

Regular City Council Meeting

January 9, 2023

Agenda

7:30 p.m. **Call to Order**
Pledge of Allegiance
Roll Call
Approval of Minutes: December 12, 2022
Approval of Bills
Approval of Agenda
Consent Agenda
1. 2023 City Council meeting schedule
2. Designated Assessor
3. Board of Review Reappointment – Frank Fogarty

Public Comment

Discussion - Downtown

Fire Chief Report
Police Chief Report

- I. Unfinished Business**
- II. New Business**
 - 1. Oakland County Local Government Investment Policy**
 - 2. Award Bid for Demolition of 464 S. Lafayette**
- III. Budget**
- IV. Public Comment**
- V. Manager's Report**
- VI. Council Comments**
- VII. Adjournment**

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

Rules of Conduct for Public Comment at Council Meetings*

Members of the public may speak at a Council meeting upon recognition by the Mayor. Public comment may only occur during periods designated on the agenda for public comment or a public hearing. A person may speak for up to two (2) minutes during each of the two public comment periods on agenda items or non-agenda items. Waivers of the time requirement may only be granted in the discretion of the Mayor, and waivers to speak at a time other than a designated comment period may only be granted by the Council. Any person wishing to make a presentation longer than two minutes or requiring audio-visual equipment is asked to contact the City Clerk requesting to appear on a future agenda.

A person may only address Council from the podium. Only one person may occupy the podium at a time. All remarks are to be directed to the Mayor and Council. Speakers are not to engage in direct dialog with other meeting attendees.

Any person who violates the Rules of Conduct, disturbs the peace at the meeting, and/or interferes with the meeting may be warned, ordered to be seated, removed, and/or ticketed.

*This summarizes Council Resolution 04-18. Complete Rules, including guidelines for considering waivers, are available in the Council Chambers and from the City Clerk.

City of South Lyon
Regular City Council Meeting
December 12, 2022

Mayor Pelchat called the meeting to order at 7:30 p.m.

Mayor Pelchat led those present in the Pledge of Allegiance

Roll Call: Mayor Pro Tem Kennedy and Councilmembers: Dilg, Kurtzweil, Kivell, and Hansen

Also present: City Manager Zelenak, Fire Chief Thorington, Chief Baaki, and Clerk/Treasurer Deaton

Absent: Councilmember Mosier

CM 12-1-22 MOTION TO EXCUSE ABSENCE

Motion by Kurtzweil, supported by Kivell

Motion to excuse absence of Councilmember Mosier

VOTE: MOTION CARRIED UNANIMOUSLY

MINUTES

CM 12-2-22 MOTION TO APPROVE THE MINUTES

Motion by Kennedy, supported by Hansen

Motion to approve the minutes as presented

VOTE: MOTION CARRIED UNANIMOUSLY

BILLS

Councilmember Kennedy asked about the final payment for the water tank because his understanding is they owe money for each day the job wasn't completed after the date on the contract. City Manager Zelenak stated they were delayed 60-80 days due to the State's dewatering process. Mr. Alix of HRC stated since the Flint water crisis, the State is making sure they do all their checks and balances and during the dewatering process the contractor couldn't work on site.

CM 12-3-22 MOTION TO APPROVE THE BILLS

Motion by Kennedy, supported by Hansen

Motion to approve the bills as presented

VOTE: MOTION CARRIED UNANIMOUSLY

AGENDA

CM 12-4-22 MOTION TO APPROVE AGENDA

Motion by Dilg, supported by Hansen

Motion to approve the agenda as presented

VOTE: MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

1. Cancel December 26, 2022 Council Meeting
2. DDA Board member resignation- Mashburn
3. DDA Board member resignation- Fagin
4. Support Emergency Operations Plan- revised

CM 12-5-22 MOTION TO APPROVE THE CONSENT AGENDA

Motion by Kurtzweil, supported by Kennedy

Motion to approve the consent agenda

VOTE: MOTION CARRIED UNANIMOUSLY

12/12/22

PUBLIC COMMENT- No public comment was made

DISCUSSION- Downtown

Downtown Development and Economic Director Mack stated we have 3 applications for the DDA Board. He then thanked Gary Fagin and Dereck Mashburn for their time and efforts while on the DDA Board. Mr. Mack stated that it was a cold and windy day, but the Holiday Spectacular was well attended, and he thanked Dayna Johnston for handling the lighted parade. He then stated the city event calendar for 2023 will be completed in January or early February. He reminded everyone of the next Winter Farmers Market on the 17th and we have 36 vendors so we are sold out. Councilmember Dilg asked how the first Winter Market went and if they are using signage to direct people. Mr. Mack stated it wasn't overly crowded, but well attended. He then stated they do use the signage from the regular Farmers Market. Councilmember Kurtzweil asked about the Noble Appliance building and if there has been any interest in buying the building. Mr. Mack stated he has spoken with 2 people that were interested in the building, but the one spoke with the owner, and they couldn't come to an agreement. Councilmember Kurtzweil stated she wonders if the owner is really interested in selling it, or going to keep it as a tax loss. She stated that is a difficult area, it comes with constraints. The constraint is the parking issue. The façade is outdated and whomever buys it will have substantial work ahead of them. She also stated it is probably overpriced. Councilmember Kivell asked if the alley that was repaved property of that building owner, or the city. Mr. Mack stated that belongs to the building owner.

FIRE CHIEF REPORT

Fire Chief Joey Thorington stated that as of today, they have had 1,016 incidents this year. He stated we should have the ladder truck soon, and it should be road ready sometime between January and mid-February. He then stated they had a live burn at the burn boxes. He sent the video to Council and it is on YouTube. He stated the new thermal camera worked great and the visibility is amazing. He then stated they are still installing smoke detectors and carbon monoxide detectors for residents. He further stated instead of changing the batteries in the smoke detectors, they are now installing smoke detectors that should last 10 years. He then reported that Elenor Shipley was voted Firefighter of the Year, although she wasn't able to celebrate at the holiday dinner because she was out ill.

POLICE CHIEF REPORT

Police Chief Baaki stated they do some scenario-based training on Tuesday at the water plant. He then stated the truck is in and he is waiting for the quote to get it road ready. He stated it will be a sergeant's car and patrol car.

UNFINISHED BUSINESS

1. 2ND reading amendment of purchasing ordinance to increase the value of purchases requiring council approval and competitive bidding and to clarify authority for emergency purchases

City Manager Zelenak stated at the November 28th meeting, Council approved the first reading of the amendment to the purchasing ordinance to increase the value of purchases requiring Council approval and competitive bidding and to clarify authority for emergency purchases. Discussion was also held during the audit presentation. The proposed ordinance amendment increases the value of purchases requiring council approval from \$5,000 to \$10,000 (Section 2-222). The proposed amendment also increases the value of purchases requiring competitive bidding, as defined in the ordinance (section 2-224) from \$10,000 to \$15,000. Purchases of up to \$15,000 can be made on the open market and must be supported by 3 written quotes which may be obtained verbally or in writing which is the city's current practice.

CM 12-6-22 MOTION TO ADOPT ORDINANCE AMENDMENT CHAPTER 2 ARTICLE VI

Motion by Kennedy, supported by Dilg

Motion to adopt the proposed ordinance to amend the purchasing ordinance article VI, Chapter 2-administration of the code of ordinances of the City of South Lyon

ROLL CALL VOTE:

Dilg- Yes

Hansen- Yes

Kurtzweil- Yes

Kennedy- Yes

Kivell- Yes

Pelchat- Yes

MOTION CARRIED UNANIMOUSLY

2. HRC road improvement program

City Manager Zelenak stated we will be discussing the planned road improvements for 2023. The Hagadorn area will be the first project in our multi-year road improvement program. This section will entail repairs of sections of sanitary sewer, storm sewer, and road paving. Attached is the preliminary cost estimate. We have also included a schedule of events that will include public informational meetings, bid dates, construction dates as well. In 2023 we will also be performing extensive crack sealing and joint repairs throughout numerous subdivisions in the city. Roland Alix and Mike Darga of HRC discussed the road improvement program. Mr. Darga discussed the PASER study that was done in 2020. It reflects the 95% of roads in the city that are in poor condition. He stated the city will be making significant improvements in 2023. He stated the sanitary sewer and storm sewer will be replaced down Hagadorn before the paving, as well as in some areas in the subdivision. Councilmember Dilg asked if there will be curbs added. Mr. Darga stated to add curbs would cost a few million dollars and you would have to drop the road down a foot, as well as remove some of the trees, and there are a lot of utilities under and near the road. The road will be 22-foot wide so you won't be driving on the edges of the road as much. Councilmember Hansen asked if the crosswalk by the school will be included. Councilmember Kivell asked if there will be an enhanced sidewalk on the one side. Mr. Darga stated all the sidewalks will be replaced, but there isn't a plan to enhance the one side. He stated there are trees there that would have to be removed as well. Councilmember Kivell stated trees are failing throughout the city anyway, maybe we should make a plan to replace some of the old trees with new ones. Mr. Darga stated the DPW is speaking with an arborist to look at if there are any trees that need to come down. Mr. Darga then discussed the slide reflecting the cost of the 2023 Hagadorn roadway and sanitary sewer improvement program, which included Sanitary Sewer Improvements \$725,000.00, Roadway Improvements \$3,750,000.00, design engineering \$360,000.00 and construction administration \$630,000.00. Councilmember Kennedy stated he looked at the study from 2020 and the cost for the roadway improvements at that time was \$2,900,000.00 which is a 30% increase. He then asked why it has risen higher than the cost of inflation. He further stated that means we have lost 30% of our bond money and we will really have to stretch our tax dollars. Mr. Darga stated those estimates were based on a per foot cost. This cost is from actual design plans. It could come in lower or higher. You're spending a good chunk of money, but it is a big section of the city and maybe that could present some cost savings on the contractor side as well. Mr. Darga stated the PASER study is just a visual rating for the pavement, it doesn't include all the water, sewer and drainage issues that have to be replaced. Councilmember Kennedy stated that some of the money is coming from the water and sewer fund as well as the road bond money. City Manager Zelenak stated there is actually a 3rd fund which is the Act 51 funds. Councilmember Kurtzweil asked if you are allowed to use the road bond funds for infrastructure. Mr. Darga stated no, that would only be for the roads, the infrastructure will be used from the water funds. Discussion was held regarding the first 10 years of repairing the roads as well as replacing infrastructure.

12/12/22

Councilmember Hansen asked if they know where the next area will be that will be repaired. City Manager Zelenak stated we haven't looked at 2024 as of now. There are numerous locations that have repairs that are needed. We are doing an analysis each year to look at the underground repairs as well as the road repairs. Further discussion was held regarding the schedule for 2023. Councilmember Kurtzweil asked if they will be using the spray patching. Mr. Alix, stated they haven't looked at that, as of now they plan on doing it the way they normally have, but they can look into it. City Manager Zelenak stated the next step will be having public outreach meetings and we'll have all the information on the website as well. We'll be letting the public know about the road plan and we are still working on design but everyone so far has been very receptive. We are working with Water and Sewer and DPW to find where some of the sanitary sewer has failed in the past and identify the locations for repair. He further stated you could replace every single line but that would be a 10-million-dollar project. Councilmember Dilg stated many residents have complained about people speeding down Hagadorn and the lack of stop signs. Once it is paved nicely, they are worried it will get worse. City Manager Zelenak stated Chief Sovik looked at that in the past year, and did some speed counts, and observations. He found that most of the speeds are within the range. We aren't doubting what people say, but we can always look at it at a later time. Councilmember Kurtzweil stated along with the presentation, we have been provided with the qualification statement, and it was a fabulous document. She thanked them and their office for putting it together. She stated she was HRC was deemed one of the best workplaces. There is nothing worse than having employees that don't want to work for their employer. When looking a project like this, it is important to know the company has workers that are satisfied with their corporate environment. The kudos are several. It is important to her, and when the public look at this, it is important to know that the credentials are impressive. She commends them on their hard work academically and the team credentials are very impressive.

NEW BUSINESS

1. Resolution supporting parks grant

City Manager Zelenak stated earlier this year the city received notice that we received a grant from Oakland County for \$100,000 to go towards the unnamed park on S Lafayette and McHattie. In the current year, we have also budgeted for \$45,000 towards this park as well. We are now applying for a \$693,000 grant through the MDNR to complete the park improvements as outlined.

CM 12-7-22 MOTION TO APPROVE SPARKS GRANT

Motion by Kurtzweil, supported by Hansen

Motion to authorize the City Manager to apply for the 2022-2023 Sparks Grant for the park currently known as Lafayette Park

ROLL CALL VOTE:

Hansen- Yes
Kivell- Yes
Dilg- Yes
Kurtzweil- Yes
Kennedy- Yes
Pelchat- Yes

MOTION CARRIED UNANIMOUSLY

2. HRC engineering services

City Manager Zelenak stated earlier this year we discussed HRC and their role as our engineer and the services they provide the city. Included is a statement of qualifications document that outlines their firm, previous experience in South Lyon, and other communities, staff qualifications, and additional information on what they provide the city. The discussion tonight gives Councilmembers an opportunity to learn more about HRC and their approach to providing engineering services to the City of South Lyon.

Roland Alix of HRC stated they have been serving the city for almost 28 years. He then stated their company is 106 years old. He then stated what has helped with that is the family community they try to keep in the company, as well as the importance they put on serving their clients. He then stated they have worked with the city on many projects over the last 28 years. He then introduced Nancy Faught who is the executive vice president of HRC. She stated she has been with them for almost 35 years. She stated our employees are our number one priority. If we didn't have them, we couldn't serve our clients. She said they strive to meet or exceed the expectations of our clients. They emphasize growth in their firm, but they have had the same number of employees for 20 years. They don't want to outgrow their existing clients, the clients are their foundation. The average is over 30 years. She stated they love working with the customers staff as a team. She stated they are always looking to improve, everyone makes mistakes, and we can learn from them. She did a client interview with the city manager and learned how they can do better. She stated they will work and get better every single day. Councilmember Dilg asked what their EMR number. Mr. Alix stated he doesn't have their exact number, but they do pass the EMR standards, and they pass the GM protocols. Councilmember Hansen stated he has been on Council for over a year, and he appreciates HRC and all the updates they supply. He also stated it was a great report to see some of the projects they have worked on within the city. He then stated he is looking forward to the Pontiac Trail paving in 2026. He then asked about the pavers that are at some of the crosswalks in town and if they would suggest using something different if that project was done now. Mr. Alix stated Berkley has moved away from brick pavers, and it is community based, but would use stamped concrete, the pavers are a settling nightmare. Councilmember Kurtzweil stated she was also impressed with them offering assistance on grant writing. Ms. Faught stated they are always watching for grants for their clients. Councilmember Kurtzweil stated she started reading and out of Israel, they were doing a lot of work on UV disinfectants, and she bought a wand herself. She further stated the research is good, and it was done in hospitals, but when she read about HRC instituting UV in the water plant, she was impressed with the ability of HRC of the new technology. It replaces the sodium and sodium phosphate so you are providing a cleaner air surface. She thanked them for staying up on the technology. She then asked how far they are with the GIS system. Mr. Darga stated in the past, the GIS was the first one to get axed. Councilmember Kurtzweil asked whose budget would handle that. Mr. Darga stated that would be the city's budget. Mr. Darga stated as they work on the projects, they will work on the GIS, but Doug has been trying to update the GIS on his own. He stated it hasn't been updated in a long time. City Manager Zelenak stated as we go along with different plans, we are making sure the as-builts are added to our system. Anything that will be done on Hagadorn will be included as well as the whole subdivision. He further stated we will be going back through older subdivisions and add them as well. Councilmember Kurtzweil now she knows the cost is the cities. She further stated if the as built isn't done correctly, the data won't be correct. Further discussion was held regarding updating the GIS system. Mr. Alix stated not all cities have a GIS system, most larger cities do. Councilmember Kivell stated one of the misgivings was that no one knew where the as-builts were and he hopes that will change in the future. Superintendent Varney stated the water lines that were put in the last 2 years ago, they are in the ESRI. It's very accurate. Mr. Alix stated Mr. Varney has a time lapse video of the new water tank going in. City Manager Zelenak stated it will be on our website for the public to see. It is interesting to see the progression, and it shows people where the money goes.

BUDGET- No comments were made

PUBLIC COMMENT- No comments were made

MANAGER'S REPORT

12/12/22

City Manager Zelenak stated at an upcoming meeting we will have on the agenda, the adoption of a resolution to invest in the Oakland County Local Government Investment Pool. We will also have the Nyhart study. At a meeting in January, we will discuss the ARPA funds. He then stated bids are due on December 20th for the demolition and removal of hazardous waste at the 464 S Lafayette property. He stated the Fire Department will hold training sessions before the house is demolished. He then stated they had a meeting with the township regarding the pathway and sidewalk projects. He also will be presenting the Pontiac Trail Drainage Study. Councilmember Kivell asked about 110 Detroit. City Manager Zelenak stated they are due back in court on Wednesday. We have been informed by the owners; they are planning on demolishing the property. They have applied for disconnection of the utilities and after we receive notice that has been done, they can pull a demo permit. He further stated whatever course of action the judge will take; he thinks it will be based on the work that was supposed to be done by the specific date. Councilmember Kivell stated he hopes they hold their feet to the fire on that and it would be unfortunate if he doesn't. We played by the rules and they knew the timeline that things should have been done. City Manager Zelenak stated the judge was very adamant about what needed to be done. Councilmember Kivell asked about the potential sale of the bakery. It is interesting it is happening in such a weird timeline. Councilmember Kennedy mentioned the report that they received about DTE and their outages. Councilmember Kurtzweil stated that is an interesting topic. The top discussion on social media is the power outages we have during windstorms. She stated it is very frequently and she commends Bob for giving a detailed agenda of when they occur. She spoke with someone last year and they brought up a good point. DTE budgets 3-5 years in terms of what they are doing to improve their services. Some communities are putting their lines underground. She further stated he also said DTE is very budgeted, and if you're not in their budget, it's not going to get done. She encourages the City Manager to get on their budget. They have to come out and do studies and it takes time and it has to be budgeted and if there is a storm the linemen go to different areas. City Manager Zelenak stated we have no control of DTE, but he can forward the information to our DTE contact. He further stated we have had conversations regarding the street lights and other improvements. Councilmember Kennedy stated the Lyon Township Trustees are doing the same thing and this may be another way we can partner with them. Councilmember Kivell stated maybe we can just ask them for a review.

COUNCIL COMMENTS

Councilmember Kennedy stated earlier this year the crosswalk was installed at Marjorie Ann and Pontiac Trail. Unfortunately, it only operated during school hours Monday to Friday and for a brief period on Sunday. After 3 months of working together with Civil Engineering Solutions, Lyon Township's engineering firm, and the Road Commission for Oakland County I am happy to say that the operating schedule has been changed. The crosswalk now operates Monday to Friday from 6:30am to 9pm and Saturday and Sunday from 8:30am until 9pm. This will allow community residents to safely cross Pontiac Trail throughout the day during the week to patronize the businesses and attend the churches on both sides of the street. He then thanked Leslie Zawada from Civil Engineering Services and Danielle Deneau from RCOC for helping us make that happen. He then wished everyone a very Merry Christmas, a Happy Hanukkah, a Joyous Kwanza or, in the words of Jerry Stiller from the Seinfeld Show and I quote, "A Happy Festivus for the rest of us!" He then wished everyone a great holiday and happy new year.

Councilmember Kurtzweil thanked Dereck and Gary for their public service to the DDA and the city. She knows both of them and they made great contributions in leadership and they are great people to know and she is sad to see them leave. She stated she is enjoying the lights downtown and wanted to

remind everyone to visit the Christmas sub at Hidden Creek sub, it is literally lit like a Christmas tree. She further stated you have to go see the Historical Village, it is gorgeous and a lot of hard work has gone into it. She then reminded everyone to give to the less fortunate if you can, whether it's food or gifts, or even non-monetary gifts. She then wished all the employees, Councilmembers, and all the friends in the city Happy Holidays.

Councilmember Hansen stated he also wanted to remind everyone that there are volunteer opportunities available such as bell ringers for the Salvation Army and hope it will help less fortunate. There are great organizations out there that need volunteers. It isn't just a holiday thing; he plans on doing so throughout the year.

Councilmember Dilg thanked HRC for coming in and giving their presentation. She stated if everyone isn't prepared for the holidays, the shops downtown are doing a great job. There are good restaurants that are doing nice dinners like at the winery and the corner social. Keep shopping local.

Mayor Pelchat thanked Mr. Mashburn and Mr. Fagin for their commitment to our community. He then thanked Council for another great year and it has been a joy and he wishes everyone a happy new year. He then thanked Dayna Johnston for all her work on the parade and he thanked everyone for coming downtown.

ADJOURNMENT

CM 12-8-22 MOTION TO ADJOURN

Motion by Kurtzweil

Motion to adjourn the meeting at 9:12 p.m.

