

# **Regular City Council Meeting**

## **February 24, 2020**

### **Revised Agenda**

**7:30 p.m.**      **Call to Order**  
**Pledge of Allegiance**  
**Roll Call**  
**Approval of City Council Minutes: February 10, 2020**  
**Approval of Bills: None**  
**Approval of Agenda**

**Public Comment**

**Discussion - Downtown**

**Fire Chief Report**  
**Police Chief Report**

- I.    New Business**
  - 1.   Attorney Waiver of Conflict**
  - 2.   Dispatch/Lock-up Service Agreement**
  - 3.   Set Public Hearing to Establish the Commercial Rehabilitation District**

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

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

City of South Lyon  
Regular City Council Meeting  
February 10, 2020

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

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

MINUTES – January 27, 2020

Councilmember Kivell stated on page 9 the word no should be changed to not. He then stated on the last page it should be PBS, not CBS. He then stated in should be changed to is.

CM 2-1-20 MOTION TO APPROVE THE MINUTES

Motion by Kennedy, supported by Walton

Motion to approve the minutes as amended

VOTE: MOTION CARRIED UNANIMOUSLY

BILLS

Councilmember Kivell stated there is a check for Michigan Cat and his wife works there so we will abstain from the vote.

CM 2-2-20 MOTION TO APPROVE BILLS

Motion by Kivell, supported by Kennedy

Motion to approve the bills as presented

VOTE: MOTION CARRIED- 1 abstained

AGENDA

CM 2-3-20 MOTION TO APPROVE AGENDA

Motion by Kennedy, supported by

Motion to approve agenda as presented

VOTE: MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

CM 2-4-20 MOTION TO APPROVE CONSENT AGENDA

1. Resignation of Heather-Marie Montilla from Cultural Arts Commission

Motion by Kurtzweil, supported by Walton

Motion to approve consent agenda as presented

VOTE: MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENT

2-10-2020



Ryan Lare of 716 Grand Court stated he is here on behalf of the Cultural Arts Commission and thanked Heather-Marie for all her work and they would welcome her back at any time.

#### DISCUSSION- Downtown

Bob Donohue stated they are finalizing the DDA budget. They are having their retreat this Thursday. He stated the DDA Annual Report will be ready for the next Council meeting. He stated the Cool Yule wrap up meeting will be on the 26<sup>th</sup> meeting at 6:00 p.m. at City Hall. They will be meeting with a representative from each of the DDA businesses, the City, the parade people, the Historical Society and the schools for planning in the future. Councilmember Kurtzweil stated the City of Novi have not been able to replace their Economic Developer for 2 years so even though some people believe we can replace him quickly, it will take time. Mr. Donohue stated he has reached out to a few people that he knows is interested in his replacement and he feels good about it. Councilmember Dilg asked if there was an update on the Draft Street restaurant. Mr. Donohue stated he doesn't know at this point, but there was a purchase order in place a couple weeks ago.

#### FIRE CHIEF REPORT

Chief Vogel gave a brief PowerPoint presentation reviewing the accomplishments of 2019. During the presentation he pointed out the increase in service calls that were made, the training hours that were completed, information on grants that were received and equipment that was replaced and purchased.

#### **\*Please see the attached South Lyon Fire Department 2019 Annual Report\***

Councilmember Dilg asked if there was a reason for the increase in service calls. Chief Vogel stated he believes the growth around us and some of the biggest fires were outside of the City, but he cannot say what caused the increase in the City. Councilmember Dilg stated she is impressed with his online presence. She stated a lot of times people will get on Facebook on one of the forums and start things that aren't necessarily accurate and Chief Vogel will then say what really happened and stop the wrong information from continuing. Councilmember Richards asked how long it takes to fully train a firefighter. Chief Vogel stated generally 18 months depending on the speed of the class. He stated they normally begin with EMT classes which can be 4-6 months. After that they attend Fire school in Brighton. This time includes on the job training. Councilmember Kivell stated he also appreciates the public communication they supply for the City is great to keep people informed. He further stated all the interaction the Fire Department has with the community is great too. Chief Vogel stated City Manager Zelenak is trying to have the website updated to make it more user friendly. Councilmember Kennedy asked about the timeline for trying for a grant for another Lukas device. Chief Vogel stated they had to wait 2 years and that will be up in 2 years, he would like to have a second one. He further stated they are working on a few other grants as well. Councilmember Walton asked if he is considering including a mental health first aid program. Chief Vogel stated he has not heard of it, but he will look into it. The CPR training is doing really well. There are many people that need and want to learn CPR. Cindy Conrad has been teaching classes and will continue. Councilmember Kurtzweil asked what has been hard on the employees, overworked or mentally. Chief Vogel stated it takes a toll on you mentally and physically. Sometimes you don't get much sleep and sometimes Firefighters see things no one ever should. He stated he is always looking out for our employee's mental health. He stated the City has an employee assistance program that is free to employees and he makes sure everyone is aware of it and if needed they use it.



## POLICE CHIEF REPORT

Chief Sovik stated the biggest change and difference this year was in personnel. In a Police Department in a community of this size, every member contribution is not only important but vital. He is very proud to be the Chief of this department but he is reminded that titles without actions and relationships are meaningless. He stated his focus of this past year was to bring about a fresh and different style of leadership. He stated his email signature includes the phrase if serving is below you than leadership is beyond you. Chief Sovik stated serving leadership is a leadership philosophy built on the belief that the best leaders strive to serve others rather than to accrue power and take control. He further stated for him being a leader means to build up each person in the team to let them know they are valuable as officers and individuals and while that is a simple task, it was the most neglected. He doesn't consider the SLPD to be his Police Department, it is our Police Department, our Officers, Council and the residents we serve. We are the 5<sup>th</sup> safest City in Michigan not only because of our Police and Fire Department, but also the people in our community. Chief Sovik stated each member of the agency has contributed to changing our mission statement to reflect what we as our department wants to reflect to each other and the community, we serve, which is why we have grown stronger with our community and our department as a whole has become a close knit group. The mission is to maintain excellence in law enforcement while strengthening the partnership with our community. Chief Sovik then explained with the continuation in change they wanted to continue with a new patch. He stated the new patch is based on several ideas by many people. He further stated with assistance with their followers on Facebook, they decided to go with a design by a high school student named Dominic Albanys. He stated they have received many compliments on the new patch. He said they are now going into new businesses to introduce themselves like a meet and greet and they ask if there are any questions or concerns and they leave their business card. Chief Sovik stated the morale in the department has never been higher and they have never been healthier. Councilmember Kivell stated both the Police and Fire did a great job on their reports. He then stated the narrative about the change in concept and their interaction with their community is great. He further stated the personal contact with people lets them know the Police Department is available and it is genuine. Councilmember Kennedy stated the interaction between the Police and Fire Department at our community events goes a long way. He further stated the conversion rate between the warnings and tickets has been consistent. Councilmember Kurtzweil stated the change in the Police Department with Chief Sovik being chief has resulted is a wonderful public relations effort with our community. She stated she is impressed with the new hire. Sometimes people think they should hire local, but we brought someone in from the outside that brought in some very good skill sets. Councilmember Walton stated the fact they have such a high morale and stopping in to check in with businesses and residents and that brings a positive narrative to our City. Councilmember Dilg stated one of the things she is so happy with Chief Sovik and Chief Vogel is that they are good kind men. She appreciates seeing them interacting so much with the community and she appreciates their online presence. Councilmember Richards asked if their computer problems have been fixed. Chief Sovik stated with the new IT company and we are addressing those issues in the current budget as well as next years budget. Mayor Pelchat stated it is a privilege to work with both departments.

## OLD BUSINESS

### 1. Tax Abatement Policy

Bob Donohue stated our goal is to adopt program and guidelines. He stated we need specific guidelines and criteria in case someone applies in the future. Councilmember Kivell stated he doesn't have any issues with this. He stated if it is a million-dollar improvement, we would like not see \$34,000 tax base for 1 or 2 years, but if you end up with a jewel that wouldn't have been brought about without the



abatement, that changes the complexion of things. Councilmember Kennedy stated each circumstance will be looked at, but it is good to have a policy in place in case someone asks. Councilmember Richards stated this can be useful and if this community is going to get big investors, we have to have something to attract them. He stated he was against it, but now he is good with it. Mr. Donohue thanked Council for all their support and we are in the top tier of cities and he thanked them again.

#### CM 2-5-20 MOTION TO APPROVE POLICY AND GUIDELINES

Motion by Kurtzweil, supported by Walton

Motion to approve the proposed City of South Lyon Commercial Rehabilitation Tax Abatement Program Policy and Guidelines in accordance with Michigan's Commercial Rehabilitation Act, PA 210 of 2005, as amended

VOTE: MOTION CARRIED UNANIMOUSLY

#### 2. City Council Rules of Procedure

City Council continued reviewing the rules and procedures from the previous meeting.

#### **J. DISORDERLY CONDUCT**

Persons addressing the Council shall make responsible comments and shall refrain from making personal, impertinent, slanderous or profane remarks. The Mayor may call to order any person who is being disorderly by speaking when not recognized by the Chair or otherwise disrupting the proceeding by failing to be germane, by speaking longer than the allotted time, or by speaking vulgarities. Such persons shall thereupon be seated until the chair shall have determined whether the person is in order. If a person so engaged in presentation shall be called out of order, he or she shall not be permitted to speak at the same meeting, except upon special leave by the Council. If the person shall continue to be disorderly and disrupt the meeting, the chair may order the Police Department to remove the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

Attorney Hamameh stated Council has approved public comment in a resolution in the past. There is a section in that resolution regarding disorderly conduct with an appeal process and it is very detailed. She stated it is very well done and it will make things smoother. This will come before Council in a final draft form. No further discussion was held.

#### **k. SUSPENSION AND AMENDMENT OF RULES**

These rules may be suspended or amended for a specified portion of a meeting by an affirmative vote of two-thirds of the members present except that council actions shall conform to state statutes and to the Michigan and United States Constitutions.

No discussion was held.

#### **i. ENFORCEMENT OF RULES**

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



No discussion was held.

## **VI. ATTENDANCE**

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

Attorney Hamameh stated by telling someone you can't attend should be considered an excused absence. Councilmember Kivell stated he doesn't think just because you tell someone you won't be there, you shouldn't automatically be excused. Mayor Pelchat stated what has happened in the past is if someone is going to be absent, they normally contact him, and at meetings in the past someone has always made a motion to excuse the absence. Councilmember Kurtzweil stated sometimes people can't make meetings, life happens. Councilmember Kennedy stated this problem has happened in the past. Councilmember Kurtzweil stated if you're not the favorite of the majority you won't get excused. Councilmember Richards stated in the past we have approved absences in the past for vacations and if they make an effort to let us know ahead of time, they should be excused. Mayor Pelchat stated this has been written like this for a long time. He thinks we should continue to excuse people for their absence. Attorney Hamameh stated we will add or Mayor or City Manager to the language regarding notice of absence.

## **VII. VACANCY ON COUNCIL**

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

Councilmember Kivell stated he would like it to be 45 days because of the timing of where we are in the month determines how many meetings we have. He would also like it to be open to the public for 21 days for contenders. Councilmember Kurtzweil stated the 30 days to fill a vacancy is in our Charter. Discussion was held regarding what process would be used if there was a tie vote. Councilmember Kennedy stated there are 3 communities reference the Election Law that stated the Election will be determined by allotment. Attorney Hamameh stated she is ok with referencing the Election Law if that is what Council chooses to do.

## **VIII. STANDARDS OF CONDUCT FOR CITY COUNCIL MEMBERS**

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

Councilmember Richards asked who determines this. Attorney Hamameh stated the City has an Ethics Ordinance and there is state law as well. Everyone is responsible for themselves and if anyone has a concern, it can be brought to the Mayor or City Manager. No further discussion was held.



## **IX. COUNCIL MEMBER RELATIONSHIPS**

### **a. RELATIONSHIP WITH THE PUBLIC**

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

Councilmember Richards asked if this applies to an open public forum meeting differently than our Council meeting with an agenda. City Manager Zelenak stated it applies to Council meetings. Councilmember Richards asked what happens if there is an issue and the meeting is packed and everyone wants to speak. City Manager Zelenak stated it is to set the tone it is not a good idea to argue with people in public.

