

Regular City Council Meeting

October 10, 2022

Agenda

7:30 p.m. **Call to Order**
Pledge of Allegiance
Roll Call
Approval of Minutes: September 26, 2022
Approval of Bills
Approval of Agenda
Consent Agenda
 1. Concrete Donation for First Responder Monument

Public Comment

Discussion- Downtown

Fire Chief Report
Police Chief Report

Presentation: 2021-2022 Audit Report by Plante Moran

I. Unfinished Business

II. New Business
 1. City Council Rules of Procedure

III. Budget

IV. Public Comment

V. Manager's Report

VI. Council Comments

VII. Closed Session: "Closed Session pursuant to Section 8(a) of the Open Meetings Act, MCL 15.268 at the request of the City Manager to conduct performance evaluation."

VIII. 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
September 26, 2022

Mayor Pro Tem Kennedy called the meeting to order at 7:30 p.m.

Mayor Pro Tem led those present in the Pledge of Allegiance

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

Also present: City Manager Zelenak, Fire Chief Thorington, Chief Sovik, Finance and Benefit

Administrator Tiernan, and Clerk/Treasurer Deaton

Absent: Mayor Pelchat

CM 9-1-22 MOTION TO EXCUSE ABSENCE

Motion by Kurtzweil, supported by Dilg

Motion to excuse absence of Mayor Pelchat

VOTE: MOTION CARRIED UNANIMOUSLY

MINUTES

CM 9-2-22 MOTION TO APPROVE MINUTES

Motion by Kivell, supported by Hansen

Motion to approve minutes as presented

VOTE: MOTION CARRIED UNANIMOUSLY

BILLS- N/A

AGENDA

CM 9-3-22 MOTION TO APPROVE AGENDA

Motion by Hansen, supported by Dilg

Motion to approve agenda as presented

VOTE: MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA- N/A

PUBLIC COMMENT

Phil Munro of 910 Westbrook stated his neighbors asked him to come and complain again. He stated he trimmed some branches in his neighborhood and contacted DPW and to pick them up, and they are still there. He stated nothing gets fixed in the city.

Carl Richards of 390 Lenox stated the city lost a great representative of downtown, Diane Roest who ran Diane's Dollhouse. She has been at that location for 30 years, and it was a very prosperous shop. He stated the husband may re-open it at some point. He further stated visitation is the 30th and the funeral is October 1st. He then thanked the vets club. They do a lot for us. They gave him a new cane. They also fixed the sewer problems they were having for years.

Judy Keeling of 62180 Arlington stated the Senior Center for Active Adults has a large medical closet and they give away canes and wheel chairs for those in need.

DISCUSSION- Downtown

DDA Director and Economic Manager Mack stated Diane Roest opened Diane's Doll House in 1989, which means she had a great business for 33 years and has been an anchor in our town. She has made many families happy over the years. Her funeral is October 1st and the viewing is on September 30th. Mr. Mack stated he and the City Manager and building officials went to 135 E Lake Street to see if it is almost completed. He stated they did a walk thru and the investment has been completed. They are waiting for the elevator inspection which is scheduled for October 6th, as well as some kitchen inspections. They are not asking for an extension. He then thanked the DPW and everyone involved with Pumpkinfest. He further stated Diana the Market Manager has done a great job and even found a few more spaces for vendors during Pumpkinfest. He stated it was a great event for the entire community. Councilmember Dilg stated she has been very impressed with the Farmers Market and how it was set up. She stated she appreciates everyone involved and it was a great event. Councilmember Hansen stated he is happy to hear Spun Sugar will be moving to the downtown, and asked when that would be happening. Mr. Mack stated he doesn't know if they have closed on the building, and it could be a while.

FIRE CHIEF REPORT

Fire Chief Thorington stated as of today, they have had 789 incidents. He stated this was his first Pumpkinfest and the organizers did a great job. He stated the DPW, the Police Department and the Fire Department all did a great job. He then stated they are reviewing some software for the fire department to purchase. He stated the ladder truck is still moving along and he has added the timeline and pictures to social media. He then stated engine 2 was out of service, but has now been repaired. Councilmember Kivell stated the kids love to see the firefighters and the trucks at Pumpkinfest. Chief Thorington stated the firefighters enjoyed Pumpkinfest as well.

POLICE CHIEF REPORT

Chief Sovik thanked Kathy Swan and the committee and volunteers for all their work on Pumpkinfest. He stated the DPW and Jeff Archey did a great job setting up and breaking down everything. Even though everyone was short-handed, they did a great job. He further stated Officer Faught helped with Pumpkinfest as well, they were short some volunteers and he did a great job. He then thanked the Oakland County Sheriff for helping as well. He said it was a great event with great team work. There were a lot of people that attended and everyone enjoyed the event. He also thanked Green Oak Township Police for the use of their golf cart.

UNFINISHED BUSINESS- None

NEW BUSINESS

1. Repair and resurface all the apparatus bay floor in the fire station

Fire Chief Thorington stated the apparatus floors have paint peeling and some cracks and normal wear which needs repair and general maintenance. He stated they are proposing to have the floors ground down, cracks filled, any damage repaired, polished and sealed. He then stated he received 3 bids and Concrete Craft was the lowest at \$21,555.10. Councilmember Hansen asked why such a difference in the bids. Chief Thorington stated it is labor costs.

CM 9-4-22 MOTION TO APPROVE LOW BID

Motion by Kurtzweil, supported by Kivell

Motion to approve the low bid to repair and resurface the fire station apparatus bay floors.

Maintenance/repairs to include being ground down, cracks filled, any damage repaired, and polished by Concrete Craft in the amount of \$21,555.10 from account line item 101-336-972

ROLL CALL VOTE:

Dilg- Yes
 Hansen- Yes
 Kurtzweil- Yes
 Mosier- Yes
 Kivell- Yes
 Kennedy- Yes

MOTION CARRIED UNANIMOUSLY

2. Purchase of two new solar LED flashing crosswalk beacon systems for installation at two crosswalks

Superintendent Varney stated the city has been planning on upgrading two crosswalks with LED flashing systems as was installed last year at Lafayette and Whipple Street. The DPW has obtained a quote and would like to order the materials to install these at the west side crosswalk of Wells St and E Lake St. and north crosswalk on Lafayette and Liberty. Everything is included with the systems with the exception of poles for one at Wells St installation, the devices will be mounted on existing poles. He then stated the other two poles will be purchased for less than \$100.00

CM 9-5-22

MOTION TO APPROVE PURCHASE

Motion by Dilg, supported by Kurtzweil

Motion to approve the purchase of two solar LED flashing crosswalk beacon systems at the delivered cost of \$19,562.25 under account number 202-474-740

ROLL CALL VOTE:

Kivell- Yes
 Mosier- Yes
 Kurtzweil- Yes
 Hansen- Yes
 Dilg- Yes
 Kennedy- Yes

MOTION CARRIED UNANIMOUSLY

BUDGET

Councilmember Dilg asked about the ARPA funds and who is the person that is keeping us from using the funds. Benefit and Finance Administrator Tiernan stated there are 3 individuals that oversee the funds. Some of the larger communities have begun to use their funds, but we are still waiting to see any required reports so we can get an idea of what will be approved and what will not be approved. The larger communities aren't required for certain reporting like we will be, so we cannot see what they are using the funds for. She and the City Manager discussed it with Plante Moran and they stated many of their clients are in the same position we are in. Councilmember Kivell stated it seems we should be able to develop a scheme to have them look at our plans and tell us if it would be approved. Benefit and Finance Administrator Tiernan stated they don't offer that, and they may be removing people in the department by half. She further stated she has reached out for guidance and hasn't heard anything back. She further stated the funds will have to be committed by 2024 and used by 2025.

PUBLIC COMMENT

Carl Richards of 390 Lenox stated we lost an important business, but we gained a new one. He stated Service Works sold for four million dollars. And the new company is Motor City Power wash, and they make the machinery and they will be hiring 70 employees, and they hope to have more next year.

He then stated he was sad to see George Millers house torn down. It was originally the office for the saw mill in 1832-1833.

MANAGER'S REPORT

City Manager Zelenak stated at the October 10th meeting Plante Moran will be joining us for the audit discussion. He then stated City Hall was closed Thursday the 22nd of September while construction was being done on the building. There will be an additional day that city hall will be closed while they are putting up the heating and cooling units. He further stated they will be replacing concrete around the building shortly, and will be adding signage to direct people to use the back entrance. He then stated he met with HRC regarding the upcoming road improvement plan. Councilmember Dilg asked if the complaints that were discussed about Colonial Acres and CVS have been looked into. City Manager Zelenak stated our Ordinance Officer is working on the ones in the city, and some have already been addressed. Councilmember Kurtzweil stated when budget season opens up, she would like everyone to consider hiring a contractor. She stated Mr. Munro's complaints are valid. There was minimal work done near the entrance signs to the city, and of course it was also due to a lack of volunteers. She further stated the DPW manages events and they are in a tough position. She stated she takes care of Paul Baker Park because she knows they don't have the man power or time to do so. Maybe we can put some money aside for a contractor next year to take some pressure off of the DPW. She further stated they are the hardest working guys, and they deal with events, leaves, snow plowing to just name a few. They are in a tough position. Councilmember Kivell stated the DPW is a union, and that could cause some issues with outsourcing part of their work. City Manager Zelenak stated there are certain limitations due to the union contract. Councilmember Hansen suggested we look at putting in outlets and hard lines to remove the look of the electrical cords downtown. Councilmember Kennedy stated he has discussed that with the City Manager. Councilmember Kurtzweil stated she has also spoken with the City Manager and she has looked at their contracts, and she doesn't think it would be an issue.

COUNCIL COMMENT

Councilmember Hansen thanked all the volunteers, sponsors and the committee. Pumpkinfest was a great event. There were a few detractors, but there are also many volunteer positions available. If people are unhappy with it, they should volunteer their time and help. He further stated they are having a German Festival Fundraiser and the event will raise scholarships for kids. The cost is \$40.00 a ticket.

Councilmember Dilg stated as a part of the Pumpkinfest Committee, she thanked the commissioners and all the volunteers. She further stated it is a year long process. She then thanked Elissa Slotkin for judging the pie eating contest and Kelly Breen, the Police Department, Fire Department she thanked everyone that came to the parade. She sent condolences to Diane Roest's family. She then stated Lyon Township neighbors are working hard to get a new library. She also stated that our Attorney Lisa Hamameh is listed as a super lawyer in Crains magazine.

Councilmember Mosier thanked Kathy Swan and all the people on the boards and committees and all the volunteers. She thanked everyone at the DPW which every day is their busy season and it is a thankless job. She also thanked Police, Fire and the Water Department.

Councilmember Kivell stated there were more people that walked in the parade than ever before. It was a great event and a smart idea to focus on the kids with the bounce houses.

Councilmember Kennedy also passed along condolences to the family of Diane Roest, the owner of Diane's Doll house, who passed away on September 17th. Diane was an ardent proponent and supporter of South Lyon and she will be dearly missed. He then wished her husband George, and the rest of her family, comfort during this difficult time. He then congratulated the South Lyon High School Varsity Equestrian Team for finishing in 1st place in the Division A finals and to wish them the best of luck as they move on to the Regionals taking place this weekend at the Shiawassee County Fairgrounds. He then congratulated the Pumpkinfest Committee for another great Pumpkinfest and for not letting the weather dampen their spirits. Working on the committee he was amazed to see how much work and effort goes into planning and managing it. It was a great event and he's glad so many folks came out to enjoy it.

ADJOURNMENT

Motion to adjourn by Kurtzweil

Motion to adjourn at 8:20 p.m.

VOTE:

MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Mayor Pro Tem Kennedy

City Clerk/Treasurer Deaton

10/05/2022 02:17 PM

User: PATRICIA

DB: South Lyon

REVENUE REPORT FOR CITY OF SOUTH LYON

Page: 1/2

PERIOD ENDING 09/30/2022

FINANCIAL REPORT FOR SEPTEMBER 2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE	% BGT
		AMENDED BUDGET	NORMAL	09/30/2022	09/30/2022	MONTH 09/30/2022	INCREASE (DECREASE)	BALANCE	USED
								NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND									
Revenues									
Dept 000.000									
101-000.000-402.000	REAL PROPERTY TAX	5,526,585.00		1,015,109.79		487,957.14		4,511,475.21	18.37
101-000.000-432.000	PAYMENT IN LIEU OF TAXES	0.00		16,817.89		16,817.89		(16,817.89)	100.00
101-000.000-434.000	SOUTH LYON WOODS TAX	1,100.00		732.50		92.00		367.50	66.59
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		22,584.25		11,825.00		79,665.75	22.09
101-000.000-476.000	LICENSES & BUSINESS MISC.	3,000.00		1,095.00		370.00		1,905.00	36.50
101-000.000-490.000	BUILDING PERMITS	405,000.00		154,519.00		44,939.00		250,481.00	38.15
101-000.000-490.100	HEATING & PLUMB. REFG. PERMI	35,000.00		16,225.00		4,163.00		18,775.00	46.36
101-000.000-490.200	ELECTRICAL PERMITS	38,000.00		20,587.50		5,841.00		17,412.50	54.18
101-000.000-491.000	BOARD OF APPEALS	1,500.00		900.00		450.00		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		0.00		0.00		100,000.00	0.00
101-000.000-574.000	STATE SHARED REV.	1,192,780.00		235,244.00		235,244.00		957,536.00	19.72
101-000.000-592.200	OAKLAND TOGETHER CMT COVID FUNDING	0.00		0.00		0.00		0.00	0.00
101-000.000-634.000	GRAVE OPENINGS & FOUNDATIONS	35,000.00		12,065.00		5,880.00		22,935.00	34.47
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		0.00		0.00		150.00	0.00
101-000.000-659.000	LOCAL COURT FINES	15,000.00		2,611.65		1,250.20		12,388.35	17.41
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		21,012.46		7,917.69		(19,812.46)	1,751.04
101-000.000-665.001	INTEREST-TRANS. CEMETERY INTR	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		64.49		22.01		(39.49)	257.96
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		0.00		0.00		60,000.00	0.00
101-000.000-668.000	RENTS & ROYALTIES	0.00		0.00		0.00		0.00	0.00
101-000.000-668.200	RENTS AND ROYALTIES-CABLE	125,000.00		31,383.45		0.00		93,616.55	25.11
101-000.000-671.300	LEASE--ANTENNA	40,000.00		9,124.12		4,562.06		30,875.88	22.81
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		11,208.00		2,775.00		(11,208.00)	100.00
101-000.000-674.751	CONTRIB. FOR PARK BENCHES	0.00		0.00		0.00		0.00	0.00
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		0.00		0.00		5,000.00	0.00
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		20,284.03		12,506.05		24,715.97	45.08

