

**Regular City Council Meeting
December 12, 2011
Agenda**

7:30 p.m. **Call to Order**
 Roll Call
 Pledge of Allegiance
 Minutes – November 28, 2011
 Monthly Bills
 Approval of Agenda
 Public Comment

I. Old Business:

1. Second Reading of Amendments to the Historical Commission ordinance

II. New Business:

1. Public Hearing on an Industrial Facilities Exemption Certificate for Michigan Seamless Pipe
2. Industrial Facilities Exemption Certificate for Michigan Seamless Pipe
3. Fire Department's Policy on key Boxes

III. Manager's Report

IV. Council Comments

V. Adjournment

**CITY OF SOUTH LYON
REGULAR CITY COUNCIL MEETING
NOVEMBER 28, 2011**

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

PRESENT: Mayor Wallace
Council Members: Dixon, Kivell, Kopkowski, Kramer, Rzyzi, and Wedell
City Manager Murphy
City Attorney Lee
City Clerk/Treasurer Zemke
Department Heads: Collins, Kennedy, Martin and Renwick

APPROVAL OF AGENDA:

City Manager Murphy stated that he would like to remove New Business #7 to be brought back at the next meeting. He further stated that he would like to add New Business 1a to set a public hearing for Michigan Seamless Tube Tax Abatement request.

CM 10-1-11 APPROVAL OF AGENDA

Motion by Wedell supported by Kivell

To approve the agenda as amended

VOTE: MOTION CARRIED UNANIMOUSLY

APPROVAL OF MINUTES:

CM 10-2-11 – APPROVAL OF MINUTES- NOVEMBER 14, 2011

Motion by Kopkowski ,supported by Kivell

To approve the minutes of the November 14, 2011 Regular Council meeting as written

VOTE: MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENT:

Proclamation for Leonard LaChance

Mayor Wallace proclaimed the following:

WHEREAS, The year 2011 marks a milestone for Hornet Concrete, celebrating 50 years in the City of South Lyon; and

WHEREAS, The Leonard LaChance Family bought up the bankrupt concrete company and made it viable again; and

WHEREAS, Leonard picked up the reins and guided the business to success in South Lyon; and

WHEREAS, From 1960 to 1979 Hornet Concrete donated all diesel fuel to the South Lyon Fire Department; and

WHEREAS, Leonard helped the City Fire Department with a large donation to purchase their first "Jaws of Life" device; and

WHEREAS, Leonard donated, in his brother Don's name, the property where the City water tower is now located;

NOW THEREFORE, I Tedd Wallace, Mayor of the City of South Lyon, do hereby by proclamation, issue a heartfelt THANK YOU from the City of South Lyon for your generous donations and hard work.

Mr. Robert Hahn of 12195 Andrasen in Green Oak Township stated that he had a couple questions related to an incident on November 13th at the South Lyon Hotel. He asked what the procedures are when someone wishes to press charges against an individual. City Attorney stated that there is no single procedure. It depends on the charges that are filed and it depends on the facts. If there is a charge, the matter is taken before the Oakland County Prosecutor. If it is a simple assault, it comes to his office as City Attorney. He further suggested that if there are any questions on the processes then they should be directed to the Police Chief, himself or the Prosecuting Attorney. These are procedures that are governed by State law. This is nothing that Council makes a determination on. Attorney Lee stated that it is not up to the individual officer but rather the policies that are established by his office, the Prosecutor's Office or the procedures established by the Chief of Police.

Mr. Carl Richards of 390 Lennox stated that the trees on Lake Street that were taken down were in bad shape for a long time. We can all be very grateful that they were taken down.

Sabrina Harris of 601 Ada Street stated that she loves South Lyon. However, she feels sadness about the way the Police Department handled the situation at the South Lyon Hotel on November 13th. A man was viciously attacked only to have the individual let go and arrested for drunk driving later that night. This is disturbing and she hopes the City of South Lyon holds somebody accountable.

Andrew Hagemann of 1164 Chestnut stated that he has been a resident since 2009 and has never had an issue with his water bill in the past. His bill was due October 31st. He wrote a check and intended to take the cash and deposit it in the bank. He received a call that his son had suffered a seizure. He realized he did not deposit the money in his bank and immediately called the water department. November 7th the City received the check back. On November 15th he received a call from his in-laws that the water had been shut off. He called the water department and asked for waiver of the NSF fee, late fee, etc. but was told "No". He asked when a shut-off notice was mailed. He stated that in other communities, if a water bill is not paid, it is put on the taxes. He stated that the question was why his water was shut off without notice. Clerk/Treasure Zemke stated that Mr. Hagemann was given notice. She further stated that her office did call him and let him know of the consequences.

OLD BUSINESS: None

NEW BUSINESS:

1a. Michigan Seamless Tube – Set Public Hearing

CM 10-3-11 – SCHEDULE PUBLIC HEARING

Motion by Wedell, supported by Kramer

To set a public hearing for December 12, 2011 to consider the request From Michigan Seamless Tube for consideration of the application for Industrial Facilities Tax Exemption Certificate

VOTE:

MOTION CARRIED UNANIMOUSLY

1. Lexington Place

Pam Weipert, Chairperson of the Planning Commission stated that the reason this is before Council is because this is a Planned Unit Development. Council did approve a PUD in 2003 which consisted of Gateway Commons, Comerica Bank, office building and a condominium development. She further described the construction. Councilman Kivell stated that the approved restaurant was replaced with the office building. Chairperson Weipert stated that the condominiums did not get built. The Planning Commission was approached by Robertson Brothers with a plan to build detached condominiums rather than the attached condominiums that were originally planned. They have reduced the density of the development, made some adjustments to the front yard setbacks and have received preliminary site plan

approval from the Planning Commission. They are asking Council to grant preliminary approval so that the developer can move forward.

Jim Clarke, President of Robertson Brothers of 6905 Telegraph Road in Bloomfield Hills, Michigan stated that they are looking for preliminary approval. He stated that originally a 68 unit development was approved and 12 of those units were completed. They would like to reconfigure the site with 38 detached units decreasing the overall density by 18 units.

Discussion was held on the landscaping plan. Mr. Clarke stated that they plan on fulfilling all of the requirements of the original landscaping plan. Mr. Clarke stated that he has been asked to address the existing landscaping inventory.

Discussion was held on the sidewalks and the parking on one side of the street. Discussion was held on Oakland County Standards versus City standards.

Discussion was held on the width of the street. Mr. Clarke stated that the width varies from 26 –26.5 feet. It was stated that our standard is 33 feet. Councilman Kivell stated that he appreciates the fact that the Planning Commission minutes reflect the working relationship. He further stated that he understands the existing restraints of the property, however he is still a fan of the front and rear yard setback to define space from one property to the next. Discussion was held on the different floor plans. Councilman Kivell questioned whether a different floor plan was considered to fulfill the setback requirements. Mr. Clarke stated that they meet every setback that was in the original plan. Mr. Clark stated that they did design some new elevations to try and address the concerns of the Planning Commission.

Councilman Kramer stated that the infrastructure is in place. Mr. Clarke stated that Bank of America owns the property now and have posted a bond for the top coat of the roads and the street trees. He further discussed FHA approval of attached units versus detached units. Discussion was held on the performance bond. Attorney Lee stated that they have posted a \$100,000 bond for trees, roadways, non-finished sidewalks, etc. Discussion was held on the foreclosure action.

Council Member Kopkowski stated that being an architect, she knows that redeveloping or re-designing something that fits that site is not going to make or break the project economically. She stated that she likes the fact that it is detached condominiums, but with the resources available, redeveloping the project is not going to break the development. She further stated that the price point is somewhat high. Clarks Crossing, which is one of the last developments in the City is priced lower and are better looking.

Council Member Kopkowski stated that she would like to see some type of an agreement with the developer to assure the surrounding property owners. Ms. Weipert stated that preliminary approval means that he has past the first hurdle. She stated that we are very conscious that we need to take care of the adjacent property owners. Council Member Kopkowski stated that she would like to commend Mr. Clarke for trying to tackle this project.

Councilman Kramer questioned the option to buy the property. Mr. Clarke stated that the original owner owns the property but has signed off all rights.

Discussion was held on what happens to the property if Council decides not to approve it. Attorney Lee stated that the original plan is in place until the plan is modified.

Discussion was held on private streets. Councilman Kivell stated that the narrowness is a concern, but the radius is a concern for emergency vehicles. Discussion was held on fire codes. Ms. Weipert stated that the Fire Chief did indicate a concern with parking on both sides of the streets. Further discussion was held on parking.

Mr. Clarke stated that from here they would need to do final engineering, final condominium documentations and all the other items required for final approval. He stated that they tried to live within the approved

standards, reduced the density and changed the product type to something they felt would be successful in this area.

Mayor Wallace stated that he would like to see Council proceed based on the recommendation of the Planning Commission. Attorney Lee stated that the plans as submitted would become a part of the PUD and Council would essentially be granting a variance to the setbacks.

Discussion was held on the adjacent property owners and the existing soil erosion. Mr. Clark stated that that they did meet with Mr. and Mrs. Green and there is an erosion problem due to lack of development and the overall grading plan will address those concerns. Further discussion was held on the landscape plan that was not done by the previous developer.

Discussion was held on the setbacks and decks. Mr. Clarke stated that if there is a deck, it would encroach the setback. He further stated that what they have found is that people want patios, not decks. Chairperson Weipert stated that one of the reasons why the Planning Commission wanted to see decks on the plan was they felt they could have more control of what they look like.

Mr. Tom Duncan 60440 Eleven Mile stated that they did encourage the developer to provide additional elevations. They appreciate the attempt to upgrade the scale. The first plan was very modular and very simple. He stated that the vegetation is not apparent. They felt that the only way to accommodate their future is to require maximum number of simple units and require the vegetation long before completion of the development. They would like to see if they can get some kind of guarantee. Councilman Kivell stated that the developer is going to want to control the cost. Mr. Clarke stated that they would do their best that when they build a house, they will put in the landscape in the yard with the cooperation of neighbors. Mr. Duncan stated that they would like to protect the existing homes as the development moves forward.

Councilman Kramer asked how many units would encroach the setback. Mr. Clarke discussed the encroachment of the decks into the setbacks. Councilman Wedell asked if elimination of the deck would cure the setback issue. Attorney Lee stated that as long as there is no structure. Mr. Clark asked if an on-grade patio is a structure. Attorney Lee stated that sand or stone in the ground is not considered a structure.

CM 10-4-11 – APPROVAL – PRELIMINARY SITE PLAN – LEXINGTON PLACE

Motion by Kramer, supported by Dixon

To approve the amended preliminary site plan for Lexington Place PD.

VOTE: MOTION CARRIED (2opposed)

2. Appointments

a. Zoning Board of Appeals

Mayor Wallace stated that we need to fill the Council Liaison position on the Zoning Board of Appeals. Joe Rzyzi has volunteered to step forward.

CM 10-5-11 – APPOINTMENT TO THE ZONING BOARD OF APPEALS

Motion by Wallace, supported by Wedell

To appoint Joseph Rzyzi as the Council Liaison to the Zoning Board of Appeals

VOTE: MOTION CARRIED UNANIMOUSLY

b. SEMCOG

Councilman Wedell volunteered to fill the position of SEMCOG delegate if there is not someone else interested. It was stated that the delegate needs to be an elected official, but the alternate does not.

CM 10-6-11 – APPOINTMENT – SEMCOG DELEGATE

Motion by Wedell, supported by Kopkowski

To appoint Councilman Wedell as the delegate to SEMCOG

VOTE: MOTION CARRIED UNANIMOUSLY

CM 10-7-11 – APPOINTMENT – SEMCOG ALTERNATE

Motion by Kopkowski, supported by Dixon

To appoint City Manager Murphy as the alternate to SEMCOG

VOTE: MOTION CARRIED UNANIMOUSLY

3. Cancellation of December 26th Council Meeting

City Manager Murphy stated that traditionally the second meeting in December is cancelled. In the past Council has left it to the City Manager's discretion if a meeting is needed. It was stated that December 26th is a scheduled holiday, therefore if a meeting is needed, it should be on Tuesday, December 27th.

CM 10-8-11 – CANCELLATION OF DECEMBER 26, 2011 REGULAR MEETING

Motion by Rzyzi, supported by Wedell

To cancel the second regular City Council Meeting of the month which falls on December 26, 2011 and to authorize the City Manager to schedule the meeting on Tuesday December 27, 2011 if the need should arise.

VOTE: MOTION CARRIED UNANIMOUSLY

4. First Reading of Amendment to Historical Commission Ordinance

City Manager Murphy stated that the Historical Commission has requested an update to the Historical Commission ordinance.

Council Member Kopkowski asked if all items are donated to the Society. Bob Tremetiere of the Historical Commission stated that the artifacts belong to the Society. If the Society were to dissolve for any reason, all items would go to the Commission. The Commission was created first. After the depot was in place, the Society was formed to accept donations and run the museum.

Attorney Lee stated that all of the items are on City property. The purpose of this amendment is to assure that the responsibility falls upon the Commission. If they want to allow the Society to do certain things, that is fine. Mr. Tremetiere stated that most of the Commission members are also Society members. Attorney Lee stated that the idea of having the Society was that people could donate to a 501c3 organization and receive a deduction. The IRS has changed the law to allow for deduction for donations to cities.

Councilman Kramer questioned the donations for use of the facilities. Mr. Tremetier stated that those monies now go directly to the City.

CM 10-9-11 – FIRST READING – CHAPTER 2-SECTION 151-156

Motion by Kramer, supported by Kivell

That this be the first reading of an amendment to Chapter 2 Section 151 – 156 Historical Commission.(see attached amendment as part of these minutes)

VOTE:

MOTION CARRIED UNANIMOUSLY

5. Agreement with S. L. School District for use of the Administration Building

City Manager Murphy stated that now that the bonds have been paid off, the agreement requires that the deed to the property goes back to the Schools. The agreement has been worked out between the City and the Schools and gives us a 99 year lease. It allows us to operate the way that we have been.

Attorney Lee stated that in 1997 when we agreed with the School district to construct this building, there were problems with the State Law with regards to schools doing business with local municipalities. We had to have the Schools deed the property to the City's Building Authority and the building was built with Full Faith In Credit bonds. We entered an agreement that gives the property back to the Schools in exchange for a 99 year lease.

Councilman Kivell asked about the ability for each side to have their own sign. City Manager Murphy stated that the School District wanted that language.

Council Member Kopkowski questioned the expiration. Attorney Lee stated that it goes from the date of our master agreement.

CM 10-10-11 – APPROVAL OF AGREEMENT WITH SOUTH LYON COMMUNITY SCHOOLS

Motion by Dixon, supported by Kramer

To approve the proposed agreement with the South Lyon School District as presented

VOTE:

MOTION CARRIED UNANIMOUSLY

6. Liquor License for Moose

Chief Collins stated that Moose Lodge # 2685 is requesting a new Club License with Dance Entertainment Permit. This does not count against the City's quota. The Police Department investigation revealed no reason to not grant the request.

Discussion was held on the proposed location. It was stated that it will be located where the former Dorozo's Restaurant was located.

CM 10-11-11 – APPROVAL OF LIQUOR LICENSE

Motion by Kivell , supported by Kopkowski

That the request made by South Lyon Moose Lodge #2685 for a new Club License, with Dance Entertainment Permit, to be located at 507 S. Lafayette , South Lyon, MI 48178, Oakland County be considered for approval above all others, as detailed on LC-1800 and LC-1636 forms.

VOTE:

MOTION CARRIED UNANIMOUSLY

7. Redevelopment Liquor License –Removed from the Agenda
8. MAFF Contract

Chief Kennedy stated that in October 2011 during a time of turmoil within the Fire Department, the on-call firefighters voted to have the Michigan Association of Fire Fighters represent them. Shortly after that he, City Manager Murphy and City Attorney Lee sat on the negotiating committee with representatives of the Union and on-call firefighters. He stated that they have reached a tentative agreement and discussed the contract highlights. On November 8, 2011, the Union did ratify the contract. The Union was very willing to work with the City given the current economic conditions, and it is a fair contract.

Councilman Kivell stated that this is a good step in the right direction especially given the conflicts within the department.

Attorney Lee stated that the wages within the agreement are the same as what we have been paying for the past two years. Discussion was held on the cost of living allowance. Attorney Lee explained the 312 arbitration potential.

