amended, (NREPA) and is not aware of and has no reason to believe that the property is a facility as defined in the NREPA; b) the REQUESTING PARTY further certifies that it has completed the tasks required by MCL 324.20126 (3)(h); c) it conducted a visual inspection of property within the existing right of way on which construction is to be performed to determine if any hazardous substances were present; and at sites on which historically were located businesses that involved hazardous substances, it performed a reasonable investigation to determine whether hazardous substances exist. This reasonable investigation should include, at a minimum, contact with local, State and federal environmental agencies to determine if the site has been identified as, or potentially as, a site containing hazardous substances; d) it did not cause or contribute to the release or threat of release of any hazardous substance found within the PROJECT limits.

The REQUESTING PARTY also certifies that, in addition to reporting the presence of any hazardous substances to the Michigan Department of Environment, Great Lakes, and Energy, it has advised the DEPARTMENT of the presence of any and all hazardous substances which the REQUESTING PARTY found within the PROJECT limits, as a result of performing the investigation and visual inspection required herein. The REQUESTING PARTY also certifies that it has been unable to identify any entity who may be liable for the cost of remediation. As a result, the REQUESTING PARTY has included all estimated costs of remediation of such hazardous substances in its estimated cost of construction of the PROJECT.

8. If, subsequent to execution of this contract, previously unknown hazardous substances are discovered within the PROJECT limits, which require environmental remediation pursuant to either State or federal law, the REQUESTING PARTY, in addition to reporting that fact to the Michigan Department of Environment, Great Lakes, and Energy, shall immediately notify the DEPARTMENT, both orally and in writing of such discovery. The DEPARTMENT shall consult with the REQUESTING PARTY to determine if it is willing to pay for the cost of remediation and to determine the eligibility, for reimbursement, of the remediation costs. The REQUESTING PARTY shall pay all costs associated with such remediation, including all delay costs of the contractor for the PROJECT. If the REQUESTING PARTY refuses to participate in the cost of remediation, the amount of TED FUNDS the REQUESTING PARTY received from Grant #723 shall be forfeited back to the DEPARTMENT.

9. If State funds administered by the DEPARTMENT are used to pay the cost of remediating any hazardous substances discovered after the execution of this contract and if there is a reasonable likelihood of recovery, the REQUESTING PARTY, in cooperation with the Michigan Department of Environment, Great Lakes, and Energy and the DEPARTMENT, shall make a diligent effort to recover such costs from all other

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possible entities. If recovery is made, the DEPARTMENT shall be reimbursed from such recovery for the proportionate share of the amount paid by the DEPARTMENT and the DEPARTMENT shall credit such sums to the appropriate funding source.

10. The DEPARTMENT'S sole reason for entering into this contract is to enable the REQUESTING PARTY to obtain and use funds provided by the State.

Any and all approvals of, reviews of, and recommendations regarding contracts, agreements, permits, plans, specifications, or documents, of any nature, or any inspections of work by the DEPARTMENT pursuant to the terms of this contract are done to assist the REQUESTING PARTY in meeting program guidelines in order to qualify for available funds. Such approvals, reviews, inspections and recommendations by the DEPARTMENT shall not relieve the REQUESTING PARTY and the local agencies, as applicable, of their ultimate control and shall not be construed as a warranty of their propriety or that the DEPARTMENT is assuming any liability, control or jurisdiction.

The providing of recommendations or advice by the DEPARTMENT does not relieve the REQUESTING PARTY and the local agencies, as applicable, of their exclusive jurisdiction of the highway and responsibility under MCL 691.1402 et seq., as amended.

When providing approvals, reviews and recommendations under this contract, the DEPARTMENT is performing a governmental function, as that term is defined in MCL 691.1401 et seq. as amended, which is incidental to the completion of the PROJECT.

11. The DEPARTMENT, by executing this contract, and rendering services pursuant to this contract, has not and does not assume jurisdiction of the highway, described as the PROJECT for purposes of MCL 691.1402 et seq., as amended. Exclusive jurisdiction of such highway for the purposes of MCL 691.1402 et seq., as amended, rest with the REQUESTING PARTY and other local agencies having respective jurisdiction.

12. The REQUESTING PARTY shall approve all of the plans and specifications to be used on the PROJECT and shall be deemed to have approved all changes to the plans and specifications when put into effect. It is agreed that ultimate responsibility and control over the PROJECT rests with the REQUESTING PARTY and local agencies, as applicable. Any changes in the scope of work for the PROJECT will require approval by the DEPARTMENT.

13. The REQUESTING PARTY agrees that the costs reported to the DEPARTMENT for this contract will represent only those items that are properly chargeable in accordance with this contract. The REQUESTING PARTY also certifies

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that it has read the contract terms and has made itself aware of the applicable laws, regulations, and terms of this contract that apply to the reporting of costs incurred under the terms of this contract.

Upon completion of the PROJECT, the REQUESTING PARTY shall accept the facilities constructed as built to specifications within the contract documents. It is understood that the REQUESTING PARTY shall own the facilities and shall operate and maintain the facilities in accordance with all applicable Federal and State laws and regulations, including, but not limited to, Title II of the Americans with Disabilities Act (ADA), 42 USC 12131 et seq., and its associated regulations and standards, and DEPARTMENT Road and Bridge Standard Plans and the Standard Specifications for Construction.

14. Each party to this contract will remain responsible for any and all claims arising out of its own acts and/or omissions during the performance of the contract, as provided by this contract or by law. In addition, this is not intended to increase or decrease either party's liability for or immunity from tort claims. This contract is also not intended to nor will it be interpreted as giving either party a right of indemnification, either by contract or by law, for claims arising out of the performance of this contract.

15. In connection with the performance of PROJECT work under this contract the parties hereto (hereinafter in Appendix "A" referred to as the "contractor") agree to comply with the State of Michigan provisions for "Prohibition of Discrimination in State Contracts," as set forth in Appendix A, attached hereto and made a part hereof. The parties further covenant that they will comply with the Civil Rights Acts of 1964 being P.L. 88-352, 78 Stat. 252-253, as amended, being Title 42 U.S.C. Sections 1971, 1975a-1975d, and 2000a-2000h-6, and will require similar covenants on the part of any contractor or subcontractor employed in the performance of this contract.

16. This contract shall become binding on the parties hereto and of full force and effect upon the signing thereof by the duly authorized officials for the parties hereto and upon the adoption of the necessary resolution approving said contract and authorizing the signatures thereto of the respective officials of the REQUESTING PARTY, a certified copy of which resolution shall be attached to this contract.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed as written below.

CITY OF LATHRUP VILLAGE

MICHIGAN DEPARTMENT  
OF TRANSPORTATION

By  
Title:

By  
for Department Director MDOT

By  
Title:





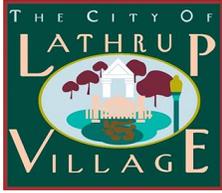
## APPENDIX A PROHIBITION OF DISCRIMINATION IN STATE CONTRACTS

In connection with the performance of work under this contract; the contractor agrees as follows:

1. In accordance with Public Act 453 of 1976 (Elliott-Larsen Civil Rights Act), the contractor shall not discriminate against an employee or applicant for employment with respect to hire, tenure, treatment, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, or marital status. A breach of this covenant will be regarded as a material breach of this contract. Further, in accordance with Public Act 220 of 1976 (Persons with Disabilities Civil Rights Act), as amended by Public Act 478 of 1980, the contractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of the above covenants will be regarded as a material breach of this contract.
2. The contractor hereby agrees that any and all subcontracts to this contract, whereby a portion of the work set forth in this contract is to be performed, shall contain a covenant the same as hereinabove set forth in Section 1 of this Appendix.
3. The contractor will take affirmative action to ensure that applicants for employment and employees are treated without regard to their race, color, religion, national origin, age, sex, height, weight, marital status, or any disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Such action shall include, but not be limited to, the following: employment; treatment; upgrading; demotion or transfer; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
4. The contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, height, weight, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.
5. The contractor or its collective bargaining representative shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising such labor union or workers' representative of the contractor's commitments under this Appendix.
6. The contractor shall comply with all relevant published rules, regulations, directives, and orders of the Michigan Civil Rights Commission that may be in effect prior to the taking of bids for any individual state project.

7. The contractor shall furnish and file compliance reports within such time and upon such forms as provided by the Michigan Civil Rights Commission; said forms may also elicit information as to the practices, policies, program, and employment statistics of each subcontractor, as well as the contractor itself, and said contractor shall permit access to the contractor's books, records, and accounts by the Michigan Civil Rights Commission and/or its agent for the purposes of investigation to ascertain compliance under this contract and relevant rules, regulations, and orders of the Michigan Civil Rights Commission.
8. In the event that the Michigan Civil Rights Commission finds, after a hearing held pursuant to its rules, that a contractor has not complied with the contractual obligations under this contract, the Michigan Civil Rights Commission may, as a part of its order based upon such findings, certify said findings to the State Administrative Board of the State of Michigan, which State Administrative Board may order the cancellation of the contract found to have been violated and/or declare the contractor ineligible for future contracts with the state and its political and civil subdivisions, departments, and officers, including the governing boards of institutions of higher education, until the contractor complies with said order of the Michigan Civil Rights Commission. Notice of said declaration of future ineligibility may be given to any or all of the persons with whom the contractor is declared ineligible to contract as a contracting party in future contracts. In any case before the Michigan Civil Rights Commission in which cancellation of an existing contract is a possibility, the contracting agency shall be notified of such possible remedy and shall be given the option by the Michigan Civil Rights Commission to participate in such proceedings.
9. The contractor shall include or incorporate by reference, the provisions of the foregoing paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Michigan Civil Rights Commission; all subcontracts and purchase orders will also state that said provisions will be binding upon each subcontractor or supplier.

Revised August 2011



**City of Lathrup Village**  
27400 Southfield Road  
Lathrup Village, MI 48076  
[www.lathrupvillage.org](http://www.lathrupvillage.org) | (248) 557-2600

TO: Mayor & City Council  
FROM: Mike Greene – City Administrator  
DATE: February 23, 2026  
RE: HRC – RRA & ERP Engineering

**Background Brief:** America’s Water Infrastructure Act of 2018 (AWIA) requires communities to certify to the US Environmental Protection Agency (EPA) that they have completed a risk and resilience assessment (RRA) and an emergency response plan (ERP) and that those plans be updated every five (5) years.

The City’s current plans were completed in 2021 and are due for a review/update.

Hubbell, Roth, & Clark, Inc (HRC) has been a City Engineer for several years, specifically focusing on stormwater (MS4 permits) and this type of reporting. HRC is the engineer who completed the City’s first RRA & ERP. HRC is also assisting numerous of our small SOCWA partners to complete their reporting updates.

A more in-depth update process can be found in the HRC proposal.

**Previous Action:** 2021 – HRC Reports

**Economic Impact:** Not-to-exceed cost for both reports = \$15,700

RRA – Due, June 30, 2026  
RRA estimated cost = \$7,136  
Engineering funds are available in the water/sewer funds for this fiscal year.

ERP – Due, December 31, 2026  
ERP estimated cost = \$8,564  
Engineering funds will need to be allocated in the FY 26-27 Budget

**Recommendation:** It is my recommendation to approve the HRC proposal.

**Recommended Motion:**

Moved by Council Member, \_\_\_\_\_ seconded by Council Member, \_\_\_\_\_  
to approve the HRC engineering proposal for the AWIA Risk and Resilience Assessment & Emergency Response Plan, for a cost not-to-exceed \$15,700.

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Bruce Kantor Mayor	Kelly Garrett Mayor Pro-Tem	Jalen Jennings Council Member	Jason Hammond Council Member	John Sousanis Council Member
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January 23, 2026

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

Attn: Mike Greene, City Administrator

Re: Proposal for Professional Engineering Services  
AWIA Risk and Resilience Assessment and Emergency Response Plan

HRC Job No. 20260059

Dear Mr. Greene:

Thank you for the opportunity to submit a proposal for professional engineering services to assist you with updating your Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP) to comply with America's Water Infrastructure Act of 2018 (AWIA). As you are aware, AWIA required communities to certify to the U.S. Environmental Protection Agency (EPA) that they have completed a risk and resilience assessment and an emergency response plan in 2020-2021 and requires that both plans must be updated every five (5) years.

The U.S. EPA has issued the following certification deadlines based on community water system (CWS) population served:

CWS Population Served	RRA Certification Deadline	ERP Certification Deadline
Over 100,000	March 31, 2025	September 30, 2025
50,000 – 99,999	December 31, 2025	June 30, 2026
3,301 – 49,999	June 30, 2026	December 31, 2026

HRC has wide-ranging experience assisting municipalities in all aspects of water supply system operation from planning to design and construction, water quality testing, hydrant flow testing, hydraulic modeling, regulatory reporting and preparation of vulnerability assessments (the precursor to the RRA), risk and resilience assessments, emergency response plans, reliability studies, and water system general plans for state and federal regulatory agencies. In addition, HRC assisted the City with preparation of the first round of RRA and ERP reports for AWIA and we are familiar with your water supply and distribution system.

### **RISK AND RESILIENCE ASSESSMENT (RRA)**

For water systems like the City, that supply a population between 3,301 and 49,999, **the RRA must be certified as completed prior to June 30, 2026.**

Our update of your Risk and Resilience Assessment (RRA) shall include:

- ≡ Review of updates to your water supply and distribution system
- ≡ Risks to the system from malevolent acts and natural hazards
- ≡ Resilience of system components
- ≡ Monitoring practices
- ≡ Financial infrastructure of the utility
- ≡ Use, storage, or handling of various chemicals



- ≡ Operation and maintenance
- ≡ Evaluation of capital and operational needs for risk and resilience management of the system
- ≡ Consider increased threat of cyber-attacks and current cybersecurity measures

AWIA does not stipulate the specific methodology to complete the RRA. To prepare the RRA, HRC will utilize available software such as the EPA's Vulnerability Self-Assessment Tool (VSAT) to efficiently meet the requirements of AWIA.

HRC proposes two (2) online meetings to review the scope and update existing details and information and estimated threat likelihood values. We propose to include one (1) new or significantly updated asset-threat scenario related to cybersecurity in the risk and resilience assessment. For the final product, HRC will provide the City all of the utilized worksheets to develop the RRA as well as a brief memo describing the process. However, for EPA certification, all that is necessary to submit is EPA's certification statement, which can be submitted electronically or via email.

We anticipate approximately 50 hours to complete this task at a cost of \$7,200. A breakdown of the items of work within these tasks along with our estimated hours and associated fees is provided on the attached Table 1.

### **EMERGENCY RESPONSE PLAN (ERP)**

For water systems like the City that supply a population between 3,301 and 49,999, **the ERP must be certified as completed prior to December 31, 2026**, or within six months of submitting certification of the Risk and Resilience Assessment (RRA).

