

# **Regular City Council Meeting**

## **October 28, 2019**

### **Agenda**

**7:30 p.m.**

- Call to Order**
- Pledge of Allegiance**
- Roll Call**
- Approval of City Council Minutes: October 14, 2019**
- Approval of Bills: None**
- Approval of Agenda**
- Consent Agenda**
  - 1. Kiwanis Christmas Tree Sale**
  - 2. Resignation of Amber King from Cable Commission**
  - 3. ZBA Board Appointment**
  - 4. Historic District Commission Appointment**
  - 5. Cultural Arts Appointment**
- Public Comment**
- Discussion- Downtown**
- Fire Chief Report**
- Police Chief Report**
- MMRMA Check Presentation**

**I. New Business**

- 1. Purchase of Well House Structure for Pump at Well Site #4**

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

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

City of South Lyon  
City Council Meeting  
October 14, 2019

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

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

Absent: City Clerk Deaton

MINUTES

CM 10-1-19 MOTION TO APPROVE MINUTES

Motion by Kivell, supported by Kennedy

Motion to approve minutes as presented

VOTE: MOTION CARRIED UNANIMOUSLY

BILLS

Councilmember Kivell stated there is a refund for the cash bond for Pullum Windows and if anyone has any objections, he will not participate in the approval. Attorney Hamameh stated there is no financial issue.

CM 10-2-19 MOTION TO APPROVE THE BILLS

Motion by Kennedy, supported by Parisien

Motion to approve the bills as presented

VOTE: MOTION CARRIED UNANIMOUSLY

ATTORNEY BILLS

Councilmember Kivell stated he is hoping the City Attorney will work diligently to get the 80 hours on the retainer the city pays for.

CM 10-3-19 MOTION TO APPROVE ATTORNEY BILLS

Motion by Parisien, supported by Kennedy

Motion to approve the attorney bills as presented

VOTE: MOTION CARRIED UNANIMOUSLY

APPROVAL OF AGENDA

CM 10-4-19 MOTION TO APPROVE AGENDA

Motion by Kivell, supported by Kennedy

Motion to approve the agenda as presented

VOTE: MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

1. McHattie Park & Volunteer park master plan update
2. Street Closure - Trick or Treat
3. Police Department in-car cameras

Councilmember Parisien stated she would like to remove #1 to New Business #2

Councilmember Kurtzweil stated she would like to remove #3 for further discussion.

CM 10-5-19 MOTION TO APPROVE THE CONSENT AGENDA AS AMENDED

Motion by Kennedy, supported by Kivell

Motion to approve the consent agenda as amended

VOTE: MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENT

Mike Carano, 101 S. Lafayette, stated the construction is completed. Now they are moving forward with the beautification of it. He showed Council samples of what the ceiling will look like.

Judy Keeling, 62180 Arlington Circle, asked for an update on the wheelchair swing in the park.

Ryan Lare of 716 Grand Court thanked everyone that assisted him and 10 other residents at the accident at 9 Mile and Pontiac Trail. He further stated they all worked together with a possible fuel leak and they got everyone out of the vehicles. He then thanked the South Lyon Police, Fire and ambulance on their response time. He further stated it goes to show the community aid and the mutual aid with difference departments was amazing to see. He then thanked Carl from Bushes to let him know they refilled the jalapeno poppers for the game.

Mindy Fernandez stated she works with Kathy Crawford and she is here to let everyone know she is here for any questions anyone has. She further stated they have tributes that they do as well as letters of accomendation if anyone is interested. They also have booklets available for anyone, they have booklets for children, seniors and some based on how the legislative body works. Councilmember Kivell asked if there is a list on their website that people can visit. Ms. Fernandez stated they do.

DISCUSSION- DOWNTOWN

Mr. Donohue stated the Lemon Tree is the new tenant at 111/113 N Lafayette so they will be able to expand and she hopes to open by Thanksgiving to be open on small business Saturday.

Mr. Donohue stated they are continuing plans on Cool Yule and they will have a schedule in the next week. He then stated the South Lyon Eve event will be coming out within the next week. The Downtown Trick or Treat will be October 24<sup>th</sup> from 6-8p.m. He stated they are adding a pet parade as well.

Mr. Donohue stated they are getting final details for Ladies Night Out and the fall decorations. Mr. Donohue stated they are adding a fall photo op place next to Diane's Doll House. Mr. Donohue stated we had to reschedule the informational meetings and we didn't meet technical requirements for notice, so we rescheduled one of the meetings on October 10<sup>th</sup>, so we moved that to the November 14<sup>th</sup> DDA meeting, the evening meeting will be at the South Lyon Theatre on November 4<sup>th</sup> at 7:30 p.m. He stated there will

be a review of the DDA budget and what the DDA's role is as well as their accomplishments and their goals.

Mr. Donohue stated as planned for the last few years, we have moved the veterans memorial rock to the Historic Village. It is just the beginning and it was a fantastic effort of many people. He stated John Race and Trevor Piasecki's efforts were incredible. He then thanked Superb Fabricating, Jeff Heinanen, Larry Ledbetter, Michigan Seamless Tube, our Police Department, Dayna Johnston, Glenn Kivell and Phil Wiefert and many other people. He stated all of the people involved will be recognized at the dedication on Sunday November 10<sup>th</sup> at 1:30 p.m. The traditional ceremony will take place on Veterans Day. He then stated the next phase is the concrete circle around the rock, then the flags will be installed, then the landscaping. Mr. Donohue stated at the dedication ceremony there will be a donor catalog such as benches, and arches. Councilmember Kurtzweil thanked him for all of his work. Councilmember Kurtzweil stated she has been contacted by residents in Carriage Trace and Trotters Point about the property of Erwin's Orchards. She stated she attended the meeting at Lyon Township as well. She stated also had the opportunity to chat about the village they are proposing. She stated she wants to express the urgency in the DDA catching up because as these larger developers develop land around our DDA, there is a possibility the mini villages will compete with our downtown. The sooner our DDA gets established and gets a consumer based developed and a loyalty following the better. Mr. Donohue stated our downtown is the real thing, although we will always face competition. He stated we can be very successful in spite of what we may be facing.

Councilmember Walton thanked him for his detailed report on the Veterans memorial. She stated she loves what we are doing, we are giving them a bigger space and more attention and she thanked all of the sponsors. Councilmember Richards stated he agrees with the concept and the location. He asks where the bricks will be located. Mr. Donohue stated they will be reinstalled next week. Councilmember Richards stated the location is virgin ground, there has never been anything there and he thinks this will be a wonderful asset. Councilmember Parisien asked about the marketing for the Cool Yule and the South Lyon Eve. Mr. Donohue stated the details will be out later this week, and the banner will be out, as well as the flyers and it will be on Facebook. Councilmember Parisien stated she wants to make sure we get as much information out as possible for the new South Lyon Eve event and she then asked about a banner for the event. Mr. Donohue stated we will have a banner for the event. Councilmember Parisien asked about the business survey. Mr. Donohue stated they had 22 responses and they will be compiling the information. Councilmember Kivell stated the activity level downtown is great. We have people that want to come into our downtown and he hopes we can make sure all buildings are utilized. Mr. Donohue stated master plan is a really good document. He further stated as long as our economy stays strong our downtown will be successful. Councilmember Kurtzweil asked who holds the information on the business survey and if it can be FOIA'd, will the City have the information.

### FIRE CHIEF REPORT

Chief Vogel stated they received a grant for a thermal imaging camera and he heard the grant he applied for body armor will probably be approved. He then stated the bad news is they crashed an overhead door last week and the fire truck is located at the wastewater treatment plant. It is very tricky without our own mechanic. He stated they have been very busy, they assisted with a large fire in Green Oak Township. He then stated he is proud to say Cindy Conrad is now accepted as an instructor. He then stated the State is going to mandate on doing training and it will be tough for on call firefighters. With Cindy being an instructor, it will be very helpful and save the City a lot of money. Councilmember Parisien asked about the GFL accident. Chief Vogel stated he was there for an hour. He stated it was a tough day, it was tough on everyone. He further stated it was a tragic event and he had never seen anything like it.

Councilmember Kurtzweil stated she likes the reports because it is a constant reminder of how important our first responders are. She then asked about the accident at 9 mile and Pontiac Trail. Chief Vogel stated there were 5 vehicles were involved and Officer Walton arrived first, and the gas leak that was spoken of earlier, was because one of the people had just filled a gas can and when the accident occurred, it spilled inside the car. He then stated they checked 4 people but no one had to go to the hospital by ambulance. He stated it was chaotic but we had a lot of help. Councilmember Kurtzweil asked about public act 291. Chief Vogel stated it states we need ongoing training and they are requiring more classes and tests. His concern is for a paid-on call fire department, is how will we meet the requirements or will this be an undo hardship on the departments. Councilmember Kurtzweil stated we can express our concerns to our representatives such as Jim Runstead and Cathy Crawford. She further stated they may not understand the collateral damage they may be causing. Chief Vogel stated we are having internal debates with Fire Chiefs and the representatives. Councilmember Kivell suggested letting them know there are already issues with recruitments. Chief Vogel stated they have. Councilmember Walton stated she is happy he is working with other fire departments to collaborate together. She then thanked him for all the grants he is working on.

#### POLICE CHIEF REPORT

Chief Sovik stated he has spoken with different suppliers for replacement shot guns. He stated as of right now, they have received 3 fully equipped shotguns and haven't had to pay for anything yet. He stated they are going through all of their property room and they will have a history of every piece of property they have. He adds that they had their first property audit in 28 years and goes on to explain that whenever there is a change of administration or a change of Officer in charge of property, they are supposed to bring in an outside agency to do that and find out where they are at. This will give them a history of every single piece of property that we have. Chief Sovik thanked Lori Mosier and Patricia Tiernan for their help in transitioning into the Chief position.

#### PLANTE MORAN AUDIT PRESENTATION

City Manager Zelenak stated Plante Moran are here to discuss the 2018 audit. He stated the audit is the financial report for the budget year as of June 30, 2019. He stated they will be discussing the financial position of the City and to ensure fiscal responsibility of taxpayer dollars. Some of the recommendations have already been instituted and in the upcoming months, Plante Moran will be working with staff performing a water and sewer rate analysis which will be coupled with a review of our water and sewer systems and the development of our capital improvement plan. He further stated it will give us a proper rate structure to ensure we have a proper plan to move forward with city wide utility system improvements. The audit is available at city hall, on our website and at the library. He then stated there will be a discussion regarding a corrective action plan that outlines our plan to funding other post benefits for employees. He then introduced Spencer Tawa and Doug Bohrer from Plante Moran. Mr. Bohrer thanked the City staff for their assistance with the audit. He thanked City Manager Zelenak, Clerk/Treasurer Lisa Deaton, Finance and Benefit Administrator Patricia Tiernan and Lori Mosier. He stated this is the conclusion of a longer process which begins in April and May. He stated they are in contact with the city throughout the year. He stated tonight there are 3 packets we will be reviewing, the financial statement audit, the letter to the Mayor and Councilmembers and the PowerPoint presentation. Spencer Tawa presented a PowerPoint presentation regarding the financial position of the City. He stated they have issued an unmodified opinion which is what all cities should strive for. He stated the general fund revenue was at 6.4 million dollars and revenue has been increasing. He stated one of the biggest