### **b. RELATIONSHIP WITH CITY STAFF AND CONSULTANTS**

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

Councilmember Kivell stated this is perfectly legit, his concern was having our staff or vendors overshot by people reaching out to them. He stated he thinks we should be able to schedule an appointment if you wanted to have a discussion with someone. Councilmember Dilg stated she thinks this could get out of hand. We have to act like we are the board of directors and they report to the City Manager. She stated we could admit that people have stepped around the City Manager and she thinks it should go through the City Manager. Councilmember Kennedy thinks it has worked out well. He had questions for Doug, so he sent an email to the City Manager and the Water Superintendent. The City Manager couldn't answer it, so he directed Doug to answer him. Councilmember Kurtzweil stated she doesn't understand why people aren't going through the City Manager. She stated if someone is interfering with an employee's daily job, they could file a grievance against that person for interfering with their job. Councilmember Kurtzweil questioned #4. City Manager Zelenak stated in selection of consultants he doesn't know why a particular



Councilmember would contact them before they are selected it could influence that decision. He stated anytime Councilmembers contact our consultants the clock starts and we are charged for that time. Attorney Hamameh stated it also protects Council from any claim of acceptance of any gifts for a vote. Councilmember Richards stated when he was an activist before he was elected to Council, there was a previous City Manager that insisted I give her everything before I give it to the business. He further stated as a Councilmember he can't step over that line. City Manager Zelenak stated he doesn't want to prohibit the relationships between Council and employees. He wants to maintain those relationships. Employees contacted him regarding this and he needs to be able to assist them. He stated we don't want Councilmembers contacting employees regarding collective bargaining and negotiations because Council may not know what is going on with negotiations. He further stated when it comes to someone directing an employee to do something, it must go through him. Councilmember Kennedy stated it is not the function of an employee to go pick someone up and drive them somewhere. City Manager Zelenak stated our staff wants to provide Council with information, but if someone contacts the staff member for a tour or something, they may not be aware of the time constraints the employee is under. Councilmember Kurtzweil asked if that include asking Department Heads to do reports for them. City Manager Zelenak stated that should go through him. Councilmember Kurtzweil stated if she is speaking with someone and its clear she isn't representing the Council or City; can she direct them to contact the City Manager. City Manager Zelenak stated if they are aware you aren't representing the City, yes. Attorney Hamameh stated this is the intention of this is if someone has a bid coming or something that is already coming to Council and a Councilmember reaches out to them.

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

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

If a member of the City Council represents the City before another governmental agency or organization, the Council member should first indicate the majority position as an opinion of the Council. Personal opinions and comments may be expressed only if the Council member clarifies that these statements do not represent the position of the City Council.

Attorney Hamameh stated she needs to point out that Council appoints Planning Commissioners. She stated so basically you are their boss. She stated if Council attends a commission and makes a statement, a gesture or a look, could seem as influencers. She stated there is also an issue if you are expressing your opinion at a commission meeting as a resident, should you then vote on the issue at the Council Meeting as a councilmember. There is no law that says you cannot go to planning commission meetings, but there are risks. If you choose to go, you need to make sure there are no verbal or non-verbal clues because you are their boss. She stated you are talking an OMA violation. Councilmember Richards stated the hot



potato has been the Planning Commission. He further stated it is clear to him that if he has been working on something, he is able to give his information to them before the meeting. Attorney Hamameh stated that is the same as attending the meeting and giving your opinion. Councilmember Kivell stated he has attended Planning Commission meetings and he sits in the back of the room. He stated the skeletal minutes we get is hard to get the sense of the dynamics that took place at that meeting. He further stated he thinks it is a disservice to not know how the Planning Commission comes to their conclusion on the project. Attorney Hamameh stated Council could ask for meaty minutes, or possibly some kind of a recording. Councilmember Kivell stated he would be fine with recording of the Planning Commission meetings. Mayor Pelchat stated the Cable Commission has been getting quotes for updating this room and he thinks the issue with recording the meeting right now is you have to pay someone to record it. He further stated he is hoping if the equipment gets updated, we won't have to pay someone and it will auto record. Councilmember Kurtzweil stated there is no case law that says an elected official can't attend another board or commission meeting. It is an open meeting and if she wants to go to a meeting she can because she likes to hear the debate. She further stated she is confident she isn't crossing a line because she doesn't discuss anything beforehand with any of the commissioners. Further discussion was held regarding Council attending other board and commission meetings.

## NEW BUSINESS

### 1. Schedule 2020-2021 budget workshop meetings

Discussion was held regarding setting a date for pension liability meeting and a budget workshop meeting. It was the consensus of Council to schedule the pension liability meeting for March 2<sup>nd</sup> which Plante Moran will attend and possibly our representative from MERS at 6:00 p.m. It was also the consensus of Council to schedule the budget workshop for April 7<sup>th</sup> at 6:00 p.m.

## CM 2-6-20 MOTION TO APPROVE MEETINGS

Motion by Kennedy, supported by Dilg

Motion to approve the pension liability workshop on March 2<sup>nd</sup> at 6:00 p.m. and the budget workshop on Tuesday April 7<sup>th</sup> at 6:00 p.m.

VOTE: MOTION CARRIED UNANIMOUSLY

## BUDGET

Councilmember Kurtzweil stated at last years budget meeting we discussed giving more hours to an employee to work on getting grants and has she done so? City Manager Zelenak stated she has assisted with the Fire Chief and Police Chief with their grants and she attended a training session for it. Councilmember Kurtzweil stated she attended Michigan Recreation and Park meeting. She stated she went through the trade show and spoke with a lot of people. She stated landscaping architects is a highly specialized field. They are very skilled with grant writing. There was one firm was very informative. She stated maybe we need to get a landscaping architect in here for a presentation. She further stated his success rate for grants is 85%. She thinks we are missing because we aren't getting the right people in the right place with the right skills. We need to take a look at how we handle the management of our parks. Councilmember Dilg stated she attended that meeting and a workshop as well. She stated she was speaking with someone from Novi and they have a grant committee that helps figure out what kind of grants we can do. Councilmember Kivell stated you also have to remember to even get your foot in the door, you have to have funds to match. Councilmember Kurtzweil stated she also spoke with Novi, but



the difference is they have years of grant experience. City Manager Zelenak stated we have someone that we work with our parks. The first step in this process is to develop a plan. The Parks and Recreation Commission has taken a step toward this. We are currently working with Marc Russell and he has applied for grants and he has spoken at numerous meetings. He further stated there are grants out there, but you need to have the funds to match and make the plan to further the parks.

#### MANAGER'S REPORT

City Manager Zelenak stated we received a purchase agreement for a property that the City owns, but it is currently not for sale. He stated he will be bringing information to the budget sessions regarding different properties that are owned by the City to discuss what Council would like to do with them. City Manager Zelenak then stated that there was a rumor going around that he was leaving and he wants everyone to know it is not true. Councilmember Walton stated people have asked her when the Lyon Cantina will be cleaned up. City Manager Zelenak stated that will probably be based on their insurance company.

#### PUBLIC COMMENT

Judy Keeling of 62180 Arlington Circle stated Colonial Acres is up for review for taxes, but at the last meeting they were told it was pushed back. It is very important, especially for the people that recently bought in Colonial Acres because their taxes went really high compared to the previous owners and a lot of the people are on fixed incomes. She just wanted to make sure the City know this is really important to Colonial Acre.

Megan McAllister of 42109 Roscommon Street stated she is here to introduce herself as a State Representative candidate for the 38<sup>th</sup> district. She is running because we need new and different friends in Lansing now more than ever. She isn't a career politician, or a lawyer but she is a Michigander that stayed through the recession. She stated it is important to have new and different faces in Lansing. She further stated she had a long career in business and she was in her master's program for counseling, but then she wrestled with the fact of going into a broken healthcare system. She then chose to go into politics. She stated we need a voice in Lansing that will be speaking from people and that will advocate for people and get things done. She has been a manager for over 10 years, she knows how to get things done and work across the table with many different opinions. She stated it is important that we as a City and County and State have our people represented by someone who is a regular person that sends her kids to school, and her Dad lives in South Lyon. Someone that knows first hand how important it is our water is clean, our public education is funded, we have affordable health care, that we care for our seniors and child care for people with small children. She stated it is important to take the steps now for us to move forward and she would like to be that person. She then asked everyone to look at [McAlisterformichigan.com](http://McAlisterformichigan.com) and she hopes to speak with everyone to see how she can earn your vote.

#### COUNCIL COMMENTS

Councilmember Kurtzweil stated she wanted to thank John Dolan, the Supervisor for Lyon Township for his comments in the Oakland Press for speaking in opposition of the new house bill 5229 which is the new regional authority tax which will uncap taxes. She stated if people are worried about taxes, the seniors need to get behind the opposition of this bill. It is a devastating bill and it will never benefit the residents of the City of South Lyon. So many residents approached her and asked her to thank him for his leadership and speaking against this bill. She then thanked John Dolan on her behalf as well as other



residents. Councilmember Kurtzweil stated Blessings in a Backpack will be having their 5<sup>th</sup> annual golf outing at Lyon Oaks on May 30<sup>th</sup>. She stated this organization does so much for the youth in our community. She further stated Katie and her team do a great job for all they do for our community. Councilmember Kurtzweil stated she wants to remind everyone it is still flu season, wash your hands frequently, eat well and take care of yourselves. She then stated if you are not feeling well stay home, don't go to work and associate with a lot of people.

Councilmember Walton stated she wanted to recognize Bret Jackson from South Lyon, he participated in the winter world master games and they are recognized by the international Olympic committee and he was on a curling team and they took the bronze. Councilmember Walton stated she was able to spend some time in Mayberry Park for a winter hike with the Friends of Mayberry Park and it was well organized, well attended and it was a beautiful peaceful walk. They do those walks many times a year.

Councilmember Richards stated many people have noticed at the corner of 10 mile and Dixboro there were many trees taken down. It was done professionally. He stated people should watch the property and see how things go, he doesn't think the trees had to go, but it was legal. Councilmember Richards stated he wanted to give a shoutout to the seniors watching this on Channel 19. He stated we are all under pressure today and being bombarded by media and social media with programs trying to get us to join a healthcare system. He stated they look like social security cards and the bottom says you will be contacted by a salesperson and you can't block the calls. He is working to have someone come to a Council meeting and speak to the seniors about what the truth is about what is going on out there to take some of the stress of worry off the seniors. Councilmember Richards stated there will be a school bond proposal in May. He stated everyone needs to be aware of what is going to happen and the details of it. Councilmember Richards stated the sled hill in McHattie Park is getting a lot of use by kids, which is good, that is what we want. Councilmember Richards stated the Historical Society is having a show about antique cars that are obsolete today, automobiles like the Tucker and the Packard and others that are not around today. Councilmember Richards stated we need to get more people to apply to be on any of our commissions.

Councilmember Kennedy stated as the city's SEMCOG representative he attended a seminar last week to discuss the upcoming census. As part of the 2020 Census, letters will be sent to households next month providing instructions for completing it and for the first time ever, the U.S. Census Bureau will accept responses online and by phone or you can still complete the census by mail. He further stated it is important that the census be completed for everyone living at that address. If people spend the year in different locations, they should complete the census for the location where they spend 51% of the year or more. City Snowbirds who spend 3-4 months in Florida should complete it identifying South Lyon as their residence. Every resident needs to be counted. The census is much more than just a head count. It provides a picture of our nation that helps determine where to build new schools, hospitals and businesses; how federal funding is distributed; and how congressional seats are apportioned. It determines how over \$675 Billion dollars in federal funds is distributed annually and even more in state funds. He further stated based on the 2010 census this represents about \$1,800 per person/per year or \$18,000 for the next ten years. That is money lost for every person that is not counted in the census. Councilmember Kennedy stated the information you provide is totally confidential and cannot be shared with any other government agency. The Census Bureau will not ask for your Social Security number, bank or credit card account numbers, money or donations or anything on behalf of a political party. He further stated please complete the census questionnaire accurately, everyone needs to be counted.



