

Regular City Council Meeting

January 13, 2020

Agenda

7:30 p.m. **Call to Order**
Pledge of Allegiance
Roll Call
Approval of Minutes: December 9, 2019
Approval of Bills
Approval of Agenda
Consent Agenda
1. 2020 City Council Meeting Schedule
2. Board of Review Re-appointment

Public Comment

Discussion- Downtown

Fire Chief Report
Police Chief Report

SLARA Presentation

- I. Old Business**
 - 1. Commercial Rehabilitation Act, PA 210 of 2005, Tax Abatement Policy & Guidelines**

- II. New Business**
 - 1. SLARA – Athletic Field / Court Use Application and Permit Policy & Procedure**
 - 2. Purchase and Installation of a Unit Heater for the Maintenance Garage at the Clean Water Plant**
 - 3. Purchase and Installation of a New Flygt Explosion Proof Submersible Pump for the Eagle Heights Lift Station**

- III. Budget**
- IV. Manager's Report**
- V. Public Comment**
- VI. Council Comments**
- VII. Adjournment**

Please see reverse side for rules of conduct for public comment at City Council meetings

City of South Lyon
Regular City Council Meeting
December 9, 2019

Mayor Pelchat called the meeting to order at 7:30 p.m.
Mayor Pelchat led those present in the Pledge of Allegiance.

Present: Mayor Pelchat, Councilmembers Dilg, Kennedy, Kivell, Kurtzweil, Richards and Walton
Also, present: City Manager Zelenak, Chief Sovik, Superintendent Varney, Fire Chief Vogel, Attorney Hamameh and Clerk/Treasurer Deaton

MINUTES- November 25, 2019

Councilmember Kivell stated on page 3 the word restated needs to be changed to reinstated.

CM 12-1-19 MOTION TO APPROVE MINUTES

Motion by Kivell, supported by Kennedy

Motion to approve minutes as amended

VOTE: MOTION CARRIED UNANIMOUSLY

BILLS

Councilmember Kivell stated he will be abstaining because there is a payment to CAT.

CM 12-2-19 MOTION TO APPROVE BILLS

Motion by Kennedy, supported by Walton

Motion to approve the bills as presented

VOTE: MOTION CARRIED; abstained

AGENDA

CM 12-3-19 MOTION TO APPROVE THE AGENDA

Motion by Kivell, supported by Kennedy

Motion to approve the agenda as presented

VOTE: MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENT

Ryan Lare of 716 Grand Court stated he is here because of a Facebook post that Lyon Township is now a fulltime Fire Department, 7 days a week. It was brought up at the last meeting regarding bringing Chief Vogel on full time. Even though we are only 3 square miles, that is a lot of ground to cover. He stated for the service of our residents and the people that work at the fire department, he is asking if the Mayor and Council would consider making our Fire Department full time. It would be a good service for our residents and our fire department. He cannot thank our first responders enough, and we are losing them because we don't pay enough. He then thanked everyone that pulled off the Cool Yule event.

Linda Ross of 373 Harvard and from the Historical Society stated she wanted to thank everyone that came out to enjoy the 10th annual Dulcimer concert at the Village on December 1st. They always start the holidays off. Attendance for both performances were very good. We had the regular people as well as some new people. The band has already committed for next year.

Ms. Ross stated she thanked the community for coming out to celebrate the Cool Yule Christmas Village event. She stated they had a good crowd, although there was some confusion with the parade because it came from the wrong end, everyone was excited to see it. She gave kudos to Dayna Johnston for all her work and for getting 32 floats as opposed 14 floats last year. She thanked her family as well. She thanked the South Lyon High School Band for being part of the event. She then thanked Santa and Mrs. Clause that listened to the requests of 80 children. She thanked Mayor Pelchat for welcoming Santa and giving him the key to the City. She thanked Pastor Mike Horlocker from the Presbyterian Church for announcing the winners of the gingerbread contest, the snowball contest, and the Christmas tree contest. His participation will be missed next year because he is moving up north. She thanked Dennis Rymarz for reading the Night Before Christmas. She thanked the Unaccompanied Choir in the Chapel, there were standing room only. She thanked the senior center for all the cookies for the bake sale. She thanked Suzan Martin and the water department for being part of the event. She thanked Craig Johnston, Larry Ledbetter, and Eagle Scout Joey Byer for putting in the lighted path that led through the City to the Freight House. She thanked the DPW for putting up Santa's chair, tree, putting the lights on the freight train and for putting up the wreath. She then thanked the Kiwanis for having their tree sale at the village. She then thanked all the Historical Society members for all their support and help with decorating the village inside and out. She stated this weekend will be the last weekend they will be opened until spring.

DISCUSSION- Downtown

Mr. Donohue stated last Friday there was a media event at the Corner Caffé with the newspaper, a photographer and they had great weather and great attendance. There was a photo op with and ribbon cuttings with new businesses. There was an update on the final plans for the wine bar. The Corner Caffé will now be called the Corner Social. He further stated The Lemon Tree will have a soft opening the first week of January and hoping for a grand opening in February. Mr. Donohue stated he has been working with the building owner and architect of 121 E Lake. The old RCA building will be ready to open in late fall 2020. Mr. Donohue stated Cool Yule was a tremendous success and a team effort. He stated the DDA, businesses and residents all pulled together. He then thanked DPW, Police, Fire and the administration. He further stated the DPW did a lot of work for the event. He then thanked the Carl and JoAnn Foundation, Jeff Heninnan, Jim Hamade, Dayna and Craig Johnston and Tim Davids. He then thanked all the businesses that stayed open. He thanked the Historical Commission, the Churches and Schools as well. Mr. Donohue stated the crowd was estimated about 2,000 for the tree lighting. He stated they had 3 food trucks and an additional food sales table and they will be back. Mr. Donohue stated the beverage tent was very successful. All the profits go towards the tree. No public funds were used for the beverage tent or the band. He further stated it was a great team effort. He then thanked the residents of South Lyon that came out for the event. He stated next year they will start in January on planning the event. He then stated there is one more big event which is the New Years Eve event. Doing these things for our businesses and the community is wonderful. The event is from 8:30 p.m. to 12:30 a.m. They are still looking for volunteers if anyone is interested. Councilmember Dilg stated there is sometimes negative feedback from people about things downtown or things aren't going fast enough. She stated she read an article "How one City Manager revitalized one downtown and restored community pride on a tiny budget". She stated the Manager started a Farmers Market, started regular events people can depend on, and to have monthly meetings with downtown business owners. She further stated this is exactly what we

are doing here. The final thing she said is the community started seeing positive changes and she is starting to see that. She is now seeing more posts of people being proud and happy about our downtown. Councilmember Walton stated in the future she would like to see the tent up and let vendors be there during Small Business Saturday such as a winter farmers market. She stated we could possibly have it up for a day. We would be the only town that has a winter farmers market.

Councilmember Kurtzweil stated what is changing is we now have a management team in place that is more willing to think outside of the box. She further stated the South Lyon downtown isn't just for South Lyon, it is for Lyon Township and Green Oak Township. She stated she was at another event and there were people talking about the tree lighting. She then asked if there is going to be a break down meeting. Mr. Donohue stated they will have one in January. She further stated Mr. Donohue is willing to sit down and listen to the people and the criticisms to see how to improve events. She stated Brian from the State Farm Insurance stayed in the town and he could have left. The architectural plans look great. She thinks everyone should stop in and thank him for what he will be bringing to town next year. She thanked Bob for everything he has done.

FIRE CHIEF REPORT

Chief Vogel stated they have the ladder truck back and they have already used it and it was in the parade. He stated Cool Yule went without a glitch although they were very busy with a fire and a few medicals. He stated they have been working on budget and they will have it ready very soon.

POLICE CHIEF REPORT

Chief Sovik stated earlier in the year he asked Council for \$4,800 to replace some older weapons. He stated they only ended up having to use \$113.90. Kudos to Sargent Baker for the endless paperwork and all her work on that. Chief Sovik stated he stated we now have all the information from IT Right for the WatchGuard in car cameras and we are waiting for the shipment date and the date for in house training. Chief Sovik stated our Cadet Will Kelly will be leaving us; he will be attending the Schoolcraft Police Academy. He then stated we have a new cadet whose name is Allison Ciochon.

Chief Sovik stated when they arrest someone for 3rd offense drunk driving, under certain criteria they forfeit their vehicle. He stated we were able to auction 2 vehicles for \$845.00 but we split that with the prosecutor's office. He then stated we raised \$430.00 for the wigs for kids' foundation from the no shave November. Chief Sovik stated they also rescued 3 guinea pigs from McHattie Park and they are being cared for. He then wished everyone Happy Holidays.

CENTER FOR ACTIVE ADULTS- Presentation

Katherine Rivera from the Center for Active Adults thanked the City Council for their continued support. She stated when she became the Director 2 years ago, she realized how special it is. She loves going to work every day. She stated they are located in the South Lyon High School and they are funded by City of South Lyon, Lyon Township, South Lyon Community Schools and Green Oak Township. She further stated they are also supported by fundraising and donations and their class and program fees. They have 3,800 members and 2,200 members live in the City of South Lyon. She stated the members are made up of people that are 55 and better that live in the supporting communities although we also have some people from Canton and other areas as well. She further stated we offer a variety of fitness programs for all fitness levels. We offer yoga, swim, pickle ball, walking group, music programs, book club, Tai Chi and cultural arts programs as well. We have travel groups local, and abroad. They are currently planning

a trip to NYC as well as a trip to Greenland. Ms. Rivera stated we offer tax aid for the members as well. She stated they also have shared medical equipment such as wheel chairs and walkers. She stated they also offer community and companionship. The City is very blessed to have this in their community. She stated if anyone is interested in joining, it is free for anyone over 55 years of age and are supporting community residents. She said they can always use volunteers if anyone wants to get involved. Councilmember Kennedy stated he spoke with a couple that are new residents that moved here from Wyandotte and they raved about the center. Councilmember Dilg asked when they are open. Ms. Rivera stated they are open Monday-Friday 9:00 – 3:30. Councilmember Dilg asked what they need with volunteers. Ms. Rivera stated they can use help with putting out their newsletter, help with the bake sales and putting gift baskets for special events. Mayor Pelchat stated they cover that under their tech department and it is an incredible center and everyone 55 and over should check it out.

NEW BUSINESS

1. Purchase of new off-site well and pump drilled and installed by Peerless Midwest at McHattie Park well house #4

City Manager Zelenak stated each year Peerless Midwest is contracted to evaluate a wide variety of the cities pumps and motors for the water distribution system. This year they discovered that well 4 had a problem which led to the camera inspection that further identified a cracked casing forcing the city to abandon the well. He further stated this service led to emergency drilling and installation of a new well to meet capacity. He stated the combined invoices totaling \$132,720.00 are for the complete abandonment of #4 and installation of the new offset well pump and motor. There is a budget amendment on tonight's agenda that corresponds with this item. The request tonight is to pull and inspect the pump and to further drill and install the new well.

CM 12-4-19 MOTION TO APPROVE PURCHASE OF OFF-SET WELL

Motion to approve by Kennedy, supported by Walton

Motion to approve the purchase for services rendered by Peerless Midwest for the maintenance and inspection of well #4 pump and motor that then led to the installation of a new off-set well for the combined amount of \$132,720 from line item 592.556-931 as outlined in the invoice

VOTE: MOTION CARRIED UNANIMOUSLY

2. Budget Amendments

City Manager Zelenak stated we have budget explanation regarding the budget amendments. We have updated some information because there were a couple mistakes in the first documents. We have also clarified the amendments for better understanding.

CM 12-5-19 MOTION TO APPROVE BUDGET AMENDMENTS

Motion by Kurtzweil, supported by Walton

Motion to approve the budget amendments as presented as revised on December 9th

VOTE: MOTION CARRIED UNANIMOUSLY

3. Acceptance of the MMRMA grant for an active shooter kit project

Chief Vogel stated we had joint training with the South Lyon Police Department and he recognized the need for active shooter kits. He also met with the high school SRO and he agreed. He stated the MMRMA representative told him about the grant. He further stated they went out for the grant and we got it. It is a 75% matching grant so our cost will be \$524.62. Councilmember Kivell stated being prepared for something like this is important and someone else picking up half the bill is great. Councilmember Walton stated we are thankful Chief Vogel is always looking ahead and for all the grants he and the City Manager has been able to get. Councilmember Kennedy congratulated Chief Vogel on a great job.

CM 12-6-19 MOTION TO ACCEPT GRANT

Motion by Walton, supported by Dilg

Motion to accept the grant and we match the \$524.62 from equipment account 101-335-977

VOTE:

MOTION CARRIED UNANIMOUSLY

4. HRC water CIP proposal award

City Manager Zelenak stated the City approved HRC to prepare a Capital Improvement Plan for the water treatment plant. They then presented that study to Council and tonight we are asking Council to approve the plan with a cost not to exceed \$328,000. Councilmember Richards stated he hopes HRC will keep them updated on the contractor since Oakland County won't be directing the project. Councilmember Kivell stated he would like to see if there is an interest by Council to consider the southside of Dorothy for the location. He stated water lines crossover sewer lines often, and he thinks with the proper engineering by HRC that is possible. He further stated his rationale is that area is benign, we have little use for putting anything active there. If there is enough Councilmembers interested in seeing the financial impact of that change, he would like to see that. Mr. VanDeCreek stated we thought the parking lot would be the most ideal location for security as well as the environmental regulations regarding existing sanitary lines as well as the further distance. He further stated he doesn't think the zoning is suitable for this. He further stated there are tangible and non-tangible things to consider. He further stated he would like to start with the geotechnical investigation to see if the soil is not good for the water holding tank, we may have to look at the cost of possibly using the other area. Councilmember Walton stated she knows the residents of Princeton Square Condominiums do not want that in their backyard. She further stated she was told 5 years ago that the parking lot was going to be used for the water tower and that is why the City didn't maintain the parking lot, which is why she ran for Council. Mr. VanDeCreek stated a while ago that parking lot was discussed for the use of softening, but it was decided to rely on the residents for their own softening of the water. Mr. VanDeCreek stated they will have an open bidding process and they will evaluate the bids to ensure we have the lowest responsible bidder which it will then come back to Council for approval. Councilmember Kivell stated he is bringing that up now, because if there isn't a majority interest we don't need to move forward with the discussion. Councilmember Richards stated we are concerned with the here and now. He further stated his father sold the land on the southside of Dorothy Street to the City, we had circuses that came to town, and that is where they set up. He further stated that property has been utilized many years ago. He stated it is vacant now, but we have to move forward with what is the biggest concern. Further discussion was held regarding the location of the water tank. Councilmember Kennedy stated he agrees with Mr. VanDeCreek it is a decision of wants versus needs. It will be based on the core samples in the parking lot. If the soil isn't suitable for the water tank, we can then look at moving it across Dorothy Street. He then stated there are opportunities across the street on

Dorothy, we could put up a gazebo and rent it out to people or use it for vendors for Depot Day or additional parking. Councilmember Kurtzweil stated as a point of suggestion, she is willing to discuss the relocation of the well. She stated that is a different topic than what is being discussed now. She is willing to discuss it during the budget discussion. Mr. VanDeCreek stated what we will be doing is using a separate account number to locate the additional site location in the park, like further to the East. Further discussion was held regarding the location of the well.

CM 12-7-19 MOTION TO APPROVE PHASE I OF THE CIP FOR THE WATER TREATMENT PLANT

Motion by Kennedy, supported by Kurtzweil

Motion to approve the appropriation of an amount not to exceed \$328,000 for the completion of Phase I of the CIP for the water treatment plant from the account as noted by the City Manager

VOTE:

MOTION CARRIED UNANIMOUSLY

5. Donation acceptance policy

City Manager Zelenak stated he has established a donation acceptance policy. The policy will establish guidelines, standards and procedures for acceptance and documentation of donations to the City. He further stated the City encourages donations, while at the same time consider the impacts some donations may have on the City including aesthetics, ongoing maintenance and operational costs. He stated these documents are in draft form and he is asking Council to make recommendations. Councilmember Kivell stated he thinks the policy and the application makes complete sense to him. City Manager Zelenak stated he is asking Council to review the policy and give him any suggestions. Councilmember Dilg asked if he has made a decision on the dollar amount. City Manager Zelenak stated we aren't sure what the dollar amount should be. He stated sometimes people will want to dedicate park benches, but we need to keep in mind the upkeep of what they are donating. Councilmember Richards stated in the past it has happened when someone has donated something without informing the City such as grave stones and a park bench. They have just showed up. City Manager Zelenak stated this will help with that, we can have discussions with Parks and Recreation as well as the Historical Society to decide if they want the donation and where they would like it used. Further discussion was held regarding the policy.

6. City Council rules of procedure

City Manager Zelenak stated he has been working on rules and procedures for Council. He stated Council should be looking at City Council as a whole to ensure an efficient operation of our City and our meetings. The document addresses meetings, agenda, minutes, parliamentary procedure, comments and relationship with City staff and consultants. He stated this is a draft and he would like to get comments from Council. Councilmember Kurtzweil stated she has several pages of comments and suggestions and she asked if we can have a special meeting to discuss this. City Manager Zelenak stated to begin with, he is asking Council to provide him with items that is a concern and we can go from there. Councilmember Kurtzweil stated the special meeting is a good idea, because she needs a ton of clarification. She is looking at expediting it as quick as we can. Most can probably be resolved with a discussion. Attorney Hamameh stated she doesn't have an issue with discussion her concerns and then she can discuss it with the City Manager. Councilmember Kurtzweil stated she thinks this should be dealt with as a team. Councilmember Walton stated she likes having a special meeting as well to hash it out. There have been many times she has met with the City Manager and the Mayor about things that have happened during a meeting. There are things she wants to discuss that she doesn't want to hash out in public.

Councilmember Richards stated he agrees with Councilmembers Walton and Kurtzweil. He is all for improvement, but the general public is looking to us to make the right decisions. He stated if there were just one or two issues, but he has 10 issues that really need to be looked at. Attorney Hamameh reminded everyone that if there is a special meeting with a quorum, there would be public there as it would be an open meeting. Councilmember Kivell asked what are the issues they are having. Councilmember Kennedy stated he would go back to what the City Manager has presented, then have councilmembers give him feedback on any concerns. Mayor Pelchat stated the census of council seems to be for Councilmembers give the City Manager feedback and bring this back to a Council meeting when we have a shorter agenda. City Manager Zelenak stated he is asking Council to give him feedback regarding the issues and we can decide how long we think the meeting will be. City Manager Zelenak stated he would like Council to give him their concerns and suggestions within 30 days.

7. Consider cancelling the December 23, 2019 City Council meeting

City Manager Zelenak stated this has been discussed during previous years. He further stated we do not currently have any pending issues and we always have the ability to call for a special meeting if anything comes up.

CM 12-8-19 MOTION TO CANCEL THE DECEMBER 23, 2019 COUNCIL MEETING

Motion by Walton, supported by Kennedy

Motion to cancel the December 23, 2019 Council Meeting

VOTE:

MOTION CARRIED UNANIMOUSLY

BUDGET

Councilmember Kurtzweil asked if any other Councilmembers would be interested in having Andy Meisner from Oakland County come and speak with us regarding unfunded liability as well as the investment options with the County. She further stated she has spoken with other cities and they think they may want to attend. City Manager Zelenak stated he, the City Clerk and Patricia have already discussed meeting with County officials to look at our investment options. He further stated the unfunded pensions, he would just caution to bring someone else in because we have already had discussions with our auditors regarding that issue. He doesn't have an issue with him coming in and he agrees by having him come in, it will tell the residents and the officials know that we are working on the issues. Councilmember Kurtzweil stated at the last meeting there was discussion regarding the pressure switch and the control valve. She is saying we have improved everything but that switch has been out for a while and the DPW can repair it. Why is that switch not included if we will be dipping into that fund, why not take care of that as well. Superintendent Varney stated it isn't that simple. He stated what he knows is the valve that was there was supposed to work for a while and it didn't even work for a year, so he doesn't want to just put the same kind of valve on. Superintendent Varney stated that valve is at the water plant and the State noticed it but didn't give us a timetable of having that replaced. Councilmember Kurtzweil clarified that he is working on getting this issue taken care of. Mr. VanDeCreek stated Mr. Beason and Mr. Varney are very aware of what needs to be done there. He stated although HRC wasn't present with the sanitary survey with EGLE, he has no doubt that it will be listed as an immediate need and we have offered to supply as needed guidance. That is one of the projects that DPW will do with HRC's assistance.

MANAGER'S REPORT

City Manager Zelenak stated he has received a few goals and objectives from some Councilmembers but he is still waiting for some.

City Manager Zelenak stated in January Amy Allen from SLARA will be in attendance at our meeting to give a report of SLARA activities for the year. In the upcoming Council meetings, we will be having a monthly presentation from different commissions, consultants and other groups to keep Council and the public more informed of things happening in the City.

City Manager Zelenak stated the commitment the staff had for Cool Yule and the number of hours was amazing. This year's event has expanded from the past. He further stated we always want to stress the safety of an event. He stated the effort that was put in on this event was fantastic. This will be another community event we will all be proud of.

PUBLIC COMMENT- None

COUNCIL COMMENTS

Councilmember Kivell reminded everyone it is the time of the year to count your blessings. Remember living in this area makes it likely for enjoying good fortune. Look around at our beautiful community and the caring company we keep. There is still work to be done in the City, but we have people that are ready to continue our circumstances. He then wished everyone a happy holiday and he is grateful for the people that work for us and with us and the people we are trying to take care of.

Councilmember Kurtzweil thanked the DPW for all they have done all year. They are a group of gentlemen that work in 20-degree weather and in the rain. They are very good men. She then reminded everyone to go through the City and see all the Christmas lights. The residents of Hidden Creek at 9 Mile and Dixboro have all their lights up. Councilmember Kurtzweil thanked all of our employees and she thanked all the people that have been good to our city. She then wished everyone a Merry Christmas, a Happy Hanukkah to everyone. She stated the year 2020 will be even more incredible than this year.

Councilmember Dilg thanked everyone for welcoming her and giving her the help she needed to get up so speed. She stated it was great to see everyone including Council downtown and it is important for Council to be seen making a positive impact on the community. She then wished everyone Happy Holidays.

Councilmember Walton congratulated the Witches Hat for raising \$2300 for the Humane Society of Huron Valley at their Bark Friday event.

Councilmember Walton reminded everyone that we have a very welcoming community and we should count our blessings. She then reminded everyone to be Facebook positive. Keep it positive, pay it forward with kindness. We represent our community online and we need to stay positive. She then wished everyone a happy holiday season.

Councilmember Richards stated we live in a great community. There are 2 new businesses that have moved to town. He stated the DRC Real Estate Company is in the Brookdale mall. On the other side of Verizon there is an independently owned pharmacy. He stated the name on the door is Home Pharmacy and Wellness. He stated he is glad to see two new businesses in town.

He then thanked the DPW for all their work. They put in a lot of overtime for the event. He stated you can't say enough good things about Cool Yule. He stated he was there twice. He went to the bike shop and the reindeer was stunning. They were taking pictures with it. He then stated he was at the historic area and seeing the South Lyon Band was great. All their instruments had little LED lights on them and their uniforms as well. He stated it was a wonderful experience.

Councilmember Kennedy thanked Phyllis Popravsky for her 32 years of service to this city and to wish her the very best in her retirement. She has certainly earned it and I know she'll be missed.

Councilmember Kennedy stated this past weekend the Salem-South Lyon District Library and the Coral Sash hosted their second Tea & Fashion event in cooperation with the Victoria, Tea Salon. They had a capacity crowd of 125 attendees. In addition to the tea and fashion show they had a raffle for gift baskets that were donated by numerous businesses and individuals. The entire event was held for the purpose of raising funds for the Children's Literacy project at the library, and while this year's results have not yet been tallied, last year's event raised about \$3,000 for this initiative. Just one more example of our library doing so much to help our community's residents.

Councilmember Kennedy thanked all the organizers, volunteers, sponsors and participants who made this year's Cool Yule such a memorable event for our community. This is truly what makes our community so wonderful. On that note as everyone gathers with their friends and family during the coming weeks, I want to wish everyone a very Merry Christmas, a Happy Hanukah, a Joyous Kwanza or, in the words of Jerry Stiller from the Seinfeld Show and he quoted "A Happy Festivus to the rest of us!" He wished everyone happy holidays and a happy new year.

Mayor Pelchat thanked everyone involved with the Cool Yule event. He stated it was an incredible event, it was a small-town event at its finest. He thanked Dayna Johnston, Jeff Heinenan and all the city staff. He stated he is looking forward to another year working with everyone. He wished everyone happy holidays.

ADJOURNMENT

ADJOURNMENT

CM 12-9-19 MOTION TO ADJOURN

Motion by Kennedy, supported by Kurtzweil

Motion to adjourn meeting at 915 p.m.

VOTE: MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Mayor Dan Pelchat

Clerk/Treasurer Lisa Deaton

REVENUE REPORT FOR CITY OF SOUTH LYON

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PERIOD ENDING 12/31/2019

FINANCIAL REPORT TO DATE DECEMBER 2019

GL NUMBER	DESCRIPTION	2020-20 AMENDED BUDGET	YTD BALANCE 12/31/2019		ACTIVITY FOR MONTH 12/31/2019 INCREASE (DECREASE)	AVAILABLE BALANCE		% BDGT USED
			NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND								
Revenues								
Dept 000.000								
101-000.000-402.000	REAL PROPERTY TAX	4,335,653.00	4,240,964.50		12,631.97	94,688.50		97.82
101-000.000-423.000	SOUTH LYON WOODS TAX	1,100.00	1,023.00		91.50	77.00		93.00
101-000.000-444.000	PAYMENT IN LIEU OF TAXES	500.00	0.00		0.00	500.00		0.00
101-000.000-446.000	PENALTIES AND INTEREST	10,500.00	5,666.81		1,980.66	4,833.19		53.97
101-000.000-451.000	BUILDING PERMITS	240,000.00	141,632.00		16,557.00	98,368.00		59.01
101-000.000-452.000	HEATING & PLUMBS. REFG. PERMI	25,000.00	18,388.75		3,051.75	6,611.25		73.56
101-000.000-453.000	ELECTRICAL PERMITS	30,000.00	22,050.00		4,461.00	7,950.00		73.50
101-000.000-454.000	LICENSES & BUSINESS MISC.	3,500.00	2,046.00		240.00	1,454.00		58.46
101-000.000-570.000	STATE SHARED REV.	1,070,622.00	365,672.00		0.00	704,950.00		34.16
101-000.000-570.100	STATE REVS	98,000.00	113,238.61		0.00	(15,238.61)		115.55
101-000.000-600.000	BOARD OF APPEALS	0.00	1,350.00		0.00	(1,350.00)		100.00
101-000.000-600.100	REZONING FEES	0.00	0.00		0.00	0.00		0.00
101-000.000-630.000	ADMIN FEE PROPERTY TAX	93,000.00	96,448.76		312.43	(3,448.76)		103.71
101-000.000-634.000	GRAVE OPENINGS & FOUNDATIONS	40,000.00	26,870.00		1,850.00	13,130.00		67.18
101-000.000-635.000	W & S ADMIN. CHARGES	0.00	0.00		0.00	0.00		0.00
101-000.000-642.000	POLICE	35,000.00	39,985.71		4,044.09	(4,985.71)		114.24
101-000.000-661.000	PARKING VIOLATION	800.00	110.00		40.00	690.00		13.75
101-000.000-662.000	LOCAL COURT FINES	30,000.00	11,979.41		2,110.90	18,020.59		39.93
101-000.000-663.000	REFUND-(FOR COST OF ARREST)	0.00	0.00		0.00	0.00		0.00
101-000.000-664.000	INTEREST	15,000.00	14,090.58		2,339.14	909.42		93.94
101-000.000-664.200	PARK AND REC. INTEREST	0.00	257.06		0.00	(257.06)		100.00
101-000.000-664.700	INTEREST-MOBILE TOWER	0.00	0.00		0.00	0.00		0.00
101-000.000-665.000	INTEREST-TRANS.CEMETERY INTRE	0.00	0.00		0.00	0.00		0.00
101-000.000-665.200	INTEREST-TRANSFER FROM C&S	0.00	0.00		0.00	0.00		0.00
101-000.000-666.000	INTEREST-EQUALIZ. & CONTINGENC	0.00	207.63		0.00	(207.63)		100.00
101-000.000-668.000	RENTS & ROYALTIES	0.00	0.00		0.00	0.00		0.00
101-000.000-668.200	RENTS AND ROYALTIES-CABLE	155,000.00	63,734.39		0.00	91,265.61		41.12
101-000.000-668.300	LEASE--ANTENNA	42,000.00	21,525.69		3,627.44	20,474.31		51.25
101-000.000-668.400	RENTAL PROPERTIES	0.00	0.00		0.00	0.00		0.00
101-000.000-669.209	CONTRIBUTION-PERPETUAL CARE	50,000.00	0.00		0.00	50,000.00		0.00
101-000.000-673.000	SALES OF FIXED ASSETS	10,000.00	0.00		0.00	10,000.00		0.00
101-000.000-675.200	CONTRIBUTIONS-WINTER EVENTS	0.00	600.00		0.00	(600.00)		100.00
101-000.000-675.600	CULTURAL ARTS REVENUES	300.00	0.00		0.00	300.00		0.00
101-000.000-675.800	VETERANS MEMORIAL PROJECT	0.00	(480.70)		0.00	480.70		100.00
101-000.000-676.005	CONTRIBUTION TO PARKS & REC	0.00	0.00		0.00	0.00		0.00
101-000.000-680.000	REIMBURSEMENT FROM HVA	0.00	0.00		0.00	0.00		0.00
101-000.000-692.000	GRANT MONEY	0.00	0.00		0.00	0.00		0.00
101-000.000-694.300	PYMT. OF SIDEWALKS BY RESIDEN	5,000.00	0.00		0.00	5,000.00		0.00
101-000.000-694.400	CONTRIB. FOR PARK BENCHES	65,000.00	63,160.20		0.00	1,839.80		97.17
101-000.000-698.000	MISCELLANEOUS	0.00	3,726.08		0.00	(3,726.08)		100.00
101-000.000-698.100	FIRE MISC.	0.00	1,683.56		199.72	4,116.44		29.03
101-000.000-698.200	PRIOR YEARS TAXES	5,800.00	850.00		0.00	3,150.00		21.25
101-000.000-698.210	WEDDING PROCEEDS	4,000.00	69,197.00		0.00	(19,197.00)		138.39
101-000.000-698.220	MMRMA DIVIDENDS	50,000.00	(6,577.00)		0.00	19,577.00		(50.59)
101-000.000-698.230	SMART CREDITS	13,000.00			0.00			

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REVENUE REPORT FOR CITY OF SOUTH LYON

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FINANCIAL REPORT TO DATE DECEMBER 2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 12/31/2019		ACTIVITY FOR MONTH 12/31/2019 INCREASE (DECREASE)	AVAILABLE BALANCE		% BGT USED
			NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND								
Revenues								
101-000.000-698.300	PROCEEDS FROM DEBT	0.00		0.00	0.00	0.00	0.00	
101-000.000-698.600	GRANT MONIES--FIRE DEPT.	8,799.00		3,799.00	0.00	5,000.00	43.18	
101-000.000-698.800	GRANT MONIES-POLICE DEPT.	5,000.00		0.00	0.00	5,000.00	0.00	
101-000.000-698.900	GRANT MONIES-CULTURAL ARTS	4,000.00		193.00	0.00	3,807.00	4.83	
101-000.000-699.000	TRANSFERS IN	0.00		0.00	0.00	0.00	0.00	
101-000.000-699.209	TRANSFER IN FROM CEMETERY FUN	0.00		0.00	0.00	0.00	0.00	
Total Dept 000.000		6,446,574.00	5,323,392.04		55,322.89	1,123,181.96	82.58	
TOTAL REVENUES		6,446,574.00	5,323,392.04		55,322.89	1,123,181.96	82.58	
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		6,446,574.00	5,323,392.04		55,322.89	1,123,181.96	82.58	

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EXPENDITURE REPORT FOR CITY OF SOUTH LYON
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FINANCIAL REPORT TO DATE DECEMBER 2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 12/31/2019		ACTIVITY FOR MONTH 12/31/2019 INCREASE (DECREASE)	AVAILABLE BALANCE		% BDGT USED
			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)		NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND								
000.000		0.00	2,786.50		213.99	(2,786.50)		100.00
200.000	- ADMINISTRATION	1,432,497.00	719,975.56		99,025.75	712,521.44		50.26
276.000	- CEMETERY	119,791.00	60,141.34		2,990.52	59,649.66		50.21
295.000	- SENIOR TRANSPORTATION	81,554.00	27,184.00		6,796.00	54,370.00		33.33
300.000	- POLICE	2,771,002.00	1,327,660.99		254,225.29	1,443,341.01		47.91
335.000	- FIRE	575,431.00	321,216.68		52,474.67	254,214.32		55.82
346.000	- AMBULANCE	1,580.00	72.66		0.00	1,507.34		4.60
440.000	- DEPT. OF PUBLIC WORKS	916,292.00	451,720.59		85,318.78	464,571.41		49.30
690.000	- PARKS AND RECREATION	303,626.00	88,198.88		4,053.09	215,427.12		29.05
732.000	- HISTORICAL DEPOT	27,795.00	8,775.40		1,150.53	19,019.60		31.57
800.000	- CABLE COMMISSION	6,325.00	1,956.43		0.00	4,368.57		30.93
802.000	- CULTURAL ARTS	7,050.00	2,248.92		0.00	4,801.08		31.90
TOTAL EXPENDITURES			3,011,937.95		506,248.62	3,231,005.05		48.25

Fund 101 - GENERAL FUND:
TOTAL EXPENDITURES

6,242,943.00 3,011,937.95 506,248.62 3,231,005.05 48.25

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FINANCIAL REPORT TO DATE DECEMBER 2019

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE		ACTIVITY FOR MONTH 12/31/2019 INCREASE (DECREASE)	AVAILABLE BALANCE		% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	12/31/2019 NORMAL (ABNORMAL)	12/31/2019 NORMAL (ABNORMAL)				
Fund 202 - MAJOR STREETS									
000.000		0.00		0.00		0.00	0.00		0.00
212.000	- ACCOUNTANT	5,600.00		3,041.50		0.00	2,558.50		54.31
451.000	- STREET CONSTRUCTION	12,150.00		3,248.15		0.00	8,901.85		26.73
463.000	- STREET-ROUTINE MAINT.	168,076.00		85,474.80		1,256.28	82,601.20		50.85
474.000	- TRAFFIC SERVICES	25,279.00		3,642.19		20,394.84	21,636.81		14.41
478.000	- SNOW PLOWING	118,747.00		13,235.89		1,120.51	105,511.11		11.15
479.000	- SNOW REMOVAL	5,890.00		1,043.31		381.85	4,846.69		17.71
485.000	- TRANSFER BETWEEN FUNDS	100,000.00		0.00		0.00	100,000.00		0.00
491.000	- STORM SEWER	14,799.00		2,388.06		155.01	12,410.94		16.14
TOTAL EXPENDITURES		450,541.00		112,073.90		23,308.49	338,467.10		24.88
Fund 202 - MAJOR STREETS:									
TOTAL EXPENDITURES		450,541.00		112,073.90		23,308.49	338,467.10		24.88
Fund 203 -- LOCAL STREETS									
000.000		0.00		0.00		0.00	0.00		0.00
212.000	- ACCOUNTANT	5,600.00		3,041.50		0.00	2,558.50		54.31
451.000	- STREET CONSTRUCTION	12,150.00		1,749.04		0.00	10,400.96		14.40
463.000	- STREET-ROUTINE MAINT.	172,545.00		99,422.76		676.47	73,122.24		57.62
474.000	- TRAFFIC SERVICES	8,072.00		2,393.52		31,089.84	5,678.48		29.65
478.000	- SNOW PLOWING	101,506.00		11,383.48		1,019.14	90,122.52		11.21
485.000	- TRANSFER BETWEEN FUNDS	0.00		0.00		381.85	0.00		0.00
491.000	- STORM SEWER	22,868.00		2,964.12		156.64	19,903.88		12.96
TOTAL EXPENDITURES		322,741.00		120,954.42		33,323.94	201,786.58		37.48
Fund 203 - LOCAL STREETS:									
TOTAL EXPENDITURES		322,741.00		120,954.42		33,323.94	201,786.58		37.48
TOTAL EXPENDITURES - ALL FUNDS									
		773,282.00		233,028.32		56,632.43	540,253.68		30.13

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EXPENDITURE REPORT FOR CITY OF SOUTH LYON

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FINANCIAL REPORT TO DATE DECEMBER 2019

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET		12/31/2019	12/31/2019	MONTH 12/31/2019	BALANCE	NORMAL (ABNORMAL)		
Fund 592 -- WATER & SEWER										
452.000		1,000,000.00		0.00		0.00		1,000,000.00		0.00
540.000	- WATER / REPAIR	103,719.00		43,852.60		7,764.91		59,866.40		42.28
550.000	- SEWER / REPAIR	206,375.00		38,767.12		4,340.82		167,607.88		18.78
555.000	- REFUSE COLLECTION	534,240.00		262,536.99		43,870.92		271,703.01		49.14
556.000	- WATER	1,566,652.00		459,590.71		79,852.84		1,107,061.29		29.34
557.000	- WASTEWATER	2,072,716.00		676,622.12		140,687.97		1,396,093.88		32.64
TOTAL EXPENDITURES		5,483,702.00		1,481,369.54		276,517.46		4,002,332.46		27.01
Fund 592 -- WATER & SEWER:										
TOTAL EXPENDITURES		5,483,702.00		1,481,369.54		276,517.46		4,002,332.46		27.01

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Check Date	Check	Vendor Name	Description	Amount	Status
Bank 01 GEN FUND CHECKING					
12/12/2019	78075	STATE OF MICHIGAN	FINGERPRINTING - SCHOOL EMPLOYEES/VOLUN	513.00	Cleared
12/12/2019	78076	RED WING BUSINESS ADVANTAGE ACCOUNT	BOOTS - ARCHIEY	135.99	Cleared
12/12/2019	78077	GREG MC GRATH	UB refund for account: WEST-000787-0000	131.10	Cleared
12/12/2019	78078	AMAZON CAPITAL SERVICES	CLOCK FOR DISPATCH	45.99	Cleared
			APC BATTERY REPLACEMENT FOR BATTERY BAC	73.98	Cleared
			(2) LED DIGITAL CLOCKS	91.98	Cleared
				211.95	
12/12/2019	78079	ARBOR SPRINGS WATER CO., INC.	WATER	19.00	Cleared
			5 GAL. ARTESIAN WATER	25.50	Cleared
				44.50	
12/12/2019	78080	AT&T	SERVICE PERIOD 12/01/2019 - 12/31/2019	168.97	Cleared
12/12/2019	78081	BASIC	DECEMBER 2019 SEC. 125 FSA PLAN ADMINIS	86.40	Cleared
12/12/2019	78082	BRONNER'S COMMERCIAL DISPLAY	LED WWV	62.12	Cleared
			RED & WHITE STRINGS OF LED LIGHTS FOR D	1,329.32	Cleared
			LED LIGHTS FOR DDA STREETSCAPE POLES	298.84	Cleared
				1,690.28	
12/12/2019	78083	CHRISTOPHER EHRESMAN	COUNCIL RECORDING DECEMBER 9, 2019	75.00	Cleared
12/12/2019	78084	CONSUMERS ENERGY	UTILITY SERVICE PERIOD 10/30/2019 - 11/	93.08	Cleared
			215 WHIPPLE ST. SERVICE PERIOD 10/31/20	389.19	Cleared
			215 WHIPPLE ST. GENERATOR SERVICE PERIO	16.40	Cleared
			214 W. LAKE ST. SERVICE PERIOD 10/31/20	315.09	Cleared
			219 WHIPPLE ST. SERVICE PERIOD 10/31/20	248.21	Cleared
			CITY HALL SERVICE PERIOD 10/31/2019 - 1	298.73	Cleared
			318 W. LAKE ST. SERVICE PERIOD 10/31/20	70.17	Cleared
			300 DOROTHY ST #B SERVICE PERIOD 10/31/	190.25	Cleared
			300 DOROTHY ST. SERVICE PERIOD 10/31/20	71.34	Cleared
			250 DOROTHY ST. SERVICE PERIOD 10/31/20	89.38	Cleared
			SERVICE PERIOD 10/31/2019 - 11/27/2019	1,814.97	Cleared
				3,596.81	
12/12/2019	78085	DE LAGE LANDEN OPERATIONAL SVC. LLC	TAX OVERPAYMENT/REFUND DUE TO SMALL TAX	581.34	Open
12/12/2019	78086	DTE ENERGY	23500 DIXBORO, 376 DOROTHY SERVICE PERI	21,397.37	Cleared
			STREETLIGHTS SERVICE PERIOD NOVEMBER 20	9,682.28	Cleared
				31,079.65	
12/12/2019	78087	DTE ENERGY	UTILITY SERVICE PERIOD 10/29/2019 - 11/	904.75	Cleared
			UTILITIES SERVICE PERIOD OCTOBER 31, 20	649.98	Cleared
				1,554.73	

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12/12/2019	78088	FRANK FOGARTY	BOARD OF REVIEW - DECEMBER 10, 2019 1/2	50.00	Cleared
12/12/2019	78089	GARY BEASLEY	BOARD OF REVIEW - DECEMBER 10, 2019 1/2	50.00	Cleared
12/12/2019	78090	GREAT LAKES ACE HARDWARE	HOSE & BULBS	125.35	Cleared
12/12/2019	78091	GUARDIAN	DENTAL, VISION & DISABILITY INSURANCE F	8,364.14	Cleared
12/12/2019	78092	GUARDIAN TRACKING LLC	EMPLOYEE DOCUMENTATION EARLY INTERVENTI	938.00	Cleared
12/12/2019	78093	HURON VALLEY GUNS	SHOES & KNIFE - CHIEF VOGEL	134.98	Cleared
12/12/2019	78094	JOHN'S SANITATION	PORTABLE TOILETS FOR COOL YULE	600.00	Cleared
12/12/2019	78095	JUSTIN DIESBOURG	TAX OVERPAYMENT/REFUND DUE TO MTT CASE	91.62	Cleared
12/12/2019	78096	KATIE WIND PHOTOGRAPHY	PHOTOS FOR 11/10/19 VETS MEMORIAL DEDIC	450.00	Cleared
12/12/2019	78097	LB OFFICE PRODUCTS	CLEANING STUFF	738.64	Cleared
			NAMEPLATE FOR COUNCIL MEMBER LISA DILG	12.05	Cleared
			LEAD, PENCIL, OPENER, LETTER	23.76	Cleared
			OFFICE SUPPLIES	41.94	Cleared
				816.39	
12/12/2019	78098	MARTIN'S DO IT BEST	NOVEMBER 2019 STATEMENT	1,209.97	Cleared
			KEY I.D. TAG/RING, KEYS	48.84	Cleared
				1,258.81	
12/12/2019	78099	NECOLE CAPICCHIONI	TAX OVERPAYMENT/REFUND DUE TO CHANGE TO	3,029.88	Cleared
12/12/2019	78100	BRUCE NUSSBAUM	BOARD OF REVIEW - DECEMBER 10, 2019 1/2	50.00	Cleared
12/12/2019	78101	OAKLAND CITY PROSECUTOR'S OFFICE	DRUNK DRIVING FORFEITED VEHICLE SALES/A	450.00	Open
12/12/2019	78102	PARKSIDE CLEANERS	4 X10 RUG, 3 X 10 RUG	43.00	Cleared
12/12/2019	78103	PATRICIA TIERNAN	MILEAGE TO/FROM ADVANCED APPLICATION BS	71.34	Cleared
12/12/2019	78104	PETER'S TRUE VALUE HARDWARE	BOLTS	3.70	Cleared
			BOLTS	0.28	Cleared
			NOVEMBER 2019 STATEMENT	708.48	Cleared
				712.46	
12/12/2019	78105	PLANTE & MORAN, PLLC	ACCOUNTING ASSISTANCE AND COACHING FOR	1,831.25	Cleared
			ACCOUNTING SERVICES RENDERED THROUGH NO	3,450.00	Cleared
				5,281.25	
12/12/2019	78106	QUICK SILVER MARKETING SOLUTIONS	OVER THE STREET BANNER, SPONSOR BANNERS	1,700.00	Open
12/12/2019	78107	SAFE LIFE DEFENSE	5 BODY ARMOR VESTS	2,110.50	Cleared
12/12/2019	78108	SAFEBUILD, LLC	NOVEMBER 2019 PERMIT FEES & PERMIT TECH	19,757.50	Cleared
12/12/2019	78109	SALEM-SOUTH LYON DISTRICT	TAX DISBURSEMENT/TAXES DUE TO LIBRARY	1,717.00	Cleared
12/12/2019	78110	SIRCHIE	MOLLIES REAGENT, 10 TESTS	44.00	Cleared
12/12/2019	78111	SOUTH LYON COMMUNITY SCHOOLS	TAX DISBURSEMENT/TAXES DUE	14,872.36	Cleared
12/12/2019	78112	SPEARS FIRE AND SAFETY	ANNUAL FIRE EXTINGUISHER MAINTENANCE	107.00	Cleared
12/12/2019	78113	STATE OF MICHIGAN	NPDES ANNUAL PER FEE FOR 2020	5,500.00	Cleared
12/12/2019	78114	SUNCOAST LEARNING SYSTEMS, INC.	(3) ONLINE TRAINING COURSES FOR CERTIFI	545.00	Cleared
12/12/2019	78115	VICTORY LANE	FLEET OIL CHANGE/MAINTENANCE	40.58	Cleared
12/12/2019	78116	VISICOM SERVICES, INC.	DECEMBER 2019 PROOFPPOINT, DNS GATEWAY F	856.63	Cleared
12/12/2019	78117	WINDSTREAM	SERVICE PERIOD 10/29/2019 TO 11/28/2019	2,192.03	Cleared
12/12/2019	78118	WOW! BUSINESS	PARK SECURITY	62.00	Cleared

