

Regular City Council Meeting Agenda

November 28, 2022

**7:30 p.m. Call to Order
Pledge of Allegiance
Roll Call
Approval of City Council Minutes: November 14, 2022
Approval of Bills: None
Approval of Agenda
Consent Agenda**
 **1. Holiday Spectacular
2. Credit Card Policy
3. Historical Commission Appointment**

Proclamation – Police Chief Christopher Sovik

Public Comment

Discussion – Downtown

Fire Chief Report

Police Chief Report

CDBG Public Hearing

I. Unfinished Business

II. New Business

- 1. Consider CDBG Application Projects for the City of South Lyon**
- 2. 1st Reading Amendment of Purchasing Ordinance to Increase the Value of Purchases Requiring Council Approval and Competitive Bidding and to Clarify Authority for Emergency Purchases**

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
November 14, 2022

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

Mayor Pelchat led those present in the Pledge of Allegiance

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

Also present: City Manager Zelenak, Lieutenant Noechel, Lieutenant Baaki, and Clerk/Treasurer Deaton

Absent: Councilmember Dilg

CM 11-1-22 MOTION TO EXCUSE ABSENCE

Motion by Kurtzweil, supported by Kennedy

Motion to excuse absence of Councilmember Dilg

VOTE: MOTION CARRIED UNANIMOUSLY

MINUTES

CM 11-2-22 MOTION TO APPROVE MINUTES

Motion by Kivell, supported by Kennedy

Motion to approve minutes as presented

VOTE: MOTION CARRIED UNANIMOUSLY

BILLS

CM 11-3-22 MOTION TO APPROVE BILLS

Motion by Kennedy, supported by Mosier

Motion to approve bills as presented

VOTE: MOTION CARRIED UNANIMOUSLY

AGENDA

Discussion was held regarding removing #4 from agenda due to a Councilmember being absent.

CM 11-4-22 MOTION TO APPROVE AGENDA AS AMENDED

Motion by Kennedy, supported by Mosier

Motion to approve agenda as amended, by removing #4

ROLL CALL VOTE:

- Kivell- Yes
- Mosier- Yes
- Kennedy- Yes
- Kurtzweil- Yes
- Hansen- Yes
- Pelchat- Yes

MOTION CARRIED UNANIMOUSLY

CONSET AGENDA

1. Kiwanis Christmas Tree Sale

CM 11-5-22 MOTION TO APPROVE CONSENT AGENDA

Motion by Kurtzweil, supported by Mosier

Motion to approve the consent agenda as presented

VOTE: MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENT

William Martin stated he is a retired firefighter with 23 years of service, from 1973-1996 for the city. He stated he was also a Jaycee and the fire bell was on top of the building, then they moved it to the parking lot behind the fire station. He stated he was the program manager having it moved to the park. He stated Norm pulled it there and it was so heavy, the front wheels were almost off the ground.

Linda Ross of 373 Harvard stated she is the president of the Historical Society and she wanted to remind everyone of the Dulcimer concerts at the Historical Village, it is Sunday the 27th at 4pm and 6:30pm and tickets are \$6.00 and can be bought at Bakman Florist or Parkside Cleaners. She then reminded everyone that December 3rd is Christmas in the Village and the lighted parade.

Carl Richards of 390 Lenox stated PNC Bank made large improvements to their property. Originally it was the First Savings Bank which was the only bank in town. He then stated they added a parking lot with lines. He thinks the investment was \$350,000 to \$400,000 and it's a great improvement to our city. He then stated the bank personnel didn't have anything to do with it, it was done by the corporation.

DOWNTOWN

DDA Director Nate Mack stated the ladies night event was a huge success. He stated they stuffed 500 swag bags and they were gone by 6:30. He said there were over 500 people that attended, and he spoke with some of the store owners and they said it was more successful than in years past. He then thanked DPW and the Police Department for their help with the event. He stated he has been looking at the Christmas lights downtown and trying to move them around to make them look better. He then reminded everyone the first Winter Farmers Market is Saturday November 19th from 10-2. It will be held at the VFW hall in town. There are currently 35 vendors scheduled to attend. He then stated the DDA met and was presented with information on micro data and how that can be useful to businesses in town. Councilmember Kivell asked about the Draft Street building. Mr. Mack stated that is currently listed for sale, but he doesn't know the cost. He has spoken with a couple people interested in buying the property. Councilmember Kurtzweil stated the DDA did a great job on Ladies Night. The lines were incredible, and everyone had a great time. Everyone seemed excited and happy. It seems people are getting out again since COVID. She thanked him and mentioned she also helped stuff the swag bags. She then asked about the micro data. Mr. Mack stated Oakland County has access to micro data that gets the boundaries of people coming and going in the city. If they stay somewhere for 7-10 minutes, it will show where they are coming from and where they are stopping and spending time. He said it sounds creepy, but it is information we can use as well as the downtown businesses. Councilmember Kurtzweil asked if it will tell you if they're spending more time in the stores or the restaurants, or medical facilities. Mr. Mack stated you may be able to see that. Councilmember Kurtzweil stated that is good information to share with someone interested in buying the Draft Street building. Councilmember Hansen thanked Mr. Mack for being on top of things and being aware the building was for sale. He then asked if there is an update on the Italian restaurant. Mr. Mack stated they still have a few things to work on with the health department but are hoping to be open by the end of the year.

FIRE CHIEF REPORT

Lieutenant Noechel stated they have had 930 calls for service as of this calendar year. He stated there was a structure fire on Elm Street which was started by a candle. There were no injuries but there was a lot of smoke damage. It was contained to the back bedroom. He then thanked Green Oak Police Department, Lyon Township and the Police Department for their assistance. He then said there was a balcony fire at Brookdale. He then stated there was a self-inflicted gunshot wound, but it was unintentional. The person was trying to re holster their gun when it went off. They are very fortunate,

because it was very close to the femoral artery. He then stated they have begun the process to sell the old ladder truck. He stated the new truck was in transit by the manufacturer, and there was an accident and we are currently waiting for the insurance report. Councilmember Kivell asked if the homes where the fires were had working smoke detectors. Lieutenant Noechel stated they did.

