

# City Council Regular Meeting

Monday, February 26, 2024, at 7:30 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

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1. **Call to Order** by Mayor Garrett
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Agenda**
5. **Presentations**
  - A. General Fund, Revenue & Expense Review
6. **Public Comment for Items on the Agenda** (speakers are limited to 3 minutes)
7. **Zoning Board of Appeals**
  - A. Call to Order - Zoning Board of Appeals
  - B. ZBA Public Hearing – 29801 Southfield Road (Papa’s Pizza)
  - C. Consideration to Approve/Deny Variance Application - 29801 Southfield Road (Papa’s Pizza)
  - D. Adjourn ZBA and reconvene as City Council
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. City Council Study Session 01.22.24
    - ii. City Council Regular Meeting 01.22.24
  - B. Police Department Monthly Reports
  - C. Fire Department Monthly Reports

- [D.](#) Building Department Reports
- [E.](#) Disbursement Report
- F. Request to Receive & File DDA Annual Report
- G. Request to Receive & File Planning Commission Annual Report

**9. Public Hearings**

- A. Special Assessment – Roll No. 2024-01 for 2022/2023 Delinquent Sidewalk, and Delinquent Ditch & Culvert

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

- A. Special Assessment – Roll No. 2024-01 for 2022/2023 Delinquent Sidewalk, and Delinquent Ditch & Culvert
- B. Request to Approve Special Land Use Request – 27411 Southfield Road (Jay Bird’s Bar & Grill)
- C. Request to Confirm Finance Director Appointment
- D. Request to Approve DES Electric Lathrup Village Antenna Replacement Proposal
- E. Request to Approve Parks & Recreation Committee Appointments
- F. Request to Approve Tree Committee Appointments
- G. Request to Approve DDA Appointments

**11. City Administrator Report**

**12. City Attorney Report**

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

**14. Unfinished / New Business**

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

**16. Mayor and Council Comments**

**17. Adjourn**

**Addressing the City Council**

- Your comments shall be made during times set aside for that purpose.
- Stand or raise a hand to indicate that you wish to speak.
- When recognized, state your name, and direct your comments and/or questions to any City official in attendance.

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



A HERITAGE OF GOOD LIVING

# FINANCIAL REVIEW

CITY OF LATHRUP VILLAGE

27400 Southfield Road, Lathrup Village, Michigan 48076

## GENERAL FUND, REVENUE & EXPENSE REVIEW

by Bruce Kantor

JANUARY 24, 2024

### **Introduction:**

The final Fiscal Year 2023 audit received this past December revealed an unexpected \$659K reduction to the General Fund. This reduction was a shock to everyone, as it was significantly larger than the \$172K reduction in the General Fund that was originally budgeted for FY23. It was also greater than the updated \$234K reduction that was amended in January of 2023 and the updated \$251K reduction that was amended in June of 2023.

The cause of this unexpected General Fund reduction was primarily related to transfers missing from the General Fund that were identified during the audit. As the audit noted, several significant reconciliations and transfers were not completed in a timely manner. These transfers were mostly related to projects that were included and paid for as part of the three-year road bond (to get a better volume discount from the contractor), but ultimately needed to be paid for using General Fund dollars, not road bond funds. These reimbursements to the road fund never occurred because the former City Administrator, who also functioned as the City's Director of Finance, never directed the Treasury to make these reimbursements. Work that was previously performed on culverts, the Cambridge drainage system, the DPW parking lot and Santa Barbara, totaling almost \$420K, needed to be reimbursed to the road bond fund from the General Fund and resulted in the surprise reduction to the General Fund. Other transfers from the DDA and Water & Sewer Fund to the road fund were also necessary, but these did not affect the General Fund. See Appendix A for a list of these transfers.

The lack of untimely reconciliations and transfers painted a falsely positive financial picture during the fiscal year and resulted in the surprisingly large deduction to the General Fund post audit. Obviously, making informed decisions requires timely and accurate financial data. Not having accurate data hurt the decision-making process during FY23. The new City Administrator will be working with Plante Moran in the near future to implement the required processes and procedures to ensure the data City Council uses is both accurate and current.

As a result of this large, unexpected reduction to the General Fund, this Revenue & Expense Review project was tasked to (a) analyze the General Fund activity in FY23 and (b) to identify areas where revenue could potentially be increased and expenses decreased to ensure the General Fund would resume positive growth. The first phase was to analyze the General Fund activity



and to identify actions that could potentially be implemented to grow the General Fund. To identify growth opportunities, regular meetings occurred with the City Treasurer, City Administrator, auditors, department heads, and various staff members. In these meetings, revenue and expenses were discussed in detail, line-by-line, across all budget categories. These conversations were candid and no items were off-limits, regardless of their anticipated unpopularity or potential difficulty to change. No expense was considered too large or too small to be reviewed. The goal was to develop a comprehensive, objective list of ideas that could be evaluated further. Phase Two of this project will consist of administrative and/or City Council discussions on how and whether to implement the compiled list of suggestions.

**Review of the General Fund Reduction in FY23:**

As noted above, the \$420K of unexpected infrastructure expenses explains the difference between the General Fund deficit expected in the amended June 2023 budget and the actual \$659K total recorded post audit.

When analyzing the General Fund, it is made significantly more complex by the fact that many of the infrastructure projects a) have expenses that are eventually reimbursed, and b) have revenue and expenses that are not aligned within the same fiscal year. For example, sidewalk and culvert expenses occur in one fiscal year, but the majority of the reimbursement (revenue) does not occur until the subsequent fiscal year (or even the fiscal year after that given the City’s extended payment plan option available to residents). With the significant amount of reimbursable construction expenses that occurred during the fiscal year, it is interesting to review revenue compared to expenses after completely removing infrastructure expenses and their associated revenue.

REVENUE		EXPENSE	
Total FY 23 Revenue	\$ 5,194,960	Total FY23 Expenditures	\$ 5,854,555
Less FY23 Sidewalk Revenue	\$ 362,189	Less FY23 Sidewalk Expense	\$ 740,119
	\$ 4,832,771		\$ 5,114,436
Less FY23 Culvert Revenue	\$ 70,212	Less Culvert Expense Charged in FY23	\$ 174,973
	\$ 4,762,559		\$ 4,939,463
Less Santa Barbara\Cambridge Revenue	\$ 3,705	Less FY 23 Santa Barbara\Cambridge Expense	\$ 194,000
	\$ 4,758,854		\$ 4,745,463
Less DPW Parking Lot Revenue	\$ -	Less DPW Parking Lot Expense	\$ 50,897
	\$ 4,758,854		\$ 4,694,566
Revenue less Expenses:	\$ 64,288		

In the table above, after removing the infrastructure expenses from both the revenue and expense side of the ledger, the General Fund revenue was actually \$64K higher than expenses. In other words, after removing infrastructure projects, the City actually grew the General Fund slightly.

Given there is still significant infrastructure revenue yet to be realized, it is worthwhile to determine the magnitude of this future revenue and the effect it will have on the General Fund in FY24. The table below indicates the expected infrastructure revenue for FY24:

	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total	Outstanding Revenue (Difference between Revenue & Expense)
Sidewalk						
Expense		\$290,102	\$740,119	\$111,861	\$1,142,082	
Revenue		\$27,175	\$362,189	\$151,721	\$541,085	\$600,998
Ditch\Culvert						
Expense	\$14,788	\$106,316	\$53,869		\$174,973	
Revenue	\$9,641	\$6,110	\$70,212	\$34,434	\$120,397	\$54,576
Cambridge SAD						\$14,079
Eldorado SAD						\$10,500
<b>Total Outstanding Revenue:</b>						<b>\$680,152</b>

There remains approximately \$680K of outstanding infrastructure revenue. However, the FY24 budget (amended as of July 17, 2023) only projected approximately \$300K of infrastructure revenue (\$250K for sidewalks, approximately \$50K for culverts and the Cambridge special assessment, and nothing for the Eldorado special assessment). This indicates that an additional \$380K of infrastructure revenue should be expected over what was originally projected. The amended FY24 budget projected a \$225K surplus/growth in the General Fund. With this additional expected \$380K of revenue, the actual increase to the General Fund could be as high as \$605K, all things being equal. Note that the actual FY24 additional revenue will likely be somewhat less than \$380K, as there are some residents who opted to pay their infrastructure invoices over two years. That is, some of their payment will occur in FY25—however, the overall net effect to the General Fund over time is the same.

As noted, after removing the infrastructure projects, the City grew the General Fund slightly. This indicates that outside of infrastructure projects, the administration did a good job of aligning revenue and expenses in FY24, especially in light of high inflation. Of course, in absolute terms, the City did actually incur a large \$659K reduction in the General Fund in FY23. However, most of this reduction should be recouped (reversed) in the coming fiscal year as payments for infrastructure (sidewalks, culverts, special assessments, etc.) are received.

While aligning revenue with expenses (without infrastructure) is a good result, it is still important to ensure that the City is doing everything possible to maximize revenue and minimize expenses. This is especially true given rising prices and our difficulty increasing revenue due to the constraints of being a built-out city subject to Proposition A (and the real estate crash) and Headlee. Maximizing revenue and minimizing expenses will help the City provide residents with more of the services they desire. Potential revenue growth and expense reduction opportunities follow below.

## Ideas to Grow the General Fund:

### Suggestions to Increase Revenue:

1. **Headlee Override:** The City should consider placing a Headlee Override on a future ballot to bring the millage rate up from the current Headlee reduced rate of 17.5618 to the City's chartered rate of 20 mils. At the current taxable value of \$172M, this would generate approximately \$420K in new revenue. Making it effective for five years (before Headlee reductions can resume), as other communities have done, should also be considered. Alternatively, a Public Safety millage could also be considered. A Headlee Override has been consistently recommended by the City's auditors for the past several years and has been casually discussed by the Administration and Council. More serious discussions to determine the feasibility of such an effort are warranted.
2. **Increase Grant Revenue:** While the City does apply for and receive grants, there is no staff member who focuses solely on these lucrative opportunities. Hiring a grant writer (probably part-time), whose primary focus would be to review the plethora of available grants across various functions and submit applications, could result in additional revenue. If an effective grant writer was employed, the cost of this position could easily be covered by some of the additional revenue that is secured.
3. **Water Department Fees:** The City does not currently charge water and sewer connection fees. It also does not charge for turning water service on and off. Rates for these services should be established. These fees should be part of the Water/Sewer department and not the building department to ensure these fees are collected by the City, not McKenna, who retains 75% of permit fees. **Update:** This initiative has been successfully implemented by City Council, which approved the establishment of these rates at the December 18, 2023 City Council meeting.
4. **Building Department Fees:** The fee schedules charged by the Building Department (for electrical, plumbing, dumpsters, applications, etc.) has not been revised in many years. Since McKenna keeps 75% of permit fees, the City should require McKenna to perform a comparative analysis of surrounding communities and increase the City's fees accordingly. Since McKenna would keep 75% of the increase, they should be eager to take on such a project.
5. **Room Rental Fees:** Charges for the rental of the Community Room, Meeting Place, Parks, etc. should be reviewed and updated, as it has been several years since these rates have been reviewed. Rental fees should be assessed relative to other comparable facilities to determine if increases are necessary. One obvious related fee that needs adjustment is the cleaning fee for the Community Room. The City charges \$100, which is exactly the amount the City pays the custodian to do the cleaning. Given there are other costs such as supplies, insurance, equipment, utilities, etc., for each rental, the City loses money on every cleaning, which occurs regularly.
6. **City-owned property:** The City owns multiple parcels or un-platted sections of land throughout the City. The City should evaluate the land use and determine the best future use of the properties, which may include selling the parcels for development.
7. **Alleyway Vacations:** The City has many alleyways that it does not and never will use (e.g., Dolores west of Woodworth Way, Goldengate both east and west of Rainbow, Sunnybrook both east and west of Southfield Road, and others). The City should consider vacating these unused properties. This will save on City maintenance expenses and generate new annual tax revenue in perpetuity.

- 8. Encroachments: The City has an abundance of encroachments, where residents and business are using city-owned property for personal use. The usage requirements and fees have not been applied with any level of consistency over the years. City Council has been considering an encroachment policy for almost two years. Council asked for a comprehensive inventory of all encroachments within the City so that it could assess the magnitude of the issue and analyze/develop a consistent ordinance. Unfortunately, there have been multiple false starts at developing this inventory. A plan should be developed and implemented to create this inventory. Once completed, City Council can develop a policy, which will undoubtedly generate additional revenue for the City. Further, having a consistent policy will dramatically reduce the significant amount of time the City Administration spends on encroachment issues, which will further reduce costs.
- 9. Traffic Citations: Many police officers prefer not to write tickets, which seems counter to their job role. Revenue from traffic tickets could easily be increased significantly with more encouragement for ticket writing. Not only would this increase revenue, but it would also increase safety. As motorists become aware of Lathrup Village’s reputation for enforcing traffic laws, they will adjust their driving behavior accordingly. Currently, officers average approximately 23 tickets per month, which seems quite low—officers should be encouraged to increase citations. Revenue could also be generated by handing out fewer warnings, which are often given to City residents, some of whom are at the heart of our traffic issues.
- 10. Police Charges for Services: The fees for police services (e.g., towing, police reports, vehicle releases, etc.) have not been updated in a long time. These fees should be reviewed and updated as necessary.
- 11. Code Enforcement Fines: The fee schedule for code enforcement violations (e.g., nuisance cuts) should be reviewed and updated. Not only would increasing fines help to increase revenue, but it would also act as a deterrent against ordinance violations.
- 12. Safe Truck Ordinance: The City should consider an ordinance for safe truck standards (weight, equipment, etc.) so that officers can write more truck tickets. Having our own ordinance would ensure these fines would stay in the City and not get collected by the court system. This was discussed several years ago, but to my knowledge, it was never acted upon. Fines for trucking violations tend to be quite considerable, which could enhance revenue significantly. In order to write these types of tickets, some additional equipment expenses may be necessary. However, the expenses would easily be recovered by the additional revenue gained by writing these tickets.
- 13. Fixed Asset Sales: The City should determine if it has fixed assets that are no longer used and can be sold (e.g., exercise equipment, unused DPW equipment, etc.).
- 14. Back Taxes: Approximately \$50K in back taxes are owed to the City by the owners of 28505 Southfield Road. It is unclear why these taxes have not been collected. If appropriate, action should be taken to collect this revenue.
- 15. Permits: Residential and Commercial Construction work is regularly being done without property owners obtaining the necessary permits. In the past, the City has not aggressively sought out these violations, has looked the other way, waived fines, etc. To increase both safety and revenue, Code Enforcement should be more aggressive about identifying these violations. It would also make sense to periodically remind residents in the eNewsletter as to what type of work requires a permit. In addition, residents should be reminded of the associated fines for not obtaining a permit. Code Enforcement need to be proactive at identifying these situations.

- 16. Business License Fees: Six years ago, there was discussion of raising business license fees, as the City’s license fees are significantly lower than surrounding communities; however, this never happened. Increasing business license fees to ensure they are commensurate with market rates will increase City revenue. Empirical observations indicate our license cost is less than half of what other cities charge. In addition, many other cities charge a higher license fee for the initial license (versus a simple renewal). The City should also consider implementing a separate fee for the initial Business License.
- 17. Inadequate Enforcement of Business License Requirements: Many businesses have not renewed their business license for years. In 2022, all business licenses were erroneously deleted out of the BS&A financial system. As a result, only businesses that needed an active license for regulatory certifications renewed their business licenses with the City. Business license fees from 2022 must be retroactively collected from businesses that were in operation during this time period. Currently, business license enforcement appears to be more on the honor system than any type of proactive enforcement. The City needs to be significantly more aggressive about ensuring all businesses obtain their annual license. The City should establish a procedure to run reports regularly to determine which businesses are operating without a valid license.
- 18. Past Due Balances: When stakeholders come to the City office to transact business, the staff currently focuses solely on the business at hand, even when the stakeholder may owe the City a past balance for other past issues (e.g., business license, fines, fees, delinquent water bill, nuisance cut cost, etc.). A process must be put in place that requires a search in all our business systems to determine any past due balance prior to transacting the new business at hand. The City should implement a new policy that any outstanding fees must be paid prior to completing a new transaction.
- 19. Delinquent BS&A Fees: Currently, there are \$20K to 30K in funds owed to the City in BS&A by residents and businesses. A new process should be implemented to place any BS&A owed fees onto the tax rolls at the end of the year (i.e., using the same process currently in place for delinquent water bills, nuisance cuts, etc.). The City Attorney should be consulted to determine if an ordinance update is required to implement this process.
- 20. Vacancy Fees: The City does not currently enforce and collect vacancy fees for periodic surveillance of empty properties. Different fees should be assessed for extended vacations versus permanently empty business/homes and for commercial versus residential vacancies.
- 21. Business Inspections: The City should implement a policy that requires a property inspection whenever a business license lapses, a new business opens, or a business changes owners. This will provide an opportunity to ensure the safety of the occupant and to generate inspection revenue. Such a policy would also help to encourage businesses to ensure their business licenses do not lapse, as they would face an inspection along with the associated inspection fee for a lapsed license.
- 22. Fire Inspections: The City does not currently charge a fee when the Southfield Fire Department conducts fire inspections for the City. The City pays Southfield an annual fee for fire services. Some of this fee could be recouped by charging the property owner for fire inspections, as other cities do.

### Suggestions to Decrease Expenses:

The biggest potential reduction of expenses could be achieved by reviewing existing contracts—many of which have not been reviewed or competitively bid in many years. Additionally, contracting for existing in-house services or bringing contracted services back in-house may also provide savings opportunities. A myriad of other, more relatively minor, savings opportunities exist across all City departments.

#### Contracts:

1. **Dispatch Services:** Dispatch services are currently provided by the City of Southfield. Given the new interoperability provided by recent communication system upgrades, Lathrup Village could now use another city's dispatch services. Quotes from nearby cities should be requested or an open RFP should be executed. However, this could be complicated by the fact that our current dispatch services handle both police and fire. Therefore, any change would require the new dispatcher be able to work with the City of Southfield, since the City contracts with Southfield for fire protection. The City currently pays approximately \$57K for outsourced dispatch services, but is currently operating without a contract. The last contract expired on June 30, 2023.
2. **Police Services:** The City currently employs its own Police Department. While contracting for police services with another city would likely be wildly unpopular, there may be savings associated with doing so, and as a result, this possibility should at least be investigated. Having our own community-oriented police force is a huge part of Lathrup Village's unique identity. However, if the City could realize dramatic savings by outsourcing its police department, the City may need to consider the possibility and have some uncomfortable discussions on the topic. The Police Department is projected to incur approximately \$2.6M in expenses in FY24 (51% of all General Fund expenses).
3. **DPW Services:** Many years ago, the Department of Public Works was outsourced to Lathrup Services LLC. The City currently pays approximately \$400K per year for these contracted services. An analysis should be conducted to determine if moving the services back in-house could reduce the amount spent on DPW services.
4. **Building Department Services:** The City currently contracts with McKenna for building department services. As payment, McKenna retains 75% of all permit fees, receives a set fee of \$100 per month, charges the City \$58 per hour when working onsite as the Building Official, and receives other miscellaneous fees. It might be worth investigating whether the City can bring these services in-house. Given McKenna provides multiple consultants with the appropriate expertise where necessary (e.g. plumbing, electrical, mechanical, etc.), this might be cost prohibitive. However, a cursory analysis could be done to determine whether looking at this at a more in-depth level would make sense. In addition, the City could investigate whether the contract could be renegotiated more in our favor (e.g., a 65%/35% split)?
5. **MML Liability Pool Insurance:** The City currently uses the Michigan Municipal League's liability pool for insurance. While this is probably the most cost-effective solution, other competitive options should be researched to confirm that assumption. The City currently pays \$93K annually for this policy.
6. **Technology Services:** The City currently uses VC3 for technology services. This contract currently costs the City \$15,600 per year. Other competitive options should be researched to ensure we are using the most cost-effective service.

7. Giffels Webster: Giffels Webster is a long-time valued asset to the City serving as both the City Planner and City Engineer. In addition, they possess a wealth of City-related historical knowledge. However, this contract could use review to ensure price competitiveness.

#### Other Expense Reductions:

##### Government Services:

1. Recording of Meetings: Over the last couple of years, there has been little oversight regarding which City meetings and events are recorded. For example, over a year ago, Council and the Administration decided that with respect to Council meetings, only the third Monday Council meeting would be recorded each month. However, until recently, this was only loosely enforced, as study sessions and special meetings were regularly recorded, often without authorization. Further, special events were regularly recorded without any prior authorization. This lack of oversight resulted in higher costs than expected. More oversight needs to be applied to ensure that recording policies are enforced and that all event recording is approved in advance. Additionally, it should be determined if there are other ways to reduce recording fees (e.g. static cameras, technology that can reduce human intervention, etc.). The current contract, which expired on December 31<sup>st</sup>, 2022, with CV Studios costs the City \$40,000 per year, plus any additional requested services at \$30 per hour.
2. Printing and Postage: The *Our Town* magazine costs the City approximately \$5,000 in printing, \$1,600 in postage costs and significant staff time cost. This communication method can easily be replaced with an electronic version, which will eliminate almost \$7,000 in cost. For those few residents who do not have broadband access (the last census indicates 99.2% of residents have broadband access), a limited number of hard copies can be made available at the front desk and/or delivered to those on the Adopt a Senior program.
3. Memberships: The Government Services department subscribes to a plethora of membership programs. Each program should be evaluated to determine the value of the membership relative to its cost. Those memberships that do not bring value to the City should be terminated.

##### Administration:

1. Staff Salary and Benefits: There has been a lot of discussion over the last two years with respect to the salary of administration employees. However, the most recent completed compensation study is at least four years old. In that time, there have been dramatic changes in the workforce due to Covid, mass retirements, a reduction in skilled employees, labor shortages, etc. Over that time, a limited amount of hard data has been available to address the appropriateness of the current compensation offered to city staff. A comprehensive salary analysis should be undertaken and adjustments made accordingly. In addition, some salaries may need to be adjusted downward in instances where tasks required in the job description are no longer being performed by that staff member.

**Building and Grounds:**

Nothing significant noted.

**Public Services:**

Nothing significant noted.

**Public Safety:**

Discussions with Chief McKee and Sergeant Zang made it clear that they have already been very proactive in cutting the expenses for their department. As such, there was only a single expense reduction opportunity noted; once the City receives its final accreditation for the Police Department, the City should reach out to the MML Liability Pool, as the City should receive a reduction in our liability premium.

**Recreation:**

1. There is a strong need and desire for active and diverse recreational opportunities in Lathrup Village. The City Administrator should assess whether there are funds in our tight City budget to hire a full-time or part-time staff member to oversee the recreation department. In the interim, or possibly in lieu of hiring Recreational Coordinator, the City should consider utilizing a strong Recreation Committee with leadership from the Council liaison to develop, lead, and conduct (using volunteers) City recreational activities and events. Volunteerism has worked well over the past year to plan and staff City events, but recreation has suffered from a lack of a Council liaison due to a prior Council member allowing the committee expire. The new Council needs to establish a Council liaison and establish a strong and active committee as soon as possible (Council is currently working on this). At best, this approach will provide robust recreational opportunities and potentially allow the City to forgo the hiring of a Recreation Coordinator, which will save significant City funds. At worst, an active committee will provide helpful organization and resources for a hired Recreation Coordinator to leverage, which will reduce the necessary resources (and cost) of the hired Recreation Coordinator.



Other Expense Factors:

During the expense research, several other factors that affect the City's expenses were noted. They are:

1. **Police Contract:** The current police contract expires in 2024. Surrounding communities have seen contract increases in the range of 20 to 30%. This is largely due to a depleted pool of available officers and the portability (lack of loyalty) of officers toward their employers due to the industry change from defined benefits (pension) plans to defined contribution plans. The new contract could conceivably raise costs to the City by \$200 to \$250K. If this increase was not reflected in the FY24 budget, a budget amendment may be necessary.
2. **Tasers:** The City's taser inventory is expiring in the upcoming fiscal year. This could add as much as \$30K in unplanned expenses. If this expense was not reflected in the FY24 budget, a budget amendment or capital fund expense may be necessary.
3. **Public Services:** Multiple pieces of day-to-day equipment have exceeded their useful life or are nearing the end of their useful life (e.g., the City dump truck). While the staff/contractors do everything they can to maintain the equipment and extend its life as far as possible if a piece of large equipment fails, the City will need to make an unbudgeted purchase or rent equipment to maintain services. New equipment should be evaluated, budgeted, and purchased as necessary to avoid unforeseen purchases due to equipment failure.
4. **Building & Grounds:** The City should conduct an assessment of facilities via a professional architect/engineering team to determine if the City is utilizing its spaces to their full potential and to determine where necessary building improvements are needed so the City can be proactive and budget for necessary improvements.

## Appendix A

Below is a list of the transfers referenced in the FY23 audit that had not occurred by the end of the fiscal year. All transfers were made to the Bond Fund

From the General Fund:

- 2021 Santa Barbara Concrete Project (\$106,433)
- 2021 – 2023 Non-compliant Culverts (\$174,973)
- 2022 Cambridge Drainage SAD (\$87,567)
- 2022 DPW Parking Lot Paving (\$50,897)

From the Water Fund:

- 2023 Watermain trench repair (\$129,000)

From the DDA:

- 2021 – 2023 DDA Alley and Approach Repairs (\$265,222)
- 2021 Eastbound 11 Mile Road Hump Grind (\$2,381)

From the Capital Fund:

- 2021 DPW Parking Lot Paving (\$47,260)

From the Local Road Fund:

- 2023 Eldorado Paving Project (\$105,000)
- 2022 -2023 Road Grants (\$43,483)

**CITY OF LATHRUP VILLAGE  
ZONING BOARD OF APPEALS**

**NOTICE OF PUBLIC HEARING  
(Zoning Variance)**

RE: 28901 Southfield Road

Appeal No. \_\_\_\_\_-24

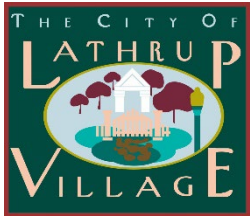
**TO PROPERTY OWNERS OR PARTIES OF INTEREST:**

The Zoning Board of Appeals for the City of Lathrup Village will hold a Public Hearing on an appeal filed by Reva Dallo, business tenant at 28901 Southfield Road, Lathrup Village, Michigan 48076 to obtain a variance from Section 52 - 26.G. of the City of Lathrup Village sign ordinance as follows:

- 1) Exceed the maximum window sign coverage (52.26.G). The ordinance standards permit up to 10% window coverage; the applicant is seeking a 90% variance.

PLEASE TAKE NOTICE: That a Public Hearing has been scheduled for Monday, February 26, 2024 at 7:30 p.m. to hear and record the public hearing on this appeal. Any member of the public may express your view on this appeal in writing, by submitting your written comments to the City Clerk prior to 4:30 p.m. 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.

Kelda London  
City Clerk  
27400 Southfield Road  
Lathrup Village, Michigan 48076



A HERITAGE OF GOOD LIVING

## City of Lathrup Village

27400 Southfield Road  
Lathrup Village, Michigan 48076  
248.557.2600  
[www.lathrupvillage.org](http://www.lathrupvillage.org)

February 7, 2024

Ms. Reva Dallo  
23875 Northwestern Hwy.  
Southfield, MI 48075

RE: ZBA Review – 28901 Southfield Road (Papa’s Pizza & BBQ)

Dear Ms. Dallo:

Thank you for your Zoning Board of Appeals (ZBA) submission on January 26, 2024 seeking a variance from the Sign Ordinance standards. A summary of the review and findings is below.

**Subject Property:** 28901 Southfield Road  
**Parcel ID:** 40-24-14-227-043  
**Zoning:** Commercial Vehicular District  
**Applicant:** Reva Dallo, Papa’s Pizza & BBQ  
**Application Date:** January 26, 2024

**Proposed Variance:** Section 52.26G (Window Coverage)

### General Site Information

1. **Summary.** The subject site is located on the west side of Southfield Road between 12 Mile Road and Roseland Blvd., and is zoned Commercial Vehicular (CV) District. The subject site is currently developed with a 1-story commercial building with direct access to Southfield Road and is adjacent to a strip center development. The subject property has recently been redeveloped as a carry-out restaurant.

2. **Variances Requested.**

The applicant is seeking a variance from Section 52.26G, which specifically outlines the standards for window signs:

*Window signs shall be permitted for non-residential uses. Window signs on a building side shall not exceed ten (10) percent of the total glass area on that side of the building and on the floor where the sign will be located. Window signs shall include permanent and temporary decals and static vinyl clings that are visible from the exterior. Such signs shall be calculated on the full extent of the graphic representation, regardless of its opacity.*

As shown in the picture below, the applicant has already installed the window signage and is requesting a 90% variance from the window coverage standard.



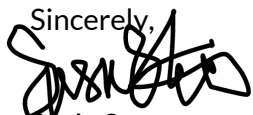
**ZBA Considerations for Review**

- 3. **Standards for Considering Variance Requests.** Section 52.32E of the sign ordinance provides the criteria upon the ZBA shall base their decision:

*Practical difficulties or unnecessary hardship. Where there are practical difficulties or unnecessary hardship in the way of carrying out the strict letter of this chapter, the board may in passing upon appeals vary or modify its rules or provisions relating to the construction, or structural changes in, equipment, or alteration of buildings or structures or the use of land, buildings or structures, so that the spirit of this chapter shall be observed, public safety secured, and substantial justice done.*

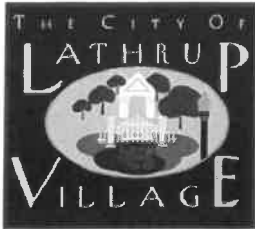
The applicant has provided a statement that outlines the reasons for their requests. The ZBA should discuss these concerns with the applicant.

Please contact me at [sstec@lathrupvillage.org](mailto:sstec@lathrupvillage.org) or at 248.557.2600 ext 223 with any questions.

Sincerely,  


Susie Stec  
Director – Community & Economic Development

cc: Zoning Board of Appeals  
Scott Baker, City Attorney



City of Lathrup Village  
 Zoning Board of Appeals  
 27400 Southfield Road  
 Lathrup Village, MI 48076

Phone: (248) 557-2600  
 Fax: (248) 557-2602

A HERITAGE OF GOOD LIVING

Office Use Only	
Date Submitted:	_____
ZBA Review #:	_____
Fee Paid:	_____
Hearing Date:	_____

**Application for Zoning Appeal**

Subject Property Address: 28901 Southfield Rd, Lathrup Village, MI 48076

Subject Property Parcel Number: 40.24.14.227.043

Property Zoning: CV

**Applicant Information**

Name: Reva Dallo

Address: 23875 Northwestern Highway, Southfield State: MI Zip Code: 48075

Phone Number: 248 790 4449 Fax: \_\_\_\_\_

Email Address: reva@eatpapas.com

Interest in Property: Leasing

**Property Owner Information**

Name: Revan Dabish

Address: 19283 English Dr Macomb Township State: MI Zip Code: 48042

Phone Number: 586 405 5865 Fax: \_\_\_\_\_

Email Address: revandabish@yahoo.com

**Variance Information (Attach Additional Pages as Necessary)**

1) Section:	52-24C	Variance Description:	Window decals / Sign Type
2) Section:	52.26 G	Variance Description:	10% window coverage
3) Section:		Variance Description:	

Please State the Reason for Requesting an Ordinance Variance: \_\_\_\_\_  
 Way to bring in business and be able to maintain customer growth in a new  
 area. We would like customers to notice us as they drive past.  
 \_\_\_\_\_  
 Window decals are perforated 70/30 customers can see inside from the outside.  
 \_\_\_\_\_

**Required Items**

Prior to **30 Days** before next scheduled regular meeting of the Zoning Board of Appeals the applicant is required to file **3 copies** of plans containing the following items with the Clerk's Office:

- Application fee
- Actual shape and dimensions of the lot, Drawn to Scale
- The location and dimensions of all existing structures and the location and dimensions of the proposed change (i.e. new structure or alteration of existing one).
- Existing and intended use for each building or part thereof.
- Statement of practical difficulties that prevent conformities with the Ordinance Requirements
- Description of any unique circumstances regarding the property (i.e. parcel shape, location, building, etc)

### Application for Zoning Appeal

The Zoning Board of Appeals has the responsibility for making the decision to approve or deny your appeal. Information such as photographs, evidence that you have discussed your appeal with your neighbors, detailed plans, examples of the type of building, structure or the like will provide a better basis for review and understanding of your appeal. Failure to provide adequate specifics and details will result in a refusal by the City staff to accept your application and delay your appearance before the Zoning Board of Appeals.

### Standards Used by the Zoning Board of Appeals for Granting Variances

The Zoning Board of Appeals will use the following standards for granting variances. The Applicant is encourage to review Article 7.0 of the Zoning Ordinance prior to appearing before the Board.

### Article 7.0, Section 7.7(14) Deviations and Standards

- 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 letter of the regulations are carried out. Mere
- 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 an 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 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) and (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.
- i) Any special criteria listed for specific deviations elsewhere in this ordinance.

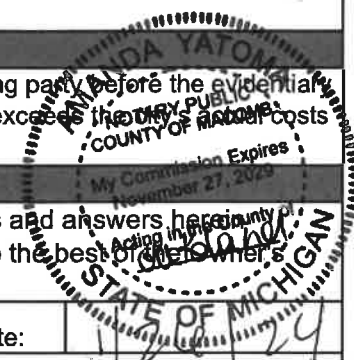
### Verbatim Minutes

If any party desires that a verbatim record be kept, \$200.00 shall be paid by the requesting party before the evidentiary portion of the hearing commences. The city shall refund such amount of the fee paid as exceeds the city's actual costs when the proceedings have been completed.

### Owner's Affidavit

The undersigned being duly sworn, deposes and says that the foregoing statements and answers herein are true and correct to the best of the undersigned's knowledge and belief.

Signature:	<i>[Handwritten Signature]</i>	Date:	<i>1/26/24</i>
Subscribed and sworn to before me this	<i>26</i>	Day of	<i>January</i>
Notary Public Name:	<i>[Handwritten Name]</i>	County of:	<i>Oakland</i>
With Commission to expire on:	<i>11/27/2029</i>		



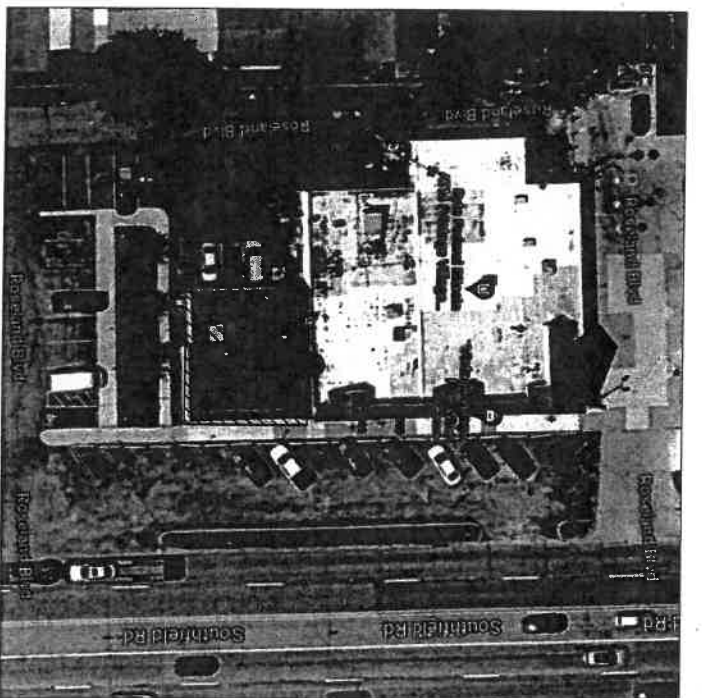
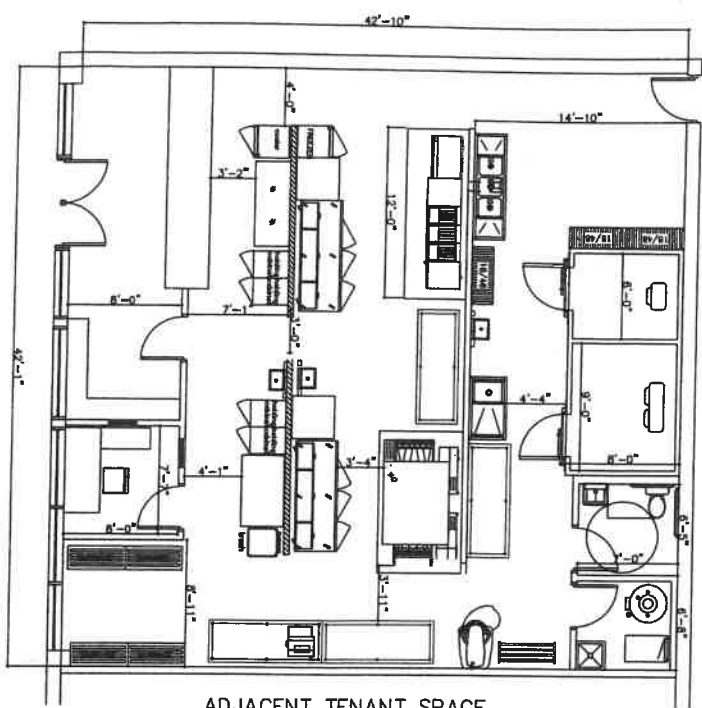
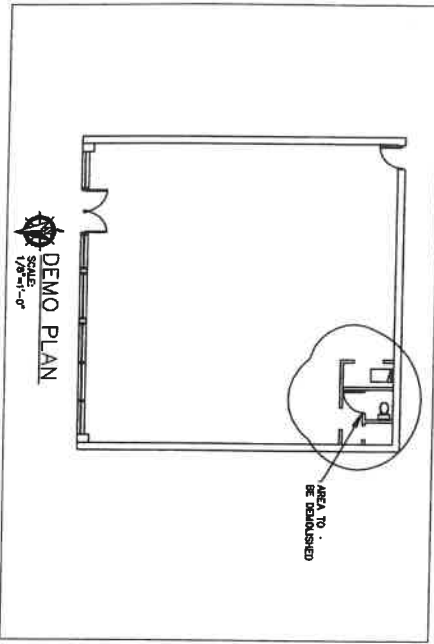
### Applicant Signature

I/We do hereby swear that the above stated information is accurate and complete.

Name:	<i>Reva D'Alto</i>		
Signature:	<i>[Handwritten Signature]</i>	Date:	<i>1/26/24</i>

NOTE:  
ELECTRICIAN TO PROVIDE TEMPORARY  
LIGHTING & POWER DURING DEMOLITION.

# PAPA'S PIZZA RESTAURANT



- DEMOLITION NOTES:
1. ALL DEMOLITION WORK TO CONFORM TO LOCAL, STATE AND FEDERAL CODES AND ORDINANCES.
  2. REMOVE ALL DEMOLITION MATERIALS FROM JOBSITE AND DISPOSE OF IN AN ENVIRONMENTALLY SAFE MANNER.
  3. DEMOLITION CONTRACTOR WILL BE RESPONSIBLE FOR ALL SAFETY PRECAUTIONS REGARDING ALL DEMOLITION WORK DURING THE DEMOLITION PHASE OF THE PROJECT.
  4. DEMO AND REMOVE ALL EXISTING CEILING FIXTURES, TILE AND GRID ALL ELECTRICAL DEMOLITION TO INCLUDE EXISTING WIRING, PANELS AND MAIN SERVICE TO BE RELOCATED.
  5. SAW CUT AND REMOVE EXISTING CONCRETE FLOORING IN LOCATION OF NEW UNDER FLOOR PLUMBING WASTE LINES. SEE SHEET P-1 FOR DETAILS CONFIRM ALL DEMOLITION PRIOR TO REMOVAL.
  6. ALL EXISTING H.V.A.C. EQUIPMENT TO BE REMAIN.
  7. SAW CUT AND REMOVE EXISTING CONCRETE FLOORING IN LOCATION OF NEW UNDER FLOOR PLUMBING WASTE LINES. SEE SHEET P-1 FOR DETAILS CONFIRM ALL DEMOLITION PRIOR TO REMOVAL.
  8. PROVIDE ALL TEMPORARY LIGHTING & POWER DURING DEMOLITION.
  - 9.

LEGAL DESCRIPTION

LOT: 778-778-40 CITY/MIAMI/LATHRUP  
WILAGE CITY SIBER/LOUISE LATHRUP  
SEC/TW/ANG/ARB/SEC14 7M 01M  
RNG 10E TH, R1C, TH, R1C, SEC14  
LOUISE LATHRUP'S CALIFORNIA  
BANKRUPT SOB NO 211

PARKING REQUIREMENTS

RESTAURANT  
1877 S.F. W/ 210 S.F. OF  
CARRY OUT SERVICE AREA  
NATIVE AREA = SEVERAL PUBLIC PARKING  
3 EMPLOYEES  
1 SPACE/EA. 2 EMP.L. = REAR PARKING 5  
SPACES

PARKING PROVIDED

5 SPACES REAR

LIST OF DRAWINGS

- A-1 FLOOR PLAN
- A-2 FRAMING
- A-3 INTERIOR FINISHES
- P-1 PLUMBING PLAN
- P-2 PLUMBING RISER DIAGRAM
- M-1 HVAC PLAN AND SCHEDULES
- M-2 ROOF PLAN AND SCHEDULES
- E-1 ELECTRIC POWER PLAN
- E-2 ELECTRIC LIGHTING PLAN

CODES USED

- CITY OF LATHRUP WILAGE CODES & ORDINANCES
- CITY OF LATHRUP VILLAGE ZONING ORDINANCES
- STATE OF MICHIGAN ENERGY CODE 2015
- MICHIGAN BUILDING CODE 2015 EDITION (IBC, 2015 EDITION)
- MICHIGAN ELECTRICAL CODE (2017 EDITION (NFPA 70-2014))
- MICHIGAN MECHANICAL CODE 2015 EDITION (IMC, 2015 EDITION)
- MICHIGAN PLUMBING CODE 2018 EDITION
- BARBER FREE DESIGN LAW
- AMERICANS WITH DISABILITIES ACT

TYPE OF CONST.

TYPE III-B

USE GROUP

ASSEMBLY GROUP A-3 RESTAURANT

GENERAL CONTRACTOR

WORLDWAY COMMERCIAL CONSTRUCTION LLC.  
P.O. BOX 40987  
DETROIT, MI 48240  
313-778-4681 TEL. 313-472-5025 FAX.



PROJECT name  
PAPA'S PIZZA

SITE ADDRESS:  
2801 Southfield Rd.  
Canton, Michigan, MI, 48078

SHEET NAME:  
Floor Plan  
Exhibit All Schedules  
MECHANICAL  
PLUMBING  
ELECTRICAL  
SEAL

NOTES:  
 DESIGNER  
 THE PLAN APPROVAL  
 ISSUED FOR PERMITS  
 FOR CONSTRUCTION

CONTRIBUTION TO 1987  
NO CONTRACTORS  
REVISIONS:  
 1.  
 2.  
 3.  
 4.  
 5.  
 6.  
 7.  
 8.