Discussion was held on the reimbursement of \$750 towards their insurance deductible. Attorney Lee stated that one thing we want to encourage is that they have insurance. He further discussed the "employee" status when the firefighter is to/from and in the course of employment. We want to make sure they have collision coverage versus simply PLPD. Chief Kennedy stated that we are also part of the Secretary of State reporting program. Any time any of the firefighters receive an infraction of any kind, we are informed.

Attorney Lee stated that with this contract we have also eliminated the potential for "double dipping". In the past if an officer were on a call and another call came in, that person would get paid for each call separately.

Council Member Kopkowski asked if there is anything in the contract relating to health insurance. It was stated that there is not.

CM 10-12-11 – APPROVAL OF MAFF CONTRACT

Motion by Kopkowski, supported by Kivell

To approve the contract between MAFF and the City of South Lyon

VOTE:

MOTION CARRIED UNANIMOUSLY

9. Medical Insurance

City Manager Murphy stated that there are two parts of this issue; Senate Bill 7 and Public Act 152. The City is required to do one of three things: 1) The employees must split the cost of their insurance 80/20 2) The employer, by 2/3 vote of its governing body each year may exempt itself from the requirements of the act or 3) The employer pays no more than the "hard caps" for the insurance premium. The other portion is the Economic Vitality Improvement Program, which requires the 80/20 split in order to be eligible for the statutory revenue sharing, which equates to approximately \$14,000 per year for the third leg. The bill goes into effect January 1st. The people affected right now is the administrative personnel because of the current union contracts. Out of 6-7 administrative personnel, 4 people would be affected. He is asking Council exempt employees for a period of one year to give us an opportunity to adjust our budgets, etc. and make arrangements to pay for the insurance. By putting together a plan to implement, we will satisfy the requirements for the revenue sharing. He further stated that approximately 1 ½ years ago, we implemented some changes which has saved the City approximately 21% of our insurance costs. We have hit what the

Governor wants us to, before the legislation was in place. We just did not put the burden on the employees. The 80/20 split would then take effect January 2013.

Councilman Wedell stated that he is going to support this because it is the right thing to do. He further questioned whether the plan would be to go for the 80/20 split or the hard cap. City Manager Murphy stated that the 80/20 is actually less for the employees. He further stated that he did put together a committee with employees and representatives of the unions to look at our options to possibly realize additional savings for the employees.

Council Member Kopkowski stated that she does understand the concept from both sides. However, she does not appreciate the way it was presented. The memo indicates that the City would save \$12,301.16. It further indicates that the employees have gone without raises, etc. The money is coming from the tax payers. This is not something that Council has put in effect, but rather the Governor. The people who are paying for this have gone without raises, etc. also. She does not like the way it was presented, as if these four people were the only ones enduring this. This is affecting everyone in the community. It was presented as if these four people were better than any of the other employees or tax payers. City Manager Murphy stated that was not the intent. The intent was to show who would be affected at this time. Council Member Kopkowski stated that they need to realize that the money that is being paid is coming from tax payers who are also making cuts, etc. City Manager Murphy stated that all of the employees are aware.

Councilman Kivell stated that we are always looking for places to make cuts and maintain services at a lower cost whether it is health care or how we purchase equipment. It is important to recognize that the Governor signed this in October and did not give people an opportunity to make adjustments in their own financials first. That is something that can be accounted for by exempting this for the first year.

CM 10-13-11 – APPROVAL OF MINUTES- NOVEMBER 14, 2011

Motion by Kivell, supported by Wedell

To approve exempting the City of South Lyon from the requirements of Public Act 165 for a period of one year

VOTE:

MOTION CARRIED UNANIMOUSLY

MANAGER'S REPORT: None

COUNCIL COMMENTS:

Council Member Dixon stated that she would like to commend McDonalds of South Lyon for their participation in the Toys for Tots program.

Councilman Wedell congratulated that AP students present for tonight's long meeting.

Councilman Kivell asked if the two lights downtown that did not get changed are simply on order. Superintendent Renwick stated that they are in order and should be here in a few weeks.

Councilman Kivell commended the DPW and everyone involved with decorating downtown. Council Member Kopkowski stated that the Santa house is also in the Veteran's parking lot.

Councilman Rzyzi stated that he is looking forward to continuing on the Zoning Board of Appeals.

Mayor Wallace stated that he would like to remind everyone of the Cool Yule, lighted parade on Saturday. It was a big success last year and should be even better this year. He asked if the lights downtown would be turned off. Superintendent Renwick stated that they will make sure and have them off.

ADJOURNMENT:

CM 10-14-11 ADJOURNMENT

Motion by Kivell, supported by Kopkowski

To adjourn the meeting at 9:17 p.m.

VOTE:

MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Tedd M. Wallace
Mayor

Julie C. Zemke
City Clerk/Treasurer

NOVEMBER 2011 Payroll Report

Department	Pay Rate	Reg Hours	O.T. Hours	Reg Pay	O.T. Pay	Misc.	Total Pay	Notes
Administration								
Badarak, A.	17.6900	160.00	7.50	\$ 2,830.40	\$ 201.68	\$ 482.49	\$ 3,514.57	BCBS Stipend
Beagle, D.	14.0000	81.00		\$ 1,134.00			\$ 1,134.00	
Delaney, K.				\$ 2,557.44			\$ 2,557.44	
Lynch, L.	18.3100	160.00	10.00	\$ 2,929.60	\$ 278.40	\$ 482.49	\$ 3,690.49	BCBS Stipend
Mosier, L.				\$ 4,222.88		\$ 482.49	\$ 4,705.37	BCBS Stipend
Murphy, D.				\$ 6,952.26			\$ 6,952.26	
Pryor, D.	10.0000	17.75		\$ 177.50			\$ 177.50	
Sholwell, J.	10.0000	7.00		\$ 70.00			\$ 70.00	
Zemke, J.				\$ 5,165.34			\$ 5,165.34	
TOTAL: Administration		425.75	17.50	\$ 26,039.42	\$ 480.08	\$ 1,447.47	\$ 27,966.97	
Department	Pay Rate	Reg Hours	O.T. Hours	Reg Pay	O.T. Pay	Misc.	Total Pay	Notes
Cemetery								
Brannun, L.	10.9400	34.00		\$ 371.96			\$ 371.96	
Jedinak, J.	10.9400	34.00		\$ 371.96			\$ 371.96	
Kimberly, B.	10.9400	29.00		\$ 317.26			\$ 317.26	
McLean, W.	10.9400	32.00		\$ 350.08			\$ 350.08	
Wedesky, J. W.	10.9400	34.00		\$ 371.96			\$ 371.96	
Williamson, N.	11.6300	34.00		\$ 395.42			\$ 395.42	
TOTAL: Cemetery		197.00	0.00	\$ 2,178.64	\$ -	\$ -	\$ 2,178.64	
Department	Pay Rate	Reg Hours	O.T. Hours	Reg Pay	O.T. Pay	Misc.	Total Pay	Notes
Police								
Baaki, D.	33.0295	160.00	15.00	\$ 5,284.72	\$ 752.24		\$ 6,036.96	
Baker, A.	30.7398	168.00	3.50	\$ 5,164.29	\$ 163.15		\$ 5,327.44	
Baker, J.	33.0295	168.00	1.00	\$ 5,548.96	\$ 50.05		\$ 5,599.01	
Barbour, R.	30.7398	160.00	16.50	\$ 4,918.37	\$ 767.95		\$ 5,686.32	
Brooks, T.	30.7398	168.00	15.00	\$ 5,164.29	\$ 699.22		\$ 5,863.50	
Collins, L.				\$ 6,717.48		\$ 482.49	\$ 7,199.97	BCBS Stipend
Faught, C.	30.7398	168.00	2.50	\$ 5,164.29	\$ 116.36		\$ 5,280.64	
Garris, G.	15.8900	19.00		\$ 301.91			\$ 301.91	
Hoydic, S.	33.0295	168.00	3.50	\$ 5,548.96	\$ 175.17		\$ 5,724.13	
Krettlin, F.	15.8900	19.00		\$ 301.91			\$ 301.91	
Laraway, P.	15.8900	19.00		\$ 301.91			\$ 301.91	
Nelson, M.	10.0000	64.00		\$ 640.00			\$ 640.00	
Raap, T.	30.7398	168.00	0.00	\$ 5,164.29	\$ -	\$ 482.49	\$ 5,646.78	BCBS Stipend
Regentik, C.	17.6900	160.00		\$ 2,830.40		\$ 482.49	\$ 3,312.89	BCBS Stipend
Sederland, C.	30.7398	168.00	7.00	\$ 5,164.29	\$ 326.30	\$ 482.49	\$ 5,973.08	BCBS Stipend
Sharpe, R.	35.1817	160.00	8.00	\$ 5,629.07	\$ 426.80		\$ 6,055.87	
Sovik, C.	33.0295	168.00	23.00	\$ 5,548.96	\$ 1,151.13		\$ 6,700.09	
Sroufe, T.	30.7398	160.00	0.00	\$ 4,918.37	\$ -	\$ 482.49	\$ 5,400.86	BCBS Stipend
Stevens, T.	30.7398	168.00	4.00	\$ 5,164.29	\$ 185.59		\$ 5,349.88	
Tomanek, J.	30.7398	160.00	12.00	\$ 4,918.37	\$ 559.37		\$ 5,477.74	
Walton, T.	30.7398	160.00	13.00	\$ 4,918.37	\$ 605.05		\$ 5,523.43	
Wilcox, W.	11.3300	33.00		\$ 373.89			\$ 373.89	
Wilcox, W.	15.8900	19.00		\$ 301.91			\$ 301.91	
Wittrock, M.	30.7398	160.00	8.00	\$ 4,918.37	\$ 371.18		\$ 5,289.55	
Total: Police		2965.00	132.00	\$ 94,907.61	\$ 6,349.55	\$ 2,412.45	\$ 103,669.57	

Department	Pay Rate	Reg Hours	O.T. Hours	Reg Pay	O.T. Pay	Misc.	Total Pay	Notes
Fire								
Achatz, R.	8.0000	5.00		\$ 40.00			\$ 40.00	
Armstrong, C.	15.0000	42.00		\$ 630.00			\$ 630.00	
Buers, D.	20.0000	0.00						
Demeniuk, C.	13.0000	18.00		\$ 234.00			\$ 234.00	
Gearns-Hazlett, J.	13.0000	0.00						
Gerhardt, T.	15.0000	19.75		\$ 296.25			\$ 296.25	
Glenn, J.	8.0000	75.00		\$ 600.00			\$ 600.00	
Hale, J.	15.0000	8.50		\$ 127.50			\$ 127.50	
Hammon, D.	19.0000	28.25		\$ 536.75			\$ 536.75	
Johnston, C.	18.0000	35.75		\$ 643.50			\$ 643.50	
Johnston, D.	15.0000	28.25		\$ 423.75			\$ 423.75	
Kennedy, M.				\$ 2,076.92			\$ 2,076.92	
Laroche, D.	12.0000	1.25		\$ 15.00			\$ 15.00	
Lynn, C.	10.0000	17.25		\$ 172.50			\$ 172.50	
McGillen, T.	15.0000	5.25		\$ 78.75			\$ 78.75	
Moyrihan, B.	15.0000	35.25		\$ 528.75			\$ 528.75	
Noechel, J.	16.0000	43.25		\$ 692.00			\$ 692.00	
Schuldt, K.	16.0000	43.50		\$ 696.00			\$ 696.00	
Shekell, J.	18.0000	27.75		\$ 499.50			\$ 499.50	
Trala, P.	15.0000	8.50		\$ 127.50			\$ 127.50	
Ulrich, C.	15.0000	9.00		\$ 135.00			\$ 135.00	
Weir, M.	16.0000	60.50		\$ 968.00			\$ 968.00	
Wilson, T.	16.0000	51.00		\$ 816.00			\$ 816.00	
Womer, L.	8.0000	61.75		\$ 494.00			\$ 494.00	
Total: Fire		624.75		\$ 10,831.67		\$ -	\$ 10,831.67	
Department	Pay Rate	Reg Hours	O.T. Hours	Reg Pay	O.T. Pay	Misc.	Total Pay	Notes
D.P.W.								
Archey, Je.	20.7700	160.00	22.50	\$ 3,323.20	\$ 700.99	\$ 48.56	\$ 4,072.75	On Call
Brock, R.	22.7700	160.00	19.50	\$ 3,643.20	\$ 677.24	\$ 180.00	\$ 4,500.44	On Call
Buers, D.	22.7500	160.00	0.00	\$ 3,640.00			\$ 3,640.00	
Cavitt, R.	20.7700	160.00	14.50	\$ 3,323.20	\$ 457.04	\$ 572.49	\$ 4,352.73	On Call + BCBS
Dehoff, T.	23.8800	160.00	0.50	\$ 3,820.80	\$ 18.20	\$ 150.00	\$ 3,989.00	On Call
Jamison, M.	17.6900	160.00		\$ 2,830.40			\$ 2,830.40	
Kaska, C.	20.7700	160.00	23.00	\$ 3,323.20	\$ 731.40	\$ 120.00	\$ 4,174.60	On Call
Moritz, M.	20.7700	160.00	12.00	\$ 3,323.20	\$ 378.24	\$ 1,070.00	\$ 4,771.44	On Call + Longevity
Paver, V.	19.5700	160.00	7.00	\$ 2,964.16	\$ 193.31		\$ 3,157.47	
Piasecki, T.	14.9600	160.00	4.00	\$ 2,393.60	\$ 89.76		\$ 2,483.36	
Renwick, S.				\$ 5,162.40			\$ 5,162.40	
Total: D.P.W.		1600.00	103.00	\$ 37,747.36	\$ 3,246.17	\$ 2,141.05	\$ 43,134.57	
Department	Pay Rate	Reg Hours	O.T. Hours	Reg Pay	O.T. Pay	Misc.	Total Pay	Notes
W. & W.W.								
Archey, Ju.	17.6900	160		\$ 2,830.40			\$ 2,830.40	
Beason, R.	24.2200	160	0.00	\$ 3,875.20		\$ 40.00	\$ 3,915.20	Stand By
Bridson, D.	24.6200	160	5.00	\$ 3,939.20	\$ 188.25	\$ 210.00	\$ 4,337.45	Stand By
Claramitaro, J.	23.8200	160	0.00	\$ 3,811.20		\$ 210.00	\$ 4,021.20	Stand By
Gehringer, D.	21.6400	160	0.00	\$ 3,462.40			\$ 3,462.40	
Kelly, M.	20.7700	160	0.00	\$ 3,323.20			\$ 3,323.20	
Martin, R.				\$ 5,124.76			\$ 5,124.76	
Miller, D.	27.7300	160	10.00	\$ 4,436.80	\$ 423.20	\$ 210.00	\$ 5,070.00	Stand By
Popravsky, P.	19.6200	160		\$ 3,139.20			\$ 3,139.20	
Randall, A.	25.3200	160	15.00	\$ 4,051.20	\$ 578.40	\$ 250.00	\$ 4,879.60	Stand By
Total: W. & W.W.		1440.00	30.00	\$ 37,993.56	\$ 1,189.85	\$ 920.00	\$ 40,103.41	
Grand Total		7,252.50	282.50	\$ 209,698.26	\$ 11,265.65	\$ 6,920.97	\$ 227,884.83	