increases was property taxes and that is the largest revenue for the City. He stated part of the reason is the increase in taxable value as well as the millage rate increasing. Mr. Tawa stated the expenditures were 5.7 million dollars. He stated the expenditures went up this year due to the purchase of a police car, wages and contributions to the pension plan. He stated even with the increases the general fund revenue exceeded the expenditures. He then stated from 2015 to 2017 the general fund expenditures were more than the revenue but since that time, the City has been able to build the general fund. Mr. Tawa stated revenue sharing is the second highest revenue after taxes. He stated there are other funds than just general funds, such as major & local roads, cemetery and so on. He stated there are also 51 money that is restricted funds, as well as the cemetery perpetual fund. He then discussed the water and sewer fund. It is important to ensure the water and sewer rates are sufficient to ensure the operating of the water and sewer plants. Mr. Tawa explained the legacy costs which are the defined pension plan and the OPEB. He stated the unfunded liability is 6.1 million. He further stated each year the City has an actuary calculate what the pension contributions are which are required by state law. He explained the legacy costs is 6 to 8%. Some communities have an access of 20%. He further stated the City has taken steps on all of this. He explained the changes the City has made has put the city in a good place. Some cities are in the tens of millions of dollars. He then explained internal control matters they have found. One was segregation of duties for bank reconciliations. He stated this ensures everything has been accounted for and no misappropriation of funds. He stated there needs to be two people doing the bank reconciliations. He stated by the end of the year, the City is now doing this. The second was the trial balance account review which relates to a liability account. There are numerous transactions that go in and out and there is one account the city doesn't reconcile and they recommend the city do so by seeing who is owed the money and how old it is. Mr. Tawa explained there were no difficulties with management with performing the audit. Mr. Tawa identified some best practices the City could do. He stated the only wire transfer that is done is to Oakland County for the tax disbursement. The best practice is to have a limit on the wire transfers. He then stated there was nothing out of the ordinary but having a limit is a good idea. Mr. Tawa stated currently there is a process in place where a certain amount of tap in fees are put aside for improvements in the water and sewer fund. the percentage was approved many years ago. They suggest they can reassess the amount. That should be looked at during the water and sewer rate study. Mr. Tawa stated the City has numerous bank accounts that collect low interest, they suggest the City look at some safe investments to gain more funds. Mr. Tawa stated there is daily cash drawer activity and at the end of the day the cash drawer is reconciled and they suggest two people do so or someone that is not involved with the cash receipting at all. Mr. Tawa stated there are legislative items that are coming out and he suggests City Council and the Manager keep up to date. Mr. Tawa stated the City should have stronger password controls. Councilmember Kurtzweil stated the wire transfer limits is a good idea and she has seen this brought up in the past. She stated the issue is what is the best practice to protect taxpayer dollars. What are we doing to prevent the unforgivable? She goes on to encourage Council to look into a good wire transfer policy. Councilmember Kurtzweil stated the restricted assets regarding the tap in fees, she brought up years ago. She has yet to see the resolution that talks about how the money is being allocated. She stated it bothers her there is a discrepancy that from whatever that approved language was and what is being done at this point. She encourages Council to get an updated policy along with a planning document on how the fees will be used. Councilmember Kurtzweil asked what are the alternatives for investing because we are limited to what we can invest in. Mr. Tawa stated mostly CDs or money market funds. He stated the County has an investment fund that is approved by the State and can bring in more interest than the city is currently getting. Councilmember Kurtzweil stated she is surprised to learn the unfunded pension liability is up to 6 million dollars. She further stated, we have no plan for that and that the dollar amount in 2010 was a million dollars. She goes on to say that she had an opportunity to speak with the County Treasurer and he has offered to come in and talk to Council about

this. She further stated we need to be better planners and stop kicking the can down the road. We need to deal with the issue. She stated we haven't been dealing with the issue and 95% of the workers are union workers and they should all be able to go home every night knowing their pension will be protected. Councilmember Kurtzweil asked what in the City will fall under the GASBE 84. Mr. Tawa stated the only change will be the DC contributions with MERS. He stated the City is in a hybrid with MERS. He explained that the defined contribution will grow with interest and at the employee's retirement they can withdraw that. He further explained that could become a fiduciary fund. He will discuss this with Patricia in the upcoming months. Councilmember Kurtzweil asked, if we are in a good place in our fund balance that should the worst case scenario hit, would we be okay? Mr. Bohrer stated the amount in the general fund varies by community. Some communities have a fund balance policy and it can be very broad, it can be between 15% and 40%. He stated some communities have built up their fund balance but they haven't dealt with their capital improvements which now they will have to use from their general fund balance. He stated he thinks the City is in a strong position. Councilmember Kurtzweil stated we have a mill that is dedicated to capital improvements and she thinks that is a better way to keep the fund balance. Mr. Bohrer stated that is absolutely true. Councilmember Walton mentioned some of the things that were on this audit was also on last year such as cash drawer activity, which is a no brainer. Mr. Bohrer stated the City has initiated changes on this. There is now an initiator and a second person that has to approve that. There is only one wire which is to the County so that is not as much of a concern as for other communities that have multiple wire payments. Councilmember Walton stated it is just odd to her that has been mentioned at the last audit and this one. Councilmember Kennedy stated the State target is 60% for the pension fund and he asked what we are funded? Mr. Bohrer stated the city is funded at 63%. Councilmember Kennedy stated if we were to get a bond to fully fund the pension fund, we would be fully funding the fund, basically putting the money on the shelf and paying the interest to do that as opposed to just following the plan to pay into that fund. Mr. Bohrer stated there have some communities that have bonded, but their situation was significantly higher than the City of South Lyon. He stated you can fully fund it, but if the returns are different than the assumption you can still be underfunded. Councilmember Kivell stated, we have more people coming on board that are in the DC plan, so we are shedding some of the burden to these DB plan. Kivell adds that he is not as concerned as some other people are about the funding because we are currently on a plan, we have always been on a plan to take care of it.

## NEW BUSINESS

### 1. McHattie Park & Volunteer Park master plan update

City Manager Zelenak stated we budgeted \$10,000 in the 2019-2020 Master Plan to update the landscape architectural master plan for Volunteer and McHattie Park. We solicited services from Russell Design to update the plan. Funds will be taken from Parks and Recreation budget.

Mark Russell, Russell Design, stated he was asked where we are in the process and where we are going. He stated we started this about 4 months ago and the biggest change in Volunteer Park is a demand for baseball fields. He further stated we will push the baseball fields to the north and transfer the soccer and lacrosse field to the location which is currently showed as baseball fields on the drawing. He further stated they discussed another restroom facility. He stated the parking lot might be reduced to service the games. He stated the project is mostly on the north side of the park. Councilmember Kivell asked if the importance of the baseball fields is because of the junior league, and if so, do they have any interest in helping with funding. Mr. Russell stated there is. Councilmember Parisien stated she has no problems with this, but when she was attending Parks and Recs meeting last year was there wasn't enough funding.

Lyon Township does, but we do not. She asked why do this if we don't have the funding to approve it. City Manager Zelenak stated this is a phasing project as opposed to a 5-million-dollar project. He discussed with Council during the budget sessions, we need to develop this project in minor steps. We have a large volunteer base with the Junior League as well as South Lyon Recreation. He further stated between all of us and grants he thinks we can start on a smaller basis. It needs to be done in a planned and incremental approach. Councilmember Parisien stated she likes the approach but do we have a schedule to keep up on track. City Manager Zelenak stated this is part of the schedule. We are talking about McHattie Park and Volunteer Park and what the costs will be. As we start the development on the plan, we look at how we can do this and where we can get the funds to get the funds to make this happen to let the community know this is what is needed. Councilmember Parisien stated she is glad we have a funding plan, because if we get Volunteer Park going it will bring revenue to the City. She further stated we can't just let it sit; we have to have a schedule to keep this going. She then asked what is the extent on the Parks and Recreation committee. Mr. Russell stated he will attend as many meetings as he needs too. He stated there was a meeting planned last week, but there wasn't a quorum. We aren't under contract but we will attend as many meetings as necessary. City Manager Zelenak stated they are all involved. Mr. Russell has been coming to the meetings and not charging the city at all and he told Parks and Recreation handle it all. He stated it is the same for McHattie Park. Further discussion was held regarding McHattie and Volunteer park changes to the master plan. Councilmember Kennedy asked as part of the updating the plan, will this give us a number of shovel ready projects to take advantage of grants from SEMCOG. City Manager Zelenak stated it will and start to be able to prioritize the projects. Councilmember Walton stated lighted baseball fields are the most important. Our parks do not include lighting. Councilmember Kurtzweil stated there has been some setbacks on Lyon Townships plans for their park. Their park is at a standstill. she thinks this is an opportunity for South Lyon. She was on parks and recreation years ago. She further stated 20 years later we are still trying to get this developed. She likes the plan and the idea of doing a little at a time. She then asked Mr. Russell about the time table on grants. Mr. Russell stated besides the SEMCOG grants, there are other grants available with the DNR. The deadline is March or April, but we may not be ready next year. He further stated we have to design all parks on the accessible needs or you will not get funding. He then stated the DNR grants aren't focused on recreational fields. He further stated we have to build in trail systems and community needs as well as educational proponents. Councilmember Kennedy stated it will be good if we can have shovel ready projects to take advantage of the grants. Mr. Russell stated he isn't aware of the requirements, if it is just a master plan, that is one thing, if it is construction documents, that is another whole level of detail. Councilmember Kennedy stated we won't meet the deadline this year, but if we prepare now, we can be prepared for next year. Councilmember Kivell stated we have to renew master plans every 5 years for any funding anyway. He further stated this is great timing and we recognize the need we have and we have a great deal of more likelihood to fund things internally. He further stated we might as well see what we can do internally and prepare the rest of that stuff that might be granted by the state.

City Manager Zelenak stated we will continue to look at grants that are out there. He goes on to say that he has obtained one of the land and water conservation grants for building a restroom facility within the park so there's a lot of different things that can be done. Zelenak adds, the Parks and Recreation has been great and they have a lot of ideas. They are very involved and very interested in trying to improve both of these parks.



CM 10-6-19 MOTION TO APPROVE LANDSCAPE ARCHITECTURAL MASTER PLAN UPDATE

Motion by Kurtzweil, supported by Walton

Motion to approve the Landscape Architectural Master Plan Update services agreement for McHattie Park (\$4,200) and Volunteer Park (\$4,700). The funds for the work will be taken out of the Parks and Recreation Professional Services Account 101-690-801.

VOTE: MOTION CARRIED UNANIMOUSLY

2. In Car Camera Replacement

Councilmember Kurtzweil asked about the bids. There was a large discrepancy of \$30,000. Chief Sovik stated it is the type of equipment you get. There is additional software that is included with the WatchGuard. There is additional software that we would have to pay for monthly. He stated the big difference is the customer service, quality and type of equipment. Councilmember Kurtzweil confirms with Chief Sovik that the bids weren't compared apples to apples. Councilmember Kurtzweil asked about the 16GB USB removable thumb drive on page 1 and who has the ability to remove the thumb drive. Chief Sovik stated he doesn't believe there is a thumb drive in this system. Chief Sovik stated administrators have the ability to make a copy of the hard drive for court or whomever. Councilmember Kurtzweil asked who has access to that. Chief Sovik stated only certain members of the department will have access to that. Councilmember Kurtzweil then questioned the redactive software. Chief Sovik stated that would allow them to redact a persons face or voice. Councilmember Kurtzweil stated she wants to ensure that the original video is preserved. Chief Sovik stated it is. Further discussion was held regarding the in-car cameras.

CM 10-7-19 MOTION TO APPROVE PURCHASE OF IN-CAR CAMERAS

Motion by Kivell, supported by Kennedy

Motion to approve the purchase of the in-car cameras from Manufacturer WatchGuard in the amount of \$63,138.00 to be deducted from Police Department budget line item 101-300-978:Capital Equipment

VOTE: MOTION CARRIED UNANIMOUSLY

3. CORRECTIVE ACTION PLAN

Public Act 202 of 2017 requires underfunded local unit of governments to develop and submit for approval a corrective action plan for retirement health benefit plans. Underfunded status is defined as being either less than 40% funded according to most recent audit financial statements; and/or the annual required contribution (ARC) for all the retirement health systems is greater than 12% of the local government's annual governmental fund revenues. Form 5597 Corrective Action Plan for Financial Statements dated June 30, 2018 must be approved by Council and submitted to the Michigan Department of Treasury by October 31, 2019 or 180 days after notice. City staff and Plante Moran auditors will be in attendance to answer any questions you may have on the subject. Zelenak clarifies that this is the 2018 audit, not the 2019 audit.

