

# **Regular City Council Meeting**

## **Agenda**

**November 27, 2023**

**7:30 p.m.**      **Call to Order**  
**Pledge of Allegiance**  
**Certification of Election**  
**Swearing in of Elected Officials**  
                    **Mayor**                      **2-year term**  
                    **Council Member**      **4-year term**  
                    **Council Member**      **4-year term**  
                    **Council Member**      **4-year term**  
**Roll Call**  
**Approval of City Council Minutes: October 23, 2023 and November 13, 2023**  
**Approval of Bills:**  
**Approval of Agenda**  
**Consent Agenda**  
    **1. Kiwanis Christmas Tree Lot**  
    **2. Cancellation of December 25, 2023 City Council Meeting**  
    **3. Holiday Spectacular Parade – Road Closure**  
  
    **Public Comment**  
  
    **Discussion - Downtown**  
  
    **Fire Chief Report**  
    **Police Chief Report**

**I. Unfinished Business**

**II. New Business**

- 1. Appointment of Mayor Pro-Tem**
- 2. Appointment of SEMCOG Representatives**
- 3. Consider CDBG Application Projects for the City of South Lyon**
- 4. Lafayette Park / Volunteer Park Grading**
- 5. DPW Tub Grinder**
- 6. Fire Department Purchase of Structural Firefighting Boots**
- 7. Fire Department Purchase of Smoke and Carbon Monoxide Detector Combined Alarms and Smoke Detector Alarms**
- 8. Fire Department Incident Management Team - Interlocal Agreement**
- 9. PUD – Washington Manor Public Hearing and Preliminary Site Plan Approval**

**III. Budget**

**IV. Public Comment**

**V. Manager's Report**

**VI. Council Comments**

**VII. Adjournment**

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

### **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  
October 23, 2023

Mayor Pro Tem Kennedy called the meeting to order at 7:30 p.m.  
Mayor Pro Tem Kennedy led those present in the Pledge of Allegiance  
Roll Call: Mayor Pro Tem Kennedy, Councilmembers: Dilg, Kivell, Kurtzweil, Hansen, and Mosier  
Also present: City Manager Zelenak, Fire Chief Thorington, Police Chief Baaki, DDA Director Mack, and Clerk/Treasurer Deaton

ABSENT- Mayor Pelchat

CM 10-1-23 MOTION TO APPROVE ABSENCE

Motion by Hansen, supported by Kurtzweil  
Motion to approve absence of Mayor Pelchat

VOTE: MOTION CARRIED UNANIMOUSLY

MINUTES- October 9, 2023

CM 10-2-23 MOTION TO APPROVE MINUTES

Motion by Kivell, supported by Mosier  
Motion to approve minutes as presented

VOTE: MOTION CARRIED UNANIMOUSLY

BILLS- None

AGENDA

CM 10-3-23 MOTION TO APPROVE AGENDA

Motion by Dilg, supported by Hansen  
Motion to approve agenda as presented

VOTE: MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

1. Housing Commission- Judy Keeling

CM 10-4-23 MOTION TO APPROVE CONSENT AGENDA

Motion by Kurtzweil, supported by Hansen  
Motion to approve consent agenda

VOTE: MOTION CARRIED UNANIMOUSLY

PROCLAMATION- On behalf of Mayor Pelchat, Mayor Pro Tem Kennedy read the proclamation for Phil Weipert. \*See attached proclamation\*

Mr. Weipert thanked Mayor Pelchat as well as Mayor Pro Tem Kennedy and all of Council. He stated all the volunteering is easy because we live in such a wonderful community full of wonderful people who really care. The audience tonight is full of great volunteers that really care about this town and they are an inspiration to him. He then stated he accepts the proclamation on behalf of all the people and council that give to the town.

PUBLIC COMMENT

Chuck Plater of 59450 Ten Mile stated he is the president of South Lyon Live. He then thanked Mayor and Council for approving their plans for South Lyon Live at Pumpkinfest. He then thanked Chief Baaki,

10/23/23

Fire Inspector Brad Moynihan, the Police Officers that worked the event, the vendors, all of the board members and volunteers that gave their time, and sponsors that donated funds, sweet cider and donuts. He then stated they worked with 2 Stones Events to put on 3 days of music during Pumpkinfest. He further stated on Saturday night they had just over 2,300 people in attendance. He stated they will be making some logistical adjustments for 2024. The feedback has been very positive and everyone had a great time. The main focus for South Lyon Live is to raise donations for local charitable organizations and they have chosen Active Faith as the charity to support, and they are happy to say the event raised \$10,000 for Active Faith. Active Faith Director Sharon Sower thanked South Lyon Live and all their team and the businesses that made this a success. She then stated their mission statement is to provide long term and temporary assistance to those who have fallen on difficult times in hopes of returning them to the independent pursuit of their life's goals. She stated the support of South Lyon Live ignites their determination to forge ahead with strength and momentum. She said they see lives changed every day for the better. They are profoundly grateful for their role in making this possible and she then thanked them again.

#### DISCUSSION- Downtown

DDA Director Mack stated the Christmas lights are all up downtown and they will be on throughout the holiday season and we have a maintenance agreement for throughout the year. He stated they will be up for the Downtown Trick or Treating and Pup Parade this Thursday from 6pm-8pm. He then stated another great event coming up is Ladies Night on November 10<sup>th</sup> from 5pm-9pm and the Social District will be in effect for both events. He also reminded everyone that this Saturday is the last day for the outdoor Farmers Market, but we will begin the indoor Winter Farmers Market again at the VFW and the first one will be November 18<sup>th</sup> and that will go through March. Councilmember Kennedy stated the new lights look fabulous and he asked if they would be on all the time. He said they look great and Mr. Mack did a great job.

#### FIRE CHIEF REPORT

Chief Thorington stated as of today they have had 1,036 incidences. He then said it is Fire Prevention Month and we have been to Sayre and Bartlett Schools and the boy scouts. Captain Conrad is going to the High School tomorrow to talk with high school students. He then stated Michigan Fire Equipment awarded them a \$10,000 grant for Firefighters boots, and we are in the process of putting that out for bid. We had radio training last week when Oakland County came out and did a thorough class and Lake Street Cruise In provided pizzas and they appreciate that. He then stated the new kitchen cabinets for the Fire Hall came in ahead of schedule, but they probably won't be installed soon.

#### POLICE CHIEF REPORT

Chief Baaki stated they received just over \$2,600 from state training funds for sponsoring an Officer last year at the Police Academy. He then stated they are having a DEA drug take back this Saturday between 10am and 2pm and he encourages everyone to bring their unwanted pills and narcotics so they can take them to the DEA to be destroyed. They will have their radio training for the new p25 radio system on the 25<sup>th</sup> and 27<sup>th</sup> of this week and set to go online on November 13<sup>th</sup> with Novi dispatch. He then stated Sgt. Schneeman is taking a job at Bloomfield Township which is also closer to his home. Councilmember Dilg stated someone was talking about driving in Colonial Acres and she's wondering if he handled that. Chief Baaki explained they have had complaints about people speeding but when it comes to Colonial Acres, they are private property and they can only enforce certain things on private property and speeding isn't one of them. The speed limit is marked 15 which isn't what the Uniform Traffic Code says it should be in a subdivision. He stated the speed limit would have to be raised to 25, stop signs moved up higher, and the speed bumps removed, and Colonial Acres would have to adopt us to go in and enforce speeding.

He then stated they have deployed their speed monitor which tracks the speed of vehicles and the number of vehicles. They had one last week but can't upload the data, but they are hoping the manufacturer will be able to. They plan on putting another one out this week. Councilmember Dilg stated she drove down Hagadorn the other day and it was so exciting it was difficult to stay at 25. It is a long stretch of road and it seems like there should be a stop sign put in place. Chief Baaki stated they have a call into TIA to keep us look at the issues. He and the City Manager have been talking about where to place a stop sign and there is some concern about parking next to the entrance to Bartlett. He further stated they have a speed monitor there to track the traffic and the speeds. They are still exploring the options. Councilmember Kurtzweil stated she has gotten calls for years, but she thinks they may not understand the issue with the speed bumps. Chief Baaki stated if they started enforcing the speed limit, it would have to be 25 mph, the stop signs are too low and they would have to be raised 8-9 feet, speed bumps would have to be removed and it would be like a normal every day subdivision road and after those things were done, Colonial Acres would have to allow their roads to be public roads. He stated they still drive through there to enforce drunk driving and reckless driving. Councilmember Kurtzweil stated an issue could be that there are 5 separate phases and you would have to get all of their permission. Some may want to change that, but some may not. People tend to forget about that. Chief Baaki stated some people have complained about people cutting through to miss the school traffic. He further stated years ago there was a locked gate, but they have removed it. That was a suggestion to help people from driving through there. Councilmember Kurtzweil stated she remembers that was a break away gate but the problem goes both ways. She stated many people that live there couldn't use that as an exit when Pontiac Trail was backed up. Councilmember Kivell stated he has read about some concerns Oakland County is having with the radios and making sure everything works right. Chief Baaki stated some communities are already online, and he was assured everything is set up and there will not be any issues. He further stated the radios we have now are not being serviced anymore so they aren't working as they should be.

#### UNFINISHED BUSINESS- None

#### NEW BUSINESS

##### 1. Call for public hearing- 2024 CDBG Allocation

City Manager Zelenak stated each year the U S Department of Housing and Urban Development provides funds to jurisdictions throughout the country for projects that meet their national objectives. Here in South Lyon we receive funds from HUD via Oakland County. This year our tentative allocation will be \$28,356. Last year CDBG application deadline for receiving CDBG funds for the upcoming year is Friday December 1, 2023 at 5:00 p.m. Tonight, we are requesting to schedule our CDBG public hearing for November 13<sup>th</sup> at 7:30pm. This will be published in the newspaper which gives the opportunity for hearing public comments relating to allocating those funds in South Lyon.

#### CM 10-5-23 MOTION TO SCHEDULE PUBLIC HEARING FOR CDBG

Motion by Kivell, supported by Mosier

Motion to schedule or not schedule the 2024 CDBG public hearing for 7:30 p.m. on Monday November 13, 2023

#### ROLL CALL VOTE:

Kivell- Yes

Mosier- Yes

Hansen- Yes

Kurtzweil- Yes

Dilg- Yes

Kennedy- Yes

MOTION CARRIED UNANIMOUSLY

##### 2. Pickleball court noise barrier

City Manager Zelenak stated the DPW is requesting the purchase of B-10 R reinforced noise barrier. The barrier will be used to reduce the increased noise that is created when playing pickleball at Columbia Park. The sound barriers will be delivered in about 6 weeks from DDS Acoustical Specialties and will be installed in the spring. The funds for this purchase will be coming out of the General Fund Parks and Recreation Capital Improvements GL account 101-751-978. Councilmember Kivell asked where they will be stored for the winter. Superintendent Archey stated they will be stored inside.

CM 10-6-23 MOTION TO APPROVE PURCHASE

Motion by Hansen, supported by Dilg

Motion to approve purchase of B-10 R reinforced noise barrier from DDS Acoustical Specialties for the cost of \$38,660.00 from GL account 101-751-978

ROLL CALL VOTE:

Dilg- Yes

Hansen- Yes

Kurtzweil- Yes

Mosier- Yes

Kivell- Yes

Kennedy- Yes

MOTION CARRIED UNANIMOUSLY

3. Attorney fees

City Manager Zelenak stated the current agreement for City Attorney services with Rosati Schultz Joppich & Amtsbuechler was approved by City Council in 2019. The agreement provides the fees charged for general municipal services and tax tribunal services at the hourly rate of \$150, prosecution services at the hourly rate of \$130, and personnel and employment services are the hourly rate of \$165. The firm is requesting an increase of \$15.00 per hour, as follows: general municipal services and tax tribunal services to be provided at the hourly rate of \$165, prosecution services to be provided at the hourly rate of \$145, and personnel and employment services to be provided at the hourly rate of \$180.

CM 10-7-23 MMOTION TO APPROVE LEGAL FEES

Motion by Kurtzweil, supported by Mosier

Motion to approve the attached city legal fees as outlined above

ROLL CALL VOTE:

Kurtzweil- Yes

Dilg- Yes

Mosier- Yes

Hansen- Yes

Kivell- Yes

Kennedy- Yes

MOTION CARRIED UNANIMOUSLY

BUDGET- No discussion was held

PUBLIC COMMENT

Thad Bogert of 1033 Paddock stated on behalf of South Lyon Live, he wanted to acknowledge the following sponsors that helped make our event possible, Witches Hat Brewing Company, Blakes Hard Cider, Whole Hearted Winery, South Lyon Hotel, Quicksilver Marketing Solutions, Varsity Lincoln, Gentle Family Dentistry, Community Choice Credit Union, Szot Chrysler Jeep, Gerdorn Realty Investment, Venue South Lyon, DE McNabb Flooring, Dream Maker Bath and Kitchen, Martins Do It Best, Earthwise Pet Supply, Alta Equipment Group, Great Lakes Ace, E Nail Salon and Spa, and Ashley Neely Design.

Kimberly from Brookwood Farms stated she wanted to take the time to thank Louise Mizera of Changing Image Salon for providing exceptional services to our community over the last 18 years. She stated she gave her daughter her first haircut and she took her time and spent over 2 hours with her, and she does exceptional work. She further stated she wishes her well in her endeavors in Brighton. She then thanked her for bringing her the opportunity to open her business next door and for being an outstanding neighbor with great Christian values and her beautiful heart and she is grateful to her.

#### MANAGER'S REPORT

City Manager Zelenak stated on a future agenda there will be the grading of Volunteer Park and Lafayette Park. He then updated Council on the Sewer/Hagadorn project and stated they have just finished laying the first layer of asphalt for 95% of the paving area. He then stated they have begun removal of the asphalt along Warren and McHattie Park today. He then stated they are continuing to work on the boring at CSX railroad for the installation of the sanitary sewer line. He stated the contractor is continuing work on the DPW improvements from the damage of the earlier wind damage. City Manager Zelenak stated the Westlake Development will be rescheduled at a future Council meeting. Councilmember Kurtzweil stated she already spoke with him about the concerns of residents living on Whipple that are concerned that there was damage from all the construction trucks, and he said he will take a look at it. She then stated she has had some concerns from residents on Gibson Street due to damage from the construction trucks as well. Councilmember Dilg asked for an update on bike racks downtown. City Manager Zelenak stated he will be working with the DDA for locations to add them. Councilmember Dilg then asked about more signage for the crossings. People are going through them and other communities have signs with arrows and the state law. It is happening at 9 Mile as well. She then stated the entrance from the Knolls onto the bike trail is dangerous and you can't see. City Manager Zelenak stated they are going to look at cutting that back. The Knolls planted some trees and that seems to be right on the edge of the street. Councilmember Kurtzweil stated there isn't a homeowner's association yet. City Manager Zelenak stated he is hoping to work with the homeowner's association. Councilmember Kurtzweil stated it is now still under the developer, why isn't he responsible. City Manager Zelenak stated he would rather wait to see where the homeowner's association want it moved to. Councilmember Kurtzweil stated right now the developer is the HOA and a constituted HOA would not have the money to move it. At least the constituted HOA wouldn't bear the cost because they don't walk in with a lot of money. She is trying to save money for the homeowners.

#### COUNCIL COMMENTS

Councilmember Kivell stated he heard Mr. Mancini of Mancini's Pizza has passed and his daughters are trying to figure how to keep things going. He was always a benefactor of our events and to the Fire Department and he is sorry to hear that.

Councilmember Mosier stated way to go to South Lyon Live and for their first year it was amazing and congratulations to Active Faith to be the beneficiary of their hard endeavor.

Councilmember Kurtzweil thanked South Lyon Live for being such an incredible group of individuals that have pulled together with no other mission than other people. They aren't here to give themselves credit, they're not here asking for their pictures to be in the paper. They are here to deliver goodwill to somebody other than themselves and she can't think of a better mission. She then thanked South Lyon Live and everyone involved. They are a great organization to have in the city. She then stated there is another great fundraiser for Active Faith. There are t shirts and hoodies called "Drink'in the Koolaid" and it has the South Lyon Hotel on it, and the artwork was donated by Kara Leiter. You can pick them up at the hotel and for more information you can go to [www.drinkinthekoolaid.com](http://www.drinkinthekoolaid.com) There will be a

fundraiser and the proceeds go to Active Faith. She then thanked all the businesses that participated in the fundraiser for Dayna Johnston. She thanked Grand Trunk and the Corner Social. This Thursday is the Downtown Trick or Treating, and there will be the Pup Parade which she will be a judge.

Councilmember Hansen stated Thursday should be a fun night and he hopes there will be good weather. He then reminded everyone that Halloween is in a week and he hopes it won't be too cold and be safe and driver slowly and watch for the little kids. He then stated in 2 weeks there is an Election and there are several races up for a vote and he wishes everyone luck that is running for office.

Councilmember Dilg stated she is disappointed Mayor Pelchat isn't here tonight because this could be her last council comments. She stated he has done a great job as Mayor and he really took South Lyon on his back more than once and got us out of a little mess. And there was some up-heaval on Council and he came in and took over and when he first started, we didn't have a manager, and he came in as a young guy and righted the ship. She remembers when she first ran for Council and talking with him and he has been a great Mayor and everyone loves him, regardless of political party. She then thanked him and she has enjoyed the last few years on Council. The Election is coming up and the absentee ballot return rate is low, and she hopes people remember that local elections do matter. She then thanked South Lyon Live for doing such an amazing job and being able to raise \$10,000 for Active Faith. She then thanked Judy Keeling for going back on the Housing Commission. She then thanked Phil Weipert. She calls him the hardest working man in South Lyon because he is a true public servant. She then stated she is looking forward to Downtown Trick or Treating and to Ladies Night.

Mayor Pro Tem Kennedy reminded everyone that we have an election taking place on Tuesday, November 7<sup>th</sup> and you will be asked to elect 3 Council Members and a Mayor. He then encouraged everyone to do your homework and to become informed. Know who it is you are voting for. Do not be misled by buzz words and vague, general statements. Look for the details, look for the specifics and look for the results. Understand the difference between when someone says they supported something versus when someone says they volunteered, participated and were actively involved with an event, an organization, or the community. He stated everyone should become informed, because an informed and educated voter, is the best voter. He then reminded everyone to vote on November 7<sup>th</sup> or by absentee ballot before then.

#### ADJOURNMENT

#### CM 10-8-MOTION TO ADJOURN

Motion by Kivell

Motion to adjourn at 8:16 p.m.

\_\_\_\_\_  
Mayor Pro Tem Kennedy

\_\_\_\_\_  
Clerk Lisa Deaton





# CITY OF SOUTH LYON

Office of the Mayor

## PROCLAMATION

WHEREAS, volunteers are citizens who give tirelessly of their time and energy without desire for personal recognition or personal gain; and

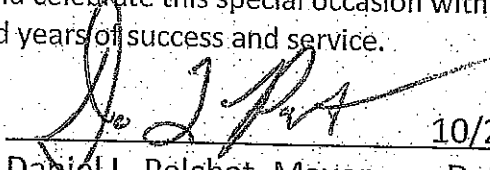
WHEREAS, Phil Weipert has given more than 30 years of continued dedication to, support of, and passion for the City of South Lyon and was honored as Citizen of the Year in 2005 and 2016; and

WHEREAS, Phil is a member of many organizations including the Boy Scouts of America, the South Lyon Center for Active Adults, the Historical Society, the Kiwanis Club, Knights of Columbus, and the Pumpkinfest Committee—to name only a few; and

WHEREAS, Phil currently serves on the Zoning Board of Appeals and the Historical Commission for the city and has been our Oakland County Commissioner for District 13 since 2010; and

WHEREAS, during his lifetime, he has demonstrated in countless ways his dedication to the welfare of others and has earned the respect and affection of people from all walks of life and all ages; and

NOW, THEREFORE, I, Daniel L. Pelchat, Mayor of the City of South Lyon on behalf of the City Council and the entire community offer congratulations to Phil Weipert for his commitment to our community and call upon the citizens of South Lyon to recognize and celebrate this special occasion with sincere congratulations for continued years of success and service.

  
Daniel L. Pelchat, Mayor

10/23/23

Date

### Mayor

Daniel L. Pelchat

### Council Members

Glenn Kivell

Margaret J. Kurtzweil

Lisa Dilg

Lori Mosier

Alex Hansen

Stephen Kennedy

### City Manager

Paul Zelenak

### Clerk/Treasurer

Lisa Deaton

335 S Warren

South Lyon, MI 48178

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[www.southlyonmi.org](http://www.southlyonmi.org)



City of South Lyon  
Regular City Council Meeting  
November 13, 2023

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

Mayor Pelchat led those present in the Pledge of Allegiance

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

Also present: City Manager Zelenak, Fire Chief Thorington, Police Chief Baaki, DDA Director Mack, Benefit and Finance Administrator Tiernan and Clerk/Treasurer Deaton

PUBLIC COMMENT

Linda Benson of Washington Manor congratulated everyone that won the election.

Sharon Sower of 9792 Ponderosa and Active Faith stated she is here to ask about the grants for the CDBG and it has always gone to a great cause such as Haven. She said Active Faith is asking for this one time only to go to Active Faith. She stated they also see a lot of domestic violence victims that show up with nothing and we take care of them. It happens every single week. We are in a crucial moment right now and we have bought the building and moving and coincidentally their numbers have doubled, and she has talked with the other pantries and we are not alone. In 2019 they helped 385 families, and now they are helping over 700. She then stated they are moving, and making new programs, and moving into the 21<sup>st</sup> century. She stated they need everyone to get behind them and they won't regret it.

Robert Nichols stated he is on the building committee for Active Faith and we have started the renovations in the old Alexander building they purchased. He further stated they are hoping the last of the tenants will be out in April of next year, and they are hoping to move in by Fall.

Jacob McLeod of 1102 Surrey Lane congratulated Lisa, Steve, Maggie and Thad and he had a good time campaigning and participating in the election. It was a good experience and he wishes everyone luck and looks forward to working with everyone in the future.

Julie Pacquette, 415 Lafayette stated there is a new fundraising group in South Lyon called Friends of the Roper Barn and they have a mission to fundraise in support of the South Lyon Historical Society's project which is the Roper Barn. She stated their first fundraiser will be a square dance at Dominoe Farms barn on December 9<sup>th</sup> from 6:30-10:00. You can register online, or pay at the door. You can follow their events and if you register ahead of time, you may win free entrance. She would appreciate if everyone can get involved.

Thad Bogert of 1033 Paddock stated he is the President of the Kensington Valley Civitan Club and this Saturday they are hosting the Desert Angels packing party where they will be packing and assembling care packages that will be sent to people in the military overseas over the holidays. The club is still in need of small snacks and beverage powders to pack and the entire list can be found on the [www.kvcivitan.org](http://www.kvcivitan.org) website and their Facebook page and items can be dropped off at either the South Lyon or New Hudson Biggby stores.

DISCUSSION- Downtown

DDA Director Mack stated this weekend is the first winter Farmers Market and there will be one on the 25<sup>th</sup> and it should be fantastic. He then stated Ladies Night Out was successful and they asked for food or

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money donations for Active Faith and they received 996 pounds of food, and \$425.00 in cash donations. He then stated on November 2<sup>nd</sup> and 3<sup>rd</sup> was the Michigan Downtown Association Annual Conference and 1855 Holdings who was responsible for the renovations at 135 E Lake Street won the award for best restoration project in Michigan. He then stated Lake Street Tavern had their final day of business on Saturday November 4<sup>th</sup>. They were a long-time downtown restaurant and they decided it was time to retire. He then gave them warm wishes. He then stated the DDA Board met and decided to hire a social media manager for the Downtown South Lyon Facebook page, and it is a 6-month contract with this person to see how it is going to go, but he is excited to have them. They also run the Downtown Ferndale social media pages if anyone wants to check it out. Councilmember Dilg asked who this person will be reporting to and will there be a matrix for them to follow. Mr. Mack stated they will report to him and the DDA Board and they will be looking at engagement on the pages, such as Instagram, Facebook and Tik Tok. Councilmember Kurtzweil asked how much the contract will cost and did this go out for bid. Mr. Mack stated the cost is \$2,000 a month and she will be posting every other day. He further stated he received one other bid for \$1,500 a month. Councilmember Kurtzweil then asked why he chose the higher one. Mr. Mack stated it was the quality of their work. Councilmember Hansen asked if she will consider doing Facebook events, and maybe twitter or X. Mr. Mack stated he isn't sure if she will be doing that. Councilmember Kivell stated Ferndale must have a good version of their Facebook, and he hopes they will be able to perform for us, it seems like a good generator.

#### FIRE CHIEF REPORT

Fire Chief Thorington thanked the mayor for all his support and congratulated everyone on their election and re-election. He then stated they are at 1,101 incidents. He further stated the burn building is almost complete and it is 2 stories with a bail out for safety purposes. He then stated the radios are ready to go either tomorrow or Wednesday. He further stated they are moving in the right direction, but there have been issues with their pagers so for now they are using their old pagers but they will work. He then stated they received 2 state grants that is a one-to-one grant for EMS and for turnout boots.

#### POLICE CHIEF REPORT

Chief Baaki congratulated everyone. He then stated their radios are going in as well, it should be up and running Wednesday. He further stated he spoke with the Officers that were assigned to Ladies' Night Out and there were no issues with that or the social district, it seemed like everyone had a good time. He stated the plumbing in the holding cells is scheduled to be fixed this Wednesday and it should take two days. He stated they are suspending their fingerprinting for those 2 days because the booking room will be tied up with plumbing equipment. He has spoken with Novi in case they have any prisoners that need to be processed, they will handle it. Councilmember Kennedy asked how they are doing with backfilling their vacancies. Chief Baaki stated they have one recruit that they are waiting for the background check and if approved, they will go to the academy. He stated they have one other person that is interested as well. Councilmember Kurtzweil asked about the cost for the academy. Chief Baaki stated there is a tuition cost and we haven't sent anyone to Oakland Police Academy that is about \$4,500 and we get ½ back the following year through the State. We also get a discount for the first time sending someone to Oakland. Councilmember Kurtzweil asked how do we tie her to South Lyon instead of us paying for the tuition and her going elsewhere. Chief Baaki stated when they sponsor someone, they sign an agreement to stay in South Lyon for 4 years. If they leave before that, they have to pay some of it back.

#### MERS- Presentation

Sue Feinberg of MERS gave a presentation on the city's employees retirement program. She explained the defined benefit program was closed previously except for the Command Division. She then explained

that the city was 70% funded for 2021, but due to the market not doing so well, for 2022 the city is now 69% funded due to the market not doing well in 2022. She stated the city is still on the right path to be 100% fully funded. She then stated the city is currently contributing \$733,860 and next year the city will pay \$792,384. Some is due to market plus and some for paying off the unfunded liability. She then stated we are moving the plan to be more conservative, but still reflecting gains. We are making adjustments without it negatively effecting the plan. She then discussed the smoothing over of any loss, because then it will go up again. She stated the city will be 100% funded even if you make the minimum payment by 2039. She stated the cost will continue to go up, then there will be a sharp drop when the city is fully funded. The actuaries include the expectation of people retiring and new people. They assume when the newer people will work so many years until they draw. The normal cost will be a little lower because the city will be paying less. They also look at hiring trends. Ms. Feinberg stated the actuaries have to predict out the future as much as they can and they use an average. The numbers that are used at the end of the year is the actual numbers of any pay increases. Councilmember Kurtzweil asked what lowering the rate of return would do to lowering unfunded liability. Ms. Feinberg stated it does because we're assuming you won't be returning as much money on your assets. Councilmember Kurtzweil asked who does the lowering the rate of return. Ms. Feinberg stated it is based on the investment team, as well as the actuaries. The actuaries won't sign off on anything they don't feel is accurate. Councilmember Kurtzweil stated we need to look at the rate of return when we are working on the budget. Ms. Feinberg stated they are comfortable using the 7% rate. She stated the city is trending in the right direction just by making minimal contribution. Further discussion was held regarding the MERS plan.

#### CDBG PUBLIC HEARING

Mayor Pelchat opened the public hearing at 8:13pm

No public comment was made.

Mayor Pelchat closed the public hearing at 8:14 pm

#### UNFINISHED BUSINESS- None

#### NEW BUSINESS- None

#### BUDGET- No discussion was held

#### PUBLIC COMMENT- No public comment was made

#### MANAGER'S REPORT

City Manager Zelenak stated on a future agenda, we will have the grading of Lafayette and Volunteer Park, also approval of a new city personnel policy. We will also have the Kiwanis tree sale which will begin November 27<sup>th</sup> and we will also have the approval of the CDBG dollars and we are proposing Active Faith and Senior Center. The Andover Park bridge is scheduled to be removed on November 15<sup>th</sup>. He then stated the Hagadorn Sanitary Storm Sewer and Road project had some issues with the asphalt plants over the weekend, but they did come out today and do some additional paving on Crest Lane and Chester. He then stated because they are going back to the plant that is closer to South Lyon, and not the one in Fenton, they will be postponed a couple of days, but they will be coming back. The plant is staying open, so we expect Warren and the rest of Hagadorn paved before the plants close. The CSX and Sanitary Sewer line project is continuing and we expect it to be completed in the next few weeks. He stated we will also have the intergovernmental agreement between the schools and municipalities as it relates to the Senior Center. He then stated Planning Commission is meeting here this week and they two

public hearings on two items, one is a PUD and one is a conditional rezoning. One is for Washington Manor and one is for West End Industrial. He then congratulated all candidates on the Election and he asked Mayor Pelchat not to be a stranger to City Hall.

### COUNCIL COMMENTS

Councilmember Kivell stated he is hoping everything works out and the roads get capped before the bad weather comes. It would be a detriment to us if we had to go through a winter with the roads not being capped.

Councilmember Dilg stated she will miss having Mayor Pelchat around and she congratulated Steve. She then congratulated Thad Bogert and Maggie. She then thanked Jean Dendel and Jacob McLeod for their enthusiasm for running for office and she spoke with both of them and she appreciates them wanting to make an impact on our community and she hopes we haven't heard the last of them, there are a lot of committees in the mean time before they decide if they want to run again. She then congratulated Duo Vino on their renovation award. She then stated with the Desert Angels packing, Active Faith, and Blessings in a Backpack, and Friends of the Roper Barn, there are a lot of needs in the community and if anyone is able to donate for the holidays, please try to keep some of the funding in South Lyon and support our great organizations.

Councilmember Mosier congratulated to those that prevailed in the last Election and to Steve, and we will miss Dan and to Lisa Deaton, good job on the Election for making sure everything went smoothly. She then stated Farmers Market is this weekend at the VFW and it will be great, and we have a lot of returning vendors from the summer and last years winter market.

Councilmember Hansen thanked all the Election volunteers for helping with the Election and all the city employees that helped to make it smooth and quick to update the results on the county website. He then thanked Mayor Pelchat for everything he has done for the city and hopefully this won't be the last time we see him in an elective office to help the city. He then reminded everyone that Black Friday is coming and he hopes everyone remembers to shop small, local and downtown South Lyon.

Councilmember Kennedy stated he wanted to recognize our Mayor, Dan Pelchat, for his six years of service to the city and our community. Dan has worked tirelessly, along with the City Council, to help improve the services provided to the residents and businesses and the overall quality of life in the City of South Lyon. He took over leadership of the Council during a period of contention between council members and brought stability to it, focusing on the prime directive to effectively conduct the City's business. He has been a good friend and colleague during those six years and I wish him, and his family, the very best as they have the opportunity to spend more quality time together. He then thanked Mayor Pelchat.

Councilmember Kurtzweil thanked everyone for coming out and voting and it was a great election. She further stated South Lyon has probably the best elections anywhere. They are very good and election integrity is very important here in the city and they run a great election. Your vote counts and we take it very seriously. She then thanked everyone that worked on the election. She then thanked the voters that came out and for providing her the opportunity to work with some great people on council. She then congratulated Lisa Dilg, Thad and welcomed our new Mayor moving forward. She then thanked Dan Pelchat for what he has done for the city. Everyone will miss him and on the campaign trail, people were shocked he wasn't running. Dan made that kind of impact on people. The employees loved you and you

stayed out of their way, you didn't micromanage and you kept employees where they needed to be. you kept a very stable employment base in the city because you stayed out of their way and allowed them to do their jobs and that is very important. The other thing is Dan is very fair, he doesn't take sides on city council and you stayed out of the debate, stayed out of the favoritism and you allowed council to debate in a civil way and those qualities are great to have and she hopes those qualities will continue with our new Mayor. On behalf of City Council, she presented Mayor Pelchat with a wooden engraved cutting board of the South Lyon Hotel and it says Thank You Mr. Mayor.

Mayor Pelchat thanked the council as a whole. He stated it's been a good run and he thanked the staff, and the team and he will be rooting for everyone. He thanked everyone for giving him a shot to lead his hometown.

ADJOURNMENT

Motion by Kurtzweil to adjourn at 8:26 p.m.

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

\_\_\_\_\_  
Clerk/Treasurer Lisa Deaton

REVENUE REPORT FOR CITY OF SOUTH LYON  
PERIOD ENDING 10/31/2023  
FINANCIAL STATEMENT FOR OCTOBER 2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	10/31/2023	NORMAL (ABNORMAL)	10/31/2023	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	% BDET USED
Fund 101 - GENERAL FUND									
Revenues									
Dept 000.000									
101-000.000-402.000	REAL PROPERTY TAX	5,732,735.00	5,551,539.45		4,520,688.32		181,195.55		96.84
101-000.000-432.000	PAYMENT IN LIEU OF TAXES	0.00	3,483.57		0.00		(3,483.57)		100.00
101-000.000-434.000	SOUTH LYON WOODS TAX	1,100.00	735.00		82.50		365.00		66.82
101-000.000-445.000	PENALTIES & INTEREST	10,000.00	0.00		0.00		10,000.00		0.00
101-000.000-447.000	ADMIN FEE PROPERTY TAX	105,000.00	120,066.66		96,138.16		(15,066.66)		114.35
101-000.000-476.000	LICENSES & BUSINESS MISC.	3,000.00	1,165.00		24,503.00		1,835.00		38.83
101-000.000-490.000	BUILDING PERMITS	425,000.00	240,767.15		3,322.00		184,232.85		56.65
101-000.000-490.100	HEATING & PLUMB. REFG. PERMI	40,000.00	16,899.00		1,614.00		23,101.00		42.25
101-000.000-490.200	ELECTRICAL PERMITS	40,000.00	9,737.00		0.00		30,263.00		24.34
101-000.000-491.000	BOARD OF APPEALS	1,300.00	450.00		0.00		850.00		34.62
101-000.000-491.100	REZONING FEES	0.00	1,276.48		0.00		(1,276.48)		100.00
101-000.000-498.000	FINAL INSPECTIONS	0.00	6,215.00		1,760.00		(6,215.00)		100.00
101-000.000-528.000	OTHER FEDERAL GRANTS	765,800.00	179,189.75		0.00		586,610.25		23.40
101-000.000-573.000	STATE REVS	100,000.00	135,684.48		135,684.48		(35,684.48)		135.68
101-000.000-574.000	STATE SHARED REV.	1,361,606.00	209,917.00		0.00		1,151,689.00		15.42
101-000.000-590.100	OAKLAND COUNTY TRANSIT REVENUE	92,000.00	0.00		0.00		92,000.00		0.00
101-000.000-592.200	OAKLAND TOGETHER CVT COVID FUNDING	0.00	0.00		0.00		0.00		0.00
101-000.000-634.000	GRAVE OPENINGS & FOUNDATIONS	35,000.00	9,360.00		2,405.00		25,640.00		26.74
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	100.00	110.00		0.00		(10.00)		110.00
101-000.000-659.000	LOCAL COURT FINES	16,000.00	4,493.95		1,962.75		11,506.05		28.09
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	50,000.00	190,272.66		48,937.44		(140,272.66)		380.55
101-000.000-665.001	INTEREST-TRANS. CEMETERY INTRE	0.00	0.00		0.00		0.00		0.00
101-000.000-665.007	INTEREST-TRANSFER FROM C&S	0.00	0.00		0.00		0.00		0.00
101-000.000-665.200	INTEREST-EQUALIZ. & CONTINGENC	300.00	0.00		0.00		300.00		0.00
101-000.000-665.300	LGIP INTEREST	0.00	3,356.97		2,074.44		(3,356.97)		100.00
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	30,000.00	21,661.00		21,661.00		8,339.00		72.20
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	36,448.38		6,610.43		88,551.62		29.16
101-000.000-671.300	LEASE--ANTENNA	40,000.00	18,840.99		9,443.00		21,159.01		47.10
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	0.00	0.00		0.00		0.00		0.00
101-000.000-674.209	CONTRIBUTION-PERPETUAL CARE	50,626.00	0.00		0.00		50,626.00		0.00
101-000.000-674.400	FIRST RESPONDERS MONUMENT	38,000.00	275.00		226.00		37,725.00		0.72
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	50,000.00	0.00		0.00		50,000.00		0.00
101-000.000-675.802	CULTURAL ARTS REVENUES	300.00	0.00		0.00		300.00		0.00

REVENUE REPORT FOR CITY OF SOUTH LYON  
PERIOD ENDING 10/31/2023

FINANCIAL STATEMENT FOR OCTOBER 2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 10/31/2023		ACTIVITY FOR MONTH 10/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
			NORMAL (ABNORMAL)				
Fund 101 - GENERAL FUND							
Revenues							
101-000.000-675.820	VETERANS MEMORIAL PROJECT	1,000.00	0.00	0.00	0.00	1,000.00	0.00
101-000.000-676.346	REIMBURSEMENT FROM HVA	0.00	0.00	0.00	0.00	0.00	0.00
101-000.000-680.000	MISCELLANEOUS	45,000.00	54,659.55	306.92	(9,659.55)	121.47	121.47
101-000.000-680.210	WEDDING PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00
101-000.000-680.301	POLICE	60,000.00	36,671.66	14,869.68	23,328.34	61.12	61.12
101-000.000-680.336	FIRE MISC.	4,500.00	140.00	40.00	4,360.00	3.11	3.11
101-000.000-680.703	PRIOR YEARS TAXES	2,500.00	1,140.25	1,092.68	1,359.75	45.61	45.61
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.	20,000.00	0.00	0.00	20,000.00	0.00	0.00
101-000.000-682.336	GRANT MONIES--FIRE DEPT.	20,000.00	0.00	0.00	20,000.00	0.00	0.00
101-000.000-682.802	GRANT MONIES-CULTURAL ARTS	0.00	0.00	0.00	0.00	0.00	0.00
101-000.000-683.300	PYMT. OF SIDEWALKS BY RESIDEN	25,000.00	685.00	0.00	24,315.00	2.74	2.74
101-000.000-685.000	OPIOID SETTLEMENT REVENUE	0.00	1,175.53	0.00	(1,175.53)	100.00	100.00
101-000.000-687.230	SMART CREDITS	0.00	78,226.30	0.00	(78,226.30)	100.00	100.00
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
101-000.000-696.000	PROCEEDS FROM SALES OF BONDS/NOTES	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		9,290,867.00	6,934,642.78	4,893,586.80	2,356,224.22	74.64	74.64
TOTAL REVENUES		9,290,867.00	6,934,642.78	4,893,586.80	2,356,224.22	74.64	74.64
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		9,290,867.00	6,934,642.78	4,893,586.80	2,356,224.22	74.64	74.64



FINANCIAL STATEMENT FOR OCTOBER, 2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	10/31/2023	NORMAL (ABNORMAL)	MONTH 10/31/2023 INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE		
Fund 101 - GENERAL FUND										
000.000		0.00		0.00		0.00		0.00	0.00	
222.000	- ADMINISTRATION	2,025,452.00		756,774.08		326,005.98	1,268,777.92	37.36		
301.000	- POLICE	3,386,998.00		1,169,135.56		409,021.46	2,217,862.44	34.52		
336.000	- FIRE	1,258,010.00		338,464.77		129,912.00	919,545.23	26.90		
346.000	- AMBULANCE	5,680.00		84.20		84.20	5,595.80	1.48		
441.000	- DEPT. OF PUBLIC WORKS	1,284,131.00		426,789.54		185,390.44	857,341.46	33.24		
567.000	- CEMETERY	189,454.00		59,527.12		23,796.09	129,926.88	31.42		
596.000	- SENIOR TRANSPORTATION	92,000.00		14,962.00		0.00	77,038.00	16.26		
751.000	- PARKS AND RECREATION	822,986.00		93,430.86		36,995.79	729,555.14	11.35		
800.000	- CABLE COMMISSION	8,925.00		406.25		0.00	8,518.75	4.55		
802.000	- CULTURAL ARTS	5,375.00		370.00		0.00	5,005.00	6.88		
803.000	- HISTORICAL DEPOT	51,500.00		6,093.74		2,300.01	45,406.26	11.83		
820.000	- VETERANS MEMORIAL PROJECT	48,000.00		0.00		0.00	48,000.00	0.00		