Councilmember Dilg congratulated South Lyon Aubree's for winning restaurant of the year for Michigan. Councilmember Dilg stated Grande Trunk, Lemon Tree and Venue are having a Valentines Day shopping event on Wednesday from 12-7. She then stated on July 25<sup>th</sup> there will be a South Lyon Pride Event in McHattie Park. She stated she recently met a man recently that grew up here and he felt like he had to move because he was gay. He has served our country and he is now a senior and has moved back. She stated some young people came to her and told her they are having a South Lyon Pride Event and that is a very brave thing to do. They want to celebrate diversity in a fun family centered empowering atmosphere. It will be family friendly with vendors and music. She further stated they want to show people they can be who they are without leaving South Lyon. She stated she hopes everyone will support it and if not, find something else to do.

Councilmember Kivell stated he plans on attending, and he doesn't understand why people feel like they need to impose their view on others. Councilmember Kivell reminded people to join our boards and commissions.

Mayor Pelchat congratulated South Lyon East Boys and Girls as they swept the match and double header at the High School. He stated the boys split on the road. He stated both student sections and the band were great.

#### ADJOURNMENT

#### CM 2-7-20 MOTION TO ADJOURN

Motion by Kurtzweil, supported by Walton

Motion to adjourn meeting at 9:50 p.m.

VOTE:

MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

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

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



# AGENDA NOTE

New Business # /

**MEETING DATE:** February 24, 2020

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

**AGENDA TOPIC:** Attorney Waiver of Conflict

**EXPLANATION OF TOPIC:** Our City planner recently contacted our office with questions relating to a Special Land Use Permit (SLUP) issued to Najor Companies for the Salvation Army. Our attorney Lisa Hamameh represented Najor Companies before when the SLUP was approved. Since Rosati Schultz represents the City and Najor Companies, there exists a conflict of interest under the Rules of Professional Conduct. In light of these rules, for Rosati and Schultz to continue its representation of the City in the SLUP matter described, both the City and Mr Najor must waive the conflict. If the Council consents to the waiver Ms. Hamameh will not be the attorney representing the City in this matter.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** Waiver of Conflict letter dated February 13, 2020

**POSSIBLE COURSES OF ACTION:** Approve / not approve that we consent to Rosati Schultz's representation of the City in connection with the Special Land Use Permit issued to Najor Companies for the Salvation Army at South Lyon Square, and that the City waive any conflict that may exist with regard to Rosati Schultz's representation of Najor Companies.

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ that we consent to Rosati Schultz's representation of the City in connection with the Special Land Use Permit issued to Najor Companies for the Salvation Army at South Lyon Square, and that the City waive any conflict that may exist with regard to Rosati Schultz's representation of Najor Companies.



MATTHEW J. ZALEWSKI  
mzalewski@rsjalaw.com

27555 Executive Drive, Suite 250  
Farmington Hills, Michigan 48331  
P 248.489.4100 | F 248.489.1726  
rsjalaw.com



ROSATI | SCHULTZ  
JOPPICH | AMTSBUECHLER

February 13, 2020

Mayor Daniel L. Pelchat and City Council  
(via Paul Zelenak, City Manager)  
City of South Lyon  
335 S. Warren St  
South Lyon, MI 48178

**RE: Salvation Army (600 N. Lafayette)**  
**SLUP No. 20016-001**  
**Waiver of Conflict**

Dear Mayor Pelchat and Council Members:

The City's Planning Consultant recently contacted our office with questions regarding a Special Land Use Permit (SLUP) issued to Najor Companies for the Salvation Army at the above referenced property. As you may know, Lisa Hamameh represented Najor Companies before the Planning Commission when the SLUP was approved. While Ms. Hamameh withdrew as counsel for Najor Companies on this matter prior to joining Rosati Schultz, Najor Companies remains a client of this firm regarding matters unrelated to the City of South Lyon.

Since this firm represents the City of South Lyon and Najor Companies, there exists a conflict of interest under the Rules of Professional Conduct in relation to the SLUP for the Salvation Army. Michigan Rules of Professional Conduct, Rule 1.7 and Rule 1.9, provide:

**Rule: 1.7 Conflict of Interest: General Rule**

- (a) A lawyer shall not represent a client if the representation of that client will be directly adverse to another client, unless:
  - (1) the lawyer reasonably believes the representation will not adversely affect the relationship with the other client; and
  - (2) each client consents after consultation.
- (b) A lawyer shall not represent a client if the representation of that client may be materially limited by the lawyer's responsibilities to another client or to a third person, or by the lawyer's own interests, unless:
  - (1) the lawyer reasonably believes the representation will not be adversely affected; and
  - (2) the client consents after consultation. When representation of multiple clients in a single matter is undertaken, the consultation shall include explanation of the implications of the common representation and the advantages and risks involved.



**Rule: 1.9 Conflict of Interest: Former Client**

- (a) A lawyer who has formerly represented a client in a matter shall not thereafter represent another person in the same or a substantially related matter in which that person's interests are materially adverse to the interests of the former client unless the former client consents after consultation.
- (b) Unless the former client consents after consultation, a lawyer shall not knowingly represent a person in the same or a substantially related matter in which a firm with which the lawyer formerly was associated has previously represented a client
  - (1) whose interests are materially adverse to that person, and
  - (2) about whom the lawyer had acquired information protected by Rules 1.6 and 1.9(c) that is material to the matter.
- (c) A lawyer who has formerly represented a client in a matter or whose present or former firm has formerly represented a client in a matter shall not thereafter:
  - (1) use information relating to the representation to the disadvantage of the former client except as Rule 1.6 or Rule 3.3 would permit or require with respect to a client, or when the information has become generally known; or
  - (2) reveal information relating to the representation except as Rule 1.6 or Rule 3.3 would permit or require with respect to a client

In light of these rules, for our firm to continue its representation of the City in the SLUP matter described above, both the City and Mr. Najor must waive the conflict. Mr. Najor has already done so by executing the Acknowledgement/Consent form that is enclosed with this letter. Through that acknowledgement, Mr. Najor has consented to this firm representing the City "in connection with the Special Land Use Permit issued to Najor Companies for the Salvation Army at South Lyon Square," and has agreed to "waive any conflict that may exist with regard to Rosati Shultz's representation of the City of South Lyon."

If the Council consents to the waiver, Ms. Hamameh will not be the attorney representing the City in this matter. As an additional precaution, our firm will establish what is referred to as an "ethical wall," which will shield Ms. Hamameh from receiving or sharing any information regarding Mr. Najor and Najor Companies and/or the City as it relates to the SLUP.

If the Council wishes to consent to the waiver, then it simply needs to make a motion to this effect. The following motion language is recommended, which parallels the language of the Acknowledgment/Consent signed by Mr. Najor:

I move that we consent to Rosati Schultz's representation of the City in connection with the Special Land Use Permit issued to Najor Companies for the Salvation Army at South Lyon Square, and that the City waive any conflict that may exist with regard to Rosati Schultz's representation of Najor Companies.



Mayor Pelchat and Council Members  
SLUP No. 20016-001  
February 13, 2020  
Page 3

I will be available at the City Council meeting at which this matter is brought forward to address any questions or concerns.

Very truly yours,

ROSATI SCHULTZ JOPPICH  
& AMTSBUECHLER PC



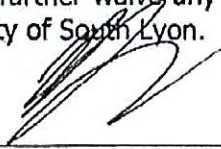
Matthew J. Zalewski

MJZ/dah  
Enclosure

January 17, 2020  
Brian Najor  
Page 3

**ACKNOWLEDGEMENT/CONSENT:**

I, Brian Najor, President of Najor Companies hereby acknowledges receipt of this correspondence and consent to Rosati Schultz's representation of the City of South Lyon in connection with the Special Land Use Permit issued to Najor Companies for the Salvation Army at South Lyon Square, and I further waive any conflict that may exist with regard to Rosati Schultz's representation of the City of South Lyon.

  
\_\_\_\_\_

Date: 1/22/20



# AGENDA NOTE

New Business # 2

**MEETING DATE:** February 24, 2020

**PERSON PLACING ITEM ON AGENDA:** Police Chief

**AGENDA TOPIC:** Dispatch/Lock-up Service Agreement

**EXPLANATION OF TOPIC:** The current agreement with the City of Novi will expire on June 30, 2020. The present rate is \$134,604. Novi officials have offered to renew the agreement for three years with annual increases of 4%. The agreement includes dispatch services for both the Police and Fire Departments, as well as short term prisoner lock-up. The proposed rates are: 2020-21, \$139,988; 2021-22, \$145,588; 2022-23, \$151,411.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** Proposed three-year agreement; Exhibit A, Contract review letter from City Attorney Lisa Hamameh.

**POSSIBLE COURSES OF ACTION:** Approve/Do Not Approve the proposed agreement.

**RECOMMENDATION:** Approve the agreement.

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve the three-year agreement, as presented, with the City of Novi to provide dispatch and lock-up services for the South Lyon Police and Fire Departments.

02/24/20

**CITY OF NOVI  
TELECOMMUNICATIONS PROPOSAL**

It is the mission of the Novi Regional 911 Center to provide a fast and effective communications link between the citizens requesting public safety services and the public safety agencies charged with providing emergency and non-emergency services to those citizens.

The "City of Novi Telecommunications Proposal" provides dispatching services 365 days a year on a 24/7 basis. It includes the following services and ensures Tele-Communicators will:

- Successfully undergo a recognized extensive communications Training Program.
- Have a thorough understanding of all radio console functions and public safety communications system used by the Novi Regional 911 Center.
- Answer 911 and non-emergency phone calls from the public and dispatch appropriate law enforcement, fire and/or EMS units as needed.
- Maintain contact with the caller throughout an emergency and update responding personnel of a changing situation.
- Activate weather sirens for inclement weather as needed.
- Have a thorough understanding of geography and addressing in all regional service areas.
- Be knowledgeable of mutual aid agreements between regional agencies.
- Assign complaint numbers for Calls for Service utilizing a computer aided dispatch system tracking complainant and officer response time information.
- Respond to requests from authorized public safety personnel i.e. LEIN, CLEMIS, NCIC checks, make follow-up phone calls, dispatch wreckers, etc.
- Maintain audio recordings of all radio traffic and telephone calls.
- Attend basic and advanced training as directed to stay up to date with dispatching methods and procedures.
- Maintain and make available Dialogic Reverse 911 Notification System.
- Provide short-term custody of arrested subjects, absent any major medical concerns and based on decision of Shift Commander.



# Agreement for Dispatch Services

Between the

**City of Novi**

And the

**City of South Lyon**

---

This Agreement is made and effective as of the date of the last signature and is between the *City of South Lyon* ("South Lyon"), whose address is 335 South Warren, South Lyon, Michigan 48178, Oakland County, Michigan and the *City of Novi* ("Novi") whose address is 45175 West Ten Mile Road, Novi, Michigan 48375, Oakland County, Michigan.

**WHEREAS:** It is the intention of South Lyon to secure and Novi to furnish Dispatch Services, and

**WHEREAS:** It is the intention of South Lyon and Novi to enter into an Agreement for the provision of said Dispatch Services through June 30, 2023, and to have the compensation for said services set forth in this Agreement.

**NOW THEREFORE,** in consideration of the mutual promises, covenants and conditions contained herein, the parties agree as follows:

1. This Agreement is for a term ending June 30, 2023. The obligation to provide services under this Agreement may be terminated by either party upon ninety (90) days prior written notice to the other party, delivered via First Class Certified United States Mail with Return Receipt requested. Unless prior to the ending date of this Agreement, a written extension is negotiated and executed, the provisions of this Agreement may be extended on a month-to-month basis by agreement of the parties.
2. Novi agrees to furnish Police and Fire Department Dispatch Services on a 24 hours a day, 7 days a week basis to South Lyon.
3. Novi agrees to serve as the Primary Safety Answering Point for South Lyon as part of the Oakland County E-911 Emergency Communications System. Dispatch Services to be provided by Novi shall include all emergency communication for South Lyon in accordance with the City of Novi – Telecommunications Proposal attached hereto as Exhibit A and incorporated herein by reference. Any requests from South Lyon that increase the scope of dispatch services from what is currently required shall not be binding on the City of Novi unless approved in writing by the Novi Police Chief.
4. Novi agrees to furnish Dispatch Services as outlined in this Agreement, specifically Paragraphs 2 and 3, and to provide training necessary for all dispatchers to comply with and obtain any certifications required by applicable law. Novi further agrees to provide emergency telecommunicator and fire dispatcher training for its dispatchers to obtain certifications in those fields at locations and times determined by the Novi Police Chief

through outside accredited or recognized courses or programs that are established by South Lyon Police and Fire Chiefs and the Novi Police Chief.