Councilmember Kurtzweil asked if she was reading this correctly in that the City's first contribution this year will be \$5,349.00 Patricia Tiernan, the Financial Administrator, stated we have an interim evaluation which includes the normal cost calculation for our employees which were hired after July 1<sup>st</sup>, 2018. There

are 7 that are included that are now included. She stated this is their calculation of what the cost will be for this fiscal year. She stated the corrective action plan is to make an additional contribution on top of that. Councilmember Kurtzweil asked if this is part of the OPEB. Ms. Tiernan stated this is putting a plan in place to take care of that. Councilmember Kurtzweil asked what the total unfunded liability is. Ms. Tiernan stated it is \$545,000. Mr. Tawa stated the state is requiring the city to make a contribution for all new employees. That is where the dollar amount comes from. He further stated the City plans on making more of a contribution. Further discussion was held regarding the plan.

#### CM 10-8-19 MOTION TO APPROVE FORM 5597 CORRECTIVE ACTION PLAN

Motion by Kurtzweil, supported by Walton

Motion to approve form 5597 corrective action plan retirement health benefits for public act 202 of 2017

VOTE:

MOTION CARRIED UNANIMOUSLY

BUDGET- Nothing

#### MANAGER'S REPORT

City Manager Zelenak states that we will be hosting a Chamber Breakfast on Friday, October 18<sup>th</sup> from 8:30 – 9:30 a.m. This year we have decided to take the scarecrows from downtown and decorate the fences within the Farmers Market. Allowing all the hard work that was put into making them be appreciated.

Councilmember Kennedy asked for an update on the wheelchair swing. City Manager Zelenak stated we will be going out for bid. He stated one of the locations they were looking at had a gas line underneath so we are looking into the depth of that so we don't run into any outside costs. Councilmember Richards stated he counted the number of 17 scarecrows, he then asked if they will be for sale. City Manager Zelenak stated that is to be determined by the people that created them.

#### PUBLIC COMMENT

Joe Matuzak of the Cultural Arts Commission stated he is here to invite everyone to the poetry walk on Wednesday of this week. He stated they have had poets from around the area, create poems based on the participating businesses such as True Value Hardware, South Lyon Cycle, Norms Auto Repair, State Farms Insurance Agency, Tenpenny Furniture Store, A&E Jewelry Store, South Lyon Cycle, the Corner Caffe. He stated they will be displayed for the next few months. He stated there will be an art walk on November 15<sup>th</sup>. Everyone is invited.

Jim Hamade of 1189 Horseshoe Drive stated the South Lyon area have many organizations that contribute to those around us that need assistance. He further stated and they have many wonderful community events. He further stated on September 27<sup>th</sup> he posted on Facebook to stay tuned to find out how to get a chance to gain to receive donations for your charity. He stated he is a candidate for City Council. He then stated he will be forming a Facebook group to help choose a South Lyon non profit group or charity recipient for any compensation he may get if he gets on Council. He further stated his family donates to many charities nationwide. He stated regardless of the outcome of the Election, he intends to direct a substantial portion of their annual donations to the charity chosen, as well as continue

their involvement in the South Lyon community although the amount donated will not be the same if he is elected to Council. He then stated we have an awesome City Council and he has been reviewing the tapes and it is a lot of work. He knows you have to work hard and there have been many councilmembers that have been telling people to do their homework.

## COUNCIL COMMENTS

Councilmember Richards stated Brookdale Square is amazing. The limestone and the decorations they are putting into the buildings is marvelous. He stated he attended the last DDA meeting and he was impressed with the things that were on the agenda. He hopes to get more information as we go along. Councilmember Richards stated the South Lyon Woods owners fixed the parking lot where the laundromat is. He stated it is a fine texture and the markings on it is wonderful. He then stated he has been encouraging the proprietor of the Marathon Gas Station and he eliminated the berm and he is putting in fencing. He has made efforts to improve his property. Councilmember Richards stated this is on the controversial side, but he has been working on this for a while. We need to hire an outside attorney for our Council information and not in the short term, but in the long term. He wants input from our current attorney to see if she will assist us. We will need help with the tube mill. He stated there is only a few people on Council that have any concept of corporate psychology. He stated we will need help in the future, we are responsible for the citizens in this town. If we can secure an outside attorney with corporate and pollution experience for under \$100,000.00 for a flat fee for 3 years, we should look into it. He wants to make sure everyone is aware of it. He further stated he can see a potential disaster in the future.

Councilmember Walton thanked the students that helped decorate the little free library to get ready for the holiday season. She stated it is one of her favorite things and she thanked everyone for taking care of it.

Councilmember Parisien stated she wanted to remind everyone to volunteer for our boards and commissions such as Parks and Recreation, Cable Commission and the Cultural Arts Commission. She stated the art downtown is charming. She then stated this is a good way to get involved. She then stated the Ladies Night Out is November 15<sup>th</sup>. Councilmember Parisien stated she wants to remind everyone to do their homework and see what the candidates have posted. She stated do your homework. She then stated you should watch the videos and see which candidates have the same values as you do and who is working for making the City better or which ones are plaguing the City with issues.

Councilmember Kurtzweil thanked Kathy Swan and her team for their hard work on Pumpkinfest. She then thanked the DPW and everyone who visited South Lyon during Pumpkinfest. She then thanked Ashka Salon for sponsoring the pumpkin pie baking contest which she was a judge along with Pastor Mike. Councilmember Kurtzweil stated she is trying to bring solutions for the issues with Peoples Express. She had an opportunity to meet with Loving Touch Transportation. They are a private company and they do non-medical emergency transport. She stated the caregiver can ride for free and all vehicles have GPS and they are monitored with camera. She stated it can be pricy. (See attached flyer) Councilmember Kurtzweil stated she attended a town hall meeting with Jim Runestad and the topic was elderly abuse. She stated it was eye opening. She stated she brought some information back for the Police Department. She then stated the attorney general is coming out with a vulnerable adult incident report and they will be having training as well. She stated it isn't only elderly abuse, but also about financial exploitation regarding seniors as well. Councilmember Kurtzweil stated we have senate bill 77 which will be presented and it is about having cameras in nursing homes. She stated she hopes it gets

passed and she hopes people contact their legislature that can assist in getting this passed. She stated some of the most important information that came out of the town hall meeting, the Michigan Long Term Care Ombudsman Program. Their phone number is: 1-866-485-9393. She brought back some additional information. Councilmember Kurtzweil stated she will have some information at the next meeting regarding taxes on people's pension. She stated she is contacting Michigan legislatures to tell them it is not a good idea to tax people's pension.

Councilmember Kivell stated the moving of the rock was a very interesting time and it was well represented by Veterans and residents. It was exciting to see everyone working together. He then stated our DPW workers are very skilled and he thinks this will be much more precious when the project is completed. He then stated he was sorry to hear about a long-term neighbor Marjorie Thomas has passed, she will be joining her husband who previously passed and they were really great neighbors. Councilmember Kivell stated the work being done on the Artercraft building is going really well and it is going to be a very attractive building and an asset to the City. Councilmember Kivell stated the downtown kids trick or treating is October 24<sup>th</sup> from 6:00 p.m. to 8:30 p.m. It's a great time to watch all the little kiddies running around.

Councilmember Kennedy reminded residents that now that fall is here the city will vacuum up the leaves that residents rake to the curb. Residents in single family homes should place un-bagged leaves in the street next to the curb and the City will pick them up. Do not place anything other than leaves in the pile. The DPW will pick up leaves until November 30 or until the weather no longer permits (generally after the first snow). Also, November 25 & 26 will be the last yard waste pickup by GFL as well. On Sunday, November 3 from 2:00-3:00pm the Salem-South Lyon District Library will hold a "Beatles Forever" event. This is a fun, sing-a-long, show featuring 28 songs by The Beatles performed by a live band and the funny short story by M.L. Liebler of growing up with the Beatles from the early 60's until they first appeared on The Ed Sullivan Show. So, come have a laugh, sing some old favorites and party with The Beatles Forever Show. It's a drop-in event, no registration is required.

Mayor Pelchat stated he is happy the Veterans Memorial is now moved. It took lots of planning and he is so excited to see it when it is completed. He then thanked Plante Moran for all their assistance with the audit. Mayor Pelchat thanked Ms. Fernandez for attending from Kathy Crawford's office. Mayor Pelchat stated a week from Friday is South Lyon High School versus South Lyon East. He stated he hopes to see everyone at the game.

ADJOURNMENT

CM 10-9-19 MOTION TO ADJOURN

Motion by Kurtzweil, supported by Kennedy  
Motion to adjourn meeting at 10:15 p.m.

VOTE: MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

\_\_\_\_\_  
Mayor Dan Pelchat

\_\_\_\_\_  
Deputy Clerk/Treasurer Judy Pieper

**Local 586-992-1024 or 248-254-6960**

**Toll Free 1-855-312-2005**



**Fee Structure starting 8/1/2019**

Monday - Friday		Tier 1 rebate	Tier 2 rebate
Round trip transportation			
Pick up fee each way	\$ 30.00	\$ 29.40	\$ 28.50
Mileage rate per mile	\$ 3.00	\$ 2.94	\$ 2.85
Wait charge per hour	\$ 30.00	\$ 29.40	\$ 28.50
One way transportation Pick up fee	\$ 75.00	\$ 73.50	\$ 71.25
Dialysis / Therapy / Chemo			
(2 or more times per week pre-scheduled)			
(Includes first 5 miles each way - \$15 value)			
7 AM through 6 PM each way	\$ 34.00	\$ 33.32	\$ 32.30
Morning and evening hours	\$ 49.00	\$ 48.02	\$ 46.55
Saturday			
Round trip transportation			
Pick up fee each way	\$ 45.00	\$ 44.10	\$ 42.75
Mileage rate per mile	\$ 3.00	\$ 2.94	\$ 2.85
Wait charge per hour	\$ 45.00	\$ 44.10	\$ 42.75
One way transportation Pick up fee	\$ 75.00	\$ 73.50	\$ 71.25
Sunday			
Round trip transportation			
Pick up fee each way	\$ 60.00	\$ 58.80	\$ 57.00
Mileage rate per mile	\$ 3.00	\$ 2.94	\$ 2.85
Wait charge per hour	\$ 60.00	\$ 58.80	\$ 57.00
One way transportation Pick up fee	\$ 90.00	\$ 88.20	\$ 85.50

Tier 1 rebate: Facility spending \$10,000 in a qualifying month, network spending \$15,000 in a qualifying month

Tier 2 rebate: Facility spending \$17,000 in a qualifying month, network spending \$25,500 in a qualifying month

Call for Holiday pricing

# **AGENDA NOTE**

## **Consent Agenda /**

**MEETING DATE:** October 28, 2019

**PERSON PLACING ITEM ON AGENDA:** City Manager

**AGENDA TOPIC:** Consider approval for Kiwanis Club to use the Historic Village / Depot Grounds for annual Christmas tree sale event.

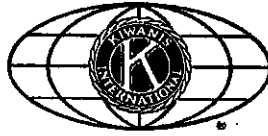
**EXPLANATION OF TOPIC:** The Kiwanis Club has submitted their annual request for permission to use the property in the McHattie Park located near Historic Village and Depot Grounds for their Christmas tree sale from November 21, 2019 to December 31, 2019.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** Request letter, certificate of insurance and hold harmless document.

**POSSIBLE COURSES OF ACTION:** Approve or not approve the Kiwanis to hold their annual Christmas tree sales in McHattie Park / Depot Grounds.

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve the request by the Kiwanis to hold their annual Christmas tree sales in McHattie Park.

