

# AGENDA NOTE

New Business: Item #

**MEETING DATE:** November 14, 2016

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

**AGENDA TOPIC:** Consider approval by Kiwanis Club for use of Historic Village/Depot Grounds for annual Christmas tree sale event

**EXPLANATION OF TOPIC:** The Kiwanis Club has submitted their annual request for permission to use the property in McHattie Park located near the Historic Village and Depot grounds for Christmas Tree sales.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** Request letter, Certificate of Insurance and Hold harmless document

**POSSIBLE COURSES OF ACTION:** Grant permission for the Kiwanis to hold their annual Christmas tree sales in McHattie Park. Deny the application.

**RECOMMENDATION:** ..

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to grant permission for the Kiwanis to hold their annual Christmas tree sales in McHattie Park

# Kiwanis Club of South Lyon, Mich., Inc.



P.O. Box 235  
South Lyon, MI 48178  
"On Chief Pontiacs' Trail"  
"We Build"

November 9, 2016

South Lyon City Council  
335 S. Warren Street  
South Lyon, Michigan 48178

**Re: Kiwanis Use of Historical Village/Depot Grounds  
South End of McHattie Park**

Dear Honorable City Council,

The South Lyon Kiwanis is requesting the use of the Historical Village/Depot Grounds at the South End of McHattie Park for the purposes of Tree Sales. As the City Council may know, this has been an annual event.

This request is to use the property from **appx. November 15th, 2016 (set up) through December 30, 2016 (take down and clean up)**. Sales usually end near December 21, 2016 and the property is usually cleaned up by the end of December weather permitting. The sales support the annual senior dinner at the High School which will be on **Monday December 12, 2016**.

A copy of the Certificate of Liability Insurance naming the City of South Lyon as an additional insured will be provided prior to using the property.

If you have any questions regarding this or any other matter, please feel free to call me.

Very truly yours,

Philip J. Weipert  
Immediate Past President  
Club Secretary-(248) 486-1100

PJW:mdn

# AGENDA NOTE

**MEETING DATE:** November 14, 2016

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

**AGENDA TOPIC:** Approve the first reading of the Housing Commission Ordinance Amendment

**EXPLANATION OF TOPIC:** The South Lyon Housing Commission is pursuing a Rental Assistance Demonstration (RAD) conversion through HUD which will allow it to utilize different financial mechanisms to provide housing assistance. HUD requires that the South Lyon Housing Commission have clear title to the property which is subject to the HUD agreements. The property in question was deeded to the City acting on behalf of the South Lyon Housing Commission which was required per ordinance (Code Section 34-87). HUD has advised that the City must quit claim its interest to the Housing Commission or sign the HUD agreements. The latter is not recommended.

Section 34-87 prohibits the City from quit claiming its interest in the property to the Housing Commission. In 1996, the Michigan legislature amended the Housing Facilities Act to clarify that housing commissions are separate legal public corporations. Thus, the requirement in Section 34-87 that deeds be in the name of the city is no longer required. The Housing Commission is a separate legal entity and can own and hold property, among other things, without the City being involved even if in name only. The repeal of Section 34-87 is to enable the City to execute a quit claim deed to the Housing Commission to satisfy HUD requirements for the RAD conversion. The quit claim deed will be presented separately for Council approval.

In addition, in June 2012, at the Housing Commission's request, the Council approved an ordinance adding provisions to the Code of Ordinance pertaining to the Housing Commission which included, among other things, procurement provisions. HUD advised that the 2012 ordinance amendments were in conflict with HUD regulations and the Housing Commission's separate legal existence as clarified by the 1996 amendments to the Michigan Housing Facilities Act. Thus, the proposed ordinance amendment repeals Sections 34-88 through 34-91.

Lastly, the proposed ordinance amends Section 34-84 relating to the South Lyon Housing Commission's Powers and Duties to clarify that it has all powers, duties, rights and obligations provided for under statute, including the Michigan Facilities Act, Public Act 18 of 1933, 125.651 et. seq.

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

- a. Proposed Ordinance
- b. MCL 125.654
- c. Article VI, Chapter 34 of the City of South Lyon Code of Ordinances
- d. 2012 Housing Commission Ordinance Amendment

**POSSIBLE COURSES OF ACTION:** Approve/deny/postpone

**RECOMMENDATION:** Approve the first reading of the Housing Commission Ordinance amendment

**SUGGESTED MOTION:** Motion to approve the first reading of the Ordinance to Amend Chapter 34, Article IV of the City of South Lyon's Code of Ordinances by repealing Sections 34-87 through 34-91 and amending Section 34-84.

ORDINANCE NO. \_\_-16

CITY OF SOUTH LYON  
OAKLAND COUNTY, MICHIGAN

AN ORDINANCE TO AMEND THE CITY OF SOUTH LYON CODE OF ORDINANCES, CHAPTER 34 – COMMUNITY DEVELOPMENT, ARTICLE IV – HOUSING COMMISSION, TO REPEAL SECTIONS 34-87 THROUGH 34-91 AND TO AMEND SECTION 34-84 RELATING TO THE HOUSING COMMISSION'S POWERS

THE CITY OF SOUTH LYON ORDAINS:

**PART I. Repeal of Existing Sections 34-87 through 34-91, Chapter 34, Article IV.**

Existing Sections 34-87 through 34-91, all contained in Article IV – Housing Commission, in Chapter 34 – Community Development of the City of South Lyon Code of Ordinances, are hereby repealed.

**PART II. Amendment of Section 34-84.** Section 34-84, in Article IV – Housing Commission, Chapter 34 – Community Development, of the City of South Lyon Code of Ordinances is amended to read as follows in its entirety:

Sec. 34-84. – Powers and duties.

In addition to such other powers, duties, rights and obligations provided for by Charter and statute, such commission shall have the following enumerated powers and duties:

- (1) To determine in what areas of the city it is necessary to provide proper sanitary housing facilities for families of low income and for the elimination of housing conditions which are detrimental to the public peace, health, safety, morals, and/or welfare.
- (2) To purchase, lease, sell, exchange, transfer, assign and mortgage any property, real or personal, or any interest therein, or acquire the same by gift, bequest or under the power of eminent domain; to own, hold, clear and improve property; to engage in or to contract for the design and construction, reconstruction, alteration, improvement, extension, and/or repair of any housing project or projects or parts thereof; to lease and/or operate any housing project or projects.
- (3) To control and supervise all parks and playgrounds forming a part of such housing development but may contract with existing departments of the city for operation or maintenance of either or both.
- (4) To establish and revise rents of any housing project or projects, but shall rent all property for such sums as will make them self-supporting, including all charges for maintenance and operation, for principal and interest on loans and bonds, and for taxes.
- (5) To rent only to such tenants as are unable to pay for more expensive housing accommodations.

(6) To call upon other city departments for assistance in the performance of its duties, but said departments shall be reimbursed for any added expense incurred therefor.

(7) It shall have such other powers relating to said housing facilities project as may be prescribed by ordinance or resolution of the governing body of the city or as may be necessary to carry out the purposes of the act.

**PART III. Severability.** Should any division, section, subsection, clause, or phrase of this Ordinance be declared by the courts to be invalid, the validity of the Ordinance as a whole, or in part, shall not be affected other than the part invalidated.

**PART IV. Savings Clause.** The amendment of the City of South Lyon Code of Ordinances set forth in this Ordinance does not affect or impair any act done, offense committed, or right accruing, accrued, or acquired or liability, penalty, forfeiture or punishment, pending or incurred prior to the amendment of the City of South Lyon Code of Ordinances set forth in this Ordinance.

**PART V. Repealer.** All other Ordinances or parts of Ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

**PART VI. Effective Date; Publication.** The provisions of this Ordinance shall become effective fifteen (15) days after its adoption and shall be published within fifteen (15) days of its adoption by publication of a brief notice in a newspaper circulated in the City, stating the date of enactment and the effective date of the ordinance, a brief statement as to the subject matter of this Ordinance and such other facts as the Clerk shall deem pertinent, and that a copy of the Ordinance is available for public use and inspection at the office of the City Clerk.

Made, Passed and Adopted by the South Lyon City Council this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
John Galeas, Jr., Mayor

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

#### Certificate of Adoption

I hereby certify that the foregoing is a true and complete copy of the ordinance adopted at the regular meeting of the South Lyon City Council held on the \_\_\_\_ day of \_\_\_\_\_, 2016.

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

Adopted:  
Published:  
Effective:

**HOUSING FACILITIES (EXCERPT)**  
**Act 18 of 1933 (Ex. Sess.)**

**125.654 Municipal housing commission; appointment and terms of members; tenant of public or subsidized housing as member; notice; removal; vacancies; compensation and expenses; public body corporate; powers of commission; definitions.**

Sec. 4. (1) Subject to subsection (2), the commission shall consist of 5 members to be appointed by the chief administrative officer of the city or village, except that if a city or village has a chief administrative officer who is not elected by the electors of the city or village, the members of the commission may be appointed by the official designated by a resolution adopted by the governing body of the city or village. The term of office of members of the commission shall be 5 years. Members of the first commission shall be appointed for the terms of 1 year, 2 years, 3 years, 4 years, and 5 years respectively, and annually thereafter 1 member shall be appointed for the term of 5 years.

(2) One member of the commission shall be a tenant of public or subsidized housing as provided in this subsection. If, on the effective date of the amendatory act that added section 11a, a commission is managing an occupied project and has no tenant member, a tenant member shall be appointed for at least 1 of the next 3 vacancies after that effective date, or within 2 years after that effective date, whichever comes first. If, on the effective date of the amendatory act that added section 11a, a commission did not yet exist or did not yet manage an occupied project, a tenant member shall be appointed for at least 1 of the next 2 vacancies after the first project of the commission is occupied or within 2 years after the first project of the commission is occupied, whichever comes first. Beginning on the effective date of this amendatory act that added section 11a, the chief executive officer of the housing commission shall send written notice of a commission vacancy to the president of each resident organization. The notice shall be included in the rent notice to each tenant. For a commission with authority for less than 250 units, if no tenant applies for membership on the commission within 60 days after notice is sent to tenants, the appointing official may appoint a person otherwise qualified under this act to serve as a member of the commission, if the chief executive officer of the commission has proof of the written notice required under this section.

