



# City Council Regular Meeting Agenda

Monday, April 19, 2021 at 7:00 PM  
27400 Southfield Road, Lathrup Village, Michigan 48076

## ZOOM REMOTE MEETING INFORMATION

**Webinar ID:** 985 6614 5146

**Password:** 282771

**CLICK HERE:** [Online Link](https://zoom.us/j/98566145146?pwd=Mnl5cmw3SVNr1NFdTkdDNVak1UUT09)

<https://zoom.us/j/98566145146?pwd=Mnl5cmw3SVNr1NFdTkdDNVak1UUT09>

**Telephone:** 646.558.8656 or 312.626.6799

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

*In accordance with Emergency Orders issued by the Michigan Department of Health and Human Services, Oakland County, local officials, State of Michigan legislation, and City of Lathrup Village's Declaration of a Local State of Emergency (March 2020), that continues to exist and which allows for electronic meetings of public bodies, notice is hereby given that the City of Lathrup's City Council will be meeting electronically using [www.Zoom.us](https://zoom.us) for videoconference and public access.*

1. **Call to Order** by Mayor Garrett *(in accordance with PA 254 of 2020, the members should identify their physical location by stating the county, city, township, or village and state from which he or she is attending the meeting remotely).*
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Agenda**
5. **Presentations**
6. **Zoning Board of Appeals**
  - A. ZBA - Call to Order
  - [B.](#) ZBA - Approval Minutes - Feb. 22, 2021
  - [C.](#) ZBA - Public Hearing - 27000 Southfield Rd

The Zoning Board of Appeals for the City of Lathrup Village will hold a Public Hearing on an appeal filed by Joseph Westerbeke, PE, Engineer for property owner at 27000, Southfield Rd, Lathrup Village, Michigan 48076 to make a determination whether the nonconforming lot should be classified as a special nonconforming use, either class A or class B under Section 7.8.11 of the City of Lathrup Village Zoning Ordinance.

- [D.](#) Discount Tire - Non-Conforming Use Determination

E. ZBA – Discount Tire, 27000 Southfield Rd

F. ZBA - Adjourn

**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. Minutes - City Council Study Session - March 15, 2021

B. Minutes - City Council Regular Meeting - March 15, 2021

C. Minutes - City Council Goal Setting Meeting - March 30, 2021

D. Minutes - City Council Study Session - April 5, 2021

E. Set Budget Hearing - Fiscal Year 2021/22 and Capital Improvement Plan for 2021-26 for May 17, 2021 at 7pm

**8. Disbursement Report**

A. EnterTextHere

**9. Department Reports**

A. April 2021 - Code Enforcement Report - Sweidan

B. March 2021 - Code Enforcement Report

C. Code enforcement March 2021 report

D. March 2021 - Code Enforcement Report

E. March 2021 - Permit List

F. March 2021 Police Department reports - tickets, warning violations, activity totals, dept. management activities, alarm reports

G. Police Summaries and Radar sign downloads

H. April 2021- Recreation & Facility Report

I. April 2021 - CED Dept Report

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

**11. Public Hearings**

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

- [A.](#) Sidewalk Ordinance - Amendment
- [B.](#) Sidewalk Replacement Program – Tree Root Policy
- [C.](#) Adoption of Adoption of Final Delinquent Special Assessment Roll
- [D.](#) Lathrup Village Lead Service Line Replacement Policy and Agreement
- [E.](#) Michigan EGLE – 3<sup>rd</sup> Amended Administrative Consent Order
- [F.](#) City of Lathrup Village 2020 Consumer Annual Report on Water Quality
- [G.](#) Infrastructure Committee - Recommendations for 2022 Road Projects
- [H.](#) Professional Auditing Services –Request for Proposals
- [I.](#) Fund Balance and Reserve Policy
- [J.](#) Oakland County West Nile Virus Fund Program for 2021
- [K.](#) Proclamation Declaring April 24, 2021 as Arbor Day

**13. City Administrator Report**

- [A.](#) City Administrator's Report - 4.19.2021

**14. City Attorney Report**

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

- [A.](#) EnterTextHere
- [B.](#) Support of Oakland County Request to FCC Regarding 911 Fees
- [C.](#) Arbor Day Foundation - 2020 Tree City Recognition

**16. Unfinished / New Business**

**17. Public Comment**

**18. Mayor and Council Comments**

**19. Adjourn**

## **CITY OF LATHRUP VILLAGE, MICHIGAN ZONING BOARD OF APPEALS**

MINUTES OF THE ZONING BOARD OF APPEALS OF THE CITY OF LATHRUP VILLAGE ON MONDAY, FEBRUARY 22, 2021 REMOTELY VIA ZOOM.

Board Members Present: MyKale Garrett, Bruce Kantor, Ian Ferguson, Saleem Siddiqi,

Also Present: City Administrator, Sheryl L. Mitchell, City Attorney Scott Baker, Assistant City Administrator/Treasurer, Pamela Bratschi, Manager, Community and Economic Development, Susie Stec, Government Services, Kelda London and City Clerk, Yvette Talley

THE ZONING BOARD OF APPEALS MEETING WAS CALLED TO ORDER.at 6:02 p.m.

This meeting was held remotely. Roll Call was taken and all City Council members present are located in Lathrup Village, MI – Oakland County. Mayor Garrett is located in Davenport, FL – Polk County and Mayor Pro Tem Kantor is located in Harbor Springs, MI – Emmet County.

### **ZBA 21-02 APPROVAL OF MINUTES**

#### Minutes of June 22, 2020 Meeting

Motion by Board member Kantor, seconded Board member Siddiqi to approve the minutes of June 22, 2020 meeting.

Ayes: Ferguson, Garrett, Kantor, Siddiqi

No: None

Motion carried.

### **ZBA 21-03 APPROVAL OF MINUTES**

#### Minutes of January 25, 2021 Meeting

Motion by Board member Kantor, seconded Board member Siddiqi to approve the minutes of January 25, 2020 meeting.

Ayes: Ferguson, Garrett, Kantor, Siddiqi

No: None

Motion carried.



**ZBA-21-04                      PUBLIC HEARING - CONTINUED – 27215 Southfield Road**  
**(Appeal No. 712-21) To Obtain a Variance from Section 5.5 of the City of Lathrup Village**  
**Zoning Ordinance**

Susie Stec gave an overview and answered specific questions. Applicant is proposing to place a mobile MRI truck in the parking lot area. The applicant received site plan approval for some improvements to the property one of the conditions of the approval was the installation of masonry screen wall required by the city's ordinance. The wall will be located on the property line of the alley and the adjacent residential lot. Property owner are is seeking a waiver of the wall requirement in lieu of some landscape screening vegetative in nature.

Board member Garrett continued the Public Hearing.

Michael Bolby – 18151 Cambridge Blvd. Owns the property directly behind the property. Does not want a masonry wall and is in support of vinyl/wood fence. There is a grass area behind the commercial building that has not been mowed. City Administrator will look into taking care of the matter.

Christopher Jones- 18120 Sunnybrook – Board Member Garrett read his letter – has concerns that a masonry wall extending to the sidewalk would obstruct his view creating safety concerns. He is in support of a vinyl privacy fence.

Board member Garrett closed the public hearing.

**ZBA-21-05                      Consideration of a Motion to Approve/Deny the Zoning Variance**  
**Request of Ramil Yusubov, the property owner at 27215 Southfield Road, Lathrup Village,**  
**Michigan 48076, to obtain a variance from Section 5.5 of the City of Lathrup Village**  
**Zoning Ordinance**

Lonny Zimmerman – Architect gave an overview and answered specific questions. He indicated that the applicant's property does not extend to the sidewalk.

Property owner Ramil Yusubov gave an overview and answered specific questions. Will ask pharmacy to share cost of replacing fence so they can have one vinyl fence wall. He will discuss with neighbors placing a vinyl fence along the property line.

Motion by Board Member Kantor, seconded by Board Member Siddiqi to approve the Zoning request of Ramil Yusubov regarding the property at 27215 Southfield Road to provide relief from the masonry wall requirement instead use a 6ft. vinyl privacy fence on the applicant's property line.

Ayes: Ferguson, Garrett, Kantor, Siddiqi

No: None

Motion carried.

Motion by Board member Kantor, seconded by Board member Ferguson to adjourn the Zoning Board of Appeals meeting and reconvene as the City Council.

Ayes: Ferguson, Garrett, Kantor, Siddiqi

No: None

Motion carried.

Submitted by Yvette Talley, City Clerk

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

**NOTICE OF PUBLIC HEARING**  
(Nonconforming Use Classification)

RE: 27000 Southfield Rd

Appeal No. \_\_\_\_-21

**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 Joseph Westerbeke, PE, Engineer for property owner at 27000, Southfield Rd, Lathrup Village, Michigan 48076 to make a determination whether the nonconforming lot should be classified as a special nonconforming use, either class A or class B under Section 7.8.11 of the City of Lathrup Village Zoning Ordinance.

Class A: A nonconformity which seriously impairs the fair market value of neighboring properties or which grossly offends the principles of sound community planning or which seriously impairs the public health, safety, or welfare, or

Class B: A nonconformity which has slight detrimental impact on the fair market value of neighboring properties and which deviates only to a slight degree from the principles of sound community planning and which does not impair the public health, safety, or welfare to any substantial degree.

**PLEASE TAKE NOTICE:** That a Public Hearing has been scheduled for Monday, April 19, 2021 at 7:00 p.m. via Zoom (see below) 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.

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

**Zoom Login**

<https://zoom.us/j/98566145146?pwd=Mnl5cmw3SVNrdd1NFeTk2dDNVak1UUT09>

Telephone: +1 646 558 8656 or +1 301 715 8592

Webinar ID: 985 6614 5146

Passcode: 282771

April 15, 2021

## ZBA Review

### Non-Conforming Use Determination

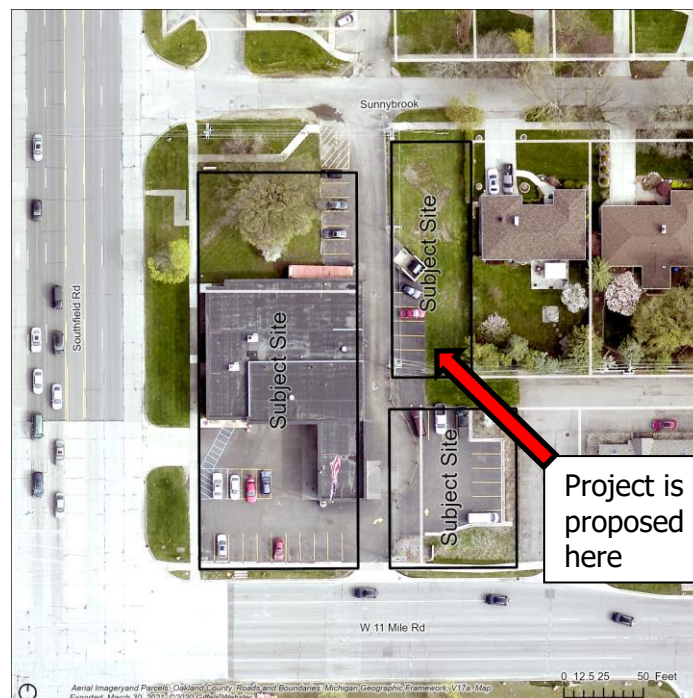
<b>Address:</b>	27000 Southfield Road	<b>Applicant:</b>	Joseph Westerbeke, PE
<b>Parcel ID:</b>	24-13-359-007; -016; -052; -054; -061	<b>App. Date:</b>	03-19-2021
<b>Zoning:</b>	Commercial – Vehicular District, Mixed Use District, Single Family District	<b>Reviewer:</b>	Eric Pietsch Jill Bahm, AICP

#### Proposed Improvements Requiring ZBA Approval

The applicant is seeking a Class B nonconforming use status to allow for the expansion of an existing, nonconforming use.

#### General Site Information:

- Summary.** The subject property, consisting of 0.93-acres, is located at the northeast corner of Southfield and 11 Mile Roads. The northern boundary abuts Sunnybrook Avenue, a local, residential street. The site contains a 9,744 square foot automobile service facility and is comprised of 5 separate tracts, one of which is zoned R-1 single-family residential. The main service facility is located on the portion zoned Commercial Vehicular and is permitted as a special land use. A portion of the single-family parcel is currently used as surface parking and dumpster enclosure for the automotive service facility, which is a nonconforming use in the R-1 district. The applicant is proposing to expand the paving on this parcel to more fully utilize it for off-street parking, install a masonry screen wall along the east property line and reconfigure the loading zone. The addition of a small interior storage area is also proposed.



## 2. Determination Requested by Applicant: Class B Nonconforming Use.

**Section 7.8.11** of the zoning ordinance outlines special classes of nonconforming structures and uses. The applicant may file an application with the ZBA to determine and pass upon whether a nonconforming lot should be classified as a special nonconforming use, either Class A or Class B. The ZBA shall hold a public hearing and thereupon determine and pass upon whether the subject structure or use is either:

- A. Class A:** A nonconformity which seriously impairs the fair market value of neighboring properties or which grossly offends the principles of sound community planning or which seriously impairs the public health, safety, or welfare, or
- B. Class B:** A nonconformity which has slight detrimental impact on the fair market value of neighboring properties and which deviates only to a slight degree from the principles of sound community planning and which does not impair the public health, safety, or welfare to any substantial degree.

This use has been operating for many years in this location, in a district zoned for such purpose. The parking area does not necessarily expand the operation or intensity of the use but may better accommodate vehicles and circulation on the site. The number of parking spaces (39) is not proposed to change but be reconfigured to replace parking along the Southfield Road frontage with a loading zone.

## 3. Impact of Determination.

- A. Section 7.8.12. Class A nonconformities.** Upon a determination that a nonconforming use has been classified as class A special nonconformity, it shall be the duty of the building official to exercise due care to request all city administrative personnel to make a special effort (using any lawful means at their disposal) to effect changes in the lot which will have the result of wholly or partially abating the factors which cause the structure or use to be so classified. Such administrative efforts may include a recommendation to the council to exercise its powers under Section 7.8.14 (City power of acquisition).
- B. Section 7.8.13. Class B nonconformities.** Upon determination that a lot has attained class B nonconforming status, a property owner or occupant may file a special land use application to effect changes in the nonconforming structure or use involving reconstruction, repairs, extensions, enlargements, or substitutions of the nonconformity which would otherwise be prohibited by the other provisions of this ordinance. Such applications may and shall be granted when such changes will not disturb its class B nonconformity status and the proposed modified structure or use conforms to the standards of Section 6.2. Special Use Procedures and Standards. If permitted to move forward, the next steps for the applicant include:
  - Applicant submits an application for special land use, which includes a site plan.
  - The Planning Commission will hold a public hearing on the special land use request and review and take action on the site plan. The PC will make a recommendation on the special land use request.
  - City Council will take action on the special land use request. For reference, Section 6.2.10 provide general standards of approval:
    - A.** The use must be a “reasonable use” (as defined in Section 2.2) as and where proposed to be located.



- B. The use must conform to all of the other regulations of this ordinance and the other ordinances of this city.
- C. The location, intensity, and periods of operation of the use must be such as to eliminate an reasonable likelihood that it will be, cause, or create a public or private nuisance in fact.
- D. 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.
- E. The use must be of such character and be arranged on the site so as not to cause or create adverse effects on neighboring properties or the community at large be [by] reason of noise, dust, dirt, glare, odor, fumes, pedestrian or vehicular traffic, or other factors discernible to the human senses beyond those customarily resulting from other uses permitted in the same district of this city.
- F. The use must not diminish the fair market values of neighboring lands or buildings to any substantial or significant degree.
- G. The site design and proposed manner of operation of the use must provide for the maximum reasonable and feasible enhancement of the environment of the surrounding area. In determining whether this standard has been met, the approving authority shall consider any provisions for buffering, landscaping, or other site amenities over and above the minimum requirements of this ordinance.



Site looking south toward 11 Mile Road from Sunnybrook Avenue.



Site looking southeast from Sunnybrook Avenue.

We are available to answer questions.

Respectfully,  
**Giffels Webster**



**Jill Bahm, AICP**  
Principal Planner



**Eric Pietsch**  
Senior Planner





DISCOUNT TIRE - MID 24 LATHRUP VILLAGE

PROPERTY DESCRIPTION

PARCEL 1: SOUTH 1/2 OF LOT 1765 AND ALL OF LOTS 1766 THROUGH 1733, LOUISE LATHRUP'S CALIFORNIA BUNGALOW SUBDIVISION NO. 3, ACCORDING TO THE RECORDED PLAT THEREOF AS RECORDED IN LIBER 32 ON PAGE 26 OF PLATS, OAKLAND COUNTY RECORDS. CONTAINING 17,499.96 SF OR 0.402 AC

PARCEL 2: LOTS 1762, 1763, 1764 AND THE NORTH 1/2 OF LOT 1765, LOUISE LATHRUP'S CALIFORNIA BUNGALOW SUBDIVISION NO. 3, ACCORDING TO THE RECORDED PLAT THEREOF AS RECORDED IN LIBER 32 ON PAGE 26 OF PLATS, OAKLAND COUNTY RECORDS. CONTAINING 7,399.96 SF OR 0.170 AC

PARCEL 3: LOT 1774, LOUISE LATHRUP'S CALIFORNIA BUNGALOW SUBDIVISION NO. 3, ACCORDING TO THE RECORDED PLAT THEREOF AS RECORDED IN LIBER 32 ON PAGE 26 OF PLATS, OAKLAND COUNTY RECORDS. CONTAINING 2,000 SF OR 0.046 AC

PARCEL 4: LOTS 1775, 1776 AND 1777, LOUISE LATHRUP'S CALIFORNIA BUNGALOW SUBDIVISION NO. 3, ACCORDING TO THE RECORDED PLAT THEREOF AS RECORDED IN LIBER 32 ON PAGE 26 OF PLATS, OAKLAND COUNTY RECORDS. CONTAINING 6,000 SF OR 0.138 AC

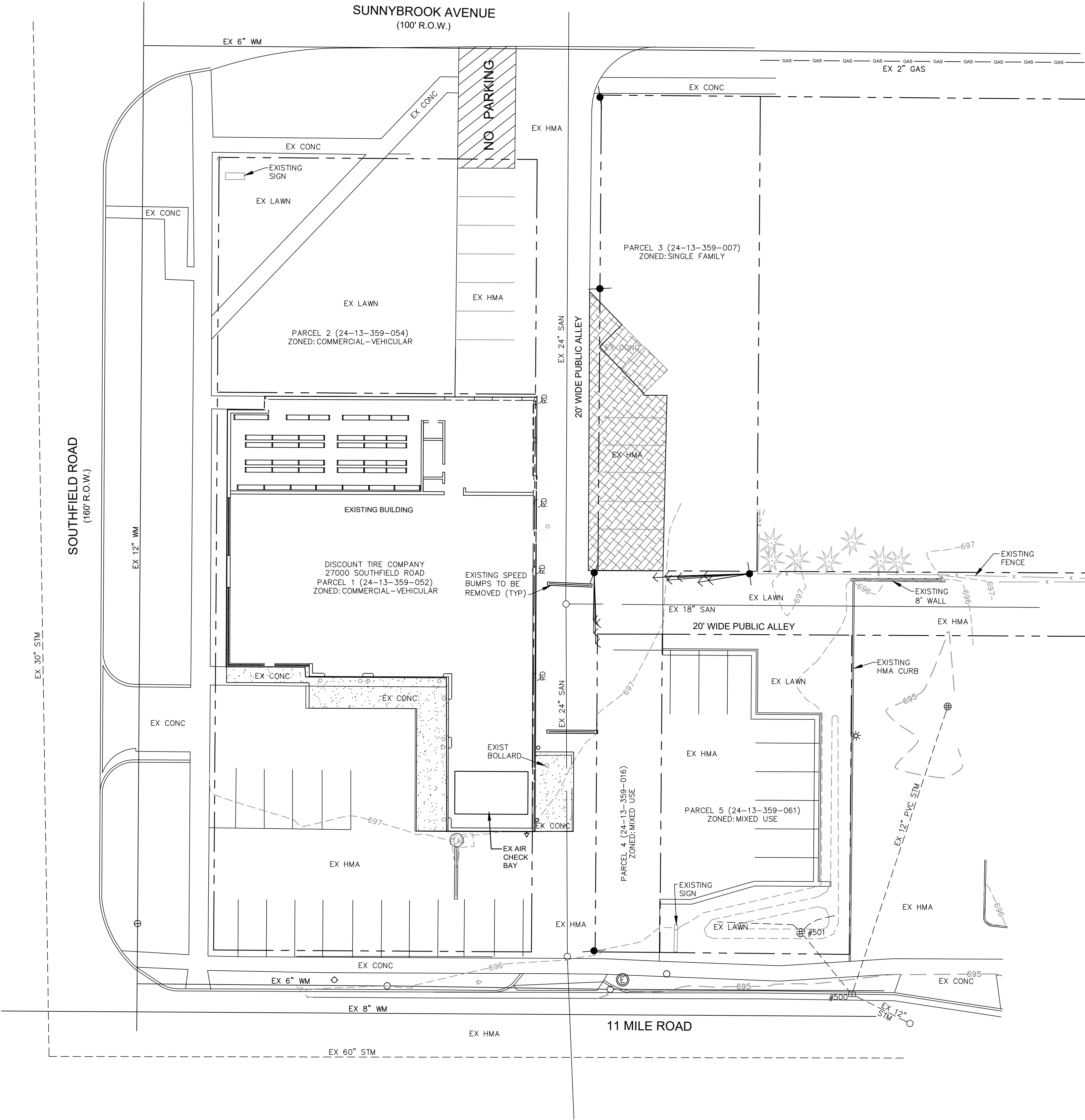
PARCEL 5: LOT 2236, LOUISE LATHRUP'S CALIFORNIA BUNGALOW SUBDIVISION NO. 3, ACCORDING TO THE RECORDED PLAT THEREOF AS RECORDED IN LIBER 32 ON PAGE 26 OF PLATS, OAKLAND COUNTY RECORDS. CONTAINING 7,475.76 SF OR 0.172 AC

SITE NOTES:

- 1. THE SUBJECT PARCEL LIES WITHIN THE ZONE X FLOOD ZONE DESIGNATION. AREAS DETERMINED TO BE OUTSIDE OF THE 0.2% ANNUAL CHANCE FLOODPLAIN.
- 2. THIS PARCEL HAS NO EXISTING WETLANDS.

EXISTING STRUCTURE INVENTORY

- #500 EX CB (2' DIA)  
RIM ELEV = 694.12  
12" INV (ESE) = 690.60  
10" INV (NNE) = 690.65  
12" INV (NW) = 690.60
- #501 EX OVERFLOW STRUCTURE (2' DIA)  
RIM ELEV = 695.00  
12" INV (SE) = 691.60  
6" INV (NE) = 692.00  
6" INV (NW) = 692.00

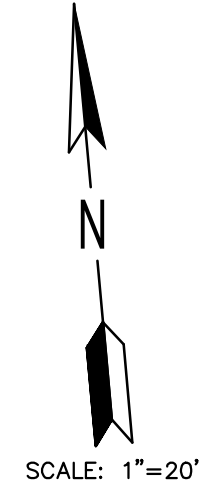
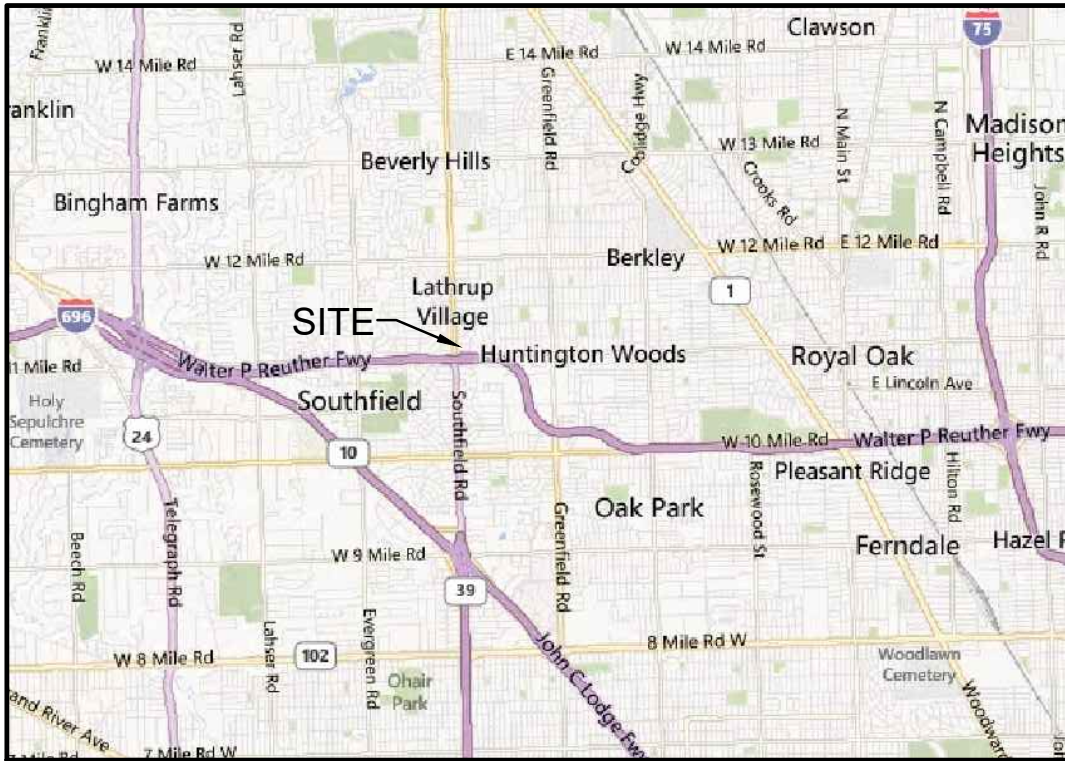


BENCHMARK #1 ELEV = 696.07  
SAN MH LID 40' SSE OF SE BLDG  
CORNER

BENCHMARK #2 ELEV = 697.80  
SE ANCHOR BOLT ON TRAFFIC SIGNAL  
POLE AT SW COR OF SITE

**811** Know what's below.  
Call before you dig.

THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.



APPLICANT

HALLE PROPERTIES, LLC  
20225 N SCOTTSDALE ROAD  
SCOTTSDALE, AZ 85255  
(480)606-6193

ENGINEER

ENG., INC  
4063 GRAND OAK DRIVE STE A109  
LANSING, MI 48911  
(517)887-1100

LEGEND

- = EXISTING TREE
- = EXISTING DECIDUOUS TREE
- = EXISTING SHRUB
- = EXISTING LIGHT POLE
- = EXISTING ELECTRIC
- = EXISTING GAS MAIN
- = EXISTING FIRE HYDRANT
- = EXISTING WATER VALVE/WATER MAIN
- = EXISTING SANITARY MANHOLE/SEWER
- = EXISTING STORM MANHOLE/SEWER
- = EXISTING SUBJECT PROPERTY BOUNDARY
- = EXISTING UTILITY POLE
- = EXISTING TELEPHONE PEDESTAL
- = EXISTING EASEMENT
- = EXISTING CONTOUR (SHOWN AT 1 FOOT INTERVALS)
- = BENCH MARK
- = EXISTING CURB AND GUTTER
- = EXISTING HMA PAVEMENT
- = EXISTING CONCRETE PAVEMENT
- = FOUND IRON PIPE, ROD OR CONCRETE MONUMENT
- = SET IRON ROD AND CAP NO 45499
- = EXISTING
- = RIGHT OF WAY
- = LINE BREAK
- = SECTION CORNER
- = MEASURED
- = RECORD
- = REMOVE EXISTING CURB AND GUTTER
- = REMOVE EXISTING CONCRETE & HMA PAVEMENT
- = REMOVE BUILDING
- = REMOVE EX TREE
- = SAVE & PROTECT EX TREE
- = PARCEL LINE
- = EXISTING ROOF DRAIN

PRELIMINARY

COVER, TOPOGRAPHIC  
SURVEY & REMOVAL PLAN

NO.	REVISIONS	DATE	BY

4063 Grand Oak Drive Suite A109  
Lansing, MI 48911  
517.887.1100

16930 Robbins Road Suite 105  
Grand Haven, MI 49417  
616.743.7070  
engdot.com

**Eng**  
Engineering & Surveying

**DISCOUNT**  
**TIRE**

27000 SOUTHFIELD ROAD  
LATHRUP VILLAGE, OAKLAND COUNTY, MICHIGAN

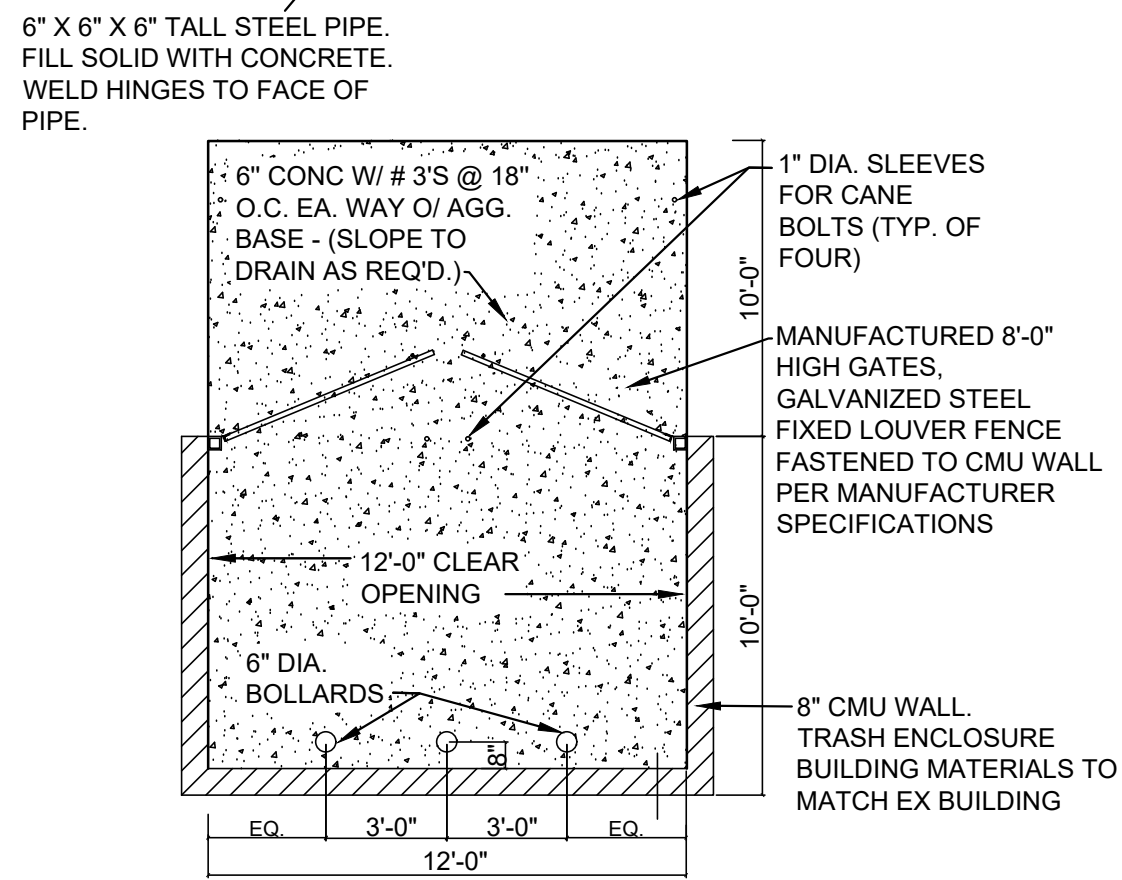
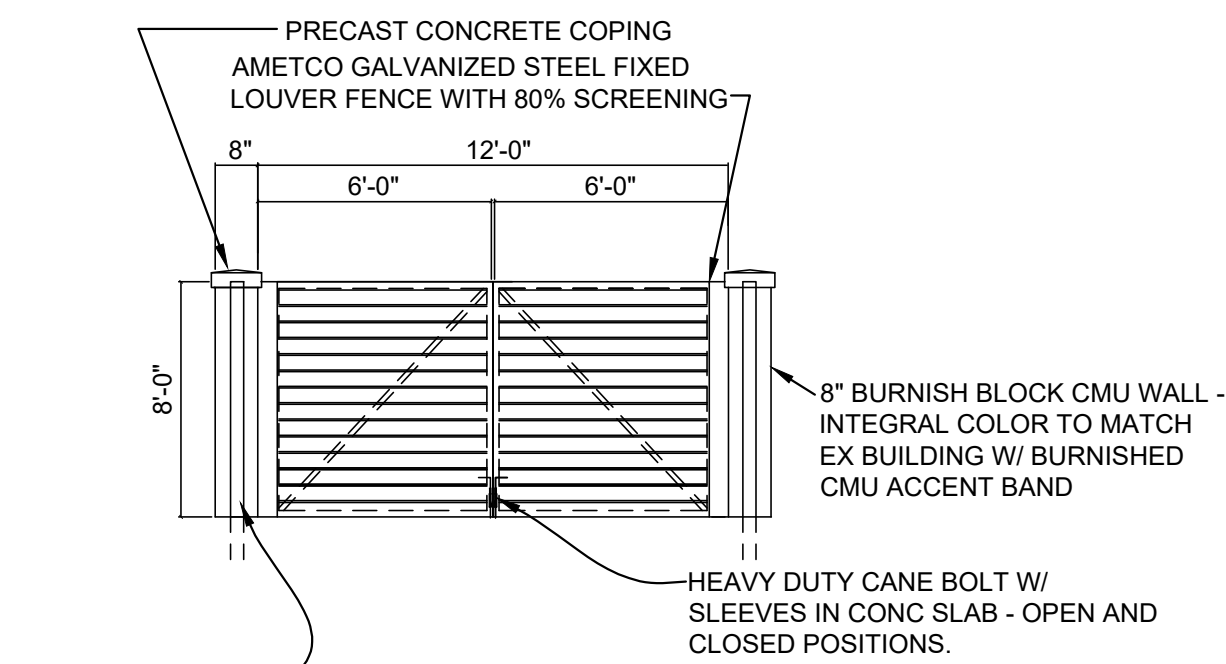
PROJECT NO.  
21001

SHEET NO.  
1 OF 4

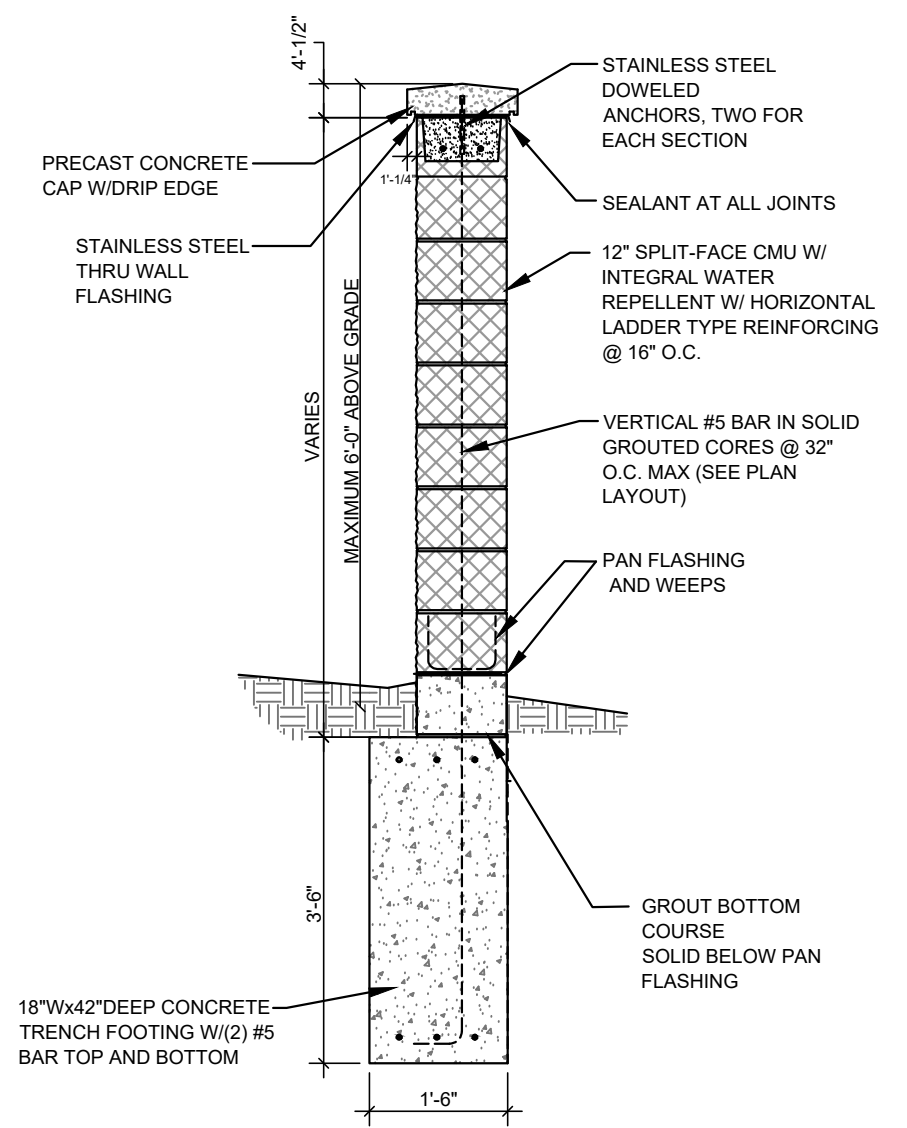


**SITE DATA:**  
TOTAL PARCEL AREA= 0.93 ACRES  
EXISTING ZONING: PARCEL 1: COMMERCIAL - VEHICULAR  
PARCEL 2: COMMERCIAL - VEHICULAR  
PARCEL 3: SINGLE FAMILY  
PARCEL 4: MIXED USE  
EXISTING LAND USE= PASSENGER CAR & LIGHT TRUCK TIRE SALES  
BUILDING HEIGHT= 15' (1-STORY)  
EXISTING BUILDING FLOOR AREA= 9,744 SF  
EXISTING TOTAL USABLE FLOOR AREA= 2,164 SF  
PROPOSED BUILDING EXPANSION AREA= 722 SF  
NUMBER OF EMPLOYEES DURING PEAK PERIODS= 17 EMPLOYEES  
NUMBER OF EXISTING PARKING SPACES = 39 SPACES  
NUMBER OF PROPOSED PARKING SPACES = 39 SPACES

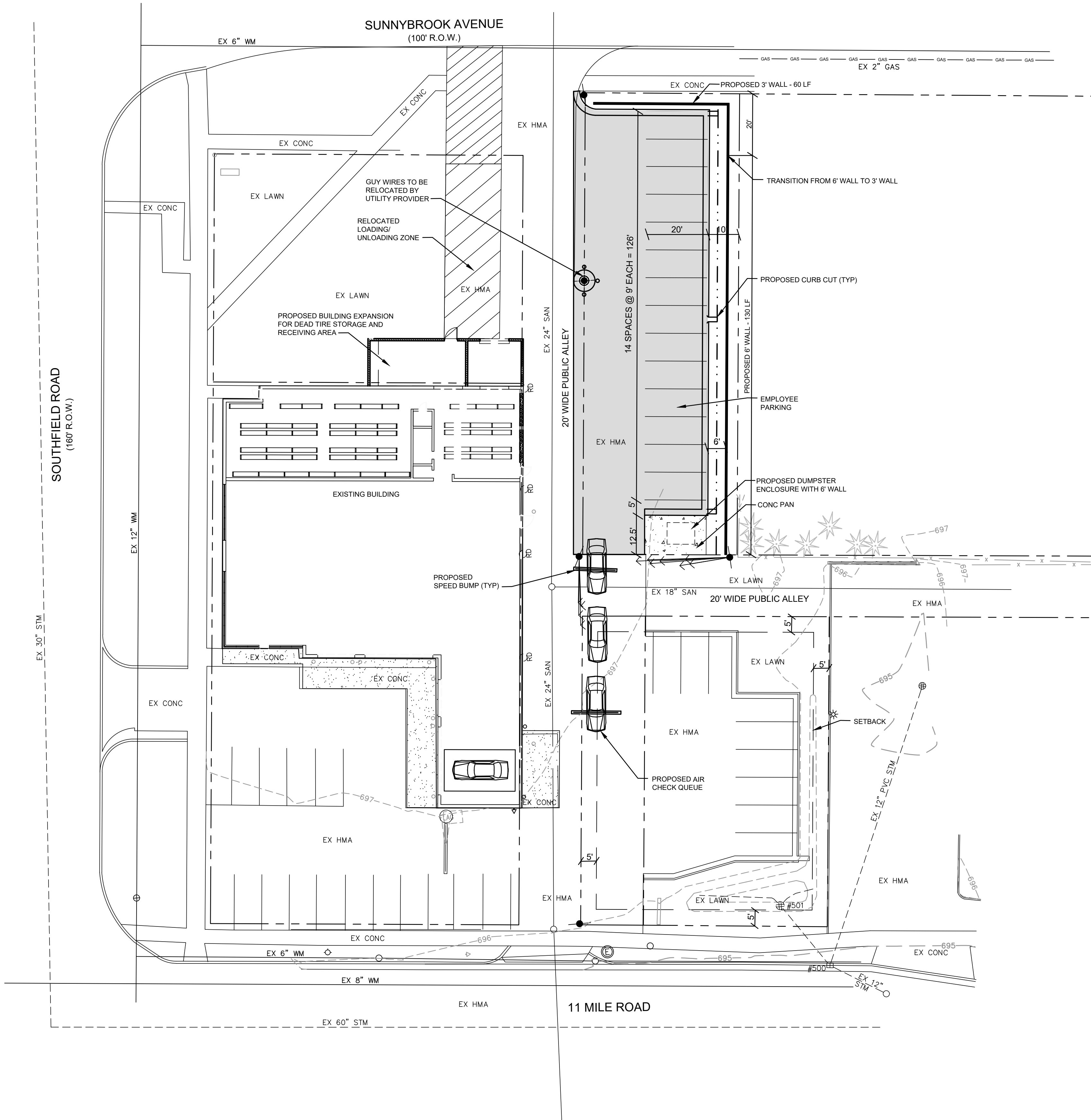
**SETBACKS:**  
COMMERCIAL - VEHICULAR DISTRICT  
BUILDING SETBACKS:  
FRONT SETBACK: 3' FROM PUBLIC RIGHT OF WAY  
SIDE SETBACK: 5' ONE SIDE AND 15' TOTAL FROM PROPERTY LINE  
REAR SETBACK: 20' FROM PROPERTY LINE  
PARKING SETBACKS:  
NONE  
MIXED USE DISTRICT  
PARKING SETBACKS: 5' FROM PROPERTY LINE



**TRASH ENCLOSURE DETAIL**  
NO SCALE



**MASONRY WALL SECTION**



SCALE: 1"=20'

BENCHMARK #1 ELEV = 696.07  
SAN MH LID 40' SSE OF SE BLDG  
CORNER

BENCHMARK #2 ELEV = 697.80  
SE ANCHOR BOLT ON TRAFFIC SIGNAL  
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- LEGEND**
- = EXISTING TREE
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  - = EXISTING FIRE HYDRANT
  - = EXISTING WATER VALVE/WATER MAIN
  - = EXISTING SANITARY MANHOLE/SEWER
  - = EXISTING STORM MANHOLE/SEWER
  - = EXISTING STORM CURB INLET
  - = EXISTING YARD DRAIN
  - = EXISTING ADJOINING PROPERTY LINE
  - = EXISTING ROAD RIGHT-OF-WAY
  - = EXISTING EASEMENT
  - = EXISTING CURB
  - = BENCH MARK
  - = EXISTING CONCRETE PAVEMENT
  - = EXISTING ASPHALT PAVEMENT
  - = EXISTING CONTOUR
  - = BUILDING SETBACK
  - = PROPOSED HMA PAVEMENT
  - = PROPOSED CONCRETE
  - = PROPOSED CURB AND GUTTER - (DETAIL F-4)
  - = PROPOSED TRAFFIC FLOW ARROW
  - = PROPOSED INVERTED PAN CURB AND GUTTER
  - = PROPOSED BOLLARD
  - = PROPOSED WALL

**PRELIMINARY**  
**SITE LAYOUT**

4063 Grand Oak Drive Suite A 109  
Lansing, MI 48911  
517.887.1100

16930 Robbins Road Suite 105  
Grand Haven, MI 49417  
616.743.7070  
engdot.com

**Eng**  
Engineering & Surveying

**DISCOUNT**  
**TIRE**

27000 SOUTHFIELD ROAD  
LATHRUP VILLAGE, OAKLAND COUNTY, MICHIGAN

PROJECT NO.  
**21001**

SHEET NO.  
**2 OF 4**



GRADING NOTES

- EXISTING UTILITY LOCATIONS ARE APPROXIMATE AND NOT EXACT. CALL 811 OR 1-800-362-2764.
- ALL EXISTING UTILITIES SHALL BE PROTECTED FROM EXCAVATION. EXISTING UTILITIES DAMAGED BY CONSTRUCTION SHALL BE REPLACED AT THE CONTRACTOR'S EXPENSE.
- FINISHED SURFACES TO BE SMOOTH AND EVEN WITH NO ABRUPT OR AWKWARD CHANGES IN GRADE.
- ALL NEW SIDEWALKS AND PAVEMENTS SHALL BE PLACED AT AN ELEVATION THAT PROVIDES POSITIVE DRAINAGE AND CONSISTENT SLOPES. ENSURE NO LOW SPOTS ARE CREATED. NEW WALKS SHALL MEET EXISTING WALKS FLUSH AT EXISTING GRADE. NOTIFY ENGINEER IF GRADES ON PLAN CANNOT BE MET TO ENSURE POSITIVE DRAINAGE.
- ALL PROPOSED GRADES SHALL BE STAKED BY A LICENSED SURVEYOR AND FIELD VERIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION.
- MATCH ADJACENT PAVEMENT GRADES WHERE NEW PAVEMENT ABUTS EXISTING PAVING.

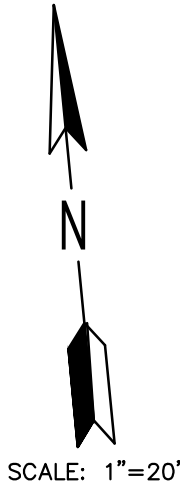
BENCHMARK #1 ELEV = 696.07  
SAN MH LID 40' SSE OF SE BLDG CORNER

BENCHMARK #2 ELEV = 697.80  
SE ANCHOR BOLT ON TRAFFIC SIGNAL POLE AT SW COR OF SITE



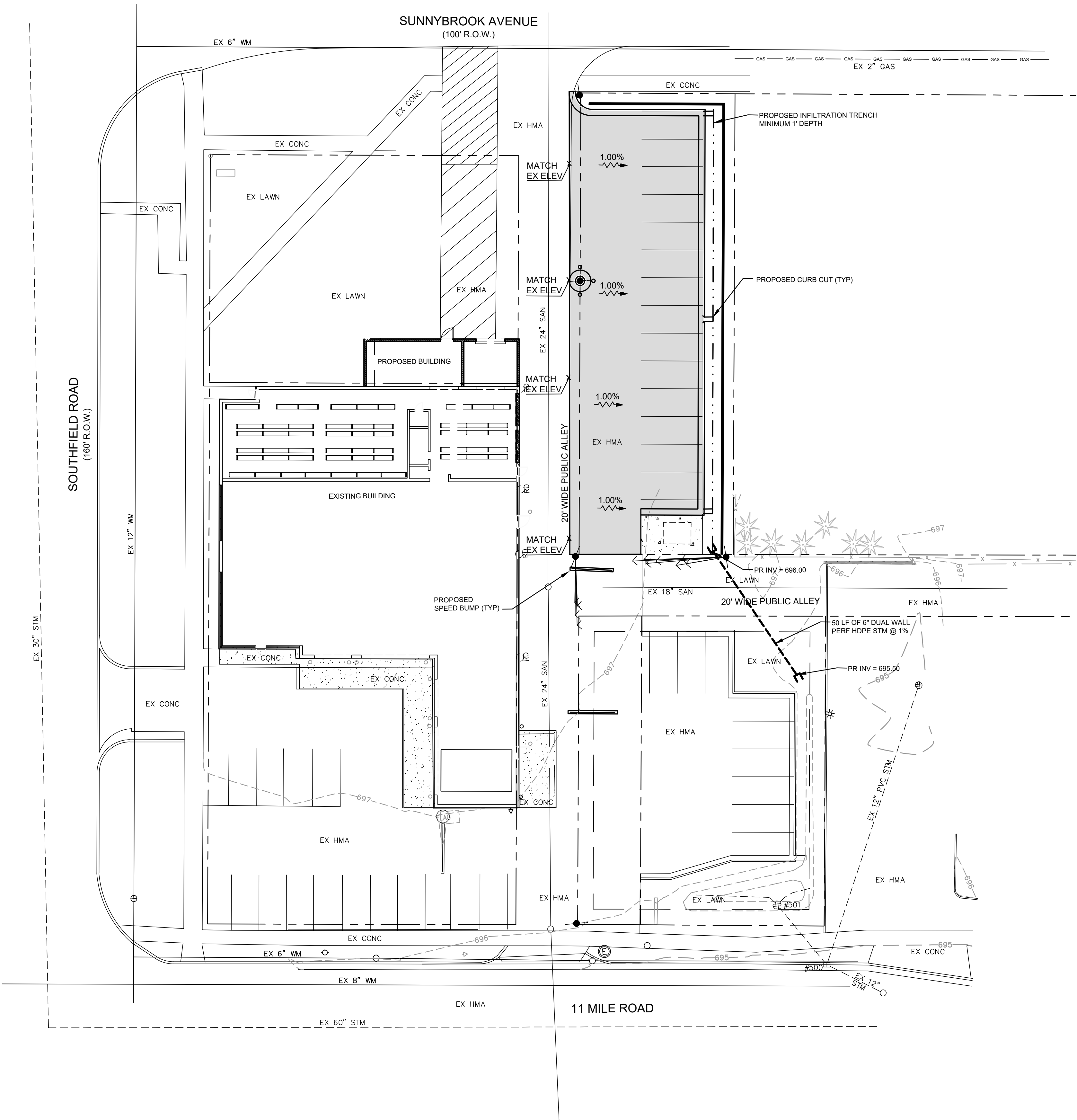
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LEGEND

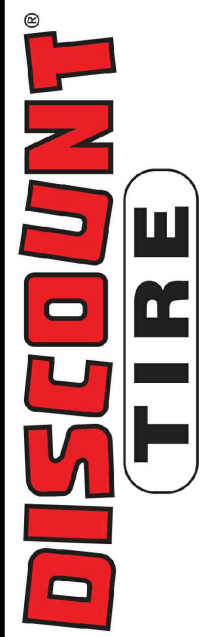
- = EXISTING TREE
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- = EXISTING GAS MAIN
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- = EXISTING YARD DRAIN
- = EXISTING ADJOINING PROPERTY LINE
- = EXISTING SUBJECT PROPERTY BOUNDARY
- = EXISTING ROAD RIGHT-OF-WAY
- = EXISTING EASEMENT
- = BENCH MARK
- = EXISTING CURB
- = EXISTING CONCRETE PAVEMENT
- = EXISTING ASPHALT PAVEMENT
- = EXISTING CONTOUR
- = BUILDING SETBACK
- = PROPOSED HMA PAVEMENT
- = PROPOSED CONCRETE
- = PROPOSED CURB AND GUTTER - (DETAIL F-4)
- = PROPOSED INVERTED PAN CURB AND GUTTER
- = PROPOSED STORM SEWER
- = PROPOSED SANITARY SEWER
- = PROPOSED WATER MAIN
- = PROPOSED ELECTRIC
- = PROPOSED GAS
- = PROPOSED WATER VALVE
- = PROPOSED CURB INLET
- = PROPOSED MANHOLE
- = PROPOSED END SECTION
- = PROPOSED CLEAN-OUT
- = PROPOSED SPOT ELEVATION
- = TOP OF CURB
- = GUTTER
- = MEET EXISTING GRADE
- = FINISHED FLOOR ELEVATION
- = EXISTING SPOT ELEVATION
- = EXISTING CONTOUR
- = PROPOSED CONTOUR
- = PROPOSED SURFACE DRAINAGE ARROW
- = EXISTING SURFACE DRAINAGE ARROW
- = SIGHT DISTANCE EVALUATION
- = PROPOSED ELEVATION
- = MOUNTABLE CURB AND GUTTER
- = PROPOSED WALL



PRELIMINARY  
GRADING &  
UTILITY PLAN

4063 Grand Oak Drive Suite A109  
Lansing, MI 48911  
517.887.1100

16930 Robbins Road Suite 105  
Grand Haven, MI 49417  
616.743.7070  
engdot.com



27000 SOUTHFIELD ROAD  
LATHRUP VILLAGE, OKLAND COUNTY, MICHIGAN

PROJECT NO.  
21001

SHEET NO.  
3 OF 4



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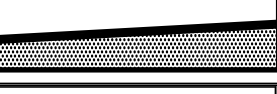
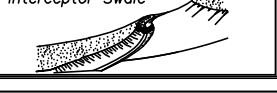
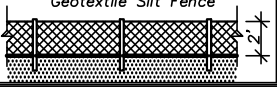


#### SOIL EROSION CONTROL NOTES

1. COMPLY WITH CURRENT OAKLAND COUNTY STANDARDS AND SPECIFICATIONS FOR SOIL EROSION AND SEDIMENT CONTROL, ALL CONTRACT DOCUMENTS, APPROVED SESC PLANS, PERMIT CONDITIONS AND WITH PARTS 31 AND 91 OF PUBLIC ACT 451 OF 1994. THE CONTRACTOR SHALL OBTAIN A SOIL EROSION AND SEDIMENTATION CONTROL(SEC) PERMIT FROM THE APPROPRIATE MUNICIPAL ENFORCING AGENCY (MEA) OR COUNTY ENFORCING AGENCY (CEA). PERMIT FEES AND ROUTINE INSPECTIONS CHARGED BY THE MEA/CEA WILL BE PAID FOR BY THE CONTRACTOR.
2. PRIOR TO BEGINNING ANY EARTH CHANGE, RETAIN A DEQ CERTIFIED STORM WATER OPERATOR (CSWO) TO PROVIDE THE REQUIRED SESC REPORTS (WHICH INCLUDE THE WEEKLY AND STORM EVENT REPORTS AS WELL AS ALL FOLLOW UP REPORTS FOR BOTH VIOLATIONS AND STORM EVENT CORRECTIONS ON THE STANDARD DEQ FORM. PROVIDE THE REPORTS TO THE OWNER ON A WEEKLY BASIS, AND RETAIN THOSE REPORTS FOR THREE YEARS.
3. PRIOR TO BEGINNING ANY EARTH CHANGE, INSTALL AND MAINTAIN ALL SESC MEASURES AS SHOWN ON THE CONTRACT DOCUMENTS AND AS DIRECTED BY THE OWNER, CSWO, MEA/CEA OR DEQ AT ANYTIME DURING THE LIFE OF THE CONTRACT OR UNTIL THE OWNER OFFICIALLY TAKES OVER RESPONSIBILITY FOR THE SITE. IMMEDIATELY PRIOR TO THE OWNER TAKING RESPONSIBILITY FOR THE SITE, CLEAN ALL CATCH BASINS AFFECTED BY THE CONSTRUCTION, BOTH WITHIN THE CONTRACT LIMITS AND ALL SURROUNDING ROADS AND LAWN AREAS WHERE SOIL MAY HAVE SPREAD AS THE RESULT OF CONSTRUCTION ACTIVITIES.
4. CONDUCT ALL EXCAVATION, FILLING, GRADING, AND CLEANUP OPERATIONS IN A MANNER SUCH THAT SEDIMENT, GENERATED BY WIND OR WATER IS NOT DISCHARGED INTO ANY STORM SEWER, DRAINAGE DITCH, RIVER, LAKE, AIR, OR UNDERGROUND UTILITY SYSTEM. STAGE WORK TO MINIMIZE THE AREA OF EXPOSED SOIL, THEREBY REDUCING THE OPPORTUNITY FOR SOIL EROSION.
5. WATER FROM TRENCHES AND OTHER EXCAVATION SHALL BE PUMPED INTO A FILTRATION BAG TO REMOVE SEDIMENTS FROM THE WATER.
6. IF SEDIMENT EXTENDS BEYOND THE PROJECT LIMITS, CLEANUP AND RESTORE ALL SURFACES AND UTILITY SYSTEMS TO THE CONDITION THAT EXISTED PRIOR TO THE CONTRACT AWARD.
7. ALL SESC MEASURES SHALL BE MAINTAINED DAILY. MEASURES ARE THE RESPONSIBILITY OF THE CONTRACTOR DURING CONSTRUCTION AND UNTIL FINAL STABILIZATION OF ENTIRE PROJECT AREA.
8. SHOULD VIOLATIONS BE IDENTIFIED BY THE OWNER, CSWO, MEA/CEA OR DEQ, THEY SHALL BE CORRECTED WITHIN 24 HOURS OF NOTIFICATION. THE CORRECTION(S) SHALL BE APPROVED BY THE OWNER, CSWO, MEA/CEA OR DEQ. ALL SUBSEQUENT INSPECTIONS PERFORMED BY THE OWNER, CSWO, MEA/CEA OR DEQ AS A RESULT OF THE VIOLATION (AND ANY OTHER ASSOCIATED COSTS) WILL BE PAID BY THE CONTRACTOR.
9. FINES ASSESSED AS A RESULT OF THE VIOLATION FOR NONCOMPLIANCE OF THE SESC PROVISIONS, WILL BE PAID BY THE CONTRACTOR. SHOULD A "STOP WORK" ORDER FOR NONCOMPLIANCE BE ISSUED, A TIME EXTENSION REQUEST FOR THAT TIME PERIOD WILL NOT BE GRANTED.
10. ALL DISTURBED AREAS WILL RECEIVE PERMANENT EROSION CONTROL WITHIN 5 DAYS OF FINAL GRADING.
11. TEMPORARY AGGREGATE APPROACH SHALL BE INSTALLED AND MAINTAINED FOR SOIL EROSION CONTROL. (SEE DETAIL).
12. SITE IS MORE THAN 1000 FEET FROM ANY WATER OF THE STATE.
13. **CATCH BASIN FILTER BAGS:**
  - INSPECT DAILY AND IMMEDIATELY FOLLOWING EACH RAINFALL
  - REMOVE ALL SILT COLLECTED IN FILTER ON A WEEKLY BASIS
  - REPLACE FILTER IF TORN
  - INSTALL FLOC LOGS WHERE FILTERS ARE INADEQUATE
14. DUST CONTROL SHALL BE EXERCISED AT ALL TIMES DURING THE PROJECT. WATERING WILL TAKE PLACE ONCE A DAY OR MORE OFTEN AS NEEDED AND WILL BE DIRECTED BY THE STORM WATER OPERATOR.
15. LIMITS OF DISTURBANCE = PROPERTY LINES
16. PERMANENT AND TEMPORARY SOIL EROSION AND SEDIMENTATION CONTROL MEASURES WITHIN THE LIMITS OF DISTURBANCE IS THE RESPONSIBILITY OF THE CONTRACTOR UNTIL SUCH TIME WHEN THE SITE IS DEEMED PERMANENTLY STABILIZED, AFTER WHICH MAINTENANCE OF THE PERMANENT SOIL EROSION AND SEDIMENTATION CONTROL MEASURES IS THE RESPONSIBILITY OF THE PROPERTY OWNER.
17. REMOVAL OF TEMPORARY MEASURES FOLLOWING ACCEPTANCE OF THE PROJECT IS THE RESPONSIBILITY OF THE CONTRACTOR.
18. ADJOINING STREETS AND PARKING LOTS SHALL BE SWEEPED DAILY, OR MORE OFTEN AS NEEDED.
19. THIS PARCEL IS NOT LOCATED IN THE 100 YEAR FLOOD PLAIN AS DEFINED BY FEMA
20. COORDINATE WITH THE OWNER TO DESIGNATE AN AREA TO STOCKPILE SOIL. SURROUND LIMITS OF PILE WITH SILT FENCE, APPLY WATER TO CONTROL DUST AS NECESSARY.