# Kiwanis Club of South Lyon, Mich.



P.O. Box 235  
South Lyon, MI 48178  
"On Chief Pontiacs' Trail"  
"We Build"

October 21, 2019

South Lyon City Council  
335 S. Warren Street  
South Lyon, Michigan 48178  
Attn: Paul Zelenak, City Manager

**Re: Kiwanis Use of Historical Village/Depot Grounds  
South End of McHattie Park**

Dear Honorable City Council,

The South Lyon Kiwanis is requesting the use of the Historical Village/Depot Grounds at the South End of McHattie Park for the purposes of Tree Sales. As the City Council may know, this has been an annual event.

This request is to use the property from **appx. November 21st, 2019 (early drop off and set up) through December 31, 2019 (take down and clean up)**. Sales usually end near December 21, 2019 and the property is usually cleaned up by the end of December-weather permitting. Trees will be delivered on **Friday November 29<sup>th</sup>, 2019**. The sales support many charitable activities including the annual senior dinner at the High School which will be on **Monday December 9<sup>th</sup>, 2019 @ 6:30 p.m.**

I have enclosed a copy of the Certificate of Liability Insurance naming the City of South Lyon, its employees, officers, volunteers and elected officials as an additional insured.

If you have any questions regarding this or any other matter, please feel free to call me.

Very truly yours,

Philip J. Weipert  
Club Secretary-(248) 486-1100

PJW:mdn11



# Kiwanis Club of South Lyon, Mich.



P.O. Box 235  
South Lyon, MI 48178  
"On Chief Pontiacs' Trail"  
"We Build"

## HOLD HARMLESS AGREEMENT

To the fullest extent permitted by law the South Lyon Kiwanis Club agrees to defend, pay on behalf of, indemnify, and hold harmless the City of South Lyon, its elected and appointed officials, employees and volunteers, and others working on behalf of the City of South Lyon against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of South Lyon by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this event.

South Lyon Kiwanis Club



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/21/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Hylant - Indianapolis 10401 North Meridian St, Ste 200 Indianapolis IN 46290	<b>CONTACT NAME:</b> Lisa Christenson	<b>FAX (A/C, No):</b> 317-817-5151	
	<b>PHONE (A/C, No, Ext):</b> 317-817-5172	<b>E-MAIL ADDRESS:</b> kiwaniscert@hylant.com	
<b>INSURED</b> Kiwanis International, All Clubs and Their Members 3636 Woodview Trace Indianapolis IN 46268	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> Lexington Insurance Company		19437
	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
	<b>INSURER F:</b>		

**COVERAGES****CERTIFICATE NUMBER:** 1567487107**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	013136005	11/1/2019	11/1/2020	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Liquor Liability \$ 1,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		013136005	11/1/2019	11/1/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Self-Insured Retention		013136005	11/1/2019	11/1/2020	All Claims \$75,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate Holder and others as defined in the written agreement are additional insured subject to the terms, conditions, and exclusions on the policy with respect to the General Liability only regarding the following Kiwanis event (setup, take down & rain date(s) during the policy term are included).

Annual Christmas Tree Sales  
Located @ South Lyon's McHattie Park  
Kiwanis Club of South Lyon

**CERTIFICATE HOLDER****CANCELLATION**

City of South Lyon, its elected and appointed officials,  
employees and volunteers  
355 S Lafayette  
South Lyon MI 48178

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Judy K. Wilson*

## ENDORSEMENT

This endorsement, effective 12:01 AM 11/01/2019

Forms a part of policy no.: 013136005

Issued to: KIWANIS INTERNATIONAL, INC.

By: LEXINGTON INSURANCE COMPANY

### ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

(Based on CG2026 04/13)

This endorsement modifies insurance provided by the following:

#### COMMERCIAL GENERAL LIABILITY POLICY

#### SCHEDULE

##### Name of Additional Insured Person(s) or Organization(s)

City of South Lyon, its elected and appointed officials, employees and volunteers  
355 S Lafayette  
South Lyon, MI 48178

Information required to complete this Schedule, if not shown above, will be shown in the Declarations

**A. Section II - Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B. With respect to the insurance afforded to these additional insureds, the following is added to Section III - Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable Limits of Insurance shown in the Declarations;  
whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations

All other terms and conditions of the policy remain the same.



---

Authorized Representative

# AGENDA NOTE

Consent Agenda 2

**MEETING DATE:** October 28, 2019

**PERSON PLACING ITEM ON AGENDA:** City Manager

**AGENDA TOPIC:** Resignation of Amber King from the Cable Commission

**EXPLANATION OF TOPIC:** We have received an email from Amber King resigning her position from the South Lyon Cable Commission. This resignation was received back in July. We apologize for not bringing it before City Council at an earlier date.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** Email dated July 23, 2019 from Amber King resigning from the Cable Commission.

**POSSIBLE COURSES OF ACTION:** Accept the resignation of Amber King from the South Lyon Cable Commission.

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to accept the resignation of Amber King from the South Lyon Cable Commission.

## Lisa Deaton

---

**From:** Amber King [REDACTED]  
**Sent:** Tuesday, July 23, 2019 12:38 PM  
**To:** Lisa Deaton  
**Subject:** Re:

Thanks, Lisa.

Please accept this email as notification of my resignation from the Cable Commission, effective immediately.

Regards,

Amber L. King

On Jul 23, 2019, at 9:26 AM, Lisa Deaton <[ld Eaton@southlyonmi.org](mailto:ld Eaton@southlyonmi.org)> wrote:

Hi Amber,

I am happy to see you turned in the petitions for Council. I am checking the signatures right now. Just a reminder, I do need to have a resignation letter from you for the Cable Commission, our Charter states a candidate running for office may not hold a place on any City Commission. You can send me an email just stating you are resigning.

Thank you,  
Lisa

# **AGENDA NOTE**

## **Consent Agenda 3**

**MEETING DATE:** October 28, 2019

**PERSON PLACING ITEM ON AGENDA:** City Manager

**AGENDA TOPIC:** ZBA Board Appointment

**EXPLANATION OF TOPIC:** We currently have an opening on the ZBA board for one member and two alternates. Please see attached Candidate Questionnaires for Andrew Petricca and Ryan Denski and their interest in serving on Zoning Board of Appeals.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** Candidate Questionnaire Andrew Petricca for the ZBA Alternate Member position, and Ryan Denski for the ZBA Regular Member.

**POSSIBLE COURSES OF ACTION:** Approve or not approve the nomination by the Mayor to appoint Andrew Petricca for the ZBA Alternate Member position, and Ryan Denski for the ZBA Regular Member.

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve Mayor Dan Pelchat's nomination of Andrew Petricca for the ZBA Alternate Member position, and Ryan Denski for the ZBA Regular Member.



**RECEIVED**

SEP 17 2019

CITY OF SOUTH LYON  
OFFICE OF TREASURER

## **CANDIDATE QUESTIONNAIRE**

The City of South Lyon wishes to thank you for your interest in serving as a Volunteer Citizen Representative on a Board, Commission or Committee. Your Candidate Questionnaire will be kept on file and entered for consideration for posted openings on any Board, Commission or Committee that you expressed an interest in for a period of two years. Please feel free to submit an updated Candidate Questionnaire to the City Clerk at any time.

Please be advised that the information contained in this Questionnaire is not confidential, and will be reviewed by the Mayor, City Council and other appropriate personnel as vacancies or openings occur on the various Boards, Commissions and Committees. This Candidate Questionnaire may also be included in any City Council Meeting Packet which is published and made available for public inspection in print and on the Internet. Your address, phone numbers and email will not be published, even in the Meeting Packet.

Please be advised that even though you may submit an application to serve on a Board, Commission or Committee, it does not guarantee that you will be appointed to that Board, Commission or Committee.

**BOARDS/COMMISSIONS/COMMITTEES ON WHICH YOU WANT TO SERVE** (please check up to five applicable boxes; see attachment for descriptions):

**Appointed by Mayor-Confirmed by City Council**

- ☐ Planning Commission
- ☒ Zoning Board of Appeals
- ☐ Cable Commission
- ☐ Cultural Arts Commission
- ☐ Historical Commission
- ☐ Parks and Recreation Commission
- ☐ Downtown Development Authority
- ☐ Housing Commission
- ☐ Board of Ethics



Most Thursdays are unavailable for me I will do my best to be available certain Thursdays. October 3rd is the first Thursday I'm available.



NAME Andrew Petricca CITY OF SOUTH LYON RESIDENT FOR 13 YEARS

ADDRESS [REDACTED] ZIP 48178

PHONE (home) [REDACTED] PHONE (business or cell) Same

EMAIL [REDACTED]

OCCUPATION: Investments and stay at home dad

ARE YOU A CITIZEN OF THE UNITED STATES? ☒ YES ☐ NO

IS ANY MEMBER OF YOUR FAMILY ON ANOTHER BOARD OR COMMISSION? ☐ YES ☒ NO  
IF SO, WHO? \_\_\_\_\_

INTERESTS/REASONS/QUALIFICATIONS: (Resume may be attached)

Committed to helping keep South Lyon a great city to live and work in.

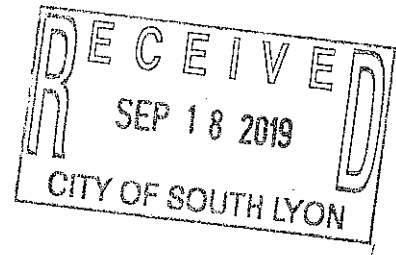
BOARDS/COMMISSIONS/COMMITTEES ON WHICH YOU HAVE SERVED (LIST MUNICIPALITIES AND DATES):  
\_\_\_\_\_  
\_\_\_\_\_

ELECTIVE OFFICES THAT YOU HAVE HELD:  
\_\_\_\_\_  
\_\_\_\_\_

OTHER ORGANIZATIONS: (Ex. Homeowners Association, Volunteer Groups, PTA, etc...)  
\_\_\_\_\_  
\_\_\_\_\_

ADDITIONAL INFORMATION:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature Andrew Petricca Date 9/17/19



## CANDIDATE QUESTIONNAIRE

The City of South Lyon wishes to thank you for your interest in serving as a Volunteer Citizen Representative on a Board, Commission or Committee. Your Candidate Questionnaire will be kept on file and entered for consideration for posted openings on any Board, Commission or Committee that you expressed an interest in for a period of two years. Please feel free to submit an updated Candidate Questionnaire to the City Clerk at any time.

Please be advised that the information contained in this Questionnaire is not confidential, and will be reviewed by the Mayor, City Council and other appropriate personnel as vacancies or openings occur on the various Boards, Commissions and Committees. This Candidate Questionnaire may also be included in any City Council Meeting Packet which is published and made available for public inspection in print and on the Internet. Your address, phone numbers and email will not be published, even in the Meeting Packet.

Please be advised that even though you may submit an application to serve on a Board, Commission or Committee, it does not guarantee that you will be appointed to that Board, Commission or Committee.

**BOARDS/COMMISSIONS/COMMITTEES ON WHICH YOU WANT TO SERVE** (please check up to five applicable boxes; see attachment for descriptions):

**Appointed by Mayor-Confirmed by City Council**

- ☐ Planning Commission
- ☒ Zoning Board of Appeals
- ☐ Cable Commission
- ☐ Cultural Arts Commission
- ☐ Historical Commission
- ☐ Parks and Recreation Commission
- ☐ Downtown Development Authority
- ☐ Housing Commission
- ☐ Board of Ethics



NAME RYAN Donski CITY OF SOUTH LYON RESIDENT FOR 11 YEARS

ADDRESS [REDACTED] ZIP 48178

PHONE (home) [REDACTED] PHONE (business or cell) [REDACTED]

EMAIL [REDACTED]

OCCUPATION: Business Owner

ARE YOU A CITIZEN OF THE UNITED STATES? ☒ YES ☐ NO

IS ANY MEMBER OF YOUR FAMILY ON ANOTHER BOARD OR COMMISSION? ☐ YES ☒ NO  
IF SO, WHO?                     

INTERESTS/REASONS/QUALIFICATIONS: (Resume may be attached)

WANT TO SUPPORT MY COMMUNITY.

