

Regular City Council Meeting

November 24, 2014

Agenda

7:30 p.m. **Call to Order**
 Pledge of Allegiance
 Roll Call
 Approval of Minutes: November 10, 2014
 Approval of Bills
 Approval of Agenda
 Public Comment

I. Old Business

1. Consider Resolution for Designation of Street Administrator
2. Consider request for approval of Planned Development Agreement between City of South Lyon and Oakland Forty Group, LLC regarding Knolls of South Lyon

I. New Business

1. Consider contracting with New Directions Behavioral Health to provide an Employee Assistance Program to City employees.
2. Consider Resolution designating the South Lyon High School Men's Varsity Swim and Dive Booster's Club as a community charitable organization.
3. Consider appointment to the South Lyon Housing Commission
4. Consider approval of Letter of Understanding between the City of South Lyon and AFSCME CBA related to Primary and Secondary employment within the City of South Lyon.
5. Consider purchase of 2015 F-350 Super Cab Pick-up

II. Manager's Report

III. Council Comments

IV. Adjournment

CITY OF SOUTH LYON
REGULAR CITY COUNCIL MEETING
NOVEMBER 10, 2014

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, Kramer, Kopkowski, Rzyzi, and Wedell

Also Present: City Manager Lader, Chief Collins, Chief Kennedy,
Department Head Martin, City Attorney Wilhelm,
and Deputy Clerk/Treasurer Spaulding

MINUTES

CM 11-1-14 MOTION TO APPROVE 10-27-14 MINUTES AS PRESENTED

Motion by Kivell, supported by Dixon
Motion to approve minutes

VOTE: MOTION CARRIED UNANIMOUSLY

CM 11-2-14 MOTION TO APPROVE 10-30-14 SPECIAL MEETING MINUTES AS PRESENTED

Motion by Kramer, supported by Kopkowski
Motion to approve minutes

VOTE: MOTION CARRIED UNANIMOUSLY

BILLS

CM 11-3-14 MOTION TO APPROVE BILLS

Motion by Rzyzi, supported by Kopkowski
Motion to approve the bills as is

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DISCUSSION:

Councilman Kivell asked Department Head Martin if it was unusual to have two lift stations (Carriage Trace & Trotter's Pointe subdivisions) fail within the same time period. Department Head Martin responded that it was not common, but both lift stations are in extreme environments and run 24/7 off and on. Councilman Wedell asked if the Bricco/DWRF payment on page one of checks written was the last one. City Manager Ladner responded that she thought there were one or two more payments.

VOTE:

MOTION CARRIED UNANIMOUSLY

AGENDA

City Manager Ladner requested an addition to the agenda as item 5. A to discuss water main issues on Pontiac Trail north of 10 Mile near Waters Edge apartments.

CM 11-4-14 MOTION TO APPROVE AGENDA AS AMENDED

Motion by Kivell, supported by Kramer

Motion to approve the Agenda as amended.

VOTE:

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENT

No public comments.

OLD BUSINESS

No old business.

NEW BUSINESS

1. Consider request for a permit for the Kiwanis Christmas Tree Sale in McHattie Park

Kiwanis member Phil Weipert of 135 N. Warren requested use of Depot grounds at McHattie Park for their annual Christmas tree sale the end of November to the end of December. He stated that the sale benefits the community and funds their annual Christmas dinner for

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seniors. Mr. Weipert stated that the Kiwanis Club would not disrupt Cool Yule festivities, and they would leave the grounds in better shape than they found it.

CM 11-5-14 MOTION TO APPROVE PERMIT FOR THE KIWANIS CHRISTMAS TREE SALE AT MCHATTIE PARK

Motion by Kopkowski, supported by Rzyzi

VOTE: MOTION CARRIED UNANIMOUSLY

2. Presentation by Cable Commission

Member Rich Perry of 875 Westbrooke Drive stated that four of five members were present. Mr. Perry stated that a PowerPoint presentation was included in the Council packet for reference. Mr. Perry read the mission statement of the Commission, and stated that the Commission has long and short term goals and each member would speak in more depth. Mr. Perry stated that a submission form was included in the packet that would be used for interested parties to submit material. The form includes a waiver that would ensure no adult content would be shown, no copyright infringements, etc.

Member Dan Pelchat of 364 Stanford stated that the Commission has experienced hurdles in getting information to the community and that they would like approval to start a Facebook page.

Mr. Pelchat stated that the Facebook page would include information for volunteers, content scheduling, and other pertinent information.

Member Amber King of 791 Westbrooke Drive stated that they have created a survey to solicit feedback from the community and collect general demographic information such as who has cable and what they watch. Ms. King stated that she has gotten permission to use videos from the Salem-South Lyon District Library and the recycling authority.

Member Carl Richards of 390 Lennox Street stated he is in a supportive role for the Commission and has contacted non-profits in the area to solicit content. Mr. Richards stated that the Historical Society does not currently have videos, but he has requested that they create one. Mr. Richards stated that Norm Somers can transfer photos and video into digital media for those interested. Mr. Richards stated that he has tried to contact the tube mill, which is a very important part of our community, but has not heard back from them.

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Mr. Perry stated that the Commission is looking to create a volunteer program similar to other local access stations to provide training and certification in multi-media production and editing. Mr. Perry stated that SLARA, the Library, and Kiwanis, etc. are good partners to have for the station. He stated that the Commission would like feedback and direction from the Council. Mr. Perry stated that he hoped to get equipment upgrades including automatic play back software, digital camera, and microphone, approved by Council in the next 12 to 24 months. Mr. Perry also stated that he would like the Commission to reach out to school booster clubs for content.

Councilman Kivell asked City Attorney Wilhelm if Council had authority to determine the destiny of the channel if they felt the Commission was losing focus of the City's vision for the channel, and if there were concerns that the channel became more "public access" than "government access." City Attorney Wilhelm stated that Councilman Kivell raised a good point, and that there should be further evaluation of submission criteria and Commission policies to avoid the channel becoming too "public access. City Attorney Wilhelm specifically mentioned policies regarding non-profit solicitations. Councilman Kivell stated existing policies prohibit soliciting. City Attorney Wilhelm stated that it does allow for sponsorships.

Councilman Kivell asked if the City would own material produced, or would it be owned by the person/group that produced it. Mr. Perry stated that the Commission would be happy to include a statement in the waiver that material produced with City equipment would be the City's property. Councilman Kivell asked if copyrighting was necessary; Mr. Perry stated it would not be necessary but individuals could take it upon themselves to copyright materials.

Councilman Ryzyi thanked the Commission for coming out, and said he had heard good things about the direction of the channel. Councilman Ryzyi stated he would like to see someone other than City Manager Ladner approve content, possibly a member of the Commission; City Attorney Wilhelm stated that the Commission could approve its own materials. Mr. Pelchat stated it would be discussed at the next Commission meeting. Ms. King stated that with Council's permission they could have volunteers approve content. Mr. Ryzyi stated that he would like to streamline the approval process.

Councilman Kramer asked the Commission if they were looking to create a Facebook page immediately; Mayor Wallace stated he didn't think the Commission need City approval. Mr. Pelchat stated that he wasn't sure if they needed permission, but wanted to be sure it was okay. Mr. Perry stated that he would like more oversight from the City, and possibly give a City employee administrative rights to a Commission Facebook page.

Mr. Richards asked Council how often they should meet, and how often the City wants updates. Mayor Wallace said the Commission should continue keeping up their minutes as they have been doing.

Councilman Rzyzi stated that he would like to include content from South Lyon East booster clubs and organizations if allowable.

NO MOTION

3. Consider request for approval of Final (Stage II) Planned Development Site Plan for Knolls of South Lyon

Planning Consultant Carmine Avantini of CIB Planning stated that he is requesting final plan approval for the Knolls of South Lyon development. Mr. Avantini stated that this approval would allow the development to move to the next step of the process, which would be engineering review. Mr. Avantini stated that he would continue to review individual home plans. Mr. Avantini stated that MDEQ would also review plans due to wetlands being located on the property. Mr. Avantini stated that the developer had revised his plans according to MDEQ requirements, and as a result, 88 lots were now being developed instead of 89. He stated that the developer has maintained all of the original open spaces of the initial plan, and has been quick to comply with requests. Mr. Avantini stated that the applicant has added a second access point connecting to Lyon Boulevard as requested, and the applicant would like to keep the existing roundabout, but with signs indicating there is no street parking.

Mr. Avantini stated that the Planning Commission has approved the landscaping for the development, which has a very natural appearance. Mr. Avantini stated that the neighborhood includes a lot of walking paths and five foot sidewalks that connect to City sidewalks. Mr. Avantini said the goal is to create a traditional-looking neighborhood with a city feel. Mr. Avantini stated that there were two phases planned, and they would be independent of each other, including utilities. Mr. Avantini stated that the homes would be attractive, use at least two building materials, and there will be standards for variety in size and color of the homes. He stated that all of the garages would be behind the porches of the homes, improving street visibility.

Councilman Kivell asked what would happen if a homeowner wanted to paint their home. Mr. Avantini stated that the homeowner would need prior approval from the homeowner/condo

association, and that the homeowner/condo association documents have been reviewed by City Attorney Wilhelm.

Mr. Avantini stated that additional landscaping has been added, there would be two street trees in front of each home, traditional streetlights, and an attractive entrance sign.

Councilman Kivell asked if the Chiefs approved the existing roundabout with signs. Fire Chief Kennedy stated that leaving the cul-de-sac as-is would require a road request order. Police Chief Collins stated that it would also require a traffic control order, which he would be happy to help with and advise Council at an appropriate time. Fire Chief Kennedy stated that he was happy with the decision of keeping the cul-de-sac with the addition of no parking signs, as it resolves his concerns and allows the applicant to continue with the process.

Councilman Kivell asked if anyone had spoken with the existing residents regarding the no parking signs in the cul-de-sac since it would significantly reduce the parking available to themselves and guests. Councilman Kivell stated that residents may prefer to take out the cul-de-sac instead. Mr. Avantini responded that taking out the cul-de-sac would present additional concerns and force residents to reconfigure their front lawns. Mr. Kivell stated that if he were an affected resident, he would prefer to be asked. Mr. Avantini stated that a public hearing was held and all residents were notified of the parking changes.

