

Regular City Council Meeting

January 11, 2016

Agenda

7:30 p.m. **Call to Order**
Pledge of Allegiance
Roll Call
Approval of Minutes: Dec 14, 2015
Approval of Bills:
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
- 9) Consider approval of revised IT/CLEMIS agreement
- 10) Discussion considering sale of City owned Real Estate located at 0 S Warren St.
- 11) Discussion regarding delinquent real estate tax parcel 21-29-101-013
- 12) Review of City Attorney invoices
- 13) Consider acceptance of Donations:
 - a. Donations to the Police and Fire Departments from Ken and Barb Turner
 - b. Donations to the City for the annual Holiday Party

IV. Discussion on Blight ordinance and unsafe structure structures

V. Discussion – Downtown

VI. Closed session per Section 8(h) of the OMA for the discussion of information exempt from Section 13(1)(g) of the Freedom of Information Act, which exempts from public disclosure information subject to the attorney-client privilege.

VII. Manager's Report

VIII. Council Comments

IX. Adjournment

The City of South Lyon
Regular City Council Meeting
December 14, 2015

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

PRESENT: Mayor Galeas
Council Members: Dedakis, Kivell, Kramer, Kurtzweil, and Wedell
Also Present: City Manager Ladner, Chief Collins, Chief
Kennedy, Department Head Martin, Attorney Wilhelm, and Clerk/Treasurer Deaton

ABSENT: Councilman Rzyzi

CM 12-1-15 MOTION TO APPROVE ABSENCE

Motion by Dedakis, supported by Kurtzweil
Motion to approve absence of Councilman Rzyzi

VOTE: MOTION CARRIED UNANIMOUSLY

MINUTES

Councilman Kivell stated there are a few language changes and an additional sentence he would like added. He stated on page 6, the word ansular, should be ancillary. He further stated on page 7 he would like a sentence added stating Councilman Kivell agreed the changes should be made but regrets they weren't conveyed to the City Attorney in private before the meeting. He further stated on page 10 he would like the sentence to state, Councilman Kivell stated in the past there have been conversations in regards to expanding the DDA area, and the problem was the existing agreement has a 20 year sunset.

Councilmember Kurtzweil stated the correct spelling for Branford Mayes is Maynes. She further stated she would like to add the sentence on page 7, Councilman Kurtzweil stated the matter regarding lease terms needs to be discussed in a public meeting because it is a public matter. She further stated on page 11 the correct spelling of the owner's name of South Lyon Square is Najor.

CM 12-2-15 MOTION TO APPROVE MINUTES

Motion by Kivell, supported by Wedell
Motion to approve minutes as amended

VOTE: MOTION CARRIED UNANIMOUSLY

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BILLS

Councilmember Kurtzweil stated she has 3 questions. One is regarding the check listed as overpayment for Rachel Baker for \$2,281.64. Clerk/Treasurer Deaton stated that is for a summer tax that was paid as an overpayment, meaning it was paid twice. Councilmember Kurtzweil stated her second question is regarding the tuition reimbursement for Sgt. Baaki. Chief Collins stated the City pays a portion of the employee's tuition for higher education. Councilmember Kurtzweil stated she wants to congratulate him for taking advantage of the City's reimbursement program, the City benefits when the employees take advantage of furthering their education. She stated her 3rd question is regarding the check payable to the State of Michigan for \$30.00 for the sex offender registration fee. Chief Collins stated the State requires sex offenders to register at their local Police Department. The Police Department collects a fee and keeps anything over the \$30.00 the State charges.

CM 12-3-15 MOTION TO APPROVE BILLS AS PRESENTED

Motion by Kramer, supported by Kivell
 Motion to approve payment of bills as presented

VOTE: MOTION CARRIED UNANIMOUSLY

AGENDA

City Manager Ladner stated there are 2 items she would like to remove. She stated she would like to remove item #1 under Old Business. She has received feedback from South Lyon Area Recreation Authority and they now have questions regarding the new lease contract for 318 W Lake, therefore she would like that remove until those concerns can be addressed. She further stated she would like to remove item number #4 because there are changes that need to be made to the contract.

