

Regular City Council Meeting

June 26, 2017

Agenda

7:30 p.m. **Call to Order**
Pledge of Allegiance
Roll Call
Approval of Minutes: June 12, 2017
Approval of Bills:
Approval of Agenda

Public Comment

I. Old Business –

1.

II. New Business-

1. Consider resolution amending the City of South Lyon Personnel Manual regarding vacation accrual and banking.
2. Consider purchase of vacation time
 - a. Chief Collins
 - b. Superintendent Martin
3. Consider approval for Pumpkinfest Parade and necessary road closures.
4. Consider replacement of Baker Park Fountain

III. Budget

IV. Discussion- Downtown

V. Manager's Report

VI. Council Comments-

VII. Adjournment

CITY OF SOUTH LYON
REGULAR CITY COUNCIL MEETING
JUNE 12, 2017

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

PRESENT: Mayor Galeas, Councilmembers: Kivell, Kramer, Kurtzweil, Parisien, Rzyzi and Wedell
ALSO PRESENT: City Manager Ladner, Chief Collins, Chief Kennedy, Attorney Wilhelm and
Clerk/Treasurer Deaton
ABSENT: Department Head Martin

MINUTES- May 22, 2017, May 17, 2017 and May 30, 2017
May 22, 2017

Councilmember Kivell stated on page 4 the sentence beginning with Councilmember Kivell stated the tax abatement should be removed and add Councilmember Kivell responded to Councilmember Kurtzweil's comments about the abatement given to Michigan Seamless Tube by explaining the tube mill continued to pay their taxes on all property that existed before the abated expansion and that Councilmember Kurtzweil's comments were misleading. He further stated the word taxes should be removed from another sentence and add home before the word values.

CM 6-1-17 MOTION TO APPROVE THE MINUTES OF MAY 22, 2017 AS AMENDED

Motion by Wedell, supported by Kivell

Motion to approve the minutes of May 22, 2017 as amended

VOTE: MOTION CARRIED UNANIMOUSLY

May 17, 2017

Councilmember Kurtzweil stated on page 4 the word Semcoff is misspelled and it should be Semcog.

CM 6-2-17 MOTION TO APPROVE THE MAY 17, 2017 MINUTES AS AMENDED

Motion by Kivell, supported by Kramer

Motion to approve minutes of May 17, 2017 as amended

VOTE: MOTION CARRIED UNANIMOUSLY

May 30, 2017

CM 6-3-17 MOTION TO APPROVE THE MAY 30, 2017 MINUTES AS PRESENTED

Motion by Kivell, supported by Parisien

Motion to approve the May 30, 2017 minutes as presented

VOTE: MOTION CARRIED UNANIMOUSLY

BILLS

Councilmember Rzyzi stated we don't have detailed invoices for Johnson Rosati and he will not vote to approve the bills without invoice details, so he will vote no.

Councilmember Kurtzweil asked about the new hire background check that is on the check register. City Manager Ladner stated that is for a background check for the person that took over Joan's position when 6/12/17

she was transferred to the administrative position. Councilmember Kurtzweil asked if it was still a part time position. City Manager stated it is.

CM 6-4-17 MOTION TO APPROVE THE BILLS

Motion by Kramer, supported by Kivell

Motion to approve the payment of bills

VOTE:

ROLL CALL VOTE

Kivell- Yes

Parisien- Yes

Ryzyi- No

Galeas- Yes

Wedell- Yes

Kramer- Yes

Kurtzweil- No

MOTION CARRIED- 2 OPPOSED

AGENDA

CM 6-5-17 MOTION TO APPROVE AGENDA AS PRESENTED

Motion by Kivell, supported by Parisien

Motion to approve the agenda as presented

VOTE:

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENT

Carl Richards of 390 Lenox stated this isn't a very busy time of year, but he has some old news to update. The South Lyon Woods trailer park has completed the sidewalk around the playground and it looks beautiful. He further stated they will be removing more deteriorated trailers and 3 concrete slabs. He further stated they have done a lot of patchwork on the parking lot in their plaza up front, and hope to do more later this year. Mr. Richards stated they painted the caboose at the Historical Depot and it took a lot of work to get the paint to match. He stated there is a new driveway on Ada street and the incline will benefit the trucks and equipment.

Gary Koval of 61350 Heritage Blvd stated he is here asking Council for help regarding the speeding through Colonial Acres. He stated he spoke with the Police Department and they explained they can't enforce the speed limit and it is private property. He is looking for an avenue to help with this problem. The speed limit is 15 and people are speeding and running through stop signs, and there are many people walking through this neighborhood, and it's dangerous and he is afraid someone is going to get hurt. He is hoping some of the people in Colonial Acres will pay attention to this and stop speeding and going through stop signs. Mr. Koval stated it isn't people cutting through, it is mostly the residents that are doing this. Chief Collins stated it is private property and they cannot govern the speed limit, but we can enforce impaired, reckless and drunk driving. He stated it is difficult to catch someone in the act.

OLD BUSINESS

1. Consider adopting revised 5-year contract with Peoples Express

City Manager Ladner stated this contract has the termination agreement added that Council wished to add. Councilmember Rzyzi stated all of our original questions and concerns have been addressed and this is a valuable service for our seniors.

CM 6-6-17 MOTION TO APPROVE 5 YEAR CONTRACT WITH PEOPLES EXPRESS

Motion by Rzyzi, supported by Kurtzweil

Motion to approve 5-year contract with Peoples Express as presented

VOTE: MOTION CARRIED UNANIMOUSLY

OLD BUSINESS

1. Consider accepting donations to the City/Cultural Arts Commission:

City Manager Ladner stated Josie Kearns has already spoke with Council regarding the anonymous donor for the laminated art, and we have also received a \$100.00 gift card from Busch's for food and other items for the Sustainable Art Show that is currently happening.

- a. Picturing America; laminated art from the National Endowment for the Humanities archives- anonymous donor
- b. \$100.00 gift certificate from Busch's for the Sustainable Art and Sound Art reception

CM 6-7-17 MOTION TO ACCEPT DONATIONS AS PRESENTED

Motion by Kramer, supported by Kivell

Motion to approve the donations of laminated art from the National Endowment for the Humanities archives and a \$100.00 gift certificate from Busch's for the Sustainable Art and Sound Art Reception to the City/Cultural Arts Commission

VOTE: MOTION CARRIED UNANIMOUSLY

2. Discussion- Budgets

Councilmember Kurtzweil stated she has a few issues to discuss. She further stated the budget process the City has is archaic and backwards, and there needs to be a rebuild. She further stated we need to change how we proceed and resolve budget issues. Councilmember Kurtzweil stated the process needs to start now. She stated we need a basic understanding of the budget. She spent time preparing for tonight and what happened on May 22nd. If you're not going to approve the budget levy you can't approve the budget. She stated the reason is the City doesn't have a mechanism to deal with an approved budget without a mill levy. She further stated what is important is understanding the difference between the relationship between the mill and the budget. It is basic grade school stuff and she wants to remind Council to look at the budget as an integrated piece of work and all mechanisms need to work which includes the funding. She further stated she received a letter from the City Attorney marked Attorney Client Privilege, but there was nothing confidential in it, it dealt with statutes, the Charter and the uniform budgeting acts. She stated the tone of the letter was basically if we didn't pass the budget by a certain date, the City would be in a financial crisis. We already are in a financial crisis. She stated what the letter didn't say is there is a defense to the argument that if you don't pass a budget and a levy you can be in violation of the Charter. She stated her defense is the public policy defense. She doesn't believe there is anything in the public's best interest to approve a budget that doesn't deal with contingent liabilities of the City. She spent a sufficient amount of time discussing her issues with the budget all of which is public policy issues. She further stated she will not be intimidated by the tone of the letter that was dated May 24th. She stated there was another Councilmember that caused the problem and it wasn't her. She

6/12/17

further stated she will never vote to pass a budget that she believes is against public policy or against the good nature of the taxpayers. Councilmember Kurtzweil stated the issue was not a Charter deadline, it had to do with the Treasurer filling out the L-4029. Clerk/Treasurer Deaton stated we try to have all mill rates entered into the tax system by the 15th of June, then the County will review them to ensure they are all correct and that will give us time to have the tax files sent to Oakland County for printing and mailing by the 30th of June. Councilmember Kurtzweil stated she spoke with Shannon with Equalization and the deadline is not as much the Charter as it is when the Treasurer must have the form filled out and sent to the County in time for reviewing, printing and mailing of tax bills, and the Attorney didn't realize that. She further stated the form does not include the library or the school district. She stated they have their own L-4029's. She stated they send the Treasurer their L-4029's and then we know what we need to put on the tax bills. We need an understanding of the process. Attorney Wilhelm stated the City Charter provides for a deadline of the 2nd meeting in May and that didn't happen this time. He further stated this isn't something we can disregard. Councilmember Kurtzweil stated she disagrees and she has strong public policy arguments to defend her actions and she is not buying into the argument. Any provision of our Charter can be challenged in Court. She stated additionally what she did with her research, she googled a search for communities not passing a mill levy, but passing a budget. She stated she spoke with the financial person for Durango Colorado. She stated their Ordinance would have helped us, which states if the Council fails to act in a timely manner to adopt the annual budget, the certified tax levy will be the last fixed levy for the ensuing year and will be in effect until Council takes additional action. She stated they did this in the 1980's. She stated you have to remember Lisa Deaton has to sign this form and can't fill it out until we have an Ordinance or a mill levy. She stated we had a problem and maybe this is the solution. Pass an Ordinance to allow the Treasurer to use the amount last fixed to fill out the L-4029. She stated we have a problem and we need to find a way to solve the problem. Councilmember Kurtzweil stated the County looks at the form and her understanding is the City is then locked out of the system so the County can approve the rates then get the tax bills printed and mailed. She stated that is the time table, more than the Charter. She proposes the City pass a similar Ordinance as Durango, Colorado. City Attorney Wilhelm stated Council could make a motion to continue the last year's mill levy. There is a more affirmative obligation on behalf of all Council members to come up with something more acceptable. Councilmember Kivell stated we need to have a deliberate action, not a default. Councilmember Ryzyi stated this budget should not have been passed and it included an increase that we voted on while we were still putting the papers together. He stated he doesn't even know what was passed, we should have gone back to the table and went line by line to stay with the previous mill levy. Councilmember Ryzyi stated we still have not received a revised budget. He further stated he has an issue with the "sky is falling" letter dated May 24th. City Attorney suggested Councilmember Ryzyi not to disclose any part of the Attorney Client Privilege letter. Councilmember Ryzyi stated he disagrees and we have received many communications that are not attorney client privilege and they were not privileged. He stated he feels Council was bullied into passing this budget. He stated he didn't vote to pass it. City Manager Ladner stated she will hopefully get the budgets to Council on Tuesday. Councilmember Ryzyi stated he heard the police car was removed from the budget. City Manager Ladner stated the mill levy that was passed did not include a police car. She stated she provided Council a list of things to be cut and the police car was on that list. The Police Department have gotten new cars for the last 3 years. Councilmember Kivell stated we should get specifics of what was approved. Councilmember Ryzyi stated it seems very backwards and we are already at a short fall for next year. City Manager Ladner stated we are looking at a potential deficit for 2018 but that budget hasn't been set yet. Councilmember Kurtzweil stated there is a serious problem when people voted to pass a budget, and they don't know what they passed. Councilmember Ryzyi stated we need some outside help with our budget. Councilmember Kurtzweil stated she is presenting a solution and Council can follow the solution

that may solve an impasse when we have a tax issue. The chaos that was created on the 22nd and the 30th have not gone unnoticed by other communities and we need to get this budget process under control. She further stated Durango, Colorado works on their budgets 7 months out of the year. Councilmember Kivell stated the only problem he sees is the only thing it answers is what the mill rate will be, but it doesn't contain anything reflecting what activities will be covered as a product of the revenues. He further stated it makes more sense to determine exactly what things need to end up being whether we have to reduce the levy and we have to determine if we are willing to make a raise or make cuts. The idea to have a fallback of using the previous mill levy doesn't solve the problem. Further discussion was held regarding the budget process.

Mayor Galeas stated he understands everyone's side, but he agrees it would be prudent to have budget discussions throughout the year. Councilmember Ryzyi stated this is a real solution, we originally passed the budget but not the mileage and if we had that ordinance in place, we would have been forced to come back to the table to find the cuts. He further stated he is hearing 3 members agree it is a good idea. Councilmember Kramer stated the biggest problem with the budget was we had 3 meetings and we didn't have the correct information to look at. He stated our budget is very complicated and inept. He further stated he is still not 100% completely positive of what we passed, he has a good idea, but wants to see it on paper. Councilmember Kivell stated it is based on the discussions we had that evening.