Councilman Kramer stated that he still had issues with the second access point; he prefers the second access point be for emergencies only, instead of being full access.

CM 11-6-14 MOTION TO APPROVE FINAL (STAGE II) PLANNED DEVELOPMENT SITE PLAN FOR KNOLLS OF SOUTH LYON

Motion by Kivell, supported by Wedell

VOTE: **MOTION CARRIED- 1 OPPOSED**

4. Consider request for approval of Planned Development Agreement between City of South Lyon and Oakland Forty Group, LLC regarding Knolls of South Lyon

City Attorney Wilhelm reiterated that the previous motion had passed, and that there was a substantial amount of information provided by the applicant. City Attorney Wilhelm stated that building elevations were incorporated into this plan and it included provisions for changing them at a later date either administratively or through Council. City Attorney Wilhelm stated that water and sanitary water would be dedicated upon completion, as well as roads.

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City Attorney Wilhelm stated that further clarification from both parties was needed concerning paragraph 14 of page 17 in which the applicant has requested that no financial assurance guarantee is required. City Attorney Wilhelm explained that typically a down payment of 150% of estimated construction costs up front to ensure completion of a project is required. City Attorney Wilhelm stated it may be acceptable to waive this deposit because it was agreed that improvements must be completed, inspected, and approved by City officials before any building permits are issued. City Attorney Wilhelm stated that further clarification of sidewalks was needed; his understanding is that sidewalks would not be dedicated and would remain the obligation of the property owner.

Councilman Kivell asked if dedications would occur ~~as~~ on the fly; Superintendent Martin replied that dedications typically occur when projects ~~are~~ substantially completed. City Attorney Wilhelm stated again that further clarifications ~~were~~ necessary, specifically regarding secondary access requirements during construction, and street lights. City Attorney ~~stated~~ that the City will not be willing to dedicate street lights and would ~~be the~~ responsibility of the development, homeowners association, and property owner collectively.

City Attorney Wilhelm stated that paragraph nine contained miscellaneous information regarding building elevations, exterior materials used, shingles and roofing, the anti-monotony clause, curbs, storm water detention and retention, and provisions for changes and alterations which may be done administratively or through Council depending on the nature of the request. City Attorney Wilhelm ~~stated that~~ storm water pipes within the road right-of-way will be dedicated. Also ~~needing clarification or review are~~ legal descriptions for open spaces, master deed and bylaws, and maintenance obligations including obligations of the developer and homeowner association to maintain improvements. City Attorney Wilhelm stated that the City had rights to go in, with proper notice and through process, in order to take care of unfinished or incomplete maintenance.

City Attorney Wilhelm ~~stated that~~ the financial assurance guarantee was still under review. City Attorney Wilhelm said that the City was making a major accommodation by waiving the 150% deposit, and would request a deposit of 25% of construction costs to insure the workmanship of the improvements for two years.

Councilman Kramer stated that it seemed like there were a lot of issues to be reviewed and clarified, and wondered if Council would be better off approving the plan once those issues have been resolved and the plan was closer to what Council was looking for. City Attorney Wilhelm stated that the issues were not really disagreements or negotiations, but just items

needing further clarification so that both parties had a more clear understanding. City Attorney Wilhelm advised that Council could postpone the motion, or vote that unresolved issues were subject to approval by himself and City Manager Ladner, or through Council. Councilman Kramer stated that he would personally prefer to have more answers before making a decision. City Attorney Wilhelm stated that most of the issues are related to dedications, and that he wanted to lock-step the agreement with the site plan review. Councilman Kivell stated that the issues appeared to be significant. City Attorney Wilhelm agreed that they were significant and stated that if the agreement were to be brought back before Council, there would not be a lot of further review necessary. Councilman Wedell asked what would be an appropriate time frame to clean up the loose ends. City Attorney Wilhelm stated he would like to see the agreement at the next Council meeting.

CM 11-7-14 MOTION TO POSTPONE VOTE OF APPROVAL OF PLANNED DEVELOPMENT AGREEMENT BETWEEN CITY OF SOUTH LYON AND OAKLAND FORTY GROUP, LLC REGARDING KNOLLS OF SOUTH LYON UNTIL NEXT REGULAR CITY COUNCIL MEETING ON NOVEMBER 24, 2014

Motion by Kramer, supported by Wedell and Rzyi

VOTE:

MOTION CARRIED UNANIMOUSLY

5. Consider resolution to extend the Temporary Moratorium for a period of 6 months on Medical Marijuana Land Uses and Activities

City Attorney Wilhelm stated that on May 27, 2014 Council approved a six month moratorium to consider the issue of medical marijuana activities, and that moratorium will expire before Thanksgiving. City Attorney Wilhelm stated that the Planning Commission had addressed and considered an ordinance, but did not act on it, and recommended an extension of the moratorium. City Attorney Wilhelm stated that he had provided Council with information regarding pending legislation that may or may not affect Council's decision. City Attorney Wilhelm advised that Council could extend the moratorium for six months or whatever time frame they feel is appropriate, or they could let it expire. Mayor Wallace asked if this was the third moratorium they've had. City Attorney Wilhelm stated that at least two years had passed since they began, but that he didn't think there were any legal issues with extending the moratorium. Councilwoman Kopkowski asked if there was likely to be a result in six months. City Attorney Wilhelm replied yes. Councilwoman Kopkowski asked if that was the objective for the prior six months. Mayor Wallace stated that yes, it was flat out requested by Council. City Manager Ladner stated that she would like to point out another option that City Attorney has

not presented, which would be to request to consider the ordinance themselves since the Planning Commission has failed to act. City Manager Ladner stated that Council's decision would supersede the Planning Commission's decision. Councilman Kivell stated that he is concerned about Council approving an ordinance and then having the Legislature make a decision that would leave the City vulnerable, and he is interested in holding off on a decision as long as they can. City Attorney Wilhelm stated that Council could address the issue of proposed legislation if it were to pass, which provides for an outright prohibition of these uses, and that would be at least a place-holder until proposed legislation can be further evaluated. Councilman Kivell stated that he didn't feel more vulnerable by waiting another six months until legislation coalesces. City Attorney Wilhelm stated that he is worried about the Legislature's schedule and whether they will act in the next six months. Councilman Kivell asked if they were more vulnerable by extending the moratorium, and would they be able to extend it again. City Attorney Wilhelm stated that it could be further extended, and clarified that proposed legislation was not the real purpose of the moratorium. City Attorney Wilhelm stated the reason for the moratorium is to address an ordinance dealing with the authorized activities of the Michigan Medical Marijuana Act. Councilman Kivell stated that he's not speaking to the current proposed legislation, but rather what else may suddenly spring up. Councilwoman Kopkowski stated that we should do something; Mayor Wallace agreed.

CM 11-8-14 MOTION TO EXTEND THE TEMPORARY MORATORIUM FOR A PERIOD OF 6 MONTHS ON MEDICAL MARIJUANA LAND USES AND ACTIVITIES

Motion by Kramer, supported by Dixon and Rzyzi

VOTE:

MOTION CARRIED UNANIMOUSLY

5a. Address emergency sewer main problem as requested by City Manager Ladner

Superintendent Martin stated that the City has 60 miles of sewer main, and during routine maintenance it was discovered that a major manhole is failing. Superintendent Martin stated the manhole is located on the west side of Pontiac Trail about 100 yards north of 10 Mile, prior to the entrance of Waters Edge Apartments. Superintendent Martin explained that the manhole is about 60 years old, and is important because it has two incoming water mains in which 5-600,000 gallons of sanitary waste passes through it daily. Superintendent Martin said that when the issue was discovered in April or May, it was patched and monitored closely while looking for a permanent fix. Superintendent Martin stated that he thought he had a company that would provide an inexpensive solution, but due to the severity of the failure, he is not confident or comfortable with that solution. Superintendent Martin stated that the walls of the

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manhole are less than an inch thick in some areas, and he was afraid that if he shored up the walls with concrete that it would collapse in on itself. Superintendent Martin said that three companies have visited the site and said they would give quotes to make repairs, but that none had come forward with anything in writing. Superintendent Martin stated that he wanted to bring this to Lynne and Council's attention because it would be a priority in the upcoming weeks, and he hoped the issue was resolved within a month. Superintendent Martin explained that this could be very costly, somewhere between fifty to one hundred thousand dollars. Mayor Wallace asked if this was for a manhole. City Manager Ladner clarified that it's a force main that is cast concrete, approximately 10-20 feet deep and 24 to 36 inches in diameter depending on where you are in the structure. City Manager Ladner stated she believed that it took a 12 inch sewer line from the north, has four lift stations feeding into it from the north, and if it collapses the whole north end of town would be without sanitary sewer until it is replaced. City Manager Ladner stated that it's not something that should be delayed. She stated that she visited the site with Superintendent Martin, and saw that the structure was one half to one inch thick. City Manager Ladner stated that the structure was four inches thick when it was cast, but sewer gasses have eaten through the concrete. City Manager Ladner reiterated that it was not a good situation, and the structure could collapse at any time. Councilman Kramer asked Superintendent Martin if there was money in the sanitary sewer account, even though this was not a budgeted item; Superintendent Martin confirmed that money was available. Superintendent Martin stated that it would be easily fixed, and he would work with HRC to get the project done. He would like Council and the public to know that it will be dealt with. City Manager Ladner requested authorization to spend up to \$75,000 to replace the structure, based on a previous estimate of \$60,000. Councilman Kramer asked what would happen if the price came in over \$75,000. City Manager Ladner responded that a special meeting would be called to obtain approval.

CM 11-9-14 MOTION TO AUTHORIZE EXPENDITURE OF \$75,000 FOR THE REMEDY

Motion by Kivell, supported by Kopkowski and Dixon

VOTE:

MOTION CARRIED UNANIMOUSLY

6. Consider Cancellation of December 22, 2014 City Council Meeting

Mayor Wallace stated that it was common practice to cancel this meeting due to vacations and holiday season, and that they had cancelled this meeting in previous years. Mayor Wallace stated that if there were an emergency Council would try to have a meeting in town. City

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Manager Ladner stated that this came to her attention when Mayor Wallace had mentioned there only being three more Council Meetings left in the year. City Manager Ladner stated she reviewed prior years' agendas and saw that this meeting was typically cancelled with the caveat of having a special meeting if necessary. Councilman Ryzyi stated that he would not be the person to vote no on the cancellation, but that he personally didn't have a problem being at the December 22 meeting, and that it was a good example to the community to keep going to the meetings. Councilwoman Kopkowski said that she would be in town if anybody needs anything. Councilman Kivell stated that he has been around a long time and Council has never had the second meeting in December.

