

Regular City Council Meeting Agenda

February 27, 2023

7:30 p.m.

Call to Order

Pledge of Allegiance

Roll Call

Approval of City Council Minutes: February 13, 2023

Approval of Bills: None

Approval of Agenda

Consent Agenda

- 1. Housing Commission Appointment – Judy Keeling**
- 2. Housing Commission Appointment – Steven Seiler**
- 3. Zoning Board of Appeals Appointment – Gloria Poirier**

Proclamation – South Lyon Collision

Public Comment

Discussion - Downtown

Fire Chief Report

Police Chief Report

- Police Department Accreditation Presentation

I. Unfinished Business

II. New Business

- 1. Re-Appointments**
- 2. Changes to the Credit Card Policy**
- 3. City Nepotism Policy**

III. Budget

IV. Public Comment

V. Manager's Report

VI. Council Comments

VII. Adjournment

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

Rules of Conduct for Public Comment at Council Meetings*

Members of the public may speak at a Council meeting upon recognition by the Mayor. Public comment may only occur during periods designated on the agenda for public comment or a public hearing. A person may speak for up to two (2) minutes during each of the two public comment periods on agenda items or non-agenda items. Waivers of the time requirement may only be granted in the discretion of the Mayor, and waivers to speak at a time other than a designated comment period may only be granted by the Council. Any person wishing to make a presentation longer than two minutes or requiring audio-visual equipment is asked to contact the City Clerk requesting to appear on a future agenda.

A person may only address Council from the podium. Only one person may occupy the podium at a time. All remarks are to be directed to the Mayor and Council. Speakers are not to engage in direct dialog with other meeting attendees.

Any person who violates the Rules of Conduct, disturbs the peace at the meeting, and/or interferes with the meeting may be warned, ordered to be seated, removed, and/or ticketed.

*This summarizes Council Resolution 04-18. Complete Rules, including guidelines for considering waivers, are available in the Council Chambers and from the City Clerk.

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

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

Mayor Pelchat led those present in the Pledge of Allegiance

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

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

Administrator Tiernan and Clerk/Treasurer Deaton

MINUTES

CM 2-1-23 MOTION TO APPROVE MINUTES- JANUARY 23, 2023

Motion by Kennedy, supported by Hansen

Motion to approve the minutes as presented

VOTE: MOTION CARRIED UNANIMOUSLY

BILLS

CM 2-2-23 MOTION TO APPROVE BILLS

Motion by Kivell, supported by Kennedy

Motion to approve bills as presented

VOTE: MOTION CARRIED UNANIMOUSLY

AGENDA

CM 2-3-23 MOTION TO APPROVE AGENDA

Motion by Dilg, supported by Hansen

Motion to approve agenda as presented

VOTE: MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

CM 2-4-23 MOTION TO APPROVE CONSENT AGENDA

Motion by Kurtzweil, supported by Hansen

Motion to approve consent agenda

VOTE: MOTION CARRIED UNANIMOUSLY

Councilmember Kivell stated he would like to add item #1 under New Business

CM 2-5-23 MOTION TO APPROVE REMOVING CONSENT AGENDA #1

Motion by Kivell, supported by Kennedy

Motion to remove #1 consent item to New Business

VOTE: MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENT

Carl Richards of 390 Lenox stated he is getting stronger and healthier. He then stated he has talked with someone from the trailer park and they brought in 5 new trailers, and they are planning on 6 more. He then stated there has been some tree trimming in the park and street repairs in the last 2 years. He said the water plant was a \$3.134 million dollar job and it is online. He said Mr. Varney personally fixed the leaks that were underground tank when it was empty. He pointed it out to him a few years back.

Ryan Cottingin of 601 S Lafayette thanked the city for the work they have done over the last few years making the city a more walkable city. He is asking the city to continue their efforts by adding a crosswalk at Dorothy Street and Pontiac Trail. He said people cross at that intersection on a daily basis and it is unrealistic to expect people to walk to the crosswalk at Reynold Sweet or Marjorie Ann. It is proof that they're not. It happens on a daily basis. He then said the plans at McHattie Park are very exciting and he believes any part of that project will increase the need for the crosswalk. There are two restaurants across from the park and there is no safe way to access them from the park. He then said adding a crosswalk at Dorothy will benefit the community and the businesses located across the street from the park and by adding easy access to the park. He said lighted crosswalks were put in at Whipple and Pontiac Trail because people choose to cross there instead of walking to the crosswalk at 10 Mile. He stated it is unrealistic to expect people to walk a block to cross at a lighted crosswalk. He said a lighted crosswalk was added at Pontiac Trail and Liberty because people choose to cross there. He said it is unrealistic to expect people to walk the extra block. He said there was a lighted cross walk added at 9 Mile for the kids to cross to school. He said installing the light will benefit the community and make it safer for people and help the businesses.

