

# **Regular City Council Meeting**

## **Agenda**

### **September 27, 2021**

**7:30 p.m.**      **Call to Order**  
**Pledge of Allegiance**  
**Roll Call**  
**Approval of City Council Minutes: September 10, 2021 and September 13, 2021**  
**Approval of Bills: None**  
**Approval of Agenda**  
**Consent Agenda**  
**1. Cultural Arts Appointees – Mack Dobbie and John Hogan**  
**2. Use of Wells Street Parking Lot for Private Event**

**Public Comment**

**Discussion - Downtown**

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

**I. Unfinished Business**

**II. New Business**

- 1. Award of Bid to Remove and Replace Concrete on Liberty Street**
- 2. Discussion Regarding Compensation for the City Manager for the Upcoming Year**

**III. Budget**

**IV. Public Comment**

**V. Manager's Report**

**VI. Council Comments**

**VII. Closed Session: "Closed Session pursuant to Section 8(c) of the Open Meetings Act, MCL 15.268(c) for discussion connected with the negotiation of a collective bargaining agreement for IUOE Local 324."**

**VIII. Adjournment**

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

South Lyon City Council  
Special Meeting  
September 10, 2021

Mayor Pelchat called the meeting to order at 4:00 p.m.

Mayor Pelchat led those present in the pledge of allegiance

Present: Mayor Pelchat, Councilmembers: Kivell, Kurtzweil, Dilg, Richards, Kennedy, and Walton

Also present: Attorney Hamameh and Clerk Deaton

AGENDA

CM 9-1-21 MOTION TO APPROVE AGENDA

Motion by Walton, supported by Kennedy

Motion to approve the agenda as presented

VOTE: MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENT- None

UNFINISHED BUSINESS- None

NEW BUSINESS

1. Consider approval- City of South Lyon State of Emergency Resolution  
Councilmember Kurtzweil clarified with the Attorney Hamameh that we only need one motion to approve because the resolution includes the language for holding electronic meetings.

CM 9-2-21 MOTION TO APPROVE LOCAL STATE OF EMERGENCY RESOLUTION

Motion by Kurtzweil, supported by Dilg

Motion to approve the resolution declaring a local state of emergency to protect the peace, health, safety and general welfare of the city of south Lyon and its residents until December 31<sup>st</sup> 2021 or until further notice

VOTE: MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

CM 9-3-21 MOTION TO ADJOURN

Motion by Kennedy

Motion to adjourn meeting at 4:07 p.m.

VOTE: MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

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Mayor Dan Pelchat

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City Clerk Lisa Deaton

City of South Lyon  
Regular City Council Meeting  
September 13, 2021

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

Mayor Pelchat led those present in the Pledge of Allegiance

Roll Call: Councilmembers: Dilg joined the meeting from South Lyon MI, Kurtzweil joined the meeting from South Lyon MI, and Kennedy joined the meeting from South Lyon MI, Richards joined the meeting from South Lyon MI, Walton joined the meeting from Gregory MI, and Kivell joined the meeting from South Lyon MI

Also present: City Manager Zelenak, Attorney Hamameh, Chief Sovik, Fire Chief Vogel, DDA Director Mack, Superintendent Varney and Clerk/Treasurer Deaton

### MINUTES

Councilmember Kivell stated the words "especially for seniors and those crossing with children" should be added to the last sentence in the first paragraph on page 3. Councilmember Kennedy stated on page 2, the word "not" needs to be added in the sentence when Mr. Mack stated there would be a huge Christmas tree this year.

### 9-1-21- MOTION TO APPROVE MINUTES

Motion by Kennedy, supported by Kivell

Motion to approve the minutes as amended

VOTE:

MOTION CARRIED UNANIMOUSLY

### BILLS

Councilmember Kivell questioned the check for \$4,680 for new computers. Finance and Benefit Administrator Tiernan stated that was for replacement of multiple computers and software.

### CM 9-2-21 MOTION TO APPROVE BILLS

Motion by Kennedy, supported by Kivell

Motion to approve the bills as presented

VOTE:

MOTION CARRIED UNANIMOUSLY

### AGENDA

### CM 9-3-21 MOTION TO APPROVE AGENDA

Motion by Walton, supported by Kivell

Motion to approve the agenda as presented

VOTE:

MOTION CARRIED UNANIMOUSLY

### CONSENT AGENDA

1. Resignation of Amelia Yunker from Cultural Arts Commission

### CM 9-4-21 MOTION TO APPROVE CONSENT AGENDA

Motion by Kurtzweil, supported by Walton

Motion to approve the consent agenda as presented

VOTE:

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENT- None

DISCUSSION- Downtown

9-13-2021

Downtown Development Director Mack stated the food truck event was a success and there was about 400-500 people that attended and the vendors are interested in returning if we have another event. He stated there were no issues with people taking alcohol outside of the area. He then thanked the DPW for their help with moving all the picnic tables to the area and thanked the Police Department as well. He then stated the DDA met on Wednesday last week and discussed the Cool Yule, Downtown Trick or Treating and Ladies night events. They also discussed the Farmers Market Manager position and a potential partnership with SLARA, but he is hopeful we can come to an agreement that will benefit both parties. Mr. Mack stated the propane heaters and potentially the green houses will be used for Cool Yule. Councilmember Dilg stated she enjoyed the food truck rally and if we have it again on a non-holiday weekend, more people would attend. She then asked for details about Downtown Trick or Treating and Ladies Night Out. Mr. Mack stated he is making application to have the roads closed for Ladies Night from Whipple to Lake Street, and maybe some picnic tables and heaters. He said the Downtown Trick or Treating will be similar in the past and will be on the 28<sup>th</sup> of October.

### FIRE CHIEF REPORT

Chief Vogel stated we had a busy weekend and provided football coverage at the high school and the team won again. We participated in Depot Day and were honored to receive a plaque from Larry Ledbetter in the Historical Society. He also did a wonderful prayer for the troops and it was very well received. He then stated on Sunday they participated in a motorcycle rally at the VFW which was well received. Chief Vogel stated we received some wonderful news last week; we received the FEMA grant for the SCBA's that we applied for in January for over \$200,000 is really exciting. We also received the grant for the turnout gear and hopefully we will have enough gear that we shouldn't have to ask for a couple of years. Chief Vogel thanked all the Councilmembers and Mayor for the support given to himself and the Fire Department. He enjoyed working with everyone in trying to keep our citizens and firefighters safe and he is proud of our work. We have worked as an excellent team and he will miss everyone and their support. He thanked the city hall employees, DPW and the Police Department. Chief Sovik has been so helpful. He thanked Patricia, Judy, Lisa and Carol and said he is grateful and thankful and he has enjoyed his time at the city. Mayor Pelchat thanked Chief Vogel for his commitment to our city. He further stated on Saturday he spent some time with some veterans and he wanted to let Chief know how appreciative they were for the flag in town in honor of September 11<sup>th</sup> every year. Chief Vogel said the crew did a really good job but unfortunately the ladder came down and put a hole in the parking lot. He let Varney know and it will be fixed. Councilmember Kivell thanked Chief Vogel for always searching out grants. Everyone is very grateful to you for keeping us from having to pull money from our own resources as much as possible. He further stated he will be missed and it will be hard to find someone of his caliber to replace him and he wished him the best. Chief Vogel thanked him and stated in 3 ½ years, it puts us at about \$500,000 in grant money. Councilmember Kurtzweil thanked him for transitioning the city from the old city to the new city. His role in moving the fire department forward with professional management and strategies is something the city had been lacking. She further stated the commitment he made reflects the top-notch department that we have today, and we have a ladder truck coming soon, and other programs he put in place have been great. Chief Vogel thanked her for all their actions with the welcoming letters to the new staff. Councilmember Walton thanked him for all the support he has given to his female staff and he has done wonders bringing the female staff up in their roles and keeping them going and helping them move forward. Chief Vogel stated it is wonderful and Chief Kennedy laid the ground work for this department to being a very open department and we have 3% minorities and 8 females and she is proud of our staff. Councilmember Kennedy stated he will miss working with him on the different programs they worked on together and he is thankful he reached out to get us involved in the programs such as the smoke detectors and LUKAS devices. He stated he enjoyed working with him and he is thankful he was able to work on the oral review board. That was a great

learning experience for him and he wished Chief Vogel and his family well. Chief Vogel will always miss their conversations and he again thanked everyone for their support.

#### POLICE CHIEF REPORT

Chief Sovik stated it has been great to work with Chief Vogel and the working relationship between Police and Fire have never been better or solid. He stated he will miss him. Chief Vogel stated the last 18 months were very challenging and he will always miss his talks with Chief Sovik.

