

# **Regular City Council Meeting**

**June 12, 2023**

## **Agenda**

- 7:30 p.m.**
- Call to Order**
  - Pledge of Allegiance**
  - Roll Call**
  - Approval of Minutes: May 22, 2023**
  - Approval of Bills**
  - Approval of Agenda**
  - Consent Agenda**
    - 1. Inter-Governmental Movie Equipment Agreement**
    - 2. Covington Street Block Party**
    - 3. Carl and Joanne's Christmas in July Fundraiser 2023**
    - 4. Carl and Joanne's Old-Fashioned Christmas 2023**
    - 5. Carl and Joanne's South Lyon Eve Fundraiser 2023**
    - 6. Pumpkinfest 2023 – Downtown Road Closures**
    - 7. 2023 Pumpkinfest Parade**
    - 8. Pumpkinfest 5K Run**
  - Public Comment**
  - Discussion - Downtown**
  - Fire Chief Report**
  - Police Chief Report**

### **I. Unfinished Business**

### **II. New Business**

- 1. Award of Bid Construction of Andover Park Bridge**
- 2. DDA Social District**
- 3. Budget Amendment for FY 2023-2024**

### **III. Budget**

### **IV. Public Comment**

### **V. Manager's Report**

### **VI. Council Comments**

### **VII. Adjournment**

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

### **Rules of Conduct for Public Comment at Council Meetings\***

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

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

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

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

City of South Lyon  
Regular City Council Meeting  
May 22, 2023

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

Mayor Pelchat led those present in the Pledge of Allegiance

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

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

Administrator Tiernan, DDA Director Mack and Clerk/Treasurer Deaton

COUNCIL MINUTES May 8, 2023

CM 5-1-23 MOTION TO APPROVE MINUTES

Motion by Kennedy, supported by Mosier

Motion to approve minutes as presented

VOTE: MOTION CARRIED UNANIMOUSLY

BILLS- None

AGENDA

CM 5-2-23 MOTION TO APPROVE AGENDA

Motion by Dilg, supported by Kennedy

Motion to approve agenda as presented

VOTE: MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

1. CDBG Resolution

2. Oakland county transit reimbursement program

CM 5-3-23 MOTION TO APPROVE CONSENT AGENDA

Motion by Kurtzweil, supported by Kennedy

Motion to approve consent agenda as presented

VOTE: MOTION CARRIED UNANIMOUSLY

PROCLAMATION

\*Mayor Pelchat read a Proclamation for Gun Violence Awareness Month\* see attached

PUBLIC COMMENT

Ann Anderson of 7800 Richardson Road, West Bloomfield Michigan. She stated she is here to support others here, and to thank Mayor and Council for the Gun Violence Awareness Day proclamation and urging South Lyon residents to wear orange to honor gun violence victims and survivors. She then stated this is a growing problem and it affects everyone one way or another in this area as well as all over the United States.

Sharon, the Executive Director of Active Faith thanked the community for the postal drive. She stated all the neighbors put out food, and the postal drivers delivered them directly to Active Faith. We collected 8,000 pounds of food. She then stated we have had 200 families served either with groceries or another way in April. The total number of people was 550, and 200 of them were children. She stated that is about normal, today we seen 110 families. It is a beautiful thing to watch, and it is the most warm and amazing experience you can see in terms of lifting you up to a better life or situation. She invited Council

and the public to come anytime, especially on Monday's. She then stated they are working very hard to make our physical place reflect what is in our hearts.

Linda Benson of 438 Washington Street stated she lives right by the park and she sits outside a lot and the park is full of people now that's it warmer out. She stated either people can't read, or they don't think they'll hit people because people come down Washington Street, then turn around on the path. The track team from the middle school was doing their run, and they had to stop and wait because of a car turning around on the walking trail. She's very concerned because there was a 2-year-old boy on a toy bike, and his father had to run and grab him because there was someone turning around on the trail. She stated she is very concerned someone is going to get hit. She then thanked Steve Kennedy for being such a great South Lyon resident and for all the information he puts on Facebook.

#### DISCUSSION- DOWNTOWN

DDA Director Mack stated the Farmers Market had been the best start ever, and the vendors have said the sales were great. He further stated they will have a food truck rally at this week's Farmers Market. He then stated Ladies Night was a great event, and this year they added a DJ and food trucks. He then updated council on the garbage can lids for downtown, and he said we should have them in 16 weeks. He further stated the flowers for downtown are being delivered tomorrow and they will be put up by the weekend. He stated he is compiling the business survey responses, which we received about 30 responses out of 200 that were sent. Councilmember Dilg stated Ladies Night Out was great, and everyone really enjoyed the DJ. Councilmember Hansen spoke about the road construction and street scape going in downtown Brighton and asked Mr. Mack if he has thought about how we can help the businesses when the work is being done Pontiac Trail. DDA Director Mack stated they had a street scape done in Jackson when he worked there, so he has some ideas, and will look into what Brighton is doing. Discussion was held regarding the lights downtown, and possibly hiring a contractor to have the lights put up more professionally.

#### FIRE CHIEF REPORT

Chief Thorington stated they have had 527 instances as of today. He then stated the ladder truck made it in 3 days before the Open House. He stated it will be in service after training on June 9<sup>th</sup>-11<sup>th</sup>. He then stated the old ladder truck has been sold to a company from Plainview Fire Department in Georgia for \$22,500. He then stated the Police and Fire Open House was a huge success. He then thanked the vendors for all their help. Wonder jump, Hadleys Towing, Magic of Johnathon LaChance, Peters True Value, Snowy Owl Shaved Ice, Spun Sugar, and Dayna Johnston for the face painting, Lake Street Cruise in and Motorfest, Brighton Fire Department, Hamburg Fire Department, Kiwanis, and we ran out of hot dogs, and Cory from the Hotel went and bought more for everyone. He then stated our Fire Marshal Brad Moynihan for all the planning he did for the event, and he did an excellent job. He stated he is glad it was a great time and hopes to make a few changes and make it even better next year.

#### POLICE CHIEF REPORT

Chief Baaki stated the Open House was a great event. He stated they handed out over 300 goody bags to the kids. Brad did a great job. He then stated they still have no word on the patrol vehicle, and we are now looking at other auto dealers. He stated they conducted situational type training last week at the water plant and it went really well. He further stated he was able to join the Police Citizen Police Academy graduation dinner and if anyone is interested, they should attend the next academy, it is a very valuable program. He also stated they have received their new P25 prep radios, and chargers and accessories. He's hoping they will be out by the end of summer.

PUBLIC HEARING

Mayor Pelchat opened the public meeting at 7:47 p.m. No discussion was held.  
Mayor Pelchat closed the public meeting at 7:48 p.m.

UNFINISHED BUSINESS

1. 2023-2024 Budget approval

CM 5-4-23 MOTION TO APPROVE THE MILLAGE RATE RESOLUTION

Motion by Kennedy, supported by Dilg

Motion to approve the millage rate resolution for FY 2023-2024

ROLL CALL VOTE:

Kurtzweil- Yes

Dilg- Yes

Mosier- Yes

Kennedy- Yes

Kivell- Yes

Hansen- Yes

Pelchat- Yes

MOTION CARRIED UNANIMOUSLY

CM 5-5-23 MOTION TO APPROVE ANNUAL BUDGET RESOLUTION

Motion by Kennedy, supported by Mosier

Motion to approve annual budget resolution for budget year 2023-2024

ROLL CALL VOTE:

Hansen- Yes

Kivell- Yes

Kennedy- Yes

Mosier- Yes

Dilg- Yes

Kurtzweil- Yes

Pelchat- Yes

MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

1. Professional services agreement for audit of the FYE June 30, 2023 financial statements  
Finance and Benefit Administrator Tiernan stated this agreement is for Plante Moran to perform an audit of Fiscal Year Ending June 30, 2023 financial statements, assist in drafting the financial statements and related notes. The approximate cost of the engagement will be \$70,000 which includes a 3% increase from the previous years contract.

CM 5-6-23 MOTION TO APPROVE THE PROFESSIONAL AGREEMENT

Motion by Kurtzweil, supported by Mosier

Motion to approve the professional service agreement with Plante & Moran to perform audit services for the City of South Lyon for fiscal year ending June 30, 2023

ROLL CALL VOTE:

Kivell- Yes

Hansen- Yes

Dilg- Yes

Kennedy- Yes

Kurtzweil- Yes

Mosier- Yes

Pelchat- Yes

MOTION CARRIED UNANIMOUSLY

## 2. McHattie park playground equipment

City Manager Zelenak stated the Parks and Recreation Commission is recommending the purchase of the following musical playground equipment. Both pieces of equipment are interactive musical instruments, (drum and chimes). Several other playground equipment company catalogs were reviewed (Grounds for Play, School Outfitters, Outdoor Workout Supply, Playground Boss, Game Time, etc.) and compared for price and comparison. There are similar pieces of equipment, but each company has their own unique look, size, color and product.

CM 5-7-23 MOTION TO APPROVE PURCHASE OF PLAYGROUND EQUIPMENT

Motion by Dilg, supported by Kennedy

Motion to approve the purchase of musical playground equipment from Burke Inc. for McHattie, not to exceed \$14,318.00

ROLL CALL VOTE:

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

MOTION CARRIED UNANIMOUSLY

## 3. CSX encroachment agreement

City Manager Zelenak stated the City of South Lyon is constructing improvements to its sanitary sewer system, which improvements include an extension of its sanitary sewer main and improvements to portions of the existing sanitary sewer manhole and sewer lines, including an area through the property commonly known as 415 N Lafayette Street, and 606 Lakewood Drive.

CM 5-8-23 MOTION TO APPROVE ENCROACHMENT AGREEMENT

Motion by Kennedy, supported by Mosier

Motion to approve facility encroachment agreement between CSX Transportation, INC and the City of South Lyon

ROLL CALL VOTE:

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

MOTION CARRIED UNANIMOUSLY

## 4. Purchase of garage building for cemetery

City Manager Zelenak stated the DPW is requesting the purchase of a 12x20 garage for the South Lyon Cemetery. The building will be replacing the building the DPW demoed earlier this year. It is a budgeted item for the current FY and is available in 4-6 weeks from Jim's Amish Structures. The funds for this purchase will be coming out of the Cemetery Perpetual Care Fund.

CM 5-9-23 MOTION TO APPROVE PURCHASE

Motion by Dilg, supported by Kivell

Motion to approve the purchase of the garage storage building and mule use from Jim's Amish Structures for the cost of \$12,789 from GL account 209-000-972.

ROLL CALL VOTE:

Kennedy- Yes

Hansen- Yes

Kivell- Yes

Kurtzweil- Yes

Dilg- Yes

Mosier- Yes

Pelchat- Yes

MOTION CARRIED UNANIMOUSLY

BUDGET- No discussion was held

PUBLIC COMMENT- No public comment was made

### MANAGER'S REPORT

City Manager Zelenak stated the utility contractors will be out doing some preliminary work within the next couple of weeks on the Hagadorn project and major construction will begin mid-June. He further stated we had a public informational meeting last week with 20 plus residents there. A letter was sent out to the residents of that subdivision last week with a flyer indicating contact information for the project. The work will take place Monday-Saturday from 7am to 7pm. He then reminded Council that at an upcoming meeting, the agenda will have the Christmas in July event as well as the Pumpkinfest event. City Manager Zelenak then stated they held the pre-construction meeting on the trail improvement from Volunteer Park to Princeton and the project is scheduled to begin the end of next week and weather permitting will be done by July 1<sup>st</sup>. He further stated we are working with Lyon Township and Milford Township on obtaining a \$50,000 future planning grant from SEMCOG for our combined Huron Valley Trail system. He stated preliminary discussions with the township include placing a RRFB crosswalk signal at the trail crosswalk at 11 Mile Road. Councilmember Dilg asked if there was a fear of the bridge along 11 Mile sliding into the water and if there will be a fence put up. City Manager Zelenak stated there will be a fence added. Councilmember Dilg then asked if some of the boards on the bridge along 11 Mile could be replaced. Councilmember Kivell stated the landing on that path is precipitous, it isn't a good transition from surface to surface. Councilmember Kurtzweil stated in relation to Linda's concern about people turning around on the trail, she asked if we could add cement bumpers that could be removed if you needed to get in there. City Manager Zelenak stated he will be talking with Chief Baaki about that because if we add any kind of barriers, we have to add signage.

### COUNCIL COMMENTS

Councilmember Dilg stated she is excited for South Lyon. There are so many things and events going on and she appreciates everyone that helped plan them. It is exciting to see so many people out in South Lyon. With the Ladies Night, the Farmers Market and the open house, and the car shows coming. She appreciates the businesses that are doing things to try to get more people moving around downtown. She then thanked Sharon for giving us updates on Active Faith, she looks forward to that and it is great for people to hear how much they are doing. She further stated she had the opportunity to judge scholarship essays for our seniors and we have some amazing students and reading the essays are uplifting and it makes her very hopeful for our future.

Councilmember Hansen stated he won't steal Councilmember Kennedy's thunder about the car show, but he does want to remind everyone the Salem/South Lyon Library will be hosting a "Touch a Truck" event on June 14<sup>th</sup> at 11:00 am and he hopes our ladder truck can be there. He then reminded everyone of the Fury for the Feast event on August 19<sup>th</sup> and it benefits Active Faith and Blessings in a Backpack, and it is the 11<sup>th</sup> year and they have donated more than \$107,000 and gathered more than 12,000 pounds of food.

Councilmember Kurtzweil congratulated all the young adults that were awarded certificates this morning at the South Lyon Area Assistance program. It was a great opportunity to see the young students and the global contributions they give to our community. They were awarded for their incredible community work and a lot of them are active with their churches. She then thanked St. Joes Church for hosting the event, it was wonderful for them to provide the facilities. She further stated she will be talking about the sponsors for the car shows that begin this Wednesday at 6:00. It is one of her favorite events. She hopes everyone comes out to see the incredible cars. She then welcomed Iodea Bella Home to our downtown South Lyon. She then stated any money she made at her garage sale will be spent there. She then thanked her for coming to South Lyon, and she knows it's been a lot of work and stress moving 3 times in the last year. She then wished everyone a safe and happy Memorial Day and she hopes everyone realizes what Memorial weekend is about, it is about our young men and women and veterans that have served our country and they did a great job defending it.

Councilmember Kennedy reminded everyone that the first Lake Street Cruise-in of the season will take place on Wednesday at 6:30pm in downtown South Lyon. So, make plans to head downtown for something to eat and drink, enjoy the music and see some great cars. He then reminded everyone on Tuesday night, Brad Heist from Comerica Bank, will provide notary services at the Salem-South Lyon District Library. So, if you need something notarized, bring a photo id and stop by to see him. No appointment is required.

Councilmember Mosier stated we have a lot of great events coming this summer such as the Lake Street Cruise In and don't forget about the Farmers Market.

Councilmember Kivell stated he and his wife were walking around town and their kids and grand kids now live in town now and it is very special having everyone so close. He then stated we live in a lovely community and the more you walk around and understand how well we live here. You don't have to be rich to be here, we are rich in assets you can take advantage of as a resident. It is ridiculously cool to live here and things are getting better. There are a lot of communities having trouble making ends meet, and we are not rich, but we are very responsible and making things happen in a reasonable way to keep our facilities up and running and to have that quality of life. The Memorial Day Parade will be very cool and he hopes the ladder truck will have the flag on it.

Mayor Pelchat stated that is a good reminder and he encourages everyone to explore our downtown. He stated he sat in on mock interviews last week and they are all incredible. One young lady is considering going into politics or become a lawyer and a young man he interviewed is going into aviation. They were very impressive. He will be doing the same this week. He really enjoyed listening to what they intend on doing with their life. He then reminded everyone the American Legion will be having their annual golf outing will be on Saturday July 15<sup>th</sup> at the Rolling Meadows Golf Course, and if anyone is interested, they can contact him or Danny at the local American Legion. He then stated the Memorial Day parade is great and those involved with the planning have been working hard and people need to be proud of it, it seems to be a dying event in some communities. He hopes everyone will attend, and you need to remember the reason for the holiday.



ADJOURNMENT

ADJOURNMENT

CM 5-10-23 MOTION TO ADJOURN

Motion by Kurtzweil at 8:12 p.m.

VOTE:

MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

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

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

DRAFT

06/08/2023 12:38 PM

User: PATRICIA

DB: South Lyon

## REVENUE REPORT FOR CITY OF SOUTH LYON

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PERIOD ENDING 05/31/2023

## FINANCIAL STATEMENT FOR MAY 2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	05/31/2023	NORMAL (ABNORMAL)	MONTH 05/31/2023	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND										
Revenues										
Dept 000.000										
101-000.000-402.000	REAL PROPERTY TAX	5,526,585.00		5,085,728.42		54,921.73	440,856.58		92.02	
101-000.000-432.000	PAYMENT IN LIEU OF TAXES	0.00		16,817.89		0.00	(16,817.89)		100.00	
101-000.000-434.000	SOUTH LYON WOODS TAX	1,100.00		1,426.00		82.50	(326.00)		129.64	
101-000.000-445.000	PENALTIES & INTEREST	12,000.00		7,494.25		0.00	4,505.75		62.45	
101-000.000-447.000	ADMIN FEE PROPERTY TAX	102,250.00		118,444.73		0.00	(16,194.73)		115.84	
101-000.000-476.000	LICENSES & BUSINESS MISC.	3,000.00		2,725.00		340.00	275.00		90.83	
101-000.000-490.000	BUILDING PERMITS	405,000.00		377,164.80		24,994.00	27,835.20		93.13	
101-000.000-490.100	HEATING & PLUMB. REFG. PERMI	35,000.00		43,618.50		2,345.00	(8,618.50)		124.62	
101-000.000-490.200	ELECTRICAL PERMITS	38,000.00		46,740.50		1,728.00	(8,740.50)		123.00	
101-000.000-491.000	BOARD OF APPEALS	1,500.00		3,150.00		450.00	(1,650.00)		210.00	
101-000.000-491.100	REZONING FEES	0.00		0.00		0.00	0.00		0.00	
101-000.000-528.000	OTHER FEDERAL GRANTS	0.00		0.00		0.00	0.00		0.00	
101-000.000-573.000	STATE REVS	100,000.00		211,512.77		114,406.73	(111,512.77)		211.51	
101-000.000-574.000	STATE SHARED REV.	1,192,780.00		1,222,016.36		198,420.00	(29,236.36)		102.45	
101-000.000-590.100	OAKLAND COUNTY TRANSIT REVENUE	0.00		0.00		0.00	0.00		0.00	
101-000.000-592.200	OAKLAND TOGETHER CVT COVID FUNDING	0.00		0.00		0.00	0.00		0.00	
101-000.000-634.000	GRAVE OPENINGS & FOUNDATIONS	35,000.00		42,185.00		3,715.00	(7,185.00)		120.53	
101-000.000-635.000	W & S ADMIN. CHARGES	0.00		0.00		0.00	0.00		0.00	
101-000.000-655.301	PARKING VIOLATION	150.00		10.00		0.00	140.00		6.67	
101-000.000-659.000	LOCAL COURT FINES	15,000.00		11,500.09		0.00	3,499.91		76.67	
101-000.000-659.100	REFUND-(FOR COST OF ARREST)	0.00		0.00		0.00	0.00		0.00	
101-000.000-665.000	INTEREST	201,200.00		219,973.95		16,721.24	(18,773.95)		109.33	
101-000.000-665.001	INTEREST-TRANS.CEMETERY INTRE	0.00		0.00		0.00	0.00		0.00	
101-000.000-665.007	INTEREST-TRANSFER FROM C&S	0.00		0.00		0.00	0.00		0.00	
101-000.000-665.200	INTEREST-EQUALIZ.& CONTINGENC	25.00		729.95		231.90	(704.95)		2,919.80	
101-000.000-665.700	INTEREST-MOBILE TOWER	0.00		0.00		0.00	0.00		0.00	
101-000.000-665.751	PARK AND REC. INTEREST	0.00		0.00		0.00	0.00		0.00	
101-000.000-666.220	MMRMA DIVIDENDS	60,000.00		28,277.00		0.00	31,723.00		47.13	
101-000.000-668.000	RENTS & ROYALTIES	0.00		0.00		0.00	0.00		0.00	
101-000.000-668.200	RENTS AND ROYALTIES-CABLE	125,000.00		129,128.04		23,155.02	(4,128.04)		103.30	
101-000.000-671.300	LEASE--ANTENNA	40,000.00		41,630.69		4,676.49	(1,630.69)		104.08	
101-000.000-671.500	RENTAL PROPERTIES	0.00		0.00		0.00	0.00		0.00	
101-000.000-673.000	SALES OF FIXED ASSETS	20,000.00		0.00		0.00	20,000.00		0.00	
101-000.000-674.209	CONTRIBUTION-PERPETUAL CARE	48,110.00		0.00		0.00	48,110.00		0.00	
101-000.000-674.400	FIRST RESPONDERS MONUMENT	0.00		16,985.00		277.00	(16,985.00)		100.00	
101-000.000-674.751	CONTRIB. FOR PARK BENCHES	0.00		1,512.50		0.00	(1,512.50)		100.00	
101-000.000-675.200	CONTRIBUTIONS-WINTER EVENTS	0.00		0.00		0.00	0.00		0.00	
101-000.000-675.751	CONTRIBUTION TO PARKS & REC	100,000.00		16,772.16		0.00	83,227.84		16.77	
101-000.000-675.802	CULTURAL ARTS REVENUES	300.00		0.00		0.00	300.00		0.00	
101-000.000-675.820	VETERANS MEMORIAL PROJECT	5,000.00		200.00		0.00	4,800.00		4.00	
101-000.000-676.346	REIMBURSEMENT FROM HVA	0.00		0.00		0.00	0.00		0.00	

REVENUE REPORT FOR CITY OF SOUTH LYON

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PERIOD ENDING 05/31/2023

FINANCIAL STATEMENT FOR MAY 2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	05/31/2023	NORMAL (ABNORMAL)	MONTH 05/31/2023	INCREASE (DECREASE)	BALANCE	NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND										
Revenues										
101-000.000-680.000	MISCELLANEOUS	45,000.00		77,274.89		5,189.78		(32,274.89)		171.72
101-000.000-680.210	WEDDING PROCEEDS	1,950.00		0.00		0.00		1,950.00		0.00
101-000.000-680.301	POLICE	153,474.00		71,596.65		3,613.45		81,877.35		46.65
101-000.000-680.336	FIRE MISC.	4,500.00		2,100.00		0.00		2,400.00		46.67
101-000.000-680.703	PRIOR YEARS TAXES	5,000.00		1,735.98		0.00		3,264.02		34.72
101-000.000-682.000	GRANT MONEY	0.00		0.00		0.00		0.00		0.00
101-000.000-682.301	GRANT MONIES-POLICE DEPT.	10,000.00		0.00		0.00		10,000.00		0.00
101-000.000-682.336	GRANT MONIES--FIRE DEPT.	10,000.00		0.00		0.00		10,000.00		0.00
101-000.000-682.802	GRANT MONIES-CULTURAL ARTS	0.00		15.00		0.00		(15.00)		100.00
101-000.000-683.300	PYMT. OF SIDEWALKS BY RESIDEN	10,000.00		4,199.00		0.00		5,801.00		41.99
101-000.000-685.000	OPTOID SETTLEMENT REVENUE	0.00		8,941.06		0.00		(8,941.06)		100.00
101-000.000-687.230	SMART CREDITS	500.00		0.00		0.00		500.00		0.00
101-000.000-691.000	OTHER FINANCING SOURCES	0.00		0.00		0.00		0.00		0.00
101-000.000-692.300	PROCEEDS FROM DEBT	0.00		0.00		0.00		0.00		0.00
101-000.000-696.000	PROCEEDS FROM SALES OF BONDS/NOTES	0.00		0.00		0.00		0.00		0.00
101-000.000-699.000	TRANSFERS IN	0.00		0.00		0.00		0.00		0.00
101-000.000-699.209	TRANSFER IN FROM CEMETERY FUN	0.00		0.00		0.00		0.00		0.00
Total Dept 000.000		8,307,424.00		7,811,606.18		455,267.84		495,817.82		94.03
TOTAL REVENUES		8,307,424.00		7,811,606.18		455,267.84		495,817.82		94.03
Fund 101 - GENERAL FUND:										
TOTAL REVENUES		8,307,424.00		7,811,606.18		455,267.84		495,817.82		94.03

FINANCIAL STATEMENT FOR MAY 2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	05/31/2023	NORMAL (ABNORMAL)	MONTH 05/31/2023	INCREASE (DECREASE)	NORMAL	BALANCE (ABNORMAL)	
Fund 101 - GENERAL FUND										
000.000		0.00		15,735.00		15,735.00		(15,735.00)		100.00
222.000	- ADMINISTRATION	1,774,114.00		1,558,727.97		119,689.33		215,386.03		87.86
301.000	- POLICE	3,288,633.00		2,820,718.14		321,269.18		467,914.86		85.77
336.000	- FIRE	1,165,896.00		1,070,153.07		104,159.13		95,742.93		91.79
346.000	- AMBULANCE	5,680.00		725.47		0.00		4,954.53		12.77
441.000	- DEPT. OF PUBLIC WORKS	1,180,617.00		1,074,526.77		172,275.03		106,090.23		91.01
567.000	- CEMETERY	201,241.00		128,254.99		24,169.28		72,986.01		63.73
596.000	- SENIOR TRANSPORTATION	90,000.00		79,816.00		14,512.00		10,184.00		88.68
751.000	- PARKS AND RECREATION	462,365.00		161,515.45		21,912.86		300,849.55		34.93
800.000	- CABLE COMMISSION	13,925.00		1,337.98		754.11		12,587.02		9.61
802.000	- CULTURAL ARTS	5,200.00		1,712.16		0.00		3,487.84		32.93
803.000	- HISTORICAL DEPOT	43,580.00		23,747.44		2,423.42		19,832.56		54.49
820.000	- VETERANS MEMORIAL PROJECT	7,500.00		286.72		0.00		7,213.28		3.82
TOTAL EXPENDITURES		8,238,751.00		6,937,257.16		796,899.34		1,301,493.84		84.20
Fund 101 - GENERAL FUND:										
TOTAL EXPENDITURES		8,238,751.00		6,937,257.16		796,899.34		1,301,493.84		84.20

PERIOD ENDING 05/31/2023

FINANCIAL STATEMENT FOR MAY 2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDC USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	05/31/2023	NORMAL (ABNORMAL)	MONTH 05/31/2023	INCREASE (DECREASE)	BALANCE	NORMAL (ABNORMAL)	
Fund 202 - MAJOR STREETS										
000.000		0.00		0.00		0.00		0.00		0.00
223.000	- ACCOUNTANT	5,600.00		4,660.00		0.00		940.00		83.21
451.000	- STREET CONSTRUCTION	20,000.00		195.18		0.00		19,804.82		0.98
463.000	- STREET-ROUTINE MAINT.	215,526.00		172,314.18		19,353.53		43,211.82		79.95
474.000	- TRAFFIC SERVICES	50,058.00		31,761.19		225.55		18,296.81		63.45
478.000	- SNOW PLOWING	89,410.00		66,735.05		0.00		22,674.95		74.64
479.000	- SNOW REMOVAL	10,296.00		625.14		0.00		9,670.86		6.07
485.000	- TRANSFER BETWEEN FUNDS	100,000.00		0.00		0.00		100,000.00		0.00
491.000	- STORM SEWER	10,912.00		4,512.47		0.00		6,399.53		41.35
TOTAL EXPENDITURES		501,802.00		280,803.21		19,579.08		220,998.79		55.96
Fund 202 - MAJOR STREETS:										
TOTAL EXPENDITURES		501,802.00		280,803.21		19,579.08		220,998.79		55.96
Fund 203 - LOCAL STREETS										
000.000		0.00		0.00		0.00		0.00		0.00
223.000	- ACCOUNTANT	5,600.00		4,660.00		0.00		940.00		83.21
451.000	- STREET CONSTRUCTION	170,000.00		144,684.33		0.00		25,315.67		85.11
463.000	- STREET-ROUTINE MAINT.	215,715.00		171,339.79		18,640.72		44,375.21		79.43
474.000	- TRAFFIC SERVICES	8,600.00		9,004.92		227.15		(404.92)		104.71
478.000	- SNOW PLOWING	81,897.00		56,269.05		0.00		25,627.95		68.71
485.000	- TRANSFER BETWEEN FUNDS	0.00		0.00		0.00		0.00		0.00
491.000	- STORM SEWER	20,544.00		9,935.76		0.00		10,608.24		48.36
TOTAL EXPENDITURES		502,356.00		395,893.85		18,867.87		106,462.15		78.81