CM 12-4-15 MOTION TO APPROVE AGENDA

Motion by Kramer, supported by Dedakis
 Motion to approve agenda as amended

VOTE: MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENT

Linda Ross of 373 Harvard stated she is here to introduce herself as the President of the Historical Society and she also introduced Larry Ledbetter as the President of the Historical Commission. Mr. Ledbetter of 11343 Clovis Pointe stated the Commission is responsible for maintaining the grounds in the Historical Village, along with the help of the Department of Public Works, and the Society. Ms. Ross stated the Historical Society is responsible for greeting visitors to the Depot, overseeing donations, conducting tours for groups, keeping the Depot clean, and updating the calendar of groups that use the rooms for meetings, programs and events. She further stated they have a gardening group which helps maintain the plantings. Mr. Ledbetter stated he welcomes anyone that hasn't visited the Historical Village to come and see it. He further stated everyone on the Historical Society and Commission are dedicated volunteers. Councilman Kivell asked the status regarding the bell tower in the Chapel being fixed. Mr. Ledbetter stated they are having some problems finding a contractor that is able to fix it, but they are working on it.

Carl Richards of 390 Lenox stated the boats have been removed from the Michigan Seamless Tube yard. He further stated the project at Bigby coffee is almost completed. Mr. Richards stated the last wall at 390 S Lafayette was removed. He further stated the contract he read didn't include the contractor removing the concrete foundation from the old bowling alley. He further stated he hopes they will take care of that. Mr. Richards stated some things at the Knolls are wonderful, but he does have some issues and we will have to wait and see what happens with the grade on some of the properties.

OLD BUSINESS- None

NEW BUSINESS

1. Public Hearing- CDBG Program Year 2016
 - a. Approval of Application

City Manager Ladner stated the Community Development Block Grant program is a Federal Government program for which the City gets an estimated allotment of \$35,261.00. The final amount we will get is determined after the first of the year. In the past we have used this money for support of Haven which is a domestic abuse shelter program as well as The Center for Active Adults. She further stated at the last meeting Council discussed looking into other local projects that we may support for fiscal year 2017. City Manager Ladner stated the Center for Active Adults is also funded by Lyon Township and Green Oak Township and it is located in the High School on Pontiac Trail. She further stated the application is due to the County on the 18th, therefore she is asking for approval tonight to move forward with the application.

PUBLIC HEARING- CDBG

Mayor Galeas opened the public hearing at 7:45.

Public Comment- None

Mayor Galeas closed the public hearing at 7:46

CM 12-5-15 MOTION TO APPROVE CDBG APPLICATION

Motion by Kivell, supported by Wedell

Motion to approve the planned use of the CDBG funds, and the CDBG application.

VOTE: MOTION CARRIED UNANIMOUSLY

City Manager Ladner asked if Council would approve the resolution to include with the application because we will not have time to have minutes approved from this meeting.

CM 12-6-15 MOTION TO APPROVE RESOLUTION FOR CDBG APPLICATION AND FUNDS

Motion by Kramer, supported by Wedell

Motion to approve resolution of planned use of CDBG funds and CDBG application

VOTE: MOTION CARRIED UNANIMOUSLY

2. Discussion with Council on blight, unsafe structures and problematic property owners with Attorney Paul Burns and associate

Paul Burns of the Law Offices of Paul E. Burns gave a power-point presentation regarding the City of Brighton's Ordinances and procedures for dealing with blight and problematic property owners. Mr. Burns stated he has been the City of Brightons Attorney since 1980. He introduced Brad Maynes who has been with his firm for 10 years. He stated what they decided to do in Brighton was to create a team of blight busters. The team consisted of the Code Enforcement Officer, Building Inspector, engineer, Planner, and the Zoning Enforcement Officer. They made a list of problem properties in town. Internally they were then ranked from worst to least problem. The theory they used was the properties which created a health safety welfare problem is considered the worst. There were other properties that were so blighted they were curbing the growth and development of the area. He stated they also had a few long time property owner problems as well. He stated the City always tries to keep the communication open with property owners and try to get their properties in compliance without the courts being involved. Mr. Burns explained the City of Brighton was able to use the administrative search warrant which is basically a civil warrant. He further stated by gaining the search warrant we were able to get our inspectors into the buildings to see the condition of the properties. Mr. Burns stated the usual tools for successfully fighting blight problems are the Michigan Building Code, Property Maintenance Code, Unsafe/dangerous building ordinance and Common-Law nuisance.