Our update of your Emergency Response Plan (ERP) shall include:

- ≡ Strategies and resources to improve the resilience of the system, including the physical security and cybersecurity of the system,
- ≡ Plans and procedures that can be implemented, and identification of equipment that can be utilized, in the event of a malevolent act, proximity hazard or natural hazard that threatens the ability of the community water system to deliver safe drinking water,
- ≡ Actions, procedures and equipment, which can obviate or significantly lessen the impact of a malevolent act, proximity hazard or natural hazard on the public health and the safety and supply of drinking water provided to communities and individuals, including the development of alternative source water options, relocation of water intakes and construction of flood protection barriers, and
- ≡ Strategies that can be used to aid in the detection of malevolent acts, proximity hazards or natural hazards that threaten the security or resilience of the system.

AWIA places a greater emphasis on source water and finished water protection, proximity and natural hazards, and cybersecurity, along with an examination of the financial infrastructure and the consideration of operations, maintenance, and asset management. Lastly, the ERP needs to be developed and informed by the findings of the Risk and Resilience Assessment. For compliance purposes, it is essential for water systems to ensure that they have integrated, as appropriate, the policies, plans, and procedures defined in AWIA to improve the resilience of the utility in the event of a malevolent act or natural hazard based on the findings of the Risk and Resilience Assessment.

To update your Emergency Response Plan (ERP), the HRC project team will conduct an online kickoff meeting to discuss the ERP process and tasks and any changes or updates to the water system. It is important that key water system management personnel are intimately involved on the ERP development team, and that a defined ERP manager is designated. This involvement will provide significant support for the ERP development process.

At the kickoff meeting, the HRC project team will recap the findings of the Risk and Resilience Assessment update with and review the main principles of the previous ERP, including the following:

- ≡ Preparedness
- ≡ All-hazards approach
- ≡ Document maintenance
- ≡ Staff preparation
- ≡ Resilience
- ≡ Scalability
- ≡ Stakeholder engagement

The HRC project team will also review the previous outline of the ERP with the group and assign roles and responsibilities for ERP updating and any development required. The sections of the ERP should include, but not be limited to, the following:

1. Utility Information
2. Resilience Strategies
3. Emergency Plans and Procedures
4. Mitigation Actions
5. Detection Strategies

After the kickoff meeting, the HRC project team will continue to communicate with the ERP update team to obtain updates to information such as contact lists for internal and external personnel, vendors, suppliers, contractors, etc. and their updated information, emergency preparedness roles and responsibilities, provisions for electrical power and other critical resources, cyber/IT recovery procedures, mutual aid procedures, contractor and vendor support. This step in the ERP update will require meaningful assistance from the City and we anticipate necessary City staff be active in this process to help gather and provide the requisite information. HRC will provide a draft copy of the ERP update and schedule a review workshop with the ERP update team to collect comments and walk through any incomplete or missing components of the ERP.

At the workshop, the HRC project team will discuss the detailed system standard operating procedures and example hazard-specific response plans. We will also discuss your local emergency planning committees and partnerships. Lastly, the workshop will discuss plans for Emergency Action Guidelines such as safety policies, record-keeping, and reporting, work schedules, after-action procedures, and plan maintenance information such as training and exercises, ERP review, update frequency and documentation control. HRC will provide standard, general procedures for the City's use and reference.

The HRC Project Team will then finalize the ERP and submit to the City so that you may certify to the EPA that the requirements of the ERP portion of the AWIA have been completed. The ultimate goal for the finished product will be to develop plans, procedures, and resources that will help lower the impact and improve response to emergencies and disasters.

HRC proposes two (2) online meetings, one to kick off the ERP update process and the second to workshop the draft ERP. We anticipate approximately 60 hours to complete this task at a cost of \$8,500. A breakdown of the items of work within these tasks along with our estimated hours and associated fees is provided on the attached Table 1.

The total estimated hours and fees for both the RRA and ERP are anticipated to be approximately 140 hours for a total not-to-exceed cost for both tasks of \$15,700.00.



We are prepared to begin immediately upon your authorization to proceed and propose to complete the tasks as described above prior to each stated EPA certification deadline. Thank you for the opportunity to continue to serve the City. If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.

Bradley Shepler, P.E.  
Vice President

Nicole Selais  
Senior Project Analyst

BC/nrs  
Attachment  
pc: HRC; File

Accepted By:

Signature: \_\_\_\_\_

Written Name: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

**CITY OF LATHRUP VILLAGE  
 PROFESSIONAL ENGINEERING SERVICES FOR  
 RISK AND RESILIENCE ASSESSMENT & EMERGENCY RESPONSE PLAN**

**TABLE 1  
 ESTIMATED HOURS AND FEES**

**January 23, 2025**

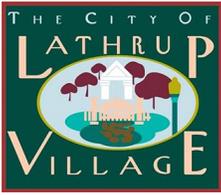
**20260059**

Task Description	Principal	Rate Classification & Estimated Hours				Total Hours
		Associate/ Managing Engineer	Project Engineer	Staff Engineer		
<b>RISK AND RESILIENCE ASSESSMENT</b>						
1 Review of Background Information and Previous RRA	-	-	4	2	6	
2 Meeting to Review of System Updates and Operations for Risk and Resilience	-	2	2	2	6	
3 Cybersecurity Assets and Threats Review	1	2	4	4	11	
4 Evaluation of Capital and Operational Needs	-	2	4	2	8	
5 Meeting to Review & Gather Any Additional Information Needed	1	2	2	4	9	
6 Completion of Risk and Resilience Assessment	-	2	4	4	10	
Subtotal	2	10	20	18	50	
<b>EMERGENCY RESPONSE PLAN</b>						
1 Review of Previous ERP and New Information	-	-	2	4	6	
2 Kickoff Meeting	1	2	4	4	11	
3 Development of Draft Emergency Response Plan	-	2	6	4	12	
4 Workshop with ERP Development Team	-	2	4	6	12	
5 Final Plan Preparation	-	2	6	6	14	
6 Project Administration and Monthly Reporting	1	2	2	-	5	
Subtotal	2	10	24	24	60	
<b>PROJECT TOTAL</b>						<b>110</b>

**ESTIMATED FEE SUMMARY**

PERSONNEL	HOURS	RATE	TOTAL
Principal	4	\$ 75.00	\$ 300.00
Associate/Managing Engineer	20	\$ 60.00	\$ 1,200.00
Project Engineer	44	\$ 50.00	\$ 2,200.00
Staff Engineer	42	\$ 40.00	\$ 1,680.00
<b>TOTAL ESTIMATED HRC DIRECT PAYROLL</b>			<b>\$ 5,400.00</b>
<b>TOTAL INDIRECT PAYROLL (1.9)</b>			<b>\$ 10,300.00</b>
<b>TOTAL ESTIMATED FEE (RRA &amp; ERP)</b>			<b>\$ 15,700.00</b>





**City of Lathrup Village**  
27400 Southfield Road  
Lathrup Village, MI 48076  
[www.lathrupvillage.org](http://www.lathrupvillage.org) | (248) 557-2600

TO: Mayor & City Council  
FROM: Mike Greene – City Administrator  
DATE: February 23, 2026  
RE: Community Room Roof Project

**Background Brief:** As part of the FY 25-26 budget, the City has allocated \$25,000 to address the Community Room Roof, which is past its useful life and has caused leaking into the Community Room. After having several contractors visit the site, it was determined that more work needed to be done on the roof than was anticipated, including substantial rework of the HVAC system/layout. During the July 21, 2025, meeting, the City hired Detroit Roofing Inspection Service (DRIS) to oversee this specialized project.

Over the past few months, DRIS was able to finalize a roof review, bid documents, and hold our bid opening on January 21, 2026. The City received seven (7) bids for this project. An additional breakdown is included in the DRIS recommendation memo. Butcher & Butcher was the low-qualified bidder for a corrected bid cost of \$52,938.

This type of project has only two windows for completion each calendar year (early spring/mid-fall), as it requires taking the entire City Hall HVAC system offline for at least a week. Timing is essential for completion.

**Previous Action:** 7-21-25 - DRIS Approval

**Economic Impact:**

\$25,000 – Budgeted in 101-201-000-970  
\$5,500 – Previously Approved DRIS Work

\$52,938 – Butcher & Butcher for Roofing Work  
\$32,790 – Denny’s Heating & Cooling for HVAC Work

**\$85,728 – Estimated Total Construction Cost**

This project will require a budget amendment, and there is a chance that at the end of the fiscal year, it will result in the City needing to utilize Fund Balance dollars to balance the budget.

**Recommendation:** Unfortunately, when maintenance needs to be deferred for years due to budget constraints, cities get placed in these types of situations where large capital projects need to be addressed without being properly budgeted. It is my recommendation to approve Butcher & Butcher and Denny's to complete this roof work. A new membrane roof, with regular inspections and maintenance, can be expected to last 20-25 years.

**Recommended Motion:**

Moved by Council Member, \_\_\_\_\_ seconded by Council Member, \_\_\_\_\_ to approve Butcher & Butcher for the Community Room roof membrane replacement project for an estimated cost of \$52,938; and Denny’s Heating & Cooling for the Community Room roof RTU re-install for an estimated cost of \$32,790.

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Bruce Kantor Mayor	Kelly Garrett Mayor Pro-Tem	Jalen Jennings Council Member	Jason Hammond Council Member	John Sousanis Council Member
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**DETROIT ROOFING INSPECTION SERVICE**

P.O. Box 99700, Troy, MI 48099

**Timothy P. Riha**

RRC, RRO ~ Consultant

586-759-2143 office

Tim.Riha@DRISontheNet.com

586-201-0664 cell

January 21, 2026

Mike Greene  
City Administrator  
27400 Southfield Rd.  
Lathrup Village, MI 48076

Re: Roof Replacement Bids  
Location: City of Lathrup Village – Community Room  
27400 Southfield Rd.  
Lathrup Village, MI

Dear Mr. Greene:

At your request I have specified roof replacement on the above referenced building and an public open bid, which was advertised by your office, was held on January 14, 2026. During this onsite meeting we allowed access to the roof for those contractors interested in this project, answering questions about the roof replacement as well as informing the contractors of the corresponding mechanical work being completed as part of this project.

At the Prebid 15 contractors were in attendance and bids were due and opened in your office January 21, 2026. Unfortunately, I was unable to attend the bid opening and I understand that 7 bids were received and read out loud. The contractors who submitted bids were: Butcher & Butcher, Four Seasons Kanga Roof, Lutz Roofing, Newton Crane Roofing, Royal Roofing, Schena Roofing and Unlimited Construction.

After receiving and reviewing the bids, I note that Butcher & Butcher was the low bidder. I do not have any recent project history with this contractor; however, I did contact their project estimator, Mark Tremonti, to discuss his bid. During this discussion Mark indicated that he did miss a few items. These were minor and included sheet metal slip flashings on the units as well as service line support blocks. Additionally, Mark did not include Unit Costs for the tapered insulation panels on items 13 & 14 of the updated proposal pages submitted with Addendum 1, see attached email confirming these changes. Even with these additional fees Butcher & Butcher remains the low bidder.

Therefore, at this time I feel comfortable that Butcher & Butcher is capable of completing this project as specified and should be awarded this project based on being the low bidder at the updated cost of **\$52,938.**

Below is a breakdown of the bids and you already have the contractor's original proposals. Please see the attached specifications and Addendum issued during bidding for a full description of the roof system.

2026 Community Room Roof Replacement Bids								
		Bid	Familial	Iran				
		Bond	Statement	Disclosure	Addedum 1	Addedum 2	Base Bid	
Contractor		Received	Received	Received	Received	Received	Cost	updated
1	Butcher & Butcher	Y	Y	Y	Y	Y	\$ 51,982	\$ 52,938
2	Four Seasons	Y	Y	Y	Y	Y	\$ 57,800	
3	Unlimited Const.	Y	N	Y	Y	Y	\$ 67,000	
4	Lutz	Y	Y	Y	Y	Y	\$ 71,250	
5	Schena	Y	Y	Y	Y	Y	\$ 87,460	
6	Royal	Y	Y	Y	Y	Y	\$ 91,200	
7	Newton Crane	Y	Y	Y	Y	Y	\$ 109,500	

The **Base Bid** is for removal of the existing EPDM membrane leaving the existing tapered insulation in place. This insulation will be reused to save on replacement costs. Insulation will be inspected daily and any wet or damaged insulation found, most likely around the HV/AC penetrations, will be replaced based on unit costs submitted with the bids. Over the existing insulation substrate a new layer of 1/2" High Density Polyiso Insulation will be installed with a new fully adhered EPDM membrane. This will include roofing on the main roof as well as the two smaller entrance canopies on the SW and NW sides of the Community Room. The roof will then be completed with all new associated sheet metal flashings.

This roof project has been bid, by all roofing contractors, with the knowledge that they will need to coordinate work with the removal and reinstallation of the HV/AC equipment and exposed duct work on the roof by your HV/AC contractor, Dennys Heating, Cooling & Refrigeration Service, Inc. This HV/AC work is necessary to allow access to the roof and flashings under existing HV/AC equipment which are covering the west side of the roof.

Please note that the roofing contractors have bid all roof work with the assumption that the reinstallation of the HV/AC equipment and ducts will be similar to the existing configuration. Any major alterations to the existing HV/AC footprints may require additional work by the roofing contractor and would be based on the unit costs submitted.

I have had discussions with Dean at Denny Heating Cooling & Refrigeration after the roof bids were received and he has indicated that he has all work included for raising the new units and ducts maintaining the flashings heights that we will need to achieve a minimum of 10" above the existing finished roof surface.

If you have any further questions, or are prepared to award this project, please contact our office.

Sincerely,



Timothy P. Riha, RRC, RRO  
 Consultant  
 Detroit Roofing Inspection Service, Inc.

**Tim Riha**

---

**To:** Mark Tremonti  
**Subject:** RE: Lathrup Village Community Center Project

---

**From:** Mark Tremonti <mtremonti@bbconstruct.com>  
**Sent:** Monday, January 26, 2026 1:23 PM  
**To:** Tim Riha <tim.riha@drisonthenet.com>  
**Subject:** Lathrup Village Community Center Project

Tim here are the unit prices as we discussed....

1/8" Taper

AA Panel \$1.60 sq ft  
A Panel \$2.60 sq ft  
B Panel \$4.55 sq ft  
C Panel \$4.55 sq ft

1/4" Taper

X Panel \$2.10 sq ft  
Y Panel \$4.10 sq ft

Slip Metal- ADD to bid amount: \$756.00  
Gas Pipe Supports-ADD to bid amount: \$200.00

Let me know if you need anything else.