TOTAL EXPENDITURES

9,178,511.00	2,866,038.12	1,113,505.97	6,312,472.88	31.23
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Fund 101 - GENERAL FUND:  
TOTAL EXPENDITURES

9,178,511.00	2,866,038.12	1,113,505.97	6,312,472.88	31.23
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FINANCIAL STATEMENT FOR OCTOBER 2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDET
		AMENDED BUDGET	10/31/2023	10/31/2023	MONTH 10/31/2023	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	USED	
Fund 202 - MAJOR STREETS										
000.000		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
223.000	- ACCOUNTANT	6,200.00	4,529.20	1,317.20	1,317.20	1,670.80	1,670.80	73.05	73.05	
451.000	- STREET CONSTRUCTION	20,000.00	0.00	0.00	0.00	20,000.00	20,000.00	0.00	0.00	
463.000	- STREET-ROUTINE MAINT.	208,507.00	78,503.68	24,044.76	24,044.76	130,003.32	130,003.32	37.65	37.65	
474.000	- TRAFFIC SERVICES	50,479.00	1,271.61	246.48	246.48	49,207.39	49,207.39	2.52	2.52	
478.000	- SNOW PLOWING	90,022.00	3,224.32	0.00	0.00	86,797.68	86,797.68	3.58	3.58	
479.000	- SNOW REMOVAL	4,604.00	359.00	0.00	0.00	4,245.00	4,245.00	7.80	7.80	
485.000	- TRANSFER BETWEEN FUNDS	100,000.00	0.00	0.00	0.00	100,000.00	100,000.00	0.00	0.00	
491.000	- STORM SEWER	11,710.00	1,249.42	280.98	280.98	10,460.58	10,460.58	10.67	10.67	
TOTAL EXPENDITURES		491,522.00	89,137.23	25,889.42	25,889.42	402,384.77	402,384.77	18.13	18.13	
Fund 202 - MAJOR STREETS:										
TOTAL EXPENDITURES		491,522.00	89,137.23	25,889.42	25,889.42	402,384.77	402,384.77	18.13	18.13	
Fund 203 - LOCAL STREETS										
000.000		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
223.000	- ACCOUNTANT	5,600.00	4,460.00	1,300.00	1,300.00	1,140.00	1,140.00	79.64	79.64	
451.000	- STREET CONSTRUCTION	120,000.00	352,979.64	147,855.14	147,855.14	(232,979.64)	(232,979.64)	294.15	294.15	
463.000	- STREET-ROUTINE MAINT.	190,767.00	81,505.17	24,947.61	24,947.61	109,261.83	109,261.83	42.72	42.72	
474.000	- TRAFFIC SERVICES	13,078.00	1,740.25	68.41	68.41	11,337.75	11,337.75	13.31	13.31	
478.000	- SNOW PLOWING	82,648.00	1,828.55	0.00	0.00	80,819.45	80,819.45	2.21	2.21	
485.000	- TRANSFER BETWEEN FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
491.000	- STORM SEWER	20,909.00	1,167.75	280.98	280.98	19,741.25	19,741.25	5.58	5.58	
TOTAL EXPENDITURES		433,002.00	443,681.36	174,452.14	174,452.14	(10,679.36)	(10,679.36)	102.47	102.47	
Fund 203 - LOCAL STREETS:										
TOTAL EXPENDITURES		433,002.00	443,681.36	174,452.14	174,452.14	(10,679.36)	(10,679.36)	102.47	102.47	
TOTAL EXPENDITURES - ALL FUNDS										
TOTAL EXPENDITURES		924,524.00	532,818.59	200,341.56	200,341.56	391,705.41	391,705.41	57.63	57.63	

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EXPENDITURE REPORT FOR CITY OF SOUTH LYON

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PERIOD ENDING 10/31/2023

FINANCIAL STATEMENT FOR OCTOBER 2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET		10/31/2023		MONTH 10/31/2023		NORMAL (ABNORMAL)	BALANCE	
Fund 592 - WATER & SEWER										
452.000	- WATER & SEWER CONSTRUCTION	500,000.00		911,480.30		0.00	(411,480.30)	182.30		
528.000	- REFUSE COLLECTION	621,204.00		202,894.94		50,833.98	418,309.06	32.66		
540.000	- WATER / REPAIR	247,780.00		76,820.17		48,827.47	170,959.83	31.00		
550.000	- SEWER / REPAIR	232,797.00		25,706.10		12,741.81	207,090.90	11.04		
556.000	- WATER	1,297,750.00		343,982.41		80,102.35	953,767.59	26.51		
557.000	- WASTEWATER	3,341,749.00		590,945.71		290,267.09	2,750,803.29	17.68		
TOTAL EXPENDITURES		6,241,280.00		2,151,829.63		482,772.70	4,089,450.37	34.48		
Fund 592 - WATER & SEWER:										
TOTAL EXPENDITURES		6,241,280.00		2,151,829.63		482,772.70	4,089,450.37	34.48		

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CHECK REGISTER FOR CITY OF SOUTH LYON  
CHECK DATE FROM 10/12/2023 - 11/09/2023

Page: 1/8

Check Date	Check	Vendor Name	Description	Amount	Status
Bank 01 GEN FUND CHECKING					
10/12/2023	88572	RED WING BUSINESS ADVANTAGE ACCOUNT	SAFETY BOOTS (DEANNA B. & EVELYN L.)	441.98	Cleared
10/12/2023	88573	AMAZON CAPITAL SERVICES	BATH TOWELS, SELF-ADHESIVE HOOKS, SUCTION COFFEE CREAMER RESCUE BLADES (2) COFFEE MUFFS FOR HEARING PROTECTION (5) OFFICE SUPPLIES COUNCIL CHAMBERS TIMER CALCULATOR TAPE ROLLS	100.96 12.49 115.98 51.19 96.19 47.17 5.97 19.84 449.79	Cleared Cleared Cleared Cleared Cleared Cleared Cleared Cleared
10/12/2023	88574	AMERICAN AWARDS AND ENGRAVING	ACCOUNTABILITY TAGS	119.00	Open
10/12/2023	88575	AMERICAN VIDEO TRANSFER INC.	VIDEO CAM PLACED ON TEMPORARY EVIDENCE	607.00	Open
10/12/2023	88576	ASCENSION MICHIGAN EMPLOYER SOL.	DOT EXAM - WEBB	88.00	Open
10/12/2023	88577	CITY OF SOUTH LYON	WATER BILL FOR 06/01/2023 TO 9/05/2023	1,699.74	Cleared
10/12/2023	88578	CITY OF SOUTH LYON	217 WHIPPLE WATER SERVICE PERIOD 6/1/20	239.27	Cleared
10/12/2023	88579	COMCAST	CITY HALL FAX LINE SERVICE PERIOD 10/2/	60.38	Cleared
10/12/2023	88580	CONSUMERS ENERGY	UTILITIES SERVICE PERIOD 09/1/2023-10/0	24.70	Cleared
10/12/2023	88581	CONSUMERS ENERGY	SERVICE PERIOD 8/29/2023 - 9/28/2023, V	54.96	Cleared
10/12/2023	88582	CONSUMERS ENERGY	UTILITY SERVICE PERIOD 8/30/2023-09/29/	72.83	Cleared
10/12/2023	88583	CONSUMERS ENERGY	UTILITIES SERVICE PERIOD 9/1/2023-10/03	16.00	Cleared
10/12/2023	88584	CONSUMERS ENERGY	UTILITIES SERVICE PERIOD FOR 9/01/2023-	16.00	Cleared
10/12/2023	88585	CONSUMERS ENERGY	UTILITIES SERVICE PERIOD 09/01/2023-10/	25.06	Cleared
10/12/2023	88586	CONSUMERS ENERGY	UTILITIES SERVICE PERIOD 09/01/2023-10/	130.08	Cleared
10/12/2023	88587	CONSUMERS ENERGY	UTILITIES SERVICE PERIOD 09/01/2023-10/	16.00	Cleared
10/12/2023	88588	CYNERGY PRODUCTS	QUARTERLY BILLING - MAINTENANCE AGREEME	345.00	Cleared
10/12/2023	88589	DTE ENERGY	SERVICE PERIOD 8/31/2023 - 9/29/2023, V	578.22	Cleared
10/12/2023	88590	DTE ENERGY	STREETLIGHTS SERVICE PERIOD 9/1/2023-09	9,895.58	Cleared
10/12/2023	88591	CHRISTOPHER EHRESMAN	COUNCIL RECORDING	75.00	Open
10/12/2023	88592	FIRE STATION CHECKLIST	MONTHLY SUBSCRIPTION	125.00	Cleared
10/12/2023	88593	GFL ENVIRONMENTAL USA	ROLL OFF DUMPSTER	360.00	Cleared
10/12/2023	88594	GFL ENVIRONMENTAL USA	RESIDENTIAL GARBAGE AND RECYCLING OCTOB	50,833.98	Cleared
10/12/2023	88595	HART INTERCIVIC	DRIVES FOR TABULATORS	940.00	Cleared
10/12/2023	88596	HINES PARK FORD, INC.	SCREW AND WASHER (4)	9.36	Cleared
10/12/2023	88597	HURON VALLEY GUNS	UNIFORM (JOB SHIRT AND EMBROIDERY)	92.49	Cleared
10/12/2023	88598	KELLER THOMA	FOR PROFESSIONAL SERVICES RENDERED THRO	475.00	Cleared
10/12/2023	88599	MARTIN'S DO IT BEST	SEPTEMBER 2023 STATEMENTS	629.71	Cleared
10/12/2023	88600	MICHIGAN PHOTOGRAPHY, LLC	FIRE DEPT PICTURES AND PORTRAIT	846.00	Cleared
10/12/2023	88601	OAKLAND COUNTY TREASURER	TRAILER PARK TAX SEPT 2023	412.50	Cleared
10/12/2023	88602	ORKIN	WOODCHUCK TRAPS AT CEMETERY	1,590.00	Cleared
10/12/2023	88603	PETER'S TRUE VALUE HARDWARE	SAW BLADE	6.49	Cleared
10/12/2023	88604	PAINT SUPPLIES	PAINT SUPPLIES	49.05	Cleared
10/12/2023	88605	SEPTEMBER 2023 STATEMENT	SEPTEMBER 2023 STATEMENT	1,866.35	Cleared

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10/12/2023	88604	PITNEY BOWES INC	INK CARTRIDGE FOR COPIER/PRINTER	1,921.89	Cleared
10/12/2023	88605	R.R.R.A.S.O.C.	HOUSEHOLD HAZARD WASTE SEPTEMBER 2023 A	132.79	Cleared
10/12/2023	88606	SAFEBUILT, LLC LOCKBOX # 88135	SEPTEMBER 2023 PERMITS & FEES	404.00	Cleared
				122,652.90	Cleared
10/12/2023	88607	STAPLES	SUMMARY INVOICE 9/25/23	1,757.70	Cleared
			SUMMARY INVOICE 9/18/23	234.33	Cleared
				1,992.03	
10/12/2023	88608	STATE OF MICHIGAN**	FIRE INVESTIGATION CLASS (BRAD MOYNTHAN	850.00	Cleared
			AFIS FINGERPRINT SERVICES SEPT - OCT	2,686.75	Cleared
				3,536.75	
10/12/2023	88609	TERMINIX PROCESSING CENTER	PEST CONTROL	112.00	Cleared
10/12/2023	88610	VERIZON WIRELESS	SERVICE PERIOD 9/22/23 - 10/21/23	80.53	Cleared
10/12/2023	88611	WHMI	DPW JOB BOARD AD	300.00	Cleared
10/12/2023	88612	WOW! BUSINESS	SERVICE PERIOD 9/27/2023 - 10/26/2023	202.33	Cleared
10/16/2023	88613	LAFONTAINE CHRYSLER DODGE JEEP RAM	DODGE DURANGO AWD POLICE ADMIN VEHICLE	41,988.00	Cleared
10/19/2023	88614	Singh Homes II, Inc	BD Payment Refund	500.00	Cleared
			BD Payment Refund	500.00	Cleared
			BD Payment Refund	500.00	Cleared
			BD Payment Refund	500.00	Cleared
				500.00	Cleared
				2,500.00	
10/19/2023	88615	AMAZON CAPITAL SERVICES	BUSINESS PRIME MEMBERSHIP FEE OCTOBER 2	499.00	Cleared
			FLOOR CLEANER REFILL	39.94	Cleared
			DESK POWER GROMMET	43.98	Cleared
			3 RING BINDER	24.56	Cleared
			BATTERIES	37.18	Cleared
			PAPER PLATES, PLASTIC CUTLERY, PAPER BO	139.57	Cleared
			PLASTIC AND PAPER CUPS	49.97	Cleared
			FAN	33.09	Cleared
			WALL CALENDAR DRY ERASE	28.68	Cleared
			COPIER PAPER	117.27	Cleared
				1,013.24	
10/19/2023	88616	AT&T MOBILITY	SERVICE PERIOD SEP 07 - OCT 06	167.24	Cleared
10/19/2023	88617	DOUGLAS BAAKI	OFFICER'S CLEANING ALLOWANCE	100.00	Cleared
10/19/2023	88618	AUDRA BAKER	OFFICER'S CLEANING ALLOWANCE	100.00	Open
10/19/2023	88619	JARED BAKER	OFFICER'S CLEANING ALLOWANCE	100.00	Open
10/19/2023	88620	RONALD BARBOUR	OFFICER'S CLEANING ALLOWANCE	100.00	Open
10/19/2023	88621	BLUE CROSS BLUE SHIELD OF MICH	NOVEMBER 2023 PREMIUMS	45,336.85	Cleared
10/19/2023	88622	BLUE CROSS BLUE SHIELD OF MICH	NOVEMBER 2023 PREMIUMS - RETIREES	5,565.16	Cleared

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10/19/2023	88623	BUSCH'S	WATER AND SUGAR	26.94	Cleared
10/19/2023	88624	COMCAST	ETHERNET DEDICATED LINE 10/15/2023 - 11	1,500.00	Cleared
10/19/2023	88625	COMCAST	OCTOBER 2023 PHONE CHARGES	936.80	Cleared
10/19/2023	88626	COMMUNICATIONS TECHNOLOGIES, INC.	MONTHLY PHONE MAINT. 10/20 - 11/19	85.00	Cleared
10/19/2023	88627	CONSUMERS ENERGY	215 WHIPPLE ST SERVICE PERIOD 9/1/2023	134.53	Cleared
10/19/2023	88628	CONSUMERS ENERGY	215 WHIPPLE ST GENERATOR SERVICE PERIOD	16.00	Cleared
10/19/2023	88629	CONWAY SHIELD	HELMET SHIELDS (4)	316.90	Cleared
			HELMET SHIELDS (4)	316.90	Cleared
				633.80	
10/19/2023	88630	CORRIGAN OIL II, INC.	GAS (233.60)	626.34	Cleared
10/19/2023	88631	JOSEPH CZAPSKI	OFFICER'S CLEANING ALLOWANCE	100.00	Cleared
10/19/2023	88632	DEWOLF & ASSOCIATES	FTO UPDATE TRAINING FOR CZAPSKI AND JAC	550.00	Cleared
10/19/2023	88633	DTE ENERGY	215 WHIPPLE ST SERVICE PERIOD 8/24/2023	547.76	Cleared
10/19/2023	88634	EMPLOYEE HEALTH INSURANCE MGMT	SEPTEMBER 2023 CLAIMS FUNDING	6,107.63	Cleared
			SEPTEMBER 2023 ADMINISTRATIVE MEDICAL W	851.00	Cleared
				6,958.63	
10/19/2023	88635	FAITH LAWN AND PROPERTY MAINTENANCE	DOWNTOWN HOLIDAY LIGHTS & LABOR, NEW EX	13,680.00	Cleared
10/19/2023	88636	CHRISTOPHER FAUGHT	OFFICER'S CLEANING ALLOWANCE	100.00	Cleared
10/19/2023	88637	GREEN OAK TIRE, INC.	(2) TIRES/WHEEL ASSEMBLYS FOR GARAGE	30.00	Cleared
10/19/2023	88638	SRAN S. HOYDTC	OFFICER'S CLEANING ALLOWANCE	100.00	Cleared
10/19/2023	88639	INT'L UNION OF OPERATING ENG	PAYROLL DEDUCTION UNION DUES OCTOBER 20	222.50	Cleared
10/19/2023	88640	JAKE JACOBS	OFFICER'S CLEANING ALLOWANCE	100.00	Open
10/19/2023	88641	KENSINGTON VALLEY VARSITY	EMBROIDERY	36.00	Open
			EMBROIDERY	36.00	Open
				72.00	
10/19/2023	88642	LYDEN OIL COMPANY	SYNGEAR OIL 5 GAL (5)	245.00	Cleared
10/19/2023	88643	NATHAN MACK	MILEAGE REIMBURSEMENT FOR BALLOT BAGS &	88.95	Cleared
10/19/2023	88644	MISDU	PAYROLL DEDUCTION ID 913659641	123.91	Cleared
			PAYROLL DEDUCTION ID 913616706	150.00	Cleared
			PAYROLL DEDUCTION ID 913297993	61.84	Cleared
				335.75	
10/19/2023	88645	MISSIONSQUARE - 301149	MISSIONSQUARE 457 PLAN 301149 TRANSFER	3,511.17	Cleared
10/19/2023	88646	VERN MOEN	FARMERS MARKET MUSIC 10/7/2023	100.00	Cleared
10/19/2023	88647	NEC FINANCIAL SERVICES, LLC	NOV. BILLING WW & DPW PHONE SYSTEM	177.81	Cleared
10/19/2023	88648	NELSON SCHILK	REIMBURSEMENT FOR HARBOR FREIGHT-PAINT	42.39	Cleared
10/19/2023	88649	OAKLAND COMMUNITY COLLEGE/CREST*	302 FUNDS FOR SMALL AGENCY DISCOUNT PRO	360.95	Open
10/19/2023	88650	OAKLAND COUNTY TREASURERS	CLEMIS SERVICES SEPT - NOV	4,259.50	Cleared
10/19/2023	88651	OBSERVER & ECCENTRIC	ELECTION COMM. MEETING NOTES 9/21/23	47.20	Cleared
10/19/2023	88652	PETER'S TRUE VALUE HARDWARE	KEYS	2.99	Cleared

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			BOWL BRUSH/CADDY, KEY RING	17.47	Cleared
			FLAP DISC AND MTL DISC	34.94	Cleared
			KEYS	3.98	Cleared
			BOLTS, PT FILE, TAPER FILE	57.79	Cleared
			MTL DISCS	14.37	Cleared
			CLOROX, PINE SOL, TOILET BOWL CLEANER,	38.41	Cleared
			MTL DUAL DISCS AND FLAP DISC	38.44	Cleared
				208.39	
10/19/2023	88653	PRINTING SYSTEMS, INC.	BALLOT PRINTING & CODING	2,599.88	Cleared
10/19/2023	88654	PURE WATER PARTNERS	WATER COOLER RENTAL 8/25/23 - 11/24/23	123.00	Cleared
10/19/2023	88655	R.R.A.S.O.C.	OCT 7 HAZARDOUS WASTE EVENT	2,030.00	Cleared
10/19/2023	88656	TIMOTHY RAAP	OFFICER'S CLEANING ALLOWANCE	100.00	Cleared
10/19/2023	88657	ROSATI, SCHULTZ, JOPPICH	PROSECUTIONS - PROFESSIONAL SERVICES RE GENERAL LABOR MATTERS - PROFESSIONAL SE CITY ATTORNEY GENERAL WORK - PROFESSION	1,781.00 907.50 4,320.00	Cleared Cleared Cleared
				7,008.50	
10/19/2023	88658	JONATHAN SCHNEEMANN	OFFICER'S CLEANING ALLOWANCE	100.00	Cleared
10/19/2023	88659	CHRISTOPHER SEDERLUND	OFFICER'S CLEANING ALLOWANCE	100.00	Cleared
10/19/2023	88660	JON SOAVE	REIMBURSEMENT FOR MUSAR TRAINING	900.00	Cleared
10/19/2023	88661	SOUTH LYON AREA RECREATION	SOUTH LYON MUNICIPAL CONTRIBUTION 2023	23,217.72	Cleared
10/19/2023	88662	TONY SROUFE	OFFICER'S CLEANING ALLOWANCE	100.00	Cleared
10/19/2023	88663	STAPLES	SUMMARY INVOICE 10/02/23	434.04	Cleared
10/19/2023	88664	TRAVIS STEVENS	OFFICER'S CLEANING ALLOWANCE	100.00	Cleared
10/19/2023	88665	ASHLEY TOKARSKY	OFFICER'S CLEANING ALLOWANCE	100.00	Cleared
10/19/2023	88666	JOHN TOWANEK	OFFICER'S CLEANING ALLOWANCE	100.00	Cleared
10/19/2023	88667	TIMOTHY WALTON	OFFICER'S CLEANING ALLOWANCE	100.00	Cleared
10/19/2023	88668	WOW! BUSINESS	CABLE TV SERVICE PERIOD 10/6/2023 - 11/	54.97	Cleared
10/26/2023	88669	21ST CENTURY MEDIA - MICHIGAN	JULY PUBLIC NOTICES	564.00	Cleared
10/26/2023	88670	AMAZON CAPITAL SERVICES	FINGERPRINT LIFTING TAPE	32.00	Open
			NEW REPLACEMENT SHOP VAC	199.00	Open
			SOAP	55.89	Open
			DOOR MAGNETS FOR TRAINING BURN CONTAINE	238.90	Open
			CLEANING RAGS FOR FIREARMS	32.09	Open
			BATTERIES, CURTAINS, AND CURTAIN ROD	121.22	Open
				679.10	
10/26/2023	88671	ASCENSION MICHIGAN EMPLOYER SOL.	DOT PHYSICAL - DENTAL	88.00	Open
10/26/2023	88672	BS & A SOFTWARE	GENERAL LEDGER/BUDGETING SYSTEM ANNUAL	6,888.00	Cleared
10/26/2023	88673	BUSCH'S	PLASTICWARE, COFFEE MATE	28.27	Open
10/26/2023	88674	CONSUMERS ENERGY	SERVICE PERIOD 9/1/2023 - 10/3/2023, VA	516.61	Cleared
10/26/2023	88675	COSTCO MEMBERSHIP	YEARLY MEMBERSHIP RENEWAL MONTH DECEMBE	180.00	Open
10/26/2023	88676	D & G NATURES WAY LAWN CARE	FERTILIZER AND WEED CONTROL 10/13/23	137.28	Cleared
10/26/2023	88677	DANIEL PELCHAT	MONTHLY COUNCIL PAY	220.00	Cleared
10/26/2023	88678	LISA DEATON	MILEAGE REIMBURSEMENT FOR CLASS	82.53	Cleared

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10/26/2023	88679	DETROIT CIRCUS, LLC	STREET PERFORMERS (2) HOLIDAY SPECTACUL	800.00	Open
10/26/2023	88680	DTE ENERGY	200 DOROTHY ST SERVICE PERIOD 9/19/2023	22.08	Cleared
10/26/2023	88681	CHRISTOPHER EHRESMAN	COUNCIL RECORDING 10/23/2023	73.00	Open
10/26/2023	88682	GFL ENVIRONMENTAL USA	ROLL OFF DUMPSTER @ 520 ADA ST - SEPTEMBER	443.30	Open
10/26/2023	88683	GFL ENVIRONMENTAL USA	DUMPSTER & RECYCLING 11/1/23 - 11/30/23	1,498.85	Open
10/26/2023	88684	GFL ENVIRONMENTAL USA	ROLL OFF DUMPSTER 520 ADA ST 10-10-23	137.90	Open
10/26/2023	88685	GUARDIAN	FOR PERIOD 11/1/23 - 11/30/23	12,676.03	Open
10/26/2023	88686	ALEX HANSEN	MONTHLY COUNCIL PAY	180.00	Cleared
10/26/2023	88687	HOME DEPOT CREDIT SERVICES	STATEMENT 10/13/23	26.98	Open
10/26/2023	88688	HURON VALLEY GUNS	UNIFORM JACKET	149.99	Open
10/26/2023	88689	GLENN KIVELL	MONTHLY COUNCIL PAY	180.00	Cleared
10/26/2023	88690	KROFF MECHANICAL SERVICE CO.	HVAC QUARTERLY INSPECTION AND AIR FILTE	1,225.00	Open
10/26/2023	88691	MARGARET KURTZWELL	MONTHLY COUNCIL PAY	180.00	Open
10/26/2023	88692	LISA DILG	MONTHLY COUNCIL PAY	180.00	Open
10/26/2023	88693	MISDU	PAYROLL DEDUCTION ID 913408644	264.36	Cleared
10/26/2023	88694	LORI MCSIER	MONTHLY COUNCIL PAY	180.00	Open
10/26/2023	88695	OAKLAND COMMUNITY COLLEGE/CREST*	SIM TRAINING FOR TWO INSTRUCTORS	605.00	Open
10/26/2023	88696	PATRICIA TIERNAN	REIMBURSEMENT FOR WATER	12.28	Cleared
10/26/2023	88697	PETER'S TRUE VALUE HARDWARE	KITCHEN BAGS	9.99	Open
			NOZZLE (3)	32.97	Open
				42.96	
10/26/2023	88698	DIANA REGAN	FARMERS MARKET WAGES AUGUST & SEPTEMBER	3,625.00	Cleared
10/26/2023	88699	SALEM-SOUTH LYON DISTRICT	TAX DISBURSEMENT/TAXES DUE TO LIBRARY	4,354.88	Open
10/26/2023	88700	SOUTH LYON COMMUNITY SCHOOLS	TAX DISBURSEMENT/TAXES DUE TO SCHOOLS	28,174.38	Open
10/26/2023	88701	STAPLES	SUMMARY INVOICE 10/09/23	235.69	Cleared
10/26/2023	88702	STATE OF MICHIGAN	R. ROSE - MECHANIC CERTIFICATION RENEWA	20.00	Open
10/26/2023	88703	STEPHEN KENNEDY	MONTHLY COUNCIL PAY	180.00	Open
10/26/2023	88704	TRUGREEN PROCESSING CENTER	LAWN SERVICE AT BAKER PARK & VOLUNTEER	1,140.62	Cleared
10/26/2023	88705	WOW! BUSINESS	PARK SECURITY OCTOBER 2023	66.00	Open
10/26/2023	88706	WOW! BUSINESS	SERVICE PERIOD 10/16/23 - 11/15/23	12.12	Open
10/27/2023	88707	GIFFELS WEBSTER	PLANNING COMMISSION TRAINING	550.00	Cleared
10/27/2023	88708	MICHIGAN MUNICIPAL RISK	2023-2024 INSURANCE PREMIUM POLICY ADDI	479.00	Cleared
			2023 - 2024 INSURANCE PREMIUM POLICY AD	589.00	Cleared
				1,068.00	
10/27/2023	88709	PURCHASE POWER	POSTAGE METER REFILLS 9/12/23 - 10/4/23	4,035.00	Open
10/27/2023	88710	PNC BANK	BUSINESS CARD STATEMENT CLOSING DATE 10	9,741.08	Open
11/01/2023	88711	POSTMASTER	POSTAGE FOR OCTOBER 2023 PAST DUE & SHU	271.20	Open
11/02/2023	88712	RED WING BUSINESS ADVANTAGE ACCOUNT	SAFETY BOOTS (RON B.)	143.99	Open
11/02/2023	88713	A.F.S.C.M.E. COUNCIL 25	PAYROLL DEDUCTION UNION DUES NOVEMBER 2	552.50	Open
11/02/2023	88714	AMAZON CAPITAL SERVICES	HOT COCOA	15.96	Open
			COFFEE	70.56	Open
				86.52	



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11/02/2023	88715	AT&T	SERVICE PERIOD SEP 23 - OCT 22, 2023	366.77	Open
11/02/2023	88716	BADGER METER INC.	LTE & MBL SERVICE SEPT & OCT, MOBILE RE	4,462.50	Open
11/02/2023	88717	BIG PDQ	ID BADGES FOR OPERATORS	113.97	Open
11/02/2023	88718	COMCAST	STATION PHONES - SERVICE PERIOD 10/27/2	99.12	Open
11/02/2023	88719	CORELOGIC CENTRALIZED REFUNDS	REFUND OF OVERPAYMENT OF TAX 21-20-404-	5,232.53	Open
11/02/2023	88720	DTE ENERGY	SERVICE PERIOD 9/23/2023 - 10/20/2023,	1,390.33	Open
11/02/2023	88721	DTE ENERGY	250 DOROTHY ST SERVICE PERIOD 9/23/2023	77.89	Open
11/02/2023	88722	DTE ENERGY	300 DOROTHY ST SERVICE PERIOD 9/23/2023	88.95	Open
11/02/2023	88723	DTE ENERGY	376 DOROTHY & 23500 DIXBORO SERVICE PER	27,540.55	Open
11/02/2023	88724	DTE ENERGY	219 WHIPPLE ST SERVICE PERIOD 9/23/23 -	527.13	Open
11/02/2023	88725	DTE ENERGY	214 W LAKE ST SERVICE PERIOD 9/23/23 -	149.88	Open
11/02/2023	88726	DTE ENERGY	SERVICE PERIOD 9/23/2023 - 10/20/2023	2,193.53	Open
11/02/2023	88727	WOODBROW MATNEY	CUSTODIAN SERVICES AT DEPOT 48 HRS @ \$1	684.00	Open
11/02/2023	88728	MICHIGAN CLEAR WATER	WATER COOLER QUARTERLY RENTAL	120.00	Open
11/02/2023	88729	MISDU	PAYROLL DEDUCTION ID 913408644	132.18	Open
			PAYROLL DEDUCTION ID 913616706	150.00	Open
			PAYROLL DEDUCTION ID 913659641	123.91	Open
			PAYROLL DEDUCTION ID 913297993	61.84	Open
				467.93	
11/02/2023	88730	MISSIONSQUARE - 301149	MISSIONSQUARE PLAN # 301149 457 PPE 10/	3,486.74	Open
11/02/2023	88731	OAKLAND COMMUNITY COLLEGE	SIMS REFRESHER COURSE (SEDERLUND)	300.00	Open
11/02/2023	88732	OAKLAND CTY ASSOC CHIEFS OF POLICE	2024 ANNUAL DUES	60.00	Open
11/02/2023	88733	POLICE OFFICERS ASSOC. OF MICHIGAN	PAYROLL DEDUCTION UNION DUES NOVEMBER 2	665.86	Open
11/02/2023	88734	POLICE OFFICERS LABOR COUNCIL	PAYROLL DEDUCTION UNION DUES NOVEMBER 2	251.25	Open
11/02/2023	88735	POSTMASTER	ADDITIONAL POSTAGE FOR OCTOBER 2023 PAS	16.95	Open
11/02/2023	88736	PRINTING SYSTEMS, INC.	PRECINCT KITS AND ID CARDS	352.55	Open
11/02/2023	88737	QUICK SILVER MARKETING SOLUTIONS	13" DIAMETER STICKERS (30) AND ART SET-	609.85	Open
11/02/2023	88738	STAPLES	SUMMARY INVOICE DATED 10/16/23	235.23	Open
11/02/2023	88739	TOSHIBA FINANCIAL SERVICES	COPIER CONTRACT SERVICE PERIOD 10/16/20	96.97	Open
11/02/2023	88740	TOSHIBA FINANCIAL SERVICES	COPIER CONTRACT SERVICE PERIOD 10/15/20	163.12	Open
11/02/2023	88741	TOSHIBA FINANCIAL SERVICES	COPIER CONTRACT SERVICE PERIOD 10/15/20	2,034.28	Open
11/02/2023	88742	VC3, INC.	MICROSOFT SURFACE PEN	91.00	Open
11/02/2023	88743	WOW! BUSINESS	SERVICE PERIOD 10/6/2023 - 11/5/2023	329.29	Open
11/02/2023	88744	WOW! BUSINESS	ACCOUNT NUMBER 020032954 SERVICE PERIOD	302.82	Open
11/06/2023	88745	JAVA HOUSE	COFFEE TO GO X 5 ELECTION WORKERS	89.95	Open
11/09/2023	88746	RED WING BUSINESS ADVANTAGE ACCOUNT	SAFETY BOOTS (JARRETT C.)	291.99	Open
11/09/2023	88747	AMAZON CAPITAL SERVICES	CURTAINS	37.94	Open
			CHIEF OFFICER BOOK, DISH SOAP	92.91	Open
			LYSOL SPRAY	27.93	Open
			LAMINATING SHEETS	15.99	Open
			DESK CALENDAR 2024	13.92	Open
			CLIP BOARD	29.99	Open
				218.68	
11/09/2023	88748	ANTHONY FACIONE	ELECTION 17 HRS X \$14	238.00	Open

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11/09/2023	88749	YVETTE ARGOUD	ELECTION 17 HRS X \$12	204.00	Open
11/09/2023	88750	AT&T MOBILITY	SERVICE PERIOD SEP 20 - OCT 19	324.85	Open
11/09/2023	88751	ANGELA BAKER	ELECTION 17.5 HRS X \$12	210.00	Open
11/09/2023	88752	BIDNET	SERVICE FEE FOR SELLING TWO OLD PATROL	274.85	Open
11/09/2023	88753	VERA BURNS	ELECTION 18 HRS X \$14	252.00	Open
11/09/2023	88754	CAROL FELDMAN	ELECTION 15.5 HRS X \$12	186.00	Open
11/09/2023	88755	CAROL MCDONALD	ELECTION 15.5 HRS X \$12	186.00	Open
11/09/2023	88756	CIB PLANNING	PLANNING ADMINISTRATION & SITE PLAN FEE	11,142.75	Open
11/09/2023	88757	CITY OF NOVI TREASURER	DISPATCH SERVICES 10/1/23 - 12/31/23	39,366.75	Open
11/09/2023	88758	COMCAST	CITY HALL FAX LINE SERVICE PERIOD 11/2/	60.46	Open
11/09/2023	88759	MARY CONNELL	ELECTION 6.5 HRS X \$14	91.00	Open
11/09/2023	88760	DENNIS SEYBERT	ELECTION 17.5 HRS X \$12	210.00	Open
11/09/2023	88761	DTE ENERGY	215 WHIPPLE ST SERVICE PERIOD 9/23/2023	543.51	Open
11/09/2023	88762	DTE ENERGY	SERVICE PERIOD 9/28/2023 - 10/26/2023,	937.84	Open
11/09/2023	88763	EVE IRELAND	ELECTION 15 HRS X \$12	180.00	Open
11/09/2023	88764	MARK FLOWERS	ELECTION 19 HRS X \$14	266.00	Open
11/09/2023	88765	GARY BRASLEY	ELECTION 15.5 HRS X \$12	186.00	Open
11/09/2023	88766	GFL ENVIRONMENTAL USA	RESIDENTIAL GARBAGE AND RECYCLING NOV-2	50,859.92	Open
11/09/2023	88767	LAURA HATCH	ELECTION 15.5 HRS X \$12	186.00	Open
11/09/2023	88768	MARK HIPP	ELECTION 17.5 HRS X \$12	210.00	Open
11/09/2023	88769	HR MANAGEMENT GROUP, INC.	BACKGROUND SCREENINGS FOR W&S AND DPW O	687.50	Open
11/09/2023	88770	KIM JACOBS	ELECTION 15.5 HRS X \$12	186.00	Open
11/09/2023	88771	JANE ELIZABETH NELSON	ELECTION 17.5 HRS X \$14	245.00	Open
11/09/2023	88772	JANET BONKOWSKI	ELECTION 19.5 HRS X \$12	234.00	Open
11/09/2023	88773	JUDY MATTESON	ELECTION 15.5 HRS X \$12	186.00	Open
11/09/2023	88774	KELLER THOMA	PROFESSIONAL SERVICES RENDERED THROUGH	285.00	Open
11/09/2023	88775	AMBER LYNN KING	ELECTION 15.5 HRS X \$12	186.00	Open
11/09/2023	88776	JOHN KOPACZ	ELECTION 17.5 HRS X \$14	245.00	Open
11/09/2023	88777	LEAH DAILEY	ELECTION 15 HRS X \$12	180.00	Open
11/09/2023	88778	LINDA JANE BENSON	ELECTION 17.5 HRS X \$12	210.00	Open
11/09/2023	88779	SHARON LOFTUS	ELECTION 15.5 HRS X \$12	186.00	Open
11/09/2023	88780	NATHAN MACK	REIMBURSEMENT FOR MILEAGE (MDA CONFEREN	124.19	Open
11/09/2023	88781	MARTIN'S DO IT BEST	STATEMENT 10/31/2023	22.62	Open
			OCTOBER 2023 STATEMENT CUSTOMER # 1330	581.20	Open
				603.82	
11/09/2023	88782	MARY LOUISE KORR	ELECTION 15.5 HRS X \$12	186.00	Open
11/09/2023	88783	MICHELE DARET	ELECTION 15.5 HRS X \$12	186.00	Open
11/09/2023	88784	MICHELLE WALKUP	ELECTION 3 HRS X \$12	36.00	Open
11/09/2023	88785	MICHIGAN ASSOC OF MUNICIPAL CLERKS	MEMBERSHIP FEE	85.00	Open
11/09/2023	88786	MICHIGAN MUNICIPAL LEAGUE	CDL CONSORTIUM DRIVERS FEE	990.00	Open
11/09/2023	88787	VERN MOEN	LIVE MUSIC AT 10/28/23 FARMERS MARKET	100.00	Open
11/09/2023	88788	OAKLAND COUNTY TREASURER	TRAILER PARK TAX - MONTHLY TAX REPORT O	415.00	Open
11/09/2023	88789	PETER'S TRUE VALUE HARDWARE	DISP COVERALL AND ACETONE	47.97	Open
			DETERGENT	6.99	Open
			OCTOBER 2023 STATEMENT	2,067.48	Open

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Check Date	Check	Vendor Name	Description	Amount	Status
11/09/2023	88790	JUDY PIEPER	MILEAGE REIMBURSEMENT FOR ELECTION	2,122.44	Open
11/09/2023	88791	R.R.A.S.O.C.	10/28/2023 HAZARDOUS WASTE COLLECTION A	63.77	Open
11/09/2023	88792	DIANA REGAN	REIMBURSEMENT FOR HALLOWEEN CANDY	456.50	Open
11/09/2023	88793	RICHARD CADICAMO	ELECTION 19 HRS X \$14	33.96	Open
11/09/2023	88794	ROAD COMMISSION FOR OAKLAND COUNTY	TRAFFIC SIGNAL MAINTENANCE PERIOD ENDIN	266.00	Open
11/09/2023	88795	MATTHEW RUSSELL	ELECTION 2 HRS X \$12	68.50	Open
11/09/2023	88796	SAFEBUILD, LLC LOCKBOX # 88135	BLDG PERMIT AND TECH FEES	24.00	Open
11/09/2023	88797	SALEM-SOUTH LYON DISTRICT	TAX DISBURSEMENT/TAXES DUE TO LIBRARY	26,810.10	Open
11/09/2023	88798	BILL SEMION	ELECTION 17.5 HRS X \$12	2,918.08	Open
11/09/2023	88799	DENISE HORVATH SEMION	ELECTION 17.5 HRS X \$14	210.00	Open
11/09/2023	88800	JUDITH SEYBERT	ELECTION 20 HRS X \$14	245.00	Open
11/09/2023	88801	SOUTH LYON COMMUNITY SCHOOLS	TAX DISBURSEMENT/TAXES DUE TO SCHOOLS	280.00	Open
11/09/2023	88802	STAPLES	SUMMARY INVOICE 10/23/23	19,378.55	Open
11/09/2023	88803	STATE OF MICHIGAN**	AFIS SERVICE FOR OCTOBER	38.85	Open
11/09/2023	88804	THERESA ANN SZARAMA	ELECTION 17.5 HRS X \$12	1,507.75	Open
11/09/2023	88805	VC3, INC.	SSL CERTIFICATE RENEWAL AND OFFICE 365	210.00	Open
11/09/2023	88806	VERIZON WIRELESS	MICROSOFT OFFICE 365 LICENSE	266.00	Open
11/09/2023	88807	VETERANS OF FOREIGN WARS		8.00	Open
11/09/2023	88808	WAYNE WILLIAM NUNEZ	SERVICE PERIOD SEP 22 - OCT 21	274.00	Open
11/09/2023	88809	LISA WOOD	2023 - 2024 WINTER FARMERS' MARKET HALL	69.71	Open
11/09/2023	88810	WOW! BUSINESS	ELECTION 17.5 HRS X \$14	3,300.00	Open
11/09/2023	88811	WOW! BUSINESS	ELECTION 23.50 HRS X \$14	245.00	Open
11/09/2023	88812	WOW! BUSINESS	SERVICE PERIOD 10/24/2023 - 11/23/2023	329.00	Open
11/09/2023	88813	KATHERINE ZISCHKE	SERVICE PERIOD 10/27/2023 - 11/26/2023	140.65	Open
11/09/2023	88814	AT&T	SERVICE PERIOD 10/27/2023 - 11/26/2023	172.26	Open
11/09/2023	88814	AT&T	ELECTION 17.5 HRS X \$14	203.08	Open
11/09/2023	88814	AT&T	SERVICE PERIOD OCT 24 - NOV 23	245.00	Open
01 TOTALS:				77.07	Open