Erin Cottingin thanked the dedicated civil servants and neighbors for their time and efforts for making our city awesome. She is excited to see the improvements coming to our town and would love to see a more walkable town. She stated we are close to that, but there is a need for a crosswalk at Dorothy and Pontiac Trail. There has been for sometime now. She hopes the city will add it to their master plan. She said the crosswalk will connect our beautiful park to at least 2 established businesses. She further stated it would help ease tensions with their neighbors. It is on record that Alexanders have complained multiple times about our customers using his lot. She stated they have tried to educate their customers and have had signs up from the beginning. She said when Alexanders calls because they are upset about their customers parking in their lot, they go through and ask every guest if they are parked there and if so, they ask them to move. She said they don't want bad relationships with their neighbor, they want good relationships. This cross walk would help with that. She stated when they moved to the apartment over the brewery, her youngest daughter was turning 5 and there was an existing bus stop in front of the depot. She then said crossing Pontiac Trail with a dog, a child and a stroller was not a fun game. The next day they walked to the crosswalk at Reynold Sweet Parkway and it was surprising how long a walk that was. She then called the South Lyon Schools bus garage and they then created a stop in front of the hat. She then stated they are in talks with Pumpkinfest about having a beer garden and it is getting busier and the cute shops are getting busier. She then said we need to make a beautiful walkable downtown and we all value our health and that crosswalk will benefit our community for generations to come.

Jeff Robinson of 228 S Lafayette Street stated he loves the idea of a walkable downtown and that is why the idea of the social district is a good idea. He thinks the Witches Hat should be included in that. He then stated the ordinance for outdoor cafes states a certificate of insurance has to be supplied to the city and there is a 180-day permit that should be year-round. He said there is a charge for permits as well. He then said if the social district follows through, it should stay strictly with the DDA and not the businesses to pay for the permits. He said if he does put seats outside people can drink out there, but not have service. He said his second point is that in the past he was told it couldn't happen because there were no continuous liquor licenses. He stated that reading the law, that doesn't apply. He said where will the beer garden be, if we are going to offer a social district, we should add a beer garden.

Sarah Waggoner of 601 S Lafayette stated she is here to support the crosswalk at Dorothy and Pontiac Trail because she works at one of the businesses there and because the parking lots are so small,

sometimes she has to park across the street and they have to walk all that way, and sometimes they don't have time. She then said for the health and safety of her coworkers and the customers, she hopes to make it safe the city will put in a lighted walkway.

Thomas of 208 Oakbrook Drive stated he is a long-time employee of the Witches Hat and he sees the need for the crosswalk. He sees it all the time, there is constantly people and residents that can't find parking in their lot so they have to park across the street. He said for the lives and safety, they need a crosswalk at that intersection for residents and visiting people as well.

Larry Ledbetter discussed some projects he has been working on, such as the 19th annual creek cleanup. He stated they had a lot of people there last year and they got a lot of tires and garbage out of the creeks. He then stated it is sponsored by the SL Boy Scout Troop 228 which they are also celebrating their 50 years of service. He further stated Michigan Seamless Tube and Vibe Credit Union are also sponsors. He then said there is an Eagle Scout candidate that is working on raising money for 78 new flags to install for Memorial Day. He then reminded everyone that Memorial Day is dedicated to the memory of American service men, women and as well as people currently serving our country. He stated the SL Parade will begin on May 30th at 9:00 with the line-up at 8:00 a.m. He stated the parade and the following ceremony is a chance to meet veterans and enjoy the comradery of other citizens. He then reminded everyone of the 150th anniversary of South Lyon. He stated South Lyon was founded in 1832 and was called Thompson Corners. Three railroads crossed here and the city was incorporated in 1873 and was named for a U.S Senator, Lucius Lyon. He then reminded everyone of Depot Day on September 9th. He stated they are planning a big celebration for our city. The museum is open and there is a planning meeting on February 15th at 11:00 a.m. if anyone would like to join to discuss your ideas. He then stated he has lived in the city for 47 years and he loves our city.