Councilmember Kramer stated we can't have productive meetings on the budget when we don't know what is being presented. We have never had this issue in the past, and it can't happen again. He further stated maybe we need to have a budget update each month. Councilmember Kivell asked what the advantage of having a failsafe when we don't answer the question that is causing the ambiguity of the budget. Councilmember Kramer asked what would happen if we didn't have a mill levy by the 15th, would we have started mass layoffs. We have to fully understand the consequences of what would happen if we didn't pass a budget. Councilmember Ryzyi stated in the budget it has been rubber stamped, that is why there was so much constraint. He stated it seemed to be a foregone conclusion by some members that there was going to be a tax increase. Councilmember Kivell stated we haven't raised our tax rate since 1999. Councilmember Ryzyi again stated we need outside help regarding our budget either with Plante Moran or the County. Councilmember Wedell stated the County has a different system for budgeting and his point is the original documents we received at the first budget meeting was already obsolete by the time we met, you have to have a bottom line to start the discussions. The preparation and development of the budget needs to be clear and organized and collaborative between all departments in the City. He stated Council should not have to redevelop a budget that should be presented in a manner that should be ready to vote on. He further stated some people will never be happy and will vote no for their own reasons, but most of us that are responsible about what we do, we look at the budget, and ask questions, but you can't start without a solid document, and that is what we did not have this year.

Councilmember Wedell stated we have had budgets that were good budgets presented and we discussed them and passed them, some people that want to say no. Councilmember Kurtzweil stated she disagrees. She stated we have responsible people that are voting against the budget for very good reasons, it doesn't mean they aren't responsible it means they have looked at it harder than anyone else. She further stated that is not a proper way to look at this, there will be various reasons, and people will scrutinize it differently. She further stated this budget doesn't take care of any of the long-term issues that she brought up in the past. Councilmember Wedell stated Councilmember Kurtzweil didn't vote because she snuck out of the room before vote was taken. Councilmember Kurtzweil stated don't lie, she stated on the record she would be leaving early for a work engagement. Mayor Galeas stated it seems we should at least ask the City Manager to look into that ordinance, and we should look at the budget more often. Councilmember Kivell stated most of this is being assigned to a particular person and do you want to redirect their efforts to investigate this ordinance instead of all the other work this person has to do. He

further stated if there is a majority of this body to pursue that, but just a proclamation to say do it is not the same thing. He further stated the department heads turned in their budgets the end of January, we need to find where the problem lies, not covering it up. Mayor Galeas stated there is a lot of missing information and he agrees we need more dialogue earlier. Further discussion was held regarding the budget and budget process.

Councilmember Kurtzweil stated she had the opportunity to spend some time reading the general property tax act MCL2.11.24 e subsection 3 and the importance of reading this statute. She wants to know if we are complying in terms of giving public notice in regards to raising taxes. City Attorney stated he read the truth in taxation and he does believe we are complying but he will follow up as well. Councilmember Kurtzweil asked if the original notice had the suggested mill rate proposed.

Councilmember Kurtzweil stated last year she noticed the mill being collected wasn't appropriate for the bond to be paid. She further stated it is important for the City to find a second stream of revenue. She stated the revenue from taxes are leveling off. She stated grants are a substantial source for additional revenue. She stated the City of Westland received grants for Police and Fire. She stated they also contributed over \$300,000 to their pension fund and they didn't raise taxes. She further stated they have been able to accomplish everything we should be able to do. She further stated Green Oak just received a continuing grant program for trails and another grant for Fire Dept. Chief Kennedy stated they have applied for that every year he has been here, we did receive it in the past, but he doesn't know if we have this year or not. He further stated the grant Westland received for the Fire Department is for full time staffing, and when you hear most of the communities getting those grants it is for full time staffing with the understanding after that the City picks up the legacy costs. Councilmember Kurtzweil maybe we can have a meeting regarding grants because the ones coming into the Police and Fire are substantial. Chief Kennedy stated he spends a lot of time and energy applying for grants. He further stated we are up to date and in compliance. He further stated some communities have come to depend too much on grants, and when the grant didn't get renewed, they lost half of their staff. He further stated the same thing happened in Waterford. Councilmember Kurtzweil stated his grant writing is very good and the City has benefitted from it. Chief Collins stated the same is true on his side, we have taken advantage of grants 2 times when we added staff, and it is true with those grants also, it is either full or partial grant, and they all have strings attached. You are locking yourself in to greater expenses in the end. City Manager Ladner stated we will be seeking grants for Volunteer Park and street scaping downtown. She stated we received a streetscape grant years ago, and therefore we aren't eligible to apply at this time. Councilmember Kivell stated we spent a lot of money on the software to look for grants. Councilmember Ladner stated she researches the website every week. Councilmember Kurtzweil stated we need a second source of revenue whether we bottle our water, open a go to fund me page or grants. She stated Lyon Township has gotten millions of dollars from grants. Councilmember Ryzyi stated that is why he wanted one of the goals to be grants. He thinks the dollar amount brought in should match their salary to justify their job. Councilmember Kurtzweil would like the Budget on the next agenda as well, we need to start a time table. Councilmember Ryzyi stated he did not vote to pass the budget, it should be on the website and the proposed budget should be on there as well. He doesn't even know if the PD is getting a police car or not. Chief Collins stated he is not sure if he is getting a car or not. Councilmember Kivell stated having the budget online for people to read with ample time to project what we want to do, makes sense and then we can modify it as we need to.

3. Discussion- Open Meetings Act

Councilmember Kurtzweil stated she watches the OMA court cases. She stated this opinion from Macomb County is educational. She stated what was interesting was there was an unauthorized

discussion that occurred in a closed meeting, it dealt with hiring a general attorney for their Counsel. She stated there were also violations in the complaint regarding the closed meeting which was noticed in the City's closed session in 2013 where there was no roll call vote made. She stated they didn't recognize that but they could have. She further stated another issue is the discussion by one of the Councilmembers that dealt with the Police Department and that raised concerns by some Lyon Township residents regarding merging Police Departments. She stated you have to be careful in saying that entity is on board or agrees because some of the citizens were concerned about it. She further stated she has had no discussions with anyone in the township regarding police coverage.

Councilmember Parisien stated she did speak with Sean O'Neil from Lyon Township. It was a discussion she had regarding the possibility of joint coverage along with the research she did. She further stated she received pushback on that but that is what we are here for, to propose ideas and not bringing anything to the table is not right. Residents were saying they wanted to hear some bold ideas which is what she did. She sees the townships prospective and the City's prospective and she respects both sides. She stated this was an idea and a suggestion for a topic of discussion. We are moving on and she respects Councilmember Kurtzweil's advice. Councilmember Ryzzi stated he wants to compliment Council regarding closed sessions because in the past there were meetings in 2015 and over half were in closed sessions and they shouldn't have been in closed sessions and he thinks there was a violation there. He stated we have had a few for collective bargaining which are permitted according to the Open Meetings Act.

4. Consider budget amendments

City Manager Ladner stated there were some changes which cover the allowance of the payout of accumulated vacation time, and to reallocate general fund monies to cover expenditures. Councilmember Ryzzi asked if we can vote on this tonight with the questions we still have on the budget. City Manager Ladner stated the budget amendments are for the current year budget. City Manager Ladner read thru the following amendments:

101-200.000-702 Wages & Salaries from \$410,000 to	\$ 313,495
101-276.000-702 Wages & Salaries from \$58,000 to	\$ 66,100
101-276.000-715 Fringe Benefits from \$10,400 to	\$ 11,752
101-300.000-702 Wages & Salaries from \$1,439,948 to	\$1,469,948
101-335.000-702 Wages & Salaries from \$238,376 to	\$ 256,477
101-690.000-702 Wages & Salaries from \$59,500 to	\$ 80,623

Councilmember Ryzzi asked if the vacation payout is included in the budget amendments, and his opinion is the budget amendments should have been after the vacation payouts. City Manager Ladner stated she has been directed by Council to have budget amendments before expenditures. Councilmember Kramer stated if we don't approve the vacation buyout, won't that affect the budget amendments. City Manager Ladner stated no, the budget amendments can stand on their own, the other amendments other than the Police and DPW need to be made anyway. Councilmember Ryzzi stated he is not opposed to paying Chief and Bob what they are owed, he is concerned with the way we do the buyouts, because they are going to be paid out at their current rate of salary but when they were banking the hours, they were not making as much money. There should be an analysis of what hours were banked each year and using that year's salary rate to pay them. City Manager Ladner stated accrued vacation is paid out at the current rate of pay, there is nothing specifying so many days per year at a certain rate of pay. Councilmember Ryzzi stated he is uncomfortable with this and because it isn't clearly written in the handbook. He wants this changed in the handbook. He further stated why do we have to pay

them out tonight, why didn't we do this 5 years ago, why does it have to be now. City Manager Ladner stated we have the money in the current budget for the buyouts and we didn't in the previous years.

CM 6-8-17 MOTION TO APPROVED BUDGET AMENDMENTS

Motion by Kramer, supported by Wedell

Motion to approve the presented budget amendments limited to 101-200-702, 101-276-702 101-276715, and 101-335-702

VOTE: MOTION CARRIED UNANIMOUSLY

5. Purchase of vacation
 - a. Chief Collins
 - b. Superintendent Bob Martin

Councilmember Kurtzweil stated she is not in favor of approving any vacation buyback time until there is an amendment to the handbook stopping this practice. She stated we should use a policy of use it or lose it, and she isn't opposed to making it effective January 1, 2018. She further stated she is about solving the problem and this is a contingent liability and it isn't budgeted for. She stated most communities have moved toward use it or lose it. She further stated we need to amend the handbook and then she will vote for it, but not until the problem is solved.

Councilmember Kivell stated he also likes the idea of changing this rule, but we need to make sure no one loses anything they have earned. This is industry practice now.

Councilmember Rzyzi stated he will not approve the buyouts until the problem is fixed as well. He stated what is owed is owed, but he wants to see the systematic problems fixed. Councilmember Kivell stated he wants to make sure the accurate numbers are in the next packet, without amendments.

CM 6-9-17 MOTION TO POSTPONE VACATION TIME BUYOUTS

Motion by Kramer, supported by Rzyzi

Motion to postpone vacation buyouts until the next meeting

VOTE: MOTION CARRIED UNANIMOUSLY

6. Consider authorization for City Manager to attend and present at Michigan Municipal Executives summer work shop

City Manager Ladner stated the workshop is in Muskegon at the end of July. She has been asked to present for ethics for Managers. She stated the other sessions include how to prepare for a headache free audit, community revitalization, community engagement and OPEB in the spotlight. She further stated the cost of the workshop and included meals are \$169.00 and lodging is \$129.00 for a total cost of \$429.57 Councilmember Rzyzi stated this qualifies as your professional development that is in your contract.

Councilmember Kivell asked how many meetings they have a month. City Manager Ladner stated they have 2 in a year. Councilmember Kivell further asked how many functions she attends throughout the year and how much you are out of the building, you're on MMRMA, RRRASOC, and there are many things that take you out of the office. City Manager Ladner stated she is probably out of the office less than 10 working days a year. Councilmember Rzyzi stated this is part of her contract and he has no problem with this. Councilmember Kivell stated that isn't his concern, there have been a lot of loose ends, and the level of unproductivity is displayed in the packets we have been receiving. The budgets were a disaster. There doesn't seem to be a lot of communication between the City Manager and the department heads. He further stated we need to try to do what we can to help make these things less than

a problem than they are now, and if this contributes to the problems, he was trying to identify if it was in the best interest of the City or not.

CM 6-10-17 MOTION TO APPROVE CITY MANGER TO ATTEND MME WORKSHOP

Motion by Ryzyi supported by Kurtzweil

Motion to approve the City Manager to attend the MME summer workshop

VOTE: MOTION CARRIED UNANIMOUSLY

7. Consider authorization for City Manager to attend Michigan Municipal Risk Management Authority Annual Meeting

Councilmember Ryzyi stated it is important to manage your time and prioritize, but if you have issues that you need to take care of per your contract, he has no issues with this.

CM 6-11-17 MOTION TO APPROVE CITY MANAGER TO ATTEND MMRMA ANNUAL MEETING

Motion by Ryzyi, supported by Kurtzweil

Motion to approve the City Manager to attend the MMRMA annual meeting

VOTE: MOTION CARRIED UNANIMOUSLY

DISCUSSION- Downtown

Councilmember Parisien asked if the list of historic buildings will just be commercial. Mr. Donohue stated the list will contain all the historic buildings in the DDA district. Councilmember Parisien asked if he knows when the Mediterranean Restaurant will open. Mr. Donohue stated the building department said they are getting close to opening. Councilmember Ryzyi stated he is happy the Sushi restaurant opened and those types of restaurants bring in value and more people. He further stated Dominoes and the Sushi stores both opened in storefronts that were empty for a while. He stated it is great that we are filling the dustbowl, but if they are only filling businesses that have left, we still have a systematic problem. Mr. Donohue stated he will work with any tenant and as long as they meet the zoning, we cannot decide which businesses come into town. He stated what some may classify as a disappointment, but the discussions for the kitchen and flooring store is now vacant. They were in negotiations with a restaurant from Brighton, and the building owner decided to sign a 3-year lease with Paddiwacs. He stated he remained courteous, but he was surprised. He stated the owner signed without a face to face meeting. He did tell the owner we expect quality window displays and a top-notch sign. Mr. Donohue stated some of this is confidential, but there may be a store opening in the Busch's plaza or the Salvation Army plaza. Mayor Galeas stated he has heard the Farmers Market is getting bigger and better. He further stated people are beginning to realize there is a cross walk there and abiding by it. He then asked about the trucks turning in town. Mr. Donohue stated he is trying to set up a time to meet with everyone, there was a communication problem between the TIA because they were sending their information to another Chief Collins from another jurisdiction.