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12/12/2019	78119	AMAZON CAPITAL SERVICES	INTERNET SERVICE PERIOD 11/27/2019 - 12	32.97	Cleared
12/12/2019	78120	PARKSIDE CLEANERS	WITCH'S HAT DEPOT MUSEUM SERVICE PERIOD	144.61	Cleared
12/19/2019	78121	ADVANCED SAFE & LOCK	MOUSE FOR CHIEF'S COMPUTER	239.58	
			CHIEF'S SHIRTS CLEANED	22.99	Cleared
			DOOR SWEEP FOR POLICE/FIRE ADMINISTRATI	6.50	Cleared
				130.00	Open
12/19/2019	78122	AMAZON CAPITAL SERVICES	2020 DRY EASE WALL CALENDAR	23.63	Cleared
			OFFICE SUPPLIES - ATTENDANCE RECORDS	12.99	Cleared
			DELUXE DUFFLE BAG	63.42	Cleared
			1099 FORMS FOR TAX REPORTING	38.99	Cleared
				139.03	
12/19/2019	78123	BLUE CROSS BLUE SHIELD OF MICH	INSURANCE PREMIUM FOR JANUARY 2020	39,957.36	Cleared
			RETIREE INSURANCE PREMIUM JANUARY 2020	3,408.59	Cleared
				43,365.95	
12/19/2019	78124	CARL RICHARDS	MONTHLY COUNCIL PAY - DECEMBER 2019	180.00	Cleared
12/19/2019	78125	KRISPEN S. CARROLL	PAYROLL DEDUCTION FOR CASE NO. 17-57623	57.88	Cleared
12/19/2019	78126	CHRISTOPHER EHRESMAN	COUNCIL RECORDING - DECEMBER 9, 2019	75.00	Open
12/19/2019	78127	CIB PLANNING	ENGINEERING & PLANNING CONSULTANT FEES	7,212.00	Open
12/19/2019	78128	CORRIGAN OIL CO.	GAS & DIESEL 11/04/2019 - 12/02/2019	4,930.71	Cleared
12/19/2019	78129	DANIEL PELCHAT	MONTHLY COUNCIL PAY - DECEMBER 2019	220.00	Cleared
12/19/2019	78130	BOB DONOHUE	SUPPLIES FOR COOL YULE SIGNS & FLOAT BA	85.66 V	Cleared
			MILEAGE REPORT FOR OCTOBER AND NOVEMBER	205.32 V	Cleared
				290.98	
12/19/2019	78131	DOUGLASS SAFETY SYSTEMS LLC	REPAIR MANIFOLD & MASK REPAIRS	370.07	Cleared
12/19/2019	78132	EMPLOYEE HEALTH INSURANCE MGMT	ADMIN & AGENT FEES FOR NOVEMBER 2019	795.50	Cleared
			NOVEMBER 2019 CLAIMS FUNDING	20,444.71	Cleared
				21,240.21	
12/19/2019	78133	INTL UNION OF OPERATING ENG	MONTHLY DUES FOR DECEMBER 2019	229.82	Cleared
12/19/2019	78134	GLENN KIVELL	MONTHLY COUNCIL PAY - DECEMBER 2019	180.00	Cleared
12/19/2019	78135	MARGARET KURTZWEL	MONTHLY COUNCIL PAY - DECEMBER 2019	180.00	Cleared
12/19/2019	78136	LB OFFICE PRODUCTS	NAME PLATE - LISA DILG	12.00	Cleared
12/19/2019	78137	LISA DILG	MONTHLY COUNCIL PAY - DECEMBER 2019	180.00	Open
12/19/2019	78138	MICHIGAN ASSOC. OF CHIEFS OF POLICE	2020 SPRING POLICE EXECUTIVES SCHOOL -	1,095.00	Cleared
12/19/2019	78139	MISDU	PAYROLL DEDUCTION REMITTANCE ID: 91296	322.07	Cleared
12/19/2019	78140	NATIONAL LINK LP	TAX OVERPAYMENT/REFUND PARCEL ID#80.21.	12.35	Open
12/19/2019	78141	OAKLAND CTY ASSOC CHIEFS OF POLICE	MEMBERSHIP DUES JANUARY 1, 2020 TO DECE	60.00	Cleared
12/19/2019	78142	PEOPLE'S EXPRESS	NOVEMBER 2019 TRANSPORTATION	6,796.00	Cleared
12/19/2019	78143	PETER'S TRUE VALUE HARDWARE	GAL RAIN X WIND FLUID	4.29	Cleared
12/19/2019	78144	PURCHASE POWER	POSTAGE METER REFILL	389.97	Cleared
12/19/2019	78145	PITNEY BOWES	POSTAGE METER BILLING PERIOD 09/30/2019	682.62	Cleared
12/19/2019	78146	ROSATI, SCHULTZ, JOPPICH	GENERAL CITY ATTORNEY PROFESSIONAL SERV	3,545.00	Cleared

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12/19/2019	78147	ROSE WALTON	PROSECUTIONS - PROFESSIONAL SERVICES R	2,977.00	Cleared
12/19/2019	78148	SOUTH LYON HOTEL	MICHIGAN TAX TRIBUNAL MATTERS PROFESSIO	150.00	Cleared
12/19/2019	78149	STEPHEN KENNEDY	GENERAL LABOR MATTERS PROFESSIONAL SERV	214.50	Cleared
12/19/2019	78150	VANTAGEPOINT TRANSFERS		6,886.50	
12/19/2019	78151	WOW! BUSINESS	MONTHLY COUNCIL PAY - DECEMBER 2019	180.00	Cleared
			ANNUAL VOLUNTEER RECOGNITION EVENT - DE	2,340.00	Cleared
			MONTHLY COUNCIL PAY - DECEMBER 2019	180.00	Cleared
			ICMA 457 PLAN #301149 TRANSFER FOR DECE	3,489.21	Cleared
12/19/2019	78151		INTERNET SERVICE PERIOD 12/12/2019 - 01	698.42	Cleared
			CITY HALL SERVICE PERIOD 12/06/2019 -01	46.97	Cleared
				745.39	
12/19/2019	78152	COMMUNICATIONS TECHNOLOGIES, INC.	MONTHLY PHONE MAINTENANCE 12/20/2019 -	85.00	Cleared
12/19/2019	78153	BOB DONOHUE	SUPPLIES FOR COOL YULE SIGNS & FLOAT BA	85.66	Cleared
12/19/2019	78154	BOB DONOHUE	MILEAGE REPORT FOR OCTOBER AND NOVEMBER	205.32	Cleared
12/19/2019	78155	IMS ALLIANCE	NAME TAG - ARMSTRONG	8.90	Cleared
12/19/2019	78156	TALENTCLICK WORKFORCE SOLUTIONS INC	ONLINE TESTING	38.16	Open
12/19/2019	78157	WOW! BUSINESS	DPW SERVICE PERIOD 12/06/2019 - 01/05/2	161.69	Cleared
12/19/2019	78158	ERIK & RACHEL LUNNING	TAX OVERPAYMENT/DUPLICATE PAYMENT REFUN	69.73	Open
12/27/2019	78159	SEZAI O. ODER	WINTER TAX OVERPAYMENT/TAX REFUND PARCE	129.00	Open
12/27/2019	78160	AMAZON CAPITAL SERVICES	BUSINESS CARD HOLDER	11.99	Cleared
			NIKON COOLPIX DIGITAL CAMERA	311.96	Cleared
			NESTLE COFFEE-MATE CREAMER	41.33	Cleared
			APC UPS BATTERY REPLACEMENT	36.99	Cleared
			UNIFORM PANTS	63.94	Cleared
			FLOOR CLEANER	43.44	Cleared
				509.65	
12/27/2019	78161	ARBOR SPRINGS WATER CO., INC.	WATER	45.00	Cleared
			5 GAL ARTESIAN WATER	25.50	Cleared
				70.50	
12/27/2019	78162	BOUND TREE MEDICAL, LLC	MEDICAL GLOVES	83.93	Cleared
12/27/2019	78163	CONSUMERS ENERGY	23500 N. DIXBORO ROAD SERVICE DATES 11/	4,271.33	Open
12/27/2019	78164	BOB DONOHUE	REFRESHMENTS FOR DDA BOARD MEETING - DE	52.32	Open
12/27/2019	78165	DTE ENERGY	200 DOROTHY ST. SERVICE PERIOD 10/18/20	45.01	Open
12/27/2019	78166	GFL ENVIRONMENTAL USA	DUMPSTER & RENTAL 1/1/2020-01/31/2020	1,106.36	Open
12/27/2019	78167	GUARDIAN	GROUP #566404 INSURANCE PREMIUMS FOR JA	8,639.53	Open
12/27/2019	78168	HR MANAGEMENT GROUP, INC.	BACKGROUND CHECKS FOR MECHANIC POSITION	263.00	Cleared
12/27/2019	78169	HUBBELL, ROTH, & CLARK, INC.	PROFESSIONAL SERVICES FOR PERIOD ENDING	23,519.48	Cleared
12/27/2019	78170	IACP	ID #01761924 MEMBERSHIP RENEWAL 01/01/2	190.00	Cleared
12/27/2019	78171	JUDITH MALINOWSKI LLP	NEW HIRE PSYCHOLOGICAL EXAM - MOSTEK	500.00	Open
12/27/2019	78172	LB OFFICE PRODUCTS	OFFICE SUPPLIES	173.91	Cleared
12/27/2019	78173	LERETA LLC	TAX OVERPAYMENT/REFUND DUE PARCEL ID#80	56.99	Open
12/27/2019	78174	MARGE CONNELL	2020 DEPARTMENT PHOTO COMPOSITE	600.00	Open
12/27/2019	78175	MICHIGAN ASSOCIATION OF MAYORS	2020 MEMBERSHIP DUES	85.00	Open
12/27/2019	78176	MICHIGAN MUNICIPAL LEAGUE*	ELECTED OFFICIALS TRAINING SEMINAR - DI	195.00	Open

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12/27/2019	78177	MUTUAL TITLE AGENCY	TAX OVERPAYMENT/REFUND DUE PARCEL #80-2	7.09	Open
12/27/2019	78178	NATIONAL MAIN STREET CENTER	GENERAL MEMBERSHIP #4713 DUES ANNUAL RE	295.00	Open
12/27/2019	78179	NEC FINANCIAL SERVICES, LLC	JANUARY BILLING WM & DPW PHONE SYSTEM	227.81	Open
12/27/2019	78180	OAKLAND COUNTY TREASURER	SOUTH LYON WOODS TAX REPORT - NOVEMBER	457.50	Open
12/27/2019	78181	PETER'S TRUE VALJE HARDWARE	FLOOR CLEANER	11.99	Open
			PVC	7.88	Open
			LIGHT BULBS	31.92	Open
			BOLTS	2.70	Open
			KEYS & BATTERIES	9.97	Open
				64.46	
12/27/2019	78182	JUDY PIEPER	MILEAGE REIMBURSEMENT TO/FROM COSTCO	10.44	Cleared
12/27/2019	78183	SALEM-SOUTH LYON DISTRICT	TAX DISBURSEMENTS/TAXES DUE	119.48	Open
12/27/2019	78184	SIRCHIE	INTEGRITY/EVIDENCE BAGS	139.20	Open
12/27/2019	78185	SOUTH LYON COMMUNITY SCHOOLS	TAX DISBURSEMENT/TAXES DUE	604.19	Open
12/27/2019	78186	STATE OF MICHIGAN	BIOSOILS LAND APPLICATION FEE FOR 2020	1,894.95	Open
12/27/2019	78187	VICTORY LANE	FLEET OIL CHANGE OR MAINTENANCE	35.48	Open
12/27/2019	78188	WASHTENAW AREA MUTUAL AID ASSOC.	2020 WMAA DUES	1,000.00	Open
12/27/2019	78189	WOW! BUSINESS	217 WHIPPLE ST. SERVICE PERIOD 12/16/19	22.16	Open
			219 WHIPPLE ST. SERVICE PERIOD 12/21/19	35.97	Open
				58.13	
12/30/2019	78190	POSTMASTER	JANUARY 2020 UTILITY BILLING	1,186.50	Open
01/02/2020	78191	A.F.S.C.M.E. COUNCIL 25	MONTHLY DUES - JANUARY 2020	637.50	Open
01/02/2020	78192	ACCUNET WEB SERVICES	SITEBUILDER ANNUAL FEE 02/1/20 - 02/01/	385.00	Open
01/02/2020	78193	AMAZON CAPITAL SERVICES	BINDERS & TABS	55.78	Open
			LOCKS, CO DETECTOR ALARM, BATTERY	51.49	Open
				107.27	
01/02/2020	78194	AT&T MOBILITY	SERVICE PERIOD NOVEMBER 20, 2019 TO DEC	489.60	Open
01/02/2020	78195	KRISPEN S. CARROLL	PAYROLL DEDUCTION CASE NO. 17-57623-PJS	57.88	Open
01/02/2020	78196	DTE ENERGY	318 W. LAKE ST. SERVICE PERIOD 11/22/20	4.63	Open
			219 WHIPPLE ST. SERVICE PERIOD 11/22/20	371.30	Open
			214 W. LAKE ST. SERVICE PERIOD 11/22/20	151.03	Open
			215 WHIPPLE ST. SERVICE PERIOD 11/22/20	447.93	Open
				974.89	
01/02/2020	78197	DTE ENERGY	335 S WARREN SERVICE PERIOD 11/22/2019	1,458.06	Open
01/02/2020	78198	FIREWRENCH OF MICHIGAN	REPAIR TO LADDER TRUCK #1 LEAK	314.43	Open
01/02/2020	78199	HART INTERCIVIC, INC.	2 BATTERIES FOR ELECTION EQUIPMENT	204.00	Open
01/02/2020	78200	MICHIGAN ELECTION RESOURCES	ABSENT VOTER SECRECY SLEEVE - MARCH 10T	181.28	Open
01/02/2020	78201	MICHIGAN MUNICIPAL LEAGUE*	ELECTED OFFICIALS ACADEMY CORE TRAINING	390.00	Open
01/02/2020	78202	MISDU	PAYROLL DEDUCTION REMITTANCE ID# 912962	322.07	Open
01/02/2020	78203	PNC BANK	SUPPLIES, PRINTING, GAS EXPENSES FOR DE	1,456.15	Open
01/02/2020	78204	POLICE OFFICERS ASSOC. OF MICHIGAN	MONTHLY DUES - JANUARY 2020	596.02	Open
01/02/2020	78205	POLICE OFFICERS LABOR COUNCIL	MONTHLY DUES - JANUARY 2020	251.25	Open
01/02/2020	78206	RUSSELL DESIGN, INC.	MASTER PLAN FOR VOLUNTEER & MCHATTIE PA	1,961.00	Open

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01/02/2020	78207	TOSHIBA FINANCIAL SERVICES	CONTRACT PAYMENT FOR 12/15/2019 TO 01/1	1,382.85	Open
01/02/2020	78208	TOSHIBA FINANCIAL SERVICES	CONTRACT PAYMENT FOR 12/15/2019 - 01/15	103.06	Open
01/02/2020	78209	TOSHIBA FINANCIAL SERVICES	CONTRACT PAYMENT 12/16/2019 - 01/16/202	96.97	Open
01/02/2020	78210	VANTAGEPOINT TRANSFERS	ICMA 457 PLAN #301149 PAYROLL TRANSFER	3,110.02	Open
01/02/2020	78211	VERIZON WIRELESS	SERVICE PERIOD NOVEMBER 22, 2019 TO DEC	97.85	Open
01/02/2020	78212	VISICOM SERVICES, INC.	JANUARY 2020 SPAM FILTERING, ENCRYPTION	708.75	Open
01/02/2020	78213	SUSAN L. WINTERS	PAYROLL DEDUCTION GARNISHMENT #3-337227	198.06	Open
01/09/2020	78214	STATE OF MICHIGAN	PFAS TESTING	1,450.00	Open
01/09/2020	78215	AARON VERMEULEN	2019 WINTER TAX OVERPAYMENT/REFUND DUE	31.44	Open
01/09/2020	78216	DAVID NICOLOFF	WINTER 2019 TAX OVERPAYMENT/REFUND DUE	62.22	Open
01/09/2020	78217	CODEY J. ZAVALA-ESCAMILLA	2019 WINTER TAX OVERPAYMENT/REFUND DUE	62.16	Open
01/09/2020	78218	MARIA MICHELA	2019 WINTER TAX OVERPAYMENT/TAX REFUND	40.88	Open
01/09/2020	78219	AMAZON CAPITAL SERVICES	GBC HIDDEN SWING CLIP REPORT COVER	44.39	Open
			BADGE COVERS	8.99	Open
			BROTHER GENUINE P-TOUCH TAPE	45.60	Open
				98.98	
01/09/2020	78220	ARBOR SPRINGS WATER CO., INC.	5 GAL. ARTESIAN WATER	57.00	Open
01/09/2020	78221	AT&T	SERVICE PERIOD 12/22/2019 - 01/21/2020	333.98	Open
01/09/2020	78222	BS & A SOFTWARE	INTRO TO GOV. ACCOUNTING SOFTWARE TRAIN	205.00	Open
01/09/2020	78223	CITY OF SOUTH LYON	217 WHIPPLE WATER BILL - JANUARY 2020	307.53	Open
			214 WEST LAKE WATER BILLING - JANUARY 2	275.62	Open
			219 WHIPPLE ST. WATER BILLING - JANUARY	307.53	Open
			300 DOROTHY WATER BILLING - 09/01/19 -	56.25	Open
				946.93	
01/09/2020	78224	CONSUMERS ENERGY	215 WHIPPLE ST. SERVICE PERIOD 11/28/20	458.30	Open
			215 WHIPPLE ST. GENERATOR - SERVICE PER	15.43	Open
			318 W. LAKE ST. NOVEMBER 28, 2019 - DEC	92.58	Open
			UTILITY BILLING SERVICE PERIOD 11/27/20	159.53	Open
				725.84	
01/09/2020	78225	COOK AUTOMOTIVE	OIL CHANGE - CAR 1	76.38	Open
01/09/2020	78226	COPA TOOLS	2019 TAX OVERPAYMENT/TAX REFUND DUE	642.93	Open
01/09/2020	78227	CORELOGIC	OTAX WINTER 2019 TAX OVERPAYMENT/TAX RE	415.86	Open
01/09/2020	78228	DASH MEDICAL GLOVES	GLOVES	87.80	Open
01/09/2020	78229	LISA DEATON	PETTY CASH REIMBURSEMENT	44.77	Open
01/09/2020	78230	DTE ENERGY	UTILITY BILL SERVICE PERIOD 11/22/2019	13,305.58	Open
			STREETLIGHTS SERVICE PERIOD DECEMBER 201	9,456.38	Open
				22,761.96	
01/09/2020	78231	DTE ENERGY	UTILITY SERVICE PERIOD 11/27/2019 - 12/	964.26	Open
			UTILITY BILLING SERVICE PERIOD SEPTEMBE	1,171.35	Open
			300 DOROTHY ST. SERVICE PERIOD 11/22/20	163.25	Open
			250 DOROTHY ST. SERVICE PERIOD 11/22/20	54.90	Open
			UTILITY SERVICE PERIOD 12/03/2019 - 12/	580.96	Open

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01/09/2020	78232	ELECTRICAL CODE SERVICES LLC	DECEMBER 2019 ELECTRICAL INSPECTIONS	2,934.72	Open
01/09/2020	78233	FIRE STATION CHECKLIST	APP SERVICE - JANUARY 2020	3,042.25	Open
01/09/2020	78234	GFL ENVIRONMENTAL USA	DUMPSTER & RECYCLING 01/01/2020 - 01/31	100.00	Open
01/09/2020	78235	HURON VALLEY GUNS	1/4 ZIP JOB SHIRTS, EMBROIDERY - WEIR/V	43,882.59	Open
01/09/2020	78236	INTERNATIONAL INSTITUTE OF	ANNUAL MEMBERSHIP DUES FOR DEATON, PIERP	276.97	Open
01/09/2020	78237	LB OFFICE PRODUCTS	OFFICE SUPPLIES	330.00	Open
01/09/2020	78238	MARTIN'S DO IT BEST	DECEMBER 2019 STATEMENT	277.58	Open
01/09/2020	78239	MICHIGAN ASSOC OF MUNICIPAL CLERKS	DECEMBER 2019 STATEMENT	133.00	Open
01/09/2020	78240	NEC FINANCIAL SERVICES, LLC	MAMC INSTITUTE MARCH 2020 - PIERPER	530.25	Open
01/09/2020	78241	OAKLAND COUNTY TREASURERS	FEB. BILLING WW & DPW PHONE SYSTEM	663.25	Open
01/09/2020	78242	OCAA0	BS&A TAX SUPPORT FEE	650.00	Open
01/09/2020	78243	PETER'S TRUE VALUE HARDWARE	BOARD OF REVEIW TRAINING - FEBRUARY 11,	177.81	Open
01/09/2020	78244	ASCENSION MICHIGAN AT WORK	TIRE WASH	798.02	Open
01/09/2020	78245	CHRISTOPHER SOVIK	DECEMBER 2019 STATEMENT	60.00	Open
01/09/2020	78246	STATE OF MICHIGAN**	TIRE WASH	6.49	Open
01/09/2020	78247	VISICOM SERVICES, INC.	DECEMBER 2019 STATEMENT	1,427.06	Open
01/09/2020	78248	WINDSTREAM	DOT PHYSICAL EXAM - ABRAMOWICZ, PRE-HIR	1,433.55	Open
01/09/2020	78249	WOW! BUSINESS	NEW HIRE PHYSICAL - RUSSELL	428.00	Open
01/09/2020	78250	WOW! BUSINESS	SCREENING - MORITZ	100.00	Open
01/09/2020	78251	WOW! BUSINESS	PETTY CASH REIMBURSEMENT	279.00	Open
01/09/2020	78252	WOW! BUSINESS	FINGERPRINTING - SCHOOL EMPLOYEES AND V	807.00	Open
01/09/2020	78253	WOW! BUSINESS	NOVEMBER 2019 DNS, SERVER, MALWARE AND	49.36	Open
01/09/2020	78254	WOW! BUSINESS	SERVICE PERIOD 12/29/2019 - 01/28/2020	387.25	Open
01/09/2020	78255	WOW! BUSINESS	23500 N. DIXBORO ROAD SERVICE PERIOD 12	1,569.00	Open
01/09/2020	78256	WOW! BUSINESS	WITCH'S HAT DEPOT MUSEUM SERVICE PERIOD	2,241.05	Open
01/09/2020	78257	WOW! BUSINESS	WITCH'S HAT DEPOT MUSEUM SERVICE PERIOD	32.97	Open
01/09/2020	78258	WOW! BUSINESS	WITCH'S HAT DEPOT MUSEUM SERVICE PERIOD	149.91	Open
01/09/2020	78259	WOW! BUSINESS	WITCH'S HAT DEPOT MUSEUM SERVICE PERIOD	182.88	Open
01/09/2020	78260	WOW! BUSINESS	WITCH'S HAT DEPOT MUSEUM SERVICE PERIOD	364,972.73	Open
01/09/2020	78261	WOW! BUSINESS	WITCH'S HAT DEPOT MUSEUM SERVICE PERIOD	290.98	Open
01/09/2020	78262	WOW! BUSINESS	WITCH'S HAT DEPOT MUSEUM SERVICE PERIOD	364,681.75	Open

01 TOTALS:

Total of 175 Checks:
Less 1 Void Checks:
Total of 174 Disbursements:

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Fund 101 GENERAL FUND			CHECKS TO BE APPROVED 01/13/2020		
Dept 276.000 CEMETERY			OPEN		
101-276.000-740.000	OPERATING EXPENSE	FLEETSOFT	ANNUAL MAINTENANCE & SUPPORT	78.33	
101-276.000-740.000	OPERATING EXPENSE	O'REILLY AUTO PARTS	SHOP TOOLS	1.26	
		Total For Dept 276.000 CEMETERY		79.59	
Dept 300.000 POLICE					
101-300.000-740.000	OPERATING EXPENSE	BERESFORD COMPANY	NETRADGE CREDITS	85.00	
101-300.000-740.000	OPERATING EXPENSE	GRAINGER	FLAT FOLD DISP RESPIRATOR	50.00	
101-300.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	SUPPLIES FOR 2015 FORD EXPLORER	73.66	
101-300.000-863.000	VEHICLE MAINTENANCE	CAR INC.	VEHICLE REPAIRS - VEHICLE #251,252,26	300.00	
101-300.000-863.000	VEHICLE MAINTENANCE	FLEETSOFT	ANNUAL MAINTENANCE & SUPPORT	141.00	
101-300.000-863.000	VEHICLE MAINTENANCE	O'REILLY AUTO PARTS	SHOP TOOLS	1.26	
101-300.000-863.000	VEHICLE MAINTENANCE	VICTORY LANE	FLEET OIL CHANGE OR MAINTENANCE	123.44	
101-300.000-977.000	EQUIPMENT	BROWNELLS, INC.	VARIOUS GUN REPLACEMENT PARTS	377.50	
		Total For Dept 300.000 POLICE		1,151.86	
Dept 335.000 FIRE					
101-335.000-721.000	UNIFORMS & CLEANING ALLOWANCE	WITMER PUBLIC SAFETY GRO	HELMET STRAPS AND WRENCHES	278.56	
101-335.000-740.000	OPERATING EXPENSE	BOUND TREE MEDICAL, LLC	PEDIATRIC AED PADS	265.12	
101-335.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	SHOP TOOL AND PARTS FOR T6	35.78	
101-335.000-863.000	VEHICLE MAINTENANCE	FLEETSOFT	ANNUAL MAINTENANCE & SUPPORT	94.00	
101-335.000-863.000	VEHICLE MAINTENANCE	PAYETTE SALES & SERVICE,	LADDER TRUCK REPAIRS	4,075.08	
		Total For Dept 335.000 FIRE		4,748.54	
Dept 440.000 DEPT. OF PUBLIC WORKS					
101-440.000-740.000	OPERATING EXPENSE	ADVANCE AUTO PARTS	FLOOR JACK & STANDS	55.19	
101-440.000-740.000	OPERATING EXPENSE	ANN ARBOR WELDING SUPPLY	CYLINDER RENTAL	112.95	
101-440.000-740.000	OPERATING EXPENSE	CYNERGY PRODUCTS	REPAIR FOR RADIO	127.50	
101-440.000-740.000	OPERATING EXPENSE	QUALITY FIRST AID & SAFE	FIRST AID, PAPER, SAFETY SUPPLIES & G	171.91	
101-440.000-802.000	CONTRACTUAL SVCS	MISS DIG SYSTEM, INC.	ANNUAL MEMBERSHIP 2020	646.37	
101-440.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	RELAY FOR T-8	561.26	
101-440.000-863.000	VEHICLE MAINTENANCE	AUTO-WARES GROUP	SHOP TOOL	64.04	
101-440.000-863.000	VEHICLE MAINTENANCE	BLUETARP CREDIT SERVICES	PARTS FOR REPAIR DPW	185.94	
101-440.000-863.000	VEHICLE MAINTENANCE	CYNERGY PRODUCTS	REMOVE AND INSTALL RADIO	277.50	
101-440.000-863.000	VEHICLE MAINTENANCE	FLEETPRIDE	PARTS FOR T-8	330.60	
101-440.000-863.000	VEHICLE MAINTENANCE	FLEETSOFT	ANNUAL MAINTENANCE & SUPPORT	344.67	
101-440.000-863.000	VEHICLE MAINTENANCE	GREEN OAK TIRE, INC.	TIRE DISPOSAL	312.00	
101-440.000-863.000	VEHICLE MAINTENANCE	KNAPHEIDE TRUCK EQUIPMEN	REPAIRS TO DUMP TRUCK T-3	2,013.01	
101-440.000-863.000	VEHICLE MAINTENANCE	MID AMERICAN AEL	PARTS FOR T-17	871.50	
101-440.000-863.000	VEHICLE MAINTENANCE	O'REILLY AUTO PARTS	SHOP TOOLS	18.68	
101-440.000-863.000	VEHICLE MAINTENANCE	CYNERGY PRODUCTS	REPAIR FOR RADIO	127.50	
101-440.000-931.000	BUILDING MAINTENANCE	NORMAN LANDSCAPERS, INC.	TREE TRIMMING AND REMOVAL	2,180.00	
101-440.000-974.000	LAND IMPROVEMENTS	DEERE & COMPANY	PARTS FOR MOWER FOR SIDEWALK CLEANING	3,998.19	
101-440.000-977.000	EQUIPMENT				
		Total For Dept 440.000 DEPT. OF PUBLIC WORKS		12,398.81	

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Fund 101 GENERAL FUND			CHECKS TO BE APPROVED 01/13/2020		
Dept 690.000 PARKS AND RECREATION			OPEN		
101-690.000-801.000	PROFESSIONAL SERVICE	JOHN'S SANITATION	PORTA JOHNS @ PARKS 11/13 - 12/10/201	230.00	
		Total For Dept 690.000 PARKS AND RECREATION		230.00	
		Total For Fund 101 GENERAL FUND		18,608.80	
Fund 202 MAJOR STREETS					
Dept 463.000 STREET-ROUTINE MAINT.					
202-463.000-740.000	OPERATING EXPENSE	ASHLEY LAND DEVELOPMENT	CLASS 2 SAND & 21 AA NATURAL STONE	275.08	
		Total For Dept 463.000 STREET-ROUTINE MAINT.		275.08	
Dept 474.000 TRAFFIC SERVICES					
202-474.000-740.000	OPERATING EXPENSE	HUNT SIGN CO., LTD	ROAD CLOSED SIGNS	862.50	
202-474.000-924.000	TRAFFIC LIGHTS	ROAD COMMISSION FOR OAKL	TRAFFIC SIGNAL MAINTENANCE - NOVEMBER	103.00	
		Total For Dept 474.000 TRAFFIC SERVICES		965.50	
Dept 478.000 SNOW PLOWING					
202-478.000-740.000	OPERATING EXPENSE	STONE DEPOT LANDSCAPE SU	PALLET DRAGON MELT	282.10	
		Total For Dept 478.000 SNOW PLOWING		282.10	
		Total For Fund 202 MAJOR STREETS		1,522.68	
Fund 203 LOCAL STREETS					
Dept 463.000 STREET-ROUTINE MAINT.					
203-463.000-740.000	OPERATING EXPENSE	ASHLEY LAND DEVELOPMENT	CLASS 2 SAND & 21 AA NATURAL STONE	275.08	
203-463.000-930.000	REPAIR MAINTENANCE	STONE DEPOT LANDSCAPE SU	LEAF DISPOSAL	3,700.00	
		Total For Dept 463.000 STREET-ROUTINE MAINT.		3,975.08	
Dept 474.000 TRAFFIC SERVICES					
203-474.000-740.000	OPERATING EXPENSE	HUNT SIGN CO., LTD	ROAD CLOSED SIGNS	862.50	
		Total For Dept 474.000 TRAFFIC SERVICES		862.50	
Dept 478.000 SNOW PLOWING					
203-478.000-740.000	OPERATING EXPENSE	STONE DEPOT LANDSCAPE SU	PALLET DRAGON MELT	151.90	
		Total For Dept 478.000 SNOW PLOWING		151.90	
		Total For Fund 203 LOCAL STREETS		4,989.48	
Fund 592 WATER & SEWER					
Dept 540.000 WATER / REPAIR					
592-540.000-740.000	OPERATING EXPENSE	CORE & MAIN LP	PROBE ROD FOR SEWER/WATER REPAIR	71.70	
592-540.000-802.000	CONTRACTUAL SVCS	MISS DIG SYSTEM, INC.	ANNUAL MEMBERSHIP 2020	646.37	
592-540.000-930.000	REPAIR MAINTENANCE	ASHLEY LAND DEVELOPMENT	CLASS 2 SAND & 21 AA NATURAL STONE	376.47	
592-540.000-930.000	REPAIR MAINTENANCE	CORE & MAIN LP	PARTS FOR WATER REPAIR	515.38	
592-540.000-930.000	REPAIR MAINTENANCE	EJ USA, INC.	MANHOLE COVER	167.05	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 592 WATER & SEWER					
Dept 540.000 WATER / REPAIR					
Dept 550.000 SEWER / REPAIR					
592-550.000-740.000	OPERATING EXPENSE		CLASS 2 SAND & 21 AA NATURAL STONE	1,776.97	
592-550.000-740.000	OPERATING EXPENSE		PROBE ROD FOR SEWER/WATER REPAIR	376.46	
592-550.000-802.000	CONTRACTUAL SVCS		ANNUAL MEMBERSHIP 2020	71.70	
592-550.000-930.000	REPAIR MAINTENANCE		METRO ENVIRONMENTAL SERV 302 SECOND STREET SEWER CLEAN OUT	646.37	
				868.75	
Dept 555.000 REFUSE COLLECTION				1,963.28	
592-555.000-818.100	REFUSE COLLECTION(CONTRACTUAL	GFL ENVIRONMENTAL USA	DUMPSTER & RECYCLING 12/01/2019 - 12/	43,870.92	
			Total For Dept 555.000 REFUSE COLLECTION	43,870.92	
Dept 556.000 WATER					
592-556.000-740.000	OPERATING EXPENSE	ELHORN ENGINEERING COMPA	PHOSPHATE	3,700.00	
592-556.000-740.000	OPERATING EXPENSE	FISHER SCIENTIFIC	LAB SUPPLIES	125.35	
592-556.000-740.000	OPERATING EXPENSE	JCI JONES CHEMICALS INC.	CHLORINE	600.00	
592-556.000-740.000	OPERATING EXPENSE	NCL OF WISCONSIN, INC.	LAB SUPPLIES	51.69	
592-556.000-740.000	OPERATING EXPENSE	PARAGON LABORATORIES, IN	WATER ANALYSIS	2,646.00	
592-556.000-740.000	OPERATING EXPENSE	QUALITY FIRST AID & SAFE	GLOVES	245.70	
592-556.000-740.000	OPERATING EXPENSE	THIELSCH ENGINEERING INC	CIRCLE CHARTS FOR WATER PLANT	408.51	
592-556.000-740.000	OPERATING EXPENSE	USA BLUE BOOK	LAB SUPPLIES	480.95	
592-556.000-802.000	CONTRACTUAL SVCS	BADGER METER INC.	CELLULAR & TRANSPONDER FEE - DECEMBER	515.61	
592-556.000-802.000	CONTRACTUAL SVCS	CUMMINS SALES & SERVICE	WTP INSPEC. W/2 HR LOAD BANK	1,152.92	
592-556.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	SHOP TOOL AND PARTS FOR T6	78.99	
592-556.000-863.000	VEHICLE MAINTENANCE	AUTO-WARES GROUP	SHOP TOOL	23.65	
592-556.000-863.000	VEHICLE MAINTENANCE	CYNERGY PRODUCTS	REMOVE AND INSTALL RADIO	42.50	
592-556.000-863.000	VEHICLE MAINTENANCE	FLEETSOFT	ANNUAL MAINTENANCE & SUPPORT	141.00	
592-556.000-863.000	VEHICLE MAINTENANCE	O'REILLY AUTO PARTS	SHOP TOOLS	1.26	
592-556.000-931.000	BUILDING MAINTENANCE	HI-BALL COMPANY	CRANE RENTAL FOR WELL #7 STRUCTURE	652.00	
592-556.000-931.000	BUILDING MAINTENANCE	JIM'S AMISH STRUCTURES	MCHATTIE PARK BUILDING FOR WELL #7	3,998.00	
592-556.000-970.000	CAPITOL IMPROVEMENTS	BADGER METER INC.	METER BODIES	3,108.09	
			Total For Dept 556.000 WATER	17,972.22	
Dept 557.000 WASTEWATER					
592-557.000-740.000	OPERATING EXPENSE	ADVANCE AUTO PARTS	TIRE SHINE FOR LOADER	20.67	
592-557.000-740.000	OPERATING EXPENSE	ANN ARBOR WELDING SUPPLY	CYLINDER RENTAL	37.65	
592-557.000-740.000	OPERATING EXPENSE	BRIGHTON ANALYTICAL, L.L	WW ANALYSIS	165.00	
592-557.000-740.000	OPERATING EXPENSE	DUBOIS CHEMICALS INC	POLYMER	3,302.38	
592-557.000-740.000	OPERATING EXPENSE	FISHER SCIENTIFIC	LAB SUPPLIES	272.02	
592-557.000-740.000	OPERATING EXPENSE	HACH COMPANY	LAB SUPPLIES	80.01	
592-557.000-740.000	OPERATING EXPENSE	HAVILAND PRODUCTS COMPAN	ALUMINUM SULFATE	4,861.39	
592-557.000-740.000	OPERATING EXPENSE	NCL OF WISCONSIN, INC.	LAB SUPPLIES	324.03	
592-557.000-740.000	OPERATING EXPENSE	QUALITY FIRST AID & SAFE	GLOVES	245.69	

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CHECKS TO BE APPROVED 01/13/2020

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 592 WATER & SEWER					
Dept 557.000 WASTEWATER					
592-557.000-740.000	OPERATING EXPENSE	REPUBLIC SERVICES #241	PLANT SCREEN REMOVAL	1,332.85	
592-557.000-740.000	OPERATING EXPENSE	USA BLUE BOOK	LAB SUPPLIES	396.16	
592-557.000-802.000	CONTRACTUAL SVCS	CUMMINS SALES & SERVICE	INSPEC W/2 HR LOAD BANK	1,372.34	
592-557.000-802.000	CONTRACTUAL SVCS	KROPF MECHANICAL SERVICE	HVAC QUARTERLY MAINTENANCE, INSPECT F	1,225.00	
592-557.000-931.000	BUILDING MAINTENANCE	BIOTECH AGRONOMICS INC	SLUDGE HAULING	52,777.50	
592-557.000-931.000	BUILDING MAINTENANCE	FERGUSON ENTERPRISES LLC	PVC PIPES	221.65	
592-557.000-931.000	BUILDING MAINTENANCE	KROPF MECHANICAL SERVICE	GARAGE HEATER REPAIR	608.84	
592-557.000-931.000	BUILDING MAINTENANCE	PROFESSIONAL PUMP INC	OMEGA 21 P WITH INSTALLATION	4,400.00	
592-557.000-970.000	CAPITOL IMPROVEMENTS	BADGER METER INC.	METER BODIES	3,108.09	
		Total For Dept 557.000 WASTEWATER		74,751.27	
		Total For Fund 592 WATER & SEWER		140,334.66	
Fund 641 EQUIPMENT REPLACEMENT					
Dept 000.000					
641-000.000-959.300	F350 PICKUP W/FLOW	Varsity Ford	2020 SUPER DUTY F-350 XL TRUCK WITH P	40,238.80	
		Total For Dept 000.000		40,238.80	
		Total For Fund 641 EQUIPMENT REPLACEMENT		40,238.80	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund Totals:					
			Fund 101 GENERAL FUND	18,608.80	
			Fund 202 MAJOR STREETS	1,522.68	
			Fund 203 LOCAL STREETS	4,989.48	
			Fund 592 WATER & SEWER	140,334.66	
			Fund 641 EQUIPMENT REP	40,238.80	
			Total For All Funds:	205,694.42	

THE ABOVE CHECKS HAVE BEEN APPROVED FOR PAYMENT.

LISA DEATON, CITY CLERK/TREASURER

DANIEL L. PELCHAT, MAYOR

December 2019 Payroll Report								
Department	Pay Rate	Reg Hours	O.T. Hours	Reg Pay	O.T. Pay	Misc.	Total Pay	Notes
Administration								
Brandon, C.	18.4800	113.00	2.00	\$ 2,088.24	\$ 55.44		\$ 2,143.68	
Carlson, Michael R.	17.8100	70.25		\$ 1,251.15			\$ 1,251.15	
Deaton, L.				\$ 5,327.34			\$ 5,327.34	
Donohue, R.				\$ 5,690.74			\$ 5,690.74	
Dudek, L.	18.5000	40.50		\$ 749.25			\$ 749.25	
Lanning, W.	12.3600	25.25		\$ 312.09			\$ 312.09	
Pieper, Judy	20.9200	160.00	4.00	\$ 3,347.20	\$ 125.52		\$ 3,472.72	
Tieman, P.				\$ 4,538.46			\$ 4,538.46	
Zelenak, Paul				\$ 7,923.08			\$ 7,923.08	
TOTAL: Administration		409.00	6.00	\$ 31,227.55	\$ 180.96	\$ -	\$ 31,408.51	
Cemetery								
Bjerke, Michael	12.8300			\$ -			\$ -	
Brannun, L.	13.6500			\$ -			\$ -	
Lemke, John N.	12.8300			\$ -			\$ -	
Merritt, J.	12.8300			\$ -			\$ -	
Wauford, S.	12.8300			\$ -			\$ -	
Wedesky, J. W.	12.8300			\$ -			\$ -	
Williamson, N.	12.8300			\$ -			\$ -	
TOTAL: Cemetery		0.00	0.00	0.00	0.00	0.00	0.00	
Police								
Baaki, D.	42.7397	160.00	7.00	\$ 6,838.35	\$ 456.84		\$ 7,295.20	
Baker, A.	35.6461	160.00	12.50	\$ 5,703.38	\$ 682.79		\$ 6,386.16	
Baker, J.	39.2107	168.00	8.00	\$ 6,587.40	\$ 479.76		\$ 7,067.16	
Barbour, R.	35.6461	160.00	17.00	\$ 5,703.38	\$ 924.91		\$ 6,628.29	
Baron, K.	10.3000	87.00		\$ 896.10			\$ 896.10	
Ciochon, A.	10.3000	27.00		\$ 278.10			\$ 278.10	
Faught, C.	39.2107	160.00	20.50	\$ 6,273.71	\$ 1,229.38		\$ 7,503.09	
Hoydic, S.	39.2107	164.00	16.00	\$ 6,430.55	\$ 959.52		\$ 7,390.07	
Jacobs, J.	23.4399	160.00	33.00	\$ 3,750.38	\$ 961.04		\$ 4,711.42	
Kelley, W.	10.3000	61.50		\$ 633.45			\$ 633.45	
Krettlin, F.	12.3600	27.00		\$ 333.72			\$ 333.72	
Krettlin, F.	18.6500	17.00		\$ 317.05			\$ 317.05	
Laraway, P.	18.6500	17.00		\$ 317.05			\$ 317.05	
Ley, K.	18.6500	17.00		\$ 317.05			\$ 317.05	
Raap, T.	35.6461	164.00	20.00	\$ 5,845.96	\$ 1,088.13		\$ 6,934.09	
Salyers, B.	19.0300	160.00		\$ 3,044.80			\$ 3,044.80	
Schneemann, J.	24.8433	168.00	17.50	\$ 4,173.67	\$ 652.14		\$ 4,825.81	
Sederlund, C.	39.2107	172.00	22.00	\$ 6,744.24	\$ 1,319.34		\$ 8,063.58	
Sovik, C.				\$ 7,645.76		\$ 1,600.00	\$ 9,245.76	Longevity
Sroufe, T.	35.6461	168.00	6.50	\$ 5,988.54	\$ 355.05		\$ 6,343.59	
Stevens, T.	35.6461	56.00	3.50	\$ 1,996.18	\$ 190.42		\$ 2,186.61	
Tomanek, J.	35.6461	160.00	17.50	\$ 5,703.38	\$ 955.90		\$ 6,659.28	
Walton, T.	35.6461	160.00	17.50	\$ 5,703.38	\$ 952.12		\$ 6,655.49	
Wilcox, W.	18.6500	14.00		\$ 261.10			\$ 261.10	
Total: Police		2607.50	218.50	\$ 91,486.69	\$ 11,207.34	\$ 1,600.00	\$ 104,294.03	
<i>*Please note 2 pay periods in the month of December 2019</i>								

Department	Pay Rate	Reg Hours	O.T. Hours	Reg Pay	O.T. Pay	Misc.	Total Pay	Notes
Fire								
Armstrong, C.	23.5300	20.25		\$ 476.48			\$ 476.48	
Buchanan, T	16.1100	62.25		\$ 1,002.85			\$ 1,002.85	
Buers, D.	24.7700	70.25		\$ 1,740.09			\$ 1,740.09	
Conrad, C.	19.6800	68.25		\$ 1,343.16			\$ 1,343.16	
D'Ambrosio, A.	10.4900	74.25		\$ 778.88			\$ 778.88	
Good, A.	16.1100	103.50		\$ 1,667.39			\$ 1,667.39	
Hopkins, N.	10.4900	50.75		\$ 532.37			\$ 532.37	
Kaczor, N.	16.1100	5.25		\$ 84.58			\$ 84.58	
Laitinen, D.	16.1100	72.75		\$ 1,172.00			\$ 1,172.00	
Madsen, W.	16.1100	22.50		\$ 362.48			\$ 362.48	
Matthews, A.	22.2900	36.25		\$ 808.01			\$ 808.01	
Mayer, D.	9.7300	56.00		\$ 544.88			\$ 544.88	
McGahan, K.	18.5800	138.50		\$ 2,573.33			\$ 2,573.33	
McGillen, T	18.5800	45.50		\$ 845.39			\$ 845.39	
McGowan, C.	16.1100	8.25		\$ 132.91			\$ 132.91	
Moreno, Z.	9.7300	13.00		\$ 126.49			\$ 126.49	
Moynihan, B.	22.2900	51.50		\$ 1,147.94			\$ 1,147.94	
Noechel, J.	18.5800	73.50		\$ 1,365.63			\$ 1,365.63	
Tooman, B.	18.5800	69.25		\$ 1,286.67			\$ 1,286.67	
Vogel, R.				\$ 3,307.70			\$ 3,307.70	
Weir, M.				\$ 2,153.84			\$ 2,153.84	
Wilson, T.	22.2900	40.75		\$ 908.32			\$ 908.32	
Total: Fire		1082.50		\$ 24,361.37		\$ -	\$ 24,361.37	
D.P.W.								
Abramowicz, J.	24.6700	160.00	9.50	\$ 3,947.20	\$ 358.44	\$ 1,015.00	\$ 5,320.64	On-Call Pay & Longevity
Archev, Je.	25.8700	160.00	3.00	\$ 4,139.20	\$ 118.59		\$ 4,257.79	
Brock, R.	27.4500	160.00	19.50	\$ 4,392.00	\$ 825.44		\$ 5,217.44	
Dental, F.	25.8700	160.00	31.50	\$ 4,139.20	\$ 1,238.27	\$ 315.00	\$ 5,692.47	On-Call Pay
Douglas, J.	23.6700	48.00	5.00	\$ 1,136.16	\$ 177.53		\$ 1,313.69	
Jamison, M.	20.8100	160.00		\$ 3,329.60			\$ 3,329.60	
Moritz, M.	24.2700	160.00	0.50	\$ 3,883.20	\$ 18.57		\$ 3,901.77	
Paver, V.	23.8700	160.00		\$ 3,819.20			\$ 3,819.20	
Plasecki, T.	23.8700	160.00	11.50	\$ 3,819.20	\$ 417.57	\$ 90.00	\$ 4,326.77	On-Call Pay
Race, J.	25.0700	160.00	19.50	\$ 3,816.80	\$ 693.81	\$ 925.00	\$ 5,435.61	On-Call Pay & Longevity
Valencia, A.	24.2700	160.00	16.50	\$ 3,742.80	\$ 569.80	\$ 1,015.00	\$ 5,327.60	On-Call Pay & Longevity
Total: D.P.W.		1,648.00	116.50	\$ 40,164.56	\$ 4,417.99	\$ 3,360.00	\$ 47,942.55	
W. & W.W.								
Armstrong, C.	26.0800	160	14.00	\$ 4,090.88	\$ 635.58	\$ 1,015.00	\$ 5,741.46	On-Call Pay & Longevity
Beason, R.	31.5800	160	6.00	\$ 5,052.80	\$ 291.12		\$ 5,343.92	
Blankstrom, D.	22.4900	160	3.00	\$ 3,598.40	\$ 101.21	\$ 315.00	\$ 4,014.61	On-Call Pay
Caramitaro, J.	27.7800	160	8.50	\$ 4,444.80	\$ 362.19	\$ 315.00	\$ 5,121.99	On-Call Pay
DeHoff, T.	12.3600	109		\$ 1,347.24			\$ 1,347.24	
Erdmann, Kevin	27.1800	160		\$ 4,167.04		\$ 900.00	\$ 5,067.04	On-Call Pay & Longevity
Gehring, D.	28.2800	160	28.00	\$ 4,524.80	\$ 1,207.92	\$ 615.00	\$ 6,347.72	On-Call Pay
Lawrence, E.	18.4800	160		\$ 2,956.80			\$ 2,956.80	
Popravsky, P.	23.0800	160		\$ 3,692.80		\$ 17,161.07	\$ 20,853.87	Vacation & Longevity Payout
Varney, Douglas				\$ 7,307.70			\$ 7,307.70	
Total: W. & W.W.		1389.00	69.50	\$ 41,183.26	\$ 2,598.01	\$ 20,321.07	\$ 64,102.34	
Grand Total		7,136.00	400.50	\$ 228,423.43	\$ 18,404.30	\$ 25,281.07	\$ 272,108.80	
<i>*Please note 2 pay periods in the month of December 2019</i>								

AGENDA NOTE
Consent Agenda Item #/

MEETING DATE: January 13, 2020

PERSON PLACING ITEM ON AGENDA: Clerk

AGENDA TOPIC: 2020 City Council meeting schedule

EXPLANATION OF TOPIC: MCL 15.265(2) provides:

(2) For regular meetings of a public body, there shall be posted within 10 days after the first meeting of the public body in each calendar or fiscal year a public notice stating the dates, times, and places of its regular meetings.