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EXPENDITURE REPORT FOR CITY OF SOUTH LYON

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PERIOD ENDING 05/31/2023

FINANCIAL STATEMENT FOR MAY 2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR MONTH 05/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE		% BDGT USED
		AMENDED BUDGET		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 592 - WATER & SEWER									
452.000	- WATER & SEWER CONSTRUCTION	940,000.00		548,659.69		0.00	391,340.31		58.37
528.000	- REFUSE COLLECTION	597,300.00		540,394.62		49,484.10	56,905.38		90.47
540.000	- WATER / REPAIR	285,063.00		94,649.52		7,641.25	190,413.48		33.20
550.000	- SEWER / REPAIR	234,527.00		117,273.43		14,121.38	117,253.57		50.00
556.000	- WATER	1,238,043.00		931,230.00		69,392.62	306,813.00		75.22
557.000	- WASTEWATER	3,531,866.00		1,370,324.12		186,369.43	2,161,541.88		38.80
TOTAL EXPENDITURES		6,826,799.00		3,602,531.38		327,008.78	3,224,267.62		52.77
Fund 592 - WATER & SEWER:									
TOTAL EXPENDITURES		6,826,799.00		3,602,531.38		327,008.78	3,224,267.62		52.77

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CHECK REGISTER FOR CITY OF SOUTH LYON  
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Check Date	Check	Vendor Name	Description	Amount	Status
Bank 01 GEN FUND CHECKING					
05/11/2023	87413	RED WING BUSINESS ADVANTAGE ACCOUNT	SAFETY BOOTS (BRIAN FULKERSON & ANDY HA	300.00	Cleared
05/11/2023	87414	ASSOPURE WATER COMPANY	WATER	33.80	Cleared
05/11/2023	87415	ALL AMERICAN TREE SERVICE, INC.	TREE REMOVAL & STUMP GRINDING 338 DONOV	2,500.00	Cleared
05/11/2023	87416	AMAZON CAPITAL SERVICES	WALL HOSE RACK AND CONCRETE ANCHOR, ENV CUPS AND SOAP PAPER TOWELS	58.54 102.09 39.17	Cleared Cleared Cleared
				199.80	
05/11/2023	87417	ASCENSION MICHIGAN EMPLOYER SOL.	CHAIN OF CUSTODY SCREENINGS (DENTAL AND	201.00	Cleared
05/11/2023	87418	ASCENSION PROVIDENCE HOSPITAL-NOVI	EMS MEDICATIONS (EPI PENS)	832.50	Open
05/11/2023	87419	PAGIE ASHE-BAGGETT	CDL TRAINING (RYAN WEBB)	2,000.00	Cleared
05/11/2023	87420	CITY OF FARMINGTON*	RANGE FOR FIREARMS TRAINING ON 4/12/202	125.00	Cleared
05/11/2023	87421	CITY OF NOVI TREASURER	DISPATCH SERVICES 4/1/23 - 6/30/23	37,852.75	Cleared
05/11/2023	87422	COMCAST	CITY HALL FAX LINE SERVICE PERIOD 5/2/2	59.44	Cleared
05/11/2023	87423	LISA DEATON	MILEAGE REIMBURSEMENT - PNC	57.64	Cleared
05/11/2023	87424	DOMAIN LISTINGS	WEBPAGE DOMAIN	288.00	Cleared
05/11/2023	87425	DTE ENERGY	215 WHIPPLE ST SERVICE PERIOD 3/24/2023	547.07	Cleared
05/11/2023	87426	DTE ENERGY	SERVICE PERIOD 3/29/23 - 4/27/23, VARIO	1,103.54	Cleared
05/11/2023	87427	MICHAEL EHRESMAN	COUNCIL RECORDING 5/8/2023	75.00	Open
05/11/2023	87428	FIRE STATION CHECKLIST	MONTHLY SUBSCRIPTION	125.00	Cleared
05/11/2023	87429	HURON VALLEY GUNS	UNIFORM	83.99	Cleared
05/11/2023	87430	MCKENNA KAUKONEN	CABLE CHANNEL SOFTWARE & CONTENT AUGUST	754.11	Cleared
05/11/2023	87431	LB OFFICE PRODUCTS	GEL PENS, HIGHLIGHTERS, POST-IT NOTES,	73.13	Cleared
05/11/2023	87432	LEXIPOI	FIRE & EMS PLATFORM/MOBILE SOLUTION 6/1	2,291.75	Cleared
05/11/2023	87433	LIVINGSTON COUNTY EMS	1 BLS - CPR RENEWAL (SIMMONS)	5.00	Open
05/11/2023	87434	MARTIN'S DO IT BEST	APRIL 2023 STATEMENT	598.12	Cleared
05/11/2023	87435	MOST DEPENDABLE FOUNTAINS, INC	HOSE FOR DRINKING FOUNTAIN	36.00	Cleared
05/11/2023	87436	OAKLAND COUNTY ANIMAL CONTROL	DOG LICENSES SOLD 3/01/2023 - 5/01/2023	2,851.00	Cleared
05/11/2023	87437	OAKLAND COUNTY CLERKS ASSOCIATION	LUNCH AND LEARN 5/18/2023 (DEATON & PIE	80.00	Cleared
05/11/2023	87438	OAKLAND COUNTY TREASURER	TRAILER PARK TAX MONTHLY TAX REPORT APR	412.50	Cleared
05/11/2023	87439	PATRICIA TIERNAN	MILEAGE REIMBURSEMENT - PNC	43.23	Cleared
05/11/2023	87440	PETER'S TRUE VALUE HARDWARE	BATTERIES	38.98	Cleared
			APRIL 2023 STATEMENT	2,570.20	Cleared
				2,609.18	
05/11/2023	87441	JUDY PIEPER	MILEAGE REIMBURSEMENT - PNC AND COSTCO	15.72	Cleared
05/11/2023	87442	PLUMBER'S SERVICE	CABLED SEWER LINE 201 W LIBERTY ST	303.75	Cleared
05/11/2023	87443	PRINTING SYSTEMS, INC.	AP LASER CHECKS QTY 3,000	324.21	Cleared
05/11/2023	87444	QUICK SILVER MARKETING SOLUTIONS	BLDG DEPARTMENT APPROVED STICKERS	258.00	Cleared
05/11/2023	87445	R.R.A.S.O.C.	HAZARDOUS WASTE APRIL 2023	252.50	Cleared
05/11/2023	87446	SAFEBUILD, LLC LOCKBOX # 88135	BLDG PERMITS AND CLERK FEES	28,200.65	Cleared
05/11/2023	87447	SALEM-SOUTH LYON DISTRICT	TAX DISBURSEMENT/TAXES DUE TO LIBRARY	6,790.41	Cleared
05/11/2023	87448	SNIP/TUCK LLC	LEAF CHUTE BAGS	824.64	Cleared

Check Date	Check	Vendor Name	Description	Amount	Status
05/11/2023	87449	STATE OF MICHIGAN**	AFIS FINGER PRINT SERVICES	1,145.75	Cleared
05/11/2023	87450	VC3, INC.	EXCHANGE ONLINE & MICROSOFT 365 GCC ADD	202.20	Cleared
05/11/2023	87451	VERIZON WIRELESS	CELL SERVICE PERIOD MAR 22 - APRIL 21	60.12	Cleared
05/11/2023	87452	WOW! BUSINESS	CABLE TV AND PHONE SERVICE PERIOD 4/27/	171.63	Cleared
05/11/2023	87453	WOW! BUSINESS	PHONE AND INTERNET SERVICE PERIOD 4/27/	202.40	Cleared
05/18/2023	87454	RED WING BUSINESS ADVANTAGE ACCOUNT	SAFETY BOOTS (DAN GEHRINGER)	143.99	Cleared
05/18/2023	87455	AMAZON CAPITAL SERVICES	ANT KILLER BAITS, BINDER SHEET PROTECTO	11.15	Cleared
05/18/2023	87456	COMCAST	MAY 2023 PHONE CHARGES	916.08	Cleared
05/18/2023	87457	COMMUNICATIONS TECHNOLOGIES, INC.	MONTHLY PHONE MAINT. 5/20/23 - 6/19/23	85.00	Cleared
05/18/2023	87458	CONSUMERS ENERGY	300 DOROTHY ST #B SERVICE PERIOD 4/4/20	127.46	Cleared
05/18/2023	87459	CONSUMERS ENERGY	300 DOROTHY ST SERVICE PERIOD 4/4/2023	62.44	Cleared
05/18/2023	87460	CONSUMERS ENERGY	250 DOROTHY ST SERVICE PERIOD 4/4/2023	64.12	Cleared
05/18/2023	87461	CONSUMERS ENERGY	SERVICE PERIOD 3/30/2023 - 4/28/2023, V	127.42	Cleared
05/18/2023	87462	CONSUMERS ENERGY	214 W LAKE ST SERVICE PERIOD 4/4/2023 -	232.53	Cleared
05/18/2023	87463	CONSUMERS ENERGY	219 WHIPPLE ST SERVICE PERIOD 4/4/2023	131.12	Cleared
05/18/2023	87464	CONSUMERS ENERGY	SERVICE PERIOD 4/4/2023 - 5/4/2023, VAR	1,469.27	Cleared
05/18/2023	87465	CONSUMERS ENERGY	335 S WARREN ST SERVICE PERIOD 4/4/2023	719.51	Cleared
05/18/2023	87466	DTE ENERGY	SERVICE PERIOD 3/31/2023 - 5/1/2023, VA	718.01	Cleared
05/18/2023	87467	DTE ENERGY	STREETLIGHTS APRIL 2023	9,763.69	Cleared
05/18/2023	87468	EMERGENT HEALTH PARTNERS	EMT COURSE X 2 (BROWN AND SCHILK)	3,060.00	Cleared
05/18/2023	87469	EMPLOYEE HEALTH INSURANCE MGMT	APRIL 2023 ADMINISTRATIVE & MEDICAL WRA	888.00	Cleared
			APRIL 2023 CLAIMS FUNDING	9,406.71	Cleared
				10,294.71	
05/18/2023	87470	KEVIN ERDMANN	MILEAGE REIMBURSEMENT	67.99	Cleared
05/18/2023	87471	DANIEL GEHRINGER	MILEAGE REIMBURSEMENT	80.95	Open
05/18/2023	87472	INTL UNION OF OPERATING ENG	PAYROLL DEDUCTION UNION DUES MAY 2023	217.50	Cleared
05/18/2023	87473	MISDU	PAYROLL DEDUCTION ID 913616706	150.00	Cleared
			PAYROLL DEDUCTION ID 913297993	61.84	Cleared
			PAYROLL DEDUCTION ID 913659641	123.91	Cleared
				335.75	
05/18/2023	87474	MISSIONSQUARE - 301149	MISSIONSQUARE PLAN # 301149 457 FOR PPE	3,061.82	Cleared
05/18/2023	87475	NEC FINANCIAL SERVICES, LLC	WW & DPW PHONE SYSTEMS	177.81	Cleared
05/18/2023	87476	NELSON SCHILK	REIMBURSEMENT FOR VACCINE REQUIRED FOR	40.00	Cleared
05/18/2023	87477	PEOPLES EXPRESS	MARCH FARES	7,256.00	Cleared
05/18/2023	87478	PETER'S TRUE VALUE HARDWARE	LOCKSET	27.99	Cleared
			BOLTS	15.79	Cleared
				43.78	
05/18/2023	87479	PURCHASE POWER	METER REFILLS 4/17/23 AND 4/27/23	400.00	Cleared
05/18/2023	87480	QUICK SILVER MARKETING SOLUTIONS	150TH STICKERS	360.00	Open
05/18/2023	87481	QUICK SILVER MARKETING SOLUTIONS	CITY LOGO SHIRTS FOR CITY HALL EMPLOYEE	372.27	Open
05/18/2023	87482	R.R.A.S.O.C.	HAZARDOUS WASTE EVENT MAY 2023	464.00	Cleared



Check Date	Check	Vendor Name	Description	Amount	Status
05/18/2023	87483	ROSATI, SCHULTZ, JOPPICH	PROFESSIONAL SERVICES RENDERED THUR APR PROFESSIONAL SERVICES RENDERED THRU APR PROFESSIONAL SERVICES RENDERED THRU APR	3,000.00 2,275.00 150.00	Cleared Cleared Cleared
				5,425.00	
05/18/2023	87484	MIKE SHILEY	CASE FOR IPAD USED FOR FTO PROGRAM	25.50	Open
05/18/2023	87485	JON SOAVE	REIMBURSEMENT FOR REQUIRED PROFS FOR IN	49.99	Open
05/18/2023	87486	STAPLES	OFFICE SUPPLIES	349.82	Cleared
05/18/2023	87487	ASHLEY TOKARSKY	TUITION REIMBURSEMENT	1,351.00	Cleared
05/18/2023	87488	WHMI	JOB BOARD DPW	300.00	Cleared
05/18/2023	87489	WOW! BUSINESS	CABLE TV SERVICE PERIOD 5/6/23 - 6/5/23	54.97	Cleared
05/18/2023	87490	YOURMEMBERSHIP.COM, INC	MML - DPW AD	150.00	Cleared
05/25/2023	87500	AMAZON CAPITAL SERVICES	AMERICAN FLAG PRINTER PAPER TRASH BAGS INSULATION FOR DUCTS COFFEE CREAMER	20.99 60.33 36.50 97.76 35.56	Cleared Cleared Cleared Cleared Cleared
				251.14	
05/25/2023	87501	ASCENSION MICHIGAN EMPLOYER SOL.	NEW HIRE PHYSICAL (NICHOLAS PURANEN)	504.00	Open
05/25/2023	87502	AT&T MOBILITY	IPAD FOR FTO PROGRAM, AND CELL SERVICE	573.47	Cleared
05/25/2023	87503	AT&T MOBILITY	CELL SERVICE	26.56	Cleared
05/25/2023	87504	BLUE CROSS BLUE SHIELD OF MICH	JUNE 2023 RETIREE HEALTH PREMIUMS	5,565.16	Cleared
05/25/2023	87505	BLUE CROSS BLUE SHIELD OF MICH	JUNE 2023 INSURANCE PREMIUMS	48,349.63	Open
05/25/2023	87506	BOSCH'S	DRINKS (POP) - OPEN HOUSE MAY 20	185.07	Open
05/25/2023	87507	CITY OF NOVI TREASURER	CPA GRAD DINNER	635.50	Cleared
05/25/2023	87508	CLEAR HEIGHTS CONSTRUCTION, LLC	DPW STRUCTURE (72' X 60' BRITESPAN ATLA	85,000.00	Cleared
05/25/2023	87509	CONSUMERS ENERGY	215 WHIPPLE ST SERVICE PERIOD 4/4/2023	312.28	Cleared
05/25/2023	87510	CONSUMERS ENERGY	215 WHIPPLE ST SERVICE PERIOD 4/4/2023	16.45	Cleared
05/25/2023	87511	DANIEL PELCHAT	MONTHLY COUNCIL PAY	220.00	Cleared
05/25/2023	87512	LISA DEATON	MILEAGE REIMBURSEMENT FOR BANK DROPS, K	66.11	Open
05/25/2023	87513	MICHAEL ERRESMAN	COUNCIL RECORDING 5/22/2023	75.00	Open
05/25/2023	87514	GFL ENVIRONMENTAL USA	DUMPSTER & RECYCLING JUNE 2023	1,498.85	Cleared
05/25/2023	87515	GUARDIAN	JUNE 2023 PREMIUMS	10,452.31	Open
05/25/2023	87516	ALEX HANSEN	MONTHLY COUNCIL PAY	0.00	Open
05/25/2023	87517	HOME DEPOT CREDIT SERVICES	STATEMENT DATED 5/12/23	457.25	Cleared
05/25/2023	87518	HURON VALLEY GUNS	UNIFORMS (MEN'S STRIKE PANT X 3) UNIFORMS (MEN'S TEK3 L/S SHIRT AND 2 SE UNIFORMS (MEN'S TEK 3 L/S SHIRT AND 2 S UNIFORMS (MEN'S STRIKE PANT) UNIFORMS (MEN'S STRIKE PANT) UNIFORMS (SEW ON PATCH X 2)	245.97 71.99 71.99 81.99 81.99 9.00	Cleared Cleared Cleared Cleared Cleared Cleared
				562.93	
05/25/2023	87519	GLENN KIVELL	MONTHLY COUNCIL PAY	180.00	Open
05/25/2023	87520	MARGARET KURTZWELL	MONTHLY COUNCIL PAY	180.00	Cleared

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CHECK REGISTER FOR CITY OF SOUTH LYON  
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Check Date	Check	Vendor Name	Description	Amount	Status
05/25/2023	87521	LISA DTLG	MONTHLY COUNCIL PAY	180.00	Open
05/25/2023	87522	MARY HAAS	MILEAGE REIMBURSEMENT MGPOA PUBLIC FINA	72.54	Cleared
05/25/2023	87523	MICHIGAN MUNICIPAL RISK MANAGEMENT	INSURANCE COVERAGE POLICY ADJUSTMENT TO	2,559.00	Cleared
05/25/2023	87524	MICHIGAN PHOTOGRAPHY, LLC	DEPT PICTURES - NEW HIRES	180.00	Open
05/25/2023	87525	MILAN VAULT	CEMETERY MARKER BASES AND DELIVERY FEE	1,694.00	Open
			GENERATOR/TRANSFORMER PAD FOUNDATIONS	1,080.00	Open
				2,774.00	
05/25/2023	87526	LORI MOSIER	MONTHLY COUNCIL PAY	180.00	Cleared
05/25/2023	87527	PATRICIA TIERNAN	MILEAGE REIMBURSEMENT FOR BANK DROPS	57.64	Cleared
05/25/2023	87528	PEOPLES EXPRESS	OCTOBER 2022 FARES	7,256.00	Cleared
05/25/2023	87529	PETER'S TRUE VALUE HARDWARE	FUEL FOR GENERATOR - OPEN HOUSE MAY 20	28.99	Open
			SPARK PLUG	4.79	Open
			FUEL FOR GENERATOR - OPEN HOUSE MAY 20	57.98	Open
				91.76	
05/25/2023	87530	MARK POPRAVSKY	SPRING SPRINKLER START-UP AT DEPOT AND	445.00	Cleared
05/25/2023	87531	STEPHEN KENNEDY	MONTHLY COUNCIL PAY	0.00	Open
05/25/2023	87532	WOW! BUSINESS	PARK SECURITY SERVICE PERIOD 5/1/23 - 5	66.00	Cleared
05/25/2023	87533	WOW! BUSINESS	SERVICE PERIOD 5/16/23 - 6/15/23	12.12	Cleared
05/25/2023	87534	WOW! BUSINESS	CABLE TV, INTERNET AND PHONE SERVICE PE	328.61	Cleared
06/01/2023	87535	A.F.S.C.M.E. COUNCIL 25	PAYROLL DEDUCTION UNION DUES JUNE 2023	595.00	Open
06/01/2023	87536	AMAZON CAPITAL SERVICES	POWER STRIP, STAPLE REMOVER, PAPER ORGA	120.86	Open
			GARAGE TOOLS FOR MUNICIPAL VEHICLES	165.97	Open
			DRYER THERMAL FUSE	3.95	Open
				290.78	
06/01/2023	87537	ASCENSION MICHIGAN EMPLOYER SOL.	DOT PHYSICAL FOR CDL (WEBB)	210.00	Open
06/01/2023	87538	ASCENSION PROVIDENCE HOSPITAL-NOVI	NALOXONE KIT	35.00	Open
06/01/2023	87539	AT&T MOBILITY	CELL SERVICE PERIOD APR 20 - MAY 19	344.68	Open
06/01/2023	87540	DOUGLAS BAAKI	OFFICER'S UNIFORM ALLOWANCE	375.00	Open
06/01/2023	87541	BADGER METER INC.	LTE & MBL SERVICE MAY 2023	1,601.18	Open
06/01/2023	87542	AUDRA BAKER	OFFICER'S UNIFORM ALLOWANCE	375.00	Open
06/01/2023	87543	JARED BAKER	OFFICER'S UNIFORM ALLOWANCE	375.00	Open
06/01/2023	87544	RONALD BARBOUR	OFFICER'S UNIFORM ALLOWANCE	375.00	Open
06/01/2023	87545	COMCAST	ETHERNET DEDICATED INTERNET LINE SERVIC	1,500.00	Open
06/01/2023	87546	COMCAST	SERVICE PERIOD 5/27/2023 - 6/26/2023	96.56	Open
06/01/2023	87547	CONSUMERS ENERGY	23500 N DIXBORO SERVICE PERIOD 4/22/202	2,188.98	Open
06/01/2023	87548	CSX TRANSPORTATION, INC.	RAILROAD APPLICATION REVIEW FEE, PROTEC	8,300.00	Open
06/01/2023	87549	JOSEPH CZAPSKI	OFFICER'S UNIFORM ALLOWANCE	375.00	Open
06/01/2023	87550	D & G NATURES WAY LAWN CARE	SPRING - PERIMETER TREATMENT - WITCH'S	187.52	Open
06/01/2023	87551	DONAHUE ENTERPRISES, INC.	DOWNTOWN HANGING FLOWER BASKETS	5,051.00	Open
06/01/2023	87552	DTE ENERGY	200 DOROTHY ST SERVICE PERIOD 4/20/2023	20.89	Open
06/01/2023	87553	DTE ENERGY	250 DOROTHY ST SERVICE PERIOD 4/25/2023	22.18	Open
06/01/2023	87554	DTE ENERGY	300 DOROTHY ST SERVICE PERIOD 4/25/2023	68.94	Open

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Check Date	Check	Vendor Name	Description	Amount	Status
06/01/2023	87555	DTE ENERGY	214 W LAKE SERVICE PERIOD 4/25/2023 - 5	93.42	Open
06/01/2023	87556	DTE ENERGY	219 WHIPPLE ST SERVICE PERIOD 4/25/2023	546.42	Open
06/01/2023	87557	DTE ENERGY	219 WHIPPLE ST SERVICE PERIOD 4/25/2023	0.00	Open
06/01/2023	87558	DTE ENERGY	23500 DIXBORO AND 376 DOROTHY SERVICE P	27,177.06	Open
06/01/2023	87559	DTE ENERGY	SERVICE PERIOD 4/25/23 - 5/23/23, VARIO	1,543.42	Open
06/01/2023	87560	CHRISTOPHER FAUGHT	OFFICER'S UNIFORM ALLOWANCE	375.00	Open
06/01/2023	87561	FULL STEAM SOCIAL MEDIA	150TH ANNIVERSARY STORY PROJECT	6,500.00	Open
06/01/2023	87562	SEAN S. HOYDIE	OFFICER'S UNIFORM ALLOWANCE	375.00	Open
06/01/2023	87563	JAKE JACOBS	OFFICER'S UNIFORM ALLOWANCE	375.00	Open
06/01/2023	87564	JIM'S AMISH STRUCTURES	DEPOSIT FOR CEMETERY STRUCTURE	1,000.00	Open
06/01/2023	87565	MISDU	PAYROLL DEDUCTION ID 913659641	123.91	Open
			PAYROLL DEDUCTION ID 913616706	150.00	Open
			PAYROLL DEDUCTION ID 913297993	61.84	Open
				335.75	
06/01/2023	87566	MISSIONSQUARE - 301149	MISSIONSQUARE PLAN # 301149 457 PPE 5/3	3,198.10	Open
06/01/2023	87567	MML WORKERS' COMPENSATION FUND	POLICY PREMIUM 7/1/23 - 7/1/24 POLICY #	67,296.00	Open
06/01/2023	87568	PETER'S TRUE VALUE HARDWARE	RUBBING ALCOHOL	4.99	Open
06/01/2023	87569	PNC BANK	STATEMENT CLOSING 5/19/23	6,581.52	Open
06/01/2023	87570	POLICE OFFICERS ASSOC. OF MICHIGAN	PAYROLL DEDUCTION UNION DUES JUNE 2023	646.06	Open
06/01/2023	87571	POLICE OFFICERS LABOR COUNCIL	PAYROLL DEDUCTION UNION DUES JUNE 2023	301.50	Open
06/01/2023	87572	QUICK SILVER MARKETING SOLUTIONS	FARMERS MARKET INVOICE BOOKS AND EVENT	640.15	Open
06/01/2023	87573	TIMOTHY RAAP	OFFICER'S UNIFORM ALLOWANCE	375.00	Open
06/01/2023	87574	JONATHAN SCHNEEMANN	OFFICER'S UNIFORM ALLOWANCE	375.00	Open
06/01/2023	87575	CHRISTOPHER SIEDERLUND	OFFICER'S UNIFORM ALLOWANCE	375.00	Open
06/01/2023	87576	KELLY SMITH	PAYMENT FOR WEDDING SERVICES PERFORMED	1,075.00	Open
06/01/2023	87577	TONY SROUFE	OFFICER'S UNIFORM ALLOWANCE	375.00	Open
06/01/2023	87578	STAPLES	SUMMARY INVOICE 5/8/2023	18.99	Open
			SUMMARY INVOICE 5/15/23	191.87	Open
				210.86	
06/01/2023	87579	TRAVIS STEVENS	OFFICER'S UNIFORM ALLOWANCE	375.00	Open
06/01/2023	87580	SUNCOAST LEARNING SYSTEMS	DRINKING WATER CLASS (DEANNA BLANKSTROM	425.00	Open
06/01/2023	87581	THE UPS STORE 4674	SHIP LAB EQUIPMENT	115.85	Open
06/01/2023	87582	ASHLEY TOKARSKY	OFFICER'S UNIFORM ALLOWANCE	375.00	Open
06/01/2023	87583	JOHN TOMANEK	OFFICER'S UNIFORM ALLOWANCE	375.00	Open
06/01/2023	87584	TOSHIBA FINANCIAL SERVICES	CONTRACT PAYMENT SERVICE PERIOD 5/16/20	96.97	Open
06/01/2023	87585	TOSHIBA FINANCIAL SERVICES	CONTRACT PAYMENT SERVICE PERIOD 5/15/20	148.26	Open
06/01/2023	87586	TOSHIBA FINANCIAL SERVICES	CONTRACT PAYMENT 5/15/2023 - 6/15/2023	1,464.57	Open
06/01/2023	87587	UNIVERSITY OF MICHIGAN	REGISTRATION FOR CPST COURSE (TOKARSKY)	40.00	Open
06/01/2023	87588	VENUE SOUTH LYON	REIMBURSEMENT FOR LADIES NIGHT OUT AND	2,188.25	Open
06/01/2023	87589	TIMOTHY WALTON	OFFICER'S UNIFORM ALLOWANCE	375.00	Open
06/01/2023	87590	WOW! BUSINESS	INTERNET AND PHONE SERVICE PERIOD 5/18/	46.19	Open
06/01/2023	87591	WOW! BUSINESS	INTERNET AND PHONE SERVICE PERIOD 5/24/	139.66	Open
06/01/2023	87592	HINES PARK FORD, INC.	ADDITIONAL KEY FOR TRUCK	237.45	Open
06/01/2023	87593	SUNCOAST LEARNING SYSTEMS	PUMP AND MOTOR CLASS, WATER UTILITY SAF	530.00	Open

