

Regular City Council Meeting

April 22, 2019

Agenda

7:30 p.m. **Call to Order**
Pledge of Allegiance
Roll Call
Approval of City Council Minutes: April 8, 2019
Approval of Minutes for Budget Workshop: April 4, 2019
Approval of Bills: None
Approval of Agenda
Consent Agenda
1. Lake Street Cruise-in 2019
2. Motorfest 2019

Proclamations

Public Comment

Discussion- Downtown

I. New Business
1. HRC Water CIP Proposal

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
April 8, 2019

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

Present: Mayor Pelchat, Councilmembers Kennedy, Kivell, Kurtzweil, Parisien, and Walton
Also, Present: City Manager Zelenak, Chief Sovik, Attorney Wilhelm, Chief Vogel and Clerk/Treasurer Deaton

Absent- Councilmember Richards

CM 4-1-19 MOTION TO EXCUSE ABSENCE

Motion by Kennedy, supported by Walton

Motion to excuse the absence of Councilmember Richards

VOTE: MOTION CARRIED UNANIMOUSLY

MINUTES

Councilmember Kivell stated on page 5 the words “at the federal level” should be added. He stated on page 8, the word grant should be changed to grand. He stated in the next line good should interject “framing” in information exchange. He further stated the activity should have the words “understanding of” added.

Councilmember Kennedy stated on page 6 the word “that” should be changed to they can’t fit their components in that configuration.

Attorney Wilhelm stated he had some comments on the motion and the amendment, it is a readability issue. Councilmember Kurtzweil spoke with someone that sits on the board for another community, and if a motion is amended and the vote is counted, that is all that is needed. Attorney Wilhelm stated he doesn’t recall this being an issue before, he just wants to ensure the amendment is clear. Councilmember Kivell stated he was at the meeting and he understands how it is written.

CM 4-2-19 MOTION TO APPROVE MINUTES AS AMENDED

Motion by Kivell, supported by Kennedy

Motion to approve minutes as amended

VOTE: MOTION CARRIED UNANIMOUSLY

BILLS

Councilmember Kivell asked what the repair on Engine 2 was. Chief Vogel stated it was the string blower.

CM 4-3-19 MOTION TO APPROVE BILLS

Motion by Walton, supported by Kennedy

Motion to approve bills as presented

VOTE: MOTION CARRIED UNANIMOUSLY

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ATTORNEY BILLS

CM 4-4-19 MOTION TO APPROVE ATTORNEY BILLS

Motion by Kivell, supported by Parisien

Motion to approve attorney bills as presented

VOTE: MOTION CARRIED UNANIMOUSLY

AGENDA

CM 4-5-19 MOTION TO APPROVE AGENDA

Motion by Kivell, supported by Parisien

Motion to approve agenda as presented

VOTE: MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

1. Use of Volunteer Park for Easter Egg Scramble- Saturday April 20, 2019 11:00 a.m.

CM 4-6-19 MOTION TO APPROVE CONSENT AGENDA

Motion by Kivell, supported by Walton

Motion to approve consent agenda as presented

VOTE: MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENT-

Bob Ziegler of South Lyon Area Youth Assistance came to thank Council for the financial support they receive from the City. He stated they have a full-time case worker in the Youth Center so if a young adult gets into trouble with the law, the caseworker will send a letter to the family to come in and discuss the issue. There is counseling available for all students. They also have summer camp which children can get away temporarily from their family and it gives the parents a break, as well as the children get a new environment. They assist with back to school shopping. They are looking for mentors at this time. This program matches adults with children that could use a friend. It can only take 1 hour a week to make a big difference in their lives. He has been a mentor for years and it is a good program and we are always in need of more.

Phil Wiepert and Abe Ayoub thanked the Council for the use of Volunteer Park for the Egg Scramble that is on April 20, 2019 at 11:00 a.m. The scramble will start at noon. We will have the Fire and Police Departments there as well. They can always use more volunteers. This is a free event and it doesn't matter where you live, it is for all children. Mr. Wiepert stated they will be stuffing thousands of eggs next Monday if anyone is interested in assisting.

DISCUSSION- Downtown

Mr. Donohue stated the CoolYule will be co-chaired by himself and Jeff Heinanen. He further stated they are discussing changing it to a 2-day event. He further stated there are rumors that the City is purchasing the tree, and it is not true. There is a 501C3 that will be paying for that. He further stated one of the highlights will be the village will be lit for the entire season. Mr. Donohue stated the sale of 135 E Lake

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closed, but the closing on 111 N Lafayette should be next week. He stated the Planning Commission will be involved with the total restoration with the buildings, both owners have agreed to that. They will be using the same architect. Councilmember Parisien asked when the Farmers Market will kick off. Mr. Donohue stated Farmers Market begins on May 4th.

OLD BUSINESS

1. 2nd reading of wireless facilities in public rights-of-way ordinance

Attorney Wilhelm stated this is the second reading and there were some revisions based on the discussion at the last meeting. The changes relate to the aesthetics, spaced and under-ground standards. Between the State and Federal laws, there is some confusion, but the aesthetics must be reasonable, objective, and published in advance. He stated the idea is the federal and state government has put this on the City, but we are able to have an ordinance that will have certain amount of control on what they look like and where the equipment is placed. He stated we are looking for them to replace their equipment inside the smart poles. He then discussed some of the language that was changed from the first reading. Councilmember Kennedy stated all the wiring and equipment need to be contained. Attorney Wilhelm stated there is a way for them to use existing poles and they attach boxes to the outside of them, and they aren't very attractive. He stated we are trying to address the appearance issue, but they could be challenged. For the protection, the areas we don't want them is residential and downtown district. Whether that is doable technology-wise, he doesn't know. He stated if they do put up poles, there are restrictions as to where they can put them. Councilmember Kivell stated he agrees with the least favorable locations. He stated depending on where you are, it seems they should want to use existing poles first, as opposed to adding poles. Attorney Wilhelm stated it would be cheaper for them to use existing poles, but he got the idea from Council, that they wanted to use smart poles, which will add more poles. Attorney Wilhelm stated there is some pushback from DTE for the companies using their poles for safety issues. He stated he thinks we have done a good job with specifying what we are asking. Councilmember Kennedy stated there are residential properties that currently don't have poles. If they want to add their equipment, we should require them to use the unobtrusive poles. He further stated it needs to be as reasonably accepted as possible. Attorney Wilhelm stated if there is no other option to provide the service, we only have so much control according to the State and Federal laws.

CM 4-7-19 MOTION TO APPROVE 2ND READING

Motion by Kennedy, supported by Kivell

Motion approve 2nd reading of the Wireless Facilities in Public Rights-of-Way Ordinance amending Chapter 87 of the City of South Lyon City code of Ordinances to reorganize existing sections 87-1 through 87-21 as Article I, and to add Article II, Sections 87-51 through 87-68 as revised

VOTE:

MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

1. Resolution establishing fees for Wireless Facilities, Wireless Support Structures and Utility Poles in Public Rights-of-Way

Attorney Wilhelm stated the federal and state government dictate the annual fees for locating these items in the rights of way. The attached fees are reasonable fees to process the application. Councilmember

Kivell asked when we will know if this is where we need to be with the fees. City Manager Zelenak stated the fees we are looking at now are based on discussions he has had with the City Attorney, but in the future, he would like the fee schedule to be looked at each year. Councilmember Kivell stated if we change the number at a later time, someone could fight that fee. City Manager Zelenak would like a fee schedule to be adopted each year. Attorney Wilhelm stated the concept is related to the aesthetic spacing and appearance regulations, that if you start with one set of restrictions, then change that at a later time, that could be considered being prejudice, not the fees for the applications.

CM 4-8-19 MOTION TO APPROVE RESOLUTION

Motion by Kivell, supported by Walton

Motion to approve the resolution establishing fees for wireless facilities, wireless support structures, and utility poles in Public rights-of-way as presented

VOTE: MOTION CARRIED UNANIMOUSLY

2. Acceptance of the Michigan Municipal Risk Management Authority Grant for a thermal imaging camera

Chief Vogel stated he wanted to correct what he said earlier when discussing the bills, there was a fuel injector was replaced on the truck. He stated City Manager Zelenak found a grant through MMRMA, and they looked into it. He stated we were going to ask for a new thermal imaging camera in next years budget, but they just found out they got the grant, so now we are only paying matching funds for it.

CM 4-9-19 MOTION TO ACCEPT GRANT

Motion by Walton, supported by Kennedy

Motion to approve the grant from Michigan Municipal Risk Management Authority

VOTE: MOTION CARRIED UNANIMOUSLY

3. Budget amendment to move \$4,264.93 from Capital Equipment 335-000-978 to Equipment 335-000-977 to cover the cost of the new thermal imaging camera

Chief Vogel stated Council approved \$85,000 for the ladder truck equipment and we have only used \$10,000 because the truck is working great. To purchase this equipment, we are asking to move the \$4264.93 to cover our match of the grant.

CM 4-10-19 MOTION TO APPROVE BUDGET AMENDMENT

Motion by Kennedy, supported by Walton

Motion to approve the budget amendment to move \$4264.93 Capital Improvement 335-000-978 to Equipment fund 335-000-977 to cover the cost of new thermal imaging camera and increase 101-000-698-6 by \$4265.00

VOTE: MOTION CARRIED UNANIMOUSLY

Councilmember Kennedy asked Chief Vogel about the grant for smoke detectors from the State of Michigan and Home Depot that was granted to the Fire Department. Chief Vogel stated they are required to install the smoke detectors and carbon monoxide detectors. Chief Vogel stated it is beneficial and chaotic at that same time. The problem in some phases of Colonial Acres, they are hard wired in, and

some did not have any in their basement. He stated they are probably over 50%, but everyone that asks for them, will get them.

4. Corner Caffè Liquor License

City Manager Zelenak stated the City has received information and a request from the Corner Caffè to obtain the City's last remaining quota liquor license. They have previously come before Council regarding this request and they have submitted additional information outlining their planned improvements. We also have letters of review from CIB, letters from Economic Developer, as well as an updated resolution is included as well. Attorney Wilhelm stated he suggests Council to approve this with conditions. It has been fully evaluated by staff. Councilmember Kennedy stated the last time this was discussed, there were many questions asked and answered. He has concerns on items #2 & #4, which states the leasee can use the premises for a cafe/coffee shop, not for any other purpose. Item #4 states they can't make any improvements without written language from the building owner. We do not have that information. He then stated on page 2 of the business plan states 3 phases, but now it says 2 phases. Janelle Velarde, the attorney for Rhonda Bifano stated there were originally 3 phases planned, but currently there are 2, that is a typo. She stated there are verbal assurances with the owner of the building. She stated the focus will be on the ordinance and the review section. Council needs to look at all the review criteria. She then summarizes what Council needs to review. She stated Rhonda Bifano stated there are no concerns with the applicant, and one of the most important factors in the review section is what does everyone in the community want. She stated she has dealt with Bob Donohue who supports this. He has decades of experience. His recommendation states a wine bar provides a key ingredient for an optimal business mix for the downtown. It also meets market demand. It will compliment the other restaurants downtown. She further stated there is a prevailing need to issue this liquor license. Councilmember Kivell stated it is pertinent to have the building owner's permission in writing. Councilmember Kurtzweil asked for a presentation.

Brad Alvord of Lindhout Associates Architects stated they have been working with Rhonda for a few months. He stated the existing layout is the same. There are 2 ADA accessible entrances in place, and there will be a handrail added. The historical signs and doors that are in place will remain. Another modification is adding 2 layers of fire barrier in the ceiling to protect the living area upstairs. This is a lot of work, but he can see Rhonda's vision and he thinks it will be a great addition to the City. Ms. Bifano stated the back area will be more of a small wine bar and the front will be a little cozier for soft seating which will allow people to continue to come in for small meetings. Councilmember Parisien stated she has spoken with many of her friends and this will be the only business where you can go and grab a glass of wine with friends in a quiet place. She further stated also based on the recommendations of the City Manager and Bob Donohue, she is excited for this. She then thanked her for investing in the community and being versatile.

Councilmember Kivell asked if the Fire Department is ok with the 2 layers of fire protectant, without sprinklers, it seems dangerous for the other historic buildings downtown as well. Mr. Alvord stated she doesn't have an open cook top, so no sprinklers were required. If you are under 5,000 square feet and under 100 occupants passes the fire suppression code.

Councilmember Kennedy stated on the 3rd of August, the water and wastewater found some code violations, have they been addressed. Rhonda Bifano stated they have been corrected. Councilmember Kennedy then stated under phase 2, it is stated to obtain liquor license, but his impression that would be after phase 2 is completed. Ms. Bifano stated she agrees, along with extended hours.

Councilmember Kurtzweil stated she has been on board with this over a year ago. She stated there are many things happening around town, and the parents have been looking for a place to have a glass of

wine and relax. Additionally, there are people that are attending meetings that would like to meet ahead of time and converse and have a glass of wine without having a heavy dinner. She further stated she is a heavy supporter of the Lyon Theatre, and it would be great to go watch a movie, then walk down the street for a glass of wine. She stated there were people at Christmas time that would have enjoyed stopping in town in a comfortable establishment for a glass of wine in a nice setting.

Councilmember Walton stated it would be nice to have a glass of wine at a quiet place, not necessarily at a loud bar. Councilmember Kivell thanked her for wanting to extend her business in the City, and he appreciated her working with staff so well. He further stated the lease is up in 2021, will the lease be extended without issue from the landlord. Ms. Bifano stated she there wouldn't be any issues re-leasing the property.

4-11-19 MOTION TO APPROVE CONDITIONAL LIQUOR LICENSE APPLICATION

Motion by Parisien, supported by Walton

Motion to approve the presented resolution with conditional approval of the liquor license for the Corner Caffe based on the contingency that they are provided with handwritten approval for all improvements as amended

VOTE: MOTION CARRIED UNANIMOUSLY

BUDGET

Councilmember Kurtzweil stated she has done some research regarding budget amendments. If the City passes a mill that is specific to something in the budget, it has to be disclosed to the public for what the truth is. You cannot move money that wasn't budgeted for that specific item. In truth in taxation, you have to disclose if a portion of that mill is being used for something other than what it was originally intended for.