VOTE:

MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Mayor Dan Pelchat

City Clerk/Treasurer Lisa Deaton

PERIOD ENDING 12/31/2022

FINANCIAL STATEMENT FOR DECEMBER 2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR MONTH 12/31/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)		% BDGT USED
		AMENDED BUDGET		NORMAL (ABNORMAL)			NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND									
Revenues									
Dept 000.000									
101-000.000-402.000	REAL PROPERTY TAX	5,526,585.00		5,428,450.08		13,167.03	98,134.92		98.22
101-000.000-432.000	PAYMENT IN LIEU OF TAXES	0.00		16,817.89		0.00	(16,817.89)		100.00
101-000.000-434.000	SOUTH LYON WOODS TAX	1,100.00		1,002.50		89.00	97.50		91.14
101-000.000-445.000	PENALTIES & INTEREST	12,000.00		0.00		0.00	12,000.00		0.00
101-000.000-447.000	ADMIN FEE PROPERTY TAX	102,250.00		109,825.79		283.26	(7,575.79)		107.41
101-000.000-476.000	LICENSES & BUSINESS MISC.	3,000.00		1,575.00		160.00	1,425.00		52.50
101-000.000-490.000	BUILDING PERMITS	405,000.00		242,488.00		16,360.00	162,512.00		59.87
101-000.000-490.100	HEATING & PLUMB. REFG. PERMI	35,000.00		27,173.00		2,719.00	7,827.00		77.64
101-000.000-490.200	ELECTRICAL PERMITS	38,000.00		30,024.50		2,069.00	7,975.50		79.01
101-000.000-491.000	BOARD OF APPEALS	1,500.00		900.00		0.00	600.00		60.00
101-000.000-491.100	REZONING FEES	0.00		0.00		0.00	0.00		0.00
101-000.000-528.000	OTHER FEDERAL GRANTS	0.00		0.00		0.00	0.00		0.00
101-000.000-573.000	STATE REVS	100,000.00		97,106.04		0.00	2,893.96		97.11
101-000.000-574.000	STATE SHARED REV.	1,192,780.00		480,545.00		0.00	712,235.00		40.29
101-000.000-592.200	OAKLAND TOGETHER CVT COVID FUNDING	0.00		0.00		0.00	0.00		0.00
101-000.000-634.000	GRAVE OPENINGS & FOUNDATIONS	35,000.00		23,550.00		1,700.00	11,450.00		67.29
101-000.000-635.000	W & S ADMIN. CHARGES	0.00		0.00		0.00	0.00		0.00
101-000.000-655.301	PARKING VIOLATION	150.00		10.00		0.00	140.00		6.67
101-000.000-659.000	LOCAL COURT FINES	15,000.00		7,937.52		2,418.30	7,062.48		52.92
101-000.000-659.100	REFUND-(FOR COST OF ARREST)	0.00		0.00		0.00	0.00		0.00
101-000.000-665.000	INTEREST	1,200.00		87,532.37		24,028.44	(86,332.37)		7,294.36
101-000.000-665.001	INTEREST-TRANS.CEMETERY INTRE	0.00		0.00		0.00	0.00		0.00
101-000.000-665.007	INTEREST-TRANSFER FROM C&S	0.00		0.00		0.00	0.00		0.00
101-000.000-665.200	INTEREST-EQUALIZ. & CONTINGENC	25.00		252.19		63.26	(227.19)		1,008.76
101-000.000-665.700	INTEREST-MOBILE TOWER	0.00		0.00		0.00	0.00		0.00
101-000.000-665.751	PARK AND REC. INTEREST	0.00		0.00		0.00	0.00		0.00
101-000.000-666.220	MMRMA DIVIDENDS	60,000.00		28,277.00		0.00	31,723.00		47.13
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	125,000.00		62,867.53		0.00	62,132.47		50.29
101-000.000-671.300	LEASE--ANTENNA	40,000.00		18,248.24		4,562.06	21,751.76		45.62
101-000.000-671.500	RENTAL PROPERTIES	0.00		0.00		0.00	0.00		0.00
101-000.000-673.000	SALES OF FIXED ASSETS	20,000.00		0.00		0.00	20,000.00		0.00
101-000.000-674.209	CONTRIBUTION-PERPETUAL CARE	48,110.00		0.00		0.00	48,110.00		0.00
101-000.000-674.400	FIRST RESPONDERS MONUMENT	0.00		16,708.00		0.00	(16,708.00)		100.00
101-000.000-674.751	CONTRIB. FOR PARK BENCHES	0.00		1,512.50		0.00	(1,512.50)		100.00
101-000.000-675.200	CONTRIBUTIONS-WINTER EVENTS	0.00		0.00		0.00	0.00		0.00
101-000.000-675.751	CONTRIBUTION TO PARKS & REC	100,000.00		0.00		0.00	100,000.00		0.00
101-000.000-675.802	CULTURAL ARTS REVENUES	300.00		0.00		0.00	300.00		0.00
101-000.000-675.820	VETERANS MEMORIAL PROJECT	5,000.00		200.00		0.00	4,800.00		4.00
101-000.000-676.346	REIMBURSEMENT FROM HVA	0.00		0.00		0.00	0.00		0.00
101-000.000-680.000	MISCELLANEOUS	45,000.00		40,565.23		4,307.29	4,434.77		90.14

FINANCIAL STATEMENT FOR DECEMBER 2022

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE		ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	12/31/2022 NORMAL (ABNORMAL)	12/31/2022 INCREASE (DECREASE)	12/31/2022 BALANCE NORMAL (ABNORMAL)			
Fund 101 - GENERAL FUND								
Revenues								
101-000.000-680.210	WEDDING PROCEEDS	1,950.00	0.00	0.00	0.00	1,950.00	0.00	0.00
101-000.000-680.301	POLICE	153,474.00	26,225.66	982.00	982.00	127,248.34	17.09	17.09
101-000.000-680.336	FIRE MISC.	4,500.00	1,600.00	0.00	0.00	2,900.00	35.56	35.56
101-000.000-680.703	PRIOR YEARS TAXES	5,000.00	1,373.18	0.00	0.00	3,626.82	27.46	27.46
101-000.000-682.000	GRANT MONEY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-000.000-682.301	GRANT MONIES-POLICE DEPT.	10,000.00	0.00	0.00	0.00	10,000.00	0.00	0.00
101-000.000-682.336	GRANT MONIES--FIRE DEPT.	10,000.00	0.00	0.00	0.00	10,000.00	0.00	0.00
101-000.000-682.802	GRANT MONIES-CULTURAL ARTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-000.000-683.300	PYMT. OF SIDEWALKS BY RESIDEN	10,000.00	3,527.00	0.00	0.00	6,473.00	35.27	35.27
101-000.000-687.230	SMART CREDITS	500.00	0.00	0.00	0.00	500.00	0.00	0.00
101-000.000-691.000	OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-000.000-692.300	PROCEEDS FROM DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-000.000-699.000	TRANSFERS IN	0.00	0.00	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	0.00	0.00
Total Dept 000.000		8,107,424.00	6,756,294.22	73,108.64	73,108.64	1,351,129.78	83.33	83.33
TOTAL REVENUES		8,107,424.00	6,756,294.22	73,108.64	73,108.64	1,351,129.78	83.33	83.33
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		8,107,424.00	6,756,294.22	73,108.64	73,108.64	1,351,129.78	83.33	83.33

PERIOD ENDING 12/31/2022

FINANCIAL STATEMENT FOR DECEMBER 2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	12/31/2022	NORMAL (ABNORMAL)	MONTH 12/31/2022 INCREASE (DECREASE)			
Fund 101 - GENERAL FUND									
000.000		0.00		0.00		0.00		0.00	0.00
222.000	- ADMINISTRATION	1,760,522.00		981,945.63		139,540.55		778,576.37	55.78
301.000	- POLICE	3,279,633.00		1,581,408.56		267,576.36		1,698,224.44	48.22
336.000	- FIRE	1,165,896.00		707,467.23		55,879.12		458,428.77	60.68
346.000	- AMBULANCE	5,680.00		725.47		0.00		4,954.53	12.77
441.000	- DEPT. OF PUBLIC WORKS	1,056,461.00		589,669.26		106,064.37		466,791.74	55.82
567.000	- CEMETERY	201,241.00		72,965.77		3,496.05		128,275.23	36.26
596.000	- SENIOR TRANSPORTATION	90,000.00		36,280.00		0.00		53,720.00	40.31
751.000	- PARKS AND RECREATION	462,365.00		86,316.13		12,449.77		376,048.87	18.67
800.000	- CABLE COMMISSION	13,925.00		0.00		0.00		13,925.00	0.00
802.000	- CULTURAL ARTS	5,200.00		1,030.95		0.00		4,169.05	19.83
803.000	- HISTORICAL DEPOT	43,580.00		14,837.93		1,825.21		28,742.07	34.05
820.000	- VETERANS MEMORIAL PROJECT	7,500.00		286.72		0.00		7,213.28	3.82
TOTAL EXPENDITURES		8,092,003.00		4,072,933.65		586,831.43		4,019,069.35	50.33
Fund 101 - GENERAL FUND:									
TOTAL EXPENDITURES		8,092,003.00		4,072,933.65		586,831.43		4,019,069.35	50.33

FINANCIAL STATEMENT FOR DECEMBER 2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	12/31/2022	MONTH 12/31/2022	INCREASE (DECREASE)			
Fund 202 - MAJOR STREETS									
000.000		0.00		0.00		0.00		0.00	0.00
223.000	- ACCOUNTANT	5,600.00		4,660.00		0.00		940.00	83.21
451.000	- STREET CONSTRUCTION	20,000.00		195.18		0.00		19,804.82	0.98
463.000	- STREET-ROUTINE MAINT.	215,526.00		87,626.33		12,071.99		127,899.67	40.66
474.000	- TRAFFIC SERVICES	50,058.00		7,468.10		1,133.17		42,589.90	14.92
478.000	- SNOW PLOWING	89,410.00		10,001.95		6,340.46		79,408.05	11.19
479.000	- SNOW REMOVAL	10,296.00		248.00		0.00		10,048.00	2.41
485.000	- TRANSFER BETWEEN FUNDS	100,000.00		0.00		0.00		100,000.00	0.00
491.000	- STORM SEWER	10,912.00		2,664.00		39.73		8,248.00	24.41
TOTAL EXPENDITURES		501,802.00		112,863.56		19,585.35		388,938.44	22.49
Fund 202 - MAJOR STREETS:									
TOTAL EXPENDITURES		501,802.00		112,863.56		19,585.35		388,938.44	22.49
Fund 203 - LOCAL STREETS									
000.000		0.00		0.00		0.00		0.00	0.00
223.000	- ACCOUNTANT	5,600.00		4,660.00		0.00		940.00	83.21
451.000	- STREET CONSTRUCTION	20,000.00		21,433.31		21,238.14		(1,433.31)	107.17
463.000	- STREET-ROUTINE MAINT.	195,715.00		92,568.54		23,457.20		103,146.46	47.30
474.000	- TRAFFIC SERVICES	8,600.00		6,242.01		2,364.46		2,357.99	72.58
478.000	- SNOW PLOWING	81,897.00		8,068.09		5,513.86		73,828.91	9.85
485.000	- TRANSFER BETWEEN FUNDS	0.00		0.00		0.00		0.00	0.00
491.000	- STORM SEWER	20,544.00		6,453.75		506.57		14,090.25	31.41
TOTAL EXPENDITURES		332,356.00		139,425.70		53,080.23		192,930.30	41.95
Fund 203 - LOCAL STREETS:									
TOTAL EXPENDITURES		332,356.00		139,425.70		53,080.23		192,930.30	41.95
TOTAL EXPENDITURES - ALL FUNDS									
TOTAL EXPENDITURES		834,158.00		252,289.26		72,665.58		581,868.74	30.24

FINANCIAL STATEMENT FOR DECEMBER 2022

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 12/31/2022		ACTIVITY FOR MONTH 12/31/2022 INCREASE (DECREASE)	AVAILABLE BALANCE		% BDGT USED
			NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 592 - WATER & SEWER								
452.000	- WATER & SEWER CONSTRUCTION	940,000.00	548,659.69		380,598.70	391,340.31		58.37
528.000	- REFUSE COLLECTION	597,300.00	293,444.76		0.00	303,855.24		49.13
540.000	- WATER / REPAIR	272,888.00	44,161.07		4,781.47	228,726.93		16.18
550.000	- SEWER / REPAIR	234,527.00	60,973.44		3,484.47	173,553.56		26.00
556.000	- WATER	1,231,043.00	471,581.07		119,527.16	759,461.93		38.31
557.000	- WASTEWATER	3,524,866.00	765,189.47		149,847.98	2,759,676.53		21.71
TOTAL EXPENDITURES			2,184,009.50		658,239.78	4,616,614.50		32.11
Fund 592 - WATER & SEWER:								
TOTAL EXPENDITURES			2,184,009.50		658,239.78	4,616,614.50		32.11

CHECKS TO BE APPROVED ON 01/09/2023

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 222.000 ADMINISTRATION							
101-222.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	PENETRATE, OIL FILTER (2), TIE ROD	8195235542236	01/09/23	14.73	
			Total For Dept 222.000 ADMINISTRATION			14.73	
Dept 301.000 POLICE							
101-301.000-802.000	CONTRACTUAL SVCS	TARGET SOLUTIONS LEAR	GUARDIAN TRACKING SOFTWARE FOR PER	INV64287	01/09/23	1,126.08	
101-301.000-820.000	COMPUTER	VC3, INC.	NEW COMPUTER TOWER FOR DETECTIVE	94704	01/09/23	923.75	
101-301.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	PENETRATE, OIL FILTER (2), TIE ROD	8195235542236	01/09/23	91.55	
101-301.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	WASHER FLUID (6)	8195236357180	01/09/23	40.26	
101-301.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	OIL FILTER, BATTERY, IGNITION COIL	8195236135225	01/09/23	59.87	
101-301.000-863.000	VEHICLE MAINTENANCE	CAPITAL ONE TRADE CRE	CLAMP SET	1645778396	01/09/23	12.80	
101-301.000-863.000	VEHICLE MAINTENANCE	COOK AUTOMOTIVE	SUSPENSION REPAIR FOR UNIT 252	49451	01/09/23	867.69	
101-301.000-863.000	VEHICLE MAINTENANCE	CYNERGY PRODUCTS	REPLACEMENT UNITY MANUFACTURING SP	36611	01/09/23	1,032.08	
101-301.000-863.000	VEHICLE MAINTENANCE	FLEETPRIDE	FILTER, FUEL STORAGE TANK	104248117	01/09/23	1.75	
101-301.000-863.000	VEHICLE MAINTENANCE	GREEN OAK TIRE, INC.	BALANCE AND DISPOSAL	1-133222	01/09/23	46.00	
101-301.000-863.000	VEHICLE MAINTENANCE	GREEN OAK TIRE, INC.	TIRES (4) AND BALANCING	1-133226	01/09/23	798.00	
101-301.000-863.000	VEHICLE MAINTENANCE	LINDE GAS & EQUIPMENT	WELDING SUPPLIES FOR SHOP	33026376	01/09/23	40.97	
			Total For Dept 301.000 POLICE			5,040.80	
Dept 336.000 FIRE							
101-336.000-740.000	OPERATING EXPENSE	ADVANCE AUTO PARTS	ABSORBENT (2)	8195235142127	01/09/23	24.62	
101-336.000-740.000	OPERATING EXPENSE	ADVANCE AUTO PARTS	DIESEL EXHAUST FLUID, CLAY OIL ABS	8195235635074	01/09/23	95.29	
101-336.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	PENETRATE, OIL FILTER (2), TIE ROD	8195235542236	01/09/23	4.76	
101-336.000-863.000	VEHICLE MAINTENANCE	CAPITAL ONE TRADE CRE	CLAMP SET	1645778396	01/09/23	9.60	
101-336.000-863.000	VEHICLE MAINTENANCE	CSI EMERGENCY APPARAT	VEHICLE REPAIRS (E2, L1 AND R1)	67141, 67292, 6	01/09/23	1,686.29	
101-336.000-863.000	VEHICLE MAINTENANCE	CSI EMERGENCY APPARAT	RESCUE BACK-UP CAMERA	67596	01/09/23	2,680.50	
101-336.000-863.000	VEHICLE MAINTENANCE	FLEETPRIDE	FILTER, FUEL STORAGE TANK	104248117	01/09/23	1.31	
101-336.000-863.000	VEHICLE MAINTENANCE	LINDE GAS & EQUIPMENT	WELDING SUPPLIES FOR SHOP	33026376	01/09/23	30.72	
101-336.000-930.000	REPAIR MAINTENANCE	STRYKER SALES CORPORA	LUCAS MAINTENANCE	3982254M	01/09/23	412.00	
			Total For Dept 336.000 FIRE			4,945.09	
Dept 441.000 DEPT. OF PUBLIC WORKS							
101-441.000-740.000	OPERATING EXPENSE	ADVANCE AUTO PARTS	AW46 HYDRAULIC FLUID AND CLAY ABSO	8195234634693	01/09/23	24.62	
101-441.000-740.000	OPERATING EXPENSE	ADVANCE AUTO PARTS	RAINX, ANTIFREEZE, AND CIRCUIT TES	8195235342186	01/09/23	6.95	
101-441.000-740.000	OPERATING EXPENSE	LINDE GAS & EQUIPMENT	CYLINDER RENTAL	33121797	01/09/23	118.80	
101-441.000-740.000	OPERATING EXPENSE	O'REILLY AUTO PARTS	ABSORBENT (2)	2272-485888	01/09/23	29.98	
101-441.000-740.000	OPERATING EXPENSE	QUALITY FIRST AID & S	GLOVES (16), TYLENOL EXTRA-STRENGT	BF-005802	01/09/23	436.81	
101-441.000-860.000	GAS & OIL	CORRIGAN OIL CO, NO.	GAS & DIESEL 11/14/22 - 12/8/22	7686227-IN	01/09/23	2,901.01	
101-441.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	AW46 HYDRAULIC FLUID AND CLAY ABSO	8195234634693	01/09/23	60.71	
101-441.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	PLASTIC WELD	8195234134497	01/09/23	7.81	
101-441.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	PENETRATE, OIL FILTER (2), TIE ROD	8195235542236	01/09/23	20.60	
101-441.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	RAINX, ANTIFREEZE, AND CIRCUIT TES	8195235342186	01/09/23	54.14	

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 441.000 DEPT. OF	PUBLIC WORKS						
101-441.000-863.000	VEHICLE MAINTENANCE	CAPITAL ONE TRADE CRE	CLAMP SET	1645778396	01/09/23	35.18	
101-441.000-863.000	VEHICLE MAINTENANCE	CONTRACTORS STEEL CO.	3/8 STEEL PLATE	1476932	01/09/23	385.34	
101-441.000-863.000	VEHICLE MAINTENANCE	COOK AUTOMOTIVE	REPAIR AND ALIGNMENT 2010 F350	49257	01/09/23	766.90	
101-441.000-863.000	VEHICLE MAINTENANCE	CYNERGY PRODUCTS	CB INSTALLATION IN TOOL CAT	36446	01/09/23	999.60	
101-441.000-863.000	VEHICLE MAINTENANCE	DIUBLE EQUIPMENT INC.	STAND, HANDLE AND PIN	2320	01/09/23	165.83	
101-441.000-863.000	VEHICLE MAINTENANCE	FLEETPRIDE	FILTER, FUEL STORAGE TANK	104248117	01/09/23	4.81	
101-441.000-863.000	VEHICLE MAINTENANCE	FLEETPRIDE	DRAIN VALVE AND MIRROR	104459196	01/09/23	198.91	
101-441.000-863.000	VEHICLE MAINTENANCE	HAROLD'S FRAME SHOP I	TRUCK REPAIR	103636	01/09/23	1,335.32	
101-441.000-863.000	VEHICLE MAINTENANCE	LINDE GAS & EQUIPMENT	WELDING SUPPLIES FOR SHOP	33026376	01/09/23	112.66	
101-441.000-863.000	VEHICLE MAINTENANCE	O'REILLY AUTO PARTS	PLASTIC WELD	2272-485596	01/09/23	19.98	
101-441.000-863.000	VEHICLE MAINTENANCE	SITONE LANDSCAPE SUP	WESTERN HYDRAULIC FLUID (4)	126042945-001	01/09/23	101.10	
101-441.000-863.000	VEHICLE MAINTENANCE	TRUCK & TRAILER SPECI	CONTROL BOX	HRO006313	01/09/23	2,824.00	
101-441.000-931.000	BUILDING MAINTENANCE	PATRIOT READY-MIX LLC	3" STEP (2) AND STEP RISERS (2)	3370	01/09/23	120.00	
Total For Dept 441.000 DEPT. OF PUBLIC WORKS						10,731.06	
Dept 567.000 CEMETERY							
101-567.000-740.000	OPERATING EXPENSE	ADVANCE AUTO PARTS	PENETRATE, OIL FILTER (2), TIE ROD	8195235542236	01/09/23	3.97	
101-567.000-740.000	OPERATING EXPENSE	CAPITAL ONE TRADE CRE	CLAMP SET	1645778396	01/09/23	8.00	
101-567.000-740.000	OPERATING EXPENSE	FLEETPRIDE	FILTER, FUEL STORAGE TANK	104248117	01/09/23	1.09	
101-567.000-740.000	OPERATING EXPENSE	LINDE GAS & EQUIPMENT	WELDING SUPPLIES FOR SHOP	33026376	01/09/23	25.60	
Total For Dept 567.000 CEMETERY						38.66	
Dept 751.000 PARKS AND RECREATION							
101-751.000-801.000	PROFESSIONAL SERVICE	JOHN'S SANITATION	PORTA JOHNS & SANITIZER RENTAL 11/	I9422, I9433	01/09/23	505.00	
101-751.000-801.000	PROFESSIONAL SERVICE	JOHN'S SANITATION	SANITIZER RENTAL	I9673	01/09/23	205.00	
101-751.000-978.000	CAPITAL EQUIPMENT	RUSSELL DESIGN, INC.	DESIGN WORK - LAFAYETTE PARK	2812	01/09/23	3,092.50	
Total For Dept 751.000 PARKS AND RECREATION						3,802.50	
Total For Fund 101 GENERAL FUND						24,572.84	
Fund 203 LOCAL STREETS							
Dept 463.000 STREET-ROUTINE MAINT.	REPAIR MAINTENANCE	CASH SOD FARM	LEAF DISPOSAL (2,675)	22994	01/09/23	11,368.75	
Total For Dept 463.000 STREET-ROUTINE MAINT.						11,368.75	
Total For Fund 203 LOCAL STREETS						11,368.75	
Fund 592 WATER & SEWER							
Dept 540.000 WATER / REPAIR	REPAIR MAINTENANCE	CORE & MAIN LP	CLAMP	S048330	01/09/23	378.97	
Total For Dept 540.000 WATER / REPAIR						378.97	