POLICE CHIEF

Lieutenant Baaki stated Ashley Tokarsky recently graduated and will be joining us as our newest Police Officer, and will be sworn in and she will start on the midnight shift on the 18th. He stated they are still looking for a new crossing guard for 9 Mile. If anyone is interested, they should contact the Police Department. He further stated they did hire a new cadet, and he will start on the 16th. He just graduated high school and wants to become a police officer. He then explained the truck is built and it is in the dealers' lot and they are trying to get a delivery date. It was on a chip hold for a while. He then stated he is meeting with DPW, the Fire Department and the DDA to discuss some changes for the Holiday Spectacular. Discussion was then held on the new truck and using some of the old equipment. Councilmember Kivell stated the temporary stop signs that were up for the ladies night event, were difficult to see and not very reflective which could be dangerous to people that aren't familiar with the new stops because it was dark. Lieutenant Baaki stated he will talk with the DPW about that.

UNFINISHED BUSINESS

1. 2nd reading of ordinance to amend the South Lyon code of Ordinances, Chapter 34, Article II, Downtown Development Authority Ordinance

City Manager Zelenak stated this is the second reading to amend the Ordinance Chapter 32, Article II, which defines the City Manager as the Chief Executive Officer and as such, authorizes the City Manager to make appointments to fill vacancies on the DDA. This will make the ordinance consistent with state law.

CM 11-6-22 MOTION TO ADOPT ORDINANCE AMENDMENT

Motion by Kurtzweil, supported by Kennedy

Motion to adopt the ordinance amending the Downtown Development Authority Ordinance to make it consistent with state law

ROLL CALL VOTE:

Hansen- Yes
Kurtzweil- Yes
Kennedy- Yes
Mosier- Yes
Kivell- Yes
Pelchat- Yes

MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

1. Call for public hearing- 2023 CDBG Allocation

City Manager Zelenak stated each year the US Department of Housing and Urban Development provides funds to jurisdictions throughout the country for projects that meet their national objectives. In South Lyon we receive funds from HUD via Oakland County. This coming year our tentative allocation will be \$28,511.00. Last year the city designated the funds to be used for the senior center and haven. The 2023 CDBG application deadline for receiving funds is December 23rd. We are requesting to schedule our CDBG public hearing for Monday, November 28, 2022 at 7:30 p.m. This will be published in a local newspaper which gives the opportunity for hearing public comments relating to allocation those funds.

CM 11-7-22 MOTION TO SCHEDULE PUBLIC HEARING FOR CDBG

Motion by Kennedy, supported by Hansen

Motion to schedule the 2023 CDBG public hearing for 7:30 November 28, 2022
 ROLL CALL VOTE:

Mosier- Yes
 Kivell- Yes
 Kurtzweil- Yes
 Hansen- Yes
 Kennedy- Yes
 Pelchat- Yes

MOTION CARRIED UNANIMOUSLY

2. MERS 457 Agreement addendum

City Manager Zelenak stated the city would like to extend participation in the MERS 457 program to salaried firefighters such as the Fire Marshal and Deputy Fire Chief. Due to the number of hours worked each week, the salaried firefighters already qualify for certain employee benefits such as medical and dental coverage. By offering participation in the MERS 457 program, the city will be incentivizing salaried firefighters to continue their employment with South Lyon. Remaining competitive to outside municipalities is important for employee retention. Councilmember Kivell asked if this is a portable fund they can take with them if they leave. City Manager Zelenak stated that they can. Further discussion was held regarding the MERS 457 addendum.

CM 11-8-22 MOTION TO APPROVE MERS ADDENDUM 457

Motion by Kurtzweil, supported by Kennedy

Motion to approve MERS 457 participation agreement for salaried firefighter and MERS 457 employer contribution addendum

ROLL CALL VOTE:

Kivell- Yes
 Mosier- Yes
 Kurtzweil- Yes
 Hansen- Yes
 Kennedy- Yes
 Pelchat- Yes

MOTION CARRIED UNANIMOUSLY

3. Bond Authorizing Resolution

City Manager Zelenak explained based upon the need to improve the city's roads, the city is proposing to issue bonds to help pay for those improvements. The attached resolution authorizes the issuance of the first series of bonds for the street improvement project based upon the bond proposal approved by the voters in August. Councilmember Kurtzweil asked what they thought an interest rate would be. Steve Burke stated he is guessing it could be between 3.5% and 3.7%. He stated rates have gone up and they are working to structure it to fit what the voters were promised. Councilmember Kurtzweil asked what if it exceeds 6%. Mr. Burke stated we wouldn't be able to accept the bid and it would have to come before Council. Councilmember Kurtzweil stated there could be a buyer interested at the 6% rate because they want to be involved with municipal bonds. She then asked if it could be paid off early, and not in the designated 10 years. Mr. Burke stated the bond is pullable after 10 years and the voted bond was for it to be levied in 10 years. Councilmember Kurtzweil asked if a person could purchase the bonds, or does it have to be institutional. Mr. Burke stated it doesn't have to be an institution. Councilmember Kurtzweil asked if someone on council wanted to purchase bonds, would it be a conflict of interest. Mr. Burke stated it would not be a conflict. Councilmember Hansen thanked them for all their help with this, as well as the city manager and staff. Mayor Pelchat thanked everyone for all their work on the bond issue.

CM 11-9-22 MOTION TO APPROVE THE ATTACHED RESOLUTION AUTHORIZING THE 2023 UNLIMITED TAX GENERAL OBLIGATION BONDS

Motion by Kennedy, supported by Mosier

Motion to approve the attached resolution authorizing the 2023 unlimited tax general obligation bonds

ROLL CALL VOTE:

Hansen- Yes

Kurtzweil- Yes

Kennedy- Yes

Mosier- Yes

Kivell- Yes

Pelchat- Yes

MOTION CARRIED UNANIMOUSLY

BUDGET- No discussion was held

PUBLIC COMMENT- No public comment was made

MANAGERS REPORT

City Manager Zelenak stated the work at City Hall continues and they have completed the removal and replacement of the windows. They have also completed the replacing of the parking lot, and have begun the final phases of the building renovation for the year. He then stated the last phase of the paving project at DPW has been completed and DPW wanted to thank Council for approving the project. City Manager Zelenak stated he and our Fire Chief have been working with our attorney to finalize the agreement with Washtenaw Area Mutual Aid Council on the Mutual Aid Agreement. That will be on a future agenda. He then reminded Council to give him any additional items they would like to see discussed on possible uses for the ARPA funds. He then stated the staff did an excellent job in running and facilitating the elections in 2022. They worked countless hours preparing for the election and answering questions in a helpful and courteous manner. The rest of the staff chimed in as well to help compensate in other areas and assist wherever and whenever it was needed. He then stated Finance and Benefit Administrator Tiernan wanted to remind Council that the new water rates will be used based on the water rate study, option #3 that Council approved at a previous Council meeting. City Manager Zelenak then discussed the importance of the micro data and how extremely valuable it can be for local businesses. It will show what neighborhood people are leaving from, where they are going and how long they are staying at that particular business.