Chief Sovik stated the in-house camera and the outside surveillance cameras work great, there is a total of 12. The Comcast phone system and internet is working great even during the power outage. He thanked Briann for all her work on the project. He then stated he submitted two grants, one is 50% reimbursement for the accreditation software and the leadership training. He then stated we are looking at \$3,500 reimbursement for the Tasers as well. He further stated we are looking at approximately \$13,000 in grants for reimbursements. The generator has been ordered. He then thanked Daryl Dix from Healy Homes and Rose Excavation for donating their resources and time for sprucing up the Police Department and they got it done in a couple of hours and it looks great. He also thanked Larry Ledbetter and the Historical Society for the plaque that was given to the Police and Fire Departments. It was amazing they took the time during Depot Day to recognize the first responders and we are very thankful, and we thank Larry Ledbetter for all he does for the city.

#### UNFINISHED BUSINESS- None

#### NEW BUSINESS

##### 1. First responders' memorial presentation

Chief Sovik stated it is going to be a heavy-duty steel structure tower and it appears it will cost about \$30,000 but the cost could be lower if prices begin to go down. He stated Chief Vogel was able to get \$5,000 pledged to the memorial and we are hoping to continue that. We are hoping not to take anything out of general fund. The first responders were very happy this was going to be upgraded and be recognized for what we do. The Veteran's Memorial is top notch and amazing, he has seen others but ours is absolutely beautiful. It is going to be a lengthy process. Mayor Pelchat stated it is going to be beautiful. Councilmember Kivell stated he really likes the homage to the old city hall and that's a nice connection with our past and anything that augments the recognition that all the first responders have done through the course of this city's history will always be met with open arms. He further stated this is a nice design. Councilmember Kurtzweil stated keeping the historical look is very important especially since it will be in the historical village. She then asked if there will be corbels under the roof as there is in the original one. City Manager Zelenak stated it will be carried over. He further stated this is the conceptual plan they have come up with because it has been talked about, but we needed to get Council's approval before it becomes the final plan. We are hoping to have all this together so we can get the funds raised and have it built for next year. Mayor Pelchat stated it will look great. Councilmember Richards asked if there will be a separate committee. Chief Sovik stated it will be the same ad hoc committee that is already meeting. Councilmember Kivell asked if the committee has checked with other departments. Chief Vogel stated he has spoken with them and he has full support from Salem, Lyon and Green Oak Township.

#### CM 9-5-21 MOTION TO APPROVE FIRST RESPONDERS' MEMORIAL

Motion by Kivell, supported by Walton

Motion to support and approve the concept for the Veteran's Memorial including the first responder's bell

ROLL CALL VOTE:

Kivell- Yes

Dilg- Yes

Walton- Yes

Kurtzweil- Yes

Kennedy- Yes

Richards- Yes

Pelchat- Yes

MOTION CARRIED UNANIMOUSLY

## 2. Purchase of seven (7) X26 tasers, batteries, holsters, and cartridges

Chief Sovik stated we have to have tasers either locked up or on our person at all times. We don't have enough for each officer and many times when we are working parades or special events, as of right now, everyone doesn't have their own. He stated he is asking Council to approve the purchase of these using funds from the drug forfeiture funds. With this purchase, each officer will have their own, and they will be yellow as opposed to the black ones. There have been recent events where an officer has used their weapon as opposed to the taser after yelling taser. We just want to make sure officers are aware of that. We also want everyone to be responsible for their own taser and at the end of their shift, they will have to make sure it is secured. The money will be used from the drug forfeiture funds and he is preparing a grant to try to get \$500 back per taser.

### CM 9-6-21 MOTION TO WAIVE THE BID PROCESS

Motion by Walton, supported by Kennedy

Motion to waive the bid process for the tasers and accessories

ROLL CALL VOTE:

Richards- Yes

Kennedy- Yes

Kurtzweil- Yes

Walton- Yes

Dilg- Yes

Kivell- Yes

Pelchat- Yes

MOTION CARRIED UNANIMOUSLY

### CM 9-7-21 MOTION TO PURCHASE TASERS

Motion by Walton, supported by Kennedy

Motion to purchase the tasers and accessories from line item 265-000-000-964-000 in the amount of \$9,482.75

ROLL CALL VOTE:

Dilg- Yes

Kivell- Yes

Kurtzweil- Yes

Walton- Yes

Kennedy- Yes

Richards- Yes

Pelchat- Yes

## 3. Purchase of a new viper stryke vCam-6 HD push camera sewer inspection system

Superintendent Varney stated our current camera has reached the end of its useful life and we are asking for this purchase to be approved. It is a budgeted item. We have tested several different ones and the one from Doheny seems to be the best. Councilmember Kivell asked if we have a tv truck set up for this. Mr. Varney stated we do not and they are very expensive and we have talked about it, but this has been practical and it has worked for the city.

### CM 9-8-21 MOTION TO APPROVE PURCHASE OF CAMERA

Motion by Kennedy, supported by Kurtzweil

Motion to approve the purchase of a new sewer inspection push camera system for the DPW for the amount of \$10,650.00 under line item 101-440-977

## ROLL CALL VOTE:

Kurtzweil- Yes

Dilg- Yes

Walton- Yes

Richards- Yes

Kennedy- Yes

Kivell- Yes

Pelchat- Yes

MOTION CARRIED UNANIMOUSLY

\*Councilmember Dilg left the meeting at 8:15 p.m.\*

CM 9-8-21 MOTION TO APPROVE COUNCILMEMBER DILG TO LEAVE MEETING EARLY

Motion by Kivell, supported by Walton

Motion to approve Councilmember Dilg to leave meeting early

VOTE:

MOTION CARRIED UNANIMOUSLYBUDGET- No discussion was heldPUBLIC COMMENT- There was no public commentMANAGER'S REPORT

City Manager Zelenak stated we will be bringing to Council the negotiated contract for the IUOE union. We will be setting up the upcoming meetings for the audit as well as our annual MERS presentation. He stated he provided Council with information from the Pontiac Trail drainage study along with proposals for professional services that discussed the 25 plus years of flooding along Pontiac Trail. The MML convention is coming if anyone interested let us know. He stated he is waiting for a change order from the contractor that did the work on Liberty Street so we can get the rest of the work done. This will be paid partly with a grant for \$25,000 from the local road improvement program from Oakland County. He stated we continue to be aware of the local state of emergency regarding the pandemic and we continue to meet with staff and county and state officials regarding any potential items that may be changing that affects the resident as well as everyone else in the community. He then stated we have interviews next week for the Deputy Director position and he will update Council after we go through the interview process. City Manager Zelenak stated toward the end of next week we will have all the data from the old website to the new website and the only additional information that will need to be added since August 31<sup>st</sup> and we will have a fully functional website by the end of the month. He then updated Council on the road improvement committee. He is asking if anyone has anything to bring to the committee. This committee will be informed on the road improvement plan and be a bridge between the city and its residents by communicating the program and the initiative. Councilmember Kurtzweil thanked him for being generous with his time when she has met with him to discuss some issues in the city. She then asked him to tell everyone about his past experience with road improvements. City Manager Zelenak stated he started in 1987 and he was lucky to be part of the engineering department in Rochester Hills where there was a road improvement program as well as a capital improvement plan where you got the opportunity to work with residents in developing programs whether it was through a special assessment district process or when they put a millage on the ballot. He gained a lot of experience working with the residents when it came to problems associated with the roads when they were installed. He tried to emphasize to people that there are potential worst-case scenarios and with anything from drainage problems, mail boxes being knocked down, there were constant calls because people want to know their lives won't be disrupted. He hopes that experience will help with moving this along and with the staff that we have and the potential new hire we will have, we can make this a successful program because the residents are definitely ready for a road improvement program. That is a question that is always asked. He is looking forward to moving this project through within the upcoming years.

9-13-2021

Councilmember Kennedy asked if he has discussed with the city attorney the problems with people receiving newspapers that they didn't request. Other communities have been able to stop that from happening. City Manager Zelenak stated he has discussed this with our attorney and she mentioned there are several communities that have an ordinance in place where the individuals who are passing out the papers have to place them on their front porch so it doesn't gather as garbage in the streets. It is up to the consensus of Council if we want to move forward with an expenditure for that. He stated he hasn't received a lot of calls about this. Other communities have tried to limit it and some people that wanted it to stop was in the minority because the majority of people wanted them. City Attorney Hamameh stated Carol Rosati drafted something for the City of Wixom in which you have to sign up to get the paper and it has to be delivered to a designated area, not just tossed on the lawn. Councilmember Kurtzweil stated that is a litter ordinance, so we may have something in place. She doesn't know of many situations where that is occurring. She doesn't see that stacked up in people's driveway. You could encourage people to put up mail boxes with a separate area for the paper, rather than it being tossed in the yard.