Total of 243 Disbursements:

679,523.68

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Fund 101 GENERAL FUND							
Dept 000.000							
101-000.000-035.000	ENGINEERING FEES	HUBBELL, ROTH & CLARK	PROFESSIONAL SERVICES FOR PERIOD E	0210661	11/13/23	14,624.31	
			Total For Dept 000.000			14,624.31	
Dept 222.000 ADMINISTRATION						398.56	
101-222.000-805.000	ENGINEERING SERVICES	HUBBELL, ROTH & CLARK	PROFESSIONAL SERVICES FOR PERIOD E	0210661	11/13/23	398.56	
			Total For Dept 222.000 ADMINISTRATION			398.56	
Dept 301.000 POLICE						135.00	
101-301.000-740.000	OPERATING EXPENSE	DASH MEDICAL GLOVES	NITRILE EXAM GLOVES (3 CASES: MED,	INV1297313	11/13/23	135.00	
101-301.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	REAR WIPER FOR ADMIN VEHICLE	8195327945887	11/13/23	8.70	
101-301.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	CALIPERS, FLX RW SETS, FUEL, AIR,	8195327530319	11/13/23	25.40	
101-301.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	FILTERS, WIPERS, FUEL CAP, RAINX,	8195329030965	11/13/23	19.07	
101-301.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	ENGINE MOUNT AND STRUT MOUNT	8195329331102	11/13/23	117.80	
101-301.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	CONTROL ARM BRUSHING (2) AND TRANS	8195329331103	11/13/23	148.37	
101-301.000-863.000	VEHICLE MAINTENANCE	ATCO INTERNATIONAL	NITTY GRITTY (2), TAKE-OFF (2)	10619781	11/13/23	117.76	
101-301.000-863.000	VEHICLE MAINTENANCE	FLEETPRIDE	SOCKET SET	112164267	11/13/23	43.36	
101-301.000-863.000	VEHICLE MAINTENANCE	FLEETSOFT	MECHANIC'S ANNUAL SOFTWARE & MAINT	109733	11/13/23	141.00	
101-301.000-863.000	VEHICLE MAINTENANCE	GREEN OAK TIRE, INC.	TIRES (8), TIRE BALANCING & LABOR	1-138806	11/13/23	796.00	
101-301.000-863.000	VEHICLE MAINTENANCE	GREEN OAK TIRE, INC.	TIRES (2), TIRE CHANGE, DISPOSAL	1-138622	11/13/23	604.00	
101-301.000-863.000	VEHICLE MAINTENANCE	GREEN OAK TIRE, INC.	TIRE CHANGE LABOR AND VALVE	1-139077	11/13/23	34.00	
101-301.000-863.000	VEHICLE MAINTENANCE	GREEN OAK TIRE, INC.	TIRE CHANGE LABOR AND VALVE	1-139075	11/13/23	34.00	
101-301.000-863.000	VEHICLE MAINTENANCE	HINES PARK FORD, INC.	SHAFT	164910	11/13/23	157.63	
101-301.000-863.000	VEHICLE MAINTENANCE	HINES PARK FORD, INC.	NUT	164917	11/13/23	10.20	
101-301.000-863.000	VEHICLE MAINTENANCE	M-2 AUTO PARTS, INC.	BRAKE PADS AND ROTORS (2) FOR 2021	795567	11/13/23	216.29	
			Total For Dept 301.000 POLICE			2,608.58	
Dept 336.000 FIRE						23.56	
101-336.000-740.000	OPERATING EXPENSE	BOUND TREE MEDICAL, L	I-GEL O2 RESUS PACK	85141440	11/13/23	23.56	
101-336.000-740.000	OPERATING EXPENSE	BOUND TREE MEDICAL, L	DEFIB PADS FOR LPS00 (2)	85134905	11/13/23	209.28	
101-336.000-740.000	OPERATING EXPENSE	LIVINGSTON COUNTY EMS	BLS PROVIDER CARDS (10), HEARTSAVE	2023-026	11/13/23	350.00	
101-336.000-820.000	COMPUTER	VC3, INC.	INTEGRATE SERVERS - PD & FD	1005912	11/13/23	2,560.00	
101-336.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	TIRE WET 23 OZ BLKMG (2)	8195327245706	11/13/23	15.24	
101-336.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	CALIPERS, FLX RW SETS, FUEL, AIR,	8195327530319	11/13/23	19.05	
101-336.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	SEAT COVERS	8195328653149	11/13/23	39.55	
101-336.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	WIPERS (3) AND WASHER FLUID	8195328446051	11/13/23	68.71	
101-336.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	FILTERS, WIPERS, FUEL CAP, RAINX,	8195329030965	11/13/23	12.13	
101-336.000-863.000	VEHICLE MAINTENANCE	ATCO INTERNATIONAL	NITTY GRITTY (2), TAKE-OFF (2)	10619781	11/13/23	88.32	
101-336.000-863.000	VEHICLE MAINTENANCE	COOK AUTOMOTIVE	MARSHALL VEHICLE REPAIRS	54035	11/13/23	7,318.78	
101-336.000-863.000	VEHICLE MAINTENANCE	FLEETPRIDE	SOCKET SET	112164267	11/13/23	32.52	
101-336.000-863.000	VEHICLE MAINTENANCE	FLEETSOFT	MECHANIC'S ANNUAL SOFTWARE & MAINT	109733	11/13/23	94.00	
101-336.000-863.000	VEHICLE MAINTENANCE	HINES PARK FORD, INC.	NUT (6), SCREW (12), SEAT BELT ASY	165036	11/13/23	85.94	



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Fund 101 GENERAL FUND						
Dept 441.000 DEPT. OF PUBLIC WORKS						
101-441.000-974.000	LAND IMPROVEMENTS	ALL AMERICAN TREE SER	TREE REMOVAL AND TRIMMING - VARIOU	9658, 9704	11/13/23	11,060.00
101-441.000-974.000	LAND IMPROVEMENTS	LUIGI FERDINANDI & SO	REMOVAL AND REPLACEMENT OF SIDEWAL	23-313	11/13/23	77,196.56
101-441.000-974.000	LAND IMPROVEMENTS	PATRIOT READY-MIX LLC	CONCRETE FOR SIDEWALK REPAIR	4932	11/13/23	733.50
101-441.000-974.000	LAND IMPROVEMENTS	STONE DEPOT LANDSCAPE	LIMESTONE (19), TOP SOIL (3), AND	082482, 082513	11/13/23	90.88
101-441.000-974.000	LAND IMPROVEMENTS	STONE DEPOT LANDSCAPE	TOP SOIL (2)	082937	11/13/23	45.00
101-441.000-974.000	LAND IMPROVEMENTS	STONE DEPOT LANDSCAPE	TOP SOIL (3)	082801	11/13/23	67.50
101-441.000-974.000	LAND IMPROVEMENTS	STONE DEPOT LANDSCAPE	TOP SOIL (14), LIMESTONE (20) AND	082192, 079978	11/13/23	293.38
			Total For Dept 441.000 DEPT. OF PUBLIC WORKS			103,012.51
Dept 567.000 CEMETERY						
101-567.000-740.000	OPERATING EXPENSE	ADVANCE AUTO PARTS	CALIPERS, FLX RW SETS, FUEL, AIR,	8195327530319	11/13/23	15.87
101-567.000-740.000	OPERATING EXPENSE	ADVANCE AUTO PARTS	FILTERS, WIPERS, FUEL CAP, RAINX,	8195329030965	11/13/23	10.11
101-567.000-740.000	OPERATING EXPENSE	ATCO INTERNATIONAL	NITTY GRITTY (2), TAKE-OFF (2)	10619781	11/13/23	73.60
101-567.000-740.000	OPERATING EXPENSE	FLEETPRIDE	SOCKET SET	112164267	11/13/23	27.10
101-567.000-740.000	OPERATING EXPENSE	FLEETSOFT	MECHANIC'S ANNUAL SOFTWARE & MAINT	109733	11/13/23	78.33
			Total For Dept 567.000 CEMETERY			205.01
Dept 751.000 PARKS AND RECREATION						
101-751.000-801.000	PROFESSIONAL SERVICE	HUBBELL, ROTH & CLARK	PROFESSIONAL SERVICES FOR PERIOD E	0210661	11/13/23	5,032.02
101-751.000-801.000	PROFESSIONAL SERVICE	JOHN'S SANITATION	PORTA JOHN RENTALS 9/1/23 - 9/28/2	113577, 113578	11/13/23	580.00
101-751.000-801.000	PROFESSIONAL SERVICE	JOHN'S SANITATION	SANITIZER AND PORTA JOHN RENTALS @	113804	11/13/23	230.00
101-751.000-801.000	PROFESSIONAL SERVICE	JOHN'S SANITATION	PORTA JOHN RENTAL VOLUNTEER PARK 9	14063, 14086	11/13/23	405.00
101-751.000-930.000	REPAIR MAINTENANCE	GREAT LAKES RECREATIO	INCLUSIVE SWING SET SEAT LATCH KIT	2737	11/13/23	39.30
101-751.000-978.000	CAPITAL EQUIPMENT	WEBUILDFUN, INC	PLAYGROUND EQUIPMENT (GREEN TRILLIE	2286	11/13/23	497.00
			Total For Dept 751.000 PARKS AND RECREATION			6,783.32
			Total For Fund 101 GENERAL FUND			143,156.17
Fund 203 LOCAL STREETS						
Dept 451.000 STREET CONSTRUCTION						
203-451.000-802.000	CONTRACTUAL SVCS	HUBBELL, ROTH & CLARK	PROFESSIONAL SERVICES FOR PERIOD E	0210661	11/13/23	147,855.14
			Total For Dept 451.000 STREET CONSTRUCTION			147,855.14
Dept 463.000 STREET-ROUTINE MAINT.						
203-463.000-740.000	OPERATING EXPENSE	STONE DEPOT LANDSCAPE	LIMESTONE (19), TOP SOIL (3), AND	082482, 082513	11/13/23	820.80
			Total For Dept 463.000 STREET-ROUTINE MAINT.			820.80
			Total For Fund 203 LOCAL STREETS			148,675.94
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Dept 000.000						
248-000.000-740.200	SEASONAL IMPROVEMENTS	GRAINGER	PROTECTIVE CAPS (2)	9883858343	11/13/23	68.36

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Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 000.000							
248-000.000-740.200	SEASONAL IMPROVEMENTS	GRAINGER	2 CONNECTORS FOR DDA LIGHTS REPAIR	9883368863	11/13/23	108.30	
248-000.000-740.200	SEASONAL IMPROVEMENTS	JOHN'S SANITATION	PORTA JOHN RENTALS FARMERS MARKET	I13948	11/13/23	210.00	
			Total For Dept 000.000			386.66	
			Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY			386.66	
Fund 401 CAPITAL IMPROVEMENTS							
Dept 451.000 STREET CONSTRUCTION							
401-451.000-802.600	CONTR. SERV. PATHWAYS	HUBBELL, ROTH & CLARK	PROFESSIONAL SERVICES FOR PERIOD E	0210661	11/13/23	13,782.61	
			Total For Dept 451.000 STREET CONSTRUCTION			13,782.61	
			Total For Fund 401 CAPITAL IMPROVEMENTS			13,782.61	
Fund 592 WATER & SEWER							
Dept 540.000 WATER / REPAIR							
592-540.000-740.000	OPERATING EXPENSE	CORE & MAIN LP	HOT MIX FAST PLUG FOR REPAIR	T713493	11/13/23	114.00	
592-540.000-801.000	PROFESSIONAL SERVICE	HUBBELL, ROTH & CLARK	PROFESSIONAL SERVICES FOR PERIOD E	0210661	11/13/23	13,262.42	
592-540.000-801.000	PROFESSIONAL SERVICE	M & K JETTING & TELEV	LINE INSPECTIONS - VARIOUS LOCATIO	232163	11/13/23	15,000.00	
592-540.000-801.000	PROFESSIONAL SERVICE	M & K JETTING & TELEV	LINE INSPECTIONS (10)	232169	11/13/23	5,000.00	
592-540.000-930.000	REPAIR MAINTENANCE	CORE & MAIN LP	CURB BOX LID. (15)	T847420	11/13/23	159.85	
592-540.000-930.000	REPAIR MAINTENANCE	HAYES SAND & GRAVEL C	STONE (49.52) AND SAND (49.99) FOR	63232	11/13/23	248.78	
			Total For Dept 540.000 WATER / REPAIR			33,795.05	
Dept 550.000 SEWER / REPAIR							
592-550.000-740.000	OPERATING EXPENSE	CORE & MAIN LP	PARTS FOR SEWER REPAIR: CLAYXCI/PV	T607719	11/13/23	204.84	
592-550.000-801.000	PROFESSIONAL SERVICE	HUBBELL, ROTH & CLARK	PROFESSIONAL SERVICES FOR PERIOD E	0210661	11/13/23	6,506.33	
592-550.000-930.000	REPAIR MAINTENANCE	HAYES SAND & GRAVEL C	STONE (49.52) AND SAND (49.99) FOR	63232	11/13/23	248.77	
			Total For Dept 550.000 SEWER / REPAIR			6,959.94	
Dept 556.000 WATER							
592-556.000-740.000	OPERATING EXPENSE	BADGER METER INC.	IR COMMUNICATION DEVICE KIT	1614605	11/13/23	65.06	
592-556.000-740.000	OPERATING EXPENSE	BRIGHTON ANALYTICAL, W & WW ANALYSIS		0923-132350	11/13/23	54.00	
592-556.000-740.000	OPERATING EXPENSE	CAPITAL ONE TRADE CRE	AXLE, HUB & TIRES FOR LEAF COLLECT	52675624, 52684	11/13/23	156.48	
592-556.000-740.000	OPERATING EXPENSE	COMPLETE BATTERY SOUR	BATTERY BACKUPS FOR LAB	421396BRI	11/13/23	134.67	
592-556.000-740.000	OPERATING EXPENSE	ELHORN ENGINEERING CO	PHOSPHATE 30 GAL (10)	299582	11/13/23	4,625.00	
592-556.000-740.000	OPERATING EXPENSE	FISHER SCIENTIFIC	SPIGOT QUICK ACTION PP/TFE (2)	7228134	11/13/23	71.61	
592-556.000-740.000	OPERATING EXPENSE	HAVILAND PRODUCTS COM	CHLORINE 900 LB (6)	487227	11/13/23	2,295.00	
592-556.000-740.000	OPERATING EXPENSE	PARAGON LABORATORIES, WATER ANALYSIS		43488-239958	11/13/23	75.00	
592-556.000-740.000	OPERATING EXPENSE	PARAGON LABORATORIES, WATER ANALYSIS		43488-240251	11/13/23	75.00	
592-556.000-740.000	OPERATING EXPENSE	QUALITY FIRST AID & S	BIOFREEZE, WIPEES, TAPE, GAUZE PAD,	BF-006494	11/13/23	235.98	
592-556.000-740.000	OPERATING EXPENSE	QUALITY FIRST AID & S	BOOTS (2), GLOVES-NITRILE (3), BOM	BF-006514	11/13/23	338.48	
592-556.000-740.000	OPERATING EXPENSE	USA BLUE BOOK	AMMONIA REAGENT, PHOSPHORUS, REACT	INV00164558	11/13/23	1,390.98	

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Fund 592 WATER & SEWER							
Dept 556.000 WATER							
592-556.000-802.000	CONTRACTUAL SVCS	CORRIGAN OIL II, INC.	GAS (158.10)	7936035-IN	11/13/23	448.37	
592-556.000-802.000	CONTRACTUAL SVCS	STATE OF MICHIGAN	WATER SUPPLY ANNUAL FEE	761-11160555	11/13/23	7,078.43	
592-556.000-853.000	TELEPHONE	BADGER METER INC.	MOBILE READ MODULE SERVICE OCTOBER	80140067	11/13/23	450.00	
592-556.000-860.000	GAS & OIL	CORRIGAN OIL II, INC.	GAS (109.40)	7930369-IN	11/13/23	302.98	
592-556.000-860.000	GAS & OIL	CORRIGAN OIL II, INC.	GAS (154.50)	7932696-IN	11/13/23	430.97	
592-556.000-860.000	GAS & OIL	CORRIGAN OIL II, INC.	GAS (52.90)	7918589-IN	11/13/23	156.22	
592-556.000-860.000	GAS & OIL	CORRIGAN OIL II, INC.	GAS (109.10) & DIESEL (51.20)	7928104-IN	11/13/23	545.16	
592-556.000-860.000	GAS & OIL	CORRIGAN OIL II, INC.	GAS (131.50)	7925677-IN	11/13/23	396.78	
592-556.000-860.000	GAS & OIL	CORRIGAN OIL II, INC.	STATEMENT 10/13/2023 AND LATE FEE	10/13/2023	11/13/23	1,125.56	
592-556.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	CALIPERS, FLX RW SETS, FUEL, AIR,	8195327530319	11/13/23	28.57	
592-556.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	FILTERS, WIPERS, FUEL CAP, RAINX,	8195329030965	11/13/23	141.60	
592-556.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	VACUUM CONNECTOR & ASST, AND FUEL	8195329146225	11/13/23	9.22	
592-556.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	FUSE	8195329331083	11/13/23	5.79	
592-556.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	ROTOR (2) AND BRAKE PADS	8195329131012	11/13/23	221.62	
592-556.000-863.000	VEHICLE MAINTENANCE	ATCO INTERNATIONAL	NITTY GRITTY (2), TAKE-OFF (2)	10619781	11/13/23	132.48	
592-556.000-863.000	VEHICLE MAINTENANCE	COOK AUTOMOTIVE	REPAIR - 2008 FORD F350 (ABS, ALIG	54550	11/13/23	180.00	
592-556.000-863.000	VEHICLE MAINTENANCE	EXOTIC AUTOMATION AND	JUMBO REEL	11542562	11/13/23	178.84	
592-556.000-863.000	VEHICLE MAINTENANCE	FLEETPRIDE	SOCKET SET	112164267	11/13/23	48.78	
592-556.000-863.000	VEHICLE MAINTENANCE	FLEETSOFT	MECHANIC'S ANNUAL SOFTWARE & MAINT	109733	11/13/23	141.00	
592-556.000-863.000	VEHICLE MAINTENANCE	GREEN OAK TIRE, INC.	TIRES (8), TIRE BALANCING & LABOR	1-138806	11/13/23	1,498.00	
592-556.000-863.000	VEHICLE MAINTENANCE	GREEN OAK TIRE, INC.	LABOR AND DISPOSAL (4)	1-138864	11/13/23	100.00	
592-556.000-863.000	VEHICLE MAINTENANCE	HINES PARK FORD, INC.	CUP HOLDER	164909	11/13/23	12.40	
592-556.000-931.000	BUILDING MAINTENANCE	HUTSON, INC.	60" HIGH LIFT BLADE (3) AND SIDE D	10149776	11/13/23	103.32	
592-556.000-931.000	BUILDING MAINTENANCE	UIS SCADA, INC.	INSTALLED (1) ACE3600 POWER SUPPLY	530372365	11/13/23	937.17	
592-556.000-962.000	MISCELLANEOUS EXPENSE	GRAINGER	LOCKOUT HASP (2), PADLOCK, AND DAN	9886151829	11/13/23	96.40	
592-556.000-972.000	CAPITAL IMPROVEMENTS	DVM UTILITIES, INC.	N LAFAYETTE CSX SANITARY SEWER CRO	20180112	11/13/23	330,954.75	
			Total For Dept 556.000 WATER			355,231.67	
Dept 557.000 WASTEWATER							
592-557.000-740.000	OPERATING EXPENSE	BADGER METER INC.	IR COMMUNICATION DEVICE KIT	1614605	11/13/23	65.05	
592-557.000-740.000	OPERATING EXPENSE	BRIGHTON ANALYTICAL,	WW ANALYSIS	1023-132984	11/13/23	98.00	
592-557.000-740.000	OPERATING EXPENSE	BRIGHTON ANALYTICAL,	W & WW ANALYSIS	0923-132350	11/13/23	99.00	
592-557.000-740.000	OPERATING EXPENSE	CAPITAL ONE TRADE CRE	AXLE, HUB & TIRES FOR LEAF COLLECT	52675624, 52684	11/13/23	156.47	
592-557.000-740.000	OPERATING EXPENSE	CAPITAL ONE TRADE CRE	TRAILER ASSIST	52691529	11/13/23	167.44	
592-557.000-740.000	OPERATING EXPENSE	CHEMTRADE CHEMICALS U	ALUM SULFATE (11.611)	93621178	11/13/23	5,142.73	
592-557.000-740.000	OPERATING EXPENSE	COMPLETE BATTERY SOUR	BATTERY BACKUPS FOR LAB	421396BRI	11/13/23	134.67	
592-557.000-740.000	OPERATING EXPENSE	FISHER SCIENTIFIC	SPIGOT QUICK ACTION PP/TPE (2)	7228134	11/13/23	71.61	
592-557.000-740.000	OPERATING EXPENSE	LINDE GAS & EQUIPMENT	CYLINDER RENTAL	38958810	11/13/23	53.90	
592-557.000-740.000	OPERATING EXPENSE	PARAGON LABORATORIES,	WW ANALYSIS	43488-240409	11/13/23	204.00	
592-557.000-740.000	OPERATING EXPENSE	PARAGON LABORATORIES,	WW ANALYSIS	43488-240531	11/13/23	75.00	
592-557.000-740.000	OPERATING EXPENSE	PARAGON LABORATORIES,	GRIT SAMPLING	43488-240101	11/13/23	538.00	



INVOICE GL DISTRIBUTION REPORT FOR CITY OF SOUTH LYON  
EXP CHECK RUN DATES 11/13/2023 ~ 11/13/2023  
JOURNALIZED  
OPEN

CHECKS TO BE APPROVED ON 11/27/2023

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 592 WATER & SEWER							
Dept 557.000 WASTEWATER							
592-557.000-740.000	OPERATING EXPENSE		QUALITY FIRST AID & S BIOFREEZE, WIPES, TAPE, GAUZE PAD,	BF-006494	11/13/23	235.98	
592-557.000-740.000	OPERATING EXPENSE		QUALITY FIRST AID & S BOOTS (2), GLOVES-NITRILE (3), BOM	BF-006514	11/13/23	338.47	
592-557.000-740.000	OPERATING EXPENSE		USA BLUE BOOK TEST TUBE BRUSH	INV00158803	11/13/23	5.20	
592-557.000-740.000	OPERATING EXPENSE		USA BLUE BOOK AMMONIA REAGENT, PHOSPHORUS, REACT	INV00164558	11/13/23	490.21	
592-557.000-801.000	PROFESSIONAL SERVICE		HUBBELL, ROTH & CLARK PROFESSIONAL SERVICES FOR PERIOD E	0210661	11/13/23	3,149.01	
592-557.000-853.000	TELEPHONE		BADGER METER INC. MOBILE READ MODULE SERVICE OCTOBER	80140067	11/13/23	450.00	
592-557.000-863.000	VEHICLE MAINTENANCE		HINES PARK FORD, INC. CUP HOLDER	164909	11/13/23	12.40	
592-557.000-931.000	BUILDING MAINTENANCE		BEARING SERVICE, INC. PULLEY AND BUSHING FOR GRIT BLOWER	1538827-00	11/13/23	265.89	
592-557.000-931.000	BUILDING MAINTENANCE		HECO, INC. TROUBLESHOOT BLOWER # 3 VFD	00011031	11/13/23	1,372.80	
592-557.000-931.000	BUILDING MAINTENANCE		HUTSON, INC. 60" HIGH LIFT BLADE (3) AND SIDE D	10149776	11/13/23	103.32	
592-557.000-962.000	MISCELLANEOUS EXPENSE		GRAINGER LOCKOUT HASP (2), PADLOCK, AND DAN	9886151829	11/13/23	96.41	
592-557.000-972.000	CAPITAL IMPROVEMENTS		UIS SCADA, INC. SWITCHGEAR MAINTENANCE 90% COMPLET	530372266	11/13/23	8,022.60	

Total For Dept 557.000 WASTEWATER

21,338.16

Total For Fund 592 WATER & SEWER

417,314.82

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DB: South Lyon

INVOICE GL DISTRIBUTION REPORT FOR CITY OF SOUTH LYON  
EXP CHECK RUN DATES 11/13/2023 - 11/13/2023  
JOURNALIZED  
BOTH OPEN AND PAID  
CHECKS TO BE APPROVED ON 11/27/2023

Page: 6/6

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount Check
Fund Totals:						
			Fund 101 GENERAL FUND			143,156.17
			Fund 203 LOCAL STREETS			148,675.94
			Fund 248 DOWNTOWN DEVELOPMENT AUTHOR			386.66
			Fund 401 CAPITAL IMPROVEMENTS			13,782.61
			Fund 592 WATER & SEWER			417,314.82
Total For All Funds:						723,316.20

The above checks have been approved for payment.

\_\_\_\_\_  
Lisa Deaton, City Clerk/Treasurer

\_\_\_\_\_  
Stephen B. Kennedy, Mayor

11/21/2023 10:13 AM  
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DB: South Lyon

INVOICE GL DISTRIBUTION REPORT FOR CITY OF SOUTH LYON  
EXP CHECK RUN DATES 11/27/2023 ~ 11/27/2023  
JOURNALIZED  
OPEN

Page: 1/2

CHECKS TO BE APPROVED ON 11/27/2023

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 441.000 DEPT. OF PUBLIC WORKS							
101-441.000-863.000 VEHICLE MAINTENANCE		FLEETPRIDE	WEST COAST MIRROR (2), CONVEX MIRR	112428824	11/27/23	182.72	
101-441.000-863.000 VEHICLE MAINTENANCE		FLEETPRIDE	REVERSE WIRES ALARM AND WIRED ALAR	112531024	11/27/23	104.80	
101-441.000-863.000 VEHICLE MAINTENANCE		FLEETPRIDE	U-JOINT RETAINER KIT	112530754	11/27/23	19.98	
101-441.000-863.000 VEHICLE MAINTENANCE		FLEETPRIDE	FILTER DUAL-FLOW LUBE SPINT-ON (2)	112473487	11/27/23	271.04	
			Total For Dept 441.000 DEPT. OF PUBLIC WORKS			578.54	
Dept 751.000 PARKS AND RECREATION							
101-751.000-978.000 CAPITAL EQUIPMENT		DIPONIO CONTRACTING,	HAGADORN ROAD PAVING PROJECT PAY E	20220855	11/27/23	40,998.49	
			Total For Dept 751.000 PARKS AND RECREATION			40,998.49	
			Total For Fund 101 GENERAL FUND			41,577.03	
Fund 204 MUNICIPAL STREET FUND							
Dept 451.000 STREET CONSTRUCTION							
204-451.000-802.000 CONTRACTUAL SVCS		DIPONIO CONTRACTING,	HAGADORN ROAD PAVING PROJECT PAY E	20220855	11/27/23	886,946.82	
			Total For Dept 451.000 STREET CONSTRUCTION			886,946.82	
			Total For Fund 204 MUNICIPAL STREET FUND			886,946.82	
Fund 592 WATER & SEWER							
Dept 452.000 WATER & SEWER CONSTRUCTION							
592-452.000-802.100 CONTRACTUAL SERVICES		DIPONIO CONTRACTING,	HAGADORN ROAD PAVING PROJECT PAY E	20220855	11/27/23	11,832.45	
			Total For Dept 452.000 WATER & SEWER CONSTRUCTION			11,832.45	
			Total For Fund 592 WATER & SEWER			11,832.45	

11/21/2023 10:13 AM  
User: PATRICIA  
DB: South Lyon

INVOICE GL DISTRIBUTION REPORT FOR CITY OF SOUTH LYON  
EXP CHECK RUN DATES 11/27/2023 - 11/27/2023  
JOURNALIZED  
OPEN

Page: 2/2

CHECKS TO BE APPROVED ON 11/27/2023

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount Check
Fund Totals:						
			Fund 101 GENERAL FUND			41,577.03
			Fund 204 MUNICIPAL STREET FUND			886,946.82
			Fund 592 WATER & SEWER			11,832.45
			Total For All Funds:			940,356.30

The above checks have been approved for payment.

\_\_\_\_\_  
Lisa Deaton, City Clerk/Treasurer

\_\_\_\_\_  
Stephen B. Kennedy, Mayor

## October 2023 Payroll Report

Department	Total Pay
Administration	\$ 43,079.15
Cemetery	\$ 6,498.00
Police	\$ 125,861.29
Fire	\$ 45,610.06
D.P.W.	\$ 53,816.68
Water & Wastewater	\$ 43,091.85
Total Wages	\$ 317,957.03

*\*Please note 2 pay periods in the month of October 2023*

# AGENDA NOTE

## Consent Agenda 1

**MEETING DATE:** November 27, 2023

**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 18, 2023 to December 31, 2023.

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

**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"

November 1, 2023

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 18th, 2023 (early drop off and set up) through December 31, 2023 (take down and clean up)**. Sales usually end near December 18th, 2023 and the property is usually cleaned up by the end of December-weather permitting. The sales support many charitable activities including dictionaries to every 3rd grader in the school district, high school scholarships, and the annual senior citizen holiday dinner at the High School. This event will be on **Monday December 11th, 2023 @ 5:30 p.m.**

I have enclosed a copy of the Certificate of Liability Insurance naming the City of South Lyon, its employees, officers, volunteers and its 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:jj  
Enclosures  
cc: Membership

# 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 the sales of Trees at McHattie Park.

South Lyon Kiwanis Club

10/1/23

  
Philip J. Weipert-Secretary





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/26/2023

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).

**PRODUCER**

Hylant - Indianapolis  
10401 North Meridian St, Ste 200  
Indianapolis IN 46290

**CONTACT NAME:** Lisa Christenson**PHONE**  
(A/C, No, Ext): 317-817-5172**FAX**  
(A/C, No): 317-817-5151**E-MAIL**  
Address: kiwaniscert@hylant.com**INSURER(S) AFFORDING COVERAGE****NAIC #****INSURER A:** Lexington Insurance Company

19437

**INSURER B:****INSURER C:****INSURER D:****INSURER E:****INSURER F:****INSURED**

KIWAN03

Kiwanis International, All Clubs and Their Members  
3636 Woodview Trace  
Indianapolis IN 46268

**COVERAGES****CERTIFICATE NUMBER:** 101214030**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	11/1/2023	11/1/2024	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 checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY		013136005	11/1/2023	11/1/2024	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"/> EXCESS LIAB DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Self-Insured Retention		013136005	11/1/2023	11/1/2024	All Claims \$150,000

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).  
November 18th thru December 31st, 2023 or any future date(s) during the policy term.

Annual Christmas Tree Sales  
Located @ McHattie Park - South Lyon MI  
Kiwanis Club of South Lyon

**CERTIFICATE HOLDER**

City of South Lyon, its elected and appointed officials,  
employees and volunteers  
Attn: Paul Zelenak  
335 S. Warren  
South Lyon MI 48178

**CANCELLATION**

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 11/01/2023

Forms a part of policy no.: 013136005

Issued to: KIWANIS INTERNATIONAL, INC.

By: LEXINGTON INSURANCE COMPANY

### ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

(Based on CG 2026 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  
Attn: Paul Zelenak  
335 S. Warren  
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 Item #2

**MEETING DATE:** November 27, 2023

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

**AGENDA TOPIC:** Consider cancelling the December 25<sup>th</sup> City Council Meeting.

**EXPLANATION OF TOPIC:** Our second City Council Meeting is scheduled for Monday, December 25<sup>th</sup>. In the past when the meeting was held in close proximity to or on the Christmas Holiday, City Council considered the possibility of cancelling this meeting. Be advised that there are no pressing issues that requires us to hold the second meeting in December, but if the need arises, we certainly would advise City Council and schedule a meeting if necessary.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** None

**POSSIBLE COURSES OF ACTION:** Cancel the second City Council Meeting in December scheduled for December 25, 2023.

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to cancel the second City Council Meeting in December scheduled for December 25, 2023.

**AGENDA NOTE**  
**Consent Agenda Item #3**

**MEETING DATE:** November 27, 2023

**PERSON PLACING ITEM ON AGENDA:** Nate Mack, DDA/Economic Development Director

**AGENDA TOPIC:** Holiday Spectacular Parade, December 2, 2023

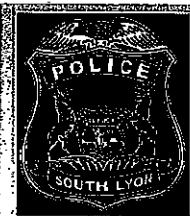
**EXPLANATION OF TOPIC:** DDA Director Nathan Mack, on behalf of the Downtown Development Authority (DDA), would like to host the Holiday Spectacular Parade on Saturday, December 2, 2023. The parade will begin at 6:00 PM, but the road closure is requested to start at 5:00 PM in order to allow ample time for parade preparations.

**Parade Route:** Originate at Bartlett Elementary and head south to Whipple Street. Once on Whipple Street, the parade will go east to Lafayette Street. Once on Lafayette Street, the parade will head south to McHattie Street. Once on McHattie Street, the parade will go west to McMunn Street. Once on McMunn Street it will go south to Dorothy Street and end at the Village at McHattie Park.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** Event Application, Hold Harmless Agreement, Road Closure Resolution/Parade Route

**POSSIBLE COURSES OF ACTION:** Approve/not approve the event and/or the requested road closures.

**SUGGESTED MOTION:** Moved by, \_\_\_\_\_ seconded by, \_\_\_\_\_ to approve the Holiday Spectacular parade application and Resolve that Lisa Deaton, City Clerk/Treasurer is hereby authorized to make application to the Road Commission for Oakland County on behalf of the City of South Lyon in the County of Oakland, Michigan for the necessary permit to conduct the Holiday Spectacular Event and Lighted Parade on December 2, 2023 and the related road closures listed below and the City of South Lyon in the County of Oakland, Michigan will faithfully fulfill all permit requirements.



## South Lyon Police Department

219 Whipple St  
South Lyon, MI 48178  
Ph: (248) 437-1773  
Ex: (248) 437-0459

### Parade/Event Application

Date(s) of Event: 12/2/23  
Applicant's Name: NATHAN MARIC Ph#: 248-437-1735  
Applicant's Address: 335 S WARREN  
Name of Event: HOLIDAY SPECTACULAR PARADE  
Business/Organization Name: CITY OF SOUTH LYON  
Business Address: SAME  
Business Phone Number: SAME  
President/CEO Responsible for Event: DAYNA JOHNSON Ph#: 810-360-7156  
Event Start Date and Time: 5:00 AM / PM ROADS CLOSE  
Event End Date and Time: 8:00 AM / PM ROADS OPEN  
Approximate number of persons attending: 2,000  
Approximate number and types of vehicles: 30 - PARADE VEHICLES

Approximate number and types of animals: N/A

Amount of space maintained between all units in parade: 25 ft., RULES ATTACHED

Route to be traveled (Include Street Names and turning directions) or area to be utilized:

**\*\*Please attach a map of the area and/or route that will be utilized during the event\*\***

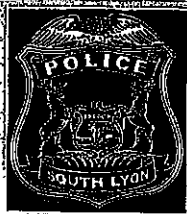
Applicants Signature and Date

Nathan Maric 11/9/23  
Responsible Party's Signature and Date

☐ PD ☐ FD ☐ DPW ☐ City Hall

Chief Douglas Baaki

Date



## South Lyon Police Department

219 Whipple St.  
South Lyon, MI 48178  
Ph: (248) 437-1773  
Fx: (248) 437-0459

### Parade/Event Insurance Requirements

The applicant/organization must provide a separate hold harmless agreement and certificate of insurance and documentation of the following at the time of application.

- 1.) **Commercial General Liability Insurance:** The applicant shall procure and maintain during the life of this permit, commercial general liability insurance on an occurrence basis with limits of liability not less than \$1,000,000 per occurrence and aggregate.
- 2.) **Motor Vehicle Liability:** The applicant shall procure and maintain during the life of this permit, Motor Vehicle Liability Insurance including Michigan no-no fault coverages, with limits of liability not than \$1,000,000 per occurrence combined single limit for bodily injury and property damage. Coverage shall include all owner vehicles, all non-owned vehicles and all hired vehicles.
- 3.) **Liquor Liability:** If alcohol beverages will be served, the applicant shall provide proof of liquor Liability coverage with limit not less than \$1,000,000 per occurrence and aggregate; name the City of South Lyon as additional insured.
- 4.) **Additional Insured:** Commercial General Liability, Motor Vehicle Liability and Liquor Liability as described above shall include an endorsement stating that the following shall be additional insured; The City of South Lyon, all elected and appointed officials, all employees, volunteers, all boards, commissions, authorities, and board members. It is understood and agreed by naming the City of South Lyon as additional insured, coverage afforded is considered to be primary and any other insurance the City of South Lyon may have in effect shall be considered secondary and/or excess.
- 5.) **Cancellation Notice:** All Liability Insurances as described above, shall include an endorsement stating, "It is understood and agreed that 30 days, 10 days for non-payment of premium, advance written notice of cancellation, non-renewal, reduction and/or material change shall be sent to City Manager, Paul Zelenak 335 S. Warren, South Lyon, MI 48178.
- 6.) **Proof of Insurance Coverage:** The contractor or its subcontractor's shall provide the city of South Lyon at the time the contracts are returned for execution, the certificates and policies as listed. 1.) One copy of Certificate of Insurance for Workers Compensation. 2.) One copy of Certificate of Insurance for Commercial-General Liability. 3.) One copy of Certificate of Insurance for Vehicle Liability. 4.) Original policy or original binder pending issuance of policy for Owners and Contractor Protective Liability Insurance. 5.) Certified copies of all policies mentioned above will be furnished if requested.
- 7.) If any of the above coverages expire during the term of this contract, the contractor or its subcontractors shall deliver renewal certificates and/or policies to City of South Lyon at least 10 days prior to the expiration date.



## South Lyon Police Department

219 Whipple St.  
South Lyon, MI 48178  
Ph: (248) 437-1773  
Fx: (248) 437-0459

### Hold Harmless

To the fullest extent permitted by law the

NATHAN MACK / CITY OF SOUTH LYON

(Name of applicant/organization)

agrees to defend, pay on behalf of, indemnify, and hold harmless the City of South Lyon, its elected and appointed officials, employees, volunteers, and other 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. You and/or the organization that holds responsibility will be held liable for the conduct of the event and each of its participants.

A handwritten signature in black ink, appearing to read "Nathan Mack", written over a horizontal line.

