

Regular City Council Meeting

May 26, 2015

Agenda

7:30 p.m. **Call to Order**
Pledge of Allegiance
Roll Call
Approval of Minutes: **May 11, 2015**
Approval of Bills: None
Approval of Agenda
Public Comment

I. Old Business

1. Second reading of Ordinance to Repeal Section 82-78(4) "Sidewalks to Be Cleared of Snow and Ice" to clarify and provide that a violation of Chapter 82 is a municipal infraction.

II. New Business

- 1) Consider acceptance of donation to the South Lyon Fire Department from Maureen and Kim Zonmeir
- 2) Consider acceptance of donation to the South Lyon Police Department of a prisoner bench from the Spectrum Group – courtesy Councilman Kivell
- 3) Consider approval to change the date for the Blues Brews and Brats event
- 4) Review Information related to the Witches Hat Fury for a Feast event
- 5) Consider agreement for Tax Collection for the South Lyon Schools

IV. Manager's Report
V. Council Comments
VI. Adjournment

The City of South Lyon
Regular City Council Meeting
May 11, 2015

Mayor Tedd Wallace called the meeting to order at 7:30 p.m.

Mayor Tedd Wallace led those present in the Pledge of Allegiance.

PRESENT: Mayor Tedd Wallace
Council Members: Kivell, Kopkowski, Kramer, Rzyzi, and Wedell
Also Present: City Manager Ladner, Department Head Martin, Chief Collins, Chief Kennedy, Attorney Wilhelm and Clerk/Treasurer Deaton

ABSENT: Councilmember Dixon

CM 5-1-15 MOTION TO EXCUSE ABSENCE

Motion by Rzyzi, supported by Kopkowski

Motion to excuse Councilmember Dixon's absence due to bereavement

VOTE: MOTION CARRIED UNANIMOUSLY

MINUTES

CM 5-2-15 MOTION TO APPROVE MINUTES AS PRESENTED

Motion by Kivell, supported by Wedell

Motion to approve minutes as presented

VOTE: MOTION CARRIED UNANIMOUSLY

BILLS

CM 5-3-15 MOTION TO APPROVE BILLS

Motion by Wedell, supported by Kivell

Motion to approve bills as presented

VOTE: MOTION CARRIED UNANIMOUSLY

AGENDA

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Mayor Wallace asked if the waiver of fee for the dog rescue event should be added to the Agenda. City Manager Ladner stated we could add it, but after speaking with Chief Collins, it is doubtful the local business near the location would sign off on the outdoor event. Councilman Kivell stated we could discuss it, he doesn't think the fee should be waived. City Manager Ladner stated we could discuss it during City Manager report.

CM 5-4-15 MOTION TO APPROVE AGENDA AS PRESENTED

Motion by Kramer, supported by Kivell

Motion to approve the Agenda as presented

VOTE:

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENT

State Representative Kathy Crawford stated she has lived in this area for a very long time. She stated she participates in many different policy committees. She invited anyone to contact her Monday-Friday from 9:00 a.m. – 5:00 p.m. She further stated she would like to invite anyone interested in visiting the Capitol. She stated she is presenting the City with a seedling of the Catalpa tree that is on the front Capitol lawn. Ms. Crawford stated she is working very hard to find a solution to the road problems.

Scott Ward from South Lyon Watch and Jewelry stated he is interested in working with the Police Department, City Attorney, and Council regarding opening a licensed medical marijuana dispensary. He stated he became a care giver after he met a veteran who came back from the war very different than when he left.

David Law stated he is a new District Court judge and he wanted to come and introduce himself. He stated he was appointed in February. He has worked in the past in private practice and in the Attorney General's Office. He is excited to be a part of the South Lyon Community. He further stated Judge Travis Reeds would like to attend a Council meeting in the future along with him for a brief presentation of the different programs they work on.

PUBLIC HEARING

Mayor Wallace opened the public hearing at 7:50 p.m.

City Manager Ladner gave a brief summary of the 2015-2016 budgets. She stated the mill rate for the City of South Lyon is the same as last year 13.75. She further stated we have the final numbers from the County as proposed numbers for 2016-2017, which is a modest 3% increase.

City Manager Ladner stated one of the main things Council needs to decide is if we pay cash for the new Fire truck from General Fund, or if we purchase it on a long term purchase agreement.

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City Manager Ladner stated there is an added line item for the Cultural Arts Commission. The money is still in General Fund, but they have their own line item. She stated the Commission does have their own budget and narrative that is now included in the Budget. The total budget for the Fire Department will be either \$518,090 if we purchase the fire truck with cash, or it will be \$998,000 if we purchase the truck with a long term purchase agreement. City Manager Ladner stated we will be getting an additional \$8,014 from the CDBG. Discussion was held regarding giving the Senior Center the additional CDBG funds. Councilman Wedell stated any use of Fund Balance for any reason other than one time capital improvement expenditures will diminish the fund quickly. He stated he is very opposed to ongoing programs.

Councilman Rzyzi stated he would like to see a job description for the job that is being proposed from part time to full time. Councilman Ladner stated they will be working on developing a job description for Council to approve. She further stated the part time employee is mainly working on community development and she would like to add more economic development duties to this person. She would like her to work with existing business owners and look to fill the vacant business with new business. Councilman Rzyzi stated he would like to see a job description before the full time position is approved by Council. Councilman Rzyzi stated he is also concerned regarding the increase for legal fees. City Manager Ladner stated the increase was based on the audited numbers. She further stated our City Attorney's contract is up for renegotiation so she left a little room for that as well. Councilman Rzyzi stated he doesn't feel we need to raise the cost of legal fees.

Councilman Kivell stated he feels we should purchase the fire truck as a one-time expenditure to save on interest. City Manager Ladner stated we may also get a better deal without financing. Councilmember Kopkowski stated she agrees with Councilman Wedell regarding the use of fund balance and she does not agree with the direction that is going. Councilman Kivell asked when she is hoping the position will go to full time. City Manager Ladner stated not before July. Councilman Kivell stated he is also concerned with using fund balance for a new position. Councilman Rzyzi stated he would like to see what type of grants the City is striving for. Councilman Kivell stated we have two issues, the fire truck and the new full time position. Councilman Kramer stated he is in favor of saving money on the interest and paying cash for fire truck, it is something we need and hopefully we can receive some money for the one we sell. Councilman Wedell stated he is in agreement with that as well. Mayor Wallace stated he is in favor of purchasing the fire truck outright as well. Councilman Kivell stated he would like the City Manager to find some other funding sources to allow for the full time position. City Manager Ladner stated she will work on that. Councilman Wedell stated he doesn't have any difficulty with using fund balance to balance the budget, but to dedicate it to ongoing programs or positions is a problem. City Manager Ladner stated she understands that, and that is why she chose to wait a year before making any changes to the vision or dental care. She stated she will look into that after we have a year under our belt to see the total cost of the new health insurance. City Manager Ladner stated she will work on the job description and funding for the new full time position. Councilman Kivell stated he is counting on cost containment and another way to fund the full time position other than fund balance.

