Regular City Council Meeting
September 23, 2019
Agenda

7:30 p.m. **Call to Order**
Pledge of Allegiance
Roll Call
Approval of City Council Minutes: September 9, 2019
Approval of Bills: None
Approval of Agenda
Consent Agenda
1. **DDA Board Appointment**
2. **South Lyon Educational Foundation Charitable Gaming License**

Public Comment

Discussion- Downtown

Fire Chief Report
Police Chief Report

I. New Business
1. **Air Handler Unit replacement for the entrance works at the Wastewater Treatment Plant**
2. **Purchase and installation of a new 1050-gallon double wall diesel storage tank that supplies fuel to the generator set at the Wastewater Treatment Plant**
3. **Purchase and installation of a new security fence for the water tower located at Mill Street**

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

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

City of South Lyon
Regular City Council Meeting
September 9, 2019

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

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

MINUTES- 8-26-19

Councilmember Kivell stated on page 5, the letter a should be removed before the word pricier.
Councilmember Kivell stated on page 6, there is a double negative so get rid of aren't.
Councilmember Kivell stated on page 7, the word is should be added to reflect the ordinance is in place.
City Attorney Hamameh stated the language should be changed for the closed session, to reflect Section 8 (a) instead of e and the MCL should be 15.268 not 125.268.

CM 9-1-19 MOTION TO APPROVE THE MINUTES
Motion by Kivell, supported by Kennedy
Motion to approve the minutes as amended
VOTE: MOTION CARRIED UNANIMOUSLY

BILLS

CM 9-2-19 MOTION TO APPROVE BILLS
Motion by Parisien, supported by Walton
Motion to approve bills as presented
VOTE: MOTION CARRIED UNANIMOUSLY

ATTORNEY BILLS

CM 9-3-19 MOTION TO APPROVE ATTORNEY BILLS
Motion by Parisien, supported by Kennedy
Motion to approve attorney bills as presented
VOTE: MOTION CARRIED UNANIMOUSLY

AGENDA

CM 9-4-19 MOTION TO APPROVE AGENDA
Motion by Walton, supported by Kurtzweil
Motion to approve agenda as presented
VOTE: MOTION CARRIED UNANIMOUSLY

DRAFT

PUBLIC COMMENT

Dayna Johnston of 543 McMunn stated she is here to announce she is running for City Council. She stated she is a longtime member of the community, a graduate of South Lyon Schools, as well as her siblings and children. She stated this is a great community and she wants to be more of a part of South Lyon. This Council has been standing for our Council for many years and she would like to work with everyone on Council. She stated Council doesn't make all the motions, they are backed up by the City Manager, Police, Fire and everyone that works in the office every day. She hopes to bring somethings she knows to enhance the City Council. She stated she has a background in Art, she is not a lawyer, a finance person, a lawyer but she is a volunteer. Ms. Johnston stated she was part of the first Pumpkinfest Committee, and she is still in charge of the Memorial Day Parade. She further stated she has started many things that are still going on in this community. She stated she believes in this community, the people and where South Lyon is going. She further stated she remembers when there was only one light in town, and we were the horse capital of Michigan. We have a lot of great people and she wants to be more a part of it. She then stated she is having a meet and greet on September 16th at the Corner Caffé.

Josie Kearns of 229 Lyon Blvd stated there are 4 new artworks that have been installed as part of the Art & Commerce in the pocket park between the new kitchen place and the barber shop. There will be 4 more to be installed later this week. There is a new part which include poets writing poems about different businesses such as the furniture store, jewelry store, hardware, bicycle and hopefully a baker poem. She stated we have been delayed due to the wonderful NASA photos which is almost over, and thank you to Amelia of the Salem South Lyon Library and the City Manager who helped with that. She then thanked KV Sports for the donation of $95.00 for the metal plaques that are on them identifying the Michigan Arts and Cultural Affairs that gave them the grants and the Cultural Arts Commission. Ms. Kearns thanked Ken Michalik who is a great graphics designer and right now is developing a brochure for the project and it will thank everyone involved. She stated he also designed the water tower design. She stated he is amazing. She then thanked Ron Brock and his team for making the frames and installing them. She then thanked Jeff Robinson from Third Monk Brewing for hosting the Moonwalk Poetry Reading. She then stated there will be a poetry walk in October and if you volunteer 4 hours with the Cultural Arts Commission, Joe Matuzak will do a presentation on how to set up an eBay account and sell on eBay.

Ryan Lare of 716 Grand Court stated today he viewed Steve Kennedy's literature on his run for City Council. He stated there are some discrepancies he would like to clear up. He stated the literature stated you designed the water tower, as Josie mentioned, Ken Mihalic designed the graphics and he thinks it is terrible that he would take responsibility for it. He then stated he is taking credit for snow plows and vehicles for the DPW, these are hard working people that are working behind the scenes and it is funny you are taking credit for these things that are going on yet, the Fire, DPW and Water. There are other people that have done the work and you are taking the credit for it. He then stated why don't you recognize all the city employees that helped get the truck, the plow, or the life saving device like Chief Vogel and Deputy Weir. He further stated if you want to be on Council, you have to tell the truth. The truth is important, honesty is important. If you want to be in public office, you should start now. Mr. Lare stated you have no consideration for other people. He stated he asked for a copy of the pamphlet and he was ignored and that was rude.

Carol Sadoko of Raleigh Court stated she spoke at a council meeting about a year ago about the city taking the responsibility for the green building in town and how horrible it looked. She is thrilled to see

that it is finally being fixed up and she wanted to thank Council for that. She stated she spoke with the only Councilmember that she knows about the small house next to the Cemetery and she is happy to see the eyesore has been taken down. She thanked Council for everything.

CONSENT AGENDA

1. Resignation of Keith Bradley from Planning Commission
2. Road Closures & Events for Cool Yule

CM 9-4-19 MOTION TO REMOVE ITEM AND ADD UNDER NEW BUSINESS

Motion by Richards, supported by Parisien

Motion to remove item #3 "South Lyon Eve" and add it as item #3 under New Business

VOTE: MOTION CARRIED UNANIMOUSLY

CM 9-5-19 MOTION TO APPROVE CONSENT AGENDA AS AMENDED

Motion by Kurtzweil, supported by Walton

Motion to approve consent agenda that contains item #1 and #2

VOTE: MOTION CARRIED UNANIMOUSLY

DISCUSSION- Downtown

Bob Donohue stated they are moving along with Cool Yule. He stated there will be more details at the next meeting. Mr. Donohue stated the distribution of the business survey has been completed and it is on schedule. Mr. Donohue stated he wanted to remind everyone of some downtown events, such as the Downtown Trick or Treating will be on October 24th and Ladies Night Out will be on November 15th. Mr. Donohue thanked the Cultural Arts Commission for their efforts to bring art downtown and throughout the community.

Councilmember Walton stated when the city purchased the property and McHattie and Pontiac Trail, she had spoken with a Councilmember regarding that becoming a gathering spot for our community. She stated we could put in a fire pit, places to sit as well as some art in the park. She further stated we encourage people to come to come to our city, but she would like to see a gathering spot as some other communities do. Mr. Donohue stated the DDA is going to be creating an economic development committee to look at available properties in the DDA. He further stated some of her ideas have been discussed for that property as well as Farmers Market or sale of the property. They are going to be looking at what could be the better use of the vacant parcels.

Councilmember Richards stated someone from the Veterans club asked him about the Veterans rock. Mr. Donohue stated a member of the American Legion approached him when he first began at the City. Harvey Wedell asked if we could have a better monument for the Veterans. He stated we looked at designs to expand the monument. We started with the American Legion, then the Veterans. We never had approval, but we had support and they asked us to take it through the process and we had approval at every step. He stated it then became a funding situation. We have been able to gain most of the $40,000 in in-kind services along with some cash donations. He stated the site plan has not changed, but the position of the flag poles has slightly changed. He further stated he was asked by the veterans to have a document stating the monument will face the road and the brick pavers would be in front of the marker as well. Mr. Donohue stated they stated if the monument was moved, they would want to sell the property. He stated we have verified the property the monument is currently sitting on is owned by the City. He further stated by moving it from one City property to another will create a better atmosphere so people don't have to stand in the street during ceremonies. He further stated Lyon Township is proposing a large

elaborate veterans memorial and the City should do the same. He further stated we have a wonderful plan and now we are close to moving forward.
Councilmember Parisien asked if there is a time frame to have the business surveys returned to City Hall. Mr. Donohue stated it is steered toward Survey Monkey, but they do have the option to mail it to the city as well. He further stated they are working with Survey Monkey to gather the information, then the work groups will look through it and put it into a format to be turned into Council. City Manager Zelenak stated the information should be given to Council in October.

NEW BUSINESS

1. Purchase of new F-350 w/ plow package for DPW

City Manager Zelenak stated the DPW has budgeted for a new Ford F-350 with western MVP3 plow package. This purchase is accounted for in the 2019 budget under line item #641-959-300, vehicle equipment replacement fund. This truck will be built in November and not available for use until early 2020. He stated we received 3 quotes and Varsity is the low bid with the amount of $40,238.80 Councilmember Kivell stated he is happy that Varsity was such a substantial amount lower than the competition. Councilmember Richards stated he is happy we are using Ford because they are the most rugged for the job.

CM 9-6-19 MOTION TO APPROVE PURCHASE OF FORD F-350 TRUCK

Motion by Kurtzweil, supported by Walton
Motion to approve the purchase of a new 2020 Ford F-350 (SD) with Western MVP3 Plow package from Varsity Ford in the amount of $40,238.80 from account number 641-959-300, vehicle equipment replacement fund.

VOTE: MOTION CARRIED UNANIMOUSLY

2. Sanitary Sewer Evaluation Study Phase I

City Manager Zelenak stated this is part of a multi-year plan to inspect our infrastructure and the City has gone out for bid for Sanitary Sewer Inspection. Phase I of the project is to inspect sewers in the NW quadrant of the City. A total of five bids were received, ranging from $34,350.50 to $69,762.00 The low bid was submitted by Pipetek Infrastructure Services LLC of Livonia. The funding from the project will come from the Water/Sewer Professional Services Account 592-557-801. Discussion was held on the timeline for the project. City Manager Zelenak stated the project should be completed in December, then the review to see what work needs to be done and the work will be done in next year's budget. He is hoping to get it all quadrants done in the next couple of years.

CM 9-7-19 MOTION TO APPROVE PHASE I OF THE SANITARY SEWER EVALUATION STUDY

Motion by Kivell, supported by Walton
Motion to approve the award of Phase I of the Sanitary Sewer Evaluation Study to Pipetek Infrastructure Services LLC of Livonia, MI in the amount of $34,350.50, water and sewer account number 592-557-801

VOTE: MOTION CARRIED UNANIMOUSLY

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3. "South Lyon Eve", New year's Eve Event

Councilmember Richards stated this is the first he has heard of it. He stated there are people living on McHattie Street and Washington. Have the residents been notified there will be live music and a big party on New Year's Eve. He further stated there will be complaints. He said people came to him and complained about the music from Blues and Brews. Mr. Donohue stated we had to have approval before the event is publicized, which is why he hasn't heard of it. Councilmember Richards asked if the security will be the same as Pumpkinfest. Mr. Donohue stated the event is similar to Pumpkinfest. The City Police Department will do the security and will be paid for it. The barricades will be put out by the DPW as is the case with Pumpkinfest. Councilmember Richards stated he is in favor of this event, but a New Year's Eve party caught him off guard. He stated you can't count on the weather. Jeff Heinanen stated there will be a tent and there will be heaters in the tents. Councilmember Richards asked if there is a plan for parking. Mr. Heinanen stated there is parking downtown and many people will probably plan on walking as they do for other city events. It is important to bring people to the downtown. Councilmember Walton stated she is excited about this event. She stated she would be happy to volunteer.
Councilmember Kurtzweil questioned the 40 ft pole for the ball drop. Mr. Heinanen stated it will actually be about 30 feet and it is a temporary. Councilmember Kurtzweil stated they may need a variance from the ZBA. Councilmember Parisien asked the City Attorney since this is a city event and money is coming through the non-profit to pay for the tree, will it be a problem. Attorney Hamameh stated if the city isn't using city funds to purchase anything for a private event, it isn't an unlawful expenditure. Mr. Donohue stated this is a DDA event so the DDA will be spending funds for promotions and marketing as we do for all DDA events. Councilmember Parisien stated she is happy about the event, she just wanted to ensure the city wasn't funding the tree or anything with the event. Councilmember Kivell stated he thinks this is a cool event. He further stated he wants the City Attorney to review all the paperwork to ensure everything is done right to make sure no city funds are going towards anything it shouldn't. He further stated this could be a long-standing real event so we need to nurture it to make sure it is successful. Mr. Donohue stated the same scrutiny of the process should be applied to Pumpkinfest to make sure they don't run into any issues as well. Councilmember Parisien stated we need to have a standard operating procedure so that everyone follows the same rules. Attorney Hamameh stated she is happy to work with the DDA Director to come up with a check list to ensure everything is being followed through.