Signature

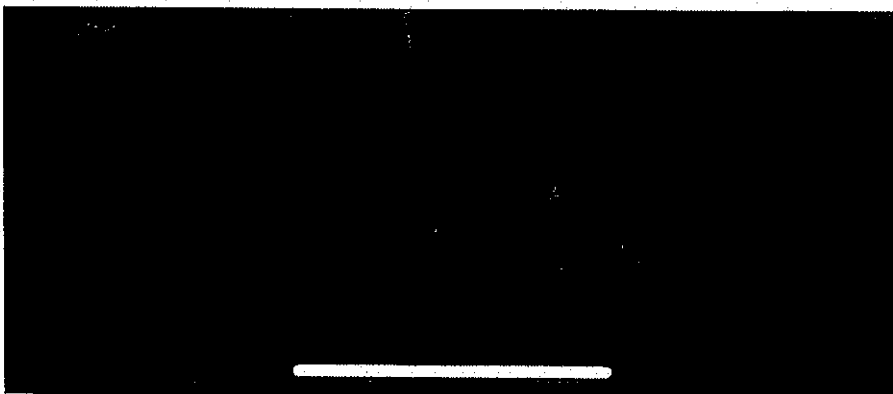
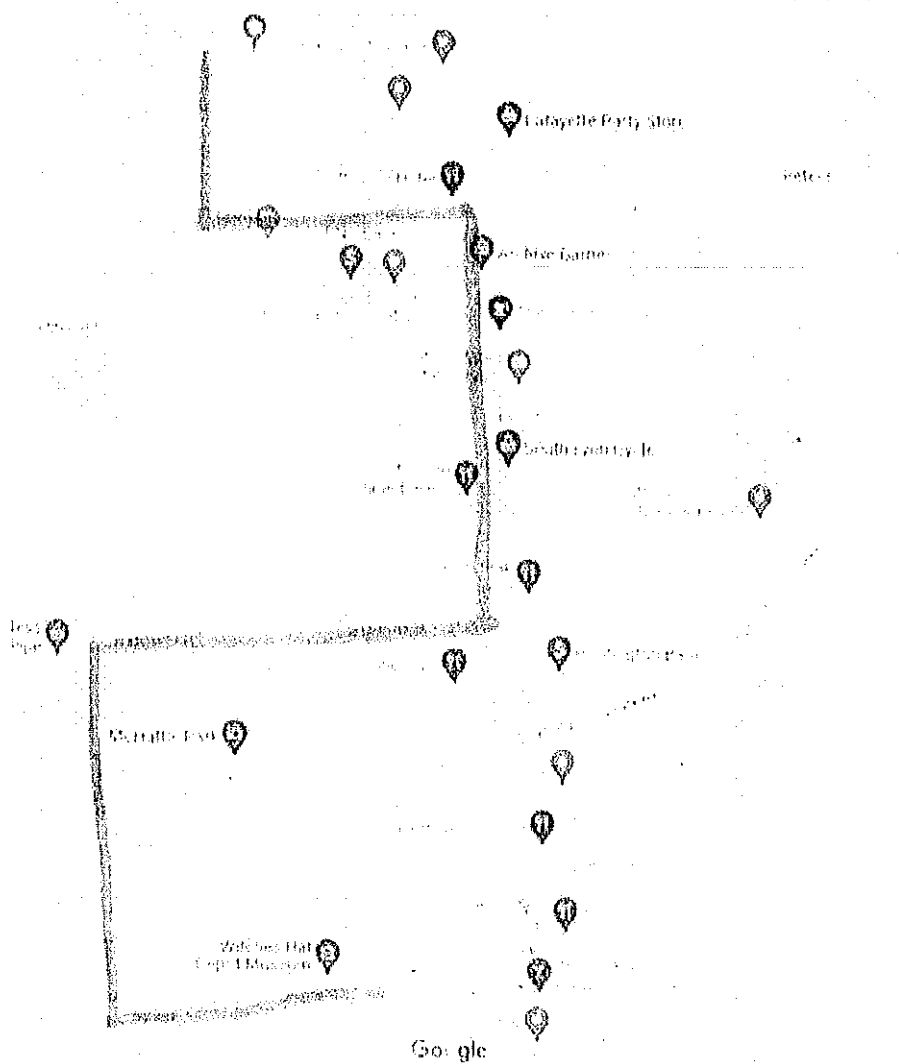
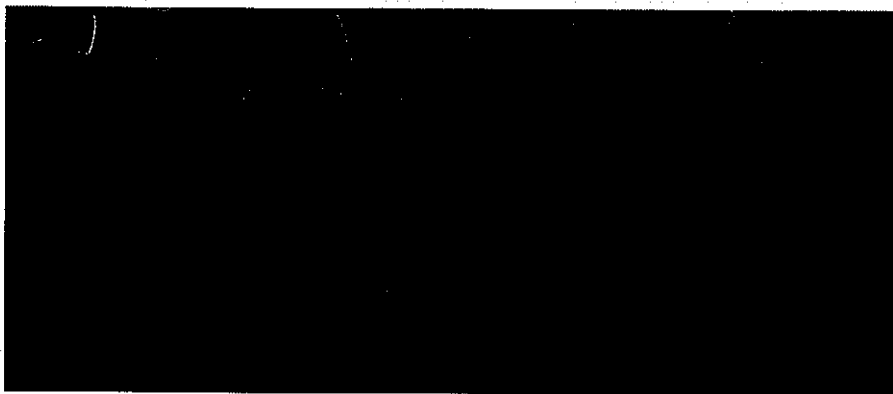
11/9/23

Date



## **Rules for the parade**

1. Please stay 100 feet or 10 seconds from participant in front of you at all times.
2. If there happens to be an emergency please move to the right side of the road, once the emergency vehicle pass please resume the parade.
3. If your units breaks down please pull to the right side of the road.
4. Please pick up after all animals, including yourself.
5. There shall be no throwing of candy it needs to be handed or dropped in front of spectators
6. Please no cursing during the parade as this is a family event.
7. Please be curtsies to other participants and monitor your volume on your music.
8. All floats with walker please enter into First United Methodist church parking lot and pull all the way forward before stopping. If you're a single unit you may go pass the church entrance and exit the parade onto Pontiac trail.
9. Thank you and enjoy the holiday and stay safe.



# AGENDA NOTE

New Business: Item # 3

**MEETING DATE:** November 27, 2023

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

**AGENDA TOPIC:** Consider CDBG Application projects for the City of South Lyon.

**EXPLANATION OF TOPIC:** The 2023 CDBG application deadline is Friday, December 1, 2023. On November 13, 2023 at the regularly scheduled City Council Meeting the City held a Public Hearing relating to the CDBG Funds allocated to the City of South Lyon. The City's tentative funding allocation for 2024 is \$28,356. The allocation for public service projects is limited to \$4,253 (15%) of the total allocation. Even though we received requests for more than one public service entity, we can only fund one of them based upon the minimum and maximum limitations set forth in the CDBG requirements. The suggestion is that the City will continue to use the allocation for 2024 to support the South Lyon Senior Center (\$24,103) and also support Active Faith (\$4,253).

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** 2024 CDBG Application information and supporting documents.

**POSSIBLE COURSES OF ACTION:** Approve / not approve the 2024 CDBG application for the tentative funding allocation of \$28,356 for South Lyon Senior Center \$24,103, and Active Faith \$4,253. Or choose alternative funding amounts for different projects.

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve the selected projects as identified for the 2024 CDBG Program \$28,356 South Lyon Senior Center (\$24,103) and Active Faith (\$4,253)



P.O. Box 188

South Lyon, Michigan 48178

[sharonS@activefaithcs.org](mailto:sharonS@activefaithcs.org)

248-437-9790

7/12/2023

Paul Zelenak  
City Manager  
335 S. Warren  
South Lyon, Michigan 48178

**Re: CDBG**

Dear Mr. Zelenak,

This letter has been prepared by Active Faith Community Services to announce our intention to apply for Community Development Block Grant monies. Active Faith Community Services is a 501(c)3 food pantry has been serving the local community for over 35 years. Our mission statement is simple:

*Our mission is to provide long term and temporary assistance to those who have fallen on difficult times in hopes of returning them to the independent pursuit of their life's goals.*

We will use the money to support our food pantry with healthy food, hygiene products, school supplies, rent support, utility aid, auto repair, diapers, baby formula and many extras to help our local families who are facing economic hardship.

Your generous support will help lift our neighbors out of poverty and become productive citizens contributing to our community. Additionally, your support will provide sustenance for our elderly on limited incomes and our disabled neighbors who cannot support themselves.

Thank you for considering our request.

Respectfully,

A handwritten signature in black ink that reads "Sharon".

Sharon Sower  
Executive Director



September 29, 2023

Ms. Lisa Deaton  
City of South Lyon  
335 S Warren St  
South Lyon, MI 48178-1317

Dear Ms. Deaton:

Violence in families is everywhere, crossing racial, ethnic, cultural, social, and economic boundaries. The impact of this violence invades our schools, places of worship, offices, businesses, factories, and throughout our neighborhoods.

Since 1982, HAVEN has been dedicated to building violence-free communities where everyone can live without fear. HAVEN maintains a 24-hour emergency shelter exclusively for domestic violence victims and their children and sexual assault survivors who are afraid to stay in their own homes. HAVEN offers counseling and education that help families stop the violence, begin the process of healing, and create the hope that their future will be free from abuse. The agency steps out into the community – over the phone, in courtrooms, police stations, hospitals, schools, the workplace, and at community meetings – to provide crisis intervention and education to help victims and families prevent violence in future generations. HAVEN staff manage a Personal Protection Order Office exclusively for victims of domestic violence and sexual assault located in the Circuit Court system, helping victims with the creation and filing of Personal Protection Orders, at no charge, as the first step in their safety plan.

HAVEN, through its comprehensive work, serves to break the silence that has kept the crimes of domestic violence and sexual assault behind closed doors. This silence has only served to allow these crimes to flourish. From July 1, 2022 through June 30, 2023, 6 individuals were seen within our programs and 4 crisis calls were received from families in the City of South Lyon who took the first step to break their own silence by contacting HAVEN.

Our agency is again reaching out to you for support of our work with an even greater need as we assume the burden of increased clientele and additional staff to maintain these vital services. We ask that you continue to support these families through a Community Development Block Grant of \$5000 for fiscal year 2024. Please remember the federal government presumes that domestic violence victims are considered to be low-income and therefore qualify for inclusion in block grant public service requests.

HAVEN looks forward to the opportunity to meet with you this year to provide further information on this request and answer any questions you may have. In the meantime, if you wish to speak with me, I can be reached at (248) 334-1284, Ext. 305, or you may contact our Administrative Assistant, Taylor Budnar, 303.

Sincerely,

Patricia Hoskins  
Director of Quality Assurance and Administration  
phoskins@haven-oakland.org



## 2022-2023 HAVEN

HAVEN Program Name	Cost Per Client	Notes
<b><u>Residential</u></b> Emergency shelter for victims of domestic violence and their children. Services include: Room and board, food, clothing, transportation, counseling and advocacy.	<b>\$2,595</b>	(30 day avg. stay)
<b><u>Counseling Program</u></b> Individual, group and parent/child counseling for adult victims, children and teens who have witnessed or experienced domestic violence, sexual assault or child abuse.	<b>\$470</b>	
<b><u>Advocacy</u></b> Court Advocacy for domestic violence and child abuse victims who go to court. Immediate response for victims at the hospital or police station after an assault.	<b>\$420</b>	
<b><u>START Program</u></b> Sexual assault forensic examination, medical and emotional support.	<b>\$1,065</b>	
<b><u>Crisis and Support Line</u></b> 24/7 hotline providing callers with crisis intervention, support, understanding, and resources/referrals to other agencies when necessary.	<b>\$125</b>	(per 15 minute call)
<b><u>Personal Protection Orders</u></b> Staff provides assistance to victims of domestic violence and stalking with the PPO process.	<b>\$166</b>	

# PY 2024 CDBG PLANNING ALLOCATIONS

Oakland County does not have information on exact CDBG funding levels for Program Year (PY) 2024. Use the final award figure from PY 2023 to compile your application. Once exact amounts are available necessary adjustments will be made.

City	Planning Allocation	Monitor	City	Planning Allocation	Monitor
Auburn Hills	\$79,096	Tierney	Northville*	\$7,000	Ferguson
Berkley	\$34,821	Tierney	Novi	\$125,246	Ferguson
Birmingham	\$34,629	Tierney	Oak Park	\$123,732	Pucher
Bloomfield Hills*	\$7,000	Tierney	Orchard Lake Vlg*	\$7,000	Pucher
Clarkston*	\$7,000	Tierney	Pleasant Ridge*	\$7,000	Pucher
Clawson	\$34,192	Tierney	Rochester	\$27,378	Ferguson
Farmington	\$26,502	Pucher	Rochester Hills	\$154,450	Ferguson
Ferndale	\$86,878	Tierney	South Lyon	\$28,356	Pucher
Hazel Park	\$82,193	Tierney	Sylvan Lake*	\$7,000	Tierney
Huntington Woods	\$8,441	Tierney	Troy	\$170,936	Ferguson
Keego Harbor	\$13,673	Ferguson	Walled Lake	\$28,005	Pucher
Lathrup Village	\$7,000	Tierney	Wixom	\$49,095	Pucher
Madison Heights	\$136,602	Tierney			
Township	Planning Allocation	Monitor	Township	Planning Allocation	Monitor
Addison	\$9,275	Pucher	Milford	\$16,096	Pucher
Bloomfield	\$49,758	Tierney	Oakland	\$21,904	Ferguson
Brandon	\$26,604	Ferguson	Orion	\$53,874	Ferguson
Commerce	\$59,965	Ferguson	Oxford	\$29,347	Pucher
Groveland	\$7,150	Ferguson	Rose	\$9,135	Pucher
Highland	\$28,743	Pucher	Royal Oak	\$11,215	Pucher
Holly	\$19,201	Ferguson	Springfield	\$19,822	Pucher
Independence	\$50,186	Pucher	West Bloomfield	\$87,491	Pucher
Lyon	\$22,053	Pucher	White Lake	\$42,857	Pucher
Village	Planning Allocation	Monitor	Village	Planning Allocation	Monitor
Beverly Hills	\$12,521	Tierney	Milford	\$14,930	Pucher
Franklin*	\$7,000	Tierney	Ortonville*	\$7,958	Ferguson
Holly	\$20,779	Ferguson	Oxford	\$10,671	Pucher
Lake Orion	\$8,955	Ferguson	Wolverine Lk	\$7,000	Ferguson
Leonard*	\$7,000	Pucher			
NEIGHBORHOOD & HOUSING DEVELOPMENT STAFF					
Staff	Phone	Specialty Areas			
Samantha Ferguson	858-5312	CDBG Application, Eligibility, Reprogramming, SHPO, Consolidated Plan/Annual Action Plan/ CAPER			
Mike Pucher	858-0196	Environmental Review, Contract Compliance, Reimbursement, Minor Home Repair, Contracts, Procurement, Davis Bacon, and Demolition			
Katie Tierney	858-5309	Environmental Review and Reimbursements			

## **CDBG PROGRAM RULES**

- 1. MINIMUM ALLOCATION (THRESHOLD)** - Participating communities that generate less than \$7,000 by formula will receive a \$7,000 allocation. These threshold communities are allowed 1 Public Service activity at \$7,000 (procurement required) or 2 Public Service activities at \$3,500 each.
- 2. MINIMUM PROJECT ALLOCATION (NON-THRESHOLD)** - Participating communities that generate more than \$7,000 by formula will receive a formula allocation. These non-threshold communities are allowed up to 4 CDBG projects per program year and must allocate a minimum of \$3,500 for each project.
- 3. PUBLIC SERVICE CAP (NON-THRESHOLD)** - Oakland County will allow non-threshold communities to spend a maximum of 15% of their annual allocation on Public Services.
- 4. MULTIPLE AGENCY PUBLIC SERVICE CONTRACTS** - Multiple public service contracts providing the same type of service are not permitted within the same activity.
- 5. PUBLIC SERVICE CONTRACT DURATION** - Public service contracts may have 18-month duration and start on July 1.
- 6. PROJECT SERVICE DELIVERY COSTS** - Communities may seek reimbursement for eligible Project Service Delivery Costs. These costs include all eligible items related to the delivery of project services.
- 7. INELIGIBLE USES** - CDBG funds may not be used for maintenance of public facilities. The purchase of equipment, fixtures, motor vehicles, furnishings, or other property that is not an integral structural fixture is generally ineligible. CDBG funds may be used to purchase such items when necessary for use in the administration of activities assisted with CDBG funds when such items constitute all or part of a Public Service. For information on the all project eligibility including Fire Station Equipment, contact Planning & Evaluation at (248) 858-5312.
- 8. REQUIRED DRAWS** - Draws are required on a monthly basis per activity from Letter to Spend date in the HUD Integrated Disbursements and Information System (IDIS).
- 9. REQUIRED EXPENDITURES** - All funds per year per activity must be spent in 18 months from Letter to Spend date in IDIS. After two years, all unobligated funds will be evaluated for possible recapture.
- 10. MICRO-PURCHASE** - Goods or services \$10,000 or less are considered a micro-purchase and no procurement is required.



**CDBG APPLICATION PART 2 - APPLICANT INFORMATION****A - APPLICANT CONTACT**

Community:	South Lyon	<input checked="" type="checkbox"/>
CDBG Planning Allocation:	\$ 28,356.00	
Contact Person:	Paul C. Zelenak	
Telephone:	248-437-1735	
Best time to contact:	M-F, 8:30 - 5:00	
UEI #:	J1PQN9EL25N7	
Copy of current SAMS attached:	Yes <input type="checkbox"/>	If No, Explain: on file at Oakland County
Is community subject to Single Audit?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

**B - PROPOSED PROJECT(S)**

Project # <u>1</u>	Name: <u>Senior Center</u>	Allocation: <u>\$ 24,103.00</u>
Project # <u>    </u>	Name: <u>                                    </u>	Allocation: <u>                    </u>
Project # <u>    </u>	Name: <u>                                    </u>	Allocation: <u>                    </u>
Project # <u>    </u>	Name: <u>                                    </u>	Allocation: <u>                    </u>
Total # of Projects:	2	
# of Public Service Projects:	1	
Public Service %:	17.00%	

**C - AFFIDAVIT OF COMPLIANCE**

The undersigned certifies that the information in this application is true and correct. In applying for CDBG funds, the applicant has read, understands and agrees to comply with all the provisions of all federal regulations issued thereto by the U.S. Department of Housing and Urban Development (HUD), state and local regulations and laws.

Name of Highest Elected Official or Designee:	Stephen B. Kennedy
Title of Highest Elected or Designee:	Mayor
Signature:	

## CDBG APPLICATION PART 2 - APPLICANT INFORMATION

## A - APPLICANT CONTACT

Community:	South Lyon		
CDBG Planning Allocation:	\$ 28,356.00		
Contact Person:	Paul C. Zelenak		
Telephone:	248-437-1735		
Best time to contact:	M-F, 8:30-5:00		
UEI #:	J1PQN9EL25N7		
Copy of current SAMS attached:	Yes <input type="checkbox"/>	If No, Explain: on file at Oakland County	
Is community subject to Single Audit?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	

## B - PROPOSED PROJECT(S)

Project # <u>2</u>	Name: <u>Active Faith</u>	Allocation: <u>\$ 4,253.00</u>
Project # <u>    </u>	Name: <u>                    </u>	Allocation: <u>                    </u>
Project # <u>    </u>	Name: <u>                    </u>	Allocation: <u>                    </u>
Project # <u>    </u>	Name: <u>                    </u>	Allocation: <u>                    </u>
Total # of Projects:		<u>2</u>
# of Public Service Projects:		<u>1</u>
Public Service %:		<u>17.00%</u>

## C - AFFIDAVIT OF COMPLIANCE

The undersigned certifies that the information in this application is true and correct. In applying for CDBG funds, the applicant has read, understands and agrees to comply with all the provisions of all federal regulations issued thereto by the U.S. Department of Housing and Urban Development (HUD), state and local regulations and laws.

Name of Highest Elected Official or Designee:	
Title of Highest Elected or Designee:	
Signature:	

**AFFIDAVIT OF PUBLICATION**  
2125 Butterfield Dr, Suite 102N • Troy MI 48084

**CITY OF SOUTH LYON**  
**355 S WARREN STREET**

**SOUTH LYON, MI 48178**  
**Attention: Lisa Deaton**

**STATE OF MICHIGAN,**  
**COUNTY OF OAKLAND**

The undersigned Cyndy Slater *Cyndy Slater*, being duly sworn the he/she is the principal clerk of Oakland Press, [theoaklandpress.com](http://theoaklandpress.com), published in the English language for the dissemination of local or transmitted news and intelligence of a general character, which are duly qualified newspapers, and the annexed hereto is a copy of certain order, notice, publication or advertisement of:

**City of South Lyon**  
**Notice of Public Hearing**

Community Development Block Grant Funds  
NOTICE IS HEREBY GIVEN that the City of South Lyon will hold a public hearing on the use of Community Development Block Grant Funds. The public hearing will be held on Monday November 13, 2023 at 7:30 pm at the South Lyon City Hall 335 S Warren Street, South Lyon, Michigan 48178 for the purpose of hearing public comments on the Community Development Block Grant (CDBG) Program application to fund eligible projects. All interested citizens are requested to attend the Hearing. Comments will also be received in writing or in person at City Hall until Monday November 6, 2023 at 5:00 pm. arrangements to reasonably accommodate special needs, including handicap accessibility or Interpreter, will be made upon receiving 72-hour advance notice. Contact Lisa Deaton City Clerk/Treasurer at (248) 437-1735 at City Hall for special services.

Lisa Deaton, City Clerk/Treasurer

**CITY OF SOUTH LYON**

**Published in the following edition(s):**

Oakland Press 10/27/23  
[theoaklandpress.com](http://theoaklandpress.com) 10/27/23

VICKI ARSENAULT  
NOTARY PUBLIC - STATE OF MICHIGAN  
COUNTY OF OAKLAND  
My Commission Expires May 11, 2028  
Acting in the County of

Sworn to the subscribed before me this 1 NOV, 2023

Vicki Arsenault  
**Notary Public, State of Michigan**  
**Acting in Oakland County**

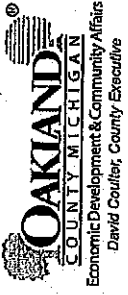
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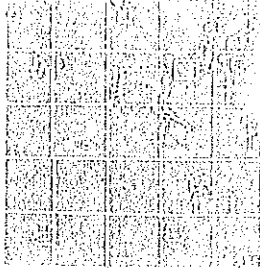
**Ad Id:** 2531810

**PO:**

**Sales Person:** 200309



**OAKLAND COUNTY**  
**COMMUNITY & HOME IMPROVEMENT**  
Oakland Pointe  
250 Elizabeth Lake Road, Ste. 1900  
Pontiac, MI 48341-0414  
248.853.0453  
www.oakgov.com/cmh



## Area-Wide Benefit Map

City of South Lyon

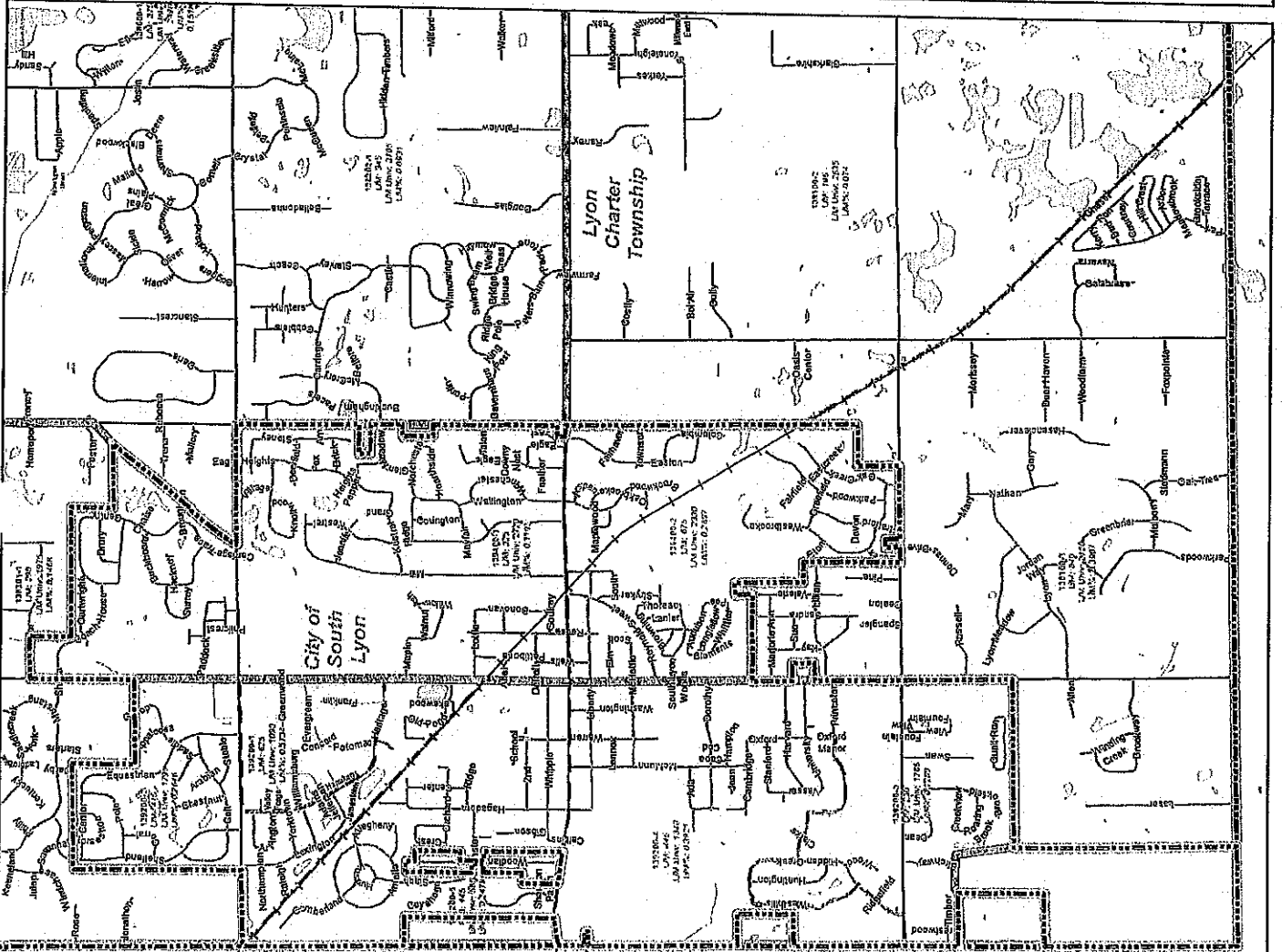
- County Border
- Community Boundary (Highlighted)
- Community Boundary (Adjacent)
- Census Tract 2010
- Eligible Area-Wide Benefit Block Groups
- Non-Eligible Block Groups
- Interstate
- US
- State
- Major
- Minor
- Railroad
- Waterbodies



1 in = 0.48 miles

This Census Block Group map reflects the 2011-2015 American Community Survey (ACS).

Map Created On: 9/1/2020



# **AGENDA NOTE**

## **New Business #4**

**MEETING DATE:** November 27, 2023

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

**AGENDA TOPIC:** Award of bid to grade Lafayette Park & Volunteer Park

**EXPLANATION OF TOPIC:** As part of our efforts to make further improvements to City parks, we went out for bid for the grading of Lafayette Park and new fields at Volunteer Park. This first phase of the improvement to Lafayette Park includes removing concrete, asphalt, and land balancing with the installation of grass seed. The first phase of work at Volunteer Park is to conduct mass grading and land balancing work to prepare areas for the installation of two new fields. And the installation of a gravel parking lot.

We received one bid for the work from Fonson Company out of Brighton. In the amount of \$360,127. See bid information attached.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** Letter from our engineers at HRC outlining the recommendations for award of bid to Fonson Company

**POSSIBLE COURSES OF ACTION:** Approve or not approve the award of bid to Fonson Company in the amount of \$360,117.

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve the award of the bid to Fonson Company in the amount of \$360,117 from Account # 101-751-978



November 7, 2023

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

Attn: Mr. Paul Zelenak, City Manager

Re: Bid Results  
Lafayette & Volunteer Park Improvements

HRC Job No. 20220701

Dear Mr. Zelenak:

On Tuesday, September 12, 2023, the City opened bids for the pavement removal and restoration of the vacant lot at the northwest corner of McHattie Street and Pontiac Trail (Lafayette Park) and the construction of a gravel parking lot and mass grading at Volunteer Park. The City and HRC have met with the only bidder, Fonson Company of Brighton, to discuss possible changes in the scope for the work at Volunteer Park. The revised bid for this work totals \$360,127.00. Attached is one (1) copy of the bid tab for your records.

Fonson Company has worked on similar projects with the City in the past and has successfully completed their projects in accordance with the contract documents. Therefore, we would recommend that the City award the contract for the Lafayette and Volunteer Park Improvements to Fonson Company in the amount of \$360,127.00.

If you have any questions or require any additional information, please contact the undersigned at 248-535-3350.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.

  
Michael P. Darga, PE

MPD/mpd  
Attachment

pc: City of South Lyon; J. Archey  
HRC; R. Alix, M. Kelley, file

BID TABULATION  
CITY OF SOUTH LYON  
LAFAYETTE & VOLUNTEER PARK IMPROVEMENTS

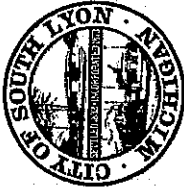
Bids Due: September 12, 2023 at 10:00 am  
HRC Job # 20220701

**Fonson Company**  
7644 Whitmore Lake Road  
Brighton, MI 48116

Item	Quantity	Unit Price	Total Cost
<b>DIVISION 1 - VOLUNTEER PARK (REVISED SCOPE)</b>			
1. Mobilization, Max 10%	1 Lsum	\$12,000.00	\$12,000.00
2. Clearing	0.5 Acre	\$21,500.00	\$10,750.00
3. Site Preparation and Grading, Special	1 Lsum	\$83,115.50	\$83,115.50
4. Subgrade Undercutting, Type II	50 Cyd	\$48.00	\$2,400.00
5. Erosion Control, Silt Fence	1540 Ft	\$2.60	\$4,004.00
6. Aggregate Base, RAP, Special	1560 Syd	\$10.50	\$16,380.00
7. Turf Establishment, THM Seed, Regular Mulch, Performance, Special	6.25 Acre	\$33,880.00	\$211,750.00
8. Reimbursed Permit Fee, Special	1000 Dlr	\$1.00	\$1,000.00
Subtotal - Division 1			\$341,399.50
Item	Quantity	Unit Price	Total Cost
<b>DIVISION 2 - LAFAYETTE PARK</b>			
1. Mobilization, Max 10%	1 Lsum	\$1,800.00	\$1,800.00
2. Site Preparation and Grading, Special	1 Lsum	\$3,100.00	\$3,100.00
3. HMA Surface, Rem	283 Syd	\$6.50	\$1,839.50
4. Pavt, Rem	151 Syd	\$13.00	\$1,963.00
5. Bulkhead, Rem, Special	1 Ea	\$400.00	\$400.00
6. Erosion Control, Inlet Protection, Fabric Drop	3 Ea	\$75.00	\$225.00
7. Turf Establishment, THM Seed, Regular Mulch, Performance, Special	1200 Syd	\$7.00	\$8,400.00
8. Reimbursed Permit Fee, Special	1000 Dlr	\$1.00	\$1,000.00
Subtotal - Division 2			\$18,727.50

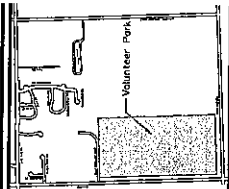
**Total Amount of Bid (Division 1 + 2)**

**\$360,127.00**



**HRC**  
**HUBBELL, ROTH & CLARK, INC.**  
CIVIL ENGINEERS SINCE 1916  
200 N. HURON AVE. SUITE 200  
ANN ARBOR, MI 48106  
PHONE: (734) 961-4500  
FAX: (734) 961-4888  
WWW.HRC-INC.COM

NO.	DATE	DESCRIPTION
1	10-10-2003	REVISION: NONE
2	02-27-2004	ISSUED FOR BIDS
3	03-01-2004	ISSUED FOR BIDS
4	03-01-2004	ISSUED FOR BIDS
5	03-01-2004	ISSUED FOR BIDS
6	03-01-2004	ISSUED FOR BIDS
7	03-01-2004	ISSUED FOR BIDS
8	03-01-2004	ISSUED FOR BIDS
9	03-01-2004	ISSUED FOR BIDS
10	03-01-2004	ISSUED FOR BIDS
11	03-01-2004	ISSUED FOR BIDS
12	03-01-2004	ISSUED FOR BIDS
13	03-01-2004	ISSUED FOR BIDS
14	03-01-2004	ISSUED FOR BIDS
15	03-01-2004	ISSUED FOR BIDS
16	03-01-2004	ISSUED FOR BIDS
17	03-01-2004	ISSUED FOR BIDS
18	03-01-2004	ISSUED FOR BIDS
19	03-01-2004	ISSUED FOR BIDS
20	03-01-2004	ISSUED FOR BIDS

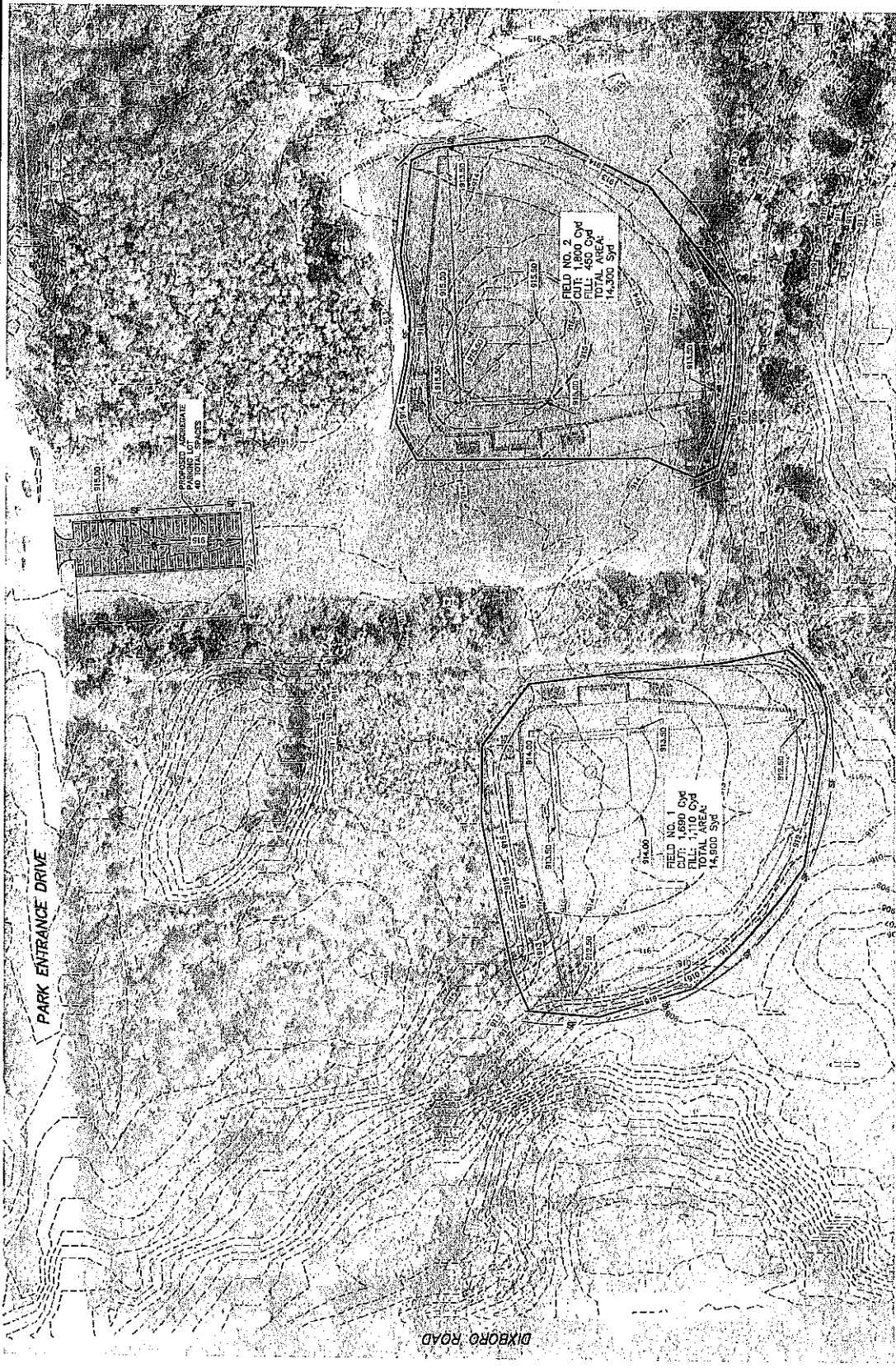


CITY OF SOUTH LYON  
VOLUNTEER PARK  
REVISED SCOPE

GRADING PLAN

PROJECT NO.	20220701	SCALE	1" = 60'
DATE	March 2023	SHEET	10

GRAPHIC SCALE: 1" = 60'



- LEGEND
- PROPOSED GRAVEL PARKING LOT
  - EXISTING CONTOUR
  - PROPOSED CONTOUR
  - PROPOSED FINISHED GRADE
  - 91.30X
  - SITE FENCE
  - EARTH DISTURBANCE LIMITS



THREE FULL WORKING DAYS  
BEFORE ANY EXCAVATION OR  
PUSH DIG SYSTEM AT  
800-482-7171 OR 811

UTAH, AND 20220701 (03-01-2023)





## **AGENDA NOTE**

New Business: Item # 5

**MEETING DATE:** November 27, 2023

**PERSON PLACING ITEM ON AGENDA:** Jeff Archey, DPW Superintendent

**AGENDA TOPIC:** Award Tub Grinding Storm Damage and Haul Away

**EXPLANATION OF TOPIC:** The Tub Grinding Project and Haul Away is being set up to Grind up and remove two large piles of brush. The piles were created from the storm that hit South Lyon in August and years of storm debris clean up. The locations of the piles to be removed are at Volunteer Park and the DPW Yard. The contractor will grind up materials using large tub grinder and haul away shredded materials. I am recommending that the City of South Lyon contract Nicola's Contracting, Inc. to perform the tub grinding and hauling of brush materials away. The funds for this project, which some will hopefully be reimbursed by the State Disaster Relief Fund, will come out of GL account 101-441.974

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** Quotations from Environmental Wood Solutions, Farmland Services Inc. and Nicola's Contracting, Inc.

**POSSIBLE COURSES OF ACTION:** Award/not award the Tub Grinding Project to Nicola's Contracting, Inc. for \$17,000 from GL account 101-441.974.

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to award the Tub Grinding Project for the cost of \$17,000 to Nicola's Contracting, Inc. from GL 101-441.974.

# CITY OF SOUTH LYON PURCHASE REQUEST QUOTE FORM

ITEM DESCRIPTION: Brush Grind + Haul away

QUANTITY NEEDED: \_\_\_\_\_

REQUIRE DELIVERY BY: \_\_\_\_\_

(Quotes shall be verbally, by telephone or by written communication)  
(CIRCLE REQUESTED VENDOR—ATTACH EXPLANATION IF OTHER THAN LOW QUOTE)

	#1	#2	#3
VENDOR:	Environmental Wood Solutions	Farmland Services Inc.	Nicola's Contracting Inc.
ADDRESS:	3500 Gidelines Road Orion, MI 48359	66 South Kellogg Howell, MI 48843	2913 Maple Rd. N. Farmington, MI 48338
PHONE:	(810) 523-4050	(517) 409-1064	(248) 640-1259
CONTACT:	Jeey Corrigan	Jeey Grastic	Nick
QUOTED:	*****	*****	*****
*MODEL #:			
*UNIT PRICE:	\$50,000	\$30,000	117,000
*LABOR PRICE:			
*DELIVERY FEE:			
*AVAILABILITY:			
*TERMS:			
*DELIVERY DATE:			
*F.O.B.:			
*OTHER:			
DATE SUBMITTED:	10/9/2023	10/16/2023	11/07/2023
QUOTE GOOD UNTIL:			
QUOTE TAKEN BY:			



**(248) 391-9446**  
**3500 Giddings Road, Lake Orion, MI 48359**

October 6, 2023

JEFF ARCHEY

SOUTH LYON DPW  
335 SOUTH WARREN ST.  
SOUTH LYON , MI 48178  
archey@southlyonmi.org  
248-472-7178

RE: BRUSH GRIND, HAUL AWAY

JEFF ARCHEY,

Environmental Wood Solutions II, LLC (EWS) proposes to provide grinding brush piles at two sepperate locations, approximately 4 days, at 62334 W 8 MILE RD., SOUTH LYON, MI for SOUTH LYON DPW / JEFF ARCHEY. All wood material processed by Environmental Wood Solutions II, LLC. will be removed from site at \$450.00 per load, which is estimated into this quote, so cost may change depending on total loads hauled. Grinding can be scheduled for a projected start date upon receipt of signed proposal. Customer to provide mud mat if required. If we provide cost will be \$5,000.

**Clearing Cost**

**\$50,000.00**

\*\* This proposal is good for 30 days from the date on this proposal.

Payment Terms:

As definted on attached contract.

\*\* If payment is held without just cause and it is deemed necessary to take any legal action to collect payment, Environmental Wood Solutions II, LLC is entitled to recover any/all legal fees.

Property owner to provide:

- 1 All site staking to include clearing limits and utilities on site. No stump removal in designated utility areas.
- 2 All permits, bonds, or any other requirements requested by any governmental agency.  
\*\*All costs incurred from permits and bonds are to be reimbursed in addition to this proposal\*\*
- 3 All soil erosion measures requested by any governmental agency.
- 4 Any delay or stop of work due to failure to obtain/fulfill requirements 1-3 may cause additional charges to be incurred of \$5,000/Day.

Sincerely,

DocuSigned by:

*Joseph Corrigan*

48B1840484EA494...

Joe Corrigan

President

Accepted by / on behalf of

JEFF ARCHEY / SOUTH LYON DPW

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

FarmLand Services Inc.