Councilmember Kivell asked if anyone has been in contact with the new occupant in the old Iron Services Inc building. City Manager Zelenak stated they haven't yet, but will make contact in the future.

Councilmember Kivell asked about 110 Detroit Street. City Manager Zelenak stated the court date is November 25th they were supposed to have certain things done by certain dates, and that hasn't happened.

Councilmember Kurtzweil stated the city needs to take advantage of the development in Lyon Township, it is an unbelievable project not just for this area, but for southeast Michigan. It will be phenomenal. The problem is they will have their own commercial, but we should really try to take advantage of it, we are close to that community.

Councilmember Hansen asked when the construction of the new doggy day care at Liberty and South St will be completed. Mr. Mack stated they plan on being finished in the spring.

COUNCIL COMMENTS

Councilmember Hansen stated he was happy we had a wet, but warmer Halloween than the last 10 years. He said it was a great turnout for most neighborhoods and he was happy to see the Police Department out giving away candy. He then gave kudos to the election inspectors and the city has safe and secure elections. He then thanked the local businesses that donated to the inspectors.

Councilmember Kurtzweil thanked the City Clerk and staff and all the election inspectors for doing an incredible job with the Election. She stated she has always told people the City of South Lyon runs very safe and secure elections and she has always stated so. She then stated Aubrees is accepting invitations for your holiday dinners and Charles Duty is the manager, and he is great manager and individual.

Councilmember Kennedy congratulated the South Lyon High School Girls Swim & Dive Team, they've done it once again. They are the LVC Season and Conference Meet Champions. He stated there were so many amazing swims and dives during that weekend's competition. They broke quite a few league records and achieved several personal best times and scores. They now have finished in 1st Place in 5 of the last 6 years. He then congratulated the South Lyon High School Theater Group for their presentation of Clue on stage this past weekend. Attendance was great as were the reviews. So, congratulations to all who were involved with the production. He then congratulated the DDA for a fantastic Downtown Trick or Treat event. Attendance was fabulous and the kids all had a great time. He then congratulated Anessa Schweitzer and SLARA for their Pet Paw-rade that was held that same evening. He stated he had the honor of serving as one of the judges for the parade and it was a challenge picking the winners in the various categories. There were just so many great costumes for the dogs and their owners. He is looking forward to next years event. He then reminded everyone that on Thursday this week, people should consider having dinner at Aubree's. They will donate 20% of your bill that evening to the South Lyon High School Student Council. It's a great way to have a great meal and to help a great organization. He then wished everyone a Happy Thanksgiving.

Councilmember Mosier thanked all the local veterans. She then thanked City Clerk Deaton and her staff and all the election inspectors. She then reminded everyone that we need board and commission members. She also reminded everyone that this is the first weekend of the Winter Farmer's Market.

Mayor Pelchat stated it was great to see everyone at the Veterans Memorial, it was a great turnout, and he hopes we can build on that.

ADJOURNMENT

Motion by Kurtzweil

Motion to adjourn the meeting at 8:27p.m.

VOTE:

MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Mayor Dan Pelchat

City Clerk/Treasurer Lisa Deaton

AGENDA NOTE

Consent Agenda Item # 1

MEETING DATE: November 28, 2022

PERSON PLACING ITEM ON AGENDA: Lt. Doug Baaki

AGENDA TOPIC: Holiday Spectacular, December 3, 2022

EXPLANATION OF TOPIC: DDA Director Nathan Mack, on behalf of the Downtown Development Authority (DDA) would like to host the Holiday Spectacular on Saturday, December 3, 2022. The event will take place from 11:00am until 6:00PM but the DDA is requesting the closure of Lafayette Street between Whipple and McHattie Streets from 10:00am to 7:00pm in order to set up and break down before and after the event and to accommodate the lighted parade.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Event Application, Hold Harmless Agreement, Road Closure Resolution, DDA Memorandum, Map of Event Venue, Parade Route

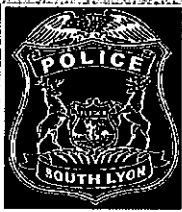
POSSIBLE COURSES OF ACTION: Approve/not approve the event and/or the requested road closures.

SUGGESTED MOTION: Moved by, _____ seconded by, _____ to approve the Holiday Spectacular event 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 3, 2022 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.

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.



Chief Christopher Sovik
Lt Douglas Boake



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 subcontractors 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, South Lyon DDA

(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.

Nathan Mack
Signature

11/9/22

Date



Memorandum

To: Chris Sovik, Chief of Police

From: Nate Mack, Director, DDA/Economic Development

Date: November 28, 2022

Subject: Holiday Spectacular Road Closures and Parade Route

Parade Route

Attached you will find the request for road closures for the DDA's Holiday Spectacular event and lighted parade on December 3, 2022. The Holiday Spectacular will begin at 11am on Saturday, December 3rd with the Santa Hat Hunt in conjunction with SLARA at McHattie Park. From there, there will be a number of activities downtown from 11am – 2pm that include the cast of *Frozen* at DreamMaker Kitchen and Bath, live reindeer in the Olmstead Place courtyard, trackless train rides, carriage rides from 2-5pm, and the lighted parade, which begins at 6pm. The parade route will be the same as it was in 2021. It will begin 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 it will go south to Dorothy Street and end at the Christmas Village at McHattie Park.

Carriage Route – Information Only (no road closure request)

The horse and carriage route will begin at the intersection of Whipple and Lafayette Streets. The carriage will travel south on Lafayette Street and turn right onto Liberty Street. Once on Liberty Street, the carriage will travel to Warren Street. Once on Warren Street, the carriage will travel to Whipple Street. Once on Whipple Street the carriage will travel to its destination and end at the intersection of Whipple and Lafayette Streets. The DDA is **not** requesting additional road closures for the carriage route; however, City Council should be informed of the route.

