

Regular City Council Meeting

December 28, 2015

Agenda

7:30 p.m. Call to Order
Pledge of Allegiance
Roll Call
Approval of Minutes: Dec 28, 2015
Approval of Bills: None
Approval of Agenda
Public Comment

I. Old Business-

II. New Business

- 1) Consider appointment/resignations from City Commissions:
 - a. Bill Jarret resignation from the Downtown Development Authority Board
 - b. Abraham Ayoub appointment to the Downtown Development Authority Board
 - c. Jennifer Dunigan appointment to the Downtown Development Authority Board
- 2) Consider request from Cable Commission to purchase new recording and playback equipment for the Cable Access Channel and Desktop Computer to remain in the Administration technology room for the purpose of operating new equipment and storing files and content library
- 3) Review proposals for Council Retreat facilitators and set date for March Council retreat
- 4) Consider application for approval for Street Closures for Pint Sized Marathon on April 23, 2016
- 5) Consider acceptance of Risk Avoidance Program, (RAP), Grant
- 6) Discussion and consideration of hiring special counsel for the purposes of addressing unsafe structures and blight.
- 7) Discussion regarding hiring grant writer
- 8) Discussion regarding job responsibilities for the Economic Development Coordinator

IV. Discussion on Blight ordinance and unsafe structure structures

V. Discussion - Downtown

VI. Manager's Report

VII. Council Comments

VIII. Adjournment

Memorandum

To: Mayor Galeas Jr. and City Council
CC:
From: Lynne Ladner
Date: 12/23/15
Re: Draft Minutes – City Council meeting Dec 14, 2015

Mayor and Council,

City Clerk Lisa Deaton has been out of the office this week due to unexpected illness. As a result a draft version of written the Council meeting minutes from the December 14, 2015 meeting are not available for review and approval at the meeting on December 28th.

As a result you will not find a copy of minutes to review in this Council packet but there will be two sets of minutes for the Council to approve at their first meeting in January.

Lynne Ladner

Lynne Ladner

From: Bill Jarratt <billj@jarrattarchitecture.com>
Sent: Thursday, December 10, 2015 11:48 AM
To: Lynne Ladner; 'Cheryl Wickham'; 'Gene Carroll'; 'Holly Gerdorn'; 'Marilyn'; 'Tracey Hill'
Subject: RE: Tomorrows meeting (Bill's resignation)

Hi Lynne,

Thanks for letting us know. Yeah we seem to be lacking in agenda items even though there could be plenty to do to improve South Lyon. I am extremely busy with my Architectural firm, so really do not have the time for the DDA right now and want to use my time in more productive ways. Please consider this email my resignation from the DDA.

Thank you everyone for having me on the DDA and Merry Christmas!

Bill Jarratt

From: Lynne Ladner [<mailto:lladner@southlyonmi.org>]
Sent: Wednesday, December 9, 2015 3:41 PM
To: Bill Jarratt <billj@jarrattarchitecture.com>; Cheryl Wickham <divineyoga@sbcglobal.net>; Gene Carroll <GCarroll@neumannsmith.com>; Holly Gerdorn (holly@thelyon.com) <holly@thelyon.com>; Marilyn (southlyonresale@hotmail.com) <southlyonresale@hotmail.com>; Tracey Hill <tracey.l.hill@gmail.com>
Subject: Tomorrows meeting

Sorry for the late notice but as there was very little to discuss for the agenda tomorrow and I have been out ill most of the week (the only agenda item was a recap of the Cool Yule) tomorrow's DDA meeting is Cancelled. I will get the notice posted here at City Hall, on the website and on the City Sign as well as let some of the regulars that have been attending out meetings know so that they do not try to attend the meeting tomorrow. Again, I apologize for the late notice but as I said I have been ill most of the week and due to a lack of agenda items (it was decided to remove most of the old business items last month) I would not want to take up your busy time during the holiday season if we do not have pressing business to discuss. Thank you all for your time during 2015 and I hope to see you at the City Holiday party next week.

Lynne Ladner ICMA- CM
City Manager
335 S. Warren Street
South Lyon, MI 48178
Telephone: (248) 437-1735 / Fax: (248) 486-0049

CITY OF SOUTH LYON
Application for Appointment

Date: 11/24/2015

Name: Abraham Dugou
Address: 21962 N. Ohyon Trail
City, State, Zip Code: South Lyon MI 48178
Home/Cell Phone: 248 939 6432
E mail address: SOLDABE@comcast.net
Occupation: Real Estate Broker
Employer: May Fair Real Estate 417 S. Lafayette
Education & Related Experience: Some college, licensed associate broker
been in Real Estate over 20 years
very involved in community

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 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"/>

DDA



Other



Special qualifications: Lived out here for about seventeen yrs,
involved with Kiwanis, Firefighter 7 yrs Lyon Twp, 5 yrs board
of review Lyon Twp, currently run Easter Egg Hunt with
PAH Weipert

Describe why you are interested in this position: My business is in
the DDA, I just felt it was time to get involved
more now that kids are in college

How long have you lived in South Lyon? Lyon Twp 17 yrs

Previous place of Residence? Livonia 5 yrs

References:

1. PH: Weipert 248 486-1100
2. Chester Collins
3. Bob Martin

Applicant's Signature: _____

Date: 11/24/2015

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: _____

CITY OF SOUTH LYON
Application for Appointment

Date: 10/10/15

Name: JENNIFER DUNIGAN

Address: 216 E LAKE ST

City, State, Zip Code: SOUTH LYON MI 48178

Home/Cell Phone: 248921-4140

E mail address: THECHRISTMASHOUSE1@GMAIL.COM

Occupation: ACCOUNTANT/BUSINESS OWNER

Employer: THE SIGNAL GROUP, LLC / THE CHRISTMAS HOUSE, LLC

Education & Related Experience: OWNER - THE CHRISTMAS HOUSE, LLC

BACHELORS DEGREE - UNIVERSITY OF MICHIGAN

CERTIFIED PUBLIC ACCOUNTANT (CPA)

CHARTERED GLOBAL MANAGEMENT ACCOUNTANT (CGMA)

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 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	DDA BOARD	<input checked="" type="checkbox"/>
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Special qualifications: I HAVE BEEN AN ACCOUNTANT FOR 25 YEARS; I AM WELL VERSED IN FISCAL RESPONSIBILITY, I AM THE OWNER OF AN 1883 VICTORIAN HOME AND HAVE SPENT MANY HOURS RESEARCHING HISTORICAL BUILDING PRESERVATION.

Describe why you are interested in this position: AS I AM BOTH A BUSINESS OWNER AND RESIDENT IN DOWNTOWN SOUTH LYON, I AM FULLY COMMITTED TO SUPPORTING THE ECONOMIC GROWTH AND DEVELOPMENT OF THE DOWNTOWN.

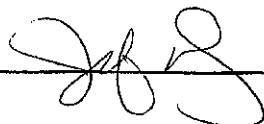
How long have you lived in South Lyon? 13 YEARS

Previous place of Residence? PLYMOUTH; LIVONIA

References:

1. CHRIS BEARSS (734) 891-6047
2. DANNY ROSE (248) 752-7212
3. JOE D'AGOSTINO (248) 444-8604

Applicant's Signature:



Date:

10/10/15

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:

SOUTH LYON CABLE COMMISSION RECOMMENDATIONS

**December
2015**

Executive Summary:

- We propose purchasing the Masterplay Lite software license - \$1,490 and the capture software license - \$1,990
- We recommend purchasing the vendor 'turn-key' computer with pre-installed software and input/output cards - \$2,500
- To accommodate additional storage space for programs, we recommend purchasing an external drive 2-5TB - \$100-\$150
- Presentation Software, Pow-Toon, for community events calendar - \$249 annually
- Total cost: \$6,379.00

South Lyon Cable Commission

South Lyon Community Television

Key Features of Playback Software

- Drag and drop scheduling of programs and announcements
- Ability to schedule programming weeks at a time using a simple user-interface
- We can have a full schedule of programming so the community will know what's on and when
- No need to manually swap out DVDs
- Ability to stream Channel 19 over the internet – this allows for a greater reach vs. limiting only to those subscribed to WOW!
- Functionality that allows live streaming of events at city hall

Quotes for Digital Playback Software

We identified three packages that we reached out to took a look at their products and corresponded with:

Company	Cost	Software	Product URL
Cinegy	\$5,999 (playback, capture)	Cinegy Air PRO Bundle software (Cinegy Jet)	http://www.cinegy.com/jml/index.php/en/products- mainmenu-50.html
MagicSoft	\$1,590	Playout	http://www.magicsoft.tv/playout.html
MasterPlay	\$1,490 (playback) \$1,990 (capture)	OnAir Lite	http://www.masterplay.tv/products/onair.aspx

The cable commission recommends purchasing the MasterPlay software.

South Lyon Cable Commission

South Lyon Community Television

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Software Comparison

	Cinegy/Air Solo ○	MasterPlay/OnAir ●	Magicsoft/Playout ●
Cost*			
User Interface	Complex	Simple	Simple
Live Playback	Yes	Yes	Yes
Codec/Resolution/Aspect Ratio	All necessary	All necessary	All necessary
Logo/Overlays	Yes	Yes	Yes
Loop Playback	Yes	Yes	Yes
Alerts for Issues	Yes	No	Yes
Remote Access	Yes	No	Yes in Recorder
Automatic Up/Down Conversion	Yes	Yes	Option
Customer Service/Support	Yes	Yes	Unknown
Real-Time Video Server	Yes	Yes	No
Web Streaming	Optional	Optional	No
Play while Ingest	Yes with proper PCI card	Yes with proper PCI card	Yes with proper PCI card
SD SDI Out	Yes with proper PCI card	Yes with proper PCI card	Yes with proper PCI card
HD SDI Out	Yes with proper PCI card	Yes with proper PCI card	Yes with proper PCI card
Live Input	Yes	Yes	Yes
SD	Yes with proper PCI card	Yes with proper PCI card	Yes with proper PCI card
HD	Yes with proper PCI card	Yes with proper PCI card	Yes with proper PCI card

Hardware Requirements

As the city no longer has a PC in their control room we need a PC to be powerful enough to run automation playback and ingest software with the following specs.