Respectfully,



Mark Tremonti  
Project Manager/ Estimator  
Butcher & Butcher Construction  
Phone 248-852-2323  
Web [www.bbconstruction.com](http://www.bbconstruction.com)  
Email [mtremonti@bbconstruct.com](mailto:mtremonti@bbconstruct.com)  
*Celebrating 50 Years in Business!*



# DETROIT ROOFING INSPECTION SERVICE

P.O. Box 99700, Troy, MI 48099

**Timothy P. Riha**

RRC, RRO ~ Consultant

586-759-2143 office

Tim.Riha@DRISontheNet.com

586-201-0664 cell

## ADDENDUM NO. 1

January 14, 2026

Pages: 4

Lathrup Village Community Room

PROJECT NO. 12756P-25

The following are additions/revisions or clarifications to the original contract documents and shall take precedence over them.

This Addendum affects all bidders on the above referenced project. Bidders shall acknowledge receipt of this Addendum on the proposal form.

### ITEM # 1

#### II. GENERAL CONDITIONS

12. The contractor is responsible for obtaining all applicable permits. Further, the contractor and his/her sub-contractors are responsible to meet all applicable laws and regulations including, but not limited to, OSHA, NESHAPS, NIOSH, MDCIS, DEQ, EPA, Federal, State of Ohio and local laws and ordinances. Copies will be furnished to the Owner.

The contractor is responsible for obtaining a permit from the city; however, you will NOT be charged a permit fee.

### ITEM # 2

#### III. ROOFING AND SHEET METAL

##### 3. Preparation

- A. The existing roof systems shall be completely removed down to the existing tapered polyiso roof insulation.

(1) Removal will include all base flashings.

**ITEM # 3****III. ROOFING AND SHEET METAL**

## 3. Preparation

- F. The exposed roof insulation shall be broomed clean of all loose dirt and debris. The surface will be clean and properly prepared to receive new insulation.
  - (1) The existing roof insulation will be examined for any deterioration, moisture or damage. If defective areas are found, the Owner will be notified and required repairs will be completed on a unit price basis with tapered insulation panels and fill.

**ITEM # 4****III. ROOFING AND SHEET METAL**

## 4. Roof Insulation

- A. Over the existing tapered roof insulation install a total thickness of 1/2" of high density polyiso roof insulation (R=2.5.), constructed in a minimum single layer of roof insulation with a glass facer.
  - (1) The roof insulation will be manufactured by Carlisle, Elevate (Firestone) or accepted alternate, and will consist of 1/2" Polyiso HD insulation.
- B. The Polyiso HD boards shall be secured in place with mechanical fasteners into the roof deck.
  - (1) Mechanical fastening will be completed utilizing sufficient fasteners per board to obtain a Factory Mutual Class 1 Fire and current I-90 Windstorm Rating, as described in FM 1-28.

**ITEM # 4****III. ROOFING AND SHEET METAL**

8. Special Instructions

G. Install manufacturers walk pad completely around HV/AC units, at the service panels / shut offs on condensers, at roof access doors, hatches or similar.

(1) Walk pad shall be installed in a single row allowing a 3" space between pads for drainage.

(2) The contractor shall not install walk pad over a field seam under any circumstance.

**ITEM # 4**

The contractor shall use the attached proposal and unit costs pages when submitting their bids.

PROPOSAL FOR ROOF MODIFICATIONS ON  
Lathrup Village Community Room

We the undersigned propose to furnish all labor, material, tools, equipment, supervision and incidentals required to make roof repairs on the above named project, in accordance with these specifications, for the following sums:

**BASE BID**

Fifty One Thousand Nine Hundred Eighty Two Dollars \$51,982.00

The above sums include all taxes or fees of whatever character that are applicable to this project. The contractor hereby affirms that the above quotation is based on visual observations of the site and this proposal will remain firm for a period of ninety (90) days.

If awarded the contract to complete work included in this proposal, we can begin work within 30 days following award, and complete the project within 10 calendar days of start date.

The undersigned has carefully checked the bid figures and understands that he/she shall be responsible for any error of omission in this bid offer and is in receipt of all addenda as issued. Indicate below with addendum number:

Addendum # 1    Addendum # 2    Addendum # \_\_\_\_\_    Addendum # \_\_\_\_\_

Addendum # \_\_\_\_\_    Addendum # \_\_\_\_\_    Addendum # \_\_\_\_\_    Addendum # \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Company: Butcher & Butcher Construction Co Phone: 248-852-2323

Address: 3885 Industrial Drive

City: Rochester Hills State: Michigan Zip: 48309

Name of Representative: Mark Tremonti Title: Estimator/Project Manager

Email: Mtremonti@bbconstruct.com

Signature:  Date: 1/20/2026

Terms: 40% upon delivery of materials, bal on completion Sales Tax Included: X Yes  No

**UNIT PRICES**

**Lathrup Village Community Room**

The following is a list of Unit Prices to cover any additional repairs that might be required during the execution of work contained in this contract.

No additional repairs will be completed under the Unit Price Schedule unless written approval is issued by the Owner, in the form of a change order. The owner may allow changes to be initiated by verbal order, followed by written notification, at his discretion in order to expedite completion of the work and not delay progress on the project.

All Unit Prices include: Full compensation for all burden, labor, materials, taxes, insurance, supervision, overhead, profit, and delivery to the site.

- 1. Roof Deck Replacement (Metal) \$15.95 Sq. Ft.

2.	Wood Nailer Replacement (2x4")	<u>\$4.00</u> Ln. Ft.
3.	Wood Nailer Replacement (2x6")	<u>\$4.50</u> Ln. Ft.
4.	Wood Nailer Replacement (2x8")	<u>\$5.00</u> Ln. Ft.
5.	Wood Nailer Replacement (2x10")	<u>\$6.00</u> Ln. Ft.
6.	Wood Nailer Replacement (2x12")	<u>7.50</u> Ln. Ft.
7.	1/2" Plywood 4 x 8' sheet	<u>\$75.00</u> Each
8.	3/4" Plywood 4 x 8' sheet	<u>\$105.00</u> Each
9.	Tapered Insulation Saddles	<u>\$3.50</u> Sq. Ft.
10.	1" Polyisocyanurate insulation	<u>\$2.25</u> Sq. Ft.
11.	1.5" Polyisocyanurate insulation	<u>\$2.50</u> Sq. Ft.
12.	2" Polyisocyanurate insulation	<u>\$2.85</u> Sq. Ft.
13.	1/8" per foot slope prefabricated Polyisocyanurate insulation	<u>Varies</u> Sq. Ft.
14.	1/4" per foot slope prefabricated Polyisocyanurate insulation	<u>Varies</u> Sq. Ft.
15.	6" Pitch pan flashing	<u>\$225.00</u> Each
16.	16" tall adhered base flashing	<u>\$6.25</u> Ln Ft.

**Contractor Name:** Butcher & Butcher Construction Co

# AIA<sup>®</sup> Document A310<sup>™</sup> – 2010

## Bid Bond

**CONTRACTOR:**

*(Name, legal status and address)*

**Butcher & Butcher Construction Co., Inc.**  
3885 Industrial Drive  
Rochester Hills, MI 48309

**SURETY:**

*(Name, legal status and principal place of business)*

**United Fire & Casualty Company**  
PO Box 73909  
Cedar Rapids, IA 52407-3909

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

**OWNER:**

*(Name, legal status and address)*

**City of Lathrup Village**  
27400 Southfield Rd  
Lathrup Village, MI 48076

**BOND AMOUNT: Five Percent (5%) of Amount Bid**

**PROJECT:**

*(Name, location or address, and Project number, if any)*

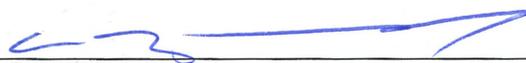
**Community Room Roof Replacement**

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

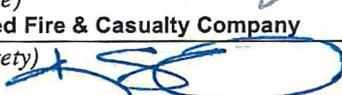
When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this **21st** day of **January, 2026**

  
\_\_\_\_\_  
*(Witness)*

**Butcher & Butcher Construction Co., Inc.**  
*(Principal)*  *(Seal)*

  
\_\_\_\_\_  
*(Witness)*

*(Title)*  
**United Fire & Casualty Company**  
*(Surety)*  *(Seal)*  
*(Title)* **Krista L Pocket, Attorney-in-Fact**



UNITED FIRE & CASUALTY COMPANY, CEDAR RAPIDS, IA  
 UNITED FIRE & INDEMNITY COMPANY, WEBSTER, TX  
 FINANCIAL PACIFIC INSURANCE COMPANY, LOS ANGELES, CA  
 CERTIFIED COPY OF POWER OF ATTORNEY  
 (original on file at Home Office of Company – See Certification)

Inquiries: Surety Department  
 118 Second Avenue SE  
 Cedar Rapids, IA 52401

Item 9E.

KNOW ALL PERSONS BY THESE PRESENTS, That United Fire & Casualty Company, a corporation duly organized and existing under the laws of the State of Iowa; United Fire & Indemnity Company, a corporation duly organized and existing under the laws of the State of Texas; and Financial Pacific Insurance Company, a corporation duly organized and existing under the laws of the State of California (herein collectively called the Companies), and having their corporate headquarters in Cedar Rapids, State of Iowa, does make, constitute and appoint

JEFFREY A CHANDLER, ALAN P CHANDLER, IAN J DONALD, ROBERT TROBEC, BRYAN L FORMSMA, TERENCE J GRIFFIN, JOHN L BUDDE, SUSAN L SMALL, WENDY L HINGSON, KRISTA L POCKET, EACH INDIVIDUALLY

their true and lawful Attorney(s)-in-Fact with power and authority hereby conferred to sign, seal and execute in its behalf all lawful bonds, undertakings and other obligatory instruments of similar nature provided that no single obligation shall exceed \$50,000,000.00 and to bind the Companies thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of the Companies and all of the acts of said Attorney, pursuant to the authority hereby given and hereby ratified and confirmed.

The Authority hereby granted is continuous and shall remain in full force and effect until revoked by United Fire & Casualty Company, United Fire & Indemnity Company, and Financial Pacific Insurance Company.

This Power of Attorney is made and executed pursuant to and by authority of the following bylaw duly adopted by the Boards of Directors of United Fire & Casualty Company, United Fire & Indemnity Company, and Financial Pacific Insurance Company.

**“Article VI – Surety Bonds and Undertakings”**

Section 2, Appointment of Attorney-in-Fact. “The President or any Vice President, or any other officer of the Companies may, from time to time, appoint by written certificates attorneys-in-fact to act in behalf of the Companies in the execution of policies of insurance, bonds, undertakings and other obligatory instruments of like nature. The signature of any officer authorized hereby, and the Corporate seal, may be affixed by facsimile to any power of attorney or special power of attorney or certification of either authorized hereby; such signature and seal, when so used, being adopted by the Companies as the original signature of such officer and the original seal of the Companies, to be valid and binding upon the Companies with the same force and effect as though manually affixed. Such attorneys-in-fact, subject to the limitations set forth in their respective certificates of authority shall have full power to bind the Companies by their signature and execution of any such instruments and to attach the seal of the Companies thereto. The President or any Vice President, the Board of Directors or any other officer of the Companies may at any time revoke all power and authority previously given to any attorney-in-fact.

IN WITNESS WHEREOF, the COMPANIES have each caused these presents to be signed by its vice president and its corporate seal to be hereto affixed this 12th day of January, 2022

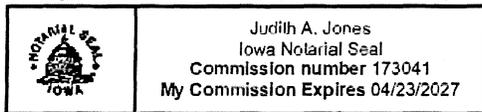


UNITED FIRE & CASUALTY COMPANY  
 UNITED FIRE & INDEMNITY COMPANY  
 FINANCIAL PACIFIC INSURANCE COMPANY

By: *Kyanna M. Saylor*  
 Vice President

State of Iowa, County of Linn, ss:

On 12th day of January, 2022, before me personally came Kyanna M. Saylor to me known, who being by me duly sworn, did depose and say; that she resides in Cedar Rapids, State of Iowa; that she is a Vice President of United Fire & Casualty Company, a Vice President of United Fire & Indemnity Company, and a Vice President of Financial Pacific Insurance Company the corporations described in and which executed the above instrument; that she knows the seal of said corporations; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporations and that she signed her name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporations.



*Judith A. Jones*  
 Notary Public  
 My commission expires: 04/23/2027

I, Mary A. Bertsch, Assistant Secretary of United Fire & Casualty Company and Assistant Secretary of United Fire & Indemnity Company, and Assistant Secretary of Financial Pacific Insurance Company, do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Section of the bylaws and resolutions of said Corporations as set forth in said Power of Attorney, with the ORIGINALS ON FILE IN THE HOME OFFICE OF SAID CORPORATIONS, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

In testimony whereof I have hereunto subscribed my name and affixed the corporate seal of the said Corporations this 21st day of January, 2026.



By: *Mary A. Bertsch*  
 Assistant Secretary,  
 UF&C & UF&I & FPIC

**City of Lathrup Village - IRAN DISCLOSURE FORM**

The undersigned, the owner of authorized office of Butcher & Butcher Construction Company  
(the "Bidder"), pursuant to the Iran Economic Sanctions Act, Act 517 of 2012; effective on April 1, 2013 disclosure requirements for the City of Lathrup Village hereby represent and warrant, except as provided below, that the company I own or represent is not an Iran linked business.

Bidder:  
Butcher & Butcher Construction Company

By:  
Mark Tremonti

Its: Estimator/Project Manager

The STATE OF MICHIGAN in the COUNTY OF Lapeer

This instrument was acknowledged before me on the 21st day of January 2026  
by:

Lisa Ann Muckenhirn  
(Print Name)

Lisa Ann Muckenhirn  
(Signature)

Notary Public Commission Expires: February 3, 2027

Acting in the County of: Oakland

LISA ANN MUCKENHIRN  
Notary Public - State of Michigan  
County of Lapeer  
My Commission Expires Feb 3, 2027  
Acting in the County of Oakland



**PLACE NOTARY PUBLIC SEAL ABOVE**

### AFFIDAVIT OF BIDDER

The undersigned, the owner or authorized agent of Butcher & Butcher Construction Co (the bidder) pursuant to the familial disclosure requirement provided in PA 232 Sec. 1267 of the Revised School Code, hereby represents and warrants, except as provided below, that no familial relationship exists between the owner(s) or any employees of:

Butcher & Butcher Construction Co and any Lathrup Village employee or board member within the city of Lathrup Village .