The City posts a notice outside on the city hall bulletin board that regular council meetings are held on the 2nd and 4th Mondays of each month.

A quick review of the calendar shows the following as Regular Council Meetings

JANUARY 13 & 27
FEBRUARY 10 & 24
MARCH 9 & 23
APRIL 13 & 27
MAY 11 & 26, due to the 25th is Memorial Day
JUNE 8 & 22
JULY 13 & 27
AUGUST 10 & 24
SEPTEMBER 14 & 28
OCTOBER 12 & 26
NOVEMBER 9 & 23
DECEMBER 14 & 28

A simple motion to approve the dates for regular council meetings on the 2nd and 4th Mondays of each month with the exception of Monday May 25th which will be rescheduled to Tuesday May 26th.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: N/A

POSSIBLE COURSES OF ACTION: Approve the above listed Council meeting dates for 2020

SUGGESTED MOTION: Moved by, _____ seconded by, _____ to approve the dates for regular council meetings on the 2nd and 4th Mondays of each month with the exception of May 25th being rescheduled to Tuesday May 26th.

AGENDA NOTE

Consent Agenda Item #2

MEETING DATE: January 13, 2020

PERSON PLACING ITEM ON AGENDA: Mayor Pelchat

AGENDA TOPIC: Re-appointment

EXPLANATION OF TOPIC: 7.6 of the Charter states in January of each year, Council needs to appoint 1 person to the Board of Review. Gerry Beasley has been a member of the Board of Review for numerous years and is willing to serve another term.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: N/A

POSSIBLE COURSES OF ACTION: Affirm re-appointment made by Mayor Pelchat

SUGGESTED MOTION: Moved by _____ seconded by _____ to affirm the re-appointments made by Mayor Pelchat of the following:

Gerry Beasley

Board of Review

3-year term, expires January 2023

AGENDA NOTE

Old Business Item # /

MEETING DATE: January 13, 2020

PERSON PLACING ITEM ON AGENDA: Bob Donohue, Director, DDA & Economic Development

AGENDA TOPIC: Commercial Rehabilitation Act, PA 210 of 2005, Tax Abatement Policy & Guidelines

EXPLANATION OF TOPIC: At this time, in response to a current request for a tax abatement by a downtown building owner, for a proposed Commercial Rehabilitation Tax Abatement, the Economic Development & DDA Director and the City Manager, with assistance from the City Attorney, have updated their past research and draft documents and are proposing a new, updated Commercial Tax Abatement (CTA) Program as noted in the attached materials dated January 8, 2020. Commercial Tax Abatement is available through Michigan PA 210 of 2005, the Commercial Rehabilitation Act. At this time, the only item up for discussion and approval by City Council is a generic procedure and guidelines. It is not yet appropriate to discuss the proposed CTA Program with regard to any detailed discussion of any specific project which may utilize the CTA Program & Guidelines. Adoption of the proposed CTA Program would accommodate future specific projects which will utilize the adopted program, policy and guidelines. If adopted, The City Administration will work with Oakland County Equalization, the City Attorney and the City Clerk to ensure that all provisions of PA 210 of 2005 are followed.

It is important to note that in January of 2017, City Council held a Special Workshop Meeting to discuss Commercial Tax Abatement (CTA) and Façade Grants. A Considerable amount of background research was prepared by the DDA Economic Development & DDA Director and City Attorney, at that time, for City Council consideration, to have the City adopt a Commercial Tax Abatement Program and Guidelines. There were two projects which necessitated that discussion. They both eventually declined to move forward with trying to obtain a CTA.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: See the attached DRAFT City of South Lyon Commercial Tax Abatement Program, updated as of January 8, 2020, which includes a proposed Policy & Guidelines, and other background information.

POSSIBLE COURSES OF ACTION: Approve/not approve the proposed City of South Lyon Commercial Rehabilitation Act, PA 210 of 2005, Tax Abatement Policy & Guidelines as attached.

SUGGESTED MOTION: Motion by _____, supported by _____ to approve the proposed City of South Lyon Commercial Rehabilitation Tax Abatement Program Policy & Guidelines in accordance with Michigan's Commercial Rehabilitation Act, PA 201 of 2005, as amended.

DRAFT

City of South Lyon Commercial Tax Abatement Program & Research Information

Updated on January 8, 2020

Prepared By:

**Bob Donohue, Director
Economic Development & DDA**

Additional Information & Review By:

**Tim Wilhelm, City Attorney (2017)
Lisa Hamameh, City Attorney (Currently)
Johnson, Rosati, Schultz & Joppich. P.C.**

Paul Zelenak, City Manager

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Commercial Rehabilitation Act, Act 210 of 2005 (CRA):

- Proposed City of South Lyon Commercial Rehabilitation Act, PA 210 of 2005 Tax Abatement Policy & Guidelines
- Minutes of City Council Study Session, March 6, 2017
- Threshold and Tiered System for Granting the Number of Years for a CTA
- Commercial Rehabilitation Act, Act 210 of 2005
- Frequently Asked Questions: Commercial Rehabilitation Act (PA 210 of 2005, as amended)
- City of South Lyon: Criteria for Establishing a Commercial Rehabilitation District, January 6, 2020
- City of South Lyon: Application items for a Commercial Rehabilitation Tax Abatement
- Michigan Legislature – Act 210 of 2005, Outline of Contents
- Michigan Municipal League (MML) – Commercial Rehabilitation Act, One Pager Plus
- Michigan Economic Development Corp. (MEDC) – Commercial Rehabilitation Act Info.
- Tim Wilhelm, JRSJ, P.C. – E-mail of 10/28/16 with attachments:
 1. Draft Resolution: Establishing Commercial Rehabilitation District
 2. Draft Resolution: Approving Commercial Rehabilitation Exemption Certificate
- Tim Wilhelm, JRSJ, P.C. – E-mail of 1/10/17 with attachment: 1978 City of South Lyon Policy & Standards for Commercial Rehabilitation District
- City of Ypsilanti, Michigan, Commercial Rehabilitation Tax Abatement (PA 210) Application Guidelines, October 21, 2008
- Michigan Department of Treasury:
 1. Sample Resolution To Establish A Commercial Rehabilitation District
 2. Sample Resolution To Approve A Commercial Rehabilitation Exemption Certificate Application
 3. Commercial Rehabilitation Exemption Application Checklist
 4. Application for Commercial Rehabilitation Exemption Certificate & Instructions
 5. State Tax Commission Policy Statement for Commercial Rehabilitation Act (PA 210 of 2005, as amended), Applications

Commercial Redevelopment Act, Act 255 of 1978 (CFT):

- Commercial Redevelopment Act, Act 255 of 1978
- Frequently Asked Questions, Commercial Redevelopment Act, (PA 255 of 1978, as amended)
- Michigan Legislature – Act 255 of 1978
- Michigan Economic Development Corp. (MEDC), Commercial Redevelopment Act
- Michigan Municipal League (MML), Commercial Redevelopment Act, One Pager Plus
- Michigan Department of Treasury:

- Sample Resolution To Establish a Commercial Redevelopment District (Michigan Department of Treasury)

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- Application for Commercial Facilities Exemption Certificate (Michigan Department of Treasury)
- State Tax Commission Policy Statement for Commercial Redevelopment Act

Oakland County Equalization Information/ CRA & CFT:

- Mary Ritchie, Appraiser III, E-mail of 1/17/17 RE: Active Lists of CFT, CRA and IFT Certificates and Applications in Oakland County
- Oakland County CVT List: Cities, Villages & Townships (CVTs) Codes
- Oakland County CFT Reference, Commercial Redevelopment, PA 255 of 1978
- Oakland County 2017 List of CFT Certificates, Commercial Redevelopment, PA 255 of 1978
- Oakland County CRA Reference, Commercial Rehabilitation, PA 210 of 2005
- Oakland County 2017 List of CRA Certificates, Commercial Rehabilitation, PA 210 of 2005

1/6/20

**CITY OF SOUTH LYON
COMMERCIAL REHABILITATION ACT, PA 210 OF 2005
TAX ABATEMENT POLICY & GUIDELINES**

INTRODUCTION

The Commercial Rehabilitation Act, Public Act 210 of 2005, as amended, offers certain qualified properties a real property tax abatement for a period of 1 to 10 years, as determined by the City. The City of South Lyon has decided it is in the best interest of the City to consider property tax abatements for large, high quality investors with considerable long range and ancillary benefit. The City's primary purpose in considering tax abatements is to facilitate, encourage and incentivize improvements to existing commercial buildings, from façade improvements to reconstruction or repurposing in accordance with existing City land use plans and standards.

The intent of this document is to outline the City of South Lyon policy and guidelines for consideration of requests for commercial rehabilitation development district tax abatements for qualified properties. In order to continue the high quality that is expected by City residents and business community, tax abatements that do not meet the criteria set forth in this document cannot be recommended unless there are unique or strategic additional reasons.

OBJECTIVES & GOALS

Generally, the City's objectives and goals with respect to eligible Public Act 210 commercial rehabilitation tax abatements is to:

- Encourage and promote a significant redevelopment of, or improvement to, existing commercial buildings in the City, such that the capital investment will serve as a catalyst for other substantial investments within the community.
- Create or retain a significant number of employment opportunities that offer competitive wages within the industry.
- Judiciously and prudently use all tools available to improve the quality of life in the City, in a manner that assures that the long-term benefits of such action outweigh the short-term costs and foregone revenue.

In accordance with Public Act 210 of 2005, the City Council will decide whether or not to approve an abatement request, and if approved, it will determine the period, in years, of the abatement. The City Council will make its decision after considering requirements of the Act, the application and other supporting materials submitted by the applicant, and the guidelines and criteria included in this policy. The City Council retains discretionary power for final determination and is not limited to using only these guidelines when acting on a specific abatement request and reserves the right to consider exceptions to the guidelines based on the merits and circumstances of each application.

Thus, while the abatement applications are filed with the City and reviewed and decided on by the City Council, including duration, applications approved by the City are also subject to review and final approval by the State Tax Commission.

MINIMUM REQUIREMENTS FOR ELIGIBILITY UNDER PUBLIC ACT 210 OF 2005

1. The application relates to a qualified facility within the meaning of Public Act 210 of 2005, as amended, and that shall be situated within a commercial rehabilitation district duly established by the City.
2. The application proposes a project rehabilitation as defined by Public Act 210 of 2005
3. The project satisfies the investment requirement outlined in Public Act 210 of 2005
4. The property included in the commercial rehabilitation district must be greater than 3 acres in size. However, if the district is located in a downtown or business area or contains qualified retail food establishment as defined by Public Act 210 of 2005, then the City may waive the size requirement.
5. The commencement of the project occurred not earlier than 6 months before the filing of the application for the commercial rehabilitation exemption certificate
6. The term of the abatement cannot exceed 10 years
7. There is no outstanding taxes, fines, or liens owed by the applicant or entity with regard to the project

TAX ABATEMENT CRITERIA CONSIDERED BY THE CITY

The City Council will weigh the following criteria in evaluating specific requests for a tax abatement in terms of the net benefit to the City and its residents and business community, and to determine the number of years of the abatement:

- The abatement is required for the project to occur and be successful.
- The value of investment (greater investment value may be a consideration for a longer abatement). The City will consider a tiered system for abatement, which document is attached hereto as Exhibit A. In no event, will the City consider an abatement which does not meet the MINIMUM project value or investment of \$ _____
- Completion of the project is calculated to, and will at the time of issuance of the certificate have the reasonable likelihood to create employment, retain employment, prevent a loss of employment, or produce energy in the community in which the project is situated (creation of more jobs may be a consideration for a longer abatement)
- The degree of challenges that accompany the project
- The aesthetic value of the project (i.e. façade, materials, workmanship, etc.)
- Whether the project is located in the Downtown Development Authority district or the historic core downtown
- The age of the building(s) and whether it is listed, or eligible for listing, as a Historic Building at the local, state or national level

- Whether the project will comply with the US Secretary to the Interior's Standards for Rehabilitation and Historic Preservation and the National Main Street Center's Building File Design Guidelines
- The contributions the applicant has made to the City, including the applicants track record and capability of successfully completing the project
- The extent to which the applicant commits to the use of local vendors, suppliers and contractors
- Evidence of the applicant's ongoing financial viability and profitability. Applicants are to provide a fiscal impact analysis demonstrating the positive impact to the community and that the benefits of approving the abatement outweigh the amount of taxes which would be abated for the duration of the abatement if approved
- The utilization of other local, county, state, federal or private incentives or programs for the project
- Will the project attract businesses that diversify the city's commercial base and contribute to the economic and social well-being of the community
- Will the project promote growth and expansion of existing businesses and the growth and development of local entrepreneurs
- Whether the project will encourage the adaptive reuse of underutilized or obsolete building(s), including properties that are currently tax exempt
- Will the project support and attract businesses that further develop the local workforce by increasing the personal income of residents, diversifying the job base, and creating new jobs
- The applicant is currently in its financial obligations to the City, is in compliance with all applicable state and city codes and ordinances, and has no pending or current litigation against the City (including appeals to the Michigan Tax Tribunal)
- The project will utilize City utilities but not over burden them and is generally compatible with the City's present and future requirements for services such as roads, utilities, and other public services
- The project will be environmentally sound, complement the City's Master Plan and be consistent with the City's future land use plan and environmental objectives. Noise, odor, clear air, solid and hazardous waste, traffic congestion, storm water management, and other environmental concerns will be evaluated
- The project will not over burden the City's road system or negatively impact the public safety.

- The granting of the tax abatement, considered together with the aggregate amount of tax abatements previously granted and currently in force, shall not have the effect of substantially impeding the operation of the local governmental unit or impairing the financial soundness of a taxing unit that levies an ad valorem property tax in the City.

The above criteria are not intended to be all inclusive. Any portion of this policy or the procedures outlined may be waived by the City Council if it is in the best interest of the City and in accordance with State law. The City Council reserves the right to consider, in its discretion, such additional criteria as it deems necessary to meet the City's general objectives and which are consistent with the general health, safety, welfare, and financial condition of the City and the interests of the City.

APPLICATION AND REVIEW PROCEDURES

1. Apply for Creation and Establishment of the District. Before a project starts, a commercial rehabilitation district encompassing the property must first be created and established by the City. If a district does not already exist, a written request to establish a district, containing the legal description of the property, must be submitted to the City Clerk. A request may be submitted by the owner(s) of 50% of all taxable value of the property within in the proposed district, or on the City's initiative.

The City Council shall hold a public hearing on the request to establish a commercial rehabilitation district. Not less than 10 days or more than 30 days before the date of the hearing, the City will provide written notice by certified mail to Oakland County and the owners of all real property within the proposed commercial rehabilitation district. At the hearing, those owners and other residents or taxpayers of the local governmental unit shall have a right to appear and be heard. The City Council will open the public hearing, and after closing the public hearing, it will approve or deny the request.

The City's resolution establishing the commercial rehabilitation district shall set forth a finding and determination that the district meets the requirements of MCL 207.843(1), and shall provide a copy of the resolution by certified mail to Oakland County. Within 28 days after receiving a copy of the resolution establishing a commercial rehabilitation district, the County may reject the establishment of the district.

2. Apply for the Tax Abatement. If the City Council approves the request and establishes the district, an applicant may then apply for the abatement on property taxes. The applicant must submit the applicable City and State application forms, supporting materials explaining the project in accordance with MCL 207.844(1), a statement regarding how the project meets the requirements under Public Act 210 of 2005 and the City's tax abatement policy and guidelines, legal description of the property, proof of ownership and other required forms and documents to the City Clerk. An application will not be accepted until all required forms and information have been submitted. Incomplete applications will not be accepted.

The City Clerk's acceptance of a completed application does not imply the application will be approved by the City Council which is the approving body and its decision is further subject to approval by the Michigan State Tax Commission as prescribed by law.

3. Administrative Review. City staff, including the Assessor, will process and review the application for compliance with Public Act 210 of 2005, as amended, and the City's tax abatement criteria and research the viability of the abatement and its impact on the City. Staff reviews and recommendations will be provided to the City Council.

4. Notice and Public Hearing. Upon receipt of a fully completed application, the City Clerk shall notify in writing by certified mail the City Assessor, and the legislative body of each taxing unit that levies ad valorem property taxes in the City. Before acting on the application, the City Council shall afford the applicant, the assessor, and a representative of the affected taxing units an opportunity to be heard. After notice is provided as required, the City Council will hold a public hearing before decision on the application. At the public hearing the applicant may present a summary of the application and supporting materials and answer questions from the Board.

5. Council Decision. Following the public hearing and not more than 60 days after the Clerk's receipt of the completed application, the City Council shall by resolution either approve or disapprove the application. Should the City Council determine that the application meets the criteria, it decides the length of the project's abatement (up to 10 years). Upon the close of the public hearing the City Council will take action regarding the application, and if approved, a determination of the number of years included in the certificate and other permitted conditions.

6. Report to State Tax Commission. If approved, the Clerk shall forward the application and resolution to the State Tax Commission. If disapproved, the reasons shall be set forth in the resolution, which shall be sent to the applicant, along with the application, by certified mail. The applicant may appeal the disapproval to the State Tax Commission within 10 days after the date of disapproval.

7. State Tax Commission; Issuance of Certificate. Not more than 60 days after receipt of a copy of the application and resolution adopted by the City, the State Tax Commission shall approve or disapprove the resolution. Following approval, the State Tax Commission shall issue to the applicant a commercial rehabilitation exemption certificate.

REPORTING REQUIREMENTS

If an application is approved and the State Tax Commission issues commercial rehabilitation exemption certificate, the certificate holder must report annually to City, no later than October 1 of each year, on the status of the project, including the actual cost of the project and improvements, the current value of the property for which the exemption pertains, the value on which the commercial rehabilitation tax is based, the number of jobs created, construction progress, and impact to City utilities, etc. The City shall report the status to State Tax Commission, no later than October 15 of each year.

AGREEMENT

If an application for a tax abatement is approved, a written agreement must be entered into between the applicant or entity to whom the certificate of exemption is to be issued and the City. The Agreement shall contain, at a minimum, the following:

- The term of the abatement
- Any conditions required by the City Council in connection with the grant of the abatement, as to which the City reserves all rights to determine in the interest of the City
- The reporting requirements described above
- The events of default that will automatically terminate the agreement, including, but not limited to:
 1. Closure, abandonment or sale of building.
 2. Change in use.
 3. Failure to utilize City vendors, suppliers or contractors.
 4. Failure to complete construction in a timely manner.
 5. Failure to meet reporting requirements.
 6. Delinquency with regard to property taxes and/or to timely and properly follow legal procedures for contest.
 7. Failure to comply with City Codes or Ordinances.
 8. Transfer or assignment without prior approval of City.
- Any restitution provisions determined by the City to be necessary or appropriate for a specific project, under which the City will be reimbursed the amount of the abatement in the event of certain defined defaults.

A violation of the written Agreement, terms and conditions on an approved tax abatement, may result in the exemption certificate being revoked.

SOUTH LYON SPECIAL CITY COUNCIL/STUDY SESSION
MARCH 6, 2017

Mayor Galeas called the meeting/session to order at 6:30 p.m.

Mayor Galeas stated Councilmember Rzyzi would not be attending.

City Manager Ladner stated Councilmember Kivell will not be attending.

PRESENT: Mayor Galeas, Councilmember Kramer, Kurtzweil, Parisien, Wedell

ALSO PRESENT: City Manager Ladner, Attorney Wilhelm, Clerk Deaton, DDA Director Robert Donohue

City Manager Ladner stated we have one business item before we begin the study session. She stated at the last Council meeting, the Mayor called for a 5-minute recess, which normally the mics are muted. Apparently, they were not this time, and some personal conversations were heard on the audio. She further stated the City has the original version, as well as an edited version without the audio from the break, and it is Council's decision which version they want on the cable channel and online. Councilmember Kurtzweil stated she is ok with the unedited version going online. City Manager Ladner then played the audio that was recorded during the 5-minute break. Councilmember Kurtzweil stated she has no problem with the original recording, she stated she is not embarrassed by it. Mayor Galeas stated he has no problem with it, but it serves no purpose. He stated he sent a letter to every employee in the City apologizing for Council's behavior because it has been embarrassing. Councilmember Parisien stated she doesn't have a problem with it either, but Mayor Galeas is right, nothing good will come of it, no knowledge will come of it. Councilmember Kurtzweil suggested the City Manager decide which version is played online. City Manager Ladner stated she also had personal conversations that were recorded, but she doesn't have a problem with it either, therefore she will play the original video on the cable channel.

CM 3-1-17 MOTION TO EXCUSE COUNCILMEMBERS RYZYI AND KIVELL

Motion by Parisien, supported by Kurtzweil

Motion to excuse the absence of Councilmembers Rzyzi and Kivell

VOTE:

MOTION CARRIED UNANIMOUSLY

Economic Development/Downtown Development Authority Director Bob Donohue stated we are here to discuss downtown development grants, and tax abatements, and 3 members of Oakland County Equalization is here to answer any questions regarding the abatements anyone might have. Stacy Osbourne, Anne Grady, and Jackie Godoshian were all present and introduced themselves.

Mr. Donohue stated in the opening memo he has explained some pros and cons of both programs, as well as his recommendation of the Commercial tax abatement. He spoke with Mary Richie from OCE and they looked at one possible project to focus on as an example for the tax abatement. He further stated we are looking at the parcels owned by Gene Carroll and the Veterans Parking Lot at S Lafayette and Liberty.

Ms. Osbourne explained the difference between the Commercial Redevelopment and the Commercial Rehabilitation programs. She stated the commercial facilities abatement is for new development or restoring existing buildings. She stated the Rehabilitation abatement is for obsolete buildings and focuses

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on new construction. She stated the abatements for new or replacement buildings work the same and are taxed the same. Mr. Osbourne stated whatever the construction project is or the new building will be part of the abatement, there will not be a change for the way the land is taxed. She asked Mr. Donohue what the use will be. Mr. Donohue stated they are looking at mixed use and residential. Ms. Osbourne stated Council would first have to establish a Commercial Redevelopment District and there would have to be a public hearing. She stated once the district is approved, the construction can start, but there is a time sensitive timeline involved. She stated the Council will have to establish the district, within 45 days the owner must file application, then within 60 days the Council must approve or deny and file with the County and State. She stated the construction period is for 2 years. She further stated the abatement can last a minimum of 1 year up to 12-year maximum. She stated the construction period can begin anytime within the period of the abatement. Ms. Osbourne stated the terms and requirements must be in the agreement or resolution, such as requiring a reinvestment amount, if they are bringing jobs to the City, or residents. Such conditions would be considered by Council and written into the resolution/agreement. Ms. Grady stated one of the 4 parcels Mr. Donohue asked them to use as the example is outside of the DDA and could not be combined with the other 3 parcels. Mr. Donohue stated Mr. Carroll will be following the master plan with his plans. The parcel that is outside of the DDA district will be a parking lot. Ms. Osbourne stated the land will remain as an ad valorem parcel and be taxed fully, but the replacement building will only pay ½ mill rates for the period of time of the abatement. Mr. Donohue stated they are looking at retail on first floor, offices and residents above. He stated Mr. Carroll has rough drawings, but no definite sizes. Mr. Donohue stated he is thinking approximately \$125.00 per square foot. Councilmember Kurtzweil asked about conditions that can be put on the agreement. She asked if a default can be created if the business owner claims bankruptcy. Ms. Osbourne stated the City issued the certificate and they can revoke it, but it may have to be written in the agreement. Councilmember Kurtzweil stated she thinks the bankruptcy court could put a stay on it. She asked if the certificate is guaranteed by the landowner. Ms. Osbourne stated the City will want to create its own provisions within the agreement to protect the City. Councilmember Kurtzweil stated businesses are either going to succeed or they won't and we have to prepare for that. Councilmember Kramer stated he wants to make sure we understand this, first Council will create the district, then the owner applies for the abatement, and the City must approve or deny. If approved the abatement would be on the building only, the land will still be taxed on full mills. Discussion was held regarding creating one district at a time for each project as we move forward. Councilmember Kramer asked what would happen with the bakery if Mr. Carroll follows through with this. Mr. Donohue stated they will be relocated within the City. Councilmember Kurtzweil asked if Mr. Carroll has the financial resources for this project such as his own funds, or a financial relationship with a financial institution. Mr. Donohue stated he has not seen his finances, but that information will come as he moves forward. Councilmember Kurtzweil stated she thinks we should take this slow, her confidence level is shaky because the City doesn't have experience with this. She stated we need to manage this very carefully. Mr. Donohue stated Gary Fagin purchased Browns property, and he is looking at redeveloping that area. He further stated he thinks Mr. Carroll's redevelopment could be the kick off we need. Councilmember Kramer stated he hopes the construction doesn't last 2 years. Mr. Donohue stated Mr. Carroll is hoping for 9-12 months. Mayor Galeas asked if we should re-evaluate the DDA. Ms. Osbourne stated you could, but the base line would change. Mr. Donohue stated we could but we wouldn't receive as much TIFA in the future. Councilmember Kramer asked why only one other community has used this program. Ms. Grady stated it is a newer and somewhat unknown program. Councilmember Kurtzweil asked when we look at the term of the abatement do we look at the value of the project or the threshold. Mr. Donohue stated he thinks we should take a conservative approach with a 2 or 3-year tax abatement. Ms. Grady stated for an example if the building is valued at \$95.00 per square foot, the top end would be valued at \$6.7 million. She further

stated he would receive the abatement for the number of years in the agreement paying $\frac{1}{2}$ the mills, which the abatement would be \$101,000 per each year. Mayor Galeas stated we definitely need to have a good handle on this. Mr. Donohue stated Mr. Carroll would be thankful for anything, he has not expectations. Councilmember Kurtzweil asked what will happen if he builds this project, then retires and the new owners come in and changes things, is it possible to make sure the new owner maintains the character of the development for the remainder of the abatement. Ms. Osbourne stated the new owner would have to file with the City for the abatement certificate, it is not transferrable. Mr. Donohue stated we could enforce that and add it to the contract language. Councilmember Kurtzweil stated it is possible for someone to purchase the building for the abatement, but they may have other intentions. Councilmember Kramer stated he is surprised Farmington didn't look at this. Councilmember Kurtzweil stated some communities aren't as bad as our downtown is, we have one of the worst downtowns in the area. Mr. Donohue stated it may have something to do with the size of the communities as well. He further stated we have a lot to gain with our master plan.

Mr. Donohue stated façade grants are far less complex and more straight forward than the tax abatements. He further stated currently there are 3 buildings downtown that are owned by the same person, and he is looking to change the façade on all 3 buildings with custom made windows, etc. He further stated the cost is approximately \$85,000. Mr. Donohue stated he believes we should look at offering \$5,000 per building and possibly a \$5,000 bonus. He further stated Andrea Phillips is also looking into redoing the façade on her buildings and revamping them. Mr. Donohue stated there are currently 7 building owners that have shown interest in this program and if we follow this program conservatively we are looking at \$45,000. He further stated if we wanted to assist with signage as well, we could put aside \$5,000 for signage grants. He further stated you have more control if you use grants, we can keep our historic architecture identity. Mr. Donohue stated they will have to follow the guidelines we set up for them. He further stated the old Kathleen's building will be a major change. He further stated they already have permits pulled for the interior, but are waiting to see if this plan is approved before they pull permits for the exterior. He further stated this would have to be a budgeted item, but the grants will not be given until after the work is completed. Discussion was held regarding a design committee and a sub committee to review the grants and work with the city planner. Mr. Donohue stated after the DDA pays off its bonds, he would like them to take over this program. Councilmember Kurtzweil asked if we would have to form a historic district façade grant program. Mr. Donohue stated there is no historical district needed in the foreseeable future. Councilmember Kurtzweil stated the Lake Street Tavern building owner is considering an \$85,000 project for the façade of his buildings, and if the money doesn't kick in until after the project is done seems to be a hardship. Most of the businesses downtown are low end businesses, they aren't high volume businesses and asking them to come to the table with that much money is not easy for them. She further stated she would like to up the grant to \$50,000 and she would budget for this grant program for up to \$100,000. Mr. Donohue stated he has seen this program work in other communities, but no matter what the community does, some business owners will not participate. He further stated the City should test this out for a year or two with a conservative number of \$5,000 per building and see how it goes. Councilmember Kurtzweil stated she thinks the City should cover half of the construction cost. Mr. Donohue stated he doesn't think the budget could handle that kind of hit. Councilmember Kurtzweil stated she doesn't know if the owner will follow through with the amount of the grant being so low. Mayor Galeas stated he likes this idea as well, currently there are no incentives for the downtown building owners to fix up their property. Mr. Donohue stated we need to be conservative at the beginning. Councilmember Kurtzweil stated if the owner is willing to do all 3 buildings, she is willing to pitch in more. Councilmember Parisien stated she agrees we need to take a more conservative approach. Mr. Donohue stated we need to look at this as setting a precedent and be

conservative the first year with a base amount of \$5,000 or \$10,000, but the grant should never be 50% of the cost of the project. Mayor Galeas suggested we get this program going, and re-evaluate at the end of the first year. Councilmember Kurtzweil stated she would like to see if the City can afford \$100,00 for this program, and if the City has to make cuts, then they make cuts, so maybe the Police Department doesn't get new police cars or no new leaf blower, but this needs to happen.

Mr. Donohue stated a strong grant application is necessary.

Councilmember Kurtzweil stated Wyandotte is one southeastern Michigan example of reinventing their downtown and they use façade grants as well. She further stated they have very strict guidelines. She stated she doesn't like the idea of the DDA taking over the program in the future, she would like to keep more design control. Councilmember Kramer stated we can add this to a future council agenda. Mr. Donohue stated he has told everyone if this program happens, the money won't be available until after the new fiscal year in July. Discussion was held regarding budgeting for the façade grants. Mr. Donohue stated if the funds aren't currently available, but we give them notice that the façade grant is going to happen, it will kick off. Councilmember Wedell stated we should use conservative numbers for the first year which will make it easier on the budget. Mr. Donohue stated we need a lot of enthusiasm for this program, and promote it and the businesses, such as ribbon cuttings.

ADJOURNMENT

CM 3-1-17 MOTION TO ADJOURN

Motion by Kramer, supported by Kurtzweil

Motion to adjourn meeting at 8:40 p.m.

VOTE:

MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Mayor Galeas

Lisa Deaton Clerk/Treasurer

3/6/17

COMMERCIAL REHABILITATION ACT
Act 210 of 2005

AN ACT to provide for the establishment of commercial rehabilitation districts in certain local governmental units; to provide for the exemption from certain taxes; to levy and collect a specific tax upon the owners of certain qualified facilities; to provide for the disposition of the tax; to provide for the obtaining and transferring of an exemption certificate and to prescribe the contents of those certificates; to prescribe the powers and duties of certain local governmental officials; and to provide penalties.

History: 2005, Act 210, Imd. Eff. Nov. 17, 2005.

The People of the State of Michigan enact:

207.841 Short title.

Sec. 1. This act shall be known and may be cited as the "commercial rehabilitation act".

History: 2005, Act 210, Imd. Eff. Nov. 17, 2005.

207.842 Definitions.

Sec. 2. As used in this act:

(a) "Commercial property" means land improvements classified by law for general ad valorem tax purposes as real property including real property assessable as personal property pursuant to sections 8(d) and 14(6) of the general property tax act, 1893 PA 206, MCL 211.8 and 211.14, the primary purpose and use of which is the operation of a commercial business enterprise or multifamily residential use. Commercial property shall also include facilities related to a commercial business enterprise under the same ownership at that location, including, but not limited to, office, engineering, research and development, warehousing, parts distribution, retail sales, and other commercial activities. Commercial property also includes a building or group of contiguous buildings previously used for industrial purposes that will be converted to the operation of a commercial business enterprise. Commercial property does not include any of the following:

(i) Land,

(ii) Property of a public utility.

(b) "Commercial rehabilitation district" or "district" means an area not less than 3 acres in size of a qualified local governmental unit established as provided in section 3. However, if the commercial rehabilitation district is located in a downtown or business area or contains a qualified retail food establishment, as determined by the legislative body of the qualified local governmental unit, the district may be less than 3 acres in size.

(c) "Commercial rehabilitation exemption certificate" or "certificate" means the certificate issued under section 6.

(d) "Commercial rehabilitation tax" means the specific tax levied under this act.

(e) "Commission" means the state tax commission created by 1927 PA 360, MCL 209.101 to 209.107.

(f) "Department" means the department of treasury.

(g) "Multifamily residential use" means multifamily housing consisting of 5 or more units.

(h) "Qualified facility" means a qualified retail food establishment or a building or group of contiguous buildings of commercial property that is 15 years old or older or has been allocated for a new markets tax credit under section 45D of the internal revenue code, 26 USC 45D. Qualified facility also includes a building or a group of contiguous buildings, a portion of a building or group of contiguous buildings previously used for commercial or industrial purposes, obsolete industrial property, and vacant property which, within the immediately preceding 15 years, was commercial property as defined in subdivision (a). Qualified facility shall also include vacant property located in a city with a population of more than 500,000 according to the most recent federal decennial census and from which a previous structure has been demolished and on which commercial property is or will be newly constructed provided an application for a certificate has been filed with that city before July 1, 2010. A qualified facility also includes a hotel or motel that has additional meeting or convention space that is attached to a convention and trade center that is over 250,000 square feet in size and that is located in a county with a population of more than 1,100,000 and less than 1,600,000 as of the most recent decennial census. A qualified facility does not include property that is to be used as a professional sports stadium. A qualified facility does not include property that is to be used as a casino. As used in this subdivision, "casino" means a casino or a parking lot, hotel, motel, or retail store owned or operated by a casino, an affiliate, or an affiliated company, regulated by this state pursuant to the Michigan gaming control and revenue act, 1996 IL 1, MCL 432.201 to 432.226.

(i) "Qualified local governmental unit" means a city, village, or township.

- (j) "Qualified retail food establishment" means property that meets all of the following:
- (i) The property will be used primarily as a retail supermarket, grocery store, produce market, or delicatessen that offers unprocessed USDA-inspected meat and poultry products or meat products that carry the USDA organic seal, fresh fruits and vegetables, and dairy products for sale to the public.
 - (ii) The property meets 1 of the following:
 - (A) Is located in a qualified local governmental unit that is also located in a qualified local governmental unit as defined in section 2 of the obsolete property rehabilitation act, 2000 PA 146, MCL 125.2782, and is located in an underserved area.
 - (B) Is located in a qualified local governmental unit that is designated as rural as defined by the United States census bureau and is located in an underserved area.
 - (iii) The property was used as residential, commercial, or industrial property as allowed and conducted under the applicable zoning ordinance for the immediately preceding 30 years.
- (k) "Rehabilitation" means changes to a qualified facility that are required to restore or modify the property, together with all appurtenances, to an economically efficient condition. Rehabilitation includes major renovation and modification including, but not necessarily limited to, the improvement of floor loads, correction of deficient or excessive height, new or improved fixed building equipment, including heating, ventilation, and lighting, reducing multistory facilities to 1 or 2 stories, improved structural support including foundations, improved roof structure and cover, floor replacement, improved wall placement, improved exterior and interior appearance of buildings, and other physical changes required to restore or change the property to an economically efficient condition. Rehabilitation for a qualified retail food establishment also includes new construction. Rehabilitation also includes new construction of a qualified facility that is a hotel or motel that has additional meeting or convention space that is attached to a convention and trade center that is over 250,000 square feet in size that is located in a county with a population of more than 1,100,000 and less than 1,600,000 as of the most recent decennial census, if that new construction is an economic benefit to the local community as determined by the qualified local governmental unit. Rehabilitation also includes new construction on vacant property from which a previous structure has been demolished and if the new construction is an economic benefit to the local community as determined by the qualified local governmental unit. Rehabilitation shall not include improvements aggregating less than 10% of the true cash value of the property at commencement of the rehabilitation of the qualified facility.
- (l) "Taxable value" means the value determined under section 27a of the general property tax act, 1893 PA 206, MCL 211.27a.
- (m) "Underserved area" means an area determined by the Michigan department of agriculture that contains a low or moderate income census tract and a below average supermarket density, an area that has a supermarket customer base with more than 50% living in a low income census tract, or an area that has demonstrated significant access limitations due to travel distance.

History: 2005, Act 210, Imd. Eff. Nov. 17, 2005;—Am. 2006, Act 554, Imd. Eff. Dec. 29, 2006;—Am. 2008, Act 3, Imd. Eff. Feb. 7, 2008;—Am. 2008, Act 118, Imd. Eff. Apr. 29, 2008;—Am. 2008, Act 231, Imd. Eff. July 17, 2008;—Am. 2008, Act 500, Imd. Eff. Jan. 13, 2009;—Am. 2011, Act 81, Imd. Eff. July 12, 2011;—Am. 2011, Act 82, Imd. Eff. July 12, 2011.

207.843 Commercial rehabilitation district; establishment by qualified rehabilitation district; adoption of resolution; notice and opportunity for hearing; findings and determination; rejection.

Sec. 3. (1) A qualified local governmental unit, by resolution of its legislative body, may establish 1 or more qualified rehabilitation districts that may consist of 1 or more parcels or tracts of land or a portion of a parcel or tract of land, if at the time the resolution is adopted, the parcel or tract of land or portion of a parcel or tract of land within the district is a qualified facility.

(2) The legislative body of a qualified local governmental unit may establish a commercial rehabilitation district on its own initiative or upon a written request filed by the owner or owners of property comprising at least 50% of all taxable value of the property located within a proposed commercial rehabilitation district. The written request must be filed with the clerk of the qualified local governmental unit.

(3) Before adopting a resolution establishing a commercial rehabilitation district, the legislative body shall give written notice by certified mail to the county in which the proposed district is to be located and the owners of all real property within the proposed commercial rehabilitation district and shall afford an opportunity for a hearing on the establishment of the commercial rehabilitation district at which any of those owners and any other resident or taxpayer of the qualified local governmental unit may appear and be heard. The legislative body shall give public notice of the hearing not less than 10 days or more than 30 days before the date of the hearing.

(4) The legislative body of the qualified local governmental unit, in its resolution establishing a

commercial rehabilitation district, shall set forth a finding and determination that the district meets the requirements set forth in subsection (1) and shall provide a copy of the resolution by certified mail to the county in which the district is located.

(5) Within 28 days after receiving a copy of the resolution establishing a commercial rehabilitation district, the county may reject the establishment of the district by 1 of the following methods:

(a) If the county has an elected county executive, by written notification to the qualified local governmental unit.

(b) If the county does not have an elected county executive, by a resolution of the county board of commissioners provided to the qualified local governmental unit.

History: 2005, Act 210, Imd. Eff. Nov. 17, 2005.

207.844 Commercial rehabilitation exemption certificate; filing application by owner of qualified facility; notice and hearing.

Sec. 4. (1) If a commercial rehabilitation district is established under section 3, the owner of a qualified facility may file an application for a commercial rehabilitation exemption certificate with the clerk of the qualified local governmental unit that established the commercial rehabilitation district. The application shall be filed in the manner and form prescribed by the commission. The application shall contain or be accompanied by a general description of the qualified facility, a general description of the proposed use of the qualified facility, the general nature and extent of the rehabilitation to be undertaken, a descriptive list of the fixed building equipment that will be a part of the qualified facility, a time schedule for undertaking and completing the rehabilitation of the qualified facility, a statement of the economic advantages expected from the exemption, including the number of jobs to be retained or created as a result of rehabilitating the qualified facility, including expected construction employment, and information relating to the requirements in section 8.

(2) Upon receipt of an application for a commercial rehabilitation exemption certificate, the clerk of the qualified local governmental unit shall notify in writing the assessor of the local tax collecting unit in which the qualified facility is located, and the legislative body of each taxing unit that levies ad valorem property taxes in the qualified local governmental unit in which the qualified facility is located. Before acting upon the application, the legislative body of the qualified local governmental unit shall hold a public hearing on the application and give public notice to the applicant, the assessor, a representative of the affected taxing units, and the general public. The hearing on each application shall be held separately from the hearing on the establishment of the commercial rehabilitation district.

History: 2005, Act 210, Imd. Eff. Nov. 17, 2005.

207.845 Commercial rehabilitation exemption certificate; approval or disapproval of application.

Sec. 5. The legislative body of the qualified local governmental unit, not more than 60 days after receipt of the application by the clerk, shall by resolution either approve or disapprove the application for a commercial rehabilitation exemption certificate in accordance with section 8 and the other provisions of this act. The clerk shall retain the original of the application and resolution. If approved, the clerk shall forward a copy of the application and resolution to the commission. If disapproved, the reasons shall be set forth in writing in the resolution, and the clerk shall send, by certified mail, a copy of the resolution to the applicant and to the assessor. A resolution is not effective unless approved by the commission as provided in section 6.

History: 2005, Act 210, Imd. Eff. Nov. 17, 2005.

207.846 Commercial rehabilitation exemption certificate; issuance; form; contents; effective date; maintenance of record and copies.

Sec. 6. (1) Not more than 60 days after receipt of a copy of the application and resolution adopted under section 5, the commission shall approve or disapprove the resolution.

(2) Following approval of the application by the legislative body of the qualified local governmental unit and the commission, the commission shall issue to the applicant a commercial rehabilitation exemption certificate in the form the commission determines, which shall contain all of the following:

(a) A legal description of the real property on which the qualified facility is located.

(b) A statement that unless revoked as provided in this act the certificate shall remain in force for the period stated in the certificate.

(c) A statement of the taxable value of the qualified facility, separately stated for real and personal property, for the tax year immediately preceding the effective date of the certificate after deducting the taxable value of the land and personal property other than personal property assessed pursuant to sections 8(d)

and 14(6) of the general property tax act, 1893 PA 206, MCL 211.8 and 211.14.

(d) A statement of the period of time authorized by the legislative body of the qualified local governmental unit within which the rehabilitation shall be completed.

(e) If the period of time authorized by the legislative body of the qualified local governmental unit pursuant to subdivision (b) is less than 10 years, the exemption certificate shall contain the factors, criteria, and objectives, as determined by the resolution of the qualified local governmental unit, necessary for extending the period of time, if any.

(3) The effective date of the certificate is the December 31 immediately following the date of issuance of the certificate.