Mayor Wallace closed the public hearing at 8:10 p.m.

OLD BUSINESS

1. Review of Knolls Development Tree Inspection Report

Carmine Avantini of CIB Planning stated the normal process was not followed by the developer. The normal process consists of the project being approved, followed by the tree protection plan. Then they would decide yes, or no as to where the tree fencing is installed. If it is approved, CIB would go to the site and approve of the location of the fencing. Mr. Avantini stated the developer jumped the gun and didn't follow the process. He further stated they were not supposed to take trees down until phase 2, but they began cutting trees during phase 1. He went to inspect the trees for phase 1, and they had already cut down trees in phase 2. He stated he reviewed the plan as if no cutting had been done, and the engineer gave him a plan on where the tree fencing should have gone. Mr. Avantini stated they did add the tree fencing for the rest of the site, and in the end, there were only two trees that were removed that should not have been removed. Yet there are 5 trees that were saved, that were originally meant to be removed. He further stated he believes the developer is currently in compliance. The original concern the Planning Commission had was they didn't know if the developer was in compliance, because the normal process wasn't completed. Councilman Kivell stated he is happy the situation wasn't as bad as everyone originally thought. He further stated he was walking the bike path, and he stated there is an incline, that was stripped, and he is concerned about what they will be able to use there for soil retention. Mr. Avantini stated the developer will have to ensure that any areas that have been cleared, they will have to make sure any slopes are seeded and stabilized.

NEW BUSINESS

1. Consider approval of the resolution for the proposed 2015-2016/2016-2017 City of South Lyon Budget

City Manager stated there are two resolutions that need to be passed. One to approve and separate the mills and the second actually lists out the individual funds for the City.

CM 5-5-15 MOTION TO APPROVE RESOLUTION FOR THE PROPOSED BUDGET

The following resolution was offered by Wedell, and supported by Kivell

RESOLVED, that the City Clerk certify to the City Assessor for spreading on the Assessment Roll of the City of South Lyon for the year 2015-2016 the following amounts, based on taxable value

At the rate of 10.3212 mills per \$1,000 of valuation for General Fund Operation

At the rate of 2.5000 mills per \$1,000 of valuation for Wastewater General Obligation Bonds

At the rate of .5838 mills per \$1,000 of valuation for Capital Improvement Fund

At the rate of .3450 mills per \$1,000 of valuation for 1999 Building Authority (Land Acquisition)

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RESOLVED FURTHER, that due to the May 2, 1984 Election whereby the Library become a free standing and District Library for all purposes including the levy of 1.5002 and overall levy for the City will be 15.2502 mills, of which 13.75 mills will be used for City Operation and debt.

RESOLVED FURTHER, that after spreading on the Assessment Roll, the amounts as required to be raised by the general ad valorem tax, the Assessor certify and deliver the same to the City Treasurer, and the City Clerk be authorized to attach her warrant thereto, directing and requiring the City Treasurer to collect the same as provided by the City Charter.

RESOLVED FURTHER, that all installments reported to the City Treasurer as delinquent of Special Assessments and other charges, together with interest due thereon, as provided in Section 7 Taxation of the City Charter; unpaid charges for water consumption and water tap installation, as provided in Chapter 24 of the South Lyon City Code be assessed against the properties benefited and included in the 2015 Tax Roll.

RESOLVED FURTHER, that the millage for the entire fiscal year 2015-2016 budget not to exceed 13.75 mills.

VOTE: MOTION PASSED – 2 OPPOSED Kopkowski and Rzyzi
CM 5-6-15 MOTION TO APPROVE THE RESOLUTION TO APPROVE THE CITY OF SOUTH LYON BUDGET
AND FUND NUMBERS

The following resolution was offered by Wedell, and supported by Kivell

WHEREAS, in May 2015 the City Manager submitted to City Council a proposed budget for the fiscal year July 1, 2015 through June 30, 2016, and

WHEREAS, the City Council has received the proposed budget contained herein and has discussed and reviewed same

NOW, THEREFORE, BE IT RESOLVED, the City Council hereby adopts the 2015-2016 fiscal budgets as shown in the budget document on the Summary page, and detailed on the following pages, in the total amount of \$ 5,827,218.

BE IT FURTHER RESOLVED, that the City Council hereby adopts the following proposed budget or estimates for the following operations as set forth below.

Fund No.

Major Street Operation

202

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Local Street Operation	203
Community Development Block Grant	274
Combined Water/Sewer Operation	592
Equipment Replacement Fund	641
Capital Improvement Fund	401
Land Acquisition	509
Downtown Development Authority	280
General Debt Service	
2003 G.W. WW Treatment/Bond G.O.	307
1999 Building Authority—Land Acquisition	369
2005 Downtown Development Authority	369

BE IT FURTHER RESOLVED that the City Manager is authorized to advertise for bids, or authorize at the appropriate time for contractual services, commodity purchases and/or capital expenditures throughout the fiscal year in accordance with the enclosed budget document and all applicable City Ordinance policies or procedures in effect.

BE IT FURTHER RESOLVED, that pursuant to the Uniform Budgeting and Account Act, Section 19 (2), the City Manager may make transfers within a fund and activity if the amount to be transferred does not exceed 10% or \$25,000, whichever is greater, of the appropriation item for which the transfer is to be made, with prior notification to the City Council.

VOTE: MOTION CARRIED UNANIMOUSLY

2. First reading of Ordinance to Repeal Section 82-78 (4) Sidewalks to be cleared of snow and ice to clarify and provide that a violation of Chapter 82 is a municipal infraction

City Attorney Wilhelm introduced David Gillian of Johnson, Rosati, Schultz & Joppich to discuss the Ordinance. Mr. Gillian stated he has experience with the 52nd-1st district court. He also works with the City of Wixom and their ordinance violations. Mr. Gillian stated the Ordinance states any property that has a structure on it, and utilities on the property, must have sidewalk maintenance, including snow and ice. He further stated the ordinance goes back to the late 1980's and when this was put in place, it was a criminal misdemeanor meaning you could be arrested for it. A couple of years later, the legislature had an idea that some things that were historically criminal infractions should be civil infractions in

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providing the judges with more authority to take more equitable actions. In 1994, City records reflect Council adopted an ordinance changing the language to a civil infraction. It was put into place at that time, but it was probably an oversight, because the language saying failure to remove the snow is a criminal misdemeanor. This is more housekeeping than anything else. Mayor Wallace asked Department Head Martin if the City still has the 50/50 program with homeowners when sidewalks need to be replaced. Department Head Martin stated we have not had that program in a long time. City Manager Ladner stated she developed a program at her previous community for the City and property owners to split the cost. She stated the City would set aside a certain amount of money each year to match property owners cost for curb/gutter/sidewalk/driveway apron replacement. She further stated she can look into this as a program for the next fiscal year.