PERIOD ENDING 09/30/2022

FINANCIAL REPORT FOR SEPTEMBER 2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR	AVAILABLE		% BGT
		AMENDED BUDGET	NORMAL (ABNORMAL)	09/30/2022	09/30/2022	MONTH 09/30/2022	NORMAL (ABNORMAL)	BALANCE	
						INCREASE (DECREASE)			USED
Fund 101 - GENERAL FUND									
Revenues									
101-000.000-680.210	WEDDING PROCEEDS	1,950.00		0.00		0.00	1,950.00	0.00	0.00
101-000.000-680.301	POLICE	153,474.00		14,878.41		3,935.00	138,595.59	9.69	9.69
101-000.000-680.336	FIRE MISC.	4,500.00		1,600.00		0.00	2,900.00	35.56	35.56
101-000.000-680.703	PRIOR YEARS TAXES	5,000.00		190.97		190.92	4,809.03	3.82	3.82
101-000.000-682.000	GRANT MONEY	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	10,000.00	0.00	0.00
101-000.000-682.301	GRANT MONIES-FIRE DEPT.	10,000.00		0.00		0.00	10,000.00	0.00	0.00
101-000.000-682.336	GRANT MONIES-CULTURAL ARTS	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		2,238.00		1,248.00	7,762.00	22.38	22.38
101-000.000-687.230	SMART CREDITS	500.00		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
101-000.000-692.300	PROCEEDS FROM DEBT	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
101-000.000-699.209	TRANSFER IN FROM CEMETERY FUN	0.00		0.00		0.00	0.00	0.00	0.00
Total Dept 000.000		8,107,424.00		1,610,475.51		847,985.96	6,496,948.49	19.86	19.86
TOTAL REVENUES		8,107,424.00		1,610,475.51		847,985.96	6,496,948.49	19.86	19.86
Fund 101 - GENERAL FUND:									
TOTAL REVENUES		8,107,424.00		1,610,475.51		847,985.96	6,496,948.49	19.86	19.86

FINANCIAL REPORT FOR SEPTEMBER 2022

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	09/30/2022 NORMAL (ABNORMAL)	09/30/2022 INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE			
Fund 101 - GENERAL FUND									
000.000		0.00	0.00		0.00		0.00	0.00	
222.000	- ADMINISTRATION	1,760,522.00	424,721.62		93,741.82		1,335,800.38	24.12	
301.000	- POLICE	3,279,633.00	708,713.17		240,130.88		2,570,919.83	21.61	
336.000	- FIRE	1,165,896.00	457,904.26		68,202.52		707,991.74	39.27	
346.000	- AMBULANCE	5,680.00	617.41		15.00		5,062.59	10.87	
441.000	- DEPT. OF PUBLIC WORKS	1,056,461.00	239,883.83		80,440.55		816,577.17	22.71	
567.000	- CEMETERY	201,241.00	38,639.97		12,845.24		162,601.03	19.20	
596.000	- SENIOR TRANSPORTATION	90,000.00	7,256.00		0.00		82,744.00	8.06	
751.000	- PARKS AND RECREATION	462,365.00	43,740.62		13,212.86		418,624.38	9.46	
800.000	- CABLE COMMISSION	13,925.00	0.00		0.00		13,925.00	0.00	
802.000	- CULTURAL ARTS	5,200.00	690.95		0.00		4,509.05	13.29	
803.000	- HISTORICAL DEPOT	43,580.00	5,465.40		3,543.76		38,114.60	12.54	
820.000	- VETERANS MEMORIAL PROJECT	7,500.00	0.00		0.00		7,500.00	0.00	
TOTAL EXPENDITURES		8,092,003.00	1,927,633.23		512,132.63		6,164,369.77	23.82	
Fund 101 - GENERAL FUND:									
TOTAL EXPENDITURES		8,092,003.00	1,927,633.23		512,132.63		6,164,369.77	23.82	

FINANCIAL REPORT FOR SEPTEMBER 2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE	% BDGT
		AMENDED BUDGET	NORMAL (ABNORMAL)	09/30/2022	MONTH 09/30/2022	INCREASE (DECREASE)	09/30/2022		
			NORMAL (ABNORMAL)					BALANCE	USED
								NORMAL (ABNORMAL)	
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		1,940.00		940.00	83.21
451.000	- STREET CONSTRUCTION	20,000.00		0.00		0.00		20,000.00	0.00
463.000	- STREET-ROUTINE MAINT.	215,526.00		37,869.12		13,423.85		177,656.88	17.57
474.000	- TRAFFIC SERVICES	50,058.00		3,445.32		2,714.78		46,612.68	6.88
478.000	- SNOW PLOWING	89,410.00		2,310.58		1,547.58		87,099.42	2.58
479.000	- SNOW REMOVAL	10,296.00		191.00		0.00		10,105.00	1.86
485.000	- TRANSFER BETWEEN FUNDS	100,000.00		0.00		0.00		100,000.00	0.00
491.000	- STORM SEWER	10,912.00		2,259.22		160.39		8,652.78	20.70
TOTAL EXPENDITURES		501,802.00		50,735.24		19,786.60		451,066.76	10.11
Fund 202 - MAJOR STREETS:									
TOTAL EXPENDITURES		501,802.00		50,735.24		19,786.60		451,066.76	10.11
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		1,940.00		940.00	83.21
451.000	- STREET CONSTRUCTION	20,000.00		0.00		0.00		20,000.00	0.00
463.000	- STREET-ROUTINE MAINT.	195,715.00		31,967.06		9,197.82		163,747.94	16.33
474.000	- TRAFFIC SERVICES	8,600.00		3,689.66		2,714.78		4,910.34	42.90
478.000	- SNOW PLOWING	81,897.00		1,293.32		833.32		80,603.68	1.58
485.000	- TRANSFER BETWEEN FUNDS	0.00		0.00		0.00		0.00	0.00
491.000	- STORM SEWER	20,544.00		5,582.74		2,957.87		14,961.26	27.17
TOTAL EXPENDITURES		332,356.00		47,192.78		17,643.79		285,163.22	14.20
Fund 203 - LOCAL STREETS:									
TOTAL EXPENDITURES		332,356.00		47,192.78		17,643.79		285,163.22	14.20
TOTAL EXPENDITURES - ALL FUNDS		834,158.00		97,928.02		37,430.39		736,229.98	11.74

PERIOD ENDING 09/30/2022

FINANCIAL REPORT FOR SEPTEMBER 2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET		09/30/2022 NORMAL (ABNORMAL)		MONTH 09/30/2022 INCREASE (DECREASE)		NORMAL (ABNORMAL)	BALANCE	
Fund 592 - WATER & SEWER										
452.000	- WATER & SEWER CONSTRUCTION	940,000.00		168,060.99		0.00		771,939.01		17.88
528.000	- REFUSE COLLECTION	597,300.00		195,277.92		48,924.42		402,022.08		32.69
540.000	- WATER / REPAIR	272,888.00		11,770.40		2,094.59		261,117.60		4.31
550.000	- SEWER / REPAIR	234,527.00		49,519.60		6,246.21		185,007.40		21.11
556.000	- WATER	1,231,043.00		193,088.48		59,899.38		1,037,954.52		15.68
557.000	- WASTEWATER	3,524,866.00		289,574.27		97,579.06		3,235,291.73		8.22
TOTAL EXPENDITURES		6,800,624.00		907,291.66		214,743.66		5,893,332.34		13.34
Fund 592 - WATER & SEWER:										
TOTAL EXPENDITURES		6,800,624.00		907,291.66		214,743.66		5,893,332.34		13.34

INVOICE GL DISTRIBUTION REPORT FOR CITY OF SOUTH LYON
EXP CHECK RUN DATES 10/10/2022 - 10/10/2022
JOURNALIZED
OPEN

CHECKS TO BE APPROVED ON 10/10/2022

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 301.000 POLICE							
101-301.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	WIPERS - VEHICLE 261	8195225555592	10/10/22	26.78	
101-301.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	BATTERY AND CORE	8195226261546	10/10/22	133.99	
101-301.000-863.000	VEHICLE MAINTENANCE	CYNERGY PRODUCTS	MOVE ELECTRICAL EQUIPMENT VEHICLE	36386	10/10/22	212.50	
101-301.000-863.000	VEHICLE MAINTENANCE	GREEN OAK TIRE, INC.	TIRES (4)	1-130446	10/10/22	766.32	
101-301.000-863.000	VEHICLE MAINTENANCE	GREEN OAK TIRE, INC.	TIRES (4)	1-131264	10/10/22	766.32	
101-301.000-863.000	VEHICLE MAINTENANCE	LAWSON PRODUCTS	FLOOR BOARDS & SCREW ASST, ROPE CL	9309937662	10/10/22	218.88	
101-301.000-931.000	BUILDING MAINTENANCE	NOVI FENCE LLC	BLDG MODIFICATION TO ACCOMODATE EV	2209263	10/10/22	1,998.00	
101-301.000-977.000	EQUIPMENT	ADVANCE AUTO PARTS	TIRE GAUGE	8195225531163	10/10/22	5.94	
		Total For Dept 301.000 POLICE				4,128.73	
Dept 336.000 FIRE							
101-336.000-721.000	UNIFORMS & CLEANING ALLO	SUPERIOR TOWNSHIP FIR	FIRST DRAW 10% GRANT MATCH - FEMA	2022-044	10/10/22	885.45	
101-336.000-740.000	OPERATING EXPENSE	BOUND TREE MEDICAL, L	SAM CHEST SEAL COMBO PACK (4)	84671379	10/10/22	111.96	
101-336.000-740.000	OPERATING EXPENSE	BOUND TREE MEDICAL, L	SAM CHEST SEAL (4), LANCETS	84673262	10/10/22	106.19	
101-336.000-740.000	OPERATING EXPENSE	BOUND TREE MEDICAL, L	CALIBRATION TESTER FOR SURETEMP, H	84683033	10/10/22	825.49	
101-336.000-863.000	VEHICLE MAINTENANCE	LAWSON PRODUCTS	FLOOR BOARDS & SCREW ASST, ROPE CL	9309937662	10/10/22	164.16	
101-336.000-931.000	BUILDING MAINTENANCE	ANN ARBOR DOOR SYSTEM	GARAGE DOOR REPAIR	26916465	10/10/22	645.00	
101-336.000-972.000	CAPITAL IMPROVEMENTS	TRANS-TEK TRANSPORT,	2IALS FOR FIRE/BURN LOT	13090	10/10/22	1,044.78	
		Total For Dept 336.000 FIRE				3,783.03	
Dept 441.000 DEPT. OF PUBLIC WORKS							
101-441.000-740.000	OPERATING EXPENSE	LINDE GAS & EQUIPMENT	CYLINDER RENTAL	31365938	10/10/22	122.76	
101-441.000-740.000	OPERATING EXPENSE	QUALITY FIRST AID & S	TOILET TISSUE, SOAP DISPENSER, HAN	73376	10/10/22	245.96	
101-441.000-740.000	OPERATING EXPENSE	QUALITY FIRST AID & S	LENS WIPES (2), COLD PACK (3), SAF	BF-005562	10/10/22	270.38	
101-441.000-860.000	GAS & OIL	CORRIGAN OIL CO, NO.	GAS & DIESEL 8/18/22 - 9/7/22	7612181-IN	10/10/22	2,107.71	
101-441.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	DISTRIBUTOR CAP	8195225849560	10/10/22	28.04	
101-441.000-863.000	VEHICLE MAINTENANCE	CAPITAL ONE TRADE CRE	GREASE HOSE	50476124	10/10/22	14.99	
101-441.000-863.000	VEHICLE MAINTENANCE	EXOTIC AUTOMATION AND	HOSE ASSEMBLY	I1340895	10/10/22	605.58	
101-441.000-863.000	VEHICLE MAINTENANCE	KNAPHEIDE TRUCK EQUIP	TARP SYSTEM	1117974	10/10/22	2,077.56	
101-441.000-863.000	VEHICLE MAINTENANCE	LAWSON PRODUCTS	FLOOR BOARDS & SCREW ASST, ROPE CL	9309937662	10/10/22	601.93	
101-441.000-863.000	VEHICLE MAINTENANCE	WEINGARTZ	DISCHARGE CHUTE, OPERATOR CONTROL	20460319-00	10/10/22	713.13	
101-441.000-863.000	BUILDING MAINTENANCE	ADVANCED SAFE & LOCK	WORK DONE ON MAIN ENTRANCE DOOR AT	E35252	10/10/22	316.00	
101-441.000-974.000	LAND IMPROVEMENTS	ALL AMERICAN TREE SER	STUMP GRINDING, LIMB AND TREE REMO	9103	10/10/22	3,500.00	
		Total For Dept 441.000 DEPT. OF PUBLIC WORKS				10,604.04	
Dept 567.000 CEMETERY							
101-567.000-740.000	OPERATING EXPENSE	HUTSON, INC.	V-BELT	9669225	10/10/22	92.75	
101-567.000-740.000	OPERATING EXPENSE	LAWSON PRODUCTS	FLOOR BOARDS & SCREW ASST, ROPE CL	9309937662	10/10/22	136.80	
101-567.000-740.000	OPERATING EXPENSE	STONE DEPOT LANDSCAPE	TOP SOIL (6)	070189	10/10/22	159.70	
101-567.000-977.000	EQUIPMENT	DEERE & COMPANY	X350 SELET SERIES TRACTOR 48 IN	117391536	10/10/22	2,855.16	
		Total For Dept 567.000 CEMETERY				3,240.41	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF SOUTH LYON
EXP CHECK RUN DATES 10/10/2022 - 10/10/2022
JOURNALIZED
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Page: 2/5