BOARDS/COMMISSIONS/COMMITTEES ON WHICH YOU HAVE SERVED (LIST MUNICIPALITIES AND DATES):

N/A

ELECTIVE OFFICES THAT YOU HAVE HELD:

OTHER ORGANIZATIONS: (Ex. Homeowners Association, Volunteer Groups, PTA, etc...)

OWN HOME OWNERS Assoc. Board.

ADDITIONAL INFORMATION:

Signature [Signature] Date 8/19/19

# **AGENDA NOTE**

**Consent Agenda 4**

**MEETING DATE:** October 28, 2019

**PERSON PLACING ITEM ON AGENDA:** City Manager

**AGENDA TOPIC:** Historic District Appointment

**EXPLANATION OF TOPIC:** We currently have an opening on the Historic District Commission. Please see attached Candidate Questionnaires for J.P. (Pete) Niedzielski to and his interest in serving on Historic District Commission.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** Candidate Questionnaire from J.P. (Pete) Niedzielski, recommendation letter from Larry Ledbetter.

**POSSIBLE COURSES OF ACTION:** Approve or not approve the nomination by the Mayor to appoint J.P. (Pete) Niedzielski to the Historic District Commission,

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve Mayor Dan Pelchat's nomination of J.P. (Pete) Niedzielski to the Historic District Commission.

September 12, 2019

Dan Pelchat  
South Lyon Mayor

Dear Sir:

I am recommending Pete Niedzielski for the vacant position on the Historical Commission.

Pete has been an active member of the Historical Society for the past three years.

He is a retired electrical engineer and has applied his considerable talents to the betterment of the Historical Village.

He has rewired the gazebo lighting and electrical system; replaced the programmable thermostat in the Freight House; replaced the electric water heater in the Depot; wired and activated the crossing light at the Depot; ( a big and complicated endeavor), and more work with his carpenter skill.

In addition he has volunteered and participated in three Depot Day celebrations as the bubble man. He prepares and maintains the bubble mix and wands for the kids to have fun with bubbles.

I feel that Pete Niedzielski will be a great addition to the Historical Commission because of his enthusiasm and talent.

Respectfully Yours,

A handwritten signature in black ink, reading "Larry E. Ledbetter". The signature is fluid and cursive, with a long horizontal line extending from the end of the name.

Larry E. Ledbetter, President

South Lyon Historical Commission



RECEIVED

OCT 22 2019  
CITY OF SOUTH LYON  
OFFICE OF TREASURER

## CANDIDATE QUESTIONNAIRE

The City of South Lyon wishes to thank you for your interest in serving as a Volunteer Citizen Representative on a Board, Commission or Committee. Your Candidate Questionnaire will be kept on file and entered for consideration for posted openings on any Board, Commission or Committee that you expressed an interest in for a period of two years. Please feel free to submit an updated Candidate Questionnaire to the City Clerk at any time.

Please be advised that the information contained in this Questionnaire is not confidential, and will be reviewed by the Mayor, City Council and other appropriate personnel as vacancies or openings occur on the various Boards, Commissions and Committees. This Candidate Questionnaire may also be included in any City Council Meeting Packet which is published and made available for public inspection in print and on the Internet. Your address, phone numbers and email will not be published, even in the Meeting Packet.

Please be advised that even though you may submit an application to serve on a Board, Commission or Committee, it does not guarantee that you will be appointed to that Board, Commission or Committee.

**BOARDS/COMMISSIONS/COMMITTEES ON WHICH YOU WANT TO SERVE** (please check up to five applicable boxes; see attachment for descriptions):

**Appointed by Mayor-Confirmed by City Council**

- ☐ Planning Commission
- ☐ Zoning Board of Appeals
- ☐ Cable Commission
- ☐ Cultural Arts Commission
- ☒ Historical Commission
- ☐ Parks and Recreation Commission
- ☐ Downtown Development Authority
- ☐ Housing Commission
- ☐ Board of Ethics



NAME J. P. (PETE) NIEDZIELSKI CITY OF SOUTH LYON RESIDENT FOR 56 YEARS

ADDRESS [REDACTED] ZIP 48178

PHONE (home) [REDACTED] PHONE (business or cell) [REDACTED]

EMAIL [REDACTED]

OCCUPATION: RETIRED LASER ENGINEER (45 YRS)

ARE YOU A CITIZEN OF THE UNITED STATES? ☒ YES ☐ NO

IS ANY MEMBER OF YOUR FAMILY ON ANOTHER BOARD OR COMMISSION? ☐ YES ☐ NO  
IF SO, WHO? \_\_\_\_\_

INTERESTS/REASONS/QUALIFICATIONS: (Resume may be attached)

INTERESTED IN HELPING PRESERVE THE HISTORY OF  
THE SOUTH LYON AREA

BOARDS/COMMISSIONS/COMMITTEES ON WHICH YOU HAVE SERVED (LIST MUNICIPALITIES  
AND DATES):  
\_\_\_\_\_  
\_\_\_\_\_

ELECTIVE OFFICES THAT YOU HAVE HELD:  
\_\_\_\_\_  
\_\_\_\_\_

OTHER ORGANIZATIONS: (Ex. Homeowners Association, Volunteer Groups, PTA, etc...)  
✓  
\_\_\_\_\_  
\_\_\_\_\_

ADDITIONAL INFORMATION:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature

J. P. Niedzielski

Date

09/11/19

RECEIVED

OCT 22 2019

CITY OF SOUTH LYON  
OFFICE OF TREASURER

# **AGENDA NOTE**

## **Consent Agenda 5**

**MEETING DATE:** October 28, 2019

**PERSON PLACING ITEM ON AGENDA:** City Manager

**AGENDA TOPIC:** Cultural Arts Appointment

**EXPLANATION OF TOPIC:** We currently have an opening on the Cultural Arts Commission. Please see attached Candidate Questionnaires for Susan Kaminski and her interest in serving on Cultural Arts Commission.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** Candidate Questionnaire from Susan Kaminski.

**POSSIBLE COURSES OF ACTION:** Approve or not approve the nomination by the Mayor to appoint Susan Kaminski to the Cultural Arts Commission,

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve Mayor Dan Pelchat's nomination of Susan Kaminski to the Cultural Arts Commission.





**CITY OF SOUTH LYON**  
**Application for Appointment**

Date: 7-11-19

Name: Susan Kaminski

Address: [REDACTED]

City, State, Zip Code: South Lyon, MI 48178

Home Phone: [REDACTED]

Business Phone: \_\_\_\_\_

Occupation: middle school Visual Arts Teacher

Employer: South Lyon Community Schools

Education & Related Experience: Bachelor's of Fine Art (concentration  
Graphic Design); Licensed to Teach Visual Arts K-12; and  
Elementary self-contained K-8; Freelance graphic designer and  
photographer.

Are you a citizen of the United States? Yes ☒ No ☐

Are you in default to the City? Yes ☒ No ☐

Is any member of your family an elected official of the City?

Yes ☐ No ☒

If so, who? \_\_\_\_\_

Please select which position(s) you are interested in

**RECEIVED**

Board/Commission		JUL 15 2019
Planning Commission	<input type="checkbox"/>	CITY OF SOUTH LYON OFFICE OF TREASURER
Parks and Recreations	<input type="checkbox"/>	
Board of Review	<input type="checkbox"/>	
Housing Commission	<input type="checkbox"/>	
Zoning Board of Appeals	<input type="checkbox"/>	
Building Authority	<input type="checkbox"/>	
Downtown Development Authority	<input type="checkbox"/>	
Historical Commission	<input type="checkbox"/>	
Cultural Arts Commission	<input checked="" type="checkbox"/>	
Other	<input type="checkbox"/>	

Special qualifications: I believe my position within the school district  
will help create a connection between the district's visual arts programs  
and the community at large.

Describe why you are interested in this position: I have a strong belief that growing the  
arts program within a community can help a city thrive  
and expand, benefiting residents, businesses, and the community  
as a whole.

How long have you lived in South Lyon? 9 years

Previous place of Residence? Hudson, OH; Novi, MI; Canton, MI

References:

1. Kristin Gargano [REDACTED]
2. Brooke Leiberman [REDACTED]
3. Kelly Louder [REDACTED]

Applicant's Signature: [Signature]

Date: 7-11-19

Please print this application and  
submit to:

City of South Lyon  
Attn: Clerk's Office  
335 S. Warren Street  
South Lyon, MI 48178  
Tel. (248) 437-1735

**For Office Use Only**

Comments: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

# AGENDA NOTE

New Business: Item # /

**MEETING DATE:** October 28, 2019

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

**AGENDA TOPIC:** Purchase of a well house structure for the new offset pump at well site #4.

**EXPLANATION OF TOPIC:** The pump for the new well is not covered and poses several possible areas of concern. The pump will not continuously run as the #6 well does currently at the park and for this reason should be covered for freeze protection. I propose utilizing a shed structure to be craned in place in order for us to then modify and utilize the building for our needs. The quote from Jim's Amish Structures (1.1) includes two structures in order to have #6 well matched to the #4 site in the near future (2020 budget). This item can be purchased utilizing account **592-556-931** (Building & Equipment Maintenance). The drilling of the new offset well has not been budgeted and therefore needs to be allocated via a budget amendment which will be presented after Peerless has invoiced the city for the newly permitted well 4a.

## **MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:**

- 1.1** Quote by Jim's Amish Structures for review
- 1.2** Image of customized shed
- 1.3** Bid sheet detailing all quotes for several options

**POSSIBLE COURSES OF ACTION:** Approve/deny the purchase and installation of the structure that provides protection, dampens the noise of the motor and offers freeze protection for the newly installed pump at well site #4 for the amount of \$5,998.60 plus the crane charge which has been quoted at \$222.00 per hour with anticipation of each structure taking 2-3 hours.

## **SUGGESTED MOTION:**

Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve the purchase of a new structure for the new pump at well #4 for the amount of \$5,998.60 plus applicable crane rental fees under line item **592-556-931**.



# Quote

989.224.0515  
[www.jimsamish.com](http://www.jimsamish.com)

*JAMES*  
*(517) 614-0462*

8/16/2019

Price

Customer Name: Doug Varney  
Customer Phone Number: 248.472.7204  
Customer Delivery Location: South Lyon  
Customer email: [dvarney@southlyonmi.org](mailto:dvarney@southlyonmi.org)  
Includes: 12x12 A-frame

\$ 3,840.00

## Duratemp Siding:

Techshield in roof and side walls Incl.  
Lifetime Arch. Shingles Incl.  
Pressure Treated Flooring Incl.  
2 Gable Vents Incl.  
Locking T-Handle Incl.  
5' DbL. German door Incl.  
2-24x27" windows Incl.

No Floor-Treated 4x4 bottom plate Incl.  
9' Side Walls from 6' 6" standard \$ 864.00  
Downgrade to single door \$ (40.00)  
Upgrade to Metal Roof \$ 561.60  
No Windows \$ (55.00)  
Trimmed opening for 3' high line \$ 78.00  
Roof made so 4'x4' opening can be accessed \$ 200.00

Will require removing 2 metal sheets and  
removing some removable 2x4s on the trusses

Total per building: \$ 5,448.60

Tax Exempt: ?