Attachment: Street Closure Map, Parade Route

Parade Route 12/3/22



RULES AND REGULATIONS

1. All entries must have lights on them, including walkers, vehicles, animals, etc.
2. No entries will be accepted without committee approval. No applicants will be considered after November 25, 2021
3. The committee reserves the right to reject any entry that it considers inappropriate, not in good taste, or not in the best interest of the parade.
4. Entries representing a political organization, candidate, or controversial issue will not be considered.
5. Maximum height for floats and vehicles is 13' and maximum width is 8' 6".
6. Maneuvers, drills, routines, etc. can slow down and interrupt the flow of the parade, so remember to continually move forward. We do not want to take away from your creativity. Just please be aware **the parade must always be moving forward.**
7. If participants are collecting donations along the parade route, please remember that people attending the parade must stay off the street. Participants must go to them for donations.
8. All entries must be properly identified, including banners, signs, etc.
9. All literature -- such as flyers, brochures, pamphlets, etc. -- must be approved by the committee before the event.
10. Drivers of motor vehicles must be at least 18 years old, with a valid driver's license and current insurance.
11. Please limit use of sirens and horns, and respect other participants in regard to volume of music (if applicable).
12. Those in charge of animals are responsible for cleaning up after them (pooper-scoopers may have lights, as well).
13. All parade participants are required to conduct themselves in a manner that does not infringe on the rights of those people who live in or along the parade route and staging area.
14. No solicitation of any kind is allowed during event.
15. No Santa's -- we have invited the real one and he will be attending!

SAFETY REQUIREMENTS

1. All parade units must maintain a distance of at least 25 feet between the units around them.
2. Throwing of candy along the parade route is prohibited. Candy can be dropped in front of the children or handed directly to them.
3. Open flame and live fire on any float is prohibited.
4. No straw or hay can be used on any float.
5. Fueling of generators during the parade is prohibited. Fuel cans are not allowed on the entry, but can be stored in the pulling vehicle. (Fuel containers shall be "safety type cans" with self-closing lids).
6. All floats must carry an easily-accessible five pound (2A - 40BC rated) ABC Dry Chemical extinguisher. Pull pin shall have a safety seal and the gauge must be in the "green" area.
7. Alcohol beverages are not allowed in the staging area, on the float or during the parade.
8. **SMOKING IS PROHIBITED** on or near entries.
9. Please place generators in a well-ventilated area on your entry. Maintain a minimum of 18 inches clearance between combustibles and generators.

Holiday Spectacular Road Closure Request 12/3/22 - 10AM - 7PM



ROAD CLOSURE
CARPAGE ROUTE

AGENDA NOTE

Consent Agenda: Item # 2

MEETING DATE: November 28, 2022

PERSON PLACING ITEM ON AGENDA: City Manager

AGENDA TOPIC: Credit card policy

EXPLANATION OF TOPIC: City Council approved a credit card policy in 2014. This resolution updates the credit card policy removing Chief Sovik and adding Doug Baaki. It also still recognizes City Manager Zelenak and Clerk/Treasurer Deaton as authorized users.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Resolution to update credit card policy

POSSIBLE COURSES OF ACTION: approve/do not approve

RECOMMENDATION: Approve resolution updating credit card policy

SUGGESTED MOTION: Motion by _____, supported by _____ to approve resolution updating the city credit card policy.

RESOLUTION NO. 08 -22
CITY OF SOUTH LYON
OAKLAND COUNTY, MICHIGAN

**RESOLUTION TO REVISE AND UPATE THE CITY'S CREDIT CARD USE POLICY IN
ACCORDANCE WITH PUBLIC ACT 266 OF 1995**

WHEREAS the City of South Lyon wishes to use credit cards for the purchase of goods and services for the official business of the City, and

WHEREAS, in accordance with Public Act 266 of 1995, on July 28, 2014, the City adopted a Resolution establishing a credit card use policy consistent with State Law;

WHEREAS, due to administrative personnel changes, the City desires to revise and update its Credit Card Use Policy for the City use and their respective credit limits, and to identify the individual employees authorized to use such credit cards

THEREFORE, BE IT RESOLOVED, that the City of South Lyon hereby revises, updates and adopts the following as its Credit Card Use Policy:

CREDIT CARD USE POLICY

A. The City Manager is responsible for the issuance, accounting, monitoring and retrieval, and generally for the overseeing compliance with the credit card use policy, are as follows:

B. The authorized City credit cards, as of the adoption of this policy, are as follow:

CARD	CREDIT CARD LIMIT	ISSUED TO
____ PNC VISA	\$10,000	City Manager Paul Zelenak
____ PNC VISA	\$10,000	Chief Doug Baaki
____ PNC VISA	\$10,000	City Clerk Lisa Deaton

C. The City Manager shall notify the City Council regarding the issuance of any additional City credit cards, or an increase of credit limits on any existing credit cards

D. City credit cards may be used only by those officers or employees authorized and only for the purchase of goods or services for official business of the City of South Lyon. City credit cards shall be used in conformance with the City's purchasing policies.

E. The officer or employee using any City credit card must submit documentation (e.g.) receipts detailing the goods or services purchased, cost, date of the purchase, and the specific official City business for which it was purchased

F. The City officer or employee issued or using any City credit card is responsible for its protection and custody and shall immediately notify the City Manager if the card is lost or stolen

G. Any City officer or employee issued a City credit card must immediately surrender the card upon termination of his or her employment or upon request

- H. The City Treasurer, in conjunction with the affected operating department, shall establish a system of internal controls to monitor the use of any City credit card.
- I. The relevant department head shall approve all credit card purchases and invoices before payment
- J. The balance including interest due on an extension of credit under all credit card arrangements shall be paid not more than 60 days of the initial statement date
- K. Unauthorized or inappropriate use of any City credit card is subject to disciplinary action or measures
- L. The total combined authorized credit limit or all credit cards issued by the City of South Lyon shall not exceed 5% of the total budget of the local unit for the current fiscal year.