(3) Upon recommendation of the appointing authority to the governing body, the governing body of the incorporating unit may remove a member of the commission from office before the expiration of his or her term. Subject to subsection (2), a vacancy in office shall be filled by the appointing authority for the remainder of the unexpired term.

(4) A member of the commission may receive compensation for actual expenses incurred in serving as a member of the commission in an amount determined by the commission. The governing body of an incorporating unit may adopt a resolution establishing limitations on the amounts of actual expenses that may be paid to a member of a commission.

(5) The commission shall be a public body corporate. Except as otherwise provided in this act, the commission may do all of the following:

- (a) Sue and be sued in any court of this state.
- (b) Form or incorporate nonprofit corporations under the laws of this state for any purpose not inconsistent with the purposes for which the commission was formed.
- (c) Serve as a shareholder or member of a qualified nonprofit corporation organized under the laws of this state.
- (d) Authorize, approve, execute, and file with the Michigan department of commerce those documents that are appropriate to form and continue 1 or more nonprofit corporations.
- (e) Form or incorporate for-profit corporations, partnerships, and companies under the laws of this state for any purpose not inconsistent with the purposes for which the commission was formed.

(6) As used in this section:

- (a) "Chief administrative officer" means:
  - (i) The manager of a village or, if a village does not employ a manager, the president of the village.
  - (ii) The city manager of a city or, if a city does not employ a city manager, the mayor of the city.
- (b) "Vacancy" means a seat for which the current appointee discontinues membership by death, resignation, or removal from office; by not seeking reappointment in writing prior to the expiration of his or her term; or by not being reappointed by the appointing authority within 5 days following the expiration of his or her term.

**History:** 1933, Ex. Sess., Act 18, Imd. Eff. Jan. 9, 1934;—Am. 1935, Act 80, Imd. Eff. May 24, 1935;—CL 1948, 125.654;—Am. 1969, Act 327, Eff. Mar. 20, 1970;—Am. 1983, Act 227, Imd. Eff. Nov. 28, 1983;—Am. 1984, Act 207, Imd. Eff. July 9, 1984;—Am. 1996, Act 338, Imd. Eff. June 27, 1996.

## ARTICLE IV. - HOUSING COMMISSION

## Sec. 34-81. - Housing commission continued.

The city housing commission, heretofore created pursuant to Act No. 18, Public Acts of 1933 (Ex. Sess.), State of Michigan, as amended is hereby continued.

(Code 1988, § 1.151)

## Sec. 34-82. - Members, term and appointment.

In accordance with section 4 of said Act 18 of 1933 (Ex. Sess.) the city housing commission shall consist of five members to be appointed by the mayor with the approval of the city council. Each of said members shall serve for a term of five years and until his successor shall be appointed and qualified. Members of the first commission shall be appointed for staggered terms. Members shall serve without compensation but shall be reimbursed for any actual and necessary expenses incurred in the performance of their duties.

(Code 1988, § 1.152)

## Sec. 34-83. - Meetings, rules, record, quorum, officers, employees.

The commission shall meet at regular intervals, said meetings to be public. It shall adopt its own rules of procedure, and shall keep a record of the proceedings. Three members shall constitute a quorum for the transaction of business. A president and vice-president shall be elected by the commission. The commission may appoint a director who may also serve as secretary, and such other employees or officers as shall be necessary. The commission shall prescribe the duties of all of its officers and employees and may, with the approval of the appointing authority, fix their compensation. The commission may from time to time as necessary employ engineers, architects and consultants.

(Code 1988, § 1.153)

## Sec. 34-84. - Powers and duties.

Such commission shall have the following enumerated powers and duties:

- (1) To determine in what areas of the city it is necessary to provide proper sanitary housing facilities for families of low income and for the elimination of housing conditions which are



detrimental to the public peace, health, safety, morals, and/or welfare.

- (2) To purchase, lease, sell, exchange, transfer, assign and mortgage any property, real or personal, or any interest therein, or acquire the same by gift, bequest or under the power of eminent domain; to own, hold, clear and improve property; to engage in or to contract for the design and construction, reconstruction, alteration, improvement, extension, and/or repair of any housing project or projects or parts thereof; to lease and/or operate any housing project or projects.
- (3) To control and supervise all parks and playgrounds forming a part of such housing development but may contract with existing departments of the city for operation or maintenance of either or both.
- (4) To establish and revise rents of any housing project or projects, but shall rent all property for such sums as will make them self-supporting, including all charges for maintenance and operation, for principal and interest on loans and bonds, and for taxes.
- (5) To rent only to such tenants as are unable to pay for more expensive housing accommodations.
- (6) To call upon other city departments for assistance in the performance of its duties, but said departments shall be reimbursed for any added expense incurred therefor.
- (7) It shall have such other powers relating to said housing facilities project as may be prescribed by ordinance or resolution of the governing body of the city or as may be necessary to carry out the purposes of the act.

(Code 1988, § 1.154)

**Sec. 34-85. - Interest of members, officers, employees in contracts.**

No member of the housing commission or any of its officers or employees shall have any interest directly or indirectly in any contract for property, materials or services to be acquired by said commission.

(Code 1988, § 1.155)

**Sec. 34-86. - Report to governing body.**

The commission shall make an annual report of its activities to the city council and shall make such other reports as the city manager may from time to time require.

(Code 1988, § 1.156)

Sec. 34-87. - Deeds, contracts, leases, purchases.

All deeds, contracts, leases or purchases entered into by the commission shall be in the name of the city and shall be approved by the city council. Contracts for the purchase of necessary materials costing less than \$500.00 and leases with tenants and options need not be so approved.

(Code 1988, § 1.157)

**CITY OF SOUTH LYON  
ORDINANCE AMENDMENT**

**CHAPTER 34, ARTICLE IV SECTION 34-87 AND ADDING SECTIONS 34-88 THROUGH 34-91**

The City of South Lyon Ordains:

An amendment to the City Code of the City of South Lyon, Chapter 34 – Housing Commission by amending Section 34-87 and adding Sections 34-88 through 34-91 as follows:

Sec. 34-81. - Housing commission continued.

The city housing commission, heretofore created pursuant to Act No. 18, Public Acts of 1933 (Ex. Sess.), State of Michigan, as amended is hereby continued.

(Code 1988, § 1.151)

Sec. 34-82. - Members, term and appointment.

In accordance with section 4 of said Act 18 of 1933 (Ex. Sess.) the city housing commission shall consist of five members to be appointed by the mayor with the approval of the city council. Each of said members shall serve for a term of five years and until his successor shall be appointed and qualified. Members of the first commission shall be appointed for staggered terms. Members shall serve without compensation but shall be reimbursed for any actual and necessary expenses incurred in the performance of their duties.

(Code 1988, § 1.152)

Sec. 34-83. - Meetings, rules, record, quorum, officers, employees.

The commission shall meet at regular intervals, said meetings to be public. It shall adopt its own rules of procedure, and shall keep a record of the proceedings. Three members shall constitute a quorum for the transaction of business. A president and vice-president shall be elected by the commission. The commission may appoint a director who may also serve as secretary, and such other employees or officers as shall be necessary. The commission shall prescribe the duties of all of its officers and employees and may, with the approval of the appointing authority, fix their compensation. The commission may from time to time as necessary employ engineers, architects and consultants.

(Code 1988, § 1.153)

Sec. 34-84. - Powers and duties.

Such commission shall have the following enumerated powers and duties:

(1) To determine in what areas of the city it is necessary to provide proper sanitary housing facilities for families of low income and for the elimination of housing conditions which are detrimental to the public peace, health, safety, morals, and/or welfare.

(2) To purchase, lease, sell, exchange, transfer, assign and mortgage any property, real or personal, or any interest therein, or acquire the same by gift, bequest or under the power of eminent domain; to own, hold, clear and improve property; to engage in or to contract for the design and construction, reconstruction, alteration, improvement, extension, and/or repair of any housing project or projects or parts thereof; to lease and/or operate any housing project or projects.

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(3) To control and supervise all parks and playgrounds forming a part of such housing development but may contract with existing departments of the city for operation or maintenance of either or both.

(4) To establish and revise rents of any housing project or projects, but shall rent all property for such sums as will make them self-supporting, including all charges for maintenance and operation, for principal and interest on loans and bonds, and for taxes.

(5) To rent only to such tenants as are unable to pay for more expensive housing accommodations.

(6) To call upon other city departments for assistance in the performance of its duties, but said departments shall be reimbursed for any added expense incurred therefor.

(7) It shall have such other powers relating to said housing facilities project as may be prescribed by ordinance or resolution of the governing body of the city or as may be necessary to carry out the purposes of the act.

(Code 1988, § 1.154)

Sec. 34-85. - Interest of members, officers, employees in contracts.

No member of the housing commission or any of its officers or employees shall have any interest directly or indirectly in any contract for property, materials or services to be acquired by said commission.

(Code 1988, § 1.155)

Sec. 34-86. - Report to governing body.

The commission shall make an annual report of its activities to the city council and shall make such other reports as the city manager may from time to time require.

(Code 1988, § 1.156)

Sec. 34-87. - Deeds, contracts, leases, purchases.

All deeds, contracts, leases or purchases entered into by the commission shall be in the name of the city and shall be approved by the city council. Contracts for the purchase of necessary materials costing less than \$500.00 \$2,000.00 and leases with tenants and options need not be so approved.

The manager shall act as purchasing agent of the city. The manager shall adopt any necessary rules respecting requisitions and purchase orders.

Sec. 34-88 - Written contract required.

All purchases and sales, regardless of monetary value, shall be made the subject of a written contract. A purchase order shall be a sufficient written contract in cases where the expenditure is in the usual and ordinary course of the city's affairs.

Sec. 34-89. - Approval for purchases or contracts over \$2,000.00; competitive bidding for purchases or contracts over \$5,000.00.