65 South Kellogg  
Howell, MI 48843

# Estimate

Date	Estimate #
10/16/2023	17

Name / Address
CITY OF SOUTH LYON

Job/ Project

Terms	Due Date
	10/16/2023

Description	Qty	Rate	Total
GRINDING OF BRUSH BY THE HOUR. ESTIMATING 50 HOURS TO PROCESS BOTH LOCATIONS	50	450.00	22,500.00
HAULING OFF THE PROCESSED MATERIAL	40	200.00	8,000.00
THE ESTIMATED TOTALS ARE THE MAXIMUM FOR THE QUOTE. WE WILL NOT EXCEED THESE NUMBERS FOR THE JOB AND FINAL BILLING WILL BE BASED OF THE ACTUAL HOURS FOR THE JOB			
<b>Subtotal</b>			\$30,500.00
<b>Sales Tax (6.0%)</b>			\$0.00
<b>Total</b>			\$30,500.00

Phone #	Fax #
517-404-1064	517-546-8083

NOV 09, 2023

**Attn: Mr. JEFF ARCHEY**  
**DPW OPERATIONS MANAGER**  
335 SOUTH WARREN  
SOUTH LYON, MI 48178  
O: (248) 472-7178  
C: (248) 587-0080  
EMAIL:ARCHEY@SOUTHLYONMI.ORG

**RE: GRINDING YARD DEBRIS,  
WASTE, TREE AND BRUSH AND REMOVE AT  
DPW YARD AND VOLUNTEER PARK PROJECT**

Mr. ARCHEY:

Nicola's Contracting is pleased to submit this **\$17,000.00** bid to provide labor, and equipment for the following scope of work.

- DPW YARD AND VOLUNTEER PARK
- GRINDING OF PILE'S OF DEBRIS
- TREE LIMBS
- BRUSH

**CLARIFICATIONS/EXCLUSIONS:**

1. Allowances/bonding/liquidated damages
2. Permits/fees/testing/inspections not included
3. Prevailing wage and/or certified payroll is not included
4. Bid includes the use of non-union labor
5. Anything not listed in the above scope of work is not included in this proposal
6. Payments to be made within 10 days after submission of billing.
7. ANY /DEBRI/ METAL/CONCRETE/ NATURAL ROCKS/ NONE WOOD PRODUCT  
WILL BE LEFT ON SITE CAN BE HAULED OFF AS ADDITIONAL CHANGE  
ORDER

Respectfully,

BONNIE BUSH  
Cell: (248) 500-9905

# AGENDA NOTE

## New Business #6

**MEETING DATE:** November 27, 2023

**PERSON PLACING ITEM ON AGENDA:** Joey Thorington, Fire Chief

**AGENDA TOPIC:** Requesting Council Approval and acceptance of MI Fire Equipment Grant fund and the purchase of thirty (30) pairs of structural firefighting boots.

### EXPLANATION OF TOPIC:

Accept the MI Fire Equipment grant for \$10,000 for structural firefighting boots. The Fire Department budgeted uniform account will be used for the expenditures. The award will be used to purchase thirty (30) pairs of structural firefighting boots.

### Bids obtained via Bidnet:

Organization Name	Price	Organization Name	Price
Phoenix Safety Outfitters	\$340.00	Municipal Emergency Services	\$399.00
Paul Conway Fire	\$358.75	Altitude Services LLC	\$399.98
Dinges Fire Company	\$359.99	Planet Cellular	\$416.50
Allied fire sales and service	\$365.00	Wynn Innovations LLC	\$460.00
Wisecom Technology	\$372.00	Tiles in Style DBA Taza Supplies	\$600.00

\$340.00 each pair, bid by Phoenix Safety Outfitters, was the low bid and met the bid requirements.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** MI Fire Equipment Grant Letter of Approval, picture of structural firefighting boots.

**POSSIBLE COURSES OF ACTION:** Approve/deny the MI Fire Equipment Grant funding in the amount of \$10,000 to be received and deposited into account 101-682.336. Approve/deny the purchase of thirty (30) pairs of structural firefighting boots from Phoenix Safety Outfitters for the amount of \$10,200 from expenditure account line item 101-336-721.

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve and accept the MI Fire Equipment Grant funding in the amount of \$10,000 to be received and deposited into revenue account 101-682.336 and approve the purchase of thirty (30) pairs of structural firefighting boots from Phoenix Safety Outfitters in the amount of \$10,200 from expenditure account line item 101-336-721.

Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to amend the FY2023-2024 Budget under account line item 101-336-721 from \$19,475 to \$29,475 to reflect the purchase of the thirty (30) pairs of structural firefighting boots from Phoenix Safety Outfitters.



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

RACHAEL EUBANKS  
STATE TREASURER

October 20, 2023

Municipal Code: 632210

City of South Lyon  
NFIRS Code: 06338  
ptiernan@southlyonmi.org

Subject: MI Fire Equipment Grant Letter of Approval

Dear Patricia Tiernan:

The MI Fire Equipment Grant has been established to provide funding for the purchase of fire equipment for our part time, on call, or volunteer firefighters. Under the state's fiscal year 2022-23 budget, Section 801, the Michigan Department of Treasury was appropriated \$12,000,000 to establish and operate a grant program to qualified local units of government to assist fire departments. Grant awards are not to exceed \$10,000 for qualified local governments.

Upon review of the City of South Lyon MI Fire Equipment Grant Application (Form 5874), City of South Lyon has been **approved** for a grant award under the MI Fire Equipment Grant Program as listed below:

- **Approved Award: \$10,000**

**Grant awardees that have already submitted supporting documentation for eligible expenditures will be reviewed for reimbursement.**

**Grant awardees that have not already submitted requests for reimbursement will need to submit documentation of eligible expenses incurred on or after August 1, 2022, using Form 6040-MI Fire Grant Program Reimbursement Request to Treas-MIFireGrant@michigan.gov.**

**Requests for reimbursement should be submitted by December 31, 2023. Requests for reimbursement received after this date will be subject to available funds.**

Funds will be disbursed utilizing the State of Michigan's Sigma Vendor Self Service (VSS) system upon receipt of all required documentation.

If you have any questions or require further assistance, please do not hesitate to contact the MI Fire Equipment Grant team at Treasury-MIFireGrant@michigan.gov.

Sincerely,

A handwritten signature in black ink that reads "Kevin A. Smith".

Kevin A. Smith, Deputy Treasurer  
State and Local Finance  
Michigan Department of Treasury



# QR14<sup>TM</sup> STRUCTURAL LEATHER BOOT

LION-Thorogood's QR14 bunker boots are built for comfort, durability, and safety. The flex gussets allow the boot to move with you. 3M<sup>TM</sup> Scotchlite Hi-Vis piping in these waterproof, flame- and cut-resisting leather bunker boots creates a high-visibility look when exposed to direct light. The aggressive, slip-resisting outsole with 90-degree heel and ladder grips provide exceptional traction on any surface. GORE® CROSSTECH® triple layer moisture barrier is the toughest in the industry, delivering rugged, long-lasting protection that exceeds the requirements of the NFPA 1971 standard. The composite safety toe, Lenzi L-Protection® insole, and steel triple-rib ladder shank protect your foot from impact, puncture, and the strain of working on ladders. Extra padding in the shin and ankle protects you from ladder rungs and other impacts. Slip-resistant in all conditions and heat-resistant when the going gets hot, these all-weather boots don't quit until you do.

# STRUCTURAL LEATHER BOOT

- GORE® CROSSTECH® triple-layer moisture barrier protects against bloodborne pathogens
- Waterproof, flame- and cut-resisting leather upper with abrasion-resisting rubber toe
- Steel Triple-rib Ladder Shank
- Proprietary Traction Flex outsole
- Cement Construction

Certified:

- to meet NFPA 1971 structural
- CSA Z195-14 Edition 7

*Warning: Electrical shock resistance deteriorates with wear and in a wet environment.*



# AGENDA NOTE

## New Business #7

**MEETING DATE:** November 27, 2023

**PERSON PLACING ITEM ON AGENDA:** Joey Thorington, Fire Chief

**AGENDA TOPIC:** Purchase 200 Smoke and Carbon Monoxide detector combined alarms and purchase 200 smoke detector alarms.

**EXPLANATION OF TOPIC:** SLFD received a FEMA Fire Prevention and Safety grant. City Council Accepted the grant award at the September 11, 2023, meeting. The grant has a 95% federal award and 5% local match.

Purchase: Smoke alarm/Carbon Monoxide Detectors (combined), 10-year battery, sealed, tamper resistant, UL approved

**Bids obtained via Bidnet:**

\*\*\*\$6,844.00 Asset Lighting & Electric Inc  
\$7,560.00 eAccess Solutions Inc  
\$6,762.00 Graybar  
\$7,070.00 Hujaya Supply  
\$12,130.00 KIMGROUP LLC  
\$7,280.00 Wisecom Technology

Purchase: Smoke alarms 10-year battery, sealed, tamper resistant, UL approved

**Bids obtained via Bidnet:**

\*\*\*\$2,844.00 Asset Lighting & Electric Inc  
\$3,232.00 eAccess Solutions Inc  
\$4,270.00 Graybar  
\$3,988.00 Hujaya Supply  
\$6,382.00 KIMGROUP LLC  
\$3,640.00 Wisecom Technology

\*\*\*Asset Lighting was the low bid and met the bid requirements for both types of detectors.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** Pictures of smoke alarm and combination smoke and carbon monoxide alarm.

**POSSIBLE COURSES OF ACTION:** Approve/not approve the purchase of 200 Smoke and Carbon Monoxide detector combined alarms and 200 Smoke detector alarms from Asset Lighting in the amount of \$9,688.00 from account line item 101-336-740.

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve the purchase of 200 Smoke and Carbon Monoxide detector combined alarms and 200 Smoke detector alarms from Asset Lighting in the amount of \$9,688.00 from account line item 101-336-740.



FIRST ALERT  
by Resideo

HOME / PRODUCTS / ALARMS / COMBO SMOKE & CARBON MONOXIDE ALARMS  
/ COMBO PHOTOELECTRIC

SMOKE & CO ALARMS FIRE EXTINGUISHERS MORE SAFETY PRODUCTS WHERE TO BUY SAFETY CORNER



# PRC710V COMBINATION SMOKE AND CO ALARM WITH 10-YEAR BATTERY & VOICE ALERTS

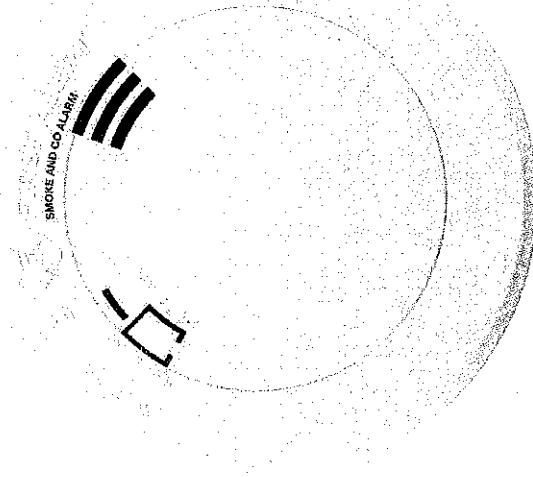
SKU: PRC710V

amazon ★★★★★ 4.4 / 5.0 (5086 Reviews)

WHERE TO BUY

The First Alert PRC710V Combination Photoelectric Smoke and Carbon Monoxide Alarm with 10-Year Battery and Voice and Location helps protect your home from two potentially deadly threats by providing up to a decade of protection. Equipped with smoke and CO sensors, this low-profile alarm provides 2-in-1 protection from two deadly threats. The combination alarm is half the size of a standard alarm and features a slim, contemporary design that mounts unobtrusively on a wall or ceiling. A built-in 10-year lithium-ion battery provides continuous power, with no need to worry about changing the battery for a decade.

- Built-in 10-year battery offers continuous power for the life of the combination smoke and CO alarm
- Voice and location alerts tell you the type of danger and its location
- Slim, easy-to-install design is half as thick as a standard smoke alarm
- Low-profile smoke and carbon monoxide alarm detects two potentially deadly threats



Roll over image to zoom





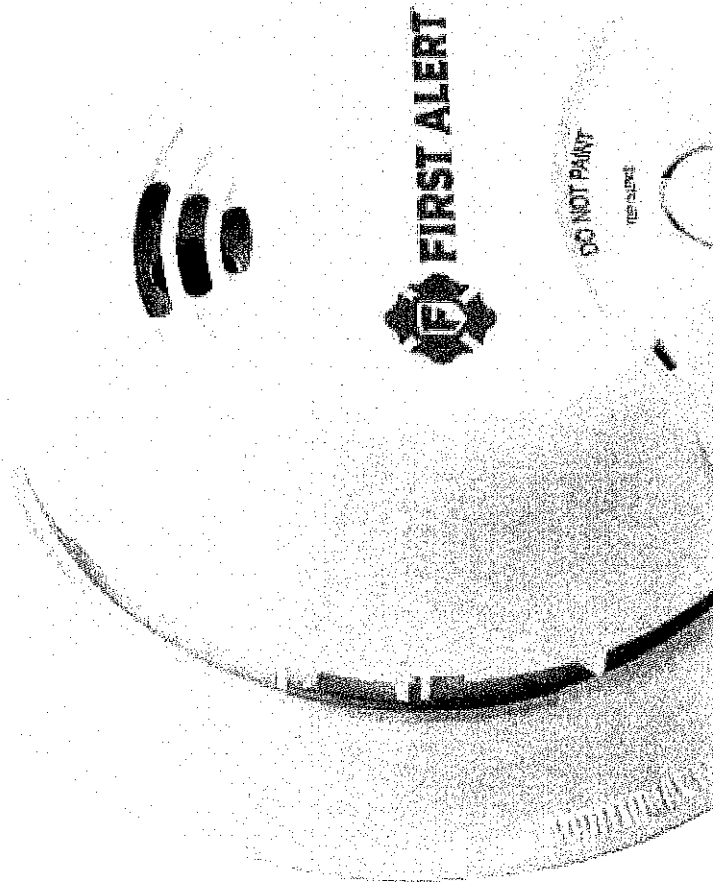
HOME / DETECTORS / BATTERY OPERATED  
SMOKE DETECTOR

## First Alert SA350B Tamperproof 10 Year Sealed Lithium Battery Powered Ionization Smoke Alarm



\$23.95

First Alert SA350B Tamperproof 10 Year  
Sealed Lithium Battery Powered Ionization  
Smoke Alarm will protect your home for 10  
years without changing the battery.



# **AGENDA NOTE**

## **New Business #8**

**MEETING DATE:** November 27, 2023

**PERSON PLACING ITEM ON AGENDA:** Joey Thorington, Fire Chief

**AGENDA TOPIC:** Incident Management Team, Interlocal Agreement

**EXPLANATION OF TOPIC:** Oakland County has an Incident Management Team through MABAS 3201, Oakland County Fire Mutual Aid Association, which encompasses 30 communities. The attached interlocal agreement allows for South Lyon firefighters to become members of the team. Oakland County has sent this agreement to each community and is requesting approval.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** "Oakland County Incident Management Team Interlocal Agreement between Oakland County and City of South Lyon" and "City of South Lyon Resolution to Approve Interlocal Agreement with Oakland County for Participation in the Oakland County Incident Management Team" are both attached.

**POSSIBLE COURSES OF ACTION:** Approve/do not approve Oakland County Incident Management Team Interlocal Agreement.

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve the Oakland County Incident Management Team Interlocal Agreement.

# **OAKLAND COUNTY INCIDENT MANAGEMENT TEAM**

## **Interlocal Agreement between Oakland County and City of South Lyon**

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This Agreement (the "Agreement") is made between Oakland County, a Municipal and Constitutional Corporation, 1200 North Telegraph Road, Pontiac, Michigan 48341 ("County"), and the City of South Lyon located at 335 South Warren Street, South Lyon, MI 48178 ("Participating Agency"). County and Participating Agency may be referred to individually as a "Party" and jointly as "Parties".

### **PURPOSE OF AGREEMENT**

Pursuant to the Urban Cooperation Act of 1967, 1967 Public Act 7, MCL 124.501 *et seq.*, the County and the Participating Agency enter into this Agreement for the purpose of delineating the Parties' roles and responsibilities for their participation in the Oakland County Incident Management Team ("OCIMT") under the direction and supervision of the Oakland County Emergency Management Division ("Emergency Management Division").

The Parties understand that the OCIMT is an all-hazard approach to managing incidents or supporting Unified Commands with personnel trained and qualified in the National Incident Management System ("NIMS"), Incident Command System ("ICS"), and specific ICS positions. The OCIMT will provide support to an Incident Commander by performing ICS functions as required by the incident kind, type, and complexity. The goal is to work together to implement and achieve the NIMS Implementation Objectives of Command and Management at the scene of an incident/emergency, disaster, or catastrophe.

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

1. **DEFINITIONS.** The following words and expressions used throughout this Agreement, whether used in the singular or plural, shall be defined, read, and interpreted as follows:
  - a. **Agreement** means the terms and conditions of this Agreement and any other mutually agreed to written and executed modification, amendment, exhibit and attachment.
  - b. **Claims** mean any alleged losses, claims, complaints, demands for relief or damages, lawsuits, causes of action, proceedings, judgments, deficiencies, liabilities, penalties, litigation, costs, and expenses, including, but not limited to, reimbursement for reasonable attorney fees, witness fees, court costs, investigation expenses, litigation expenses, amounts paid in settlement, and/or other amounts or liabilities of any kind which are incurred by or asserted against County or Participating Agency, or for which County or Participating Agency may become legally and/or contractually obligated to pay or defend against, whether direct, indirect or consequential, whether based upon any alleged violation of the federal or the state constitution, any federal or state statute, rule, regulation, or any alleged violation of federal or state common law, whether any such claims are brought in law or equity, tort, contract, or otherwise, and/or whether commenced or threatened.

- c. **County** means Oakland County, a Municipal and Constitutional Corporation, including, but not limited to, all of its departments, divisions, the County Board of Commissioners, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, volunteers, and/or any such persons' successors.
  - d. **Day** means any calendar day beginning at 12:00 a.m. and ending at 11:59 p.m.
  - e. **Participating Agency** means the City of South Lyon including, but not limited to, its council, its Board, its departments, its divisions, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, subcontractors, attorneys, volunteers, and/or any such persons' successors.
  - f. **Participating Agency Employee** means any employees, officers, directors, members, managers, trustees, volunteers, attorneys, representatives of Participating Agency, licensees, concessionaires, contractors, subcontractors, independent contractors, agents, and/or any such persons' successors or predecessors (whether such persons act or acted in their personal, representative or official capacities), and/or any persons acting by, through, under, or in concert with any of the above. "Participating Agency Employee" shall also include any person who was a Participating Agency Employee at any time during the term of this Agreement but, for any reason, is no longer employed, appointed, or elected in that capacity.
2. **PARTICIPATING AGENCY'S RESPONSIBILITIES.** Subject to the terms and conditions of this Agreement and applicable changes in law, the Participating Agency shall provide at least one Participating Agency Employee for membership in the OCIMT ("Participating Member"). All costs associated with employment, including, but not limited to wages, salary, overtime, benefits, local, state and federal taxes associated with employment, and Worker's Compensation Coverage, shall be the sole responsibility of the Participating Agency. The Participating Agency further understands and agrees that all Participating Members shall:
- a. Complete an application for membership and any other paperwork to be determined by the Emergency Management Division. It is within the sole discretion of the Emergency Management Division whether any Participating Agency's Employee shall become and remain a Participating Member. Participating Agency and Participating Member understand that if accepted to serve as a member of the OCIMT, the Participating Member may be deployed for a period of up to fourteen (14) Days. The length of deployment will depend on the incident type, but the Participating Agency must anticipate the maximum duration.
  - b. Comply with all of the OCIMT's policies and procedures.
  - c. Attend and successfully complete the following training:
    - i. NIMS ICS-100, 200, 700, and 800 (pre-requisites for OCIMT membership).
    - ii. NIMS IS-300 and 400 (pre-requisites for OCIMT membership).
    - iii. Command and General Staff Functions for Local IMT.



- iv. Position specific training, which will include classroom instruction, exercises, field experience, and completion of Position Task Books.
  - v. Any other training to be determined by the OCIMT.
  - d. Maintain annual continuing education requirements.
  - e. Maintain the ability to respond, when activated, for exercise or deployment within a time frame determined by the OCIMT.
  - f. Attend and participate in activation drills, whether deployed or not, for readiness assessment.
  - g. Not suffer any loss of pay, rank, leave time, or opportunity by the Participating Agency while participating in any training, deployment, drill, and/or exercise required by the OCIMT.
3. **PARTICIPATING AGENCY'S INSURANCE REQUIREMENTS.** The Participating Agency shall have adequate insurance coverage to protect it from any Claims arising under or related to this Agreement and its participation in the OCIMT.
4. **COUNTY'S RESPONSIBILITIES.**
- a. The County shall provide reimbursement to the Participating Agency in accordance with Section 6.
  - b. The County shall provide the Participating Agency with a copy of the OCIMT's policies and procedures.
5. **SCOPE OF AUTHORITY.** The OCIMT will provide support to an Agency having Jurisdiction (AHJ) during an incident/emergency, disaster, or catastrophe. However, the OCIMT will not take over the incident command and management from the AHJ, unless the OCIMT receives a Delegation of Authority from the AHJ.
6. **REIMBURSEMENT.**
- a. Reimbursement is not guaranteed and is contingent upon the County receiving reimbursement to pass through to the Participating Agency.
  - b. Any reimbursement shall be consistent with the Michigan Emergency Management Act (MCL 30.401 *et seq.*) and any existing mutual aid agreements, including the Michigan Emergency Mutual Aid Compact (Intrastate) and/or the Emergency Management Mutual Aid Compact (Interstate). If there is a Presidential Disaster Declaration for an incident/emergency, disaster, or catastrophe and the OCIMT is deployed, then the County may seek reimbursement in accordance with Federal Emergency Management Agency reimbursement policies.
  - c. If the Participating Agency has not executed a mutual aid agreement, then any reimbursement to the Participating Agency shall be made pursuant to the written procedures and policies established by the Director of the Emergency Management & Homeland Security Department, which may be amended from time to time in the sole discretion of the Director, upon written notice to the Participating Agency.
  - d. All reimbursement requests shall be supported by adequate documentation, as determined by the Emergency Management Division.

7. **OVERSIGHT.** The Oakland County Grant Allocation Committee (“GAC”) is comprised of representatives from local response agencies, organizations, and special operations teams that receive grant funding. GAC will provide recommendations and counsel regarding the direction and operation of the OCIMT.
8. **COMPLIANCE WITH LAWS.** Each Party shall comply with all federal, state, and local statutes, ordinances, regulations, administrative rules, and requirements applicable to its activities performed under this Agreement.
9. **PERMITS AND LICENSES.** Each Party shall be responsible for obtaining and maintaining, throughout the term of this Agreement, all licenses, permits, certificates, and governmental authorizations for its employees and/or agents necessary to perform all of its obligations under this Agreement. Upon request, a Party shall furnish copies of any permit, license, certificate, or governmental authorization to the requesting Party.
10. **DURATION OF INTERLOCAL AGREEMENT.**
  - a. The Agreement and any amendments hereto shall be effective when executed by both Parties with concurrent resolutions passed by the governing bodies of each Party, and when the Agreement is filed in accordance with MCL 124.510. The approval and terms of this Agreement and any amendments hereto shall be entered into the official minutes of the governing body of each Party.
  - b. This Agreement shall remain in effect until cancelled or terminated by either Party pursuant to Section 13.
11. **ASSURANCES.**
  - a. **Responsibility for Claims.** Each Party shall be responsible for any Claims made against that Party by a third party, and for its own acts and the acts of its employees, agents, and subcontractors arising under or related to this Agreement.
  - b. **Responsibility for Attorney Fees and Costs.** In any Claim that may arise from the performance of this Agreement, each Party shall seek its own legal representation and bear the costs associated with such representation, including judgments and attorney fees.
  - c. **No Indemnification.** Except as otherwise provided for in this Agreement, neither Party shall have any right under this Agreement or under any other legal principle to be indemnified or reimbursed by the other Party or any of its agents in connection with any Claim.
  - d. **Authorization and Completion of Agreement.** The Parties have taken all actions and secured all approvals necessary to authorize and complete this Agreement. The persons signing this Agreement on behalf of each Party have legal authority to sign this Agreement and bind the Parties to the terms and conditions contained herein.

12. **DISCRIMINATION.** The Parties shall not discriminate against an employee or an applicant for employment in hiring, any terms and conditions of employment or matters related to employment regardless of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, height, weight, disability, veteran status, familial status, marital status or any other reason, that is unrelated to the person's ability to perform the duties of a particular job or position, in accordance with applicable federal and state laws.
13. **TERMINATION OR CANCELLATION OF AGREEMENT.**
- a. Either Party may terminate or cancel this Agreement for any reason upon 30 Days written notice before the effective date of termination or cancellation. The effective date for termination or cancellation shall be clearly stated in the notice.
  - b. The County may immediately terminate or cancel this Agreement or a Participating Member's membership in the OCIMT, if the Participating Agency or Participating Member failed to comply, within the County's discretion, with federal, state, or local law, or any requirements contained in this Agreement. The County shall incur no penalty, expense, or liability if it terminates or cancels this Agreement in accordance with this Section.
14. **AGREEMENT MODIFICATION OR AMENDMENT.** Any modifications, amendments, rescissions, waivers, or releases to this Agreement must be in writing and agreed to by both Parties. Unless otherwise agreed, the modification, amendment, rescission, waiver, or release shall be signed by the same persons who signed the Agreement or other persons authorized by the Party's governing body.
15. **DELEGATION OR ASSIGNMENT.** Neither Party shall delegate or assign any obligations or rights under this Agreement without the prior written consent of the other Party.
16. **RESERVATION OF RIGHTS.** This Agreement does not, and is not intended to, impair, divest, delegate or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty, or immunity of the Parties. Nothing in this Agreement shall be construed as a waiver of governmental immunity for either Party.
17. **NO THIRD-PARTY BENEFICIARIES.** Except as provided for the benefit of the Parties, this Agreement does not and is not intended to create any obligation, duty, promise, contractual right or benefit, right to indemnification, right to subrogation, and/or any other right in favor of any other person or entity.
18. **NO IMPLIED WAIVER.** Absent a written waiver, no act, failure, or delay by a Party to pursue or enforce any rights or remedies under this Agreement shall constitute a waiver of those rights with regard to any existing or subsequent breach of this Agreement. No waiver of any term, condition, or provision of this Agreement, whether by conduct or otherwise, in one or more instances shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Agreement. No waiver by either Party shall subsequently affect its right to require strict performance of this Agreement.
19. **SEVERABILITY.** If a court of competent jurisdiction finds a term or condition of this Agreement to be illegal or invalid, then the term or condition shall be deemed severed

from this Agreement. All other terms, conditions, and provisions of this Agreement shall remain in full force.

20. **CAPTIONS.** The section and subsection numbers, captions, and any index to such sections and subsections contained in this Agreement are intended for the convenience of the reader and are not intended to have any substantive meaning. The numbers, captions, and indexes shall not be interpreted or be considered as part of this Agreement. Any use of the singular or plural, any reference to gender, and any use of the nominative, objective or possessive case in this Agreement shall be deemed the appropriate plurality, gender or possession as the context requires.
21. **NOTICES.** Notices given under this Agreement shall be in writing and shall be personally delivered, sent by express delivery service, certified mail, or first-class U.S. mail postage prepaid, and addressed to the person listed below. Notice will be deemed given on the date when one of the following first occur: (i) the date of actual receipt; (ii) the next business day when notice is sent express delivery service or personal delivery; or (iii) three Days after mailing first class or certified U.S. mail.
- a. If Notice is sent to County, it shall be addressed and sent to: Emergency Manager  
1200 N. Telegraph Bld 47W Pontiac MI 48341
  - b. If Notice is sent to Participating Agency, it shall be addressed and sent to: City  
Manager, 335 South Warren Street, South Lyon, MI 48178.
22. **GOVERNING LAW/CONSENT TO JURISDICTION AND VENUE.** This Agreement shall be governed, interpreted, and enforced by the laws of the State of Michigan. Except as otherwise required by law or court rule, any action brought to enforce, interpret, or decide any Claim arising under or related to this Agreement shall be brought in the 6th Judicial Circuit Court of the State of Michigan, the 50th District Court of the State of Michigan, or the United States District Court for the Eastern District of Michigan, Southern Division, as dictated by the applicable jurisdiction of the court. Except as otherwise required by law or court rule, venue is proper in the courts set forth above.
23. **SURVIVAL OF TERMS.** The Parties understand and agree that all terms and conditions of this Agreement that require continued performance, compliance, or effect beyond the termination date of the Agreement shall survive such termination date and shall be enforceable in the event of a failure to perform or comply.
24. **ENTIRE AGREEMENT.** This Agreement represents the entire agreement and understanding between the Parties, and supersedes all other prior oral or written understandings, communications, agreements, or contracts between the Parties. The language of this Agreement shall be construed as a whole according to its fair meaning and not construed strictly for or against any Party.

IN WITNESS WHEREOF, City Manager Paul Zelenak hereby acknowledges that he/she has been authorized by a resolution of the City of South Lyon a certified copy of which is attached, to execute this Agreement on behalf of Participating Agency and hereby accepts and binds Participating Agency to the terms and conditions of this Agreement.

EXECUTED: \_\_\_\_\_  
South Lyon City Manager, Paul Zelenak

DATE: \_\_\_\_\_

WITNESSED: \_\_\_\_\_  
Fire Chief Joey Thorington

DATE: \_\_\_\_\_

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

EXECUTED: \_\_\_\_\_  
David Woodward, Chairperson  
Oakland County Board of Commissioners

DATE: \_\_\_\_\_

WITNESSED: \_\_\_\_\_  
Oakland County Board of Commissioners  
County of Oakland

DATE: \_\_\_\_\_

**CITY OF SOUTH LYON  
RESOLUTION TO APPROVE INTERLOCAL AGREEMENT WITH  
OAKLAND COUNTY FOR PARTICIPATION IN THE  
OAKLAND COUNTY INCIDENT MANAGEMENT TEAM**

**RESOLUTION NO. \_\_\_\_\_**

At a regular meeting of the City Council for the City of South Lyon, Oakland County, Michigan, held in the City Council Chambers of said City, on the 13<sup>th</sup> day of November 2023, at 7:30 p.m.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preamble and resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

**WHEREAS**, the City of South Lyon, in the interest of protecting the public health and safety within the City as well as surrounding communities, desires to participate with Oakland County as part of its Incident Management Team; and

**WHEREAS**, the City of South Lyon recognizes that the additional training its designated representative will received as part of the Incident Management Team will be a benefit to City residents and property; and

**WHEREAS**, the City of South Lyon recognizes that by participating in the Incident Management Team, the City will have available to it extra resources and support in the case of an incident/emergency, disaster or catastrophe; and

**WHEREAS**, by participating with the Incident Management Team, the City of South Lyon may have available to it reimbursement of funds expended during an incident/emergency, disaster or catastrophe to help cover the cost of personnel and equipment.

**NOW THEREFORE, IT IS HEREBY RESOLVED THAT** the South Lyon City Council hereby approves the Interlocal Agreement with Oakland County in the form attached as Exhibit A for the City's participation in the Oakland County Incident Management Team.

**IT IS FURTHER RESOLVED THAT** City Manager Paul Zelenak is hereby authorized to sign the Agreement attached as Exhibit A on behalf of the City of South Lyon.

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

ADOPTED.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

STATE OF MICHIGAN )

)

COUNTY OF OAKLAND )

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

\_\_\_\_\_  
Lisa Deaton  
South Lyon City Clerk

Exhibit A  
(Attach Interlocal Agreement)



# AGENDA NOTE

New Business Item # 9

**MEETING DATE:** November 27, 2023

**PERSON PLACING ITEM ON AGENDA:** Recommendation from Planning Commission on November 16, 2023

**AGENDA TOPIC:** Washington Manor PUD Overlay Designation & Preliminary PUD Site Plan approval

**EXPLANATION OF TOPIC:** The property involved in this request is 432 Washington Avenue (parcel #21-30-234-006), which is 1.53 acres and is currently a 4-building, 16-unit complex owned and managed by the South Lyon Housing Commission. The applicant is proposing to redevelop the site with a 53-unit, multiple-family senior affordable housing development.

For background, the project came before the Planning Commission in May 2022 where it received a positive recommendation to City Council. Following that meeting, it came to the City's attention that the Housing Commission had not been properly constituted. The development application was put on hold until the Housing Commission was formed per City Ordinance and could approve the plans. The Housing Commission is now properly formed and operating and has approved the plans. The City also identified that the original motion from the Planning Commission was to re-zone the property to PUD, where a rezoning is not needed and only requires the overlay be applied. The project returned to the Planning Commission with the preliminary plans following Housing Commission approval and with a revised recommendation eliminating the rezoning piece, and a new public hearing was held.

The City's Planned Unit Development (PUD) process is a four-step process. See Section 102-155 of the City's Zoning Ordinance:

1. Public hearing and review of the PUD Overlay request and Preliminary PUD Site Plan by the Planning Commission with a recommendation to City Council;
2. Public hearing, review, and action on the PUD Overlay request and Preliminary PUD Site Plan by the City Council;
3. PUD Agreement review and approval by the City Council and agreement recorded;
4. Review and action on Final PUD Site Plan by the Planning Commission.

Step #1 was completed on November 16, 2023 and the Planning Commission recommended approval of the Planned Unit Development Overlay designation and approval of the Preliminary PUD Site Plan. This matter is currently at Step #2 for City Council action on the PUD Overlay request and Preliminary PUD Site Plan. If the overlay request and site plan are approved, the PUD Agreement will come to Council for review at a later date. A draft PUD Agreement is included with the packets for review. It should be noted that this is only a draft by the City Attorney, and the City and applicant attorneys must yet work together to create a finalized draft to come before Council for approval.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:**

- Memo to Council from City Planners dated 11/17/2023
- CIB Planning Review dated 11/7/2023
- Revised recommendation to Planning Commission dated 11/16/2023
- HRC Review dated 4/22/2022
- Fire Department Review dated 4/18/2022
- Building Department Review dated 4/13/2022
- Updated Site Plan Application
- Updated PUD Applicant Narrative dated 11/9/2023
- Draft PUD Agreement dated November 2023 – for reference only
- Draft Planning Commission minutes dated 11/16/2023
- Planning Commission minutes from when project was originally considered and approved (dated 4/28/2022 and 5/26/2022)
- South Lyon Housing Commission minutes dated 9/27/2023
- Updated PUD Site Plans dated 11/20/2023

**POSSIBLE COURSES OF ACTION:** Approve/Deny/Table/Postpone

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve the application of the Planned Unit Development Overlay as outlined by the City of South Lyon Zoning Ordinance Article XII to the Property (Parcel No. 21-30-234-006), based upon the proposed development meeting the minimum Planned Unit Development Overlay Standards by demonstrating:

1. A complementary mixture of housing types and uses;
2. Increased availability of much needed affordable housing for low-to-moderate income senior residents;
3. Availability of common open space for passive or active recreational use, including 4,500 square feet of fully-accessible community space, outdoor patios and direct access to McHattie Park and South Lyon walking trails;
4. A reduction in traffic and associated community impacts than traditional multiple family housing developments; and
5. The goals and objectives of the City of South Lyon Master Plan will be met.

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve Preliminary Planned Unit Development Site Plan for Washington Manor (Parcel No. 21-30-234-006), subject to:

1. A waiver to allow a density of 35 units per acre;
2. A waiver to allow a building height of 3 stories and 37 feet;
3. A waiver to permit parking encroachment of 14 feet into the northern greenbelt along West McHattie;
4. A waiver to allow a front yard encroachment of 10 feet to permit a stairwell at the southeast corner of the building;
5. A waiver to permit a dumpster enclosure in the front yard;
6. A waiver to permit minimum unit size of 1-bedroom units consisting of 640 sq. ft.; and
7. Approval of PUD Overlay designation for the property.

November 17, 2023

City Council  
City of South Lyon  
335 S Warren St  
South Lyon, MI 48178

Attention: Paul Zelenak, City Manager

**Subject: Washington Manor PUD**

Dear Mr. Zelenak,

At the November 16, 2023 Planning Commission meeting, the Commission recommended approval of the PUD Overlay designation and the associated preliminary PUD site plan for the Washington Manor project. The next step for the project is to come to City Council for consideration of the PUD Overlay and preliminary site plan. Included here is some background information on the project and history of the project and process to this point. **More detail can be found in our report, attached here for your review along with other materials.**

Project Background

- The project site, 432 Washington (southwest corner of Washington Ave and McHattie St), is owned by the South Lyon Housing Commission who manages the existing 4-building, 16-unit complex on the site.
- The proposed project is to redevelop the property and construct a multiple-family, senior affordable housing development with 53 units, which are proposed to be mostly 1-bedroom units and some 2-bedroom units, to support the high demand for lower income senior housing.
- The development is proposed to include 4,500 square feet of fully accessible community spaces including laundry facilities, salon, fitness center, and gathering/multi-purpose spaces. Outdoor community space is also proposed, and connections to McHattie Park and South Lyon walking trails.
- The applicant is proposing to develop the property utilizing the Planned Unit Development Overlay (PUD), which permits a flexible approach to land use development in order to achieve a higher quality development. With a Planned Unit Development, the City may grant specific deviations from ordinance standards to allow for a higher quality of development. The Zoning Ordinance has specific criteria that a project must meet to qualify for PUD approval – our attached report offers review comments against these criteria. A PUD project has a Planned Unit Development agreement attached to it, a legal agreement between the City and applicant that outlines the terms of the project.

### Project History

As you may be aware, this project was originally before the Planning Commission in the spring of 2022. At that time, the Planning Commission recommended approval of the rezoning to PUD and recommended approval of the preliminary PUD site plan to City Council.

Following that meeting, the City identified that the Housing Commission had not been properly constituted and members not properly appointed in line with City Ordinance. The development application was put on hold until the Commission could be properly constituted.

The Housing Commission is now properly formed and functioning. Members of the Housing Commission include Linda Benson, Leah Dailey, Jennifer Redfern, Steven Seiler, and Judy Keeling, with the Executive Director role filled by Judy Cate. The Housing Commission has reviewed the proposed site plans and has provided their approval and support of the project moving forward.

After the project became active again, the City Attorney and City Planner agreed that procedurally, the project should return to the Planning Commission for consideration with some legal items rectified. This includes Housing Commission approval, and terminology of the PUD Overlay as opposed to rezoning to PUD. The Planning Commission reviewed the PUD overlay request along with the preliminary site plan at their November 16, 2023 meeting and recommended approval to City Council for both items.

### Attached Materials

Attached here are materials for your review and consideration of the project. These materials include the following:

- Review letters from Planning, Engineering, Fire, and Building Departments
- Application materials including an updated application and narrative signed by the developer and Housing Commission Executive Director
- Digital set of the preliminary PUD site plan

If you have any further questions, please contact us at 810-734.0000.

Sincerely,

**CIB PLANNING**



Hannah Smith  
Planner

November 7, 2023

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

Subject:           UPDATED: Washington Manor Senior Apartments, Planned Unit Development (PUD)  
Overlay Preliminary PD Site Plan Review

Description of Application:	The applicant is requesting Planned Unit Development (PUD) overlay Preliminary Site Plan approval for the proposed development of a 53-unit multiple-family, senior housing residential development on a 1.53-acre parcel.
Site Location:	Southwest corner of Washington Avenue and McHattie Street
Applicant:	South Lyon Housing Commission 432 Washington Street South Lyon, MI 48178
Current Zoning:	RM-2, Multiple-Family Residential District
Plan Date:	February 1, 2022

Dear Planning Commissioners:

We have reviewed an application for a Planned Unit Development (PUD) Overlay Preliminary Site Plan to redevelop the 1.53-acre parcel and construct a 53-unit, multiple family, senior affordable housing development. The property is located at the southwest corner of Washington Avenue and McHattie Street and is currently zoned RM-2 Multiple Family. The applicant/property owner, South Lyon Housing Commission (SLHC), manages the existing complex consisting of 4 buildings, with a total of 16 units. To meet the high demand for lower income senior housing, SLHC is proposing the construct a 3-story apartment building equipped with a community room, fitness center, and salon. The development is oriented to maximize owner's view and access to McHattie Park.