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Fund Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: GENERAL FUND						
Dept: ADMINISTRATION						
101-200.000-801.000	PROFESSION	TECH RESOURCES, INC.	0		12/12/2011	100.35
		REPLACE PC POWER SUPPLY				
101-200.000-820.000	COMPUTER	TECH RESOURCES, INC.	0		12/12/2011	360.45
		COMPUTER UPGRADES & TRAINING				
101-200.000-931.000	BUILDING M	GRAINGER	0		12/12/2011	120.80
		FLUORESCENT LIGHT BULBS				
101-200.000-971.100	LAND/ BEAU	DINER'S GREENHOUSE, INC.	0		12/12/2011	1,443.00
		CEDAR ROPING FOR LIGHT POLES				
Total ADMINISTRATION						2,024.60
Dept: POLICE						
101-300.000-727.000	OFFICE SUP	OFFICE EXPRESS	0		12/12/2011	88.99
		MISC OFFICE SUPPLIES				
101-300.000-727.000	OFFICE SUP	OFFICE EXPRESS	0		12/12/2011	43.46
		MISC OFFICE SUPPLIES				
101-300.000-740.000	OPERATING	OREGON AERO INC.	0		12/12/2011	259.50
		HELMET HARNESS KITS - 4				
101-300.000-801.000	PROFESSION	TECH RESOURCES, INC.	0		12/12/2011	56.25
		COMPUTER UPGRADES				
101-300.000-958.100	WITNESS FE	VERONICA PRANGE	0		12/12/2011	8.40
		WITNESS FEES & MILEAGE				
101-300.000-958.100	WITNESS FE	DIANE FERRIS	0		12/12/2011	9.00
		WITNESS FEES & MILEAGE				
101-300.000-958.100	WITNESS FE	CHRIS COLLEY	0		12/12/2011	7.60
		WITNESS FEES & MILEAGE				
101-300.000-958.100	WITNESS FE	KATHLEEN WONG	0		12/12/2011	8.00
		WITNESS FEES & MILEAGE				
Total POLICE						481.20
Dept: FIRE						
101-335.000-721.000	UNIFORMS &	ALLIE BROTHERS UNIFORMS	0		12/12/2011	155.75
		UNIFORM SET - ACHATZ				
101-335.000-721.000	UNIFORMS &	KENSINGTON VALLEY VARSITY	0		12/12/2011	140.00
		UNIFORM T-SHIRTS				
101-335.000-727.000	OFFICE SUP	GRAINGER	0		12/12/2011	509.83
		MISC SUPPLIES				
101-335.000-740.000	OPERATING	PETER'S TRUE VALUE HARDWARE	0		12/12/2011	83.04
		FIRE - PARTS, TOOLS, SUPPLIES				
101-335.000-930.000	REPAIR MAI	DOUGLASS SAFETY SYSTEMS LLC	0		12/12/2011	56.51
		SCBA CYLINDER STRAP REPAIR				
101-335.000-930.000	REPAIR MAI	TRI AIR TESTING	0		12/12/2011	442.00
		SCBA AIR QUALITY TESTING				
101-335.000-930.000	REPAIR MAI	PETER'S TRUE VALUE HARDWARE	0		12/12/2011	98.15
		CHAIN SAW REPAIR				
101-335.000-957.000	EDUCATION	FIRE SERVICE BOOKSTORE	0		12/12/2011	67.26
		CREW RESOURCE MANAGEMENT BOOK				
101-335.000-977.000	EQUIPMENT	ADVANCED WIRELESS TELECOM	0		12/12/2011	570.00
		VHF DESKTOP RADIO & CHARGER				
101-335.000-977.000	EQUIPMENT	FRONT LINE SERVICES, INC.	0		12/12/2011	320.95
		MASTER STREAM NOZZLE				
Total FIRE						2,443.49
Dept: DEPT. OF PUBLIC WORKS						
101-440.000-740.000	OPERATING	ADVANCED WIRELESS TELECOM	0		12/12/2011	1,395.59
		REPLACE/INSTALL RADIOS				
101-440.000-740.000	OPERATING	GALLAGHER FIRE EQUIPT.CO.	0		12/12/2011	61.00
		RECHARGE FIRE EXTINGUISHER				
101-440.000-740.000	OPERATING	ANN ARBOR WELDING SUPPLY CO	0		12/12/2011	125.07
		WELDING SUPPLIES				
101-440.000-740.000	OPERATING	ANN ARBOR WELDING SUPPLY CO	0		12/12/2011	44.62
		CYLINDER RENTAL				
101-440.000-740.000	OPERATING	QUALITY FIRST AID & SAFETY	0		12/12/2011	74.69
		GLOVES; EAR PLUGS				
101-440.000-740.000	OPERATING	SNIP TUCK LLC	0		12/12/2011	90.00
		LEAF MACHINE CHUTES REPAIRS				
101-440.000-820.000	COMPUTER	TECH RESOURCES, INC.	0		12/12/2011	87.60
		REPLACE DVD RW DRIVE				
101-440.000-863.000	VEHICLE MA	SOUTHEASTERN EQUIPMENT CO INC	0		12/12/2011	1,290.17
		SWEEPER SCREEN, CYLINDER				
101-440.000-863.000	VEHICLE MA	CUMMINS BRIDGEWAY, LLC	0		12/12/2011	1,548.17
		LEAF MACHINE REPAIR				

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Fund	Department	Account	GL Number	Vendor Name	Check	Invoice	Due	Amount
			Abbrev	Invoice Description	Number	Number	Date	
Fund: GENERAL FUND								
Dept: DEPT. OF PUBLIC WORKS								
		101-440.000-863.000	VEHICLE MA	CUMMINS BRIDGEWAY, LLC	0		12/12/2011	5,403.40
				T-12 REPAIRS/OIL/FILTERS				
		101-440.000-863.000	VEHICLE MA	CUMMINS BRIDGEWAY, LLC	0		12/12/2011	661.66
				T-7 REPRS/DOT INSPCT/OIL/FLTRS				
		101-440.000-863.000	VEHICLE MA	O'REILLY AUTO PARTS	0		12/12/2011	15.93
				TIRE REPAIR SUPPLIES				
		101-440.000-863.000	VEHICLE MA	WALKER'S SERVICE INC.	0		12/12/2011	180.25
				LEAF MACHINE REPAIR				
		101-440.000-863.000	VEHICLE MA	CUMMINS BRIDGEWAY, LLC	0		12/12/2011	1,368.94
				T-9 REPAIRS; DOT INSPECTION				
		101-440.000-863.000	VEHICLE MA	NORM'S TOTAL AUTOMOTIVE SERVIC	0		12/12/2011	360.94
				T6 - REPAIRS & OIL CHANGE				
		101-440.000-863.000	VEHICLE MA	O'REILLY AUTO PARTS	0		12/12/2011	227.98
				T-10 BATTERIES				
		101-440.000-863.000	VEHICLE MA	CUMMINS BRIDGEWAY, LLC	0		12/12/2011	2,371.06
				REPAIRS; OIL CHG; DOT INSPECT				
		101-440.000-931.000	BUILDING M	BECKWAY DCOR	0		12/12/2011	220.00
				GARAGE DOOR REPAIR				
		101-440.000-977.000	EQUIPMENT	THESIER EQUIPMENT	0		12/12/2011	999.94
				SNOWBLOWER; SALT SPREADER				
Total DEPT. OF PUBLIC WORKS								16,527.01
Dept: PARKS AND RECREATION								
		101-690.000-740.000	OPERATING	GRAND RIVER EQUINE FEEDS	0		12/12/2011	60.00
				STRAW FOR SLEDDING HILL				
		101-690.000-801.000	PROFESSION	JOHN'S SANITATION	0		12/12/2011	350.00
				PORTA JOHNS AT PARKS 7/6-8/2				
Total PARKS AND RECREATION								410.00
Fund Total								21,886.30
Fund: MAJOR STREETS								
Dept: STREET-ROUTINE MAINT.								
		202-463.000-930.000	REPAIR MAI	STONE DEPOT	0		12/12/2011	1,284.00
				LEAF DISPOSAL - 856 YARDS				
Total STREET-ROUTINE MAINT.								1,284.00
Dept: TRAFFIC SERVICES								
		202-474.000-740.000	OPERATING	HUNT SIGN CO., LTD	0		12/12/2011	56.60
				STREET SIGN				
Total TRAFFIC SERVICES								56.60
Fund Total								1,340.60
Fund: LOCAL STREETS								
Dept: STREET-ROUTINE MAINT.								
		203-463.000-930.000	REPAIR MAI	STONE DEPOT	0		12/12/2011	1,284.00
				LEAF DISPOSAL - 856 YARDS				
Total STREET-ROUTINE MAINT.								1,284.00
Fund Total								1,284.00
Fund: DOWNTOWN DEVELOPMENT AUTHORITY								
Dept:								
		280-000.000-802.000	ONGOING RE	RUSHTON FARMS	0		12/12/2011	145.00
				REPLACEMENT STREETScape TREES				
Total								145.00
Fund Total								145.00
Fund: WATER & SEWER								
Dept: WATER / REPAIR								
		592-540.000-740.000	OPERATING	SELECTIVE SOILS & SERVICES	0		12/12/2011	17.50
				TOPSOIL FOR REPAIRS				
		592-540.000-930.000	REPAIR MAI	ROSE EXCAVATING, INC.	0		12/12/2011	1,003.50
				SAND & GRAVEL FOR REPAIRS				

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Fund	GL Number	Vendor Name	Check	Invoice	Due	
Department	Abbrev	Invoice Description	Number	Number	Date	Amount
Account						
Fund: WATER & SEWER						
Dept: WATER / REPAIR						
592-540.000-930.000	REPAIR MAI	ETNA SUPPLY WATER MAIN COUPLINGS; PARTS	0		12/12/2011	523.64
Total WATER / REPAIR						1,544.64
Dept: SEWER / REPAIR						
592-550.000-740.000	OPERATING	SELECTIVE SOILS & SERVICES TOPSOIL FOR REPAIRS	0		12/12/2011	17.50
592-550.000-930.000	REPAIR MAI	ROSE EXCAVATING, INC. SAND & GRAVEL FOR REPAIRS	0		12/12/2011	1,003.50
592-550.000-930.000	REPAIR MAI	PLUMBERS SERVICE CABLE SANIT LINE-596 N HAGADRN	0		12/12/2011	256.50
Total SEWER / REPAIR						1,277.50
Dept: WATER						
592-556.000-727.000	OFFICE SUP	OFFICE EXPRESS MISC OFFICE SUPPLIES	0		12/12/2011	55.74
592-556.000-727.000	OFFICE SUP	OFFICE EXPRESS MISC OFFICE SUPPLIES	0		12/12/2011	15.29
592-556.000-740.000	OPERATING	ELHORN ENGINEERING COMPANY PHOSPHATE	0		12/12/2011	2,162.00
592-556.000-740.000	OPERATING	HACH COMPANY LAB SUPPLIES	0		12/12/2011	17.66
592-556.000-740.000	OPERATING	ACE-TEX ENTERPRISES CLEANING SUPPLIES	0		12/12/2011	102.00
592-556.000-740.000	OPERATING	CCA, INC. COMPUTER CABLES; MOUSE	0		12/12/2011	28.48
592-556.000-740.000	OPERATING	QUALITY FIRST AID & SAFETY MISC SUPPLIES	0		12/12/2011	20.00
592-556.000-740.000	OPERATING	QUALITY FIRST AID & SAFETY FRST AID SPPLS; GLVES; GLASSES	0		12/12/2011	77.98
592-556.000-740.000	OPERATING	VWR INTERNATIONAL LLC LAB SUPPLIES	0		12/12/2011	150.60
592-556.000-863.000	VEHICLE MA	ADVANCE AUTO PARTS OIL ABSORBENT	0		12/12/2011	23.96
592-556.000-863.000	VEHICLE MA	O'REILLY AUTO PARTS TIRE REPAIR SUPPLIES	0		12/12/2011	3.97
592-556.000-863.000	VEHICLE MA	INTERSTATE BILLING SERVICES JD304 BEACON SWITCH	0		12/12/2011	43.94
592-556.000-863.000	VEHICLE MA	INTERSTATE BILLING SERVICES JD304 4-TON HOOK; MISC PARTS	0		12/12/2011	135.67
592-556.000-863.000	VEHICLE MA	O'REILLY AUTO PARTS VEHICLE WASH	0		12/12/2011	36.99
592-556.000-931.000	BUILDING M	LYON MECHANICAL INC. REPAIR/TEST BACKFLOW PREVENTRS	0		12/12/2011	1,615.25
592-556.000-970.000	CAPITOL IM	AIS CONSTRUCTION EQUIPMENT JD304 SKID STEER ADAPTER	0		12/12/2011	857.50
592-556.000-977.000	EQUIPMENT	KNAPHEIDE TRUCK EQUIPMENT 8 FT SNOW PUSHER	0		12/12/2011	907.38
Total WATER						6,256.41
Dept: WASTEWATER						
592-557.000-727.000	OFFICE SUP	OFFICE EXPRESS MISC OFFICE SUPPLIES	0		12/12/2011	55.74
592-557.000-727.000	OFFICE SUP	OFFICE EXPRESS MISC OFFICE SUPPLIES	0		12/12/2011	15.28
592-557.000-740.000	OPERATING	HACH COMPANY LAB SUPPLIES	0		12/12/2011	162.39
592-557.000-740.000	OPERATING	STANDARD ELECTRIC COMPANY FUSES; VFD KEYPADS	0		12/12/2011	355.66
592-557.000-740.000	OPERATING	USA BLUE BOOK POLYMER INJECTION VALVES	0		12/12/2011	232.76
592-557.000-740.000	OPERATING	ACE-TEX ENTERPRISES CLEANING SUPPLIES	0		12/12/2011	102.00
592-557.000-740.000	OPERATING	ANN ARBOR WELDING SUPPLY CO WELDING SUPPLIES	0		12/12/2011	62.54
592-557.000-740.000	OPERATING	ANN ARBOR WELDING SUPPLY CO CYLINDER RENTAL	0		12/12/2011	14.88
592-557.000-740.000	OPERATING	CARLSON-DIMOND & WRIGHT, INC. BLOWER BELTS	0		12/12/2011	235.20
592-557.000-740.000	OPERATING	CCA, INC. COMPUTER CABLES; MOUSE	0		12/12/2011	28.48

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			Abbrev	Invoice Description	Number	Number	Date	
Fund: WATER & SEWER								
Dept: WASTEWATER								
592-557.000-740.000			OPERATING	GENERAL CHEMICAL PERF PRODUCTS	0		12/12/2011	5,413.73
				ALUMINUM SULFATE				
592-557.000-740.000			OPERATING	PARAGON LABORATORIES, INC.	0		12/12/2011	165.00
				WW ANALYSIS				
592-557.000-740.000			OPERATING	STONE DEPOT	0		12/12/2011	270.00
				GRAVEL FOR DRYING BED				
592-557.000-740.000			OPERATING	MANLEY BROS. OF INDIANA, INC.	0		12/12/2011	674.18
				SAND FOR ACTI-FLOWS				
592-557.000-740.000			OPERATING	MARTIN CONTROL SERVICES	0		12/12/2011	540.00
				CALIBRATE FLOW METER				
592-557.000-740.000			OPERATING	PARAGON LABORATORIES, INC.	0		12/12/2011	175.00
				WW ANALYSIS				
592-557.000-740.000			OPERATING	QUALITY FIRST AID & SAFETY	0		12/12/2011	19.99
				MISC SUPPLIES				
592-557.000-740.000			OPERATING	TELEDYNE ISCO, INC.	0		12/12/2011	86.50
				SAMPLE PUMP TUBING				
592-557.000-740.000			OPERATING	USA BLUE BOOK	0		12/12/2011	151.79
				LIFT STATION PHASE MONITOR				
592-557.000-740.000			OPERATING	BRIGHTON ANALYTICAL, INC.	0		12/12/2011	41.25
				WW ANALYSIS				
592-557.000-740.000			OPERATING	QUALITY FIRST AID & SAFETY	0		12/12/2011	77.97
				FRST AID SPPLS; GLVES; GLASSES				
592-557.000-740.000			OPERATING	VWR INTERNATIONAL LLC	0		12/12/2011	150.59
				LAB SUPPLIES				
592-557.000-931.000			BUILDING M	ALLIED WASTE SERVICES #241	0		12/12/2011	508.37
				PLANT SCREENING REMOVAL				
592-557.000-931.000			BUILDING M	KROPP MECHANICAL SERVICE CO.	0		12/12/2011	5,177.64
				SERVICE/REPAIR HVAC UNITS				
592-557.000-931.000			BUILDING M	LYON MECHANICAL INC.	0		12/12/2011	995.75
				REPAIR/TEST BACKFLOW PREVENTRS				
592-557.000-970.000			CAPITOL IM	AIS CONSTRUCTION EQUIPMENT	0		12/12/2011	857.50
				JD304 SKID STEER ADAPTER				
592-557.000-977.000			EQUIPMENT	FLUID PROCESS EQUIPMENT, INC.	0		12/12/2011	1,099.25
				REPLCE BLOWER #3 BEARING SEALS				
592-557.000-977.000			EQUIPMENT	KNAPHEIDE TRUCK EQUIPMENT	0		12/12/2011	907.37
				8 FT SNOW PUSHER				
Total WASTEWATER								18,576.81
Fund Total								27,655.36
Grand Total								52,311.26

The above checks have been approved for payment.