#### SOIL EROSION AND CONTROL MEASURES





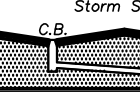

Michigan Unified Keying System


##### TEMPORARY MEASURES

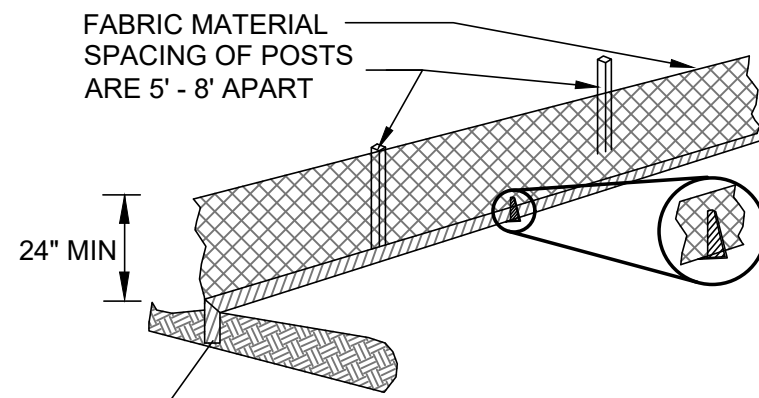
14		Stabilizes soil surface, thus minimizing erosion. Permits construction traffic in adverse weather. May be used as part of permanent base construction of paved areas.
32		Runoff needs to be intercepted and/or diverted around sensitive areas, unstable or easily eroded soils, bare soils, away from steep banks, or around earth change activities.
54		Use geotextile and posts or poles. May be constructed or prepackaged. Easy to construct and locate as necessary.
56		Remove sediment from pavement minimizing non-point source pollution.
60		Use at stormwater inlets, especially at construction sites.

 TEMPORARY MEASURE

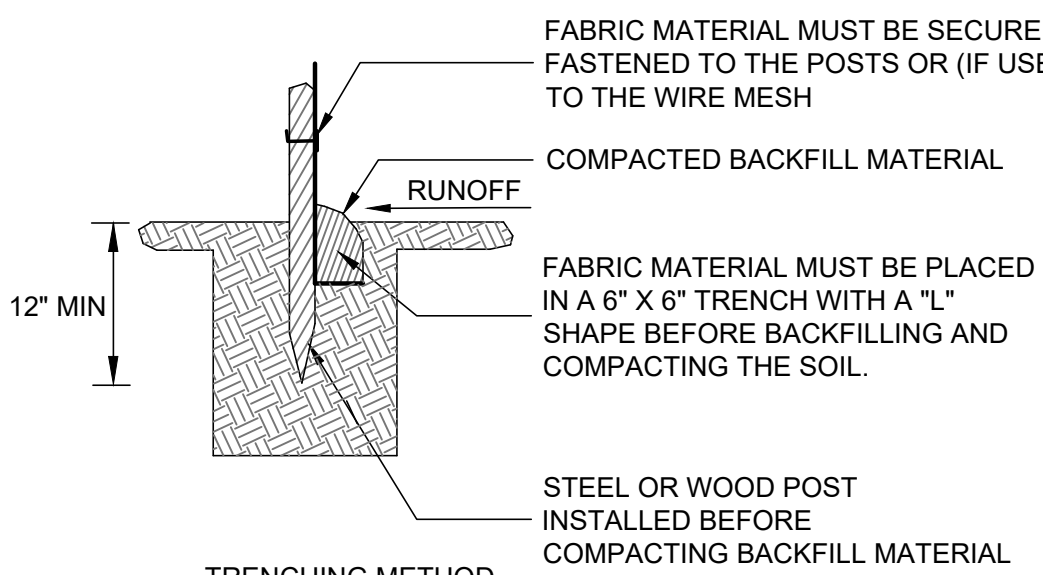
##### PERMANENT MEASURES

2		On flat areas, mild slopes, grassed waterways and spillways, diversion ditches and dikes, borrow and stockpile areas, and soil piles when areas are subject to rutting, impact, and erosion from wind or water.
3		On exposed slopes, newly seeded areas, new ditch bottoms, or areas subject to erosion. Required on slopes greater than 3:1 V.
5		Inexpensive & very effective. Stabilizes soil, thus minimizing erosion. Permits runoff to infiltrate soil, reducing runoff volume. Should include prepared topsoil bed.
15		Protects areas which cannot otherwise be protected, but increases runoff volume and velocity. Irregular surface will help slow velocity.
35		System removes collected runoff from site, particularly from paved areas. Can accept large concentrations of runoff. Conducts runoff to municipal sewer system or stabilized outfall location. Use catch basins to collect sediment.
36		Collects high velocity concentrated runoff. Use filter bag under inlet for duration of construction.

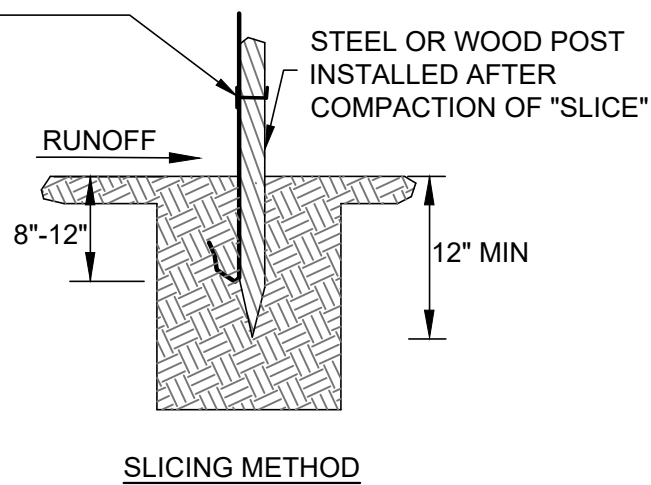
 PERMANENT MEASURE



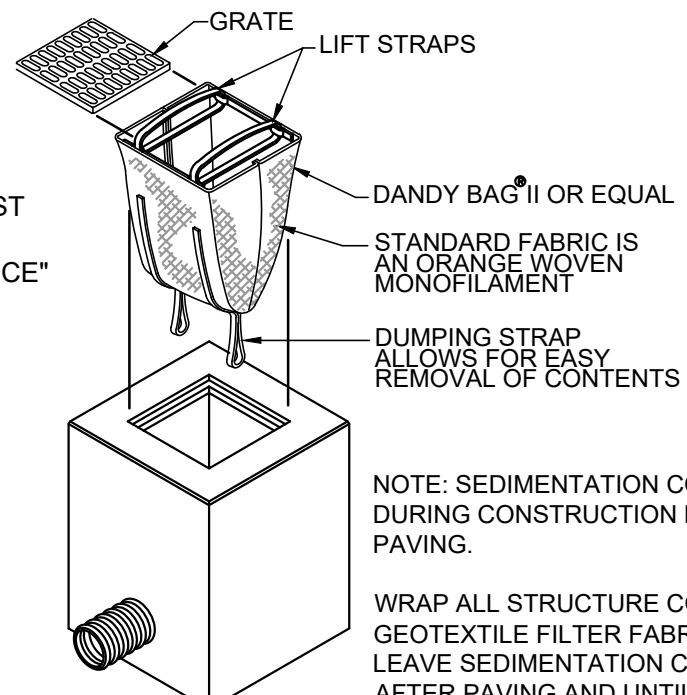
WHEN FABRIC IS INSTALLED IN A TRENCH WITH COMPACTED SOIL, ANCHORS CAN BE ATTACHED TO REDUCE THE POTENTIAL OF "BLOWOUTS" (NOT NEEDED IF "SLICING" METHOD IS USED)



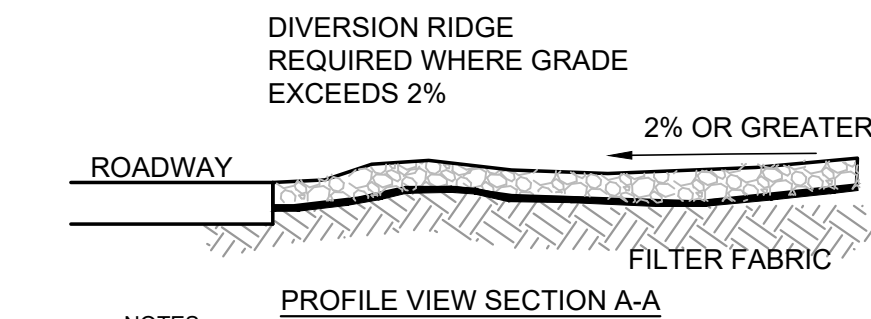
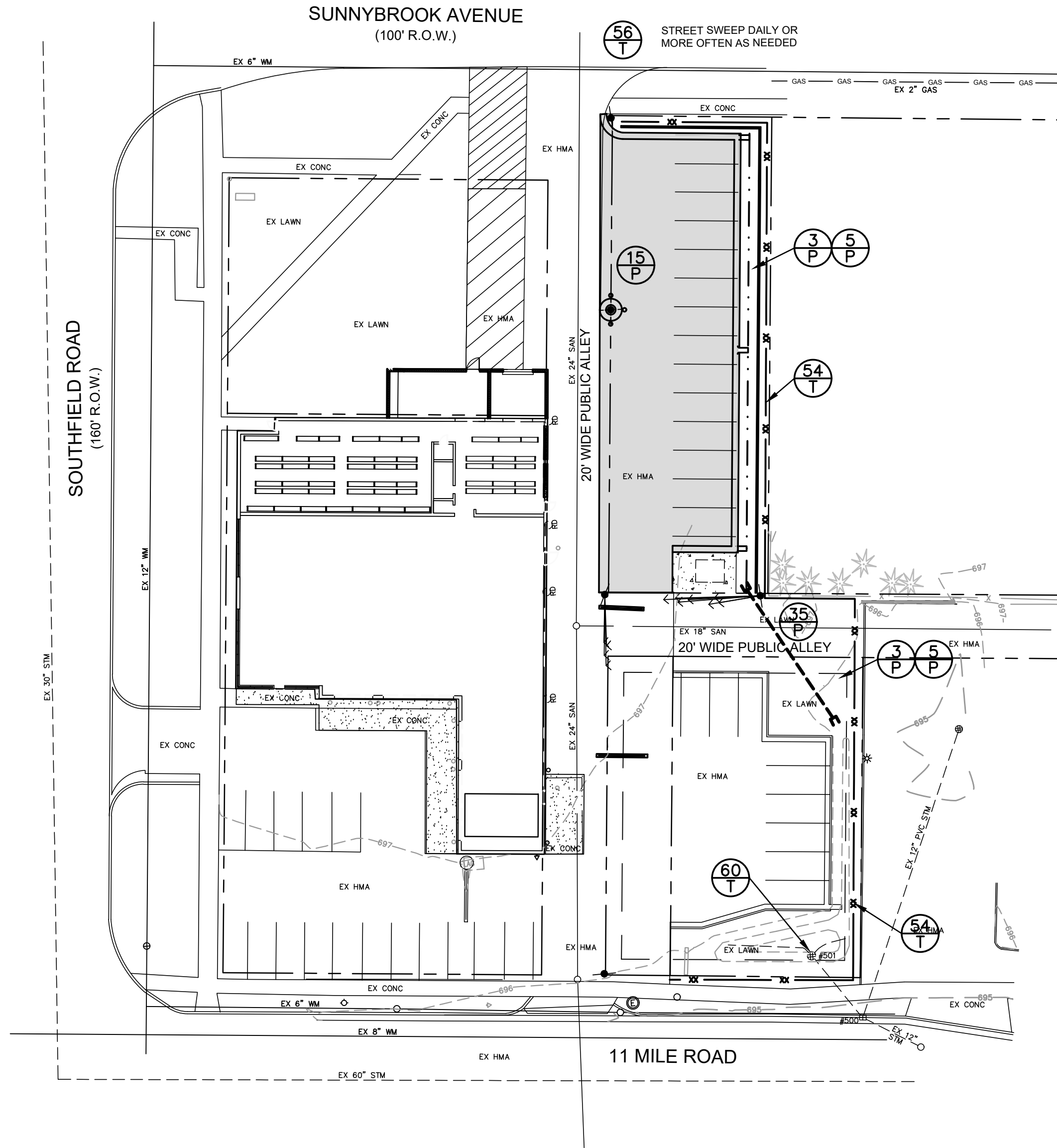
**SILT FENCE DETAIL**   
NO SCALE



**SLICING METHOD**

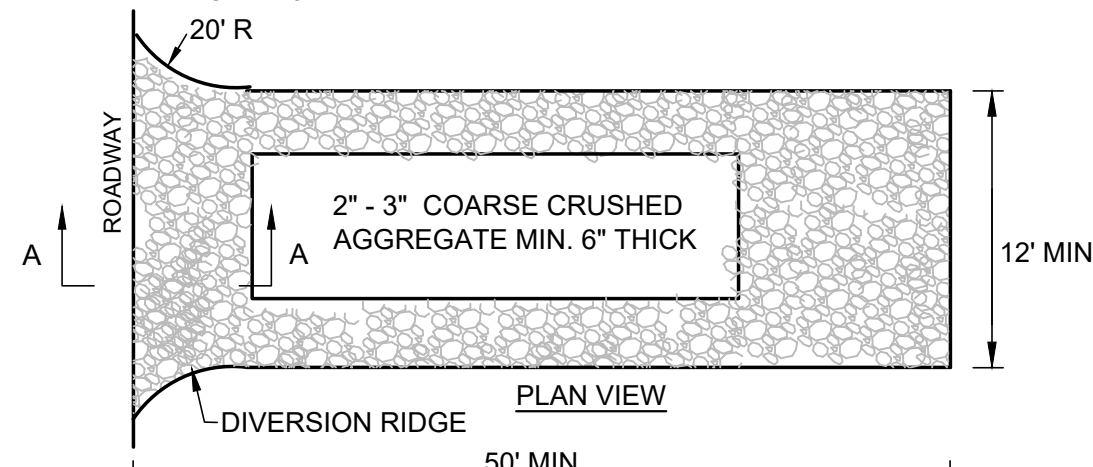


**CATCH BASIN FILTER BAG DETAIL**   
NO SCALE



**PROFILE VIEW SECTION A-A**

NOTES:  
1. THE ENTRANCE SHALL BE MAINTAINED IN A CONDITION THAT WILL PREVENT TRACKING OR FLOWING OF SEDIMENT ONTO PUBLIC RIGHT-OF-WAYS. THIS MAY REQUIRE TOP DRESSING, REPAIR AND/OR CLEANOUT OF ANY MEASURES USED TO TRAP SEDIMENT.



**CRUSHED AGGREGATE CONSTRUCTION ENTRANCE DETAIL**   
NO SCALE

#### CONSTRUCTION SEQUENCE SCHEDULE (2020)

Sequence of Construction Activities	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Install Temporary SESC Measures:									
A. Stabilized Construction Access									
B. Silt Fence									
C. Catch basin Protection									
D. Dust Control									
E. Catch Basin									
F. Storm Drain Inlet Protection									
Maintain Temporary SESC Measures:									
Remove and Stockpile Topsoil									
Site Grading									
Utility Installation									
Building Construction									
Pavement Construction									
Final Grade									
Final Site Stabilization and Landscaping (to be completed within 5 days of final grading or activity within that area)									
Remove Temporary SESC Measures									
Permanent SESC Measures									

**PRELIMINARY**

#### SOIL EROSION & SEDIMENTATION CONTROL PLAN

BENCHMARK #1 ELEV = 696.07  
SAN MH LID 40' SSE OF SE BLDG CORNER



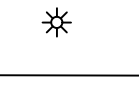
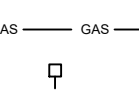
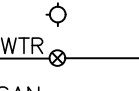
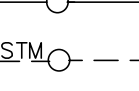
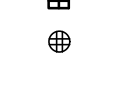
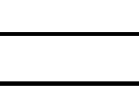
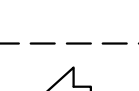

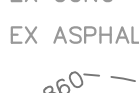
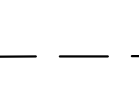

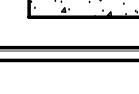

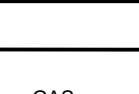

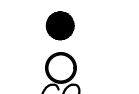
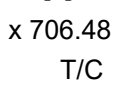
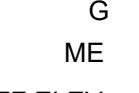

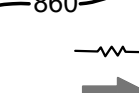



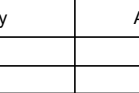
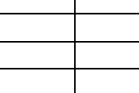
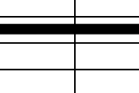
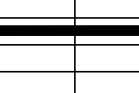

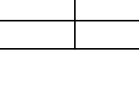




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#### LEGEND

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-  = EXISTING SURFACE DRAINAGE ARROW

4063 Grand Oak Drive Suite A109  
Lansing, MI 48911  
517.887.1100

**Eng**  
Engineering & Surveying

**DISCOUNT TIRE**

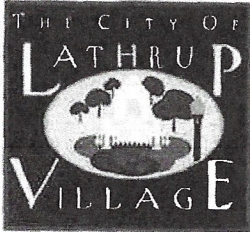
27000 SOUTHFIELD ROAD  
LATHRUP VILLAGE, OAKLAND COUNTY, MICHIGAN

PROJECT NO.  
**21001**

SHEET NO.

**4** OF **4**





A HERITAGE OF GOOD LIVING

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

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

**Office Use Only**

Date Submitted: \_\_\_\_\_

ZBA Review #: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Hearing Date: \_\_\_\_\_

**Application for Zoning Appeal**

Subject Property Address: 27000 Southfield Road, Lathrup Village, MI

Subject Property Parcel Number: 24-13-359-007 (-054, -052, -007, -016, -061 are part of Discount Tire Property as well)

Property Zoning: Residential - Single Family (007) (Adjacent parcels are Commercial-Vehicular (054, 052), Mixed Use (016, 061))

**Applicant Information**

Name: Joseph Westerbeke, PE

Address: 4063 Grand Oak Dr STE A109, Lansing, MI State: MI Zip Code: 48911

Phone Number: (517) 887-1100 Fax: \_\_\_\_\_

Email Address: westerbekej@engdot.com

Interest in Property: Owner's Engineer

**Property Owner Information**

Name: Halle Properties, LLC

Address: 20225 N Scottsdale Road, Scottsdale, AZ State: AZ Zip Code: 85255

Phone Number: (480) 606-6193 Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

1) Section:	7.8.11	Variance Description:	Nonconforming Use of Residential Parcel
2) Section:		Variance Description:	
3) Section:		Variance Description:	

Please State the Reason for Requesting an Ordinance Variance: We're requesting  
determination of nonconforming use class. The parcel is currently being used for  
discount tire parking and contains the site's trash enclosure, and the Owner would like to  
expand parking on this parcel.

**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

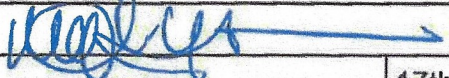
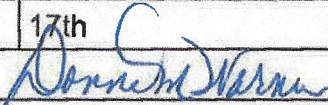
- a) Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, a particular hardship will result to the applicant if the strict letter of the regulations are carried out. Mere
- b) The factual circumstances upon which an application for a deviation 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 contained and supporting information and data are in all respects true and correct to the best of the Owner's knowledge and belief.

Signature:		Date:	3/17/2021
Subscribed and sworn to before me this:	17th	Day of	March 2021
Notary Public Name:	Donna M Warner 	County of:	Maricopa
With Commission to expire on:	4/6/2024		

### Applicant Signature

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

Name:	Joseph Westerbeke, PE	Date:	3/19/2021
Signature:			



A HERITAGE OF GOOD LIVING

**Dr. Sheryl L. Mitchell Theriot****City Administrator**

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

**COUNCIL COMMUNICATION:**

**TO:** Mayor Garrett and City Council Members  
**FR:** Sheryl Mitchell Theriot, City Administrator  
**DA:** Discount Tire – 27000 Southfield, Lathrup Village, MI  
**RE:** ZBA – Discount Tire, 27000 Southfield Rd

An appeal was filed by Joseph Westerbeke, PE, Engineer for property owner of Discount Tire at 27000, Southfield Rd, Lathrup Village, Michigan 48076.

**ZBA is to make a determination and pass upon whether a nonconforming lot should be classified as a special nonconforming use, either Class A or Class B.**

Class A: A nonconformity which seriously impairs the fair market value of neighboring properties or which grossly offends the principles of sound community planning or which seriously impairs the public health, safety, or welfare, or

Class B: A nonconformity which has slight detrimental impact on the fair market value of neighboring properties and which deviates only to a slight degree from the principles of sound community planning and which does not impair the public health, safety, or welfare to any substantial degree.

This use has been operating for many years in this location, in a district zoned for such purpose. The parking area does not necessarily expand the operation or intensity of the use but may better accommodate vehicles and circulation on the site. The number of parking spaces (39) is not proposed to change but be reconfigured to replace parking along the Southfield Road frontage with a loading zone.



**CITY OF LATHRUP VILLAGE CITY COUNCIL STUDY SESSION MEETING MINUTES MARCH 15, 2021**

MINUTES OF THE STUDY SESSION MEETING OF THE CITY OF LATHRUP VILLAGE HELD ON MONDAY, MARCH 15, 2021 HELD REMOTELY VIA ZOOM.

The meeting was called to order at 6:00 p.m. by Mayor Garrett and Roll Call was taken.

Present: Mayor Mykale Garrett and Mayor Pro Tem Bruce Kantor  
Council members Ian Ferguson

Excused: Council members Saleem Siddiqi and Donna Stallings

Also Present: City Administrator Dr. Sheryl Mitchell Theriot, Asst. City Administrator/Treasurer Pamela Bratschi, Police Chief Scott McKee, Susie Stec, Director, Community & Economic Development & DDA, Kelda London, Government Operations, City Attorney, Scott Baker, Scott Ringler, Giffels Webster and City Clerk Yvette Talley

All City Council Members stated they are in Lathrup Village, Michigan – Oakland County

Purpose of meeting is to discuss City Council Agenda items.

A. Discussion Items:

A. Discussion – Insufficiency of Referendum Petition

Dr. Sheryl Mitchell Theriot gave an overview and answered specific questions. The City of Lathrup Village published on January 7, 2021 in the Oakland Press the Notice to Taxpayers -Notice of Intent to Issue Bonds and the Right of Referendum. As of February 22, 2021 there were 202 signatures received by the City Clerk which was an insufficient number. Also, the form of the petition does not meet the requirements of Michigan law as a valid referendum petition. Based on the fact that the form of referendum petition does not satisfy the requirements of Michigan law and it was not signed by 10% of the registered voters of the City as required by law.

B. Discussion – Sidewalk Ordinance - Amendment

Scott Baker, City Attorney gave an overview and answered specific questions. Residents will be directly billed and if the bill is not paid, it will go on the special assessment roll. There will not be a special assessment, therefore, it will not be a public hearing for sidewalk replacement. Mayor Pro Tem Kantor stated there is an issue with some sidewalks due to city trees. Discussion to see if the city will take on the cost but at this point we're not sure of how much it'll cost.

C. Discussion -Sidewalk Replacement Program

Dr. Sheryl Mitchell Theriot stated – The sidewalk program is for all sidewalk repair. Year 1- will be the commercial Southfield corridor from Lincoln to 12 mile through the residential areas (East & South of Southfield Rd. but below 11- mile I696 overpass. Discussed sidewalks that have been lifted due to tree roots and the cost to shave will be \$100 each. Technically, the responsibility is that of the residents. The city will take a survey of the trees that have damaged sidewalks and also look at the cost to replace them. By April or later, it will be decided by City Council if the city will be pay for sidewalks damaged by tree roots.

D. Discussion Water Meter & Related Projects - Update

Dr. Sheryl Mitchell Theriot stated relevant to water meters were tested but the official report has not been received. As meters age they run slow, audit of billing system, looking into remote reading of meters so that vehicles will not have to go around picking up readings which was included in the capital improvement bond. Susie Stec and Scott Ringler are working on drafting an RFP.

Disclaimer -Council member Ian Ferguson stated he does not own a water meter business. Ten homes have been identified as having lead and the city is working with sub-contractor through SOCWA to work on this issue. Service line verification stop box- will work with Sunde Inc. to work on this matter and will start as soon as EAGLE gives us specifications on how to make the identifications and if it has to be every resident or will a sample suffice for their verification purposes. Reminder to do the water survey of their water meter.

E. Discussion – Infrastructure Committee – Update

Mayor Pro Tem Kantor stated road repairs starting around May 3<sup>rd</sup>. There have been several water main breaks in the city. When alerts of water main problems are issued, the information is shared with City of Southfield Police and Fire Department.

F. Discussion – Marijuana/Cannabis - Update

Dr. Sheryl Mitchell Theriot – Planning Commission is working on the language for this. We have received a lot of calls regarding this matter but the official response should be: The opt out ordinance is still in place and there is no conversation to be had . If and when the ordinances are adopted, the primary contact will



be Susie Stec – Economic and Community Development Director.

G. Discussion – Profession Auditing Services RFP - Update

Dr. Sheryl Mitchell Theriot – stated she will have a meeting with Plante Moran later this week as to the services they provide so that it can be incorporated into the RFP language.

H. Discussion - Agenda Items

Mayor Pro Tem Kantor – discussed the repaving Cambridge east of Southfield Rd to Lathrup Blvd. (ditches are being worked on) City Administrator will work with Susie Stec, Scott Ringler to work on dates, notices. Council member Ferguson would like a list of what is being done and when to communicate to the residents.

Mayor and Council Comments

Mayor Garrett stated that sidewalks along the 11- mile service drive for snow removal Downtown Development Authority will take care of this area. Council was asked to look at goal's worksheet before the goal setting meeting. Culvert gardens discussed as the ditching projects move along to notify the residents not to plant in the culverts. There is a new social group forming for the LGBTQ community and to have a pride parade – will discuss with Recreation Director because large gatherings are not taking place now. Will discuss in the future.

Public Comments

None

Adjourn: 6:51 p.m.

**CITY OF LATHRUP VILLAGE CITY COUNCIL MEETING MINUTES MARCH 15, 2021**

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF LATHRUP VILLAGE HELD ON MONDAY, MARCH 15, 2021 HELD REMOTELY VIA-ZOOM.

The meeting was called to order at 7:02 p.m. by Mayor Garrett and Roll Call was taken.

Present: Mayor Mykale Garrett and Mayor Pro Tem Bruce Kantor  
Council members Ian Ferguson

Excused: Council members Saleem Sidiqi and Donna Stallings

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

This meeting was held remotely. All City Council Members stated they are located in Lathrup Village, Michigan, Oakland County.

MAYOR INVITED ALL PRESENT TO JOIN IN THE PLEDGE OF ALLEGIANCE

**MOTION TO EXCUSE COUNCIL MEMBER STALLINGS**

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson to excuse Council member Donna Stallings from this meeting.

Ayes: Ferguson, Garrett, Kantor

No: None

Motion carried.

**Approval of Agenda**

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson to Approve the Agenda.

Ayes: Ferguson, Garrett, Kantor

No: None

Motion carried.

**Presentations**

Acceptance of Gift - Memorial Bench in new dog park Honoring Virginia Borts - Chris Clough gave an overview.

Pam Dundas stated Ms. Borts was a beloved resident of Lathrup Village. She was a fun person to be around and she had a love for theatre. Group of nine representatives of the class of 1964 raised money for the memorial bench.

**CITY OF LATHRUP VILLAGE CITY COUNCIL MEETING MINUTES MARCH 15, 2021**

Yolanda Charles – Oakland County Commission stated she is accessible to all by phone. She is on the Economic Development and Infrastructure Committee and Parks and Recreation. Encourage all to take part of Parks and Recreation in Oakland County and they are hiring. COVID-19 vaccine is being distributed in Oakland County and you may sign up through Oakland County Health Department. Oakgov.boc facebook page there will be a community needs survey where you can indicate the need that is in your area.

**Approval of Agenda**

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson to approve the minutes for February 22, 2021 Study Session Meeting.

Ayes: Ferguson, Garret, Kantor  
No: None  
Motion carried.

**MOTION TO EXCUSE COUNCIL MEMBER SIDDIQI**

Motion by Council member Ferguson, seconded by Mayor Pro Tem Kantor to excuse Council member Saleem Siddiqi from this meeting.

Ayes: Ferguson, Garrett, Kantor  
No: None  
Motion carried.

**CONSENT AGENDA**

**Approval of Minutes – Study Session Meeting February 22, 2021**

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson to approve the minutes for February 22, 2021 Study Session Meeting.

Ayes: Ferguson, Garret, Kantor  
No: None  
Motion carried.

**Approval of Minutes – February 22, 2021 – City Council Meeting**

Motion Mayor Pro Tem Kantor, seconded by Council member Ferguson to approve the minutes for February 22, 2021 City Council Meeting.

Ayes: Ferguson, Garrett, Kantor  
No: None

**CITY OF LATHRUP VILLAGE CITY CONCIL MEETING MINUTES MARCH 15, 2021**

Motion carried.

**Approval of Minutes – March 1, 2021 Special City Council Meeting**

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson to approve the minutes for March 1, 2021 Special City Council meeting.

Ayes: Ferguson, Garrett, Kantor

No: None

Motion carried.

**APPROVAL OF THE MONTHLY DISBURSEMENT REPORTS FOR THE MONTH OF FEBRUARY 2021**

Motion by Mayor Pro Tem Kantor seconded by Council member Ferguson to approve the Monthly Disbursements for the month of February 2021:

February 2021 Disbursements w/Salary Included

FUND 101	GENERAL FUND	\$ 264,484.93
FUND 202	MAJOR ROADS	\$ 8,566.08
FUND 203	LOCAL ROADS	\$ 9,466.05
FUND 258	CAPITAL FUND	\$ -
FUND 494	DOWNTOWN DEV AUTH	\$ 17,395.58
FUND 592	WATER & SEW.	<u>\$ 212,753.99</u>
		\$ 512,666.63

Ayes: Ferguson, Garrett, Kantor

No: None

Motion carried.

**CONSIDERATION OF A MOTION TO ACCEPT DEPARTMENTAL REPORTS**

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson to approve the Departmental Report. Receive and File – Department Reports: Parks & Recreation, Facilities, Police Dept., Community & Economic Development, Building Dept.

Ayes: Ferguson, Garrett, Kantor

No: None

Motion carried.

**PUBLIC COMMENT FOR ITEMS ON THE AGENDA**

None

**CITY OF LATHRUP VILLAGE CITY CONCIL MEETING MINUTES MARCH 15, 2021**

**PUBLIC HEARINGS**

None

**ACTION REQUESTS - FOR CONSIDERATION/APPROVAL**

A. Consideration To Approve – Memorial Bench Honoring Virginia Borts

Christopher Clough gave an overview and answered specific questions.

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson to accept the donation on behalf of the City in honor of the memory of long-time resident Virginia Borts and designate that the funds will be used towards the purchase of a memorial bench near the Dog Park.

Ayes: Ferguson, Garrett, Kantor

No: None

Motion carried.

B. Consideration To Approve the Insufficiency of Referendum Petition

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

Motion by Council member Ferguson, seconded by member Ferguson to Affirm the Determination by the City Clerk that the Referendum Petition is insufficient to require election based on the fact that the form of referendum petition does not satisfy the requirements of Michigan Law and that the Referendum Petition was not signed by the required 10% of the registered voters of the City of Lathrup village, as required by law.

Ayes: Ferguson, Garrett, Kantor

No: None

Motion carried.

C. Consideration To Approve Sidewalk Ordinance – First Reading

Scott Baker, City Attorney - gave an overview and answered specific questions.

This program will be less costly for the city to administer rather than going through the special assessment program. There has been an administrative decision for this program to take place over 2 years. City Attorney Baker stated that when the city previously undertook a sidewalk replacement program, they did utilize direct billing.

Motion by Council member Ferguson seconded by Mayor Pro Tem Kantor to Approve the First Reading of Ordinance to Amend Chapter 62 – Sidewalks and other public places Section 122 and 123 – Duty of Property Owners Generally and Standards Generally.

**CITY OF LATHRUP VILLAGE CITY CONCIL MEETING MINUTES MARCH 15, 2021**

Ayes: Ferguson, Garrett, Kantor

No: None

Motion carried.

**D. Consideration of Approval of the Sidewalk Replacement Program**

Dr. Mitchell Theriot gave an overview and answered specific questions. This area is – South of 11 Mile/I696 on both sides of Southfield Road as well as the Southfield corridor from Lincoln to 12 Mile Road for the business corridor. Instead of the special assessment process, it will be direct billing to the property owners. For all those who are in this area, a packet of information will be mailed.

There have been questions of responsibility of the tree shaving of tree roots. Before City Council makes the final decision, Administration will look into the cost estimates for the following:

- A 10% administrative fee for participating in the city program.

-A 5% finance charge for an annual fee for carrying a balance.

Motion by Council member Ferguson, seconded by Mayor Pro Tem Kantor to Adopt the Resolution for the 2021-2023 Sidewalk Replacement Program.

Ayes: Ferguson, Garrett, Kantor

No: None

Motion carried.

**E. Consideration to Approve the Master Services Agreement for the Operation of the Department of Water & Sewer and CIP Projects with Sunde Building**

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

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson to approve the Master Services Agreement for the Operation of the Department of Water & Sewer and identified Capital Improvement Projects with Sunde Building replacement of all stop boxes which has been budgeted as part of the project.

Ayes: Ferguson, Garrett, Kantor

No: None

Motion carried.

**F. Consideration to Approve the Professional Services Agreement – Giffels Webster – Engineering and Contract Management Services – 2021-23 CIP Projects**

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

**CITY OF LATHRUP VILLAGE CITY CONCIL MEETING MINUTES MARCH 15, 2021**

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson to Approve the Professional Services Agreement with Giffels Webster for Engineering and Contract Management Services for the 2021-23 Capital Improvement Projects and authorize the Mayor and city administrator to sign the Agreement and related documents.

Ayes: Garrett, Ferguson, Kantor

No: None

Motion carried.

G. Consideration to Approve the Professional Services Agreement – Giffels Webster – Engineering and Contract Management Services – 2021 -23 Paving Projects

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

Mayor Pro Tem Kantor stated that all the costs associated with this contract have already been budgeted and are part of the funds raised through the road millage project and there is no additional cost.

Motion by Council member Ferguson, seconded by Mayor Pro Tem Kantor to approve the Professional Services Agreement with Giffels Webster for Engineering and Contract Management Services for the 2021-23 Paving Projects and authorize the Mayor and City administrator to sign the Agreement and related documents.

Ayes: Ferguson, Garrett, Kantor

No: None

Motion carried.

H. Consideration of Approving the Rates & Policy Updates - Parks

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

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson the proposed changes in the rates and rental policies for the parks, as detailed in the attached documents.

Ayes: Ferguson, Garrett, Kantor

No: None

Motion carried.

I. Consideration of Approving Contract with MDOT for the Construction of the Citywide Non-Motorized Path

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

Motion by Council member Ferguson, seconded by Mayor Pro Tem Kantor to adopt the attached resolution and Approve the contract with MDOT for the Construction of the city wide Non-Motorized

**CITY OF LATHRUP VILLAGE CITY CONCIL MEETING MINUTES MARCH 15, 2021**

Path, with the local share to be split between the City and DDA, and authorizing the Mayor and City Clerk to sign the contract.

Ayes: Ferguson, Garrett, Kantor

No: None

Motion carried.

J. Consideration of Approving the Grant Application for Sarrackwood Park Upgrades

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

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson to approve the Resolution and authorize the submission of a Recreation Passport Grant Application for Sarrackwood Park Upgrades and resolve to make available the obligated local match amount of 25% or \$24,000; and authorize the Mayor and City Administrator to sign related documents.

Ayes: Ferguson, Garrett, Kantor

No: None

Motion carried.

K. Consideration of Approving the Appointment – Downtown Development Authority – Shyla Beltur

Susie Stec gave an overview and answered specific questions.

Motion by Council member Ferguson, seconded by Mayor Pro Tem Kantor to Appoint Shyla Beltur to the Downtown development authority for the term expiring on February 1, 2022.

Ayes: Ferguson, Garrett, Kantor

No: None

Motion carried.

**CITY ADMINISTRATOR REPORT**

Dr. Sheryl Mitchell stated – Thanked Susie Stec for her assistance with all of the upcoming projects. The City of Lathrup Village Declaration of a Local State of Emergency continues to exist and which allows for electronic meetings of public bodies, notice is hereby given that the City of Lathrup's City Council will be meeting electronically using [www.Zoom](https://www.zoom.us) .us for videoconference and public access.

We have received Confirmation from SMART that we will receive \$25,610 reimbursement for the recreation van. We are waiting on the results from testing of water meters. Contracts have been signed to start street and capital improvements projects. Welcome the new Administrative Assistant/front desk employee Melody Simpson.



**CITY OF LATHRUP VILLAGE CITY CONCIL MEETING MINUTES MARCH 15, 2021**

**CITY ATTORNEY**

Will be able to continue meeting remotely via Zoom until the Mayor council revokes it.

**REPORTS OF BOARDS COMMISSIONS AND COMMITTEES**

None

**UNFINISHED/NEW BUSINESS**

None

**PUBLIC COMMENTS**

None

**MAYOR AND CITY COUNCIL COMMENTS**

Mayor Pro Tem Kantor stated through federal stimulus fund, City of Lathrup Village will receive \$405,000.

**ADJOURNMENT**

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson to adjourn this meeting.

Ayes: Ferguson, Garrett, Kantor

No: None

Motion carried.

The meeting was adjourned at 7:53 p.m.

Transcribed by Yvette Talley

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Mykale Garrett, Mayor

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Transcribed by Yvette Talley

City Clerk

## **CITY OF LATHRUP VILLAGE CITY GOAL SETTING MEETING MINUTES MARCH 30, 2021**

MINUTES OF THE CITY COUNCIL GOAL SETTING MEETING OF THE CITY OF LATHRUP VILLAGE HELD ON TUESDAY, MARCH 30, 2021 HELD REMOTELY VIA-ZOOM.

The meeting was called to order at 5:07 p.m. by Mayor Garrett and Roll Call was taken.

Present: Mayor Mykale Garrett and Mayor Pro Tem Bruce Kantor  
Council members Ian Ferguson

Excused: Council members Saleem Siddiqi and Donna Stallings

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

This meeting was held remotely. All City Council Members stated they are located in Lathrup Village, Michigan, Oakland County.

The purpose of this meeting is to discuss Goals and Priorities of City Council, City Administrator and City Staff.

### **Discussion Items**

#### **A. City Council Goals & Priorities**

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

City Council Goals - Transparent, Open and Honest Government - Discussed social media and how the city should respond. City will respond to city events but will not respond to social media conversations. City Council stated - City Attorney advised Council not to respond via social media, it's not an official city response. Council welcome residents to meetings and being involved. Objectives – improve communications with residents and local businesses through a variety of ways: Electronic weekly newsletter, city administrator reports are on website, improving City website design and have more town hall meetings/council coffee hours.

Discussed: Dedication to service – Our primary duty is the people we serve. Maintain high quality neighborhoods, housing stock, maintain robust and attractive business corridors, promote a safe and secure community. Develop and prioritize improvements to parks and playgrounds, improve quality of life for residents of all ages, continue improvement in response time to residents for any type of contact, increase code enforcement in business district including a quarterly assessment/walk-through of every property, provide a maximum 1 work day initial response to See Click Fix reports with an additional response every 3 business days until the issue is resolved, develop initiatives for blighted buildings along business corridor. Continue best practices in maintaining city grounds, parks and entrances. Code enforcement classes (e.g. how do I maintain my ditch & culvert) Identify cross functional opportunities (e.g. Police Officers & Code Enforcement)

### City Council Goals & Priorities

Fiscal Responsibility - creating a timely budget and budget consistency

-Support economic vitality to attract and retain local businesses, support City Attorney effort to keep the city from legal harm, review all contracts to maintain infrastructure, continue reviewing contracts/suppliers/business arrangements to ensure we are spending as little as possible for goods and services.

Personal Honesty and Integrity -

Update Council Rules/Board Rules Procedures

Code of Ethics provided to all new elected/appointed council and board members once per year

Personal accountability: Attend all scheduled meetings and provide 24-hour notification for absences (and when absent watch the missed meeting on YouTube)

Review entire meeting packets before meetings, respond by agreed upon deadlines and be on time.

Excellence - Register and participate in training offered by MML and other organizations

Subscribe/read journals organizations and periodicals

Teamwork - Provide teamwork opportunities to City staff (e.g. workshops, cross functional work, social outings, retreat for City Council/Staff etc.

### A Humane and Diverse Organization

Appointments to Boards and Commissions – there are no legacy seats on boards/commissions – all can apply

Hiring practices at the City of Lathrup Village reflective of the cultural and social diversity of the community

Provide Cooperative Education opportunities to Student Residents (paid or unpaid)

## B. City Wide - Goals & Performance Measures - City Council Goals

Number of Regular Meetings, number of special meetings, number of zoning board of appeals meetings, number of town halls, number of ordinances adopted, number of resolutions adopted, number of proclamations presented, number of subscribers to eNewsletter, number of Users of City's Facebook Page, Joint meetings with Southfield Public Schools, Joint meetings with Planning Commission, Joint meetings with DDA, joint meeting with Beverly Hills and Southfield, Annual meeting with Planning Commission, ZBA - refresher course.

### Community & Economic Development - Planning Zoning

Adopt Comprehensive Plan and implementation of action strategies, evaluate and adopt revisions to the zoning ordinance in accordance with comprehensive Plan recommendations. Adopt sign ordinance revisions, Implement non-motorized transportation plan including wayfinding signage, implement city council goals related to cannabis uses, more effectively utilize BS & A software to improve workflow and project tracking in Community and Economic Development and integrate efforts with other departments, obtain recertification of the city's Redevelopment Ready Certification utilizing updated MEDC metrics, work with Tree committee to establish standards inventory, regular maintenance plan and charging stations. Updating the zoning ordinance to reflect technology.

Adopt Comprehensive Plan and implementation of action strategies

Evaluate and adopt revisions to the zoning ordinance in accordance with the Comprehensive Plan recommendations, adopt

### Street Paving Bond Projects – Performance Measures

Provide monthly reports on status of projects, work with city engineer to update notices and information for residents via website, social media, mailings, etc., track progress and invoices, develop and implement the project plan for any special Assessment district's notices public hearings, etc.

### Capital Improvement Bond Projects Performance Measures – Performance Measures

Provide monthly reports on status of projects, work with City engineer to update notices and information for residents via website, social media, mailings, etc., track progress and invoices.

### Downtown Development Authority – Performance Measures

Refine and streamline Commercial Landlord and Business licensing, Increase Business and Property owner engagement by hosting monthly events, Increase volunteer-base by way of new/expanded opportunities for involvement, Enhance social media outreach, Distribution of grant funds including relief, façade, sign etc. Increase number of new businesses

### Special Projects – Performance Measures

Produce weekly eNewsletters, produce quarterly Your Town Magazine, Produce periodic print and video updates for DDA/businesses, assist with updates on website

### Police Department -Performance Measures

The Police Department is committed to professional excellence in providing public safety services for the City. Chief Scott McKee gave an overview.

Continue with PowerDMS and Taser contacts

Purchase of new patrol vehicle to replace an older unit

Purchase Guardian Tracking software for early intervention for employees

Purchase Police One Academy subscription for virtual training classes

Focus on hiring qualified police candidates preferable with experience by in icing them with lateral pay incentive

Enroll in the Accreditation program through MACP (July 2021)

Purchase portable radios to be compatible with the new county wide radio system

Recruit and hire candidates that reflect the diversity of the community

Monthly updates on Transparency Dashboard of: calls for service; citations; and arrests

Monthly report to City Council

Work with Architect on completion of department space study

Host at least 2 community education/engagement events

Provide City administrator monthly report on accomplishments:

Community outreach projects including fundraisers

Public education

Meetings/trainings of Command Staff

Apply for Accreditation and the fee is \$1,500 to add to budget. The accreditation will address: hiring practices, transparency, human trafficking training and annual subscription to virtual academy

### Parks and Recreation Goals/Objectives – Performance Measures

Offer at least three classes, events, trips or special programs per month

Engage 20 percent more households from under-represented neighborhoods in recreational programming

Host at least one event or activity at each neighborhood park

### Community Building

Partner with at least one community group for each major Lathrup Village event

Host at least four community park cleanups

Host at one community service project

### Building & Grounds Goals/Objectives – Performance Measures

Clean and safe environment, tracking systems, building review, adherence to social distancing standards

### Code Enforcement – Performance measures

Providing timely review and services, Identify best practices ex.- 48 hours for non-emergencies, measure between BS & A -vs- SeeClickFix, develop and disseminate a survey tool, provide report, produce monthly report of inspections with status for Council and DDA, provide articles for quarterly Your Town publication, provide articles/reminders at least 6 times a year for eNewsletter, respond to initial posts on SeeClickFix within 1 business day; and update every 3 business days until file is closed

### Building Department - Permits, Inspections, Licensed (Business, Landlord, Rental)

Provide monthly report of all permits issued, provide monthly report of all inspections, provide monthly report of licensed issued, establish baseline or timeframes from applications to time that permits/licenses being issued

Identify best practices; measure activity for Year 1

Establish and implement plan to inspect all businesses annually or bi-annually

Measure compliance with business licensed, landlord licenses and rental licenses, update rental building file, implement rental inspections – annual inspections

### City Clerk/Elections – Performance Measures

Recruit and train elector workers for each precinct

Maintain current safety standards for election worksites

Maintain separate folder and post on website: resolutions, proclamations, ordinances, public notices and minutes(City Council Planning Commission -on Municode Meetings)

#### Finance Department – Performance Measures

Produce monthly financial reports for City Council

Invest all cash in conformance with the adopted Investment Policy and Provide quarterly investment report for City Council

Establish and monitor Bond Funds and Projects; issue timely payments

Timely payment of invoices

Monthly bank reconciliations of all accounts by 15<sup>th</sup> of next month

Timely tax proceeds disbursements to other governmental entities

Update Chart of Accounts in accordance with State requirements

Address any outstanding audit findings/comments

Obtain unqualified independent audit opinion

Reduce number of water billing complaints and billing adjustments

#### Human Resources- Performance Measures

Provide training and cross-training for staff on BS&A and Point & Pay

Produce New Employee Orientation Packet

#### Department of Public Services (DPS) Lathrup Services – Performance Measures

Meet weekly with City Administrator and review the projected weekly job assignments/work orders

Maintain an inventory of such materials within the DPS yard

Catch Basin Maintenance – inspect annually

Complete and submit monthly Storm Water Pollution Prevention Plan (SWPPP)

Provide compost to residents

Respond to posts on SeeClickFix within 1 business date; and update until file is closed

Update Water Service Line Material when checking, replacing water meters

### Department of Public Services (DPS) – Lathrup Services – Performance Measures

Minor repairs/pruning of trees when possible

Maintenance of DPS vehicles and equipment – Monthly Report

Identify and correct Cross-Connection at DPS Garage

### LVTV – Performance Measures

Provide services and produce monthly and annual report:

Regular Programming – Council Meetings, Planning Commission, DDA, Special/Joint/Town Hall

Special Programming

Video Snaps, News/Events, Public Service Announcements

Misc – Additional Services provided

### City Administrator – Performance Measures

Recommend budget and amendments; maintain balanced budget

Monitor Monthly Water Lose Reports

Review New Vendors list monthly

Produce monthly City Administrator reports for council packets

Monthly meetings with staff

Conduct annual performance evaluations of all department heads and direct reports

Review annual self-evaluations of performance evaluations of all employees

Respond within 1 business day to residents in the same way contacted

### City Attorney – Performance Measures

Provide written feedback within 3 business days of request

Provide reports on tax appeals and status

Provide draft of ordinances within 30 days

Prosecutions – provide a monthly report of closed cases/files: charge(s), case/ticket#, offense & date, disposition (ex. Pled guilty, dismissed)

Establishing process Identify which ordinances we'll be working on



### Mayor and Council Comments

Mayor Garrett stated - April 17th there will be a food distribution at City of Lathrup Village in the parking lot.

Dr. Sheryl Mitchell Theriot - Congresswoman Brenda Lawrence stated there are funds/grants to apply for due on Monday, April 5th - will apply for grants to support space expansion for the Police Department.

Mayor Garrett - Southfield corridor- there are an over-abundance of trash/debris on the roads from businesses. Dr. Mitchell Theriot will submit code enforcement report. Susie Stec stated - she is preparing a letter to be mailed to all businesses and it will be mentioned in the weekly newsletter.

Mayor Pro Tem Kantor discussed he's working with City Engineer on a schedule for the road construction, postal service, garbage pick-up and parking.

On the City's website there is an online form for residents to share their concerns.

### Public Comments

No Public Comments

### Adjourn

Meeting adjourned at 7:22 p.m.

**CITY OF LATHRUP VILLAGE CITY COUNCIL STUDY SESSION MEETING MINUTES APRIL 5, 2021**

MINUTES OF THE STUDY SESSION MEETING OF THE CITY OF LATHRUP VILLAGE HELD ON MONDAY, APRIL 5, 2021 HELD REMOTELY VIA ZOOM.

The meeting was called to order at 6:00 p.m. by Mayor Pro Tem Kantor and Roll Call was taken.

Present: Mayor Pro Tem Bruce Kantor

Council Present: Council members Ian Ferguson and Saleem Siddiqi

Excused: Mayor Mykale Garrett and Council member Donna Stallings

Also Present: City Administrator Dr. Sheryl Mitchell Theriot, Asst. City Administrator/Treasurer Pamela Bratschi, Susie Stec, Director, Community & Economic Development & DDA, Kelda London, Government Operations, City Attorney, Scott Baker, Administrative Assistant Melody Simpson and City Clerk Yvette Talley

All City Council Members stated they are in Lathrup Village, Michigan – Oakland County

Purpose of meeting is to discuss City Council Agenda items.

**Discussion Items:**

**A. Discussion – Professional Auditing Services – Draft Request for Proposals**

Dr. Sheryl Mitchell Theriot gave an overview and answered specific questions. Plante & Moran have provided professional auditing services to the City for several years. Council requested an RFP be issued to solicit responses for these services. Anticipated to present to Council at the April 19, 2021 meeting for approval.

**B. Discussion – Infrastructure Committee – DRAFT Recommendations for 2022 Road Projects**

Mayor Pro Tem Bruce Kantor gave an overview and answered specific questions. The DRAFT recommendation for year 2022 in which the Infrastructure committee will recommend roads for each construction season for City Council to act on their recommendation. The engineering portion has to be done before the it snows. Also, the engineering team makes the recommendation to the Infrastructure committee so there will not be any bias. They base their recommendation on engineering, cost, and minimizing disruption. They picked the 1A full reconstruction roads which are the most expensive to repair. All 1A roads will be grouped together in one season to maximize the volume, we can get a good discount from the chosen vendor. There are 2 roads undergoing water main replacements and repaved as part of next years project. Another cost saving reason south of 696 (Lathrup Blvd.) from Southfield Rd.

to Coral Gables and construction will be mobilized in that area, the engineers decided it makes sense to do the repairs in that area and not incur charges for that area next year.

C. Discussion -Sign Ordinance

Scott Baker, City Attorney gave an overview and answered specific questions. Council discussed and have more edits/language updates. This item will be discussed further at the next Study session meeting April 19<sup>th</sup>. City Attorney asked Council to send their thoughts/comments to him.

D. Discussion- Michigan EGLE - 3<sup>rd</sup> Administrative Consent Order (ACO)

Dr. Sheryl Mitchell gave an overview and answered specific questions. The City negotiated a Town Outlet Capacity (TOC) for sanitary wastewater that can be discharged of 3.35 cubic feet per second. This is anticipated to be replaced with the future Oakland County “Flow Capacity Agreement.

E. Discussion – Evergreen – Farmington Sanitary Drain Drainage District – Chapter 20 Section 471 Agreement

Dr. Sheryl Mitchell Theriot gave an overview and answered specific questions. There will be a 3-preson board chaired by the Oakland County Drain Resource Commissioner will make the recommendations and decision on the overall drainage district. This project will increase capacity of the flow going into the system. Lathrup Village portion will be upgrades to the sanitary retention tank which is approximately \$500,000 which is included in the bonds that we are currently going forward with. There will be 2 bonds issued one by the Great Lakes Water Authority and the other by Evergreen – Farmington Sanitary Drain Drainage District and they will be paid back by the sewer funds/rates.

F. Discussion – Lathrup Village Lead Service Line Replacement Policy and Agreement

Dr. Sheryl Mitchell Theriot stated – The city is responsible for replacing water service lines that are lead or galvanized. This policy will replace the stop boxes as well. The purpose is to identify if there is lead in the home or the stop box, if so, the lines are replaced.

G. Discussion – 2021/22 Goals & Performance Measures

Dr. Sheryl Mitchell Theriot – Council was given the updated goals/objectives which was discussed at March 30, 2021 meeting. Goals/objectives category are things that council want to see accomplished. Strategies – How it’s to be accomplished.

H. Discussion – Fund balance and Reserve Policy

Dr. Sheryl Mitchell Theriot stated – Discussed best practice policy for fund balance.

City Administrator Report

Dr. Mitchell introduced the newest team member Melody Simpson – Administrative Assistant.

Meeting packets are on municode, zoom link information on the website, municode and facebook. The current telephone system is outdated and they have limited ability to do repairs. The new telephone system will be updated from T1 to cable system with \$300 per month cost savings. Point & Pay is up and working well – for water bills, property taxes and permits. It will be expanded to dog licenses, freedom of information act requests and business licenses. Your Town has been printed and mailed. City Administrator reports have been added to a City Administrator page on the city's website. This is the 3<sup>rd</sup> year Anniversary for our City Administrator being in Lathrup Village! Yard waste service started today and will be every Monday, chipping service will be every Friday. There will be an election for 3 council seats November 2, 2021 and we have received 1 nominating petition. There is a grant for the Police Department which has been submitted for police equipment and software. Meeting weekly with staff regarding projects in the city and to keep the channels of communication open. Recreation Dept.- Saturday, had breakfast with the bunny event in a COVID-19 safe environment and June 19<sup>th</sup> will be an art fair. Street improvements projects are moving forward and there will be a link is on the website. Public spacing information will be on the website so that residents can have access to what is happening on their particular block. Ask residents to participate in the water service line survey. Planning will have a public hearing April 20<sup>th</sup> on the building material standards. DDA will meet April 16<sup>th</sup>. There will be a first time Juneteenth celebration which will include a diversity champion recognition. The updates to the website are underway. Community Foundation is celebrating their 25<sup>th</sup> Anniversary and you will begin to see banners and more event information. Free food distribution will be April 17<sup>th</sup> from 1:00 p.m. – 4:00 p.m. in city hall parking lot. Businesses will have a corridor clean-up from April 19-23 and DDA will have another clean-up June 5<sup>th</sup>. In celebration of Earth Day and Arbor Day - Hazardous waste day will be April 24<sup>th</sup> and residents will be able to do self-shredding. Bond rating company asked for more financial documents which will be given to them by tomorrow. WWJ radio contacted the City Administrator regarding point & pay.

Council Comments

Council member Siddiqi asked if the city has documented receipt of funds that have been received from Stimulus Act. Received approximately \$400,000 and being used for sanitizing the building, cleaning supplies, masks provided to staff, emergency pay for first responders (Police Officers - \$1,000 each) other material and computers. City Administrator will be providing a summary of Stimulus Act funds.

Mayor Pro Tem Kantor will record public service announcement updates of the infrastructure projects.

City Attorney Comments

City Attorney Scott Baker said he saw a different material used for stop boxes and manhole covers that is less expensive and he'll share the information with City Council and engineers.

Public Comments

None

Adjourn: 6:58 p.m.

**CITY OF LATHRUP VILLAGE  
RESOLUTION SCHEDULING A PUBLIC HEARING  
REGARDING PROPOSED FISCAL YEAR 2021-2022 BUDGET**

WHEREAS, the City of Lathrup Village is authorized by its Charter and the laws of the State of Michigan to exercise the powers of a City relating to the establishment and preparation of a complete, itemized balanced budget document containing the proposal for the next fiscal year; and

WHEREAS, A public hearing on the proposed budget shall be held before its final adoption at such time and place as the Council shall direct. Such public hearing shall be held in accordance with the provisions of State statute; and

WHEREAS, not later than the third Monday in May, the Council shall, by resolution, adopt a balanced budget for the next fiscal year; shall appropriate from the several funds of the City the sums necessary to finance the budget; and shall provide for a levy of the amount necessary to be raised by taxes upon real and personal property for municipal purposes, subject to the limitations contained in the Charter,

THEREFORE, BE IT RESOLVED that the City of Lathrup Village Council hereby schedules a public hearing for Monday, May 18, 2020 at 7:00 p.m. in the Council Chambers of the City of Lathrup Village Municipal Building, 27400 Southfield Road, Lathrup Village, Michigan 48076 and/or via a Virtual Electronic Meeting to obtain public input on fiscal year 2020-2021 budget.

Please click this URL to join electronically.

<https://zoom.us/j/92874053787?pwd=M1R0c01ycis5N2k5amJJb3Q1enRldz09>

Or join by phone:

Dial US: +1 312 626 6799 or +1 646 558 8656

Webinar ID: 928 7405 3787

Password: 334772

It is expected that the City Council will make a final decision on fiscal year 2021/22 budget immediately after the public hearing.

BE IT FURTHER RESOLVED that this Resolution was adopted at a regular meeting of the City of Lathrup Village Council on April 19, 2021. This Resolution was included in the consent agenda moved by Councilperson \_\_\_\_\_ and seconded by Councilperson \_\_\_\_\_.

The following vote was enrolled by the Clerk:

Voting yes: \_\_\_\_\_

Voting no: \_\_\_\_\_

Absent: \_\_\_\_\_

**CERTIFICATION OF ADOPTION**

I hereby certify that the foregoing is a true and complete copy of the resolution passed at a meeting of the Lathrup Village City Council held on the 19<sup>th</sup> day of April, 2021.