CM 5-7-15 MOTION TO APPROVE FIRST READING OF ORDINANCE TO REPEAL SECTION 82-78(4)

Motion by Kramer, supported by Kivell

Motion to approve First Reading of Ordinance to repeal Section 82-78(4) Sidewalks to be cleared of snow and ice to clarify and provide that a violation of Chapter 92 is a municipal infraction

VOTE:

MOTION CARRIED UNANIMOUSLY

3. Consider request that Mayor and Council be provided with City issued email addresses for City business.

Councilman Kramer stated he does not want to have to keep track of all City related emails within his own personal email address. He stated he has checked with other communities and they have emails that use the City server for email. It is not a difficult task to have City email forwarded to your regular email address. Councilman Kivell or you may go to the City's site and login at that point. City Manager Ladner stated her personal email is on her phone and iPad. Mayor Wallace stated he believes we need to look into this a little more. City Manager Ladner stated there are two options. You can login to the website for the City server, or you can have your work email forwarded to your personal email. Councilman Ryzni asked if there would be any safety concerns such as hacking, and such. City Manager Ladner stated the City server is protected by a firewall, for hacking and viruses.

CM 5-8-15 MOTION TO APPROVE CITY EMAIL ADDRESSES FOR MAYOR AND COUNCIL

Motion by Kramer, supported by Kivell

Motion to approve City Manager Ladner to have IT Company set up email accounts for Mayor and Council Members

VOTE:

MOTION CARRIED UNANIMOUSLY

4. Consider and approve form to be used for City Manager's performance evaluation

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City Manager Ladner stated she gave Council 3 different samples of performance reviews for City Managers. Councilman Kivell stated all three forms accomplished the same goal, but he did like the Temple Terrace format a little better. Councilmember Kopkowski stated she doesn't have a preference. Discussion was held regarding the date for the evaluation. It was the consensus of Council to have the evaluation at the first meeting in June.

CM 5-9-15 MOTION TO APPROVE THE TEMPLE TERRACE FORMAT FOR THE CITY MANAGER'S PERFORMANCE EVALUATION

Motion by Kivell, supported by Kramer

Motion to approve the Temple Terrace form for Managers evaluation

VOTE: MOTION CARRIED UNANIMOUSLY

CM 5-10-15 MOTION TO SCHEDULE MANAGERS EVALUATION FOR JUNE 8TH

Motion by Kramer, supported by Kopkowski

Motion to schedule the evaluation for Monday June 8th 2015

VOTE: MOTION CARRIED UNANIMOUSLY

5. Consider approval of the Lake Street Cruise-In application

Chief Collins stated there are representatives present that would like to speak with Council, but he would like to point out a few things. The resident at 216 E Lake did not sign off approving the street closure. He also wanted to point out the fact there is an issue with the insurance language which the City Attorney may want to discuss. City Attorney Wilhelm stated there are two issues. He recommends that the applicant strike the current language regarding the additional insured regarding limitation of extent the City would be an additionally insured and use the language that all other applicants have to use. He further stated he has not been able to find anything reflecting the Lake Street Cruise-In as a recognized entity by the State of Michigan. Debbie Cook stated she is here to represent the Lake Street Cruise-In. She stated she has spoken with their insurance carrier and they will change the language to what the City is requiring. Attorney Wilhelm stated he would like to see a copy of the entire insurance policy, not just the certificate of insurance. She stated they have applied for a 501c4. Mary Poole stated they are under the impression Council may act on it if it is in the process of being approved. Councilman Kivell asked how they can have insurance for an entity that isn't a recognized entity. Discussion was held regarding the Lake Street Cruise-In as a legal association, not a corporation. Chief Collins stated their initial application reflected South Lyon Area Pumpkinfest as their insurance carrier. He spoke with South Lyon Pumpkinfest Committee and they are not involved with this group. Attorney Wilhelm stated they will need to supply the City with additional information to understand the existence of an association.

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CM 5-11-15 MOTION TO APPROVE THE LAKE STREET CRUISE-IN APPLICATION AND TO THE ROAD COMMISSION FOR OAKLAND COUNTY CONTINGENT ON APPROVED DOCUMENTS BEING PRESENTED TO THE CITY ATTORNEY AND COUNCIL

Motion by Kivell, supported by Ryzi

Motion to approve the Lake Street Cruise-In application and to the Road Commission For Oakland County contingent on approved documents being submitted to Council

VOTE: MOTION CARRIED UNANIMOUSLY

6. Memorial Day Parade

Chief Collins stated there are no changes from previous years and recommends approval.

CM 5-12-15 MOTION TO APPROVE THE ROAD CLOSURES FOR THE MEMORIAL DAY PARADE

Motion by Kramer, supported by Wedell

Resolved That Lisa Deaton, City Clerk/Treasurer is hereby authorized make application to the Road Commission for Oakland County on behalf of the City of South Lyon in the County of Oakland, Michigan for the necessary permits to conduct the 2015 Memorial Day Parade on May 25, 2015 at 9:00 a.m. and the related road closures:

Lake Street between Warren Street and Reynold Sweet Parkway

VOTE: MOTION CARRIED UNANIMOUSLY

MANAGERS REPORT

City Manager Ladner stated she and Clerk/Treasurer Deaton attended FOIA training at the MMRMA office in Livonia on Wednesday, and our City Attorney is currently working on an up to date FOIA policy. She stated on Monday May 18th, she and Kristen will be attending a free training session by the MML in Westland.

City Manager Ladner stated the next Pumpkinfest Committee meeting is on Wednesday evening at 7:00 p.m. at the Police and Fire training hall.

City Manager Ladner stated Mr. Corliss is requesting Council to waive the fee for a charity outdoor event at Northwoods Bar. She further stated she has spoken with Chief Collins and there are a few concerns. The adjacent business is a hotel, and will most likely not agree to the outdoor event which includes live bands, as well as it being close to Carriage Trace subdivision. Councilman Wedell stated there are many 501c3 organizations, and if we waive the permit fee for this group, we will have to waive it for all 501c3 groups.

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City Manager Ladner stated the Spring Clean up is Saturday the 16th of May beginning at 9:00 a.m.

Councilman Kramer stated he would like to thank everyone that bought flowers on Mother's Day from the boy scouts.

Councilman Wedell stated the veterans will be selling poppy's within the next couple of weeks, and all the money goes to support veterans.

Councilman Ryzyi stated he is disappointed we are having another closed session, for the record we have had 5 closed sessions in the last 7 meetings. He feels going forward we need to be not so liberal with having closed sessions. Councilman Ryzyi stated he is looking forward to seeing everyone during the City-Wide garage sales, and he would like to remind everyone about the Relay for Life later this month.