Delivery for two units: With Extra Time \$ 700.00

**Grand Total for 2 buildings not including crane: \$ 11,597.20**

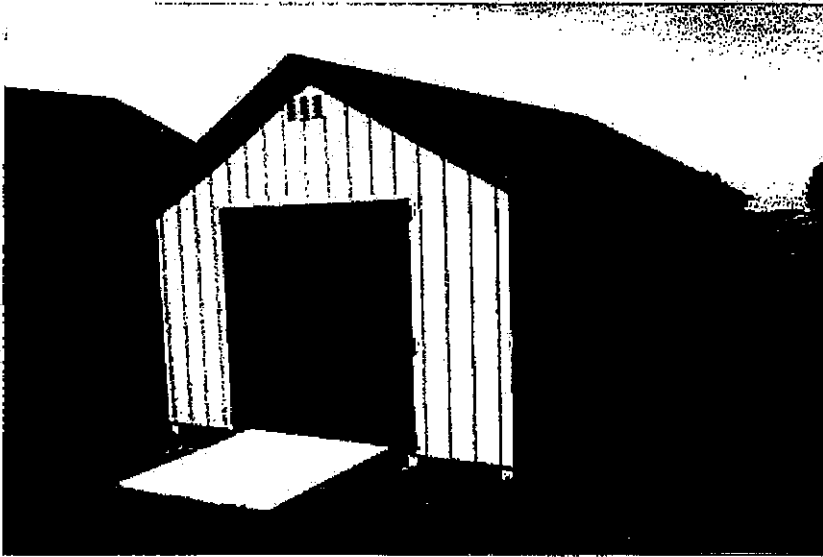
Siding Color: ?  
Trim Color: ?  
Roof Color: ?  
Door Color: ?  
Shutter Color: ?

Concrete Pad- Need to specify size

\*Customer will Anchor

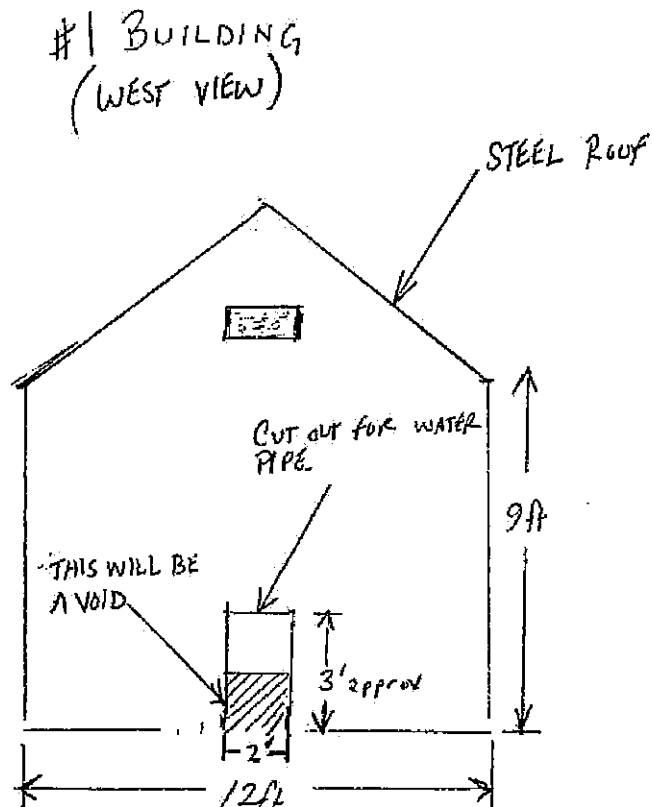
\*Customer will have crane on site (maybe \$800)

Structures weigh approximately 4000 lbs.



- Actual Bldg will not have windows.
- 1- regular man door (32")
- Steel roof - Customized to detach for future service of pump

12x18 Shown with 6' 6" side walls



**SUBJ: ATTACHMENT 1.3 - BID SHEET FOR COUNCIL REVIEW**

**ITEM BEING PLACED ON AGENDA: STRUCTURE FOR OFFSET WELL #4 @ MCHATTIE PARK**

**COMPANY** : **SHELTER WORKS** / 2616 3<sup>RD</sup> ST, ST LOUIS MO 63118

**BID CONTACT** : JOHN SWANSON / 316-664-9300

**BID AMMOUNT**: \$30,853.23 FOR 12'x'20'x8' / \$22,482 FOR 10'x12'x8' + SHPPING (\$2,795) CRANE FEES

**DETAILS** : 25 YR WARANTY CUSTOM MADE FIBERGLASS SHELTER / CAN BE COLOR MATCHED

**COMPANY** : **COMMUNITY BUILDING SERVICE**/4505 COLUMBIA, MASON MI 48854

**BID CONTACT** : CLAYTON SHAFER / 517-604-6214

**BID AMMOUNT**: \$25,509 PER BUILDING

**DETAILS** : CUSTOM BUILD 2 BUILDINGS (12'x12' – 9 FOOT CEILING HEIGHT) TO LIKENESS OF #5 WELL @ WITCHS HAT

**COMPANY** : **ESSER BUILDERS 2** / 4171 LEGION DR, MASON MI 48854

**BID CONTACT** : ALBERT ESSER / 517-993-2084

**BID AMMOUNT**: \$21,600 FOR 2 BUILDINGS

**DETAILS** : CUSTOM BUILD 2 BUILDINGS TO LIKELESS OF #5 WELL @ WITCHS HAT AS ABOVE (CBS)

**COMPANY** : **MCCARTER CONSTRUCTION** / 475 WASHINGTON, SOUTH LYON MI 48178

**BID CONTACT** : JOHN MCCARTER / 248-446-1750

**BID AMMOUNT**: \$21000-\$25,000

**DETAILS** : CUSTOM BUILD 2 BUILDINGS TO LIKENESS OF WELL #5 AS ABOVE

**COMPANY** : **JIMS AMISH STRUCTURES** / 7061 US 27, ST JOHNS MI 48879

**BID CONTACT** : JAMES GOBLE: 517-614-0462

**BID AMMOUNT**: \$11,997.20 FOR 2 BLDGS. DELIVERY INCLUDED (PLUS CRANE FEE \$800-1200 FOR 2 BLDGS)

**DETAILS** : CUSTOM BUILD 2 BLDGS. (12'x12'- 9' CEILINGS)-STEET ROOF AND MANDOOR. DELIVER TO SITE AND HAVE CRANE SERVICE PLACE ONTO EXISTING CONCRETE POURED PADS.

**SOUTH LYON HISTORICAL COMMISSION MEETING**  
**Wednesday, October 2 2019**  
**MINUTES**

**Members Present:** Jim Race, , Larry Ledbetter, Linda Ross, Bob Tremitiere, Phil Weipert

**Members absent:** Bob Martin,

**Guests:** Carl Richards, Pete Niedzielski, Roger Leppala

**President Larry Ledbetter** called the meeting to order at 7:48PM and declared a quorum.

**September Minutes:** Phil moved to accept the September minutes. Linda seconded and the motion was approved.

**St. Joseph work session, this Saturday:** St. Joe's will be here from about 9AM to noon. Bob said that he, Linda and Vikki made a list of garden chores to work on. Larry said that he and Pete will work with volunteers to put up lattice below the deck. Bob and Larry will get the lattice from the DPW. Larry also has some caboose paint touch up to do and they will work on the basement door, which is hard to open and close.

**Spring Projects:** Bob has updated the list of projects. We will assume for now that the gazebo will be handled outside our normal budget, and instead will concentrate on different projects. We discussed painting the school and replacing the school front door. Bob made a motion to authorize those two projects. Jim seconded and the motion was approved. Bob will call Steve Baggett for the door, and Larry will call Dan Hanson about the paint. Bob mentioned that depending on the bid, we may need more than one. He couldn't remember the guidelines, but Linda said they are in the June minutes.

**Gazebo:** Larry is working on getting three bids. We need to inspect the gazebo for structural issues. Ron Brock will work with Larry to specify bid conditions. Paul Zelenak suggested that we ask the contractors to tell us what they think needs to be done and bid accordingly. Once we have the bids we can decide whether to include it in a future budget or approach city council for funding. Larry said that the DPW will close the gazebo for the winter, thereby eliminating the need to salt, which has deteriorated the joist hangers. Larry suggested that we use trex for the deck surface to eliminate the need to stain/ paint. Linda mentioned that the railings also need attention.

**Other Projects:** Linda said that Vikki suggested changes to the railings at the deck steps to aid handicapped access. The current railings are too chunky to grip easily. Bob will add to the projects list.

**Gary Wickersham replacement:** Larry said that we haven't gotten any word yet. Carl said that the appointment must be approved by city council and it hasn't come to them yet.

**Business concluded,** Jim moved for adjournment. Phil seconded and the motion passed. The meeting was adjourned at 8:35 PM.

Minutes recorded by Bob Tremitiere, secretary

Minutes submitted by Larry Ledbetter, president

# South Lyon Business Owner Survey

Friday, October 18, 2019

Powered by  SurveyMonkey



# Methodology

## Methodology:

Surveys were mailed to 252 business owners in the city of South Lyon in September 2019, with an option to complete the survey online. Reminders to complete the survey were posted on Facebook. Twenty-two responses (9%) were received.

Of those:

- Thirteen business owners are in the service industry; 5 are in retail.
- Eleven have 5 or fewer employees.
- Six are age 45 or younger, ten are between 46 and 60, and five are 61 or older.

Due to the low number of responses, caution should be exercised when interpreting the results.

# Executive Summary

## Doing Business in South Lyon:

Over three-fourths of are somewhat or very likely to recommend starting a business in South Lyon.

- Top business advantages include the supportive community, small town feel, growth, location, and affordability.
- Top disadvantages include heavy traffic, lack of business diversity, issues with city officials/regulations, and high taxes.

## Marketing and Advertising:

Of the marketing efforts used by South Lyon businesses, social media and email considered are the most effective.

- Half of responding business owners spend at least \$2000 on advertising each year.
- Nearly two-thirds of respondents expressed interest in group advertising with the City or DDA.

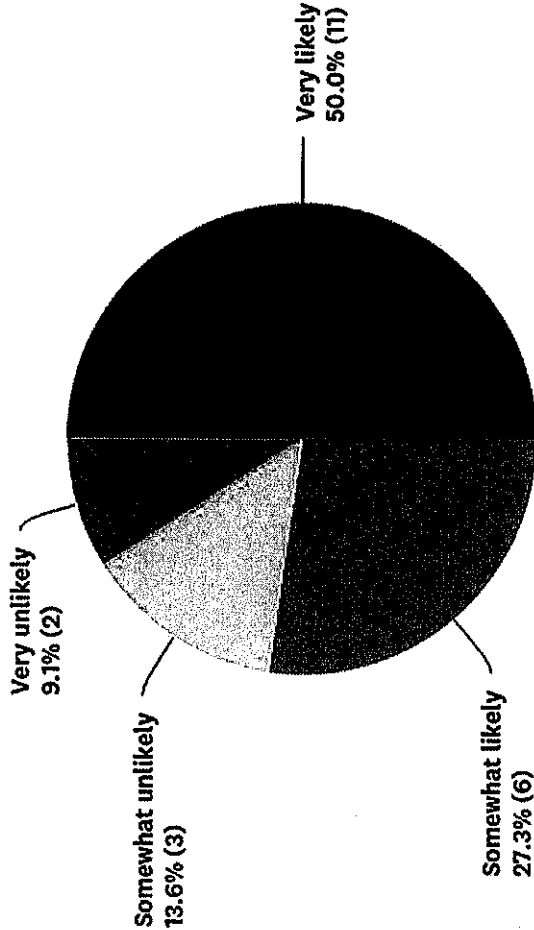
## The City of South Lyon and the DDA:

Nearly three in four rate the City as either somewhat or very effective at accommodating business development.

- More than half of responding business owners have interacted with the City within the past 6 months.
- Police, Fire, and DPW are the highest rated departments in the City.
- Improved communication (including through phone calls, Facebook, the City's website, and email) was the most mentioned suggestion for improvement.
- Of respondents who rated the City's website, just over half find it either somewhat or very effective.

**Q1: How likely are you to recommend someone to open a business in South Lyon?**

Over three-fourths of responding business owners are somewhat or very likely to recommend starting a business in South Lyon.



Answered: 22   Skipped: 0

**Q2: What are South Lyon's three greatest business advantages?**

Top mentions include the supportive community and the small town feel, growth, location, and affordability.