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 592 WATER & SEWER							
Dept 556.000 WATER							
592-556.000-740.000	OPERATING EXPENSE	ELHORN ENGINEERING CO	PHOSPHATE AND FLUORIDE	295190	01/09/23	5,890.00	
592-556.000-740.000	OPERATING EXPENSE	ENVIRONMENTAL RESOURC	POTABLEWATR COLIFORM MICROBE	026621	01/09/23	485.39	
592-556.000-740.000	OPERATING EXPENSE	HAVILAND PRODUCTS COM	CHLORINE (6)	456266	01/09/23	2,025.00	
592-556.000-740.000	OPERATING EXPENSE	IDEXX LABORATORIES*	COLI P/A COMPARATOR	3119648602	01/09/23	22.57	
592-556.000-740.000	OPERATING EXPENSE	LOU'S GLOVES	NITRILE, EXAM GRADE, POWDER-FREE,	051245	01/09/23	71.50	
592-556.000-740.000	OPERATING EXPENSE	PARAGON LABORATORIES,	WATER ANALYSIS	43488-233198	01/09/23	820.00	
592-556.000-740.000	OPERATING EXPENSE	PARAGON LABORATORIES,	WATER ANALYSIS	43488-233098	01/09/23	75.00	
592-556.000-740.000	OPERATING EXPENSE	PARAGON LABORATORIES,	WATER ANALYSIS	43488-233266	01/09/23	710.00	
592-556.000-740.000	OPERATING EXPENSE	PARAGON LABORATORIES,	WATER ANALYSIS	43488-233452	01/09/23	75.00	
592-556.000-740.000	OPERATING EXPENSE	USA BLUE BOOK	HACH BOD NUTRIENT BUFFER (2), HACH	195004	01/09/23	170.95	
592-556.000-740.000	OPERATING EXPENSE	USA BLUE BOOK	HACH TENSETTE PIPET	198109	01/09/23	167.34	
592-556.000-740.000	OPERATING EXPENSE	USA BLUE BOOK	HACH TOTAL IRON TPTZ REAGENT (3),	215049	01/09/23	169.67	
592-556.000-802.000	OPERATING EXPENSE	INTERNATIONAL CODE CO	PROGRAMMING FOR CROSS CONNECTIONS	1001601691	01/09/23	453.50	
592-556.000-802.000	CONTRACTUAL SVCS	UIS SCADA, INC.	PREVENTATIVE MAINTENANCE ON OUTDOO	530369137	01/09/23	2,642.00	
592-556.000-860.000	GAS & OIL	CORRIGAN OIL CO, NO.	GAS & DIESEL 11/14/22 - 12/8/22	7686227-IN	01/09/23	4,444.31	
592-556.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	PENETRATE, OIL FILTER (2), TIE ROD	8195235542236	01/09/23	7.14	
592-556.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	OIL FILTER, BATTERY, IGNITION COIL	8195236135225	01/09/23	42.20	
592-556.000-863.000	VEHICLE MAINTENANCE	CAPITAL ONE TRADE CRE	CLAMP SET	1645778396	01/09/23	14.39	
592-556.000-863.000	VEHICLE MAINTENANCE	FLEETPRIDE	FILTER, FUEL STORAGE TANK	104248117	01/09/23	1.97	
592-556.000-863.000	VEHICLE MAINTENANCE	LINDE GAS & EQUIPMENT	WELDING SUPPLIES FOR SHOP	33026376	01/09/23	46.09	
592-556.000-863.000	VEHICLE MAINTENANCE	SITEONE LANDSCAPE SUP	HARNESSE AND STRAPS	125737212-001	01/09/23	205.70	
592-556.000-863.000	VEHICLE MAINTENANCE	BADGER METER INC.	3/4" METER HEADS (250)	1546915	01/09/23	30,810.42	
592-556.000-972.000	CAPITAL IMPROVEMENTS	UIS SCADA, INC.	FURNISHED AND INSTALLED VEGA UNIT	530369401	01/09/23	2,946.83	
592-556.000-972.000	CAPITAL IMPROVEMENTS		Total For Dept 556.000 WATER			52,296.97	
Dept 557.000 WASTEWATER							
592-557.000-740.000	OPERATING EXPENSE	BRIGHTON ANALYTICAL,	WW ANALYSIS	1222-128005	01/09/23	88.00	
592-557.000-740.000	OPERATING EXPENSE	LINDE GAS & EQUIPMENT	CYLINDER RENTAL	33121797	01/09/23	39.60	
592-557.000-740.000	OPERATING EXPENSE	LOU'S GLOVES	NITRILE, EXAM GRADE, POWDER-FREE,	051245	01/09/23	71.50	
592-557.000-740.000	OPERATING EXPENSE	PARAGON LABORATORIES,	WW ANALYSIS	42488-233211	01/09/23	1,035.00	
592-557.000-740.000	OPERATING EXPENSE	REPUBLIC SERVICES #24	PLANT SCREEN REMOVAL	0241-003890309	01/09/23	1,705.16	
592-557.000-740.000	OPERATING EXPENSE	USA BLUE BOOK	HACH BOD NUTRIENT BUFFER (2), HACH	195004	01/09/23	205.68	
592-557.000-740.000	OPERATING EXPENSE	USA BLUE BOOK	HACH TENSETTE PIPET	198109	01/09/23	167.33	
592-557.000-740.000	OPERATING EXPENSE	USA BLUE BOOK	HACH TOTAL IRON TPTZ REAGENT (3),	215049	01/09/23	305.75	
592-557.000-931.000	BUILDING MAINTENANCE	KROFF MECHANICAL SERV	REPAIR ON THE REZORR HEATING UNIT	132269	01/09/23	775.00	
592-557.000-957.000	EDUCATION & TRAINING	JAWARK PRODUCTS	INSTALL AND REBUILD CHLORINE REGUL	221200	01/09/23	190.00	
592-557.000-972.000	CAPITAL IMPROVEMENTS	BADGER METER INC.	3/4" METER HEADS (250)	1546915	01/09/23	30,810.41	
592-557.000-972.000	CAPITAL IMPROVEMENTS	KENNEDY INDUSTRIES IN	KAESER BLOCK, KAESER FITTING KIT,	634264	01/09/23	11,588.07	
592-557.000-972.000	CAPITAL IMPROVEMENTS	DETROIT PUMP & MANUFA	PARTS FOR BOERGER PUMP	1075167	01/09/23	2,102.84	
592-557.000-977.000	EQUIPMENT		Total For Dept 557.000 WASTEWATER			49,084.34	

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
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Fund 592 WATER & SEWER

Total For Fund 592 WATER & SEWER

101,760.28

01/04/2023 03:17 PM
User: PATRICIA
DB: South Lyon

INVOICE GL DISTRIBUTION REPORT FOR CITY OF SOUTH LYON
EXP CHECK RUN DATES 01/09/2023 - 01/09/2023
JOURNALIZED
OPEN

Page: 5/5

GL Number	GL Desc	Vendor	CHECKS TO BE APPROVED ON 01/09/2023	Invoice Desc.	Invoice	Due Date	Amount Check
Fund Totals:							
			Fund 101 GENERAL FUND				24,572.84
			Fund 203 LOCAL STREETS				11,368.75
			Fund 592 WATER & SEWER				101,760.28
			Total For All Funds:				137,701.87

The above checks have been approved for payment.

Lisa Deaton, City Clerk/Treasurer

Daniel L. Pelchat, Mayor

Check Date	Check	Vendor	Vendor Name	Description	Amount	Status
Bank 01 GEN FUND CHECKING						
12/15/2022	86355	0157	STATE OF MICHIGAN	MIDEAL - 267 MEMBERSHIP DUES 2023	180.00	Cleared
12/15/2022	86356	4780	ABSOPURE WATER COMPANY	WATER	32.00	Cleared
12/15/2022	86357	0375	ALLIE BROTHERS	UNIFORM ALTERATIONS	101.00	Cleared
12/15/2022	86358	4295	AMAZON CAPITAL SERVICES	INK CARTRIDGES AND MEMO BOOKS	449.46	Cleared
12/15/2022	86359	4068	AT&T	SERVICE PERIOD OCT 23 - NOV 22, 2022	574.46	Cleared
12/15/2022	86360	3602	BLUE CROSS BLUE SHIELD OF MICH	RETIREE INSURANCE PREMIUMS JANUARY 20	7,615.73	Cleared
12/15/2022	86361	3602	BLUE CROSS BLUE SHIELD OF MICH	JANUARY 2023 INSURANCE PREMIUMS	46,823.75	Cleared
12/15/2022	86362	3749	KRISPEN S. CARROLL	PAYROLL DEDUCTION CASE # 17-57623-PJS	88.80	Cleared
12/15/2022	86363	4616	CERTASITE, LLC	ANNUAL INSPECTION FEES FOR DEPOT, NEW	633.39	Cleared
12/15/2022	86364	4642	COMCAST	PHONE SERVICE CHARGES FOR NOVEMBER 20	914.46	Open
12/15/2022	86365	3165	CONSUMERS ENERGY	GAS SERVICE PERIOD 11/2/22 - 12/2/22	2,641.51	Cleared
12/15/2022	86366	3165	CONSUMERS ENERGY	250 DOROTHY SERVICE PERIOD 11/2/2022	137.20	Cleared
12/15/2022	86367	3165	CONSUMERS ENERGY	300 DOROTHY SERVICE PERIOD 11/2/22 -	102.42	Cleared
12/15/2022	86368	3165	CONSUMERS ENERGY	300 DOROTHY ST #B SERVICE PERIOD 11/2	237.44	Cleared
12/15/2022	86369	3165	CONSUMERS ENERGY	GAS SERVICE PERIOD 11/2/22 - 12/2/22	388.10	Cleared
12/15/2022	86370	3165	CONSUMERS ENERGY	GAS SERVICE PERIOD 11/2/22 - 12/2/22	528.32	Cleared
12/15/2022	86371	3165	CONSUMERS ENERGY	GAS SERVICE PERIOD 10/28/22 - 11/29/2	349.46	Cleared
12/15/2022	86372	3165	CONSUMERS ENERGY	GAS SERVICE 11/2/22 - 12/2/22	443.35	Cleared
12/15/2022	86373	4189	DANIEL PELCHAT	MONTHLY COUNCIL PAY	220.00	Cleared
12/15/2022	86374	0584	DTE ENERGY	SERVICE PERIOD 11/1/22 - 12/1/22, VAR	1,213.90	Cleared
12/15/2022	86375	4334	MICHAEL EHRESMAN	COUNCIL RECORDING 12/12/2022	75.00	Open
12/15/2022	86376	3455	EMPLOYEE HEALTH INSURANCE MGMT	NOVEMBER 2022 ADMINISTRATIVE AND MEDI	18,735.14	Cleared
12/15/2022	86377	4431	GREATSTAFF SOLUTIONS, LLC	TEMPORARY CLERICAL STAFFING AT CITY H	1,237.50	Cleared
12/15/2022	86378	4768	ALEX HANSEN	MONTHLY COUNCIL PAY	180.00	Cleared
12/15/2022	86379	4666	INTEGRATED BEHAVIORAL HEALTH	EAP PREMIUMS FOR THE MONTHS OF DEC/JA	123.00	Cleared
12/15/2022	86380	0557	INTL UNION OF OPERATING ENG	PAYROLL DEDUCTION UNION DUES	130.50	Cleared
12/15/2022	86381	6161	KIRBYBUILT SALES	PARK BENCH - MCHATTIE PARK - DONATED	1,512.50	Cleared
12/15/2022	86382	2586	GLENN KIVELL	MONTHLY COUNCIL PAY	180.00	Cleared
12/15/2022	86383	6114	MARGARET KURTZWELL	MONTHLY COUNCIL PAY	180.00	Cleared
12/15/2022	86384	4395	LISA DILG	MONTHLY COUNCIL PAY	180.00	Cleared
12/15/2022	86385	4888	FRANCESCA MENSAH	PAYROLL DEDUCTION PPE 12/13/2022 CASE	180.00	Open
12/15/2022	86386	0470	MISDU	PAYROLL DEDUCTION ID 912962522	277.73	Open
12/15/2022	86387	0470	MISDU	PAYROLL DEDUCTION ID 913616706	291.26	Cleared
12/15/2022	86388	4934	MISSIONSQUARE - 301149	PAYROLL DEDUCTION ID 913616706	150.00	Cleared
12/15/2022	86389	0436	LORI MOSIER	MISSIONSQUARE PLAN # 301149 PPE 12/13	3,396.81	Cleared
12/15/2022	86390	4317	NEC FINANCIAL SERVICES, LLC	MONTHLY COUNCIL PAY	180.00	Cleared
12/15/2022	86391	5845	OBSERVER & ECCENTRIC	JAN. BILLING WW & DPW PHONE SYSTEMS	177.81	Cleared
12/15/2022	86392	0943	PLUMBER'S SERVICE	PUBLICATIONS	354.00	Cleared
12/15/2022	86393	4779	QUICK SILVER MARKETING SOLUTIONS	CABLED SEWER LINE 217 WHIPPLE	215.00	Cleared
12/15/2022	86394	2507	R.R.A.S.O.C.	VENDOR P.O.'S 3-PART NCR	498.80	Open
12/15/2022	86395	3955	ROSATI, SCHULTZ, JOPPICH	NOV. 2022 HAZARDOUS WASTE APPOINTMENT	145.50	Cleared
12/15/2022	86396	5893	SAFEBUILT, LLC LOCKBOX # 88135	PROF. SERVICES RENDERED THROUGH 11/30	9,344.46	Open
12/15/2022	86397	5554	SALEM-SOUTH LYON DISTRICT	NOV. 2022 PERMIT AND TECH FEES	44,967.60	Cleared
12/15/2022	86398	1586	SOUTH LYON COLLISION	TAX DISBURSEMENT/TAXES DUE TO LIBRARY	874.30	Cleared
12/15/2022	86399	0461	SOUTH LYON COMMUNITY SCHOOLS	FIXED CHIP IN WINDSHIELD OF ADMIN CAR	65.00	Cleared
12/15/2022	86399			TAX DISBURSEMENT/TAXES DUE TO SCHOOLS	9,285.93	Cleared

Check Date	Check	Vendor	Vendor Name	Description	Amount	Status
12/15/2022	86400	2405	CHRISTOPHER SOVIK	REIMBURSEMENT FOR PAYROLL DEDUCTION E	13.51	Cleared
12/15/2022	86401	4639	STATE OF MICHIGAN	NPDES ANNUAL PERMIT FEE 2023	5,500.00	Cleared
12/15/2022	86402	4207	STEPHEN KENNEDY	MONTHLY COUNCIL PAY	180.00	Cleared
12/15/2022	86403	4844	JOEY THORINGTON	REIMBURSEMENT FOR HOLIDAY SPECTACULAR	141.02	Cleared
12/15/2022	86404	4804	VC3, INC.	VPN ANNUAL LICENSE 10/26/2022 - 10/25	5,258.80	Cleared
12/15/2022	86405	3984	WOW! BUSINESS	SERVICE PERIOD 11/24/22 - 12/23/22	138.45	Cleared
12/15/2022	86406	3984	WOW! BUSINESS	PHONE AND INTERNET SERVICE PERIOD 11/	197.11	Cleared
12/15/2022	86407	3984	WOW! BUSINESS	CABLE TV SERVICE 12/6/22 - 1/5/23	54.97	Cleared
12/22/2022	86408	4376	RED WING BUSINESS ADVANTAGE ACCOUNT	SAFETY BOOTS (DEANNA BLANKSTROM)	271.99	Open
12/22/2022	86409	4780	ABSOPURE WATER COMPANY	WATER	38.50	Open
12/22/2022	86410	4295	AMAZON CAPITAL SERVICES	MAGNET	88.88	Cleared
12/22/2022	86411	4931	ASCENSION MICHIGAN EMPLOYER SOL.	DOT PHYSICAL EXAM - MICHAEL MORITZ	88.00	Open
12/22/2022	86412	0300	BADGER METER INC.	ON-SITE YUMA TRAINING	2,625.00	Cleared
12/22/2022	86413	3727	CSC	ANNUAL MONITORING SERVICE FEE AT HIST	180.00	Open
12/22/2022	86414	4315	COMMUNICATIONS TECHNOLOGIES, INC.	MONTHLY PHONE MAINTENANCE 12/20/22 -	85.00	Cleared
12/22/2022	86415	3165	CONSUMERS ENERGY	GAS SERVICE 215 WHIPPLE ST 11/2/22 -	552.94	Cleared
12/22/2022	86416	3165	CONSUMERS ENERGY	GAS SERVICE 215 WHIPPLE ST GENERATOR	16.00	Cleared
12/22/2022	86417	6165	MARCO DELUCA	REFUND OF TAX OVERPAYMENT FOR 984 S P	2,530.66	Cleared
12/22/2022	86418	6169	PAYMON ALIREZA DORRI	REFUND OF TAX OVERPAYMENT FOR 315 AME	4,262.30	Cleared
12/22/2022	86419	0584	DTE ENERGY	23500 DIXBORO SERVICE PERIOD 10/26/22	13,654.21	Cleared
12/22/2022	86420	6167	JAMES DUNBAR	REFUND OF TAX OVERPAYMENT FOR 782 HUN	4,952.52	Cleared
12/22/2022	86421	4122	GFL ENVIRONMENTAL USA	DUMPSTER & RECYCLING 1/1/23 - 1/31/23	1,498.85	Open
12/22/2022	86422	4431	GREATSTAFF SOLUTIONS, LLC	TEMPORARY STAFFING AT CITY HALL CLERK	1,237.50	Cleared
12/22/2022	86423	4410	GUARDIAN	INSURANCE PREMIUMS FOR JANUARY 2023	10,547.69	Open
12/22/2022	86424	4568	HOME DEPOT CREDIT SERVICES	STATEMENT DATE 12/13/22	1,470.52	Cleared
12/22/2022	86425	2415	HURON VALLEY AMBULANCE, INC	BLOOD DRAW FOR OWI	65.00	Cleared
12/22/2022	86426	4240	HURON VALLEY GUNS	JOB SHIRTS (14)	1,054.85	Cleared
12/22/2022	86427	6168	ADAM KAPTANOWSKY	REFUND OF TAX OVERPAYMENT FOR 545 ORC	2,870.62	Open
12/22/2022	86428	4775	JONATHAN LACHANCE	MAGIC PERFORMANCE HOLIDAY SPECTACULAR	450.00	Cleared
12/22/2022	86429	4026	LB OFFICE PRODUCTS	INK CARTRIDGES, MOUSE/KEYBOARD, USB D	364.01	Cleared
12/22/2022	86430	4027	LERMA, INC	2023 YEARLY MEMBERSHIP DUES - LISA WE	60.00	Open
12/22/2022	86431	4732	NATHAN MACK	MILEAGE REIMBURSEMENT FOR PICKING UP	92.57	Cleared
12/22/2022	86432	4615	MICHIGAN ECONOMIC DEVELOPERS ASSOC	2022 MEMBERSHIP RENEWAL	315.00	Cleared
12/22/2022	86433	0293	OAKLAND COUNTY ANIMAL CONTROL	DOG LICENSES 7/1/2022 - 11/30/2022	429.50	Open
12/22/2022	86434	0218	PARKSIDE CLEANERS	FLOOR MATS OCT & NOV	255.00	Open
12/22/2022	86435	4308	PATRICIA TIERNAN	REIMBURSEMENT FOR KITCHEN SUPPLIES	28.58	Cleared
12/22/2022	86436	0462	PETER'S TRUE VALUE HARDWARE	KEY	13.49	Open
12/22/2022	86437	1555	PURCHASE POWER	METER REFILL 11/15/2022	445.00	Cleared
12/22/2022	86438	6164	PULTE HOMES OF MICHIGAN LLC	REFUND OF TAX OVERPAYMENT FOR 6001 LE	4,032.15	Cleared
12/22/2022	86439	4842	DIANA REGAN	FARMERS MARKET WINTER MARKET WAGES	395.00	Cleared
12/22/2022	86440	5554	SALEM-SOUTH LYON DISTRICT	TAX DISBURSEMENT/TAXES DUE TO LIBRARY	634.24	Open
12/22/2022	86441	0461	SOUTH LYON COMMUNITY SCHOOLS	TAX DISBURSEMENT/TAXES DUE TO SCHOOLS	4,738.32	Open
12/22/2022	86442	5874	VFW POST 1224	WINTER FARMERS MARKET FACILITY RENTAL	3,300.00	Open
12/22/2022	86443	4567	WASHTENAW AREA MUTUAL AID ASSOC.	ANNUAL MEMBERSHIP DUES 1/1/23 - 12/31	1,000.00	Cleared
12/22/2022	86444	3984	WOW! BUSINESS	PARK SECURITY 12/1/22 - 12/31/22	66.00	Cleared
12/22/2022	86445	3984	WOW! BUSINESS	CABLE, INTERNET AND PHONE SERVICE 12/	205.71	Cleared
12/22/2022	86446	6166	DEVIN WOZNIAK	REFUND OF TAX OVERPAYMENT FOR 907 OAK	6,059.74	Cleared
12/22/2022	86447	6163	YOURMEMBERSHIP.COM, INC	WHMI JOB BOARD - ONE MONTH - DPW LABO	150.00	Cleared