(4) The commission shall file with the clerk of the qualified local governmental unit a copy of the commercial rehabilitation exemption certificate, and the commission shall maintain a record of all certificates filed. The commission shall also send, by certified mail, a copy of the commercial rehabilitation exemption certificate to the applicant and the assessor of the local tax collecting unit in which the qualified facility is located.

History: 2005, Act 210, Imd. Eff. Nov. 17, 2005.

207.847 Exemption of qualified facility from tax; duration of force and effect of certificate; commencement; date of issuance; extension.

Sec. 7. (1) A qualified facility for which a commercial rehabilitation exemption certificate is in effect, but not the land on which the rehabilitated facility is located, or personal property other than personal property assessed pursuant to sections 8(d) and 14(6) of the general property tax act, 1893 PA 206, MCL 211.8 and 211.14, for the period on and after the effective date of the certificate and continuing so long as the commercial rehabilitation exemption certificate is in force, is exempt from ad valorem property taxes collected under the general property tax act, 1893 PA 206, MCL 211.1 to 211.157.

(2) Unless earlier revoked as provided in section 12, a commercial rehabilitation exemption certificate shall remain in force and effect for a period to be determined by the legislative body of the qualified local governmental unit. The certificate may be issued for a period of at least 1 year, but not to exceed 10 years. If the number of years determined is less than 10, the certificate may be subject to review by the legislative body of the qualified local governmental unit and the certificate may be extended. The total amount of time determined for the certificate including any extensions shall not exceed 10 years after the completion of the qualified facility. The certificate shall commence with its effective date and end on the December 31 immediately following the last day of the number of years determined. The date of issuance of a certificate of occupancy, if required by appropriate authority, shall be the date of completion of the qualified facility.

(3) If the number of years determined by the legislative body of the qualified local governmental unit for the period a certificate remains in force is less than 10 years, the review of the certificate for the purpose of determining an extension shall be based upon factors, criteria, and objectives that shall be placed in writing, determined and approved at the time the certificate is approved by resolution of the legislative body of the qualified local governmental unit and sent, by certified mail, to the applicant, the assessor of the local tax collecting unit in which the qualified facility is located, and the commission.

History: 2005, Act 210, Imd. Eff. Nov. 17, 2005.

207.848 Separate finding; contents; compliance; requirements; applicability.

Sec. 8. (1) If the taxable value of the property proposed to be exempt pursuant to an application under consideration, considered together with the aggregate taxable value of property exempt under certificates previously granted and currently in force under this act or under 1974 PA 198, MCL 207.551 to 207.572, exceeds 5% of the taxable value of the qualified local governmental unit, the legislative body of the qualified local governmental unit shall make a separate finding and shall include a statement in its resolution approving the application that exceeding that amount shall not have the effect of substantially impeding the operation of the qualified local governmental unit or impairing the financial soundness of an affected taxing unit.

(2) The legislative body of the qualified local governmental unit shall not approve an application for a commercial rehabilitation exemption certificate unless the applicant complies with all of the following requirements:

(a) Except as otherwise provided in this subdivision or subsection (3), the commencement of the rehabilitation of the qualified facility does not occur earlier than 6 months before the applicant files the application for the commercial rehabilitation exemption certificate. However, through December 31, 2009, for a qualified facility that is a qualified retail food establishment, the commencement of the rehabilitation does not occur earlier than 42 months before the applicant files the application for the commercial rehabilitation exemption certificate.

(b) The application relates to a rehabilitation program that when completed constitutes a qualified facility within the meaning of this act and that shall be situated within a commercial rehabilitation district established in a qualified local governmental unit eligible under this act.

(c) Completion of the qualified facility is calculated to, and will at the time of issuance of the certificate have the reasonable likelihood to, increase commercial activity, create employment, retain employment, prevent a loss of employment, revitalize urban areas, or increase the number of residents in the community in which the qualified facility is situated.

(d) The applicant states, in writing, that the rehabilitation of the qualified facility, excluding qualified retail food establishments through December 31, 2009, would not be undertaken without the applicant's receipt of the exemption certificate.

(e) The applicant is not delinquent in the payment of any taxes related to the qualified facility.

(3) The provisions of subsection (2)(a) and (d) and the provision contained in section 4(1) that provides that the district must be established before an application is filed do not apply to the rehabilitation of a qualified facility located in a commercial rehabilitation district established by the legislative body of the qualified local governmental unit in 2011 for construction or rehabilitation that was commenced in August 2010 and for which an application for a commercial rehabilitation exemption certificate was filed in June 2010.

History: 2005, Act 210, Imd. Eff. Nov. 17, 2005;— Am. 2008, Act 231, Imd. Eff. July 17, 2008;— Am. 2008, Act 500, Imd. Eff. Jan. 13, 2009;— Am. 2011, Act 82, Imd. Eff. July 12, 2011.

207.849 Determining value of each qualified facility.

Sec. 9. The assessor of each qualified local governmental unit in which there is a qualified facility with respect to which 1 or more commercial rehabilitation exemption certificates have been issued and are in force shall determine annually as of December 31 the value and taxable value, both for real and personal property, of each qualified facility separately, having the benefit of a certificate and upon receipt of notice of the filing of an application for the issuance of a certificate, shall determine and furnish to the local legislative body the value and the taxable value of the property to which the application pertains and other information as may be necessary to permit the local legislative body to make the determinations required by section 8(2).

History: 2005, Act 210, Imd. Eff. Nov. 17, 2005.

207.850 Commercial rehabilitation tax; determination of amount; payment; exemption; qualified retail food establishment; certificate issued before December 31, 2009.

Sec. 10. (1) There is levied upon every owner of a qualified facility to which a commercial rehabilitation exemption certificate is issued a specific tax to be known as the commercial rehabilitation tax.

(2) Except as otherwise provided in subsection (8), the amount of the commercial rehabilitation tax, in each year, shall be determined by adding the results of both of the following calculations:

(a) Multiplying the total mills levied as ad valorem taxes for that year by all taxing units within which the qualified facility is located by the taxable value of the real and personal property of the qualified facility on the December 31 immediately preceding the effective date of the commercial rehabilitation exemption certificate after deducting the taxable value of the land and of personal property other than personal property assessed pursuant to sections 8(d) and 14(6) of the general property tax act, 1893 PA 206, MCL 211.8 and 211.14, for the tax year immediately preceding the effective date of the commercial rehabilitation exemption certificate.

(b) Multiplying the mills levied for school operating purposes for that year under the revised school code, 1976 PA 451, MCL 380.1 to 380.1852, and the state education tax act, 1993 PA 331, MCL 211.901 to 211.906, by the taxable value of the real and personal property of the qualified facility, after deducting all of the following:

(i) The taxable value of the land and of the personal property other than personal property assessed pursuant to sections 8(d) and 14(6) of the general property tax act, 1893 PA 206, MCL 211.8 and 211.14.

(ii) The taxable value used to calculate the tax under subdivision (a).

(3) The commercial rehabilitation tax is an annual tax, payable at the same times, in the same installments, and to the same officer or officers as taxes imposed under the general property tax act, 1893 PA 206, MCL 211.1 to 211.155, are payable. Except as otherwise provided in this section, the officer or officers shall disburse the commercial rehabilitation tax payments received by the officer or officers each year to and among this state, cities, school districts, counties, and authorities, at the same times and in the same proportions as required by law for the disbursement of taxes collected under the general property tax act, 1893 PA 206, MCL 211.1 to 211.155.

(4) For intermediate school districts receiving state aid under sections 56, 62, and 81 of the state school aid

act of 1979, 1979 PA 94, MCL 388.1656, 388.1662, and 388.1681, of the amount of commercial rehabilitation tax that would otherwise be disbursed to an intermediate school district, all or a portion, to be determined on the basis of the tax rates being utilized to compute the amount of state aid, shall be paid to the state treasury to the credit of the state school aid fund established by section 11 of article IX of the state constitution of 1963.

(5) The amount of commercial rehabilitation tax described in subsections (2)(a) and (8)(a) that would otherwise be disbursed to a local school district for school operating purposes, and all of the amount described in subsections (2)(b) and (8)(b), shall be paid instead to the state treasury and credited to the state school aid fund established by section 11 of article IX of the state constitution of 1963.

(6) The officer or officers shall send a copy of the amount of disbursement made to each unit under this section to the commission on a form provided by the commission.

(7) A qualified facility located in a renaissance zone under the Michigan renaissance zone act, 1996 PA 376, MCL 125.2681 to 125.2696, is exempt from the commercial rehabilitation tax levied under this act to the extent and for the duration provided pursuant to the Michigan renaissance zone act, 1996 PA 376, MCL 125.2681 to 125.2696, except for that portion of the commercial rehabilitation tax attributable to a special assessment or a tax described in section 7ff(2) of the general property tax act, 1893 PA 206, MCL 211.7ff. The commercial rehabilitation tax calculated under this subsection shall be disbursed proportionately to the taxing unit or units that levied the special assessment or the tax described in section 7ff(2) of the general property tax act, 1893 PA 206, MCL 211.7ff.

(8) The amount of the commercial rehabilitation tax, in each year, for a qualified retail food establishment that was issued a certificate on or before December 31, 2009, shall be determined by adding the results of both of the following calculations:

(a) Multiplying the total mills levied as ad valorem taxes for that year by all taxing units within which the qualified facility is located by the taxable value of the real and personal property of the qualified facility on the December 31 immediately preceding the rehabilitation after deducting the taxable valuation of the land and of personal property other than personal property assessed pursuant to sections 8(d) and 14(6) of the general property tax act, 1893 PA 206, MCL 211.8 and 211.14, for the tax year immediately preceding the rehabilitation.

(b) Multiplying the mills levied for school operating purposes for that year under the revised school code, 1976 PA 451, MCL 380.1 to 380.1852, and the state education tax act, 1993 PA 331, MCL 211.901 to 211.906, by the taxable value of the real and personal property of the qualified retail food establishment, after deducting all of the following:

(i) The taxable value of the land and of the personal property other than personal property assessed pursuant to sections 8(d) and 14(6) of the general property tax act, 1893 PA 206, MCL 211.8 and 211.14.

(ii) The taxable value used to calculate the tax under subdivision (a).

History: 2005, Act 210, Imd. Eff. Nov. 17, 2005;—Am. 2008, Act 500, Imd. Eff. Jan. 13, 2009.

207.851 Lien.

Sec. 11. The amount of the tax applicable to real property, until paid, is a lien upon the real property to which the certificate is applicable. Proceedings upon the lien as provided by law for the foreclosure in the circuit court of mortgage liens upon real property may commence only upon the filing by the appropriate collecting officer of a certificate of nonpayment of the commercial rehabilitation tax applicable to real property, together with an affidavit of proof of service of the certificate of nonpayment upon the owner of the qualified facility by certified mail, with the register of deeds of the county in which the qualified facility is situated.

History: 2005, Act 210, Imd. Eff. Nov. 17, 2005.

207.852 Commercial rehabilitation exemption certificate; revocation.

Sec. 12. The legislative body of the qualified local governmental unit may, by resolution, revoke the commercial rehabilitation exemption certificate of a facility if it finds that the completion of rehabilitation of the qualified facility has not occurred within the time authorized by the legislative body in the exemption certificate or a duly authorized extension of that time, or that the holder of the commercial rehabilitation exemption certificate has not proceeded in good faith with the operation of the qualified facility in a manner consistent with the purposes of this act and in the absence of circumstances that are beyond the control of the holder of the exemption certificate.

History: 2005, Act 210, Imd. Eff. Nov. 17, 2005.

207.853 Transfer and assignment of certificate.

Sec. 13. A commercial rehabilitation exemption certificate may be transferred and assigned by the holder of the certificate to a new owner of the qualified facility if the qualified local governmental unit approves the transfer after application by the new owner.

History: 2005, Act 210, Imd. Eff. Nov. 17, 2005.

207.854 Status report by local government.

Sec. 14. Not later than October 15 each year, each qualified local governmental unit granting a commercial rehabilitation exemption shall report to the commission on the status of each exemption. The report must include the current value of the property to which the exemption pertains, the value on which the commercial rehabilitation tax is based, and a current estimate of the number of jobs retained or created by the exemption.

History: 2005, Act 210, Imd. Eff. Nov. 17, 2005.

207.855 Report to legislature.

Sec. 15. (1) The department annually shall prepare and submit to the committees of the house of representatives and senate responsible for tax policy and economic development issues a report on the utilization of commercial rehabilitation districts, based on the information filed with the commission.

(2) After this act has been in effect for 3 years, the department shall prepare and submit to the committees of the house of representatives and senate responsible for tax policy and economic development issues an economic analysis of the costs and benefits of this act in the 3 qualified local governmental units in which it has been most heavily utilized.

History: 2005, Act 210, Imd. Eff. Nov. 17, 2005.

207.856 Exemption not granted after December 31, 2020.

Sec. 16. A new exemption shall not be granted under this act after December 31, 2020, but an exemption then in effect shall continue until the expiration of the exemption certificate.

History: 2005, Act 210, Imd. Eff. Nov. 17, 2005;— Am. 2015, Act 218, Imd. Eff. Dec. 15, 2015.

Frequently Asked Questions
Commercial Rehabilitation Act
(PA 210 of 2005, as amended)

The following frequently asked questions are being provided as a service to assessors and taxpayers to better inform them about the administration of Public Act 210 of 2005, as amended.

Note: The information contained in these frequently asked questions constitutes an analysis of one or more statutes and not legal advice. Since the analysis is limited to general statutory requirements, individual facts may result in different conclusions being reached. Therefore, individuals may wish to consult legal counsel.

1. What is a Commercial Rehabilitation Exemption?

The Commercial Rehabilitation Act, PA 210 of 2005, as amended provides a tax exemption for property of which the primary purpose and use is the operation of a commercial business enterprise, multifamily residential or qualified retail food establishments. Types of commercial business enterprises may include but are not limited to, office, engineering, research and development, warehousing, parts distribution, retail sales, and other commercial activities. Multifamily residential is housing that consists of 5 or more units. Qualified retail food establishments are primarily retail supermarkets, grocery stores, produce markets or delicatessens that offer fresh USDA inspected meat and poultry, fresh fruits and vegetables, and dairy products for sale. Applying for a Commercial Rehabilitation Exemption involves a multi-step process. First, completed applications are sent to the local governmental unit for review and approval. Qualified retail food establishment applicants must also submit an additional application at that time. If the local governmental unit approves the applications, they are forwarded to the State Tax Commission for further review and approval.

Commercial Rehabilitation Tax Exemption Certificate applications are available from the Michigan Department of Treasury at: www.michigan.gov/propertytaxexemptions.

2. Who establishes a Commercial Rehabilitation District?

The legislative body of a qualified local governmental unit may establish a commercial rehabilitation district on its own initiative or upon a written request filed by the owner or owners of property comprising at least 50% of all taxable value of the property located within a proposed commercial rehabilitation district.

3. Can a request to establish a Commercial Rehabilitation District be denied?

Yes. A hearing must be offered to all property owners within the proposed district and to the county, offering them an opportunity to appear and be heard. The local governmental unit may deny the establishment of the district but must put the denial into a resolution.

4. Who can file an application for a Commercial Rehabilitation Exemption Certificate and with whom is it filed?

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Commercial Rehabilitation Act
(PA 210 of 2005, as amended)

The owner of a qualified facility may file an application for a Commercial Rehabilitation Exemption Certificate with the clerk of the local governmental unit that established the Commercial Rehabilitation District.

5. How do I apply for a Commercial Rehabilitation Exemption Certificate?

Applications for Commercial Rehabilitation Exemption Certificates are filed with the local governmental unit by the owner of the property. The application must be accompanied by the following required documents:

- a. A general description of the facility (including year built, original use, most recent use, number of stories, square footage);
- b. A general description of the rehabilitated facility's proposed use;
- c. A detailed description of the general nature and extent of the rehabilitation to be undertaken;
- d. A descriptive list of the fixed building equipment that will be a part of the rehabilitated facility;
- e. A time schedule for undertaking and completing the facility's rehabilitation;
- f. A statement of economic advantages expected from the exemption;
- g. A legal description of the property outlined in the application;
- h. A copy of the resolution approved by the local unit establishing the eligible district;
- i. The local unit resolution, containing all the required statements, approving the application for the exemption; and
- j. If applicable, a completed Form 4753, Commercial Rehabilitation Exemption Certification for Qualified Retail Food Establishments.

The local governmental unit will review the application and, if all requirements are met, will forward the application to the State Tax Commission.

6. Are there provisions in the application process which are time sensitive?

Frequently Asked Questions
Commercial Rehabilitation Act
(PA 210 of 2005, as amended)

MCL 207.848 requires that the commencement of the rehabilitation of the qualified facility does not occur earlier than 6 months before the applicant files the application for the Commercial Rehabilitation Exemption Certificate.

7. Who determines if a facility qualifies for a Commercial Rehabilitation Exemption Certificate?

Initially, that determination is made when the application is filed and reviewed by the local governmental unit. However, the local governmental unit's determination is reviewed and either approved, modified, or denied by the State Tax Commission.

8. What requirements for a Commercial Rehabilitation Exemption Certificate must be met to gain approval at the local governmental unit level?

An applicant seeking a Commercial Rehabilitation Exemption Certificate must meet the following qualifications:

- a. The commencement of the rehabilitation of the qualified facility does not occur earlier than 6 months before the applicant files the application for the Commercial Rehabilitation Exemption Certificate.
- b. The application relates to a rehabilitation program that when completed constitutes a qualified facility within the meaning of the act and that shall be situated within a Commercial Rehabilitation District established in a qualified local governmental unit eligible under the act.
- c. Completion of the qualified facility is calculated to, and will at the time of issuance of the certificate, have the reasonable likelihood to, increase commercial activity, create employment, retain employment, prevent a loss of employment, revitalize urban areas, or increase the number of residents in the community in which the qualified facility is situated.
- d. The applicant states, in writing, that the rehabilitation of the qualified facility would not be undertaken without the applicant's receipt of the exemption certificate.
- e. The applicant is not delinquent in the payment of any taxes related to the qualified facility.

9. Can a decision of the State Tax Commission (STC) regarding a Commercial Rehabilitation Exemption Certificate be appealed?

Frequently Asked Questions
Commercial Rehabilitation Act
(PA 210 of 2005, as amended)

Yes. A party aggrieved by the issuance, refusal to issue, revocation, transfer or modification of a Commercial Rehabilitation exemption may appeal a final decision of the State Tax Commission by filing a petition with the Michigan Tax Tribunal, www.michigan.gov/taxtrib, within 35 days. MCL 205.735a (6).

10. What is the term of a Commercial Rehabilitation Exemption Certificate?

A certificate may be issued for a period to be determined by the legislative body of the local governmental unit of at least 1 year but not to exceed 10 years. If the number of years determined is less than 10, the certificate may be subject to review by the legislative body of the qualified local governmental unit and the certificate may be extended. The total amount of time determined for the certificate, including any extensions, shall not exceed 10 years after the completion of the qualified facility.

11. What determines the starting date of a Commercial Rehabilitation Exemption Certificate?

The effective date of the certificate is December 31st immediately following the date of issuance of the certificate by the State Tax Commission.

12. How is the Commercial Rehabilitation Tax computed for a rehabilitated facility?

Calculating the commercial rehabilitation tax is a two-step process. First, multiply the total mills levied as ad valorem taxes for that year by all taxing units by the taxable value of the real property (excluding land) for the tax year immediately preceding the effective date of the commercial rehabilitation exemption.

Second, multiply the local school district operating and state education tax mills by the difference between the taxable value of the real property (excluding land) for the current tax year and the taxable value of the real property (excluding land) for the year immediately preceding the effective date of the exemption.

For a qualified retail food establishment that was issued a certificate on or before December 31, 2009, the tax is the sum of the product computed by multiplying the total mills levied as ad valorem taxes for that year by all taxing units (including local school district operating and the state education tax) by the taxable value of the real property (excluding land) for the tax year immediately preceding the rehabilitation and the product computed by multiplying the local school district operating and state education tax mills by the difference between the taxable value of the real property (excluding land) for the current tax year and the taxable value of the real property (excluding land) for the tax year immediately preceding the rehabilitation.

13. Are special assessment millage rates impacted by the granting of a Commercial Rehabilitation Act exemption?

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(PA 210 of 2005, as amended)

Special assessment millage rates may be impacted. Millage-based special assessments levied under Public Act 33 of 1951 do not apply to property with a Commercial Rehabilitation Act exemption. However, the special assessments would still be applicable to the land on which the Commercial Rehabilitation Act exemption property is located. Conversely, for millage-based special assessments levied under public acts other than Public Act 33 of 1951, property with a Commercial Rehabilitation Act exemption pays on the full special assessment millage rate, the same as any “ad valorem” property.

- 14. What happens when an incomplete application for a Commercial Rehabilitation Exemption Certificate is received?**

The applicant will be contacted to submit the required items.

- 15. For Qualified Retail Food Establishments, how do you determine if you are located in an “underserved area?”**

Visit the Property Tax Exemption Section website at www.michigan.gov/propertytaxexemptions. Under “Commercial Rehabilitation Act,” click on “Qualified Retail Food Establishments.” Then click on “Eligibility Requirements,” which describes how to find the census tract that you are located in. Last, click on “Census Tracts Regarding Underserved Areas” for a listing of qualifying census tracts.

- 16. Can a Commercial Rehabilitation Exemption Certificate be transferred or amended?**

Yes. MCL 207.853 allows a certificate to be transferred and assigned by the holder to a new owner of the qualified facility. The new owner must first apply and be approved by the qualified local governmental unit before the transfer may occur. A certificate may also be amended if the number of years initially exempted is less than 10. The certificate may then be subject to review by the legislative body of the qualified local governmental unit and be extended.

- 17. Can a Commercial Rehabilitation Exemption Certificate be revoked? If yes, who holds the authority to do so?**

Yes. Pursuant to MCL 207.852, the legislative body of the qualified local governmental unit may, by resolution, revoke the Commercial Rehabilitation Exemption Certificate of a facility if it finds that the completion of rehabilitation of the qualified facility has not occurred within the time authorized by the legislative body in the exemption certificate or a duly authorized extension of that time, or that the holder of the Commercial Rehabilitation Exemption Certificate has not proceeded in good faith with the operation of the qualified facility in a manner consistent with the purposes of the act and in the absence of circumstances that are beyond control of the holder of the exemption certificate.

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18. **When does the revocation of a Commercial Rehabilitation Exemption Certificate take effect?**

The revocation of a Commercial Rehabilitation Exemption Certificate is effective the December 31st of the year in which the local governmental unit resolves to revoke the certificate.

19. **What is the definition of a “Qualified Facility?”**

A “Qualified Facility” is defined by MCL 207.842(h) as:

“A qualified retail food establishment or a building or group of contiguous buildings of commercial property that is 15 years old or older or has been allocated for a new market tax credit under section 45d of the internal revenue code, 26 USE 45d. Qualified facility also includes a building or a group of contiguous buildings, a portion of a building or group of contiguous buildings previously used for commercial or industrial purposes, obsolete industrial property, and vacant property which within the immediately preceding 15 years, was commercial property as defined in subdivision (a). Qualified facility shall also include vacant property located within a city with a population of more than 500,000 according to the most recent federal decennial census and from which a previous structure has been demolished and on which commercial property is or will be newly constructed provided an application for a certificate has been filed with that city before July 1, 2010. A qualified facility also includes a hotel or motel that has additional meeting or convention space that is attached to a convention and trade center that is over 250,000 square feet in size and that is located within a county with a population of more than 1,100,000 and less than 1,600,000 as of the most recent decennial census. A qualified facility **does not** include property that is to be used as a casino or a professional sports stadium. As used in this subdivision, “casino” means a casino or a parking lot, hotel, motel, or retail store owned or operated by a casino, an affiliate, or an affiliated company, regulated by this state pursuant to the Michigan gaming control and revenue act, 1996 IL 1, MCL 432.201 to 432.226.” (Emphasis added)

20. **How is “rehabilitation” defined as it pertains to the Commercial Rehabilitation Act?**

MCL 207.842(j) defines rehabilitation as changes to qualified facilities that are required to restore or modify the property, together with all appurtenances, to an economically efficient condition. Rehabilitation includes major renovation and modification including, but not necessarily limited to, the improvement of floor loads, correction of deficient or

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Commercial Rehabilitation Act
(PA 210 of 2005, as amended)

excessive height, new or improved fixed building equipment including heating, ventilation, and lighting, reducing multistory facilities to 1 or 2 stories, improved structural support including foundations, improved roof structure and cover, floor replacement, improved wall placement, improved exterior and interior appearance of buildings, and other physical changes required to restore or change the property to an economically efficient condition. Rehabilitation for a qualified retail food establishment also includes new construction. Rehabilitation also includes new construction of a qualified facility that is a hotel or motel that has additional meeting or convention space that is attached to a convention or trade center that is over 250,000 square feet in size, located within a county with a population of more than 1,100,000 and less than 1,600,000 as of the most recent decennial census, if that new construction is an economic benefit to the local community as determined by the qualified local governmental unit. Rehabilitation also includes new construction on vacant property from which a previous structure has been demolished and if that new construction is an economic benefit to the local community as determined by the qualified local governmental unit. Rehabilitation shall not include improvements aggregating less than 10% of the true cash value of the property at commencement of the rehabilitation of the qualified facility.

21. What is the definition of “Commercial Property?”

MCL 207.842(a) defines “Commercial Property” as:

“Land improvements classified by law for general ad valorem tax purposes as real property including real property assessable as personal property pursuant to sections 8(d) and 14(6) of the general property tax act, 1893 PA 206; MCL 211.8 and 211.14, the primary purpose and use of which is the operation of a commercial business enterprise or multifamily residential use. Commercial property shall also include facilities related to a commercial business enterprise under the same ownership at that location, including, but not limited to, office, engineering, research and development, warehousing, parts distribution, retail sales, and other commercial activities. Commercial property also includes a building or group of contiguous buildings previously used for industrial purposes that will be converted to the operation of a commercial business enterprise. Commercial property **does not** include any of the following: land or property of a public utility.” (Emphasis added)

22. What is a “Commercial Rehabilitation District?”

A “Commercial Rehabilitation District” or “district” is defined by MCL 207.842(b) as:

“an area not less than 3 acres in size of a qualified local governmental unit established as provided in section 3. However, if the commercial

Frequently Asked Questions
Commercial Rehabilitation Act
(PA 210 of 2005, as amended)

rehabilitation district is located in a downtown or business area or contains a qualified retail food establishment, as determined by the legislative body of the qualified local governmental unit, the district may be less than 3 acres in size.”

23. What is required of the Local Governmental Unit regarding the yearly status reporting of Commercial Rehabilitation Exemptions to the State Tax Commission?

MCL 207.854 provides that not later than October 15 of each year, each qualified local governmental unit granting a Commercial Rehabilitation Exemption shall report to the State Tax Commission on the status of each exemption. The report must include the current value of the property to which the exemption pertains, the value on which the commercial rehabilitation tax is based, and a current estimate of the number of jobs retained or created by the exemption, and the number of new residents.

24. Where can I obtain copies of previously issued Commercial Rehabilitation Exemption Certificates?

Copies of certificates acted upon by the State Tax Commission after January 1, 2013 are available on the Department of Treasury website at: www.michigan.gov/propertytaxexemptions. Choose the exemption program under which the certificate was issued. Within the “Certificate Activity” link, the certificates are listed according to the date they were acted upon.

REVISED DRAFT CRITERIA

For Potential Use with Economic Development Incentives for Commercial Rehabilitation City of South Lyon

Commercial Tax Abatement

Michigan Commercial Rehabilitation Act, Public Act 210 of 2005, as amended

Criteria for granting a Commercial Tax Abatement with both laws would/could be basically the same as follows:

- Threshold and tiered system for actual number of years for tax abatement for large scale projects depending upon need and the ability of a project to meet the criteria
- Emergency Situations (Fire, Gas explosion & Natural Disasters : Flood, Tornado)
- Does the project meet the definition of a “Commercial Property” as defined in Section 207.482, Subsection 2, item (a) of the Commercial Rehabilitation Act 210?
- Is the proposed project a Restoration and/or Rehabilitation?
- Is the building or site within the City’s designated “Commercial Redevelopment District” as defined in Section 207.843 of the Commercial Rehabilitation Act 210?
- Is the building or site in the historic core downtown?
- Is the building or site located in the Downtown Development Authority (DDA) District?
- Is the building or site located outside of the DDA District?
- Provide a Copy of the Deed to the property
- Provide a Legal Description of the property
- Estimated prior, during and post construction real estate taxes
- Estimated current and post construction market value of the property
- What is the current assessed value of the subject building or site?
- What is the projected assessed value of the building and site after project completion?
- How will the project be financed?
- Provide a Statement of Sources and Uses of Funds for the entire project.
- Provide the pro forma used to apply for bank financing
- Will the project utilize other Local, State, Federal & Private Incentives/Programs?
- Provide a Post-construction Operating Pro forma for the building and cash flow analysis
- Provide Corporate Resolution or Articles of Incorporation, County and City Business Registrations
- Provide Construction Plans & Renderings
- The site is fully served by existing public infrastructure (sewer & water)?
- Is the project compatible with the Downtown component of the City’s Master Plan and Zoning Ordinance?
- What is the developer/owner’s track record and capability of successfully completing and operating the project?
- Catalyst Project: Will serve as an attraction and example for similar new investment in the future?
- Job Creation?
- Are there site challenges that would prevent the project from occurring?
- Is the building or site obsolete for its existing or intended use?

Revised Draft Criteria for Commercial Rehabilitation Projects

- What is the age of the existing structure?
- Is the building listed or eligible for listing as a Historic Building at the Local, State or National Level?
- If the project is a historic building, will the project comply with the “U.S. Secretary of the Interior’s Standards for Rehabilitation and Historic Preservation” and the “National Main Street Center’s Building File Design Guidelines”?
- Other information may be requested as needed

1/6/20

DRAFT

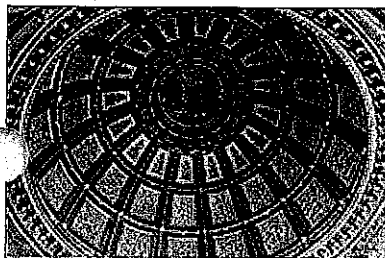
APPLICATION

DRAFT (12/12/16) – Potential Economic Development Incentives

Application:

1. Address of subject property
2. Parcel Identification Number
3. Location: In DDA (yes or no), Outside of DDA (yes or no), In Core Downtown (yes or no)
4. Name of real property owner (s)
5. Address and contact info for real property owner (s)
6. Legal Name of the Business
7. Federal Tax ID #
8. Main Contact/Representative of the Business and/or property
 - A. Name
 - B. Address
 - C. Phone
 - D. E-mail
9. Project Description
10. Please state why this project will benefit the City
11. Is any other funding or other incentive being requested from the City of South Lyon for this project?
12. List the size of the existing structure in square feet and the dimensions of the building and property
13. Indicate the estimated cost of the construction, rehabilitation and/or remodeling. \$ _____
14. Indicate the estimated total cost of the project (hard and soft costs) including all professional fees. \$ _____
15. Tentative date for a Pre-Construction Meeting with City Staff, Dept. Heads & Consultants and Project Personnel
16. Proposed Project Start Date
17. Proposed Project Completion Date
18. Project Professional Architect, name and contact information
19. Project Professional Engineer, name and contact information
20. Please provide a brief description of the project owner/applicant's development experience
21. Does the Property Owner owe:
 - A. Taxes (Local, State, Federal)
 - B. Mortgage
 - C. Contractors
 - D. Other fees
22. Any additional information which the project owner/applicant feels is important to mention or disclose

Application Fee: \$500 or \$750



MICHIGAN LEGISLATURE

Michigan Compiled Laws Complete Through PA 341 and includes 343-366 and 407 of 2016

House: Adjourned until Thursday, February 2, 2017 12:00:00 PM

Senate: Adjourned until Thursday, February 2, 2017 10:00:00 AM

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MCL Chapter Index

Chapter 207

Act 210 of 2005

Act 210 of 2005

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Syndication

COMMERCIAL REHABILITATION ACT

Act 210 of 2005



AN ACT to provide for the establishment of commercial rehabilitation districts in certain local governmental units; to provide for the exemption from certain taxes; to levy and collect a specific tax upon the owners of certain qualified facilities; to provide for the disposition of the tax; to provide for the obtaining and transferring of an exemption certificate and to prescribe the contents of those certificates; to prescribe the powers and duties of certain local governmental officials; and to provide penalties.

History: 2005, Act 210, Imd. Eff. Nov. 17, 2005

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The People of the State of Michigan enact:

Document	Type	Description
Section 207.841	Section	Short title.
Section 207.842	Section	Definitions.
Section 207.843	Section	Commercial rehabilitation district; establishment by qualified rehabilitation district; adoption of resolution; notice and opportunity for hearing; findings and determination; rejection.
Section 207.844	Section	Commercial rehabilitation exemption certificate; filing application by owner of qualified facility; notice and hearing.
Section 207.845	Section	Commercial rehabilitation exemption certificate; approval or disapproval of application.
Section 207.846	Section	Commercial rehabilitation exemption certificate; issuance; form; contents; effective date; maintenance of record and copies.
Section 207.847	Section	Exemption of qualified facility from tax;

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mcl Act 210 of 2005

Section 207.848	Section	duration of force and effect of certificate; commencement; date of issuance; extension.
Section 207.849	Section	Separate finding; contents; compliance; requirements; applicability.
Section 207.850	Section	Determining value of each qualified facility.
Section 207.851	Section	Commercial rehabilitation tax; determination of amount; payment; exemption; qualified retail food establishment; certificate issued before December 31, 2009.
Section 207.852	Section	Lien.
Section 207.853	Section	Commercial rehabilitation exemption certificate; revocation.
Section 207.854	Section	Transfer and assignment of certificate.
Section 207.855	Section	Status report by local government.
Section 207.856	Section	Report to legislature.
		Exemption not granted after December 31, 2020.

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Introduction

The Commercial Rehabilitation Act would allow certain rehabilitated commercial property to receive a reduction in property taxes.

Application of Act

The law applies only to a multifamily housing building, group of contiguous buildings of commercial property 15 years old or older, or vacant property that was vacant within the immediately preceding 15 years located in a commercial rehabilitation district of at least three acres in size as established by the local unit of government, or if it is used by a grocery store or delicatessen in an underserved urban or rural area. An exemption is provided to the three acre requirement, though, if the business is located in a downtown as determined by the local government. An exemption is also provided to the 15 year requirement if the property has been allocated a federal New Markets Tax Credit.

Eligibility for Exemptions

A local unit would first have to create a rehabilitation district, then could entertain applications for tax exemptions. The tax exemption would require approval by the local unit of government. A "qualified facility" would be exempt from property taxes, although not the land on which the rehabilitated property is located or personal property other than personal property assessed pursuant to sections 8(d) and 14(6) of the general property tax act. Instead, the facility would be subject to a newly created specific tax that would base the tax liability of the facility on its value prior to rehabilitation. The property tax exemption would last for one to ten years, as determined by the local unit of government.

To be eligible for an exemption, the facility rehabilitation could not begin more than six months before the application for the exemption certificate is filed. The abatement would not apply to local school operating taxes or the State Education Tax, and counties can reject establishment of the district. The tax exemption would also require the approval of the State Tax Commission.

A new exemption could not be granted under the act after December 31, 2015, but an exemption then in effect could continue until it expired. This act contains provisions very similar to those contained in Public Act 146 of 2000, known as the Obsolete Property Rehabilitation Act, which applies to blighted, functionally obsolete, and contaminated properties in core cities.

This law was originally created by PA 210 of 2005, but at that time was limited to the Summit Place Mall in Waterford. PA 554 of 2006 removed the limitation, and instead created the 3 acre (except for downtowns) and 15 year (except for New Market Tax Credit property) restrictions.

Other Key Provisions:

Creation of a Commercial Rehabilitation District. The legislative body of a city, village, or township could create one or more districts. A district could be established by the local legislative body on its own initiative or upon the written request of property owners with more than 50 percent of the taxable value of the property within a proposed district. Before adopting a resolution establishing a district, the local legislative body would have to give written notice by certified mail to the owners of all real property within the proposed district and afford an opportunity for a hearing at which property owners and other residents and taxpayers could appear and be heard. Notice of the hearing would have to be provided not less than ten days or more than 30 days before the hearing.

County Action. Within 28 days of receiving a copy of the resolution establishing a district, the county could reject its establishment. If the county had an elected county executive, he or she could notify the local unit in writing of the rejection; otherwise, rejection would require a resolution passed by the county board of commissioners.

Commercial Rehabilitation Exemption Certificate. The owner of qualified property within a district could file an application for an exemption certificate with the local clerk. The application would have to contain or be accompanied by a general description of the facility and the proposed use of the rehabilitated facility, the general nature and extent of rehabilitation to be undertaken, a descriptive list of the fixed building equipment that was to be part of the rehabilitation, a time schedule for the proposed work and its completion, and a statement of the economic advantages expected from the exemption, including the number of jobs to be retained or created as a result of rehabilitation, as well as the construction jobs involved. Upon receipt of an application, the local clerk would have to notify in writing the assessor of the local tax collecting unit and the legislative body of each taxing unit levying ad valorem taxes where the facility was located. Before acting on the application, the local legislative body would have to hold a public hearing and give public notice to the assessor, representatives of affected taxing units, and the general public.

Action by Local Legislative Body/State Tax Commission. The local legislative body would have to approve or disapprove the application for an exemption certificate, by resolution, within 60 days after its receipt by the clerk. Within 60 days of receiving the resolution from the local unit, the state tax commission would have to approve or disapprove the resolution. If approved, the exemption certificate would be issued to the applicant containing, among other things, the period of time authorized by the legislative body in which the rehabilitation must be completed. If the certificate was for less than 10 years, it would have to contain the factors, criteria, and objectives for extending the period of time, if any. The effective date of an exemption certificate would be the December 31 immediately following its issuance. An exemption certificate could be transferred and assigned by its holder to a new owner of the rehabilitated facility with the approval of the local unit.

Approval Criteria. An exemption certificate could not be approved unless, among other things, the rehabilitation of the facility began no earlier than six months before the applicant filed the application for the certificate; the completion of the rehabilitation was likely to increase commercial activity, create employment, retain employment, prevent a loss of employment, revitalize urban areas, or increase the number of residents in the community in which the facility was situated; the applicant stated in writing that the rehabilitation would not be undertaken without the exemption certificate; and the applicant was not delinquent in the payment of any taxes related to the facility.

Override of Taxable Value Limit. If the taxable value of the property proposed for an exemption, considered together with exemptions previously granted, exceeded five percent of the taxable value of the local unit, the legislative body would have to make a separate finding and include a statement in its resolution that exceeding that amount would not have the effect of substantially impeding the operation of the local unit or impairing the financial soundness of an affected taxing unit.

Required Reports. Local units would be required to report annually to the State Tax Commission on the status of each exemption, including the current value of exempted property, the number of jobs retained or created, and new residents. The Department of Treasury would use this information in making an annual report to the committees in the Senate and the House responsible for tax policy and economic development issues. After the act had been in effect for three years, the department would have to submit to those committees an economic analysis of the costs and benefits of the new act in the three local units where the exemption had been used the most.

Commercial Rehabilitation Tax. The owner of a qualified facility that had received an exemption certificate would pay a new specific tax instead of standard property taxes. The act contains the formula for determining tax liability. Generally speaking, it freezes the taxable value of the buildings at the level prior to rehabilitation. The taxable value of land and personal property would remain unchanged. The new specific tax would be an annual tax paid in the same manner as the property tax and, generally speaking, disbursed in the same manner.

Qualified Facility. Properties eligible for this program would be facilities devoted to such commercial activities as retail sales, office, engineering, research and development, warehousing, and parts distribution, and would include buildings previously used for industrial purposes that are to be converted to commercial business operations. Also eligible is vacant property which was commercial property within the preceding 15 years (recently added in PA 81 of 2011). Casino property and professional sports stadiums would not be eligible.

COMMERCIAL REHABILITATION ACT

Public Act 210 of 2005 encourages the rehabilitation of commercial property by abating the property taxes generated from new investment for a period up to 10 years. As defined, commercial property is a qualified facility that includes a building or group of contiguous buildings of commercial property that is 15 years or older, of which the primary purpose is the operation of a commercial business enterprise or multifamily residential use. A qualified facility may also include vacant property or other commercial property which, within the immediately preceding 15 years, was commercial property. Types of commercial business enterprises include office, engineering, research and development, warehousing, parts distribution, retail sales, and other commercial activities. Multifamily residential is housing that consists of five or more units. Commercial properties allocated new market tax credits are also considered a qualified facility.

Qualified retail food establishments are considered a qualified facility for purposes of granting the tax abatement. These establishments include a retail supermarket, grocery store, produce market, or delicatessen that offer unprocessed USDA-inspected meat and poultry products or meat products that carry the USDA organic seal, fresh fruits and vegetables, and dairy products for sale to the public. The qualified retail food establishment must be located in a "core community" as defined in the Obsolete Property Rehabilitation Act (PA 146 of 2000) or in an area designated as rural as defined by the United States Census Bureau and is located in an underserved area.

Commercial property does not include property that is to be used as a professional sports stadium or a casino. Land and personal property are not eligible for abatement under this act.

WHO IS ELIGIBLE?

"Qualified local government units" mean any city, village or township.

WHAT IS REHABILITATION?

Rehabilitation is defined as changes to qualified facilities that are required to restore or modify the property, together with all appurtenances, to an economically efficient condition. The new investment in the rehabbed property must result in improvements aggregating to more than 10 percent of the true cash value of the property at commencement of the rehabilitation of the qualified facility. Rehabilitation includes

the following: improvement of floor loads, correction of deficient or excessive height, new or improved fixed building equipment including heating, ventilation, and lighting, reducing multistory facilities to one or two stories, improved structural support including foundations, improved roof structure and cover, floor replacement, improved wall placement, improved exterior and interior appearance of buildings, and other physical changes required to restore or change the property to an economically efficient condition.

Rehabilitation also includes new construction on vacant property from which a previous structure has been demolished and if the new construction is an economic benefit to the local community as determined by the qualified local governmental unit.

Rehabilitation for a qualified retail food establishment also includes new construction.

WHAT IS THE PROCESS?

Before the Commercial Rehabilitation Exemption Certificate (i.e., property tax abatement) can be granted to the commercial property owner, the city, village or township by resolution of its legislative body, must establish a Commercial Rehabilitation District. The establishment of the district may be initiated by the local government unit or by owners of property comprising 50 percent of all taxable value of the property in the proposed district. The district must be at least three acres in size unless it is located in a downtown or business area or contains a qualified retail food establishment.

The city, village or township must hold a hearing to establish a Commercial Rehabilitation District. Notification of the hearing must be given to the county board of commissioners and all real property owners in the proposed district.

After the hearing is held and the local unit of government determines the district meets the requirements of the act, a copy of the resolution adopting the district shall be provided to the county where the district is established. Within 28 days, the county may accept or reject the establishment of the district. In a county with a county executive, the executive can write a letter rejecting the establishment of the district. In all other counties, the county board of commissioners can pass a resolution rejecting the establishment of the district.

MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

Once the district is established, the property owners may file an application with the local clerk for a Commercial Rehabilitation Exemption Certificate. Applications are available from the Michigan Department of Treasury. The local clerk shall provide written notification to the assessor of the local unit of government and each taxing jurisdiction that levies ad valorem property taxes of the application hearing. The city, village or township has 60 days after receipt of the application to either approve or disapprove the application. If denied, a reason must be given in the resolution. The assessor and applicant shall be sent a copy of the unapproved resolution by certified mail. If approved, the application and resolution must be sent to the State Tax Commission, which will certify or deny the application within 60 days. A resolution is not effective unless approved by the State Tax Commission.

COMMERCIAL REHABILITATION EXEMPTION CERTIFICATE

Upon approval by the State Tax Commission, a Commercial Rehabilitation Certificate is issued. The property owner must pay a Commercial Rehabilitation Tax rather than the normal property tax. The certificate must be issued for a period of at least one year, but cannot exceed 10 years. Certificates initially issued for less than 10 years may be extended, but shall not exceed 10 years. The criteria for extensions must be included in the resolution approving the abatement.

The Commercial Rehabilitation Tax freezes the taxable value of the building and exempts the new investment from local taxes. The school operating tax and the State Education Tax (SET) are still levied on the new investment. Land and personal property cannot be abated under this act.

DISCUSSION

In addition to the Commercial Rehabilitation Act (PA 210 of 2005), several other property tax abatements are available for the rehabilitation of commercial property in Michigan, including the *Commercial Redevelopment Act* (PA 255 of 1978) and the *Obsolete Property Rehabilitation Act* (PA 146 of 2000). Each act has unique eligibility requirements, processes, and lengths and terms of the abatement. Please refer to the Michigan Economic Development Corporation (MEDC) fact sheet for more information on each program and consult the authorizing statute to determine the best fit for your project needs.

CONTACT INFORMATION

For more information on the Commercial Rehabilitation Act, please contact the *CATeam specialist* assigned to your territory. For more general information, contact the MEDC customer contact center at 517.373.9808.

SUPPORTING STATUTES

PA 210 of 2005: Commercial Rehabilitation Act

Robert Donohue

From: Timothy Wilhelm [twilhelm@jrsilaw.com]
Sent: Friday, October 28, 2016 2:18 PM
To: Robert Donohue
Cc: Lynne Ladner
Subject: South Lyon - Comm'l Rehab
Attachments: Resolution establishing Commercial Rehab District.docx; Resolution approving Commercial Rehab Application.docx

Bob

I left a voicemail for Heather Cole at the State regarding Comm'l Rehab. She is out until next week. I have reviewed the statute in detail and hope to get some answers and additional information from the State. I think the City will need to prepare documents outlining the commercial rehab objectives, process of establishing a district and then receiving and acting on an application, and establishing criteria for the evaluation of such applications (e.g. level or amount of investment and number of jobs etc will be criteria in determining the number of years of CR exemption granted by city).

Also, I used the form documents available through the State's website to begin drafting resolutions to establish a commercial rehab district and to approve an application form. These are preliminary drafts.