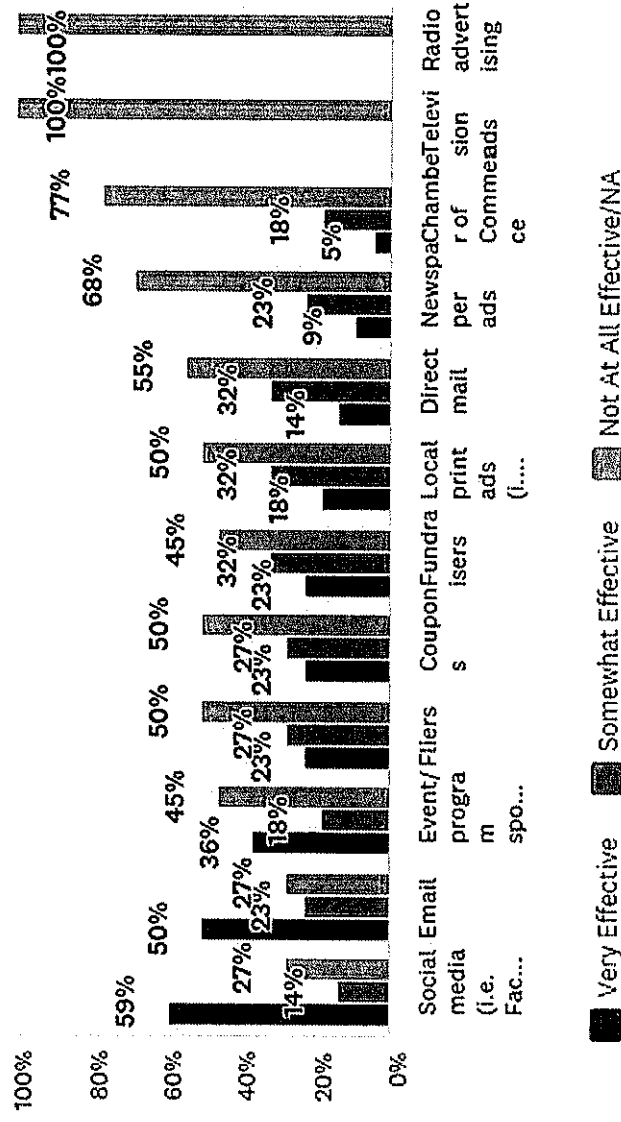


Answered: 20    Skipped: 2



## Q4: If your business has used any of the following types of marketing or advertising efforts, how effective have they been for you?

Social media and email are most effective, followed by event sponsorships, fliers, coupons, and fundraisers.

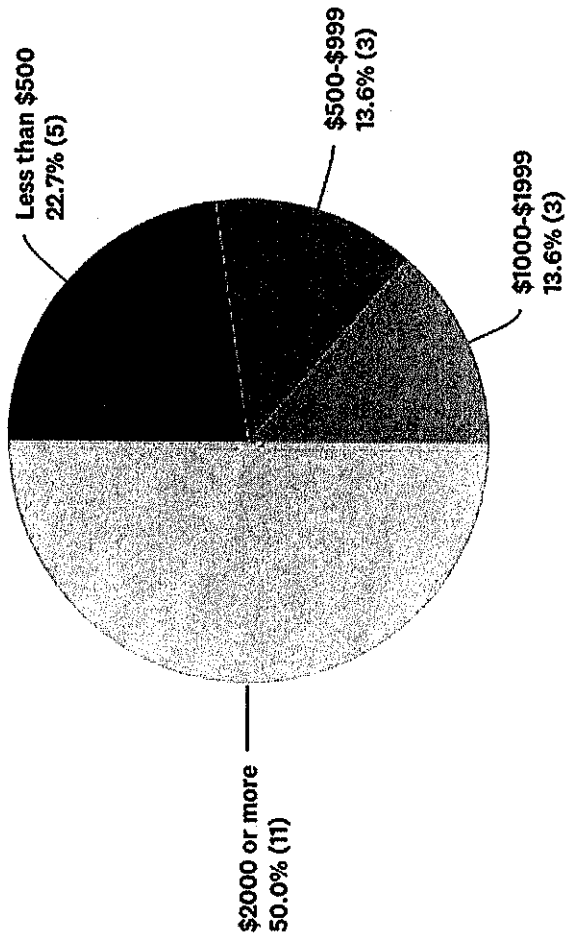


Answered: 22 Skipped: 0


Powered by SurveyMonkey

### Q5: Approximately how much does your business spend annually on marketing and advertising?

Half of responding business owners spend at least \$2000 on advertising each year.

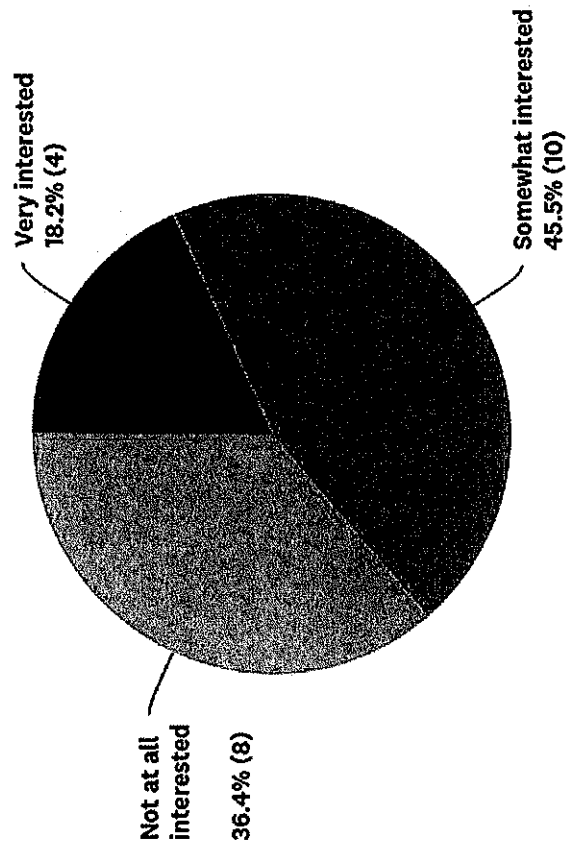


Answered: 22 Skipped: 0


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**Q6: Group advertising programs can be an affordable way for a business to get their name into their target market in a big way. How interested would your business be in participating in group marketing or advertising through the City or the Downtown Development Authority (DDA)?**

Nearly two-thirds of respondents expressed interest in group advertising with the city or DDA.



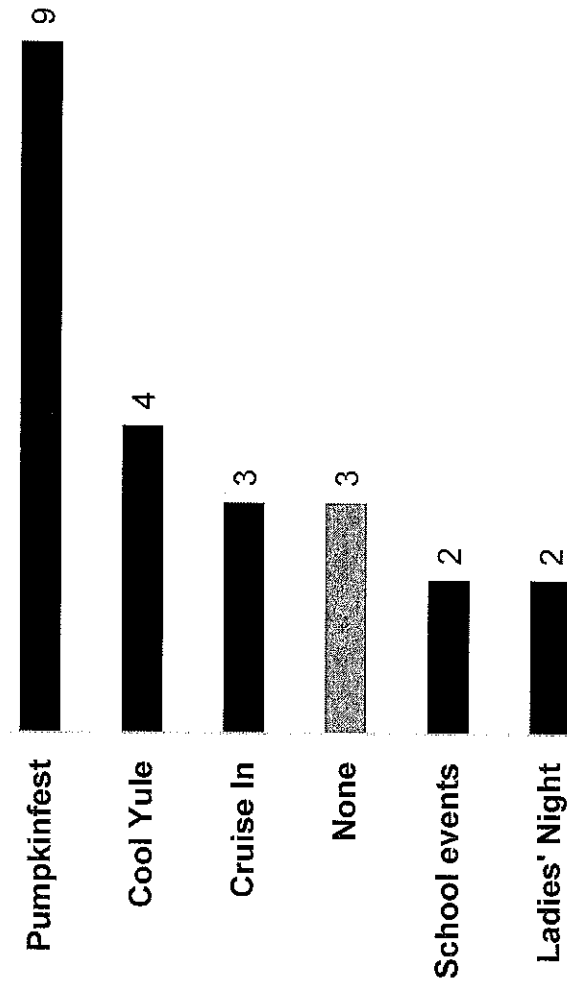
Answered: 22 Skipped: 0

Powered by  SurveyMonkey




**Q7: Are there local events you find beneficial to your business? If so, please list or describe below:**

Pumpkinfest was the event most often mentioned as beneficial to business.

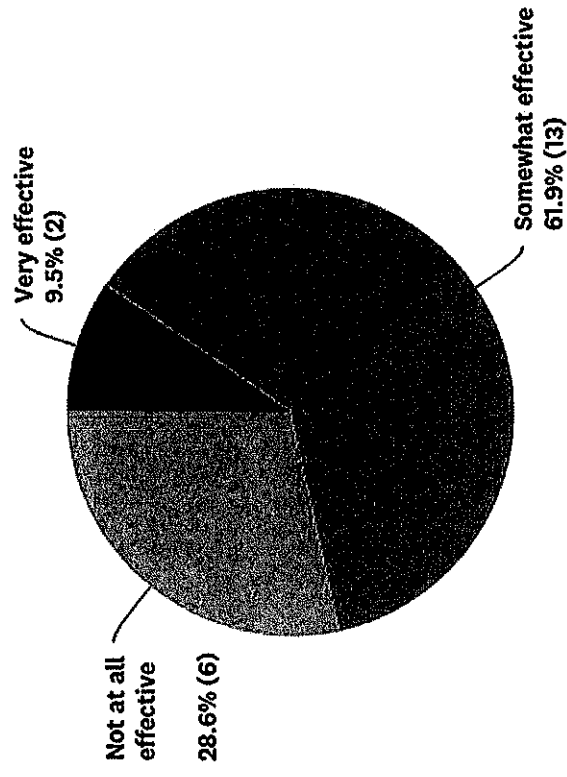


Answered: 17 Skipped: 5


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### Q8: How effective has the City been in recent years accommodating business development and expansion opportunities?

Nearly three in four rate the City as somewhat or very effective at accommodating business development.

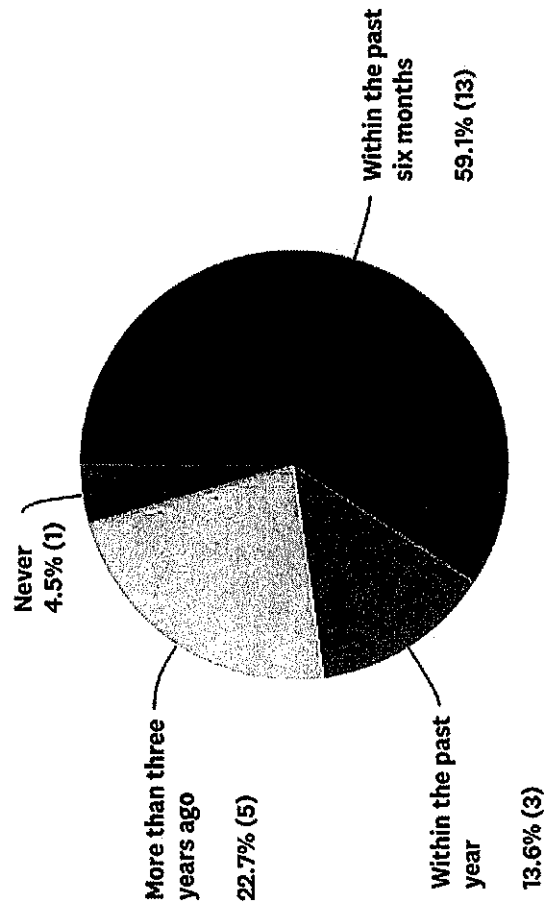


Answered: 21 Skipped: 1


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### Q9: When did you last interact with the City of South Lyon on a business-related issue?

More than half of responding business owners have interacted with the City within the past 6 months; a quarter of them say they've never interacted with the City, or that it's been more than 3 years since their last interaction.