<u>CM 9-8-19 MOTION TO APPROVE SOUTH LYON EVE EVENT</u>

Motion by Walton, supported by Richards
Motion to approve the December 31 and January 1 "South Lyon Eve" event and activities, including a ball drop at midnight to ring in the New Year, and the closure of W McHattie St from S Lafayette to S Washington St, from 5:00 p.m. on Tuesday, December 31 to 2:00 a.m., Wednesday January 1, for the inaugural "South Lyon Eve" New year's Eve event in downtown South Lyon, and a beer tent from 8:00 p.m. to 1:00 a.m. and live music from 9:00 p.m. to 1:00 a.m.

VOTE: <u>MOTION CARRIED UNANIMOUSLY</u>

<u>BUDGET</u>

Councilmember Kurtzweil stated there is an article she would like to be part of the minutes tonight. It is from the Detroit News and it is titled "Michigan Cities Must tackle pension debt". She stated the first sentence states "unfunded labilities, including pensions remains one of the biggest drags on Michigan

communities". She suggests that after the Election, we form a committee to explore options, and she would like to be a part of it. She stated we are a small city, and five million dollars is a lot of money. She then stated she will contact the Oakland County Treasurer to find out how they took care of their unfunded pension liability. She further stated she believes they bonded out. She then stated we currently have a bond for water and sewer so she doesn't know if that is a possibility or not. She further stated even though the economy is good now, doesn't mean it will be months from now and we need to be prepared.

MANAGER'S REPORT

City Manager Zelenak stated he included the mural ordinance language with his managers report dated August 30th. City Manager Zelenak stated we are trying to get the veterans groups together to hear all their concerns regarding the Veterans monument.

PUBLIC COMMENT- None

Chief Vogel stated he has been in contact with the dealer regarding the Jaws of Life and the set is being sent back to the manufacturer since it is a demo, they will look at it to ensure it is working properly so we an get the full warranty.
Chief Vogel stated he has been working on a study on the opioid crisis in our City. He thanked Briann, and Chief Sovik for their help on this. He stated the numbers are much more staggering than we thought. He further stated the reason this came about is because there was a call that affected his staff. He thought this is really taking a toll on our city, our staff and our budgets. He further stated each time Narcan is used, it costs $141.00 He stated he has done a lot of work on this, but he has a lot more to go.
Councilmember Kurtzweil stated she spent Labor Day weekend with some union workers and they were discussing the Jaws of Life. She then asked Chief Vogel if it is the electric battery or the hydraulic. Chief Vogel stated it is the electric battery, it is quicker, lighter and the staff is familiar with it. Councilmember Kurtzweil stated she understands the hydraulic jaws restricts the distance you can go, but the electric one doesn't. Chief Vogel stated this is better technology as well.
Councilmember Walton thanked him and Chief Sovik for their special attention to the opioid crisis. It is not only a problem in our City for many others as well. Her daughter lost a friend over the weekend and this is very near and dear to her heart. Chief Vogel stated that also affected his department. He stated it happened outside of the City, but he was a South Lyon High graduate and had been struggling and our hearts go out to his family. Chief Vogel stated he is having some issues getting the real numbers from Oakland County, but he believes there was a 10-12% increase but that spiked last year. Councilmember Kivell stated he is sure that Chief Sovik has a lot of innate information from family members that are going through this. Councilmember Richards thanked Chief Vogel for having a fire truck at Depot Day, the children loved it.

Chief Sovik stated Sgt. Wittrock is leaving law enforcement to pursue a business adventure with his father. He has an MBA and has been considering this for a couple of years. We will miss his leadership and his presence after 17 ½ years. Sgt. Hoydic will be stepping into the Sargent role and we will be looking to hire another officer. He further stated we will be losing someone at top pay, but the new officer will be hired in at a lower pay rate and with the defined contribution retirement plan.

COUNCIL COMMENTS

Councilmember Richards stated the Cemetery is looking much better. The 7 gentlemen that work there have been taking care of it all summer. He further stated the vandalism has been repaired as well. He stated the gardens were smaller this year, and it is getting to be harvest time. Councilmember Richards stated he has taken pictures of the work that has been done on the Artcraft building. He stated they are sandblasting the building to not damage the bricks. Councilmember Richards stated he likes the way the bills are arranged; it is easier for him to read. Councilmember Richards thanked Patricia for her innovation. Councilmember Richards stated this was the best Depot Day and there were probably 700 people there. The Kiwanis never ran out of food or pop. He further stated there was a vendor from Dexter that had a hit or miss gas powered engine. He stated he had an excerpt of a copy of an 1886 newspaper and there was historical account of a train wreck in South Lyon that he had never heard of. He stated his area is research and development.

Councilmember Walton thanked Cook Automotive for the 3-4 carts of food they brought into Active Faith. Councilmember Walton stated Oak Pointe Church dropped off several boxes of backpacks and school supplies. She then mentioned a little girl that held a garage sale and a lemonade stand and donated the proceeds to Active Faith. She stated with the holidays coming, we should think about adopting a family. It makes the holidays a lot less stressful for those families. Councilmember Walton stated Michigan is now a no kill stated for rescues. She further stated she wanted to mention Depot Day and what a great event that was. She stated Dayna Johnston was there dressed as a clown, and Lisa Dilg was there volunteering. She stated Dayna Johnston painted the butterfly mural at the café. She stated she wanted to thank the cultural arts commission for all the art that they have brought to our town. There are so many great things that are bringing people to our city. Councilmember Walton thanked the DPW for filling in the pot holes at the Dorothy and McMunn Street parking lot and for cutting down the dead tree and the large wasp nest. She further stated Coach Smith and the cross-country team had another successful Witches Hat Run. Councilmember Walton stated we have a vibrant community and as we are approaching September 11, she asks for everyone to think about how you can make a difference in other peoples lives. She further stated take a moment to make an extra donation at the grocery store. She wants to remind everyone that your friends and families would rather spend hours talking to you on the phone rather than a few minutes reading your obituary.

Councilmember Kurtzweil thanked Keith Bradley for his time on the planning commission. This is a tremendous loss to the planning commission. She wished Keith and his family luck. Councilmember Kurtzweil stated she ran into Kathy Swann and she was volunteering for another organization. She then reminded everyone of the pumpkin pie baking contest during Pumpkinfest. Councilmember Kurtzweil stated she is a strong advocate for fighting substance abuse, and she thanked our Governor for her working very hard on the new administrative order to ban vaping. It is important to know the juice is from China and they do not have an FDA as we do. Councilmember Kurtzweil stated it is a health crisis. Councilmember Kurtzweil stated there are 3 businesses that are looking for workers. Aubree's is hiring, and Tuffy Tire and Auto, and South Lyon Collision is hiring as well. She stated this weekend she spent some time with union workers and it is important to understand the trade individuals probably have a better mass skill then anyone sitting here tonight. She further stated they are a great group of guys. Councilmember Kurtzweil stated you can't automate a pipefitters job and you can't automate an electrician. Those jobs are secure.

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Councilmember Kurtzweil stated on September 30th there will be a seminar at the Novi Library from 10:00 to 11:30. It's being hosted by Jim Runestad. She further stated this is a great event for anyone that is an elder or cares for the elderly.
Councilmember Kurtzweil stated Dr. Ray will be at St. Joseph's church on Saturday, September 15th at 7:00 p.m. for a discussion regarding parenting.
Councilmember Kurtzweil stated September 11th is approaching and she hopes everyone can find time to think about all the people that lost their lives or family members that day. She stated she remembers where she was on that day. There will be a ceremony at the Michigan Fallen Hero's memorial in Pontiac at 6:00. She then stated be nice to someone, remember the events of September 11th and be grateful that didn't happen to you.

Councilmember Kennedy stated in the interest of accuracy let's talk about the erroneous comments made by the mayoral candidate. He states that he has taken full credit for various activities that have occurred. Nothing could be farther from the truth. Here are the statements contained on my campaign flyer

- Worked with the South Lyon Fire Department to obtain the Life Saving Lucas CPR device at no cost.
- Worked with the South Lyon DPW to replace equipment (Backhoe and Snow Removal Truck)
- Assisted the South Lyon Water Department with Water Tower Renovation and Graphic Design
- Worked with the South Lyon Fire Department to provide Free Smoke Detectors and Carbon Monoxide Alarms to Residents

Each listed item was a collaborative effort between this Council Member and the various departments. That is exactly how each statement reads. How novel that a Council Member reached out, worked with the city departments for the benefit of the city and its residents. With regard to the graphic design for the water tower absolutely Ken Michalik from the Cultural Arts did design the graphic that is on there. That was then provided to the City Council members for their review and input. Two members from the council said "it looks good;" four members from the council provided no feedback: and he provided additional feedback to Superintendent Mike Boven, and that was included in the graphic. There was discussion about the font size and exactly what it was going to look like. He stated he added the "Established 1873 (Est. 1873)" to the graphic because he thought it needed to be highlighted how old the city is and how long it's been here. Further, he worked with the Fire Chief, with the Police Chief, with the DPW Superintendent and the Water Department Chief Engineer in drafting each statement and obtaining their approval before including it in my flyer. In fact, the mayoral candidate took the information to Chief Vogel and he, Chief Vogel, verified that statement exactly and then that mayoral candidate proceeds to come here and provide false information tonight. The innuendo, baseless allegations and outright lies on the part of the mayoral candidate should perhaps cause the voters to think long and hard and decide if those are the characteristics, they want in an individual representing our great city. For a candidate who has stated that "he treats everybody with absolute respect," Councilmember Kennedy stated he would say his actions speak louder than his words. So, for the mayoral candidate, if you want to be the Mayor, as you've already said, you'll have to remember that honesty is important. And as has been said before, for the residents and voters in the city, do your homework in preparation for the upcoming elections and pay attention to who you are truly voting for. Councilmember Kennedy stated this Friday, September 13, there will be another Movie in the Park. This week will feature the movie Ralph Breaks the Internet, rated PG, starting at dusk in McHattie Park. He then congratulated the Salem-South Lyon District Library for a successful Summer Reading Program with 1,430 children, teens and adults participating in the reading programs compared to 897 individuals last year. And finally, at last count the library currently has about 87,000 print and media items available as well as access to another 882,000 digital downloadable items

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available for the residents in our community. Just a great job providing a wealth of services for its patrons.

Councilmember Parisien thanked the DPW, Fire and Police for keeping things running over the weekend. Councilmember Parisien thanked Keith Bradley for his time on the planning commission and she wished him luck with his future endeavors.
Councilmember Parisien reminded everyone to volunteer for boards/commissions and Pumpkinfest still needs volunteers. Councilmember Parisien thanked Sergeant Wittrock for all his years of service, he will be missed.
Councilmember Parisien reminded everyone to do their research and look at the candidates and see if their values agree with your values. She stated there are meets and greets and be open minded. Even if you have different views, it is good to be challenged. She then stated everyone should look at past Council meetings to see how the current councilmembers work together.

Councilmember Kivell stated the Depot Day was very well attended and everyone was happy. Councilmember stated he ran into Kathy Swann, and she said they are still looking for volunteers for Pumpkinfest. Councilmember Kivell thanked Keith Bradley for his time on the Planning Commission and he knows he is enjoying his retirement. Councilmember Kivell stated Mike Wittrock is such a nice guy and we are sorry to see him move on.

Mayor Pelchat thanked Sergeant Wittrock for his service to the City. He then thanked Keith Bradley for his time on the Planning Commission. Mayor Pelchat thanked Tim Wilhelm for his years with the City and welcomed Lisa Hamameh our new City Attorney. Councilmember Parisien thanked Attorney Wilhelm for all his years with the City as well. Councilmember Kurtzweil stated she has friends that applied for the City Attorney for the City of Ann Arbor. This is a great job for him and he has earned it. He is a brilliant attorney.

ADJOURNMENT

CM 9-9-19 MOTION TO ADJOURN
Motion by Kurtzweil, supported by Walton
Motion to adjourn meeting at 9:06 p.m.
VOTE: MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Mayor Dan Pelchat

Clerk/Treasurer Lisa Deaton

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AGENDA NOTE

Consent Agenda /

MEETING DATE: September 23, 2019

PERSON PLACING ITEM ON AGENDA: City Manager

AGENDA TOPIC: DDA Board Appointment

EXPLANATION OF TOPIC: At the September 12, 2019 DDA Meeting the DDA Board voted unanimously to recommend Gary Fagin to fill the vacant DDA Board Seat. By-laws provide for a DDA Board recommendation to the Mayor who then chooses to nominate and send the nomination to the City Council for approval.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Application from Gary Fagin dated August, 2019, Draft minutes of the September 12, 2019 DDA Board Meeting.