Any expenditure for supplies, materials, equipment, construction project or contract obligating the city, where the amount of the city's obligation is in excess of \$2,000.00, shall be first approved by the city council. Where such expenditure or contract exceeds \$5,000.00, it shall be subject to competitive bidding as herein prescribed except where the council shall determine that no advantage to the city would result or where the expenditure or contract is for professional services. Where competitive bidding is required, the following procedure will apply.

(1) The purchasing agent shall solicit bids from a reasonable number of such qualified prospective bidders as are known to him by sending each a copy of the notice requesting bids and notice thereof

shall be posted in the city hall. Bids shall also be solicited by newspaper advertisement when directed by the city council.

(2) Unless prescribed by the council, the manager shall prescribe the amount of any security to be deposited with any bid, which deposit shall be in the form of cash, certified or cashier's check or bond written by a surety company authorized to do business in the State of Michigan. The amount of such security shall be expressed in terms of percentage of the bid submitted. Unless fixed by the council, the manager shall fix the amount of the performance bond and in the case of construction contracts, the amount of the labor and materials bond to be required of the successful bidders.

(3) Bids shall be opened in public at the time and place designated in the notice requesting bids in the presence of the purchasing agent, the city clerk and at least one other city official, preferably the head of the department most closely concerned with the subject of the contract. The bids shall thereupon be carefully examined and tabulated and reported to the council with the recommendation of the purchasing agent at the next council meeting. After tabulation all bids may be inspected by the competing bidders. In lieu of the procedure for opening bids herein specified, the council may direct that bids be opened at a council meeting.

(4) When such bids are submitted to the council, if the council shall find any of the bids to be satisfactory, it shall award the contract to the lowest competent bidder meeting specifications, unless the council shall determine that the public interest will be better served by accepting a higher bid. Such award may be by resolution or ordinance. The council shall have the right to reject any or all bids and to waive irregularities in bidding and to accept bids which do not conform in every respect to the bidding requirements.

(5) At the time the contract is executed by him, the contractor shall file a bond executed by a surety company authorized to do business in the State of Michigan, to the city, conditioned to pay all laborers, mechanics, subcontractors and material-men as well as all just debts, dues and demands incurred in the performance of such work and shall file a performance bond when one is required. Said contractor shall also file evidence of public liability insurance in an amount satisfactory to the city manager, and agree to save the city harmless from loss or damage caused to any person or property by reason of the contractor's negligence.

(6) All bids and deposits of certified or cashier's checks may be retained until the contract is awarded and signed. If any successful bidder fails or refuses to enter into the contract awarded to him within five days after the same has been awarded, or file any bond required within the same time, the deposit accompanying his bid shall be forfeited to the city, and the council may, in its discretion, award the contract to the next lower competent bidder meeting specifications, or to another competent bidder meeting specifications if the council shall determine that the public interest will be better served by accepting such other bid, or said contract may be readvertised.

#### Sec. 34-90 - Inspection of materials.

The responsibility for the inspection and acceptance of all materials, supplies and equipment shall rest with the ordering department.

#### Sec. 34-91 - Sale of property.

Whenever any city property, real or personal, is no longer needed for corporate or public purposes, the same may be offered for sale. Personal property not exceeding \$500.00 in value may be sold for cash by the purchasing agent after receiving quotations or competitive bids therefore for the best price obtainable. Property with a value in excess of \$500.00 may be sold after advertising and receiving

competitive bids, as provided in section 2-224 of the Code and after approval of the sale has been given by the council.

**CERTIFICATION**

I hereby certify the foregoing is a true and accurate copy of an ordinance amendment enacted by the South Lyon City Council at a regular meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Julie C. Zemke, Clerk

# **AGENDA NOTE**

**New Business: Item #**

**MEETING DATE:** November 14, 2016

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

**AGENDA TOPIC:** Traffic Control Orders 16-01; 16-02

**EXPLANATION OF TOPIC:** At the request of Chief Collins, the Traffic Improvement Association of Michigan conducted traffic studies for intersections in two South Lyon developments: Glen Meadow and Knolls of South Lyon. The traffic study recommends changes/additions to existing signage. Based upon those recommendations, Traffic Control Orders 16-01 and 16-02 were completed by Chief Collins. City Council approval is needed to make those traffic control orders permanent.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** Traffic Control Orders 16-01 and 16-02; City Council Approval Forms 16-01 and 16-02.

**POSSIBLE COURSES OF ACTION:** Approve/Do Not Approve Traffic Control Orders 16-01 and 16-02.

**RECOMMENDATION:** Approve Traffic Control Orders 16-01 and 16-02.

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve Traffic Control Orders 16-01 and 16-02 and to authorize the mayor and city clerk to sign approval forms for both orders.

11/14/16

**CITY OF SOUTH LYON**  
**TRAFFIC CONTROL ORDER**

**DATE OF ORDER**

October 21, 2016

**CONTROL NO. 16-01**

Pursuant to Chapter 90, (Article II), of the South Lyon City Code, same being the Uniform Traffic Code for Cities, Villages, and Townships as promulgated by the Commissioner of the State Police, and in the interest of public safety and convenience, the following Traffic Control Order is hereby issued by Lloyd T. Collins, Chief of Police and duly authorized as Traffic Engineer, under Sec. 2.25 of said code.

The issuance of the Traffic Control Order has been preceded by study and investigation of the existing roads and traffic conditions upon the roadways within the City of South Lyon, County of Oakland, State of Michigan specifically including the type, manner, location and area controlled by traffic control devices, signs, or signals on the following road(s): North Mill Street; Kestrel Ridge Street

And after said investigation, it is hereby ordered and directed that the Department of Public Works erect and maintain the below mentioned signs or traffic control devices, in accordance with the Michigan Manual of Uniform Traffic Control Devices as required by Sec. 4.2 of the aforementioned code.

1. Erect a "Stop" regulatory sign, (R1-1), on northbound North Mill Street at Kestrel Ridge Street.
2. Erect a "Stop" regulatory sign, (R1-1), on southbound North Mill Street at Kestrel Ridge Street.
3. Erect a "Stop" regulatory sign, (R1-1), on westbound Kestrel Ridge Street at North Mill Street.

Dated: October 21, 2016

Lloyd T. Collins  
Chief of Police  
Traffic Engineer



## **TRAFFIC CONTROL ORDER NUMBER 16-01**

### **Approved by City Council:**

Traffic Control order number 16-01, having been presented to the Council of the City of South Lyon, Michigan for study and approval, is hereby approved, and it is hereby ordered and directed that this order be filed in the office of the City Clerk and a copy thereof in the office of the Chief of Police of said city.

It is further ordered and directed that this order shall become effective upon being filed with the City Clerk and upon erection of adequate sign(s) giving notice of the existence of aforesaid.

Adopted at a regular session of the City Council of the City of South Lyon, Michigan on \_\_\_\_\_.

City of South Lyon Council

By: \_\_\_\_\_  
John Galeas, Jr., Mayor

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

**CITY OF SOUTH LYON**  
**TRAFFIC CONTROL ORDER**

**DATE OF ORDER**

October 21, 2016

**CONTROL NO. 16-02**

Pursuant to Chapter 90, (Article II), of the South Lyon City Code, same being the Uniform Traffic Code for Cities, Villages, and Townships as promulgated by the Commissioner of the State Police, and in the interest of public safety and convenience, the following Traffic Control Order is hereby issued by Lloyd T. Collins, Chief of Police and duly authorized as Traffic Engineer, under Sec. 2.25 of said code.

The issuance of the Traffic Control Order has been preceded by study and investigation of the existing roads and traffic conditions upon the roadways within the City of South Lyon, County of Oakland, State of Michigan specifically including the type, manner, location and area controlled by traffic control devices, signs, or signals on the following road(s): Pepper Drive; Glen Meadows Drive

And after said investigation, it is hereby ordered and directed that the Department of Public Works erect and maintain the below mentioned signs or traffic control devices, in accordance with the Michigan Manual of Uniform Traffic Control Devices as required by Sec. 4.2 of the aforementioned code.

1. Erect a "Yield" regulatory sign, (R1-2), on southbound Pepper Drive at Glen Meadows Drive.
2. Remove the "Yield" regulatory sign, (R1-2), on southbound Glen Meadows Drive at Norchester Street.
3. Erect a "Stop" regulatory sign, (R1-1), on southbound Glen Meadows Drive at Norchester Street.
4. Erect a "Stop" regulatory sign, (R1-1), on eastbound Glen Meadows Drive at Martindale Road.

Dated: October 21, 2016

Lloyd T. Collins  
Chief of Police  
Traffic Engineer

## **TRAFFIC CONTROL ORDER NUMBER 16-02**

### **Approved by City Council:**

Traffic Control order number 16-02, having been presented to the Council of the City of South Lyon, Michigan for study and approval, is hereby approved, and it is hereby ordered and directed that this order be filed in the office of the City Clerk and a copy thereof in the office of the Chief of Police of said city.

It is further ordered and directed that this order shall become effective upon being filed with the City Clerk and upon erection of adequate sign(s) giving notice of the existence of aforesaid.

Adopted at a regular session of the City Council of the City of South Lyon, Michigan on \_\_\_\_\_.

City of South Lyon Council

By: \_\_\_\_\_  
John Galeas, Jr., Mayor

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

# AGENDA NOTE

New Business Item: #

**MEETING DATE:** November 14, 2016

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

**AGENDA TOPIC:** Cool Yule Parade

**EXPLANATION OF TOPIC:** A request was received from the City of South Lyon for a permit for the Cool Yule Parade and associated road closures planned for Saturday, December 3, 2016 from 5:30 p.m. to 6:15 p.m.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** Permit application, Approval of Road Closure

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

**RECOMMENDATION:** Approve the requested closures.

**SUGGESTED MOTION:**

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

Resolved That Lisa Deaton, City Clerk/Treasurer is hereby authorized to make application to the Road Commission for Oakland County on behalf of the City of South Lyon in the County of Oakland, Michigan for the necessary permits to conduct the Cool Yule Parade on December 3, 2016 from 5:30 p.m. to 6:30 p.m. and the related road closures: Whipple St. between Warren and Lafayette, Lafayette between Whipple and Dorothy St., Dorothy Street between Lafayette and McMunn.