Tedd Wallace, Mayor

Julie C. Zemke, City Clerk

Check Register Report

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BANK:

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Checks							
57268	11/17/2011	Reconciled		3317	ADP, INC.	PAYROLL PROCESSING FEES	325.35
57269	11/17/2011	Reconciled		5297	ADVANCED MARKETING PARTNERS, AT&T*	TAX STATEMENTS	616.20
57270	11/17/2011	Reconciled		2431		FIRE #248-R01-1393-046-3	407.25
57271	11/17/2011	Reconciled		1061	BRIGHTON CLEANING SUPPLIES	FLOOR WAX	105.45
57272	11/17/2011	Reconciled		3750	CARLETON EQUIPMENT COMPANY	5600 TOOLCAT & ATTACHMENTS	66,835.00
57273	11/17/2011	Reconciled		3749	KRISPEN S. CARROLL	PAYROLL DEDUCTION	253.85
57274	11/17/2011	Reconciled		3442	CMC TELECOM, INC.	PHONE SERVICE	1,749.03
57275	11/17/2011	Reconciled		0998	CONSUMERS ENERGY	CITY HALL #1000-2977-2835	3,421.57
57276	11/17/2011	Reconciled		2484	TROY DEHOFF	MILEAGE REIMBURSEMENT	28.56
57277	11/17/2011	Reconciled		5403	KRISTEN DELANEY	REIMBURSE CONFRC; FRM MKT MTG	119.40
57278	11/17/2011	Reconciled		0084	DUNCAN DISPOSAL SYSTEMS, LLC	DUMPSTERS/RECYCLE - NOV 2011	39,119.88
57279	11/17/2011	Reconciled		3455	EMPLOYEE HEALTH INSURANCE MGMT	MEDICAL CLAIMS FUNDING	7,535.38
57280	11/17/2011	Reconciled		9807	ENVIRONMENTAL SYSTEMS	ANNUAL GIS SOFTWARE MAINT	1,000.00
57281	11/17/2011	Printed		3748	FEDERAL SIGNAL CORPORATION	OAK CTY CODESPEAR SETUP-CNTRCT	510.00
57282	11/17/2011	Reconciled		0126	NORBERT HOPE	CORRECTION OF INSPECTOR PAY	26.25
57283	11/17/2011	Reconciled		2007	IKON OFFICE SOLUTIONS*	COPIER CONTRCT BILLNG 11/8-2/7	341.20
57284	11/17/2011	Reconciled		0557	INTL UNION OF OPERATING ENG	PAYROLL DEDUCTIONS	267.10
57285	11/17/2011	Reconciled		3702	MICHAEL KENNEDY	REIMBURSE EMS LICENSE RENEWAL	25.00
57286	11/17/2011	Reconciled		3248	JENNIFER KNAPP	PLANN COMM MTG MINUTES - 10/13	75.00
57287	11/17/2011	Printed		9781	LARRY'S FOODLAND	LAB SUPPLIES	31.56
57288	11/17/2011	Reconciled		5329	LIVINGSTON COUNTY PRESS	LEGAL ADVERTISING	48.75
57289	11/17/2011	Reconciled		3288	MICHIGAN LOCAL GOVERNMENT	2012 MEMBERSHIP DUES	110.00
57290	11/17/2011	Reconciled		3109	MICHIGAN STATE POLICE*	FIREARMS LAWS TRNG-SOVIK;SEDER	70.00
57291	11/17/2011	Reconciled		0470	MISDU	PAYROLL DEDUCTION	114.25
57292	11/17/2011	Printed		0967	DAVID MURRAY	CORRECTION OF INSPECTORS PAY	52.50
57293	11/17/2011	Reconciled		3004	OBSERVER & ECCENTRIC NEWSPAPER	LEGAL ADVERTISING	654.90
57294	11/17/2011	Reconciled		3228	OFFICE EXPRESS	MISC OFFICE SUPPLIES - 4 MOS.	1,757.00
57295	11/17/2011	Reconciled		0462	PETER'S TRUE VALUE HARDWARE	MISC MAINTENANCE SUPPLIES	20.96
57296	11/17/2011	Reconciled		1555	PITNEY BOWES	POSTAGE METER REFILL	1,239.00
57297	11/17/2011	Reconciled		0042	PRINTING SYSTEMS	CHECKS	300.15
57298	11/17/2011	Printed		11102	PRO PIZZA	PIZZA FOR DPW - FROM FRMRS MKT	40.30
57299	11/17/2011	Reconciled		0504	TECH RESOURCES, INC.	REMOTE BACKUP - NOV 2011	274.60
57300	11/17/2011	Reconciled		1465	TERMINEX PROCESSING CENTER	PEST CONTROL - 335 S WARREN	68.00
57301	11/17/2011	Printed		3600	BOB TREMITIERE	REIMBURSE HARDWARE FOR REPAIRS	14.38
57302	11/17/2011	Reconciled		3459	ROSEANA TWITCHELL	WEDDING COORDINATOR SERVICES	100.00
57303	11/17/2011	Reconciled		0062	VANTAGEPOINT TRANSFERS	PAYROLL DEDUCTIONS	3,490.00
57304	11/17/2011	Printed		4947	JACKIE WEBSTER	VIDEOTAPE COUNCIL MTG - 11/14	50.00
57305	11/22/2011	Reconciled		5294	DAVID M. MURPHY	VEHICLE ALLOWANCE - NOV 2011	350.00
57306	11/22/2011	Reconciled		3317	ADP, INC.	PAYROLL PROCESSING FEES	449.07
57307	11/22/2011	Reconciled		5310	ARBOR SPRINGS WATER CO., INC.	5 GALS WATER	5.75
57308	11/22/2011	Reconciled		3019	BIFANO EYE CARE	EYE CARE COVERAGE - NOV 2011	337.50
57309	11/22/2011	Reconciled		3752	JASON OR SHEILA CARR	REFUND #21-19-176-007	849.98
57310	11/22/2011	Reconciled		0998	CONSUMERS ENERGY	FIRE & AMBULNCE SRVC 10/7-11/5	327.21

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BANK:

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
Checks							
57311	11/22/2011	Printed		0584	DTE ENERGY	HIST VILLAGE #1940-912-0004-9	65.78
57312	11/22/2011	Reconciled		0317	DTE ENERGY	STREETLIGHTS	8,782.05
57313	11/22/2011	Reconciled		3455	EMPLOYEE HEALTH INSURANCE MGMT	PHARMACY CHARGES	3,709.38
57314	11/22/2011	Reconciled		3753	RONALD OR ELIZABETH GLATZ	REFUND #21-29-102-007	1,164.56
57315	11/22/2011	Reconciled		1070	MICHIGAN DEPT. OF TRANSPORTATI	SOUTHWEST CONNECTOR	4,592.98
57316	11/22/2011	Printed		5305	OAKLAND COMMUNITY COLLEGE	ADVNC D FIRE TRAINING-DEMENIUK	460.00
57317	11/22/2011	Printed		2646	OAKLAND COUNTY ASSOC OF	2012 ANNUAL DUES	30.00
57318	11/22/2011	Printed		9065	PROVIDENCE OCCUPATIONAL	NEW HIRE PHYSICAL - ACHATZ	288.00
57319	11/22/2011	Printed		3751	QBE FIRST PROPERTY TAX SOLUTNS	OTAX 21-18-477-014	60.77
57320	11/22/2011	Reconciled		2507	R.R.R.A.S.O.C.	HAZARDOUS WASTE DAY	27.00
57321	11/22/2011	Reconciled		5554	SALEM-SOUTH LYON DISTRICT	TAX DISBURSEMENTS	3,406.94
57322	11/22/2011	Reconciled		0461	SOUTH LYON COMMUNITY SCHOOLS	TAX DISBURSEMENTS	33,743.72
57323	11/22/2011	Reconciled		1732	STANDARD INSURANCE COMPANY	DISABILITY INSURANCE	2,541.65
57324	11/22/2011	Printed		5139	TYLER TECHNOLOGIES	UTILITY BILLING ANN SUPPORT	1,048.00
57325	11/22/2011	Reconciled		0589	JOSEPH VELTRI	REIMBURSE HEALTH INSURANCE	500.00
57326	11/22/2011	Reconciled		2629	JULIE ZEMKE	REIMBURSE PETTY CASH	46.11
57327	12/01/2011	Printed		0561	A.F.S.C.M.E. COUNCIL 25	PAYROLL DEDUCTIONS	552.00
57328	12/01/2011	Printed		5374	AT&T MOBILITY	MOBILE PHONE SRVC 10/20-11/19	478.58
57329	12/01/2011	Printed		4234	AVAYA*, INC.	DPW PHONE SYSTEM	18.51
57330	12/01/2011	Printed		0364	DOUGLAS BAAKI	UNIFORM ALLOWANCE	250.00
57331	12/01/2011	Printed		0708	AUDRA BAKER	UNIFORM ALLOWANCE	250.00
57332	12/01/2011	Printed		1110	JARED BAKER	UNIFORM ALLOWANCE	250.00
57333	12/01/2011	Printed		3219	RONALD BARBOUR	UNIFORM ALLOWANCE	250.00
57334	12/01/2011	Printed		3602	BLUE CROSS BLUE SHIELD OF MICH	HEALTH INSURNC #007006071-0003	32,389.25
57335	12/01/2011	Printed		9915	BROADSTRIPE	POLICE INTERNET SERVICE	32.97
57336	12/01/2011	Printed		0465	TRACY BROOKS	UNIFORM ALLOWANCE	250.00
57337	12/01/2011	Printed		3749	KRISPEN S. CARROLL	PAYROLL DEDUCTION	253.85
57338	12/01/2011	Printed		0859	LLOYD COLLINS	UNIFORM ALLOWANCE	250.00
57339	12/01/2011	Printed		0061	RODNEY L. COOK	COUNCIL PAY - NOV 2011	180.00
57340	12/01/2011	Printed		3755	BEVERLY DIXSON	COUNCIL PAY - NOV 2011	180.00
57341	12/01/2011	Printed		0584	DTE ENERGY	DPW SERVICE 10/20 - 11/18	3,222.68
57342	12/01/2011	Printed		0584	DTE ENERGY	CITY HALL #1940-912-0003-1	1,017.04
57343	12/01/2011	Printed		1633	CHRISTOPHER FAUGHT	UNIFORM ALLOWANCE	250.00
57344	12/01/2011	Printed		2545	SEAN S. HOYDIC	UNIFORM ALLOWANCE	250.00
57345	12/01/2011	Printed		2007	IKON OFFICE SOLUTIONS*	COPIER METER CHARGES	341.20
57346	12/01/2011	Printed		2586	GLENN KIVELL	COUNCIL PAY - NOV 2011	180.00
57347	12/01/2011	Printed		1756	ERIN KOPKOWSKI	COUNCIL PAY - NOV 2011	180.00
57348	12/01/2011	Printed		3398	MICHAEL KRAMER	COUNCIL PAY - NOV 2011	180.00
57349	12/01/2011	Printed		3589	RALPH LEROY	COOL YULE ENTERTAINMENT	400.00
57350	12/01/2011	Printed		3630	MICHIGAN PURE WATER SERVICE	SALT	26.50
57351	12/01/2011	Printed		0470	MISDU	PAYROLL DEDUCTION	126.25
57352	12/01/2011	Printed		0602	MISS DIG SYSTEM, INC.	ANNUAL MEMBERSHIP FEE - 2012	587.88
57353	12/01/2011	Printed		4953	RON MORELLI	COUNCIL PAY - NOV 2011	180.00
57354	12/01/2011	Printed		1034	OAKLAND COUNTY TREASURER	SOUTH LYON WOODS - OCTOBER	385.00
57355	12/01/2011	Printed		5183	OAKLAND COUNTY TREASURERS	BOARD OF CANVASSER SRVC FEE	472.00
57356	12/01/2011	Printed		8891	OAKLAND COUNTY TREASURERS ASSO	TREASURER'S MTG-ZEMKE, LYNCH	100.00
57357	12/01/2011	Printed		0218	PARKSIDE CLEANERS	RUGS	43.00
57358	12/01/2011	Printed		5364	PEOPLE'S EXPRESS	TRANSPORTATION SERVICES - OCT	5,065.00
57359	12/01/2011	Printed		5141	POLICE OFFICERS ASSOCIATION OF	PAYROLL DEDUCTIONS	641.08
57360	12/01/2011	Printed		0559	POLICE OFFICERS LABOR COUNCIL	PAYROLL DEDUCTIONS	226.25
57361	12/01/2011	Printed		3758	PRO DJ PRODUCTIONS	COOL YULE DJ	150.00

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Checks							
57362	12/01/2011	Printed		1634	TIMOTHY RAAP	UNIFORM ALLOWANCE	250.00
57363	12/01/2011	Printed		3756	JOSEPH RYZYI	COUNCIL PAY - NOV 2011	180.00
57364	12/01/2011	Printed		0055	SAM'S CLUB DIRECT	MISC SUPPLIES	430.13
57365	12/01/2011	Printed		3009	SCHINDLER ELEVATOR CORP.	PREVNT MAINT 12/01/11-02/29/12	363.27
57366	12/01/2011	Printed		3613	PHIL SCHULZ	CODE ENFORCEMENT	680.00
57367	12/01/2011	Printed		0236	CHRISTOPHER SEDERLUND	UNIFORM ALLOWANCE	250.00
57368	12/01/2011	Printed		0226	ROGER S. SHARPE	UNIFORM ALLOWANCE	250.00
57369	12/01/2011	Printed		4969	SOUTH LYON CHAMBER OF COMMERCE	ANNUAL MEMBERSHIP RENEWAL	345.00
57370	12/01/2011	Printed		2405	CHRISTOPHER SOVIK	UNIFORM ALLOWANCE	250.00
57371	12/01/2011	Printed		0831	TONY SROUFE	UNIFORM ALLOWANCE	250.00
57372	12/01/2011	Printed		9800	TRAVIS STEVENS	UNIFORM ALLOWANCE	250.00
57373	12/01/2011	Printed		0768	JOHN TOMANEK	UNIFORM ALLOWANCE	250.00
57374	12/01/2011	Printed		3675	TOSHIBA FINANCIAL SERVICES	CONTRACT PAYMENT 11/15-12-15	1,618.89
57375	12/01/2011	Printed		3173	UNDERWRITERS LABORATORIES INC.	ANN LADDER & PUMP INSPECTION	3,334.40
57376	12/01/2011	Printed		0062	VANTAGEPOINT TRANSFERS	PAYROLL DEDUCTIONS	3,490.00
57377	12/01/2011	Printed		1552	TEDD WALLACE	MAYOR/COUNCIL PAY - NOV 2011	220.00
57378	12/01/2011	Printed		1211	TIMOTHY WALTON	UNIFORM ALLOWANCE	250.00
57379	12/01/2011	Printed		1378	HARVEY WEDELL	COUNCIL PAY - NOV 2011	180.00
57380	12/01/2011	Printed		3413	MICHAEL WEIR	REIMBURSE EMS LICENSE RENEWAL	25.00
57381	12/01/2011	Printed		8996	MICHAEL WITTROCK	UNIFORM ALLOWANCE	1,050.00
57382	12/01/2011	Printed		5026	SARAH ZIMMERMAN	VIDEOTAPE COUNCIL MTG 11/28/11	50.00
57383	12/08/2011	Printed		3317	ADP, INC.	PAYROLL PROCESSING FEES	371.87
57384	12/08/2011	Printed		3461	ANDREW E. MEISNER	PREV YEARS' TAX ADJUSTMENTS	5,942.85
57385	12/08/2011	Printed		5310	ARBOR SPRINGS WATER CO., INC.	5 GALS WATER; RENTAL FEE	18.47
57386	12/08/2011	Printed		4234	AVAYA*, INC.	WATER DEPT PHONE SYSTEM	226.26
57387	12/08/2011	Printed		0035	BOOTH PATTERSON	MISC LEGAL SERVICES	4,788.00
57388	12/08/2011	Printed		9915	BROADSTRIPE	WATER DEPT INTERNET SERVICE	70.94
57389	12/08/2011	Printed		0059	CITY OF NOVI TREASURER	DISPATCH SERVICE 10/1 - 12/31	26,329.00
57391	12/08/2011	Printed		3455	EMPLOYEE HEALTH INSURANCE MGMT	PHARMACY CHARGES	1,920.60
57392	12/08/2011	Printed		0126	NORBERT HOPE	ELECTRICAL INSPECTOR'S PAY	330.00
57393	12/08/2011	Printed		9778	LEXISNEXIS	CONTRACT FEE - NOV 2011	30.00
57394	12/08/2011	Printed		3375	LOWE'S	CONCRETE TROWEL	31.20
57395	12/08/2011	Printed		1509	MARTIN'S DO IT BEST	FIRE - MISC PARTS & SUPPLIES	1,369.51
57396	12/08/2011	Printed		3586	MICHIGAN ASSOCIATION OF MAYORS	ANN MEMBERSHIP FEE - WALLACE	85.00
57397	12/08/2011	Printed		0967	DAVID MURRAY	MECHANICAL INSPECTOR'S PAY	294.75
57398	12/08/2011	Printed		3759	OAKLAND COUNTY MEDICAL	2011 WEBSITE DUES	75.00
57399	12/08/2011	Printed		0218	PARKSIDE CLEANERS	RUGS	43.00
57400	12/08/2011	Printed		5364	PEOPLE'S EXPRESS	TRANSPORTATION SERVICES - NOV	5,065.00
57401	12/08/2011	Printed		1199	PNC BANK	EMAIL PGM; BOWS FOR DOWNTOWN	118.15
57402	12/08/2011	Printed		0213	ROAD COMMISSION FOR OAKLAND	TRAFFIC SIGNAL MAINT - OCT 201	549.99
57403	12/08/2011	Printed		5554	SALEM-SOUTH LYON DISTRICT	TAX DISBURSEMENTS	1,333.71
57404	12/08/2011	Printed		0461	SOUTH LYON COMMUNITY SCHOOLS	TAX DISBURSEMENTS	19,489.22
57405	12/08/2011	Printed		3110	STATE OF MICHIGAN,	NPDES ANNUAL PERMIT FEE	5,500.00
57406	12/08/2011	Printed		3596	THE UPS STORE	COPIES OF PLANS	25.15
57407	12/08/2011	Printed		3644	ASSOCIATION OF PUBLIC	2012 ANN MEMBERSHIP - LYNCH	95.00
57408	12/08/2011	Printed		3767	DANIEL OR MARY BETLEY	TAX REFUND #21-19-326-018	1,277.46
57409	12/08/2011	Printed		0058	CITY OF SOUTH LYON	WINTER TAXES	449.72
57410	12/08/2011	Printed		9809	HOME DEPOT CREDIT SERVICES	FIRE - MAILBOX; CLEANING SPPLS	69.66
57411	12/08/2011	Printed		0584	DTE ENERGY	FIRE #1940-912-0002-3	324.35
57412	12/08/2011	Printed		0317	DTE ENERGY	WATER/WW #3665-7; -3664-0	22,241.09

