



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

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

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

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

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

Previous Action: 7-21-25 - DRIS Approval

Economic Impact:

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

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

\$85,728 – Estimated Total Construction Cost

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

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

Recommended Motion:

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

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