CM 11-10-14 MOTION TO CANCEL THE DECEMBER 22, 2014 CITY COUNCIL MEETING

Motion by Kivell, supported by Ryzyi

VOTE: MOTION CARRIED UNANIMOUSLY

7. Consider setting public hearing for 2015 CDBG grant application for December 8, 2014

Mayor Wallace explained that this public hearing would be about possible uses of grant money that is on the table.

CM 11-11-14 MOTION TO SET A PUBLIC HEARING FOR DECEMBER 8, 2014 FOR 2015 CDGB GRANT APPLICATION

Motion by Wedell, supported by Dixon

VOTE: MOTION CARRIED UNANIMOUSLY

MANAGERS REPORT- City Manager Ladner stated that there was a walk to school that morning organized by a City resident and attended by Councilman Ryzyi, Lyon Township Supervisor Lanny Young, and an officer from the Sheriff's Department. City Manager Ladner stated that the walk began from a residential neighborhood and crossed Pontiac Trail. She said the walk went very well, was very informative, and they were joined by two residents. City Manager Ladner stated that after the walk a meeting was held with all of the stakeholders including the Road Commission, Sheriff's Department, Police Department, and School District regarding the safety issues of the intersection of 9 Mile and Pontiac Trail. City Manager Ladner stated that they agreed to look into the Safe Walk to School Program, which is a grant funded by the

Department of Transportation. City Manager Ladner stated that the School District suggested putting in a signal at Marjorie Ann Street to help with pedestrian and vehicle traffic. City Manager Ladner said there was discussion from parents that the crossing should be at Lillian Street. City Manager Ladner stated that a traffic audit would need to be done and would determine the best place for the crossing. City Manager Ladner stated that she had contacted our engineering firm to discuss the grant, which she then forwarded to the Schools and the Township. The Township has already made contact with the Safe Routes to Schools to establish the process for Safe Routes to School Program for the grant and the three entities are already working on establishing that grant. City Manager Ladner stated that she has contacted the Road Commission to get tentative preliminary costs for signalization of that area, and those preliminary costs would not cost us anything because they have recently put in signals in that area. City Manager Ladner stated that she requested those costs in case a grant is not received. City Manager Ladner stated that Lyon Township was going to ask the County for a photometric study of the intersection of 9 Mile and Pontiac Trail to make sure that the lighting is adequate and if it isn't we'll have to see where it needs improvement whether it's on the City or Township side, and what can be done. Lyon Township said they have the funds in place to improve the sidewalks in their area, and they will be adding additional sidewalks when they obtain the easements. Mayor Wallace asked if that was down 9 Mile as well. City Manager Ladner responded that she did not specifically ask if it was, but she thought it was just along Pontiac Trail. City Manager Ladner stated it was a very positive meeting with positive outcomes, and that all parties were looking forward to resolving these issues.

COUNCIL COMMENTS- Councilman Kivell stated that it was nice to see a great turnout for the last football game of the season, despite the terrible weather. Councilman Kivell stated that South Lyon fans outnumbered the home team, and although the outcome was disappointing, the team gave it all they had. Councilman Ryzyi stated he would like to thank all veterans for their service. Councilman Ryzyi stated he wanted to comment on his observations of the morning's walk, and he would like to preface it by saying he knew a lot of issues were on the Township side, and he appreciated the combined efforts and the hard work of City Manager Ladner. Councilman Ryzyi stated that while we can't control how residents drive or behave he wanted to share what he saw, which was improper use of left turn lane and speeding. Councilman Ryzyi stated that the intersection was very busy and dangerous, especially during morning rush hour when it's still fairly dark. Councilman Ryzyi stated that he noticed a large storm drain with large grates on Lyon Township's side, which he asked City Manager Ladner to address with Lyon Township, since it could be very dangerous to a child walking in that crosswalk. Councilman Kramer stated that the next Rec Center/Community Center meeting is Monday, November 17th at Green Oak Township. Councilman Kramer stated that he drops his kids off at Millennium every day and he thinks the biggest issue is lighting, and that it's slightly

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better now due to daylight savings, but it's very hard to see kids that are crossing the street. Mayor Wallace said that we had a very successful Halloween venture downtown, and South Lyon Village Bakery handed out 2600 cookies to residents and ran out, which gives an idea of how many people participated. Mayor Wallace stated that gun season begins Saturday November 15th, and it would not be uncommon for residents to hear gunshots, but if residents hear gunshots near Volunteer Park they should call the police. Mayor Wallace stated that there were 180 acres over there, and a farmer reported seeing 25 deer. Mayor Wallace stated that tomorrow is Veteran's Day, and there would be an honorarium at the rock at 11:11 a.m. at the corner of Liberty and Pontiac Trail, and that we respect our **vets**.

CM 11-12-14 MOTION TO ADJOURN

Motion by Kopkowski, supported by Ryzyl
Motion to adjourn the meeting at 9:05 p.m.

Respectfully submitted,

Tedd Wallace, Mayor

Dawn Spaulding, Deputy
Clerk/Treasurer

AGENDA NOTE

Old Business: Item **#1**

MEETING DATE: November 24, 2014

PERSON PLACING ITEM ON AGENDA: City Manager

AGENDA TOPIC: Resolution for Designation of Street Administrator

EXPLANATION OF TOPIC: The City Council took action in July designating the City Manager as the Street Administrator, however, a formal resolution was not adopted which is required for the City to qualify for and obtain our annual Act 51 funding. The proposed resolution as provided by the Michigan Department of Transportation meets the necessary requirements for Act 51 and formally designates the City Manager as the Street Administrator.

POSSIBLE COURSES OF ACTION: Adopt or Reject the proposed resolution

RECOMMENDATION:

SUGGESTED MOTION: Motion to approve the proposed Resolution for Designation of Street Administrator.

RESOLUTION FOR DESIGNATION OF STREET ADMINISTRATOR

*This information is required by Act 51, P.A. 1951 as amended. Failure
to supply this information will result in funds being withheld.*

MAIL TO: Michigan Department of Transportation, Financial Operations
Division, P.O. Box 30050, Lansing, MI 48909.
or Fax to: 517-373-6266

NOTE: Indicate, if possible, where Street Administrator can usually be reached during normal
working hours, if different than City or Village Office. List any other office held by the Administrator.

Councilperson or Commissioner _____
offered the following resolution and moved its adoption:

Whereas, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which
funds are returned under the provisions of this section, that, "the responsibility for street improvements,
maintenance, and traffic operations work, and the development, construction, or repair of off-street parking facilities
and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the
governing body who shall be responsible for and shall represent the municipality in transactions with the State
Transportation Department pursuant to this act."

Therefore, be it resolved, that this Honorable Body designate _____
_____ as the single Street Administrator for the City or Village of
_____ in all transactions with the State Transportation Department
as provided in Section 13 of the Act.

Supported by the Councilperson or Commissioner _____

Yeas _____

Nays _____

I hereby certify that the foregoing is a true and correct copy of a resolution made and adopted at a regular meeting
of the governing body of this municipality on the _____ day of

| | | |
|-----------------------------------|---------------|--------------|
| CITY OR VILLAGE CLERK (SIGNATURE) | EMAIL ADDRESS | DATE |
| STREET ADMINISTRATOR (SIGNATURE) | EMAIL ADDRESS | DATE |
| ADDRESS OF CITY OR VILLAGE OFFICE | | P.O. BOX |
| CITY OR VILLAGE | ZIP CODE | PHONE NUMBER |

AGENDA NOTE

New Business: Item #1

MEETING DATE: November 24, 2014

PERSON PLACING ITEM ON AGENDA: City Manager

AGENDA TOPIC: Consider contracting with New Directions Behavioral Health to provide an Employee Assistance Program to City employees

EXPLANATION OF TOPIC: The safety and productivity of the City employees is an important part of what we as an employer count on every day. Many different things in their personal lives impact that including challenges that they encounter at work, family conflict, financial issues and legal issues. By providing an outside program for employees to seek assistance and outside resources it has been shown to increase employee productivity and reduce absenteeism. This program will cost the city approximately \$2,570.40 per benefit year (December 1 through November 30) fluctuating based upon the total number of city employees. The cost is \$2.38 per employee per month. The goal is to cover all public safety employees and all other full-time employees.

POSSIBLE COURSES OF ACTION: Approve or Deny contracting with New Directions Behavioral Health to provide an Employee Assistance Program to City employees

RECOMMENDATION:

SUGGESTED MOTION: Motion to approve the contract with New Directions Behavioral Health to provide an Employee Assistance Program to City employees.



Proposal to Provide Employee Assistance Program

Prepared for
City of South Lyon

Prepared by

Phil Gray

Director, Account Management

New Directions Behavioral Health

8140 Ward Parkway, Suite 500

Kansas City, MO 64114

816-994-1423

816-536-6957 Cell

pgray@ndbh.com

NEW DIRECTIONS 
BEHAVIORAL HEALTH

www.ndbh.com

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APPENDICES

Appendix 1: Training Directory

Appendix 2: Your Provider Network

EXECUTIVE SUMMARY

New Directions Behavioral Health is excited about the opportunity to partner with the City of South Lyon to provide Employee Assistance Program (EAP) services to employees and their dependent family members. Our proposal showcases the following:

1. **Unparalleled Experience:** New Directions has more than 35 years of experience providing quality, affordable EAP services to public and private companies across the nation.
2. **Proven Results:** The savings New Directions generates in the form of improved employee functioning, decreased absenteeism and overall employee satisfaction is significant when compared to the cost of EAP. In fact, New Directions' 2013 EAP Outcomes Report revealed that absenteeism decreased by 38 percent for members who utilized EAP services for at least four weeks. The results of our 2013 EAP Member Satisfaction Survey are equally impressive:

| 2013 EAP Member Satisfaction Survey | Percentage of Respondents Reporting "Strongly Agree" or "Agree" |
|---|---|
| My ability to handle stress on the job has improved since my EAP experience | 80% |
| My counselor was knowledgeable about my issue | 91% |
| I received good recommendations to handle my concerns | 88% |
| Overall, I am satisfied with the counseling services I received through New Directions. | 91% |
| I would recommend New Directions' EAP services to others | 98% |

3. **Commitment to Around-the-Clock Member Service:** New Directions' EAP members have toll-free access to our Service Center 24 hours a day, seven days a week. Our interactive website, www.ndbh.com, also provides access to a host of informative articles, assessments and EAP tools.
4. **Work/Life Services**
In addition to traditional EAP services, New Directions offers Work/Life Services that assist employees with finding a financial counselor, an attorney, child care services, an elder care provider and other elder care planning assistance.