**List and Describe Any Familial Relationships:**

\_\_\_\_\_  
\_\_\_\_\_

Bidder: Butcher & Butcher Construction Co

By: Mark Tremonti

Its: Estimator/Project Manager

STATE OF MICHIGAN COUNTY OF Lapeer  
Subscribed and sworn to before me on the 21<sup>st</sup> day of January 2008, <sup>26</sup>  
by \_\_\_\_\_

Lisa Ann Muckenhirn  
Notary Public Lapeer County, Michigan

My Commission Expires February 3, 2027

Acting in the County of Oakland

LISA ANN MUCKENHIRN  
Notary Public - State of Michigan  
County of Lapeer  
My Commission Expires Feb 3, 2027  
Acting in the County of Oakland





# *Denny's Heating, Cooling & Refrigeration Service Inc.*

*Mechanical Contracting*

*1831 Austin Dr. Troy, MI 48083 248-669-4338 deanmando@dennysonline.com*

*Thank you for the opportunity to quote! Presenting to:*

*City of Lathrup*

*Regarding:*

*RTU's Reinstallation*

*27400 Southfield Rd, Lathrup Village, MI 48076*

---

RTU's installed on this building is done poorly. RTU's sit haphazard on rails sitting on tip of the membrane. Outdoor ducting routed in such a way as to make the service and cleaning of the RTU's tough and impossible in some place.

This quote corrects this issue. Removes all outdoor ducting and set RTU's directedly on the curbs.

This work is best done in shoulder seasons with neutral weather as there will likely be significant downtime due to the nature of this tough job.

The described work scope applies to (3) RTU's. (1) RTU for the community room, is well installed and is not in work scope.

- 1) Pull three RTU's from the roof. Set in parking lot for temporary.
- 2) Demolish all outdoor ducting on the roof and necessary associated.
- 3) Measure, fabricate and install custom curb adapters to adapt the existing duct curbs to the RTU footprint.
- 4) Re-install RTU's. Crane service. New gas pipe work for new connections. New connections for the line voltage. New connections for the low voltage. New connections for the condensate.
- 5) Start check and test re installed RTU's. Ensure proper operation.

8/18/2025



# Denny's Heating, Cooling & Refrigeration Service Inc.

Mechanical Contracting  
1831 Austin Dr. Troy, MI 48083 248-669-4338 deanmando@dennysonline.com

Proposal Last Page

<b>QUOTED PRICE</b>	<b>\$32,790</b>
---------------------	-----------------

**CALLED OUT SPECIFICLY NOT INCLUDED**

Units are existing. There is no warranty on this re installed equipment.  
Roofing and roof flashing is not included. This would be best completed in coordinacion with roof work (if your replacing the roof anyways).  
Considering the downtime, recommending doing this in September/October if possible.

**TERMS & CONDITIONS**

Quoted price is only good for 30 days from the date of quotation, due to the rapid increase and decrease of raw materials and equipment. Method of payment: cash, check or cashier's check.

**AGREEMENT**

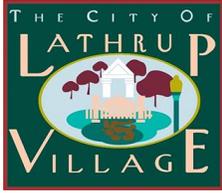
The above scope of work is satisfactory as specified for the listed amount. Denny's Heating, Cooling & Refrigeration Service Inc. is authorized to do the work as indicated and payment will be made as indicated in "terms and conditions".

Authorizing Signature Print / Title

Date

Accepting Signature Print / Title

Date



**City of Lathrup Village**  
27400 Southfield Road  
Lathrup Village, MI 48076  
[www.lathrupvillage.org](http://www.lathrupvillage.org) | (248) 557-2600

TO: Mayor & City Council  
FROM: Mike Greene – City Administrator  
DATE: February 23, 2026  
RE: CIPP Sewer Rehabilitation

**Background Brief:** After completing dead-end manhole installations this past summer, the City is ready to move forward with the next phase in sewer system rehabilitation. As part of the FY 25-26 budget, the City budgeted \$120,000 to conduct a cured-in-place-pipe sewer rehabilitation project in combination with the newly installed manholes.

Please see the enclosed memo from Giffels Webster for additional project details.

**Previous Action:** 2025 – Manhole Installs

**Economic Impact:** The low bid was from DVM Utilities, Inc for \$97,740.75.

FY 25-26 included \$120,000 in 592-537.000-970.000 for this project.

**Recommendation:** It is my recommendation to approve DVM as the project contractor.

**Recommended Motion:**

Moved by Council Member, \_\_\_\_\_ seconded by Council Member, \_\_\_\_\_ to approve DVM Utilities, Inc for the 2026 Cured-In-Place Pipe Sewer Rehabilitation Project for an estimated cost of \$97,740.75, and authorize the City Administrator to execute all necessary documents.

---

<b>Bruce Kantor</b> Mayor	<b>Kelly Garrett</b> Mayor Pro-Tem	<b>Jalen Jennings</b> Council Member	<b>Jason Hammond</b> Council Member	<b>John Sousanis</b> Council Member
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February 16, 2026

Job # 15289.26

## **BID RECOMMENDATION**

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

ATTN.: Michael Greene, City Administrator

RE: 2026 Cured-In-Place Pipe Sewer Rehabilitation

Dear Mr. Greene,

Bids for the 2026 Cured-In-Place Pipe (CIPP) Sewer Rehabilitation project were received on February 12, 2026 at 2:00 p.m. and were opened publicly and read aloud.

Six (6) bids were submitted for this project ranging from a low of \$97,740.75 to a high of \$175,975.00. The low bid of \$97,740.75 was submitted by D.V.M. Utilities, Inc. located at 6045 Sims Road, Suite 2, Sterling Heights, MI 48313. The second low bid was submitted by Inland Waters Pollution Control, Inc at \$105,792.50.

This project includes the lining of approximately 1,895 lineal feet of sanitary sewers ranging from 10" to 12". These sewers are generally located within residential rear-yards.

D.V.M. Utilities have been in the underground construction business for forty (45) years and the installation of CIPP for the past 15 years. They have also completed the 2022 CIPP project for the City of Lathrup Village.

Based on their successful completion of previous contracts with the City and the submittal of the low bid, we recommend that the contract be awarded to D.V.M. Utilities, Inc at the base bid amount of \$97,740.75. Final payment will be based on unit prices quoted in the Proposal based on final field measurements.

The project is tentatively scheduled to commence early July of 2026.

Bid tabulations are attached for your use. Please feel free to contact me if you have any questions.

Respectfully,

A handwritten signature in black ink, appearing to read "Joseph Kolpasky".

Joseph Kolpasky, PE  
Project Manager

Encl: Bid Tabulation



**2026 Cured-In-Place Pipe Sewer Rehab**  
 City of Lathrup Village, Oakland County, Michigan  
 Public Bid Opening: February 12, 2026 @ 2:00 pm

Item	Description	Quantity	Unit	Engineer's Opinion of Cost		Low Bidder		Second		Third	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
Giffels Webster 1025 E. Maple Road, Suite 100 Birmingham, MI 48009											
D.V.M. Utilities, Inc. 6045 Sims Rd, Suite #2 Sterling Heights, MI 48313											
Inland Waters Pollution Control, Inc. 4068 Michigan Avenue Detroit, MI 48210											
Pamar Enterprises, Inc 31604 Pamar Court New Haven, MI 48048											
<b>A. PREPARATORY C.I.P.P. SEWER CLEANING AND TELEVISIONING</b>											
1.	Prep clean and televise 10" dia	1,680	LFT	\$ 6.00	\$ 10,080.00	\$ 6.00	\$ 10,080.00	\$ 5.00	\$ 8,400.00	\$ 12.00	\$ 20,160.00
2.	Prep clean and televise 12" dia	215	LFT	\$ 9.00	\$ 1,935.00	\$ 14.00	\$ 3,010.00	\$ 5.00	\$ 1,075.00	\$ 12.00	\$ 2,580.00
3.	Protruding tap, remove	10	EA	\$ 165.00	\$ 1,650.00	\$ 230.00	\$ 2,300.00	\$ 90.00	\$ 900.00	\$ 55.00	\$ 550.00
<b>A. SUBTOTAL PREPARATORY SEWER CLEANING AND TELEVISIONING</b>				<b>\$</b>	<b>13,665.00</b>	<b>\$</b>	<b>15,390.00</b>	<b>\$</b>	<b>10,375.00</b>	<b>\$</b>	<b>23,290.00</b>
<b>B. INSTALL C.I.P.P.</b>											
4.	Install C.I.P.P., 10" dia	1,680	LFT	\$ 45.00	\$ 75,600.00	\$ 40.50	\$ 68,040.00	\$ 47.00	\$ 78,960.00	\$ 44.00	\$ 73,920.00
5.	Install C.I.P.P., 12" dia	215	LFT	\$ 55.00	\$ 11,825.00	\$ 51.50	\$ 11,072.50	\$ 49.50	\$ 10,642.50	\$ 47.00	\$ 10,105.00
6.	Reconnection of Service Connections	27	EA	\$ 100.00	\$ 2,700.00	\$ 49.75	\$ 1,343.25	\$ 75.00	\$ 2,025.00	\$ 25.00	\$ 675.00
<b>B. SUBTOTAL INSTALL C.I.P.P.</b>				<b>\$</b>	<b>90,125.00</b>	<b>\$</b>	<b>80,455.75</b>	<b>\$</b>	<b>91,627.50</b>	<b>\$</b>	<b>84,700.00</b>
<b>C. POST TELEVISION C.I.P.P.</b>											
7.	Post televise 10" dia	1,680	LFT	\$ 1.50	\$ 2,520.00	\$ 1.00	\$ 1,680.00	\$ 2.00	\$ 3,360.00	\$ 0.85	\$ 1,428.00
8.	Post televise 12" dia	215	LFT	\$ 1.50	\$ 322.50	\$ 1.00	\$ 215.00	\$ 2.00	\$ 430.00	\$ 0.85	\$ 182.75
<b>C. SUBTOTAL POST TELEVISION C.I.P.P.</b>				<b>\$</b>	<b>2,842.50</b>	<b>\$</b>	<b>1,895.00</b>	<b>\$</b>	<b>3,790.00</b>	<b>\$</b>	<b>1,610.75</b>
<b>TOTAL CONSTRUCTION COST (A+B+C)</b>				<b>\$</b>	<b>106,632.50</b>	<b>\$</b>	<b>97,740.75</b>	<b>\$</b>	<b>105,792.50</b>	<b>\$</b>	<b>109,600.75</b>

Reviewed by: Joseph Kolpasky, P.E.  
 Denotes amounts corrected by engineer

Other Bids:	
Insituform	\$131,536.13
SAK Construction, LLC	\$152,180.00
Corby Energy Services, Inc.	\$175,975.00

**BID FORM**

**PROJECT IDENTIFICATION: 2026 Cured-In-Place-Pipe Sewer Rehab  
Contract CIPP-26**

**THIS BID IS SUBMITTED TO: City of Lathrup Village  
27400 Southfield Road  
Lathrup Village, MI 48076**

1. The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an agreement with OWNER in the form included in the Contract Documents to perform and furnish all Work as specified or indicated in the Contract Documents for the Bid Price and within the Bid Times indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents.

2. BIDDER accepts all of the terms and conditions of the Advertisement for Bids and Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 90 days after the day of Bid opening. BIDDER will sign and deliver the required number of counterparts of the Agreement with the Bond and other documents required by the Bidding Requirements within fifteen days after the date of OWNER'S Notice of Award.

3. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:

(a) BIDDER has examined and carefully studied the Bidding Documents and the following Addenda receipt of all which is hereby acknowledged: (List Addenda by Addendum Number and Date)

ADDENDUM #1 (02/03/26)

(b) BIDDER has visited the site and become familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress, performance and furnishing of the Work.

(c) BIDDER is familiar with and is satisfied to all federal, state and local Laws and Regulations that may affect cost, progress, performance and furnishing of the Work.

(d) BIDDER has carefully studied all reports of explorations and tests of subsurface conditions at, or contiguous to, the site and all drawings of physical conditions in or relating to existing surface or subsurface structures at, or contiguous to, the site (except Underground Facilities) which have been identified in the Supplementary Conditions as provided in Paragraph 4.02 (A) of the General Conditions. BIDDER accepts the determination set forth in Paragraph 4.02 (A) of the General Conditions. BIDDER accepts the determination set forth in Paragraph SC-4.02 of the Supplementary Conditions of the extent of the "technical data" contained in such reports and drawings upon which BIDDER is entitled to rely as provided in Paragraph 4.02 of the General Conditions.

BIDDER acknowledges that such reports and drawings are not Contract Documents and may not be complete for BIDDER's purposes. BIDDER acknowledges that OWNER and Engineer do not assume responsibility for the accuracy or completeness of information and data shown or indicated in the Bidding Documents with respect to Underground Facilities at, or contiguous to, the site. BIDDER has obtained and carefully studied (or assumes responsibility for having done so) all such additional or supplementary examinations, investigations, exploration, tests, studies and data concerning conditions (surface, subsurface and Underground Facilities) at, or contiguous to, the site or otherwise which may affect cost progress, performance or furnishing of the Work or which relate to any aspect of the means, methods, techniques, sequences and procedures of construction to be employed by BIDDER and safety precautions and programs incident thereto. BIDDER does not consider that any additional examinations, investigations, explorations, tests, studies or data are necessary for the determination of this Bid for performance and furnishing of the Work in accordance with the times, price and other terms and conditions of the Contract Documents.

(e) BIDDER is aware of the general nature of Work to be performed by Owner and others at the site that relates to Work for which this Bid is submitted as indicated in the Contract Documents.

(f) BIDDER has correlated the information known to BIDDER, information and observations obtained from visits to the site, reports and drawings identified in the Contract Documents and all additional examinations, investigations, explorations, tests, studies and data with the Contract Documents.

(g) BIDDER has given ENGINEER written notice of all conflicts, errors, ambiguities or discrepancies that BIDDER has discovered in the Contract Documents and the written resolution thereof by ENGINEER is acceptable to BIDDER, and the Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the Work for which this Bid is submitted.

(h) This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited any other bidder to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for itself any advantage over any other BIDDER or over OWNER.

(i) The entity submitting this bid with the City of Lathrup Village certifies that they are not an Iran linked business as described in the Iran Economic Sanctions Act, Act 517 of 2012.

4. BIDDER will provide all labor, materials, and equipment in order to complete the Work in accordance with the Contract Documents for the following price(s):

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>		<u>UNIT PRICE</u>	<u>AMOUNT</u>
<b>A. PREPARATORY C.I.P.P. SEWER CLEANING AND TELEVISIONING</b>					
1	Prep clean and televise 10" dia	1,680	LFT	\$ 6.00	\$ 10,080.00
2	Prep clean and televise 12" dia	215	LFT	\$ 14.00	\$ 3,010.00
3	Protruding tap, remove	10	EA	\$ 230.00	\$ 2,300.00
<b>A. SUBTOTAL PREPARATORY SEWER CLEANING AND TELEVISIONING</b>					<b>\$ 15,390.00</b>
<b>B. INSTALL C.I.P.P.</b>					
4	Install C.I.P.P, 10" dia	1,680	LFT	\$ 40.50	\$ 68,040.00
5	Install C.I.P.P, 12" dia	215	LFT	\$ 51.50	\$ 11,072.50
6	Reconnection of Service Connections	27	EA	\$ 49.75	\$ 1,343.25
<b>B. SUBTOTAL INSTALL C.I.P.P.</b>					<b>\$ 80,455.75</b>
<b>C. POST TELEVISE C.I.P.P.</b>					
7	Post televise 10" dia	1,680	LFT	\$ 1.00	\$ 1,680.00
8	Post televise 12" dia	215	LFT	\$ 1.00	\$ 215.00
<b>C. SUBTOTAL POST TELEVISE C.I.P.P.</b>					<b>\$ 1,895.00</b>
<b>TOTAL CONSTRUCTION COST:</b>					<b>\$ 97,740.75</b>

Ninety-Seven Thousand, Seven Hundred Forty and 75/100.  
(AMOUNT WRITTEN)

5. BIDDER agrees that the Work will be substantially completed and completed and ready for final payment in accordance with Paragraph 14.07 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.