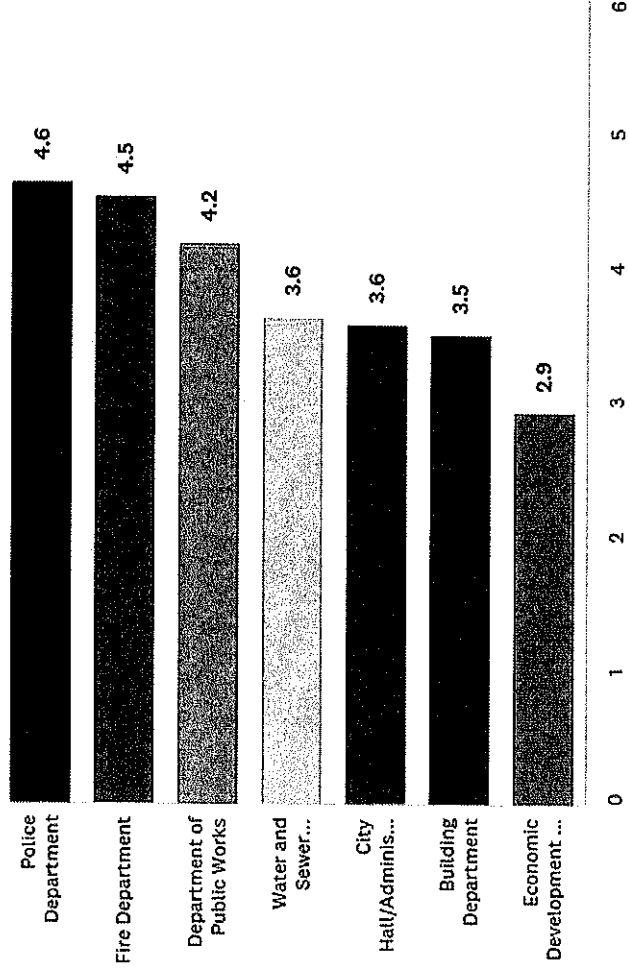


Answered: 22 Skipped: 0

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**Q10: If you have interacted with any of the following City departments in recent years, how would you rate them (on a scale of 1 to 5) in terms of providing helpful and/or prompt service?**

The Police Department and Fire Department have the highest ratings, with averages of 4.6 and 4.5 respectively.



Answered: 21 Skipped: 1

## Q11: What suggestions do you have for improving our services?

### Communication

"Communication needs to improve. We have had so many experiences of miscommunication or no communication. City officials taking multiple weeks to reply to an email if at all."

"Friendlier staff and follow through from all."

"Downtown South Lyon [Facebook page] seems to consistently favor the same businesses. (Venue, Corner Cafe, Divine Yoga). Many businesses are located within the city and rarely featured or mentioned. Not sure who runs the [page] but seems biased."

### Ordinances

"Better enforcement of established ordinances on flagrant violators."

"It took a very long time for the owner of King Plaza to be able to **attain permits** to connect to city water and sewer- it was a disruption to my business during that time as the septic tank was pumped weekly with associated strong odors."

### Other

"**Lower taxes** and hence the cost of business."

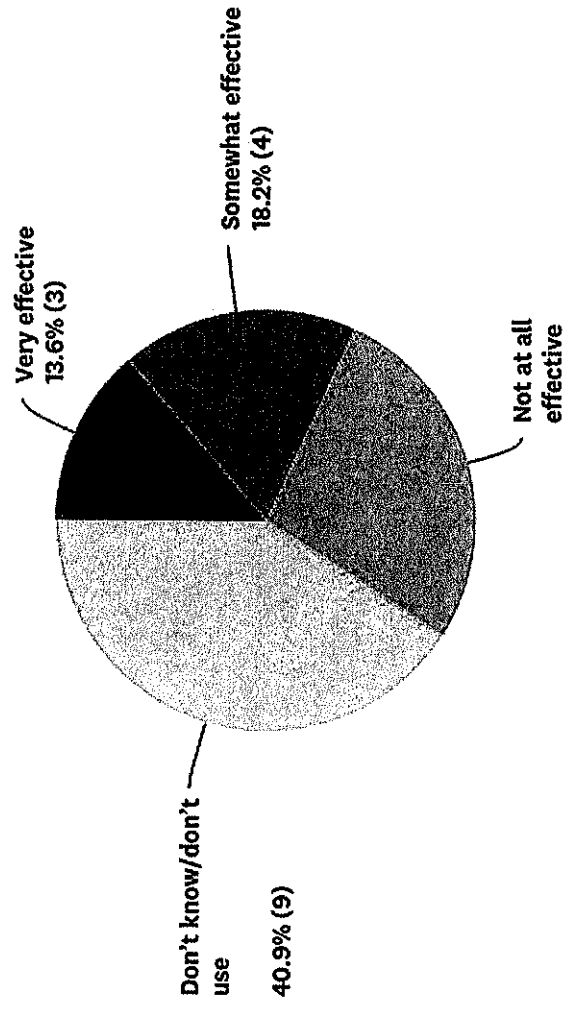
"Widen Pontiac Trail. Move farmers' market to high school parking lot to make it larger and draw walking traffic past our location."

Answered: 9 Skipped: 13


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**Q12: The City uses their website ([www.southlyonmi.org](http://www.southlyonmi.org)) to communicate information to its residents and businesses. How effective is this means of communication for your business needs?**

Of the 13 respondents who rated the website, just over half find it either somewhat or very effective.



Answered: 22 Skipped: 0

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## Q13: If you don't find the website effective, what improvements would you recommend, or what other means of communication would you prefer?

### Website

"Be sure to keep the website **up to date**."

"It needs to be **more current** and have **more content**."

"Better website, **up-to-date** information, **easier to navigate**, more **promotional events**, more **advertising**, etc."

"Make it **user friendly**."

### Facebook

"Social media presence from City Hall would help tremendously. I do not know anyone who randomly visits the city website to look for updates. It is a fine place to put information and updates, but adding social to inform people of updates would be an improvement. The police, fire and schools do a great job posting and updating on social sites, City Hall needs to catch up to really properly communicate. As an example, both the Police and Fire Departments posted a reminder about this survey, we could not find anything from City Hall... There is a Downtown South Lyon page, not sure if this a city page or not, even if it is, only posts about the DDA area, which has not benefit to me or my business."

### Email

"Need proactive "pushes" versus looking for information. Send emails. Collect emails from businesses within the city."  
"I prefer emails."

Answered: 10 Skipped: 12

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**Q17: If you have any other comments that haven't been addressed above, please enter them here:**

### **Communication Issues**

"An upper level staff member that works at city does not return phone calls or emails. Hard to promote business and city when emails and phone calls not returned."

"Lack of city sponsored events, poor communication with downtown businesses, very poor choices of event dates with no survey of business input, no return phone calls."

"The Downtown South Lyon Facebook page STILL lists former City Manager Lynne Ladner as the contact in two different places! On the Events page listing, there have been no events posted since November 2017. Also, since August 27th, there have been 60 posts, with 20 posts being of one of three downtown businesses."

### **Other Issues**

"Stop building stuff there are already enough vacant buildings in South Lyon and Lyon township."

"The 2 mechanic places in town are eye sores to the downtown area."

### **Positive Feedback**

"I love The City of South Lyon."

"Keep pushing forward."

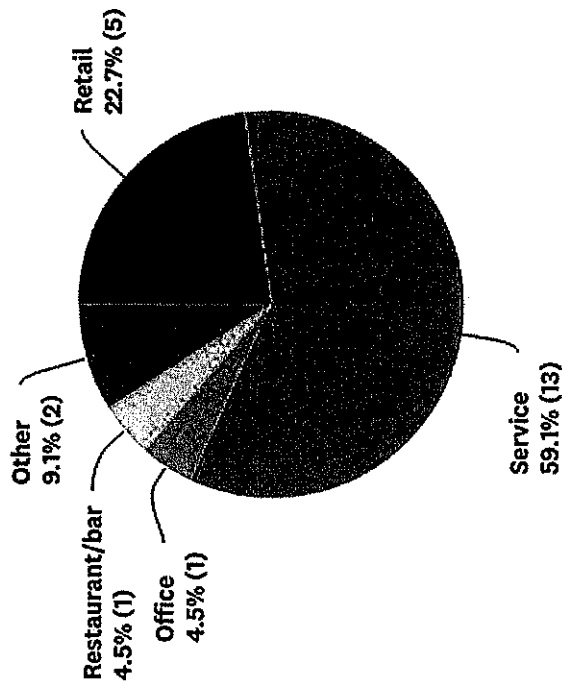
"I love to practice my profession in the South Lyon community. It is a wonderful close knit community! Also the police department has been extraordinarily helpful in the past when they responded to past incidences that occurred with previous neighbor tenants. Thank you!"

Answered: 10 Skipped: 12

Powered by  SurveyMonkey

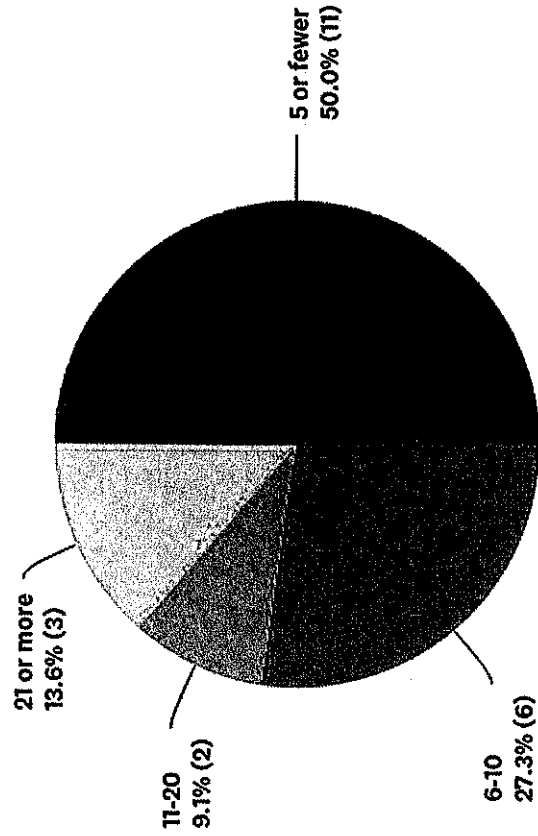


**Q14: What type of business do you operate?**



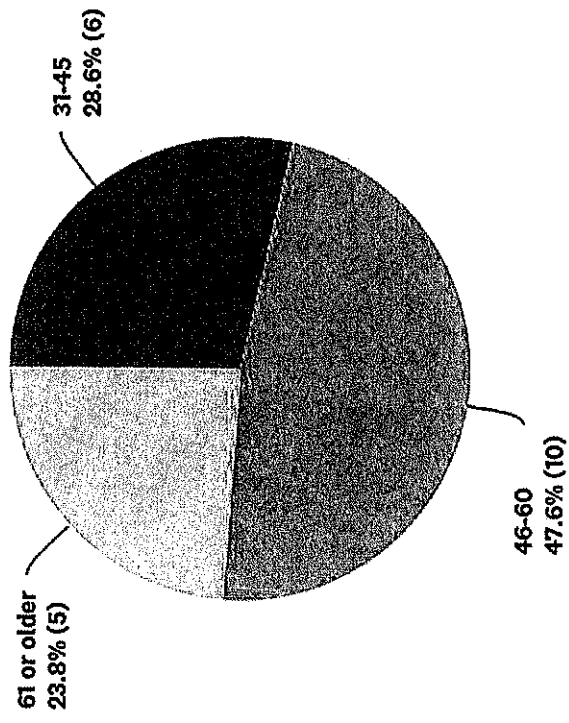
Answered: 22 Skipped: 0

**Q15: How many people are employed at your business?**




Answered: 22 Skipped: 0

## Q16: What is your age?



Answered: 21 Skipped: 1

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