DISCUSSION- Downtown

Downtown and Economic Director Nate Mack stated they had another winter farmers market this past weekend and it seemed to go well. He then stated the planning for the Carnivale is going forward and he thanked them for allowing him to close the streets. He said they have some good sponsors for the event. It will take place March 4th. He further stated the flowers have been ordered for downtown and for Paul Baker Park. He then stated he also placed an order for the garbage can lids for downtown. He stated the DDA Board discussed a social district in the downtown district. He stated they discussed 7 days a week from 9am to 11pm. He stated the social district would be the DDA district, and the commons area would be along Pontiac Trail and Lafayette for the local businesses that have a serving license. He further stated they met with the Police and DPW departments to discuss any concerns they had with the district. The meeting went well. He then explained they went to Farmington's social district to see what has worked for them, and what was good what wasn't good. The full recommendation will be at an upcoming meeting. Councilmember Kurtzweil stated she is once again bringing up the clothes lines. Mr. Mack stated he can ask the DPW to fasten the electrical cords up again. Councilmember Kurtzweil stated no other city has this problem and people are complaining about it and it is a distraction. Why can't we put an outlet at the bottom of the tree and run up the lights. You could do part this year and part next year. People never stop talking about it and it distracts from our downtown. Mr. Mack stated they have discussed that, but there are issues with having outlets closer to the ground. Further discussion was held regarding the clothes line issue. Councilmember Hansen stated he was excited to hear the Pumpkinfest if moving in such a fashion that the Farmer's Market won't be impeded by the event. He then asked Mr. Mack if the sponsors for the Carnivale will be for social media posts. Mr. Mack stated they will have posts on social media as well as printed advertising material. Also, to help pay for beads, masks and

such. Councilmember Dilg stated she loves the idea of the social district, and clarified the time frame will be 9am to 11 pm year-round. Councilmember Kennedy stated he is delighted we are ordering new lids for the garbage cans downtown, he then asked him if he took an inventory of how many is needed. Mr. Mack stated he did. Councilmember Kennedy then asked when the event listing will be finished. Mr. Mack stated probably within the next couple weeks. Councilmember Kivell asked him to try to contact the theatres owners. It is a tragic loss and letting it sit there and seeing nothing happening. He hopes the city can do something to help them with that. He is struck by the loss of that has been catastrophic to the downtown. The amplifying portion of getting people downtown would be helpful.

FIRE CHIEF REPORT

Fire Chief Thorington stated there have been 156 instances this year. He stated they did some training in the house that was recently torn down and we pretty much destroyed the house before the company came out. A lot of training we couldn't normally do daily. He then stated they have applied for two federal grants for hose, saws and various masks and tools, as well as a grant for local grant for a truck and some radios.

FIRE DEPT ANNUAL REPORT

The annual report and video can be found on the city's website

Discussion was held regarding the staffing for the fire department, the ladder truck, mutual aid calls, training and the number of incidences for the past year.

POLICE CHIEF REPORT

The annual report and video can be found on the city's website

Discussion was held regarding the accreditation process. Further discussion was held regarding additional training, the review of policies, each and every year, and consequences if any of the 82 policies.

UNFINISHED BUSINESS- N/A

NEW BUSINESS

1. Appointment of Leah Dailey to the Housing & Planning Commission

Leah Dailey stated she has lived here for 20 years and raised her kids here and is looking forward to getting more involved with the city

CM 2-6-23 MOTION TO APPROVE APPOINTMENT TO HOUSING

Motion by Kennedy, supported by Mosier

Motion to approve appointment to the Housing Commission

ROLL CALL VOTE:

Kivell- Yes

Mosier- Yes

Kennedy- Yes

Kurtzweil- Yes

Hansen- Yes

Dilg- Yes

Pelchat- Yes

MOTION CARRIED UNANIMOUSLY

CM 2-7-23 MOTION TO APPROVE APPOINTMENT TO PLANNING COMMISSION

Motion by Kennedy, supported by Mosier

Motion to appoint Leah Dailey to the Planning Commission
 ROLL CALL VOTE:

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

MOTION CARRIED UNANIMOUSLY

BUDGET- N/A

PUBLIC COMMENT

Judy Keeling asked if the contractor was going to come back to fill the whole at 110 Detroit Street because it just has fencing around it and it keeps falling. She then asked if the clothes lines, or cords, could be changed to black and see if that would help. She further stated she thinks it would be a great idea to have a dinner theatre in town.

Carl Richards stated he talked with Doug Varney and he informed him of the progress of the water plant. He said Peerless is doing preventative maintenance and changing the components inside of well number one. Some will be repaired and some will be new. He said they will do a wonderful job. He said Doug made a video of the entire process, and the 7-minute video will be available to the public.