We appreciate the opportunity to present this proposal and look forward to discussing how New Directions' EAP services can complement the City's commitment to improved health for employees.

ABOUT NEW DIRECTIONS

New Directions is one of the fastest growing behavioral health care companies in the nation. Beginning with Employee Assistance Program (EAP) services in 1978, New Directions has a history of finding new and effective ways to help people transform their lives. Today, we provide employee assistance programs (EAP), work/life services, managed behavioral healthcare, health coaching and organizational consulting.

As behavior change experts, New Directions offers a full range of services to help individuals attain healthier and more balanced lifestyles. Our services have earned national recognition and awards for innovation and best practices. And we are accredited by NCQA as an MBHO and by URAC for utilization management and case management.

MISSION

Improving health through change.

VISION

Be the behavioral health solution for the Blue Cross and Blue Shield system and other strategically selected entities through forming performance-based partnerships.

VALUES

- Making customer well-being our first priority
- Collaborating as a diverse team with courtesy and respect
- Embracing quality, innovation and risk-taking
- Operating with high ethical standards
- Focusing on accountability and engagement



What Clients Are Saying About New Directions

"We are pleased to partner with New Directions for our EAP benefits. As our provider for many years, their service has never faltered—responsive, courteous, and professional—they are a tremendous asset to our organization."

—Jan White, SPHR,
Director of Human
Resources,
Visiting Nurse
Association

EAP OVERVIEW

What's good for the employee is good for the employer.

When it comes to measuring employee benefit programs that have a positive impact on your company's bottom line, an Employee Assistance Program (EAP) is one of the most powerful tools available. By helping your workers overcome their personal problems, you dramatically improve the productivity of your company while helping employees lead happier and healthier lives. These statistics explain why:



- 81% of workers surveyed by an independent research firm reported difficulty in performing their work or other regular daily activities as a result of their emotional problems
- Depressed employees have up to 70% higher medical costs
- Most studies find a 40-55% reduction in absenteeism with treatment of depression
- A study shows that when legal and financial work/life services are provided work loss was avoided in 39% of the cases and work productivity was improved in 36% of cases
- Drug users are absent three times as often, and make five times the compensation claims
- When employers use New Directions Formal Management Referral service, employees continue with the company over 80% of the time

When you partner with New Directions to provide EAP services to your employees, you help minimize the negative effects associated with stress, depression, violence and legal action. As a result, you benefit from higher morale and productivity. Plus, the return on investment (ROI) you receive with New Directions can go a long way in controlling the overall healthcare costs for your employees.

EAP SERVICES

Tools for Employees

With the help of New Directions' EAP, employees and their dependent family members can successfully identify and correct a wide range of issues before they become more complicated and hinder job and personal performance.

The comprehensive range of our EAP services makes it possible for employees and their family members to resolve most issues without cost to them and without a referral to their medical plan.

For emergency and crisis situations, New Directions offers employees access to a licensed clinician 24-hours a day, seven days a week. For routine appointments, employees may request an appointment with a counselor from New Directions' diverse provider network based on gender, language, religious or cultural preference.



By taking a compassionate, solution-based approach, New Directions helps employees address a variety of issues including:

- Anxiety
- Depression
- Parenting concerns
- Marital conflict
- Anger management
- Credit or budget problems
- Legal questions
- Domestic violence
- Mood swings
- Grief and loss
- Alcohol or substance abuse
- Communication problems
- Health challenges
- Family issues

Tools for employers

Increased productivity isn't the only way employers benefit from EAP services. New Directions offers employers a variety of services, resources and training seminars that enable company supervisors and HR staff to more effectively manage employees, deal with crisis situations and reduce risk.

Employer resources include:

- Manager/Supervisor/HR Telephone Consultations
- Formal Management Referrals
- Crisis Management Services
- EAP Orientation and Organizational Training

MEMBER SERVICES

With more than 1.3 million employees who depend on New Directions for EAP, responsive member services are a top priority. New Directions offers two convenient resources that put members in touch with important information designed to support their emotional well-being no matter the time of day.

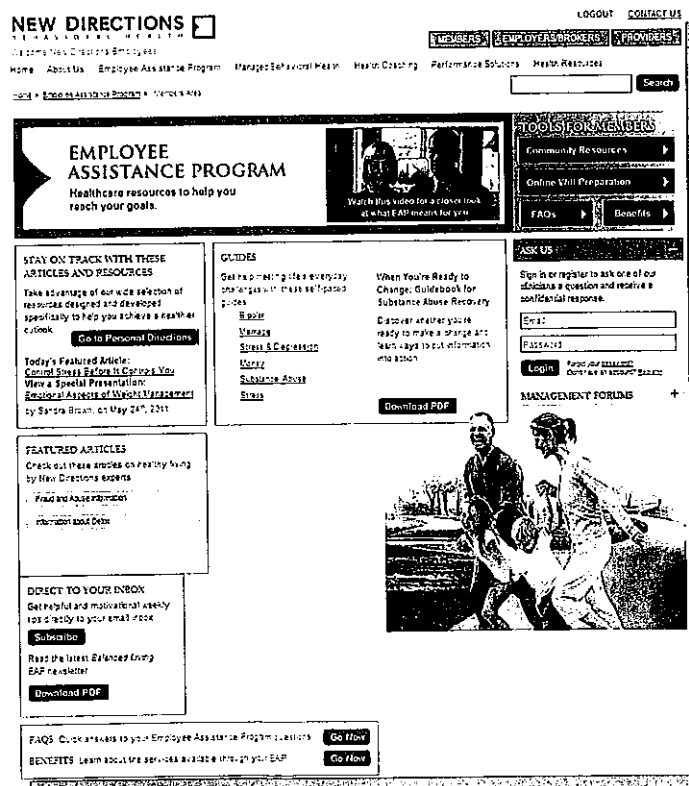
Toll-Free, 24-Hour Telephone Access

EAP members have toll-free access to New Directions' Service Center 24 hours a day, seven days a week. Service Center telephones are staffed by customer service representatives and EAP Care Managers between 7 a.m. and 7 p.m. CST. Licensed network clinicians staff the telephones after hours, during weekends, and on holidays to provide 24/7/365 access for urgent and emergency situations.

Interactive Web Resources

The New Directions website (www.ndbh.com) is a robust, confidential source of information that offers:

- Ask-a-Counselor
- Health Risk Assessment Tools
- Interactive resources for emotional and physical health, family life, personal growth, legal and financial referrals
- Personal will preparation tool available free of charge
- National provider directory for child and elder care services
- Guidebooks on bipolar, depression, marriage, money, stress and substance abuse



The website is regularly updated with the most recent health and wellness tools, including screenings for common disorders, stress management tips and more.

WORK/LIFE SERVICES

At some point, most people need a financial counselor, an attorney, child care services, an elder care provider and other elder care planning assistance. That's where work/life services come in.

By contacting the New Directions 24/7 Resource Center, employees receive assistance in finding the solutions they need. A 30-minute free consultation is included for legal and financial needs.

Child and elder care referrals, and help with elder planning are also available.

Extensive Work/Life resources are also available online at *Personal Directions* to help address:

- Child care centers
- In-home child care
- Summer camps
- College information and planning

- Assisted living
- In-home care
- Nursing homes
- Planning for issues of aging

- Credit counseling
- Referral to financial counselor
- Financial calculators and planners online
- Tax forms online

- Attorney referral
- Interactive will online
- Free 30-minute consultation
- Not covered for matters involving employer



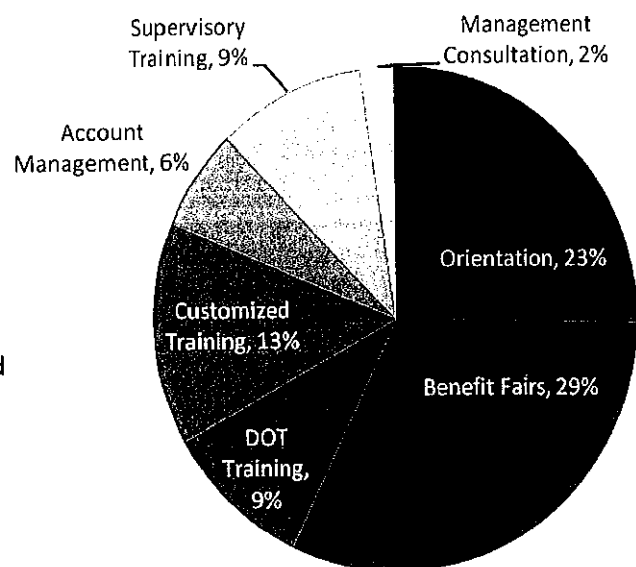
STRATEGIC ACCOUNT MANAGEMENT

In the last two years, New Directions has enjoyed an impressive 97 percent client retention rate. We believe our attention to outstanding account management keeps clients renewing with us year after year. By appointing an experienced account manager to each account, we help our clients get the most out of their EAP. In addition to serving as the primary liaison between New Directions and the client, account managers help assure hassle-free implementation of EAP benefits and work regularly with clients to discuss utilization reports, recommendations for program optimization as well as any concerns that may arise.

Plan Implementation

With more than 1,500 clients, New Directions has successfully implemented numerous new EAPs. Account managers work closely with our client's benefit managers and human resources to:

- Develop a realistic work plan, including deliverables, tasks, and timeframes
- Make certain that milestones are met within the time, cost, and performance constraints of the implementation while maintaining service quality
- Approve all formal member communications
- Coordinate with other New Directions staff and line managers to see that resources are used effectively and efficiently
- Provide promotional materials and attend benefit or health fairs as requested



The pie chart above shows how our clients historically take advantage of the account management services we offer.