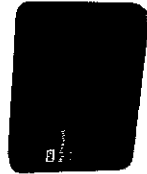
Dual channel SD					
CPU Socket	MotherBoard	Processor	RAM Memory	Blackmagic Card	
Socket 1155 / Z77	Gigabyte Z77X-UP4-TH Asus Sabertooth Z77	Intel Core i5 3570	2 X 2GB	Decklink / Intensity	
Socket 1155	Gigabyte GA-P67A-UD3-B3 GA-P67A-UD5-B3	Intel Core i5 2500	2 X 2GB	Decklink / Intensity	
Socket 1156	Gigabyte GA-P55-UD3 GA-P55-UD5 GA-P55-UD6	Intel Core i5 750	2 X 2 GB	Decklink / Intensity	

The cable commission recommends purchasing the Masterplay 'turn-key' laptop for \$2,500 including input and output cards.

■ For additional storage space for programming, the cable commission recommends the purchase of a 3-5 TB external hard drive. Sample pricing below:

Bestbuy.com

WD - My Passport Ultra 3TB External USB 3.0/2.0
Portable Hard Drive - Classic Black
Model: WDBK00035BKC-NESN | SKU: 9059012
USB 3.0 and 2.0 interfaces, password protection, 256-bit AES
hardware encryption, WD Backup software, data transfer rates
up to 5 Gbps via USB 3.0 and up to 480 Mbps via USB 2.0
☆☆☆☆☆ 4.7 (91 Reviews)
Check Shipping & Availability



☐ Add to Compare

WD - My Book 5TB External USB 3.0 Hard Drive -
Black
Model: WDBFJK0040HBK-NESN | SKU: 4222407
USB 3.0/2.0 connectivity, password protection, hardware
encryption, up to 5 Gbps data transfer rates with USB 3.0, up
to 480 Mbps data transfer rates with USB 2.0
☆☆☆☆☆ 4.7 (89 Reviews)
Check Shipping & Availability



☐ Add to Compare

Amazon.com



See more like this

WD 4TB My Book Desktop External Hard Drive - USB 3.0 - WDBFJK0040HBK-
NESN
by Western Digital

\$123.78 \$159.99 *✓Prime*
Only 4 left in stock - order soon.
More Buying Choices
\$115.00 new (107 offers)
\$99.00 used (5 offers)

1% off purchase of 20 items See Details

[Compare Cloud List](#) See more

☆☆☆☆☆ 4.7 3,126



See Capacity Options

Seagate Expansion 5TB Desktop External Hard Drive USB 3.0 (STES5000100)
by Seagate

\$129.99 \$159.99 *✓Prime*
Get it by Tuesday, Dec 29
More Buying Choices
\$129.99 new (68 offers)
\$113.74 used (3 offers)

[Electronics Get Deals](#) See more

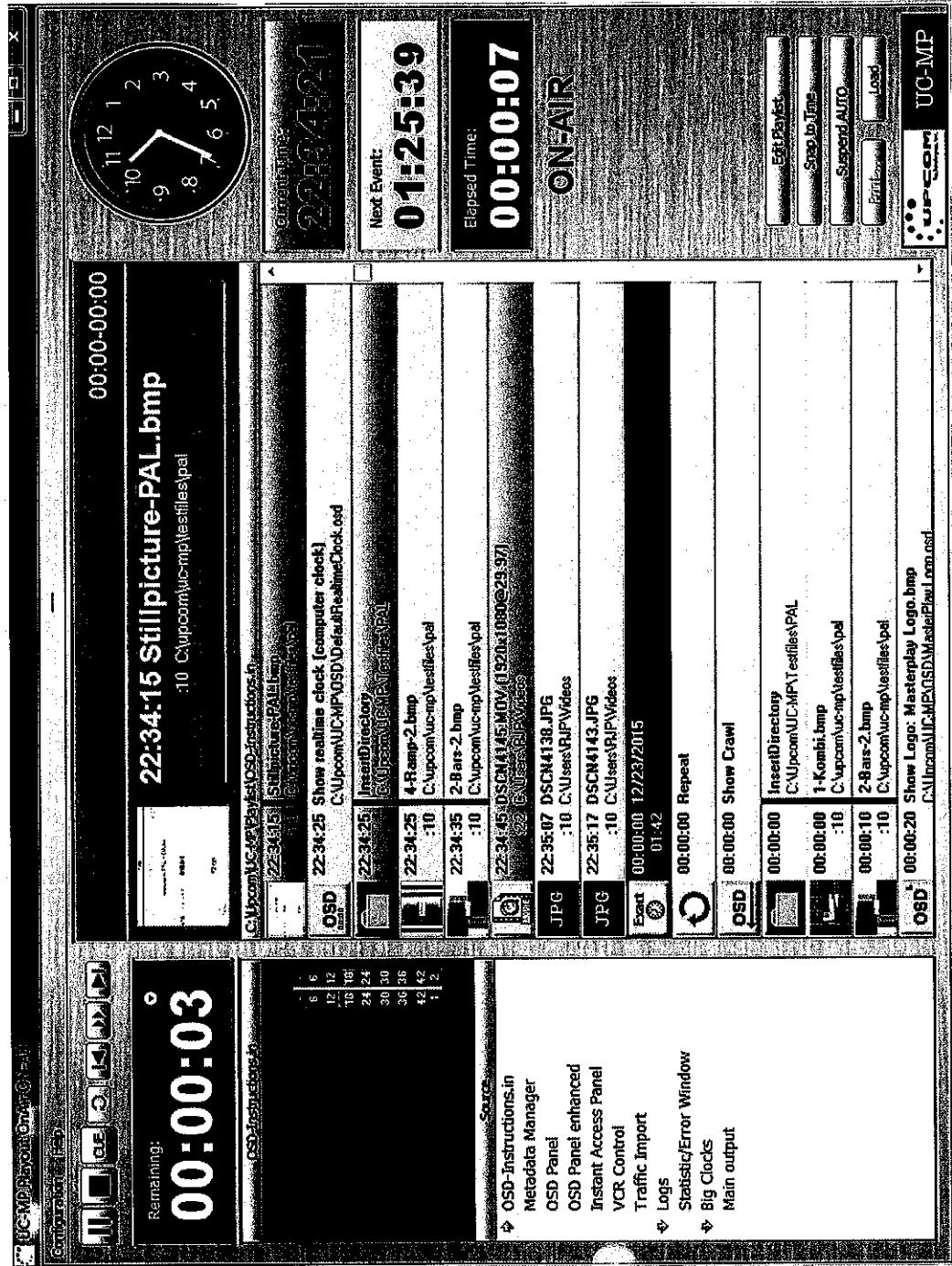
☆☆☆☆☆ 4.7 1,593

- **MasterPlay will deliver the key items needed for channel 19 playback:**
 - A simple, approachable interface that can be learned by a wide range of volunteers
 - Ability to stream to the web
 - Ability to playback a wide range of media files such as mpeg, jpeg, mov
 - Ability to schedule remotely
 - Offers a “lite” version that fit within the approved budget
 - Logo capability
 - Reliable sales support during product research
 - Training included
 - Ability to purchase PC configured for MasterPlay software

South Lyon

Cable Commission

South Lyon Community Television



South Lyon Cable Commission

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■ Cinegy

- It is a good product but with an interface meant for more sophisticated broadcast applications.
- Price point was too high and would exceed the approved amount.
- Sales and support based in Germany.

■ MagicSoft

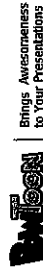
- Offers a simple interface like MasterPlay.
- Low cost
- Does not offer streaming capability.
- The sales and support seemed limited; came across as a one man outfit.
- Did not offer PC solution

- In addition, Dan Pelchat has made available the use of a Channel 19 Event Recording 'Go Bag'. The inventory of this go bag includes the following:
 - 1 - Black Amazon Backpack
 - 1 - Silver Tripod
 - 1 - Panasonic Camcorder
 - 1- Camera Power Supply (*To charge batteries / This will also power camera without batteries if they are dead or unavailable)
 - 2- Batteries
 - 14- Sony DVC Mini DV Tapes - For recording events

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- Pow-Toon, presentation software for community events calendar.
- Simple to use yet professional appearance.
- Motion, animation templates
- Add voice overs
- Includes royalty free music, royalty free styles.