MANAGER'S REPORT

City Manager Zelenak thanked both of the Chiefs tonight for their reports and highlighting the education of our personnel and how lucky we are to have them. He stated we will have the agreement with CSX for the sanitary sewer line underneath the tracks. We will be going back and forth with comments from our Attorney. He then stated our first budget meeting will be March 1st to discuss the road improvement program for this year and the upcoming years. He then stated they are still meeting with the County to coordinate efforts regarding the transit millage. He stated they are looking at a means to benefit our residents as well as other residents in our area. He further stated we are working on plans for the 150th anniversary of South Lyon and have almost completed the logo. We've been looking at the logo as well as working with the Historical Society for other things we have planned for the anniversary. He stated we have submitted a sparks grant, but they only awarded \$15 million in grants and there were over \$280 million submitted. There were no grants rewarded to anyone in Oakland or Livingston County. He then stated we have received \$2 million dollars for the road portion of the road improvements/storm improvements on Pontiac Trail. We will be combining that with the storm sewer. He then stated someone asked about 110 Detroit Street and he was out there and it still has the fencing up, the permit is still open, the fence goes up and down, but they do come back out to fix it. Councilmember Dilg asked about the trail repairs. City Manager Zelenak stated we have a bid going for spring. Councilmember Dilg asked about the crosswalk across from the Witches Hat, people are always crossing that part of Pontiac Trail. City Manager Zelenak stated there is more to it just not having a cross walk. There are no sidewalks, and there are improvements that need to be done with the drainage as well. That section of Pontiac Trail is wider and the speed limit is 35 MPH. If you look at a vehicle going 25 MPH, they are traveling 36 feet every second, if it is 35 MPH, it is moving 51 feet a second. The speed limit is a concern. There are lights people can cross a 1/16th of a mile from that intersection. We have to be concerned about how it can happen, because right now it is not safe to install a light or a crosswalk. It would probably cost over a hundred thousand dollars just to look at the infrastructure, sidewalks,

crosswalks, and it is much different than downtown and Liberty Street because of how wide the road is. Those roads are 40 feet, and Pontiac Trail is 70 feet wide. One of the uses, is the parking should be onsite, not parking across the street or parking at the church. The Historical Society has concerns about how many people park in their lot, and we need parking for the Veterans Memorial. Councilmember Hansen asked if that could be on the road map in 2026. City Manager Zelenak stated that is something that could be looked at, but another issue is the turn movements of people leaving the surrounding parking lots. We don't want to create a hazardous situation. Councilmember Kurtzweil stated the railroad agreement is dated 2019. City Manager Zelenak stated that is when the discussion first began. We have had a lot of items to be discussed and it will be corrected as we move forward. Councilmember Kurtzweil asked if there is any way the city can enter into a mutual maintenance agreement for the bike path area by the train tracks. It would be nice to clean it up, there are cars parked there all the time. The graffiti is a problem for her. She has heard some cities have been given permission to go and clean up the graffiti. City Manager Zelenak stated that is a separate issue, and they want us to pay thousands of dollars of year with annual increases to rent it to the city. People are using it right now without an issue. Councilmember Kurtzweil stated a few years ago, there was a contractor that worked on the water mains that we had problems with and she would question their ability to do this project. She then stated we received a letter from someone in Trotters Pointe regarding the infrastructure of DTE. There is a certain part of the city that loses power any time there is a storm. She stated it would be nice if the city could work with the township and meet with DTE and express our concerns in our area for infrastructure input on their budget. She doesn't think anyone has spoken with them, they are probably focusing on Pontiac and Detroit. She further stated DTE isn't coming into our city and trimming trees on our electrical lines. There is a huge tree on Pontiac Trail and half of it is hanging over the street. She further stated the rest of the tree is hanging on the electrical lines. She stated DTE was out at the same property a few weeks ago when a transformer blew and it was also on the electrical lines. They cut that tree down, but they didn't cut this tree down. City Manager Zelenak stated they do speak with them and he included information in the packet about the amount of tree trimming they have done in the last few years. Councilmember Kurtzweil stated she dealt with DTE regarding a property line, and their trucks drove past for 15 years and they didn't do anything until someone made a phone call. She stated tree trimmers won't touch trees on electrical lines, it is only DTE. She further stated Elissa Slotkin did a nice program for communities. She stated everyone in her district received money for ariel trucks, and other things. She stated she is now in our district and she hopes someone reaches out to her. City Manager Zelenak stated he has spoken her with her about a particular project, and she doesn't know how much will be allocated, but it is a good opportunity for us. He further stated it is a quick process by the time they announce the bids. Further discussion was held regarding her district and the amount of allocated funds. Councilmember Kennedy asked if there is a delay on the contractor coming back to complete the project at 110 Detroit Street. City Manager Zelenak stated the contractor said they will be out when they get paid. They are allowed to have the snow fencing up and there have been issues with the property owner in the past. Councilmember Kivell asked if the court could help us. City Manager Zelenak stated they are not in any violation at this point. He further stated we have worked with the attorney on following through with the construction. Councilmember Kivell stated we need to be involved with making sure we receive some of the funds from the transit authority bond. City Manager Zelenak stated we are part of the consortium and we have been involved with other communities in the same position we are. He stated they have met with the Oakland County Executive, and they have stated they will reimbursed for the Peoples Express cost. We want more than just where Peoples Express go and we are hoping to combine with the other entities. Councilmember Kivell asked if he thinks there is any sense of buy in from the other communities. City Manager Zelenak stated all of those communities are for it and it will have to go before 8 different boards, but we all have one vote and we think it will be the best for all of us.