CHECKS TO BE APPROVED ON 10/10/2022

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 751.000 PARKS AND RECREATION							
101-751.000-801.000 PROFESSIONAL SERVICE		JOHN'S SANITATION	PORTA JOHNS AND HAND SANITIZER 8/1	I8062, I8063	10/10/22	435.00	
101-751.000-930.000 REPAIR MAINTENANCE		STONE DEPOT LANDSCAPE	TOP SOIL (2)	93367	10/10/22	51.90	
			Total For Dept 751.000 PARKS AND RECREATION			486.90	
			Total For Fund 101 GENERAL FUND			22,243.11	
Fund 202 MAJOR STREETS							
Dept 474.000 TRAFFIC SERVICES							
202-474.000-924.000 TRAFFIC LIGHTS		ROAD COMMISSION FOR O	TRAFFIC SIGNAL MAINT. AUG 2022	4289	10/10/22	667.56	
			Total For Dept 474.000 TRAFFIC SERVICES			667.56	
Dept 478.000 SNOW PLOWING							
202-478.000-740.000 OPERATING EXPENSE		DETROIT SALT COMPANY	ROAD SALT (51.77)	S122-16392	10/10/22	1,547.58	
			Total For Dept 478.000 SNOW PLOWING			1,547.58	
			Total For Fund 202 MAJOR STREETS			2,215.14	
Fund 203 LOCAL STREETS							
Dept 478.000 SNOW PLOWING							
203-478.000-740.000 OPERATING EXPENSE		DETROIT SALT COMPANY	ROAD SALT (51.77)	S122-16392	10/10/22	833.32	
			Total For Dept 478.000 SNOW PLOWING			833.32	
Dept 491.000 STORM SEWER							
203-491.000-740.000 OPERATING EXPENSE		EJ USA, INC.	PARTS FOR CATCH BASIN	110220065798	10/10/22	1,159.03	
203-491.000-740.000 OPERATING EXPENSE		PATRIOT READY-MIX LLC	CONCRETE (4.5) FOR CATCH BASINS	2348	10/10/22	913.50	
			Total For Dept 491.000 STORM SEWER			2,072.53	
			Total For Fund 203 LOCAL STREETS			2,905.85	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 000.000							
248-000.000-740.200 SEASONAL IMPROVEMENTS		JOHN'S SANITATION	PORTA JOHNS FARMERS MARKET	I8237	10/10/22	105.00	
			Total For Dept 000.000			105.00	
			Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY			105.00	
Fund 401 CAPITAL IMPROVEMENTS							
Dept 451.000 STREET CONSTRUCTION							
401-451.000-802.190 SAFE ROUTES TO SCHOOL		ROAD COMMISSION FOR O	INSTALL PEDESTRIAN SIGNALS AT PONT	102265	10/10/22	8,497.86	
			Total For Dept 451.000 STREET CONSTRUCTION			8,497.86	
			Total For Fund 401 CAPITAL IMPROVEMENTS			8,497.86	

CHECKS TO BE APPROVED ON 10/10/2022

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 592 WATER & SEWER							
Dept 540.000 WATER / REPAIR							
592-540.000-956.000	MISCELLANEOUS EXPENSE	ETNA SUPPLY	METER BOX KEY, 2-HOLE LID FOR STOP	S104724818.001	10/10/22	133.00	
			Total For Dept 540.000 WATER / REPAIR			133.00	
Dept 550.000 SEWER / REPAIR							
592-550.000-801.000	PROFESSIONAL SERVICE	PIPETEK INFRASTRUCTUR	SANITARY SEWER EVALUATION STUDY (P	U220514-01	10/10/22	1,434.56	
592-550.000-801.000	PROFESSIONAL SERVICE	PIPETEK INFRASTRUCTUR	SANITARY SEWER EVALUATION STUDY (P	U220515-01	10/10/22	1,306.87	
592-550.000-930.000	REPAIR MAINTENANCE	PATRIOT READY-MIX LLC	4000 PSI LIMESTONE (2) FOR SEWER R	2663	10/10/22	416.00	
			Total For Dept 550.000 SEWER / REPAIR			3,157.43	
Dept 556.000 WATER							
592-556.000-740.000	OPERATING EXPENSE	BULLET DISTRIBUTORS	SUPPLIES FOR LOADER: HYBRID CERAMI	28392	10/10/22	37.57	
592-556.000-740.000	OPERATING EXPENSE	BULLET DISTRIBUTORS	SUPPLIES FOR LOADER: MYSTIC CLAY	28388	10/10/22	17.01	
592-556.000-740.000	OPERATING EXPENSE	ELHORN ENGINEERING CO	LIQUIFIED AQUADENE 30 GAL. (10), F	294102	10/10/22	5,890.00	
592-556.000-740.000	OPERATING EXPENSE	PARAGON LABORATORIES,	WATER ANALYSIS	43488-231231	10/10/22	75.00	
592-556.000-740.000	OPERATING EXPENSE	PARAGON LABORATORIES,	WATER ANALYSIS (2 LEAD & COPPER)	43488-231339	10/10/22	75.00	
592-556.000-740.000	OPERATING EXPENSE	PARAGON LABORATORIES,	WATER ANALYSIS	43488-231470	10/10/22	785.00	
592-556.000-740.000	OPERATING EXPENSE	PARAGON LABORATORIES,	WATER ANALYSIS	43488-231510	10/10/22	840.00	
592-556.000-740.000	OPERATING EXPENSE	QUALITY FIRST AID & S	FIRST AID SUPPLIES AND GLOVES	BF-005561	10/10/22	457.84	
592-556.000-740.000	OPERATING EXPENSE	STONE DEPOT LANDSCAPE	PEA PEBBLE & LIMESTONE FOR DRYING	071810	10/10/22	378.00	
592-556.000-740.000	OPERATING EXPENSE	USA BLUE BOOK	HYDROFLUORSILIC ACID & CHLORINE FU	119363	10/10/22	134.74	
592-556.000-860.000	GAS & OIL	CORRIGAN OIL CO, NO.	GAS & DIESEL 8/18/22 - 9/7/22	7612181-IN	10/10/22	2,776.64	
592-556.000-863.000	VEHICLE MAINTENANCE	COOK AUTOMOTIVE	SUSPENSION REPAIR 2015 FORD F250	47786	10/10/22	778.69	
592-556.000-863.000	VEHICLE MAINTENANCE	LAWSON PRODUCTS	FLOOR BOARDS & SCREW ASST, ROPE CL	9309937662	10/10/22	246.24	
592-556.000-931.000	BUILDING MAINTENANCE	OVERHEAD DOOR CO OF W	REPAIR TO THE CHEMICAL DOOR	113034	10/10/22	416.50	
592-556.000-931.000	BUILDING MAINTENANCE	SHERWIN-WILLIAMS	PAINT FOR WATER PLANT	8647-3	10/10/22	289.05	
592-556.000-931.000	BUILDING MAINTENANCE	SHERWIN-WILLIAMS	PAINT FOR WATER PLANT	080220705Q70189	10/10/22	299.05	
592-556.000-962.000	MISCELLANEOUS EXPENSE	COMPLETE BATTERY SOUR	BACKUP BATTERY FOR SCADA EQUIPMENT	407091BRI	10/10/22	109.50	
			Total For Dept 556.000 WATER			13,605.83	
Dept 557.000 WASTEWATER							
592-557.000-740.000	OPERATING EXPENSE	BULLET DISTRIBUTORS	SUPPLIES FOR LOADER: HYBRID CERAMI	28392	10/10/22	37.56	
592-557.000-740.000	OPERATING EXPENSE	BULLET DISTRIBUTORS	SUPPLIES FOR LOADER: MYSTIC CLAY	28388	10/10/22	17.01	
592-557.000-740.000	OPERATING EXPENSE	CHEMTRADE CHEMICALS U	ALUM SULFATE LIQ STD BULK (11.47)	93415081	10/10/22	5,173.86	
592-557.000-740.000	OPERATING EXPENSE	DUBOIS CHEMICALS INC	POLYMER 55G DRUM (5)	IN-30031819	10/10/22	6,906.34	
592-557.000-740.000	OPERATING EXPENSE	LINDE GAS & EQUIPMENT	CYLINDER RENTAL	31365938	10/10/22	40.92	
592-557.000-740.000	OPERATING EXPENSE	QUALITY FIRST AID & S	FIRST AID SUPPLIES AND GLOVES	BF-005561	10/10/22	457.83	
592-557.000-740.000	OPERATING EXPENSE	STONE DEPOT LANDSCAPE	PEA PEBBLE & LIMESTONE FOR DRYING	071810	10/10/22	614.20	
592-557.000-931.000	BUILDING MAINTENANCE	C.E.S.	TIME MARK 3-PHASE MONITOR	WB2/280974	10/10/22	299.90	
592-557.000-931.000	BUILDING MAINTENANCE	ETNA SUPPLY	PARTS FOR BUILDING REPAIR	S104531250.001	10/10/22	1,203.55	
592-557.000-931.000	BUILDING MAINTENANCE	HECO, INC.	REPAIR WORK DONE ON RAW SEWAGE PUM	00009255	10/10/22	1,140.80	
592-557.000-931.000	BUILDING MAINTENANCE	MCAUGHTON-MCKAY	CONTRACTOR OVERLOAD RELAY FOR SCRE	22755918-00	10/10/22	242.38	

CHECKS TO BE APPROVED ON 10/10/2022

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 592 WATER & SEWER							
Dept 557.000 WASTEWATER							
592-557.000-931.000	BUILDING MAINTENANCE	OVERHEAD DOOR CO OF W	REPAIR OF GARAGE DOOR	112975	10/10/22	242.50	
592-557.000-931.000	BUILDING MAINTENANCE	SHERWIN-WILLIAMS	PAINT FOR WATER PLANT	8177-1	10/10/22	357.01	
592-557.000-931.000	BUILDING MAINTENANCE	USA BLUE BOOK	LEOD PROBE & REPLACEMENT CAP	113526	10/10/22	1,616.00	
592-557.000-931.000	BUILDING MAINTENANCE	SUNCOAST LEARNING SYS	WW CLASS (DEANNA BLANKSTROM)	103297	10/10/22	275.00	
592-557.000-957.000	EDUCATION & TRAINING	COMPLETE BATTERY SOUR	BACKUP BATTERY FOR SCADA EQUIPMENT	407091BRI	10/10/22	109.50	
592-557.000-962.000	MISCELLANEOUS EXPENSE	FERGUSON ENTERPRISES	CHECK VALVE FOR BLOWER	6574314	10/10/22	2,015.00	
592-557.000-972.000	CAPITAL IMPROVEMENTS	KERR PUMP AND SUPPLY,	CONTROL PANEL PRESSURE LOCKOUT CON	INV216268	10/10/22	2,728.00	
592-557.000-972.000	CAPITAL IMPROVEMENTS						
		Total For Dept 557.000 WASTEWATER				23,477.36	
		Total For Fund 592 WATER & SEWER				40,373.62	

GL Number	GL Desc	Vendor	CHECKS TO BE APPROVED ON 10/10/2022	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund Totals:								
				Fund 101 GENERAL FUND			22,243.11	
				Fund 202 MAJOR STREETS			2,215.14	
				Fund 203 LOCAL STREETS			2,905.85	
				Fund 248 DOWNTOWN DEVELOPMENT AUTHOR			105.00	
				Fund 401 CAPITAL IMPROVEMENTS			8,497.86	
				Fund 592 WATER & SEWER			40,373.62	
Total For All Funds:							76,340.58	

