



**City of Lathrup Village**  
27400 Southfield Road  
Lathrup Village, MI 48076  
[www.lathrupvillage.org](http://www.lathrupvillage.org) | (248) 557-2600

TO: Mayor & City Council  
FROM: Mike Greene – City Administrator  
DATE: September 15, 2025  
RE: Study Session

### **Personnel Manual Update**

*Regular Meeting Item* – It is the best practice to conduct a periodic review of a City’s personnel manual to update necessary information to match current practices, changes in state/federal regulations, or removal of old non-applicable language.

Enclosed in your regular meeting packet are the requested updates to the City’s personnel manual. The majority of the updates mirror the language approved in the recent PD union agreements. Updates include:

- Updated PTO accrual rollover language to limit employee payout impact on future budgets
- Updating the sick leave use clause to meet Earned Sick Time Act regulations
- Addition of 80 hours of parental leave
- Updated insurance language to mirror current insurance policies

This update has been reviewed by Labor Attorney Schwartz. Final formatting updates will be completed once approved.

This discussion is to answer any questions before formal Council consideration.

### **Parks & Recreation Committee Discussion**

As Mayor Pro-Tem Kantor mentioned during the September 8 Study Session, the P&R Committee would like to share some of their concerns with the Council and find paths to move forward. These include:

- Regarding their mission and their goals,
- They feel unsupported
- They were to assist the City, not be party planners
- Their desire to work on and improve Parks
- The City is not moving forward with park plans or grant opportunities

### **City ADA Grant**

As the Council is aware, the City has been awarded a \$10,000 grant from the Michigan Association of Municipal Clerks’ (MAMC) ADA Infrastructure Grant program. This discussion is to share information about the potential projects and garner any feedback from the Council.

### **27700 Southfield Road – PILOT Application**

*Regular Meeting Item* – The purpose of this discussion is to continue the conversation that was had during the 9/8 Study Session. The required Public Hearing is scheduled to take place during the regular meeting, with potential Council action to follow.

The full application/presentation can be found in your regular meeting packet.

### **DDA Board of Directors Attendance**

CED/DDA Director Colson will provide information regarding this discussion at the meeting.

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Kelly Garrett  
Mayor

Bruce Kantor  
Mayor Pro-Tem

Jalen Jennings  
Council Member

Jason Hammond  
Council Member

Maria Mannarino  
Council Member