POSSIBLE COURSES OF ACTION: Approve or not approve the nomination by the Mayor to approve Gary Fagin appointment to the DDA Board.

SUGGESTED MOTION: Motion by _____, supported by _____ to approve Mayor Dan Pelchat's nomination of Gary Fagin for appointment to the DDA Board, as recommended by the DDA Board at the September 12, 2019 DDA Board Meeting.

D. D. A. Board
Application
from Gary Pagin

RECEIVED
AUG 14 2019
CITY OF SOUTH LYON

CANDIDATE QUESTIONNAIRE

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

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

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

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

Appointed by Mayor-Confirmed by City Council

___ Planning Commission

___ Zoning Board of Appeals

___ Cable Commission

___ Cultural Arts Commission

___ Historical Commission

___ Parks and Recreation Commission

___ Downtown Development Authority

___ Housing Commission

___ Board of Ethics

NAME Gary Fagin CITY OF SOUTH LYON RESIDENT FOR 39 YEARS

ADDRESS 150 E. McHattie So. Lyon MI ZIP 48178

PHONE (home) 2) 437-6100 PHONE (business or cell) 2) 240-9280

EMAIL SLcollision@earthlink.net

OCCUPATION: Self Employed

ARE YOU A CITIZEN OF THE UNITED STATES? ✓ YES ____ NO

IS ANY MEMBER OF YOUR FAMILY ON ANOTHER BOARD OR COMMISSION? ____ YES ✓ NO

IF SO, WHO? ____

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

Growth of South Lyon

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

S.L Building Authority

S.L DDA

ELECTIVE OFFICES THAT YOU HAVE HELD:

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

Chamber . S.L

Rotary , S.L / SALINE

ADDITIONAL INFORMATION:

"Application For DDA Seat"

Signature X ____ Date 8-14-19

DOWNTOWN DEVELOPMENT AUTHORITY

building a community with character

MEETING MINUTES – SEPTEMBER 12, 2019

I. **Call to Order:** Meeting called to order at 8:02 am by Chairperson, Gene Carroll.

II. **Approval of Agenda:** Due to a time restriction, Annie is requesting Ladies Night be moved up on the agenda from D to A under Old Business. Paul so moved. Supported by Norm. Approved to change agenda.

III. **Roll Call:** Present: Mark Childs, Dereck Mashburn, Jeff Heinanen, Norm Fultz, Gene Carroll, Annie Buchtrup, Paul Zelenak. Excused: Bob Donohue, Tanya Nevitt. Also present, Tim Davids, Lisa Dilg, Gary Fagin.

IV. **Approval of the August 8, 2019 DDA Board Meeting Minutes.** Mark commented that the flooding on Pontiac Trail is not a recent occurrence, but has been ongoing for many years. Minutes corrected. Jeff made a motion to accept the minutes as corrected. Supported by Paul. Motion passed unanimously.

V. **Citizens Comments:** Lisa Dilg, candidate for City Council, was present at the DDA Board meeting. She is sitting in on board and commission meetings to get a better idea of what each committee handles.

VI. **Budget:** Budget reports were included in the DDA packet. Paul said very little has been collected at this point since taxes are not due until September 30.

VII. **New Business:**

A. Election of DDA Board Officers. By-Laws suggest a 1-year term for officers and it is recommended as a best practice that the vice-chair move up to chairperson. Nominations: Annie nominated Dereck Mashburn for chairperson. No other nominations. Dereck approved unanimously. Dereck nominated Jeff Heinanen for vice-chair. No other nominations. Jeff approved unanimously. Mark nominated for secretary. No other nominations. Mark approved unanimously. Gene nominated for treasurer. No other nominations. Gene approved unanimously. Term starts in October.

B. Gary Fagin introduced himself as a potential board member. He submitted his application to the clerk's office in August. He was previously on the DDA Board, is very pro-South Lyon, and feels he can bring positive action to the board. Norm made a motion to recommend Gary Fagin for the open position on the DDA

Board. Supported by Annie. Motion passed unanimously. Gary's application will be presented to the Mayor, possibly at the next city council meeting.

C. Downtown Kids Trick or Treat. Event is scheduled for Thursday, October 24, 6-8 pm. Abe Ayoub still wants to be involved, but we need a DDA Board Member to co-chair. Norm says he will co-chair. Norm needs to contact Bob and Abe and schedule a meeting to discuss the event and what Norm will be responsible for.

D. DDA Economic Development Activity Update. Bob's report that he presented to City Manager and Council last week was included in the packet. He is continuing to work on Cool Yule and South Lyon Eve events with Jeff Heinanen; continuing to work with local veteran's organizations for in-kind donations for dedication of the new Veteran's Memorial; all local businesses have been notified that the Business Survey is available online at Survey Monkey and responses are due by September 30; Bob is continuing to meet with realtors and prospective developers regarding property on N. and S. Lafayette; held a pre-development meeting with Superb Fabricating to discuss a proposed addition to their building on Reese Street; began planning for Downtown Kids Trick or Treat; continued planning for Fall Downtown Ladies Night. Dereck brought up the upcoming DDA Meetings that will be open to the public. October 10 will be a regularly scheduled meeting and then there is a possible meeting on Monday, November 4 in the evening. Location to be determined.

VIII. Old Business:

A. Ladies Night, Friday, November 15, 2019. Annie reported that the graphics were emailed to board members for approval. Approved. Unfortunately, the billboard is not available, so the committee is looking into the poke-in-the-ground signs. They will also be doing the over-the-road banner. Working hard to get more businesses involved in this event. 700 goodie bags have been ordered. Window posters will also be ordered once sponsors are confirmed. Board recommends checking with Bob to confirm amount available from the DDA Board vs. what's allotted in the City annual budget. Norm asked if there will ever be sole sponsorship by the DDA for this event. Yes, possibly down the road.

B. Farmers Market. Tim Davids reported that there were five markets in August and they were all successful. Weather has been great. August 24 was Dog Day at the market. Pet Supplies Plus sponsored this rescheduled event. Unfortunately, not everyone who committed to the original date was able to make the reschedule. The August 31 Kids Day was a success. Looking forward to some great events coming up at the Market. September 28 will be Farmer & Artisans Day. October 5 will be Cultural Arts. October 26 will be Trick or Treat at the Market. Like our page on Facebook and be sure to share our posts so we can increase our coverage. September 21 will be Breast Cancer Awareness at the market. Tim shared the Taste the Local Difference Guide and he would like us to be listed in the 2020 event guide. The cost is $85 annually. The guide features local farmers

markets, but it also highlights local restaurants. Guide comes out twice a year. Gene asked Tim to put together a recommendation and send it out to the DDA Board Members for review.

C. Enforcement of Maintenance Ordinance Update:
   1. Inspection of 110 Detroit Street and 333 S. Lafayette to be reviewed. Follow up with engineer for 333 S. Lafayette.

D. Lake Street Cruise-In Car Show. Last show of the season will be Wednesday, September 25, 2019.

E. Cool Yule, December 6 & 7. Cool Yule update covered earlier in Bob's report to City Manager. Bob and Jeff are working on a budget and to get sponsorships. A fireplace is being fabricated and will be located on the Heinanen Patio.

F. Streetscape Brick Repairs. Recent rains have affected the bricks even more. This is an ongoing issue that must be addressed in conjunction with drainage repairs to Pontiac Trail.

G. Drainage issues near S. Lafayette and McHattie Street. Drainage issues continue to be an ongoing problem with heavy rainfall. Paul is trying to schedule a meeting with Oakland County and Lyon Township regarding this issue. The entirety of Pontiac Trail, from Lyon Township through the City of South Lyon, needs to be addressed with regard to the impact on our community.

IX. Board Member Comments. Paul reported that he is participating in Real Men Wear Pink to help raise funds for breast cancer awareness. He will be sitting in a big pink chair in the Farmers Market parking lot from Noon on Friday, September 20 until Noon on Saturday, September 21. Flyers and posters will be distributed soon.

X. Adjournment. Dereck made a motion to adjourn. Supported by Paul. Meeting adjourned at 9:12 am.

AGENDA NOTE

Consent Agenda 2

MEETING DATE: September 23 2019

PERSON PLACING ITEM ON AGENDA: City Manager

AGENDA TOPIC: South Lyon Educational Foundation Charitable Gaming License

EXPLANATION OF TOPIC: South Lyon Educational Foundation is a non-profit group established to benefit South Lyon Community Schools by promoting the educational mission of the South Lyon Community Schools. They are attempting to get a charitable gaming license from the State of Michigan for an event they will be holding. They are asking for the attached resolution to be passed by the local government stating they are a recognized non-profit organization in the community.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: I.R.S exemption letter, letter from the State of Michigan and By-Laws of the South Lyon Educational Foundation.

POSSIBLE COURSES OF ACTION: Approve/not approve

SUGGESTED MOTION: Motion by _____, supported by _____
Motion to approve the request from the South Lyon Educational Foundation, of South Lyon Michigan, county of Oakland, to be recognized as a non-profit organization operating in the community for the purpose of obtaining charitable gaming licenses.

State of Michigan
Michigan Gaming Control Board
Millionaire Party Licensing
3062 W. Grand Blvd, Suite L-700
Detroit, MI 48202-6062
Phone: (313) 456-4940
Fax: (313) 456-3405
Email: Millionaireparty@michigan.gov
www.michigan.gov/mgcb

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL.432.103(k)(ii))

At a _____ meeting of the _____
REGULAR OR SPECIAL — TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by _____ on _____
DATE

at _____ a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from _____ of _____,
NAME OF ORGANIZATION — CITY

county of _____, asking that they be recognized as a nonprofit
COUNTY

organization operating in the community, for the purpose of obtaining charitable gaming licenses, be

considered for _____.
APPROVAL/DISAPPROVAL

APPROVAL:		DISAPPROVAL:	
Yeas:	_____	Yeas:	_____
Nays:	_____	Nays:	_____
Absent:	_____	Absent:	_____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and adopted

by the _____ at a _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD — REGULAR OR SPECIAL

meeting held on _____.
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

_____
PRINTED NAME AND TITLE

_____
ADDRESS

Organization Information: _____
ORGANIZATION'S MAILING ADDRESS, STREET, CITY, ZIP

_____ ( ) _____
ORGANIZATION'S PRINCIPAL OFFICER NAME AND TITLE — PHONE NUMBER

By-Laws

of the

South Lyon Educational Foundation

Adopted June 12, 2017

BY-LAWS
FOR
THE SOUTH LYON EDUCATIONAL FOUNDATION
a Michigan, non-profit corporation

ARTICLE 1
Organization and Operation

1.1 **Name.** The name of this corporation shall be The South Lyon Educational Foundation (the "Foundation").

1.2 **Principal Place of Business and Registered Office.** The principal place of business of the Foundation shall be 345 South Warren, South Lyon, Michigan 48178. The principal place of business shall serve as the Registered Office as required by the laws of the state of Michigan.

1.3 **Corporate Status.** The Foundation shall be operated exclusively for charitable, religious, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or comparable provisions of subsequent legislation (the "Code"), as a Michigan nonprofit corporation.

1.4 **Governance/Membership.** The Foundation shall have no members and shall be governed on a directorship basis. The property, business, and affairs of the Foundation shall be managed by trustees that shall serve on the Board of Directors on a voluntary basis. All Foundation actions shall be approved by the Board of Directors as provided in these Bylaws. All rights which would otherwise rest in members shall rest in the trustees/directors.

1.5 **Fiscal Agents**. The Foundation may retain third parties for the purpose of retaining professional services, including but not limited to legal, tax, accounting and investment advisor services, as needed and deemed necessary by the Board of Directors. The Board of Directors may terminate such services at any time, with or without cause.

1.6 **Property/Assets.** No officer or trustee shall have any right, title or interest in or to the property or assets of the Foundation.

1.7 **Fiscal Year.** The Board of Directors shall have the power to fix, and from time to time change, the fiscal year of the Foundation provided that any such change or modification to the fiscal year is based upon the advice of professional counsel. The initial fiscal year of the Foundation shall be determined by the Board of Directors.

1.8 **Books and Records.** The Board of Directors shall cause the records and books of account of this Foundation to be audited in such a manner as required by state and federal law and as deemed necessary or appropriate by the Board of Directors. The Board of Directors shall develop policies with respect to the investment of funds and retain professional services as deemed necessary to draft such investment policies.

1.9 **Corporate Seal.** The Foundation may elect to have a corporate seal. If a corporate seal is utilized it shall state the name of the Foundation, "Corporate Seal" and "Michigan."

ARTICLE 2
Purpose and Mission

2.1 **Purposes.** The purposes of the Foundation shall include, but not necessarily be limited to, benefiting the public schools and students of South Lyon Community Schools by promoting the educational mission of the South Lyon Community Schools. The Foundation shall conduct fundraising and other charitable activities and otherwise receive and administer funds and assets for charitable, educational and scientific purposes as set forth in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code").