BIDDER accepts the provisions of the Agreement as to liquidated damages and other damages in the event of failure to complete the Work within the times specified in the Agreement.

6. The following documents are attached to and made a condition of this Bid:

(a) Required Bid Security in the form of 5% Bid Bond.

7. Communications concerning this Bid shall be addressed to the address of BIDDER indicated below.

8. References – Contractor shall provide three recent references for work performed similar in nature. Bidder may submit on separate form.

<u>Municipality</u>	<u>P.O.C.</u>	<u>Phone#</u>	<u>Type and Amount of Work</u>
1. <u>See Attached Portfolio of Projects</u>	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

9. Terms used in this Bid which are defined in the General Conditions or Instructions will have the meanings indicated in the General Conditions or Instructions.

SUBMITTED on 2/12/2026.

State Contractor License No. \_\_\_\_\_.

If BIDDER is:

An Individual

By \_\_\_\_\_ (SEAL)  
(Individual's Name)

doing business as \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

A Partnership

By \_\_\_\_\_ (SEAL)  
(First Name)

\_\_\_\_\_ (General partner)

Business Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

A Corporation

By D.V.M. Utilities, Inc. (SEAL)  
(Corporation Name)

Michigan  
(State of incorporation)

By [Signature]  
(name of person authorized to sign)

President  
(Title)

(Corporate Seal)

Attest [Signature: Karl S. Bates III]  
(Secretary)

Business Address: 6045 Sims Rd., Suite #2  
Sterling Heights, MI 48313

Phone No: 586-979-0402

Date of Qualification to do business is 10/20/1981

A Joint Venture

By \_\_\_\_\_ (SEAL)  
(Name)

\_\_\_\_\_  
(Address)

By \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

Contact, phone number, address, and email for receipt of official communications.

Contact: Karl J Bates III, Director Phone: 248-930-8524

Address: 6045 Sims Rd., Suite #2 E-mail kbates@dvmutilities.com

Sterling Heights, MI 48313

(Each joint venture must sign. The manner of signing for each individual, partnership and corporation that is a party to the joint venture should be in the manner indicated above.)

# AIA Document A310™ - 2010

## Bid Bond

**CONTRACTOR:**  
*(Name, legal status and address)*

D.V.M. Utilities, Inc.  
6045 Sims Road, Suite 2  
Starling Heights, MI 48313-3749

**OWNER:**  
*(Name, legal status and address)*

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

**BOND AMOUNT:** Five Percent (5%) of Amount Bid

**SURETY:**  
*(Name, legal status and principal place of business)*

Siriuspoint America Insurance Company  
1 World Trade Cir, 285 Fulton St, 47th FL, Suite 47J  
New York, NY 10007

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

**PROJECT:**  
*(Name, location or address, and Project number, if any)*

2026 Cured-In-Place-Pipe Sewer Rehab - Contract CIPP-26 (GWE Job No. 15289.26)

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 12th day of February, 2026

*Karl J. Bates III*  
*(Witness)*

D.V.M. Utilities, Inc.  
*(Principal)* *(Seal)*

*(Witness)*

*(Title)* President  
Siriuspoint America Insurance Company  
*(Surety)* *(Seal)*

*(Title)* Susan L Small, Attorney In Fact

Int.

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POWER OF ATTORNEY  
SIRIUSPOINT AMERICA INSURANCE COMPANY  
NEW YORK

KNOW ALL MEN BY THESE PRESENTS: That SiriusPoint America Insurance Company, a New York corporation, having its principal office in the City of New York, pursuant to the following Resolutions, which was adopted by the Board of Directors of the Company, to wit:

RESOLVED, that the President, Senior Vice President, Chief Financial Officer, Secretary or Assistant Secretary is hereby authorized to execute Powers of Attorney appointing as attorneys-in-fact selected employees of certain surety companies who shall have the power for and on behalf of the Company to execute and affix the seal of the Company to surety contracts as necessary.

Does hereby moving, concurring and approving:  
Alan P. Chandler, Bryan Formana, Jeffrey A. Chandler, John Buddle, Krista L. Pockci, Robert Tielcke, Susan L. Small, Terence J. Griffin, Wendy L. Hingston

Its true and lawful attorney-in-fact, to make, execute, seal and deliver for and on its behalf, and as its act and deed; any and all bonds, contracts, agreements of indemnity, and other undertakings in suretyship (NOT INCLUDING bonds without a fixed penalty or financial guarantee bonds) and to bind the Company thereby as fully and to the same extent as if same were signed by the duly authorized officers of the Company, provided, however, that the total sum of any one such instrument executed hereunder shall not exceed the sum of:

\$50,000,000 single bond limit

All acts of said attorneys-in-fact pursuant to the authorities herein given are hereby ratified and confirmed. The executive officers listed above in this Resolution may from time to time and at any time remove any such appointee and revoke the power given to him or her.

The execution of such bonds or undertakings in pursuance of these presents, within one year of the date of issue of these presents, shall be binding upon said Company, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the Company at its office in New York, New York, in their own proper persons.

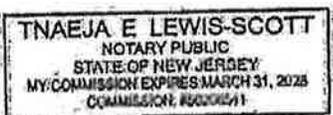
IN WITNESS WHEREOF, SiriusPoint America Insurance Company has caused its corporate seal to be hereunto affixed, and these presents to be signed by its Secretary this 17th day of August in the year 2023.

SiriusPoint America Insurance Company  
By: Melissa J. Ralph  
Melissa J. Ralph  
Secretary

State of New Jersey }  
County of Monmouth }

On this 17th day of August 2023, before me, a Notary Public of the State of New Jersey in and for the County of Monmouth duly commissioned and qualified, came Melissa J. Ralph, Secretary, of SiriusPoint America Insurance Company, to me personally known to be the individual and officer described in, and who executed the preceding instrument, and acknowledged the execution of the same, and, being by me duly sworn, deposeth and saith, that she is the officer of the Company aforesaid, and that the seal affixed to the preceding instrument as the corporate seal of said Company, and the said corporate seal and her signature as officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Company, referred to in the preceding instrument, is now in force.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal.



Melissa J. Ralph  
Notary Public  
My Commission Expires  
March 31, 2025

State of New Jersey  
County of Monmouth

I, Melissa J. Ralph, Secretary, of SiriusPoint America Insurance Company, a New York corporation, do hereby certify that the above and foregoing is a fully true correct copy of Power of Attorney, is still in force and effect and has not been revoked.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Company this 12th day of February 2026



Melissa J. Ralph  
Melissa J. Ralph  
Secretary



# Lathrup Village Police Department

27400 Southfield Rd, Lathrup Village, MI 48076 (248) 557-3600

## Memorandum

To: Lathrup Village City Council

From: Chief Michael Zang

Date: February 23, 2026

Re: Capital Improvement Purchase – Ballistic Shields

**Background Brief:** The Lathrup Village Police Department requested ballistic shields as part of their ongoing efforts to provide officers with the necessary equipment to complete their jobs safely. This was requested through the capital improvement projects for FY 25-26 and originally budgeted for up to \$13,000.

Currently, the Lathrup Village Police Department does not have any safety equipment capable of stopping high powered rifle rounds. With several active shooter events around the country, and even in our county, equipping officers with these lightweight ballistic shields allows them to enter a hostile environment with more protection than just their bullet proof vests. Currently, officers bullet proof vests are only capable of stopping handgun rounds, which leave them vulnerable to any rifle rated round. In the event of active shooter, or any other threat where a high-powered rifle round could be used, having a shield in each patrol car is essential for the officer’s protection.

The Lathrup Village Police Department sought three bids for the Rapid Deployment Systems lightweight shield III+. This shield is only 11.5 pounds, which assists the officers who need to hold positions on a scene with these shields for an extended period. The three quotes were \$12,554 from Huron Valley Guns, \$11,620.00 from Pro Tech Sales, and \$11,636.88 from Ray O’Herron.

We are asking City Council to approve the purchase of four Rapid Deployment Systems lightweight shields III+ from the company Pro Tech Sales.

**Economic Impact:**

\$11,620.00 in FY 25-26 budgeted for in Capital Improvements.

**Recommended Motion:**

Moved by Council Member \_\_\_\_\_ seconded by Council Member \_\_\_\_\_ to approve the purchase of four Rapid Deployment Systems III+ with Protech Sales for a cost of \$11,620.00.

Item 9G.



Pro-Tech Sales  
1313 West Bagley Rd  
Berea OH 44017  
United States  
(800) 888-4002  
sales@protechsales.com

Quote  
#QUO6812  
2/6/2026

**Bill To:**

Lathrup Village Police  
27400 Southfield Rd  
Southfield MI 48076  
United States

**Ship To:**

Lathrup Village Police  
27400 Southfield Rd  
Southfield MI 48076  
United States

[mzang@lathrupvillage.org](mailto:mzang@lathrupvillage.org)  
(248) 663-6032

**TOTAL**

**\$11,620.00**

**Expires: 3/8/2026**

Expires	Sales Rep	Sales Rep Email	Sales Rep Phone	Shipping Method
3/8/2026	James Hulliberger	jamesh@protechsales.com	(517) 449-1103	BESTWAY

Quantity	Item	Options	Sell Price	Extended Price
4	<b>RDS-15x27-III+LW-SFT-NVP RDS, 15.75" x 27.5", Lightweight III+, soft handle</b> LightWeight III+ RDS, 15.75" x 27.5" RDS with RDS soft handle		\$2,885.00	\$11,540.00
4	<b>PVC-ID-3x11-POLICE 3" x 11" ID Placard for vest, "POLICE"</b> ID placard for vests  Size: 3" x 11" Text Color: GREY Text: POLICE Background Color: BLACK		\$20.00	\$80.00

4-RDS Rifle Rated Shields. 4-PVC "POLICE PLACARDS"	<b>Subtotal</b>	\$11,620.00
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**3% FEE APPLIED TO ALL CREDIT CARD TRANSACTIONS**

If you would like to officially place an order based on this quotation, please sign and return to your Pro-Tech Sales rep. If you would like an order confirmation, please request at time of order and one will be sent via email once processed internally.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PO# (if applicable): \_\_\_\_\_

Thank you very much for your business!

**Tax Total (0%)** \$0.00

**Total** \$11,620.00



QUO6812



**City of Lathrup Village**  
27400 Southfield Road  
Lathrup Village, MI 48076  
[www.lathrupvillage.org](http://www.lathrupvillage.org) | (248) 557-2600

TO: Mayor & City Council  
FROM: Mike Greene – City Administrator  
DATE: February 23, 2026  
RE: Cancellation of Chipping Services

**Background Brief:** As the Council is aware, the City is under drastic budget constraints in the upcoming fiscal years. Due to these constraints and the need to prioritize core municipal services, the Administration recommends that the City cancel its chipping services contract with Fontenot (via SOCRRA).

Eliminating this contract would result in an estimated annual savings of approximately \$70,000. These savings would help offset rising operational costs and reduce pressure on the General Fund without impacting essential public safety or mandated services.

While chipping services have provided convenience to residents, they are not considered a core service and may be revisited in future budget cycles should revenues improve. In the interim, residents can be directed to alternative disposal options and private providers.

With outsourcing LVPD off the table, and library services being put to the ballot, this is the next largest service that could be removed before the City considers eliminating additional staffing.

As SOCRRA is also in the midst of budgeting season, they need to know sooner rather than later the City's intention with this service.

**Previous Action:** Finance Review Committee Town Halls; Study Session Discussion

**Economic Impact:** ~\$70,000 yearly savings in the General Fund.

**Recommendation:** It is my recommendation to approve the cancellation of the chipping contract.

**Recommended Motion:**

Moved by Council Member, \_\_\_\_\_ seconded by Council Member, \_\_\_\_\_ to approve the cancellation of curbside chipping services from Fontenot Landscape Services LLC via the SOCRRA Agreement; effective June 30, 2026.

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Bruce Kantor Mayor	Kelly Garrett Mayor Pro-Tem	Jalen Jennings Council Member	Jason Hammond Council Member	John Sousanis Council Member
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**AGREEMENT**

This Agreement, made this 21<sup>st</sup> day of February, 2022, between the Southeastern Oakland County Resource Recovery Authority, located at 3910 W. Webster Road, Royal Oak, Michigan 48073 (“SOCRRA”) and Fontenot Landscape Services LLC, located at 21161 Ridgedale, Oak Park, Michigan 48237 (“Contractor”), and states the following:

**RECITALS**

WHEREAS, SOCRRA is a municipal organization organized pursuant to state law; and

WHEREAS, SOCRRA provides certain services to its member communities, including brush chipping; and

WHEREAS, SOCRRA wishes to obtain services from the Contractor for certain brush chipping services; and

WHEREAS, Contractor is in the business of providing brush chipping services; and

WHEREAS, SOCRRA Contractor has met with SOCRRA representatives and wishes to provide certain brush chipping services to SOCRRA as set forth herein; and

WHEREAS, SOCRRA and Contractor agree and acknowledge that each has the requisite authority to enter into and be bound by the terms and conditions set forth herein.

NOW, THEREFORE, for good and valuable consideration acknowledged and accepted herein, SOCRRA and Contractor do hereby agree as follows:

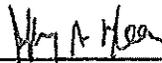
1. **Term.** The term of this Agreement shall be from February 1, 2022 to January 31, 2025 with two (2) 1-year extensions by written and mutual agreement.
2. **Termination.** Either party may terminate this Agreement for any reason with thirty (30) days written notice to the other party.
3. **Scope of Services.** The scope of services is defined at Exhibit 1, attached hereto and incorporated by reference herein.
4. **Pricing.** Pricing is set forth at Exhibit 2, attached hereto and incorporated by reference herein.
5. **Authority.** SOCRRA agrees that it has the authority to enter into this Agreement and to pay the Contractor for the services set forth herein. Contractor agrees that it has the authority to enter into this Agreement and to provide the services to SOCRRA as set forth herein.