Check Date	Check	Vendor Name	Description	Amount	Status
06/02/2023	87594	ALEX HANSEN	MONTHLY COUNCIL PAY REIMBURSEMENT FOR BANK FEES DUE TO HUNT	180.00 30.00 210.00	Open Open Open
06/06/2023	87595	STEPHEN KENNEDY	MONTHLY COUNCIL PAY	180.00	Open
06/08/2023	87596	ALLIE BROTHERS	ALTERATION	12.50	Open
06/08/2023	87597	AMAZON CAPITAL SERVICES	BROOM HANDLE POLISH PANDAFLEX FILE FOLDERS AND HANGING FOLD	9.10 9.99 168.00 187.09	Open Open Open Open
06/08/2023	87598	AT&T	SERVICE PERIOD APR 23 - MAY 22, 2023	558.28	Open
06/08/2023	87599	AEDAN BRANIGAN-BROWN	REIMBURSEMENT FOR DRUG SCREEN	82.16	Open
06/08/2023	87600	BUSCH'S	SPRING WATER AND COFFEE MATE	18.26	Open
06/08/2023	87601	CIB PLANNING	PLANNING ADMINISTRATION & SITE PLAN FEE	8,336.75	Open
06/08/2023	87602	COMCAST	JUNE 2023 PHONE CHARGES	916.08	Open
06/08/2023	87603	COMCAST	CITY HALL FAX LINE SERVICE PERIOD 6/2/2	59.59	Open
06/08/2023	87604	DTE ENERGY	SERVICE PERIOD 4/28/2023 - 5/26/2023, V	913.26	Open
06/08/2023	87605	DTE ENERGY	215 WHIPPLE ST SERVICE PERIOD 4/25/2023	500.59	Open
06/08/2023	87606	DTE ENERGY	SERVICE PERIOD 4/25/2023 - 5/23/2023	2,275.44	Open
06/08/2023	87607	FIRE STATION CHECKLIST	MONTHLY SUBSCRIPTION	125.00	Open
06/08/2023	87608	JULIE FIRTH	6/17 MUSIC AT FARMERS MARKET	100.00	Open
06/08/2023	87609	HARTLAND DEERTFIELD CAPITAL RESERVE	FIRE INSTRUCTOR 1 COURSE	375.00	Open
06/08/2023	87610	KENSINGTON VALLEY VARSITY	T-SHIRTS (8), TEES (4), CUSTOM SCREEN P DUTY SHIRTS	362.14 1,455.30 1,817.44	Open Open Open
06/08/2023	87611	NATHAN MACK	CANVA SUBSCRIPTION JAN 2022 - JUNE 2023	233.10	Open
06/08/2023	87612	MACQUEEN EMERGENCY	FIREFIGHTING BOOTS BOOTS	677.10 677.10 1,354.20	Open Open Open
06/08/2023	87613	MARTIN'S DO IT BEST	STATEMENT 5/31/2023	367.57	Open
06/08/2023	87614	WOODROW MATNEY	CUSTODIAN SERVICES @ DEPOT 48 HRS @ \$14	684.00	Open
06/08/2023	87615	MEMBER MARKETPLACE, INC.	SHOP OAKLAND COUNTY MAIN STREETS MARKET	1,562.50	Open
06/08/2023	87616	MICHIGAN ASSOC OF EQUAL DIRECTORS	CONTINUING ED, MI ASSESSORS ASSOC, PUBL	60.00	Open
06/08/2023	87617	MICHIGAN CLEAR WATER	21 WATER COOLER RENTAL	135.00	Open
06/08/2023	87618	MICHIGAN MUNICIPAL LEAGUE	NML DUES AND LEGAL DEFENSE FUND 7/01/20	5,600.00	Open
06/08/2023	87619	MICHIGAN PHOTOGRAPHY, LLC	PRINTS (8)	20.00	Open
06/08/2023	87620	VERN MOEN	MUSIC AT FARMERS MARKET 5/6/23, 5/20/23	400.00	Open
06/08/2023	87621	OAKLAND COUNTY TREASURER	TRAILER PARK TAX	412.50	Open
06/08/2023	87622	PARKSIDE CLEANERS	EMBROIDERY ALTERATIONS	10.00 84.00	Open Open

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			EMBROIDERY AND NAME PLATES	141.00	Open
			FLOOR MATS MAY 2023	123.00	Open
				<u>358.00</u>	
06/08/2023	87623	PETER'S TRUE VALUE HARDWARE	BULBS	53.97	Open
			BULBS	19.47	Open
			MAY 2023 STATEMENT	1,829.25	Open
			BOLTS	20.00	Open
			BOLTS	18.06	Open
				<u>1,940.75</u>	
06/08/2023	87624	PINNACLE PUBLIC FINANCE	NEW FIRE TRUCK	267,434.19	Open
06/08/2023	87625	PITNEY BOWES GLOBAL FIN'L SVCS. LLC	POSTAGE METER CONTRACT PERIOD MAR 30 20	610.41	Open
06/08/2023	87626	R.R.A.S.O.C.	MAY HAZARDOUS WASTE EVENT AND APPOINTME	1,491.00	Open
06/08/2023	87627	SAFEBUILD, LLC LOCKBOX # 88135	MAY BLDG DEPT TECH & PERMIT FEES	26,277.30	Open
06/08/2023	87628	STAPLES	INVOICE 5/22/23	165.94	Open
06/08/2023	87629	STATE OF MICHIGAN**	AFIS FINGERPRINT SERVICES MAY 2023	1,157.75	Open
06/08/2023	87630	TRAFFIC LOGIX CORPORATION	CLOUD STORAGE SERVICE FOR 3 YEARS (SPEC	2,400.00	Open
06/08/2023	87631	VERIZON WIRELESS	SERVICE PERIOD APR 22 - MAY 21	60.12	Open
06/08/2023	87632	WOW! BUSINESS	CABLE TV AND PHONE SERVICE PERIOD 5/27/	171.63	Open
06/08/2023	87633	WOW! BUSINESS	INTERNET AND PHONE SERVICE PERIOD 5/27/	202.40	Open

01 TOTALS:

(3 Checks Voided)

Total of 209 Disbursements:

791,576.52

INVOICE GL DISTRIBUTION REPORT FOR CITY OF SOUTH LYON  
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CHECKS TO BE APPROVED ON 06/12/2023

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 301.000 POLICE							
101-301.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	SHOP SUPPLIES AND TOOLS, ANTIFREEZ	8195312433842	06/12/23	23.01	
101-301.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	CIRCUIT TESTER, OIL FILTER, GAS CA	8195313534482	06/12/23	2.89	
101-301.000-863.000	VEHICLE MAINTENANCE	GREEN OAK TIRE, INC.	TIRES (4) AND VALVES (2), LABOR AN	1-134327	06/12/23	852.00	
101-301.000-863.000	VEHICLE MAINTENANCE	LAWSON PRODUCTS	SHOP TOOLS	9310522404	06/12/23	91.28	
101-301.000-863.000	VEHICLE MAINTENANCE	W4 SIGNS	GRAPHICS REPAIRS FOR PATROL VEHICL	25660	06/12/23	665.00	
101-301.000-931.000	BUILDING MAINTENANCE	RENE VANASSCHE & SONS	REPLACE THREE EXHAUST FANS AND DUC	1710	06/12/23	3,551.00	
101-301.000-977.000	EQUIPMENT	HURON VALLEY GUNS	BALLISTIC HELMETS FOR PATROL OFFIC	220485	06/12/23	2,960.00	
101-301.000-978.000	CAPITAL EQUIPMENT	LIFELC TECHNOLOGIES,	2 PORTABLE ALCOHOL BREATH TESTERS	382191	06/12/23	584.00	
		Total For Dept 301.000 POLICE				8,729.18	
Dept 336.000 FIRE							
101-336.000-727.000	OFFICE SUPPLIES	AMAZON CAPITAL SERVIC	OFFICE CHAIRS (6)	1GKR-NWFFV-D7XL	06/12/23	1,737.96	
101-336.000-740.000	OPERATING EXPENSE	BOUND TREE MEDICAL, L	CURAPLEX (2), LANCETS, GLUCOSE GEL	84958957	06/12/23	138.83	
101-336.000-740.000	OPERATING EXPENSE	BOUND TREE MEDICAL, L	CURAPLEX DUO KIT (2)	84960560	06/12/23	60.82	
101-336.000-740.000	OPERATING EXPENSE	BOUND TREE MEDICAL, L	BLOOD GLUCOSE TEST STRIPS (4), SSC	84971639	06/12/23	46.00	
101-336.000-740.000	OPERATING EXPENSE	BOUND TREE MEDICAL, L	SSCOR QUICKDRAW CANISTER (2)	84973741	06/12/23	38.98	
101-336.000-740.000	OPERATING EXPENSE	BOUND TREE MEDICAL, L	BANDAGES (3), GAUZE ROLL (12), CUR	84973742	06/12/23	101.65	
101-336.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	SHOP SUPPLIES AND TOOLS, ANTIFREEZ	8195312433842	06/12/23	17.26	
101-336.000-863.000	VEHICLE MAINTENANCE	CYNERGY PRODUCTS	UTILITY CONSOLE, LAPTOP MOUNT, POW	36963	06/12/23	3,229.93	
101-336.000-863.000	VEHICLE MAINTENANCE	LAWSON PRODUCTS	SHOP TOOLS	9310522404	06/12/23	68.46	
101-336.000-863.000	VEHICLE MAINTENANCE	SUPERB FABRICATING LL	R71 REAR BUMPER	35172	06/12/23	335.00	
101-336.000-931.000	BUILDING MAINTENANCE	AMAZON CAPITAL SERVIC	BATHROOM FAUCETS	1TFY-GFJR-3F1H	06/12/23	658.60	
101-336.000-931.000	BUILDING MAINTENANCE	ANN ARBOR DOOR SYSTEM	MOVE OPENER OF LADDER TRUCK DOOR	33857393	06/12/23	1,239.50	
101-336.000-931.000	BUILDING MAINTENANCE	DAVID B. KEHOE	RADIO MAINTENANCE/WIRES	1	06/12/23	360.30	
101-336.000-931.000	BUILDING MAINTENANCE	GEARGRID CORPORATION	WALL LOCKERS FOR NEW HIRES	0022860-IN	06/12/23	1,706.00	
		Total For Dept 336.000 FIRE				9,739.29	
Dept 441.000 DEPT. OF PUBLIC WORKS							
101-441.000-740.000	OPERATING EXPENSE	COUGAR SALES & RENTAL	CONCRETE SAW AND PARTS/SHOP LABOR	353289, 353290	06/12/23	250.00	
101-441.000-740.000	OPERATING EXPENSE	QUALITY FIRST AID & S	SAFETY SUPPLIES (WIPES, EYE CUPS,	74303	06/12/23	375.40	
101-441.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	SHOP SUPPLIES AND TOOLS, ANTIFREEZ	8195312433842	06/12/23	319.65	
101-441.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	GAS CAP FOR T-6	8195312834134	06/12/23	16.33	
101-441.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	CIRCUIT TESTER, OIL FILTER, GAS CA	8195313534482	06/12/23	122.07	
101-441.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	WINDOW HANDLE	8195313734569	06/12/23	13.73	
101-441.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	TRACK BAR, BATTERY, AND TOWELS	8195314451210	06/12/23	92.15	
101-441.000-863.000	VEHICLE MAINTENANCE	BELL EQUIPMENT CO.	PARTS FOR DPW (RUNNERS, DIRT SHOE	P14762	06/12/23	826.89	
101-441.000-863.000	VEHICLE MAINTENANCE	CORRIGAN OIL CO, NO.	GAS & DIESEL 4/18/23 - 5/4/23	7790520-IN	06/12/23	3,799.63	
101-441.000-863.000	VEHICLE MAINTENANCE	DIURLE EQUIPMENT INC.	HORN ALARM	5098	06/12/23	31.63	
101-441.000-863.000	VEHICLE MAINTENANCE	GREEN OAK TIRE, INC.	TIRES (2) AND FLAT REPAIR	1-135349, I-135	06/12/23	258.00	
101-441.000-863.000	VEHICLE MAINTENANCE	GREEN OAK TIRE, INC.	RUBBER VALVE	1-135358	06/12/23	35.00	
101-441.000-863.000	VEHICLE MAINTENANCE	HINES PARK FORD, INC.	SEAT BUCKLES (4)	161881	06/12/23	239.47	

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Fund 101 GENERAL FUND							
Dept 441.000 DEPT. OF	PUBLIC WORKS						
101-441.000-863.000	VEHICLE MAINTENANCE	HUTSON, INC.	PARTS FOR DEW	9919627	06/12/23	40.36	
101-441.000-863.000	VEHICLE MAINTENANCE	LAWSON PRODUCTS	SHOP TOOLS	9310522404	06/12/23	251.00	
101-441.000-863.000	VEHICLE MAINTENANCE	WOLVERINE TRUCK SALES	LIGHTS (2)	1293398	06/12/23	183.04	
101-441.000-863.000	REPAIR MAINTENANCE	BROWNIE SIGNS	REPAIR FOR CLOCK DOWNTOWN	13748	06/12/23	4,414.40	
101-441.000-930.000	BUILDING MAINTENANCE	OVERHEAD DOOR CO OF W	GARAGE DOOR REPAIR	114313	06/12/23	640.00	
101-441.000-931.000	BUILDING MAINTENANCE	OVERHEAD DOOR CO OF W	GARAGE DOOR REPAIR	114043	06/12/23	712.00	
101-441.000-974.000	LAND IMPROVEMENTS	ALL AMERICAN TREE SER	TREE REMOVAL AND GRIND STUMP 209 W	9334	06/12/23	950.00	
101-441.000-974.000	LAND IMPROVEMENTS	ALL AMERICAN TREE SER	TREE REMOVAL AND GRIND STUMP 209 W	9419	06/12/23	1,550.00	
101-441.000-974.000	LAND IMPROVEMENTS	MILARCH NURSERY, INC.	TREES (16)	56862-01	06/12/23	3,840.00	
101-441.000-974.000	LAND IMPROVEMENTS	PATRIOT READY-MIX LLC	CONCRETE FOR LIBERTY & WASHINGTON	3790	06/12/23	1,295.00	
101-441.000-974.000	LAND IMPROVEMENTS	STONE DEPOT LANDSCAPE	TOP SOIL (9)	089036, 090273	06/12/23	103.80	
101-441.000-974.000	LAND IMPROVEMENTS	STONE DEPOT LANDSCAPE	TOP SOIL AND PLAYGROUND MULCH	088734	06/12/23	45.00	
101-441.000-974.000	LAND IMPROVEMENTS	STONE DEPOT LANDSCAPE	TOP SOIL (5)	076614	06/12/23	112.50	
101-441.000-977.000	EQUIPMENT	COUGAR SALES & RENTAL	CONCRETE SAW AND PARTS/SHOP LABOR	353289, 353290	06/12/23	532.71	
Total For Dept 441.000 DEPT. OF PUBLIC WORKS						21,049.76	
Dept 567.000 CEMETERY							
101-567.000-740.000	OPERATING EXPENSE	ADVANCE AUTO PARTS	SHOP SUPPLIES AND TOOLS, ANTIFREEZ	8195312433842	06/12/23	14.38	
101-567.000-740.000	OPERATING EXPENSE	GREEN OAK TIRE, INC.	TIRES (2) AND FLAT REPAIR	1-135349, I-135	06/12/23	48.00	
101-567.000-740.000	OPERATING EXPENSE	LAWSON PRODUCTS	SHOP TOOLS	9310522404	06/12/23	57.05	
101-567.000-740.000	OPERATING EXPENSE	STONE DEPOT LANDSCAPE	TOP SOIL (9)	089036, 090273	06/12/23	129.75	
101-567.000-740.000	OPERATING EXPENSE	STONE DEPOT LANDSCAPE	TOP SOIL AND PLAYGROUND MULCH	088734	06/12/23	135.00	
101-567.000-740.000	OPERATING EXPENSE	STONE DEPOT LANDSCAPE	TOP SOIL (3)	086358	06/12/23	77.85	
Total For Dept 567.000 CEMETERY						462.03	
Dept 751.000 PARKS AND RECREATION							
101-751.000-801.000	PROFESSIONAL SERVICE	JOHN'S SANITATION	PORTA JOHN RENTALS 4/14/23 - 5/11/	111278, 111279	06/12/23	405.00	
101-751.000-930.000	REPAIR MAINTENANCE	HUNT SIGN COMPANY	PARK SIGNS 12 X 18 (3) 18 X 24 (2)	71069	06/12/23	268.60	
101-751.000-930.000	REPAIR MAINTENANCE	PATRIOT READY-MIX LLC	CONCRETE FOR PARK (4000 PSI EXTERI	3763	06/12/23	639.00	
101-751.000-930.000	REPAIR MAINTENANCE	STONE DEPOT LANDSCAPE	TOP SOIL AND PLAYGROUND MULCH	088734	06/12/23	200.00	
101-751.000-978.000	CAPITAL EQUIPMENT	WEBUILDFUN, INC	PICNIC TABLE FOR PAUL BAKER PARK	1154	06/12/23	1,611.29	
Total For Dept 751.000 PARKS AND RECREATION						3,123.89	
Total For Fund 101 GENERAL FUND						43,104.15	
Fund 202 MAJOR STREETS							
Dept 463.000 STREET-ROUTINE MAINT.							
202-463.000-930.000	REPAIR MAINTENANCE	ROAD COMMISSION FOR O	COLD PATCH (5 TON)	103177	06/12/23	556.27	
Total For Dept 463.000 STREET-ROUTINE MAINT.						556.27	
Total For Fund 202 MAJOR STREETS						556.27	

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GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount Check
Fund 203 LOCAL STREETS						
Dept 463.000	STREET-ROUTINE MAINT.					
203-463.000-930.000	REPAIR MAINTENANCE	ROAD COMMISSION FOR O COLD PATCH (5 TON)		103177	06/12/23	299.53
		Total For Dept 463.000	STREET-ROUTINE MAINT.			299.53
		Total For Fund 203	LOCAL STREETS			299.53
Fund 209 CEMETERY						
Dept 000.000						
209-000.000-972.000	CAPITAL IMPROVEMENTS	CORE & MAIN LP	PARTS FOR INSTALLATION OF NEW WATE	S517367, S51737	06/12/23	4,686.91
		Total For Dept 000.000				4,686.91
		Total For Fund 209	CEMETERY			4,686.91
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Dept 000.000						
248-000.000-740.000	OPERATING EXPENSE	CONTRACTORS CONNECTIO	PARTS FOR DDA SIGNS (A-FRAMES AND	7174780	06/12/23	1,343.30
248-000.000-740.200	SEASONAL IMPROVEMENTS	JOHN'S SANITATION	PONTA JOHN RENTALS AT FARMERS MARK	I11654	06/12/23	210.00
		Total For Dept 000.000				1,553.30
		Total For Fund 248	DOWNTOWN DEVELOPMENT AUTHORITY			1,553.30
Fund 592 WATER & SEWER						
Dept 540.000	WATER / REPAIR					
592-540.000-740.000	OPERATING EXPENSE	CONTRACTORS CONNECTIO	BLUE AND GREEN PAINT FOR MISS DIG	7174482	06/12/23	69.00
592-540.000-930.000	REPAIR MAINTENANCE	ASHLEY LAND DEVELOPME	STONE FOR SEWER/WATER & SIDEWALK R	18623	06/12/23	762.53
592-540.000-930.000	REPAIR MAINTENANCE	HAYES SAND & GRAVEL C	STONE FOR SEWER/WATER & SIDEWALK R	63199	06/12/23	247.53
		Total For Dept 540.000	WATER / REPAIR			1,079.06
Dept 550.000 SEWER / REPAIR						
592-550.000-740.000	OPERATING EXPENSE	CONTRACTORS CONNECTIO	BLUE AND GREEN PAINT FOR MISS DIG	7174482	06/12/23	142.80
592-550.000-930.000	REPAIR MAINTENANCE	ASHLEY LAND DEVELOPME	STONE FOR SEWER/WATER & SIDEWALK R	18623	06/12/23	762.54
592-550.000-930.000	REPAIR MAINTENANCE	HAYES SAND & GRAVEL C	STONE FOR SEWER/WATER & SIDEWALK R	63199	06/12/23	247.52
592-550.000-930.000	REPAIR MAINTENANCE	PATRIOT READY-MIX LLC	CONCRETE FOR SEWER REPAIR (4000 PS	3869, 3879	06/12/23	1,614.00
		Total For Dept 550.000	SEWER / REPAIR			2,766.86
Dept 556.000 WATER						
592-556.000-740.000	OPERATING EXPENSE	BIOTECH AGRONOMICS IN	PFAS TESTING	3306	06/12/23	902.00
592-556.000-740.000	OPERATING EXPENSE	BISBEE INFRARED SERVI	ELECTRICAL INSPECTIONS	25270	06/12/23	550.00
592-556.000-740.000	OPERATING EXPENSE	ELHORN ENGINEERING CO	PHOSPHATE 30 GAL. (10)	297313	06/12/23	4,550.00
592-556.000-740.000	OPERATING EXPENSE	LOU'S GLOVES	NITRILE GLOVES (20)	052260	06/12/23	131.00
592-556.000-740.000	OPERATING EXPENSE	NCL OF WISCONSIN, INC	STEARTHERM. AMPULES FOR AUTOCLA 1	487564	06/12/23	35.25
592-556.000-740.000	OPERATING EXPENSE	PARAGON LABORATORIES,	WATER ANALYSIS	43488-236186	06/12/23	75.00
592-556.000-740.000	OPERATING EXPENSE	PARAGON LABORATORIES,	WATER ANALYSIS	43488-236487	06/12/23	75.00





06/08/2023 12:44 PM  
User: PATRICIA  
DB: South Lyon

INVOICE GL DISTRIBUTION REPORT FOR CITY OF SOUTH LYON  
EXP CHECK RUN DATES 06/12/2023 - 06/12/2023  
JOURNALIZED

Page: 5/6

OPEN

CHECKS TO BE APPROVED ON 06/12/2023

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount Check
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Fund 592 WATER & SEWER

Total For Fund 592 WATER & SEWER

102,266.87

06/08/2023 12:44 PM  
User: PATRICIA  
DB: South Lyon

INVOICE GL DISTRIBUTION REPORT FOR CITY OF SOUTH LYON  
EXP CHECK RUN DATES 06/12/2023 - 06/12/2023  
JOURNALIZED  
OPEN

Page: 6/6

CHECKS TO BE APPROVED ON 06/12/2023

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount Check
Fund Totals:						
			Fund 101 GENERAL FUND			43,104.15
			Fund 202 MAJOR STREETS			556.27
			Fund 203 LOCAL STREETS			299.53
			Fund 209 CEMETERY			4,686.91
			Fund 248 DOWNTOWN DEVELOPMENT AUTHOR			1,553.30
			Fund 592 WATER & SEWER			102,266.87
Total For All Funds:						152,467.03

The above checks have been approved for payment.

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

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

## May 2023 Payroll Reports

Department		Total Pay
Administration	\$	39,057.33
Cemetery	\$	5,266.94
Police	\$	120,772.16
Fire	\$	39,839.56
D.P.W.	\$	58,043.61
Water & Wastewater	\$	46,656.17
Total Wages	\$	309,635.77

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

# AGENDA NOTE

Consent Agenda Item # 1

**MEETING DATE:** June 12, 2023

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

**AGENDA TOPIC:** Movie Equipment Intergovernmental Agreement

**EXPLANATION OF TOPIC:** The City of South Lyon, the Township of Canton, the Township of Milford and the City of Northville have worked together in the past to jointly purchase and maintain movie equipment that is used within each community. The attached inter-governmental agreement describes such uses, collaboration and purchase of such equipment

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** Inter-Governmental Movie Equipment Agreement.

**POSSIBLE COURSES OF ACTION:** To approve / not approve the attached Inter-Governmental Movie Equipment Agreement between the Charter Township of Canton, Charter Township of Milford, City of Northville and the City of South Lyon.

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve the attached Inter-Governmental Movie Equipment Agreement between the Charter Township of Canton, Charter Township of Milford, City of Northville and the City of South Lyon

**INTER-GOVERNMENTAL MOVIE EQUIPMENT AGREEMENT**  
**Between Charter Township of Canton, Charter Township of**  
**Milford, City of Northville, and City of South Lyon**

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The Charter Township of Canton, 1150 S. Canton Center Road, Canton, Michigan 48188, Charter Township of Milford, 1100 Atlantic, Milford, Michigan 48381, City of South Lyon, 335 South Warren, South Lyon, Michigan 48178, and City of Northville, 215 West Main, Northville, Michigan 48167 (“the Parties”) enter into the following agreement to jointly purchase and maintain equipment (the “Equipment”) to show motion pictures outdoors. In this Agreement the Cities and Townships will be referred to individually as “Party” or jointly as “Parties.”

WHEREAS, under the Urban Cooperation Act, 1967 PA 7, MCL 124.501 *et seq.*, as amended (“Act 7”), public agencies may create interlocal agreements to jointly exercise any power, privilege, or authority that the agencies share in common and that each might exercise separately; and

WHEREAS, the Parties are public agencies under Act 7, and each is authorized to exercise all powers described in this Agreement; and

WHEREAS, since 2009 the Parties have cooperated in the purchase and maintenance of the Equipment to show motion pictures outdoors in order to promote cooperation between communities and to better serve their residents; and

WHEREAS, the Parties desire to continue this collaboration and allow for the replacement of existing equipment and the purchase of new equipment when the Parties determine it is necessary to do so to continue fulfilling the purpose of the outdoor movie program; and

WHEREAS, in the spirit of mutual cooperation, the parties desire to work together for inter-governmental cooperation, and agree to enter into the following:

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. *Purpose; Joint Purchase and Maintenance.* The Parties wish to continue their existing joint outdoor movie program, which requires the maintenance of the existing Equipment, purchasing new equipment as reasonably necessary, and managing the use and storage of the Equipment. Northville will maintain an up to date inventory of Equipment. As of May 19, 2023, the inventory consists of the Equipment described in **Exhibit A**.
2. *Minimum and Maximum Use of Equipment.* Each Party will be able to use the Equipment no less than three (3) times annually. There will be no limit placed on the maximum number of uses for each Party, subject only to the equal rights of the other Parties to utilize the equipment.

3. *Schedule.* The scheduled use of the Equipment will be agreed upon by all of the Parties. Canton is responsible for maintaining the schedule. Dates reserved on an annual basis include:

- Canton: Father's Day weekend (Friday) in June and the third Friday in July.
- Milford: first Saturday in June, last Saturday in September.
- South Lyon: third Friday in August, third Friday in September

The Parties may reserve other dates for the upcoming season beginning March 1 by submitting their requested dates to Canton. These additional dates shall be awarded on a first-come, first-serve basis. The Parties should strive to amicably solve any scheduling conflicts or disputes. In the event that two or more Parties cannot otherwise resolve a scheduling conflict or dispute, the Party awarded the Equipment on the requested date shall be determined by drawing straws, with the Party that draws the shortest draw awarded the Equipment on the contested date.