PRICING

It costs less than you think, and does more than you thought

According to HR.com, every dollar invested in EAP services yields an average ROI between \$5 and \$16 per employee per month while helping to increase productivity and reduce absenteeism, turnover, rehiring and training.

Service options include:

- **Resource Center:** Toll-free 24/7 telephone access to licensed EAP professionals.
- **Assessment and Referral:** Referral to EAP counseling, health plan and community resources, as appropriate.
- **Short-term Counseling:** Up to six face-to-face sessions per issue for employees and benefit-eligible dependents.
- **Legal and Financial Services:** Referral for face-to-face or phone consultation for legal and financial issues, plus online directories.
- **Family Resource Services:** Resources online including information, calculators, downloadable forms and national provider directories.
- **Work/Life:** *Personal Directions* for information about a broad range of issues.
- **Manager/Supervisor/HR Telephone Consultation:** Unlimited telephone access to an EAP professional about employee situations.
- **Formal Management Referrals:** Structured process to resolve employee performance issues.
- **DOT/SAP:** Management referrals for employees covered by Department of Transportation regulations.
- **Crisis Management Services:** Onsite intervention within 24 hours, using training hour or discounted fees.
- **Training:** 1 hour of onsite/webinar training per year.
- **Account Management:** A dedicated Account Manager as liaison to provide promotional materials, consultation and program evaluation.
- **Promotional/Educational:** Ongoing communication with employees to promote EAP utilization.
- **Reports:** Quarterly utilization reports.
- **www.ndbh.com:** Online services for behavioral health information

| Product | Per Employee Per Month |
|---------------------|------------------------|
| 6 session EAP model | \$2.38 |

Appendix 1: Training Directory

Educational Seminars

New Directions' Training Department offers the following educational seminars to your employees, onsite, or via webinar:

Professional Development

- Professional Communication Skills
- Asserting Yourself Professionally
- Working with Difficult People – Professional Conflict Resolution
- Time Management
- Mastering Workplace Change

Personal Development

- Managing Stress
- Interpersonal Conflict Resolution Strategies
- Relaxation Techniques
- Active Listening
- Assertiveness Training
- Personal Anger Management
- Depression Awareness and Treatment
- Holiday Stress
- Facing Change in your Life
- Dealing with Life's Crises

Family Life

- Couple/Family Communication
- Parenting Today's Child and Adolescent
- Balancing Work and Home
- Caring for Aging Parents or Loved Ones
- Coping with Grief and Loss
- Single and/or Working Parent Pressure

Organizational Issues

- Identifying the Impaired Employee – Non-DOT Supervisor
- Drugs in the Workplace – Non-DOT Employees
- Department of Transportation Drug and Alcohol Awareness – Supervisors
- Department of Transportation Drug and Alcohol Awareness – Employee

Management Development

- The EAP as a Supervisory Tool
- Managing Conflict in the Workplace
- D/ART – Depression: Awareness, Recognition and Treatment

Appendix 2: You're Provider Network

Your Provider Network

New Directions recruits and selects providers with care. During the application process, we collect information about providers to help match them to caller needs.

Our providers have:

- Master's or Doctorate in a behavioral health field
- At least five years clinical experience
- Certification or extensive experience in substance abuse or marriage and family counseling
- State license and/or credentialing standards for the EAP profession

New Directions' EAP Network has providers located in all 50 states and in international locations. Our Network Operations department conducts needs assessments on a regular basis, to offer our accounts a network that meets client needs. When clients contact us with the name of a provider, we will contact that professional to ascertain whether he/she meets the criteria for our network. If we also find a need in that location, we will invite the provider to apply for membership in the network.

New Directions actively recruits providers in areas where needs exist. Our staff is experienced in finding qualified providers. When a need mandates that a provider be added quickly, our processes give us the flexibility to put a provider in place within 24 hours.

AGENDA NOTE

New Business: Item #2

MEETING DATE: November 24, 2014

PERSON PLACING ITEM ON AGENDA: City Manager

AGENDA TOPIC: Resolution recognizing the South Lyon High School Men's Varsity Swim and Dive Booster's Club as a nonprofit organization.

EXPLANATION OF TOPIC: The South Lyon High School Men's Varsity Swim and Dive Booster's Club is seeking to hold a charitable raffle during their home meets in early 2015 with the proceeds being used to support the organization. As they are a small organization and have not filed for official 501(c)3 status the State of Michigan charitable gaming division requires that they have a resolution from their community recognizing them as an established charitable organization within the community.

POSSIBLE COURSES OF ACTION: Adopt or Reject the proposed resolution

RECOMMENDATION:

SUGGESTED MOTION: Motion to approve the proposed Resolution recognizing the South Lyon High School Men's Varsity Swim and Dive Booster's Club as a community charitable organization.



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

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

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

At a regular meeting of the City Council
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by Mayor Tedd Wallace on November 24, 2014
DATE

at 7:00 p.m. a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from South Lyon High School Men's Varsity Swim & Dive Boosters Club of South Lyon
NAME OF ORGANIZATION CITY

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

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

gaming licenses, be considered for Approval
APPROVAL/DISAPPROVAL

APPROVAL

Yeas: _____

Nays: _____

Absent: _____

DISAPPROVAL

Yeas: _____

Nays: _____

Absent: _____

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

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

meeting held on _____
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.
PENALTY: Possible denial of application.

BSL-CG-1153(R6/09)

CITY OF SOUTH LYON
Application for Appointment

Date: 11-18-14

Name: Samantha Murray

Address: 101365 Creekview Drive

City, State, Zip Code: South Lyon, MI 48178

Home/Cell Phone: (248) 767-2501

E mail address: Samantha.murray@brastrompt.com

Occupation: Physical Therapist

Employer: Brastrom Physical Therapy

Education & Related Experience: South Lyon High School 2004,
Central Michigan University B.S. 2008, U of M Flint
DPT 2012

Are you a citizen of the United States? Yes ☒ No ☐

Are you in default to the City? Yes ☐ No ☒

Is any member of your family an elected official of the City? Yes ☐ No ☒

If so, who? _____

Please select which position(s) you are interested in

| Board/Commission | |
|-------------------------------|-------------------------------------|
| Planning Commission | <input type="checkbox"/> |
| Parks & Recreation Commission | <input type="checkbox"/> |
| Board of Review | <input type="checkbox"/> |
| Housing Commission | <input checked="" type="checkbox"/> |
| Zoning Board of Appeals | <input type="checkbox"/> |
| Historical Commission | <input type="checkbox"/> |
| Building Authority | <input type="checkbox"/> |
| Construction Board of Appeals | <input type="checkbox"/> |
| Cultural Arts Commission | <input type="checkbox"/> |

| | |
|-------|--------------------------|
| Other | <input type="checkbox"/> |
|-------|--------------------------|

Special qualifications: Interpersonal skills, objective nature,

Describe why you are interested in this position: I want to be more involved with our community and better help those around me.

How long have you lived in South Lyon? 25 years

Previous place of Residence? Nestland

References:

1. Matt Brastrom (248) 446-0155
2. Belinda Keeney (248) 446-0155
3. Alex Clark (248) 640-6719

Applicant's Signature: Samuel Murray, I Date: 11-18-14

Please print this application and submit to:

City of South Lyon
Attn: Clerk's Office
335 S. Warren Street
South Lyon, MI 48178
Tel. (248) 437-1735

You may also copy & paste application into an email message and send to: Ideaton@southlyonmi.org

| For Office Use Only | |
|---------------------|-------------|
| Comments: _____ | |
| Appointed to: _____ | Date: _____ |

AGENDA NOTE

New Business: Item #4

MEETING DATE: November 24, 2014

PERSON PLACING ITEM ON AGENDA: City Manager

AGENDA TOPIC: Consider approval of Letter of Understanding between the City of South Lyon and AFSCME CBA related to Primary and Secondary employment within the City of South Lyon

EXPLANATION OF TOPIC: The City of South Lyon does not currently have a policy in place that addresses outside employment or employees of the City also being a member of our volunteer Fire Department. This Letter of Understanding is the first of its kind for the City of South Lyon and was developed due to the desire by the Water/Wastewater Superintendent to hire an employee that also seeks to have dual employment with the SL Fire Department.

POSSIBLE COURSES OF ACTION: Approve or Deny Letter of Understanding between City of South Lyon and AFSCME Collective Bargaining Unit.

RECOMMENDATION:

SUGGESTED MOTION: Motion to approve Letter of Understanding between City of South Lyon and AFSCME Collective Bargaining Unit.

Letter of Understanding between AFSCME Local 2720 and the City of South Lyon

In an effort to eliminate potential challenges for the bargaining unit concerning the employment of current and future AFSCME represented City of South Lyon employees seeking to also work part-time in an additional city department. The City proposes that the parties enter into a memorandum of understanding that would contain the following:

1. Any employee that works for the water/wastewater department or the department of public works understands that their job within these departments is to be considered their primary employment for issues related to scheduling, on-call status, seniority, compensation and workers compensation insurance.
2. Employees covered under this agreement understand that their regularly scheduled work day is from 7:00 am to 3:30 pm for their primary employment and that they are not to respond to calls related to any secondary employment during these hours without the express approval of their departmental supervisor. These calls are to be limited to major structural fires and critical emergencies of a unique nature requiring additional manpower. The most senior person from the Fire Department on scene will determine the gravity of the call out and convey that to the primary departmental supervisor and request the release of the employee if necessary. When scheduled for paid on call shifts or when scheduled to work alone for their primary employment, employees covered by this agreement understand that they are to be considered unavailable to respond to any calls related to their secondary employment.
3. Employees covered under this agreement agree that their secondary employment is voluntary and occasional or sporadic, as defined under the exemptions for State and Local Governments under the overtime section of the Fair Labor Standards Act, and as such is not entitled to overtime compensation for hours worked in the secondary employment position by the City.
4. Employees covered under this agreement understand that from the time they acknowledge response to a call related to their secondary department they will be under the jurisdiction of that department and cannot use personal or vacation time for the hours otherwise scheduled to work at the primary department.