\_\_\_\_\_  
Yvette Talley, City Clerk

## Memorandum

**To:** Mayor and City Council

**From:** Pamela Bratschi, Treasurer/Assistant City Administrator

**Date:** April 14, 2021

**Re:** Monthly Approval of Disbursements

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

**MOTION:**

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

<b>MARCH DISBURSEMENTS W/ SALARY INCLUDED</b>			
FUND 101	GENERAL FUND	\$	260,362.73
FUND 202	MAJOR ROADS	\$	10,294.59
FUND 203	LOCAL ROADS	\$	84,034.14
FUND 258	CAPITAL FUND	\$	2,057.33
FUND 494	DOWNTOWN DEV. AUTH	\$	55,139.29
FUND 592	WATER & SEW	\$	167,897.65
<b>TOTAL DISBURSEMENTS</b>		<b>\$</b>	<b>579,785.73</b>

INVOICE GL DISTRIBUTION REPORT FOR CITY OF LATHRUP VILLAGE  
 POST DATES 03/01/2021 - 03/31/2021  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 PAID

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000.000					
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	MICHIGAN ST. DISBURSEMENT	CHILD SUPORT	282.75	45096
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	POLICE & FIREMEN'S INS. GF	INSURANCE POLICE OFFICERS -GROUP BILLIN	56.34	45101
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	AFLAC	AFLAC INSURANCE	128.60	45136
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	OAKLAND COUNTY	CHILD SUPPORT	282.75	45154
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	JENNIFER DANIELS-WHITE	REFUND FOR JUNE 26, 2021 RENTAL	300.00	45089
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	DORINE MILLER	REFUND FOR RENTAL	100.00	45142
101-000.000-246.000	POLICE UNION DUES	COMMAND OFFICERS ASSN. OF	UNION DUES FOR FEB/MARCH 2021	255.40	45070
101-000.000-246.000	POLICE UNION DUES	LATHRUP VILLAGE COMM OFFIC	UNION DUES FOR FEBRUARY AND MARCH 2021	29.60	45091
101-000.000-246.000	POLICE UNION DUES	LATHRUP VILLAGE POLICE OFF	UNION DUES	145.10	45092
101-000.000-246.000	POLICE UNION DUES	POLICE OFFICERS ASSOC.	UNION DUES	876.40	45102
101-000.000-246.000	POLICE UNION DUES	LATHRUP VILLAGE POLICE OFF	UNION DUES	2,431.62	45135
101-000.000-248.000	MAPE UNION DUES	LATHRUP VILLAGE COMMAND	UNION DUES	537.00	45134
101-000.000-248.000	MAPE UNION DUES	LATHRUP VILLAGE POLICE OFF	UNION DUES	975.00	45135
101-000.000-283.000	PERFORMANCE BONDS	Detroit Build	BD Bond Refund	315.00	45122
101-000.000-283.000	PERFORMANCE BONDS	Foundations Systems of Mic	BD Bond Refund	150.00	45123
101-000.000-283.000	PERFORMANCE BONDS	H.A. Sun Heating & Cooling	BD Bond Refund	65.00	45124
101-000.000-283.000	PERFORMANCE BONDS	Hansons	BD Bond Refund	150.00	45125
101-000.000-283.000	PERFORMANCE BONDS	Hexagon General Contractir	BD Bond Refund	5,400.00	45126
101-000.000-283.000	PERFORMANCE BONDS	Majic Window	BD Bond Refund	150.00	45127
101-000.000-283.000	PERFORMANCE BONDS	Wallside Windows	BD Bond Refund	150.00	45133
101-000.000-344.000	DEF COMP PAYABLE ICMA CLEARIN	ICMA RETIREMENT TRUST-457	ICMA DEF COMP 300179 FOR 457 PLAN	3,839.57	45086
101-000.000-344.000	DEF COMP PAYABLE ICMA CLEARIN	ICMA RETIREMENT TRUST-457	ICMA DEF COMP 457 (300179 FOR 457 PLAN)	5,048.30	45147
Total For Dept 000.000				21,668.43	
Dept 100.000 GOVERNMENT SERVICES					
101-100.000-726.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	MISC ITEMS	420.58	45061
101-100.000-726.000	OFFICE SUPPLIES	STAPLES	TONER	108.72	45111
101-100.000-726.000	OFFICE SUPPLIES	STAPLES	MTRIX MECH PENCIL	1.15	45111
101-100.000-726.000	OFFICE SUPPLIES	STAPLES	TAPE, STAPLES, LEAD REFILL,	134.65	45111
101-100.000-803.000	MEMBERSHIPS & MEETINGS	AFRICAN AMERICAN MAYORS AS	MEMBERSHIP	500.00	45137
101-100.000-803.000	MEMBERSHIPS & MEETINGS	MICHIGAN MUNICIPAL EXECUTIM	MEMBERSHIP	72.50	45152
101-100.000-803.000	MEMBERSHIPS & MEETINGS	SOUTHFIELD LATHRUP OPTIMIS	MEMBERSHIP	60.00	45160
101-100.000-804.000	BUILDING TRADE INSPECTION	MCKENNA & ASSOC.	PLUMBING, ELECT, MECHANICAL INSP	848.25	45093
101-100.000-804.000	BUILDING TRADE INSPECTION	MCKENNA & ASSOC.	BUILDING INSPECTIONS	2,396.50	45093
101-100.000-804.000	BUILDING TRADE INSPECTION	GIFFELS-WEBSTER ENG INC	PLANNER	3,477.00	45145
101-100.000-805.000	CABLE TELEVISION	COMCAST	INTERNET SERVICE	73.45	45069
101-100.000-805.000	CABLE TELEVISION	COMCAST	INTERNET	54.58	45069
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	OAKLAND COUNTY HEALTH DIVI	FOOD SERVICE LIC	402.00	45155
101-100.000-822.000	TRAINING	CARDMEMBER SERVICE	PURCHASES OF CREDIT CARD STATEMENT	150.00	45055
101-100.000-832.000	CITIZEN COMMUNICATION/PR	CARDMEMBER SERVICE	PURCHASES OF CREDIT CARD STATEMENT	384.00	45055
101-100.000-832.000	CITIZEN COMMUNICATION/PR	POSTMASTER	POSTAGE FOR YOUR TOWN SPRING 2021	725.00	45131
101-100.000-848.000	GOVERNMENT OPERATIONS	CARDMEMBER SERVICE	PURCHASES OF CREDIT CARD STATEMENT	166.82	45055
101-100.000-848.000	GOVERNMENT OPERATIONS	MICHIGAN MUNICIPAL LEAGUE	ANNUAL MEMBERSHIP DUES 5/1/2021-4/30/20	2,883.00	45094
101-100.000-848.001	TECHNOLOGY	CARDMEMBER SERVICE	PURCHASES OF CREDIT CARD STATEMENT	112.99	45055
101-100.000-848.001	TECHNOLOGY	I.T. RIGHT	SERVICE ADJUSTMENT	16.49	45085
101-100.000-848.001	TECHNOLOGY	REVIZE LLC	WEBSITE HOSTING, ANNUAL SOFTWARE SUBSCF	2,905.00	45106
101-100.000-850.000	TELEPHONE EXPENDITURES	COMCAST	INTERNET SERVICE	117.53	45069
101-100.000-850.000	TELEPHONE EXPENDITURES	COMCAST	INTERNET	87.32	45069
101-100.000-850.000	TELEPHONE EXPENDITURES	WINDSTREAM	PHONE BILL	692.89	45117
101-100.000-850.000	TELEPHONE EXPENDITURES	VERIZON WIRELESS	CELL PHONE BILL	146.56	45132
101-100.000-860.000	VEHICLE EXPENSE	CARDMEMBER SERVICE	PURCHASES OF CREDIT CARD STATEMENT	22.99	45055
101-100.000-860.000	VEHICLE EXPENSE	STATE OF MICHIGAN	4 NEW MUNICIPAL PLATES	52.00	4



INVOICE GL DISTRIBUTION REPORT FOR CITY OF LATHRUP VILLAGE  
 POST DATES 03/01/2021 - 03/31/2021  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 PAID

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 100.000 GOVERNMENT SERVICES					
101-100.000-860.000	VEHICLE EXPENSE	US BANK VOYAGER FLEET SYS	FUEL FOR VEHICLES	301.34	45058
101-100.000-860.000	VEHICLE EXPENSE	SHERYL MITCHELL THERIOT	CAR ALLOWENCE	400.00	45109
101-100.000-860.000	VEHICLE EXPENSE	CHRISTOPHER CLOUGH	MILAGE REBURSMENT	27.26	45139
101-100.000-860.000	VEHICLE EXPENSE	US BANK VOYAGER FLEET SYS	VOYAGER	202.50	45164
101-100.000-900.000	PRINTING/PUBLICATION COSTS	CARDMEMBER SERVICE	PURCHASES OF CREDIT CARD STATEMENT	4.04	45055
101-100.000-900.000	PRINTING/PUBLICATION COSTS	MEDIANEWS- 21CM ADVERTISIN	MEDIA NEWS	102.23	45151
101-100.000-901.000	POSTAGE FEES	CARDMEMBER SERVICE	PURCHASES OF CREDIT CARD STATEMENT	26.35	45055
101-100.000-901.000	POSTAGE FEES	PITNEY BOWES	POSTAGE REFILL	1,500.00	45100
101-100.000-901.000	POSTAGE FEES	POSTMASTER	PERMIT RENEWAL FOR PERMIT #143	245.00	45104
101-100.000-901.000	POSTAGE FEES	PITNEY BOWES GLOBAL FINAN	POSTAGE	407.94	45157
Total For Dept 100.000 GOVERNMENT SERVICES				20,228.63	
Dept 101.000 ADMINISTRATION					
101-101.000-702.000	SALARIES PART-TIME	ACCOUNTTEMPS	TEMP POSITION - MACON	1,300.50	45059
101-101.000-702.000	SALARIES PART-TIME	ACCOUNTTEMPS	TEMP FOR CUSTOMER SERVICE	1,275.00	45118
101-101.000-702.000	SALARIES PART-TIME	ACCOUNTTEMPS	TEMP FOR CUSTOMER SERVICE	120.00	45118
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 803	HEALTH SAVINGS 803046 FOR RHS PLAN	174.89	45115
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	MEDICAL INSURANCE	4,710.87	45119
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS BLUE SHIELD	MEDICAL INSURANCE	448.56	45120
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPAN	COVERAGE MONTH	129.49	45161
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 803	HEALTH SAVINGS (RHS) PLAN	174.89	45166
101-101.000-717.000	CODE ENFORCEMENT LEGAL	BAKER & ELOWSKY, PLLC	LEGAL SERVICES RENDERED	1,722.50	45062
101-101.000-718.000	ELECTIONS	ELECTION SOURCE	ROLLING BALLOT	351.35	45144
101-101.000-718.000	ELECTIONS	OAKLAND COUNTY TREASURER	ELECTION CODING/PROGRAMMING	480.00	45156
101-101.000-722.000	LEGAL SERVICES	BAKER & ELOWSKY, PLLC	LEGAL SERVICES RENDERED	6,075.00	45062
101-101.000-722.000	LEGAL SERVICES	STEVEN H. SCHWARTZ	LEGAL SERVICES RENDER	350.00	45113
Total For Dept 101.000 ADMINISTRATION				17,313.05	
Dept 201.000 BUILDING & GROUNDS					
101-201.000-702.000	SALARIES PART-TIME	CLIFTON GRANT	CUSTODIAL SERVICES 3/1-3/15/2021	538.53	45068
101-201.000-702.000	SALARIES PART-TIME	MICHIGAN ST. DISBURSEMENT	SPOUSAL SUPPORT	649.75	45096
101-201.000-702.000	SALARIES PART-TIME	AFLAC	AFLAC INSURANCE	71.64	45136
101-201.000-702.000	SALARIES PART-TIME	CLIFTON GRANT	CUSTODIAL SERVICES	538.53	45140
101-201.000-702.000	SALARIES PART-TIME	OAKLAND COUNTY	SPOUSAL SUPPORT	649.75	45154
101-201.000-920.000	UTILITIES	CITY OF LATHRUP VILLAGE, V	WATER BILLS	5,559.90	45067
101-201.000-920.000	UTILITIES	CONSUMERS ENERGY	GAS BILL	1,922.09	45071
101-201.000-920.000	UTILITIES	DTE ENERGY	ELECTRIC BILLS	3,249.17	45076
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	CARDMEMBER SERVICE	PURCHASES OF CREDIT CARD STATEMENT	60.75	45055
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	CLIFTON GRANT	SANITIZING CITY HALL	504.00	45068
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	DETROIT ELEVATOR COMPANY	ELEVATOR - ROUTINE MAINTENANCE MARCH 20	215.00	45074
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	HOME DEPOT CREDIT SERVICES	ITEMS FOR BASEMENT LOBBY	147.84	45082
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	J.C. EHRlich CO.INC	COMMERCIAL PEST MAINTENANCE	91.00	45087
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	CUMMINS	REPLACED TRANSFER SWITCH	2,416.62	45141
101-201.000-930.002	COVID EXP - BUILDING	CLIFTON GRANT	SANITIZING CITY HALL	504.00	45140
101-201.000-938.000	PARKING LOT & GROUNDS	CARDMEMBER SERVICE	PURCHASES OF CREDIT CARD STATEMENT	44.38	45055
Total For Dept 201.000 BUILDING & GROUNDS				17,162.95	
Dept 301.000 PUBLIC SAFETY					
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	ALPHA PSYCHOLOGICAL SERVIC	J HUSTON - RETURN TO WORK	80.00	45060
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BRIAN AVEDISIAN	MEDICAL INSURANCE	148.50	45065
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 803	HEALTH SAVINGS 803046 FOR RHS PLAN	38.40	45115
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 803	HEALTH SAVINGS (RHS) PLAN 803061	432.42	45115
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	MEDICAL INSURANCE	1,789.38	45115

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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	BLUE CROSS BLUE SHIELD	MEDICAL INSURANCE	2,242.80	45120
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS-BLUE SHIELD	MEDICAL INSURANCE	13,909.48	45121
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPANY	COVERAGE MONTH	238.52	45161
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 803	HEALTH SAVINGS (RHS) PLAN	38.40	45166
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 803	HEALTH SAVINGS (RHS) PLAN	432.42	45167
101-301.000-726.000	OFFICE SUPPLIES	CARDMEMBER SERVICE	PURCHASES OF CREDIT CARD STATEMENT	63.60	45055
101-301.000-726.000	OFFICE SUPPLIES	BATTERIES PLUS BULBS	BATTERIES	63.60	45063
101-301.000-729.000	OFFICE MACHINE MAINTENANCE	CARDMEMBER SERVICE	PURCHASES OF CREDIT CARD STATEMENT	15.89	45055
101-301.000-803.000	MEMBERSHIPS & MEETINGS	CARDMEMBER SERVICE	PURCHASES OF CREDIT CARD STATEMENT	115.00	45055
101-301.000-803.000	MEMBERSHIPS & MEETINGS	MICHIGAN ASSOC OF CHIEFS (	MEMBERSHIP FOR ZANG	100.00	45128
101-301.000-822.000	TRAINING	CARDMEMBER SERVICE	PURCHASES OF CREDIT CARD STATEMENT	1,262.20	45055
101-301.000-822.000	TRAINING	MICHIGAN POLICE TRAINING	CMV OFFICER UPDATE & OOS CLASS - BECKE	325.00	45095
101-301.000-822.000	TRAINING	ROSA SURVIVAL TRAINING, LI	TRAINING DECISION-MAKING, USE OF ORCE,	185.00	45108
101-301.000-823.000	FIREARMS TRAINING	VANCE OUTDOORS, INC.	WINCHESTER AMMO	120.00	45165
101-301.000-825.000	ANIMAL CONTROL	J.C. EHRLICH CO.INC	GENERAL PEST CONTROL	91.00	45056
101-301.000-827.000	302 TRAINING FUNDS EXPENDITURES	CARDMEMBER SERVICE	PURCHASES OF CREDIT CARD STATEMENT	430.00	45055
101-301.000-827.000	302 TRAINING FUNDS EXPENDITURES	OAKLAND COMMUNITY COLLEGE	POLICE TRAINING	100.00	45153
101-301.000-827.000	302 TRAINING FUNDS EXPENDITURES	OAKLAND COMMUNITY COLLEGE	ADVANCE POLICE TRAINING	125.00	45153
101-301.000-829.000	POLICE UNIFORMS & CLEANING	MUNSON CLEANERS	UNIFORM CLEANING JAN AND FEB 2021	156.25	45097
101-301.000-829.000	POLICE UNIFORMS & CLEANING	PRIORITY ONE EMERGENCY, IN	CUSTOM PATCH	382.00	45105
101-301.000-829.000	POLICE UNIFORMS & CLEANING	PRIORITY ONE EMERGENCY, IN	VEST REPAIR	20.00	45105
101-301.000-829.000	POLICE UNIFORMS & CLEANING	PRIORITY ONE EMERGENCY, IN	UNIFORM	460.00	45158
101-301.000-850.000	TELEPHONE EXPENDITURES	COMCAST	INTERNET SERVICE	73.45	45069
101-301.000-850.000	TELEPHONE EXPENDITURES	COMCAST	INTERNET	54.58	45069
101-301.000-850.000	TELEPHONE EXPENDITURES	WINDSTREAM	PHONE BILL	480.97	45117
101-301.000-850.000	TELEPHONE EXPENDITURES	VERIZON WIRELESS	CELL PHONE BILL	146.56	45132
101-301.000-860.000	VEHICLE EXPENSE	CARDMEMBER SERVICE	PURCHASES OF CREDIT CARD STATEMENT	111.96	45055
101-301.000-860.000	VEHICLE EXPENSE	US BANK VOYAGER FLEET SYS	FUEL FOR VEHICLES	2,066.42	45058
101-301.000-860.000	VEHICLE EXPENSE	BIRMINGHAM OIL CHANGE CEN	FULL SERVICE OIL CHANGE	63.95	45064
101-301.000-860.000	VEHICLE EXPENSE	OAKLAND COUNTY TREASURER	MOTORPOOL EXT PARTS AND ACCESS	842.82	45099
101-301.000-860.000	VEHICLE EXPENSE	MICHIGAN DEPART. OF STATE	SUPPRESSED PLATES FOR POLICE	26.00	45129
101-301.000-860.000	VEHICLE EXPENSE	US BANK VOYAGER FLEET SYS	VOYAGER	1,902.86	45164
Total For Dept 301.000 PUBLIC SAFETY				29,134.43	
Dept 401.000 PUBLIC SERVICE					
101-401.000-892.000	SIDEWALK MAINTENANCE	OAKLAND SCHOOLS	PRINTING AND MAILING FOR SIDEWALK LETTE	1,012.38	45130
101-401.000-920.000	UTILITIES	US BANK VOYAGER FLEET SYS	FUEL FOR VEHICLES	809.53	45058
101-401.000-920.000	UTILITIES	CITY OF LATHRUP VILLAGE, W	WATER BILLS	651.47	45067
101-401.000-920.000	UTILITIES	CONSUMERS ENERGY	GAS BILL	1,049.83	45071
101-401.000-920.000	UTILITIES	DTE ENERGY	ELECTRIC BILLS	363.12	45076
101-401.000-920.000	UTILITIES	WINDSTREAM	PHONE BILL	91.98	45117
101-401.000-920.000	UTILITIES	US BANK VOYAGER FLEET SYS	VOYAGER	612.93	45164
101-401.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES	10,436.61	45090
Total For Dept 401.000 PUBLIC SERVICE				15,027.85	
Dept 501.000 LEAF COLLECTION					
101-501.000-978.000	REFUSE EQUIP/ROLLOFF EXPEND	SOCRRA	SPECIAL WASTE - FEB 21	245.07	45110
Total For Dept 501.000 LEAF COLLECTION				245.07	
Dept 502.000					
101-502.000-801.001	SOCRRA	SOCRRA	BASIC REFUSE, RECYCLABLES AND YARD WASTE	15,264.00	45110
101-502.000-801.001	SOCRRA	SOCRRA	YARD WASTE COLLECTION	13,616.00	45110

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 502.000					
		Total For Dept 502.000		28,880.00	
Dept 601.000 RECREATION					
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 803	HEALTH SAVINGS 803046 FOR RHS PLAN	37.19	45115
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	MEDICAL INSURANCE	321.26	45119
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPANY	COVERAGE MONTH	21.51	45161
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 803	HEALTH SAVINGS (RHS) PLAN	37.19	45166
101-601.000-806.000	ADULT PROGRAMS	CARDMEMBER SERVICE	PURCHASES OF CREDIT CARD STATEMENT	298.70	45055
101-601.000-806.000	ADULT PROGRAMS	G POWERS TRAINING	CHESS CLASS WINTER #1	183.00	45080
101-601.000-806.000	ADULT PROGRAMS	TONYA JOHNSON	REFUND FOR CANCELLED YOGA CLASS	49.00	45114
101-601.000-812.000	COMMUNITY EVENTS	PORTIA FIELDS-ANDERSON	AGELESS YOGA TRIAL CLASS	22.00	45103
101-601.000-817.000	FITNESS CENTER EXP	COMCAST	INTERNET SERVICE	29.38	45069
101-601.000-817.000	FITNESS CENTER EXP	COMCAST	INTERNET	21.82	45069
		Total For Dept 601.000 RECREATION		1,021.05	
		Total For Fund 101 GENERAL FUND		150,681.46	
Fund 202 MAJOR ROAD FUND					
Dept 702.000					
202-702.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	MEDICAL INSURANCE	75.72	45119
202-702.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPANY	COVERAGE MONTH	5.38	45161
202-702.000-861.000	ROAD MAINTENANCE	CADILLAC ASPHALT L.L.C.	COLD PATCH	86.25	45066
202-702.000-861.000	ROAD MAINTENANCE	CADILLAC ASPHALT L.L.C.	COLD PATCH	90.85	45138
202-702.000-861.000	ROAD MAINTENANCE	CADILLAC ASPHALT L.L.C.	COLD PATCH	264.70	45138
202-702.000-864.000	TRAFFIC CONTROLS	ROAD COMMISSION FOR OAKLAND	SIGNAL MAINTENANCE	192.23	45107
202-702.000-866.000	SNOW & ICE REMOVAL	DETROIT SALT COMPANY, L.C.	ROCK SALT	1,381.21	45075
202-702.000-870.000	FORESTRY	J.H. HART URBAN FORESTRY	TREE REMOVAL 17386 AVILLA BLVD.	212.50	45088
202-702.000-870.000	FORESTRY	J.H. HART URBAN FORESTRY	TREE REMOVAL 18860 SAN JOSE BLVD	852.50	45088
202-702.000-870.000	FORESTRY	J.H. HART URBAN FORESTRY	INFRASTRUCTURE COMMITTEE MEETING	50.00	45088
202-702.000-870.000	FORESTRY	J.H. HART URBAN FORESTRY	TREE TRIMMING AND REMOVAL	297.50	45148
202-702.000-870.000	FORESTRY	J.H. HART URBAN FORESTRY	TREE REMOVAL	1,397.50	45148
202-702.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES	5,388.25	45090
		Total For Dept 702.000		10,294.59	
		Total For Fund 202 MAJOR ROAD FUND		10,294.59	
Fund 203 LOCAL ROAD FUND					
Dept 703.000					
203-703.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	MEDICAL INSURANCE	75.72	45119
203-703.000-861.000	ROAD MAINTENANCE	CADILLAC ASPHALT L.L.C.	COLD PATCH	86.25	45066
203-703.000-861.000	ROAD MAINTENANCE	CADILLAC ASPHALT L.L.C.	COLD PATCH	90.85	45138
203-703.000-861.000	ROAD MAINTENANCE	CADILLAC ASPHALT L.L.C.	COLD PATCH	264.70	45138
203-703.000-864.000	TRAFFIC CONTROLS	ROAD COMMISSION FOR OAKLAND	SIGNAL MAINTENANCE	5,748.67	45107
203-703.000-866.000	SNOW & ICE REMOVAL	DETROIT SALT COMPANY, L.C.	ROCK SALT	1,381.20	45075
203-703.000-870.000	FORESTRY	J.H. HART URBAN FORESTRY	TREE REMOVAL 17386 AVILLA BLVD.	212.50	45088
203-703.000-870.000	FORESTRY	J.H. HART URBAN FORESTRY	TREE REMOVAL 18860 SAN JOSE BLVD	852.50	45088
203-703.000-870.000	FORESTRY	J.H. HART URBAN FORESTRY	INFRASTRUCTURE COMMITTEE MEETING	50.00	45088
203-703.000-870.000	FORESTRY	J.H. HART URBAN FORESTRY	TREE TRIMMING AND REMOVAL	297.50	45148
203-703.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES	5,388.25	45090
		Total For Dept 703.000		14,448.14	
Dept 703.100 CAPITAL IMP - STREET BOND					
203-703.100-970.000	CAPITAL EXP - STREET BOND	GIFFELS-WEBSTER ENG INC	2021 CITY WIDE PAVING PROGRAM	42,726.00	4
203-703.100-970.000	CAPITAL EXP - STREET BOND	GIFFELS-WEBSTER ENG INC	2021 CITY WIDE PAVING PROGRAM	25,050.00	4

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Fund 203 LOCAL ROAD FUND					
Dept 703.100 CAPITAL IMP - STREET BOND					
203-703.100-970.000	CAPITAL EXP - STREET BOND	GIFFELS-WEBSTER ENG INC	DPW PARKING LOT REPAIRS	1,810.00	45145
Total For Dept 703.100 CAPITAL IMP - STREET BOND				69,586.00	
Total For Fund 203 LOCAL ROAD FUND				84,034.14	
Fund 258 CAPITAL ACQUISITION FUND					
Dept 000.000					
258-000.000-970.000	CAPITAL EXPENDITURE	CRITTERFENCE	FENCE FOR VEG GARDEN	2,057.33	45073
Total For Dept 000.000				2,057.33	
Total For Fund 258 CAPITAL ACQUISITION FUND				2,057.33	
Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 000.000					
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 803	HEALTH SAVINGS 803046 FOR RHS PLAN	82.45	45115
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	MEDICAL INSURANCE	1,226.87	45119
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPANY	COVERAGE MONTH	73.36	45161
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 803	HEALTH SAVINGS (RHS) PLAN	82.45	45166
494-000.000-726.000	OFFICE SUPPLIES	REVIZE LLC	WEBSITE HOSTING, ANNUAL SOFTWARE SUBSCF	970.00	45106
494-000.000-844.000	MAIN STREET PROGRAM	CARDMEMBER SERVICE	PURCHASES OF CREDIT CARD STATEMENT	82.68	45055
494-000.000-844.000	MAIN STREET PROGRAM	NATIONAL MAIN STREET CNTR	TECHNICAL ASSISTANCE - RECOVERY PLANNIN	1,500.00	45098
494-000.000-844.000	MAIN STREET PROGRAM	HELENIC RESTAURANT	RESTAURANT REIMBURSEMENT	5,000.00	45146
494-000.000-844.000	MAIN STREET PROGRAM	JAGGED FORK	RESTAURANT REIMBURSEMENT	5,000.00	45149
494-000.000-844.000	MAIN STREET PROGRAM	KABOB KABOB INC.	RESTAURANT REIMBURSEMENT	4,319.00	45150
494-000.000-845.000	STREETSCAPING	EARTHPLANTER	PRO-SERIES 22 SELF WATERING HANGING BAS	5,703.00	45143
494-000.000-882.000	PLANNING/CONSULTING FEES	GIFFELS-WEBSTER ENG INC	PLANNING RETAINER	3,170.00	45081
494-000.000-882.000	PLANNING/CONSULTING FEES	GIFFELS-WEBSTER ENG INC	PLANNING RETAINER AND SITE PLAN REVIEW	3,831.14	45081
494-000.000-882.000	PLANNING/CONSULTING FEES	GIFFELS-WEBSTER ENG INC	PLANNING RETAINER MASTER PLAN	7,339.00	45081
494-000.000-882.000	PLANNING/CONSULTING FEES	GIFFELS-WEBSTER ENG INC	RETAINER, ZONING AMENDMENTS	5,037.50	45081
494-000.000-971.000	SIGN GRANT PROGRAM	BROW SLAYER MICROBLADING I	AWARDED SIGN GRANT FORM LVDDA	386.00	45054
Total For Dept 000.000				43,803.45	
Total For Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY				43,803.45	
Fund 592 WATER & SEWER FUND					
Dept 536.000 WATER DEPARTMENT					
592-536.000-640.000	WATER SERVICE	NANCY MORGAN	DOUBLE PAID WATER BILL	2,438.00	2594
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 803	HEALTH SAVINGS 803046 FOR RHS PLAN	5.57	45115
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	MEDICAL INSURANCE	3,486.57	45119
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPANY	COVERAGE MONTH	(3.04)	45161
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 803	HEALTH SAVINGS (RHS) PLAN	5.57	45166
592-536.000-902.000	BILLING SERVICES	POSTMASTER	POSTAGE FOR WATER BILLS	700.00	2593
592-536.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES	6,054.70	45090
592-536.000-935.000	EQUIPMENT REPLACEMENT	FERGUSON WATERWORKS	METER 3/4	212.19	45079
592-536.000-937.000	WATER SYSTEM MAINTENANCE	CORE&MAIN	STRAPS	526.63	45072
592-536.000-937.000	WATER SYSTEM MAINTENANCE	EAGLE LANDSCAPING & SUPPLY	WATER MAIN BREAK	4,139.00	45077
592-536.000-937.000	WATER SYSTEM MAINTENANCE	EJ USA, INC.	6121N W/O LUGS C-DIM 23-1/2"	200.85	45078
592-536.000-937.000	WATER SYSTEM MAINTENANCE	EJ USA, INC.	CURB BOX, 48 STATIONARY ROD, FOR WATER	2,387.17	45078
592-536.000-937.000	WATER SYSTEM MAINTENANCE	GIFFELS-WEBSTER ENG INC	GIS UPLOAD TO OAKLAND COUNTY	632.50	45081
592-536.000-937.000	WATER SYSTEM MAINTENANCE	SUNDE BUILDING INC.		1,500.00	45162
592-536.000-937.000	WATER SYSTEM MAINTENANCE	SUNDE BUILDING INC.	MAIN BREAK	9,525.00	45162
Total For Dept 536.000 WATER DEPARTMENT				31,810.71	

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Fund 592 WATER & SEWER FUND					
Dept 536.200 WATER DEPARTMENT					
592-536.200-970.000	CAPITAL EXP - LEAD & COPPER LINE	GIFFELS-WEBSTER ENG INC	LEAD AND COPPER WATER SERVICE	2,297.50	2596
592-536.200-970.000	CAPITAL EXP - LEAD & COPPER LINE	GIFFELS-WEBSTER ENG INC	LEAD AND COPPER WATER SERVICE	1,543.75	2596
592-536.200-970.000	CAPITAL EXP - LEAD & COPPER LINE	GIFFELS-WEBSTER ENG INC	LEAD AND COPPER WATER SERVICE	2,297.50	2596
Total For Dept 536.200 WATER DEPARTMENT				6,138.75	
Dept 536.400 WATER DEPARTMENT					
592-536.400-970.000	CAPITAL EXP - WATER MAIN REPLACE	GIFFELS-WEBSTER ENG INC	WATER MAIN PROGRAM	20,332.50	2596
Total For Dept 536.400 WATER DEPARTMENT				20,332.50	
Dept 537.000 SEWER DEPARTMENT					
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 803	HEALTH SAVINGS 803046 FOR RHS PLAN	5.57	45115
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	MEDICAL INSURANCE	190.94	45119
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPAN	COVERAGE MONTH	(3.04)	45161
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 803	HEALTH SAVINGS (RHS) PLAN	5.57	45166
592-537.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES	6,054.70	45090
592-537.000-939.000	SEWER SYTEM MAINTENANCE	DTE ENERGY	ELECTRIC BILLS	82.83	45076
592-537.000-939.000	SEWER SYTEM MAINTENANCE	GIFFELS-WEBSTER ENG INC	2020 SEWER CLEANING	3,787.50	45081
592-537.000-939.000	SEWER SYTEM MAINTENANCE	GIFFELS-WEBSTER ENG INC	GIS UPLOAD TO OAKLAND COUNTY	632.50	45081
592-537.000-942.000	SEWAGE DISPOSAL EXPENSE	OAKLAND COUNTY TREASURER	WASTEWATER DISPOSAL CHARGE	85,767.51	2595
592-537.000-945.000	RETENTION TANK-UTIL ELEC	DTE ENERGY	ELECTRIC BILLS	2,475.25	45076
592-537.000-946.000	RETENTION TANK UTIL-WATER	CITY OF LATHRUP VILLAGE, V	WATER BILLS	835.88	45067
592-537.000-947.000	RETENTION TANK UTIL-GAS	CONSUMERS ENERGY	GAS BILL	239.51	45071
592-537.000-948.000	RETENTION TANK UTIL-TELEPHONE	WINDSTREAM	PHONE SERVICE	386.53	45117
592-537.000-948.000	RETENTION TANK UTIL-TELEPHONE	WINDSTREAM	PHONE BILL	77.38	45117
592-537.000-977.000	EVIRONMENT COMPL - NON CAPITA	HUBBELL, ROTH & CLARK, INC	PHASE II - STORM WATER	2,193.86	45083
592-537.000-977.000	EVIRONMENT COMPL - NON CAPITA	HYDROCOPR	CROSS CONNECTION CONTROL PROGRAM	525.00	45084
592-537.000-977.000	EVIRONMENT COMPL - NON CAPITA	STATE OF MICHIGAN	STORM WATER DISCHARGE ANNUAL PRMIT FEE	2,000.00	45112
Total For Dept 537.000 SEWER DEPARTMENT				105,257.49	
Dept 537.200 SEWER DEPARTMENT					
592-537.200-970.000	CAPITAL EXP - RETENTION TANK REP	GIFFELS-WEBSTER ENG INC	RETENTION TANK GRADE SEPARATION	797.50	2596
592-537.200-970.000	CAPITAL EXP - RETENTION TANK REP	GIFFELS-WEBSTER ENG INC	RETENTION TANK GRADE SEPARATION	1,835.00	2596
592-537.200-970.000	CAPITAL EXP - RETENTION TANK REP	GIFFELS-WEBSTER ENG INC	RETENTION TANK GRADE	797.50	2596
Total For Dept 537.200 SEWER DEPARTMENT				3,430.00	
Total For Fund 592 WATER & SEWER FUND				166,969.45	

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Fund Totals:					
			Fund 101 GENERAL FUND	150,681.46	
			Fund 202 MAJOR ROAD FUNI	10,294.59	
			Fund 203 LOCAL ROAD FUNI	84,034.14	
			Fund 258 CAPITAL ACQUISI	2,057.33	
			Fund 494 DOWNTOWN DEVEL	43,803.45	
			Fund 592 WATER & SEWER I	166,969.45	
			Total For All Funds:	457,840.42	



LAW OFFICE

# BAKER & ELOWSKY, PLLC

41850 WEST ELEVEN MILE ROAD, SUITE 207

NOVI, MICHIGAN 48375

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

[www.bakerelowsky.com](http://www.bakerelowsky.com)

SCOTT R. BAKER  
JENNIFER H. ELOWSKY

sbaker@bakerelowsky.com

Of Counsel

LEANN K. KIMBERLIN

MATTHEW C. QUINN

March 12, 2021

Via Email

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

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

Re: Legal Department Billing for February 1 through February 28, 2021

Dear Dr. Mitchell and Ms. Bratschi:

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

1. General Retainer	\$2,500.00
2. Special Legal Services	\$3,575.00
3. Downtown Development Authority	\$
4. Project Reimbursement	\$
5. Prosecution/Code Enforcement	<u>\$1,722.50</u>
	<u>\$7,797.50</u>

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

Very truly yours,

BAKER &amp; ELOWSKY, PLLC

Scott R. Baker

Enclosures



LAW OFFICE

**BAKER & ELOWSKY, PLLC**

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

March 12, 2021

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

**Invoice Number: 1078**

Invoice Period: 02-01-2021 - 02-28-2021

**RE: General Retainer****Time Details**

<b>Date</b>	<b>Professional</b>	<b>Description</b>	<b>Hours</b>	<b>Amount</b>
02-01-2021	SRB	Prepare for and attend study session for City Council.	1.25	No Charge
02-01-2021	SRB	Review correspondence from Admin re See-Click-fix report	0.25	No Charge
02-01-2021	SRB	Review correspondence from Admin re 27041 Southfield Rd	0.25	No Charge
02-01-2021	SRB	Review correspondence from Admin re 18421 Saratoga	0.25	No Charge
02-01-2021	SRB	Review correspondence from Admin re JMC litigation	0.25	No Charge
02-01-2021	SRB	Review correspondence from Admin re nuisance ordinance	0.25	No Charge
02-02-2021	SRB	Review correspondence from Admin re JMC litigation	0.25	No Charge
02-02-2021	SRB	Review correspondence from S. Stec re primary caregiver ordinance	0.25	No Charge
02-02-2021	SRB	Review correspondence from Admin re Water service agreement	0.25	No Charge
02-02-2021	SRB	Review correspondence from Admin re 18421 Saratoga	0.25	No Charge
02-02-2021	SRB	Review correspondence from Admin re traffic citation update	0.25	No Charge
02-02-2021	SRB	Review correspondence from Admin re police department wage information	0.25	No Charge

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

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Date	Professional	Description	Hours	Amount	Item 8A.
02-02-2021	SRB	Review correspondence from Admin re website updates	0.25	No Charge	
02-02-2021	SRB	Review correspondence from Admin re attorney general update	0.25	No Charge	
02-02-2021	SRB	Review correspondence from S. Stec re sign inquiry	0.25	No Charge	
02-02-2021	SRB	Review and respond to correspondence from Clerk re zoning ordinance amendment	0.25	No Charge	
02-03-2021	SRB	Review correspondence from S. Stec re primary caregiver ordinance	0.25	No Charge	
02-03-2021	SRB	Review correspondence from S. Stec re sign inquiry	0.25	No Charge	
02-03-2021	SRB	Review correspondence from Admin re DTE programs	0.25	No Charge	
02-03-2021	SRB	Review correspondence from Admin re SMIT training	0.25	No Charge	
02-03-2021	SRB	Review correspondence from Admin re Michigan Department of Treasury press release	0.25	No Charge	
02-03-2021	SRB	Review correspondence from Admin re garbage can storage	0.25	No Charge	
02-04-2021	SRB	Review correspondence from Admin re labor agreements	0.25	No Charge	
02-04-2021	SRB	Review correspondence from Admin re primary caregiver ordinance	0.25	No Charge	
02-04-2021	SRB	Review correspondence from Clerk re ZBA correspondence	0.25	No Charge	
02-04-2021	SRB	Review correspondence from S. Stec re ZBA correspondence	0.25	No Charge	
02-04-2021	SRB	Review correspondence from S. Stec re commercial condominium developments	0.25	No Charge	
02-04-2021	SRB	Review correspondence from Admin re 2/8 agenda packet	0.25	No Charge	
02-05-2021	SRB	Review correspondence from Admin re Oakland County Health department notice	0.25	No Charge	
02-05-2021	SRB	Review correspondence from S. Stec re 27041 Southfield Road	0.25	No Charge	
02-05-2021	SRB	Review correspondence from Admin re 27041 Southfield Road	0.25	No Charge	
02-05-2021	SRB	Review correspondence from City Clerk re sign inquiry	0.25	No Charge	
02-05-2021	SRB	Review correspondence from S. Stec re publication deadlines	0.25	No Charge	
02-05-2021	SRB	Review correspondence from Admin re JMC litigation	0.25	No Charge	
02-06-2021	SRB	Review correspondence from Admin re ken martin's file directory	0.25	No Charge	

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Date	Professional	Description	Hours	Amount	Item 8A.
02-06-2021	SRB	Review correspondence from Admin re JMC litigation	0.25	No Charge	
02-07-2021	SRB	Review correspondence from Admin re Job posting	0.25	No Charge	
02-08-2021	SRB	Review multiple correspondence from Admin & S. Stec re: JMC litigation	0.50	No Charge	
02-08-2021	SRB	Review correspondence from Treasurer re: tax tribunal matters	0.25	No Charge	
02-08-2021	SRB	Review correspondence from Admin re See-Click-fix report	0.25	No Charge	
02-08-2021	SRB	Review multiple correspondence from Admin & S. Stec re: Special Meeting agenda's	0.50	No Charge	
02-09-2021	SRB	Review multiple correspondence from Admin & S. Stec re: Special Meeting agenda's	0.50	No Charge	
02-09-2021	SRB	Review correspondence from Chief McKee re TCO	0.25	No Charge	
02-09-2021	SRB	Review and respond to correspondence from Admin re Special Assessment Districts	0.25	No Charge	
02-10-2021	SRB	Review and respond to multiple correspondence from Admin & Clerk re FOIA request	0.50	No Charge	
02-10-2021	SRB	Review and respond to multiple correspondence from Admin & Code Officer re 27772 Santa Barbara	0.50	No Charge	
02-10-2021	SRB	Review and respond to correspondence from S. Stec re sidewalk SAD	0.25	No Charge	
02-10-2021	SRB	Review correspondence from Admin re water main break	0.25	No Charge	
02-11-2021	SRB	Review correspondence from Admin re Tree City USA application	0.25	No Charge	
02-11-2021	SRB	Review correspondence from Admin re OCPTA communication	0.25	No Charge	
02-11-2021	SRB	Review correspondence from Admin re Michigan redistricting commission	0.25	No Charge	
02-11-2021	SRB	Review correspondence from Admin re code citations	0.25	No Charge	
02-12-2021	SRB	Review correspondence from Mayor Garrett	0.25	No Charge	
02-12-2021	SRB	Review and respond to multiple correspondence from S. Stec and building official re CBD oils	0.50	No Charge	
02-12-2021	SRB	Review correspondence from Admin re State budget proposal	0.25	No Charge	
02-12-2021	SRB	Review correspondence from S. Stec & Admin re Planning Commission meeting	0.25	No Charge	
02-12-2021	SRB	Review correspondence from Admin re weekly newsletter	0.25	No Charge	

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Date	Professional	Description	Hours	Amount	Item 8A.
02-12-2021	SRB	Review correspondence from S. Stec & Admin re 27041 Southfield Road	0.25	No Charge	
02-13-2021	SRB	Review correspondence from Admin re fire department report	0.25	No Charge	
02-13-2021	SRB	Review correspondence from Admin re water main break	0.25	No Charge	
02-14-2021	SRB	Review correspondence from Mayor Pro-Tem re tree removal	0.25	No Charge	
02-15-2021	SRB	Review correspondence from S. Stec re tree removal	0.25	No Charge	
02-15-2021	SRB	Review correspondence from Admin re weekly newsletter	0.25	No Charge	
02-16-2021	SRB	Review correspondence from admin re SAD meeting	0.25	No Charge	
02-16-2021	SRB	Review correspondence from S. Stec re Capital Improvement Plan	0.25	No Charge	
02-16-2021	SRB	Review multiple correspondence from Admin, Code Enforcement Sgt. Zang re 27772 Santa Barbara	0.50	No Charge	
02-16-2021	SRB	Review correspondence from Admin re Council agenda	0.25	No Charge	
02-17-2021	SRB	Review correspondence from S. Stec re cannabis ordinance meeting	0.25	No Charge	
02-17-2021	SRB	Review correspondence from Admin re snow removal	0.25	No Charge	
02-17-2021	SRB	Review correspondence from S. Stec re trees and sidewalks	0.25	No Charge	
02-17-2021	SRB	Review correspondence from S. Stec re public hearing notices	0.25	No Charge	
02-17-2021	SRB	Review correspondence from Admin & Mayor Pro Tem re sidewalk meeting	0.25	No Charge	
02-18-2021	SRB	Review correspondence from admin re postal delivery issues	0.25	No Charge	
02-18-2021	SRB	Review correspondence from Clerk and Police Clerk re FOIA response	0.25	No Charge	
02-18-2021	SRB	Review correspondence from Admin re deed restriction removal	0.25	No Charge	
02-19-2021	SRB	Review correspondence from Admin re CIP bond petitions	0.25	No Charge	
02-19-2021	SRB	Review correspondence from Admin re sign ordinance updates	0.25	No Charge	
02-19-2021	SRB	Review correspondence from Admin, Mayor and Mayor Pro Tem re deed restriction removal	0.50	No Charge	
02-19-2021	SRB	Review correspondence from Admin re weekly newsletter	0.25	No Charge	
02-19-2021	SRB	Review correspondence from Admin re POAM contract	0.25	No Charge	

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Date	Professional	Description	Hours	Amount	Item 8A.
02-19-2021	SRB	Review correspondence from S. Stec re sidewalk notice	0.25	No Charge	
02-20-2021	SRB	Review multiple correspondence re Sidewalk SAD from Admin, Mayor Pro Tem, S. Stec	1.00	No Charge	
02-21-2021	SRB	Review correspondence from Admin re Council Agenda Packet	0.25	No Charge	
02-21-2021	SRB	Review correspondence from Admin re parking amendment	0.25	No Charge	
02-21-2021	SRB	Review correspondence from Admin re sidewalk SAD	0.25	No Charge	
02-22-2021	SRB	Prepare for and participate in City Council study session	1.00	No Charge	
02-22-2021	SRB	Prepare for and participate in City Council Meeting	2.50	No Charge	
02-22-2021	SRB	Review correspondence from Admin re water main work	0.25	No Charge	
02-22-2021	SRB	Review correspondence from Admin re park citations	0.25	No Charge	
02-22-2021	SRB	Review correspondence from Admin re Bond referendum petition	0.25	No Charge	
02-22-2021	SRB	Review correspondence from Admin re parking amendment	0.25	No Charge	
02-22-2021	SRB	Review correspondence from Admin re water line service contract	0.25	No Charge	
02-22-2021	SRB	Review correspondence from Admin re sewer backup	0.25	No Charge	
02-22-2021	SRB	Review correspondence from S. Stec re parking amendments	0.25	No Charge	
02-22-2021	SRB	Review correspondence from Admin re sidewalk SAD	0.25	No Charge	
02-23-2021	SRB	Review and respond to multiple correspondence from Clerk; Telephone conference with same re referendum petitions	0.75	No Charge	
02-24-2021	SRB	Review multiple correspondence from City officials re JMC litigation	1.00	No Charge	
02-24-2021	SRB	Review correspondence from S. Stec re CIP notice of public hearing	0.25	No Charge	
02-24-2021	SRB	Review multiple correspondence from City officials re business license procedures	1.00	No Charge	
02-24-2021	SRB	Review correspondence from Admin re sewer back up	0.25	No Charge	
02-24-2021	SRB	Review correspondence from Admin re Referendum petitions	0.25	No Charge	
02-24-2021	SRB	Review correspondence from Clerk re Referendum petitions	0.25	No Charge	
02-25-2021	SRB	Review correspondence from Admin re JMC litigation	0.25	No Charge	

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

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Date	Professional	Description	Hours	Amount	Item 8A.
02-25-2021	SRB	Review correspondence from Admin re Sidewalk SAD	0.25	No Charge	
02-25-2021	SRB	Review correspondence from Admin re mailbox damage	0.25	No Charge	
02-25-2021	SRB	Review and respond to correspondence with Mayor Pro Tem re Sidewalk ordinance	0.25	No Charge	
02-25-2021	SRB	Review correspondence from Admin re referendum petitions	0.25	No Charge	
02-25-2021	SRB	Review and respond to multiple correspondence from Clerk re Sidewalk SAD	0.75	No Charge	
02-26-2021	SRB	Review and respond to multiple correspondence from city officials re 27215 Southfield Road	0.75	No Charge	
02-26-2021	SRB	Review and respond to multiple correspondence from city officials re BP gas station development	0.75	No Charge	
02-26-2021	SRB	Review correspondence from Admin re road eligibility list	0.25	No Charge	
02-26-2021	SRB	Review correspondence from Admin re cannabis licensing	0.25	No Charge	
02-26-2021	SRB	Review correspondence from Admin re code enforcement	0.25	No Charge	
02-26-2021	SRB	Review correspondence from Admin re agenda for special meeting	0.25	No Charge	
02-26-2021	SRB	Review and respond to correspondence with Mayor Pro Tem; telephone conference with same re Sidewalk ordinance	0.50	No Charge	
02-27-2021	SRB	Review correspondence from Admin re CIP bond referendum petition	0.25	No Charge	
02-27-2021	SRB	Review correspondence from Admin re JMC properties	0.25	No Charge	
02-27-2021	SRB	Review correspondence from Admin re evergreen Farmington agreement	0.25	No Charge	
02-27-2021	SRB	Review correspondence from Admin re snow removal	0.25	No Charge	
02-28-2021	SRB	Services Rendered		2,500.00	
02-28-2021	SRB	Review correspondence from Admin re weekly newsletter	0.25	No Charge	
			<b>Total</b>	2,500.00	

### Time Summary

Professional	Hours	Amount
Scott Baker	40.50	2,500.00
<b>Total</b>		2,500.00

**Total for this Invoice** 2,500.00

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

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LAW OFFICE

**BAKER & ELOWSKY, PLLC**

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

March 12, 2021

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

**Invoice Number: 1079**

Invoice Period: 02-01-2021 - 02-28-2021

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

<b>Date</b>	<b>Professional</b>	<b>Description</b>	<b>Hours</b>	<b>Amount</b>
02-02-2021	SRB	Review of final 46th District Court Docket for 02/10/2021, review of file materials and notices to appear and correspondence to Police Clerk concerning records re: 19LV02110A,B, 19LV02111A, 20LV01866B, 20LV01726AB, 20LV01088A, 21LV00037A, 20LV02124A, 20LV02228A.	1.50	195.00
02-04-2021	SRB	Receipt and review video re: 20LV02173A.	0.25	32.50
02-04-2021	SRB	Receipt and review motion to set aside default judgment re: 20LV02183A.	0.25	32.50
02-05-2021	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 20LV02228A	0.50	65.00
02-05-2021	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 20LV01726A/B	0.50	65.00
02-08-2021	SRB	Review correspondence from Admin and Code Officer re: court appearance for pending citations	0.25	32.50
02-09-2021	SRB	Conduct telephone pre-trial conference with defendant, prepare plea offer and draft correspondence to defendant and Court with same re: 20L0001228	0.50	65.00
02-09-2021	SRB	Conduct telephone pre-trial conference with defendant, prepare plea offer and draft correspondence to defendant and Court with same re: 20L0001229	0.50	65.00

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Page 1 of 3

Date	Professional	Description	Hours	Amount	Item 8A.
02-09-2021	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 20LV01088A	0.50	65.00	
02-09-2021	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 20LV02124A	0.50	65.00	
02-09-2021	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 21LV00037A	0.50	65.00	
02-09-2021	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 20LV02173A	0.50	65.00	
02-09-2021	SRB	Conduct telephone pre-trial conference with defendant, prepare plea offer and draft correspondence to defendant and Court with same re: 18LV00062A	0.50	65.00	
02-09-2021	SRB	Conduct telephone pre-trial conference with defendant, prepare plea offer and draft correspondence to defendant and Court with same re: 20LV01866B	0.50	65.00	
02-09-2021	SRB	Receipt and review 46th District Court prosecution calendars for May and June 2021.	0.25	32.50	
02-10-2021	SRB	Appear for zoom docket in 46th District Court	3.00	390.00	
02-10-2021	SRB	Review and respond to multiple correspondence from Code officers re 27714 California open citation	0.25	32.50	
02-11-2021	SRB	Review correspondence from J. Wright re code violations	0.25	32.50	
02-11-2021	SRB	Receipt and review correspondence from 46th District Court clerk concerning updated docket dates.	0.25	32.50	
02-12-2021	SRB	Review correspondence from Code officer re 18850 Hampshire	0.25	32.50	
02-12-2021	SRB	Review correspondence from Code officer re 27208 Southfield Road	0.25	32.50	
02-12-2021	SRB	Review correspondence from 46th District Court re COVID - 19 update	0.25	32.50	
02-17-2021	SRB	Receipt and review email correspondence from defense attorney concerning video evidence and email to Police Clerk re: 20LV02173A.	0.25	32.50	
02-22-2021	SRB	Correspondence with 46th District Court clerk concerning default and corrective action re: 20L0001677.	0.25	32.50	
02-22-2021	SRB	Correspondence with 46th District Court re 3/10 docket	0.25	32.50	

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Page 2 of 3

Date	Professional	Description	Hours	Amount	Item 8A.
02-23-2021	SRB	Receipt and review of 46th District Court draft docket for 03/10/2021.	0.25	32.50	
02-26-2021	SRB	Review and respond to correspondence from 46th District Court re 13LV00579A	0.25	32.50	
			<b>Total</b>	1,722.50	

### Time Summary

Professional	Hours	Amount
Scott Baker	13.25	1,722.50
<b>Total</b>		1,722.50

**Total for this Invoice** 1,722.50





LAW OFFICE

**BAKER & ELOWSKY, PLLC**

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 NOVI, MICHIGAN 48375  
 Phone: (248) 230-4103 Fax: (248) 929-0835  
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March 12, 2021

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

**Invoice Number: 1080**

Invoice Period: 02-01-2021 - 02-28-2021

**RE: Special Legal Services****Time Details**

<b>Date</b>	<b>Professional</b>	<b>Description</b>	<b>Hours</b>	<b>Amount</b>
02-02-2021	SRB	Review correspondence from City Engineer re 18421 Saratoga	0.25	32.50
02-02-2021	SRB	Review multiple correspondence from building official and liability attorney re JMC litigation	0.50	65.00
02-03-2021	SRB	Review and respond to multiple correspondence with planner re primary caregiver ordinance	0.50	65.00
02-03-2021	SRB	Review correspondence from City engineer re water service agreement	0.25	32.50
02-04-2021	SRB	Review and respond to multiple correspondence with planner re primary caregiver ordinance	0.50	65.00
02-05-2021	SRB	Review correspondence from City Engineer re 27041 Southfield Road	0.25	32.50
02-05-2021	SRB	Review correspondence from Building Official, telephone conference with same re 27260 Southfield Road	0.25	32.50
02-08-2021	SRB	Review and respond to multiple correspondence with planner re primary caregiver ordinance	0.50	65.00
02-08-2021	SRB	Draft Notice of Adoption and correspondence to Clerk re publication of primary caregiver overlay ordinance amendment.	0.25	32.50
02-08-2021	SRB	Meeting with City insurance attorney re JMC litigation.	1.00	130.00

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

Page 1 of 4

Date	Professional	Description	Hours	Amount	Item 8A.
02-08-2021	SRB	Participate in special meeting of Planning Commission.	0.50	65.00	
02-08-2021	SRB	Participate in special meeting of City Council	0.75	97.50	
02-10-2021	SRB	Prepare for and participate in special meeting of City Council and DDA	1.50	195.00	
02-10-2021	SRB	Review and respond to multiple correspondence from liability attorney re JMC litigation	0.50	65.00	
02-12-2021	SRB	Review correspondence from City Engineer	0.25	32.50	
02-15-2021	SRB	Review correspondence from City Engineer re tree removal	0.25	32.50	
02-16-2021	SRB	Participate in meeting re sidewalk SAD process	1.00	130.00	
02-16-2021	SRB	Prepare for and participate in Planning Commission meeting	1.50	195.00	
02-16-2021	SRB	Review correspondence from City Engineer re Sidewalk SAD	0.25	32.50	
02-17-2021	SRB	Review and respond to multiple correspondence from Admin & liability attorney re JMC litigation	1.00	130.00	
02-17-2021	SRB	Meeting with City Planner & S. Stec re cannabis ordinance meeting	0.25	32.50	
02-17-2021	SRB	Draft correspondence to City Planner re sign ordinance updates	0.25	32.50	
02-18-2021	SRB	Draft independent contractor agreement for Hughes real estate services; forward to Admin	0.50	65.00	
02-18-2021	SRB	Draft correspondence and request to Southfield public schools re deed restriction modifications; review response	0.50	65.00	
02-18-2021	SRB	Draft resolution initiating sidewalk SAD; forward to Admin.	0.50	65.00	
02-18-2021	SRB	Review correspondence from liability attorney re JMC litigation	0.25	32.50	
02-19-2021	SRB	Review correspondence from City Bond Attorney re referendum petition	0.25	32.50	
02-19-2021	SRB	Review correspondence from City Planner	0.25	32.50	
02-22-2021	SRB	Review correspondence from liability attorney re JMC litigation	0.25	32.50	
02-22-2021	SRB	Review correspondence from City Engineer re Sidewalk SAD	0.25	32.50	
02-23-2021	SRB	Review and respond to correspondence from liability attorney re JMC litigation	0.25	32.50	
02-23-2021	LKK	Review correspondence and research concerning referendum petition requirements; draft memo re: same.	1.25	162.50	

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

Page 2 of 4

Date	Professional	Description	Hours	Amount	Item 8A.
02-23-2021	SRB	Participate in meeting re primary caregiver ordinance enforcement	0.50	65.00	
02-24-2021	SRB	Review and respond to multiple correspondence from liability attorney re JMC litigation	1.00	130.00	
02-24-2021	SRB	Meeting with S. Stec and City Planners re cannabis ordinance	1.00	130.00	
02-24-2021	SRB	Review and respond to multiple correspondence from City Bond Attorney re referendum petition	0.50	65.00	
02-24-2021	SRB	Review correspondence from Building Official re Business license procedure	0.25	32.50	
02-25-2021	SRB	Review correspondence from City Engineer re Sidewalk SAD	0.25	32.50	
02-25-2021	SRB	Review correspondence from Bond attorney re referendum petitions	0.25	32.50	
02-25-2021	SRB	Meeting with Admin, S. Stec, City Engineer & Mayor Pro Tem re Sidewalk SAD	1.50	195.00	
02-25-2021	SRB	Draft ordinance revisions re Sidewalk SAD	1.00	130.00	
02-25-2021	SRB	Review and respond to multiple correspondence from liability attorney re JMC litigation	1.00	130.00	
02-25-2021	SRB	Draft Notice of public hearing re CIP	0.25	32.50	
02-25-2021	SRB	Draft Notice of Adoption for Parking ordinance amendment	0.25	32.50	
02-25-2021	SRB	Draft Notice of public hearing re Sidewalk SAD	0.25	32.50	
02-25-2021	SRB	Participate in social and economic recovery webinar	1.50	195.00	
02-26-2021	SRB	Review and respond to correspondence from building official re 27215 Southfield Road	0.25	32.50	
02-26-2021	SRB	Review and respond to correspondence from building official and City Engineer re BP gas station development	0.50	65.00	
02-27-2021	SRB	Review and respond to correspondence from building official and City Engineer re BP gas station development	0.50	65.00	
02-27-2021	SRB	Review correspondence from building official re JMC properties	0.25	32.50	
			<b>Total</b>	3,575.00	

### Time Summary

Professional	Hours	Amount
Leann Kimberlin	1.25	162.50
Scott Baker	26.25	3,412.50
<b>Total</b>		3,575.00

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Page 3 of 4

**Total for this Invoice**

3,575.00

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

Page 4 of 4

User: PAM

DB: Lathrup

PERIOD ENDING 03/31/2021

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL		03/31/2021	MONTH 03/31/21	BALANCE	
		BUDGET	AMENDED BUDGET	NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED
Fund 101 - GENERAL FUND							
Revenues							
Dept 000.000							
101-000.000-401.000	CITY TAXES	2,714,127.00	2,714,127.00	2,610,477.58	5,275.42	103,649.42	96.18
101-000.000-402.000	REFUSE COLLECTION TAXES	407,107.00	407,107.00	394,224.00	791.43	12,883.00	96.84
101-000.000-409.000	DELQ PERSONAL PROPERTY REVENU	4,000.00	4,000.00	924.41	313.73	3,075.59	23.11
101-000.000-414.000	TAX PENALTIES	35,000.00	35,000.00	12,736.05	1,171.59	22,263.95	36.39
101-000.000-415.000	MISCELLANEOUS REVENUE	9,000.00	9,000.00	4,152.19	140.02	4,847.81	46.14
101-000.000-416.001	PROPERTY & LIABILITY DIVIDEND REVENUE	6,500.00	6,500.00	5,349.00	0.00	1,151.00	82.29
101-000.000-419.000	AT & T LEASE PAYMENTS	60,889.00	60,889.00	40,592.88	0.00	20,296.12	66.67
101-000.000-421.000	METRO-PCS LEASE PAYMENTS	45,000.00	45,000.00	29,302.73	1,723.69	15,697.27	65.12
101-000.000-446.000	INVESTMENT INTEREST	23,000.00	15,000.00	10,721.98	331.18	4,278.02	71.48
101-000.000-447.000	TAX 1% ADMINISTRATIVE FEE	81,000.00	81,000.00	82,529.27	250.34	(1,529.27)	101.89
101-000.000-448.001	INSURANCE RECOVERIES	0.00	2,214.00	2,213.76	0.00	0.24	99.99
101-000.000-455.000	METRO AUTHORITY-FEE	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
101-000.000-456.000	BUILDING PERMITS	95,000.00	95,000.00	62,639.00	6,882.00	32,361.00	65.94
101-000.000-457.000	ZONING, SITE, SPECIAL PERMITS	6,000.00	6,000.00	4,724.00	1,120.00	1,276.00	78.73
101-000.000-458.000	PLUMBING/HEATING PERMITS	24,500.00	24,500.00	12,107.00	855.00	12,393.00	49.42
101-000.000-459.000	ELECTRICAL PERMITS	16,000.00	16,000.00	9,169.00	581.00	6,831.00	57.31
101-000.000-460.000	LICENSES & REGISTRATIONS	9,000.00	9,000.00	12,865.00	10,705.00	(3,865.00)	142.94
101-000.000-461.000	DOG & CAT LICENSES	1,100.00	1,100.00	1,051.00	342.00	49.00	95.55
101-000.000-465.000	CABLE TV REVENUES	120,000.00	120,000.00	58,331.53	0.00	61,668.47	48.61
101-000.000-470.000	RECREATION SPECIAL PROGRAMS	25,000.00	10,000.00	2,650.98	501.00	7,349.02	26.51
101-000.000-470.001	DOG PARK REVENUE	0.00	2,500.00	3,206.25	25.00	(706.25)	128.25
101-000.000-471.000	DONATIONS-OTHER	14,000.00	14,000.00	0.00	0.00	14,000.00	0.00
101-000.000-475.000	COMM ROOM & BLDG RENT REVENUE	40,000.00	25,000.00	2,595.00	0.00	22,405.00	10.38
101-000.000-540.000	302 TRAINING FUNDS-REVENUES	1,000.00	1,000.00	615.67	0.00	384.33	61.57
101-000.000-542.000	SMART CREDITS	8,700.00	8,700.00	0.00	0.00	8,700.00	0.00
101-000.000-543.000	FEDERAL/STATE GRANTS	0.00	292,270.00	292,269.66	0.00	0.34	100.00
101-000.000-546.000	POLICE CHARGES FOR SERVICES	15,000.00	15,000.00	14,270.16	871.54	729.84	95.13
101-000.000-574.000	STATE SHARED REVENUES	416,425.00	416,425.00	164,040.00	0.00	252,385.00	39.39
101-000.000-612.000	DISTRICT COURT FINES	140,000.00	120,000.00	65,684.75	6,943.67	54,315.25	54.74
101-000.000-626.000	COMMUNITY DEVELOPMENT	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-000.000-627.000	SIDEWALK REVENUES	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-000.000-632.000	PUBLIC SERVICES REIMBURSEMENT	20,000.00	20,000.00	13,253.24	0.00	6,746.76	66.27
101-000.000-669.000	DPS BLDG RENT FROM WATER	4,917.00	4,917.00	4,917.00	0.00	0.00	100.00
101-000.000-671.000	ADMINISTRATIVE REV RD FUND	1,639.00	1,639.00	1,639.00	0.00	0.00	100.00
101-000.000-676.001	EMPLOYEE BENEFIT CONTRIBUTION	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00
101-000.000-677.000	ELECTION REIMBURSEMENTS	0.00	8,268.00	8,267.62	0.00	0.38	100.00
101-000.000-681.000	SALE OF ABANDONED PROPERTY	0.00	0.00	4,176.46	0.00	(4,176.46)	100.00
Total Dept 000.000		4,377,404.00	4,624,656.00	3,931,696.17	38,823.61	692,959.83	85.02
TOTAL REVENUES		4,377,404.00	4,624,656.00	3,931,696.17	38,823.61	692,959.83	85.02