CHECK REGISTER FOR CITY OF SOUTH LYON
CHECK DATE FROM 12/15/2022 - 01/05/2023

Check Date	Check	Vendor	Vendor Name	Description	Amount	Status
12/28/2022	86448	3165	CONSUMERS ENERGY	SERVICE PERIOD 10/20/22 - 11/18/22	7,730.09	Open
12/29/2022	86449	4780	ABSOPURE WATER COMPANY	WATER	19.00	Open
12/29/2022	86450	4295	AMAZON CAPITAL SERVICES	TOILET PAPER AND PAPER TOWELS	109.73	Open
12/29/2022	86451	5264	BUSCH'S	COFFEE AND SPRING WATER	47.66	Open
12/29/2022	86452	4430	MICHAEL CARLSON	REIMBURSEMENT FOR HOTSPOT NOV AND DEC	20.00	Open
12/29/2022	86453	3749	KRISPEN S. CARROLL	PAYROLL DEDUCTION CASE # 17-57623-PJS	88.80	Open
12/29/2022	86454	4642	COMCAST	ETHERNET DEDICATED INTERNET SERVICE P	1,500.00	Open
12/29/2022	86455	6170	CINDY CONRAD	REIMBURSEMENT FOR EMT-B COURSE FOR BR	1,880.00	Cleared
12/29/2022	86456	3165	CONSUMERS ENERGY	SERVICE PERIOD 11/19/2022 - 12/19/202	14,214.16	Open
12/29/2022	86457	0584	DTE ENERGY	SERVICE PERIOD 11/18/22 - 12/19/22	22.52	Open
12/29/2022	86458	4045	FRANK FOGARTY	DECEMBER 2022 BOARD OF REVIEW	100.00	Open
12/29/2022	86459	4128	GARY BEASLEY	DECEMBER 2022 BOARD OF REVIEW	100.00	Open
12/29/2022	86460	4394	GREAT LAKES ACE HARDWARE	NETWORK CABLE	13.29	V
12/29/2022	86461	4431	GREATSTAFF SOLUTIONS, LLC	TEMPORARY STAFFING FOR CLERK'S OFFICE	990.00	Open
12/29/2022	86462	4888	FRANCESCA MENSAH	PAYROLL DEDUCTION PPE 12/27/2022 CASE	195.14	Open
12/29/2022	86463	0470	MISDU	PAYROLL DEDUCTION ID 913659641	123.91	Open
12/29/2022	86464	0470	MISDU	PAYROLL DEDUCTION ID 912962522	291.26	Open
12/29/2022	86465	0470	MISDU	PAYROLL DEDUCTION ID 913616706	150.00	Open
12/29/2022	86466	4934	MISSIONSQUARE - 301149	MISSIONSQUARE PLAN # 301149 PAYROLL D	3,216.86	Open
12/29/2022	86467	4635	MWEA	OPERATORS DAY 2/7/23 AND 2/8/23 (RONA	285.00	Open
12/29/2022	86468	4226	BRUCE NUSSBAUM	DECEMBER 2022 BOARD OF REVIEW	100.00	Open
12/29/2022	86469	2362	POSTMASTER	POSTAGE FOR JANUARY 2023 WATER BILLS	1,535.60	Open
12/29/2022	86470	4523	STATE OF MICHIGAN	NPDES MUNICIPAL APPLICATION FORM	750.00	Open
12/29/2022	86471	3110	STATE OF MICHIGAN,	BIOSOLIDS LAND APPLICATION FEE 2023	1,836.55	Open
12/29/2022	86472	3384	WOW! BUSINESS	INTERNET AND PHONE SERVICE PERIOD 12/	140.89	Open
01/04/2023	86473	6173	ADVANCED MARKETING PARTNERS, INC.	TAX BILL PRINTING	452.90	Open
01/04/2023	86474	0375	ALLIE BROTHERS	BADGE AND COLLAR INSIGNIA	282.00	Open
01/04/2023	86475	4295	AMAZON CAPITAL SERVICES	COPY PAPER, PAPER COFFEE CUPS, DAWN D	559.03	Open
01/04/2023	86476	5374	AT&T MOBILITY	SERVICE PERIOD NOV 20 - DEC 19	519.53	Open
01/04/2023	86477	0300	BADGER METER INC.	LTE & MEL SERVICE DEC 2022	1,558.17	Open
01/04/2023	86478	0058	CITY OF SOUTH LYON	214 W LAKE WATER SERVICE PERIOD 9/8/2	3,926.87	Open
01/04/2023	86479	0058	CITY OF SOUTH LYON	219 WHIPPLE WATER SERVICE PERIOD 9/7/	115.90	Open
01/04/2023	86480	0058	CITY OF SOUTH LYON	217 WHIPPLE WATER SERVICE 9/7/22 - 12	218.18	Open
01/04/2023	86481	4741	COMCAST	CITY HALL FAX LINE SERVICE PERIOD 1/2	69.81	Open
01/04/2023	86482	4741	COMCAST	SERVICE PERIOD 12/27/2022 - 1/26/2023	208.61	Open
01/04/2023	86483	5454	CYNERGY PRODUCTS	QUARTERLY BILLING JANUARY, FEBRUARY A	345.00	Open
01/04/2023	86484	0584	DTE ENERGY	300 DOROTHY SERVICE PERIOD 11/23/22 -	315.34	Open
01/04/2023	86485	0584	DTE ENERGY	250 DOROTHY SERVICE PERIOD 11/23/22 -	69.04	Open
01/04/2023	86486	0584	DTE ENERGY	335 S WARREN SERVICE PERIOD 11/23/22	2,594.79	Open
01/04/2023	86487	0584	DTE ENERGY	214 W LAKE SERVICE PERIOD 11/23/2022	127.46	Open
01/04/2023	86488	0584	DTE ENERGY	219 WHIPPLE SERVICE PERIOD 11/23/2022	542.28	Open
01/04/2023	86489	4274	FIRE STATION CHECKLIST	MONTHLY SUBSCRIPTION	125.00	Open
01/04/2023	86490	2598	GRAINGER	PAPER TOWELS AND TOILET BOWL CLEANER	84.11	Open
01/04/2023	86491	4431	GREATSTAFF SOLUTIONS, LLC	TEMPORARY STAFFING FOR CITY HALL CLER	742.50	Open
01/04/2023	86492	4240	HURON VALLEY GUNS	DE-FOG SPRAY FOR TRAINING MASKS	15.98	Open
01/04/2023	86493	4455	JUDITH SEYBERT	BOARD OF REVIEW DEC 2022	100.00	Open
01/04/2023	86494	4635	MWEA	OPERATORS DAY (DAN G.)	285.00	Open
01/04/2023	86495	3705	OAKLAND SCHOOLS*	WINTER TAX BILL PRINTING AND MAILING	1,425.83	Open

Check Date	Check	Vendor	Vendor Name	Description	Amount	Status
01/04/2023	86496	0218	PARKSIDE CLEANERS	PAST INVOICES - FLOOR MATS	83.00	Open
01/04/2023	86497	0462	PETER'S TRUE VALUE HARDWARE	TOILET BOWL CLEANER	40.34	Open
01/04/2023	86498	4719	PNC BANK	STATEMENT CLOSING DATE 12/19/22	2,132.20	Open
01/04/2023	86499	6164	PULTE HOMES OF MICHIGAN LLC	REFUND OF OVERPAYMENT FOR 6093 & 6069	82.40	Open
01/04/2023	86500	3675	TOSHIBA FINANCIAL SERVICES	COPIER CONTRACT SERVICE PERIOD 12/15/	1,454.67	Open
01/04/2023	86501	3675	TOSHIBA FINANCIAL SERVICES	COPIER CONTRACT SERVICE PERIOD 12/15/	150.68	Open
01/04/2023	86502	4247	VERIZON WIRELESS	CELL SERVICE PERIOD NOV 22 - DEC 21	60.12	Open
01/04/2023	86503	5071	VFIS	POLICY PREMIUM EFFECTIVE 12/1/2022 TO	1,459.00	Open
01/04/2023	86504	3413	MICHAEL WEIR	REIMBURSEMENT FOR INCORRECT PAYROLL D	366.02	Open
01/04/2023	86505	5116	WITMER PUBLIC SAFETY GROUP	GEAR WASH	188.43	Open
01/04/2023	86506	3984	WOW! BUSINESS	PHONE AND INTERNET SERVICE PERIOD 12/	148.45	Open
01/04/2023	86507	3984	WOW! BUSINESS	CABLE TV SERVICE PERIOD 12/16/22 - 1/	12.12	Open
01/04/2023	86508	3984	WOW! BUSINESS	CABLE AND PHONE SERVICE PERIOD 12/27/	161.36	Open

01 TOTALS:

Total of 154 Checks:
 Less 1 Void Checks:

Total of 153 Disbursements:

295,524.37
 100.00
 295,424.37

December 2022 Payroll Report

Department		Total Pay
Administration	\$	57,154.69
Cemetery	\$	-
Police	\$	222,476.67
Fire	\$	57,105.17
D.P.W.	\$	90,854.76
Water & Wastewater	\$	74,038.55
Total Wages	\$	501,629.84

**Please note 3 pay periods in the month of December 2022*

AGENDA NOTE

Consent Agenda Item # 1

MEETING DATE: January 9, 2023

PERSON PLACING ITEM ON AGENDA: Clerk

AGENDA TOPIC: 2023 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 9 & 23

FEBRUARY 13 & 27

MARCH 13 & 27

APRIL 10 & 24

MAY 8 & 22

JUNE 12 & 26

JULY 10 & 24

AUGUST 14 & 28

SEPTEMBER 11 & 25

OCTOBER 9 & 23

NOVEMBER 13 & 27

DECEMBER 11 & 26 (Tuesday)

A simple motion to approve the dates for regular council meetings on the 2nd and 4th Mondays of each month.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: N/A

POSSIBLE COURSES OF ACTION: Approve the above listed Council meeting dates for 2023

SUGGESTED MOTION: Moved by, _____ seconded by, _____ to approve the dates for regular council meetings on the 2nd and 4th Mondays of each month.

CONSENT AGENDA

Item No. 2

MEETING DATE: January 9, 2023

AGENDA TOPIC: Interlocal agreement to approve Designated Assessor

PERSON PLACING ITEM ON AGENDA: City Manager

EXPLANATION OF TOPIC: All jurisdictions within the State per Public Act 600 of 2018 must provide a statutory frame work to ensure proper assessing. The City of South Lyon contracts with Oakland County Equalization Department as their Assessor, and per the State Tax Commission designates Michael R. Lohmeier R-5676 Equalization Officer for Oakland County, as the designated Assessor.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Resolution Approving the Interlocal Agreement for Oakland County to Approve the Designated Assessor for January 1, 2023 to December 31, 2027.

POSSIBLE COURSES OF ACTION: To adopt or not adopt the Resolution Approving the Interlocal Agreement for Oakland County to Approve the Designated Assessor for January 1, 2023 to December 31, 2027,

SUGGESTED MOTION(s): Motion by _____, supported by _____ To adopt or not adopt the Resolution Approving the Interlocal Agreement for Oakland County to Approve the Designated Assessor for January 1, 2023 to December 31, 2027.

**INTERLOCAL AGREEMENT - DESIGNATED ASSESSOR
BETWEEN OAKLAND COUNTY AND THE TOWNSHIP OF
ROSE RESOLUTION FOR THE TOWNSHIP BOARD**

January 9, 2022

WHEREAS: Pursuant to Public Act 660 of 2018, each county is required to notify the State Tax Commission, no later than December 31, 2022, of the individual that will serve as the county's Designated Assessor; and,

WHEREAS: The Designated Assessor is part of a process to ensure that local units of government are in compliance with statutory provisions of the Audit of Minimum Assessing Requirements; and,

WHEREAS: The Designated Assessor is the individual designated by an Interlocal Agreement executed between the County Board of Commissioners and a majority of the assessing cities and townships within the county, subject to final approval of the State Tax Commission; and,

WHEREAS: The Oakland County Board of Commissioners approved Oakland County Equalization Director, Michael Lohmeier, who is an individual qualified and certified by the State Tax Commission as a Michigan Master Assessing Officer, to be the Designated Assessor for Oakland County; and,

NOW THEREFORE, BE IT RESOLVED: That city of South Lyon City Council enters an Interlocal Agreement with the County of Oakland appointing Equalization Director Michael Lohmeier as the Designated Assessor for Oakland County.

I, Lisa Deaton, the duly appointed City Clerk of South Lyon, County of Oakland, State of Michigan, do hereby certify that the foregoing resolution was adopted by the City Council at their January 9, 2022, Regular Council Meeting.

Dated: January 9, 2022

Lisa Deaton
City of South Lyon Clerk



October 20, 2022

RESOLUTION #2022-2106 _ 22-350

Sponsored By: Gwen Markham

Equalization - Interlocal Agreement Designating Micheal Lohmeier as the Assessor for Oakland County

Chairperson and Members of the Board:

WHEREAS pursuant to Public Act 660 of 2018, each county is required to notify the State Tax Commission, no later than December 31, 2020, of the individual that will serve as the County's Designated Assessor; and

WHEREAS the Designated Assessor is part of a process to ensure that local units of government are in compliance with statutory provisions of the Audit of Minimum Assessing Requirements; and

WHEREAS the Designated Assessor is the individual designated by an Interlocal Agreement executed between the County Board of Commissioners and a majority of the assessing districts (cities and townships) within the county, subject to final approval of the State Tax Commission; and

WHEREAS the Designated Assessor serves as the assessor of record and assumes all duties and responsibilities as the assessor of record for an assessing district that is determined to be non-compliant with an audit; and

WHEREAS each county must also provide the State Tax Commission with the interlocal agreement executed by the County Board of Commissioners, a majority of the assessing districts within the county, and the proposed Designated Assessor for the county; and

WHEREAS the interlocal agreement must provide enough detail regarding the assessment responsibilities for the Designated Assessor including, but not limited to, the following:

1. Information related to the scope of services being provided by the Designated Assessor, including preparation of assessment rolls, timeline for delivery of documents and execution of forms, attendance at Boards of Review meetings, duties and responsibilities related to property tax appeals, both Small Claims and Entire Tribunal, filed with the Michigan Tax Tribunal, responsibility to meet with local unit officials, and obligations of local unit assessing staff members,
2. Duties and responsibilities for each local unit within the county, including providing the Designated Assessor with reasonable access to records, documents and information, and
3. Details relating to cost and compensation for overseeing and administering the annual assessment and operating the assessing office, including payment terms and cost reimbursement; and

WHEREAS an Interlocal Agreement was previously entered into between Oakland County and the participating Assessing Districts under the former Oakland County Equalization Director; and

WHEREAS Oakland County has a new Oakland County Equalization Director, Micheal Lohmeier,

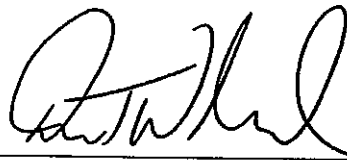
and as a result, a new Interlocal Agreement is required with the Assessing Districts within the County that approve the Agreement; and

WHEREAS Oakland County Corporation Counsel is developing the Designated Assessor Interlocal Agreement to be entered into with any and all Assessing Districts within the County that approve the Agreement.

NOW THEREFORE BE IT RESOLVED that the Oakland County Board of Commissioners approves designating Oakland County Equalization Director Micheal Lohmeier, who is an individual qualified and certified by the State Tax Commission as a Michigan Master Assessing Officer, to be the Designated Assessor for Oakland County.

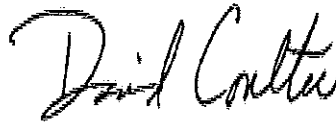
BE IT FURTHER RESOLVED that the Board of Commissioners approves and authorizes the Chairperson of Board to execute the required Interlocal Agreement on behalf of Oakland County upon final review and approval by Corporation Counsel.

Chairperson, the following Commissioners are sponsoring the foregoing Resolution: **Gwen Markham.**



David Woodward, Commissioner

Date: October 21, 2022



David Coulter, Oakland County Executive

Date: October 21, 2022



Lisa Brown, County Clerk / Register of Deeds

Date: October 26, 2022

COMMITTEE TRACKING

2022-10-12 Finance - Recommend to Board

2022-10-20 Full Board - Adopted

VOTE TRACKING

Motioned by Commissioner Michael Gingell seconded by Commissioner Kristen Nelson to adopt the attached Interlocal Agreement: Designating Micheal Lohmeier as the Assessor for Oakland County.

Yes: David Woodward, Michael Gingell, Michael Spisz, Karen Joliat, Kristen Nelson, Eileen Kowall, Christine Long, Philip Weipert, Gwen Markham, Angela Powell, Thomas Kuhn, Chuck Moss, Marcia Gershenson, William Miller III, Yolanda Smith Charles, Penny Luebs, Janet Jackson, Gary McGillivray, Robert Hoffman, Adam Kochenderfer (20)

No: None (0)

Abstain: None (0)

Absent: (0)

Passed

ATTACHMENTS

1. OC Designated Assessor Interlocal Agreement 9.16.22
-

STATE OF MICHIGAN)
COUNTY OF OAKLAND)

I, Lisa Brown, Clerk of the County of Oakland, do hereby certify that the foregoing resolution is a true and accurate copy of a resolution adopted by the Oakland County Board of Commissioners on October 20, 2022, with the original record thereof now remaining in my office.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of the Circuit Court at Pontiac, Michigan on Thursday, October 20, 2022.

A handwritten signature in black ink, appearing to read "Lisa Brown", with a stylized flourish at the end.

Lisa Brown, Oakland County Clerk / Register of Deeds

**INTERLOCAL AGREEMENT FOR OAKLAND COUNTY TO APPROVE
THE DESIGNATED ASSESSOR FOR THE PERIOD January 1, 2023
THROUGH December 31, 2027**

Public Act 660 of 2018 requires a county to have a Designated Assessor on file with the State Tax Commission as of December 31, 2020. On December 29, 2020, Oakland County met this requirement, having a majority of the Assessing Districts in favor of the Equalization Officer serving as its Designated Assessor. On August 4, 2022, Oakland County Commissioners voted to retain Micheal R Lohmeier, MMAO as its new Equalization Officer for its Equalization Division, and as a result, the interlocal agreements were required to be revised. A majority of the Assessing Districts are in favor of the Equalization Officer serving as its Designated Assessor.

The following interlocal agreement (hereinafter "Agreement") has been executed by the Board of Commissioners for Oakland County, a majority of the Assessing Districts in Oakland County, and the individual put forth as the proposed Designated Assessor. Oakland County and the Assessing Districts are collectively referred to throughout this Agreement as the "Parties."

RECITALS

WHEREAS, The Assessing Districts are Municipal Corporations (cities and townships) located within the County of Oakland, in the State of Michigan;

WHEREAS, The Michigan Constitution of 1963, Article 7, Section 28 permits a political subdivision to exercise jointly with any other political subdivision any power, privilege or authority which such political subdivisions share in common with each other and which each might exercise separately;

WHEREAS, The Urban Cooperation Act of 1967, being MCL 124.505 *et seq*, and the Intergovernmental Transfer of Functions and Responsibilities Act, give effect to the Constitutional provision by providing that public agencies may enter into interlocal agreements to carry out their respective functions, powers and authority;

WHEREAS, P.A. 660 of 2018 requires each County to enter into an Agreement that designates the individual who will serve as the County's Designated Assessor. That interlocal agreement must be approved by the County Board of Commissioners and a majority of the Assessing Districts in the County.

WHEREAS, P.A. 660 of 2018 mandates that the Designated Assessor shall be an advanced assessing officer or a master assessing officer.

NOW, THEREFORE, based on the foregoing Recitals, and in consideration of the terms of this Agreement, the Parties agree as follows:

BACKGROUND INFORMATION

Oakland County names **MICHEAL R. LOHMEIER (R-6101)**, in his official capacity as the Equalization Officer for Oakland County, as the Designated Assessor for all of the Assessing Districts within Oakland County¹. Included as an addendum to this Agreement are the Oakland County SEV totals by class, including special act values, those properties deemed unique or complex by a local Assessing District, and a listing of the total number of parcels, by classification, including special act rolls, within each Assessing District.

If the State Tax Commission (STC) invokes the Designated Assessor process for any Assessing District in Oakland County, the Parties agree that the Designated Assessor will perform the duties associated with being the Assessor of Record for an Assessing District at the Oakland County Equalization Division offices in the City of Pontiac, County of Oakland, State of Michigan, unless the duties of the Designated Assessor require on-site visits to the Assessing District's location.

QUALIFICATIONS OF DESIGNATED ASSESSOR

Micheal R. Lohmeier has been certified as a Michigan Master Assessing Officer since 2012. In his capacity as the Oakland County Equalization Officer, he is responsible for managing the Oakland County Equalization Division. Along with its statutory duties, the Equalization Division currently acts as the contracted Assessor of Record for thirty of the fifty-two Assessing Districts in Oakland County.

Micheal R. Lohmeier has disclosed any conflicts of interest involving the proposed Designated Assessor, the County, or any Assessing District, if applicable: **[NONE]**.

It is understood that Micheal R. Lohmeier will, during the length of this agreement, maintain his assessor certification in good standing with the State Tax Commission and if required to serve as the Designated Assessor for an Assessing District in Oakland County shall act as the Assessor of Record for that Assessing District. When acting as the Assessor of Record for an Assessing District, the Designated Assessor shall meet all the requirements as set forth by the State Tax Commission's *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018.

Any additional requirements that are agreed to by the Designated Assessor, the County and the Assessing Districts may not conflict with the State Tax Commission's *Supervising Preparation of the Rolls*.