The Foundation shall not conduct any activities which are not permitted to be carried on by (a) a corporation exempt from federal income tax under Section 501(c)(3) of the Code, (b) a corporation eligible to receive tax deductible contributions under Section 170(c) and Section 2055, Section 2522 or Section 2106 of the Code, or (c) a nonprofit corporation organized under the laws of the State of Michigan pursuant to the Michigan Nonprofit Corporation Act, Act 162, P.A. of 1982, as amended ("Act 162"). The conduct and activities of the Foundation shall not include the operation of shall not consist of operating a school or educational institution requiring certification or approval by the Michigan Department of Education.

2.2 **Prohibited Activities.** No substantial part of the activities of the Foundation shall consist of attempting to influence legislation, shall not publish or distribute statements relating to political campaigns, nor shall the Foundation participate in or intervene in any political campaign on behalf of (or in opposition to) any candidate for public office. No trustee, officer or director of the Foundation shall have any title to or interest in the Foundation's assets nor shall the net earnings of the Foundation inure to the benefit of any trustee, officer or any private individual.

ARTICLE 3
Board of Directors

3.1 **Directors/Trustees.** The Foundation shall be organized on a directorship basis and governed by a Board of Directors (hereinafter individually referred to as "trustee" or "director"). The number of directors shall be not less than nine (9) or more than twenty-one (21), including the standing appointments under this Article. The number of directors may be increased or decreased to any odd number by amendment of these Bylaws as provided herein.

3.2 **Appointment of Directors and Officers.** All directors, other than the District Representatives defined below, shall be appointed by a majority vote of those remaining duly qualified Directors. Board Officers shall be elected annually as provided in these Bylaws.

3.3 **Standing Appointments.** The Superintendent of Schools, an Assistant Superintendent, and one to two Trustees of the Board of Education of the South Lyon Community Schools ("District Representatives") shall hold permanent seats, provided however such seats shall be held for the purpose of acting as liaisons to the South Lyon Community Schools and District Representatives shall not have the authority to vote. District Representatives may have a designee attend meetings or other act in his or her place. Each permanent Director shall hold office until his or her designated position with the South Lyon Community Schools is changed.

3.4 **Term of Office.** Director terms, other than those having permanent seats as set forth above, shall be for terms of three (3) years. It is the intent of the Foundation that the term of office for approximately one-third (1/3) of the elected Directors shall expire each year. Term limits shall not apply to any trustee or director unless these Bylaws are amended as provided for herein.

3.5 **Initial Board of Directors**. The first Board of Directors shall be appointed by the Foundation's Incorporator(s) and shall consist of fifteen (15) directors, which shall include eleven (11) board members having voting positions and four (4) standing appointments with non-voting seats as liaisons to the South Lyon Community Schools.

The initial Board of Directors not holding a standing position shall initially serve partial terms as follows:

1) Four (4) members of the Board of Directors shall serve a term of one (1) year;
2) Four (4) members of the Board of Directors shall serve a term of two (2) years; and
3) Three (3) members of the Board of Directors shall serve a term of three (3) years.

3.6 **Resignation; Removal; Vacancy**. A Board of Director trustee may resign by written notice to the Foundation. A trustee's resignation is effective upon its receipt by the Foundation or a subsequent time set forth in the notice of resignation. With the exception of the District Representatives, as defined above, a trustee may be removed by a majority vote of Board of Directors with or without cause. The Board of Directors shall develop policies for the appointment of successor trustees/directors as well as trustees appointed at each annual meeting. A vacancy in any Director as a result of death, resignation, removal, or any other cause shall be filled by a majority vote of the Board of Directors. The Director appointed to fill such vacancy shall hold office for the remaining term of that Director's position.

3.7 **General Powers.** It shall be the responsibility of the Board of Directors to carry out the purposes and mission statement of the Foundation as stated in the Articles of Incorporation and these Bylaws. The Board shall have general management and control of the business and affairs of the Foundation and shall exercise all of the powers that may be exercised or performed by the Foundation under the statutes of the State of Michigan, the Articles of Incorporation and these Bylaws.

3.8 **Compensation.** No part of the assets or net earnings of the Corporation may inure to the benefit of or be distributable to its volunteers, Board of Directors, Officers, or other private individuals; provided, however, that the Foundation is authorized to retain services and employ staff and to pay reasonable compensation for services as deemed necessary by the Board of Directors.

3.9 **Financial Support of the Corporation.** The Foundation shall raise funds throughout the fiscal year by way of donations and other charitable and fundraising events. Donations may also be made by way of an endowment fund earmarked for certain purposes or uses.

ARTICLE 4
Meetings

4.1 **Place.** Meetings of the Board of Directors of the Foundation shall be held at such place, within or without the State of Michigan, as may be designated by the Board of Directors.

4.2 **Annual Meetings.** An annual meeting of the Directors of the Foundation shall be held at the

principal office of the Foundation in the South Lyon Community Schools Administration Office in South Lyon, Michigan, or at such other place as may be selected by the Directors,. The Annual Meeting of the Board of Directors shall be held in January each year or at another date/time to be determined by the Board of Directors, for the purpose of appointing directors, electing officers and other corporate business for the ensuing fiscal year as well as any other matters properly brought before the meeting.

4.3 **Regular Meetings.** A regular meeting schedule of the Board of Directors may be established and scheduled based upon the determination by the Board of Directors. Unless or until such regular meeting schedule is established, the Foundation Board of Directors shall meet as needed in accordance with special meetings.

4.4 **Special Meetings.** Special meetings of the Board of Directors may be called as needed to conduct Foundation business affairs at the request of the Chair or not less than two (2) Directors then in office. Such meetings shall be held at the office of the Foundation, unless otherwise directed by the Board of Directors.

4.5 **Notice of Meetings.** When notice of a meeting is required by these By-Laws, such notice shall contain the time, place and purpose of each meeting of the Board of Directors and shall be provided to each Director at least seven (7) days prior to such meeting or ten (10) days if such notice is requested by U.S. mail as provided for below. The Secretary of the Board of Directors shall be responsible for sending notification of such meeting.

Unless specifically requested that notice be provided by U.S. mail, the Secretary will provide notice by electronic mail, phone or fax to each Director. It shall be the responsibility of each Director to provide current contact information to the Secretary. If notice is requested by U.S. mail, such notice will be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. Any Director may waive notice of any meeting. The attendance of a Director at any meeting will constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

4.6 **Quorum.** A majority of the Directors having voting authority then in office shall constitute a quorum for the transaction of business and the action of a majority of the Directors present at a meeting at which a quorum is present shall be the action of the Board of Directors, except as action by a majority of the Directors then in office may be specifically required by other sections of these By-Laws. Proxy voting shall be permitted.

4.7 **Conduct of Meetings.** Meetings of the Directors shall be presided over by the Board Chair or Vice Chair. The Secretary of the Foundation shall be responsible for recording minutes or, in their absence, a person chosen at the meeting shall act as Secretary of the meeting.

4.8 **Informal Meetings.** Any action required by law to be taken at a meeting of the Directors, or any action which may be taken at a meeting of the Directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, will be signed by all of the Directors entitled to vote with respect to the subject matter thereof.

4.9 **Action By Written Consent.** Action of the Board of Directors or a committee thereof, may be taken without a meeting if, before or after the action, all Members of the Board of Directors or the committee consent thereto in writing. Written consent shall be filed with the minutes of the proceedings of the Board or committee. Such consent shall have the same effect as the vote of the

Board or committee for all purposes.

4.10 **Telephonic Conferences.** A Director may participate in a meeting of Directors by a conference telephone or similar communication equipment by which all persons participating in the meeting may hear each other if all participants are advised of the communications equipment and the names of the participants in the conference are divulged to all participants. Participation in a meeting pursuant to this Section constitutes presence in person at the meeting.

4.11 **Voting; Manifestation of Dissent.** The act of a majority of the Directors present at a meeting at which a quorum is present will be the act of the Board of Directors, unless the act of a greater number (e.g. a super-majority) is required by law or by these Bylaws. A Director may express his/her dissent to a particular action during a meeting, which shall be entered in the minutes of the meeting. A Director may also file his/her written dissent to such action with the Secretary by sending a written dissent to the Secretary.

4.12 **Resolutions.** All conveyances, contracts and instruments of transfer and assignment shall be approved as provided by a resolution of the Board of Directors.

4.13 **Adjourned Meetings.** A majority of the directors present, whether or not a quorum, may adjourn any meeting to another time and place.

4.14 **Compensation.** Directors shall serve without compensation but shall be reimbursed for actual, reasonable, and necessary expenses incurred by a Director in his or her capacity as a Director.

4.15 **Confidentiality**. The records and business of all Board of Directors proceedings shall be confidential and shall not be subject to disclosure without the Board of Directors' authorization in advance of disclosure.

ARTICLE 5
Officers

5.1 **Officers.** The Board of Directors shall elect officers from the Board of Directors at the annual meeting, or at another meeting as determined by the Board, the following officers: Chair of the Board, Vice Chair, Secretary and Treasurer. The Board of Directors may create additional officer positions by majority vote as deemed necessary. With the exception of the Chair of the Board, the Board of Directors may elect two (2) trustees/directors to share an officer position.

5.2 **Term of Office.** With the exception of the initial officers consisting of the effect at the time specified therein, the term of each officer shall commence upon their election or appointment and shall continue until the next annual or until their resignation or removal.

5.3 **Removal; Resignation.** Any officer elected by the Board of Directors may be removed with or without cause by the Board whenever in its judgment the best interest of the Foundation would be served thereby. Removal shall be by a vote of the majority vote of Directors of the Foundation at a special meeting of the Board. Written notice as required under Article IV shall be provided and state the purpose of removing one or more officers shall be considered. An officer may resign by written notice. Such resignation shall be effective upon its receipt by the Foundation or at a subsequent time specified in the notice of resignation.

5.4 **Vacancies.** A vacancy in any officer position as a result of death, resignation, removal, or any

other cause shall be filled by a majority vote of the Board of Directors. The Director appointed to fill such vacancy shall hold office for the remaining term of that Director.

5.5 **Compensation**. Officers shall hold office without compensation but shall be reimbursed for actual, reasonable, and necessary expenses incurred by an officer in his or her capacity as an officer.

5.6 **Chair of the Board.** The Chair of the Board shall assume all duties normally associated with that office. The Chair of the Board shall conduct the meetings of the Foundation. The Chair of the Board shall be the chief executive officer of the Foundation and shall have general active management of the business of the Foundation. The Chair shall, when present, preside at all meetings of the Directors. The Chair shall see that all orders and resolutions of the Board of Directors are carried into effect. The Chair shall have such other duties as may from time to time be prescribed by the Board of Directors.

5.7 **Vice Chairs.** Vice Chairs shall assist the Chair in the discharge of the Chair's duties and shall have such powers and shall perform such duties as determined by the Board of Directors. Multiple trustees may be appointed to the position of Vice Chair as deemed necessary to serve in such capacity for certain projects.

5.8 **Secretary.** The Secretary or designee shall see that the proceedings of the meetings and all other appropriate records of the Board of Directors are kept. The Secretary shall when directed to do so, notify the Directors of meetings, and perform such other duties as may from time to time be prescribed by the Board of Directors or by the Chair of the Board and, in general shall perform all duties incident to the office of the Secretary.

5.9 **Treasurer.** The Treasurer shall be the principal accounting and financial officer of the Foundation. The Treasurer shall cause to be kept accurate accounts of all moneys of the Foundation received or disbursed. The Treasurer shall deposit all moneys, drafts and checks in the name of, and to the credit of, the Foundation in such banks and depositories as a majority of the whole Board of Directors, by resolution shall from time to time designate. The Treasurer shall cause to be submitted to the Chair of the Board and the Directors, whenever required, a report of all transactions and the financial condition of the Foundation, and shall perform all duties incident to the office of Treasurer. All check or drafts written by the Foundation shall require the signature of the two (2) Officers which shall include the Treasurer and one additional officer to be determined by the Board of Directors. A majority of the whole Board shall periodically review and update procedures, if deemed necessary, for disbursement of such funds.

5.10 **Other Officers**. The Foundation may create additional officer positions as may be deemed necessary by the Board of Directors, who shall be appointed in such manner, have such duties and hold their offices for such terms as may be determined by the Board of Directors.

5.11 **Nominating Committee.** The Board of Directors may elect to create a Nominating Committee which shall present to all duly qualified Directors a slate of candidates to fill Director vacancies or designated Director additions.