DATE:  
07.01.23

PROJECT NO.:  
1

SHEET NO.:  
A1 of 9





**(248) 621-9999**

**PP PIZZA & BBQ**

**(248) 621-9999**  
 MON-THUR: 10AM-11PM  
 FRI-SAT: 10AM-12AM  
 SUN: 12PM-10PM  
 PAPA.PALS.COM

**ORDER ONLINE WITH OUR MOBILE APP**

**ORDER ONLINE**

**BEST DEEP DISH PIZZA IN METRO DETROIT**

**ORDER ONLINE WITH OUR MOBILE APP**

**FRESH MADE SUBS**

**DELICIOUS CALZONES**

**(248) 621-9999**

**PP PIZZA & BBQ**

**(248) 621-9999**  
 MON-THUR: 10AM-11PM  
 FRI-SAT: 10AM-12AM  
 SUN: 12PM-10PM

**BBQ SPARE RIBS**

**PAPA'S WINGS**

**WE DELIVER**

**PAPA KNOWS MORE THAN JUST PIZZA**

LASAGNA  
 WINGS  
 BURGERS  
 CALZONES  
 APPETIZERS  
 DESSERTS

BBQ RIBS  
 RIB TIPS  
 SALADS  
 SUBS  
 CORNED BEEF  
 CATERING

**DETROIT STYLE DEEP DISH PIZZA**

**BBQ RIB TIPS**

**JUMBO SHRIMP**

**WELCOME TO PAPA'S PIZZA**

72.00" 55.00" 70.75" 64.25" 62.00" 62.00"

31.00" 74.00"

**SIGNAGE SPECIFICATIONS**

**PAPA'S PIZZA / SOUTHFIELD**

**FONT: A LOVE OF THUNDER**

**WE DELIVER**



**(248) 621-9999**  
 MON - THUR: 10AM - 11PM  
 FRI - SAT: 10AM - 12AM  
 SUN: 12PM - 10PM  
 EATPAPAS.COM

Letter Height: 6.81"

Letter Height: 3.34"

Letter Height: 2.43"

Letter Height: 2.55"

**WE DELIVER**

**PAPA KNOWS MORE THAN JUST PIZZA**

LASAGNA WINGS BURGERS APPETIZERS DESSERTS

BBQ RIBS RIB TIPS SALADS SUBS CORNED BEEF CATERING

Letter Height: 6.28"

Letter Height: 3.77"

Letter Height: 3.38"

**ORDER ONLINE WITH OUR MOBILE APP**



Letter Height 3.53"



Letter Height: 2.61"



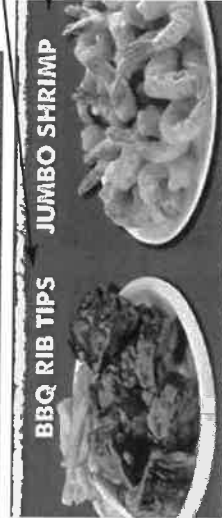
Letter Height: 2.61"

Letter Height: 2.61"



Letter Height: 2.66"

Letter Height: 2.54"



Letter Height: 2.86"

Letter Height: 2.60"

City of Lathrup Village  
27400 Southfield Road  
Lathrup Village, MI 48076  
(248) 557-2600

Application for Variance:  
Papas Pizza & BBQ  
28901 Southfield Rd  
Lathrup Village, MI 48076

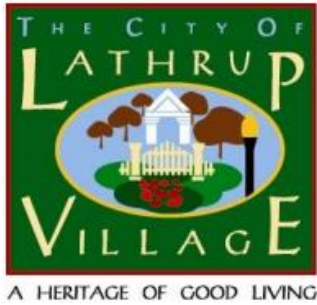
Practical difficulties with ordinance requirements are as follows:

1. Office would be exposed if not for the window decals. Restaurants deal with a lot of cash and it would be extremely unsafe for our team during opening and closing of the store everyday if we were visible to the public.
2. The sun shines into the store and makes working extremely difficult. Especially for employees working upfront on the point of sale computers. We ensured it was a perforated 70/30 window decal so customers can still see inside.
3. It gets extremely hot in the store in the summer with all of our ovens on. In the summer it will help keep our team safe, cool, and comfortable.
4. Would also reduce our carbon footprint as we would not have to run HVAC systems as much with the windows being tinted.
5. Southfield road is a very high traffic area. Need the window signs for name recognition.

Description of any unique circumstances regarding the property:

1. There is very limited parking in this plaza. Would give patrons to the plaza a chance to notice we are new to the plaza and come visit us.
2. Very limited visibility
3. Traffic moves very fast in this area
4. As southfield road is a busy road, the window decals would protect our windows from any debris or rocks that may fly towards and damage the windows.

Thank you for all your time and consideration.



# City Council Study Session

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

27400 Southfield Road, Lathrup Village, Michigan 48076

Draft Meeting Minutes

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

2. **Discussion Items**

**A. Budget Calendar**

Administrator Greene presented the Council with a Budget Calendar outlining staff procedures and meeting dates.

**B. Committees**

**a. Inclusion, Diversity, & Accessibility Committee**

Administrator Greene requested that the Council develop guidelines for this committee to ensure the most qualified volunteers.

**b. Tree Committee**

The Council was provided with information regarding the guidelines of a tree committee provided by the Arbor Day Foundation.

**C. E-Newsletter**

Administrators and staff want to strive for quality over quantity, so it is suggested that the newsletter be published bi-weekly.

Councilmember Jennings responded that the newsletter is sometimes redundant, but if information needs to go out on an off week, the information is communicated. Mayor Pro Tem Kantor suggested that until residents are engaged with the new website, the newsletter should continue to go out weekly.

**D. Website Update**

Councilmember Jennings provided the Council with an update on the launch of the new website, stating that the committee is moving forward and that the proposed launch date is February 1, 2024.

**E. Snow Removal Ordinance**

Administrator Greene provided the Council with proposed snow removal ordinance suggestions and asked for feedback. Further, the current ordinance is aggressive, and the proposed changes may be more resident-focused and not cause undue stress.

**F. Lead Line Identification**

The deadline for the lead line replacement is approaching in October. Administrator Greene suggested that we get a lot more aggressive with the remaining households that need to be tested.

It was suggested that staff advertise the information in the Southfield Sun Newspaper, send out postcards to homes, and offer residents a discounted water bill. All while Administrator Greene contracts with a plumber to do the in-house portion of the work.

**G. Ordinance Discussion**

At the last meeting, there was a discussion on ordinance revisions for the dog license ordinance, fence ordinance, and sign ordinance, and the Council needs to develop and plan for the encroachment ordinance. City Attorney Baker suggested that the Council have a complete list of encroachments to fully understand how many there are before you implement a plan.

**3. Public Comments**

Richard Wisz – Snow ordinance & water line identification

Roger Lynn - Disagrees with water line identification incentives.

Carol Greene – Water line identification and Parks & Rec posting.

Brandon Wynn – Boards and Commissions applications

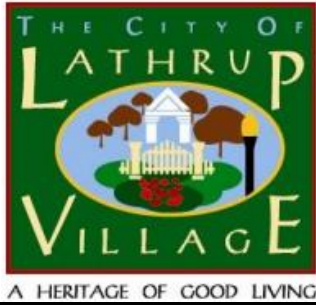
Grace Greene – Water line identification water shutoff

#### 4. **Mayor and Council Comments**

Mayor Pro Tem Kantor addressed the public comment regarding a plumber, explaining the last step of the process in the self-test is to upload a picture, and the plumber verifies the material from the picture. So, anyone who has not done a self-test would still need the plumber's verification.

#### 5. **Adjourn**

The meeting adjourned at 7:10 pm



# City Council Regular Meeting

Monday, January 22, 2024, at 7:30 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

**Draft Minutes**

1. **Call to Order** by Mayor Garrett at 7:30 pm

2. **Roll Call**

Present: Mayor Garrett, Mayor Pro Tem Kantor, Councilmember Barksdale, Councilmember Jennings

Also present: Administrator Greene, City Attorney Baker, Clerk London

Mayor Pro Tem Kantor moved to excuse Councilmember Hammond. Councilmember Barksdale seconded the motion.

Yes: Barksdale, Garrett, Jennings, Kantor

No: None

Motion carried.

3. **Pledge of Allegiance**

4. **Approval of Agenda**

Mayor Pro Tem Kantor moved to approve the agenda, moving Item 7. E, City Administrator & Staff Appointments, to Item 9. C to make it an Action Item. Motion seconded by Councilmember Jennings.

Yes: Garrett, Jennings, Kantor, Barksdale

No: None

Motion carried.

5. **Presentations**

None

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

Carol Greene – Disbursement report question.

**7. 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. City Council Study Session 12.18.23
  - ii. City Council Regular Meeting 12.18.23
  - iii. City Council Special Meeting 01.08.24
  - iv. Zoning Board of Appeals 04.17.23

B. Police Department Monthly Reports

C. Building Department Reports

D. Disbursement Report

Mayor Pro Tem Kantor moved to approve the consent agenda, removing Item A i, ii, iv, and the Revenue and Expense from Item D. The motion was seconded by Councilmember Jennings.

Yes: Jennings, Kantor, Barksdale, Garrett  
No: None  
Motion carried.

Mayor Pro Tem pointing out corrections in the meeting minutes for Study Session 12.18.23 (pg. 4 in the meeting packet), corrections in the meeting minutes for Regular Meeting 12.18.23 (pg. 6 of the meeting packet), and corrections in the Zoning Board of Appeals meeting minutes (pg. 16 of the meeting packet).

Councilmember Jennings moved to approve meeting minutes from the Study Session 12.18.23 with noted changes. Councilmember Barksdale seconded the motion.

Yes: Kantor, Barksdale, Garrett  
No: Jennings  
Motion carried.

Councilmember Jennings moved to approve the meeting minutes of the Regular Council Meeting of 12.18.24 with noted changes. Mayor Pro Tem Kantor seconded the motion.

Yes: Barksdale, Garrett, Kantor  
No: Jennings  
Motion carried.



Councilmember Jennings moved to approve the meeting minutes from the Zoning Board of Appeals meeting 04.17.23 with noted changes. Mayor Pro Tem Kantor seconded the motion.

Yes: Garrett, Kantor, Barksdale  
No: Jennings  
Motion carried.

Mayor Pro Tem corrected the Revenue and Expenses related to the sidewalk maintenance (pg. 59 of the meeting packet).

Mayor Pro Tem Kantor moved to approve the Disbursement Report with noted changes. Councilmember Jennings seconded the motion.

Yes: Jennings, Kantor, Barksdale, Garrett  
No: None  
Motion carried.

**8. Public Hearings**

Carol Greene – Questioned Parks and Recreation disbursement.

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

- A. Request to Adopt Special Assessment Resolution & Schedule Public Hearing for February 26, 2024.

Administrator Greene requested that the Mayor and Council reset the public hearing for February 26, 2024, due to the transition and the holiday, to ensure proper notice and complete transparency for the residents.

Mayor Pro Tem Kantor moved to set the Public Hearing date for Monday, February 26, 2024, at 7:30 pm. Councilmember Jennings seconded the motion.

Yes: Kantor, Barksdale, Garrett, Jennings  
No: None  
Motion carried.

- B. Request to Adopt FY 24-25 Budget Calendar

The FY 24-25 Budget Calendar reviews what to expect for budget planning for the year.

Mayor Pro Tem Kantor moved to approve the Budget Calendar. Councilmember Jennings seconded the motion.

Yes: Barksdale, Garrett, Jennings, Kantor

No: None

Motion carried.

C. City Administrator & Staff Appointments

Mission Square – Plan Coordinator

Mission Square is one of the retirement benefits.

Mayor Pro Tem Kantor moved to appoint Mike Greene as Mission Square Plan Coordinator, with Deputy Treasurer Miller as the alternate. Councilmember Barksdale seconded the motion.

Yes: Garrett, Jennings, Kantor, Barksdale

No: None

Motion carried.

D. Michigan First Credit Union

Councilmember Barksdale moved to designate City Administrator Mike Greene and Deputy Treasurer Miller as representatives and remove Pamela Bratschi and Jeff Mueller from the account. Mayor Pro Tem Kantor seconded the motion.

Yes: Jennings, Kantor, Barksdale, Garrett

No: None

Motion carried.

E. State of Michigan – Act 51 Street Administrator

Mayor Pro Tem Kantor moved to designate City Administrator Mike Greene as the Act 51 Street Administrator. Councilmember Jennings seconded the motion.

Yes: Kantor, Barksdale, Garrett, Jennings

No: None

Motion carried.

F. Southeastern Oakland County Resource Recovery Authority (SOCCRA)

Mayor Pro Tem Kantor moved to appoint City Administrator Mike Greene as the representative to SOCCRA (South Oakland County Council Recycle Authority) and Susan Stec as the alternate. Councilmember Jennings seconded the motion.

Yes: Barksdale, Garrett, Jennings, Kantor  
No: None  
Motion carried.

G. Southeastern Oakland County Water Authority (SOCWA)

Councilmember Jennings moved to appoint City Administrator Greene as the representative to SOCWA (South Oakland County Water Authority) and Susan Stec as the alternate. Mayor Pro Tem Kantor seconded the motion.

Yes: Garrett, Jennings, Kantor, Barksdale  
No: None  
Motion carried.

H. Southeastern Oakland County Public Works Association (SOCPWA)

Mayor Pro Tem Kantor moves to appoint Administrator Greene as a representative SOCPWA and Chief McKee as the alternate. Councilmember Barksdale seconded the motion.

Yes: Jennings, Kantor, Barksdale, Garrett  
No: None  
Motion carried.

I. Lathrup Village Downtown Development Authority (DDA)

Councilmember Jennings motioned to remove Chief McKee as the DDA staff delegate and appoint Administrator Greene. Mayor Pro Tem seconded the motion.

Yes: Kantor, Barksdale, Garrett, Jennings  
No: None  
Motion carried.

J. Oakland County Cooperative Invasive Species Management Areas (CISMA) – Alternate

Councilmember Barksdale moved to appoint Administrator Greene as the alternate to CISMA. Mayor Pro Tem seconded the motion.

Yes: Barksdale, Garrett, Jennings, Kanor  
No: None  
Motion carried.

**10. City Administrator Report**

No Report

**11. City Attorney Report**

No Report

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

Councilmember Jennings provided the council with an update on the Website with the plan to launch on February 1, 2024

**13. Unfinished / New Business**

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

Carol Greene – Class action notice for waste

Don Eichstaedt – Encouraged council not to raise taxes

Laurie Kunz – Branch pick up and expecting Mayor Garrett to discuss an email previously shared.

**15. Mayor and Council Comments**

Mayor Garrett addressed Mrs. Kunz's comments. Mayor Garrett continued that the Parks and Recreation Board appointments will be at a later meeting. The Mayor welcomed the new Administrator, Mike Greene. Some of the Councilmembers will continue to do office hours, but she will do walking and talking with the Mayor in the Spring.

Attorney Baker addressed Mrs. Greene's comments regarding the Class Action Notice. Stating that the notice applies specifically to industrial waste charges on your sewer bill, residential property owners were not assessed industrial waste charges.

Mayor Pro Tem Kantor addressed Mrs. Greene's disbursement question, stating that salaries and benefits are spread across the departments, including Parks & Recreation, even though an employee may not be in that department. Mayor Pro Tem Kantor also requested an update on the two ongoing water meter issues, the Eleven Mile Rd—meter and power restoration to the Twelve Mile and Southfield Rd meters.

Councilmember Barksdale requested an update on the Boards and Commissions application.

Councilmember Jennings highlighted Mayor Garrett's sentiments about reaching out to the Council and staff, stating if there are questions related to the Council meeting, to reach out ahead of the meeting.

**16. Adjourn**

Motion by Mayor Pro Tem Kantor to adjourn the meeting. Councilmember Jennings seconded the motion. The meeting adjourned at 8:10 pm.

2024 RUN TOTALS

Item 8B.

OFFICERS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
SGT. TACKETT	119												119
ROBERTS	177												177
McNEILL	252												252
HUSTON	88												88
HUTSON	310												310
GIJSBERS	168												168
CHICKENSKY	172												172
FISHER	162												162
STAJICH	200												200
LAWRENCE	31												31
BUTTON	10												10
													1689

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

**January 2024**

01/02/2024 24-00068 Threats and Harassment

A resident reported that she received a threat over social media from another family member after they were upset with the results of a will which was settled by probate. The will gave the victim the rights to run a church in Detroit which had been in the family.

01/02/2024 24-00069 School Threat

Officers were made aware of a threat of violence posted on social media, directed at certain teacher and students at University High School. The suspect was identified and interviewed by Officers. The investigation was eventually taken by Southfield PD as it was determined that was the jurisdiction where the threats originated from.

01/02/2024 24-00098 DWLS Arrest

An Officer initiated a traffic stop for an equipment violation. The driver was subsequently cited and released on scene for driving with a suspended driver's license. The vehicle was impounded.

01/04/2024 21-00181 Identity Theft

A resident reported that her phone carrier advised her that another account was opened in Arizona using her social security number. The incident was documented and the citizen was given information on how to protect herself from identity theft.

01/04/2024 24-00198 DWLS Arrest

An Officer initiated a traffic stop for an expired plate violation. The driver was found to be driving with a suspended driver's license and an outstanding warrant out of Troy PD. They were cited and released for driving with a suspended driver's license. They were transported to Troy PD and turned over to that agency. The vehicle was impounded.

01/05/2024 24-00260 Missing / Endangered Juvenile

Officer took a report of a 14-year-old missing endangered person. Officers were eventually able to locate the child at an address in Detroit. After much negotiation, they were eventually able to convince the child to come with them. They took her to a local hospital for a psychological evaluation. A report with Child Protective Services was filed as Officers uncovered evidence that abuse at home may have been the catalyst for the child leaving.

01/08/2024 24-00375 Carrying a Concealed Weapon

While searching students entering the building due to a recent school threat. Officers confiscated 2 large collapsible batons on the persons of 2 separate students. The incident was documented and sent to the Oakland County Prosecutors Office for review.

01/09/2024 24-00430 Traffic Arrest Warrant

An officer went to Farmington Hills PD to take custody of a prisoner who had an outstanding LVPD traffic warrant. They were transported to Berkley PD and processed. They posted their bond and were released with a court date.

01/10/2024 24-00514 DWLS Arrest

An Officer initiated a traffic stop for a stop sign violation. The driver was subsequently cited and released on scene for driving with a suspended driver's license. The vehicle was impounded.

01/11/2024 24-00522 Traffic Arrest Warrant

An Officer met Royal Oak PD and took custody of a subject who had an outstanding LVPD traffic warrant. They were transported to Berkley PD, processed, and secured to await arraignment.

01/11/2024 24-00546 Suspicious Circumstance

A citizen came into LVPD stating that her vehicle was stolen the previous night in Detroit. She said that her Sirius XM radio was pinging at 2 locations in the city earlier in the day. Those locations and surrounding areas were checked thoroughly but nothing was found. The XM was turned off and unable to locate anymore.



01/12/2024 24-00624 B & E of a Business

A local business owner arrived and found that their business had been forcibly entered and items were taken. There are no suspects and no physical evidence in this case.

01/13/2024 24-00692 Carrying a Concealed Weapon

An Officer initiated a traffic stop for a vehicle with no license plate that ran a red light. The man was subsequently arrested for DWLS. While Officers were searching his vehicle, they located a gun which was within the drivers reach. The gun was not registered and the driver had no license to carry a firearm. He was charged with DWLS and CCW.

01/14/2024 24-00729 Felony Arrest Warrant

An Officer made contact with a man inside of his parked vehicle when the license plate revealed that the registered owner had a felony warrant out of Detroit for Felony Aggravated Assault with a Gun. The man was arrested and transported to the Detroit Detention Center at the request of Detroit Police Department.

01/15/2024 24-00789 Drug Overdose

Officers responded to an overdose by a subject who was 6 months pregnant. She was found unconscious but administered Narcan, which revived her. She admitted to taking pain pills and was transported to the hospital for evaluation.

01/15/2024 24-00790 Occupation Injuries

An Officer slipped on the ice while exiting their vehicle at the scene of an emergency call. The Officer appeared to have suffered multiple minor injuries. The incident was documented and reported to a supervisor. It does not appear the Officer will miss any shifts due to the injuries.

01/18/2024 24-00917 Suspicious Person

A resident reported that an unknown man knocked on her door. When her young daughter answered the door and screamed, she went to the door to find the man had fled abruptly. Its unknown what the man's intentions were. Extra patrols were ordered in the area.

01/18/2024 24-00946 Identity Theft

A resident reported that she had been a victim of Identity Theft. She had received notices that lines of credit she did not apply for were denied. She also had funds removed from her bank account. She believes it stems from a previous incident where her mail was stolen. A report was taken and being investigated further.

01/19/2024 24-00976 Stolen/Recovered Firearms

A resident reported two firearms missing. Officers searched the home but they could not be located. The man later came into LVPD to state that he found the firearms on the passenger side seat of his vehicle. He believed that one of the workers in his home must have taken them and placed them in his vehicle at a later date. The resident did not wish to pursue any charges in the matter.

01/20/2024 24-01004 Flee and Eluding Police

When an Officer observed a vehicle fail to yield to an unrelated emergency vehicle, he initiated a traffic stop at the entrance to the LV City Offices. The vehicle initially stopped. When the driver approached the vehicle, the driver fled in the vehicle through the lot, into the Police parking only lot, and over the curb before it struck a tree in front of the Police lot. The man then fled on foot. The Officer, chasing after him on foot, eventually caught up to the man and took him into custody. The report has been sent to the Oakland County Prosecutors Office for review.

01/21/2024 24-01079 DWLS Arrest

An Officer initiated a traffic stop for a stop sign violation. The driver was subsequently cited and released on scene for driving with a suspended driver's license. The vehicle was impounded.

01/23/2024 24-01138 Traffic Arrest Warrant

An Officer met with Village of Bloomfield Officers to take custody of a subject who had an outstanding LVPD traffic warrant. They were transported to Berkley PD where they were processed and posted bond. They were released with a court date.

01/26/2024 24-01326 Suspicious Circumstance

An Officer took a report from a member of a local bank who was defrauded by an unknown person for \$1000. The victim received a phone call from an unknown person who stated that they were from the bank, which they were not. The victim verified some information and gave the person permission to access their account. Moments later, \$1000 was removed via an ATM in Detroit. Investigation is being pursued by Detroit PD.

01/27/2024 24-01356 DWLS Arrest

An Officer initiated a traffic stop for an expired plate violation. It was determined that the driver had a suspended driver's license. There were cited and released at the scene with a misdemeanor citation for DWLS. The vehicle was turned over to a licensed driver.

01/27/2024 24-01372 DWLS Arrest

An Officer initiated a traffic stop for an equipment violation. It was determined that the driver had a suspended drivers license. There were cited and released at the scene with a misdemeanor citation for DWLS. The vehicle was impounded.

01/27/2024 24-01380 Felony Assault

A man located his vehicle, which had been stolen minutes before in Southfield, behind a local restaurant. When he attempted to enter the vehicle, the suspect put the vehicle in drive, dragging the victim, until it struck another vehicle on the roadway. The suspect then fled in the vehicle and was later caught by Southfield PD. Due to the multijurisdictional nature of the crime, the Oakland County Auto Theft Task Force is investigating the incident.

01/29/2024 24-01484 Fraud

A resident reported that someone had transferred approx. \$1800 in the form of DTE overdue charges to their rental property in Detroit from an identified address in Commerce Township. Officers are currently still investigation the fraud.

01/29/2024 24-01495 Fraud

A resident reported that she was defrauded \$300 when she transferred the money into an unknown persons Cash App account to presumably purchase some salon equipment. The equipment was never delivered. Some contact information was obtained for the suspect and the investigation is ongoing.

01/29/2024 24-01502 Miscellaneous Traffic

An Officer initiated a traffic stop for a moving violation. It was determined that the driver had a suspended drivers license. The subject was advised and released without a citation due to extenuating circumstances.

01/31/2024 24-01620 Felony Arrest Warrant

An Officer stopped a vehicle when it was revealed that the registered owner had a felony fraud warrant out of White Lake Township. The Officer placed the subject under arrest and transported them to meet with WLPD.

ALARM SUMMARY FOR JANUARY 2024

0	burglar alarms	(C3902)	(January 1 – January 31)
30	false alarms	(L5060)	(January 1 – January 31)

All alarms were considered false or operator error

of these alarms were un-registered

- 1 commercial
- 2 residential

Letters will be sent to all unregistered alarms requesting they register their alarms.

2024 TICKET TOTALS

Item 8B.

OFFICERS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
SGT. TACKETT	1												1
Tackett warning	0												
ROBERTS	19												19
Roberts warnings	7												
McNEILL	49												49
McNeill warnings	6												
HUSTON	14												14
Huston warnings	4												
HUTSON	21												21
Hutson warnings	8												
GIJSBERS	68												68
Gijsbers warnings	14												
CHICKENSKY	27												27
Chickensky warnings	0												
FISHER	16												16
Fisher warnings	1												
STAJICH	23												23
Stajich warnings	0												
LAWRENCE	4												4
Lawrence warnings	0												
BUTTON	0												0
Button warnings	1												
													242

JANUARY 2024 WARNING VIOLATIONS

Item 8B.

ROW	CITATION	CITATION DATE	OFF_CITY_NM	ST	VIOLATION_ON	VIOLATION_NEAR	VIOLS_DESC	OFFICER
1	24LV00008	1/4/2024	EAST LANSING	MI	11 MILE ROAD	SOUTHFIELD	IMPROPER TURN	ROB
2	24LV00019	1/5/2024	DETROIT	MI	SOUTHFIELD	LATHRUP	EXPIRED PLATES	HUS
3	24LV00025	1/6/2024	LATHRUP VILLAGE	MI	BLOOMFIELD	WILTSHIRE	DISOBEY STOP SIGN	MCN
4	24LV00026	1/6/2024	DETROIT	MI	SOUTHFIELD	11 MILE ROAD	EXPIRED PLATES	MCN
5	24LV00029	1/7/2024	BLOOMFIELD HILLS	MI	12 MILE	SOUTHFIELD	EXPIRED PLATES	HUT
6	24LV00031	1/7/2024	LATHRUP VILLAGE	MI	11 MILE ROAD	EVERGREEN	EXPIRED PLATES	MCN
7	24LV00039	1/8/2024	DETROIT	MI	SOUTHFIELD	12 MILE ROAD	DISOBEY TRAFFIC CONTROL DEVICE	GIJ
8	24LV00047	1/10/2024	HAZEL PARK	MI	11 MILE ROAD	LATHRUP	DISOBEY STOP SIGN	HUT
9	24LV00068	1/11/2024	OAK PARK	MI	LATHRUP	11 MILE ROAD	DISOBEY STOP SIGN	HUT
10	24LV00074	1/13/2024	ROMULUS	MI	SOUTHFIELD	12 MILE ROAD	DISOBEY TRAFFIC CONTROL DEVICE	HUT
11	24LV00075	1/14/2024	GARDEN CITY	MI	SOUTHFIELD	LINCOLN	DISOBEY TRAFFIC CONTROL DEVICE	HUT
12	24LV00077	1/14/2024	SOUTHFIELD	MI	12 MILE ROAD	SOUTHFIELD	EXPIRED PLATES	MCN
13	24LV00084	1/16/2024	ROSEVILLE	MI	11 MILE ROAD	SOUTHFIELD	IMPROPER TURN	ROB
14	24LV00099	1/19/2024	SOUTHFIELD	MI	SOUTHFIELD	12 MILE ROAD	DISOBEY TRAFFIC CONTROL DEVICE	HUT
15	24LV00102	1/19/2024	ROYAL OAK	MI	11 MILE ROAD	LATHRUP	DISOBEY STOP SIGN	FIS
16	24LV00105	1/19/2024	BIRMINGHAM	MI	11 MILE ROAD	SOUTHFIELD	PROHIBITED TURN	GIJ
17	24LV00112	1/20/2024	MADISON HEIGHTS	MI	SOUTHFIELD	GOLDENGATE	EXPIRED PLATES	HUT
18	24LV00113	1/21/2024	BERKLEY	MI	12 MILE	ROCK CREEK	SPEED 61/40	BUT
19	24LV00118	1/22/2024	HARPER WOODS	MI	11 MILE ROAD	LATHRUP	DISOBEY STOP SIGN	HUS
20	24LV00120	1/24/2024	STERLING HEIGHTS	MI	11 MILE ROAD	RED RIVER	DISOBEY STOP SIGN	HUS
21	24LV00131	1/25/2024	ALLEN PARK	MI	11 MILE ROAD	SOUTHFIELD	USE OF HANDHELD CELLULAR PHONE	ROB
22	24LV00146	1/26/2024	MADISON HEIGHTS	MI	LATHRUP	SUNNYBROOK	NO THRU TRAFFIC	HUT
23	24LV00172	1/29/2024	SOUTHFIELD	MI	11 MILE ROAD	SOUTHFIELD	DISOBEY TRAFFIC CONTROL DEVICE	GIJ

JANUARY 2024 WARNING VIOLATIONS

Item 8B.




DATE	EVENT	WHO PARTICIPATED	ACTIONS
1/4/2024	new website meeting	Knoll	
1/4/2024	Strategic Planning Commission	McKee	monthly meeting
1/4/2024	SEMACP	McKee/Zang	monthly meeting
1/5/2024	code enforcement meeting	McKee/Kantor/Harris/Greene	
1/9/2024	residential B&E meeting - Oakland County	Zang	update
1/10/2024	OCACP	McKee/Zang	monthly meeting
1/11/2024	Clemis Advisory Meeting	McKee/Zang	monthly meeting
1/16/2024	Oakland County Radio update	McKee/Zang	monthly meeting
1/17/2024	IAFCI - fraud investigators meeting	Zang	monthly meeting
1/18/2024	Michigan investigators meeting	Zang	
1/18/2024	Accreditation Manager training	Huston	
1/19/2024	Investigative Skills training	all officers	Police One
1/22/2024	funeral of LVDP retiree V. Lynch	McKee/Zang	
1/22/2024	DDA meeting	McKee	monthly meeting
1/24/2024	Axon Zoom training	McKee/Zang/Roberts	update on new tasers
1/24/2024	staff meeting	McKee	
1/24/2024	Madonna Wall of Honor	McKee	
1/30/2024	Traffic Improvement Association meeting	McKee/Zang/McNeill	quarterly meeting
1/31/2024	PowerDMS	McKee/Zang	new products
<b>weekly</b>	<b>Mrs. Blair</b>	<b>Roberts</b>	<b>check on adopt a senior member</b>
<b>weekly</b>	<b>Mrs. Bloom</b>	<b>Gijsbers</b>	<b>check on adopt a senior member</b>
<b>weekly</b>	<b>Mr. Davis</b>	<b>Fisher</b>	<b>check on adopt a senior member</b>
<b>weekly</b>	<b>Mrs. McReynolds</b>	<b>Gijsbers</b>	<b>check on adopt a senior member</b>
<b>weekly</b>	<b>Mrs. Egan</b>	<b>Knoll</b>	<b>Mrs. Egan gets weekly phone calls, she needs assistance with getting her trash wheeled out.</b>
<b>weekly</b>	<b>Mrs. Brady</b>	<b>McNeill</b>	<b>check on adopt a senior member</b>
<b>weekly</b>	<b>Mrs. Rasmussen</b>	<b>Knoll</b>	<b>Mrs. Rasmussen gets a weekly phone call to check on her.</b>

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# SOUTHFIELD FIRE DEPARTMENT



## Monthly Activity

**JANUARY 2024**

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Submitted by:  
Chief Johnny L. Meniffee

24477 Lahser Road  
Southfield, MI 48033  
248.796.5602

# LOCAL LINKS

## Chief's Communications

Reflecting on the month of January the Fire Department has been impacted by increase in medical runs and a couple of incidents that resulted in fatalities. I also wanted to bring to your attention some significant activity that have happen in January.

- 1.6.24 – Double fatal vehicle accident on M10 and Telegraph from police pursuit.
- 1.12.24 – 70, yr. old Male struck by a vehicle while snow blowing – transported stable.
- 1.17.24 – Chief Judge Johnson office fire in bathroom- significant damage to bathroom
- 1.18.24 – Residential fire- significant damage- 65 yr. old Male deceased
- 1.31.24- Crescent Academy school bus head-on accident, 33 involved, 7 transported

The three (3) Michigan Occupational Safety and Health Administration (MIOSHA) citations were received. Immediately actions were taken such as corrective measures implemented to correct the complaints. A request for 50% penalty reductions was submitted and accepted. To date to all the citations have been paid and finishing up completion.

# January

- 🔥 **Command Meeting**
- 🔥 **MLK Walk**
- 🔥 **Several meeting with potential fire candidates**
- 🔥 **Fire Prevention meeting**
- 🔥 **Advisory Committee**
- 🔥 **Tesla Meeting**
- 🔥 **Michigan Association of Fire Chief's Meeting**
- 🔥 **Workers Comp meeting**
- 🔥 **Fire Negotiations**
- 🔥 **Oakway Chief's Meeting- Waterford**
- 🔥 **Ground Emergency Medical Transport Meeting**
- 🔥 **Oakway Mutual Aid meeting**
- 🔥 **Human Resource Meeting with Health Officer**
- 🔥 **EMS Police Staff Command**
- 🔥 **Management Meeting**
- 🔥 **Smart Burner Project**
- 🔥 **Community Narcan Training**
- 🔥 **Costco VIP**
- 🔥 **Meeting with OSHA**



# FIRE

# JANUARY 2024

# LATHRUP VILLAGE STATISTICS

<b>Structure Fire</b>	<b>CO Investigation</b>	<b>Fire Alarm</b>
• 0	• 4	• 3
<b>Commercial Fire Alarm</b>	<b>Commercial Fire</b>	<b>Down/Arcing Wires</b>
• 0	• 0	• 4

**Medical: 27**

# MEDICAL

<b>Medical</b>	<b>Cardiac</b>	<b>Invalid Assist</b>
• 7	• 2	• 1
<b>Vehicle Accidents</b>	<b>Trauma / Injury</b>	<b>Overdose</b>
• 4	• 6	• 2

**Fire: 11**

**Total: 38**

**Year-to-Date 38**



## Memorandum

**To:** Mayor and City Council

**From:** Mike Greene, City Administrator/Treasurer

**Date:** February 22, 2024

**Re:** Monthly Approval of Disbursements

Attached are reports for the Cities Monthly Disbursements for the Month of January 2024.

**MOTION:**

To approve the Monthly Disbursements for the month of January 2024 as:

<b>JANUARY DISBURSEMENTS W/ SALARY INCLUDED</b>			
FUND			
101	GENERAL FUND	\$	547,832.92
FUND			
202	MAJOR ROADS	\$	559.88
FUND			
203	LOCAL ROADS	\$	409.88
FUND			
258	CAPITAL FUND	\$	-
FUND			
397	ROAD MILLAGE FUND	\$	-
FUND			
494	DOWNTOWN DEV. AUTH	\$	10,306.72
FUND			
592	WATER & SEW	\$	271,689.01
<b>TOTAL DISBURSEMENTS</b>		<b>\$</b>	<b>830,798.41</b>

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

**Period covered 1/1/2024-1/15/2024**

**Gross Payroll:**

<b>Payroll Department</b>	<b>Amount</b>	<b>Personnel</b>
<b>Admin</b>	<b>\$46,757.87</b>	<b>Bratschi, Dodd, London, Greene Miller, Harris, Bobcean</b>
<b>DDA</b>	<b>\$4,990.79</b>	<b>Stec, Dorsey</b>
<b>Bldg Mnt</b>	<b>\$0.00</b>	
<b>Police</b>	<b>\$44,584.93</b>	<b>Button, Carmack, Chickensky, Fisher, Gijbsers, Huston, Hutson, Knoll, Lawrence, McKee Roberts, Stajich, Tackett, Zang</b>
<b>DPS</b>	<b>\$0.00</b>	
<b>Water</b>	<b>\$0.00</b>	
<b>Recreation</b>	<b>\$0.00</b>	

**Total Gross** align="right">**\$96,333.59**

**Deductions** align="right">**\$41,382.05**

**Net Payroll** align="right">**\$54,951.54**

**\* Fund Totals Include Gross Payroll**

<b>101</b>	<b>General Fund</b>	<b>\$91,342.80</b>
<b>202</b>	<b>Major Road Fund</b>	<b>\$0.00</b>
<b>203</b>	<b>Local Road Fund</b>	<b>\$0.00</b>
<b>258</b>	<b>Capital Acquisition Fund</b>	<b>\$0.00</b>
<b>395</b>	<b>Debt Service Fund SDS Bonds</b>	<b>\$0.00</b>
<b>494</b>	<b>Downtown Development Authority</b>	<b>\$4,990.79</b>
<b>592</b>	<b>Water &amp; Sewer Fund</b>	<b>\$0.00</b>
	<b>Total</b>	<b>\$96,333.59</b>

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

Period covered 1/16/2024-1/31/2024

Gross Payroll:

Payroll Department	Amount	Personnel
Admin	\$21,969.84	Bratschi, Dodd, London, Greene Miller, Harris, Bobcean
DDA	\$4,990.79	Stec, Dorsey
Bldg Mnt	\$0.00	
Police	\$39,216.18	Button, Carmack, Chickensky, Fisher, Gijsbers, Huston, Hutson, Knoll, Lawrence, McKee Roberts, Stajich, Tackett, Zang
DPS	\$0.00	
Water	\$0.00	
Recreation	\$0.00	

Total Gross \$66,176.81

Deductions \$34,753.18

Net Payroll \$31,423.63

\* Fund Totals Include Gross Payroll

General Fund	\$456,490.12
Major Road Fund	\$559.88
Local Road Fund	\$409.88
Capital Acquisition Fund	\$0.00
Debt Service Fund SDS Bonds	\$0.00
Downtown Development Authority	\$5,315.93
Water & Sewer Fund	\$271,689.01
<b>Total</b>	<b>\$734,464.82</b>

police/admin/total from 101 general fund



GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000.000					
101-000.000-206.000	TAX OVERAGE REFUND	AMROCK LLC - CHASE SIX	TAX OVERPYMT REFUND	700.47	2842
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	POLICE & FIREMEN'S INS.	INSURANCE - GROUP BILLING 2111560-2	56.34	48583
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	DENISE WATSON	REFUND ROOM RENTAL	720.00	48566
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	KYRA HICKOMBOTTOM	REFUND COMM ROOM	280.00	48570
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	PAULETTE WALLACE	COMMUNITY ROOM REFUND	280.00	48631
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	CAROLINE FAIR	COMMUNITY ROOM REFUND	280.00	48661
101-000.000-246.000	POLICE UNION DUES	COMMAND OFFICERS ASSN. O	POLICE COA	268.36	48565
101-000.000-246.000	POLICE UNION DUES	MICHIGAN ASSOCIATION OF	JANUARY 2024 UNION DUES	609.84	48575
101-000.000-246.000	POLICE UNION DUES	MICHIGAN ASSOCIATION OF	POLICE POA	180.00	48575
101-000.000-246.000	POLICE UNION DUES	COMMAND OFFICERS ASSN. O	DUES - POLICE	398.52	48613
101-000.000-344.000	DEF COMP PAYABLE ICMA CLEARIN	MISSIONSQUARE - 300179	300179 FOR 457 PLAN	14,019.00	48626
101-000.000-401.000	CITY TAXES	YOLANDA ARNOLD	TAX REFUND-PER BOARD OF REVIEW	957.30	2841
101-000.000-401.000	CITY TAXES	CORELOGIC TAX SERVICE	TAX PYMT REFUND-OVERPYMT	6,335.36	2843
101-000.000-401.000	CITY TAXES	CORELOGIC TAX SERVICE	TAX REFUND-OVERPYMT	429.36	2844
101-000.000-401.000	CITY TAXES	MR. ARNOLD MURRELL	TAX REFUND - OVERPYMT	7,083.61	2845
		Total For Dept 000.000		32,598.16	
Dept 100.000 GOVERNMENT SERVICES					
101-100.000-726.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLY	147.35	48595
101-100.000-726.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLY	333.73	48596
101-100.000-726.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	INDOOR FLAG POLE	49.40	48597
101-100.000-726.000	OFFICE SUPPLIES	PRINTING SYSTEMS, INC.	ANNUAL TAX FORMS	64.67	48633
101-100.000-726.000	OFFICE SUPPLIES	STAPLES	COPIER SUPPLIES	511.93	48639
101-100.000-803.000	MEMBERSHIPS & MEETINGS	OAKLAND COUNTY CLERKS AS	2024 MEMBERSHIP FEE	35.00	48579
101-100.000-803.000	MEMBERSHIPS & MEETINGS	S.O.C.P.W.A	ANNUAL MEMBERSHIP FEE	175.00	48634
101-100.000-803.000	MEMBERSHIPS & MEETINGS	CARDMEMBER SERVICE	MML	425.00	48660
101-100.000-804.000	BUILDING TRADE INSPECTION	MCKENNA & ASSOC.	INSPECTION SERVICE FEES	1,665.95	48624
101-100.000-804.000	BUILDING TRADE INSPECTION	MCKENNA & ASSOC.	INSPECTION SERVICES	2,263.75	48624
101-100.000-805.000	CABLE TELEVISION	COMCAST	TECHNOLOGY	128.65	48564
101-100.000-805.000	CABLE TELEVISION	C V STUDIOS	TECHNOLOGY	3,986.00	48606
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	CLIFTON GRANT	RENTALS/ADDITIONAL WORK	335.00	48611
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	CLIFTON GRANT	REIMBURSEMENT - MAINTENANCE	58.26	48611
101-100.000-822.000	TRAINING	CARDMEMBER SERVICE	MISC EXPENSES	190.00	48560
101-100.000-822.000	TRAINING	MICHIGAN MUNICIPAL TREAS	TREASURY CONFERENCE	599.00	48625
101-100.000-840.000	LIBRARY PAYMENT	CITY OF SOUTHFIELD	LIBRARY PRIV'S	59,969.00	48609
101-100.000-848.000	GOVERNMENT OPERATIONS	AMAZON CAPITAL SERVICES	DESK CHAIR	169.98	48555
101-100.000-848.000	GOVERNMENT OPERATIONS	AMERICAN DATA SECURITY I	SHREDDING	160.00	48556
101-100.000-848.000	GOVERNMENT OPERATIONS	CARDMEMBER SERVICE	MISC EXPENSES	369.05	48560
101-100.000-848.000	GOVERNMENT OPERATIONS	CARDMEMBER SERVICE	MISC EXPENSES	81.00	48560
101-100.000-848.000	GOVERNMENT OPERATIONS	CARDMEMBER SERVICE	MISC EXPENSES	192.61	48560
101-100.000-848.000	GOVERNMENT OPERATIONS	INTEGRITY BUSINESS SOLUT	NEW COUNCIL NAME PLATES	45.00	48568
101-100.000-848.000	GOVERNMENT OPERATIONS	OAKLAND COUNTY TREASURER	TAX/CITRIX FEES	513.68	48580
101-100.000-848.000	GOVERNMENT OPERATIONS	TRANSPORTATION IMPROVEME	GOVERNMENT MEMBERSHIP - POLICE	2,022.00	48586
101-100.000-848.000	GOVERNMENT OPERATIONS	VERIZON WIRELESS	CELLULAR MATERIALS	149.97	48588
101-100.000-848.000	GOVERNMENT OPERATIONS	BRUCE KANTOR	COUNCIL MEMBER PHOTO	16.96	48603
101-100.000-848.000	GOVERNMENT OPERATIONS	BSB COMMUNICATIONS, INC.	TECH SUPPORT	218.75	48605
101-100.000-848.000	GOVERNMENT OPERATIONS	CARDMEMBER SERVICE	OFFICE SUPPLY-SCOTT	254.27	48608
101-100.000-848.000	GOVERNMENT OPERATIONS	VC3 INC	TECH SUPPORT	265.50	48641
101-100.000-848.000	GOVERNMENT OPERATIONS	VC3 INC	TECH SUPPORT	237.00	48643
101-100.000-848.000	GOVERNMENT OPERATIONS	CARDMEMBER SERVICE	DEPARTMENT APPROVAL STAMPS	184.80	48657
101-100.000-848.000	GOVERNMENT OPERATIONS	CARDMEMBER SERVICE	OFFICE EQUIPMENT	169.98	48658
101-100.000-848.001	TECHNOLOGY	BSA	PROGRAM SERVICE	5,120.00	48604