6. **Permits, Licenses and Insurance.** Contractor agrees that it has the permits, licenses and insurance coverages necessary to carry-out the services set forth herein and Contractor agrees that it will maintain said permits, licenses and insurance coverages throughout the Term and any extensions to the Term.
7. **Assignment.** Contractor shall not assign or subcontract the services set forth herein without the prior written consent of SOCRRA.
8. **Volume Limitation.** Contractor is instructed to chip all material properly placed out for chipping. If material is not properly placed out for chipping, contractor is to tag material with a SOCRRA supplied tag and notify the applicable local municipality as to why the material was not chipped.
9. **Storms.** In case of severe ice, snow or rain storm that generates an abnormal amount of brush, SOCRRA and Contractor agree to work together in order to clean up storm debris as quickly as possible. For such a storm, Contractor agrees to provide a level of Contractor crews and hours worked equal to the highest level of crews and hours worked in each community in non-storm situations in the previous 12 months. Contractor agrees to make its best efforts to provide additional crews and hours worked to SOCRRA in order to clean up storm debris as quickly as possible. Such additional crews and hours worked shall be billed by Contractor to SOCRRA at pre-negotiated and pre-approved time and material costs.
10. **Insurance.** Contractor will be expected to provide proof of insurance acceptable to SOCRRA prior to the execution of this Agreement.
11. **Holiday Chipping Schedule.** Brush chipping will be delayed by one day and Saturday used, when needed, for New Year's Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving Day and Christmas Day.
12. **Invoicing and Payment.** SOCRRA shall be invoiced by the Contractor every four (4) weeks for work completed during that four (4) week period. The invoice shall be due and payable by SOCRRA within 30 days.
13. **Wood Chips Generated by this Contract.** Contractor will be able to use the wood chips generated by this contract for their own purposes. The Contractor will be allowed to dump wood chips generated by this contract at the Ferndale Southwest Storage Yard or at SOCRRA's Compost Site, 1741 School Road, Rochester Hills at no charge to the Contractor.
14. **Use of Ferndale Southwest Yard.** Contractor shall be allowed to use an area of approximately 5,000 square feet at the Ferndale Southwest Storage Yard for woodchip storage and transferring.

- 15. **Data.** Contractor is to provide monthly reports of the number of brush piles chipped each day in each municipality served under this Agreement. Contractor is not required to report on bush chipping work performed for individual residents.
- 16. **Indemnity/Hold Harmless.** Contractor agrees to defend, indemnify and hold harmless SOCRRA, its officers, directors, elected officials and employees, from and against any claims, suits, demands or obligations, administrative or otherwise, related to or arising from Contractor's performance of services under this Agreement.
- 17. **Michigan Law.** This Agreement shall be deemed to be mutually drafted by SOCRRA and the Contractor and shall be construed in accordance with Michigan law.
- 18. **Fully Integrated Agreement.** This Agreement, including Exhibits, is the entire Agreement and supersedes any prior communications, including oral communications, between SOCRRA and Contractor.

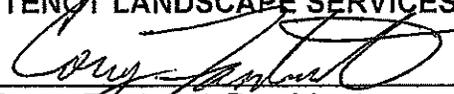
Dated: March 1, 2022

**SOUTHEASTERN OAKLAND COUNTY  
RESOURCE RECOVERY AUTHORITY**

By:   
Jeffrey McKeen, General Manager

Dated: \_\_\_\_\_, 2022

**FONTENOT LANDSCAPE SERVICES LLC**

By:   
Corey Fontenot, President

**EXHIBIT 1**

**Basic Service Specifications:** Contractor shall provide a high quality level of services in the following Service Areas.

- i. **Ferndale:** Contractor will traverse each street in the City on refuse collection days (Monday thru Friday), chipping all branches that are neatly stacked at the curb. Christmas trees placed at the curb will be chipped by Contractor as well. Contractor's service shall be for a full 52 weeks a year.
- ii. **Hazel Park:** Contractor will traverse each street in the City on refuse collection days (Wednesday), chipping all branches that are neatly stacked at the curb. Christmas trees placed at the curb will be chipped by Contractor as well. Contractor's service shall be for a full 52 weeks a year.
- iii. **Oak Park:** Contractor will traverse each street in the City on refuse collection days (Thursday and Friday), chipping all branches that are neatly stacked at the curb. Contractor's service shall be for a 41-week season: starting with the first full week in April. Christmas trees placed at the curb will be chipped by Contractor during this timeframe as well.
- iv. **Royal Oak:** Christmas trees placed at the curb during Christmas week and the two weeks thereafter will be chipped by Contractor.
- v. **Lathrup Village:** Contractor will traverse each street in the City on refuse collection day (Monday), chipping all branches that are neatly stacked at the curb. Christmas trees placed at the curb will be chipped by Contractor as well. Contractor's service shall begin on the third Monday of March and continue through the second Monday in January.
- vi. **Other SOCRRA Communities:** Contractor will be listed on the SOCRRA website as the preferred vendor for chipping services for Beverly Hills, Clawson, Royal Oak and Troy. Any chipping service desired by resident will be referred to Contractor. Contractor shall make their own arrangements to provide service and collect fees. SOCRRA is not involved in any facet of the financial transaction.

**EXHIBIT 2**

**Pricing**

Community	Price Per Week
Ferndale	\$2,382.00
Hazel Park	\$1,129.00
Oak Park	\$4,138.00
Royal Oak	\$6,641.00
Lathrup Village	\$1,632.00
Other Communities	\$45 per 15 minutes of chipping



**City of Lathrup Village**  
27400 Southfield Road  
Lathrup Village, MI 48076  
[www.lathrupvillage.org](http://www.lathrupvillage.org) | (248) 557-2600

TO: Mayor & City Council  
FROM: Mike Greene – City Administrator  
DATE: February 23, 2026  
RE: DDA Appointment

**Background Brief:** Due to term expirations and some individuals not seeking reappointment, the DDA has three (3) vacancies. Enclosed are the applications received over the past few weeks.

**Previous Action:** N/A

**Economic Impact:** N/A

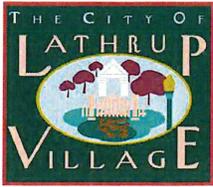
**Recommendation:** Recommendations for committee appointments come via the Mayor for consideration by the City Council.

**Recommended Motion:**

Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to appoint \_\_\_\_\_ to the Downtown Development Authority for a term expiring February 1, 2030.

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<b>Bruce Kantor</b> Mayor	<b>Kelly Garrett</b> Mayor Pro-Tem	<b>Jalen Jennings</b> Council Member	<b>Jason Hammond</b> Council Member	<b>John Sousanis</b> Council Member
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City of Lathrup Village  
27400 Southfield Road  
Lathrup Village, MI 48076  
[www.lathrupvillage.org](http://www.lathrupvillage.org) | (248) 557-2600

RECEIVED  
FEB 10 2026  
BY: in person and email  
2/10/26

APPLICATION FOR COMMITTEES, COMMISSIONS, & BOARDS

Date of Application: Feb. 10, 2026

Please check the committee for which you are applying:

- Board of Review
- Downtown Development Authority (DDA)
- Historic District Commission
- Communications & Engagement Committee
- Planning Commission
- Parks & Recreation Committee
- Tree Committee
- Other: \_\_\_\_\_

Name: Lisa M. Burr

Address: 18831 Bungalow Drive, Lathrup Village

Phone: 248-767-0521

Email: lisawatkinsburr@gmail.com

- Are you at least 18 years of age: YES  NO
- Are you a registered voter in Lathrup Village: YES  NO
- Have you been a resident of Lathrup Village for 1+ years: YES  NO

A resume/CV is required with your application. Additionally, please include a letter that covers any additional information that clearly states your qualifications for serving on the committee you selected and why you believe you are the best fit to serve Lathrup Village.

Signature: [Handwritten Signature]

Date: 2/10/26

Applicants must be in good standing with the City to be eligible for committee, commission, or board appointment. Any outstanding violations or payments associated with the applying individual or individuals' property may result in the submitted application being rejected.

Return completed application to:  
Lathrup Village – City Clerk, 27400 Southfield Road, Lathrup Village, MI 48076

**Lisa M. Burr**

18831 Bungalow Drive  
Lathrup Village, MI 48076  
lisawatkinsburr@gmail.com  
248.767.0521  
February 10, 2025

**City of Lathrup Village**

27400 Southfield Road  
Lathrup Village, MI 48076

**Re: Cover Letter for Downtown Development**

I am interested to serve on the Downtown Development Authority Committee because I am deeply committed to the growth and vitality of Lathrup Village. I have lived here since 2017 and also work in the city, so I see firsthand how important it is for our downtown to grow in a way that supports local businesses while preserving the close-knit, family feel that makes this community special.

My experience as a banker gives me practical skills in budgeting, financial decision-making, risk management, and strategic planning, all of which are valuable when evaluating development projects and supporting local businesses. I enjoy working collaboratively and thinking strategically to promote economic growth while maintaining the city's unique character. I also have a love for building for our future generations of business owners while ensuring we capture the needed revenue to keep the city strong and thriving.

I would be honored to serve on the DDA, bringing both my professional expertise and personal commitment to help strengthen our downtown, support thoughtful investment, and foster a vibrant, welcoming community for residents, employees, and visitors alike.

Thank you,

Lisa M. Burr

# Lisa M. Burr

[lisamwatkinsburr@gmail.com](mailto:lisamwatkinsburr@gmail.com)  
248- 767-0521

*Highly accomplished and decisive senior leader with 25+ years of progressive financial and operations leadership experience. Major experience lies in strategizing and leading cross-functional teams to bring about fundamental change and improvement in strategy, process, and profitability, as a leader and expert consultant.*

## Work Experience

### AVP Operations

*Michigan First Credit Union*

*October 2020 – Present*

- Lead and supervise the Branch Support Team and Facilities Management ensuring appropriate skill sets and resources are aligned to meet service-level expectations and organizational objectives.
- Oversee the Facilities Team supporting operations across **33+ branch locations**, ensuring safe, efficient, and compliant environments that support business continuity and member experience.
- Drive strategic initiatives and lead change management efforts related to system upgrades, maintenance, troubleshooting, and implementation of new business applications; partner with business units, conduct legal reviews, define scope, manage timelines, and deliver successful outcomes.
- Oversee Member Center and Retail Audit processes to mitigate risk, ensure regulatory compliance, strengthen internal controls, and reinforce a culture of accountability
- Serve as a strategic, critical-thinking leader who drives engagement, collaboration, and accountability, fostering high-performing teams and effective decision-making across the organization.

### Operations Support Manager

*Community Choice Credit Union*

*September 2015 – October 2019*

- Provide leadership and supervision of the Operations Support Team ensuring appropriate skilled resources are in place to meet required and expected service levels.
- Developed curriculum and facilitated organizational instruction and training to promote growth of internal team members on operational and industry procedures and best practices, as well as financial literacy workshops.
- Oversee the ATM network/fleet vendor relationships, including servicing, maintenance, and hardware/software compliance to meet the organizational delivery systems strategy and image standards.
- Complete the organizational processes of Escheats and IRS tax reporting, while ensuring minimal errors in processing and effective results are produced which meet regulatory requirements.
- Manage change management processes associated with upgrades, maintenance, troubleshooting or installation of new business applications; Includes coordinating with business unit, impacted clients; works with Project Management Office in documenting objectives/scope, plan/tasks, timelines and final outcome
- Oversee the Member Center Audit process to mitigate risk and enforce compliance.

### VP, Branch Sales Manager

*FirstMerit Bank*

*September 2012 – September 2015*

- Led classroom-style training and workshops to equip banking leaders with the skills to achieve organizational goals while reinforcing the company's mission and core values.
- Managed and coached branch teams to increase sales production by implementing objection-handling strategies through daily huddles and end-of-day debriefs.
- Cross-trained employees to effectively identify customer needs, resulting in 153% of new account acquisition goals, 123% of consumer lending goals, 130%+ of investment goals, and 101% of business checking goals, while strengthening long-term customer relationships.

### VP, Regional Manager

*Flagstar Bank*

*November 2010 – September 2012*

- Led weekly business support calls with Branch Managers to help increase revenue growth while maintaining a profitable region - region was ranked first due to defined goals and hands on coaching with Branch Managers.
- Ensured region consistently reached sales goals by focusing on lending opportunities and new household growth
- Empowered branch managers and employees to increase the deposit growth of the business products instituting weekly and bi-weekly business blitzes yielding a 40% business account increase within a 10-month timeframe
- Established and maintained strong business relationships with partners, market sales teams, and internal operational teams on a market and regional level to ensure optimal results.

### Senior Financial Sales Trainer

*John M. Floyd & Associates*

*April 2007 – November 2010*

- Identified training and development needs within financial organizations through job function analysis and regular consultation with business managers
- Constructed training materials and facilitated training to clients on the dynamics of organizational products and services to ensure retained product knowledge
- Educated financial institutions on sales improvement, money management and profit improvement
- Developed and presented quarterly sales reports to business clients on training and development metrics including the number of courses, participant profiles and evaluation results

### VP, Regional Sales Manager

*Guaranty Bank*

*April 2002 – April 2007*

- Coached over 30 Branch Managers and Assistant Managers on the focal points of branch and the organization's profitability
- Successfully reached region loan goal of \$750,000 per quarter within the 2006 fiscal year
- Generated leads by using creativity within the community to market the bank products and locations. Volunteered and supported community based events while promoting organizational development
- Consistently supported the commitment to endure proper employee development with weekly and monthly sales coaching sessions to ensure the customer's needs were met.
- Managed, developed and coached 200 employees to effectively sell products and retained 90% customer base
- Implemented "Customer Satisfaction Surveys" to improve the customer service experience within the branches. Result 35% increase within a 6 month timeframe

### Education

#### Oakland University

*Master of Science in Training & Development*  
April 2025

#### University of Phoenix

*Masters in Human Resource Management*  
August 2007

#### University of Phoenix

*Masters in Management*  
August 2007

#### Western Michigan University

*Bachelor of Arts in Organizational Communications*  
April 2000

### Skills Profile

- Proficient in Microsoft Office
- SalesPro
- Synergy
- Fiserv/Symitar
- Kronos/ADP
- Strategic Planning
- Conflict Resolution
- Communication
- Project Management

- Orchards Children's Services – Ambassador
- Michigan Realtor
- Girl Scout Troop Treasurer

### Professional Associations & Achievements

- Certified National Credit Union Compliance Officer
- Presbyterian Village Manor Vice Board Chair
- Facilitated over 35 Financial Literacy workshops for youth



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

APPLICATION FOR COMMITTEES, COMMISSIONS, & BOARDS

Date of Application: January 16, 2026

Please check the committee for which you are applying for:

- Board of Review
Building Authority
Downtown Development Authority (DDA)
Historic District Commission
Inclusion, Diversity, & Accessibility Committee
Lathrup Village Foundation Board
Planning Commission
Parks & Recreation Committee
Tree Committee
Other:

Name: Jeff Fitrzyk

Address: 27000 Evergreen Rd., Lathrup Village 48076

Phone: 248.395.4050 Street, City, State, Zip Email: jfitrzyk@michiganfirst.com

Are you at least 18 years of age: YES [checked] NO [ ]

Are you a registered voter in Lathrup Village: YES [ ] NO [checked]

Have you been a resident of Lathrup Village for 1+ years: YES [ ] NO [checked]

A resume/CV is required with your application. Additionally, please include a letter that covers any additional information that clearly states your qualifications for serving on the committee you selected and why you believe you are the best fit to serve Lathrup Village.