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BANK:

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
Total Checks: 144						Checks Total (excluding void checks):	356,024.95
Total Payments: 144						Bank Total (excluding void checks):	356,024.95
Total Payments: 144						Grand Total (excluding void checks):	356,024.95

REVENUE REPORT
FINANCIAL REPORT FOR NOV 11

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City of South Lyon

For the Period: 7/1/2011 to 11/30/2011	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - GENERAL FUND							
Revenues							
Dept: 000.000							
402.000 REAL PROPERTY TAX	3,342,549.00	3,342,549.00	3,088,820.89	25,912.94	0.00	253,728.11	92.4
423.000 SOUTH LYON WOODS TAX	920.00	920.00	758.00	462.00	0.00	162.00	82.4
446.000 PENALTIES AND INTEREST	27,400.00	27,400.00	0.00	0.00	0.00	27,400.00	0.0
451.000 BUILDING PERMITS	56,000.00	56,000.00	13,560.06	2,928.50	0.00	42,439.94	24.2
452.000 HEATING & PLUMB. REFG. PERMIT	0.00	0.00	1,940.38	393.75	0.00	-1,940.38	0.0
453.000 ELECTRICAL PERMITS	0.00	0.00	1,243.00	112.50	0.00	-1,243.00	0.0
454.000 LICENSES & BUSINESS MISC.	0.00	0.00	1,364.50	132.50	0.00	-1,364.50	0.0
570.000 STATE SHARED REV.	695,907.00	695,907.00	258,227.75	147,959.00	0.00	437,679.25	37.1
600.000 BOARD OF APPEALS	0.00	0.00	400.00	0.00	0.00	-400.00	0.0
630.000 ADMIN FEE PROPERTY TAX	94,000.00	94,000.00	84,109.33	0.00	0.00	9,890.67	89.5
634.000 GRAVE OPENINGS & FOUNDATIONS	40,000.00	40,000.00	12,180.00	2,260.00	0.00	27,820.00	30.5
642.000 POLICE	0.00	0.00	14,221.61	3,325.94	0.00	-14,221.61	0.0
661.000 PARKING VIOLATION	5,500.00	5,500.00	980.00	340.00	0.00	4,520.00	17.8
662.000 LOCAL COURT FINES	25,000.00	25,000.00	5,043.75	0.00	0.00	19,956.25	20.2
663.000 REFUND-(FOR COST OF ARREST)	0.00	0.00	300.00	0.00	0.00	-300.00	0.0
664.000 INTEREST	35,000.00	35,000.00	2,530.37	355.01	0.00	32,469.63	7.2
664.200 PARK AND REC. INTEREST	0.00	0.00	169.58	29.97	0.00	-169.58	0.0
664.700 INTEREST-MOBILE TOWER	0.00	0.00	324.95	66.73	0.00	-324.95	0.0
665.000 INTEREST-TRANS.CEMETERY INTRES	9,000.00	9,000.00	0.00	0.00	0.00	9,000.00	0.0
666.000 INTEREST-EQUALIZ.& CONTINGENCY	0.00	0.00	237.10	41.43	0.00	-237.10	0.0
668.200 RENTS AND ROYALTIES-CABLE	97,300.00	97,300.00	9,147.62	0.00	0.00	88,152.38	9.4
668.300 LEASE--ANTENNA	41,219.00	41,219.00	28,727.75	14,559.15	0.00	12,491.25	69.7
668.400 RENTAL PROPERTIES	9,000.00	9,000.00	3,590.40	0.00	0.00	5,409.60	39.9
676.005 CONTRIBUTION TO PARKS & REC	0.00	0.00	1,196.55	0.00	0.00	-1,196.55	0.0
692.000 GRANT MONEY	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	0.0
698.000 MISCELLANEOUS	120,450.00	120,450.00	72,413.91	16,403.55	0.00	48,036.09	60.1
698.600 GRANT MONIES--FIRE DEPT.	48,949.00	48,949.00	7,871.00	0.00	0.00	41,078.00	16.1
698.800 GRANT MONIES-POLICE DEPT.	9,000.00	9,000.00	0.00	0.00	0.00	9,000.00	0.0
699.000 TRANSFERS IN	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.0
Dept: 000.000	4,674,694.00	4,674,694.00	3,609,358.50	215,282.97	0.00	1,065,335.51	77.2
Revenues	4,674,694.00	4,674,694.00	3,609,358.50	215,282.97	0.00	1,065,335.51	77.2

EXPENDITURE REPORT
FINANCIAL REPORT FOR NOV 11

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City of South Lyon

For the Period: 7/1/2011 to 11/30/2011

Fund: 101 - GENERAL FUND

Expenditures

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
ADMINISTRATION	908,340.00	908,340.00	513,405.03	83,487.54	0.00	394,934.97	56.5
CEMETERY	90,115.00	90,115.00	38,804.54	8,489.36	0.00	51,310.46	43.1
SENIOR TRANSPORTATION	60,775.00	60,775.00	15,195.00	0.00	0.00	45,580.00	25.0
POLICE	2,301,602.00	2,301,602.00	855,752.44	200,508.40	0.00	1,445,849.56	37.2
FIRE	465,250.00	465,250.00	183,492.81	30,495.46	0.00	281,757.19	39.4
AMBULANCE	3,075.00	3,075.00	315.77	63.30	0.00	2,759.23	10.3
DEPT. OF PUBLIC WORKS	685,205.00	685,205.00	319,020.44	98,584.98	0.00	366,184.56	46.6
PARKS AND RECREATION	112,575.00	116,450.00	53,077.58	6,038.84	0.00	63,372.42	45.6
HISTORICAL DEPOT	29,550.00	42,789.00	11,197.97	467.67	0.00	31,591.03	26.2
Expenditures	4,656,487.00	4,673,601.00	1,990,261.58	428,135.55	0.00	2,683,339.42	42.6

City of South Lyon

For the Period: 7/1/2011 to 11/30/2011

Original Bud. Amended Bud. YTD Actual CURR MTH Encumb. YTD UnencBal % Bud

Fund: 202 - MAJOR STREETS

Expenditures

Dept: 000.000	0.00	0.00	2,800.00	0.00	0.00	-2,800.00	0.0
ACCOUNTANT	3,200.00	3,200.00	0.00	0.00	0.00	3,200.00	0.0
CONSTRUCTION	114,915.00	114,915.00	31,899.87	0.00	0.00	83,015.13	27.8
STREET-ROUTINE MAINT.	157,110.00	157,110.00	67,219.43	21,866.06	0.00	89,890.57	42.8
TRAFFIC SERVICES	20,780.00	20,780.00	5,131.29	0.00	0.00	15,648.71	24.7
SNOW PLOWING	78,650.00	78,650.00	8,386.44	5,950.16	0.00	70,263.56	10.7
SNOW REMOVAL	8,000.00	8,000.00	65.81	0.00	0.00	7,934.19	0.8
TRANSFER BETWEEN FUNDS	70,000.00	70,000.00	0.00	0.00	0.00	70,000.00	0.0
STORM SEWER	7,132.00	7,132.00	2,166.86	134.89	0.00	4,965.14	30.4

Expenditures	459,787.00	459,787.00	117,669.70	27,951.11	0.00	342,117.30	25.6
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Fund: 203 - LOCAL STREETS

Expenditures

Dept: 000.000	0.00	0.00	2,800.00	0.00	0.00	-2,800.00	0.0
ACCOUNTANT	3,200.00	3,200.00	0.00	0.00	0.00	3,200.00	0.0
CONSTRUCTION	97,510.00	97,510.00	0.00	0.00	0.00	97,510.00	0.0
STREET-ROUTINE MAINT.	149,065.00	149,065.00	52,970.41	14,134.38	0.00	96,094.59	35.5
TRAFFIC SERVICES	6,100.00	6,100.00	638.02	149.00	0.00	5,461.98	10.5
SNOW PLOWING	77,350.00	77,350.00	4,637.03	3,203.93	0.00	72,712.97	6.0
TRANSFER BETWEEN FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
STORM SEWER	12,598.00	12,598.00	10,433.98	685.79	0.00	2,164.02	82.8

Expenditures	345,823.00	345,823.00	71,479.44	18,173.10	0.00	274,343.56	20.7
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City of South Lyon

For the Period: 7/1/2011 to 11/30/2011

Fund: 592 - WATER & SEWER

Expenditures

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
WATER/SEWER CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.0
WATER / REPAIR	131,425.00	131,425.00	7,851.17	6,121.52	0.00	123,573.83	6.0
SEWER / REPAIR	87,870.00	87,870.00	26,528.48	4,339.26	0.00	61,341.52	30.2
REFUSE COLLECTION	469,600.00	469,600.00	193,542.82	38,713.55	0.00	276,057.18	41.2
WATER	850,370.00	850,370.00	621,444.07	99,914.17	0.00	228,925.93	73.1
WASTEWATER	1,161,829.00	1,161,829.00	732,678.98	177,818.77	0.00	429,150.02	63.1
Expenditures	2,701,094.00	2,701,094.00	1,582,045.52	326,907.27	0.00	1,119,048.48	58.6

AGENDA NOTE

Old Business: Item #1

MEETING DATE: December 12, 2011

PERSON PLACING ITEM ON AGENDA: City Manager

AGENDA TOPIC: Second Reading – Amendment to Chapter 2 Section 151 – 156
Historical Commission

EXPLANATION OF TOPIC: The Historical Commission has requested an update to the Historical Commission ordinance. We have worked with the Commission to come up with the appropriate changes.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Current ordinance and proposed ordinance.

POSSIBLE COURSES OF ACTION: Approve/do not approve second reading.

RECOMMENDATION: Approve second reading of the proposed modification to Chapter 2 Section 151 – 156 Historical Commission.

SUGGESTED MOTION: Motion by _____, supported by _____ to approve the second reading and adopt the changes to Chapter 2 Section 151 – 156 Historical Commission.

shall organize by electing one of its members as president, and one as vice-president, and shall appoint a secretary and shall arrange a time and place of holding regular monthly meetings of the commission, and for such special meetings as may be necessary. The said commission is authorized upon council approval, to accept gifts and bequests for the furtherance of its authorized purposes in the name of the City of South Lyon under the control of the South Lyon Historical Commission.

(Code 1988, § 1.177)

Sec. 2-154. Records.

The City of South Lyon Historical Commission is hereby designated as the official agency of the South Lyon area to receive and safely keep all the old historical records pertaining to the South Lyon area and its early pioneers.

(Code 1988, § 1.178)

Sec. 2-155. Duties.

It shall be the duty of said commission to collect, arrange and preserve historical materials, including books, pamphlets, maps, charts, manuscripts, papers, copies of domestic and foreign records and archives, paintings, statuary, and other objects and material illustrative of and relating to the history of the South Lyon area; to procure and preserve narratives of the early pioneers, their exploits, perils, privations and achievements. The commission shall cooperate with and assist other Michigan historical societies of the state and county with a view to gathering historical matters pertaining to the South Lyon area and its early pioneers.

(Code 1988, § 1.179)

Sec. 2-156. Finances.

The city council of the City of South Lyon may appropriate reasonable sums for the expenses of the South Lyon Historical Commission in connection with the work of said commission. The commission shall not obligate itself, or the city, in any financial undertaking unless first authorized by the city manager.

(Code 1988, § 1.180)

Secs. 2-157—2-170. Reserved.

DIVISION 3. LOCAL OFFICERS' COMPENSATION COMMISSION

Sec. 2-171. Commission established.

Pursuant to the provisions of Act 8 of Public Acts of the State of Michigan for the year 1972, a local officers' compensation commission is hereby established.

(Code 1988, § 1.185)

Sec. 2-172. Members; terms.

The local officers' compensation commission of the City of South Lyon shall consist of five members who must be registered electors of the City of South Lyon, appointed by the mayor, subject to confirmation by a majority of the members elected and serving in the city council. The term of office of members of the South Lyon Local Officers' Compensation Commission shall be five years except that for the members first appointed, one each shall be appointed for terms of one, two, three, four and five years. Members shall be appointed before October 1 of the year of appointment. Vacancies shall be filled for the remainder of the unexpired term. No member or employee of the legislative, judicial or executive branch of any level of government or members of the immediate family of such member or employee shall be eligible to be a member of the commission.

(Code 1988, § 1.186)

Sec. 2-173. Duties.

The South Lyon Local Officers' Compensation commission shall determine the salaries of all elected officials of the City of South Lyon, which determination shall be the salaries unless the city council by resolution adopted by two-thirds of the members elected serving on said city council shall reject them. The determination of the commission shall be effective 30 days following their filing with the city clerk unless rejected by the city council. In case of rejection, the existing salary shall prevail. Any expense allowance or reimburse-

DIVISION 2. PUBLIC WORKS DEPARTMENT

Sec. 2-116. Public works department.

(a) The public works department shall be headed by the superintendent of public works. He shall be responsible for all matters relating to the management, maintenance and operation of the city's public works equipment, streets and sidewalks and refuse collection and disposal.

(b) This department shall be responsible for the operation and maintenance of city water mains and connections.

(c) This department shall have charge of the control and regulation of the planting of trees, and of the planting, development, maintenance, management and operation of parks, boulevards and recreation facilities.

(d) This department shall be responsible for the inspection of all work involved in the construction of sewer and water services.

(e) This department shall be responsible for the issuance of all permits and the inspection of all work involved in the construction of sidewalks, curb cuts and street openings.
(Code 1988, § 1.91)

Secs. 2-117—2-130. Reserved.