5. The City of South Lyon reserves the right to modify or terminate this Letter of Agreement at any time with fourteen (14) day notice given to the union.
6. The City of South Lyon reserves the right to prohibit all employees current and future from obtaining or maintaining employment in two city departments concurrently. If such prohibition is enacted, current employees will be given thirty (30) days from the date of receiving notice of the enactment, in which to identify the department they would like to retain as their primary employment.

FOR THE UNION FOR THE
COUNCIL 25 AFSCME,
AFL-CIO LOC 2720

EMPLOYER
FOR THE EMPLOYER

Paul Long
Staff Representative
Council 25

Lynne Ladner, City Manager

Tedd M. Wallace, Mayor

Ronald Beason, Chief Steward

Trevor Piaseski, Steward

Lisa Deaton,
City Clerk/Treasurer

AGENDA NOTE

New Business Item #: 5

MEETING DATE: November 24, 2014

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

AGENDA TOPIC: Purchase of 2015 F-350 Super Cab Pick-up w/ 9.5 ft. Poly V-Plow Blade and the Purchase of a 2015 Ford 350 Chassis One Ton Dump w/ Bed, Salt Spreader and Plow Blade.

EXPLANATION OF TOPIC:

It is time to replenish our vehicle fleet in the Department of Public Works. These vehicles are used on a daily basis throughout the year; for snow plowing, leaf pick-up, wood chipping, streets and sewer maintenance along with other duties.

In our current fleet, the time has come to retire our 1994 large dump truck T-10 (this will be put out to bid on the City web page). What is proposed is to purchase a new 2015 F-350 Super Cab Pick-up w/ 9.5 ft. Poly V-Plow Blade and at the same time, purchase a new 2015 F-350 Chassis One Ton Dump w/ Bed, Salt Spreader and Plow Blade. Both of these vehicles have been budgeted for and funds are available.

Both vehicles will be utilized within the department throughout the year from snow plowing, to water main repairs, and assisting with opening and closing of Cemetery plots along with salt spreading on the One-Ton Dump.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:

Budgetary language on our Vehicle Inventory and our Vehicle Replacement Expenditures are attached. Also, three (3) truck bids (Off Lot/Hines Park Ford/Varsity Ford).

POSSIBLE COURSES OF ACTION:

To approve or not approve the purchase of a 2015 F-350 Super Cab Pick-up w/ 9.5 ft. Poly V-Plow Blade and a 2015 F-350 Chassis One Ton Dump w/ Bed, Salt Spreader and Plow Blade (the dump box and salt spreader are Stainless Steel).

RECOMMENDATION:

To purchase a 2015 F-350 Super Cab Pick-up w/ 9.5 ft. Poly V-Plow Blade and a 2015 F-350 Chassis One Ton Dump w/ Bed, Salt Spreader and Plow Blade 2015 F-350 Super Cab Pick-up w/ 9.5 ft. Plow Blade and 2015 F-350 Chassis One Ton Dump w/ Bed, Salt Spreader and Plow Blade.

| | <u>2015 F-350 Super Cab Pick-up w/ 9.5 ft. Poly V-Plow</u> | <u>2015 F-350 Dump w Plow and Salt Spreader</u> |
|----------------|---|--|
| Hine Park Ford | \$32,415.00 | \$59,065.80 |
| Off Lot | \$44,163.16 | \$71,058.80 |
| Varsity Ford | \$33,786.00 | \$61,088.00 |

SUGGESTED MOTION: Motion by _____, supported by _____ to approve the purchase a 2015 F-350 Super Cab Pick-up w/ 9.5 ft. Poly V-Plow Blade and a 2015 F-350 Chassis One Ton Dump w/ Bed, Salt Spreader and Plow Blade 2015 F-350 Super Cab Pick-up w/ 9.5 ft. Plow Blade and 2015 F-350 Chassis One Ton Dump w/ Bed, Salt Spreader and Plow Blade.

863 - Vehicle Maintenance

Two types of vehicle maintenance costs are included in this account. One is the repair of City vehicles and the other is the cost of the tools required by the city mechanic obtains to complete vehicle repairs. These tool costs are divided among the DPW, Water/Waste Water, Fire and Police and Building Departments. Specialty tools are charged to the department which requires them. All of the parts for DPW vehicles and equipment repair are included in this account.

Parts for most vehicles are kept in stock for emergency repairs. There are approximately 80 separate items that are maintained by the mechanic.

A list of the major pieces of equipment and year purchased are as follows:

| <u>Equipment Type</u> | <u>Year Purchased</u> | <u>Age</u> |
|----------------------------------|-----------------------|------------|
| F250 4x4 pickup (T1) | 2009 | (5 yrs) |
| Ford F350 1-ton dump 4 x 4 (T4) | 2009 | (4 yrs) |
| Ford F350 Service Truck 4x4 (T5) | 2008 | (6 yrs) |
| Ford F350 1-ton dump (T6) | 2007 | (7 yrs) |
| Sterling Large dump (T7) | 2003 | (11 yrs) |
| Sterling Large Dump (T8) | 2006 | (8.5 yrs) |
| Sterling Large Dump (T9) | 2006 | (8.5 yrs) |
| International-Large dump (T10) | 1994 | (20 yrs) |
| Ford Service truck 4 x 4 (T11) | 2010 | (3 yrs) |
| Volvo tandem dump (T12) | 2000 | (14 yrs) |
| John Deere Backhoe | 2005 | (9 yr) |
| Sewer Truck (Vactor) | 2008 | (6 yrs) |
| Sweeper | 2008 | (6 yrs) |
| Tool Cat | 2011 | (3 yrs) |

These vehicles operate in what is considered a harsh environment. They seldom reach speeds greater than 25 mph and are worked hard especially during the winter months. At times, these vehicles operate 24 hrs a day pushing snow and salting. Due to the harsh environment, maintenance is performed more often than manufacturer recommendations for normal use, this is an aging fleet.

(1)

HinesPark



Pick-up pkg.

Mr. Bob Martin
City Of South Lyon – Water Department
23500 Dixboro Road
South Lyon, MI 48178

November 11, 2014

Dear Bob,

I am providing vehicle specs and pricing quote for a 2015 Ford F350 4x4 Super Cab Pick Up.

Please review this information and contact me with any questions.

2015 Ford F350 Super Cab Pick Up Features

- 2015 Ford F350 4x4 Pick Up - White
- 6.2L V8 Engine
- 142" Wheelbase
- 6 Speed Auto Trans
- 3.73 E Locking Axle
- 10,500 GVWR Package
- Electronic Shift On the Fly
- Snow Plow Pkg
- Upfitter Switches
- LT245/75R AT Tires
- 12.5K Trailer Hitch
- Engine Block Heater
- Trailer Brake Controller
- Reverse Alarm
- Aft Axle Fuel Tank
- Day Time Running Lights
- Molded Step Bumper
- Air Conditioning
- XL Trim
- AM/FM/Clock

| | |
|----------------------|-----------------|
| Ford F350 CC 4x4 | \$26,626 |
| Doc Fee | \$ 199 |
| Title | \$ 8 |
| Selling Price | \$26,833 |

Thank you for this opportunity and I look forward to hearing from you.

Tim Sullivan

Commercial Vehicle Sales

www.HinesPark.com

Hines Park Ford
56558 Pontiac Trail
New Hudson, MI 48165
248.437.6700
888.440.FORD
HinesParkFord.com

Hines Park Ford Collision
53162 Pontiac Trail
Milford, MI 48361
248.437.4989
HPFCollision.com

Hines Park Lincoln
40601 Ann Arbor Road
Plymouth, MI 48170
734.453.2424
800.550.LINC
HinesParkLincoln.com

Make it Easy, Make it Hines Park



Knapheide Truck Equipment - Flint
1200 S. Averill Ave.
Flint MI 48503
Phone: 810-744-0295
Fax: 855-629-4643
www.flint.knapheide.com

QUOTATION

Quote ID: JF00000089

Page 1 of 1

Customer: CITY OF SOUTH LYON
335 S WARREN
ATTN: D.P.W.
SOUTH LYON MI 48178

Quote Number: JF00000089

Quote Date: 8/22/2014

Quote valid until: 9/21/2014

Contact: DOUG

Phone: 248-437-4006

Fax: 1-248-437-0449

By: Prepared jfountain
Salesperson: JIM FOUNTAIN
PO#:

| | | | |
|------------|--------------|--------------|--------------|
| Make: FORD | Model: F-350 | Year: | Single/Dual: |
| Cab Type: | Wheelbase: | Cab-to-Axle: | VIN: |

| QTY | PART NUMBER | DESCRIPTION | UNIT PRICE | AMOUNT |
|-----|-------------|-------------|--------------|--------|
| | | | | |
| | | | Quote Total: | \$0.00 |
| | | | Discount: | \$0.00 |
| | | | Total Due: | \$0.00 |

The following options may be added:

| QTY | PART NUMBER | DESCRIPTION | UNIT PRICE | AMOUNT |
|-----|-----------------------|--|-----------------------|-----------------------|
| 1 | WS WESTERN | WESTERN SNOW PLOW MODEL IUTMPVP3Y85 | \$5,198.00 | \$5,198.00 |
| | | 8 1/2 FT. MVP3 Poly Pro Plow | | |
| 1 | WS WESTERN | WESTERN SNOW PLOW MODEL IUTMPVP3Y95 | \$5,438.00 | \$5,438.00 |
| | | 9 1/2 FT. MVP3 Poly Pro Plow | | |
| 1 | WS 43088 | SHOE ASSY KIT - MVP3 (PAIR) | \$144.80 | \$144.80 |

TOTAL \$5582.80

Customer must fill out the information below before the order can be processed...

| | |
|--------------|--|
| Accepted by: | |
| Date: | |
| P.O. number: | |

- ♦ Terms are Due Upon Receipt unless prior credit arrangements are made at the time of order.
- ♦ Options and Quoted Items do NOT include applicable Sales Tax.

Notes:

Shoes are optional and can be added to either plow.