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 100.000 GOVERNMENT SERVICES					
101-100.000-850.000	TELEPHONE EXPENDITURES	COMCAST	TECHNOLOGY	128.64	48564
101-100.000-850.000	TELEPHONE EXPENDITURES	INTERMEDIA.NET INC	TECHNOLOGY SERVICES	341.07	48569
101-100.000-850.000	TELEPHONE EXPENDITURES	VERIZON WIRELESS	CELLULAR SERVICE	300.19	48644
101-100.000-900.000	PRINTING/PUBLICATION COSTS	CARDMEMBER SERVICE	MISC EXPENSES	241.26	48560
101-100.000-900.000	PRINTING/PUBLICATION COSTS	MEDIANEWS- 21CM ADVERTIS	ADVERTISING	881.50	48572
101-100.000-900.000	PRINTING/PUBLICATION COSTS	OAKLAND SCHOOLS	WINTER TAX BILLS	680.72	48582
101-100.000-900.000	PRINTING/PUBLICATION COSTS	ZIP PRINTING	NEW COUNCIL NAMEPLATES	663.00	48589
101-100.000-900.000	PRINTING/PUBLICATION COSTS	CARDMEMBER SERVICE	EMPLOYMENT AD	150.00	48659
101-100.000-901.000	POSTAGE FEES	PITNEY BOWES GLOBAL FINA	POSTAGE MACHINE	400.00	48632
101-100.000-901.000	POSTAGE FEES	UNITED STATES POSTAL SER	ANNUAL RENEWAL FEE	320.00	48640
101-100.000-955.000	MISCELLANEOUS EXPENDITURES	CHAMPAGNE ENGRAVING	SUBLIMATION	120.00	48561
Total For Dept 100.000 GOVERNMENT SERVICES				85,334.62	
Dept 101.000 ADMINISTRATION					
101-101.000-702.000	SALARIES PART-TIME	ULLIANCE, INC	EMPLOYEE ASSISTANCE PROGRAM	1,083.34	48587
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH CARE	352.32	48600
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS BLUE SHIELD	HEALTH CARE	423.54	48601
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803046	803046 FOR RHS PLAN	410.30	48627
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH CARE -201.24-2.29.24	5,214.43	48651
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPA	HEALTH CARE	143.32	48666
101-101.000-718.000	ELECTIONS	CARDMEMBER SERVICE	MISC EXPENSES	19.45	48560
101-101.000-718.000	ELECTIONS	ZIP PRINTING	NEW COUNCIL NAMEPLATES	1,340.00	48589
101-101.000-722.000	LEGAL SERVICES	STEVEN H. SCHWARTZ & ASS	LEGAL SERVICES	45.00	48585
101-101.000-955.000	MISCELLANEOUS EXPENDITURES	CARDMEMBER SERVICE	EMPLOYEE HOLIDAY LUNCHEON	487.14	48653
Total For Dept 101.000 ADMINISTRATION				9,518.84	
Dept 201.000 BUILDING & GROUNDS					
101-201.000-702.000	SALARIES PART-TIME	MICHIGAN ST. DISBURSEMEN	SPOUSAL SUPPORT	601.75	48576
101-201.000-702.000	SALARIES PART-TIME	CLIFTON GRANT	GENERAL MAINTENANCE 1.01.24-1.15.24	467.20	48591
101-201.000-702.000	SALARIES PART-TIME	CLIFTON GRANT	COMMUNITY MEETING ROOM	90.00	48591
101-201.000-702.000	SALARIES PART-TIME	CLIFTON GRANT	SNOW REMOVAL	325.00	48611
101-201.000-920.000	UTILITIES	DTE	UTILITY	26.99	48567
101-201.000-920.000	UTILITIES	DTE	UTILITY	2,274.29	48567
101-201.000-920.000	UTILITIES	LATHRUP VILLAGE	WATER BILL	1,255.09	48571
101-201.000-920.000	UTILITIES	CONSUMERS ENERGY	UTILITIES-W/S DEPT	247.03	3176
101-201.000-920.000	UTILITIES	CONSUMERS ENERGY	UTILITIES	2,158.02	48614
101-201.000-920.000	UTILITIES	CONSUMERS ENERGY	UTILITIES	16.00	48615
101-201.000-920.000	UTILITIES	CONSUMERS ENERGY	UTILITES	852.66	48616
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	MR. MAT RENTAL SERVICE	MAT CLEANING SERVICE	175.40	48577
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	IMPERIALDADE	CLEANING SUPPLIES	552.85	48592
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	DENNY'S HEATING, COOLING	HEATING REPAIR	311.50	48617
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	ERC-LED	MAINTENANCE	451.81	48619
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	IMPERIALDADE	BUILDING MAINTENANCE	138.00	48621
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	J.C. EHRlich CO.INC	PEST CONTROL	112.89	48622
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	KONE INC.	MAINTENANCE	254.78	48623
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	MR. MAT RENTAL SERVICE	MAT RENTAL	175.40	48664
Total For Dept 201.000 BUILDING & GROUNDS				10,486.66	
Dept 301.000 PUBLIC SAFETY					
101-301.000-702.000	SALARIES PART-TIME	ULLIANCE, INC	EMPLOYEE ASSISTANCE PROGRAM	1,083.33	48587
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH CARE	352.32	48600
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS BLUE SHIELD	HEALTH CARE	2,964.98	48601
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS-BLUE SHIELD	HEALTH INSURANCE 2.01.24 - 2.29.2024	10,808.37	48601

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 301.000 PUBLIC SAFETY					
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803046	803046 FOR RHS PLAN	47.19	48627
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803061	803061 FOR RHS PLAN	950.23	48628
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH CARE -201.24-2.29.24	1,689.52	48651
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS-BLUE SHIELD	HEALTH CARE - RETIREES	9,470.58	48652
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPA	HEALTH CARE	340.28	48666
101-301.000-726.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	CELLULAR COVERS	106.43	48555
101-301.000-726.000	OFFICE SUPPLIES	CARDMEMBER SERVICE	MISC EXPENSES	408.78	48560
101-301.000-726.000	OFFICE SUPPLIES	CARDMEMBER SERVICE	OFFICE SUPPLY-SCOTT	19.99	48656
101-301.000-729.000	OFFICE MACHINE MAINTENANCE	VC3 INC	TECH SUPPORT - POLICE	640.00	48642
101-301.000-729.000	OFFICE MACHINE MAINTENANCE	XEROX CORPORATION	OFFICE SUPPLY	61.02	48645
101-301.000-803.000	MEMBERSHIPS & MEETINGS	MICHIGAN ASSOC OF CHIEFS	MEMBERSHIP FEE	115.00	48574
101-301.000-823.000	FIREARMS TRAINING	CARDMEMBER SERVICE	MISC EXPENSES	297.03	48560
101-301.000-823.000	FIREARMS TRAINING	CITY OF TAYLOR	GUN RANGE RENTAL	300.00	48610
101-301.000-826.000	COMMUNITY POLICING	CARDMEMBER SERVICE	MISC EXPENSES	176.02	48560
101-301.000-828.000	FIRE SERVICE/DISPATCH CONTRACT	CITY OF SOUTHFIELD	2 QUARTER FIRE/EMT SERVICES	170,995.00	48562
101-301.000-829.000	POLICE UNIFORMS & CLEANING	MICHAEL STAJICH	POLICE ANNUAL BOOT ALLOWANCE	100.00	48573
101-301.000-829.000	POLICE UNIFORMS & CLEANING	MUNSON CLEANERS	POLICE UNIFORM CLEANING	96.50	48578
101-301.000-829.000	POLICE UNIFORMS & CLEANING	NYE UNIFORM	UNIFORM - POLICE	20.00	48629
101-301.000-850.000	TELEPHONE EXPENDITURES	AT & T	TELEPHONE	59.43	48557
101-301.000-850.000	TELEPHONE EXPENDITURES	COMCAST	TECHNOLOGY SERVICES	21.58	48564
101-301.000-850.000	TELEPHONE EXPENDITURES	COMCAST	TECHNOLOGY	128.65	48564
101-301.000-850.000	TELEPHONE EXPENDITURES	INTERMEDIA.NET INC	TECHNOLOGY SERVICES	341.08	48569
101-301.000-850.000	TELEPHONE EXPENDITURES	VERIZON WIRELESS	CELLULAR SERVICE	300.19	48644
101-301.000-851.000	RADIO COMMUNICATIONS	OAKLAND COUNTY TREASURER	POLICE DEPT	2,691.00	48630
101-301.000-860.000	VEHICLE EXPENSE	BIRMINGHAM OIL CHANGE CE	VEHICLE EXPENSE - POLICE	134.93	48558
101-301.000-860.000	VEHICLE EXPENSE	BIRMINGHAM OIL CHANGE CE	VEHICLE MAINTENANCE	57.97	48558
101-301.000-860.000	VEHICLE EXPENSE	CANFIELD EQUIPMENT SERVI	POLICE VEHICLE REPAIR	574.81	48559
101-301.000-860.000	VEHICLE EXPENSE	CARDMEMBER SERVICE	MISC EXPENSES	149.94	48560
101-301.000-860.000	VEHICLE EXPENSE	OAKLAND COUNTY TREASURER	POLICE VEHICLE	1,026.80	48581
101-301.000-860.000	VEHICLE EXPENSE	OAKLAND COUNTY TREASURER	POLICE	1,612.18	48581
101-301.000-860.000	VEHICLE EXPENSE	O'REILLY AUTOMOTIVE, INC	VEHICLE SUPPLY	17.04	48593
101-301.000-860.000	VEHICLE EXPENSE	BIRMINGHAM OIL CHANGE CE	VEHICLE MAINTENANCE	33.98	48598
101-301.000-860.000	VEHICLE EXPENSE	BIRMINGHAM OIL CHANGE CE	VEHCILE MAINTENANCE	84.95	48599
101-301.000-860.000	VEHICLE EXPENSE	SCOTT MCKEE	VEHCILE MAINTENANCE - USED PERSONAL C	61.46	48635
101-301.000-860.000	VEHICLE EXPENSE	CARDMEMBER SERVICE	POLICE VEHICLE MAINTENANCE	124.95	48654
101-301.000-860.000	VEHICLE EXPENSE	CARDMEMBER SERVICE	POLICE VEHICLE MAINTENANCE	24.99	48655
Total For Dept 301.000 PUBLIC SAFETY				208,488.50	
Dept 401.000 PUBLIC SERVICE					
101-401.000-920.000	UTILITIES	LATHRUP VILLAGE	WATER BILL	674.95	48571
101-401.000-920.000	UTILITIES	COMCAST	INTERNET SERVICES	348.25	48612
Total For Dept 401.000 PUBLIC SERVICE				1,023.20	
Dept 502.000					
101-502.000-801.000	PROFESSIONAL & CONTRACTUAL	SOCRRA	DEC 2023 REFUSE	16,961.00	48584
101-502.000-801.000	PROFESSIONAL & CONTRACTUAL	SOCRRA	DEC 2023 SPECIAL CHARGES	267.12	48636
101-502.000-801.001	SOCRRA	SOCRRA	OCTOBER MID MONTH REFUSE	15,313.00	48637
101-502.000-801.001	SOCRRA	SOCRRA	MID MONTH REFUSE CHGS	15,313.00	48638
Total For Dept 502.000				47,854.12	
Total For Fund 101 GENERAL FUND				395,304.10	

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Fund 202 MAJOR ROAD FUND					
Dept 702.000					
202-702.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH CARE -201.24-2.29.24	17.96	48651
202-702.000-861.000	ROAD MAINTENANCE	CADILLAC ASPHALT L.L.C.	COLD PATCH	116.77	48607
202-702.000-866.000	SNOW & ICE REMOVAL	DETROIT SALT COMPANY, L.	ROCK SALT	25.15	48618
202-702.000-866.000	SNOW & ICE REMOVAL	EXCELL SNOW & TURF MAINT	SNOW REMOVAL SERVICE	75.00	48620
202-702.000-866.000	SNOW & ICE REMOVAL	EXCELL SNOW & TURF MAINT	SNOW REMOVAL SERVICES	75.00	48620
Total For Dept 702.000				309.88	
Dept 702.100 CAPITAL IMP - STREET BOND					
202-702.100-970.000	CAPITAL EXPENDITURE	BENDZINSKI & CO	PROFESSIONAL SERVICES RENDERED	250.00	48590
Total For Dept 702.100 CAPITAL IMP - STREET BOND				250.00	
Total For Fund 202 MAJOR ROAD FUND				559.88	
Fund 203 LOCAL ROAD FUND					
Dept 703.000					
203-703.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH CARE -201.24-2.29.24	17.96	48651
203-703.000-861.000	ROAD MAINTENANCE	CADILLAC ASPHALT L.L.C.	COLD PATCH	116.78	48607
203-703.000-866.000	SNOW & ICE REMOVAL	DETROIT SALT COMPANY, L.	ROCK SALT	25.14	48618
Total For Dept 703.000				159.88	
Dept 703.100 CAPITAL IMP - STREET BOND					
203-703.100-970.000	CAPITAL EXP - STREET BOND	BENDZINSKI & CO	PROFESSIONAL SERVICES RENDERED	250.00	48590
Total For Dept 703.100 CAPITAL IMP - STREET BOND				250.00	
Total For Fund 203 LOCAL ROAD FUND				409.88	
Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 000.000					
494-000.000-726.000	OFFICE SUPPLIES	CARDMEMBER SERVICE	MISC EXPENSES	151.79	48560
494-000.000-726.000	OFFICE SUPPLIES	CARDMEMBER SERVICE	MISC EXPENSES	77.70	48560
494-000.000-844.000	MAIN STREET PROGRAM	CARDMEMBER SERVICE	MISC EXPENSES	51.17	48560
494-000.000-844.000	MAIN STREET PROGRAM	CARDMEMBER SERVICE	MISC EXPENSES	44.48	48560
Total For Dept 000.000				325.14	
Total For Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY				325.14	
Fund 592 WATER & SEWER FUND					
Dept 536.000 WATER DEPARTMENT					
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH CARE	1,409.28	3174
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803046	803046 RHS PLAN	16.54	3183
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH CARE	2,844.94	3185
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH CARE	326.84	3186
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPA	HEALTH CARE	15.62	3188
592-536.000-902.000	BILLING SERVICES	US POSTAL SERVICE	WATER BILL POSTAGE	800.00	3160
592-536.000-902.000	BILLING SERVICES	CARDMEMBER SERVICE	OFFICE SUPPLY - MIKE	239.44	3175
592-536.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	DPW SERVICES	17,162.74	3169
592-536.000-937.000	WATER SYSTEM MAINTENANCE	CORE&MAIN	WTR DEPT MAINTENANCE	6,456.09	3163
592-536.000-937.000	WATER SYSTEM MAINTENANCE	DURST LUMBER COMPANY	WATER DEPT SUPPLIES	116.72	3165
592-536.000-937.000	WATER SYSTEM MAINTENANCE	CORE&MAIN	MISC WATER DEPT SUPPLIES	1,849.86	3177
592-536.000-937.000	WATER SYSTEM MAINTENANCE	FERGUSON WATERWORKS	WATER METER	344.52	3179
592-536.000-944.000	WATER PURCHASES	SOUTHEAST OAKLAND COUNTY	WTR SERVICE	18,879.13	3173
592-536.000-970.000	CAPITAL EXPENDITURE	BENDZINSKI & CO	PROFESSIONAL SERVICES RENDERED	500.00	48590
Total For Dept 536.000 WATER DEPARTMENT				50,961.72	

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Fund 592 WATER & SEWER FUND					
Dept 536.300 WATER DEPARTMENT					
592-536.300-970.000	CAPITAL EXP - WATER METER REPLA	FERGUSON WATERWORKS	WATER METERS	4,505.89	3179
Total For Dept 536.300 WATER DEPARTMENT				4,505.89	
Dept 536.400 WATER DEPARTMENT					
592-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	EAGLE LANDSCAPING & SUPP	TRACTOR USE	250.00	
592-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	EAGLE LANDSCAPING & SUPP	TRACTOR USE	250.00	
592-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	EAGLE LANDSCAPING & SUPP	MISC CONTRACTOR SUPPLIES	3,177.00	
592-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	EAGLE LANDSCAPING & SUPP	SAN DIEGO BOND	3,177.00	3166
592-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	EAGLE LANDSCAPING & SUPP	SAN DIEGO CIP BOND	3,357.00	3166
592-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	EAGLE LANDSCAPING & SUPP	CIP BOND SAN DIEGO	250.00	3166
592-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	EAGLE LANDSCAPING & SUPP	SAN DIEGO CIP BOND	250.00	3166
592-536.400-970.000	CAPITAL EXP - WATER MAIN REPLAC	LAWRENCE M. CLARKE, INC.	LINCOLN WATER MAIN PROJECT	39,223.00	3182
Total For Dept 536.400 WATER DEPARTMENT				49,934.00	
Dept 536.500 WATER DEPARTMENT					
592-536.500-970.000	CAPITAL FIRE HYDRANTS	CORE&MAIN	MISC WATER DEPT SUPPLIES	5,614.58	3177
592-536.500-970.000	CAPITAL FIRE HYDRANTS	EJ USA, INC.	MISC WATER SUPPLIES	1,966.55	3178
592-536.500-970.000	CAPITAL FIRE HYDRANTS	SUNDE BUILDING INC.	CIP BOND ISSUE - HYDRANT	1,350.00	3184
Total For Dept 536.500 WATER DEPARTMENT				8,931.13	
Dept 536.600 WATER DEPARTMENT					
592-536.600-970.000	CAPITAL EXP - GATE VALVES	EJ USA INC	CIP BOND - GATE VALVE	480.00	3167
592-536.600-970.000	CAPITAL EXP - GATE VALVES	SUNDE BUILDING INC.	CIP BOND ISSUE-(4)GATE VALVE REFURB	3,300.00	3184
Total For Dept 536.600 WATER DEPARTMENT				3,780.00	
Dept 537.000 SEWER DEPARTMENT					
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	MISSIONSQUARE - 803046	803046 RHS PLAN	16.54	3183
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	HEALTH CARE	326.84	3186
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPA	HEALTH CARE	15.62	3188
592-537.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	DPW SERVICES	17,162.73	3169
592-537.000-939.000	SEWER SYTEM MAINTENANCE	DTE	UTILITY	123.22	3164
592-537.000-939.000	SEWER SYTEM MAINTENANCE	OAKLAND COUNTY WATER RES	SEWAGE DISPOSAL SERVICES	18,750.00	3172
592-537.000-942.000	SEWAGE DISPOSAL EXPENSE	OAKLAND COUNTY TREASURER	SANITARY DRAIN	89,560.49	3171
592-537.000-945.000	RETENTION TANK-UTIL ELEC	DTE	UTILITY	516.45	3164
592-537.000-946.000	RETENTION TANK UTIL-WATER	LATHRUP VILLAGE	WATER BILL	22,384.91	3170
592-537.000-948.000	RETENTION TANK UTIL-TELEPHONE	COMCAST	TECHNOLOGY SERVICES	122.85	3162
592-537.000-951.000	RETENTION TANK BUILDING/EQUIP	KISM LLC	SCADA MONITORING SYSTEM	2,625.00	3181
592-537.000-957.000	INDUSTRIAL SURCHARGE/NON-RESI	GREAT LAKES WATER AUTHOR	IWC - WATER DEPT	1,439.62	3180
592-537.000-977.000	EVIRONMENT COMPL - NON CAPITA	HYDROCORP	CROSS CONNECTION SERVICES	532.00	3168
Total For Dept 537.000 SEWER DEPARTMENT				153,576.27	
Total For Fund 592 WATER & SEWER FUND				271,689.01	

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
			Fund Totals:		
			Fund 101 GENERAL FUND	395,304.10	
			Fund 202 MAJOR ROAD FU	559.88	
			Fund 203 LOCAL ROAD FU	409.88	
			Fund 494 DOWNTOWN DEVE	325.14	
			Fund 592 WATER & SEWER	271,689.01	
			Total For All Funds:	<u>668,288.01</u>	

User: JESSICA  
DB: Lathrup

PERIOD ENDING 01/31/2024

Item 8D.

GL NUMBER	DESCRIPTION	2023-24	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	01/31/2024 NORM (ABNORM)	MONTH 01/31/24 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Revenues							
Dept 000.000							
101-000.000-401.000	CITY TAXES	3,020,630.00	3,020,630.00	2,874,839.04	(10,517.79)	145,790.96	95.17
101-000.000-402.000	REFUSE COLLECTION TAXES	453,065.00	453,065.00	424,386.42	642.36	28,678.58	93.67
101-000.000-409.000	DELQ PERSONAL PROPERTY REVENU	3,000.00	3,000.00	32.95	0.94	2,967.05	1.10
101-000.000-414.000	TAX PENALTIES	35,000.00	35,000.00	8,381.36	1,075.78	26,618.64	23.95
101-000.000-415.000	MISCELLANEOUS REVENUE	15,000.00	15,000.00	10,136.68	93.77	4,863.32	67.58
101-000.000-416.000	WORK COMP DIVIDEND REVENUE	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00
101-000.000-416.001	PROPERTY & LIABILITY DIVIDEND REVENUE	10,000.00	10,000.00	7,920.00	0.00	2,080.00	79.20
101-000.000-418.000	TAX APPEALS	0.00	0.00	(2,073.76)	0.00	2,073.76	100.00
101-000.000-419.000	AT & T LEASE PAYMENTS	60,889.00	60,889.00	37,294.74	10,655.64	23,594.26	61.25
101-000.000-421.000	METRO-PCS LEASE PAYMENTS	48,000.00	48,000.00	31,086.13	5,527.75	16,913.87	64.76
101-000.000-423.000	WORK COMP REIMBURSEMENT	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
101-000.000-446.000	INVESTMENT INTEREST	30,000.00	30,000.00	36,263.63	0.00	(6,263.63)	120.88
101-000.000-447.000	TAX 1% ADMINISTRATIVE FEE	90,000.00	90,000.00	97,034.78	4,511.43	(7,034.78)	107.82
101-000.000-448.000	INSURANCE REIMBURSEMENT	0.00	0.00	217.98	0.00	(217.98)	100.00
101-000.000-455.000	METRO AUTHORITY-FEE	18,000.00	18,000.00	0.00	0.00	18,000.00	0.00
101-000.000-456.000	BUILDING PERMITS	95,000.00	95,000.00	34,953.83	0.00	60,046.17	36.79
101-000.000-457.000	ZONING, SITE, SPECIAL PERMITS	8,500.00	8,500.00	5,484.00	4,235.00	3,016.00	64.52
101-000.000-458.000	PLUMBING/HEATING PERMITS	10,000.00	10,000.00	37,881.00	8,060.00	(27,881.00)	378.81
101-000.000-459.000	ELECTRICAL PERMITS	10,000.00	10,000.00	7,875.00	242.00	2,125.00	78.75
101-000.000-460.000	LICENSES & REGISTRATIONS	14,000.00	14,000.00	4,925.00	1,855.00	9,075.00	35.18
101-000.000-461.000	DOG & CAT LICENSES	1,100.00	1,100.00	2,204.50	424.00	(1,104.50)	200.41
101-000.000-465.000	CABLE TV REVENUES	120,000.00	120,000.00	57,560.61	4,704.36	62,439.39	47.97
101-000.000-470.000	RECREATION SPECIAL PROGRAMS	2,500.00	2,500.00	950.00	0.00	1,550.00	38.00
101-000.000-470.001	DOG PARK REVENUE	0.00	0.00	35.00	0.00	(35.00)	100.00
101-000.000-470.002	COMMUNITY GARDEN REVENUE	1,800.00	1,800.00	0.00	0.00	1,800.00	0.00
101-000.000-471.000	DONATIONS-OTHER	0.00	0.00	200.00	0.00	(200.00)	100.00
101-000.000-475.000	COMM ROOM & BLDG RENT REVENUE	65,000.00	65,000.00	39,494.50	4,657.00	25,505.50	60.76
101-000.000-540.000	302 TRAINING FUNDS-REVENUES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-000.000-543.000	FEDERAL/STATE GRANT	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-000.000-546.000	POLICE CHARGES FOR SERVICES	15,000.00	15,000.00	9,965.55	695.25	5,034.45	66.44
101-000.000-574.000	STATE SHARED REVENUES	499,818.00	499,818.00	174,470.00	0.00	325,348.00	34.91
101-000.000-612.000	DISTRICT COURT FINES	70,000.00	70,000.00	35,272.48	4,545.33	34,727.52	50.39
101-000.000-626.000	COMMUNITY DEVELOPMENT	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
101-000.000-627.000	SIDEWALK REVENUES	250,000.00	250,000.00	155,435.47	8,465.01	94,564.53	62.17
101-000.000-628.000	WEED/CODE ENFORCEMENT REVENUE	50,000.00	50,000.00	34,534.23	5,232.13	15,465.77	69.07
101-000.000-632.000	PUBLIC SERVICES REIMBURSEMENT	25,000.00	25,000.00	14,993.48	0.00	10,006.52	59.97
101-000.000-669.000	DPS BLDG RENT FROM WATER	4,917.00	4,917.00	0.00	0.00	4,917.00	0.00
101-000.000-671.000	ADMINISTRATIVE REV RD FUND	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-000.000-676.001	EMPLOYEE BENEFIT CONTRIBUTION	22,000.00	22,000.00	0.00	0.00	22,000.00	0.00

Total Dept 000.000 5,090,219.00    5,090,219.00    4,141,754.60    55,104.96    948,464.40    81.37

TOTAL REVENUES 5,090,219.00    5,090,219.00    4,141,754.60    55,104.96    948,464.40    81.37

Expenditures							
Dept 100.000 - GOVERNMENT SERVICES							
101-100.000-708.000	PROPERTY & LIABILITY INSURANC	41,000.00	41,000.00	42,011.00	0.00	(1,011.00)	102.47
101-100.000-710.000	UNEMPLOYMENT INSURANCE	50.00	50.00	4.08	0.00	45.92	8.16
101-100.000-712.000	WORKER'S COMP INSURANCE	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00
101-100.000-713.000	MERS CITY CONTRIBUTIONS	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
101-100.000-726.000	OFFICE SUPPLIES	6,000.00	6,000.00	2,904.48	1,107.08	3,095.52	48.41
101-100.000-732.000	CODE ENFORCEMENT	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-100.000-802.000	TAX TRIBUNAL RETURNS	1,500.00	1,500.00	70.68	0.00	1,429.32	4.71

User: JESSICA  
DB: Lathrup

PERIOD ENDING 01/31/2024

Item 8D.

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 01/31/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/24 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2023-24 AMENDED BUDGET				
Fund 101 - GENERAL FUND							
Expenditures							
101-100.000-803.000	MEMBERSHIPS & MEETINGS	6,500.00	6,500.00	2,178.00	635.00	4,322.00	33.51
101-100.000-804.000	BUILDING TRADE INSPECTION	60,000.00	60,000.00	47,798.42	3,929.70	12,201.58	79.66
101-100.000-805.000	CABLE TELEVISION	40,000.00	40,000.00	33,070.17	4,114.65	6,929.83	82.68
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	25,000.00	25,000.00	11,528.19	393.26	13,471.81	46.11
101-100.000-810.000	AUDITING & ACCOUNTING	45,000.00	45,000.00	8,967.00	0.00	36,033.00	19.93
101-100.000-822.000	TRAINING	8,000.00	8,000.00	6,013.41	789.00	1,986.59	75.17
101-100.000-832.000	CITIZEN COMMUNICATION/PR	5,000.00	5,000.00	800.00	0.00	4,200.00	16.00
101-100.000-840.000	LIBRARY PAYMENT	172,000.00	172,000.00	59,969.00	59,969.00	112,031.00	34.87
101-100.000-848.000	GOVERNMENT OPERATIONS	25,000.00	25,000.00	8,813.58	6,302.16	16,186.42	35.25
101-100.000-848.001	TECHNOLOGY	60,000.00	60,000.00	49,384.58	5,120.00	10,615.42	82.31
101-100.000-850.000	TELEPHONE EXPENDITURES	18,000.00	18,000.00	4,657.91	769.90	13,342.09	25.88
101-100.000-860.000	VEHICLE EXPENSE	5,000.00	5,000.00	1,483.39	0.00	3,516.61	29.67
101-100.000-880.000	CDBG EXPENDITURES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-100.000-882.000	PLANNING/CONSULTING FEES	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-100.000-900.000	PRINTING/PUBLICATION COSTS	10,000.00	10,000.00	8,363.76	2,616.48	1,636.24	83.64
101-100.000-901.000	POSTAGE FEES	6,000.00	6,000.00	4,046.18	720.00	1,953.82	67.44
101-100.000-955.000	MISCELLANEOUS EXPENDITURES	0.00	0.00	120.00	120.00	(120.00)	100.00
101-100.000-955.003	ARPA EXPENDITURES	0.00	0.00	12,000.00	0.00	(12,000.00)	100.00
<b>Total Dept 100.000 - GOVERNMENT SERVICES</b>		<b>606,050.00</b>	<b>606,050.00</b>	<b>304,183.83</b>	<b>86,586.23</b>	<b>301,866.17</b>	<b>50.19</b>
Dept 101.000 - ADMINISTRATION							
101-101.000-701.000	SALARIES FULL-TIME	424,403.00	424,403.00	368,251.15	151,727.20	56,151.85	86.77
101-101.000-702.000	SALARIES PART-TIME	30,000.00	30,000.00	1,083.34	1,083.34	28,916.66	3.61
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	277,500.00	277,500.00	130,515.23	15,460.12	146,984.77	47.03
101-101.000-716.000	CODE ENFORCEMENT OFFICER	0.00	0.00	361.30	0.00	(361.30)	100.00
101-101.000-717.000	CODE ENFORCEMENT LEGAL	20,000.00	20,000.00	5,525.00	0.00	14,475.00	27.63
101-101.000-718.000	ELECTIONS	60,000.00	60,000.00	9,933.46	1,359.45	50,066.54	16.56
101-101.000-721.000	DATA PROCESING & ASSESSMENTS	36,000.00	36,000.00	34,701.96	0.00	1,298.04	96.39
101-101.000-722.000	LEGAL SERVICES	50,000.00	50,000.00	22,924.50	45.00	27,075.50	45.85
101-101.000-723.000	BOARD OF REVIEW	600.00	600.00	0.00	0.00	600.00	0.00
101-101.000-955.000	MISCELLANEOUS EXPENDITURES	0.00	0.00	1,167.14	487.14	(1,167.14)	100.00
<b>Total Dept 101.000 - ADMINISTRATION</b>		<b>898,503.00</b>	<b>898,503.00</b>	<b>574,463.08</b>	<b>170,162.25</b>	<b>324,039.92</b>	<b>63.94</b>
Dept 201.000 - BUILDING & GROUNDS							
101-201.000-702.000	SALARIES PART-TIME	30,000.00	30,000.00	14,911.21	1,483.95	15,088.79	49.70
101-201.000-920.000	UTILITIES	45,000.00	45,000.00	32,678.79	6,830.08	12,321.21	72.62
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	38,000.00	38,000.00	15,060.90	2,172.63	22,939.10	39.63
101-201.000-930.001	BUILDING - GRANTS	5,359.00	5,359.00	0.00	0.00	5,359.00	0.00
101-201.000-936.000	EQUIPMENT MAINTENANCE	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-201.000-938.000	PARKING LOT & GROUNDS	8,000.00	8,000.00	400.00	0.00	7,600.00	5.00
<b>Total Dept 201.000 - BUILDING &amp; GROUNDS</b>		<b>127,859.00</b>	<b>127,859.00</b>	<b>63,050.90</b>	<b>10,486.66</b>	<b>64,808.10</b>	<b>49.31</b>
Dept 301.000 - PUBLIC SAFETY							
101-301.000-701.000	SALARIES FULL-TIME	887,007.00	887,007.00	493,969.17	39,982.06	393,037.83	55.69
101-301.000-702.000	SALARIES PART-TIME	50,000.00	50,000.00	37,402.75	4,321.99	12,597.25	74.81
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	658,068.00	658,068.00	339,923.16	37,246.03	318,144.84	51.65
101-301.000-704.000	SALARIES-OVERTIME	50,000.00	50,000.00	26,722.89	1,364.21	23,277.11	53.45
101-301.000-708.000	PROPERTY & LIABILITY INSURANC	26,106.00	26,106.00	26,106.00	0.00	0.00	100.00
101-301.000-710.000	UNEMPLOYMENT INSURANCE	100.00	100.00	4.09	0.00	95.91	4.09
101-301.000-712.000	WORKER'S COMP INSURANCE	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00



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DB: Lathrup

PERIOD ENDING 01/31/2024

Item 8D.

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 01/31/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/24 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2023-24 AMENDED BUDGET				
Fund 101 - GENERAL FUND							
Expenditures							
101-301.000-726.000	OFFICE SUPPLIES	3,500.00	3,500.00	2,184.73	535.20	1,315.27	62.42
101-301.000-727.000	ROAD SUPPLIES	2,500.00	2,500.00	1,876.84	0.00	623.16	75.07
101-301.000-728.000	EVIDENCE SUPPLIES	1,000.00	1,000.00	416.99	0.00	583.01	41.70
101-301.000-729.000	OFFICE MACHINE MAINTENANCE	1,500.00	1,500.00	1,080.71	701.02	419.29	72.05
101-301.000-731.000	PUBLICATIONS/DOCUMENT REDUCIN	500.00	500.00	0.00	0.00	500.00	0.00
101-301.000-803.000	MEMBERSHIPS & MEETINGS	3,500.00	3,500.00	1,400.00	115.00	2,100.00	40.00
101-301.000-821.000	POLICE RESERVES	500.00	500.00	0.00	0.00	500.00	0.00
101-301.000-822.000	TRAINING	15,500.00	15,500.00	4,369.08	0.00	11,130.92	28.19
101-301.000-823.000	FIREARMS TRAINING	9,000.00	9,000.00	1,822.14	297.03	7,177.86	20.25
101-301.000-824.000	CRIME PREVENTION	40.00	40.00	0.00	0.00	40.00	0.00
101-301.000-825.000	ANIMAL CONTROL	200.00	200.00	0.00	0.00	200.00	0.00
101-301.000-826.000	COMMUNITY POLICING	1,000.00	1,000.00	255.82	176.02	744.18	25.58
101-301.000-827.000	302 TRAINING FUNDS EXPENDITURES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-301.000-828.000	FIRE SERVICE/DISPATCH CONTRACT	744,840.00	744,840.00	504,994.82	170,995.00	239,845.18	67.80
101-301.000-829.000	POLICE UNIFORMS & CLEANING	15,000.00	15,000.00	5,999.36	216.50	9,000.64	40.00
101-301.000-836.000	PRISONER LOCKUP	2,500.00	2,500.00	1,900.00	0.00	600.00	76.00
101-301.000-848.001	TECHNOLOGY	15,700.00	15,700.00	12,855.39	(22,854.00)	2,844.61	81.88
101-301.000-850.000	TELEPHONE EXPENDITURES	9,500.00	9,500.00	5,100.00	850.93	4,400.00	53.68
101-301.000-851.000	RADIO COMMUNICATIONS	12,500.00	12,500.00	5,382.00	2,691.00	7,118.00	43.06
101-301.000-860.000	VEHICLE EXPENSE	37,000.00	37,000.00	29,818.55	3,904.00	7,181.45	80.59
<b>Total Dept 301.000 - PUBLIC SAFETY</b>		<b>2,559,061.00</b>	<b>2,559,061.00</b>	<b>1,503,584.49</b>	<b>240,541.99</b>	<b>1,055,476.51</b>	<b>58.76</b>
Dept 401.000 - PUBLIC SERVICE							
101-401.000-703.000	EMPLOYEE TAXES & BENEFITS	20,000.00	20,000.00	6,624.90	0.00	13,375.10	33.12
101-401.000-890.000	PARK MAINTENANCE	1,500.00	1,500.00	1,427.50	0.00	72.50	95.17
101-401.000-892.000	SIDEWALK MAINTENANCE	300,150.00	80,150.00	111,861.12	0.00	(31,711.12)	139.56
101-401.000-920.000	UTILITIES	21,000.00	21,000.00	11,802.20	1,023.20	9,197.80	56.20
101-401.000-921.000	CONTRACTUAL SERVICES	129,009.00	129,009.00	84,297.30	0.00	44,711.70	65.34
101-401.000-936.000	EQUIPMENT MAINTENANCE	4,200.00	4,200.00	0.00	0.00	4,200.00	0.00
<b>Total Dept 401.000 - PUBLIC SERVICE</b>		<b>475,859.00</b>	<b>255,859.00</b>	<b>216,013.02</b>	<b>1,023.20</b>	<b>39,845.98</b>	<b>84.43</b>
Dept 501.000 - LEAF COLLECTION							
101-501.000-955.000	MISCELLANEOUS EXPENDITURES	0.00	0.00	267.12	0.00	(267.12)	100.00
101-501.000-978.000	REFUSE EQUIP/ROLLOFF EXPEND	7,000.00	7,000.00	1,229.51	0.00	5,770.49	17.56
<b>Total Dept 501.000 - LEAF COLLECTION</b>		<b>7,000.00</b>	<b>7,000.00</b>	<b>1,496.63</b>	<b>0.00</b>	<b>5,503.37</b>	<b>21.38</b>
Dept 502.000							
101-502.000-801.000	PROFESSIONAL & CONTRACTUAL	0.00	0.00	66,463.12	17,228.12	(66,463.12)	100.00
101-502.000-801.001	SOCRRA	387,925.00	387,925.00	142,761.00	30,626.00	245,164.00	36.80
<b>Total Dept 502.000</b>		<b>387,925.00</b>	<b>387,925.00</b>	<b>209,224.12</b>	<b>47,854.12</b>	<b>178,700.88</b>	<b>53.93</b>
Dept 601.000 - RECREATION							
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	0.00	0.00	0.00	(1,689.52)	0.00	0.00
101-601.000-806.000	ADULT PROGRAMS	5,000.00	5,000.00	123.61	0.00	4,876.39	2.47
101-601.000-807.000	BUS TRANSPORTATION	1,000.00	1,000.00	449.19	0.00	550.81	44.92
101-601.000-811.000	SENIOR ACTIVITIES	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-601.000-812.000	COMMUNITY EVENTS	5,000.00	5,000.00	2,738.06	0.00	2,261.94	54.76
101-601.000-813.000	CHILDREN/YOUTH ACTIVITIES	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00

PERIOD ENDING 01/31/2024

Item 8D.

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	2023-24 AMENDED BUDGET	01/31/2024 NORM (ABNORM)	MONTH 01/31/24 INCR (DECR)	BALANCE NORM (ABNORM)		
Fund 101 - GENERAL FUND								
Expenditures								
101-601.000-815.000	COMMUNITY GARDEN	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	
101-601.000-817.000	FITNESS CENTER EXP	350.00	350.00	0.00	0.00	350.00	0.00	
101-601.000-843.000	DOG PARK EXPENSES	500.00	500.00	0.00	0.00	500.00	0.00	
101-601.000-884.000	CONCERTS IN THE PARK	400.00	400.00	842.00	0.00	(442.00)	210.50	
Total Dept 601.000 - RECREATION		<u>23,250.00</u>	<u>23,250.00</u>	<u>4,152.86</u>	<u>(1,689.52)</u>	<u>19,097.14</u>	<u>17.86</u>	
TOTAL EXPENDITURES		<u>5,085,507.00</u>	<u>4,865,507.00</u>	<u>2,876,168.93</u>	<u>554,964.93</u>	<u>1,989,338.07</u>	<u>59.11</u>	
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		5,090,219.00	5,090,219.00	4,141,754.60	55,104.96	948,464.40	81.37	
TOTAL EXPENDITURES		<u>5,085,507.00</u>	<u>4,865,507.00</u>	<u>2,876,168.93</u>	<u>554,964.93</u>	<u>1,989,338.07</u>	<u>59.11</u>	
NET OF REVENUES & EXPENDITURES		4,712.00	224,712.00	1,265,585.67	(499,859.97)	(1,040,873.67)	563.20	

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DB: Lathrup

PERIOD ENDING 01/31/2024

Item 8D.

