



**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: November 4, 2024  
RE: Study Session

### **Communication Plan – E-Newsletter**

As the City is creating a Communication Plan, we want to discuss the e-newsletter. We are seeking guidance on what the Council would like to see/not see in the newsletter so we can include language in the plan. This guidance will give staff proper directions and any outside organization/individual who would like something included in the plan would have formal directions to follow.

Currently, the City utilizes the e-newsletter to share City-specific information (news/events), information from our partners, and free events hosted in the community. If the Council would like to modify our current practice, now is the time to have those discussions before formally adopting the communication plan.

### **Lathrup Village Nature Group – Partnership Agreement**

The LVNG is looking to establish a formal partnership agreement with the City. Included in your packet is a draft agreement that could be up for consideration during your 11/18 Council meeting. In summary, the LVNG is looking to utilize City facilities, at no cost, a few times during the calendar year, and in exchange, they will maintain small sections of parks and host public seminars/garden tours.

### **MDNR Trust Fund Grant Request**

As part of the City’s grant writing contract with Lexipol, they will write one full grant for the City each year of the contract. This year, staff have requested that they write/submit an MDNR Trust Fund grant for a new playscape in Municipal Park. This grant request would be for \$400,000 and we would utilize the Council RAP funding (~\$132,000) as our matching funds (total project cost \$500,000+). While the final design of this playscape is to be determined, I have included a mockup in your packet as a reference. The purpose of this discussion is to get initial feedback on submitting this type of request and utilizing the Lexipol services to fulfill it. If there is consensus to proceed with the MDNR grant submittal, there will be a formal resolution on the 11/18 agenda approving the grant submittal request.

### **CDBG 2025 Project**

Each year the City receives community development block grant (CDBG) funding via Oakland County. This year the City will receive \$7,000. CDBG dollars must be spent per CDBG guidelines outlined by HUD and Oakland County. In the past, the City has tried to utilize these funds for senior programming or yard maintenance. This year, Community Development Director Colson and I have been discussing this program. Due to funding constraints in the park’s budget, we are recommending this year’s allocation be allotted to park facilities. If the consensus is to move forward with allocating this funding to park facilities, we will finalize the CDBG application and make that recommendation during the 11/18 Council meeting after the required public hearing.

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Kelly Garrett  
Mayor

Bruce Kantor  
Mayor Pro-Tem

Jalen Jennings  
Council Member

Dalton Barksdale  
Council Member

Jason Hammond  
Council Member