## Expenditures

## Dept 100.000 - GOVERNMENT SERVICES

101-100.000-708.000	PROPERTY & LIABILITY INSURANC	30,000.00	30,000.00	34,466.00	0.00	(4,466.00)	114.89
101-100.000-710.000	UNEMPLOYMENT INSURANCE	50.00	50.00	2.75	0.00	47.25	5.50
101-100.000-712.000	WORKER'S COMP INSURANCE	8,500.00	8,500.00	332.00	0.00	8,168.00	3.91
101-100.000-726.000	OFFICE SUPPLIES	6,000.00	6,000.00	5,542.98	617.10	457.02	92.38
101-100.000-726.001	SUPPLIES - COVID 19	0.00	4,500.00	3,967.03	0.00	532.97	88.16
101-100.000-732.000	CODE ENFORCEMENT	2,000.00	2,000.00	60.00	0.00	1,940.00	3.00
101-100.000-802.000	TAX TRIBUNAL RETURNS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-100.000-803.000	MEMBERSHIPS & MEETINGS	7,000.00	7,000.00	4,153.02	632.50	2,846.98	59.38
101-100.000-804.000	BUILDING TRADE INSPECTION	70,000.00	132,000.00	91,303.38	6,721.75	40,696.62	69.56

PERIOD ENDING 03/31/2021

GL NUMBER	DESCRIPTION	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 03/31/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 101 - GENERAL FUND							
Expenditures							
101-100.000-805.000	CABLE TELEVISION	35,000.00	40,000.00	24,101.94	128.03	15,898.06	60.25
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	25,000.00	25,000.00	2,658.22	402.00	22,341.78	10.63
101-100.000-810.000	AUDITING & ACCOUNTING	25,000.00	19,899.00	19,899.50	0.00	(0.50)	100.00
101-100.000-818.000	APPRECIATION DINNER	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-100.000-822.000	TRAINING	5,500.00	5,500.00	345.00	150.00	5,155.00	6.27
101-100.000-832.000	CITIZEN COMMUNICATION/PR	10,000.00	10,000.00	8,995.48	1,109.00	1,004.52	89.95
101-100.000-840.000	LIBRARY PAYMENT	149,200.00	149,200.00	59,969.00	0.00	89,231.00	40.19
101-100.000-848.000	GOVERNMENT OPERATIONS	32,000.00	35,000.00	29,400.14	3,049.82	5,599.86	84.00
101-100.000-848.001	TECHNOLOGY	30,000.00	35,000.00	32,458.87	3,034.48	2,541.13	92.74
101-100.000-850.000	TELEPHONE EXPENDITURES	18,000.00	18,000.00	13,721.31	1,044.30	4,278.69	76.23
101-100.000-860.000	VEHICLE EXPENSE	7,500.00	7,500.00	4,522.25	1,006.09	2,977.75	60.30
101-100.000-880.000	CDBG EXPENDITURES	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-100.000-882.000	PLANNING/CONSULTING FEES	6,000.00	6,000.00	435.00	0.00	5,565.00	7.25
101-100.000-883.000	CITY BEAUTIFICATION	1,500.00	1,500.00	427.28	0.00	1,072.72	28.49
101-100.000-900.000	PRINTING/PUBLICATION COSTS	12,000.00	12,000.00	8,233.88	106.27	3,766.12	68.62
101-100.000-901.000	POSTAGE FEES	3,500.00	5,500.00	4,636.66	2,179.29	863.34	84.30
Total Dept 100.000 - GOVERNMENT SERVICES		490,750.00	567,149.00	349,631.69	20,180.63	217,517.31	61.65
Dept 101.000 - ADMINISTRATION							
101-101.000-701.000	SALARIES FULL-TIME	366,481.00	366,481.00	254,464.48	27,189.21	112,016.52	69.43
101-101.000-702.000	SALARIES PART-TIME	46,664.00	46,664.00	15,312.50	2,695.50	31,351.50	32.81
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	201,429.00	201,429.00	141,758.33	14,948.24	59,670.67	70.38
101-101.000-717.000	CODE ENFORCEMENT LEGAL	12,000.00	17,000.00	15,535.00	1,722.50	1,465.00	91.38
101-101.000-718.000	ELECTIONS	20,000.00	28,385.00	29,568.18	831.35	(1,183.18)	104.17
101-101.000-721.000	DATA PROCESING & ASSESSMENTS	35,350.00	35,350.00	33,419.50	0.00	1,930.50	94.54
101-101.000-722.000	LEGAL SERVICES	60,000.00	60,000.00	41,911.25	6,425.00	18,088.75	69.85
101-101.000-723.000	BOARD OF REVIEW	600.00	600.00	0.00	0.00	600.00	0.00
Total Dept 101.000 - ADMINISTRATION		742,524.00	755,909.00	531,969.24	53,811.80	223,939.76	70.37
Dept 201.000 - BUILDING & GROUNDS							
101-201.000-702.000	SALARIES PART-TIME	56,000.00	56,000.00	23,842.20	2,448.20	32,157.80	42.58
101-201.000-920.000	UTILITIES	45,000.00	45,000.00	29,390.29	10,731.16	15,609.71	65.31
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	28,000.00	40,000.00	33,621.01	3,435.21	6,378.99	84.05
101-201.000-930.001	BUILDING - GRANTS	7,928.00	7,928.00	2,569.00	0.00	5,359.00	32.40
101-201.000-930.002	COVID EXP - BUILDING	0.00	7,500.00	6,387.80	504.00	1,112.20	85.17
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	10,000.00	10,000.00	10,151.93	44.38	(151.93)	101.52
Total Dept 201.000 - BUILDING & GROUNDS		148,428.00	167,928.00	105,962.23	17,162.95	61,965.77	63.10
Dept 301.000 - PUBLIC SAFETY							
101-301.000-701.000	SALARIES FULL-TIME	845,272.00	845,272.00	556,333.06	52,319.75	288,938.94	65.82
101-301.000-702.000	SALARIES PART-TIME	45,000.00	100,000.00	97,190.56	18,351.66	2,809.44	97.19
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	529,777.00	529,777.00	307,404.28	30,131.81	222,372.72	58.03
101-301.000-704.000	SALARIES-OVERTIME	50,000.00	50,000.00	23,376.09	3,523.95	26,623.91	46.75
101-301.000-708.000	PROPERTY & LIABILITY INSURANC	25,092.00	25,092.00	25,092.00	0.00	0.00	100.00
101-301.000-710.000	UNEMPLOYMENT INSURANCE	100.00	100.00	5.35	0.00	94.65	5.35
101-301.000-712.000	WORKER'S COMP INSURANCE	15,800.00	15,800.00	332.00	0.00	15,468.00	2.10
101-301.000-726.000	OFFICE SUPPLIES	5,000.00	5,000.00	2,497.69	127.20	2,502.31	49.95
101-301.000-726.001	SUPPLIES - COVID 19	0.00	5,000.00	4,305.30	0.00	1,194.70	78.00
101-301.000-727.000	ROAD SUPPLIES	2,000.00	2,000.00	1,125.63	0.00	874.37	56.27

## PERIOD ENDING 03/31/2021

GL NUMBER	DESCRIPTION	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 03/31/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 101 - GENERAL FUND							
Expenditures							
101-301.000-728.000	EVIDENCE SUPPLIES	1,500.00	1,500.00	107.18	0.00	1,392.82	7.15
101-301.000-729.000	OFFICE MACHINE MAINTENANCE	3,000.00	3,000.00	1,931.79	15.89	1,068.21	64.39
101-301.000-731.000	PUBLICATIONS/DOCUMENT REDUCIN	1,000.00	1,000.00	748.32	0.00	251.68	74.83
101-301.000-803.000	MEMBERSHIPS & MEETINGS	3,500.00	3,500.00	2,915.00	215.00	585.00	83.29
101-301.000-821.000	POLICE RESERVES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-301.000-822.000	TRAINING	14,000.00	14,000.00	9,383.60	1,772.20	4,616.40	67.03
101-301.000-823.000	FIREARMS TRAINING	4,500.00	4,500.00	1,576.06	120.00	2,923.94	35.02
101-301.000-824.000	CRIME PREVENTION	3,000.00	3,000.00	74.01	0.00	2,925.99	2.47
101-301.000-825.000	ANIMAL CONTROL	1,000.00	1,000.00	91.00	91.00	909.00	9.10
101-301.000-826.000	YOUTH & DRUG PROGRAMS	1,000.00	1,000.00	2.12	0.00	997.88	0.21
101-301.000-827.000	302 TRAINING FUNDS EXPENDITURES	2,000.00	2,000.00	1,827.00	655.00	173.00	91.35
101-301.000-828.000	FIRE SERVICE/DISPATCH CONTRACT	689,623.00	689,623.00	470,025.42	0.00	219,597.58	68.16
101-301.000-829.000	POLICE UNIFORMS & CLEANING	15,000.00	15,000.00	5,530.95	1,018.25	9,469.05	36.87
101-301.000-836.000	PRISONER LOCKUP	8,000.00	8,000.00	1,600.00	0.00	6,400.00	20.00
101-301.000-850.000	TELEPHONE EXPENDITURES	8,000.00	8,500.00	5,957.78	755.56	2,542.22	70.09
101-301.000-851.000	RADIO COMMUNICATIONS	16,200.00	16,200.00	8,603.15	0.00	7,596.85	53.11
101-301.000-860.000	VEHICLE EXPENSE	37,000.00	37,000.00	28,265.92	5,014.01	8,734.08	76.39
Total Dept 301.000 - PUBLIC SAFETY		2,327,364.00	2,388,364.00	1,556,301.26	114,111.28	832,062.74	65.16
Dept 401.000 - PUBLIC SERVICE							
101-401.000-703.000	EMPLOYEE TAXES & BENEFITS	6,768.00	14,000.00	9,593.80	1,002.70	4,406.20	68.53
101-401.000-890.000	PARK MAINTENANCE	5,000.00	5,000.00	214.69	0.00	4,785.31	4.29
101-401.000-892.000	SIDEWALK MAINTENANCE	30,000.00	30,000.00	1,012.38	1,012.38	28,987.62	3.37
101-401.000-920.000	UTILITIES	21,000.00	21,000.00	14,748.80	3,578.86	6,251.20	70.23
101-401.000-921.000	CONTRACTUAL SERVICES	125,239.00	125,239.00	93,826.18	10,436.61	31,412.82	74.92
101-401.000-936.000	EQUIPMENT MAINTENANCE	3,000.00	7,000.00	5,392.28	0.00	1,607.72	77.03
Total Dept 401.000 - PUBLIC SERVICE		191,007.00	202,239.00	124,788.13	16,030.55	77,450.87	61.70
Dept 501.000 - LEAF COLLECTION							
101-501.000-978.000	REFUSE EQUIP/ROLLOFF EXPEND	4,500.00	4,500.00	5,539.13	245.07	(1,039.13)	123.09
Total Dept 501.000 - LEAF COLLECTION		4,500.00	4,500.00	5,539.13	245.07	(1,039.13)	123.09
Dept 502.000							
101-502.000-801.001	SOCRRA	372,000.00	372,000.00	244,666.00	28,880.00	127,334.00	65.77
Total Dept 502.000		372,000.00	372,000.00	244,666.00	28,880.00	127,334.00	65.77
Dept 601.000 - RECREATION							
101-601.000-701.000	SALARIES FULL-TIME	32,895.00	32,895.00	27,202.02	3,718.76	5,692.98	82.69
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	7,861.00	9,500.00	7,840.74	746.69	1,659.26	82.53
101-601.000-712.000	WORKER'S COMP INSURANCE	800.00	800.00	150.00	0.00	650.00	18.75
101-601.000-726.000	OFFICE SUPPLIES	250.00	650.00	586.08	0.00	63.92	90.17
101-601.000-806.000	ADULT PROGRAMS	1,000.00	2,000.00	1,569.39	530.70	430.61	78.47
101-601.000-807.000	BUS TRANSPORTATION	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-601.000-811.000	SENIOR ACTIVITIES	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
101-601.000-812.000	COMMUNITY EVENTS	20,000.00	20,000.00	5,124.93	22.00	14,875.07	25.62
101-601.000-813.000	CHILDREN/YOUTH ACTIVITIES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-601.000-817.000	FITNESS CENTER EXP	0.00	0.00	51.20	51.20	(51.20)	100
101-601.000-843.000	DOG PARK EXPENSES	0.00	1,000.00	689.17	0.00	310.83	68

## REVENUE AND EXPENDITURE REPORT FOR CITY OF LATHRUP VILLAGE

PERIOD ENDING 03/31/2021

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED BUDGET	03/31/2021	MONTH 03/31/21	BALANCE	
		BUDGET		NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED
Fund 101 - GENERAL FUND							
Expenditures							
101-601.000-884.000	CONCERTS IN THE PARK	7,300.00	7,300.00	364.00	0.00	6,936.00	4.99
Total Dept 601.000 - RECREATION		80,106.00	84,145.00	43,577.53	5,069.35	40,567.47	51.79
Dept 811.000							
101-811.000-970.000	CAPITAL EXPENDITURE	96,621.00	96,621.00	96,621.00	0.00	0.00	100.00
101-811.000-999.203	TRANSFER OUT TO LOCAL ROADS	149,200.00	149,200.00	149,200.00	0.00	0.00	100.00
Total Dept 811.000		245,821.00	245,821.00	245,821.00	0.00	0.00	100.00
TOTAL EXPENDITURES		4,602,500.00	4,788,055.00	3,208,256.21	255,491.63	1,579,798.79	67.01
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		4,377,404.00	4,624,656.00	3,931,696.17	38,823.61	692,959.83	85.02
TOTAL EXPENDITURES		4,602,500.00	4,788,055.00	3,208,256.21	255,491.63	1,579,798.79	67.01
NET OF REVENUES & EXPENDITURES		(225,096.00)	(163,399.00)	723,439.96	(216,668.02)	(886,838.96)	442.74



## PERIOD ENDING 03/31/2021

		2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 03/31/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
GL NUMBER	DESCRIPTION						
Fund 202 - MAJOR ROAD FUND							
Revenues							
Dept 702.000							
202-702.000-574.000	STATE SHARED REVENUES	388,995.00	388,995.00	151,110.45	0.00	237,884.55	38.85
202-702.000-665.000	INVESTMENT INTEREST	600.00	600.00	0.00	0.00	600.00	0.00
Total Dept 702.000		389,595.00	389,595.00	151,110.45	0.00	238,484.55	38.79
TOTAL REVENUES		389,595.00	389,595.00	151,110.45	0.00	238,484.55	38.79
Expenditures							
Dept 702.000							
202-702.000-703.000	EMPLOYEE TAXES & BENEFITS	6,907.00	6,907.00	1,278.31	149.09	5,628.69	18.51
202-702.000-705.000	SALARIES-ADMIN	5,569.00	5,569.00	4,176.90	464.10	1,392.10	75.00
202-702.000-810.000	AUDITING & ACCOUNTING	5,521.00	4,311.00	4,311.00	0.00	0.00	100.00
202-702.000-856.000	ADMINISTRATION & ENGINEERING	5,000.00	5,000.00	1,639.00	0.00	3,361.00	32.78
202-702.000-861.000	ROAD MAINTENANCE	5,000.00	5,000.00	1,329.60	441.80	3,670.40	26.59
202-702.000-862.000	ROADSIDE MAINTENANCE	5,000.00	5,000.00	3,350.00	0.00	1,650.00	67.00
202-702.000-864.000	TRAFFIC CONTROLS	25,000.00	25,000.00	7,977.05	192.23	17,022.95	31.91
202-702.000-866.000	SNOW & ICE REMOVAL	5,500.00	5,500.00	1,381.21	1,381.21	4,118.79	25.11
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	18,125.60	2,810.00	17,874.40	50.35
202-702.000-921.000	CONTRACTUAL SERVICES	64,659.00	64,659.00	48,440.90	5,388.25	16,218.10	74.92
Total Dept 702.000		169,156.00	167,946.00	92,009.57	10,826.68	75,936.43	54.79
TOTAL EXPENDITURES		169,156.00	167,946.00	92,009.57	10,826.68	75,936.43	54.79
Fund 202 - MAJOR ROAD FUND:							
TOTAL REVENUES		389,595.00	389,595.00	151,110.45	0.00	238,484.55	38.79
TOTAL EXPENDITURES		169,156.00	167,946.00	92,009.57	10,826.68	75,936.43	54.79
NET OF REVENUES & EXPENDITURES		220,439.00	221,649.00	59,100.88	(10,826.68)	162,548.12	26.66

## PERIOD ENDING 03/31/2021

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	03/31/2021 NORM (ABNORM)	MONTH 03/31/21 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 203 - LOCAL ROAD FUND							
Revenues							
Dept 703.000							
203-703.000-415.000	MISCELLANEOUS REVENUE	13,603.00	13,603.00	19,414.00	0.00	(5,811.00)	142.72
203-703.000-574.000	STATE SHARED REVENUES	129,665.00	129,665.00	70,652.60	0.00	59,012.40	54.49
203-703.000-665.000	INVESTMENT INTEREST	600.00	600.00	0.00	0.00	600.00	0.00
203-703.000-690.101	TRANSFER IN FROM GENERAL FUND	149,200.00	149,200.00	149,200.00	0.00	0.00	100.00
Total Dept 703.000		293,068.00	293,068.00	239,266.60	0.00	53,801.40	81.64
TOTAL REVENUES		293,068.00	293,068.00	239,266.60	0.00	53,801.40	81.64
Expenditures							
Dept 703.000							
203-703.000-703.000	EMPLOYEE TAXES & BENEFITS	6,907.00	6,907.00	1,272.93	143.71	5,634.07	18.43
203-703.000-705.000	SALARIES-ADMIN	5,569.00	5,569.00	4,176.90	464.10	1,392.10	75.00
203-703.000-810.000	AUDITING & ACCOUNTING	3,381.00	3,381.00	3,381.00	0.00	0.00	100.00
203-703.000-852.000	PUBLIC SERVICE BUILDING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
203-703.000-861.000	ROAD MAINTENANCE	250,000.00	250,000.00	89,964.10	441.80	160,035.90	35.99
203-703.000-864.000	TRAFFIC CONTROLS	4,000.00	4,000.00	7,434.15	5,748.67	(3,434.15)	185.85
203-703.000-866.000	SNOW & ICE REMOVAL	5,000.00	5,000.00	6,894.63	1,381.20	(1,894.63)	137.89
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	15,300.00	15,300.00	0.00	0.00	15,300.00	0.00
203-703.000-870.000	FORESTRY	36,000.00	36,000.00	16,728.11	1,412.50	19,271.89	46.47
203-703.000-921.000	CONTRACTUAL SERVICES	64,659.00	64,659.00	48,440.90	5,388.25	16,218.10	74.92
Total Dept 703.000		393,816.00	393,816.00	178,292.72	14,980.23	215,523.28	45.27
Dept 703.100 - CAPITAL IMP - STREET BOND							
203-703.100-970.000	CAPITAL EXP - STREET BOND	0.00	0.00	69,586.00	69,586.00	(69,586.00)	100.00
Total Dept 703.100 - CAPITAL IMP - STREET BOND		0.00	0.00	69,586.00	69,586.00	(69,586.00)	100.00
TOTAL EXPENDITURES		393,816.00	393,816.00	247,878.72	84,566.23	145,937.28	62.94
Fund 203 - LOCAL ROAD FUND:							
TOTAL REVENUES		293,068.00	293,068.00	239,266.60	0.00	53,801.40	81.64
TOTAL EXPENDITURES		393,816.00	393,816.00	247,878.72	84,566.23	145,937.28	62.94
NET OF REVENUES & EXPENDITURES		(100,748.00)	(100,748.00)	(8,612.12)	(84,566.23)	(92,135.88)	8.55

## PERIOD ENDING 03/31/2021

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED BUDGET	03/31/2021	MONTH 03/31/21	BALANCE	
		BUDGET		NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED
Fund 258 - CAPITAL ACQUISITION FUND							
Revenues							
Dept 000.000							
258-000.000-446.000	INVESTMENT INTEREST	400.00	400.00	267.24	27.06	132.76	66.81
258-000.000-690.101	TRANSFER IN FROM GENERAL FUND	96,621.00	96,621.00	96,621.00	0.00	0.00	100.00
Total Dept 000.000		97,021.00	97,021.00	96,888.24	27.06	132.76	99.86
TOTAL REVENUES		97,021.00	97,021.00	96,888.24	27.06	132.76	99.86
Expenditures							
Dept 000.000							
258-000.000-970.000	CAPITAL EXPENDITURE	96,621.00	96,621.00	88,547.33	2,057.33	8,073.67	91.64
Total Dept 000.000		96,621.00	96,621.00	88,547.33	2,057.33	8,073.67	91.64
TOTAL EXPENDITURES		96,621.00	96,621.00	88,547.33	2,057.33	8,073.67	91.64
Fund 258 - CAPITAL ACQUISITION FUND:							
TOTAL REVENUES		97,021.00	97,021.00	96,888.24	27.06	132.76	99.86
TOTAL EXPENDITURES		96,621.00	96,621.00	88,547.33	2,057.33	8,073.67	91.64
NET OF REVENUES & EXPENDITURES		400.00	400.00	8,340.91	(2,030.27)	(7,940.91)	2,085.23

PERIOD ENDING 03/31/2021

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	03/31/2021 NORM (ABNORM)	MONTH 03/31/21 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000.000							
494-000.000-407.000	TIFA-CAPTURE TAXES	255,000.00	255,000.00	31,986.79	14,000.00	223,013.21	12.54
494-000.000-410.000	TAX COLLECTED OTHER	24,643.00	24,643.00	24,312.87	(14,000.00)	330.13	98.66
494-000.000-410.002	SPEC ASSESSEMENT - REVENUE	1,800.00	1,800.00	0.00	0.00	1,800.00	0.00
494-000.000-415.000	MISCELLANEOUS REVENUE	6,000.00	6,000.00	17,850.28	0.00	(11,850.28)	297.50
494-000.000-446.000	INVESTMENT INTEREST	10,000.00	10,000.00	2,080.05	210.65	7,919.95	20.80
494-000.000-543.000	FEDERAL/STATE GRANTS	0.00	0.00	4,000.00	0.00	(4,000.00)	100.00
Total Dept 000.000		297,443.00	297,443.00	80,229.99	210.65	217,213.01	26.97
TOTAL REVENUES		297,443.00	297,443.00	80,229.99	210.65	217,213.01	26.97
Expenditures							
Dept 000.000							
494-000.000-701.000	SALARIES FULL-TIME	71,820.00	112,790.00	74,861.62	11,435.16	37,928.38	66.37
494-000.000-702.000	SALARIES PART-TIME	5,500.00	0.00	0.00	0.00	0.00	0.00
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	22,000.00	34,000.00	28,946.60	3,159.33	5,053.40	85.14
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	200.00	2,900.00	1,055.29	970.00	1,844.71	36.39
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	4,500.00	2,000.00	75.00	0.00	1,925.00	3.75
494-000.000-844.000	MAIN STREET PROGRAM	20,000.00	43,000.00	51,783.06	15,901.68	(8,783.06)	120.43
494-000.000-845.000	STREETSCAPING	10,000.00	32,000.00	25,019.69	5,703.00	6,980.31	78.19
494-000.000-882.000	PLANNING/CONSULTING FEES	46,250.00	46,250.00	37,215.65	19,377.64	9,034.35	80.47
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00	2,000.00	945.15	0.00	1,054.85	47.26
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	9,500.00	19,500.00	9,705.69	0.00	9,794.31	49.77
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	1,300.00	6,100.00	1,270.52	0.00	4,829.48	20.83
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00	10,000.00	386.00	386.00	9,614.00	3.86
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		226,970.00	334,440.00	232,064.27	56,932.81	102,375.73	69.39
TOTAL EXPENDITURES		226,970.00	334,440.00	232,064.27	56,932.81	102,375.73	69.39
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		297,443.00	297,443.00	80,229.99	210.65	217,213.01	26.97
TOTAL EXPENDITURES		226,970.00	334,440.00	232,064.27	56,932.81	102,375.73	69.39
NET OF REVENUES & EXPENDITURES		70,473.00	(36,997.00)	(151,834.28)	(56,722.16)	114,837.28	410.40

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PERIOD ENDING 03/31/2021

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	03/31/2021 NORM (ABNORM)	MONTH 03/31/21 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 592 - WATER & SEWER FUND							
Revenues							
Dept 536.000 - WATER DEPARTMENT							
592-536.000-415.000	MISCELLANEOUS REVENUES	40,000.00	40,000.00	15,980.00	1,779.00	24,020.00	39.95
592-536.000-640.000	WATER SERVICE	771,544.00	771,544.00	499,003.55	37,417.08	272,540.45	64.68
592-536.000-641.000	WATER & SEWER PENALTIES	25,000.00	25,000.00	1,326.80	140.71	23,673.20	5.31
592-536.000-642.000	METER CHARGE REVENUE	81,139.00	81,139.00	51,501.33	5,735.50	29,637.67	63.47
592-536.000-643.000	REPLACEMENT RESERVE REVENUE	208,495.00	208,495.00	0.00	0.00	208,495.00	0.00
592-536.000-665.000	INVESTMENT INTEREST	4,500.00	4,500.00	1,417.05	176.13	3,082.95	31.49
Total Dept 536.000 - WATER DEPARTMENT		1,130,678.00	1,130,678.00	569,228.73	45,248.42	561,449.27	50.34
Dept 537.000 - SEWER DEPARTMENT							
592-537.000-415.000	MISCELLANEOUS REVENUES	0.00	0.00	3,712.20	0.00	(3,712.20)	100.00
592-537.000-641.000	WATER & SEWER PENALTIES	43,000.00	43,000.00	48,633.52	2,767.01	(5,633.52)	113.10
592-537.000-645.000	SEWAGE DISPOSAL REVENUE	1,861,601.00	1,861,601.00	964,602.88	75,741.27	896,998.12	51.82
592-537.000-651.000	INDUSTRIAL SURCHARGE	43,000.00	43,000.00	22,164.21	2,475.96	20,835.79	51.54
592-537.000-665.000	INVESTMENT INTEREST	4,500.00	4,500.00	1,427.31	186.47	3,072.69	31.72
Total Dept 537.000 - SEWER DEPARTMENT		1,952,101.00	1,952,101.00	1,040,540.12	81,170.71	911,560.88	53.30
TOTAL REVENUES		3,082,779.00	3,082,779.00	1,609,768.85	126,419.13	1,473,010.15	52.22
Expenditures							
Dept 536.000 - WATER DEPARTMENT							
592-536.000-701.000	SALARIES FULL-TIME	19,398.00	19,398.00	13,781.56	556.92	5,616.44	71.05
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	147,426.00	147,426.00	84,849.92	8,589.75	62,576.08	57.55
592-536.000-706.000	OPEB EXPENSE	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
592-536.000-708.000	PROPERTY & LIABILITY INSURANC	7,803.00	7,803.00	7,803.00	0.00	0.00	100.00
592-536.000-810.000	AUDITING & ACCOUNTING	5,129.00	5,129.00	5,129.00	0.00	0.00	100.00
592-536.000-875.000	PENSION EXPENSE	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
592-536.000-902.000	BILLING SERVICES	10,000.00	10,000.00	7,899.02	700.00	2,100.98	78.99
592-536.000-921.000	CONTRACTUAL SERVICES	72,656.00	72,656.00	54,432.35	6,054.70	18,223.65	74.92
592-536.000-935.000	EQUIPMENT REPLACEMENT	7,000.00	7,000.00	343.22	212.19	6,656.78	4.90
592-536.000-937.000	WATER SYSTEM MAINTENANCE	90,000.00	90,000.00	33,050.86	18,911.15	56,949.14	36.72
592-536.000-940.000	RENT & UTILITIES WATER & SEWE	4,917.00	4,917.00	4,917.00	0.00	0.00	100.00
592-536.000-944.000	WATER PURCHASES	407,800.00	407,800.00	231,960.81	0.00	175,839.19	56.88
592-536.000-955.000	MISCELLANEOUS EXPENDITURES	3,100.00	3,100.00	1,615.91	0.00	1,484.09	52.13
592-536.000-974.000	WATER MAIN PROJECT	400,000.00	400,000.00	370,787.86	0.00	29,212.14	92.70
Total Dept 536.000 - WATER DEPARTMENT		1,185,229.00	1,185,229.00	816,570.51	35,024.71	368,658.49	68.90
Dept 536.200 - WATER DEPARTMENT							
592-536.200-970.000	CAPITAL EXP - LEAD & COPPER LINE REPLACE	0.00	0.00	6,138.75	6,138.75	(6,138.75)	100.00
Total Dept 536.200 - WATER DEPARTMENT		0.00	0.00	6,138.75	6,138.75	(6,138.75)	100.00
Dept 536.400 - WATER DEPARTMENT							
592-536.400-970.000	CAPITAL EXP - WATER MAIN REPLACE	0.00	0.00	20,332.50	20,332.50	(20,332.50)	100.00
Total Dept 536.400 - WATER DEPARTMENT		0.00	0.00	20,332.50	20,332.50	(20,332.50)	100.00
Dept 537.000 - SEWER DEPARTMENT							

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PERIOD ENDING 03/31/2021

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED BUDGET	03/31/2021	MONTH 03/31/21	BALANCE	
		BUDGET		NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED
Fund 592 - WATER & SEWER FUND							
Expenditures							
592-537.000-701.000	SALARIES FULL-TIME	19,398.00	19,398.00	13,781.56	556.92	5,616.44	71.05
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	25,377.00	54,000.00	38,118.36	4,291.42	15,881.64	70.59
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	40,179.00	40,179.00	30,566.06	0.00	9,612.94	76.07
592-537.000-725.000	PAYING AGENT FEES	750.00	750.00	750.00	0.00	0.00	100.00
592-537.000-810.000	AUDITING & ACCOUNTING	5,129.00	5,129.00	5,129.00	0.00	0.00	100.00
592-537.000-850.000	TELEPHONE EXPENDITURES	0.00	1,000.00	0.00	0.00	1,000.00	0.00
592-537.000-921.000	CONTRACTUAL SERVICES	72,656.00	72,656.00	54,432.34	6,054.70	18,223.66	74.92
592-537.000-939.000	SEWER SYTEM MAINTENANCE	410,000.00	410,000.00	141,089.76	4,502.83	268,910.24	34.41
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	1,029,210.00	1,029,210.00	686,140.08	85,767.51	343,069.92	66.67
592-537.000-945.000	RETENTION TANK-UTIL ELEC	18,707.00	18,707.00	11,036.97	2,475.25	7,670.03	59.00
592-537.000-946.000	RETENTION TANK UTIL-WATER	5,000.00	5,000.00	1,048.40	835.88	3,951.60	20.97
592-537.000-947.000	RETENTION TANK UTIL-GAS	300.00	300.00	726.56	239.51	(426.56)	242.19
592-537.000-948.000	RETENTION TANK UTIL-TELEPHONE	2,000.00	2,000.00	2,331.45	463.91	(331.45)	116.57
592-537.000-949.000	RETENTION TAN GENERATOR FUEL	500.00	500.00	0.00	0.00	500.00	0.00
592-537.000-950.000	RETENTION TANK SUPPLIES/TOOLS	1,400.00	1,400.00	0.00	0.00	1,400.00	0.00
592-537.000-951.000	RETENTION TANK BUILDING/EQUIP	15,000.00	15,000.00	5,502.88	0.00	9,497.12	36.69
592-537.000-953.000	RETENTION TANK EXCESS LIABIL	8,900.00	8,900.00	8,900.00	0.00	0.00	100.00
592-537.000-955.000	MISCELLANEOUS EXPENDITURES	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
592-537.000-957.000	INDUSTRIAL SURCHARGE/NON-RESI	34,600.00	34,600.00	9,385.97	0.00	25,214.03	27.13
592-537.000-970.000	CAPITAL EXPENDITURE	160,000.00	160,000.00	0.00	0.00	160,000.00	0.00
592-537.000-977.000	EVIRONMENT COMPL - NON CAPITA	20,000.00	20,000.00	27,276.96	4,718.86	(7,276.96)	136.38
Total Dept 537.000 - SEWER DEPARTMENT		1,878,609.00	1,908,232.00	1,044,019.35	109,906.79	864,212.65	54.71
Dept 537.200 - SEWER DEPARTMENT							
592-537.200-970.000	CAPITAL EXP - RETENTION TANK REPAIRS	0.00	0.00	3,430.00	3,430.00	(3,430.00)	100.00
Total Dept 537.200 - SEWER DEPARTMENT		0.00	0.00	3,430.00	3,430.00	(3,430.00)	100.00
TOTAL EXPENDITURES		3,063,838.00	3,093,461.00	1,890,491.11	174,832.75	1,202,969.89	61.11
Fund 592 - WATER & SEWER FUND:							
TOTAL REVENUES		3,082,779.00	3,082,779.00	1,609,768.85	126,419.13	1,473,010.15	52.22
TOTAL EXPENDITURES		3,063,838.00	3,093,461.00	1,890,491.11	174,832.75	1,202,969.89	61.11
NET OF REVENUES & EXPENDITURES		18,941.00	(10,682.00)	(280,722.26)	(48,413.62)	270,040.26	2,627.99
TOTAL REVENUES - ALL FUNDS		8,537,310.00	8,784,562.00	6,108,960.30	165,480.45	2,675,601.70	69.54
TOTAL EXPENDITURES - ALL FUNDS		8,552,901.00	8,874,339.00	5,759,247.21	584,707.43	3,115,091.79	64.90
NET OF REVENUES & EXPENDITURES		(15,591.00)	(89,777.00)	349,713.09	(419,226.98)	(439,490.09)	389.54

## BUDGET REPORT (REVENUES VERSUS EXPENDITURES) FOR MONTH ENDED MARCH 31, 2021

	Revenues Through 3/31/2021	Expenses Through 3/31/2021	Revenues Over (Under) Expenses
101-GENERAL FUND	3,931,696	3,208,256	723,440
202-MAJOR STREET FUND	151,110	92,010	59,101
203-LOCAL STREET FUND	239,267	247,879	(8,612)
258-CAPITAL ACQUISITION FUND	96,888	88,547	8,341
494-DOW NTOW N DEVELOPMENT AUTHORI	80,230	232,064	(151,834)
592-W ATER & SEW ER FUND	1,609,769	1,890,491	(280,722)
<b>GRAND TOTAL ALL FUNDS</b>	<b>6,108,960</b>	<b>5,759,247</b>	<b>349,713</b>

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

Item 8A.

Period covered 3/1/2021-3/15/2021

Gross Payroll:

Payroll Department	Amount	Personnel
Admin	\$13,901.55	Bratschi, London, Mitchell Talley, Sweidan
DDA	\$5,667.92	Stec, Dahl, Sweidan
Bldg Mnt	\$0.00	
Police	\$42,125.97	Becker, Button, Carmack, Huston Knoll,Lask,Lawrence, McKee,Roberts Tackett,Tompkins Upshaw, Zang
DPS	\$0.00	
Water	\$464.10	Mitchell
Recreation	\$1,859.38	Clough

Total Gross \$64,018.92

Deductions \$22,622.78

Net Payroll \$41,396.14

\* Fund Totals Include Gross Payroll

General Fund	\$57,886.90
Major Road Fund	\$0.00
Local Road Fund	\$0.00
Capital Acquisition Fund	\$0.00
Debt Service Fund SDS Bonds	\$0.00
Downtown Development Authority	\$5,667.92
Water & Sewer Fund	\$464.10
<b>Total</b>	<b>\$64,018.92</b>



CITY OF LATHRUP VILLAGE															
Investment Account Balances and Interest Earnings															
June 30, 2021															
	Flagstar	Flagstar	Flagstar	Flagstar	Flagstar	Flagstar	Chase	MBIA Class	Ambassador	Michigan First					
Fiscal Year	Savings	Savings	Savings	Savings	Savings	Savings	Money Market	Pool	Funds	Credit Union					
2020-2021	258	494	101	101	101	592	Account Closed	Account Closed	Account Closed	592	Total				
July	127,265.80	990,539.87	12,588.86	834,144.43	84,462.02	501,671.64	-	-	-	100.18	-	-	-	-	2,550,772.80
August	127,303.88	990,836.22	12,592.63	834,393.99	84,487.29	501,821.73	-	-	-	100.18	-	-	-	-	2,551,535.92
September	127,331.36	991,050.09	12,595.35	834,574.09	84,505.53	501,930.05	-	-	-	100.18	-	-	-	-	2,552,086.65
October	127,358.32	991,259.94	12,598.02	834,750.81	84,523.42	502,036.33	-	-	-	100.18	-	-	-	-	2,552,627.02
November	127,384.42	991,463.07	12,600.60	834,921.87	84,540.74	502,139.21	-	-	-	100.18	-	-	-	-	2,553,150.09
December	127,411.39	991,673.01	12,603.27	835,098.66	84,558.64	502,245.54	-	-	-	100.18	-	-	-	-	2,553,690.69
January	127,438.44	991,883.57	12,605.95	835,275.98	84,576.59	502,352.18	-	-	-	100.18	-	-	-	-	2,554,232.89
February	127,462.88	992,073.79	12,608.37	835,436.17	84,592.81	502,448.52	-	-	-	100.18	-	-	-	-	2,554,722.72
March	127,489.94	992,284.44	12,611.05	835,613.56	84,610.77	502,555.20	-	-	-	100.18	-	-	-	-	2,555,265.14
April	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	1,146,446.43	8,923,064.00	113,404.10	7,514,209.56	760,857.81	4,519,200.40	-	-	-	901.62	-	-	-	-	22,978,083.92
Average Monthly Balance															1,914,840.33
Interest												Total			
To Date	214.18	2,080.05	29.45	1,751.64	177.36	1,053.47	-	-	-	-	-	Interest	8,121.03		
FLAGSTAR BANK (CD)			Balance as of					Fund	3/31/2021	Percent		Interest	Percent		
			03/31/21	Rate	Maturity Date		Capital Acquisition	127,489.94	3.38%			214.18	2.64%		
			387,561.11	0.200%	06/15/21		General, Major Rd &								
MICHIGAN FIRST CU (CD)			03/312/2021				Local Rd Funds	2,136,805.72	56.72%			3,917.54	48.24%		
			209,072.55	0.450%	04/01/21		DDA	-	0.00%			2,080.05	25.61%		
							Forfeiture	-	0.00%			29.45	0.36%		
							Water	1,502,852.62	39.89%			1,879.81	23.15%		
FLAGSTAR/CHASE (CHECKING ACCOUNTS)			Balance as of		Interest Earned		Total								
			03/31/21		03/31/21							3,767,148.28	100.00%	8,121.03	100%
General			360,473.39		478.57										
Tax			455,935.84		1,509.97										
Water/Sewer			791,124.69		826.34										
			1,607,533.92		2,814.88										
\\SVR2K19\RedirectedFolders\PBratschi\My Documents\Reports for Council\[Investment Balances Interest.xls]FY 20-21															



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

Period covered 3/16/2021-3/31/2021

Gross Payroll:

Payroll Department	Amount	Personnel
Admin	\$14,865.60	Bratschi, London, Mitchell Talley, Sweidan
DDA	\$5,667.92	Stec, Dahl, Sweidan
Bldg Mnt	\$0.00	
Police	\$35,069.39	Becker, Button, Carmack, Huston Knoll,Lask,Lawrence, McKee,Roberts Tackett, Upshaw, Zang
DPS	\$0.00	
Water	\$464.10	Mitchell
Recreation	\$1,859.38	Clough

Total Gross \$57,926.39

Deductions \$17,919.72

Net Payroll \$40,006.67

\* Fund Totals Include Gross Payroll

General Fund	\$202,475.83
Major Road Fund	\$10,294.59
Local Road Fund	\$84,034.14
Capital Acquisition Fund	\$2,057.33
Debt Service Fund SDS Bonds	\$0.00
Downtown Development Authority	\$49,471.37
Water & Sewer Fund	\$167,433.55
Total	\$515,766.81

## Memorandum

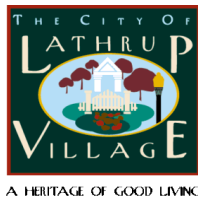
**To:** Mayor and City Council

**From:** Pamela Bratschi, Assistant City Administrator/Treasurer

**Date:** April 14, 2021

**Re:** City Investment Report 3/31/2021

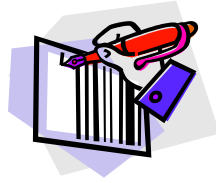
Attached is the City Investment Report to comply with Public Act 213 of 2007 which requires the investment officer provide quarterly a written report to the governing body concerning the investment of the funds for the City. This report is for the quarterly report of March 31, 2021.



## City of Lathrup Village

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

Item 9A.



### Code Enforcement April Report



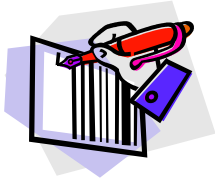
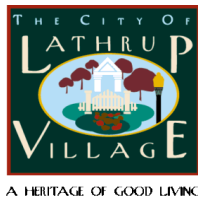
Sheryl,

- 1.) 28950 Lathrup Blvd. 4/5/2021 has deteriorated fence, and junk yard in the rear. Received a complaint from next door neighbor 28930 Lathrup Blvd. (Mr. Lovejoy), took pictures from his side yard, there were broken pieces of the privacy fence where you can see his entire backyard. Written 3 different violations (Pictures).
- 2.) Received many minor complaints about residents, handled by going to their homes and speaking with the residents about the issue. issues resolved.
- 3.) Added more violation sections to BS&A.
- 4.) Sussie and I worked on sidewalk project by putting the markings on the flags (4/7/2021).
- 5.) Putting together a FOIA for (the other side property solutions). List of properties that were issued a code enforcement violation for last 12 months. 4/8/2021
- 6.) Writing the code enforcement manual and code compliance flow chart.
- 7.) 18880 Middlesex, complained about next door neighbor that is growing marijuana. The neighbor is stating that the smell is going towards his house which cannot enjoy going outside to his backyard due to the strong odor. Spoke with the homeowner (Sal) that is growing marijuana. I suggested that if he could be courteous enough to install a filtration system so neighbors would not get the strong smell of marijuana. Sal agreed and wants the neighbors to be happy, he is getting a good filtration system to please his neighbors.
- 8.) Inputting accounts payables into BS&A
- 9.)

Code Enforcement continue to respond to complaints/requests from citizens concerning possible and actual problems they observe within our community. Code Enforcement Officer does field inspection 3 to 4 hours daily to keep residents in compliance with City ordinances.

- BS&A update on ordinances (organized IPMC, Zoning, and local ordinances)
- BS&A letter update
- BS&A filters for residential and commercial
- Code Enforcement process
- Measure outcomes spreadsheet (KPI)

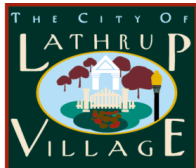
Code Enforcement Officer: Rami Sweidan



### **Code Enforcement March Report**

Sheryl,

- 1.) The businesses on Southfield all were sent a letter to clean the ditch area. Businesses cleaned the ditch except for 26021, 26049, 26221, 26333, 26441 Southfield.
- 2.) mostly knock-on doors of residents to let them know of their violation to fix or repair. I found out residents appreciate it more when code enforcement speaks to them about the violation than just receiving a violation letter.
- 3.) 28511 Lathrup had unregistered vehicle that was disassembled, and lumber laying around the vehicle. The resident complied by removing the vehicle and lumber out of public view.
- 4.) 28050 Southfield has no permit for redoing the roof, spoke with Alex and stated he will have the contractor get a permit before they start the tear down of the shingles. The contractor did get a permit a couple of days later (complied)
- 5.) 28538 Lathrup, complaint received about their dogs are using the bathroom in the front lawn and dog owners are not picking up the feces, and trash container left in front of the garage. Resident complied and has been cooperative. The resident removed the trash container from the front of the house (out of public view), and picked up dog feces that was left behind (complied)
- 6.) Code enforcement walked Southfield rd. doing the sidewalk survey looking for defects and taking pictures. Completed ¾'s of the city.
- 7.) 18191 Meadowood ave. has a water leak, that always accumulate in the ditch stays stagnate. Both David Chung and I will check out the issue to determine what the cause is and will let the resident know the result. David Chung final assessment a white PVC coming from her house, determines a sump pump is pumping water out of her basement.
- 8.) 17590 Ramsgate a branch from a resident's tree fell, complaint received resident is not cleaning or picking up tree branches from their lawn.
- 9.) 18130 Ramsgate there are no records on file for a fence, resident installed a privacy fence without any permits.
- 10.) Enforcing gutters and downspouts
- 11.) End of March I should have over 1000 residents filtered (residential single unit)
- 12.) Businesses: I'm in the process of doing site inspections of Lathrup Village Businesses. LV code enforcement is able to greet compliant business owners and "nudge" non-compliant owners by issuing violations for re-surfacing/resealing and restriping their parking lots. Furthermore, businesses are also to maintain surrounding property and keep clean. Thus far, all businesses along 12 Mile Rd. have re-paved their parking lots and restriped. On Southfield Rd. business will



A HERITAGE OF GOOD LIVING

## City of Lathrup Village

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Item 9B.

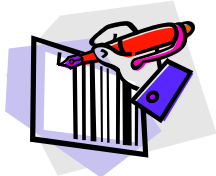
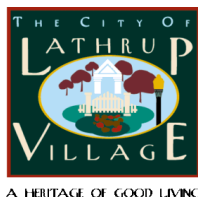
have parking lots resealed and restriped by end of summer 2021. After the inspections conclude businesses will be up to date on appearance.

- 13.) The inspections have also revealed that some properties along Southfield Rd. have begun to turn away from keeping up their property. A renewed focus on upkeep in this area has begun and the effects can already be seen along the road. It has been an issue on the upkeep of the easement in front of the businesses, sent violation letters to every business along Southfield Road. The City should see a difference by end of Spring 2021.
- 14.) 28250 Southfield, Reva called wanted the city to check out the sewer smell coming out of her basement. Called David Chung to have him check out the smell and see if it is a city issue. According to David this issue is not coming from the city sewer, which meant the issue is of the property owner. Called Reva to let her know the issue is her responsibility to take care of.

Furthermore, the issue with the storm drains and sidewalk to be repaired within the 10 days. Sheryl sent Sunde services to give Reva a quote for repairs. Reva is being cooperative and wants this issue to be fixed. Issue fixed; she needs to get a cement contractor to put in a sidewalk. Culvert issue fixed. (complied)

Code Enforcement continue to respond to complaints/requests from citizens concerning possible and actual problems they observe within our community. Code Enforcement Officer does field inspection 3 to 4 hours daily to keep residents in compliance with City ordinances.

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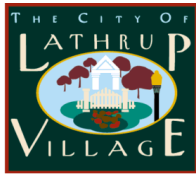


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Item 9C.

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# **Enforcements By Category**

04/08/21

Item 9D.

## **DEBRIS**

Enforcement Number	Address	Status	Filed	Closed
18632 BUNGALOW DR		Resolved	03/15/21	03/22/21
3/15/2021 The tires and wood must be removed out of public view.3/22/2021 tires and wood was removed				
18755 LACROSSE AVE		VIOLATION	03/15/21	
3/15/2021 Pallet on West side of the house must be removed out of public view.				
27260 SOUTHFIELD RD 2		VIOLATION	03/17/21	
3/17/2021 garbage bag in the middle of the road.				

**Total DEBRIS Entries: 3**

## **DOWNSPOUT EXT.**

Enforcement Number	Address	Status	Filed	Closed
17578 RAMSGATE DR		VIOLATION	03/10/21	
3/9/2021 Gutter on the West side of the house needs repair.				
27631 LATHRUP BLVD		VIOLATION	03/18/21	
3/18/2021 downspout needs repair.				

**Total Downspout Ext. Entries: 2**

## **DUMPSTER ENCLOSURE**

Enforcement Number	Address	Status	Filed	Closed
17641 TWELVE MILE RD		VIOLATION	03/04/21	
3/4/2021 dumpster enclosure needs cleaning				
27900 EVERGREEN RD		VIOLATION	03/11/21	
3/11/2021 Dumpster enclosure needs to be cleaned.				

**Total Dumpster Enclosure Entries: 2**

## **FIREWOOD STORAGE**

Enforcement Number	Address	Status	Filed	Closed
19070 W GLENWOOD BLVD		VIOLATION	03/12/21	
3/12/2021 pile of logs, wood, and debris must be removed out of public view.				
18120 SUNNYBROOK AVE		VIOLATION	03/12/21	
3/12/2021 pile of branches, logs must be removed out of public view.				

# **Enforcements By Category**

04/08/21

Item 9D.

**Total Firewood Storage Entries: 2**

## **INOPERABLE VEHICLE**

Enforcement Number	Address	Status	Filed	Closed
28511 LATHRUP BLVD		Resolved	03/08/21	03/16/21
3/8/2021 inoperable vehicle must be removed out of public view.				

**Total Inoperable Vehicle Entries: 1**

## **PROPERTY MAINTENANCE**

Enforcement Number	Address	Status	Filed	Closed
18130 CAMBRIDGE BLVD		VIOLATION	03/08/21	
3/8/2021 deteriorated wood must be removed and replaced.				
26812 ELDORADO PL		VIOLATION	03/08/21	
3/8/2021 Peeling paint must be scraped and repainted				
18171 KILBIRNIE AVE		VIOLATION	03/08/21	
3/8/2021 The eaves must be repaired from deteriorated wood.				
28250 SOUTHFIELD RD		Resolved	03/09/21	03/26/21
3/9/2021 the sidewalk is severely damaged, from an eroded drainpipe running from the sewer system going underneath the side				
26026 SOUTHFIELD RD		VIOLATION	03/11/21	
3/11/2021 Culvert needs work, spoke with ali about the culvert, and sent pictures.				
18554 ROSELAND BLVD		VIOLATION	03/12/21	
3/12/2021 privacy fence is broken				
27035 MEADOWBROOK WAY		VIOLATION	03/12/21	
3/12/2021 signs of deterioration on the roof must be repaired.				

**Total Property Maintenance Entries: 7**

## **SANITATION**

Enforcement Number	Address	Status	Filed	Closed
27901 SUNSET W BLVD		Resolved	03/01/21	03/22/21
3/1/2021 Broken branches on the easement must be removed.				
28511 LATHRUP BLVD		Resolved	03/08/21	03/16/21
3/8/2021 2X4 lumber on the ground must be removed out of public view, the fire wood must be stacked and raised off of the gr				

## Enforcements By Category

04/08/21

Item 9D.

26263 MEADOWBROOK WAY VIOLATION 03/17/21

3/17/2021 ridge vent is broken needs to be repaired.

**Total SANITATION Entries: 3**

### TRASH CONTAINER IN PUBLIC VIEW

Enforcement Number	Address	Status	Filed	Closed
--------------------	---------	--------	-------	--------

28538 LATHRUP BLVD		Resolved	03/10/21	03/16/21
--------------------	--	----------	----------	----------

3/9/2021 Trash container must be stored out of public view.

**Total Trash Container in Public View Entries: 1**

### WORK W/O A PERMIT

Enforcement Number	Address	Status	Filed	Closed
--------------------	---------	--------	-------	--------

18130 RAMSGATE DR		VIOLATION	03/22/21	
-------------------	--	-----------	----------	--

3/22/2021 Put up a privacy fence without a permit.

28265 ELDORADO PL		VIOLATION	03/31/21	
-------------------	--	-----------	----------	--

3/31/2021 Put up a gate in the front set back of the home without a permit.

**Total Work w/o a permit Entries: 2**

### YARD WASTE

Enforcement Number	Address	Status	Filed	Closed
--------------------	---------	--------	-------	--------

28538 LATHRUP BLVD		Resolved	03/10/21	03/16/21
--------------------	--	----------	----------	----------

3/9/2021 Dog feces in the front yard must be removed immediately. Sec. 10-7. - Sanitation. (a) It shall be unlawful for any owner to allow dog feces to remain in the front yard of a property.

**Total Yard waste Entries: 1**

**Total Records: 24**

Enforcement.CodeOfficer = RAMI  
SWEIDAN AND  
Enforcement.DateFiled Between  
3/1/2021 12:00:00 AM AND  
3/31/2021 11:59:59 PM

Total Pages 3

# Monthly Permit List

04/08/2021

Item 9E.

## Building

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PB210008	01/26/2021	GRIMES, STEPHANIE J	27598 RAINBOW CIR	40-24-14-353-018	\$452.00	\$0
<b>Work Description:</b> Replacing 7 windows						
PB210017	03/09/2021	MARVIN ANTHONY MOORE, '28050 RED RIVER DR		40-24-14-178-001	\$530.00	\$0
<b>Work Description:</b> New Roof						
PB210018	03/10/2021	HADDEN, JAMES	18846 RAINBOW DR	40-24-23-204-008	\$515.00	\$0
<b>Work Description:</b> Strip & prefroof house and garage						
PB210021	03/16/2021	LYSIK, KEVIN M	18520 SAN JOSE BLVD	40-24-14-426-020	\$265.00	\$0
<b>Work Description:</b> Install 9 solar panels						
PB210023	03/19/2021	BERNARD, DONALD K	26715 LATHRUP BLVD	40-24-24-103-023	\$431.00	\$0
<b>Work Description:</b> Replace 4 windows						
PB210027	03/30/2021	KELLY JR, RANDY	18535 W GLENWOOD BLVD	40-24-14-256-002	\$185.00	\$0
<b>Work Description:</b> New Roof						

**Total Permits For Type: 6**  
**Total Fees For Type: \$2,378.00**  
**Total Const. Value For Type: \$0**

## Electrical

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PE190076	09/12/2019	LATHRUP VILLAGE	27400 SOUTHFIELD RD	40-24-13-153-005	\$0.00	\$0

**Work Description:**

PE210015	03/01/2021	MOAG, PAULETTE L	19051 SAN JOSE BLVD	40-24-14-332-004	\$230.00	\$0
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**Work Description:** kitchen remodel

PE210017	03/08/2021	CHEW, SONIA	19288 W 11 MILE RD	40-24-14-385-014	\$70.00	\$0
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**Work Description:** Furnance Reconnect

PE210018	03/16/2021	LYSIK, KEVIN M	18520 SAN JOSE BLVD	40-24-14-426-020	\$60.00	\$0
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**Work Description:** Electrical connetion to solar panels

**Total Permits For Type: 4**  
**Total Fees For Type: \$360.00**  
**Total Const. Value For Type: \$0**

**Fence**

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
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PF200008	05/22/2020	JOHNSON, MARIANNE	27461 GOLDENGATE W DR	40-24-14-476-023	\$65.00	\$0
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**Work Description:** 6' Vinyl fence install

PF210002	03/04/2021	ESSENMACHER, TIMOTHY J	28400 SUNSET W BLVD	40-24-14-276-004	\$65.00	\$0
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**Work Description:** 4' Ornamental Metal

PF210003	03/05/2021	GREECH, DOUG	27680 LATHRUP BLVD	40-24-13-355-001	\$65.00	\$0
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**Work Description:** 6'Vinyl

PF210005	03/22/2021	MILTON, WAYNE	28060 ELDORADO PL	40-24-14-280-001	\$65.00	\$0
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**Work Description:** 6 ft wood

**Total Permits For Type: 4**  
**Total Fees For Type: \$260.00**  
**Total Const. Value For Type: \$0**

Mechanical

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PM210014	03/01/2021	GELLER FOOT CLINIC	28460 SOUTHFIELD RD	40-99-00-020-004	\$95.00	\$0
Work Description: Generator Install						
PM210017	03/03/2021	MOAG, PAULETTE L	19051 SAN JOSE BLVD	40-24-14-332-004	\$130.00	\$0
Work Description: kitchen remod						
PM210018	03/08/2021	CHEW, SONIA	19288 W 11 MILE RD	40-24-14-385-014	\$115.00	\$0
Work Description: Furnace Install						

Total Permits For Type: 3  
Total Fees For Type: \$340.00  
Total Const. Value For Type: \$0

Outside Refuse Container

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PORC-210006	03/04/2021	CITY OF LATHRUP VILLAGE	27400 SOUTHFIELD RD	40-24-14-127-015	\$0.00	\$0
Work Description: This is a test. but act as though it is a real inquiry. Sheryl						

Total Permits For Type: 1  
Total Fees For Type: \$0.00  
Total Const. Value For Type: \$0

Plumbing

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PP210014	03/03/2021	MOAG, PAULETTE L	19051 SAN JOSE BLVD	40-24-14-332-004	\$70.00	\$0

**Work Description:** kitchen remodel

PP210016	03/05/2021	CHURCHILL, NICOLE E	27821 BLOOMFIELD DR	40-24-14-401-018	\$55.00	\$0
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**Work Description:**

PP210017	03/08/2021	JONES, MILUS E	18630 SAN DIEGO BLVD	40-24-14-405-009	\$105.00	\$0
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**Work Description:** Sewer Repair

PP210018	03/08/2021	JONES, DENISE M	19020 BUNGALOW DR	40-24-14-334-006	\$65.00	\$0
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**Work Description:** EMERGENCY EXCAVATION TO PERFORM SEWER REPAIR.

PP210020	03/23/2021	BRADFORD, TORENA	28735 ELDORADO PL	40-24-14-207-008	\$80.00	\$0
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**Work Description:** Sewer Repair

PP210021	03/24/2021	DILLARD-RUSSAW, ROBIN	27252 BLOOMFIELD DR	40-24-14-456-009	\$65.00	\$0
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**Work Description:** sewer repair

PP210023	03/29/2021	BELL, LEONARD	27397 GOLDENGATE W DR	40-24-14-456-013	\$55.00	\$0
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**Work Description:** Water Heater Install

**Total Permits For Type: 7**  
**Total Fees For Type: \$495.00**  
**Total Const. Value For Type: \$0**

## Sign

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
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PS210004	02/10/2021	FIRST HOLDING MANAGEME	26041 SOUTHFIELD RD	40-24-23-280-059	\$125.00	\$0
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**Work Description:** New Business Sign

**Total Permits For Type: 1**  
**Total Fees For Type: \$125.00**  
**Total Const. Value For Type: \$0**



# Report Summary

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Permit.DateIssued Between  
3/1/2021 12:00:00 AM AND  
3/31/2021 11:59:59 PM AND  
Permit.Status = ISSUED

**Grand Total Fees: \$3,958.00**

**Grand Total Permits: 26**

**Grand Total Const. Value: \$0**

OFFICERS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
SGT. TACKETT	15	33	30										78
Tackett warnings	11	0	1										
UPSHAW	13	8	11										32
Upshaw warnings	1	1	2										
BECKER	75	60	51										186
Becker warnings	3	2	0										
ROBERTS	22	20	18										60
Roberts warnings	24	4	4										
TOMPKINS	24	20	0										44
Tompkins warnings	22	5	0										
CARMACK	30	42	28										100
Carmack warnings	12	9	10										
HUSTON	29	9	6										44
Huston warnings	3	5	0										
LAWRENCE	5	12	15										32
Lawrence warnings	1	1	0										
BUTTON	6	17	14										37
Button warnings	3	8	5										
LASK	10	23	12										45
Lask warnings	10	0	1										

580

## JANUARY 2021 WARNING VIOLATIONS

Item 9F.