GL NUMBER	DESCRIPTION	2023-24	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	01/31/2024 NORM (ABNORM)	MONTH 01/31/24 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 202 - MAJOR ROAD FUND							
Revenues							
Dept 702.000							
202-702.000-574.000	STATE SHARED REVENUES	404,143.00	404,143.00	167,028.07	31,369.60	237,114.93	41.33
202-702.000-665.000	INVESTMENT INTEREST	600.00	600.00	0.00	0.00	600.00	0.00
202-702.000-690.397	TRANSFER IN FROM ROAD MILLAGE BOND FUND	300,000.00	300,000.00	0.00	0.00	300,000.00	0.00
Total Dept 702.000		<u>704,743.00</u>	<u>704,743.00</u>	<u>167,028.07</u>	<u>31,369.60</u>	<u>537,714.93</u>	<u>23.70</u>
TOTAL REVENUES		<u>704,743.00</u>	<u>704,743.00</u>	<u>167,028.07</u>	<u>31,369.60</u>	<u>537,714.93</u>	<u>23.70</u>
Expenditures							
Dept 702.000							
202-702.000-703.000	EMPLOYEE TAXES & BENEFITS	11,507.00	11,507.00	491.04	446.36	11,015.96	4.27
202-702.000-705.000	SALARIES-ADMIN	6,038.00	6,038.00	6,219.23	5,600.00	(181.23)	103.00
202-702.000-720.000	INTEREST EXPENSE	98,333.00	98,333.00	0.00	0.00	98,333.00	0.00
202-702.000-725.000	PAYING AGENT FEES	250.00	250.00	0.00	0.00	250.00	0.00
202-702.000-810.000	AUDITING & ACCOUNTING	6,700.00	6,700.00	6,028.75	0.00	671.25	89.98
202-702.000-856.000	ADMINISTRATION & ENGINEERING	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
202-702.000-861.000	ROAD MAINTENANCE	5,000.00	5,000.00	11,932.47	116.77	(6,932.47)	238.65
202-702.000-862.000	ROADSIDE MAINTENANCE	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
202-702.000-864.000	TRAFFIC CONTROLS	25,000.00	25,000.00	8,148.08	0.00	16,851.92	32.59
202-702.000-866.000	SNOW & ICE REMOVAL	5,500.00	5,500.00	175.15	175.15	5,324.85	3.18
202-702.000-867.000	EQUIPMENT RENTAL	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
202-702.000-870.000	FORESTRY	36,000.00	36,000.00	16,212.50	0.00	19,787.50	45.03
202-702.000-921.000	CONTRACTUAL SERVICES	66,605.00	66,605.00	29,066.82	0.00	37,538.18	43.64
202-702.000-970.000	CAPITAL EXPENDITURE	0.00	0.00	1,320.00	0.00	(1,320.00)	100.00
Total Dept 702.000		<u>270,933.00</u>	<u>270,933.00</u>	<u>79,594.04</u>	<u>6,338.28</u>	<u>191,338.96</u>	<u>29.38</u>
Dept 702.100 - CAPITAL IMP - STREET BOND							
202-702.100-970.000	CAPITAL EXPENDITURE	300,000.00	300,000.00	330,335.96	250.00	(30,335.96)	110.11
Total Dept 702.100 - CAPITAL IMP - STREET BOND		<u>300,000.00</u>	<u>300,000.00</u>	<u>330,335.96</u>	<u>250.00</u>	<u>(30,335.96)</u>	<u>110.11</u>
TOTAL EXPENDITURES		<u>570,933.00</u>	<u>570,933.00</u>	<u>409,930.00</u>	<u>6,588.28</u>	<u>161,003.00</u>	<u>71.80</u>
Fund 202 - MAJOR ROAD FUND:							
TOTAL REVENUES		<u>704,743.00</u>	<u>704,743.00</u>	<u>167,028.07</u>	<u>31,369.60</u>	<u>537,714.93</u>	<u>23.70</u>
TOTAL EXPENDITURES		<u>570,933.00</u>	<u>570,933.00</u>	<u>409,930.00</u>	<u>6,588.28</u>	<u>161,003.00</u>	<u>71.80</u>
NET OF REVENUES & EXPENDITURES		<u>133,810.00</u>	<u>133,810.00</u>	<u>(242,901.93)</u>	<u>24,781.32</u>	<u>376,711.93</u>	<u>181.53</u>

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PERIOD ENDING 01/31/2024

Item 8D.

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 01/31/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/24 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2023-24 AMENDED BUDGET				
Fund 203 - LOCAL ROAD FUND							
Revenues							
Dept 703.000							
203-703.000-415.000	MISCELLANEOUS REVENUE	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
203-703.000-574.000	STATE SHARED REVENUES	190,185.00	190,185.00	78,107.80	14,669.45	112,077.20	41.07
203-703.000-665.000	INVESTMENT INTEREST	600.00	600.00	0.00	0.00	600.00	0.00
203-703.000-690.397	TRANSFER IN FROM ROAD MILLAGE BOND FUND	300,000.00	300,000.00	0.00	0.00	300,000.00	0.00
Total Dept 703.000		505,785.00	505,785.00	78,107.80	14,669.45	427,677.20	15.44
TOTAL REVENUES		505,785.00	505,785.00	78,107.80	14,669.45	427,677.20	15.44
Expenditures							
Dept 703.000							
203-703.000-703.000	EMPLOYEE TAXES & BENEFITS	11,893.00	11,893.00	491.04	446.36	11,401.96	4.13
203-703.000-705.000	SALARIES-ADMIN	5,923.00	5,923.00	6,219.23	5,600.00	(296.23)	105.00
203-703.000-720.000	INTEREST EXPENSE	98,333.00	98,333.00	0.00	0.00	98,333.00	0.00
203-703.000-725.000	PAYING AGENT FEES	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
203-703.000-810.000	AUDITING & ACCOUNTING	6,700.00	6,700.00	6,700.00	0.00	0.00	100.00
203-703.000-861.000	ROAD MAINTENANCE	75,000.00	75,000.00	2,844.98	116.78	72,155.02	3.79
203-703.000-862.000	ROADSIDE MAINTENANCE	1,000.00	1,000.00	117.25	0.00	882.75	11.73
203-703.000-864.000	TRAFFIC CONTROLS	10,000.00	10,000.00	1,748.29	0.00	8,251.71	17.48
203-703.000-866.000	SNOW & ICE REMOVAL	5,000.00	5,000.00	25.14	25.14	4,974.86	0.50
203-703.000-867.000	EQUIPMENT RENTAL	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
203-703.000-868.000	NON-MOTOR FACILITIES	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
203-703.000-870.000	FORESTRY	36,000.00	36,000.00	16,212.50	0.00	19,787.50	45.03
203-703.000-921.000	CONTRACTUAL SERVICES	74,844.00	74,844.00	29,066.82	0.00	45,777.18	38.84
203-703.000-970.000	CAPITAL EXPENDITURE	0.00	0.00	(136,522.28)	0.00	136,522.28	100.00
Total Dept 703.000		346,693.00	346,693.00	(73,097.03)	6,188.28	419,790.03	(21.08)
Dept 703.100 - CAPITAL IMP - STREET BOND							
203-703.100-970.000	CAPITAL EXP - STREET BOND	300,000.00	300,000.00	434,731.73	250.00	(134,731.73)	144.91
Total Dept 703.100 - CAPITAL IMP - STREET BOND		300,000.00	300,000.00	434,731.73	250.00	(134,731.73)	144.91
TOTAL EXPENDITURES		646,693.00	646,693.00	361,634.70	6,438.28	285,058.30	55.92
Fund 203 - LOCAL ROAD FUND:							
TOTAL REVENUES		505,785.00	505,785.00	78,107.80	14,669.45	427,677.20	15.44
TOTAL EXPENDITURES		646,693.00	646,693.00	361,634.70	6,438.28	285,058.30	55.92
NET OF REVENUES & EXPENDITURES		(140,908.00)	(140,908.00)	(283,526.90)	8,231.17	142,618.90	201.21

User: JESSICA

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PERIOD ENDING 01/31/2024

Item 8D.

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	2023-24 AMENDED BUDGET	01/31/2024 NORM (ABNORM)	MONTH 01/31/24 INCR (DECR)	BALANCE NORM (ABNORM)		
Fund 258 - CAPITAL ACQUISITION FUND								
Revenues								
Dept 000.000								
258-000.000-446.000	INVESTMENT INTEREST	400.00	400.00	2,378.34	0.00	(1,978.34)	594.59	
Total Dept 000.000		<u>400.00</u>	<u>400.00</u>	<u>2,378.34</u>	<u>0.00</u>	<u>(1,978.34)</u>	<u>594.59</u>	
TOTAL REVENUES		<u>400.00</u>	<u>400.00</u>	<u>2,378.34</u>	<u>0.00</u>	<u>(1,978.34)</u>	<u>594.59</u>	
Expenditures								
Dept 000.000								
258-000.000-970.000	CAPITAL EXPENDITURE	56,000.00	56,000.00	27,304.00	22,854.00	28,696.00	48.76	
Total Dept 000.000		<u>56,000.00</u>	<u>56,000.00</u>	<u>27,304.00</u>	<u>22,854.00</u>	<u>28,696.00</u>	<u>48.76</u>	
TOTAL EXPENDITURES		<u>56,000.00</u>	<u>56,000.00</u>	<u>27,304.00</u>	<u>22,854.00</u>	<u>28,696.00</u>	<u>48.76</u>	
Fund 258 - CAPITAL ACQUISITION FUND:								
TOTAL REVENUES		400.00	400.00	2,378.34	0.00	(1,978.34)	594.59	
TOTAL EXPENDITURES		56,000.00	56,000.00	27,304.00	22,854.00	28,696.00	48.76	
NET OF REVENUES & EXPENDITURES		<u>(55,600.00)</u>	<u>(55,600.00)</u>	<u>(24,925.66)</u>	<u>(22,854.00)</u>	<u>(30,674.34)</u>	<u>44.83</u>	

PERIOD ENDING 01/31/2024

Item 8D.

GL NUMBER	DESCRIPTION	2023-24	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	01/31/2024 NORM (ABNORM)	MONTH 01/31/24 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 397 - ROAD MILLAGE BOND FUND							
Revenues							
Dept 000.000							
397-000.000-446.000	INVESTMENT INTEREST	0.00	0.00	10,470.40	0.00	(10,470.40)	100.00
Total Dept 000.000		<u>0.00</u>	<u>0.00</u>	<u>10,470.40</u>	<u>0.00</u>	<u>(10,470.40)</u>	<u>100.00</u>
TOTAL REVENUES		<u>0.00</u>	<u>0.00</u>	<u>10,470.40</u>	<u>0.00</u>	<u>(10,470.40)</u>	<u>100.00</u>
Fund 397 - ROAD MILLAGE BOND FUND:							
TOTAL REVENUES		0.00	0.00	10,470.40	0.00	(10,470.40)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		<u>0.00</u>	<u>0.00</u>	<u>10,470.40</u>	<u>0.00</u>	<u>(10,470.40)</u>	<u>100.00</u>

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DB: Lathrup

PERIOD ENDING 01/31/2024

Item 8D.

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 01/31/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/24 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2023-24 AMENDED BUDGET				
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000.000							
494-000.000-407.000	TIFA-CAPTURE TAXES	367,901.00	367,901.00	26,761.25	0.00	341,139.75	7.27
494-000.000-410.000	TAX COLLECTED OTHER	37,488.00	37,488.00	7,459.33	0.00	30,028.67	19.90
494-000.000-415.000	MISCELLANEOUS REVENUE	21,974.00	21,974.00	1,589.86	1,589.86	20,384.14	7.24
494-000.000-446.000	INVESTMENT INTEREST	10,000.00	10,000.00	23,398.97	0.00	(13,398.97)	233.99
Total Dept 000.000		437,363.00	437,363.00	59,209.41	1,589.86	378,153.59	13.54
TOTAL REVENUES		437,363.00	437,363.00	59,209.41	1,589.86	378,153.59	13.54
Expenditures							
Dept 000.000							
494-000.000-701.000	SALARIES FULL-TIME	170,940.00	170,940.00	108,477.25	25,450.33	62,462.75	63.46
494-000.000-702.000	SALARIES PART-TIME	5,000.00	5,000.00	4,525.00	0.00	475.00	90.50
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	34,000.00	34,000.00	37,867.05	4,500.10	(3,867.05)	111.37
494-000.000-722.000	LEGAL SERVICES	900.00	900.00	0.00	0.00	900.00	0.00
494-000.000-726.000	OFFICE SUPPLIES	6,350.00	6,350.00	1,583.86	229.49	4,766.14	24.94
494-000.000-802.000	TAX TRIBUNAL RETURNS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
494-000.000-810.000	AUDITING & ACCOUNTING	800.00	800.00	800.00	0.00	0.00	100.00
494-000.000-822.000	TRAINING/MEMBERSHIP	10,050.00	10,050.00	1,789.66	0.00	8,260.34	17.81
494-000.000-844.000	MAIN STREET PROGRAM	22,500.00	22,500.00	12,829.91	95.65	9,670.09	57.02
494-000.000-845.000	STREETSCAPING	132,000.00	132,000.00	9,732.50	0.00	122,267.50	7.37
494-000.000-882.000	PLANNING/CONSULTING FEES	15,300.00	15,300.00	17,017.03	0.00	(1,717.03)	111.22
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00	2,000.00	1,806.69	0.00	193.31	90.33
494-000.000-901.000	POSTAGE FEES	200.00	200.00	0.00	0.00	200.00	0.00
494-000.000-933.000	REPAIRS & MAINTENANCE	417,293.00	417,293.00	26,951.20	0.00	390,341.80	6.46
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	53,457.00	53,457.00	1,314.99	0.00	52,142.01	2.46
494-000.000-968.001	DEPRECIATION INFRASTRUCTURE	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
494-000.000-971.001	FACADE GRANT PROGRAM	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 000.000		932,790.00	932,790.00	224,695.14	30,275.57	708,094.86	24.09
TOTAL EXPENDITURES		932,790.00	932,790.00	224,695.14	30,275.57	708,094.86	24.09
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		437,363.00	437,363.00	59,209.41	1,589.86	378,153.59	13.54
TOTAL EXPENDITURES		932,790.00	932,790.00	224,695.14	30,275.57	708,094.86	24.09
NET OF REVENUES & EXPENDITURES		(495,427.00)	(495,427.00)	(165,485.73)	(28,685.71)	(329,941.27)	33.40

PERIOD ENDING 01/31/2024

Item 8D.

GL NUMBER	DESCRIPTION	2023-24	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	01/31/2024 NORM (ABNORM)	MONTH 01/31/24 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 592 - WATER & SEWER FUND							
Revenues							
Dept 536.000 - WATER DEPARTMENT							
592-536.000-415.000	MISCELLANEOUS REVENUES	40,000.00	40,000.00	12,480.00	1,785.00	27,520.00	31.20
592-536.000-640.000	WATER SERVICE	730,440.00	730,440.00	424,690.82	51,836.60	305,749.18	58.14
592-536.000-640.001	BOND REVENUE	227,268.00	227,268.00	133,685.80	19,120.90	93,582.20	58.82
592-536.000-640.002	CAPITAL BOND REVENUE	899,000.00	899,000.00	0.00	0.00	899,000.00	0.00
592-536.000-641.000	WATER & SEWER PENALTIES	25,000.00	25,000.00	16,925.08	(485.29)	8,074.92	67.70
592-536.000-642.000	METER CHARGE REVENUE	80,830.00	80,830.00	48,520.53	6,418.34	32,309.47	60.03
592-536.000-643.000	REPLACEMENT RESERVE REVENUE	185,416.00	185,416.00	0.00	0.00	185,416.00	0.00
592-536.000-665.000	INVESTMENT INTEREST	4,500.00	4,500.00	36,040.63	0.00	(31,540.63)	800.90
Total Dept 536.000 - WATER DEPARTMENT		2,192,454.00	2,192,454.00	672,342.86	78,675.55	1,520,111.14	30.67
Dept 537.000 - SEWER DEPARTMENT							
592-537.000-543.000	FEDERAL/STATE GRANTS	0.00	0.00	28,350.00	28,350.00	(28,350.00)	100.00
592-537.000-640.002	CAPITAL BOND REVENUE	1,034,405.00	1,034,405.00	0.00	0.00	1,034,405.00	0.00
592-537.000-641.000	WATER & SEWER PENALTIES	43,000.00	43,000.00	25,614.76	(882.08)	17,385.24	59.57
592-537.000-645.000	SEWAGE DISPOSAL REVENUE	1,751,268.00	1,751,268.00	811,403.45	98,972.16	939,864.55	46.33
592-537.000-651.000	INDUSTRIAL SURCHARGE	43,000.00	43,000.00	21,280.85	3,065.94	21,719.15	49.49
592-537.000-665.000	INVESTMENT INTEREST	4,500.00	4,500.00	36,040.63	0.00	(31,540.63)	800.90
Total Dept 537.000 - SEWER DEPARTMENT		2,876,173.00	2,876,173.00	922,689.69	129,506.02	1,953,483.31	32.08
TOTAL REVENUES		5,068,627.00	5,068,627.00	1,595,032.55	208,181.57	3,473,594.45	31.47
Expenditures							
Dept 536.000 - WATER DEPARTMENT							
592-536.000-701.000	SALARIES FULL-TIME	20,626.00	20,626.00	16,914.81	7,376.63	3,711.19	82.01
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	143,453.00	143,453.00	54,713.54	5,177.53	88,739.46	38.14
592-536.000-708.000	PROPERTY & LIABILITY INSURANC	8,000.00	8,000.00	8,000.00	0.00	0.00	100.00
592-536.000-803.000	MEMBERSHIPS & MEETINGS	1,880.00	1,880.00	0.00	0.00	1,880.00	0.00
592-536.000-810.000	AUDITING & ACCOUNTING	6,700.00	6,700.00	6,700.00	0.00	0.00	100.00
592-536.000-902.000	BILLING SERVICES	10,000.00	10,000.00	5,324.05	1,278.88	4,675.95	53.24
592-536.000-921.000	CONTRACTUAL SERVICES	74,844.00	74,844.00	48,975.60	17,162.74	25,868.40	65.44
592-536.000-935.000	EQUIPMENT REPLACEMENT	2,000.00	2,000.00	1,272.86	0.00	727.14	63.64
592-536.000-937.000	WATER SYSTEM MAINTENANCE	90,000.00	90,000.00	39,965.60	8,767.19	50,034.40	44.41
592-536.000-940.000	RENT & UTILITIES WATER & SEWE	4,917.00	4,917.00	0.00	0.00	4,917.00	0.00
592-536.000-944.000	WATER PURCHASES	454,416.00	454,416.00	134,814.98	18,879.13	319,601.02	29.67
592-536.000-970.000	CAPITAL EXPENDITURE	0.00	0.00	27,322.70	500.00	(27,322.70)	100.00
592-536.000-974.000	WATER MAIN PROJECT	434,000.00	434,000.00	0.00	0.00	434,000.00	0.00
Total Dept 536.000 - WATER DEPARTMENT		1,250,836.00	1,250,836.00	344,004.14	59,142.10	906,831.86	27.50
Dept 536.100 - WATER DEPARTMENT							
592-536.100-970.000	CAPITAL EXP - STOP BOX REPLACEMENT	15,000.00	15,000.00	9,389.45	0.00	5,610.55	62.60
Total Dept 536.100 - WATER DEPARTMENT		15,000.00	15,000.00	9,389.45	0.00	5,610.55	62.60
Dept 536.200 - WATER DEPARTMENT							
592-536.200-970.000	CAPITAL EXP - LEAD & COPPER LINE REPLAC	25,000.00	25,000.00	16,869.10	0.00	8,130.90	67.48
Total Dept 536.200 - WATER DEPARTMENT		25,000.00	25,000.00	16,869.10	0.00	8,130.90	67.48



User: JESSICA  
DB: Lathrup

PERIOD ENDING 01/31/2024

Item 8D.

GL NUMBER	DESCRIPTION	2023-24	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	01/31/2024 NORM (ABNORM)	MONTH 01/31/24 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 592 - WATER & SEWER FUND							
Expenditures							
Dept 536.300 - WATER DEPARTMENT							
592-536.300-970.000	CAPITAL EXP - WATER METER REPLACE	130,000.00	130,000.00	36,415.07	4,505.89	93,584.93	28.01
Total Dept 536.300 - WATER DEPARTMENT		130,000.00	130,000.00	36,415.07	4,505.89	93,584.93	28.01
Dept 536.400 - WATER DEPARTMENT							
592-536.400-970.000	CAPITAL EXP - WATER MAIN REPLACE	300,000.00	300,000.00	631,752.91	46,257.00	(331,752.91)	210.58
Total Dept 536.400 - WATER DEPARTMENT		300,000.00	300,000.00	631,752.91	46,257.00	(331,752.91)	210.58
Dept 536.500 - WATER DEPARTMENT							
592-536.500-970.000	CAPITAL FIRE HYDRANTS	50,000.00	50,000.00	39,395.50	8,931.13	10,604.50	78.79
Total Dept 536.500 - WATER DEPARTMENT		50,000.00	50,000.00	39,395.50	8,931.13	10,604.50	78.79
Dept 536.600 - WATER DEPARTMENT							
592-536.600-970.000	CAPITAL EXP - GATE VALVES	75,000.00	75,000.00	47,058.00	3,780.00	27,942.00	62.74
Total Dept 536.600 - WATER DEPARTMENT		75,000.00	75,000.00	47,058.00	3,780.00	27,942.00	62.74
Dept 537.000 - SEWER DEPARTMENT							
592-537.000-701.000	SALARIES FULL-TIME	20,626.00	20,626.00	16,914.80	7,376.62	3,711.20	82.01
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	47,806.00	47,806.00	30,770.65	923.31	17,035.35	64.37
592-537.000-708.000	PROPERTY & LIABILITY INSURANC	7,803.00	7,803.00	7,803.00	0.00	0.00	100.00
592-537.000-720.000	INTEREST EXPENSE	174,679.00	174,679.00	186,883.03	0.00	(12,204.03)	106.99
592-537.000-725.000	PAYING AGENT FEES	1,500.00	1,500.00	790.00	0.00	710.00	52.67
592-537.000-810.000	AUDITING & ACCOUNTING	6,700.00	6,700.00	6,700.00	0.00	0.00	100.00
592-537.000-902.000	BILLING SERVICES	0.00	0.00	626.47	0.00	(626.47)	100.00
592-537.000-921.000	CONTRACTUAL SERVICES	74,844.00	74,844.00	48,975.59	17,162.73	25,868.41	65.44
592-537.000-939.000	SEWER SYTEM MAINTENANCE	273,000.00	273,000.00	48,722.60	18,873.22	224,277.40	17.85
592-537.000-940.000	RENT & UTILITIES WATER & SEWE	500.00	500.00	0.00	0.00	500.00	0.00
592-537.000-942.000	SEWAGE DISPOSAL EXPENSE	1,074,726.00	1,074,726.00	537,362.94	89,560.49	537,363.06	50.00
592-537.000-945.000	RETENTION TANK-UTIL ELEC	18,707.00	18,707.00	2,811.37	516.45	15,895.63	15.03
592-537.000-946.000	RETENTION TANK UTIL-WATER	5,000.00	5,000.00	22,384.91	22,384.91	(17,384.91)	447.70
592-537.000-947.000	RETENTION TANK UTIL-GAS	1,200.00	1,200.00	324.29	0.00	875.71	27.02
592-537.000-948.000	RETENTION TANK UTIL-TELEPHONE	3,000.00	3,000.00	861.95	122.85	2,138.05	28.73
592-537.000-949.000	RETENTION TAN GENERATOR FUEL	500.00	500.00	0.00	0.00	500.00	0.00
592-537.000-951.000	RETENTION TANK BUILDING/EQUIP	6,000.00	6,000.00	2,625.00	2,625.00	3,375.00	43.75
592-537.000-953.000	RETENTION TANK EXCESS LIABIL	9,078.00	9,078.00	9,078.00	0.00	0.00	100.00
592-537.000-957.000	INDUSTRIAL SURCHARGE/NON-RESI	20,000.00	20,000.00	8,637.72	1,439.62	11,362.28	43.19
592-537.000-970.000	CAPITAL EXPENDITURE	450,000.00	450,000.00	330.00	0.00	449,670.00	0.07
592-537.000-977.000	EVIRONMENT COMPL - NON CAPITA	30,000.00	30,000.00	3,550.17	532.00	26,449.83	11.83
Total Dept 537.000 - SEWER DEPARTMENT		2,225,669.00	2,225,669.00	936,152.49	161,517.20	1,289,516.51	42.06
Dept 537.200 - SEWER DEPARTMENT							
592-537.200-970.000	CAPITAL EXP - RETENTION TANK REPAIRS	858,226.00	858,226.00	165,768.14	0.00	692,457.86	19.32
Total Dept 537.200 - SEWER DEPARTMENT		858,226.00	858,226.00	165,768.14	0.00	692,457.86	19.32

PERIOD ENDING 01/31/2024

Item 8D.

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	2023-24 AMENDED BUDGET	01/31/2024 NORM (ABNORM)	MONTH 01/31/24 INCR (DECR)	BALANCE NORM (ABNORM)		
Fund 592 - WATER & SEWER FUND								
Expenditures								
TOTAL EXPENDITURES		4,929,731.00	4,929,731.00	2,226,804.80	284,133.32	2,702,926.20	45.17	
Fund 592 - WATER & SEWER FUND:								
TOTAL REVENUES		5,068,627.00	5,068,627.00	1,595,032.55	208,181.57	3,473,594.45	31.47	
TOTAL EXPENDITURES		4,929,731.00	4,929,731.00	2,226,804.80	284,133.32	2,702,926.20	45.17	
NET OF REVENUES & EXPENDITURES		138,896.00	138,896.00	(631,772.25)	(75,951.75)	770,668.25	454.85	
TOTAL REVENUES - ALL FUNDS								
TOTAL REVENUES - ALL FUNDS		11,807,137.00	11,807,137.00	6,053,981.17	310,915.44	5,753,155.83	51.27	
TOTAL EXPENDITURES - ALL FUNDS		12,221,654.00	12,001,654.00	6,126,537.57	905,254.38	5,875,116.43	51.05	
NET OF REVENUES & EXPENDITURES		(414,517.00)	(194,517.00)	(72,556.40)	(594,338.94)	(121,960.60)	37.30	

**BUDGET REPORT (REVENUES VERSUS EXPENDITURES) FOR MONTH ENDED January 31, 2024**

	<u>Revenues Through 1/31/2024</u>	<u>Expenses Through 1/31/2024</u>	<u>Revenues Over (Under) Expenses</u>
<b>101-GENERAL FUND</b>	4,141,755	2,876,169	1,265,586
<b>202-MAJOR STREET FUND</b>	167,028	409,930	(242,902)
<b>203-LOCAL STREET FUND</b>	78,108	361,635	(283,527)
<b>258-CAPITAL ACQUISITION FUND</b>	2,378	27,304	(24,926)
<b>397-ROADS MILLAGE BOND FUND</b>	10,470	-	10,470
<b>494-DOWNTOWN DEVELOPMENT AUTHORITY</b>	59,209	224,695	(165,486)
<b>592-WATER &amp; SEWER FUND</b>	6,053,981	6,126,538	(72,556)
<b>GRAND TOTAL ALL FUNDS</b>	<u>10,512,929</u>	<u>10,026,270</u>	<u>486,659</u>



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SCOTT R. BAKER  
JENNIFER H. ELOWSKY

sbaker@bakerelowsky.com

Of Counsel

LEANN K. KIMBERLIN

MATTHEW C. QUINN

February 15, 2024

Via Email

Mike Greene  
City Administrator

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

Re: Legal Department Billing for January 1 through January 31, 2024

Dear Mr. Greene:

The following is our law firm's billing to the City of Lathrup Village for the month of January 2024:

1. General Retainer	\$2,500.00
2. Special Legal Services	\$ 780.00
3. Downtown Development Authority	\$
4. Project Reimbursement	\$
5. Prosecution/Code Enforcement	<u>\$1,950.00</u>
	\$5,230.00

**Please note our new address: 41800 W. 11 Mile Rd., Suite 215, Novi, MI 48375**

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

Very truly yours,

BAKER & ELOWSKY, PLLC

Scott R. Baker

Enclosures



LAW OFFICE

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February 15, 2024

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

**Invoice Number: 1699**  
Invoice Period: 01-01-2024 - 01-31-2024

**RE: General Retainer**

**Time Details**

Date	Professional	Description	Hours	Amount
01-05-2024	SRB	Receipt and review correspondence from City Admin	0.25	No Charge
01-05-2024	SRB	Receipt and review of multiple correspondence from Mayor Pro Tem re business license fees	0.25	No Charge
01-08-2024	SRB	Receipt and review of multiple correspondence from Mayor Pro Tem re business license fees	0.25	No Charge
01-08-2024	SRB	Receipt and review correspondence from City Admin re employee vacation payout	0.25	No Charge
01-08-2024	SRB	Receipt and review of correspondence from S. Stec re JMC litigation	0.25	No Charge
01-09-2024	SRB	Receipt and review of correspondence from S. Stec re Panera PUD	0.25	No Charge
01-09-2024	SRB	Receipt and review of correspondence from S. Stec re Panera PUD	0.25	No Charge
01-09-2024	SRB	Receipt and review of correspondence from S. Stec re site plan review submission	0.25	No Charge
01-09-2024	SRB	Receipt and review correspondence from City Admin re variance process	0.25	No Charge
01-09-2024	SRB	Receipt and review of multiple correspondence from Mayor Pro Tem re ZBA follow-up	0.25	No Charge
01-09-2024	SRB	Receipt and review of multiple correspondence from Mayor Pro Tem re ZBA follow-up	0.25	No Charge
01-10-2024	SRB	Receipt and review correspondence from City Admin re water	0.25	No Charge

We appreciate your business

Date	Professional	Description	Hours	Amount	Item 8E.
		back billing			
01-10-2024	SRB	Receipt and review correspondence from City Admin re employee payout	0.25	No Charge	
01-10-2024	SRB	Receipt and review of correspondence from S. Stec re site plan review submission	0.25	No Charge	
01-11-2024	SRB	Receipt and review of correspondence from S. Stec re planning commission meeting	0.25	No Charge	
01-11-2024	SRB	Receipt and review of correspondence from S. Stec re meeting with planners	0.25	No Charge	
01-11-2024	SRB	Receipt and review of correspondence from Chief McKee re EEOC complaint	0.25	No Charge	
01-11-2024	SRB	Receipt and review of multiple correspondence from Lt. Zang re FOIA inquiry	0.25	No Charge	
01-12-2024	SRB	Receipt and review of correspondence from S. Stec re Panera PUD amendment	0.25	No Charge	
01-16-2024	SRB	Receipt and review of correspondence from S. Stec re JMC litigation	0.25	No Charge	
01-17-2024	SRB	Receipt and review of correspondence from S. Stec re Panera PUD amendment	0.25	No Charge	
01-17-2024	SRB	Receipt and review correspondence from City Admin re DDA project	0.25	No Charge	
01-17-2024	SRB	Receipt and review correspondence from City Admin re notice of litigation	0.25	No Charge	
01-18-2024	SRB	Receipt and review of multiple correspondence from Mayor Pro Tem re dispatch services	0.25	No Charge	
01-19-2024	SRB	Receipt and review of correspondence from clerk re Council packet	0.25	No Charge	
01-19-2024	SRB	Receipt and review of correspondence from clerk re Election Commission meeting	0.25	No Charge	
01-22-2024	SRB	Prepare for and attend City Council study session	2.00	No Charge	
01-22-2024	SRB	Prepare for and attend City Council regular meeting	1.00	No Charge	
01-22-2024	SRB	Receipt and review correspondence from City Admin re street signs	0.25	No Charge	
01-23-2024	SRB	Receipt and review of correspondence from S. Stec re bike path map	0.25	No Charge	

We appreciate your business

Page 2 of 3

Date	Professional	Description	Hours	Amount
01-23-2024	SRB	Receipt and review of correspondence from S. Stec re site plan review letters	0.25	No Charge
01-25-2024	SRB	Receipt and review correspondence from City Admin re ZBA	0.25	No Charge
01-26-2024	SRB	Receipt and review of correspondence from clerk re FOIA inquiry	0.25	No Charge
01-29-2024	SRB	Receipt and review of correspondence from Mayor Pro-Tem	0.25	No Charge
01-29-2024	SRB	Receipt and review correspondence from City Admin re community foundation	0.25	No Charge
01-29-2024	SRB	Receipt and review correspondence from City Admin re EEOC claim	0.25	No Charge
01-29-2024	SRB	Receipt and review of correspondence from S. Stec re Special land use request 27411 Southfield Road	0.25	No Charge
01-30-2024	SRB	Receipt and review of correspondence from S. Stec re donation bins	0.25	No Charge
01-30-2024	SRB	Receipt and review correspondence from City Admin re water billing	0.25	No Charge
01-30-2024	SRB	Receipt and review correspondence from City Admin re code violation hearing	0.25	No Charge
01-30-2024	SRB	Receipt and review of correspondence from clerk re FOIA inquiry	0.25	No Charge
01-31-2024	SRB	Services Rendered		2,500.00
01-31-2024	SRB	Receipt and review correspondence from City Admin re council confirmation of new hires	0.25	No Charge
			<b>Total</b>	2,500.00

**Time Summary**

Professional	Hours	Amount
Scott Baker	13.00	2,500.00
<b>Total</b>		2,500.00

**Total for this Invoice** 2,500.00



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February 15, 2024

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

**Invoice Number: 1700**

Invoice Period: 01-01-2024 - 01-31-2024

**RE: Prosecution/Code Enforcement**

**Time Details**

Date	Professional	Description	Hours	Amount
01-02-2024	SRB	Conduct telephone pre-trial conference, prepare plea offer and draft correspondence to defense attorney and Court with same re: 23LV02396A	0.50	65.00
01-05-2024	SRB	Receipt and review updated January 2024 calendar for 46th District Court.	0.25	32.50
01-05-2024	SRB	Correspondence to Ordinance Officer R. Harris concerning 46th District Court cases scheduled for 01/10/2024, 23L0260631 & 23L0260630.	0.25	32.50
01-08-2024	SRB	Phone call, exchange correspondence and review video from defense attorney re: 23LV02102A.	0.50	65.00
01-09-2024	SRB	Exchange correspondence with Code Enforcement Officer re: 23L0260630.	0.25	32.50
01-09-2024	SRB	Receipt and review final docket for 01/10/2024 from 46th District Court; correspondence to Police Clerk concerning records re: 21LV01859A.	0.25	32.50
01-09-2024	SRB	Review of file materials and Notices to Appear for 01/17/2024 docket and correspondence to Police Clerk concerning records re: 23LV02548A; 23LV02551A; 23LV024798AB; 08L141528AB; 23LV0523A.	1.00	130.00
01-09-2024	SRB	Receipt and review of correspondence from 46th District Court re 1/10 docket	0.25	32.50
01-10-2024	SRB	Prepare for and appear in 46th District Court for prosecution of pre-trials and formal hearings.	3.50	455.00
01-12-2024	SRB	Receipt and review updated 46th District Court Docket for 01/17/2024; correspondence to Police Clerk concerning records	0.50	65.00

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Page 1 of 2



Date	Professional	Description	Hours	Amount
		re: 18LV02175A & 22LV01432AB.		
01-17-2024	SRB	Prepare for and appear in 46th District Court for prosecution of pre-trials and formal hearings.	3.00	390.00
01-17-2024	SRB	Receipt and review of correspondence from 46th District Court re 2/7 Docket	0.25	32.50
01-18-2024	SRB	Receipt and review of correspondence from 46th District Court re nolle prosequi for deceased defendants	0.25	32.50
01-18-2024	SRB	Receipt, review and respond to correspondence from police clerk re code officer notice of hearings	0.25	32.50
01-23-2024	SRB	Receipt and review of correspondence from 46th District Court re nolle prosequi for deceased defendants	0.25	32.50
01-23-2024	SRB	Review of file materials and Notices to Appear for 02/07/2024 docket and correspondence to Police Clerk concerning records re: 13LV02110ABC; 22LV00669AB; 23LV02580AB; 23LV02555A; 23LV02607A; 23LV2342B; 21LV01859A.	1.50	195.00
01-25-2024	SRB	Receipt, review and respond to correspondence from police clerk re 23LV023458	0.25	32.50
01-25-2024	SRB	Receipt and review of correspondence from 46th District Court re 2/7 Docket	0.25	32.50
01-26-2024	SRB	Receipt and review updated add-on docket for 02/07/2024; review file materials and correspondence to Police Clerk re: 23L026031; 24L0001743; 24L0001742; 13LV02288AB; 23LV01454A.	0.75	97.50
01-26-2024	SRB	Receipt and review of correspondence from 46th District Court re nolle prosequi for deceased defendants	0.25	32.50
01-29-2024	SRB	Receipt and review of correspondence from code enforcement officer re 28025 Sunset	0.25	32.50
01-30-2024	SRB	Receipt and review of correspondence from defendant re 23L0260631	0.25	32.50
01-31-2024	SRB	Receipt and review of correspondence from defendant re 23L0260631	0.25	32.50
			<b>Total</b>	1,950.00

**Time Summary**

Professional	Hours	Amount
Scott Baker	15.00	1,950.00
<b>Total</b>		1,950.00

**Total for this Invoice** 1,950.00



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February 15, 2024

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

**Invoice Number: 1701**  
Invoice Period: 01-01-2024 - 01-31-2024

## RE: Special Legal Services

### Time Details

Date	Professional	Description	Hours	Amount
01-02-2024	SRB	Receipt and review of correspondence from Panera project manager re PUD amendment	0.25	32.50
01-05-2024	SRB	Receipt and review of correspondence from Jim Wright re rental inspection report	0.25	32.50
01-05-2024	SRB	Receipt and review of correspondence from Jim Wright re rental inspection report	0.25	32.50
01-09-2024	SRB	Receipt and review of correspondence from M. Watts re partnership proposal with City	0.25	32.50
01-09-2024	SRB	Receipt and review of correspondence from Panera project manager re PUD amendment	0.25	32.50
01-10-2024	SRB	Receipt and review of correspondence from applicant re 27300 Southfield Road Site Plan	0.25	32.50
01-10-2024	SRB	Receipt and review from MML liability carrier attorney re JMC litigation	0.25	32.50
01-11-2024	SRB	Receipt and review of correspondence from applicant re 27300 Southfield Road Site Plan	0.25	32.50
01-12-2024	SRB	Receipt and review of correspondence from City Planner re PUD amendment	0.25	32.50
01-16-2024	SRB	Receipt and review from MML liability carrier attorney re JMC litigation	0.25	32.50
01-17-2024	SRB	Receipt and review of correspondence from Panera project manager re PUD amendment	0.25	32.50

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Page 1 of 2

Date	Professional	Description	Hours	Amount
01-23-2024	SRB	Meeting with S. Stec and City Planners re 2024 Planning Commission projects	1.50	195.00
01-24-2024	SRB	Receipt and review of correspondence from petitioner's attorney re settlement offer on MTT 23-001156	0.25	32.50
01-25-2024	SRB	Receipt and review of correspondence from petitioner's attorney re settlement offer on MTT 23-001156	0.25	32.50
01-25-2024	SRB	Draft correspondence to Oakland County Equalization re settlement offer on MTT 23-001156	0.25	32.50
01-25-2024	SRB	Receipt and review of correspondence from Oakland County Equalization re settlement offer on MTT 23-001156	0.25	32.50
01-29-2024	SRB	Receipt and review notices and citations from the 46th District Court re: zoning enforcement cases; correspondence to Ordinance Officer R. Harris re: 23L0260631; 24L0001743 & 24L0001742.	0.50	65.00
01-31-2024	SRB	Receipt and review of correspondence from planner re Panera PUD amendment	0.25	32.50
			<b>Total</b>	<b>780.00</b>

**Time Summary**

Professional	Hours	Amount
Scott Baker	6.00	780.00
<b>Total</b>		<b>780.00</b>

**Total for this Invoice 780.00**

02/23/2024

# Code Enforcement Report

Address	Business name	Violation	Inspection Type	Category	Status
26715 LATHRUP BLVD	BERNARD, DONALD K	Car parked on grass 1-3 & 1-4 repeat violation within a month	Re-Inspection	Parking on Grass	Letter Sent

## PARKING SURFACES

Parking areas shall be curbed, graded, and properly drained to remove surface water. Parking surfaces shall consist of asphalt, concrete, or another hard surface treatment approved by the City

INSPECTOR COMMENTS: HAVE NOTICED A VEHICLE PARKED ON GRASS MULTIPLE TIMES IN THE PAST WEEK. PARKING ON GRASS IS PROHIBITED PER CITY OF LATHRUP ORDINANCE. PROPERTY OWNER AT 26715 LATHRUP VILLAGE WILL BE TICKETED IF THIS VIOLATION IS NOT CORRECTED.

27724 CALIFORNIA NE DR	RICHARDS, ANNE M	Notified that house was being used as a rental.	Re-Inspection	COMPLAINT -	Letter Sent
------------------------	------------------	---	---------------	-------------	-------------

## 18-184 Rental licenses

- (a) All rental units must be licensed during any period of occupancy. Rental licenses are not transferable between landlords or rental units.
  - (b) The following approvals must be obtained by the landlord in order to obtain a rental license:
    - (1) The building official shall determine that the rental unit under application has been inspected and approved within the past 18 months as in compliance with the various codes appropriate to property maintenance and construction trades, as codified in chapter 14 of the Lathrup Village Municipal Code, and, that the mechanical system has been checked and certified by a licensed mechanical contractor that the system is in safe and proper working order according to the applicable code. A building approval that has been issued within the past eighteen months does not restrict the official from requiring additional inspections as permitted by the chapter 14 codes, or when there is a complaint or other probable cause to suspect that a violation or violations of any code or section of this article may exist.
    - (2) A building official shall determine whether the structure(s) and uses comply with, or are exempt from, the city zoning requirements. All rental units shall comply with the city zoning ordinance or obtain a determination of lawful nonconformity from the building official or zoning board of appeals, as provided for in the zoning ordinance.
    - (3) Fire Marshall approval shall be required for commercial structures and those residential uses regulated by the National Fire Prevention Code.
    - (4) Water department approval shall be required, certifying that the water account for the structure is not delinquent.
    - (5) City treasurer approval shall be required, certifying that the property taxes for the parcel in question are not delinquent.
  - (c) Upon a finding of compliance with the provisions hereof and payment of the required fees a license shall be issued.
  - (d) At any time, that a finding is made by the enforcing agency that a condition exists which would constitute a hazard to health or safety, No license shall be issued and a license issued shall be suspended and an order to comply with this article shall be issued immediately and served upon the owner in accordance with section 18-196. On reinspection and proof of compliance, the order shall be rescinded and a license issued or reinstated.
- (Ord. No. 363-01, pt. I, 12-3-2001)

INSPECTOR COMMENTS: Property is currently being used as a rental and not registered by the City of Lathrup Village. Property needs to be registered and inspection scheduled within 14 days of receiving letter

02/23/2024

# Code Enforcement Report

Address	Business name	Violation	Inspection Type	Category	Status
28831 SOUTHFIELD RD	Gasso Group Company LLC	Complaint received that "Shoe" exterior sign is not backlight according to current code. Needs to be clear/white light.	Re-Inspection	VIOLATION	Letter Sent

### 52-3 Illumination

(1)Illuminating devices for signs shall comply with the City of Lathrup Village Electrical Code.(2)The light for any illuminated sign shall be so shaded, shielded or directed that the light intensity or brightness meet the requirements of section 5.8 of the zoning ordinance.(3)The source of illumination may be internal or external but shall not be both internal and external. The source of the light shall not be exposed.(4)Glare control for sign lighting shall be achieved through the use of full cutoff fixtures, shields, and baffles, and appropriate application of fixture mounting height, lumens, aiming angle, and fixture placement.(5)Backlit signs shall use only white light for illumination. Such signs shall spread their illumination a maximum of four inches beyond the sign elements.

