



# City Council Regular Meeting

Monday, December 18, 2023, at 7:30 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

Draft Meeting Minutes

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

2. **Roll Call**

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

Also Present: Interim Administrator Bratschi, City Attorney Baker, City Clerk London

3. **Pledge of Allegiance**

4. **Approval of Agenda**

Mayor Pro Tem Kantor moved to approve the agenda as presented. Councilmember Jennings seconded the motion.

Yes: Barksdale, Garrett, Hammond, Jennings, Kantor

No: None

Motion carried.

5. **Presentations**

A. Distinguished Service Awards to Councilmembers Barbara Kenez and Karen Miller

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

No Public Comments

7. **Consent Agenda**

*All items listed under "Consent Agenda" are considered to be routine and non-controversial by the City Council and will be approved by one motion. There will be no separate discussion. If a discussion is desired, that item(s) will be removed from the consent agenda and discussed separately immediately after consent agenda approval in its normal sequence on the regular agenda.*

A. Approval of Minutes

Regular City Council Meeting 11.20.23

Special City Council Meeting 11.28.23

- B. November Building Department Reports
- C. November Disbursement Report
- D. Fire Department Report
- E. Police Department Monthly Reports
- F. December 2023 CED Report

Councilmember Hammond moved to approve the Consent Agenda, removing the Meeting Minutes of 11.28.23, and Mayor Pro Tem Kantor moved to remove the Revenue and Expense Report. Mayor Pro Tem Kantor seconded the motion.

Yes: Garrett, Hammond, Jennings, Kantor, Barksdale

No: None

Motion carried.

Councilmember Hammond stated that he was not in attendance at the November 28, 2023, Special Meeting, as stated in the minutes.

Mayor Pro Tem Kantor stated that in the Revenue and Expense Report, the amendment made on July 17, 2023, was not reflected in the sidewalk maintenance line item.

Councilmember Hammond moved to approve the Meeting Minutes of 11.28.23 with corrections. Mayor Pro Tem seconded the motion.

Yes: Garrett, Hammond, Jennings, Kantor, Barksdale

No: None

Motion carried.

Mayor Pro Tem Kantor moved to approve the Revenue and Expense Report (pg. 39). Councilmember Hammond seconded the motion.

Yes: Garrett, Hammond, Jennings, Kantor, Barksdale

No: None

Motion carried.

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

- A. Approval of the FY 2022-2023 Audit Report

Councilmember Jennings moved to remove the 2022- 2023 Audit Report from the table. Mayor Pro Tem Kantor seconded the motion.

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

Mayor Pro Tem Kantor moved to approve the FY 2022-2023 Audit Report.  
Councilmember Hammond seconded the motion.

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

B. Approval - Administrator Contract

The council was presented with the contract for Michael Greene. Mr. Greene has agreed to the current terms of the contract and will accept the position of City Administrator and start on January 3, 2024, if approved by the Council.

Councilmember Jennings moved to approve the employment agreement with Michael Greene as City Administrator starting January 3, 2024. Mayor Pro Tem Kantor seconded the motion.

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

C. Approval - Board of Review Meeting Dates (March, July, and December)

Board of Review dates are set for residents who want to dispute or apply for hardship from the property taxes.

Dates are: Thursday, March 7, 2024, 8:00 am 12 noon and 1:30 pm – 5:30 pm.  
Thursday March 14, 2024, 1:00 pm – 4:00 pm and 6:00 pm – 9:00 pm  
Tuesday, July 16, 2024, 9:00 am and Tuesday, December 10, 2024, 9:00 am

Mayor Pro Tem Kantor moved to approve the 2024 Board of Review meeting dates.  
Councilmember Jennings seconded the motion.

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

D. Approval - Water Department Fee Schedule

Mayor Pro Tem Kantor moved to approve the Water Department Fee Schedule by adding the \$275 fee for a homeowner-requested test and removing the references to the fee categories. Councilmember Jennings seconded the motion.

Yes: Garrett, Hammond, Jennings, Kantor, Barksdale

No: None

Motion carried.

E. Adopt Special Assessment Resolution and Schedule Public Hearing for January 22, 2023

The Special Assessment Roll includes all delinquent fees, water, sidewalk, and enforcement. Delinquent property owners will also receive a letter alerting them of the Public Hearing. Homeowners will have until February 29, 2024, to pay the bills and be removed from the roll.

Councilmember Jennings moved to adopt the Special Assessment Resolution and set the Public Hearing for Monday, January 22, 2024, at 7:30 pm. Councilmember Hammond seconded the motion.