Councilmember Kivell stated he is hoping we will be pleasantly surprised with Paddiwacks. He stated the nature of the beast is some businesses will make it and some won't, there is a lot of moving parts with people being successful downtown. He further stated he is delighted that when something does open up, it doesn't take very long for the space to be filled. Councilmember Kivell stated there are new crosswalk signs by Whipple across S Lafayette. He further stated it is remarkable how many people don't see the no turn on red signs, is it possible to maybe put it across the street. Mr. Donohue stated Chuck Keller is in charge of signs and they will be meeting soon. Councilmember Parisien asked for an update on the Hotel.

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Mr. Donohue stated they are expecting to open in August. Mr. Donohue stated Superb Fabrication has a by-product that have been turned into gates, or artwork and there is one design they are considering for the Hotel railings.

MANAGERS REPORT

City Manager Ladner stated as suggested during the budget workshop, it was suggested to look into a 4-day work week. She spoke with other communities that have done so, and the general consensus was there is a minimal effect on cost savings. City Manager Ladner stated Megan Blaha has been offered full time employment therefore she has turned in her resignation. She stated she has a meeting scheduled with Safebuilt and Carmine to look at our options without hiring a new employee.

City Manager Ladner stated the Cultural Arts Commission is having their sustainable art show and they will be having a couple receptions and she encourages everyone to come out and if anyone is interested in purchasing the art, shouldn't wait until the reception, because pieces are already being sold. She then reminded everyone of the Farmers Market, which runs from 8:00 a.m. to 2:00 p.m. City Manager Ladner then reminded everyone that the first concert in the park is this Friday from 7:00 p.m. to 8:30 p.m.

COUNCIL COMMENTS

Councilmember Parisien asked Chief Kennedy about the fire at the tube mill. Chief Kennedy stated the main blast furnace comes out and they call that a breaker, and a lift cylinder had a catastrophic failure. He further stated the fire was relatively contained, but their loss is about \$100,000. He further stated part of the site was back up and running in about 90 minutes. Councilmember Parisien thanked Chief Kennedy and the other firefighters involved.

Councilmember Parisien stated it is frustrating that we cannot do more about the speeding in Colonial Acres. She is disappointed we cannot help Mr. Koval with this. She thanked Mr. Koval for coming. Chief Kennedy stated he has pleaded with Colonial Acres to not add additional speed bumps, he gets speeding is an issue, but it is rough on our EMT vehicles as well as the patient in the back of the vehicle. Councilmember Parisien congratulated all of the South Lyon graduates.

Councilmember Kramer thanked Council for the crossing guard at 9 Mile for Millennium and Centennial, he appreciates it.

Councilmember Kurtzweil stated when GFL is coming through collecting garbage and recycling, they don't seem to be shutting the door all the way because she has gotten calls from residents that there are milk jugs and garbage all over 9 Mile. Councilmember Kurtzweil stated she has gotten calls from her neighbors about the crosswalk across 9 Mile, and if that is a mandatory stop. Chief Collins stated if someone is physically in the sidewalk you have to stop, but if no one is in the crosswalk they do not according to state law. Councilmember Kurtzweil stated she normally stops, because if a parent is there with a few kids, they may be used to using crosswalks and she doesn't want a kid running out in front of her. Councilmember Kurtzweil stated Active Faith is having a golf outing on July 17th at Salem Hills Country Club and it is a great event and it is well attended, if you can't go during the day, you can buy a ticket for the dinner that night. She further stated she wanted to disclose she served on the Board of Directors of Active Faith and they are one of the finest run organizations in the area. Please support Active Faith. Councilmember Kurtzweil stated the sustainable art show is happening now in the atrium gallery here at City Hall. It is a great show and some incredible artists are involved and the Cultural Arts Commissioners are doing a great job and they are very hard working. They will have another event in July. Councilmember Kurtzweil stated she would also like to wish her Father a Happy Father's Day and thank him for the wonderful life she had growing up, and she remembers days with her Dad just laughing

and she misses him dearly. She also thanked him for giving her what she needed, not always what she wanted. She wished all the dads a Happy Father's Day.

Councilmember Kivell stated he was pleased the Oakland County Prosecutor's office has decided not to press charges. He stated he was disappointed his word was not taken, and the squandering of \$38,000 and he can't imagine anyone on Council would have guessed what the cost would be. He had nothing to do with the contracts, and nothing to gain. He stated he does have one question, what office does he go to get his reputation back. Councilmember Kivell stated last weekend was a great weekend in town, the shops in town were busy, there were people walking and running, there was a lot of activity and it was great to see. He is hoping the next car show will have great weather.

Councilmember Rzyzi stated he knows it is difficult but isn't there a possible solution for us to have an officer sitting outside of Colonial Acres and catch the speeders as they leave. Chief Collins stated we do patrol inside Colonial Acres, but their speed limit is unenforceable, we can and do patrol 11 Mile and Pontiac Trail and if they are speeding on those roads we will enforce the speed limit. He further stated we can reinstate the speed monitor on Heritage Blvd, but that will have a limited effect. He further stated at that time, the officers are doing school checks. Councilmember Rzyzi stated there has been a lot of good and the City is making a lot of progress in general, as mentioned before we have limited our closed sessions. We are now having more effective meetings and the downtown is now a standing agenda item, and he is happy we will be having the budget as a standing item agenda. He further stated the chicken little letter that we would have a government shut down and he felt bullied into voting for a tax increase. He stated his message is we are going to do our due diligence on the budget and we won't rubber stamp anything. He further stated this should be a standing agenda item. He further stated he attended the Blessings in a Backpack a few weeks ago at Tanglewood. Blessings in a Backpack is a great service to help underprivileged children. He further stated he ran into Joyce Clohosey at the backpack event and he looks forward to seeing what she has to say.

Mayor Galeas stated after his mom passed, he and his father have grown a lot closer and everyone should let their parents know how much you love them. He further stated we have a lot of people coming to our downtown and some things happening have been phenomenal, but we do still have some work to do and we are getting there.

ADJOURNMENT

Motion by Kivell, supported by Kramer

Motion to adjourn at 10:18 p.m.

VOTE:

MOTION CARRIED UNANIMOUSLY

Respectfully submitted.

Mayor John Galeas

Clerk Lisa Deaton

RESOLUTION NO. ____-17

**CITY OF SOUTH LYON
OAKLAND COUNTY, MICHIGAN**

**A RESOLUTION AMENDING THE CITY OF SOUTH LYON
PERSONNEL MANUAL TO LIMIT THE ACCUMULATION OF
ANNUAL LEAVE BY CITY MANAGER AND DEPARTMENT
HEADS AND CLARIFY PROVISIONS RELATING TO
PAYMENT OF SAME**

WHEREAS, the City of South Lyon has adopted a Personnel Manual which was last revised October 2010;

WHEREAS, periodically the need arises to amend the City's Personnel Manual and policies contained therein;

WHEREAS, currently Section 3(G)(4)(b) of the Personnel Manual provides that the City Manager and Department Heads, "Shall be held to the established City schedule of Annual Leave accumulation but shall not be held to the maximum accumulation schedule." The City schedule for Annual Leave accumulation is contained in Section 12(C).

WHEREAS, the City Council believes it is in the best interest of the City to amend Section 3(G)(4) of the Personnel Manual to limit the accumulation of Annual Leave by a City Manager and Department Heads and clarify the provisions for payment for accumulated Annual Leave to those employees under certain circumstances;

THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF SOUTH LYON, that:

SECTION 3(G)(4) of the City of South Lyon Personnel Manual is amended to read as follows in its entirety:

4. The City Manager and Department Heads:

- a. Shall be expected to average at least the number of hours per week as required by the standard City work week.
- b. Shall be held to the established City schedule for rate of accumulation of Annual Leave except that the maximum accumulation schedule as to the City Manager and Department Heads shall be modified as follows:
 - i. One-half the earned and accumulated and unused Annual Leave may be carried over from one year to the next except at no time may a City Manager or Department Head accumulate more than two (2) times his or her maximum Annual Leave accrual as provided for in the rate of accumulation of Annual Leave.

- ii. A City Manager or Department Head hired as such prior to July 1, 2017, who has accumulated Annual Leave in excess of two times his or her Annual Leave accrual may still use the excess Annual Leave, but may not accrue additional Annual Leave after December 31, 2017 until the total accumulated Annual Leave falls below the two-year limit. Annual Leave accumulated on or after July 1, 2017 will at no time cause a City Manager or Department Head's total accumulated Annual Leave to exceed the two-year limit.
- iii. A City Manager or Department Head who retires, resigns, or is laid off for an indefinite period, will be paid for any accumulated but unused Annual Leave upon proper notice.
- iv. A City Manager or Department Head who retires, resigns, or is laid off for an indefinite period who has accrued more than the maximum amount of Annual Leave permitted hereunder will be paid at a rate of fifty percent (50%) for any time over the limit.
- c. A City Manager or Department Head, depending on his or her level of experience in the field, may be granted additional Annual Leave or have his or her rate of accumulation of Annual Leave schedule modified as determined by the City Manager, his/her designee or the City Council which shall be noted in the employee's personnel record.

BE IT FURTHER RESOLVED, that the City Manager or his or her designee is directed to update the Personnel Manual to reflect the amendment for distribution and enforcement.

BE IT FURTHER RESOLVED, that all resolutions, policies, procedures, and practices in conflict with this resolution are hereby repealed only to the extent necessary to given this Resolution full force and effect.

At a regular meeting of the City of South Lyon City Council, a motion was made by Council Member _____, supported by Council Member _____, to adopt the above resolution.

Ayes:
Nays:
Absent:

RESOLUTION DECLARED [ADOPTED/FAILED].

CERTIFICATION

I certify that this resolution was duly adopted by the City Council of the City of South Lyon on _____, 2017.

Lisa Deaton
City Clerk
South Lyon

AGENDA NOTE

New Business: Item #

MEETING DATE: June 26, 2017

PERSON PLACING ITEM ON AGENDA: City Manager

AGENDA TOPIC: Buyback/Purchase of banked vacation time for Department Heads

EXPLANATION OF TOPIC: As was discussed at the last meeting a request has been made and 2016-2018 budget can support a vacation time buyout for Chief Collins and Superintendent Martin. I was requested to bring to the council a solution for this contingent liability. The attached resolution changes the vacation banking and accrual process for non-union and department head employees. I was also asked to provide the Council the amounts that would be paid to the employees under this buyback. For Lloyd Collins, 707 hours equaling \$31,808.54. For Bob Martin, 524 hours equaling \$22,034.96

Concerning the question related to whether the hours would be paid at the employees current rate or previous rates of pay, I discussed the issue with our employment attorney who advised that based upon language in the employee handbook regarding the payout of accrued time when an employee separates for any reason from the City that the time is to be paid at the employees current rate of pay.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: buyback cost spreadsheet, resolution, personnel handbook language regarding payout of accrued annual leave.

POSSIBLE COURSES OF ACTION: Approve/Deny/Postpone payment of vacation

RECOMMENDATION: Approve payment of vacation time buyback to reduce legacy costs.

SUGGESTED MOTION: Motion by _____, supported by _____ to Approve/Deny/Postpone payment of vacation time buyback to reduce legacy costs.

2. In the case of an employee's death while on the City payroll, the official date of separation shall be the end of their usual working day on the date of their death.
3. Unused accumulation of Annual Leave and Sick Leave existing as of the official date of separation shall not be used to prolong the official period of City service.

G. METHOD OF PAYMENT ON SEPARATION

The separated employee's last paycheck shall contain payment for the following items at the employee's salary rate as of the official date of separation.

1. Payment for all days worked, but as yet unpaid, through the official date of separation.
2. Payment at straight time for all unused Annual leave accumulated as of the official date of separation.
3. For employees separating for reasons of retirement or death:
 - a. One-half payment for all unused accumulated Sick Leave as of the official date of separation.
4. For employees separated for other reasons:
 - a. One-half payment for all unused accumulated Sick Leave in excess of seventy-five (75) days as of the official date of separation.

H. REUTRN OF CITY PROPERTY

The separated employee's last paycheck shall not be paid until his/her Department Head notifies the bookkeeper that all City property, equipment, uniforms, keys and other material have returned to the Department Head's satisfaction.

Name & Dept.	Current Salary	hourly pay	vac hrs	buyout cost
Collins, Lloyd	93,581	\$44.99	707	\$31,808.54
Martin, Robert	87,467	\$42.05	524	\$22,034.96

AGENDA NOTE

New Business: Item #

MEETING DATE: June 26, 2017

PERSON PLACING ITEM ON AGENDA: Police Chief

AGENDA TOPIC: Pumpkinfest Parade

EXPLANATION OF TOPIC: A request was received for a permit for the Pumpkinfest Parade and associated road closures planned for September 23, 2017 from 10:00 a.m. to 12:00 p.m.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Parade application, map, Insurance Quote/letter, Road Closure Approval form

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

RECOMMENDATION: Approve the requested closures.