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



# SOUTH LYON POLICE DEPARTMENT

219 Whipple

South Lyon, Michigan 48178

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

Lloyd T. Collins

Chief of Police

Rec. 10/27/16  
AC

COOL YULE

## PARADE / DEMONSTRATION APPLICATION

Date Application Submitted: October 28, 2016

Requested Date of Event: Dec. 3, 2016

Applicant / Contact's Name: Kathy Swan (For the City of South Lyon) PH #: 248.308.4512

Applicant Address: 335 South Warren, South Lyon, 48178

Business / Organizations Name (if Applicable): CITY OF SOUTH LYON

Bus. Ph#: 248.437.1735 Bus. Address: 335 South Warren, South Lyon

President/CEO (Responsible for Event): Kathy Swan Direct Ph#: 248.308.4512

Parade START Time: 5:30 a.m. ☒ p.m.

Parade END Time: 6:15 a.m. ☒ p.m.

Approximate Number of PERSONS: 300 Organization Names: Businesses, Civic Organizations, Community Groups, Schools, Churches

Approximate Number of VEHICLES: 25 Types of Vehicles: Towing Vehicles, Pick-up trucks, Floats, Cars, Golf Carts, SUVs, Fire Trucks

Approximate Number of ANIMALS: 0 SPECIFIC Animals: \_\_\_\_\_

Amount of space to be maintained between and /all units in Parade: ± 20' - 0'

Route to be traveled (Include Street Names and Turning Directions): WHIPPLE STREET (P-Lot) EAST TO PONTIAC TRAIL, SOUTH TO DOROTHY STREET, PAST HISTORIC VILLAGE, FLOATS DISPERSE TO (& TOWARDS) McMUNN STREET, CEREMONIES AT HISTORIC VILLAGE - APPROX. 5:30-8:30 PM.

Robert E. Danahue / For City & Kathy Swan  
Applicant's SIGNATURE

Robert E. Danahue Jr. (For Kathy Swan & City)  
Responsible Party's SIGNATURE

COOL YULE PARADE

APPROVED [ ☒ ]

DENIED [ ☐ ]

Chief Lloyd T. Collins 11/01/16  
Lloyd T. Collins, Chief of Police



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

Resolved That Lisa Deaton, City Clerk/Treasurer is hereby authorized to make application to the Road Commission for Oakland County on behalf of the City of South Lyon in the County of Oakland, Michigan for the necessary permits to conduct the Cool Yule Parade on December 3, 2016, and the related road closures: Whipple St. between Warren and Lafayette, Lafayette between Whipple and Dorothy, Dorothy between Lafayette and McMunn, from 5:30 p.m. to 6:30 p.m.

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

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of South Lyon, County of Oakland, State of Michigan, at a regularly scheduled meeting of November 14, 2016, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said act.

Lisa Deaton  
City Clerk/Treasurer

**City of South Lyon  
Planning Commission  
Regular Meeting Minutes  
October 13, 2016**

The meeting was called to order by Chairman Lanam at 7:06 p.m.

**PRESENT:** Scott Lanam, Chairman  
Keith Bradley, Vice-Chairman  
Jerry Chaundy, Secretary  
Michelle Berry, Commissioner  
Wayne Chubb, Commissioner  
Frank Leimbach, Commissioner  
Steve Mosier, Commissioner  
(1) vacant seat

**ABSENT:** Jason Rose, Commissioner (unexcused)

**OTHERS PRESENT:** Timothy Wilhelm, City Attorney  
Carmine Avantini, Planning Consultant  
Megan Blaha, City of South Lyon

**APPROVAL OF AGENDA**

Motion by Mosier, second by Chaundy to approve the agenda for October 13, 2016.

**VOTE** **MOTION CARRIED UNANIMOUSLY**

Minor corrections were made to the September 22, 2016 minutes.

**APPROVAL OF MINUTES AS AMENDED:**

Motion by Bradley, second by Mosier to approve the minutes for September 22, 2016 as amended.

**VOTE** **MOTION CARRIED UNANIMOUSLY**

**COMMENTS FROM THE PUBLIC:**

None.

**PUBLIC HEARING:**

None.

**NEW BUSINESS:**

**1) St. Joseph Catholic Church Sign**

Planning Consultant Avantini reviewed the sign application before the Commission. He noted that per the sign ordinance, institutional signs with electronic messages need to come before the Commission



to make sure that they are harmonious with neighboring zoning districts, in particular, residential districts.

Avantini stated that he believes the use is harmonious since the sign will be located on a major thoroughfare.

Commissioner Leimbach asked if the new sign would be larger than the one that is presently on the site.

Steve Kullman  
Image 360  
1732 Hughes Road, Brighton

Kullman stated that the proposed sign would be larger.

Leimbach stated that he has some concerns. He stated that the old sign ordinance seemed to work, while the new sign ordinance is allowing signs to become larger and larger. He feels that the church's current sign is an adequate size and they don't need to have a bigger one or move it closer to the rose as is being proposed. In his opinion, the new ordinance should not be allowing larger signs. Leimbach talked about some new signs around town that he thinks are problematic.

Avantini stated that institutional signs, like those for a church, are limited to 50 square feet, same as it was under the old sign ordinance.

Kullman stated that he is unsure of the exact size of the existing sign. The proposed sign is 41.25 square feet, however the electronic display area is larger than what is permitted under the ordinance. He stated that it needs to be larger so they can put messages on the sign. Kullman stated that they are proposing to move the sign closer to the road because the rest of the signs up and down the road are set closer to the right-of-way and the church wants their sign to be visible.

Leimbach asked if the current sign could be retrofitted.

Kullman stated that it could not be retrofitted, the whole sign needs to be replaced because it is an older sign.

Chaundy stated that the proposed sign may be too close to the sidewalk as shown.

Bradley stated that he was fine with sign if it meets the ordinance.

Lanam stated that the sign, as proposed, does not meet the ordinance and the applicant will need to get a variance.

Kullman stated that the church wants to move forward on getting the sign installed this year. He will discuss with them if they want to alter the proposed design or pursue a variance.

**MOTION TO TABLE THE ST. JOSEPH CATHOLIC CHURCH SIGN AS PROPOSED IN THE SIGN PERMIT APPLICATION DATED SEPTEMBER 24, 2016 UNTIL THE COMMISSION IS**

**PRESENTED WITH A DESIGN THAT MEETS THE SPECIFICATIONS OF THE SIGN ORDINANCE:**

Motion by Leimbach, second by Chaundy to table the sign permit application for St. Joseph Catholic Church.

**VOTE**

**MOTION CARRIED UNANIMOUSLY**

A roll call vote was requested:

AYES:

Lanam  
Bradley  
Chaundy  
Berry  
Chubb, Commissioner  
Frank Leimbach, Commissioner  
Steve Mosier, Commissioner (excused)

NAYS:

None

**OLD BUSINESS:**

1) **Zoning Ordinance Update:** Avantini reviewed the changes to the zoning districts. Issues covered:

- PUD
- PUD overlay district for the downtown
- Special Land Uses (generic and specific)
- Allowable lot coverage in residential districts in order to minimize variance requests

**TABLED ITEMS:**

None.

**PLANNING CONSULTANT REPORT:**

Avantini stated that he had received a preliminary site plan for the South Lyon Hotel. They are opting to go with a complete teardown and there will be some issues that need to be resolved such as dimensional requirements, lane widths and setbacks.

Progress at the Salvation Army store located in South Lyon Square was also discussed.

Leimbach stated that the Draught Street has signs covering the windows all along the front of the building. He would like a code enforcement officer to determine whether or not these signs are in compliance with the sign ordinance. He went on to say that the carwash sign is still advertising other

businesses, and the color and brightness of the sign is changing.

**STAFF REPORT:**

None.

**ADJOURNMENT:**

Motion by Bradley, second by Berry to adjourn the meeting at 9:06 p.m.

**VOTE**

**MOTION CARRIED UNANIMOUSLY**



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Scott Lanam, Chairman

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Kristen Delaney, Recording Secretary

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Jerry Chaundy, Secretary

**South Lyon Historical Commission Meeting**  
**Wednesday, October 5, 2016**  
**Minutes**

**Members Present:** Larry Ledbetter, Linda Ross, Bob Tremitiere, Jim Race, Roger Heiple, Gary Wickersham, Phil Weipert

**Members Absent:** None

**Others Present:** Carl Richards

**President Larry Ledbetter** called the meeting to order at 7:30PM. A quorum was declared.

**September Minutes:** Gary motioned to accept the September minutes. Roger seconded and the motion passed.

**Depot Day Wrap-up:** Linda reported that we made \$220 from merchandise sales and donations. Expenses were \$1949 minus Larry's \$70 donation for the plaques. With other donations and Heritage Day factored in, the net of expenses was \$1344. Linda also mentioned that she doesn't feel that we should pay Zemo more than we pay the bubble man. Larry said that next year we will include more activities for adults. Roger said that we need more fund raising activities. The next Depot Day planning meeting is next Tuesday at 10AM in the freight house.

**Cool Yule:** Larry described the meetings as "interesting". Attendance was low, but the Historical Society was well represented. The city is now officially in charge. We will do our own activities at the Historic Village. Larry said that the committee wants to plant a permanent christmas tree in the general location where there has been a seasonal one before. Linda and others objected to the idea on a number of grounds. Bob made a motion that we go on record as opposing the tree for the following reasons: 1) The location in front of the depot will partially block the primary view of the building, 2) It would be in the way of some Depot Day activities, 3) The tree would have to be trimmed to keep it from getting too large. The motion passed.

**Heritage Day:** Larry reported that Heritage Day will be discontinued as a separate entity but that some of the features will be incorporated into Depot Day.

**Chapel Roof:** Bob reported that we have three acceptable bids. Two others were rejected, one because we never got a written bid, and the other because the contractor wanted most of the money up front, which is against City policy. Of the three acceptable bids, McCarter was the lowest at \$3995 and Bob recommended that they get the job due to the lowest price and previous good experience with them. Bob motioned that we accept the McCarter bid. Roger seconded and the motion passed. Bob will discuss our decision with Lynn Ladner and will contact McCarter.