ROW	CITATION	CITATION DATE	OFF_CITY_NM	ST	VIOLATION_ON	VIOLATION_NEAR	VIOLS_DESC	OFFICER
1	21LV00433	3/1/2021	LATHRUP VILLAGE	MI	SANTA ANN	18231 SANTA ANN	NO PARKING 3AM - 6AM	CAR
2	21LV00439	3/1/2021	DETROIT	MI	SOUTHFIELD	CALIFORNIA	NO VALID PLATE	ZAN
3	21LV00454	3/4/2021	LATHRUP VILLAGE	MI	SAN JOSE	19051 SAN JOSE	NO PARKING 3AM - 6AM	CAR
4	21LV00459	3/5/2021	BLOOMFIELD VILLAGE	MI	SUNNYBROOK	LATHRUP	IMPROPER TURN	BUT
5	21LV00463	3/6/2021	SOUTHFIELD	MI	SOUTHFIELD	TWELVE MILE	DISOBEY TRAFFIC CONTROL DEVICE	BUT
6	21LV00470	3/8/2021	SAINT LOUIS	MO	CORAL GABLES	LATHRUP	NO PARKING 3AM - 6AM	CAR
7	21LV00471	3/8/2021	DETROIT	MI	SOUTHFIELD	ELEVEN MILE	EXPIRED PLATES	ROB
8	21LV00474	3/8/2021	LATHRUP VILLAGE	MI	WB 11 MILE	SOUTHFIELD	PROHIBITED TURN	CAR
9	21LV00475	3/8/2021	DETROIT	MI	EVERGREEN	SAN JOSE	SPEED 47/35	CAR
10	21LV00502	3/16/2021	LATHRUP VILLAGE	MI	SAN QUENTIN	18880 SAN QUENTIN	NO PARKING 3AM - 6AM	CAR
11	21LV00503	3/17/2021	SOUTHFIELD	MI	EVERGREEN	SAN JOSE	DROVE WITHOUT LIGHTS	CAR
12	21LV00506	3/17/2021	DETROIT	MI	EB 12 MILE	SOUTHFIELD	DISOBEY TRAFFIC CONTROL DEVICE	ROB
13	21LV00507	3/17/2021	SOUTHFIELD	MI	ELEVEN MILE	RED RIVER	DISOBEY STOP SIGN	LAS
14	21LV00514	3/19/2021	LATHRUP VILLAGE	MI	SUNNYBROOK	SOUTHFIELD	IMPROPER TURN	BUT
15	21LV00523	3/20/2021	SOUTHFIELD	MI	SUNNYBROOK	SOUTHFIELD	IMPROPER TURN	BUT
16	21LV00527	3/22/2021	LATHRUP VILLAGE	MI	BLOOMFIELD	SUNSET	DISOBEY STOP SIGN	ROB
17	21LV00537	3/24/2021	WARREN	MI	SUNNYBROOK	LATHRUP	DISOBEY TRAFFIC CONTROL DEVICE	UPS
18	21LV00538	3/24/2021	LYNNWOOD	WA	SUNNYBROOK	LATHRUP	DISOBEY TRAFFIC CONTROL DEVICE	UPS
19	21LV00540	3/25/2021	LATHRUP VILLAGE	MI	SANTA ANN	18470 SANTA ANN	NO PARKING 3AM - 6AM	CAR
20	21LV00545	3/27/2021	ROMULUS	MI	SUNNYBROOK	SOUTHFIELD	IMPROPER TURN	BUT
21	21LV00551	3/29/2021	SOUTHFIELD	MI	12 MILE	SOUTHFIELD	USE PRIVATE PROP TO AVOID TRAFFIC	CAR
22	21LV00552	3/29/2021	LATHRUP VILLAGE	MI	ELDORADO	18970 ELDORADO	NO PARKING 3AM - 6AM	CAR
23	21LV00558	3/30/2021	SOUTHFIELD	MI	WB 11 MILE	LATHRUP	PROHIBITED TURN	TAC
24	21LV00559	3/31/2021	SOUTHFIELD	MI	MEADOWBROOK	RAINBOW	DISOBEY STOP SIGN	ROB
25								
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## JANUARY 2021 WARNING VIOLATIONS

Item 9F.

31								
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## 2021 ACTIVITY TOTALS

Item 9F.

OFFICERS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	YTD
SGT. TACKETT	113	92	67										272
UPSHAW	24	21	39										84
BECKER	84	68	53										205
ROBERTS	128	65	137										330
TOMPKINS	81	72	0										153
CARMACK	351	305	332										988
HUSTON	85	129	135										349
LAWRENCE	30	83	166										279
BUTTON	39	63	54										156
LASK	48	54	53										155

DATE	EVENT	WHO PARTICIPATED	ACTIONS
3/1/2021	Staff and Command	Zang	staff and command school - MSU, virtual
3/3/2021	pick up prescriptions for Mrs. Rasmussen	Knoll	Mrs. Rasmussen had to return to clinic and was put on additional medications and needed them picked up for her. She is still unable to drive herself.
3/5/2021	Live Transparency Dashboard	McKee/Zang/Knoll	Transparency Dashboard went live on the Police Dept page of the City website
3/8/2021	Published 3 policies for accreditation	McKee/Knoll	Published 3 more policies and procedures working toward accreditation
3/10/2021	March OCACP meeting	McKee/Zang	Oakland Co Chief's meeting
3/14/2021	Fixed Mrs. DeLoach's mailbox	Button	Officer Button came in on his own time and repaired Mrs. DeLoach's mailbox that was damaged by a snowplow.
3/15/2021	Interviewed a potential police officer candidate	McKee	Interviewed and conducted background on a potential candidate.
3/16/2021	LEIN TAC Refresher	Zang/Knoll	required training to continue to be LEIN TAC certified
3/19/2021	Interviewed 3 potential police officer candidates	Zang/Huston	Interviewed 3 potential candidates and moved them forward in the background process
3/22/2021	bi-annual complete LEIN audit	Zang/Knoll	This audit occurs once every 2 years and requires that every member be tested on the rules of LEIN. It requires that 50 warrants be pulled, run and checked for accuracy. All agreements with cooperating agencies (IT Right, Southfield dispatch and fire, Berkley PD for lockup) must be current and up-to-date and presented to LEIN officials.
3/23/2021	Mrs. Egan	McKee/Knoll	home visit to Mrs. Egan who has never met the Police Chief and requested to meet him
3/23/2021	Bryne Jag Grant	McKee	applied for the Bryne Jag Grant to attend the IACP conference in New Orleans in September 2021
3/24/2021	birthday drive by for an 11 year old boy	afternoon shift	Parents celebrating their son's 11th birthday with a parade. Last year the pandemic hit when he turned 10. 28920 Lathrup Blvd. Officers joined the parade to help him celebrate.
3/24/2021	new hats for all dept members	McKee	new uniform winter hats/summer uniform ballcaps with new badge designs were purchased for all department members
weekly	Mrs. Bloom	various members	check on adopt a senior member
weekly	Mrs. McReynolds	various members	check on adopt a senior member
weekly	Mrs. Egan	various members	Mrs. Egan recently had a stroke so in addition to weekly phone calls, she has need assistance with getting her trash wheeled out.
weekly	Mrs. Brady	Carmack	check on adopt a senior member

			Mrs. Chernus has returned home with 24/7 care from Visiting Angels. Checking on her and her caregiver. Mrs. Chernus is suffering from sundowners and calling 911 frequently. She is calmed by the appearance of our officers who she recognizes.
weekly	Mrs. Chernus	various members	
weekly	Mrs. Rasmussen	Knoll	Mrs. Rasmussen gets a weekly phone call to check on her.

## ALARM SUMMARY FOR MARCH 2021

0 burglar alarms (C3902) (March 1 – March 31)  
19 false alarms (L5060) ( March 1 – March 31)

All 19 alarms were considered false or operator error

7 of these alarms were un-registered

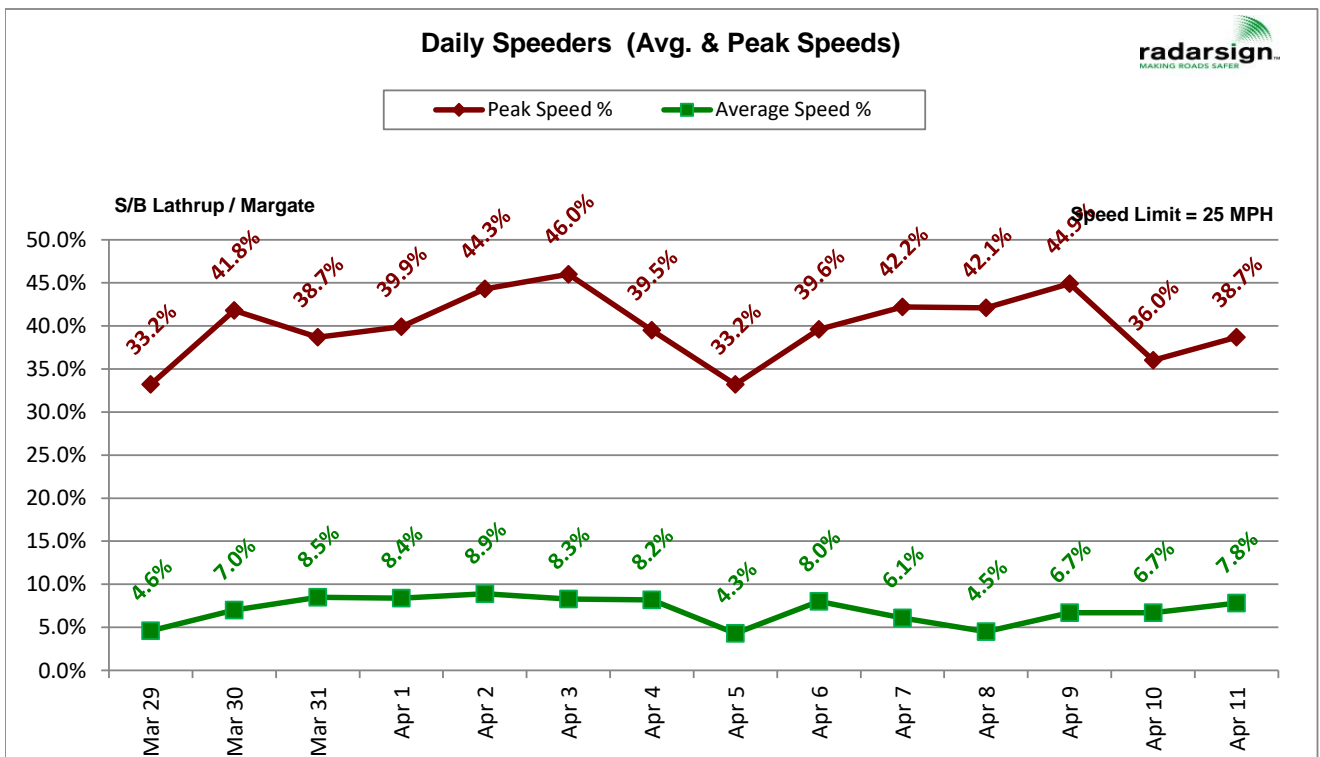
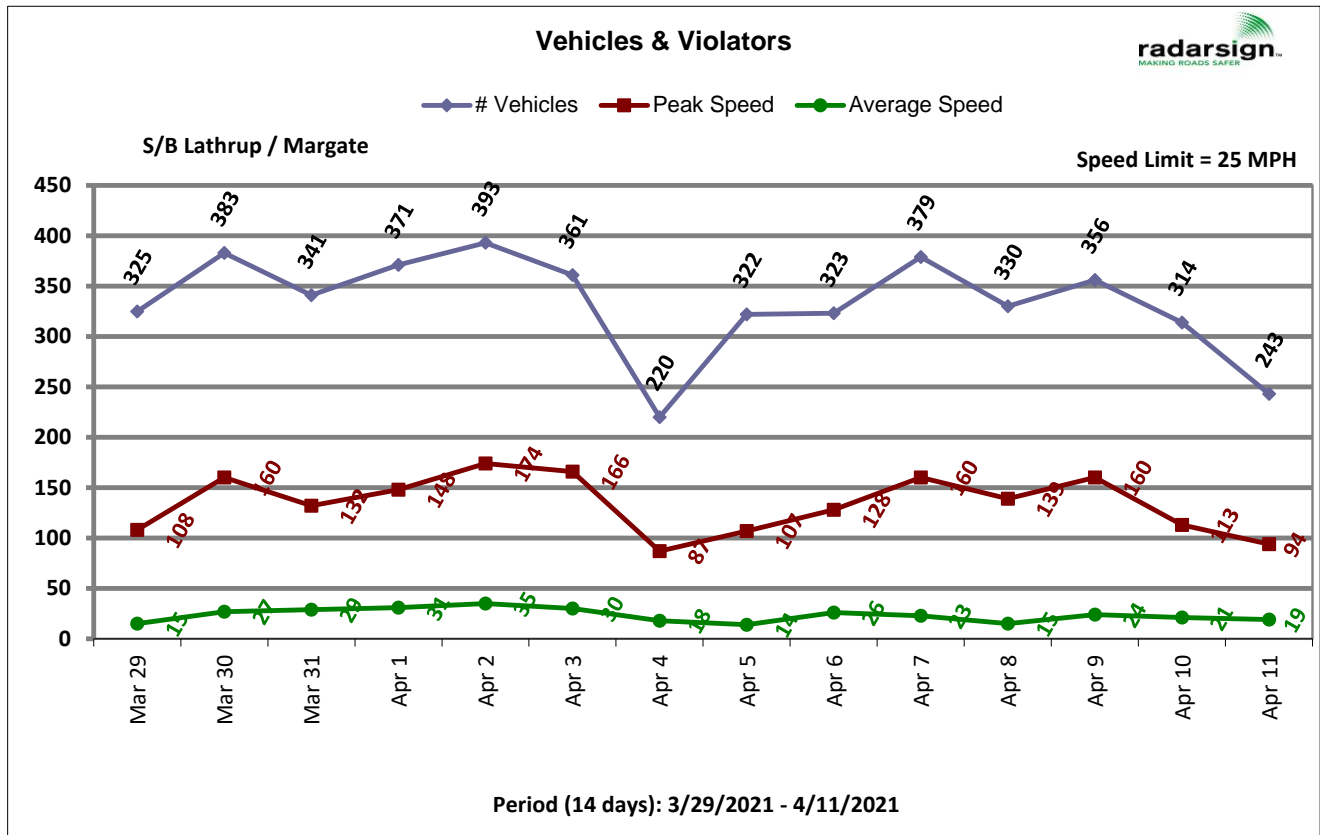
6 of these are residential alarms – 1 residence had 3 alarms this month

1 of these commercial alarms had been sent certified letter – card returned 9/2020

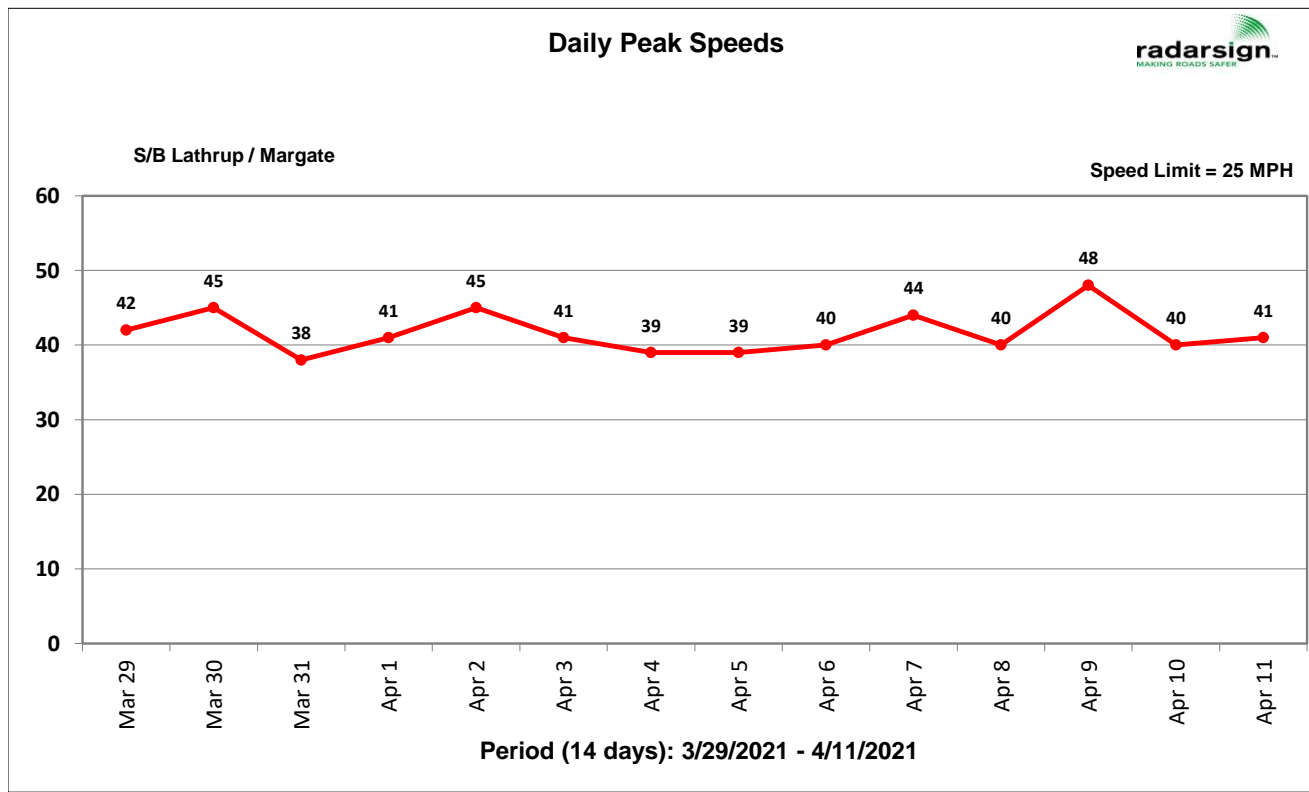
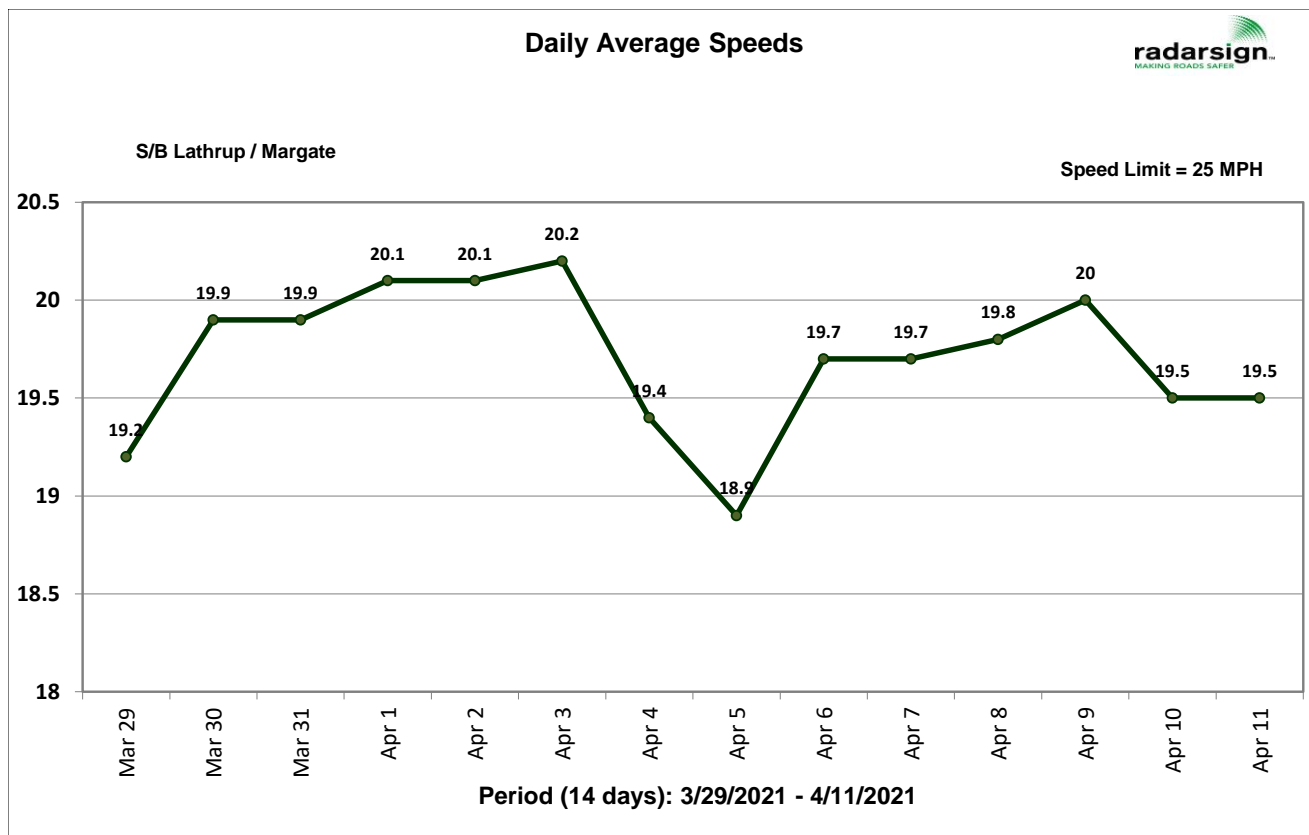
However, the alarm remains unregistered – 2<sup>nd</sup> alarm this year

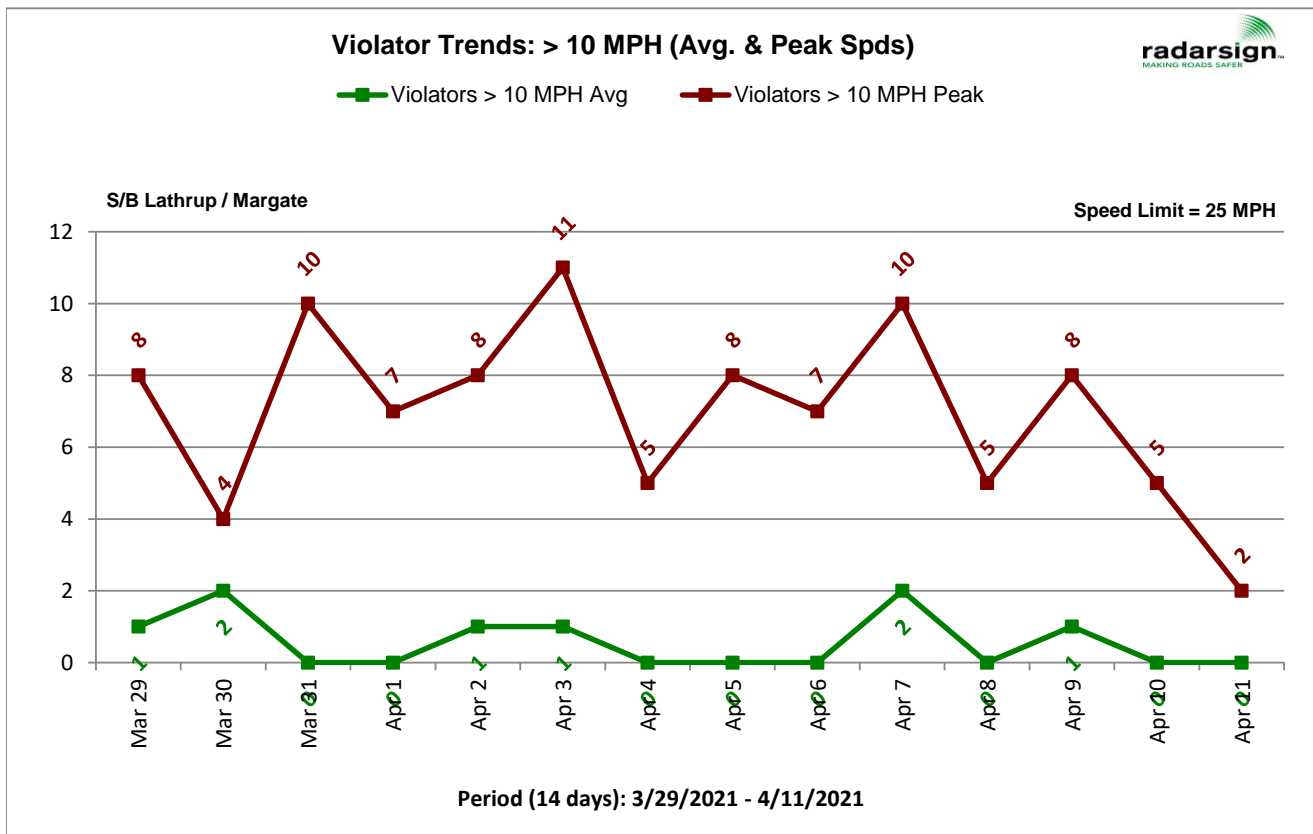
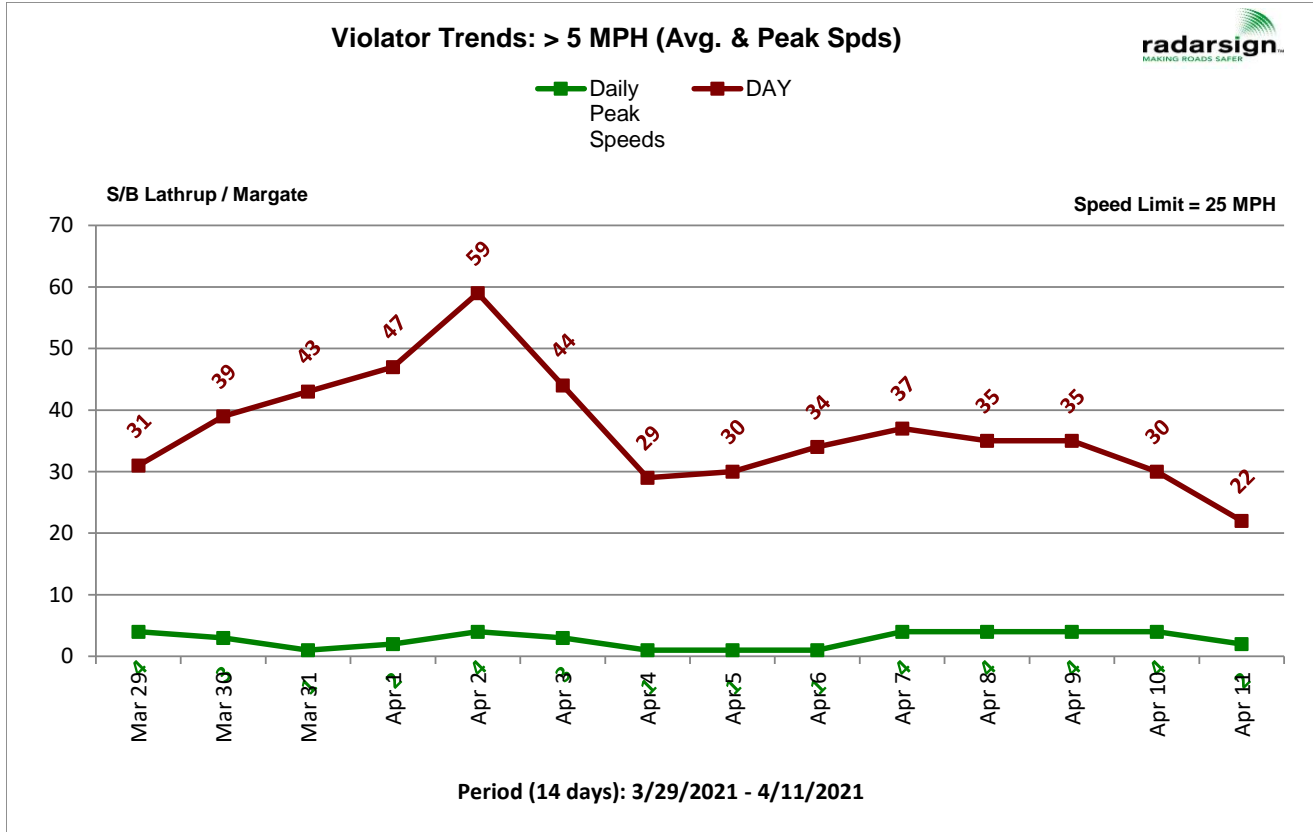
DeMaggio Fine Jewelry – 28001 Southfield had 4 false alarms this month

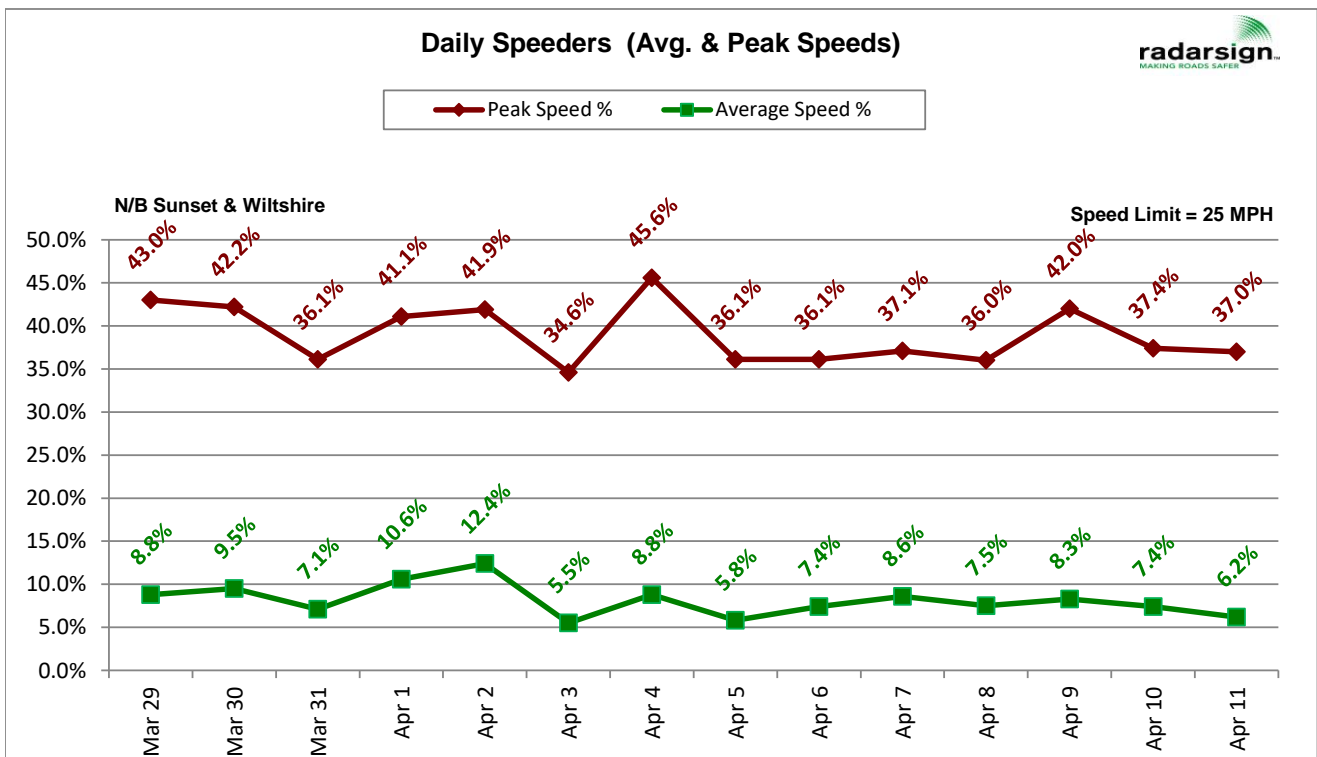
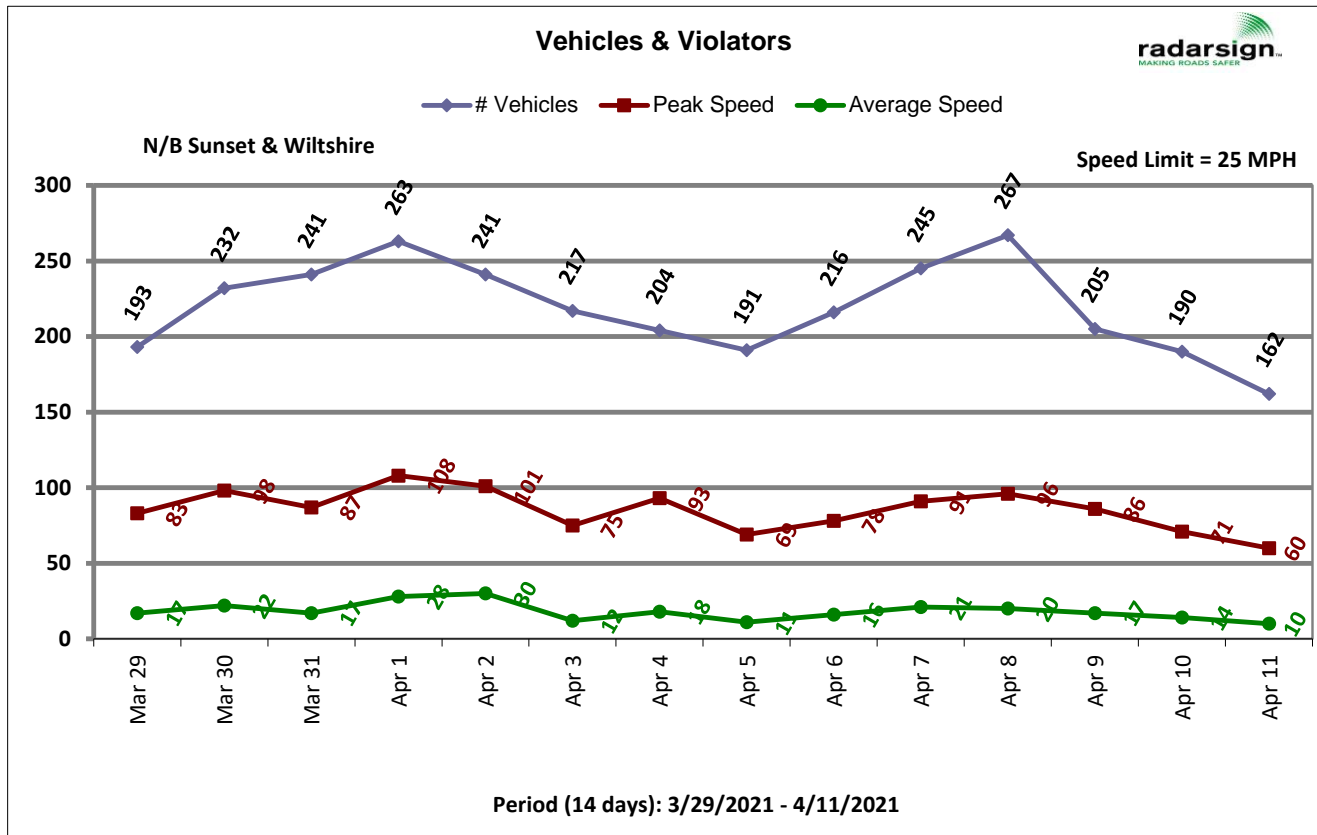




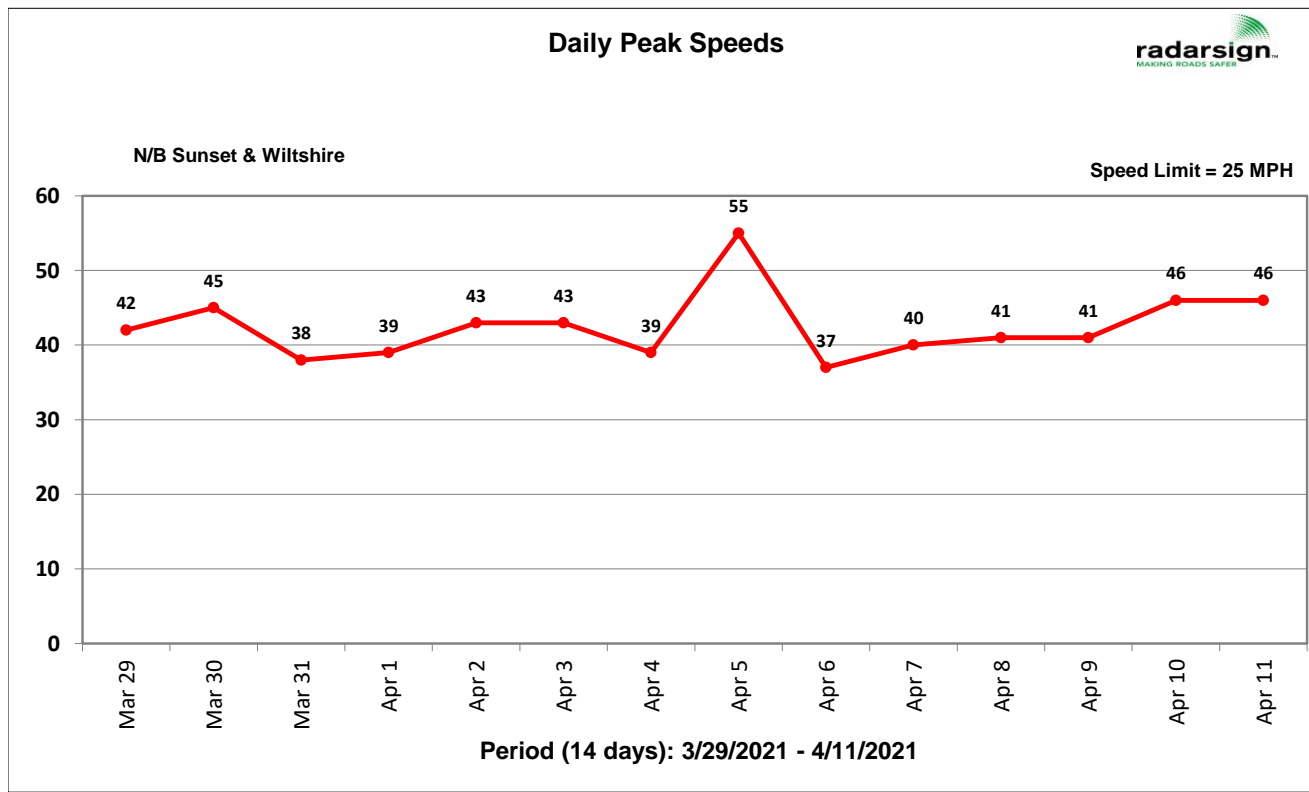
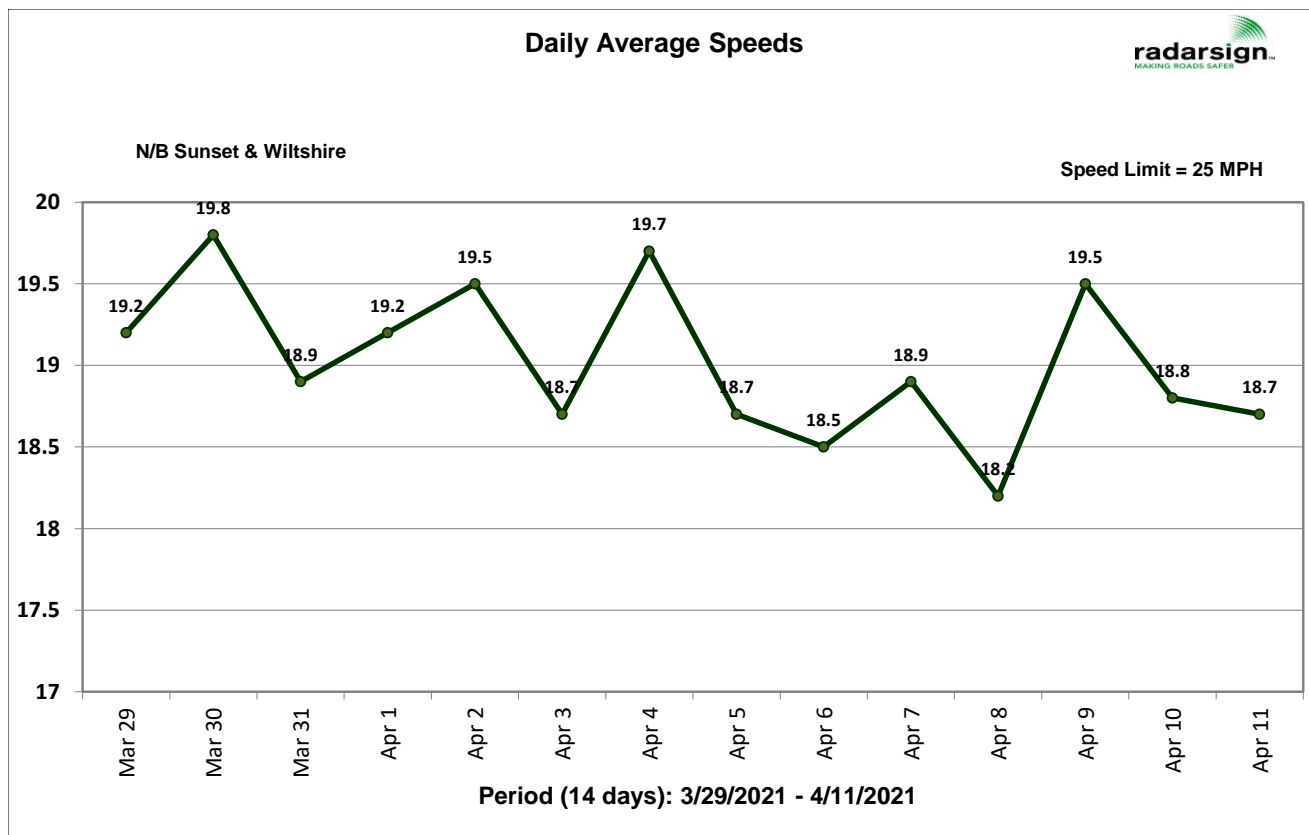
**Period (14 days): 3/29/2021 - 4/11/2021**

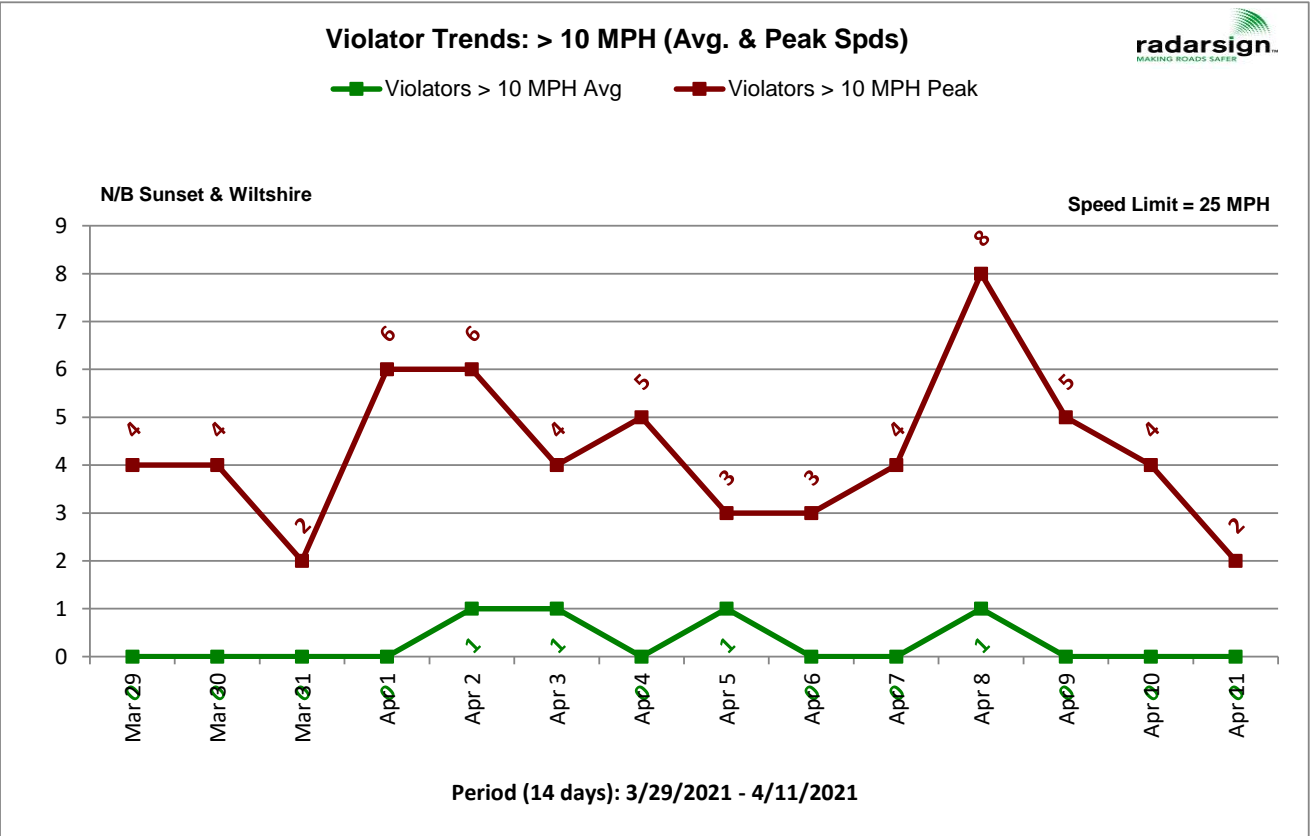
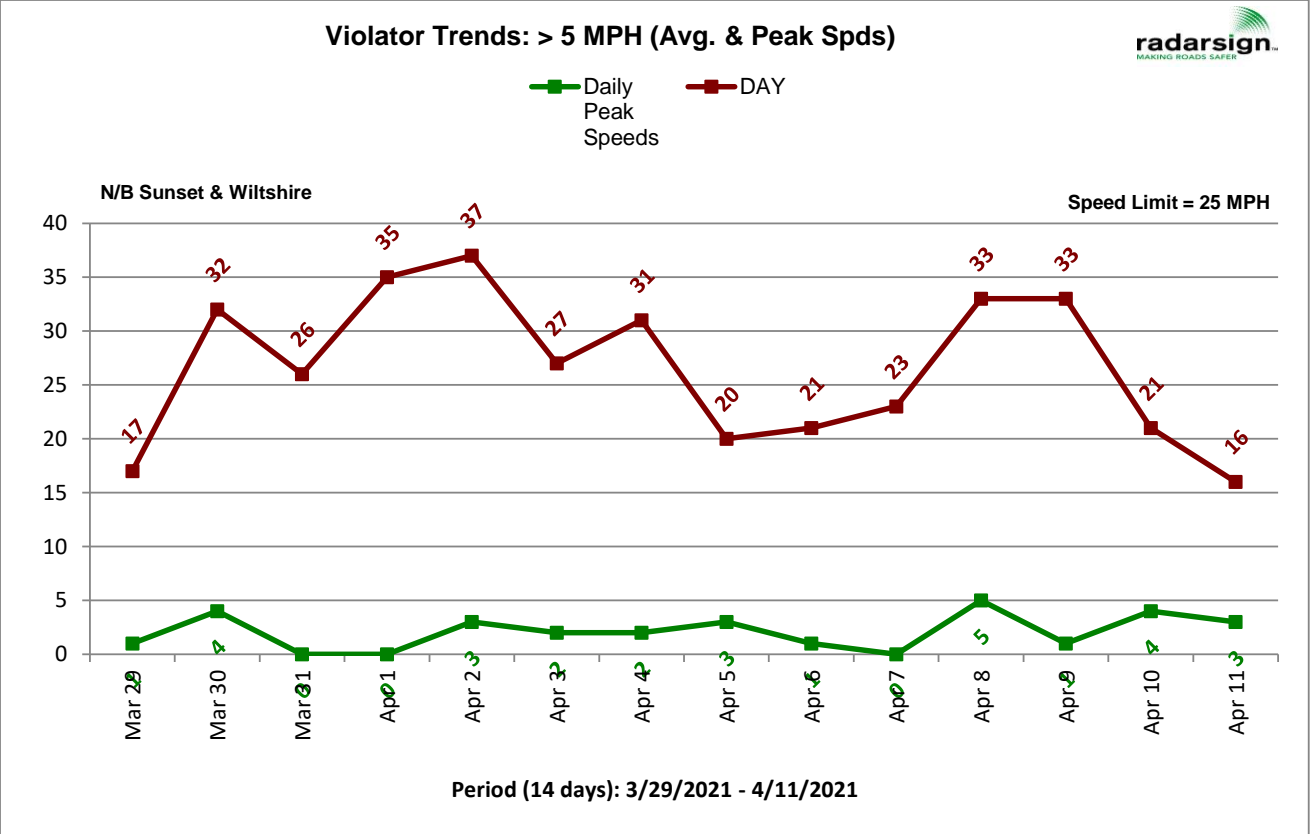






**Period (14 days): 3/29/2021 - 4/11/2021**







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

### **March 2021**

03/01/2021    21-1983           Hospice Death

Officers responded to a hospice death of a 94-year-old resident. The scene was investigated and nothing suspicious was found.

03/01/2021    21-1998           DWLS Arrest

An Officer initiated a traffic stop for disobeying a traffic signal. After an investigation, the driver was found to have a suspended drivers license. He was cited and released on scene due to manpower issues.

03/04/2021    21-2103           Fraud

A resident came into LVPD to make a fraud report. Multiple online orders were placed using the victims debit card. Suspect information was obtained and turned over to the detective bureau. The victim notified their financial institution.

03/04/2021    21-2114           Hit and Run Property Damage Accident

An Officer was dispatched to a traffic crash where one of the vehicles had fled the scene. After a thorough investigation, Officers were able to identify and meet with the driver who fled the scene. He was issued citations for leaving the scene of an accident, driving on a suspended license and failure to yield.

03/05/2021    21-2128           Assault and Battery

Officers were dispatched to a local business where it was reported by a third party that a man had struck a woman in the face inside of a vehicle. The vehicle was gone upon arrival. A valid plate was obtained and the incident is still under investigation.

03/05/2021    21-2129           Identity Theft

A resident came into LVPD to make a report that an unknown person opened a bank account at Chase Bank in her name. The bank was investigating the incident; however, the resident needed a police report number for them to proceed.

03/06/2021 21-2151 DWLS Citation

Officers were dispatched to a traffic crash. After an investigation, one of the drivers was found to have a suspended drivers license. Due to a medical issue that driver had, he was not processed, but given a citation for DWLS and released at the scene.

03/07/2021 21-2185 Custody Dispute / Suspicious Circumstances

An Officer took an initial report from one party of a divorce/custody dispute which was rather contentious. They wanted to document that the other party was not abiding by the court order. A follow up report was taken shortly after. In that report, the same party received cryptic messages from an unknown number telling her to 'watch out' for the other party, as he was not 'acting right.' She was advised how to obtain a PPO and extra patrols are being done at her residence.

03/07/2021 21-2187 Family Trouble

Officers responded to a report that a male subject was continuing to try to contact the female/reporting party, even though an unserved PPO had been obtained. Officer could not contact the male subject on this day. A follow up report was taken indicating that the PPO had been served by certified mail. Extra patrols are being done at the female's residence.

03/08/2021 21-2202 Assist Motorist

While on routine patrol, an Officer found a man attempting to change a tire on his vehicle. After making contact, the officer observed that the man might be having a medical episode. Southfield Fire was requested, who subsequently transported the man to the hospital for evaluation.

03/08/2021 21-2221 Failed to Return Borrowed Vehicle

Officers responded to take a report from a resident who loaned her vehicle to a friend and did not receive it back. The vehicle was located in Detroit by Onstar and disabled so it could be retrieved. The reporting party was advised by the subject's parole officer to make a police report.

03/08/2021 21-2222 Identity Theft

Officers took a report from a resident who stated that she received notification that someone had attempted to obtain COVID relief unemployment benefits in her name. A report was taken and that governing body was advised by the victim.

03/13/2021 21-2372 Misdemeanor Arrest Warrant

An Officer initiated a traffic stop for a prohibited turn violation. After an investigation, it was determined that the driver had an outstanding warrant out of Southfield PD for retail fraud. Due to unit availability at Southfield PD, the Officer placed the subject under arrest and transported him to Southfield Jail.

03/14/2021 21-2396 Neighbor Trouble

Officers responded to a residence where the Michigan State Police were already on scene, investigating a possible reckless driving and PPO violation. Although LVPD assisted in the incident, it was eventually taken over and investigated by MSP, and is still ongoing.

03/14/2021 21-2398 Welfare check

Officers were flagged down by residents that a young child was walking a neighborhood alone, knocking on doors, and looked afraid. An Officer recognized the girl and followed her back to her residence, turning her over to her father.

03/16/2021 21-2472 Fraud

A resident came into LVPD to make a fraud report. There had been multiple unauthorized withdrawals taken from her Fidelity investment account. Suspect information was obtained. LVPD is working with the Investment firm to investigate the matter.

03/16/2021 21-2474 MDOP

A resident came into LVPD to report that her tires had been slashed. She suspected her ex-husband, who had recently been served a PPO. The scene was investigated and extra patrol were initiated at the residence. They later reported that sugar was also placed in the gas tank of the same vehicle. LVPD's investigation is ongoing.

03/17/2021 21-2516 Fraud

Investigators from a financial institution turned over an investigation of theirs. A former employee was duplicating debit cards of credit union members and using them to make transactions and cash withdrawals. LVPD is investigating.

03/17/2021 21-2518 Assault and Battery

Officers were dispatched to a residence where an acquaintance of a man who lived there, entered the home, and assaulted the man. The suspect was gone upon arrival of Officers. The man advised officers that he did not wish to pursue prosecution.

03/17/2021 21-2519 Hospice Death

Officers were sent to the scene of an unattended, natural death of a 75-year-old resident. It was investigated and found not to be suspicious.

03/18/2021 21-2556 Customer Trouble

Officers were dispatched to a doctor's office where a patient was causing a disturbance with the staff due to Covid restrictions. The patient was given a trespass warning for the business.

03/18/2021 21-2561 MDOP

An employee of a local salon came into LVPD to make a report of MDOP. She believes her vehicle was keyed while she was at work. She provided a suspect name to Officers. LVPD is currently investigating the suspect as well as camera's in the parking lot. Investigation ongoing.

03/18/2021 21-2566 Misdemeanor Arrest Warrant

An Officer went to Wayne County Jail – Dickerson Facility to pick up a prisoner on a LVPD misdemeanor warrant. He was transported to Berkley PD, processed and lodged to await arraignment.

03/19/2021 21-2614 Hit and Run Property Damage Accident

Officers were dispatched to a traffic crash. When they arrived, they found that the driver of one of the vehicles fled the scene on foot. He was not located, but the vehicle was impounded and the investigation is ongoing.

03/19/2021 21-2616 Assist Search Warrant Execution

Officers arrived at a residence to be a local presence for a Michigan State Police search warrant execution. This search warrant was related to previous incident 21-2396.

03/19/2021 21-2620 Mental Health Call

While an Officer was sitting in his vehicle doing paperwork in a parking lot, an unknown man ran up to the vehicle and jumped in the backseat of the patrol car. The Officer exited the vehicle, detained the subject, and called for backup. The man had no identification on his person and was unable to verbally communicate with Officers. He was transported to Beaumont Hospital as a John Doe and treated for a psychological evaluation.

03/20/2021 21-2641 Assault and Battery

An employee of a local business was parked near the front door of her business loading her vehicle when an unknown driver of a second vehicle became irate. The driver honked her horn, yelled, poured water on the victim's vehicle, and purposefully clipped the vehicle with her own vehicle. She then exited her vehicle and attempted to fight the victim. Suspect was gone upon arrival of Officers, but a good license plate was obtained and LVPD is investigating the incident.

03/22/2021 21-2690 Suspicious Circumstances

A resident called stating that her ex-husband, who she had just obtained an unserved PPO against, just drove past her home. Officers were unable to locate the man. The woman was advised to hire a process server to serve the PPO.

03/23/2021 21-2736 DWLS Arrest

An Officer initiated a traffic stop for a violation of the motor vehicle code. After an investigation, it was determined that the driver had a suspended drivers license. The driver was arrested, transported to Berkley PD for processing, posted a \$100 bond and was released with a citation.

03/24/2021 21-2794 Accidental Property Damage

Officers responded to a report that a driver hit an unknown object in the roadway, disabling his vehicle. The object turned out to be a large valve to a Southfield Fire Truck. It was turned over to SFD.

03/25/2021 21-2833 Felony Warrant Arrest

An Officer initiated a traffic stop for a violation of the motor vehicle code. After an investigation, it was determined that the driver had a felony warrant for dangerous drugs out of the FBI field office in Detroit. The man was arrested, transported to Berkley PD, processed and lodged. An FBI Special Agent later arrived at Berkley PD and took custody of the man.

03/27/2021    21-2896        Suspicious Circumstance

Officers were called to a residence where a physical altercation between 2 cousins had been reported to have taken place. Officer spoke with both parties, the other being located in Southfield. It was determined that neither party wanted to pursue prosecution.

03/29/2021    21-2958        UDAA (Stolen Motorcycle)

Officers took a report of a motorcycle which was stolen from the side of a home. An investigation was conducted but there were no suspects developed.

03/29/2021    21-2969        Lost Property

A resident came into LVPD to report that he had lost his wallet in an unknown location. He was advised on financial safety protocol regarding the wallet's contents.

# PARKS & RECREATION DEPARTMENT

## APRIL 2021

### Events

Breakfast with the Bunny sold out and went very well. It was a lot of fun and the event went smoothly even though we were indoors. The first outdoor event is Earth Day on April 24. It will be good practice for the summer events.

More work is needed to prepare for the summer events and concerts. However, we have recruited a good number of artists for the art fair. I have two interns but could use another to dedicate to working on summer event prep.

### Classes/Programs

I had to cancel all the Spring fitness classes. There were multiple issues. One, continued low registration. Two, a COVID surge preventing indoor classes. And third, both of my instructors became unavailable for medical reasons. I'm hopeful the non-fitness classes will do better. Thankfully we have many options.

### Parks

There are park cleanups/work days scheduled for each of the 5 parks in April & May. I ordered the items approved via the Parks Improvement (2020-21 CIP). We'll have 5 new trash bins in Municipal and Lathrup Park, two new parks signs (Municipal & Sarrackwood) and three new message boards (Municipal, Goldengate & Sarrackwood). A new planter will be installed at Warren Park. Soccer goals are up at Lathrup & a temporary pickleball court will be installed.

### Rentals

Rentals have picked up for the summer period. We have a lot of bookings for the park for graduation parties and a couple weddings. We will need to provide clear signage and work with the police to manage the folks to show up early on the weekends planning to use the Pavilion without renting it. I plan to post the scheduled rentals each week so folks can see the space is reserved and find out how they can rent the space for their events. We received 4 patio heaters for use at the Pavilion. These will extend the season which we can use and rent the Pavilion.

### Projects

The community vegetable garden is making good progress. The fence poles are up and the remainder of the fence should be complete this weekend, along with building the raised beds. We also installed a cement pad for an eventual shed. They have a great board and good members. 9 plots of 20 are sold.

The dog park is also getting ready to make some moves.

### Upcoming & Requests for Help

Lots of classes, events and outdoor stuff.

Please encourage folks to sign up for the amazing variety of recreational programming they have available. We have in-person and virtual options, free stuff, kids stuff, adult stuff, senior stuff. Hobbies, trips, fitness. It's discouraging to work so hard to set up these programs only to have to cancel.

# FACILITY & SAFETY

## MARCH 2021

### Building

All major building systems are currently functioning as normal.

We've been completing some minor electrical repairs. I plan to have the roofers and heating/cooling for to check for any damage from the winter and prepare for the summer.

The plumber came out to test our water and flush the water fountain lines. They found the fountains are older models without filters. They recommended we not use them.