SUGGESTED MOTION: Motion by _____, supported by _____ Resolved That Lisa Deaton, City Clerk/Treasurer is hereby authorized to make application to the Road Commission for Oakland County on behalf of the City of South Lyon in the County of Oakland, Michigan for the necessary permit to conduct the Pumpkinfest Parade on September 23, 2017 at 10:00 a.m. and the related street closures:

Pontiac Trail from Quail Run to Liberty Street; West Liberty St. from Lafayette to Warren St.; Warren St. from West Liberty St. to Bartlett Elementary School

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

APPROVAL OF ROAD CLOSURES-

Motion by _____, supported by _____

Resolved That Lisa Deaton, City Clerk/Treasurer is hereby authorized to make application to the Road Commission for Oakland County on behalf of the City of South Lyon in the County of Oakland, Michigan for the necessary permit to conduct the Pumpkinfest Parade _____ on September 23, 2017 at 10:00 a.m. and the related street closures: Pontiac Trail from Quail Run to Liberty Street.

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

VOTE:

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

Lisa Deaton
City Clerk/Treasurer



SOUTH LYON POLICE DEPARTMENT

219 Whipple

South Lyon, Michigan 48178

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

Lloyd T. Collins

Chief of Police

Rec. 06/19/17
etc

PARADE / DEMONSTRATION/EVENT APPLICATION

Date Application Submitted: 5/17/17

Requested Date of Event: 9/23/17

Applicant / Contact's Name: Philip J. Weigert

PH #: 2484861100

Applicant Address: 400 S. Lafayette South Lyon

Name of Event(s): Pumpkinfest Parade

Business / Organizations Name (if Applicable): Pumpkinfest of the South Lyon Area

Bus. Ph#: 4861100 Bus. Address: 400

President / CEO (Responsible for Event): Scott Black

Direct Ph#: 2482072035

Event START Time: 10 a.m. / p.m.

Event END Time: 12 a.m. / p.m.

Approximate Number of PERSONS: 300-900 Organization Names: _____

Approximate Number of VEHICLES: 100 Types of Vehicles: _____

Approximate Number of ANIMALS: 12 SPECIFIC Animals: _____

Amount of space to be maintained between and /all units in Parade: 20ft

Route to be traveled (Include Street Names and Turning Directions) or area to be utilized:

See attached route.

Applicant's SIGNATURE

Responsible Party's SIGNATURE

APPROVED [✓]

DENIED []

Chief Lloyd T. Collins
Lloyd T. Collins, Chief of Police

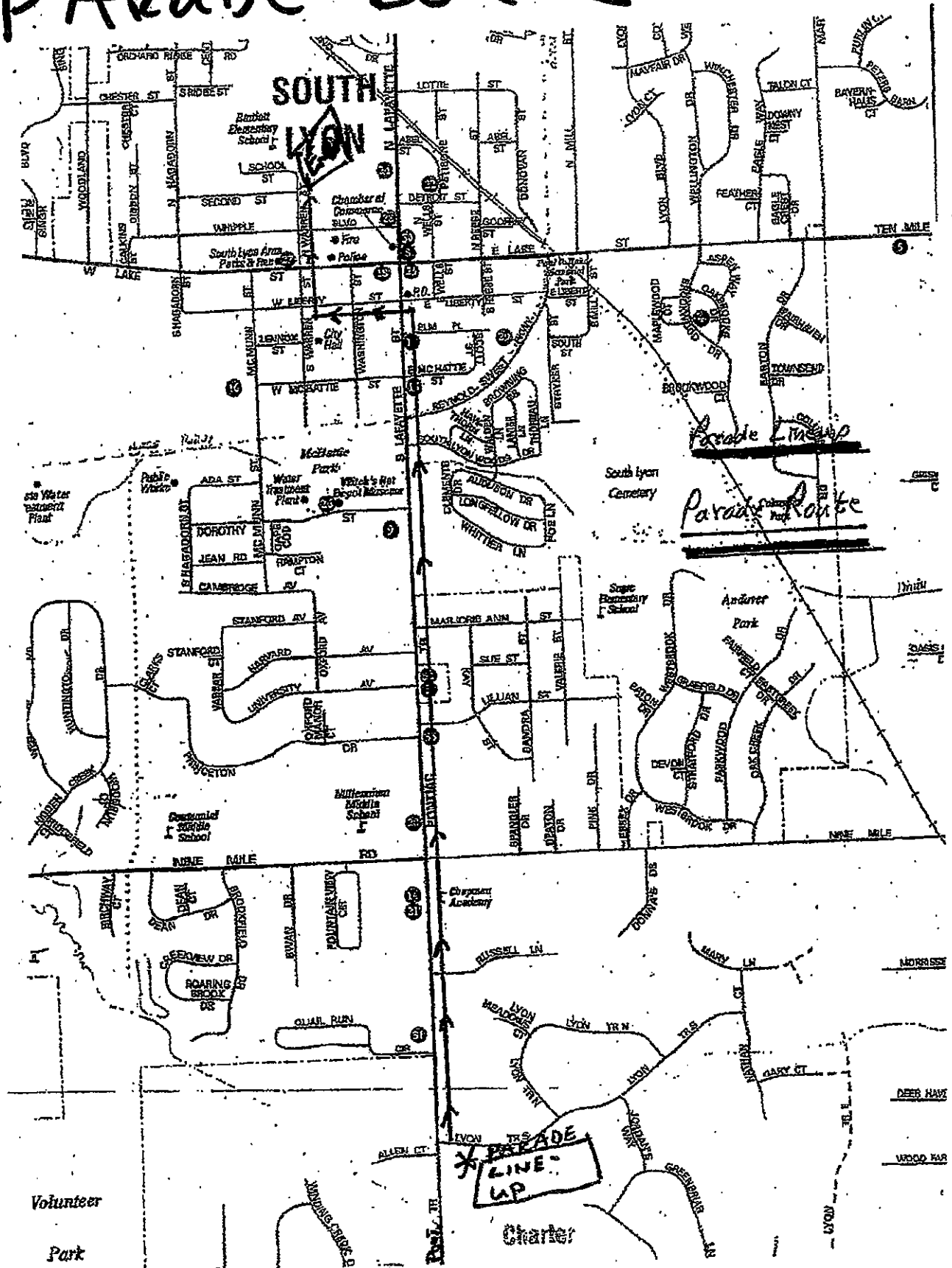
06/21/17

2017 PUMPKINFEST PARADE ADDITIONAL INFORMATION

Similar to the Parade of 2016 and in prior years, the following additional information is provided:

- 1) Appx. 8-12 volunteers will be stationed at the Church of Christ to assist in Drop Off and Parking-ALONG WITH SIGNAGE.
- 2) Appx. 4-8 volunteers will be positioned at Lyon Trail to assist in providing direction on set-up.
- 3) Orange cones/barrels/volunteers will be placed at driveways along parade route along with 25-30 volunteers will be used and stationed at the driveways along the parade route to keep traffic out.
- 4) South Lyon Police and Oakland County Sheriff's Department will assist along the parade route in their respective jurisdictions.
- 5) Appx. 4-8 volunteers will be at the end of the parade route to assisting in giving direction for ending the parade.
- 6) Lyon Township is expected to approve route in their July Meeting so minutes are not yet available.
- 7) Lyon Trail Homeowner's approved via e-mail.

PARADE ROUTE



PUMPKINFEST PARADE---2017

TO ALL BUSINESSES AND PARTICIPANTS:

REMINDER

PUMPKINFEST PARADE will take place on SATURDAY SEPTEMBER 23, 2017 from 10:00 a.m. until appx. 12:00-Noon

The PARADE ROUTE is ON PONTIAC TRAIL from LYON TRAIL SUBDIVISION (South of McDonalds) proceeding North to LIBERTY STREET (South Lyon Post Office).

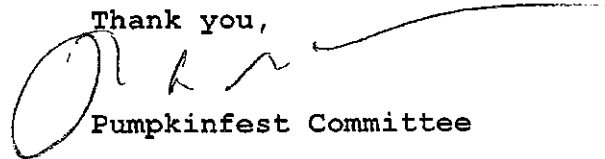
**PONTIAC TRAIL WILL BE CLOSED
DURING THE PARADE.**

The Pumpkinfest Committee and the entire community thanks all of the businesses for their patience and understanding in this community event.

IT WOULD TRULY BE APPRECIATED-IF ALL BUSINESSES AND ORGANIZATIONS COULD REMIND THEIR EMPLOYEES, CUSTOMERS, PATRONS AND GUESTS THAT PONTIAC TRAIL WILL BE CLOSED TO TRAFFIC DURING THE PARADE, IT WOULD TRULY BE APPRECIATED.

THE COMMUNITY AND THE COMMITTEE WOULD BE THANKFUL IF ALL BUSINESSES AND ORGANIZATIONS COULD ASSIST IN CLOSING OR BLOCKING DRIVEWAYS DURING THE PARADE.

Thank you,



Pumpkinfest Committee

VOLUNTEER CROSSING GUARD LOCATIONS

LYON TRAIL _____

ALLEN COURT _____

Church of Christ _____

S. Lyon Dental _____

Autozone _____

Quail Run _____

Perfect Floors _____

Jetts _____

Dr. Brennan _____

McDonalds _____

Russell Street _____

Brostroms PT _____

Buschs/DQ _____

Fellowship Church _____

Wallgreens _____

Buschs/North _____

Speedway _____

O'Reily's _____

CVS _____

S. Lyon Tire _____

Parkside Cleaners _____

Citgo _____

Lucas Coney _____

Tuffy _____

BigB Coffee _____

Lillian Street _____

Princeton Dr. _____

Cantina _____

King Plaza _____

University _____

Mickey's DQ exit _____

Martin's _____

Harvard _____

Bank of America _____

Marjorie Ann _____

Family Video _____

St. Joes Church SOUTH _____

Advance Auto _____

St. Joes NORTH _____

Victory Lane _____

Methodist _____

Car Wash _____

Witch's Hat _____

Dorothy _____

Alexanders _____

South Lyon Oil _____

Hungry Howies South _____

Trailer Park/Laundry Matt _____

ByPass _____

Rental House _____

Huntington Bank _____

Wendys (2) _____

McHattie _____

Marathon _____

June 20, 2017

Charter Township of Lyon
John Dolan-Supervisor
Honorable Township Trustees

Re: Pumpkinfest Parade-Road Closures

Dear John and the Honorable Board of Trustees,

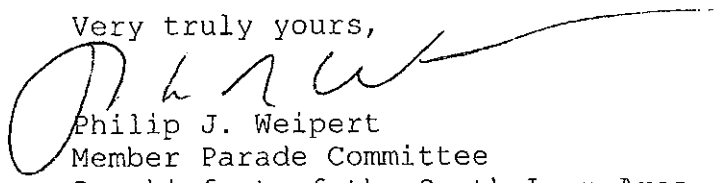
I am writing to you on behalf of the Pumpkinfest of the South Lyon Area and the annual request for permission to close roads for the parade. Please consider this e-mail a formal request for permission to close Pontiac Trail on Saturday September 23, 2017 from 10:00 a.m. to appx. 12:00 p.m.

A drawing of the parade route is attached. The parade route begins with a line-up in the Lyon Trail Subdivision (Lyon Township) and proceeds NORTH into the City of South Lyon to Liberty Street, then West on Liberty Street to Warren Street. The Parade then proceeds NORTH on Warren Street to Bartlett School Parking lot.

Per Insurance Underwriter Rules, Certificates of Insurance naming all of the entities as an ADDITIONAL INSURED will be available 60 days prior to the event date.

Please place this matter on the next available agenda. If you have any questions, please feel free to call me.

Very truly yours,



Philip J. Weipert
Member Parade Committee
Pumpkinfest of the South Lyon Area, Inc.

MICHIGAN SPECIALTY INSURANCE AGENCY, INC.

Commercial ~ Business ~ Personal Insurance

www.mispecialtyins.com

Insurance Service By a Professional Agency

April 20, 2017

Kathy Swan
Pumpkinfest of the South Lyon Area
P O Box 696
Southfield, MI 48178

RE: Special Event Liability & Liquor Liability Coverage
Policy Period: 09/22/2017 – 09/25/2017

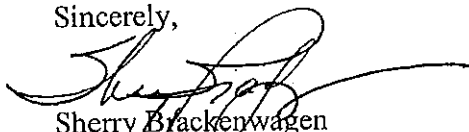
Dear Ms. Swan:

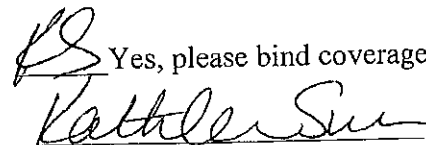
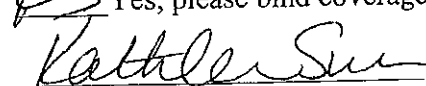
This letter is to confirm the intention of West Bend Mutual Insurance to provide coverage based on the enclosed proposal for the Pumpkinfest of the South Lyon Area. Due to underwriting requirements as noted on the proposal, West Bend Mutual is unable to issue the policies until 60 days prior to the event.