**Split Rail Fence and Washburn School railing:** Bob reported that the fence replacement project was completed by Lowes and the DPW. In addition, they replaced the deteriorating railing on the wood walkway leading to the Washburn School back door. Carl suggested that the railing be varnished with spar varnish. We explained to Carl that white paint would be more consistent with the other parts of the building. Bob was at Lowes recently, and thanked them for their effort.

**New Bench:** Bob and Linda met with Bob Martin and agreed on a location for the new bench, but it now appears that the bench will be near the entrance to the Ruth Williams memorial garden. No explanation for the change has been given.

**Future Projects:** Bob presented a list of potential future projects, some of which might be accomplished next spring (budget allowing) and others that would have to be factored into future budgets:

- Chapel Paint
- Gazebo floor boards and roof shingles
- Repairs to brick sidewalks (deteriorating bricks)
- Replacement of overgrown shrubs around freight house

-Garden Path: The present path consists of pavers with a lot of space between them, requiring constant weeding. The garden volunteers would like to see this replaced with something else, possibly brick. Larry said that the garden path or the shrub replacement could be an Eagle Scout project.

**Chamber of Commerce Photo status:** Bob brought up the question of the status of the photos now that the C of C has moved to New Hudson. Linda said that when she checked, the photos were still at the old location, in the hall and conference room, and were identified as on loan from the Society. There was some discussion, but no consensus over whether it is better to leave them where they will be viewed occasionally, or to take them back and store them, as we have no place in the museum to display them. Phil knows the owner of the building, and said that he would ask him whether they want to continue to use the photos and would let Bob know what he says.

**Flag Display at night:** Jim pointed out that we are presently in non-compliance with the flag display on the flagpole. The flag is up all the time, but it is supposed to be lit at night or taken down. Jim mentioned that there is an electrical box of some sort on the dormer near the flagpole which could possibly be used to put up a vandal resistant light, but it would be difficult to change a bulb. Other suggestions included a light mounted under the eaves, and re-activation of one of the lights on the concrete pillars, though those were removed due to vandalism.

**Lawn maintenance:** Carl said that he talked to D&G about fertilizing and weed control, and wondered if we were interested. Bob said that we already have a contract with D&G, but he is not sure what it entails. Bob will contact them and find out.

**Museum Visitors:** Roger mentioned that the museum had a lot of visitors on Thursdays this year, including people hunting for Pokeman.

**Business concluded,** the meeting adjourned at 8:40.

Minutes recorded by Bob Tremitiere, Secretary  
Submitted by Larry Ledbetter, president

**South Lyon Historical Commission Meeting**  
**Wednesday, November 2, 2016**  
**Minutes**

**Members Present:** Larry Ledbetter, Linda Ross, Bob Tremitiere, Jim Race, Gary Wickersham, Phil Weipert

**Members Absent:** Roger Heiple

**Others Present:** Carl Richards, Scout Steven Bernas, Curt Bernas

**President Larry Ledbetter** called the meeting to order at 7:30PM. A quorum was declared.

**October Minutes:** Phil motioned to accept the October minutes. Gary seconded and the motion passed.

**Garden Path Replacement:** Scout Steven Bernas is considering the garden path replacement project for his Eagle Scout project. He asked what material we favored and if there are other changes that we would like to make. Bob and Linda said that we would like a new path that would require less weeding. The present path is made up of large pavers with large spaces between them, because of the curvature of the path. We would consider a number of solutions that would solve the weed problem. Steven asked about brick pavers like the other sidewalks. We responded that that is a viable option, but we don't want it to dominate the garden landscape. We suggested that perhaps a different colored paver, like grey, that blends into the garden better might be an option. Bob also mentioned that the path currently dead ends at a bench, and we would like to add a little bypass at that point so that visitors don't have to climb over the bench or walk over the garden plants. Steven also asked if we would be interested in a bigger sign with a little bit of information about the donor, Ruth Williams. We agreed that would be a good idea, and Bob said that he could supply some info and perhaps could speak to Ruth's daughter for any additional info that we need. Steven will put together a proposal and present it to us at a later date.

**Open House:** The Historical Society is sponsoring an open house for the community and the city government on November 15 from 7:30 to 9PM. Linda would like as many members as possible to assist as docents. There will be refreshments. Linda said that Anne at city hall will post the information on the city website. Jim said that he has seen it there. Jim also mentioned that we should try to use the electronic sign more effectively.

**Cool Yule:** Larry reported that Kathy Swann has agreed that the Historical Society should take over all activities at the historic village. Linda asked if we could build a temporary bridge between the railroad tracks so that Santa could cross them more easily. Larry and Bob will do it.

**Chamber of Commerce Photo status:** Deferred to next meeting

**Lawn Maintenance:** Last month Carl Richards mentioned that there are a lot of weeds in the lawns around the village buildings, and wondered if we would be interested in using D&G to apply weed and feed. Subsequently, Bob contacted D&G and got a copy of the proposal that Carl had made to them. We reviewed it and agreed that the price was reasonable for two applications per year. Bob will speak to Bob Martin to be sure that the DPW does not already have a contract that could be extended, or that there is no objection to our doing this. We will discuss at the next meeting.

**Furnace Maintenance:** Linda mentioned that we have not done furnace maintenance in awhile, and that it would be a good idea to do it. We do think that Jack Matney changes filters on a regular basis.

**Chapel Roof:** Bob reported that the roof is complete and paid for. McCarter also gave us an estimate for re-roofing the gazebo, so we now have two estimates for that. We will address it in the spring.

**Future Projects:** We will carry this list of future projects on a month to month basis, and address them as appropriate:

-Garden path replacement (discussed separately above)

- Nighttime flag display: Bob thought that the easiest would be to reactivate one of the lamps that used to be mounted on the concrete pillars. They were removed due to repeated vandalism. Jim said that he would look into vandal resistant lights.
  - Chapel re-paint
  - Paint shed
  - Trim limbs over shed. Larry said that he would talk to the DPW about that. Carl said he thinks the whole box elder tree should come down.
  - Gazebo floor boards and roof
  - Brick sidewalk repair
  - Freight house shrub replacement
  - Remove tree south of freight house. Larry said that he would trim it, but Bob said that the real problem is the weedy garden bed below it. With our small garden volunteer staff, we seldom have time to get to that end of the property, and the condition of the bed reflects that.
- I

Carl asked about painting more safety lines by the steps. We agreed that that should be deferred until warmer weather in the spring.

**Business concluded,** Phil motioned for the meeting to be adjourned. Jim seconded and the meeting was adjourned at 8:28.

Minutes recorded by Bob Tremitiere, Secretary  
Submitted by Larry Ledbetter, president

JOHNSON, ROSATI, SCHULTZ & JOPPICH, P.C.  
27555 Executive Drive, Suite 250  
Farmington Hills, MI 48331  
(248) 489-4100 Tax ID# 38-3107356

October 17, 2016

City of South Lyon  
Attn: Lisa Deaton, Clerk/Treasurer  
335 S. Warren Street  
South Lyon, MI 48178

Invoice # 1067934

In Reference To: City Attorney Retainer Work

Professional Services Rendered Through September 30, 2016

		<u>Hours</u>	<u>Amount</u>
<u>Arcadis</u>			
9/16/2016	TSW Correspondence to R Anderson at ASTI regarding status of environmental review	0.10	No Charge
9/19/2016	TSW Correspondence to and from R Anderson at ASTI regarding status of environmental review of proposed restrictive covenant for 128 S Lafayette	0.10	
9/26/2016	TSW Review ASTI review report; correspondence to R Anderson regarding review report	0.90	
	TSW Telephone conference with G Taylor at Arcadis regarding status	0.10	No Charge
9/27/2016	TSW Telephone conference with R Anderson at ASTI regarding review report and restrictive covenant and assurance letter	0.60	
SUBTOTAL:		[ 1.80	]

Johnson, Rosati, Schultz & Joppich, P.C.



	<u>Hours</u>	<u>Amount</u>
<u>City Council</u>		
9/12/2016 TSW Attend Council meeting	4.60	
9/22/2016 TSW Receipt/review Council packet	0.10	
9/26/2016 TSW Review of Council packet and preparation for meeting	0.40	
TSW Attend Council meeting	2.10	
9/30/2016 TSW Correspondence to and from City Manager regarding Special Council meeting	0.10	
TSW Receipt/review of City Council packet for special meeting	0.10	
SUBTOTAL:	[ 7.40	]
<u>District Court Prosecutions</u>		
9/2/2016 DWG Receipt/review of Motion and Summons Regarding Probation Violation	0.10	
DWG Receipt/review of Motion and/or Order to Show Cause	0.10	
DWG Receipt/review of Judge Batchik's 9/8/16 docket	0.10	
DWG Receipt/review of Judge Law's 9/8/16 docket	0.10	
DWG Receipt/review of Judge Reeds' 9/8/16 docket	0.10	
DWG Receipt/review of Notice to Appear	0.10	
DWG Receipt/review of Petition and Order for Amendment of Order of Probation	0.10	
DWG Preparation of Order for Competency Examination	0.40	

	<u>Hours</u>	<u>Amount</u>
9/2/2016 DWG Review of file; Preparation of email correspondence to C. Regentik requesting copy of Defendant's criminal history for Center for Forensic Psychiatry	0.20	
9/6/2016 DWG Telephone conference with _____ regarding 9/6/16 Pretrial Conferences	0.20	
DWG Prosecute morning docket of Pretrial Conferences and Pre-Formal Hearing Conferences	1.30	
DWG Receipt/review of Notice to Appear	0.10	
DWG Receipt/review of 9/7/16 arraignment docket	0.10	
DWG Receipt/review of Judge's Law's 9/7/16 docket	0.10	
DWG Receipt/review of Judge's Reeds' 9/7/16 docket	0.10	
DWG Receipt/review of 9/13/16 arraignment docket	0.10	
DWG Receipt/review of Judge Bondy's 9/13/16 docket	0.10	
DWG Receipt/review of Judge Law's 9/13/16 docket	0.10	
DWG Receipt/review of Judge Reeds' 9/13/16 docket	0.10	
9/7/2016 DWG Receipt/review of incident report	0.20	
DWG Telephone conference with Defendant's Attorney B. Debolski regarding status of restoration of Defendant's driver's license	0.20	
DWG Telephone conference with 52/1 District Court regarding 9/8/16 Pretrial Conference; Review file; Preparation of plea sheet	0.30	
DWG Receipt/review of Judge Bondy's 9/14/16 docket	0.10	
DWG Receipt/review of Judge Law's 9/14/16 docket	0.10	

