



**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: October 19, 2026  
RE: Volunteer Request & Approval Program

**Background Brief:** At the request of City Council, staff have drafted a Volunteer Request and Approval Program to establish a consistent process for reviewing and approving volunteer-initiated projects on City property, within the public right-of-way, or otherwise intended to benefit the City.

The proposed program is intended to encourage community involvement while ensuring that volunteer activities align with City policies and objectives, meet applicable safety standards, and appropriately address liability, insurance, and ongoing maintenance responsibilities.

Under the proposed program, individuals or organizations would submit a request for City review before beginning work. Staff would evaluate each proposal based on its public benefit, compatibility with City operations, safety, potential liability, and any ongoing financial or maintenance obligations. Approval would not constitute City sponsorship or obligate the City to provide funding, promotion, or ongoing support.

The program would be administered by the City Administrator or their designee, with certain projects potentially requiring approval from City Council or another City board or commission. Applicants would also have the ability to appeal a denial to City Council within 30 calendar days.

**Previous Action:** Study Session discussion

**Economic Impact:** N/A

**Recommendation:** It is my recommendation to adopt the program.

**Recommended Motion:**

Moved by Council Member \_\_\_\_\_ seconded by Council Member \_\_\_\_\_ to approve the Volunteer Request & Approval Program.

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Bruce Kantor  
Mayor

Kelly Garrett  
Mayor Pro-Tem

Jalen Jennings  
Council Member

Jason Hammond  
Council Member

John Sousanis  
Council Member