COUNCIL COMMENTS

Councilmember Dilg thanked the Chiefs for their reports, we are lucky to have them. She then thanked all the residents and business owners that came to the meeting to give us their thoughts. It is great to hear from them.

Councilmember Hansen stated Elissa Slotkin sent a letter regarding grants and she stated she will write letters of support for us and she included information on the grants coordinators information. He then reminded everyone of the 19th Annual Earth Day and Creek Clean up. He thanked Mayor and Council and he drafted a letter to our state leaders, EGLE Director and several other in regards to try to get interest and maybe have our local leaders help us. Our County Commissioner Wiepert will be there, as well as Jason Morgan. He thanked everyone for their support.

Councilmember Kurtzweil stated she wanted to give a shout out to Charles Duty, he does a great job promoting the city, and he is the Manager at Aubree's and various other organizations. She thanked him for doing a great job and he never asks for any recognition. She then reminded everyone that Tuesday, February 21st is paczki day and to buy them at the South Lyon Bakery, where they are made, not the week before, or 72 hours before, but early in the morning on the 21st. She then thanked all the volunteers that go and help them out. It is probably one of the 3rd or 4th paczki distributors outside of Hamtramck. She then thanked the newly elected state rep, Jason Morgan and she is looking forward to his involvement with respect to City of South Lyon. We had an application for the Sparks Grant discussed tonight, which was turned down for a pocket park, and it will be great if he can find the money for us in Lansing. She hopes he'll play a positive role for us in South Lyon. She then wished everyone a Happy Valentine's Day.

Councilmember Kennedy reminded everyone that if you don't know your Google from your Edge or Firefox you can get one-on-one tech support at the Salem-South Lyon District Library. Just go to their website and sign up for the one-hour timeslot that best fits your schedule and they will help clear up any confusion. He then also wished everyone a Happy Valentine's Day.

Councilmember Kivell stated tomorrow is his wife's birthday, so he has the benefit of Valentines being a reminder.

ADJOURNMENT

CM 2-8-23 MOTION TO ADJOURN

Motion by Kurtzweil

Motion to adjourn at 9:22 p.m.

VOTE: MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Mayor Dan Pelchat

City Clerk/Treasurer Lisa Deaton

CITY OF SOUTH LYON



Mayor

Daniel L. Pelchat

Council Members

Glenn Kivell

Lisa Dilg

Stephen Kennedy

Margaret J. Kurtzweil

Alex Hansen

Lori Mosier

City Manager

Paul Zelenak

Clerk/Treasurer

Lisa Deaton

335 S Warren

South Lyon, MI 48178

Phone: 248-437-1735

Fax: 248-486-7054

www.southlyonmi.org

Office of the Mayor

PROCLAMATION

WHEREAS, 2023 marks a milestone for South Lyon Collision celebrating over 40 years in the City of South Lyon; and

WHEREAS, South Lyon Collision has been family-owned by the Fagin Family since 1982; and

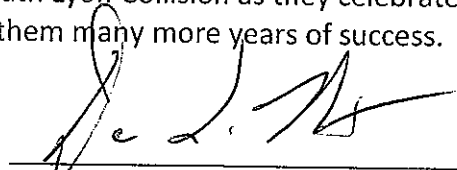
WHEREAS, South Lyon Collision has been rated one of the best collision shops in the area and has been meeting the needs of car owners in the South Lyon community; and

WHEREAS, South Lyon Collision has been an important, caring part of the community contributing to many causes and needs without hesitation; and

WHEREAS, the owner of South Lyon Collision, Gary Fagin, has served on the South Lyon DDA Board; and

WHEREAS, owner, Gary Fagin has also served on the DDA's Economic Vitality Committee; and

NOW THEREFORE, I, Daniel L. Pelchat, Mayor of the City of South Lyon on behalf of the City Council and the entire community offer congratulations to South Lyon Collision as they celebrate over 40 years in business and wish them many more years of success.