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

Motion by:
Supported by:

Ayes:
Nays:
Absent:

RESOLUTION DECLARED ADOPTED/FAILED

CERTIFICATION

I certify that this resolution was duly adopted by the City Council of the City of South Lyon on _____, 2022

Lisa Deaton
City Clerk

AGENDA NOTE

Consent Agenda Item # 3

MEETING DATE: November 28, 2022

PERSON PLACING ITEM ON AGENDA: Mayor Dan Pelchat

AGENDA TOPIC: Historical Commission Appointment

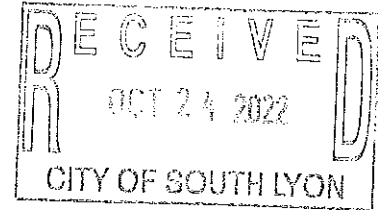
EXPLANATION OF TOPIC: Appointment of Suzan C. Martin to the Historical Commission

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Applications Suzan C. Martin

POSSIBLE COURSES OF ACTION: Approve/do not approve the nomination by the Mayor

RECOMMENDATION: Approve

SUGGESTED MOTION: Motion by _____, supported by _____ to approve Mayor Dan Pelchat's nomination of Suzan C. Martin to the Historical Commission.



CANDIDATE QUESTIONNAIRE

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

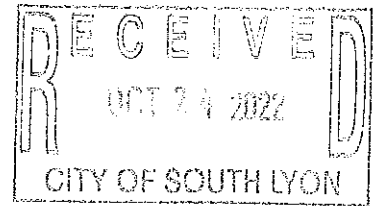
Please be advised that the information contained in this Questionnaire is not confidential, and will be reviewed by the Mayor, City Council and other appropriate personnel as vacancies or openings occur on the various Boards, Commissions and Committees. This Candidate Questionnaire may also be included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

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

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

Appointed by Mayor-Confirmed by City Council

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



NAME Suzan C.M. Martin CITY OF SOUTH LYON RESIDENT FOR 21 YEARS

ADDRESS _____ ZIP 48178

PHONE (home) _____ PHONE (business or cell) _____

EMAIL _____

OCCUPATION: _____

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

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

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

I currently am involved with SLAHS.

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

Wellhead Protection 2005-present
Storm Water Management 2006-present
Historical Depot Day 2006-present

ELECTIVE OFFICES THAT YOU HAVE HELD:

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

some real estate management background,
recent business management courses,

ADDITIONAL INFORMATION:

Signature Suzan C.M. Martin Date 10-18-2022

CITY OF SOUTH LYON



Mayor

Daniel L. Pelchat

Council Members

Glenn Kivell

Lisa Dilg

Stephen Kennedy

Margaret J. Kurtzweil

Alex Hansen

Lori Mosier

City Manager

Paul Zelenak

Clerk/Treasurer

Lisa Deaton

335 S Warren

South Lyon, MI 48178

Phone: 248-437-1735

Fax: 248-486-7054

www.southlyonmi.org

PROCLAMATION

WHEREAS, Christopher Sovik, a veteran Police Officer with over 30 years of service to the City of South Lyon; and

WHEREAS, the South Lyon City Council along with the entire community, would like to honor the contributions that Chief Sovik has made during his law enforcement career; and

WHEREAS, Chief Sovik earned a Bachelor of Arts Degree in Psychology from Olivet Nazarene University in 1990 and a Master's Degree in Criminal Justice Management from Columbia Southern University in 2011, he is also a graduate of the Federal Bureau of Investigations 248th National Academy Class in 2012; and

WHEREAS, Chief Sovik started his law enforcement career when he joined the South Lyon Police Department in 1991. His assignments started in the Patrol Division where he became a Field Training Officer shortly after being hired. He was promoted to Sergeant in February 1997, to Lieutenant in April of 2013, and became our Chief of Police in 2019; and

WHEREAS, Chief Sovik has attended hundreds of advanced training classes throughout his career including Professional Executive Development Seminars (PEDS) and the Police Executives and New Chiefs School hosted by the Michigan Associate of Chief of Police. He is a member of the FBI National Academy Associates (Session #248), International Associate of Chiefs of Police, Michigan Association of Chiefs of Police, and serves as the Treasurer for the Oakland County Chiefs of Police Association. In addition to his administrative duties, Chief Sovik has been instrumental in preparing the department's budget for the past nine years and has been responsible for the Department's Annual Reports since its expansion in 2013.

NOW, THEREFORE, I, Daniel L. Pelchat, Mayor of the City of South Lyon, and on behalf of the South Lyon City Council, hereby commend the outstanding community service performed by Christopher Sovik during his law enforcement career of over 30 years and wish him all the best in retirement.

Daniel L. Pelchat, Mayor

Date

CDBG Public Hearing

MEETING DATE: November 28, 2022

PERSON PLACING ITEM ON AGENDA: City Manager

AGENDA TOPIC: Setting CDBG Public Hearing

EXPLANATION OF TOPIC: Each year the U S Department of Housing and Urban Development (HUD) 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 coming year our tentative allocation will be \$28,511 Last year the City designated the funds to be used for the Senior Center and Haven. The 2023 CDBG application deadline for receiving CDBG Funds is Friday, December 23, 2022. On November 10, 2022 the City published notice of the CDBG Public Hearing, which tonight gives the opportunity for hearing public comments relating to allocating those funds in South Lyon.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: 2023 CDBG Public Hearing Notice, and tentative South Lyon allocation. Additionally included is a letter from Haven requesting funds from the City of South Lyon.

REQUIREMENTS OF TONIGHTS PUBLIC HEARING:

Open the Public Hearing
Hear any Public Comments
Close Public Hearing.

LATER ON TONIGHTS MEETING AGENDA: We will present and vote on the 2023 CDBG Allocation.

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 Andy Slater Andy Slater, being duly sworn the he/she is the principal clerk of Oakland Press, 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

Published in the following edition(s):

Oakland Press 11/10/22
theoaklandpress.com 11/10/22

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 28, 2022 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 21, 2022 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

VICKI ARSENAULT
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF OAKLAND
My Commission Expires May 11, 2026
Acting in the County of

Sworn to the subscribed before me this 14 Nov, 2022

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

Advertisement Information

Client Id: 1193769

Ad Id: 2400757

PO:

Sales Person: 200309

PY 2023 CDBG PLANNING ALLOCATIONS

Oakland County does not have information on exact CDBG funding levels for Program Year (PY) 2023. **Use the final award figure from PY 2022 to compile your application.** Once exact amounts are available necessary adjustments will be made.