Councilmember Kennedy stated there has been a lull, but it was pretty hot and heavy this past Sunday in Oak Creek, Hunters Ridge and the residents were complaining about it. He just thinks there should be some restrictions on it. Councilmember Kivell asked if the City Manager has any concerns about finishing Liberty Street before we run out of grant money. City Manager Zelenak stated he is not concerned; it will be completed. Councilmember Kivell asked if there hasn't been updated studies on Pontiac Trail. City Manager Zelenak stated there was no other study that he could find. He stated that is why we are looking at this, and there have been some improvements on that section of road over the years, and it is important to get something up to date. He is happy we were able to convince the road commission to partake in the study. Hopefully if it is what we think it is, we can get the water resource committee involved as well. Councilmember Kivell asked if we can get the drain commission involved and if so, will it be the people receiving the benefit of this project be funding it. City Manager Zelenak stated it is premature to decide who would be funding it. We will have to meet with the drain commission to see if they will be involved. It's been there for too long and he is glad the road commission agreed to meet about this. They are the ones that will hire HRC for the new study. Councilmember Kivell stated he was upset that there might be a corridor in McMunn. The obstacle of Pontiac Trail with all the infrastructure that may have to be recreated if we made a trench in the middle of Pontiac Trail. If we were able to create something of a larger scale that could circumvent Pontiac Trail and still get from the north and south to the Yerkes Drain seems like a better plan. City Manager Zelenak stated basically studying the flows and all the permeable surface and how much goes down all the side streets, what potentially can we take off and send in different directions and still end up getting to the Yerkes Drain. That will help determine what the size of that will be, but that doesn't mean nothing will be done on Pontiac Trail, the capacity is not there for the changes of the events. It's a relief to move this forward.

Councilmember Walton stated the residents can call the newspaper themselves and ask the delivery to be stopped. She stated her complex wanted to stop the deliveries of the papers, but they said each resident had to call. She then thanked City Manager Zelenak for working with the DPW to keep the lot on Dorothy Street cleared out at the construction area. She then stated the DPW has done a great job as well as Depot Day. Councilmember Kurtzweil stated she wanted to remind people that are campaigning that she has gotten complaints from residents about people leaving literature on their porch when they have a no soliciting sign on their door. People should respect the homeowners wish to not solicit and leave literature on their porch, that is the only complaint she has gotten about paper floating around.

Councilmember Richards thanked the City Manager for getting the weeds cut down by the construction site on Dorothy Street. He then stated before the City Manager was here, he gave the city a plan on how to reroute the water from Lafayette Street to the 36-inch pipe drainage pipe on the west end of town that goes under the tube mill property that gets little water through it. He is glad that HRC is going to address this again and hopefully come up with a solution for overflow and diversion. It is important we get this in place.



### COUNCIL COMMENTS

Councilmember Kivell stated he had a lot of fun at the food truck rally and it was well received and he thinks we could actually have some successful events of that kind. He stated the weather was great and Depot Day was a success. Everyone was enjoying their selves and it was nice to see the community enjoying it.

Councilmember Richards stated Depot Day was a success, the weather cooperated and we got good responses from the vendors and he spoke with them and they all want to come back next year. He hopes we can expand it and have a great turnout again. He stated since the last council meeting, he had a surgery and it was significant. Today is the 14<sup>th</sup> day since the surgery occurred and people of his age are reluctant to have a surgery when it is needed and you can't be afraid of medical science today. It is to the advantage of all seniors to forget your objections and if you need something, have it done. He then stated he is sorry the BP gas station has closed. He then stated he hopes to participate with the road improvement committee and he wants to attend the meetings. He has studied much of this and he wants to see how it progresses.

Councilmember Walton thanked Darryl Dix for the nice job that was done at the police station. She stated Active Faith is working hard to continue to serve our community and they have a note on the door that says if you need groceries and your budget's a little tight, you don't have to go without. They have a note on the door directing people to a link to make an appointment to pick up some groceries. They are being very cognizant of COVID 19, but still helping our community. She then stated it is only 14 weeks to the holiday season, and if you shop now, you can have your shopping done by shopping all the great businesses in our town and help keep them going during COVID 19.

Councilmember Kennedy stated he wanted to let everyone know that the Salem-South Lyon District Library and the Lyon Township Library are working together and holding a shredding event this Saturday, September 18<sup>th</sup> from 10:00am until 1 pm at the Lyon Township Library on Milford Rd. Everyone should gather up your old documents and take them to the Lyon Township Library to be shredded. He then stated this week on Friday the 17<sup>th</sup>, the City and SLARA will be presenting the final Movie in the Park. Jumanji, the Next Level will be shown in McHattie Park starting at 9pm. So, grab the family and come to the park for an evening of family fun. He then reminded everyone that next Wednesday, September 22<sup>nd</sup> will be the final Lake Street Cruise-in for this year. The event will start earlier on that Wednesday, beginning at 6pm. So, make plans now to grab dinner in town and check out all the great cars that evening. He then stated Pumpkinfest will be held on September 24-26 this year, and the Pumpkinfest Committee is in desperate need of volunteers for this year's event. If you can help in any way possible, please go to [www.southlyonpumpkinfest.com/volunteer](http://www.southlyonpumpkinfest.com/volunteer) and sign up. It takes a lot of volunteers to make this event a reality, so show that South Lyon spirit and sign up today.

Councilmember Kurtzweil thanked Amelia Yunker for her outstanding service to the Cultural Arts Commission and she congratulated her on her new journey and may she continue to be blessed with success and happiness. She then thanked Linda Ross for her commitment and leadership for another well-attended depot day event. She does such a great service for our community and we are all lucky we have her for her leadership and vision of historic preservation. She then stated she has been chatting with our residents and listening to what issues are important to them. She was in Oak Creek this past Sunday and it is clear the people in South Lyon love their mayor. She further stated he doesn't have to do too much campaigning because he has a lot of support and what comes across is how well the city has gone through COVID 19 and they look to you and thank you for all you were doing behind the scenes and assisting the City Manager. She wants to make sure he is aware of this.

Mayor Pelchat thanked her. He stated we have a great team here and he enjoys working with everyone and that makes it easier. He then stated it can get confusing with the border with the township. Some people reached out to him about the lot at the Lyon Cantina and he spoke with the township's Ordinance Officer and unfortunately the issue is they actually have fulfilled the ordinance by taking care of the right of way. He asked the Ordinance Officer if he could reach out to the business owner to see if they will maybe knock down some of the weeds before our events later this year. He then reminded everyone that Saturday, we are having a victory day where kids that can't play sports, or cheer on the cheer team for whatever reason, will be able to participate in Victory Day. The kids do drills and the cheerleading team and it will make your day.

**CLOSED SESSION-: "Closed Session pursuant to Section 8(a) of the Open Meetings Act, MCL 15.268 at the request of the City Manager to conduct performance evaluation."**

**CM 9-9-21 MOTION TO ENTER INTO CLOSED SESSION**

Motion by Walton, supported by Kennedy

Motion to enter into closed session pursuant to Section 8(a) of the Open Meetings Act, MCL 15.268 at the request of the City Manager to conduct performance evaluation

**ROLL CALL VOTE:**

Walton- Yes

Richards- Yes

Kennedy- Yes

Kivell- Yes

Kurtzweil- Yes

Pelchat- Yes

**MOTION CARRIED UNANIMOUSLY**

**\*The regular City Council Meeting reconvened at 9:30p.m.\***

Mayor Pelchat asked Council to email him their recommendation for a wage increase and it will be discussed at the next meeting. City Attorney Hamamch stated it may be better for it to be discussed at the next meeting as opposed to emails. Mayor Pelchat stated we will add it to the agenda and discuss it at the next meeting.

**ADJOURNMENT**

**CM 9-10-21 MOTION TO ADJOURN**

Motion by Kurtzweil

Motion to adjourn the meeting at 9:33 p.m.

**VOTE:**

**MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

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

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

# **AGENDA NOTE**

Consent Agenda /

**MEETING DATE:** September 27, 2021

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

**AGENDA TOPIC:** Cultural Arts Commission Appointee

**EXPLANATION OF TOPIC:** We have received a candidate questionnaire from two (2) people John Hogan and Mack Dobbie who would both like to be appointed to the Cultural Arts Commission.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** City Candidate Questionnaires

**POSSIBLE COURSES OF ACTION:** Appoint or not appoint John Hogan and Mack Dobbie to the Cultural Arts Commission.

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve Mayor Dan Pelchat's nomination of John Hogan and Mack Dobbie to the Cultural Arts Commission.



## CANDIDATE QUESTIONNAIRE

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

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

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

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

**Appointed by Mayor-Confirmed by City Council**

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



NAME John Hogan CITY OF SOUTH LYON RESIDENT FOR 28 YEARS

ADDRESS [REDACTED] South Lyon MI ZIP 48178

PHONE (home) [REDACTED] PHONE (business or cell) [REDACTED]

EMAIL [REDACTED]

OCCUPATION: Banking Center manager Comerica Bank

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)

I am a murder mystery Pro with American Immersion Theater. I perform at murder  
mystery Dinners. I play a charter role in a whodunnit experience

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

Lyon Township I am the Treasurer for the Lyon Events Organization

ELECTIVE OFFICES THAT YOU HAVE HELD:

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

I volunteer at the Yankee Air museum during our airshows  
or flight experiences. I work on the ramp.