Daniel L. Pelchat, Mayor

2/27/23
Date

AGENDA NOTE

Consent Agenda 1

MEETING DATE: February 27, 2023

PERSON PLACING ITEM ON AGENDA: Mayor Pelchat

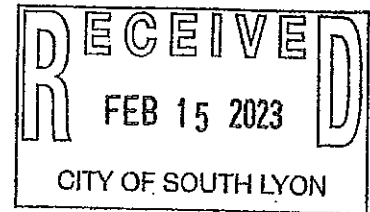
AGENDA TOPIC: South Lyon Housing Commission

EXPLANATION OF TOPIC: The South Lyon Housing Commission consists of 5 members and are appointed by the Mayor and approved by Council. Each member will serve a 5-year term. The Commission oversees the Washington Street Manor apartments.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Application from Judy Keeling dated February 15, 2023 to join the South Lyon Housing commission

POSSIBLE COURSES OF ACTION: Approve or not approve the nomination by the Mayor to approve Judy Keeling to the South Lyon Housing Commission.

SUGGESTED MOTION: Motion by _____, supported by _____ to approve Mayor Dan Pelchat's nomination Judy Keeling to the South Lyon Housing Commission.



CANDIDATE QUESTIONNAIRE

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

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

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

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

Appointed by Mayor-Confirmed by City Council

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



NAME Judy E. Keeling CITY OF SOUTH LYON RESIDENT FOR 7 YEARS

ADDRESS 2, South Lyon ZIP 48178

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

EMAIL _____

OCCUPATION: OFFICE COORDINATOR

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

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

INTERESTS/REASONS/QUALIFICATIONS: (Resume may be attached)
Interested in housing for handicapped
and in South Lyons growth.

BOARDS/COMMISSIONS/COMMITTEES ON WHICH YOU HAVE SERVED (LIST MUNICIPALITIES AND DATES):
CHURCH BOARDS, COLONIAL ACRES BOARD
and Spina Bifida BOARD

ELECTIVE OFFICES THAT YOU HAVE HELD: _____

OTHER ORGANIZATIONS: (Ex. Homeowners Association, Volunteer Groups, PTA, etc...)
Active OF Faith, Garden Club

ADDITIONAL INFORMATION: _____

Signature Judy E. Keeling Date 2-15-23



AGENDA NOTE

Consent Agenda 2

MEETING DATE: February 27, 2023

PERSON PLACING ITEM ON AGENDA: Mayor Pelchat

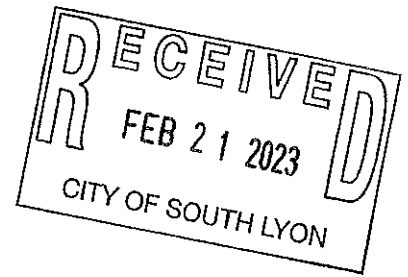
AGENDA TOPIC: South Lyon Housing Commission

EXPLANATION OF TOPIC: The South Lyon Housing Commission consists of 5 members and are appointed by the Mayor and approved by Council. Each member will serve a 5-year term. The Commission oversees the Washington Street Manor apartments.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Application from Steven Seiler to join the South Lyon Housing Commission dated February 21, 2022.

POSSIBLE COURSES OF ACTION: Approve or not approve the nomination by the Mayor to approve Steven Seiler to the South Lyon Housing Commission.

SUGGESTED MOTION: Motion by _____, supported by _____ to approve Mayor Dan Pelchat's nomination Steven Seiler to the South Lyon Housing Commission.