ARTICLE 6
Committees and Administrators

6.1 **Committees**. The Board of Directors shall create committees ("Committees") by way of majority vote of the Board. A chairperson shall be appointed to each Committees to support the efficient functioning of such Committee. Additional officers may be appointed to each Committee as deemed necessary and based upon the recommendation of the Committee Chairperson to further the efficiency of such Committee. Each such Committee shall have such duties and responsibilities granted to it by the Board of Directors. Each Committee shall at all times be subject to the oversight and direction of the Board of Directors of the Foundation. All committee members shall serve as volunteers of the Foundation without compensation.

6.2 **Executive Director**. The Board of Directs may appoint an Executive Director of the Foundation. The Executive Director shall be a member of the Board of Directors. The Executive Director shall be the direct executive representative of the Board of Directors in the management of the Foundation, and shall have all the duties and authority which such position would customarily require. The requirements of the Executive Director, should a such Executive Director be appointed, shall be set forth in writing and approved by the Board of Directors. Duties of the Executive Director, of appointed, shall include, but not be limited to: implementing the purpose and mission of the Foundation; assist with the development and oversee the implementation of policies established by the Board; oversee compliance with state and federal laws and regulations, and recommend professionals (including legal, financial, accounting professionals) to the Board, recommend the hiring of staff and supervise, evaluate and recommend the discharge of staff as necessary; manage the daily operations of the Foundation and any other obligations set forth in writing by the Board of Directors.

6.3 **Administrators/Staff.** While it is the intent of the Foundation to operate the Foundation with the assistance of volunteers, the Foundation Board of Directors may hire staff to operate the Foundation as deemed necessary for the efficient operation of the Foundation. In the event that the Foundation elects to hire staff the Foundation shall first appoint an Executive Director who shall undertake the obligation of supervising any administrators or staff. The duties and authority of any administrators or staff members hired by the Foundation shall be set forth in writing prior to retaining such individuals.

ARTICLE 7
Indemnification of Officers, Directors, Employees and Agents

7.1 **Indemnification of Directors and Officers: Claims Brought by Third Parties**. The Foundation shall, to the fullest extent authorized or permitted by the Michigan Nonprofit Foundation Act or other applicable law, as the same presently exists or may hereafter be amended (the "Act"), indemnify a director or officer (the "Indemnitee") who was or is a party or is threatened to be made a party to a threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative and whether formal or informal, other than an action by or in the right of the Foundation, by reason of the fact that he or she is or was a director, officer, employee or agent of the Foundation, or is or was serving at the request of the Foundation as a director, officer, partner, trustee, employee or agent of another foreign or domestic Foundation, business Foundation, partnership, joint venture, trust, or other enterprise, whether for profit or not for profit, against expenses, including attorneys' fees, judgments, penalties, fines, and amounts paid in settlement actually and reasonably incurred by the Indemnitee in connection with the action, suit,

or proceeding, if the Indemnitee acted in good faith and in a manner the Indemnitee reasonably believed to be in or not opposed to the best interests of the Foundation, and with respect to any criminal action or proceeding, if the Indemnitee had no reasonable cause to believe the conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, does not, of itself, create a presumption that the Indemnitee did not act in good faith and in a manner which the Indemnitee reasonably believed to be in or not opposed to the best interests of the Foundation, and, with respect to any criminal action or proceeding, had reasonable cause to believe that the conduct was unlawful.

7.2 **Indemnification of Directors and Officers: Claims Brought by or in the Right of the Foundation.** The Foundation shall, to the fullest extent authorized or permitted by the Act or other applicable law, as the same presently exists or may hereafter be amended, indemnify a director or officer who was or is a party to or is threatened to be made a party to a threatened, pending, or completed action or suit by or in the right of the Foundation to procure a judgment in its favor by reason of the fact that the Indemnitee is or was a director, officer, employee or agent of the Foundation, or is or was serving at the request of the Foundation as a director, officer, partner, trustee, employee or agent of another foreign or domestic Foundation, business Foundation, partnership, joint venture, trust, or other enterprise, whether for profit or not, against expenses, including actual and reasonable attorneys' fees, and amounts paid in settlement incurred by the person in connection with the action of suit, if the Indemnitee acted in good faith and in a manner the Indemnitee reasonably believed to be in or not opposed to the best interests of the Foundation. However, indemnification under this Section shall not be made for a claim, issue, or matter in which the Indemnitee has been found liable to the Foundation unless and only to the extent that the court in which the action or suit was brought has determined upon application that, despite the adjudication of liability but in view of all circumstances of the case, the Indemnitee is fairly and reasonably entitled to indemnification for the expenses which the court considers proper.

7.3 **Actions Brought by the Indemnitee.** Notwithstanding the provisions of Sections 1 and 2 of this Article, the Foundation shall not indemnify an Indemnitee in connection with any action, suit, proceeding or claim (or part thereof) brought or made by such Indemnitee; unless such action, suit, proceeding or claim (or part thereof) (i) was authorized by the Board of Directors of the Foundation, or (ii) was brought or made to enforce this Article and such Indemnitee has been successful in such action, suit, proceeding or claim (or part thereof).

7.4 **Approval of Indemnification.** An indemnification under Sections 1 or 3 of this Article, unless ordered by a court, shall be made by the Foundation only as authorized in the specific case upon a determination that indemnification of the Indemnitee is proper in the circumstances because the Indemnitee has met the applicable standard of conduct set forth in Sections 1 and 3 of this Article. This determination shall be made promptly in any of the following ways:

(a) By a majority vote of a quorum of the Board consisting of directors who were not parties to the action, suit, or proceeding.

(b) If the quorum described in subdivision (A) is not obtainable, then by a majority vote of a committee of directors who are not parties to the action. The committee shall consist of not less than two (2) disinterested directors.

(c) By independent legal counsel in a written opinion.

7.5 **Advancement of Expenses.** Expenses incurred in defending a civil or criminal action, suit, or proceeding described in Sections 1 or 3 of this Article shall be paid promptly by the Foundation in

advance of the final disposition of the action, suit, or proceeding upon receipt of any undertaking by or on behalf of the Indemnitee to repay the expenses if it is ultimately determined that the Indemnitee is not entitled to be indemnified by the Foundation. The undertaking shall be by unlimited general obligation of the person on whose behalf advances are made but need not be secured.

7.6 **Partial Indemnification**. If an Indemnitee is entitled to indemnification under Sections 1 or 3 of this Article for a portion of expenses including attorneys' fees, judgments, penalties, fines, and amounts paid in settlement, but not for the total amount thereof, the Foundation shall indemnify the Indemnitee for the portion of the expenses, judgments, penalties, fines, or amounts paid in settlement for which the Indemnitee is entitled to be indemnified.

7.7 **Indemnification of Employees and Agents**. Any person who is not covered by the foregoing provisions of this Article and who is or was an employee or agent of the Foundation, or is or was serving at the request of the Foundation as a director, officer, employee or agent of another foreign or domestic Foundation, business Foundation, partnership, joint venture, trust, or other enterprise, whether for profit or not for profit, may be indemnified to the fullest extent authorized or permitted by the Act or other applicable law, as the same exist or may hereafter be amended, but in the case of any such amendment, only to the extent such amendment permits the Foundation to provide broader indemnification rights than before such amendment, but in any event only to the extent authorized at any time or from time to time by the Board of Directors.

7.8 **Other Rights of Indemnification**. The indemnification or advancement of expenses provided under Sections 1 to 7 of this Article is not exclusive of other rights to which a person seeking indemnification or advancement of expenses may be entitled under the articles of incorporation, bylaws, or a contractual agreement. However, the total amount of expenses advanced or indemnified from all sources combined shall not exceed the amount of actual expenses incurred by the person seeking indemnification or advancement or expenses. The indemnification provided for in Sections 1 to 5 of this Article continues as to a person who ceases to be a director, officer, employee, or agent and shall inure to the benefit of the heirs, executors, and administrators of the person.

7.9 **Liability Insurance.** The Foundation shall have the power to purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of the Foundation, or is or was serving at the request of the Foundation as a director, officer, employee or agent of another Foundation, business Foundation, partnership, joint venture, trust or other enterprise against any liability asserted against the person and incurred by the person in any such capacity or arising out of the person's status as such, whether or not the Foundation would have the power to indemnify the person against such liability under the provisions of the Act.

7.10 **Severability.** Each and every paragraph, sentence, term and provision of this Article shall be considered severable in that, in the event a court finds any paragraph, sentence, term or provision to be invalid or unenforceable, the validity and enforceability, operation, or effect of the remaining paragraphs, sentences, terms, or provisions shall not be affected, and this Article shall be construed in all respects as if the invalid or unenforceable matter had been omitted.

7.11 **Definitions.** "Other enterprises" shall include employee benefit plans; "fines" shall include any excise taxes assessed on a person with respect to an employee benefit plan; and "serving at the request of the Foundation" shall include any service as a director, officer, employee, or agent of the Foundation which imposes duties on, or involves services by, the director, officer, employee, or agent with respect to an employee benefit plan, its participants or beneficiaries; and a person who

acted in good faith and in a manner he or she reasonably believed to be in the interest of the participants and beneficiaries of an employee benefit plan shall be considered to have acted in a manner "not opposed to the best interests of the Foundation as referred to in Sections 1 and 2."

ARTICLE 8
Conflicts of Interest and Fiduciary Responsibility

8.1 **Conflict of Interest Policy.** All officers, directors, committee members and employees of the Foundation shall avoid any conflict between their own respective individual interests and the interests of the Foundation, in any and all actions taken by them on behalf of the Foundation in their respective capacities.

8.2 **Fiduciary Responsibility**. It shall be the policy of this Foundation that the Board of Directors shall assume and discharge fiduciary responsibility with respect to all funds held or administered by the Foundation.

8.3 **Conflicts; Common or Dual Interest**. The Foundation and these Bylaws recognize that while both actual and apparent conflicts may occur, it is also understood and expected that directors, committee members and other volunteers share a duality of interest in the affairs of this Foundation due to the common interest of those individuals serving as volunteers to the Foundation. A common interest in the Foundation and an individual's within the community and in relation to South Lyon Community Schools does not necessarily equate to or amount to an actual or apparent conflict. All actual or apparent conflicts, as defined herein, shall be disclosed to the Foundation and shall be addressed as provided under this Article.

8.4 **Disclosure of Conflicts**. All Directors, officers, agents and employees of the Foundation shall disclose any suspected conflict, whether actual or apparent, in writing to the Foundation.

8.5 **Dealing with the Foundation.** A contract or other transaction between the Foundation and one or more of its directors or officers, or between the Foundation and a domestic or foreign corporation, firm or association of any type or kind in which one or more of the Foundation's directors or officers are trustees or officers, or are otherwise interested, is not void or voidable solely because of such common trusteeship, officership or interest, or solely because such directors are present at the meeting of the Board of Directors or committee thereof at which such contract or transaction is acted upon, or solely because their votes are counted for such purpose, if any of the following conditions is satisfied:

(a) The contract or other transaction is fair and reasonable to the Foundation when it is authorized, approved or ratified; or

(b) The material facts as to such trustee's relationship or interest and as to the contract or transaction are disclosed or known to the Board of Directors or committee thereof and the Board of Directors or committee thereof authorizes, approves or ratifies the contract or transaction by a vote sufficient for the purpose without counting the vote of any common or interested director.

8.6 **Procedure in Event of Potential Conflict of Interest**. In the event that any officer, trustee, committee member or employee of the Foundation shall have any direct or indirect interest in, or relationship with, any individual or organization which proposes to enter into any transaction with the Foundation, such officer, director, committee member or employee shall give the Board of Directors notice of such interest or relationship and shall thereafter refrain from voting or otherwise attempting to exert any influence on the Foundation, its Board of Directors, or its committees, to affect its decision to participate or not to participate in such transaction.

8.7 **Special Voting Rules**. Any member of the Board of Directors who has a conflict of interest on any matter involving the Foundation shall not be counted in determining the quorum for the meeting at which the matter is to be acted upon, even when permitted by law. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the quorum situation.

ARTICLE 9
Dissolution

9.1 **General.** In the event of dissolution of the Foundation, all of the Foundation's assets, real and personal, shall be distributed as provided in Article VII of the Foundation's Articles of Incorporation. The Foundation may be dissolved upon a super-majority vote of the Board of Directors or as a matter of law or order of a court of competent jurisdiction.

9.2 **No Inurement**. No part of the net earnings of the Foundation shall be distributed to or inure to the benefit of any Director or Officer of the Foundation, as prohibited by Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or corresponding provisions of subsequent federal tax laws), or the Michigan General Sales Tax Act or the Michigan Use Tax Act. Upon the dissolution of the Foundation, the Board shall, after paying or making provision for the payment of all of the liabilities of the Foundation, dispose of all of the assets of the Foundation in accordance with the requirements of state and federal law.

ARTICLE 10
Miscellaneous

10.1 **Amendment.** These Bylaws may be altered, amended or repealed by an affirmative vote of a majority of the Board of Directors at any duly called meeting of the Directors, at which a quorum is present by a majority of the Directors, provided that written notice naming the substance of the proposed amendment has been sent to each Director of the Foundation at least ten (10) days in advance of the date of the meeting, unless such notice is waived by all the Directors.