Create Dashboard Pricing Tutorials Blog

CREATE ANIMATED VIDEOS AND PRESENTATIONS

It's free and it's awesome



Used By:



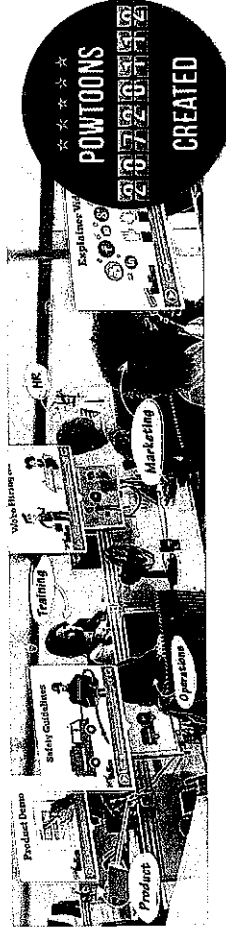
CISCO

Coca-Cola

+

ebay

over 7 million members
around the world



**South Lyon
Cable Commission**
South Lyon Community Television

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**WELCOME TO
THE NEW
SOUTH LYON CABLE CHANNEL**

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COMMUNITY INFORMATION FOR A GREAT COMMUNITY

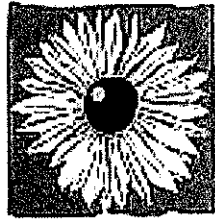


South Lyon
Cable Commission
South Lyon Community Television

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SAMPLE!

South Lyon
FARMERS MARKET



SATURDAYS THROUGH 10/31

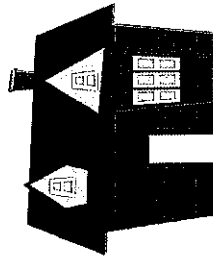
9:00 AM TO 2:00 PM

LOCATED IN THE PARKING LOT DIRECTLY
ACROSS THE STREET FROM THE POST OFFICE

South Lyon
Cable Commission
South Lyon Community Television

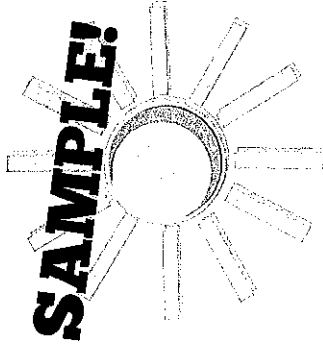
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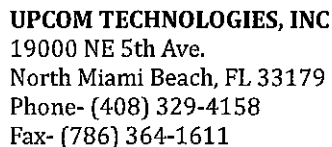
**SOUTH LYON
MEMORIAL DAY PARADE
SUNDAY, MAY 24 @ 9:00AM**



**STARTS AT BARTLETT ELEMENTARY
FINISHES WITH A MOVING AND PATRIOTIC
CEREMONY AT THE SOUTH LYON CEMETARY**

ORGANIZED BY V.F.W. POST 2502





Quote

Name	Rich Perry
Address	
City	
Phone	810-923-2520

Date 12/1/2015
Order No. _____
Contact Rich Perry
richperry64@gmail.com

Qty	Description	Unit Price	TOTAL
1	UC-MP Masterplay Lite Permanent License	\$1,490.00	\$1,490.00
1	UC-MP 2U Rackable SD Payout System	\$2,500.00	\$2,500.00
	-i5 CPU		
	-8GB DDR3 RAM		
	-Solid State Drive		
	-Input\Output Cards		
1	UC-MP Masterplay Capture CE2 Permanent License	\$1,990.00	\$1,990.00
	Customer is responsible for any shipping charges.		
	Phone Support \$155/hr, On site Support \$990/Day + T&E		
Payment Details			
UPCOM TECHNOLOGIES			
CITIBANK: 10800 Biscayne Blvd, 100, Miami, FL			
ACCOUNT: 9119808619			
Taxes			
TOTAL			\$5,980.00

Payment Details

UPCOM TECHNOLOGIES
CITIBANK: 10800 Biscayne Blvd, 100, Miami, FL
ACCOUNT: 9119808619
ABA: 266086554
SWIFT: CITIUS33

Taxes

Office Use Only

Office Use Only

**Cinegy GmbH**

Müllerstr.27
Munich ,Bavaria 80469
Germany
Phone: +49-89-23885360
Fax: +49-89-23885369
Website: www.cinegy.com

-1-

Customer Name

Cinegy

Quote: QUO2323

Issued Date: 23-12-2015

Valid Date: 22-01-2016

Billing Address

Mueller str. 27
Munich 80469
Germany

Shipping Address

Product Code	Product Name	Quantity	Price	Discount	Tax	Total
JETPUR-V10	JET Purchase	1.00	5,999.00	0.00 (0%)	0.00 (0%)	5,999.00
	One machine license. Purchase - including 12 months updates.					
SER425	JET Purchase SLA First Year Business Class	1.00	599.00	0.00 (0%)	0.00 (0%)	599.00
	Annual Support and Update Subscription Fee - based on product list price.					
Net Total						6,598.00
Discount						0
Shipping & Handling Charges						0.00
Shipping & Handling Tax:(0%)						0.00
Adjustment						0.00
Grand Total : (in \$)						6,598.00

Description	-2-
Terms & Conditions	
Quotes are valid for 30 days, unless otherwise stated. All quotes are provided without VAT or any applicable sales taxes.	



Orders in North and South America are processed by Digital Marketing International. Place orders online here: <http://desktopvideo.info/wp/order-magicsoft-software/> All payments are processed using Paypal.

List Price in USD	
Magicsoft Recorder v. 1.x – Base License- Single Channel SD or HD Recording	\$595.00
Magicsoft Recorder v. 1.x – Add-On License- Adds 1 Channel SD or HD to Base License (Up to three additional licenses can be added to a Base License for a total of four channels)	\$250.00
Magicsoft Recorder v. 1.x – Add-On License per Channel After Initial Purchase (Up to three additional licenses can be added to a Base License for a total of four channels)	\$325.00
Magicsoft Recorder v. 1.x – TimeCode and NLE support (Requires an additional license and applies for all the channels of a dongle)	\$450.00
Magicsoft Recorder v. 1.x – Web Browser Remote (Requires an additional license and applies for all the channels of a dongle)	\$450.00

List Price in USD	
Magicsoft Playout 6.x – SD (Supports Standard Definition Only.) *	\$895.00
(Supports MPEG2 and DV, installation of proper codec is necessary. Some codecs must be purchased from third parties.)	

Magicsoft Playout 6.x- SD/HD * (Supports Standard AND High Definition)	\$995.00
(Supports MPEG2, DV, HDV and full HD, installation of proper codec is necessary. Some codecs must be purchased from third parties.)	

Magicsoft Playout v. 6 – SD to HD upgrade (Adds HD support for Magicsoft Playout)	\$395.00
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Magicsoft Playout v. 5 to v. 6 upgrade – USD 295.00 – Electronic Distribution (Updates Playout version from 5 to 6, does not update from SD to HD)	\$295.00
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List Price in USD	
Magicsoft CG 7.x ** - SD (Supports Standard Definition Only.) (Supports tickers, animated logos, text objects for lower thirds, clock, etc.)	\$1,595.00
Magicsoft CG 7.x ** - HD (Supports AND High Definition.) (Supports tickers, animated logos, text objects for lower thirds, clock, etc.)	\$2,290.00
Magicsoft CG SD to HD Upgrade ** (Adds HD support for Magicsoft CG)	\$795.00
Magicsoft CG HD 6.x to Magicsoft CG HD 7.x (Updates version from Magicsoft CG HD 6.x to version 7.x)	\$450.00
Magicsoft CG SD 6.x to Magicsoft CG HD 7.x (Updates version from Magicsoft CG SD 6.x to HD version 7.x)	\$1,245.00
Magicsoft CG HD 5.x to Magicsoft CG HD 7.x	\$850.00
Magicsoft CG SD 5.x to Magicsoft CG HD 7.x	\$1,645.00

For upgrading version 4 or older licenses, contact us at mike.skibra@magicsoft.tv.

List Price in USD	
Magicsoft Cleaner v. 1.x Production * The "Production" license supports video blurring over the entire screen	\$1,350.00
Magicsoft Cleaner v. 1.x Broadcast † The "Broadcast" license allows you to blur the entire screen as well as only an indicated area	\$1,995.00

* Supports Blackmagic Design DeckLink and Intensity cards

** Supports Blackmagic Design DeckLink cards. Decklink card must support internal or external keying.

† requires the Deltacast DELTA-3G-elp 11 bb. For more information about Deltacast cards, contact mike.skibra@magicsoft.tv

AGENDA NOTE

New Business: Item #

MEETING DATE: December 28, 2015

PERSON PLACING ITEM ON AGENDA: City Manager

AGENDA TOPIC: Review proposals for Council Retreat facilitators and set date for March Council retreat

EXPLANATION OF TOPIC: As we have discussed the possibility of having a Council Strategic Planning retreat lead by an outside facilitator I reached out to several communities across the state and was able to identify three different organizations/facilitators that provide Strategic Planning sessions for municipal governing bodies. I reached out to all three and have received proposals from them based upon a very high level conversation of what I believe would be the objectives for the session and their past experiences in this field. Each facilitator has a different style and approach to the retreat session.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Copies of the proposals from the three different facilitators along with estimated or proposed costs not to include costs if incurred for an offsite location, food and drink for the attendees.

POSSIBLE COURSES OF ACTION: Approve moving forward with the Strategic Planning retreat and select a facilitator and date in March on which to hold the session. Reject the idea of moving forward with a Strategic Planning session and reject all proposals

RECOMMENDATION: Approve moving forward with the Strategic Planning retreat session with the low bidder Lew Bender Professor Emeritus of Public Administration at Southern Illinois University at Edwardsville (SIUE) in the amount of \$2,300 and set the date for Saturday March 19th.

.

SUGGESTED MOTION: Motion by _____, supported by _____ to approve moving forward with the Strategic Planning retreat session with the low bidder Lew Bender Professor Emeritus of Public Administration at Southern Illinois University at Edwardsville (SIUE) in the amount of \$2,300 and set the date for Saturday March 19th.