Yes: Hammond, Jennings, Kantor, Barksdale, Garrett

No: None

Motion carried.

F. Appoint Planning Commissioner

There were four applicants for the Planning Commission, and after careful consideration, Mayor Garrett recommended appointing James Scussel. Mr. Scussel has experience in program development, construction, and state and federal licensing.

Councilmember Jennings moved to appoint James Scussel to the Lathrup Village Planning Commission. Councilmember Hammond seconded the motion.

Yes: Jennings, Kantor, Barksdale, Garrett, Hammond

No: None

Motion carried.

Mayor Pro Tem Kantor encouraged the other applicants to apply for other boards and commissions as they become available.

G. Approval - 2024 City Council Meeting Dates and City-Observed Holidays

Councilmember Jennings moved to adopt the 2024 City Council Meeting dates and city-observed holidays. Mayor Pro Tem seconded the motion.

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

#### H. Laundromat Ordinance

Eric Pietsch of Giffels Webster Engineering presented the Council with a brief explanation of the ordinance, explaining that the ordinance change would make laundromats a permitted use, and answered all questions related to the change.

Mayor Pro Tem Kantor moved to accept the Zoning Text Amendments for self-serve laundromat facilities. Councilmember Hammond seconded the motion.

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

#### I. Council Appointment to Boards & Commissions

Mayor Pro Tem Kantor moved to appoint Councilmember Jennings as the Southfield Public School Board Liaison. Councilmember Hammond seconded the motion.

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

Mayor Pro Tem Kantor moved to appoint Councilmember Barksdale to the Recreation Advisory Board Liaison. Councilmember Jennings seconded the motion.

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

Mayor Pro Tem Kantor moved to appoint Councilmember Hammond as the Planning Commission representative from the Council. Councilmember Barksdale seconded the motion.

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

Councilmember Hammond moved to appoint Mayor Pro Tem Kantor as the alternate to the Downtown Development Authority. Councilmember Jennings seconded the motion.

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

Councilmember Jennings moved to appoint Mayor Garrett as the Tree Committee Council Liaison. Councilmember Hammond seconded the motion.

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

Councilmember Hammond moved to appoint Mayor Pro Tem Kantor to the Election Commission. Councilmember Barksdale seconded the motion.

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

#### **9. City Administrator Report**

Interim Administrator Bratschi stated that on December 22, 2023, the administrative offices will close at noon for the holiday lunch. For the Christmas holidays, the office will be closed Monday, December 25th, and Tuesday, December 26th; the New Year holiday will be closed Monday, January 1st, and Tuesday, January 2<sup>nd</sup>.

Interim Administrator Bratschi also announced that December 31<sup>st</sup> will be her last day. She expressed gratitude to all the residents who came by the office to offer congratulations. She hopes that the residents can all pull together and work together with the new City Administrator and continue to keep Lathrup Village a great place.

#### **10. City Attorney Report**

#### **11. Reports of Boards, Commissions, and Committees**

##### **A. Infrastructure**

Mayor Pro Tem Kantor presented the Council with the last infrastructure update with a PowerPoint presentation highlighting all the projects in the previous five years.

#### **12. Unfinished / New Business**

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

Roger Lynn – Discontinue recording when there is a closed session. And he would like to participate on the tree committee.

#### 14. **Mayor and Council Comments**

Mayor Garrett explained that the City is going through the Michigan law enforcement accreditation process. A team of assessors from the MLEAC was on site December 13-14 to review all aspects of the police department policies. Mayor Garrett also read a correspondence from a resident concerning a local business into the record.

Mayor Garrett also thanked Interim Administrator Bratschi for her 23 years of service with Lathrup Village and announced that there will be a celebration in Bratschi's honor on Wednesday, December 20th, and all are welcome.

Mayor Pro Tem read into the record a comment from resident Greg Ruvolo – Light up Lathrup December 31, 2023, at 6:00 pm. Mayor Pro Tem Kantor also thanked Interim Administrator Bratschi for her service it has been a pleasure the last six years.

Councilmember Hammond expresses his appreciation to the Infrastructure Committee for their hard work over the last five years. Councilmember Hammond thanked Interim Administrator Bratschi for her hard work and wished her well.

Councilmember Jennings stated that he strongly agrees to hire Plante Moran for accounting services in the absence of a Treasurer. He also thanked Interim Administrator Bratschi as he wished her well.

#### 15. **Adjourn**

Councilmember Hammond moved to adjourn the meeting. The meeting adjourned at 8:32 pm.