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						
09/15/2022	85631	4780	ABSOPURE WATER COMPANY	WATER	32.00	Cleared
09/15/2022	85632	4780	ABSOPURE WATER COMPANY	WATER	32.00	Cleared
09/15/2022	85633	4780	ALLIE BROTHERS	OFFICER COLLAR BRASS	232.50	Cleared
09/15/2022	85634	4295	AMAZON CAPITAL SERVICES	OFFICE CHAIRS	2,079.77	Cleared
09/15/2022	85635	4914	ARBOR MULTIFAMILY LENDING, LLC	REFUND OF TAX OVERPAYMENT PARCEL ID 8	3,032.28	Cleared
09/15/2022	85636	0059	CITY OF NOVI TREASURER	POLICE AND FIRE DISPATCH SERVICES 7/1	37,852.75	Cleared
09/15/2022	85637	4642	COMCAST	PHONE CHARGES FOR AUGUST 2022	920.54	Cleared
09/15/2022	85638	3165	CONSUMERS ENERGY	GAS SERVICE THROUGH 8/30/22 VARIOUS L	313.28	Cleared
09/15/2022	85639	3165	CONSUMERS ENERGY	GAS SERVICE 215 WHIPPLE ST GENERATOR	15.00	Cleared
09/15/2022	85640	3165	CONSUMERS ENERGY	GAS SERVICE 215 WHIPPLE ST 8/2/22 - 8	112.38	Cleared
09/15/2022	85641	4189	DANIEL PELCHAT	REIMBURSEMENT FOR REGISTRATION & HOTE	569.58	Cleared
09/15/2022	85642	0584	DTE ENERGY	ELECTRIC SERVICE 7/30/22 - 8/30/22 VA	537.57	Cleared
09/15/2022	85643	0584	DTE ENERGY	STREETLIGHTS SERVICE PERIOD 8/1/22 -	8,216.37	Cleared
09/15/2022	85644	4334	MICHAEL EHRESMAN	COUNCIL RECORDING 9/12/2022	75.00	Open
09/15/2022	85645	3455	EMPLOYEE HEALTH INSURANCE MGMT	AUGUST 2022 ADMINISTRATIVE & MEDICAL	851.00	Cleared
09/15/2022	85646	3455	EMPLOYEE HEALTH INSURANCE MGMT	AUGUST 2022 CLAIMS FUNDING	5,263.72	Cleared
09/15/2022	85647	4916	ESTATE OF CHARLES BEACH PULLUM	SANITARY SEWER SYSTEM EASEMENT	9,525.00	Open
09/15/2022	85648	4431	GREATSTAFF SOLUTIONS, LLC	TEMPORARY STAFFING SERVICES FOR CLERK	990.00	Cleared
09/15/2022	85649	4094	HR MANAGEMENT GROUP, INC.	BACKGROUND SCREENINGS FOR DPW ADMINIS	263.00	Cleared
09/15/2022	85650	4666	INTEGRATED BEHAVIORAL HEALTH	EAP PREMIUMS FOR THE MONTHS OF SEPT,	123.00	Cleared
09/15/2022	85651	4743	KOSIN'S GLASS	DESKTOP GLASS REPAIR/REPLACE	334.00	Open
09/15/2022	85652	4026	LB OFFICE PRODUCTS	PAPER CLIPS, 11" LETTERMARK	63.68	Cleared
09/15/2022	85653	1509	MARTIN'S DO IT BEST	AUGUST 2022 STATEMENT	877.28	Cleared
09/15/2022	85654	1034	OAKLAND COUNTY TREASURER	SOUTH LYON WOODS TRAILER PARK TAX AUG	460.00	Cleared
09/15/2022	85655	0462	PETER'S TRUE VALUE HARDWARE	AUGUST 2022 STATEMENT	1,982.14	Cleared
09/15/2022	85656	1555	PURCHASE POWER	POSTAGE METER REFILL	445.00	Cleared
09/15/2022	85657	2507	R.R.R.A.S.O.C.	AUG. HAZARDOUS WASTE EVENT	291.00	Cleared
09/15/2022	85658	4915	KEVIN ROEST	SUMMER TAX REFUND PARCEL ID 21-30-226	2,590.65	Cleared
09/15/2022	85659	5554	SALEM-SOUTH LYON DISTRICT	TAX DISBURSEMENT/TAXES DUE TO LIBRARY	36,294.34	Open
09/15/2022	85660	0461	SOUTH LYON COMMUNITY SCHOOLS	TAX DISBURSEMENT/TAXES DUE TO SCHOOLS	376,499.76	Cleared
09/15/2022	85661	3984	WOW! BUSINESS	PHONE AND INTERNET SERVICE 8/27/22 -	197.59	Cleared
09/15/2022	85662	3984	WOW! BUSINESS	CABLE TV SERVICE 9/6/22 - 10/5/22	54.97	Cleared
09/15/2022	85663	3984	WOW! BUSINESS	PARK SECURITY 9/1/22 - 9/30/22	66.00	Cleared
09/21/2022	85664	4780	ABSOPURE WATER COMPANY	WATER	77.50	Open
09/21/2022	85665	4780	ABSOPURE WATER COMPANY	WATER	25.50	Cleared
09/21/2022	85666	4295	AMAZON CAPITAL SERVICES	MICROWAVE	200.01	Cleared
09/21/2022	85667	3740	CORY ARMSTRONG	TUITION REIMBURSEMENT	165.50	Open
09/21/2022	85668	3602	BLUE CROSS BLUE SHIELD OF MICH	INSURANCE PREMIUMS OCTOBER 2022	42,539.70	Cleared
09/21/2022	85669	3602	BLUE CROSS BLUE SHIELD OF MICH	RETIREE HEALTH INSURANCE PREMIUMS OCT	2,306.68	Cleared
09/21/2022	85670	5284	BUSCH'S	WATER, COFFEE, ZIPLOC BAGS, HAND SANI	155.03	Open
09/21/2022	85671	3749	KRISPEN S. CARROLL	PAYROLL DEDUCTION CASE #17-57623-PJS	88.80	Cleared
09/21/2022	85672	4315	COMMUNICATIONS TECHNOLOGIES, INC.	MONTHLY PHONE MAINT. 9/20/22 - 10/19/	85.00	Cleared
09/21/2022	85673	5430	DANIEL GEHRINGER	REIMBURSEMENT FOR MEDICAL TESTING	60.00	Open
09/21/2022	85674	4122	GFL ENVIRONMENTAL USA	DUMPSTER & RECYCLING 10/1/22 - 10/31/	1,338.26	Cleared
09/21/2022	85675	4431	GREATSTAFF SOLUTIONS, LLC	TEMPORARY STAFFING FOR CLERK'S OFFICE	1,237.50	Cleared

CHECK REGISTER FOR CITY OF SOUTH LYON
CHECK DATE FROM 09/15/2022 - 10/06/2022

Check Date	Check	Vendor	Vendor Name	Description	Amount	Status
09/21/2022	85676	4410	GUARDIAN	OCTOBER 2022 INSURANCE PREMIUM	10,190.41	Cleared
09/21/2022	85677	4568	HOME DEPOT CREDIT SERVICES	STATEMENT ENDING 9/13/2022	504.90	Cleared
09/21/2022	85678	0557	INTL UNION OF OPERATING ENG	MONTHLY DUES FOR SEPTEMBER 2022	127.50	Cleared
09/21/2022	85679	4026	LB OFFICE PRODUCTS	OFFICE SUPPLIES	550.32	Cleared
09/21/2022	85680	9834	WOODROW MATNEY	CUSTODIAL SERVICES FOR DEPOT 48 HRS.	684.00	Cleared
09/21/2022	85681	4888	FRANCESCA MENSAH	PAYROLL DEDUCTION PPE 9/20/2022 CASE	226.61	Cleared
09/21/2022	85682	4087	MICHIGAN POLICE TRAINING	CMV OFFICER UPDATE & OOS CLASS - WALT	375.00	Open
09/21/2022	85683	0470	MISDU	PAYROLL DEDUCTION REMITTANCE ID #9136	441.26	Cleared
09/21/2022	85684	4317	NEC FINANCIAL SERVICES, LLC	OCT. BILLING WW & DPW PHONE SYSTEM	177.81	Cleared
09/21/2022	85685	3955	ROSATI, SCHULTZ, JOPPICH	FOR DDA PROFESSIONAL SERVICES RENDERED	9,199.25	Cleared
09/21/2022	85686	5554	SALEM-SOUTH LYON DISTRICT	TAX DISBURSEMENT/TAXES DUE TO LIBRARY	87,990.48	Cleared
09/21/2022	85687	0461	SOUTH LYON COMMUNITY SCHOOLS	TAX DISBURSEMENT/TAXES DUE TO SCHOOLS	894,743.93	Cleared
09/21/2022	85688	3456	SWANK MOTION PICTURES, INC.	MOVIES IN THE PARK SEPT 16 GHOSTBUSTE	495.00	Cleared
09/21/2022	85689	0062	VANTAGEPOINT TRANSFERS	PLAN #301149 457 TRANSFER FOR PPE 09/	3,560.62	Cleared
09/21/2022	85690	2770	VICTORY LANE	VEHICLE 232 OIL CHANGES	155.45	Cleared
09/21/2022	85691	3984	WOW! BUSINESS	CABLE, INTERNET AND PHONE SERVICE 9/6	312.00	Cleared
09/29/2022	85692	4780	ABSOPURE WATER COMPANY	(4) ABSOPURE 5 GAL SPRING WATER	32.00	Open
09/29/2022	85693	4295	AMAZON CAPITAL SERVICES	LAMP AND SMALL TABLES	313.88	Open
09/29/2022	85694	4925	ASSURED TITLE AGENCY LLC	REFUND OF OVERPAYMENT OF SUMMER TAX P	44.03	Open
09/29/2022	85695	4642	COMCAST	ETHERNET INTERNET SERVICE PERIOD 9/15	1,500.00	Open
09/29/2022	85696	4923	CONCRETE CRAFT OF ANN ARBOR	APPARATUS FLOORS 50% DEPOSIT	10,777.55	Cleared
09/29/2022	85697	3165	CONSUMERS ENERGY	23500 DIXBORO SERVICE PERIOD 08/19/22	302.16	Open
09/29/2022	85698	4846	CUMMINS SALES AND SERVICE	YEAR 5 OF 5 GENERATOR MAINTENANCE	605.11	Open
09/29/2022	85699	0962	D & G NATURES WAY LAWN CARE	LAWN CARE SERVICE	124.80	Open
09/29/2022	85700	4189	DANIEL PELCHAT	MONTHLY COUNCIL PAY - SEPTEMBER 2022	220.00	Open
09/29/2022	85701	0584	DTE ENERGY	300 DOROTHY ST. SERVICE PERIOD 8/23/2	122.97	Open
09/29/2022	85702	0584	DTE ENERGY	250 DOROTHY ST. SERVICE PERIOD 08/23/	80.61	Open
09/29/2022	85703	0584	DTE ENERGY	200 DOROTHY SERVICE PERIOD 8/18/2022-	22.80	Open
09/29/2022	85704	4334	MICHAEL EHRESMAN	COUNCIL MEETING RECORDING	75.00	Open
09/29/2022	85705	4122	GFL ENVIRONMENTAL USA	DUMPSTER & RECYCLING OCT-22	48,924.42	Open
09/29/2022	85706	4431	GREATSTAFF SOLUTIONS, LLC	TEMPORARY STAFFING SERVICES FOR CLERK	1,237.50	Open
09/29/2022	85707	4768	ALEX HANSEN	MONTHLY COUNCIL PAY - SEPTEMBER 2022	180.00	Open
09/29/2022	85708	2586	GLENN KIVELL	MONTHLY COUNCIL PAY - SEPTEMBER 2022	180.00	Open
09/29/2022	85709	6114	MARGARET KURTZWELL	MONTHLY COUNCIL PAY - SEPTEMBER 2022	180.00	Open
09/29/2022	85710	4026	LB OFFICE PRODUCTS	CLIPBOARD, PROTECTOR	204.06	Open
09/29/2022	85711	4395	LISA DILG	MONTHLY COUNCIL PAY - SEPTEMBER 2022	180.00	Open
09/29/2022	85712	4283	MARY LOUISE KORR	18.5 HRS. @ \$12/HR. FOR ELECTION 8/2/	222.00	Cleared
09/29/2022	85713	4518	MI-AWWA PAYMENT PROCESSING	FALL REGIONAL MEETING (RON BEASON)	180.00	Open
09/29/2022	85714	0436	LORI MOSTER	MONTHLY COUNCIL PAY - SEPTEMBER 2022	180.00	Open
09/29/2022	85715	1034	OAKLAND COUNTY TREASURERS	BALLOTS - FOLDING, ELECTION CODING/PR	492.00	Open
09/29/2022	85716	0462	PETER'S TRUE VALUE HARDWARE	BATTERY	4.99	Open
09/29/2022	85717	0216	PLANTE & MORAN, PLLC	FINAL BILL FOR SERVICES RENDERED FOR	27,600.00	Open
09/29/2022	85718	4719	PNC BANK	STATEMENT ENDING 9/18/22	3,382.12	Open
09/29/2022	85719	2562	POSTMASTER	POSTAGE FOR OCTOBER 2022 WATER BILLS	1,500.40	Open
09/29/2022	85720	9065	ASCENSION MICHIGAN EMPLOYER SOL.	DOT PHYSICAL EXAM - JEFFREY ARCHER	88.00	Open
09/29/2022	85721	6090	SNIP/TUCK LLC	DEPOSIT FOR LEAF CHUTE BAGS	824.64	Open
09/29/2022	85722	4207	STEPHEN KENNEDY	MONTHLY COUNCIL PAY - SEPTEMBER 2022	180.00	Open
09/29/2022	85723	3675	TOSHIBA FINANCIAL SERVICES	SERVICE PERIOD 9/15/2022 TO 10/15/202	1,454.67	Open