***A Proposal for Facilitation
Strategic Planning Process for the City of South Lyon***

Lewis G. Bender

P.O. Box 330
Leroy, MI 49655
231-797-5536
lewbender@aol.com
www.lewbender.com

Purpose of a facilitated process

The purpose of this process is three fold:

1. Assist the Mayor, City Council, City Manager and Department Heads in their efforts to establish strategic direction and goals for the City of South Lyon
2. Create a facilitated environment that allows participants to explore and discuss ideas in a task-oriented, fair, respectful and balanced manner.
3. Present documentation that adequately reflects the major deliberations and decisions of the planning group.

Tasks to be completed

The facilitator will complete the following tasks:

1. Consult with the City Manager and involved persons regarding the specific purposes and agenda of the one-day process.
2. Facilitate the meeting in a manner which permits the Mayor and City Manager to be free of the responsibilities of running the meeting and which encourages the positive and creative exchange of ideas.
3. Offer advice regarding processes and methodologies to the participants.
4. Move the process forward in an efficient and effective manner.
5. Provide an outline of the major points of the proceedings.

Proposed Dates

Saturday, March 19, 2016. The City of South Lyon has first right of refusal.

Cost

The total cost for facilitation services involving pre-consultations, one day of on-site facilitation and preparation of meeting notes is \$2300. This amount includes expenses associated with travel from Luther Michigan. The cost of an optional follow-up day is \$2000 plus travel expenses.

Proposed format

It is recommended that the planning retreat utilize the following format:

Saturday	<p>8:30 AM – Noon</p> <p>Participants: Mayor and Members of City Council, City Manager and Senior Staff</p>	<p><i>Focus:</i></p> <ul style="list-style-type: none"> • Review the state of the City and discuss major trends. • Create a shared vision statement for the City of South Lyon that permits the creation of strategic goals for the Board and Staff.
	<p>12:30 to –4:00 PM</p> <p>Participants: Mayor, City Council Members, City Manager and Senior Staff</p>	<p><i>Focus:</i></p> <ul style="list-style-type: none"> • Identify/Develop strategic goal areas based on the Board's Strategic Vision • Identify key objectives and one-year tasks for each goal area. • Identify the calendar for completing the strategic plan.

Date to be determined	<p>This second meeting may or may not be facilitated depending on the needs of the City</p>	<p><i>Focus – Completing the Strategic Plan</i></p> <p>This usually involves the City Manager and Senior Staff creating an action plan for the following activities:</p> <ol style="list-style-type: none"> 1) Completing proposed goal statements 2) Focused objectives and tasks for each goal 3) Dates and budgets related to achievement of objectives and goals 4) Submission of the proposed strategic plan to the Board for discussion, revision and adoption
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Facilitator

Dr. Lewis Bender will serve as facilitator of this process. He has a long history of work with municipal and other local governments. He has conducted numerous strategic planning processes and teaches a graduate level class on the subject.

He is Professor Emeritus of Public Administration at Southern Illinois University at Edwardsville (SIUE). He taught a variety classes in supervision and leadership for the Department of Public Administration and Policy Analysis.

Previously at SIUE, he was the Director of Regional Research and Development Services, which was responsible for university community and public service outreach and applied research endeavors. Throughout his career, Professor Bender has been deeply involved in community-based applied research, organizational goal setting and planning, and approaches to organizational development.

His educational background includes BS in History from Grand Valley State University, Allendale, Michigan (1971); Masters Degree in Political Science, Wayne State University, Detroit, Michigan (1973) and Ph.D. in Political Science, University of Georgia, Athens, Georgia. (1977)

A specialist in training and organizational development for business and government, he conducts seminars and workshops for management, supervisors support staff and customer service employees – anyone who needs to be effective in communicating. Dr. Bender is well known for his candid approach and casual style. He has worked with organizations across the U.S. and Canada.

Prior to his appointment to SIUE, Dr. Bender served as the Director of the Center for Governmental Research at Central Michigan University.

Recent strategic plan references

Mr. George Phifer, Director
Huron-Clinton Metroparks Authority
(248) 404-5526

Mr. Tom Tarkiewicz, Manager
City of Marshall, Michigan
(269) 962-4949

Ms. Susan Osbourne, Mayor
City of Fenton, Michigan
(810) 922-8477

Mr. James T. Wickman III, Township Manager
Charter Township of Hartland, Michigan
(810) 632-7498 ext. 260

Other references provided upon request.

Strategic Planning Experience

- Fall 2015 – Apple Canyon Property Owners Association, Illinois
- Fall 2015 – Tarpon Springs Florida, Police Department
- Summer 2015 – Lake County Illinois, Sheriff Department
- Summer 2015 City of Marquette Housing Authority, Marquette, Michigan
- Spring 2015 Van Buren County Board, Michigan
- Spring 2015 St. Louis County Police Department, Missouri
- Fall 2015 Marshall Michigan
- Winter 2015 Grand Ledge Michigan
- Winter 2015 County Lake Illinois Sheriff's Department of Corrections
- Winter 2015 Michigan Association of Drain Commissioners
- Winter 2015 Caledonia Township, Michigan
- Fall 2014, Fall 2015 City of Saline, Michigan
- Fall 2014, Fall 2015 City of Fenton, Michigan
- Summer 2014 Woodlands Library Cooperative
- Winter 2014 Antrim County Road Commission, Michigan
- Winter 2014 Engineering Enterprises Incorporated, Chicago, Illinois
- Spring 2014 City of Portage, Michigan
- Winter 2013 Dewitt Charter Township, Michigan
- Spring 2013 Van Buren County Board, Michigan
- Spring 2013 Kalamazoo County Board, Michigan
- Spring 2013 Clinton County Board, Michigan
- Summer 2013 – Present - Village of Plainfield, Illinois
- Summer 2013 City of O'Fallon, Illinois
- Fall 2013 County Road Association Self Insurance Fund, Michigan
- Spring 2012 City of Fenton, Michigan
- Spring 2012 Michigan Chapter, American Public Works Association
- Fall 2012 City of Grand Blanc, Michigan
- Fall, 2012, Michigan Government Finance Officers Association
- Spring 2011 Cascade Charter Township, Michigan
- Spring 2011 City of Marshall, Michigan
- Spring 2011 City of Cedar Springs, Michigan
- Summer 2011 Village of Geneva, Illinois
- Fall 2011 Gaines Charter Township, Michigan
- Winter 2010, Spring 2015, Spring 2014-Grand Valley Metropolitan Council, Grand Rapids, Michigan
- Winter 2010-City of Walker Michigan, Walker, Michigan
- Spring 2010-Oakway Fire Consortium, Birmingham, Michigan
- Summer 2010, Summer 2013-Michigan Municipal Treasurers Association
- November 2009-Southern Illinois Law Enforcement Commission, Belleville, Illinois
- Fall 2009-Barrington Area Council of Government, Barrington, Illinois
- Fall 2009-Michigan Chapter of the American Public Works Association, Mt. Pleasant, Michigan

- Fall 2009, Fall 2012-Village of Wauconda, Wauconda, Illinois
- Summer 2009 – 2015 -Michigan Association of Municipal Clerks
- April 2009-City of Midland, Midland, Michigan
- January 2008-City of Fenton, Fenton, Michigan
- August 2008-City of Fenton Downtown Development Authority, Fenton, Michigan
- Fall 2007-Hartland Township, Hartland, Michigan
- Summer 2007-Village of Barrington, Barrington, Illinois
- Summer 2007-City of Cadillac Management Team, Cadillac, Michigan
- Summer 2007-Homeland Security Region III, Bay City, Michigan
- Summer 2007-Homeland Security Region I, Lansing Michigan
- Spring 2007-Mid Michigan Community College Board of Trustees, Harrison, Michigan
- Winter 2005 – City of Alma, Michigan
- Winter 2004, 2005, 2006, 2009 – Summit Pointe Community Mental Health System, Battle Creek, Michigan
- Winter-Spring 2006-Alumni Association of Southern Illinois University, Carbondale, Illinois
- Winter 2006 – City of Maplewood, Missouri
- Fall 2005 – Chamber of Commerce of Maplewood, Missouri
- Fall 2005 – Illinois Network of Child Care and Resource Referral Association, Bloomington, Illinois
- Spring 2004 – Big Brothers and Big sisters of Sangamon county, Springfield, Illinois
- Winter 2006 – Board of Trustees, Mid Michigan Community College, Harrison, Michigan
- Winter 2006 – Village of Vernon Hills Police Department, Vernon Hills, Illinois
- Spring-Summer 2000 – Winter 2004 Michigan Commission on Law Enforcement Standards Board, Staff Strategic Plan Facilitation, Lansing, Michigan
- Winter 2002/Spring 2004 Strategic Planning and Team Development for Iroquois Memorial Hospital, Watseka, Illinois
- February 14, 2002, Strategic Planning and Team Development for Iroquois Memorial Hospital, Watseka, Illinois
- Fall 2000/2001 Cadillac Police Department Strategic Goals Workshop, Cadillac, Michigan
- Spring 2001, Council-Manager Planning Workshop, City of Mt. Pleasant, Michigan
- Fall 2000, City of Sandusky, Council Manager Retreat
- Summer 2000, Riverside Memorial Hospital, Door County, Wisconsin
- Spring 2000, American Public Works Association, Illinois Chapter , Springfield, Illinois
- Spring – Fall 2000/Fall 2001, Bay County Management Information System, Bay County, Michigan
- Spring 2000, Iroquois Memorial Hospital Board, Chicago, Illinois
- Spring 2000, Police Corps of Western Illinois University Winter 2000, Southern Illinois Law Enforcement Commission, Strategic Direction for Officer Training, Belleville, Illinois
- Winter 2000/Winter 2001, Madison County Community Development “Continuum of Care 2000” – Homeless Strategy for Madison County, Illinois

- Spring 1999, Library of Michigan Technical Services Division Strategic Plan for Customer Service, Lansing, Michigan
- Spring 1999, Eden Village – Assisted Living Development Strategic Plan and Research Support (Focus groups, data capture with Rhonda Penelton, Glen Carbon, Illinois)
- Spring 1999, LINC – Assisted Living Center, Strategic Plan, Belleville, Illinois

Respectfully submitted:

Lewis G. Bender, PhD.