### Contractors

No updates

### Grounds

We've begun working on the Spring cleanup of City Hall grounds. Debris from the late Fall and Winter was removed. Next we will remove weeds, trim trees/bushes and add mulch where needed. Working with DDA on flowers and landscaping upgrades. Sprinklers will be turned on this week.

### Projects

The basement lobby project came out really nice. It will increase the value of the space once we're able to host dance studio rentals again.

I am setting up a full inspection of the building, which was cancelled due to the pandemic last year. This will help us understand where our issues are and what order we need to address them.

The electrician will be doing some evaluation of the generator to see if we can expand capacity.

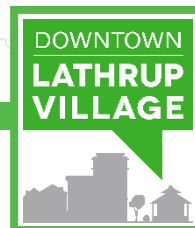
### On-Going Issues

Minor electrical, the water fountains remain unusable

### Safety

Have not been able to finish COVID-19 practices review project or update signage within the building.





## MEMORANDUM

TO: Sheryl Mitchell, City Administrator  
CC: DDA Board of Directors  
FROM: Susie Stec, Director – CED / DDA Director  
DATE: April 13, 2021  
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.

### COVID-19 Resources

- A resource page has been created: [http://www.lathrupvillage.org/how\\_do\\_i/resources.php](http://www.lathrupvillage.org/how_do_i/resources.php). There are a series of links to financial resources & programs available to business.
- DDA just launched another crowdfunding campaign and will reprogram 20/21 budget items to re-fund the Lovin' Lathrup Village Business Relief Mini-Grants.

### Events

- **Spring into Self-Care** is a month-long, virtual event for the month of April. It is featuring tutorials and other short videos from many of our LV businesses. There is a shopping promotion and grand prize drawing. People are encouraged to join the Step UP Challenge, as well. To register for the Step UP Challenge: <https://www.eventbrite.com/e/148942106851>.
- **Spring Roll** to celebrate the implementation of the city's bike route a tour of the city is being planned with Parks & Rec for Saturday, June 5<sup>th</sup>. More details to follow.
- **Corridor Cleanup** will specifically for businesses will be April 17<sup>th</sup> – 23<sup>rd</sup>. The next volunteer-based event be on Saturday, June 12<sup>th</sup> from 9 – 11am. <https://forms.gle/37rGjAY2n3zNTmhc7>
- **Fireside Friday** is being held on Fridays from 11 am – 1 pm at the pavilion in Municipal Park through the month of April. Event is being promoted on social media, website, and e-newsletter. A new event will be promoted through the summer months.
- **Juneteeth Celebration – Unity in the Community** is being planned for Saturday, June 19<sup>th</sup> from 4 – 8pm, overlapping with the Art Fair.

### Grants

- **OC Weatherization** – DDA was successfully awarded \$34,295 in Restaurant Relief Grant Program funds. The bulk of these funds will be used for COVID-19 expense reimbursement incurred by local restaurants. DDA received 2 sanitization stations to be located at Municipal Park, as well as

4 patio heaters to be used during Fireside Fridays. DDA Manager is developing an application for eligible restaurants.

### **Commercial Business/Property Updates**

- 27215 Southfield Road is working on site improvements and interior renovations
- Discount Tire will be seeking a non-conforming use determination from ZBA on April 18<sup>th</sup> before moving through the special land use & site plan review process.
- Ruby Lee's Honey Chicken and Shrimp is applied for a sign permit. They will be locating in the former Happy's Pizza location.

### **Comprehensive Plan update**

- The plan is pending release for comment to the surrounding communities.

### **Cannabis**

- Targeting April 20<sup>th</sup> to present updated ordinance & evaluation criteria to Planning Commission.

### **Infrastructure**

- Letters regarding Sidewalk Replacement Program and Water Service Line excavations were mailed the week of March 15<sup>th</sup>. Instructions on self-identification of service lines were included.
- Susie & Rami continue marking sidewalks in the neighborhoods south of I-696.
- Code enforcement letters to fixing ditches & culverts were mailed week of April 6<sup>th</sup>.
- Paving construction notification letters will be mailed week of April 12<sup>th</sup>
- GIS mapping & data collection system is in place to track excavations, fire hydrants, gate valves, and sidewalk.

### **Miscellaneous**

- Staff is meeting with RCOC to identify interim improvements for Southfield Road. Preliminary scope of work includes ditching and resurfacing.
- Hanging flower baskets will be hung throughout the entire district this spring. DDA will be coordinating a "planting party". Contact Cori at [cdahl@lathrupvillage.org](mailto:cdahl@lathrupvillage.org) to participate.
- Bike Route pavement markings and sign installation will begin and end in May.



A HERITAGE OF GOOD LIVING

**Dr. Sheryl L. Mitchell Theriot****City Administrator**

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

**COUNCIL COMMUNICATION:****TO:** Mayor Garrett and City Council Members**FR:** Sheryl Mitchell Theriot, City Administrator**DA:** April 19, 2021**RE:** Sidewalk Ordinance - Amendment

The current sidewalk ordinance is a process that involves establishing a Special Assessment District and multiple public hearings. Previously, the city has instituted a process that allowed resident to spread the payments over a period of time.

The proposed ordinance amendment reflects the option that does not require a special assessment process and the immediate placement of the repair costs on the property taxes.

**Suggested Motion:**

**2nd Reading of Adoption of Ordinance to Amend Chapter 62 – Streets, Sidewalks, and Other Public Places, Section 122 and 123 - Duty of Property Owners Generally and Standards Generally**

**ORDINANCE NO. \_\_\_\_ - 21**

**CITY OF LATHRUP VILLAGE**

**OAKLAND COUNTY, MICHIGAN**

**AN ORDINANCE TO AMEND CHAPTER 62, STREETS, SIDEWALKS AND OTHER PUBLIC PLACES, AMENDING SUBDIVISION II, STANDARDS, DIVISION 3 – MAINTENANCE, SEC. 122 - STANDARDS GENERALLY AND SEC. 12 – NONCOMPLIANCE; WORK BY CITY.**

**THE CITY COUNCIL OF THE CITY OF LATHRUP VILLAGE ORDAINS:**

**Ordinance Chapter 62. Amendment of Section 122-123**

Chapter 62 Streets, Sidewalks and Other Public Places, Division 3, Maintenance, Section 122-123 Duty of Property Owners Generally and Standards Generally are hereby amended to read as follows:

**Current Ordinance language:**

Sec. 62-122. - Standards generally.

The required maintaining of such sidewalks shall be such that the sidewalk is kept in reasonable repair and in condition reasonably safe and fit for travel and in conformity with the other specifications and standards enumerated in this article. In all events, sidewalks having defects over two inches in width, depth, or height are required to be replaced or repaired.

Sec. 62-123. - Noncompliance; work by city.

If an owner fails to comply with the duties and requirements imposed by this division, the city administrator may repair, reconstruct, and maintain the sidewalk at the initial cost and expense of the city as a public health and safety measure. The city's cost and expense shall be a debt owing the city from the owner and may be specially assessed pursuant to article III of chapter 58 or other applicable ordinance.

**Proposed amendments (changes in red)**

Sec. 62-122. - Standards generally.

The required maintaining of such sidewalks shall be such that the sidewalk is kept in reasonable repair and in condition reasonably safe and fit for travel and in conformity

with the other specifications and standards enumerated in this article. In all events, sidewalks **with cracked or spalling concrete or** having defects over two inches in width, depth, or height **constitute a hazard and** are required to be replaced or repaired.

**Sec. 62-123. - Sidewalks needing repair; notice to property owner; repair by city.**

(a) Whenever the city administrator determines that a sidewalk fails to meet the standards identified in Section 62-122, notice may be given to the owner of the lot or premises adjacent to and abutting upon such sidewalk of the city administrator's determination. Such notice shall be given in accordance with subsection (c). Thereafter, it shall be the duty of the owner to place the sidewalk in a safe condition. Such notice shall specify a reasonable time, not less than ten (10) days, within which such work shall be completed with due diligence.

(b) If the owner of such lot or premises shall refuse or neglect to repair the sidewalk within the time limited therefor, or in a manner otherwise than in accordance with this article, the city administrator shall have the sidewalk repaired at the initial cost and expense of the city as a public health and safety measure. If the city administrator determines that the condition of the sidewalk is such that immediate repair is necessary to protect the public, they may dispense with the notice and institute the repairs immediately. In any event, the cost of repairs under this section shall be charged against the premises which adjoins the sidewalk and shall be paid by the owner of the premises. If not paid, the cost of repairs shall be collected as provided in section 11.9 of the Charter and Article III of Chapter 58.

(c) Notice regarding sidewalk repairs shall be served in the following manner:

(1) By delivering the notice to the owner personally or by leaving the same at the owner's residence, office or place of business with some person of suitable age and discretion;

(2) By mailing the notice by first class mail to such owner at his or her last known address; or

(3) If the owner is unknown, by posting the notice in some conspicuous place on the premises at least fifteen (15) days before the required work shall be completed. No person shall interfere with, obstruct, mutilate, conceal or tear down any official notice or placard posted by any city official, unless permission is given by such officer to remove the notice.

**Section 2 of Ordinance. Repealer.**

This ordinance repeals any ordinances in conflict thereof.

**Section 3 of Ordinance. Severability.**

If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional, such decisions shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof,

irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

**Section 4 of Ordinance. Savings Clause.**

Nothing in this ordinance shall be construed to affect any suit or proceeding pending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in this ordinance; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this ordinance.

**Section 5 of Ordinance. Publication and Effective Date.**

This ordinance shall be effective \_\_\_\_\_. The City Clerk is hereby ordered and directed to cause this ordinance or a summary of this ordinance to be published in the manner required by law.

**Section 6 of Ordinance. Adoption.**

That this ordinance was duly adopted by the City of Lathrup Village City Council at its regular meeting called and held on \_\_\_\_\_, 2021, and was ordered given publication in the manner required by law.

CITY OF LATHRUP VILLAGE

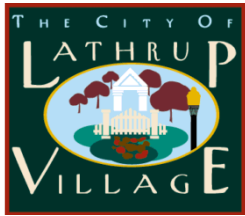
\_\_\_\_\_  
YVETTE TALLEY, City Clerk

Introduction Date: March 15, 2021

Adoption Date: \_\_\_\_\_, 2021

Publication Date: \_\_\_\_\_, 2021

Effective Date: \_\_\_\_\_, 2021



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### **COUNCIL COMMUNICATION:**

**TO:** Mayor Garrett and City Council Members

**FR:** Sheryl Mitchell Theriot, City Administrator

**DA:** April 19, 2021

**RE:** Sidewalk Replacement Program – Tree Root

**SIDEWALK REPLACEMENT PROGRAM** – the 2021 project area is the residential area south of 11 Mile/I-696 and the commercial corridor of Southfield Road have been identified for this year's sidewalk program. An evaluation of the sidewalks is currently underway, with information be uploaded through a "Collector" application to a GIS system. Of approximately 60 sidewalk flags in this years sidewalk project area, 11 are raised in part due to city tree roots.

Instead of the Special Assessment Process, on the agenda is an Ordinance to amend the sidewalk ordinance to allow for notification to the property owner and allowing the owner a reasonable time (not less than 10 days) to complete the repairs. The typical flag costs \$125 - \$150 to replace.

If the repairs are not undertaken, the city can move forward with the repairs at city expense to address this as a public health and safety measure. The cost of the repairs shall be charged about the adjacent property owner.

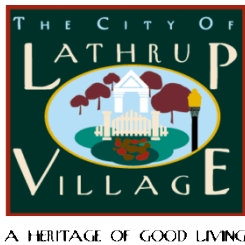
For the 2021 Sidewalk program, it is being recommended to allow the property owners to contract for the repairs themselves; pay the full amount upon invoice; or divide the payments over 2 years (due December 1, 2021 and December 1, 2022). For any missed payments, the entire balance will be placed on the Summer Tax bill.

**TREE ROOTS** - It is recognized that many of the sidewalks are lifted up by the roots from City trees located in the easement area. The repair/replacement of the sidewalk is the responsibility of the property owner. Some of the sidewalk repairs may require the grinding of the tree roots, in order to help level the sidewalk flags. The additional cost for grinding the tree roots is estimated at \$100 each. This would normally also be the responsibility of the property owner adjacent to the raised sidewalk.

**RECOMMENDATION:** For the 2021-2023 Sidewalk Replacement Program, that the City of Lathrup Village assume the costs associated with grinding the roots of city trees that are impacting safe sidewalk conditions.

### **Suggested Motion:**

**Adopt Policy and Amend the 2021-2023 Sidewalk Replacement Program to reflect that the City of Lathrup Village will assume the costs associated with grinding the roots of city trees that are impacting safe sidewalk conditions.**



## CITY OF LATHRUP VILLAGE

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

### SIDEWALK REPLACEMENT PROGRAM OUTLINE

- City Ordinance (Sec. 62.122) requires that sidewalks be maintained in a reasonable repair and a safe condition. Defects are required to be replaced or repaired by the abutting property owner
- The property owners abutting the sidewalks requiring repair/replacement have the option to either:
  - Do the work themselves or hire contractor for the repairs; requires obtaining a permit
  - Participate in the City Sidewalk Program (permit fees are waived); and either:
    - Pay the full amount upon notification of cost/invoice
    - Divide the payments over 2 years
- **3 Year Program\***

Year	Residential Area	Business Area
Year 1 – 2021	South of I-696/11 Mile (east and west of Southfield Rd)	Southfield Corridor (from Lincoln to 12 Mile)
Year 2 – 2022	East of Southfield Rd	11 Mile Rd and 12 Mile Rd (East of Southfield Rd)
Year 3 – 2023	West of Southfield Rd	11 Mile Rd and 12 Mile Rd (West of Southfield Rd)

*\*Areas included in Years and 2 and 3 may be subject to change*

- **Sidewalk Flags** – sidewalk flag replacement cost will be based on prices provided by successful bid (estimated at \$125 - \$150)
- **Sidewalk Defect** – in accordance with the Sidewalk Replacement Program Marking Key identifying criteria for: stubbers, cracked, drainage, holes/pitting, scaling, slope, and other defects
- **Tree Roots** – the sidewalk repair/replacement may require the tree roots to be shaved in order to level the sidewalk flag. The cost (est. \$100) of grinding the tree roots only will be the responsibility of **City of Lathrup Village for duration of the 2021-2023 Sidewalk Program.**
- **Administration Fee** – 10% for participating in the city program (or as approved by Council)
- **Finance Charge** - 5% annual fee for carrying a balance (or as approved by Council)

Revised 4/19/2021



## CITY OF LATHRUP VILLAGE SIDEWALK REPLACEMENT PROGRAM

### Proposed Schedule

**March– April 2021** – City staff will be marking flags which meet the criteria detailed in the Sidewalk Replacement Program Standard Operating Procedures. A request for Proposals (RFP) for cement contractors will be drafted and released by the end of April.

**Early May 2021** – RFPs are due. The City contractor is selected, and a contract is drafted for consideration by City Council.

**Late May 2021** – Letter to property owners with the amount owed and notice of public hearing.

**May 17 or June 21, 2021** – The contract is presented to City Council for approval. There will also be a Public Hearing at this meeting.

**June/July 2021** – Notice of bid award; signing of contract; pre-construction conference

**July/August 2021** – Contractor to begin work.

**September/October 2021** - completion of project

Should the property owner's sidewalk need repair or replacement, they will be given two options to ensure your sidewalk is safe and in compliance with the City's ordinances.

**Option 1:** Have the City's contractor perform the work. This avoids the cost of having to obtain a permit and will be based on the actual cost of the replacement work (at the City's volume discounted rate). Should they choose this option, the amount you are responsible for can either be paid up front or they will be billed when work is complete (**approximately October 2021**). They will have the option of making the payment over two years. Outstanding balances not paid by December 1, 2021, will be placed on the Summer 2022 tax bill.

**Option 2:** Perform the work yourself or hire a contractor of your choice. Should you choose this option, you must notify the City who your contractor is by June 11, 2021 and pull the required permits. If work is not completed by **August 31, 2021**, the City's contractor will do the work and you will be billed upon completion (approximately October 2021). Outstanding balances not paid by December will be placed on the Summer 2022 tax bill.

**Updates and Project Information:** The City has setup an Infrastructure project page on our website ([www.lathrupvillage.org](http://www.lathrupvillage.org)) to provide detailed information on the Sidewalk Replacement Program, upcoming capital improvement projects.

**Questions:** Please contact Susie Stec, Director – Community & Economic Development at [sstec@lathrupvillage.org](mailto:sstec@lathrupvillage.org) or 248.557.2600 ext.223.



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smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

**COUNCIL COMMUNICATION:****TO:** Mayor Garrett and City Council Members**FR:** Sheryl Mitchell Theriot, City Administrator**DA:** April 19, 2021**RE:** Adoption of Adoption of Final Delinquent Special Assessment Roll

At the end of each year there are delinquent water and other bills (such as unpaid grass or weed mowing charges, delinquent water and sewage disposal charges, sidewalk repair charges, or nuisance abatement).

This starts the process of moving these amounts to the tax roll identifying the tentative special assessments in December and scheduling a public hearing in January. Property owners have until April before the amounts are placed on their tax bill.

Attached you will find the water and other special assessments. The action today certifies the special assessments as delinquent, which is the last step before going to the County to be placed on the tax roll.

Following are the water and other special assessment amounts owed at this time and for the previous several years:

<b>2020</b>	<b>\$177,499</b>
2019	\$264,766
2018	\$263,383
2017	\$246,482
2016	\$284,060
2015	\$204,807
2014	\$189,446
2013	\$208,052
2012	\$254,019
2011	\$197,208
2010	\$143,150
2009	\$157,618

**Suggested Motion:**

To Adopt the attached Resolution as provided for Delinquent Special Assessments.

Parcel Id #	Address	Amount	0.10	Total
24-14-203-002	18810 Alhambra	\$ 459.24	\$ 45.92	\$ 505.16
24-13-106-009	17386 Avilla	\$ 813.40	\$ 81.34	\$ 894.74
24-13-108-001	17415 Avilla	\$ 1,089.70	\$ 108.97	\$ 1,198.67
24-14-229-010	28731 Blackstone	\$ 1,157.53	\$ 115.75	\$ 1,273.28
24-23-207-006	26779 Bloomfield	\$ 739.41	\$ 73.94	\$ 813.35
24-14-452-008	27375 Bloomfield	\$ 377.23	\$ 37.72	\$ 414.95
24-14-202-009	28725 Bloomfield	\$ 2,068.52	\$ 206.85	\$ 2,275.37
24-14-451-019	18800 Bungalow	\$ 360.39	\$ 36.04	\$ 396.43
24-14-451-017	18830 Bungalow	\$ 667.92	\$ 66.79	\$ 734.71
24-13-303-012	27705 E. California	\$ 828.35	\$ 82.84	\$ 911.19
24-13-303-020	27735 E. California	\$ 688.43	\$ 68.84	\$ 757.27
24-13-155-011	27934 E. California	\$ 1,407.91	\$ 140.79	\$ 1,548.70
24-14-430-004	27610 W. California	\$ 435.67	\$ 43.57	\$ 479.24
24-14-430-001	27660 W. California	\$ 684.90	\$ 68.49	\$ 753.39
24-14-429-003	27714 W. California	\$ 762.67	\$ 76.27	\$ 838.94
24-13-357-003	17631 Cambridge	\$ 1,617.43	\$ 161.74	\$ 1,779.17
24-14-456-006	18659 Cambridge	\$ 2,160.48	\$ 216.05	\$ 2,376.53
24-14-452-014	18736 Cambridge	\$ 475.97	\$ 47.60	\$ 523.57
24-14-452-012	18776 Cambridge	\$ 1,063.70	\$ 106.37	\$ 1,170.07
24-24-101-033	17594 Coral Gables	\$ 702.31	\$ 70.23	\$ 772.54
24-24-103-016	17601 Coral Gables	\$ 1,219.30	\$ 121.93	\$ 1,341.23
24-23-229-007	18153 Coral Gables	\$ 1,740.52	\$ 174.05	\$ 1,914.57
24-23-226-035	18434 Coral Gables	\$ 1,260.03	\$ 126.00	\$ 1,386.03
24-23-228-003	18475 Coral Gables	\$ 725.41	\$ 72.54	\$ 797.95
24-14-251-007	18810 Dolores	\$ 2,082.07	\$ 208.21	\$ 2,290.28
24-23-252-003	18941 Eldorado Place	\$ 1,044.79	\$ 104.48	\$ 1,149.27
24-14-477-020	27027 Eldorado Place	\$ 949.35	\$ 94.94	\$ 1,044.29
24-14-280-001	28060 Eldorado Place	\$ 588.79	\$ 58.88	\$ 647.67
24-14-276-016	28265 Eldorado Place	\$ 361.84	\$ 36.18	\$ 398.02
24-14-228-012	28530 Eldorado Place	\$ 684.90	\$ 68.49	\$ 753.39
24-14-228-007	28650 Eldorado Place	\$ 1,520.37	\$ 152.04	\$ 1,672.41
24-14-228-004	28700 Eldorado Place	\$ 976.55	\$ 97.66	\$ 1,074.21
24-14-228-003	28720 Eldorado Place	\$ 891.30	\$ 89.13	\$ 980.43
24-14-207-008	28735 Eldorado Place	\$ 815.03	\$ 81.50	\$ 896.53
24-14-478-037	18220 Eleven Mile Road	\$ 636.45	\$ 63.65	\$ 700.10
24-14-381-030	19110 Eleven Mile Road	\$ 397.35	\$ 39.74	\$ 437.09
24-14-381-025	19160 Eleven Mile Road	\$ 699.45	\$ 69.95	\$ 769.40
24-14-381-025	19160 Eleven Mile Road	\$ 1,100.65	\$ 110.07	\$ 1,210.72
24-14-385-013	19284 Eleven Mile Road	\$ 387.28	\$ 38.73	\$ 426.01
24-14-256-002	18535 Glenwood	\$ 1,278.44	\$ 127.84	\$ 1,406.28
24-14-252-008	18794 Glenwood	\$ 5,596.67	\$ 559.67	\$ 6,156.34
24-14-477-010	27270 Goldengate	\$ 671.81	\$ 67.18	\$ 738.99
24-14-479-001	27490 Goldengate	\$ 1,161.56	\$ 116.16	\$ 1,277.72
24-14-430-012	27535 Goldengate	\$ 710.50	\$ 71.05	\$ 781.55
24-23-253-002	18850 Hampshire	\$ 688.44	\$ 68.84	\$ 757.28
24-23-206-002	18980 Hampshire	\$ 1,763.27	\$ 176.33	\$ 1,939.60
24-23-277-023	18150 Kilbirnie	\$ 591.01	\$ 59.10	\$ 650.11
24-14-204-012	18740 Lacrosse	\$ 914.01	\$ 91.40	\$ 1,005.41
24-14-179-003	19015 Lacrosse	\$ 733.33	\$ 73.33	\$ 806.66
24-24-105-009	26676 Lathrup	\$ 1,895.93	\$ 189.59	\$ 2,085.52
24-24-103-023	26715 Lathrup	\$ 1,679.82	\$ 167.98	\$ 1,847.80
24-13-102-001	28950 Lathrup	\$ 736.96	\$ 73.70	\$ 810.66
24-23-254-013	26231 Meadowbrook Way	\$ 2,020.07	\$ 202.01	\$ 2,222.08
24-23-254-016	26263 Meadowbrook Way	\$ 812.64	\$ 81.26	\$ 893.90
24-23-255-001	26350 Meadowbrook Way	\$ 1,998.12	\$ 199.81	\$ 2,197.93
24-14-478-005	27035 Meadowbrook Way	\$ 7,182.18	\$ 718.22	\$ 7,900.40
24-23-230-016	18190 Meadowood	\$ 2,252.01	\$ 225.20	\$ 2,477.21
24-23-230-012	18254 Meadowood	\$ 1,801.12	\$ 180.11	\$ 1,981.23
24-23-277-005	18271 Meadowood	\$ 3,116.07	\$ 311.61	\$ 3,427.68
24-23-255-014	18421 Middlesex	\$ 1,554.85	\$ 155.49	\$ 1,710.34
24-23-276-006	18444 Middlesex	\$ 1,370.88	\$ 137.09	\$ 1,507.97
24-23-255-011	18459 Middlesex	\$ 1,327.66	\$ 132.77	\$ 1,460.43
24-14-310-010	27501 Morningside Plaza	\$ 582.38	\$ 58.24	\$ 640.62
24-14-310-003	27604 Morningside Plaza	\$ 699.45	\$ 69.95	\$ 769.40
24-14-333-002	27600 Rackham	\$ 1,488.84	\$ 148.88	\$ 1,637.72
24-14-330-005	27653 Rackham	\$ 1,795.47	\$ 179.55	\$ 1,975.02
24-14-327-006	27851 Rackham	\$ 2,248.05	\$ 224.81	\$ 2,472.86
24-14-376-010	27453 Rainbow Circle	\$ 1,431.18	\$ 143.12	\$ 1,574.30
24-14-353-021	27544 Rainbow Circle	\$ 2,499.25	\$ 249.93	\$ 2,749.18
24-14-307-006	27828 Rainbow Circle	\$ 3,090.45	\$ 309.05	\$ 3,399.50
24-24-154-038	17575 Rainbow Drive	\$ 381.93	\$ 38.19	\$ 420.12
24-24-153-025	17600 Rainbow Drive	\$ 2,788.07	\$ 278.81	\$ 3,066.88
24-23-276-020	18207 Rainbow Drive	\$ 699.45	\$ 69.95	\$ 769.40
24-23-278-002	18266 Rainbow Drive	\$ 488.44	\$ 48.84	\$ 537.28
24-23-276-014	18301 Rainbow Drive	\$ 998.41	\$ 99.84	\$ 1,098.25

24-23-277-002	18330 Rainbow Drive	\$ 1,111.27	\$ 111.13	\$ 1,222.40
24-14-381-022	19067 Rainbow Drive	\$ 302.00	\$ 30.20	\$ 332.20
24-24-103-028	17578 Ramsgate	\$ 906.42	\$ 90.64	\$ 997.06
24-24-103-026	17590 Ramsgate	\$ 685.42	\$ 68.54	\$ 753.96
24-23-229-010	18232 Ramsgate	\$ 861.38	\$ 86.14	\$ 947.52
24-14-376-011	27330 Red River	\$ 699.45	\$ 69.95	\$ 769.40
24-13-102-013	17380 Roseland	\$ 1,379.90	\$ 137.99	\$ 1,517.89
24-13-104-005	17387 Roseland	\$ 1,773.32	\$ 177.33	\$ 1,950.65
24-13-101-018	17570 Roseland	\$ 2,367.51	\$ 236.75	\$ 2,604.26
24-13-101-017	17590 Roseland	\$ 1,554.16	\$ 155.42	\$ 1,709.58
24-14-227-040	18130 Roseland	\$ 2,217.77	\$ 221.78	\$ 2,439.55
24-14-227-037	18170 Roseland	\$ 833.96	\$ 83.40	\$ 917.36
24-14-229-005	18245 Roseland	\$ 746.64	\$ 74.66	\$ 821.30
24-14-226-043	18490 Roseland	\$ 1,212.85	\$ 121.29	\$ 1,334.14
24-14-451-005	18793 San Diego	\$ 732.44	\$ 73.24	\$ 805.68
24-14-404-011	18830 San Diego	\$ 1,374.41	\$ 137.44	\$ 1,511.85
24-14-451-002	18837 San Diego	\$ 1,074.89	\$ 107.49	\$ 1,182.38
24-14-301-046	27850 San Jose Ct.	\$ 699.44	\$ 69.94	\$ 769.38
24-14-405-004	18575 San Quentin	\$ 684.90	\$ 68.49	\$ 753.39
24-14-402-013	18856 San Quentin	\$ 1,095.70	\$ 109.57	\$ 1,205.27
24-14-404-010	27620 Santa Barbara	\$ 1,242.44	\$ 124.24	\$ 1,366.68
24-14-402-001	27772 Santa Barbara	\$ 395.88	\$ 39.59	\$ 435.47
24-14-182-010	28021 Santa Barbara	\$ 635.64	\$ 63.56	\$ 699.20
24-14-252-001	28250 Santa Barbara	\$ 1,025.05	\$ 102.51	\$ 1,127.56
24-14-127-022	28771 Santa Barbara	\$ 1,595.76	\$ 159.58	\$ 1,755.34
24-14-426-009	18457 Saratoga	\$ 684.90	\$ 68.49	\$ 753.39
24-14-426-004	18525 Saratoga	\$ 1,170.87	\$ 117.09	\$ 1,287.96
24-14-401-006	18755 Saratoga	\$ 1,191.37	\$ 119.14	\$ 1,310.51
24-14-228-016	28807 Somerset Pl.	\$ 812.69	\$ 81.27	\$ 893.96
24-14-481-034	27411 Southfield Rd.	\$ 1,302.00	\$ 130.20	\$ 1,432.20
24-14-280-015	28001 Southfield Rd.	\$ 903.51	\$ 90.35	\$ 993.86
24-14-277-031	28305 Southfield Rd.	\$ 310.20	\$ 31.02	\$ 341.22
24-14-232-026	28505 Southfield Rd.	\$ 876.87	\$ 87.69	\$ 964.56
24-14-232-007	28551 Southfield Rd.	\$ 691.81	\$ 69.18	\$ 760.99
24-14-231-006	28631 Southfeild Rd.	\$ 397.78	\$ 39.78	\$ 437.56
24-14-231-006	28635 Southfeild Rd.	\$ 397.70	\$ 39.77	\$ 437.47
24-14-231-005	28641 Southfield Rd.	\$ 286.58	\$ 28.66	\$ 315.24
24-14-231-005	28690 Southfield Rd.	\$ 1,452.74	\$ 145.27	\$ 1,598.01
24-14-230-018	28840 Southfeild Rd.	\$ 806.47	\$ 80.65	\$ 887.12
24-14-230-018	28871 Southfield Rd.	\$ 308.84	\$ 30.88	\$ 339.72
24-23-252-007	18860 Sunbright	\$ 1,504.05	\$ 150.41	\$ 1,654.46
24-14-483-014	18120 Sunnybrook	\$ 874.12	\$ 87.41	\$ 961.53
24-14-484-004	18151 Sunnybrook	\$ 698.22	\$ 69.82	\$ 768.04
24-14-484-001	18189 Sunnybrook	\$ 802.70	\$ 80.27	\$ 882.97
24-14-453-013	18756 Sunnybrook	\$ 931.40	\$ 93.14	\$ 1,024.54
24-14-256-017	28095 Sunset	\$ 574.84	\$ 57.48	\$ 632.32
24-14-276-001	28456 Sunset	\$ 356.06	\$ 35.61	\$ 391.67
24-14-207-007	28510 Sunset	\$ 1,733.16	\$ 173.32	\$ 1,906.48
24-14-207-006	28534 Sunset	\$ 1,270.02	\$ 127.00	\$ 1,397.02
24-14-207-002	28626 Sunset	\$ 853.23	\$ 85.32	\$ 938.55
24-13-101-002	17641 Twelve Mile Rd.	\$ 794.90	\$ 79.49	\$ 874.39
24-13-107-009	17640 Wiltshire	\$ 1,247.72	\$ 124.77	\$ 1,372.49
24-13-107-008	17656 Wiltshire	\$ 1,769.78	\$ 176.98	\$ 1,946.76
24-14-232-013	18180 Wiltshire	\$ 782.23	\$ 78.22	\$ 860.45
24-14-277-008	18185 Wiltshire	\$ 1,306.09	\$ 130.61	\$ 1,436.70
24-14-206-006	18520 Wiltshire	\$ 1,381.49	\$ 138.15	\$ 1,519.64
24-14-251-005	18741 Wiltshire	\$ 2,187.11	\$ 218.71	\$ 2,405.82
24-14-180-002	19091 Wiltshire	\$ 1,288.95	\$ 128.90	\$ 1,417.85
24-14-179-004	19120 Wiltshire	\$ 4,512.89	\$ 451.29	\$ 4,964.18
			\$ -	\$ -
		\$ 161,363.20	\$ 16,136.32	\$ 177,499.52



A HERITAGE OF GOOD LIVING

**Dr. Sheryl L. Mitchell Theriot****City Administrator**

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

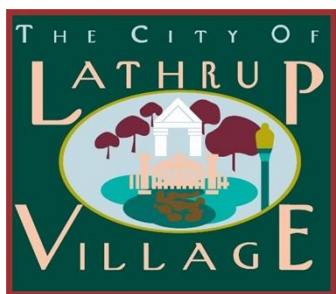
**COUNCIL COMMUNICATION:****TO:** Mayor Garrett and City Council Members**FR:** Sheryl Mitchell Theriot, City Administrator**DA:** April 19, 2021**RE:** Lathrup Village Lead Service Line Replacement Policy and Agreement

As part of the requirements from Michigan EGLE, the City is required to replace water service lines containing lead or galvanized materials. This includes the material from the stop box to the connection at the water meter in the owner's property.

The attached document spells out the policy regarding this process and includes the agreement that will need to be signed by the property owners before the work is undertaken.

The document was presented to at the City Council Study Session on April 5, 2021, for review and comment. The finalized version is on the April 19<sup>th</sup> Council Agenda for approval.

**Suggestion Motion****To approve the Lathrup Village Lead Service Line Replacement Policy and Agreement**

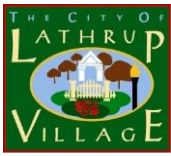


A HERITAGE OF GOOD LIVING

# LEAD SERVICE LINE REPLACEMENT POLICY

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LATHRUP VILLAGE  
WATER DEPARTMENT  
APRIL 19, 2021



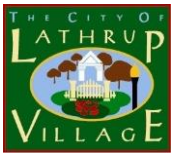
## City of Lathrup Village Lead Service Line Replacement Policy

### Introduction

In 2018, Michigan adopted revised lead and copper rules to protect public health in the State by reducing lead exposure through drinking water. The updated rules reduce the “lead Action Level”, revise water sampling protocols, require a materials inventory at certain intervals, and require the replacement of all lead service lines (LSLs) at a rate averaging 5% per year, not to exceed 20 years total for replacement of all service lines. Partial lead service line replacement is no longer permitted, except in case of an emergency repair, and the full lead service line must be replaced at the expense of the water supply. The new rules apply to all service lines in the water supply system, including any portion of a service line that is privately owned.

Policy goals:

- (1) To provide for a governance policy that defines the following:
  - a. **Water Service Line** – the pipe from the discharge corporation fitting attached to the public water supply main to the customer premises plumbing or to the building plumbing at the first shut-off valve inside the building or 18 inches inside the building, whichever is shorter.
  - b. **Public Side Water Service Line** – the portion of the water service line from the discharge of the corporation fitting attached to the public water supply main to the discharge of the curb stop.
  - c. **Private Side Water Service Line** – the portion of the water service line from the discharge of the curb stop to the customer premises plumbing or to the building plumbing at the first shut-off valve inside the building or 18 inches inside the building, whichever is shorter.
  - d. **Lead Service Line (LSL)** – any portion of the existing water service line that is made of lead, or any portion of the water service made of galvanized steel that is or ever was downstream of a lead pipe.
  - e. **Lead service line materials inventory** – description of water meter upgrade program, records management (GIS, other databases), frequency of updates, and required completion date for a verified inventory.
  - f. **Lead service line replacement schedule** – the replacement of private lead service lines will primarily be determined around current projects as articulated in the three-year capital improvement bond, road improvement plan, five-year water main capital improvement plan, and other determinations to meet replacement requirements set by the State of Michigan.
    - i. Replacement/easement agreement
    - ii. Resident opt-in policy
    - iii. Notice requirements



- iv. Provisional/emergency replacement whenever a leak or failure has been discovered on either privately-owned property or portions of the publicly-owned Lathrup Village Water Supply System
- (2) To provide a definition for the funding requirements and methodology for the Lathrup Village Water Department to fund the replacement of privately-owned portions of lead water service lines and replacement of publicly-owned lead water service lines as required by the State of Michigan revised lead and copper rules.
- a. Funding source
  - b. Notice requirements
  - c. Loan terms and conditions

## Lead Service Line Replacement Governance Policy

### Section 1: Lead Service Line Materials Inventory

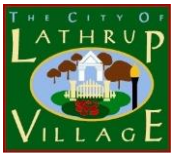
In 2021 the city began asking residents to participate in a self-identification water distribution materials survey. This online survey has instructions, prompts, and an opportunity to upload photos. The city's plumbing inspector reviews the information provided and conducts inspections of private service line materials connected to the water meter for each property with "unknown" service line materials. The pipe material on the inside of the residence is identified and inventoried on a spreadsheet of all the parcels in the City.

In late Spring 2021 the city will begin more diligent identification of water service lines with excavations to be done on a random, statistically significant sample, as defined by the most recent guidance provided by EGLE. City contractors will utilize the "Collector" GIS application to track the public and private service line materials at the curb stop and, if required, at the water main. As with the self-identification, parcels are used instead of addresses for better representation on GIS maps.

This data will be used to create [a public facing map](#) and maintained based on the source data from this parcel file. This public-facing map will enable residents to search for the material on the inside of their property by address or parcel number. The City will utilize an online form to allow residents to contact the Water Department (1) if the material on the map is wrong based on their own verification or (2) if the material is unknown on the map. This tool enables the Water Department to crowdsource any corrections or update missing or incomplete information. *Note: the Water Department shall confirm any change recommendations from property owners before the master database is updated.*

Internally, the parcel layer is also used to create another map that has parcels color-coded based on material and includes the City's 5-year capital improvement projects – paving, water mains, fire hydrants, gate valves, and sidewalks replacements. Each of these projects has been color-coded with targeted install year. This map will ultimately serve as the City's master infrastructure inventory and will be utilized to project future water main, road work, and other necessary infrastructure maintenance and upgrades. As of December 31, 2021, the database has 260 material entries. Projects approved through the budget process





inform lead service line replacement protocols referenced below.

## Section 2: Lead Service Line Replacement Protocols

The City of Lathrup Village Water Department shall, at its cost and at no cost to the property owner, replace the private side water service line or any lead service line whenever:

1. A water service line material of lead or galvanized steel has been discovered on either the privately-owned or publicly-owned portion of the water service line; or
2. When any portion of the public side water service line is replaced as part of a planned LSL Replacement Program or an emergency basis. Planned LSL replacements shall be prioritized based on other scheduled or budgeted infrastructure improvements.
3. Per EGLE requirements, the City has up to 20 years to replace LSL at a rate of 5% annually.

### REPAIR OR RECONNECTION PROHIBITED

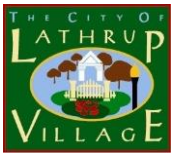
Repair of an existing lead water service line, or reconnection of a privately-owned lead water service line to the Lathrup Village Water Supply is prohibited by Michigan Administrative Code Rule 604f, R325.10604f, entitled “Treatment techniques for lead and copper” promulgated pursuant to Public Act 399 (Safe Drinking Water Act), as amended.

### NOTICE REQUIREMENTS

1. Within 30 days of determining a water service line contains lead, the City shall provide the owner or occupant of the premise with a written notification of the service line material content. The notification will include information on steps one can take to reduce their exposure to lead in drinking water.
2. Leak or emergency replacement: In the event of a lead water service line leak or failure or an emergency replacement of the City of Lathrup Village-owned portion of the lead water service line, the City Administrator or his/her designee shall promptly provide written notice to the property owner of the replacement requirement and the property owner shall sign and provide the City with a water service line replacement agreement as hereinafter provided for the privately-owned portion of the lead water service line before replacement can begin.
3. Planned replacement: In the event of a planned replacement of a City of Lathrup Village-owned portion of a lead water service line, the City Administrator or his/her designee shall provide at least 45 days written notice prior to the commencement of the planned replacement and the property owner shall sign and provide the City with a water service line replacement agreement as hereinafter provided for the privately-owned portion of the lead water service line before replacement can begin.

### WATER SERVICE LINE REPLACEMENT AGREEMENT

Before a privately-owned lead water service line can be replaced, the property owner shall sign a water service line replacement agreement form provided by the City that includes, in addition to other terms and conditions, the following:



- Acknowledgment of ownership of the property being served by the lead water service line, and
- Permit of temporary access to the City or its contractor(s) to inspect and replace the privately-owned lead water service line and any related testing, flushing, and adjustments during any contractor guarantee period, and
- Acknowledgment that the property owner shall retain full ownership, maintenance, repair, and replacement for that portion of the privately-owned service line and related appurtenances not replaced, and
- Acknowledgment that the property owner shall assume ownership of the water serviceline that replaces the privately-owned lead water service line and be fully responsible for its ownership and, after the expiration of any guarantee period, its maintenance, repair, and replacement.
- Acknowledgement and agreement to hold the City harmless and free from any claims or liability for damage done in performance of the water service line replacement work.

#### **FAILURE TO SIGN WATER SERVICE LINE REPLACEMENT AGREEMENT**

If the City Administrator or his/her designee has determined, in accordance with this Administrative Policy, to replace a privately-owned lead water service line, and the property owner of such dwelling has declined, refuses, or fails to respond to requests to sign a water service replacement agreement:

- The City may, upon notice to the property owner, discontinue water service if the City determines there is an imminent threat to the health, safety, or welfare of the public.
- The City Administrator may request that the City Attorney or special counsel apply for and obtain an appropriate court-issued order authorizing replacement in accordance with the terms in the water service replacement agreement.
- The City may take such other measures as permitted at law.
- The City shall maintain a record of customers that fail to grant access to the interior of the premise. If access is denied, the record shall include date of the denial, to whom the denial was communicated, and the denial itself in writing. If the customer does not respond to requests for access, the record shall include the dates when and manner by which access was requested by and whom it was requested.

#### **Section 3: Funding Policy**

##### **REPLACEMENT REQUIREMENT**

The Lathrup Village Water Department shall, at its cost and at no cost to the property owner, replace the Private Side portion of a Water Service Line if lead or galvanized steel material is verified:

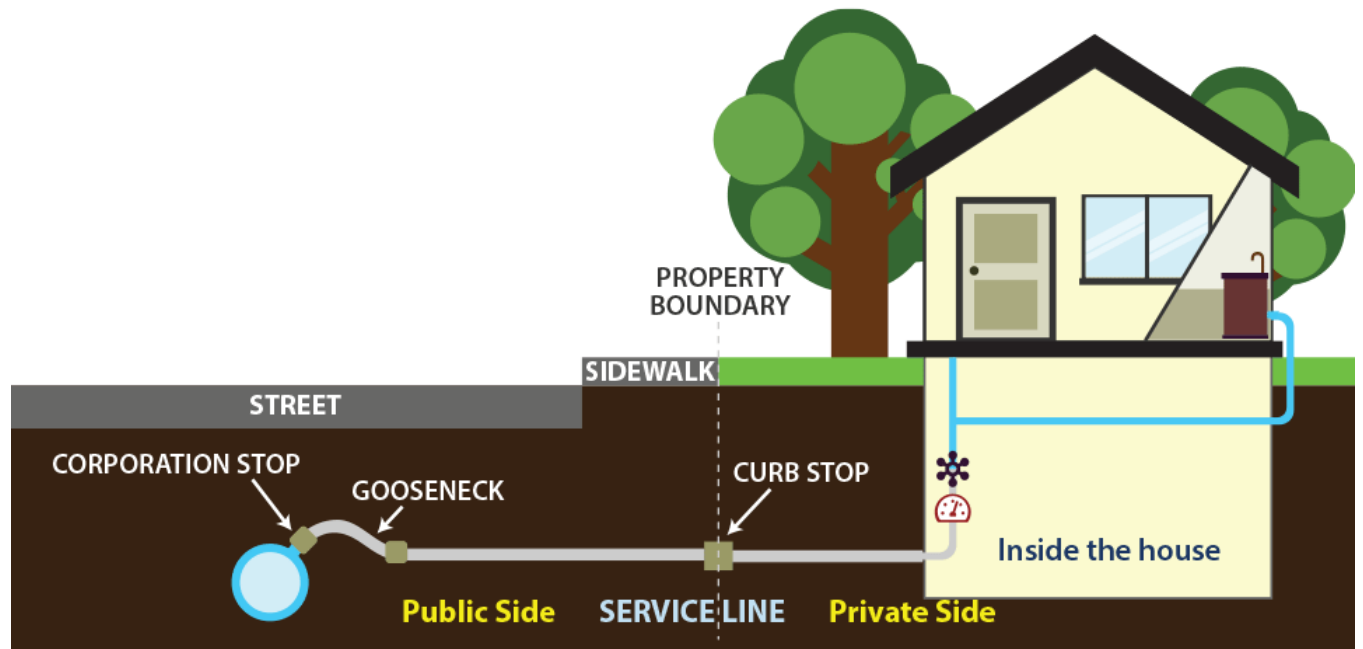
- (a) Whenever a leak or failure has been discovered on either the public portion of the water infrastructure or the private portion of the lead service line.
- (b) As part of a planned replacement project as articulated in this implementation governance policy.

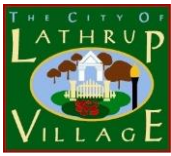
### FUNDING SOURCE

At their March 1, 2021 meeting, City Council approved the issuance of three-year Capital Improvement Bonds. A portion of those funds will be utilized to cover LSL replacements. The cost of future LSL replacements will be covered with the City's water and sewer fund.

### DEBT SERVICE RECOVERY

The City intends to repay the cost for the LSL program via utility rates/capital improvement bond. The Assistant City Administrator/Treasurer will incorporate the estimated annual debt service payment into the City's water rate model to determine annual water rate recommendations for City Council.





## **CITY OF LATHRUP VILLAGE**

### **WATER SERVICE LINE REPLACEMENT & ACCESS AGREEMENT**

**PURPOSE** - The purpose of this Agreement is to set forth the terms and conditions pursuant to which the City of Lathrup Village (the “City”) will provide a new water service line to the undersigned owner's property located at \_\_\_\_\_ (the “{Owner}”).

**GENERAL PURPOSE.** The existing lead and/or galvanized previously connected to lead private water service line from the curb stop valve located at the property line and the water meter will be disconnected and replaced with a new private water service line within the same limits and in a similar location to accomplish a full non-lead service line replacement from the water meter to the water main.

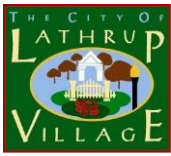
**CONTRACTOR.** This Agreement anticipates that a Contract will be awarded to a qualified contractor, experienced in performing water service line replacements to complete the services herein as defined in this Agreement. (“Contractor”).

**CONSIDERATION.** The City and the Owner each agrees that the promises made by the other party and the benefits to be derived from their execution of this Agreement are full, acknowledged, and sufficient consideration for entering into this Agreement.

**THE CITY (OR ITS CONTRACTOR) WILL:**

1. Conduct an introductory meeting with the Owner and perform a pre-inspection of the water service line as it enters inside the premises and connects to the meter( to confirm the service line material). If necessary, these items will be corrected/replaced at no cost to the undersigned owner of the property and building (the “Owner”). Should the water meter be broken during the installation of the new service line, the water meter will be replaced at no cost to the Owner.

2. Have a new copper or plastic private water service line constructed at City expense, from the



curb box in the public right-of-way to the water meter on the Owner's property including the meter setting and any necessary connections to reset the water meter. The existing private water service line, if not removed as part of the replacement, will be disconnected and capped off inside the building and in the public right-of-way.

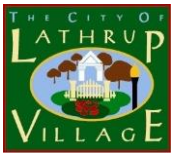
3. Restore the Owner's property disturbed by construction, including sidewalk, seeding of grass areas on the property and restore the interior portions of the building on the property disturbed by such work. Restoration will not include interior finished work (i.e. woodwork, tiling, carpeting, painting, etc.) or premise plumbing work (including replacement of fixtures).

4. Require the Contractor doing the work to provide and maintain adequate insurance to protect the Owner against any loss that may result from damage caused by negligent construction operations on the Owner's property, and require the contractor to provide the City with proof of such coverage.

5. Guarantee to the Owner that any work done shall be free from defects in material and workmanship for a period of one (1) year from completion of the work "(Guarantee Period)".

**THE OWNER/TENANT WILL DO THE FOLLOWING:**

1. Confirm that the Owner(s) is the only owner or owners of the above referenced property;
2. Permit temporary access and right of entry to and upon the above-referenced property to the City, the City's Project Representative (Engineer), and the City's designated Contractor(s) to conduct an introductory meeting and perform a pre-inspection as described above, to enable construction and testing of the new private water service line, including the flushing of interior and exterior faucets, and to enable any needed adjustments, maintenance, or repairs during the guarantee period.
3. Provide for a clear and unobstructed access to the work area for the Contractor where the water service line enters the premises. This may include the removal of drywall, paneling, fixtures, and carpeting that obstruct or hide the area where the service line enters the premises.



4. Agree to schedule the work to be performed during the City's allowable work times of Monday

– Saturday, 8 am to 6 pm.

5. Assume full responsibility for the maintenance, repair, and replacement of the private part of the water service line, located on the above-referenced property, after expiration of the guarantee period. After the end of the guarantee period of one (1) year, the responsibility of each party (City and the Owner) shall be as shown on the diagram below; and

6. Provide necessary watering and care to the grass seed restoration and landscaping installed, if necessary.

7. Hold the City, Engineer, and the Contractor(s) harmless and free from any claim, suite, demand, or liability for any damage incurred in performance of the water service line replacement work at the Owner's property as defined herein.

**MISCELLANEOUS TERM:** The responsibility of the maintenance, repair, and replacement of the water service located in the public right-of-way will be pursuant to City of Lathrup Village Water System Rules and Regulations, including its adopted lead service line replacement policy, as amended.

Signed by the Owner(s) this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Owner(s) Signatures

\_\_\_\_\_  
Owner(s) Signatures

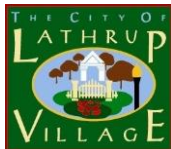
\_\_\_\_\_  
Owner(s) Printed Names

\_\_\_\_\_  
Owner(s) Printed Names

\_\_\_\_\_  
Telephone Number1

\_\_\_\_\_  
Telephone Number2

\_\_\_\_\_  
Email Address

**SECTION BELOW TO BE COMPLETED BY LAND CONTRACT HOLDER(S)**

Acknowledged the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

\_\_\_\_\_  
Land Contract Holder(s) Signatures\_\_\_\_\_  
Land Contract Holder(s) Signatures\_\_\_\_\_  
Land Contract Holder (s) Printed Names\_\_\_\_\_  
Land Contract Holder (s) Printed Names\_\_\_\_\_  
Telephone Number1\_\_\_\_\_  
Telephone Number2\_\_\_\_\_  
Email Address**SECTION BELOW TO BE COMPLETED BY CITY TENANT(S)**

Acknowledged the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

\_\_\_\_\_  
Tenant(s) Signatures\_\_\_\_\_  
Tenant(s) Signatures\_\_\_\_\_  
Tenant(s) Printed Names\_\_\_\_\_  
Tenant(s) Printed Names\_\_\_\_\_  
Telephone Number1\_\_\_\_\_  
Telephone Number2\_\_\_\_\_  
Email Address**SECTION BELOW TO BE COMPLETED BY CITY OFFICIALS**

Signed by the City of Lathrup Village this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

CITY OF LATHRUP VILLAGE CITY ADMINISTRATOR OR DESIGNEE

By: \_\_\_\_\_

Its: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

PARCEL ID NUMBER: \_\_\_\_\_



A HERITAGE OF GOOD LIVING

## Dr. Sheryl L. Mitchell Theriot

City Administrator

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

### **COUNCIL COMMUNICATION:**

**TO:** Mayor Garrett and City Council Members

**FR:** Sheryl Mitchell Theriot, City Administrator

**DA:** April 19, 2021

**RE:** Michigan EGLE – 3<sup>rd</sup> Amended Administrative Consent Order

Received 3<sup>rd</sup> Amended ACO. This amends the 2<sup>nd</sup> ACO from Feb. 7, 2005.

The City negotiated a Town Outlet Capacity (TOC) for sanitary wastewater that can be discharged of 3.35 cubic feet per second. This is anticipated to be replaced with the future Oakland County “Flow Capacity Agreement.”

The City submitted a “Long-Term Corrective Action Plan” to EGLE for review and approval on April 7, 2020. By Sept. 1, 2022, the City is to submit to EGLE a work plan with implementation schedule to certify that the long-term corrective action plan meets either the TOC or Flow Capacity Agreement, along with progress reports.

### **Suggested Motion:**

**To Approve the Third Amended Administrative Consent Order from the State of Michigan Department of Environment, Great Lakes, and Energy Water Resources Division and authorize the City Administrator to sign the Order and related documents.**



**STATE OF MICHIGAN  
DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY  
WATER RESOURCES DIVISION**

In the matter of:

ACO-05511

Date Entered: \_\_\_\_\_

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

Final Order of Abatement No. 2103  
AFO-2103A  
ACO-SW05-007

\_\_\_\_\_/

**THIRD AMENDED ADMINISTRATIVE CONSENT ORDER**

The City of Lathrup Village (City) owns and operates a separate sanitary sewer system that discharges its sanitary wastewater to the Evergreen-Farmington Sewage Disposal System (EFSDS), which is tributary to the Great Lakes Water Authority (GLWA) and Wastewater Resource Recovery Facility (WRRF). In response to the revised Administrative Consent Order (Consent Order), number ACO-04995, with the County of Oakland, on August 14, 2019, the City requested an amendment to the Second Amended Consent Order, number ACO-SW05-007, entered on February 7, 2005, between the City and the Department of Environment, Great Lakes, and Energy (EGLE), Water Resources Division (WRD). ACO-SW05-007, all prior amendments, and all subsequent extension approvals regarding the City's sanitary sewer system, upon the consent of the parties, and by the authority granted to EGLE by the Natural Resources and Environmental Protection Act, MCL 324.101 *et seq.*, are hereby amended by this Third Amended Consent Order as follows:

**I. STIPULATIONS**

The City and EGLE stipulate as follows:

- 1.1 Executive Order 2019-06, signed by Governor Gretchen Whitmer on February 20, 2019, renamed the Department of Environmental Quality (DEQ) as EGLE effective April 22, 2019. This Consent Order uses EGLE to refer to DEQ prior to April 22, 2019.
- 1.2 The City negotiated a Town Outlet Capacity (TOC) with the Oakland County Office of the Water Resources Commissioner (County). The TOC is the maximum amount of sanitary

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wastewater that the City can discharge to the EFSDS and is 3.35 cubic feet per second. The TOC was first referenced in Final Order of Abatement Number 2103 that was signed in 1988 by the City, the Michigan Water Resources Commission, and the Michigan Department of Natural Resources.

- 1.3 The City and the County anticipate replacing the TOC in a future contract between them. If a new contract is entered to replace the TOC, the City shall submit a copy of the new contract to EGLE. Upon written notification by EGLE to the City, the new sewage flow capacity in the new contract shall be incorporated into this Consent Order by reference, shall replace the TOC in this Consent Order, and shall be referred to as the "Flow Capacity Agreement" in this Consent Order.
- 1.4 The intent of this Third Amended Consent Order is to provide the framework for the City to comply with the Flow Capacity Agreement and to design and maintain its sanitary sewer system to prevent sanitary sewage overflows (SSOs) resulting from conditions less than the remedial design standard as defined in EGLE's 2002 SSO Policy and EGLE's SSO Clarification Statement dated October 23, 2003, which are both described in Paragraph 3.4, below.

### **III. COMPLIANCE PROGRAM**

Paragraphs 3.1 through 3.5 of ACO-SW05-007 and any prior amended Consent Orders are hereby replaced with the following paragraphs:

- 3.1 The City completed an evaluation of the feasibility of sanitary sewer projects to remove excess wastewater flow from its sanitary sewer system and submitted a short-term corrective action plan to EGLE, which was approved on March 10, 2005. The short-term corrective action plan included a detailed description of projects and a schedule for each project to: (a) submit the basis of design; (b) submit complete plans and specifications; (c) start construction; and (d) complete construction. The City implemented the approved short-term corrective action plan.
- 3.2 As part of the approved short-term corrective action plan, the City collected and evaluated flow monitoring data for a period of 12 consecutive months. Based on its

evaluation of the flow monitoring data, the City determined it cannot meet the TOC and has contributed to downstream SSOs due to capacity issues during events less than the remedial design standard defined in Paragraph 3.4, below. EGLE and the City have therefore determined that additional corrective actions for the City's sanitary sewer system are needed.

- 3.3. The City submitted an approvable **long-term corrective action plan** to EGLE for review and approval on **April 7, 2020**, to meet the TOC and the Flow Capacity Agreement (if the City and County sign a contract to replace the TOC) and meet all applicable state and federal law regulating SSOs using as guidance the remedial design standard defined in Paragraph 3.4, below.
- 3.4. The remedial design standard as defined in EGLE's SSO Policy Guidance dated December 27, 2002, is a 25-year, 24-hour storm using growth conditions and normal soil moisture. This remedial design standard will remain the goal of all projects described in this Third Amended Consent Order. A ten-year, one-hour storm under dormant and growth conditions will be considered a comparable alternative remedial design standard, as defined in EGLE's SSO Clarification Statement dated October 23, 2003. All SSO events that result from events that exceed this "comparable alternative remedial design standard" will be considered by EGLE for enforcement discretion. To document the appropriateness of the use of the "comparable alternative remedial design standard," the County submitted a complete report on February 26, 2007. The report contained hydrologic and hydraulic modeling analyses comparing the response of the EFSDS (at the EFSDS outlet and using representative system locations agreed upon by EGLE and the City) to both the remedial design standard and the comparable alternative remedial design standard.
- 3.5. On or before **September 1, 2022**, the City shall submit to EGLE for review and approval, a work plan with implementation schedule for conducting a year-long Project Performance Certification Program (PPC Program) to certify that the **long-term corrective action plan** meets the either the TOC or the Flow Capacity Agreement (if the City and County sign a contract to replace the TOC) and all applicable state and federal laws regulating SSOs using as guidance the remedial design standard defined in

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Paragraph 3.4. The City shall commence and complete the PPC Program work plan in accordance with the EGLE-approved implementation schedule.

- 3.6 The approved **long-term corrective action plan** and the schedules therein shall be incorporated into this Third Amended Consent Order by reference and are enforceable hereunder. The City shall complete all EGLE-approved actions in the **long-term corrective action plan** by no later than **March 1, 2023**.
- 3.7 On or before **March 31, 2024**, the City shall submit to EGLE for review and approval the PPC Program report. If the City does not certify that the **long-term corrective action plan** meets the TOC or the Flow Capacity Agreement and all applicable state and federal laws regulating SSOs using as guidance the remedial design standard defined in Paragraph 3.4 of this Consent Order, then the City shall submit an approvable Corrective Action Program work plan to EGLE on or before **July 31, 2024**.
- 3.8 Progress reports shall be submitted to EGLE beginning upon the entry date of this Third Amended Consent Order on an annual basis and shall be due on or before January 15 of each calendar year. The submittal of progress reports shall cease upon termination of this order.
- 3.9 The City shall submit all reports, work plans, specifications, schedules, or any other writing required by this Section to the WRD, Warren District Office Supervisor, at EGLE, 27700 Donald Court, Warren, Michigan 48092-2793. The cover letter with each submittal shall identify the specific paragraph and requirement of this Third Amended Consent Order that the submittal is intended to satisfy.

## **XII. GENERAL PROVISIONS**

All other terms and conditions of ACO-SW05-007 and any previous or subsequent amendments or extensions shall remain in full force and effect and are not altered by this Third Amended Consent Order, except as specifically prescribed in this document. The effective date of this Third Amended Consent Order shall be the date upon which the Director of the WRD signs this document.

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**Signatories**

The undersigned CERTIFY they are fully authorized by the party they represent to enter into this Amended Consent Order to comply by consent and to EXECUTE and LEGALLY BIND that party to it.

**DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY**

\_\_\_\_\_  
Teresa Seidel, Director  
Water Resources Division

\_\_\_\_\_  
Date

**CITY OF LATHRUP VILLAGE**

  
\_\_\_\_\_  
By: Sheryl L. Mitchell, City Administrator

  
\_\_\_\_\_  
Date

**APPROVED AS TO FORM:**

\_\_\_\_\_  
By: Neil D. Gordon, Assistant Attorney General  
For: Robert Reichel, Chief  
Environment, Natural Resources, and Agriculture Division  
Michigan Department of Attorney General

\_\_\_\_\_  
Date



A HERITAGE OF GOOD LIVING

**Dr. Sheryl L. Mitchell Theriot****City Administrator**

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

**COUNCIL COMMUNICATION:****TO:** Mayor Garrett and City Council Members**FR:** Sheryl Mitchell Theriot, City Administrator**DA:** April 19, 2021**RE:** City of Lathrup Village 2020 Consumer Annual Report on Water Quality

This study is required by Michigan Department of Environmental Quality and as required by Part 12 and 16 of the Michigan Safe Drinking Water Act, as it related to the Capital Improvement Plan of Lathrup Village

The report was prepared in partnership with the Southeastern Oakland County Water Authority (SOCWA) and the Great Lakes Water Authority (GLWA).

The 2020 Consumers Annual Report on Water Quality shows the sources of our water, lists the results of our tests, and contains important information about water and health.

The water quality in the City of Lathrup Village has surpassed water quality standards as mandated by the Environmental Protection Agency (EPA) and the Michigan Department of Environmental Quality (MDEQ).

A copy of the report is posted and available on the city website. Links to the report have been shared with residents via water bills, eNewsletters and social media.

**Suggested Motion:**

To Accept the City of Lathrup Village 2020 Consumers Annual Report on Water Quality and instruct the City Clerk to forward a copy of the report to the State of Michigan DEQ, SOCWA, and Oakland County Health Department, along with the Certificate of Distribution, as required under the laws of Michigan.

## CITY OF LATHRUP VILLAGE

2020 CONSUMERS ANNUAL REPORT  
ON WATER QUALITY**ATTENTION: THIS IS AN IMPORTANT REPORT  
ON WATER QUALITY AND SAFETY**

The City of Lathrup Village, The Southeastern Oakland County Water Authority (SOCWA) and the Great Lakes Water Authority (GLWA) are proud of the fine drinking water they supply and are honored to provide this report to you. The 2020 Consumers Annual Report on Water Quality shows the sources of our water, lists the results of our tests, and contains important information about water and health. We will notify you immediately if there is ever any reason for concern about our water. We are pleased to show you how we have surpassed water quality standards as mandated by the Environmental Protection Agency (EPA) and the Michigan Department of Environment, Great Lakes, and Energy (EGLE).

**About the System**

The City of Lathrup Village purchases water from the Southeastern Oakland County Water Authority (SOCWA) at one location. SOCWA provides GLWA water through its member distribution systems to a population of 210,000 within a 56 square mile area. Current members are Berkley, Beverly Hills, Bingham Farms, Birmingham, Clawson, Huntington Woods, Lathrup Village, Pleasant Ridge, Royal Oak, Southfield, and Southfield Township.

Your source water comes from the Detroit River, situated within the Lake St. Clair, Clinton River, Detroit River, Rouge River, Ecorse River, watersheds in the U.S. and parts of the Thames River, Little River, Turkey Creek and Sydenham watersheds in Canada. The Michigan Department of Environmental Quality in partnership with the U.S. Geological Survey, the Detroit Water and Sewerage Department, and the Michigan Public Health Institute performed a source water assessment in 2004 to determine the susceptibility of GLWA's Detroit River source water for potential contamination. The susceptibility rating is based on a seven-tiered scale and ranges from very low to very high determined primarily using geologic sensitivity, water chemistry, and potential contaminant sources. The report described GLWA's Detroit river intakes as highly susceptible to potential contamination. However, all four GLWA water treatment plants that service the city of Detroit and draw water from the Detroit River have historically provided satisfactory treatment and meet drinking water standards.

GLWA has initiated source-water protection activities that include chemical containment, spill response, and a mercury reduction program. GLWA participates in the National Pollutant Discharge Elimination System permit discharge program and has an emergency response management plan. In 2016, the Michigan Department of Environmental, Great Lakes and Energy approved GLWA's Surface Water Intake Protection plan for the Belle Isle intake. The plan has seven elements that include: roles and duties of government units and water supply agencies, delineation of a source water protection areas, identification of potential sources of contamination, management approaches for protection, contingency plans, siting of new water sources, public participation, and public education activities. GLWA is in the process of updating the plan which should be completed by September 2021. If you would like to know more information about the Source Water Assessment report please, contact GLWA at (313 926-8102).

And/or

Your source water comes from the lower Lake Huron watershed. The watershed includes numerous short, seasonal streams that drain to Lake Huron. The Michigan Department of Environmental Quality in partnership with the U.S. Geological Survey, the Detroit Water and Sewerage Department, and the Michigan Public Health Institute performed a source water assessment in 2004 to determine the susceptibility of potential contamination. The susceptibility rating is a seven-tiered scale ranging from "very low" to "very high" based primarily on geologic sensitivity, water chemistry, and contaminant sources. The Lake Huron source water intake is categorized as

having a moderately low susceptibility to potential contaminant sources. The Lake Huron water treatment plant has historically provided satisfactory treatment of this source water to meet drinking water standards.

In 2016, the Michigan Department of Environmental, Great Lakes and Energy approved GLWA's Surface Water Intake Protection plans for the Lake Huron water intake. The plan has seven elements: roles and duties of government units and water supply agencies, delineation of a source water protection areas, identification of potential sources of contamination, management approaches for protection, contingency plans, siting of new water sources, public participation and public education activities. GLWA is in the process of updating the plan which should be completed by September 2021. If you would like to know more information about the Source Water Assessment report please, contact GLWA at (313 926-8102).

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's Safe Drinking Water Hotline (800-426-4791).

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive materials, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in source water include:

Microbial contaminants, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.

Inorganic contaminants, such as salts and metals, which can be naturally occurring or result from urban storm water runoff, industrial or domestic wastewater discharge, oil and gas production, mining, or farming.

Pesticides and herbicides, which may come from a variety of sources such as agriculture, urban storm water runoff, and residential uses.

Organic chemical contaminants, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and can also come from gas stations, urban storm water runoff and septic systems.

Radioactive contaminants, which can be naturally occurring or be the result of oil and gas production and mining activities.

In order to ensure that tap water is safe to drink, EPA prescribes regulations, which limit the amount of certain contaminants in water provided by public water systems. The Food and Drug Administration (FDA) regulations establish limits for contaminants in bottled water, which must provide the same protection for public health.



## Key to the Detected Contaminants Table

Symbol	Abbreviation	Definition/Explanation
AL	Action Level	The concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.
°C	Celsius	A scale of temperature in which water freezes at 0° and boils at 100° under standard conditions.
>	Greater than	
HAA5	Haloacetic Acids	HAA5 is the total of bromoacetic, chloroacetic, di-bromoacetic, dichloroacetic, and trichloroacetic acids. Compliance is based on the total.
Level 1	Level 1 Assessment	A Level 1 assessment is a study of the water system to identify potential problems and determine (if possible) why total coliform bacteria have been found in our system.
LRAA	Locational Running Annual Average	The average of analytical results for samples at a particular monitoring location during the previous four quarters.
MCL	Maximum Contaminant Level	The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.
MCLG	Maximum Contaminant Level Goal	The level of contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow a margin of safety.
MRDL	Maximum Residual Disinfectant Level	The highest level of disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.
MRDLG	Maximum Residual Disinfectant Level Goal	The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLG's do not reflect the benefits of the use of disinfectants to control microbial contaminants.
n/a	not applicable	
ND	Not Detected	
NTU	Nephelometric Turbidity Units	Measures the cloudiness of water.
pCi/L	Picocuries Per Liter	A measure of radioactivity
ppb	Parts Per Billion (one in one billion)	The ppb is equivalent to micrograms per liter. A microgram = 1/1000 milligram.
ppm	Parts Per Million (one in one million)	The ppm is equivalent to milligrams per liter. A milligram = 1/1000 gram.
RAA	Running Annual Average	The average of all analytical results for all samples during the previous four quarters.
SMCL	Secondary Maximum Contaminant Level	
TT	Treatment Technique	A required process intended to reduce the level of a contaminant in drinking water.
TTHM	Total Trihalomethanes	Total Trihalomethanes is the sum of chloroform, bromodichloromethane, dibromochloromethane and bromoform. Compliance is based on the total.
µohms	Microohms	Measure of electrical conductance of water
<b>Symbol</b>	<b>Abbreviation</b>	<b>Definition/Explanation</b>

## 2020 Springwells Regulated Detected Contaminants Table

### 2020 Inorganic Chemicals – Monitoring at Plant Finished Water Tap

Regulated Contaminant	Test Date	Unit	Health Goal MCLG	Allowed Level MCL	Highest Level Detected	Range of Detection	Violation yes/no	Major Sources in Drinking Water
Fluoride	3-10-2020	ppm	4	4	0.63	n/a	no	Erosion of natural deposit; Water additive, which promotes strong teeth; Discharge from fertilizer and aluminum factories.
Nitrate	3-10-2020	ppm	10	10	0.37	n/a	no	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits.
Barium	5-16-2017	ppm	2	2	0.01	n/a	no	Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposits.

### 2020 Disinfection Residual - Monitoring in the Distribution System

Regulated Contaminant	Test Date	Unit	Health Goal MRDLG	Allowed Level MRDL	Highest RAA	Quarterly Range of Detection	Violation yes/no	Major Sources in Drinking Water
Total Chlorine Residual	2020	ppm	4	4	0.70	0.60-0.79	no	Water additive used to control microbes

### 2020 Turbidity - Monitored Every 4 Hours at the Plant Finished Water Tap

Highest Single Measurement Cannot exceed 1 NTU	Lowest Monthly % of Samples Meeting Turbidity Limit of 0.3 NTU (minimum 95%)	Violation yes/no	Major Sources in Drinking Water
0.21 NTU	100%	no	Soil Runoff
Turbidity has no health effects. However, turbidity can interfere with disinfection and provide a medium for microbial growth. Turbidity may indicate the presence of disease-causing organisms. These organisms include bacteria, viruses, and parasites that can cause symptoms such as nausea, cramps, diarrhea, and associated headaches.			

Regulated Contaminant	Treatment Technique	Typical Source of Contaminant
Total Organic Carbon ppm	The Total Organic Carbon (TOC) removal ratio is calculated as the ratio between the actual TOC removal and the TOC removal requirements. The TOC is measured each quarter and because the level is low, there is no requirement for TOC removal.	Erosion of natural deposits

### 2020 Special Monitoring

Contaminant	Test Date	Unit	MCLG	MCL	Highest Level Detected	Source of Contaminant
Sodium	3-10-2020	ppm	n/a	n/a	5.37	Erosion of natural deposits

These tables are based on tests conducted by GLWA in the year 2020 or the most recent testing done within the last five calendar years. GLWA conducts tests throughout the year only tests that show the presence of a substance or require special monitoring are presented in these tables. The State allows us to monitor for certain contaminants less than once per year because the concentrations of these contaminants are not expected to vary significantly from year to year. All of the data is representative of the water quality, but some are more than one year old.

## 2020 Springwells Mineral Analysis

Parameter	Units	Max.	Min.	Avg.
<b>Turbidity</b>	NTU	0.19	0.03	<b>0.08</b>
<b>Total Solids</b>	ppm	165	76	<b>136</b>
<b>Total Dissolved Solids</b>	ppm	140	98	<b>121</b>
<b>Aluminum</b>	ppm	0.106	0.014	<b>0.045</b>
<b>Iron</b>	ppm	0.177	ND	<b>0.110</b>
<b>Copper</b>	ppm	0.008	ND	<b>0.001</b>
<b>Magnesium</b>	ppm	7.82	5.93	<b>7.32</b>
<b>Calcium</b>	ppm	31.2	23.5	<b>27.3</b>
<b>Sodium</b>	ppm	5.94	4.51	<b>5.01</b>
<b>Potassium</b>	ppm	1.06	0.89	<b>0.98</b>
<b>Manganese</b>	ppm	ND	ND	<b>ND</b>
<b>Lead</b>	ppm	ND	ND	<b>ND</b>
<b>Zinc</b>	ppm	ND	ND	<b>ND</b>
<b>Silica</b>	ppm	2.4	ND	<b>1.8</b>
<b>Sulfate</b>	ppm	31.8	21.9	<b>25.9</b>

Parameter	Units	Max.	Min.	Avg.
<b>Chloride</b>	ppm	11.6	8.5	<b>9.8</b>
<b>Phosphorus</b>	ppm	1.17	0.16	<b>0.53</b>
<b>Free Carbon Dioxide</b>	ppm	10.4	5.7	<b>7.4</b>
<b>Total Hardness</b>	ppm	108	98	<b>102</b>
<b>Total Alkalinity</b>	ppm	74	66	<b>70</b>
<b>Carbonate Alkalinity</b>	ppm	ND	ND	<b>ND</b>
<b>Bi-Carbonate Alkalinity</b>	ppm	74	66	<b>70</b>
<b>Non-Carbonate Hardness</b>	ppm	39	26	<b>32</b>
<b>Chemical Oxygen Demand</b>	ppm	13.5	ND	<b>2.8</b>
<b>Dissolved Oxygen</b>	ppm	13.8	8.8	<b>11.1</b>
<b>Nitrite Nitrogen</b>	ppm	ND	ND	<b>ND</b>
<b>Fluoride</b>	ppm	0.77	0.49	<b>0.62</b>
<b>pH</b>		7.41	7.12	<b>7.29</b>
<b>Specific Conductance @ 25 °C.</b>	µohms	243	213	<b>224</b>
<b>Temperature</b>	°C	24.6	3.5	<b>13.4</b>

## 2020 Northeast Regulated Detected Contaminants Table

2020 Inorganic Chemicals - Annual Monitoring at Plant Finished Tap								
Regulated Contaminant	Test Date	Unit	Health Goal MCLG	Allowed Level MCL	Highest Level Detected	Range of Detection	Violation	Major Sources in Drinking Water
Fluoride	3-10-2020	ppm	4	4	0.80	n/a	no	Erosion of natural deposit; Water additive, which promotes strong teeth; Discharge from fertilizer and aluminum factories.
Nitrate	3-10-2020	ppm	10	10	0.36	n/a	no	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits.
Barium	5-16-2017	ppm	2	2	0.01	n/a	no	Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposits.

2020 Disinfection Residual - Monitoring in the Distribution System								
Regulated Contaminant	Test Date	Unit	Health Goal MRDLG	Allowed Level MRDL	Highest Level RAA	Range of Quarterly Results	Violation	Major Sources in Drinking Water
Total Chlorine Residual	2020	ppm	4	4	0.76	0.67-0.84	no	Water additive used to control microbes

2020 Turbidity - Monitored Every 4 Hours at the Plant Finished Water Tap			
Highest Single Measurement Cannot exceed 1 NTU	Lowest Monthly % of Samples Meeting Turbidity Limit of 0.3 NTU (minimum 95%)	Violation	Major Sources in Drinking Water
0.14 NTU	100%	no	Soil Runoff
Turbidity has no health effects. However, turbidity can interfere with disinfection and provide a medium for microbial growth. Turbidity may indicate the presence of disease-causing organisms. These organisms include bacteria, viruses, and parasites that can cause symptoms such as nausea, cramps, diarrhea, and associated headaches.			

Regulated Contaminant	Treatment Technique	Typical Source of Contaminant
Total Organic Carbon ppm	The Total Organic Carbon (TOC) removal ratio is calculated as the ratio between the actual TOC removal and the TOC removal requirements. The TOC is measured each quarter and because the level is low, there is no requirement for TOC removal.	Erosion of natural deposits

2020 Special Monitoring						
Contaminant	Test Date	Unit	MCLG	MCL	Highest Level Detected	Source of Contaminant
Sodium	3-10-2020	ppm	n/a	n/a	5.92	Erosion of natural deposits

These tables are based on tests conducted by GLWA in the year 2020 or the most recent testing done within the last five calendar years. GLWA conducts tests throughout the year only tests that show the presence of a substance or require special monitoring are presented in these tables. The State allows us to monitor for certain contaminants less than once per year because the concentrations of these contaminants are not expected to vary significantly from year to year. All of the data is representative of the water quality, but some are more than one year old.

## 2020 Northeast Mineral Analysis

Parameter	Units	Max.	Min.	Avg.
Turbidity	NTU	0.10	0.05	<b>0.07</b>
Total Solids	ppm	165	109	<b>141</b>
Total Dissolved Solids	ppm	148	87	<b>128</b>
Aluminum	ppm	0.149	0.024	<b>0.065</b>
Iron	ppm	0.181	ND	<b>0.113</b>
Copper	ppm	ND	ND	<b>ND</b>
Magnesium	ppm	8.11	6.83	<b>7.46</b>
Calcium	ppm	30.9	24.3	<b>27.6</b>
Sodium	ppm	5.93	4.46	<b>5.12</b>
Potassium	ppm	1.06	0.91	<b>0.99</b>
Manganese	ppm	ND	ND	<b>ND</b>
Lead	ppm	ND	ND	<b>ND</b>
Zinc	ppm	ND	ND	<b>ND</b>
Silica	ppm	2.4	1.4	<b>2.0</b>
Sulfate	ppm	43.0	21.9	<b>26.2</b>

Parameter	Units	Max.	Min.	Avg.
Chloride	ppm	11.6	8.5	<b>9.8</b>
Phosphorus	ppm	1.17	0.16	<b>0.53</b>
Free Carbon Dioxide	ppm	10.4	5.7	<b>7.4</b>
Total Hardness	ppm	108	98	<b>102</b>
Total Alkalinity	ppm	74	66	<b>70</b>
Carbonate Alkalinity	ppm	ND	ND	<b>ND</b>
Bi-Carbonate Alkalinity	ppm	74	66	<b>70</b>
Non-Carbonate Hardness	ppm	39	26	<b>32</b>
Chemical Oxygen Demand	ppm	13.5	ND	<b>2.8</b>
Dissolved Oxygen	ppm	13.8	8.8	<b>11.1</b>
Nitrite Nitrogen	ppm	ND	ND	<b>ND</b>
Fluoride	ppm	0.77	0.49	<b>0.62</b>
pH		7.41	7.12	<b>7.29</b>
Specific Conductance @ 25 °C	µohm s	243	213	<b>224</b>
Temperature	°C	24.6	3.5	<b>13.4</b>

## 2020 Lake Huron Regulated Detected Contaminants Table

### 2020 Inorganic Chemicals - Annual Monitoring at Plant Finished Tap

Regulated Contaminant	Test Date	Unit	Health Goal MCLG	Allowed Level MCL	Highest Level Detected	Range of Detection	Violation	Major Sources in Drinking Water
Fluoride	3-10-2020	ppm	4	4	0.72	n/a	no	Erosion of natural deposit; Water additive, which promotes strong teeth; Discharge from fertilizer and aluminum factories.
Nitrate	3-10-2020	ppm	10	10	0.30	n/a	no	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits.
Barium	5-16-17	ppm	2	2	0.01	n/a	no	Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposits.

### 2020 Disinfection Residual - Monitoring in the Distribution System

Regulated Contaminant	Test Date	Unit	Health Goal MRDLG	Allowed Level MRDL	Highest Level RAA	Range of Quarterly Results	Violation	Major Sources in Drinking Water
Total Chlorine Residual	2020	ppm	4	4	0.77	0.70-0.85	no	Water additive used to control microbes

### 2020 Turbidity - Monitored Every 4 Hours at the Plant Finished Water Tap

Highest Single Measurement Cannot exceed 1 NTU	Lowest Monthly % of Samples Meeting Turbidity Limit of 0.3 NTU (minimum 95%)	Violation	Major Sources in Drinking Water
0.10 NTU	100%	no	Soil Runoff
Turbidity has no health effects. However, turbidity can interfere with disinfection and provide a medium for microbial growth. Turbidity may indicate the presence of disease-causing organisms. These organisms include bacteria, viruses, and parasites that can cause symptoms such as nausea, cramps, diarrhea and associated headaches.			

Regulated Contaminant	Treatment Technique	Typical Source of Contaminant
Total Organic Carbon ppm	The Total Organic Carbon (TOC) removal ratio is calculated as the ratio between the actual TOC removal and the TOC removal requirements. The TOC is measured each quarter and because the level is low, there is no requirement for TOC removal.	Erosion of natural deposits

### Radionuclides - Monitored at the Plant Finished Tap in 2014

Regulated Contaminant	Test Date	Unit	MCLG	MCL	Level Detected	Violation	Major Sources in Drinking Water
Combined Radium Radium 226 and 228	5/13/14	pCi/L	0	5	0.86 ± 0.55	no	Erosion of natural deposits

### 2020 Special Monitoring

Contaminant	Test Date	Unit	MCLG	MCL	Highest Level Detected	Source of Contaminant
Sodium	3-10-2020	ppm	n/a	n/a	4.91	Erosion of natural deposits

These tables are based on tests conducted by GLWA in the year 2020 or the most recent testing done within the last five calendar years. GLWA conducts tests throughout the year only tests that show the presence of a substance or require special monitoring are presented in these tables. The State allows us to monitor for certain contaminants less than once per year because the concentrations of these contaminants are not expected to vary significantly from year to year. All of the data is representative of the water quality, but some are more than one year old.

## 2020 Lake Huron Tap Water Mineral Analysis

Parameter	Units	Max.	Min.	Avg.
<b>Turbidity</b>	NTU	0.11	0.05	<b>0.07</b>
<b>Total Solids</b>	ppm	164	53	<b>128</b>
<b>Total Dissolved Solids</b>	ppm	138	56	<b>117</b>
<b>Aluminum</b>	ppm	0.242	0.057	<b>0.182</b>
<b>Iron</b>	ppm	0.192	ND	<b>0.112</b>
<b>Copper</b>	ppm	ND	ND	<b>ND</b>
<b>Magnesium</b>	ppm	8.22	6.88	<b>7.50</b>
<b>Calcium</b>	ppm	30.6	24.7	<b>27.3</b>
<b>Sodium</b>	ppm	5.94	4.39	<b>4.92</b>
<b>Potassium</b>	ppm	1.11	0.91	<b>1.00</b>
<b>Manganese</b>	ppm	ND	ND	<b>ND</b>
<b>Lead</b>	ppm	ND	ND	<b>ND</b>
<b>Zinc</b>	ppm	ND	ND	<b>ND</b>
<b>Silica</b>	ppm	2.4	1.7	<b>2.1</b>
<b>Sulfate</b>	ppm	24.3	17.9	<b>19.9</b>

Parameter	Units	Max.	Min.	Avg.
<b>Chloride</b>	ppm	11.9	7.9	<b>9.4</b>
<b>Phosphorus</b>	ppm	1.23	0.12	<b>0.51</b>
<b>Free Carbon Dioxide</b>	ppm	8.2	4.2	<b>5.5</b>
<b>Total Hardness</b>	ppm	106	96	<b>100</b>
<b>Total Alkalinity</b>	ppm	82	70	<b>75</b>
<b>Carbonate Alkalinity</b>	ppm	ND	ND	<b>ND</b>
<b>Bi-Carbonate Alkalinity</b>	ppm	82	70	<b>75</b>
<b>Non-Carbonate Hardness</b>	ppm	30	22	<b>25</b>
<b>Chemical Oxygen Demand</b>	ppm	4.1	ND	<b>1.5</b>
<b>Dissolved Oxygen</b>	ppm	13.0	8.2	<b>10.5</b>
<b>Nitrite Nitrogen</b>	ppm	ND	ND	<b>ND</b>
<b>Fluoride</b>	ppm	0.87	0.60	<b>0.71</b>
<b>pH</b>		7.57	7.30	<b>7.44</b>
<b>Specific Conductance @ 25 °C.</b>	µohms	265	201	<b>221</b>
<b>Temperature</b>	°C	23.9	5.5	<b>13.9</b>

### 2020 GLWA Cryptosporidium – Giardia Statement:

GLWA voluntarily monitors our source water for the presence of Cryptosporidium and Giardia In 2020. The presence of Cryptosporidium and Giardia were detected in the source water at the Belle Isle Detroit River Intake serving Water Works Park, Springwells and the Northeast treatment plants. Cryptosporidium was detected once in March and Giardia once in April. All other samples monitored in 2020 were absent for the presence of Cryptosporidium and Giardia. Current test methods do not enable us to determine if these organisms are dead or if they are capable of causing disease. Symptoms of infection include nausea, diarrhea, and abdominal cramps. Most healthy individuals are able to overcome the disease within a few weeks. However, immuno-compromised people have more difficulty and are at greater risk of developing severe, life threatening illness. Immuno-compromised individuals are encouraged to consult their doctor regarding appropriate precautions to take to prevent infection. Cryptosporidium must be ingested for it to cause disease and may be passed through other means than drinking water. Surface water treatment systems like GLWA must provide treatment so that 99.9% Giardia is removed or inactivated.

## CITY OF LATHRUP VILLAGE

**2020 Microbiological Contaminants – Monthly Monitoring in Distribution System**

Regulated Contaminant	MCLG	MCL	Highest Number Detected	Violation yes/no	Major Sources in Drinking Water
<b>Total Coliform Bacteria</b>	0	Presence of Coliform bacteria > 5% of monthly samples	0	no	Naturally present in the environment
<b><i>E. coli</i> Bacteria</b>	0	A routine sample and a repeat sample are total coliform positive, and one is also <i>E.coli</i> positive.	0	no	Sanitary defects

**2020 Disinfection By-Products – Monitoring in Distribution System, Stage 2 Disinfection By-Products**

Regulated Contaminant	Test Date	Unit	Health Goal MCLG	Allowed Level MCL	Highest LRAA	Range of Detection	Violation yes/no	Major Sources in Drinking Water
<b>Total Trihalomethanes (TTHM)</b>	2020	ppb	n/a	80	33	na	<b>no</b>	By-product of drinking water chlorination
<b>Haloacetic Acids (HAA5)</b>	2020	ppb	n/a	60	25	na	<b>no</b>	By-product of drinking water disinfection

**Lead and Copper Monitoring at the Customer's Tap in 2020**

Regulated Contaminant	Test Date	Unit	Health Goal MCLG	Action Level AL	90 <sup>th</sup> Percentile Value*	Number of Samples Over AL	Range of Individual Samples Results	Violation	Major Sources in Drinking Water
<b>Lead</b>	2020	ppb	0	15	3	0	0 - 7	<b>no</b>	Lead services lines, corrosion of household, plumbing including fittings and fixtures; erosion of natural deposits"
<b>Copper</b>	2020	ppm	1.3	1.3	0.1	0	0.0 - 0.3	<b>no</b>	Corrosion of household plumbing system; Erosion of natural deposits; leaching from wood preservatives.

\* The 90<sup>th</sup> percentile value means 90 percent of the homes tested have lead and copper levels below the given 90<sup>th</sup> percentile value. If the 90<sup>th</sup> percentile value is above the AL additional requirements must be met.

**Number of Water Service Connections by Service Line Material**

Number of Lead Service Lines	Number of Service Lines of Unknown Material	Total Number of Service Lines
20	1535	1795

**Correction Statement**

The following mandatory health language was not included in the 2019 Consumer Confidence Report.

"Infants and children who drink water containing lead could experience delays in their physical or mental development. Children could show slight deficits in attention span and learning abilities. Adults who drink this water over many years could develop kidney problems or high blood pressure".

Copper is an essential nutrient, but some people who drink water containing copper in excess of the action level over a relatively short amount of time could experience gastrointestinal distress. Some people who drink water containing copper in excess of the action level over many years could suffer liver or kidney damage. People with Wilson's Disease should consult their personal doctor.



## Important Health Information

### Lead

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. The City of Lathrup Village is responsible for providing high quality drinking water but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using the water for drinking or cooking. If you have a lead service line it is recommended that you run your water for 5 minutes to flush water from both your home plumbing and the lead service line. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline 1-800-462-4791 or at <http://www.epa.gov/safewater/lead>.

Infants and children who drink water containing lead could experience delays in their physical or mental development. Children could show slight deficits in attention span and learning abilities. Adults who drink this water over many years could develop kidney problems or high blood pressure.

### People with Special Health Concerns

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline at (800) 426-4791.

### Monitoring and Reporting

Monitoring and Reporting to the Department of Environment, Great Lakes, and Energy (EGLE) Requirements: The State of Michigan and the U.S. EPA require us to test our water on a regular basis to ensure its safety. We met all the monitoring and reporting requirements for 2020.

We will update this report annually and will keep you informed of any problems that may occur throughout the year, as they happen. Copies are available at City of Lathrup Village, 27400 Southfield Road, Lathrup Village, MI 48076. This report will not be sent to you.

We invite public participation in decisions that affect drinking water quality. The City of Lathrup Village City Council Meetings are held generally on 3<sup>rd</sup> Monday of each month at 7:00pm. For more information about your water, or the contents of this report, contact: Sheryl Mitchell Theriot, City Administrator, City of Lathrup Village, MI 48076 or email to [smitchell@lathrupvillage.org](mailto:smitchell@lathrupvillage.org). A copy of the report is also available on the website at [www.lathrupvillage.org](http://www.lathrupvillage.org). For more information about safe drinking water, visit the U.S. EPA at <http://www.epa.gov/safewater>.

**Questions:**

Local Distribution: City of Lathrup Village (248) 557-2600

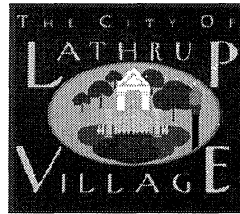
Southeastern Oakland County Water Supply System – Water Authority offices: (248) 288-5150. Visit our web site at [www.socwa.org](http://www.socwa.org)

Great Lakes Water Authority – [www.glwater.org](http://www.glwater.org)

Michigan Department of Environment, Great Lakes, and Energy (EGLE) - (586) 753-3755 – [www.michigan.gov/egle](http://www.michigan.gov/egle)

U.S. Environmental Protection Agency – Safe Drinking Water Hotline: (800) 426-4791.

Water quality data for community water systems throughout the United States is available at <https://www.epa.gov/wqs-tech>



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# INFRASTRUCTURE STUDY GROUP

CITY OF LATHRUP VILLAGE

27400 Southfield Road, Lathrup Village, Michigan 48076

## ROAD RECOMMENDATION TO CITY COUNCIL

MONDAY, APRIL 5, 2020

---

### **Infrastructure Committee 2022 Construction Street Recommendation:**

**Goal:** To recommend the specific roads for construction during the Summer 2022 road improvement project.

**Background:** In July of 2020, City Council accepted the recommended road improvement proposal from the Infrastructure Committee and voted to place the recommended road initiative on the November 3, 2020 ballot. During that election, Lathrup Village residents adopted the proposal and project implementation has started. The accepted proposal indicated that the Infrastructure Committee would recommend the specific streets slated for each summer construction season to City Council. While it may seem like the street recommendation for the summer of 2022 construction project is early, the engineering work actually needs to occur during the several months. This document serves as the road recommendation so that engineering work for the summer 2022 project can begin.

### **Road Recommendation:**

The committee recommends 2.24 miles of road repaving for the 2022 construction season.

These specific roads are noted below:

- Lacrosse: Bloomfield to Santa Barbara
- Glenwood: Santa Barbara to Bloomfield
- Saratoga: Bloomfield to Sunset
- Cambridge: Santa Barbara to Bloomfield
- San Rosa: Southfield Road to the City Line

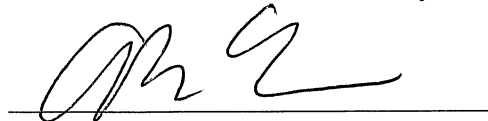
- Wiltshire: Southfield Road to the City Line
- East California: Southfield Road to Southfield Road
- Lathrup Boulevard: Southfield Road to Coral Gables
- Rainbow Court: Rainbow Drive to Rainbow Court
- Eldorado Place: Middlesex to Rainbow Drive
- Cambridge\*: Southfield Road to Lathrup Boulevard

\* - Contingent upon approval of their ditch special assessment district.

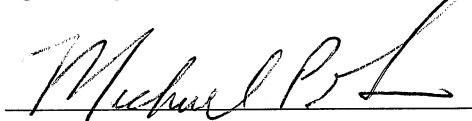
The recommendation for the specific roads for the summer of 2022 project was created by both the City and Project Engineers based upon engineering concerns, minimizing disruption and lowering costs. The advantage of this approach is that it produces an unbiased recommendation, as the engineers are unaware of specific resident concerns, City politics, where individual reside, etc. For this project, the engineers chose mostly 1A Full Reconstruction roads. These roads are the most expensive category to reconstruct. By grouping them together for construction in the same season, the engineers felt that the City could command a lower price due to the volume of similar work and economies of scale. Also, because one of the 1A Full Reconstruction roads is located south of I696, the engineers felt that it made sense to tackle the only other two (very short) roads south of I696 eligible under the three-year program. By grouping these roads together, the City will save on future mobilization costs. Two streets, Wiltshire and San Rosa, were chosen because their water mains are being replaced during the summer of 2021, which necessitates subsequent repaving in 2022.

In addition, the engineers also factored in that CMS Energy will be conducting gas line replacements during the summer of 2023 on the east side of Southfield Road between 11 and 12 Mile Road. By getting the more intensive construction in that area out of the way in 2022, there should be minimal conflicts with CMS Energy in 2023. Lastly, in making their selections, the engineers also factored in disruption concerns and did not select adjacent streets for repaving. This was to mitigate parking concerns and to ensure residents will not have excessively long walks to their homes during street closures.

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



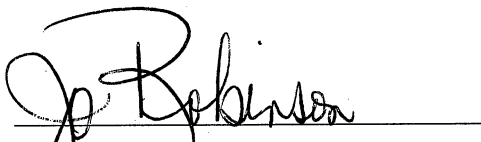
Bruce Kantor, Committee Chair  
Mayor Pro Tem



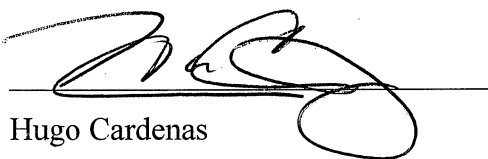
Michael Griffin



Mike Keenan

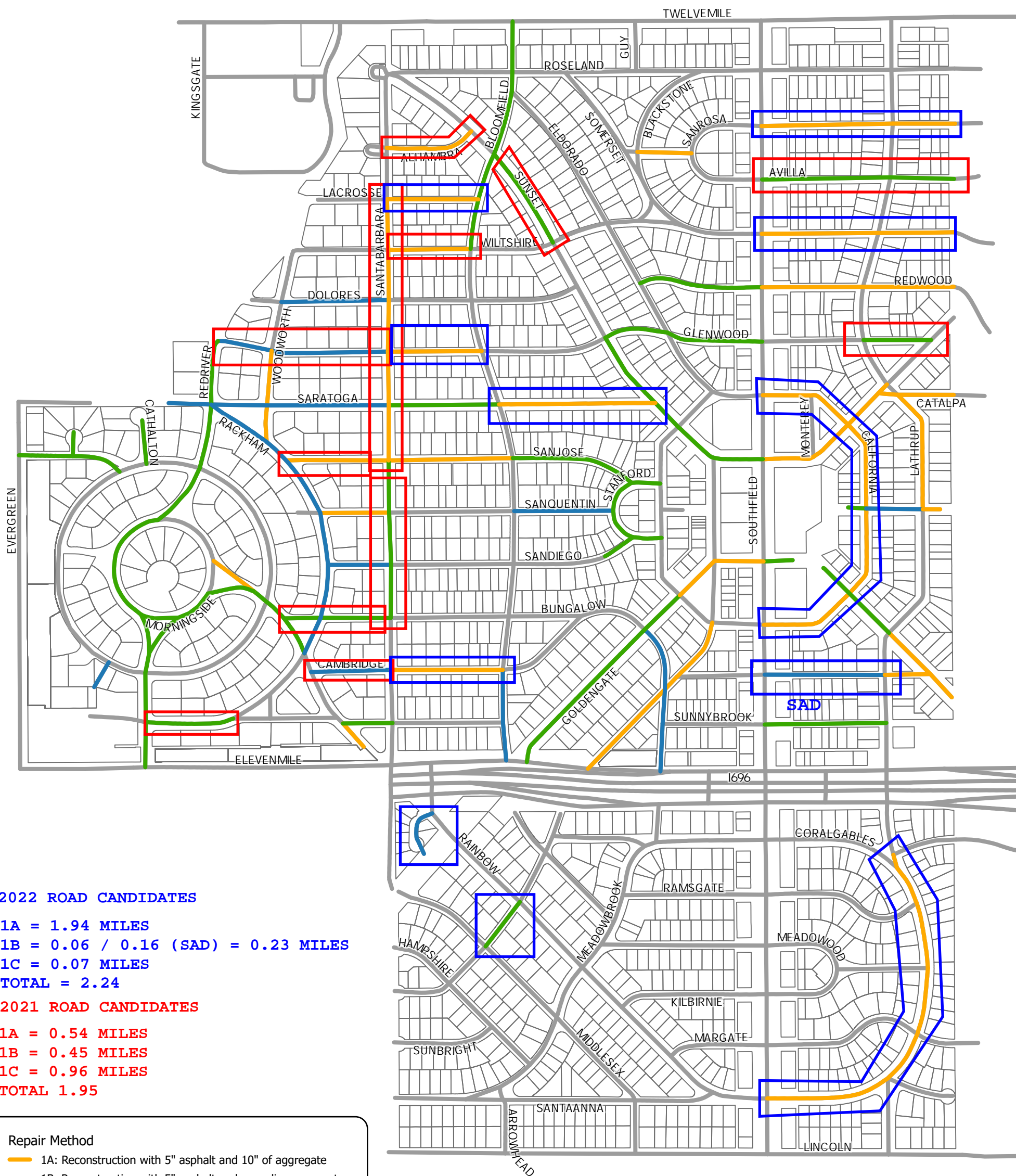


Jo Robinson



Hugo Cardenas

# Lathrup Village Eligible Roads to be Repaired



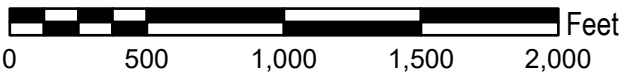
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1025 E. Maple Road, Suite 100  
Birmingham, MI 48009  
P: (248) 852.3100  
F: (313) 962.5068

Engineers  
Surveyors  
Planners  
Landscape Architects  
GIS Specialists

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## Dr. Sheryl L. Mitchell Theriot

City Administrator

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

### **COUNCIL COMMUNICATION:**

**TO:** Mayor Garrett and City Council Members

**FR:** Sheryl Mitchell Theriot, City Administrator

**DA:** April 5, 2021

**RE:** Professional Auditing Services –Request for Proposals

Plante Moran has provided professional auditing services to the City of Lathrup Village for several years. Council requested that an RFP be issued to solicit responses for these services.

The draft RFP reflects:

- Issue Date: April 15, 2021
- Response Due: June 1, 2021
- Proposals Evaluated: June 7 to June 11, 2021
- Possible Interviews/Award June 21, 2021
- Contract Commences July 1, 2021 (or as negotiated)
- 5-year contract, with option 2 additional year, in 1 year increments
- Presentation to Council no later than November Council Meeting
- Submission to State of Michigan no later than December 31<sup>st</sup>.

Anticipated to present to Council at the April 19, 2021 meeting for approval.

### **Suggested Motion:**

**To authorize the release of the RFP for Professional Auditing Services**



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**CITY OF LATHRUP VILLAGE**

**REQUEST FOR PROPOSALS  
FOR  
PROFESSIONAL AUDITING SERVICES**

Issued: April 15, 2021



**CITY OF LATHRUP VILLAGE  
REQUEST FOR PROPOSALS  
PROFESSIONAL AUDITING SERVICES**

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## ATTACHMENTS

- A. Sample Agreement
- B. Schedule of Professional Fees

## I. INTRODUCTION

### A. General Information

The City of Lathrup Village is soliciting proposals from qualified firms of certified public accountants to audit financial statements for the City of Lathrup Village and its component unit. This audit is to be performed in accordance with generally accepted auditing standards and, if single audit is applicable, the provisions of the federal Single Audit Act of 1996 and U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

There is no expressed or implied obligation for the City of Lathrup Village to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

To be considered, please provide one (1) unbound original, plus seven (7) bound copies of the proposal, and one (1) digital copy of the proposal in a sealed package by **4:00 p.m. on June 1, 2020. Fee proposals must be sealed in a separate envelope which may be mailed in the same package as the proposals.** Proposals should be delivered to:

**City of Lathrup Village  
Attn: AUDITING RFP  
27400 Southfield Rd  
Lathrup Village, MI 48076**

The envelopes should be marked with the name of the submitting firm and **"RFP: Professional Auditing Services"**. We do not accept faxed or emailed proposals. The City of Lathrup Village reserves the right to reject any or all proposals submitted.

During the evaluation process, the City of Lathrup Village reserves the right, where it may serve the City of Lathrup Village's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the City of Lathrup Village, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City of Lathrup Village reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposals, unless exceptions are clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Lathrup Village and the firm selected.

**USE OF THE CITY OF LATHRUP VILLAGE LOGO IN YOUR PROPOSAL IS PROHIBITED.**

### B. Tentative Schedule

Issue RFP	April 15, 2021
Responses Due	June 1, 2021 by 4:00pm June 7 - 11, 2021
Proposals Evaluated	June 21, 2021
Possible Interviews Award	July 1, 2021 (or as negotiated)
Contract Commences	

### **C. Term of Engagement**

A five (5) year contract is contemplated with a City option to renew for up to two (2) additional years in one (1) year increments.

### **C. RFP Distribution/Addenda**

The City of Lathrup Village officially distributes RFP documents through the city website [www.lathrupvillage.org](http://www.lathrupvillage.org) and the Michigan Intergovernmental Trade Network (MITN) at [www.mitn.info](http://www.mitn.info). Copies of RFP documents obtained from any other source are not considered official copies. The City of Lathrup Village cannot guarantee the accuracy of any information not obtained from the City or MITN website and is not responsible for any errors contained by any information received from alternate sources. Any addendum issued by the City will be posted on the City and MITN website, shall become part of the RFP and shall be taken into account by each proposer in preparing their proposal. Only written addenda are binding. It is the Proposer's responsibility to be sure they have obtained all addenda. Receipt of all addenda must be acknowledged on fee proposal form.

### **D. Insurance Requirements**

A certificate of insurance naming the City of Lathrup Village as an additional insured and meeting the requirements shown in Attachment A (Sample Agreement) must be provided to the City by the successful proposer prior to commencement of work. A current certificate of insurance is to be on file with the City for entire contract period.

## **II. NATURE OF SERVICES REQUIRED**

### **A. General**

The City of Lathrup Village is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal years ending June 30, 2021, 2022, 2023, 2024, 2025, with a City option to renew for 2026 and 2027.

### **B. Scope of Work to be Performed**

#### **Annual Audit**

The City Charter and State law require an annual audit of the financial records and transactions of the City by independent certified public accountants selected by the City Council. In addition to meeting the requirements set forth in the City Charter and State law, the audit should also be designed to meet the requirements of the Single Audit Act and related OMB Circular A-133, if applicable. The auditor's reports related specifically to the single audit should be issued under separate cover.

The City of Lathrup Village desires the auditor to express an opinion on the fair presentation of the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information including the

discretely presented component unit of the City of Lathrup Village in conformity with generally accepted accounting principles. The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

### **C. Auditing Standards to be Followed**

To meet the requirements of this Request for Proposals, the audit shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants and, if applicable, the provisions of the Single Audit Act of 1996 and the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

### **D. Special Considerations - Auditors Are to Prepare:**

1. The Annual Financial Report with Supplemental Information.
2. Basic financial Statements, including: Government Wide Financial Statements; Fund Financial Statements (General and Proprietary); and Notes.
3. Supplement Information, including schedules related to pension and OPEB liabilities and contributions and General Fund Comparison Schedule.
4. GASB 40 Statement requirements, including deposit and investment risk disclosures.
5. GASB 84 Fiduciary Activities, including MERS Retiree Health Fund.
6. Financial statements relative to previously existing and new Deb Service and Capital Projects.
7. If required, the preparation of a single audit.
8. It is required that all audit work be completed and the final Audit Report be presented to the City Council no later than the first regular council meeting in November.

### **E. Working Paper Retention and Access to Working Papers**

All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by the City of Lathrup Village of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

- City of Lathrup Village
- Parties designated by the federal or state governments or by the City of Lathrup Village as part of an audit quality review process

- Auditors of entities of which the City of Lathrup Village is a sub-recipient of grant funds

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

### III. DESCRIPTION OF THE GOVERNMENT

#### A. Contact Person

The auditor's principal contact with the City of Lathrup Village will be Pamela Bratschi, Treasurer/Assistant City Administrator, or a designated representative, who will provide the assistance by the City of Lathrup Village to the auditor.

#### B. Background Information

The City of Lathrup Village, incorporated in 1953, is strategically located in the southeastern portion of vibrant Oakland County. Lathrup Village encompasses an area of approximately 1.5 square miles and is surrounded by the City of Southfield. The 2010 census placed the City of Lathrup Village's population at just over 4,000.

More detailed information on the City of Lathrup Village and its finances can be found in by accessing the City of Lathrup Village's website at [www.lathrupvillage.org](http://www.lathrupvillage.org).

#### C. Fund Structure

As of July 1, 2020, the City of Lathrup Village and its component units used the following fund types in its financial reporting:

##### **Fund Type**

General Fund  
 Special revenue funds (Major Roads, Local Roads)  
 Capital project funds  
 Debt service funds  
 Enterprise funds (Water and Sewer Fund)  
 Fiduciary funds  
 Component Unit - Downtown Development Authority

The basic financial statements are comprised of three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the financial statements. The financial section also contains required supplemental information in addition to the basic financial statements.

## **D. Budgetary Basis of Accounting**

The City of Lathrup Village prepares its budgets on a basis consistent with generally accepted accounting principles, except that transfers have been included in the "revenue" and "expenditure" categories, rather than as "other financing sources (uses)."

## **E. Pension Plans**

The City of Lathrup Village is an agent multiple-employer defined benefit pension plan administered by the Michigan Municipal Employees Retirement System (MERS) that covers certain general, nonunion, police, and patrol employees of the City.

In addition, the City provides additional other post-employment benefits to all full-time employees hired after July 1, 2008 through a retiree health care savings plan administered by ICMA - Meritain Health. Under the plan, there are no employee contributions, and the City contributes 2 percent of employees' base salaries into eligible employees' health savings accounts for retirement health care. Contributions to the health savings accounts by the City were \$21,642 for the year ended June 30, 2020.

## **F. Component Units**

In accordance with the Governmental Accounting Standards Board Statement No. 14, *The Financial Reporting Entity*, the City of Lathrup Village has identified the Economic Development Corporation as a discretely presented component unit within the government-wide financial statements.

## **G. Joint Ventures**

The City is a member of the Southeast Oakland County Resource Recovery and Recycling Authority (SOCRRA) and the Southeast Oakland County Water Authority (SOCWA). Each Authority is incorporated by the multiple Cities in Oakland County. The City appoints one member to each of the joint venture's governing boards, which then approves the annual budget. The joint ventures receive its operating revenue from member contributions and service related income.

## **H. Availability of Prior Audit Reports and Working Papers**

Interested proposers who wish to review prior years' audit work papers and management letters should contact Pamela Bratschi, Treasurer/Assistant City Administrator via email at [treasurer@lathrupvillage.org](mailto:treasurer@lathrupvillage.org). The City of Lathrup Village will use its best efforts to make prior audit reports and supporting working papers available to proposers to aid their response to this Request for Proposals.

# **IV. TIME REQUIREMENTS**

## **A. Date Audit May Commence**

The City of Lathrup Village will have all records ready for audit and all management personnel available to meet with the firm's personnel no later than **September 15<sup>th</sup>** of each year or an alternate date mutually agreed upon by the Finance Director and the audit firm.

## **B. Date Final Report is Due**

The Finance Department will complete their review of the draft report as expeditiously as possible. It is expected that this process should not exceed one week. During that period, the auditor should be available for any meetings that may be necessary to discuss the audit reports. Once all issues for discussion are resolved, the final signed report shall be delivered to the City Treasurer. It is anticipated that this process will be completed and the final report presented to City Council at the City's first meeting of **November**. If the start date of the audit is moved forward or pushed back, the final report presentation will be adjusted as well.

## **V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT REPARATION**

### **A. Finance Department**

The Finance Department staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of the City of Lathrup Village.

### **B. Statements and Schedules to be Prepared by the Staff of the City of Lathrup Village**

The Finance staff of the City of Lathrup Village will prepare all required supporting work papers, confirmations, financial report footnotes (with the exception of GASB 40) and statistical information.

### **C. Work Area, Telephone, Photocopying, and Internet Services**

The City of Lathrup Village will provide the auditor with reasonable workspace, desks and chairs. The auditor will also be provided with access to one telephone line, photocopying facilities and internet services.

### **D. Report Preparation**

The preparation of the Annual Financial Report, report formatting printing and filing of the report with the State of Michigan shall be the responsibility of the auditor.



## VI. PROPOSAL REQUIREMENTS

### A. General Requirements

#### 1. Inquiries

Inquiries concerning the RFP and the subject of the RFP should be made in writing via email:

Pamel Bratschi, Treasurer/Assistant City Administrator  
treasurer@lathrupvillage.org

Any interpretation or correction, as well as any additional RFP provisions that the City may decide to include, will be made as an addendum which will be posted on the MITN website at [www.mitn.info](http://www.mitn.info).

#### 2. Submission of Proposals

The following material is required to be received by the due date and time for a proposing firm to be considered:

- a. An unbound original (may be clipped but not stapled or bound) of the Proposal, seven (7) additional copies (which may be bound), and one (1) electronic copy which are to include the following:

- i. **Title Page**

Title page showing the Request for Proposals' subject; the firm's name; the name, address and telephone number of a contact person, date of the proposal, acknowledgment of all addenda, and signature of representative authorized to sign a contract.

- ii. **Table of Contents Transmittal Letter**

A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for a period of 90 days.

- iii. **Detailed Proposal**

The detailed proposal should follow the order set forth in Section VI-B of this Request for Proposals.

### B. Proposal

#### 1. General Requirements

The purpose of the proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the City of Lathrup Village in conformity with the requirements of this Request for Proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the Request for Proposals requirements.

The proposal should address all the points outlined in the RFP. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP. While additional data may be presented, the following subjects, items 2 through 13, must be included. They represent the criteria against which the proposal will be evaluated.

## 2. Independence

The firm should provide an affirmative statement that it is independent of the City of Lathrup Village as defined by generally accepted auditing standards.

The firm should also list and describe the firm's (or proposed subcontractors') professional relationships involving the City of Lathrup Village or any of its agencies or component units for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give the City of Lathrup Village written notice of any professional relationships entered into during the period of this agreement.

## 3. License to Practice in Michigan

An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in Michigan.

## 4. Debarment, Suspension, Ineligibility, and Voluntary Exclusion

The firm shall comply with the provisions of 24 CFR Part 24 that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract. Additionally, the Consultant shall not use, directly or indirectly, any of the funds provided by this contract to employ, award contracts to, or otherwise engage the services of, or fund any contractor/subcontractor during any period that the contractor/subcontractor is debarred, suspended or ineligible under the provisions of 24 CFR Part 24.

## 5. Firm Qualifications and Experience

The proposal should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal auditor should be noted, if applicable.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific governmental engagements.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

#### 6. Partner, Supervisory and Staff Qualifications and Experience

The firm should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in Michigan. The firm also should provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

This firm should provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. The firm also should indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the City of Lathrup Village. However, in either case, the City of Lathrup Village retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this RFP can only be changed with the express prior written permission of the City of Lathrup Village, which retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

#### 7. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of 5) performed in the last five years that are similar to the engagement described in this Request for Proposals. These engagements should be ranked on the basis of total staff hours.

Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

In addition, provide a complete list of governmental clients to which you provide audit services.

#### 8. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this Request for Proposals. In developing the work plan, reference should be made to such sources of information as the City of Lathrup Village's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

Proposers will be required to provide the following information on their audit approach:

- a. Proposed segmentation of the engagement
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement
- c. Sample sizes and the extent to which statistical sampling is to be used in the engagement
- d. Type and extent of analytical procedures to be used in the engagement
- e. Approach to be taken to gain and document an understanding of the City of Lathrup Village's internal control structure
- f. Approach to be taken in determining laws and regulations that will be subject to audit test work
- g. Approach to be taken in drawing audit samples for purposes of test of compliance

#### 9. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the City of Lathrup Village.

#### 10. Report Format

The proposal should include sample formats for required reports.

#### 11. Total Price and Hours Breakdown

The fee proposal should contain all pricing and hours information relative to performing the audit engagement as described in this Request for Proposals including the following: auditing services, CAFR preparation and single audit, if necessary (see attachment B).

The City of Lathrup Village will not be responsible for expenses incurred in preparing and submitting the proposal or the fee proposal. Such costs should not be included in the proposal.

The fee proposal should include the following information:

- a. Name of Firm
- b. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid and authorized to sign a contract with the City of the City of Lathrup Village.
- c. Pricing requested on Schedule of Professional Fees for the Audit
- d. Acknowledgement of all addenda

## 12. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement in accordance with the firm's fee proposal. Interim billings shall cover a period of not less than a calendar month.

## VII. EVALUATION PROCEDURES

### A. Review of Proposals

The City of Lathrup Village will use a formula during the review process to score proposals. Each member of the Review Committee will first score each proposal by each of the criteria described in Section VII B below. The full Review Committee (including members of City Council) will then convene to review and discuss these evaluations and to combine the individual scores to arrive at a composite technical score for each firm. At this point, firms with an unacceptably low technical score will be eliminated from further consideration. The City of Lathrup Village reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

### B. Evaluation Criteria

Proposals will be evaluated using four sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored. The following represent the principal selection criteria which will be considered during the evaluation process. The decisions and opinions of the Audit Committee regarding proposal evaluations are final and cannot be appealed. Total of 100 possible points.

**1. Firm Qualifications, Expertise and Experience (40 points)**

- a. The firm's past experience and performance on comparable government engagements of comparable size and located in SE Michigan
- b. Number of dedicated governmental team members.
- c. Level and quality of internal control and results of external quality control review.
- d. Expertise of proposed team.
- e. Knowledge of applicable accounting standards, including recent and upcoming GASB pronouncements.
- f. Firm leadership in governmental industry.

**2. Technical Requirements - Specific Audit Approach (30 points)**

- a. Completeness of audit plan (does it fit with the city's activities and RFP requirements)?
- b. Ability to conduct audit in a remote environment, including use of technology in the audit
- c. Communication plan during audit to management and council

**3. Reference Scoring (10 points)**

- a. Are reports delivered on time and on budget?
- b. Is the Audit partner and manager involved and present for discussions during the audit?
- c. Is there low staff turnover on your audit?
- d. Do they avoid charge above the stated fee?
- e. Do they provide assistance with new standards and overall guidance outside of the audit?

**4. Additional Services (10 points)**

- a. Additional services, such as staff training, tool kits, templates, etc.

**5. Cost Scoring (10 points)**

- a. Lowest Price (10 points)
- b. Next Lowest (9 points)
- c. Third Lowest (8 points)

**C. Oral Presentations**

During the evaluation process, the Audit Committee may, at its discretion, require any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Audit Committee may have on a firm's proposal.

**D. Right to Reject Proposals**

Submission of a proposal indicates acceptance by the firm(s) of the conditions contained in this Request for Proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Lathrup Village and the firm(s) selected.

The City of Lathrup Village reserves the right without prejudice to reject any or all proposals.

**SAMPLE AGREEMENT****ATTACHMENT A****CONTRACT FOR PROFESSIONAL AUDITING SERVICES**

**THIS CONTRACT FOR PROFESSIONAL SERVICES** ("Contract"), made and entered into this 1st day of \_\_\_\_\_, 20\_\_, by and between the City of Lathrup Village, a Michigan municipal corporation, whose address is 27400 Southfield Road, Lathrup Village, Michigan 48076 (hereinafter called the "City" and \_\_\_\_\_, whose address is \_\_\_\_\_ (hereinafter called the "Auditor").

**RECITALS:**

- A.** The City issued a Request for Proposal for Auditing Services on or around April 15, 2021.
- B.** Auditor submitted its Proposal to Provide Auditing Services to the City in response to the City's request.
- C.** Following a competitive interview process, Auditor was selected to perform the duties of Auditor; and
- D.** The City and Auditor have determined that it is appropriate to agree on a multi-year term for the provision of such services, for the years ended June 30, 2021, June 30, 2022, June 30, 2023, June 30, 2024 and June 30, 2025, with the option to renew for June 30, 2026 and June 30, 2027.

**NOW, THEREFORE**, in consideration of the foregoing, the City and Auditor agree as follows:

**1. Services to be Provided by Auditor.**

- a. **Review financial statements.** Auditor shall audit the City's financial statements for the fiscal years ending June 30, 2021, June 30, 2022, June 30, 2023, June 30, 2024 and June 30, 2025, with the option to renew for June 30, 2026 and June 30, 2027, for the purpose of expressing an opinion on the fairness with which those statements present the City's financial position. For purposes of this Agreement, "financial statements" shall include the City's comprehensive annual financial report as well as that of the Economic Development Corporation (EDC) of the City of Lathrup Village, Michigan. Such audits shall be performed in accordance with the AICPA's generally accepted auditing standards, the standards set forth for financial audits in the U.S. Government Accountability Office's (GAO) Government Auditing Standards (1988), and the provisions of the Federal Single Audit Act of 1984, and U.S. Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments (when applicable). The Auditor shall also review the City's financial report for compliance with Government Finance Officers Association

**SAMPLE AGREEMENT**

(GFOA) Distinguished Budget Presentation requirements.

- b. **Provide written opinion and reports.** As a part of the audit, the Auditor shall give its written opinion on the fairness of the presentation in the City's basic financial statements of the governmental activities and the business-type activities, the results of operations, and cash flows of each major fund, and the aggregate remaining fund information, including any discretely presented component units of the City of Lathrup Village in conformance with generally accepted accounting principles. A compliance audit in order to meet the requirements of the Single Audit Act shall be performed if deemed necessary at the sole option of the City. At the conclusion of said audit, a letter of comments and recommendations shall be submitted to the City. The letter shall include a summary of the audit findings and recommendations for changes in accounting procedures and methods of internal control.

The Auditor shall be responsible for all editing and printing of the following reports:

Annual Financial Report	15 copies
Single Audit Report, if applicable	15 copies
Letter of Comments and Recommendations (City)	15 copies
Audit Presentation (graphs, etc.)	15 copies

All working papers and reports must be retained, at the Auditor's expense, for a minimum of three (3) years, unless the Auditor is notified in writing by the City of the need to extend the retention period. The Auditor will be required to make working papers available, upon request by the City. In addition, the Auditor shall respond to the reasonable inquiries of successor Auditors and allow successor Auditors to review working papers relating to matters of continuing accounting significance.

- c. **City to supply financial information.** The City shall provide Auditor with access to its financial statements and footnotes, which it may formulate from its June 30 general ledger and other relevant materials necessary for Auditor to perform the services described herein. The City may also submit additional financial and statistical information not subject to examination by the Auditor for inclusion in the comprehensive annual financial report.

## 2. **Payment for services.**

The City shall pay the Auditor for services rendered under this Contract in accordance with the Schedule of Professional Fees For the Audit Proposal attached hereto as Attachment B. Such payments shall be made on a monthly basis upon receipt of an itemized invoice from the Auditor. Such



**SAMPLE AGREEMENT**

itemized billings shall be submitted and shall be paid only upon satisfactory completion of the work itemized in the billing. Auditor will obtain written approval from the City prior to proceeding with any services or work that is not stated in Exhibit 1; otherwise the City will not be billed for such extra/additional services or work.

**3. Auditor representations.**

Auditor represents and warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Auditor, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee of the Auditor, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the City shall have the right to annul this Agreement without liability.

**4. Insurance.**

The Auditor shall procure and maintain during the term of the Contract the insurance coverage's outlined below. All coverage's shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverage's shall be with insurance carriers acceptable to the City of Lathrup Village.