City Manager Zelenak stated he plans on meeting with the Councilmembers that could not attend the meeting last regarding the budget session that was held last week. He stated there were some changes that were made and he will get them the corrected information for the first meeting in May, and we will be able to have the public hearing and adopt the budget at the last meeting in May.

MANAGER'S REPORT

City Manager Zelenak stated we are waiting for items to be submitted from Thomasville and changes they are asking for, which we will not allow because they weren't already approved. That will be before Council at a later time.

City Manager Zelenak stated he wants to acknowledge Chief Vogel and his staff for his efforts in getting the two grants this year. He further stated we sent an employee to a grant class that we will be able to utilize in the future.

PUBLIC COMMENT- None

COUNCIL COMMENTS

Councilmember Kennedy stated the mobile Secretary of State office will be at the Salem-South Lyon District Library on Wednesday, April 17 from 12:00-6:00pm. You can stop by and change your address,

update your voter registration, sign up on the Michigan donor registry or order a replacement vehicle title. Everyone should stop in and take care of those items you wanted to address.

He then reminded everyone that the Kiwanis will be holding their annual Easter Egg Scramble at Volunteer Park Saturday, April 20 from 10:30am until 1:30pm. In addition to the scramble for the goodie-filled eggs, there will be displays from the South Lyon Police & Fire Departments as well as the Lyon Township Fire Department and the Oakland County Sheriff. So come out, bring the kids and have a great time.

Councilmember Walton stated she is excited about the Corner Caffe and they are a great compliment to our community.

Councilmember Parisien stated she also wanted to remind everyone that they can help stuff the Easter Eggs for the Easter Hunt at the Kiwanis on Monday the 15th.

Councilmember Parisien stated Council packets are now available if anyone is interested in running for Mayor our Council seats, the deadline is July 23rd at 4:00 p.m.

Councilmember Parisien stated the City wide clean up is normally the 3rd weekend in May. City Clerk Deaton stated we have had fewer and fewer volunteers to assist each year, and as of right now, the person that helped organize the volunteers from Oak Point Church is no longer there, so we may or may not be having this event.

Councilmember Kurtzweil reminded everyone that the LUNgevity Walk/Run is on May 18th with registration at McHattie Park, and if you can't attend, you can always donate to the foundation. She then thanked David Elkins and his wife for their wonderful commitment to this cause.

Councilmember Kurtzweil stated she wants to recognize Abe Ayoub and Phil Wiepert for all their hard work with prepping for the Easter Egg Event in Volunteer Park. You can always donate some candy or eggs to the Kiwanis.

Councilmember Kurtzweil thanked everyone from the South Lyon Youth Assistance for all they do and their commitment to the community. This is an incredible organization and they are wonderful people to be around and she thanks all the parents that give support to their children as they go through the different programs.

Councilmember Kurtzweil stated she also wants to recognize the Corner Caffe as it transitions into a wine bar. She stated we also need to welcome Glazy Days on their move to Kings Plaza. She knows there are many people that are excited about the move, they will have more room and a little more convenient parking.

Mayor Pelchat stated he wanted to thank everyone from the City and the department heads that helped gather all the information on the budget together. He thanked City Manager Zelenak who did a great job and it was very informative and he kept us on task.

Councilmember Kivell stated the budget meeting was very organized, constructive and very productive, and he is grateful for that.

Councilmember Kivell stated he was able to attend the music at the library. It was a Jazz Trio and it was very nice and it will be a monthly occurrence.

Councilmember Kivell stated the website and email was down over the weekend. City Manager Zelenak stated we have had some issues, but seems to be up and down throughout the day.

Councilmember Kivell stated he is willing to continue with the spring clean up day, and he is thankful for all the help the volunteers have given us throughout the years. He does it every year and he would hope we could have more people help and continue this event.

ADJOURNMENT

CM 4-12-19 MOTION TO ADJOURN

Motion by Kurtzweil, supported by Walton

Motion to adjourn at 8:45 p.m.

VOTE: MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Mayor Dan Pelchat

City Clerk Lisa Deaton

City of South Lyon Budget Workshop
April 4, 2019

Mayor Pelchat opened the meeting at 6:00 p.m.

City Manager Zelenak gave a brief overview of the agenda for the meeting and the time schedule for each subject.

City Manager Zelenak stated this budget is based on the taxable value he was given from assessing for 2019. He stated he plans on reviewing the entire budget, but without going line item by line item. He stated he displayed pie charts and graphs he made reflecting where our residents tax dollars go, such as schools, library and general fund operating. He added that the graphs and pie charts will be on our website as well. We are working with our IT company to get a plan on what computers need to be replaced as well as possibly a new server.

ADMINISTRATION

City Manager Zelenak stated the administration budget includes wages and salaries of the administration. There is a change that will be made to the Planner line item which will increase it because they will be assisting us with in-house planning and zoning issues throughout the year. Someone will be in the office once a week. This will save money in the long run. City Manager stated under professional services we have Safebuilt which is based on projections for expenditures and revenue for the current year. Under contractual services we have services such as the copier lease, BS&A software and the assessing agreement with Oakland County assessing. He stated there will be a correction on 817, itemized currently says 22,000 but will be changed to 32,000. City Manager Zelenak stated there are funds for membership dues, legal costs and community promotions such as the Center for Active Adults, Oakland County Youth Assistance and the South Lyon Recreation Authority. Councilmember Kivell stated he thought we stopped supporting the swim program. City Manager Zelenak stated he will check on that.

Councilmember Kennedy stated he is happy with the way the budget is laid out and everyone involved did a good job. Councilmember Kurtzweil stated she understands Carol recently attended a grant writing class, and she was surprised to find out that she is part time. She then asked why she is not a full-time employee. She stated looking and applying for grants takes a lot of time. She asked if we can make her position full time. If her day is currently full, when will she have time to look for grants. City Manager Zelenak stated he has spoken to her regarding more hours. We can look at making her full time if that is what Council wishes and if she is interested. Discussion was held about sending a part time person to a grant writing class if she won't have time to find the grants. City Manager Zelenak explained she is a resource and the training was free. Councilmember Kurtzweil stated she would fall under the new retirement program if she came on full time. City Manager Zelenak stated he will bring information on the numbers for bringing her on full time, or just raising her hours. She is a great employee. Further discussion was held regarding the hours for Carol Brandon and the need for someone to apply for grants.

CEMETERY

City Manager Zelenak stated we will be looking at the sectional and directional signage at the Cemetery. He further stated we will also be working with HRC for the layout of the new section. He further stated he is hoping part of the signage we are looking at could be an Eagle Scout project. There will also be a purchase of a new mower which will be paid for through the equipment fund. The survey will be paid from the perpetual care fund.

TRANSPORTATION FUND

Bookkeeper Mosier stated the transportation fund is based on their contract, which is 81,544.00

POLICE DEPARTMENT

City Manager Zelenak stated the PD is allocating money for the purchase of 6 in-car cameras and the equipment that goes along with that, replacing current equipment that is 10 years old. He further stated they are allocating funds for the replacement of office equipment that is 20 years old. Chief Sovik stated some of the furniture has been there since the building was built in 1991. Councilmember Kivell asked why our mechanic wasn't doing most of the work on the vehicles. Chief Sovik stated the only things our mechanic doesn't do, are things he doesn't have the equipment to do, or if it is under warranty. Councilmember Kurtzweil asked if the legal fees in the PD budget is additional to what is in the administrative side. City Manager stated it is. Chief Sovik explained the current camera system is 10 years old. He stated in the past we were waiting until the last minute for purchases and repairs, and he is trying to change that. Discussion was held regarding body cameras and issues that some departments are dealing with. Chief Sovik said in some communities that use body cams, they have to have a full-time person just for FOIA requests and the redacting of information from the video once you are inside someone's home, there are things that need to be redacted. City Manager Zelenak stated there are other issues regarding when you turn it on and off, there are a lot of issues to look at before deciding to get body cams.

FIRE DEPARTMENT

City Manager Zelenak stated the Fire Department is planning on making some improvements to their building which will include having a female and male bathroom. They are also looking to replace some turnout gear. The increases in compensation adjustment is to continue to be competitive with surrounding communities. We currently ensure that the Fire Chief or Deputy Chief are on almost every call made by the Fire Department because 75% of their fire fighters have less than 4 years of experience, so it is very important to have that leadership at all calls for experience reasons. He stated we are looking raising the wage for the Fire Chief and the Deputy Fire Chief. The Fire Chief is salary. The Deputy Chief is paid hourly at a rate of \$24.05 yet he is basically on call at all times. The Chief is \$37,000 for part time for 20 hours a week, but we know he works many more hours than that. The Deputy Chief works between 900 and 1,000 hours per year. He stated we are basically using the Deputy Chief for the time he is spending time in town on call without being compensated. We are looking at changing him to a salary or a higher wage. Councilmember Kennedy stated he agrees; it is important to have that expertise on all calls. Deputy Weir stated he and Chief Vogel try to have a 24-hour coverage. He informally had asked for a salary from the previous Fire Chief, but he is now formally asking. He stated when he is not at his full-time employer, he and Chief Vogel are working together to ensure one of them is always available, and it does have an affect on the family. Councilmember Kivell stated that is a normal ask, and possibly bring the 3rd person Corey in so everyone can have a real life. Deputy Weir stated they work well together. City Manager Zelenak stated we are thinking the better way to deal with this would be to offer him a salary or a higher rate of pay. Councilmember Kurtzweil stated the City has always taken advantage of their employees. She is in favor of moving this into a salary position, she is disappointed he wasn't paid a salary and it is embarrassing for the City. Further discussion was held regarding the on call pay and salary of the Fire Department Chief and Deputy Chief.

DEPARTMENT OF PUBLIC WORKS

City Manager Zelenak stated the DPW funding involves new grading storm sewer, paving and we are waiting for estimates from HRC. This might be completed within 2 budget years for the DPW yard. Additional funds are available for training, outfall inspections, which are required by the DEQ, and additional funding for vehicle maintenance and replacing some other equipment. He further stated there are funds available as with the Water and Wastewater for the Superintendent position. They have contractual services for such things as a new computer, maintenance of equipment and building maintenance. Additional amount of funding for land and equipment improvements. Discussion was held regarding the canopy and cement pads for the vehicles to protect them from the elements. The estimated cost for a building for the vehicles would be \$60,000 - \$70,000. The estimated cost of \$4,000 - \$5,000 per pad. City Manager Zelenak stated the yard paving was based on the HRC estimate and it is covered in the capital improvement account. Further discussion was held regarding the damage to vehicles from being exposed to the elements and the dirt driveway. City Manager Zelenak will itemize the items discussed. We are also looking at the storm water detention pond that will hold water, but it will dissipate. Discussion was held regarding HRC evaluating the use of the space at the DPW yard. City Manager Zelenak stated the improvements will have to be done in 2 phases to be able to allow vehicles in and out while the work is being done. There is also money in the budget for the 50/50 sidewalk program.

PARKS AND RECREATION

City Manager Zelenak explained they are requesting funding for future planning of Volunteer Park as well as McHattie Park. He stated we recently purchased the property on McMunn near McHattie Park and we need to look at what its future use will be. SLARA has been turning baseball teams away because we don't have enough ball fields. The Junior League is also interested in assisting with getting more ball fields installed and improved. There is funding for improvement in the trails as well. There is also \$15,000 for parking lot improvements. We also allocated money for the installation of a wheel chair swing, and the demolition of the old house on the property. Discussion was held regarding the original plan to add more soccer fields, and adding we are considering moving some of the fields at Volunteer Park and adding a gravel driveway. We are also working with SLARA and the Junior League to come up with funds and grants for additional fields and improvements, such as sand and gravel. SLARA, the City and the Junior League are all interested in working together on a phasing plan. We have people committed to putting in money for a wheel chair accessible swing, but we need to look for the location. We will need to look at what we want to do with the property on McMunn that we just purchased. Do we want to make it additional parking or more park land. Discussion was held regarding lights on the ball fields which could cost up to \$50,000. It was mentioned there could be some pushback from the neighbors that could distract from the value of their property, but we can look at doing so and have discussions with the residents from the surrounding neighborhoods. City Manager Zelenak stated we will have to put in the fields first, then look at the lighting.

HISTORICAL

City Manager Zelenak stated we have funding in the budgets to improve the experience for visitors to the Depot, such as improvements to the parking lot, new flooring in the Depot, floor in the gazebo and brick and sidewalk repairs. They have contractual services for lawn maintenance as well as critter control. They will be adding hot water to all the bathrooms. The question was asked who maintains the

equipment at the Depot. They hire a furnace repair person, contractor and they do a lot of work with volunteers. Councilmember Kennedy stated the trees by the gazebo need to be trimmed up because kids are climbing them. Ron Brock from the DPW stated they could take care of that.

CABLE COMMISSION

The Cable Commission records and documents events for the public. They are hoping to add more events for broadcast this year so there is a raise in wages and salaries. They have outlined additional equipment they would like to purchase such as a video monitor to be used in City Hall. It is a great item to have for residents that come into City Hall, it gives them more information of things that are happening in the City. The question was asked if they are working on the underwriting to cover some of the costs. Mayor Pelchat stated he believes they are working on approaching local businesses to help cover costs. Discussion was held regarding the equipment in the audio room. If the school is willing to cover half the cost, it would be nice if it could be added to the budget, the equipment is very outdated and needs to be upgraded.

CULTURAL ARTS COMMISSION

The Cultural Arts Commission is hoping to receive grants and donations to help pay for the sculpture for downtown. They have \$4,000 allocated to go toward the sculpture. They also have funds for contract services for writers and poets and other things they do. They recently received a grant. It was mentioned they are supposed to help offset the costs by soliciting donations, same as the Cable Commission. The site for the sculpture will need a base, so there could be additional cost.

