

# City Council Study Session

Monday, May 20, 2024 at 6:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

1. **Call to Order** by Mayor Garrett

2. **Discussion Items**

[A.](#) Special Land Use Approval - 26727 Southfield Road (BP Gas Station)

B. Partnership Agreements

i. Boys 2 Men

ii. Lathrup Village Historical Society

iii. Lathrup Village Women's Club

C. Finance Review Committee

D. FY 24-25 Budget

[E.](#) City Council Goal Setting

F. City Administrator Performance Goals

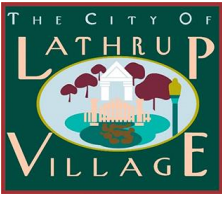
3. **Public Comments**

4. **Mayor and Council Comments**

5. **Adjourn**

## ADDRESSING THE CITY COUNCIL

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



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[www.lathrupvillage.org](http://www.lathrupvillage.org) | (248) 557-2600

TO: Mayor & City Council  
 FROM: Mike Greene – City Administrator  
 DATE: May 20, 2024  
 RE: Study Session

In an effort to conserve paper, numerous study session topics are agenda items for the May 20 Regular Meeting. If the study session topic is an agenda item, the backup information is not included in this packet and the notes below will reference the council packet.

### **Special Land Use Approval – 26727 Southfield Road (BP Gas Station)**

During the April 16, 2024, Planning Commission meeting, the Commission held a public hearing for the BP Gas Station at 26727 Southfield Road which is seeking to obtain a liquor license for this location for sales (which is what required the SLU request). After the hearing and discussion, the PC recommended that City Council approve the application as provided. ***The Giffels Webster plan review, Application for SLU, and draft PC minutes are all included in your City Council packet.***

### **Partnership Agreements**

Earlier this year, the City had discussions on our policies related to renting our facilities to clarify how outside parties would work with the City based on past practices. It was determined that our policies needed to be updated and our recently approved updated Facility Rental Application language is below:

#### **Fee Waiver or Discount**

Any group or individual that is seeking a reduction in fees associated with their facility rental request shall either have 1) a City Council-approved Partnership Agreement outlining agreed-upon usage terms, or 2) a City Administrator-approved Fee Reduction Application (up to a 30% maximum discount). Those seeking to submit a Fee Reduction Application must be a 501©3 organization and submit the required application outlining their event and what benefits the event brings to the City. Each 501©3 organization is limited to one (1) Fee Reduction Application submission per calendar year.

In the event a Fee Discount Application is denied, the applicant can submit an appeal to the City Council by making such an appeal request, in writing, to the City Administrator to be presented at the next available regular City Council meeting.

We have received three (3) requests for groups seeking Partnership Agreements with the City (Boys 2 Men, Lathrup Village Historical Society, and Lathrup Village Women’s Club). The process for these partnership agreements was for the groups requesting these agreements to develop a proposal of what they are seeking from the City and what they would give in return

Those agreements have been discussed between me and a representative from each group and reviewed by the City Attorney.

***The agreements under consideration are included in your Council packet.***

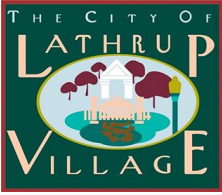
Kelly Garrett  
Mayor

Bruce Kantor  
Mayor Pro-Tem

Jalen Jennings  
Council Member

Dalton Barksdale  
Council Member

Jason Hammond  
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### **Finance Review Committee**

During our recent study session / City Council meetings, it was discussed there was a need to create a temporary finance review committee to develop recommendations on potential future revenue sources, which may include ballot initiatives. This committee would consist of one (1) Council liaison, four (4) community members, and a staff-appointed member.

We have received five (5) applications for this committee. ***Those applications are included in your City Council packet.***

### **DRAFT FY 24-25 Budget Review**

The purpose of this discussion is to review the DRAFT budget based on feedback at the last study session. This updated DRAFT remains balanced while embracing some one-time capital items and other necessary payments. Water and Sewer budgets are balanced but will require rate increases to offset rate changes in SOCWA & Evergreen/Farmington Sewer District and bond payments.

Also included in your City Council packet is the Capital Improvement Plan that was approved by the Planning Commission.

### **City Council Goal Setting**

This will be a discussion, continuing the progress made during the May 6, 2024, Study Session.

### **City Administrator – Performance Measures**

This will be a discussion, continuing the progress made during the May 6, 2024, Study Session

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## CITY COUNCIL GOALS SETTING

### Transparency

- Customer Relationship Management (CRM) Program
  - Separate Platforms for Staff & Council
  - Pending Cost / Funding
- Establishment of a Communication Plan for the City Council
  - Staff Input
  - How City Council Communicates
  - Town Halls / Office Hours

### Measurement = creation of Communication Plan

- Plan Includes Response Times & How
- Inquires being responded to in a timely manner (timeline)
- City Council, Residents, Administration, Businesses
- SeeClickFix – Code Enforcement Reports
- Monthly Department Head Reports

### Budget / Fiscal Viability

- Creation of Finance Review Committee
- Surplus Budget – FY 25/26
  - Reasonable Budget Amendments
- Revenue Increase / Expenses Decrease
- Growth in Individual Funds
- Justifiable Expenses
- Increase Bond Rating
- Budget Education Session (After Approval)
  - What is Prop A / Headlee
  - What is included in the FY 24-25 Budget

### Community Enhancement

- Monthly Business Updates (Reports)
- Council Appointed Committees
- Volunteer Acknowledgements / Awards
- Teamwork → Residents, businesses, and City Council/Staff
- New Marketing Strategy (separate LV from Southfield)
  - Wayfinding Signage
  - Label City Hall (above columns)
- Downtown Development Authority
  - Update Street Light Banners

### Business & Economic Development

- Lathrup Village Business Profile (informational packet)
- Reestablish MEDC RRC Certified Status

### Dedication to Service

- City Council Meetings to run more efficiently (technology works)
- Be prepared for meetings / Professionalism
- Respectful

### **City Administrator Contract Goals**

#### Budget / Finance

- On Time & Balanced Budgets
- Rationale Expenses

#### City Staff

- Filling Vacant Positions in Timely Manner
- Employee Retention
- Each Staff Member Attends At Least One Professional Development Training Per Fiscal Year
- Develop A Succession Plan

#### Residents/Community

- Attend At Least One Community Event Per Quarter