Signature: \_\_\_\_\_ Date: January 16, 2026

Applicants must be in good standing with the City to be eligible for committee, commission, or board appointment. Any outstanding violations or payments associated with the applying individual or individuals' property may result in the submitted application being rejected.

Return completed application to:
Lathrup Village – City Clerk, 27400 Southfield Road, Lathrup Village, MI 48076

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

**JEFFREY K. FITRZYK**  
 94 Wildrose Dr.  
 White Lake, MI 48386  
 (248) 770-3377  
 jfitrzyk@michiganfirst.com

## **SUMMARY OF QUALIFICATIONS**

---

- **Motivated, hard-working executive-level manager looking to positively impact the sales and income performance of an organization committed to a strong sales and service culture.**
- **Have built a successful career in the retail banking industry for 32 years, 28 of which have been in management positions including regional sales and executive business-line management.**
- **Significant experience in managing a large number of retail locations and their teams to outperform industry growth standards through a proven system of sales management.**
- **Strengths lie in my ability to foster cooperative, motivated relationships resulting in consistent, strong performance. Proactive, effective and consistent coaching skills are one of the keys to my success. Certified sales coach through Omega Sales and Performance.**

## **EXPERIENCE**

---

10/17 – Present **Chief Lending Officer**

***Michigan First Credit Union***

- Responsible for performance and management of a \$480 million consumer and commercial loan portfolio, contributing in excess of \$30 million in interest income
- Responsible for performance and management of a \$6.5 million delinquency portfolio
- Currently leading a team of 45 team members in the day-to-day operations of the loan process from application through collection
- Drove significant cultural and procedural changes in first 6 months resulting in significant production increases and process-efficiencies in 2018

4/13 – 10/17 **AVP – Branch Operations**

***Michigan First Credit Union***

- Managed sales and operations of 5 traditional, and 8 in-store locations
- Oversaw the opening of 5 new in-store locations
- Actively coached and mentored a team of 90 team members

9/09 – 4/13 **Branch Manager**

***Michigan First Credit Union***

- Managed 26 direct reports in a retail location serving over 40,000 members with nearly \$200 million in deposits
- Monthly teller transaction volume in excess of 30,000; and an average of 3,000+ members served by our FSR's

- Increased loan unit production from 2010 – 2012
- Developed an FSR ranking system implemented in 2010 that tracks all vital performance metrics for the position; then followed with a similar teller ranking system rolled-out in 2011

9/04 – 3/09

**Executive Vice President – Retail Banking**  
***Franklin Bank/First Place Bank, Southfield, MI***

- Managed the sales efforts and budgets of 13 retail offices in 4 counties holding over \$600 million in deposits and accounting for annual consumer loan closings of over \$30 million
- Responsible for growing Franklin’s public fund portfolio from \$2 million to over \$70 million
- Directly responsible for the performance and budget management of items processing, deposit ops, internet banking, lockbox, business development and call-center departments
- Lead in the acquisition and conversion of 7 divested branches in the Genesee County area in 2007
- Responsible for the construction management of 4 new branch offices in the tri-county area. Experience includes property management as well as consolidations
- Key player in the implementation of cost containment initiatives that resulted in annual savings of over \$1 million
- Member of the organization’s Asset & Liability committee that determines rates on deposit and loan accounts, product improvements, and funding/liquidity strategic direction
- Consumer lending authority of \$100,000 secured; \$25,000 unsecured. Approved a portfolio of approx. \$6 million from 2005-2009

12/93 - 9/04

**Vice President/Regional CBM**  
***Republic Bank, Bloomfield Hills, MI***

- Progressed quickly from Personal Banker to Regional Sales Manager in 4 years; youngest VP in organization’s history in 1998
- Ultimately managed the sales and operations of a 14 branch region totaling \$340 million in deposits, targeted consumer loan closings of \$75 million, and annual net income of over \$5 million
- Trained in consumer loan underwriting in 1997
- Consumer lending authority of \$25,000 secured; \$5,000 unsecured. Approved a portfolio in excess of \$3 million from 1998-2004

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## EDUCATION

6/91

**The University of Michigan – College of LS&A**  
***Bachelor in General Studies, Ann Arbor, MI***

- Concentration in Accounting and Finance, minor in Art History
- Annual participant in the Volunteer Income Tax Assistance Program (VITA) sponsored by the IRS
- Diversified business curriculum with substantial general studies background
- Worked minimum of 20 hours per week in the restaurant business to help finance education

## PROFESSIONAL ACCOMPLISHMENTS/HONORS

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- Outstanding Leadership Award – 2008
- Hall of Fame Award – 2004
- Director's Award – 2001, 2002, 2003
- Branch Manager of the Year – 1997, 1998 & 2001
- Employee of the Year – 1998

## CIVIC & COMMUNITY INVOLVEMENT

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- Current Board Member – Fuel The Drive (FTD)
- Sponsor/donor/volunteer – Scleroderma Foundation
- Sponsor/donor/volunteer – Gilda's Club of Metro Detroit
- Active member – Southfield Chamber

REFERENCES - Available upon request

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February 4, 2026

Austin Colson  
DDA Director  
City of Lathrup Village  
27400 Southfield Rd.  
Lathrup Village, MI 48076

Dear Austin,

I am writing to express my interest in serving on the Board of the Lathrup Village Downtown Development Authority. As someone who is concerned with the vitality, economic resilience, and success of our city, I would welcome the opportunity to contribute my experience and perspective to the DDA's ongoing work.

My professional background in community banking and lending has given me a strong understanding of what it takes to strengthen local economies and foster thriving small businesses. As a 17-year team member of Michigan First Credit Union, I have worked closely with local businesses, community groups and municipal partners, and I am aware of some of the opportunities and challenges that shape downtown development today.

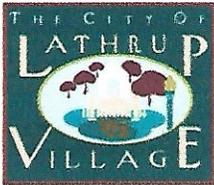
I am excited to learn about the direction the DDA is heading and would be honored to help advance its mission. I would bring both enthusiasm and a practical, solutions-oriented mindset to the board and would welcome the chance to contribute to strategic planning, support partnerships with local stakeholders, and help ensure that our downtown remains economically strong for residents, visitors and businesses.

Thank you for considering my application. I look forward to the possibility of contributing to the important work of the DDA Board.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeff Fitzyk', with a stylized flourish extending from the end.

Jeff Fitzyk  
Chief Lending Officer  
Michigan First Credit Union



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

APPLICATION FOR COMMITTEES, COMMISSIONS, & BOARDS

Date of Application: 20 JAN 26

Please check the committee for which you are applying for:

- Board of Review
Building Authority
Downtown Development Authority (DDA)
Historic District Commission
Inclusion, Diversity, & Accessibility Committee
Lathrup Village Foundation Board
Planning Commission
Parks & Recreation Committee
Tree Committee
Other:

Name: CHARLOTTE M JONES

Address: 18411 W. 12 MILE ROAD, LATHRUP VILLAGE, MI

Phone: (313) 204-6259

Email: charlotte.m.jones08@gmail.com

Are you at least 18 years of age: YES [checked] NO [ ]

Are you a registered voter in Lathrup Village: YES [ ] NO [checked]

Have you been a resident of Lathrup Village for 1+ years: YES [checked] NO [ ]

A resume/CV is required with your application. Additionally, please include a letter that covers any additional information that clearly states your qualifications for serving on the committee you selected and why you believe you are the best fit to serve Lathrup Village.

Signature: Charlotte M Jones Date: 20 Jan 26

Applicants must be in good standing with the City to be eligible for committee, commission, or board appointment. Any outstanding violations or payments associated with the applying individual or individuals' property may result in the submitted application being rejected.

Return completed application to:
Lathrup Village - City Clerk, 27400 Southfield Road, Lathrup Village, MI 48076

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

Charlotte Marie Jones received Jesus Christ as her Lord and Savior in her teenage years. As a youth she attended Calvary Church of God in Christ, under the leadership of the late Superintendent James E. Slappy, Jr. with her family. She was educated in the Detroit Public School system. After graduating from High School, she enlisted in the United States Army, where she served for twenty-five years (ten on active duty and fifteen in the reserves), before retiring at the rank of "Sergeant First Class." She currently works for the Department of the Army as a "Program Analyst."

She attended Davenport University earning a Bachelor of Business Administration in June 2003. She went on to Walsh College earning a Master of Science in Management in September 2006.

After reading the Left Behind series Charlotte re-dedicated her life to Christ. She attended "The Missionary Awareness and Auxiliary Institute of the Michigan Southwest First Jurisdiction of the Church of God In Christ ", under the leadership of the late Bishop John Henry Sheard and graduated in September 2011.

In November 2014 she was joined in holy matrimony to Scottie L. Jones. In 2016 she helped her husband relaunch the ministry "Life of God Outreach Sons (LOGOS), Global Ministries" and faithfully worked alongside him. In July of 2017 she received her Evangelist Missionary's License through the Church of God in Christ, under the leadership of the late Bishop Isaac King, Jr. She graduated from the Embassy Training Center's Leadership Life Track in June of 2019, and in January 2021 was ordained as a Pastor by her husband. She faithfully serves along with her husband, equipping leaders and working under the gifting of administration.

Charlotte serves on the boards of LOGOS, Hope 4 All Seasons (where she is the COO) and The Bridge Networks. Through her, God birthed Healing Hearts Ministry where she mentors and ministers to women.

Charlotte has one adult son, Gary Pollard III; four adult bonus children Brianna, Scott, Jordan, and Taylor Jones, one granddaughter Jordyn Dior and a grandson Amai Jehan.

In 2021 God healed Charlotte from breast cancer, and her testimony has impacted the lives many.

*Now thanks be unto God, which always causeth us to triumph in Christ, and maketh manifest the savour of his knowledge by us in every place.*

*II Corinthians 2:14*

Department of the Army (DOA)  
Warren, Michigan 48397  
April 2009 - Present

## Professional Summary

Detail-oriented and highly organized Program Analyst with extensive experience supporting U.S. Army operations. Skilled in managing Defense Travel System (DTS) processes and serving as an Agency Program Coordinator (APC), ensuring compliance, efficiency, and accuracy in travel and program management. Proven ability to interpret and apply regulations, troubleshoot complex issues, and provide training and guidance to personnel.

## Key Responsibilities

### *Lead Defense Travel System (DTS) Administrator*

- Administer and oversee the U.S. Army's Defense Travel System, ensuring travel requests, authorizations, and vouchers are processed in compliance with Department of Defense (DoD) policies and Army regulations.
- Provide technical support and troubleshooting for DTS users, resolving system errors and travel discrepancies promptly.
- Review and approve travel authorizations and vouchers, verifying the accuracy of entitlements, expenses, and supporting documentation.
- Train military and civilian personnel on DTS procedures, policies, and updates to ensure efficient and compliant travel operations.
- Monitor travel budgets and expenditures, preparing reports for leadership and identifying opportunities for cost savings and process improvements.
- Act as a liaison between travelers, approving officials, and finance offices to resolve issues and ensure timely reimbursements.

### *Agency Program Coordinator (APC)*

- Serve as the primary point of contact for the Army's Government Travel Charge Card (GTCC) program, overseeing cardholder account management and program compliance.
- Monitor account activity, identify potential misuse or fraud, and implement corrective actions as needed.
- Conduct cardholder training and briefings, ensuring personnel understand GTCC policies, proper usage, and reporting procedures.

- Reconcile monthly statements, resolve billing disputes, and maintain accurate records for audits and inspections.
- Coordinate with the bank, Army leadership, and other stakeholders to address program requirements and resolve escalated issues.
- Prepare and submit required reports on GTCC program status, delinquency rates, and corrective actions to command leadership.

### Skills

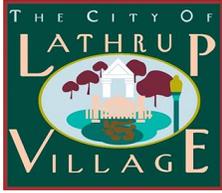
- Expertise in Defense Travel System (DTS) administration
- Comprehensive knowledge of DoD and Army travel regulations
- Government Travel Charge Card (GTCC) program management
- Training and guidance for military and civilian personnel
- Financial reconciliation and reporting
- Problem-solving and troubleshooting
- Strong communication and interpersonal skills

### Certifications & Training

- DTS Administrator Certification (if applicable)
- Agency Program Coordinator (APC) Training
- DoD Financial Management Training
- 

### Education

- Bachelor of Business Administration, Davenport University, 2003
- Master of Science in Management, Walsh College of Accountancy and Business Administration, 2006



**City of Lathrup Village**  
27400 Southfield Road  
Lathrup Village, MI 48076  
[www.lathrupvillage.org](http://www.lathrupvillage.org) | (248) 557-2600

TO: Mayor & City Council  
FROM: Mike Greene – City Administrator  
DATE: February 23, 2026  
RE: BOR Appointment

**Background Brief:** The Board of Review (BOR) is seeking an additional member to work with our current two (2) members and our new assessors to conduct this essential service. Enclosed are the applications received over the past few weeks.

**Section 9.6. - Board of Review:**

The Board of Review shall be composed of three freeholders of the city who shall meet the eligibility requirements for elective officers contained in Section 5.1 and who during their term of office shall not be city officers or employees or be nominees or candidates for elective city office. The filing by a member of the Board of Review of his nomination petition for an elective city office or the filing of a consent thereto shall constitute a resignation from the Board of Review. The appointment of members of such Board shall be based upon their knowledge and experience in property valuation. One member of the Board shall be appointed by the Council in January, 1955, and in each January thereafter for a term of three years, to replace the member whose term expires that year. The Council shall fix the compensation of the members of the Board. The Board of Review shall annually in February select its own chairman for the ensuing year, and the Assessor shall be clerk of the Board and shall be entitled to be heard at its sessions, but shall have no vote.

**Previous Action:** N/A

**Economic Impact:** N/A

**Recommendation:** Recommendations for committee appointments come via the Mayor for consideration by the City Council.

**Recommended Motion:**

Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to appoint \_\_\_\_\_ to the Board of Review for a term expiring on February 28, 2029.