4. *Equipment Storage.* Unless reserved for use on a date later than the first Friday in October, South Lyon shall store the Equipment for the winter. If another party requests use of the Equipment later than the first Friday in October, said Party shall deliver the Equipment for winter storage to South Lyon. Unless alternative arrangements are made or the last scheduled use of the Equipment is on or before the first Friday in October, the Equipment will be stored by the last Party to use it. The Equipment must be stored in an enclosed and secure location while it is in a Party's possession. The Party scheduled to use the Equipment next is responsible for picking it up.
5. *Use of Equipment Limited to Parties.* The Equipment may only be used by the Parties entering into this agreement. The Equipment shall not be loaned or leased to any other persons or groups. Should any of the Parties request this be modified in the future, the requesting Party shall submit a proposed written amendment to this Agreement which will only take effect upon execution by all Parties.
6. *Number of parties; Addition or Withdrawal of parties.* The number of parties entering into this agreement will be limited to six. If a Party wishes to drop out of the agreement, it will not be reimbursed for any expenses related to the purchase or maintenance of the Equipment.
7. *Equipment Insured.* Milford shall obtain and maintain a policy of personal property insurance on the Equipment, and shall be solely responsible for the payment of all premiums. If the Equipment is damaged during use by or while otherwise in the possession of one of the Parties, it shall be the responsibility of the Party in possession of the Equipment at the time damage is incurred to contact the representative from Milford to report the incident and assist in any necessary items with the insurance provider. Each Party shall maintain a policy of liability insurance covering claims arising out of the use of the Equipment while in their possession.

8. *Repair, Maintenance, and Replacement.* Repairs, maintenance, and replacement of components that are the result of normal wear and tear of the Equipment will be paid for by all of the Parties equally. When a Party believes that new equipment should be purchased or existing equipment should be repaired, replaced, or discarded, the proposing Party must submit a proposal in writing to each of the other Parties identifying the Equipment or potential Equipment at issue, with an estimated cost, if applicable. All Parties must agree in writing to the proposal within 30 days in order for the proposal to take effect. If a purchase, repair, or any other cost is agreed to, the total cost will be divided equally among the Parties. After all Parties have agreed to the proposal, the proposing Party will take the necessary actions and make the necessary expenditures to fulfill the proposal. The proposing Party will submit the invoice(s) to the other Parties, who will reimburse the proposing Party for their equal shares within 60 days.
9. *Indemnification and Hold Harmless.* Each Party shall indemnify and hold the other Parties harmless for any accident, injury or damages occurring while the Equipment is in the possession of that Party; provided, however, that this Agreement does not, and is not intended to, impair, divest, delegate, or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty, or immunity of any Party. Nothing in the Agreement shall be construed as a waiver of governmental immunity by the Parties.
10. *Scope of Agreement.* The Agreement relates to the Equipment only. It is the responsibility of each Party to pay for film rental and licensing fees for the motion pictures shown in their community.
11. *Dispute Resolution.* The parties agree to resolve any disputes as to Equipment use or otherwise in good faith. In the event that the Parties cannot otherwise resolve the dispute, the Parties agree to resolve the dispute by majority vote of the Parties. In the event the parties cannot resolve a dispute as set forth above, they may seek such remedies as may be permitted by law.

Signature of Parties' representatives indicating acceptance of agreement.

By: Anne Marie Graham-Hudak, Supervisor, Charter Township of Canton

On the \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_

By: Don Green, Supervisor, Charter Township of Milford

On the \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_



By: Todd Mutchler, Township Manager, Charter Township of Northville, on behalf of  
the Northville Parks and Recreation Commission

On the \_\_\_\_\_ day of \_\_\_\_\_, 2023

---

By: Daniel L. Pelchat, Mayor, City of South Lyon

On the \_\_\_\_\_ day of \_\_\_\_\_, 2023

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## **Exhibit A**

### **Equipment Inventory, as of May 19, 2023**

- 1 ESPON Pro L1505UHNL WUXGA 3LCD Laser Projector with 4K Enhancement without Lens
- 1 Middle- Throw Zoom Lens #3 (ELPLM10)
- 1 Gator Frameworks Standard Speaker Stand with Adjustable Height
- 50 Ft Low-Loss Coaxial Extension Cable (50 Ohm) SMA Male to SMA Female
- 1 Enclosed Trailer (6' x 10' x 5.5) and hitch
- 1 6500 watt Honda Generator
- 1 FM Transmitter-TX5, ideally suited for low power radio stations
- 1 Inflatable Movie Screen
  - Inflatable frame
  - Front projection surface
  - Screen bungee ties
  - High pressure blower
  - Black nylon high tension tethers
  - Heavy duty carry bag with handles
  - 4 double headed 32" steel stakes
  - Mallet
- 1 Aeropro Pro HD Console and Sound System
  - Heavy duty ATA rated road case with double latching front and back covers
  - Triple Screen LCD Monitor
  - 1 Blue ray and 1 progressive scan DVD player with HD output
  - HD video switcher
  - Pro quality rack mounted audio mixer with iPod dock
  - Power conditioner and surge protector with 2 lamps
  - High quality microphone
  - All needed audio and video cables
  - Pro Speaker System
    - 2 JBL EON 515 speakers and speaker bags
    - 1 JBL JRX 18" powered subwoofer

87862:00001:7107426-1

# AGENDA NOTE

Consent Agenda: Item # 2

**MEETING DATE:** June 12, 2023

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

**AGENDA TOPIC:** Covington Street Block Party.

**EXPLANATION OF TOPIC:** Coordinator Josh Scaglione is requesting a road closure on Covington Street. Addresses effected on Covington are 585, 597, 586 and 598. This portion of Covington Street would be blocked off during the event scheduled for August 13<sup>th</sup> from 10:00 AM to 10:00 PM.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** Event Application, Hold Harmless Agreement, Road Closure Map and signatures from all residents who are effected by the road closure.

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

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve the Covington St. block party which would close Covington effecting the addresses of 585, 597, 586 and 598, on August 13th 2023, from 10:00 AM to 10:00 PM.



# South Lyon Police Department

219 Whipple St.  
South Lyon, MI 48178  
Ph: (248) 487-1773  
Fx: (248) 437-0459

## BLOCK PARTY APPLICATION

Date Application Submitted: 05/18/2023 Requested Block-off Date: 08/13/2023

Applicant / Contact's Name: JOSH SCAGLIONE PH #: \_\_\_\_\_

Applicant Address: COVINGTON ST

Block-off Time: 10:00 AM Block-off removal Time: 10:00 PM

Street Names to be blocked off: COVINGTON ST.

THE SECTION LISTED ON MAP

1.) Print **ALL LAST NAMES** and **ADDRESSES** participating in the Block Party. (**ALL** residents within the blocked-off area **must agree** to the block-off.)

O'Connor / Krull 597 Covington St. South Lyon MI 48178  
POWER 585 COVINGTON ST. SOUTH LYON MI 48178  
GOANS 598 COVINGTON ST SOUTH LYON MI 48178

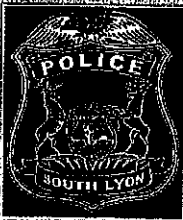
2.) Attach a sheet of paper with **SIGNATURES** and **ADDRESSES** of all residents agreeing to the Block Party.

[Signature] 05/18/23  
Applicant's Signature and Date

APPROVED [ ☒ ] DENIED [ ☐ ]

[Signature]

Chief Douglas Baaki



## South Lyon Police Department

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

### Hold Harmless

To the fullest extent permitted by law the

JOSHUA SCAGLIONE

(Name of applicant/organization)

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

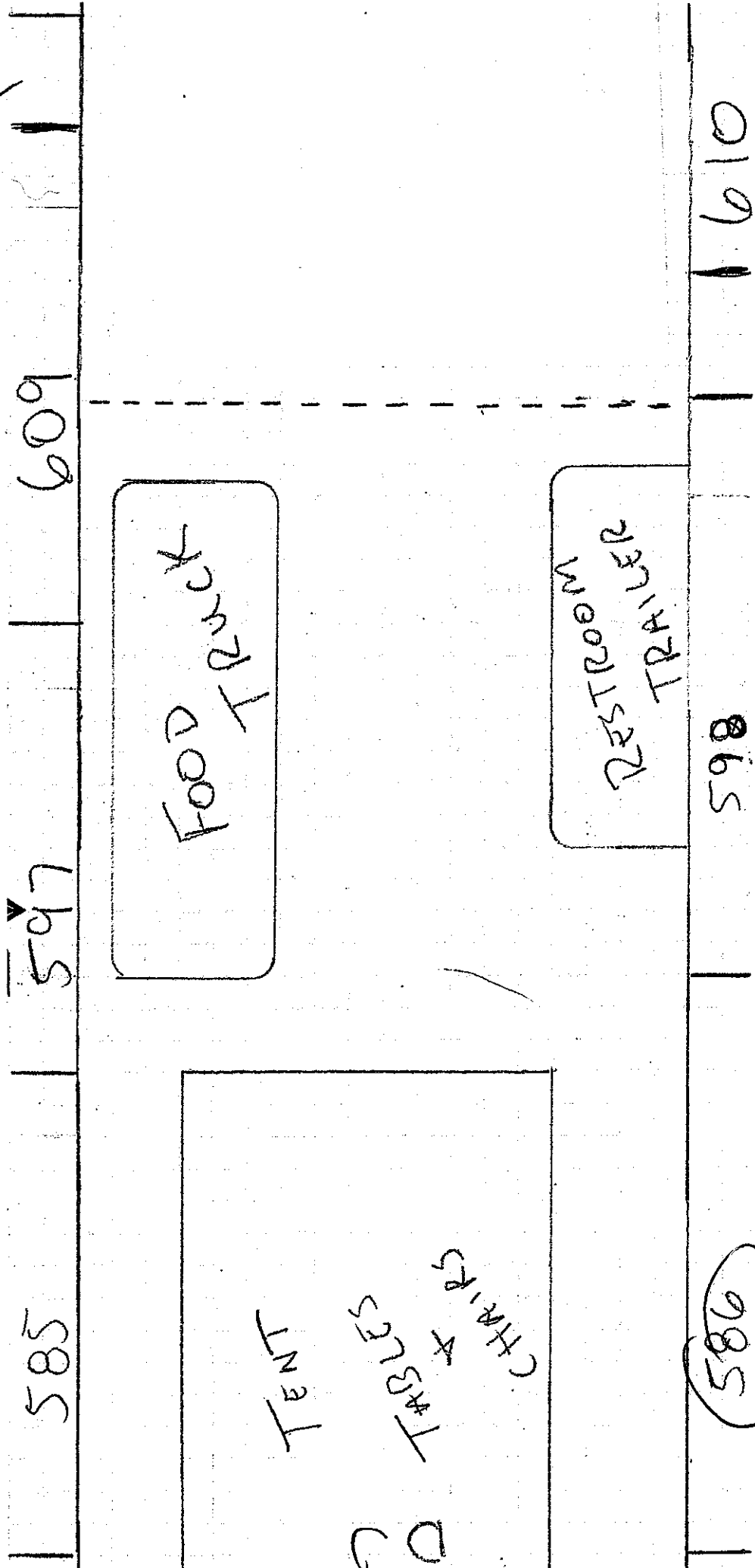
Signature

Date

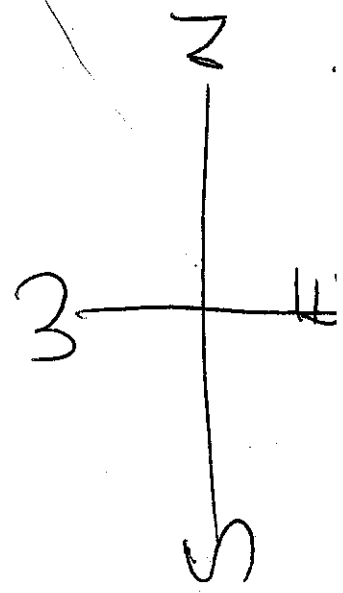
05/18/23

COVINGTON STREET

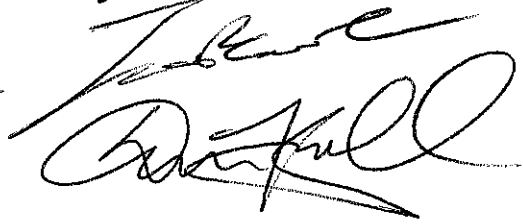
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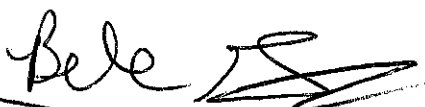
Tom O'Conner  
597 Covington St, South Lyon

1. 

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2. SHARON SOWER  
585 COVINGTON, SOUTH LYON  


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3. BELINDA GOANS  
598 COVINGTON ST  
SOUTH LYON MI 48178  


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4.

---

5.

# AGENDA NOTE

Consent Agenda: Item # 3

**MEETING DATE:** June 12, 2023

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

**AGENDA TOPIC:** Carl and Joanne's Christmas in July Fundraiser 2023

**EXPLANATION OF TOPIC:** Jeffrey Heinanen, on behalf of the Carl and Joanne Foundation, would like to host Carl and Joanne's Christmas in July Fundraiser on July 29, 2023. The event would take place mostly at Heinanen Engineering located at 350 S. Lafayette Street between 2:00 p.m. July 29, 2023 and 12:00 a.m. July 30. He is requesting a road closure on S. Lafayette between McHattie Street and Elm Place from 2:00 p.m. July 29, 2023 and 1:30 a.m. July 30, 2023 for the event activities and clean up.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** Event Application, Hold Harmless Agreement, Road Closure Resolution, (Insurance Certificate forthcoming), event diagram.

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

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve the Carl and Joanne's Christmas in July Fundraiser 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 Carl and Joanne's Christmas in July Fundraiser on July 29, 2023, between McHattie Street and Elm from 2:00 p.m. July 29, 2023 and 1:30 a.m. July 30, 2023, 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.



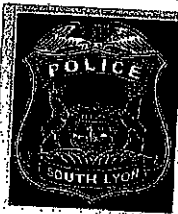
Motion by \_\_\_\_\_, supported by \_\_\_\_\_

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 the Carl and Joanne's Christmas in July Fundraiser on July 29, 2023 and the related road closures: S. Lafayette between McHattie Street and Elm Place from 2:00 p.m. July 29, 2023 and 1:30 a.m. July 30, 2023.

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 June 12, 2023 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 St.  
South Lyon, MI 48178  
Ph: (248) 437-1773  
Fx: (248) 437-0459

## Parade/Event Application

Date(s) of Event: 7-29-2023

Applicant's Name: CARL AND JOANNE FOUNDATION Ph#: (248) 516-1225

Applicant's Address: 350 S. LAFAYETTE

Name of Event: CHRISTMAS IN JULY

Business/Organization Name: CARL AND JOANNE FOUNDATION

Business Address: 350 S. LAFAYETTE ST.

Business Phone Number: (248) 516-1225

President/CEO Responsible for Event: Jeffrey Heimanen Ph#: (313) 218-4007

Event Start Date and Time: 14:00 AM (PM)

Event End Date and Time: 23:59 1:30 AM (PM)

Approximate number of persons attending: 350

Approximate number and types of vehicles: N/A

Approximate number and types of animals: N/A

Amount of space maintained between all units in parade: N/A

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

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

EVENT ENDS @ 12:00, TOTAL DEPART TIL 1:30

Applicants Signature and Date: [Signature] 7/15/23

Responsible Party's Signature and Date: [Signature] 5/31/2023

☒ PD ☒ FD ☒ DPW ☒ City Hall

Chief Douglas Baaki

Date



## South Lyon Police Department

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

### Hold Harmless

To the fullest extent permitted by law the CARLO LAMME FOUNDATION

(Name of applicant/organization)

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

Signature [Signature]

Date 5/15/23

Google Earth

40 m

Camera: 626 m 42°27'30"N 83°39'07"W 294 m

# AGENDA NOTE

Consent Agenda: Item # 4

**MEETING DATE:** June 12, 2023

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

**AGENDA TOPIC:** Carl and Joanne's Old-Fashioned Christmas 2023

**EXPLANATION OF TOPIC:** Jeffrey Heinanen, on behalf of the Carl and Joanne Foundation, would like to host Carl and Joanne's Old-Fashioned Christmas on December 2, 2023. The event would take place mostly at Heinanen Engineering located at 350 S. Lafayette Street between 12:00 p.m. December 2, 2023 and 12:00 a.m. He is requesting a road closure on S. Lafayette between McHattie Street and Elm Place from 12:00 p.m. December 2, 2023 to 1:30 a.m. December 3, 2023 for the event activities and clean up.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** Event Application, Hold Harmless Agreement, Road Closure Resolution, Tent Permit Application (Insurance Certificate and Fire Department Approval for Tent forthcoming), event diagram.

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

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve the Carl and Joanne's Old-Fashioned Christmas Fundraiser 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 Carl and Joanne's Old-Fashioned Christmas on December 2, 2023, between McHattie Street and Elm Place from 12:00 p.m. December 2, 2023 to 1:30 a.m. December 3, 2023, 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.

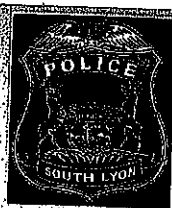
Motion by \_\_\_\_\_, supported by \_\_\_\_\_

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 the Carl and Joanne's Old-Fashioned Christmas on December 2, 2023 and the related road closures: S. Lafayette between McHattie Street and Elm Place from 12:00 p.m. December 2, 2023 to 1:30 a.m. December 3, 2023.

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 June 12, 2023 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 St.  
South Lyon, MI 48178  
Ph: (248) 437-1773  
Ex: (248) 437-0459

## Parade/Event Application

Date(s) of Event: SAT - DECEMBER 2, 2023

Applicant's Name: CARL & JOANNE FOUNDATION

Ph#: (248) 516-1225

Applicant's Address: 350 S. LAFAYETTE ST.

Name of Event: OLD-FASHIONED CHRISTMAS

Business/Organization Name: CARL & JOANNE FOUNDATION

Business Address: 350 S. LAFAYETTE ST.

Business Phone Number: (248) 516-1225

President/CEO Responsible for Event: Jeffrey Heinanen

Ph#: (313) 218-4027

Event Start Date and Time: 12:00 PM

Event End Date and Time: 12:00 PM

Approximate number of persons attending: 350

Approximate number and types of vehicles: N/A

Approximate number and types of animals: N/A

Amount of space maintained between all units in parade: N/A

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

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

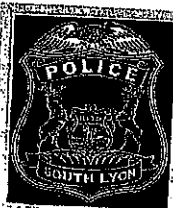
EVENTS ENDS @ 12:00 TEAR DOWN TILL 1:30 AM

Applicants Signature and Date

[Signature] 5/15/23  
☒ PD ☒ FD ☒ DPW ☒ City Hall

Responsible Party's Signature and Date

[Signature] 5/15/23  
Chief Douglas Baaki 5/31/2023  
Date



## South Lyon Police Department

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

### Hold Harmless

To the fullest extent permitted by law the CARL & Joann FOUNDATION

(Name of applicant/organization)

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

Signature

W. C. M. B. S. L.

Date

5-15-23



Google Earth

40 m

Camera: 626 m 42°27'30" N 83°39'07" W 29.4 m



# SOUTH LYON FIRE DEPARTMENT

217 Whipple Street, South Lyon, MI 48178

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

www.southlyonfire.com

## TENT / CANOPY / MEMBRANE STRUCTURE PERMIT APPLICATION

### Requirements for Temporary Membrane Structures, Tents and Canopies

A temporary permit is required to: Erect or operate an air-supported temporary membrane structure canopy or tent having an area in excess of 400 square feet, or a canopy in excess of 400 square feet, except for structures used exclusively for camping.

☒ Tent (size 40x120) OR TEMPORARY USE of 224 S. LAFAYETTE ST.  
☐ Canopy (size \_\_\_\_\_) ☐ Membrane/Inflatable Structure

Today's Date: 5/15/23 Applicant Name: Jessie Hemanen Applicant Phone: (248) 486-6100

Business / Organization Name: Carol Ann Joann Foundation

Address: 351 S. LAFAYETTE ST.

Location for permit use: Same

Date(s) requested for permit use: SATURDAY DECEMBER 2, 2023

Start time: 2:00 PM End Time: 12:00 AM

**Air-Supported Structure:** A structure wherein the shape of the structure is attained by air pressure and occupants of the structure are within the elevated pressure area.

**Canopy:** A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

**Tent:** A structure, enclosure or shelter with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

The structure shall be in compliance with Chapter 31 of the 2015 International Fire Code®, including the following items:

1. Gasoline, LP gas, charcoal, candles or other cooking devices or any other unapproved open flame shall not be permitted inside or located within 20 feet of the tent. Tents where cooking is performed shall be separated from other tents by a minimum of 20 feet. A type "K" fire extinguisher shall be provided in accordance with 2015 International Fire Code®.
2. A minimum of two 2A:10BC fire extinguishers are required for 400 - 1000 square feet. Provide one additional fire extinguisher for each 2,000 square feet. A minimum of one 40BC extinguisher shall be provided for each generator or transformer.



## SOUTH LYON FIRE DEPARTMENT

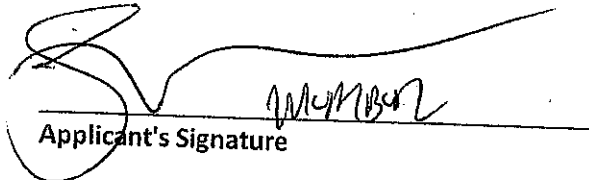
217 Whipple Street, South Lyon, MI 48178

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

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

3. "All tents shall be constructed of flame-resistant materials. A certificate executed by an approved testing laboratory shall be submitted to the Fire Code Official, certifying that the tents and membrane structures and their appurtenances; sidewalls, drops and tarpaulins; floor coverings, bunting and combustible decorative materials and effects, including sawdust where used on floors or passageways, are composed of material meeting the flame propagation performance criteria of test methods, as appropriate, of NFPA 701, and that such flame propagation performance criteria are effective for the period specified by the permit". "membrane structures or tents shall have a permanently affixed label bearing the identification of size and fabric or material type".
4. Electrical wiring shall be in conformance with Article 305 of NFPA 70 and the International Fire Code.
5. Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more.
6. Exit signs shall be of an approved self-luminous type or shall be internally or externally illuminated by fixtures supplied in the following manner: 1. Two separate circuits, one of which shall be separate from all other circuits, for occupant loads of 300 or less; or 2. Two separate sources of power, one of which shall be an approved emergency system, shall be provided when the occupant load exceeds 300.
7. Means of egress shall be illuminated with light having an intensity of not less than 1 foot candle at floor level while the structure is occupied. Fixtures required for means of egress illumination shall be supplied from a separate circuit or source of power.
8. A detailed site and floor plan for the temporary structure with an occupant load of more than 50 shall be submitted with this application for approval by the Fire Prevention Bureau. The plan shall indicate details of the means of egress facilities, seating capacity, arrangement of seating and location type of heating and electrical equipment. The arrangement of aisles shall be subject to the approval by the fire code official and shall be maintained clear at all times.
9. Upon receipt and approval of the site and floor plan an occupancy load will be issued by the South Lyon Fire Department. The Fire Chief or his designee may request the current occupant load at any time the structure is open to the public. Therefore an accurate head count shall be maintained.
10. Hay, straw, shavings or similar combustible materials shall not be located within any tent, canopy or membrane structure. The areas within and adjacent to the structure shall be maintained clear of all combustible materials that could create a fire hazard within 20 feet of the structure.
11. Smoking shall not be permitted in tents, canopies or membrane structures. "NO SMOKING" signs shall be conspicuously posted.

An electronic copy of the 2015 International Fire Code® is available at [www.southlyonfire.com](http://www.southlyonfire.com)

  
Applicant's Signature

5-15-2023  
Date

# AGENDA NOTE

Consent Agenda: Item # 5

**MEETING DATE:** June 12, 2023

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

**AGENDA TOPIC:** Carl and Joanne's South Lyon Eve Fundraiser 2023

**EXPLANATION OF TOPIC:** Jeffrey Heinanen, on behalf of the Carl and Joanne Foundation, would like to host Carl and Joanne's South Lyon Eve Fundraiser on December 31, 2023. The event would take place at Heinanen Engineering located at 350 S. Lafayette Street between 5:00 p.m. December 31, 2023 and 1:00 a.m. January 1, 2024. He is requesting a road closure on S. Lafayette between McHattie Street and Elm Place from 5:00 p.m. December 31, 2023 and 2:30 a.m. January 1, 2024 for the event activities and clean up.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** Event Application, Hold Harmless Agreement, Road Closure Resolution, Tent Permit Application (Insurance Certificate and Fire Department Approval for Tent forthcoming), event diagram.

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

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve the Carl and Joanne's South Lyon Eve Fundraiser 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 Carl and Joanne's South Lyon Eve Fundraiser on December 31, 2023, and January 1, 2024 between McHattie Street and Elm Place from 5:00 p.m. to 2:30 a.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.

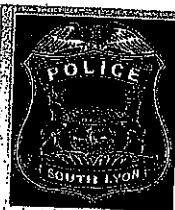
Motion by \_\_\_\_\_, supported by \_\_\_\_\_

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 the Carl and Joanne's South Lyon Eve Fundraiser on December 31, 2023 from 5:00 p.m. to 2:30 a.m. January 1, 2024, and the related road closures: S. Lafayette between McHattie Street and Elm Place from 5:00 p.m. December 31, 2022 to 2:30 a.m. January 1, 2024.