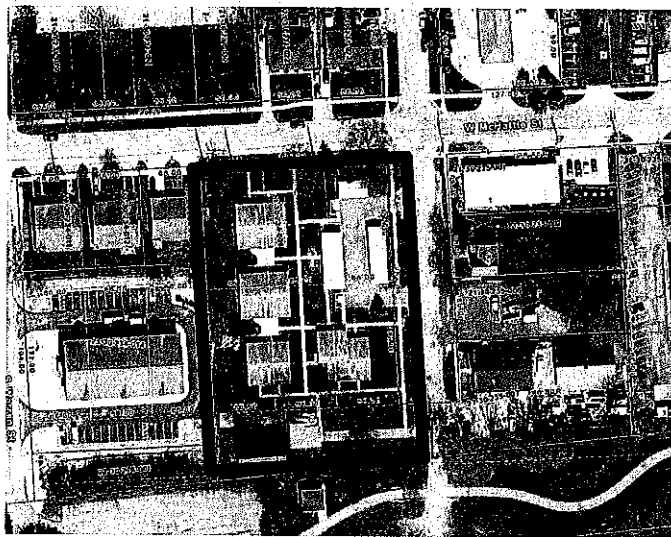
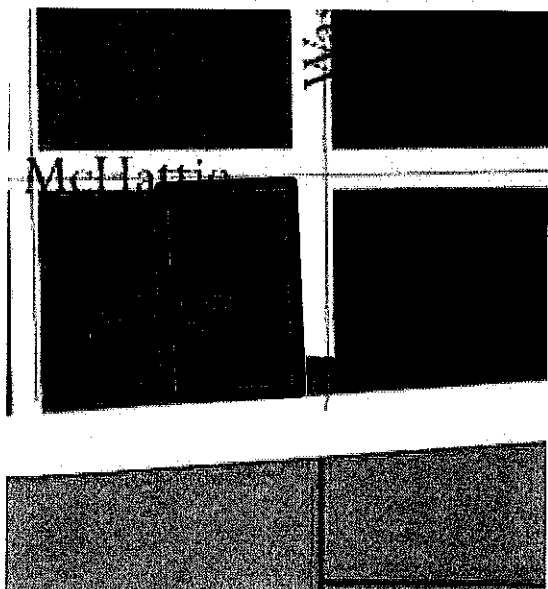
#### **BACKGROUND**

South Lyon Housing Commission provides housing assistance to low-income residents through the management of Low Rent Public Housing. This program is income based and the eligibility guidelines are set by Housing and Urban Development (HUD). Article IV, Housing Commission, of the South Lyon City Code, established the commission in 1988 to determine in what areas of the City it is necessary to provide proper housing for low-income families.

As you may recall, this project came before the Planning Commission and received a positive recommendation from the Planning Commission to City Council to approve the preliminary PUD site plan. At that time, the project was put on hold upon realizing the City's Housing Commission was not properly constituted. Since then, the Housing Commission has been properly formed and constituted and is operating in line with City ordinances. The Housing Commission was presented with the proposed development plans by the developer and the Commission reviewed the preliminary plans. The Housing Commission has

provided its support of the project moving forward, with a motion to approve the plans at the Commission's meeting on September 27, 2023.

The property is surrounded by several different uses and zoning districts.



**Context Map.** Subject property, located at McHattie and Washington, and surrounding zoning.

	Use	Master Plan Designation	Zoning District
<b>Subject Property</b>	Multiple family senior housing	Suburban Residential	RM-2
<b>North</b>	Duplexes; City Hall/School Board Building	Suburban Residential and Traditional Residential	RM-2
<b>East</b>	Active Faith, McCarter Construction	Downtown	CBD
<b>South</b>	McHattie Park	Traditional	R-3
<b>West</b>	Duplexes; Multiple family apartment building	Suburban Residential	RM-2

#### CURRENT ZONING REQUIREMENTS

The RM-2 District allows the development of multiple-family residential units as a permitted use. The RM-2 District requires three-bedroom units with a minimum of 900 square feet. The applicant is proposing one-bedroom units, with 640 square feet, and two-bedroom units with 934 square feet. To develop the site as shown, the applicant must utilize the Planned Unit Development (PUD) Overlay option.

#### PLANNED UNIT DEVELOPMENT (PUD) OVERLAY

A Planned Unit Development (PUD) Overlay is a special zoning designation established to permit a more flexible approach to land use control where such an approach is necessary to achieve a higher quality of development and to facilitate development that is sensitive to constraints. A Planned Unit Development Overlay:

- a. Encourages innovation in land use, form of ownership (such as condominiums);
- b. Allows variety in design, layout, and type of structures constructed;
- c. Achieves economy and efficiency in the use of land;
- d. Provides better housing, employment, and shopping opportunities, particularly suited to residents of the City; and
- e. Encourages the use and improvement of existing sites when the uniform regulations contained in other zoning districts alone do not provide adequate protection and safeguards for the site or its surrounding areas.

To encourage flexibility and creativity, the Planning Commission may grant specific departures from the requirement of the zoning district standards as a part of the approval process.

#### **PLANNED UNIT DEVELOPMENT (PUD) OVERLAY APPROVAL PROCESS**

The proposed PUD Overlay and corresponding Preliminary PUD Overlay Site Plan approval provide general acceptance of the road layout, unit sizes, open space, preliminary landscaping, and housing designs. A public hearing is scheduled, as required under the ordinance, to review the overlay application and Preliminary Site Plan, and the Commission will make a recommendation to City Council on the Overlay application and Preliminary Site Plan. If the PUD Overlay application and corresponding Preliminary Site Plan are approved by City Council, the applicant will return to the Planning Commission for Final PUD Overlay Site Plan review and approval.

#### **PUD, PLANNED UNIT DEVELOPMENT OVERLAY REVIEW STANDARDS**

*Section 102-153* of the Zoning Ordinance lists the following standards that must be met for consideration of a Planned Unit Development Overlay. In order to qualify for PUD Overlay approval, the applicant must demonstrate that each of the following criteria will be met by the proposed PUD Overlay:

- a. **Demonstrated Benefit.** The PUD Overlay site plan shall provide two (2) or more of the following benefits not possible under the requirements of another zoning district, as determined by the Planning Commission:
  1. Preservation of significant natural or historic features.
  2. A complementary mixture of uses or a variety of housing types.
  3. Common open space for passive or active recreational use.
  4. Mitigation to offset community impacts.
  5. Redevelopment of a nonconforming site where creative design can address unique site constraints.
  6. Implementation of a significant component of the South Lyon Master Plan.

#### **Review Comment:**

- (1) **Benefits not possible under the requirements of the RM-2 District.** The Planned Unit Development Overlay allows SLHC to provide affordable housing to low-to-moderate



income senior residents. The four existing apartment buildings on the property were built about fifty years ago and include 16 apartments without laundry facilities or any other common amenities. SLHC's mission is to provide affordable housing to low-to-moderate-income senior residents and cannot currently accommodate the 35 senior citizens on the wait list. Recent demographic changes in the South Lyon senior population also support the need for additional senior housing – as the percentage of persons over age 65 in South Lyon increased from 13.2% in 2010 to 16.9% in 2020.

The applicant is proposing to replace the functionally obsolete buildings with an "L-shaped" building that increases the number of senior apartments to 53. Without the PUD Overlay designation, the building could only be 2.5 stories (instead of the proposed 3-stories) and would result in a building design with approximately 19 senior residents in "below-grade" apartments.

The proposed design provides outdoor common areas including covered and uncovered patio areas and a walkway establishing a direct connection to McHattie Park and the South Lyon City Trails. The proposal additionally establishes additional green space by revitalizing the Washington Street dead end which currently extends into McHattie Park. All of these design elements are important to promoting outdoor activity in the living environment for the seniors at Washington Manor.

- (2) **A complementary mixture of housing types and uses.** The City of South Lyon is predominantly a detached, single-family community. In recognizing that the makeup of local households is changing, alternative housing choices are in demand. Washington Manor Senior Apartments diversifies the existing housing stock in South Lyon by offering an option for low-to-moderate income seniors.
- (3) **Common open space for passive or active recreational use.** The proposed development includes 4,500 square feet of fully-accessible community space for the senior residents, including laundry facilities on each floor, a hair salon/barber shop, fitness room, and a multipurpose/card room/gathering space. These amenities would not be feasible in a smaller building or with fewer residents. Outdoor spaces include a patio facing McHattie Park and walking trails to McHattie Park.

Washington Manor Senior Apartments share a property line with McHattie Park. The direct adjacency and connection to the McHattie Park makes it easy for residents with limited transportation to access and utilize the park and South Lyon City Trails. Recognized as one of the City's greatest assets, this public amenity for senior residents is ideal. Aging Baby Boomers seek rich social environments with access to pedestrian amenities and open space. While Washington Manor Senior Apartments itself does not have open space, the proposed apartment building is sited to maximize the number of units overlooking the park.

- (4) **Mitigation to offset community impacts.** Traffic and congestion are one of the greatest impacts of development. As the occupants of the proposed development are seniors, the traffic impact is significantly less than a traditional multiple family residential development. As seniors age many no longer need or use a vehicle. Daily trips to employment are not typical. Additionally, the location and access to recreation and community services is walkable and doesn't rely on automobile use. The ability to provide housing for 38 additional low/moderate income senior residents offsets any perceived impact.

- (5) Implementation of a significant component of the South Lyon Master Plan.** The proposed development meets the City's Master Plan goal to provide housing for various incomes and needs. The wave of aging Baby Boomers presents challenges for senior housing in a senior living industry that is already struggling to meet the demand of seniors who cannot afford market rate independent living. Washington Manor Senior Apartments increases the amount of affordable senior living units in the City by 350%.

- b. Availability and Capacity of Public Services.** The proposed type and density of use shall not result in an unreasonable increase in the use of public services, public facilities, and utility capacities.

**Review Comment:** Washington Manor Apartments will redevelop the site from 16 existing multiple family units to offer 53 units. We defer to the City Engineer for comment, however, offer the following information.

- *Water:* Both the existing and proposed developments utilize the water main located in Washington Avenue. The increase in demand is minimal compared to the capability of the water main. Should additional water pressure be needed for fire suppression, the applicant proposes a either larger piping or a fire pump be designed for the building. Relocation of one hydrant is planned to allow for the new driveway.
- *Sewer:* The increase in demand on the sewer capacity is expected to be in the same proportion as the increase in water usage. Initial engineering indicates that sewer on Washington Ave. is deep enough for the planned building drain to connect. The increased flow should have minimal effect on the sewer system.
- *Stormwater:* The proposed detention system will neutralize the impact of the increase in impervious area on any outflows from the site.

- c. Compatibility with the Master Plan.** The proposed PUD shall be compatible with the overall goals and recommendations as proposed in the City of South Lyon Master Plan.

**Review Comment:** The proposed future land use designation for the site is Suburban Residential, which includes "Planned developments that may contain a mix of suburban and traditional residential."

The stated goals of the Master Plan include encouraging a mix of housing options, improving neighborhood trail connections, and increasing housing options in the downtown area. It specifically addresses the desire for senior housing and encourages the development of quality, secure, and affordable housing, which is also consistent with the proposed plans. For the seniors that will live in this new development - adjacent to a City park and at the edge of the Downtown South Lyon, the project will also meet the goals of providing "greater housing variety and density" and more affordable housing options for those seeking lower maintenance or urban living options; reduced distances between housing and retail destinations and other amenities; reduced travel time to conveniences; and more compact development that makes more efficient use of public services, utilities and infrastructure.

- d. Compatibility with the PUD Overlay Purpose.** The proposed PUD Overlay shall be consistent with the purpose of Article 12 and spirit of the Zoning Ordinance.

**Review Comment:** The proposed development replaces aging, obsolete, and inefficient buildings with sustainable, modern, energy efficient housing. The development is consistent with the PUD Overlay purpose and goals to:

- Provide flexibility in regulation of land development;
- Encourage innovation in land use and variety in design, layout and type of structures constructed; to achieve economy and efficiency in the use of land;
- Promote efficient provision of public services and utilities;
- Provide better housing particularly suited to residents of the City;
- Encourage development of convenient recreational facilities; and
- Encourage the use and improvement of existing sites when the uniform regulations contained in other zoning districts alone do not provide adequate protection and safeguards for the site or surrounding areas.
- Provide greater housing variety and density provides more affordable housing and options for those seeking lower maintenance or urban living options;
- Reduce distances between housing and retail destinations and other amenities; and
- Develop a more compact development making efficient use of public services, utilities and infrastructure.

- e. Development Impact.** The proposed PUD Overlay Site Plan shall not impede the continued use or development of surrounding properties for uses that are permitted in this Ordinance.

**Review Comment:** The subject site is bordered on the north by McHattie Street, which includes a mix of existing single-family homes, commercial uses, and the City's offices. Parkside Apartments and single-family homes are along the western boundary and McHattie Park borders the site to the south. The eastern border is Washington Avenue, which has a mix of single-family homes and commercial uses.

- f. Unified Control of Property.** The proposed PUD site shall be under single ownership or control such that there is a single entity having responsibility for completing the project in conformity with the PUD Overlay regulations. This provision shall not prohibit a transfer of ownership or control, provided that notice of such transfer is provided to the City.

**Review Comment:** The proposed development will be owned and managed by the South Lyon Housing Commission.

**Based on these findings, the proposed plan meets the criteria for a Planned Unit Development Overlay.**

#### **PUD OVERLAY PRELIMINARY SITE PLAN REVIEW COMMENTS**

Sections 102-156 and 102-157 of the City of South Lyon Zoning Ordinance provide the submittal requirements standards for PUD Overlay Preliminary Site Plan approval. Based on our review of the proposal and discussions with the applicant, we offer the following standards and information for your consideration:

- a. *The PUD Overlay site plan shall meet the qualifying conditions of Section 102-153.*

The proposed development meets the qualifying conditions as discussed above.

- b. *The PUD must be consistent with the City's Master Plan.*

The proposed development is consistent with the City's Master Plan and will accomplish several stated goals.

- c. *The uses must have a beneficial effect, in terms of public health, safety, welfare, or convenience, on present and future potential surrounding land uses. The uses proposed must not adversely affect the public utility and circulation system, surrounding properties, or the environment. The public benefit shall be one which could not be achieved under the regulations of the underlying district alone or that of any other zoning district.*

The proposed use is consistent with the current multi-family use, although proposes to utilize the land to provide additional units, more amenities for residents, and an updated building.

The proposed development will not adversely affect public utilities or surrounding circulation, properties, or the environment. The South Lyon Housing Commission currently has a waitlist of 35 senior residents that the existing 16 units cannot accommodate. The provision of affordable housing stock for low to moderate income senior residents in this proposed development could not be provided to meet the current need and demand for this type of housing under the regulations of the underlying district. Following the RM-2 height requirement would require senior units to be below-grade.

- d. *Any modifications to the dimensional standards of this title, such as lot sizes, setbacks, height limits, required facilities, buffers, open space, permitted sign area, and other similar dimensional standards shall be reviewed and approved by the planning commission. The application has been reviewed against the site plan criteria under Article 15:*

1. **Area and Bulk.** The proposed site was reviewed in accordance with *Section 102-82, Schedule limiting Height, Bulk, Density, and Area*, as described in the following table:

Standard	Required	Provided	Comments
<b>Unit (Lot) Area</b>	1 acre	1.53 acres	Meets standard
<b>Front Yard Setback</b>	25 feet	44 feet (West McHattie) 10 feet (southeast corner of Washington) <sup>1</sup>	Does not meet standard along Washington; <b>waiver is required by Planning Commission</b>
<b>Side Yard Setback</b>	25 feet minimum one side/total of 50 ft. for both	25 feet	Meets standard
<b>Rear Yard Setback</b>	25 feet	25 feet	Meets standard
<b>Building Height</b>	2-1/2 stories, 35 feet	3 stories, 37 feet <sup>2</sup>	Does not meet standard; <b>waiver is required by Planning Commission</b>

<b>Building Coverage maximum</b>	35%	27%	Meets standard
<b>Dumpster Location</b>	Rear yard	Front yard <sup>3</sup>	Does not meet standard; <b>waiver is required by Planning Commission</b>

<sup>1</sup> As the proposed development has frontage on both McHattie and Washington, the front yard setbacks must be met along both frontages. The design and layout of the building results in a stairwell encroaching in the front yard setback along Washington Avenue. This encroachment is limited to 10 feet, the width of the stairwell.

<sup>2</sup> By adhering the to 2 ½ stories and 35-foot height limit, the development would contain 19 units “below” grade.

<sup>3</sup> The dumpster is proposed in the front yard along Washington Avenue. This location is based on access for removal and consideration of adjacent properties and uses. The proposed location is the least intrusive to the residential properties to the north and west. The applicant is proposing a masonry dumpster enclosure that matches the building and is proposing to install landscaping around the enclosure to minimize the visual impact.

- e. Any increase in the density requirements of the underlying zoning district must be approved by the City Council upon recommendation of the Planning Commission and be included under review of the preliminary PUD site plan.*

The applicant is proposing an “L” shaped apartment building with 53 units, or 35 units per acre. Ordinance requires the minimum unit size to be at least 900 square feet (a maximum density of 27 units per acre). The applicant is proposing 51 one-bedroom units, and 2 two-bedroom units. One-bedroom units are 640 square feet and two-bedroom units are 934 square feet. At this time the City does not have a standardized density for senior or affordable housing. The design and layout of senior housing typically includes a large community room and is intended for group gatherings and activities. This space is used by residents wanting to gather in a community setting rather than in their apartment units. Because of this amenity, the “living room” area in the apartment units is smaller. Keeping this in mind, the applicant’s increase in density (by 8 units acre) is to accommodate the smaller units and to offer lower income housing to a target market. Under the RM-2 zoning district, the proposed number of units is not permissible. The Planned Unit Development overlay permits the increased density.

- f. The number and dimensions of off-street parking shall be sufficient to meet the minimum required by Article XIX, Off-Street Parking and Loading. However, where warranted by overlapping or shared parking arrangements, the planning commission or city council may reduce the required number of parking spaces in accordance with subsection 102-251(g).*

Senior apartments require 1 space per unit. Based on 53 units, the required number of parking spaces needed is 53. Fifty-three (53) spaces have been provided and meets the parking requirements.

- g. All streets and parking areas within the PUD shall meet the minimum construction and other requirements of city ordinances, unless modified by city council.*

The construction details for the proposed parking area are reviewed during the PUD Overlay Final Site Plan review.

- h. Safe, convenient, uncongested, and well-defined vehicular and pedestrian circulation within and to the site shall be provided. Drives, streets, and other elements shall be designed to discourage through traffic, while promoting safe and efficient traffic operations within the site and at its access points.*

**Overall Layout.** The layout of the proposed development considers the surrounding land uses and natural constraints. The development proposes curb cuts on both West McHattie and Washington. The drive approaches are appropriately spaced from the intersection of West McHattie and Washington streets and meet access management standards. The drive aisles are a two-way traffic pattern and measure 26 feet in width meeting requirements. The site circulation is minimal.

**Pedestrian Circulation.** The applicant shows a five (5) foot sidewalk along the interior of the property and around the north, south, and east sides of the building. A sidewalk is also proposed along West McHattie and Washington frontages. Additional internal sidewalk extensions are proposed to connect the development to McHattie Park and walking trails. Residents will have pedestrian access to McHattie Park as well as into downtown South Lyon.

- i. Landscaping shall be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property. Plantings and other landscape features shall be consistent with or exceeding the standards of Article XXI.*

**Preliminary Landscape Plan.** The preliminary landscape plan provides both the required landscaping and street trees. While a buffer zone is not required between the proposed development and Parkside Apartments, the applicant has provided a vegetated swale with Arbor Vitae and deciduous shrubs to provide privacy between the two developments. The applicant is proposing greenbelts along West McHattie and Washington as well as street trees and parking lot landscaping. **The greenbelt along West McHattie is reduced by 14 feet to permit additional parking. A Planning Commission waiver is needed to approve this reduction.** The landscape plans will be reviewed in detail during PUD Overlay Final Site Plan review.

- j. Judicious effort shall be used to preserve significant natural, historical, and architectural features and the integrity of the land, including EGLE regulated and nonregulated wetlands.* This proposal is a redevelopment of an existing use. There are no significant features on the site nor any wetland or woodlands.

- k. Public water and sewer facilities shall be available or shall be provided by the developer as part of the site development.*

Washington Manor Senior Apartments are a redevelopment of the existing site. The existing site is currently served by public water and sewer facilities.

- l. Building design shall be of a high quality, be consistent with or exceeding the standards of Section 102-30.* The applicant proposes a combination of composite siding, brick veneer, metal canopies, and composite accents. The massing of each building is broken up with architectural details, such as varying brick coursing, contrasting banding, and different colored materials. The details and material selection combined with the architectural projections and roof pitches blend well with the surrounding properties.

The applicant will provide material samples and color selections for Planning Commission review and approval during PUD Overlay Final Site Plan review.

## RECOMMENDATION

Based upon the above review, we recommend that the Planning Commission recommend approval to City Council for the Planned Unit Development (PUD) Overlay designation for Washington Manor Senior Apartments based upon the proposed development meeting the minimum Planned Unit Development Overlay standards by demonstrating:

1. A complementary mixture of housing types and uses;
2. Increased availability of much needed affordable housing for low-to-moderate income senior residents;
3. Availability of common open space for passive or active recreational use, including 4,500 square feet of fully-accessible community space, outdoor patios and direct access to McHattie Park and South Lyon walking trails;
4. A reduction in traffic and associated community impacts than traditional multiple family housing developments; and
5. The goals and objectives of the City of South Lyon Master Plan will be met.

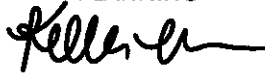
We further recommend that the Planning Commission recommend approval to City Council for the Planned Unit Development (PUD) Overlay Preliminary Site Plan for Washington Manor Senior Apartments subject to the City granting modification waivers for the following:

1. a waiver to allow a density of 35 units per acre;
2. a waiver to allow a building height of 3 stories and 37 feet;
3. a waiver to permit a parking encroachment of 14 feet into the northern greenbelt along West McHattie;
4. a waiver to allow a front yard encroachment of 10 feet to permit a stair well at the southeast corner of the building; and
5. a waiver to permit a dumpster enclosure in the front yard.

If you have any further questions, please contact us at 810-335-3800.

Sincerely,

CIB PLANNING



Kelly McIntyre  
Principal, Director of Planning



Hannah Smith  
Project Planner II

November 16, 2023

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

#### REVISED RECOMMENDATION FOR WASHINGTON MANOR PUD OVERLAY

Based upon the above review, we recommend that the Planning Commission recommend approval to City Council for the Planned Unit Development (PUD) Overlay designation for Washington Manor Senior Apartments based upon the proposed development meeting the minimum Planned Unit Development Overlay standards by demonstrating:

1. A complementary mixture of housing types and uses;
2. Increased availability of much needed affordable housing for low-to-moderate income senior residents;
3. Availability of common open space for passive or active recreational use, including 4,500 square feet of fully-accessible community space, outdoor patios and direct access to McHattie Park and South Lyon walking trails;
4. A reduction in traffic and associated community impacts than traditional multiple family housing developments; and
5. The goals and objectives of the City of South Lyon Master Plan will be met.

We further recommend that the Planning Commission recommend approval to City Council for the Planned Unit Development (PUD) Overlay Preliminary Site Plan for Washington Manor Senior Apartments subject to the City granting modification waivers for the following, based upon a finding that the deviations shall result in a higher quality of development than would be possible using conventional zoning standards:

1. a waiver to allow a density of 35 units per acre;
2. a waiver to allow a building height of 3 stories and 37 feet;
3. a waiver to permit a parking encroachment of 14 feet into the northern greenbelt along West McHattie;
4. a waiver to allow a front yard encroachment of 10 feet to permit a stair well at the southeast corner of the building; and
5. a waiver to permit a dumpster enclosure in the front yard.

This recommendation of approval is subject to the condition that an updated site plan with a corrected and complete table of modifications, meeting Section 102-154, be provided to City Council.

If you have any further questions, please contact us at 810-335-3800.

Sincerely,

CIB PLANNING



Kelly McIntyre  
Principal, Director of Planning



Hannah Smith  
Project Planner II

17195 Silver Parkway, #309  
Fenton, MI 48430

Phone: 810-734-0000  
Email: [avantini@cibplanning.com](mailto:avantini@cibplanning.com)



April 22, 2022

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

Attn: Ms. Kelly McIntyre, Planner

Re: Washington Manor PUD  
Preliminary Plan Review

Dear Ms. McIntyre:

We have reviewed the preliminary site plan for the above-mentioned project as prepared by Alliance Architects (dated March 9, 2022). The plans show a proposed building and parking lot that will be constructed on a site that currently has several buildings and a smaller parking area. Based on our review of the preliminary plan, we offer the following comments:

Water Supply

- The existing water main along Washington Ave should be labeled as 12-inch diameter.

Sanitary Sewer

- The sanitary sewer lead for the proposed building should connect to the existing sewer line by a wye into the main and not tap directly into the manhole.

Storm Water Management

- The plans show that stormwater detention will be provided for this site by an underground detention system. Further details and review of the design of this system will be needed in future reviews. It does not appear the proposed improvements will negatively impact the existing stormwater management of the site.

Site Grading

- The plans do not include any detailed grades so it is assumed that the proposed site grading and drainage should be similar to the existing site grading.

Summary

Overall, we do not have any objections to the proposed site development. Further details will be reviewed in future reviews. If you have any questions or require any additional information, please contact the undersigned at 517-292-1485.

HUBBELL, ROTH & CLARK, INC.

  
Michael P. Darga, P.E.

MPD/mpd

pc: City of South Lyon; P. Zelenak  
CIB; H. Smith  
HRC; R. Alix, T. Pietila, file

**Bloomfield Hills**  
555 Hulet Drive  
Bloomfield Hills, MI 48302  
248-454-6300

**Delhi Township**  
2101 Aurelius Rd.  
Suite 2A  
Holt, MI 48842  
517-694-7760

**Detroit**  
535 Griswold St.  
Buhl Building, Ste 1650  
Detroit, MI 48226  
313-965-3330

**Grand Rapids**  
1925 Breton Road SE  
Suite 100  
Grand Rapids, MI 49506  
616-454-4286

**Jackson**  
401 S. Mechanic St.  
Suite B  
Jackson, MI 49201  
517-292-1295

**Kalamazoo**  
834 King Highway  
Suite 107  
Kalamazoo, MI 49001  
269-665-2005

**Lansing**  
215 S. Washington SQ  
Suite D  
Lansing, MI 48933  
517-292-1488



## SOUTH LYON FIRE DEPARTMENT

217 Whipple Street, South Lyon, MI 48178

Phone: 248-437-2616 Fax: 248-437-3025

www.southlyonfire.com

April 18, 2022

Kelly McIntyre

Director of Planning – CIB planning

335 South Warren Street

South Lyon, MI 48178

South Lyon Housing Commission

432 Washington Street

South Lyon, MI 48178

RE: Washington Manor

432 Washington Street

South Lyon, MI 48178

The South Lyon Fire Department has received one set of site plans for the above listed project on April 11, 2022. The project involves the demolition and redevelopment of the current 15-unit senior apartments into a new 3-story, 53-unit apartment building. The plans also indicate the need to relocate the current fire hydrant to a new location to allow for the new driveway.

The below listed details are noted in the submitted set of plans:

- Zone – RM-2
- Building height
  - Allowed – Maximum 2-1/2 stories, 35'-0"
  - Proposed – 3 stories, approx. 40'-0"
- Parking – Senior Apartments
  - Allowed – 53 spaces (1 space per unit)
  - Proposed – 42 spaces (.75 per unit + 2 employee spaces)

This plan review is conducted in accordance with the International Fire Code (IFC) 2015 Edition. I recommend that this project be **APPROVED**, with the following conditions:

1. Where a fire hydrant is located on a fire apparatus access road, the minimum road width shall be 26 feet, exclusive of shoulders.
2. Fire apparatus access roads shall not exceed 10 percent in grade.
3. The minimum turning radius shall be as follows:
  - a. Turning radius – 39'-7"
  - b. Curb to curb – 40'-2"
  - c. Wall to wall – 43'-3"



## **SOUTH LYON FIRE DEPARTMENT**

217 Whipple Street, South Lyon, MI 48178

Phone: 248-437-2616 Fax: 248-437-3025

[www.southlyonfire.com](http://www.southlyonfire.com)

4. Where required by the fire code official, fire apparatus access roads shall be marked with permanent NO PARKING-FIRE LANE signs. The need for these signs shall be determined by the Fire Inspector after construction is completed and before occupancy is given.
5. The fire hydrant specifications and orientation shall be determined by the Fire Department at a later date and prior to installation.

This plan review report does not relieve the contractor, building owner and associated contractors from designing, installing and maintaining the building in accordance with the appropriate codes and standards. Code requirements not mentioned in this report are a requirement and must be completed in order to provide a complete building that is in compliance with the International Fire Code. Any changes that will affect the design of the building must be adequately reviewed and approved prior to installing the affected area.

If you have any questions about this report, please feel free to contact me.

Respectfully,

Bradley M. Moynihan  
Fire Inspector  
South Lyon Fire Department  
[Insp@southlyonmi.org](mailto:Insp@southlyonmi.org)

**CONSTRUCTION & DEVELOPMENT SERVICES  
M E M O R A N D U M**

**TO:** Carmine Avantini  
**FROM:** Daryl Hunt, Building inspector  
**DATE:** April 13, 2022  
**SUBJECT:** SPR22-03

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I Have Reviewed The Above Stated Site Plan And Note The Following:

**BUILDING CODE:**

1. All construction must comply with the appropriate construction codes in effect at the time of construction. Currently the 2015 Michigan Building Code is effect
2. Ground surfaces in parking lot must have slopes no greater than 1:48 in order to comply with Barrier Free Design rules.
3. Barrier Free Parking shall be in compliance with appropriate design rules.
4. Exterior lighting shall be provided to indicate compliance with exterior means of egress requirements.
5. The review and approval of this project does not include review and approval of signage. A separate review and approval is required.
6. Construction trailer placement requires separate permits from the project permits.
7. Follow City of South Lyon ordinances and engineering standards.

# CITY OF SOUTH LYON

## APPLICATION FOR SITE PLAN REVIEW

<b><u>Applicant Information</u></b>			
Name RAD Conversion Specialists		Street Address 800 W. Long Lake Road, Suite 210	
City/State Bloomfield Hills, MI		Zip 48302	Phone 810-423-6571
Applicant's interest in property (if other than the owner) Contracted Developer			
Applicant's signature <i>Jason Ostrander</i>			
Applicant's email address jostrander@4premier.net			

<b><u>Site Information</u></b>		
Subject property address 432 Washington St. South Lyon, MI 48178		
Subdivision & lot number (if applicable)		
Sidwell/Tax ID 38-1817054	Zoning District RM-2	
General location of site Washington & Mchattie		
Proposed use of property Senior Apartments		
Acreage of site 1.53	Building SqFt/Number of Units 51,174sf/53 units	Proposed number of employees 3

<b><u>Legal Property Owner</u></b>			
Name South Lyon Housing Commission		Name	
Street address 432 Washington St.		Street address	
City/State South Lyon	Zip 48178	City/State	Zip
Phone 248-486-0663		Phone	
Owner signature		Owner signature	

<b>Requirements for Site Plan Submittal</b>
<ul style="list-style-type: none"> <li>Completed application form and fee</li> <li>Sheets – 24 in. x 36 in. sheets, with graphics at an engineer's scale of:               <ul style="list-style-type: none"> <li>1" = 20' for sites of 20 acres or less</li> <li>1" = 100' or less (i.e. 1" = 20' to 100') for sites over 20 acres</li> </ul> </li> <li>Copies – Hard copies of site plan (number determined by Zoning Administrator), folded to be 8.5x11</li> <li>Copies – Digital copy of plan</li> <li>Proof of Ownership – Current proof of ownership of the land to be utilized or evidence of a contractual ability to acquire such land, such as an option or purchase agreement</li> <li>Project Schedule – Narrative indicating the period of time within which the project will be completed</li> </ul>

<b><u>For City Use Only:</u></b>	
Site Plan Application Number	Residential Site Plan
Initial Site Plan Review fee paid (date)	Non-Residential Site Plan

# CITY OF SOUTH LYON

## SITE PLAN REVIEW CHECKLIST

The following Site Plan Review Checklist is provided for use by the applicant preparing a site plan for submittal. Site plans shall be submitted as required in the South Lyon Zoning Ordinance and shall be prepared in accordance with the site plan review requirements of the Zoning Ordinance and the Site Plan Application and Checklist.

REQUIREMENT	YES	NO N/A
<b>COVER SHEET</b>		
Cover sheet providing:		
Applicant name	✓	
Name of development	✓	
Preparer's name and professional seal of architect, engineer, surveyor, or landscape architect indicating license in the State of Michigan	✓	
Date of preparation and revision dates	✓	
North arrow	✓	
Property lines and dimensions	✓	
Zoning district	✓	
Bulk density requirements for property	✓	
Complete and current legal description and size of property in acres	✓	
Small location sketch of sufficient size and scale to determine the site's location within the City	✓	
Note on each plan sheet stating "Not to Be Used as Construction Drawings"		✓
<b>SITE PLAN</b>		
Plan sheet(s) including:		
Site data and project information, including:		
Zoning and current land use of applicant's property, all abutting properties, and properties across any public or private street from the site	✓	
Lot lines and all structures on the property and within 100 feet of the site's property lines	✓	
Location of any vehicle access points on both sides of the street within 100 feet of the site along streets where vehicle access to the site is proposed 50' - 75' ON EAST & WEST SIDES	✓	
Existing buildings and any public or private easements, noting those which will remain and which are to be removed	✓	
Existing and proposed locations of utility services (with sizes), including storm drainage, retention or detention ponds, fire hydrants, and any public or private easements	✓	
Notes clearly indicating which existing services will remain and which will be removed		
Layout and typical dimensions of proposed lots, footprints and dimensions of proposed buildings and structures	✓	
Uses with the acreage allotted to each use	✓	
For residential developments, the number, type, and density of proposed housing units	✓	
For multi-phase development, identification of the areas included in each phase		✓
Building footprints, setbacks, typical floor plans, and a sketch of any ground mounted equipment to scale along with required screening	✓	
Proposed lot coverage percentage and impervious surface percentage	✓	

# CITY OF SOUTH LYON

## SITE PLAN REVIEW CHECKLIST

Locations of all natural, historical, and architectural features, including all woodlands, trees (in accordance with Section 102-274, Incentives to Preserve Existing Trees), non-EGLE regulated wetlands, lakes, rivers, drainageways, topography, etc.		✓
Building elevations, showing:	✓	
Height, materials, and colors for all proposed structures, including any residential units		
All rooftop mechanical units along with the proposed method of screening N/A		✓
Information on wetlands, including:		
Location(s) of any EGLE-regulated wetland		✓
Wetland delineation by a qualified wetland consultant		✓
Indication of the status of application for an EGLE wetland permit or copy of permit received including description of any wetland mitigation required		✓
Location of other non-regulated wetland areas over two contiguous acres		✓
Location and method of screening for all waste receptacles including dumpsters and compactors, meeting the requirements of <i>Section 102-52, Waste Receptacles and Enclosures</i>	✓	
Details of parking, including:		
Location and dimensions of parking lots and spaces and loading/unloading areas (including vehicle pathway to access loading area)	✓	
Parking calculations to meet the requirements of <i>Article 19, Off-Street Parking and Loading-Unloading Standards</i> <b>PARKING CALCULATION ON THE COVER SHEET/ LOADING AREA SHOWN</b>		✓
Details of exterior lighting meeting the requirements of <i>Article 22, Lighting Standards</i> , including:	✓	
Location, height, method of shielding GRAPHICALLY SHOWN ON SHEET 3		
Photometric grid overlaid on the proposed site plan indicating the overall light intensity throughout the site (in foot candles)		✓
Size, type, and location of proposed identification signs including:	✓	
Location, type, height and method of lighting for identification signs		
Location and type of any directional or regulatory/traffic control signs, with details for any sign not conforming to the Michigan Manual of Uniform Traffic Control Devices		✓
Details of site circulation and access design, including:		
Dimensions of existing and proposed right-of-way lines, including those abutting the site, and names of abutting public streets	✓	
Indication of pavement widths and pavement type including internal service and access drives	✓	
Street horizontal and vertical dimensions, including curve radii NO VERTICAL DIMENSIONS SHOWN	✓	
Locations and dimensions of access points, including deceleration or passing lanes, distance from adjacent driveways or intersection streets, including those across a street		✓
Location of existing sidewalks and location and dimensions for proposed sidewalks and bicycle paths	✓	
Written verification of access easements or agreements, if applicable LISTED ON SURVEY	✓	
<b>LANDSCAPE PLAN</b>		
A landscape plan in accordance with <i>Article 21, Landscape Standards and Tree Replacement</i> , indicating:		
Proposed plant locations with common plant name, number, and size in caliper at installation		✓
Berms, retaining walls, or fences shown with elevations from the surrounding average grade		✓
<b>GRADING PLAN</b>		
A site grading plan for all developments where grading will occur, showing:		
Existing and proposed topography at a minimum of two-foot contour levels		✓
Topography extending a minimum of 50 feet beyond the site in all directions		✓

# CITY OF SOUTH LYON

## SITE PLAN REVIEW CHECKLIST

A general description of grades within 100 feet, and further where required to indicate stormwater runoff into an approved drain or detention/retention pond		✓
<b>STORMWATER MANAGEMENT PLAN</b>		
A general description and location of stormwater management system on the grading plan, including:		
Pre- and post-site development runoff calculations used for determination of stormwater management	✓	
Location and design (slope) of any retention/detention ponds      N/A Underground vaults planned		✓
Status of all EGLE permit applications or copies of permits with attached conditions		✓
<b>ADDITIONAL ITEMS</b>		
Any additional graphics or written materials requested by the Planning Commission or City Council to assist the City in determining the compliance with the site plan standards, such as:		
Aerial photography	✓	
Photographs		✓
Traffic impacts using trip generation rates recognized by the Institute of Transportation Engineers (ITE) for an average day and peak hour of the affected roadways		✓
Impact on significant natural features and drainage		✓



November 9, 2023

City of South Lyon  
Planning Commission  
335 S. Warren Street  
South Lyon, Michigan 48178

**RE: Washington Manor Senior Apartments  
Planned Development Agreement**

Honorable Planning Commission Members:

I am providing the additional required information related to our proposed redevelopment of the Washington Manor Senior Apartments, located at 432 Washington Avenue. The South Lyon Housing Commission ("SLHC") submitted a Site Plan Review Application Form on or about March 10, 2022 and the following responses are provided to further support our application/proposal to replace the existing 15 senior apartments with 53 new apartments in a single building, with significant common space and amenities.

The proposed redevelopment would be completed in conjunction with HUD's Rental Assistance Demonstration (RAD) Program, which requires that all existing residents be offered an apartment in the new building. Residents would, however, be temporarily relocated during construction. Relocation would be completed in strict compliance with the Uniform Relocation Assistance Act, which specifies the tenant rights and SLHC obligations.

SLHC would secure comparable housing in an area as close to the existing site as possible. Residents would continue to pay rent in the same amount as they would be paying at the time of relocation. Any additional rental costs would be covered through the development relocation budget. The cost of moving supplies and the physical moving would also be included in the relocation budget - at no cost to the residents. When the new units are ready for occupancy, the residents would be moved back into the new community, again at no cost to them.

**1. Demonstrated benefit.** The PUD shall provide two or more of the following benefits not possible under the requirements of another zoning district, as determined by the planning commission:

- c. **Creative design that cannot be achieved by underlying district standards** – the four existing apartment buildings were built about fifty years ago and include 15 apartments without laundry facilities or any other common amenities. The South Lyon

Housing Commission's mission is to provide affordable housing to low/moderate-income senior residents and cannot currently accommodate the 35 senior citizens on our wait list. Recent demographic changes in the South Lyon senior population also support the need for additional senior housing – as the percentage of persons over age 65 in South Lyon increased from 13.2% in 2010 to 16.9% in 2020.

We are proposing to replace the functionally obsolete buildings with an “L-shaped” building that increases the number of senior apartments to 53. Without the PUD designation, the building could only be 2.5 stories (instead of the proposed 3-stories) and would require approximately 19 senior residents to live in “below-grade” apartments.

The proposed design allows us to provide outdoor common areas including covered and uncovered patio areas and a walkway establishing a direct connection to McHattie Park and the South Lyon City Trails. The design also establishes additional green space by revitalizing the Washington Street dead end which currently extends into McHattie Park. All of these design elements are important to promoting outdoor activity in the living environment for the seniors at Washington Manor.

**d. Common open space for passive or active recreational use** – the building design includes 4,500 square feet of fully-accessible community space for the senior residents, including laundry facilities on each floor, a hair salon/barber shop, fitness room and a multipurpose/card room/gathering space. These amenities would not be feasible in a smaller building or with fewer residents. We are also proposing an outdoor patio facing McHattie Park and walking trails to the park. The outdoor open spaces could be used for various social gatherings and events; such as a summer barbeque, birthday parties, and family get togethers. With an exterior door at the fitness room to a covered patio, outdoor fitness activities, such as yoga classes, could be conducted. Also, the direct adjacency and connection to the McHattie Park provide incentives for residents to utilize the park and South Lyon City Trails.