Bruce Kantor Mayor	Kelly Garrett Mayor Pro-Tem	Jalen Jennings Council Member	Jason Hammond Council Member	John Sousanis Council Member
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City of Lathrup Village  
27400 Southfield Road  
Lathrup Village, MI 48076  
[www.lathrupvillage.org](http://www.lathrupvillage.org) | (248) 557-2600

RECEIVED 2-3-2026  
at 11:22am

**APPLICATION FOR COMMITTEES, COMMISSIONS, & BOARDS**

Date of Application: February 2, 2026

Please check the committee for which you are applying:

- Board of Review
- Downtown Development Authority (DDA)
- Historic District Commission
- Communications & Engagement Committee
- Planning Commission
- Parks & Recreation Committee
- Tree Committee
- Other: \_\_\_\_\_

Name: DIANE DAMSKEY

Address: 28624 Eldorado Pl, Lathrup Village, MI 48076

Phone: 305-987-9099 Street, City, State, Zip

Email: dcdamskey@msn.com

Are you at least 18 years of age: YES  NO

Are you a registered voter in Lathrup Village: YES  NO

Have you been a resident of Lathrup Village for 1+ years: YES  NO

*- I grew up in Lathrup 1960-1975 and moved back in 2025.*

**A resume/CV is required with your application. Additionally, please include a letter that covers any additional information that clearly states your qualifications for serving on the committee you selected and why you believe you are the best fit to serve Lathrup Village.**

Signature: *Diane Damskey* Date: 2/2/2026

**Applicants must be in good standing with the City to be eligible for committee, commission, or board appointment. Any outstanding violations or payments associated with the applying individual or individuals' property may result in the submitted application being rejected.**

Return completed application to:  
Lathrup Village – City Clerk, 27400 Southfield Road, Lathrup Village, MI 48076

Diane C. Damskey  
28624 Eldorado Place  
Lathrup Village, MI 48076

February 2, 2026

Re: Application - Board of Review

I have a long history with Lathrup Village, having grown up here in the 1960s and 1970s, and returning in 2025 as a full-time resident. I have fond memories of the old Lathrup and now would like to work to support the community for current and future residents.

As a newer resident, I have an appreciation for the high level of taxes that Lathrup residents pay. The Board of Review is critical to ensuring that taxes are fairly assessed, and I would welcome the opportunity to be part of this process. My 40+ year career was in finance and investing, working closely with clients and institutions on all aspects of their finances, including taxes. My background and experience provide me with the tools to serve and contribute to the Board of Review.

Given that this topic is very personal, as is anything concerning a resident's financial situation, my experience managing relationships with clients will also be helpful in responding to these tax appeals by property owners.

Sincerely,

A handwritten signature in blue ink, appearing to read "Diane", with a stylized flourish extending to the right.

Diane C. Damskey

**DIANE C. DAMSKEY, CFA**  
 28624 Eldorado Place  
 Lathrup Village, MI 48076  
 (305) 987-9099 | dcdamskey@msn.com

## PROFESSIONAL EXPERIENCE

**DC Damskey Global Consulting, LLC, Lathrup Village, MI** **April 2023 to Present**

- Strategic financial and investment advisor to asset managers, asset owners, foundations, family offices and corporations.
- Assess and identify risk during due diligence and manager selection process; evaluate and monitor risk and impact performance during investment lifecycle.
- Advise firms incorporating impact and sustainability into existing policies; build support among internal and external stakeholders.

**GLOBAL IMPACT INVESTING NETWORK (GIIN), New York, NY** **November 2022 to Present**

*Secretariat Emeritus and Advisor, Impact Principles* **January 2024 to Present**

*Head of Secretariat, Impact Principles* **November 2022 to January 2024**

- Led the transition of the *Impact Principles* from IFC to the GIIN, successfully maintaining the relationships with signatories, accounting firms, consulting and advisory firms.
- Successfully increased the number of signatories within five years from 58 to 185, representing 40 countries and more than half of the estimated impact assets under management globally.

**THE WORLD BANK GROUP, Washington, D.C.** **September 2016 to November 2022**

*International Finance Corporation (IFC), Senior Manager* **April 2018 to November 2022**

- Head of Secretariat of the *Operating Principles for Impact Management (Impact Principles)*, the global standard for impact investors.
- Managed global outreach for the *Impact Principles* to institutional investors, asset managers, asset owners, foundations and multilateral and development financial institutions. Sole point of contact for new and existing signatories.
- Represented IFC and the *Impact Principles* through speaking engagements at global impact and sustainable investing conferences, university and industry seminars and regional roundtables.

*Adviser, World Bank Group Chief Financial Officer* **September 2016 to April 2018**

- Advised and worked directly with World Bank CFO and senior management to deliver designated financial priorities, including the 2018 capital increase.
- Spearheaded initiatives to promote infrastructure investments in emerging markets.
- Strengthened private sector partnerships with global institutional investors on key initiatives.

**J. P. MORGAN, Washington, D.C.** **July 2009 to September 2016**

*Senior Global Investment Specialist*

- Senior investment manager for endowments, foundations, family offices and private clients.
- Expanded assets under management by 30%, creating tailored portfolios allocated to global equities, fixed income, private equity and credit, real estate and hedge funds and commodities.

- Launched and headed the presentation series for women executives, clients and prospects, focused on sustainable and impact investing and philanthropy.

### ***Prior Relevant Experience***

#### **UBS AG, Miami, FL**

##### ***Executive Director and Senior Investment Consultant***

- Senior investment consultant for private clients in Latin America, investing across global equities, fixed income and alternative investments; increased assets under management by 25%.

#### **NORTHERN TRUST, Miami, FL**

##### ***Senior Investment Advisor and Portfolio Manager***

- Managed portfolios for U.S. and international private clients, pension plans and foundations.

#### **CREDIT SUISSE ASSET MANAGEMENT, New York, NY**

##### ***Director and Portfolio Manager***

- Institutional portfolio manager and investment strategist for institutional clients investing in global emerging markets; co-managed New York and London investment teams.

#### **GLOBAL EMERGING MARKETS ADVISORS, L.P., New York, NY**

##### ***Senior Vice President and Portfolio Manager***

- Institutional portfolio manager for emerging market debt, currency and equity funds.

#### **THE FIRST NATIONAL BANK OF CHICAGO, New York, NY**

##### ***Vice President – Emerging Markets Division***

- Investment strategist and relationship manager for U.S. and international institutional and private banking clients.

#### **SHEARSON LEHMAN HUTTON INC., New York, NY**

##### ***Associate – International Advisory, Corporate Finance and Mergers and Acquisitions***

- Member of Troika team advising the Republic of Venezuela on the restructuring of its external debt; created financial model to determine the optimal structure of the refinancing options.

#### **MANUFACTURERS HANOVER TRUST COMPANY, New York, NY**

##### ***Assistant Vice President – Africa, Middle East and Eastern Europe Division***

- Relationship manager for banks and corporations in Northwest Africa, responsible for credit analysis and lending portfolio; represented the bank in debt rescheduling negotiations.

### **EDUCATION**

**Harvard University, John F. Kennedy School of Government, Cambridge, MA** 1988  
Master of Public Administration. Specialization in Finance and International Economics and Development

**Georgetown University, Washington, D.C.** 1979  
Bachelor of Science in Foreign Service, *cum laude*, Phi Beta Kappa. Specialization in Russian Area Studies and International Economics

### **FOREIGN LANGUAGES**

Fluent in French and Spanish, knowledge of Russian, Arabic and German.

### **PROFESSIONAL AFFILIATIONS/VOLUNTEERISM**

Guest Lecturer on Impact Investing – Georgetown University, Tufts University, Johns Hopkins  
CFA Society  
Georgetown University Alumni Association  
Detroit Institute of Arts



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

APPLICATION FOR COMMITTEES, COMMISSIONS, & BOARDS

Date of Application: 2/18/2026

Please check the committee for which you are applying:

- Board of Review [checked]
Downtown Development Authority (DDA) [ ]
Historic District Commission [ ]
Communications & Engagement Committee [ ]
Planning Commission [ ]
Parks & Recreation Committee [ ]
Tree Committee [ ]
Other: [ ]

Name: Colin Walsh

Address: 19050 Wiltshire Blvd, Lathrup Village, MI 48076

Phone: 248-202-7338 Street, City, State, Zip Email: cwalsh3103@gmail.com

- Are you at least 18 years of age: YES [checked] NO [ ]
Are you a registered voter in Lathrup Village: YES [checked] NO [ ]
Have you been a resident of Lathrup Village for 1+ years: YES [checked] NO [ ]

A resume/CV is required with your application. Additionally, please include a letter that covers any additional information that clearly states your qualifications for serving on the committee you selected and why you believe you are the best fit to serve Lathrup Village.

Signature: Colin Walsh Date: 2/18/2026

Applicants must be in good standing with the City to be eligible for committee, commission, or board appointment. Any outstanding violations or payments associated with the applying individual or individuals' property may result in the submitted application being rejected.

Return completed application to:
Lathrup Village – City Clerk, 27400 Southfield Road, Lathrup Village, MI 48076

Colin Walsh  
19050 Wiltshire Blvd  
Lathrup Village, MI 48076

To whomever it may concern at the Lathrup Village City Hall:

Hello—My name is Colin Walsh, and I have been a resident of Lathrup Village for just over a year. I am applying to join the Board of Review after gaining an appreciation for this small but immensely impactful civil service by going through it myself last summer.

Through the perfect storm of circumstances (an underwhelming realtor, a lost piece of mail, and a missed deadline), I found myself on the receiving end of an unexpectedly high tax bill last summer and became aware of a large disconnect between my home's SEV and purchase price. Because I did not learn of my situation until July, I was not eligible to appeal in the March forum, and I instead had the opportunity to work with our local assessors, Justin and Chris, to review and dispute my property's record card.

As a professional engineer, I think analytically and make data-driven decisions every day of my career. As someone who went through this process myself, I bring empathy, a basic familiarity with the process, and an understanding of my responsibility to both Lathrup Village and its people. As a sample of my relevant work, below is a snapshot of the chart I put together while disputing my own assessed value:

Date	Address	Year Built	Square Footage	Bedrooms	Bathrooms	Acreage	Sale Price	Assessed Value	SEV	"Market Value"	Value Delta	Ratio (Market Value / Sale Price)
1/10/2024	27568 Rainbow Cir, Lathrup Village, MI 48076	2001	2943	4	4	0.41	\$423,000	\$334,040	\$334,040	\$668,080	\$245,080	1.679
12/3/2024	19050 Wiltshire Blvd, Lathrup Village, MI 48076	1951	3169	5	3	0.46	\$411,500	\$291,270	\$291,270	\$582,540	\$171,040	1.416
12/21/2023	27470 Lathrup Blvd, Lathrup Village, MI 48076		1804	5	3.5		\$295,000	\$229,100	\$229,100	\$458,200	\$163,200	1.553
12/1/2023	18755 Cambridge Blvd, Lathrup Village, MI 48076	1954	2022	3	2	0.27	\$205,000	\$182,960	\$182,960	\$365,920	\$160,920	1.785
4/10/2025	17537 Roseland Blvd, Lathrup Village, MI 48076	1966	1894	4	3	0.21	\$210,000	\$173,200	\$173,200	\$346,400	\$136,400	1.650
10/4/2024	27848 Cathalton, Lathrup Village, MI 48076	2000	3629	4	4	0.42	\$387,200	\$255,000	\$255,000	\$510,000	\$122,800	1.317
2/1/2024	18830 San Quentin Dr, Lathrup Village, MI 48076	1959	3510	4	4	0.27	\$350,000	\$231,190	\$231,190	\$462,380	\$112,380	1.321
8/16/2024	28777 Sunset Blvd W, Lathrup Village, MI 48076	1959	2295	3	3	0.34	\$251,328	\$175,780	\$175,780	\$351,560	\$100,232	1.399
4/15/2025	28720 Eldorado Pl, Lathrup Village, MI 48076	1953	1788	3	3	0.34	\$215,000	\$155,220	\$155,220	\$310,440	\$95,440	1.444
6/3/2024	19091 Wiltshire Blvd, Lathrup Village, MI 48076	1951	2100	3	2	0.46	\$244,500	\$165,000	\$165,000	\$330,000	\$85,500	1.350
8/23/2024	18175 Avilla Blvd, Lathrup Village, MI 48076	1928	1531	3	2	0.23	\$188,500	\$135,550	\$135,550	\$271,100	\$82,600	1.438
9/20/2024	27680 Lathrup Blvd, Lathrup Village, MI 48076	1950	2501	3	3	0.2	\$300,000	\$187,760	\$187,760	\$375,520	\$75,520	1.252
4/1/2024	28021 Santa Barbara Dr, Lathrup Village, MI 48076	1940	3180	3	3	0.5	\$375,000	\$225,090	\$225,090	\$450,180	\$75,180	1.200

I have always wanted to find a way to serve my local community, but as a left-brained engineer, I've never had much interest in the combativeness of local politics. I see this as a great fit for my skill set and as an exciting opportunity to make a meaningful impact in our community.

Thank you in advance for considering me for this position.

Best regards,

Colin Walsh  
248-202-7338  
cwalsh3103@gmail.com

**Colin Walsh**  
**Lathrup Village, MI 48076**  
**248-202-7338    cwalsh3103@gmail.com**

## **WORK EXPERIENCE:**

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**Lear Corporation — Southfield, MI** **February 2022 - Present**

Senior Product Engineer

- Developed and launched three Stellantis vehicle programs in Toluca, Mexico
- Coordinated \$2.5 million in program development cost optimizations
- Served as the North American regional lead for multiple AI automation project rollouts
- Became North American regional lead for IIHS/ENCAP whiplash protection

**Stellantis N.V. (Contract: KCM Technical) — Auburn Hills, MI** **January 2020 – December 2021**

Design Release Engineer – Seat Complete

- Directed first row seat complete development and integration for a pre-production vehicle program
- Reduced minivan program build complexity by 82% (175 to 31 buildable seat combinations)
- Identified and coordinated a \$1.8 million per year value optimization of seat trim covers
- Applied Shainin Red X problem solving tools to quarantine and replace 11,000 defective armrests before plant contamination
- Performed CAD studies, competitive benchmarks, and Pugh analyses to drive engineering decisions
- Led design reviews and open issue discussions with internal and supplier cross-functional teams

**Lear Corporation — Southfield, MI** **June 2018 – December 2019**

Test Engineer – Safety Systems

- Developed and performed DV and PV dynamic impact tests using a Seattle Safety ServoSled
- Reviewed CAD models and FEA reports for test fixtures, seat samples, and test simulations
- Supported DVP&R through data acquisition, high-speed motion analysis, and test report preparation
- Gained exposure to ECE, IIHS, NCAP, and GM SSTS 25 test specifications

## **EDUCATION:**

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**Oakland University — Rochester, MI** **April 2018**

Bachelor of Science, Mechanical Engineering

- 3.91 GPA — summa cum laude graduate honors
- Presidential Scholar — four-year full academic scholarship

## **ADDITIONAL SKILLS:**

- 
- Computer-aided engineering (CAE): CATIA V5; NX; SolidWorks; GD&T; FEA; Teamcenter
  - Project management: Gantt timing; Pugh decision matrices; open issues lists (OIL); technical writing and presentations; warranty analysis; Voice of Customer analysis
  - Microsoft Office suite: Word, Excel, PowerPoint, Outlook, Teams, Visual Basic
  - Palantir Foundry