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 June 12, 2023 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 St.  
South Lyon, MI 48178  
Ph: (248) 437-1773  
Ex: (248) 437-0459

## Parade/Event Application

Date(s) of Event: Sunday - December 31, 2023  
Applicant's Name: CARL & Joann FOUNDATION Ph#: (248) 516-1225  
Applicant's Address: 350 S. LAFAYETTE STREET  
Name of Event: SOUTH LYON EVE  
Business/Organization Name: CARL & Joann FOUNDATION  
Business Address: Same  
Business Phone Number: (248) 516-1225  
President/CEO Responsible for Event: Jeffrey Heinanen Ph#: (313) 218-4027  
Event Start Date and Time: 5:00 AM ☒ PM  
Event End Date and Time: 1:00 AM ☒ PM  
Approximate number of persons attending: 350  
Approximate number and types of vehicles: N/A  
Approximate number and types of animals: N/A  
Amount of space maintained between all units in parade: N/A  
Route to be traveled (Include Street Names and turning directions) or area to be utilized:  
**\*\*Please attach a map of the area and/or route that will be utilized during the event\*\***  
EVENT ENDS @ 1:00 AM - TEAR DOWN TILL 2:30 AM

Applicants Signature and Date

[Signature] 5/15/23  
☒ PD ☒ FD ☒ DPW ☒ City Hall

Responsible Party's Signature and Date

[Signature] 5/15/23  
Chief Douglas Baaki 5/21/2023  
Date



## South Lyon Police Department

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

### Hold Harmless

To the fullest extent permitted by law the CARL AND JOANNE FOUNDATION

(Name of applicant/organization)

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

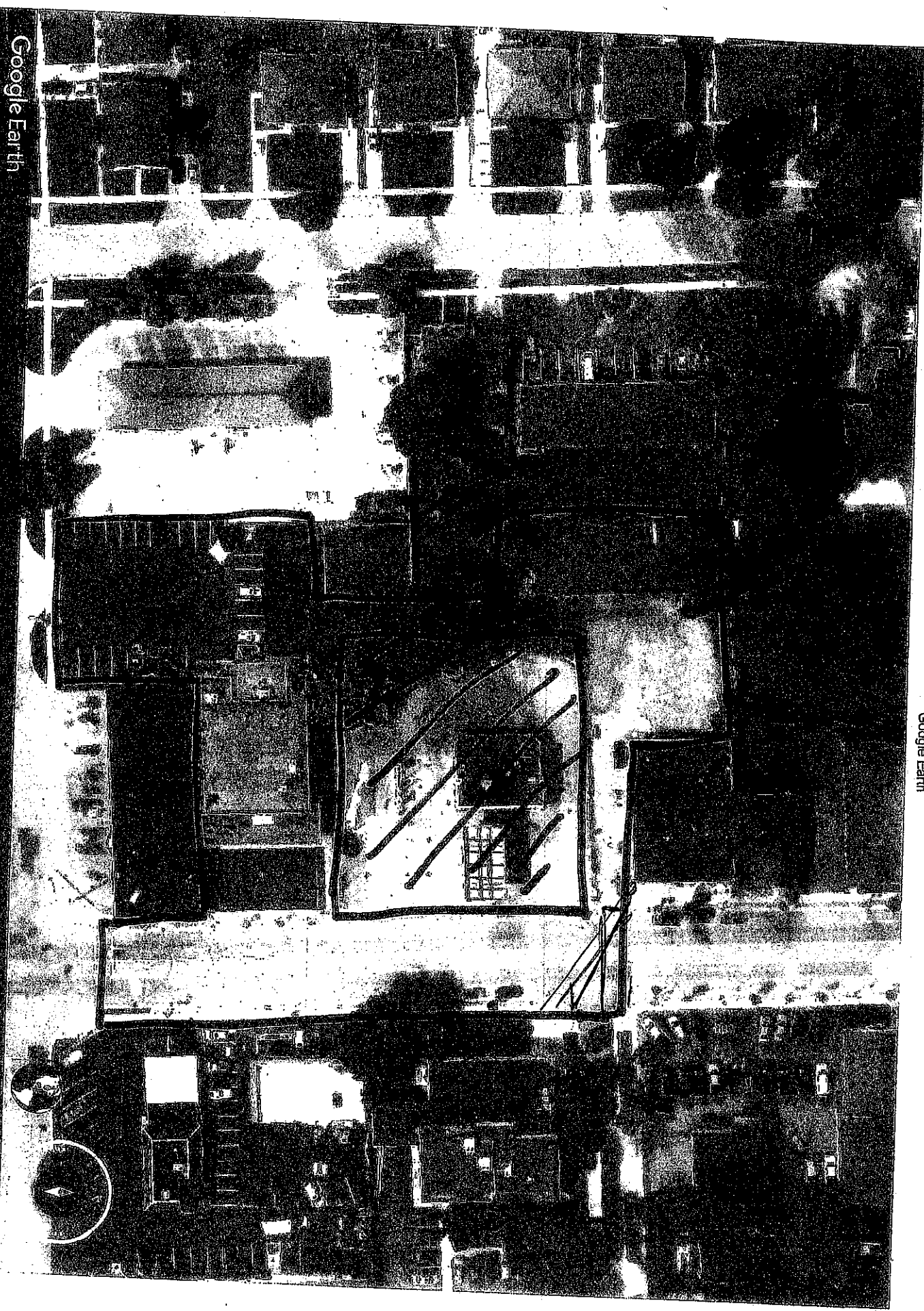
Signature

MSH/HR

Date

5-15-23

Google Earth



40 m Camera: 626 m 42°27'30"N 83°39'07"W 294 m





# SOUTH LYON FIRE DEPARTMENT

217 Whipple Street, South Lyon, MI 48178

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

www.southlyonfire.com

## TENT / CANOPY / MEMBRANE STRUCTURE PERMIT APPLICATION

### Requirements for Temporary Membrane Structures, Tents and Canopies

A temporary permit is required to: Erect or operate an air-supported temporary membrane structure canopy or tent having an area in excess of 400 square feet, or a canopy in excess of 400 square feet, except for structures used exclusively for camping.

☒ Tent (size 40'x120') OR TEMPORARY USE OF 224 S. LAFAYETTE ST.  
☐ Canopy (size \_\_\_\_\_) ☐ Membrane/Inflatable Structure

Today's Date: 5-15-23 Applicant Name: Johann Heinanen Applicant Phone: (248) 486-6100

Business / Organization Name: CARL & JOHANN FOUNDATION

Address: 350 S. LAFAYETTE ST.

Location for permit use: SAM Y

Date(s) requested for permit use: SUNDAY - DECEMBER 31, 2023

Start time: 7:00 PM End Time: 1:00 AM

**Air-Supported Structure:** A structure wherein the shape of the structure is attained by air pressure and occupants of the structure are within the elevated pressure area.

**Canopy:** A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

**Tent:** A structure, enclosure or shelter with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

The structure shall be in compliance with Chapter 31 of the 2015 International Fire Code®, including the following items:

1. Gasoline, LP gas, charcoal, candles or other cooking devices or any other unapproved open flame shall not be permitted inside or located within 20 feet of the tent. Tents where cooking is performed shall be separated from other tents by a minimum of 20 feet. A type "K" fire extinguisher shall be provided in accordance with 2015 International Fire Code®.
2. A minimum of two 2A:10BC fire extinguishers are required for 400 - 1000 square feet. Provide one additional fire extinguisher for each 2,000 square feet. A minimum of one 40BC extinguisher shall be provided for each generator or transformer.



## SOUTH LYON FIRE DEPARTMENT

217 Whipple Street, South Lyon, MI 48178

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

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

3. "All tents shall be constructed of flame-resistant materials. A certificate executed by an approved testing laboratory shall be submitted to the Fire Code Official, certifying that the tents and membrane structures and their appurtenances; sidewalls, drops and tarpaulins; floor coverings, bunting and combustible decorative materials and effects, including sawdust where used on floors or passageways, are composed of material meeting the flame propagation performance criteria of test methods, as appropriate, of NFPA 701, and that such flame propagation performance criteria are effective for the period specified by the permit". "membrane structures or tents shall have a permanently affixed label bearing the identification of size and fabric or material type".
4. Electrical wiring shall be in conformance with Article 305 of NFPA 70 and the International Fire Code.
5. Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more.
6. Exit signs shall be of an approved self-luminous type or shall be internally or externally illuminated by fixtures supplied in the following manner: 1. Two separate circuits, one of which shall be separate from all other circuits, for occupant loads of 300 or less; or 2. Two separate sources of power, one of which shall be an approved emergency system, shall be provided when the occupant load exceeds 300.
7. Means of egress shall be illuminated with light having an intensity of not less than 1 foot candle at floor level while the structure is occupied. Fixtures required for means of egress illumination shall be supplied from a separate circuit or source of power.
8. A detailed site and floor plan for the temporary structure with an occupant load of more than 50 shall be submitted with this application for approval by the Fire Prevention Bureau. The plan shall indicate details of the means of egress facilities, seating capacity, arrangement of seating and location type of heating and electrical equipment. The arrangement of aisles shall be subject to the approval by the fire code official and shall be maintained clear at all times.
9. Upon receipt and approval of the site and floor plan an occupancy load will be issued by the South Lyon Fire Department. The Fire Chief or his designee may request the current occupant load at any time the structure is open to the public. Therefore an accurate head count shall be maintained.
10. Hay, straw, shavings or similar combustible materials shall not be located within any tent, canopy or membrane structure. The areas within and adjacent to the structure shall be maintained clear of all combustible materials that could create a fire hazard within 20 feet of the structure.
11. Smoking shall not be permitted in tents, canopies or membrane structures. "NO SMOKING" signs shall be conspicuously posted.

An electronic copy of the 2015 International Fire Code® is available at [www.southlyonfire.com](http://www.southlyonfire.com)

Applicant's Signature

Date

# AGENDA NOTE

Consent Agenda Item # 6

**MEETING DATE:** June 12, 2023

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

**AGENDA TOPIC:** Pumpkinfest 2023 – Downtown Road Closures

**EXPLANATION OF TOPIC:** A request was received for permits for the Pumpkinfest Downtown Event along with the South Lyon Live Event and associated road closures planned for Friday, September 29, 2023 at 12:00 p.m. until Sunday, October 1, 2023 at 8:00 p.m.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** applications, maps, insurance letters and quote applications (certificate pending), hold harmless, road closure resolution for both South Lyon Area Pumpkinfest and South Lyon Live.

**POSSIBLE COURSES OF ACTION:** Approve/do not approve the requested road closures.

**SUGGESTED MOTION:**

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 Pumpkinfest Downtown Event from September 29, 2023 until October 1, 2023 and the related road closures: Lafayette Street between Liberty Street and Whipple Street; Lake Street between Wells Street and Washington Street; from 12:00 p.m. on September 29, 2023 until 8:00 p.m. on October 1, 2023; 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. Be it further resolved that the Well St. parking lot will include a beer tent and stage for live music sponsored by South Lyon Live. Additionally, Wells St. between Detroit St. and E. Liberty St. shall be closed on Friday, September 29, 2023 from 12:00 p.m. until 8:00 p.m. on October 1, 2023 to allow for only local traffic to access residences not included in the Pumpkin Fest Event closures.

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 Pumpkinfest Downtown Event from September 29, 2023 until October 1, 2023 and the related road closures: Lafayette Street between Liberty Street and Whipple Street; Lake Street just east of Wells Street and at Washington Street; from 12:00 p.m. on September 29, 2023 until 8:00 p.m. on October 1, 2023;

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 June 12, 2023, 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



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

**Parade/Event Application**

Date(s) of Event: Sept 29/30 + Oct. 1, 2023

Applicant's Name: Kathleen Swan Ph#: 2-533-6549

Applicant's Address: P.O. Box 696 South Lyon, MI 48178

Name of Event: South Lyon Area Pumpkintest 2023

Business/Organization Name: South Lyon Area Pumpkintest

Business Address: Same

Business Phone Number: Same

President/CEO Responsible for Event: Kathleen Swan Ph#: 2-533-6549

Event Start Date and Time: Sept 29, 2023 12:00 AM/PM (PM)

Event End Date and Time: Oct 1, 2023 8:00 AM/PM (PM)

Approximate number of persons attending: 15,000

Approximate number and types of vehicles: N/A

Approximate number and types of animals: N/A

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

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

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

see attached

\_\_\_\_\_

Kathleen Swan 3-20-23

Applicants Signature and Date

Kathleen Swan 3-20-23

Responsible Party's Signature and Date

Chief Douglas Baaki 5/23/2023

Chief Douglas Baaki Date

☒ PD ☒ FD ☒ DPW ☒ City Hall



## Lyon Police Department

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

### Hold Harmless

To the fullest extent permitted by law the South Lyon Area Pumpkintfest  
(Name of applicant/organization)

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

Kathleen Sue  
Signature

3-20-23  
Date



# Shinberg-LTB Agency

ACRISURE AGENCY PARTNER

March 17, 2023

Kathy Swan  
Pumpkinfest of the South Lyon Area  
PO Box 696  
South Lyon, MI 48178

**RE: Special Event Liability Coverage**  
**Policy Period 09/29/2023 to 10/02/2023**

Dear Ms. Swan,

This letter is to confirm our intention to provide insurance coverage for the Pumpkinfest of the South Lyon Area. Due to underwriting reasons, we are not able to provide a bindable quote or issue a subsequent policy until approximately 60 days prior to the event.

Our office has submitted the application for the 2023 Festival to West Bend Mutual Insurance Company. The insurance carrier has noted that they can offer an initial premium indication of \$1,327 for limits of \$1,000,000 per Occurrence / \$2,000,000 General Aggregate.

60 days prior to the event, we can resubmit your application for a bindable quote. Thank for choosing the Shinberg-LTB Agency for your Special Event coverage. We appreciate the opportunity to provide the policy and look forward to working with you on the festival!

Sincerely,

**Kim Smith**  
Commercial Risk Manager, Licensed Agent  
(517) 913-2924  
[ksmith@sltbagency.com](mailto:ksmith@sltbagency.com)



## SOUTH LYON FIRE DEPARTMENT

217 Whipple Street, South Lyon, MI 48178  
Phone: 248-437-2616 Fax: 248-437-3025  
www.southlyonfire.com

March 21, 2023

Douglas Baaki  
Chief of Police  
219 Whipple Street  
South Lyon, MI 48178

RE: Pumpkinfest  
South Lyon, MI 48178

The South Lyon Fire Department is conducting an event review for the upcoming Pumpkinfest. The proposed plan is requesting road closure of Pontiac Trail between Liberty Street and Whipple Street, Lake Street between Wells Street and the existing alley adjacent to Norm's, and Wells Street between Detroit Street and the alley behind the movie theater. Booths for local vendors will be set up along East Lake Street, as well as North and South Lafayette. Food vendors and inflatables will be set up on Wells Street. A family stage will be set up on West Lake Street for entertainment. The event is also requesting road closure of West Liberty. The fire truck is requested to be staged at the corner of East Lake Street and Wells Street. The event is proposed to take place from 12 pm on September 29 through 8 pm on October 1. The approximate number of persons expected to attend is estimated to be 15,000.

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

1. Fire access lanes 20 feet in width shall be maintained down each display street
2. Designated fire lanes shall remain unobstructed to allow for passage of fire, medical, police apparatus and vehicles, as well as patrons.
3. The authority of the Fire Department shall ensure compliance of fire and life safety codes
4. All tents shall be constructed of flame-resistant materials. A certificate executed by an approved testing laboratory shall be submitted to the Fire Marshal upon request, certifying that the tent is composed of material meeting the flame propagation performance criteria as defined by NFPA 701. The tent shall have a permanently affixed label bearing the identification of size and fabric or material type
5. Electrical wiring shall be in conformance with Article 305 of NFPA 70 and the International Fire Code (IFC) 2015 edition, and in good working condition
6. Fire hydrants shall not be obstructed and be accessible at all times
7. Sidewalks adjacent to the street display areas shall not be obstructed so as to allow unobstructed pedestrian traffic flow





## **SOUTH LYON FIRE DEPARTMENT**

217 Whipple Street, South Lyon, MI 48178

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

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

8. Required exits shall be maintained at each of the barricade points at the end of each street, to allow for the free passage of guests during the regular operating hours, and in the event of an emergency
9. Exit discharge points beyond the barricades shall be maintained to allow guests a safe passage to an area of refuge
10. If the site safety manager, or Police or Fire authority determine that the event area becomes unsafe due to overcrowding, then the points of ingress into the display area shall be monitored to prevent patrons from entering the display area until such time the overcrowding is reduced to a safe level
11. Hay, straw, shavings or similar combustible materials shall not be located within any tent. The areas within and adjacent to the tent shall be maintained clear of all combustible materials that could create a fire hazard within 20 feet of the tent.
12. Relating to mobile concession vehicles:
  1. Mobile food trucks shall have a clearance of at least 10 feet from any building, structure, vehicle, and combustible material
  2. Generators used to power mobile cooking operations shall be separated from the mobile vehicle by a distance of at least 10 feet, with the exhaust in a position pointed away from any building and any cooking operation
  3. Vehicle-mounted generators shall meet the requirements of NFPA 96 section 17.6
  4. Generators shall be isolated from physical contact by the installation of physical guards, fencing, or an enclosure
  5. Ensure that the refueling of generators is only conducted during non-operating hours, and the engine is cool to the touch
  6. Cooking equipment that produces grease-laden vapors shall be protected by an automatic fire extinguishing system for the protection of grease removal devices, hood exhaust plenums, and exhaust duct systems
  7. Portable fire extinguishers shall be selected and installed in accordance with NFPA 96 section 11.7 and NFPA 10
  8. At least one worker per food truck shall be trained in emergency response procedures specific to their truck, including the following.
    - i. Proper use of portable fire extinguishers and extinguishing systems
    - ii. Proper method of shutting off fuel sources
    - iii. Proper procedure for notifying the local fire department
    - iv. Refueling generators and LP-gas container change-out
    - v. Proper procedure for how to perform simple leak test on gas connections
  9. Each food truck is subject to an inspection by the Fire Marshal prior to the start of the festival



## **SOUTH LYON FIRE DEPARTMENT**

217 Whipple Street, South Lyon, MI 48178

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

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

This report does not relieve the applicant from designing, installing and maintaining the event in accordance with the appropriate codes and standards. Code requirements not mentioned in this report are a requirement and must be completed in order to provide a safe environment that is in compliance with the International Fire Code (IFC) and National Fire Protection Association (NFPA). Any changes that will affect the design of the event must be adequately reviewed and approved prior to the start of the event.

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

Respectfully,

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



# SOUTH LYON FIRE DEPARTMENT

217 Whipple Street, South Lyon, MI 48178  
Phone: 248-437-2616 Fax: 248-437-3025  
www.southlyonfire.com

## TENT / CANOPY / MEMBRANE STRUCTURE PERMIT APPLICATION

### Requirements for Temporary Membrane Structures, Tents and Canopies

A temporary permit is required to: Erect or operate an air-supported temporary membrane structure canopy or tent having an area in excess of 200 square feet, or a canopy in excess of 400 square feet, except for structures used exclusively for camping.

✓ Tent (size see below) \_\_\_\_\_ Canopy (size \_\_\_\_\_) \_\_\_\_\_ Membrane/Inflatable Structure

Today's Date: 9-20-22 Applicant Name: Kathy Swan Applicant Phone: 248 533 6549

Business / Organization Name: on behalf of Pumpkinfest  
Pumpkinfest of the South Lyon Area

Address: P.O. Box 696 South Lyon 48178

Location for permit use: Center of town

Date(s) requested for permit use: 9/29, 9/30 & Oct. 1, 2023

Start time: 12 pm (9/29) End Time: 8 pm (10/1)

**Air-Supported Structure:** A structure wherein the shape of the structure is attained by air pressure and occupants of the structure are within the elevated pressure area.

**Canopy:** A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

**Tent:** A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

The structure shall be in compliance with Chapter 24 of the 2006 International Fire Code®, including the following items:

1. Gasoline, LP gas, charcoal, candles or other cooking devices or any other unapproved open flame shall not be permitted inside or located within 20 feet of the tent. Tents where cooking is performed shall be separate from other tents by a minimum of 20 feet. A type K extinguisher shall be provided in accordance with 2006 International Fire Code®.
2. A minimum of two 2A:10BC extinguishers are required for 400 - 1000 square feet. Provide one additional extinguisher for each 2,000 square feet. A minimum of one 40BC extinguisher for each generator or transformer.
3. All tents shall be constructed of flame-resistant materials. An affidavit shall be submitted certifying that the flame-resistant process and materials used comply with Section 2406 of the 2006 International Fire Code® and stating the date of treatment and the warranted period of effectiveness of the process. The flame-resistant process shall be in conformance with NFPA 701.

Center of town )  
20'X20' -  
Ticket Sales

~ Serving Since 1893 ~

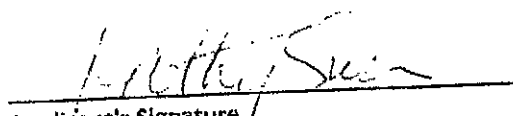


## SOUTH LYON FIRE DEPARTMENT

217 Whipple Street, South Lyon, MI 48178  
Phone: 248-437-2616 Fax: 248-437-3025  
www.southlyonfire.com

4. Electrical wiring shall be in conformance with Article 305 of NFPA 70 and the International Fire Code.
5. Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more.
6. Exit signs shall be of an approved self-luminous type or shall be internally or externally illuminated by fixtures supplied in the following manner: 1. Two separate circuits, one of which shall be separate from all other circuits, for occupant loads of 300 or less; or 2. Two separate sources of power, one of which shall be an approved emergency system, shall be provided when the occupant load exceeds 300.
7. A detailed site and floor plan for the temporary structure with an occupant load of more than 50 shall be submitted with this application for approval by the Fire Prevention Bureau. The plan shall indicate details of the means of egress facilities, seating capacity, arrangement of seating and location type of heating and electrical equipment. The arrangement of aisles shall be subject to the approval by the fire code official and shall be maintained clear at all times.
8. Upon receipt and approval of the site and floor plan an occupancy load will be issued by the South Lyon Fire Department. The Fire Chief or his designee may request the current occupant load at any time the structure is open to the public. Therefore an accurate head count shall be maintained.
9. Hay, straw, shavings or similar combustible materials shall not be located within any tent, canopy or membrane structure. The areas within and adjacent to the structure shall be maintained clear of all combustible materials that could create a fire hazard within 20 feet of the structure.
10. Smoking shall not be permitted in tents, canopies or membrane structures. "NO SMOKING" signs shall be conspicuously posted.

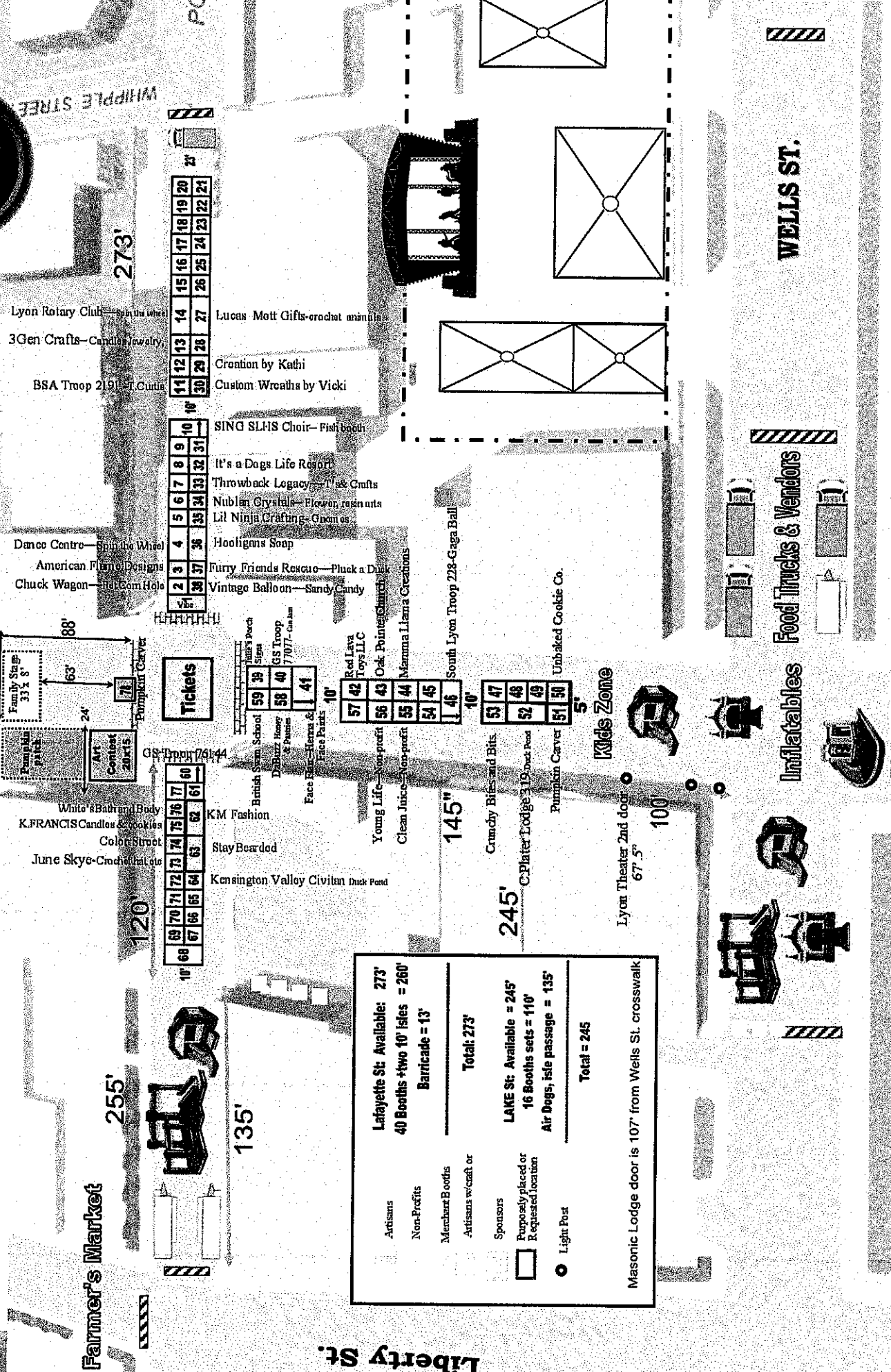
An electronic copy of the 2006 International Fire Code® is available at [www.southlyonfire.com](http://www.southlyonfire.com)

  
Applicant's Signature

3-20-23  
Date



# Pumpkinfest 2023 Footprint



Artisans	Lafayette St: Available: 273'
Non-Profits	40 Booths + two 10' Isles = 260'
Merchant Booths	Barricade = 13'
Artisans w/craft or	Total: 273'
Sponsors	
Purposely placed or	LAKE St: Available = 245'
Requested location	16 Booths sets = 110'
	Air Dogs, isle passage = 135'
Light Post	Total = 245

Masonic Lodge door is 107' from Wells St. crosswalk



2023 Pumpkinfest of the South Lyon Area

Festival Emergency Plan and Festival Information

**Festival Dates and Times**

9/29/2023	Setup- Downtown 12pm -7pm
9/30/2023	Festival open 10am -7pm
10/01/2023	Festival open 11am -6pm (6-8p Breakdown and Cleanup)

**Festival Location**

Downtown SL

**Expected Attendance**

20,000 over 2 days

**Rain date**

None

**Festival Schedule**

9/30/2023	10a-7pm Booths, food trucks, kid activities, Air Dogs
10/01/2023	11a-6pm Booths, food trucks, kid activities, Air Dogs
	6-8p- Festival cleanup and street reopening

**On-site Event coordinators**

Kathy Swan 248.533.6549  
Lori Mosier 248.921.9356  
Troy Powe 248.756.4100

**Evacuation**

As advised by the City of South Lyon Officials. PA system at center of town for addressing crowds.

**Shelter Location**

Fire Station (Whipple Street)

**Event Staff**

Identified with volunteer Pumpkinfest shirts and lanyards  
Point of contact- see list above

**Event Cancellation**

As advised by City Officials and the Health Dept.

**Medical Personnel**

HVA and SLFD will be notified of the event and expected attendance  
Both groups will be offered on-site spots during the event

**Missing Person**

Notify 911- follow instructions from 911



## South Lyon Police Department

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

### Parade/Event Application

Date(s) of Event: 9/29/2023 - 10/01/2023

Applicant's Name: Chuck Plater Ph#:                     

Applicant's Address: South Lyon, MI 48178

Name of Event: South Lyon Live at Pumpkinfest

Business/Organization Name: South Lyon Live

Business Address: South Lyon, MI 48178

Business Phone Number:                     

President/CEO Responsible for Event: Chuck Plater Ph#:                     

Event Start Date and Time: 9/29/2023 8AM AM / PM

Event End Date and Time: 10/01/2023 5PM AM / PM

Approximate number of persons attending: 2500

Approximate number and types of vehicles: None

Approximate number and types of animals: None

Amount of space maintained between all units in parade: n/a

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

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

Chuck Plater April 19, 2023  
Applicants Signature and Date

Chuck Plater April 19, 2023  
Responsible Party's Signature and Date

☒ PD ☒ FD ☒ DPW ☒ City Hall

Chief Douglas Baaki

5/23/23  
Date





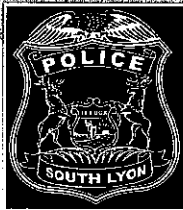
## South Lyon Police Department

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

### Parade/Event Insurance Requirements

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

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



## South Lyon Police Department

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

### Hold Harmless

To the fullest extent permitted by law the South Lyon Live

(Name of applicant/organization)

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

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

Signature

May 2, 2023

Date



# Shinberg-LTB Agency

ACRISURE<sup>®</sup> AGENCY PARTNER

March 17, 2023

Chuck Plater  
South Lyon Live  
59450 10 Mile Rd  
South Lyon, MI 48178

**RE: Special Event Liability and Liquor Liability Coverage  
Policy Period 09/29/2023 to 10/02/223**

Dear Mr. Plater,

This letter is to confirm our intention to provide insurance coverage for South Lyon Live for the Beer Tent being hosted at Pumpkinfest of the South Lyon Area. Due to underwriting reasons, we are not able to provide a bindable quote or issue a subsequent policy until approximately 60 days prior to the event.

Our office has submitted the application for the event to West Bend Mutual Insurance Company. The insurance carrier has noted that they can offer the following initial premium indications:

- **Special Event General Liability coverage** with limits of \$1,000,000 per Occurrence / \$2,000,000 Aggregate for a premium of \$250.00.
- **Special Event Liquor Liability coverage** with limits of \$1,000,000 Each Common Cause / \$1,000,000 Aggregate for a premium of \$634.00.