MAJOR STREETS

There isn't any major funding to pay for street repairs in the City. The City needs to have a new PASER study to make a plan for future road improvements. There will be funding for maintenance work, between local and major streets, including crack sealing, and funding for the PASER study which will determine the condition of our roads. We have received a \$20,000 grant which will help offset the costs. There were funds allocated for Hagadorn, but we have found there are some sewer repairs under the pavement before we tear up that road and replace it. City will need to develop a funding method through the general fund, act 51 funding or SAD's. It is a long-term plan. Before we identify any street that needs to be done, we need to ensure the infrastructure under the pavement is in good condition. This year the Hagadorn paving project is held up until the sanitary sewer repairs are completed. The inspections will begin soon for the sanitary sewer repairs. Council will have to develop a long-term plan. if we are going to develop a long-term plan, we have to itemize how to do the improvements, whether it be a mill, or a SAD, or some other funding. We need to work on the worst streets first. His opinion is Hagadorn could be the worst in the City, but the sanitary sewer must be done first. It was stated the City hasn't made any real improvements in 4 years and now we are looking at a long time before we can really get things going. A year should be a good time frame to have the long-term plan in place, it will take time and a lot of effort. There are options, a mill, 50% by the City and 50% by a SAD. We have to look through the numbers because in the past there has not been enough money allocated for crack sealing or for routine maintenance of roads which is why they continue to deteriorate. The same for the infrastructure. We have to start doing inspections, then look at all the figures. Discussion was held about doing chip and seal work that could be done now. It is in the millions of dollars to fix the roads. We continue to be promised more money from the State, but that isn't happening enough to make a huge

difference. Discussion was held regarding trying to work with the County for 10 Mile toward Novi. There is always concern about the sanitary sewer system that runs under the railroad tracks, so that needs to be looked at. We need to get some things inspected right away. City Manager Zelenak found a study of the storm sewer from a few years ago, and that runs under Pontiac Trail that needs to be taken care of. The main focus is creating the plan and what needs to be done first. Traffic signal maintenance, stock piling salt for snow plowing, are all included in the Major Street budget.

LOCAL STREETS

There is money in this fund for traffic services, operating services, money for crack sealing as well as the PASER study, operating expenses, salt and repairs and maintenance will be done from this fund. At one time, HRC had said it would cost \$850,000 to keep the roads at the minimum level. To increase the condition of the roads, it would cost millions of dollars, and that is based on the PASER study from 5 years ago.

WATER & SEWER

The current budget year has money for major equipment purchases due to critical needs. There are several items that haven't been addressed in previous years, which need to be addressed now. We are also replacing the old water meters with new remote water meters which will reduce the need to go to each home to get a meter read, and homeowners will be able to look at their meter reads online. There are funds for a potential above ground storage tank, although we aren't sure what size it will be. There is also funds for replacing the sludge pump, UV lights, a backflow preventer and money for quotes on a security system for both the water and wastewater plants, which will include gates and security cameras. There is also funding for a water and sewer rate study, which give us the funding levels for operations and maintenance for the water and sewer system. There is also funding for sanitary pipe inspections before we begin any road improvements. Under expenditures there is a one million dollar estimate for the new water storage tank. The current tank is a million-gallon tank. It needs to be inspected, to see what repairs need to be done, but before that can be done, we have to have to rebuild or add another tank. We are working with HRC for the cost of a potential new tank as well as the size of tank that we need to build. Ron Beason explained during high use time in the summer we see an increase in usage and usually from 4:00 a.m. to 10:00 a.m. we have to keep up with the usage. With the million-gallon tank, we keep up pretty well. We know the tank is leaking, and we had a company come out and fix some hairline cracks with special caulk, but we know we are still losing water. We cannot take it out of service without having a new tank in place. There will be a high use study to decide what size we need. We are going to have HRC do a survey to see what we need based on the high use flow information he has as well as what the future use may be. Discussion was held regarding the location of the new water tank and the size. HRC will help with that. If the inspection is done in the fall/winter months we can get by with a smaller tank while the inspection is being done, then we can decide if it can be fixed or if it needs to be replaced. We have identified the water meters, accessories, improvements to the SCADA system, horizontal pressure rehab are included in the budget under Capital Outlay. Ron Beason stated there are 6 horizontal pressure filters and they were replaced in 2000. They need to be inspected, but at that age, they should be looked at. The cost is an estimated cost for the inspection, and there is money in the budget for replacement if needed. Other items under the Capital Outlay is analyzing the needs for opening and closing the gates and we need to make sure it is secure. Dixboro water line replacement is \$88,000 and will need to be replaced based on the new culvert that will be replaced before the paving of Dixboro. There are a lot of improvements for the wastewater as well. Under the Capital Outlay there is additional SCADA work as

well as part of the cost for the replacement meters. There are 13 blowers in the plant that were installed in 2003. We have money in the budget for the repair or the replacement of the blowers or the motors, if necessary. The blowers keep the sludge mixed in the holding tanks, and they keep everything mixed in the plant. We replaced one bank of the UV lights, and we want to replace another bank this year. There was an issue with one of the raw sewage pumps and we had to purchase one in the past so we have money in the budget to purchase another one if necessary. There are 4 raw sewage pumps and we will be looking at each one to see if they need any parts, seals or anything else replaced. Discussion was held keeping one in stock in case something happens to one of them. We are requesting 2 backflow preventers to be replaced, they have been in service since 2003, but we can do those ourselves. We have 9 sludge pumps in the plant and they move the sludge around for storage. They are run by pistons; they are constantly moving. We have been repairing and replacing them through the years, and they are very costly.

Further discussion was held regarding the budget for Water & Sewer.

DDA

The DDA has several projects they are working on. The bond for the Wells Street parking lot is now paid in full, so that funding will be available for other projects. They are looking at adding lights over downtown main street. They are working on additional lights for the trees downtown and change the white cords to dark cords. Adding a little money into events, and getting more involved with CoolYule. The capture for last year was \$35,000. It should be \$42,000 this year. Discussion was held regarding adding electrical outlets downtown for the lights in the trees. Discussion was held regarding replacing the trees downtown and having a streetscape plan.

2003 WASTEWATER TREATMENT BONDS

This reflects the payment for the upcoming year, and the fund balance is increasing. Based upon what we have, we may be able to drop off or lower it for the final year.

CEMETERY PERPETUAL CARE

This fund holds the revenue from the sale of lots and the transfer to the general fund for the operation as well as capital improvements of signage.

DRUG FORFEITURE

The PD would like to purchase 5 new shotguns. The ones they have currently are 25 years old. Possibility one of the suppliers will give them money for their old guns. They are currently getting quotes.

CDBG

This money is allocated for Haven and the Center for Active Adults.

CAPITAL IMPROVEMENT

The proposal is to bump up the mill from .5 to 1 mill. That will position the City for necessary improvements. This year \$8,000 for engineering of the Dixboro paving project, \$390,00 for the actual paving and also some funds for the DPW paving project.

EQUIPMENT REPLACEMENT

This reflects the payment for the street sweeper and the payment for the F350 pick-up truck.

COMMENTS

City Manager Zelenak stated he will make the changes that were discussed. He stated he will also get some numbers together for any suggestions Council had.

DRAFT

AGENDA NOTE

Consent Agenda: Item # /

MEETING DATE: April 22, 2019

PERSON PLACING ITEM ON AGENDA: Police Chief

AGENDA TOPIC: Lake Street Cruise-in 2019

EXPLANATION OF TOPIC: Ms. Deborah Cook, on behalf of the Lake Street Cruise-in Committee, would like to host monthly cruise-in car shows on Lake Street and Wells Street. The shows would be conducted on Lake St. between Lafayette St. and Reese St., and on segments of Wells St. from 6:30 p.m. to 9:30 p.m., (except Sept. 25 – closure at 6 p.m.). She is requesting road closures on May 22, June 26, July 24, August 28, and September 25, 2019, (fourth Wednesday of each month).

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Event Application, Hold Harmless Agreement, Road Closure Resolution, Insurance Certificate.

POSSIBLE COURSES OF ACTION: Approve/Do Not Approve the event and/or the requested road closures.

RECOMMENDATION: Consider approval of the event and the requested road closures.

SUGGESTED MOTION: Motion by _____, supported by _____ to approve the Lake Street Cruise-in application and Resolve that Lisa Deaton, City Clerk/Treasurer is hereby authorized to make application to the Road Commission for Oakland County on behalf of the City of South Lyon in the County of Oakland, Michigan for the necessary permits to conduct the Lake Street Cruise-in on May 22, June 26, July 24, August 28, and September 25, 2019 and the related road closures: Lake Street between Lafayette Street and Reese Street; N. Wells Street immediately south of the north entrance to the Wells Street Parking Lot to the alley that extends from S. Wells Street to Lafayette Street from 6:30 p.m. to 9:30 p.m., (except Sept. 26 – closure at 6 p.m.), and that the City of South Lyon in the County of Oakland, Michigan will faithfully fulfill all permit requirements, and shall save harmless, indemnify, defend and represent the Board against any and all claims for bodily injury or property damage, or any other claim arising out of or related to operations authorized by such permits as issued.

04/22/19

Motion by _____, supported by _____

Resolved That Lisa Deaton, City Clerk/Treasurer is hereby authorized to make application to the Road Commission for Oakland County on behalf of the City of South Lyon in the County of Oakland, Michigan for the necessary permits to conduct the Lake Street Cruise-in on May 22, June 26, July 24, August 28, and September 25, 2019 and the related road closures: Lake Street between Reese St. and Lafayette St.; N. Wells Street immediately south of the north entrance to the Wells St. Parking Lot to S. Wells Street immediately north of the alley that extends from S. Wells Street to Lafayette Street from 6:30 p.m. to 9:30 p.m., (except Sept. 25 – closure at 6 p.m.).

and that the City of South Lyon in the County of Oakland, Michigan will faithfully fulfill all permit requirements, and shall save harmless, indemnify, defend and represent the Board against any and all claims for bodily injury or property damage, or any other claim arising out of or related to operations authorized by such permits as issued.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of South Lyon, County of Oakland, State of Michigan, at a regularly scheduled meeting of April 22, 2019 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said act.

Lisa Deaton
City Clerk/Treasurer



SOUTH LYON POLICE DEPARTMENT

219 Whipple

South Lyon, Michigan 48178

Ph: (248)437-1773 / Fax: (248)437-0459

Lloyd T. Collins

Chief of Police

PARADE / DEMONSTRATION APPLICATION

May 22, June 26, Jul 24, Aug 28, & *Sep25

Date Application Submitted: _____

Requested Date of Event: 4th Wednesday, May - Sept

Applicant / Contact's Name: Deborah Cook

PH #: h248-437-6353 / [REDACTED]

Applicant Address: [REDACTED] South Lyon, MI 48178

Name of Event(s): Lake Street Cruise-In Wednesday show

Business / Organizations Name (If Applicable): Lake Street Cruise-In

Bus. Ph#: 248-437-6353

Bus. Address: [REDACTED], South Lyon, MI 48178

~~President/CEO~~ (Responsible for Event): Deborah Cook

Direct Ph#: [REDACTED]

Officer

~~Parade~~ START Time: 6:30pm a.m. / p.m.

~~Parade~~ END Time: 9:30pm a.m. / p.m.

Event *Wednesday, Sep 25 6:00pm

Event

Approximate Number of PERSONS: n/a Organization Names: _____

Approximate Number of VEHICLES: 200-250 Types of Vehicles: Vintage, Classic, Muscle, Hot Rod cars, trucks, and motorcycles

Approximate Number of ANIMALS: n/a SPECIFIC Animals: _____

Amount of space to be maintained between and /all units in Parade: n/a

Route to be traveled (Include Street Names and Turning Directions): See attached map. The Lake Street Cruise-In Wednesday show is a stationary car show located on; Lake St. between Pontiac Trail and Reese St. and a portion of Wells St., North of Lake St. and South of Lake St. A DJ will provide music, w/Porta John and trash receptacles provided.

First Presbyterian Church parking lot and green space will be used for overflow parking.

Deborah Cook

Applicant's SIGNATURE
Deborah Cook

Deborah Cook

Responsible Party's SIGNATURE
Deborah Cook

APPROVED [✓]

DENIED []

Chief Christopher J. Smith

HOLD HARMLESS

To the fullest extent permitted by law the Lake Street Cruise-In
(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 and volunteers, and others working on behalf of the City of South Lyon against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of South Lyon by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this event.

Deborah K. Cook
Signature Deborah K Cook

4-1-19
Date



LAKES-1

QP ID: DB

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/25/2019

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

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

PRODUCER
Caviston Agency, Inc.
864 S Main St.
Plymouth, MI 48170
Fred Field

734-455-8120

CONTACT NAME: Fred Field

PHONE (A/C, No, Ext): 734-455-8120

FAX (A/C, No): 734-455-6144

E-MAIL:

ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: National Specialty Insurance

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED Lake Street Cruise-In, Inc
26701 McCrory Lane
South Lyon, MI 48178

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENERAL AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO: <input type="checkbox"/> JECT <input type="checkbox"/> LOC OTHER	Y	A552873	05/22/2019	09/26/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/>					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTIONS <input type="checkbox"/>					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in MI) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