As we have discussed, one of the threshold issues is to determine Oakland County's position on these types of exemptions because under the Act, the County can reject the city's attempts to establish commercial rehab districts.

I will circle back with you next week to discuss a plan of action on this so we can stay on schedule with the Council's timeline on this matter, although I am not certain what Council expects to receive from staff. At this point, I think the best we could do is present information on what the act allows and the requirements, the process, and forms to be used by the City.

Timothy S. Wilhelm



Johnson, Rosati, Schultz & Joppich, P.C.
27555 Executive Drive, Suite 250
Farmington Hills, MI 48331
Phone: (248) 489-4100; Fax: (248) 489-1726
Email: twilhelm@jrsilaw.com
Website: www.jrsilaw.com

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RESOLUTION NO. ____-2016

**CITY OF SOUTH LYON
OAKLAND COUNTY, MICHIGAN**

**RESOLUTION ESTABLISHING COMMERCIAL
REHABILITATION DISTRICT FOR
_____[APPLICANT]**

WHEREAS, pursuant to PA 210 of 2005, the City of South Lyon has the authority to establish "Commercial Rehabilitation Districts" within the City of South Lyon at the request of a commercial business enterprise; and

WHEREAS, _____(applicant) has filed a written request with the clerk of the City of South Lyon requesting the establishment of the Commercial Rehabilitation District for an area in the vicinity of _____(commercial enterprise address) located in the City of South Lyon hereinafter described; and

WHEREAS, the City Council of the City of South Lyon determined that the district meets the requirements set forth in sections 2(b) and 3 of PA 210 of 2005; and

WHEREAS, written notice has been given by certified mail to the county and all owners of real property located within the proposed district as required by section 3(3) of PA 210 of 2005; and

WHEREAS, on _____(date) a public hearing was held and all residents and taxpayers of the City of South Lyon were afforded an opportunity to be heard thereon; and

WHEREAS, the City of South Lyon deems it to be in the public interest of the City of South Lyon to establish the Commercial Rehabilitation District as proposed;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of South Lyon that the following described parcel(s) of land situated in the City of South Lyon, Oakland County, and State of Michigan, to wit:

_____(Legal Description of District)

be and here is established as a Commercial Rehabilitation District pursuant to the provisions of PA 210 of 2005 to be known as _____ (name of district)
Commercial Rehabilitation District No._____.

At a regular meeting of the City of South Lyon City Council, a motion was made by Council Member _____, supported by Council Member _____, to adopt the above resolution.

Ayes:
Nays:
Absent:

RESOLUTION DECLARED [ADOPTED/FAILED] on this ____ day of _____, 2016.

CERTIFICATION

I certify that this resolution was duly adopted by the City Council of the City of South Lyon on _____, ____, 2016.

Lisa Deaton
City Clerk
South Lyon

RESOLUTION NO. ____-2016

**CITY OF SOUTH LYON
OAKLAND COUNTY, MICHIGAN**

**RESOLUTION
REHABILITATION
APPLICATION FOR
LOCATED AT _____**
**APPROVING
EXEMPTION
[ADDRESS]**
**COMMERCIAL
CERTIFICATE
[APPLICANT]**

WHEREAS, the City of South Lyon legally established the Commercial Rehabilitation District _____ (district name) on _____ (date), after a public hearing held on _____ (date); and

*WHEREAS, the taxable value of the property proposed to be exempt plus the aggregate taxable value of property previously exempt and currently in force under Public Act 210 of 2005 (exceeds/does not exceed) five percent (5%) of the total taxable value of the City of South Lyon; and

~~**WHEREAS, exceeding five percent (5%) will not have the effect of substantially impeding the operation of the (governmental unit) or of impairing the financial soundness of an affected taxing unit; and~~

WHEREAS, a public hearing was held on the application as provided by section 4(2) of Public Act 210 of 2005 on _____ (date); and

WHEREAS, the _____ (applicant) is not delinquent in any taxes related to the facility; and

~~**WHEREAS, the application was approved for less than 10 years and the following (factors, criteria and objectives, if any) are necessary for extending the exemption; and~~

WHEREAS, the application is for commercial property as defined in section 2(a) of Public Act 210 of 2005; and

WHEREAS, the applicant (name) has provided answers to all required questions under the application instructions to the City of South Lyon; and

WHEREAS, the City of South Lyon requires that rehabilitation of the facility shall be completed by _____ (date); and

WHEREAS, the commencement of the rehabilitation of the facility did not occur more than six (6) months prior to the filing of the application for exemption; and

WHEREAS, the application relates to a rehabilitation program that when completed constitutes a qualified facility within the meaning of Public Act 210 of 2005 and that is situated within a Commercial Rehabilitation District established under Public Act 210 of 2005; and

WHEREAS, completion of the qualified facility is calculated to, and will at the time of issuance of the certificate, have the reasonable likelihood to, (increase commercial activity, create employment, retain employment, prevent a loss of employment, revitalize urban areas, or increase the number of residents in the community) in which the facility is situated; and

WHEREAS, the rehabilitation includes improvements aggregating ten percent (10%) or more of the true cash value of the property at commencement of the rehabilitation as provided by section 2(j) of Public Act 210 of 2005.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of South Lyon

Be and hereby is granted a Commercial Rehabilitation Exemption for the real property, excluding land, located in Commercial Rehabilitation District (district name) at (project address) for a period of (years) years, beginning December 31, (year STC approves), and ending December 30, (up to ten years after beginning date), pursuant to the provisions of PA 210 of 2005, as amended.

Comment [TW1]: This is awkward language – and appears to infer that all property located in the CR District is receiving the exemption. If this is not the case, then the language should be revised to limit the exemption to specific property and applicant.

At a regular meeting of the City of South Lyon City Council, a motion was made by Council Member _____, supported by Council Member _____, to adopt the above resolution.

Ayes:
Nays:
Absent:

RESOLUTION DECLARED [ADOPTED/FAILED] on this ____ day of _____, 2016.

CERTIFICATION

I certify that this resolution was duly adopted by the City Council of the City of South Lyon on _____, 2016.

Lisa Deaton
City Clerk
South Lyon

This statement is required on every resolution. However, the ** statement is not required unless your answer to the * statement is yes it does exceed 5%. If the answer to * is no you may remove the ** statement from the resolution altogether.

**If an application was approved for 10 years remove this statement. If the application was approved for less than 10 years and you want to offer the option of extending

the certificate term in the future you must list the criteria, etc., for extending the certificate. If you don't wish to extend the certificate in the future, state that the certificate will not be extended in place of the criteria statement.

Robert Donohue

From: Timothy Wilhelm [twilhelm@jrsjlaw.com]
Sent: Tuesday, January 10, 2017 1:33 PM
To: Robert Donohue
Cc: Lynne Ladner
Subject: South Lyon - Commercial Rehab
Attachments: DOC011017.pdf

Bob

I do not remember if I included the attached Commercial Rehab policy in the documents I sent earlier about tax abatements and economic development incentives. Nonetheless, I came across the attached policy while going through some documents relating to city business.

Also, I saw that City of Howell just approved a commercial redevelopment district. I will reach out to the City attorney and see what I can find out.

Timothy S. Wilhelm



Johnson, Rosati, Schultz & Joppich, P.C.
27555 Executive Drive, Suite 250
Farmington Hills, MI 48331
Phone: (248) 489-4100; Fax: (248) 489-1726
Email: twilhelm@jrsjlaw.com
Website: www.jrsjlaw.com

The information contained in this communication is intended for the use of the recipient named above and contains confidential and legally privileged information. If the reader of this communication is not the intended recipient, do not read, copy, disseminate or distribute it. You are hereby notified that any dissemination, distribution, or copying of this communication, or any of its contents, is strictly prohibited. If you have received this communication in error, please re-send this communication to the sender and delete the original message and any copy of it from your computer system. If you need any additional information, please contact the sender at (248) 489-4100. Thank you.

Policy and Standards for Commercial Rehabilitation Districts
For the
City of South Lyon

Act 255 of 1978 allows the City of South Lyon to establish Commercial Redevelopment Districts and to grant Commercial Facilities Exemption Certificates. These certificates grant property tax benefits to corporations and/or small business firms that restore or replace existing structures, or that build new facilities within an established redevelopment district. The purpose of the tax benefit is to:

- a) encourage commercial activity
- b) restore obsolete buildings
- c) retain employment
- d) create employment

The following policy guidelines are proposed for the purpose of evaluating applications for Commercial Facilities Exemption Certificates. To determine compliance with the guidelines, the City must have an administrative review of each applicant's impact on the City's environment in accordance with the following policies and Section 5 of Act 255 of 1978

- 1) Zoned commercial or (industrial) three (3) years prior to June 21, 1978.
- 2) Cleared due to blighted condition or fire; or
- 3) Cleared in accordance with plans formulated by a Downtown Development Authority (DDA), an Urban Redevelopment Corporation or under the Shopping Area Redevelopment Act.
- 4) The restoration, replacement or construction of the facility cannot have begun before the establishment of the district.
- 5) The City shall determine that the granting of an exemption certificate, when considered in aggregate with the state equalized valuation of other properties under certificates, either:
 - a) Does not exceed 5 percent of the State equalized valuation of the municipality, or
 - b) Does not impede the operation of the local government unit or impair the financial soundness of any affected taxing unit.
- 6) An application for an exemption certificate must be filed within 45 days of the commencement of the restoration, replacement, or construction.
- 7) A certificate shall be issued only if the project can be expected to increase commercial activity, and create or return employment.

- 8) Commercial facilities eligible for tax benefits under Act 255 are those primarily used for the operation of a commercial business and other facilities related to them such as offices, engineering, research and development, warehousing, parts distribution, and retail sales. The following are not eligible:

- a) Land
- b) Property of a public utility
- c) Housing
- d) A financial organization
- e) Improvement which represents less than 10% of the true cash value of the property

- 9) In accordance with Section 14 of Act 255, the City may revoke the exemption if the facility has not been completed within two years after the effective date of the certificate, or if the purposes for which the certificate was issued are not being fulfilled in good faith.

- 10) All necessary compliance to the City Zoning Ordinance as amended, including site plan review procedures, have been completed.

- 11) All appropriate fees have been paid:

50.00

Filing Fee \$125.00 which includes: Application to establish Commercial Redevelopment District and Application for a Commercial Facilities Exemption Certificate.

It is the intention of the City to use this act to encourage commercial development of properties which show the greatest need for new or rehabilitated commercial facilities and the property could not likely be developed, otherwise. Furthermore, it is the intent of the City to direct commercial development or redevelopment into a community development general plan where the City can encourage development to follow the master plan.

Any decision made to grant tax abatement will be made solely on its benefit to the City. It will serve the City no benefit to grant commercial redevelopment district status and grant tax abatement if the property in question is likely to be developed without the assistance of P. A. 255.

All certificates that are issued by the City of South Lyon will be issued under the following conditions:

- 1) Minor improvements to exterior and interior of facility representing 10% - 20% of the existing true cash value shall be issued a certificate for a maximum period of 3 years.
- 2) New construction 6 years: *up to 6 yrs maximum*
- 3) Major renovation, demolition, rebuilding a replacement facility 12 years. *up to 12 yrs, maximum*



Commercial Rehabilitation Tax Abatement (PA 210)

Application Guidelines

October 21, 2008

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Section A – Commercial Rehabilitation Tax Abatement (PA 210) Application Guidelines

Section B – Criteria for Granting Commercial Rehabilitation Tax Abatements

Section C – Commercial Rehabilitation Application Process

Section D – Commercial Rehabilitation Tax Exemption Applicant Checklist of Documents and Attachments

Section A – Commercial Rehabilitation Tax Abatement (PA 210) Application Guidelines

Introduction

The intent of this document is to outline the policies and procedures adopted by the City of Ypsilanti regarding the abatement of taxes for property owners that rehabilitate certain commercial facilities within designated districts. The City of Ypsilanti's urban environment, heritage and culture present the community with a unique opportunity to encourage and support sustainable economic development. The City is committed to working closely with entrepreneurs, business owners and developers to provide a business-friendly climate while meeting the needs of the Ypsilanti community.

Commercial Rehabilitation Facts

Similar to the OPRA tax exemption, the City of Ypsilanti can provide property tax abatement for a period of 1 to 10 years for owners of certain rehabilitated commercial facilities in designated districts. The key distinctions between the Commercial Rehabilitation Tax Credit and the OPRA include OPRA's need for an obsolete or blighted designation, size and/or area requirements of the Commercial Rehabilitation District and the potential for the Obsolete Property Exemption Certificate to qualify for exemption for one-half of the school millage.

A Commercial Rehabilitation Tax Exemption Certificate freezes the property at its pre-rehabilitated value, effectively allowing the rehabilitation to be property tax free, with the exception of school operating taxes. The property owner will receive a yearly commercial rehabilitation tax rather than the normal property tax. The cost of rehabilitation must be equal to 10 percent or more of the true cash value of the property at the beginning of the project.

Land and most personal property are not eligible for a tax reduction.

The City of Ypsilanti, in an ongoing spirit of cooperation and collaboration, expects all applicants to be current in their property tax payments, hold no liens against their property, have no outstanding fines, and be in compliance with all city codes.

The period of time for Commercial Rehabilitation Certificates is determined by City Council. The length of the exemption may be extended by the local government unit so long as the original certificate states the conditions upon which an extension is valid, those conditions are met, and the certificate expires within 10 years of project completion.

Ypsilanti City Council retains discretionary power for final determination and is not bound to using the information included in this packet when acting on a request for a Commercial Rehab Tax Abatement.

Eligible facilities

The district has to be greater than three acres in size, unless located inside a city designated downtown or business district. Counties may choose whether or not to participate in the tax exemption.

Qualifying buildings must be a multifamily or commercial building that is at least 15 years old. This description includes a building or group of contiguous buildings of commercial property that has been allocated New Market Tax Credits.

"Commercial properties" include commercial business enterprises and related property under the same ownership, multifamily housing consisting of 5 or more units, or a building or group of contiguous buildings previously used for industrial purposes that will be converted for a commercial business enterprise. Public utilities, stadiums and casinos are not eligible.

Revocation

If at any time during the abatement period the terms and conditions are violated, the exemption may be revoked. The abatement holder is required to keep all property taxes current to receive tax abatement. This shall include real and personal property assessed to the abatement holder at all locations within the City of Ypsilanti.

Questions?

Contact the Planning and Development Department at (734) 483-9646 with further questions regarding Commercial Rehabilitation Tax Exemptions.

Section B – Criteria for Granting Commercial Rehabilitation Tax Abatements

Priority will be given to applicants whose proposed projects can meet or exceed the City's criteria for granting tax abatements. Supporting evidence for any application must demonstrate that:

- 1) no outstanding back taxes, fines, or liens are owed to the city
 - 2) upon completion of the project, a certificate of occupancy has been obtained
 - 3) the applicant will offer employees a living wage (currently \$10/ hour without health benefits and \$8.50/hour with health benefits) who work on the improvement or expansion of the facility, and to other employees of the applicant working in the workplace or location receiving the abatement
 - 4) the applicant, contactors, sub-contractors and tenants will make a concerted effort to employ primarily residents of the City of Ypsilanti
 - 5) the project will use context sensitive design in building development with special attention to storm water management and energy efficient design
 - 6) preferably, new projects represent new economy businesses, green technologies, and/or innovative business models.
 - 7) the implementation of a project has not begun prior to tax abatement approval
 - 8) the applicant is an equal opportunity employer
 - 9) the project is in compliance with Historic District Commission guidelines, if applicable
-
- 10) evidence that the tax abatement is required for the success of the project in the form of a written statement addressed to City Council as well as a pro forma submitted with application materials

Applications will further be considered in light of the following general economic development/redevelopment goals of the City of Ypsilanti:

1. Promoting the growth and expansion of existing businesses and the growth and development of local entrepreneurs.
2. Encouraging the adaptive reuse of historic and underutilized buildings including properties that are currently tax exempt, and supporting Brownfield cleanup and redevelopment.

3. Attracting businesses that diversify the city's commercial and industrial base and contribute to the economic and social well-being of the community.
4. Supporting and attracting businesses that further develop the local workforce by increasing the personal income of residents, diversifying the job base, and creating new jobs.
5. Promoting energy efficiency in building renovations and rebuilds.
6. Continuously improving the quality of life in Ypsilanti.

Any portion of this policy or the procedures outlined may be waived by the City Council if it is in the best interest of the City and in accordance with State law. The City of Ypsilanti also reserves the right to consider additional goals and criteria that are consistent with the interests of the City.

Section C – Commercial Rehabilitation Application Process

- 1) A written request is made from the applicant to the city regarding the creation of a Commercial Rehabilitation District
 - 2) Creation of Commercial Rehabilitation District by the City
 - Notice is given by certified mail to property owners within the proposed district
 - A public hearing is held regarding the proposed district
 - A resolution to create the Commercial Rehabilitation District is adopted by City Council
 - 3) After the hearing is held, a copy of the resolution creating the district is sent to Washtenaw County for approval. The County may reject the establishment of a district within 28 days of City Council's approval. This may be done by a County Executive or a Board of Commissioners.
 - 4) Once a District is established, the application for certificate of exemption may be filed by the property owner. Applications are available from the Michigan Department of Treasury. The application and all supporting materials are submitted to the Ypsilanti City Clerk's Office. The applicant must demonstrate through application materials that the project would not be able to occur without receiving the Commercial Rehabilitation Tax Abatement.
 - 5) The Clerk's office notifies the Assessor and all taxing bodies.
 - 6) City Council has 60 days to take action on the application. If disapproved, a copy of the decision is sent to the applicant and the City Assessor via certified mail. If approved, the application and the materials are sent to the State Tax Commission, where they are acted upon within 60 days (either approved or disapproved).
-

Section D – Commercial Rehabilitation Tax Exemption Applicant Checklist of Documents and

Four copies of each of the following materials should be submitted to the City:

- ☐ a statement of interest regarding the creation of a Commercial Rehabilitation District. Please include a description of the proposed district
- ☐ complete Commercial Rehabilitation application submitted to City Clerk's Office with all supporting materials
- ☐ application fee paid
- ☐ a detailed statement regarding the need for receiving Commercial Rehabilitation certificates to complete the proposed project. The statement should include a detailed description of the proposed project and should address the project in relation to the City criteria for granting Commercial Rehabilitation Tax Abatements and economic development goals (found in this packet)
- ☐ a pro forma
- ☐ a complete list of renovation costs

It is the burden of the applicant to provide sufficient materials to support an application. The City of Ypsilanti holds no responsibility in the submission of an application or supporting materials. Incomplete applications will not be considered.

Date Stamp

City Clerk sign when complete

**SAMPLE RESOLUTION TO ESTABLISH A COMMERCIAL
REHABILITATION DISTRICT**

Minutes of a (regular/special) meeting of the (governing body) of the (governmental unit), held on (date), at (place) in (location) at (time).

PRESENT:

ABSENT:

The following preamble and resolution were offered by _____, and supported by _____.

**Resolution (resolution number) Establishing Commercial Rehabilitation District for
(applicant)**

WHEREAS, pursuant to PA 210 of 2005, the (governmental unit) has the authority to establish "Commercial Rehabilitation Districts" within the (governmental unit) at request of a commercial business enterprise; and

WHEREAS, (applicant) has filed a written request with the clerk of the (governmental unit) requesting the establishment of the Commercial Rehabilitation District for an area in the vicinity of (commercial enterprise address) located in the (governmental unit) hereinafter described; and

WHEREAS, the (governing body) of the (governmental unit) determined that the district meets the requirements set forth in sections 2(b) and 3 of PA 210 of 2005; and

WHEREAS, written notice has been given by certified mail to the county and all owners of real property located within the proposed district as required by section 3(3) of PA 210 of 2005; and

WHEREAS, on (date) a public hearing was held and all residents and taxpayers of the (governmental unit) were afforded an opportunity to be heard thereon; and

WHEREAS, the (governmental body) deems it to be in the public interest of the (governmental unit) to establish the Commercial Rehabilitation District as proposed;

NOW, THEREFORE, BE IT RESOLVED by the (governing body) of the (governmental unit) that the following described parcel(s) of land situated in the (governmental unit), (county), and State of Michigan, to wit:

(Legal Description of District)

be and here is established as a Commercial Rehabilitation District pursuant to the provisions of PA 210 of 2005 to be known as (name of district) Commercial Rehabilitation District No. _____.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the (governing body) of the (governmental unit), County of (____), Michigan at a (regular/special) meeting held on (date).

Clerk

*Note: If the district is established by the governing body's own initiatives please indicate the purpose of establishing the district and the economic advantages to the community.

**SAMPLE RESOLUTION TO APPROVE A COMMERCIAL REHABILITATION
EXEMPTION CERTIFICATE APPLICATION, PA 210 OF 2005, AS AMENDED**

Minutes of a (regular/special) meeting of the (governing body) of the (governmental unit), held on (date), at (place) in (location) at (time).

PRESENT:

ABSENT:

The following preamble and resolution were offered by _____, and supported by _____.

**Resolution (resolution number) Approving Commercial Rehabilitation Exemption
Certificate Application for (applicant) Located at (address of project)**

WHEREAS, the (governmental unit) legally established the Commercial Rehabilitation District (district name) on (date), after a public hearing held on (date); and

*WHEREAS, the taxable value of the property proposed to be exempt plus the aggregate taxable value of property previously exempt and currently in force under Public Act 210 of 2005 (exceeds/does not exceed) 5% of the total taxable value of the (governmental unit); and

**WHEREAS, exceeding 5% will not have the effect of substantially impeding the operation of the (governmental unit) or of impairing the financial soundness of an affected taxing unit; and

WHEREAS, a public hearing was held on the application as provided by section 4(2) of Public Act 210 of 2005 on (date); and

~~WHEREAS, the (applicant) is not delinquent in any taxes related to the facility; and~~

***WHEREAS, the application was approved for less than 10 years and the following (factors, criteria and objectives, if any) are necessary for extending the exemption; and

WHEREAS, the application is for commercial property as defined in section 2(a) of Public Act 210 of 2005; and

WHEREAS, the applicant (name) has provided answers to all required questions under the application instructions to the (governmental unit); and

WHEREAS, the (governmental unit) requires that rehabilitation of the facility shall be completed by (date); and

WHEREAS, the commencement of the rehabilitation of the facility did not occur more than six months prior to the filing of the application for exemption; and

WHEREAS, the application relates to a rehabilitation program that when completed constitutes a qualified facility within the meaning of Public Act 210 of 2005 and that is situated within a Commercial Rehabilitation District established under Public Act 210 of 2005; and

WHEREAS, completion of the qualified facility is calculated to, and will at the time of issuance of the certificate, have the reasonable likelihood to, (increase commercial activity, create employment, retain employment, prevent a loss of employment, revitalize urban areas, or increase the number of residents in the community) in which the facility is situated; and

WHEREAS, the rehabilitation includes improvements aggregating 10% or more of the true cash value of the property at commencement of the rehabilitation as provided by section 2(j) of Public Act 210 of 2005.

NOW, THEREFORE, BE IT RESOLVED by the (governing body) of the (governmental unit)

Be and hereby is granted a Commercial Rehabilitation Exemption for the real property, excluding land, located in Commercial Rehabilitation District (district name) at (project address) for a period of (years) years, beginning December 31, (year STC approves), and ending December 30, (up to ten years after beginning date), pursuant to the provisions of PA 210 of 2005, as amended.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the (governing body) of the (governmental unit), County of (____), Michigan at a (regular/special) meeting held on (date).

Clerk

*This statement is required on every resolution. However, the ** statement is not required unless your answer to the * statement is yes it does exceed 5%. If the answer to * is no you may remove the ** statement from the resolution altogether.

***If an application was approved for 10 years remove this statement. If the application was approved for less than 10 years and you want to offer the option of extending the certificate term in the future you must list the criteria, etc..., for extending the certificate. If you don't wish to extend the certificate in the future, state that the certificate will not be extended in place of the criteria statement.

Commercial Rehabilitation Exemption Application Checklist

Applicant Name: _____

GENERAL INFORMATION NEEDED FOR ALL APPLICATIONS:

- ☐ Completed Department of Treasury application Form 4507.
- ☐ Certified copy of the resolution approving the application (must include the following statements):
 - ☐ The district was legally established after a hearing, inclusive of hearing date.
 - ☐ SEV of real and personal property WILL/WILL NOT exceed 5% of
 - ☐ If exceeds 5% ...shall not have the effect of substantially impeding or impairing the ...
 - ☐ Application was approved at a public hearing, inclusive of hearing date.
 - ☐ Statement that the applicant is not delinquent in any taxes.
 - ☐ The application is for commercial property as defined in 2(a).
 - ☐ Time period authorized by LGU for construction.
 - ☐ Answers to questions in instructions were provided.
 - ☐ If the application is approved for less than 10 years, the criteria required for extension or not.
 - ☐ Commencement of the rehabilitation of the facility did not occur earlier than 6 months...
 - ☐ Application relates to a rehabilitation program that when completed....
 - ☐ Completion of the qualified facility is calculated to...
 - ☐ Includes improvements aggregating 10% or more of TCV at commencement.
- ☐ Separate attachment (must include the answers to the following questions):
 - ☐ General description of the qualified facility (year built, original use, recent use, sq. ft. & stories).
 - ☐ Proposed use of the qualified facility.
 - ☐ Detailed description of the rehabilitation to be undertaken, preferably itemized lists.
 - ☐ Descriptive list of fixed building equipment that is part of the qualified facility.
 - ☐ Time schedule for rehabilitation.
 - ☐ Expected economic advantages from exemption.
- ☐ Legal description of the real property.

QUALIFIED RETAIL FOOD ESTABLISHMENTS ONLY:

- ☐ Completed Department of Treasury Form 4753.
- ☐ Description of the "underserved area."

TRANSFERS ONLY:

- ☐ Certified copy of the resolution approving the transfer.

REVOCATIONS ONLY

Statutory Reason for Revocation: _____

- ☐ Certified copy of the resolution approving the revocation.

STATE USE ONLY		
Application Number	Date Received	LUCI Code

Application for Commercial Rehabilitation Exemption Certificate

Issued under authority of Public Act 210 of 2005, as amended.

Read the instructions page before completing the form. **This application should be filed after the commercial rehabilitation district is established.** The applicant must complete Parts 1, 2 and 3 and file one original application form (with required attachments) and one additional copy with the clerk of the local governmental unit (LGU). Attach the legal description of property on a separate sheet. This project will not receive tax benefits until approved by the State Tax Commission (STC). Applications received after October 31 may not be acted upon in the current year. This application is subject to audit by the STC.

PART 1: OWNER / APPLICANT INFORMATION (applicant must complete all fields)			
Applicant (Company) Name (applicant must be the owner of the facility)		NAICS or SIC Code	
Facility's Street Address	City	State	ZIP Code
Name of City, Township or Village (taxing authority)	County	School District Where Facility is Located	
<input type="checkbox"/> City	<input type="checkbox"/> Township	<input type="checkbox"/> Village	
Date of Rehabilitation Commencement (mm/dd/yyyy)	Planned Date of Rehabilitation Completion (mm/dd/yyyy)		
Estimated Cost of Rehabilitation	Number of Years Exemption Requested (1-10)		
Expected Project Outcomes (check all that apply)			
<input type="checkbox"/> Increase Commercial Activity			
<input type="checkbox"/> Retain Employment			
<input type="checkbox"/> Revitalize Urban Areas			
<input type="checkbox"/> Create Employment			
<input type="checkbox"/> Prevent Loss of Employment			
<input type="checkbox"/> Increase Number of Residents in Facility's Community			
No. of jobs to be created due to facility's rehabilitation	No. of jobs to be retained due to facility's rehabilitation	No. of construction jobs to be created during rehabilitation	
PART 2: APPLICATION DOCUMENTS			
Prepare and attach the following items:			
<input type="checkbox"/> General description of the facility (year built, original use, most recent use, number of stories, square footage)		<input type="checkbox"/> Statement of the economic advantages expected from the exemption	
<input type="checkbox"/> Description of the qualified facility's proposed use		<input type="checkbox"/> Legal description	
<input type="checkbox"/> Description of the general nature and extent of the rehabilitation to be undertaken		<input type="checkbox"/> Description of the "underserved area" (Qualified Retail Food Establishments only)	
<input type="checkbox"/> Descriptive list of the fixed building equipment that will be a part of the qualified facility		<input type="checkbox"/> Commercial Rehabilitation Exemption Certificate for Qualified Retail Food Establishments (Form 4753) (Qualified Retail Food Establishments only)	
<input type="checkbox"/> Time schedule for undertaking and completing the facility's rehabilitation			
PART 3: APPLICANT CERTIFICATION			
Name of Authorized Company Officer (no authorized agents)		Telephone Number	
Fax Number		E-mail Address	
Street Address	City	State	ZIP Code
<i>I certify that, to the best of my knowledge, the information contained herein and in the attachments is truly descriptive of the property for which this application is being submitted. Further, I am familiar with the provisions of Public Act 210 of 2005, as amended, and to the best of my knowledge the company has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local governmental unit and the issuance of a Commercial Rehabilitation Exemption Certificate by the State Tax Commission.</i>			
<i>I further certify that this rehabilitation program, when completed, will constitute a rehabilitated facility, as defined by Public Act 210 of 2005, as amended, and that the rehabilitation of this facility would not have been undertaken without my receipt of the exemption certificate.</i>			
Signature of Authorized Company Officer (no authorized agents)		Title	Date

PART 4: ASSESSOR RECOMMENDATIONS (assessor of LGU must complete Part 4)			
Provide the Taxable Value and State Equalized Value of Commercial Property, as provided in Public Act 210 of 2005, as amended, for the tax year immediately preceding the effective date of the certificate (December 31 of the year approved by the STC).			
	Taxable Value	State Equalized Value (SEV)	
Land			
Building(s)			
The property to be covered by this exemption may not be included on any other specific tax roll while receiving the Commercial Rehabilitation Exemption. For example, property on the Eligible Tax Reverted Property (Land Bank) specific tax roll cannot be granted a Commercial Rehabilitation Exemption that would also put the same property on the Commercial Rehabilitation specific tax roll.			
<input type="checkbox"/> By checking this box I certify that, if approved, the property to be covered by this exemption will be on the Commercial Rehabilitation Exemption specific tax roll and not on any other specific tax roll.			
Name of Local Government Body			
Name of Assessor (first and last name)		Telephone Number	
Fax Number		E-mail Address	
I certify that, to the best of my knowledge, the information contained in Part 4 of this application is complete and accurate.			
Assessor's Signature			Date
PART 5: LOCAL GOVERNMENT ACTION (clerk of LGU must complete Part 5)			
Action Taken By LGU (attach a certified copy of the resolution):			
<input type="checkbox"/> Exemption approved for _____ years, ending December 30, _____ (not to exceed 10 years)			
<input type="checkbox"/> Exemption Denied			
Date District Established (attach resolution for district)	Local Unit Classification Identification (LUCI) Code	School Code	
PART 6: LOCAL GOVERNMENT CLERK CERTIFICATION (clerk of LGU must complete Part 6)			
Clerk's Name (first and last)		Telephone Number	
Fax Number		E-mail Address	
Mailing Address	City	State	ZIP Code
LGU Contact Person for Additional Information	LGU Contact Person Telephone Number	Fax Number	
I certify that, to the best of my knowledge, the information contained in this application and attachments is complete and accurate and hereby request the State Tax Commission issue a Commercial Rehabilitation Exemption Certificate, as provided by Public Act 210 of 2005, as amended.			
Clerk's Signature			Date

The clerk must retain the original application at the local unit and mail one copy of the completed application with attachments to:

State Tax Commission
P.O. Box 30471
Lansing, MI 48909

Instructions for Completing Form 4507

Application for Commercial Rehabilitation Exemption Certificate

The Commercial Rehabilitation Exemption Certificate was created by Public Act 210 of 2005, as amended. The application is initially filed, reviewed, and approved by the LGU and then reviewed and approved by the State Tax Commission. According to Section 3 of Public Act 210 of 2005, as amended, the LGU must establish a Commercial Rehabilitation District. **Rehabilitation may commence after establishment of the Commercial Rehabilitation District.**

Owner / Applicant Instructions

1. Complete Parts 1, 2 and 3 of application
2. Prepare and attach all documents required under Part 2 of the application:
 - a. General description of the facility (year built, original use, most recent use, number of stories, square footage)
 - b. Description of the qualified facility's proposed use
 - c. Description of the general nature and extent of the rehabilitation to be undertaken
 - d. Descriptive list of the fixed building equipment that will be a part of the qualified facility
 - e. Time schedule for undertaking and completing the facility's rehabilitation
 - f. Statement of the economic advantages expected from the exemption
 - g. Legal description of the facility
 - h. Description of the "underserved area" (Qualified Retail Food Establishments only)
3. Qualified Retail Food Establishments:
 - a. Complete Part 1 of the *Commercial Rehabilitation Exemption Certification for Qualified Retail Food Establishments* (Form 4753). Submit to LGU clerk along with application.
 - b. Describe the "underserved area" and provide supporting documentation to show how the project area meets one or more of the following requirements:
 - i. An area that contains a low to moderate income census tract(s) which, based on per capita income, are tracts below the 66.67 percentile (\$23,643 in 1999 dollars) and a below average supermarket density
 - ii. An area that has a supermarket customer base with more than 50% living in a low income census tract(s) which based on the per capita income, are tracts below the 66.67 percentile (\$23,643 in 1999 dollars)
 - iii. An area that has demonstrated significant access limitations due to travel distance and has no Qualified Retail Food Establishments within two miles of the geo-center for an urban area or has no Qualified Retail Food Establishments within nine miles of the geo-center for a rural area.

For assistance in determining the project area's eligibility, visit www.michigan.gov/propertytaxexemptions and click on Commercial Rehabilitation Act.

4. Submit the application and all attachments to the clerk of the LGU where the property is located.

LGU Assessor Instructions

Complete and sign Part 4 of the application.

LGU Clerk Instructions

1. After LGU action, complete Part 5 of the application.
2. After reviewing the application for complete and accurate information, complete Part 6 and sign the application to certify the application meets the requirements as outlined by Public Act 210 of 2005, as amended.
3. Assemble the following for a complete application:
 - a. Completed *Application for Commercial Rehabilitation Exemption Certificate* (Form 4507)
 - b. All required attachments listed under Part 2
 - c. A copy of the resolution by the LGU establishing the district
 - d. A certified copy of the resolution by the LGU approving the application
 - e. Complete Form 4753 (Qualified Retail Food Establishments only)
4. Submit the completed application to: State Tax Commission, P.O. Box 30471, Lansing, MI 48909

Application Deadline

The State Tax Commission must receive complete applications on or before October 31 to ensure processing and certificate issuance for the following tax year. Applications received after October 31 may not be processed in time for certificate issuance for the following tax year.

For guaranteed receipt by the State Tax Commission, send applications and attachments via certified mail.

If you have questions or need additional information or sample documents, visit www.michigan.gov/propertytaxexemptions or call (517) 373-2408.

**State Tax Commission
Policy Statement
for
Commercial Rehabilitation Act
(PA 210 of 2005, as amended)
Applications**

Effective immediately, all Public Act 210 of 2005 Commercial Rehabilitation applications submitted to the State Tax Commission are required to indicate the prior year's actual taxable value, rather than a zero (\$0) taxable value based on a prior year's tax exempt status. The local governmental unit's assessor shall determine the property's prior year actual taxable value as if the property had not been tax exempt. A Commercial Rehabilitation exemption will not be issued or frozen at a zero taxable value that is the result of a prior year's tax exempt status.

COMMERCIAL REDEVELOPMENT ACT
Act 255 of 1978

AN ACT to provide for the establishment of commercial redevelopment districts in local governmental units; to provide for the exemption from certain taxes; to levy and collect a specific tax upon the owners of certain facilities; to provide for the disposition of the tax; to provide for the obtaining and transferring of an exemption certificate and to prescribe the contents of those certificates; to prescribe the powers and duties of the state tax commission and certain officers of local governmental units; and to provide remedies and penalties.

History: 1978, Act 255, Imd. Eff. June 21, 1978.

Compiler's note: For transfer of powers and duties under the commercial redevelopment act from the department of commerce to the chief executive officer of the Michigan jobs commission, see E.R.O. No. 1996-2, compiled at MCL 445.2001 of the Michigan Compiled Laws.

The People of the State of Michigan enact:

207.651 Short title.

Sec. 1. This act shall be known and may be cited as the "commercial redevelopment act".

History: 1978, Act 255, Imd. Eff. June 21, 1978.

Compiler's note: For transfer of powers and duties under the commercial redevelopment act from the department of commerce to the chief executive officer of the Michigan jobs commission, see E.R.O. No. 1996-2, compiled at MCL 445.2001 of the Michigan Compiled Laws.

207.652 Meanings of words and phrases.

Sec. 2. For the purposes of this act, the words and phrases defined in sections 3 and 4 have the meanings ascribed to them in those sections.

History: 1978, Act 255, Imd. Eff. June 21, 1978.

207.653 Meanings of words and phrases.

Sec. 3. (1) "Commercial facilities tax" means the specific tax levied under this act.

(2) "Commercial facilities exemption certificate" means a certificate issued pursuant to section 8.

(3) "Commercial property" means land improvements classified by law for general ad valorem tax purposes as real property including real property assessable as personal property pursuant to sections 8(d) and 14(6) of the general property tax act, 1893 PA 206, MCL 211.8 and 211.14, whether completed or in the process of construction, the primary purpose and use of which is the operation of a commercial business enterprise and shall include office, engineering, research and development, warehousing parts distribution, retail sales, hotel or motel development, and other commercial facilities. Commercial business enterprise also includes a business that owns or operates a transit-oriented development or a transit-oriented facility. Commercial property does not include any of the following:

(a) Land.

(b) Property of a public utility.

(c) Housing, except that portion of a building containing nonhousing commercial activity.

(d) Financial organization. As used in this subdivision, "financial organization" means a bank, industrial bank, trust company, building and loan or savings and loan association, bank holding company as defined in 12 USC 1841, credit union, safety and collateral deposit company, regulated investment company as defined in the internal revenue code, and any other association, joint stock company, or corporation at least 90% of whose assets consist of intangible personal property and at least 90% of whose gross receipts income consists of dividends or interest or other charges resulting from the use of money or credit. The exclusion of financial institutions shall not apply to the otherwise included property of financial institutions which is located in the designated area of a city that is either the largest city in population within the county, as determined by the latest federal census; or is a city that had more than the median percentage for all cities in this state of its residents below the poverty line as determined by the latest federal census. Each city qualified to not be excluded under this subdivision shall designate only 1 commercial area for purposes of this provision, which area may be conterminous with, or included within, a commercial redevelopment district and in which area a majority of the land must be zoned commercially.

Commercial property may be owned or leased. If, in the case of leased property, the lessee is liable for payment of ad valorem property taxes, and furnishes proof of that liability, the lessee is eligible for the exemption. If the lessor is liable for payment of ad valorem property taxes and furnishes proof of that liability, the lessor is eligible for the exemption.

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(4) "Commercial redevelopment district" means an area of a local governmental unit established as provided in section 5.

(5) "Commission" means the state tax commission created by 1927 PA 360, MCL 209.101 to 209.107.

(6) "Facility" means a restored facility, a replacement facility, or a new facility.

History: 1978, Act 255, Imd. Eff. June 21, 1978;—Am. 1980, Act 407, Imd. Eff. Jan. 8, 1981;—Am. 2008, Act 227, Imd. Eff. July 17, 2008;—Am. 2010, Act 244, Imd. Eff. Dec. 14, 2010.

207.654 Definitions; L to T.

Sec. 4. (1) "Local governmental unit" means, except as otherwise provided in this subsection, a city, village, or township. For local governmental units designating a commercial redevelopment district after June 30, 2008, local governmental unit means a city or village.

(2) "New facility" means 1 of the following:

(a) Through June 30, 2008, new commercial property other than a replacement facility to be built in a redevelopment district.

(b) Beginning July 1, 2008, new commercial property other than a replacement facility to be built in a redevelopment district that meets all of the following:

(i) Is located on property that is zoned to allow for mixed use that includes high-density residential use.

(ii) Is located in a qualified downtown revitalization district as defined in section 2 of the neighborhood enterprise zone act, 1992 PA 147, MCL 207.772.

(iii) The local governmental unit in which the new facility is to be located does all of the following:

(A) Establishes and implements an expedited local permitting and inspection process in the commercial redevelopment district.

(B) By resolution provides for walkable nonmotorized interconnections, including sidewalks and streetscapes throughout the commercial redevelopment district.

(3) "Obsolete commercial property" means commercial property the condition of which is impaired due to changes in design, construction, technology, or improved production processes, or damage due to fire, natural disaster, or general neglect.

(4) "Replacement" means the complete or partial demolition of obsolete commercial property and the complete or partial reconstruction or installation of new property of similar utility.

(5) "Replacement facility" means 1 of the following:

(a) Through June 30, 2008, commercial property on the same or contiguous land within the district which land is or is to be acquired, constructed, altered, or installed for the purpose of being substituted for obsolete commercial property together with any part of the old altered property that remains for use as commercial property after the replacement.

(b) Beginning July 1, 2008, commercial property on the same or contiguous land within the district which land is or is to be acquired, constructed, altered, or installed for the purpose of being substituted for obsolete commercial property and any part of the old altered property that remains for use as commercial property after the replacement, that meets all of the following:

(i) Is located on property that is zoned to allow for mixed use that includes high-density residential use.

(ii) Is located in a qualified downtown revitalization district as defined in section 2 of the neighborhood enterprise zone act, 1992 PA 147, MCL 207.772.

(iii) The local governmental unit in which the replacement facility is to be located does all of the following:

(A) Establishes and implements an expedited local permitting and inspection process in the commercial redevelopment district.

(B) By resolution provides for walkable nonmotorized interconnections, including sidewalks and streetscapes throughout the commercial redevelopment district.

(6) "Restoration" means changes to obsolete commercial property other than replacement as may be required to restore the property, together with all appurtenances thereto, to an economically efficient condition. Restoration includes major renovation including but not limited to the improvement of floor loads, correction of deficient or excessive height, new or improved fixed building equipment, including heating, ventilation, and lighting, reducing multistory facilities to 1 or 2 stories, improved structural support including foundations, improved roof structure and cover, floor replacement, improved wall placement, improved exterior and interior appearance of buildings, and other physical changes required to restore the commercial property to an economically efficient condition. Restoration does not include improvements aggregating less than 10% of the true cash value of the property at commencement of the restoration of the commercial property.

(7) "Restored facility" means a facility that has undergone restoration.

(8) "State equalized valuation" means the valuation determined under 1911 PA 44, MCL 209.1 to 209.8.

(9) "Transit-oriented development" means infrastructure improvements that are located within 1/2 mile of a transit station or transit-oriented facility that promotes transit ridership or passenger rail use.

(10) "Transit-oriented facility" means a facility that houses a transit station in a manner that promotes transit ridership or passenger rail use.

History: 1978, Act 255, Imd. Eff. June 21, 1978;— Am. 2008, Act 227, Imd. Eff. July 17, 2008;— Am. 2010, Act 244, Imd. Eff. Dec. 14, 2010.

207.655 Commercial redevelopment district; establishment; resolution; notice; hearing; finding and determination; applicability of district established by township; exemption of restored facility; commercial property included as part of commercial redevelopment district also part of tax increment district.

Sec. 5. (1) A local governmental unit, by resolution of its legislative body, may establish a commercial redevelopment district, which may consist of 1 or more parcels or tracts of land or a portion thereof, if at the time of adoption of the resolution the property within the district is any of the following:

(a) Obsolete commercial property or cleared or vacant land which is part of an existing, developed commercial or industrial zone which has been zoned commercial or industrial for 3 years before June 21, 1978, and the area is or was characterized by obsolete commercial property and a decline in commercial activity.

(b) Land which has been cleared or is to be cleared as a result of major fire damage, or cleared or to be cleared as a blighted area under Act No. 344 of the Public Acts of 1945, as amended, being sections 125.71 to 125.84 of the Michigan Compiled Laws.

(c) Cleared or vacant land included within a redevelopment plan adopted by a downtown development authority pursuant to Act No. 197 of the Public Acts of 1975, as amended, being sections 125.1651 to 125.1680 of the Michigan Compiled Laws, or adopted by an urban redevelopment corporation pursuant to Act No. 250 of the Public Acts of 1941, as amended, being sections 125.901 to 125.922 of the Michigan Compiled Laws, or Act No. 120 of the Public Acts of 1961, being sections 125.981 to 125.986 of the Michigan Compiled Laws.

(d) Property which was owned by a local governmental unit on June 21, 1978, and subsequently conveyed to a private owner and zoned commercial.

(2) The legislative body of a local governmental unit may establish a commercial redevelopment district on its own initiative or upon a request filed by the owner or owners of 75% of the state equalized value of the commercial property located within a proposed district.

(3) Before adopting a resolution establishing a commercial redevelopment district, the legislative body shall give written notice by certified mail to the owners of all real property within the proposed commercial redevelopment district and shall afford an opportunity for a hearing on the establishment of the commercial redevelopment district at which any of those owners and any other resident or taxpayer of the local governmental unit may appear and be heard. The legislative body shall give public notice of the hearing not less than 10 nor more than 30 days before the date of the hearing.

(4) The legislative body of the local governmental unit, in its resolution establishing a commercial redevelopment district, shall set forth a finding and determination that the district meets the requirements set forth in subsection (1).

(5) A commercial redevelopment district established by a township shall be applicable only within the unincorporated territory of the township and shall not be applicable within a village located in that township.

(6) A restored facility included in an area covered by a tax increment financing plan adopted by a downtown development authority created under Act No. 197 of the Public Acts of 1975, as amended, shall be exempt from this act in a city with a population of 1,000,000 or more.

(7) Commercial property included as part of a commercial redevelopment district may also be part of a tax increment district established under the tax increment finance authority act.