INSPECTOR COMMENTS: Current Shoe Sign can only be backlight

26710 MEADOWBROOK W DOTSON, CHARLES		the April 17, 2023 ZBA meeting (minutes attached), a homeowner applied for several variances, some of which were approved and some denied. Prior to this meeting, it was noticed that the homeowner had built (many years ago) an accessory structure that was 240 sq ft, when the ordinance only allows 160 sq ft. The structure also was not built on a concrete pad, as required.	Re-Inspection	Accessory Structure	Letter Sent
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### State Construction Code Section 125.1510

"Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523a, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subjected to civil fines."

(5) The application for a building permit shall be filed with the enforcing agency and the application and any other writing prepared, owned, used, in the possession of, or retained by the enforcing agency in the performance of an official function shall be made available to the public in compliance with the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246. An application shall not be removed from the custody of the enforcing agency after a building permit has been issued.

INSPECTOR COMMENTS: The April 17, 2023 ZBA meeting, homeowner applied for several variances, some of which were approved and some denied. Prior to this meeting, it was noticed that the homeowner had built (many years ago) an accessory structure that was 240 sq ft, when the ordinance only allows 160 sq ft. The structure also was not built on a concrete pad, as required. Meeting notes of board member state that footings or a concrete base was required for shed. To this date no permit has been pulled or communication that work was completed has been made with the Building Department or the Zoning Board of Appeals. Structure needs to become compliant or taken down within 30 days of notice.

19252 RAINBOW DR	SOUSANIS, JOHN	COMPLAINT POD IN DRIVEWAY FOR MULTIPLE DAYS. NO PERMIT	Re-Inspection	Trailer / PODS	Letter Sent
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## Code Enforcement Report

Address	Business name	Violation	Inspection Type	Category	Status
<b>Dumpster/Portable Storage Container Permit</b>					
7. Portable storage containers. A portable storage container shall not be allowed in the front, rear or side yards of any property within the city for more than 48 consecutive hours without a permit issued by the city administrator.					
INSPECTOR COMMENTS: COMPLAINT POD IN DRIVEWAY FOR OVER 48 HOURS WITHOUT A PERMIT. PLEASE OBTAIN PERMIT OR REMOVE POD WITHIN 7 DAYS OF RECEIVING LETTER. ADDITIONAL FINES COULD BE ADDED TO PERMIT IN PERMIT IS NOT GAINED.					
<b>18411 W 12 MILE RD Ste 10</b>	<b>LOGO'S ( Life of God Outr</b>	<b>Dumpster needs 4 sides only has 3</b>	<b>Re-Inspection</b>	<b>Dumpster Enclosure</b>	<b>Letter Sent</b>
<b>5.3 WASTE AND RUBBISH</b>					
Lathrup Village Municipal Ordinance 5.3 WASTE AND RUBBISH (e) . Screening. All refuse bins located in the city must be enclosed or screened from public view. Such screening shall consist of a wall or fence not less than one (1) foot higher than the height of the refuse bins placed therein, which completely conceals its contents from public view, but in no instance shall such screening be less than six (6) feet in height on three (3) sides. The fourth side of the dumpster screening shall be equipped with an opaque, lockable gate that is the same height as the enclosure around the other three sides. The inside dimensions of the enclosure shall be such as will permit adequate access for refuse collection vehicles as well as completely enclose refuse bins within the three (3) sides so that no refuse bin projects outside of the open side					
INSPECTOR COMMENTS: Complaint - Current Dumpster Enclosure only has three walls, missing the fourth wall. Will give 60 days to address code violation.					
<b>17436 REDWOOD AVE</b>	<b>BETHOON, SAAD</b>	<b>Car Blocking Sidewalk</b>	<b>Re-Inspection</b>	<b>COMPLAINT -</b>	<b>Spoke W/ Reside</b>
<b>17371 ROSELAND BLVD</b>	<b>LINDSEY, ANTHONY R</b>	<b>Blue Taurus parked on grass</b>	<b>Re-Inspection</b>	<b>Parking on Grass</b>	<b>Letter Sent</b>
<b>4.1 OUTSIDE STORAGE AND PARKING</b>					
Parking is permitted on paved areas only. No vehicles are allowed on any grass or landscaped surface.					
INSPECTOR COMMENTS: Blue Taurus Parked on grass in violation of above code.					
<b>28500 SOUTHFIELD RD ST K &amp; Z</b>	<b>INVESTMENT CO</b>	<b>Letter sent parking blocks need maintenance</b>	<b>Ordinance</b>	<b>COMPLAINT -</b>	<b>Complaint Recie</b>
62-1 Maintenance of sidewalks, parking lots and driveways					

# Code Enforcement Report

Address	Business name	Violation	Inspection Type	Category	Status
<p>Every property owner and other person in possessory control of a sidewalk, parking lot, or driveway on private property which is a public place, as defined in this Code, shall exercise due care to maintain such sidewalk, parking lot, or driveway and the adjoining right-of-way in reasonable repair and in condition reasonably safe and fit for travel. Every such person who fails to do so shall be in violation of this section, and such premises not so maintained shall constitute a public nuisance. (Code 1991, art. V, ch. 7, § 110)</p> <p>INSPECTOR COMMENTS: Multiple unsecured parking blocks in need of repair. Received complaint of one blocking the sidewalk. Must be fixed within 30 days.</p>					
28505 SOUTHFIELD RD	HELP CENTER INVESTM	NOTICE DOCUMENTED AND SENT TO BUSINESS OWNER	Re-Inspection	Snow Removal Req'd	Letter Sent
28551 SOUTHFIELD RD 200	SKYWAY HOLDINGS, LL	NOTICE DOCUMENTED AND SENT TO BUSINESS OWNER	Re-Inspection	Snow Removal Req'd	Letter Sent
28455 SOUTHFIELD RD	28455 SOUTHFIELD ROA	NOTICE DOCUMENTED AND SENT TO BUSINESS OWNER	Re-Inspection	Snow Removal Req'd	Letter Sent
28035 SOUTHFIELD RD	OLEKSY INVESTMENTS,	NOTICE DOCUMENTED AND SENT TO BUSINESS OWNER	Re-Inspection	Snow Removal Req'd	Letter Sent

# Code Enforcement Report

Address	Business name	Violation	Inspection Type	Category	Status
28081 SOUTHFIELD RD	KUNZ, JAMES W	NOTICE DOCUMENTED AND SENT TO BUSINESS OWNER	Re-Inspection	Snow Removal Req'd	Letter Sent
28001 SOUTHFIELD RD	DR RAMI NAZARIAN	NOTICE DOCUMENTED AND SENT TO BUSINESS OWNER	Re-Inspection	Snow Removal Req'd	Letter Sent
27465 SOUTHFIELD RD	27465 SOUTHFIELD ROAD	NOTICE DOCUMENTED AND SENT TO BUSINESS OWNER	Re-Inspection	Snow Removal Req'd	VIOLATION
26727 SOUTHFIELD RD	BP	Temporary Sign Permit have expired and signs are still up.	Re-Inspection	Sign Violation	Letter Sent

52-25 SIGN types that require a permit.



# Code Enforcement Report

Address	Business name	Violation	Inspection Type	Category	Status
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- (c) Temporary pedestrian or A-frame signs.
- (1) A-frame signs shall be permitted in the following districts: MX and village center districts.
- (2) The area of the A-frame sign shall not exceed six square feet per side or a total of 12 square feet total.
- (3) One such sign shall be permitted per customer entrance or per on-site business, whichever is less.
- (4) The sign height of the sign structure shall be no greater than four feet and the width shall be no greater than three feet.
- (5) The sign shall not be illuminated in any manner.
- (6) The sign shall be located a minimum of three feet from the back of street curb and it shall not be located in a manner as to interfere with vehicular or pedestrian traffic flow or visibility. A four-foot minimum pedestrian clearance area is required.
- (7) The sign is permitted only during operating business hours or from the hours of 6:00 a.m. to 10:00 p.m., whichever is less, and must be stored inside when the establishment is not open to the general public.
- (8) A-frame signs shall be spaced a minimum of 20 feet apart.
- (9) The sign must be professionally constructed of weather-proof, durable material, and kept in good repair.
- (10) The sign shall have a black or silver/gray frame. Changeable message panels shall be either professionally printed or white changeable letters shall be used on a black or dark color background. A "blackboard-style" message area, similar to those used for daily restaurant specials, may all be used for all or a portion of the sign area.
- (11) The signs shall not be illuminated, nor shall they contain moving parts, or have balloons, windsocks, pinwheels, streamers, pennants, or similar adornment attached to them.

INSPECTOR COMMENTS: 14 - DAY TEMPORARY SIGN PERMIT EXPIRED. SIGNS MUST COME DOWN OR NEW PERMIT GAINED.

<b>17655 TWELVE MILE</b>	<b>TWELVE SOUTHFIELD A</b>	<b>Has been 6 days since the snow and sidewalks have still not been cleared.</b>	<b>Re-Inspection</b>	<b>COMPLAINT -</b>	<b>Letter Sent</b>
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<b>26400 LATHRUP BLVD</b>	<b>MAYFIELD, KATHY</b>	<b>6 days after snow at area and sidewalks have not been cleared causing a hazard.</b>	<b>Re-Inspection</b>	<b>Snow Removal Req'd</b>	<b>Letter Sent</b>
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<b>26400 SOUTHFIELD RD</b>	<b>SURI INVESTMENTS LLC</b>	<b>Snow removal not done 6 days after snow</b>	<b>Ordinance</b>	<b>Snow Removal Req'd</b>	<b>Letter Sent</b>
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# Code Enforcement Report

Address	Business name	Violation	Inspection Type	Category	Status
<b>17624 CAMBRIDGE BLVD</b>	<b>FORT, JOHN W</b>	<b>Ordinance 62-93</b>	<b>Code</b>	<b>Property Maintenance</b>	<b>Letter Sent</b>

<b>18171 KILBIRNIE AVE</b>	<b>AL SADI, YOUSEF A</b>	<b>Past History and Neighbor Complaint of house being used as a rental and not benig registered.</b>	<b>Re-Inspection</b>	<b>Residential Rental</b>	<b>Letter Sent</b>
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## 18-184 Rental licenses

(a) All rental units must be licensed during any period of occupancy. Rental licenses are not transferable between landlords or rental units.

(b) The following approvals must be obtained by the landlord in order to obtain a rental license:

(1) The building official shall determine that the rental unit under application has been inspected and approved within the past 18 months as in compliance with the various codes appropriate to property maintenance and construction trades, as codified in chapter 14 of the Lathrup Village Municipal Code, and, that the mechanical system has been checked and certified by a licensed mechanical contractor that the system is in safe and proper working order according to the applicable code. A building approval that has been issued within the past eighteen months does not restrict the official from requiring additional inspections as permitted by the chapter 14 codes, or when there is a complaint or other probable cause to suspect that a violation or violations of any code or section of this article may exist.

(2) A building official shall determine whether the structure(s) and uses comply with, or are exempt from, the city zoning requirements. All rental units shall comply with the city zoning ordinance or obtain a determination of lawful nonconformity from the building official or zoning board of appeals, as provided for in the zoning ordinance.

(3) Fire Marshall approval shall be required for commercial structures and those residential uses regulated by the National Fire Prevention Code.

(4) Water department approval shall be required, certifying that the water account for the structure is not delinquent.

(5) City treasurer approval shall be required, certifying that the property taxes for the parcel in question are not delinquent.

(c) Upon a finding of compliance with the provisions hereof and payment of the required fees a license shall be issued.

(d) At any time, that a finding is made by the enforcing agency that a condition exists which would constitute a hazard to health or safety, No license shall be issued and a license issued shall be suspended and an order to comply with this article shall be issued immediately and served upon the owner in accordance with section 18-196. On reinspection and proof of compliance, the order shall be rescinded and a license issued or reinstated.

(Ord. No. 363-01, pt. I, 12-3-2001)

<b>17560 SUNNYBROOK AVE</b>	<b>SHIVERS, EDWARD</b>	<b>Complaint- Care parked in driveway without a license plate</b>	<b>Re-Inspection</b>	<b>Inoperable Vehicle</b>	<b>Letter Sent</b>
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Inoperable Vehicles- Sec 416 & Sec. 5.6

# Code Enforcement Report

Address	Business name	Violation	Inspection Type	Category	Status
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This notice is to inform you that the above-described property is in violation of the City of Lathrup Village Building Code and City of Lathrup Village Zoning Ordinance Sec. 416. Inoperable and abandoned motor vehicles. No person shall cause or permit any inoperable or abandoned motor vehicles to be parked or stored in the open on any public or private property within the city such vehicles shall otherwise be kept, stored, and parked within a garage. 5.6 Inoperable and Abandoned Motor Vehicles "inoperable motor vehicle" within the meaning of this provision shall include all motor vehicles which do not have an operable engine, or do not have all of their wheels attached, or do have one or more flat tires, or are not currently licensed so as to be lawfully operated on public streets, or are otherwise so out of repair that they cannot be lawfully operated on public streets.

INSPECTOR COMMENTS: Complaint - Car parked in driveay without a license plate, deemed inoperable. This vehicle needs to be moved within 10 days of the above date or arrangements made with Code Enforcement to have the vehicle plated or removed made.

27241 SOUTHFIELD RD	PHARMACY, LATHRUP I	Spoke with Pharmacist about getting sidewalks down gave 48 Hours to have cleared after a week from the last snow	Re-Inspection	Snow Removal Req'd	Spoke W/ Reside
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18535 W 12 MILE RD STE. 1	N J GILBERT PROPERTY	Sidewalk Snow not cleared on the 12 mile sidewalk	Re-Inspection	Snow Removal Req'd	VIOLATION
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27721 BLOOMFIELD DR	VERESH, JULIE	Large amount trash at curb on a Thursday before a Monday pick-up	Re-Inspection	Curbside Violation	Letter Sent
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Trash at Curb  
 Trash items have been placed at curb before 4:00pm on Sunday.

INSPECTOR COMMENTS: Neighbor complaint large amount loose trash put at curb days before trash day.

18171 KILBIRNIE AVE	AL SADI, YOUSEF A	Large amount of trash put to curb on non garbage day. Also Tringali only contracted to take one vehicle a week.	Re-Inspection	Curbside Violation	Letter Sent
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# Code Enforcement Report

Address	Business name	Violation	Inspection Type	Category	Status
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**Trash at Curb**

Trash items have been placed at curb before 4:00pm on Sunday.

INSPECTOR COMMENTS: Received complaint large amount of trash put at curb days prior to garbage pick-up. Also items were not put into approved containers. Please Note or Trash Contractor is only paid to pick up one bulk/loose item a week.

<b>17590 LINCOLN DR</b>	<b>CRAWFORD, RANDALL</b>	<b>Inoperable Vehicle in driveway with no plate on vehicle</b>	<b>Re-Inspection</b>	<b>Inoperable Vehicle</b>	<b>Letter Sent</b>
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**Inoperable Vehicles- Sec 416 & Sec. 5.6**

This notice is to inform you that the above-described property is in violation of the City of Lathrup Village Building Code and City of Lathrup Village Zoning Ordinance Sec. 416. Inoperable and abandoned motor vehicles. No person shall cause or permit any inoperable or abandoned motor vehicles to be parked or stored in the open on any public or private property within the city such vehicles shall otherwise be kept, stored, and parked within a garage. 5.6 Inoperable and Abandoned Motor Vehicles "inoperable motor vehicle" within the meaning of this provision shall include all motor vehicles which do not have an operable engine, or do not have all of their wheels attached, or do have one or more flat tires, or are not currently licensed so as to be lawfully operated on public streets, or are otherwise so out of repair that they cannot be lawfully operated on public streets.

INSPECTOR COMMENTS: Inoperable Vehicle / No PLated Vehicle in Driveway without a plate on Vehicle. Vehicle must be legally plated, put in garage or removed from property within 21 days or could lead to court action.

<b>18805 DOLORES AVE</b>	<b>ADAIR, BRYAN</b>	<b>Scott Ringler stated on 3-14-24. Based on photos of property from 2019 and before there was a drain under the driveway at 18805. Then a new driveway and apron was put in and the drain was removed.</b>	<b>Re-Inspection</b>	<b>VIOLATION</b>	<b>Letter Sent</b>
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30-45 Restricting flow or filling of ditches.

# Code Enforcement Report

Address	Business name	Violation	Inspection Type	Category	Status
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(a) Except as otherwise provided in this article, it shall be unlawful to cover over or fill any roadside drainage ditch or to restrict the flow of any roadside drainage ditch within the city limits. However, the city administrator, upon receipt of a petition from the owners of the property adjoining and on the same side of the street of the section of the roadside drainage ditch proposed to be covered or filled or of flow to be restricted and the processing fee prescribed in section 34-208 may authorize the filling of the ditch and the installation of and the covering of a culvert in the exercise of his sound discretion under the following conditions:

- (1) The petition must be accompanied by a sketch of the construction plan proposing a system modification which conforms to sound engineering practice and which meets the following requirements:
  - a. All culverts shall connect to a storm sewer either directly or via a ditch, shall be of 12- to 15-inch diameter culvert pipe, and shall be placed at least three feet below the top of the finished grade surface.
  - b. In residential zones, the stormwater system shall have at least one storm inlet each 100 feet and an eight-inch minimum depth ditch to collect stormwater and convey it to the storm inlets.
  - c. In nonresidential zones, the stormwater system shall have at least one storm inlet at each low point, and inlets shall be spaced not more than 300 feet apart. The area in and about each covered culvert must be graded to drain to the storm inlets.
- (2) The proposed system modification must be in the best interests of the petitioners, neighboring properties and the city at large and cause no additional current or future cost or expense to the city or neighboring property owners. The city administrator may attach reasonable and appropriate conditions to his authorization to ensure that the modification will continue to meet the criteria of this subsection.
- (b) If the city administrator shall have any reasonable doubt that the proposed system modification meets the conditions and criteria specified, he shall deny the petition and direct the petitioner to appeal to the council.  
(Ord. No. 409-10, pt. II, 10-18-2010)

INSPECTOR COMMENTS: PERMIT PEXC-004-22 WAS PULLED FOR CEMENT ON THE PROPERTY BUT NO FINAL INSPECTION WAS EVER SCHEDULED OR PERMIT CLOSED. ON 3-14-23 CITY ENGINEER AND CODE ENFORCEMENT INSPECTED PROPERTY AND CONCLUDED THE DRAINAGE UNDER THE APRON WAS REMOVED.

30-41 Maintenance of ditches and culverts  
 Sec. 30-44. - Driveway culverts.  
 (a)Culverts for driveway purposes may be installed in the stormwater system ditches only after obtaining a permit from the city. They shall be inspected for proper installation and shall be approved in writing by the city before being put to use. The city shall be given at least 24 hours' advance notice of the request for culvert inspection.(b)A driveway culvert permit shall be obtained for every new building constructed in the city before construction commences.(c)Fees for driveway culvert permits shall be as provided in section 34-207.(d)Driveway culverts shall be so located so that the centerline of the driveway bisects the culverts.(e)Driveway culverts shall be not less than 18 feet or more than 30 feet long and not less than eight inches in diameter.

INSPECTOR COMMENTS: IT IS THE BELIEF OF THE CITY THAT WHEN YOUR NEW DRIVEWAY AND APRON WAS INSTALLED THAT THE CUVERT WAS REMOVED. THIS IS NOW CAUSING A HAZARD OF WATER IN YOUR NEGBORS FRONT LAWNS.

18679 RAINBOW DR	WOOLFOLK, DORIS S	Dead tree laying over sidewalk from backyard	Re-Inspection	Dead Tree	Letter Sent
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82-29 Duty to remove nuisance trees

02/23/2024

# Code Enforcement Report

Address	Business name	Violation	Inspection Type	Category	Status
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It shall be the duty of all owners and other persons in possession of real property whereon public nuisances, as established in this article, are kept or stored to remove such trees within ten days following notification that the nuisance exists.  
(Code 1991, art. V, ch. 4, § 102; Ord. No. 372-03, pt. III, 12-1-2003)

INSPECTOR COMMENTS: DEAD TREE FROM BACKYARD OF HOME LEANING OVER THE SIDEWALK MUST BE REMOVED IN 10 DAYS.

<b>18516 SARATOGA BLVD</b>	<b>SCOTT, MICHAEL</b>	<b>Property listed on VBRO as rental but not registered with Lathrup Village</b>	<b>Re-Inspection</b>	<b>Land lord license</b>	<b>Letter Sent</b>
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### 18-184 Rental licenses

- (a) All rental units must be licensed during any period of occupancy. Rental licenses are not transferable between landlords or rental units.
- (b) The following approvals must be obtained by the landlord in order to obtain a rental license:
  - (1) The building official shall determine that the rental unit under application has been inspected and approved within the past 18 months as in compliance with the various codes appropriate to property maintenance and construction trades, as codified in chapter 14 of the Lathrup Village Municipal Code, and, that the mechanical system has been checked and certified by a licensed mechanical contractor that the system is in safe and proper working order according to the applicable code. A building approval that has been issued within the past eighteen months does not restrict the official from requiring additional inspections as permitted by the chapter 14 codes, or when there is a complaint or other probable cause to suspect that a violation or violations of any code or section of this article may exist.
  - (2) A building official shall determine whether the structure(s) and uses comply with, or are exempt from, the city zoning requirements. All rental units shall comply with the city zoning ordinance or obtain a determination of lawful nonconformity from the building official or zoning board of appeals, as provided for in the zoning ordinance.
  - (3) Fire Marshall approval shall be required for commercial structures and those residential uses regulated by the National Fire Prevention Code.
  - (4) Water department approval shall be required, certifying that the water account for the structure is not delinquent.
  - (5) City treasurer approval shall be required, certifying that the property taxes for the parcel in question are not delinquent.
- (c) Upon a finding of compliance with the provisions hereof and payment of the required fees a license shall be issued.
- (d) At any time, that a finding is made by the enforcing agency that a condition exists which would constitute a hazard to health or safety, No license shall be issued and a license issued shall be suspended and an order to comply with this article shall be issued immediately and served upon the owner in accordance with section 18-196. On reinspection and proof of compliance, the order shall be rescinded and a license issued or reinstated.  
(Ord. No. 363-01, pt. I, 12-3-2001)

INSPECTOR COMMENTS: PROPERTY COMPLAINT THAT IT WAS BEING RENTED OUT ONLINE AS A RENTAL. FOUND PROPERTY LISTED ON VBRO AND HOME HAS NOT BEEN REGISTERED OR INSPECTED AS A RENTAL HOME.

<b>18266 RAINBOW DR</b>	<b>COOK, GREGORY</b>	<b>RECEIVED COMPLAINT FROM NEIGHBOR ABOUT TRASH IN YARD AND TRASH CANS TIPPED OVER FOR WEEKS. NEIGHBORS CONTINUE COMPLAIN OF HOUSE BEING USED AS A RENTAL FOR PARTIES AND NOT MAINTAINED.</b>	<b>Re-Inspection</b>	<b>COMPLAINT -</b>	<b>Letter Sent</b>
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# Code Enforcement Report

Address	Business name	Violation	Inspection Type	Category	Status
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**5.3 WASTE AND RUBBISH**

1. No garbage, sewage, filth, refuse, waste, trash, debris, or rubbish, including cans, bottles, wastepaper, cartons, boxes, crates, inoperable machinery, discarded building materials, discarded household goods, or any offensive or obnoxious matter, shall be kept in open containers or piled, placed or stored on the open ground. The owners and occupants of every building shall provide proper receptacles for said waste and keep receptacles clean and not exposed on the grounds outside of a building. Rubbish may, however, be placed at roadside for pickup on designated days in conformity with the city's ordinances regulating rubbish collections.

INSPECTOR COMMENTS: A.) RECEIVED NEIGHBOR COMPLAINT THAT LOOSE TRASH IN FRONT AND SIDE YARDS. INSPECTED PROPERTY AND CONFIRMED. TRASH CAN TIPPED OVER AND LITTER BLOWING THROUGH NEIGHBORHOOD. ALL GARBAGE NEEDS TO BE BAGGED OR IN AN ENCLOSED CONTAINER. PROPERTY OWNER WILL BE TICKETED IF NOT CLEANED UP WITHIN 48 HOURS OF RECEIVING NOTICE. NEIGHBORS STATE PROPERTY BEING RENTED OUT FOR PARTIES.

B.) PROPERTY IS NOT LISTED WITH CITY AS A VACANT OR A RENTAL.

<b>19439 SUNNYBROOK AVE MARSHALL, RAYMOND</b>	<b>Inoperable Vehicle in driveway with no plate and flat tire.</b>	<b>Re-Inspection</b>	<b>COMPLAINT -</b>	<b>Letter Sent</b>
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**Inoperable Vehicles- Sec 416 & Sec. 5.6**

This notice is to inform you that the above-described property is in violation of the City of Lathrup Village Building Code and City of Lathrup Village Zoning Ordinance Sec. 416. Inoperable and abandoned motor vehicles. No person shall cause or permit any inoperable or abandoned motor vehicles to be parked or stored in the open on any public or private property within the city such vehicles shall otherwise be kept, stored, and parked within a garage. 5.6 Inoperable and Abandoned Motor Vehicles "inoperable motor vehicle" within the meaning of this provision shall include all motor vehicles which do not have an operable engine, or do not have all of their wheels attached, or do have one or more flat tires, or are not currently licensed so as to be lawfully operated on public streets, or are otherwise so out of repair that they cannot be lawfully operated on public streets.

INSPECTOR COMMENTS: VEHICLE IN DRIVEWAY NOT PLATED AND WITH FLAT TIRE. ( INOPERABLE) VEHICLE NEEDS TO BECOME OPERABLE WITHIN 14 DAYS.

<b>27475 GOLDENGATE W DI FISHER, SEAN ANDRE</b>	<b>Initial Complaint sent on 3-28-23 with no compliance. Tree maintenance on property shall be properly maintained at all times. Trim and remove all damaged/broken/hanging limbs from trees/fence line/house. Remove dead trees/limbs as needed.</b>	<b>Re-Inspection</b>	<b>Property Maintenance</b>	<b>Letter Sent</b>
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**Sec. 82-29. - Duty to remove nuisance trees.**

It shall be the duty of all owners and other persons in possession of real property whereon public nuisances, as established in this article, are kept or stored to remove such trees within ten days following notification that the nuisance exists.

INSPECTOR COMMENTS: Tree maintenance on property shall be properly maintained at all times. Trim and remove all damaged/broken/hanging limbs from trees/fence line/house. Remove dead trees/limbs as needed.

## Code Enforcement Report

Address	Business name	Violation	Inspection Type	Category	Status
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302.5 Rodent harborage.

Structures and exterior property shall be kept free from rodent harborage and infestation. Where rodents are found, they shall be promptly exterminated by approved processes that will not be injurious to human health. After pest elimination, proper precautions shall be taken to eliminate rodent harborage and prevent reinfestation.

INSPECTOR COMMENTS: The large piles of dead materials in backyard is causing rodent harborage and needs to be removed from backyard.

<b>17435 REDWOOD AVE</b>	<b>JACKSON, FRANCES J</b>	<b>Vehicle parked blocking the sidewalk for multiple days</b>	<b>Re-Inspection</b>	<b>Vehicle Storage</b>	<b>Letter Sent</b>
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#### 4.1 OUTSIDE STORAGE AND PARKING

57.674 Prohibited Parking; violation as civil infraction.

Sec. 674.

(1) A vehicle must not be parked on a sidewalk except if necessary to avoid conflict with other traffic or in compliance with the law or the directions of a police officer or traffic-control device

INSPECTOR COMMENTS: Warning - Car found blocking the public sidewalk multiple time this is violation a local ordinance and state law. Please refrain from parking vehicles on the sidewalk going forward.

<b>19010 WILTSHIRE BLVD</b>	<b>MOHSEN, NAWAL</b>	<b>Black Cargo Trailer parked in driveway for multiple weeks</b>	<b>Re-Inspection</b>	<b>Trailer / PODS</b>	<b>Letter Sent</b>
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#### 4.1 OUTSIDE STORAGE GARDEN TRAILERS, SNOWMOBILES

5. The outside storage of garden trailers, snowmobiles, all-terrain vehicles, trailers for the aforementioned, or the like, unless they are stored in the rear or side yards and screened from the view of persons on public streets. The aforementioned shall not be stored closer than five feet to any building or within five feet of the rear or side yard property line, nor shall they be more than six feet in height above the surface upon which the aforementioned are parked or stored. All such storage shall be upon a parking surface of concrete, asphalt or brick pavers and the driveway access to the parking surface shall be of the same or similar material. A violation of this subsection shall be a civil infraction.

INSPECTOR COMMENTS: BLACK TRAILER PARKED IN DRIVEWAY FOR MULTIPLE WEEKS. TRAILER MUST BE REMOVED FROM DRIVEWAY AND STORED OFFSITE UNLESS LOADING AND UNLOADING. ANY QUESTIONS OR CONCERNS FEEL FREE TO GIVE ME A CALL.

<b>19050 SAN QUENTIN DR</b>	<b>BELL, MATTHEW</b>	<b>TRAILER PARKED IN DRIVEWAY</b>	<b>Re-Inspection</b>	<b>COMPLAINT -</b>	<b>Letter Sent</b>
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#### 4.1 OUTSIDE STORAGE GARDEN TRAILERS, SNOWMOBILES



## Code Enforcement Report

Address	Business name	Violation	Inspection Type	Category	Status
<p>5. The outside storage of garden trailers, snowmobiles, all-terrain vehicles, trailers for the aforementioned, or the like, unless they are stored in the rear or side yards and screened from the view of persons on public streets. The aforementioned shall not be stored closer than five feet to any building or within five feet of the rear or side yard property line, nor shall they be more than six feet in height above the surface upon which the aforementioned are parked or stored. All such storage shall be upon a parking surface of concrete, asphalt or brick pavers and the driveway access to the parking surface shall be of the same or similar material. A violation of this subsection shall be a civil infraction.</p> <p>INSPECTOR COMMENTS: RECEIVED COMPLAINT OF ABOVE ORDINANCE THAT A BLACK CARGO TRAILER PARKED IN DRIVEWAY CAN ONLY BE STORED FOR TEMPORARY LOADING AND UNLOADING NOT STORAGE. PLEASE REMOVE TRAILER WITHIN 14 DAYS OF NOTICE. IF YOU HAVE ANY QUESTIONS OR CONCERNS PLEASE CONTACT ME AT THE NUMBER BELOW.</p>					
<b>18174 CAMBRIDGE BLVD</b>	<b>HENGSTEBECK, JAMES</b>	<b>Fence not completed or inspected, before permit expired. Received complaint fence is open letting animals in backyard.</b>	<b>Re-Inspection</b>	<b>COMPLAINT -</b>	<b>Letter Sent</b>
<p>302.7 Accessory structures. Accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair.</p> <p>INSPECTOR COMMENTS: FENCE PERMIT PULLED ON 8-16-23 AND EXPIRED ON 2-16-24 WITHOUT FINAL INSPECTION. SPOKE WITH RESIDENT INSPECTION SCHEDULED</p>					
<b>18160 CAMBRIDGE BLVD</b>	<b>FRANK, KOREE</b>	<b>RESIDENT COMPLAINT - DOG WAS CHASED DUE TO FENCE NOT PROPERLY REPAIRED.</b>	<b>Re-Inspection</b>	<b>Accessory Structure</b>	<b>Letter Sent</b>
<p>302.7 Accessory structures. Accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair.</p> <p>INSPECTOR COMMENTS: TEMPORARY FENCE PUT UP IS NOT TO CODE AND CREATING ANIMAL WELFARE RISK. COMPLAINT MADE BY RESIDENT. NEEDS TO BE FIXED WITHIN 7 DAYS OR NOTIFY BUILDING DEPARTMENT OF THE PLAN OF REPAIR.</p>					
<b>28927 SOUTHFIELD RD</b>	<b>VINTAGE VILLAGE</b>	<b>Temporary Banner Permit has expired and sign needs to come down.</b>	<b>Re-Inspection</b>	<b>Sign Violation</b>	<b>Letter Sent</b>

02/23/2024

# Code Enforcement Report

Item 8F.

Address	Business name	Violation	Inspection Type	Category	Status
28584 SUNSET W BLVD	JACKSON, CURTIS L	Received compaint of yard waste in street. Spoke with resident that this service did not start till April and needed to be moved out of street	Re-Inspection	Yard waste	Spoke W/ Reside

**Records: 41**

Page: 15



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

**MEMORANDUM**

**To:** LVDDA Board of Directors  
**From:** Susie Stec, CED/DDA Director  
**Date:** February 13, 2024  
**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 is submitted for your review.

**Upcoming DDA Events**

- Time Management & Mastery Workshop, February 22<sup>nd</sup>, 8:30 am – 10:30 am  
\* Tri-City Partnership

**Commercial Business/Property Updates**

- 28901 Southfield Rd (Papa’s Pizza & BBQ) – OPEN. Business is seeking signage variance. Working with DDA to setup a ribbon cutting.
- 27300 Southfield Road –Revised plans submitted in January; site plans to be considered at the February PC meeting.
- 27411 Southfield Road (Jay Birds Bar & Grill) – New restaurant seeking to locate in former Salvatore Scallopini space. They are seeking Special Land Use approval to allow for alcohol sales; a public hearing will be held at the February PC meeting with a final decision made by City Council at their upcoming meeting.
- 27777 Southfield Road (Panera Bread) – OPEN. They will be seeking an amendment to the PUD Agreement to allow for the installation of a monument sign.
- 27601 Southfield Road (Surnow LV Center) – Obtained site plan approval by Planning Commission on Sept. 19<sup>th</sup>. No estimated construction start date yet.

**Infrastructure**

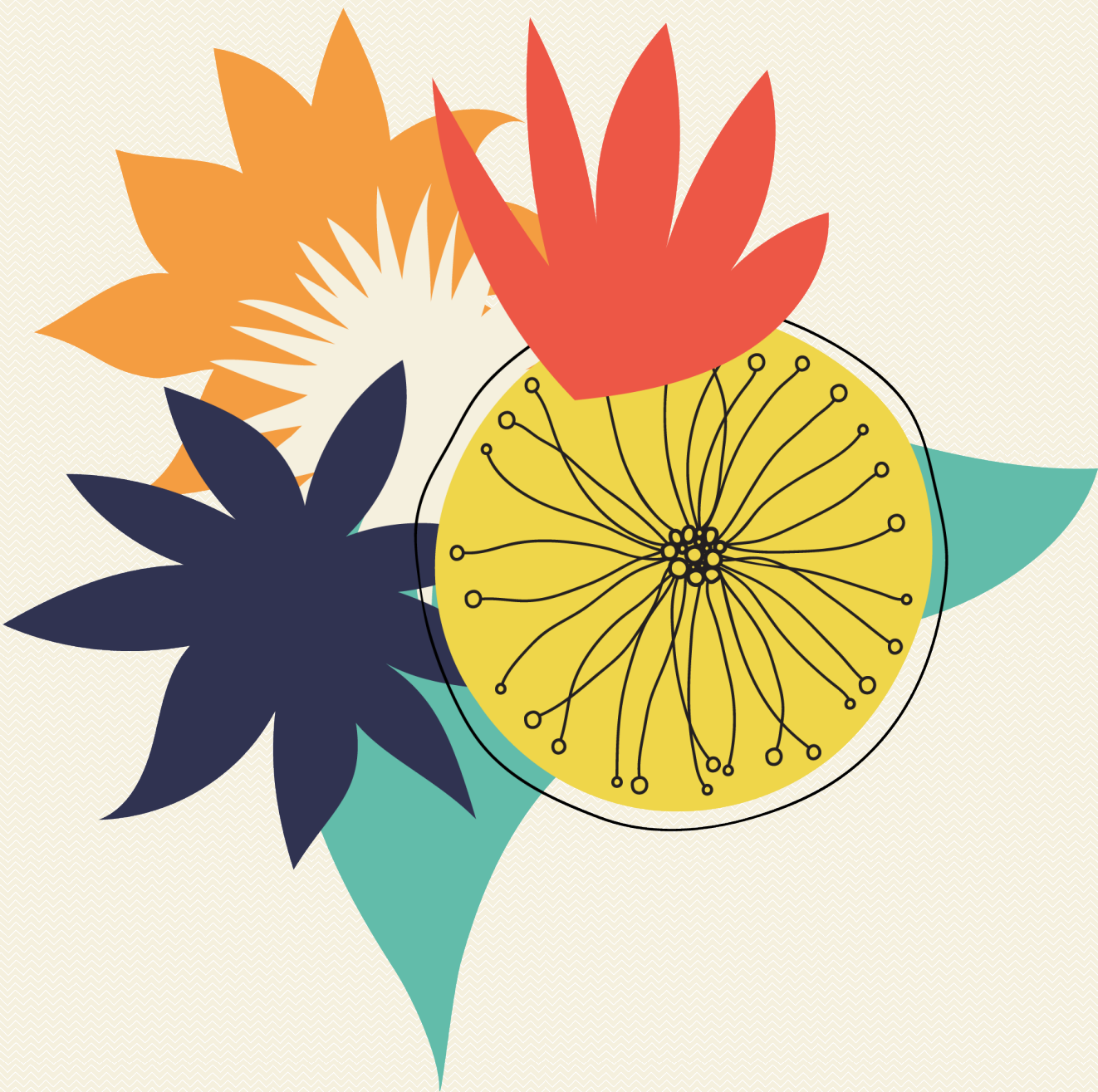
- Resurfacing of Southfield Road is anticipated to begin mid-April/early-May to July. Staff is working with RCOC to arrange another public meeting with the businesses.
- Alley & approach work is planned from April to mid-June.



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### Miscellaneous

- Staff is working to develop a standalone website and setup meetings with Board & Committee members to obtain feedback prior to launching. It will be linked to the city's website to ensure users can locate all information.
- Planning Commission is beginning to explore ways to mitigate parking challenges throughout the district. They have expressed an interest in working more closely with the DDA.
- DDA is continuing to collaborate with Oak Park, Southfield, and Southfield Area Chamber of Commerce, and MSOC (Tri-City Partnership) for free/low-cost business workshops. We will be looking for sponsors to defray costs. Planning is underway for 2024 workshops which are intended to include in-person and virtual learning opportunities, as well as networking opportunities.
- DTE Tree Grant has been reissued for planting work in the DDA district. The Beautification Committee has been working over several months to finalize species. Revised quotes are in process.
- MSOC was informed our RAP2.0 grant proposal was not selected for funding. MSOC has secured funding through the OC Board of Commissioners; however, there is still a funding gap to be addressed. A grant application for \$50K was submitted for the GM Match on Main; grant awards will be announced in early 2024. LVDDA staff will continue to explore additional funding streams for the Municipal Park Renovation, as well as refine the project scope as needed.



Lathrup Village

Downtown Development Authority

2023 Annual Report





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

In accordance with PA 57 of 2018, the Lathrup Village Downtown Development Authority (LVDDA) submits the following information to fulfill the reporting requirements of the aforementioned act.

### History & Mission

The LVDDA was formed and established in 1998 and expanded in 1999. Its mission is to *undertake public improvements that have the greatest impact to strengthen the downtown area and attract new investments*. To serve this mission, the LVDDA is dedicated to combining public and private resources for the physical and economic development of properties located within the district borders. LVDDA is active in the Main Street Oakland County program and is at the Associate Level.

The Board of Directors is comprised of nine members consisting of the mayor and eight appointees who are confirmed by City Council for four-year terms. These members have a vested interest in the district as a property owner, business owner/interest, and/or resident. As of December 31, 2023, the Board of Directors is comprised of the following individuals:

Name	Office	Stake in District	Term Ends
Dr. Patricia Felton	Member	Business	2/1/2027
Bryan Ford	Vice Chair	Resident	2/1/2024
Kelly Garrett	Member	Mayor	n/a
Charlotte Jones	Member	Business	2/1/2026
Bobbi Lovins	Member	Business	2/1/2024
Scott McKee	Member	Police Chief	n/a
Fred Prime	Chair	Resident	2/1/2026
Pam Shermeyer	Secretary	Resident	2/1/2025
Dan Sugg	Member	Business	2/1/2026

The LVDDA activities are supported by the following City of Lathrup Village staff:

DDA Staff	Title
Susie Stec	Director- DDA/Community & Economic Development
Brittany Dorsey	Manager - DDA and Special Events
Pam Bratschi	Treasurer

In 2023, the LVDDA Board of Directors had eight (8) regular meetings, two (2) special meetings, one (1) regular meeting that was treated as a workshop due to lack of quorum, and formally canceled two (2) meetings. *See Appendix A* for a complete meeting schedule and attendance roster.

The LVDDA runs on a June/July fiscal year, which mirrors that of the City of Lathrup Village. Therefore, LVDDA’s budgeted revenues, expenses, and fund balances for Fiscal Years 2023/24 and 2022/23 are shown below.

	Original Budgeted Revenues	Actual Revenues	Original Budgeted Expenses	Actual Expenses	Fund Balance
FY 23/24**	\$437,364	\$53,531	\$932,790	\$193,685	\$1,284,694
FY 22/23	\$377,726	\$489,396	\$828,911	\$293,531	\$1,417,080

\*\*As of 12/31/23

## Synopsis of LVDDA Activities, Accomplishments, & Events

Many of the challenges which began at the end of 2021 persisted into 2023 for both the city and DDA. A City Administrator was hired in July 2022 and resigned in June the following year. Similarly, a Code Enforcement Officer was hired and then left six months later for a new position. Lastly, the Treasurer for the city and DDA retired at the end of December with 23 years of service to the community. While both the City Administrator and Code Enforcement Officer positions have since been filled (December 2023 and July 2023, respectively), the Treasurer remains open.

Despite the turnover in staffing, LVDDA continues to make progress implementing various elements the Development and TIFA Plan. This includes continued investment in the physical infrastructure of the district, advocate to the Road Commission for Oakland County (RCOC) for improved pedestrian amenities, fund district-wide façade improvement & sign grant programs and implement initiatives to support the business which comprise the district.

LVDDA organized and implemented standing events/programs such as a Spring Planting Party, Southfield Road Corridor Cleanups,





Juneteenth: Unity in the Community, and Boys 2 Men Youth Mentoring partnership with the City. LVDDA also planned and implemented new programs including a DEI Panel Discussion, free workshop series in partnership with Oak Park, Southfield, Southfield Area Chamber of Commerce, and Main Street Oakland County, and the very successful Lathrup Village Music Festival.

### Accomplishments

#### Informational Meetings

Per the requirements set forth in PA 57 of 2018, LVDDA held informational meetings on April 21<sup>st</sup> and November 1<sup>st</sup>. Approximately two dozen individuals attended these meetings. These meetings were held in-person. *See Appendix B for the FY23 PA57 Annual Report* required by the state.



#### Tri-City Workshops

LVDDA partnered with Oak Park, Southfield, Southfield Area Chamber of Commerce, and Main Street Oakland County to offer free quarterly learning opportunities to the businesses in our communities. Workshops covered topics related to small businesses financing, marketing, and holiday mixer.



#### Streetscaping Projects



Held planting parties for the hanging baskets, flowerpots around City Hall, and worked with local business Hortulus Gardens to maintain the flowerbeds.