ADDITIONAL INFORMATION:

my wife works with the South Lyon East Band & Choir and is 1st chair flute in the  
Dexter Community Orchestra & Livingston County Concert Band. Between us we  
have connections in music world & the Theater world.

Signature [Signature]

Date 9.15.2021





## CANDIDATE QUESTIONNAIRE

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

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

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

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

**Appointed by Mayor-Confirmed by City Council**

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



NAME Mack Dobbie CITY OF SOUTH LYON RESIDENT FOR 48 YEARS

ADDRESS [REDACTED] South Lyon, MI ZIP 48178

PHONE (home) [REDACTED] PHONE (business or cell) \_\_\_\_\_

EMAIL [REDACTED]

OCCUPATION: Interaction Design/Experience Manager

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)

I am a local artist who would like to promote the arts and education in my community

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

ELECTIVE OFFICES THAT YOU HAVE HELD:  
\_\_\_\_\_  
\_\_\_\_\_

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

Cub master, Den leader for Cub Scout Pack 238

ADDITIONAL INFORMATION:

BFA from College for Creative Studies, work experience in graphic design, illustration, product/packaging design, and UX interaction design

Signature

[Signature]

Date

09/14/21



# AGENDA NOTE

Consent Agenda: Item # 2

**MEETING DATE:** September 27, 2021

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

**AGENDA TOPIC:** Use of the Wells Street parking lot for an event to be held on October 2, 2021 from 4PM to 11PM.

**EXPLANATION OF TOPIC:** The applicant is seeking approval to host a 50<sup>th</sup> class reunion event on October 2, 2021 from 4 PM to 11 PM inside the Lake Street Tavern and adjoining 15' X 40' tent directly north of the business located in the Wells Street Parking Lot. Because alcohol will be transferred between the business and tent, the event organizer, with my signature, applied for a temporary authorization application from the Michigan Liquor Control Commission (MLCC). The event organizer submitted a tent application which was approved by South Lyon Fire Inspector Brad Monyihan. The tent will take up a minimum amount of parking spaces directly north of the business and erected using cement supports. No stakes will be placed into the pavement. There will be temporary fencing placed around the tent. There will no road closures involved and will not disrupt any traffic flow. On-duty officers will monitor this event.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** Application, Insurance Certificate, Hold Harmless Agreement, area and tent sketch, tent application

**POSSIBLE COURSES OF ACTION:** Approve/Do Not Approve the use of the Wells Street parking lot for a 50<sup>th</sup> class reunion event on October 2, 2021 from 4 PM to 11 PM.

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve the use of the Wells Street parking lot for a 50<sup>th</sup> class reunion event on October 2, 2021 from 4 PM to 11 PM.

09/27/21





# South Lyon Police Department

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

## Parade/Event Application

Date(s) of Event: Oct. 2, 2021  
Applicant's Name: Lake St. Tavern (Mary Poole) Ph#: 248-345-5980  
Applicant's Address: 127 E. Lake St.  
Name of Event: 50<sup>th</sup> Class Reunion  
Business/Organization Name: Lake Street Tavern  
Business Address: 127 E. Lake St. S. Lyon  
Business Phone Number: 248-446-8898  
President/CEO Responsible for Event: Mary Poole Ph#: 248 345 5980  
Event Start Date and Time: 4 pm AM / PM  
Event End Date and Time: 11 pm AM / PM  
Approximate number of persons attending: 20  
Approximate number and types of vehicles: 40 + personal autos

Approximate number and types of animals: 0

Amount of space maintained between all units in parade: 0

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

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

Behind Lake Street in 4 parking places  
+ Entrance to building. Passage thru tent  
for all guests  
M. Poole 9/2/21 M. Poole 9/2/21

Applicants Signature and Date

Responsible Party's Signature and Date

☒ PD ☒ FD ☒ DPW ☒ City Hall

Chief Christopher J. Sovik 9/29/21  
Chief Christopher Sovik Date



## **South Lyon Police Department**

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

### **Parade/Event Insurance Requirements**

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

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/02/2021

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

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

<b>PRODUCER</b> Cantor Insurance Group 26777 Central Park Blvd. Ste. #250 Southfield MI 48076-	<b>CONTACT NAME:</b> Patty Richards	
	<b>PHONE (A/C, No, Ext):</b> (248)848-0200 <b>FAX (A/C, No):</b> (248)848-0202	
	<b>E-MAIL ADDRESS:</b> prichards@cantorinsurance.com	
<b>INSURED</b> RPP Group LLC DBA Lake Street Tavern 125-127 E. Lake Street South Lyon MI 48178	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	<b>INSURER A:</b> Illinois Casualty	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

## COVERAGES

CERTIFICATE NUMBER: 1032

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			BP45541	03/27/2021	03/27/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <b>DED</b> <input type="checkbox"/> <b>RETENTION \$</b>						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N/A					PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	<b>Liquor Liability</b>			LL109310	03/21/2021	03/21/2022	500,000

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

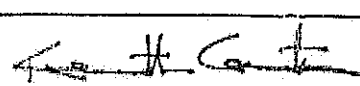
Location: 127 E. Lake St South Lyon MI 48178 Outside 1 Day Event 10/2/2021

The City of South Lyon, all elected and appointed officials, all employees, volunteers, all board, commissions, authorities and board members are Additional Insureds. 30 day notice of cancellation applies except for 10 days for non payment.

## CERTIFICATE HOLDER

## CANCELLATION

AI 002791

City of South Lyon 335 Warren South Lyon MI 48178-	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
--	--



## South Lyon Police Department

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

### Hold Harmless

To the fullest extent permitted by law the RPP Group aka Lake St. Tavern  
(Name of applicant/organization)