10.2 **Bonds.** The Foundation may obtain a bond(s) on such people and in such amounts as may from time to time be deemed necessary by the Board of Directors.

10.3 **Written Policies.** The Foundation may develop written policies to effectuate the Bylaws, as amended from time to time, provided that such policies shall not be inconsistent with or in contravention of any provision of the Articles of Incorporation or these Bylaws. The Foundation shall develop and adopt a written policy with respect the expenditure of funds and investment of funds no later than six (6) months from the adoption of these Bylaws. Other written policies addressing the Foundation governance, conduct of meetings and operations in general as determined by and approved by a majority of the Board of Directors.

10.4 **Execution of Instruments**. All Foundation instruments and documents, including, but not limited to, checks, drafts, bills or exchange, acceptances, notes or other obligations or orders for the payment of money, shall be signed as provided by a resolution of the Board of Directors.

10.5 **Borrowing**. Loans and renewals of loans shall be contracted on behalf of the Foundation as provided by a resolution of the Board of Directors.

Adopted: June 12, 2017

South Lyon Educational Foundation

PROFIT AND LOSS DETAIL

January - December 2019

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Ordinary Income/Expenses							
Income							
Bank Dividend						$0.48	
Donations							
Donation-Payroll Deduction						$438.00	
One-time donation						$2,553.49	
Star Award Donation						$18.82	
Total for Donations						$3,010.31	
SLEF Events							
Fashion Show							
Fashion Show sales proceeds						$285.00	
Fashion Show Tickets						$3,074.50	
Raffle income						$890.00	
Silent Auction Income						$645.27	
Sponsorship						$400.00	
Total for Fashion Show						$5,294.77	
Grub Crawl							
Participant Fee						$4,007.50	
Sponsor						$1,007.50	
Total for Grub Crawl						$5,015.00	
Total for SLEF Events						$10,309.77	
Total for Income						$13,320.56	
Cost of Goods Sold							
Fundraiser Expenses							
Fashion Show Expenses						$2,442.40	
Total for Fundraiser Expenses						$2,442.40	
Total for Cost of Goods Sold						$2,442.40	
Gross Profit						$10,878.16	
Expenses							
Bank Charges & Fees						$14.80	
Grant Expenses							
Grant Expenses Awarded Not Yet Paid						$1,030.00	
Grant Expenses Paid						$1,281.04	
Total for Grant Expenses						$2,311.04	
Scholarships						$1,000.00	
Total for Expenses						$3,325.84	
Net Income						$7,552.32	

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: NOV 14 2017

SOUTH LYON EDUCATIONAL FOUNDATION
C/O JAMES CROWLEY
MILLER CANFIELD PADDOCK AND STONE
150 WEST JEFFERSON AVE STE 2500
DETROIT, MI 48226

Employer Identification Number:
82-2137619
DLN:
17053223313027
Contact Person:
RACHEL M LEIFHEIT ID# 31617
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
May 3, 2017
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

SOUTH LYON EDUCATIONAL FOUNDATION

We sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

Stephen A. Martin

Director, Exempt Organizations
Rulings and Agreements

State of Michigan
Bureau of State Lottery
101 E. Hillsdale • P.O. BOX 30023 • Lansing, Michigan 48909
www.michigan.gov/cg • (517) 335-5780 • FAX (517) 267-2285

RICK SNYDER
GOVERNOR

MICHIGAN LOTTERY

BRIAN NEILL
COMMISSIONER

August 24, 2018

Organization ID: 140050

Brad Marley
South Lyon Educational Foundation
345 S Warren Street
South Lyon, MI 48178

Dear Brad Marley:

We have received documentation to qualify your organization as a Local Civic organization to conduct licensed gaming events as allowed by Act 382 of the Public Acts of 1972, as amended.

To complete the qualification process, please submit the following information:

1. A copy of the organization's current Bylaws or Constitution, including membership criteria, signed and dated by your principal officer.

2. A copy of the letter from the IRS stating the organization is exempt from federal income tax under IRS code 501(c) or copies of one bank statement per year for the previous five years, excluding the current year, from 8/24/2013 to 8/24/2017.

3. A provision in your Bylaws, Constitution, or Articles of Incorporation that states should the organization dissolve, all assets, and real and personal property will revert:

   A. If exempt under 501(c)3, to another 501(c)3 organization.
   B. If not exempt under 501(c)3, to the local government.

4. A copy of a resolution passed by the local government stating the organization is a recognized nonprofit organization in the community; form enclosed.

5. A revenue and expense statement for the previous 12 month period to prove all assets are used for charitable purposes, i.e. 990's, treasurer's report, audit. Do not send check registers or cancelled checks. Explain the purpose of each expenditure made to an individual. Once the organization has conducted licensed gaming events, the Bureau may require the organization to provide additional proof that all assets are being used for charitable purposes.

Please enclose a copy of this letter with the requested information and mail, fax to (517) 267-2285, or email to CG-Additional-Info@michigan.gov. Be sure to include your organization ID number 140050 on all correspondence submitted to our office.

MICHIGAN LOTTERY
Charitable Gaming Division
Box 30023, Lansing, MI 48909
OVERNIGHT DELIVERY:
101 E. Hillsdale, Lansing MI 48933
(517) 335-5780
www.michigan.gov/cg

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL.432.103(K)(ii))

At a _____ meeting of the _____
REGULAR OR SPECIAL — TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by _____ on _____
DATE

at _____ a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from _____ of _____,
NAME OF ORGANIZATION — CITY

county of _____, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for _____.
APPROVAL/DISAPPROVAL

APPROVAL		DISAPPROVAL	
Yeas:	_____	Yeas:	_____
Nays:	_____	Nays:	_____
Absent:	_____	Absent:	_____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and adopted by the _____ at a _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD — REGULAR OR SPECIAL

meeting held on _____.
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

_____
PRINTED NAME AND TITLE

_____
ADDRESS

COMPLETION: Required.
PENALTY: Possible denial of application.

AGENDA NOTE

New Business: Item # 1

MEETING DATE: September 23, 2019

PERSON PLACING ITEM ON AGENDA: Douglas Varney, Director, Utilities and DPW

AGENDA TOPIC: Air Handler Unit replacement for the entrance works at the Wastewater Treatment Plant.

EXPLANATION OF TOPIC: The WWTP has had an inspection performed by the EGLE representative on June 5, 2019 who informed us that we need to replace the Air Handler Unit for the wetwell. The ICE Air Handler Unit that services the entrance works has been abandoned and is beyond any possible repair. This item has been budgeted and planned for replacement under line item **592.557.970**. We have obtained bids (5) for this project. Direct replacement with the explosion proof model as engineered by HRC is determined to be the most logical course of action as it is the exact unit for the curb design on the roof. Four of the five bids have elected to go with an ICE unit to replace the current unit.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:
1.1 Quote by Covenant Environmental for review
1.2 Image of direct replacement unit
1.3 Bid sheet detailing all quotes

POSSIBLE COURSES OF ACTION: Approve/deny the purchase and installation of the Air Hander Unit (ICE MODEL GIDM-40) that provides ventilation and heat for the entrance works by Covenant Environmental for the amount of $50,210.00.

SUGGESTED MOTION: Motion by _____, supported by _____ to approve the purchase of a new Air Handler Unit for the entrance works at the wastewater treatment plant to be installed by Covenant Environmental for the amount of $50,210.00 as outlined in the current budget under line item 592.557.970.

SUBJ: **ATTACHMENT 1.3 - BID SHEET FOR COUNCIL REVIEW**

ITEM ON AGENDA: AIR HANDLER UNIT: ICE – INDIRECT FIRED MODEL GIDM

COMPANY : PLEUNE SERVICE COMPANY / 750 HIMES ST, GRAND RAPIDS MI 49548

BID CONTACT : DEREK DOMBROSKI (517)230-4462

BID AMMOUNT: $54,288.00

DETAILS : DEMO/REMOVE INSTALL EXACT UNIT REPLACEMENT

COMPANY : KROPF MECHANICAL /33792 CAPITOL, LIVONIA MI 48150

BID CONTACT : DAVID WILLIAM (734)427-6700

BID AMMOUNT: $61,767.00

DETAILS : DEMO/REMOVE INSTALL EXACT UNIT REPLACEMENT. CURRENT HVAC CONTRACTOR

COMPANY : LYON MECHANICAL / 30100 SOUTH HILL RD, NEW HUDSON MI 48165

BID CONTACT : (248) 437-1047

BID AMMOUNT: $58,691.00

DETAILS : DEMO/REMOVE INSTALL EXACT UNIT REPLACEMENT / ICE REP RECOMMENDED

COMPANY : QUALITY AIR / 2501 COOLIDGE RD, LANSING MI 48823

BID CONTACT : KEN STOCKEL (517)333-1858

BID AMMOUNT: $46,318 + OUTSIDE ELECTRICIAN LINE VOLTAGE FEE $1,213 = $47,531

DETAILS : DEMO/REMOVE INSTALL UNIT REPLACEMENT

NON ICE UNIT- MAY NOT BE EXACT FIT / POTENTIAL FOR UNFORSEEABLE PROBLEMS

COMPANY : COVENANT ENVIRONMENTAL / 10227 BERGIN, HOWELL MI 48843

BID CONTACT : STEVE WILLACKER: (810)991-1331

BID AMMOUNT: $50,210.00

DETAILS : DEMO/REMOE INSTALL EXACT UNIT REPLACEMENT / ICE REP RECOMMENDED

Covenant Environmental L.L.C. ...more than a promise
MECHANICAL ENGINEERING AND CONTRACTING • COMMERCIAL AND INDUSTRIAL AIR SYSTEMS
10227 BERGIN RD • HOWELL MI, 48843 • COVENVIRO.COM • (810) 991.1331 FAX (810) 991.1332

QTN#CE070119CSL July 1, 2019

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

P: 248-437-4006
F: 248-437-0449
E: rbeasonsouthlyon@hotmail.com

Attn: Ron Beason
Subject: Air Make-Up Unit Replacement

We are pleased to submit our proposal on the subject above:

A. To provide labor and equipment during standard time hours, Mon. – Fri. 7:00am – 4:30pm to remove the existing unrepairable ICE 6171D Air Make-Up Unit including:
   1. Disconnecting electrical power and control connections.
   2. Disconnecting the gas supply.
   3. Removing the existing duct transition from the unit outlet to the supply air duct above the roof line.
   4. Providing a crane to lift and load the demolished unit onto a trailer for transport and disposal by Covenant Environmental L.L.C.

B. To provide labor, materials and equipment to install a new ICE #6171D explosion proof make-up air unit as specified below:
   1. Unit specifications:
      - Aluminum damper with NEMA 7 actuator enclosure.
      - Spark resistant fan with static resistant belts.
      - Disconnect switch with 30-amp fuse 460 / 3.
      - V-Bank filter section.
      - 18ga. solid interior liner.
      - 2", 1.5# density fiberglass insulation.
      - NEMA 4/12 enclosure.
      - Loaded filter light and switch.
      - Auto low limit freeze stat.
      - Exhaust interlock relay.
      - 1775 discharge sensor (ships loose).
      - 3HP TEFC motor out of air stream.
      - UV flame sensor.
      - High gas pressure regulator 1-5 psi.
      - Inlet air stat.
      - Mounts on existing roof curb.

MICHIGAN MECHANICAL CONTRACTOR LICENSE #7116770 • MICHIGAN BOILER INSTALLER LICENSE #313971-2B

Note: We are assuming the roof curb is in useable condition, yet cannot be sure until the old unit is removed.

- Freight included.
- 9-10 week lead time.

2. To provide labor and equipment to lift, place, and anchor the new unit on the existing roof curb including:
   - Reconnecting the electrical power and control wiring.
   - Reconnecting the gas supply piping.
   - Fabricating and installing an insulated PDC coated, rain collar and supply air duct transition from the air outlet to the supply air duct connection above the roof line including curb flashings.
   - Providing a crane for unit placement on roof.
   - Performing a check, test, and start up procedure by a Covenant Environmental Service Technician.
   - Manufacturer's Warranty 1-year parts and labor.

C. Customer Responsibilities:

1. Costs for replacement of any additional duct, roof curb, or electrical components that may be found defective.
2. Engineer stamped drawings, or permits and permit fees that may be required.

Total Cost: $50,210.00

Terms: 35% upon acceptance.
Balance on completion - Net 30.

If you should have any questions, please call us at your convenience.