*****SEE ATTACHED*****

CERTIFICATE HOLDER

CITY062

City of South Lyon
Attn: Building Dept
335 S. Warren
South Lyon, MI 48178

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Fred Field

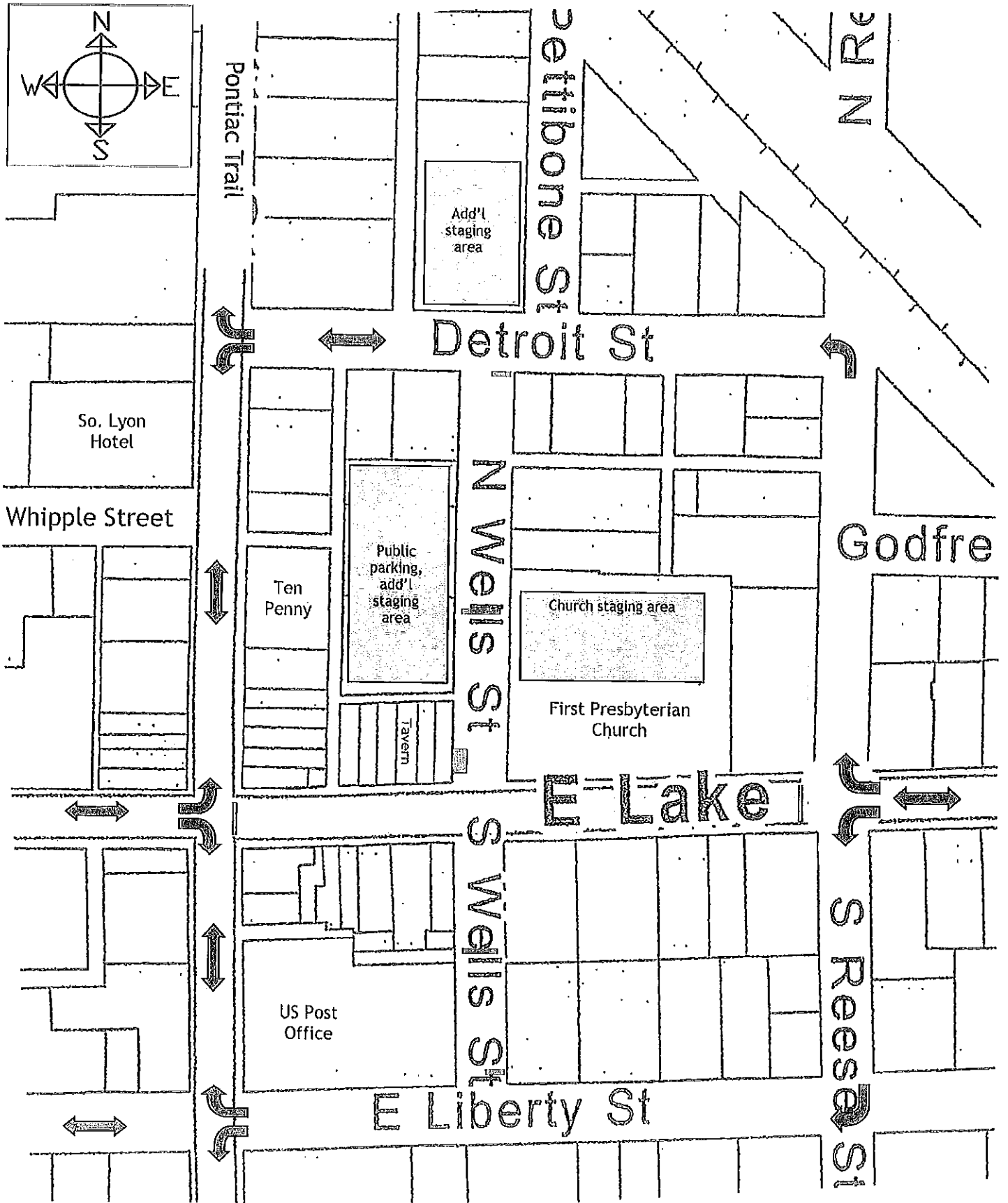
NOTEPAD

INSURED'S NAME Lake Street Cruise-In, Inc

LAKES-1
OP ID: DBPAGE 2
Date 03/25/2019

Certificate Holder and Additional Insured shown as: The City of South Lyon, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming the City of South Lyon as Additional Insured, coverage afforded is considered to be Primary and any other Insurance the City of South Lyon may have in effect shall be considered secondary and/or excess.

Lake Street Cruise-In WEDNESDAY



Detour

Barricades

Barricades



Show area



Porta Johns

AGENDA NOTE

Consent Agenda: Item #2

MEETING DATE: April 22, 2019

PERSON PLACING ITEM ON AGENDA: Police Chief

AGENDA TOPIC: Motorfest 2019

EXPLANATION OF TOPIC: Ms. Deborah Cook, on behalf of the Lake Street Cruise-in Committee, would like to host the Motorfest car show on Lafayette Street, Lake Street and Wells Street. The show would be conducted on Lafayette Street between Whipple Street and Liberty Street, and Lake St. between Washington St. and Reese St., and on segments of Wells St. from 6:00 a.m. to 7:00 p.m. on Saturday, July 27, 2018.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Event Application, Hold Harmless Agreement, Road Closure Resolution, Insurance Certificate.

POSSIBLE COURSES OF ACTION: Approve/Do Not Approve the event and/or the requested road closures.

RECOMMENDATION: Consider approval of the event and the requested road closures.

SUGGESTED MOTION: Motion by _____, supported by _____ to approve the Motorfest application and Resolve that Lisa Deaton, City Clerk/Treasurer is hereby authorized to make application to the Road Commission for Oakland County on behalf of the City of South Lyon in the County of Oakland, Michigan for the necessary permits to conduct Motorfest on July 27, 2019 and the related road closures: Lafayette Street between Whipple St. and Liberty St., Lake Street between Washington Street and Reese Street; N. Wells Street immediately south of the north entrance to the Wells Street Parking Lot to the alley that extends from S. Wells Street to Lafayette Street from 6:00 a.m. to 7:00 p.m., and that the City of South Lyon in the County of Oakland, Michigan will faithfully fulfill all permit requirements, and shall save harmless, indemnify, defend and represent the Board against any and all claims for bodily injury or property damage, or any other claim arising out of or related to operations authorized by such permits as issued.

Motion by _____, supported by _____

Resolved That Lisa Deaton, City Clerk/Treasurer is hereby authorized to make application to the Road Commission for Oakland County on behalf of the City of South Lyon in the County of Oakland, Michigan for the necessary permits to conduct Motorfest on July 27, 2019 and the related road closures: Lafayette Street between Whipple St. and Liberty St., Lake Street between Washington St. and Reese St.; N. Wells Street immediately south of the north entrance to the Wells St. Parking Lot to S. Wells Street immediately north of the alley that extends from S. Wells Street to Lafayette Street from 6:00 a.m. to 7:00 p.m.

and that the City of South Lyon in the County of Oakland, Michigan will faithfully fulfill all permit requirements, and shall save harmless, indemnify, defend and represent the Board against any and all claims for bodily injury or property damage, or any other claim arising out of or related to operations authorized by such permits as issued.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of South Lyon, County of Oakland, State of Michigan, at a regularly scheduled meeting of April 22, 2019 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said act.

Lisa Deaton
City Clerk/Treasurer



SOUTH LYON POLICE DEPARTMENT

219 Whipple

South Lyon, Michigan 48178

Ph: (248)437-1773 / Fax: (248)437-0459

Lloyd T. Collins

Chief of Police

PARADE / DEMONSTRATION APPLICATION

Date Application Submitted: 4/1/19

Requested Date of Event: July 27, 2019

Applicant / Contact's Name: Deborah Cook

PH #: h248-437-6353 / [REDACTED]

Applicant Address: [REDACTED] South Lyon, MI 48178

Name of Event(s): Lake Street Cruise-In all day Motorfest

Business / Organizations Name (If Applicable): Lake Street Cruise-In

Bus. Ph#: 248-437-6353

Bus. Address: [REDACTED] South Lyon, MI 48178

~~Resident~~ ~~CEO~~ (Responsible for Event): Deborah Cook

Direct Ph#: [REDACTED]

Officer

~~Parade~~ START Time: 6:00am a.m. / p.m.

~~Parade~~ END Time: 7:00pm a.m. / p.m.

Event

Event

Approximate Number of PERSONS: n/a Organization Names: _____

Approximate Number of VEHICLES: 400 Types of Vehicles: Vintage, Classic, Muscle, Hot Rod cars, trucks, and motorcycles

Approximate Number of ANIMALS: n/a SPECIFIC Animals: _____

Amount of space to be maintained between and /all units in Parade: n/a

Route to be traveled (Include Street Names and Turning Directions): See attached map. The Lake Street Cruise-In Motorfest is a stationary car show located on Lake, Wells and Lafayette Streets. A Stage, band, and DJ will be positioned on West Lake Street between Lafayette Street and the alley. Food trucks, 3-4, will be positioned in approved locations. A 'Kids Zone', no hazardous activities, to be located on the First Presbyterian Church lawn. Vendor tents will be set up within the show footprint. Porta Johns and trash receptacles will be provided. Church parking lot and green space will be used for overflow parking.

Deborah Cook
Applicant's SIGNATURE
Deborah Cook

Deborah Cook
Responsible Party's SIGNATURE
Deborah Cook

APPROVED [☒]

DENIED [☐]

Chief Christopher J. Smith



LAKES-1

OP ID: DB

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/25/2019

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

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

PRODUCER Caviston Agency, Inc. 864 S Main St. Plymouth, MI 48170 Fred Field	734-455-8120	CONTACT NAME: Fred Field PHONE (A/C, No. Ext): 734-455-8120 FAX (A/C, No.): 734-455-6144 E-MAIL: ADDRESS:
INSURED Lake Street Cruise-In, Inc 25701 McCrory Lane South Lyon, MI 48178		INSURER(S) AFFORDING COVERAGE INSURER A: National Specialty Insurance INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR YVO	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER	Y		A562873	05/22/2019	09/26/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTIONS						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E L EACH ACCIDENT \$ E L DISEASE - EA EMPLOYEE \$ E L DISEASE - POLICY LIMIT \$

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

*****SEE ATTACHED*****

CERTIFICATE HOLDER

CITY062

City of South Lyon
Attn Building Dept
335 S. Warren
South Lyon, MI 48178

CANCELLATION

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

AUTHORIZED REPRESENTATIVE
Fred Field

NOTEPAD

INSURED'S NAME Lake Street Cruise-In, Inc

LAKES-1
OP ID: DB

PAGE 2
Date 03/25/2019

Certificate Holder and Additional Insured shown as: The City of South Lyon, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming the City of South Lyon as Additional Insured, coverage afforded is considered to be Primary and any other Insurance the City of South Lyon may have in effect shall be considered secondary and/or excess.

HOLD HARMLESS

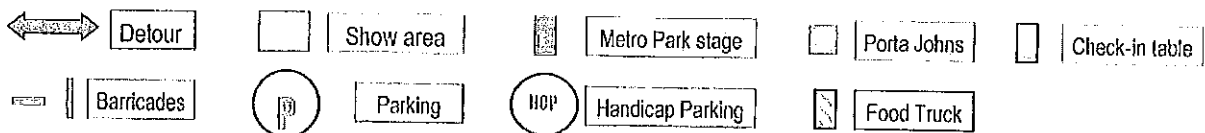
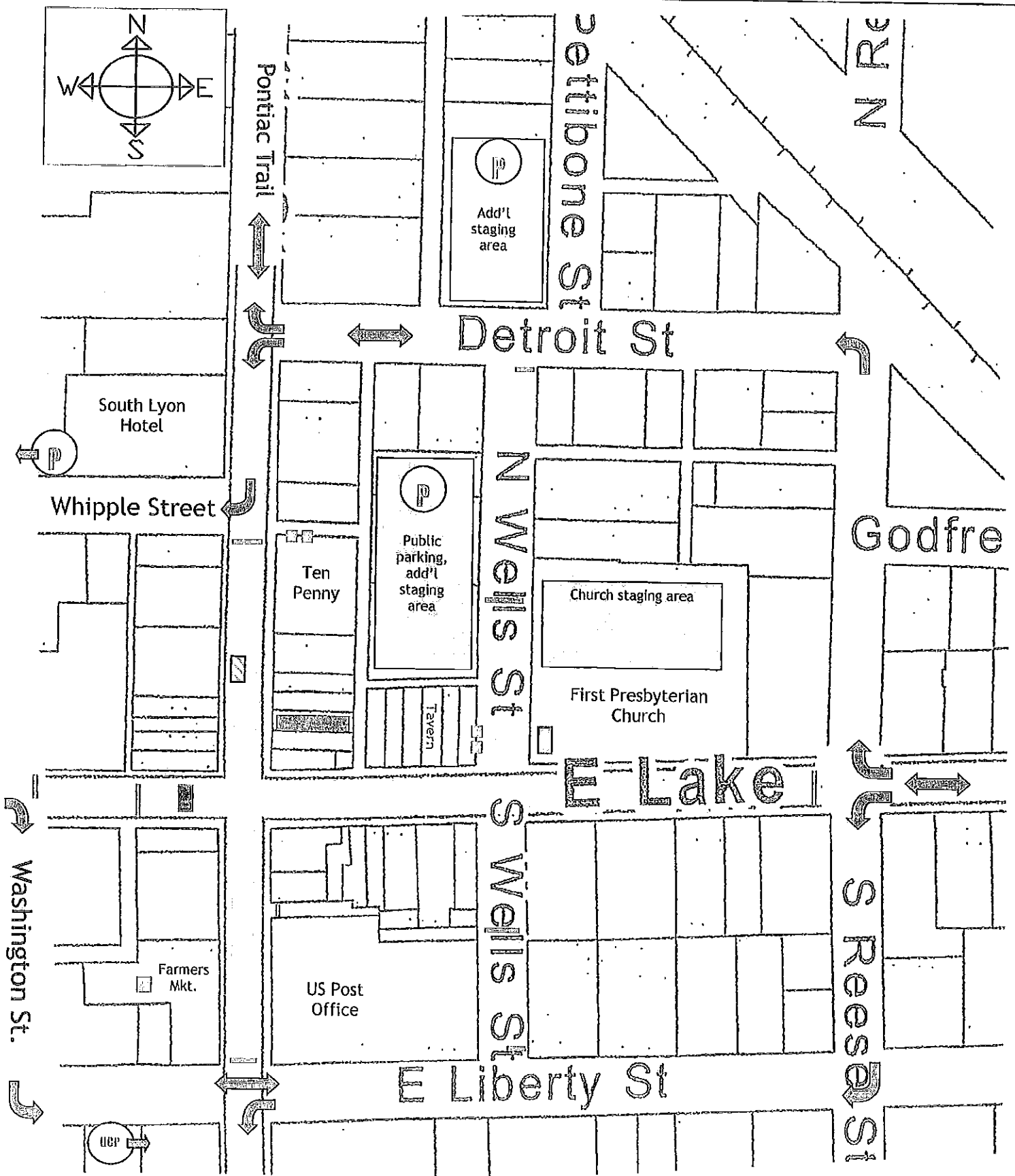
To the fullest extent permitted by law the Lake Street Cruise-In
(Name of Applicant/Organization)

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

Deborah K. Cook
Signature Deborah K Cook

4-1-19
Date

Lake Street Cruise-In MOTORFEST





CITY OF SOUTH LYON

Office of the Mayor

PROCLAMATION

Mayor

Daniel L. Pelchat

Council Members

Mary Parisien

Glenn Kivell

Rose Walton

Margaret J. Kurtzweil

Stephen Kennedy

Carl Richards

City Manager

Paul Zelenak

Clerk/Treasurer

Lisa Deaton

335 S Warren

South Lyon, MI 48178

Phone: 248-437-1735

Fax: 248-486-0049

www.southlyonmi.org

WHEREAS, April 1, 2019 marks a milestone for South Lyon Cycle celebrating their 25th year in the City of South Lyon; and

WHEREAS, South Lyon Cycle has been family-owned by Gary and Mark Childs since its inception in 1994; and

WHEREAS, South Lyon Cycle has been voted one of the best bike shops and has been meeting the needs of cyclists from all over Southeast Michigan; and

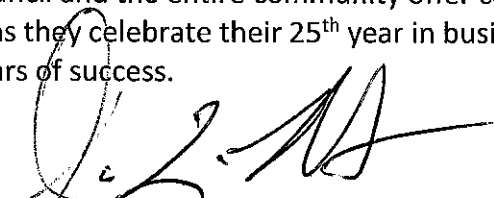
WHEREAS, South Lyon Cycle has been an important, caring part of the community contributing to many causes and needs without hesitation; and

WHEREAS, in 1997 South Lyon Cycle was named Business of the Year by the local Chamber of Commerce; and

WHEREAS, in 1998 the Michigan Retailers Association honored them as the 1998 Michigan Retailer of the Year; and

WHEREAS, the owners of South Lyon Cycle have both served on the South Lyon DDA Board; 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 Cycle as they celebrate their 25th year in business and wish them many more years of success.