Check Date	Check	Vendor	Vendor Name	Description	Amount	Status
09/29/2022	85724	3675	TOSHIBA FINANCIAL SERVICES	COPIER CONTRACT 9/15/22 - 10/15/22	118.32	Open
09/29/2022	85725	3984	WOW! BUSINESS	300 DOROTHY SERVICE PERIOD 09/18/2022	141.23	Open
10/05/2022	85726	0561	A.F.S.C.M.E. COUNCIL 25	PAYROLL DEDUCTION UNION DUES OCTOBER	680.00	Open
10/05/2022	85727	4068	AT&T	PHONE LINES NOVI PD AUG 23 - SEPT 22	531.31	Open
10/05/2022	85728	0300	BADGER METER INC.	LTE & MBL HOSTING SERVICE SEPTEMBER 2	1,557.40	Open
10/05/2022	85729	11073	BS & A SOFTWARE	GOVERNMENTAL ACCOUNTING WEBINAR - MAR	150.00	Open
10/05/2022	85730	3749	KRISPEN S. CARROLL	PAYROLL DEDUCTION CASE # 17-57623-PJS	88.80	Open
10/05/2022	85731	0058	CITY OF SOUTH LYON	OCTOBER 2022 WATER BILL 214 W LAKE AN	182.80	Open
10/05/2022	85732	4741	COMCAST	PHONE SERVICE CHARGES 9/27/22 - 10/26	85.03	Open
10/05/2022	85733	3165	CONSUMERS ENERGY	GAS SERVICE 8/26/22 - 9/26/22 MULTIPLE	86.54	Open
10/05/2022	85734	6012	CORELOGIC CENTRALIZED REFUNDS	REFUND OF TAX OVERPAYMENTS - MULTIPLE	76,348.68	Open
10/05/2022	85735	0584	DTE ENERGY	ELECTRIC SERVICE 214 W LAKE AND 219 W	759.42	Open
10/05/2022	85736	0584	DTE ENERGY	ELECTRIC SERVICE 8/23/22 - 9/22/22 VA	182.04	Open
10/05/2022	85737	0584	DTE ENERGY	ELECTRIC SERVICE 8/23/22 - 9/22/22 MU	1,940.29	Open
10/05/2022	85738	0584	DTE ENERGY	ELECTRIC SERVICE 8/25/22 - 9/26/22 37	28,164.76	Open
10/05/2022	85739	1139	EJ USA, INC.	(100) FIRE HYDRANT CAPS WITH RELIEF V	12,175.00	Open
10/05/2022	85740	4431	GRAYSTAFF SOLUTIONS, LLC	TEMPORARY STAFFING SERVICES AT CLERK'	1,237.50	Open
10/05/2022	85741	4319	JAKE JACOBS	TUITION REIMBURSEMENT	1,650.00	Open
10/05/2022	85742	1360	LERETA LLC	REFUND TAX OVERPAYMENT - MULTIPLE PAR	7,093.99	Open
10/05/2022	85743	1509	MARTIN'S DO IT BEST	NUTS AND BOLTS	318.64	Open
10/05/2022	85744	4888	FRANCESCA MENSAH	PAYROLL DEDUCTION PPE 10/4/2022 CASE	281.18	Open
10/05/2022	85745	0470	MISDU	PAYROLL DEDUCTION ID 913616706	150.00	Open
10/05/2022	85746	0470	MISDU	PAYROLL DEDUCTION ID 912962522	291.26	Open
10/05/2022	85747	7743	MML WORKERS' COMPENSATION FUND	PAYROLL AUDIT INCREASE FOR POLICY PRE	10,678.00	Open
10/05/2022	85748	5141	POLICE OFFICERS ASSOC. OF MICHIGAN	PAYROLL DEDUCTION UNION DUES OCTOBER	602.72	Open
10/05/2022	85749	0559	POLICE OFFICERS LABOR COUNCIL	PAYROLL DEDUCTION UNION DUES OCTOBER	301.50	Open
10/05/2022	85750	9065	ASCENSION MICHIGAN EMPLOYER SOL.	NIDA AND CHAIN OF CUSTODY SCREENINGS	103.00	Open
10/05/2022	85751	5554	SALEM-SOUTH LYON DISTRICT	TAX DISBURSEMENT/TAXES DUE TO LIBRARY	415,584.82	Open
10/05/2022	85752	4921	JON SOAVE	REIMBURSEMENT FOR EMT LICENSE RENEWAL	25.00	Open
10/05/2022	85753	0461	SOUTH LYON COMMUNITY SCHOOLS	TAX DISBURSEMENT/TAXES DUE TO SCHOOLS	2,366,390.54	Open
10/05/2022	85754	3675	TOSHIBA FINANCIAL SERVICES	COPIER CONTRACT 9/16/2022 - 10/16/202	96.97	Open
10/05/2022	85755	4519	TRUGREEN PROCESSING CENTER	LAWN SERVICE AT VOLUNTEER PARK	974.04	Open
10/05/2022	85756	0062	VANTAGEPOINT TRANSFERS	ICMA 457 PLAN # 301149 PAYROLL DED. 1	3,274.32	Open
10/05/2022	85757	3984	WOW! BUSINESS	PHONE AND INTERNET SERVICE 9/27/22 -	197.59	Open

01. TOTALS:

Total of 127 Checks:	4,583,065.57
Less 0 Void Checks:	0.00
Total of 127 Disbursements:	4,583,065.57

September 2022 Payroll Reports

Department		Total Pay
Administration	\$	38,156.36
Cemetery	\$	5,531.02
Police	\$	123,954.85
Fire	\$	36,583.44
D.P.W.	\$	58,728.93
Water & Wastewater	\$	47,511.06
Total Wages	\$	310,465.66

**Please note 2 pay periods in the month of September 2022*

AGENDA NOTE

Consent Agenda Item # 1

MEETING DATE: October 10th, 2022

PERSON PLACING ITEM ON AGENDA: Police Lieutenant

AGENDA TOPIC: Concrete Donation for First Responder Monument

EXPLANATION OF TOPIC: The donation of concrete by Patriot Ready-Mix which will support the First Responder Monument. The concrete pad will take 12 yards of concrete at a cost of \$175 per yard, for a total cost of \$2100.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Letter from the president of Patriot Concrete, Mitchell Eisenstein, indicating the intent to donate, detail data sheet of the concrete pad, and donation form

POSSIBLE COURSES OF ACTION: Approve/Do Not Approve the donation from Patriot Concrete.

SUGGESTED MOTIONS: Motion by _____, supported by _____ to approve the donation from Patriot Concrete in the amount of \$2100.

10/10/22



PATRIOT READY-MIX, INC.
299 N. Mill St., South Lyon, MI 48178
248-437-1383
mitch@patriotready-mix.com
www.PatriotReady-Mix.com

October 5, 2022

City Of South Lyon
335 South Warren
South Lyon, MI 48178

Dear Jeff,

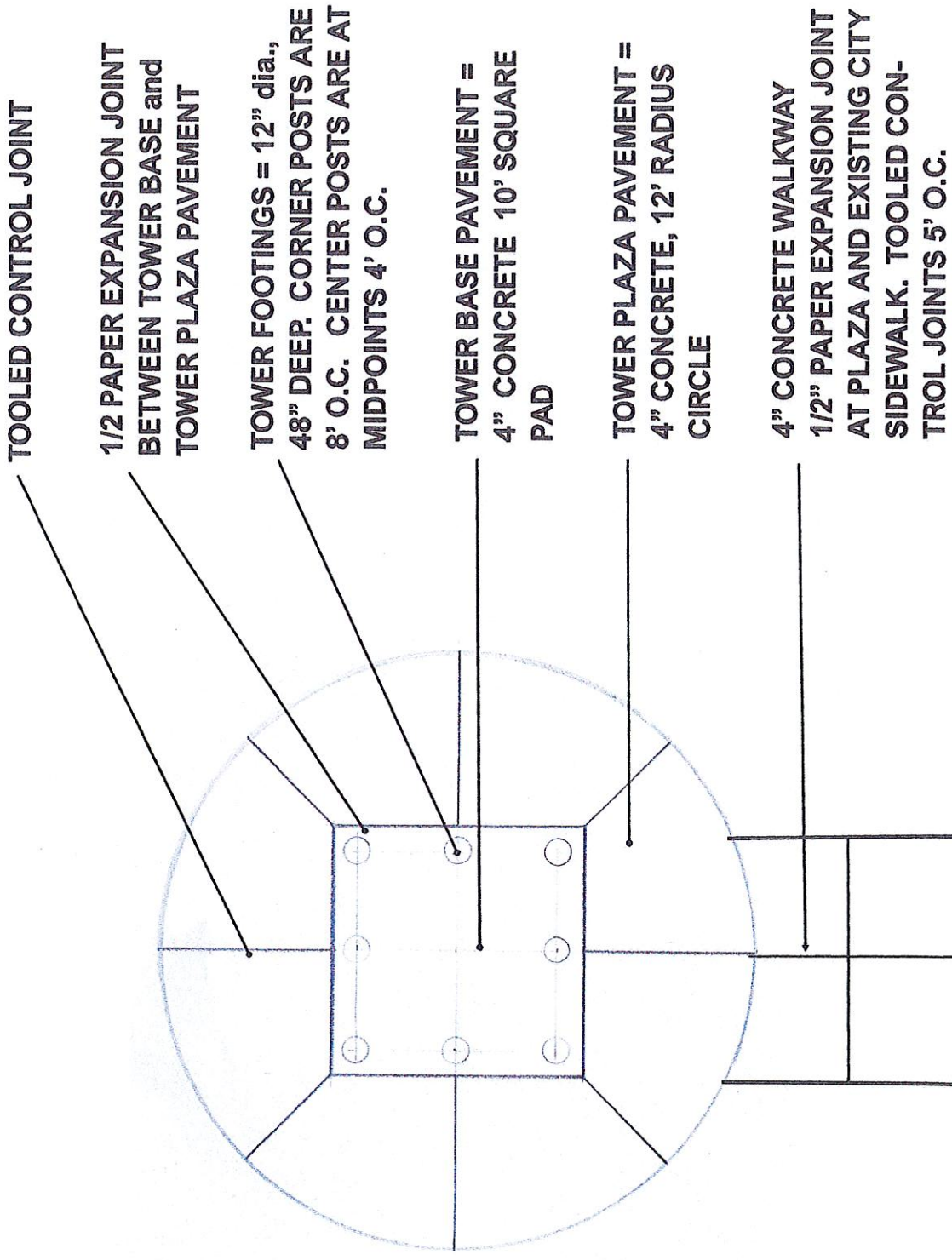
As requested we are writing this letter as confirmation for our donation of concrete for your First Responders Memorial.

We are happy to be a part of this community and pleased to contribute the 12 yards of concrete needed for your project. The value of this donation is \$2100 and was calculated based on the cost of \$175/yd x 12 yards.

Best of luck with the Memorial.

Sincerely,

Mitchell Eisenstein



CONCRETE DETAIL SHEET

SOUTH LYON FIRST RESPONDERS MEMORIAL

JULY 8, 2022



Donation Form

Tax ID #38-6004651

335 S. Warren Street – South Lyon, MI 48178

Office 248-437-1735 FAX 248-486-7054

www.southlyonmi.org

Donor Name: (How you want to be listed for recognition purposes) <i>Patriot Ready-Mix</i>		Donor Stated Value: <i>\$2,100</i>	
Address: <i>299 N. Mill St.</i>	City: <i>South Lyon</i>	State: <i>MI</i>	Zip: <i>48178</i>
Email Address: <i>mitch@patriotready-mix.com</i>	Home Phone:	Business Phone: <i>248-437-1383</i>	
Donated Item: Item or amount of donation: <i>Concrete Pad, Cost \$2,100</i>			
<input type="checkbox"/> Will Be Dropped Off – Date: _____		<input type="checkbox"/> Needs Pick-up	
<input type="checkbox"/> Will Be Mailed		Pick-up Information: _____	
<input type="checkbox"/> Is Enclosed		_____	
If Item is a Gift Certificate, it will be provided by: _____			
Donation Made in Honor or Memory Of or For a Specific Purpose: <i>First Responders Monument</i>			
Please make checks payable to: City of South Lyon. Please put "donation" on the memo line.			
Donation Description: Please describe the donated item in the space below. If you are donating an item, please describe what you would like to donate and where you would like it placed or if you would like it to go to a particular department or location. (We will make every effort to accommodate your request)			
Name of person to contact for information regarding donation: <i>Mitchell Eisenstein</i> (If different than above)			



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Wealth Management.

City of South Lyon Audit Presentation to the City Council

For Year Ended June 30, 2022



City of South Lyon

Agenda

- Executive Summary
- Financial Graphs
- Communication with Those Charged with Governance – End of Audit Letter
- Questions

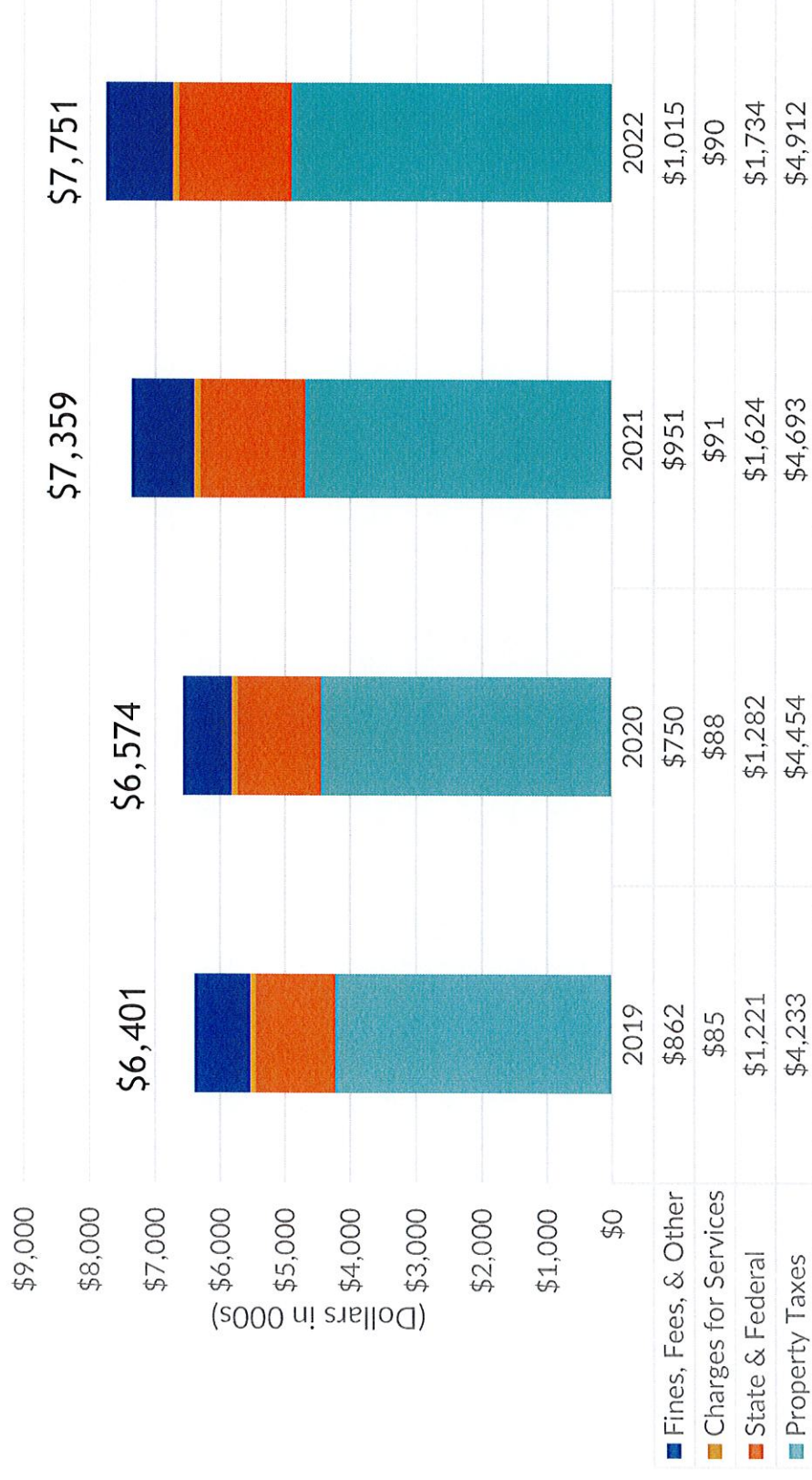


City of South Lyon 2022 Executive Summary

- **Financial Statement Audit**
 - Unmodified opinion – Highest form of assurance
 - Implementation of Governmental Accounting Standards Board (GASB) Statement No. 87, *Leases*.
 - General Fund continues to be financially sound, with an unassigned fund balance of \$5.4M
 - Capital additions during the year of \$3M (\$2.8M in 2021). Increase due to completion of water treatment plant improvement project as well as DPW complex improvements and fire equipment purchases
 - Capital projects funds - \$2.75M in fund balance that is available to fund a portion of planned future capital outlay expenditures
 - Debt payoff of \$1.15M. New debt issued related to installment contract to purchase ladder truck for \$1.25M. As truck was not delivered in FY 22, for budgeting purposes full amount will be expensed once received in FY 23.
 - Water and Sewer Fund - \$957k operating loss (includes depreciation).
 - New Road Millage was approved during FY 22. New debt related to road improvements is expected to be issued in FY 23 with revenue relating to the new millage first being levied and recorded in FY 24. No effect to FY 22 statements.