#### Infrastructure Improvements

Since its inception in 1998, LVDDA has been building its fund balance in order to have matching funds for the eventual reconstruction of Southfield Road. While that project still remains unfunded, the board of directors has made a concerted effort to invest in physical improvements to the district.



- Sidewalk Replacement Program - LVDDA is funding the Sidewalk Replacement Program in the Downtown District over the course of three (3) years.
  - In 2022, LVDDA invested \$40,670 for the replacement of 4,652 lineal feet of sidewalk along 11 Mile Road.
  - The 3-year investment total was \$365,832 for the replacement of 40,694 sft.
- LVDDA had an Alley Assessment completed in order to prepare a 5-year plan for the improvement and maintenance of the alleys and

approaches.

- In 2023, six (6) alley approaches & two (2) alleys were replaced.



- RCOC gave LVDDA the go-ahead to install a HAWK pedestrian signal south of I-696. HRC was engaged to complete the traffic design and engineering work necessary and submitted a grant application for its construction. LVDDA was awarded an MDOT Safety Grant in the amount of \$291,680. Installation is expected in late 2024/early 2025.
- LVDDA successfully advocated for the installation of two (2) additional pedestrian crossings as part of RCOC’s planned resurfacing work in 2024. This represents a huge step forward in increase pedestrian safety, accessibility, and connectivity in the commercial district and community as a whole.



## Events & Promotional Campaigns

### Lathrup Village Music Festival



LVDDA partnered with residents to host the first Lathrup Village Music Festival in September. This was a hyper-local event that featured local musicians, food vendors including Lathrup Village-based food trucks 44 Burrito and Wetzels Pretzels, Lathrup Village businesses and resident – makers. Over 500 people – a mix of residents and regional visitors – attended the well-received event.



### Southfield Road Corridor Clean-Up

LVDDA “adopted” Southfield Road two years ago and continues to hold corridor clean-ups in June, July, and October. These clean-ups typically have two dozen volunteers – a mix of residents and volunteers.

### Juneteenth Celebration: Unity in the Community

LVDDA hosted the 3<sup>rd</sup> Annual Juneteenth Celebration: Unity in the Community. on June 17, 2023. The day was planned in collaboration with the Juneteenth Task Force and Promotions Committee. The celebration included an array of activities including a storyteller, hustle instructor, live music, kids activities, vendors and artists.



### Adopt-A-Senior/Boys 2 Men Partnership

LVDDA partnered with Lathrup Village non-profit Boys 2 Men on an initiative to provide participating youth with job opportunities and life skills. These young men performed light yard work and clean-up activities for residents in the Police Department’s Adopt-A-Senior Program. They also helped LVDDA maintain our flowerbeds, hanging baskets, and much more.

Appendix A – 2023 DDA Board of Directors Attendance

**DDA Board Meeting Attendance**

	Felton	Ford	Garrett	Jones	Lovins	McKee	Montenegro	Prime	Shermeyer	Sugg
1/20/2023	na	x	x	x	x	x	na	e	x	e
2/17/2023	na	canceled	canceled	canceled	canceled	canceled	canceled	canceled	canceled	canceled
3/17/2023	na	x	x	x	x	na	x	x	x	x
4/21/2023	na	x	x	x	x	na	x	e	e	e
5/19/2023	na	x	e	x	x	na	x	x	x	x
6/16/2023	na	e	e	x	x	na	x	x	x	x
6/29/2023	e	x	x	x	x	x	na	x	x	x
7/21/2023	x	x	e	x	e	e	na	e	x	x
8/22/2023	x	x	x	x	x	x	na	x	x	x
9/15/2023	e	x	x	x	e	e	na	A	x	x
10/20/2023	x	x	e	e	e	x	na	e	x	x
11/17/2023	canceled	canceled	canceled	canceled	canceled	canceled	na	canceled	canceled	canceled
12/15/2023	e	e	e	e	e	x	na	x	x	x

x - present  
 e - excused  
 na - not applicable  
 a - absent



**Annual Report on Status of Tax Increment Financing Plan**

Send completed form to: <a href="mailto:Treas-StateSharePropTaxes@michigan.gov">Treas-StateSharePropTaxes@michigan.gov</a>	<b>City of Lathrup Village</b>	TIF Plan Name	For Fiscal Years ending in
Issued pursuant to 2018 PA 57, MCL 125.4911 Filing is required within 180 days of end of authority's fiscal year ending in 2022. MCL 125.4911(2)	<b>Downtown Development Authority</b>	Development Plan and Tax Increment Financing Plan	<b>2023</b>
Year AUTHORITY (not TIF plan) was created:		1998	
Year TIF plan was created or last amended to extend its duration:		2011	
Current TIF plan scheduled expiration date:		1/24/2040	
Did TIF plan expire in FY22?		No	
Year of first tax increment revenue capture:		1998	
Does the authority capture taxes from local or intermediate school districts, or capture the state education tax? Yes or no?		No	
If yes, authorization for capturing school tax:			
Year school tax capture is scheduled to expire:			

<b>Revenue:</b>	Tax Increment Revenue	\$	453,978
	Property taxes - from DDA millage only	\$	27,490
	Interest	\$	39,300
	State reimbursement for PPT loss (Forms 5176 and 4650)	\$	-
	Other income (grants, fees, donations, etc.)	\$	22,364
	<b>Total</b>	\$	543,132

Tax Increment Revenues Received	Revenue Captured	Millage Rate Captured
From counties	\$ 62,970	4.3117
From cities	\$ 341,386	23.3748
From townships	\$ -	
From villages	\$ -	
From libraries (if levied separately)	\$ -	
From community colleges	\$ 21,747	1.4891
From regional authorities (type name in next cell)	SOCORA/Refuse \$ 38,470	2.6341
From regional authorities (type name in next cell)	HCMA \$ 3,022	0.2070
From regional authorities (type name in next cell)	Oakland Transit \$ 13,873	0.9500
From local school districts-operating	\$ -	
From local school districts-debt	\$ -	
From intermediate school districts	\$ -	
From State Education Tax (SET)	\$ -	
From state share of IFT and other specific taxes (school taxes)	\$ -	
<b>Total</b>	<b>\$ 481,468</b>	

<b>Expenditures</b>	Salaries (FT/PT, Taxes & Benefits)	\$	220,629
	Office Supplies	\$	507
	Auditing & Accounting	\$	800
	Training/Memberships	\$	8,575
	Main Street Program	\$	5,524
	Streetscaping	\$	9,047
	Planning/Consulting Fees	\$	15,497
	Printing/Publication Costs	\$	972
	Repairs & Maintenance	\$	335,203
	Miscellaneous Expenditures	\$	1,007
	Depreciation Infrastructure	\$	29,714
Transfers to other municipal fund (list fund name)		\$	-
Transfers to other municipal fund (list fund name)		\$	-
	Transfers to General Fund	\$	-
	<b>Total</b>	\$	627,474

<b>Total outstanding non-bonded indebtedness</b>	Principal	\$	-
	Interest	\$	-
<b>Total outstanding bonded indebtedness</b>	Principal	\$	-
	Interest	\$	-
	<b>Total</b>	\$	-

**Bond Reserve Fund Balance** \$ -

**Unencumbered Fund Balance** \$ 1,284,694

**Encumbered Fund Balance** \$ -

PROPERTY CATEGORY	Current Taxable Value	Initial (base year) Assessed Value	Captured Value	Overall Tax rates captured by TIF plan	
				TIF Revenue	
Ad valorem PRE Real	\$ 1,942,620	\$ 753,682	\$ 1,188,938	32.9667000	\$39,195.36
Ad valorem non-PRE Real	\$ 30,701,780	\$ 15,468,843	\$ 15,232,937	32.9667000	\$502,179.66
Ad valorem industrial personal	\$ -	\$ -	\$ -	0.0000000	\$0.00
Ad valorem commercial personal	\$ 1,796,980	\$ 3,613,750	\$ (1,816,770)	32.9667000	(\$59,892.91)
Ad valorem utility personal	\$ -	\$ -	\$ -	0.0000000	\$0.00
Ad valorem other personal	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility real property, 0% SET exemption	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility real property, 50% SET exemption	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility real property, 100% SET exemption	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility personal property on industrial class land	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility personal property on commercial class land	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility personal property, all other	\$ -	\$ -	\$ -	0.0000000	\$0.00
Commercial Facility Tax New Facility	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT Replacement Facility (frozen values)	\$ -	\$ -	\$ -	0.0000000	\$0.00
Commercial Facility Tax Restored Facility (frozen values)	\$ -	\$ -	\$ -	0.0000000	\$0.00
Commercial Rehabilitation Act	\$ -	\$ -	\$ -	0.0000000	\$0.00
Neighborhood Enterprise Zone Act	\$ -	\$ -	\$ -	0.0000000	\$0.00
Obsolete Property Rehabilitation Act	\$ -	\$ -	\$ -	0.0000000	\$0.00
Eligible Tax Reverted Property (Land Bank Sale)	\$ -	\$ -	\$ -	0.0000000	\$0.00
<b>Exempt (from all property tax) Real Property</b>	\$ -	\$ -	\$ -	0.0000000	\$0.00
<b>Total Captured Value</b>		\$ 19,836,275	\$ 14,605,105	<b>Total TIF Revenue</b>	<b>\$481,482.12</b>



2023 Planning Commission Annual Report  
February 2024

Prepared with Assistance by:



# 2023 Planning Commission Annual Report

## Introduction

The Michigan Planning Enabling Act (P.A. 33 of 2008, as amended) requires the Planning Commission to prepare, file and present an annual written report to the City Council. This document is intended to meet the state requirement as well as provide an overview of 2023 accomplishments.

The Planning Commission in Lathrup Village is comprised of seven members. These members come from a variety of professional backgrounds in architecture, business, finance, city planning, and education. The various perspectives and knowledge brought by these members creates a well-rounded Commission that maintains fair and thoughtful deliberations.

## 2023 Planning Commission Roster - as of December 31, 2023

The Planning Commission experienced some turnover in late 2023, largely as the result of city elections. Mr. Hammond was elected to City Council, which compelled his resignation. He was then appointed to serve as the City Council Liaison, replacing Mayor Pro Tem Kantor. The resulting vacancy was not filled before the end of the calendar year.

Name	Term Ending
Jason Hammond, City Council Liaison	
Les Stansbery (Vice Chair)	2025
Wilbert Fobbs III (Secretary)	2026
Mark Dizik	2025
Robert "Bo" Tamarelli	2024
Krista McClure	2025
(vacant)	

## Community & Economic Development Department Staff

Susan Stec, Community & Economic Development Director.

Giffels Webster assists the city with planning and zoning services. The GW team assists city staff with technical planning and zoning related calls, emails, and visits to the city. They also prepare reviews, memoranda, and reports for the Planning Commission, ZBA, and City Council, as needed. They attend all Planning Commission meetings as well as City Council meetings as requested. The GW team is directed by Jill Bahm, AICP, partner at GW, and supported by Eric Pietsch, senior planner, as well as our GIS team.

## 2023 Department Activities

### Development Reviews

In 2023, the Planning Commission reviewed five (5) site plan review and one (1) special land use applications; Zoning Board of Appeals considered two applications; and there were three (3) administrative site plan reviews by staff.

**Site Plan Reviews.** Site plan review takes place when an application is submitted for new construction, additions, and/or changes in use to ensure that development plans meet the standards of the Zoning Ordinance. These standards are primarily non-discretionary standards – these are objective standards such as setback, landscaping, lighting, and parking requirements.

Five site plans were reviewed by the Planning Commission in 2023. Two site plans represented applications to amend previously approved site plans, one accompanied a special land use request, one application is for a complete exterior renovation, and the final one represents a change of use and is still under review by the Planning Commission. Site plan approvals are valid for twelve months, with a one-year extension permitted by the Planning Commission. These site plans included:

- 26727 Southfield Road – BP Gas Station (Modification for screen wall)
- 27701 Southfield Road – The Event House (change of use & special land use)
- 26780 Southfield Road – 44 Burrito (patio)
- 27601 Southfield Road – Oakland Development, LLC (façade renovation)
- 27300 Southfield Road – Abro Management/Skylar Laundromat (pending review, façade renovations & change of use)

**Special Land Uses.** Special land uses are uses that may be permitted in certain locations within the city, provided that certain standards are met. The Zoning Ordinance provides general standards for special land uses, and some uses have their own additional standards. Generally, most standards are non-discretionary, but there are some discretionary standards that the Planning Commission considers during the review process. A site plan is required with special land use request, with the Planning Commission acting on the site plan and making a recommendation to City Council on the special land use request. There was one special land use request submitted to the city in 2023 – for The Event House on Southfield Road.

**Public Input/Public Hearings.** The Planning Commission meetings are open to the public, and “public comment” is an agenda item at every meeting. Public hearings are required for PUD, special land use, and rezoning applications. Throughout 2023, there was one development review item that required public hearing (The Event House). Additionally, three public hearings were held

for the zoning ordinance amendments discussed below, and one for the 2023-2028 Capital Improvements Plan.

## Zoning Updates

The Planning Commission worked on several amendments to the Zoning Ordinance this year:

- **Dumpster/Rubbish.** During a development plan review, the Planning Commission identified a conflict between the Zoning Ordinance and General Code of Ordinances. Amendments were drafted to bring the conflicting standards into alignment. A public hearing was held in early 2023.
- **Laundromats.** Staff received an application to establish a laundromat, for which no standards existed in the Zoning Ordinance. The Planning Commission was first tasked with determining whether laundromats are a permitted use; it was found to be aligned with the definitions of personal service. The Planning Commission then discussed and established parking standard criteria.
- **Mobile Food Vending.** Staff was receiving regular requests for mobile food vendors to operate in zoning districts other than Village Center. These requests were from established businesses looking to host food trucks as part of a larger events for customers, similar to a caterer, and from food trucks looking to operate in the city. The Planning Commission considered permitting mobile food vending in the Mixed Use (MX) district.
- **Future amendments:** In mid-2023, the Planning Commission identified several areas of the Zoning Ordinance that could benefit from amendments including definitions, permitted uses, and inclusion of solar energy standards. The Planning Commission also began discussing parking regulations. It is expected those discussions will continue through the early half of 2024 with amendments prepared in the second portion of the year.

## Other Highlights

- The Community & Economic Development Department continues to have discussions about long-range improvements to Southfield Road with the Road Commission for Oakland County (RCOC).
  - The city's Downtown Development Authority (DDA) has built upon these conversations and received permission from RCOC to install a HAWK signal near the intersection of Margate Avenue and Southfield Road. The DDA was successfully awarded a State Highway Safety Improvement Program to implement this project. Installation is expected in early 2025; delay is due to material shortages.



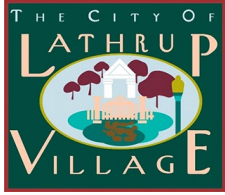
- A grant writer has been secured through SEMCOG to draft an application for Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant funding. If successful, this grant will allow the city/DDA and RCOC to implement the first phase of the long-awaited Southfield Road Reconstruction (Meadowood Avenue to Cambridge Boulevard).
- The Community & Economic Development Department continues to work with Main Street Oakland County on redevelopment strategies and organizational support.

## Meetings

Body	Number of Meetings
Planning Commission	11
Zoning Board of Appeals	2
Joint City Council, Downtown Development Authority & Planning Commission	0

## The Year Ahead

**Zoning Amendments.** The Comprehensive Plan includes zoning action strategies that recommend specific changes needed to the Zoning Ordinance. Zoning-related work has been initiated with the research on amendments that promote sustainability noted above. The Planning Commission initiated discussion related to reevaluating parking regulations in the commercial districts of the city. The Planning Commission has expressed a desire to work more closely with the DDA to better support new and existing business/property owners seeking to redevelop commercial sites in the city.



**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 26, 2024  
RE: Special Assessment Resolution - #2024-01

**Background Brief:** Each year the City considers the adoption of special assessment rolls to move unpaid bills to the tax roll. Included in this special assessment roll are unpaid bills for the parcels who have not paid their invoice or have an approved payment plan with the City for the recent sidewalk and ditch/culvert programs.

**Previous Action:** February 6, 2023 – Adopted of Special Assessment Roll # 2022-01

**Economic Impact:** \$96,585.23 in anticipated revenue to be collected via summer taxes.

**Recommendation:** It is my recommendation to approve the enclosed special assessment resolution as presented.

**Recommended Motion:**

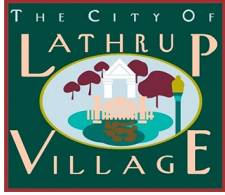
Moved by Council Member \_\_\_\_\_ seconded by Council Member \_\_\_\_\_  
to adopt the special assessment resolution – roll no. 2024-01.

**Enclosed:**

- Special Assessment Resolution
- Roll

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<b>Kelly Garrett</b> Mayor	<b>Bruce Kantor</b> Mayor Pro-Tem	<b>Jalen Jennings</b> Council Member	<b>Dalton Barksdale</b> Council Member	<b>Jason Hammond</b> Council Member
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**City of Lathrup Village**  
27400 Southfield Road  
Lathrup Village, MI 48076  
[www.lathrupvillage.org](http://www.lathrupvillage.org) | (248) 557-2600

**SPECIAL ASSESSMENT RESOLUTION – ROLL NO. 2024-01**

**Whereas**, various costs and expenses have been incurred and remain unpaid, and/or sums are otherwise subject to being specially assessed to various owners and parcels for general purposes (including sidewalk replacements, ditch and culvert maintenance, and the like provided by the City) under the applicable provisions of the City Charter and the Municipal Code; and

**Whereas**, the City Administrator has reported to the Council the various owners and parcels involved; and

**Whereas**, the City Council has elected to exercise its optional powers granted by statute, Charter, and Ordinances to fix and place a record of the lien amounts by levying a Special Assessment, the City Administrator’s Report has been deemed to be a tentative Special Assessment Roll, and said Roll has been placed on file with the City Clerk for public inspection and review; and

**Whereas**, a public hearing has been held for the consideration of all matters bearing upon the review and confirmation of a Special Assessment Roll after due notice of said hearing has been given by publication and by mailing to the owners of the affected lands; and

**Whereas**, the Council has considered all matters bearing upon the correctness and propriety of the tentative Special Assessment Roll and, in the course of reviewing said Roll, has caused such corrections and adjustments to be made as are proper to reduce said Roll to its present form as on file with the City Clerk;

**Now, Therefore, Be It Resolved:**

1. That the City Council does hereby confirm the Special Assessment Roll for general purposes as prepared by the City Administrator with such corrections and adjustments and corrections as have heretofore been made to such Roll at the direction of the Council and as now on file with the City Clerk.
2. That such Roll is hereby designated No. 2024-01.
3. That such amounts as have been assessed in said Roll are hereby declared to be a debt to the City from the persons to whom they are assessed and shall until paid be alien upon the property assessed for the amount of such assessment and all interest and charges thereon as provided by law and this Resolution.
4. That such assessments shall be deemed to be due and payable as provided by law and be collected as so provided.

The undersigned hereby certifies to the Assessor that the foregoing Resolution was duly adopted by the City Council at a Regular meeting held on February 26, 2024, that annexed hereto is Special Assessment Roll #2024-01, and that the amounts appearing on said Roll have been assessed upon the property and against the persons appearing on said Roll per the foregoing Resolution.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Kelda London – City Clerk

_____ <b>Kelly Garrett</b> Mayor	_____ <b>Bruce Kantor</b> Mayor Pro-Tem	_____ <b>Jalen Jennings</b> Council Member	_____ <b>Dalton Barksdale</b> Council Member	_____ <b>Jason Hammond</b> Council Member
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REPORT AS OF 5:32 PM ON 2/21/2024

Sp. Assessment	Parcel #	Name	Installment	Payments	Balance	Due	Pmt Date.
SRP 2023 (SIDEWALK RPMT 40-24-13-101-018			604.10	0.00	604.10	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-101-019			1,466.10	0.00	1,466.10	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-101-021			997.20	0.00	997.20	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-102-001			286.50	0.00	286.50	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-102-011			565.80	0.00	565.80	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-102-013			238.75	0.00	238.75	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-103-018			790.75	0.00	790.75	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-103-020			2,205.40	0.00	2,205.40	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-103-023			498.60	0.00	498.60	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-104-005			211.00	0.00	211.00	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-104-007			211.00	0.00	211.00	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-104-008			105.50	0.00	105.50	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-105-005			418.75	0.00	418.75	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-105-006			211.00	0.00	211.00	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-105-009			449.75	0.00	449.75	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-105-011			623.25	0.00	623.25	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-106-001			1,521.45	0.00	1,521.45	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-106-009			211.00	0.00	211.00	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-107-003			207.75	0.00	207.75	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-107-004			418.75	0.00	418.75	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-107-007			967.50	0.00	967.50	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-107-008			271.70	0.00	271.70	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-107-009			105.50	0.00	105.50	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-107-013			940.75	0.00	940.75	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-107-016			2,990.50	0.00	2,990.50	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-108-001			207.75	0.00	207.75	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-108-003			645.65	0.00	645.65	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-108-004			2,806.25	0.00	2,806.25	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-108-005			344.25	0.00	344.25	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-108-006			1,243.45	0.00	1,243.45	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-108-007			249.30	0.00	249.30	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-108-009			1,283.70	0.00	1,283.70	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-151-015			589.75	0.00	589.75	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-151-022			1,185.80	0.00	1,185.80	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-152-001			313.25	0.00	313.25	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-152-007			238.75	0.00	238.75	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-152-008			232.68	0.00	232.68	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-152-009			763.00	0.00	763.00	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-153-012			249.30	0.00	249.30	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-154-009			446.50	0.00	446.50	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-154-010			573.00	0.00	573.00	/ /	
SRP 2023 (SIDEWALK RPMT 40-24-13-154-011			774.00	0.00	774.00	/ /	

SRP 2023	(SIDEWALK	RPMT	40-24-13-155-003		831.00	0.00	831.00	//
SRP 2023	(SIDEWALK	RPMT	40-24-13-155-004		105.50	0.00	105.50	//
SRP 2023	(SIDEWALK	RPMT	40-24-13-155-009		207.75	0.00	207.75	//
SRP 2023	(SIDEWALK	RPMT	40-24-13-155-012		623.25	0.00	623.25	//
SRP 2023	(SIDEWALK	RPMT	40-24-13-155-014		477.50	0.00	477.50	//
SRP 2023	(SIDEWALK	RPMT	40-24-13-155-015		313.25	0.00	313.25	//
SRP 2023	(SIDEWALK	RPMT	40-24-13-303-007		1,360.60	0.00	1,360.60	//
SRP 2023	(SIDEWALK	RPMT	40-24-13-303-012		313.25	0.00	313.25	//
SRP 2023	(SIDEWALK	RPMT	40-24-13-303-018		105.50	0.00	105.50	//
SRP 2023	(SIDEWALK	RPMT	40-24-13-303-020		207.75	0.00	207.75	//
SRP 2023	(SIDEWALK	RPMT	40-24-13-304-001		2,623.50	0.00	2,623.50	//
SRP 2023	(SIDEWALK	RPMT	40-24-13-304-002		207.75	0.00	207.75	//
SRP 2023	(SIDEWALK	RPMT	40-24-13-304-006		238.75	0.00	238.75	//
SRP 2023	(SIDEWALK	RPMT	40-24-13-304-014		504.25	0.00	504.25	//
SRP 2023	(SIDEWALK	RPMT	40-24-13-304-019		872.55	0.00	872.55	//
SRP 2023	(SIDEWALK	RPMT	40-24-13-304-022		415.50	0.00	415.50	//
SRP 2023	(SIDEWALK	RPMT	40-24-13-305-003		415.50	0.00	415.50	//
SRP 2023	(SIDEWALK	RPMT	40-24-13-305-008		2,285.25	0.00	2,285.25	//
SRP 2023	(SIDEWALK	RPMT	40-24-13-306-003		238.75	0.00	238.75	//
SRP 2023	(SIDEWALK	RPMT	40-24-13-306-016		2,388.80	0.00	2,388.80	//
SRP 2023	(SIDEWALK	RPMT	40-24-13-353-005		334.25	0.00	334.25	//
SRP 2023	(SIDEWALK	RPMT	40-24-13-353-006		207.75	0.00	207.75	//
SRP 2023	(SIDEWALK	RPMT	40-24-13-353-011		105.50	0.00	105.50	//
SRP 2023	(SIDEWALK	RPMT	40-24-13-353-014		2,080.75	0.00	2,080.75	//
SRP 2023	(SIDEWALK	RPMT	40-24-13-354-001		2,608.25	0.00	2,608.25	//
SRP 2023	(SIDEWALK	RPMT	40-24-13-355-001		1,691.35	0.00	1,691.35	//
SRP 2023	(SIDEWALK	RPMT	40-24-13-355-002		105.50	0.00	105.50	//
SRP 2023	(SIDEWALK	RPMT	40-24-13-355-012		982.30	0.00	982.30	//
SRP 2023	(SIDEWALK	RPMT	40-24-13-355-015		418.75	0.00	418.75	//
SRP 2023	(SIDEWALK	RPMT	40-24-13-355-016		654.25	0.00	654.25	//
SRP 2023	(SIDEWALK	RPMT	40-24-13-355-017		764.00	0.00	764.00	//
SRP 2023	(SIDEWALK	RPMT	40-24-13-357-003		542.00	0.00	542.00	//
SRP 2023	(SIDEWALK	RPMT	40-24-13-357-006		105.50	0.00	105.50	//
SRP 2023	(SIDEWALK	RPMT	40-24-13-357-011		207.75	0.00	207.75	//
SRP 2023	(SIDEWALK	RPMT	40-24-13-357-012		207.75	0.00	207.75	//
SRP 2023	(SIDEWALK	RPMT	40-24-13-357-013		1,246.50	0.00	1,246.50	//
DC2023	(DITCH & CULVERT		40-24-13-357-013		2,804.50	0.00	2,804.50	//
SRP 2023	(SIDEWALK	RPMT	40-24-13-358-006		893.00	0.00	893.00	//
SRP 2023	(SIDEWALK	RPMT	40-24-13-358-011		238.75	0.00	238.75	//
SRP 2023	(SIDEWALK	RPMT	40-24-13-359-012		831.00	0.00	831.00	//
DC2023	(DITCH & CULVERT		40-24-14-307-012		747.00	0.00	747.00	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-334-005		623.25	0.00	623.25	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-451-013		415.50	0.00	415.50	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-451-014		1,249.75	0.00	1,249.75	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-451-017		238.75	0.00	238.75	//

SRP 2023	(SIDEWALK	RPMT	40-24-14-451-018		415.50	0.00	415.50	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-451-021		479.45	0.00	479.45	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-452-004		207.75	0.00	207.75	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-452-005		1,175.25	0.00	1,175.25	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-452-006		664.80	0.00	664.80	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-452-008		2,127.44	0.00	2,127.44	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-452-013		313.25	0.00	313.25	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-452-014		313.25	0.00	313.25	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-452-015		207.75	0.00	207.75	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-453-002		207.75	0.00	207.75	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-453-003		418.75	0.00	418.75	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-453-004		344.25	0.00	344.25	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-453-006		105.50	0.00	105.50	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-453-010		1,280.75	0.00	1,280.75	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-453-013		581.70	0.00	581.70	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-454-001		418.75	0.00	418.75	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-454-002		440.43	0.00	440.43	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-454-004		313.25	0.00	313.25	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-454-006		479.45	0.00	479.45	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-454-009		396.35	0.00	396.35	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-454-010		705.25	0.00	705.25	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-456-004		728.75	0.00	728.75	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-456-013		207.75	0.00	207.75	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-456-014		1,069.75	0.00	1,069.75	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-456-021		238.75	0.00	238.75	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-456-022		1,495.80	0.00	1,495.80	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-476-012		859.90	0.00	859.90	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-476-014		408.75	0.00	408.75	//
DC2023	(DITCH & CULVERT		40-24-14-476-022		5,186.25	0.00	5,186.25	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-476-024		747.90	0.00	747.90	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-477-004		1,968.95	0.00	1,968.95	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-477-005		685.25	0.00	685.25	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-477-008		415.50	0.00	415.50	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-477-011		207.75	0.00	207.75	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-477-017		521.00	0.00	521.00	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-477-019		716.25	0.00	716.25	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-478-005		105.50	0.00	105.50	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-479-006		436.95	0.00	436.95	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-482-003		105.50	0.00	105.50	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-482-004		790.88	0.00	790.88	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-483-005		695.80	0.00	695.80	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-483-012		313.25	0.00	313.25	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-483-014		1,144.25	0.00	1,144.25	//
SRP 2023	(SIDEWALK	RPMT	40-24-14-484-001		1,026.10	0.00	1,026.10	//

SRP 2023 (SIDEWALK RPMT 40-24-14-484-004	[REDACTED]	207.75	0.00	207.75	/ /
<b>TOTALS....</b>	<b>132 Parcels</b>	<b>96,585.23</b>	<b>0</b>	<b>96,585.23</b>	

February 22, 2024

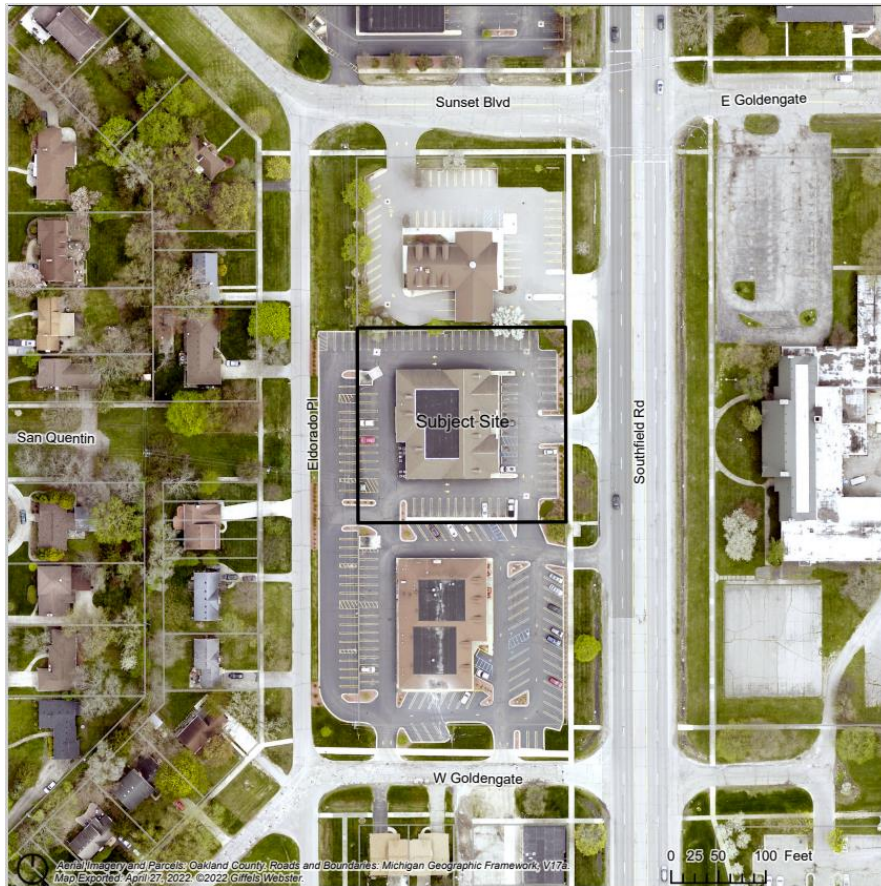
City Council  
City of Lathrup Village  
27400 Southfield Road  
Lathrup Village, MI 48076

# Site Plan Review and Special Land Use

Site: 27411 Southfield Road  
Applicant: Jay Brown  
Plan Date: January 26, 2024  
Zoning: VC Village Center District  
Parcel ID: 24-14-481-034  
Proposal: Restaurant with alcohol sales: Special Land Use Class C Quota License

Dear City Council members,

We have reviewed the site plan and Special Land Use application, and a summary of our findings is below. As with all proposed Special Land Uses, this Special Land Use application was reviewed by the Planning Commission, who held the required public hearing on February 20, 2024 and recommended that City Council approve the application as provided below.





## REVIEW SUMMARY

1. Current minimum parking standards require more off-street parking spaces than the site provides. Therefore, because there is no change of use, the continued use as a bar and restaurant is legally nonconforming pertaining to the off-street parking requirements of the zoning ordinance. The current code requires 41 parking spaces, and the existing site consists of 26 parking spaces, resulting in a parking shortage of 15 spaces.
2. A public hearing was held at the February 20, 2024, Planning Commission meeting with one resident expressing concern regarding the extent of lighting of the outdoor patio and another resident expressing support for the proposed use. The Planning Commission moved to approve the site plan and to recommend the City Council approval of the Special Land Use request.

## DETAILED REVIEW

### Project Summary

The 0.38-acre site is located at the northwest corner of Southfield Road and California Drive SW and is zoned VC, Village Center. Properties to the north, east and west are zoned VC (Village Center). South of the site, the property is zoned MX (Mixed Use). The subject site is currently vacant and was previously used as a barbecue restaurant. The site plan for this property was approved in May 2010, and while ownership has changed a few times since then, the uses have remained the same.

The existing building consists of one floor and a total of 1,948 square feet gross floor area. An outdoor patio seating area abuts the building on its southeast side and is an additional 890 square feet. Combined, the restaurant, bar, and patio amount to 2,838 square feet. The existing surface parking lot consists of 26 parking spaces, two of which are designated handicap, and is accessible from both Southfield Road and California Drive SW. A 20' alley abuts the west property line but no access to the alley currently exists nor is alley accessed proposed. No additional building square footage or alterations to the existing parking lot are proposed with this Special Land Use request.

### Proposed

1. **Use.** The applicant will occupy the existing site and continue its use as a bar and restaurant, which are principal permitted uses within the Village Center District; the proposed sale of alcoholic beverages is a use that requires special land use approval from the Planning Commission and City Council. The hours of operation will be 11:00 am to 11:00 pm Sunday and Monday, 11:00 am to 12:00 am Wednesday through Friday, and 11:00 am through 1:00 am Saturday. The bar and restaurant will be closed on Tuesdays.

Following the public hearing at the February 20, 2024 meeting, the Planning Commission recommended the site plan and Special Land Use request be forwarded to City Council for final approval. **In accordance with Section 4.7, which prohibits business transactions after 11:00 pm, we note the applicant will be required to submit an application for a variance request to the Zoning Board of Appeals to consider allowing the hours of operation to be extended on the following days of the week:**

**Wednesday through Friday: until 12:00 am, midnight**

**Saturday: until 1:00 am**

Due to noticing requirements, we anticipate the variance request to be on the ZBA meeting agenda for March 2024.

2. **Off-Street Parking (Section 5.13.3)** The original site plan was approved under different parking standards. The current parking standard requires 1 parking space for every 70 square feet of gross floor area, resulting in 15 additional parking spaces needed to meet the 41 spaces required under current provisions. While the site is legally nonconforming with respect to the number of parking spaces, **the applicant may wish to consider future options for additional parking in the event the need exceeds the supply.** We note the proximity of existing parking lots where a shared parking agreement may be pursued or the possible implementation of on-street parking, with City approval, may be constructed.

### **Standards for Special Land Use Approval (Section 6.2.10)**

1. *Reasonable Use.* The proposed use is considered “reasonable” when it would be harmonious, compatible, and appropriate for the use along with not impinging unreasonably on the value or use of nearby properties.

The proposed use as a sit-down bar and restaurant are principally permitted uses within the Village Center District. The site had been used as such since 2010.

2. *Conformity with other regulations of the City.*

The site is existing and the future tenant proposes no physical changes to the property. This standard appears to be met.

3. *Location, intensity, and periods of operation. The location, intensity, and periods of operation of the use must be such as to eliminate any reasonable likelihood that it will be, cause, or create a public or private nuisance in fact.*

The proposed use is reasonable within the context of location, intensity, and periods of operation of the City of Lathrup Village. The applicant states the hours of operation will be as follows (**closing times, shown in bold require approval from the Zoning Board of Appeals, per Section 4.7**):

Monday: 11:00 am – 11:00 pm.

Tuesday: Closed.

Wednesday through Friday: 11:00 am – **12:00 am.**

Saturday: 11:00 am – **1:00 am.**

Sunday: 11:00 am – 11:00 pm.

Peak hours weekdays: 6:00 pm – 10:00 pm. (approximately 50 persons)

Peak hours weekends: 6:00 pm – 11:00 pm (approximately 50 persons).

4. *The use, as and where proposed, must not be inconsistent with the spirit and purpose of this ordinance nor contrary to the principles of sound community planning.*

The proposed reuse as a restaurant and bar space in the VC – Village Center District is consistent with the spirit of the ordinance and is in line with sound community planning.

5. *The character of the use must not have adverse effects on neighbors or the community.*

The proposed use is the same as all previous uses over the past 13-14 years. As noted above, the number of parking spaces on the site is a legally nonconforming condition, but because this is a special land use, the Planning Commission may wish to discuss with the applicant how they will address overflow parking and whether any conditions related to parking may be appropriate. **One condition the City Council could consider is that if significant parking overflow occurs beyond the boundaries of the Village Center district on a regular basis, that the applicant pursue a shared parking agreement with adjacent businesses.**

6. *The use must not diminish the fair market value of neighboring lands or buildings to any substantial or significant degree.*

The bar and restaurant use will remain the same without any significant modification nor expansion. This standard is likely met.

- 7. *Site Design. The site and manner of operation provide for the maximum reasonable and feasible enhancement of the environment of the surrounding area.*

The exterior of the existing facilities is proposed to remain unchanged. If any exterior improvements are pursued, additional enhancements may be required.

- 8. *Demonstrated Need. Establishments involving the sale of alcoholic beverages must demonstrate a quantifiable need for the proposed use within either the City or surrounding area.*

The applicant states the restaurant building had Class C licenses previously for many years without incident. It is designed as a restaurant and alcohol sales will be incidental. All managers and servers will be trained concerning alcohol sales and service management.

We will look forward to discussing the special land use application with the City Council on February 26, 2024.

Regards,

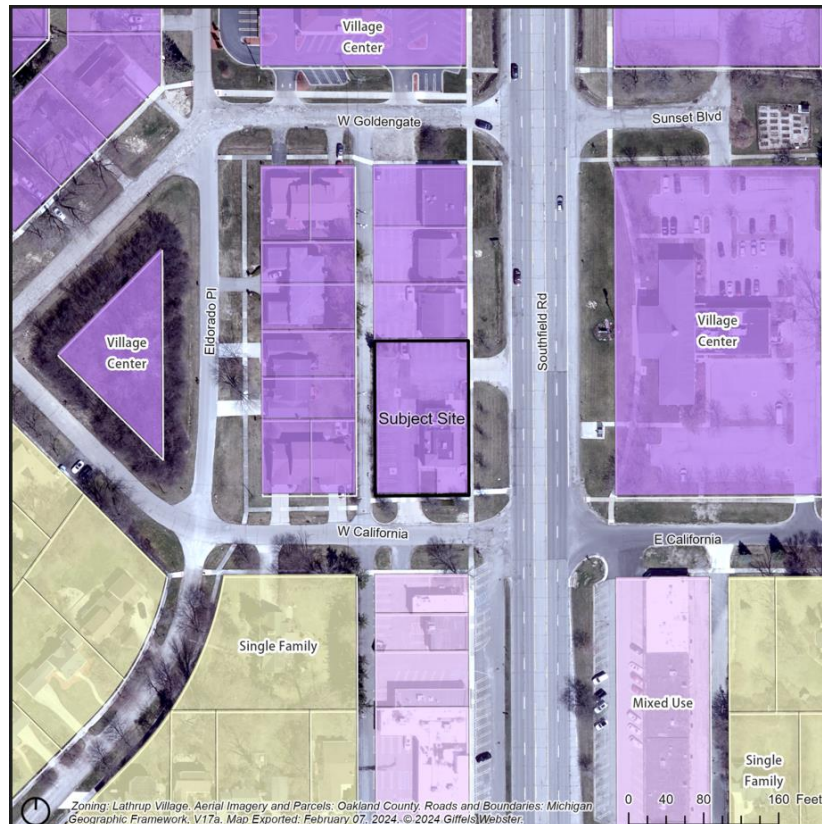
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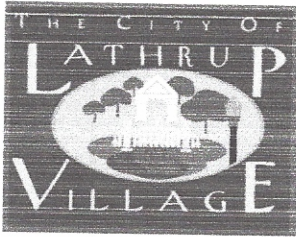
Jill Bahm, AICP  
Partner



Eric Pietsch  
Senior Planner







A HERITAGE OF GOOD LIVING

City of Lathrup Village  
 27400 Southfield Road  
 Lathrup Village, MI 48076  
 Phone: (248) 557-2600

Office Use Only	
Date Submitted:	_____
SLU Review Date:	_____
Public Hearing Date:	_____

### Application for Special Land Use

Please note that information requested and the procedure followed is pursuant to Sec. 6.2 Special Land Use and Standards. As stated above, the Special Land Use will be necessary to allow for special uses not automatically allowed in the zoning district. The Special Land Use application requires a Public Hearing in front of the Planning Commission. Applicant is encouraged to be present to answer questions and speak to the business development.

#### Property Information

Project Name:	Jay Birds Bar & Grill Request Class C Quota License		
Subject Property Address:	27411 Southfield Rd, Lathrup Village, MI 48076		
Subject Property Parcel Number:	24-14-481-034		
Legal Description:	Lots 133 thru 140, both inclusive, Louise Lathrup's Claifornia Bungalow Subdivision, according to the plat**		
Acreeage:	Frontage (in feet):	165	Dimensions: 165x100
Proposed Use:	Restaurant with a Class C license		
Current Zoning:	B-1		

#### Applicant Information

Name:	Jay Birds Bar & Grill		
Address:	27411 Southfield	Lathrup Village	State: MI Zip Code: 48076
Phone Number:	313-410-5571	Fax:	
Email Address:	jaybirdsg grill@gmail.com		
Interest in Property:	Lease holder		
*If the applicant is a corporate or a partnership, please attach certificate from the state in which it is organized.			

#### Property Owner Information

Name:	SKZ Property Holdings, LLC		
Address:	4850 McEwen Drive	State: MI	Zip Code: 48302
Phone Number:	248-421-4929	Fax:	
Email Address:	kzebari@hotmail.com		
Description of Proof of Ownership Provided:			

#### Land Use Questions

Please describe the type and nature of the business being proposed for the property you are seeking special land use approval for. In addition please list the appropriate Class Use that the proposed business falls under:

This will be a full service restaurant that serves American grill food. This business would be better-served and be full service with a Class C license.



Please list the following information about your hours of operation.

Weekdays	Monday 11a-11p Tuesday -Closed Wednesday - Friday 11a-12a
Weekends	Saturday 11a-1am Sunday 11a-11p

Please list the peak hours of operation, and the maximum number of persons who will be occupying the business during the listed peak hours (space is provided for multiple peak hours.)