The first step is to recognize the top problem properties, then to rank the top problems by the severity of the problem. He stated the second step is looking at the enforcement tools, such as ordinances, statutes and building/property codes. The third step is to determine who owns the property and contact them. The Code Enforcement Officer will send the property owner a certified letter to attempt to correct the situation. The fourth step is a formal demand of compliance. Courts expect to see attempts to resolve the situation without litigation. All documentation and events must be memorialized. Step 6 is a hearing before City Council which could be formal or informal. Step 7 is

litigation which can be a lengthy process and is handled through the Circuit Court. Litigation will most likely involve expert witnesses on both sides and will take a lot of time for staff and consultants. Councilmember Kurtzweil asked how quickly did the demand for downtown real estate demand rise. Mr. Burns stated it didn't take very long, but there is more to this than the blight issue. He stated there was also a downtown liquor license which changed many of the occupancies. The DDA began the flower program and it all came together. He further stated the planning commission also needs to be involved with the downtown. Mr. Burns stated the DDA was also buying property and knocking down old buildings, recently they purchased a building to tear down which will be used for parking. Discussion was held regarding some of the success of the Brighton downtown area being good planning and some was just happenstance. Mayor Galeas stated it seems very methodical, and engaged everyone working together hand in hand. He stated we haven't always been on the same page with our businesses. He asked how long did it take until everyone understood and got on board. Mr. Burns stated it wasn't immediate, but once everyone understood this is what needs to happen to make the downtown area successful and they understood the rules, they came together. Councilman Kivell stated you have to spend money to buy buildings to knock down for parking, but then you're also losing tax dollars. Councilmember Kurtzweil asked how many properties they had to litigate. Mr. Burns stated there were just a handful of properties, but most property owners don't want to go to court, so most will comply. Councilmember Kurtzweil asked if they have their own expert witnesses that have testified. Mr. Maynes stated they do and they have testified in court. Councilman Kurtzweil asked if they are ever granted attorney fees. Mr. Burns stated they have not been successful with that, the Judges see that as a cost of doing government business. Councilman Kurtzweil asked what the average time length for litigation is. Mr. Burns stated 18 months to 2 years. Discussion was held regarding the expert witnesses being part of the problem cases from the beginning. Councilman Kivell stated their expert witnesses have already built their credibility as well.

3. Consider appointment/resignations from City Commissions:
 - a. Resignation from John Spencer

Mayor Galeas stated we have received a resignation from John Spencer from the Cultural Arts Commission.

CM 12-7-15 MOTION TO ACCEPT RESIGNATION

Motion by Wedell, supported by Kivell

Motion to accept John Spencer's resignation with thanks.

VOTE: MOTION CARRIED UNANIMOUSLY

- b. Appointment of Josey Kearns

Mayor Galeas stated he has received an application from Josey Kearns for the Cultural Arts Commission.

City Manager Ladner stated she has been working with the Cultural Arts Commission ad hock. Councilmember Dedakis asked if Ms. Kearns has any experience with writing grants and applying for grants. City Manager Ladner stated she believes she has grant experience in her work history. Councilmember Kurtzweil stated she knows of Josey Kearns for her craft, she is a poet. She was part of the event that took place at Third Monk Brewery. She brings some great talent to the Commission.

CM 12-8-15 MOTION TO APPROVE APPOINTMENT

Motion by Kivell, supported Wedell

Motion to appoint Jose Kearns to the Cultural Arts Commission

VOTE: MOTION CARRIED UNANIMOUSLY

4. Consider dedication of Lexington Place Condominiums Water and Wastewater Utilities to the City

City Manager Ladner stated she has been working with Robertson Brothers and Mike Darga to have everything ready to proceed with the dedication of the water and sanitary sewer utilities. Councilmember Kurtzweil stated she has some questions for the City Attorney. She stated she believed that this development was closed out in 2013, and if that is the case, there needs to be some further investigation. She stated this development is similar to Lafayette Woods. She stated this is a condominium development and according to the condominium act after a certain number of units are sold, the property is actually owned by the Homeowners Association. She further stated the developer may not have the authority to donate the utilities to the City. Attorney Wilhelm stated he doesn't believe it excludes the developer's right to dedicate the utilities. Attorney Wilhelm stated he will discuss this with the developer and condominium association to ensure we have the proper paperwork for the dedication. He further stated he will bring this back at a future date.