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

  
Signature

9/2/21  
Date

STATE  
APRN

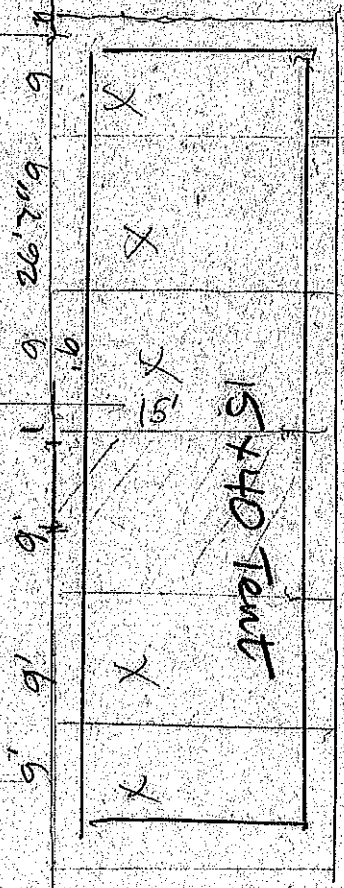
125

~~LSI~~

127

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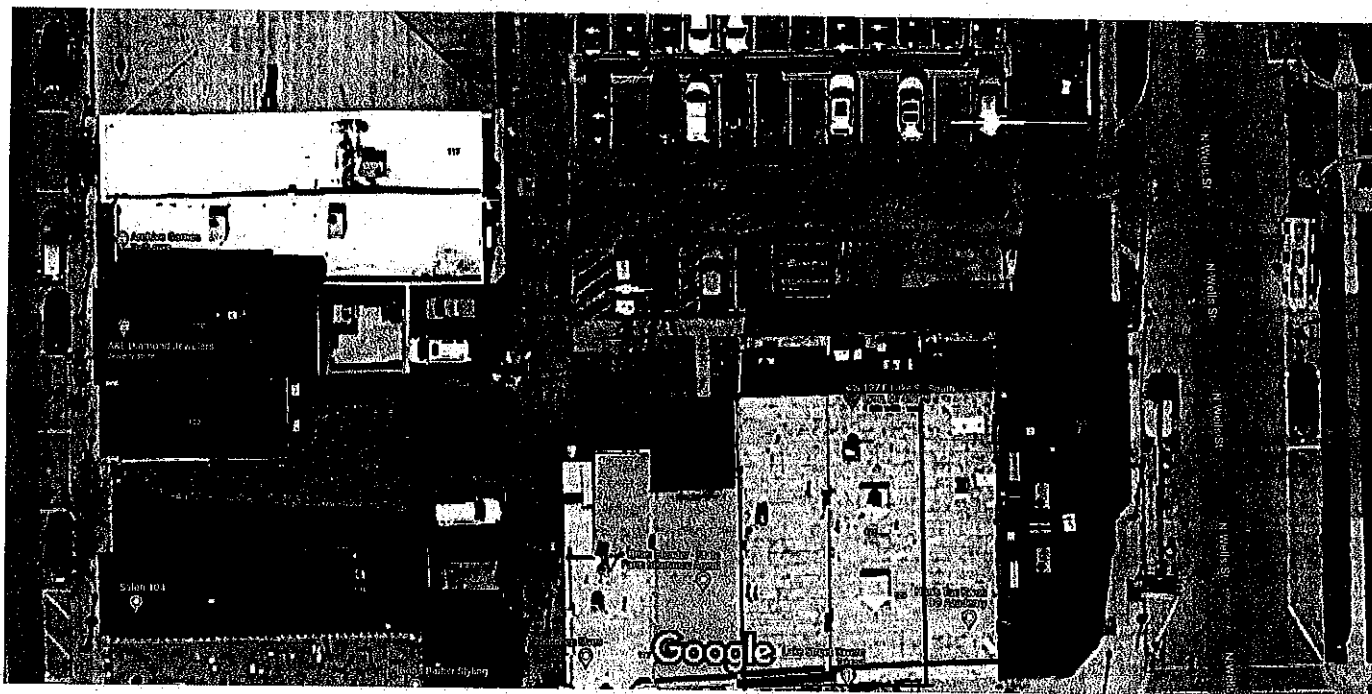
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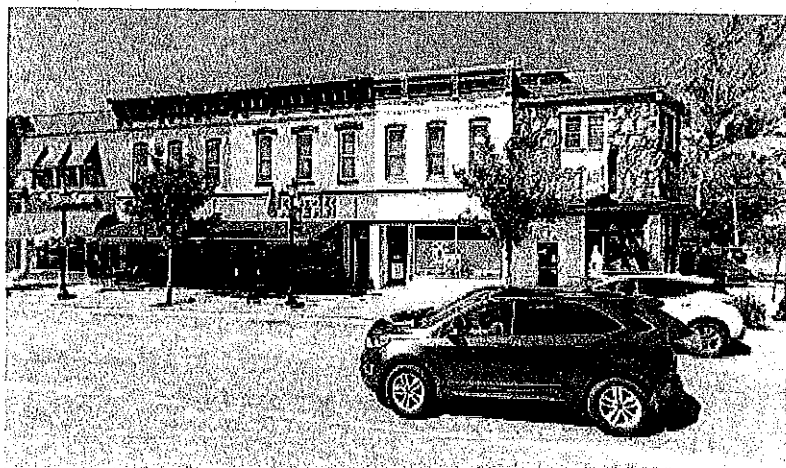
TENT

PARKING

# Google Maps 127 E Lake St



Map data ©2021, Map data ©2021 20 ft



## 127 E Lake St

Building



Directions



Save



Nearby



Send to your  
phone



Share



127 E Lake St, South Lyon, MI 48178

## Photos



## SOUTH LYON FIRE DEPARTMENT

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

September 21, 2021

Christopher Sovik  
Chief of Police  
219 Whipple Street  
South Lyon, MI 48178

RE: 50<sup>th</sup> Class Reunion  
127 East Lake Street  
South Lyon, MI 48178

The South Lyon Fire Department has received a tent application for the above event on October 2, 2021. The proposed tent is 15' x 40' (600 square feet). The tent will be placed in the parking lot behind Lake Street Tavern in 4 parking places at the entrance to the business.

This review is conducted in accordance with the South Lyon Fire Department tent application and chapter 31 of the International Fire Code (IFC) 2015 edition. I recommend that this event be APPROVED, with the following conditions:

1. Gasoline, LP gas, charcoal, candles, cooking devices, or any other open flame shall not be permitted inside or located within 20 feet of the tent.
2. A minimum of two 2A:10B:C (4 lb.) fire extinguishers are required.
3. All tents shall be constructed of flame-resistant materials. A certificate executed by an approved testing laboratory shall be submitted to the fire inspector, certifying that the tent is composed of material meeting the flame propagation performance criteria as defined by NFPA 701. The tent shall have a permanently affixed label bearing the identification of size and fabric or material type.
4. Electrical wiring shall be in conformance with Article 305 of NFPA 70 and the International Fire Code (IFC) 2015 edition
5. Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 persons or more.
6. Exit signs shall be of an approved self-luminous type.
7. A detailed floor plan shall be required where the occupant load exceeds 50 persons. The plan shall indicate details of the means of egress, seating capacity, arrangement of seating, and electrical equipment. The arrangement of aisles shall be subject to approval by the fire inspector and shall be maintained clear at all times. The width of each means of egress shall be no less than 72 inches.



## SOUTH LYON FIRE DEPARTMENT

217 Whipple Street, South Lyon, MI 48178  
Phone: 248-437-2616 Fax: 248-437-3025  
[www.southlyonfire.com](http://www.southlyonfire.com)

8. Upon receipt and approval of the floor plan an occupant load will be issued by the fire inspector. The fire inspector may request the current occupant load at any time the tent is open to the public. Therefore, an accurate head count shall be maintained.
9. Occupant load placard and floor plan shall be posted in a conspicuous place, near the main exit or exit access doorway.
10. Hay, straw, shavings or similar combustible materials shall not be located within any tent. The areas within and adjacent to the tent shall be maintained clear of all combustible materials that could create a fire hazard within 20 feet of the tent.
11. Smoking shall not be permitted in tents. **"NO SMOKING"** signs shall be conspicuously posted.

This report does not relieve the applicant from designing, installing and maintaining the tent in accordance with the appropriate codes and standards. Code requirements not mentioned in this report are a requirement and must be completed in order to provide a safe environment that is in compliance with the Michigan Building Code and International Fire Code. Any changes that will affect the design of the tent must be adequately reviewed and approved prior to installing the affected area.

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

Respectfully,

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



# **AGENDA NOTE**

**New Business #/**

**MEETING DATE:** September 27, 2021

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

**AGENDA TOPIC:** Award of bid to remove and replace concrete on Liberty Street.

**EXPLANATION OF TOPIC:** As part of our efforts to make road improvements, the City applied for and received a grant from Oakland County Local Road Improvement Matching Fund Program to improve Liberty Street between Washington and Pontiac Trail. Last year a large section of Liberty Street was repaired with portion of the funding coming from the grant from Oakland County. This year the project costs of \$72,278, with \$16,177 coming from the Local Road Improvement Grant. The project would be completed by GM & Sons of Whitmore Lake and completed by a change order to last years award.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** Construction Plan.  
Letter from HRC outlining the project and change order.

**POSSIBLE COURSES OF ACTION:** Approve or not approve the award / change order to remove and replace concrete on Liberty Street to GM & Sons of Whitmore Lake, Mi in an amount not to exceed \$72,278 from Acct. No. 202-451-802-100.

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve the award of the bid to remove and replace concrete on Liberty Street to GM & Sons of Whitmore Lake, Mi in an amount not to exceed \$72,278 from Acct. No. 202-451-802-100.



**HUBBELL, ROTH & CLARK, INC**  
CONSULTING ENGINEERS SINCE 1915

**STREET:** 105 W. Grand River  
Howell, MI 48843

**PHONE:** 517-552-9199

**WEBSITE:** hrcengr.com

September 14, 2021

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

Attn: Mr. Paul Zelenak, City Manager

Re: Liberty Street Concrete Repairs  
Change Order No. 1

HRC Job No. 20200065

Dear Mr. Zelenak:

In June 2020, the City received bids for the Liberty Street Concrete Repairs between Lafayette and Washington Street. The contract of \$60,176 was awarded to GM & Sons, Inc. of Whitmore Lake, Michigan to make repairs to the east bound lanes of Liberty Street. Sections of the west bound lanes and the intersection of Liberty and Washington Street are also in need of repair at the locations shown on the attached plan sheet.

The attached Change Order No.1 was prepared to incorporate a small patch on the eastbound lane and the westbound lane work into the existing contract between the City and GM & Sons, Inc. We have reviewed the unit prices for the proposed work and find them to be acceptable and recommend that the City execute Change Order No. 1 in the amount of \$72,278.00. The work is scheduled to begin in October and completed before the end of the 2021 construction season.

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

Very truly yours,

HUBBELL, ROTH & CLARK, INC.

Michael P. Darga, P.E.

MPD

Attachment

pc: City of South Lyon; D. Varney  
HRC; R. Alix, T. Pietila, file

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

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

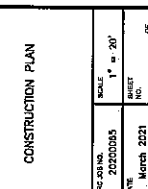
**Detroit**  
535 Griswold St.  
Buhl Building, Ste 1650  
Detroit, MI 48226  
313-965-3330

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

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

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

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



**811**

[illegible]

**LIBERTY STREET CONCRETE REPAIRS  
CITY OF SOUTH LYON  
CHANGE ORDER NO. 1**

Date: 8/16/2021  
HRC Job No. 20200065

**ENGINEER:**

Hubbell, Roth & Clark, Inc.  
105 W. Grand River Ave  
Howell, Michigan 48843

**OWNER:**

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

**CONTRACTOR:**

GM & Sons, Inc.  
6784 Whitmore Lake Road  
Whitmore Lake, MI 48189

The Contractor is directed to make the following changes in the Contract Documents.