¹ Oakland County contains 52 Assessing Districts (cities and townships), two of which (City of Fenton and City of Northville) are not considered to be "in" Oakland County for purposes of MCL 211.10g as the largest share of their state equalized value is located in another county. A list of the remaining 50 Assessing Districts can be found here: <https://www.oakgov.com/mgtbud/equal/Pages/assessing-offices.aspx>

1.0 DUTIES AND RESPONSIBILITIES OF DESIGNATED ASSESSOR

- 1.1 The Designated Assessor, while serving as the Assessor of Record for an Assessing District within Oakland County, shall satisfy all requirements contained State Tax Commission's *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018.
- 1.2 Within 30 (thirty) days of being appointed as the Assessor of Record for the Assessing District by the STC or the voluntary election by the Assessing District to utilize the Designated Assessor, the Designated Assessor shall prepare and transmit to the Assessing District's supervisor, manager, or chief executive a detailed proposal, including a schedule for delivery of documents, to correct deficiencies identified by the STC's audit.
- 1.3 The Parties agree that the Designated Assessor, while serving as the Assessor of Record for an Assessing District, shall do the following things, as applicable to bring the Assessing District into compliance with the Audit of Minimum Assessing Requirements:
 - 1.3.1 Make assessments of real and personal property within the Assessing District;
 - 1.3.2 Appraise all property, process all real and personal property description changes, and prepare the assessment roll for real and personal property in the Assessing District;
 - 1.3.3 Attend (or have a designee attend) all March, July, and December Board of Review meetings;
 - 1.3.4 Be available for consultation on all Michigan Tax Tribunal real and personal property and special assessment appeals, and assist the Assessing District in the preparation of both the oral and written defense of appeals;
 - 1.3.5 Prepare all necessary reports for review by the supervisor, manager, chief executive, board, or council of the Assessing District, as applicable;
 - 1.3.6 Performs any other duties required under PA 660 of 2018.
- 1.4 For an Assessing District employing assessing staff other than the Assessor of Record, assessing staff will conduct their duties as under the direction and supervision of the Designated Assessor, subject to any limitations as may be agreed by the applicable Assessing District and the Designated Assessor. However, no members of said assessing staff will become employees or independent contractors of Oakland County.
- 1.5 While not acting in the capacity as the Designated Assessor for an Assessing District, the Designated Assessor will have the following duties and responsibilities for Oakland County and the Assessing Districts within Oakland County: Equalization Officer.
- 1.6 The parties understand and agree that the duties outlined in this Agreement only apply if and when the Designated Assessor is required, or the Assessing District chooses to request the Designated Assessor, to take over the assessing duties for an Assessing District

pursuant to the terms of PA 660 of 2018. This Agreement will have no effect on any pre-existing agreements that the parties may have, under which Oakland County performs contracted assessing services for the Assessing District.

2.0 DUTIES AND RESPONSIBILITIES OF ASSESSING DISTRICTS

2.1 Any Assessing District in Oakland County that is required to utilize the services of the Designated Assessor will, during the period the Assessing District is required to or chooses to utilize the services of the Designated Assessor, do the following:

2.1.1 Provide the Designated Assessor with reasonable access to records, documents, databases and information in order to allow the Designated Assessor to serve as the Assessor of Record for the Assessing District and satisfy all requirements *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018.

2.1.2 Furnish the Designated Assessor with any applicable policies and procedures that the Designated Assessor may be subject to during the period of time the Designated Assessor serves as the Assessing District's Assessor of Record.

2.1.3 Provide, while the Designated Assessor or his designee is physically working on behalf of the Assessing District and within the geographical boundaries of the Assessing District, any technology, equipment, and workspace necessary for the Designated Assessor or his designee to carry out their requirements under this Agreement.

2.2 The Assessing District shall, at all times and under all circumstances, remain solely liable for any and all costs, legal obligations, and/or civil liabilities associated with or in any way related to any Assessing District tax appraisal or assessment functions or any other Assessing District legal obligation under any applicable State Property Tax Laws. The Assessing District shall employ and retain its own legal representation, as necessary, to defend any such claim or challenge before the State Tax Tribunal or any other court or review body.

2.3 Except for those express statutory and/or regulatory obligations incumbent only upon licensed Equalization Division Personnel (i.e., State Licensed and Certified Real and/or Personal Property Tax Assessors) to defend property tax appraisals and assessments that they either performed, or were otherwise performed under their supervision, before the Michigan Tax Tribunal, the Parties agree that no other County employees, including any County attorneys shall be authorized, required and/or otherwise obligated under this Agreement or pursuant to any other agreement between the Parties to provide any legal representation to or for the Assessing District and/or otherwise defend, challenge, contest, appeal, or argue on behalf of the Assessing District before the Michigan Tax Tribunal or any other review body or court except to the extent the matters have been traditionally and previously handled by assessing staff, such as, but not limited to, Michigan Tax Tribunal small claims division hearings and matters before the State Tax Commission.

- 2.4 The Assessing District shall, at all times and under all circumstances, remain solely liable for any and all costs, legal obligations, and/or civil liabilities associated with or in any way related to any tax appraisal or assessment functions or any other legal obligation. The Assessing District agrees that under no circumstances shall the County or the Designated Assessor be responsible for any costs, obligations, and/or civil liabilities or any responsibility under any State Property Tax Law.

3.0 DESIGNATED ASSESSOR COMPENSATION

- 3.1 The Designated Assessor may charge an Assessing District that is required to contract with the Designated Assessor and that Assessing District shall pay for the reasonable costs incurred by the Designated Assessor in serving as the Assessing District's Assessor of Record, including, but not limited to, the costs of overseeing and administering the annual assessment, preparing and defending the assessment roll, and operating the assessing office.
- 3.2 If the Designated Assessor is required to serve as the Assessor of Record for an Assessing District within Oakland County, the parties understand and agree that he will be serving in his official capacity as the Oakland County Equalization Officer. Therefore, an Assessing District will not make any direct payments to the Designated Assessor. Instead, the Assessing District will be responsible for paying a fee to Oakland County which fee is intended to compensate Oakland County for the reasonable costs incurred by the Designated Assessor and his staff. Oakland County will charge the Assessing District a fee equal to the average rate per parcel that it charges those districts for whom it already performs contracted assessing services, as of the date the Designated Assessor is required to serve as the Assessor of Record. The parties agree that should the standard fee not reasonably reflect the actual cost of the provision of the services required that the standard fee will be modified to a higher or lower fee, and so the fee is reasonable. The modification of the standard fee will be dependent upon the complexity of the work to be performed by the Designated Assessor, the number of staff needed to assist in completing the work and whether the Assessing District provides its own staff to assist the Designated Assessor. The Assessing District is not required to pay a retainer fee. In the event that the Designated Assessor is acting on behalf of an Assessing District for which Oakland County Equalization Department is currently contracted with to provide assessing services, the Designated Assessor will provide its Designated Assessor services at no additional cost to said Assessing District.
- 3.3 If the Assessing District fails, for any reason, to pay the County any monies when and as due under this Contract, the Assessing District agrees that unless expressly prohibited by law, the County or the County Treasurer, at their sole option, shall be entitled to a setoff from any other Assessing District funds that are in the County's possession for any reason. Funds include but are not limited to the Delinquent Tax Revolving Fund ("DTRF"). Any

setoff or retention of funds by the County shall be deemed a voluntary assignment of the amount by the Assessing District to the County. The Assessing District waives any claims against the County or its Officials for any acts related specifically to the County's offsetting or retaining such amounts. This paragraph shall not limit the Assessing District's legal right to dispute whether the underlying amount retained by the County was actually due and owing under this Agreement.

- 3.4 If the County chooses not to exercise its right to setoff or if any setoff is insufficient to fully pay the County any amounts due and owing the County under this Contract, the County shall have the right to charge up to the then-maximum legal interest on any unpaid amount. Interest charges shall be in addition to any other amounts due to the County under this Agreement. Interest charges shall be calculated using the daily unpaid balance method and accumulate until all outstanding amounts and accumulated interest are fully paid.
- 3.5 Nothing in this Section shall operate to limit the County's right to pursue or exercise any other legal rights or remedies under this Contract against the Assessing District to secure reimbursement of amounts due the County under this Agreement. The remedies in this Section shall be available to the County on an ongoing and successive basis if Assessing District at any time becomes delinquent in its payment. Notwithstanding any other term and condition in this Contract, if the County pursues any legal action in any court to secure its payment under this Contract, the Assessing District agrees to pay all costs and expenses, including attorney's fees and court costs, incurred by the County in the collection of any amount owed by the Assessing District.

4.0 EFFECTIVE DATE AND TERM OF AGREEMENT

This Agreement shall become effective when it is executed by the Oakland County Board of Commissioners, Micheal R. Lohmeier, and the governing bodies of a majority of the Assessing Districts within Oakland County, and shall expire on December 31, 2027. The terms and conditions in Section 3.0 (Compensation) shall survive and continue in full force beyond the termination of this Agreement if the Assessing District owes money to the County under this Agreement.

5.0 DESIGNATED ASSESSOR EMPLOYMENT STATUS

It is understood by the parties that Micheal R. Lohmeier is appointed as the Designated Assessor based on his employment status as Oakland County Equalization Officer and that if his employment status materially changes, the parties will request that the State Tax Commission designate and approve an interim Designated Assessor until the parties are able to amend this Agreement.

6.0 ENTIRE AGREEMENT

This Agreement sets forth all covenants, promises, agreements, conditions and understandings between the parties and there are no covenants, promises, agreements, conditions, or understandings, either oral or written, between the Parties other than are set forth in this Agreement.

7.0 AMENDMENTS

This Agreement cannot be modified unless reduced to writing and signed by both Parties.

8.0 SEVERABILITY

If a court of competent jurisdiction finds a term or condition of this Agreement to be illegal or invalid, then the term or condition shall be deemed severed from this Agreement. All other terms or conditions shall remain in full force and effect.

9.0 GOVERNING LAW

This Agreement shall be governed, interpreted, and enforced by the laws of the State of Michigan.

10.0 COUNTERPARTS

This Agreement may be executed in one or more counterparts, including facsimile copies, each of which shall be deemed an original, but all of which shall together constitute one instrument.

IN WITNESS WHEREOF, _____ [name and title of assessing district official] hereby acknowledges that he/she has been authorized by a resolution of the _____ [name of assessing district], a certified copy of which is attached, to execute this Agreement on behalf of Public Body and hereby accepts and binds Public Body to the terms and conditions of this Agreement.

[Signatures contained on following page]

EXECUTED: _____
Name and Title:

DATE: _____

WITNESSED: _____
Name and Title:

DATE: _____

IN WITNESS WHEREOF, David Woodward, Chairperson, Oakland County Board of Commissioners, hereby acknowledges that he has been authorized by a resolution of the Oakland County Board of Commissioners to execute this Agreement on behalf of Oakland County, and hereby accepts and binds Oakland County to the terms and conditions of this Agreement.

EXECUTED: _____
David Woodward, Chairperson
Oakland County Board of Commissioners

DATE: _____

WITNESSED: _____
Name and Title:

DATE: _____

MICHEAL R. LOHMEIER, in his official capacity as Equalization Officer for Oakland County, hereby accepts the role of Designated Assessor as outlined in this Agreement.

EXECUTED: _____
Micheal R. Lohmeier
Oakland County Equalization Officer

DATE: _____

ADDENDUM – SEV TOTALS

OAKLAND COUNTY SEV TOTALS BY CLASS

Class	Parcel Counts	State Equalized Values
Agricultural	392	87,150,370
Commercial	20,907	14,614,165,290
Industrial	4,441	2,896,770,040
Residential	448,068	68,274,369,769
Personal Property	52,372	3,863,299,665
Special Acts	650	507,403,698

AGENDA NOTE

Consent Agenda 3

MEETING DATE: January 9, 2023

PERSON PLACING ITEM ON AGENDA: Mayor Pelchat

AGENDA TOPIC: Board of Review Reappointment

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.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: N/A

POSSIBLE COURSES OF ACTION: Affirm appointment by Mayor Pelchat

SUGGESTED MOTION: Motion by _____, supported by _____ to affirm the reappointment of Frank Fogarty to the Board of Review for a 3-year term

AGENDA NOTE

New Business # 1

MEETING DATE: January 9, 2023

PERSON PLACING ITEM ON AGENDA: City Manager

AGENDA TOPIC: Local Government Investment Policy

EXPLANATION OF TOPIC: In 2021, the City of South Lyon approved an amendment to the Investment policy to allow for investments into Oakland County Investment Pool. Tonight we are looking to adopt the attached Resolution to allow those investments with Oakland County.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: City of South Lyon Investment Policy, Oakland County Investment Policy, Resolution to approve the Agreement between Oakland County and the City of South Lyon in accordance with the Local Government Investment Pool, Oakland County Investment Pool Brochure, Investment Policy Rate of Return History.

POSSIBLE COURSES OF ACTION: Approve or not approve the Resolution to approve the Agreement between Oakland County and the City of South Lyon in accordance with the Local Government Investment Pool.

SUGGESTED MOTION: Motion by _____, supported by _____ to approve the Resolution to approve the Agreement between Oakland County and the City of South Lyon in accordance with the Local Government Investment Pool.

CITY OF SOUTH LYON

Investment Policy Statement

I. Scope

This policy applies to the investment of funds for the City of South Lyon. Longer term funds, including investments of employees' investment retirement fund and proceeds from certain bond issues, are covered by a separate policy. Investment guidelines specific to each asset pool are included as appendices to this policy.

II. Purpose

This statement of Investment Policies is set forth to:

- a. Define and assign the responsibilities of all involved parties.
- b. Establish a clear understanding for all involved parties of the investment goals and objectives of the asset pools.
- c. Offer guidance and limitations to all Investment Managers regarding the investment of assets.
- d. Establish a basis for evaluating investment results.
- e. Manage assets according to prudent standards as described herein under the "Standards of Care."
- f. Establish the relevant investment horizon for which the assets will be managed.

This document will identify and present a set of Investment Policies which will serve to provide guidance to the Investment Manager(s). It is intended to be sufficiently specific to be meaningful, yet flexible enough to be practical.

1. **Pooling of Funds** – Except for cash in certain restricted and special funds, the City of South Lyon may consolidate cash balances when practicable from all funds to try to maximize investment earnings while still maintaining short term cash flow. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

III. Standards of Care

1. **Prudence** – The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

Investments shall be made with the judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the

management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

2. **Ethics and Conflicts of Interest** – Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interest in financial institutions with which they conduct business. They shall further disclose any personal financial / investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City. Officers, employees, and service providers are expected to follow the City's Ordinances and Ethics Policy.
3. **Delegation of Authority** – Authority to manage the investment program is granted to the Investment Team, which shall be comprised of the City Manager, Finance & Benefits Administrator, and Treasurer. Responsibility for the operation of the investment program is hereby delegated to the investment team, who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral / depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment team. The investment team shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. The Investment Manager for each investment fund shall be the firm or individual hired by the City to work with the Investment Team in managing that investment fund.

A concurrence of a majority of the members of the Investment Team is required to authorize a transaction.

IV. Safekeeping and Custody

1. **Authorized Financial Dealer and Institutions** – A list will be maintained of financial institutions authorized to provide investment services. In addition, a list also will be maintained of approved security brokers / dealers selected by credit worthiness (e.g. a minimum capital requirement of \$10,000,000 and at least five years of operation). These may include "primary" dealers of regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule).

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- a. Audited financial statements
- b. Proof of National Association of Securities Dealers (NASD) Certification
- c. Proof of state registration
- d. Completed broker/dealer questionnaire

- e. Certification of having read and understood and agreeing to comply with the City of South Lyon's investment policy. It is understood that commingled funds such as Oakland County LGIP or MERS RHFV are governed by prospectus and would not require certification of compliance with these investment policies.

An annual review of the financial condition and registration of qualified financial institutions and broker/dealers will be conducted by the investment team.

- 2. **Internal Controls** – The investment team is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft, or misuses. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the investment team shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- a. Control of collusion
 - b. Separation of transaction authority from accounting and recordkeeping
 - c. Custodial safekeeping
 - d. Avoidance of physical delivery securities
 - e. Clear delegation of authority to subordinate staff members
 - f. Written confirmation of transactions for investment and wire transfers.
 - g. Development of a wire transfer agreement with the lead bank and third-party custodian.
- 3. **Delivery vs. Payment** – All trades where applicable will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds. Securities will be held by a third-party custodian as evidenced by safekeeping receipts.

VII. Reporting

- 1. **Methods** – The investment team shall prepare an investment report at least annually, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the trailing 12 month period. This management summary will be prepared in a manner which will allow the City to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the investment team, the City Council, and any pool participants. The report will include the following, as applicable:
 - a. Listing of individual securities held at the end of the reporting period.
 - b. Listing of investment by maturity date.
 - c. Percentage of the total portfolio which each type of investment represents.

- d. Each investment manager's adherence to policy guidelines.
- 2. **Performance Standards** - The investment portfolio will be managed in accordance with the parameters specified within this policy.
- 3. **Marking to Market** – The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least quarterly. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed consistent with the GFOA Recommended Practice on “Mark to Market Practices for State and Local Government Investment Portfolios and Investment Pools.” In defining market value, considerations should be given to the GASB Statement 31 pronouncement.

VIII. Policy Considerations

- 1. **Exemption** – Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.
- 2. **Amendments** – This policy shall be reviewed on an annual basis. Any changes must be approved by the investment team and any other appropriate authority, as will the individuals charged with maintaining internal controls.

The foregoing is a complete copy of the Investment Policy of the City of South Lyon as adopted by the South Lyon City Council on February 22, 2021.

Appendix A – Short Term Cash

I. General Objectives

The primary objectives, in priority order, of investment activities shall be safety, liquidity and yield.

1. **Safety** – Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
 - a. **Credit Risk** – The City will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:
 - i. Limiting investments to the safest types of securities.
 - ii. Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which they City will do business.
 - iii. Diversifying the investment portfolio so that potential losses on individual securities will be minimized.
 - b. **Interest Rate Risk** – The City will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:
 - i. Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
 - ii. Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools.
2. **Liquidity** – The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). A portion of the portfolio also may be placed in money market mutual funds or local government investment pools which offer same day liquidity for shorter term funds.
3. **Yield** – The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, considering the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:
 - a. A security with declining credit may be sold early to minimize loss of principal.

- b. A security swap would improve the quality, yield, or target duration in the portfolio.
- c. Liquidity needs of the portfolio require that the security be sold.

II. Suitable and Authorized Investments

1. Investment Types – Consistent with the GFOA Policy Statement on State and Local Laws Concerning Investment Practices, the following investment will be permitted by this policy and are those defined by state and local law where applicable:

- a. US government obligations, US government agency obligations, and US government instrumentality obligations, which have a liquid market with a readily determinable market value.
- b. Certificates of deposit and other evidences of deposit at financial institutions, bankers' acceptances, and commercial paper, rate in the highest tier (e.g. A-1, P-1, F-1 or D-1 or higher) by a nationally recognize rating agency.
- c. Investment grade obligations state, provincial and local governments, and public authorities.
- d. Repurchase agreements whose underlying purchased securities consisting of the foregoing.
- e. Money market mutual funds regulated by the SEC and whose portfolio consist only of dollar denominated securities.
- f. Local government investment pools, either state administered or through joint powers statutes and other intergovernmental agreement legislation. This includes Local Government Investment Pools organized under Section 4 of Public Act 121 of 1985, the Local Government Investment Pool Act.

Investment in derivatives of the above instruments shall require authorization by the City Council.

2. Collateralization – Where allowed by state law and in accordance with the GFOA Recommended Practices on the Collateralization of Public Deposits, full collateralization will be required on non-negotiable certificates of deposit.

3. Repurchase Agreements – Repurchase agreements shall be consistent with GFOA Recommended Practices on Repurchase Agreements.

Investment Parameters

1. Diversification – The investments shall be diversified by:

- a. Limiting investments to avoid overconcentration in securities from a specific issuer or business sector (excluding US Treasury securities)
- b. Limiting investment in securities that have higher credit risks
- c. Investing in securities with varying maturities

- d. Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPS), money market funds or overnight purchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.
- 2. Maximum Maturities** – to the extent possible, the City shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than five (5) years from the date of purchase or in accordance with state and local statutes and ordinances. The City shall adopt weighted average maturity limitations (which often range from 90 days to 3 years), consistent with the investment objectives.

Reserve funds and other funds with longer-term investment horizons may be invested in securities exceeding five (5) years if the maturity of such investments are made to coincide as nearly as practicable with the expected use of funds. The intent to invest in securities with longer maturities shall be disclosed in writing to the City Council.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as LGIPS, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

Appendix B – MERS Retiree Health Fund Vehicle

General Objectives

The MERS Retiree Health Fund Vehicle was established to provide for the retirement health care benefits for covered employees, retirees, and their beneficiaries. It is funded by the City of South Lyon.

The priority listing of investment objectives is as follows:

1. Preservation of Capital - Consistent with their respective investment styles and philosophies, make reasonable efforts to preserve capital, understanding that losses may occur in individual securities.
2. Risk Aversion - Understanding that risk is present in all types of securities and investment styles, recognize that some risk is necessary to produce long-term investment results that are sufficient to meet the pool's objectives. However, reasonable efforts are to be made to control risk, and will be evaluated regularly to ensure that the risk assumed is commensurate with the given investment style and objectives.
3. Diversification of Assets – Investments of the pool shall be so diversified as to endeavor to minimize the risk of large losses, unless under the circumstances it is clearly prudent not to do so.
4. Liquidity of Assets – Cash is to be employed productively at all times, by investment of short-term cash equivalents to provide safety, liquidity, return, and restructuring of the portfolio to meet the pool's changing needs over time.

To meet its obligations, the investment objective of the pool is to emphasize total return; that is, the aggregate return from capital appreciation and dividend and interest income.

The primary investment return objective shall be:

Long-Term Growth of Capital – To emphasize long-term growth of principal while avoiding excessive risk. Short-term volatility will be tolerated inasmuch as it is consistent with the volatility of a comparable market index.

The secondary investment return objective shall be:

Income and Growth - To achieve a balanced return of current income and modest growth of Principal

Suitable and Authorized Investments

1. **Investment Types** – Consistent with the MERS Retiree Health Funding Vehicle offering, funds shall be allocated into one or more of the following vehicles.
 - a. MERS Total Market Portfolio
 - b. MERS Global Stock Portfolio

- c. MERS Capital Appreciation Portfolio
 - d. MERS Established Market Portfolio
 - e. MERS Balanced Income Portfolio
 - f. MERS Capital Preservation Portfolio
 - g. MERS Diversified Bond Portfolio
 - h. Large Cap Stock Index
 - i. Mid Cap Stock Index
 - j. Small Cap Stock Index
 - k. International Stock Index
 - l. Emerging Market Stock
 - m. Short-Term Income
2. Investments made may include pooled funds. For purposes of this policy pooled funds may include, but are not limited to, mutual funds, commingled funds, exchange-traded funds, limited partnerships, and limited liability corporations. Pooled funds may be governed by separate documents which may include investments not expressly permitted in this IPS.

SPECIFIC INVESTMENT GOALS

Over a given market cycle, (typically defined as 3 to 5 years), the time weighted total rate of investment return should exceed, for the pool and its underlying investment strategies, an appropriately designed custom benchmark.