CM 12-9-15 MOTION TO POSTPONE THE DEDICATION OF WATER AND WASTEWATER UTILITIES TO THE CITY

Motion by Kurtzweil, supported by Dedakis

Motion to postpone the dedication of water and wastewater utilities to the City

VOTE: MOTION CARRIED UNANIMOUSLY

5. Discussion: Pete's True Value- Status of Site Plan Approval

City Manager Ladner stated she spoke with Carmine, but he is unable to be here tonight. She further stated the Planning Commission approved the site plan approximately a year ago with conditions. She further stated a demo permit was issued for the mill building earlier this year and that structure was razed. Site plan approval was approved for a storage building in its place, although no building permits

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have been applied for. She further stated the property owner will have to ask for a site plan extension from the Planning Commission before they can proceed. The City cannot force him to build on his property. Councilman Kivell asked if anyone has been in contact with them. City Manager Ladner stated Kelly McIntyre is in the process of getting up to date on this and she will be contacting the owner.

6. Discussion: Performance Bonds

Councilmember Kurtzweil stated she believes this is one aspect we can improve the way we are delivering services to our businesses in our City. She stated there has been an issue with a cash performance bond in the past, and this particular one has been waiting for 7 months to be closed out. She further stated there is nothing in writing regarding this particular bond. Councilmember Kurtzweil stated if the City is looking for someone to pay review fees, that is a separate issue. They pay to have the site reviewed, then they put the money down, but then the City decided to keep some of the money. She stated performance bonds are contracts and there needs to be terms for what is in that contract or it could lead to litigation. She further stated she would like to know what authority the City believes they had to keep the money. Councilman Kivell stated he believes this has been done according to past practice. Mayor Galeas stated this is a generic issue and we need to have rules and procedures regarding how performance bonds are issued. Further discussion was held regarding performance bonds. Councilman Kivell stated anything the City can do to lessen the ambiguity of how things are processed at City Hall is better for the City. Councilmember Kurtzweil asked if there is a written bond for the Robertson Brothers Bond. City Manager Ladner stated she will get a copy of the court order to show what the terms of the bond are. Attorney Wilhelm stated it could be best if the bonds are collected to secure the work to be completed, and any review fees be invoiced separately. Attorney Wilhelm stated this was handled according to past practice, and this will be corrected, we will come up with a straight forward policy. Councilman Wedell stated after all fees are paid which are owed to the City, we then return the bond. Councilmember Kurtzweil stated that is fine if that is written out in the Bond Agreement. Mayor Galeas stated there are some things changing rapidly, and this is one area we need to tighten up so that future issues such as this do not arise in the future.

IV. Discussion on Blight Ordinance and unsafe structure placard

Councilmember Dedakis thanked Councilmember Kurtzweil for asking the Brighton City Attorney's to attend our meeting. Councilmember Kurtzweil stated she thinks they are very talented. Mayor Galeas stated it was nice to hear their insight, and they told us what we need to be doing to help with the same kind of matters. Councilman Wedell stated it doesn't have to be harder than it is, the plan seems simple and we should be capable of dealing with this. Discussion was held regarding the timeline of 18 months to 2 years for dealing with dangerous structures and problem owners. Councilman Kivell stated we do have some things to tighten up, but we have already been pushing toward this and we should be able to begin to make headway. Councilman Kramer stated we have a lot of things ready to go, but we may need to get a committee together and he would like to get things going. Councilman Kivell agreed. Councilman Kivell stated we have a lot going for us right now, this is at the brink of the Master Plan approval to push everyone in the same direction and that coupled with getting the expertise group

aligned and organized will give us the ability to find the answers we need, both to address the problem people, and to strategize. The only problem we have is money, and deciding what kind of structure and at what location. City Manager Ladner stated the Planning Commission is holding their Master Plan public hearing in February then it will come before Council in March.

Councilmember Kurtzweil stated she would like to expedite the process and hire the City of Brighton's Attorneys. She further stated they have the expertise and the ability to do this. Councilman Kivell stated Johnson Rosati is a huge law firm with the same level of expertise. Councilmember Kurtzweil stated she isn't fond of the Johnson Rosati law firm, because they have some weaknesses and the Paul E. Burns law firm already has the experience and are ready to go now. She further stated she thinks they could have this ready to go within 60 days. Mayor Galeas stated the attorneys did a great job of laying out the plan, and we know what we need to do. We already have many of the tools needed, we now have the opportunity to use what we already have available to make sure this happens. He further stated we need to start moving forward with the Ordinances. Councilmember Dedakis stated she would like to discuss hiring them at them at the next meeting, she would like to explore this in more detail because she understands hiring them could come at a heavy price, but in the end it could be in the best interest of the City. Councilman Kramer stated he doesn't believe having two legal firms is in the City's best interest. Councilmember Kurtzweil stated they could be a special Council. Councilman Kramer stated special Council will come with special rates.