	<u>Hours</u>	<u>Amount</u>
9/7/2016 DWG Receipt/review of Judge Reeds' 9/14/16 docket	0.10	
9/8/2016 DWG Receipt/review of Appearance and Request for Discovery	0.20	
DWG Receipt/review of Notice to Appear	0.10	
DWG Receipt/review of Motion and/or Order to Show Cause	0.10	
DWG Receipt/review of Motion and Summons Regarding Probation Violation	0.10	
DWG Receipt/review of Judge Batchik's 9/15/16 docket	0.10	
DWG Receipt/review of Judge Bondy's 9/15/16 docket	0.10	
DWG Receipt/review of Judge Law's 9/15/16 docket	0.10	
DWG Receipt/review of Judge Reeds' 9/15/16 docket	0.10	
9/12/2016 DWG Receipt/review of Judge Law's 9/16/16 docket	0.10	
DWG Receipt/review of Notice to Appear	0.10	
DWG Receipt/review of Notice to Appear	0.10	
DWG Receipt/review of Notice to Appear	0.10	
DWG Receipt/review of Motion to Suppress Evidence and Dismiss Charges; Preparation of email correspondence to _____ requesting copy of any in-car video from incident	0.30	
DWG Receipt/review of Notice to Appear	0.10	
DWG Receipt/review of Notice to Appear	0.10	
DWG Receipt/review of Notice to Appear	0.10	

	<u>Hours</u>	<u>Amount</u>
9/12/2016 DWG Receipt/review of Order of Acquittal/Dismissal	0.10	
DWG Receipt/review of Notice to Appear	0.10	
9/13/2016 DWG Prosecute morning docket of Pretrial Conferences and Pre-Formal Hearing	1.20	
DWG Receipt/review of Notice to Appear	0.10	
DWG Receipt/review of Notice to Appear	0.10	
DWG Receipt/review of Judgment of Sentence	0.10	
DWG Receipt/review of Order of Acquittal/Dismissal	0.10	
9/14/2016 DWG Receipt/review of Motion and/or Order to Show Cause	0.10	
DWG Receipt/review of Motion and Summons Regarding Probation Violation	0.10	
DWG Receipt/review of Order of Acquittal/Dismissal	0.10	
DWG Receipt/review of Motion and Order for Discharge from Probation	0.10	
DWG Receipt/review of Motion and/or Order to Show Cause	0.10	
DWG Receipt/review of Judge Bondy's 9/20/16 docket	0.10	
DWG Receipt/review of Judge Law's 9/20/16 docket	0.10	
DWG Receipt/review of Judge Reeds' 9/20/16 docket	0.10	
DWG Receipt/review of 9/21/16 arraignment docket	0.10	
DWG Receipt/review of Judge Bondy's 9/21/16 docket	0.10	

	<u>Hours</u>	<u>Amount</u>
9/14/2016 DWG Receipt/review of Judge Law's 9/21/16 docket	0.10	
DWG Receipt/review of Judge Reeds' 9/21/16 docket	0.10	
9/15/2016 DWG Receipt/review of Judgment of Sentence	0.10	
DWG Receipt/review of Sentencing Order	0.10	
DWG Receipt/review of Motion and Order for Discharge from Probation	0.10	
DWG Receipt/review of Motion and Order for Discharge from Probation	0.10	
DWG Receipt/review of Order of Acquittal/Dismissal	0.10	
DWG Receipt/review of Motion and/or Order to Show Cause	0.10	
DWG Receipt/review of Judgment of Sentence	0.10	
DWG Receipt/review of Judge Batchik's 9/22/16 docket	0.10	
DWG Receipt/review of Judge Bondy's 9/22/16 docket	0.10	
DWG Receipt/review of Judge Law's 9/22/16 docket	0.10	
DWG Receipt/review of Judge Reeds' 9/22/16 docket	0.10	
9/16/2016 DWG Receipt/review of email from Defendant's Attorney D. Bramlage regarding appearance to place admission of responsibility to civil infraction on record; Preparation of email correspondence to D. Bramlage regarding same	0.20	
DWG Receipt/review of Judge Bondy's updated 9/20/16 docket	0.10	
DWG Receipt/review of Judge Law's 9/20/16 updated docket	0.10	
DWG Receipt/review of Judge Reeds' updated 9/20/16 docket	0.10	

	<u>Hours</u>	<u>Amount</u>
9/16/2016 DWG Correspondence to Forensic Psychiatry with Order for Competency, incident report, statute and criminal history	0.30	
9/19/2016 DWG Telephone conference with Defendant's Attorney L. Leib regarding 9/20/16 Pretrial Conference	0.20	
DWG Receipt/review of Notice to Appear	0.10	
DWG Receipt/review of Notice to Appear	0.10	
DWG Receipt/review of 9/20/16 updated arraignment docket	0.10	
DWG Receipt/review of Judge Bondy's updated 9/20/16 docket	0.10	
DWG Receipt/review of Judge Law's updated 9/20/16 docket	0.10	
DWG Receipt/review of Judge Reeds' updated 9/20/16 docket	0.10	
DWG Receipt/review of 9/26/16 arraignment docket	0.10	
DWG Receipt/review of Judge Bondy's 9/26/16 docket	0.10	
DWG Receipt/review of Judge Law's 9/26/16 docket	0.10	
DWG Receipt/review of Judge Law's 9/26/16 docket	0.10	
DWG Receipt/review of incident report	0.20	
9/20/2016 DWG Prosecute morning docket of Pretrial Conferences	1.00	
DWG Receipt/review of Petition and Order for Amendment of Order of Probation	0.10	
DWG Review of in-car video; Preparation of Answer to Motion to Suppress Evidence and Dismiss Charges	1.10	
DWG Receipt/review of 9/27/16 arraignment docket	0.10	
DWG Receipt/review of Judge Bondy's 9/27/16 docket	0.10	

	<u>Hours</u>	<u>Amount</u>
9/20/2016 DWG Receipt/review of Judge Law's 9/27/16 docket	0.10	
DWG Receipt/review of Judge Reeds' 9/27/16 docket	0.10	
9/21/2016 DWG Receipt/review of email from 51/1 District Court Administrator A. Black regarding 10/13/16 police/court/prosecutor meeting	0.20	
DWG Telephone conference with Defendant's Attorney T. Takesian regarding 9/27/16 Evidentiary Hearing; Receipt/review email correspondence from Attorney Takesian regarding same; Preparation of email correspondence to Attorney Takesian regarding same	0.30	
DWG Telephone conference with 52/1 District Court (T. Grossman) regarding 9/27/16 Evidentiary Hearing	0.20	
DWG Telephone conference with _____ regarding availability of _____ for 9/27/16 Evidentiary Hearing	0.20	
DWG Receipt/review of Notice to Appear	0.10	
DWG Receipt/review of Judge Bondy's 9/28/16 docket	0.10	
DWG Receipt/review of Judge Law's 9/28/16 docket	0.10	
DWG Receipt/review of Judge Reeds' 9/28/16 docket	0.10	
DWG Telephone conference with _____ confirming _____ availability for 9/27/16 Evidentiary Hearing; Telephone conference with Defendant's Attorney T. Takesian regarding same	0.20	
9/22/2016 DWG Receipt/review of Notice to Appear	0.10	
DWG Receipt/review of Notice to Appear	0.10	

	<u>Hours</u>	<u>Amount</u>
9/22/2016 DWG Receipt/review of Motion and/or Order to Show Cause	0.10	
DWG Review of updated 9/26/16 arraignment docket	0.10	
DWG Review of Judge Bondy's updated 9/26/16 docket	0.10	
DWG Review of Judge Law's updated 9/26/16 docket	0.10	
DWG Review of Judge Reeds' updated 9/26/16 docket	0.10	
DWG Review of Judge Batchik's 9/29/16 docket	0.10	
9/23/2016 DWG Telephone conference with Defendant's Attorney T. Takesian regarding 9/27/16 Evidentiary Hearing	0.20	
DWG Receipt/review of Judge Reeds' 9/30/16 docket	0.10	
9/26/2016 DWG Receipt/review email correspondence from _____ regarding 9/27/16 Evidentiary Hearing; Preparation of email correspondence to _____ regarding same	0.20	
DWG Receipt/review email correspondence from _____ regarding 9/27/16 Evidentiary Hearing	0.20	
DWG Receipt/review Motion and/or Order to Show Cause	0.10	
DWG Receipt/review Motion and/or Order for Discharge from Probation	0.10	
DWG Receipt/review Judge Bondy's 10/3/16 docket	0.10	
DWG Receipt/review Judge Law's 10/3/16 docket	0.10	
DWG Receipt/review Judge Reeds' 10/3/16 docket	0.10	
9/27/2016 DWG Prosecute morning docket of Pretrial Conferences and Evidentiary Hearing	1.30	



	<u>Hours</u>	<u>Amount</u>
9/27/2016 DWG Prosecute afternoon docket of Bench Trial	2.80	
DWG Receipt/review Notice to Appear	0.10	
DWG Receipt/review Notice to Appear	0.10	
DWG Receipt/review Notice to Appear	0.10	
DWG Receipt/review Notice to Appear	0.10	
DWG Receipt/review Notice to Appear	0.10	
DWG Receipt/review Notice to Appear	0.10	
DWG Receipt/review Judge Bondy's updated 9/28/16 docket	0.10	
DWG Receipt/review Judge Law's updated 9/28/16 docket	0.10	
DWG Receipt/review Judge Reeds' updated 9/28/16 docket	0.10	
DWG Prosecute afternoon docket of Formal Hearing	0.50	
9/28/2016 DWG Receipt/review Judge Bondy's 10/4/16 docket	0.10	
DWG Receipt/review Judge Law's 10/4/16 docket	0.10	
DWG Receipt/review Judge Reeds' 10/4/16 docket	0.10	
DWG Receipt/review Notice to Appear	0.10	
DWG Receipt/review Notice to Appear	0.10	
DWG Receipt/review Notice to Appear	0.10	
DWG Receipt/review Notice to Appear	0.10	
DWG Receipt/review Motion and/or Order to Show Cause	0.10	
DWG Receipt/review Motion and/or Order to Show Cause	0.10	