5. In consideration for furnishing of said dispatch services as outlined in this Agreement, South Lyon agrees to pay Novi the following amounts for the periods indicated, with quarterly payments made on or before the first day of each quarter:

Time Period	Annual Amount
July 1, 2020 through June 30, 2021	\$139,988
July 1, 2021 through June 30, 2022	\$145,588
July 1, 2022 through June 30, 2023	\$151,411

6. South Lyon and Novi agree that any change in the Emergency Service Area or any change in the scope of dispatch services to be provided, is subject to re-negotiation and mutual written Agreement of the parties. In any event, South Lyon agrees that any expansion of the South Lyon Emergency Service Area will be preceded by ninety (90) days written notice to Novi to provide time for discussion and negotiation of satisfactory terms and to provide sufficient time to make equipment and record keeping modifications.
7. To the extent allowed by law, throughout the effective period of this Agreement and during any extension hereof pursuant to any written extension agreement or on a month-to-month basis, Novi agrees to hold harmless, indemnify, represent and defend South Lyon, its officers, officials, and employees from any and all claims, causes of action, liabilities, judgments, costs, damages and/or expenses for bodily injury and/or property damage and/or any other claim relating to or solely arising out of Novi's delivery of dispatch services as specifically identified in the provisions of this Agreement, most specifically Paragraphs 2 and 3.

To the extent allowed by law, throughout the effective period of this Agreement and during any extension hereof pursuant to any written extension agreement or on a month-to-month basis, the City of South Lyon agrees to hold harmless, indemnify, represent and defend Novi, its officers, officials, and employees from any and all claims, causes of action, liabilities, judgments, costs, damages and/or expenses for bodily injury and/or property damage and/or any other claim relating to or solely arising out of South Lyon's delivery of services, by the City of South Lyon or its Police or Fire Departments.

The obligation of the parties pursuant to this indemnification paragraph shall continue following termination of this Agreement and for all times during which lawful claims may be made in relation to any acts arising out of this Agreement. Under the provisions of this Paragraph, the indemnitor, whether Novi or South Lyon, shall provide reasonable and adequate legal representation on behalf of the indemnitee, and shall pay all claims, judgments and/or liabilities which become due.

8. This Agreement and its incorporated Exhibit A constitute the entire Agreement for



Agreement for Dispatch Services  
Between the City of South Lyon and the City of Novi

---

Dispatch Services between South Lyon and Novi.

Witness and Date

\_\_\_\_\_

\_\_\_\_\_

**CITY OF SOUTH LYON**

\_\_\_\_\_  
Daniel L. Pelchat, Mayor

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

Witness and Date

\_\_\_\_\_

\_\_\_\_\_

**CITY OF NOVI**

\_\_\_\_\_  
Robert J. Gatt, Mayor

\_\_\_\_\_  
Cortney Hanson, Clerk

LISA J. HAMAMEH  
lhamameh@rsjalaw.com

27555 Executive Drive, Suite 250  
Farmington Hills, Michigan 48331  
P 248.489.4100 | F 248.489.1726  
rsjalaw.com



ROSATI | SCHULTZ  
JOPPICH | AMTSBUECHLER

February 17, 2020

Chief Chris Sovik  
South Lyon Police Department  
219 Whipple Street  
South Lyon, MI 48178

**RE: Agreement for Dispatch Services**

Dear Chief Sovik:

You asked our office to review the proposed Agreement for Dispatch Services ("Agreement") between the City of South Lyon and the City of Novi extending the term through June 30, 2023. As you know, we asked the City of Novi to make a few minor non-substantive changes, which they have since made.

As we discussed, the proposed Agreement is consistent with the current agreement between the parties, which was approved in 2017, as well as the prior agreements approved in 2011 and 2014. The proposed Agreement contains the same provisions, including indemnity and hold harmless provisions, and it provides that either party may terminate on ninety (90) days prior written notice. As such, the proposed Agreement is acceptable.

The proposed Agreement will extend the Agreement for Dispatch Services three years commencing at the expiration of the current term, June 30, 2020, and running through June 30, 2023. There is a 4% increase in the fees that South Lyon will pay to Novi per year.

If you have any further questions or would like to discuss this matter further, please call.

Very truly yours,

ROSATI SCHULTZ JOPPICH & AMTSBUECHLER PC

  
Lisa J. Hamameh

LJH/mdi

cc: Paul Zelenak, City Manager  
Fire Chief Vogel



# AGENDA NOTE

New Business # 3

**MEETING DATE:** February 24, 2020

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

**AGENDA TOPIC:** Set Public Hearing to Establish the Commercial Rehabilitation District

**EXPLANATION OF TOPIC:** The City recently adopted a Tax Abatement Policy for our Community. This policy outlined the requirements for establishing District and approving a property for tax abatement. We have received a request from the owners of Parcel 80-21-20-360-023 (RCA Building) to establish a Commercial Rehabilitation District. In order to establish a district we must set a public hearing and follow our requirements within the law.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** Written Request to establish a district. Map identifying the boundaries of the district.

**POSSIBLE COURSES OF ACTION:** To set / not set the date of the Public Hearing for Monday, March 9, 2020 at 7:30 PM for the establishment of the Commercial Rehabilitation District for parcel 80-21-20-360-023.

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to set the date of the Public Hearing for Monday, March 9, 2020 at 7:30 PM for the establishment of the Commercial Rehabilitation District for parcel 80-21-20-360-023.

## Carol Brandon

---

**From:** Daniel Schwegler <schwegs11@gmail.com>  
**Sent:** Thursday, February 20, 2020 4:15 PM  
**To:** Robert Donohue  
**Cc:** Paul Zelenak; Lisa Deaton; Carol Brandon; Lisa J. Hamameh  
**Subject:** Re: FW: Creation of Tax Abatement District

Thank you for the clarification, Bob.

Given that the city council has formally adopted a tax abatement policy under the Commercial Rehabilitation Act, I would like to request that the building and land on parcel 80-21-20-360-023 at the address Lot 25, Assessor's Plat No 5, Liber 58, page 30, Oakland County, more commonly known as 135 E Lake St, South Lyon, MI be established as a district for the purposes of tax abatement consideration.

Please let me know if you have any questions or if you need any additional information. I look forward to hearing from you.

Best regards,

Daniel Schwegler

1. Address - 135 E Lake St, South Lyon, MI
2. Parcel ID: 80-21-20-360-023
3. Location: In DDA - Yes, In Core Downtown Area - Yes.
4. Name of real property owners: 1855 Holdings, LLC - members include; Daniel Schwegler, Raymond Vansteenkiste, David Mihalek
5. Address and contact information of real property owners:  
Daniel Schwegler, 23755 Prescott Ln E, South Lyon, MI 48178  
Raymond Vansteenkiste, 15430 28 Mile Rd, Ray Twp, MI 48096  
David Mihalek, 1626 Graefield Rd, Birmingham, MI 48009
6. Legal Name of the Business: 1855 Holdings, LLC
7. Federal tax ID number: 83-4482361
8. Main contact of the Business/property Daniel Schwegler 23755 Prescott Ln E, South Lyon, MI 48178 586-610-6604 [schwegs11@gmail.com](mailto:schwegs11@gmail.com)
9. Project Description: Complete renovation of the building, including but not limited to preservation of current exterior, addition of third story, all new mechanical, electrical, and plumbing, space built for my office and the addition of a new restaurant downtown, addition of an elevator.
10. Please state why this project will benefit the city: Our project to improve the RCA building will create space for a new restaurant in the downtown district while also eliminating arguably the building with the most blight and negative impact of the downtown area. This project will be fully ADA compliant, including the addition of an elevator, so that all within our town can fully enjoy the new space.
11. List the size of the existing structure in square feet and the dimensions of the building and property: The current building is 3,690 sq. ft. on the first and second floors. The basement is currently 1845 sq. ft. with a 6'4" ceiling. The renovation will include 1,211 sq. ft. in the basement with an 8'2" ceiling (634 sq. ft. at 6'4" ceiling for storage with new drain tile and floor surface), 3,646 sq. ft. on the first two floors, and 1,711 sq. ft. on the new third floor for a total of 6,568 sq. ft. of usable space out of 7,180 total sq. ft. The dimension of the property are approximately 21' x 90' or around 1,890 sq. ft.



[illegible]

# SOUTH LYON POLICE DEPARTMENT

*Christopher J. Sovik*

Chief



## Memorandum

**To:** City Manager Paul Zelenak

**From:** Chief Christopher J. Sovik

**Subject:** SLARA Block Party August 14, 2020

**Date:** February 18, 2020

I have received a permit request for the above-mentioned event. I reviewed the proposed event which will be contained inside McHattie Park. The event is scheduled to begin at 1:00 p.m. on Saturday, August 14, 2020. It will conclude by 7:00 p.m. This event will include first responder vehicles being displayed during the "Touch-a-Truck" portion from 1:00 p.m. to 3:00 p.m. A copy of the application for permit is attached for your information.

The planned event should cause only minimal disruption to normal traffic in the area, and no road closures have been requested. The Police Department will provide support for the event utilizing on-duty personnel. Therefore, I have approved the request and have so notified the organizers.

c: Lt. Baaki  
Fire Chief Vogel





## South Lyon Police Department

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

### Parade/Event Application

Date of Event: 8/14/2020  
Applicant's Name: Kristi Hoskins Ph#: 248-437-8105  
Applicant's Address: 23333 Griswold, Ste 100 South Lyon, MI 48178  
Name of Event: SLARA Block Party  
Business/Organization Name: South Lyon Area Recreation Authority  
Business Address: 23333 Griswold, Ste 100 South Lyon, MI 48178  
Business Phone Number: (248) 437-8105  
President/CEO Responsible for Event: Amy Allen Ph#: (248) 437-8105  
Event Start Time: 1:00 AM / (PM) End Time: 7:00 AM / (PM)  
Approximate number of persons attending: 500+  
Approximate number and types of vehicles: \_\_\_\_\_

Approximate number and types of animals: \_\_\_\_\_

Amount of space maintained between all units in parade: \_\_\_\_\_

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

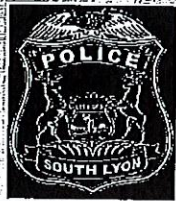
EVENT CONTAINED INSIDE OF PARK

Kristi Hoskins 2/7/2020  
Applicants Signature and Date

\_\_\_\_\_  
Responsible Party's Signature and Date

Approved ☒ Denied ☐

Chief Christopher J. Sovik 2/14/2020  
Chief Christopher Sovik 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 SLARA

(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.

Justin Hawkins  
Signature

2/7/2020  
Date



**RISK**

MICHIGAN MUNICIPAL  
RISK MANAGEMENT  
A U T H O R I T Y

**CERTIFICATE OF COVERAGE**

This certificate is issued as a matter of information only and confers no rights upon the certificate holder except to the extent shown below. This certificate does not amend, extend or alter the coverage contained in the Authority's Joint Powers Agreement and coverage attachments thereto.

This is to certify that a Self-Insured Program has been undertaken by the member listed below through the Authority pursuant to Act 138 P.A. 1982.

The coverage provided by the Authority is as follows:

1. Liability coverage for general liability, automobile (including Michigan no-fault) law enforcement and public officials liability; in the sum of \$5,000,000 each occurrence inclusive of loss adjustment and defense costs.
2. Property Coverage including loss to real & personal property, to amounts stipulated in coverage documents and overview for this member.
3. Motor Vehicle Physical Damage Coverage for the vehicles stipulated in the Coverage Document.
4. ☐ Information only:
5. ☐ The entity named below is included in the scope of protection as respects claims arising from a COVERED CONTRACT as defined in the MMRMA Liability and Motor Vehicle Physical Damage Coverage Document.
6. ☒ Other (as described here):  
**The scope of protection above includes liability associated with the use of the City of South Lyon Parks by South Lyon Area Recreation Authority for their SLARA Block Party, August 14, 2020.**

This certificate is issued in accordance with and is subject to all provisions of the Joint Powers Agreement, Coverage Documents, reinsurance agreements, MMRMA rules, regulations and administrative procedures. Should the member identified below withdraw from the Authority, or its Authority Membership be otherwise terminated, the Authority will endeavor to notify the certificate holder in writing thirty (30) days in advance thereof, but failure to furnish such notice will impose no obligation or liability of any kind upon the Authority, or its representatives.