60 days prior to the event, we can resubmit your application for a bindable quote. Thank you for choosing Shinberg-LTB Agency for your Special Event coverage. We appreciate the opportunity to provide the policy and look forward to working with you!

Sincerely,

**Kim Smith**  
Commercial Risk Management, Licensed Agent  
(517) 913-2924  
[ksmith@sltbagency.com](mailto:ksmith@sltbagency.com)



## SOUTH LYON FIRE DEPARTMENT

217 Whipple Street, South Lyon, MI 48178

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

www.southlyonfire.com

April 24, 2023

Douglas Baaki  
Chief of Police  
219 Whipple Street  
South Lyon, MI 48178

RE: South Lyon Live  
Pumpkinfest  
South Lyon, MI 48178

The South Lyon Fire Department is conducting an event review for the South Lyon Live at Pumpkinfest. The proposed plan is requesting the use of the Wells Street parking lot. A 70' x 30' tent is proposed to be used for the sale of beer, a 70' x 40' tent to be used for hi-top table seating, and a 70' x 30' tent to be used for table seating. There will also be a stage for concerts. The dimensions of the parking lot are roughly 147' x 143'. The event is proposed to take place from 8 am on September 29 through 5 pm on October 1. The approximate number of persons expected to attend is estimated to be 2,500.

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

1. Fire access lanes 20 feet in width shall be maintained down Wells Street and Detroit Street
2. Designated fire lanes shall remain unobstructed to allow for passage of fire, medical, police apparatus and vehicles, as well as patrons.
3. The authority of the Fire Department shall ensure compliance of fire and life safety codes
4. All tents shall be constructed of flame-resistant materials. A certificate executed by an approved testing laboratory shall be submitted to the Fire Marshal upon request, certifying that the tent is composed of material meeting the flame propagation performance criteria as defined by NFPA 701. The tent shall have a permanently affixed label bearing the identification of size and fabric or material type
5. Electrical wiring shall be in conformance with Article 305 of NFPA 70 and the International Fire Code (IFC) 2015 edition, and in good working condition
6. Fire hydrants shall not be obstructed and be accessible at all times
7. Sidewalks adjacent to the street display areas shall not be obstructed so as to allow unobstructed pedestrian traffic flow



## **SOUTH LYON FIRE DEPARTMENT**

217 Whipple Street, South Lyon, MI 48178

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

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

8. Required exits shall be maintained to allow for the free passage of guests during the regular operating hours, and in the event of an emergency
9. Exit discharge points beyond the barricades shall be maintained to allow guests a safe passage to an area of refuge
10. No more than 1500 persons are allowed in the event area at one time. If the crowd safety managers, Police, or Fire authority determine that the event area becomes unsafe due to overcrowding, then the points of ingress into the event area shall be monitored to prevent patrons from entering until such time the overcrowding is reduced to a safe level
11. Hay, straw, shavings or similar combustible materials shall not be located within any tent. The areas within and adjacent to the tent shall be maintained clear of all combustible materials that could create a fire hazard within 20 feet of the tent.
12. Fire extinguishers having a minimum rating of 2A:10B:C shall be required throughout the event area. Contact the Fire Marshal for more information on the quantity and location of the required fire extinguishers
13. Relating to crowd safety managers:
  1. A minimum of 6 crowd safety managers shall be required
  2. The duties of crowd safety managers shall include, but not be limited to;
    - i. Conduct an inspection of the area of responsibility to identify and address any egress barriers
    - ii. Conduct an inspection of the area of responsibility to identify and mitigate any fire hazards, including the location and use of fire extinguishers
    - iii. Verify compliance with all permit conditions
    - iv. Direct and assist the event attendees in evacuation during an emergency
    - v. Assist emergency response personnel where requested
  3. Crowd safety managers shall receive approved training in crowd management techniques



## **SOUTH LYON FIRE DEPARTMENT**

217 Whipple Street, South Lyon, MI 48178

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

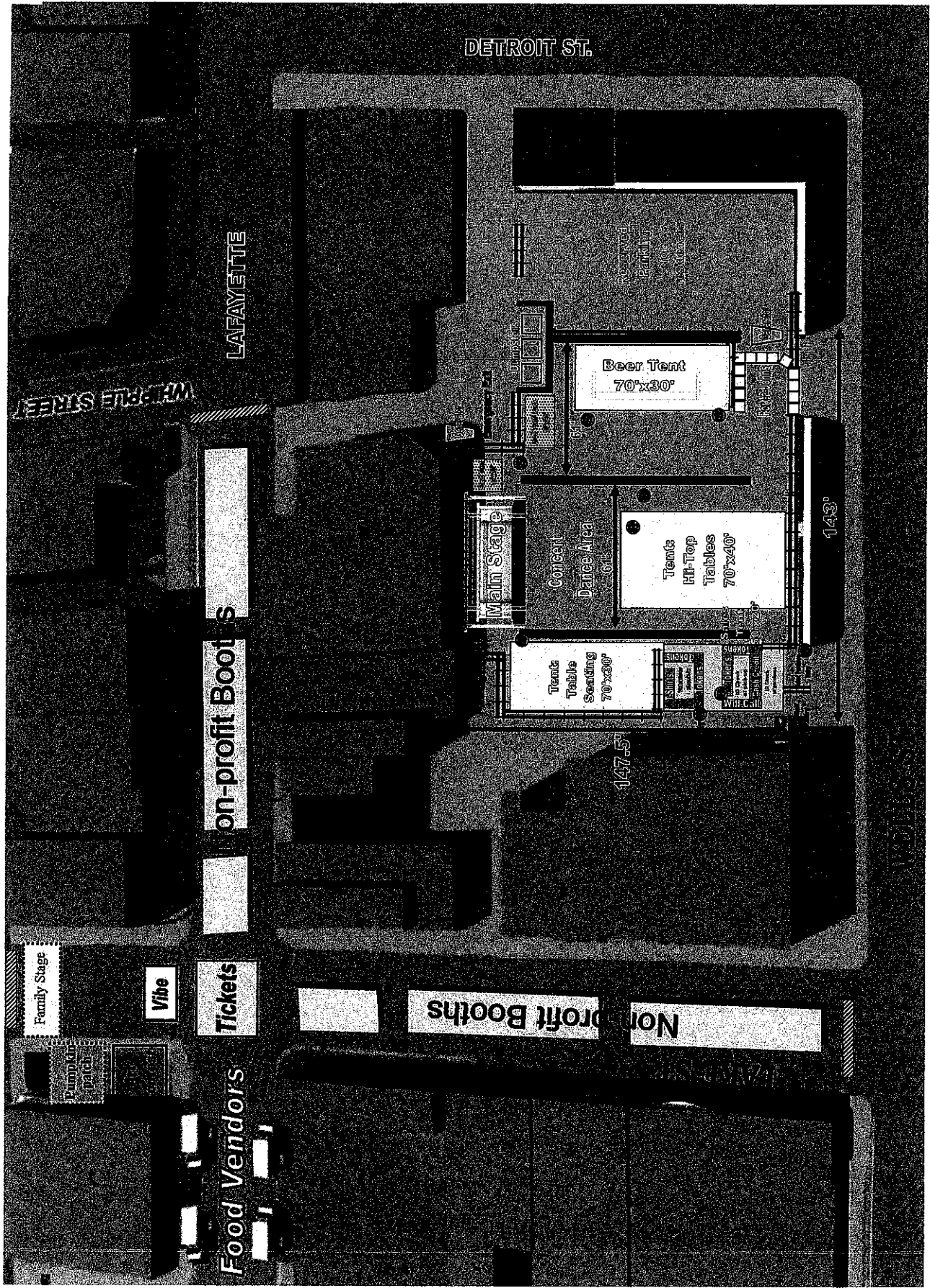
[www.southlyonfire.com](http://www.southlyonfire.com)

This report does not relieve the applicant from designing, installing and maintaining the event in accordance with the appropriate codes and standards. Code requirements not mentioned in this report are a requirement and must be completed in order to provide a safe environment that is in compliance with the International Fire Code (IFC) and National Fire Protection Association (NFPA). Any changes that will affect the design of the event must be adequately reviewed and approved prior to the start of the event.

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

Respectfully,

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



DETROIT ST.

LAFAYETTE

WILMINGTON

Non-profit Booths

Family Stage

Vibe

Tickets

Food Vendors

Pumpkin Patch

Non-profit Booths

Main Stage

Concert Dance Area

Beer Tent  
70'x30'

Tent  
Hi-Top  
Tables  
70'x40'

Tent  
Table  
Seating  
70'x30'

147.5'

143'

Reserved  
Parking  
for  
Non-Profit

# AGENDA NOTE

Consent Agenda: Item # 7

**MEETING DATE:** June 12, 2023

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

**AGENDA TOPIC:** 2023 Pumpkinfest Parade

**EXPLANATION OF TOPIC:** A request was received for a permit for the Pumpkinfest Parade and associated road closures planned for September 30, 2023 from 10:00 a.m. to 12:00 p.m.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** Parade application, map, Intent to Insure Document, Road Closure Approval form, staging maps and instructions

**POSSIBLE COURSES OF ACTION:** Approve/do not approve the requested road closure.

**SUGGESTED MOTION:** 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 permit to conduct the Pumpkinfest Parade on September 30, 2023 at 10:00 a.m. and the related street closures: soft closure at Nine Mile Road and a closure at the driveway from Centennial Middle School to Pontiac Trail to McHattie Street to McMunn Street. 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.



APPROVAL OF ROAD CLOSURES-

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 permit to conduct the Pumpkinfest Parade on September 30, 2023 at 10:00 a.m. and the related street closures: soft closure at Nine Mile Road, closure at the driveway at Centennial Middle School to Pontiac Trail to McHattie St to McMunn St.

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.

**VOTE:**

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 June 12, 2023 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



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

**Parade/Event Application**

+ Fun Run

Date(s) of Event: Sept 30, 2023

Applicant's Name: Kathy Swan

Ph#: 2-5336549

Applicant's Address: P.O. Box 696 SL MI 48178

Name of Event: South Lyon Area Pumpkinfest Parade/Fun Run

Business/Organization Name: S.L. Pumpkinfest

Business Address: Same

Business Phone Number: Same

President/CEO Responsible for Event: Kathy Swan

Ph#: 2-5336549

Event Start Date and Time: 9:30 SK 9:50 AM PM (Parade starts at 10:00am)

Event End Date and Time: 9:30 Run 12:00 AM PM

Approximate number of persons attending: 700 60 entries or less

Approximate number and types of vehicles: 40

Approximate number and types of animals: 20 (horses & dogs)

Amount of space maintained between all units in parade: 20ft

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

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

\* See Maps

Kathy Swan 3-20-23  
Applicant's Signature and Date

Kathy Swan 3-20-23  
Responsible Party's Signature and Date

☒ PD ☒ FD ☒ DPW ☒ City Hall

Chief Douglas Baaki  
Chief Douglas Baaki

5/23/23  
Date



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

### Hold Harmless

To the fullest extent permitted by law the South Lyon Pumpkinfest

(Name of applicant/organization)

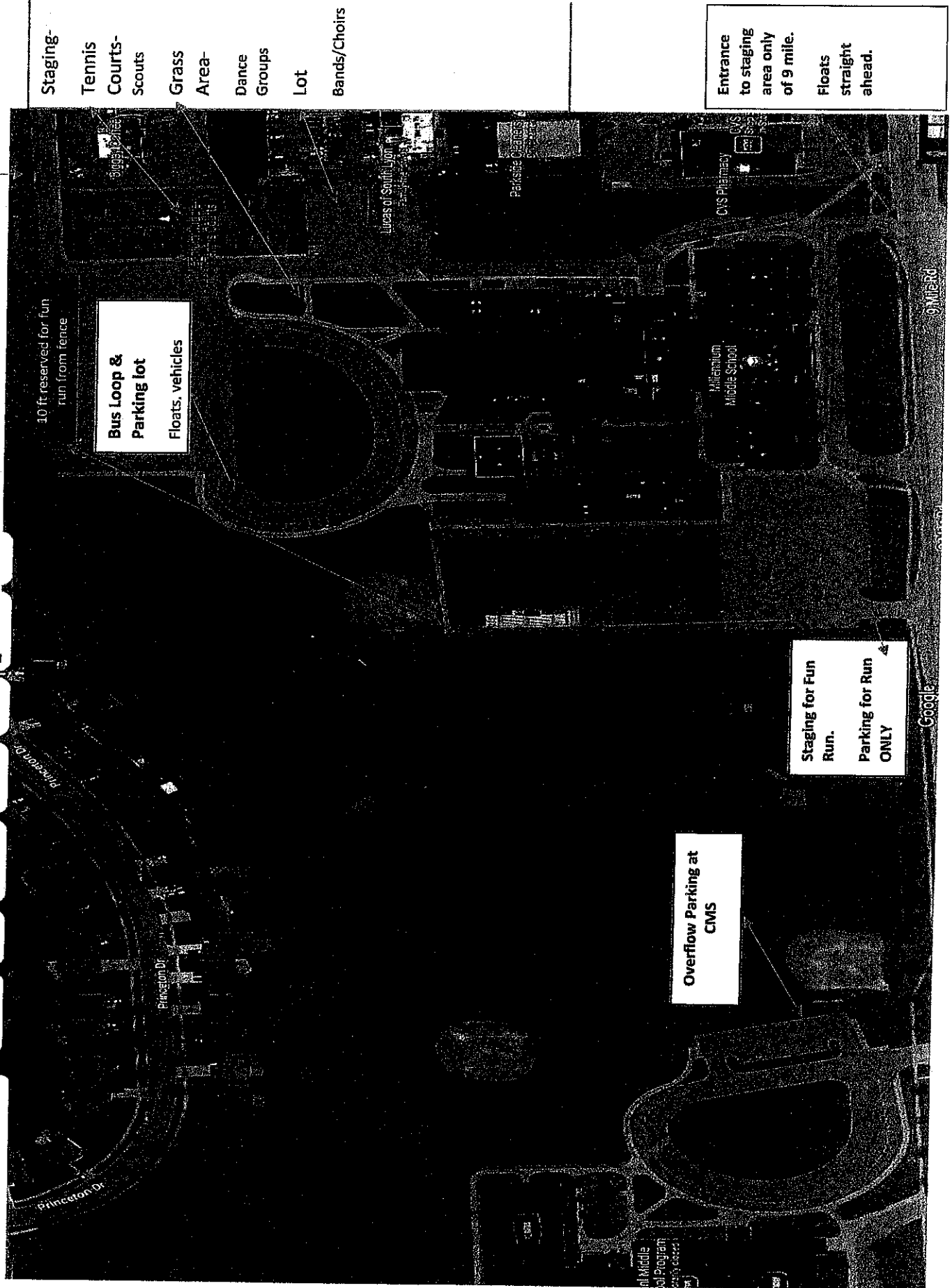
agrees to defend, pay on behalf of, indemnify, and hold harmless the City of South Lyon, its elected and appointed officials, employees, volunteers, and other working on behalf of the City of South Lyon against any and all claims, demands, suits, or loss, including all costs connected therewith, and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

Kathleen Sue  
Signature

3-20-23  
Date

**Lineup Biggby Alley. Entrance for alley blocked at PT. No Entry.**


**Split in half for Fun Run and Lead cars (Police, Flags, Grand Marshall)**




# 2023 Pumpkinfest

## Parade Route



 Parade route

 Pick up &  
Drop off routes

The Parade begins from the back exit of Millennium Middle School, just south of Princeton Dr. and Pontiac Trail.

It continues north on Pontiac Trail and ends at McHattie St.

Parade participants will turn onto McHattie, floats will exit at McMunn, they may go north or south on McMunn.

Bands will meet busses at the City offices.

Walkers can await pick up in the MST parking lot or choose to walk through McHattie park back to Dorothy St. for pickup at the Depot.

# AGENDA NOTE

Consent Agenda: Item # 8

**MEETING DATE:** June 12, 2023

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

**AGENDA TOPIC:** Pumpkinfest 5K Run

**EXPLANATION OF TOPIC:** The South Lyon High School Cross Country Team has requested authorization to conduct their annual Pumpkinfest Run at 9:50 a.m. on Saturday, September 30, 2023. The event will be held in conjunction with the Pumpkinfest Parade, and no additional road closures are required. The Police Department will provide support for the event, as well as for the Pumpkinfest Parade.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:**

Parade/Demonstration application, hold harmless agreement, run route and map, insurance document, Pumpkinfest 5K run entry form

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

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve the application for the Pumpkinfest 5K Run at 9:50 a.m. on Saturday, September 30, 2023.

APPROVAL OF ROAD CLOSURES-

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 permit to conduct the Pumpkinfest\_5K Run on September 30, 2023 at 9:50 a.m. and the related street closures: soft closure at Nine mile, closure at the driveway at Centennial Middle School to Pontiac Trail, to McHattie St, to Washington St.

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.

**VOTE:**

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 June 12, 2023 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 St  
South Lyon, MI 48178  
Ph: (248) 437-1773  
Fx: (248) 437-0459

### Parade/Event Application

Date(s) of Event: Saturday, Sept 30, 2023

Applicant's Name: Scott Smith Ph#: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ Jr., South Lyon, MI 48178

Name of Event: Pumpkin Fest 5K Run

Business/Organization Name: South Lyon High School Boys Cross Country

Business Address: 1000 N. Lafayette, South Lyon, MI 48178

Business Phone Number: \_\_\_\_\_

President/CEO Responsible for Event: Scott Smith Ph#: \_\_\_\_\_

Event Start Date and Time: 9:50 AM for the Run AM / PM Set up Starts 7:30 9-30-23

Event End Date and Time: Noon 9-30-23 AM / PM

Approximate number of persons attending: 250

Approximate number and types of vehicles: 2 Cars 2 Bikes

Approximate number and types of animals: None

Amount of space maintained between all units in parade: 30 minutes between first finisher and

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

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

See Attached Map

Scott Smith April 26, 2023  
Applicants Signature and Date

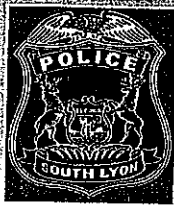
Scott Smith April 26, 2023  
Responsible Party's Signature and Date

☒ PD ☒ FD ☒ DPW ☒ City Hall

Chief Douglas Backi  
Chief Douglas Backi

5/23/2023  
Date





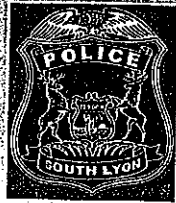
## South Lyon Police Department

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

### Parade/Event Insurance Requirements

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

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



## South Lyon Police Department

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

### Hold Harmless

To the fullest extent permitted by law the South Lyon Community Schools  
(Name of applicant/organization)

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

Chris Gray  
Signature

5-2-23  
Date

# South Lyon Community Schools

345 South Warren • South Lyon, Michigan • 48178



## HOLD HARMLESS

**Event Name: Pumpkinfest Run (09/30/2023)**

To Whom It May Concern:

To the fullest extent permitted by law, South Lyon Community Schools 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. Our organization will be held liable for the conduct of the event and each of its participants.

Sincerely,

4-27-23

Chris Gray  
Executive Director of Business and Finance

Date 04/26/2023

### *Mission Statement*

In support of our community, the mission of South Lyon Community Schools is to provide the highest quality educational process, so that all students can excel as individuals, and become productive and contributing members of society.

# CERTIFICATE OF INSURANCE

Producer

**SET SEG**  
1520 Earl Ave  
East Lansing, MI 48823

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

## COMPANIES AFFORDING COVERAGE

Insured

**South Lyon Community Schools**  
345 S Warren  
South Lyon, MI 48178-1358

**A** MASB-SEG Property/Casualty Pool, Inc.

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 TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMITS	
<b>A</b>	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> Comprehensive Form <input checked="" type="checkbox"/> Premises/Operations <input checked="" type="checkbox"/> Incidental Medical Malpractice Coverage <input checked="" type="checkbox"/> Products/Completed Operations <input checked="" type="checkbox"/> Contractual <input checked="" type="checkbox"/> Independent Contractors <input checked="" type="checkbox"/> Broad Form Property Damage <input checked="" type="checkbox"/> Personal Injury	PC 0000474	7/1/22	7/1/23	BI & PD COMBINED OCCURRENCE  BI & PD COMBINED AGGREGATE  PERSONAL INJURY OCCURRENCE  PERSONAL INJURY AGGREGATE	\$1,000,000  N/A  \$1,000,000  N/A

Description:

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 are hereby added as additional insureds but only as respects to the activities performed by or on behalf of the named Insured as it represents the District's Pumpkinfest 5K Run being held September 30, 2023

CERTIFICATE HOLDER

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

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

*Katie Lehman*

Katie Lehman  
PROPERTY/CASUALTY DEPARTMENT

Date April 27, 2023

9 mile Road

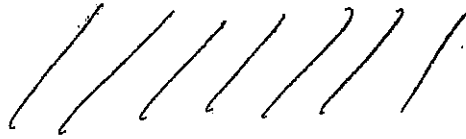
millennium

Race  
Parking

SK Race  
Starts and  
Finishes on  
the Track

Parade Staging

Bisby  
Coffee



TRACK  
Start and  
Finish  
of SK

Cones  
SK Exits and Re-enters

Fence Line

Sidewalk  
Connecting  
Princeton Drive  
and Driveway  
re-entering  
millennium

Princeton Drive

Princeton Drive

Bike Path

Bike Path

Pontiac Trail

Wendy's

McHattie  
Street

Bike Path

Washington  
Street

McMunn  
Street

Ten mile Road

# Lead the Parade!



## Saturday, September 30, 2023

- THE PUMPKINFEST 5K RUN will lead the Pumpkinfest Parade down Pontiac Trail along a route heavily lined with parade spectators to cheer you on.  
55,000 people visit South Lyon for Pumpkinfest!
- FREE high quality shirt celebrating the running of the 20223 Pumpkinfest Run will be given to all athletes who register before Sept. 20. Others will receive shirtw if supplies remain.
- REFRESHMENTS & AWARDS  
Free cider & donuts, or pie plus fruit, drinks & bagels provided to all runners after each of the races.  
Male and Female Age-Grouped Awards, 3 per division  
Plus youth 5K medals
- PROCEEDS from the Pumpkinfest Run support  
South Lyon High School Boys Cross Country

## 2023 Pumpkinfest Run

### 5K Run Saturday, Sept 20 2023

5K Run (3.1 Miles) Millennium	Registration begins at 8 AM	Race begins at 9:50 AM	Pre-Registration by Sept. 20, 2023 \$25	After Sept. 20 And Race Day \$30

Awards will be given to the Overall Male & Female and the Masters Male & Female.  
Awards will also be three deep for each of the individual age brackets

9 & Under 10-12 13-15 16-19 20-24 25-29 30-34 35-39 40-44 45-49 50-54 55-59  
60-64 65-69 70-74 75-79 80-84 85+

\*The Pumpkinfest Run 5K starts and finishes at Millennium Middle School, South Lyon, MI 48178

\*Please park in the 9 MILE ROAD Parking LOT near the track. Please, No dogs.

\* Arrive early. The South Lyon Police will be closing Pontiac Trail before 9:30 to prepare for the parade. Traffic will be heavy.

## Pumpkinfest 5K Run Saturday, Sept. 30, 2023

Name: \_\_\_\_\_ (please print neatly) ☐ Male ☐ Female

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Age on Race Day: \_\_\_\_\_

Birthday including year \_\_\_\_/\_\_\_\_/\_\_\_\_ Phone: \_\_\_\_\_ Emergency Contact Phone: \_\_\_\_\_

Unisex T-Shirt: ☐ Youth Small ☐ Youth Medium ☐ Adult Small ☐ Adult Medium ☐ Adult Large ☐ X-Large ☐ XXL ☐ XXXL

In consideration of the foregoing, I, for myself, my heirs, my executors and administrators, waive and release any and all rights and claims for damages I have against South Lyon Community Schools, the City of South Lyon, and any and all sponsors and their representatives and successors, as a result of my participation in the 2023 Pumpkinfest 5K Run. I attest and verify that I am physically fit and have sufficiently trained for the completion of the event and my medical condition has been verified by a licensed medical doctor. Any picture and times can be used for reporting and promoting. I understand that vehicles will be on the road during this run.

Signature \_\_\_\_\_

Parent signature (if under 18) \_\_\_\_\_

Date \_\_\_\_\_

Mail your entry form and check payable to **South Lyon Cross Country Boosters** to 9734 Silverside, South Lyon, MI 48178  
This event is hosted by the SLXC Boys Boosters. It is not a SLCS sponsored activity.

# AGENDA NOTE

New Business # 1

**MEETING DATE:** June 12, 2023

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

**AGENDA TOPIC:** Award of bid Construction of Andover Park Bridge

**EXPLANATION OF TOPIC:** As part of our efforts to make further improvements to our infrastructure, we are removing and reconstructing a new bridge in Andover Park. We received 5 bids ranging from \$174,800 to \$355,950. We are recommending to award the bid to construct the bridge to Miller LS Bridge Construction LLC of Portland Michigan in the amount \$174,800. We are using ARPA funds to pay for the construction of this bridge out of the 2023-2024 Budget.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** Letter from our engineers at HRC outlining the recommendations for award of bid to Miller LS Bridge Construction, and bid tab information.

**POSSIBLE COURSES OF ACTION:** Approve or not approve the award of bid for the Andover Park Bridge removal and construction to Miller LS Bridge Construction LLC of Portland Michigan in the amount of \$174,800. Acct # 101-751-978

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve the award of the bid for the Andover Park Bridge removal and construction to Miller LS Bridge Construction LLC of Portland Michigan in the amount of \$174,800. Acct # 101-751-978

May 30, 2023

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

Attn: Mr. Paul Zelenak, City Manager

Re: Contract Award Recommendation  
Oak Creek Pedestrian Bridge Replacement

HRC Job No. 20220632

Dear Mr. Zelenak:

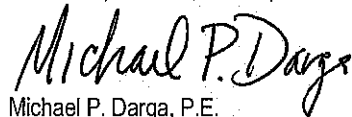
On May 25, 2023, the City received bids for the Oak Creek Pedestrian Bridge Replacement Project to replace the pedestrian bridge between the Oak Creek Subdivision and the Cemetery. A total of five (5) contractors submitted bids which ranged from a low of \$174,800 to a high of \$355,950. The low bid was submitted by Miller LS Bridge Construction, LLC. of Portland, Michigan. Attached is one (1) copy of the bid tab for your records.

Miller LS Bridge Construction, LLC is MDOT prequalified for bridge construction and has worked on similar projects in the past completing the projects in accordance with the contract documents. Therefore, based on this information we would recommend that the City award the contract for the Oak Creek Pedestrian Bridge Replacement project to Miller LS Bridge Construction, LLC in the amount of \$174,800.

If you have any questions or require any additional information, please contact the undersigned at 517-292-1485.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.

  
Michael P. Darga, P.E.