618-792-6103

lew Bender@aol.com

Lynne Ladner

From: Liesl Green <lgreen@mml.org>
Sent: Monday, November 30, 2015 3:42 PM
To: Lynne Ladner
Subject: RE: City Council Retreat Facilitator

Hello Lynne,

Thank you for your interest in setting up a training for South Lyon. I am actually not a facilitator but the events coordinator for the League. So I am more than happy to set you up with a facilitator. We have had lots of interest in doing this type of session for cities in Michigan this year so I do know that at this point I believe I only have one speaker that still has availability on Saturdays in January. If you think you could push this back to February I may have a couple more options for you.

The facilitator has two dates currently open January 9 or the 23rd. I have given these two dates to another community as well so I am not sure if they are leaning towards one of them at this point.

I will pass along your questions to the facilitator that does have availability and will let you know what she has to say.

As far as pricing, I can tell you that her trainings run up to \$3,900 plus travel and expenses. This does include prep work, design, delivery and follow through.

Also I wanted to let you know that we are offering Newly Elected Officials Training courses right now and there is one in Southfield next week on Thursday that could also be helpful for your new officials. For more information on this training and all our upcoming training please visit our [league calendar](#).

Have a great day and I should be back in touch soon!
Liesl

Liesl Green, CTA
Events Coordinator, Events
Ph: 734-669-6311 | Fax: 734-662-8083
1675 Green Road, Ann Arbor MI 48105
www.mml.org



From: Lynne Ladner [<mailto:lladner@southlyonmi.org>]
Sent: Monday, November 30, 2015 12:04 PM
To: Liesl Green <lgreen@mml.org>
Subject: City Council Retreat Facilitator

Ms. Green

I received your name from Kathie Grinzinger on the list serve when I inquired about possible facilitators for a City Council Retreat. The City of South Lyon City Council has recently had a significant turnover (3 out of 7 positions) and has agreed to consider proposals to have the first ever Council Retreat/Vision and Goals session for the City. I think this is a very positive step for the City and I would like to see it be successful as in recent years there has been a lack of clear vision from the Council in terms of direction for the Manager and staff as to priorities to move the Community

forward. The Council would like to be able to limit this to a single day retreat, so in your proposal I would need to know, cost, an outline of how you would facilitate a session of this type. What you see as the maximum number of ideas/issues that the Council could focus on effectively in a single day and what availability you would have for this type of retreat in January (would need to be on a weekend due to Council work schedules).

If you have any further questions please let me know.

Lynne Ladner ICMA- CM

City Manager

335 S. Warren Street

South Lyon, MI 48178

Telephone: (248) 437-1735 / Fax: (248) 486-0049



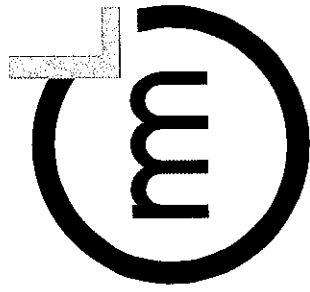
STRATEGIC PLANNING AND GOAL SETTING

Program Overview



Prepared by the Michigan Municipal League

Liesel Green
Events Coordinator
1675 Green Road
Ann Arbor, MI 48105
734.669.6311
lgreen@mml.org



Program Overview

A solid strategic plan is an effective framework for achieving great results. The plan should articulate an overarching long-term community vision, supported by specific action-oriented, shorter-term goals. Developing such a plan, and revisiting it regularly, keeps the community focused in the right direction. Unfortunately, financial challenges and other barriers can prevent a community from conducting a regular planning process, leaving local leaders with an outdated plan that no longer meets their needs.

Engaging one of the League's skilled facilitators to lead the strategic planning process can build community consensus around the vision, priorities, and actions needed to move forward. The League process generally includes the following activities:

- Conducting an initial meeting to talk through objectives, challenges, and current issues;
- Holding stakeholder meetings as may be necessary to plan a

constructive planning session;

- Convening a strategic planning session, typically 4-6 hours, where consensus is built around a succinct vision, supported by goals, action items, timeframes and measurable/outcomes to be used as indicators of success;
- Identifying potential threats and obstacles to success, with a focus on opportunities to push past these obstacles and move forward;
- Balancing goals against financial constraints to ensure a strategic plan is visionary yet realistic and achievable; and
- Developing and delivering a complete report that recaps the preliminary research/inputs, outlines the plan, and offers suggestions for ongoing review and/or update.

The League offers customized service that can be altered to meet the specific needs of your community. For instance, strategic planning with a placemaking focus will identify ways your community's place-based assets can serve as a foundation for your broader vision and goals. This can be incorporated into the strategic planning process, or provided as a stand-alone program.

If you have questions or would like to schedule a session, contact the League at 734.669.6311 or lgreen@mml.org.

MEMO

December 4, 2015

TO: Lynne Ladner, City Manager, City of South Lyon
FROM: Dr. Joe Ohren



RE: Proposal for Team-Building/Goal-Setting Program, early 2016

Lynne, I appreciate the opportunity to draft a proposal for you and your council for what I often refer to as a team-building and goal-setting program. Indeed, I will also be working with the leadership group (also my term to describe elected officials and key administrative staff) in the city of Adrian in early 2016 for similar reasons; new commission members and a relatively new city administrator.

Please consider this proposal as a draft and let me know if it is consistent with your thinking; I realize I have proposed an opening session as the lead in to what your council was considering a single all day session, but my experience suggests the opening session can pay real dividends, especially with new participants around the table.

If it would be helpful I am happy to set up an appointment in the next two weeks or so to meet you and discuss any potential changes that might be appropriate. As I indicated in my email I would be available for such a program in January or perhaps early February, consistent with your schedule and budget planning needs.

Background

As I understand it, you are relatively new to your position, though certainly not new to city management, and you have two new council members coming on board. This suggests the value of a program that brings the leadership group together first to collectively discuss the decision-making process and then to establish a vision and a set of goals and action strategies for the next two to three years.

I have provided below a set of objectives for such a program, described some elements in more detail, identified some specific issues to be addressed, and presented a cost figure for your consideration. It deviates to some extent with your desire for a day-long program, but I believe it will help build the relationships needed for sound decision-making.

Program Objectives

Consistent with our email exchange I see several specific objectives for the proposed program.

1. Examine participant perspectives on the process by which we make decisions for the city and identify any specific recommendations for strengthening that process;
2. Identify the critical or strategic challenges facing the city over the next two to three years;
3. Based on the effort above, identify priority goals and action strategies to guide our decisions in the near term to address those challenges.

The process I employ involves confidential surveys distributed in advance of our work together, with an evening session of about three hours devoted to decision-process issues, followed by a day-long session devoted to the identifying challenges, articulating goals, and developing action strategies. At the conclusion of the initial session I will circulate a brief written report summarizing our discussion to allow reflection on any recommendations that emerged as we start the second session.

Strengthening Decision-Making

I would suggest we devote an opening session, perhaps three hours or so, often scheduled on an off night for a council meeting, to consider decision-making issues. The intent of this opening segment of the planning retreat is to systematically and explicitly discuss “how” we make decisions for the city. I would provide a brief homework exercise (draft attached to this proposal) to be completed by members of the council and the leadership team in advance of the session.

Responses to the survey are transcribed, assembled and reported to participants at the session to stimulate analysis and discussion of the decision-making process. As the survey suggests, the intent is to address explicitly what might be perceived as any *barriers* inhibiting or limiting the decision-making process, and then to identify what might be done to ***strengthen information sharing, communication and decision-making***. During the discussion we also would spend some time talking about the roles and relationships between the several decision-makers in the city—mayor, council members, manager, clerk, members of boards and commissions, and others.

The first work session is designed to enhance the council’s capacity for decision-making and not to “make” people agree with one another. Indeed, my role is not to “tell” council members, the mayor, and administrative leaders what the problems are and how to solve them. I don’t even assume there are problems, but rather start with the premise that no matter how effective we are as a decision-making body there is always room for improvement.

My job in this program is to assist the group in the decision process, not make decisions for the community. I use my understanding of local government and my process skills to structure a program that will allow the collective leadership to deal with problems and to make decisions in a productive and effective fashion.

The “products” of the session can take several forms:

- a set of “governing body rules” to guide relationships and decision processes;
- decisions on how often to meet, whether to utilize formal work sessions in addition to regular commission meetings, how and when information should be provided as part of the decision-making process;
- clear expectations for the manager and other administrative personnel—after all they will want to evaluate you in a year or so; or
- other strategies to be employed by the mayor, council members and the leadership team to insure effective communication and decision-making.

The discussion will be summarized in written form after the session and presented back to the leadership group, essentially providing a record of possible actions that might be taken to improve decision-making.

Critical or Strategic Issues and an Action Plan

Following that first session I use a second homework exercise (the second part of the handout attached) to stimulate thinking about the most critical issues facing the city as we look ahead. The intent is to generate a list of issues by brainstorming, and then shorten the list to focus on those that are deemed by the group as “most critical,” requiring action within the next two to three years.