**Certificate Holder:**

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

**Member:**

South Lyon Area Recreation Authority  
23333 Griswold Road  
Suite 100  
South Lyon, MI 48178

**Certificate Expiration Date:** 08/15/2020

**Member Number:** # M0001131

**Effective Date of Membership:** 08/12/1999

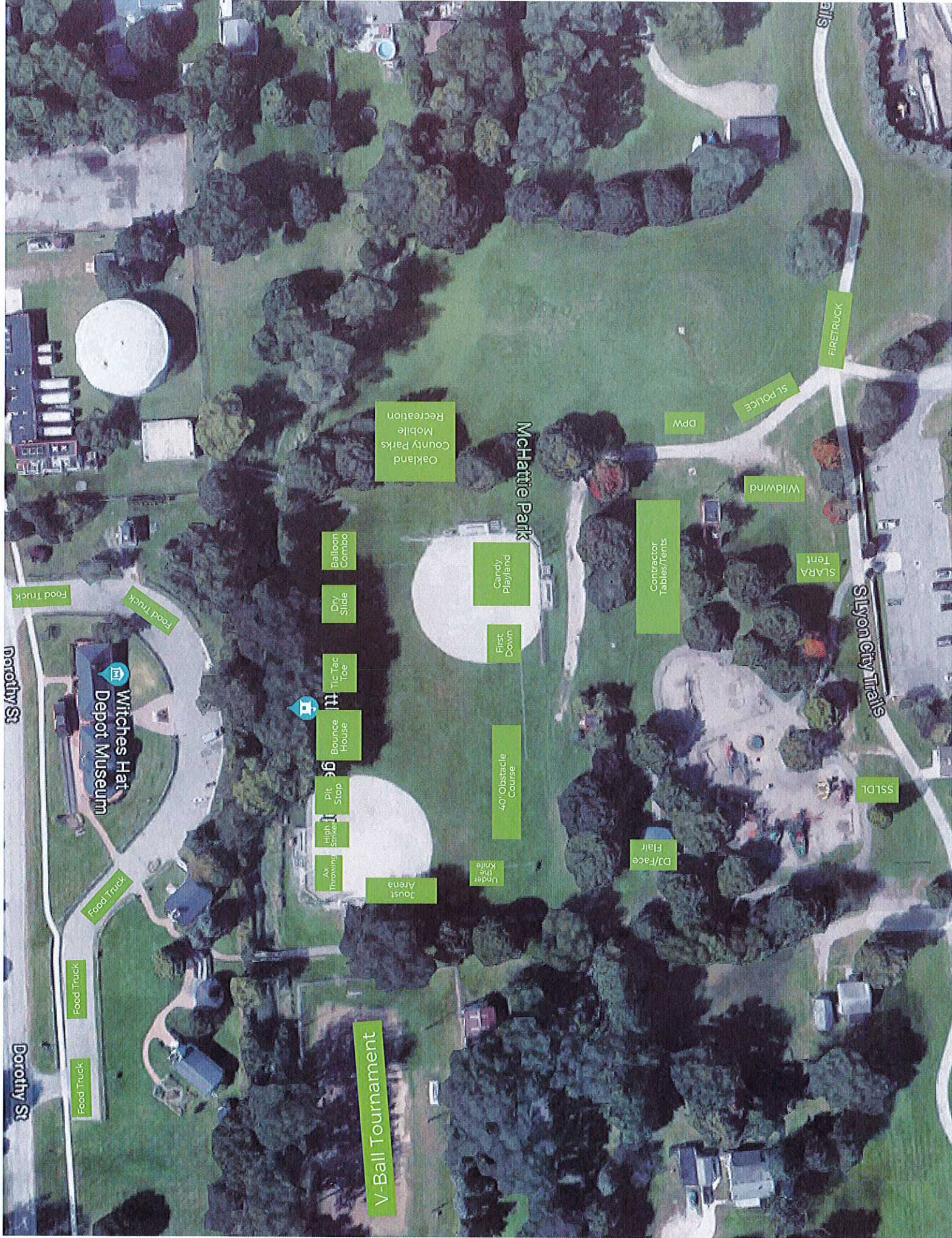
**Date Issued:** 02/14/2020

**Distribution:**

MMRMA Underwriting

  
\_\_\_\_\_  
**Authorized Representative**





SITE

FIRETRUCK

SL POLICE

DPW

Wildwind

SLARA Tent

SLYON CITY TRAILS

SSSL

DJ/Face Flair

40' Obstacle Course

Under the Knife

Joust Arena

Candy Playground

First Down

Contractor Tables/Tents

Balloon Combo

Dry Slide

Tic Tac Toe

Bounce House

Pit Stop

High Strider

Av Throwing

Witches Hat Depot Museum

Food Truck

Food Truck

Food Truck

Food Truck

V-Ball Tournament

McHattie Park

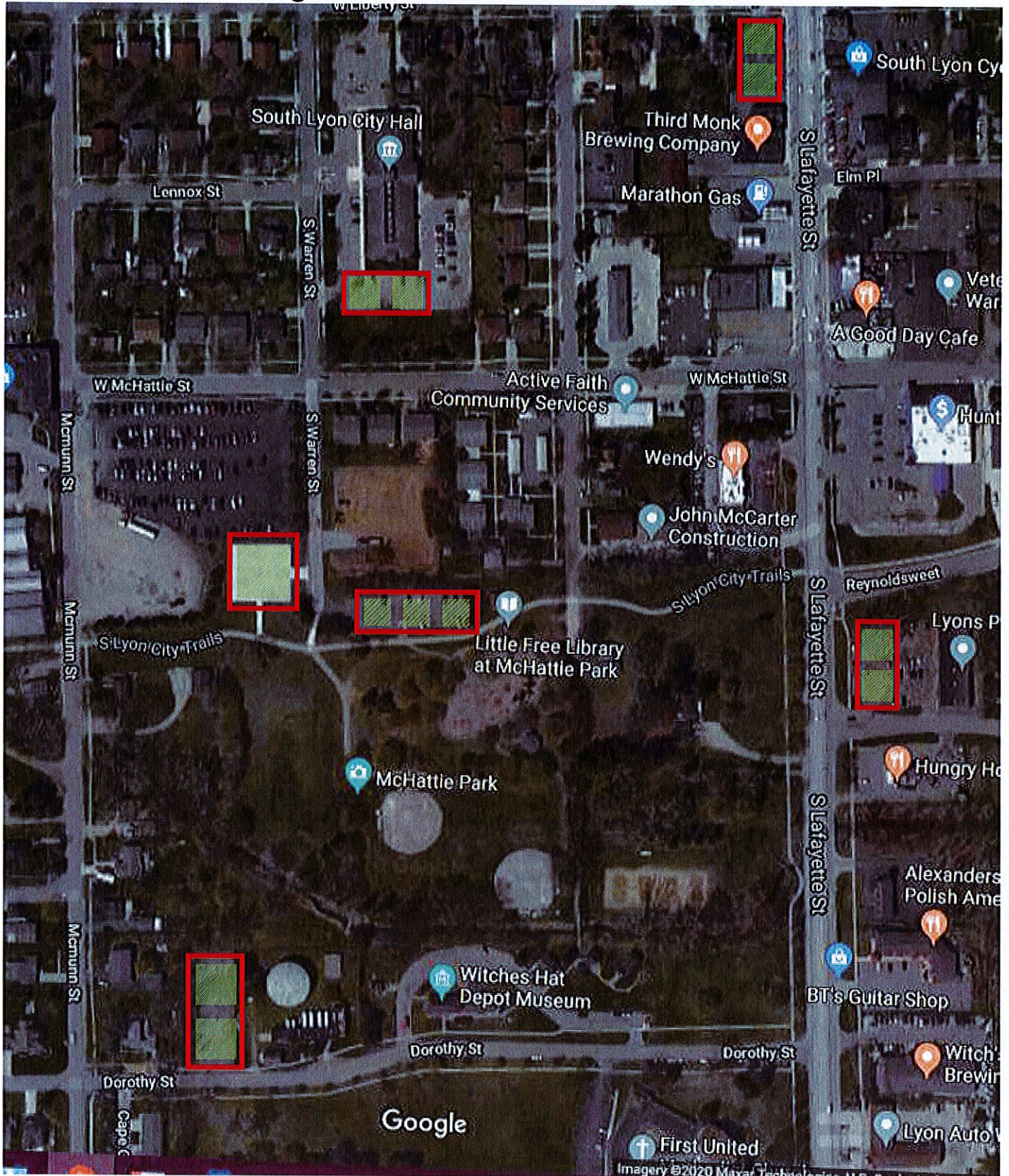
Dorothy St

Dorothy St



# SLARA BLOCK PARTY - PARKING

August 14, 2020 1:00PM - 7:00PM



 = FREE PARKING



# SOUTH LYON POLICE DEPARTMENT

*Christopher J. Sovik*  
Chief



## Memorandum

**To:** Paul Zelenak, City Manager

**From:** Chief Christopher J. Sovik

**Subject:** South Lyon Area Recreation Authority 5K Run/Walk

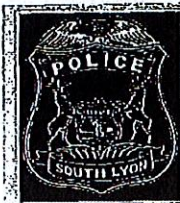
**Date:** February 19, 2020

I have received a permit request for the above-mentioned event. I reviewed the proposed routes, which are very similar to other past approved events. The event is scheduled to begin at 8:00 a.m. on Saturday, September 7, 2020. It will conclude by 11:00 a.m. A copy of the application for permit is attached for your information.

The planned event should cause only minimal disruption to normal traffic in the area, and no road closures have been requested. The Police Department will provide support for the event utilizing one officer on overtime, and the organizer has agreed to bear the cost. Therefore, I have approved the request and have so notified the organizers.

c: Lt. Baaki  
Fire Chief Vogel  
DPW Director Doug Varney





## South Lyon Police Department

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

### Parade/Event Application

Date of Event: 9/7/2020

Applicant's Name: Matt Stanley Ph#: 734-558-0084

Applicant's Address: \_\_\_\_\_

Name of Event: Labor Day 5K / Walk

Business/Organization Name: South Lyon Area Recreation Authority

Business Address: 23333 Griswold Rd, Ste. 100, South Lyon, MI

Business Phone Number: 248-437-8105

President/CEO Responsible for Event: Matt Stanley Ph#: 734-558-0084

Event Start Time: 8 AM / PM End Time: 11 AM / PM

Approximate number of persons attending: 130

Approximate number and types of vehicles: 60-70 cars

Approximate number and types of animals: 20-30 dogs

Amount of space maintained between all units in parade: \_\_\_\_\_

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

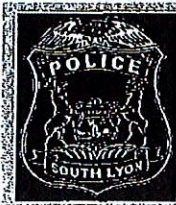
Run Event will start in Metairie Park. Participants will utilize walking path to Volunteer Park and back to Metairie Park. Participants will need to cross streets at McMan St, Princeton Dr, 9 mile Rd on the way to and back from Volunteer Park. Event will end in Metairie Park. Walk route attached

Matt Stanley 2/6/2020  
Applicants Signature and Date

Matt Stanley 2/6/2020  
Responsible Party's Signature and Date

Approved ☒ Denied ☐

Chief Christopher J. Sovik 2/14/2020  
Chief Christopher Sovik 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 South Lyon Area Recreation Authority

(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.

  
\_\_\_\_\_  
Signature

2/6/2020  
\_\_\_\_\_  
Date



**RISK**

MICHIGAN MUNICIPAL  
RISK MANAGEMENT  
A U T H O R I T Y

**CERTIFICATE OF COVERAGE**

This certificate is issued as a matter of information only and confers no rights upon the certificate holder except to the extent shown below. This certificate does not amend, extend or alter the coverage contained in the Authority's Joint Powers Agreement and coverage attachments thereto.

This is to certify that a Self-Insured Program has been undertaken by the member listed below through the Authority pursuant to Act 138 P.A. 1982.