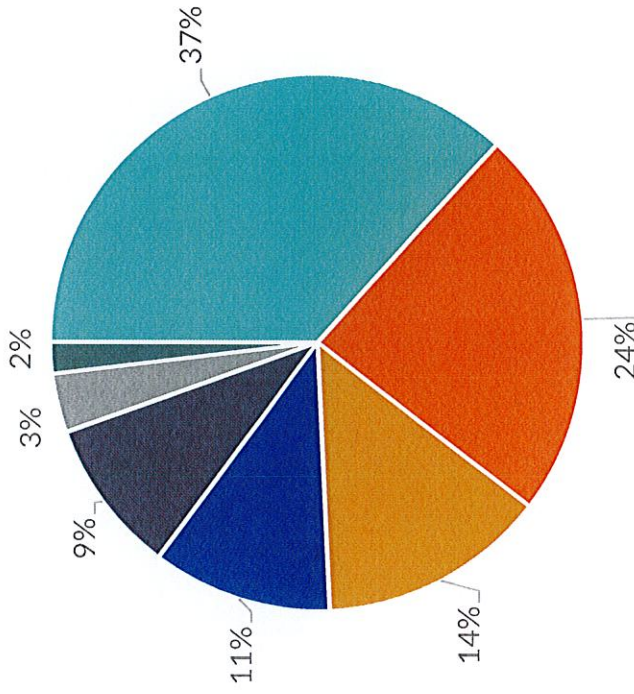
City of South Lyon General Fund - Revenue Years Ended June 30





Homestead Property Tax Analysis 2021 Levy City of South Lyon — Year Ended June 30, 2022

Property Tax Collections - \$17.8 million collected



- City (includes operating, debt service, DDA)
- South Lyon Schools
- State Education
- Intermediate School District and Oakland County Community College
- County
- Library
- Art/Zoo/Huron Clinton Metro Park/Oakland County Parks and Recreation



City of South Lyon General Fund – Expenditures Years Ended June 30



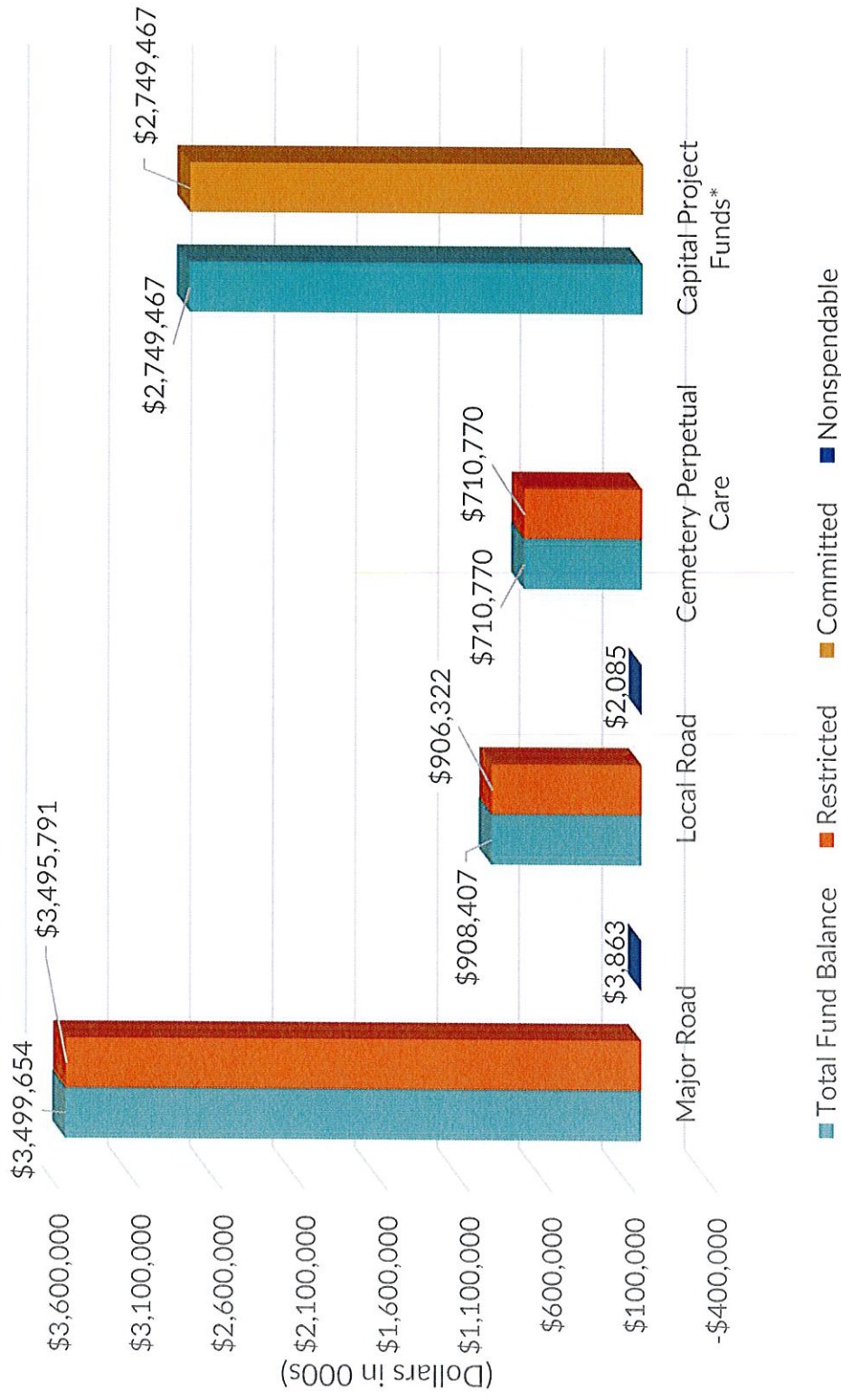


City of South Lyon General Fund-Fund Balance Years Ended June 30





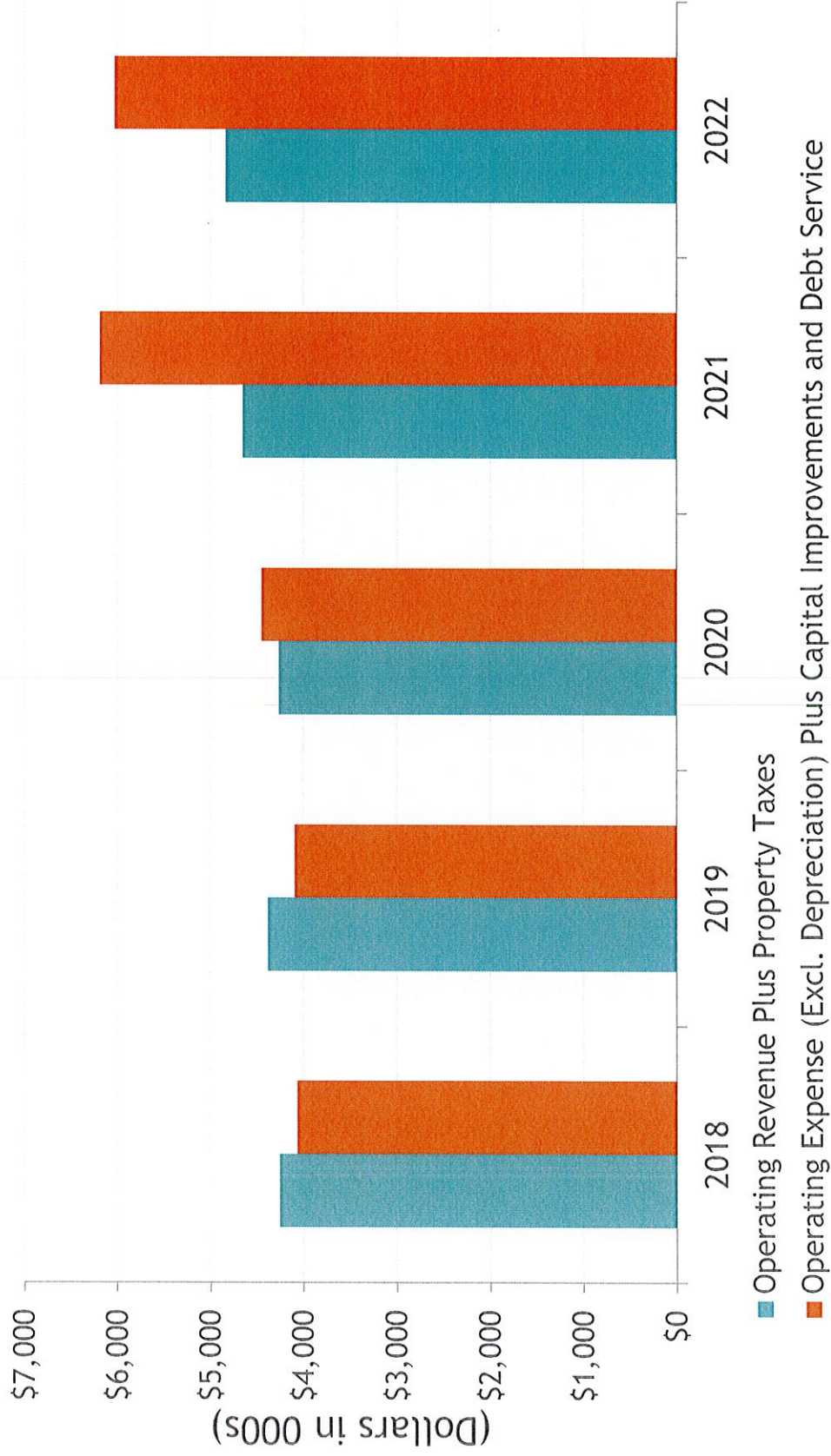
City of South Lyon Other Governmental Funds - Fund Balance Years Ended June 30



- Capital Project funds include Capital Improvement, Equipment Replacement, and Land Acquisition funds
- Graph above excludes Drug Forfeiture fund balance of \$68,599 restricted for Police activity and Community Development Block Grant fund balance of -\$25,225 (due to timing of receipts)



City of South Lyon Water & Sewer Fund Years Ended June 30





City of South Lyon Legacy Costs

Unfunded Liability		
Pension	OPEB	
\$5,689,459 (72.76% Funded)	\$450,925 (30.16% Funded)	

Future Expected Contributions				
	<u>Pension</u>	<u>OPEB</u>	<u>Revenue</u> ***	<u>% of Revenue</u>
FY21/22	674,370	94,011	11,338,800	6.78%
FY22/23	786,588*	63,467*	11,679,000	7.28%
FY23/24	733,860*	64,102**	12,029,400	6.64%
FY24/25	743,000*	64,743**	12,390,300	6.52%
FY25/26	749,000*	65,390**	12,762,000	6.39%

* Estimates per MERS Valuations for Pension or Nyhart Valuation for OPEB

** Estimated at 1% increases

*** Only includes General Fund and operating revenues of the Water and Sewer Fund.
Estimated at 3% annual increase

Note – Water and Sewer Fund accounts for approximately 15-20% of the liability and contributions.



City of South Lyon

Debt Service Requirements

	<u>Governmental Debt</u>		<u>Water and Sewer Debt</u>				
	Ladder Truck Installment Contract		State of Michigan Revolving Fund*		Drinking Water Revolving Fund**		Total Debt Service Payments
<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	
2022/2023	\$238,809	\$28,625	\$1,000,000	\$91,184	\$125,000	\$43,625	\$1,527,243
2023/2024	\$244,278	\$23,156	\$1,025,000	\$65,872	\$130,000	\$40,500	\$1,528,806
2024/2025	\$249,872	\$17,562	\$1,050,000	\$39,934	\$135,000	\$37,250	\$1,529,618
2025/2026	\$255,594	\$11,840	\$1,072,379	\$13,405	\$135,000	\$33,875	\$1,522,093
2026/2027	\$261,447	\$5,987	\$0	\$0	\$140,000	\$30,500	\$437,934
2027/2028			\$0	\$0	\$145,000	\$27,000	\$172,000

* Paid via debt service millage. As of June 30, 2022, the City has approximately \$1,040,000 in unspent property taxes levied
** Remaining principal payments after 2028 average \$156,000 for years through 2034.