Performance comparison for the overall pool shall be compared against a readily available public fund universe.

The goal of each Investment Manager, over the investment horizon, shall be to:

- 1. Meet or exceed the market index, or blended market index, that most closely corresponds to the style of investment management.
- 2. Display an overall level of risk in the portfolio, which is consistent with the risk associated with the benchmark specified above. Risk will be measured by the standard deviation of quarterly returns.

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1.0 PURPOSE

In conformance with [Michigan Public Act 20 of 1943, as amended, \("PA 20"\)](#) (MCL 129.91 to 129.97a) the Investment of Surplus Funds of Political Subdivisions, it is the policy of Oakland County to invest public funds in a manner which will ensure the preservation of principal while providing the highest investment return with maximum security, meeting the daily cash flow requirements of the County and conforming to all state statutes governing the investment of public funds.

2.0 SCOPE

This Investment Policy applies to all financial assets of the County, except for retirement and pension funds, under the control of the County Treasurer.

3.0 OBJECTIVES

The primary objectives, in priority order, of the County Treasurer's investment activities shall be:

- 3.1 Safety: Safety of principal is the foremost objective in the investment of County funds. Investments shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- 3.2 Diversification: The investments will be diversified by security type, as allowed by regulation, financial institution, and maturity of securities in order to reduce portfolio and market risks. Except for U.S. Treasury securities, authorized investment pools, and certificates of deposits insured by the Federal Deposit Insurance Corporation, no more than 25% of the total investment portfolio will be invested in a single security issuer. With the exception of U.S. Treasury securities and authorized investment pools, no more than 60% of the total investment portfolio will be invested in a single security type.
- 3.3 Liquidity: The investment portfolio shall remain sufficiently liquid to enable the County Treasurer to meet all operating requirements that might be reasonably anticipated.
- 3.4 Return on Investments: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow characteristics of the portfolio. Return on investment shall be of secondary importance compared to the safety and liquidity objectives above.
- 3.5 Local Investment, Lending and Environmental Social and Governance (ESG): Final consideration will be given to institutions prioritizing investment

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and lending in Oakland County as well as evaluating their ESG standards and Community Reinvestment Act rating.

4.0 AUTHORIZED INVESTMENTS

Subject to the prior authorization of the Board of Commissioners, the County Treasurer is authorized to invest in one or more of the following types of securities as defined in [Michigan Public Act 20 of 1943, as amended, \("PA 20"\)](#) (MCL 129.91 to 129.97a)

- 4.1 Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- 4.2 Certificates of deposit, savings accounts, or depository receipts of a qualified financial institution as defined in PA 20; certificates of deposit obtained through a qualified financial institution as provided in PA 20; or deposit accounts of a qualified financial institution as provided in PA 20.
- 4.3 Commercial paper rated at the time of purchase at the highest classification established by not less than 2 standard rating services and that matures not more than 270 days after the date of purchase.
- 4.4 Repurchase agreements consisting of instruments in subdivision 4.1. The PSA Master Repurchase Agreement prototype agreement shall be employed with appropriate supplemental provisions regarding security delivery, security substitutions, and governing law. A signed Repurchase agreement must be on file before entering into a repurchase transaction.
- 4.5 Bankers' acceptances of United States banks.
- 4.6 Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than 1 standard rating service.
- 4.7 Mutual funds registered under the Investment Company Act of 1940 (15 USC 80a-1 to 80a-64) with authority to only purchase investment vehicles that are legal for direct investment by a public corporation as defined in PA 20. [Investment is limited to mutual funds that maintain a net asset value of \$1.00 per share.]
- 4.8 Obligations described in subdivisions 4.1 through 4.7 if purchased through an inter-local agreement under the [Urban Cooperation Act of 1967, Act 7 of 1967 \(Ex. Sess.\), as amended](#) (MCL 124.501 to 124.5120).
- 4.9 Investment pools organized under the [Surplus Funds Investment Pool Act, Act 367 of 1982, as amended](#) (MCL 129.111 to 129.118).
- 4.10 Investment pools organized under the [Local Government Investment Pool Act, Act 121 of 1985, as amended](#), (MCL 129.141 to 129.150).
- 4.11 Or other eligible investments permitted by and subject to PA 20, as amended.

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5.0 INVESTMENT POOLS / MUTUAL FUNDS

A thorough investigation of each investment pool or mutual fund shall be required before investing, and on an annual basis after investing. A questionnaire shall be developed to perform due diligence and secure written responses to a set of questions. The questions shall, at minimum, include the following:

1. Does the investment pool or mutual fund have a written statement of investment policy and objectives? How are changes to the investment policy and objective statement communicated to participants?
2. Does the investment policy describe eligible investment securities?
3. A detailed description of interest calculations covering items such as:
 - a. How is interest distributed?
 - b. What is the frequency of interest payments?
 - c. How are gains and losses treated?
4. How are securities safeguarded? How often are the securities priced to market? What audit steps are employed in this process?
5. Who can invest in the investment pool or mutual fund? How often? Any deposit/withdrawal size limitations? How many deposits or withdrawals can be made in a monthly period? What is the cutoff time for deposits and withdrawals? Does the investment pool or mutual fund allow for multiple accounts and sub-accounts? Do we get a confirmation after each transaction?
6. What is the schedule for receiving account statements and portfolio listings?
7. What is the fee schedule? Describe in detail how and when these fees are assessed.
8. Does the investment pool or mutual fund retain any reserves? If so, describe in detail the reserve retention.
9. Will the investment pool or mutual fund accept bond proceeds subject to arbitrage rebate? Will the investment pool accounting and record keeping system be suitable for arbitrage rebate? Is the investment pool's yield calculation acceptable to the IRS or will it need to be restated? Can a separate account be established for each purpose/project of a bond offering?

4.0 STANDARDS OF CARE

- 4.1 Prudence: Investments shall be made with judgement and care, under prevailing circumstances, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment considering the probable safety of their principal and probable income to be derived.

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The standard of prudence to be used by the County Treasurer, officers, employees, and investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Acting in accordance with written procedures, this Investment Policy, and exercising due diligence, the County Treasurer, officers, employees and investment officials shall be relieved of personal responsibility for an individual security's credit risk or market price change provided deviations from expectations are reported in a timely fashion and appropriate action is taken.

4.2 Ethics and Conflicts of Interest: The County Treasurer, officers, employees, and investment officials involved in the investment process shall refrain from personal business activity that could conflict with proper execution and management of the investment program, or which could impair their ability to make impartial investment decisions. The County Treasurer, officers, employees, and investment officials shall disclose not less than annually if any material financial interest in financial institutions that conduct business with the County, and they shall further disclose any large personal financial or investment positions that could be related to the performance of the County's investment portfolio. The County Treasurer, officers, employees, and investment officials shall refrain from undertaking personal investment transactions with any individuals with whom business is conducted on behalf of the County.

5.0 DELEGATION OF AUTHORITY

Authority and management responsibility for the investment program is hereby delegated to the County Treasurer as required by state statute (MCL 48.40). The County Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls and written procedures to regulate the activities of subordinate officials.

6.0 WRITTEN PROCEDURES

The County Treasurer shall establish written investment procedures for the operation of the investment program consistent with this Investment Policy. The written procedures should include, at a minimum, references to: 1) safekeeping; 2) delivery vs payment; 3) investment accounting; 4) repurchase agreements; 5) wire transfer agreements; 6) collateral/depository agreements; and, 7) banking service contracts. No person may engage in an investment transaction except as provided under the terms of this Investment Policy and the written procedures established by the County Treasurer.

7.0 SAFEKEEPING AND CUSTODY

All securities transactions (including collateral for repurchase agreements), except certificates of deposits as described below, shall be conducted on a delivery-

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versus-payment (DVP) basis. Securities will be held by a third-party custodian, as designated by the County Treasurer, and shall be evidenced by a safekeeping receipt.

Non-collateral, non-negotiable certificates of deposits, as is allowed under State of Michigan law, shall be evidenced by a safekeeping receipt from the issuing bank.

7.1 Safekeeping and Custody

7.1.1 Delivery vs. Payment: All trades of marketable securities will be executed (cleared and settled) on a delivery vs. payment (DVP) basis to ensure that securities are deposited in the County's safekeeping institution prior to the release of funds.

7.1.2 Safekeeping: Securities will be held by a centralized independent third-party custodian selected by the County as evidenced by safekeeping receipts in the County's name.

7.1.3 Internal Controls: The County Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the County are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met.

8.0 MAXIMUM MATURITIES

To the extent possible, the County shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a particular cash flow need, the County will not directly invest in securities that mature more than 5 years from the date of purchase.

Funds with longer-term horizons may be invested in securities exceeding the 5-year limitation provided that maturity dates coincide, as near as possible, with the expected use of the funds.

9.0 INTERNAL CONTROL

The investment officer is responsible for establishing a system of internal control that will ensure that the investment assets, of the County, are protected from loss, theft or misuse. The internal control structure shall be designed in such a way to provide reasonable assurance that these objectives are being met. The cost of control should not outweigh the benefits received.

The internal control system shall be reviewed annually by an external audit group to ensure compliance with policies and procedures.

10.0 PERFORMANCE STANDARD

The investment portfolio will be managed in accordance with the standards

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established within this Investment Policy and should obtain a market rate of return during an economic and budgetary environment of stable interest rates or yield. Accordingly, the benchmark used to measure portfolio performance shall be the 30-day US Treasury bill. Performance measurement shall occur at least every quarter.

11.0 REPORTING

The County Treasurer or Investment Officer shall provide a quarterly report to the Board of Commissioners. The annual report should provide a listing of investments, their maturity dates, types of investments, cost basis, market value, rating, and other information to provide a clear picture of the status and types of investments of the current investment portfolio. This report shall be prepared in such a way that will allow the County to ascertain whether investment activities during the reporting period have conformed to the Investment Policy.

12.0 AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

Using a request for information or request for proposals, the County Treasurer shall maintain a list of financial institutions authorized to provide investment services. In addition, and using the same process, a list shall also be maintained of approved broker/dealers based on credit worthiness and authorization to conduct business in the State of Michigan. These may include "primary" dealers or regional dealers that qualify under the Security & Exchange Commission Rule 15c3-1 (uniform net capital rule). Regional dealers must meet two times the uniform capital rule to be authorized for County business.

All financial institutions and broker/dealers that the County conducts business with shall annually or upon adoption updates certify that they have received the County's Investment Policy, read the Investment Policy, and will comply with said terms of the Investment Policy.

All financial institutions or broker/dealers wishing to become qualified bidders for investment transactions must supply, at a minimum, the County Treasurer with their audited financial statements for the past three fiscal years, proof of their NASD certification, proof of their Michigan registration and a signed investment policy certification acknowledgment.

An annual review of the financial condition and registrations of qualified bidders will be conducted by the County Treasurer including review of publicly available audited financial statements for each financial institution in which the County invests with.

13.0 AMENDMENT TO AND AFFIRMATION OF INVESTMENT POLICY

The County's investment policy shall be adopted by a resolution of the Board of Commissioners. The policy shall be reviewed annually by the County Treasurer. Any revision to the policy shall be brought to the Board of Commissioners for

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adoption. The Investment Policy should be affirmed by the Board of Commissioners not less than every five years.

CITY OF SOUTH LYON
RESOLUTION TO APPROVE AGREEMENT BETWEEN OAKLAND COUNTY AND
THE CITY OF SOUTH LYON IN ACCORDANCE WITH THE LOCAL
GOVERNMENT INVESTMENT POOL ACT, PUBLIC ACT 121 OF 1985

RESOLUTION NO. _____

At a regular meeting of the City Council for the City of South Lyon, Oakland County, Michigan, held via Zoom in accordance with Executive Order 2020-154, on the 9th day of January 2023, at 7:30 p.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution was offered by _____
and seconded by _____.

WHEREAS, the City Charter, Section 11.1, authorizes the City Council to enter into contracts on behalf of the City; and

WHEREAS, the Local Government Investment Pool Act, Public Act 121 of 1985, as amended, MCL 129.141 *et seq.* (the "Act"), authorizes a local unit of government to enter into a contract with a participating county to place surplus funds in an investment pool; and

WHEREAS, the Oakland County Treasurer is authorized by Resolution of the Oakland County Board of Commissioners to establish and maintain a local government investment pool; and

WHEREAS, the Agreement Between Oakland County and the City of South Lyon (the "Agreement") is a uniform contract prepared in accordance with the Act, and which has been approved by the Michigan Department of Treasury; and

WHEREAS, the City Council has considered the Agreement and has decided that it is in the best interests of the City to approve the Agreement.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. The City Council of the City of South Lyon hereby approves the Agreement, attached hereto as Exhibit A.

2. The Mayor and the City Clerk are hereby authorized to execute any and all documents and take any and all other actions as may be necessary or appropriate in order to effectuate the Agreement, in accordance with the Charter, Section 11.1.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are rescinded.

A vote on the foregoing resolution was taken and was as follows:

ADOPTED.

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
)
COUNTY OF OAKLAND)

I, Lisa Deaton, City Clerk of the City of South Lyon, hereby certify this to be a true and complete copy of Resolution No. _____, duly adopted at a regular meeting of City Council held on the 9th day of January, 2023.

Lisa Deaton
South Lyon City Clerk

**Agreement
Between
The County of Oakland
and**

This Agreement is made between Oakland County, a Michigan Constitutional Corporation, whose address is 1200 N. Telegraph Road, Pontiac, Michigan 48341 ("County") and the

Michigan, _____ ("Participant"). In this Agreement, the County and the Participant may be referred to individually as "Party" or jointly as "Parties."

In consideration of the mutual promises, obligations, representations and assurances in this Agreement, the Parties agree as follows:

1. **Purpose of Agreement.** Pursuant to the Local Government Investment Pool Act, 1985 PA 121, MCL 129.141 *et seq.* the Parties enter into this Agreement to place surplus funds into an investment pool which the Oakland County Treasurer ("Treasurer") shall manage, invest, or reinvest the money on behalf of the Participant in the same manner as surplus county funds under 1943 PA 20, MCL 129.91 *et se.* Participation in the Local Government Investment Pool ("LGIP") is offered on a continuous basis to public entities in Oakland County, Michigan.
2. **Terms.**
 - 2.1. **Opening An Account.** Requests can be accepted until 10:00 a.m. on the date of investment; however, participants are urged to contact the County on the prior business day whenever practical. A properly completed application indicating all individuals authorized to transact for the account must be received for each account before redemption can be honored. Applications should be mailed to:

LGIP
Oakland County Treasurer
Investments Unit
1200 N Telegraph Rd. Department 479
Pontiac, MI 48341-0479
 - 2.2. **Separate Accounts.** Each Participant shall have their funds maintained in a separate account designated by name and number. Each account shall show the deposits, earnings and withdrawals of the Participant.
 - 2.3. **Transaction Size and Investment Term.** An account must be opened with an initial investment of \$100,000. Subsequent transactions are not restricted in size.

Participants are encouraged, however, to consider the cost effectiveness of small transfers. Funds transferred to the LGIP should be considered longer-term funds and should remain in the portfolio for thirty (30) days or more. The LGIP should not be used as a money market type fund.

- 2.4. **Dividends and Distributions.** Net investment income is declared as a dividend to each Participant account. Dividends are accrued throughout the month and automatically reinvested in additional shares on the first day following month end. Participant's share of earnings will be based on their daily average account balance as a percent of all participants in the portfolio.

- 2.5. **How to Invest in the Portfolio.** Investments can be made through any of the following methods:

- 2.5.1. **By Wire:** Funds received by wire are invested for same day credit when the portfolio staff is notified prior to 10:00 a.m. on the date of investment. Investments are made on the assumption that the funds will be received and your account is automatically credited without waiting for the actual receipt of the funds. If unavoidable circumstances prevent the transfer of funds, it will be necessary for the portfolio to deduct the interest accrued for that date from the account's monthly dividend distribution. In the event this is necessary the Participant will always be contacted to discuss the circumstances and a follow up letter outlining the details will be provided. Advise the portfolio staff by 10:00 a.m. of your daily investment transactions by calling (248) 858-0626.

Instruct your bank to wire federal funds in the amount of your investment to:

PNC Bank
ABA #041000124
For credit to Account # 4255065437
Oakland County Transfer Account
FBO: LGIP - *Your Name*

- 2.5.2. **By Mail:** Checks drawn on your bank account should be made payable to the Oakland County Treasurer and mailed as follow:

LGIP
Oakland County Treasurer
Investment Unit
1200 N Telegraph Rd, Department 479
Pontiac, MI 48341-0479

Investment by check will delay credit to your account and the anticipated loss in earnings should be compared with the cost of a wire.

- 2.6. **Withdrawals from the Portfolio.** Redemption can be made on any U.S. banking day provided that the Federal Wire system is available and that the County is also open. There are no redemption fees or withdrawal penalties; however, the LGIP must have a client authorization form on file before a redemption can be honored. All redemptions are executed by ACH transfer to the pre-established instructions on file

with the LGIP. Withdrawals can be any size up to the public units account balance. Prior day notice of pending withdrawals is required for both the efficient operations of the portfolio and for cost efficient transfers.

A redemption request can be made by either of the following methods:

- 2.6.1. **By E-mail:** Redemption requests by e-mail must be signed by "the Authorized Public Official" as indicated on the official application and must indicate the amount of the redemption, the LGIP account name, and the requested payment date. E-mail redemption requests received by the portfolio staff prior to 4:00 p.m. will be processed the next business day. The LGIP will ACH your redemption to your authorized bank account for credit in Federal Funds. Redemption requests received after 4:00 p.m. will be processed the day following the next business day.

E-mail redemption requests to: Banking@oakgov.com.

- 2.6.2. **By Letter:** Redemption requests by letter must indicate the amount of the redemption, the LGIP account name, and the requested payment date. Requests must be signed by "the Authorized Public Official" as indicated on the official application. Mail withdrawal requests will be honored the day following the receipt of the written request. Letter redemption requests can be faxed. Faxed letter requests received by the portfolio staff prior to 4:00 p.m. will be processed the next business day.

Fax or mail the request to:

LGIP
Oakland County Treasurer
Investment Unit
1200 N Telegraph Rd., Department 479
Pontiac, MI 48341-0479

Or by Fax: (248) 858-1810

- 2.7. **Monthly Statements.** Statements are mailed to Participants on a monthly basis. Statements contain the following information:

- 2.7.1. *Average Monthly Yield* is an arithmetic average of the "Daily Yields" for the period.
- 2.7.2. *Effective Yield* assumes reinvestment of the monthly dividend at the current "Average Monthly Yield." It is slightly higher due to the effect of monthly compounding.
- 2.7.3. *Account Balance* reflects the ending balance for your account.
- 2.7.4. *Account Summary (year-to-date)* reflects the accumulated calendar year-to-date dividend paid.

2.7.5. *Account Activity* describes each account transaction during the month.

2.8. Duties and Powers of the Treasurer:

2.8.1. The Treasurer shall invest the money in the investment pool with the degree of judgment and care, under circumstances then prevailing, that a person of prudence, discretion, and intelligence exercises in the management of his or her own affairs, not for speculation, but for investment, considering the probable safety of his or her capital as well as the probable income to be derived from an investment of his or her capital.

2.8.2. The Treasurer may use safekeeping depositories for the holding of securities. Security in the form of collateral, surety bond, or another form may be taken for the deposits or investments of an investment pool.

2.8.3. If a default occurs in the payment of principal, interest, or other income of an investment of the investment pool, the Treasurer may do one (1) or more of the following:

2.8.3.1. Institute a proceeding to collect the matured principal, interest, or other income.

2.8.3.2. Accept a compromise, adjustment, or disposition of the matured principal, interest, or other income as the Treasurer considers advisable for the purpose of protecting the money invested in the investment pool.

2.8.3.3. Accept a compromise or adjustment as to future payments of principal, interest, or other income as the Treasurer considers advisable for the purpose of protecting money invested in the investment pool.

2.8.4. An order or warrant shall not be issued upon a Participant's account in an amount greater than the total of the account to which that order or warrant applies. If an order or warrant for an amount greater than the total of the account to which the order or warrant applies is issued and the order or warrant is paid, the county treasurer shall be personally liable under his or her official bond for the overdraft resulting from the payment.

2.9. Investment Policies.

2.9.1. Assets will be vested in a manner which will seek the highest investment return consistent with the preservation of principal; to manage the LGIP portfolio to meet the daily liquidity needs of participants; to ensure compliance with all Michigan statutes governing the investment of public funds; and to administer the LGIP in a manner which enables Participants to comply with generally accepted accounting principles and the Governmental Accounting Standards Board's (GASB) reporting requirements.

2.9.2. The Treasurer will manage the portfolio in accordance with certain risk limiting provisions which help maintain a stable net asset value (NAV) of \$1.00 per share. Although the LGIP cannot guarantee a \$1.00 share price, this goal is facilitated as follows:

2.9.2.1. The LGIP is managed in accordance with the "2a- 7 like pool" risk limiting requirements of GASB Statement No. 31.

2.9.2.2. The portfolio securities are valued by the amortized cost method, and on a monthly basis this valuation is compared to current market to monitor any variance.

2.9.2.3. At the time of purchase, portfolio securities must have a remaining maturity of three years or less.

2.9.2.4. Whenever possible, investments are limited to short-term, high quality credits that can be readily converted into cash with little price variation.

2.10. Investment Management.

2.10.1. The Treasurer and the Investment Unit of the Treasurer's office serve as investment adviser to the portfolio. The Treasurer and his staff are responsible for the direct management of the investments; the development of cash management policies; forecasting cash receipts and disbursements; procurement of banking services, and the issuance and management of the County's debt.

2.10.2. The Treasurer's investment staff, subject to approved policies and guidelines issued by the Oakland County Board of Commissioners, make investment decisions for the portfolio and execute orders to buying and selling of securities on behalf of the portfolio. The Treasurer has contracted with JPMorgan Chase Bank, N.A. (which may change from time to time based on the direction of the Treasurer) to provide Custody services for the portfolio.