**e. Mitigation to offset community impacts** – while we do not expect any negative community impact to our proposed development, the ability to provide housing for 38 additional low/moderate income senior residents, and to provide the described amenities to the current 15 senior residents, would certainly offset any perceived impact.

**2. Availability and capacity of public services.** The proposed type and density of use(s) shall not result in an unreasonable increase in the use of public services, public facilities, and utility capacities:

City water utility: Existing site buildings that are being removed have 15 apartments with a total demand flow of 44 gpm, while the new building demand flow will be 100 gpm. Both existing and proposed developments utilize the water main located in Washington Avenue. This increase in demand is minimal compared to the capability of the main based upon City standards which state that mains must have a minimum flow

capacity of 1,500 gpm. The fire protection system demand is limited to 4 remote heads (at the most), which should be 80 gpm for the NFPA 13R system without standpipes. In the case where tests show lower than normal pressures at the subject property, either larger piping or a fire pump would be designed for the building. Additional fire hydrants are not planned at the site. Relocation of one hydrant is planned to allow for the new driveway.

City sewer utility: The impact on the increase in the number of apartments on the site is expected to be in the same proportion as the increase in water usage. It is our understanding that the 10" sewer on Washington Ave. is deep enough for the planned building drain to connect. The increased flow should have minimal effect on the sewer system.

City storm drains: The proposed detention system will neutralize the impact of the increase in impervious area on any outflows from the site. The survey shows storm drainage piping and structures near the intersection of West McHattie Street and Washington Avenue. This is the location of the planned outfall from the stormwater detention system.

Electrical Service: The service to the site will originate at the overhead lines running along W. McHattie Street, which is where the existing apartment buildings are fed from. The service requirements can be confirmed once the building electrical loads are determined and coordinated with the utility department.

**3. Compatibility with the master plan. The proposed PUD shall be compatible with the overall goals and recommendations as proposed in the city master plan:**

— the City's 2016 Master Plan cites the future use of the subject site as Suburban Residential and the proposed development is compatible with this designation.

The stated goals of the Master Plan include encouraging a mix of housing options, improving neighborhood trail connections and increasing housing options downtown. It specifically addresses the desire for senior housing and encouraging new development of quality, secure and affordable housing, which is also consistent with the proposed plans.

For the seniors that will live in this new development - adjacent to a City park and at the edge of the proposed Downtown zoning district - the project will also meet the following criteria, as stated in the City's Master Plan:

- Greater housing variety and density provides more affordable housing and options for those seeking lower maintenance or urban living options;
- Reduced distances between housing and retail destinations and other amenities reduces travel time and improves convenience;
- more compact development makes more efficient use of public services, utilities and infrastructure, etc.

**4. Compatibility with the PUD purpose. The proposed PUD shall be consistent with the intent of this article and spirit of this title – the PUD standards are provided as a design option and its stated goals include:**

- flexibility in regulation of land development;
- to encourage innovation in land use and variety in design, layout and type of structures constructed; to achieve economy and efficiency in the use of land;
- to promote efficient provision of public services and utilities;
- to provide better housing particularly suited to residents of the City;
- to encourage development of convenient recreational facilities;
- and to encourage the use and improvement of existing sites when the uniform regulations contained in other zoning districts alone do not provide adequate protection and safeguards for the site or surrounding areas.

In addition to meeting the stated purpose of the PUD ordinance described above, the proposed project will replace aging, obsolete and inefficient buildings with sustainable, modern, energy efficient housing serving more senior citizens with perhaps less or no more impact on the environment in terms of carbon footprint.

**5. Development impact. The proposed PUD shall not impede the continued use or development of surrounding properties for uses that are permitted in this title – the proposed development will absolutely not impede the continued use or development of the surrounding properties.**

The subject site is bordered on the north by McHattie Street, which includes a mix of existing single-family homes, commercial uses and the City's offices. Parkside Apartments and single-family homes are along the western boundary and McHattie Park borders the site to the south. The eastern border is Washington Avenue, which has a mix of single-family homes and commercial uses.

If approved, we believe the project would generally be completed in accordance with the following timeline:

December 1, 2023 – submit low-income housing tax credit application to MSHDA

April 2024 – receive Notice of Award from MSHDA


October 2024 – financial closing and start of demolition activities/construction, including temporary relocation

December 2026 – complete construction, obtain Certificate of Occupancy and start occupancy, including relocated residents.

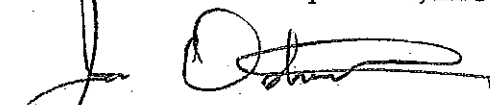
We look forward to addressing any additional questions or concerns during the scheduled Planning Commission meeting.

Sincerely,

SOUTH LYON HOUSING COMMISSION

  
Executive Director

RAD Conversion Specialists, LLC

  
Development Team

**WASHINGTON MANOR SENIOR APARTMENTS**  
**PLANNED DEVELOPMENT AGREEMENT**

**Entered into between:**

**The City of South Lyon, a Michigan Municipal Corporation**

**and**

**The City of South Lyon Housing Commission and \_\_\_\_\_, a  
\_\_\_\_\_ company**

**Dated: November \_\_\_\_\_, 2023**

## **WASHINGTON MANOR SENIOR APARTMENTS**

### **PLANNED DEVELOPMENT AGREEMENT**

THIS AGREEMENT ("Agreement"), made and entered into this \_\_\_\_\_ day of December, 2023 (the "Effective Date"), by and between the City of South Lyon ("City") a Michigan Municipal Corporation, whose address is 335 S. Warren Street, South Lyon, Michigan 48178, the South Lyon Housing Commission ("Owner"), a public body corporate, governed under the United States Housing Act of 1937, as amended, 42 U.S.C. 1401, and created to administer the Low Income Housing Program for the City of South Lyon whose address is \_\_\_\_\_ and \_\_\_\_\_, a \_\_\_\_\_ Company, whose address is \_\_\_\_\_ ("Developer").

### **RECITALS:**

A. This Planned Development Agreement covers a parcel of real property containing approximately 1.53+/- acres, located on the southwest corner of Washington Ave. and McHattie Street, in the City of South Lyon, Tax ID# 21-30-234-006, more fully described on the attached **Exhibit A** (the "Property").

B. The South Lyon Housing Commission is the fee owner of the Property, and \_\_\_\_\_ is the Developer of the Property (hereinafter collectively referred to as "Developer").

C. The Property is zoned RM-2 and is currently used as a multiple family, affordable senior housing, consisting of four (4) buildings and 15 units, known as Washington Manor Senior Apartments.

D. The Developer has applied to redevelopment of the existing 15-unit Washington Manor Senior Apartments for a single 53-unit building, with common space and amenities, for senior affordable housing on the Property (the "Development"). The Development is a permitted use in the RM-2 District (Multiple Family Residential).

E. The Developer applied for Planned Unit Development (PUD) Overlay Preliminary Site Plan approval in accordance with the City of South Lyon Code of Ordinances, Chapter 102, Article XII (hereinafter "PUD Ordinance").

F. As part of the planned development approval process, Developer has offered and agreed to make the improvements and to proceed with undertakings as described in the Development Documents as defined below in Section 3 which Developer and City agree are necessary and roughly proportional to the burden imposed in order to: (1) replace and update obsolete buildings with a creative design that cannot be achieved by underlying district standards, (2) promote use of the Property in provide much needed affordable housing for senior residents, (3) provide common open space for passive and active recreational uses, (4) ensure that the proposed type and density of the Development will not result in an unreasonable increase in the provision of public services, public facilities, and utility capacities, (5) ensure compatibility with the state purposes of the PUD Ordinance, (6) ensure compatibility with the City's Master Plan and with adjacent uses of land, and (7) achieve other legitimate objectives authorized under the Michigan Zoning Enabling Act, MCL 125.3101 et seq., and the City's ordinances.

G. The Development will provide the Developer with certain material development options not otherwise available under the RM-2 zoning district and would be a distinct and material benefit and advantage to the Developer.

H. On May 26, 2022, the South Lyon Planning Commission held a public hearing after publication of the required notice and recommended that the South Lyon City Council: i) approve the Developer's request to rezone the Property from RM-2 (Multiple Family Residential) to PD (Planned Development); and ii) approve the Preliminary PUD Site Plan for the Development.

I. After receiving a favorable recommendation from the Planning Commission, but before the recommendation was presented to City Council, the City Planner, City Attorney and City Manager reevaluated the Owner's request to rezone the Property as unnecessary, but proceeding with the Planned Unit Development request in accordance with Chapter 102, Article XII of the City of South Lyon Zoning Ordinance pertaining to the Planned Development (PUD) Overlay is appropriate.

J. On September 27, 2023, the City of South Lyon Housing Commission recommended approval of the Planned Unit Development Preliminary Site Plan for the Development.

K. On \_\_\_\_\_, the South Lyon Planning Commission held a public hearing after publication of the required notice and recommended that the South Lyon City Council approve the Preliminary PUD Site Plan for the Development, prepared by Alliance Architects, Project No. 21500265, original issue date 12-02-2021, and last revised on \_\_\_\_\_, attached as **Exhibit B** and hereinafter referred to as PUD Site Plan.

L. On \_\_\_\_\_, the South Lyon City Council held a public hearing after publication of the required notice and approved the Preliminary PUD Site Plan for the Development subject to, among other conditions, approval of this Agreement.

M. On \_\_\_\_\_, the South Lyon Planning Commission approved the Final PUD Site Plan for the Development subject to, among other conditions, approval, execution and recording of this Agreement.

N. The City desires to ensure that the Property that is depicted on the PUD Site Plan is developed in accordance with, and used for the purposes permitted by, the approved PUD Site Plan, the related Development Documents and undertakings of the Developer, and all applicable laws, ordinances, regulations, and standards; and the Developer desires to proceed with obtaining site plan, landscape plan, and engineering plan approvals necessary for the issuance of permits required to develop the Property in accordance with the approved PUD Plan.

NOW, THEREFORE, as an integral part of the approval of the Development, and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

## **1. SUMMARY DESCRIPTION OF THE DEVELOPMENT**

The Development is a Planned Unit Development which will demolish and redevelop the existing low rise senior apartment buildings consisting of 15-units with a single 53-unit building along with common space and amenities. The redevelopment is proposed to be completed in



conjunction with HUD's Rental Assistance Demonstration (RAD) Program. Current residents in the existing buildings will be temporarily relocated during construction in strict compliance with the Uniform Relocation Assistance Act, 42 USC Chapter 16.

## **2. GENERAL TERMS**

A. As provided for in Chapter 102, Article XII of the City of South Lyon Zoning Ordinance pertaining to the Planned Development (PUD) Overlay, specifically including, but not limited to, Sections 102-155 and 102-156, the approvals of the Preliminary and Final PUD Site Plans and this Planned Unit Development Agreement for the Development are required for the application of the PUD overlay standards of the City's Planned Unit Development (PUD) Overlay Ordinance and development and use of the Property.

B. The terms, provisions, and conditions of this Agreement are and shall be deemed to be of benefit to the Property and shall run with and bind the Property and shall bind and inure to the benefit of the future owners or others holding an interest in the Property and successors and assigns of the parties to this Agreement.

C. All development, use, and improvement of the Property shall be subject to and in accordance with this Agreement, all applicable City ordinances, and shall also be subject to and in accordance with all other approvals and permits required under applicable City ordinances, the Development Documents defined in Section 3 below, and federal and state laws for the respective components of the Development.

## **3. DEVELOPMENT AS A PLANNED DEVELOPMENT**

A. The Property that is the subject of this Agreement is fully described in attached Exhibit A.

B. The Property shall be developed in full compliance with the following Development Documents ("Development Documents") and requirements:

- i. All applicable provisions of the City's Zoning Ordinance, including without limitation the PUD Ordinance;
- ii. The Preliminary PUD Site Plan, approved by City Council on \_\_\_\_\_, prepared by Alliance Architects, Project No. 21500265, original issue date 12-02-2021, and last revised on \_\_\_\_\_, attached as Exhibit B and hereinafter referred to as PUD Site Plan.
- iii. Final PUD Site Plan by the City's Planning Commission and any conditions attached to such approvals, which plans have been or shall be submitted by the Developer in accordance with all applicable laws, ordinances, regulations and standards.
- iv. Engineering construction plan review and approval by the City's Engineering Consultant, which plans have been or shall be submitted by the Developer in accordance with all applicable laws, ordinances, regulations and standards.

The items listed in i. – iv. above are referred to in this Agreement and the "Development

Documents.”

C. The permitted use of the Property shall be for a 3-story 53-unit affordable senior apartment complex in conformance with United States Housing Act of 1937, as amended, 42 U.S.C. 1401 and the Rental Assistance Demonstration Use Agreement dated October 6, 2016 between the South Lyon Housing Commission and the United States of America, Secretary of Housing and Urban Development, attached hereto as “**Exhibit C**,” and all laws, rules and regulations incorporated therein.

D. The City’s approval of the PUD Site Plan and Development Documents, and the use of the Property and any development thereof, are subject to compliance with this Agreement and the following conditions:

- i. Approval of Final PUD Site Plan for the development of the Property in accordance with the Zoning Ordinance, and Chapter 21, Article III of the City Code, entitled “Site Plan Regulations,” and all other applicable standards, rules, and regulations, and compliance with all requirements of the Engineering Division.
- ii. Submission and final approval of engineering construction plans by the City’s Engineering Consultant. Such plans shall be in compliance with all applicable ordinances, standards, rules, regulations, and requirements of the City as determined by the City’s Engineering Consultant.
- iii. Any and all conditions of the PUD Site Plan approval pertaining to the Project, including but not limited to the City Engineering Consultant report, prepared by Hubbell, Roth and Clark, dated April 22, 2022, City of South Lyon Fire Department report, dated April 18, 2022, the South Lyon Building Department report, dated April 13, 2022, and any conditions reflected in the official meeting minutes of the Planning Commission and City Council.
- iv. The only deviations and/or variances from otherwise applicable City Ordinances that shall be permitted are those deviations described in the May 18, 2022 letter report issued by CIB Planning, the City’s Planning Consultant, subject to any conditions or limitations set forth in said report, which deviations include the following:
  - a. Density: The Zoning Ordinance requires a minimum unit size of 2 bedrooms, consisting of 900 sq. ft. and a maximum density of 27 units per acre. Pursuant to the PUD Site Plan, the minimum unit size is 1-bedroom units consisting of 640 sq. ft. and the maximum density for the Development is 35 units per acre;
  - b. Dumpster Enclosure: The Zoning Ordinance requires the dumpster location to be in the rear yard, but the PUD Site Plan allows a dumpster enclosure in the front yard setback with landscape screening;

- c. Front Yard Setback: The Zoning Ordinance requires 25 foot front setback from the building to Washington Avenue, but the PUD Site Plan permits a ten (10) foot encroachment into the front yard setback in the southeast corner along Washington Avenue to accommodate a stairwell;
- d. Building Height: The Zoning Ordinance allows a maximum of 2.5 stories and 35 feet in the RM-2 District (Multiple Family Residential), but the PUD Site Plan permits a maximum building height of 3-stories and thirty-seven feet (37'), as shown on the PUD Plan;
- e. Greenbelt: The Zoning Ordinance does not allow encroachment into the northern greenbelt along West McHattie, but the PUD Site Plan permits a 14-foot encroachment into the northern greenbelt along West McHattie to accommodate the required amount of parking.
- v. City of South Lyon Engineering Design Standards, in effect as of the Effective Date, and any other reasonable conditions which may be required by the City's Engineering Consultant.
- vi. Developer shall, with respect to the Property, comply with all applicable ordinances and regulations of the City in effect and fully comply with all engineering and other applicable federal, state, county, and city standards, codes, regulations, ordinances and laws in effect.

E. Except for deviations specifically approved by the City under this Agreement, the City Code and all applicable regulations of the City shall apply to the Property, and any violation of such Code and regulations by Developer, its successors and assigns, or occupant of the Property shall be deemed a breach of this Agreement, as well as a violation of the City Code.

F. The Zoning Board of Appeals shall have no jurisdiction over the Property or the application of this Agreement.

G. It is understood that construction of some of the improvements included in the Development Documents may require the approval of other governmental agencies, including the U.S. Department of Housing and Urban Development.

#### **4. PERMITS AND AUTHORIZATIONS**

The City shall grant to Developer, and its contractors and subcontractors, all City permits and authorizations necessary to bring all utilities, including electricity, water, storm and sanitary sewer to the Property, and to otherwise develop, improve, use, and occupy the Property in accordance with the Final PUD Site Plan, provided Developer has first made all requisite applications, filings, and submissions for permits, complied with the requirements for said permits, or authorizations and submittals, and paid all required fees. Any applications for permits or authorizations from the City will be processed in the customary manner.

## **5. WATER AND SANITARY SEWER**

A. Developer shall, at its sole expense, construct and install improvements, facilities and/or connections tying into the municipal water and sanitary sewer systems. Such improvements shall be designed and constructed in accordance with the Final PUD Site Plan, the City's Engineering Design Standards, approved engineering plans, and all applicable federal, state, county, and city standards, codes, regulations, ordinances and laws. Developer shall dedicate easements and conveyances for, and shall post financial security relating to the completion of construction of the water and sanitary sewer improvements and facilities, as-built plans, and shall dedicate all such water and sewer system improvements in accordance with applicable City policies, procedures, ordinances, the Development Documents, and this Agreement. All water and sanitary sewer improvements and facilities shall remain Developer's responsibility until dedication of same is accepted by the City of South Lyon or such other applicable agency. The City's consideration of and acceptance of dedications of water and sanitary sewer improvements in the Development shall be as and when determined by the City.

B. No water or sanitary sewer manholes, water gate stops, meter boxes, or curb stops for the water supply or sanitary sewer system shall be located in driveway approaches, sidewalks or other hard or paved surfaces unless approved by the City in writing.

C. Developer shall assume all risks associated with any non-availability of water and/or sanitary sewers to serve the Development or structures within it, including without limitation, uninhabitable buildings and fire protection risks.

## **6. STORMWATER**

Developer shall, at its sole expense, construct and maintain a storm water detention/retention system for the Development, which shall include both on-site and off-site improvements as necessary, in accordance with the Development Documents, the approved Final PUD Site Plan, and all applicable ordinances, laws, codes, standards and regulations. At a minimum, the stormwater drainage improvements and facilities shall be designed in accordance with, satisfy, meet and comply with all applicable County and City standards or other applicable ordinances, codes, regulations, and standards.

## **7. DRIVES AND SIDEWALKS**

A. The parking lot drive, entranceways, and sidewalks within the Development shall be constructed by Developer, at its sole expense, to Road Commission for Oakland County standards in accordance with the Development Documents, the Final PUD Site Plan, approved engineering plans, the City's Engineering Design Standards, this Agreement, and all applicable City Ordinances.

B. Developer shall post financial security required by the City relating to the completion of construction of all drives, entranceways, and sidewalks.

C. Sidewalks are subject to Sections 82-71 through 82-80 of the City of South Lyon Code of Ordinances, as amended, and the City shall have no obligation to maintain, repair, and replace sidewalks in the Development. The City shall not have any obligation to clear snow and ice from sidewalks in the Development which is an obligation and responsibility of the unit owners and residents pursuant to Section 82-78 of the City of South Lyon Code of Ordinances.

## **8. LANDSCAPING, LIGHTING, SIGNAGE, AND SCREENING**

All landscaping, lighting, signage, and screening constructed on the Property shall fully comply with the Development Documents and all applicable City and other ordinances and regulations and other standards applicable to the Development.

## **9. OPEN SPACE AND NATURAL FEATURES**

The open spaces and natural features shown on the PUD Site Plan, including the covered and uncovered patio areas, the walkway establishing a direct connection to McHattie Park and the South Lyon City Trails, and the added greenspace at the Washington Avenue dead end must be irrevocably committed for open space and natural features. These open spaces and natural features add to the overall aesthetics of the Development, and provide active and passive recreational areas for the residents of the Development and, as such, must be maintained by the Developer.

## **10. COMPLETION OF IMPROVEMENTS**

Developer shall be responsible for the construction of all improvements in the Development as shown on and contained in the Development Documents, at no cost to the City, as provided in this Agreement, including without limitation, all drives, entranceways, sanitary sewer service system, water service system, storm water drainage system, detention and/or retention facilities, buffers, gas and electric utilities, lighting, signage, landscaping, landscaping amenities, sidewalks, walkways, buffers, barrier or screening walls, fences, retaining walls, soil erosion and sedimentation controls, and any other improvements (the "Improvements") within or for the Development.

## **11. FINANCIAL ASSURANCES**

A. Financial Assurances Required. Prior to commencing construction of the Development and to secure completion of the Improvements, including roads, entranceways, drives, emergency access, water system Improvements, sanitary sewer system improvements, stormwater drainage system, pathways, walkways, buffers, landscaping, lighting, signage, screening, tree removal and replacement, and other Improvements as determined by the City's engineer, Developer shall provide financial assurances, in accordance with Section 102-303, Performance Guarantee, of the City of South Lyon Zoning Ordinance, to the City for completion, preservation, and maintenance of such Improvements in accordance with this Agreement and the Development Documents.

B. Reduction and Release. The building official may, after performing a site inspection at the written request of the Developer and determining that all fees due have been paid, rebate or reduce portions of a financial assurance, guarantee or deposit upon determination by the building official, in his sole discretion, that the Improvements and/or actions for which that financial assurance, guarantee, or deposit was provided have been satisfactorily completed in accordance with the permit, approved plans, any temporary certificate of occupancy, this Agreement, the Development Documents, and all other applicable laws, regulations, and ordinances. No such rebate or reduction shall occur until fifty percent (50%) of the value of all of the Improvements, based on an estimate of the value of labor and materials, for the Development are complete, and at no point shall the amount of the financial assurance, guarantee, or deposit held by the City be less than one hundred percent (100%) of the cost to

complete the remaining required Improvements. The Developer is responsible for the actual cost of inspections requested. The amount of a financial assurance, guarantee, or deposit required may, in the City's sole discretion, be reduced by the amount of the financial assurance required by another governmental entity. If, at any time, the City determines that the funds remaining in the financial assurance, guarantee, or deposit are not, or may not be, sufficient to cover the remaining unpaid cost to complete construction of the Improvements or other work and unpaid fees or are otherwise insufficient, then, within ten (10) days after demand by the City, the Developer shall increase the amount of the financial assurance, guarantee or deposit to be sufficient to pay the unpaid costs and fees. Failure to do so may result the City issuing stop work orders and shall be grounds for the City to retain any remaining balance and to draw down additional available funds and which shall be used to complete the unfinished Common Improvements. All unpaid fees may be deducted from this deposit balance.

C. Default. The City may collect or execute against and/or use a financial assurance, guarantee, or deposit when work is not completed in a timely manner in accordance with applicable permits, this Agreement, or the Development Documents. The building official shall notify the applicant in writing of any such determination. *Default* means the failure to: (1) comply with performance guarantee requirements and conditions; (2) complete, in the specified time, any required Improvements in accordance with the Development Documents, this Agreement, and applicable federal, state, county, and local laws, ordinances, regulations, and other requirements and with an approved site or plot plan or plat and any conditions thereto; (3) maintain, for the specified period of time, any required Improvements in accordance with the Development Documents, this Agreement, and applicable federal, state, county, and local laws, ordinances, regulations, and other requirements and with an approved site or plot plan or plat and any conditions thereto; and (4) pay current fee and deposit balances when due.

D. In the event of a default, the City shall, following written notice and an opportunity to cure such default, as specified in the notice, have the right (but not the obligation) to use a financial assurance, guarantee, or deposit to complete the Improvements or take the appropriate actions to achieve completion, and the application for site or plot plan or plat approval, building permit, temporary certificate of occupancy, or similar approvals shall be deemed to have authorized the right of the City to enter upon the Property to bring about such completion.

E. In the event a financial assurance, guarantee, or deposit posted is insufficient in amount to allow the City to complete the Improvements and/or actions, the Developer shall be required to pay to the City such additional amounts as are needed, as reasonably determined by the Developer's engineering consultants in consultation with the City, for the completion of such Improvements and/or actions. Should the City use a financial assurance, guarantee, or deposit, or a portion thereof, to achieve such completion, any amounts remaining shall first be applied to the City's administrative costs, which shall be equal to twenty-five percent (25%) of the cost of such completion, actual attorney's fees, consultant fees, and like fees expended by or on behalf of the City in connection with securing the guarantee and completing the Improvements and/or actions; the balance remaining thereafter (if any) shall be refunded to the applicant upon written request.

F. The Developer shall be responsible for ensuring that the required financial assurances, guarantees, and deposits remain in place until all Improvements are completed, inspected, approved, and the financial assurance, guarantee or deposit has been released by the City. Irrevocable letters of credit shall not be permitted to lapse or expire without renewal or replacement. The City may call or collect upon any such financial assurance, guarantee, or

deposit prior to its expiration if it reasonably appears to the City that the guarantee will be permitted to lapse or expire.

## **12. MAINTENANCE OBLIGATIONS**

A. Provisions for the continued maintenance of all the all drives, entranceways, sanitary sewer service system, water service system, storm water drainage system, detention and/or retention facilities, buffers, gas and electric utilities, lighting, signage, landscaping, landscaping amenities, sidewalks, walkways, buffers, barrier or screening walls, fences, retaining walls, soil erosion and sedimentation controls, and any other Improvements within or for the Development is of major importance to the continued success of the Development. To ensure the proper maintenance of the Improvements described herein, unless dedicated to and accepted by the City or any other applicable governmental authority, Developer shall be responsible for the maintenance and repair of the Improvements in the Development at no cost to the Township.

## **13. CITY ENFORCEMENT**

In the event there is a failure to comply with or timely or properly perform any obligation or undertaking required under or in accordance with the Development Documents and this Agreement, the City may serve written notice upon the Developer and all other record owners of real property within the Development setting forth such deficiencies and a demand that the deficiencies be cured within a stated reasonable time period and the date, time, and place for a hearing before the City Council, or such other board, body, or official delegated by the City Council, for the purpose of allowing the violating party an opportunity to be heard as to why the City should not proceed with the actions set forth in subsections (A) through (C) below. At any such hearing, the time for curing and the hearing itself may be extended and/or continued to a date certain. The foregoing notice and hearing requirements shall not be necessary in the event the City determines in its discretion that an emergency situation exists requiring immediate action. If, following the hearing described above, the City Council, or such other board, body, or official designated to conduct the hearing, shall determine in its discretion, that the obligation has not been fulfilled or failure corrected within the time specified in the notice, or if an emergency circumstance exists as determined by the City in its discretion, the City shall thereupon have the power and authority, but not the obligation, to take any or all of the following actions, in addition to any actions authorized under City ordinances and/or State laws:

A. The City may enter on to and upon the Property, or cause its agents or contractors to enter the Property, and perform such obligation or take such corrective measures as reasonably found by the City to be appropriate. The cost and expense of making and financing such actions by the City, including notices by the City and legal fees incurred by the City, plus an administrative fee in an amount equivalent to twenty-five percent (25%) of the total of all such costs and expenses incurred, shall be paid by the Developer within thirty (30) days of a billing to the Developer. The payment obligation under this paragraph shall be secured by a lien against any condominium units in the Development that are not, at the time, occupied under a valid certificate of occupancy issued by the City, which lien shall be deemed effective as of the date of the initial written notice of deficiency provided pursuant to this Section, or in emergency circumstances the date at which the City incurred its first cost or expense in taking corrective action. Such security shall be realized by placing a billing which has been unpaid by the Developer for more than thirty (30) days on the delinquent tax rolls of the City relative to and any condominium units within the Development that are not, at the time, occupied under a valid

certificate of occupancy issued by the City, to accumulate interest and penalties, and to be deemed and collected, as and in the same manner as made and provided for collection of delinquent real property taxes. In the discretion of the City, such costs and expenses may be collected by suit initiated against the Developer, and, in such event, the Developer shall pay all court costs and attorney fees incurred by the City in connection with such suit if the City prevails in collecting funds thereby.

B. The City may initiate legal action for the enforcement of any of the provisions, requirements, or obligations set forth in the Development Documents. A breach of this Agreement by Developer shall constitute a nuisance *per se* which shall be abated. The Developer and the City therefore agree that, in the event of a failure to comply with or timely and properly perform any obligation or undertaking required under or in accordance with the Development Documents, the City shall, in addition any other relief to which it may be entitled at law or in equity, be entitled under this Agreement to relief in the form of specific performance and an order of the court requiring abatement of the nuisance *per se*. In the event the City obtains any relief as a result of such litigation, the violating party shall pay all court costs and attorney and witness fees incurred by the City in connection with such suit.

C. The City may issue a stop work order as to any or all aspects of the Development, may deny the issuance of any requested building permit or certificate of occupancy within any part or all of the Development regardless of whether the violating party is the named applicant for such permit or certificate of occupancy, and may suspend further inspections of any or all aspects of the Development.

#### **14. REIMBURSABLE COSTS**

Developer shall reimburse the City for the following costs:

A. All legal, planning, engineering and other consultant fees, incurred in connection with the preparation of this Agreement and any other agreement required for the Development.

B. All legal, planning, engineering and other consultant fees incurred in connection with the review and approval of the application for Planned Unit Development site plan approval.

C. All legal, planning, engineering, and other consultant fees, along with applicable permit fees, which may be incurred throughout the construction of the Development as a result of any development inspections or actions taken to ensure compliance with the Development Documents.

D. All costs associated with the submission to the City and consideration of all plans and documents associated with the Development, including, but not limited to, site plans, landscaping plans, wetlands, building plans, engineering plans, as-built plans, permits, inspections.

#### **15. CHANGES AND ALTERATIONS TO DEVELOPMENT DOCUMENTS**

A. Written requests from the Developer for minor changes or alterations to the Development Documents, including without limitation, the approved Final PUD Site Plan, may be approved administratively without the necessity of planning commission or city council action if the City Manager, or his or her designee, certifies in writing that the proposed revision constitutes



a minor change or alteration and does not alter the basic design or any specific conditions of the approved Final PUD Site Plan and Development Documents. The City Manager, or his or her designee, reserves the option to have the Planning Commission take action on a minor change or alteration. The Planning Commission and City Council shall be notified of all changes, alterations, or additions to the approved PUD Site Plan or Development Documents within 15 days of said approval.

B. Requests for major changes or alterations to the Development Documents that would alter the intent of or be inconsistent with the Development Documents or that might result in a major or material change to the Development Documents shall be subject to review and approval by the Planning Commission in accordance with the City's Zoning Ordinance and shall not be approved administratively. The City Manager shall determine, in his or her sole discretion, whether a requested change or alteration is minor or major.

C. Minor changes and alterations are slight changes as defined by the City's Zoning Ordinance.

D. Major changes or alterations are more significant in nature than minor changes and include, but are not limited to, changes in use, changes to the development layout, road layout, site access or circulation, density, setbacks, open space configuration, lot coverage, minimum unit size and dimensions, residential dwelling height, dimensions, or square footage.

## **16. OWNERSHIP AND/OR CONTROL OF PROPERTY**

The South Lyon Housing Commission owns the Property and is fully authorized and empowered to develop the Property in accordance with and pursuant to the Final PUD Site Plan, this Agreement, and all other document, agreements, dedications and recordings, and that the South Lyon Housing Commission has sufficient interest in, or control over, the Property to enter into this Agreement and bind the Property covered herein and any future owner(s) or others holding an interest in the Property.

## **17. MISCELLANEOUS PROVISIONS**

A. Agreement Jointly Drafted. The Developer and City have negotiated the terms of this Agreement and the Development Documents, and such documentation represents the product of the joint efforts and mutual agreements of the parties. Developer fully accepts and agrees to the final terms, conditions, requirements, and obligations of the Development Documents, and Developer shall not be permitted in the future to claim that the effect of this Agreement and the Development Documents results in an unreasonable limitation upon uses of the Property or any portion thereof, or claim that enforcement of the Development Documents causes an inverse condemnation, other condemnation or taking of the Property or any portion thereof. Furthermore, it is agreed and acknowledged hereby that all Improvements, both on-site and off-site, are clearly and substantially related to the burdens to be created by the Development of the Property, and all such Improvements without exception are clearly and substantially related to the City's legitimate interests in protecting the public health, safety, and general welfare. The parties acknowledge and agree that such Improvements, both on-site and off-site, have been found to be necessary and constitute a recognizable and material benefit to the ultimate users of the Development and to the community, which benefit would otherwise be unlikely to be achieved without the Development and are an important component of the Development upon which the City relied in its consideration and approval of the Planned

Development. None of the terms or provisions of this Agreement shall be deemed to create a partnership or joint venture between the Developer and the City.

B. Ambiguities and Inconsistencies. Where there is a question with regard to applicable regulations for a particular aspect of the Development, or with regard to clarification, interpretation, or definition of terms or regulations, and there are no apparent express provisions of the Development Documents or this Agreement which apply, the City, in the reasonable exercise of its discretion, shall determine whether the regulations of the City's Zoning Ordinance, as amended, or other City Ordinances, codes, policies, standards, other regulations shall be applicable provided it finds that such determination is not inconsistent with the nature and intent of the Development Documents or the terms of this Agreement. In the event of a conflict or inconsistency between two or more provisions of the Development Documents, the more restrictive provision, as determined in the reasonable discretion of the City, shall apply. To the extent this Agreement and other Development Documents are silent on an issue regulated by the City's Code of Ordinances or regulations, then the City's Code of Ordinances or regulations shall govern and control.

C. Running with the Land. This Agreement shall run with the Property, and shall be binding upon and inure to the benefit of the Developer and City and all of their respective heirs, successors, assigns, and transferees. The parties acknowledge that the Property is subject to changes in ownership and/or control at any time, but that heirs, successors, assigns and transferees shall take their interest subject to the terms of this Agreement, and all references to "Developer" in this Agreement shall also include all heirs, successors, and assigns of the Developer. The parties also acknowledge that the members of the City Council and/or the City Administration and/or its departments may change, but the City shall nonetheless remain bound by this Agreement.

D. Governing Law. This Agreement shall be interpreted and construed in accordance with Michigan law and shall be subject to enforcement only in courts located in Michigan. The parties understand and agree that this Agreement is consistent with the intent and provisions of the Michigan and U.S. Constitutions and all applicable laws.

E. Authority. This Agreement has been duly authorized by all necessary action of Developer and the City. By the execution of this Agreement, the parties each warrant that they have the authority to execute this Agreement and bind the Property and their respective entities to its terms and conditions.

F. Amendment. This Agreement may not be amended, modified, replaced, or terminated without the prior written consent of the parties to this Agreement. Developer shall have the right to delegate its rights and obligations under this Agreement to the Association. Until the rights and responsibilities under this Agreement are transferred to the Association, Developer and the City shall be entitled to amend, modify, replace, or terminate this Agreement, without requiring the consent of any person or entity whatsoever, regardless of whether such person has any interest in the Property, including unit owners, mortgagees, and others. Following the date, the rights and obligations under this Agreement are transferred or otherwise conveyed to the Association, only the Association and the City shall be entitled to amend, modify, replace, or terminate this Agreement.

G. Severability. The invalidity or unenforceability of any provisions of this Agreement shall not affect the enforceability or validity of the remaining provisions which shall remain in full

force and effect and this Agreement shall be constructed and construed in all respects as if any invalid or unenforceable provision were omitted.

H. Notices. Any and all notices permitted or required to be given shall be in writing and sent either by mail or personal delivery to the address first above given.

I. Non-waiver. No failure or delay on the part of any party in exercising any right, power, or privileged under this Agreement shall operate as a waiver thereof, nor shall any single or partial exercise of any right, power, or privilege under this Agreement preclude further exercise thereof or the exercise of any other right, power, or privilege. The rights and remedies provided in this Agreement are cumulative and not exclusive of any rights and remedies provided by law.

J. Incorporation of Documents. The recitals contained in this Agreement, the introductory paragraph, and all exhibits attached to it and referred to herein shall for all purposes be deemed to be incorporated in and made a part of this Agreement.

K. Binding Effect. This Agreement shall be binding upon and inure to the benefit of the parties and their heirs, successors and assigns. The rights and obligations contained in this Agreement shall run with the Property.

L. Recordation. A copy of this Agreement shall be recorded in the Oakland County Register of Deeds to provide further notice of the obligations contained herein. Developer shall pay the costs associated with recording this Agreement.

M. Counterpart Copies. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original and all of which shall constitute one agreement. The signature of any party to any counterpart shall be deemed to be a signature to, and may be appended to, any other counterpart.

N. Violations. Violations of the provisions of this Agreement shall be deemed to be violations of the City Zoning Ordinance and shall entitle the City to all the rights and remedies provided by the Zoning Ordinance or any other applicable law for such violation.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the day and year recited above.

WCS - SOUTH LYON LLC, a Michigan Limited Liability Company	CITY OF SOUTH LYON, A Michigan Municipal Corporation
By: _____ Name: Title:	By: _____ Daniel L. Pelchat, its Mayor
	By: _____ Lisa Deaton, its Clerk

**ACKNOWLEDGEMENT**

STATE OF MICHIGAN )  
 ) ss  
COUNTY OF OAKLAND)

The foregoing Agreement was acknowledged before me by Daniel L. Pelchat, the Mayor of the City of South Lyon, and Lisa Deaton, the Clerk of the City of South Lyon, on behalf of the City of South Lyon, a Michigan municipal corporation, on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Notary Public  
Oakland County, Michigan  
My Commission Expires: \_\_\_\_\_

**ACKNOWLEDGEMENT**

STATE OF MICHIGAN )  
 ) ss  
COUNTY OF OAKLAND)

The foregoing Agreement was acknowledged before me by \_\_\_\_\_  
the \_\_\_\_\_ for \_\_\_\_\_, on the \_\_\_\_\_ day of  
\_\_\_\_\_, 2023.

\_\_\_\_\_  
Notary Public  
Oakland County, Michigan  
My Commission Expires: \_\_\_\_\_

Drafted by:

Lisa J. Hamameh, Esq  
Rosati Schultz Joppich & Amtsbuechler  
27555 Executive Drive, Suite 250  
Farmington Hills, MI 48331

After Recording Return to:

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

EXHIBIT A  
LEGAL DESCRIPTION OF PROPERTY



EXHIBIT B  
APPROVED PRELIMINARY PLANNED UNIT DEVELOPMENT SITE PLAN



EXHIBIT C  
RENTAL ASSISTANCE DEMONSTRATION USE AGREEMENT DATED OCTOBER 6, 2016 BETWEEN  
THE SOUTH LYON HOUSING COMMISSION AND THE UNITED STATES OF AMERICA,  
SECRETARY OF HOUSING AND URBAN DEVELOPMENT





**City of South Lyon  
Planning Commission  
Regular Meeting Minutes  
November 16, 2023**

Approved: \_\_\_\_\_

The meeting was called to order by Chairman, Scott Lanam at 7:00 p.m.

Roll Call: Commissioner Mosier  
Commissioner Finnegan  
Commissioner Frost  
Commissioner Joseph  
Chair Lanam

Also in attendance: Hannah Smith – Planner, CIB Planning  
City Attorney – Lisa Hamameh  
Judy Pieper – Deputy Clerk

Absent: Commissioner Kopkowski and Commissioner Dailey

**Motion to excuse Commissioner Kopkowski and Dailey for their absence**

**Motion by Mosier, Second by Joseph**

Voice Vote: Ayes: Unanimous

Nays: None

**Motion Approved**

**Motion to approve Agenda**

**Motion by Frost, Second by Finnegan**

Voice Vote: Ayes: Unanimous

Nays: None

**Motion Approved**

**Motion to approve amended Minutes**

**Motion by Mosier, Second by Finnegan**

Voice Vote: Ayes: Unanimous

Nays: None

**Motion Approved**

## Public Comments – None

### New Business

- a. **Public Hearing: SPR#22-01, 432 Washington Avenue. The applicant is seeking preliminary PUD site plan approval for the development of a 3-story, 53-Unit Multiple-Family residential building. The property identification number is 21-30-234-006.**

Smith states that the Planning Commission saw this project before them in April and May of 2022, when it came for PUD preliminary site plan approval. She states that this is a proposed redevelopment of the Housing Commission property to construct a 53-unit, multiple-family, senior affordable housing development. At the May 2022 meeting, the Planning Commission recommended approval of the preliminary PUD site plan to City Council.

Following that meeting, the City identified some issues with the Housing Commission and that it had not been properly constituted and the members not properly appointment per City Ordinance. Because of this, the application was put on hold until the Commission was properly put together. The Housing Commission is now properly formed and functioning, and the project has picked up again.