The coverage provided by the Authority is as follows:

1. Liability coverage for general liability, automobile (including Michigan no-fault) law enforcement and public officials liability; in the sum of \$5,000,000 each occurrence inclusive of loss adjustment and defense costs.
2. Property Coverage including loss to real & personal property, to amounts stipulated in coverage documents and overview for this member.
3. Motor Vehicle Physical Damage Coverage for the vehicles stipulated in the Coverage Document.
4. ☐ Information only:
5. ☐ The entity named below is included in the scope of protection as respects claims arising from a COVERED CONTRACT as defined in the MMRMA Liability and Motor Vehicle Physical Damage Coverage Document.
6. ☒ Other (as described here):  
**The scope of protection above includes liability associated with the use of the City of South Lyon Parks by South Lyon Area Recreation Authority for their Labor Day 5K/Walk - September 7, 2020.**

This certificate is issued in accordance with and is subject to all provisions of the Joint Powers Agreement, Coverage Documents, reinsurance agreements, MMRMA rules, regulations and administrative procedures. Should the member identified below withdraw from the Authority, or its Authority Membership be otherwise terminated, the Authority will endeavor to notify the certificate holder in writing thirty (30) days in advance thereof, but failure to furnish such notice will impose no obligation or liability of any kind upon the Authority, or its representatives.

**Certificate Holder:**

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

**Member:**

South Lyon Area Recreation Authority  
23333 Griswold Road  
Suite 100  
South Lyon, MI 48178

**Certificate Expiration Date:** 09/08/2020

**Member Number:** # M0001131

**Effective Date of Membership:** 08/12/1999

**Date Issued:** 02/14/2020

**Distribution:**

MMRMA Underwriting



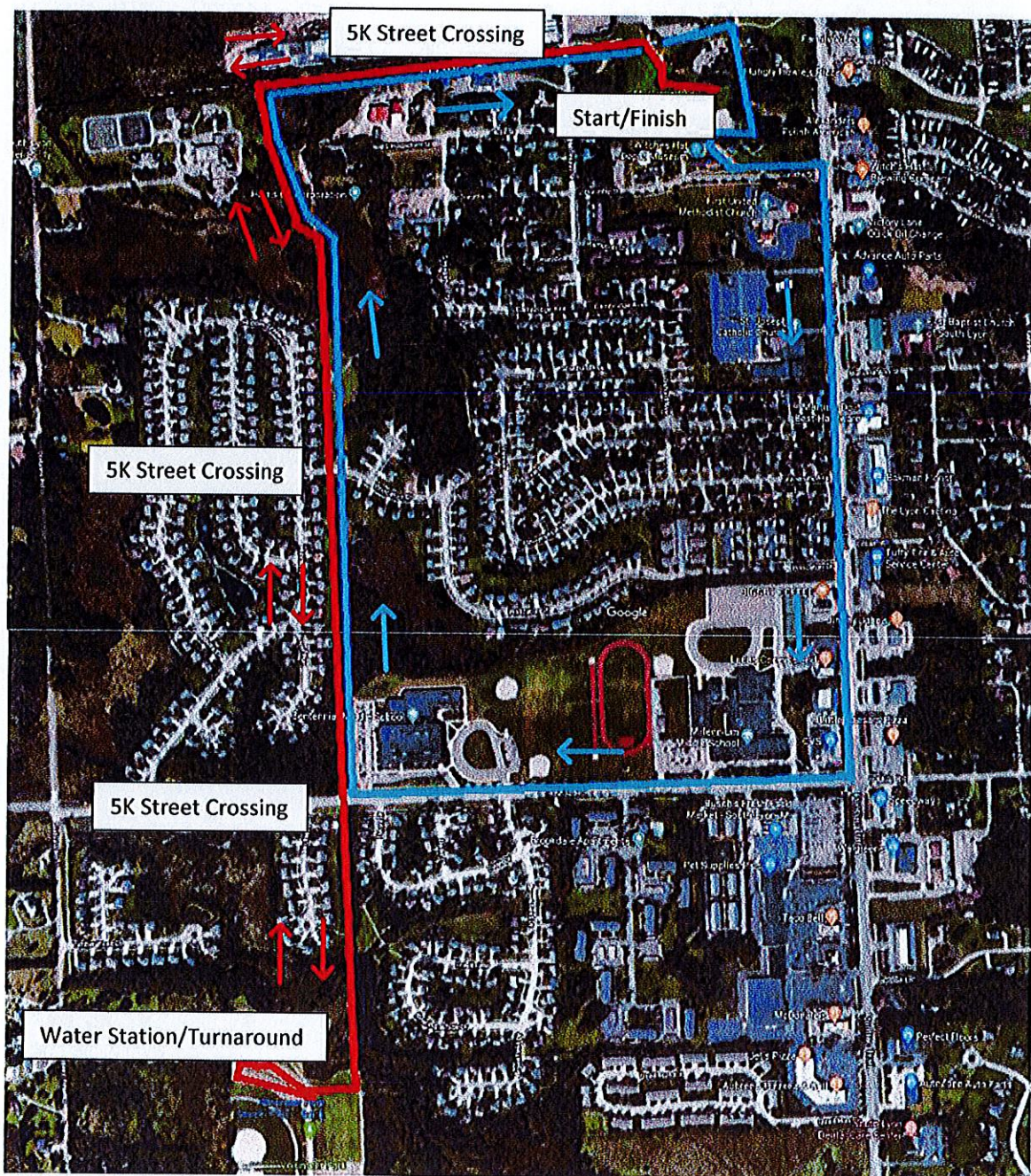
**Authorized Representative**



## LABOR DAY WALK/5K ROUTES

*"Parks and Rec" Theme*

- **Mustache Dash Labor Day 5K route in RED**
- First wave releases at 8:30AM
- T-Shirt, medal, registration gift included in cost
- \$30/\$40 R/NR Early Bird Fee - \$40/\$50 Standard
- 5K will be timed by SLARA staff and volunteers. Must be completed in under 50 minutes.
- **Free Waffle Walk route displayed in BLUE.**
- Route is approximately 2.5 miles
- 9:20am warm-up, 9:30am start, 9:40am pet start
- T-Shirt included for those signing up before early bird deadline
- Early Bird Deadline for both events is Monday, August 24







## APPLY IF:

- You are at least 18 years old.
- You have a valid Social Security number.
- You are a U.S. citizen.
- You have a valid email address.
- You are registered with the Selective Service System, or have a qualifying exemption, if you are male and were born after Dec. 31, 1959.



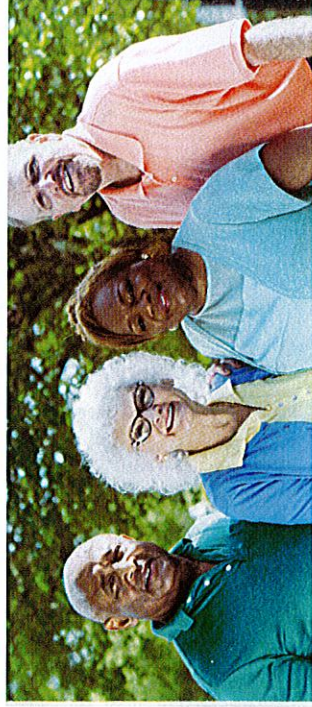
## IF OFFERED A JOB:

- You must pass a criminal background check and review of criminal records (including fingerprinting).
- You must be available to work flexible hours, including days, evenings, and weekends.



## MOST JOBS REQUIRE EMPLOYEES TO:

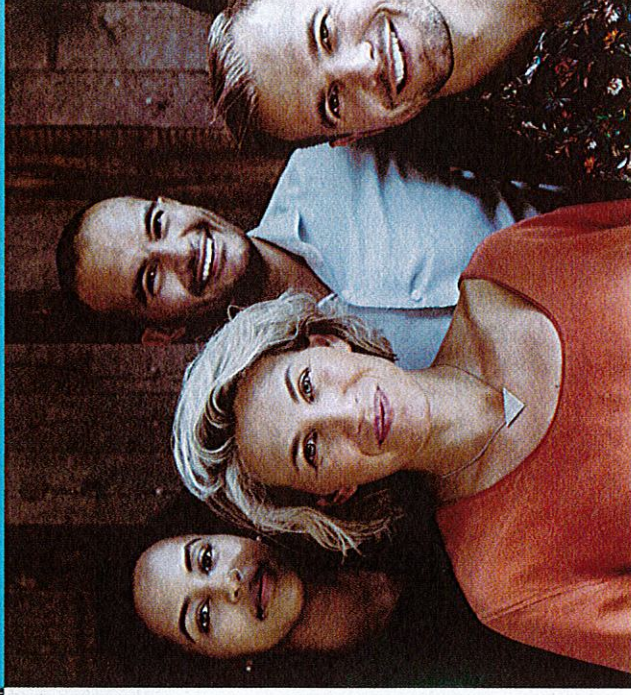
- Have access to a vehicle and a valid driver's license, unless public transportation is readily available.
- Have access to a computer with Internet (to complete training).



## BECOME A CENSUS TAKER AND GET PAID TO HELP YOUR COMMUNITY

Learn how you can help collect important data that will determine your state's representation in Congress, as well as how funds are spent in your community on things like roads, schools, and hospitals.

For more information or to apply online, visit [2020census.gov/jobs](https://2020census.gov/jobs) or call **1-855-JOB-2020**.



## BE A CENSUS TAKER

## APPLY ONLINE! [2020census.gov/jobs](https://2020census.gov/jobs)

### 2020 Census jobs provide:

- ✓ Great pay
- ✓ Flexible hours
- ✓ Weekly pay
- ✓ Paid training

Federal Relay Service:  
1-800-877-8339 TTY/ASCI  
[www.gsa.gov/fedrelay](https://www.gsa.gov/fedrelay)

The U.S. Census Bureau is an Equal Opportunity Employer.

D-496

United States  
**Census  
2020**

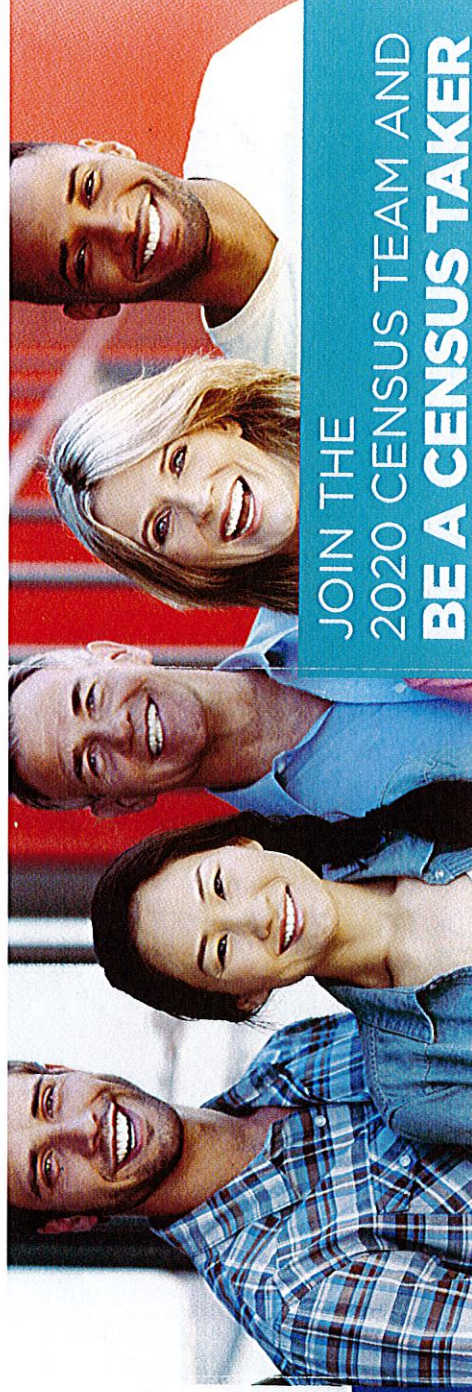




## HOW DO I APPLY FOR A 2020 CENSUS JOB?

Applying is easy.

Click on Apply Now at  
**2020census.gov/jobs**



JOIN THE  
2020 CENSUS TEAM AND  
**BE A CENSUS TAKER**



## WHAT WILL THE WORK BE LIKE?



## HOW WILL I GET PAID?

As part of the application process, you will be asked to respond to questions that relate to your educational, work, and other experience.