City	Planning Allocation	Monitor	City	Planning Allocation	Monitor
Auburn Hills	\$79,526	Tierney	Northville*	\$7,000	Ferguson
Berkley	\$35,012	Tierney	Novi	\$125,932	Ferguson
Birmingham	\$34,818	Tierney	Oak Park	\$124,409	Pucher
Bloomfield Hills*	\$7,000	Tierney	Orchard Lake Vlg*	\$7,000	Pucher
Clarkston*	\$7,000	Tierney	Pleasant Ridge*	\$7,000	Pucher
Clawson	\$34,379	Tierney	Pontiac	\$810,076	Pucher
Farmington	\$26,502	Pucher	Rochester	\$27,528	Ferguson
Ferndale	\$86,878	Tierney	Rochester Hills	155,295	Ferguson
Hazel Park	\$82,643	Tierney	South Lyon	\$28,511	Pucher
Huntington Woods	\$8,488	Tierney	Sylvan Lake*	\$7,000	Tierney
Keego Harbor	\$13,748	Ferguson	Troy	\$171,871	Ferguson
Lathrup Village*	\$7,000	Tierney	Walled Lake	\$28,158	Pucher
Madison Heights	\$137,359	Tierney	Wixom	\$49,363	Pucher
Township	Planning Allocation	Monitor	Township	Planning Allocation	Monitor
Addison	\$9,326	Pucher	Milford	\$16,184	Pucher
Bloomfield	\$50,030	Tierney	Oakland	\$22,024	Ferguson
Brandon	\$26,750	Ferguson	Orion	\$54,169	Ferguson
Commerce	\$60,293	Ferguson	Oxford	\$29,507	Pucher
Groveland	\$7,189	Ferguson	Rose	\$9,184	Pucher
Highland	\$28,901	Pucher	Royal Oak	\$11,277	Pucher
Holly	\$19,307	Ferguson	Springfield	\$19,931	Pucher
Independence	\$50,460	Pucher	West Bloomfield	\$87,990	Pucher
Lyon	\$22,174	Pucher	White Lake	\$43,091	Pucher
Village	Planning Allocation	Monitor	Village	Planning Allocation	Monitor
Beverly Hills	\$12,590	Tierney	Milford	\$15,012	Pucher
Franklin*	\$7,000	Tierney	Ortonville*	\$8,001	Ferguson
Holly	\$20,892	Ferguson	Oxford	\$10,729	Pucher
Lake Orion	\$9,004	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, Consolidated Plan/Annual Action Plan/ CAPER
Mike Pucher	858-0196	Environmental Review, SHPO, Contract Compliance, Reimbursement, Minor Home Repair, Contracts, Procurement, Davis Bacon, and Demolition
Katie Tierney	858-5309	Environmental Review and Reimbursements



BOARD OF DIRECTORS

October 21, 2022

Kristin L. Christ
Chairperson

Bernadette White
1st Vice Chair

Terry Merritt
2nd Vice Chair

Steve Howell
Secretary

Teresa Mulawa
Treasurer

William H. Keller
Immediate Past Chair

Diane Antishin
Laura Castone
Diane M. Cartwright
Dr. Brent Davidson
Kim Easley
Steve Green
Jon C. Haupt
Donna Inch
Bryan Kieler
Dr. Adnan Munkarah
Susan B. Perlín
Alexander Schwallbach
John Williams
Jordan Zlotoff

Christine Kinal
President/CEO

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

Dear Lisa 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, 2021 through June 30, 2022, 15 individuals were seen within our programs and 15 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 2022-2023. Please remember that 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. 319, or you may contact our Executive Assistant, Patricia Hoskins at Ext. 305.

Sincerely,

Marianne Dwyer
Director of Business Operations

AGENDA NOTE

New Business: Item # 1

MEETING DATE: November 28, 2022

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 23, 2022. On November 28, 2022 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 2023 is \$28,511. The suggestion is that the City will continue to use the allocation for 2023 to support the projects that we have funded in recent years. (South Lyon Senior Center and Haven)

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: 2023 CDBG Application information and supporting documents.

POSSIBLE COURSES OF ACTION: Approve the 2023 CDBG application for the tentative funding allocation of \$28,511 (South Lyon Senior Center \$23,511, and Haven \$5,000) selected projects as identified or choose different projects or choose not to submit the application for funds.

SUGGESTED MOTION: Motion by _____, supported by _____ to approve the selected projects as identified for the 2023 CDBG Program \$28,511 (South Lyon Senior Center \$23,511, and Haven \$5,000)

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

Community:	South Lyon		
CDBG Planning Allocation:	\$ 28,511.00		
Contact Person:	Paul C. Zelenak		
Telephone:	248-437-1735		
Best time to contact:	M-F, 8:30-5:00		
UEI #:	02-184-2117		
Copy of current SAMS attached:	Yes <input type="checkbox"/>	If No, Explain: On file at O.C.	
Is community subject to Single Audit?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	

B - PROPOSED PROJECT

Project # <u>1</u> Name: <u>Senior Center</u> Allocation: \$ <u>\$23,511.00</u>		
Total # of Projects:	2	
# of Public Service Projects:	1	
Public Service %:	17.0	

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:	Daniel L. Pelchat
Title of Highest Elected or Designee:	Mayor
Signature:	

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

Community:	South Lyon		
CDBG Planning Allocation:	\$ 28,511.00		
Contact Person:	Paul C. Zelenak		
Telephone:	248-437-1735		
Best time to contact:	M-F, 8:30-5:00		
UEI #:	02-184-2117		
Copy of current SAMS attached:	Yes <input type="checkbox"/>	If No, Explain: <u>On file at O.C.</u>	
Is community subject to Single Audit?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	

B - PROPOSED PROJECT

Project # <u>2</u> Name: <u>Haven</u> Allocation: \$ <u>\$5,000.00</u>	
Total # of Projects:	2
# of Public Service Projects:	1
Public Service %:	17.0

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:	Daniel L. Pelchat
Title of Highest Elected or Designee:	Mayor
Signature:	