Councilmember Kopkowsi asked if the Ordinance Officer could nudge Providence to cut the grass in their empty lot. They normally do, but a reminder wouldn't hurt. Councilmember Kopkowsi stated she received an email regarding the Election going well, as well as the turnout. She further stated in the email Clerk Deaton thanked her Election workers, and she would like to thank Clerk/Treasurer Deaton as well.

Councilman Kivell stated Michigan Seamless Tube had an employee appreciation day on Saturday, and they invited City Council. He stated it is very impressive, and it is huge and awesome from the exterior and interior. It is a very cool process which takes place. It is very extraordinary what they do there, and length of time they have been doing it is a real compliment to their efforts as well as an economic boom to our Community. He further stated they were very kind and patient to explain the processes that occur there. Councilman Kivell stated they top out at 280 employees, and currently there are approximately 200. He stated there is no material loss in the process, it is all extrusions and it is fascinating.

Mayor Wallace asked when will the streets and cross walks be painted on the major streets? Department Head Martin stated they will be painted by the County, and they should be happening soon. Mayor Wallace stated there was a clash at the four corners last week. He stated there was a group from Royal Oak tried to chase off our VFW people and he doesn't care for that. He further stated there should be a way that we can protect our local groups. Chief Collins stated the group Second Chance Network notified the Police Department asking for permission. He stated the Police Department will not give any group permission, because that would then make the safety of the group the Police Department's responsibility. He further stated there was a 6th Circuit Court of appeals decision in which an anti-begging ordinance similar to our prior begging ordinance was struck down. He stated the group was not in violation of the aggressive begging ordinance that we currently have. He further stated the Police Department sent unmarked cars, marked cars as well as the Chief himself to ensure the group was not violating the aggressive begging ordinance, or holding up traffic. Chief Collins stated our disadvantage is that we have limited our local groups that they cannot be in the roadway; therefore we cannot stop other groups. He further stated he thinks the group may have been waiting for the Police Department to challenge them, and use it as a test case to take us to court. Chief Collins stated we walk a fine line between trying to cooperate with our local groups in the past, and not violating the constitutional rights of outside groups. Councilman Kivell stated he thought they needed a Solicitors permit. Chief Collins stated if they were going door to door soliciting, a permit would have been required. Mayor Wallace just wanted to remind everyone of the City Wide garage sales are from May 14-May 17, as well as the city wide clean up happening on Saturday May 16th.

CM 5-13-15 MOTION TO ENTER INTO CLOSED SESSION

Motion by Kivell, supported by Kopkowski
Motion to enter into closed session at 9:25 p.m.

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ROLL CALL VOTE:

MOTION CARRIED UNANIMOUSLY

Council reconvened regular meeting at 9:47 p.m.

CM 5-14-15 MOTION TO ADJOURN

Motion by Kivell, supported by Kramer
Motion to adjourn meeting at 9:47 p.m.

VOTE:

MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Tedd Wallace Mayor

Lisa Deaton Clerk/Treasurer

5/11/2015



SOUTH LYON FIRE DEPARTMENT

217 Whipple Street, South Lyon, MI 48178

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

southlyonfire.com

MEMORANDUM

TO: City Manager Lynne Ladner

FROM: Fire Chief Mike Kennedy

DATE: May 13, 2015

RE: Donation Acceptance

I am requesting that the City Council accept the attached \$100.00 donation at the May 26, 2015 City Council meeting.

On Thursday, May 7, 2015, SLFD was dispatched on a carbon monoxide (CO) detector activation at 925 Village Way. SLFD Engine 2 responded normal traffic and took baseline readings with the 4-gas monitor prior to entering structure. Engine 2 made contact with homeowner to confirm there was no illness. The homeowner stated that her CO detector activated several hours prior to her calling. The detector was not in activation upon SLFD arrival. Engine 2 checked all rooms and appliances on both floors with negative findings. The homeowner's CO detector was more than 15-years old. Engine 2 replaced the CO detector with one off of the apparatus and cleared without incident.

The below crew is who responded on this incident and delivered outstanding customer service.

South Lyon FD Engine 2

Lieutenant Jeff Noechel

Sergeant Brad Moynihan

Firefighter Ryan Carlington

Firefighter Lauren LaCroix

Cadet Firefighter Brittany Tooman

Mon. May 11, 2015

SOUTH LYON FIRE DEPARTMENT

THE ENCLOSED CHECK IS IN APPRECIATION
OF THE SERVICE WE RECEIVED ON THURSDAY
EVENING MAY 7, 2015.

ALTHOUGH IT TURNED OUT TO BE A FALSE
ALARM, HAVING THE CO LEVELS OF BOTH OUR
HOME AND OURSELVES CHECKED, GAVE US THE
PEACE OF MIND OF KNOWING IT WAS SAFE TO
GO TO SLEEP.

THEY ALSO REPLACED OUR CO DETECTOR.
I DON'T KNOW THE NAME OF THE SGT. AND
THE TWO FEMALE FIREFIGHTERS THAT CAME TO
OUR HOME, BUT THEIR SERVICE WAS VERY
MUCH APPRECIATED.

THANK YOU AGAIN,
MAUREEN & KIM ZORMEIER

MAUREEN I. ZORMEIER
KIMBERLY A. ZORMEIER
925 WILGEMAN
SOUTH LYON, MI 48178-2067
MAY 11, 2015
Pay to the order of South Lyon Fire Department \$100.00
One Hundred and 00/100 Dollars
FIRSTMERIT South Lyon Office
www.firstmerit.com
To: Thank You
Maureen & Kim Zormeier

AGENDA NOTE

New Business: Item # 2

MEETING DATE: May 26, 2015

PERSON PLACING ITEM ON AGENDA: Police Chief

AGENDA TOPIC: Acceptance of Donation

EXPLANATION OF TOPIC: Acceptance of donated prisoner bench, valued at \$700.00 from the Spectrum Group of Alexandria, Virginia – courtesy of Councilman Kivell.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Memo from Chief Collins, photo of prisoner bench, letter to Spectrum Group.

POSSIBLE COURSES OF ACTION: Accept/Do Not Accept the donation.

RECOMMENDATION: Accept the donation.

SUGGESTED MOTION: Motion by _____, supported by _____ to accept the donation of the prisoner bench from the Spectrum Group.

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SOUTH LYON POLICE DEPARTMENT

Lloyd T. Collins
Chief of Police



Memorandum

To: Lynne Ladner, City Manager

From: Chief Lloyd T. Collins

Subject: Donated Prisoner Bench

Date: May 21, 2015

The police department has received a prisoner bench, valued at \$700.00, from the Spectrum Group of Alexandria Virginia – courtesy of Councilman Glenn Kivell.

In order for the department to retain and utilize the bench, it is necessary for City Council to officially accept the donation.