Varsity Ford, Inc.
Fleet & Commercial Department
(734) 996-2300

PROPOSAL TO:

DATE 11-7-14

CITY OF SOUTH LYON

DELIVERY DATE ORDER

BOB MARTIN

YEAR 2015 MAKE FORD MODEL F350 4X4 BODYSTYLE SUPERCAB

NO. CYLINDERS 8 CUBIC INCHES 6.2L WHEELBASE 142"

PRICES QUOTED ON NEW UNIT AND TRADE-IN EXPIRE ON

| SPECIFICATIONS | UNIT PRICE |
|--|-------------|
| 2015 FORD F350 4X4 SUPERCAB 6' 3/4" BOX | \$27,134.00 |
| 6.2L EFI V-8, 6-SPD AUTOMATIC, AIR CONDITIONING | |
| AM/FM STEREO/CLOCK, TRAILER TOW PACKAGE, XL TRIM | |
| OPTIONS: | |
| LT 245/75R17E BSW ALL SEASON TIRES | STD |
| 3.73 REGULAR AXLE | STD |
| MOLDED CAB STEPS | 316.00 |
| ELECTRONIC 4X4 SHIFT | 158.00 |
| SNOW PLOW PREP | 73.00 |
| BRAKE CONTROLLER | 230.00 |
| UPFITTER SWITCHES | 107.00 |
| TOUGH BED SPRAY LINER | 405.00 |
| TITLE INCLUDED | |
| WESTERN 8 1/2' V-FLOW 3 POLY ULTRAMOUNT | |
| WITH SHOES | 5363.00 |
| | |
| | \$33,786.00 |

TOTAL \$33,786.00

BY Patrick Maurer



Knapheide Truck Equipment - Flint
 1200 S. Averill Ave.
 Flint MI 48503
 Phone: 810-744-0295
 Fax: 855-629-4643
 www.flint.knapheide.com

QUOTATION

Quote ID: SE00000262

Page 1 of 1

Customer: VARSITY FORD/CITY OF SOUTH LYON
 P. O. BOX 2507
 3480 JACKSON AVE
 ANN ARBOR MI 48106-2507

Quote Number: SE00000262

Quote Date: 8/21/2014

Quote valid until: 9/20/2014

Contact: PAT MAURER

Phone: 734-996-2300

Fax: 1-734-996-2714

By: Prepared seastman

Salesperson: JIM OTT

PO#:

| | | | |
|-----------|------------|--------------|--------------|
| Make: | Model: | Year: | Single/Dual: |
| Cab Type: | Wheelbase: | Cab-to-Axle: | VIN: |

| QTY | PART NUMBER | DESCRIPTION | UNIT PRICE | AMOUNT |
|-----|-------------|--|--------------|------------|
| 1 | IUTMVPP3Y85 | WESTERN 8-1/2" V-PLOW, 3 POLY ULTRAMOUNT, WITH HAND HELD CONTROL, INSTALLED - MUNICIPAL DISCOUNT | \$5,198.00 | \$5,198.00 |
| 1 | 43088 | SHOE ASSY KIT FOR MVP3 (PAIR) | \$165.00 | \$165.00 |
| | | | Quote Total: | \$5,363.00 |
| | | | Discount: | \$0.00 |
| | | | Total Due: | \$5,363.00 |

The following options may be added:

| QTY | PART NUMBER | DESCRIPTION | UNIT PRICE | AMOUNT |
|-----|-------------|--------------------------------|------------|---------|
| 1 | POLL 41-820 | 12 VOLT ELECTRIC BACK-UP ALARM | \$50.50 | \$50.50 |

Customer must fill out the information below before the order can be processed...

| | |
|--------------|--|
| Accepted by: | |
| Date: | |
| P.O. number: | |

- ♦ Terms are Due Upon Receipt unless prior credit arrangements are made at the time of order.
- ♦ Options and Quoted Items do NOT include applicable Sales Tax.

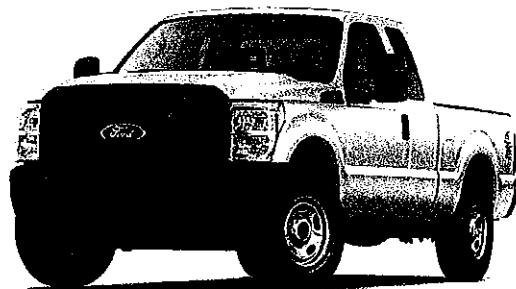
Notes:

Please allow approximately 1 week after the receipt of order/chassis; for up-fit and delivery, subject to stock-levels and shop schedule, at the time of the order.



Go Further

2015 F-350 XL



Colors

Exterior: Oxford White



Interior: Steel

Pricing

| | |
|------------------------------------|----------|
| Base MSRP ^{S1} | \$36,940 |
| Total of Options ^{S4} | \$1,510 |
| Destination Charges | \$1,195 |
| Subtotal | \$39,645 |
| Available Incentives ^{S3} | - |
| | \$1,000 |

Your Selections

Model

- 2015 Ford F-350 XL SuperCab, 4x4, SRW, 6-3/4' Box, 6.2L 2-Valve SOHC EFI NA V8 (Flex-Fuel) Engine, TorqShift® 6-Speed Auto, O/D w/Tow/Haul Mode, 3.73 Non-Limited Slip Axle Ratio

\$36,940

Packages^{S4}

- Snow Plow Prep Package

\$85

Exterior^{S4}

- Oxford White
- Center High Mount Stop Lamp
- Extra Heavy Duty Alternator
- Tough Bed® (Spray-In Bedliner)
- Manual Trailer Tow Mirrors with Manual Glass
- 6" Angular Black Molded in Color Running Board
- 17" Argent-Painted Steel Wheels (SRW)
- LT245/75R17E BSW A/S (5) Tires

\$0

\$0

\$0

\$475

\$0

\$370

\$0

\$0

Interior^{S4}

- Steel
- Heavy Duty Vinyl

\$0

\$0

Ford Credit Retail Bonus Customer Cash:

Program #12610: \$1,000.00 Ford Credit Bonus cash requires Ford Credit financing. Not all buyers will qualify. Take new retail delivery from dealer stock by 09/02/2014. Not all F-Super Duty models may qualify. See dealer for residency restrictions, qualifications and complete details. Amount: \$1,000, Offer Valid: 7/16/2014-9/1/2014

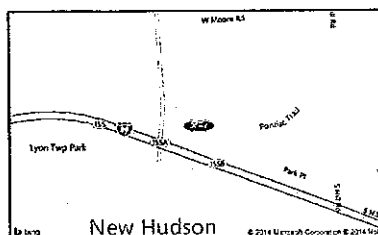
Net Price^{S5} \$38,645

Monthly Payment^{S6} \$557

Based on \$3,965 down payment, 72 month term and 4.9% APR

Dealer Information

Hines Park Ford, Inc
56558 Pontiac Trail
New Hudson, MI, 48165
Phone: (248) 437-6700



HinesPark



①
Dump Truck Pkg.

November 11, 2014

Mr. Bob Martin
City Of South Lyon – Water Department
23500 Dixboro Road
South Lyon, MI 48178

Dear Bob,

I am providing vehicle specs and pricing quote for a 2015 Ford F350 4x4 Chassis Cab.

Please review this information and contact me with any questions.

2015 Ford F350 Chassis Features

- 2015 Ford F350 4x4 Chassis - White
- 6.2L V8 Engine
- 141" Wheelbase
- 6 Speed Auto Trans
- 4.30 Limited Slip Axle
- 14,000 GVWR Package
- Electronic Shift On the Fly
- Snow Plow Pkg
- LT245/75R AT Tires
- Engine Block Heater
- Reverse Alarm
- Trailer Brake Controller
- HD Service Suspension
- Aft Axle Fuel Tank
- Day Time Running Lights
- Air Conditioning
- XL Trim
- AM/FM/Clock

| | |
|------------------|----------|
| Ford F350 CC 4x4 | \$24,704 |
| Doc Fee | \$ 199 |
| Title | \$ 8 |
| Selling Price | \$24,911 |

Thank you for this opportunity and I look forward to hearing from you.

Tim Sullivan

Tim Sullivan
Commercial Vehicle Sales

②

DATE 11-7-14

DELIVERY DATE ORDER

YEAR 2015 MAKE FORD MODEL F350 4X4 BODYSTYLE CAB & CHASSIS
NO. CYLINDERS 8 CUBIC INCHES 6.2L WHEELBASE 141"
PRICES QUOTED ON NEW UNIT AND TRADE-IN EXPIRE ON _____

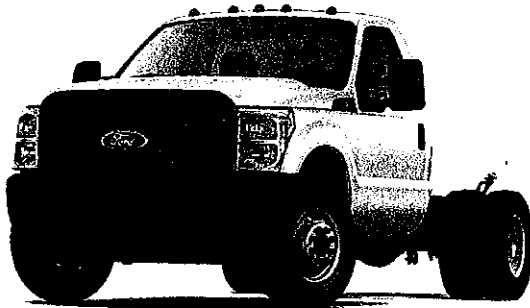
TOTAL \$27,320.00

Varsity Ford, Inc.