Respectfully Submitted,

Steve Willacker

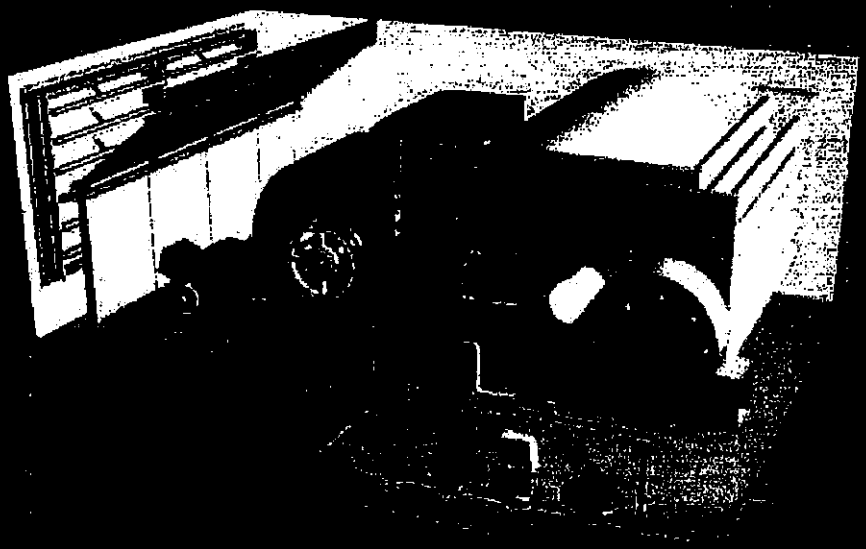
Steve Willacker
Applications Engineer

Purchaser's Acceptance Signature _____ **Title** _____ **Date** _____

MICHIGAN MECHANICAL CONTRACTOR LICENSE #7116770 • MICHIGAN BOILER INSTALLER LICENSE #313971 2B

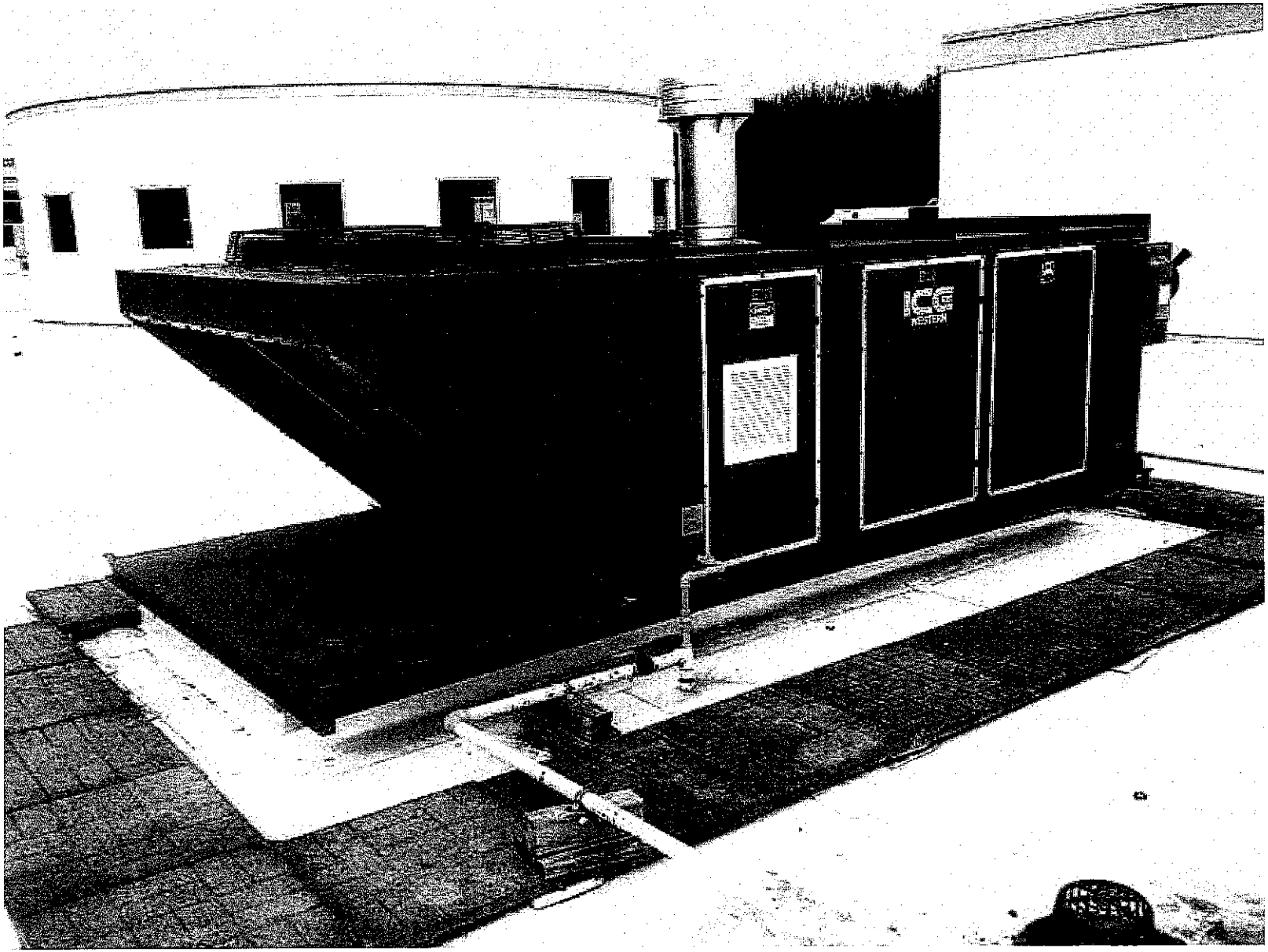
GIDM Indirect-Fired Heating and Ventilating Units

EXCELLENCE THROUGH PROVEN PERFORMANCE



INDUSTRIAL COMMERCIAL EQUIPMENT MANUFACTURING LTD.

GIDM0406BR


ICG
WESTERN

AGENDA NOTE

New Business: Item # 2

MEETING DATE: September 23, 2019

PERSON PLACING ITEM ON AGENDA: Douglas Varney, Director, Utilities & DPW

AGENDA TOPIC: Purchase and installation of a new 1050 gallon double wall diesel storage tank that supplies fuel to the generator set at the wastewater treatment plant.

EXPLANATION OF TOPIC: The diesel storage tank at the wastewater plant is well past its use and in danger of failure. This could cause potential catastrophic problems and should be replaced as soon as possible. We have received three quotes and although Corrigan is not the lowest, they provide the service for the switching of tanks. This unplanned expenditure can be purchased out of the building and equipment maintenance account under line item **592.557-931** and all quotes are attached for review.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:
1.1 Quotes for diesel tank replacement (3)
1.2 Photos of current tank and areas of concern
1.3 Replacement tank

POSSIBLE COURSES OF ACTION: Approve/deny the purchase and installation of new double wall diesel tank for the generator at the wastewater treatment plant for $5,012.42 plus fuel transferring fees by Corrigan Oil Company. The lowest bid (STAFCO) estimated a delivery charge of $350 but their quote includes no installation or ability to transfer the diesel fuel. They do not offer a service to remove the current tank and place the new on the existing concrete pad.

SUGGESTED MOTION: Motion by _____, supported by _____ to approve the purchase from Corrigan Oil Company of a double wall diesel storage tank for the generator at the wastewater treatment plant for $5,012.42 plus fees to transfer the diesel and charge to the corresponding line item **592.557-931** as it is for building and equipment maintenance.

CORRIGAN OIL CO.

775 N. Second • Brighton, MI 48116
(810) 229-6323 • (800) FAST-OIL • Fax (810) 229-4970

INDUSTRIAL & AUTOMOTIVE • LUBRICANTS • HOME HEATING OILS • DIESEL • KEROSENE • GASOLINE • DEF • PROPANE

September 6, 2019

City of South Lyon
Attn: Ron Beason
23500 Dixboro Road
South Lyon, MI 48178

Dear Ron:

Corrigan appreciates the opportunity to service you. We are pleased to offer you the following equipment quotation.

Tank Purchase:

PRODUCT	ORDER QUANTITY	PRICE
1050 gallon double wall tank w/ e-vents, Spill pot, 90% alarm and gauge	1 @ $4,114.39 each	$4,114.39
2"x1-1/2" double tap bushing	1 @ $17.81 each	$ 17.81
2"x1" bushing	1 @ $12.68 each	$ 12.68
1-1/2"x1" bushing	2 @ $13.60 each	$ 27.20
1-1/2" close nipple	1 @ $6.50 each	$ 6.50
1" sch 40 pipe, 4 ft	1 @ $7.44 each	$ 7.44
1"x48" drop tube	1 @ $10.40 each	$ 10.40
Labor	1 @ $816.00 each	$ 816.00 4196.42
TOTAL		$5,012.42

Pump Out:

PRODUCT	ORDER QUANTITY	PRICE
Pump Out – 1st Hour	1 @ $200.00 each	$200.00
Pump Out – Additional Hour after the first	1 @ $125.00 each	$TBD

TERMS OF SERVICE

Invoices will have an environmental fee of $6.95 per delivery.
Delivery expectations: Service will need to be scheduled for a Tuesday, Wednesday or Thursday in order to coordinate a service and fuel truck on same day.
Lead time: 3-5 business days
Payment terms: NET15
Ref: E19271
Pricing is subject to review in 30 days.

Orders may be placed via email through orders@corriganoil.com or by phone at (800) FAST OIL. We thank you for the opportunity and look forward to further discussion.

Debbie Vogel
(248) 207-7959
dvogel@corriganoil.com

See Terms & conditions @Corriganoil.com

Customer acceptance signature: _____ Date: _____
*Submission of PO will be considered acceptance of terms above in lieu of customer signature.

STAFCO
Steel Tank and
Fabricating Corporation
Established 1952

P.O. Box 210
Columbia City, IN 46725-0210
(800) 852-9102

Request For Quotation

Quote Number: 0008969
Order Date: 9/10/2019

Expiration Date: 10/10/2019
Quote Valid For (Days): 30
Salesperson: MRB

Quote To: South Lyon DPW
335 S Warren St
South Lyon, MI 48178
Doug Varney

Ship To: South Lyon DPW
335 S Warren St
South Lyon, MI 48178

248-472-7204

Ship VIA	F.O.B.	Terms	Estimated Ship Date
BEST WAY	STAFCO	50% Down, Balance at Shipment	4-6 weeks ARO & APV DWG

Item Code	Unit	Quantity	Shipped	Price	Amount
DW1000ULSKT46D	EA	1	0	$3,571.00	$3,571.00
1,000 gallon DOUBLE WALL UL-142 skid tank 46" diameter x 12'-0" long x 10 ga/12 ga. Tank to include: -four (4) 2" and, -two (2) 6" FPT fittings on top CL, -one (1) 2" FPT leak detection port, -lift lug and enamel top coat. COLOR TBD No equipment included. Tank					
MOR244OM0200AV	EA	2	0	$110.28	$220.56
Morrison 244 6"/8oz. MALE Emergency Vent, w/o-ring Primary & Secondary Emergency vent					
MOR1650500AV	EA	1	0	$24.51	~~$24.51~~
Morrison 155 2" Double outlet vent, (TEE) Working vent					
PIPE2S40	FT	1	0	$15.00	$15.00
2" BLK PE A53B ERW S40 PIPE .154 3.65 lb/ft 1 PC CTS 12" TBE, painted to match the tank Working vent riser					
KRUH246	EA	1	0	$29.36	$29.36
Krueger Sentry 46" Level Gauge Level gauge					
KRUK242	EA	1	0	$43.80	$43.80
Krueger 42" Leak Gauge Leak gauge					

Continued

Shipping to be determined at time of order.

STAFCO
Steel Tank and
Fabricating Corporation
Established 1952

P.O. Box 210
Columbia City, IN 46725-0210
(800) 852-9102

Request For Quotation

Quote Number: 0008969
Order Date: 9/10/2019

Expiration Date: 10/10/2019
Quote Valid For (Days): 30
Salesperson: MRB

Quote To: South Lyon DPW
335 S Warren St
South Lyon, MI 48178
Doug Varney

Ship To: South Lyon DPW
335 S Warren St
South Lyon, MI 48178

248-472-7204

Ship VIA	F.O.B.	Terms	Estimated Ship Date
BEST WAY	STAFCO	50% Down, Balance at Shipment	4-6 weeks ARO & APV DWG

Item Code	Unit	Quantity	Shipped	Price	Amount
MOR179MCI0100AC Morrison 2" CAST IRON Flip Top Lockable Fill Cap Fill cap	EA	1	0	$16.63	$16.63
/MISC factory install of equipment	EA	1	0	$184.00	$184.00

Shipping to be determined at time of order.
- Customer will be required to sign off on the production drawing prior to manufacturing.
- Credit Card payments subjected to a 3% processing fee.
- 50% Down due at time of Order. Balance due at time of shipment.
- Customer is responsible to determine fire codes and EPA regulations in their area.
- Customer is responsible for the final decision on the suitability of the equipment if purchased.
- Due to the possibility of damage to the paint surface from the result of shipping and handling, STAFCO cannot accept responsibility for damage at the point of delivery.
- Price is based on current material prices. If any material increases occur during order processing they will become the responsibility of the buyer.
- Lead time is based on our current shop load as of the date of the quote. Lead times are; subject to change based on when the order is received.