Area-Wide Benefit Map

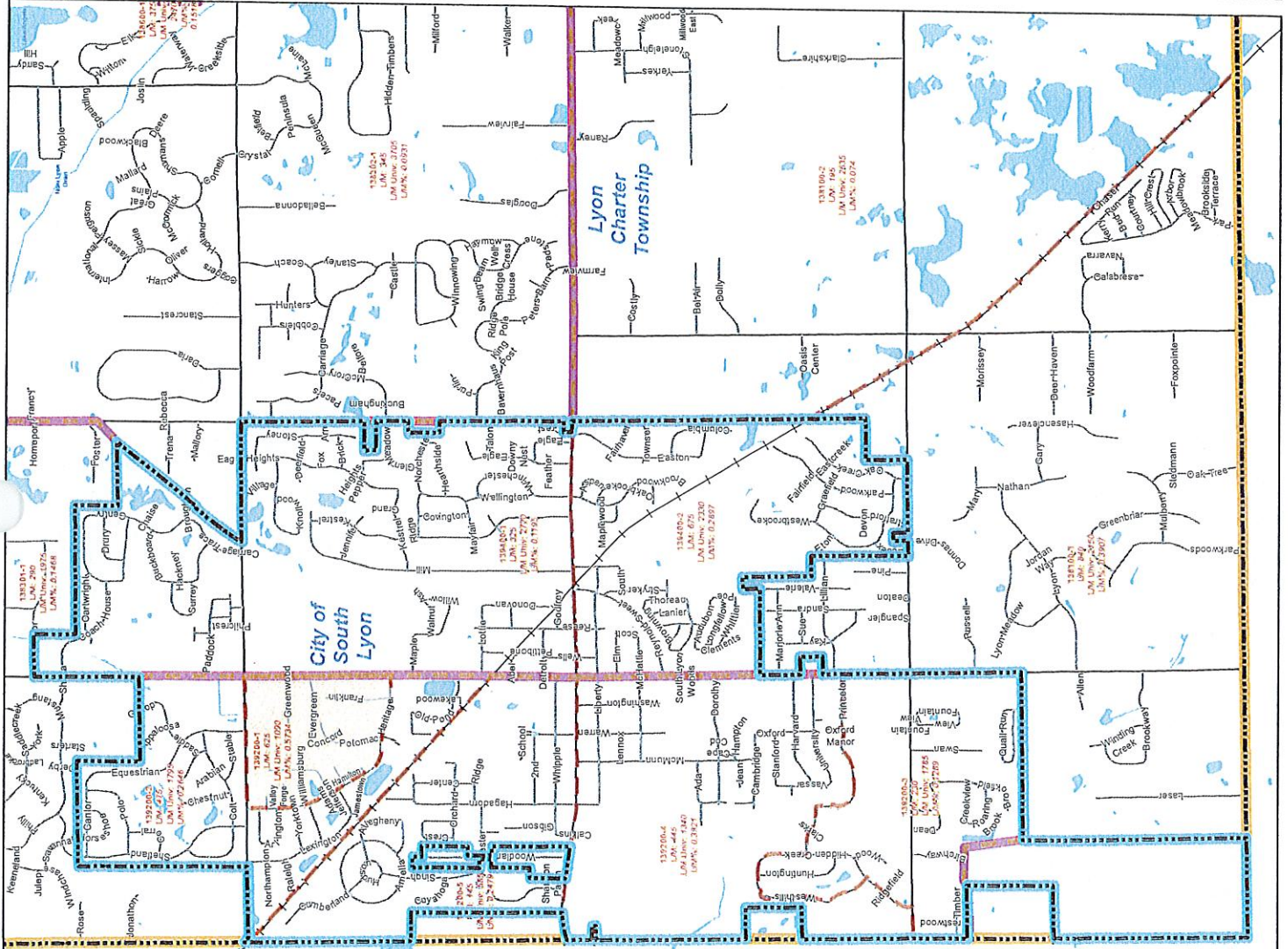
City of South Lyon

- 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: 8/1/2020



AGENDA NOTE

New Business #2

MEETING DATE: November 28, 2022

PERSON PLACING ITEM ON AGENDA: City Manager

AGENDA TOPIC: First reading of amendment of purchasing ordinance to increase the value of purchases requiring Council approval and competitive bidding and to clarify authority for emergency purchases

EXPLANATION OF TOPIC:

At recent City Council Meetings, and during our Audit presentation, there have been comments and discussion by Council about increasing the values of purchases requiring Council approval and competitive bidding to eliminate the additional time and cost associated with Departments having to obtain Council approval for routine budgeted purchases of supplies, materials, equipment and services at values that do not warrant the staff costs related to presenting lower value purchases for approval and Council's review and approval.

The proposed ordinance amendment increases the value of purchases requiring Council approval from \$5,000 to \$10,000 (See Section 2-222).

The proposed amendment also increases the value of purchases requiring competitive bidding, as defined in the ordinance (Section 2-224), from \$10,000 to \$15,000. Thus, purchases of up to \$15,000 can be made on the open market and must be supported by 3 written quotes which may be obtained verbally or in writing which is current city practice. Purchases over \$15,000 must be approved by Council and be done by competitive bidding.

The proposed ordinance amendment also amends Section 2-225 increasing the value for reporting to city Council emergency expenditures from \$5,000 to \$10,000.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Proposed Ordinance Amendment showing changes.

POSSIBLE COURSES OF ACTION: approve/deny/postpone/table first reading of proposed ordinance amendment.

SUGGESTED MOTION: Motion by _____, supported by _____, to approve the first reading of the ordinance to amend the purchasing ordinance – Article VI – Purchasing, Chapter 2 – Administration of the Code of Ordinances of the City of South Lyon, as presented.

ORDINANCE NO. __-22
CITY OF SOUTH LYON
OAKLAND COUNTY, MICHIGAN

AN ORDINANCE TO AMEND THE CITY OF SOUTH LYON CODE OF ORDINANCES, CHAPTER 2 – ADMINISTRATION, ARTICLE VI – PURCHASING TO INCREASE THE VALUE OF PURCHASES REQUIRING COUNCIL APPROVAL, COMPETITIVE BIDDING AND EMERGENCY PURCHASES.

THE CITY OF SOUTH LYON ORDAINS:

PART I. Amendment of Article VI – Purchasing. The following sections of Chapter 2 – Administration, Article VI – Purchasing, of the Code of Ordinances of the City of South Lyon, are hereby amended to read as follows:

Sec. 2-222. - Purchases or contracts under \$150,000.00.