The proposals are enclosed for the above referenced insurance policies. In order to bind coverage for each of these policies as proposed, please sign the authorization below, along with the Terrorism forms included in the proposals and fax or mail requested documents to our office. I have enclosed a return envelope for your convenience.

If you have any questions, please do not hesitate to contact our office. Thank you for choosing Michigan Specialty Insurance Agency, Inc. for your insurance needs. We appreciate your business and continued patronage.

Sincerely,


Sherry Brackenwagen
President / Agent

 Yes, please bind coverage as proposed
 4-24-17
Signature as President of Date
Pumpkinfest of SL Area

2157 University Park Drive, Suite #10
Okemos, Michigan 48864
(800) 743-1959 (517) 347-7467 Fax: (517) 347-9074
Serving the entire State of Michigan plus IL, IN, KY, and TN



Quote Proposal

Customer Number: 1000050496
Policy Number: A266250 00

Quoted Policy Term: 09/22/2017 to 09/25/2017
Date Quoted: 04/17/2017

Customer Name and Address:
Pumpkinfest of the South Lyon Area
PO Box 696
South Lyon, MI 48178

Agency Name and Address: 21653
MICHIGAN SPECIALTY INS AGY INC
2157 UNIVERSITY PARK DRIVE
STE 10
OKEMOS, MI 48864
517-347-7467

Thank you for the opportunity to provide a quote.

See below for a summary of premiums quoted. Refer to additional pages for more details.

This quote proposal is based on the underwriting and rating information provided to date, including deductibles and retention. Please keep in mind this quote proposal may be subject to additional rating, pricing or underwriting considerations, as well as to a loss prevention survey and compliance with its recommendations.

These rate levels and this quote proposal are valid for 60 days or until the proposed effective date, whichever comes first. 09/22/2017

Coverage Part	Premium
Commercial General Liability Coverage	\$979.00
Total Premium:	\$979.00
Total Including Taxes, Fees and Surcharges:	\$979.00

This quote proposal is not the insurance contract.
Only the actual provisions of the issued policy will apply.



Quote Proposal

Customer Number: 1000050496
Policy Number: A266250 00

Quoted Policy Term: 09/22/2017 to 09/25/2017
Date Quoted: 04/17/2017

Customer Name and Address:
Pumpkinfest of the South Lyon Area
PO Box 696
South Lyon, MI 48178

Agency Name and Address:
MICHIGAN SPECIALTY INS AGY INC
2157 UNIVERSITY PARK DRIVE
STE 10
OKEMOS, MI 48864
517-347-7467

21653

Underwriter Comments

Coverage cannot be bound at this time since it is more than 60 days prior to the effective date. Once within 60 days re-submit the application so that we can verify rates and agent of record

This quote proposal is not the insurance contract.
Only the actual provisions of the issued policy will apply.

Commercial Lines Policy Declarations

Customer Number: 1000050496
Policy Number: A266250 00

Policy Period: 09/22/2017 to 09/25/2017
at 12:01 AM Standard Time at Your Mailing Address Shown Below

Named Insured and Address:
Pumpkinfest of the South Lyon Area
PO Box 696
South Lyon, MI 48178

Agency Name and Address: 21653
MICHIGAN SPECIALTY INS AGY INC
2157 UNIVERSITY PARK DRIVE
STE 10
OKEMOS, MI 48864
517-347-7467

Loc	Address	Location Schedule		County	State	Zip
		City				
1	4 Corners of downtown area of SL	South Lyon		Oakland	MI	48178

Commercial General Liability Coverage Declarations

Customer Number: 1000050496	Policy Period: 09/22/2017 to 09/25/2017
Policy Number: A266250 00	at 12:01 AM Standard Time at Your Mailing Address Shown Below

Named Insured and Address: Pumpkinfest of the South Lyon Area PO Box 696 South Lyon, MI 48178	Agency Name and Address: MICHIGAN SPECIALTY INS AGY INC 2157 UNIVERSITY PARK DRIVE STE 10 OKEMOS, MI 48864 517-347-7467	21653
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Insured is a(n) Non-Profit Organization

Limits of Insurance

General Aggregate Limit (other than Products/Completed Operations)	\$2,000,000
Products/Completed Operations Aggregate Limit	\$2,000,000
Each Occurrence Limit	\$1,000,000
Personal and Advertising Injury Liability Limit	\$1,000,000
Damage to Premises Rented to You Limit	\$100,000
Medical Expense Limit, Any One Person	Excluded

See attached Forms Schedule for forms and endorsements applicable to this coverage.

Commercial General Liability Endorsements and Miscellaneous Premiums

Customer Number: 1000050496
Policy Number: A266250 00

Policy Period: 09/22/2017 to 09/25/2017
at 12:01 AM Standard Time at Your Mailing Address Shown Below

Named Insured and Address:
Pumpkinfest of the South Lyon Area
PO Box 696
South Lyon, MI 48178

Agency Name and Address: 21653
MICHIGAN SPECIALTY INS AGY INC
2157 UNIVERSITY PARK DRIVE
STE 10
OKEMOS, MI 48864
517-347-7467

Additional Insureds		Form Number	Premium
Description			
Designated Person		CG2026	\$25
Designated Person		CG2026	\$25
Designated Person		CG2026	\$25
Designated Person		CG2026	\$25

Endorsements		Form Number	Premium
Description			
Contractual Liability Limitation		CG2139	\$0

Miscellaneous Premiums		Form Number	Premium
Description			
Terrorism Risk Insurance Act			\$3

Total General Liability Premium: \$979

Description

City of South Lyon [CG2026] - Designated Person
South Lyon Church of Christ [CG2026] - Designated Person
Lyon Trail Homeowners Association [CG2026] - Designated Person
Charter Twp of Lyon [CG2026] - Designated Person



Quote Proposal

Customer Number: 1000050496
Policy Number: A266261 00

Quoted Policy Term: 09/22/2017 to 09/25/2017
Date Quoted: 04/06/2017

Customer Name and Address:
Pumpkinfest of the South Lyon Area
PO Box 696
South Lyon, MI 48178

Agency Name and Address: 21653
MICHIGAN SPECIALTY INS AGY INC
2157 UNIVERSITY PARK DRIVE
STE 10
OKEMOS, MI 48864
517-347-7467

Thank you for the opportunity to provide a quote.

See below for a summary of premiums quoted. Refer to additional pages for more details.

This quote proposal is based on the underwriting and rating information provided to date, including deductibles and retention. Please keep in mind this quote proposal may be subject to additional rating, pricing or underwriting considerations, as well as to a loss prevention survey and compliance with its recommendations.

These rate levels and this quote proposal are valid for 60 days or until the proposed effective date, whichever comes first. 09/22/2017

Coverage Part	Premium
Liquor Liability Coverage	\$460.00
Total Premium:	\$460.00
Total Including Taxes, Fees and Surcharges:	\$460.00

This quote proposal is not the insurance contract.
Only the actual provisions of the issued policy will apply.

Liquor Liability Policy Declarations

Customer Number: 1000050496

Policy Number: A266261 00

Policy Period: 09/22/2017 to 09/25/2017

at 12:01 AM Standard Time at Your Mailing Address Shown Below

Named Insured and Address:

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

Agency Name and Address:

MICHIGAN SPECIALTY INS AGY INC
2157 UNIVERSITY PARK DRIVE
STE 10
OKEMOS, MI 48864
517-347-7467

21653

Insured is a(n) Non-Profit Organization

Limits of Insurance

Aggregate Limit \$1,000,000

Each Common Cause Limit \$1,000,000

See attached Forms Schedule for forms and endorsements applicable to this coverage.



MEMO

DATE: May 1, 2017
TO: City of South Lyon City Council
FROM: Pumpkinfest of the South Lyon
Area RE: Hold Harmless Clause
Pumpkinfest of the South Lyon Area Festival
September 22, 23, 24, 2017

To the fullest extent permitted by law Pumpkinfest of the South Lyon Area agrees to defend, pay on behalf of, indemnify, and hold harmless the City of South Lyon, its elected and appointed officials, employees and volunteers and others working on the 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.

Kathy Swan

5-1-17

Kathy Swan, President
On behalf of the Pumpkinfest of the South Lyon Area Committee

Date

Pumpkinfest of the South Lyon Area
P.O. Box 696, South Lyon, Michigan 48178
www.southlyonpumpkinfest.com

AGENDA NOTE

New Business: Item #

MEETING DATE: June 26, 2017

PERSON PLACING ITEM ON AGENDA: Robert J. Martin, Department of Public Works Director

AGENDA TOPIC: Replacement of Baker Park (Aqua Master) Fountain

EXPLANATION OF TOPIC: We all agree that the fountain is a very focal point within our community. The current fountain at Baker Park is the original fountain, pump and equipment which is 20 years old. In fact, if the pump fails there are no parts or support to move forward for repairs. At this time the fountain is operating however it's life expectancy is very limited. Due to the budget of FY 2017/2018 funds are limited, and the fountain replacement was eliminated. With that in mind, we reviewed the current FY 2016/2017 budget and funds are available in the Department of Public Works, line item Land Improvement (101-440-974). Upon research of fountain replacement, Tri-County Aquatics Inc. based in Washington, MI is the source we should use. In fact, they are the company that installed the current fountain which is in operation now. The price to replace the fountain is \$9,788.10. This price includes, fountain base, control panel, spray nozzle, power cable and LED light set. Our DPW will install and maintain the fountain. As you may recall we have discussed the condition of the current fountain structure. There currently is no drain and the fill system is sprayed in. The DPW could make changes to the fountain for an additional \$2,500.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Quote for new Aqua Master Fixed Base Fountain for \$9,788.10 from Tri-County Aquatics, Inc.

POSSIBLE COURSES OF ACTION: Approve/deny the purchase of new Aqua Master Fixed Base Fountain from Tri-County Aquatics, Inc.

RECOMMENDATION: Approve purchase of new Aqua Master Fixed Base Fountain from Tri-County Aquatics in the amount of \$9,788.10.

SUGGESTED MOTION: Motion by _____, supported by _____ to approve the purchase of new Aqua Master Fixed Base Fountain from Tri-County Aquatics.

FW: new fountain

Ron Brock

Sent: Thursday, June 22, 2017 10:32 AM

To: Bob Martin

Attachments: South Lyon Fixed Base.pdf (87 KB)

From: Nick Salvatore [mailto:tricityaquatics@gmail.com]

Sent: Wednesday, February 22, 2017 9:35 AM

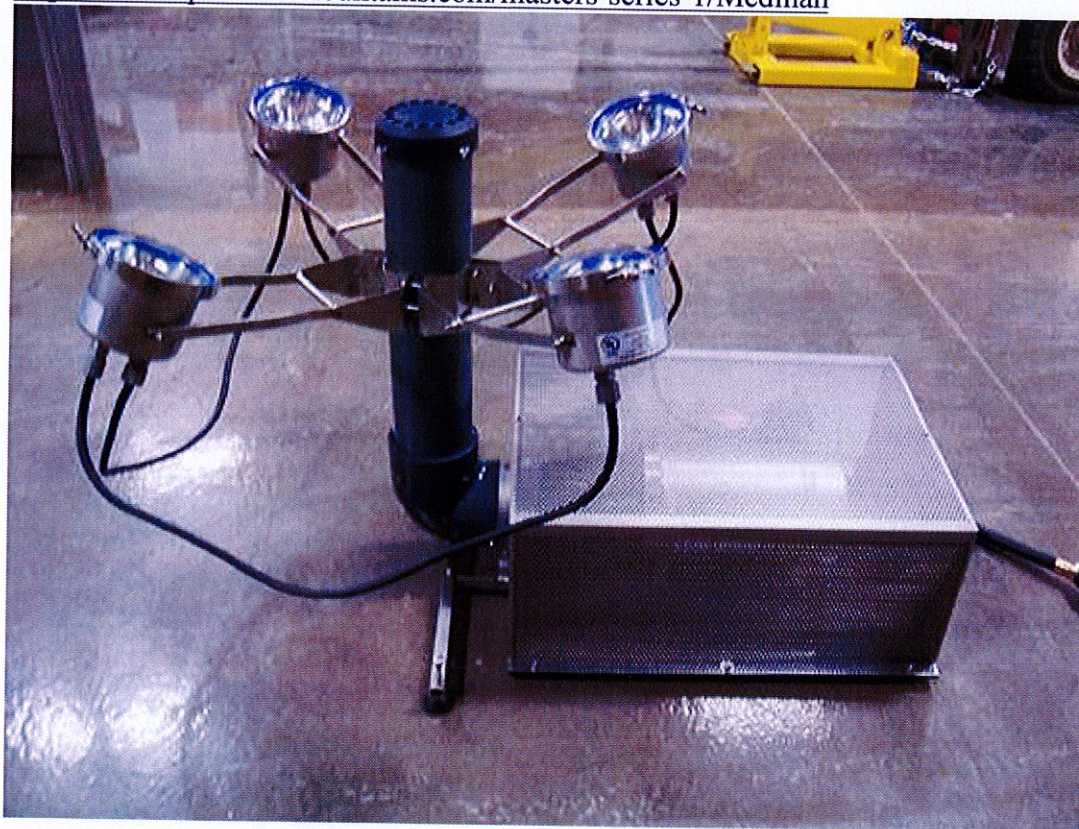
To: Ron Brock <RBrock@southlyonmi.org>

Subject: new fountain

Please see the attached equipment quote as well as the image of what this new unit will look like. This system I quoted comes with everything from the motor, electrical panel, power cord and LED lights that are programable.