Daniel L. Pelchat, Mayor

Date

COUNTY EXECUTIVE DECLARATION

L. Brooks Patterson

Hereby Issues This Special Proclamation Designating

The Month of April 2019

as

Fair Housing Month in Oakland County, Michigan

***WHEREAS** the month of April 2019 marks the 51st anniversary of the signing of the federal Fair Housing Law under the Civil Rights Act of 1968; and*

***WHEREAS** this landmark law along with other federal and state legislation broadens access to housing regardless of race, color, sex, national origin, age, marital status, religion, disability or family status; and*

***WHEREAS** Fair Housing Month is designed to heighten people's awareness of their rights under the law when pursuing the purchase or rental of housing; and*

***WHEREAS** the housing counselors of Oakland County's Community & Home Improvement Division are experts in fair housing laws and are ready to assist any individual or family to ensure their rights when purchasing or renting a home.*

***NOW THEREFORE LET IT BE KNOWN** that I, L. Brooks Patterson, Oakland County Executive, do hereby authorize the issuance of this special proclamation designating April 2019 as Fair Housing Month in Oakland County, Michigan.*



A handwritten signature in black ink, reading "L. Brooks Patterson", is written over a horizontal line.

L. Brooks Patterson
Oakland County Executive

AGENDA NOTE

New Business Item # /

MEETING DATE: April 22, 2019

PERSON PLACING ITEM ON AGENDA: City Manager

AGENDA TOPIC: HRC Water CIP Proposal

EXPLANATION OF TOPIC: We have been meeting with representatives of HRC regarding our Capital Improvement Plan for our utility systems. Our recent discussions lead to the recommendations that are in the 2019-2020 City Budget. As part of those recommendations, we need to first investigate the extent of the deficiencies in our systems before we can address our long-term capital needs. We have included in your packet items that are included in the first phase of the study that are needed before we begin the necessary improvements outlined in the 2019-2020 Budget.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Letter dated March 18, 2019 that outlines the Capital Improvement Study. Attachment A – Letter of September 3, 2015 from HRC regarding the rehabilitation repairs of the above ground storage tank. Attachment B – Wellhead Protection Plan groundwater capture zone. Attachment C – Staff hour projections for project, including future project costs.

POSSIBLE COURSES OF ACTION: Approve or not approve the appropriation of \$30,120 for the completion of the first four elements of the CIP.

RECOMMENDATION: Approval to complete the first four elements of the CIP in an amount not to exceed \$30,120.

SUGGESTED MOTION: Motion by _____, supported by _____ to approve the completion of the first four elements of the CIP in an amount not to exceed \$30,120.

PRINCIPALS

Daniel W. Mitchell
Nancy M.D. Faught
Keith D. McCormack
Jesse B. VanDeCreek
Roland N. Alix
Michael C. MacDonald
James F. Burton
Charles E. Hart
Todd J. Sneathen

CONTROLLER

Donna M. Martin
SENIOR ASSOCIATES
Gary J. Tressel
Randal L. Ford
William R. Davis
Dennis J. Benoit
Robert F. DeFrain
Thomas D. LaCross
Albert P. Mickalich
Timothy H. Sullivan
Thomas G. Maxwell

ASSOCIATES

Marshall J. Grazioli
Colleen L. Hill-Stramsak
Bradley W. Shepler
Karyn M. Stickel
Jane M. Graham
Aaron A. Uranga
Salvatore Conigliaro
Melissa A. Coatta
Michael P. Darga
Brian K. Davies
Matthew G. Slicker
James J. Surhigh
Trevor S. Wagenmaker

HUBBELL, ROTH & CLARK, INC.

STREET: 535 Griswold Street
Buhl Building, Suite 1650
Detroit, MI 48226-3698

PHONE: 313-965-3330
WEBSITE: hrcengr.com

OTHER OFFICE LOCATIONS

Bloomfield Hills
Delhi Township
Grand Rapids
Howell
Jackson
Kalamazoo
Lansing

March 18, 2019

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

Attn: Mr. Paul Zelenak, South Lyon City Manager

Re: South Lyon Water Treatment Plant
Capital Improvement Plan (CIP) Study
Fiscal Year 2019 - 2020

HRC Job No. 20180233

Dear Mr. Zelenak:

In accordance with your request, we are pleased to present this proposal for professional engineering services to provide a Capital Improvement Plan (CIP) study as required for the South Lyon Water Treatment Plant. The South Lyon Water Treatment Plant (WTP) was built originally as an iron removal plant to finish water in 1965 with upgrades and expansions occurring in 1970, 1980, 1996, and 2001. It is noteworthy that nearly 20 years have passed since the last upgrades and improvements were undertaken at the plant. HRC would like to stress the importance of instigating all potential WTP capital improvements as soon as possible. Without a complete investigation, the extent of deficiencies, risk, and long-term capital needs cannot be fully identified and managed. We have met with both you and the City's WTP certified operational staff to discuss several of these issues over the past few months. At your direction, CIP items have been divided into two groups one to be addressed in the 2019-2020 fiscal year and the other to be delayed until the 2020-2021 fiscal year. These CIP studies will summarize the necessary upgrades and improvements, evaluate various alternatives and costs for each item of work, and identify potential financing options to allow for these to be properly addressed. The following upgrades and improvements are proposed to be included within the scope of this study:

FY 2019-2020 WATER PLANT CIP ITEMS:

1. Increasing Storage Capacity
2. Horizontal Pressure Filter Maintenance
 - a. Media Inspection
 - b. Evaluation and Inspection of Simul-wash System Internals
 - c. Exterior Painting and Sealing
3. Replace Non-Functional Induced Draft Aerators
4. Ground Storage Tank Repairs

FY 2020-2021 WATER PLANT CIP ITEMS:

5. Emergency Alternate Water Source Investigation
6. New Treatment Plant Well Investigation
7. Upgrading the Backup Power Systems
8. Backwash Surcharge Tank Maintenance
9. Main Pipe Gallery Rehabilitation
 - a. Painting and Sealing
10. Basement Pipe Gallery Rehabilitation
 - a. Painting and Sealing
 - b. Flow Meter Replacement
11. Dehumidification (HVAC)
12. Chlorine Gas Safety Improvements
13. Site Security Investigation
14. Water Conservation Public Education and Outreach

WATER PLANT CIP DETAILS

The following concepts and ideas summarize our opinion regarding WTP improvement ideas as well as concepts in need of further investigation. These items include the following:

FY 2019-2020 WATER PLANT CIP ITEMS:

1. *Increasing Storage Capacity*
 - a. During HRC's work on the 2017 Water Reliability Study report one strain on the system became apparent. The draw on the system during peak demand conditions threatens to exceed the storage capacity of the plant. Because of this, HRC recommends an investigation into the construction of new above ground storage. This additional storage will both remove the strain on the system during peak flow demand scenarios and allow for the comprehensive repairs to be undertaken to the existing above ground storage tank.
2. *Horizontal Pressure Filter Maintenance*
 - a. The media in all six filters has not been replaced since the installation of the new filters in 2001. Filter media usually lasts between 15 and 20 years before it needs to be replaced. With proper cleaning and washing this life can be extended. HRC will arrange to have core samples collected from the media in each filter to determine the state of the media and the best course of action.
 - b. In addition, the Internal Simul-Wash system has not been evaluated by the manufacturer since the original 2001 installation date. Proper internal inspection of this equipment will allow for a condition assessment of the air/back wash water

nozzles and trough and underdrains. To do this HRC proposes to coordinate a 3rd party internal evaluation and report by the manufacturer (TonkaWater) to properly examine the system.

- c. The external tanks, pipes and joints of the Horizontal Pressure Filters have a compromised coating system and are not properly sealed from the elements. The effects of this can clearly be seen in Figures 1 and 2. To properly seal these, the rust will need to be removed the components will then be ultrasonic tested for structural integrity and then a three-part epoxy protective coating system will need to be designed to seal the tanks and protect them from further corrosion. If the tanks are found to be structurally unsound, then it is possible that parts of them or entire tanks may need to be replaced.



Figure 1. One of the Horizontal Pressure Filter installed in 2001

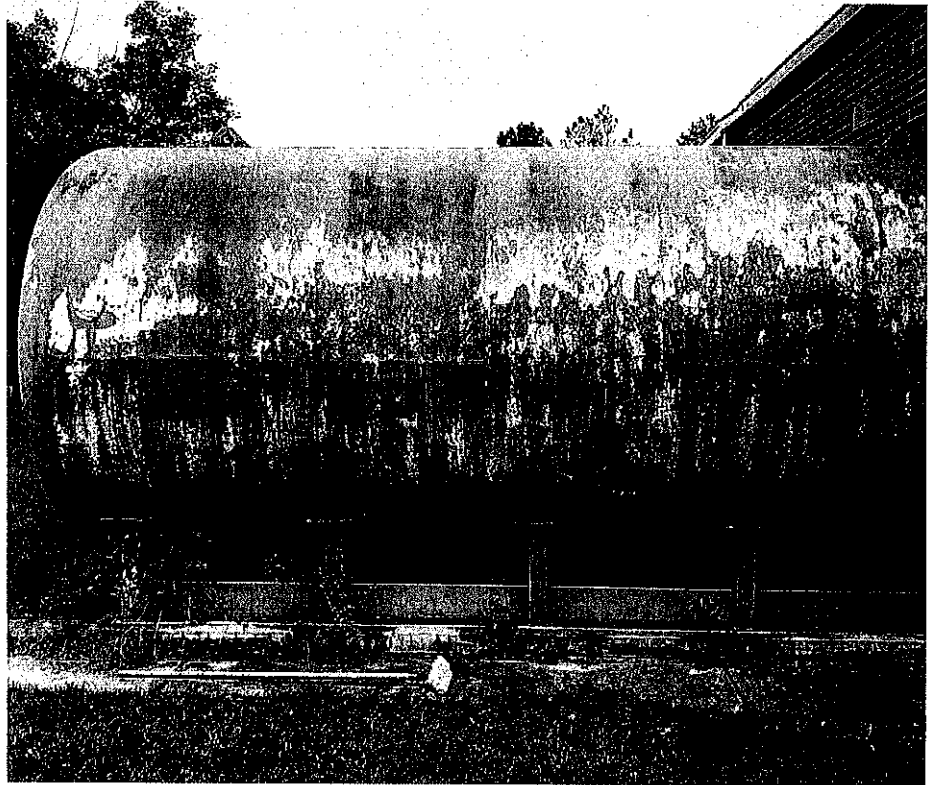


Figure 2. One of the older Horizontal Pressure Filters

3. Replace Non-Functional Induced Draft Aerators

- a. The WTP Currently has three Induced Draft Aerators (IDA) installed to change the state of the iron in the raw well water from a ferrous to a ferric state, so the it can be removed in the horizontal pressure filter treatment train. To increase capacity, in 2001 a third IDA, and the smallest IDA near Dorthey Street was abandoned in place. HRC will investigate options for refurbishment of the two existing operational IDAs. And the replacement of the existing abandoned IDA to meet current and future flow demands.

4. Ground Storage Tank Repairs

- a. In 2015 HRC investigated a leak in the external wall of the Above Ground Storage Tank at the WTP. At that time HRC recommended that a more detailed exterior inspection be performed to complete patched repairs. HRC also recommended long term repairs including work that will need to be done on the inside of the tank, taking it off line temporarily. More details regarding HRC's previous findings can be found in Attachment A.

FY 2020-2021 WATER PLANT CIP ITEMS:

5. *Emergency Alternate Water Source Investigation*
 - a. HRC helped create the City of South Lyon's 2005 Wellhead protection plan. This plan began to investigate options outside of the current plant's wellhead capture zone to supply clean water to the City in case of aquifer contamination.
 - i. Options for this include tapping into potentially connecting to adjacent regional water systems or creating a new well field outside the existing wellhead capture zone. HRC proposes to further investigate alternatives for the City's review and consideration.
 - ii. Attachment B shows the Wellhead Protection Area.
6. *New Treatment Plant Well Investigation*
 - a. *The Screen on Well 2 has had its size reduced to a point that it can only draw 60% of its capacity. HRC will investigate adding an additional well to the field to increase the total flow of raw water into the plant.*
7. *Upgrading the Backup Power Systems*
 - a. The WTP is currently served by one Detroit Edison electric service line. An outdoor standby electric generator is located onsite rated for 550 kW. This generator does not supply enough power to run the entire plant and is near the end of its useful life, as demonstrated by the generator failing during its annual load test in 2018. The generator was repaired at the time, but as maintenance costs increase a replacement will need to be investigated. The current generator is powered by diesel fuel. HRC will evaluate the pros and cons of keeping a diesel-powered generator or switching to a natural gas-powered generator with an automatic transfer switch.
8. *Backwash Surge Tank Maintenance*
 - a. Operators have confirmed that the tank has not been emptied since it was constructed and commissioned. HRC will inspect the interior condition of the Tank and will provide recommend maintenance actions.
9. *Main Pipe Gallery*
 - a. Similar to the Horizontal Pressure Filters, the pipes, connections, valves and joints in the Basement Pipe Gallery have compromised coating systems. The coating can be seen in its present state juxtaposed with its intended coating as installed in 2001, in Figure 3. HRC proposes to facilitate the preparation of plans and specifications for the removal of paint and rust, restoration of the corroded mechanical connections and fittings, ultrasonic materials testing and the proper recoating of these components.