Smith state that the developer has presented the same plan that the Commission saw last year to the Housing Commission, who provided their approval and support of the plan moving forward at their September 27, 2023 meeting.

She added, when the project picked back up, the City Attorney and staff worked together to determine the proper next steps in the process. In evaluating the steps up to this point, it was agreed upon that procedurally it should return to the Planning Commission for PUD preliminary site plan to clean up some legal procedural items. This includes both having Housing Commission approval, and the fact that the PUD Overlay should have been reviewed rather than a rezoning to a PUD district.

She confirms that the plans in front of the Commissioners are the same plans that were reviewed and recommended for approval in May 2022. While the plans are the same, we did ask for a new application from the applicant, as well as an updated PUD narrative which has been signed by both the developer and the executive director of the Housing Commission giving their support.

She states that they did update the review letter, but again this is mostly procedural items and terminology rather than site plan review comments changing. The other review letters are the same as last year. We also have included a draft PUD Agreement for the project for your review as well, which was in your packets.

She states that she won't run through our whole report in detail, but is happy to answer specific questions. Adding that she wants to remind the Commission that any motion tonight is two separate motions – one for the PUD Overlay designation and one for the PUD preliminary site

plan. If recommended for approval, the request would move on to City Council and if approved by Council, would return to the Planning Commission for final site plan approval.

Smith states that they are recommending that the Planning Commission recommend approval of the PUD Overlay designation and the PUD preliminary site plan for Washington Manor Senior Apartments. Per the City Attorney's recommendation, we have a print out of our updated recommendation at your table tonight. The added text is in red. They are as follows:

Based upon the above review, we recommend that the Planning Commission recommend approval to City Council for the Planned Unit Development (PUD) Overlay designation for Washington Manor Senior Apartments based upon the proposed development meeting the minimum Planned Unit Development Overlay standards by demonstrating:

1. A complementary mixture of housing types and uses;
2. Increased availability of much needed affordable housing for low-to-moderate income senior residents;
3. Availability of common open space for passive or active recreational use, including 4,500 square feet of fully-accessible community space, outdoor patios and direct access to McHattie Park and South Lyon walking trails;
4. A reduction in traffic and associated community impacts than traditional multiple family housing developments; and
5. The goals and objectives of the City of South Lyon Master Plan will be met.

We further recommend that the Planning Commission recommend approval to City Council for the Planned Unit Development (PUD) Overlay Preliminary Site Plan for Washington Manor Senior Apartments subject to the City granting modification waivers for the following, based upon a finding that the deviations shall result in a higher quality of development than would be possible using conventional zoning standards:

1. a waiver to allow a density of 35 units per acre;
2. a waiver to allow a building height of 3 stories and 37 feet;
3. a waiver to permit a parking encroachment of 14 feet into the northern greenbelt along West McHattie;
4. a waiver to allow a front yard encroachment of 10 feet to permit a stair well at the southeast corner of the building; and
5. a waiver to permit a dumpster enclosure in the front yard.

This recommendation of approval is subject to the condition that an updated site plan with a corrected and complete table of modifications, meeting Section 102-154, be provided to City Council.

**Public Comments:**

**Judy Keeling, 62180 Arlington Circle, South Lyon, Michigan**

Keeling states that she would like to include younger disabled people, perhaps 3 units that would be able to house disabled people with lower income.

**Linda Benson, Housing Commission President, 438 Washington Street, South Lyon, Michigan**

Benson states that she feels it is very important for this apartment complex to be approved, because there is 8 apartments in the whole city for seniors. Being a Grandma, we need a place for Grandma's and Grandpa's to move here so they can free babysit. They need housing. She adds that it is going to bring a lot more revenue to South Lyon and she does hope that the Commission considers this for the City of South Lyon.

**Bob Biel, Premier Property Management, 120 N. Leroy Street, Fenton, Michigan**

In answer to the question, this property was developed for seniors, and currently the Housing development allows seniors or disabled. In this case, the head of the household will have to be a senior and the other members do not. Mrs. Keeling asks if that would be considered age discrimination with the disabled HUD. Biel states that it is excluded from the age discrimination category of HUD.

**Motion to recommend approval to City Council of the Planned Unit Development (PUD) Overlay designation for Washington Manor Senior Apartments based upon the proposed development meeting the minimum Planned Unit Development Overlay standards by demonstrating:**

1. A complementary mixture of housing types and uses;
2. Increased availability of much needed affordable housing for low-to-moderate income senior residents;
3. Availability of common open space for passive or active recreational use, including 4,500 square feet of fully-accessible community space, outdoor patios and direct access to McHattie Park and South Lyon walking trails;
4. A reduction in traffic and associated community impacts than traditional multiple family housing developments; and
5. The goals and objectives of the City of South Lyon Master Plan will be met.

**Motion by Mosier, Second by Frost**

Voice Vote: Ayes: Unanimous

Nays: None

**Motion Approved**

**Motion to recommend approval to City Council for the Planned Unit Development (PUD) Overlay Preliminary Site Plan for Washington Manor Senior Apartments subject to the City granting modification waivers for the following,**

- 1. a waiver to allow a density of 35 units per acre;**
- 2. a waiver to allow a building height of 3 stories and 37 feet;**
- 3. a waiver to permit a parking encroachment of 14 feet into the northern greenbelt along West McHattie;**
- 4. a waiver to allow a front yard encroachment of 10 feet to permit a stair well at the southeast corner of the building; and**
- 5. a waiver to permit a dumpster enclosure in the front yard.**

**This recommendation of approval is subject to the condition that an updated site plan with a corrected and complete table of modifications, meeting Section 102-154, be provided to City Council.**

**Motion by Mosier, Second by Frost**

Voice Vote: Ayes: Unanimous

Nays: None

**Motion Approved**

Smith confirms with City Attorney that the motion needs to include the finding of the Planning Commission that the deviations shall result in a higher quality of development than would be possible using conventional zoning standards.

Commissioner Mosier amended his motion to include the finding of the Planning Commission that the deviations shall result in a higher quality of development than would be possible using conventional zoning standards.

Chair Lanam questions if the motion needs to be re-done. City Attorney Hamameh states that it will be okay to accept his amendment and vote on the amendment that is added to the motion.

**Motion by Frost, Second by Finnegan**

Voice Vote: Ayes: Unanimous

Nays: None

**Motion Approved**

**City of South Lyon  
Planning Commission  
Regular Meeting Minutes  
April 28, 2022**

Approved: \_\_\_\_\_

The meeting was called to order by Chairman, Scott Lanam at 7:00 p.m.

Roll Call:        Scott Lanam, Chair  
                     Steve Mosier, Commissioner  
                     Erin Kopkowski, Commissioner  
                     Tyler Finnegan, Commissioner  
                     Kory Frost, Commissioner

Absent:            Michael Joseph, Commissioner, Excused

Also Present:    Kelly McIntyre, Planning Consultant, CIB Planning  
                     Hannah Smith, Planning Consultant, CIB Planning  
                     Judy Pieper, Deputy Clerk  
                     Lisa Hamameh, City Attorney

Chair Lanam states that we still have one vacancy on the Board and welcomes our new Commissioner, Kory Frost.

**Motion to excuse Commissioner Joseph's Absence**  
**Motion by Kopkowski, Second by Mosier**

Voice Vote: Ayes:     Unanimous  
                     Nays:         None

**Motion Approved**

**Approval of Agenda**

**Motion to approve Agenda**  
**Motion by Mosier, Second by Kopkowski**

Voice Vote: Ayes: Unanimous  
                     Nays: None

**Motion Approved**

**Approval of Minutes**

**Motion to approve Minutes**  
**Motion by Mosier, Second by Finnegan**

Voice Vote: Ayes: Unanimous  
Nays: None

**Motion Approved**

**Public Comments**

None

**New Business**

- a. Public Hearing: RZ#22-01, 432 Washington Avenue. The 1.53-acre parcel is proposed to be rezoned from RM-2, Multiple Family Residential to PUD, Planned Unit Development. The property identification number is: 21-30-234-006.

Kelly McIntyre, CIB Planning – States that there are two separate items on the agenda, but they are very connected so the information that she is about to give will be for both the rezoning and the PUD. The South Lyon Housing Commission is requesting a Planned Unit Development (PUD) Rezoning and a Preliminary PUD Site Plan approval for a 53-unit multiple-family, senior housing residential development on a 1.53 Acre parcel, located at 432 Washington Street. The property is located at the southwest corner of Washington Avenue and McHattie Street and is zoned RM-2 Multiple Family. South Lyon Planning Commission is the property owner and manages the existing complex, which consists of 4 buildings with a total of 16 units. To meet the high demand for lower income senior housing, the Housing Commission is proposing a 3-story apartment building equipped with a community room, fitness center and salon. The development is oriented to maximize the residents view and access to McHattie Park. She adds that the property is surrounded by multiple different uses and zoning districts. The applicant is proposing this development under the Planned Unit Development Overlay application, this means that the development gets rezoned to a Planned Unit Development and is reviewed by the Planning Commission and City Council. She explains, if the PUD Rezoning and corresponding Preliminary PD Plan is approved by Council, the applicant will return to the Planning Commission for Final PUD Site Plan review and approval.

McIntyre goes on to say, this property is zoned RM-2, and allows the development of multiple-family residential units as a permitted use. The RM-2 District requires three-bedroom units with a minimum of 900 square feet. The applicant is proposing one-bedroom units, at 640 square feet, and two-bedroom units, at 934 square feet. To develop the site, the applicant must utilize the PUD, Planned Unit Development Overlay option. Which will allow deviation from the district regulations to achieve a better project. She goes on to explain that a PUD Overlay is a special zoning district/designation established to permit a more flexible approach to land use

control where such an approach is necessary to achieve a higher quality. She states that under Section 102-153 of the Zoning Ordinance, the applicant must demonstrate that each of the following criteria will be met:

1. Preservation of significant natural or historic features.
2. A complementary mixture of uses or a variety of housing types.
3. Common open space for passive or active recreational use.
4. Mitigation to offset community impacts.
5. Redevelopment of a nonconforming site, where creative design can address unique site constraints.
6. Implementation of a significant component of the South Lyon Master Plan.

McIntyre references a letter from the applicant that is included with the Site Plan, along with her letter, dated April 20<sup>th</sup>, where she will go over some things that she highlighted.

She states that there is a great demand for this type of housing and this proposal will significantly increase the number of units that will be available to area residents. The four existing apartment buildings on the property were built about fifty years ago and include 16 apartments without laundry facilities or any other common amenities. The Housing Commission's mission is to replace the functionally obsolete buildings with an "L-shaped" building that increases the number of senior apartments to 53. Without the PUD designation, the building could only be 2.5-stories (instead of the proposed 3-stories) and would require approximately 19 senior residents to live in "below-grade" apartments.

She adds that the proposed development includes 4,500 square feet of fully accessible community space for the senior residents, including laundry facilities on each floor, a hair salon/barber shop, fitness room, and a multipurpose gathering space. Outdoor spaces include covered and uncovered gathering areas, a patio facing McHattie Park and walking trails to McHattie Park. These amenities would not be feasible in a smaller building or with fewer residents.

McIntyre states that this proposal will have less of an impact than if developed on a vacant parcel. This development is not utilizing any space that is not already being used. It is also anticipated that the traffic impact will be less than a traditional Multiple Family Residential Development and as far as public utilities, it will utilize the water main on Washington Avenue. According to engineering, indicates that the water main is deep enough for this to connect.

McIntyre states that we find that this proposal meets the criteria and recommends that the Planning Commission makes a positive motion to City Council.

- b. Site Plan Review: SPR#22-01, 432 Washington Avenue. The property owner is seeking preliminary PUD site plan approval for the development of a 3 story, 53-unit multiple family residential building. The Property identification number is 21-30-234-006.



Kelly McIntyre, CIB Planning – McIntyre states that the applicant is seeking several waivers to make this happen. She goes on to add, the building meets the side yard and rear yard setbacks. It is a corner yard with two fronts. It does not meet the front yard setback on Washington Avenue where the stairwell encroaches 10 feet into the required front yard. This encroachment is limited to this length of a stairwell. A waiver is needed for the building height. In the RM two district the building height is maximum of 35 feet or two and a half stories. The applicant is proposing 3 stories or 37 feet. This height increase is to accommodate the third floor so that no units are below grade. Finally, a dumpster location waiver is needed. The proposed dumpster location is in the “front yard” and based on access for removal and consideration of the adjacent properties to the north and west. The proposed location is the least intrusive. The applicant is proposing a masonry enclosure that matches the building.

McIntyre goes on to state that the applicant proposes an increase the number of apartment units to 53 units or 35 units per acre. Ordinance requires the minimum unit size to be 900 square feet however the applicant is proposing 640 square feet for one-bedroom units and 934 square feet for two-bedroom units, the equivalent to 27 units per acre. McIntyre states that the reduction in apartment unit square footage is off-set by the addition of community gathering spaces in the building- this area takes the place of a typical living room within an apartment unit.

For circulation, curb cuts are proposed on West McHattie and Washington Ave. The parking lot has a two-way traffic pattern. For pedestrian circulation, 5-foot sidewalks area proposed along the perimeter of the building and along West McHattie and Washington Ave, connecting the development into downtown and into the park.

McIntyre explains that senior residential requires parking one (1) space per unit. Based on 53 units, the required number of parking spaces is 53. The applicant is proposing 42 spaces or .75 spaces per unit and two spaces for employee parking. This parking reduction is consistent with parking and development trends for senior and affordable housing, as vehicle ownership tends to be lower. A Planning Commission waiver is required for this reduction.

McIntyre explains that a buffer zone is not required between the proposed development and the Parkside Apartments. The applicant has, however, provided a vegetated swale with arborvitae and deciduous trees to provide privacy between the two developments. The applicant is proposing greenbelts along West McHattie and Washington, as well as street trees and parking lot landscaping. The landscape plans will need to be reviewed during the final PUD site plan review.

For building design, the applicant is providing a combination of siding, brick veneer, metal, and composite accents. The massing of the building is broken up with architectural details consistent with the property to the west, Parkside apartments. The proposed material and architectural design blends well with the surrounding properties and area.

McIntyre reviewed the other agency letters. The South Lyon Fire Department gave conditional approval of the preliminary site plan and will review fire lane signage and hydrant locations

more closely during final site plan review. HRC has reviewed the plans and has nothing to note for engineering at this time.

McIntyre states that CIB Planning is recommending that the Planning Commission recommend approval to City Council for the planned unit development preliminary site plan with the following waivers:

1. A waiver to allow a density of 35 units per acre
2. A waiver to allow a building height of three stories and 37 feet
3. A waiver to reduce parking requirements support .75 spaces per unit
4. A waiver to allow a front yard encroachment of 10 feet to permit a stairwell at the southeast corner of the building and
5. A waiver to permit a dumpster enclosure in the front yard

The Planning Commission did not have any additional questions for McIntyre currently.

The developer and the South Lyon Housing Commission Executive Director, Eric Gold, Slavik Enterprises, answered questions regarding the proposal. Gold states that he received several emails and phone calls a week asking for housing in the area that the demand is high. One or two units at the most become available per year so there is a desperate need for housing in this area.

Kopkowski asks about the tenants. Gold states that it will be for low income, seniors, 55 years of age and older. Disabled individuals are not permitted as tenants at this time, per Housing and Urban Development (HUD) funding regulations.

Commissioner Mosier asked for information on the South Lyon Housing Commission. All previous board members have resigned. The Housing Commission is a nonprofit with a Board that Mr. Gold now helps administer. Lanham asked if the Commission owns the land and building. The applicant stated yes, the Commission owns the land and the building.

Commissioner Kopkowski had questions about the amount of parking proposed and is concerned about only providing .75 spaces per unit, instead of one. Mr. Gold explains that the residents are low income and that it is typical that these residents cannot afford a car, therefore the .75 spaces, is adequate and their additional locations throughout the state support this number.

There was further discussion by Commissioners Finnegan and Kopkowski regarding the number of bedrooms, and Section 8 and tax credit units. The applicant confirmed this is not a co-op.

Chairperson Lanham asked about the temporarily relocation or displacement of the residents. Mr. Gold stated that South Lyon Housing Commission pays all relocation and living for the

current tenants to be relocated while the new building is constructed. Mr. Gold said they have several meetings with the residents to discuss their concerns and opinions for the new units all per HUD requirements. Gold states that all residents will have the option to return to the property. Gold stated that they attempt to relocate to places in the community, if possible.

Lanam asked about the funding for this project. Mr. Gold said it is through a low-income housing tax credit program where tax credits are sold to investors and banks. Eighteen of the 53 units will not be subsidized and will help pay for the mortgage. Mr. Gold said they have several meetings with the residents to discuss their concerns and opinions for the new units all per had requirements.

Questions were asked about potentially having units below grade. Anthony Williams architect stated that below grade units are not really an option for seniors. Also, the tax credit program will no longer approve below grade units. Kopkowski asked if any of the units will be ADA. Applicant said that they will be 100% accessible and providing 10% of the units as ADA compliant.

A question was asked about South Lyon Fire Department approval. McIntyre explained that if the height of the structure is over 30 feet, two drives/means of access to the site must be provided. This has been done and is approved by the South Lyon Fire Department.

A discussion about including on-street parking to satisfy the parking requirements ensued. McIntyre stated that this has not been looked at. Typically parking for properties outside the Central Business District cannot count on-street parking to fulfill the requirements.

Chair Laman asked if there will be covered parking like the carports that are currently on the property for the existing buildings. Applicant said no there will not be covered parking.

The Commission discussed the outdoor amenities and suggested a canopy to provide some protection from the elements.

#### **Open Public Hearing 7:52 p.m.**

The Commission opened the public hearing at 7:52 for comments.

Sharon Sower, Executive Director of Active Faith, 585 Covington, South Lyon, stated that there is a big need for this type of housing and happy to be able to support residents by having a food pantry across the street. She said she had a concern on the temporary relocation of residents but is happy to hear a plan will be in place. She was there to hear more about the project and to offer support.

Judy Keeling, 62180 Arlington Circle, Colonial Acres, said she has a 38-year-old son with spina bifida and there is no place in the City for him to go. She would like to see if this facility could offer a unit to her son.

Robert Beale, Premier Property Management, 120 N. Leroy St., Fenton, Michigan 48430, said that at one time there the existing units housed disabled. Unfortunately, rules have since changed and HUD guidelines no longer fund for a mixed development. This particular property is funded for lower income seniors only.

John McCarter, 475 Washington Avenue, McCarter Construction, commented that the look of this area is changing- first there was the new 2-story apartment building and now there will be a three-story building. It will be of considerable height and will change the look of the area. He is concerned about traffic on the street and interference with his drive. He does not totally understand the parking for guests. He asks about the plan for Washington - what is the plan for the width of the street, will the street be repaved? Will it continue as a dead-end?

Architect Anthony Paiano, Alliance Architects, 929 Lincolnway East, South Bend, Indiana 46601, explained there is a proposed new curb cut on Washington and McHattie and they will install sidewalks and new curb on Washington.

**Close Public Hearing 8:05 p.m.**

The public hearing was closed at 8:05.

Commissioner Kopkowski said she has some concerns about the parking. Commissioner Finnegan echoed the concerns. Kopkowski made a motion to table the request to allow the applicant to take another look at the parking issues for the guests. This was seconded by Finnegan.

Bob explains they could potentially remove the waiver for parking and add more spaces, however, there would be some concessions needed -for instance, they could increase the parking, however, this would require going into the setback along McHattie.

McIntyre explained that this proposal is a PUD, and this review is for a PUD rezoning and preliminary site plan approval. The Planning Commission can modify or waive requirements if it produces a better plan and development.

**Motion to table the request to May 26, 2022, to look at providing more parking.**

**Motion by Kopkowski, Second by Finnegan.**

Voice Vote: Ayes: Unanimous  
Nayes: None

**Motion Approved**

**Old Business - None**

### **Consultant Report**

During consultant's report, McIntyre stated that the Commission will be seeing two projects coming in front of them soon: one is at 345 and 405 Lafayette; a mixed-use development, with 34 apartment units and first floor commercial. The second is the South Lyon Vet Clinic Parking lot expansion. Both properties are in the Central Business District (CBD).

No further discussion.

### **Staff Report: None**

### **Approval to Adjourn**

**Motion by Mosier, Second by Kopkowski**

Voice Vote: Ayes: Unanimous

Nays: None

**Motion Approved – Meeting Adjourned – 8:37 p.m.**

Respectfully submitted,

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Judy Pieper, Deputy Clerk Treasurer

**City of South Lyon  
Planning Commission  
Regular Meeting Minutes  
May 26, 2022**

The meeting was called to order by Chairman Scott Lanam at 7:03 p.m.

Roll call:        Scott Lanam, Chair  
                     Steve Mosier, Commissioner  
                     Michael Joseph, Commissioner  
                     Erin Kopkowski, Commissioner  
                     Tyler Finnegan, Commissioner  
                     Kory Frost- Commissioner  
                     1- Vacancy

Also in attendance: Hannah Smith-CIB Planning, Attorney Hamameh and Clerk/Treasurer Deaton

Absent: Deputy Clerk/ Treasurer Pieper

Chairman Lanam led those present in the Pledge of Allegiance

Agenda- May 26, 2022

Motion to approve agenda as presented

Motion by Mosier, supported by Frost

Motion to approve the agenda as presented

VOTE:            MOTION CARRIED UNANIMOUSLY

Minutes- April 28, 2022

Chairman Lanam stated on page 1 "one vacancy" needs to be added during the roll call. He then stated on page 2, it should say owned by the South Lyon Housing Commission, not South Lyon Planning Commission. He then stated on page 5, the 2<sup>nd</sup> to last sentence his name is misspelled, there is no H in Lanam. Chairman Lanam stated on page 6, the last sentence repeats what was discussed in the first paragraph. Lastly, on page 7, when discussing the proposed new curb cut on Washington, it needs to be added, they are also adding pavement.

Motion to approve minutes as amended

Motion by Mosier, supported by Joseph

Motion to approve the minutes as amended

VOTE:            MOTION CARRIED UNANIMOUSLY

Minutes- May 12, 2022

Chairman Lanam stated on page 1 "one vacancy" should be added during the roll call. On page 2, in the second sentence, please remove a buffer because they are requesting a variance from a buffer.

Chairman Lanam discussed a sentence that didn't make sense. Councilmember Kopkowski stated it should be changed to "She then stated is the end of town, and if it is too busy in the area, people will not walk down there"

Motion to approve minutes as amended

Motion by Finnegan, supported by Mosier

Motion to approve the minutes as amended

VOTE:            MOTION CARRIED UNANIMOUSLY

Public Comment- NA

New Business- N/A

Old Business

- a. Rezoning Review: - RZ#22-01, 432 Washington Avenue. The 1.53-acre parcel is proposed to be rezoning from RM-2, multiple family residential to PUD, planned unit development. The property identification number is 21-30-234-006

Hannah Smith of CIB Planning explained this was before Planning Commission at a previous meeting. She then explained the application is for a planned unit, rezoning as well as site preliminary site plan approval. She then stated it will be a 53 unit, 3-story multiple family residential, and 53 parking places, for senior apartments. It is at the southwest corner of W McHattie. She then stated due to the required number of parking places, they have added a parking bay into the greenbelt, and reduces the required greenbelt by 14 feet. A 35 greenbelt is required there. They have now added five (5) on-street parallel parking spaces. They have also added fixed outdoor seating patio area, and more shaded patio area. She stated CIB Planning is recommending approval of the site plan preliminary review, as well as the rezoning from RM-2 to Multiple family residential PUD. She further stated if this is approved, it will go to Council for preliminary approval, then back to Planning Commission for approval. Discussion was held regarding permitting of a waiver of a 14-foot parking lot encroachment into the greenbelt along West McHattie. Councilmember Kopkowski stated she isn't excited about losing some of the green belt for the parking, due to the park being there. She further stated she does want to make sure that will not set a precedent for future developments.

Motion to approve PUD rezoning for Washington Manor senior apartments

Motion by Mosier, supported by Finnegan

Motion to approve the planned unit development (PUD) rezoning for Washington Manor Senior Apartments based upon the proposed development meeting the minimum planned unit development standards by demonstration:

1. A complementary mixture of housing types and uses;
2. Increased availability of much needed affordable housing for low-to-moderate income senior residents
3. Availability of common open space for passive or active recreational use, including 4,500 square feet of fully-accessible community space, outdoor patios and direct access to McHattie Park and South Lyon Walking Trails;
4. A reduction in traffic and associated community impacts that traditional multiple family housing developments; and
5. The goals and objectives of the South Lyon Master Plan will be met

VOTE:

MOTION CARRIED UNANIMOUSLY

- B. Site Plan Review- SPR#22-02, 432 Washington Avenue. The property owner is seeking PUD preliminary site plan approval for the development of a 3-story, 53-unit multiple-family residential building. Property identification #21-30-234-006

Motion to approve PUD preliminary site plan for Washington Manor senior apartments

Motion by Frost, supported by Finnegan

Motion to approve the Planned Development (PUD) preliminary site plan for Washington Street Manor Senior Apartments subject to the city granting waivers for the following:

1. A waiver to allow a density of 35 units per acre;
2. A waiver to allow a building height of 3 stories and 37 feet;
3. A waiver to permit a 14-foot parking lot encroachment into the greenbelt along W McHattie;
4. A waiver to allow a front yard encroachment of 10 feet to permit a stair well at the south east corner of the building; and
5. A waiver to permit a dumpster enclosure in the front yard

VOTE: MOTION CARRIED UNANIMOUSLY

Consultant Report

Planner Smith stated there are currently no new projects happening.

Staff Report-

Deputy Clerk/Treasurer Pieper is expected back at work soon and should be able to attend the next Planning Commission meeting.


Adjournment

Motion to adjourn at 8:25 p.m.

Motion by Mosier, supported by Kopkowski

VOTE: MOTION CARRIED UNANIMOUSLY

Respectfully,



Lisa Deaton, City Clerk/Treasurer





# **South Lyon Housing Commission Minutes September 27<sup>th</sup>, 2023**

**Call to order by President Linda Benson at 6:59pm**

**A meeting of South Lyon Housing Commission (aka SLHC) was held at Washington Manor Apartments, 432 Wahington St. South Lyon, MI on September 27<sup>th</sup>, 2023.**

## **Attendees**

**Attendees included Linda Benson, Judy Keeling, Steven Seiler, Leah Dailey and Judy Cate**

## **Members not in attendance**

**Members not in attendance included Jennifer Redfern**

## **AGENDA**

**Motion to amend the agenda by Leah Dailey second by Judy Keeling**

**Motion to approve amended agenda by Steven Seiler seconded by Leah Dailey**

**Members voted to approve the agenda**

**Motion to amend the minutes of September 20<sup>th</sup>, 2023 meeting by Steven Seiler and seconded by Leah Dailey**

**All members voted to approve the minutes of September 20<sup>th</sup>, 2023.**

## **Public Comment**

**Sue Dreff, 412 Washington St. South Lyon. Thanked the people who are serving on the South Lyon Housing Commission**

## **NEW BUSINESS**

1. Motion to approve the Final Site Plans for new Apartments Washington Manor Apartments from Premier Properties by Linda Benson, seconded by Steven Seiler. All members voted to approve the Final Site Plans.

## **Public Comment**

Judy Cate, commented about the site plan parking spaces.

Sue Dreff, ask about the SLSC meeting schedule.

Motion to adjourn by Judy Keeling second by Leah Dailey. All members voted to adjourn at: 7:25pm

## **Unfinished business**

**None**

## **Announcements**

Next quarterly South Lyon Housing Commission Meeting scheduled for Monday, December 4<sup>th</sup>, 2023 at 1:00pm, at Washington Manor Apartments, 432 Washington St., South Lyon, MI

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**Secretary**

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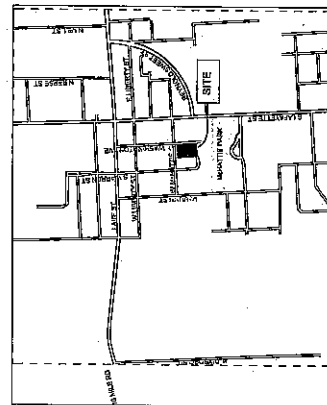
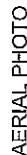
**Date of approval**

**OWNER** SOUTH LYON HOUSING COMMISSION  
432 WASHINGTON STREET  
SOUTH LYON, MICHIGAN 48178  
(248) 629-9500

**ARCHITECT** ALLIANCE ARCHITECTS  
929 LINCOLNWAY EAST, SUITE 200  
SOUTH BEND, IN 46801  
(574) 288-2052

1. ELECTRICAL SERVICE  
2. SEWERAGE AND SANITATION  
3. WATER SUPPLY  
4. TELEPHONE SERVICE  
5. TELEVISION SERVICE  
6. POSTAL SERVICE  
7. TRAVEL SERVICE  
8. RECREATION SERVICE  
9. EDUCATION SERVICE  
10. HEALTH SERVICE  
11. RELIGIOUS SERVICE  
12. CHARITABLE SERVICE  
13. PROFESSIONAL SERVICE  
14. GOVERNMENT SERVICE  
15. OTHER SERVICE

1. ESTIMATED DESIGN SHALE CRACKING IN THE SHALLOW CRACK WATER INCREASES CONFINEMENTAL DEFORMATION IN THE DEEPER CRACKS, THEREBY REDUCING THE CRACKING RATE.
2. THE CRACKING RATE IN THE INTERMEDIATE AREA CALCULATION BELOW THE FREE AND STRESS CONFINEMENT INCREASED AS THE CRACKING RATE IN THE SHALLOW AREA CALCULATION BELOW THE FREE AND STRESS CONFINEMENT INCREASED.
3. ESTIMATION OF INTERMEDIATE VOLUME ON THE SHALE, COMPARED WITH THE CRACKING RATE IN THE CRACKING CALCULATIONS, SHOWS WATER-SATURATED SHALE BLOCKS BEING THE PRIMARY SOURCE OF WATER IN THE FREE PLURAL CRACKING RATE.
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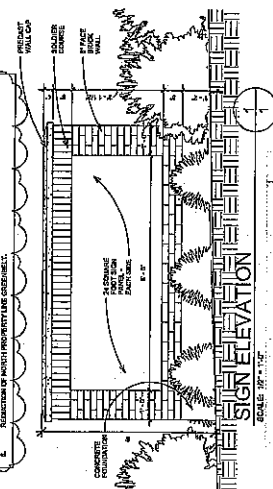
PROJECT LOCATION MAP

GENERAL  
1 COVER SHEET, SIGN ELEVATION, LOCATION MAP, ZONING SUMMARY, ACTUAL PHOTO,  
ENGINEERING SUMMARY, IMPERVIOUS AREA CALCULATION, STORMWATER MANAGEMENT  
DESIGN MAP, DRAINAGE MAP, EROSION CONTROL MAP, EROSION CONTROL SUMMARY

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4. BUILDING HEIGHT - 3 STORIES AND 37'-0" PROVIDED @ MID-POINT OF MAIN ROOF SLOPE - SEE ELEVATIONS  
5. BUILDING SETBACKS - PARADISE VILLAGE THE FRONT YARD PARADISE SETBACK OF 25'-0", REAR YARD SETBACK OF 10'-0", SIDE YARD SETBACKS OF 5'-0" ON EACH SIDE  
6. BUILDING FOOTPRINT - PARADISE VILLAGE THE BUILDING FOOTPRINT SHALL BE LOCATED WITHIN THE PARADISE LOT ENVELOPE, EXCLUDING PARADISE LOT SETBACKS.



## PROPOSED SHADE STRUCTURE



UNIT TABULATION			
LEVEL	ONE BED	TWO BED	TOTAL UNITS
FIRST FLOOR	15	6	21
SECOND FLOOR	15	1	16
THIRD FLOOR	15	1	16
TOTAL	45	8	53

SITE APPROVAL	1-55 JONES + MASON ST
DRAINAGE COEFFICIENT (INCLUDES STORM)	1" DRAIN SP = 5% OF SITE AREA
SEWELAND TOTAL SF	51,334 SF ± 0
ENGINEERING/PAVING	12,314 SF
CONCRETE IN WALLS & PAVING	4,345 SF
OPEN SPACE	27,243 SF
DENSITY	34.5 UNITS PER ACRE

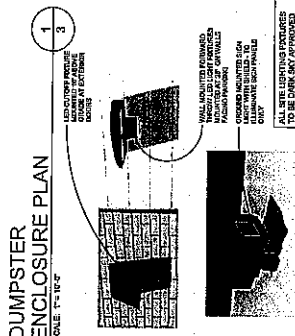
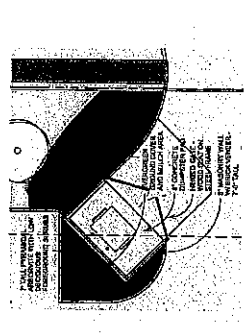
## LANDSCAPING SUMMARY

EXISTING TREES TO REMAIN ARE UNLabeled.  
BARRIER ZONE, AUGMENTED HEIGHTS.  
A. ADJACENT TO MILITARY AREA  
B. ADJACENT TO EXISTING PARKWAY TYPE B  
C. ADJACENT TO CONCOURSE  
D. 19 FOOT MINIMUM WIDTH  
E. ONE CANOPY TREE AND FOUR BRACEDS PER 100 LIN. FEET.  
F. TWO CANOPY TREES AND FOUR BRACEDS PER 100 LIN. FEET.  
G. BARRED CORNER TO BE IRRIGATED.

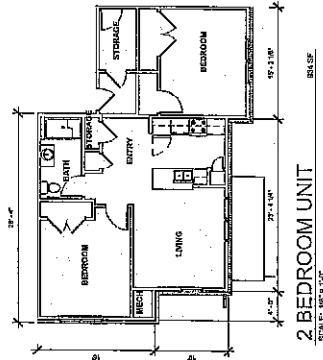
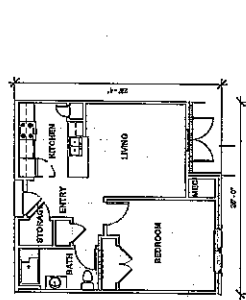
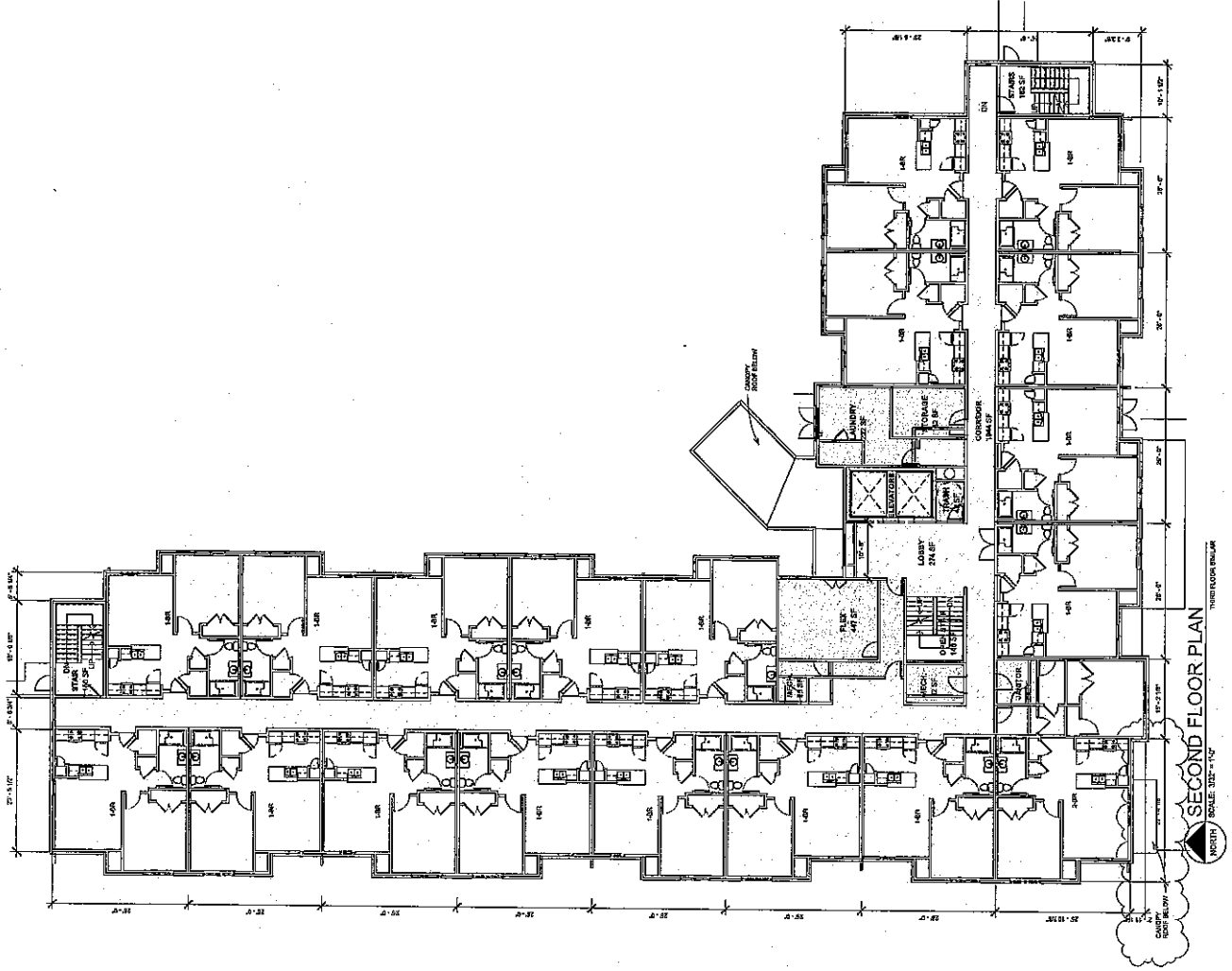
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## GRADING SUMMARY

1.	GRADES ON THE SITE SPAN FROM 812.5 TO 784.5, LEAVING A 27.0' VERTICAL INTERVAL.
2.	INCLUDING GEOTECHNICAL DATA, DRAINAGE, AND EROSION CONTROL, THE GRADING PLAN WILL BE 20%.
3.	ADJUSTING GRADES TO ACCOMMODATE THE 20% GRADE, THE GRADES WILL BE 784.5 TO 812.5.
4.	CURBWAYS AND DRIVEWAYS WILL BE 20% GRADES, THE GRADES WILL BE 784.5 TO 812.5.
5.	WATERWAYS AND DRAINAGE WILL BE 20% GRADES, THE GRADES WILL BE 784.5 TO 812.5.
6.	ADJUSTING GRADES TO ACCOMMODATE THE 20% GRADE, THE GRADES WILL BE 784.5 TO 812.5.

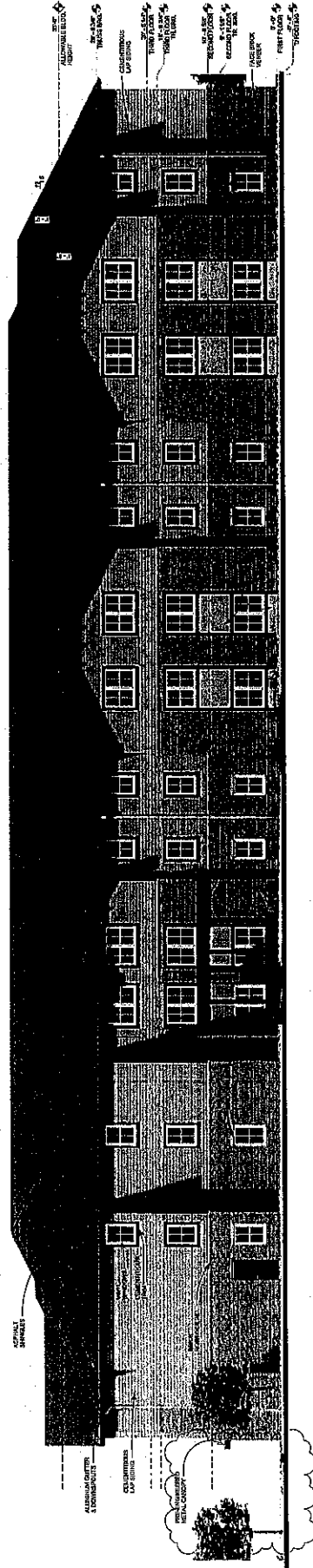








NORTH ELEVATION  
SCALE: 1/8" = 1'-0"  
1/6



EAST ELEVATION

SCALE: 1/8" = 1'-0"

2/6



**SOUTH ELEVATION**

SCALE: 1/8" = 1'-0"

17

WEST ELEVATION

SCALE: 1/8" = 1'-0"

27