The spray pattern that I have in the quote is shown in operation at the following link.

<http://www.aquamasterfountains.com/masters-series-1/Medinah>



Nick Salvatore

President

Tri-County Aquatics, Inc.

Ph: 586-786-6234

www.TriCountyAquatics.com

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

May 10, 2017

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

Invoice # 1068851

In Reference To: General Labor Matters

Professional Services Rendered Through April 30, 2017

		<u>Hrs/Rate</u>	<u>Amount</u>
4/4/2017 PAA	Receipt/review correspondence from and correspondence to City Manager	0.20 160.00/hr	32.00
4/6/2017 PAA	Preparation for meeting with City Manager regarding labor issue	0.40 160.00/hr	64.00
PAA	Meeting with City Manager regarding police health care grievance	2.80 160.00/hr	448.00
4/8/2017 PAA	Edit/revise grievance response; Correspondence to City Manager	0.60 160.00/hr	96.00
4/12/2017 PAA	Correspondence to City Manager	0.10 160.00/hr	16.00
4/13/2017 PAA	Telephone conference with Mediator and City Manager	0.20 160.00/hr	32.00
	For professional services rendered	<u>4.30</u>	<u>\$688.00</u>
	Previous balance		\$1,060.40
4/27/2017	Payment - thank you. Check No. 71552		(\$1,060.40)

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

	<u>Amount</u>
	<u> </u>
Balance due	<u>\$688.00</u>

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

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

May 10, 2017

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

Invoice # 1068852

In Reference To: Michigan Tax Tribunal Matters

Professional Services Rendered Through April 30, 2017

	<u>Hrs/Rate</u>	<u>Amount</u>
<u>Rite Aid of Mich (#4230-02)/Docket 16-2674</u>		
4/21/2017 SSM Receipt/review of Order Granting Motion to Compel and Costs; Correspondence regarding same	0.30 130.00/hr	39.00
SSM Preparation of Bill of Costs	0.50 130.00/hr	65.00
Subtotal:	[0.80	104.00]
For professional services rendered	0.80	\$104.00
Previous balance		\$128.00
4/27/2017 Payment - thank you. Check No. 71552		(\$128.00)
Balance due		<u>\$104.00</u>

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

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

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

May 10, 2017

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

Invoice # 1068853

In Reference To: City Attorney Retainer Work

Professional Services Rendered Through April 30, 2017

		<u>Hours</u>	
<u>500 Stryker</u>			
4/10/2017	TSW Telephone conference with R. Schovers regarding project status; Multiple telephone conferences with Planning Director and Planning Consultant regarding project status	0.30	
4/11/2017	TSW Receipt/review of multiple correspondence regarding status of 500 Stryker site plan	0.10	No Charge
4/25/2017	TSW Telephone conference with R. Schovers regarding conditional rezoning agreement; Correspondence to Clerk regarding status of conditional rezoning agreement	0.10	No Charge
SUBTOTAL:		[0.50]	
<u>Arcadis</u>			
4/18/2017	TSW Continued review of correspondence from ASTI regarding 128 S. Lafayette and proposed restrictive covenant	0.20	
SUBTOTAL:		[0.20]	

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

			<u>Hours</u>	
<u>Building Department</u>				
4/5/2017	TSW	Research regarding state construction code and updated codes; Review of city code of ordinance regarding adoption and enforcement of state construction codes	0.80	
SUBTOTAL:			[0.80]	
<u>City Council</u>				
4/6/2017	TSW	Receipt/review of Council agenda and packet	0.10	
4/10/2017	TSW	Attend Council meeting	2.90	
4/19/2017	TSW	Attend special council meeting - budget study session	2.00	
4/21/2017	TSW	Receipt/review of Council agenda packet	0.40	
4/24/2017	TSW	Review of council agenda packet in preparation for meeting	0.40	
	TSW	Attend Council meeting	2.70	
SUBTOTAL:			[8.50]	
<u>District Court Prosecutions</u>				
4/4/2017	SGM	Prosecute morning docket of Pretrials	4.00	
4/10/2017	CDS	Review of files for 4/11/17 docket	0.30	

			<u>Hours</u>
4/10/2017	CDS	Telephone conference with D. Lustig ()	0.20
4/11/2017	CDS	Receipt/review of Judge Reed's 4/18/17 docket	0.10
	CDS	Prosecute morning docket	3.50
	CDS	Review of Driver's License ()	0.20
4/17/2017	CDS	Telephone conference with Dov Lustig ()	0.20
	CDS	Review of Stipulation to Adjourn ()	0.20
	CDS	Review of files for 4/18/17 docket	0.20
4/18/2017	CDS	Prosecute morning docket	3.70
4/20/2017	CDS	Telephone conference with client ()	0.20
4/21/2017	CDS	Receipt/review of Judge Bondy's 4/25/17 docket	0.10
4/24/2017	CDS	Review of files for 4/25/17 docket	0.30
	CDS	Review of Judgment of Sentence ()	0.20
	CDS	Receipt/review of Appearance ()	0.20
	CDS	Receipt/review of Application to Set Aside Conviction ()	0.20

			<u>Hours</u>	
4/25/2017	CDS	Receipt/review of 5/2/17 Arraignment Docket	0.20	
	CDS	Prosecute morning docket	3.00	
SUBTOTAL:			[17.00]	
<u>Elections</u>				
4/3/2017	TSW	Continued preparation of Facilities Use Agreement relating to relocation of election precincts 2 and 3	1.30	
	TSW	Correspondence to Clerk regarding draft Facilities Use Agreement	0.20	
SUBTOTAL:			[1.50]	
<u>Fibertech</u>				
4/5/2017	TSW	Correspondence to Clerk regarding fully signed license agreement, term and renewal dates	0.20	
4/14/2017	TSW	Correspondence to City Manager regarding Fibertech License Agreement insurance requirements	0.10	No Charge
SUBTOTAL:			[0.30]	
<u>General City Attorney Work</u>				
4/3/2017	TSW	Continued preparation of decorative street and traffic control sign agreement for Hidden Creek and correspondence to and from City Manager regarding same	0.30	
	TSW	Telephone conference with Council Member Kivell regarding council agenda matter	0.10	No Charge

		<u>Hours</u>	
4/4/2017	TSW Attend meeting with Economic Development Director regarding facade improvemnt and sign grant program and miscellaneous economic development issues	1.10	
	TSW Legal research regarding Michigan Liquor Control Code	0.50	
	TSW Correspondence to and from and telephone conference with City Manager regarding Knolls and temporary certificates of occupancy or alternative security for completion of lot improvements; Review of planned development agreement	0.50	
	TSW Review zoning ordinance and research regarding facade improvement program	0.70	
4/5/2017	TSW Continued preparation of decorative street and traffic control sign agreement with Hidden Creek; Multiple telephone conferences with Police Chief and DPW Director regarding same; Correspondence to and from Association representative regarding draft agreement	0.50	
4/6/2017	TSW Continued review of and revise facade improvement grant program documents and correspondence to Economic Development Director regarding same	1.60	
	TSW Preparation of Agenda Note for Decorative Street and Traffic Control Sign Agreement with Hidden Creek	0.20	
	TSW Receipt/review correspondence from City Manager to Council Member regarding Economic Development Corporation	0.10	No Charge
4/10/2017	TSW Telephone conference with Council Member Parisien regarding conflict of interest agenda item	0.30	No Charge
	TSW Correspondence to and telephone conference with Economic Development Director responding to questions regarding DDA facade improvement program	0.40	

		<u>Hours</u>
4/10/2017	TSW Begin preparation of facade improvement grant agreement	0.30
	TSW Review Peoples Express agreement and correspondence to City Manager regarding review and comments	0.50
4/11/2017	TSW Review Council meeting video regarding motion to refer Kivell conflict of interest matter to law enforcement	0.30
		No Charge
	TSW Legal research in preparation for drafting liquor licensing ordinance	1.40
	TSW Receipt/review of multiple correspondence from City Manager and Fire Chief regarding potential code enforcement matter	0.20
4/12/2017	TSW Multiple correspondence to and from and telephone conference with Economic Development Director regarding DDA facade program	0.10
	TSW Continued attention to and review of updated state construction codes and City ordinances; review of Construction Board of Appeals ordinance and procedures	0.40
	TSW Research for meeting on potential code enforcement matter	0.50
4/13/2017	TSW Receipt/review correspondence from attorney regarding fire hydrant inspection and private utility dedication; correspondence to City Engineer and DPW Director regarding same	0.20
	TSW Attend meeting with City Manager regarding code enforcement issue	1.20
	TSW Attend meeting with City Manager and Planning Consultant regarding miscellaneous issues	0.30
4/14/2017	TSW Research regarding code enforcement and health code provisions	0.50

			<u>Hours</u>
4/17/2017	TSW	Receipt/review correspondence from Fire Chief regarding fire hydrant inspection and owner inquiry regarding dedication	0.10 No Charge
4/18/2017	TSW	Meeting with building and code official regarding possible enforcement matter and IPMC, Fire and Building Codes	0.20
	TSW	Receipt/review of petition for determination of reasonableness of towing fees; Legal research regarding same	0.40
	TSW	Continued research regarding purchasing best practices	0.30
	TSW	Continued research for ordinance licensing liquor licenses in city	0.60
	TSW	Receipt/review correspondence from Fire Department regarding hydrant inspection notice and owner inquiry regarding dedication	0.10
4/19/2017	TSW	Continued research for ordinance on alcoholic liquor licensing	0.30
	TSW	Continued preparation to purchasing policies and procedures and local bidder/vendor preference	0.50 No Charge
4/20/2017	TSW	Attention to building department tech labor issues	0.10
	TSW	Redact JRSJ invoice; Correspondence to City Manager regarding same	0.30 No Charge
4/21/2017	TSW	Correspondence to and from City Manager regarding Blues Brews and Brats event and insurance certificate	0.10
	TSW	Legal research regarding budget process	0.50 No Charge

			<u>Hours</u>	
4/24/2017	TSW	Receipt/review of multiple correspondence from Police Chief and City Manager regarding special event application for Blues Brews & Brats; Review ordinance	0.50	
	TSW	Telephone conference with City Manager regarding council agenda items	0.30	
4/25/2017	TSW	Continued research regarding code enforcement under IPMC regarding sanitation, health, fire safety	0.40	
4/26/2017	TSW	Email to and from Economic Development Director regarding DDA committees	0.10	
	TSW	Continued research regarding IPMC enforcement	0.30	
	TSW	Telephone conference with Association representative regarding details relating to code enforcement matter	0.10	No Charge
	TSW	Telephone conference with Council Member Parisien regarding OMA question on scheduling	0.10	No Charge
4/27/2017	TSW	Telephone conference with Association representative regarding details for code enforcement matter	0.20	
4/28/2017	TSW	Telephone conference with and correspondence to and from City Manager regarding building department barrier-free compliance issue	0.30	
	TSW	Prepare completion agreement regarding barrier-free compliance and correspondence to City Manager regarding same	0.60	
	TSW	Correspondence to City Manager regarding follow-up on Council Member request for construction board of appeals material	0.10	
	TSW	Correspondence to City Manager regarding IPMC enforcement issue	0.60	

			<u>Hours</u>
4/28/2017	TSW	Correspondence to City Manager regarding asset naming policy	0.40
SUBTOTAL:			[19.70]
<u>Knolls</u>			
4/25/2017	TSW	Review of Planned Development Agreement and correspondence to and from City Manager and Planning Consultant regarding builder inquiry on setbacks	0.30
SUBTOTAL:			[0.30]
<u>Labor</u>			
4/10/2017	TSW	Receipt/review correspondence from City Manager regarding response to union grievances	0.10
			No Charge
SUBTOTAL:			[0.10]
<u>Michigan Seamless Tube</u>			
4/3/2017	TSW	Correspondence to and from Clerk regarding status of taxes and amounts listed in Michigan Seamless Tube's (MST) Petition	0.20
4/4/2017	TSW	Correspondence to Treasurer regarding MST taxes	0.10
			No Charge
4/14/2017	TSW	Continued review of accounts and begin preparation of proof of claim	0.40
4/17/2017	TSW	Continued review of accounts, legal research and preparation of proof of claim	1.30
4/18/2017	TSW	Attend meeting with Water Department regarding amounts owed by MST as of bankruptcy filing date	0.30

			<u>Hours</u>
4/18/2017	TSW	Multiple correspondence to and from Water Department regarding amounts owed and calculation	0.30
	TSW	Legal research regarding lien for water utility service	0.50
	TSW	Continued preparation of city's proof of claim	0.40
4/19/2017	TSW	Continued preparation of proof of claim and attention to supporting documentation for amount owed; Legal research regarding classification of debt and claim	1.50
4/20/2017	TSW	Continued preparation of city's proof of claim and summary of amounts owed	1.30
	TSW	Correspondence to and from Water Department regarding summary of city's claim	0.20
4/21/2017	TSW	Continued preparation of proof of claim and correspondence to claims agent	0.50
	TSW	Correspondence to City Manager regarding filing of City's proof of claim	0.30
4/24/2017	TSW	Edit/revise correspondence to City Manager regarding city's proof of claim	0.20
SUBTOTAL:			<hr/> 7.50