South Lyon Police Department

219 Whipple
South Lyon, Michigan 48178
Ph: (248)437-1773 / Fax: (248)437-0459

Lloyd T. Collins
Chief of Police

The Spectrum Group
11 Canal Center Plaza
Suite 300
Alexandria, VA 22314

May 26, 2015

Dear Mr. Kivell:

On behalf of the City of South Lyon Police Department, I would like to thank you for the donation of the metal prisoner bench. It is my understanding that the prisoner bench has a value of \$700.00. The bench will be utilized in our prisoner processing area.

We appreciate your generous donation to our agency.

Thank you,

A handwritten signature in black ink that reads "Lloyd T. Collins".

Lloyd T. Collins
Chief of Police



AGENDA NOTE

New Business: Item #

MEETING DATE: May 26, 2015

PERSON PLACING ITEM ON AGENDA: Police Chief

AGENDA TOPIC: August 2015 Blues, Brews and Brats Event

EXPLANATION OF TOPIC: The South Lyon Area Chamber of Commerce has submitted a third request for their Blues, Brews and Brats event, which includes musical entertainment, food vendors, and a beer tent.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Memo from Chief Collins, Block Party Application, Beer Tent/Stage Map, Certificate of Insurance, Hold Harmless Agreement.

POSSIBLE COURSES OF ACTION: Approve/Do Not Approve the request.

RECOMMENDATION: Approve the request.

SUGGESTED MOTION:

Motion by _____, supported by _____
to approve the use of the Whipple Street Parking lot for the South Lyon Area Chamber of Commerce Blues, Brews, & Brats event with set-up beginning at 12:00 p.m. on July 31, 2015 and clean up completed by 12:00 p.m. on August 03, 2015.

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SOUTH LYON POLICE DEPARTMENT

Lloyd T. Collins
Chief



Memorandum

To: Lynne Ladner, City Manager

From: Chief Lloyd T. Collins

Subject: Blues, Brews and Brats Event

Date: May 18, 2015

I have received a third permit request from the South Lyon Area Chamber of Commerce for the Blues, Brews, and Brats event, which is now scheduled for Saturday, August 01, 2015 starting at 3:00 p.m. and ending at 11:00 p.m. The event organizers have requested authorization to begin set-up at 12:00 p.m. on Friday, July 31, 2015. They plan to have the event venue vacated and cleaned by 12:00 p.m. on Monday, August 03, 2015. I have reviewed the proposed plan, and find that it is acceptable.

Therefore, I have approved the request and have so notified the organizers. The Police Department will work closely with event organizers and city staff to facilitate a safe and successful event. I have attached a copy of the application information, and approval, for your review and for inclusion on the City Council agenda.

c: Lt. Christopher Sovik
Bob Martin, DPW Superintendent
Lisa Deaton, Clerk/Treasurer
Chief Mike Kennedy, SLFD




Chamber of Commerce
FOR THE SOUTH LYON AREA

Rec 05/07/15
LTC

DATE: May 6, 2015

TO: South Lyon City Council

FROM: Andrea Meyer, chamber director 

RE: Blues Brews and Brats summer festival

The City Council had previously approved the date of August 22, 2015 for the annual Blues, Brews and Brats festival. The chamber has recently learned that the Witch's Hat Brewery has been working with SLPD to coordinate parking, etc. for a similar effort on the same date at their new location.

Because the Witch's Hat event has been a longstanding community event that benefits Gleaner's Food Bank, the Chamber Board has determined that going forth with two such events on the same date would not be effective for either event.

Therefore, on behalf of the Chamber of Commerce for the South Lyon area, I respectfully request approval to hold the annual Blues, Brews and Brats Festival August 1, 2015 in lieu of the previously approved August 22nd date.

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

Attached is an event breakdown which includes some additional logistics.

Thank you for your consideration of this event.



SOUTH LYON POLICE DEPARTMENT

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

Rec 05/07/15
HC

BLOCK PARTY APPLICATION

Date Application Submitted: May 6, 2015

Requested Block-off Date: August 1, 2015

Applicant / Contact's Name: Andrea Meyer PH #: 248/437-3557

Applicant Address: 127 N Lafayette, South Lyon MI 48178

Block-off Time: noon 7/31/15

Block-off removal Time: noon 8/3/15

Street Names to be blocked off: Whipple Street lot.

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

The Chamber of commerce will distribute flyers to all residents and businesses who are immediately

surrounding the proposed lot. Streets to include: Lake, Whipple, North Warren and Second. Flyers will be distributed 10 days in advance of the proposed event unless the city would like that done sooner.

Content of flyers will include date, time and event structure.

No road closures are required.

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

Andrea Meyer
Applicant's SIGNATURE

APPROVED [✓]

DENIED []

Chief Lloyd T. Collins 05/18/15
Lloyd T. Collins, Chief of Police

BLUES BREWS & BRATS

Saturday, August 1 2015 - 3pm to 11pm
Whipple Street Parking Lot - Downtown South Lyon