Go Further

2015 F-350 XL



Colors

Exterior: Oxford White



Interior: Steel

Pricing

| | |
|------------------------------------|----------|
| Base MSRP ^{S1} | \$34,905 |
| Total of Options ^{S4} | \$1,335 |
| Destination Charges | \$1,195 |
| Subtotal | \$37,435 |
| Available Incentives ^{S3} | - |
| | \$1,000 |

Your Selections

Model

- 2015 Ford F-350 Chassis Cab XL Regular Cab, 141" Wheelbase, 6.7L OHV Power Stroke® Diesel V8 (B20) Engine, TorqShift® 6-Speed SelectShift Automatic® Transmission, 4x4, 3.73 Non-Limited Slip Axle Ratio, DRW

\$34,905

Packages^{S4}

- Snow Plow Prep Package

\$85

Exterior^{S4}

- Oxford White
- Jack
- Exterior Backup Alarm
- Spare Tire & Wheels
- Manually Telescoping Trailer Tow with Manual Glass
- 6" Angular Black Molded-in-Color Running Board
- 17" Argent Painted Steel Wheels
- LT245/75R17E BSW A/S (6) Tires

\$0

\$0

\$125

\$350

\$0

\$320

\$0

\$0

Interior^{S4}

- Steel
- Vinyl

\$0

\$0

Ford Credit Retail Bonus Customer Cash:

Program #12610: \$1,000.00 Ford Credit Bonus cash requires Ford Credit financing. Not all buyers will qualify. Take new retail delivery from dealer stock by 09/02/2014. Not all F-Super Duty models may qualify. See dealer for residency restrictions, qualifications and complete details. Amount: \$1,000, Offer Valid: 7/16/2014-9/1/2014

Net Price^{S5} \$36,435

Monthly Payment^{S6} \$525

Based on \$3,744 down payment, 72 month term and 4.9% APR

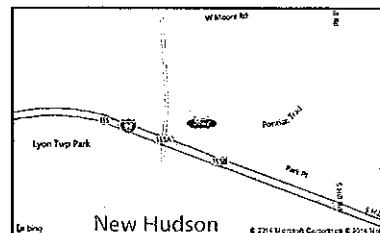
Dealer Information

Hines Park Ford, Inc

56558 Pontiac Trail

New Hudson, MI, 48165

Phone: (248) 437-6700



| | |
|---|-------|
| • Trailer Brake Controller | \$270 |
| • Electronic Shift-On-the-Fly - 4X4 | \$185 |
| • AM/FM Stereo w/Digital Clock & 2 Speakers | \$0 |
| • Heavy-Duty Vinyl 40/20/40 Split-Bench Seats | \$0 |

Accessories^{SS}

- None Selected

Standard Features**Interior Features**

- Seats - Front, Vinyl 40/20/40 split bench seat
- Seats - Front, manual lumbar support, driver side
- Seats - Rear, vinyl 60/40 fold-up bench seat (SuperCab)
- Seats - Rear, 60/40 bench seat with flip-up/fold-down, two outboard head restraints and a center head restraint (Crew Cab)
- Air Conditioning - Manual Temperature Control
- AM/FM stereo with digital clock and two speakers
- Cupholders - dual instrument panel mounted (4x4 requires ESOF)
- Dash-top tray
- Dome Lamp - door-activated instrument panel switch operated with delay
- Door Trim - armrest/grab handle and reflector
- Floor Covering - black vinyl
- Grab handles - driver and front passenger and roof ride handles; front passenger (also over rear doors with Crew Cab)
- Headliner - color coordinated cloth
- Instrument Cluster - multifunction message center plus trip computer
- Instrument panel
- Instrumentation with tachometer and Message Center
- Map lights - dual (front and rear with Crew Cab)

Power and Handling

- Engine - 6.2L SOHC 2-valve flex fuel V8 engine
- TorqShift® 6-speed SelectShift™ Automatic Transmission
- Alternator - 157 amp Heavy-Duty (6.2L gas engine only)
- Axle - Twin I-beam front axle with coil spring suspension - (F-350 4x2)
- Axle - Mono-beam front axle with coil spring suspension - (F-350 4X4, F-450 and F-550)
- Brakes - 4-wheel power disc brakes with Anti-lock Brake System (ABS); vacuum-boost (SRW)
- Trailer Sway Control (SRW)
- 28 Gallon mid-ship (F-350 SRW with Payload Downgrade Package)
- Shock absorbers - heavy duty gas
- Stabilizer bar - front
- Steering - power
- Steering damper
- Wheels - 17" Argent painted steel (SRW)
- Wheels - 17" Argent painted steel (DRW)
- LT245/75R17E BSW All-Season (6) (Lariat requires DRW)
- AdvanceTrac® with Roll Stability Control™ (RSC®) (SRW)

Exterior Features

- Bumpers, front and rear - black painted steel with front grained molded-in-color top cover and black lower air dam
- Door Handles - black
- Grille - black bar-style



Knapheide Truck Equipment - Flint
1200 S. Averill Ave.
Flint MI 48503
Phone: 810-744-0295
Fax: 855-629-4643
www.flint.knapheide.com

QUOTATION

Quote ID: JF00000089

Page 1 of 1

Customer: CITY OF SOUTH LYON
335 S WARREN
ATTN: D.P.W.
SOUTH LYON MI 48178

Quote Number: JF00000089

Quote Date: 8/22/2014

Quote valid until: 9/21/2014

Contact: DOUG

Phone: 248-437-4006

Fax: 1-248-437-0449

By: Prepared jfountain
Salesperson: JIM FOUNTAIN
PO#:

| | | | |
|------------|--------------|--------------|--------------|
| Make: FORD | Model: F-350 | Year: | Single/Dual: |
| Cab Type: | Wheelbase: | Cab-to-Axle: | VIN: |

| QTY | PART NUMBER | DESCRIPTION | UNIT PRICE | AMOUNT |
|-----|-------------|-------------|--------------|--------|
| | | | | |
| | | | Quote Total: | \$0.00 |
| | | | Discount: | \$0.00 |
| | | | Total Due: | \$0.00 |

The following options may be added:

| QTY | PART NUMBER | DESCRIPTION | UNIT PRICE | AMOUNT |
|-----|-------------|-------------------------------------|------------|------------|
| 1 | WS WESTERN | WESTERN SNOW PLOW MODEL IUTMPVP3Y85 | \$5,108.00 | \$5,108.00 |
| | | 8 1/2 FT. MVP3 Poly Pro Plow | | |
| 1 | WS WESTERN | WESTERN SNOW PLOW MODEL IUTMPVP3Y95 | \$5,438.00 | \$5,438.00 |
| | | 9 1/2 FT. MVP3 Poly Pro Plow | | |
| 1 | WS 43088 | SHOE ASSY KIT - MVP3 (PAIR) | \$144.80 | \$144.80 |

TOTAL \$5582.80

Customer must fill out the information below before the order can be processed...

| | |
|--------------|--|
| Accepted by: | |
| Date: | |
| P.O. number: | |

- ◆ Terms are Due Upon Receipt unless prior credit arrangements are made at the time of order.
- ◆ Options and Quoted Items do NOT include applicable Sales Tax.

Notes:

Shoes are optional and can be added to either plow.

South Lyon Housing Commission
432 Washington St.
South Lyon, MI 48178

November 18, 2014

Mayor Tedd Wallace
Members of South Lyon City Council
335 S. Warren St.
South Lyon, MI 48178

Dear Mr. Mayor & Council Members

I would like to provide an update from the Housing Commission regarding the HUD application to change our status from a public housing property to a rent assisted housing project. The Housing commission had invited previous city manager Murphy and city attorney Wilhelm to a presentation many months ago regarding the process of this proposed conversion. This informational meeting was headed by Robert Beale our Executive Director and owner of the Premier Property Management.

In this meeting he outlined the pros and cons regarding this conversion. The biggest advantage to the change is the type of HUD oversight and funding methodology. It was agreed among all the housing commissioners that we continue our RAD conversion application in hopes of changing the type of HUD oversight which at times becomes very time consuming and expensive for a small housing project such as ours. This conversion process now has over 6,000 nationwide housing projects in the pipeline awaiting congressional ok and funding, it is uncertain exactly when this conversion will take place.

Please find enclosed a letter from HUD outlining our application status. If and when this application process moves forward it will take a coordinated effort from the Housing Commission, Premier Property Management, the city legal staff and ultimately the consent of city council. If you have any questions please feel free to contact me and I will attempt to answer any questions.

Professionally,



Randy Clark – President
248-486-5045 or grandallclark@gmail.com

Cc: Lynne Ladner



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410

October 17, 2014

Robert Beale, Executive Director
South Lyon Housing Commission
2325 W. Shiawassee, Suite 202
Fenton, MI 48430

Dear Executive Director Beale:

Thank you for your application under the Rental Assistance Demonstration (RAD) for the conversion of assistance of 15 units at the following PIC Development(s):

| <u>Property Name</u> | <u>PIC Number</u> | <u>Units</u> | <u>Section 8 Program</u> |
|----------------------|-------------------|--------------|--------------------------|
| WASHINGTON MANOR | MI021000001 | 15 | PBRA |

The Consolidated and Further Continuing Appropriations Act, 2012, Pub. L. 112-55, dated November 18, 2013, authorized the Department to convert up to 60,000 units to Section 8 assistance under the Rental Assistance Demonstration program (RAD). As noted in the Secretary's letter of February 20, 2014, the Department received applications for more than 176,000 units as of the end of calendar year 2013 and has now received applications for 8,924 additional units through August 31, 2014. The Secretary's letter also indicated that HUD would fully review applications for units (above the 60,000 unit cap) and provide contingent approval of those applications that met applicable eligibility requirements.

Therefore, the Department has completed the review of the applications described above in accordance with the requirements of Notice 2012-32 REV-1, Rental Assistance Demonstration – Final Implementation, dated July 2, 2013 (RAD Notice). The Department has determined that, were HUD to receive authority to convert assistance pursuant to RAD for additional units, the application(s) from your agency would meet the eligibility requirements set forth in the RAD Notice.

If Congress authorizes an increase in the number of units eligible for RAD, the Department will review each contingently approved application in accordance with all applicable statutory, regulatory and program requirements applicable at that time to determine if a Commitment to enter into a Housing Assistance Payment (CHAP) can be issued. If the Department determines that a CHAP cannot be issued, the Department will notify you regarding the status of your application.

It is important to note that this contingent approval does not constitute a commitment on HUD's behalf or a notice to proceed to convert the units proposed in the application. Please note this letter is not a CHAP. In addition, it does not constitute a commitment on behalf of HUD to approve Choice Mobility exemptions that may have been requested in the application.

The Department continues to process the applications that were deemed eligible under the 60,000 unit cap. In the event any of the applications being processed under the 60,000 unit cap are withdrawn, rejected or the proposed number of units is decreased, applicants on the wait list with contingent approvals may be eligible to receive a CHAP on a first-come, first serve basis and consistent with any and all applicable requirements.

The Department reminds all applicants that as you consider a RAD preservation strategy, all applicable public housing statutes and requirements continue to apply; this includes those requirements related to procurement and resident occupancy. Your agency should also closely review requirements for RAD tenant relocation which can be found at HUD Notice H 2014-09 and PIH 2014-17 "Relocation Requirements under the Rental Assistance Demonstration (RAD) Program, Public Housing in the First Component" dated July 14, 2014. And, as is true for all subsidized housing programs, Title VI of the Civil Rights Act of 1964 applies.

If you require additional assistance or have any questions, please contact radapplications@hud.gov.

Sincerely,



Jemine A. Bryon
Acting Assistant Secretary
Office of Public and Indian Housing



for Carol Galante
Assistant Secretary for Housing—
Federal Housing Commissioner