ARTICLE V. BOARDS AND COMMISSIONS

DIVISION 1. GENERALLY

Sec. 2-131. General provisions.

Such of the boards and commissions provided for in this article as are in existence at the time of the adoption of this Code shall be continued and the members serving thereon shall remain in office for the duration of the term for which they were appointed. Except as otherwise provided for by law, Charter or this Code, the following provisions shall be applicable to all boards and commissions of the city:

- (1) *Vacancy.* Any vacancy occurring in the membership of any board or commission shall be filled for the remainder of the

unexpired term in the manner provided for original appointment to such board or commission.

- (2) *Removal.* The appointing authority may remove any member of any board or commission for cause.
- (3) *Rules.* Each board and commission shall have power to make rules and regulations concerning the administration of its affairs as shall not be inconsistent with laws, the city Charter and this Code.
- (4) *Compensation.* All members of boards and commissions shall serve without compensation as members thereof, unless otherwise expressly provided by the city Charter or this Code.

(Code 1988, § 1.141)

Secs. 2-132—2-150. Reserved.

DIVISION 2. HISTORICAL COMMISSION

Sec. 2-151. Commission members.

The South Lyon Historical Commission shall consist of seven members with the addition of the mayor, ex officio; said seven members shall be appointed by the city council of the City of South Lyon. No member of said commission shall receive any compensation for his services, but may be reimbursed for necessary expenses.
(Code 1988, § 1.175)

Sec. 2-152. Term of office.

The city council of the City of South Lyon shall appoint the members of said commission for the following terms: two for one year, three for two years, two for three years, and thereafter such members annually for a term of three years to fill expiring terms, to serve until their successors shall have been appointed and qualified.
(Code 1988, § 1.176)

Sec. 2-153. Organization; gifts.

As soon as practicable after the annual appointment of members, the historical commission shall meet in the city hall of the City of South Lyon and

Chapter 2

DIVISION 2 – HISTORICAL COMMISSION

Sec. 2-151. - Commission members.

The South Lyon Historical Commission shall consist of seven members with the addition of the mayor, ex officio; said seven members shall be appointed by the city council of the City of South Lyon. No member of said commission shall receive any compensation for his services, but may be reimbursed for necessary expenses.

Sec. 2-152. - Term of office.

The city council of the City of South Lyon shall appoint the members of said commission for the following terms: two for one year, three for two years, two for three years, and thereafter such members annually for a term of three years to fill expiring terms, to serve until their successors shall have been appointed and qualified.

Sec. 2-153. - Organization; gifts.

As soon as practicable after the annual appointment of members, the historical commission shall meet in the city hall of the City of South Lyon and shall organize by electing one of its members as president, and one as vice-president, and shall appoint a secretary and shall arrange a time and place of holding regular monthly meetings of the commission, and for such special meetings as may be necessary. The said commission is authorized upon council approval, to accept gifts and bequests for the furtherance of its authorized purposes in the name of the City of South Lyon under the control of the South Lyon Historical Commission.

Sec. 2-154. - Records.

The City of South Lyon Historical Commission is hereby designated as the official agency of the South Lyon area to receive and safely keep all the old historical records pertaining to the South Lyon area and its early pioneers.

Sec. 2-155. - Duties.

It shall be the duty of said commission to collect, arrange and preserve historical materials, including books, pamphlets, maps, charts, manuscripts, papers, **photos**, copies of domestic and foreign records and archives, paintings, statuary, and other objects and material illustrative of and relating to the history of the South Lyon area; to procure and preserve narratives of the early pioneers, their exploits, perils, privations and achievements. The commission shall cooperate with and assist other Michigan historical societies of the state and county with a view to gathering historical matters pertaining to the South Lyon area and its early pioneers. **The Commission shall, in concert with the City of South Lyon and the City Manager oversee the operation and maintenance of the Historical Village and its buildings and grounds.**

Sec. 2-156. - Finances.

The City Council of the City of South Lyon may appropriate reasonable sums for the expenses of the South Lyon Historical Commission in connection with the work of said Commission. The Commission shall, **in concert with the City of South Lyon and the City Manager, help create, oversee and administer the annual budget of the Historical Village.** The Commission shall not obligate itself, or the City, in any financial undertaking unless first authorized by the City Manager.

AGENDA NOTE

New Business: Item #1

MEETING DATE: December 12, 2011

PERSON PLACING ITEM ON AGENDA: Manager

AGENDA TOPIC: Public Hearing on an Industrial Facilities Exemption Certificate for Michigan Seamless Tube, LLC

EXPLANATION OF TOPIC: Michigan Seamless Tube, LLC is seek an Industrial Tax Exemption Certificate from the City of South Lyon.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: N/A

POSSIBLE COURSES OF ACTION: Open public hearing

SUGGESTED MOTION: N/A; Close public hearing

AGENDA NOTE

New Business: Item #2

MEETING DATE: December 12, 2011

PERSON PLACING ITEM ON AGENDA: Manager

AGENDA TOPIC: Industrial Facilities Exemption Certificate for Michigan Seamless Tube, LLC

EXPLANATION OF TOPIC: Michigan Seamless Tube, LLC is requesting an Industrial Tax Exemption Certificate from the City of South Lyon based on the real property costs (\$1,407,740), personal property cost (\$10,054,990) and the 20 new jobs it will create. If the Council decides to grant this request it will be relieving Michigan Seamless Tube of taxes based on 50% of the increase in taxable value.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Michigan Seamless Tube's application for an industrial facilities exemption certificate, letter to Michigan Seamless Tube from MEDC on incentives, Tax Abatement agreement between the City and Michigan Seamless Tube, Resolution approving IFT Application, Spreadsheet prepared by MEDC on Personal & Real property tax estimate.

POSSIBLE COURSES OF ACTION: Approve/deny the resolution granting the industrial facilities exemption certificate to Michigan Seamless Tube, LLC.

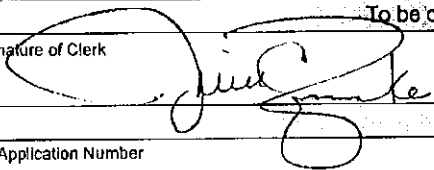
RECOMMENDATION: Based on the long history of the Tube Mill in the City of South Lyon and their proposed investment, my recommendation is to grant Michigan Seamless Tube, LLC an industrial facilities exemption certificate for twelve (12) years at 50%.

SUGGESTED MOTION: Motion by _____, supported by _____ to approve the resolution granting Michigan Seamless Tube an industrial facilities exemption certificate for twelve (12) years at 50%.

Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

INSTRUCTIONS: File the original and two copies of this form and the required attachments (three complete sets) with the clerk of the local government unit. The State Tax Commission (STC) requires two complete sets (one original and one copy). One copy is retained by the clerk. If you have any questions regarding the completion of this form or would like to request an informational packet, call (517) 373-3272.

To be completed by Clerk of Local Government Unit	
Signature of Clerk 	Date received by Local Unit 11/18/11
STC Use Only	
Application Number	Date Received by STC

APPLICANT INFORMATION

All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) Michigan Seamless Tube LLC		1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 3317	
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 400 McMunn St, South Lyon, MI 48176		1d. City/Township/Village (Indicate which) South Lyon	1e. County Oakland
2. Type of Approval Requested <input checked="" type="checkbox"/> New (Sec. 2(4)) <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Research and Development (Sec. 2(9)) <input type="checkbox"/> Transfer (1 copy only) <input type="checkbox"/> Rehabilitation (Sec. 3(1))		3a. School District where facility is located South Lyon 3b. School Code 63240	
4. Amount of years requested for exemption (1-12 Years) 12			
5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed. See attached			
6a. Cost of land and building improvements (excluding cost of land) * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.		6b. Cost of machinery, equipment, furniture and fixtures * Attach itemized listing with month, day and year of beginning of installation, plus total	
6c. Total Project Costs * Round Costs to Nearest Dollar		6d. Total of Real & Personal Costs	
6a. Cost of land and building improvements (excluding cost of land) \$1,407,740.00		6b. Cost of machinery, equipment, furniture and fixtures \$10,054,990.00	
6c. Total Project Costs \$11,462,730.00		6d. Total of Real & Personal Costs \$11,462,730.00	
7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.			
Begin Date (M/D/Y)		End Date (M/D/Y)	
Real Property Improvements 1/1/12		12/31/13 <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased	
Personal Property Improvements 1/1/12		12/31/13 <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased	
8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
9. No. of existing jobs at this facility that will be retained as a result of this project. 281		10. No. of new jobs at this facility expected to create within 2 years of completion. 20	
11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.			
a. TV of Real Property (excluding land) _____			
b. TV of Personal Property (excluding inventory) _____			
c. Total TV _____			
12a. Check the type of District the facility is located in: <input checked="" type="checkbox"/> Industrial Development District <input type="checkbox"/> Plant Rehabilitation District			
12b. Date district was established by local government unit (contact local unit)		12c. Is this application for a speculative building (Sec. 3(8))? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

APPLICANT CERTIFICATION - complete all boxes.

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name Robert G. Stokes	13b. Telephone Number (248) 486-0133	13c. Fax Number	13d. E-mail Address bstokes@mstube.com
14a. Name of Contact Person Same as above	14b. Telephone Number	14c. Fax Number	14d. E-mail Address
▶ 15a. Name of Company Officer (No Authorized Agents) Robert G. Stokes, Controller			
15b. Signature of Company Officer (No Authorized Agents) <i>Robert G. Stokes, Controller</i>		15c. Fax Number	15d. Date 11/17/11
▶ 15e. Mailing Address (Street, City, State, ZIP Code) 400 McMunn St., South Lyon, MI 48176		15f. Telephone Number (248) 486-0133	15g. E-mail Address bstokes@mstube.com

LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit <input type="checkbox"/> Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Denied (Include Resolution Denying)		16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: Check or Indicate N/A if Not Applicable <input type="checkbox"/> 1. Original Application plus attachments, and one complete copy <input type="checkbox"/> 2. Resolution establishing district <input type="checkbox"/> 3. Resolution approving/denying application. <input type="checkbox"/> 4. Letter of Agreement (Signed by local unit and applicant) <input type="checkbox"/> 5. Affidavit of Fees (Signed by local unit and applicant) <input type="checkbox"/> 6. Building Permit for real improvements if project has already begun <input type="checkbox"/> 7. Equipment List with dates of beginning of installation <input type="checkbox"/> 8. Form 3222 (if applicable) <input type="checkbox"/> 9. Speculative building resolution and affidavits (if applicable)	
16a. Documents Required to be on file with the Local Unit Check or Indicate N/A if Not Applicable <input type="checkbox"/> 1. Notice to the public prior to hearing establishing a district. <input type="checkbox"/> 2. Notice to taxing authorities of opportunity for a hearing. <input type="checkbox"/> 3. List of taxing authorities notified for district and application action. <input type="checkbox"/> 4. Lease Agreement showing applicants tax liability.			
16c. LUCI Code		16d. School Code	
17. Name of Local Government Body		▶ 18. Date of Resolution Approving/Denying this Application	

Attached hereto is an original and one copy of the application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

Local Unit: Mail one original and one copy of the completed application and all required attachments to:

State Tax Commission
Michigan Department of Treasury
P.O. Box 30471
Lansing, MI 48909-7871

(For guaranteed receipt by the STC, it is recommended that applications are sent by certified mail.)

STC-USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

Section 5. Michigan Seamless Tube LLC (MST) is interested in pursuing several improvements at its operations in South Lyon. These projects are discussed below:

- 1) MST wishes to install a quench and temper process onsite. This is a process that increases the hardness of our tubes and is desired by many of our customers. The tubes are heated above the transformational range, and then cooled quickly by quenching in water. We are currently providing this capability today by outsourcing the process to a company in Indiana. Anywhere from 10-30 % of our current volume receives this treatment. We would like to bring it in-house. The capital costs of doing this are in excess of \$4.5 million and we believe this will increase employment at our South Lyon facility by 17 people.
- 2) We would like to purchase a new push pointer for our mill. This equipment will free up capacity by eliminating the need for additional annealing process steps and improve the overall throughput of the mill. We do not believe it will result directly in additional new hires. The incremental capital cost of this equipment is approximately \$1 million.
- 3) We would like to expand and reconfigure our pickle capacity, which would allow us to expand our finished goods capacity by 450 tons per month. This project includes new cooling towers, a building extension, new fume exhausts, and a new crane. Total cost will exceed \$6 million, and we anticipate 3 new jobs as a result.

3 pairs of Tube Gripper Jaws	\$	40,500		\$	40,500
Cost to move 969 Feed Table and adapt to New Pointer	\$		\$ 10,000		\$ 10,000
Installation & Installation Engineering	\$	-	\$ -		\$ 90,000
Subtotal	\$	856,000	\$ 10,000	\$	90,000
					\$ 956,000

Pickle Expansion

Fume Exhaust					
Lip-Type Intake Plenum and Push Plenum	\$	43,500			\$ 43,500
Push Blower	\$	5,500			\$ 5,500
Conveyance Plenum	\$	38,000			\$ 38,000
Demister Tower	\$	103,000			\$ 103,000
Exhaust Discharge Plenum	\$	18,000			\$ 18,000
Exhaust Fan and Motor	\$	110,000			\$ 110,000
Cold Water Rinse Tank	\$	56,300			\$ 56,300
Pickle Equipment Setting	\$	125,000			\$ 125,000
Transfer Car from Old Cooling Table to #5 Pickle House	\$	200,000			\$ 200,000
Pipe Racks	\$	65,000			\$ 65,000
Equipment Contingency	\$	76,430			\$ 76,430
Modulflex XL Metals Removal System	\$	379,000			\$ 379,000
ASRA Sludge Filter (First Unit)	\$	335,000			\$ 335,000
Tank Selection and Automation Package/Engineering				\$ 43,000	\$ 43,000
Automatic Acid and Metal Analysis				\$ 65,000	\$ 65,000
Acid Circulation Design/Engineering				\$ 43,000	\$ 43,000
Central Control and Electrical Panel				\$ 57,000	\$ 57,000
45-Foot Process Tank, incl. Heat Exchangers and ACS	\$	109,000			\$ 109,000
Credit for the trade-in of 4 SAR Modules and Two (2) Control Panels	\$	(215,000)			\$ (215,000)
Credit for purchase of complete tank package	\$	(43,000)			\$ (43,000)
Freight	\$	15,000			\$ 15,000
Electric for New Cooling Towers	\$	84,550			\$ 84,550
Cooling Towers	\$	140,000			\$ 140,000
Piping for West Cooling Tower	\$	274,571			\$ 274,571
Piping for East Cooling Tower	\$	301,170			\$ 301,170
Hot Caustic 4' x 72' x 5' deep	\$	90,000			\$ 90,000
Heat Exchangers	\$	5,000		\$ 18,750	\$ 23,750

Michigan Seamless Tube Property Abatement Schedule

	<u>Equipment</u>	<u>Land Improvements</u>	<u>Engineering/ Installation/ Soft Dollar</u>	<u>Total</u>
Capital Cost of Q & T Line				
Q & T Line	\$ 2,335,500			\$ 2,335,500
Quench Section Cooling Tower	\$ 52,088			\$ 52,088
Power Supply Cooling Tower	\$ 41,410			\$ 41,410
Quench Water Collection Tank (15,000 gal)	\$ 25,010			\$ 25,010
New Transformer / Switchgear	\$ 510,550			\$ 510,550
Induction Coil Shuttles for Quick Change	\$ 40,600			\$ 40,600
Quench Ring Shuttle for Quick Change	\$ 12,988			\$ 12,988
Critical Spares	\$ 98,128			\$ 98,128
Extended Electric Resistance Tempering Soak Furnace				\$ -
Commissioning, 2 engineers - 4 weeks			\$ 56,000	\$ 56,000
Installation			\$ 659,000	\$ 659,000
Installation Engineering (Machine Foundation & Soils)		\$ 20,000		\$ 20,000
Replace Concrete Slab - North Bay		\$ 165,000		\$ 165,000
Column Removal (2) for "thru column" Engineering		\$ 10,400		\$ 10,400
Column Removal (2) for "thru column" load and unload		\$ 60,000		\$ 60,000
Add 750 amp Substation Switch		\$ 20,000		\$ 20,000
Run 4800v lines from West End Main Substation		\$ 100,000		\$ 100,000
Tools	\$ 15,000			\$ 15,000
Saw & Sander	\$ 30,000			\$ 30,000
Hardness Tester	\$ 10,000			\$ 10,000
Tensile Tester	\$ 125,000			\$ 125,000
Band Saw	\$ 8,000	\$ -	\$ -	\$ 8,000
Contingency	\$ -	\$ -	\$ 158,614	\$ 158,614
Subtotal	\$ 3,304,274	\$ 375,400	\$ 873,614	\$ 4,553,288
Push Pointer	\$ 815,500			\$ 815,500
375 / 650,000 lb Push Pointer				