Peak Hours Weekdays:	6p-10p approximately 50 ppl
Peak Hours Weekends:	6p-11p approximately 50 ppl

Maximum number of vehicles which will be attracted to the property for which you are seeking special land use approval: 24 spaces

Describe what additional requests or demands for City services there may be. Examples may be traffic regulation, ordinance enforcement, public safety, and water and sewer services.

We do not expect any additional demands on the city as a result of this restaurant having a class C license. The previous restaurants held Class C licenses.

Describe how the proposed use qualifies as a "reasonable use". Section 2.2 of the Zoning Ordinance defines it as: *A proposed use is "reasonable" when it would be harmonious, compatible, appropriate, would not impinge unreasonably on the value or use of nearby properties, and would not impair sound communal development as and where proposed to be established. An existing use is "reasonable" when it is harmonious, compatible, and appropriate as and where established, does not impinge unreasonably on the value or use of nearby properties, and does impair sound communal development. Uses which are not "reasonable" are "unreasonable." No use shall be deemed "reasonable" if its establishment or actual conduct is unlawful under the statutory or common law of this state.*

This restaurant building had a Class C licenses previously for many year without any incident. It is designed as a restaurant and alcohol sales will be incidental. All managers and servers will be trained concerning alcohol sales and service management.

If the special use is granted, will the use then conform to all of the other regulations of the Zoning Ordinance and other ordinances of the City without a need for any variances?  Yes  No

Describe what, if any, activities may reasonably be anticipated to occur on the premises and in the neighborhood as a result of the occupancy which reasonable persons or ordinary sensibilities may possibly find seriously annoying – in particular what changes, if any, will be observed in the following items:

	More	Less	Same
Noise			<input checked="" type="checkbox"/>
Dust or dirt			<input checked="" type="checkbox"/>
Lights, glare			<input checked="" type="checkbox"/>
Odors/Fumes			<input checked="" type="checkbox"/>
Pedestrian/Vehicle Traffic			<input checked="" type="checkbox"/>
Litter/Waste/Trash			<input checked="" type="checkbox"/>

If you checked any item as more, please describe what, if any, impact you believe will result on adjacent properties.

Will the location, intensity and periods of operation proposed will cause or create a public or private nuisance. Typical nuisance complaints associated with our business community include, but are not limited to, those listed above as well as parking problems, lights falling onto adjacent properties, and property appearance and maintenance.

Yes  No

Please describe how you will provide for the maximum reasonable and feasible enhancement of the environment of the surrounding area. This may include, but not be limited to, buffering, landscaping, signage, façade, or other site amenities pursuant to the City's Zoning Ordinance and Design Guidelines.

The owners of Jay Birds will maintain the landscaping, new signage and appropriate lighting. Jay Birds has extensive experience in the restaurant and alcohol sales. This will be a great addition to the community. With the addition of responsible alcohol sales will ensure financial success and longevity. Which will allow reinvestment back into the Lathrup Community.

**Site Plan Information**

Is there an existing site plan on file:  Yes  No  Applying concurrently

If yes, when was site plan approval obtained?

Prepared By:

Street Address: State: Zip Code:

Phone Number: Cell: Fax:

Email Address:

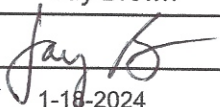
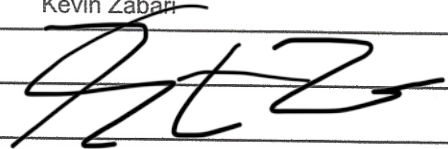
**Application Checklist**

The applicant is required to submit the following materials to the City Hall **30 days** prior to the regularly scheduled date of the Public Hearing. Failure to supply all required information will result in the rejection of the application by the

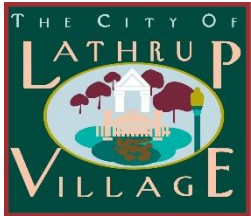
- One (1) completed and signed copy of the Special Land Use application
- One (1) full-sized (24x36) set of the proposed or existing Site Plan
- PDF of complete special land use application materials
- Review Fee: \$1,750

**Applicant's Declaration**

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

Applicant's Printed Name	Jay Brown
Applicant's Signature	
Date:	1-18-2024
Property Owner's Printed Name	Kevin Zabari
Property Owner's Signature	
Date:	





A HERITAGE OF GOOD LIVING

## City of Lathrup Village

27400 Southfield Road  
Lathrup Village, Michigan 48076  
248.557.2600  
[www.lathrupvillage.org](http://www.lathrupvillage.org)

February 1, 2024

Jay Brown  
Jay Birds Bar & Grill  
28436 Tapert Drive  
Southfield, MI 48076

RE: Administrative Site Plan Review – 27411 Southfield Rd. (Jay Birds Bar & Grill)

Dear Mr. Brown:

Thank you for your Administrative Site Plan Review submission on January 29, 2024 for the Jay Birds Bar & Grill project. Upon review, per the standards outlined in Section 6.1.B Administrative Site Plan Review, your application is approved with conditions. A summary of findings is below.

### **Existing Conditions**

1. **Summary.** The subject site is located on the west side of Southfield Road between California SW and Goldengate Drive W. and is zoned Village Center (VC) District. The subject site is currently developed with an approximately 1,938-square foot single-use building and adjacent 890-square foot patio. The building had been formerly occupied by different sit-down restaurant uses and has been vacant for more than 6 months. The new lessee is proposing to operate a sit-down restaurant which is principally permitted use. There is an approved site plan on file thereby making this property eligible for Administrative Review.
2. **Adjacent land uses.** Properties to the north are zoned Village Center (VC) District, as are properties across Southfield Road to the east. Properties to the south (across California SW) are zoned MX- Mixed Use District, and properties to the west are Single-Family Residential.
3. **Site configuration and access.** The property is currently accessed by a curb cut from Southfield Road on the north side, and a curb cut on the south-side from California SW. The property does not have direct access to the public alley which runs along the west property line. The off-street parking lot is configured with twenty-six (26) total spaces including two (2) ADA compliant spaces.

### Proposed

1. **Use.** The previous use of the tenant space was a sit-down restaurant. The proposed use is a sit-down restaurant with a Class C Liquor License. *There is no change of use.* The applicant will be seeking Special Land Use approval to serve alcohol.
2. **Required parking.** The site was originally approved in 2010 and has not changed in use or size since that time. It is non-conforming with respect to parking. However, we note that there appear to be opportunities for additional parking near the site, should the need arise in the future. We advise the applicant to consider future needs and explore shared parking with neighboring offices.
3. **Traffic and Circulation.** The applicant is not proposing any changes to the exterior of the off-street parking facility. *This standard is met.*
4. **Waste & Rubbish.** An existing dumpster enclosure is on the north property line. *This standard is met.*
5. **Landscaping & Screening.** There are no changes proposed to the existing landscaping.
6. **Screen Wall.** Section 5.5 of the zoning ordinance outlines barrier wall requirements for VC lots that abut residential (R-1 or R-2) lots. The site plan indicates existing and mature landscaping between the commercial property and adjacent alleyway. The residential properties abutting the alleyway have wooden privacy fences.
7. **Outdoor Lighting.** There is no change proposed to outdoor lighting.

**Conclusion.** Reuse of vacant commercial property may be approved administratively per Section 6.1.B.vii. The application for Administrative Site Plan is approved.

Please contact me at [sstec@lathrupvillage.org](mailto:sstec@lathrupvillage.org) or at 248.557.2600 ext. 223 with any questions.

Sincerely,

Susie Stec  
Director – Community & Economic Development

cc: Jay Brown, Restaurant Owner  
Lathrup Village Planning Commission  
Karson Claussen, Building Official











Project:

Salvatore Scallopini  
Renovation of an Existing Restaurant  
27411 Southfield Road Lathrup Village, MI 48076

Seal:

R. Baylous, L.C.

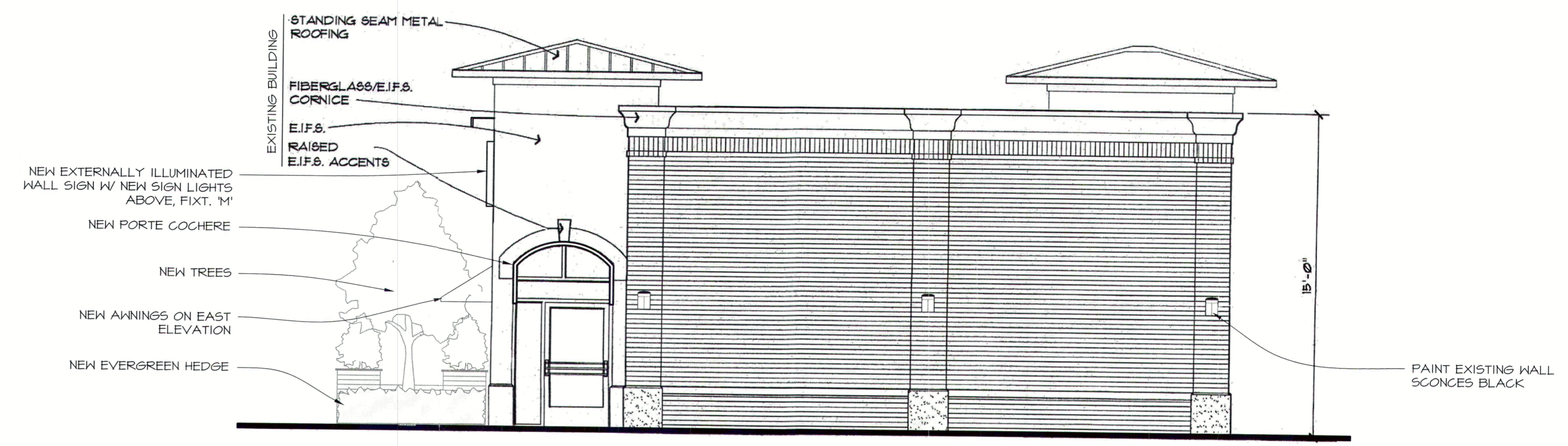
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FOR PERMIT 2/26/10

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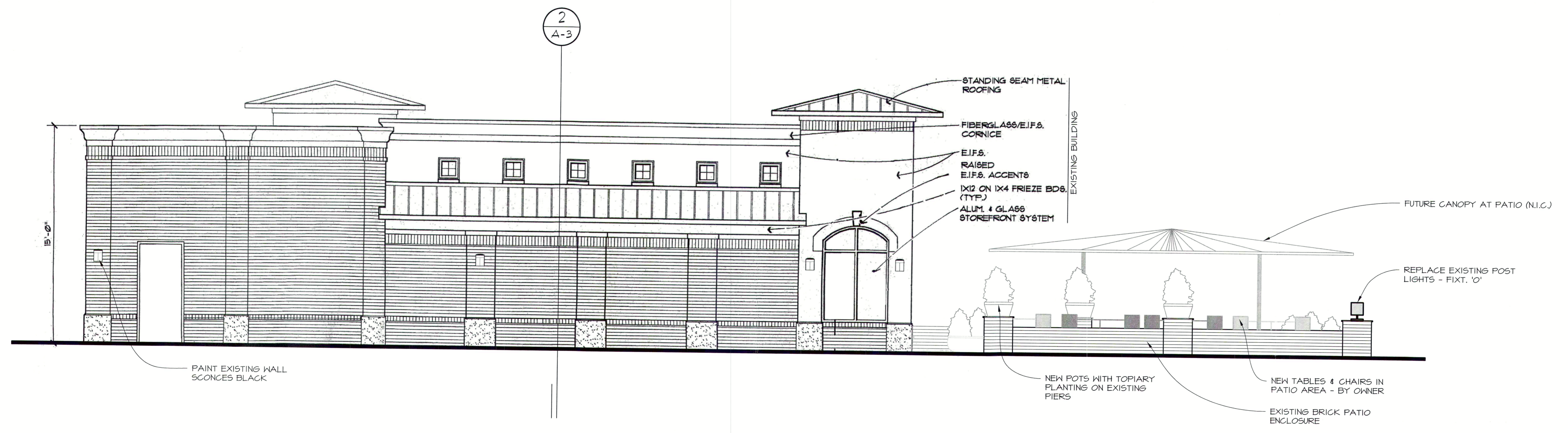
Elevations

Sheet Number:

A-2



1 NORTH ELEVATION  
SCALE: 1/4" = 1'-0"



2 WEST ELEVATION  
SCALE: 1/4" = 1'-0"



Project:

Salvatore Scallopini  
Renovation of an Existing Restaurant  
27411 Southfield Road Lathrup Village, MI 48076

Seal:

Issue Date:  
FOR PERMIT 2/26/10

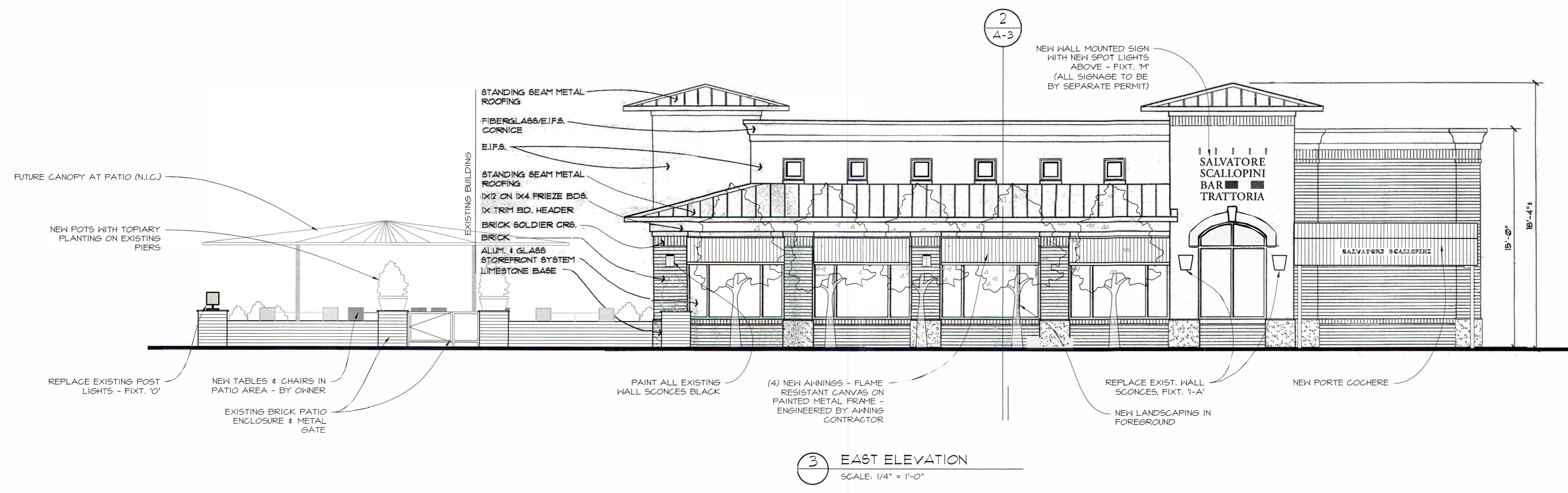
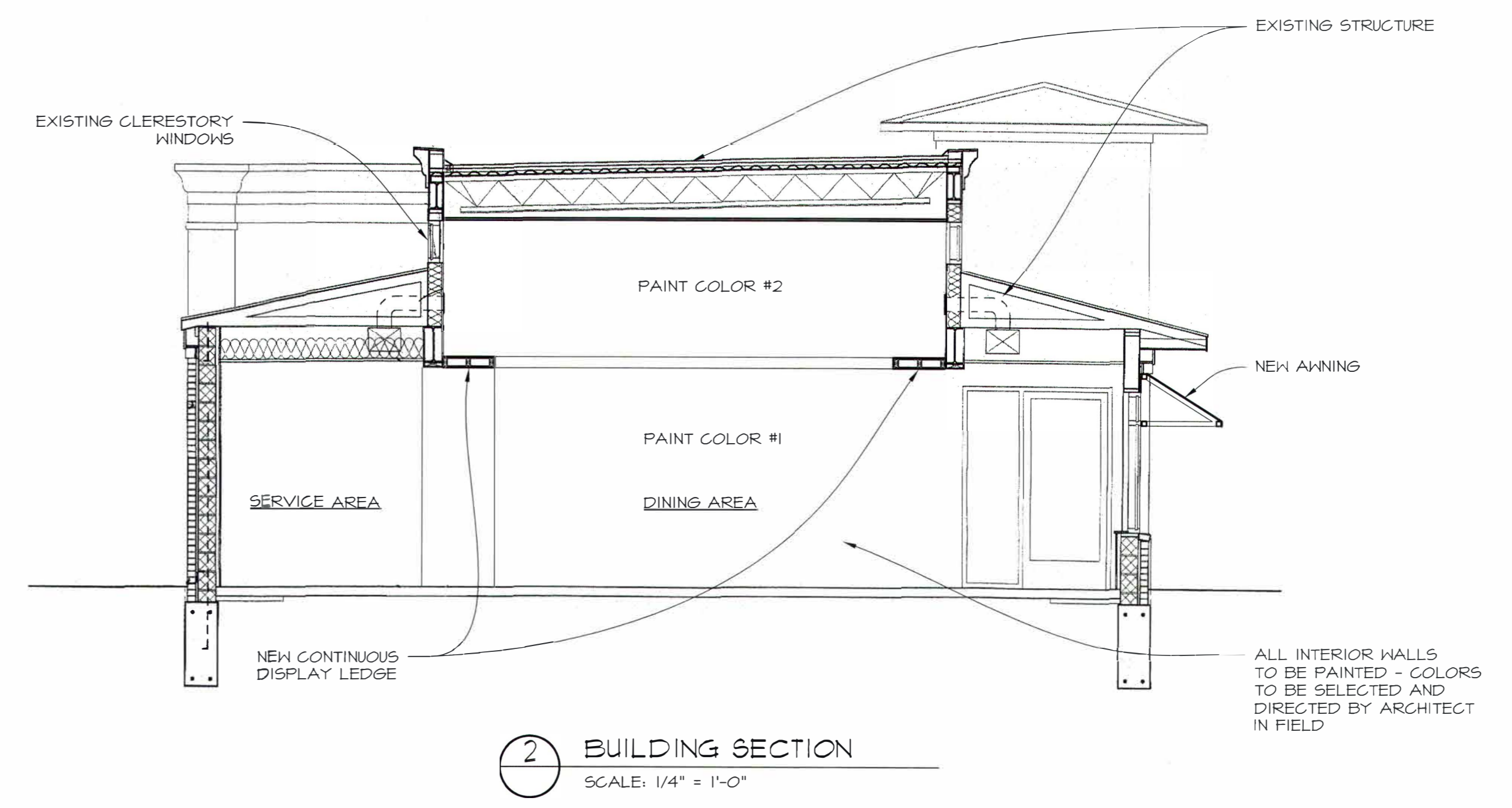
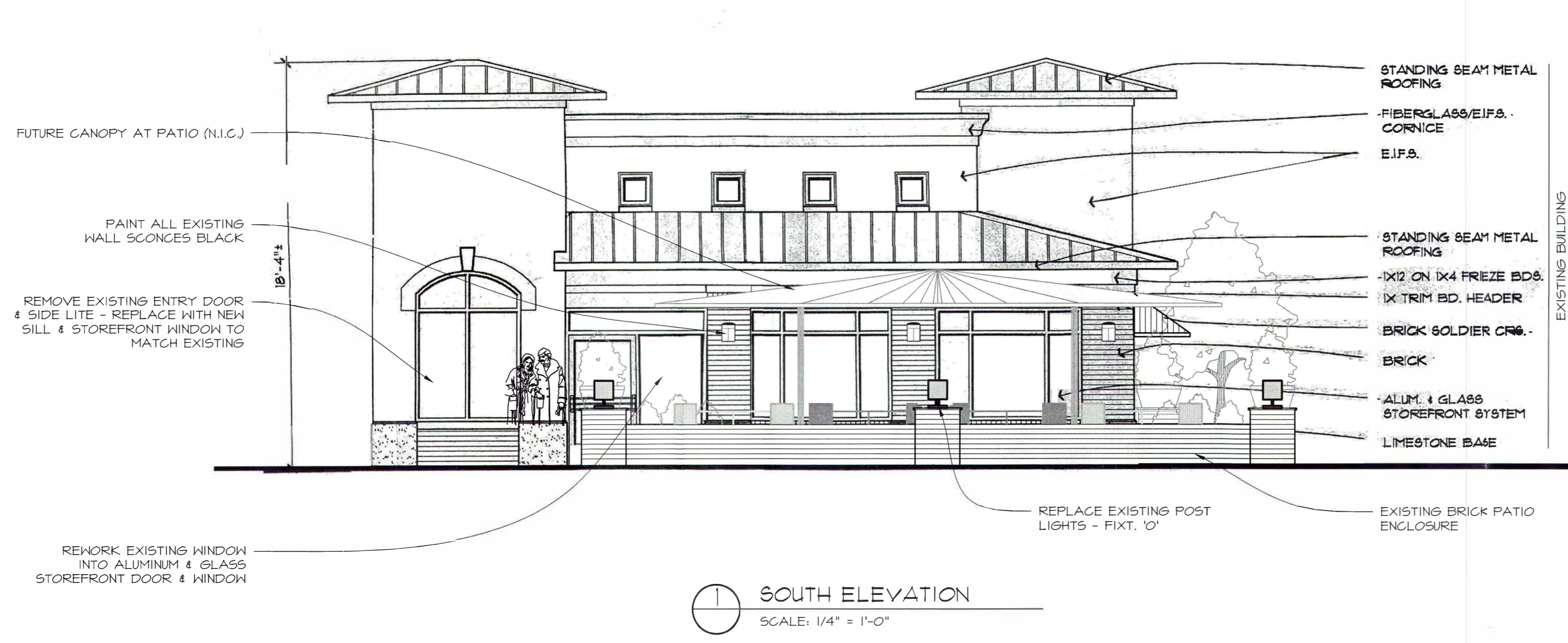
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Elevations  
& Building  
Section

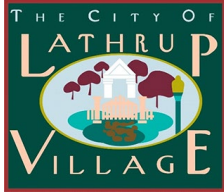
Sheet Number:

A-3

R. RonandRoman







**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 26, 2024  
 RE: Finance Director Confirmation

**Background Brief:** As the Council is aware, the City’s long-time City Treasurer retired at the end of 2023. After conducting a search and interviews, I have identified a qualified candidate, Michelle Townsend, who has accepted the position of Finance Director (City Treasurer designee) for Lathrup Village pending Council confirmation as outlined in our Charter.

Per Section 3.6 of the City Charter “All administrative officers of the city, except the City Administrator and Attorney, shall be appointed by the City Administrator for an indefinite period, subject to confirmation by the Council.”

Ms. Townsend has worked in the local government finance world for 20+ years with her most recent stop as the Deputy Finance Director for the City of Ferndale. It is my opinion Ms. Townsend will bring a wealth of experience and new ideas to the Finance Department that will benefit the City in the long term.

If confirmed, Ms. Townsend expects to start in mid-March.

**Previous Action:** N/A

**Economic Impact:** Below is the estimated cost (salary + insurance/retirement benefits) of this employee working for the City of Lathrup Village. As discussed previously, I am recommending modifying the cost split of this employee to include partial costs being assigned to the water/sewer department due to the amount of work this employee will oversee in said department.

Proposed Salary – Current Split			Multi-Department – Proposed Split		
Department	Proposed Salary	Benefits	Department	Proposed Salary	Benefits
General (90%)	97,200.00	30,888.72	General (70%)	75,600	24,024.56
DDA (10%)	10,800.00	3,432.08	DDA (10%)	10,800	3,432.08
			Water/Sewer (20%)	21,600	6,864.16
<b>TOTAL</b>	<b>108,000.00</b>	<b>34,320.80</b>	<b>TOTAL</b>	<b>108,000.00</b>	<b>34,320.80</b>

\*10% is assigned to the DDA based on the DDA/City cost share agreement.

**Recommendation:** It is my recommendation to confirm Michelle Townsend as Finance Director (City Treasurer Designee) for the City of Lathrup Village with an updated cost split.

**Recommended Motion:**

Moved by Council Member \_\_\_\_\_ seconded by Council Member \_\_\_\_\_ to confirm Michelle Townsend as Finance Director (City Treasurer Designee) for the City of Lathrup Village utilizing the updated cost split as proposed.

**Enclosed:** Michelle Townsend Resume

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

**OBJECTIVE** OBTAIN A MANAGEMENT-LEVEL POSITION IN FINANCE OR ADMINISTRATION THAT WILL ENABLE ME TO UTILIZE MY KNOWLEDGE AND CAPABILITIES, ENHANCE GROWTH IN NEW AREAS AND ALLOW ME TO CONTRIBUTE TO THE OVERALL SUCCESS OF THE ORGANIZATION.

## EMPLOYMENT HISTORY

DEPUTY FINANCE DIRECTOR, CITY OF FERNDALE MAY 2021 TO PRESENT

- DIRECT, MANAGE, SUPERVISE AND COORDINATE THE ACTIVITIES AND OPERATIONS OF THE FINANCE DEPARTMENT INCLUDING PROFESSIONAL ACCOUNTING FUNCTIONS, AND PREPARATION OF FINANCIAL STATEMENTS AND REPORTS.
- ASSIGN, SUPERVISE AND REVIEW THE WORK OF PROFESSIONAL AND OFFICE SUPPORT STAFF, COORDINATE ASSIGNED ACTIVITIES WITH OTHER DIVISIONS, DEPARTMENTS AND OUTSIDE AGENCIES.
- PROVIDE HIGHLY RESPONSIBLE AND COMPLEX ADMINISTRATIVE SUPPORT TO THE FINANCE DIRECTOR.
- SERVE AS SECOND-IN-CHARGE OF THE FINANCE DEPARTMENT AND ACT AS THE FINANCE DIRECTOR IN HIS/HER ABSENCE.

IMPLEMENTATION CONSULTANT, TYLER TECHNOLOGIES NOVEMBER 2019 TO JANUARY 2021

- PROVIDE PROFESSIONAL CONSULTATION SERVICES, SUCH AS SOFTWARE READINESS AND CLIENT-EDUCATION OF TYLER SOFTWARE PRODUCTS.
- PERFORM BUSINESS ASSESSMENTS TO IDENTIFY AND DOCUMENT CLIENT REQUIREMENTS REGARDING TYLER PRODUCTS AND FUNCTIONALITY TO ENSURE EFFICIENT SOFTWARE SOLUTIONS FOR THE CLIENT'S NEEDS.
- IDENTIFY AND DOCUMENT BUSINESS/TECHNICAL REQUIREMENT SPECIFICATIONS FOR SPECIFIC SOFTWARE DESIGN/DEVELOPMENT, FORMS, REPORTS, INTERFACES, PROCESS CONFIGURATION AND OTHER RELEVANT CHANGES.
- TROUBLESHOOT CLIENT ISSUES, WORKING WITH THE SUPPORT OR DEVELOPMENT DEPARTMENTS, AND DOCUMENT ACCORDINGLY.

DEPUTY TREASURER, CITY OF GARDEN CITY SEPTEMBER 2015 TO APRIL 2019

- PLAN, ORGANIZE, REVIEW, SUPERVISE, REVISE AND DIRECT THE WORK OF A TEN-MEMBER GROUP OF ACCOUNTING, GENERAL CLERICAL AND UTILITY BILLING PERSONNEL ENGAGED IN THE MAINTENANCE OF ALL GENERAL LEDGER, BUDGETARY CONTROL, PAYROLL, ACCOUNTS PAYABLE AND UTILITY BILLING FUNCTIONS.
- MONITOR CITY'S BANK FUNDS; MAKE RECOMMENDATIONS FOR APPROPRIATE ADJUSTMENTS IN BUDGET, PREPARE VARIOUS REPORTS AND REVIEW A VARIETY OF FINANCIAL REPORTS AS NECESSARY; ASSIST THE CLERK-TREASURER TO ENSURE MAXIMUM INVESTMENT OF IDLE FUNDS TO ACHIEVE BEST POSSIBLE YIELDS.
- COORDINATE THE MANAGEMENT OF LAN/WAN AND OTHER COMPUTER SYSTEMS.
- ASSIST THE CLERK-TREASURER IN THE PREPARATION OF THE CITY'S BUDGETS; REVIEWS ALL DEPARTMENTAL BUDGET REPORTS AND CLOSING STATEMENTS; MAKE NECESSARY ADJUSTMENTS AND RECOMMENDATIONS TO MEET STANDARDS; COMPILER AND PROVIDE MANAGEMENT WITH STATISTICAL DATA AS NEEDED; ASSIST IN THE PREPARATION OF FINANCIAL FORECASTS.
- COORDINATE ACCOUNTING ACTIVITIES WITH OUTSIDE AUDITORS; ASSIST WITH AUDITS BY COMPILING SCHEDULES AND DATA.
- RESPOND TO INQUIRIES AND COMPLAINTS, SUPPLYING INFORMATION AS REQUESTED IN PERSON, BY PHONE, OR THROUGH CORRESPONDENCE.
- SUPERVISE THE MAINTENANCE OF RECORDS AND PREPARE A VARIETY OF REPORTS CONCERNING VARIOUS BILLINGS, PAYROLL TAXES, INVESTMENTS, GOVERNMENT SURVEYS, EMPLOYEE PENSIONS AND FINANCIAL STATEMENTS.
- SUBSTITUTE FOR CLERK-TREASURER IN VARIOUS FUNCTIONS INCLUDING ATTENDANCE OF CITY COUNCIL MEETINGS.

ACCOUNTING GROUP LEADER, CITY OF ALLEN PARK MARCH 2014 TO SEPTEMBER 2015

PAYROLL CLERK, CITY OF ALLEN PARK SEPTEMBER 2013 TO MARCH 2014

- RESPONSIBLE FOR OVERSIGHT AND MANAGEMENT OF ALL PAYROLL PROCESSING, INCLUDING PAYCHEX CORRECTIONS/ADJUSTMENTS, QUARTERLY AND YEAR-END REPORTING, SETTING UP WC CODES IN PAYROLL PROGRAM AND ELECTRONIC REMITTANCES/PAYMENTS.
- PROVIDE CONTINUITY AND SUPPORT TO HUMAN RESOURCES AND ASSIST IN SETTING UP FSA AND RETIREE HEALTH CARE TRUST FOR P/F.
- COORDINATE THE DAILY OPERATION OF THE FINANCE DEPARTMENT RELATIVE TO PAYROLL, ACCOUNTS PAYABLE AND UTILITY BILLING, INCLUDING MONITORING AND TRAINING AS NEEDED.
- VERIFY CASH RECEIPTS, INCLUDING TAX RECEIPTS, AND POST TO GENERAL LEDGER.
- PREPARE PROPERTY TAX DISBURSEMENTS AND BANK RECONCILIATIONS.
- PROVIDE CONTINUITY AND SUPPORT TO THE FINANCE DIRECTOR AND FUNCTION ON HIS BEHALF IN HIS ABSENCE.
- ASSIST WITH THE ANNUAL EXTERNAL AUDIT OF THE CITY'S FINANCIAL RECORDS.

TREASURER, CITY OF MARSHALL

AUGUST 2009 TO JULY 2013

- OVERSEE AND MANAGE CITY'S TREASURY DEPARTMENT INCLUDING PROPERTY TAX BILLING/COLLECTION, UTILITY BILLING OPERATIONS SUPERVISION (INCLUDING WATER, SEWER AND ELECTRIC) AND FINANCE SUPPORT.
- SUPERVISE ACCOUNTING, UTILITY BILLING, PAYROLL AND CLERICAL FUNCTIONS, INCLUDING TASKING, REVIEWING AND PROVIDING ASSISTANCE AS NEEDED TO ENSURE WORK IS COMPLETED ACCURATELY AND ON A TIMELY BASIS AND EVALUATE PERFORMANCE ANNUALLY; SERVE AS BACK-UP TO ALL THOSE SUPERVISED.
- ADMINISTRATIVE AND FUND ACCOUNTING WORK INCLUDING:
  - ACCOUNTS RECEIVABLE, CASH AND (INTER-DEPARTMENTAL) REVENUE, INCLUDING MUNICIPAL AIRPORT, DIAL-A-RIDE, ETC.
  - MAINTAIN ACCOUNTS AND PREPARE VARIOUS TYPES OF FINANCIAL REPORTS.
  - ASSIST FINANCE DIRECTOR WITH ANNUAL BUDGET PROCESS (OPERATING AND CAPITAL OUTLAY) AND MONITOR ADOPTED BUDGETS.
  - ASSIST FINANCE DIRECTOR WITH ANNUAL INDEPENDENT FINANCIAL AUDIT.
  - UPDATE WEBSITE AS NECESSARY.

TREASURER, CITY OF MARYSVILLE

JUNE 2000 TO JULY 2009

- RESPONSIBLE FOR OVERSIGHT AND MANAGEMENT OF CITY'S TREASURY DEPARTMENT INCLUDING PROPERTY TAX BILLING/COLLECTION & FUND INVESTMENT ACTIVITIES.
- MANAGE UTILITY BILLING OPERATIONS.
- KNOWLEDGE OF LAWS, ORDINANCES AND REGULATIONS OF A GOVERNMENTAL FINANCIAL OPERATION AND CITY REVENUE ORDINANCES AND PROCEDURES.
- ADMINISTRATIVE AND FUND ACCOUNTING WORK INCLUDING:
  - ACCOUNTS RECEIVABLE, CASH AND (INTER-DEPARTMENTAL) REVENUE, INCLUDING MUNICIPAL GOLF COURSE, AMBULANCE, RECREATION DEPARTMENT, ETC.
  - MAINTAIN ACCOUNTS AND PREPARE VARIOUS TYPES OF FINANCIAL REPORTS.
  - PREPARE JOURNAL ENTRIES AND RECONCILE ACCOUNTS.

**EDUCATION AND CERTIFICATIONS**

A.A.S., MANAGEMENT – CUM LAUDE, ST. CLAIR COUNTY COMMUNITY COLLEGE	AUGUST 2002
CERTIFIED PUBLIC FINANCE ADMINISTRATOR, APT – US&C	JUNE 2008
MICHIGAN GOVERNMENT FINANCE OFFICERS ASSOCIATION – BACK-TO-BASICS	SPRING 2013

**PROFESSIONAL MEMBERSHIPS**

ASSOCIATION OF PUBLIC TREASURER'S – UNITED STATES AND CANADA  
 MICHIGAN MUNICIPAL TREASURER'S ASSOCIATION  
 MICHIGAN GOVERNMENT FINANCE OFFICERS ASSOCIATION

**SKILLS**

**COMPUTER**

- MICROSOFT OFFICE, INCLUDING WORD, EXCEL, ACCESS, POWERPOINT, OUTLOOK
- BS&A (EQUALIZER ASSESSING, TAX, UTILITY BILLING, GENERAL LEDGER, CASH RECEIPTING, PAYROLL, DELINQUENT PERSONAL PROPERTY TAX), INCLUDING IMPLEMENTATION OF .NET VERSIONS OF TAX, UTILITY BILLING, CASH RECEIPTING AND DELINQUENT PERSONAL PROPERTY TAX
- TYLER INCODE (UTILITY BILLING, CASH RECEIPTING, MISCELLANEOUS RECEIVABLES)

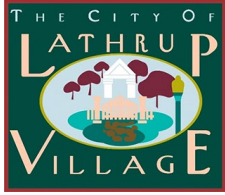
**PERSONAL**

INTEGRITY AND INGENUITY	STRONG INITIATIVE
CONTINUAL PROCESS-IMPROVEMENT	ADAPT EASILY TO CHANGES
DETAIL-ORIENTED	ANALYTIC AND LOGICAL THINKER
WORK WELL UNDER PRESSURE	COMMUNICATE EFFECTIVELY ORALLY AND IN WRITING

EXCELLENT INTERPERSONAL SKILLS:  
 PARTICIPATORY MANAGEMENT STYLE WITH TEAM-COORDINATION  
 EXCELLENT ORGANIZATIONAL SKILLS AND MULTI-TASKING ABILITIES  
 CUSTOMER-SERVICE ORIENTATED (INTERNAL AND EXTERNAL CUSTOMERS)  
 EXTENSIVE KNOWLEDGE OF LAWS, POLICIES AND PRACTICES RELATED TO GOVERNMENTAL ACCOUNTING

**REFERENCES**

AVAILABLE UPON REQUEST



**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 26, 2024  
RE: DES Electric Antenna Replacement Proposal

**Background Brief:** As part of the ongoing water meter project, the City has partnered with Ferguson Waterworks to furnish Neptune 360 AMI Software, install the necessary AMI Infrastructure, and purchase backup reading equipment.

As part of the AMI infrastructure, a new antenna is recommended to be installed in the middle of the City, which happens to correlate with City Hall and our municipal park. To limit the impact of the municipal park, Ferguson and City staff have met on-site to determine a location for the proposed new tower. It has been determined that the City’s old dispatch tower (adjacent to the Police Department) could be removed, and a new tower could be installed in that location. However, the City does have services that connect to the current tower that would need to be removed and reattached to the new tower.

Enclosed in your packet is a quote from DES Electric to conduct this work in coordination with Ferguson. DES Electric is the company that installed our City Hall/PD generator system and has intimate knowledge of the electrical work that impacts this tower, and the PD services it currently provides.

**Previous Action:** April 3, 2023 – approval of Ferguson Waterworks Lathrup Village AMI Proposal.

**Economic Impact:**

592-536-000-921 – Water Contractual Services – \$4,715  
592-537-000-921 – Sewer Contractual Services – \$4,715

Total Estimated Cost - \$9,430

**Recommendation:** It is my recommendation to approve the Lathrup Village Antenna Replacement quote from DES.

**Recommended Motion:**

Moved by Council Member \_\_\_\_\_ seconded by Council Member \_\_\_\_\_ to waive the bidding process due to compatibility with existing equipment and approve DES Electric for Lathrup Village Antenna Replacement services.

**Enclosed:** DES Quote

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Kelly Garrett Mayor	Bruce Kantor Mayor Pro-Tem	Jalen Jennings Council Member	Dalton Barksdale Council Member	Jason Hammond Council Member
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# Electric

• ELECTRICAL CONTRACTING • ENGINEERING

11145 EAST SEVEN MILE ROAD DETROIT MI 48234 PH 313-223-2800

To:	City of Lathrup Village	Date:	February 14, 2024
		Project:	Lathrup Village Antenna Replacement
		Estimator:	Charles Elder
Attn:	Martha Bobcean	EST. #	23-214

DES Electric LLC will furnish and install electrical work for the above project as described herein. All electrical work as described in the site visit with Lathrup Village.

This proposal includes Addenda No(s): N/A

Included	Excluded		Included	Excluded	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sales & Use Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Payment & Performance Bonds
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Electrical Permit costs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Overtime Costs
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Trenching, Excavation, & Backfill	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A.G.C. cleanup charges
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Concrete, Manholes, & Handholes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Energy Usage Charges
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Instrumentation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Painting (except elec. touch-up)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mechanical Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Motor Generator Set
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Temperature Controls	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Temporary wiring for single phase lights and receptacles
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Patching &/or repair of holes in walls or floors created by DES.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Temporary wiring for dewatering or welding

This Proposal is based upon DES Electric LLC's Standard Terms and Conditions (see Page 2) unless otherwise indicated below.

DES Electric LLC (DES) will provide labor and materials for the following scope of work:

1. Coordinate with Ferguson team when they drop the existing mast and erect the new mast to remove antennas from the old mast and secure to the new mast.
2. Provide new coaxial communication cable and connectors for five antennas back to the electrical room.

**Assumptions:**

1. Quotation based upon all inspections being performed during normal business hours. No overtime inspections are included.
2. Utility charges, metering and usage fees not included.
3. Overtime and shift work not included.
4. Demolition is limited to groundwork with removal and disposal of old antenna mast by others.
5. Lowering existing mast and raising new mast by others.
6. There will be additional charges required if adjusted aiming of antenna's is required post-erection of mast.
7. Dumpster costs not included.
8. Removal and disposal of hazardous material and any associated fees not included.
9. Cutting, patching, and painting are not included beyond existing penetrations in building.
10. Re-use existing penetrations for cable into building and provide necessary sealing around cable.
11. Re-use existing antennas and secure to new mast.



# Electric

• ELECTRICAL CONTRACTING • ENGINEERING

11145 EAST SEVEN MILE ROAD DETROIT MI 48234 PH 313-223-2800

**Total Quote: Nine Thousand Four Hundred and Thirty Dollars and 00/100.....\$9,430.00**

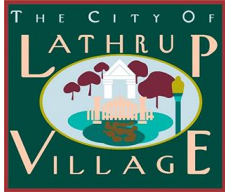
**DES Electric LLC**

*Charles Elder*

Project Manager

### Standard Terms & Conditions

1. Payment terms are monthly progress payments net 30 days due.
2. The offering price is valid for 30 days DES Electric LLC reserves the right to extend this term without notice.
3. Subcontract terms and conditions are subject to review and approval prior to award of a subcontract. to DES Electric LLC.
4. Terms are pending approval by DES Electric LLC credit manager.
5. This Proposal is based on the schedule and time durations presented at time of bid. A change in schedule shall constitute a change in scope of work.
6. All equipment furnished is F.O.B. shipping points with freight allowed to jobsite.
7. The price includes a warranty as specified in the Bid Documents. No other warranty is expressed or implied.



**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 26, 2024  
RE: Parks & Recreation / Tree Committee Appointments

**Background Brief:** During our January 22<sup>nd</sup>, 2024, Study Session we narrowed down our process to move forward with filling vacancies (four (4) on each committee) on our Parks & Recreation, and Tree Committee. Since that time, the City has advertised for applicants and we have included all the submittals in your packet for consideration.

**Previous Action:** N/A

**Economic Impact:** N/A

**Recommendation:** While appointee recommendations come via the Mayor and are approved by the Council, my recommendation would be to ensure the appointments are staged to try and limit a full board turnover at once.

**Recommended Motion:**

Moved by Council Member \_\_\_\_\_ seconded by Council Member \_\_\_\_\_  
to appoint:

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

to the Parks & Recreation Committee for terms expiring \_\_\_\_\_ & \_\_\_\_\_.

Moved by Council Member \_\_\_\_\_ seconded by Council Member \_\_\_\_\_  
to appoint:

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

to the Tree Committee for terms expiring \_\_\_\_\_ & \_\_\_\_\_.

**Enclosed:** Applications

Kelly Garrett Mayor	Bruce Kantor Mayor Pro-Tem	Jalen Jennings Council Member	Dalton Barksdale Council Member	Jason Hammond Council Member
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# City of Lathrup Village

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

## APPLICATION FOR COMMITTEES, COMMISSIONS & BOARDS

Date of Application: 1/10/2024

Please check the committee for which you are applying:

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

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

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

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

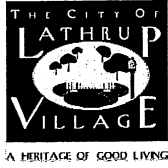
Please list below any other relevant information that clearly states your qualifications for serving on the committees or boards checked above.