If you need help, just call 1-855-562-2020 or use the Federal Relay Service at 1-800-877-8339 for TTY/ASCI.

## What can I expect my work schedule to be like?

If hired, your work schedule will depend on your position. Generally, hours for field positions are flexible. Some field positions require you to work during the day. Other positions require evening and weekend work interviewing the public.

Supervisory positions require employees to be available for certain day, evening, and/or weekend shifts.

## How often will I be paid?

Employees are paid weekly and can expect to receive their first paycheck approximately ten to fourteen days after their first day of work.

## Will I be reimbursed for work-related expenses?

Field employees will be reimbursed for authorized work expenses, like mileage, incurred while conducting Census work.

## Where will I work?

The Census Bureau is committed to hiring census takers to work in their own communities.

## Will I be paid during training?

You will be paid during training at a slightly lower rate than your regular hourly rate.





# 2020 CENSUS: FREQUENTLY ASKED QUESTIONS

## Why should someone choose to work as a Census Taker?

Census positions provide the perfect opportunity to earn extra income while helping your community. The results of the 2020 Census will help determine your state's representation in Congress, as well as how certain funds are spent for schools, hospitals, roads, and more. This is your chance to play a part in history and help ensure everyone in your community is counted!

## What are the benefits of working as a Census Taker?

In addition to supporting your community, census jobs offer great pay every week, flexible hours, and paid training.

## How does someone apply for a 2020 Census job?

Applying is easy. Visit [2020census.gov/jobs](https://2020census.gov/jobs) to learn more, then click on Apply Now. Potential applicants can also call 1-855-JOB-2020 (562-2020) or use the Federal Relay Service at 800-877-8339 for TTY/ASCII to learn more or for assistance.

## What are the application requirements?

People can apply for 2020 Census work if they are at least 18 years old, a U.S. Citizen, and if they have a valid Social Security number and email address. Males born after Dec. 31, 1959, must also be registered with the Selective Service System or have a qualifying exemption. Please visit [2020census.gov/jobs](https://2020census.gov/jobs) to learn more about specific application requirements.

## When someone does apply for a 2020 Census job, what sorts of questions are asked?

As part of the application process, applicants will be asked questions related to their educational, work, and other experiences.

## What happens once someone is offered a 2020 Census job?

Potential employees must pass a criminal background check and review of criminal records (including fingerprinting). Once these steps are completed, potential employees will receive information about training.

## What is required of most 2020 Census employees?

Employees should have access to a vehicle and a valid driver's license, unless public transportation is readily available. Employees should also have access to an Internet-connected computer (to complete the training process).

## What can people expect their 2020 Census work schedule to be like?

Work schedules depend on individual positions. Generally, hours for field positions are flexible. Some positions require work during the day, and other positions require evening and weekend work interviewing the public. In addition, supervisory positions require employees to be available for certain day, evening, and/or weekend shifts.

## Where will most people work?

The Census Bureau is committed to hiring Census Takers to work in their own communities.

## How often will 2020 Census employees be paid?

Employees are paid weekly, and can expect to receive their first paycheck approximately 10 to 14 days after their first day of work.

## Will 2020 Census employees be reimbursed for work-related expenses?

Field employees will be reimbursed for authorized work expenses, like mileage, while conducting 2020 Census work.

## Will 2020 Census employees be paid during training?

Yes, 2020 Census employees will be paid during training at a slightly lower rate than their regular hourly rate.

United States  
**Census**  
**2020**



# The 2020 Census and Confidentiality

*Your responses to the 2020 Census are safe, secure, and protected by federal law. Your answers can only be used to produce statistics—they cannot be used against you in any way. By law, all responses to U.S. Census Bureau household and business surveys are kept completely confidential.*

## Respond to the 2020 Census to shape the future.

Responding to the census helps communities get the funding they need and helps businesses make data-driven decisions that grow the economy. Census data impact our daily lives, informing important decisions about funding for services and infrastructure in your community, including health care, senior centers, jobs, political representation, roads, schools, and businesses. More than \$675 billion in federal funding flows back to states and local communities each year based on census data.



## Your census responses are safe and secure.

The Census Bureau is required by law to protect any personal information we collect and keep it strictly confidential. The Census Bureau can only use your answers to produce statistics. In fact, every Census Bureau employee takes an oath to protect your personal information for life. Your answers cannot be used for law enforcement purposes or to determine your personal eligibility for government benefits.

## By law, your responses cannot be used against you.

By law, your census responses cannot be used against you by any government agency or court in any way—not by the Federal Bureau of Investigation (FBI), not by the Central Intelligence Agency (CIA), not by the Department of Homeland Security (DHS), and not by U.S. Immigration and Customs Enforcement (ICE). The law requires the Census Bureau to keep your information confidential and use your responses only to produce statistics.



## The law is clear—no personal information can be shared.

Under Title 13 of the U.S. Code, the Census Bureau cannot release any identifiable information about individuals, households, or businesses, even to law enforcement agencies.

The law states that the information collected may only be used for statistical purposes and no other purpose.

To support historical research, Title 44 of the U.S. Code allows the National Archives and Records Administration to release census records only after 72 years.

All Census Bureau staff take a lifetime oath to protect your personal information, and any violation comes with a penalty of up to \$250,000 and/or up to 5 years in prison.

2020CENSUS.GOV

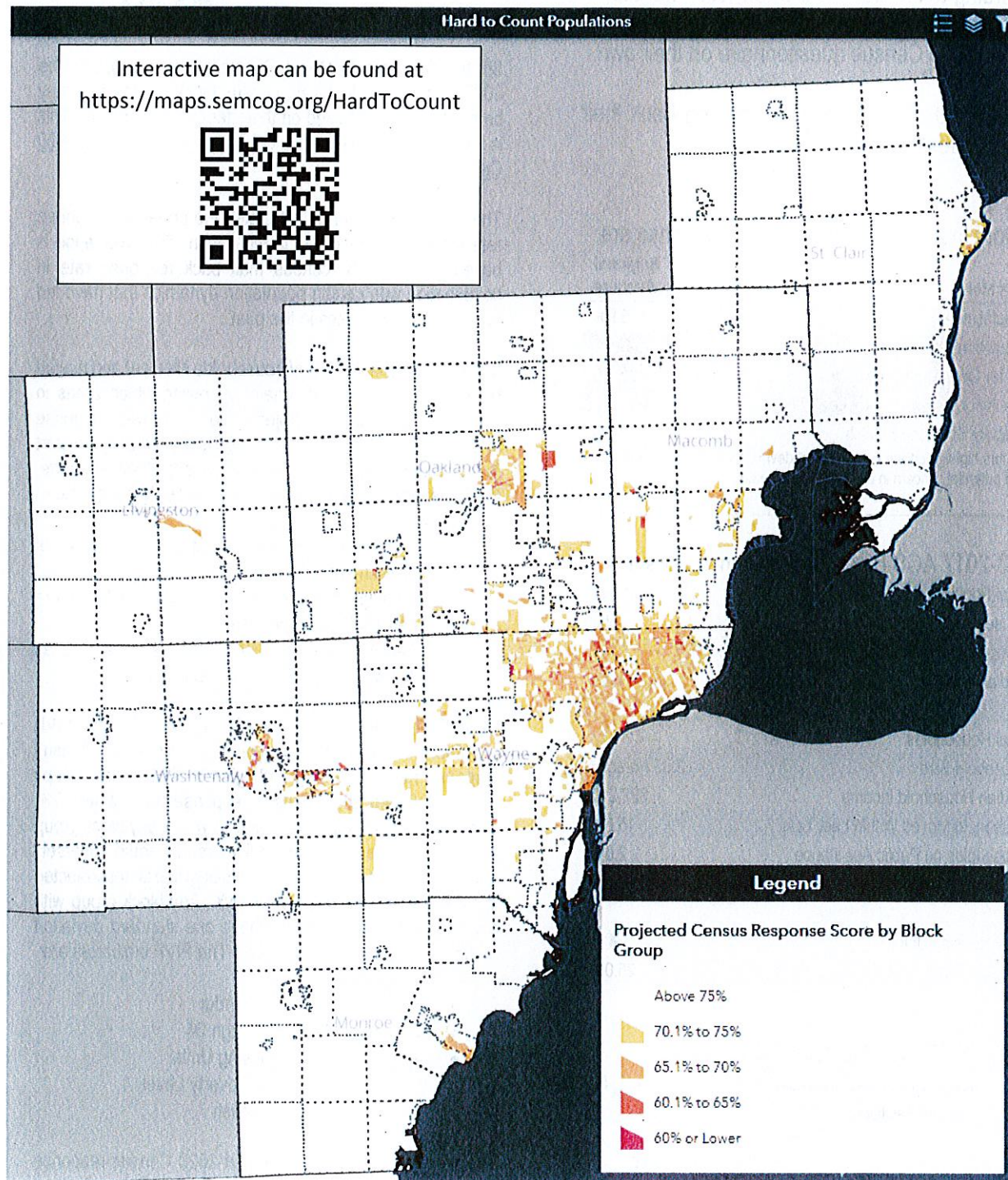
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United States  
Census  
2020



# SEMCOG's Census 2020 Hard to Count Populations Map





## Census Tract 0123 Block Group 4 (0123004) in Jurisdiction Name, County Name

According to the Census Bureau, **65.1%** of the households in this block group are projected to fill out the 2020 Census questionnaire on their own.

In 2010, 70.2% of households mailed back their census questionnaire.

Factors that could limit household response are:

Indicator	Block Group	Regional Average
Population Age 4 and Under	1.9%	5.8%
Population Age 18-24	26.4%	9.4%
Renter Occupied Housing Units	59.7%	32.3%
Population Below Poverty Level	54.3%	18.6%
Difficulty Speaking English	1.7%	2.4%

Indicators highlighted are one standard deviation above regional average, and of potential concern in limiting response rate.

### 2013-2017 ACS Block Group Demographics

Total Population	1,001
Household Population	953
Group Quarters Population	48
Median Age	22.8 Years
Total Households	312
Household Size	3.05 Persons
Median Household Income	\$27,215
Household Moved Within Last Year	15.6%
Households on Public Assistance	2.6%
Households Without Phone Service	0.2%
Total Housing Units	416
Vacancy Rate	25.0%

### SEMCOG Group Quarters Data

Group Quarters Population Capacity	54
Group Quarters Facilities	3

SEMCOG group quarters data represents maximum group quarters population of facilities as of December 31, 2018.

## SEMCOG Supports the 2020 Census



SEMCOG's Hard to Count Population map supports the 2020 Census by identifying census block groups that may be harder to count based on their demographic profile. This is one of many ways [SEMCOG is supporting the 2020 Census](#).

The Census Bureau has calculated the projected response rate for every block group in the nation. The calculation is based on the 2010 census mail back response rate in combination with certain population dynamics that have led to lower response rates in the past.

In the 2010 Census, 75% of households filled out and mailed back their census questionnaire. Knowing which areas in Southeast Michigan are projected to have lower response rates than the 2010 national average is a good place to start for communities to focus their 2020 census planning efforts. Getting every person counted is vital for several reasons:

- Political representation at every level of government
- Funding of government programs totaling more than \$800 billion per year
- Planning for infrastructure and services such as Highways, Medicare, and Medicaid

SEMCOG's Hard to Count Population map identifies **FIVE** population indicators that contribute most to lower Census response rates. The map highlights in **RED** block groups with a projected 2020 Census response rate below 75%. The map also indicates with a circle symbol any block group with one or more population indicators that could adversely affect response rates, even if the block group is not projected to have a response rate below 75%. Any block group with one or more such indicators above one standard deviation of the mean is shown on the map. The **FIVE** indicators are:

- Population Age 4 and Under
- Population Age 18 through 24
- Renter Occupied Housing Units
- Population Below the Poverty Level
- Difficulty Speaking English

For more information on projected 2020 Census response rates, please visit the Census Response Outreach Area Mapper web site at <https://www.census.gov/roam>

Please contact [SEMCOG Staff](#) with any inquiries about this map.