Purchases of supplies, materials or equipment, the cost of which is less than \$150,000.00, may be made in the open market but such purchases shall, except where the manager shall determine that no advantage to the city would result or in the employment of professional services, be based on comparative prices supported by three (3) written quotes and shall be awarded to the lowest competent bidder. The purchasing agent may contact prospective suppliers and vendors and solicit prices and quotes verbally, by telephone, or by written communication. A record shall be kept for six months of all open market orders and the comparative quotes submitted thereon, which records shall be available for public inspection. Purchases or contracts obligating the city in an amount less than \$105,000.00 need not have the prior approval of the city council.

Sec. 2-224. - Approval for purchases or contracts over \$105,000.00; competitive bidding for purchases or contracts over \$150,000.00.

Any expenditure for supplies, materials, equipment, construction project or contract obligating the city, where the amount of the city's obligation is in excess of \$105,000.00, shall be first approved by the city council. Where such expenditure or contract exceeds \$150,000.00, it shall be subject to competitive bidding as herein prescribed except where the council shall determine that no advantage to the city would result or where the expenditure or contract is for professional services. Where competitive bidding is required, the following procedure will apply.

- (1) The purchasing agent shall solicit bids from a reasonable number of such qualified prospective bidders as are known to him by sending each a copy of the notice requesting bids and notice thereof shall be posted in the city hall. Bids shall also be solicited by newspaper advertisement when directed by the city council.

(2) Unless prescribed by the council, the manager shall prescribe the amount of any security to be deposited with any bid, which deposit shall be in the form of cash, certified or cashier's check or bond written by a surety company authorized to do business in the State of Michigan. The amount of such security shall be expressed in terms of percentage of the bid submitted. Unless fixed by the council, the manager shall fix the amount of the performance bond and in the case of construction contracts, the amount of the labor and materials bond to be required of the successful bidders.

(3) Bids shall be opened in public at the time and place designated in the notice requesting bids in the presence of the purchasing agent, the city clerk and at least one other city official, preferably the head of the department most closely concerned with the subject of the contract. The bids shall thereupon be carefully examined and tabulated and reported to the council with the recommendation of the purchasing agent at the next council meeting. After tabulation all bids may be inspected by the competing bidders. In lieu of the procedure for opening bids herein specified, the council may direct that bids be opened at a council meeting.

(4) When such bids are submitted to the council, if the council shall find any of the bids to be satisfactory, it shall award the contract to the lowest competent bidder meeting specifications, unless the council shall determine that the public interest will be better served by accepting a higher bid. Such award may be by resolution or ordinance. The council shall have the right to reject any or all bids and to waive irregularities in bidding and to accept bids which do not conform in every respect to the bidding requirements.

(5) At the time the contract is executed by him, the contractor shall file a bond executed by a surety company authorized to do business in the State of Michigan, to the city, conditioned to pay all laborers, mechanics, subcontractors and material-men as well as all just debts, dues and demands incurred in the performance of such work and shall file a performance bond when one is required. Said contractor shall also file evidence of public liability insurance in an amount satisfactory to the city manager, and agree to save the city harmless from loss or damage caused to any person or property by reason of the contractor's negligence.

(6) All bids and deposits of certified or cashier's checks may be retained until the contract is awarded and signed. If any successful bidder fails or refuses to enter into the contract awarded to him within five days after the same has been awarded, or file any bond required within the same time, the deposit accompanying his bid shall be forfeited to the city, and the council may, in its discretion, award the contract to the next lower competent bidder meeting specifications, or to another competent bidder meeting specifications if the council shall determine that the public interest will be better served by accepting such other bid, or said contract may be readvertised.

Sec. 2-225. – Emergency purchases.

In the case of any emergency, the city manager or his or her designee, may purchase any supplies, materials, equipment or services, necessary to the continuation of the operation, business, and work of the city or affected department or that is necessary to protect the public health, safety and welfare; provided, however, that if such purchase exceeds \$105,000.00, it shall be reported to the city council at the next regular council meeting following such purchase.

PART II. Severability. Should any division, section, subsection, clause, or phrase of this Ordinance be declared by the courts to be invalid, the validity of the Ordinance as a whole, or in part, shall not be affected other than the part invalidated.

PART III. Savings Clause. The amendment of the City of South Lyon Code of Ordinances set forth in this Ordinance does not affect or impair any act done, offense committed, or right accruing, accrued, or acquired or liability, penalty, forfeiture or punishment, pending or incurred prior to the amendment of the City of South Lyon Code of Ordinances set forth in this Ordinance.

PART IV. Repealer. All other Ordinances or parts of Ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

PART V. Effective Date; Publication. This Ordinance shall take effect upon the later of ten (10) days after adoption or upon publication thereof as provided by the Charter of the City of South Lyon.

Made, passed and adopted by the South Lyon City Council this ____ day of _____, 2022.

Daniel L. Pelchat, Mayor

Lisa Deaton, City Clerk

Certificate of Adoption

I hereby certify that the foregoing is a true and complete copy of the ordinance adopted at the regular meeting of the South Lyon City Council held on the ____ day of _____, 2022.

Lisa Deaton, City Clerk



Downtown South Lyon



Holiday Spectacular

Saturday, December 3

11am - Candy Cane Hunt - McHattie Park

11am-6pm - Santa Hat Hunt- Lafayette St

11am- 2pm - Visit with Santa Claus -Venue parking lot

11am- 2pm - "Frozen" cast - DreamMaker Bath and Kitchen

11am- 2pm - Hot Cocoa Bar - Lafayette St

11am- 2pm - Magic by Jonathon LaChance - Lake St

11am- 2pm - Trackless train rides- Lafayette St

11:30am- 2pm - Live Reindeer - Olmstead Place

12-2pm - Holiday Dance Spectacular - Lafayette/Lake St

2-5pm - Horse drawn carriage & wagon rides - Lafayette St

2-7pm - Holiday Farmer's Market

4-4:30pm - SLHS Acapella Performance - Farmer's Market

4-7pm - Warming fires - Farmer's Market parking lot

6pm - Holiday Spectacular Lighted Parade begins

7pm - Historical Society Tree Lighting- Depot gazebo



Hines Park



YOUR MAKE IT EASY DEALER