**CHANGE ORDER ITEM 1: ADDITIONAL CONCRETE REPAIRS**

Additional concrete repair work was requested to be done, using the existing pay items with revised unit prices. The increased quantities of existing items will be added to the contract with an increased contract amount of \$72,278.00.

**CHANGE ORDER ITEM 2: Bid Item Summary**

PROPOSAL ITEM NO.	ITEM OF WORK	UNIT	CURRENT CONTRACT QTY	INC(DEC) QTY	NEW CONTRACT QTY	UNIT PRICE	AMOUNT INCREASE	AMOUNT DECREASE
1.	Mobilization, Max 10%	LS	1.00	1.00	2.00	\$2,750.00	\$2,750.00	\$0.00
2.	Pavt, Rem	syd	113.00	346.00	459.00	\$50.00	\$17,300.00	\$0.00
3.	Curb and Gutter, Rem	lft	52.00	100.00	152.00	\$10.00	\$1,000.00	\$0.00
4.	Conc Pavt, Nonreinf, 8 inch, Special	syd	113.00	346.00	459.00	\$85.00	\$29,410.00	\$0.00
5.	Excavation, Earth	cyd	30.00	50.00	80.00	\$35.00	\$1,750.00	\$0.00
6.	Lane Tie, Epoxy Anchored	ea	110.00	750.00	860.00	\$10.00	\$7,500.00	\$0.00
7.	Underdrain, Subgrade, 6 inch	lft	52.00	50.00	102.00	\$20.00	\$1,000.00	\$0.00
8.	Aggregate Base, 8 inch, 21 AA, Special	ton	60.00	155.00	215.00	\$25.00	\$3,875.00	\$0.00
9.	Curb and Gutter, Conc, Det F4	lft	42.00	100.00	142.00	\$35.00	\$3,500.00	\$0.00
10.	Curb Ramp Opening, Conc	lft	10.00	0.00	10.00	\$35.00	\$0.00	\$0.00
11.	Utility Structure Cover, Adj, Special	ea	3.00	5.00	8.00	\$350.00	\$1,750.00	\$0.00

**LIBERTY STREET CONCRETE REPAIRS  
CITY OF SOUTH LYON  
CHANGE ORDER NO. 1**

Date: 8/16/2021  
HRC Job No. 20200065

**ENGINEER:**

Hubbell, Roth & Clark, Inc.  
105 W. Grand River Ave  
Howell, Michigan 48843

**OWNER:**

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

**CONTRACTOR:**

GM & Sons, Inc.  
6784 Whitmore Lake Road  
Whitmore Lake, MI 48189

12.	Barricade, Type III, High Intensity, Double Sided, Furn	ea	7.00	7.00	14.00	\$385.00	\$0.00
13.	Barricade, Type III, High Intensity, Double Sided, Oper	ea	7.00	7.00	14.00	\$10.50	\$0.00
14.	Minor Traf Devices	LS	1.00	1.00	2.00	\$1,500.00	\$0.00
15.	Plastic Drum, High Intensity, Furn	ea	15.00	15.00	30.00	\$525.00	\$0.00
16.	Plastic Drum, High Intensity, Oper	ea	15.00	15.00	30.00	\$22.50	\$0.00

Subtotal -

<b>TOTAL NET CHANGE for CHANGE ORDER NO. 2</b>	\$72,278.00	\$0.00
Original Contract Price (as-bid)	\$72,278.00	\$60,175.85

Total of previous Change Orders to date

Current Contract Price adjusted by the previous Change Orders

The Contract Price due to this Change Order will be

The revised Contract Price including this Change Order

Current Contract Substantial Completion Date:

Current Contract Final Completion Date:

Change in Substantial Completion Date:

Change in Final Completion Date:

INCREASED BY

\$0.00  
\$60,175.85  
\$72,278.00  
\$132,453.85

August 10, 2020

August 17, 2020

November 15, 2021

December 1, 2021



LIBERTY STREET CONCRETE REPAIRS  
CITY OF SOUTH LYON  
CHANGE ORDER NO. 1

Date: 8/16/2021  
HRC Job No. 20200065

ENGINEER:

Hubbell, Roth & Clark, Inc.  
105 W. Grand River Ave  
Howell, Michigan 48843

OWNER:

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

CONTRACTOR:

GM & Sons, Inc.  
6784 Whitmore Lake Road  
Whitmore Lake, MI 48189

Recommended By:

*Michael P. Darga*

Michael P. Darga, PE  
Hubbell, Roth & Clark, Inc. ("Engineer")

Date: 8/16/2021

Accepted By:

Sean Morrissey, Project Manager  
GM & Sons, Inc.

Date:

Authorized By:

Douglas Varney, DPW Director  
City of South Lyon ("Owner")

Date:

# AGENDA NOTE

New Business # 2

**MEETING DATE:** September 27, 2021

**PERSON PLACING ITEM ON AGENDA:** Mayor Pelchat

**AGENDA TOPIC:** Discussion regarding compensation for the City Manager for the upcoming year.

**EXPLANATION OF TOPIC:** During the closed session Council Meeting on September 13, 2021, the City Manager evaluation took place. Now all there is to do is discuss compensation for the City Manager for the upcoming year. Mayor Pelchat requested this item to be discussed at the next Council Meeting.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** N/A

**POSSIBLE COURSES OF ACTION:** Approve or not approve increase in compensation for City Manager.

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve compensation for City Manager Zelenak.

## **FREQUENTLY ASKED QUESTIONS ABOUT THE BOND PROPOSAL FOR ROAD IMPROVEMENTS**

The deteriorating condition of local roads is readily apparent to every resident and many who travel through our community. The State funding mechanisms for maintenance, repair, and replacement of local roads is inadequate. Simply put, the local roads continue to get worse and the cumulative cost to remedy the conditions increases. Failing to maintain and/or improve the condition of the roads will negatively impact the property values, public safety, and the quality of life in our community.

The purpose of the South Lyon Road Improvement Plan is to preserve and maintain safe neighborhoods in an effort to sustain the quality-of-life South Lyon residents expect and is part of a long-term solution aimed at the systematic maintenance, repair, and rehabilitation of City roads. Stabilizing South Lyon's financial condition and dedicating funding for road improvements will help all City functions and assist in maintaining the expected quality of service. In addition to the bond dollars, the Road Improvement Plan will be supplemented by Act 51 funds, and general fund contributions. Once funding is secured through the bond proposal, the Road Improvement Plan can be implemented.

### **How much money would the Road Bond Proposed Millage increase generate ?**

Over the life of the Road Bond Levy, the increase would generate approximately \$18 million dollars. The first three years, the millage increase would be 2 mills (\$2 per \$1,000 of taxable value) The following 7 years, the increase of 3 mills would be offset by the dropping off of (3 mills) which pays for the current Water and Sanitary bond. This would mean that the residents would see no additional increase in their overall millage rate for the following 7 years.

### **Where is all the tax money going that the City already gets to maintain roads?**

Currently the only funds the City receives for roads comes from the State as part of the gas tax (Act 51). The road funding is used to pay for wages and benefits associated with costs of routine maintenance, patching, sweeping, snow plowing, salt application, storm sewer repairs, traffic services, signals, equipment etc. The current funding we receive is inadequate to fund any type of road improvement program.

### **Aren't there any grant funds available to improve local roads?**

There are no grant funds available for Local Roads. There are some grants available for Major roads, but not enough to satisfy all the needed improvements.

### **How will money raised by a Road Bond Millage increase be used ?**

The funds will be deposited in an interest-bearing Municipal Street Fund that can ONLY be used as described in the ballot proposal and CANNOT be used for city operating expenses or for any other purposes.



### **How long would a millage to pay for a Road Bond be levied ?**

A proposed millage would be levied for a 10-year period. Enough time to pay off the proposed road bond.

### **How will the millage increase be levied ?**

If a Road Bond millage increase is approved, it will be included in property tax bills starting in the Summer of 2023.

### **When would we see a road improvement program begin ?**

If the Road Bond Proposal is approved in August 2022, the initial planning and design work will begin right after the election, and the road construction would begin in the summer of 2023.

### **How will the road projects be prioritized ?**

Project priorities are based on PASER rating (which is a condition assessment of all the roads in South Lyon). The road condition, age, and utility improvements will also be considered in setting out a plan for the 23.5 miles of local streets, and 4.5 miles of major streets. This rating along with other factors such as traffic volumes and patterns, infrastructure needs, and frequency of maintenance needs, will be used to determine which roads will be improved in a given year.

### **How will the roads be repaired ?**

Roads identified as poor will be reconstructed by pulverizing the existing pavement followed by grading the pulverized material and placing at least three (3") inches of new asphalt. For roads in fair condition, the repair would include milling of the top surface, base repairs and a 1½" to 2" full width asphalt overlay.