V. Discussion- Downtown

Mayor Galeas asked City Manager Ladner how the demolition of 390 Lafayette is coming along. City Manager Ladner stated it is moving along very well and she will follow up with the concerns of Mr. Richards regarding the foundations being removed, the contract states any and all foundations need to be removed. Councilmember Wedell asked if the City Manager could do some research regarding expanding the DDA district. City Manager Ladner stated she and Kelly McIntyre are looking into that, the last time it was discussed was in 2008. Councilman Kivell stated he liked Carmine's idea of expanding the DDA to grow the TIF instead of letting things escalate to where things were before the downfall. Councilmember Kurtzweil stated if we approve the downtown, we also need to improve the approaches. She further stated how Lake Street looks as your coming into town is just as important as downtown. Councilmember Kurtzweil stated Peters True Value came before the Planning Commission stating he was going put in a nice building and landscaping. It was an attempt by the Planning Commission to improve an approach to the City, and a land owner that is not following through. Some Planning Commission members wanted the mill to stay, and some wanted it torn down. If people are not going to invest in the town, there will be blight. True Value got what they wanted, they got the vacant building torn down that was costing him a lot of money in insurance, but what did the City get? She has heard he has purchased property in another City. He has money, but he is not spending it in the City. We may need to discuss this with the owners of True Value and see if we could get him moving along with the original plan. Mayor Galeas stated sometimes things are unsalvageable. Councilman Kivell stated the demo was not predicated on them building a new storage building. Councilmember Kurtzweil stated it was, and they didn't have a problem with that. Councilman Kivell stated he doesn't believe the Planning Commission can stop someone from doing a demo on their own property.

Councilmember Kurtzweil stated it was not condemned and he was using it. Mayor Galeas stated he loved the building also, and would have liked it to be refurbished, but you cannot force someone to put his money into something that isn't going to work. Mayor Galeas stated we do not have the authority to force property owners into building on their property. Discussion was held regarding if the new storage building was part of the demolition permit. Attorney Wilhelm stated building the storage building was not part of the demolition permit. There isn't any connection between the demolition and the site plan that was brought before the Planning Commission. Councilman Kramer stated this is sending a mixed message to new businesses. We are asking them to come here, but then we want to force them to build things on their property. Councilman Kivell stated we need to focus on the downtown area itself. He further stated we need to come to some kind of vision of how we are going to supply the parking for the new businesses when the new Master Plan comes into effect. Ben Verish of 630 Hagadorn stated he grew up in downtown Plymouth. He further stated they built a parking structure which had a lot to do with the City's expansion and development. He came to South Lyon because of the hometown feeling and it reminds him of Plymouth. He would like this resolved. He suggested the City speak with Dan Gilbert because he will tell you, you can have the best lawyers, but if you don't have a shared vision of what you want downtown South Lyon to be, this conversation will mean nothing. Councilman Kivell stated engaging everyone to have the same vision is a huge undertaking.

VI. Managers' Report

City Manager Ladner stated she reached out to facilitators for the Council retreat, and she has received a proposal, but she is waiting for the other two. She suggested moving the retreat to February or March will help with the additional two proposals. Councilman Kivell stated he does not like the idea of spending money on a separate location when our City Attorney's Office has offered the use of their building. Discussion was held regarding the retreat being an open meeting to the public as well as the location. Councilmember Kurtzweil suggested the City Manager look into the location because it needs to not become a hindrance to any resident that wants to attend. City Manager Ladner stated she also wanted to remind everyone of the holiday party for the City employees and volunteers. She also wished everyone a Merry Christmas.