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

Appointed by Mayor-Confirmed by City Council

- ☐ Planning Commission
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- ☐ Cultural Arts Commission
- ☐ Historical Commission
- ☐ Parks and Recreation Commission
- ☐ Downtown Development Authority
- ☒ Housing Commission
- ☐ Board of Ethics
- ☐ Road Improvement Committee
- ☐ Other



NAME STEVEN SEILER CITY OF SOUTH LYON RESIDENT FOR 7 YEARS

ADDRESS _____ ZIP 48178

PHONE (home) _____ (business or cell) _____

EMAIL _____

OCCUPATION: RETIRED

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

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

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

NEIGHBORHOOD PARTICIPATION

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

N/A

ELECTIVE OFFICES THAT YOU HAVE HELD:

N/A

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

N/A

ADDITIONAL INFORMATION:

Signature

Steven Seiler

Date 2-21-23



AGENDA NOTE

Consent Agenda 3

MEETING DATE: February 27, 2023

PERSON PLACING ITEM ON AGENDA: Mayor Pelchat

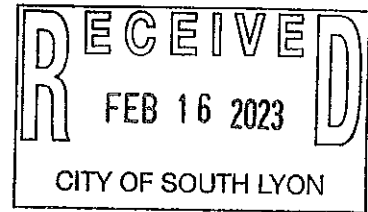
AGENDA TOPIC: Zoning Board of Appeals

EXPLANATION OF TOPIC: The Zoning Board of Appeals meets to hear appeals of the City's Code of Ordinances. They have the authority to grant variances for property owners.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Application from Gloria Poirier, received February 16, 2023 to join the Zoning Board of Appeals.

POSSIBLE COURSES OF ACTION: Approve or not approve the nomination by Mayor Pelchat to approve Gloria Poirier to the Zoning Board of Appeals

SUGGESTED MOTION: Motion by _____, supported by _____ to approve Mayor Pelchat's nomination of Gloria Poirier to the Zoning Board of Appeals



CANDIDATE QUESTIONNAIRE

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

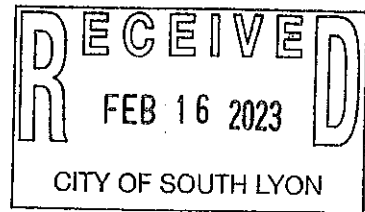
Please be advised that the information contained in this Questionnaire is not confidential, and will be reviewed by the Mayor, City Council and other appropriate personnel as vacancies or openings occur on the various Boards, Commissions and Committees. This Candidate Questionnaire may also be included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

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

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

Appointed by Mayor-Confirmed by City Council

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



NAME Gloria Poirier CITY OF SOUTH LYON RESIDENT FOR 6 YEARS

ADDRESS S.L. ZIP 48178

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

EMAIL _____

OCCUPATION: Retired

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

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

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

would like to be involved in my community

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

Zoning Bd. of Appeals City of Plymouth, MI 1997 to 2016
Colonial Acres Phase V Board of Directors / President Sept 2021 to
ELECTIVE OFFICES THAT YOU HAVE HELD: None present

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

ADDITIONAL INFORMATION:

Signature Gloria Poirier Date 2/16/2023

AGENDA NOTE

New Business: Item # 1

MEETING DATE: February 27, 2023

PERSON PLACING ITEM ON AGENDA: Mayor Pelchat

AGENDA TOPIC: Re-Appointments

EXPLANATION OF TOPIC: In March of each year, the staggered terms of the various boards and commissions members expire.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: N/A

POSSIBLE COURSES OF ACTION: Affirm/Not Affirm the re-appointments made by Mayor Pelchat

SUGGESTED MOTION: Moved by, _____ seconded by, _____ To affirm the re-appointments made by Mayor Pelchat of the following:

Erin Kopkowski	Planning Commission	Term expires: March 1, 2026
Tyler Finnegan	Planning Commission	Term expires: March 1, 2026
Mike Joseph	Planning Commission	Term expires: March 1, 2026
Phil Wiepert	ZBA	Term expires: March 1, 2026
Robert Tremitiere	Historical Commission	Term Expires: March 1, 2026
Larry Ledbetter	Historical Commission	Term Expires: March 1, 2026
Jim Race	Historical Commission	Term Expires: March 1, 2026
Dayna Johnston	Cultural Arts Commission	Term Expires: March 1, 2026
Jeff Heinanen	Downtown Dev. Auth	Term Expires: March 1, 2026
Mark Childs	Downtown Dev. Auth	Term Expires: March 1, 2026
Tanya Nevitt	Downtown Dev. Auth	Term Expires: March 1, 2026

AGENDA NOTE

New Business # 2

MEETING DATE: February 27, 2023

PERSON PLACING ITEM ON AGENDA: City Manager

AGENDA TOPIC: Changes to the Credit Card Policy

EXPLANATION OF TOPIC: City Council approved a credit card Policy in 2014. This resolution updates the credit card policy by adding the Fire Chief Joey Thorington to the list of individuals who will be issued a credit card by the City for routine purchases.

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

POSSIBLE COURSES OF ACTION: Approve or not approve the Resolution to update the Credit Card Policy by adding of the Fire Chief Joey Thorington.