MPD  
Attachment

pc: City of South Lyon; J. Archey  
HRC; R. Alix, R. Nacey, K. Schoonveld, file

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

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

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

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

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

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

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

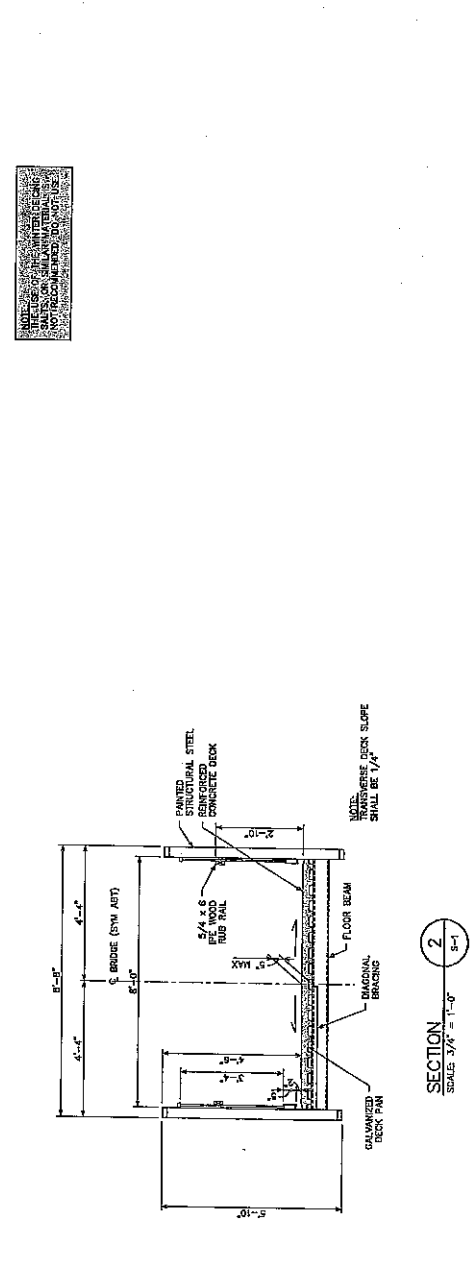


BID TABULATION  
CITY OF SOUTH LYON  
OAK CREEK PEDESTRIAN BRIDGE REPLACEMENT

Bids Due: May 25, 2023 at 10:00 a.m.  
HRC Job # 20220632

		Miller LS Bridge Const Portland, MI		VanGordon Land Solutions Milford, MI		Grand River Const Hudsonville, MI		Erie Const Woodhaven, MI		CA Hull Commerce, MI	
Item	Quantity	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
1. Mobilization, Max 10%	1 LS	\$17,000.00	\$17,000.00	\$15,000.00	\$15,000.00	\$20,300.00	\$20,300.00	\$26,000.00	\$26,000.00	\$35,000.00	\$35,000.00
2. Thinning, Selective, Type II, Modified	1,400 Sft	\$0.01	\$14.00	\$3.57	\$4,998.00	\$1.70	\$2,380.00	\$1.80	\$2,520.00	\$5.00	\$7,000.00
3. Removal of Existing Ped Bridge	1 LS	\$8,046.00	\$8,046.00	\$10,000.00	\$10,000.00	\$95,900.00	\$95,900.00	\$23,000.00	\$23,000.00	\$133,000.00	\$133,000.00
4. Abutment Repairs	2 Ea	\$4,800.00	\$9,600.00	\$5,000.00	\$10,000.00	\$6,000.00	\$12,000.00	\$5,900.00	\$11,800.00	\$10,000.00	\$20,000.00
5. Prefab Ped Bridge, Furn	1 LS	\$89,700.00	\$89,700.00	\$160,000.00	\$160,000.00	\$94,700.00	\$94,700.00	\$137,000.00	\$137,000.00	\$80,000.00	\$80,000.00
6. Prefab Ped Bridge, Erected	1 LS	\$17,450.00	\$17,450.00	\$12,000.00	\$12,000.00	\$2,800.00	\$2,800.00	\$20,000.00	\$20,000.00	\$16,650.00	\$16,650.00
7. Prefab Ped Bridge, Conc Deck	1 LS	\$19,260.00	\$19,260.00	\$12,000.00	\$12,000.00	\$8,900.00	\$8,900.00	\$26,000.00	\$26,000.00	\$49,000.00	\$49,000.00
8. Approach Pavt Partial Replacement	100 Sft	\$65.00	\$6,500.00	\$50.00	\$5,000.00	\$53.00	\$5,300.00	\$68.00	\$6,800.00	\$53.00	\$5,300.00
9. Elec Grounding System	2 Ea	\$1,500.00	\$3,000.00	\$1,000.00	\$2,000.00	\$1,500.00	\$3,000.00	\$4,500.00	\$9,000.00	\$2,500.00	\$5,000.00
10. Lawn Restoration and Project Closeout	1 LS	\$4,230.00	\$4,230.00	\$5,000.00	\$5,000.00	\$4,700.00	\$4,700.00	\$10,000.00	\$10,000.00	\$5,000.00	\$5,000.00
			\$174,800.00		\$235,998.00 *		\$249,980.00		\$272,260.00		\$355,950.00

ENGINEER: Michael Darga  
Hubbell, Roth & Clark, Inc.  
105 W Grand River Ave  
Howell, MI 48843  
\*Corrected by the Engineer



## GENERAL PLAN OF STRUCTURE

# **AGENDA NOTE**

## **New Business Item #2**

**MEETING DATE:** June 12, 2023

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

**AGENDA TOPIC:** DDA Social District

**EXPLANATION OF TOPIC:** On July 1, 2020, Governor Whitmer signed House Bill 5781 (MCL 436.1551) creating the *Social District Permit*, which allows a local government to designate a Social District within their jurisdiction. Businesses that are granted a Social District Permit may sell alcoholic liquor (beer, wine, mixed spirits, or mixed drinks) on their licensed premises to customers who may then consume the alcoholic liquor within the commons area of the Social District. Local governments may designate a Social District that contains a *commons area*.

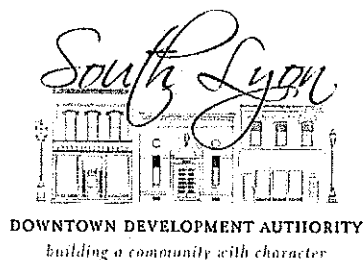
A designated Social District, the *Sidecar*, has been developed by the DDA for consideration in the form of an Ordinance of City Council. DDA staff has worked with downtown business owners to determine which will apply to the MLCC for a Social District Permit. The basis for the Social District's boundaries is based on these discussions and discussions held with the DDA Board of Directors. The Social District can be amended by City Council via resolution to expand or modify the district.

The DDA Board of Directors has unanimously voted to recommend the approval of the social district, common area, and hours.

### **MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:**

- 1.1 Management and Maintenance Plan
- 1.2 Social district plan
- 1.3 Map of the social district and common area
- 1.4 Instructions for businesses on how to obtain a social district permit
- 1.5 Social district qualified licensees
- 1.6 Ordinance for the social district
- 1.7 Social district information for local government from MLCC
- 1.8 Signage Examples
- 1.9 Commons area visualization

**POSSIBLE COURSES OF ACTION:** None. This is being brought before City Council for discussion purposes and will be coming back at the next meeting for approval.



**South Lyon**  
**MICHIGAN**

**CITY OF SOUTH LYON  
OAKLAND COUNTY  
STATE of MICHIGAN  
SOCIAL DISTRICT PLAN**

**Introduction**

The City of South Lyon, in coordination with the Downtown Development Authority, is applying for a Social District to take advantage of Michigan Public Act 124 of 2020 signed into law on July 1, 2020. This is enabling legislation that would allow for Michigan municipalities to establish Social Districts that would allow for a *commons area* where two or more contiguous licensed establishments (bars, distilleries, breweries, restaurants, and tasting rooms) could sell alcoholic beverages in designated containers to be taken into the commons area for consumption. The City of South Lyon has the Social District map and the policies, parameters, and management of this new community development tool. The City of South Lyon Social District Plan will be shared with potential license holders and sent on to the Michigan Liquor Control Commission for state approval.

**Management**

The City of South Lyon Social District, branded as *The Sidecar*, would be created and managed by the City through its City Manager and Downtown Development Authority Director. The district management and operations will be assisted by the South Lyon Police Department and the Department of Public Works.

**District Boundaries**

*The Sidecar* Social District map is included in this document (Exhibit A). It is contained entirely within the DDA district boundaries. Streets in the social district would remain open to traffic and for parking. The district and the common area include all downtown core businesses with liquor licenses. They are geographically eligible but must apply individually for a permit with the MLCC to participate.

**Potential Participating License Holders**

Businesses with liquor licenses in the social district are South Lyon Hotel, Twisted Cork Winery, Corner Social, Lake Street Tavern, Dua Vino, and Third Monk Brewing Company.

Participating license holders would be asked to sign a Social District agreement with the City, which must approve social district permits issued by the MLCC. This allows a license holder to sell alcoholic beverages in specially designated containers in its service area to be taken into the commons area for consumption.

**Operations**

The City of South Lyon Social District, *The Sidecar*, would operate annually, seven days a week, from 9:00 am to 10:00 pm. After 10:00 pm, Social District beverages cannot be sold in participating establishments nor possessed and consumed in the common area. After 10:00 pm, consumption of alcoholic beverages must be contained within the license holders' service areas.

It is the intent of the City of South Lyon to begin implementing *The Sidecar Social District* upon approval from the MLCC.

**District Designation and Marking**

The boundaries of *The Sidecar* Social District would be clearly designated and marked with signs and graphics on streets and sidewalks. The signs would be accompanied by intermittent trash receptacles for customers to dispose of used district cups as they exit the district.

**Social District Financing**

The City of South Lyon Social District, *The Sidecar*, will be funded by the Downtown Development Authority and local businesses.

**Social District Logo**

*The Sidecar* will be branded for marketing purposes and must have a special logo for use on the non-glass district beverage cups of no more than 16 ounces. The cups, purchased by the license holder, must also have a logo or name identifying the establishment. A *Sidecar* Social District cup may not be reused, must remain in the establishment where they were purchased or in the common area, and may not be taken into an establishment that did not sell the beverage. *The Sidecar* Social District stickered logo will be placed on each cup, and it will be the license holder's responsibility to place their own logo or name on the cup to comply.

**Security/Enforcement**

Security and enforcement in *The Sidecar* Social District will be provided by the City of South Lyon Police Department.

**Insurance**

The City of South Lyon will insure the management and operation of *The Sidecar* Social District through its municipal umbrella insurance policy. Participating license holders will be left to secure their own liability insurance.

**Sanitation**

The South Lyon DPW will provide sanitation within the district including trash removal, litter pick-up daily, with support from the DDA as required.

**Marketing and Promotion**

*The Sidecar* Social District does have a branded name for marketing purposes and a distinctive logo. Marketing will be done through traditional free media and paid advertising along with social media. *The Sidecar* social media will be distributed through DDA accounts.

# **SOUTH LYON SOCIAL DISTRICT AND COMMONS AREA(S)**

## *Management and Maintenance Plan*

### **OPERATION:**

1. The Social District and Commons Areas shall be open for operation Monday – Sunday from 9:00 am until 11:00 pm.
2. No tents or lighting shall be installed within the Social District or Commons Area(s) without City permission.
3. No amplified sound shall be used in the Social District or Commons Area(s) without City permission.
4. Umbrellas may be installed but shall not be mechanically fastened to street or sidewalk surfaces.
5. There shall be no smoking in the Commons Area(s).
6. Dogs are permitted in the Social District and Commons Area(s) (the City's leash laws still apply, as does the obligation to pick up after your dog).

### **ACCESS**

1. Pedestrian access shall be maintained to all buildings in the Social District and Commons Area(s) as required by the City of South Lyon.
2. Emergency access shall be maintained to all adjacent properties in the Social District and Commons Area(s) as required by the City of South Lyon.

### **ALCOHOL**

1. Alcoholic beverages are allowed in the Commons Area(s) only in accordance with a Social District Permit issued by the Michigan Liquor Control Commission (MLCC), any accompanying MLCC regulations, and City of South Lyon requirements.
2. Alcoholic beverages shall only be purchased at the licensed premises of a Social District Permit holder and must be consumed in the designated Commons Area(s).

### **SEATING, TABLES, AND RELATED FURNISHINGS**

1. The South Lyon Downtown Development Authority will maintain any seating, tables, and related furnishings that have

been purchased and deployed by the City or DDA within the Social District.

2. Seating, tables, and related furnishings that have been provided by individual Social District Permit Holders shall be the sole responsibility of the Social District Permit Holders and must comply with ADA accessibility requirements. Under certain circumstances, Social District Permit Holders may use public space for seating, tables, and related furnishings. Interested Social District Permit Holders must contact the South Lyon Downtown Development Authority for necessary reviews and municipal approvals.
3. Related furnishings are defined as planters, fencing, spatial delineators, or other elements that are deployed as part of a seating expansion within the Social District.

### **SIGNAGE**

1. The South Lyon Downtown Development Authority, in consultation with the City of South Lyon, will provide signage that designates the Commons Area(s) and Commons Area(s) boundaries.
2. Existing City of South Lyon sign ordinances are still applicable within Social District and Commons Area(s).

### **TRASH AND RECYCLING**

1. The South Lyon Downtown Development Authority will provide temporary trash cans and/or recycling cans within the Commons Area(s) and at Commons Area(s) boundaries and will maintain these trash cans and/or recycling bins and conduct trash removal operations at these locations for the duration of the Social District and Commons Area operation so long as it is economically feasible.
2. At locations where existing trash cans are already installed, the South Lyon Downtown Development Authority and the City of South Lyon will continue their maintenance and trash removal operations.

### **REVIEW**

1. The Management and Maintenance Plan shall be included in any future Social District reviews conducted by the City of South Lyon or other entities.
2. The South Lyon Downtown Development Authority shall be included in any review and consulted on any revisions to the Social District and Management and Maintenance Plan.

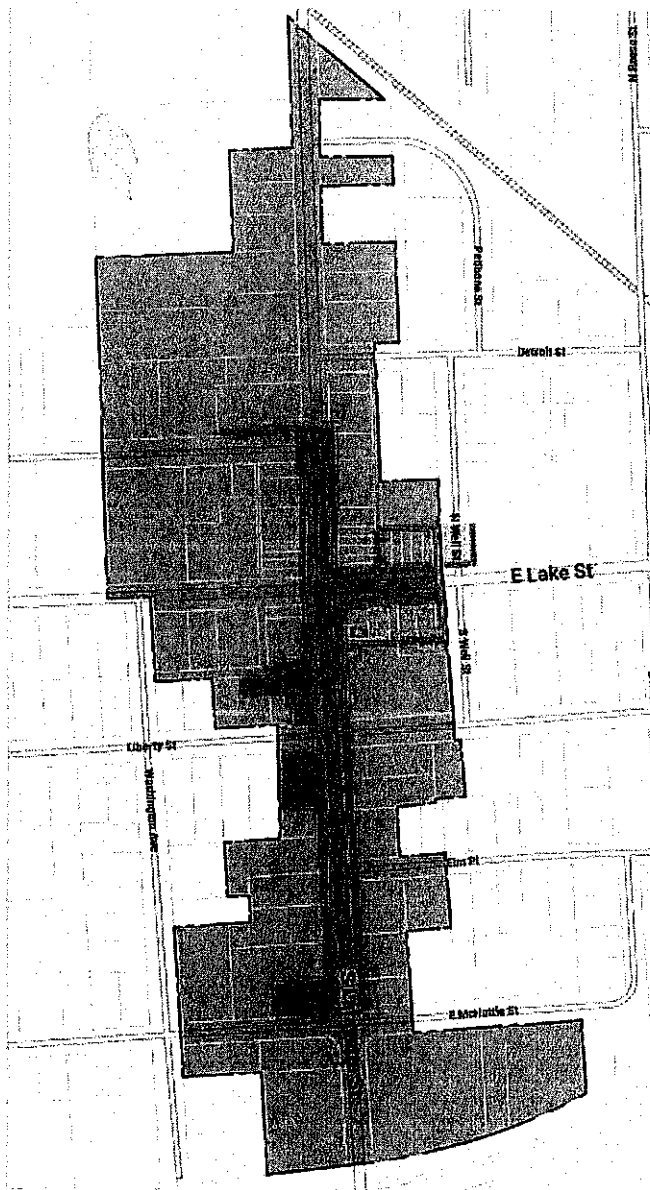
3. Alcoholic beverages consumed in the Commons Area are required to be in designated cups per the requirements of the MLCC and the City of South Lyon.
4. Social District Permit holders are responsible for the sale of alcohol on their licensed premises in accordance with their individual Social District Permits and all MLCC rules and regulations, including confirming the consumer's identification and age, and prohibiting the sale of alcohol to intoxicated parties.
5. During regular patrols, South Lyon Police Department will monitor the Commons Area(s) as assigned for compliance with MLCC and City of South Lyon rules and regulations.
6. South Lyon Downtown Development Authority staff and/or contractors will also monitor Commons Area(s) and report compliance issues to the proper authorities so long as it is economically feasible.
7. Additional commons areas may be considered at a future date by the City Council.

## City of South Lyon – Social District Qualified Licensees

These licensees are located with the City of South Lyon Social District.

The designated common area is shown on the map below.

Business ID	Account Name	DBA	Address
5655	SOUTH LYON HOTEL, INC.	SOUTH LYON HOTEL	201 N LAFAYETTE ST
216439	RPP GROUP LLC	LAKE STREET TAVERN	127 E LAKE ST
232111	THIRD MONK BREWING COMPANY, LLC		228 S LAFAYETTE ST
265281	THE CORNER CAFFE LLC		101 S LAFAYETTE ST
272112	DUA VINO LLC	DUA VINO	135 E LAKE ST
273366	VINE TO WINE LLC	TWISTED CORK WINERY	105 N LAFAYETTE ST



**Downtown South Lyon Social District**

**Key**

**Blue = Social District**

**Orange = Commons area (where you are able to drink)**





# CITY OF SOUTH LYON SOCIAL DISTRICT LICENSE APPLICATION



The following outlines the process for obtaining a City of South Lyon social district permit.

1. Submit a completed application with all requirements to the city for review.
2. You will be notified when the application has been accepted. The South Lyon Police Department will give approval to applicants to the social district.
3. Once the applicant has received SLPD approval, the application will be reviewed by City Council, and then you will be notified of their approval and provided with a Resolution document to include with your application to the Michigan Liquor Control Commission (MLCC).
4. Submit your application to the MLCC along with the resolution document. (Application is provided in this packet.)
5. The MLCC will notify you of their approval. It is a requirement to provide the City of South Lyon with a copy of this approval. **You do not have City of South Lyon approval at this point.**
6. The city will do a final review of your application after all of the above steps have been completed and are satisfied.
7. Upon final City of South Lyon approval, you will receive a Social District License and will be issued a Social District sticker to be placed on a public facing entrance in your establishment. This can be picked up at City Hall.
8. You may then begin selling social district beverages.

## Submittal Requirements

- Completed application
- Certificate of Insurance naming the City of South Lyon as Additional Insured
- \$50 fee, cash or check payable to the City of South Lyon
- Copy of your liquor license
- A depiction of your business' logo/marker/signifier to be used on your social district cups

## Please note the following:

- The allowed hours for Sidecar drinks are 9:00 am – 11:00 pm.
- Social District cups must be clear plastic, maximum of 16 ounces, and have both the logo provided with your application and the Sidecar logo on them. An electronic copy of the Sidecar logo will be emailed to you.
- Your establishment must post a copy of the social district map and rules.
- Approval of a social district permit issued by the City of South Lyon is within the City's discretion notwithstanding any approval of the MLCC.
- The City may revoke the Applicant's social district license within its discretion at any time.
- Revocation by the Commission of the Applicant's social district license issued by the Commission constitutes automatic revocation of any social district license issued by the City to the Applicant without appeal as otherwise provided by the South Lyon City Code.

# CITY OF SOUTH LYON SOCIAL DISTRICT LICENSE APPLICATION



335 S. Warren St., South Lyon, MI 48178 - nmack@southlyonmi.org, (248) 437-1735

New Application Submittal - \$50

Annual Renewal - \$50

Name

Address

Business  
Name

Email

Phone

**Have you had a license or permit required by the City of South Lyon or any other state or municipal authority revoked, suspended, or denied in the last three years? If yes, please provide details:**

## HOLD HARMLESS ACKNOWLEDGMENT

To the fullest extent permitted by law, , agrees to defend, pay on behalf of, indemnify, and hold harmless the City of South Lyon, its elected and appointed officials, employees, volunteers, and others working on behalf of the City of South Lyon, against 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 or death and/or property damage, including loss of use thereof, which arises out of or in any way connected or associated with this application.

Printed Name

Date

Signature

City Use Only: PD ☐ Fire ☐ DPW ☐ DDA ☐

**CITY OF SOUTH LYON**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO AMEND THE CITY OF SOUTH LYON CODE OF  
ORDINANCES, CHAPTER 8, "ALCOHOLIC LIQUOR," TO ADD  
ARTICLE III, "SOCIAL DISTRICTS."**

**THE CITY OF SOUTH LYON ORDAINS:**

**PART I.** That Chapter 8, "Alcoholic Liquor" of the City of South Lyon Code of Ordinances is hereby amended to add Article III, "Social Districts," to read as follows in its entirety:

**Article III. Social Districts**

**Sec. 3-40. – Social Districts and Common Areas**

A. Pursuant to the authority granted by Public Act 124 of 2020 the City Council may designate by Resolution Social Districts and Commons Areas, which shall be clearly marked with appropriate signage within a Social District.

B. The creation of a Commons Area shall include the adoption of a management and maintenance plan, which may be amended as necessary, for the protection of the health and safety of the community and includes, but is not limited to, limitations on the hours of operation for a Commons Area.

C. Except as provided by State law, the holder of a Social District Permit issued by the Michigan Liquor Control Commission may sell alcoholic liquor for consumption within the confines of a Commons Area if both of the following requirements are met:

1. The holder of the Social District Permit only sells and serves alcoholic liquor on the holder's licensed premises;

2. The holder of the Social District Permit only serves alcoholic liquor to be consumed in the Commons Area in a container to which all of the following apply:

a. the container prominently displays the Social District Permittee's trade name or logo or some other mark that is unique to the social district permittee's on-premises license;

b. the container prominently displays a logo or some other mark that is unique to the Commons Area;

c. the container is not glass; and

d. the container has a liquid capacity that does not exceed 16 ounces.

D. A purchaser may remove a container of alcoholic liquor sold by a holder of a Social District Permit from the Social District Permittee's licensed premises to the Commons Area if all of the following conditions are met:

1. The purchaser does not remove the container from the commons area;
2. The purchaser does not possess the container in a motor vehicle; and
3. While possessing the container, the purchaser does not enter the licensed premises of a social district permittee other than the Social District Permittee from which the purchaser purchased the container.

E. The consumption of alcoholic liquor from a container in a Commons Area as allowed under this section may only occur during the hours established by the Management and Maintenance Plan for the Commons Area.

F. This section is to be strictly construed as a limited exception to, and not in conflict with, Sections 58-85 and 62-70 of the City of South Lyon Code of Ordinances which generally prohibit the public consumption and possession of open containers of liquor and alcoholic beverages. For purposes of Section 102-32(1)(d) of the Zoning Ordinance, the Social District shall constitute the barriers required by the ordinance for the holder of a Social District Permit.

G. A purchaser of alcoholic liquor violating the restrictions set forth in this section is guilty of misdemeanor punishable by a fine of up to \$500 and associated court costs.

H. As used in this section:

1. "Commons Area" means an area within a Social District clearly designated and clearly marked in accordance with a resolution adopted by the City Council and which is shared by and contiguous to the premises of at least 2 Qualified Licensees the district shall constitute the "defined area" while this Ordinance is in effect and the business is in compliance.

2. "Qualified Licensee" means a retailer that holds a license, other than a special license, to sell alcoholic liquor for consumption on the licensed premises; and a manufacturer with either: a) an on-premises tasting room permit, b) an off-premises tasting room license, or c) a joint off-premises tasting room license.

I. The City Council reserves the ability to revoke the Social District designation if it determines that the activities within or existence of the Commons Area threaten the health, safety, or welfare of the public or have become a public nuisance. Before revoking the designation, the City Council will hold at least one (1) public hearing, the time and place thereof which shall be noticed as required by the Open Meetings Act, MCL15.261 *et seq.*, on the proposed revocation.

J. The City Clerk is authorized and directed to file this Ordinance and any resolutions setting forth the designation of the Social District and Commons Areas along with the management and maintenance plans adopted pursuant to the Ordinance with the Michigan Liquor Control Commission.

## **Part II**      **Severability**

Should any section, subsection, paragraph, sentence, clause, or word of this ordinance be held invalid for any reason, such decisions shall not affect the validity of the remaining portions of the ordinance.

**Part III**      **Savings**

This amendatory ordinance shall not affect violations of the zoning ordinance or any other ordinance existing prior to the effective date of this ordinance and such violation shall be governed and shall continue to be separately punishable to the full extent of the law under the provisions of such ordinance at the time the violation was committed.

**Part IV**      **Effective Date: Publication.**

This Ordinance shall be effective 10 days after adoption by the City Council and after publication as provided by the Charter of the City of South Lyon.

Made, Passed and Adopted by the South Lyon City Council this \_\_\_\_ day of \_\_\_\_\_, 2022.

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

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

I, the undersigned, the qualified and acting City Clerk of the City of South Lyon, Oakland County, Michigan, do certify that the foregoing is a true and complete copy of the Ordinance adopted by the City Council of the City of South Lyon at a meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2022, the original of which is on file in my office.

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

Adopted:  
Published:  
Effective:



**Michigan Liquor Control Commission (MLCC)**  
Constitution Hall, 2<sup>nd</sup> Floor, 525 W. Allegan St, Lansing, MI 48933  
P.O. Box 30005, Lansing, MI 48909  
866-813-0011 – [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

### **Social District Permit Information For Local Governmental Units**

Pursuant to MCL 436.1551, the governing body of a local governmental unit may designate a Social District within its jurisdiction. Qualified licensees whose licensed premises are contiguous to the commons area within the Social District, and that have been approved for and issued a Social District Permit, may sell alcoholic liquor (beer, wine, mixed spirit drink, spirits, or mixed drinks) on their licensed premises to customers who may then consume the alcoholic liquor within the commons area of the Social District.

If a non-profit organization requests a Special License for a location within a Social District commons area, the governing body of the local unit of government shall delineate the portion of the commons area to be utilized exclusively by the Special Licensee and the portion of the commons area to be used exclusively by Social District permittees. The Special License applicant must submit documentation from the local governmental unit, including a clear diagram, with its application.

The term commons area is defined by MCL 436.1551(8)(a):

*"Commons area" means an area within a social district clearly designated and clearly marked by the governing body of the local governmental unit that is shared by and contiguous to the premises of at least 2 other qualified licensees. Commons area does not include the licensed premises of any qualified licensee.*

The term qualified licensee is defined by MCL 436.1551(8)(c):

*"Qualified licensee" means any of the following:*

- *A retailer that holds a license, other than a special license, to sell alcoholic liquor for consumption on the licensed premises. (This includes the following license types: Class C, Tavern, A-Hotel, B-Hotel, Club, G-1, G-2, Brewpub.)*
- *A manufacturer with an on-premises tasting room permit issued under section 536.*
- *A manufacturer that holds an off-premises tasting room license issued under section 536.*
- *A manufacturer that holds a joint off-premises tasting room license issued under section 536.*

A list of all licensees, sorted by county and local governmental unit, may be found on the MLCC website.

The governing body of a local governmental unit may designate a Social District pursuant to MCL 436.1551 under the following conditions:

- Designate a Social District that contains a commons area, as defined in MCL 436.1551(8)(a).
- Establish local management and maintenance plans, including hours of operation, for a commons area.
- Define and clearly mark with signs the designated commons area.
- A governing body of a local governmental unit shall not designate a Social District that would close a road unless the governing body receives prior approval from the road authority with jurisdiction over the road.
- The governing body shall maintain the commons area in a manner that protects the health and safety of the community.

- The governing body may revoke the designation if it determines that the commons area threatens the health, safety, or welfare of the public or has become a public nuisance. Before revoking the designation, the governing body must hold at least 1 public hearing on the proposed revocation. The governing body shall give notice as required under the open meetings act of the time and place of the public hearing before the public hearing.
- The governing body shall file the designation or revocation of the Social District with the MLCC.

Before applying to the MLCC for a Social District Permit, a qualified licensee must first obtain approval from the governing body of the local governmental unit. A fillable resolution for this approval is part of the Social District Permit Application (LCC-208).