2.11. Management Fees.

2.11.1. Pool participants are charged an all-inclusive .037% annual management fee, which is deducted from the earnings prior to distribution to participants. For example, the *annual fee* for each \$1,000 invested in the LGIP is \$0.37. The fee is totally transparent to participants.

2.11.2. The management fee is based on both Direct and indirect costs associated with the operation of the investment pool and therefore, can change from time to time based on changes in those costs.

2.12. **Performance.** The County's portfolio has consistently exceeded its investment objective of providing investors with a high level of current investment income consistent with the constants of its primary objective of preservation of principal. Keep in mind that past performance does not indicate how the portfolio will perform

in the future. The portfolio is subject to several risks such as stock market risk, interest rate risk, credit risk and management risk, all of which could lower investment return.

- 2.13. **Yield Information.** The portfolio yield is available on a daily basis by calling the Treasurer's Investment staff at (248) 858-0626. Yields are quoted net of the management and administration fee.
- 2.13.1. The "Daily Yield" refers to the income generated by your investment on that day, expressed as an annual percentage. Both the Daily Yield and the Average Monthly Yield reflect the same methodology-averaged over the applicable period.
- 2.13.2. The "Effective Yield" assumes that the income earned is reinvested based on the stated period. It is slightly higher due to the effect of monthly compounding.
- 2.14. **Net Asset Value (Nav).** The NAV of the portfolio is determined at the close of each business day. It is calculated by adding the amortized cost value of all portfolio securities and other assets, deducting actual and accrued liabilities, and dividing by the number of units (shares) outstanding.
- 2.15. **Valuation.** The portfolio is valued by the amortized cost valuation technique, which does not take into account unrealized gains and losses. Externally managed pools are permitted to use this method of valuation pursuant to Rule 2a- 7 of the Securities and Exchange Commission; provided, certain risk limiting conditions are met to minimize share price fluctuations. The portfolio adheres to these rules pursuant to its investment guidelines.
- 2.15.1. The amortized cost valuation method values securities at their acquisition cost adjusted for amortization of premium or accretion of discount rather than at their value based on current market factors. While this method provides certainty of valuation, it may result in periods during which values as determined by amortized cost are higher or lower than the price the LGIP would receive if the individual securities were sold. To monitor the extent of any fluctuation, the LGIP portfolio is marked-to-market on a monthly basis and the market-based valuation is compared to the amortized cost valuation.
- 2.16. **Maintenance Of Constant Share Price.** Shares are purchased and redeemed at their NAV which, barring extraordinary circumstances, will maintain the constant price of \$1.00 per share. Management procedures used to facilitate this end include minimizing market and credit risks while maintaining sufficient liquidity through investments in short-term, high quality credits that can readily be converted into cash with limited price variation.
- 2.17. **Safekeeping Policies.**
- 2.17.1. Established safekeeping policies of the portfolio ensure that securities purchased by the Treasurer's office are held in a manner that maximizes the

Treasurer's ability to maintain control over such securities at all times. All deliverable security transactions are conducted as delivery versus payment (DVP); i.e., the custody bank will not release the funds to pay for purchased securities until securities are delivered, regardless of settlement date. Portfolio securities are required to be held in the portfolio's custody account and kept separate from all securities owned by the bank. The ownership and title to such securities remain vested in the Treasurer, the legal custodian of the securities. The Trust Department of J.P. Morgan (current portfolio custodian), holds the portfolio's securities, in custody, if items are deliverable.

- 2.17.2. Repurchase Agreements, if used, are collateralized at 105% with U.S. Treasury and/or federal agency securities. A custodial bank holds the collateralized securities for the portfolio until the agreement(s) matures. Provisions of the repurchase agreement require the securities to be marked to market on a daily basis. At the time of pricing, market value must equal at least 105% of the repurchase agreement principal, plus accrued interest in the case of term repurchase agreements.
- 2.18. **GASB Statement No.3.** Pooled investment funds, like the LGIP, are recognized as an investment type under GASB Statement No.3; which states that if a governmental entity invests in a Pool managed by another government, no disclosure of the individual deposits and investments of the Pool nor disclosure of the credit risk category is required by the participating public entity. These disclosures are provided in the audited financial statements of the County. Investment in the County portfolio (LGIP) should be treated as an investment with a market value equal to the value of the entity's investment. In the case of the LGIP, the value would be the dollar value of the individual participant account value as of the reporting date.
- 2.19. **Audit And Compliance.** The County's external auditor examines the financial statements and the portfolio as of the close of each fiscal year. The external auditor also assesses the accounting principles used and the management of the portfolio and evaluates the overall financial statement presentation. The audited financial statements and the Independent Auditor's Report are available for participant review. The portfolio also presents monthly performance data and portfolio market valuation to the Finance Committee of the Board of Commissioners for their review.
- 2.20. **Change Of Authorization.** The LGIP application permits the "Authorized Public Official" to delegate authority to other individuals to act on their behalf in communicating transaction information to the LGIP. If there is a change in the status of any of the authorized individuals, it is the responsibility of the "Authorized Public Official" to immediately notify the portfolio staff. Maintaining up-to-date records prevents possible delays in transfers and ensures the integrity of the program.
- 2.21. **Closing An Account.** Participants should contact portfolio staff for assistance in closing an account.
 - 2.21.1. You may close your account at any time (except as stated otherwise in this Client Agreement). The same signatures required for making withdrawals are required to close the account.

- 2.21.2. We reserve the right to close your account at any time for any reason. We will try to notify you in advance should this be necessary, but we are not obliged to do so. We also reserve the right to close your account if a zero balance remains for over forty-five (45) days.
- 2.21.3. If we close your account, we will send you a check for your final balance, if any, minus applicable service fees.
- 2.22. **Account Errors and Problem Resolution Procedures.** If you think there has been an error in an electronic transaction, including the wrong amount of cash dispensed, an automatic deposit or a transfer that has not been credited properly, or an incorrect record, contact us as soon as possible. We will investigate and resolve each problem as quickly as possible. As soon as you contact us, we will start our investigation. If you tell us orally, we may require that you send us your complaint or question in writing within ten (10) business days.
 - 2.22.1. You have a responsibility to review your account statements in a timely manner and to notify us promptly of any errors. You must notify us in writing within thirty (30) days after we send or make available to you your account statement and accompanying items of any errors, discrepancies, or unauthorized transactions not involving an electronic funds transfer. If you fail to do so, we will not be liable for debits or charges to your account resulting from such errors, discrepancies or lack of authorization.
 - 2.22.2. You also agree that any suit you bring based on an account error, discrepancy, or unauthorized transaction must be brought within one year after the date of the first account statement on which the error, discrepancy, or unauthorized transaction appears.
 - 2.22.3. If, by mistake, funds to which you are not entitled are deposited into your account, we have the right to remove these funds from the account at any time without prior notice to you. If there are insufficient funds in the account to correct the mistake, we may charge your other accounts for the necessary funds.
 - 2.22.4. We must acknowledge your letter within thirty (30) days, unless we have corrected the error by then. Within ninety (90) days, we must either correct the error or explain why we believe the bill was correct.
- 2.23. **Emergency Circumstances.**
 - 2.23.1. The Treasurer can postpone payment of redemption proceeds for up to seven calendar days. In addition, the Treasurer can suspend redemptions and/or postpone payments of redemption proceeds beyond seven calendar days at times when the New York Stock Exchange is closed or during emergency circumstances, as determined by the U.S. Securities and Exchange Commission.
 - 2.23.2. Notwithstanding any other term or provision of this Contract, the County shall not be liable to the Participant for any failure of performance hereunder if such failure is due to any cause beyond the reasonable control of the County and the County cannot reasonably accommodate or mitigate

the effects of any such cause. Such cause shall include, without limitation, acts of God, fire, explosion, vandalism, any law, order, regulation, direction, action, or request of the United States government or of any other government, national emergencies, insurrections, riots, wars, strikes, lockouts, work stoppages, or other labor difficulties. Reasonable notice shall be given to the Participant of any such event.

- 2.24. **Fraud.** The County will not be responsible for any account losses due to fraud, so long as we reasonably believe that the person transacting business on an account is authorized to do so. Please take precautions to protect yourself from fraud. Keep your account information private, and immediately review any account statements that we send to you. Contact the Treasurer immediately about any transactions you believe to be unauthorized.
- 2.25. **Our Responsibility to You.** If we do not complete a transfer to your account on time or in the correct amount according to our agreement with you, we will be liable for your losses or damages. However, there are some exceptions. We will not be liable, for instance:
- 2.25.1. If, through no fault of ours, you did not have enough money in your account to make the transfer.
 - 2.25.2. If the transfer would have caused you to exceed your available credit.
 - 2.25.3. If circumstances beyond our control, or natural disasters such as fire or flood, prevented the transfer, despite reasonable precautions taken by us.
 - 2.25.4. If we fail to stop payment on an automatic recurring transfer as you requested, but we did not receive your stop payment instructions at least three business days before the transfer was scheduled to be made, or
 - 2.25.5. If through no fault of ours, the money in your account was attached, subject to legal process or was blocked in some other way, or
- 2.26. **Our Right To Refuse Deposits.** We may, at our discretion, refuse to accept funds for deposit to your account for any reason, including but not limited to:
- 2.26.1. Checks with multiple payees or endorsements, if we are unable to verify all signatures.
 - 2.26.2. Checks which we have reason to doubt are collectible.
 - 2.26.3. We will, to the extent practicable, try to facilitate your transaction by the best means available. Your account will not be credited until collection or processing is completed.
- 2.27. **Withdrawal Refusals.** In some instances, we may refuse a request for a withdrawal from an account. The following is a list of the most common reasons we refuse withdrawal requests:
- 2.27.1. If the funds you wish to withdraw are not yet available.
 - 2.27.2. If there are insufficient funds in your account.

2.28. Legal Process.

- 2.28.1. We may comply with any writ of attachment, adverse claim, execution, garnishment, tax, levy, restraining order, subpoena, warrant or other legal process which we believe (correctly or otherwise) to be valid. A fee for processing will be assessed. If we are not fully reimbursed for our record research, photocopying and handling costs by the party which served the process, we may charge such costs to your account, in addition to the minimum legal process fee.
- 2.28.2. Forfeited Accounts. If your account is seized by or forfeited to the United States government or a state government, you no longer have title to the account, and the funds in it will no longer earn interest, even if the funds are eventually returned to you.
- 2.28.3. Freedom of Information Act Requests: We will comply with Freedom of Information Act (MCL 15.231 *et. seq*) requests concerning the LGIP.
- 2.29. **No Employee-Employer Relationship.** Nothing in this Agreement shall be construed as creating an employer-employee relationship between the County (including any of its employees) and the Participant (including any of its employees).
- 2.30. **No Indemnification.** Each Party shall be responsible for the acts and/or omissions of its employees. Nothing in this Agreement shall be construed as creating an obligation to indemnify or defend the other Party for any claim, damage or liability arising out of or stemming from services provided pursuant to this Agreement.
- 2.31. **No Third Party Beneficiaries.** Except as provided for the benefit of the Parties, this Agreement does not and is not intended to create any obligation, duty, promise, contractual right or benefit, right to indemnification, right to subrogation and/or any other right in favor of any other person or entity.
- 2.32. **Reservation of Rights.** This Agreement does not, and is not intended to impair, divest, delegate, or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty or immunity of the Parties.
- 2.33. **Agreement Modifications or Amendments.** Any modifications, amendments, recessions, waivers, or releases to this Agreement must be in writing and agreed to by both Parties.
- 2.34. **Duration.** This Agreement and any subsequent amendments shall be for a term of two years from the date the Agreement is signed by both parties. Unless the Agreement is terminated, the Agreement will be renewed automatically for successive two-year terms.
- 2.35. **Termination.**

- 2.35.1. Either Party may terminate this Agreement upon thirty (30) days written notice to the Other Party. Termination may be for any reason including convenience.
- 2.35.2. Upon termination the County Treasurer or his Agent shall provide the Participant with all funds belonging to the Participant and a statement of all transactions, the earnings rate, and the dividend/interest from the date of the last statement to the date of termination.
- 2.36. **Entire Agreement.** This Agreement represents the entire Agreement between the Parties and supercedes all other Agreements between the Parties governing the matters described here. The language of this Agreement shall be construed as a whole according to its fair meaning, and not construed strictly for or against any Party.

The Parties have taken all actions and secured all approvals necessary to authorize and complete this Agreement. The persons signing this Agreement on behalf of each Party have legal authority to sign this Agreement and bind the Parties to the terms and conditions contained here. This Agreement is not effective unless it is authorized by a resolution of the governing body of the Participant and a copy of that resolution is attached to this Agreement.

For _____:

Date

For the County of Oakland:

Robert Wittenberg
Oakland County Treasurer

Date

finalcontract

Oakland County

Local Government Investment Pool

The County Treasurer's Commitment to You

The County's Local Government Investment Pool is committed to providing you an additional Investment Opportunity that is safe, easy to use and has a competitive rate of return.

Who do I Contact?

Robert Wittenberg, County Treasurer
Jody Weissler DeFoe, Chief Deputy Treasurer
Natalie Neph, Investment Administrator
Sheryl Sutherland, Revenue Collection Specialist

Oakland County Treasurer
1200 N Telegraph Rd., Department 479
Pontiac, MI 48341-0479

Telephone Number: (248) 858-0626
Facsimile Number: (248) 858-1810



Robert Wittenberg
County Treasurer



The Oakland County Local Governmental Investment Pool

Oakland County's Local Government Investment Pool, formed under the Local Government Investment Pool Act, Act 121 of 1985, is a short-term fund designed for local units located in Oakland County. The Pool complies with all statutory requirements of Michigan Public Act 20 of 1943, as amended.

The fund is intended to fill the gap between your money market needs and your longer-term investments. The fund should be considered a long-term fund and should not replace your money market fund.

The pool is a well-diversified portfolio of high-quality, investment instruments. Holdings in the Pool may include money market funds, certificates of deposit, U.S. Treasury securities, U.S. Government agencies, commercial paper, bankers' acceptances and repurchase agreements.

Investment Objective

It is the policy of the LGIP, pursuant to the Investment Policy of Oakland County, to invest LGIP assets in a manner which will seek the highest investment return consistent with the preservation of principal; to manage the LGIP portfolio to meet the liquidity needs of its participants; to ensure compliance with all Michigan statutes governing the investment of public funds; and to administer the LGIP in a manner which enables localities to comply with generally accepted accounting principles and the Governmental Accounting Standards Board's (GASB) reporting requirements. LGIP is offered exclusively and continuously to Oakland County local units.

The Treasurer of Oakland County and the Investment Unit of the County Treasurer's office serve as investment adviser to the portfolio. The Treasurer and his staff are responsible for the direct management of the investments; the development of cash management policies; forecasting of cash receipts and disbursements; procurement of banking services, and the issuance and management of the County's debt.

The Treasurer's investment staff, subject to approved policies and guidelines issued by the Board of Commissioners, make investment decisions for the portfolio and execute orders for the buying and selling of securities on behalf of the portfolio. The County Treasurer has contracted with a third party safe-keeper to provide Custody services for the portfolio.

The County Treasurer is committed to managing the portfolio in accordance with certain risk limiting provisions which help maintain a stable net asset value (NAV) of \$1.00 per share. Although the LGIP cannot guarantee a \$1.00 share price, this goal is facilitated as follows:

- The LGIP is managed in accordance with the "2a- 7 like pool" risk limiting requirements of GASB Statement No. 31.

- The portfolio securities are valued by the amortized cost method, and on a monthly basis this valuation is compared to current market to monitor any variance.
- At the time of purchase, portfolio securities must have a remaining maturity of three years or less.
- Whenever possible, investments are limited to short-term, high quality credits that can be readily converted into cash with little price variation.

Advantages to Participants

The LGIP offers Oakland County local units investment diversification, liquidity, and professional portfolio management. Through participation in the LGIP, Oakland County local units can take advantage of:

1. **Convenience and Compliance**-Participants own shares of the County's diversified portfolio, which is managed in compliance with Michigan's state statutes.
2. **Cash Management**-Next day liquidity permits flexibility and fine-tuning of cash management needs.
3. **Costs**-All administrative and management fees are deducted from the portfolio earnings prior to distribution of the earnings to participants; therefore, fees are totally transparent to participants.
4. **Statements**-Monthly statements include all transactions, the earnings rate, and the monthly dividend/interest.
5. **Competitiveness**-The LGIP offers a competitive rate of return, which should enhance the rates offered to you on alternative investments.

Opening an Account

Opening an account is simple. Obtain application documents from the County Treasurer's office. Complete them as outlined and return them to the County Treasurer's office. At that point you're ready to participate.

Shares of the investment portfolio are offered on a continuous basis to local units located in the County of Oakland. Requests can be accepted until 1:00 p.m. on the date of investment; however, participants are urged to contact the County on the prior business day whenever practical.

An account must be opened with an initial investment of \$100,000. Subsequent investments or redemption can be made in any amount. A properly completed application indicating all individuals authorized to transact for the account must be received for each account before redemption can be honored.

LOCAL GOVERNMENT INVESTMENT POOL

"INVESTMENT BROCHURE"



TREASURERS OFFICE

Robert Wittenberg
County Treasurer

OVERVIEW

PURPOSE

The Local Government Investment Pool (LGIP) offers public entities of Oakland County the opportunity to participate in the County's diversified portfolio, which is structured to meet and exceed the requirements of Michigan's statutes regarding the investment of public funds. Within the framework of Michigan statutes, the LGIP is structured to provide public entities an investment alternative that minimizes the risk of principal loss, while offering liquidity and a competitive rate of return. Through the LGIP, public entities can share in the benefits and advantages of large-scale institutional investment management provided by the Investment Unit of the County Treasurer's office.

STATUTORY AUTHORITY

Section 4 of Local Government Investment Pool Act allows the Treasurer of Oakland County, if authorized by the Board of Commissioners, to establish a local government investment pool (LGIP).

POLICY STATEMENT

It is the policy of the LGIP, pursuant to the Investment Policy of Oakland County, to invest the LGIP assets in a manner which will seek the highest investment return consistent with the preservation of principal; to manage the LGIP portfolio to meet the daily liquidity needs of participants; to ensure compliance with all Michigan statutes governing the investment of public funds; and to administer the LGIP in a manner which enables localities to comply with generally accepted accounting principles and the Governmental Accounting Standards Board's (GASB) reporting requirements. LGIP is offered exclusively and continuously to public entities of Oakland County.

The County Treasurer is committed to managing the portfolio in accordance with certain risk limiting provisions which help maintain a stable net asset value (NAV) of \$1.00 per share. Although the LGIP cannot guarantee a \$1.00 share price, this goal is facilitated as follows:

- The LGIP is managed in accordance with the "2a- 7 like pool" risk limiting requirements of GASB Statement No. 31.
- The portfolio securities are valued by the amortized cost method, and on a monthly basis this valuation is compared to current market to monitor any variance.
- At the time of purchase, portfolio securities must have a remaining maturity of three years or less.
- Whenever possible, investments are limited to short-term, high quality credits that can be readily converted into cash with little price variation.

YIELD INFORMATION

The portfolio yield is available on a daily basis by calling the County Treasurer Investment staff at (248) 858-0626. Yields are quoted net of the management and administration fee.

The "Daily Yield" refers to the income generated by your investment on that day, expressed as an annual percentage. Both the Daily Yield and the Average Monthly Yield reflect the same methodology-averaged over the applicable period.

The "Effective Yield" assumes that the income earned is reinvested based on the stated period. It is slightly higher due to the effect of monthly compounding.

NET ASSET VALUE (NAV)

The NAV of the portfolio is determined at the close of each business day. It is calculated by adding the amortized cost value of all portfolio securities and other assets, deducting actual and accrued liabilities, and dividing by the number of units (shares) outstanding.

VALUATION

The portfolio is valued by the amortized cost valuation technique, which does not take into account unrealized gains and losses. Externally managed pools are permitted to use this method of valuation pursuant to Rule 2a-7 of the Securities and Exchange Commission; provided, certain risk limiting conditions are met to minimize share price fluctuations. The portfolio adheres to these rules pursuant to its investment guidelines.

The amortized cost valuation method values securities at their acquisition cost adjusted for amortization of premium or accretion of discount rather than at their value based on current market factors. While this method provides certainty of valuation, it may result in periods during which values as determined by amortized cost are higher or lower than the price the LGIP would receive if the individual securities were sold. To monitor the extent of any fluctuation, the LGIP portfolio is marked-to-market on a monthly basis and the market-based valuation is compared to the amortized cost valuation.

ADVANTAGES

The LGIP offers Oakland County public entities investment diversification, liquidity, and professional portfolio management. Through participation in the LGIP, Oakland County public entities can take advantage of:

- I. Convenience and Compliance** -Participants own shares of the County's diversified portfolio, which is managed in compliance with Michigan's state statutes.
- 2. Cash Management** -Next day liquidity permits flexibility and fine-tuning of cash management needs.
- 3. Costs**- All administrative and management fees are deducted from the portfolio earnings prior to distribution of the earnings to participants; therefore, fees are totally transparent to participants. (See Management Fees for fee calculation).
- 4. Statements**- Monthly statements include all transactions, the earnings rate, and the monthly dividend/interest.
- 6. Competitiveness** -The LGIP offers a competitive rate of return, which should enhance the rates offered to you on alternative investments.

PERFORMANCE

The County's portfolio has consistently exceeded its investment objective of providing investors with a high level of current investment income consistent with the constants of its primary objective of preservation of principal.

MANAGEMENT AND COMPLIANCE

INVESTMENT MANAGEMENT

The Treasurer of Oakland County and the Investment Unit of the County Treasurer's office serve as investment adviser to the portfolio. The Treasurer and his staff are responsible for the direct management of the investments; the development of cash management policies; forecasting cash receipts and disbursements; procurement of banking services, and the issuance and management of the County's debt.