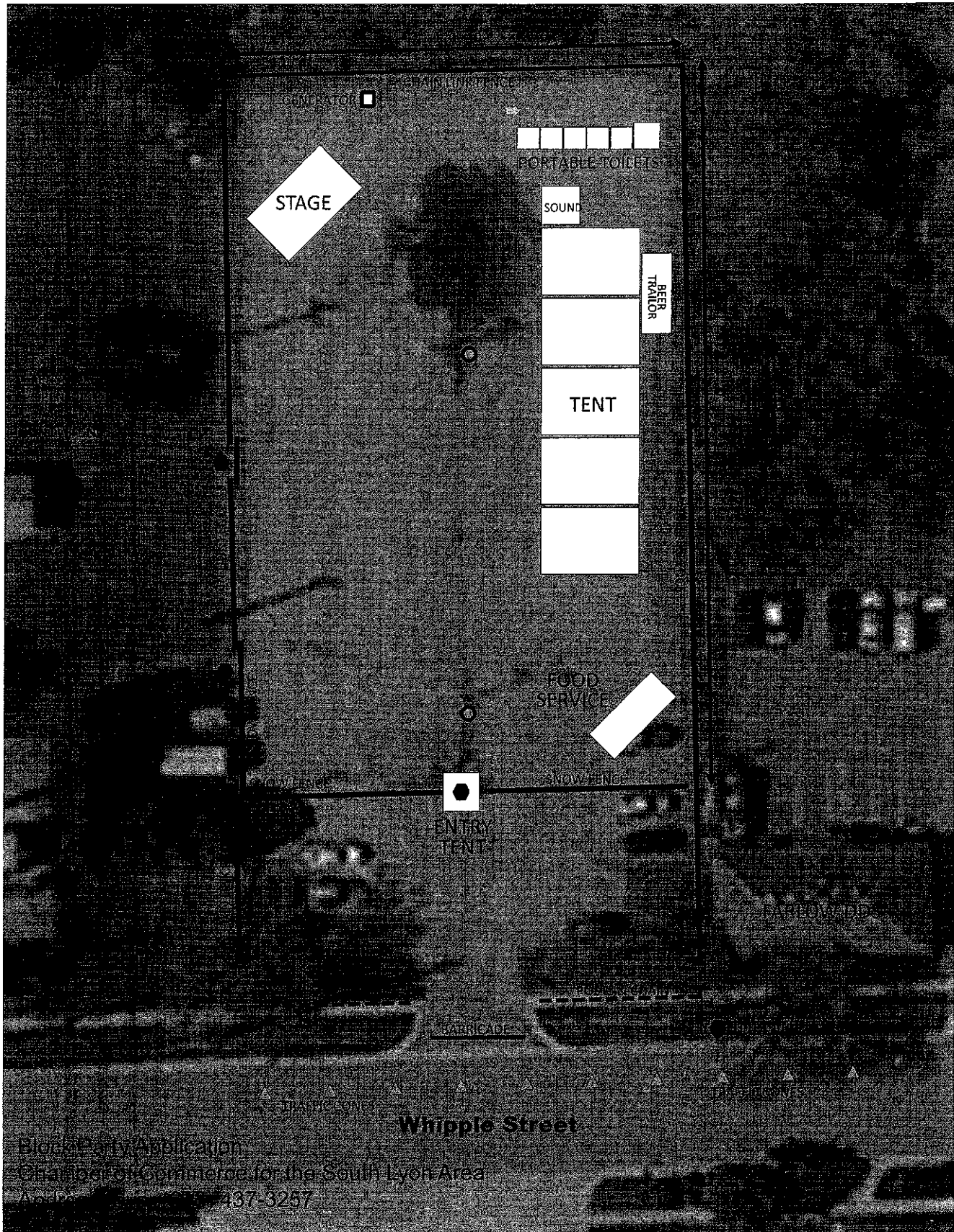


Block Party Application
Chamber of Commerce for the South Lyon Area
Andrea Meyer (248) 437-3257
2015

BLUES BREWS BRATS

Saturday, August 1, 2015- 3pm to 11pm

Whipple Street Parking Lot - Downtown South Lyon





Chamber of Commerce
FOR THE SOUTH LYON AREA

Hold Harmless Clause
Blues, Brews and Brats Street Festival
Saturday, August 1, 2015

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



Ken Elkins

President

Chamber of Commerce for the South Lyon Area

5/5/15

Date



SOUTH-3

OP ID: DR

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/05/2015

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 Hartland Insurance Agency Inc. PO Box 129 Hartland, MI 48353-0129 James W. Campbell		CONTACT NAME: James W. Campbell PHONE (A/C, No, Ext): 810-632-5161 FAX (A/C, No): 810-632-6775 E-MAIL ADDRESS: jamescampbell@hartlandinsurance.com		
INSURED South Lyon Area Chamber of Commerce 127 N Lafayette Street South Lyon, MI 48178		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: National Specialty Insurance		15350
		INSURER B: Citizens		31534
		INSURER C:		
		INSURER D:		
		INSURER E:		
INSURER F:				

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER: #2**

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 INSD	SUBR WVO	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		1425338	05/01/2015	05/01/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			1425338	05/01/2015	05/01/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WDH9191267	06/23/2014	06/23/2015	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

Event - Blues, Brews & Brats - August 01, 2015

CERTIFICATE HOLDER

CITYSO3

City of South Lyon
335 S Warren Rd
South Lyon, MI 48178**CANCELLATION**

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

AUTHORIZED REPRESENTATIVE
James W. Campbell

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POLICY NUMBER: 1425338

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
The City of South Lyon, All Elected and Appointed Officials, All Employees and Volunteers, All Boards, Commissions 335 S Warren St South Lyon, MI 48178-1317
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

ADDITIONAL INTEREST NAME EXTENSION

An Additional Interest that requires additional space to display the complete name is shown in the schedule of this endorsement.

SCHEDULE

Form Applicable to Additional Interest:

CG2026 Add'l Insured-Designated Person

Additional Interest Name:

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



Chamber of Commerce
FOR THE SOUTH LYON AREA

Special Event Emergency Plan and Information

Name of Event:	Blues, Brews & Brats
Expected Attendance:	2,000 estimated
Type of Event:	Live Performance
Event Location:	Whipple Street lot
Event Date:	Saturday, August 1, 2015
Rain Date:	None
Start Time:	Doors Open at 3pm, entertainment begins at 3:30 pm.
Event Schedule:	12noon Road closes 12pm - 3pm Setup 3pm - Doors open, \$3 cover 3:30pm - 10pm Entertainment, food, activities 10:30pm Last Call 11pm Entertainment ends 11pm-? Clean up/Tear down Additional clean up and stage removal Aug 2
Event Coordinator:	Andrea Meyer Cell: 248-444-2420 Office: 248-437-3257 On site: 12 noon until midnight or until needed

Potential Issues

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

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



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

Event Cancellation: As advised by City Officials

Weather Monitoring:	24 Hours Prior	11am Friday, July 31
	8 Hours Prior	7am Saturday, August 1
	4 Hours Prior	11am Saturday, August 1

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

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

Event Access: Single point of entry.

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

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

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

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

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

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

Emergency Notification: PA system at stage

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

Fire Extinguishers: Three (3) 2A:10BC extinguishers required in tent

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



Chamber of Commerce
FOR THE SOUTH LYON AREA
Staff Briefing

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

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

Medical Emergency:

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

Missing Person:

- Notify 911 – follow instructions of 911

Fire:

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

Suspicious Package:

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

Suspicious Person / Violent Act:

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

Severe Weather:

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

Evacuation:

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

If Told to Shelter in Place:

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

SOUTH LYON POLICE DEPARTMENT

Lloyd T. Collins
Chief of Police



Memorandum

To: Lynne Ladner, City Manager

From: Chief Lloyd T. Collins

Subject: Witch's Hat Brewing Co. – Fury for a Feast 2015

Date: May 18, 2015

The Witch's Hat Brewing Company is planning their third annual barrel-aged beer release and Gleaners Food Drive for Saturday, August 22, 2015. The event is scheduled to begin at noon and end by midnight, and will be held in their parking lot.