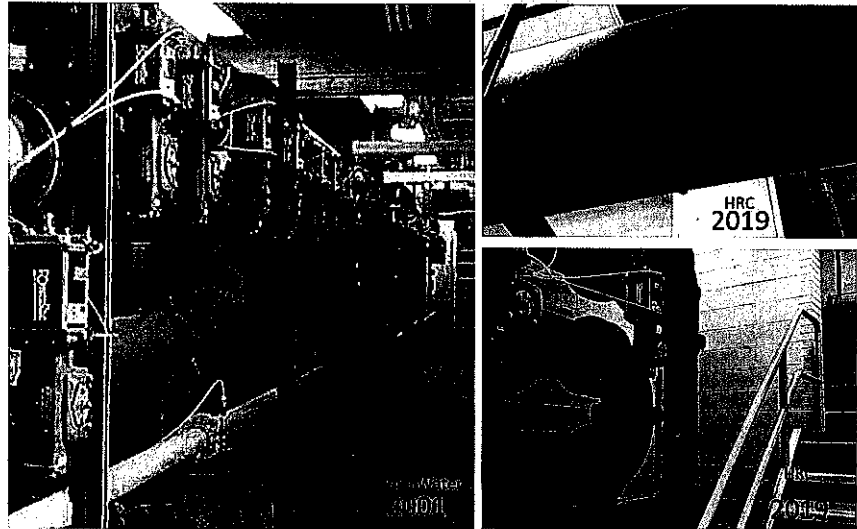


Figure 3. Pipes and Joints in the Main Pipe Gallery from 2001 and 2019

10. Basement Pipe Gallery

- a. Similar to the Horizontal Pressure Filters and the Main Pipe Gallery, the pipes, connections, valves and joints in the Basement Pipe Gallery have compromised coating systems. This can be seen in Figure 4 below. HRC proposes to facilitate the preparation of plans and specifications for the removal of paint and rust, restoration of the corroded mechanical connections and fittings, ultrasonic materials testing and the proper recoating of these components.
- b. There are two flow meters in the basement pipe gallery that are antiquated. HRC will investigate replacement flow meters.

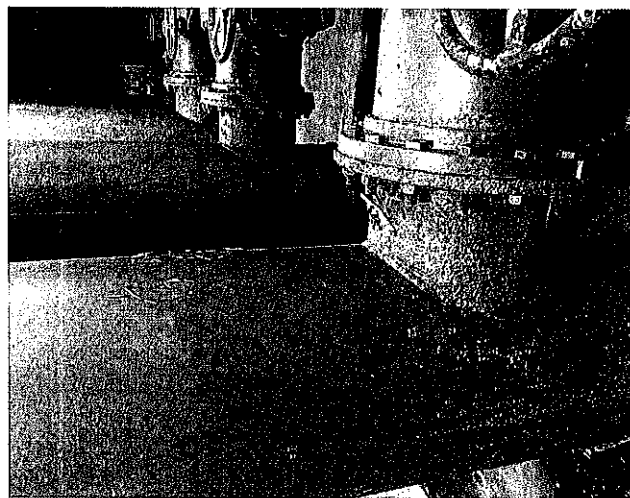


Figure 4. Pipes and Joints in the Basement Pipe Gallery

11. Dehumidification (HVAC)

- a. During the Summer months the relatively cold water being pulled out from the ground that runs through the plant leads to condensation along the pipes. This damp environment can increase the rate of corrosion on improperly sealed metal surfaces and cause some electronics to malfunction. HRC proposes to investigate dehumidification options on both on the main floor and in the basement pipe gallery.

12. Chlorine Gas Safety Improvements

- a. Chlorine Gas is still used to disinfect water in the distribution system from the South Lyon WTP. HRC proposes to investigate the current practices and update them to meet current OSHA's standards.

13. Site Security Investigation

- a. Minimal security measures are in place at the water plant and surrounding pump stations in McHattie Park. HRC will identify security recommendations based on the post 9-11 Water System Vulnerability Report for the plant, updating it with modern security technologies.

14. Water Conservation Public Education and Outreach

- a. One reoccurring condition during dry summers is that water use can exceed water pumping capacity this leads to the loss of head discussed previously. To help mitigate this HRC proposes to facilitate public workshops and to help with the implementation of additional educational tools to help the public better understand the importance of their water utility and how to conserve water decreasing the demand on the plant.

SCOPE OF SERVICES – 2019-2020 Fiscal Year

Based on your Request for Proposal, we propose the following services in accordance with the above approach.

- A. **Kickoff Meeting** – HRC will hold a Project Kickoff Meeting to discuss the items above, review needed materials and present the project schedule.
- B. **Prepare Draft CIP** – This will include summaries and sketches of available options, cost estimates of alternative and conceptual calculations. These will be sufficient to make decisions regarding budgeting properly for the necessary upgrades and improvements.
- C. **Review Draft CIP** – The draft CIP will be provided to the City for review. HRC will meet with City staff and implement any necessary revisions.
- D. **Prepare Final CIP Documents** – Once the project descriptions, sketches/drawings and cost estimates have been reviewed and revised to incorporate City comments, the final summary CIP document will be completed.

Electronic Documents – The majority of the documents will be delivered electronically. HRC will provide a bound summary in hard copy form for use during planning and future capital improvement projects.

FEE

The estimated fee to undertake first the four (4) elements of the CIP in the 2019 – 2010 Fiscal Year is **not to exceed \$30,120.00**, without prior authorization. The fee table can be found in Attachment C.

SCHEDULE

We estimate that upon the approval of this scope, the Capital Improvement Plan can be completed within 180 days.

We appreciate this opportunity to be of continued service to the City of South Lyon. If you have any questions or require any additional information, please feel free to contact me directly at (313) 463-4253.

If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Jesse VanDeCreek, P.E.
Principal Partner / Vice President



Roland N. Alix, P.E.
Vice President

Attachments

Attachment A – 2015 Letter Regarding the Above Ground Storage Tank Leak, Rehabilitation Repairs

Attachment B – Map Showing the WTP 10-yr Pumpage Wellhead Protection Area.

Attachment C – Cost Information Sheet.

Enclosure

pc: City of South Lyon; R. Beason
HRC; R. Alix, M. Darga, A. Uranga, N. Bednar, File

Attachment A

2015 Letter Regarding the Above Ground Storage Tank Leak,
Rehabilitation Repairs

Robert J. Martin
September 3, 2015
HRC Job Number 20150485.02
Page 1 of 7

September 3, 2015

City of South Lyon
Water and Wastewater Department
23500 Dixboro
South Lyon, MI 48178

Attn: Mr. Robert J. Martin

Re: Above Ground Storage Tank Leak,
Rehabilitation Repairs

HRC Job No. 20150485.02

Dear Bob:

As requested, HRC performed an on-site investigation into the external wall leakage in the Above Ground Storage Tank, located at the Water Treatment Facility. This investigation was performed on July 17, 2015. A report summary of our observations of significance, photos of significance, immediate, short and long term recommendations and their respective preliminary opinion of construction costs are as follows:

I. General:

This Above Ground Storage Tank has an outside diameter of about 78', height of about 31', has a storage capacity of about one million gallons and was constructed with prestressed & precast concrete tank wall panels and a cast-in-place concrete dome shaped roof. The tank was originally designed, manufactured and constructed by Preload, Inc. during 1981. The tank walls consist of a five and one half inch thick prestressed composite core wall panels overlaid with a natural pneumatic applied exterior concrete finish. A single ductile iron overflow discharge pipe projects through the tank wall about three feet above grade. The dome shaped roof is cast-in-place steel reinforced concrete roof of variable thickness containing an access hatch and vent opening.

II. Observations of Significance:

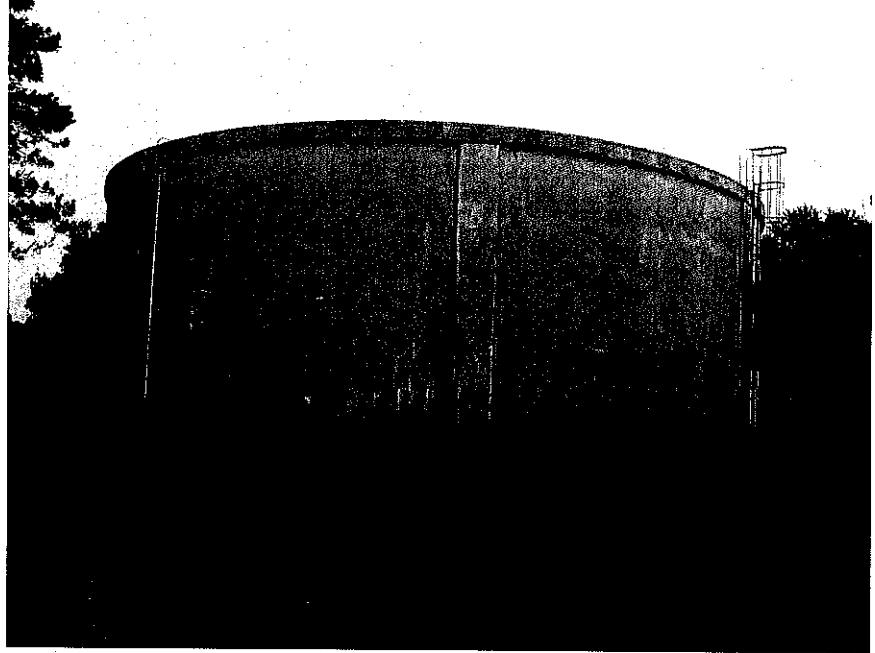
A summary of the observations of significance are as follows:

- Located along the southwest quadrant of the tank, starting at a point up about two thirds of the wall height and adjacent to the western edge of the tank pilaster, a continuous low volume and low flow leak of the internal storage water has occurred.
- At the above noted location, staining, small cracks and minor efflorescence was noted. The stained area at the point of leakage, near the top of the tank wall, was about two inches wide and at grade near the bottom of the tank wall, increased to about twelve inches wide. A majority of the

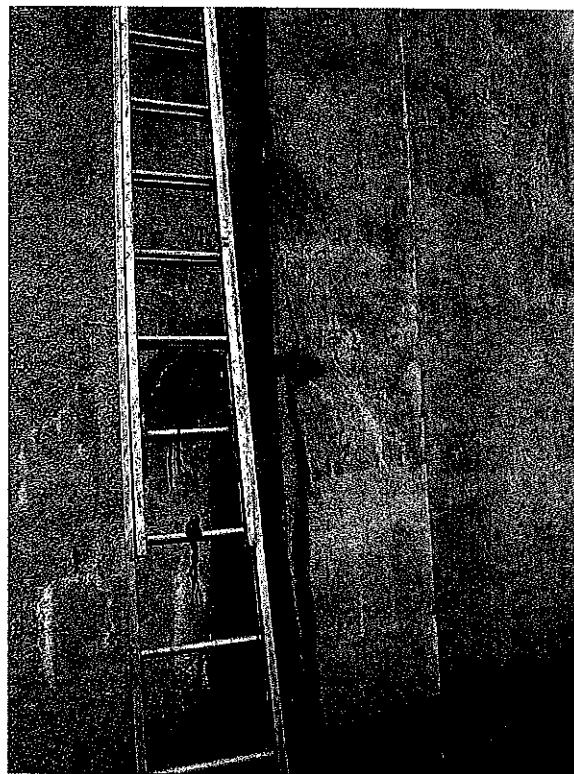
stained area was saturated by the leaking internal tank water.

- Nondestructive concrete soundings were performed along this stained area. The results indicated that only minor concrete delaminations have occurred and likely contained within the pneumatic applied exterior concrete surface. Spalling of concrete surfaces was not observed in this area.
- No out of plumb distortions along the exposed face of the tank wall was noted at this location.
- Previous pressure injection repair materials were noted along the full height of the stained area. Bridging epoxy, injection ports and injection residue were noted.
- Numerous small cracks, containing light efflorescence was observed.
- Grade below the stained area was water saturated. This saturation area appeared to be limited to within a five foot radius of the stained area.
- At a nearby location, near the tank access ladder, a small spalled area of the pneumatic mortar and exposed deteriorating steel prestressing strands were noted. The amount of deterioration of these strands was not significant.
- A general perimeter site inspection, based on cursory observations only, was completed. The summary of findings is as follows: Numerous small cracks, mostly horizontal contained light efflorescence, had a darken stained finish. Internal water tank leakage has occurred at only one location (described above).