History: 1978, Act 255, Imd. Eff. June 21, 1978;— Am. 1979, Act 27, Imd. Eff. June 6, 1979;— Am. 1980, Act 407, Imd. Eff. Jan. 8, 1981;— Am. 1980, Act 448, Imd. Eff. Jan. 15, 1981.

207.656 Application for commercial facilities exemption certificate; filing; contents; notice; hearing; determination of state equalized valuation of property owned by local governmental unit on June 21, 1978, and subsequently conveyed to private owner and zoned commercial.

Sec. 6. (1) The owner or lessee of a facility may file an application for a commercial facilities exemption certificate with the clerk of the local governmental unit that established the commercial redevelopment

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district. The application shall be filed in the manner and form prescribed by the commission. The application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the fixed building equipment which will be a part of the facility, a time schedule for undertaking and completing the restoration, replacement, or construction of the facility, a statement of the economic advantages expected from the exemption, including the number of jobs retained or created because of the exemption, including expected construction employment, and information relating to the requirements in section 10.

(2) Upon receipt of an application for a commercial facilities exemption certificate, the clerk of the local governmental unit shall notify in writing the assessor of the assessing unit in which the facility is located or to be located, and to the legislative body of each taxing unit which levies ad valorem property taxes in the local governmental unit in which the facility is located or to be located. Before acting upon the application, the legislative body of the local governmental unit shall hold a public hearing on the application and give public notice to the applicant, the assessor, a representative of the affected taxing jurisdictions, and the general public. The hearing on the application shall be held separately from the hearing on the establishment of the commercial redevelopment district.

(3) Upon receipt of an application for a commercial facility exemption certificate for a facility located on property which was owned by a local governmental unit on June 21, 1978, and subsequently conveyed to a private owner and zoned commercial, the clerk of the local governmental unit, in addition to the other requirements of this section, shall request the assessor of the assessing unit in which the facility is located or is to be located to determine the state equalized valuation of the property. This determination shall be made prior to the hearing on the application for a commercial facilities exemption certificate held pursuant to subsection (2).

History: 1978, Act 255, Imd. Eff. June 21, 1978;—Am. 1980, Act 407, Imd. Eff. Jan. 8, 1981.

207.657 Application for commercial facilities exemption certificate; approval or disapproval.

Sec. 7. The legislative body of the local governmental unit, not more than 60 days after receipt of the application by the clerk, shall by resolution either approve or disapprove the application for a commercial facilities exemption certificate in accordance with section 10 and the other provisions of this act. The clerk shall retain the original of the application and resolution. If disapproved, the reasons shall be set forth in writing in the resolution, and the clerk shall send a copy of the resolution to the applicant.

History: 1978, Act 255, Imd. Eff. June 21, 1978.

207.658 Commercial facilities exemption certificate; issuance; contents; effective date; filing; record.

Sec. 8. (1) Following approval of the application by the legislative body of the local governmental unit, the clerk of the local governmental unit shall issue to the applicant a commercial facilities exemption certificate in the form the commission determines which shall contain:

(a) A legal description of the real property on which the facility is or is to be located.
(b) A statement that unless revoked as provided in this act the certificate shall remain in force for the period stated in the certificate.

(c) In the case of a restored facility a statement of the state equalized valuation of the obsolete commercial property, separately stated for real and personal property, for the tax year immediately preceding the effective date of the certificate after deducting the state equalized valuation of the land and personal property other than personal property assessed pursuant to section 14(6) of Act No. 206 of the Public Acts of 1893, as amended.

(2) The effective date of the certificate shall be the December 31 next following the date of issuance of the certificate.

(3) The clerk of the local governmental unit shall file with the commission a copy of the commercial facilities exemption certificate and the commission shall maintain a record of all certificates filed.

History: 1978, Act 255, Imd. Eff. June 21, 1978.

207.659 Exemption from ad valorem property taxes; duration of certificate; review and extension of certificate; limitation; date of issuance of certificate of occupancy; basis of review.

Sec. 9. (1) A facility for which a commercial facilities exemption certificate is in effect, but not the land on which the facility is located or to be located, or personal property other than personal property assessed pursuant to section 14(6) of the general property tax act, Act No. 206 of the Public Acts of 1893, as amended, being section 211.14 of the Michigan Compiled Laws, for the period on and after the effective date of the

certificate and continuing so long as the commercial facilities exemption certificate is in force, is exempt from ad valorem property taxes. A lessee, occupant, user, or person in possession of the facility for the same period is exempt from ad valorem taxes imposed under Act No. 189 of the Public Acts of 1953, as amended, being sections 211.181 to 211.182 of the Michigan Compiled Laws.

(2) Unless earlier revoked as provided in section 15, a commercial facilities exemption certificate shall remain in force and effect for a period to be determined by the legislative body of the local governmental unit. The certificate may be issued for a period of at least 1 year, but not to exceed 12 years. If the number of years determined is less than 12, the certificate may be subject to review by the legislative body of the local governmental unit and the certificate may be extended. The total amount of time determined for the certificate including any extensions shall not exceed 12 years after the completion of the facility. The certificate shall commence with its effective date and end on the December 31 next following the last day of the number of years determined. The date of issuance of a certificate of occupancy, if required by appropriate authority, shall be the date of completion of the facility.

(3) If the number of years determined by the legislative body of the local governmental unit for the period a certificate remains in force is less than 12 years, the review of the certificate for the purpose of determining an extension shall be based upon factors, criteria and objectives that shall be placed in writing, approved at the time the certificate is approved by the legislative body of the local governmental unit and sent to the applicant and commission.

History: 1978, Act 255, Imd. Eff. June 21, 1978;□ Am. 1984, Act 342, Imd. Eff. Dec. 27, 1984;□ Am. 1993, Act 340, Eff. Mar. 15, 1994.

207.660 Finding and statement as to state equalized valuation of property proposed to be exempt; requirements for exemption certificate.

Sec. 10. (1) If the state equalized valuation of property proposed to be exempt pursuant to an application under consideration, considered together with the aggregate state equalized valuation of property exempt under certificates previously granted and currently in force under this act or Act No. 198 of the Public Acts of 1974, as amended, being sections 207.551 to 207.571 of the Michigan Compiled Laws, exceeds 5% of the state equalized valuation of the local governmental unit, the legislative body of the local governmental unit shall make a separate finding and shall include a statement in its resolution approving the application that exceeding that amount shall not have the effect of substantially impeding the operation of the local government unit or impairing the financial soundness of any affected taxing unit.

(2) The legislative body of the local governmental unit shall not approve an application for an exemption certificate unless the applicant complies with all of the following requirements:

(a) The commencement of the restoration, replacement, or construction of the facility does not occur before the establishment of the commercial redevelopment district. An application for an exemption certificate shall be valid if filed within 45 days after commencement of the restoration, replacement, or construction.

(b) The application relates to a construction, restoration, or replacement program which when completed constitutes a new, replacement, or restored facility within the meaning of this act and which shall be situated within a commercial redevelopment district established in a local governmental unit eligible under this act to establish such a district.

(c) Completion of the facility is calculated to, and will at the time of issuance of the certificate have the reasonable likelihood to, increase commercial activity, create employment, retain employment, or prevent a loss of employment in the community in which the facility is situated.

History: 1978, Act 255, Imd. Eff. June 21, 1978.

207.661 Valuation of facilities and property by assessor.

Sec. 11. The assessor of each city or township in which there is a restored facility, a new facility or a replacement facility with respect to which 1 or more commercial facilities exemption certificates are issued and in force shall determine annually as of December 31 the value of each facility separately, having the benefit of the certificates and upon receipt of notice of the filing of an application for the issuance of a certificate, shall determine and furnish to the local legislative body the value of the property to which the application pertains and other information as may be necessary to permit the local legislative body to make the determinations required by section 10(1).

History: 1978, Act 255, Imd. Eff. June 21, 1978.

207.662 Commercial facilities tax; levy; amount; collection, disbursement, and assessment of tax; allocation; payment to state treasury and credit to state school aid fund; copy of

amount of disbursement; facility located in renaissance zone; "casino" defined.

Sec. 12. (1) Except as provided in subsection (9), there is levied upon every owner of a new, replacement, or restored facility to which a commercial facilities exemption certificate is issued a specific tax to be known as the commercial facilities tax.

(2) The amount of the commercial facilities tax, in each year, for a restored facility shall be determined by multiplying the total mills levied as ad valorem taxes for that year by all taxing units within which the facility is situated by the taxable value of the real property of the obsolete commercial property for the tax year immediately preceding the effective date of the commercial facilities exemption certificate after deducting the taxable value of the land and of personal property other than personal property assessed pursuant to section 14(6) of the general property tax act, 1893 PA 206, MCL 211.14.

(3) The amount of the commercial facilities tax, in each year, for a new or replacement facility shall be determined by multiplying the taxable value of the facility excluding the land and personal property other than personal property assessed pursuant to section 14(6) of the general property tax act, 1893 PA 206, MCL 211.14, by the sum of 1/2 of the total mills levied as ad valorem taxes for that year by all taxing units within which the facility is located other than mills levied under the state education tax act, 1993 PA 331, MCL 211.901 to 211.906, plus, subject to section 12a, the number of mills levied under the state education tax act, 1993 PA 331, MCL 211.901 to 211.906.

(4) The commercial facilities tax shall be collected, disbursed, and assessed in accordance with this act.

(5) The commercial facilities tax is an annual tax, payable at the same times, in the same installments, and to the same officer or officers as taxes imposed under the general property tax act, 1893 PA 206, MCL 211.1 to 211.155, are payable. Except as otherwise provided in this section, the officer or officers shall disburse the commercial facilities tax payments received each year to and among the state, cities, townships, villages, school districts, counties, and authorities, at the same times and in the same proportions as required by law for the disbursement of taxes collected under the general property tax act, 1893 PA 206, MCL 211.1 to 211.155.

(6) Except as provided in subsection (7), for intermediate school districts receiving state aid under sections 56, 62, and 81 of the state school aid act of 1979, 1979 PA 94, MCL 388.1656, 388.1662, and 388.1681, of the amount that would otherwise be disbursed to or retained by the intermediate school district, all or a portion, to be determined on the basis of the tax rates being utilized to compute the amount of state school aid, shall be paid instead to the state treasury to the credit of the state school aid fund established by section 11 of article IX of the state constitution of 1963. If the sum of any industrial facility taxes prescribed by 1974 PA 198, 207.551 to 207.572, and the commercial facilities taxes paid to the state treasury to the credit of the state school aid fund that would otherwise be disbursed to the local or intermediate school district, under section 11 of 1974 PA 198, MCL 207.561, and this section, exceeds the amount received by the local or intermediate school district under sections 56, 62, and 81 of the state school aid act of 1979, 1979 PA 94, MCL 388.1656, 388.1662, and 388.1681, the department of treasury shall allocate to each eligible local or intermediate school district an amount equal to the difference between the sum of the industrial facility taxes and the commercial facilities taxes paid to the state treasury to the credit of the state school aid fund and the amount the local or intermediate school district received under sections 56, 62, and 81 of the state school aid act of 1979, 1979 PA 94, MCL 388.1656, 388.1662, and 388.1681. This subsection does not apply to taxes levied for either of the following:

(a) Mills allocated to an intermediate school district for operating purposes as provided for under the property tax limitation act, 1933 PA 62, MCL 211.201 to 211.217a.

(b) An intermediate school district that is not receiving state aid under section 56 or 62 of the state school aid act of 1979, 1979 PA 94, MCL 388.1656 and 388.1662.

(7) For commercial facilities taxes levied after 1993 for school operating purposes, the amount that would otherwise be disbursed to a local school district shall be paid instead to the state treasury and credited to the state school aid fund established by section 11 of article IX of the state constitution of 1963.

(8) The officer or officers shall send a copy of the amount of disbursement made to each unit under this section to the commission on a form provided by the commission.

(9) A new, replacement, or restored facility located in a renaissance zone under the Michigan renaissance zone act, 1996 PA 376, MCL 125.2681 to 125.2696, is exempt from the commercial facilities tax levied under this act to the extent and for the duration provided pursuant to the Michigan renaissance zone act, 1996 PA 376, MCL 125.2681 to 125.2696, except for that portion of the commercial facilities tax attributable to a special assessment or a tax described in section 7ff(2) of the general property tax act, 1893 PA 206, MCL 211.7ff. The commercial facilities tax calculated under this subsection shall be disbursed proportionately to the local taxing unit or units that levied the special assessment or the tax described in section 7ff(2) of the general property tax act, 1893 PA 206, MCL 211.7ff.

(10) As used in this act, facility does not include a casino. As used in this subsection, "casino" means a casino or a parking lot, hotel, motel, or retail store owned or operated by a casino, an affiliate, or an affiliated company, regulated by this state pursuant to the Michigan gaming control and revenue act, 1996 IL 1, MCL 432.201 to 432.226.

History: 1978, Act 255, Imd. Eff. June 21, 1978;□ Am. 1984, Act 135, Imd. Eff. June 1, 1984;□ Am. 1993, Act 340, Eff. Mar. 15, 1994;□ Am. 1994, Act 368, Imd. Eff. Dec. 27, 1994;□ Am. 1996, Act 450, Imd. Eff. Dec. 19, 1996;□ Am. 1998, Act 243, Imd. Eff. July 3, 1998;□ Am. 2008, Act 227, Imd. Eff. July 17, 2008.

Compiler's note: Act 163 of 1989, purporting to amend MCL 207.622, could not take effect "unless amendment 2 of House Joint Resolution I of the 85th Legislature becomes a part of the state constitution of 1963 as provided in section 1 of article XII of the state constitution of 1963." House Joint Resolution I was submitted to, and disapproved by, the people at the special election held on November 7, 1989.

207.662a Reduction in number of mills levied under state education tax act; limitation on number of exclusions.

Sec. 12a. (1) Within 60 days after the granting of a new commercial facilities exemption certificate under section 8 for a new or a replacement facility, the state treasurer may, for a period not to exceed 6 years, exclude up to 1/2 of the number of mills levied under the state education tax act, 1993 PA 331, MCL 211.901 to 211.906, from the specific tax calculation on the facility under section 12(3) if the state treasurer determines that reducing the number of mills used to calculate the specific tax under section 12(3) is necessary to reduce unemployment, promote economic growth, and increase capital investment in qualified local governmental units.

(2) The state treasurer shall not grant more than 25 exclusions under this section each year.

History: Add. 2008, Act 227, Imd. Eff. July 17, 2008.

Compiler's note: Former MCL 207.662a, which pertained to commercial redevelopment district for property classified as commercial property, was repealed by Act 368 of 1994, Imd. Eff. Dec. 27, 1994.

207.663 Tax as lien upon real property; certificate of nonpayment and affidavit required for proceedings upon lien.

Sec. 13. The amount of the tax applicable to real property, until paid, shall be a lien upon the real property to which the certificate is applicable; but only upon the filing by the officer of a certificate of nonpayment of the commercial facilities tax applicable to real property, together with an affidavit of proof of service of the certificate of nonpayment upon the owner of the facility by certified mail with the register of deeds of the county in which the property is situated, may proceedings then be had upon the lien in the same manner as provided by law for the foreclosure in the circuit court of mortgage liens upon real property.

History: 1978, Act 255, Imd. Eff. June 21, 1978.

207.664 Grounds for revocation of exemption.

Sec. 14. The legislative body of the local governmental unit may revoke the exemption if it finds that the completion of the facility has not occurred within 2 years after the effective date of the exemption certificate or a greater time as authorized by the legislative body for good cause, or that the holder of the exemption has not proceeded in good faith with the replacement, restoration, or construction and operation of the facility in good faith in a manner consistent with the purposes of this act and in absence of circumstances that are beyond the control of the holder of the exemption certificate.

History: 1978, Act 255, Imd. Eff. June 21, 1978.

207.665 Transfer or assignment of certificate; approval; notice and hearing.

Sec. 15. A commercial facilities exemption certificate may be transferred and assigned by the holder of the certificate to a new owner or lessee of the facility but only with the approval of the local governmental unit after application by the new owner or lessee, and notice and hearing in the manner provided in section 6 for the application for a certificate.

History: 1978, Act 255, Imd. Eff. June 21, 1978.

207.666 Report on status of exemption.

Sec. 16. Each governmental unit granting a commercial redevelopment exemption not later than October 15 each year shall report to the commission on the status of each exemption, including the current value of the property to which the exemption pertains, the value on which the commercial facilities tax is based, and a current estimate of the number of jobs retained or created by the exemption.

History: 1978, Act 255, Imd. Eff. June 21, 1978.

207.667 Report on utilization of commercial redevelopment districts; economic analysis of costs and benefits.

Sec. 17. (1) The department of commerce annually shall prepare and submit to the taxation and economic development and energy committees of the house of representatives and the finance and corporations and economic development committees of the senate a report on the utilization of commercial redevelopment districts, based on the information filed with the commission.

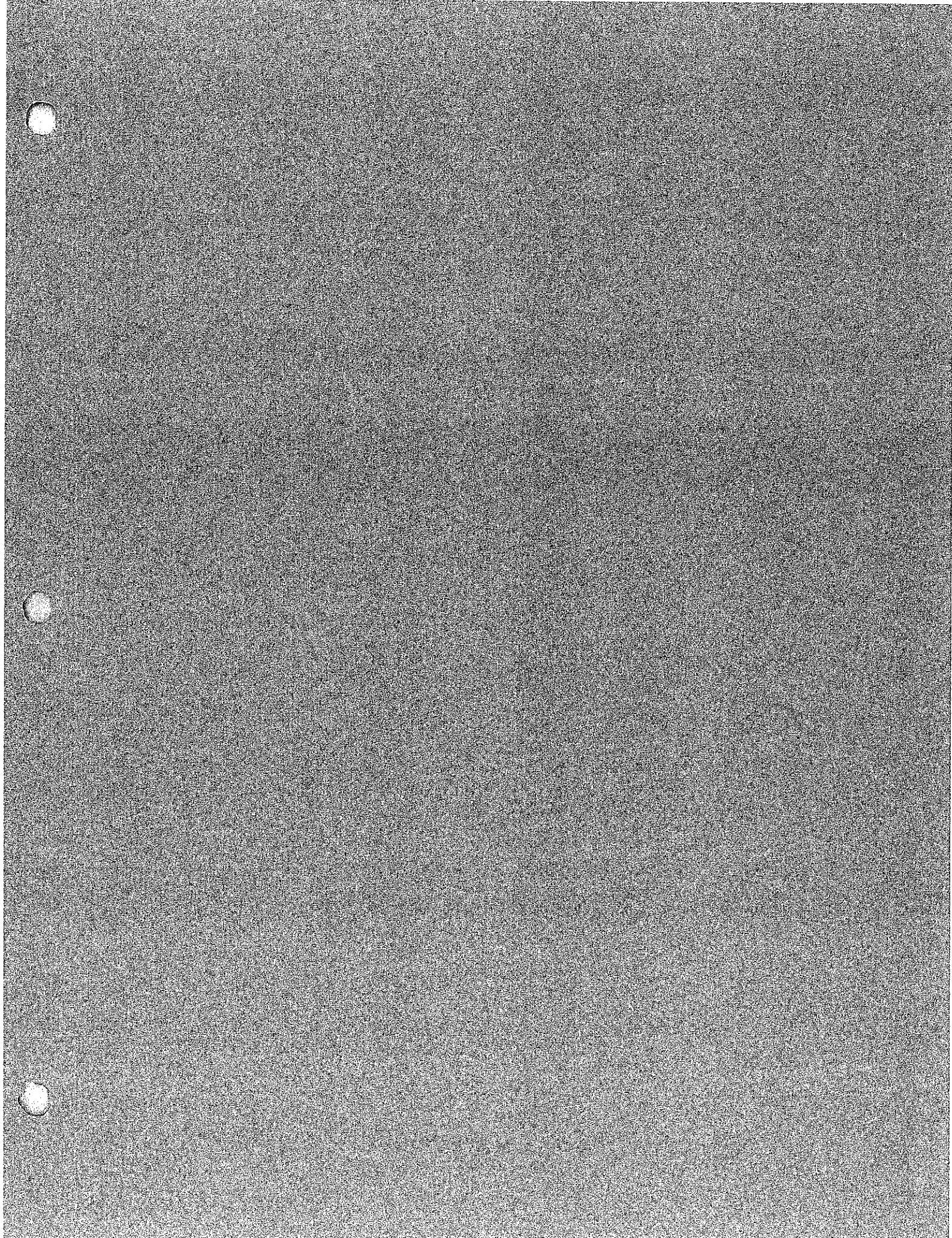
(2) After this act has been in effect for 3 years, the department of commerce shall prepare and submit to the taxation and economic development committees of the house of representatives and the finance and corporations and economic development committees of the senate an indepth economic analysis of the costs and benefits of this act in the 3 communities where it has been most heavily utilized as determined by dollars of state equalized valuation foregone.

History: 1978, Act 255, Imd. Eff. June 21, 1978.

207.668 Limitation on new exemptions; continuation of exemption.

Sec. 18. A new exemption shall not be granted under this act after December 31, 2020, but an exemption then in effect shall continue until the expiration of the exemption certificate.

History: 1978, Act 255, Imd. Eff. June 21, 1978;□ Am. 1983, Act 252, Imd. Eff. Dec. 29, 1983;□ Am. 1984, Act 342, Imd. Eff. Dec. 27, 1984;□ Am. 2008, Act 227, Imd. Eff. July 17, 2008.



Frequently Asked Questions
Commercial Redevelopment Act
(PA 255 of 1978, as amended)

The following frequently asked questions are being provided as a service to assessors and taxpayers to better inform them about the administration of Public Act 255 of 1978, as amended.

Note: The information contained in these frequently asked questions constitutes an analysis of one or more statutes and not legal advice. Since the analysis is limited to general statutory requirements, individual facts may result in different conclusions being reached. Therefore, individuals may wish to consult legal counsel.

1. What is a Commercial Facilities Exemption?

The Commercial Redevelopment Act (known as the Commercial Facilities Exemption), PA 255 of 1978, as amended, provides a tax incentive to commercial business enterprises to enable renovation and expansion of aging facilities and assist in the building of new facilities. A Commercial Redevelopment District (CRD) must be created prior to initiating a project so it is essential that you consult your local assessor before commencing a project. A Commercial Facilities Exemption Certificate entitles the facility to exemption from ad valorem real property taxes for a term of 1-12 years as determined by the local governmental unit. Applications are filed, reviewed, and approved by the local governmental unit. The State Tax Commission (STC) receives a copy of the certificate after issuance by the local governmental unit.

2. Who establishes a Commercial Redevelopment District?

The legislative body of a qualified local governmental unit may establish a Commercial Redevelopment District on its own initiative or upon written request filed by the owner or owners of 75% of the state equalized value of the commercial property located within a proposed district.

3. Who can file an application for a Commercial Facilities Exemption Certificate (CFEC) and with whom is it filed?

The owner or lessee of a commercial facility may file an application for a CFEC with the Clerk of the qualified local governmental unit that established the Commercial Redevelopment District.

4. How do I apply for a Commercial Facilities Exemption Certificate?

Applications can be found on the Michigan Department of Treasury website: www.michigan.gov/propertytaxexemptions. Completed applications are filed with the Clerk of the local governmental unit and must be accompanied by the following documentation:

- a. A legal description of the property referred to in the application.

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- b. A statement describing the facility and its proposed project that must include all of the following items:
 - 1. General description of the facility (including year built, original use, most recent use, number of stories and square footage);
 - 2. General description of the proposed use of the facility;
 - 3. A description of the general nature and extent of the restoration, replacement or construction to be undertaken;
 - 4. A descriptive list of the fixed building equipment that will be a part of the facility, if applicable; and
 - 5. A time schedule for undertaking and completing the restoration, replacement or construction of the facility.
- c. A statement of the economic advantages expected from the exemption, including the number of jobs retained or created due to the exemption, including expected construction employment.

5. Are there provisions in the application process that are time sensitive?

Yes. Work may not begin before the establishment of the district. After work has begun in an established district, the application must be filed with the clerk of the local governmental unit within 45 days. Also, in order to qualify for a State Education Tax (SET) exemption from the State Treasurer, applications and certificates must be completed and received by the State of Michigan no later than October 31st. An application received after October 31st will not be processed until the following tax year.

6. Who determines if a facility qualifies for a Commercial Facilities Exemption Certificate (CFEC)?

The determination of qualification for a CFEC is made by the local governmental unit (LGU) when the application is filed with the clerk. The LGU must determine whether or not an applicant meets the definitions of the Act.

7. Can an application for a Commercial Facilities Exemption Certificate be denied?

Yes. An application can be denied at the local unit level if all of the requirements are not met by the applicant.

8. What is the term of a Commercial Facilities Exemption Certificate (CFEC)?

The CFEC may be issued for a period of at least one (1) year, but not more than twelve (12) years. The total amount of time determined for the certificate, including any extensions, shall not exceed twelve (12) years after the completion of the facility. The certificate shall commence with its effective date and end on the December 30th immediately following the last day of the number of years approved.

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9. What determines the starting date of a Commercial Facilities Exemption Certificate (CFEC)?

The effective date of the CFEC is December 31st immediately following the date of issuance of the certificate by the local governmental unit.

10. How is the tax computed on a Commercial Facilities Exemption Certificate?

Restored Facility: Multiply the total mills levied as ad valorem taxes for that year by all taxing units within which the facility is situated by the taxable value of the real property (excluding land) of the obsolete commercial property for the tax year immediately preceding the effective date of the commercial facilities exemption.

New or Replacement Facility: Multiply 50% of the mills levied as ad valorem taxes for that year by all taxing units other than State Education Tax and multiply 100% of the mills levied as ad valorem taxes for that year for SET by the taxable value of the real property (excluding land) for the current tax year.

11. Are special assessment millage rates impacted by the granting of a Commercial Facilities exemption?

Special assessment millage rates may be impacted. Millage-based special assessments levied under Public Act 33 of 1951 do not apply to property with a Commercial Facilities exemption. However, the special assessments would still be applicable to the land on which the Commercial Facilities exemption property is located. Conversely, for millage-based special assessments levied under public acts other than Public Act 33 of 1951, property with a Commercial Facilities exemption pays on the full special assessment millage rate, the same as any "ad valorem" property.

12. What happens when an incomplete application for a Commercial Facilities Exemption Certificate is received?

The applicant will be contacted to submit the required items.

13. What requirements must be met to gain approval for a Commercial Facilities Exemption Certificate at the local governmental unit level?

The owner or lessee of the property must file an application with the local governmental unit (LGU). The application shall contain or be accompanied by a general description of the facility, a general description of the proposed use of the facility, a detailed description of the nature and extent of the restoration, replacement or construction to be undertaken, a descriptive list of the fixed building equipment that will be a part of the facility, a time schedule for undertaking and completing the restoration, replacement or construction of

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the facility, a statement of the economic advantages expected from the exemption, including the number of jobs to be retained or created as a result of the exemption, including expected construction employment; and additional information as may be required by the LGU. Since individual LGUs may have specific application procedures and requirements, it is recommended that prospective applicants consult with the LGU early in the project planning process.

14. Can a Commercial Facilities Exemption Certificate (CFEC) be transferred?

Yes. A CFEC may be transferred and assigned by the holder of the certificate to a new owner or lessee of the facility if the qualified local governmental unit approves the transfer after application by the new owner(s).

15. Can a Commercial Facilities Exemption Certificate (CFEC) be revoked? If yes, who holds the authority to do so?

Yes. The legislative body of the qualified local governmental unit (LGU) may, by resolution, revoke the CFEC of a facility if it finds that the completion of the restoration, replacement or construction of the facility has not occurred within two years of the effective date of the exemption or a greater time authorized by the LGU for good cause, or that the holder of the exemption certificate has not proceeded in good faith with the replacement, restoration or construction and operation of the facility in a manner consistent with the purpose of the exemption and in the absence of circumstances beyond the control of the holder of the exemption certificate.

16. When does the revocation of a Commercial Facilities Exemption Certificate take effect?

The revocation will take effect December 31st in the year in which the local governmental unit revokes the certificate by resolution.

17. What is the definition of "commercial property?"

MCL 207.653(3) defines "commercial property" as:

"land improvements classified by law for general ad valorem tax purposes as real property including real property assessable as personal property pursuant to section 8(d) and 14(6) of the general property tax act, 1893 PA 206, MCL 211.8 and 211.14, whether completed or in the process of construction, the primary purpose and use of which is the operation of a commercial business enterprise and shall include office, engineering, research and development, warehousing parts distribution, retail sales, hotel or motel development, and other commercial facilities but shall not include any of the following:

a. Land.

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- b. Property of a public utility.
- c. Housing, except that portion of a building containing nonhousing commercial activity.
- d. Financial organizations.”

“Commercial property may be owned or leased. If, in the case of leased property, the lessee is liable for payment of ad valorem property taxes, and furnishes proof of that liability, the lessee is eligible for the exemption. If the lessor is liable for payment of ad valorem property taxes and furnishes proof of that liability, the lessor is eligible for the exemption.”

18. What is the definition of “new facility?”

MCL 207.654(2)(b) defines “new facility” as:

“Beginning July 1, 2008, new commercial property other than a replacement facility to be built in a redevelopment district that meets all of the following:

- (i) Is located on property that is zoned to allow for mixed use that includes high-density residential use.
- (ii) Is located in a qualified downtown revitalization district as defined in section 2 of the neighborhood enterprise zone act, 1992 PA 147, MCL 207.772.
- (iii) The local governmental unit in which the new facility is to be located does all of the following:
 - (A) Establishes and implements an expedited local permitting and inspection process in the commercial redevelopment district.
 - (B) By resolution provides for walkable non-motorized interconnections, including sidewalks and streetscapes throughout the commercial redevelopment district.”

19. What is the definition of “obsolete commercial property?”

MCL 207.654(3) defines “obsolete commercial property” as:

“commercial property the condition of which is impaired due to changes in design, construction, technology, or improved production processes, or damage due to fire, natural disaster, or general neglect.”

20. What is the definition of “replacement facility?”

MCL 207.654(5)(b) defines “replacement facility” as:

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(PA 255 of 1978, as amended)

“Beginning July 1, 2008, commercial property on the same or contiguous land within the district which land is or is to be acquired, constructed, altered, or installed for the purpose of being submitted for obsolete commercial property and any part of the old altered property that remains for use as commercial property after the replacement, that meets all of the following:

- (i) is located on property that is zoned to allow for mixed use that includes high-density residential use.
- (ii) is located in a qualified downtown revitalization district as defined in section 2 of the neighborhood enterprise zone act, 1992 PA 147, MCL 207.772.
- (iii) the local governmental unit in which the replacement facility is to be located does all of the following:
 - (A) establishes and implements an expedited local permitting and inspection process in the commercial redevelopment district.
 - (B) by resolution provides for walkable non-motorized interconnections, including sidewalks and streetscapes throughout the commercial redevelopment district.”

21. What is the definition of “restoration?”

MCL 207.654(6) defines “restoration” as:

“Changes to obsolete commercial property other than replacement as may be required to restore the property, together with all appurtenances thereto, to an economically efficient condition. Restoration includes major renovation including but not limited to the improvement of floor loads, correction of deficient or excessive height, new or improved fixed building equipment, including heating, ventilation, and lighting, reducing multistory facilities to 1 or 2 stories, improved structural support including foundations, improved roof structure and cover, floor replacement, improved wall placement, improved exterior and interior appearance of buildings, and other physical changes required to restore the commercial property to an economically efficient condition. Restoration does not include improvements aggregating less than 10% of the true cash value of the property at commencement of the restoration of the commercial property.”

22. What is the definition of “restored facility?”

MCL 207.654(7) defines “restored facility” as:

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“A facility that has undergone restoration.”

23. What is the State Treasurer’s State Education Tax (SET) exclusion?

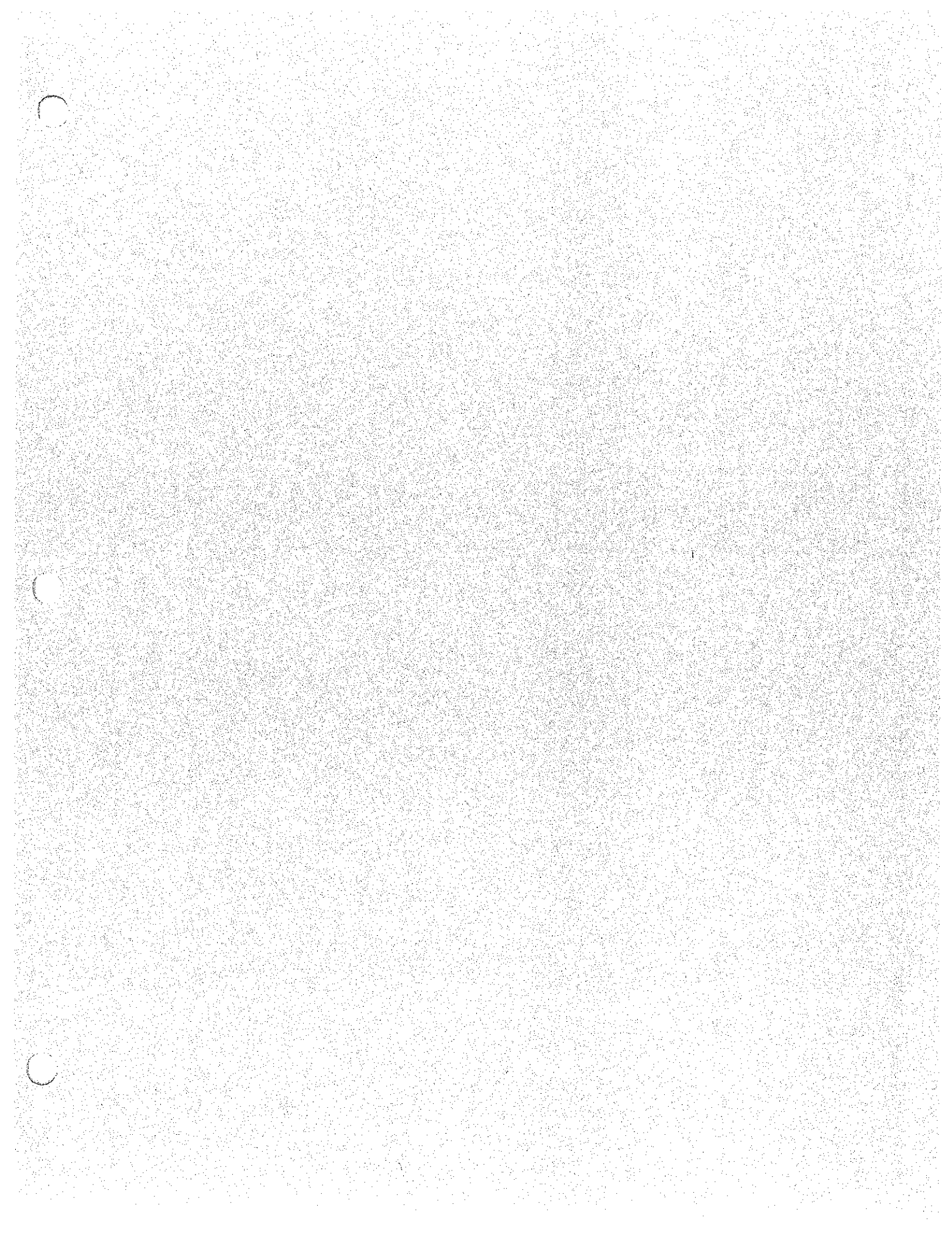
Within sixty (60) days after the granting of a new Commercial Facilities Exemption Certificate, the State Treasurer may exempt 50% of the SET mills for a period not to exceed six (6) years. The State Treasurer will not grant more than 25 of these SET exclusions each year.

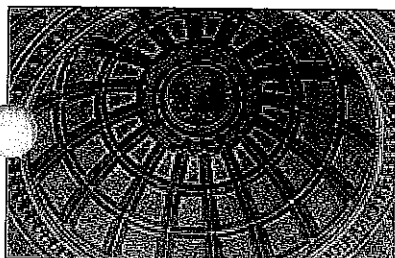
24. What is required of the Local Governmental Unit regarding the yearly status reporting of the Commercial Facilities Exemptions to the State Tax Commission?

Not later than October 15th of each year, each qualified local governmental unit granting a Commercial Facilities Exemption shall report to the State Tax Commission on the status of each exemption. The report must include the current value of the property to which the exemption pertains, the value on which the commercial facilities tax is based, and a current estimate of the number of jobs retained or created by the exemption.

25. Where can I obtain copies of previously issued Commercial Redevelopment Act Certificates?

Copies of certificates acted upon by the State Tax Commission after January 1, 2013, are available on the Department of Treasury website at: www.michigan.gov/propertytaxexemption. Choose the exemption program under which the certificate was issued. Within the “Certificate Activity” link, the certificates are listed according to the date they were acted upon.





MICHIGAN LEGISLATURE

Michigan Compiled Laws Complete Through PA 327 of 2016
House: Adjourned until Tuesday, January 24, 2017 1:30:00 PM

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Syndication

COMMERCIAL REDEVELOPMENT ACT

Act 255 of 1978

AN ACT to provide for the establishment of commercial redevelopment districts in local governmental units; to provide for the exemption from certain taxes; to levy and collect a specific tax upon the owners of certain facilities; to provide for the disposition of the tax; to provide for the obtaining and transferring of an exemption certificate and to prescribe the contents of those certificates; to prescribe the powers and duties of the state tax commission and certain officers of local governmental units; and to provide remedies and penalties.

History: 1978, Act 255, Imd. Eff. June 21, 1978

Compiler's Notes: For transfer of powers and duties under the commercial redevelopment act from the department of commerce to the chief executive officer of the Michigan jobs commission, see E.R.O. No. 1996-2, compiled at MCL 445.2001 of the Michigan Compiled Laws.

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The People of the State of Michigan enact:

Document	Type	Description
Section 207.651	Section	Short title.
Section 207.652	Section	Meanings of words and phrases.
Section 207.653	Section	Meanings of words and phrases.
Section 207.654	Section	Definitions; L to T.
Section 207.655	Section	Commercial redevelopment district; establishment; resolution; notice; hearing; finding and determination; applicability of district established by township; exemption of restored facility; commercial property included as part of commercial redevelopment district also part of tax increment district.
Section 207.656	Section	Application for commercial facilities exemption certificate; filing; contents;

Bills Meetings Laws **Recently Viewed**

mcl Act 255 of 1978

Section 207.657	Section	notice; hearing; determination of state equalized valuation of property owned by local governmental unit on June 21, 1978, and subsequently conveyed to private owner and zoned commercial.
Section 207.658	Section	Application for commercial facilities exemption certificate; approval or disapproval.
Section 207.659	Section	Commercial facilities exemption certificate; issuance; contents; effective date; filing; record.
Section 207.660	Section	Exemption from ad valorem property taxes; duration of certificate; review and extension of certificate; limitation; date of issuance of certificate of occupancy; basis of review.
Section 207.661	Section	Finding and statement as to state equalized valuation of property proposed to be exempt; requirements for exemption certificate.
Section 207.662	Section	Valuation of facilities and property by assessor.
Section 207.662a	Section	Commercial facilities tax; levy; amount; collection, disbursement, and assessment of tax; allocation; payment to state treasury and credit to state school aid fund; copy of amount of disbursement; facility located in renaissance zone; "casino" defined.
Section 207.663	Section	Reduction in number of mills levied under state education tax act; limitation on number of exclusions.
Section 207.664	Section	Tax as lien upon real property; certificate of nonpayment and affidavit required for proceedings upon lien.
Section 207.665	Section	Grounds for revocation of exemption.
Section 207.666	Section	Transfer or assignment of certificate; approval; notice and hearing.
Section 207.667	Section	Report on status of exemption.
Section 207.668	Section	Report on utilization of commercial redevelopment districts; economic analysis of costs and benefits.
		Limitation on new exemptions; continuation of exemption.

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COMMERCIAL REDEVELOPMENT ACT

Public Act 255 of 1978 encourages the replacement, restoration and new construction of commercial property by abating the property taxes generated from new investment for a period up to 12 years. As defined, commercial property means land improvements whether completed or in the process of construction, the primary purpose and use of which is the operation of a commercial business enterprise, including office, engineering, research and development, warehousing parts distribution, retail sales, hotel or motel development, and other commercial facilities. Mixed-use developments maybe eligible, but the abatement will only apply to the commercial portion of the property. Land and personal property are not eligible for abatement under this act.

WHO IS ELIGIBLE?

"Local governmental unit" means a city or village.

WHAT IS A REPLACEMENT, NEW AND RESTORED FACILITY?

"Replacement facility" means commercial property to be acquired, constructed, altered, or installed for the purpose of being substituted for obsolete commercial property. Property impaired due to changes in design, construction, technology, or improved production processes, or damage due to fire, natural disaster, or general neglect shall be considered obsolete. All other new commercial property is considered a "new facility." For purposes of granting the tax abatement, the replacement or new facility must meet all of the following conditions:

1. Is located on property that is zoned to allow for mixed-use, including high-density residential.
2. Is located in a qualified downtown revitalization district as defined in section two of the *Neighborhood Enterprise Zone Act (PA 147 of 1992)*. This requires either being located in a *Downtown Development Authority (PA 197 of 1975)*, a *Principal Shopping District or Business Improvement District (PA 120 of 1961)* or an area that is zoned and primarily used for business as determined by the local government unit.
3. The city or village establishes and implements an expedited local permitting and inspection process in the Commercial Redevelopment District. In addition, by resolution provides for the walkable non-motorized interconnections, including sidewalks and streetscapes throughout the Commercial Redevelopment District.

A "restored facility" means changes to obsolete commercial property as may be required to restore the property to an economically efficient condition. Restoration must result in improvements aggregating to more than 10 percent of the true cash value of the property at commencement of the restoration. Restoration includes major renovation including, but not limited to, the improvement of floor loads, correction of deficient or excessive height, new or improved fixed building equipment, including heating, ventilation, and lighting, reducing multistory facilities to one or two stories, improved structural support including foundations, improved roof structure and cover, floor replacement, improved wall placement, improved exterior and interior appearance of buildings, and other physical changes.

WHAT IS THE PROCESS?

Before the Commercial Redevelopment Exemption Certificate (i.e., property tax abatement) can be granted for the Facility, the city or village, by resolution of its legislative body, must establish a Commercial Redevelopment District. The establishment of the district may be initiated by the local government unit or by owners of property comprising 75 percent of state equalized value of the property in the proposed district. At the time of the resolution's adoption, property within the district must meet one of the following:

1. Obsolete commercial property or cleared or vacant land and part of an existing developed commercial or industrial zone. The property must have been zoned commercial or industrial before June 21, 1975, and characterized by obsolete commercial property and a decline in commercial activity.
2. Land cleared as a result of fire damage, or cleared as blighted area under *Blighted Area Rehabilitation Act (PA 344 of 1945)*.
3. Cleared or vacant land included in a redevelopment plan adopted by the Downtown Development Authority (PA 197 of 1975) or Principal Shopping District or a Business Improvement District (PA 120 of 1961).

To establish the Commercial Redevelopment District, the city or village must first hold a hearing to establish a Commercial Rehabilitation District and determine in the resolution the district meets the requirements of the act. Once the district is established, the property owners may file an application

MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

with the local clerk for a Commercial Facilities Exemption Certificate. Applications are available from the Michigan Department of Treasury. Before acting on the application, the city or village shall hold a public hearing on the application and not more than 60 days after receipt of the application either approved or disapproved by resolution. The local clerk shall provide written notification of the application hearing to the assessor of the local unit of government and each taxing jurisdiction that levies ad valorem property taxes. If approved, the application and resolution must be sent to the State Tax Commission for filing purposes.

COMMERCIAL FACILITIES EXEMPTION CERTIFICATE

The property owner must pay a Commercial Facilities Tax rather than the normal property tax. The certificate must be issued for a period of at least one year, but cannot exceed 12 years. Certificates initially issued for less than 12 years may be extended based upon factors placed in writing at the time the certificate is approved, but shall not exceed 12 years.

DETERMINING COMMERCIAL FACILITIES TAX RATE

For a restored facility: The Commercial Facilities Tax freezes the taxable value of the building at its value prior to restoration, therefore exempting the new investment from local taxes for a period not to exceed 12 years. The school operating tax and the State Education Tax (SET) are also frozen. Land and personal property cannot be abated under this act.

For a new or replacement facility: The Commercial Facilities Tax provides a 50 percent reduction in the number of mills levied as ad valorem taxes, excluding only the State Education Tax (SET). Land and personal property cannot be abated under this act.

Within 60 days after the granting of a new Commercial Facilities Exemption Certificate, the state treasurer may exempt 50 percent of the SET mills for a period not to exceed six years. The state treasurer will not grant more than 25 of these SET exclusions each year.

DISCUSSION

In addition to the Commercial Redevelopment Act (PA 255 of 1978), several other property tax abatements are available for the rehabilitation of commercial property in Michigan, including the Commercial Rehabilitation Act (PA 210 of 2005) and the *Obsolete Property Rehabilitation Act (PA 146 of 2000)*. Each act has unique eligibility requirements, processes, and lengths and terms of the abatement. Please refer to the Michigan Economic Development Corporation (MEDC) fact sheet for more information on each program and consult the authorizing statute to determine the best fit for your project needs.

CONTACT INFORMATION

For more information on the Commercial Rehabilitation Act, please contact the *CATeam specialist* assigned to your territory. For more general information, contact the MEDC customer contact center at 517.373.9808.

SUPPORTING STATUTES

PA 255 of 1978: Commercial Redevelopment Act

Introduction

2008 PA 227 re-activates and updates the Commercial Redevelopment Act (1978 PA 255, MCL 207.652 et seq.), which the Legislature allowed to sunset in 1985. This Act allows for tax exemptions for new, replacement, and restored facilities in city and village redevelopment districts. The Act sunsets on December 31, 2020, and no new abatements can be granted after that date unless the sunset is extended or removed by the Legislature.

What is the purpose of the Act?