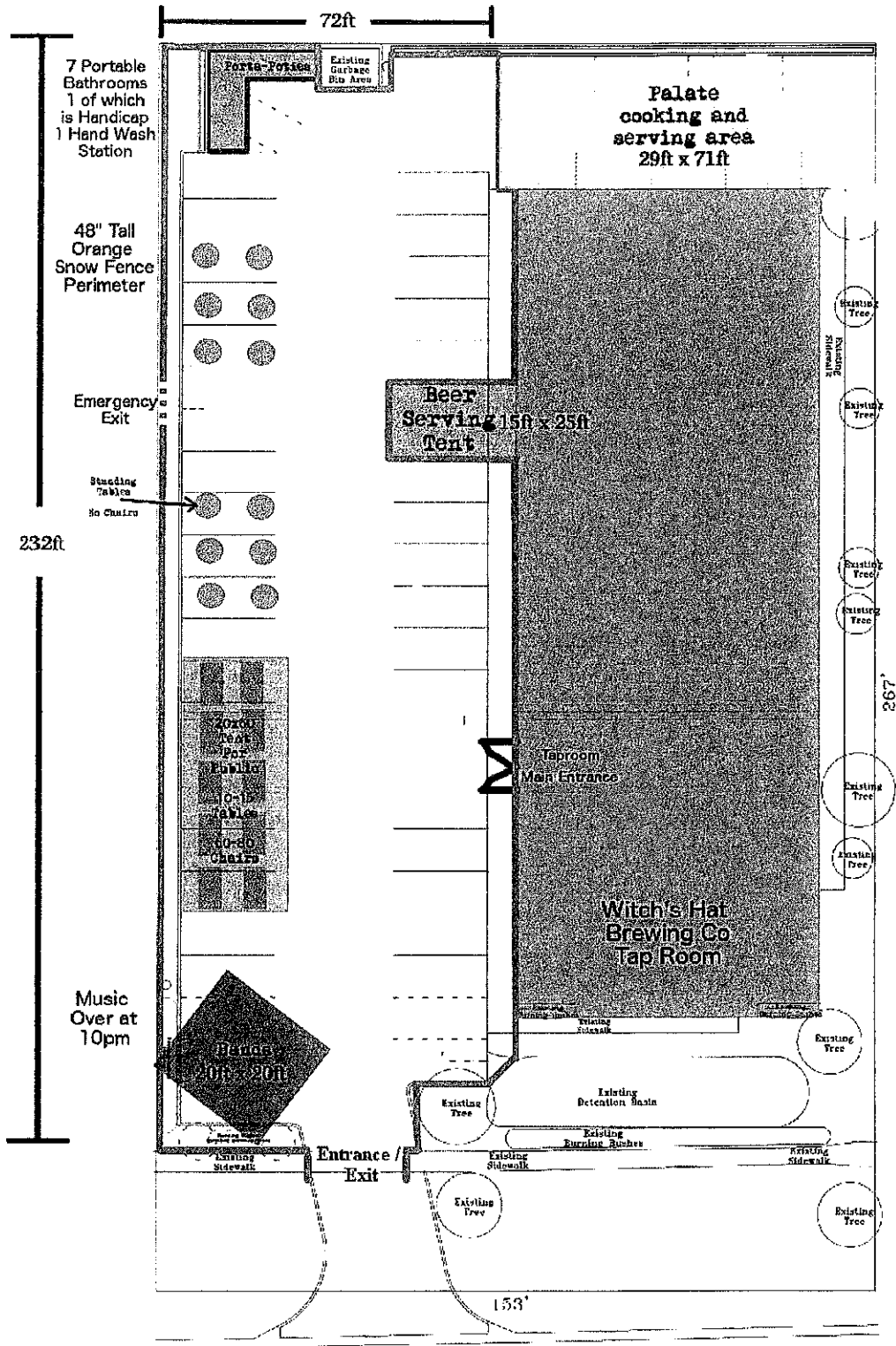
The organizers have planned for off-site parking in the employee lot at Michigan Seamless Tube, in the city parking lot on Dorothy Street, and along the south side of Dorothy Street. They are also attempting to arrange a shuttle service for patrons, to and from designated parking areas.

Arrangements have been made for tents, tables, portable toilets. Bands will be performing outside, with music ending by 10:00 p.m. The organizer has been working with the South Lyon Fire Inspector on the site-plan, and occupancy limits will be set by fire department officials.

2015 Fury For A Feast

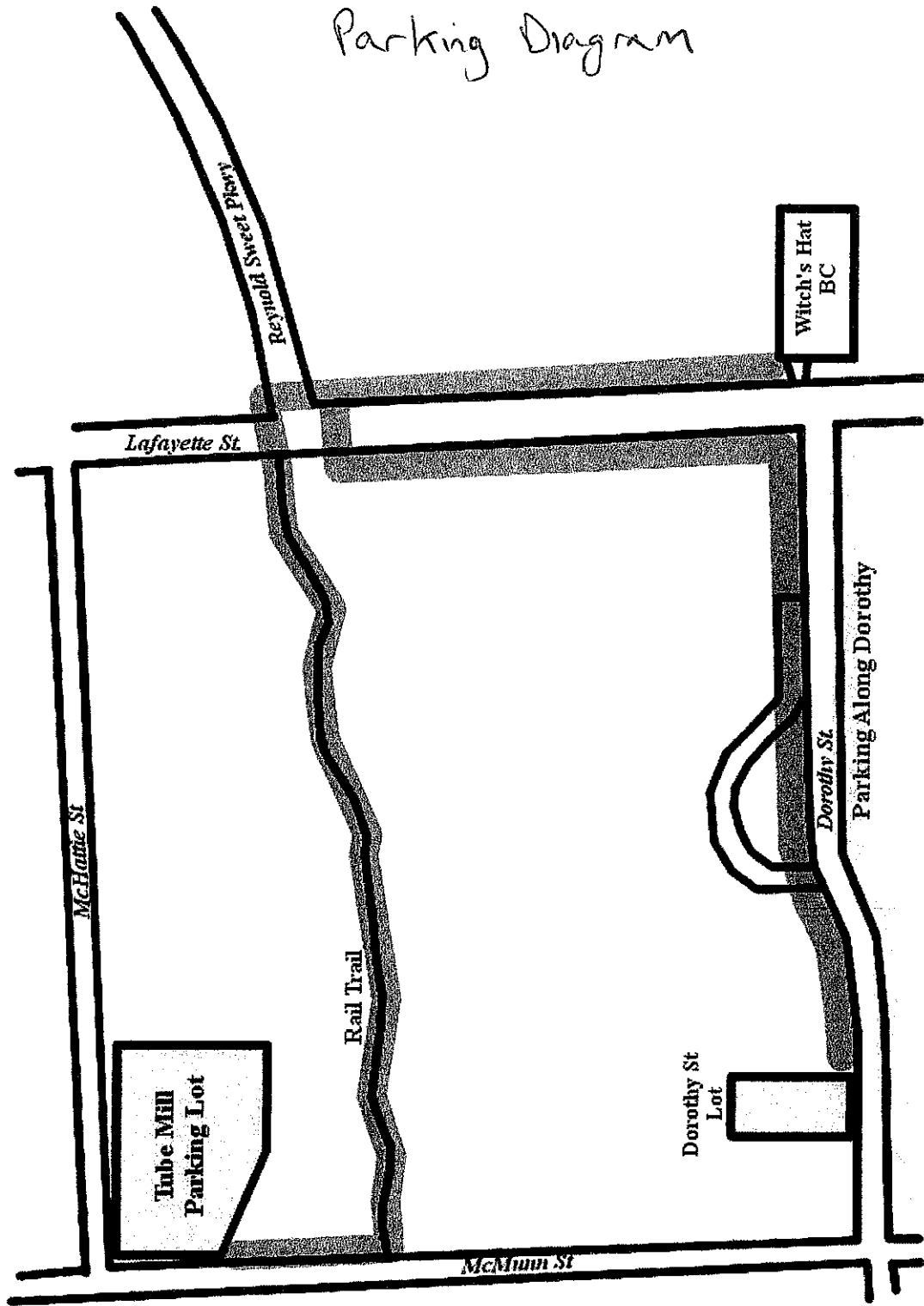
3rd Annual Barrel-aged Beer Release Party and Gleaners Food Drive