Ambient Rust Inhibitor 4' x 72' x 5' deep	\$ 77,500	\$ 18,750	\$ 96,250
Ambient Rinse 4' x 72' x 5' deep	\$ 77,500	\$ 18,750	\$ 96,250
Oil Dip Tank - Steel	\$ 50,000	\$ 18,750	\$ 68,750
UV Coater	\$ 304,000		\$ 304,000
Tube Pre-Cleaning System	\$ 100,000		\$ 100,000
Claricone 36.5' Diameter	\$ 550,000		\$ 550,000
Sludge Thickener 25' Diameter	\$ 275,000		\$ 275,000
Recycled Water Pit 100,000 Gal	\$ 100		\$ 100
Equilization Pit / Oil Skimmer 1,300,000 Gal	\$ 18,000	\$ 720,000	\$ 738,000
Modification Existing Filter Presses			\$ 10,000
Allowance for Maintenance to Clean	\$ 10,000	\$ 50,000	\$ 50,000
Building Additions	\$ 100,000		\$ 100,000
Equipment	\$ 435,000		\$ 435,000
Piping	\$ 477,340		\$ 477,340
Contingency	\$ -	\$ 109,980	\$ 109,980
Subtotal	\$ 3,768,122	\$ 1,022,340	\$ 5,953,442
Total	\$ 7,928,396	\$ 1,407,740	\$ 11,462,730

300 N. WASHINGTON SQ.
LANSING, MI 48913

517 373 9808

MICHIGANADVANTAGE.ORG

MICHAEL A. FINNEY
President and CEO

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Business Leaders For Michigan

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Saktis

MARILYN SCHLACK
Kalamazoo Valley
Community College

DAYNE WALLING
City of Flint



September 9, 2011

Mr. Bob Stokes
Controller
Michigan Seamless Tube
400 McMunn
South Lyon, MI 48178

Dear Mr. Stokes:

Thank you for giving the Michigan Economic Development Corporation (MEDC) the opportunity to site Michigan Seamless Tube's project in the City of South Lyon. Michigan is the best choice for your investment. You will find easy access to a large pool of talented workers, a business-friendly climate that is free of inventory tax, and a well-established transportation system that will allow you to get your products to market quickly and cost-effectively.

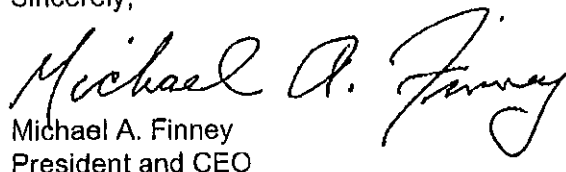
Based on the estimated project parameters provided by Michigan Seamless Tube, \$ 56.7 million in qualified capital investment which will create at least 60 new jobs over 5 years, we are pleased to provide an economic development package of state and local incentives totaling up to \$ 7.7 million. Please see the attached "Incentives Profile for Michigan Seamless Tube" for a more-detailed description of the incentives being offered.

Acceptance of this incentive package is subject to a business integrity review, background check process, and other general due diligence as required, the results of which are satisfactory to the MEDC, the Office of the Chief Compliance Officer, and related authorities. If you decide to accept these proposed incentives, please sign and date this letter in the space designated below, then return it to the MEDC. Your signature constitutes acceptance of the terms and requirements of this proposed incentive package. The MEDC must receive your written acceptance within 90 days of the date of this letter. Otherwise, these proposed incentives and services may be subject to renegotiation.

Mr. Stokes
September 9, 2011
Page 2

In summary, the State of Michigan is committed to supporting and growing the steel industry in our state. Michigan Seamless Tube's project is an important project and we welcome the opportunity to help your company continue to succeed in Michigan. If you have any questions or concerns, please do not hesitate to contact David Kurtycz directly, either by phone at (517) 930-4977 or email to kurtyczd@michigan.org. Mr. Kurtycz is available to coordinate all aspects of your company's project.


Sincerely,


Michael A. Finney
President and CEO

Attachments

cc: David Kurtycz

The undersigned agrees to accept the above incentives and services of the MEDC subject to the conditions stated in this letter.



Mr. Bob Stokes

Date: 11/17/11

Please Return Written Acceptance to the MEDC:

Mail: Attn: David Kurtycz, 300 North Washington Square, Lansing, Michigan 48913

Fax: (517) 335-1762 | **Email:** kurtyczd@michigan.org

300 N. WASHINGTON SQ.
LANSING, MI 48913

517 373 9808

MICHIGANADVANTAGE.ORG

MICHAEL A. FINNEY
President and CEO

EXECUTIVE COMMITTEE

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Business Leaders for Michigan

JEFF NOEL
Vice Chair
Whirlpool Corporation

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Council of Michigan Foundations

STEPHEN D'ARCY
Quantum Group LLC

DR. HAIFA FAKHOURI
Arab American and
Chaldean Council

STEPHEN FORREST
University of Michigan

F. THOMAS LEWAND
Bodman PLC

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GREG NORTHRUP
West Michigan Strategic Alliance

JOHN RAKOLTA, JR.
Walbridge

CHRIS RIZIK
Renaissance Venture Capital Fund

DR. ANN MARIE SASTRY
Sakti3

MARILYN SCHLACK
Kalamazoo Valley
Community College

DAYNE WALLING
City of Flint



September 9, 2011

Mr. Bob Stokes
Controller
Michigan Seamless Tube
400 McMunn
South Lyon, MI 48178

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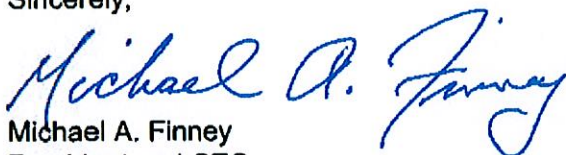
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RECEIVED
SEP 20 2011
Michigan Seamless Tube

Mr. Stokes
September 9, 2011
Page 2

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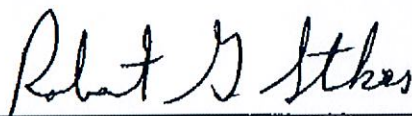


Michael A. Finney
President and CEO

Attachments

cc: David Kurtycz

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Date: 11/17/11

Mr. Bob Stokes

Please Return Written Acceptance to the MEDC:

Mail: Attn: David Kurtycz, 300 North Washington Square, Lansing, Michigan 48913

Fax: (517) 335-1762 | **Email:** kurtyczd@michigan.org

Incentives Profile for Michigan Seamless Tube

Incentive	Estimated Value
PA 198 Property Tax Abatement (<i>Real and Personal Property; 14 years: 12-year abatement for each year of investment</i>)	\$4,753,000
6 Mill State Education Tax Abatement (<i>14 years</i>)	\$698,000
Other Tax Savings	
Industrial Personal Property Tax Relief (<i>14 years</i>)	\$2,269,000
Total Value of Proposed Incentives	\$7,720,000

Project Assumptions:

\$ 56.7 million in qualified capital investment and creation of at least 60 jobs over 5 years.

Acceptance of this Incentive package is subject to a business integrity review, background check process, and other general due diligence as required, the results of which are satisfactory to the MEDC, the Office of the Chief Compliance Officer, and related authorities.

Proposed incentives are dependent on availability of funds each year through the legislative budget process. Incentive amounts are contingent upon the ability of the project to meet program requirements and are subject to an application review and approval process.

Proposed incentives will vary based on actual site selected.

Proposed package is available until close of business on Thursday, December 8th, 2011.

Programs and Incentives

Property Tax Incentives

Property Tax Exemptions

Various property tax exemptions in Michigan help reduce the tax liability for companies. Available tax exemptions are outlined below. A company should discuss these tax exemptions with its tax preparer, CPA, or tax attorney, as needed.

Property Tax Abatement under PA 198 of 1974

Local units of government have the ability to reduce property taxes on new investment by 50% for manufacturers and high-tech businesses. These abatements can last up to 12 years and can provide relief on both real and personal property taxes. The local unit of government is responsible for approving these abatements and their duration.

State Education Tax Abatement

The MEDC can abate half or all of the 6-mill State Education Tax on new investment when the project presents significant economic benefits to Michigan, and when the project receives a property tax abatement under PA 198 of 1974.

Industrial Personal Property Tax Relief

Michigan automatically reduces the personal property tax burden on a company's industrial personal property anywhere in the state. This automatic reduction includes the 6-mill State Education Tax and the 18-mill local school property tax, and the savings will be realized on both new and existing industrial personal property. This property tax relief will remain in effect beyond the number of years specified in the incentives matrix, contingent upon the statutory authority remaining in place.

Other Tax Incentives

Inventory Tax

No inventory tax—no matter where a company locates in Michigan. All inventory is exempt from state and local property taxes.

Sales Tax Exemptions

The 6% state sales tax is not levied on the purchase of machinery and equipment used in manufacturing.

AGREEMENT # _____
PROPERTY TAX ABATEMENT AGREEMENT

THIS PROPERTY TAX ABATEMENT AGREEMENT entered into as of the ____ day of _____, 2011, between the City of South Lyon, a Michigan municipal corporation, the business address of which is 335 S. Warren St., South Lyon, Michigan 48178 (the "City"), and Michigan Seamless Tube, (the "Company"), with a business address of 400 McMunn St., South Lyon, MI 48178.

RECITALS

- A. The Company has filed with the City Clerk an Application (the "Application") for an industrial Facilities Exemption Certificate (the "Certificate") pursuant to Act 198, Public Acts of Michigan of 1974, as amended.
- B. To encourage the granting of the Certificate and in recognition of the forbearance of the City and other taxing entities to immediately receive the full benefit of the economic growth of the Company, the parties wish to ensure the City and other taxing entities will ultimately share in the benefits from this growth.

NOW, THEREFORE, in exchange for the consideration in and referred to by this Agreement, the parties agree as follows:

AGREEMENT

- 1. The Application a copy of which is attached as Exhibit A, is an integral part of this Agreement and details the Company's proposed investment, creation of new jobs, retention of existing jobs and other development efforts.
- 2. The Company will submit a letter to the City no later than March 10th immediately following the second year after the issuance of the Certificate certifying:
 - a. Comply with State Administrative Rule 55, regarding the filing of actual costs for personal property acquisitions related to the abatement request.
 - b. An explanation of any difference in the total project costs differ from those described in the Application.
- 3. The Company understands and agrees that if the expansion of improvement was not completed as described in the Application, the City may recommend reducing the term of, or revoking, the Certificate.
- 4. If the Company ceases operation of its facility in the City so that it is no longer employing people and producing goods at the facility and no successor employer is occupying the facility and providing industrial employment during the term of the Certificate than (i) if less than two (2) years has transpired since the approval of the Application, the City may require one hundred percent (100%) of the abated ad valorem property taxes be repaid by the Company to the City and other affected taxing units; (ii) if between two (2) years and less than four (4) years of the time has transpired since the approval of the Application, the City may require seventy-five percent (75%) of the

abated ad valorem property taxes be repaid by the Company to the City and other affected taxing units; (iii) if between four (4) years and less than six (6) years has transpired since the approval of the Application, the City may require fifty percent (50%) of the abated ad valorem property taxes be repaid by the company to the City and other affected taxing units; and (iv) if more than six (6) years has transpired since the approval of the Application, then no funds shall be repayable by the Company. In each situation, however, the Certificate may be prospectively revoked.

5. If the City recommends revocation of the Certificate and the abated taxes are not repaid within thirty (30) days after such revocation, the City may add those unpaid, abated taxes to the property tax statement of any other premises previously or then currently occupied by the Company. To the extent permitted by law, such amount shall be a lien in the same nature as property taxes due and payable upon such premises.

By their signatures below, representative of both the Company and the City acknowledge they are signing under the authority and on the behalf of the parties.

AFFIDAVIT

In addition to the terms of this agreement, we affirm this affidavit stating that no payment of any kind in excess of the fee allowed by Act 198, as amended, has been made or promised in exchange for favorable consideration of an exemption certificate application.

City of South Lyon

Michigan Seamless Tube LLC

Tedd M. Wallace, Mayor

Robert J. Stiles, Controller

Dated: _____

Dated: 12/5/11

RESOLUTION APPROVING IFT APPLICATION

Motion by _____, supported by _____

WHEREAS, pursuant to P.A. 198 of 1974, M.C.L. 207.551 et seq., after a duly noticed public hearing held on June 13, 2011, the City of South Lyon City Council by resolution established an Industrial Development District; and

WHEREAS, Michigan Seamless Tube has filed an application for an Industrial Facilities Exemption Certificate with respect to an expansion of their facility to be installed within the Industrial Development District; and

WHEREAS, before acting on said application, the City of South Lyon held a hearing on December 12, 2011 at the City and School Administration Building located at 335 S. Warren, South Lyon, Michigan at 7:30 p.m., at which hearing the applicant, the Assessor and a representative of the affected units were given written notice and were afforded an opportunity to be heard on said application; and

WHEREAS, construction of the facility and installation of new machinery and equipment had not begun earlier than six (6) months before November 18, 2011, the date of acceptance of the application for the Industrial Facilities Exemption Certificate; and

WHEREAS, completion of the facility is calculated to and will at the time of issuance of the certificate have the reasonable likelihood to retain, create or prevent the loss of employment in the City of South Lyon; and

WHEREAS, the aggregate SEV of real and personal property exempt from ad valorem taxes within the City of South Lyon, after granting this certificate will not exceed 5% of an amount equal to the sum of the SEV of the unit, plus the SEV of personal and real property thus exempted.

NOW, THEREFORE BE IT RESOLVED BY the City Council of the City of South Lyon that:

1. The City Council finds and determines that the granting of the Industrial Facilities Exemption Certificate considered together with the aggregate amount of certificates previously granted and currently in force under Act No. 198 of the Public Acts of 1974 and Act. No. 255 of the Public Acts of 1978, shall not have the effect of substantially impeding the operation of the City of South Lyon or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in the City of South Lyon.
2. The application from Michigan Seamless Tube, LLC for an Industrial Facilities Exemption Certificate with respect to a Plant Improvement on towing described parcel of real property situated within the Industrial Development District:

T1N, R7E, SEC 19 & 30
PART OF NE ¼ OF SEC 30 &
PART OF SE ¼ OF SEC 19
BEG AT N ¼ COR OF SEC 30,
TH N 01-13-00 E 62.41 FT,
TH S 81-47-25 E 276.04 FT,
TH S 00-34-45 E 332.54 FT,
TH N 89-25-30 E 43.50 FT,
TH S 01-10-45 E 424.41 FT,
TH ELY 352.42 FT,
TH N 198 FT
TH E ALG S LINE OF 'KINGSLEY CALKINS ADD' 642.73 FT,
TH S ALG W LINE OF EST ST
910.25 FT,
TH WLY ALG NLY LINE OF GTRR
R/W 1261.25 FT TO
N & S ¼ LINE,
TH NO 01-28-00 W 1550.52 FT
TO BEG 31.27 A

Be and the same is hereby approved

3. The Industrial Facilities Exemption Certificate when issued shall be and remain in force for a period of 12 years after completion.