Under 1978 PA 255 (as amended by 2008 PA 227), a legislative body is authorized to exempt a commercial property (replacement facility, restored facility, or new facility) from certain parts of the General Property Tax Act. A facility issued a certificate is exempt from real property taxes and is instead subject to a new commercial facilities tax.

Eligible commercial properties

Eligible properties include land improvements classified as real property that are either completed or in the process of construction, for which the primary purpose and use is the operation of a commercial business enterprise. The duration of the exemption is at the discretion of the local legislative body, not to exceed 12 years after the completion of the facility. A legislative body may review and extend an exemption issued for less than 12 years. Upon expiration of the certificate, the abated facility is placed back on the ad valorem property tax roll.

How taxes are calculated

Commercial facilities taxes are calculated based on the type of facility qualifying for the exemption. For a new or replacement facility, the total taxable value of the facility (excluding land and personal property) is multiplied by $\frac{1}{2}$ of the total mills levied by all taxing jurisdictions in the district. For a restored facility, the taxable value of the real property of the obsolete facility (excluding land and personal property) in the year preceding the issuance of the exemption certificate is multiplied by the total mills levied by all taxing jurisdictions in the district.

In addition to local taxes, the state treasurer may exclude up to $\frac{1}{2}$ of the State Education Tax (SET) mills the facility must pay (for a period of up to six years) if it is determined necessary for reducing unemployment, promoting economic growth, and increasing capital investment in the local unit of government. This must be done within 60 days after the local unit has granted a commercial facility exemption for a new or replacement facility, and only 25 of these exemptions can be made per year.

Requirements of the Act

For new, replacement, and restored facilities to utilize this Act, the commercial property must be located in areas zoned to allow for mixed-use (including high density, residential use). The property must also be located in a Downtown Development Authority (DDA) district, Principal Shopping District (PSD), Businesses Improvement District (BID), or in an area within the boundaries of the city or village that is zoned and primarily used for business, as determined by the local unit of government. For replacement facilities, the commercial property must be on, or contiguous to, land to be acquired, constructed, altered, or installed if being substituted for obsolete commercial property.

The local unit of government in which the facility is located must do the following in the redevelopment district:

- establish and implement an expedited local permitting and inspection process
- pass a resolution providing for walkable, non-motorized interconnections, including sidewalks and streetscapes

**SAMPLE RESOLUTION TO ESTABLISH A COMMERCIAL
REDEVELOPMENT DISTRICT**

Minutes of a (regular/special) meeting of the (governing body) of the (governmental unit), held on (date), at (place) in (location) at (time).

PRESENT:

ABSENT:

The following preamble and resolution were offered by _____, and supported by _____.

Resolution (resolution number) Establishing a Commercial Redevelopment District for (applicant)

*WHEREAS, pursuant to PA 255 of 1978, the (governmental unit) has the authority to establish "Commercial Redevelopment Districts" within the (governmental unit) at request of a commercial business enterprise or on it's own initiative; and

WHEREAS, (applicant) has filed a written request with the clerk of the (governmental unit) requesting the establishment of the Commercial Redevelopment District for an area in the vicinity of (commercial enterprise address) located in the (governmental unit) hereinafter described; and

WHEREAS, the (governing body) of the (governmental unit) determined that the district meets the requirements set forth in section 5 of PA 255 of 1978; and

WHEREAS, written notice has been given by certified mail to all owners of real property located within the proposed district as required by section 5(3) of PA 255 of 1978; and

WHEREAS, on (date) a public hearing was held and all residents and taxpayers of the (governmental unit) were afforded an opportunity to be heard thereon; and

WHEREAS, the (governmental body) deems it to be in the public interest of the (governmental unit) to establish the Commercial Redevelopment District as proposed;

NOW, THEREFORE, BE IT RESOLVED by the (governing body) of the (governmental unit) that the following described parcel(s) of land situated in the (governmental unit), County of (county name), and State of Michigan, to wit:

(Legal Description of District)

be and here is established as a Commercial Redevelopment District pursuant to the provisions of PA 255 of 1978 to be known as (name of district) Commercial Redevelopment District No. _____.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the (governing body) of the (governmental unit), County of (____), Michigan at a (regular/special) meeting held on (date).

Clerk

**Note: If the district is established by the governing bodies own initiatives please indicate the purpose of establishing the district and the economic advantages to the community.*

Instructions for Completing Form 4757

Application for Commercial Facilities Exemption Certificate

The Commercial Facilities Exemption Certificate was created by Public Act 255 of 1978, as amended. Applications for a certificate of exemption are filed, reviewed, and approved by the Local Governmental Unit (LGU). A copy of the certificate is filed with the State Tax Commission.

Owner / Applicant Instructions

1. Complete Parts 1, 2 and 3 of the application. Restoration, replacement, or construction may commence after establishment of a district.
2. The following must be provided to the LGU as attachments to the application:
 - a. General description of the facility (year built, original use, most recent use, number of stories, square footage).
 - b. General description of the proposed use of the facility.
 - c. General description of the nature and extent of the restoration, replacement, or construction to be undertaken.
 - d. Legal description of the facility.
 - e. Descriptive list of the fixed building equipment that will be a part of the facility.
 - f. Time schedule for undertaking and completing the restoration, replacement, or construction of the facility.
 - g. Statement of the economic advantages expected from the exemption.
3. After reviewing Parts 1, 2, and 3 for complete and accurate information, sign the application where indicated.

LGU Assessor Instructions

1. Complete Part 4 of the application.
2. After completing Part 4, sign where indicated to certify that if approved, the property will appear on the Commercial Facilities Exemption specific tax roll only.

LGU Clerk Instructions

1. After the LGU passes a resolution approving the application, complete Part 5 of the application. A resolution template with required statements can be found at www.michigan.gov/propertytaxexemptions.
2. After reviewing the application for complete and accurate information, sign the application to certify the application meets the requirements as outlined by Public Act 255 of 1978, as amended.
3. Issue a certificate to the applicant using the certificate templates found at www.michigan.gov/propertytaxexemptions.
4. If in Part 1 the applicant did not wish to be considered for the State Education Tax exclusion, submit only a copy of the Certificate to the State Tax Commission at the address given below.
5. If in Part 1 the applicant did wish to be considered for the State Education Tax exclusion, submit a copy of the certificate, application and attachments to the State Tax Commission at the address given below.

State Tax Commission

P.O. Box 30471

Lansing, MI 48909

STATE USE ONLY		
Application Number	Date Received	LUCI Code

Application for Commercial Facilities Exemption Certificate

Issued under authority of Public Act 255 of 1978, as amended.

Read the instructions page before completing the application. **This application must be filed after a Commercial Redevelopment District is established.** The original application and required documents are filed with the clerk of the Local Governmental Unit (LGU).

PART 1: OWNER / APPLICANT INFORMATION (applicant must complete all fields)			
Applicant (Company) Name		NAICS or SIC Code	
Facility's Street Address	City	State	ZIP Code
Name of City, Township or Village (taxing authority)	County	School District Where Facility is Located	
<input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village			
Date of Rehabilitation Commencement (mm/dd/yyyy)	Planned Date of Rehabilitation Completion (mm/dd/yyyy)		
Estimated Cost of Rehabilitation	Number of Years Exemption Requested (1-12)		
Expected Project Outcomes (check all that apply)			
<input type="checkbox"/> Increase Commercial Activity <input type="checkbox"/> Retain Employment <input type="checkbox"/> Revitalize Urban Areas			
<input type="checkbox"/> Create Employment <input type="checkbox"/> Prevent Loss of Employment <input type="checkbox"/> Increase Number of Residents in Facility's Community			
No. of perm. jobs to be created due to facility's rehab.	No. of perm. jobs to be retained due to facility's rehab.	Number of construction jobs to be created during rehabilitation	
Each year, the State Treasurer may approve 25 additional reductions of half the state education tax for a period not to exceed six years.			
<input type="checkbox"/> Check this box if you wish to be considered for this exclusion.			
PART 2: APPLICATION DOCUMENTS			
Prepare and attach the following items:			
<input type="checkbox"/> General description of the facility (year built, original use, most recent use, number of stories, square footage)		<input type="checkbox"/> Descriptive list of the fixed building equipment that will be a part of the facility	
<input type="checkbox"/> General description of the facility's proposed use		<input type="checkbox"/> Time schedule for undertaking and completing the facility's restoration, replacement or construction	
<input type="checkbox"/> General description of the nature and extent of the restoration, replacement, or construction to be undertaken		<input type="checkbox"/> Statement of the economic advantages expected from receiving the exemption	
<input type="checkbox"/> Legal description of the facility			
PART 3: APPLICANT CERTIFICATION			
Name of Authorized Company Officer (no authorized agents)		Telephone Number	
Fax Number		E-mail Address	
Mailing Address	City	State	ZIP Code
<p>I certify that, to the best of my knowledge, the information contained herein and in the attachments is truly descriptive of the property for which this application is being submitted. Further, I am familiar with the provisions of Public Act 255 of 1978, as amended, and to the best of my knowledge the company has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local governmental unit and the issuance of a Commercial Facilities Exemption Certificate by the State Tax Commission.</p> <p>I further certify that this application relates to a program, when completed, will constitute a facility, as defined by Public Act 255 of 1978, as amended.</p>			
Signature of Authorized Company Officer (no authorized agents)		Title	Date

PART 4: LGU ASSESSOR CERTIFICATION

Provide the Taxable Value and State Equalized Value of the Commercial Property.

	Taxable Value (excluding land)	State Equalized Value (SEV) (excluding land)	
Building			

The property to be covered by this exemption may not be included on any other specific tax roll while receiving the Commercial Facilities Exemption. For example, property on the Eligible Tax Reverted Property (Land Bank) specific tax roll cannot be granted a Commercial Facilities Exemption that would also put the same property on the Commercial Facilities specific tax roll.

☐ By checking this box I certify that, if approved, the property to be covered by this exemption will be on the Commercial Facilities Exemption specific tax roll and not on any other specific tax roll.

Name of Assessor (first and last name)	Telephone Number		
Fax Number	E-mail Address		
Mailing Address	City	State	ZIP Code

I certify that, to the best of my knowledge, the information contained in Part 4 of this application is complete and accurate.

Assessor's Signature	Date
----------------------	------

PART 5: LGU ACTION / CERTIFICATION (LGU Clerk must complete Part 5)

Action Taken By LGU:

☐ Exemption approved for _____ years, ending December 30, _____ (not to exceed 12 years)

☐ Exemption Denied

Date District Established (attach resolution for district)	Local Unit Classification Identification (LUCI) Code	School Code	
Name of Clerk (first and last name)	Telephone Number		
Fax Number	E-mail Address		
Mailing Address	City	State	ZIP Code
LGU Contact Person for Additional Information	LGU Contact Person Telephone Number	Fax Number	

I certify that, to the best of my knowledge, the information contained in this application and attachments is complete and accurate.

Clerk's Signature	Date
-------------------	------

If you have questions, need additional information or sample documents, call (517) 373-2408 or visit www.michigan.gov/propertytaxexemptions.

**State Tax Commission
Policy Statement
for
Commercial Redevelopment Act
(PA 255 of 1978, as amended)
Applications**

Effective immediately, all Public Act 255 of 1978 Commercial Redevelopment applications submitted to the local governmental unit are required to indicate the prior year's actual taxable value, rather than a zero (\$0) taxable value based on a prior year's tax exempt status. The local governmental unit's assessor shall determine the property's prior year actual taxable value as if the property had not been tax exempt. A Commercial Redevelopment exemption will not be issued or frozen at a zero taxable value that is the result of a prior year's tax exempt status.

Robert Donohue

From: Ritchie, Mary E [ritchiera@oakgov.com]
Sent: Tuesday, January 17, 2017 3:28 PM
To: Robert Donohue
Subject: Reference Materials
Attachments: mclindex_CFT.xlsx; mclindex_CRA.xlsx; cvt_list.doc; 17cftactive.xlsx; 17craactive.xls; 17iiftactive.xlsx

The attached, as per our discussion this afternoon. The CFT, CRA and IFT 2017 Active Lists will only list those certificates or applications known to us in the units we do not serve as Contract Assessor.

Mary E. Ritchie, Appraiser III
Oakland County Equalization
Phone: 248.858-4029
E-mail: ritchiera@oakgov.com

CVT LIST – CITIES/VILLAGES/TOWNSHIPS

A	Addison	02	A uburn Hills
AL	Village of Leonard	04	Berkley
C	Bloomfield (Charter)	08	Birmingham
D	Brandon (Charter)	12	Bloomfield Hills
DO	Village of Ortonville	14	Clarkston
E	Commerce (Charter)	16	Clawson
EW	Village of Wolverine Lake	20	Farmington
G	Groveland	22	Farmington Hills
H	Highland (Charter)	23	Fenton
I	Holly	24	Ferndale
IH	Village of Holly (P/of)	28	Hazel Park
J	Independence (Charter)	32	Huntington Woods
K	Lyon (Charter)	36	Keego Harbor
L	Milford (Charter)	38	Lake Angelus
LM	Village of Milford	40	Lathrup Village
M	Novi	44	Madison Heights
N	Oakland (Charter)	48	Northville
O	Orion (Charter)	50	Novi
OL	Village of Lake Orion	52	Oak Park
O	Oxford (Charter)	56	Orchard Lake
PO	Village of Oxford	60	Pleasant Ridge
R	Rose	64	Pontiac
RH	Village of Holly (P/of)	68	Rochester
S	Royal Oak (Charter)	70	Rochester Hills
T	Southfield	72	Royal Oak
TB	Village of Bingham Farms	76	Southfield
TF	Village of Franklin	80	South Lyon
TH	Village of Beverly Hills	84	Sylvan Lake
U	Springfield (Charter)	88	Troy
W	Waterford (Charter)	92	Walled Lake
X	West Bloomfield (Charter)	96	Wixom
Y	White Lake (Charter)		

C - 19/31 (NOTE: PP P/of with PP only)

V - 8/10 (NOTE: IH/RH = 2:1)

T - 13/21

CFT Reference
PA 255 of 1978
207.651 - 207.668

<u>TOPIC</u>	<u>MCL/Other</u>	<u>Remarks</u>
Application	207.656	
Application - Approval/Disapproval	207.657	via CVT not more than 60 days post receipt
AOR - Assessing Officer's Report	207.666	10/15/YR
Certificate - Effective	207.658	12/31/YR of issue
Certificate - Issue	207.658	by CLERK of CVT; No 10/31/YR STC Deadline
Construction - Period/of	207.664	Two (2) years or greater IF CVT approved
Construction - Start/of	207.660	
CVT - Local Government Unit	207.654	City or Village Eff. 06/2008 Twps. EXCLUDED
District - Comm. Redevelopment (CRD)	207.655	via RESOLUTION
Extension - Certificate Term	207.659	Extension conditions established w/initial approval
Extension - Construction Period	207.664	Two (2) years or greater IF CVT approved
Facility - New	207.654	Limitations
Facility - Replacement	207.654	Complete/Partial Demolition & Reconstruction
Facility - Restoration	207.654	Not replacement; Not less than 10% of TCV/of
Hearing - Application	207.656	
Hearing - District	207.655	Established by Resolution
Land - Ad Valorem	207.653; 659	
Lease - Tax Liability	207.653	Lease = Full Term of Exemption
Personal Property - Ad Valorem	207.653; 659	Except BLL
Personal Property - BLLs	207.653; 659	RP assessed as PP
Revocation	207.664	
SET - Reduction/of	207.662a	New or Replacement Facility; To State by 10/31/YR
Sunset	207.668	2020 (Historic Sunset 1985 amended 2008 to 2020)
Taxes - Specific New/Replacement	207.662	HALF Rates + SET unless reduced by State Treas.
Taxes - Specific Restored	207.662	FULL Rates on Frozen Value
Taxes - Unpaid	207.663	Lien
Term	207.659	At least 1 year not to exceed 12 post completion
TIFA Relationship	207.655	May be w/in
Transfer	207.665	
Value	207.661	Annual determination/of
Value - Prior EXEMPT	207.656/Ad. Rule 209.113	Assessor values to establish FROZEN Value/of

2017 CFT Certificates

(P.A. 255 of 1978)

<u>CVT</u>	<u>Cert. No.</u>	<u>SET</u>	<u>Company Name</u>	<u>RP - Expiration</u>	<u>N/RP/RS</u>	<u>Certificate Iss</u>
OL	CF2015-001	VILLAGE	BBO R.E. LLC	2016	RS	8/10/2

Key:

N - New/RP- Replacement/RS - Restored
O.C.E.D. w/Contract
Problem or Incomplete
File purged & in power file pending advance to Record Retention

CRA Reference
PA 210 of 2005
207.841 - 207.856

<u>TOPIC</u>	<u>MCL/Other</u>	<u>Remarks</u>
Application	207.844	
Application - Approval/Disapproval	207.845	via CVT Resolution not more than 60 days post receipt
Application - Approval/Disapproval	207.846	via STC Resolution not more than 60 days post receipt
AOR - Assessing Officer's Report	207.854	10/15/YR
Certificate - Contents/of	207.846	
Construction - Period	207.846	Period of time authorized by CVT
Construction - Start/of	207.848	Does not occur more than 6 mons. prior to application
District - Commercial Rehabilitation	207.842; 843	via RESOLUTION
District - County Rejection/of	207.843	
District - Qualified Rehabilitation	207.843	
District - Size of	207.842	
Extension - Certificate Term	207.847	Extension conditions established w/initial approval
Hearing - Application	207.844	Hearing for Application & District held separately
Hearing - District	207.843	Hearing for District & Application held separately
Land - Ad Valorem	207.842; 847	
Personal Property - Ad Valorem	207.847	
Personal Property - BLLs	207.842; 847	RP assessed as PP
Qualified - Facility	207.842	
Qualified - Local Governmental Unit	207.842	City/Village/Township
Qualified - Retail Food Establishment	207.842	
Rehabilitation	207.842	Major reno.; New:Demo/of; Not less than 10% of TCV
Revocation	207.852	
SET	207.850	
Sunset	207.856	2020 (Historic Sunset 2015 amended 2015 to 2020)
Taxes - Specific Frozen	207.850	FULL Rates
Taxes - Specific Rehab	207.850	LSD Operating & SET only
Taxes - Unpaid	207.851	Lien
Term	207.847	At least 1 year not to exceed 10 post completion
Time Sensitive - CVT/STC	207.845; 846	
Transfer	207.853	
Value	207.849	Annual determination/of
Value - Prior EXEMPT	Ad. Rule 209.111	Assessor values to establish FROZEN Value/of

2017 CRA Certificates

(P.A. 210 of 2005)

CVT	Cert. No.	Company Name	RP - Expiration	R	Frozen	Investment	Certifica
Y	C2016-015	4 Corners Square, LLC	2023	R	416,130	10,000,000	
02	C2011-008	LVFI Real Estate Holdings, LLC	2021	R	1,147,740	2,000,000	
02	C2012-004	TD Joslyn Road, LLC	2022	R	188,980	770,000	
50	C2012-002	TBON, LLC	2018	R	0	8,470,000	
64	C2015-024	Ultimate Soccer Arenas, LLC/GTS Holdings, LLC	2025	R	2,068,350	8,600,000	
76	C2015-020	T12 Office, LLC	2025	R		16,355,225	
76	C2016-008	Kiwi Hospitality Detroit, LLC	2026	R	354,832	12,546,500	

Key:

O	C	E	D	w/Contract
Problem/Incomplete/Unknown				

AGENDA NOTE

New Business /

MEETING DATE: January 13, 2019

PERSON PLACING ITEM ON AGENDA: Amy Allen, Director SLARA

AGENDA TOPIC: Athletic Field / Court Use Application and Permit Policy & Procedure.

EXPLANATION OF TOPIC: The Parks and Recreation Commission has made a recommendation to City Council to approve the new Athletic Field / Court Use Application and Permit Policy and Procedure. This request is being made due to the increased use of the fields / courts. Multiple date usage is causing damage to our fields, and resident groups and the City are paying for this use.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Memo from Amy Allen, Director SLARA, Athletic Field / Court Use Application and Permit Policy and Procedure.

POSSIBLE COURSES OF ACTION: Approve or not approve the new Athletic Field / Court Use Application and Permit Policy and Procedure.

SUGGESTED MOTION: Motion by _____, supported by _____ to approve the new Athletic Field / Court Use Application and Permit Policy and Procedure.

11.25.2019

Memo

To
South Lyon City Council

From
Amy Allen, CPRP
SLARA Director

Re
Field Permit Updates

The South Lyon Area Recreation Authority (SLARA) has been accepting and approving Athletic Field/Court Use Applications for the City of South Lyon since it was approached by the City in 2014 to take this process over. Initial application policies and procedures were created by SLARA along with an application form. These materials were all created with input from the South Lyon Parks and Recreation Commission and approved by City Council.

Since 2014 requests to utilize the athletic fields/courts have increased each year. Not only are South Lyon organizations requesting usage, but outside individuals and organizations/teams have started requesting field usage. Many of these requests are for multiple usage dates. SLARA has been in communication with the South Lyon Junior League about field usage and conditions. Both SLARA and the Junior League contribute to field upkeep costs because of their extended usage of these fields. These organizations pay for portable john rentals at the fields along with paying for field lining, additional dirt, bases, pitching mounds and grooming. All of these things benefit the public and other organizations utilizing fields.

Currently the only fee charged for field reservations is a \$25 permit fee and that is only charged if multiple dates are being reserved. This fee was intended to fund SLARA staffing costs to manage the incoming permits/applications and time required to update the calendar of usage. Over the past 4 years on average, approximately \$75-\$100 has been received by the SLARA for their services annually.

The permit policies and fees have been updated to help deter non-resident usage for the fields and for multiple date usage by outside groups. The intention is also to get more help from resident groups utilizing the fields on a regular basis for field upkeep and repair. Teams/organizations that are not South Lyon based are able currently to utilize the fields for multiple dates and only pay the \$25 permit fee. Word is getting out and we have more and more requests being submitted. Multiple date usage is causing damage to our fields and resident groups and the City are paying for this.

The SLARA, South Lyon Junior League and the Parks and Recreation Commission have all had input into the updated policies and fee schedule that you have in your packets. By charging additional fees for usage to outside groups/teams and for recurring reservations we hope to see a decrease in non-resident usage of our fields and hope to recoup more maintenance fees from continued group usage. If excessive fees are collected by SLARA they will work with the City to direct those funds to park maintenance projects.

South Lyon Area Recreation Authority

Tel 248.437.8105
Fax 248.437.4324

23333 Griswold, Ste 100
South Lyon, MI 48178

www.slrec.net
aallen@slrec.com



South Lyon Area Recreation Authority

23333 Griswold Road, Suite 100, South Lyon, MI 48178
(248) 437 - 8105



CITY OF SOUTH LYON ATHLETIC FIELD/COURT USE APPLICATION AND PERMIT POLICY & PROCEDURE

Intent and Purpose

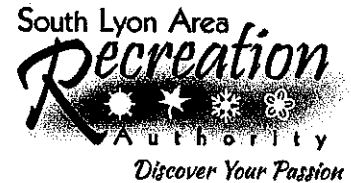
The intent and purpose of this policy is to provide for the fair and equitable permitting of use of City athletic fields and courts by individuals and groups.

City Athletic Field and Court Permit Application Procedures

- Applications to obtain permit for use of City athletic fields and courts will be accepted by South Lyon Area Recreation Authority (SLARA) beginning the 2nd Monday of January at 8:00 am of the calendar year for dates in that year.
- Applications should be submitted a minimum of thirty (30) days prior to the requested date of use to obtain a permit for use of the field or court.
- Applications shall be submitted in person, in the drop box, or via facsimile directly to the Recreation Director, at 23333 Griswold Road, Suite 100, South Lyon, MI 48178.
- **Applications for permits for multiple dates shall be subject to a \$25 non-refundable application fee which shall be due and payable to the "SLARA". No permits will be approved until applicable application fees are paid. For modifications requested to approved permits, a \$5 fee will be charged for each request.**
 - * A Permit Modification is defined as a request to change times or change locations on a previously approved permit.
 - * For activity cancellations due to inclement weather, an alternate date may be requested without incurring the "Permit Modification Fee". These makeup requests must be submitted within 48 hours of the cancelled date and requested dates are not guaranteed and are based on field availability.
 - * Any additional dates requested (not included in the original Permit Application) throughout the calendar year constitute a new Permit Application and all applicable fees will be charged.
- Applications will be received and reviewed by SLARA on behalf of the City of South Lyon. A permit shall not be valid until approved by the Director of SLARA in writing. SLARA shall be responsible for ensuring that Applicants activities are appropriate for the fields use and shall ensure that proper background checks are completed on any individuals or organizations using the field before an application is approved.
- Only completed applications will be accepted, reviewed and considered. A completed application must include the following:
 - * A completed Athletic Field/Court Use Permit Application Form, including a signature acknowledging and agreeing to the Field/Court Terms of Use and Waiver of Liability and Hold Harmless agreement, which is attached to this document as Appendix A.
 - * A list of requested usage dates including additional dates for rescheduling rainouts or other canceled usage.

South Lyon Area Recreation Authority

**23333 Griswold Road, Suite 100, South Lyon, MI 48178
(248) 437 - 8105**



- * A current copy of the applicant's articles of organization or incorporation, if applicable.
- * A certificate of general liability insurance coverage for injuries to persons or damage to property that may arise from or in connection with the permitted use of the athletic field or court and/or the activities associated with it in a minimum amount of \$1,000,000 per occurrence and aggregate with the following wording added as Additional Insured: "It is understood and agreed that the following shall be Additional Insured: The City of South Lyon, including its elected and appointed officials, all employees and volunteers, all boards, departments, and/or authorities and their board members, employees, and volunteers." The applicant's insurance shall be primary and non-contributory.

Permitting Priority Guidelines

The City acknowledges its right to establish a reasonable method of permitting and scheduling the use of fields and courts. To protect these fields and courts from unregulated use that could potentially cause harm to them, five categories of athletic field and court users are defined to promote orderly and timely accessibility and use of the fields and courts as well as identify factors considered in the review, scheduling and approval of permits for use of same. The City athletic fields and courts are public property. Any unreserved fields or courts are available to the public on a first come, first served basis. Proof of residency may be required for individuals, businesses and organizations.

Permit Applications will be reviewed and considered according to the following priorities:

Type I: Programs and activities provided and/or sponsored by the City of South Lyon.

Type II: South Lyon based (*meaning organization Articles of Incorporation list South Lyon as address on file with the State of Michigan*), non-profit organizations, including but not limited to South Lyon Area Recreation Authority, South Lyon Junior League, South Lyon Soccer Club, South Lyon Lacrosse, Boy Scouts, Girl Scouts, Church Groups, etc. If teams are requesting usage, they must be participating in a South Lyon based league.

Type IIIA: South Lyon residents first requested rental date.

Type IIIB: South Lyon residents second and subsequent rental dates.

Type IVA: South Lyon for profit businesses, organizations or South Lyon Teams (*teams must consist of 75% South Lyon residents*) that participate in South Lyon based (*meaning business or organization physically located within South Lyon City limits*) for profit leagues.

Type IVB: South Lyon Teams (*teams must consist of 75% South Lyon residents*) that participate in Non-South Lyon based leagues.

Type V: Non-South Lyon based non-profit organizations, private individuals, businesses, etc.

In reviewing an application, in addition to the above user priorities, the City may also consider other factors, including, without limitation: the programming of the City, the City's affiliations with certain organizations and groups, the applicant's need (whether season, multiple or single dates and/or facilities), number of participants, residency of applicants and participants, and the overall impact of the requested use on the City's established recreational needs and goals. A South Lyon organization, group, or individual is defined as one having a business or residential address in the corporate boundaries of the City.

If multiple applications are submitted for the same field(s)/court(s) at the same time, the SLARA Director

South Lyon Area Recreation Authority

**23333 Griswold Road, Suite 100, South Lyon, MI 48178
(248) 437 - 8105**



will contact all organizations involved to arrange a meeting to best determine field/court usage and finalize permits for use. A decision will be reached, to the best of the SLARA Director's abilities, that allows fair and equitable time for each applicant based on needs and other relevant factors. This meeting shall take place within a reasonable time following receipt of the applications or the scheduling conflict becomes known. Priority will be given to those sports and uses which are to be considered "in season" during the requested dates. Additionally, the SLARA Director will consider the following factors in determining which individual or organization will receive the permit for the field/court use:

- 1) The number of participants in the program;
- 2) The total requested time for each individual or organization;
- 3) Whether the requesting individual or organization charges participants or is a free service;
- 4) Whether the individual or organization is a City of South Lyon resident or located within the City of South Lyon;
- 5) What the requested use of the field/court will be and any potential concerns of damage or injury; and
- 6) Such other considerations that the SLARA Director deems to be proper, provided such considerations are reasonable under the circumstances.

Additional Terms

Permit applications for full season use of athletic fields and courts must be submitted annually. Future permit applications will not be automatically approved based on the previous year's approved permit.

The liability of the City of South Lyon for failure to honor an issued permit for use of an athletic field or court as a result of an act of God, field or court condition, or other incident beyond the reasonable control of the City shall be limited to providing a reasonably satisfactory alternate date and/or time for the event or activity scheduled under the Permit.

The City reserves the right to waive policies, in whole or in part; to waive restrictions and conditions; to impose restrictions and conditions; to require special security; to waive fees, in whole or in part; to impose additional insurance requirements; to require municipal inspections and approvals; and to take such steps as may be necessary to ensure the health, safety and welfare of the residents of the City and the users of the athletic fields and courts.

The City of South Lyon reserves the right to deny any application for a permit to use an athletic field or court if deemed in the best interest of the City.

Applicants and Permittees agree to abide by all ordinances, policies, and rules and regulations applicable to athletic fields and courts.

By recommendation of SLARA, the City reserves the right to waive policies in whole or in part; to waive restrictions and conditions; to impose restrictions and conditions; to require special security; to waive fees in whole or in part; to impose additional insurance requirements; to require municipal inspections and approvals; and to take such steps as may be necessary to ensure the health, safety, and welfare of the residents of City and the users of the athletic fields or courts.

This policy may only be amended by action of the City. In the case of a conflict between this Policy and any other document, agreement, attachment, form, or other policy of the City, this Policy shall control.

Field Usage Fees & Expectations

South Lyon Area Recreation Authority

**23333 Griswold Road, Suite 100, South Lyon, MI 48178
(248) 437 - 8105**



All Athletic Fields/Courts shall be left in the condition in which they were found. All parks are subject to the other policies and ordinances that have been or may in the future, be adopted to govern those specific locations, including the following sections of the City Codes of Ordinances: Chapter 62, Article III of the City Code of Ordinances regarding the Use of Public Parks.

The following fees will be charged for Athletic Field/Court Use by Group Type:

<u>TYPE</u>	<u>PER Baseball/Soccer Field</u>	<u>PER Volleyball Courts</u>
Type I, IIIA:	No Fee	No Fee
Type II, IIIB, IVA & IVB:	\$75/hour	\$25/hour
Type V:	\$100/hour	\$45/hour

If excessive dates/times are being requested, the City reserves the right to request compensation by groups, teams or individuals to help offset the cost of field maintenance. This compensation may be monetary or pre-arranged in-kind services directly related to field maintenance. This compensation shall be agreed upon by both parties before the Athletic Field/Court Use Permit Application is approved. Any damages to the athletic fields/courts by groups, teams or individuals shall be billed directly to the permit holder by the City of South Lyon. All damage fees accumulated must be paid within 30 days of invoice and made directly to the City of South Lyon.

An organization making in-kind contributions may submit a request to have its fees waived or reduced by its contributions. Such a request shall be submitted to and reviewed by the SLARA Director, and it will be at the sole discretion of the SLARA Director whether to waive or reduce a fee.

All field/athletic equipment to be used during the reservation must be furnished by the renter. The City does not provide necessary equipment for use during rentals. Equipment stored at the field but belonging to another organization may be used at that particular organization's discretion.

The sale, use, and possession of any controlled substance, including but not limited to, alcoholic beverages, beer, wine, and other spirits is expressly prohibited at all athletic fields and courts within the City. Smoking is prohibited on or within fifty (50) feet of any athletic field or court within the City.

All Field Usage Fees must be paid directly to "SLARA" 7 days prior to the first requested reservation date. If fees are not paid prior to 7 days, the reservation will become null and void and this date will be made available for reservation to the public.

Cancellations may be made up to 48 hours prior to any reservation to qualify for a refund of fees paid. If cancellations are not made prior to 48 hours of the reservation all fees paid are forfeited.

If teams, groups or individuals are found to not be utilizing the fields/courts during their reserved time a fee of \$25 will be charged per hour for each hour of the reservation time the fields/courts go unused. This fee may be waived in cases of inclement weather or circumstances beyond the control of the permit holder. All fees must be paid directly to the "SLARA" within 14 days of the invoice date. Invoices will be sent directly to the permit holder at the email address submitted on the Athletic Field/Court Use Permit Application.

Cancellations MUST be made by contacting the SLARA at 248.437.8105. Cancellations cannot be made via email or fax.

AGENDA NOTE

New Business: Item # 2

MEETING DATE: January 13, 2020

PERSON PLACING ITEM ON AGENDA: Douglas Varney, Director, Utilities and DPW

AGENDA TOPIC: Purchase and installation of a unit heater for the maintenance garage at the Clean Water Plant.

EXPLANATION OF TOPIC: The unit heater for the maintenance garage has a cracked heat exchanger and will need to be replaced. The current gas fired unit is rated for 125,000 BTU's. There are three quotes attached for your review.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:

- 1.1 Quotes (3) obtained to perform replacement of failed unit heater
- 1.2 Image of the two types of units being considered

POSSIBLE COURSES OF ACTION: Approve/deny the purchase and installation of the 150,000 BTU Sterling SC Unit Heater by Covenant Environmental for the maintenance garage located at the Clean Water Plant under line item **592-557-931** used for Building Maintenance. They are the lowest bidder for the exact unit replacement which is the best option for this application. This unit will also have a stainless-steel heat exchanger and is the direct replacement with a slightly better heat output rating.

SUGGESTED MOTION:

- (1) Motion by _____, supported by _____ to approve the purchase and installation of a new unit heater for the maintenance garage at the Clean Water Plant for the amount of \$5,310.00 under line item **592-557-931**.



Covenant Environmental LLC

...more than a promise

MECHANICAL ENGINEERING AND CONTRACTING • COMMERCIAL AND INDUSTRIAL AIR SYSTEMS

10227 BERGIN RD • HOWELL MI, 48843 • COENVIRO.COM • (810) 991.1331 FAX (810) 991.1332

QTN#TA122319CSL

December 23, 2019

City of South Lyon
Water & Wastewater Department
23500 Dixboro
South Lyon, MI 48178

P: 248-437-4006
F: 248-437-0449
E: rbeasonsouthlyon@hotmail.com

Attn: Ron Beason
Subject: Unit Heater Replacement

Ron, we are pleased to submit our proposal to replace the hanging unit heater in the garage area we looked at last week. It is not cost effective to replace the heat exchanger and this replacement give you the opportunity to install a larger heater. This unit will have a stainless-steel heat exchanger. Please review the proposal below and advise.

Proposal

1. Remove existing 125,000 Btu heater.
2. Install a new 150,000 Btu Sterling SC heater.
3. Utilize existing gas and electric.
4. Run new intake and exhaust piping to wall vent.
5. Reuse existing thermostat.
6. Check, test, and start new unit.

Purchase Price \$5,310.00

Terms: 35% upon acceptance.
Balance on completion - Net 30.

Ron, the new heater has a lead time of three to four weeks. If you should have any questions, please call us at your convenience.

Respectfully Submitted,

Tom Allen
Service Director

Kropf Mechanical Service Company

December 23, 2019

Ron Beason
City of South Lyon
23500 Dixboro Rd
South Lyon, Mi. 48178

Subject: Unit Heater Replacement/Maintenance Garage

Dear Ron;

We submit the following quote which includes pricing and our scope of work:

1. Removal and replacement of one [1] Sterling Unit Heater with exact replacement as original 125,000 BTU's input
2. New heater to have stainless steel heat exchanger and horizontal side wall vent system
3. Reuse of original vent piping indoor/outdoor
4. Labor to reconnect to original gas piping and electrical and use of original room t-stat
5. Check, test, and start up of same
6. One [1] year labor and parts warranty

Price to do this work \$5,526.00 dollars

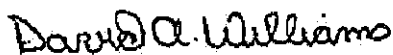
Delivery of unit is 4-5 weeks

Customer to provide lift and operator for removal and re-hanging new unit

Customer to provide free and clear access below unit

Please call to schedule this work or if you need any clarification on our scope of work.

Sincerely yours,



David A. Williams
President



Sean Klein
4615 Pontiac Trail
Ann Arbor MI 48105
Mechanical Contractor
248-755-3620

Attention: Ron Beason
Job: Unit Heater
12-30-19

To: Ron Beason
23500 Dixboro Rd
South Lyon 48178

This a quote to install a new sealed combustion 150k reznor model udas unit heater.

Job includes

Unit heater
Permit
Removal of old unit

Job Cost -\$3,500.00

Any questions or concerns feel free to give me a call at 248-755-3620 thank you.

Kind Regards,
Sean Klein

STERLING "SC" SERIES SEPARATED COMBUSTION TUBULAR BLOWER STYLE UNIT HEATER



SCS-4

SEPARATED COMBUSTION

The Sterling "SC" Series Separated Combustion Tubular Blower Gas-Fired Unit Heater offers a highly efficient, extremely durable alternative to the traditional clam shell design. Additionally, the "SC" unit heater "separates" the combustion process from the environment where the unit is installed. A power venting system draws a controlled quantity of combustion air from outside the building. The same system exhausts flue products to the outside. The burners, pilot and flue system are enclosed within the unit; thus, the entire combustion process is unaffected by the atmosphere in the space where the heater is located. Separated combustion units are designed to be installed where dusty, dirty or mildly corrosive conditions exist or where high humidity or slightly negative pressures prevail.

Units are available in sizes 100 to 400 MBH. The "SC" is certified by ETL as providing 83% thermal (combustion) efficiency.

TUBULAR HEAT EXCHANGER

The Sterling tubular heat exchanger has been designed to provide maximum and uniform heat transfer. The low pressure drop associated with this design enables heated air to be evenly distributed to the conditioned space. This curved, non-welded serpentine design experiences less thermally induced stress making it highly durable for significantly longer service life. All Sterling tubular heat exchangers are constructed of heavy duty 20-gauge aluminized steel. Optional 409 stainless steel heat exchangers are also available.

DIRECT SPARK IGNITION SYSTEM

Sterling "SC" units utilize a direct spark pilotless ignition of the burner, providing fast heat delivery. This highly reliable and efficient ignition system incorporates an integrated electronic control board to regulate the system sequence of operation, including an externally mounted LED indicator for simple troubleshooting.

VENTING

The Sterling "SC" unit heater is ETL certified in accordance with categories I and III venting requirements. This certification allows units to be vented both vertically and horizontally using either single wall or double wall venting materials. Available as an accessory option, Sterling offers a Combustion Air Inlet Kit that allows for concentric venting of both combustion and exhaust air systems through one termination.

CAUTIONS

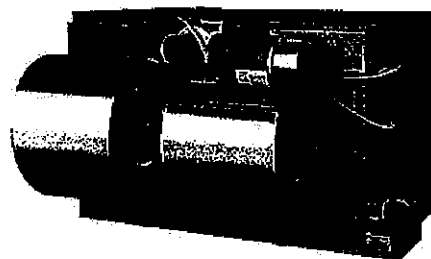
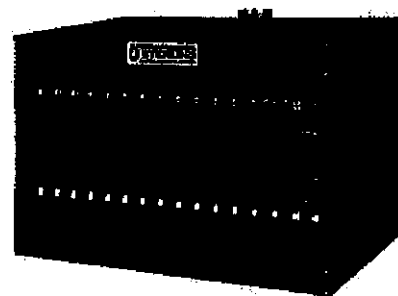
Combustion air and vent systems must be installed in accordance with current National Fuel Gas Code or Installation Code, Installation Code for Natural Gas Burning Appliances and Equipment (Canada) and any local and state codes. Units should not be installed where negative pressures are significant, where vapor containing chlorine or fluorine may be present or in any areas classified as "hazardous."

STANDARD FEATURES

- Enclosed combustion system
- 20-gauge aluminized steel tubular heat exchanger
- 83% thermal efficiency
- ODP blower motor (with overload protection)
- Power venter
- Combustion air pressure switch
- 20-gauge steel cabinetry with baked enamel finish
- Direct spark ignition system
- 115/24 volt control transformer
- 115/1/60 supply voltage
- Redundant single stage gas valve
- Rear burner access
- Individually adjustable and removable horizontal louvers
- Complete belt guard
- Main control panel
- 10 year heat exchanger, flue collector and burner warranty

OPTIONAL FEATURES

- Stainless steel heat exchanger, burners, and/or flue collector
- Supply voltages: 208 & 230/1/60 and 208, 230, 460, 575/3/60
- Two stage and various electronic modulation gas controls
- Premium efficiency blower motors in ODP & TE types
- Discharge nozzles (30°, 60° & 90°) or duct flange assembly
- Combustion air inlet kits (allows concentric venting with horizontal or vertical termination)



STERLING

HVAC PRODUCTS

260 North Elm St., Westfield, MA 01085

(413) 564-5540 Fax: (413) 562-5311

www.sterlinghvac.com

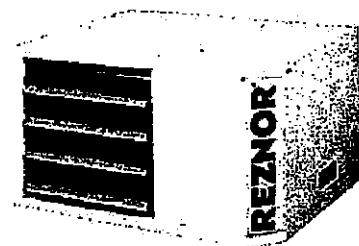


PROJECT: _____

UNIT TAG: _____

REZNOR®

Model UDAS



Separated Combustion, Low Static Commercial/Industrial Unit Heaters

Page Number _____ of _____

Sizes 30-125 carry an additional approval for use in residential garage/workshops under CSA International Requirement 10.96 - U.S. and CR96-0005 - Canada



CSA 2.6b



ANSI Z83.8b



DESCRIPTION

Reznor® V3 Series Model UDAS gas-fired separated combustion unit heaters are available in 14 sizes ranging from 30,000 to 400,000 BTUH gas input. All sizes are approved for commercial/industrial installations. Sizes 30-125 carry an additional approval for use in attached residential garage/workshop application. Model UDAS heaters are designed for 82-83% thermal efficiency and are approved for installation in the United States and Canada by the Canadian Standards Association (CSA).

Reznor® V3 Series unit heaters have a refreshing new appearance with a glossy white cabinet finish and less visible hardware. Each size cabinet is easily suspended from either 2 or 4 suspension points. Or, an optional hanger kit for Sizes 30-125 allows for ceiling mounting. The low voltage terminal strip on the outside of the cabinet makes connecting control wiring easy with no panels to remove. The addition of a "G" terminal to the low voltage strip, along with the new design of the circuit board, allows for fan only operation (without adding relays). All units have a factory installed gas line nipple to the exterior of the cabinet for easy gas service connection.

The preeminent new internal feature is the Tcore® heat exchanger and single burner combustion system. Other standard features include a single-stage gas valve, multi-try direct spark ignition with timed lockout, pressure switch to verify vent flow, resiliently isolated venter motor, venter wheel with improved housing, resiliently isolated axial fan and motor assembly, a high temperature limit control, interlock door switch, and a built-in disconnect switch. Sizes 30-125 also include a flame rollout safety switch. Operation is controlled through an integrated circuit board. The circuit board monitors heater operation and has LED diagnostic indicator lights to identify abnormalities in control functions.

The 1st ever separated combustion system in the commercial/industrial heating industry was introduced on a Reznor heater in the 1960s, and that proven technology is continued in this new separated combustion product. Model UDAS separated combustion units require installation of a specially designed combustion air/vent system including the unique concentric adapter box that allows for only one building penetration for both the vent and combustion air.

The new V3 Series unit heaters are designed to provide all the features you expect in a Reznor heater plus improved efficiency, easier installation, and a new look – *both inside and out*. Look for the unique white unit with no visible front and bottom hardware, deep red louvers, black side handle, and angled corner to know you have a genuine Reznor heater.

STANDARD FEATURES

- Sizes 30-400 certified for commercial/industrial heating application
- Sizes 30-125 carry an additional approval for use in residential garage/workshop heating applications
- 82-83% Thermal efficient – *TOP in its class!*
- 50-60°F Rise range
- Tcore® titanium stabilized aluminized steel heat exchanger
- Patented * single burner combustion system including a one-piece burner assembly
- 115/1/60 Supply voltage
- 115 Volt open fan motor with internal overload protection
- Transformer for 24-volt controls
- Integrated circuit board with diagnostic indicator lights
- Multi-try direct ignition with timed lockout
- Fan relay (included on the circuit board)
- Single-stage natural gas valve (field adjustable for operation to 9,000 ft. elevation*)
- Vibration/noise isolated fan and venter motors
- Sealed control compartment houses all electrical components
- 2-pt and 4-pt Suspension – *standard on all sizes*
- Built-in disconnect switch (20A @ 115V Rating)
- External terminal strip for 24-volt wiring
- Sealed junction box for supply wiring
- External gas connection
- Fully gasketed door panel with safety door switch
- Full fan guard – *engineered for safety*
- Improved cabinet design with less visible hardware

* U.S. Patent No. 6,889,686.

AGENDA NOTE

New Business: Item #3

MEETING DATE: January 13, 2020

PERSON PLACING ITEM ON AGENDA: Douglas Varney, Director, Utilities & DPW

AGENDA TOPIC: Purchase and installation of a new Flygt Explosion Proof Submersible pump for the Eagle Heights Lift Station.

EXPLANATION OF TOPIC: The lift station at Eagle Heights had a recent pump failure. We were able to replace the failed pump with one we had available. There are two in all the lift stations and the only option for direct replacement in this instance is through Kennedy Industries. This expenditure can be purchased out of the Equipment Miscellaneous account **592.557-977** and all quotes are attached for review.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:

1.1 Quote for direct replacement of Flygt 5HP, 3 Phase 4" Discharge Submersible Pump

POSSIBLE COURSES OF ACTION: Approve/deny the purchase and installation of new Flygt Submersible Pump at the Eagle Heights Lift Station for \$8,700.00.