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### **Filing the Designation of a Social District with the MLCC**

A local governmental unit must file the following items with the MLCC when designating a Social District:

- ☐ A copy of the resolution passed by the governing body designating the Social District and commons area.
- ☐ A copy of the management and maintenance plans, including the hours of operation, established by the local governmental unit for the Social District and commons area.
- ☐ A diagram or map that clearly shows the boundaries of the Social District and commons area. Please indicate the name, address, and location of the qualified licensees that are contiguous to the commons area on the diagram or map.

**Submit the items above to:**

**By Mail: Michigan Liquor Control Commission - P.O. Box 30005 - Lansing, MI 48933**  
**By Fax: (517) 763-0059**

**By Email: [mlccrecords@michigan.gov](mailto:mlccrecords@michigan.gov)**

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***Additional sections of the Liquor Control Code for a local governmental unit to consider when establishing a Social District or commons area within a Social District:***

**MCL 436.1915 - Possessing or consuming alcoholic liquor on public highway or in park, place of amusement, or publicly owned area; authority of local governmental unit or state department or agency to prohibit possession or consumption of alcoholic liquor; definitions.**

(1) Alcoholic liquor shall not be consumed on the public highways.

(2) Except as provided in subsections (3) and (4), alcoholic liquor may be possessed or consumed in public parks, public places of amusement, or a publicly owned area not licensed to sell for consumption on the premises.

(3) The governing body of a local governmental unit may prohibit by ordinance, order, or resolution the possession or consumption of alcoholic liquor in any public park, public place of amusement, or publicly owned area that is owned or administered, or both, by that local governmental unit. When land is leased from a department or agency of this state, an ordinance, order, or resolution adopted pursuant to this subsection shall be subject to the approval of the department or agency.

(4) A department or agency of this state that administers public lands may prohibit by rule, order, or resolution the possession or consumption of alcoholic liquor on the public land under its jurisdiction.

(5) As used in this section:

(a) "Local governmental unit" means a county, city, township, village, or charter authority.

(b) "Publicly owned area" means an area under the jurisdiction of a local governmental unit.

**MCL 436.1913(1), (2), & (5) - Prohibited conduct; unlicensed premises or place; unlawful consumption of alcoholic liquor; exceptions; construction of section; "consideration" defined.**

(1) A person shall not do either of the following:

(a) Maintain, operate, or lease, or otherwise furnish to any person, any premises or place that is not licensed under this act within which the other person may engage in the drinking of alcoholic liquor for consideration.

(b) Obtain by way of lease or rental agreement, and furnish or provide to any other person, any premises or place that is not licensed under this act within which any other person may engage in the drinking of alcoholic liquor for consideration.

(2) A person shall not consume alcoholic liquor in a commercial establishment selling food if the commercial establishment is not licensed under this act. A person owning, operating, or leasing a commercial establishment selling food which is not licensed under this act shall not allow the consumption of alcoholic liquor on its premises.

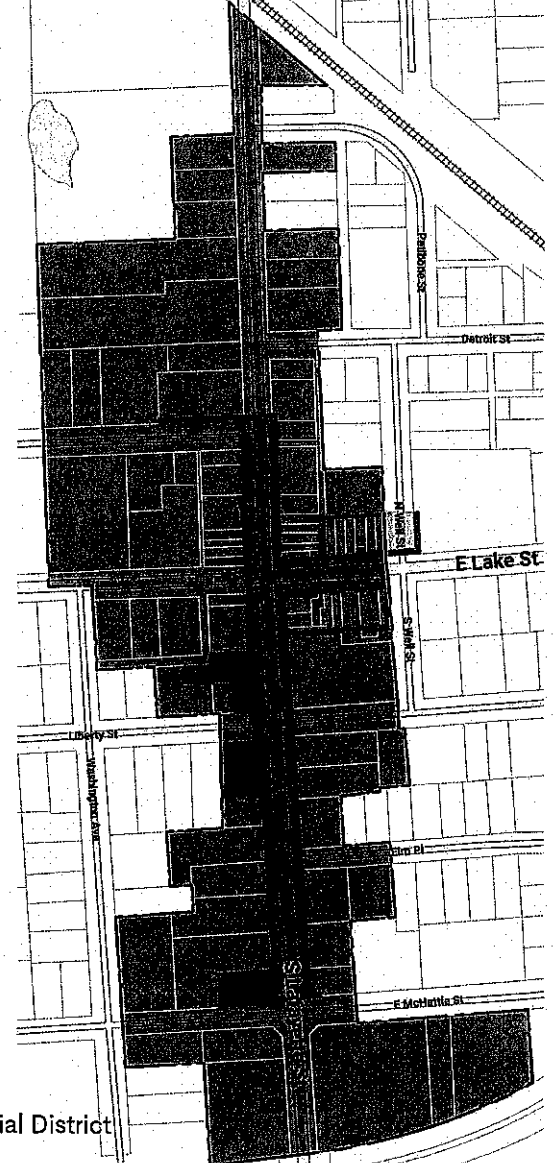
(5) As used in this section, "consideration" includes any fee, cover charge, ticket purchase, the storage of alcoholic liquor, the sale of food, ice, mixers, or other liquids used with alcoholic liquor drinks, or the purchasing of any service or item, or combination of service and item; or includes the furnishing of glassware or other containers for use in the consumption of alcoholic liquor in conjunction with the sale of food.



# DOWNTOWN SOUTH LYON SIDECAR SOCIAL DISTRICT



## MAP OF THE SIDECAR



## GROUND RULES

- Hours: 9 am - 11pm, Monday - Sunday
- Alcoholic beverages may **only** be responsibly consumed in the commons area (**orange** on the map) out of an approved Sidecar cup from participating businesses.
- Dispose of you cup properly. We understand you just had a drink, but there's no excuse to litter.
- Each cup is one-time use. That's a good reason to come back soon.

## PARTICIPATING BUSINESSES

This portion will list participating businesses once we have the social district in place and applications from eligible licensees!

CONTACT US FOR MORE INFO



**248-437-1735**



**NMACK@SOUTHLYONMI.ORG**

### Key

- Social District
- Commons area (Where you can drink)

# DOWNTOWN SOUTH LYON SIDECAR SOCIAL DISTRICT



NO  
ALCOHOL  
PAST THIS  
POINT

# DOWNTOWN SOUTH LYON SIDECAR SOCIAL DISTRICT



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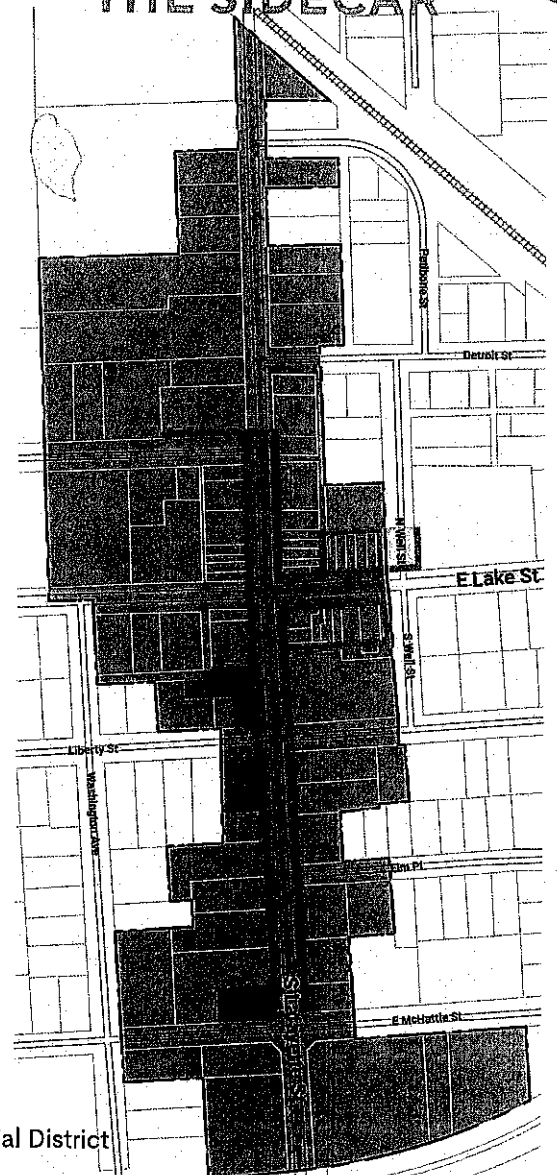
**248-437-1735**



**NMACK@SOUTHLIONMI.ORG**

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- Commons area (Where you can drink)





DOWNTOWN SOUTH LYON  
SIDECAR  
SOCIAL DISTRICT

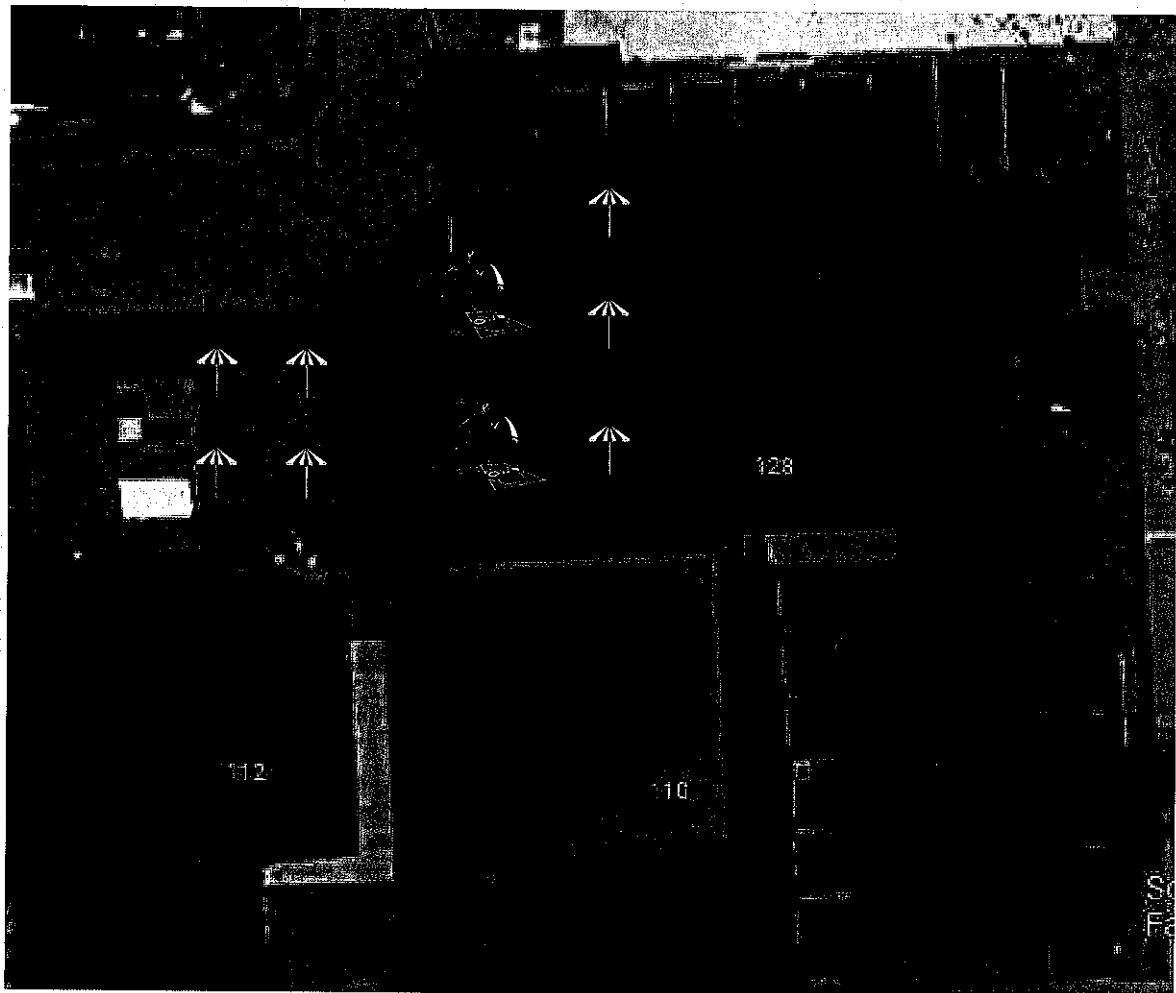


NO  
ALCOHOL  
PAST THIS  
POINT

# DOWNTOWN SOUTH LYON SIDECAR SOCIAL DISTRICT



## COMMONS AREA VISUALIZATION



# AGENDA NOTE

Agenda # 3

**MEETING DATE:** June 12, 2023

**PERSON PLACING ITEM ON AGENDA:** City Clerk/Treasurer

**AGENDA TOPIC:** Budget amendment for FY 2023-2024

**EXPLANATION OF TOPIC:** Based upon information we have received from the County, there is a change on the L-4029. With that change made, the City is able to collect a mill rate of 12.3500 for operating as opposed to the 11.5756 that was originally approved and calculated using Headlee rollback calculation. There is no change in expenditures. This has been discussed with Patrick McGow of Miller Canfield and due to the budget being approved in May, we are able to amend the millage rate as a budget amendment, as opposed to a budget resolution.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** Budget Amendment Spreadsheets for Fiscal Year 2023-2024. Millage & Assessed Valuation Comparison Worksheet.

**POSSIBLE COURSES OF ACTION:** Approve/do not approve budget amendment for the FY 2023-2024 budget.

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve the 2023-2024 millage rate budget amendment.

<b>MILLAGE &amp; ASSESSED</b>						
<b>VALUATION COMPARISON</b>						
	Audited	Amended	Adopted	Amended	Proposed	Proposed
	2021-2022	2022-2023	2023-2024	2023-2024	2024-2025	2025-2026
General Fund Operation	12.4938	12.3500	11.5756	12.3500	11.5756	11.5756
Debt Service - Sewer G.O.	3.0000	3.0000	3.0000	3.0000	1.1000	-
Debt Service - Roads G.O.	-	-	1.9946	1.9946	1.9946	1.9946
<b>TOTAL</b>	15.4938	15.3500	16.5702	17.3446	14.6702	13.5702
General Fund Operation	5,211,710	5,539,685	5,743,835	6,128,094	5,858,712	5,975,886
Debt Service - Sewer G.O.	1,251,431	1,345,673	1,488,606	1,488,606	556,739	-
Debt Service - Roads G.O.	-	-	989,724	989,724	1,009,519	1,029,709
<b>TOTAL</b>	6,463,142	6,885,358	8,222,165	8,606,424	7,424,969	7,005,595
<b>STATE EQUALIZED VALUES/TAXABLE VALUES*</b>						
	Audited	Amended	Adopted	Amended	Proposed	Proposed
	2021-2022	2022-2023	2023-2024	2023-2024	2024-2025	2025-2026
Residential	365,328,540	391,619,610	434,459,300	434,459,300	443,148,486	452,011,456
Commercial	36,145,260	39,430,260	44,535,220	44,535,220	45,425,924	46,334,443
Industrial	4,442,880	4,651,780	5,335,760	5,335,760	5,442,475	5,551,325
Personal	11,227,050	12,855,880	11,871,630	11,871,630	12,109,063	12,351,244
Development						
IFT						
CFT						
<b>TOTAL</b>	417,143,730	448,557,530	496,201,910	496,201,910	506,125,948	516,248,467
1 Mill of General Fund Operation Assigned to Capital Improvement						
Printed: 6/8/2023						

101 GENERAL FUND REVENUES							
Revenue	Description	Audited 2021-2022	Amended 2022-2023	Adopted 2023-2024	Amended 2023-2024	Proposed 2024-2025	Proposed 2025-2026
	<b>TAXES</b>						
402.000	Current Property Tax	4,797,768	5,526,585	5,732,735	6,116,994	6,239,555	6,364,569
432.000	Service fee in lieu of taxes	-	-	-	-	-	-
434.000	Mobile Home Park	1,107	1,100	1,100	1,100	1,100	1,100
445.000	Penalties and Interest	8,309	12,000	10,000	10,000	10,000	10,000
	<b>Total</b>	4,807,184	5,539,685	5,743,835	6,128,094	6,250,655	6,375,669
	<b>LICENSES &amp; PERMITS</b>						
476.000	Licenses & Business Permits	2,921	3,000	3,000	3,000	3,000	3,000
490.000	Building Permits	582,836	405,000	425,000	425,000	375,000	375,000
490.100	Plumbing and Mechanical Permits	50,855	35,000	40,000	40,000	40,000	40,000
490.200	Electrical Permits	62,064	38,000	40,000	40,000	40,000	40,000
	<b>Total</b>	698,676	481,000	508,000	508,000	458,000	458,000
	<b>INTERGOVERNMENTAL REVENUES</b>						
528.000	Other Federal Grants	-	-	765,800	765,800	459,954	16,500
573.000	State Shared Rev-Comm. Stabilization	245,073	100,000	100,000	100,000	100,000	100,000
574.000	State Shared Revenues	1,304,537	1,192,780	1,361,606	1,361,606	1,388,838	1,416,615
	<b>Total</b>	1,549,610	1,292,780	2,227,406	2,227,406	1,948,792	1,533,115
	<b>CHARGES FOR SERVICES</b>						
447.000	Property Tax Admin Fees	104,886	102,250	105,000	105,000	107,000	109,000
491.000	Board of Appeals	900	1,500	1,300	1,300	1,300	1,300
491.100	Rezoning Fees	855	-	-	-	-	-
634.000	Grave Openings & Foundations	36,485	35,000	35,000	35,000	35,000	35,000
635.000	W & S Administration	-	-	-	-	-	-
668.200	Property Rental-Cable	119,574	125,000	125,000	125,000	125,000	125,000
671.300	Lease-Antenna	53,206	40,000	40,000	40,000	40,000	40,000
671.500	Property Rentals	-	-	-	-	-	-
	<b>Total</b>	315,906	303,750	306,300	306,300	308,300	310,300
	<b>FINES &amp; FORFEITURES</b>						
655.301	Parking Violations	105	150	100	100	100	100
659.000	Local Court Fines	17,682	15,000	16,000	16,000	16,300	16,500
	<b>Total</b>	17,787	15,150	16,100	16,100	16,400	16,600
	<b>MISCELLANEOUS REVENUES</b>						
590.100	Oakland County Transit Revenue	-	-	92,000	92,000	93,840	96,186
592.200	Oakland Together CVT COVID Funding	-	-	-	-	-	-
665.000	Interest Income	4,346	201,200	50,000	50,000	51,250	52,275
665.200	Equalization & Contingency Interest	25	25	300	300	300	300
666.220	MMRMA Dividends	21,286	60,000	30,000	30,000	30,000	30,000
673.000	Sale of Fixed Assets	-	20,000	-	-	-	-
674.209	Contribution-Perpetual Care	49,500	48,110	50,626	50,626	48,516	47,690
674.400	Contribution-First Responders Monument	9,375	-	38,000	38,000	-	-
675.200	Contribution - Winter Events	-	-	-	-	-	-
675.751	Contribution - Parks & Rec	-	100,000	50,000	50,000	-	-
675.802	Donations to Cultural Arts Comm.	-	300	300	300	300	300
675.820	Contribution - Veterans Memorial Project	-	5,000	1,000	1,000	-	-
680.000	Miscellaneous	40,026	45,000	45,000	45,000	46,000	46,500
680.210	Wedding Proceeds	-	1,950	-	-	-	-
680.301	Police Miscellaneous	109,667	153,474	60,000	60,000	55,000	55,000
680.336	Fire Miscellaneous	412	4,500	4,500	4,500	4,500	4,500
680.703	Prior Year's Property Tax	1,990	5,000	2,500	2,500	2,550	2,600
682.000	Grant Money - Other	-	-	-	-	-	-
682.301	Grant Monies - Police Dept.	-	10,000	20,000	20,000	-	-
682.336	Grant Monies - Fire Dept.	175,093	10,000	20,000	20,000	-	-
682.802	Grant Monies - Cultural Arts	-	-	-	-	-	-
683.300	Payment of Sidewalk by Residential	9,935	10,000	25,000	25,000	15,000	15,000
687.230	SMART Credits	(11,134)	500	-	-	-	-
692.300	Proceeds from Debt	1,250,000	-	-	-	-	-



	<b>Total</b>	1,660,521	675,059	489,226	<b>489,226</b>	347,256	350,351
	<b>TOTAL FISCAL YEAR REVENUES</b>	9,049,684	8,307,424	9,290,867	<b>9,675,125</b>	9,329,404	9,044,035
	<b>BEGINNING FUND BALANCE</b>	5,347,920	7,252,683	7,321,356	<b>7,321,356</b>	7,433,709	7,915,129
	<b>COMBINED REVENUES &amp; FUND BALANCE</b>	14,397,605	15,560,107	16,612,223	<b>16,996,481</b>	16,763,113	16,959,164
	<b>TOTAL EXPENDITURES</b>	7,144,922	8,238,751	9,178,513	<b>9,178,513</b>	8,847,984	8,987,959
	<b>ENDING FUND BALANCE</b>	7,252,683	7,321,356	7,433,709	<b>7,817,968</b>	7,915,129	7,971,204
	Printed: 6/8/2023						

<b>248 DOWNTOWN DEVELOPMENT AUTHORITY</b>							
<b>OPERATING FUND</b>							
		Audited	Amended	Approved			
<b>Revenue</b>	<b>Description</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>Amended 2023-2024</b>	<b>Proposed 2024-2025</b>	<b>Proposed 2025-2026</b>
402.000	Current Property Taxes (Captured)	51,705	55,083	65,777	68,851	62,535	59,243
665.000	Interest Income	32	-	-	-	-	-
674.300	Contribution - Gift Certificates	-	500	-	-	-	-
675.100	Contribution - FM Sponsorship Fees	6,575	7,500	8,000	8,000	8,160	8,323
675.200	Contribution - Winter Events	3,079	6,000	8,000	8,000	8,160	8,323
675.300	Ladies Night Out Sponsorship Fees	5,000	4,000	6,000	6,000	6,120	6,242
675.410	Contribution - FM Vendor Fees	17,135	7,500	23,000	23,000	23,460	23,929
675.700	Contribution - Street Banner	370	-	-	-	-	-
675.900	Contribution - Murals	500	5,000	5,000	5,000	5,100	5,202
675.910	Contribution - Business Directory	-	500	500	500	510	520
680.000	Miscellaneous	-	-	-	-	-	-
682.000	Grant Money	-	-	-	-	-	-
680.200	Contribution - EV Charging Stations	-	2,200	2,200	2,200	2,244	2,289
699.101	Transfer In - General Fund	-	4,000	4,000	4,000	4,080	4,162
	<b>Total Revenues</b>	<b>84,396</b>	<b>92,283</b>	<b>122,477</b>	<b>125,551</b>	<b>120,369</b>	<b>118,234</b>
<b>Expenditure</b>	<b>Description</b>	<b>Audited 2021-2022</b>	<b>Amended 2022-2023</b>	<b>Adopted 2023-2024</b>	<b>Amended 2023-2024</b>	<b>Proposed 2024-2025</b>	<b>Proposed 2025-2026</b>
702.200	Wages/Salaries	6,656	12,500	12,500	12,500	12,500	12,500
715.000	Fringe Benefits	-	-	-	-	-	-
740.000	Operating Expense	1,311	2,500	2,500	2,500	2,550	2,601
740.200	Seasonal Improvements	8,939	8,250	19,250	19,250	19,635	20,028
801.000	Professional Services	263	6,500	7,000	7,000	7,140	7,283
880.000	Community Promotion	351	2,500	2,500	2,500	2,550	2,601
880.100	Community Prom. CBD Winter	-	2,000	4,000	4,000	4,080	4,162
880.200	Community Promo. Design	2,000	9,000	9,500	9,500	9,690	9,884
880.400	Community Events	14,200	14,500	15,500	15,500	15,810	16,126
880.500	Community Promo. Gift Certificate	-	500	-	-	-	-
880.600	Farmers Market Promotion	-	3,300	3,500	3,500	3,570	3,641
888.000	Grant Expenditures	-	-	-	-	-	-
900.000	Printing/Publishing	1,317	6,500	9,500	9,500	9,690	9,884
957.000	Education & Training	4,880	4,000	4,500	4,500	4,590	4,682
962.000	Miscellaneous Expense	1,155	1,000	1,000	1,000	1,020	1,040
972.000	Capital Improvements	2,785	18,700	23,500	23,500	23,970	24,449
995.101	Transfer to General Fund	-	-	-	-	-	-
	<b>Total Expenditures</b>	<b>43,858</b>	<b>91,750</b>	<b>114,750</b>	<b>114,750</b>	<b>116,795</b>	<b>118,881</b>
	<b>BEGINNING FUND BALANCE</b>	<b>61,658</b>	<b>102,195</b>	<b>102,728</b>	<b>102,728</b>	<b>110,456</b>	<b>114,030</b>
	<b>TOTAL FISCAL YEAR REVENUES</b>	<b>84,396</b>	<b>92,283</b>	<b>122,477</b>	<b>125,551</b>	<b>120,369</b>	<b>118,234</b>
	<b>TOTAL EXPENDITURES</b>	<b>43,858</b>	<b>91,750</b>	<b>114,750</b>	<b>114,750</b>	<b>116,795</b>	<b>118,881</b>
	<b>ENDING FUND BALANCE</b>	<b>102,195</b>	<b>102,728</b>	<b>110,456</b>	<b>113,530</b>	<b>114,030</b>	<b>113,383</b>
Printed:	6/8/2023						



STATE OF MICHIGAN

GRETCHEN WHITMER  
GOVERNOR

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
LANSING

ELIZABETH HERTEL  
DIRECTOR

May 15, 2023

City of South Lyon  
Mr. Paul Zelenak  
City Manager  
335 South Warren  
South Lyon, MI 48178

Dear Mr. Zelenak:

As the Michigan Department of Health and Human Services (MDHHS), Oral Health Program Director, I am pleased to present you with the American Dental Association (ADA), Association of State and Territorial Dental Directors (ASTDD), and Centers for Disease Control and Prevention (CDC) **2022 Community Water Fluoridation 50 Year Award**. This award is given jointly to recognize public water systems that have consistently adjusted the fluoride concentration in drinking water for the past 50 years, starting in 1972.

For 2022, a total of 106 public water systems in 26 states received these awards, including five communities in Michigan. Nationally, nearly three-quarters (74.4 percent) – or over 211 million people – served by community water systems have access to optimally fluoridated tap water.

ADA, ASTDD and CDC salute the dedication and perseverance of fluoridation pioneers and water system professionals. Because of your efforts and continued support from generations of dental professionals and other health care providers, health care and public health organizations, community leaders and untold others, the prevention of tooth decay through community water fluoridation is recognized by the as one of the 10 great achievements in public health of the 20<sup>th</sup> century. More than ever, we recognize the value of prevention, and thank you for the role you play in helping to prevent a disease that affects children and adults.

Water systems and their customers value the ability to demonstrate the attainment and consistency of quality service. Awards can be a good tool for promoting all the services you provide as well as water fluoridation, and we hope this award will provide you with an opportunity to highlight the excellent work being done by your system.

Congratulations on this achievement and thank you for providing safe, dependable drinking water for your community while also assuring an important preventive health benefit. If you have any questions about the award, please contact Sandy Sutton, the Michigan Community Water Fluoridation Coordinator, at [suttons2@michigan.gov](mailto:suttons2@michigan.gov).

Sincerely,

Christine Farrell, RDH, BSDH, MPA  
MDHHS Oral Health Program Director

**Association of State and Territorial Dental Directors  
Centers for Disease Control and Prevention  
American Dental Association**

**CERTIFICATE OF APPRECIATION**

**50 Year Award, 1972 – 2022**

***City of South Lyon***

*for contributions made on behalf of community water fluoridation*



**astdd**

Where oral health lives

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American Dental Association

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

**CDC**

CENTERS FOR DISEASE CONTROL  
AND PREVENTION