- a. **Worker's Compensation** insurance with the Michigan statutory limits and Employer's Liability insurance with minimum limits of **\$100,000** (One Hundred Thousand Dollars) each accident.
- b. **Commercial General Liability Insurance** – The Auditor shall procure and maintain during the life of this Contract, Commercial General Liability Insurance, Personal Injury, Bodily Injury and Property Damage on an "Occurrence Basis" with limits of liability not less than **\$1,000,000** (One Million Dollars) per occurrence combined single limit.
- c. **Automobile Liability** insurance covering all owned, hired and non-owned vehicles with Personal Protection insurance to comply with the provisions of the Michigan No Fault Insurance Law including Residual Liability insurance with minimum bodily injury limits of **\$1,000,000** (One Million Dollars) each person and **\$1,000,000** (One Million Dollars) each occurrence and minimum property damage limits of **\$1,000,000** (One Million Dollars) each occurrence.
- d. **Professional Liability** coverage in the amount of not less than **\$1,000,000** (One Million Dollars) on a per claim/aggregate.

The City of Lathrup Village shall be named as an Additional Insured. Certificates of Insurance evidencing such coverage shall be submitted to the City Clerk, City of Lathrup Village, 27400 Southfield Road, Lathrup Village, Michigan 48076

**SAMPLE AGREEMENT**

prior to commencement of performance under this Contract and at least fifteen (15) days prior to the expiration dates of expiring policies.

The provisions requiring the Auditor to carry said insurance shall not be construed in any manner as waiving or restricting the liability of the Auditor under this Contract.

**5. Indemnity.**

The Auditor agrees to save harmless and defend the City against and from any or all liability, loss, or damages, including without limitations, fees and expenses of attorneys, expert witnesses and other consultants ("Damages"), that the City may suffer as a result of claims, demands, costs, or judgments against it to the extent such Damages arise from, out of or in consequence of the negligent performance of Auditor in connection with the audit services contemplated in this Agreement, excepting only such liability, loss or damage as shall have been occasioned by the sole negligence of the City of the City of Lathrup Village, its officers, agents, or employees.

**6. Nondiscrimination.**

The Auditor shall not discriminate against any employee, or applicant for employment because of race, color, sex, age, or handicap, religion, ancestry, marital status, national origin, place of birth, or sexual preference. The Auditor further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453), and will require a similar covenant on the part of any consultant or subcontractor employed in the performance of this Contract.

**7. Staffing.**

In its Proposal, the Auditor identified the principal supervisory and management staff, including engagement partners, managers and other supervisors and specialists who would be assigned to the City's work. Such engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted, or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the City of Lathrup Village. However, in either case, the City of Lathrup Village retains the right to approve or reject replacements. Consultants and firm specialists named in the Auditor's proposal may only be changed with the express prior written permission of the City of Lathrup Village, which retains the right to approve or reject replacements. Other audit personnel may be changed at the discretion of the Auditor provided that replacements have substantially the same or better qualifications or experience.

**8. No assignment.**

**SAMPLE AGREEMENT**

The Auditor shall not assign any interest under this Contract and shall not transfer any interest in the same without prior written consent of the City. No reports, information, or data given to or prepared by the Auditor under the Contract shall be made available to any individual or organization by the Auditor without the prior written approval of the City.

**9. Compliance with laws.**

The Auditor shall, in the performance of this Agreement, comply with and give all stipulations and representations required by all applicable federal, state and local laws, ordinances and regulations, and shall require such compliance, stipulations and representations by all other persons with whom it shall enter into any Contract pertaining to the work hereunder.

**10. Incorporated documents.**

In addition to the terms and conditions stated herein, the Auditor's "Proposal to provide Auditing Services," dated \_\_\_\_\_, is incorporated herein to the extent not inconsistent with this Contract.

**11. Term.**

This Contract shall apply for the fiscal years ending June 30, 2021, June 30, 2022, June 30, 2023, June 30, 2024 and June 30, 2025, with an option to renew for June 30, 2026 and June 30, 2027, at the sole option of the City. Such option shall be deemed to have been exercised unless the City notifies the Auditor, in writing, by June 1, 2026 and 2027, for the respective fiscal years, that it does not want to exercise the option. If the City does so advise the Auditor, there shall be no further obligation between the parties except as specifically set forth herein.

**12. Termination.**

The City shall have the right to terminate this Contract with or without cause on thirty **(30)** days written notice. In the event of termination, the Auditor shall receive just and equitable compensation for any satisfactory work completed to the date termination takes effect and the City shall be entitled to retain and use all audits, reports and recommendations prepared by the Auditor until such date.

**13. Disputes.**

This Contract shall be governed by and construed in accordance with the laws of the State of Michigan that are applicable to Contracts made and to be performed in that state. Should any court action be commenced at any time involving or concerning this Contract, it is hereby agreed that jurisdiction and venue shall be in the State of Michigan Circuit Court in Oakland County. In the event of any litigation arising out of this Contract, the prevailing party shall be entitled to recover attorneys' fees and costs from the other party.

**SAMPLE AGREEMENT**

**14. Debarment, Suspension, Ineligibility and Voluntary Exclusion.**

The Auditor shall comply with the provisions of 24 CFR Part 24 that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Contract.

**IN WITNESS WHEREOF**, the City and the Auditor have executed this Contract in Oakland County, Michigan, as of the date first listed above.

**WITNESS:**

**City of Lathrup Village ("City"):**

\_\_\_\_\_

By: \_\_\_\_\_

Mykale Garrett, Mayor

\_\_\_\_\_

By: \_\_\_\_\_

Yvette Talley, Clerk

**WITNESS:**

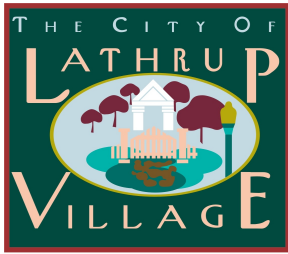
\_\_\_\_\_  
**("Auditor"):**

\_\_\_\_\_

By: \_\_\_\_\_

Name, title

1066266



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## ATTACHMENT B

**CITY OF LATHRUP VILLAGE**  
**RFP PROFESSIONAL AUDITING SERVICES**  
**FEE PROPOSAL**

**SCHEDULE OF PROFESSIONAL FEES FOR THE AUDIT**  
**OF THE 2021, 2022, 2023, 2024, 2025**  
**FINANCIAL STATEMENTS**

	6/30/2021	6/30/2022	6/30/2023	6/30/2024	6/30/2025
Audit Services	\$	\$	\$	\$	\$
Single Audit	\$	\$	\$	\$	\$
Annual Financial Report	\$	\$	\$	\$	\$
<b>TOTAL</b> (NOT TO EXCEED)	\$	\$	\$	\$	\$

	Hours		Hourly Rate		Total Audit Fee 6/30/2021
Partners		X	\$	=	\$
Managers		X	\$	=	\$
Supervisory Staff		X	\$	=	\$
Staff		X	\$	=	\$
Other (specify):		X	\$	=	\$
<b>GRAND TOTAL (NOT TO EXCEED)</b>					\$

**We acknowledge the following addenda:**

\_\_\_\_\_ (please indicate addenda numbers)

**This proposal submitted by:**

Representative Name (printed) \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

E-mail \_\_\_\_\_

Company (Legal Registration) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_



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**Dr. Sheryl L. Mitchell Theriot**

**City Administrator**

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

### **COUNCIL COMMUNICATION:**

**TO:** Mayor Garrett and City Council Members

**FR:** Sheryl Mitchell Theriot, City Administrator

**DA:** April 19, 2021

**RE:** Fund Balance and Reserve Policy

Although, the City of Lathrup Village has held an unofficial policy of maintaining at least a 15% General Fund Balance, best practices recommended by the Government Finance Officers Association and GASB are that there be an official policy adopted.

The attached is a draft of the Fund Balance & Reserve Policy, including classifications, procedures and Appropriate Reserve Level for the General Fund.

The Fund Balance Components are:

- Nonspendable Fund balance
- Restricted Fund Balance
- Committed Fund Balance
- Assigned Fund Balance
- Unassigned Fund Balance

The Reserve Policy is to maintain an unrestricted Fund Balance of 15-20% of expenditures.

It is intended to present this policy on at the April 19<sup>th</sup> Council Meeting for your consideration and adoption.

### **Suggested Motion**

**To Adopt the Fund Balance and Reserve Policy as presented**

**CITY OF LATHRUP VILLAGE**  
**Fund Balance & Reserve Policy**  
**Classification, Procedures and Appropriate Level**

Adopted: \_\_\_\_\_

DRAFT: April 5, 2021

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### **Purpose**

The City of Lathrup Village believes that sound financial management principles require that sufficient funds be retained by the City to provide a stable financial base at all times. To retain this stable financial base, the organization needs to maintain a fund balance in the General Fund that is sufficient to fund all cash flows of the organization, to provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature, and to provide funds for all existing encumbrances.

The purpose of this policy is to establish a key element of the financial stability of the City of Lathrup Village by setting guidelines for fund balance. Fund balance is an important measure of economic stability. It is essential that the City of Lathrup Village maintain adequate levels of fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances. The fund balance also provides cash flow liquidity for the general operations of the City of Lathrup Village.

In addition, this policy addresses the City of Lathrup Village's requirements under GASB 54 surrounding the composition of fund balance, including the establishment and use of the various components of fund balance.

### **Definitions**

**Fund Balance** – A governmental fund's fund balance is the difference between its assets, deferred outflows and its liabilities and deferred inflows.

**Fund Balance Components** – An accounting distinction is made between the portions of fund equity that are spendable and nonspendable. Under GASB 54, these are broken up into five categories:

- 1) **Nonspendable fund balance** – Amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund)
- 2) **Restricted fund balance** – Amounts that can be spent only for the specific purposes stipulated by external resource providers either constitutionally or through enabling legislation. Examples include grants and dedicated millages.
- 3) **Committed fund balance** - Amounts constrained to specific purposes by a government itself using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.
- 4) **Assigned fund balance** – Amounts *intended* to be used by the government for specific purposes. Intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.
- 5) **Unassigned fund balance** – is the residual classification of the general fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose.

**Unrestricted fund balance** - Unrestricted fund balance includes committed, assigned and unassigned fund balance categories. Governments may deem it appropriate to exclude from consideration resources that have been committed or assigned to some other purpose and focus on unassigned fund balance rather than on unrestricted fund balance.

**CITY OF LATHRUP VILLAGE**  
**Fund Balance & Reserve Policy**  
**Classification, Procedures and Appropriate Level**  
**Adopted: \_\_\_\_\_**  
**DRAFT: April 5, 2021**  
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## **Policies**

### **Minimum Unrestricted Fund Balance & Reserves - General Fund**

The fund balance of the City of Lathrup Village's General Fund has been accumulated to provide stability and flexibility to respond to unexpected adversity and/or opportunities. The City of Lathrup Village's basic goal is to limit expenditures to anticipated revenue in order to maintain a balanced budget.

Reserves - It is the goal of the City of Lathrup Village to achieve and maintain an unrestricted fund balance in the general fund equal to 15% - 20% of expenditures. The use of fund balance is appropriate for one-time expenditures or to avoid creating a structural deficit.

If unassigned fund balance falls below the goal or has a deficiency, the City Administrator will treat this as a financial management priority and will implement procedures for replenishing fund balance as well as identify a timeline that will be reported to City Council. A key component of the replenishment plan will be to control operating expenditures and use budget surpluses to replenish fund balance.

### **Committed Fund Balance**

The Lathrup Village City Council is the City of Lathrup Village's highest level of decision-making authority and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the Lathrup Village City Council at the council meeting. The resolution must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in the subsequent period.

### **Assigned Fund Balance**

The Lathrup Village City Council has authorized the City Administrator act as the official authorized to assign fund balance to a specific purpose as approved by this fund balance policy.

### **Order of Expenditure of Funds (Spending Prioritization)**

When multiple components of fund balance are available for the same expenditure (for example, a project has both restricted and unrestricted funds available for it), spending will occur in this order – the following is the order of spending prioritization-restricted, committed, assigned, and unassigned.





A HERITAGE OF GOOD LIVING

## **Dr. Sheryl L. Mitchell Theriot**

**City Administrator**

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

### **COUNCIL COMMUNICATION:**

**TO:** Mayor Garrett and City Council Members

**FR:** Sheryl Mitchell Theriot, City Administrator

**DA:** April 17, 2021

**RE:** Oakland County West Nile Virus Fund Program for 2021

Since 2003, Oakland County has provided reimbursement for all Cities, Villages and Townships for their purchasing of larvicide and insect repellent to prevent West Nile virus and other mosquito-borne diseases in their communities.

This year, Lathrup Village is eligible to receive up to \$564.73 in reimbursement for qualifying expenditures. This is the same amount as received since 2019 and 2020.

### **Suggested Motion:**

**Adopt The Resolution To Approve Participation In The Oakland County West Nile Virus Fund Reimbursement Program 2021**

**CITY OF LATHRUP VILLAGE, MICHIGAN**

**RESOLUTION TO APPROVE PARTICIPATION IN THE OAKLAND COUNTY WEST NILE VIRUS FUND  
REIMBURSEMENT PROGRAM 2021**

**WHEREAS**, the Oakland County Board of Commissioners has established a West Nile Virus Fund Reimbursement Program to assist Oakland County cities, villages, and townships in addressing mosquito control activities; and

**WHEREAS**, Oakland County's West Nile Virus Fund Reimbursement Program authorizes Oakland County cities, villages, and townships to apply for reimbursement of eligible expenses incurred in connection with personal mosquito protection measures and mosquito larvicide distribution; and

**WHEREAS**, Oakland County has allotted \$564.73 in funds for the City of Lathrup Village to spend on West Nile Virus prevention; and

**WHEREAS**, the City of Lathrup Village intends to implement a program of mosquito habitat reductions through the use of larvicide applications in appropriate areas, along with mosquito protection; and

**WHEREAS**, the City Council of the City of Lathrup Village previously approved participating in the Oakland County West Nile Virus Reimbursement Program in 2010, receiving reimbursements of \$896.12; in 2009, receiving reimbursements of \$928.10; and in 2019 and 2020 receiving 564.73 in reimbursements for the purchase of insect repellent.

**NOW, THEREFORE**, the City of Lathrup Village approves participation in the Oakland County West Nile Virus Reimbursement Program 2021, to purchase and request reimbursement for eligible mosquito control activity, and authorizes the Mayor and/or City Administrator to sign the Agreement and related documents on behalf of the City of Lathrup Village.

Adopted this 19th Day of April 2021.

\_\_\_\_\_  
Mykale Garrett, Mayor

I, Yvette Talley, City Clerk, for the City of Lathrup Village, Michigan, do hereby certify that the above resolution was adopted at a Regular meeting of the Lathrup Village City Council held on April 19, 2021.

\_\_\_\_\_  
Yvette Talley, Clerk



Whereas, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, This holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, Arbor Day is now observed throughout the nation and the world, and

Whereas, Trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

Whereas, Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas, Trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

Whereas, Trees, wherever they are planted, are a source of joy and spiritual renewal.

Now, Therefore, I, Mykale Garrett, Mayor of the City of  
Lathrup Village, do hereby proclaim  
April 24, 2021 as

 **Arbor Day**

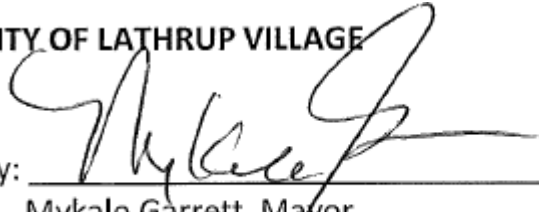
In the City of Lathrup Village, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this 19th day of April, 2021

CITY OF LATHRUP VILLAGE

By:

  
 Mykale Garrett, Mayor



A HERITAGE OF GOOD LIVING

## Dr. Sheryl L. Mitchell Theriot

### City Administrator

City of Lathrup Village  
 27400 Southfield Road | Lathrup Village, MI 48076  
[smitchell@lathrupvillage.org](mailto:smitchell@lathrupvillage.org)  
 Office: 248.557.2600 x 225 | Cell: 248.520.0620

## **COUNCIL COMMUNICATION:**

TO: Mayor and City Council Members  
 FR: Sheryl L. Mitchell, City Administrator  
 DA: April 13, 2021  
 RE: **CITY ADMINISTRATOR UPDATES**

- **City Council Meetings – Municode**
  - <https://lathrup-mi.municodemeetings.com/>
    - For agenda's, packets, minutes, video's, meeting calendar, public comment form
    - Please go to this link to complete your initial setup and password:  
<https://www.municode.com/training/meetings/initial-setup>
    - Once everyone is set up, it allows for taking roll call, voting and meeting minutes.
  - Study Session – Monday, April 19, 2021 at **5:30pm** ID: 939 7579 3197 PC: 126481
  - Council Meeting – Monday, April 19, 2021 at 7pm ID: 985 6614 5146 PC: 282771
- **Administration –**
  - **Building Files** – in the process of starting to store building records in the clouds. Long term plan is to reduce the number of records that need to be stored onsite.
  - **Constant Contact** – eNewsletter is published weekly. 1,266 subscribers! Publications are also posted on Facebook and the City Website
  - **MDHSS Testing & Collection Coordination Team** – signed up to be considered as a possible testing site.
- **SOCWA**
  - Projecting a 2% increase from GLWA and 1.5% increase from SOCWA
  - Water Sample Testing – SOCWA will provide sample bottles and deliver to Paragon for analysis. SOCWA pays the costs. GLWA performs the PFAS testing and none has been detected.
  - We are working with Hubbell Roth & Clark (HRC) through SOCWA to complete our Risk and Resilience Assessment.
  - SOCWA assisted with the drafting of the Consumers Confidence Report on Water Quality. It is posted and available on the website. A message is to be included on the water bills.
- **SOCRRA**
  - Yard waste collection has started, occurs on Mondays
  - Branch chipping has started, occurs on Friday
- **Recreation Department**
  - Art Fair, Arbor Day & Juneteenth Celebration – June 19, 2021 from 10am-6pm

- **Bonds** – received a AA bond rating from Standard and Poors. [Link](#) to Bond Rating Report.
- **Planning Commission** – meeting Tuesday, April 20th at 7pm
  - Public Hearing – 4/20 at 7pm on Zoning Ordinance Amendment - to allow more flexibility in the application of building material standards
  - Discussion of draft ordinance on cannabis/marijuana
- **DDA** – Board Meeting – April 16 at 12noon. Adopted recommended budget.
- **Website** –process continuing for free upgrade of website with Revize. Draft will be presented for input before final implementation.
- **Bike Route – Wayfinding**
  - Work scheduled to begin May 3, 2021 and be completed by May 28, 2021



# EXECUTIVE DIRECTOR'S 2020 ANNUAL REPORT

[www.allianceofrougecommunities.com](http://www.allianceofrougecommunities.com)

HOME Our Watershed For Members About Us Rouge River Advisory Council (RRAC)

Enhanced by Google

## Rouge River – Ours to Protect!

The Rouge River Watershed is home to more than one million people and encompasses 466 square miles, running through the most densely populated and urbanized land area in southeast Michigan. The Rouge River is a tributary to the Detroit River and its four branches total approximately 126 miles of waterways and include over 400 lakes, impoundments and ponds. More than 50 miles of the river flows through public parklands, making the Rouge River one of the most publicly accessible rivers in the country.

The purpose of the Alliance of Rouge Communities (ARC) is to encourage watershed-wide cooperation and support to restore beneficial uses of the Rouge River to the area residents while meeting water quality permit requirements!

[ARC Member Information](#)

### Working Together, Restoring the River

**About Our Watershed**  
Find out what a watershed is, if you live in one and what you can do to protect it.

**Get Involved**  
Attend workshops, volunteer activities & learn what's happening in the Rouge River!

**In The News**  
Articles and videos highlight ARC member and partner activities and projects.

**Businesses in The Rouge River**  
Cost-saving information for business-owners to assure you are not polluting the Rouge River.

**Rouge River Advisory Council (RRAC)**  
Learn how the RRAC activities are helping the Rouge River Watershed!

**Become a Steward of The Rouge River**  
Your actions at home, in your yard, in your community and at work affect the Rouge River!

### Restoration Projects in the Rouge River Watershed

The ARC and the Rouge River Advisory Council (RRAC), along with U. S. Environmental Protection Agency (USEPA), Michigan Environment, Great Lakes and Energy (EGLE), Michigan Department of Natural Resources (MDNR), and our local members developed a formal list of specific projects that needed to be completed in the watershed in order to remove the Fish and Wildlife Habitat Beneficial Use Impairment (BUI) to begin moving towards delisting the Rouge River as an Area of Concern (AOC). This work resulted in the development of a Rouge AOC Habitat List that was approved by EGLE and EPA in 2018. The ARC, with RRAC support, has been actively applying for funding to implement many of the projects, with several of them complete and highlighted below.

**Seeley Creek Habitat Restoration**  
— [View project info](#) (Funded by a USEPA GLRI Grant GL-00E02700)

**Rouge AOC Habitat Restoration Design & Implementation Tamarack Creek/Johnson Creek Fish Hatchery**  
— [View project info for Tamarack Creek Restoration](#) (Funded by a USEPA GLRI Grant GL-00E02344-2 & GL-00E02478)  
— [View project info for Johnson Creek Fish Hatchery](#) (Funded by a USEPA GLRI Grant GL-00E02344-2 & GL-00E02478)

**Henry Ford Estate Fishway**  
— [View project info](#) (Funded by a USEPA GLRI Grant GL-00E02040-1)

**Rouge River AOC PAC Support**  
— [View project info](#) (Funded by a USEPA GLRI/Michigan EGLE GL-00E02481, Project #2020-2505)

**Rouge River AOC Habitat Colonial & Venoy Restoration**  
— [View project info](#) (Funded by a USEPA GLRI Grant GL-00E02810-0)

**Rouge River AOC Habitat Restoration Design Implementation Wayne County Parkland**  
— [View project info](#) (Funded by a USEPA GLRI/Michigan EGLE GL-00E02432-0 & GL-00E02896-0)

**Completed Projects in the Rouge River Watershed**  
— [Odow Restoration at The Henry Ford](#)  
— [Wayne Rd. Dam Removal & River Restoration](#)  
— [Danvers Dam Removal & River Restoration](#)  
— [Transforming the Rouge from Mowed Down to Grown Up](#)  
— [Restoring Tree Canopies in the Rouge River AOC](#)

### More Helpful Information

**Community Stormwater Management Plans**  
Review and comment on your community's stormwater management plans. Find links to each community participating in the ARC Collaborative Plans.  
[Learn More »](#)

**Rouge-Friendly Lawn Maintenance**  
Get tips to keep your yard healthy, create habitat for pollinators and even save some money!  
[Learn More »](#)

**Maintaining your Septic System**  
Important information and videos for homeowners that have a septic system on their property. Find out how to maintain your system and how to tell if it is failing.  
[Learn More »](#)

**Green Infrastructure & What it Means to You**  
What is green infrastructure? Incorporate it into your yard and learn how your yard or community can benefit from it.  
[Learn More »](#)

**Application & Disposal of Chemicals**  
Learn about preferred cleaning materials and procedures for car, pavement and power washing. Find out how to apply and dispose of pesticides, herbicides and fertilizers.  
[Learn More »](#)

**Household Hazardous Waste & Illegal Dumping**  
Report illegal dumping and learn how you can dispose of household hazardous waste properly.  
[Learn More about HHW »](#)  
[Learn More about illegal dumping »](#)

In 2020 the ARC's website was rebuilt to include information to educate the public on how they can help protect water quality in the Rouge River Watershed.

Many new topics were added to meet requirements outlined in the ARC's Collaborative PEP.

In addition to the new topics, the member information was updated and information on the ARC's restoration projects was showcased.

ARC member communities are encouraged to add a link to the ARC's website on their community sites to meet their MS4 permit requirements.

March 2021

Submitted by:



2200 Commonwealth Blvd., Suite 300  
Ann Arbor, MI 48105

## ARC EXECUTIVE DIRECTOR'S 2020 ANNUAL REPORT

The 2020 Alliance of Rouge Communities (ARC) Executive Director's Annual Report summarizes the activities conducted by the ARC from January 1, 2020 to December 31, 2020, including products and outcomes from routine administration and meetings of the ARC and all its committees. It also includes results from ARC Illicit Discharge Elimination Program (IDEP) activities and public education activities, including workshops and developed products.

### EXECUTIVE DIRECTOR SERVICES

#### ARC MEETINGS AND ADMINISTRATION

##### **FULL ALLIANCE MEETINGS**

ARC Staff supported two (2) Full ARC meetings including preparation of the agenda (under the direction of the Chair), distribution of the materials prior to meetings, facilitation of the meetings (including notetaking and tallying of votes at the meeting), preparation of E-votes, and preparation/distribution of meeting summaries to members and other interested parties. In addition to the Full ARC meetings, officer elections were held in 2020.

[Full ARC meeting summaries](#) can be found on the ARC's website.

##### **EXECUTIVE COMMITTEE MEETINGS**

The Executive Committee discusses and approves items in advance of full ARC meetings including development and amendments to budgets and contracts. ARC Staff supported two (2) Executive Committee meetings including (under the direction of the ARC Officers) preparation of the agenda, distribution of the materials prior to the meetings, preparation of E-votes, facilitation of the meetings (including note-taking and documenting recommendations considered and actions taken), and meeting summary preparation and distribution. This subtask also included ongoing support services for the committee outside of the regular meetings.

[ARC Executive Committee meeting summaries](#) can be found on the ARC's website.

##### **FINANCE COMMITTEE MEETINGS**

The Finance Committee, supported by ARC Staff, developed and administered the annual budget and work plan. ARC Staff prepared monthly financial reports, budget amendments, mailed dues invoices to members, collected dues, submitted various grant reimbursement requests and paid the ARC's bills. ARC Staff facilitated two (2) Finance Committee meetings on March 5 and September 10 and prepared the agenda, distributed materials regarding budget amendments and the annual budget recommendations for review prior to the September Executive Committee meeting.

##### **ADMINISTRATIVE SERVICES**

ARC Staff provided administrative oversight of the ARC day-to-day activities by staff, consultants, contractors, and external relationships with other agencies, organizations, and individuals to meet the goals of the ARC.

2020 Activities included:

- ◆ The 2019 ARC annual report was completed and submitted to the ARC in April 2020.

- ARC Staff developed the “Procedures for Payables/Receivables During Covid-19” in April 2020 to adhere to social distancing guidelines and reduce the in-person review of payables/receivables.
- ARC Staff met with Kate Richardson, Novi, who was taking over the Treasurer position from Jill Rickard who left Northville Township in early 2020. ARC staff prepared a transition package and reviewed the ARC Treasurer duties.

## FINANCIAL SERVICES

ARC Staff provided accounting services in accordance with the ARC’s Accounting Procedures Manual including processing of payables and receivables.

2020 Activities included:

- ARC Staff provided monthly reports for the ARC Treasurer and ARC members from January 1, 2020 through December 31, 2020.
- ARC Staff provided necessary staff to meet the separation of financial duties and responsibilities documented in the ARC’s Accounting Procedures Manual so that no Executive Director Staff member has sole control over cash receipts, bank reconciliations, accounts payable, mail or other accounting functions.
- ARC Staff maintained separate general ledger accounts as required by funding source regulations.
- ARC Staff maintained financial records and files as required by the ARC Accounting Procedures Manual including grants and vendor contracts.
- ARC Staff submitted all required information for grant reimbursement requests and grant reporting. ARC Staff assisted and provided information for the 2019 Single Audit, financial statement and taxes.
- ARC staff drafted a revision to the Accounting Procedures Manual adding language required by new federal guidelines for nonprofits which was approved by the Full ARC.
- ARC Staff worked with both the Finance and Executive Committee to develop the 2021 ARC Budgeting Package which included a 2% increase in dues.
- ARC Staff prepared monthly financial reports, mailed dues invoices to members, collected dues, submitted various grant reimbursement requests and paid the ARC’s bills.

## OUTREACH AND ADVOCATE

ARC Staff promoted the ARC as the advocate for the Rouge River Watershed, served as the primary spokesperson for the ARC, responded to requests for information and sought opportunities to promote ARC awareness. ARC Staff served as the ARC primary liaison to the general public, all members, including both formal and informal interaction with government officials, legislators and staff on a regular basis.

## GOVERNMENTAL ACTIVITIES

2020 Activities included:

- ARC Staff attended Great Lakes Day in Washington D.C. on March 4-5, 2020.
- ARC staff planned and facilitated a press event on July 29, 2020 where USEPA Regional Administrator Thiede announced at Riverview Park in Livonia that the ARC was



USEPA Regional Administrator Thiede announcing \$4.2 Million grant to the ARC for restoration of 5 Wayne County parks.



awarded a \$4.2 Million grant from U.S. EPA Region 5 (Great Lakes Region) to restore 122 acres in 5 Wayne County Parks to beneficial use in the Rouge River AOC. ARC Staff created new project boards and handouts explaining the scope of the restoration activities in the 5 Wayne County Parks. ARC Staff also gave a tour to those attending.

- ARC Staff attended a virtual celebration on December 9, 2020 hosted by U.S. EPA to highlight the accomplishments of the Great Lakes Restoration Initiative (GLRI) over the last ten years.

### STATEWIDE PUBLIC ADVISORY COUNCIL (SPAC)

ARC Staff did not attend any SPAC meetings in 2020 due to COVID-19.

### ORGANIZATION PARTICIPATION

2020 Activities included:

- ARC Staff participated in meetings for the One Water Public Education Campaign that is being led by Cranbrook with support from SEMCOG and Great Lakes Water Authority (GLWA). The campaign resulted in a regional public education strategy, led by local stakeholders, that provides common water resource messaging in southeast Michigan focused on stormwater, wastewater and drinking water. The messaging sought to foster water resource stewardship, encourage citizens to adopt best management practices and support long-term investment in infrastructure. 2020 activities focused on the Great Lakes and Fresh Water Week along with the public education materials that were made available to communities.
- ARC Staff communicated with GLWA on assistance with the Lower Rouge E. coli issue.
- ARC Staff participated in an interview with Huron River Watershed Council regarding the ARC's needs for water quality monitoring.
- ARC Staff participated in GLWA Watershed Hub work group and full group meetings.
- ARC Staff continued to participate in the Southeast Michigan Partners for Clean Water work group.
- Participated in Wayne County Parks' Connecting the Rouge study and stakeholder meeting which will identify a trail network that will extend from Northville to Detroit with connections to Canton, east and west Dearborn, and other regional trail initiatives including the Iron Belle Trail and the Joe Louis Greenway.
- ARC Staff participated in the planning meetings for the 2020 Water Week activities.
- ARC Staff presented virtually at the Ohio Stormwater Conference where the operations and successes of the ARC were discussed.

### MEMBER AND GENERAL PUBLIC REQUESTS

2020 Activities included:

- ARC Staff coordinated and met with new ARC Representatives in Redford Townships to discuss the benefits to ARC membership and answer any questions they may have. ARC Staff created a Stormwater 101 presentation to use when meeting with new members.
- ARC Staff met with Oakland County Road Commission on the potential benefits of being an ARC member and how they could participate in the Collaborative TMDL Plan.
- ARC Staff forwarded an email received from the Director of The Conservancy Initiative in Northville Twp. regarding landfill impact on Johnson Creek to the Northville Township ARC Representative.
- ARC Staff participated in an interview with UM students on green infrastructure efforts in the watershed.
- ARC Staff had discussions with Jon Allen (EGLE consultant) on the Lower Rouge River Main Channel sediment sampling work plan previously prepared by the ARC.

- ◆ ARC Staff responded to a reporter's inquiry regarding the high E. coli levels in the Rouge River.
- ◆ ARC Staff assisted Northville Township in preparing information on the water quality and importance of the Johnson Creek as they prepared a detailed response/statement to EGLE regarding the Arbor Hills Landfill discharge application.
- ◆ ARC Staff assisted with the preparation of an EPA press release regarding the GLRI funding the ARC received for the Colonial Park and Venoy Dorsey Park project.
- ◆ The ARC did not receive any FOIA requests from January 1, 2020 through December 31, 2020.
- ◆ ARC Staff promoted Friends of the Rouge volunteer and monitoring activities and Rouge Rescue events on the ARC website and Facebook.
- ◆ ARC Staff promoted the Water Environment Federation Stormwater Institute (SWI) MS4 permittee survey to identify information and resources needed to run an effective and efficient stormwater program.
- ◆ ARC Staff informed ARC members that a fish consumption advisory sign was available at no cost through the Michigan Department of Health & Human Services.
- ◆ ARC Staff provided information to the Alliance of Downriver Watersheds on the process and benefits of becoming a 501(c)(3) organization.
- ◆ ARC Staff spoke to the City of Novi on potential Middle Rouge projects.
- ◆ ARC Staff responded to Diane Andreassi from Today Publications on a story she was preparing regarding the Johnson Creek project in Northville.
- ◆ ARC Staff provided updated water quality DO/E. coli information to HRC/EGLE for the WEF Collections System conference titled "60 Years of Progress in CSO Control in Michigan."
- ◆ ARC Staff provided information for the Michigan Chapter of APWA Project of the Year Award - Environment \$1M-5M for the Rouge River Oxbow Phase 3 project.
- ◆ ARC Staff responded to a call from Silvia Eichen with Michigan Green Industry Association regarding potential speakers for future events regarding storm water management for municipalities and counties.

### **PURSuing GRANT OPPORTUNITIES**

The Executive Director staff applied for the following grants in 2020 on behalf of the ARC:

- ◆ GLRI USDA-Forest Service grant for Reducing Runoff in the Rouge River AOC. (awarded to the ARC \$261,780).
- ◆ EGLE AOC GLRI Grant for Rouge River AOC PAC Support (awarded to the ARC \$75,000).
- ◆ ARC Staff developed grant and support information for a USEPA Direct Funding grant to the ARC for the habitat restoration implementation of five Wayne County parks: Riverview, Lola Valley, Sherwood, Bell Creek and Lower Rouge River. (awarded to the ARC \$4,222,090)
- ◆ ARC Staff developed grant and support information for a USEPA Direct Funding for habitat restoration at Colonial & Venoy Parks. (awarded to the ARC \$1,834,000).
- ◆ National Fish and Wildlife Foundation – Sustain Our Great Lakes 2020 Pre-proposal was submitted for the Bell Creek Habitat Restoration Project in Livonia. (pending at time of report \$210,000).

Additional grant activities include:

- ◆ ARC Staff attended a webinar on May 12, 2020 presented by the U. S. Forest Service regarding the 2020 U. S. Forested Service GLRI request for grant applications. The ARC has received several grants through this program to mitigate the Emerald Ash Borer impacts in the watershed.
- ◆ ARC Staff participated in an EEO/Kickoff conference call with the USDA Forest Service on the newly awarded grant.

- ◆ ARC Staff prepared various letters of support for partners applying for grants.
- ◆ ARC Staff updated information to maintain the ARC's status in the Federal government's System for Award Management (SAM), Grants.gov and with the DUNS number. These are required to be current and renewed annually in order to apply for federal grants.
- ◆ ARC Staff researched and surveyed ARC Members seeking their input in determining the scope of the ARC's application for various grant applications throughout 2020.
- ◆ ARC Staff attended a webinar on December 8, 2020 regarding the application process for the Southeast Michigan Resilience Fund.

ARC Staff reviewed the following grants and either assisted an ARC Member in preparing it, forwarded them to individual communities to consider applying for or recommended that the ARC not apply:

- ◆ ARC Staff reviewed the Pebble Creek Watershed Management Plan in preparation for a potential 319 grant application and created maps of the critical areas in Pebble Creek to support it. ARC Staff communicated with EGLE on the minimum stormwater design standards for 319 projects in MS4 areas. ARC Staff led a video call with the local communities to identify a green infrastructure project in Pebble Creek that would be eligible for Section 319 funding. An application was not submitted because there were no public properties within the critical areas and an interested private property owner could not be identified.
- ◆ ARC Staff discussed a potential creek daylighting project with Plymouth.

## TECHNICAL COMMITTEE

### MEETING FACILITATION

Staff support was provided for one (1) Technical Committee meeting on March 6, 2020. Topics included the ARC's Collaborative IDEP progress report, 2020 IDEP findings, and investigation priorities from communities. In addition, the work plans for IDEP investigations in [Oakland County](#) and [Wayne County](#) were approved by the Technical Committee.

### IDEP FIELD INVESTIGATIONS

Consistent with the Rouge River Collaborative IDEP Plan, illicit discharge investigations were conducted in Oakland and Wayne counties.

#### **OAKLAND COUNTY IDEP FIELD INVESTIGATIONS**

ARC Staff conducted investigations in the cities of Beverly Hills, Birmingham, Novi, Northville, Inkster and Farmington Hills. The written findings of each investigation were provided to each community and summarized in the [2020 IDEP Investigation Summary](#).

#### **WAYNE COUNTY IDEP FIELD INVESTIGATIONS**

Wayne County Department of Public Services, Environmental Services Division (ESD) conducted advanced investigations in the cities of Plymouth, Wayne, Westland, Inkster and Livonia and are detailed in the [2020 Wayne County IDEP Services Report](#).

## **IDEP TRAINING**

ARC Staff promoted and assisted SEMCOG to hold two training webinars held on November 10, 2020. The IDEP Alert Observer training was attended by 180 people from 48 public entities with 112 of the 180 attendees from ARC communities. The Pollution Prevention/Good Housekeeping training was attended by 148 people with 84 attendees from ARC communities. ARC Staff also updated the IDEP Investigator training slides in cooperation with Wayne County.

## **MS4 PERMIT**

2020 Activities include:

- ◆ ARC Staff responded to Van Buren Twp. on how other communities were handling the IDEP Ordinance requirement under the MS4 application.
- ◆ ARC Staff reviewed Northville Twp.'s draft public notice permit and provided comments and shared those comments with other townships.
- ◆ ARC Staff communicated with EGLE throughout the year on member community permits.
- ◆ ARC Staff had communication with EGLE on the Oakland County Road Commission's permit application.
- ◆ ARC Staff provided guidance to permittees on how to submit their MS4 progress reports in MiWaters.
- ◆ ARC Staff assisted several permittees with completing their MS4 progress reports.
- ◆ ARC Staff prepared and provided the Collaborative IDEP Plan Progress Report for inclusion in the permittees' progress reports.
- ◆ ARC Staff assisted communities with their EGLE desktop audits.
- ◆ Created a metric tracking template for use by the Townships for the new permit.
- ◆ ARC staff compiled Stormwater Mgt Plans for several communities and posted them to the ARC's website to meet the public notice requirement of the PPP.
- ◆ ARC Staff attended the Wayne County Post Construction standards webinar.

## **PUBLIC INVOLVEMENT & EDUCATION (PIE) COMMITTEE**

### **MEETING FACILITATION**

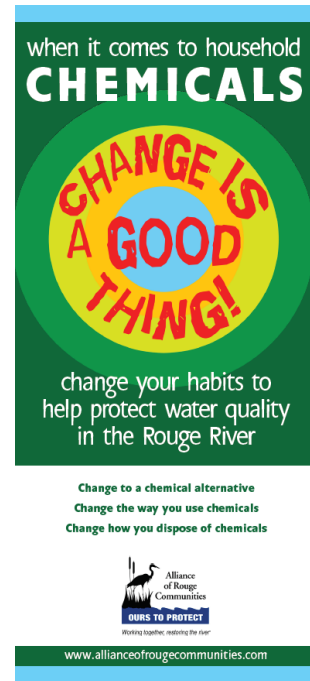
No meetings were held in 2020, however, ARC Staff supported the PIE Committee with regular email communications regarding PIE activities including scope and budget changes and review of new public education materials and messages.

### **PUBLIC EDUCATION MATERIALS**

ARC Staff made various public education materials available to ARC members through the ARC website during 2020. Several items were restocked in 2020 including pet waste containers, seasonal posters, kneeling pads and various printed material. ARC Staff developed and sent a survey to members to gauge their interest on a new public education topic and from the top choice (household chemicals) a tri-fold brochure, 2 new banners, ad graphic and newsletter article were developed in 2020. Despite COVID-19, more than 5,000 items were distributed to member communities and at various community events and workshops. Distribution details are included in the [PIE Materials Distribution Report](#). Listed below are descriptions of the public education items and any specific activities in 2020.

### *When it Comes to Chemicals – Change is a Good Thing!*

In 2020 the ARC created a new tri-fold brochure which focuses on changing habits to help protect water quality in the Rouge River including changing to a chemical alternative, changing how you use chemicals and changing how you dispose of chemicals. The brochure also provides valuable links to southeast Michigan County's HHW collection events. 5,000 copies were printed in December of 2020 with distribution of 100 brochures to each ARC Member community in January 2021.



### *Watershed Wisdom for Homeowners – Healthy Habits for Clean Water Brochure*

The Watershed Wisdom for Homeowners brochure educates the public about healthy habits for clean water. The brochure was distributed to members, realtors and homeowners' associations within the Rouge River watershed. A focus in 2020 was approaching realtors in the watershed in recruit them to handout this brochure to new homeowners. A total of 524 copies were sent filling requests in 2020.

### *Chemicals – Change is a Good Thing Banners*

In 2020 the ARC created 2 new banners that address ways for people to change their habits with chemicals. These banners go along with the theme of the new brochure which focuses on changing to a chemical alternative, changing how you use chemicals and changing how you dispose of chemicals. It also provides links to southeast Michigan County's HHW collection events. These banners will be offered to ARC member communities beginning in 2021 to be displayed in their facilities that are visited by the general public.

### *ARC Banners*

To meet the activities in the Collaborative PEP the ARC created 3 sets of educational banners with varying messages. Topics included: The connection of the MS4 to area waterbodies and the potential impacts discharges could have; the importance of pollution prevention and watershed restoration and stewardship; reporting illicit discharges; promoting proper disposal practices; identify and promote facilities for collection or disposal of household hazardous wastes; septic system maintenance; proper application and disposal of pesticides, herbicides, and fertilizers; proper disposal practices for grass clippings, leaf litter and animal; benefits of green infrastructure; and methods for managing riparian lands to protect water quality. ARC member communities signed up to host the banners at one of their facilities for 2 weeks at a time.



**ARC's retractable banners displayed in West Bloomfield Twp.**

Because of COVID-19, banners were not rotating in the watershed until the fourth quarter of 2020. 2020 Activities include:

- ◆ The [Banner Report](#) provides the details of where the ARC Banners have been during 2020.
- ◆ ARC Staff designed two new static display banners in 2020 that will be printed in 2021 and rotated throughout the watershed. The topic of the banners is changing your habits with chemicals to help protect water quality in the Rouge River.



### Protect Water Quality All Season Long! Posters

ARC members posted these in support of their permit requirements in facilities, libraries or other buildings that the general public frequent. Posters are also distributed to the general public at community events.

### Community Article /Ad Graphic

ARC Staff promoted previously created articles/ad graphics titled *Brine Instead of Rock Salt to Protect Water Quality!* And *What Is a Watershed & What Does It Have to Do with Me?* on the ARC's website and Facebook account.

2020 Activities included:

- ARC staff created a new article and ad graphic in 2020 titled [When it Comes to Household Chemicals – Change is a Good Thing!](#)



**When it comes to household chemicals, changing your habits can help protect water quality in the Rouge River!**

- **Change to a chemical alternative**  
There are many natural options that work just as well!
- **Change the way you use chemicals**  
Follow directions - a little usually goes a long way!
- **Change how you dispose of chemicals**  
Never dump down a storm drain - take them to a Household Hazardous Waste collection event.

To learn more changes you can make, visit:  
[www.allianceofrougecommunities.com](http://www.allianceofrougecommunities.com)

Alliance of Rouge Communities  
RUGO TO PROTECT  
[www.allianceofrougecommunities.com](http://www.allianceofrougecommunities.com)

**New ad graphic available to ARC members to use in newsletters and social media**

### Bookmarks

The bookmarks publicize the ARC and promote Rouge Friendly tips to the public. Bookmarks were also distributed to members and the EPA GLRI award event in Wayne County.

### Pet Waste Containers

Pet waste containers promote clean water with the message “*In the Bag, Not the River*”. The ARC restocked these in 2020 through our partnership with the One Water Campaign.

### Fertilizer Clips

Fertilizer clips with the ARC logo and the phrase: “Fertilize Sparingly and Caringly.”

### ARC Public Education Brochure

This flyer is used to educate the public about the ARC and its activities. ARC Public Education Brochures were also distributed at member public events and the EPA GLRI award event.

### ARC Member Brochure

The ARC Member Brochure was distributed to ARC member communities with their membership invoices. The brochure explains the ARC, member benefits, projects and committees. It is also distributed to other interested communities and organizations wanting to learn about the ARC.

### Kneeling Pads

A garden kneeling pad with the slogan “Plant it for the Rouge River!” that promotes the use of native trees and plants. The kneeling pad has the slogan, ARC logo and website on one side and has a list 10 suggested native trees and plants to use in your yard to help protect water quality. These were restocked in 2020, however, due to COVID-19 they were not distributed at ARC Member events.

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### Public Services

#### Yard Waste Pick up

The last days for yard waste pick up are Monday, December 14 and Tuesday, December 15 (depending on your pick up day). Please have all yard waste in the proper containers and at the curb by 7:00 a.m. on your collection day.

Yard waste must be separate from trash and recyclables.

Yard waste containers must weigh less than 50 pounds.

Visit [www.aecw.org](http://www.aecw.org) for more trash, recycling, and yard waste guidelines.

#### Christmas Tree Chipping

Christmas trees will be chipped during the first two full weeks of January so weather permits. Please be sure to remove all limbs and ornaments.

If you use a plastic drop cloth or bag under the tree in the house, please remove the bag after taking the tree to the curb. Be sure to remove the tree stand. Trees will be chipped and the chips will be reused for the trail at Beverly Park.

Thank you for your cooperation.

#### What is a Watershed?

Have you ever been asked if you live in a watershed? Only to realize you aren't sure, because you don't really know what a watershed is. This is not uncommon. The term watershed is not historically well-known; however, it is starting to make its way into our conversations. Why? Let's start with defining what a watershed is.

A watershed, also referred to as a drainage basin, is the land area that delivers rain and snow/ice melt to a stream or lake. Watersheds are divided by a ridge of high land which serves to separate two (or more) are as defined by different river systems. So, do you live in a watershed? Absolutely! Everyone who lives in Michigan, lives in a watershed!

So why is this important to know? No matter where you are at any given time, you are in a watershed, and your actions directly impact the health of that watershed. Additionally, the health of that watershed impacts you, everyone around you, and even the communities downstream.

When rain and snow/ice melt travel across the land (watershed) and through storm drains, it is called stormwater or runoff. As this runoff travels it picks up trash, contaminants, sediments and dissolved substances along the way until it discharges into the nearest water body. Small streams join to form rivers and flow across sloping land, eventually flowing into a lake. These bodies of water impacted by runoff provide recreational opportunities, habitat for wildlife, and even drinking water for communities. By keeping our cars from leaking, litter off the streets, and properly disposing of animal and chemical wastes we are being good stewards by protecting not only the health of our watershed but also ourselves and everything downstream.

To get more information on how you can protect water quality and to figure out which watershed you live and work in visit:  
[www.allianceofrougecommunities.com/watershed.html](http://www.allianceofrougecommunities.com/watershed.html)

**Village of Beverly Hills December Newsletter with ARC article on watersheds**

### Key Chains

A boat float key chain with the slogan “Prevent Invasive Species in the Rouge River!” with the message to wash your boat & remove plants & aquatic animals after every use. The keychain also includes the ARC logo and website address. These were restocked in 2020, however, due to COVID-19 they were not distributed at ARC Member events.

### Waterfront Wisdom Brochure

A booklet for riparian homeowners in the Rouge River Watershed. The publication was originally published by the Oakland County Water Resources Commissioner’s Office Environmental Team.

### Detention Pond Maintenance Manuals

A guidebook for private owners in southeast Michigan to educate them on the maintenance of detention ponds.

### Black-Eyed Susan Seeds and Tip Card

Black-eyed Susan seed packets are distributed to the general public along with a tip card which educates them on the benefits of native plants.

### Value of Trees

The Value of Trees tip card educates the general public on the benefits of planting native trees.

### Protect the Rouge River at Home – Dispose of Fats, Oils and Grease (FOG) Properly

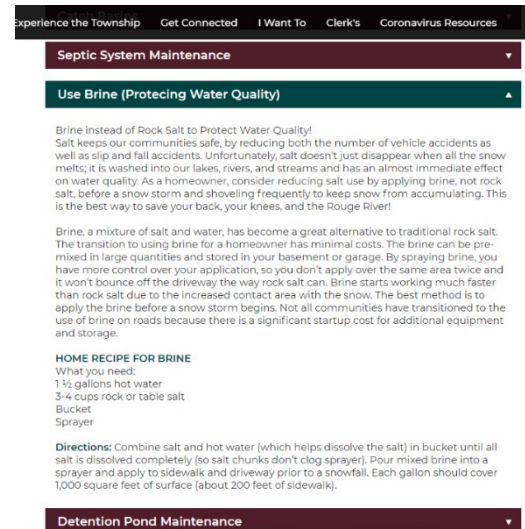
The FOG brochure educates the public on the proper disposal of fats, oils and grease in the house. Brochures were also distributed at member public events, the Great Lakes Restoration event and also as part of seedling giveaways at additional events.

### Additional Rouge Grant and SEMCOG Printed Pieces

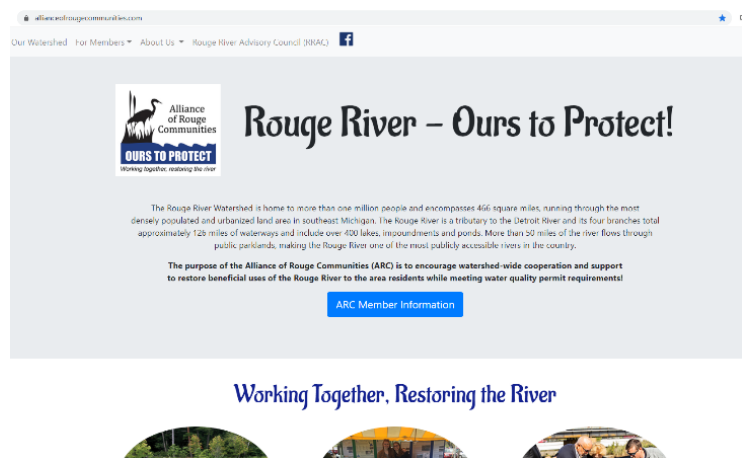
The ARC has a limited supply of SEMCOG printed material and continue to distribute those when requested.

### ARC WEBSITE & SOCIAL MEDIA

ARC Staff completed a total update to the ARC’s website at [www.allianceofrougecommunities.com](http://www.allianceofrougecommunities.com), initiating a website that provides more information for the general public on what they can do to help protect water quality and promotes the ARC’s restoration activities in the watershed. The new website continues to provide ARC members valuable information to assist with meeting their stormwater permits while providing educational information on the Rouge River Watershed. The ARC website had 3,225 visitors in 2020.



**Northville Twp. website with ARC article on using brine to protect water quality.**



New website topics developed in 2020 include:

#### MICHIGAN WATERSHEDS

- Review all of Michigan's watersheds
- Wayne County watershed information
- Oakland County watershed information
- Michigan Lakes and Streams Association Watershed Information

#### ROUGE FRIENDLY BUSINESS PRACTICES

- Facility management
- Pollution prevention
- Proper storage
- Educating employees

#### ARC BROCHURES

- Watershed Wisdom for Homeowners - Healthy Habits for Clean Water
- Protect the Rouge River - Dispose of Fats, Oils and Grease Properly
- Rouge Waterfront Wisdom - Healthy Habits for Clean Water
- Value of Trees
- Maintaining Your Detention Pond - A Guidebook for Private Owners in Southeast Michigan
- Rouge Growing Green - Naturalizing the Home Garden

#### OTHER RESOURCES

- USGS Water Science School
- EPA Basic Information and Frequently Asked Watershed Questions
- EPA How's My Waterway?
- EPA P2 Resources for Businesses
- Community stormwater management plan review
- Summaries of ARC restoration projects

#### THINGS YOU CAN DO

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Protect water quality in your watershed</li> <li>• Proper use and disposal of chemicals</li> <li>• Household hazardous waste/Illegal dumping</li> <li>• Recognize illegal dumping &amp; report it</li> <li>• Application &amp; Disposal of chemicals</li> </ul> | <ul style="list-style-type: none"> <li>• Rouge-friendly lawn maintenance</li> <li>• Incorporate green infrastructure</li> <li>• Maintaining your septic system</li> <li>• Protect water quality in your watershed in the winter, spring, summer and fall</li> </ul> |
|--|---|

ARC Staff initiated a [Facebook account](#) for the ARC at the beginning of 2016. Facebook posts included educational messages and photos to educate the public on ways to protect the Rouge River along with promoting ARC and partner events and volunteer opportunities. ARC Staff added 70 posts to the ARC Facebook and encouraged ARC member communities to Like and Share the ARC's posts. The ARC's Facebook account had 134 followers and 127 total page likes at the end of 2020.

Details on the traffic and posts on the ARC's website and Facebook can be found in the [Electronic Media Report](#).



## OUTREACH ACTIVITIES

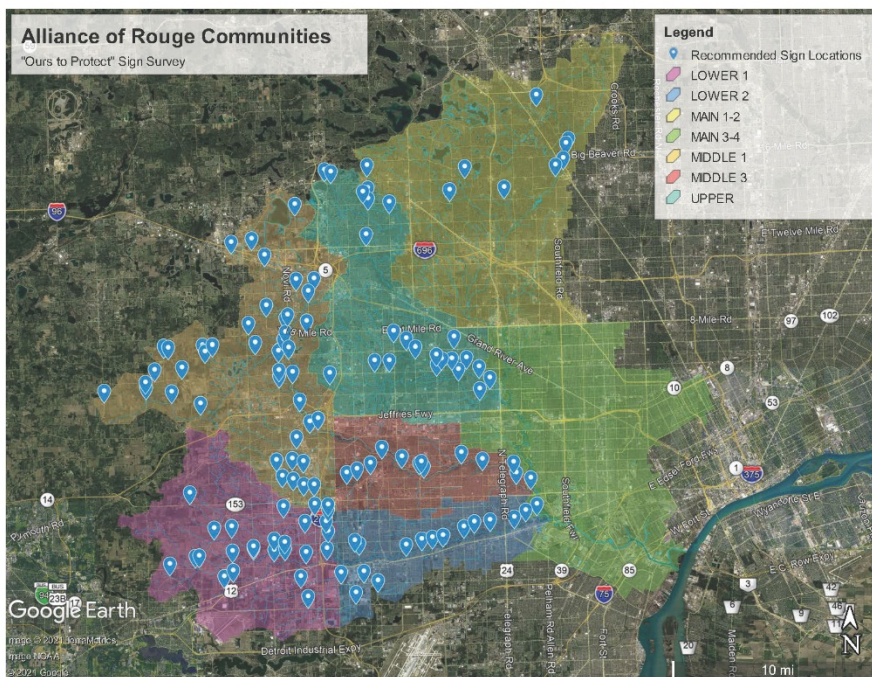
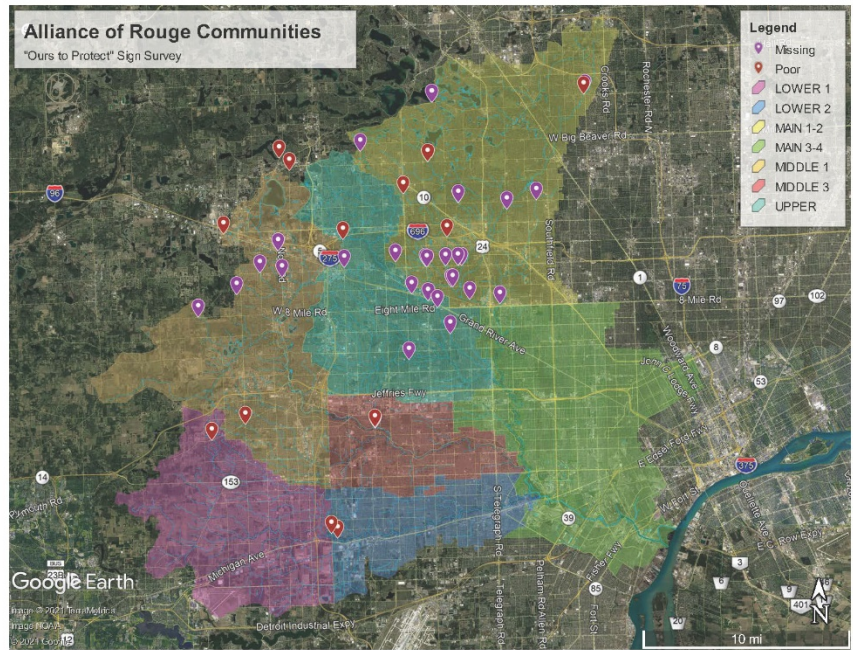
The 2020 PIE outreach activities including workshops, workdays and presentations and Friends of the Rouge's annual report are provided in the [Promoted & Hosted Workshop-Volunteer Report](#).

2020 Activities included:

- ARC Staff presented the free webinar [“Stewards of the Rouge - How You can Protect Water Quality!”](#) on October 29, 2020. The recorded webinar was made available on the ARC's Facebook page and website.

## WATERSHED SIGNAGE

ARC Staff continued surveying the watershed signage (“entering the Rouge River watershed – Ours to Protect”) to determine locations, condition and need for additional signage with suggestions for repair or new sign placement. In 2020, ARC Staff created a Google Earth layer with 130 suggested locations for new signage at stream crossings.



Draft maps of the surveys completed in 2020 showing 1) signs that are in poor condition or missing and 2) suggested locations for new signage at stream crossings.



Mayor Kelly Garrett  
27400 Southfield Road  
Lathrup Village, MI 48076

Dear Tree City USA Supporter,

On behalf of the Arbor Day Foundation, I write to congratulate Lathrup Village on earning recognition as a 2020 Tree City USA. Residents of Lathrup Village should be proud to live in a community that makes the planting and care of trees a priority.

Lathrup Village is one of more than 3,600 Tree City USA communities, with a combined population of 155 million. The Tree City USA program is sponsored by the Arbor Day Foundation in partnership with the U.S. Forest Service and the National Association of State Foresters.

If ever there was a time for trees, now is that time. Communities worldwide are facing issues with air quality, water resources, personal health and well-being, and energy use. Lathrup Village is stepping up to do its part. As a result of your commitment to effective urban forest management, you are helping to provide a solution to these challenges.

We hope you are excited to share this accomplishment. Enclosed in this packet is a press release for your convenience as you prepare to contact local media and the public.

State foresters coordinate the presentation of the Tree City USA recognition materials. We will forward information about your awards to your state forester's office to facilitate presentation. It would be especially appropriate to make the Tree City USA award a part of your community's Arbor Day ceremony.

Again, we celebrate your commitment to the people and trees of Lathrup Village and thank you for helping to create a healthier planet for all of us.

Best Regards,

Dan Lambe  
President

cc: Judd Hart

enclosure





FOR IMMEDIATE RELEASE:

**Arbor Day Foundation Names Lathrup Village Tree City USA®**

**Lincoln, Neb. (March 3, 2021)** Lathrup Village, Michigan, was named a 2020 Tree City USA® by the Arbor Day Foundation in honor of its commitment to effective urban forest management.

Lathrup Village achieved Tree City USA recognition by meeting the program's four requirements: a tree board or department, a tree care ordinance, an annual community forestry budget of at least \$2 per capita and an Arbor Day observance and proclamation.

"Tree City USA communities see the impact an urban forest has in a community first hand," said Dan Lambe, president of the Arbor Day Foundation. "The trees being planted and cared for by Lathrup Village are ensuring that generations to come will enjoy to a better quality of life. Additionally, participation in this program brings residents together and creates a sense of civic pride, whether it's through volunteer engagement or public education."

If ever there was a time for trees, now is that time. Communities worldwide are facing issues with air quality, water resources, personal health and well-being, energy use, and protection from extreme heat and flooding. The Arbor Day Foundation recently launched the *Time for Trees* initiative to address these issues, with unprecedented goals of planting 100 million trees in forests and communities and inspiring 5 million tree planters by 2022. With Tree City USA recognition, Lathrup Village has demonstrated a commitment to effective urban forest management and doing its part to help address these challenges for Lathrup Village residents now and in the future.

More information on the program is available at [arborday.org/TreeCityUSA](https://arborday.org/TreeCityUSA).

**About the Arbor Day Foundation:** The Arbor Day Foundation is a million member nonprofit conservation and education organization with the mission to inspire people to plant, nurture, and celebrate trees. More information is available at [arborday.org](https://arborday.org).