Personnel

4/13/2017	TSW	Telephone conference with Fire Chief regarding personnel issue status	0.10
4/14/2017	TSW	Review status; Begin preparation of correspondence to Fire Chief regarding personnel matter	0.20
4/21/2017	TSW	Correspondence to Fire Chief regarding status of personnel matter	0.50

			<u>Hours</u>	
4/24/2017	TSW	Continued preparation of correspondence to Fire Chief regarding personnel matter	0.30	
4/26/2017	TSW	Finalize correspondence to Fire Chief regarding status of personnel matter	0.10	No Charge
SUBTOTAL:			[1.20]	
<u>South Lyon Square</u>				
4/14/2017	TSW	Correspondence to opposing counsel regarding dedication of private utilities	0.10	No Charge
4/21/2017	TSW	Correspondence to City Engineer regarding private utility dedication request	0.10	
	TSW	Correspondence to opposing counsel regarding private utility dedication request	0.10	
SUBTOTAL:			[0.30]	
<u>West End Industrial</u>				
4/3/2017	TSW	Receipt/review correspondence from Planning Director regarding status	0.10	
4/4/2017	TSW	Telephone conference with expert appraiser regarding status	0.20	
4/7/2017	TSW	Receipt/review correspondence from and telephone call with opposing counsel regarding status of rezoning request and city consultant review; Telephone call with City Manager regarding same	0.30	
	TSW	Receipt/review correspondence regarding consultant proposal for services	0.10	
SUBTOTAL:			[0.70]	

		<u>Amount</u>
	58.60	\$9,000.00
For professional services rendered		
<u>Additional charges:</u>		
	<u>Qty/Price</u>	
<u>Fibertech</u>		
4/6/2017 Photocopies - Fibertech Contract to client	110 \$0.20	\$22.00
SUBTOTAL:	[\$22.00]
<u>Michigan Seamless Tube</u>		
4/21/2017 Photocopies - Proof of Claim Submission	54 \$0.20	\$10.80
Postage - Federal Express Package to Optima Specialty Steel, Inc.	1 \$20.06	\$20.06
4/25/2017 Photocopies - Proof of Claim to client	17 \$0.20	\$3.40
SUBTOTAL:	[\$34.26]
Total costs		\$56.26
		<u>Amount</u>
For professional services rendered	58.60	\$9,056.26
Total amount of this bill		\$9,056.26
Previous balance		\$9,152.11
4/27/2017 Payment - thank you. Check No. 71552		(\$9,152.11)

Amount

Balance due

\$9,056.26

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



SOUTH LYON POLICE DEPARTMENT

219 Whipple
South Lyon, Michigan 48178
Ph: (248)437-1773 / Fax: (248)437-0459
Lloyd T. Collins
Chief of Police

BLOCK PARTY APPLICATION

Date Application Submitted: March 2017 Requested Block-off Date: August 5, 2017
Applicant / Contact's Name: Andrea Meyer PH #: 248/617-3075 (o) 248/444-2420 (c)
Applicant Address: 58000 Grand River Avenue, New Hudson, MI 48165

Block-off Time: noon 8/4/2016 Block-off removal Time: noon 8/7/15

Street Names to be blocked off: Whipple Street lot. We have ordered tents to protect from potential harsh elements (sun or rain) which we would like to have put into place on Friday August 4th, with your permission.

The lot will be sprayed on Thursday for mosquitoes again, and the additional elements such as the stage, trash, portable sanitation stations, tables and chairs will all be put into place on Fri and Sat. All removed by Monday.

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

Residents will be advised of event via press releases and local flyers and posters in the area. Additionally,

noise will cease by midnight

No road closures are required. We need to have a barrier placed at the sidewalk entrance and we will

utilize the standard snow fencing to complete the barriers as in years past.

2) ATTACH sheet of paper with SIGNATURES and ADDRESSESS of all residents agreeing to the Block Party.

Andrea Meyer
Applicant's SIGNATURE

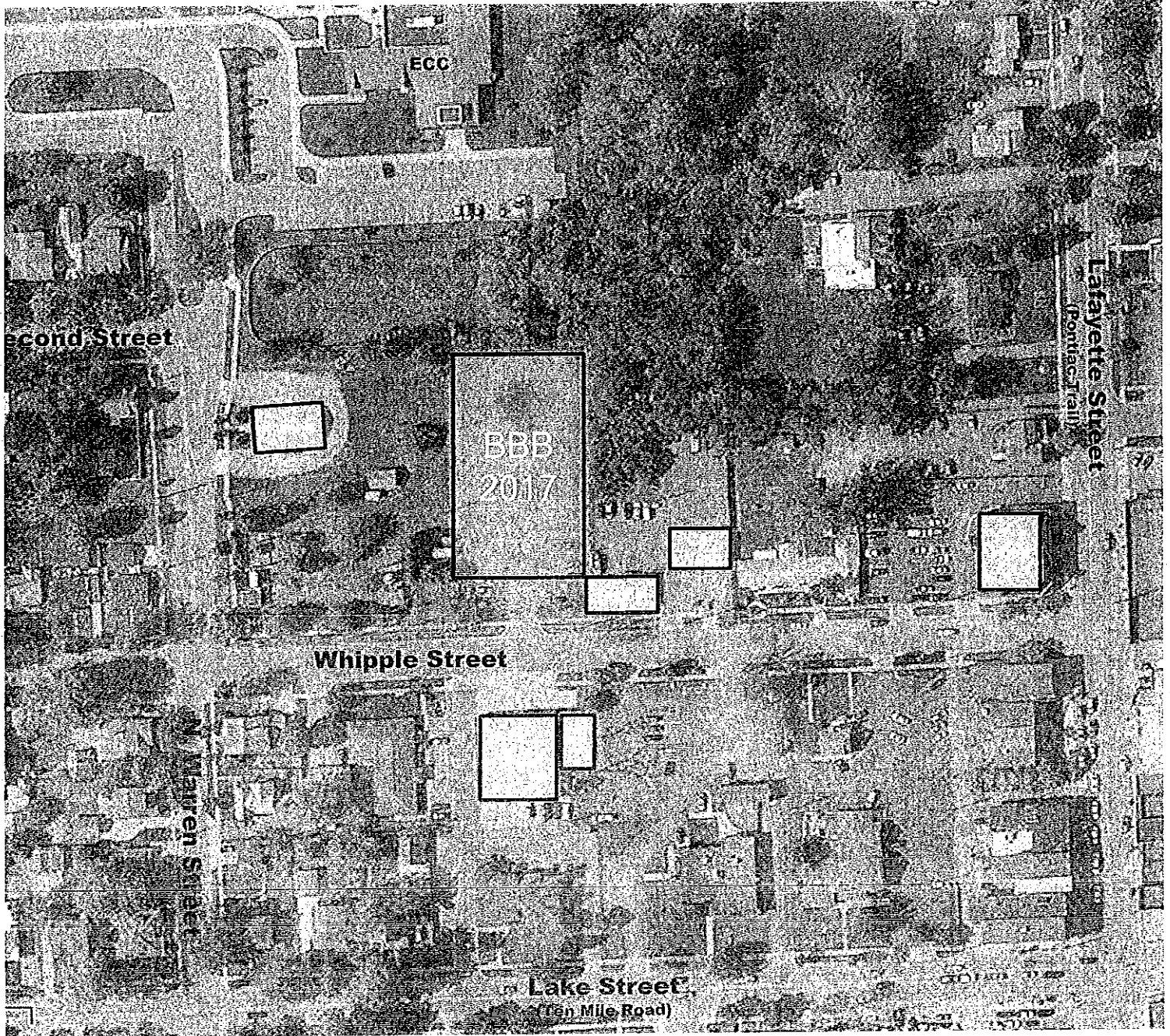
APPROVED [✓]

DENIED []

Chief Lloyd T. Collins
Lloyd T. Collins, Chief of Police
06/19/17

BLUES BREWS BRATS

Saturday, August 5 2017 - 3pm to 11pm
Whipple Street Parking Lot - Downtown South Lyon

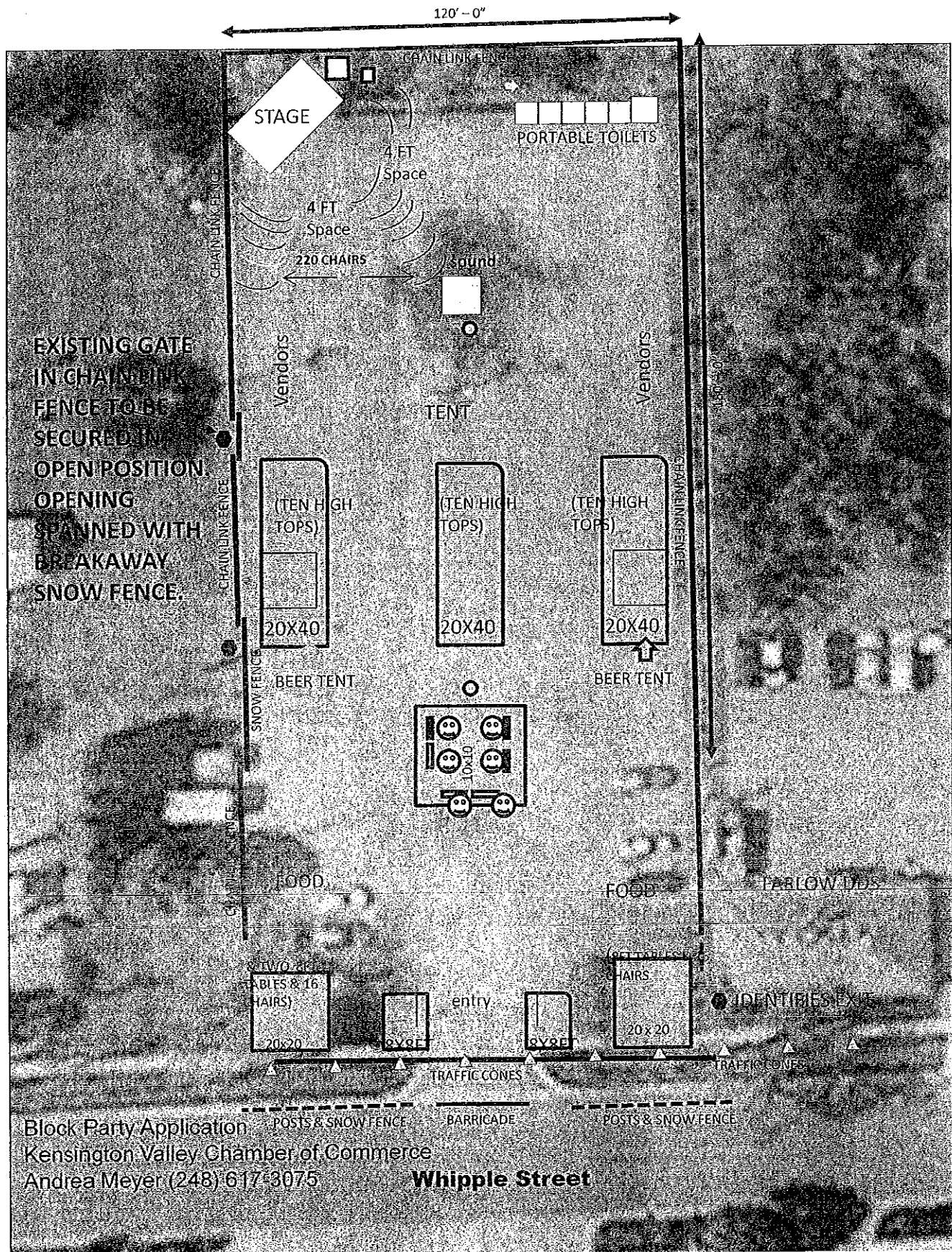


Block Party Application
Kensington Valley Chamber of Commerce
Andrea Meyer (248) 617-3075
2017

BLUES BREWS BRATS

Saturday, August 5, 2017- 3pm to 11pm

Whipple Street Parking Lot - Downtown South Lyon





Kensington Valley
Chamber of Commerce

Special Event Emergency Plan and Information

Name of Event:	Blues, Brews & Brats
Expected Attendance:	1500-2,000 estimated
Type of Event:	Live Performance
Event Location:	Whipple Street lot
Event Date:	Saturday, August 5, 2017
Rain Date:	None
Start Time:	Doors Open at 3pm
Event Schedule	7 am - 3pm Setup 3pm - Doors open, \$5 cover 3:30pm - 11pm Entertainment, food, activities 11:00pm Last Call 11:30pm Entertainment ends 11:30pm Clean up/Tear down Additional clean up, stage and tent removal Aug 6-7
Event Coordinator:	Andrea Meyer Cell: 248-444-2420 Office: 248-617-3075 On site: 7am until midnight or until needed

Potential Issues

Potential issues that may affect attendees will be addressed in the following manner:

Evacuation:	As advised by City Officials. PA system at stage for addressing crowd.
Shelter Locations:	Fire station (Whipple Street) in the event of a tornado
Event Staff:	Identified with lanyard Single point of contact: Andrea Meyer Bar manager: To be determined



Kensington Valley
Chamber of Commerce

Staff Briefing

The following information on emergency procedures will be provided to all event volunteers.