Those priority issues essentially become the basis for goals—addressing the most critical challenges facing the city—and they then become the focus of thinking about action strategies. We again use a two-step process; what possible strategies might be implemented to address those critical issues and achieve our goals, and then we identify those deemed most important.

My approach, and hence the use of the term goal-setting at the start of the memo, is to emerge from the session with a pretty clear sense of what our priorities are for the coming year or two, and some attention to implementation strategies. The steps in the process are pretty straightforward.

Following the day-long session I will prepare a full report including the products of all of our work together along with a set of my own recommendations for next steps in the goal-setting process based on my work with numerous community leadership groups over the past years.

Issues and Logistics

Let me just briefly touch on several issues that often come up as governing boards consider such a planning session. As I noted earlier, my role in the program is to serve as facilitator, assisting the group in the decision process, not making decisions for the community. My job, and why it is sometimes valuable to bring in an outsider, is to ask the hard questions, structure the discussion, keep the group on track, and ultimately pull the decisions together in a report back to the city.

As I referred to above, your interest is to begin in January, and end by mid to late February. I need perhaps two to three weeks to circulate the survey form and receive responses in advance of the opening session. That then could be followed up with a Saturday session in early to mid-February, giving me sufficient time to prepare and circulate a write-up covering our opening session. That would position us to complete the process before the end of February.

The proposed work sessions would need to be posted and open to the public. While there is no requirement for public participation in a council work session, should the members wish I am certainly amenable to and capable of involving members of the public in the discussion. The group may want to address this in advance to avoid the need to devote time to the question at the meeting itself.

A related issue is the number of participants to be included in the program. At times such programs involve the elected body and the manager, focusing on developing effective decision-making processes within the council and between the mayor, council members and the city manager, as well as an effort at building consensus on goals and an action plan to guide decisions. Other individuals could be asked to complete the questionnaires to add further insight to the work sessions, even if they are not involved in the work sessions directly.

You could involve a wider group of city personnel—key department heads and others perhaps—and that would be my recommendation. In some communities the net is cast even wider, with community leaders—members of appointed boards, local chamber leaders, officials from other units of government—in the work sessions. From my perspective, the question of participation is up to you and your mayor and council, with a caveat; larger groups cost more to accommodate and may take longer to engage fully in discussions.

As you know the sessions must be posted in advance and open to the public. Similar sessions have been held in conference or meeting rooms in city hall or city departments or on some occasions in local hotels or business facilities. While the day-long session will require food and beverage costs, we could schedule the evening session without a light dinner to minimize your expenses; that's up to you. We need about three hours or so for the evening session, with a break in the middle. The day-long sessions often start with a light breakfast at 8 am, lunch at noon with adjournment around 4 pm.

Cost

The cost for the program as proposed is \$3600, including assembling responses to the surveys in advance of the sessions, my travel to and from the city, facilitating the work sessions as described, and preparing and presenting a written report at the conclusion of the workshop to the council. The city is responsible for arranging facilities and logistical support for the session, distributing all materials in advance for the sessions, and providing refreshments and meals for participants, as necessary.

The work would be done under a personal services agreement, with this proposal serving as scope of work; I would bill the city upon conclusion of the program.

Conclusion

I hope this helps you as you continue planning for a team-building and goal-setting workshop. Please don't hesitate to contact me if you have any questions about the proposal. If you or the mayor and council members do not believe that this program accomplishes what they would want, I would be happy to try and tailor a program to meet more specific needs.

Attachment—Draft Survey

PLANNING AND GOAL-SETTING RETREAT
A SELF-ASSESSMENT INSTRUMENT
Dr. Joe Ohren

ASSESSING WORKING RELATIONS AND DECISION-MAKING

In preparation for the opening segment of our goal-setting program, please complete questions A through C on the attached survey instrument about barriers to effective decision-making and strategies for overcoming those barriers. Be honest and straightforward in answering the questions; I don't assume there are problems but rather start with the premise that no matter how effective we are as a decision-making body and leadership group there is always room for improvement. I will assemble and transcribe the responses for distribution at the session.

GOAL ASSESSMENT EXERCISE

During our second work session, we will focus on "where we want to go" (goals/objectives) as a city. To get there we need to begin by identifying the critical strategic issues facing us and then we can determine how we want to get there (action plan). Please complete questions D and E on the attached instrument.

Given an ambitious timeline, we would like to hear from you no later than January ...2016, and as you can see below, ideally you will respond to me by email at joe.ohren@gmail.com; just put South Lyon in the subject line—and there is no need to repeat the questions, just number your responses appropriately). Or, feel free to write down your responses and mail the completed forms to me at the address below. I have also provided my cell phone number in the event you want to discuss the questions or your thoughts further.

Please be candid and straightforward in answering the questions; your answers will be kept anonymous. I will transcribe your responses for use in our goal-setting workshop in early 2016.

Dr. Joe Ohren
joe.ohren@gmail.com
588 Glendale Circle
Ann Arbor, MI 48103
734.546.0039

A. Characteristics of effective decision-making groups—Based on your experience with this and other decision-making bodies, identify three characteristics of good or “effective” decision-making groups. You can probably think of more than three, but what do you think are the three most important?

1.

2.

3

B. Barriers to effective working relationships/decision-making—Identify three barriers that you perceive are getting in the way or might get in the way of effective working relationships and decision-making **here in South Lyon**. You may be able to think of more, but what do you think are the three most critical?

1.

2.

3.

C. Strategies for improving our effectiveness as a leadership team—Identify three strategies for improving our effectiveness as a council and a leadership team **here in South Lyon**. You may be able to think of more than three, but what three would you recommend to your colleagues as most critical, perhaps to be implemented as we begin the new calendar year?

1.

2.

3.

D. Identifying Critical Issues/Challenges—What three issues, problems or challenges facing South Lyon do you perceive as most important? Move beyond the process by which we make decisions and focus now on the problems we face as a city. And, be as specific as possible.

1.

2.

3.

E. Strategies for addressing those issues—For each of the three critical issues you identified above, identify one or two strategies for addressing the issues. You can probably think of more than that, but which ones should be implemented as soon as possible?

1.

2.

3.

4.

5.

AGENDA NOTE

New Business: Item #

MEETING DATE: December 28, 2015

PERSON PLACING ITEM ON AGENDA: Police Chief

AGENDA TOPIC: Road Closure – Pint Sized Marathon

EXPLANATION OF TOPIC: The applicant is seeking approval to conduct the Pint Sized Marathon on Saturday, April 23, 2016. The event would start at the Witch's Hat Depot at 11:00 a.m., and end in McHattie Park by 2:00 p.m. The applicant has requested closure of Dorothy Street between Pontiac Trail and McMunn, and McMunn between Dorothy Street and the Rail Trail during the race.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Application, Insurance Certificate, Hold Harmless Statement, Map, Flyer

POSSIBLE COURSES OF ACTION: Approve/Do Not Approve the requested road closures and use of the Witch's Hat Depot, McHattie Park, and Rail Trails.

RECOMMENDATION: Approve the request

SUGGESTED MOTION: Motion by _____, supported by _____ to approve the closure of Dorothy St. between Pontiac Trail and McMunn St., and McMunn between Dorothy Street and the Rail Trail on April 23, 2016 between 11:00 a.m. and 2:00 p.m.; and to approve use of the Witch's Hat Depot, McHattie Park, and Rail Trails for the Pint Sized Marathon.

12/28/15



SOUTH LYON POLICE DEPARTMENT

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

PARADE / DEMONSTRATION APPLICATION

Date Application Submitted: 12-3-15 Requested Date of Event: 4-23-16

Applicant / Contact's Name: Stephanie Rife PH #: 248-231-6766

Applicant Address: 21011 Parkwoods Dr., South Lyon, MI 48178

Business / Organizations Name (if Applicable): FOOTPRINTS FITNESS

Bus. Ph#: 248-231-6766 Bus. Address: 21011 PARKWOODS DR., SOUTH LYON, MI 48178

President/CEO (Responsible for Event): STEPHANIE RIFE Direct Ph#: 248-231-6766

Parade START Time: 11:00 AM a.m. / p.m. Parade END Time: 2:00 PM a.m. / p.m.

Approximate Number of PERSONS: 275 Organization Names: FOOTPRINTS FITNESS

Approximate Number of VEHICLES: 0 Types of Vehicles: _____

Approximate Number of ANIMALS: 0 SPECIFIC Animals: _____

Amount of space to be maintained between and /all units in Parade: N/A

Route to be traveled (Include Street Names and Turning Directions): Start at train depot go West
on Dorothy, turn North onto McMunn, Turn West onto City Trail, Turn South

Take the City trail to 9 mile and turn back. City Trail back north
City Trail East crossing McMunn and ending in McHattie Park


Applicant's SIGNATURE


Responsible Party's SIGNATURE

APPROVED [] DENIED []

Lloyd T. Collins, Chief of Police



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/3/2015

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

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

PRODUCER Doeren Mayhew Insurance Group 305 West Big Beaver Rd. Suite 102 Troy MI 48084		CONTACT NAME: Rochelle Jackson PHONE (A/C No. Ext): (248) 290-0650 FAX (A/C No.): (248) 290-0654 E-MAIL ADDRESS: rjackson@doereninsurance.com	
INSURED Footprints Fitness 21011 Parkwoods South Lyon MI 48116		INSURER(S) AFFORDING COVERAGE INSURER A: West Bend INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER: 15** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			218476601	12/1/2015	12/1/2016	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	<input checked="" type="checkbox"/>					MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:							PRODUCTS - COMP/OP AGG \$ 2,000,000
<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR					EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

RE: April 23, 2016, 2.62 Mile Fun Run, Downtown South Lyon. The City of South Lyon, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof are included as Additional Insured's on a Primary and Non Contributory basis on the General Liability coverage. A 30 day notice of cancellation for non renewal and 10 days for non payment of premium will be sent to The City of South Lyon in the event such occurs.