### **Are all roads in the City of South Lyon under the jurisdiction of the City of South Lyon ?**

Certain roads (Pontiac Trail and 10 Mile Road) are under the jurisdiction of the Road Commission of Oakland County. Those roads are maintained by RCOC. There also are other private roads that are maintained by associations. (Please refer to the PASER Map that identifies public, private roads, and federally funded roads)

### **Why is asphalt used for roads instead of concrete?**

The initial cost of asphalt has traditionally been more affordable than concrete. The City is committed to watching the costs of these products and will respond by using the paving method that we feel is the best choice for our roads considering available funding resources and existing conditions.

### **How long will the road improvements last ?**

Reconstruction of a road lasts 20-25 years, maintenance will increase that life expectancy. Rehabilitation will last 10-12 years and can also be extended with preventative maintenance.

**Will there be any other work done along with a road improvement program?**

The City is in the third year of a four year program to inspect underground infrastructure (sanitary sewers). If there are any improvements that are needed to any utilities in the same area as a road project, they will be completed prior to, or at the same time as the road improvements.

**How will the improvements to the sanitary sewer or watermain be paid for ?**

Sanitary Sewer and Watermain improvements will be paid for by the water and sewer fund. They will not be paid for by proceeds from the road millage.

**My road is fairly new, why should I vote for the millage?**

Although your road is currently in good condition, eventually it will need to be repaired. We all drive on roads other than the one that is in front of our property, so it is important that the roads are maintained. Roads in poor condition can contribute to a higher rate of wear and tear on your vehicle leading to higher repair/maintenance costs.

**What happens if the road millage doesn't get approved ?**

The City's Road Improvement Plan is contingent upon passage of the Bond Proposal. If a road millage doesn't get approved, the roads will only receive minimal preventative measures. (i.e. pothole patching, crack sealing, etc) The City would have to save money for several years before taking on a subdivision paving project.

## **What are the responsibilities of the Road Improvement Committee ?**

- Be well informed about the proposed Road Improvement Program
- Bridge the divide between the City and its residents by communicating the road improvement program initiative.
- Committee will be educated on road infrastructure and available funding to better communicate information to the residents of the community.
- Get the word out regarding the Ballot Proposal
- Contribute to the development of the Frequently Asked Questions of the Road Improvement Program
- Be knowledgeable of the additional improvements (i.e. water, sewer other infrastructure) that will be bid out at the same time as the road improvement
- Schedule meetings and suggest information that can be conveyed to the public to learn about the Road Improvement Program
- The committee will not be selecting which roads will be done first and in what order. That will be done by the engineers based upon condition and timing of other improvements.

September 16, 2021

Road Commission for Oakland County  
31001 Lahser Road  
Beverly Hills, Michigan 48025

Attn: Mr. Jeff O'Brien, P.E., Design Engineer

Re: Proposal for Professional Engineering Services HRC Job No. 20210801  
Drainage Study for Pontiac Trail Storm Sewer System (Lafayette Street)- City of South Lyon

Dear Mr. O'Brien:

In accordance with your request, Hubbell, Roth & Clark, Inc. (HRC) is pleased to submit this proposal to complete a drainage study for the Pontiac Trail storm sewer system in the City of South Lyon. In addition, this proposal also includes assistance and coordination with Oakland County Water Resources Commissioner (WRC) and the City of South Lyon to investigate and potentially establish a new county drainage district. These organizations, along with RCOC, will be the primary stakeholders for this project. This will include representatives from various departments within these organizations. HRC's scope of work for Preliminary Engineering Services is summarized as follows:

## INTRODUCTION

This project involves the study of the storm sewer system within the Pontiac Trail corridor in the City of South Lyon. Pontiac Trail is an RCOC roadway through the city. This system has a history of flooding and it is generally understood that the trunkline storm sewer along Pontiac Trail has insufficient capacity for the contributing drainage area. This storm sewer system is a tributary to the Yerkes Drain and runs along the Pontiac Trail within a 24" concrete pipe while the area west of Pontiac Trail is conveyed westerly to the McMunn Street and discharges to the Yerkes Drain within a 36" pipe. The Yerkes Drain is under the jurisdiction of the Oakland County Water Resources Commissioner and this study will include a capacity evaluation at this ultimate outlet.

## PROJECT DESCRIPTION

This study will evaluate the current capacity of the storm sewer system within the Pontiac Trail central business district and determine the root cause of flooding. In addition, this study will propose effective solutions to eliminate the flooding. Finally, the study will define the next steps to either establish a new County Drain over this system, expand the Yerkes Drain Drainage District, or assist in establishing alternate options for funding future recommended drainage improvements.

The intent of this project is to investigate the overall capacity of the storm system and to determine the cause of the long-term flooding, specifically the pipe system and the outlet conditions where it discharges to the Yerkes Drain. The intent is not to model the entire storm system (every structure) or the entire downstream Drain, but only investigate and model enough to accurately determine capacity and outfall requirements to improve capacity and minimize flooding issues.

<b>Delhi Township</b> 2101 Aurelius Rd. Suite 2A Holt, MI 48842 517-694-7760	<b>Detroit</b> 535 Griswold St. Buhl Building, Ste 1650 Detroit, MI 48226 313-965-3330	<b>Grand Rapids</b> 801 Broadway NW Suite 215 Grand Rapids, MI 49504 616-454-4286	<b>Howell</b> 105 W. Grand River Howell, MI 48843 517-552-9199	<b>Jackson</b> 401 S. Mechanic St. Suite B Jackson, MI 49201 517-292-1295	<b>Kalamazoo</b> 834 King Highway Suite 107 Kalamazoo, MI 49001 269-665-2005	<b>Lansing</b> 215 S. Washington SQ Suite D Lansing, MI 48933 517-292-1488
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## **WORK PLAN/TASKS**

This Scope of Design Services is based on communications and meetings with the Road Commission for Oakland County (RCOC) design staff. Based on the project description, HRC understands the following scope of work as part of this proposal:

- ≡ Meetings and Project Management
- ≡ Drainage District Coordination and Planning
- ≡ Data Collection and Survey
- ≡ Drainage Design, Modeling and Calculations
- ≡ Summarization of Existing Drainage Conditions and System Capacity
- ≡ Development and Finalization of Drainage Improvement Options (up to 3)
- ≡ Construction Cost Estimates (up to 3)
- ≡ Preparation of Draft and Final Reports
- ≡ County Drainage District Establishment Recommendations

HRC's technical approach to accomplishing this project is broken down into three phases: Collection of existing data, study and modeling of current conditions, and development of options to resolve the issue. The first phase, collection of existing data, will begin with a scope meeting with all stakeholders and end with collection of field survey information along the main line and establishing the tributary area. The second phase, study and modeling of current conditions, will begin with a progress meeting to discuss data collected and review of the drainage design, modeling and calculations and end with a meeting to review our findings of the existing drainage conditions and system capacity. The third phase will begin with the development of drainage improvement options and end with the preparation of the final report. Throughout the project duration, HRC will maintain a record in our files which includes a history of significant events during the study, transmittal letters and correspondence from the RCOC, and other agencies involved with this project.

A breakdown of our proposed services and budgeted hours are summarized below:

### **Scope Meetings and Project Management**

The initial meeting will be held at RCOC with all stakeholders to further discuss the goals of the project. This task also includes regular project updates and correspondence via e-mail and calls. HRC has included an additional stakeholder coordination meeting at a later date as needed.

Estimated Hours – 36

### **Drainage District Coordination and Planning**

This task involves collection of existing plans from RCOC, WRC, and City of South Lyon, reviewing plans and other information to determine what field work is necessary to provide an accurate model. The more accurate the existing data is the less field work will be required.

Estimated Hours – 20

### **Data Collection and Survey**

HRC will review existing USGS Light Detection and Ranging (LiDAR) information, record documents, plans, and the drainage study performed for the Pontiac Trail storm system from Detroit Street south to the Yerkes Drain by McNamee, Porter and Seeley (MPS) company in 1978 to guide the project study. HRC will receive the storm system information from all stakeholders and will perform the needed survey of the storm sewer system, and downstream County Drain, and supplement it with the information received from the stakeholders. We will meet with RCOC, WRC, and the City to go over our findings, if appropriate.

Estimated Hours – 154

#### Drainage Design, Modeling and Calculations

HRC will develop the hydrology and hydraulic (H&H) model to reflect the current conditions and determine the current capacity of the storm sewer system. The H&H model will then be used to identify improvement projects to reduce flooding levels at current NOAA Atlas 14 rain fall predictions but also include a scenario for operations under increased storm events to add a level of climate resiliency. The Storm Water Management Model version 5.1.015 (SWMM 5) will be utilized for the H&H model. SWMM 5 is a public domain modeling software developed by the United States Environmental Agency (US EPA). The model consists of two main computational models, a hydrologic model that computes the flow inputs into the drainage system from tributary storm sewer areas and a hydraulic model that computes the routing of these flows through the network of pipes, culvert, and open channels.