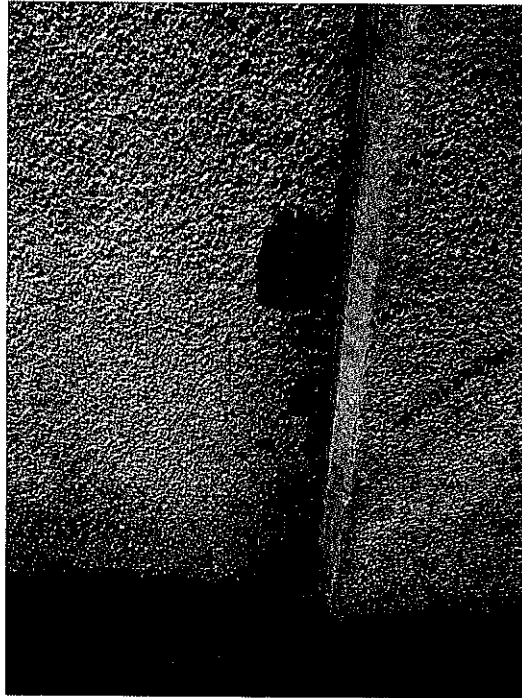
III. Photos of Significance:



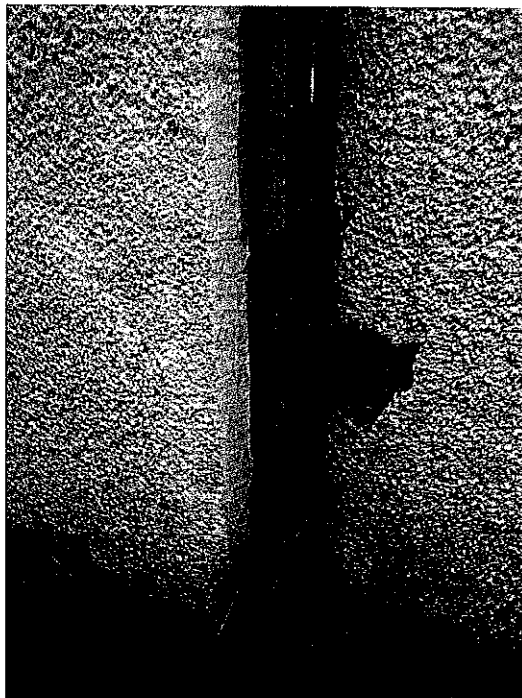
Tank leakage along the western edge of the South Pilaster



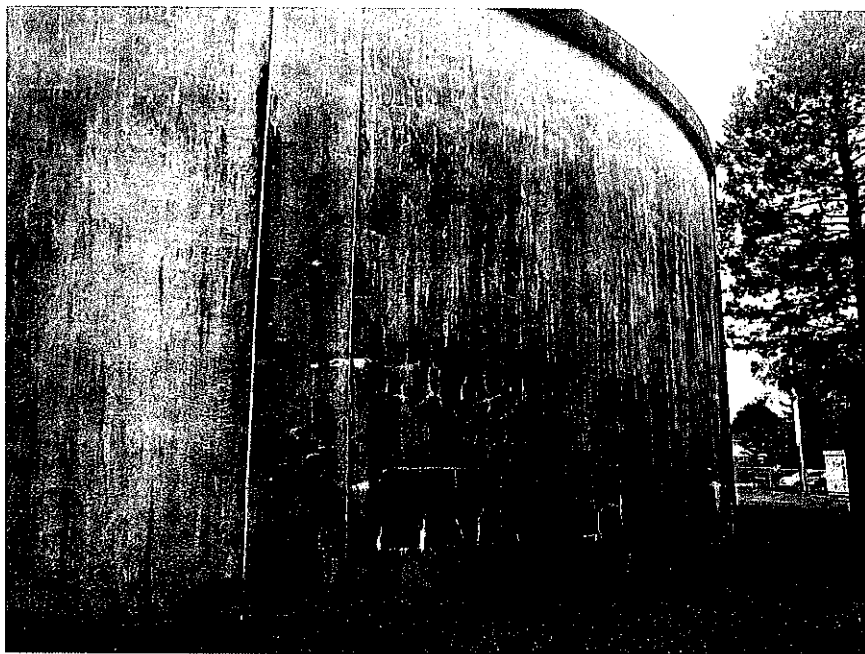
Tank Leakage Detail at Grade



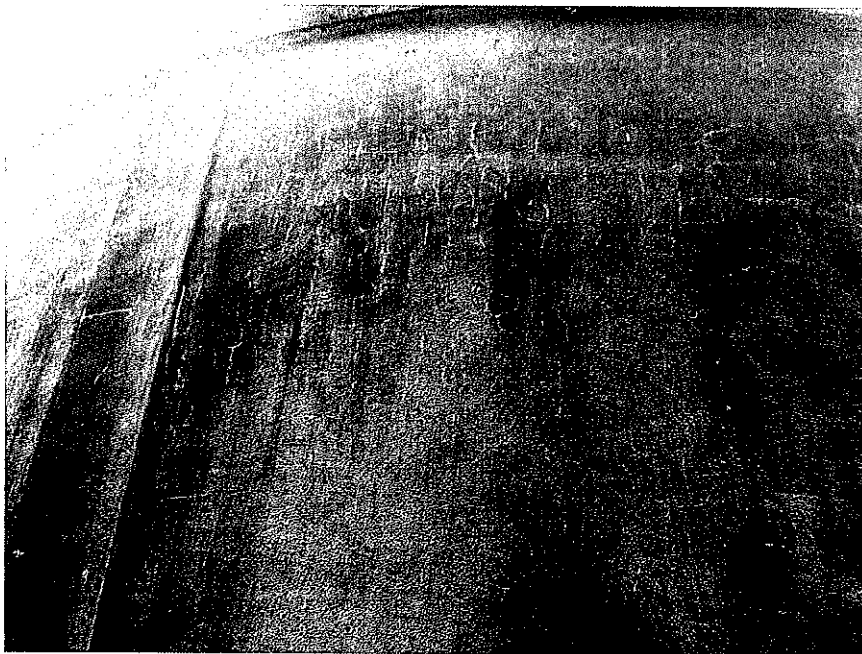
Deteriorated steel prestressing strands near access ladder



Deteriorated steel prestressing strands at utility conduit



General surface deterioration



Typical surface deterioration

IV. Recommendations:

Based upon completion of our site investigation and our experience with the same and similar structures, we recommend that rehabilitation work items be implemented according to immediate term, short term and long term needs as follows:

Immediate Term: (within the next six months)

The tank leak, located along the western edge of the pilaster shown on page 3, should be pressure injected this fall. This requires a specialty contractor, such as Smith's Waterproofing (Brandon Smith: 810-798-2371) or Ram Construction Services (Enzo Pavone: 734-634-4314) to perform this work. The injectable material should be a flexible polyurethane foam grout such as SikaFix HH LV by Sika Corporation and not a rigid epoxy based material. Please note the polyurethane foam grout material does have ambient limitations for installation and the injection methods and techniques should be in accordance with the manufacturers' recommendations. Consideration is warranted for temporarily lowering the internal tank water level to about half its height during the pressure injection installation. This would allow for deeper penetration of the injectable material into the wall cracks. We anticipate this repair to have a preliminary construction budget range from about \$4,000 to \$8,000 and likely require a day or two for installation. Please note that when sealing this type of leak, the leak may relocate and require a second pressure injection installation at a later date.

Short Term: (within the next six months to a year)

At two locations around the perimeter of the tank, exposed steel prestressing stands with mild deterioration were noted. In efforts to locate any additional areas in the same or similar condition, we recommend that a detailed exterior inspection be performed. After identifying all the same or similar areas, repairs should be completed that utilize a hand applied material containing a steel corrosion inhibitor that also performs as a bonding agent for cementitious repairs. Once applied, a two part cementitious repair material would then be installed. In addition to identifying the exposed strand locations, the detailed exterior inspection would also identify any additional type of rehabilitation items. Depending on the type of deterioration observed, short term or long term rehabilitation work items could be developed. We anticipate these repairs to have a preliminary construction budget range from about \$5,000 to \$25,000 and may require up to a couple of weeks for installation, depending on the repair type and quantities that will be required.

Please note that a detailed tank interior diving inspection was completed on June 12, 2015. After performing a cursory review of the issued LiquiVision Diving Services' inspection report, the next inspection can be performed beyond the limits of Short Term needs and near the end of Long Term cycle.

Long Term: (within the next five years)

Along the exterior tank wall surface, numerous small cracks with light efflorescence and staining were noted. A majority of these small cracks were nearly horizontal and paralleling to the wall internal steel prestressing stands. This would indicate that a very small amount of internal tank moisture is migrating through to the exposed face of wall. In efforts to stop this migration, we recommend that the entire inside concrete surfaces of this tank be coated with an NSF approved sprayable liner system that would have enough flexibility to bridge small cracks. One such system we have used in past projects with good success, that may be applicable to this tank, is the three part system consisting of Conoflex Urethane No 381.61, Conoprime No.502 Spray Applied and Urethane Filler Compound No. 309, all by Sauereisen. Along with the internal tank lining system, we would anticipate that internal ductile iron process equipment should be protected with an epoxy based paint coating system. In addition we recommend an internal tank detailed dive inspection be performed to evaluate and remediate any further interior deterioration that has occurred. We anticipate these repairs to have a preliminary construction budget range from about \$100,000 to \$300,000 and may require up to a four weeks for installation, depending on the repair type and quantities that will be required.

If you have any questions or require any additional information, or need further assistance, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.

Richard B. Nacey, P.E.
Structural Department Head

RBN/JBV/pw
Attachment; One Million Gallon Storage Tank Design Drawings by Preload, Inc.

pc: HRC; J. VanDeCreek, File

Attachment B

Map Showing the WTP 10-yr Pumpage Wellhead Protection Area

Attachment C

Cost Information Sheet

STAFF HOUR PROJECTIONS
CITY OF SOUTH LYON
South Lyon WTP CIP
DATE 3/18/2019
HRC JN 20180233

		STAFF HOURS BY LABOR CATEGORY					TOTAL
TASK		PRINCIPAL	ASSOCIATE AND PM	ENGINEER	TECHNICIAN	CLERICAL	ESTIMATED COST
FY 2019-2020 Water Plant CIP ITEMS							
1	Increasing Storage Capacity						
	1 Field Investigation	2		2		4	\$ 610.00
	2 Draft Report Section	2	2	24		28	\$ 4,300.00
	3 Preliminary Option for Consturction Costs (Preload Tank)	2	2	22		26	\$ 3,990.00
	SUBTOTALS	6	4	48	10	58	\$ 8,900.00
2	Horizontal Pressure Filter Maintenance						
	1 Field Investigation			3		3	\$ 550.00
	2 Manufacturer Inspection						\$ 7,200.00
	3 Recommendations		1	4		5	\$ 920.00
	4 Draft Report Section		1	5		6	\$ 1,110.00
	5 Preliminary Opinion of Costs		1	4		5	\$ 920.00
	SUBTOTALS	0	3	16	0	19	\$ 10,700.00
3	Replace Non-Functional Induced Draft Aerators						
	1 Draft Report Section	1	2	9		13	\$ 1,830.00
	2 Preliminary Opinion of Costs	1	2	5		9	\$ 1,270.00
	SUBTOTALS	2	4	14	0	22	\$ 3,100.00
4	Ground Storage Tank Repairs						
	1 Field Investigation			3		3	\$ 450.00
	2 Draft Report Section	1	1	1		3	\$ 450.00
	3 Preliminary Opinion for Consturction Costs for Rehabilitation	1	1	6		10	\$ 1,500.00
	SUBTOTALS	2	2	10	0	16	\$ 2,400.00
FY 2019-2020 SubTotal							\$ 25,100.00
Administration Fee 20%							\$5,020.00
FY 2019-2020 Total including Administration Fee							\$30,120.00

Preliminary FY 2020-2021 CIP Budget - \$56,000.00
Note: Final FY 2020-2021 Budget will be provided under a separate proposal

Paul Zelenak

From: Chris Sovik <SovikC@southlyonpolice.com>
Sent: Tuesday, April 09, 2019 12:42 PM
To: Paul Zelenak
Cc: Doug Baaki; Fire Chief; Ron Brock; Lisa Deaton; Jared Baker
Subject: Witch's Hat Cinco de Mayo Event
Attachments: Witch's Hat Cinco De Mayo 2019.pdf

Paul,

I received the attached authorization request from Ryan Cottongim of Witch's Hat Brewing Company for outside service for their planned Cinco de Mayo Event. It is scheduled for Sunday, May 5, 2019 from 12 noon to 8 PM. The event will be confined to Witch's Hat Brewing Co. premises. Mr. Cottongim plans to utilize available on-street parking on Dorothy Street, as well as the city-owned parking lot on Dorothy Street for customers' vehicles. Witch's Hat is not requesting assistance from the Police Department for pedestrian crossing on Pontiac Trail at Dorothy Street because they are not anticipating a large crowd. I have reviewed the application, and have recommended authorization by the Michigan Liquor Control Commission, (MLCC). The site plan has been reviewed and approved by fire department staff. I am forwarding this for your information and for inclusion in the April 22, 2019 City Council Packet for their information. This event does not require Council approval.

Thank You, Chris

Chief Christopher J. Sovik
South Lyon Police Department
219 Whipple Street
South Lyon, MI 48178
Direct Line: 248-437-0444
Station: 248-437-1773
Fax: 248-437-0459
sovikc@southlyonpolice.com
Graduate FBI National Academy Session 248



"If serving is below you, leadership is beyond you"



Temporary Authorization Application

(Authorized by R 436.1023(2),(3), R 436.1403(2), R 436.1407, and R 436.1419)

*****This application, all required documents, and a \$70.00 inspection fee must be submitted at least ten (10) days in advance of your event for your request to be considered by the Commission.*****

Part 1 - Licensee Information

Individuals, please state your legal name. Corporations or Limited Liability Companies, please state your name as it is filed with the State of Michigan Corporation Division.