# 50 WAYS CENSUS DATA ARE USED

---

- Decision making at all levels of government.
- Drawing federal, state, and local legislative districts.
- Attracting new businesses to state and local areas.
- Distributing over \$675 billion annually in federal funds and even more in state funds.
- Forecasting future transportation needs for all segments of the population.
- Planning for hospitals, nursing homes, clinics, and the location of other health services.
- Forecasting future housing needs for all segments of the population.
- Directing funds for services for people in poverty.
- Designing public safety strategies.
- Development of rural areas.
- Analyzing local trends.
- Estimating the number of people displaced by natural disasters.
- Developing assistance programs for American Indians and Alaska Natives.
- Creating maps to speed emergency services to households in need of assistance.
- Delivering goods and services to local markets.
- Designing facilities for people with disabilities, the elderly, or children.
- Planning future government services.
- Planning investments and evaluating financial risk.
- Publishing economic and statistical reports about the United States and its people.
- Facilitating scientific research.
- Developing "intelligent" maps for government and business.
- Providing proof of age, relationship, or residence certificates provided by the Census Bureau.
- Distributing medical research.
- Reapportioning seats in the House of Representatives.
- Planning and researching for media as backup for news stories.
- Drawing school district boundaries.
- Planning budgets for government at all levels.
- Spotting trends in the economic well-being of the nation.
- Planning for public transportation services.
- Planning health and educational services for people with disabilities.
- Establishing fair market rents and enforcing fair lending practices.
- Directing services to children and adults with limited English-language proficiency.
- Planning urban land use.
- Planning outreach strategies.
- Understanding labor supply.
- Assessing the potential for spread of communicable diseases.
- Making business decisions.
- Understanding consumer needs.
- Planning for faith-based organizations.
- Locating factory sites and distribution centers.
- Distributing catalogs and developing direct mail pieces.
- Setting a standard for creating both public and private sector surveys.
- Evaluating programs in different geographical areas.
- Providing genealogical research.
- Planning for school projects.
- Developing adult education programs.
- Researching historical subject areas.
- Determining areas eligible for housing assistance and rehabilitation loans.



# 2020 Census FAQ

## What is the census?

The census is a count of every person who lives in the United States and its territories. It happens every 10 years. In early 2020, you will be asked to count everyone who lives in your home as of April 1. Responding to the 2020 Census is a chance to shape your future.

## What's in it for me?



Your responses inform where over \$675 billion is distributed each year to communities nationwide for clinics, schools, roads, and more.



Census data gives community leaders vital information to make decisions about building community centers, opening businesses, and planning for the future.



Responding also fulfills your civic duty because it's mandated by the U.S. Constitution. The United States has counted its population every 10 years since 1790.



Your responses are used to redraw legislative districts and determine the number of seats your state has in the U.S. House of Representatives.

## Is my information safe?

Your responses to the 2020 Census are safe, secure, and protected by federal law. Your answers can only be used to produce statistics. They cannot be used against you by any government agency or court in any way—not by the FBI, not by the CIA, not by the DHS, and not by ICE.

## When can I respond to the census?

In early 2020, every household in America will receive a notice to complete the census online, by phone, or by mail. In May, the U.S. Census Bureau will begin following up in person with households that have yet to respond.

## What will I be asked?

You will be asked a few simple questions, like age, sex, and the number of people who live in your home, including children.

## What won't be asked?

The census will never ask for Social Security numbers, bank or credit card numbers, money or donations, or anything related to political parties.

For more information, visit:

**2020CENSUS.GOV**

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**Census  
2020**



# Counting Young Children in the 2020 Census

## *Counting everyone once, only once, and in the right place*

An estimated 5 percent of kids under the age of 5 weren't counted in the 2010 Census. That's about 1 million young children, the highest of any age group.

We need your help closing this gap in the 2020 Census. Here's what our research tells us about why young children are missed and what you can do to help make sure they are counted.



### Common situations where young children aren't counted

### How you can help?



The **child splits time between two homes**.

The child lives or stays with **another family or with another relative such as a grandparent**.

- Emphasize that the census counts **everyone where they live** and sleep most of the time, even if the living arrangement is temporary or the parents of the child do not live there.
- If the child truly spends equal amounts of time between two homes, count them where they stayed on **Census Day, April 1**. Coordinate with the other parent or caregiver, if possible, so the child is not counted at both homes.
- If it's not clear where the child lives or sleeps most of the time, count them where they stayed on Census Day, April 1.



The child lives in a **lower income household**.

- Explain to service providers and families that responding to the census helps determine **\$675 billion in local funding** for programs such as food stamps (also called the Supplemental Nutritional Assistance Program or SNAP), the National School Lunch Program, and the Children's Health Insurance Program (CHIP). When children are missed in the census, these programs miss out on funding that is based on the number of children counted.



The child lives in a household with **young parents or a young, single mom**.

- Explain that filling out the census yourself, on your own schedule, is easier than having to respond when a census worker knocks on your door. Remind these households that the form should **only take about 10 minutes** to fill out and can be done online or over the phone, in addition to mailing it back.
- Encourage moms with young children to ask other household members to count them and their children on the form if others live in the household.



The child is a **newborn**.

- Emphasize that parents should **include babies** on census forms, even if they are still in the hospital on April 1.
- **Encourage facilities** providing services to newborns to remind parents about the importance of counting their children on the census form.
- Highlight the fact that the census form only takes about 10 minutes to complete, and parents can **fill it out online or over the phone in addition to paper** at a time that works best for them.



## Common situations where young children aren't counted

## How you can help?



The child lives in a household that is **large, multigenerational, or includes extended or multiple families.**

- Remind the person filling out the form to count all children, including nonrelatives and children with no other place to live, even if they are only living at the address temporarily on April 1.
- Spread the word that the census **counts all people living or staying** at an address, not just the person or family who owns or rents the property.



The child lives in a household that **rents or recently moved.**

- Encourage renters and recent movers to complete their census forms **online or over the phone**, right away. That way they don't need to worry about paper forms getting lost in the move.
- **Focus efforts** on multiunit buildings that are likely to have renters.



The child lives in a household where they're **not supposed to be**, for one reason or another.

- Please explain to those that have children living in places where they aren't allowed (for example, grandparents in a seniors-only residence that have a grandchild living with them, a family with more people, including children, than the lease allows) that they should include the children because the **Census Bureau does not share information** so it can't be used against them.
- Emphasize the Census Bureau's legal commitment to keep census **responses confidential**.
- Explain that the Census Bureau **will never share information** with immigration enforcement agencies like Immigration and Customs Enforcement (ICE), law enforcement agencies like the police or Federal Bureau of Investigation (FBI), or allow this information to be used to determine eligibility for government benefits.



The child lives in a **non-English or limited-English speaking** household.

- **Conduct outreach** and create resources in non-English languages that highlight the importance of counting young children.
- **Encourage non-English speakers to self-respond** to the census and let them know that for the 2020 Census, the online form and telephone line will be available in 13 languages, including English. Language guides will be available in 59 languages other than English.



The child lives in a household of **recent immigrants or foreign-born adults.**

- Work with community members to conduct outreach in neighborhoods with recent immigrants. **Focus efforts** on the **community's gathering places** like local grocery stores, places of worship, and small restaurants.
- Emphasize the **Census Bureau's legal commitment** to keep census responses confidential. Explain that the Census Bureau will never share information with immigration enforcement agencies like Immigration and Customs Enforcement (ICE), law enforcement agencies like the police or Federal Bureau of Investigation (FBI), or allow this information to be used to determine eligibility for government benefits.





# Be A Census Taker

- ✓ Extra income
- ✓ Flexible hours
- ✓ Weekly pay
- ✓ Paid training

Apply Online  
**2020CENSUS.GOV/JOBS**

For more information or help applying, please call  
1-855-JOB-2020

Federal Relay Service: 1-800-877-8339 TTY/ASCII  
[www.gsa.gov/fedrelay](http://www.gsa.gov/fedrelay)

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D-331 | April 2019

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**Census**  
**2020**



## REDEVELOPMENT LIQUOR LICENSES

Through the provisions of [Public Act 501 of 2006](#), the Liquor Control Commission (LCC) may issue new public on-premises liquor licenses to local units of government. In order to allow cities to enhance the quality of life for their residents and visitors to their communities, the LLC may issue public on-premises licenses in addition to those quota licenses allowed in cities under Section 531 (L) of the Michigan Liquor Control Code, [Public Act 58 of 1998](#) as amended.

*Note: This document is offered as a general guide only and the legislation should be reviewed by local officials.*

### WHO IS ELIGIBLE?

A business must be located in either a business district listed below or in a city redevelopment area, as defined in Sec. 521a (2)(c)

- Tax Increment Finance Authority (TIFA) PA 450 of 1980
- Corridor Improvement Authority (CIA) PA 280 of 2006
- Downtown Development Authority (DDA) PA 197 of 1975
- Principal Shopping District (PSD) PA 120 of 1961

#### Applicants in these businesses districts must:

Be a business engaged in dining, entertainment or recreation and open to the general public.

- Have a seating capacity of at least 25 people;
- Have spent at least \$75,000 for the rehabilitation or restoration of the building where the license will be housed over a period of the preceding five years or a commitment for a capital investment of at least \$75,000 that will be spent before the issuance of the license;
- Show that the total amount of private and public investment in real and personal property in a district listed above was at least \$200,000 in the period covering the preceding five years.

The LCC may issue one license for each of the above (\$200,000) monetary thresholds reached and for each major fraction thereof after the initial threshold is reached.

The LCC may also issue redevelopment liquor licenses to businesses located in a city redevelopment area (there may be more than one in a city).

#### Applicants in city redevelopment areas must:

- Be a business engaged in dining, entertainment or recreation;
- Be open to the general public at least 10 hours per day, five days per week;

- Have a seating capacity of at least 25 people;
- Adopt a resolution from the governing body of the city establishing the redevelopment project area;
- Provide a map which clearly reflects and outlines where the redevelopment project area is located within the local unit of government;
- Provide an affidavit from the assessor, as certified by the city clerk, stating the total amount of investment in real and personal property within the redevelopment project area of the city during the preceding three year time period;
- Relative to a license issued in a city redevelopment project area, the amount of commercial investment in the redevelopment project area within the city shall constitute not less than 25 percent of the total investment in real and personal property as evidenced by an affidavit of the city assessor as certified by the city clerk;
- A resolution which approves a specific applicant (individual, corporation, limited liability company, limited partnership) at a specific location;
- Have total investment over the last three years in real and personal property in the redevelopment area of:
  - » At least \$50 million in cities having a population of 50,000 or more, or at least \$1 million per 1,000 people in cities of less than 50,000.

The LCC may issue a license when one of the abovementioned monetary thresholds is met.

### WHAT IS THE PROCESS?

#### To be considered for the license by the LCC:

The local unit of government must pass a resolution approving the applicant for an on-premise liquor license pursuant to PA 501 of 2006. If the business is located in a city redevelopment project area the resolution should indicate the license be issued under Section 521a (1)a of PA 501 of 2006. If the business is located in a DDA, TIFA, PSD, etc., the resolution should indicate the license be issued under Section 521a (1)b of PA 501 of 2006.

- The resolution and application ideally should be submitted at the same time.

Applications can be obtained from the LCC by downloading via the internet at [www.michigan.gov/documents/lara/RDA\\_Requirements\\_629245\\_7.pdf](http://www.michigan.gov/documents/lara/RDA_Requirements_629245_7.pdf) or by calling 517.322.1400.



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## MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

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### All applicants will:

1. Need to demonstrate that they have attempted to purchase a readily available escrowed or quota on premise license within the municipality that they want to operate, and that a license was not available.
2. Pay a \$20,000 fee for the license. Upon receipt of the documentation from the local unit of government, the necessary application forms, other required documents and inspection fees, the application will be authorized for investigation.

The LCC will not transfer a license issued under this act to another location. If the licensee goes out of business, the licensee shall surrender the license to the LCC. The governing body of the local governmental unit may approve another applicant within the redevelopment project area or development district to replace

### IMPORTANT NOTE

Do not invest any money in improvements or bind yourself in any agreements until you have been officially notified by the LCC that your request has been approved.

### SUPPORTING STATUTE

[Public Act 501 of 2006](#)

[Public Act 58 of 1998 as amended](#)

### CONTACT INFORMATION

For more information on redevelopment liquor licenses, contact the [Community Assistance Team \(CAT\) specialist](#) assigned to your territory or visit [www.miplace.org](http://www.miplace.org).