SUGGESTED MOTION: Motion by _____, supported by _____ to approve the purchase of a new Flygt Submersible Pump for the lift station at Eagle Heights for \$8,700.00 under line item **592.557-977**.



INNOVATE
SOLVE
MONITOR
REPAIR



QUOTATION		
DATE	NUMBER	PAGE
12/6/2019	0029460	1 of 1

8 SOU200
I SOUTH LYON WATER DEPARTMENT
L 335 S. WARREN
T SOUTH LYON, MI 48178
O

Accepted By: _____
Company: _____
Date: _____
PO#: _____

ATTENTION:
RON BEASON

248-207-0776

rbeasonsouthlyon@hotmail.com

WE ARE PLEASED TO PROPOSE THE FOLLOWING FOR YOUR CONSIDERATION:

CUSTOMER REF/PO#	JOB TITLE	SLP	SHIPPING TYPE
	EAGLE HEIGHTS SUBDIVISION, FLYGT,PUMP,3102.070, REPLACEMENT, SEWAGE	KES/AJM	CUSTOMER PICKUP
QTY	DESCRIPTION		

- (1) FLYGT EXPLOSION PROOF, SUBMERSIBLE SEWAGE PUMP MODEL NP3102.070-462 IMP
WITH HIGH CHROME IMPELLER AND INSERT RING. PUMP RATED 5 HP, 3 PHASE 460V, WITH 4" DISCHARGE AND
50 FT. MOTOR AND SENSOR CABLE. PUMP EQUIPPED WITH SEAL FAIL/HIGH TEMP CABLE.

NET PRICE INCLUDING FREIGHT, BUT NO TAXES: \$ 8,700.00

DELIVERY: 8 WEEKS (AFTER RECEIPT OF ORDER)

UPON ORDER - PLEASE CONFIRM VOLTAGE AND CABLE LENGTH REQUIRED

WE DO NOT INCLUDE:

INSTALLATION, CONCRETE, OR SITE WORK, ANCHOR BOLTS, PIPING, VALVES, COVER, CONDUIT, WIRING, JUNCTION
BOXES, PADLOCKS OR KEYS, START-UP UNLESS LISTED ABOVE

WE APPRECIATE THIS OPPORTUNITY TO QUOTE AND LOOK FORWARD TO BEING OF FUTURE SERVICE.

SINCERELY,

SARAH RAHN
SRAHN@KENNEDYIND.COM

JN/AJM
CC: KES

This quote is subject to and incorporates by reference Kennedy Industries, Inc.'s ("Kennedy") Terms & Conditions (Rev'd 4/2019) and Customer
Warranty available at www.kennedyind.com which will be provided by email upon written request. Kennedy reserves the right to change the
Terms & Conditions and Customer Warranty for future orders. By accepting this quote and/or issuing a purchase order relative to this quote,
buyer expressly agrees to the provisions set forth in the Terms & Conditions and Customer Warranty posted on Kennedy's website.

CREDIT CARD PAYMENTS ARE SUBJECT TO AN ADDITIONAL 3% CHARGE
NO TAXES OF ANY KIND ARE INCLUDED IN THIS PROPOSAL

TOTAL: \$8,700.00

P.O. Box 930079 Wixom, MI 48393 - 4925 Holtz Drive Wixom, MI 48393 - Phone: 248-684-1200 - Fax: 248-684-6011

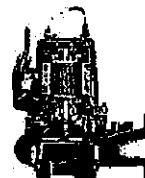
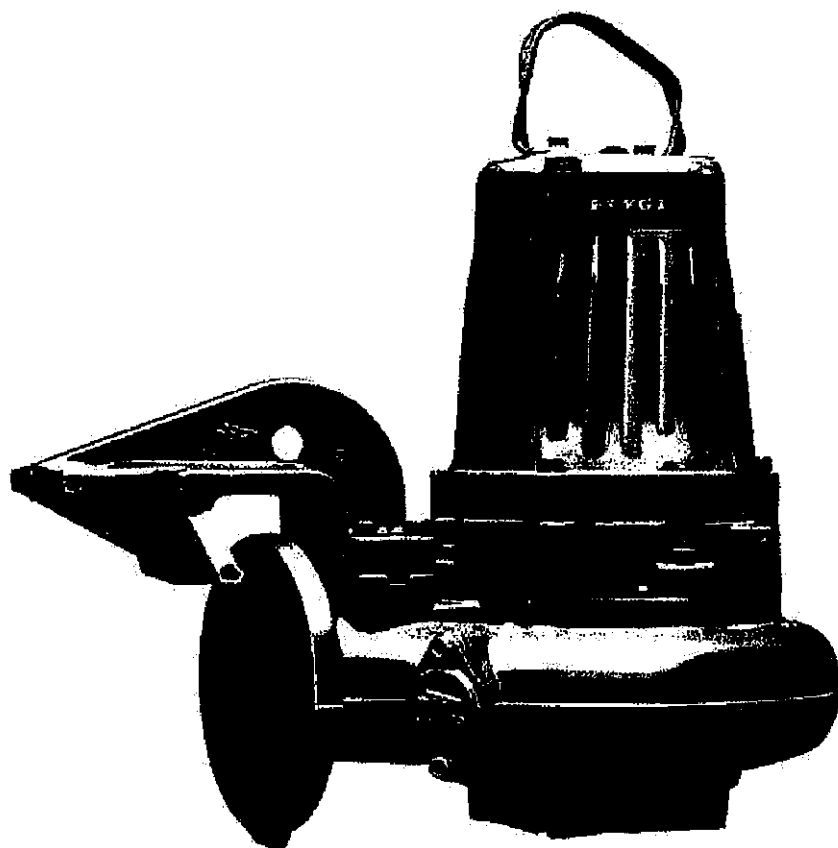
www.KennedyInd.com

< View all Flygt N-Technology Water & Wastewater Pumps



Flygt N-Technology
Pumps

N 3102



Overview

PRODUCT FEATURES

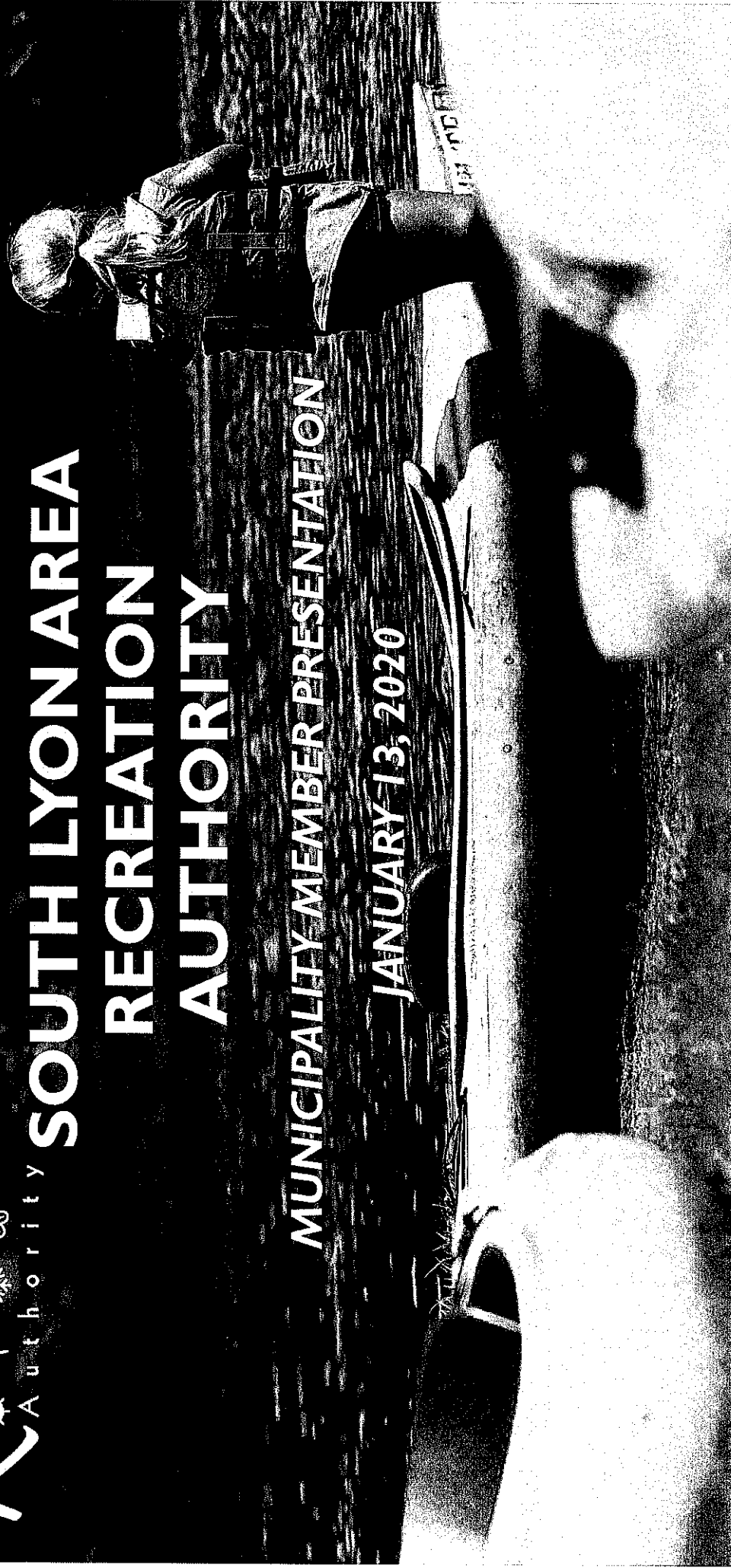
- State-of-the-art wastewater pump with N-technology
- Enhanced with Adaptive N™ hydraulic
- Sustained high efficiency with energy savings up to 25%
- Flexible and modular design



SOUTH LYON AREA RECREATION AUTHORITY

MUNICIPALITY MEMBER PRESENTATION

JANUARY 13, 2020



SLARA History



Campers at SLARA Island Lake Kids Kamp, 2019!

Previous to 1999 residents in the South Lyon Area went through the Community Education program with South Lyon Public Schools for all programs. South Lyon Schools eliminated recreation as of July 1, 1999. It was agreed that a newly formed Recreation Entity would be allowed paid access to school facilities, after the schools and athletic departments needs were fulfilled for community recreation programming.

The South Lyon Area Recreation Council was created in 1999 as an Interlocal Agreement pursuant to Act 7, Michigan Public Acts of 1967, as amended ("Act 7") and Act 156, Michigan Public Acts of 1917 ("Act 156"), by and among the City of South Lyon, Lyon Township and Green Oak Charter Township for the purpose of equipping, maintaining and operating a system of public recreation and playgrounds; acquiring land, buildings or other recreational facilities; and employing a superintendent of recreation and assistants.

SLARA History & Location

In 2007 the South Lyon Area Recreation Council was reformed as the "South Lyon Area Recreation Authority" (SLARA) as defined in Section 1 of Michigan Public Act 321 of 2000.

The SLARA was housed at 318 W. Lake Street until July 2018 when the office relocated to 23333 Griswold, Suite 100. This remains the SLARA office location to date.

The SLARA business hours are 8:00 am – 4:00 pm, Monday thru Friday

Photos of the current SLARA Office located on Griswold



SLARA Multipurpose Room



Multipurpose Room available for rentals!

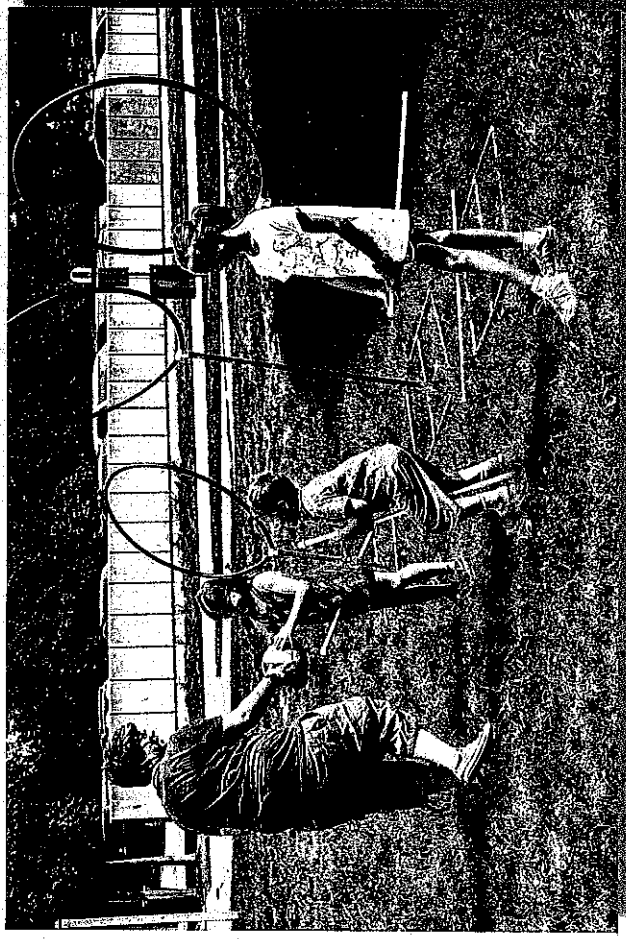
One of the reasons SLARA moved locations was to allow for more space for expanded staff and also room for onsite programming. The SLARA not only maintains its office at the Griswold location but also has available a 942 square foot space to utilize for programs such as dance classes, educational seminars, coach's meetings and more.

The space is also available for rent by the public with discounted rates for non-profit organizations and residents. The space can comfortably host 54 people with full tables and chairs set up. This space has been rented for neighborhood association meetings, birthday parties, baby showers, graduation parties and more. It's a great resource for the public!

SLARA Community Demographics

Currently, the SLARA serves:

- * A total population of 43,348 (according to the 2010 census; including all of Green Oak Township)
- * 16,534 Households, Approximately 37% of them are living with children
- * Median Income \$67,812



Instructor Jen Redfern leading students in a game of Quidditch

SLARA Board of Directors



Left:
Board Treasurer,
Paul Zelenak

Board member
since 2018

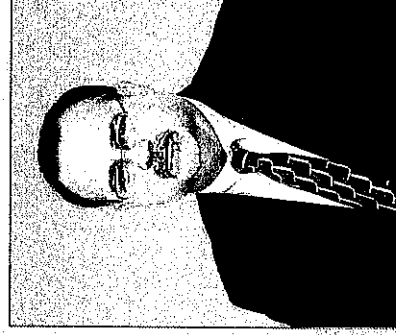
South Lyon, City
Manager



Left:
Board Secretary,
Patricia Carcone

Board member
since 1999

Lyon Township,
Treasurer



Left:
Board President,
Mark St. Charles

Board member
since 1999

Green Oak
Township, Township
Supervisor

The SLARA Board of Directors consists of one member selected by the governing body of each participating municipality, each of whom is either an elected or appointed official of said participating municipality.

[illegible]

Meet the SLARA - Full Time Staff!



Amy Allen, CPRP
Director

Employee Since 2010



Carrie Hill
Enrichment Manager

Employee Since 2008



Matt Stanley, CYSA
Sports Manager

Employee Since 2017



Kristi Hoskins
Marketing/Social Media
Manager

Employee Since 2018

Meet the SLARA – Part Time Staff!



Katy Fitzpatrick
Aquatics Manager

Employee Since 2001



Margaret Pierce
Bookkeeper

Employee Since 2015

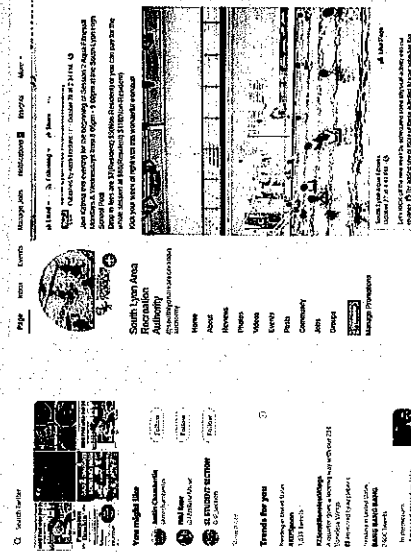
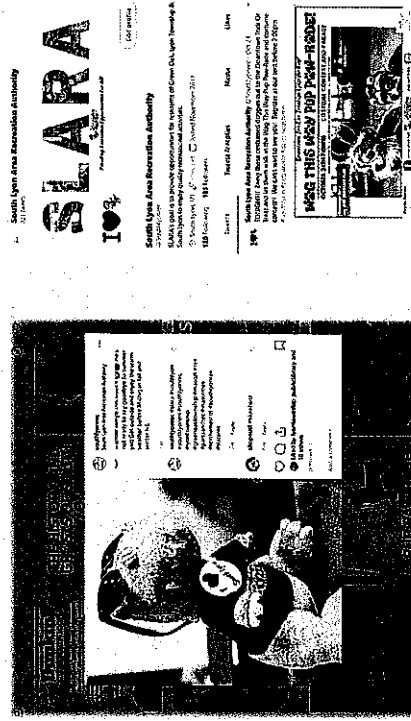
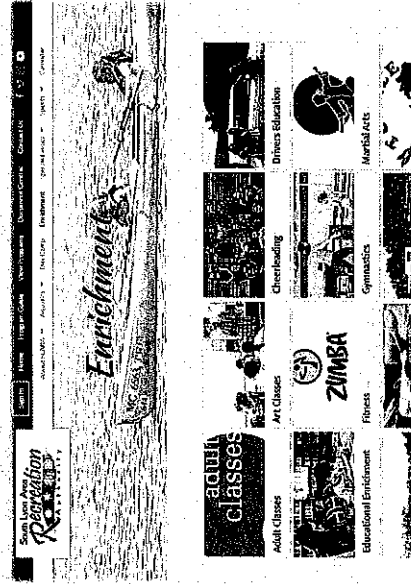


Mary Stchur
Administrative Assistant

Employee Since 2014

SLARA Marketing/Social Media

SLARA Social Media Sites - Twitter, Website, Facebook & Instagram



In July 2019 SLARA hired a Full Time Marketing/Social Media Manager. Since that time SLARA has increased their online presence and continues to grow its audience.

SLARA maintains numerous social media sites such as a website at www.slara.net, an Instagram site, Twitter Account @southlyonrec and a Facebook page!



SLARA Mission, Vision & Core Values

Mission Statement

To enhance the quality of life by providing a variety of safe, fun and affordable activities for all ages. SLARA strengthens the bonds of community; and creates accessible opportunities for renewal, growth and enrichment.

Vision Statement

To provide a diverse range of opportunities designed to keep members of the community happy, active and productive. By maintaining fiscally responsible practices and focusing on accessibility the SLARA works to be recognized as the recreational provider of choice in our area.

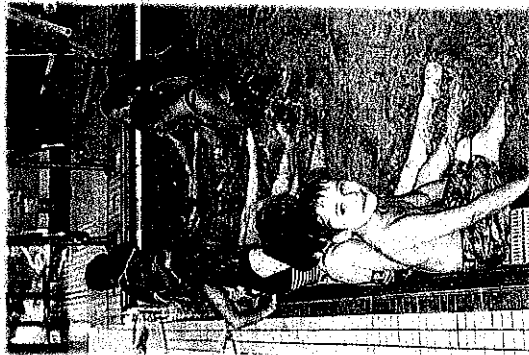
Core Values

Personal Fulfillment & Development
Exceptional Customer Service
Diversity
Health & Wellness
FUN!



SLARA Marketing/Social Media Manager, Kristi Hoskins & SLARA Aquatics Manager, Katy Fitzpatrick

SLARA Programs - Aquatics



SLARA Swim Lesson, 2019

Participants:

- Over 1,300 annual registrations

Contractors:

- Works with 5 local businesses to provide special programming & classes

Ages:

- 6 months to Adult

Programs Offered Include:

- Swim Lessons
- Lifeguard Training
- Aqua Fitness
- Scuba Diving
- Family Swim Nights & Open Swim
- Diving Classes
- Middle School Swim and more!

SLARA Programs - Enrichment

Participants:

- Over 1,300 annual registrations

Contractors:

- Works with over 60 local businesses to provide specialized programming & classes

Programs Offered Include:

- Safety Town
- Art Classes
- Dance Classes & Performing Arts
- Gymnastics & Martial Arts
- Educational Seminars
- Fitness
- Cheerleading
- Babysitting Certification, Hunters Safety
- Cooking



SLARA Safety Town Program, 2018

SLARA Programs - Sports



SLARA Youth Soccer, 2019

Participants:

- Over 2,600 annual registrations

Contractors:

- Works with over 13 local businesses to provide specialized programming, classes & camps

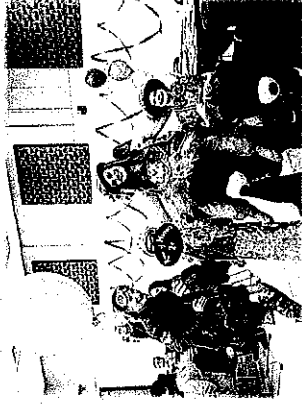
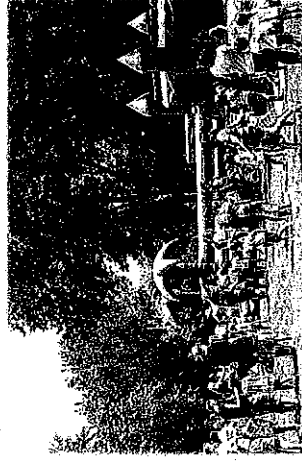
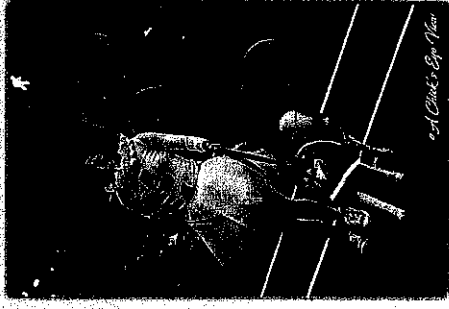
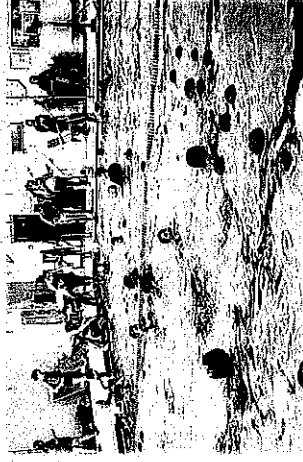
Programs Offered Include:

- Sports Clinics
- Youth Soccer, Basketball, Volleyball
- Adult Volleyball, Basketball, Softball
- Track & Field
- Lacrosse
- Quidditch
- Baseball Skills
- Tennis and more!

SLARA Programs - Special Events

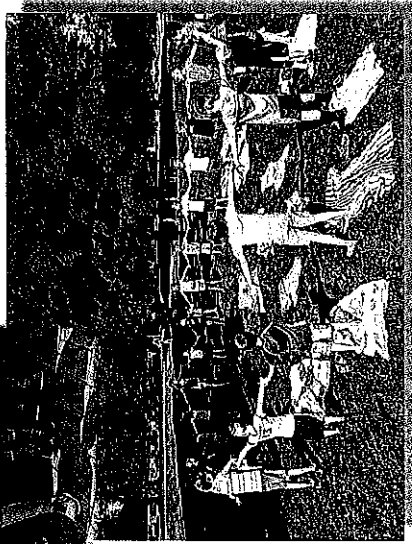
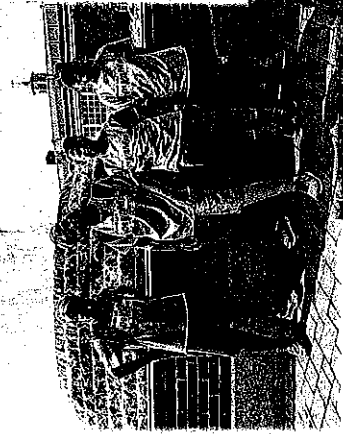
Over 5,000 people participate each year in a SLARA Special Event such as:

- Daddy/Daughter Dance & Mom/Son Party
- Egg Hunt in the Pool
- Mom/Daughter Spa Night
- McHattie FunFest
- Labor Day Walk w/ South Lyon P&R Commission
- Pumpkin Dunkin in the Pool
- Wag This Way Pup Paw-rade!
- Candy Cane Hunt and more!



Pumpkin Dunkin, Wag This Way Pup Paw-rade, McHattie FunFest & Mom/Son Party 2019

SLARA Island Lake Kids Kamp



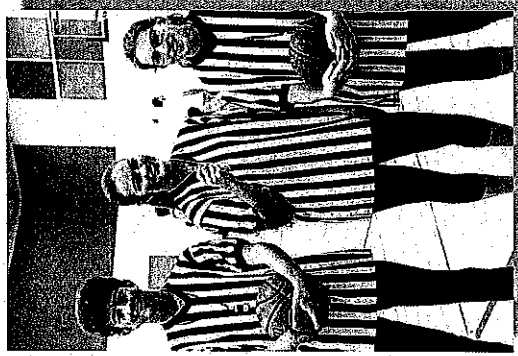
Island Lake Kids Kamp, 2019

Island Lake Kids Kamp was started in 2010 by SLARA in partnership with Island Lake State Recreation Area. This program is a 10-week camp that runs during the summer and kids take part in activities like Paddle boarding, Kayaking, Fishing, Field Trips, Tae Kwon Do, Yoga, Sports, Crafting and so much more. Campers take part in field trips twice a week.

The unique thing about this camp is parents can sign up for one day during the summer OR all the way up to the full 100 days! Most camps require full weekly registration! We do everything we can to accommodate and be flexible for parents. Last year SLARA had over 1,700 separate registrations for camp days during summer from over 130 families that took part in camp!

Island Lake Kids Kamp is licensed by the State of Michigan and follows all required safety and certification guidelines! The program takes place at the Kent Lake Building at Island Lake State Recreation Area in partnership with the Michigan DNR.

Benefits for YOUR Community



SLARA Youth Officials!

Employment:

- SLARA employees approximately 150 area residents per year
- Provides approximately \$317,542 in local wages

Volunteers:

- Approximately 300 volunteers annually
- Volunteering approximately 4,875 hours a year
- Valued at \$123,971.25

Local Business Contractors:

- Partner & Work with over 75 local businesses for programming purposes
- Provides approximately \$150,000 in paid fees to these local businesses annually!

Partnership in the Community

SLARA works with many local organizations & businesses for programs, special events and community development.

In 2017 SLARA donated \$5,000 to help Island Lake State Recreation Area build their first playground in the park. SLARA also shut down their office and all staff helped install and build the playground!

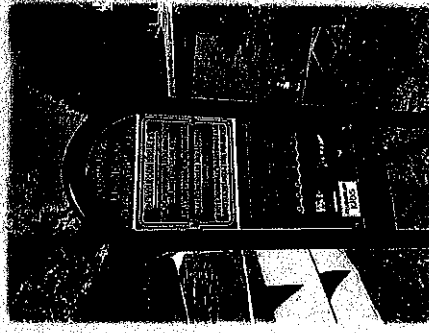
SLARA works with local businesses such as Jeff Muck Realtor, Busch's, Kroger, Dairy Queen, the Hotel, Aubree's, Tothtown, Walmart and more for special events!

SLARA has partnered with local organizations such as the South Lyon Parks & Recreation Commission to put on the annual Labor Day Walk, the South Lyon DDA Halloween Night with the Pet Parade, the Cool Yule with the Candy Cane Hunt.

SLARA works with the Michigan Matcats on space swapping for programs, the South Lyon Travel Basketball organization for cross promotions and coach's trainings and many other groups!



Examples of local partnerships!



150 YEARS OF FOOD, FUN & MORE!
STOP BY FOR DINNER & ENJOY A FREE DESSERT
BEFORE OR AFTER THE SLARA DANCE.



*MUST SHOW PROOF OF
REGISTRATION FOR THE
2020 DANCE

201 NORTH LAFFETTE STREET
SOUTH LYON, MI 48178
(248) 437.6440

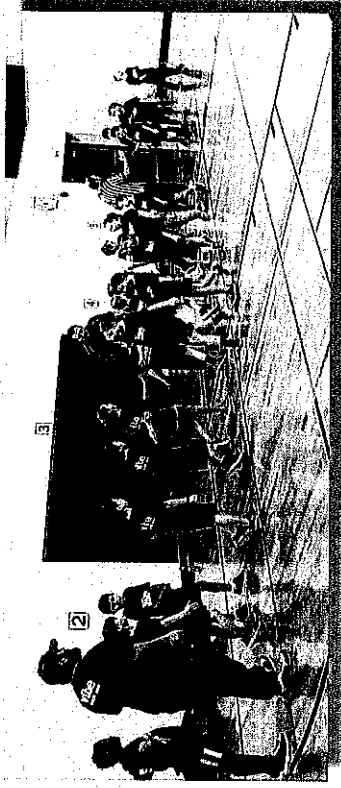
Cost Savings with SLARA Membership

As a member of SLARA, your residents pay on average 25% less than non-members to participate in programs!

For example:

Winter Youth Basketball

Fee	Non-Resident	\$123
Fee	Resident:	\$92



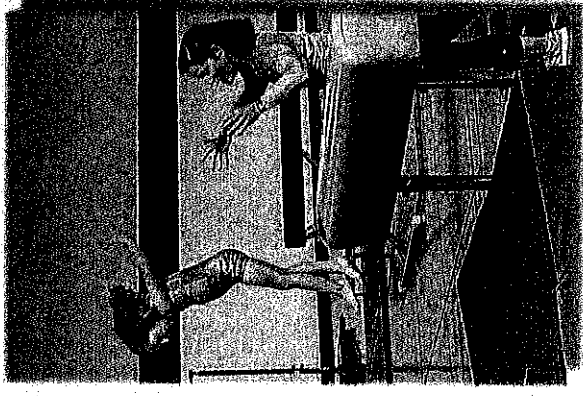
Winter 2018 Basketball Post Game Handshakes!

South Lyon Residents saved over \$68,547 in Non-Resident Fees in 2019 alone!

Municipality Member Contributions

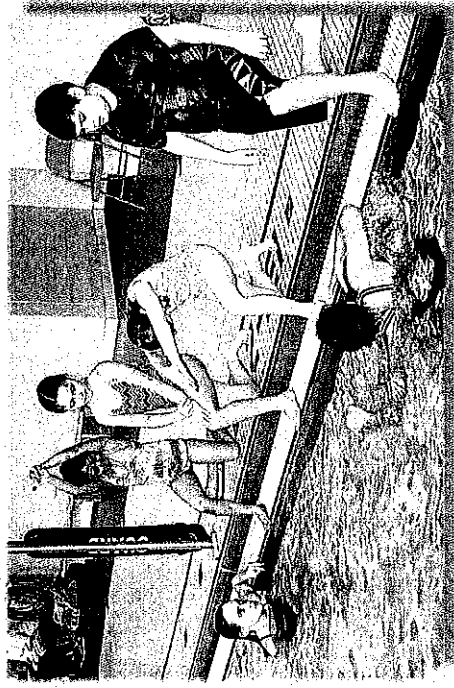
A total contribution amount is determined by the SLARA Board each fall and each municipality pays a portion of that total based on their percentage of residents. SLARA determines the total number of participants in a 3-year span and determines how many participants were from each community. For example, the 2020-2021 FY contribution total was set at \$48,370.24....

<u>Community</u>	<u>Registration Totals 2016-2019 = 23,299</u>	<u>Percentage</u>
South Lyon	$3,665 + 3,580 + 3,858 = 11,103$	47.65%
Lyon Township	$2,978 + 3,136 + 3,359 = 9,473$	40.65%
Green Oak	$781 + 812 + 1,130 = 2,723$	11.70%
South Lyon	$47.65\% \times \$48,370.24 =$	
Lyon Township	$40.65\% \times \$48,370.24 =$	
Green Oak	$11.70\% \times \$48,370.24 =$	



Youth Gymnastics, 2018

SLARA Budget



Swim Lesson at the Pool, 2019

SLARA 2018-2019 Audit

Revenue was \$773,087
Expenses were \$756,006

Member contributions totaled \$48,371

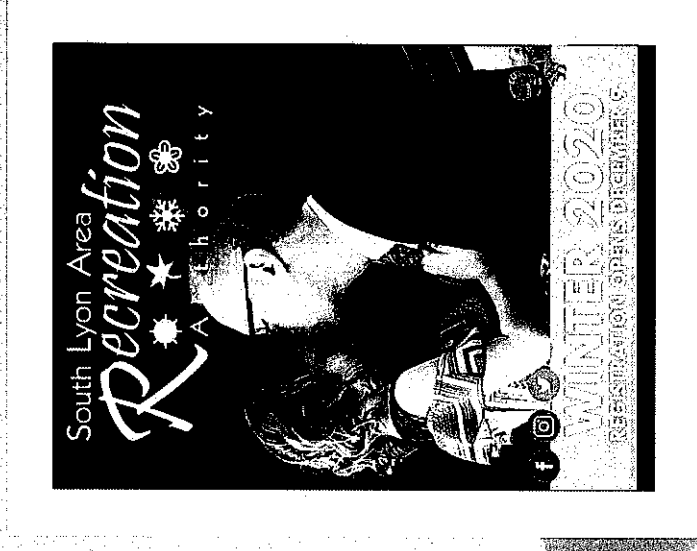
South Lyon Contributed \$25,153

**In total, only 6.3% of our revenue received was from
Member contributions! Most other departments average
30-40%!!*

SLARA Program Guide

SLARA sends out 3 program guides a year. Each guide is mailed to residents of the 3 participating municipalities and some surrounding areas, averaging 22,000 brochures each season.

Each brochure consists of 44-56 pages filled all sorts of great programs!



Cover of the Winter 2020 SLARA Program Guide

Special Thanks

All in all, SLARA would not be able to continue to offer so many quality programs to the community without the support of all of its members.

SLARA would like to say "thank you" the CITY OF SOUTH LYON for all that you have done to ensure that quality recreational experiences are available to your residents, that you consider recreation a priority for your residents and that you continue to be an active member of the recreation authority!

We look forward to many more years of working together!

Presented by: Amy Allen, CPRP, SLARA Director



SLARA Staff 2019



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2020 MML Capital Conference

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Capital Conference

March 24-25, 2020

Join us for the Michigan Municipal League's Annual Capital Conference! Countless state and federal issues impact local communities every year.

Capital Conference is the place to fill your knowledge banks on those issues and get the answers you need. It's also the best place to network with colleagues from around the state and make your voice heard on matters of public policy.

Topics Include:

Emergency Preparedness
Municipal Finance
Social Media
Opportunity Zones
Lobbying 2.0
Working with State Agencies
Lead and Copper Rules
Cybersecurity
Rising Lake Levels
Lobbying 3.0
2020 Census
Green Communities

[Click here](#) to view the agenda.

Cost Per Person:

Member Early @ \$250, Regular \$325
Nonmember Government Early @ \$500, Regular \$600
Student @ \$100
Guests Early, @ \$75, Regular \$85

The early registration cutoff date is March 4, 2020. Regular registration will end March 17.

[Click here](#) for a faxable form.

Location:

Lansing Center
333 E. Michigan Avenue
Lansing, MI 48933

Registration

To register online, login to the right, and then click the "Register Myself" or "Register Someone Else" button below.

Housing

Housing reservations will only be accepted for registered attendees with a personalized housing registration code. Within 48 hours of the League receiving your conference registration form, you will receive a confirmation email containing your registration information, and your personalized housing code. The housing block will close 2/21/20.

More information can be found on the [Capital Conference 2020 website](#).

When: 3/24/2020 - 3/25/2020

Where: Lansing Center
Phone: (517) 483-7400
333 E. Michigan Avenue
Lansing, MI 48933

Event Add-On's

Select Programs by Day ▼

Tuesday, 24 March 2020 ▲

9:00 AM

Guest Registration

Guest Registration

Time: 3/24/2020 9:00 AM - 3/25/2020 4:00 PM

9:00 AM

Workshop: 2020 Census: Are you ready?

Michigan Black Caucus of Local Elected Officials, an affiliate of the Michigan Municipal League, is hosting a 3-hour workshop on the 2020 Census. In 2020, Census Day will be on April 1 and we want our communities to be prepared. In this workshop, you will learn how Michigan has responded historically, the changing demographics, and projections for Michigan. You'll also learn about Michigan's Complete Count strategy for increasing Michigan's response rate, and how to mobilize citizens to "Get Out the Counts" for their communities. The census online process will be explained, and a sample census questionnaire will be reviewed.

Time: 9:00 AM - 12:00 PM

9:00 AM

Workshop: In Depth with the Michigan Department of Treasury

Perhaps more so than any other state department, local units of government regularly interact with the Michigan Department of Treasury. From direct revenue support, to technical expertise, to regulatory oversight and reporting, a local government's partnership with Treasury can be an important component of their fiscal reality. Workshop attendees will hear the latest from Treasury staff on laws and programs that Treasury administers and will be available for individual discussions on Treasury-related questions your community is facing.

Time: 9:00 AM - 12:00 PM

9:00 AM

Workshop: Save Money AND Be a Green and Healthy Community!

Communities are increasingly trying to save on costs, reduce their environmental footprint, and provide residents with a great quality of life.

Wednesday, 25 March 2020 ▼

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GENERAL INFORMATION

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Meals & Receptions

MML Liability & Property Pool Welcome Reception

Tuesday, March 24, 4:30-6:30 pm

Immediately following the opening general session, take time to network with your fellow attendees, vendors, and League staff during the Welcome Reception. Connections made in the Expo Hall continue beyond the conference and will serve as a valuable resource for you during your time as a municipal official.

Legislative Breakfast

Wednesday, March 25, 7:30-8:30 am

On Wednesday morning, enjoy breakfast in a relaxed setting at the Lansing Center as you network with senators, representatives, key legislative staff members, and other top state officials. Hear their perspectives on state issues and share your views on matters that affect your community.

Enhance Your Conference Experience!

Meet Your State Representatives

We encourage you to contact your representatives before Capital Conference and make arrangements to meet and discuss issues of importance to you and your community.

Open Office Hours with State and Federal Agencies

Discover the latest grant and state or federal program opportunities or find answers to questions and learn the latest guidance from state and federal officials in the League's newest addition to Capital Conference, our Open Office Hours session. This year, the League has invited numerous state and federal departments and agencies that regularly work with municipal officials to provide an open forum for local officials to network with

critical state and federal program staff. This session will allow League members to ask questions, learn about new programs, get updated on the latest program guidance, and find out what is coming from state and federal agencies.

Parking

Radisson Hotel, Lansing:

Parking \$12 per night.

Temporary self-parking is available in the city-owned ramp conveniently connected to the Radisson Hotel Lansing at the Capitol via a climate controlled pedway. Current rates are, the 1st half hour free, \$1.00 for each additional ½ hour, maximum of \$10.00 per day.

Lansing Center, Lansing:

Parking lots under and north of Lansing Center are open 24 hours a day, Fees are charged from 5 a.m. to 11 p.m., Monday through Sunday. Cash and credit cards are accepted at the entrances and exits. Rate: \$7 flat fee, per space, per entry, per day.

(<http://blogs.mml.org/wp/cc>)

1675 GREEN ROAD, ANN ARBOR MI 48105 :: 734-662-3246 :: INFO@MML.ORG
([MAILTO:INFO@MML.ORG](mailto:INFO@MML.ORG))

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Conference Agenda-at-a-glance

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Tuesday, March 24, 2020


8:30 am – 6:00 pm	Conference Registration
9:00 am – 12:00 pm	Workshops (http://blogs.mml.org/wp/cc/conference-workshops-2/)
9:00 am – 4:30 pm	MAMA 34th Annual Advanced Institute (https://www.mml.org/sites/Members/Event_Display.aspx?EventKey=19C01) *
10:00 am – 1:00 pm	MML Board of Trustees Meeting & Lunch
12:30 – 2:00 pm	Michigan Women in Municipal Government Luncheon*
1:00 – 2:30 pm	Open Office Hours with State Agencies (http://blogs.mml.org/wp/cc/general-information/) Meetings with Legislators (on your own)
2:30 – 4:30 pm	Capital Conference Welcome
4:30 – 5:30 pm	Elected Officials Academy Advisory Board Meeting
4:30 – 6:30 pm	MML Liability & Property Pool (http://blogs.mml.org/wp/cc/general-information/) Capital Conference Welcome Reception (http://blogs.mml.org/wp/cc/general-information/)
7:00 pm	Awards Gala*


Wednesday, March 24, 2020


7:30 am – 3:30 pm	Conference Registration
7:30 – 8:30 am	Legislative Breakfast (http://blogs.mml.org/wp/cc/general-information/)
8:00 am – 3:00 pm	Annual Expo
8:30 – 10:00 am	General Session (http://blogs.mml.org/wp/cc/general-sessions/)
10:00 – 10:30 am	Networking Break in Expo Hall
10:45 -11:45 am	Breakout Sessions (http://blogs.mml.org/wp/cc/breakout-sessions/)
Noon – 1:00 pm	Networking Luncheon Michigan Black Caucus of Local Elected Officials Meeting/Lunch
1:00 – 1:30 pm	Dessert & Networking Break in Expo Hall
1:30 – 2:30 pm	General Session (http://blogs.mml.org/wp/cc/general-sessions/)
2:30 – 3:00 pm	Networking Break in Expo Hall
3:00 – 4:00 pm	Breakout Sessions (http://blogs.mml.org/wp/cc/breakout-sessions/)


*Indicates additional fee

Share:

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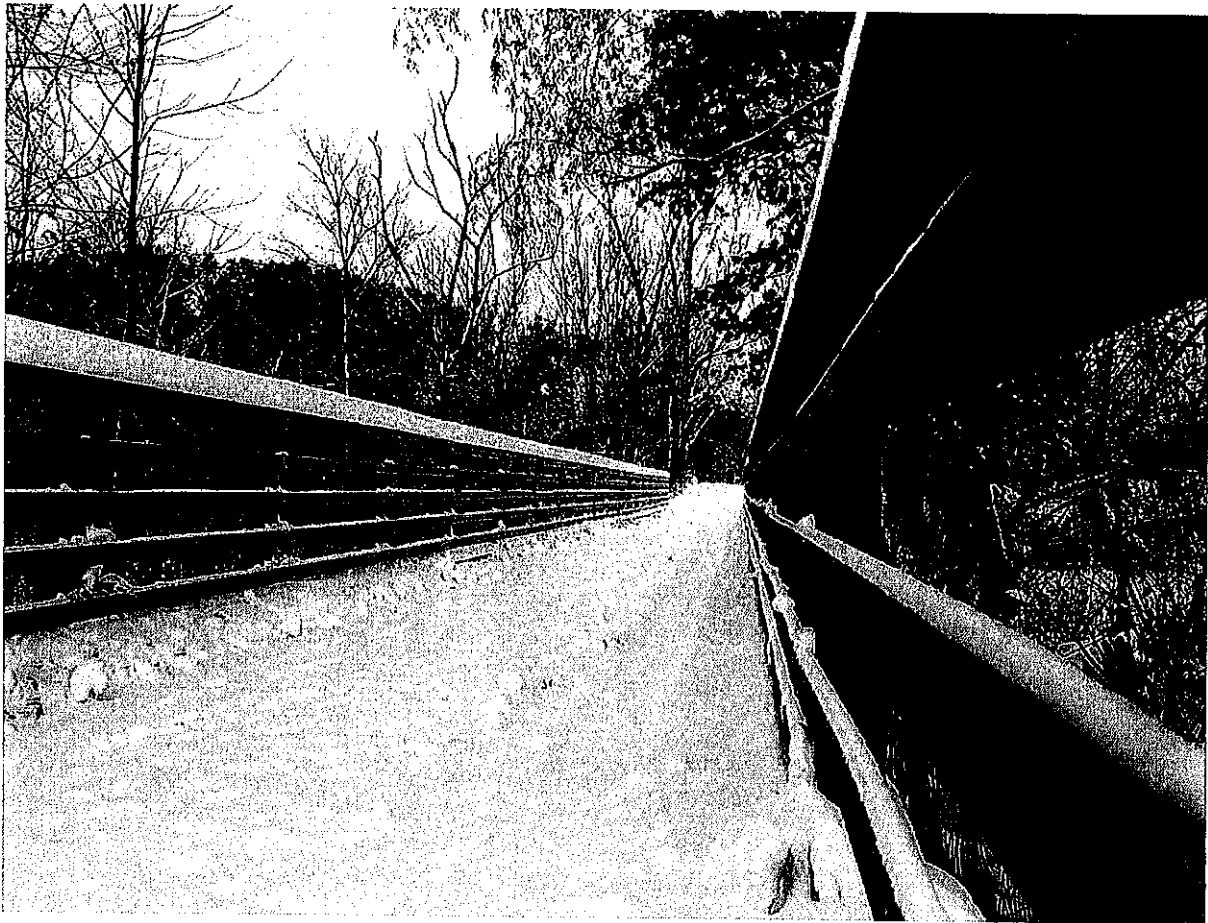
 (<http://blogs.mml.org/wp/cc/conference-agenda-at-a-glance/?share=linkedin&nb=1>)

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Huron Valley Trail



https://www.traillink.com/trail/huron-valley-trail/?utm_source=trailblog&utm_medium=referral&utm_campaign=RTCreferrals

Huron Valley Trail | Photo by Douglas M. Varney

The Huron Valley Trail (https://www.traillink.com/trail/huron-valley-trail/?utm_source=trailblog&utm_medium=referral&utm_campaign=RTCreferrals) offers a pleasant natural escape tucked into the Detroit suburbs. The 12-mile paved route forms a "Y" shape anchored by South Lyon (http://www.southlyonmi.org/residents/community/rail_trail.php) on its southern end. Connecting several parks, this community gem provides access to many recreational amenities for residents and visitors, including sports facilities, picnic shelters, swimming opportunities and a golf course. With its close proximity to neighborhoods, it makes a great option for getting out of the house in the winter for a brisk walk or ski.