Estimated Hours – 212

#### Summary of Existing Drainage Conditions and Drainage Capacity

Based on the modeling performed in the previous step, HRC will prepare a memo that details the existing conditions and overall capacity of the system and outlet. At this stage we will share our findings with the stakeholders. Potential alternatives will be discussed to develop a plan for the next steps in the study. HRC will meet with stakeholders to review the summary and the next steps moving forward.

Estimated Hours – 50

#### Development and Finalization of Drainage Improvement Options

Based on the collected survey data and H&H model, HRC will identify the low cost and immediate improvement alternatives to improve the system capacity and minimize the flooding impact. A proposed condition H&H model will be developed by modifying the current condition model to include the proposed improvements. In conjunction with the above modeling efforts, HRC will estimate the cost of each improvement alternative and include a discussion of possible asset (and thus cost) allocation between jurisdictions.

Estimated Hours – 62

#### Preparation of Final Report and Cost Estimates

HRC will provide an exhibit for RCOC, the City of South Lyon, and WRC staff to illustrate locations where flooding may occur. In addition, HRC will prepare a letter report to present the findings of the drainage study. The report will also identify potential immediate and/or long-term improvements, including cost, that could be performed to reduce flooding based on the feedback from all stakeholders. Based on the asset allocation previously discussed, HRC will split the project cost estimates accordingly, by jurisdiction, along with an overall improvement cost summary.

Estimated Hours – 30

#### County Drainage District Establishment

Using the collected data for the above tasks, HRC will prepare the initial documentation needed for the RCOC or City to initiate proceedings on the Michigan Drain Code to either establish a new county drain or extend the Yerkes to cover this part of the system. This includes preparing a proposed Drainage District, providing a Preliminary Route and Course of the drain system, identifying potential participating property owners and agencies, and an additional meeting with OCWRC staff. At this time, this task does not include the petition or public outreach components that would likely need to occur to formalize a request to OCWRC but it will lay out the next steps and responsible parties for those steps.

Estimated Hours – 50

### **SCHEDULE**

We propose to schedule an initial meeting with RCOC immediately to confirm scope and tasks. Upon completion of that meeting, HRC field services will begin collecting data and our office staff will begin the district coordination and planning. HRC has the staff and is prepared to begin work on this project immediately with an anticipated schedule as follows:

- October 2021 – Drainage District Planning and Coordination and Data Collection and Survey
- November 2021 – Drainage Design, Modeling and Calculations
- December 2021 – Summary of Existing Drainage Conditions and System Capacity
- January 2022 – Develop and Finalization of Drainage Improvement Options
- February 2022 – Preparation of Final Report and Cost Estimates

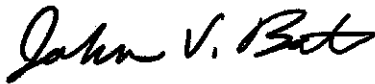
### **COST AND INVOICING**

HRC will provide the services as described herein on a time and material basis, using HRC's current Certified MDOT Audited Rates for Direct Labor, Overhead, Facilities Cost of Capital (FCC) and Fixed Fee (Profit) as detailed in the attached hours and cost sheets. Based on the scope of work described herein, this will include a not to exceed total fee of \$56,167.53. This total fee includes a maximum fixed fee of \$5,561.34.

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

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



John V. Balint, P.E.  
Project Manager



Charles E. Hart, P.E.  
Vice President

pc: HRC, J. Burton, F. Babakhani, File

**ATTACHMENT A**  
**Road Commission for Oakland County**  
**Hours / Costs for Preliminary Engineering Services - September 16, 2021**  
**Pontiac Trail - South Lyon - RCOC Project No.**

Task Description	Principal	Field Services	Project Manager / Associate	Hydraulic Engineer	GIS Technician	Grad. Engineer	Total By Task
Meetings / Site Visits	8		16	8		4	36
Drainage District Coordination and Planning	2	2	4	4		8	20
Data Collection and Survey	2	50	2	8	32	60	154
Drainage Design, Modeling and Calculations	4		4	70	24	110	212
Summary of Existing Drainage Conditions and System Capacity	8		4	12	2	24	50
Development and Finalization of Drainage Improvement Options	6	4	8	8	4	32	62
Preparation of Final Report and Cost Estimates	6		8	8		8	30
County Drainage District Establishment	4	24	2	12	4	4	50
Sub-Total	40	80	48	130	66	250	614

<b>Total Hours by Classification</b>	40	80	48	130	66	250	614
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	Hours	Direct Hourly Cost	Direct Cost
Partner / Vice President (C. Hart, J. Burton)	40	\$ 51.00	\$ 2,040.00
Field Services (A. Groat)	80	\$ 46.00	\$ 3,680.00
Project Manager (J. Balint)	48	\$ 51.40	\$ 2,467.20
Hydraulic Engineer (F. Babakhani)	130	\$ 37.30	\$ 4,849.00
GIS Technician (M. Hansen)	66	\$ 25.00	\$ 1,650.00
Graduate Engineer (T. Warstler)	250	\$ 29.50	\$ 7,375.00
Sub-total Hours	614	Sub-total Labor	\$ 22,061.20
Overhead (Labor x 129.17%)			\$ 28,496.45
Sub Total		Labor + OH	\$ 50,557.65
Facilities Cost of Capital (FCC): (Labor x 0.22%)			\$ 48.53
Sub Total		Labor + OH + FCC	\$ 50,606.19
Fixed Fee: (Total Labor + Total Overhead) x 11%			\$ 5,561.34
<b>Total Preliminary Engineering Costs</b>			<b>\$ 56,167.53</b>



## CERTIFICATION OF OVERHEAD COST RATE

This Certification is required per U.S. Department of Transportation, Federal Highway Administration (FHWA) Order 4470.1A, and dated October 27, 2010. FHWA has issued this new policy to be **effective January 1, 2011**, requiring consultants provide certification that costs used to establish overhead cost rates for Federal-aid engineering and design related services contracts do not include any costs which are expressly unallowable; and that the overhead cost rate was established only with allowable costs.

This certification is to provide assurance that the overhead costs rate was calculated in accordance with the applicable cost principles contained in the Federal Acquisition Regulations (FAR) of Title 48, Code of Federal Regulations (CFR) Part 31.

This form shall be completed and submitted by the prime consultant and each subconsultant (first and second tier subconsultant(s)) that have a derivation of cost sheet as part of this priced proposal where an overhead rate was proposed. Please note that the Certifying Official is defined as the firm's Executive (President, Vice President or equivalent) or Chief Financial Officer.

### PROJECT INFORMATION

MDOT CONTROL SECTION(S) – JOB NUMBER(S):

**RCOC: Pontiac Trail Drainage Study**

CONTRACT / AUTHORIZATION NUMBER:

**n/a**

PROJECT DESCRIPTION:

**Drainage study along Pontiac Trail in South Lyon, and assistance with establishing a county drain district & coordination with RCOC, City, & WRC**

### DECLARATION OF CERTIFICATION

OVERHEAD COST RATE:

**129.17%**

DATE OF OVERHEAD COST RATE DETERMINATION (mm/dd/yyyy):

**5/5/2021**

FISCAL PERIOD COVERED: (mm/dd/yyyy to mm/dd/yyyy)

**8/1/2021**

to

**7/31/2022**

*I, the undersigned, certify that I have reviewed the overhead rate calculation for the fiscal period as specified above and to the best of my knowledge and belief:*

1.) All costs included to establish the above overhead cost rate are allowable in accordance with the cost principles of the Federal Acquisition Regulation (FAR) of title 48, Code of Federal Regulations (CFR), part 31.

2.) This overhead cost rate does not include any costs which are expressly unallowable under the cost principles of the FAR of 48 CFR 31.

*All known material transactions or events that have occurred affecting the firm's ownership, organization and overhead cost rates have been disclosed.*

### CONSULTANT INFORMATION

LEGAL BUSINESS NAME:

**Hubbell, Roth & Clark, Inc.**

FEDERAL ID NUMBER: (Must match prequalification file)

**38-0668370**

ROLE: (Prime, Tier 1, Tier 2)

**Prime Firm**

COMPANY ADDRESS:

**555 Hulet Drive, PO Box 824**

CITY:

**Bloomfield Hills**

STATE:

**MI**

ZIP CODE:

**48303**

EMAIL (AUTHORIZED CONTRACT SIGNER):

**chart@hrcengr.com**

PHONE NO.:

**248.454.6301**

EMAIL (FOR SIGNED CONTRACT DISTRIBUTION):


**chart@hrcengr.com**

By signature on this form, the consultant agrees that information provided in the consultant priced proposal does not contradict the scope of services or violate the contract terms and conditions.

CERTIFYING OFFICIAL: (Printed Name - Title)

**Charles E. Hart, P.E.  
Vice-President**

SIGNATURE OF CERTIFYING OFFICIAL:



DATE:

**9/2/2021**