	<u>Hours</u>	<u>Amount</u>
9/28/2016 DWG Receipt/review Motion and/or Order to Show Cause	0.10	
DWG Receipt/review Motion and/or Order to Show Cause	0.10	
DWG Receipt/review Judgment of Sentence	0.10	
DWG Receipt/review Judgment of Sentence	0.10	
DWG Receipt/review Judgment of Sentence	0.10	
DWG Receipt/review Amended Motion and Summons Regarding Probation Violation	0.10	
DWG Receipt/review Motion and/or Order to Show Cause	0.10	
DWG Receipt/review Motion and Summons Regarding Probation Violation	0.10	
DWG Receipt/review Motion and/or Order to Show Cause	0.10	
DWG Receipt/review Motion and Summons Regarding Probation Violation	0.10	
DWG Receipt/review Motion and/or Order to Show Cause	0.10	
DWG Telephone conference with _____ regarding disposition from 9/27/16 Formal Hearing	0.20	
SUBTOTAL:	[ 26.60	]
<u>Fibertech</u>		
9/20/2016 TSW Research regarding Fibertech request for license agreement for DAS antennae and legal issues; review zoning ordinance and right-of-way ordinance	0.90	

		<u>Hours</u>	<u>Amount</u>
9/21/2016	TSW Continued research regarding telecommunications act, pole attachments, DAS regulations and other government regulation of small cell distributed antennae systems	2.20	
	TSW Begin preparation of correspondence to City Manager regarding status of Fibertech request for approval to erect DAS in City rights-of-way	0.30	
9/27/2016	TSW Review zoning issues in Fibertech DAS request and related research	0.50	
	SUBTOTAL:	[ 3.90	]
	<u>General City Attorney Work</u>		
9/1/2016	TSW Continued research regarding financial device transactions and ACH, review of Point and Pay E-Services Agreement and digital security policies	1.50	
	TSW Telephone conference with City Manager regarding South Lyon Hotel status and citizen complaint	0.50	
	TSW Research regarding citizen complaint policy	0.70	
	TSW Correspondence to City Manager regarding citizen complaint policy	0.20	
9/2/2016	TSW Preparation of correspondence to Council regarding potential legal issues involved City Manager performance review	0.60	
	TSW Receipt/review correspondence from City Manager regarding meeting with Point and Pay	0.10	
9/6/2016	TSW Telephone conference with City Manager regarding performance review issues, resident complaint, poverty exemption policy guidelines, resolutions and documents to accept credit card payments, Glen Meadows, Fibertech DAS request status, Martindale Estates utility dedication status and issues, code enforcement, South Lyon Square status	0.70	

		<u>Hours</u>	<u>Amount</u>
9/6/2016	TSW Telephone conference with Council Member Kivell regarding miscellaneous issues	0.30	No Charge
	TSW Continued preparation of correspondence to Council regarding potential legal issues involved in City Manager performance review	0.60	
9/7/2016	TSW Review of correspondence and materials from City Manager regarding development parcels	0.50	
9/8/2016	TSW Continued revisions and edit correspondence to opposing counsel regarding SLU and site plan approval and receipt and review correspondence from City Manager to South Lyon square regarding engineer's comments	0.30	
	TSW Review Point and Pay E Services Agreement in preparation for meeting with representative	1.10	
	TSW Telephone conference with City Manager regarding performance review process	0.10	
9/9/2016	TSW Attend meeting with Point and Pay representative regarding E-Services Agreement	1.50	
	TSW Attend meeting with City Manager regarding School Resource Officer proposal	0.30	
	TSW Attend meeting with City Manager regarding Planning Commission, Zoning Board of Appeals, South Lyon Square, personnel issue, and Fibertech DAS status	0.50	
	TSW Review of collective bargaining agreement and research for personnel matter	0.40	
	TSW Research regarding performance guarantee arrangements and correspondence to and from City Manager regarding same	0.40	
	TSW Receipt/review correspondence from Point and Pay regarding service agreement	0.10	

		<u>Hours</u>	<u>Amount</u>
9/9/2016	TSW Receipt/review correspondence from City Manager, Building Official and Planning Consultant regarding South Lyon Square temporary occupancy	0.20	
	TSW Receipt/review correspondence from City Manager regarding citizen complaint	0.10	No Charge
9/11/2016	TSW Review Council meeting minutes and correspondence to Council and Clerk regarding suggested revisions	0.20	
9/12/2016	TSW Telephone conference with City Manager regarding Code Enforcement Officer resignation and short term and long term replacement	0.20	
	TSW Correspondence to and from Economic Development Director regarding history of three non-confirming uses in downtown area	0.20	
	TSW Receipt/review correspondence from engineer regarding status of Knolls public utility improvements	0.10	No Charge
9/13/2016	TSW Attend meeting with Planning Consultant regarding possible conditional rezoning request	0.40	
	TSW Investigation regarding credit card payment e-services vendor	0.30	
	TSW Research regarding cemetery repairs and perpetual care fund and statute	0.30	
9/15/2016	TSW Telephone conference with and correspondence to and from City Manager regarding personnel issues; research regarding personnel issues	0.50	
	TSW Continued preparation of resolution to accept payments by financial transaction devices (credit cards) and resolution authorizing ACH transactions and City ACH Policy	0.80	
	TSW Correspondence to and from City regarding ACH policy	0.30	

		<u>Hours</u>	<u>Amount</u>
9/15/2016	TSW Correspondence to auditor regarding accepting credit card payments and ACH policy	0.20	
	DAK _____ Letter: Edit/revise _____ letter of _____	0.30	
9/16/2016	TSW Correspondence to and from City Manager regarding South Lyon Hotel, business registration and personnel matter	0.10	
	TSW Telephone conference with City Manager regarding business registration ordinance and South Lyon Hotel project status	0.40	
9/19/2016	TSW Telephone conference with City Manager regarding personnel issue, Chapter 22 business registration ordinance, Point and Pay Agreement and related resolutions, Knolls building permit	0.50	
	TSW Review Code of Ordinances regarding code enforcement authority	0.10	
	TSW Receipt/review multiple correspondence from City Manager regarding revised Chapter 22 business registration ordinance and research regarding business registration requirements and procedures	1.30	
	TSW Receipt/review correspondence from Planning Consultant regarding zoning question and research regarding same	0.40	
	TSW Correspondence to City Manager regarding Protec information	0.10	
	TSW Receipt/review correspondence from City Manager regarding request to construct deck on restricted lot in Lexington Place and research regarding same	0.20	
9/20/2016	TSW Research regarding design-build building delivery	0.70	
	TSW Telephone conference with City Manager regarding Code Enforcement procedures	0.10	

			<u>Hours</u>	<u>Amount</u>
9/20/2016	TSW	Telephone conference with City Manager regarding personnel issue	0.20	
	TSW	Review of proposal for auto repair in I-1 district and correspondence to Planning Consultant regarding same	0.90	
	TSW	Receipt/review correspondence from City Manager regarding request for deck and research regarding related issues	0.30	
9/21/2016	TSW	Receipt/review correspondence from City Manager regarding notice for public hearing on Parks and Recreation Master Plan; research regarding MDNR requirements	0.80	
	TSW	Revise and edit notice of public hearing and correspondence to City Manager regarding same and MDNR requirements	0.30	
	TSW	Telephone conference with City Manager regarding Parks and Recreation Master Plan status	0.20	
	TSW	Review and redact legal invoice	0.30	No Charge
	TSW	Telephone conference with City Manager regarding fee schedule revisions	0.60	
	TSW	Telephone conference with City Manager regarding absence for ICMA conference and conditional appointment of acting City Manager; Review of City Manager succession resolution; Correspondence to City Manager regarding succession resolution	0.30	
9/22/2016	TSW	Research regarding design-build delivery; Telephone call with expert building official regarding Michigan Building Code	1.20	
	TSW	Receipt/review correspondence from R Anderson at ASTI regarding restrictive covenant for 128 S Lafayette	0.10	

		<u>Hours</u>	<u>Amount</u>
9/22/2016	TSW Correspondence to and from Point and Pay regarding E-service agreement	0.30	No Charge
9/23/2016	TSW Continued research regarding code enforcement authority	0.40	
	TSW Research regarding ordinances affected by revised fee schedule	0.50	
	TSW Receipt/review correspondence from City Auditor regarding draft ACH policy; Correspondence to City regarding check approval process; Continued revisions to draft ACH policy	0.80	
	TSW Correspondence to and from Planning Commission recording secretary regarding information for meeting minutes	0.10	
9/26/2016	TSW Research regarding Michigan Building Code provisions applicable to South Lyon Hotel project	0.80	
	TSW Continued review of Point and Pay E-Services Agreement for accepting credit card payments; revise and edit E-Service Agreement and correspondence to Point and Pay regarding revised agreement	0.40	
	TSW Receipt/review correspondence from Secretary of State approving annexation of LV Holdings parcel	0.10	No Charge
9/27/2016	TSW Telephone conference with Building Official regarding South Lyon Hotel and Michigan Building Code issues	0.30	
	TSW Correspondence to City Manager regarding Michigan Building Code provisions and phased approvals	0.50	
	TSW Telephone conference with bookkeeper regarding ACH policy; Receipt/review ACPQ report	0.40	
	TSW Receipt/review correspondence from City Clerk regarding solicitors	0.10	No Charge