SUGGESTED MOTION: Motion by _____, supported by _____ to approve the Resolution to update the Credit Card Policy by adding of the Fire Chief Joey Thorington.

RESOLUTION NO. 01 -23

**CITY OF SOUTH LYON
OAKLAND COUNTY, MICHIGAN**

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

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

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

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

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

CREDIT CARD USE POLICY

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

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

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

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

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

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

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

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

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

Motion by:
Supported by:

Ayes:
Nays:
Absent:

RESOLUTION DECLARED ADOPTED/FAILED

CERTIFICATION

I certify that this resolution was duly adopted by the City Council of the City of South Lyon on _____, 2023

Lisa Deaton
City Clerk

AGENDA NOTE

New business # 3

MEETING DATE: February 27, 2023

PERSON PLACING ITEM ON AGENDA: City Manager

AGENDA TOPIC: City Nepotism Policy

EXPLANATION OF TOPIC: We have been reviewing City personnel policies and are recommending a change in the Nepotism Policy. The policy currently exempts Paid on Call Fire Fighters, and Election workers. We would also like to add Crossing Guards to the exempt list. Please see the proposed policy.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: City proposed Nepotism Policy, and the current Nepotism Policy from 2010.

POSSIBLE COURSES OF ACTION: To approve or not approve changes to the Citys Nepotism Policy.

SUGGESTED MOTION: Motion by _____, supported by _____ to approve or not approve changes to the Citys Nepotism Policy.

NEPOTISM AND PERSONAL RELATIONSHIP POLICY

South Lyon prohibits employment of a relative into a position where the employee and supervisor are related. This prohibition includes direct and indirect supervision. For purposes of this provisions, "relative" includes: spouses, domestic partners, siblings, parents, children, grandparents, grandchildren and the "step" or "in law" version of each.

South Lyon prohibits romantic or sexual relationships between a supervisory employee and an employee who reports directly or indirectly to that person because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the staff employee. Moreover, given the uneven balance of power within such relationships, consent by a staff member is suspect and may be viewed by others, or at a later date by the staff member, as having been given as the result of coercion or intimidation. The atmosphere created by such may be one where there is an appearance of bias, favoritism, intimidation, coercion or exploitation, which undermines the spirit of trust and mutual respect that is essential to a healthy work environment. If there is such a relationship, the parties need to be aware that one or both may be moved to a different department or other actions may be taken.

If any employee of South Lyon enters into a consensual relationship that is romantic or sexual in nature with an employee who reports directly or indirectly to that employee, or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties must notify the City Manager or the designated Human Resources officer. Because of potential issues regarding quid pro quo harassment, South Lyon has made reporting mandatory. This requirement does not apply to employees who do not work in the same department or parties where neither one supervises or otherwise manages responsibilities over the other.

Once such a relationship is made known to South Lyon, the City Manager will review the situation light of all the facts (reporting relationship between the parties, effect on co-workers, job titles of the parties, etc.) and will determine whether one or both parties need to be moved to another job or department. If it is determined that one party must be moved and there are jobs in other departments available for both, the parties may decide who will be the one to apply for a new position. If the parties cannot amicable come to a decision, or the party is not chosen for the position to which he or she applied, the City Manager, in consultation with the City's designated Human Resources officer, will decide which party will be moved. That decision will be based on which move will be least disruptive to the organization as a whole. If no other jobs are available for either party, the parties will be given the option of terminating their relationship or resigning.

The City will not hire elected official's relative, as defined above, during the elected official's term of office.

Due to the uniqueness of the paid on-call fire services, the Fire Department is exempt from the nepotism policy. Furthermore, given the uniqueness of the election inspectors' and crossing guard's work, all election inspectors and crossing guards are also exempt.

SECTION 7 – EMPLOYMENT OF RELATIVES

A. COVERAGE

1. All sections of this rule shall apply to all positions.

B. NEPOTISM POLICY

The City of South Lyon shall not employ two or more members of an immediate family. “immediate Family” is defined as the employee’s mother, father, step-mother, step-father, child, step-child, sister, brother, step-sister, step-brother, spouse, mother-in-law, father-in-law, son in-law, daughter-in-law, sister in-law, brother in-law, grandchild, grandparent, uncle, aunt, niece, nephew, or any relative actually residing in the employee’s household. The City will not hire elected official’s relative, as defined above, during the elected official’s term of office.

Due to the uniqueness of the paid on-call fire services, the Fire Department is exempt from the nepotism policy. Furthermore, given the uniqueness of the election inspectors’ work, all election inspectors are also exempt.