Net Order:	$4,104.86
Less Discount:	$0.00
Estimated Freight:	$0.00
Sales Tax:	$0.00
Order Total (USD):	$4,104.86

envirosafe™
ABOVE-GROUND FUEL SYSTEMS

Memco, Inc.

Quote City Of South Lyon
To: (248) 437-4006
335 S. Warren
South Lyon, MI 48178
United States

Quote Number:	61253	Expires:	09/10/19
Quote Date:	09/09/19	Salesman:	Hendren, Thomas

1 **1,000 GEN TOP FILL FG DIESEL** $14,480.07 /EA

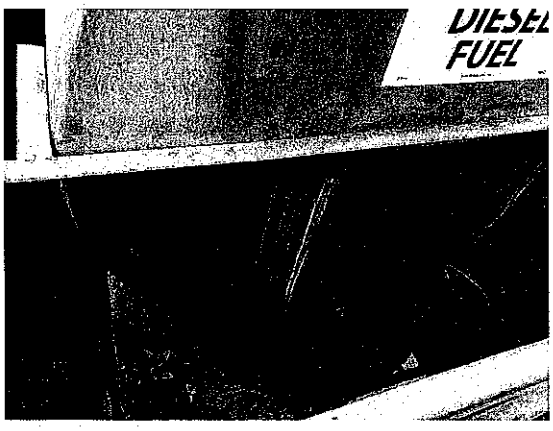
1 Fireguard 1,000 Gallon Tank Mounted on Saddles
2 6" 8 Oz Emergency Vent Male w/O-ring
1 2" Stack Vent (12' above grade) w/ 2" Mushroom Cap
1 7.5 Gal 4" Aluminum Overspill Container 179 Series hinged Style Fill Cap
1 Valve Pressure Fill Overfill Prevention 2" Aluminum Body w/ 3" Male Quick Disconnect x 4" Female Threads
1 Cap Dust 3" for use with Adaptors-Aluminum
1 Overfill Valve Test Mechanism
1 Diffuser Threaded 2"
1 Monitoring Well w/ 2" Cap
1 818 Clock Gauge w/ Standard Float
1 Engineered Hurricane Tie Down
1 Interstitial Leak Gauge
1 Tank Decal Kit
1 Envirolastic 940 DTM Polyaspartic Urethane for High Performance Finish
1 Memco 1" Return Line Fitting Only
1 1" Pickup with Drop Tube and Foot Valve 6" From Bottom of Line
1 18" Man way for easy inner tank accessibility
1 UL 2085 Labeled & Listed
1 Step with Platform
1 STEEL THICKNESS 3/16" SHELL & 1/4" HEAD
1 Touch-up Paint
1 Owners Manual

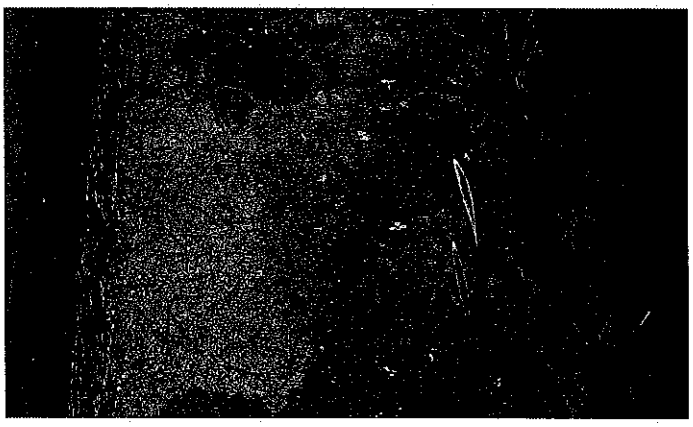
1 **1,000 GEN TOP FILL FS DIESEL** $13,156.60 /EA

1 Flameshield 1,000 Gallon Tank Mounted on Saddles
2 6" 8 Oz Emergency Vent Male w/O-ring
1 2" Stack Vent (12' above grade) w/ 2" Mushroom Cap
1 7.5 Gal 4" Aluminum Overspill Container 179 Series hinged Style Fill Cap
1 Valve Pressure Fill Overfill Prevention 2" Aluminum Body w/ 3" Male Quick Disconnect x 4" Female Threads
1 Cap Dust 3" for use with Adaptors-Aluminum
1 Overfill Valve Test Mechanism
1 Diffuser Threaded 2"
1 Monitoring Well w/ 2" Cap
1 818 Clock Gauge w/ Standard Float
1 Engineered Hurricane Tie Down
1 Interstitial Leak Gauge

Diesel Storage Tank for Generator Set

SIDE VIEW NEAR DRAIN PLUG





DIESEL FUEL
NO SMOKING
CORRIGAN OIL CO.
(800) FAST - OIL
1993
3

AGENDA NOTE

New Business: Item # 3

MEETING DATE: September 23, 2019

PERSON PLACING ITEM ON AGENDA: Douglas Varney, Director, Utilities & DPW

AGENDA TOPIC: Purchase and installation of a new security fence for the water tower located at Mill St.

EXPLANATION OF TOPIC: The newly refurbished water tower currently has no fencing. We have obtained three quotes and would like to move forward to have vinyl coated 8' high fencing installed around the perimeter of the base of the tower. This is an item we have budgeted for in the current fiscal year budget under line item **592-556-970** and all quotes are attached for review. Additional decorative fence will be added to this project at a later date.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:
1.1 Quotes for fence installation (3)

POSSIBLE COURSES OF ACTION: Approve/deny the purchase and installation of new 8' vinyl coated commercial grade security fence for the Mill St. water tower for $9,500.00 by Debord Brother's Fence Co.

SUGGESTED MOTION: Motion by _____, supported by _____ to approve the purchase and installation from Debord Brother's Fence Co. of 8' vinyl coated commercial grade security fence for $9,500.00 for the Mill St. water tower as outlined in the current budget under line item **592-556-970**.

DEBORD BROTHER'S FENCE COMPANY
3105 SIX MILE ROAD
SOUTH LYON, MI 48178

PHONE# 248-437-6538 CELL# 734-320-2398 FAX# 248-446-2286

-------- REVISED------ 2

TO: RON BEASON
CITY OF SOUTH LYON
D.P.W.

DATE: 8/06/19
PHONE# 248-437-6914
FAX#
CELL# 248-207-0776

RE: WATER TOWER SECURITY FENCING- ALL BLACK VINYL SYSTEM

DEBORD WILL FURNISH AND INSTALL APPROXIMATLEY 280' LINEAL FEET OF 8' FEET HIGH #8 GUAGE ALL BLACK CHAIN LINK
ALL BLACK COMMERCIAL GRADE FRAME
3" END CORNER & GATE POSTS
2 ½" LINE POSTS
1 5/8" TOP RAIL
1- 12' X 6' DOUBLE DRIVE GATE

PRICE.....$ 9,500.00

SPECIAL INSTRUCTIONS:
CALL MISDIG 1-800-482-7171
DEBORD FENCE CANNOT BE RESPONSIBLE FOR ANY UNMARKED UNDERGROUND IRRIGATION OR ANY OTHER UNMARKED UTILITIES.

IF YOUAVE ANY QUESTIONS PLEASE CALL THIS OFFICE
SINCERELY,
PHILLIP DEBORD
DEBORD BROS. FENCE L.L.C.

PACKING LIST

BILL TO:

CITY OF SOUTH LYON
DOUGLAS VARNEY Ph:P/248-472-7204
335 SOUTH WARREN
SOUTH LYON, MI 48178

SHIP TO:

MILL ST. TOWER FENCE
DVARNEY@SOUTHLYONMI.ORG
TOTAL PRICE - $14,899.66

MILL ST. TOWER FENCE - 299 N. MILL ST. SOUTH LYON, MI 48178 - INSTALL A 70' X 70' SQUARE AROUND WATER TOWER - POSITION WATER IN THE MIDDLE OF SQUARE - INSTALL APPROX 270' OF 8' TALL BLACK VINYL COMMERCIAL CHAIN LINK FENCING (no barb wire) - ON ROAD SIDE LINE, EAST LINE) INSTALL 15' MANUAL DOUBLE DRIVE SWING GATE IN THE MIDDLE OF THE LINE - ALL POSTS WILL BE SET IN CONCRETE FOOTING - MISS DIG WILL BE CALLED AND CAN HAND DIG HOLES IF NEEDED - IF HYDRO VAC EXCAVATING IS NEEDED THAT WILL BE AN ADDITIONAL CHARGE - SLATS WILL BE INCLUDED FOR FRONT LINE BUT GLWA WILL INSTALL

QTY.	RECORD #	ITEM
300	00107	96" 9 GA. EXTRUDED VINYL (2" Mesh : 12 -1/2ga core) COLORLINK (NON STOCK) /Ft.
378	NONE	1 5/8" S LYON COLOR 17GA TUBING
4	NONE	2 7/8" X 12' S LYON COLOR SP 40 WEIGHT PIPE POST
22	NONE	2 3/8" X 12' S LYON COLOR SP 20 WEIGHT PIPE POST
2	NONE	4" X 12' S LYON COLOR SP 40 WEIGHT PIPE POST
60	NONE	2 7/8" VINYL COLOR REGULAR BRACE BAND
15	NONE	2 3/8" VINYL COLOR REGULAR BRACE BAND
20	NONE	4" VINYL COLOR BEVELED BRACE BAND
65	NONE	2 7/8" VINYL COLOR REGULAR TENSION BAND
25	NONE	4" VINYL COLOR BEVELED TENSION BAND
34	NONE	1 5/8" VINYL COLOR STEEL RAIL-END
10	NONE	94" 3/16" VINYL TENSION BAR
22	00715	2 3/8" X 1 5/8" VINYL COLOR STEEL LOOP CAP /Ea.
4	NONE	2 7/8" VINYL COLOR STEEL CAP
2	NONE	4" VINYL COLOR STEEL CAP
11	NONE	1 5/8" SLEEVE
400	NONE	8 1/4" 9 GA. VINYL COLOR TIE WIRE
200	NONE	5/16" X 1 1/4" VINYL COLOR CARRIAGE BOLT
300	00794	6 GA. COIL SPRING VINYL COLOR TENSION WIRE /Ft.
150	00805	9 GA. VINYL COLOR STEEL HOG RING /Ea.
5	00864	TRUCK POURED CONCRETE /Cu. Yard
1	NONE	96" X 15' 1 7/8" S LYON COLOR SP 40 WEIGHT PIPE DOUBLE SWING GATE (Gate Only)
1	00757	1 3/8" X 44" VINYL COLOR EZ LATCH DROP ROD ASSEMBLY /Ea.
1	00522	1 3/8" PIPE GATE CENTER STOP /Ea.
4	00751	4" X 1 5/8" or 1 7/8" VINYL COLOR STEEL BULL DOG HINGE /Ea.
4	00788	3/8" X 2" VINYL COLOR CARRIAGE BOLT /Ea.
1	00596	1 7/8" DOUBLE DRIVE ASSMBLY PIONEER LATCH /Ea.
595	00894	96" PDS SLATS (85 PER 10') FENCE INSERTS WINGED /Ea.

www.justicefence.com

July 29, 2019

City of South Lyon
Attn: Douglas Varney
23500 Dixboro Rd.
South Lyon, MI 48178
(248) 437-4006
Cell: (248)472-7204
Email: DVarney@southlyonmi.org

SUBJECT: South Lyon DPW

We are pleased to provide you with a quote for materials, labor and supervision to install the following:

- To install 280' of 6' + 1 commercial grade black vinyl chain link fence with (1) 15' double gate.
  $11,598.00
- **Alt: To install 70' of 6' high black slats.**
  $1,200.00
- To install 280' of 8' high commercial grade black vinyl chain link fence with (1) 15' double gate.
  $13,150.00
- **Alt: To install 70' of 8' high black slats.**
  $1,350.00

Any alterations or deviation from above specs involving extra cost will be executed on upon written orders and will become an extra charge added to the estimate. All temporary fencing quotes are based on six month rental unless otherwise specified. All agreements are contingent upon strikes, accidents, weather or delays beyond our control. Unknown underground obstructions causing delays may result in extra charges. Our workers are fully covered by Workman's Compensation Insurance. Material pricing is good for 30 days. PROPOSAL IS GOOD FOR 30 DAYS.

ACCEPTANCE OF PROPOSAL:

Signature: _____ **Date:** _____

Sincerely,

Holly Hickman
Project Manager
Office: 269-964-1596
Email: hhickman@justicefence.com