



A HERITAGE OF GOOD LIVING

Dr. Sheryl L. Mitchell Theriot

City Administrator

City of Lathrup Village

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COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members

FR: Sheryl Mitchell Theriot, City Administrator

DA: August 16, 2021

RE: City Administrator Report

Administration

- **Power Outage** - Due to the recent severe storms, city hall has been without power since Wednesday evening. This required us to be closed to the public on Thursday and Friday. Current projections from DTE for restoration is Monday, August 16th at 11:30pm. A large number of residents are also without power.
- **Missing Agenda Items** – because of the inability to access documents stored on the server, the financial reports and council minutes are not included. They will be included on the next (September) meeting agenda packet.
- **Backup Generator** - We are in the process of obtaining quotes for a generator that can handle the entire building. Initial quotes have been in the 6 figure range.
- **Audit** – the audit is currently underway. The process has been impeded by the inability to retrieve information, with the computer, internet, and server being down.
- **Website** – the revision of the website is moving forward. The new site is in the “quality assessment” phase before going live
- **Homeserve – Water Service Line Program** – they will be sending out the Fall 2021 letters to homeowners not currently enrolled in the water coverage program. There is a partnership through the National League of Cities (NLC). The homeowner’s benefit amount is \$8,500 per service call. The cost for exterior water service line coverage only is \$6.59 per month of \$77.88/yearly. [Link](#)

Clerk / Elections

- **General Election** - Tuesday, November 2, 2021
- **Staffing** – the clerk is working primarily remotely. Kelda is assisting in the office. Looking to bring in an Election Specialist to assist with the process through the November election
- **Absentee Ballots** – will be mailed Friday, October 29, 2021
- **Saturday Hours** – Clerk’s office will be open Saturday, October 30, 2021, from 7am-3pm for absentee voting
- **Charter Amendment** – the Governor and Attorney General’s Offices have approved the language and the question will be on the November ballot to move the budget presentation from April to May and the budget adoption from May to June
 - Shall the City of Lathrup Village Charter be amended to extend the budget presentation and adoption deadlines by one month, the new dates being the third Monday of May and the third Monday of June respectively. YES | NO
- **Official Candidate List** – the Oakland County Clerk/Election’s office lists 5 candidates for the full terms (3 seats – 2 highest get a 4-year term and the 3rd highest gets a 2-year term. And, 2 candidates for the partial term (ending 11/13/2023).

Cannabis / Marijuana

- **Application Process and Scoring Matrix** – staff, the city attorney and city planner are working on the draft resolution to present to Council. The proposed timeframe is:
 - **September** – discussion of application process and scoring matrix
 - **October** – consideration of the resolution
 - **November** – 30-day period to accept applications
 - **December** – consideration/awarding of licenses

Police

- **Traffic** – with construction and road closures in Southfield, there are increased patrols and the placement of the radar sign on Lincoln.
- **Michigan First Credit Union** – is planning to institute a “no mask policy” in September. They have requested police assistance should there be protestors on their property. Oakland County and Southfield have also been notified.
- **Bike Safety Rodeo** - LVPD participated in this community event held in Southfield with a number of organizations, providing bike helmets, bags and certificates of completion.

Recreation

- **Chris Clough** – has announced that he will be pursuing his education and new career. His last day is August 30th.
- **Chris’ Going Away Party & Park Clean Up** – on Wednesday, August 25th from 5pm-8pm at Goldengate Park (Rainbow Drive and I-696). Bring work gloves and vegan treats!
- **Summer Concert – Charles & Gwen Scales** – is rescheduled to Wednesday, August 18th at 7pm in Municipal Park. In case of inclement weather, the concert planned to be held in the Community Room (if there is power!). Indoor attendance will be limited to 70 attendees.
- **LVTV is to livestream this concert!**
- **Staffing** – some of Chris’ responsibilities will be shifted to existing staff. In particular, looking to Cori in DDA to assume some of the special events. Initiated talks with the City of Southfield relative to programming.

Sidewalk Project

- **Project Area** – Southfield Business Corridor, and residential area south of 11 Mile/I-696
- Scott Ringler held the pre-construction meeting on August 10
- Susie will be the Project Supervisor; Andy (Giffels) is the project engineer and will do some of the inspections. Rami will be monitoring the work and doing inspections.
- The horizontal saw cutting is scheduled to being the week of August 16th
- Sidewalk repair/replacement is to start August 30th and completed by end of October.
- Letters will be sent to residents with the final costs around October.
- Additional letters are being sent out to residents who may not have received the original notice.
- **Special Assessments** are being set up on BSA online to allow property owners to access information and may payments for sidewalks and special assessments online.
- **Payment Plans** – the Sidewalk Replacement Program has a two (2) year payment plan, due annually on December 1st. There is an annual \$50 administrative fee

Planning & DDA

- **Planning Commission Meeting** – August 17th is cancelled due to no action actions
- **DDA Meeting** – August 17th is cancelled due to no action actions
- **Redevelopment Ready Community (RRC)** – have received certification through to 11/30/2023, which coincides with the 5-year Master Plan cycle

SOCWA

- **America's Water Infrastructure Act (AWIA)** required the development of an Emergency Response Plan (ERP). We contracted through SOCWA with Hubbell, Roth & Clark to prepare and submit the ERP to the US EPA. The plan provides strategies for our water system to improve resilience, including the physical security and cybersecurity of the system. The certification is required to be completed by 12/31/2021 and updated every 5 years.

SOCRRA

- **2022-2023 Collection Dates** – have been approved. The holidays that do not fall on Monday have caused some confusion for residents. This information will be shared on the website and Winter Your Town. [Link](#)

Construction Updates

- **11 Mile/I 696 Hump** – the large hump on the service drive has been leveled
- **Santa Barbara** - ASI is removing traffic controls as soon as possible. They called in to their sub today. Restoring all areas with topsoil and hydroseed (no sod). Anticipate everything except landscaping to be completed 3rd week of August and landscaping to take place in mid-September.
- **Lathrup Village proposed work for the week of 08/16/2021:**
- **Roads**
 - Week of 8/9 Update - ASI completed removals at the Cambridge alley approach, the 11 Mile bump grinding, and began working on punch list items for Santa Barbara, Sunnybrook, and Cambridge.
 - Week of 8/16 – ASI plans to pour the Cambridge alley approach.
 - Remaining Work – There are punch list items, irrigation repairs, landscape restoration, and culvert cleaning remaining.
- **Exterior Excavation**
 - Week of 8/9 update – Sunde Services did not complete any excavations due to miss dig not staking any utilities.
 - Week of 8/16 – Sunde Services will continue pending staking requests and weather.
- **Hydrants**
 - Week of 8/9 update – 4 hydrants were completed.
 - Week of 8/16 – 16 hydrants are ordered. Sunde will resume installation pending delivery and ground conditions.
- **Gate Valves**
 - Week of 8/9 update – Sunde Services continued work on Phase 2 gate valves.
 - Week of 8/16 – Sunde Services will continue work on Phase 2 gate valves.
- **San Rosa and Wiltshire Water Main**
 - Week of 8/9 update – Sunde Services sawcut water main pavement areas.
 - Week of 8/16 – Sunde Services will begin the water main work.