CERTIFICATE HOLDER

CANCELLATION

The City of South Lyon
Attn: P Mr. Murphy
335 South Warren
South Lyon, MI 48178-1317

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

AUTHORIZED REPRESENTATIVE

Matthew Kunz/RAJ



PINT SIZED MARATHON

2.62

Please join us next spring to celebrate family fitness,

community involvement

and of course beer!

April 23, 2016

2.62 MILE FUN RUN

Downtown South Lyon

PRESENTED BY:



www.footprintsfitness.com
info@footprintsfitness.com





PINT SIZED MARATHON

April 23, 2016, 12pm

Fun Run in Downtown South Lyon

Registration and Release Waiver

Name _____

DOB _____ Age on April 23, 2016 _____

Email _____

Address _____

Home Phone _____ Cell _____

*******Please mail this registration and the \$26.20 fee to**

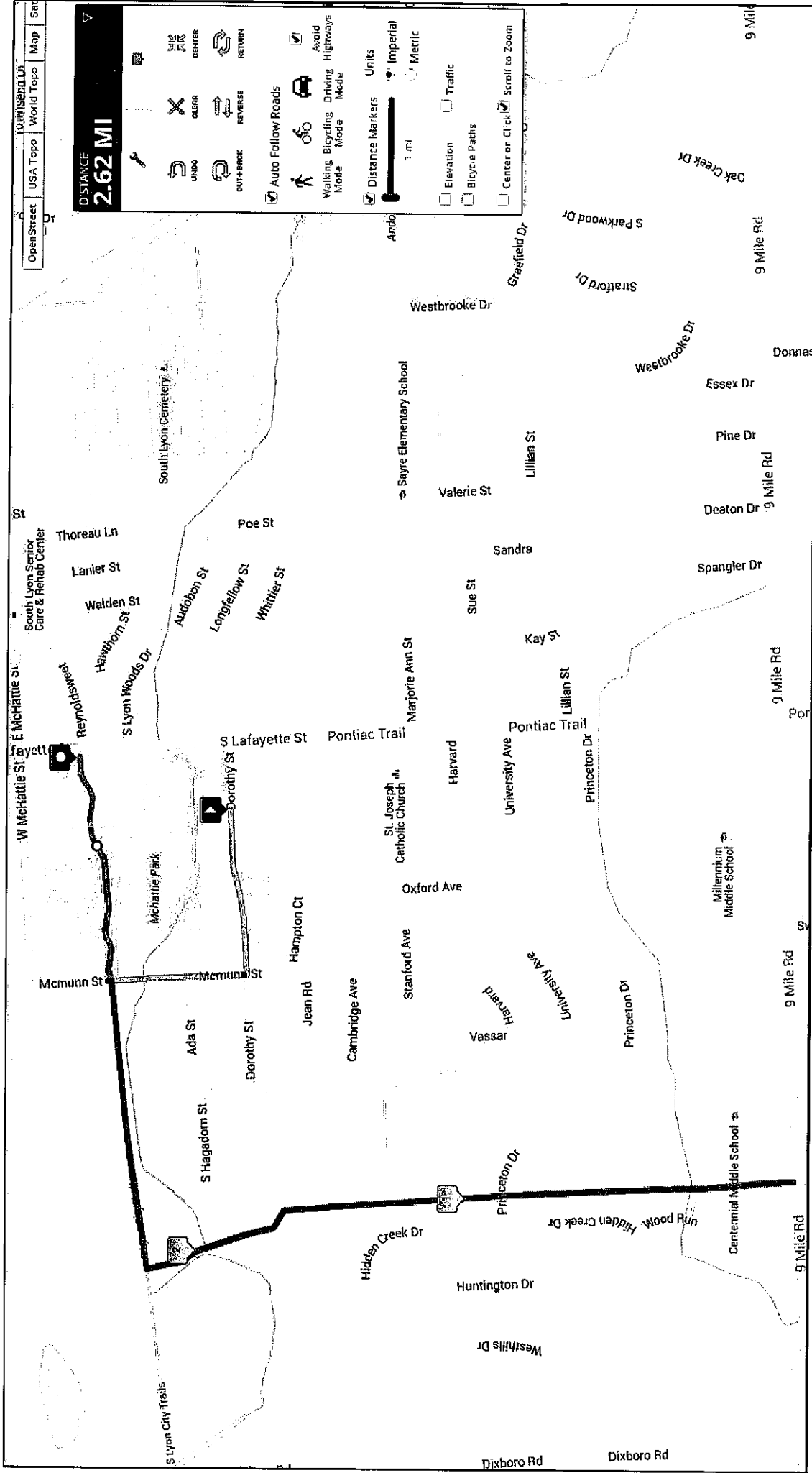
Footprints Fitness, 21011 Parkwoods, South Lyon, MI*****

T-Shirt Size Child M Child L S M L XL XXL (Circle one)

I know that running [volunteering for] a road race is potentially hazardous activity, which could cause injury or death. I will not enter and participate unless I am medically able and properly trained, and by my signature, I certify that I am medically able to perform this event, and am in good health, and I am properly trained. I agree to abide by any decision of a race official relative to any aspect of my participation in this event, including the right of any official to deny or suspend my participation for any reason whatsoever. I attest that I have read the rules of the race and agree to abide by them. I assume all risks associated with running in this event, including but not limited to: falls, contact with other participants, the effects of the weather, all such risks being known and appreciated by me. Having read this waiver and knowing these facts and inconsideration of your accepting my entry, I, for myself and anyone entitled to act on my behalf, waive and release the Pint Sized Marathon, Footprints Fitness, Witch's Hat Brewing Co, Running Lab or, the city of South Lyon, all event sponsors, their representatives and successors from all claims or liabilities of any kind arising out of my participation in this event, even though that liability may arise out of negligence or carelessness on the part of the persons named in this waiver. I grant permission to all of the foregoing to use my photographs, motion pictures, recordings or any other record of this event for any legitimate purpose.

Signature: _____ Date: _____

Parent's Signature if under 18 years: _____ Date: _____



AGENDA NOTE

New Business: Item #

MEETING DATE: December 28, 2015

PERSON PLACING ITEM ON AGENDA: Police Chief

AGENDA TOPIC: Acceptance of Risk Avoidance Program, (RAP), Grant

EXPLANATION OF TOPIC: The Police Department received a check in the amount of \$347.50 from the Michigan Municipal Risk Management Authority, (MMRMA). The check represents 50% of the cost of training for a new Field Training Officer, (FTO). Council is requested to officially accept the grant from MMRMA.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Letter from MMRMA; copy of check in the amount of \$347.50

POSSIBLE COURSES OF ACTION: Accept/Do Not Accept the grant

RECOMMENDATION: Accept the grant

SUGGESTED MOTION: Motion by _____, supported by _____ to accept the grant from MMRMA for \$347.50

12/28/15



MICHIGAN MUNICIPAL
RISK MANAGEMENT
A U T H O R I T Y

December 7, 2015

Lt. Christopher Sovik
South Lyon Police Department
219 Whipple Street
South Lyon, MI 48178

RE: RAP

Dear Lt. Sovik:

In accord with your RAP application and documentation for your Field Training Officer project, I am pleased to enclose our payment in the amount of \$347.50.

I commend the City of South Lyon and yourself for taking this risk management initiative.

Sincerely,

A handwritten signature in black ink that reads "Cara Kowal" with a small "15P" written to the right.

Cara Kowal, ARM, CPCU
Manager of Risk Management Services

CK/sp

cc: Lynne Ladner, City of South Lyon
Timothy McClorey, MMRMA

Enclosure

Check Number: 128546
Date: 12/07/2015

TOTALS:	<u>\$347.50</u>	<u>\$347.50</u>
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Check Number: 128546
Date: 12/07/2015

Invoice Number	Date	Description	Amount	Paid Amount
FTO TRAINING	12/07/2015	RAP G16-10-3115	\$347.50	\$347.50

TOTALS:	\$347.50	\$347.50
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PRINTED IN U.S.A.

**MICHIGAN MUNICIPAL
RISK MANAGEMENT
AUTHORITY**

14001 MERRIMAN • LIVONIA, MI 48154

Comerica Bank NA 072000096 128546

DATE **AMOUNT**

Dec 7, 2015 \$347.50

Pay Three Hundred Forty Seven Dollars And 50 Cents

to the Order of:

CITY OF SOUTH LYON
335 S. WARREN
SOUTH LYON, MI 48178

[Signature]

VOID

NEW RED INK
PAGES WITHIN

SECURITY FEATURES INCLUDED DETAILS ON BACK

11# 1 28 54 611# 1:07 20000961: 184005 17 2411#



LAW OFFICE OF PAUL E. BURNS

Attorneys at Law
133 West Grand River
Brighton, Michigan 48116
(810) 227-5000 FAX (810) 220-5895

Paul E. Burns
Bradford L. Maynes

December 21, 2015

Ms. Lynne Ladner, City Manager
South Lyon City Hall
335 S. Warren Street
South Lyon, MI 48178

Re: South Lyon Blight and Code Enforcement

Dear Ms. Ladner,

Thank you for the opportunity to speak to your Council regarding the challenges and opportunities in addressing blight through the legal system. While viewing the remainder of the December 14, 2015 meeting on the City's website, it became apparent that there was some interest in retaining our firm to provide legal services in this regard, but that there was some concern regarding cost. In the event that our firm was requested to provide legal services for blight and code enforcement, we would request the rate of \$150 per hour, which is the standard municipal rate that we charge our municipal clients, including the City of Brighton and the Township of Northfield.