VOTE:

Personal Property Tax Estimate

Incentive Term (Years):	7-Dec-2011
Incentive Program:	12 198
Property Classification:	Industrial
New M&E:	\$ 10,054,990
New F&F:	\$ -
New Computers:	\$ -
New OM/Elec/Test:	\$ -
Millage Rate:	59.4059
SET Mills Abated:	6.0000
School Mills Abated:	18.0000
Abated Millage Rate:	17.7030

Michigan Seamless Tube South Lyon

Year	Estimated Market Value of All Property	Calculations After Depreciation	Taxable Value (50%)
1 2013	\$ 10,054,990	\$ 8,948,941	\$ 4,474,471
2 2014	\$ 10,054,990	\$ 7,641,792	\$ 3,820,896
3 2015	\$ 10,054,990	\$ 6,736,843	\$ 3,368,422
4 2016	\$ 10,054,990	\$ 6,032,994	\$ 3,016,497
5 2017	\$ 10,054,990	\$ 5,429,695	\$ 2,714,847
6 2018	\$ 10,054,990	\$ 4,926,945	\$ 2,463,473
7 2019	\$ 10,054,990	\$ 4,524,746	\$ 2,262,373
8 2020	\$ 10,054,990	\$ 4,223,096	\$ 2,111,543
9 2021	\$ 10,054,990	\$ 3,820,896	\$ 1,910,443
10 2022	\$ 10,054,990	\$ 3,619,796	\$ 1,809,898
11 2023	\$ 10,054,990	\$ 3,318,147	\$ 1,659,073
12 2024	\$ 10,054,990	\$ 3,117,047	\$ 1,558,523
Total			

Total Tax without Incentive	Estimated Taxes	Total Tax with Incentive
\$ 59,4059	\$ 265,810	\$ 79,211
\$ 226,984	\$ 226,984	\$ 67,641
\$ 200,104	\$ 200,104	\$ 59,631
\$ 179,198	\$ 179,198	\$ 53,401
\$ 161,278	\$ 161,278	\$ 48,061
\$ 146,345	\$ 146,345	\$ 43,611
\$ 134,398	\$ 134,398	\$ 40,051
\$ 125,438	\$ 125,438	\$ 37,381
\$ 113,492	\$ 113,492	\$ 33,821
\$ 107,519	\$ 107,519	\$ 32,041
\$ 98,559	\$ 98,559	\$ 29,370
\$ 92,585	\$ 92,585	\$ 27,590
\$ 1,851,710	\$ 1,851,710	\$ 551,809

State Education Tax Exemption	Local School Millage Exemption	Local Non-School Abatement	Total
\$ 6,0000	\$ 18,0000	\$ 17,7030	\$ 41,7030
\$ 26,847	\$ 80,540	\$ 79,211	\$ 186,599
\$ 22,925	\$ 68,776	\$ 67,641	\$ 159,343
\$ 20,211	\$ 60,632	\$ 59,631	\$ 140,473
\$ 18,099	\$ 54,297	\$ 53,401	\$ 125,797
\$ 16,289	\$ 48,867	\$ 48,061	\$ 113,217
\$ 14,781	\$ 44,343	\$ 43,611	\$ 102,734
\$ 13,574	\$ 40,723	\$ 40,051	\$ 94,348
\$ 12,669	\$ 38,008	\$ 37,381	\$ 88,058
\$ 11,463	\$ 34,388	\$ 33,821	\$ 79,671
\$ 10,859	\$ 32,578	\$ 32,041	\$ 75,478
\$ 9,954	\$ 29,863	\$ 29,370	\$ 69,188
\$ 9,351	\$ 28,053	\$ 27,590	\$ 64,995
\$ 187,023	\$ 561,068	\$ 551,809	\$ 1,299,901

Note:

These tax estimates represent general approximations, and are not meant as precise projections of tax liability. These estimates do not have the force of law, nor should they be construed as an incentive offer from MEDC. Further consultation with a private tax attorney and/or a certified public accountant is highly recommended to firms considering location or expansion in Michigan.

Personal Property Tax Relief

Real Property Tax Estimate

Incentive Term (Years):	12
Incentive Program:	198
Property Classification:	Industrial
Land:	\$ -
New Building:	\$ -
Building Renovations:	\$ 1,407,740
Leasehold Imprvmnts:	\$ -
Millage Rate:	59.4059
SET Mills Abated:	0.0000
School Mills Abated:	9.0000
Abated Millage Rate:	32.7030

Michigan Seamless Tube South Lyon

Year	Estimated Market Value of All Property	Calculations After Depreciation	Taxable Value (50%)	Tax on Land (No Abatement)	Estimated Taxes without Incentive	Total Tax with Incentive	State Education Tax Abatement	Local School Millage Abatement	Non-School Abatement	Total
1 2013	\$ 1,407,740	\$ 1,393,663	\$ 696,831	\$ 59,4059	\$ 41,396	\$ 22,788	\$ 0.0000	\$ 6,271	\$ 12,336	\$ 18,607
2 2014	\$ 1,421,817	\$ 1,379,163	\$ 689,581	-	\$ 40,965	\$ 22,551	-	\$ 6,206	\$ 12,208	\$ 18,414
3 2015	\$ 1,436,036	\$ 1,378,594	\$ 689,297	-	\$ 40,948	\$ 22,542	-	\$ 6,204	\$ 12,203	\$ 18,406
4 2016	\$ 1,450,396	\$ 1,363,372	\$ 681,686	-	\$ 40,496	\$ 22,293	-	\$ 6,135	\$ 12,068	\$ 18,203
5 2017	\$ 1,464,900	\$ 1,362,357	\$ 681,178	-	\$ 40,466	\$ 22,277	-	\$ 6,131	\$ 12,059	\$ 18,189
6 2018	\$ 1,479,549	\$ 1,346,389	\$ 673,195	-	\$ 39,992	\$ 22,015	-	\$ 6,059	\$ 11,918	\$ 17,976
7 2019	\$ 1,494,344	\$ 1,344,910	\$ 672,455	-	\$ 39,899	\$ 21,991	-	\$ 6,052	\$ 11,904	\$ 17,957
8 2020	\$ 1,509,288	\$ 1,343,266	\$ 671,633	-	\$ 39,948	\$ 21,964	-	\$ 6,045	\$ 11,890	\$ 17,935
9 2021	\$ 1,524,381	\$ 1,326,211	\$ 663,106	-	\$ 39,392	\$ 21,886	-	\$ 5,968	\$ 11,739	\$ 17,707
10 2022	\$ 1,539,625	\$ 1,324,077	\$ 662,039	-	\$ 39,329	\$ 21,651	-	\$ 5,948	\$ 11,720	\$ 17,678
11 2023	\$ 1,555,021	\$ 1,321,768	\$ 660,884	-	\$ 39,260	\$ 21,613	-	\$ 5,866	\$ 11,700	\$ 17,648
12 2024	\$ 1,570,571	\$ 1,303,574	\$ 651,787	-	\$ 38,720	\$ 21,315	-	\$ 5,866	\$ 11,539	\$ 17,405
Total				\$ -	\$ 480,812	\$ 264,687	\$ -	\$ 72,843	\$ 143,282	\$ 216,125

Note:

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AGENDA NOTE

New Business: Item #3

MEETING DATE: December 12, 2011

PERSON PLACING ITEM ON AGENDA: Fire Chief Mike Kennedy

AGENDA TOPIC: Modification of South Lyon Fire Department's enforcement of key boxes.

EXPLANATION OF TOPIC: I am recommending the City of South Lyon change its current policy regarding key boxes. My stance on key boxes is divergent from that of the previous fire administration. This issue has reached a tipping point with numerous local businesses, and the City will be forced to start ticketing. Additionally, one business owner has requested to appeal this issue before the "Fire Appeals Board," which per City Code is designated as the Zoning Board of Appeals.

After discussion with numerous fire departments throughout southeast Michigan, the City of South Lyon is the only known municipality retroactively applying this key box requirement to all commercial occupancies. Municipalities that do require key boxes usually only do so for occupancies with an automatic fire alarm system or automatic fire suppression system. I support only requiring key boxes for occupancies with an automatic fire alarm system or automatic fire suppression system, and I have attached a draft policy outlining my recommendations. Below is the code language.

2006 International Fire Code

Section 506 Key Boxes

506.1 Where required.

Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an approved location. The key box shall be of an approved type and shall contain keys to gain necessary access as required by the fire code official.

506.1.1 Locks.

An approved lock shall be installed on gates or similar barriers when required by the fire code official.

506.2 Key box maintenance.

The operator of the building shall immediately notify the fire code official and provide the new key when a lock is changed or rekeyed. The key to such lock shall be secured in the key box.

There are sixteen occupancies that have had a 2011 fire inspection and are deficient in having installed a key box. Pending decision from City Council, the next step for all of these occupancies is a \$100.00 fine. The second step is a \$250.00 fine followed by a \$500.00 fine. These sixteen occupancies are not a complete list of all occupancies needing to install a key box, but those that are in-process with the Fire Prevention Bureau.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Draft fire department policy.

POSSIBLE COURSES OF ACTION: Approve/do not approve revised fire department key box policy.

RECOMMENDATION: Approve the revised fire department key box policy.

SUGGESTED MOTION: Motion by _____, supported by _____ to approve the revised fire department key box policy.



EMERGENCY ACCESS KEY BOX

Issued Date: DRAFT

Approved: Chief Mike Kennedy

I. SCOPE

This document serves to establish the procedure for utilization of the Supra Rapid Entry System. The Supra Rapid Entry System is a secured key box that is mounted permanently at or near a property entrance. Specific keys (for that building) are kept in the box. The South Lyon Fire Department will maintain master keys that will allow access to all Supra lock boxes within the City of South Lyon. The Fire Chief is responsible for issuing master keys as well as insuring that they are kept secure.

II. REQUIRED INSTALLATION

New and existing structures that are classified as any of the following shall be equipped with a key box at or near the main entrance or such other location required by the fire prevention bureau.

- A. Commercial or industrial structures protected by an automatic fire alarm system or automatic fire suppression system.
- B. Any building or facility containing a quantity of hazardous materials, which would require compliance with Title III of SARA (Superfund Amendment Reauthorization Act).

All newly constructed structures subject to this section shall have the key lock box installed and operational prior to the issuance of a certificate of occupancy.

The owner or operator of a structure required to have a key box shall at all times, keep keys in the key box that will allow for access to the following:

- A. Keys to locked points of egress, whether on the interior or exterior of such buildings.
- B. Keys to locked mechanical equipment rooms.
- C. Keys to locked electrical rooms.
- D. Key to elevator controls.
- E. Keys to the other areas as directed by the fire prevention bureau.

Key boxes are frequently installed near the main entrance to the building at a height not to exceed six (6) feet above finished grade. This height has proven to be ideal since it enables fire crews to access the key box quickly without the delay of setting up a ladder. Also, six (6) feet is high enough to discourage the idly curious. Other locations may be considered on a case-by-case basis.



III. EMERGENCY ACCESS

When the fire department responds to a dispatched incident at a building equipped with a key box, the key box will be accessed using a fire department master key. Keys and information will be removed from the key box and used for access as deemed appropriate by the Incident Commander.

This access shall only be done in accordance with and under the legal permission granted under the **Michigan Fire Prevention Code, Public Act 207 of 1941.**

29.7a Conditions dangerous to persons or property; restrictions and requirements; investigation of causes and effects.

Sec. 7a. (1) If the state fire marshal or the commanding officer of the fire department of a city, village, township, or county, or a fire fighter in uniform acting under the orders and directions of the commanding officer determines a dangerous condition exists, the state fire marshal, the commanding officer of the fire department of a city, village, township, or county, or the fire fighter in uniform acting under the orders and direction of the commanding officer upon finding an emergency condition dangerous to persons or property, may take all necessary steps and prescribe all necessary restrictions and requirements to protect persons and property until the dangerous condition is abated.

(2) The state fire marshal, the commanding officer of the fire department of a city, village, township, or county, or a fire fighter in uniform acting under the orders and directions of the commanding officer, responding to a fire or emergency call, who, upon arriving at the scene of a fire or emergency, finds a condition dangerous to persons or property, may take all necessary steps and requirements to protect persons and property until the dangerous condition is abated.

(3) The state fire marshal or the commanding officer of the fire department of a city, village, township, or county, or a fire fighter in uniform acting under the orders and direction of the commanding officer may investigate causes and effects related to dangerous conditions.

The Incident Commander will determine if a response by the building owner or other responsible party is necessary. If no response is needed, the fire department will re-secure any doors that were unlocked, and all keys will be replaced back into the key box. The Incident Commander shall notify the building owner or responsible party that entry was made as well as the reason for the fire department response.

Prior to opening a key box during emergency operations, the Incident Commander shall contact Novi Regional 911 via LYN_FD 1 and inform the dispatcher the Supra key will be unsecured to access the incident building. Once the operation is complete, the Incident Commander will advise Novi Regional 911 that Supra key has been secured.



IV. NON-EMERGENCY ACCESS

The Fire Chief and Fire Inspectors are the only authorized personnel to access a key box for non-emergency purposes. Acceptable non-emergency access shall occur to allow the building owner to change / update keys and / or information stored within the box. Fire Inspectors shall also access the Supra lock box to verify key access during fire inspections. The Supra lock box will not be accessed for service calls, building lock-outs, police responses, etc.

Whenever a key box is accessed during non-emergency situations, a record of the access and purpose of access will be made in the occupancy's FRMS record.

Approved by

David Murphy

From: Bob Tremitiere [bob@tremitiere.com]
Sent: Tuesday, December 06, 2011 8:50 PM
To: david_murphy; Linda Ross; Larry Ledbetter; steve renwick; Phil Weipert; Roger Heiple; Jack Renwick; Norman Somers; tedd wallace; Beth Pfiles
Subject: Minutes from December Historical Commission Meeting

Here are the minutes.

South Lyon Historical Commission Meeting

Thursday, December 1, 2011

Minutes

Members Present: Bob Tremitiere, Larry Ledbetter, Beth Pfiles, Phil Weipert

Members Absent: Jack Renwick, Roger Heiple, Norm Somers,

Others Present: Historical Society President Linda Ross

The meeting commenced at 7:45. A quorum was declared by Vice President Larry Ledbetter

The November minutes and December agenda were approved (Phil moved, Beth seconded).

Budget: Bob reported that he has met with Julie Zemke and Lori Mosier, and is now reviewing bills and submitting them for payment. He also met with Steve Renwick, who informed that we need to have a 2012-13 budget ready for submission sometime around the end of January. Since we don't have a January meeting, Bob agreed to put together a proposal and work with the membership via email. This also has the advantage of including the entire membership. Our biggest challenge will be to come up with a list of proposed projects beyond what we hope to accomplish during this fiscal year (through June 30) and an estimate of what they will cost so that we can include that in the budget proposal. If necessary to vote on a proposal prior to our February meeting, we can hold a special meeting.

Commission Duties Revision: Bob reported that City Council adopted our proposed language at their November 28 meeting. David Murphy told Bob that the Building Use revisions are up to us, not City Council. Bob talked to Norm about this, who recommended a few revisions. We will review at the February meeting. Council also asked who would own the artifacts if the Society dissolved. Bob replied that he didn't envision such a scenario, but that his opinion was that the artifacts would go to the City/Commission. (Later in our meeting, Linda pointed out language in the Society by-laws that supports that opinion).

Alarm System: Bob distributed alarm code cards to the members that were prepared by Steve Renwick. He and Linda will distribute the rest. The Commission agreed to have the alarm activated after Cool Yule, except for the freight house. That will not be activated until after December 18, since Kiwanis uses the bathroom during Christmas tree sales. Steve Renwick has agreed to be the go-to person for the alarm system. He requested that only one or two people be authorized to add names. We agreed that Commission President Jack Renwick and Vice President Larry Ledbetter would be the two authorizers.

Memorial for Gail: Larry now feels that the granite sundial that we were looking at is not practical due to shipping costs and the weight. He showed several other designs, but these were in the 8" to 10" diameter range, and we all felt that this is too small. We agreed that something closer to 18" would be appropriate. Larry agreed to keep looking. Beth suggested checking landscaping businesses like the Rock Shoppe on North Territorial. Bob will also ask his wife if she knows of other sources.

Linda reported that the Society voted in favor of splitting the cost with the Commission, though there was some concern about the cost (based on the granite sundial).

New Business: Norm has received an offer from Jim Sprague relayed by Don Schwark to donate an early land deed signed by Andrew Jackson. He wants to be sure that it will be displayed. Norm has suggested that we could create a display downstairs in the museum with other such artifacts. The Commission was very much in favor of such a display. Phil motioned that we accept the donation, Bob seconded, and the motion passed.

Business being concluded, Phil motioned to adjourn, Larry seconded, and the motion passed. Adjourned at 8:30.

Minutes recorded by Bob Tremitiere, Secretary

Submitted by Larry Ledbetter, Vice President