		<u>Hours</u>	<u>Amount</u>
9/28/2016	TSW Continued preparation of correspondence to City Manager regarding phased approvals under Michigan Building Code	0.20	
	TSW Correspondence to and from Point and Pay regarding E-Service Agreement	0.20	
	TSW Receipt/review correspondence from R. Anderson regarding environmental report	0.10	No Charge
9/29/2016	TSW Review of Attorney General Opinion 7291 regarding soliciting in right-of-way	0.10	No Charge
	TSW Attend meeting with City Manager regarding shared leave policy	0.30	
	TSW Attend meeting with City Manager regarding South Lyon Hotel project status	0.30	
	TSW Attend meeting with City Manager regarding miscellaneous matters	0.60	
9/30/2016	TSW Correspondence to R. Malone at Point and Pay regarding revisions to e-payment services agreement	0.30	
	TSW Receipt/review correspondence from City regarding shared leave programs; Research regarding same	1.30	
SUBTOTAL:		[ 31.70	]

Glen Meadows

9/6/2016	TSW Continued legal research regarding title commitment requirement for amendment of Master Deed and Association right to amend following road dedication under Condominium Act	0.50	
9/7/2016	TSW Research regarding condominium act and expansion and contraction of condominium for purposes of road and utility dedication	1.00	

		<u>Hours</u>	<u>Amount</u>
9/12/2016	TSW Review and revise draft condominium board of directors resolution approving dedication of road and utilities and correspondence to condo association regarding issue	0.60	
9/16/2016	TSW Continued review of and finalizing warranty deed, bill of sale, board of directors resolution and agenda note for Glen Meadows utility dedication and correspondence to Condo Association regarding same	0.40	
9/20/2016	TSW Preparation of agenda note regarding Glen Meadows dedication of roads and utilities	0.40	
	TSW Correspondence to and from City Engineer regarding as-built plans and requirements for dedication of roads and utilities for Glen Meadows	0.10	
9/21/2016	TSW Continued preparation of agenda note and materials for Glen Meadows' dedication of roads and utilities	0.30	
9/26/2016	TSW Correspondence to and from J Crawford regarding Glen Meadows dedication	0.10	No Charge
9/27/2016	TSW Correspondence to Glen Meadows Condo Association regarding Council approval of the dedication and request for executed deed and bill of sale	0.10	

SUBTOTAL:

[ 3.50 ]

Knolls

9/13/2016	TSW Receipt/review correspondence from R Cook regarding Planned Development Agreement requirements for issuance of building permits	0.20	
9/14/2016	TSW Receipt/review correspondence from City Manager regarding Knolls and requirements for issuance of building permits	0.20	
9/15/2016	TSW Telephone conference with City Engineer regarding Knolls, status of public improvements and requirements for issuance of building permits	0.10	No Charge

		<u>Hours</u>	<u>Amount</u>
9/16/2016	TSW Correspondence to and from and telephone conference with City Engineer regarding Knolls and status of public improvements and research regarding financial assurances	0.50	
9/19/2016	TSW Review Planned Development Agreement and correspondence from Ron Cook and City Manager regarding building permits; Correspondence to City Manager, engineer, DPW Director and Building Official regarding Planned Development Agreement requirements for building permits	0.30	
9/21/2016	TSW Correspondence to City Engineer, building inspector, DPW Director regarding status of public and utility improvements in Knolls and requirements for issuance of building permits	0.40	
9/23/2016	TSW Receipt/review correspondence from City Engineer regarding comments on pump station start up and utilities	0.20	
9/27/2016	TSW Telephone conference with Building Official regarding building permit status and related issues	0.10	
	TSW Correspondence to and from Mayor regarding Knolls building permit status	1.00	
	TSW Telephone conference with and correspondence to and from City Engineer regarding Knolls and status of public improvements and building permit requests	0.50	
9/28/2016	TSW Multiple correspondence to and from City Manager regarding Knolls public improvements and building permit status	0.30	
	TSW Research regarding and preparation of agreement for completion of improvements and performance guarantee	1.90	
9/29/2016	TSW Continued preparation of Agreement for completion of improvements at Knolls and for performance guarantee	1.10	
	TSW Correspondence to and from City Manager regarding Knolls agreement for completion of improvements	0.20	

		<u>Hours</u>	<u>Amount</u>
9/29/2016	TSW Attend meeting with City Manager regarding draft agreement for completion of improvements and performance guarantee for Knolls and status of building permit requests	0.80	
9/30/2016	TSW Continued preparation of Agreement for completion of improvements in Phase I of Knolls	1.10	
	TSW Telephone conference with City Manager regarding completion of Agreement for Knolls	0.40	
	TSW Begin research regarding developer's sale of units in Phase I of Knolls	0.60	
	TSW Correspondence to and from City Manager regarding builder for Knolls	0.10	
	SUBTOTAL:	[ 10.00	]

Ordinance Amendment

9/13/2016	TSW Review of revisions to fee schedule and City's business ordinance	0.20	
9/20/2016	TSW Review draft business registration ordinance	0.40	
9/21/2016	TSW Continued review and revision of business registration ordinance and correspondence to City Manager regarding same	0.70	
	SUBTOTAL:	[ 1.30	]

Planning Commission

9/8/2016	TSW Telephone conference with Planning Consultant regarding Planning Commission agenda and related miscellaneous issues	0.20	
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		<u>Hours</u>	<u>Amount</u>
9/22/2016	TSW Attend Planning Commission meeting	1.90	
9/26/2016	TSW Receipt/review correspondence from City regarding rezoning request for West End Industrial Park	0.10	
9/27/2016	TSW Review conditional rezoning provisions in Michigan Zoning Enabling Act	0.60	
SUBTOTAL:		[ 2.80	]
<u>Police Department</u>			
9/19/2016	CHY Preparation for and appearance at training seminar regarding Citizen Complaint Policy	4.80	
SUBTOTAL:		[ 4.80	]
<u>Poverty Exemptions</u>			
9/6/2016	TSW Research regarding definitions of income and household for poverty exemption policy guidelines	0.40	
9/7/2016	TSW Continued preparation and revision of poverty exemption guidelines and application and Agenda note	0.70	
	TSW Telephone conference with City Assessor regarding poverty exemption policy guidelines and application	0.10	
9/8/2016	TSW Telephone conference with and correspondence to City Assessor regarding poverty exemption policy guidelines and application	0.40	
	TSW Research regarding effective date of current poverty exemption policy	0.20	
9/26/2016	TSW Correspondence to and from J. Godoshian at Oakland County Equalization regarding status of poverty exemption policy guidelines	0.10	

		<u>Hours</u>	<u>Amount</u>
9/29/2016	TSW Telephone conference with J. Godoshian at Oakland County Equalization regarding status of poverty exemption policy guidelines	0.10	
9/30/2016	TSW Telephone conference with and correspondence to J. Godoshian at OCE regarding Poverty Exemption Policy guidelines	0.10	

SUBTOTAL: [ 2.10 ]

South Lyon Square

9/2/2016	TSW Correspondence to opposing counsel regarding approved Planning Commission minutes and temporary occupancy at South Lyon Square	0.10	
9/7/2016	TSW Continued preparation of correspondence to opposing counsel regarding Planning Commission approval of SLU and site plan	0.30	
9/27/2016	TSW Correspondence to City Manager regarding developer comments during Planning Commission meeting relating to SLU conditions and temporary certificate of occupancy	0.20	

SUBTOTAL: [ 0.60 ]

Thomasville Site Condo

9/2/2016	TSW Multiple correspondence to and from Applicant regarding schedule meeting to discuss project and Planned Development Agreement	0.20	No Charge
9/7/2016	TSW Receipt/review multiple correspondence regarding issues relating to Thomasville project, site plan, and Planned Development Agreement	0.10	
9/13/2016	TSW Attend meeting with L. Cavaliere and Planning Consultant regarding Thomasville development status and Planned Development Agreement	2.00	

		<u>Hours</u>	<u>Amount</u>
9/16/2016	TSW Correspondence to developer regarding Planned Development Agreement status and revisions	0.60	
	TSW Correspondence to and from Planning Commission chair regarding Thomasville	0.20	
9/26/2016	TSW Review Developer's revisions and comments on Planned Development Agreement	0.60	
9/27/2016	TSW Continued revisions to Thomasville Planned Development Agreement	0.80	
9/28/2016	TSW Review of Thomasville Master Deed and emergency access language; research regarding developer's acquisition of property and cross-access easement; review Planned Development Agreement	1.40	
9/29/2016	TSW Correspondence to Developer regarding Thomasville Planned Development Agreement and Master Deed revisions	1.80	
	SUBTOTAL:	[ 7.70	]
	<u>Zoning Board of Appeals</u>		
9/8/2016	TSW Receipt/review of Zoning Board of Appeals packet	0.10	
9/15/2016	TSW Attend Zoning Board of Appeals meeting	0.40	
9/16/2016	TSW Correspondence to City regarding Zoning Board of Appeals actions on Cases 16-007 and 16-004	0.10	
	SUBTOTAL:	[ 0.60	]
	For professional services rendered	104.80	\$12,064.50

Additional charges:

	<u>Qty/Price</u>	<u>Amount</u>
<u>District Court Prosecutions</u>		
9/6/2016 Photocopies - Incident Report	18 0.20	3.60
9/16/2016 Photocopies - Incident Report	11 0.20	2.20
9/19/2016 Photocopies - Correspondence with enclosures to _____ Postage regarding	57 0.20	11.40
	3 1.57	4.71
SUBTOTAL:	[	21.91]
<u>General City Attorney Work</u>		
9/28/2016 Photocopies - Correspondence regarding hotel	12 0.20	2.40
SUBTOTAL:	[	2.40]
Total costs		\$24.31
Total amount of this bill		\$12,088.81
Previous balance		\$11,829.02
9/22/2016 Payment - thank you. Check No. 70064		(\$11,829.02)
Balance due		\$12,088.81



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Please include your Invoice Number on your payment. All payments should be mailed to the Farmington Hills' office listed above. Thank you.

Monthly flat fee of \$9,000.00 for first 80 hours of work. Anything over 80 hours to be billed at the hourly rate of \$135.00