Please distribute this to the City Council for their discussion on December 28, 2015, and, again, thank you for the opportunity.

Very truly yours,

Bradford L. Maynes

Memorandum

To: Mayor Galeas Jr. and City Council
CC:
From: Lynne Ladner
Date: 12/10/15
Re: Community Development Director – Job Description and Goals

Mayor and Council,

I was asked at the last Council meeting to provide you with a copy of the job description for Kelly McIntyre our new Community Development Director along with some goals for this position that you can use as we look to move forward with a possible Council retreat. What I am providing to you here are several documents. The first is the job description that I had developed in September of 2014 when I had anticipated asking the Council to make the move for the Community Development Director to a full-time Comm. Dev/Econ. Dev. Director position. The next two are copies of that description broken down into two separate part time positions. The reason for this is that following the resignation of the previous part-time director and with the Council's decision not to move to make this a full-time position pending proof that it could be self-supporting it has become obvious that the position of Community Development Director takes up the full allotted time of 25-28 hours per week that can be worked in a part time role without incurring additional benefits under ACA and collective bargaining agreements.

In my role as the City Manager I have worked to take on as many of the responsibilities of the Economic Development Director position as possible but in doing so, there are times that other roles for which fall under the City Manager either get pushed aside or delayed. Additionally, when the Council hired me, I know that they were interested in my back ground in grant writing and administration but quite simply, without additional resources to manage some of the processes which now fall on my plate which generally are not within the scope of the City Manager which includes acting as the secretary to the DDA and acting DDA director, managing the copying and compiling of the packets for the DDA, the City Council, updating Social Media pages, working with the MEDC and Oakland County Economic Development Group along with Tech248 to attempt to develop and attract new and unique businesses to the community. A decision needs to be made by the City as to how serious they are in pursuing economic development and other grants as well as how serious we are about taking South Lyon to the next level.

Lynne Ladner

City of South Lyon

Job Title: Community Development and Economic Development Specialist	
Department: Administration	
Revision Date: September 2014	Fair Labor Standards Act (FLSA):

Position Overview

This is a full-time hourly non- exempt position and serves in an at-will status as determined by Public Act 349. Compensation for this position is determined by the City Manager the City of South Lyon.

Under the direct supervision of the City Manager this position deals primarily with the activities of the planning and zoning department, community services to include the DDA and economic development. This position also performs a variety of general office duties and assists with general customer service for the City Manager and Council.

Essential Job Functions

- Manage the Social Media and Web presence of the City
- Manage state and federal grants (MDOT, CDBG, etc)
- Update Master Plan and keep it in compliance with the DNR
- Responsible for developing and managing the City's neighborhood stabilization program
- Coordinate zoning plan review
- Coordinate development project reports, zoning map and code amendments reports and presents reports to the Planning Commission
- Advises developers on programs to rehab/build housing
- Assists business owners with expansions and relocations into the city
- Seeks grants for property rehabilitation and demolitions
- Assists with Master plan updates and implements master plan goals
- Promotes city land sales
- Leads city marketing initiatives.
- Assist in the development of short and long-range economic development plans
- Solicit Businesses for economic development projects
- Develop and maintain a comprehensive inventory of available buildings and sites in the community for economic development purposes
- Monitor state and federal legislation and regulations relating to economic development and report findings, trends and recommendations to the governing body
- Provide information on economic development issues, programs services and plans
- Prepare and maintain information on utilities, taxes zoning, transportation, community services, financing tools and other topics that will be of assistance to the economic development goals of individuals or businesses.
- Seek economic development grants

Non-essential Job Functions

- Make copies of the City Council packet, put agenda online and in display case in the lobby
- Maintain and update City Website
- Work on special projects as directed by the City Manager
- Plan, promote and execute annual Concerts in the Park
- Help with the Front Counter on an infrequent and only as needed basis.
- Maintain brochures/maps etc. in entrance area
- Coordinate Lobby Showcase displays

Requirements

- Excellent organizational and communication skills both oral and written
- Working knowledge of computer software such as word processing, spreadsheet, and accounting applications
- Must have the ability to operate a computer, calculator, typewriter, fax, copier, postage machine and other office related equipment
- Must possess High School diploma or GED

Other Skills/Abilities

- Ability to work with little direct supervision
- Ability to maintain good continual relationships with the general public, other city departments, elected officials, contractors and vendors.
- Problem solving skills is a factor in this position. This position requires intuitive problem solving while working with other people.
- Decision making skills as it relates to the efficiency of the position and the effectiveness of various training opportunities.

<p>NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.</p>
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City of South Lyon

Job Title: Economic Development Specialist	
Department: Administration	
Revision Date: November 2015	Fair Labor Standards Act (FLSA):

Position Overview

This is a part-time hourly non- exempt position and serves in an at-will status as determined by Public Act 349. Compensation for this position is determined by the City Manager the City of South Lyon.

Under the direct supervision of the City Manager this position deals primarily with the activities of the planning and zoning department, community services to include the DDA and economic development. This position also performs a variety of general office duties and assists with general customer service for the City Manager and Council.

Essential Job Functions

- Manage the Social Media and Web presence of the City
- Leads city marketing initiatives.
- Assist in the development of short and long-range economic development plans
- Solicit Businesses for economic development projects
- Develop and maintain a comprehensive inventory of available buildings and sites in the community for economic development purposes
- Monitor state and federal legislation and regulations relating to economic development and report findings, trends and recommendations to the governing body
- Provide information on economic development issues, programs services and plans
- Seek economic development grants
- Work with the Downtown Development Authority as the City Liaison and Staff Representative coordinating events, meetings, and working to improve City relationships with business owners while identifying projects that can improve the DDA district.

Non-essential Job Functions

- Make copies of the City Council packet, put agenda online and in display case in the lobby
- Maintain and update City Website
- Work on special projects as directed by the City Manager
- Plan, promote and execute annual Concerts in the Park
- Help with the Front Counter on an infrequent and only as needed basis.
- Maintain brochures/maps etc. in entrance area
- Coordinate Lobby Showcase displays

Requirements

- Excellent organizational and communication skills both oral and written
- Working knowledge of computer software such as word processing, spreadsheet, and accounting applications

- Must have the ability to operate a computer, calculator, typewriter, fax, copier, postage machine and other office related equipment
- Must possess Associates College degree or some college hours

Other Skills/Abilities

- Ability to work with little direct supervision
- Ability to maintain good continual relationships with the general public, other city departments, elected officials, contractors and vendors.
- Problem solving skills is a factor in this position. This position requires intuitive problem solving while working with other people.
- Decision making skills as it relates to the efficiency of the position and the effectiveness of various training opportunities.
- Experience in Economic Development, training towards CeCD preferred.

<p>NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.</p>

City of South Lyon

Job Title: Community Development Specialist	
Department: Administration	
Revision Date: September 2014	Fair Labor Standards Act (FLSA):

Position Overview

This is a part-time hourly non- exempt position and serves in an at-will status as determined by Public Act 349. Compensation for this position is determined by the City Manager the City of South Lyon.

Under the direct supervision of the City Manager this position deals primarily with the activities of the planning and zoning department, community services to include the DDA and economic development. This position also performs a variety of general office duties and assists with general customer service for the City Manager and Council.

Essential Job Functions

- Manage state and federal grants (MDOT, CDBG, etc)
- Update Master Plan and keep it in compliance with the DNR
- Responsible for developing and managing the City's neighborhood stabilization program
- Coordinate zoning plan review
- Coordinate development project reports, zoning map and code amendments reports and presents reports to the Planning Commission
- Advises developers on programs to rehab/build housing
- Assists business owners with expansions and relocations into the city
- Seeks grants for property rehabilitation and demolitions
- Assists with Master plan updates and implements master plan goals
- Promotes city land sales
- Develop and maintain a comprehensive inventory of available buildings and sites in the community for economic development purposes
- Prepare and maintain information on utilities, taxes zoning, transportation, community services, financing tools and other topics that will be of assistance to the economic development goals of individuals or businesses.

Non-essential Job Functions

- Assist in maintaining and updating City Website
- Work on special projects as directed by the City Manager
- Help with the Front Counter on an infrequent and only as needed basis.

Requirements

- Excellent organizational and communication skills both oral and written
- Working knowledge of computer software such as word processing, spreadsheet, and accounting applications

- Must have the ability to operate a computer, calculator, typewriter, fax, copier, postage machine and other office related equipment
- Must possess Associates College degree or some college hours

Other Skills/Abilities

- Ability to work with little direct supervision
- Ability to maintain good continual relationships with the general public, other city departments, elected officials, contractors and vendors.
- Problem solving skills is a factor in this position. This position requires intuitive problem solving while working with other people.
- Decision making skills as it relates to the efficiency of the position and the effectiveness of various training opportunities.
- Prefer AICP Certification

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

12-18-15

Dear Sirs,

We just wanted to thank you
for your continued support. We
do appreciate your time &
help. Thank you for all you do
for Bartlett! Happy Holidays!

Emily Teslani & The Bartlett
Staff

Dear Lloyd,

Thank you for your
continued assistance and
friendship on the matters
for which I call you.
From the a time of beginning,
your kindness simple blessings
and peace. has shown
in many ways. South Lyon
is a wonderful community in
no small part because of you.
Your officers reflect your
leadership in a positive way
with how they encounter
the residents - with the utmost
professionalism. Have a blessed
Christmas + New Year.

Sincerely, Bill Mulvan