NOTE: The table above does not include the upcoming road improvements bond issuance.



City of South Lyon Communication With Those Charged With Governance

- Internal Control Related Matters Identified
 - None
- Required Communication with Those Charged with Governance
 - Implementation of GASB 87, Leases.
 - No transactions entered into for which there was a lack of authoritative guidance
 - No significant transactions recognized in a different period than when the transaction occurred
 - Management estimates included within the financial statements
 - Unbilled Water and Sewer Fund utility receivable
 - Actuarial assumptions
 - Pension
 - OPEB
 - No difficulties or disagreements with management in performing the audit

*Please see separate letter to Mayor and City Council dated September 13, 2022 for more details.



City of South Lyon

Communication With Those Charged With Governance

(Continued)

- Other Recommendations and Related Information
 - Customer Deposits Payable
 - Investment Returns
 - Equipment and Other Interfund Charges
 - Federal Grants
 - Other pertinent information – See pages 4 – 6

* Please see separate letter to Mayor and City Council dated September 13, 2022 for more details.



Thank you for the opportunity to serve as auditors for the City of South Lyon

For more information, please contact:

Timothy St. Andrew, CPA

313.496.8542

Timothy.StAndrew@plantemoran.com

Spencer Tawa, CPA

248.223.3232

Spencer.Tawa@plantemoran.com

Philip Femminino, CPA

248.223.3152

Philip.Femminino@plantemoran.com

AGENDA NOTE

New Business # 1

MEETING DATE: October 10, 2022

PERSON PLACING ITEM ON AGENDA: City Manager

AGENDA TOPIC: City Council Rules of Procedure

EXPLANATION OF TOPIC: At a City Council meeting in April of 2020, City Council adopted the Rules of Procedure (see attached) The rules are to contribute to an efficient operation of our City and our meetings. Please review the attached and be prepared to discuss at our meeting. Specifically, Page 12 as it relates to Council Member Relationships.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Please refer to the City Council Rules of Procedure that is attached.

POSSIBLE COURSES OF ACTION: Review the City Council Rules of Procedure.

SUGGESTED MOTION: None

**CITY OF SOUTH LYON
COUNCIL RULES OF PROCEDURE**

These Rules of Procedure are adopted under provisions set forth in Section 4.6 of the South Lyon City Charter. These Rules are subject to compliance with the City Charter, ordinances, and State statutes.

I. CITY COUNCIL MEETINGS

All meetings of the City Council will be held in compliance with the City of South Lyon Charter and state statutes, including the Open Meetings Act, Public Act 267 of 1976, as amended, and with these Rules. All meetings of City Council will be open to the public, unless authorized by the Open Meetings Act. The seating arrangements for the Mayor, Mayor Pro-tem, Council members, consultants and staff shall be determined by the Mayor.

a. REGULAR MEETINGS

Regular Meetings of the City Council will be held on the second and fourth Mondays of each month beginning at 7:30 P.M. in the Council Chambers of the South Lyon City Hall, unless otherwise rescheduled by resolution of Council. Council meetings shall conclude no later than 11:00 p.m., subject to extension by Council.

b. SPECIAL MEETINGS

Special Meetings of the Council may be called by the Clerk upon the written request of the Mayor, the City Manager or by any two members of the Council. There shall be at least eighteen (18) hours written notice to the public and each member of the Council designating the time, place, and purpose of a special meeting and served personally on, or left at, the usual place of residence of each of the Council members.

No business shall be transacted at any special meeting of the Council unless the same has been stated in the notice of such meeting. However, other than the enactment of an ordinance, any business which may lawfully come before a regular meeting may be transacted at a special meeting if all the members of Council present consent thereto and all the members absent file their written consent.

c. CLOSED SESSION

Closed sessions may be held only for the reasons authorized in the Open Meetings Act. A two-thirds (2/3) roll call vote of members elected or appointed and serving shall be required to call a closed session, except for those circumstances where the Open Meetings Act permits the calling of a closed session by a lesser vote. The purpose of the closed session must be stated in the motion to call the closed session. The only topic to be discussed in closed session, is the topic for which closed session was called.

City Council members shall not divulge to any unauthorized person confidential information discussed in a closed session in advance of the time prescribed for its authorized release to the public by the City Council. Council members shall honor the confidentiality of the debate and discussion occurring in closed session and be aware of the potential liability or other harm to the City by premature disclosure.

d. STUDY SESSION

Upon the call of the Mayor or the Council and with appropriate notice to the Council members and to the public, the Council may convene a work session devoted exclusively to the exchange of information relating to municipal affairs. No votes shall be taken on any matters under discussion nor shall any Council member enter into a formal commitment with another member regarding a vote to be taken subsequently.

II. AGENDA PREPARATION AND DISTRIBUTION

The City Manager and the City Clerk, with consultation and concurrence of the Mayor, shall prepare an agenda of business to be considered at each regular Council meeting. Items of business must generally be submitted by 12 noon on the Wednesday preceding the next regular meeting, subject to the discretion of the City Manager.

Agenda materials will primarily be provided to Council members by electronic delivery method. "Paper" copies of agenda materials will be provided only where the materials are likely to be retained for regular review (bound documents such as the Master Plan for Land Use, or the Budget), or where a paper copy is required or appropriate to completely convey the information contained in the materials, or at the request of a Councilmember.

No items will be added to the published agenda unless approved by a majority vote of City Council. The agenda of regular meetings of the City Council shall be prepared in accordance with the following format:

- A. Call to order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of Minutes
- E. Approval of Bills
- F. Approval of Agenda
- G. Consent Agenda
- H. Public Comment
- I. Reports:
 - Discussion – Downtown
 - Fire Chief Report
 - Police Chief Report
- J. Presentations
- K. Public Hearings
- L. New Business
- M. Old Business
- N. Budget
- O. Manager's Report
- P. Public Comment
- Q. Council Comment
- R. Adjournment

III. POSTING REQUIREMENTS FOR REGULAR AND SPECIAL BOARD MEETINGS

For regular meetings of the Council, the Clerk shall post at the City Hall, within ten (10) days after the first meeting of the Council in each calendar year, a public notice stating the dates, times and places of its regular meetings for the year.

For a rescheduled regular or a special meeting of the Council, a public notice stating the date, time and place of the meeting shall be posted at least 18 hours before the meeting. In addition to posting at City Hall, the notice shall be posted on the City's website. The website posting shall be included on the homepage or on a separate webpage that is dedicated to notices for special meetings and is accessible by a prominent or conspicuous link on the homepage.

However, such an 18-hour notice requirement, as described above, is not required for a meeting of the Council in emergency meeting in the event of a widespread natural disaster or a severe and imminent threat to the health, safety or welfare of the public when two-thirds of the members of the Council determine that delay would be detrimental to the City's efforts in responding to the threat. The notice shall be published as soon as possible and available at the emergency meeting.

IV. MEETING MINUTES

The Clerk shall attend the Council meetings and record all the proceedings and resolutions of the Council in accordance with the Open Meetings Act. In the absence of the Clerk or Deputy Clerk, the Council may appoint one of its own members or another person to temporarily perform the Clerk's duties.

In accordance with the Open Meetings Act, within 5 business days of a Council meeting a draft of the minutes shall be prepared by the Clerk showing the substance of each separate decision of the Council and shall indicate the vote of the Council members. The Clerk shall prepare the final minutes within 8 business days of a Council meeting.

Minutes of regular and special meetings will be kept by the Clerk and shall be signed by the Mayor and Clerk upon approval by City Council.

A separate set of minutes shall be taken by the Clerk or the designated secretary at a closed session. These minutes will be retained by the Clerk for the period of time required by the Open Meetings Act and shall not be available to the public and shall be disclosed only if required by a court of law. Minutes of closed session meetings may be distributed to Council for review at a closed session and may be approved, in Council's discretion, and returned to the Clerk.

V. CONDUCT OF MEETINGS

a. PRESIDER OF THE MEETING

The Mayor shall be responsible for enforcing these rules of procedure and for enforcing orderly conduct at Council meetings. At the first meeting of the Council following each City election, the Council shall appoint one of its members Mayor Pro Tem, who shall preside in the absence of the Mayor. In the absence of both the Mayor and the Mayor Pro Tem, the member present who has the longest consecutive service on the Council shall preside.

b. GENERAL RULES OF PARLIAMENTARY PROCEDURE

Where these rules or the City Charter are silent, "Roberts Rules of Order Newly Revised" shall, to the extent reasonably feasible, govern the proceedings of the Council. The City Attorney shall act as Parliamentarian. In addition, the following general rules of debate shall apply:

1. The maker of a motion is entitled to speak first.
2. A Council member must obtain the floor by being recognized by the Mayor.
3. A Council member shall confine discussion to the question at hand and to its merits and shall not be interrupted except by a point of order or privilege raised by another member.
4. No Council member is entitled to speak a second time on the same motion while any other Council members wish to make their first speech.
5. A Council member may not speak against his/her own motion but may vote against it.
6. Questions and remarks must be addressed through the Mayor, or after recognition by the Mayor. Council members are not to speak directly to each other or to a staff member.
7. A courteous tone must be maintained. Interjecting personal notes or attacking another member's motives is prohibited. Councilmembers shall exercise caution so as to not disturb the assembly with sidebar discussions, walking around or otherwise causing distracting sounds into the microphone.

c. QUORUM

A quorum of City Council for the transaction of business shall be a majority of Councilmembers.

d. VOTING

A Roll Call vote shall be required on all ordinances and resolutions and the "Yes" or "No" vote shall be entered upon the records opposite the name of the Council member. Whenever the vote is unanimous, it shall only be necessary to so state. Mayor, on his own initiative, or at the request of the Councilmember may request a roll call vote on any matter.

No member of the Council shall vote on any question in which he/she has a financial interest other than the common public interest or on any question concerning his own conduct, but on all other questions every member present shall vote unless excused by unanimous consent of the remaining members present.

The right to vote is limited to the Council members present at the time the vote is taken. Voting by proxy or by telephone is not permitted.

e. CONSENT AGENDA

A consent agenda may be used to allow Council to act on numerous administrative or noncontroversial items at one time. Upon request by a member of the Council, an item shall be removed from the consent agenda and placed on the regular agenda for discussion.

In order to limit the number of items removed from the Consent Agenda, all members of Council will contact the City Manager before the meeting to have questions answered. Unless a member of the Council specifically requests that an item listed on the Consent Agenda be removed therefrom and action be taken separately on said item, those items listed on the Consent Agenda shall be approved, accepted, etc. by motion and unanimous roll call vote of the Council. Those items so approved under the heading "Consent Agenda" shall appear in the Council minutes in the proper form.

f. RECONSIDER/RESCIND/REPEAL A QUESTION

When a question has been decided, in order for it to be reconsidered, any Council member who voted on the prevailing side of the question may move for reconsideration at the same or next regular meeting, provided no action has been taken as a result of the previous vote. If a matter is to be brought for reconsideration at a succeeding meeting, the Council member making the request must notify the City Manager in writing by the Wednesday prior to the meeting who shall place the matter of reconsideration of the matter on the agenda.

A motion to rescind or repeal some previous action may be made at any time at any regular or special meeting of the Council, provided, such matter has been formally placed on the agenda for consideration and it is in order.

g. USE OF COMMUNICATION DEVICES DURING MEETINGS

A Council member shall refrain from the use of electronic or wireless communication devices during meetings to communicate with other Council members or with members of the public, regardless of whether the device is provided by the City. This prohibition shall not apply to communications with family members, employees, or co-workers, or others with whom the member communicates on a matter unrelated to an agenda item for Council action; such communications shall be infrequent and shall not disrupt, disturb, or otherwise adversely affect the conduct of the meeting.

h. COUNCIL COMMENTS

All regular Council meeting agendas shall provide for a reserved time for Council member Comments. Remarks shall be limited to those pertaining to City business or policy, or to issues of community concern or interest. Each Council member shall limit his or her comments to three (3) minutes, unless a request to extend is approved by the Mayor in advance of the meeting.

i. AUDIENCE PARTICIPATION

City of South Lyon

In accordance with Resolution 04-18, as adopted by City Council on June 4, 2018, the Rules of Audience Participation at City Council Meetings shall be as follow:

A. Statement of Intent

It is the intent of the South Lyon City Council (“Council”) that Council meetings be regulated as a limited public forum that is open to public comment relating to agenda items, City administration, and matters that are otherwise of public concern to the community. The Council asserts that it has interests in promoting orderly and efficient administration of Council meetings and the City’s business, maintaining the public peace at Council meetings, and ensuring that comment offered at Council meetings advances the Council’s information-gathering and decision-making functions. In furtherance of these interests, the Council adopts these Rules of Conduct for Public Comment at City Council Meetings (“Rules”). To the extent that these Rules regulate First Amendment activity, the Council recognizes that speech on matters of public concern offered in connection with a public body’s information-gathering and decision-making processes is afforded the highest degree of First Amendment protection. These Rules are not intended to silence speech or prohibit expressive conduct based upon its content.

B. Public Comment Procedure and Rules of Decorum

- 1) Public Comment Limited to Designated Public Comment Periods. Except for agenda items for which a public hearing is required by law or has otherwise been scheduled by the City Council, public comment shall only occur at times designated for “Public Comment” on the Council agenda. Two Public Comment periods shall be provided on each Council agenda. The first shall be scheduled as the first agenda item after “Approval of Agenda.” The second shall be the last agenda item before “Council Comment.”
 - a. Public Comment Period Waiver. Public comment outside of a designated Public Comment period, including during the Council’s discussion of agenda items, shall only be permitted upon a majority vote of the Council to approve a Public Comment Period Waiver allowing a person to speak at an alternate time.
 - i. Waiver Request. A waiver request may be initiated by a prospective speaker before or during a Council meeting, or by a member of Council wishing to have a prospective speaker recognized.
 - ii. Consideration of Waiver. The Council’s grant of a waiver shall be supported by a finding that obtaining testimony from the prospective speaker would facilitate the Council’s information-gathering and/or decision-making process, based on the prospective speaker’s expertise, employment, connection with the subject matter

being deliberated, or other factors identified by the Council. In general, the Council's consideration of a Public Comment Period Waiver shall be on a speaker-by-speaker basis, but nothing in these Rules shall be construed to prohibit the Council from holding a single vote to open any matter to all public comment.