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

  
\_\_\_\_\_  
Applicant Signature

1/10/2024  
Date

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



# City of Lathrup Village

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

## APPLICATION FOR COMMITTEES, COMMISSIONS & BOARDS

Date of Application: 1/11/2024

Please check the committee for which you are applying:

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

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

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

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

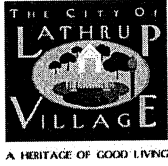
Please list below any other relevant information that clearly states your qualifications for serving on the committees or boards checked above.

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

Christina Schindler  
Applicant Signature

1/11/2024  
Date

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



# City of Lathrup Village

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

## APPLICATION FOR COMMITTEES, COMMISSIONS & BOARDS

Date of Application: 1/16/24

Please check the committee for which you are applying:

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

Name: Nicole Lowry			
Street Address: 18853 San Diego Blvd	City: Lathrup Village	State: MI	Zip: 48076
Home Phone:		Alt. Phone: 586-381-0217	
Email: oohlawd97@aol.com			
Are you at least 18 years of age? Check one: Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Are you a registered voter in Lathrup Village? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Have you been a resident of Lathrup Village for over 1 year? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	

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

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

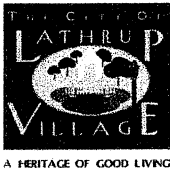
Please list below any other relevant information that clearly states your qualifications for serving on the committees or boards checked above.

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

Nicole Lowry  
Applicant Signature

1/16/24  
Date

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



# City of Lathrup Village

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

Item 10E.

## APPLICATION FOR COMMITTEES, COMMISSIONS & BOARDS

Date of Application: 1/23/2024

Please check the committee for which you are applying:

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

Name: <u>Brandon Wynn</u>			
Street Address: <u>18911 Bungalow</u>	City: <u>Lathrup Village</u>	State: <u>Michigan</u>	Zip: <u>48076</u>
Home Phone: <u>586-604-9544</u>		Alt. Phone: _____	
Email: <u>treewardenwynn@gmail.com</u>			
Are you at least 18 years of age? Check one: Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Are you a registered voter in Lathrup Village? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Have you been a resident of Lathrup Village for over 1 year? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	

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

City of Troy Parks + Rec  
City of Oak Park Recreation  
City of Birmingham (current)

- event planning + execution  
- Sporting / community events  
- Birmingham Shopping District events  
- Attend Birmingham park board meetings  
- working towards Park recreation + tourism management degree at Penn State

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

Please see included letter

Brandon Wynn  
Applicant Signature

1/23/24  
Date

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

To the Recreation Advisory Board for consideration:

My name is Brandon Wynn, I live at 18911 Bungalow Drive. We have lived in Lathrup Village since August of 2022.

During my career with Pubic service, I have worked hand in hand with various municipal recreation departments. Currently, with the City of Birmingham, I work under the Parks Manager and Recreation Coordinator. Along with my forestry and park roles, primarily for recreation, my roles include planning, setting up and executing sporting and community events throughout the year. Events I have worked include; Birmingham's Woodward Dream Cruise, Day on the Town, Winter Market (Tree lighting), Open house at Pubic Service department, State of Michigan Little League Baseball Championship Tournament and many more. I have worked and connected with multiple municipal recreation leaders during my career which is an asset to me and my career moving forward as it can assist me in my endeavors of helping grow the Lathrup Village Recreation Board. I started my career as the main lead of maintaining the sport fields for the City of Troy, where I fell in love with the career but also began my journey working alongside the recreation department of the city. I hope to bring an inside knowledge of municipal workings that includes new trends to help improve Lathrup's recreation future and add a new career goal in aiding my community's recreation programs.

Thank you for your time and consideration, I hope to work with you on improving our city for the future.

*Brandon Wynn*

A handwritten signature in black ink, appearing to read 'BRW', with a long horizontal flourish extending to the right.



# Brandon D. Wynn

18911 Bungalow Drive  
Lathrup Village, MI 48076

phone: (586) 604-9544  
[bwynn@bhamgov.org](mailto:bwynn@bhamgov.org)

LinkedIn: [www.linkedin.com/in/brandon-d-wynn](http://www.linkedin.com/in/brandon-d-wynn)

## Summary:

Reliable leader and self-driven with the ability to think quickly. "Can-do" attitude while being able to work in a group setting as well as independently with limited direction needed in a fast-paced environment. Multi-tasker and outgoing personality with excellent written and verbal communication. Versatile and adaptable.

## Highlights:

Leadership Skills - Customer Service – Time Management – Detail Oriented – Event Planning - Tree Warden

## Professional Experience:

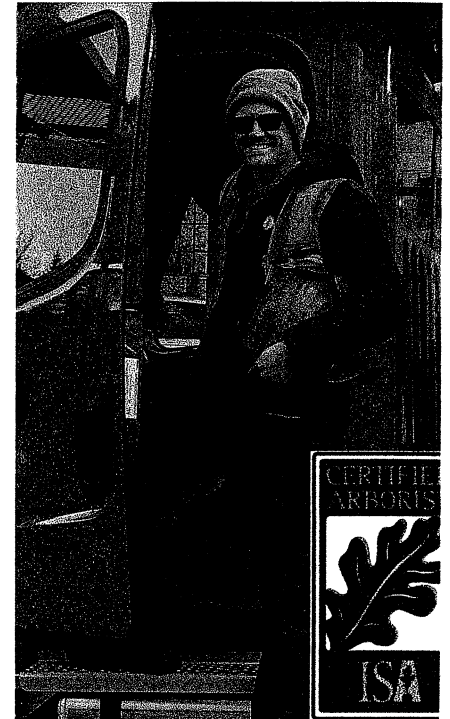
### City of Birmingham (Birmingham, MI)

08/2021-Current

**Parks and Forestry: Operator** 08/2021-01/2023

**Parks and Forestry: Technician** 01/2023-Present

Since starting with Birmingham, I have been involved with tasks including lawn care, tree and shrub trimming, planting flowers and trees, ground repair, street sign installation, pesticide application, irrigation repair, landscape design for new or improving areas, event set up and holiday lights. During my time with Birmingham, I obtained the required pesticide license and strived to attend every class and seminar I could for credit hours and new knowledge to use in the everyday work. I have taken an interest in the forestry part of the job with the trimming of trees and shrubs while always offering first to jump into the high ranger and to use all the equipment. In September 2023, I successfully obtained my ISA Certified Arborist certification taking the self-proclaimed title of "Tree Warden". I filled the lead role for the holiday light crew where I bring a combination of strategy and experience for completing the task of lighting the downtown area. Safety is a major responsibility I take very serious around low and high traffic area. Comprising a new safety plan for high traffic zones was a major tool I used to maintain a safe and orderly work zone for my crew. I have been happy to be able to have my inputs and ideas executed with the tasks handed to me. I strive to have an open mind to bring new and improved ideas which adds character to the displays we put up for the residents. I am happy to feel my work ethic and abilities are not over looked and knowing that I can be the go to person within the department for any tasks needed of me. I am pursuing a degree in Recreation, Parks and Tourism Management that will increase my ability to lead and move up through the ranks within the city.



### City of Troy (Troy, MI)

Parks & Recreation; Weekend Supervisor

5/2018-08/2021

As a supervisor, I was accountable for maintaining 13 parks and multiple facilities within the 33+ square miles of the city. On weekends, it was my duty to assign to my team, assignments that needed to be done within the work day. I was responsible for training new and existing members and to ensure they were knowledgeable and fully trained on regulations, processes and their responsibilities. In charge of coordinating events reserved through the city; setting up and breaking down the event, handling complaints and violations, as well as keeping the areas well maintained as needed. Operational duties for handling baseball fields which include operating and performing tasks on the field such as chalking the base paths and prepping the bases for all league baseball games. Accountable for maintaining all facets of the city parks which takes into account; playground equipment, soccer/football field maintenance, grounds keeping (mulch, sand, dirt relocating), tree trimming/maintenance, irrigation repair, building of parks equipment and operating park machines and tools. Operating sanitizing machines to maintain a well-kept and clean park restroom.

# Brandon D. Wynn

18911 Bungalow Drive  
Lathrup Village, MI 48076

phone: (586) 604-9544  
[bwynn@bhamgov.org](mailto:bwynn@bhamgov.org)

LinkedIn: [www.linkedin.com/in/brandon-d-wynn](http://www.linkedin.com/in/brandon-d-wynn)

## City of Sterling Heights (Sterling Heights, MI)

Seasonal Laborer Streets Department

11/2020-08/2021

At Sterling Heights, I was a part of the streets department as a year-round seasonal laborer. At the city, I worked alone and alongside fellow team members on various projects and jobs. During the winter, it was my duty to go to specific locations to remove snow and ice within subdivisions and crosswalks. I also aided each specific crew; such as the tree crew for removing and chipping trees and brush, patch crew for repairing road potholes and imperfection, snow fence/barrier set up and catch basin cleanout with the Vector trucks.

## City of Oak Park (Oak Park, MI)

Recreation Field Supervisor

08/2023-Present

Under the supervision of the Recreation coordinator and Recreation Manager, I preformed, maintained and setup all sport fields within the city limits. Preparing and supervising fields including; softball, kickball, soccer and football. Communicating among department management and coaches/teams renting fields, I handled any and all issues that arose among visitors on and off the field of play. Through this employment, I added professional connections within the recreation side of public service that will be an asset moving forward in my career.

## ***Certifications;***

CDL A License with (N) Tanker Endorsement

ISA Certified Arborist: MI-4750A

MDARD Commercial Pesticide Applicator: C003220278

Categories: CORE, 3A Turf grass, 3B Ornamental, 6 Right-of-way

## ***Education;***

Oakland Community College (Southfield, MI)

Present

Central Michigan University (Mount Pleasant, MI)

Avondale High School (Auburn Hills, MI)

Graduated 2017

## **Volunteering;**

- **WAHS 89.5** Avondale High Schools public radio station; DJ/Host, programmer, public relations, event planner
- **Troy Fire-station:** Supporting "Troy People Concerned" charity. Charity supports families that need assistance during the holiday season. We help provide those families with a Christmas shopping experience for children so they are not left out due to unfortunate circumstances.
- **Lathrup Village Children Garden Committee:** With my background in ground keeping and knowledge in plant care, I joined this committee to help my community create new and improved features within the children garden located on the premises of the City of Lathrup Village City Hall on Southfield Rd
- **Letters to Santa** via the *North Pole Postal Service*, created 2023, allows families a fun experience of sending letters to the North Pole and receiving a written response from Santa.

# The International Society of Arboriculture

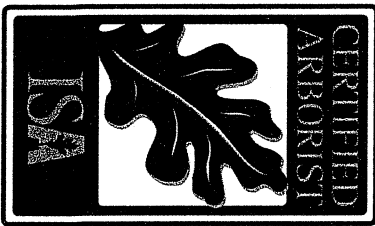
Hereby Announces That

*Brandon Donald Wynn*

Has Earned the Credential

## ISA Certified Arborist ®

By successfully meeting ISA Certified Arborist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council



TM

*Caitlyn Polihan*

Caitlyn Polihan  
CEO & Executive Director

20 September 2023

31 December 2026

MI-4750A

Issue Date

Expiration Date

Certification Number

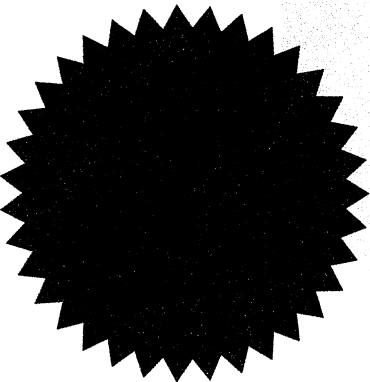


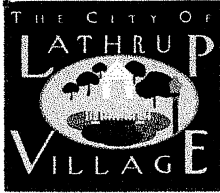
ANSI National Accreditation Board  
ACCREDITED

ISO/IEC 17024  
PERSONNEL CERTIFICATION  
BODY

#0847

ISA Certified Arborist





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

RECEIVED

JAN 29 2024

City of Lathrup Village

APPLICATION FOR COMMITTEES, COMMISSIONS, & BOARDS

Date of Application: January 27, 2024

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: John Runyan

Address: 18722 San Diego Blvd., Lathrup Village, MI 48076

Phone: 248 561-9737 Street, City, State, Zip Email: jrunyan@michlabor.legal

- 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: [Handwritten Signature] Date: January 27, 2024

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

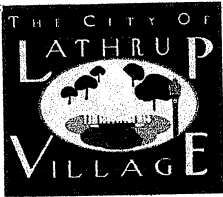
- Kelly Garrett Mayor
Bruce Kantor Mayor Pro-Tem
Jalen Jennings Council Member
Dalton Barksdale Council Member
Jason Hammond Council Member

**John R. Runyan** is Of Counsel to the Detroit law firm, Nickelhoff & Widick, where he practices union-side labor law and represents employees in employment-related disputes. After serving as law clerk to United States District Judge Stephen J. Roth from 1972-1974, he joined the adjunct faculty at Wayne State University Law School where he taught a class in Employment Discrimination Law for more than 30 years.

Runyan has served as President of the College of Labor and Employment Lawyers, the Detroit [now Eastern District] Chapter of the Federal Bar Association (FBA) and the Detroit Bar Association. He has also served as Chair of the State Bar of Michigan (SBM) Labor and Employment Law Section (LELS) and the SBM Standing Committee on the *Michigan Bar Journal*, a position he continues to hold. He is the recipient of the SBM LELS Distinguished Service Award, the FBA Cook-Friedman Civility Award, and the SBM John Cummiskey Pro Bono Award. Runyan has been listed in each edition of Best Lawyers in America since 1989 and among Michigan Super Lawyers since its inception in 2006.

Among his previous writings are the following: Runyan, "Employment Decision-Making in Education Institutions," 26 Wayne L. Rev. 955 (March, 1980); Runyan, "Future Injury or Incapacitation: A Defense Under the Handicappers' Act?" 63 Michigan Bar Journal 835 (September, 1984); Runyan, "Hedging Betts: The Older Workers Benefit Protection Act," 72 Michigan Bar Journal 168 (February, 1993); Runyan, Arbitration of Employment Discrimination Claims, 30 Michigan Trial Lawyers Association Quarterly 14 (Spring 1996); Runyan, Summary Judgment: Defeating the Employer's Inevitable Motion, Employment Litigation Skills Training (American Bar Association Section of Labor and Employment Law 2000); Contributor, Schlei & Grossman, Employment Discrimination Law, Second Edition, Five Year Cumulative Supplement; Contributor, Michigan Causes of Action Formbook [Institute of Continuing Legal Education (ICLE) 1996]; Contributor, Employment Law for Michigan Employers, (ICLE, various editions); Contributor, Wolkinson, Employment Law: The Workplace Rights of Employees and Employers, Second Edition, (Blackwell Publishing 2008).

Runyan and his wife, Ann, have lived in Lathrup Village for forty-six years beginning in June, 1978. They raised their three now grown children here, where they were active in McIntyre Elementary School, Community Congregational Church, the Village Athletic Club, Lathrup Youth Theater, Cub Scout Pack 1341 and Boy Scout Troop 1682. The Runyans were also active in the Lathrup Supper Club and frequently attend summer concerts in the park and other community events.



City of Lathrup Village
27400 Southfield Road
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APPLICATION FOR COMMITTEES, COMMISSIONS, & BOARDS

Date of Application: 1/30/2024

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: Carol Greene

Address: 28230 Lathrup Blvd

Phone: 248-797-7526 Street, City, State, Zip Email:

- 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: Carol Greene Date: 2/1/24

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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

# Carol Greene

248-797-7526 | carolgreene282@outlook.com | Lathrup Village, MI 48076

## SUMMARY

Throughout the 46 years of my nursing career and 40+ years of volunteerism I have consistently provided attention to detail, working well with diverse groups of people and staying within budgetary constraints, while ultimately executing events that were well attended and well received. I believe that these skills are what the Lathrup Village Parks and Recreation Committee is seeking to meet the needs of our community. Additionally, I have a passion for this community and it's residents.

## SKILLS

- Strategic Thinking
- Policy Development
- Leadership Experience
- Organizational Leadership
- Annual Planning
- Talent Recruitment
- Program Oversight
- Client Engagement
- Relationship and Team Building
- Planning and Coordination

## EXPERIENCE

**Board Member/Volunteer, Great Getaway Camp (families with special needs), June 2022-Current**  
Troy, MI

- Brainstormed new ideas and helped direct program planning.
- Trained and mentored 3 staff members to maximize productivity.
- Assisted with executive team members on fundraising initiatives
- Participated in various committees to meet specialized goals.
- Attended board meetings and reviewed meeting agendas.
- Collaborated with others to discuss new opportunities.
- Completed day-to-day duties accurately and efficiently.
- Assisted with first aid for campers and volunteers.

**RN, Ascension Health, Providence Park Pediatrics, January 2000-October 2023**  
Novi, MI

- Advocated for patient needs with interdisciplinary team and implemented outlined treatment plans.
- Responded to emergency situations with speed, expertise and level-headed approaches to provide optimal care, support and life-saving interventions.
- Helped patients and families feel comfortable during challenging and stressful situations, promoting recovery.
- Identified potential safety hazards in the environment or among patients' behaviors.

- Trained and mentored new RNs on best practices, hospital policies and standards of care

**Board Member/Volunteer, Teen Reach Adventure Camp for Teens in Foster Care, June 2017-August 2020**

Wixom, MI

- Engaged in fundraising and resource development efforts by reaching out to interested partners and donors.
- Participated in recruiting activities such as interviewing candidates for leadership roles.
- Developed and implemented policies to ensure compliance with State regulations.
- Attended board meetings and reviewed meeting agendas.
- Executed on-time, under-budget project management.
- Planned and executed decorations and food for special dinner for campers (approx. 75 people).
- Planned and executed meal for 50 volunteers during debriefing
- Planned and delivered boxes of camp related experiences to campers homes when COVID caused cancellation of camp.

**Committee Member, Love=Unity at Brightmoor Christian Church, January 2017-February 2020**  
Novi, MI

- Gathered information from outside sources related to potential projects under consideration by the committee.
- Assisted the group in planning and executing 4 events of up to 300 people with a goal of broadening understanding and promoting relationships between diverse people groups.

## **EDUCATION AND TRAINING**

Nursing Diploma

Nursing, Harper Hospital School of Nursing, Detroit, MI July 1976





# City of Lathrup Village

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

Item 10F.

## APPLICATION FOR COMMITTEES, COMMISSIONS & BOARDS

Date of Application: 1/23/2024

Please check the committee for which you are applying:

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

Name: <u>Brandon Wynn</u>			
Street Address: <u>8111 Bengal Dr.</u>	City: <u>Lathrup Village</u>	State: <u>Michigan</u>	Zip: <u>48076</u>
Home Phone: <u>586-604-9544</u>		Alt. Phone:	
Email: <u>freewardenwynn@gmail.com</u>			
Are you at least 18 years of age? Check one: Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Are you a registered voter in Lathrup Village? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Have you been a resident of Lathrup Village for over 1 year? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	

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

City of Troy Parks + rec  
City of Oak Park Recreation  
City of Birmingham (current)

ISA Certified Arborist  
MDARD Commercial pesticide Applicator

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

Please see included letter

B Wynn  
Applicant Signature

1/23/24  
Date

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

To the Tree Committee for consideration:

My name is Brandon Wynn, I live at 18911 Bungalow Drive. We have lived in Lathrup Village since August of 2022.

My entire career has been with Public Service at multiple municipalities. I've worked primarily within the Parks and Forestry departments. I am a member of the International Society of Arboriculture (ISA) and a certified Municipal Arborist. Over my career, I have been trained by multiple industry leading members and attended many classes and seminars bettering my skills and knowledge. With my membership at ISA, I have access to industry connections, publications and worldwide knowledge pertaining to the arboriculture lifestyle. I am currently employed with the City of Birmingham's Public Service where I perform a number of jobs throughout the year. I have attended multiple Arbor Day celebration events, which includes the planting of a celebration tree with community interaction. I specialize in the planting, training, pruning, health care and risk/mitigation assessments of all tree species. Trimming of trees is a year-round task, but primarily we perform major trimming during the dormant months of winter. Outside of forestry work, I lead multiple crews including the holiday light installation, sport field maintenance, irrigation repairs, flower a landscape design and many more. Along with my ISA membership connections, I also have gained multiple local municipality connections with previous roles I have held. Connections like these, can help aid a community in new ideas and insight on what works or doesn't work within other communities as well as mistakes learned with the integration of different species of trees in new areas. I hope to bring my past experiences to this committee and grow even more with the Lathrup Village Tree Committee as I expand my arboriculture career.

Thank you for your time and consideration, I hope to work with you on improving our city for the future.

Brandon Wynn

A handwritten signature in black ink, appearing to read 'BRONN', with a long horizontal stroke extending to the left.

# Brandon D. Wynn

18911 Bungalow Drive  
Lathrup Village, MI 48076

phone: (586) 604-9544  
[bwynn@bhamgov.org](mailto:bwynn@bhamgov.org)

LinkedIn: [www.linkedin.com/in/brandon-d-wynn](http://www.linkedin.com/in/brandon-d-wynn)

## Summary:

Reliable leader and self-driven with the ability to think quickly. "Can-do" attitude while being able to work in a group setting as well as independently with limited direction needed in a fast-paced environment. Multi-tasker and outgoing personality with excellent written and verbal communication. Versatile and adaptable.

## Highlights:

Leadership Skills - Customer Service – Time Management – Detail Oriented – Event Planning - Tree Warden

## Professional Experience:

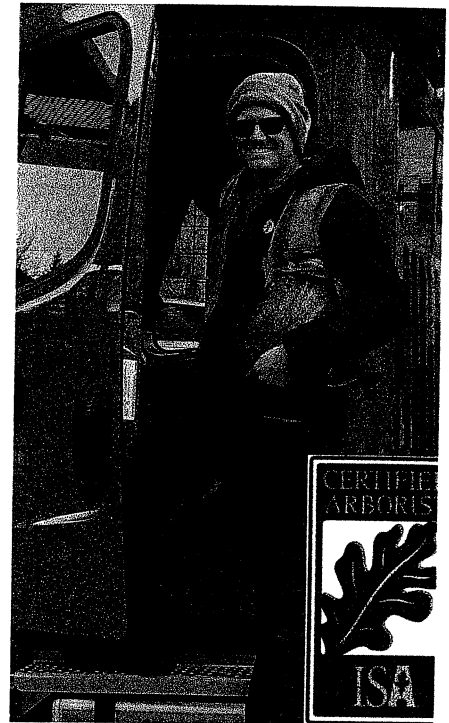
### City of Birmingham (Birmingham, MI)

08/2021-Current

**Parks and Forestry: Operator** 08/2021-01/2023

**Parks and Forestry: Technician** 01/2023-Present

Since starting with Birmingham, I have been involved with tasks including lawn care, tree and shrub trimming, planting flowers and trees, ground repair, street sign installation, pesticide application, irrigation repair, landscape design for new or improving areas, event set up and holiday lights. During my time with Birmingham, I obtained the required pesticide license and strived to attend every class and seminar I could for credit hours and new knowledge to use in the everyday work. I have taken an interest in the forestry part of the job with the trimming of trees and shrubs while always offering first to jump into the high ranger and to use all the equipment. In September 2023, I successfully obtained my ISA Certified Arborist certification taking the self-proclaimed title of "Tree Warden". I filled the lead role for the holiday light crew where I bring a combination of strategy and experience for completing the task of lighting the downtown area. Safety is a major responsibility I take very serious around low and high traffic area. Comprising a new safety plan for high traffic zones was a major tool I used to maintain a safe and orderly work zone for my crew. I have been happy to be able to have my inputs and ideas executed with the tasks handed to me. I strive to have an open mind to bring new and improved ideas which adds character to the displays we put up for the residents. I am happy to feel my work ethic and abilities are not over looked and knowing that I can be the go to person within the department for any tasks needed of me. I am pursuing a degree in Recreation, Parks and Tourism Management that will increase my ability to lead and move up through the ranks within the city.



### City of Troy (Troy, MI)

Parks & Recreation; Weekend Supervisor

5/2018-08/2021

As a supervisor, I was accountable for maintaining 13 parks and multiple facilities within the 33+ square miles of the city. On weekends, it was my duty to assign to my team, assignments that needed to be done within the work day. I was responsible for training new and existing members and to ensure they were knowledgeable and fully trained on regulations, processes and their responsibilities. In charge of coordinating events reserved through the city; setting up and breaking down the event, handling complaints and violations, as well as keeping the areas well maintained as needed. Operational duties for handling baseball fields which include operating and performing tasks on the field such as chalking the base paths and prepping the bases for all league baseball games. Accountable for maintaining all facets of the city parks which takes into account; playground equipment, soccer/football field maintenance, grounds keeping (mulch, sand, dirt relocating), tree trimming/maintenance, irrigation repair, building of parks equipment and operating park machines and tools. Operating sanitizing machines to maintain a well-kept and clean park restroom.

# Brandon D. Wynn

18911 Bungalow Drive  
Lathrup Village, MI 48076

phone: (586) 604-9544  
[bwynn@bhamgov.org](mailto:bwynn@bhamgov.org)

LinkedIn: [www.linkedin.com/in/brandon-d-wynn](http://www.linkedin.com/in/brandon-d-wynn)

## City of Sterling Heights (Sterling Heights, MI)

Seasonal Laborer Streets Department

11/2020-08/2021

At Sterling Heights, I was a part of the streets department as a year-round seasonal laborer. At the city, I worked alone and alongside fellow team members on various projects and jobs. During the winter, it was my duty to go to specific locations to remove snow and ice within subdivisions and crosswalks. I also aided each specific crew; such as the tree crew for removing and chipping trees and brush, patch crew for repairing road potholes and imperfection, snow fence/barrier set up and catch basin cleanout with the Vector trucks.

## City of Oak Park (Oak Park, MI)

Recreation Field Supervisor

08/2023-Present

Under the supervision of the Recreation coordinator and Recreation Manager, I preformed, maintained and setup all sport fields within the city limits. Preparing and supervising fields including; softball, kickball, soccer and football. Communicating among department management and coaches/teams renting fields, I handled any and all issues that arose among visitors on and off the field of play. Through this employment, I added professional connections within the recreation side of public service that will be an asset moving forward in my career.

### ***Certifications;***

CDL A License with (N) Tanker Endorsement

ISA Certified Arborist: MI-4750A

MDARD Commercial Pesticide Applicator: C003220278

Categories: CORE, 3A Turf grass, 3B Ornamental, 6 Right-of-way

### ***Education;***

Oakland Community College (Southfield, MI)

Present

Central Michigan University (Mount Pleasant, MI)

Avondale High School (Auburn Hills, MI)

Graduated 2017

### **Volunteering:**

- **WAHS 89.5** Avondale High Schools public radio station; DJ/Host, programmer, public relations, event planner
- **Troy Fire-station:** Supporting "Troy People Concerned" charity. Charity supports families that need assistance during the holiday season. We help provide those families with a Christmas shopping experience for children so they are not left out due to unfortunate circumstances.
- **Lathrup Village Children Garden Committee:** With my background in ground keeping and knowledge in plant care, I joined this committee to help my community create new and improved features within the children garden located on the premises of the City of Lathrup Village City Hall on Southfield Rd
- **Letters to Santa** via the *North Pole Postal Service*, created 2023, allows families a fun experience of sending letters to the North Pole and receiving a written response from Santa.

# The International Society of Arboriculture

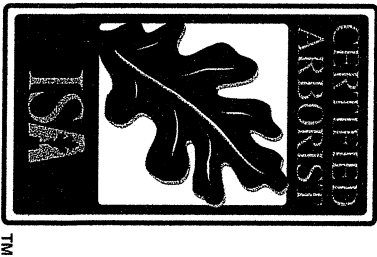
Hereby Announces That

*Brandon Donald Wynn*

Has Earned the Credential

## ISA Certified Arborist ®

By successfully meeting ISA Certified Arborist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council



*Caitlyn Pollihan*

Caitlyn Pollihan  
CEO & Executive Director

20 September 2023

31 December 2026

MI-4750A

Issue Date

Expiration Date

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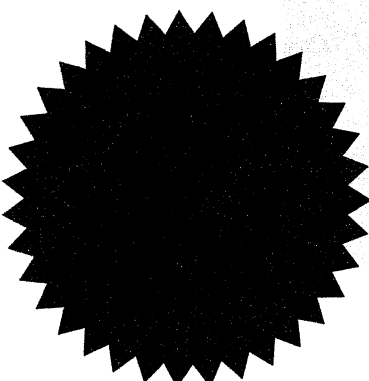
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PERSONNEL CERTIFICATION  
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ISA Certified Arborist





# City of Lathrup Village

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

## APPLICATION FOR COMMITTEES, COMMISSIONS & BOARDS

Date of Application: 1/20/2024

Please check the committee for which you are applying:

- |   |  |
|---|--|
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| <input type="checkbox"/> DDA – Promotions Committee           | <input type="checkbox"/> Recreation Advisory Committee |
| <input type="checkbox"/> DDA – Design Committee               | <input type="checkbox"/> Other: _____                  |

Name: <u>ROGER LYNN</u>			
Street Address: <u>18590 SAN JOSE</u>	City: <u>LATHRUP</u>	State: <u>MI</u>	Zip: <u>48076</u>
Home Phone: <u>248-345-6793</u>		Alt. Phone: _____	
Email: <u>SUEANDROBERLYNN@ATT.NET</u>			
Are you at least 18 years of age? Check one: Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Are you a registered voter in Lathrup Village? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Have you been a resident of Lathrup Village for over 1 year? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	

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

*BS degree from MSU in Landscape Horticulture with business minor*

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

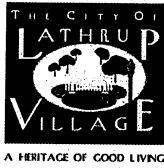
*Desire to work with committee for continual beautification and urban forest management in Lathrup Vlg.*

Roger B. Lynn  
Applicant Signature

1/20/2024  
Date

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





# City of Lathrup Village

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| <input type="checkbox"/> DDA – Design Committee               | <input type="checkbox"/> Other: _____                  |

Name: <b>Nancy Perchard</b>			
Street Address: <b>27680 Rainbow Circle</b>	City: <b>Lathrup Village</b>	State: <b>MI</b>	Zip: <b>48076</b>
Home Phone: <b>248.722.0442</b>		Alt. Phone:	
Email: <b>nancyperchard@yahoo.com</b>			
Are you at least 18 years of age? Check one: Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Are you a registered voter in Lathrup Village? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Have you been a resident of Lathrup Village for over 1 year? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	

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

Very knowledgeable about horticulture especially trees both shade and ornamental, created and admin Lathrup Village Nature Group on Facebook. Have a passionate interest in the LV tree canopy, urban forest practices, sustainability, flora and fauna of LV, natural world education and information, best water practices in gardening, etc.



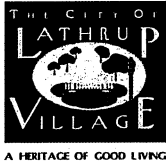
Please list below any other relevant information that clearly states your qualifications for serving on the committees or boards checked above.

Have lived in Lathrup since 1994, have planted many trees, studied Rain Gardens and Composting, natural lawn care. I am a retired advertising executive and I love the enthusiasm so many here have for the natural environment here in Lathrup.

Nancy Perchard (acting as signature)  
Applicant Signature

January 20, 2024  
Date

Return signed & completed application to:  
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Lathrup Village City Clerk, 27400 Southfield Road, Lathrup Village, MI 48076



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## APPLICATION FOR COMMITTEES, COMMISSIONS & BOARDS

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| <input type="checkbox"/> DDA – Promotions Committee           | <input type="checkbox"/> Recreation Advisory Committee |
| <input type="checkbox"/> DDA – Design Committee               | <input type="checkbox"/> Other: _____                  |

Name: <b>Sandra Johnson</b>			
Street Address: <b>27821 Rackham Dr</b>	City: <b>Lathrup Village</b>	State: <b>MI</b>	Zip: <b>48076</b>
Home Phone: <b>248-557-2748</b>		Alt. Phone: <b>248-376-0422</b>	
Email: <b>sfinlv@aol.com</b>			
Are you at least 18 years of age? Check one: Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Are you a registered voter in Lathrup Village? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Have you been a resident of Lathrup Village for over 1 year? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	

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

I was with the Gardeners for several years and an officer for 5 years. I was a co-founder of the Children's Garden (along with the Martins and Don McGhee). I initiated the creation of the Village Preserve and worked on the land for 5 years.

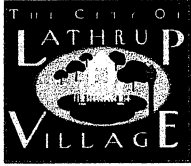
Please list below any other relevant information that clearly states your qualifications for serving on the committees or boards checked above.

I've been an avid gardener with a focus on Native Plants for many years. While I've had plenty of leadership roles in my life, I'd rather be one of many on a committee.

Sandra F Johnson  
 Applicant Signature

January 26, 2024  
 Date

Return signed & completed application to:  
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www.lathrupvillage.org | (248) 557-2600

APPLICATION FOR COMMITTEES, COMMISSIONS, & BOARDS

Date of Application: 1/30/24

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: Scott Warner

Address: 28920 Lathrup Blvd., Lathrup Village MI. 48076
Phone: 2489414592
Email: scott.warner1997@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: [Handwritten Signature] Date: 2/11/24

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.

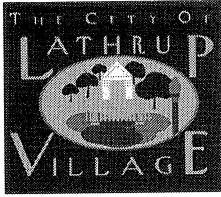
Return completed application to:
Lathrup Village - City Clerk, 27400 Southfield Road, Lathrup Village, MI 48076

Kelly Garrett Mayor, Bruce Kantor Mayor Pro-Tem, Jalen Jennings Council Member, Dalton Barksdale Council Member, Jason Hammond Council Member

RECEIVED

FEB 01 2024

City of Lathrup Village



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

**RECEIVED**

**APPLICATION FOR COMMITTEES, COMMISSIONS, & BOARDS**

Date of Application: 2/18/2024

FEB 20 2024

City of Lathrup Village

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: Reed Boskey

Address: 17535 Wiltshire Blvd, Lathrup Village, MI 48076

Phone: 217-493-1083 Street, City, State, Zip Email: reed.boskey@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:  Date: 2/18/2024

**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

Reed Boskey (he/him)  
[reed.boskey@gmail.com](mailto:reed.boskey@gmail.com)  
217-493-1083  
Lathrup Village, MI  
9/12/2023

Dear Lathrup Village Tree Committee,

I am writing to express my strong interest in an open seat on the Lathrup Village Tree Committee. I'm very passionate about plants, specifically Michigan natives, and I have experience in the conservation and nursery trades. I'm an avid learner about anything from arboriculture to Michigan ecosystems to stormwater management, and I think this broad perspective would help us weigh the many factors inherent in tree selection.

After moving into our house in LV at the start of 2021, I became an avid gardener. Initially, I planted whatever looked nice, but over time my curiosity brought me to the importance of native species for creating habitat for birds and other wildlife. From these humble beginnings, I studied and expanded into ecological conservation and restoration work, professionally. I now work at Blue Heron Headwaters Conservancy, where my work is focused on managing and establishing natural habitats to support our local wildlife, and Michiganense Natives, where I manage our nursery stock and remote sales (farmer's markets, etc.). I have considerable knowledge about trees and their role in the environment, their pests/diseases, and what life they support.

Since late 2023, I've been a member of the Lathrup Village DDA Beautification committee, where I became the resident tree expert. I spearheaded the tree selection process for our 2023 DTE tree grant, researching and presenting recommended species to the group and getting bids from local nurseries. Additionally, I presented on tree planting and maintenance best practices, in hopes of building a culture of proactive care for healthy, long-lived trees. Especially important in light of how many dead and distressed trees we have in our parks and around City Hall.

When I joined the Beautification Committee, I didn't realize how limited its scope is, and I yearn to help improve our residential trees as well. In my opinion, our street tree population is much too old, on average, and we have many years of underplanting to make up for at this point. I have thoughts on how to improve our maintenance program, as well as ideas for sourcing trees well-suited to our region from reputable producers at bulk rates. I'd love the opportunity to meet and discuss the role and my qualifications in more depth.

Sincerely,

Reed Boskey

## Reed Boskey *(he/him)*

Lathrup Village, Michigan  
+1 217-493-1083

reed.boskey@gmail.com  
[LinkedIn](#)

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### Tree Committee Member

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Conservationist and nurseryman with a passion for Michigan's natural beauty. Knowledgeable about tree species and management, especially Michigan natives. Experienced advising the LV DDA Beautification Committee on tree species, looking to expand influence to the residential areas of the city. Interested to learn about city natural resource management while contributing to the improvement of our climate resilience, stormwater management, and beauty. Committed to lifelong learning and building a supportive, personal team dynamic.

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### Areas of Expertise

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Native Plants & Ecosystems of Michigan | Landscaping & Gardening | Landscape Design | Invasive Plant Management | Integrated Pest Management (IPM) | Plant Propagation | Written Communication |

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### Relevant Experience

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**BLUE HERON HEADWATERS CONSERVANCY** - Clarkston, MI Oct 2023 - Present  
**Conservation Technician**

Manage over 1,500 acres of conservation land

- Identify and remove invasive species, mechanically and using targeted pesticide application
- Catalog interesting natural features - plant, animal, insect species, and natural formations.
- Identify property boundary markers and install signage
- Construction projects, including building a large storage shed

**MICHIGANENSE NATIVES** - Plymouth, Michigan Jan 2024 - Present  
**Remote Sales Manager**

Manage farmer's markets and one-off remote sales for the nursery

- Coordinate and run multiple farmer's markets and dozens of annual remote sales
- Plan and install private gardens
- Plant and manage stock of over 50,000 seedlings

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### Volunteer Experience

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**Lathrup Village DDA Beautification Committee** Oct 2023 - Present

- Lead the committee's DTE tree grant tree selection process
- Researched and presented recommendations for tree species selections to the committee
- Communicate with nurseries to secure bids

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### Education

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**Bachelor's of Science (BS), American Studies**  
Macalester College, St. Paul, Minnesota

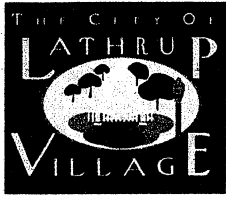
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### Interests & Hobbies

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- Learning about native plants and ecology of Michigan
- Collecting and germinating native seeds





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: 2-4-2024

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: Susan Arneson

Address: 28252 Woodworth Way, Lathrup Village, MI 48076

Phone: 313-655-1928 Street, City, State, Zip Email: susanarneson@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: [Handwritten Signature] Date: 2-4-2024

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

To: Lathrup Village Selection Committee

February 4, 2024

From: Susan R Arneson  
28252 Woodworth Way  
Lathrup Village, MI 48076

Re: Application for Tree Committee

I am very interested in becoming a member of the Lathrup Village Tree Committee. The mature trees and landscaping throughout the city were among the many reasons why my husband and I chose to move here in 1985. As a 38+-year resident and avid gardener, I have been active in numerous community activities over the years. Those specifically related to gardening include:

- Initiated the Village Gardeners (former LV garden club) with several neighbors
- Organized 10+ featured speaker events on gardening topics
- Presented numerous gardening seminars to local and neighboring garden groups
- Volunteered on several Home & Garden Award selections
- Shared personal home yard and garden in 4 previous LV Garden Tours
- Planned and executed the 2023 LV Garden Tour (part of a 4-member committee)

My education provided a solid foundation for both my work experience and my personal gardening avocation:

- Bachelors in Biology (environmental/ecology focus); St. Olaf College
- Masters in Biology (environmental/ecology focus); Drake University
- Master of Business Administration (marketing focus); University of Michigan, Ann Arbor

Additionally, I completed the MSU Extension Master Gardener program 25+ years ago and achieved the status of Advanced Master Gardener. The certificate program not only involves a classroom education on many topics (including trees and woody shrubs), but also requires a significant component of sharing (or giving back) to local communities. As a result, I have not only volunteered time for maintenance of public spaces, but also have presented many educational seminars on gardening topics.

Professionally, I am retired from a 42-year career in marketing and communications leadership in technical professional services firms in the testing laboratory and architectural-engineering communities. My experience includes working with colleagues at all levels of the organization, including volunteers in several professional organizations, and successfully managing budgets and schedules to achieve goals.

My frequent work travel in the last 15 years of my career prevented me from being very engaged locally, but now that I'm retired, I look forward to contributing more to the city I call home. In particular, improving the city's green space is of great interest. I am encouraged that we are creating a Tree Committee and giving a priority to the natural environment which is so important to what makes Lathrup Village such a lovely place to live. I would like to be a part of this positive effort to keep our community as welcoming and appealing as when I first moved here.

I hope you give my application serious consideration.

Sincerely,

  
Susan R. Arneson



27400 Southfield Rd  
Lathrup Village, MI 48076  
(248) 557 - 2600  
[www.lathrupvillage.org](http://www.lathrupvillage.org)

To: Mayor Kelly Garrett

From: Susie Stec, Director – Community & Economic Development /DDA Director

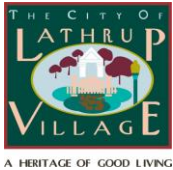
RE: DDA Board of Director Appointment

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The Downtown Development Authority (DDA) Board of Directors currently has a vacancy due to the departure of Bobbi Lovins who represented Wallace Financial, a business located in the district. Per Public Act 57 of 2018, not less than 51% of the individuals on the DDA Board of Directors must have an interest in the district (i.e. property owners and/or business). As such, the current vacant seat must be filled by someone who has a stake in the district.

Staff has received an application from Danielle Huey, owner of HueVine Wellness and MedSpa (17641 W 12 Mile Rd). Ms. Huey has been a thriving business in the community for more than 7 years. The DDA Board of Directors is excited for the opportunity for Ms. Huey to serve and bring her energy, enthusiasm, and commitment to fostering a supportive business ecosystem to the district.

**Suggested Motion:** *To appoint Danielle Huey, owner of HueVine Wellness & MedSpa to the DDA Board of Directors to serve a 4 -year term ending on 2/1/2028.*



# City of Lathrup Village

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

## APPLICATION FOR COMMITTEES, COMMISSIONS & BOARDS

Date of Application: 02/07/24

Please check the committee for which you are applying:

- Board of Review
- Building Authority
- Downtown Development Authority
- Historic District Commission
- Recreation Advisory Committee
- Planning Commission
- Other: \_\_\_\_\_

Name: <b>Danielle HueVine</b>			Are you at least 18 years of age? (Check one) <input checked="" type="checkbox"/> <input type="checkbox"/>
Street Address: 17641 W 12 Mile RD	City: Lathrup Village	State: MI	Zip: 48076
Home Phone: 248.574.3777		Alt. Phone:	
Email: <b>danielle@huevine.com</b>			

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

As a dedicated business owner and participant in the local economy of Lathrup Village, Michigan, I bring over fourteen years of entrepreneurial experience, local market insight, and a profound commitment to community development to the table. Since founding my business in 2009, I have navigated the complexities of sustaining and growing a venture in a competitive landscape and prioritized giving back to the community, which has fueled my ambition.

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

My vision is to enhance our community's competitive edge while preserving its unique charm, drawing inspiration from burgeoning markets like downtown Detroit, Southfield Park, and Royal Oak. Fostering a supportive ecosystem for businesses, encouraging innovation, and facilitating connections can spur economic growth and create a thriving, inclusive community.