The Treasurer's investment staff, subject to approved policies and guidelines issued by the Board of Commissioners, make investment decisions for the portfolio and execute orders to buying and selling of securities on behalf of the portfolio. The County Treasurer has contracted with a third party (which may change from time to time based on the direction of the County Treasurer) to provide Custody services for the portfolio.

MAINTENANCE OF CONSTANT SHARE PRICE

Shares are purchased and redeemed at their NAV which, barring extraordinary circumstances, will maintain the constant price of \$1.00 per share. Management procedures used to facilitate this end include minimizing market and credit risks while maintaining sufficient liquidity through investments in short-term, high quality credits that can readily be converted into cash with limited price variation.

MANAGEMENT FEES

Pool participants are charged an all-inclusive .037% annual management fee, which is deducted from the earnings prior to distribution to participants. For example, the *annual fee* for each \$1,000 invested in the LGIP is \$0.362129. The fee is totally transparent to participants.

The management fee is based on both Direct and indirect costs associated with the operation of the investment pool and therefore, can change from time to time based on changes in those costs.

SAFEKEEPING POLICIES

Established safekeeping policies of the portfolio ensure that securities purchased by the Treasurer's office are held in a manner that maximizes the Treasurer's ability to maintain control over such securities at all times. All deliverable security transactions are conducted as delivery versus payment (DVP); i.e., the custody bank will not release the funds to pay for purchased securities until securities are delivered, regardless of settlement date. Portfolio securities are required to be held in the portfolio's custody account and kept separate from all securities owned by the bank. The ownership and title to such securities remain vested in the Treasurer, the legal custodian of the securities. The Trust Department of the third party (current portfolio custodian), holds the portfolio's securities, in custody, if items are deliverable.

Repurchase Agreements, if used, are collateralized at 102% with U.S. Treasury and/or federal agency securities. A custodial bank holds the collateralized securities for the portfolio until the agreement(s) matures. Provisions of the repurchase agreement require the securities to be marked to market on a daily basis. At the time of pricing, market value must equal at least 102% of the repurchase agreement principal, plus accrued interest in the case of term repurchase agreements.

GASB STATEMENT NO.3

Pooled investment funds, like the LGIP, are recognized as an investment type under GASB Statement No.3; which states that if a governmental entity invests in a Pool managed by another government, no disclosure of the individual deposits and investments of the Pool nor disclosure of the credit risk category is required by the participating public entity. These disclosures are provided in the audited financial statements of the County. Investment in the County portfolio (LGIP) should be treated as an investment with a market value equal to the value of the entity's investment. In the case of the LGIP, the value would be the dollar value of the individual participant account value as of the reporting date.

AUDIT AND COMPLIANCE

The County's external auditor examines the financial statements and the portfolio as of the close of each fiscal year. The external auditor also assesses the accounting principles used and the management of the portfolio and evaluates the overall financial statement presentation. The audited financial statements and the Independent Auditor's Report are available for participant review. The portfolio also presents monthly performance data and portfolio market valuation to the Finance Committee of the Board of Commissioners for their review.

PARTICIPANT INFORMATION

OPENING AN ACCOUNT

Shares of the investment portfolio are offered on a continuous basis to public entities located in the County of Oakland. Requests can be accepted until 10:00 a.m. on the date of investment; however, participants are urged to contact the County on the prior business day whenever practical. An account can be opened with an initial investment of \$100,000. Subsequent investments or redemptions can be made in any amount. A properly completed application indicating all individuals authorized to transact for the account must be received for each account before redemption can be honored. Applications should be mailed to:

LGIP
Oakland County Treasurer
Investment Unit
1200 N Telegraph Rd. Department 479
Pontiac, MI 48341-0479

HOW TO INVEST IN THE LGIP

Investments can be made through any of the following methods:

1. **By Wire:** Funds received by wire are invested for same day credit when the portfolio staff is notified prior to 10:00 a.m. on the date of investment. Investments are made on the assumption that the funds will be received and your account is automatically credited without waiting for the actual receipt of the funds. If unavoidable circumstances prevent the transfer of funds, it will be necessary for the portfolio to deduct the interest accrued for that date from the account's monthly dividend distribution. In the event this is necessary the participant will always be contacted to discuss the circumstances and a follow up letter outlining the details will be provided. Advise the portfolio staff by 10:00 a.m. of your daily investment transactions by calling (248) 858-0626.

Instruct your bank to wire federal funds in the amount of your investment to:

PNC Bank
ABA #041000124
For credit to Account # 4255065437
Oakland County Transfer Account
FBO: LGIP - *Your Name*

2. **By Mail:** Checks drawn on your bank account should be made payable to the Oakland County Treasurer and mailed as follow:

LGIP
Oakland County Treasurer
Investment Unit
1200 N Telegraph Rd, Department 479
Pontiac, MI 48341-0479

Please be aware that investment by check will delay credit to your account and the anticipated loss in earnings should be compared with the cost of a wire.

HOW TO REDEEM FROM THE PORTFOLIO

Redemption can be made on any U.S. banking day provided that the Oakland County Treasurer's office is also open. There are no redemption fees or withdrawal penalties; however, the LGIP must have a client authorization form on file before a redemption can be honored. All redemptions are executed by ACH transfer to the pre-established instructions on file with the LGIP. Withdrawals can be any size up to the public units account balance. Prior day notices of pending withdrawals are required for both the efficient operations of the portfolio and for cost efficient transfers.

A redemption request can be made by either of the following methods:

1. **By E-mail:** Redemption requests by e-mail must be signed by "the Authorized Public Official" as indicated on the official application and must indicate the amount of the redemption, the LGIP account name, and the requested payment date. E-mail redemption requests received by the portfolio staff prior to 4:00 p.m. will be processed the next business day. The LGIP will ACH your redemption to your authorized bank account for credit in Federal Funds. Redemption requests received after 4:00 p.m. will be processed the day following the next business day.

E-mail redemption requests to **Both:** nephn@oakgov.com & sutherlands@oakgov.com.

2. **By Letter:** Redemption requests by letter must indicate the amount of the redemption, the LGIP account name, and the requested payment date. Requests must be signed by "the Authorized Public Official" as indicated on the official application. Mail withdrawal requests will be honored the day following the receipt of the written request. Letter redemption requests can be faxed. Faxed letter requests received by the portfolio staff prior to 4:00 p.m. will be processed the next business day.

Fax or mail the request to:

LGIP
Oakland County Treasurer
Investment Unit
1200 N Telegraph Rd., Department 479
Pontiac, MI 48341-0479

Or by Fax: (248) 858-1810

TRANSACTION SIZE

An account may be opened with an initial investment of \$100,000. Subsequent transactions are not restricted in size. Participants are encouraged, however, to consider the cost effectiveness of small transfers.

CHANGE OF AUTHORIZATION

The LGIP application permits the "Authorized Public Official" to delegate authority to other individuals to act on their behalf in communicating transaction information to the LGIP. If there is a change in the status of any of the authorized individuals, it is the responsibility of the "Authorized Public Official" to immediately notify the portfolio staff. Maintaining up-to-date records prevents possible delays in transfers and ensures the integrity of the program.

CLOSING AN ACCOUNT

Participants should contact portfolio staff for assistance in closing an account.

DIVIDENDS AND DISTRIBUTIONS

Net investment income is declared as a dividend to each participant account. Dividends are accrued throughout the month and automatically reinvested in additional shares on the first day following month end.

MONTHLY STATEMENTS

Statements are mailed to Participants on a monthly basis. Statements contain the following information.

Average Monthly Yield is an arithmetic average of the "Daily Yields" for the period.

Effective Yield assumes reinvestment of the monthly dividend at the current "Average Monthly Yield." It is slightly higher due to the effect of monthly compounding.

Account Balance reflects the ending balance for your account.

Account Summary (Year-to-Date) reflects the accumulated calendar year-to-date dividend paid.

Account Activity describes each account transaction during the month.

COMMUNICATION WITH PARTICIPANTS

The LGIP strives to provide ongoing communication between LGIP management and participants to assist them in evaluating their investment decisions and to keep participants abreast of information relative to the operation of the LGIP. In addition, a copy of the LGIP investment portfolio at market value and original cost is furnished at any other time upon request.

ADMINISTRATION

Andy Meisner, County Treasurer

Jody Weissler DeFoe, Chief Deputy Treasurer

INVESTMENT UNIT

Natalie Neph, Investment Administrator

Sheryl Sutherland, Revenue Collection Specialist

ADDRESS

Street Address: Oakland County Treasurer
1200 N Telegraph Rd., Department 479
Pontiac, MI 48341-0479

Telephone Number: (248) 858-0626

Facsimile Number: (248) 858-1810

SAMPLE AUTHORIZING RESOLUTION BY LOCAL GOVERNMENTAL ENTITY

CITY OF _____

COUNTY OF OAKLAND, MICHIGAN

Minutes of a special meeting of the City Board of the City of _____, Oakland County, Michigan held at the City Hall, _____, Michigan, on the _____ day of _____, 200_ at _____ P.M.

Present: _____ Absent: _____

RESOLUTION AGREEING TO ENTER INTO A LOCAL GOVERNMENT INVESTMENT POOL WITH THE OAKLAND COUNTY TREASURER

WHEREAS, The Oakland County Treasurer is authorized by County Board Resolution to establish a local government investment pool, and

WHEREAS, the City Treasurer is authorized, through City Board Resolution, to enter into a contract with the County Treasurer for deposit of money in the investment portfolio, and

WHEREAS, the terms and conditions regarding the deposit of money in the investment portfolio are stated in a uniform contract which has been approved by the Michigan Department of Treasury,

WHEREAS, by authorizing the City Treasurer to enter into the agreement with the Oakland County Treasurer it is also amending the their Investment policy to include local government investment pools as an authorized investment instrument,

NOW, THEREFORE, BE IT RESOLVED, that the Board of the City of _____ authorizes the Treasurer, to enter into the local investment pool and to sign the Investment Portfolio Agreement, as attached to this Resolution as Exhibit A.

AYES: _____ NAYS: _____

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Board of the City of _____, at a regular meeting held on the date stated above. I further certify that public notice given as provided by law.

_____, Clerk

City of _____

SAMPLE AUTHORIZING RESOLUTION BY LOCAL GOVERNMENTAL ENTITY

CHARTER TOWNSHIP OF _____
COUNTY OF OAKLAND, MICHIGAN

Minutes of a special meeting of the Township Board of the Charter Township of _____, Oakland County, Michigan
held at the Township Hall, _____, _____, Michigan,
on the _____ day of _____, 200__ at _____ P.M.

Present: _____ Absent: _____

RESOLUTION AGREEING TO ENTER INTO A LOCAL GOVERNMENT INVESTMENT POOL WITH THE OAKLAND COUNTY TREASURER

WHEREAS, The Oakland County Treasurer is authorized by County Board Resolution to establish a local government investment pool, and

WHEREAS, the Township Treasurer is authorized, through Township Board
Resolution, to enter into a contract with the County Treasurer for deposit of money in the investment portfolio, and

WHEREAS, the terms and conditions regarding the deposit of money in the investment portfolio are stated in a uniform contract which has been approved by the Michigan Department of Treasury,

WHEREAS, by authorizing the Township Treasurer to enter into the agreement with the Oakland County Treasurer it is also amending the Township's Investment policy to include local government investment pools as an authorized investment instrument,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Charter Township
of _____ authorizes the Township Treasurer, to enter into the local investment pool and to sign the Investment Portfolio Agreement, as attached to this Resolution as Exhibit A.

AYES: _____ NAYS: _____

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Township Board of the Charter Township of _____, at a regular meeting held on the date stated above. I further certify that public notice given as provided by law.

_____, Clerk

Charter Township of _____

Application Form

LOCAL GOVERNMENT INVESTMENT POOL

Oakland County, Michigan
County Treasurers office
1200 N Telegraph Rd., Department 479
Pontiac, MI 48341-0479
Telephone (248) 858-0626
Fax (248) 858-1810

New Account / Account Change (circle one)

Date: _____

Public Unit Name / Account Name: _____

Mailing Address: _____

Telephone Number: _____

Fax Number: _____

Tax Identification Number: _____

E-mail address: _____

I _____,

Name & Title of Authorized Public Official (Type or Print)

Signature

Of _____, am the duly authorized public official charged with the duty of handling public funds for the aforementioned public unit. Pursuant to such authority, I am authorized to delegate and have delegated to the following persons the authority to communicate with the County Treasurer's office to advise of local decisions to deposit or withdraw funds from the Local Government Investment Pool, including myself:

1. _____

2. _____

(Title)

(Title)

The County Treasurer's office is hereby authorized to make deposits or withdrawals from this public unit's account upon receipt of telephone instructions from the above named individual(s), who will identify themselves by name and public unit name. Such individuals are authorized to act for this public unit until their authority is revoked by written notice to the County Treasurer's office, which notice will be effective upon receipt.

WITHDRAWAL ACH TRANSFER INSTRUCTIONS:

I hereby authorize the County LGIP to act upon instructions received by telephone to have amounts withdrawn from my account in the LGIP and sent by ACH to the bank account designated below. Exceptions to these instructions will not be honored.

Name of Bank _____

ABA # _____

Account Number _____

Account Name _____

Bank Address _____

LGIP Rates

	2023	2022	2021
Oct	1.66	0.744	1.337
Nov	1.04	0.259	0.468
Dec		0.166	0.955
Jan		0.215	0.566
Feb		0.18	0.841
Mar		0.844	1.437
Apr		1.345	1.43
May		0.544	0.757
June		0.174	0.44
July		0.558	0.4921
Aug		0.531	0.321
Sept		1.35	0.69

AGENDA NOTE

New Business # 2

MEETING DATE: January 9, 2023

PERSON PLACING ITEM ON AGENDA: City Manager

AGENDA TOPIC: Award of bid to demolish the abandoned building located at 464 S. Lafayette

EXPLANATION OF TOPIC: As part of our efforts to make further improvements to McHattie Park, we have solicited bids to remove asbestos and demolish the abandoned house at 464 S. Lafayette.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Letter from our engineers at HRC outlining the recommendations for award of bid to demolish the building at 464 S. Lafayette, and corresponding Bid Tab information.

POSSIBLE COURSES OF ACTION: Approve or not approve the award of bid to demolish the buildings at 464 S. Lafayette to the Adams Group of Rochester Hills at an amount not to exceed \$35,080.from Acct. No. 101-690-801.

SUGGESTED MOTION: Motion by _____, supported by _____ to approve the award of the bid to demolish the buildings at 464 S. Lafayette to the Adams Group of Rochester Hills at an amount not to exceed \$35,080.from Acct. No. 101-690-801.



January 2, 2023

City of South Lyon
335 S. Warren Street
South Lyon, MI 48178

Attn: Mr. Paul Zelenak, City Manager

Re: Recommendation for Award and Bid Tabulation
464 S. Lafayette St. Demolition

HRC Job No. 20220784

Dear Mr. Zelenak:

We have reviewed the bids that were received electronically by the City on Tuesday, December 20, 2022, for the 464 S. Lafayette St. Demolition Project and have found them to be in order. There were three (3) bids received, and the low bidder was The Adams Group of Rochester Hills, Michigan. Please refer to the attached Bid Tabulation for an itemized bid breakdown.

The project includes the demolition of all (3) buildings at the aforementioned property, including site restoration and hazardous material abatement.

The lowest bidder has a documented record of completing several similar demolition projects and has provided all of the requested information, including equipment list, references, and insurance.

Based on the above, this office recommends award of the Contract to The Adams Group of Rochester Hills, Michigan with a total bid of **\$35,080.00**, subject to the submission of the necessary bonds and insurance, which comply with the contract specifications.

Enclosed, please find a copy of the Bid Tabulation for your records. If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Adrianna M. Melchior, AIA, LEED AP BD+C
Associate

Attachment: Bid Tabulation

pc: HRC; File

BID TABULATION
464 S. LAFAYETTE DEMOLITION
CITY OF SOUTH LYON
OAKLAND COUNTY, MICHIGAN

12/20/2022
20220784

Decima LLC
Detroit, MI

Asbestos
Abatement Inc.
Lansing, MI

The Adams Group
Rochester Hills, MI

Item	Quantity	Total Cost	Total Cost	Unit Price
1. Asbestos & Hazardous Material Abatement	1 LS	\$ 20,000.00	\$ 12,400.00	\$ 8,200.00
2. Demolition	1 LS	\$ 25,000.00	\$ 22,635.00	\$ 15,740.00
3. Site Grading & Restoration	1 LS	\$ 10,000.00	\$ 3,500.00	\$ 10,440.00
4. Earthwork Compaction Testing	1 LS	\$ 14,000.00	\$ 650.00	\$ 700.00
Total		\$ 69,000.00	\$ 39,185.00	\$ 35,080.00
TOTAL BID AMOUNT:		\$ 69,000.00	\$ 39,185.00	\$ 35,080.00

ENGINEER:
Hubbell, Roth & Clark, Inc.
555 Hulet Drive
P.O. Box 824
Bloomfield Hills, MI 48083-0824



BID LIST

Project:	464 S. Lafayette Demolition
Owner:	City of South Lyon
Bids Due:	2:00 PM
Date:	12/20/2022

ENGINEER: HUBBELL, ROTH & CLARK, INC.



BIDDER	ADDENDUMS ACKNOWLEDGED	AMOUNT	POSITION	QUALIFICATIONS MET	ATTENDED PRE-BID MTG	INSURANCE REQ'MENTS MET	REFERENCES INCLUDED
Decima LLC	N/A	\$69,000	3	Y	Y	Y	Y
Asbestos Abatement Inc.	N/A	\$39,185	2	Y	Y	Y	Y
The Adams Group	N/A	\$35,080	1	Y	Y	Y	Y

PROPOSAL
FOR
464 S. LAFAYETTE ST ASBESTOS ABATEMENT & DEMO
CITY OF SOUTH LYON

City of South Lyon
335 S. Warren Street
South Lyon, MI

Bids Due: **Tuesday, December 20, 2022**
On or Before 2:00 pm, Local Time
HRC Job No. 20220784

To Prospective Bidders:

Name of Bidder: The Adams Group

Address: 1700 E Auburn Rd Rochester Hills MI 48307

Date: 12/19/2022 Telephone: 248-550-5751

Fax: _____

The above, as Bidder, hereby declares this bid is made in good faith without fraud or collusion with any persons bidding, and that the Drawings, Specifications, and all other information referenced in the Instructions to Bidders have been examined. Further, the Bidder is familiar with the location of the work described herein and is fully informed as to the nature of the work and the conditions relating to the performance of the Contract.

The Bidder acknowledges that no representations or warranties of any nature whatsoever have been received, or are relied upon from the City of South Lyon, its agents or employees, as to any conditions to be encountered in accomplishing the work and that the bid is based solely upon the Bidder's own independent judgment.

The above, as Bidder, hereby certifies that the Drawings, Specifications, and other data provided by the Owner for bidding purposes have been examined. Further, the undersigned certifies that the proposed construction methods have been reviewed and found acceptable for the conditions which can be anticipated from the information provided for bidding.

The Bidder hereby affirms that the site of work has been inspected and further declares that no charges in addition to the Individual Unit Prices shall be made on account of any job circumstances or field conditions which were present and/or ascertainable prior to the bidding. In addition, The Contractor, as such and as Bidder, shall make the determination as to existing soil conditions and shall also complete the work under whatever conditions created by the Contractor/Bidder's sequence of construction, construction methods, or other conditions the Contractor/Bidder may create, at no additional cost to the Owner.

The above, as Bidder, confirms knowledge of the location of the proposed Demolition Project and appurtenant construction in the City of South Lyon, Michigan, and the conditions under which it must be performed; and also declares to have carefully examined the Drawings, Specifications, and Contract Documents which the Bidder understands and accepts as sufficient for the purpose of providing services for said Project, and appurtenant work, and agrees to contract with the City of South Lyon to furnish all labor, materials, tools, equipment, facilities and supervision necessary to do all the work specified and prescribed, in strict accordance with the Owner's General Conditions, and with the full intent of the Drawings and Specifications, and will accept in full payment therefore the sum of:

BASE BID

<u>Item</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Cost</u>
1. Asbestos & Hazardous Material Abatement	1	@ Lump Sum	= \$ <u>8,200.00</u>
2. Demolition	1	@ Lump Sum	= \$ <u>15,740.00</u>
3. Site Grading & Restoration	1	@ Lump Sum	= \$ <u>10,440.00</u>
4. Earthwork Compaction Testing	1	@ Lump Sum	= \$ <u>700.00</u>
Total Amount of Bid			\$ <u>35,080.00</u>

ALTERNATES

Voluntary Alternates proposed by the Bidder will be considered at the discretion of the Owner. All alternates shall be clearly marked whether they represent an add or deduct to the Base Bid Price quoted herein. All Alternates which are quoted shall be complete and the price shall include all Bidder mark-ups. Bidder is to include a detailed description of the proposed alternate.

ALTERNATE A -

ALTERNATE A Lump Sum Price \$ _____

The Owner reserves the right to award the Base Bid or the Base Bid plus any or individual Alternate or combination of Alternates, depending upon the availability of funds.

The Owner, at its sole discretion, reserves the right to award to the Bidder who, in the sole determination of the Owner, will best serve the interest of the Owner. The Owner reserves the right to accept any bid, to reject any or all bids, to waive any and all informalities involving price, time, or changes in the work, and to negotiate contract terms with the successful Bidder, and the right to disregard all nonconforming, nonresponsive, unbalanced or conditional bids. However, it is the intention of the Owner to award to the low total bid to one bidder. Also, the Owner reserves the right to reject the bid of any Bidder if the Owner believes that it would not be in the best interest of the Project to make an award to that Bidder, whether because the bid is not responsive or the Bidder is unqualified, of doubtful financial ability, or fails to meet any other pertinent standard or criteria established by the Owner.

Each bidder agrees to waive any claim it has or may have against the Owner, the Architect/Engineer, and their respective employees, arising out of or in connection with the administration, evaluation, or recommendation of any bid.

- ✓ Bidder **MUST** include with their proposal documentation that they meet the qualifications listed on pages 2 & 3 of Section 00120.