- iii. Waiver not Content-Based. The Council's decision to grant or deny a waiver shall not be based on the content of the prospective speaker's message. Where a subsequent prospective speaker requests a Public Comment Period Waiver to offer an alternative viewpoint on the same agenda item, the Council shall not unreasonably deny a waiver to that speaker if the Council finds the speaker to possess comparable expertise, employment, connection to the subject matter, or other characteristics the Council used to justify a waiver for a previous speaker. The Council may request a person to provide evidence of his or her credentials as a condition of considering a Public Comment Period Waiver request.
 - iv. Rules for Comment Pursuant to Public Comment Period Waiver. The Council may establish specific parameters for comment offered pursuant to each Public Comment Period Waiver to facilitate the purpose for granting the waiver. In the absence of waiver-specific rules, these Rules shall apply.
- 2) Scope of Public Comment. Both Public Comment periods shall be open for discussion of agenda items and non-agenda items.
- 3) Decorum. Speakers shall deliver their comments in a manner that is respectful to the forum. No speaker shall engage in conduct that interferes with the Council's orderly and efficient administration of Council meetings and the City's business, that is violent or can reasonably be perceived as violent, or that otherwise disturbs the public peace in violation of applicable City ordinances and other applicable laws. Speakers shall not be deemed to be in violation of these Rules solely based on the content of their speech where the speech is protected by the First Amendment and/or the where the law recognizes that the remedy for contested speech is a tort or criminal action after expression of the speech rather than a prior restraint (e.g. defamation, slander, falsehoods). Provided, that these Rules shall not be construed as limiting the ability of the Mayor, Council, and/or police to enforce these Rules against speakers whose comments are delivered in a manner that violates these Rules or other applicable ordinances and laws, or whose speech falls within the legal definition of obscenity, true threats, dangerous or inciting speech, or any other category of speech that is not afforded full First Amendment protections.
- 4) Recognition of Speakers. Persons wishing to address the Council, including to seek a waiver, may only do from the podium and after being recognized by the Mayor. No person may call out from the audience. Only one speaker may occupy the podium at a time.
- 5) Identification of Speaker. At the start of a speaker's comment, the speaker shall provide his or her name and address for the record.
- 6) Public Comment to be Directed to the Mayor and Council. Speakers shall direct their comments and questions only to the Mayor and Council. Speakers shall not engage in direct dialogue with

other persons attending the meeting. If a speaker raises a question for which the input of a person other than the Mayor or Council is required and the Mayor or Council find that addressing the speaker's question would facilitate the Council's information-gathering and/or decision-making process, the Mayor may invite the intended recipient of the question to the podium to address the question after the speaker has finished his or her comment. Upon recognition of a person to address the question, the speaker shall relinquish the podium to that person, and any follow-up by the speaker may occur only pursuant to these Rules and upon recognition by the Mayor.

- 7) Presentations Requiring an Agenda Item. Public Comment periods are not intended for presentations lasting longer than two minutes, which require materials to be added to the Council's agenda packet, or which will require audio/visual equipment. Speakers and/or groups who know or reasonably should know that their presentation will exceed two minutes, require additions to the agenda packet, or require audio-visual equipment, are expected to notify the City Clerk that they wish to be placed on the Council agenda according to the normal deadline for the City Clerk to finalize the agenda. In general, the option to appear on the agenda shall be limited to representatives of City departments, representatives of non-profit or other community organizations, and elected or appointed government officials seeking to address the Council in the performance of an official function. Provided, that the decision as to whether not to allow a speaker on the agenda shall not be based on an evaluation of the content of the proposed presentation. Any speaker whose request to appear on an agenda is denied by the City Clerk or is untimely may appeal the decision by appearing during the Public Comment period of the meeting at which he or she wishes to speak and request a waiver from the Council to speak at a time other than Public Comment, or from the Mayor to exceed the time limit.
- 8) Time Limit. The time limit for each speaker during Public Comment is two (2) minutes per Public Comment period, subject to the following:
 - a. Timekeeper. Time shall be kept by the Mayor or his or her designee, or by a timer.
 - b. Time Expired; Completion of Comment. If the speaker's time has expired, and no waiver has been requested or granted, but it appears that the speaker is about to finish his or her comment, the Mayor may allow the speaker to finish the comment without the necessity of a waiver, provided that the speaker then leaves the podium after completing the comment and being reminded by the Mayor that his or her time has expired.
 - c. Time Limit Waiver. Upon the request of a speaker, the Mayor, in his or her discretion, may grant a Time Limit Waiver according to the following procedure:
 - i. Timing of Request. In general, if the speaker reasonably should know that he or she will require a waiver, he or she shall request a waiver at the start of his or her public comment. However, if it only appears during the speaker's comment that he or she will require additional time, he or she may request a waiver during or at the end of his or her comment period.
 - ii. Guidelines for Mayor's Discretion. The Mayor's discretion in granting or denying a Time Limit Waiver may be guided by considerations including but not limited to:

1. Whether the speaker reasonably should have known that his or her comments would exceed the time limit such that the speaker should have requested to be placed on the agenda;
 2. The length of the meeting agenda;
 3. The number of other people who wish to speak;
 4. The speaker's compliance with these Rules and all other applicable ordinances, resolutions, and laws;
 5. The extent to which the speaker's comment has generated questions or comments from the Council within the speaker's two-minute speaking period such that the speaker has not been able to raise all points that could have been raised within the two-minute period;
 6. Whether one or more Council members request that the speaker be given an opportunity to respond to Council questions or comments raised after the speaker's time has expired;
 7. Whether the speaker's comments during the first two minutes have been repetitive;
 8. The extent to which continued comment would facilitate the Council's information-gathering and decision-making functions.
- iii. Waiver not Content-Based. A person seeking a Time Limit Waiver shall not be required to disclose the content of his or her comments as a condition of requesting the waiver. A decision to grant or deny a waiver shall not be based on an evaluation of the content of the speaker's comments or disagreement with the speaker's viewpoint where the speaker's comments are afforded First Amendment protection and do not put the Council at risk of violating other laws by allowing the comment (e.g. campaign finance law, employment law, privileged communications).
- iv. Review of Waiver Denial. A decision of the Mayor to deny a Time Limit Waiver may be reviewed by the City Council at the request of a Council member as provided by Roberts' Rules of Order or other applicable rules.
- d. Duration of Waiver: When granting a waiver, the Mayor may provide any amount of time for extended comment to the speaker that is reasonable under the circumstances. The guidelines for the Mayor's original consideration of the waiver may be considered when establishing the extended time limit.
- e. Independence of Public Comment Periods. Each Public Comment period or other instance of public comment within a meeting shall be mutually exclusive and independent of all others for purposes of applying these Rules.

- i. A speaker may speak during both Public Comment periods for two (2) minutes each.
- ii. The availability of two two-minute Public Comment opportunities per speaker within a meeting shall not be cited to justify a Time Limit Waiver during any single Public Comment period. For example, a Time Limit Waiver may not be requested or granted based on a promise by the speaker to not participate in the second Public Comment period, nor may a Time Limit Waiver be requested or granted based on a speaker having not participated in the first Public Comment period.
- iii. The grant of a Time Limit Waiver to a speaker during the first Public Comment period shall not affect the speaker's ability to speak for two minutes during the second Public Comment period, but may weigh against the grant of second Time Limit Waiver within the same Council meeting.
- iv. The grant of a Public Comment Period Waiver shall not affect the person's ability to speak during either Public Comment period.

C. Enforcement Procedures

- 1) Authority to Enforce. The Mayor shall have the power to enforce these Rules. The Council shall be authorized to review the Mayor's enforcement decisions as provided by Robert's Rules of Order and/or any other applicable Council rules.
- 2) First Warning. Upon identifying a person to be in violation of these Rules or any other applicable ordinances, resolutions, or laws, the Mayor shall issue a warning to the person that he or she is in violation of one or more rules and direct the person to redirect their conduct so as not to be in violation of the Rules. Where the violation relates to the timing or duration of a person's comment, the Mayor shall order that person to discontinue their comment until the Mayor or Council, as appropriate, has considered the speaker's request to be recognized, or for a waiver. If the speaker has not obtained the required recognition or waiver, the Mayor shall order the person to return to his or her seat.
- 3) Second Warning. If a person who has received an initial warning fails to abide by the Mayor's directive and continues to engage in conduct in violation of these Rules or other applicable ordinances, resolutions, or laws, the Mayor may issue a second warning and/or order the person to return to his or her seat. Provided, that the Mayor may choose to forego issuing a second warning and proceed directly to ordering other permissible remedies if the Mayor finds that the person's conduct poses an imminent threat to public safety, or has escalated so as to cause an immediate disturbance of the public peace at the meeting or to interfere with the orderly administration of the meeting.
- 4) Interference with a Public Meeting; Remedies. Any person who disturbs the public peace at a Council meeting by loud, boisterous, violent, or vulgar conduct, interferes with the Council's

meeting, or who fails to comply with an order or directive of the Mayor requesting compliance with these Rules shall be deemed to be in violation of the Code of Ordinances of the City of South Lyon, including but not limited to Section 58-53 – Interference with conduct of business; interference with meetings of a public body – and shall be ordered removed from the meeting and/or ticketed in accordance with the Code of Ordinances.

- 5) Imminent Threat. Nothing in these Rules shall be construed to require the Mayor to provide one or more warnings prior to ordering the removal of any person who the Mayor, Council, and/or law enforcement officers reasonably perceive as creating an imminent threat to the safety of the Mayor, Council, or public.
- 6) Mayor Absent. In the absence of the Mayor, these Rules shall be construed to vest the powers and responsibilities of the Mayor in the Mayor Pro-Tem or the Council Member who is otherwise serving as chair of the meeting.

j. SUSPENSION AND AMENDMENT OF RULES

These rules may be suspended or amended for a specified portion of a meeting by an affirmative vote of two-thirds of the members present except that council actions shall conform to state statutes and to the Michigan and United States Constitutions. In the event of a declaration of state of emergency, the Mayor may suspend or amend the rules in his sole discretion for as long as the state of emergency is in effect.

k. ENFORCEMENT OF RULES

These rules are subject to enforcement by the City Council as it determines appropriate under applicable provisions of State law, the City Charter, and Roberts' Rules of Order (which have been adopted above to the extent reasonably practicable), and any penalty for violation hereof shall be in accordance with said provisions.

VI. ATTENDANCE

A Council member who cannot attend a meeting bears the responsibility of notifying the City Manager, The Mayor or the City Clerk of his or her anticipated absence. The Council may excuse absences for cause. If a Council member has failed to attend three (3) consecutive regular meetings of City Council without providing prior notification, the member may be removed from office, in accordance with the City Charter and applicable state law.

VII. VACANCY ON COUNCIL

If a vacancy occurs in any elective office, it shall be filled within thirty (30) days by a vote of the majority of the remaining members of Council. Such appointee shall hold office until the next regular City election taking place more than sixty (60) days after such vacancy occurs, at which election a successor shall be elected for the unexpired term of the member in whose office the vacancy occurs.

VIII. STANDARDS OF CONDUCT FOR CITY COUNCIL MEMBERS

City Council members will be governed by the City's Code of Ethics, as adopted and amended by Chapter 2, Article III of the City's Code of Ordinances, and all other applicable state and federal laws.

IX. COUNCIL MEMBER RELATIONSHIPS

a. RELATIONSHIP WITH THE PUBLIC

Members of Council should refrain from argument with a member of the public or staff at Council meetings since these arguments seldom resolve concerns and many times inflame feelings at a public meeting. Any concerns by a member of Council over the behavior or work of a City employee during a Council meeting should be directed to the City Manager to ensure the concern is addressed.

b. RELATIONSHIP WITH CITY STAFF AND CONSULTANTS

1. There shall be mutual respect from both staff and Council members of their respective roles and responsibilities when and if expressing criticism in public session.
2. Requests for information or questions by the City Council shall be directed to the City Manager. All non-routine requests should be submitted to the City Manager's office. All complaints should be submitted to the City Manager.
3. All written information material requested by individual Council members shall be submitted by staff and consultants to the City Manager who will transmit them to all Council members with the notation indicating which Council member requested the information.
4. Council shall not contact consultants or attempt to correct or influence staff or consultant in the selection of employees, recommendations for the awarding of contracts, the selection of consultants, the processing of development applications or the granting of City licenses or permits.
5. Incoming mail clearly marked as personal shall not be opened when addressed to individual Council members or staff unless requested.
6. A Council member shall not direct staff or a consultant to initiate any action or prepare any report that is significant in nature or initiate any project or study without the approval of a majority of the City Council. All such requests will be first directed to the City Manager.

c. RELATIONSHIP WITH BOARDS, COMMISSIONS, COMMITTEES AND OTHER GOVERNMENTAL AGENCIES

1. Members of the City Council should not attempt to influence boards, commission or committee recommendations, or to influence or lobby individual board, commission or committee members on any item under their consideration. It is important for boards, commissions and committees to be able to make objective recommendations to the City Council on items before them. Members of Council that attempt to influence board, commission or committee positions on an item may prejudice or hinder their role in reviewing the recommendations as a member of the City Council.
2. It is suggested that City Council Members refrain from attending other public meetings. If they do attend, they should be cautioned about becoming involved in the meetings' discussions.
3. If a member of the City Council represents the City before another governmental agency or organization, the Council member should first indicate the majority position as an opinion of

the Council. Personal opinions and comments may be expressed only if the Council member clarifies that these statements do not represent the position of the City Council.