Saturday, August 22nd - Noon to Midnight
21 and up only



Parking Diagram

6



Parking Areas
For Event

Walking Path
To Event

AGENDA NOTE

New Business: Item #

MEETING DATE: May 26, 2015

PERSON PLACING ITEM ON AGENDA: City Clerk/Treasurer

AGENDA TOPIC: Agreement for Tax Collection for the South Lyon Schools

EXPLANATION OF TOPIC: As with prior years, the South Lyon Board of Education is requesting that the City of South Lyon collect the district's property taxes for the 2015 tax season. In exchange for us collecting those taxes, the Schools agree that any interest generated shall be retained by the City. The City distributes their share on the 1st and 15th of each month.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Proposed Agreement between the City of South Lyon and the South Lyon Community Schools for collection of the 2015 taxes and request by the South Lyon Community School Board.

POSSIBLE COURSES OF ACTION: Approve/Not Approve the agreement between the City of South Lyon and the South Lyon Community Schools

RECOMMENDATION: Approve the Agreement between the City of South Lyon and the South Lyon Community Schools

SUGGESTED MOTION: Motion by _____, supported by _____ To approve the Agreement between the City of South Lyon and the South Lyon Community Schools for the 2015 tax season as presented

AGREEMENT FOR TAX COLLECTION

This Agreement is made this _____ day of _____, 2015 by and between the City of South Lyon and the South Lyon Community Schools.

WHEREAS, Section 43 of the General Property Tax Law of the State of Michigan provides for the establishment by agreement of an alternate schedule for delivery of tax collections; and

WHEREAS, it is the desire of the parties to minimize the expense and record keeping with regard to delivery of the tax collection.

NOW, THEREFORE, in consideration of the mutual understanding herein contained, it is agreed as follows:

- Delivery of tax collections for the year 2015 shall continue in accordance with Section 43 Schedule, and interest thereon generated in the hands of the City Treasurer shall be retained by the City.
- Deliver of tax collections shall occur as required by State Law, and the regulations of the Department of Treasury, and interest generated thereon while in the hands of the City Treasurer shall be retained by the City.
- That in consideration of the City retaining interest earned on tax collections received by it, the City shall not require payment for the South Lyon Community Schools.
- That the parties agree that this agreement shall remain in full force and effect unless terminated by either party upon six (6) months written notice to the other.

IN WITNESS WHEREOF, the parties have executed this agreement on ____, ____ 2015

City of South Lyon

South Lyon Community Schools

Lisa Deaton
City Clerk/Treasurer

James Graham
Asst. Supt. For Business and Finance

CITY OF SOUTH LYON CABLE COMMISSION

Meeting Minutes May 13th 2015

Meeting called to order at 7:35pm.

Board Commissioners present:

Rich Perry
Amber King
Carl Richards
Steve Kaukonen

Board Commissioners absent:

Dan Pelchat

Also present: none.

Approval of Minutes – Motion by Kaukonen, supported by Richards, to approve the minutes from the April 9th meeting. Motion carried unanimously.

Approval of Agenda – Motion by King, supported by Kaukonen, to approve the agenda. Motion carried unanimously.

Public comments – N/A

Old Business

1. **Survey** – Paper copies of surveys collected by Pelchat from the .
2. **Marketing Efforts** – The suggestion was made to create a Google Docs file to house the information for groups that have been contacted (name, date, email, etc.) and by whom to keep track of our marketing efforts and avoid duplication. Richards brought up his concern that there are groups in town who aren't aware the Cable Commission exists, and suggested that business cards or brochures should be created. Perry noted that the existence of the Commission itself doesn't need to be advertised, but that we need to spread the word about the opportunity to submit programs to be played on Channel 19.
3. **Volunteer List** – Perry has reached out to those who indicated they would be interested in volunteering on the survey. We may reach out through Facebook to ask for volunteers, as well.
4. **Flier/Rec. Dept. Publication** – Flier has been developed by Perry which will be distributed to teachers in the high schools (by Pelchat) and in the public libraries, other non-profit organizations, and possibly other locations, with the intention of promoting interest in content submissions and in the Volunteer Program. Perry

will send the fliers to the cable commission members for feedback and they will be finalized this month.

5. **Community Entities to Contact for Content** – Still no word from the City Manager regarding the approval of the documents submitted. Richards has contacted the Tube Mill but hasn't heard back. He also mentioned the American Legion, Disabled American Veterans, Operation Injured Soldier, Operation Wounded Warriors as groups to contact. The War Dog Memorial was mentioned as another opportunity to film content for the channel. The American Vets are considering filming the Memorial Day parade. In the past, they have received help from Huron Valley School District students who may be willing to film the parade. Richards mentioned that the Cable Commission could participate in the parade if we wanted to; however, none of the members present expressed interest. Perry explained that our mission should be focused more on promoting or advertising the channel itself (in the future, at least), rather than the Commission itself.

New Business

1. **Digital Playback** – Now that we have approval from the City for a budget, we need to get three quotes on playback equipment. Richards mentioned that the fiscal year doesn't begin until July 1, so purchase of any equipment will probably occur after that.
2. **Content Library Plans** – Once we have digital playback capability, we hope to have content from the Police Department, the Fire department, personal or local interest, etc. in an electronic library.

Commissioner Comments –

- Richards hopes we have consistency in our meetings and clear roles. He mentioned that he has used more minutes on his personal cell phone than allowed to contact community groups for the Commission and that it has affected his phone bill.
- Kaukonen is optimistic about the digital playback system and getting volunteers trained.
- Perry said there will be a new burden of responsibility with the digital playback system. The process will move faster.

Adjournment – Motion by Kaukonen, supported by Richards, to adjourn the meeting at 8:54 pm. Motion carried unanimously.

Agenda
Tax User Group Meeting
May 28, 2015 9:00 AM

Welcome

- Topics for Discussion
 - Equalization
 - MTS/Balancing
 - Tax Updates
 - PA 494 Parcels
 - Tax Billing
 - Special Assessments
 - Electronic Mtg/payment Notifications
 - LAMS
 - Report Writer Workshop

Meeting Schedule for 2015

- June 18, 2015
- July 16, 2015
- August 20, 2015
- September 17, 2015
- October 15, 2015
- November 19, 2015
- December 17, 2015