In case of an Emergency, call 911 and notify the Event Coordinator.

Medical Emergency:

- Stay calm and reassure patient
- Avoid any patient movement
- Protect patient from weather
- Relate any medical information to firefighters / paramedics
- Clear pathway for firefighters / paramedics
- Give street location and have someone meet firefighters / paramedics to guide them to patient

Missing Person:

- Notify 911 – follow instructions of 911

Fire:

- Know exit locations ahead of time
- Evacuate building or area. Direct visitors to exits
- Move visitors away from / clear area to allow access for the fire department

Suspicious Package:

- Do not touch.
- Do not use words which cause panic (i.e. bomb)

Suspicious Person / Violent Act:

- Do not confront person. Do not block person's access to an exit.
- Alert others to situation.
- Seek safe shelter if advised – get inside immediately and lock doors

Severe Weather:

- Follow directions of Police or Fire officials.
- Direct visitors to shelter: South Lyon Fire Station (Whipple Street) and / or South Lyon Police Department Administration Building (Lake Street)

Evacuation:

- Know exit locations ahead of time
- Direct visitors to nearest exit
- Alert officials of people who may need assistance

If Told to Shelter in Place:

- Get indoors immediately. Stay away from windows and doors.
- Shut all doors and stay inside until advised by officials that it is safe to leave.



Kensington Valley
Chamber of Commerce

Pre-event communication will include a pre-event meeting and an email to all volunteers outlining procedures as noted on last page of this document.

Event Cancellation: As advised by City Officials

Weather Monitoring:	24 Hours Prior	11am Friday, August 4
	8 Hours Prior	7am Saturday, August 5
	4 Hours Prior	11am Saturday, August 5

Medical Personnel: HVA will be notified of the event and the expected attendance.

HVA will be offered the opportunity to be on-site during the event.

Event Access: Single point of entry.

Exits (total of 3) as noted on layout, breakaway points in fencing.

Perimeter access maintained by event staff/volunteers with SLPD available as backup, if required.

No lawn chairs are allowed inside the festival area or in areas of pedestrian passage.

Table / Chair Arrangement: Loose chairs around rectangular tables at south end of tent, primarily for eating. Bar height tables inside tent, near bar. Chairs in front of stage to be group (zip-tied) in sets of 5 -8. 36" aisles required between rows.

Reentry: Portable toilets will be inside the fenced area. If attendee elects to leave the fenced area once a line at the entry is formed, they will be required to wait in line (but will not be required to repay)

Occupant Load: To be determined by SLFD. Wrist bands will be numbered and can be used to help determine capacity. Counters will be used at the entry / exit point.

Emergency Notification: PA system at stage

Lost and Found: Items found at the event will be kept in the Entry Tent. Event Coordinator will turn over unclaimed items to South Lyon Police Department.

Fire Extinguishers: extinguishers required in large tents (3)- provided by Chamber

No Smoking: Smoking will not be permitted inside the tent. Signs will be posted.

2017 Blues Brews & Brats



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/15/2017

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).

PRODUCER Michigan Community Insurance Agency Inc. 49357 Pontiac Trail Ste 101 PO Box 930599 Wixom MI 48393-0599		CONTACT NAME: Christi Schreiber PHONE (A/C, No, Ext): (248) 679-7000 FAX (A/C, No): (248) 926-5959 E-MAIL: Cschreiber@MichiganCommunity.com ADDRESS:	
INSURED Kensington Valley Chamber of Commerce 58000 Grand River Ave New Hudson MI 48165		INSURER(S) AFFORDING COVERAGE INSURER A: Secura Insurance NAIC # 22543 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 17-18 Master

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	ADOL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	X	CP3252381	5/1/2017	5/1/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X	CP3252381	5/1/2017	5/1/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in MI) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE E L EACH ACCIDENT \$ E L DISEASE - EA EMPLOYEE \$ E L DISEASE - POLICY LIMIT \$
A	Liquor Liability	X	CP3252381	5/1/2017	5/1/2018	Limit 1,000,000 Aggregate 2,000,000

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

CERTIFICATE HOLDER

The City of South Lyon
335 S Warren St
South Lyon, MI 48178

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Tara Masson

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

POLICY CHANGES

Policy Change
Number

POLICY NUMBER CP 3252381	POLICY CHANGES EFFECTIVE 05/01/2017	COMPANY SECURA Insurance, A Mutual Company
NAMED INSURED Kensington Valley Chamber of Commerce		AUTHORIZED REPRESENTATIVE
COVERAGE PARTS AFFECTED COMMERCIAL GENERAL LIABILITY SECTION BUSINESSOWNERS LIABILITY COVERAGE FORM		
ADDITIONAL INSURED/ WAIVER EXPANDED SCHEDULE With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.		
SCHEDULE <input checked="" type="checkbox"/> ADDITIONAL INSURED FORM: CG2010 (07-04) <input type="checkbox"/> WAIVER OF RIGHT TO RECOVER FORM: <input checked="" type="checkbox"/> PRIMARY AND NONCONTRIBUTORY FORM: CGE2266 9911 <input type="checkbox"/> NOTICE OF CANCELLATION ENDORSEMENT FORM:		
NAME OF PERSON OR ORGANIZATION:		The City of South Lyon, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof
ADDRESS:		335 S Warren St, South Lyon, MI 48178
DESCRIPTION (JOB #/SITE):		

Tara Masera
Authorized Representative Signature



Kensington Valley Chamber of Commerce

Hold Harmless Clause
Blues, Brews and Brats Street Festival
Saturday, August 5, 2017

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



Ken Elkins

President

Chamber of Commerce for the South Lyon Area

3/15/17

Date



Kensington Valley
Chamber of Commerce

DATE: March 2017

TO: South Lyon City Council

FROM: Andrea Meyer, chamber director

RE: Blues Brews and Brats summer festival

On behalf of the Chamber of Commerce for the South Lyon area, I respectfully request approval to hold the annual Blues, Brews and Brats Festival August 5, 2017 at the Whipple Street lot behind the South Lyon Hotel.

As always, this summer festival has potential to draw many to the City of South Lyon further supporting our local businesses and driving income into the downtown area. Vendors will be encouraged to showcase their businesses at booths throughout the event venue.

Attached is an event breakdown which includes some additional logistics.

Thank you for your consideration of this event.



SOUTH LYON FIRE DEPARTMENT

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

February 23, 2017

Chief Lloyd Collins
South Lyon Police Department
219 Whipple St.
South Lyon, MI 48178

Andrea Meyer
Executive Director
Kensington Valley Chamber of Commerce
58000 Grand River Avenue
New Hudson, MI 48165
andreameyer@kensingtonvalleychamber.com

RE: Blues, Brews and Brats Block Party 2017
South Lyon, MI 48178

The South Lyon Fire Department has received the application for the upcoming Blues, Brew and Brats event located at the city lot across from the fire station. The plan calls for the temporary use of numerous large tents for seating and beer sales, as well as the use of the open parking lot as a gathering.

The occupant load for the event is set at 2,200 persons as years before. At no time, shall the occupant load for the event exceed this occupant load.

This plan review was conducted in accordance with the International Fire Code (IFC) 2006 Edition.

We have no objections to this proposed tent/event application; subject to the following conditions:

1. No smoking or open flame appliances (signage required) within or adjacent to tent.
IFC 2404.6
IFC 2404.7
2. If the tents are enclosed by sides; there shall be a minimum of 2 exits required with a minimum width of 72" each. The exits shall be placed a distance apart equal to, not less than ½ the length of the maximum overall diagonal dimension of the area served. All exits shall provide a continuous and unobstructed path of travel to a public way.
IFC 2403.12.2
3. Tent shall be provided with approved emergency lighting, with backup power capabilities.
IFC 2403.12.7
4. One fire extinguisher shall be provided for each 20x40 tent. Minimum size is a 2A:10BC (8lbs)
IFC 906



SOUTH LYON FIRE DEPARTMENT

217 Whipple Street, South Lyon, MI 48178

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

www.southlyonfire.com

5. The tents shall not be within 20 ft. of lot lines, buildings, other tents, internal combustion engines (including heaters) or parked vehicles.
IFC 2403.8.2
6. Seating arrangement of 20 continuous seats with 48" aisles remains. Without no outside chairs permitted.
7. Field verification is required of the certification that the tents meets the requirements for flame resistance in accordance with NFPA 701. (Certificate must match)
8. The tent is subject to the approval of the City of South Lyon as necessary.

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

Respectfully,

Rick Boisvert, CFPS
Fire Inspector

South Lyon Historical Commission Meeting
Wednesday, June 7, 2017
Minutes

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

Members Absent: Roger Heiple, Phil Weipert

Others Present: Carl Richards, Pete Niedzielski

President Larry Ledbetter called the meeting to order at 7:32PM. A quorum was declared.

May Minutes: Gary motioned to accept the May minutes. Linda seconded and the motion passed.

Depot Day: Suzan Martin is a new member of the Depot Day committee and has many ideas for additions and improvements. The next Depot Day meeting will be next Tuesday at 10AM. Linda passed out some nicely done "save the date" cards and plans to distribute them around town. Gary wants to look at the game prizes to be sure that we have enough of them. Ryan Lare has opted out and so there are a few openings for additional exhibits/acts to replace some that he was going to provide.

Gazebo Roof: Bob reported that based on the budget, he has given McCarter the go-ahead to re-roof the gazebo this month. However, McCarter is now scheduling into July, so there is a good chance that the roof won't be repaired until the next fiscal year starting in July.

Fire Extinguishers: We received a letter from Spears reminding us that the annual fire extinguisher inspection is due. Bob said that he will handle it.

Lawn Weed and Feed: We contracted with D&G to apply weed and feed on the lawns around our buildings, and the first application has been done. There were a number of questions about when and what they are doing, and Larry said that he would contact D&G to find out.

Other Old Business: Carl said that he spoke to a representative of a company that locates things with underground radar, and they agreed to come out and look for the time capsule, no charge. They were able to find it, and the location has been marked with a piece of re-rod. Nice work Carl!

New Business:

- Larry reported that he and Bob put new drip edge on the caboose roof where the old one was damaged during the wood replacement. They also removed a panel from the ceiling in the chapel that seemed to be leaking some sort of black dirt. It turned out to be just that, probably shaken loose when the new roof was installed, so they cleaned it up and put the panel back.
- Carl said that the veterans memorial rock is on the agenda for the parks and recreation meeting tomorrow night, and we might want to be there to object to the proposed parking lot. Larry responded that we haven't taken a position that opposes the lot, and in fact it might be to our advantage to have it. We agreed that as the plans become more concrete that we should input as necessary.
- Carl gave Gary a card showing a collage of pictures that he thought would be a useful addition to the "save the date" cards.

Business concluded, Jim motioned for adjournment and Bob seconded. The motion carried.

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



MICHIGAN
seamless tube

400 McMUNN STREET
SOUTH LYON, MI 48178
T. 248.486.0100
F. 248.437.8610

June 14, 2017

City of South Lyon, Police Department
Chief Lloyd Collins
219 Whipple Street
South Lyon, MI 48178

RE: Incident at Michigan Seamless Tube

Dear Chief Collins;

I am writing to extend our sincere gratitude to the City of South Lyon's Police Department for their prompt response to the fire at Michigan Seamless Tube which occurred in the evening of June 5, 2017.

With SLPD's assistance along with South Lyon Fire there were no injuries and the fire was contained with minimal damage.

We are fortunate to have professional and well-trained personnel protecting our community.

On behalf of myself and entire MSteam members – our most sincere thanks;

Ted Fairley, Vice President
Michigan Seamless Tube LLC

Tom Sleder, General Manager
Michigan Seamless Tube LLC



MICHIGAN
seamless tube

400 McMUNN STREET
SOUTH LYON, MI 48178
T. 248.486.0100
F. 248.437.8610

June 15, 2017

City of South Lyon, Fire Department
Chief Mike Kennedy
217 Whipple Street
South Lyon, MI 48178

RE: Incident at Michigan Seamless Tube

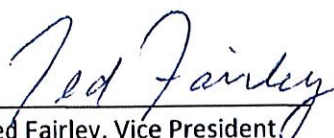
Dear Chief Kennedy;


I am writing to extend our sincere gratitude to the City of South Lyon's Fire Department for their prompt response to the fire at Michigan Seamless Tube which occurred in the evening of June 5, 2017.

It is clear South Lyon Fire did an outstanding job in containing the fire and minimizing the damage.

We are fortunate to have such professional and well-trained personnel to protect our community.

On behalf of myself and the entire MSTeam members – our most sincere thanks;


Ted Fairley, Vice President
Michigan Seamless Tube LLC


Tom Sleder, General Manager
Michigan Seamless Tube LLC