Licensee name(s): Witch's Hat brewing Company - lic#242051		
Address: 601 S Lafayette		
City: South Lyon	Zip Code: 48178	
Contact name: Ryan Cottongim	Phone: 248-974-5781	Email: ryan@witchshatbrewing.com

☒ \$70.00 Inspection Fee - Make Check Payable to **State of Michigan** MLCC Use - Fee Code 4037

Part 2 - Temporary Authorizations Available

A licensee may request up to twelve (12) daily authorizations for each type of temporary authorization in a calendar year. Select all that apply to this application:

<input checked="" type="checkbox"/> Temporary Outdoor Service - Complete Parts 3, 8, and 9	<input type="checkbox"/> Temporary Extended Hours Permit - Complete Parts 6 and 9
<input type="checkbox"/> Temporary Dance Permit - Complete Parts 4 and 9	<input type="checkbox"/> Temporary Specific Purpose Permit - Complete Parts 7, 8, and 9
<input type="checkbox"/> Temporary Entertainment Permit - Complete Parts 5 and 9	

Part 3 - Temporary Outdoor Service Information

Temporary Outdoor Service requires a recommendation from the local law enforcement agency that has primary jurisdiction over the licensed premises. **The local law enforcement agency must complete Part 8 of this application.**

Date(s) of event: May 5, 2019	Describe event: Beer release party, outdoor service area - noon to 8pm		
Date(s) of event:	Describe event:		
Date(s) of event:	Describe event:		
1. Check below if the event(s) listed above will include any of the following: <input type="checkbox"/> Dancing <input type="checkbox"/> Contests <input type="checkbox"/> Tournaments <input type="checkbox"/> Classic Cars <input type="checkbox"/> Motorcycles <input type="checkbox"/> Concerts <input type="checkbox"/> Festivals			
2. List the exact dimensions of the proposed area: Submit a diagram of outdoor area with application		81 feet X 180 feet = <input type="text"/> square feet Width Length	
3. Describe type and height of the barrier that will be used to enclose the area: 48" tall orange snow fence perimeter			
4. Will the proposed outdoor service area be connected to the licensed premises?			<input checked="" type="radio"/> Yes <input type="radio"/> No
If No, what is the distance from the licensed premises to the proposed area? <input type="text"/> feet			
5. Is the entrance/exit point(s) for the proposed area through the licensed premises?			<input type="radio"/> Yes <input checked="" type="radio"/> No
6. Are there any dedicated streets or intervening property between proposed area and the licensed premises?			<input type="radio"/> Yes <input checked="" type="radio"/> No
7. Describe type of security that will be used for event(s) and how it will be utilized to secure and monitor to prevent sales to minors and visibly intoxicated persons: We will only have 11PS trained staff ID'ing and serving alcohol and volunteers working security on the grounds			

Part 3 Continued - Temporary Outdoor Service Information

8. Is the location of the proposed area owned, rented, or leased by the licensee? If No , submit a lease or written permission to use the proposed area, including permission from a city, township, or village if the proposed area is located on municipally owned-property.	<input checked="" type="radio"/> Yes <input type="radio"/> No
9. Is the proposed area located in the same local governmental unit as the licensed premises? If No , please explain:	<input checked="" type="radio"/> Yes <input type="radio"/> No
10. Does the licensee currently hold an Additional Bar Permit that will be utilized in the proposed area? If No , the licensee will be restricted to providing only table service in the proposed area unless a new Additional Bar Permit has been requested by the licensee and approved by the Commission.	<input type="radio"/> Yes <input checked="" type="radio"/> No

Part 4 - Temporary Dance Permit Information

<ul style="list-style-type: none">• Licensees that currently hold a Dance Permit at the licensed premises <u>do not</u> need to request a Temporary Dance Permit for dancing in a Temporary Outdoor Service area.• The dance floor must be at least 100 square feet, be clearly marked, and shall not have tables, chairs, or other obstacles on the dance floor while customers are dancing.	
1. List the dates requested for a Temporary Dance Permit:	

Part 5 - Temporary Entertainment Permit Information

<ul style="list-style-type: none">• Licensees that currently hold a Entertainment Permit at the licensed premises <u>do not</u> need to request a Temporary Entertainment Permit for entertainment in a Temporary Outdoor Service area.• A Temporary Entertainment Permit does not allow for topless activity on the licensed premises.	
1. List the dates requested for a Temporary Entertainment Permit:	
2. Describe the type of entertainment provided:	
3. Will the entertainment provided under the Temporary Entertainment Permit include a contest with prizes totalling over \$250.00 in retail value? If Yes , the licensee must complete Form LCC-207 and submit with this application. <i>No alcoholic beverages may be used as part of any contest or as a prize for a contest. No licensee may provide anything of value from another licensee without prior Commission approval.</i>	<input type="radio"/> Yes <input type="radio"/> No

Part 6 - Temporary Extended Hours Permit Information

<ul style="list-style-type: none">• Licensees that currently hold an Extended Hours Permit in conjunction with a Dance or Entertainment Permit at the licensed premises <u>do not</u> need to request a Temporary Extended Hours Permit for use with a Temporary Outdoor Service area.	
1. Select the permit type that requires a Temporary Extended Hours Permit*: <input type="checkbox"/> Dance Permit <input type="checkbox"/> Entertainment Permit	
2. List the dates and hours requested for a Temporary Extended Hours Permit:	

Part 7 - Temporary Specific Purpose Permit Information

<ul style="list-style-type: none">• Licensees that currently hold a Specific Purpose Permit for an approved purpose at the licensed premises <u>do not</u> need to request a Temporary Specific Purpose Permit for the same purpose for use with a Temporary Outdoor Service area.• A Temporary Specific Purpose Permit requires a recommendation from the local law enforcement agency that has primary jurisdiction over the licensed premises. The local law enforcement agency must complete Part 8 of this application.	
1. Indicate the activity that requires extended hours* (e.g. food service):	
2. List the dates and hours requested for a Temporary Specific Permit:	

***Hours of Operation**

Weekdays and Saturdays - Beer, wine, and spirits may be sold from 7:00 a.m. to 2:00 a.m. of the next day, provided that the sale of spirits is legal in the governmental unit where the license is desired.

Sundays - Legal hours of sale on Sundays are from 7:00 a.m. until 2:00 a.m. of the next day, provided the sale of alcoholic beverages on Sunday is legal in the governmental unit and the appropriate permit has been approved by the Commission and the permit has been issued.

Part 8 - Local Law Enforcement Recommendation for Temporary Outdoor Service and Temporary Specific Purpose Permit
The local law enforcement agency with primary jurisdiction over the event location must complete this section.

Name of law enforcement agency: South Lyon Police Department		
Address of law enforcement agency: 219 WHIPPLE STREET SOUTH LYON, MI 48178		
Phone number of officer: (248) 437-1773	Email of officer: SOVIKCO.SOUTHLYONPOLICE.COM	
I certify that I have reviewed this application and recommend the approval of the Temporary Outdoor Service or Temporary Specific Purpose Permit by the Michigan Liquor Control Commission.		
CHRISTOPHER J. SOVIK - CHIEF OF POLICE	Chief Christopher J. Sovik	4/9/19
Print Name & Title of Reviewing Officer:	Signature of Reviewing Officer	Date

Part 9 - Signature of Licensee

If approved, the license shall not sell, or allow the consumption of alcoholic beverage outdoors, except in the defined area, under administrative rule R 436.1419.

If approved, the licensee shall provide service of alcoholic beverages in the outdoor area only by wait staff servicing the tables, unless the licensee uses an approved additional bar in the area where customers may obtain their alcoholic beverages from a bartender using a currently authorized additional bar or receiving approval by the Commission for a new Additional Bar Permit.

Refrigeration trucks and/or trailers cannot include an alcoholic beverage logo and must be rented by the licensee from a non-wholesale company. If the refrigeration truck/trailer allows customer access to obtain alcoholic beverages, an Additional Bar Permit must be obtained unless an existing Additional Bar Permit will be utilized.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing false or fraudulent information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

Submit this application, all required documents, and a \$70.00 inspection fee at least 10 days at least ten (10) days in advance of your event for your request to be considered by the Commission. Make check payable to State of Michigan.

Ryan Cottongim President

4/8/2019

Print Name of Licensee & Title

Signature of Licensee

Date

Please return this completed form along with corresponding documents and fees to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Fax to: 517-373-4202



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Credit Card Authorization Form

**** FAX COMPLETED FORM TO SECURE FAX LINE: 517-373-4202 ****

**** DO NOT EMAIL OR MAIL THIS FORM ****

Requests with credit card payments that are not faxed to the above secure fax line will be destroyed along with the credit card authorization in order to ensure the security of applicants' personal credit card numbers.

****IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED****

Name: _____	Transaction Amount: _____
Address: _____	Card Number: _____
City: _____	
State: _____	Check One:
Zip Code: _____	<input type="radio"/> MasterCard <input type="radio"/> Visa <input type="radio"/> Discover
Phone: _____	Expiration Date: _____
Applicant/Licensee Name: _____	Request or Business ID #: _____
Payment is for: _____	Signature _____

IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED.

Credit Card Payment Itemization:

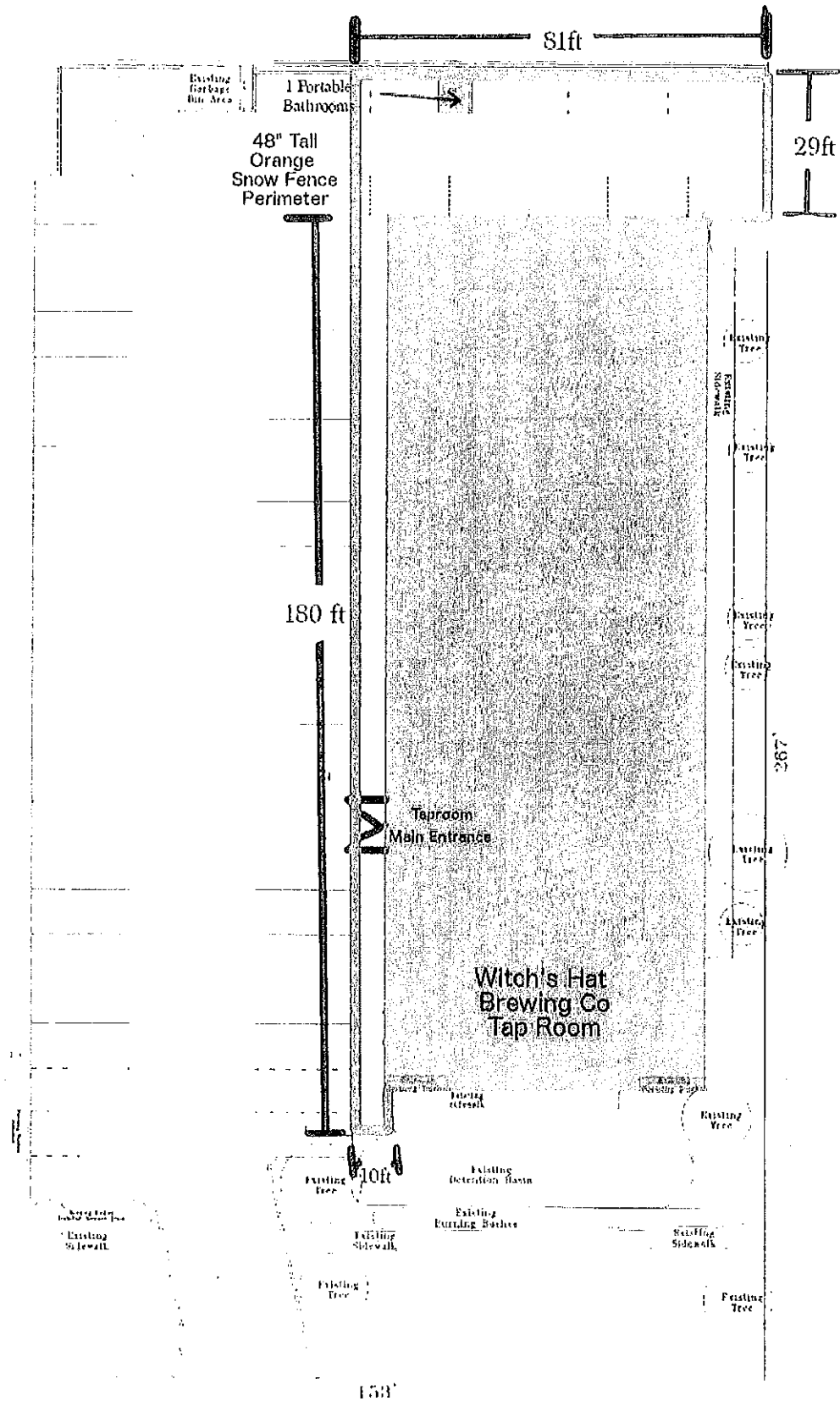
Fee Type	Fee Amount	MLCC Fee Code
<input type="checkbox"/> Inspection Fee(s):	_____	4036
<input type="checkbox"/> Special License Fee(s):	_____	4008
<input type="checkbox"/> Temporary Authorization Fee:	_____	4037
<input type="checkbox"/> License Renewal Fee(s):	_____	4004
<input type="checkbox"/> Manufacturer / Wholesaler License(s):	_____	4038
<input type="checkbox"/> New Retailer License(s):	_____	4012
<input type="checkbox"/> Transfer Retailer License(s):	_____	4034
<input type="checkbox"/> New Add Bar <input type="checkbox"/> Transfer Add Bar:	_____	4012/4034
<input type="checkbox"/> Sunday Sales Permit (AM):	_____	4033
<input type="checkbox"/> Sunday Sales Permit (PM):	_____	4032
<input type="checkbox"/> Catering Permit:	_____	4031
<input type="checkbox"/> Secondary Location Permit:	_____	4011

Cinco De Mayo Party

Sunday May, 5th 2019, Noon to 8pm

Outdoor and indoor event with outside beer service

Overflow parking will be held across the street and in public lots.





SOUTH LYON FIRE DEPARTMENT

217 WHIPPLE STREET, SOUTH LYON, MI 48178-1113
(248) 437-2616 - SOUTHLIONFIRE.COM
SERVING OUR CITIZENS SINCE 1893



April 9, 2019

Kenneth Pike, Building Official
335 S. Warren Street
South Lyon, Mi. 48178

RE: Witch's Hat Brewing – Cinco De Mayo Party
601 South Lafayette Road
South Lyon, Mi. 48178

The South Lyon Fire Department has received the application for the upcoming Cinco De Mayo Party Event located at the above listed location. The submitted plan is for the "outdoor and indoor event with outside beer service. Overflow parking will be held across the street and in public lots. The event will held on May 5, 2019, from noon to 8:00 p.m.,

This plan review report is conducted and based upon the International Fire Code, 2015 edition. I recommend that this project be **APPROVED**, based on the following:

Project Overview:

The following items shall be addressed and verified in the field.

1. The established occupant load for the "Tap room" shall be maintained and monitored at all times during the event.
2. All required exit doors shall be unlocked and accessible during business hours.
3. All illuminated exit signs and battery powered emergency lighting shall be operable.
4. All fire extinguishers shall be mounted on approved brackets and accessible.
5. All tent and/or canopies structures shall have a flame resistant rating with approved tags attached (none shown in plan).

If you have any questions about this plan review report, please feel free to contact me at (248) 437-2616.

Respectfully,


Alan A. Matthews
Fire Inspector

Cc: Fire Chief Vogel