VII. Council Comments

Councilman Kivell stated he has ornaments to give to Council from Herb Stricker of Superb Fabricating, which are laser cut pieces of sheet metal, and really pretty. Councilman Kivell stated the Cool Yule was very nice and having access to the chapel to listen to the High School Choir was great. Councilmember Dedakis stated she attended the newly elected officials training and it was really informative. She discussed our downtown issues with some of the other officials, and they have grant writers that have helped them a great deal. She stated at a future meeting she would like to discuss hiring a grant writer. Councilmember Dedakis asked if anything has occurred with Dr. Kaplan and the Road Commission. Councilmember Kurtzweil stated she met with them and they are a wonderful group of individuals and it was a very positive meeting. She further stated they are very welcoming and interested in the relationship with South Lyon. Councilmember Dedakis stated Mayor Wallace

contacted her regarding payment for the last Council Meeting and asked City Manager Ladner what the status of that was. City Manager Ladner stated as he chose to not attend the meeting today, she is acting according to past practice, and we have not paid the outgoing Mayor and Council at the meeting when the new Members take their place. Councilmember Dedakis stated recently there was a dedication of a football field here in the City for fallen soldier Dominic Ciaramitaro, and he was a really good person. Our Community is fantastic for doing that. Councilmember Dedakis stated the City's website needs to be updated. City Manager Ladner stated we are in the process of moving context over to the new site, and it should happen within the next few weeks. She further stated she wanted to wish everyone Happy Holidays.

Councilmember Kurtzweil stated she wanted to thank the Oakland County Road Commission for acting quickly and adding a stop sign at 9 Mile and Griswold. Councilmember Kurtzweil stated she wants to make sure people know that there is not a limit of how much the City can sell the 390 S. Lafayette for, but the City cannot make a profit, anything over that must be paid back to the County because it was purchased from tax forfeiture. She further stated she reviewed the Attorney's invoices for October, but she stated he bills for when he discusses things with Council Members on the phone. She stated she will not be doing that, anything she discusses with the City Attorney will be held in public, and if she does discuss anything on the phone, she wants her name on the bill for transparency purposes.

Councilmember Kurtzweil stated we have a wonderful City and many homes are decorated beautifully. They do a great job in Hidden Creek and we try to give a fabulous light show for everyone. She further stated she wanted to wish everyone a belated Happy Hanukah and Merry Christmas.

Mayor Galeas stated he received notice that Stephanie Schimp was given the 2015 Fire Department Firefighter of the year award. He stated she is going above and beyond what the average is. Mayor Galeas stated he met with the City manager and Mayor of Chelsea and they discussed the growing pains of their area. Their downtown is thriving, but they are having a hard time attracting younger families. It was a great meeting and it was a good discussion. They had great things to say about South Lyon. He further stated he met with the Mayor of Novi, and he also met with the Northville Mayor, and he is interested in having further discussions with them regarding road, traffic issues, and how they attract new businesses. Mayor Galeas stated he attended a meeting and the speaker was the Oakland County Great Lakes Water Authority Director. He stated they now have a signed agreement for the Great Lakes Water Authority and Oakland County will now have a big say with how the water situation is handled in Flint and

It is very evident how important our water is here in South Lyon. He wished everyone Happy Holidays.

VIII. Adjournment

CM 12-10-15 MOTION TO ADJOURN

Motion by Wedell, supported by Kivell
Motion to adjourn meeting at 10:00

VOTE: MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

John Galeas Jr. Mayor

Lisa Deaton Clerk/Treasurer

DRAFT

CHECK REGISTER FOR CITY OF SOUTH LYON
CHECK DATE FROM 12/17/2015 - 01/07/2016

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 01 GEN FUND CHECKING						
12/17/2015	01	68160	MISC	LYNNETTE M. CONNER	COOL YULE FLIERS	49.06
12/17/2015	01	68161	5310	ARBOR SPRINGS WATER CO., INC.	WATER FOR CITY HALL	19.50
12/17/2015	01	68162	5249	JEFF ARCHIE	REIMB FOR S-2 LICENSE RENEWAL	95.00
12/17/2015	01	68163	4234	AVAYA*, INC.	WATER DEPT PHONE SYSTEM	226.26
12/17/2015	01	68164	5264	BUSCH'S	COOL YULE SUPPLIES	44.47
12/17/2015	01	68165	3511	CGS, INC.	FORKLIFT CERTIFICATION CLASS	750.00
12/17/2015	01	68166	0059	CITY OF NOVI TREASURER	SOUTH LYON DISPATCH SERVICE	28,499.00
12/17/2015	01	68167	3727	COACTIVE SYSTEMS COMPANY	SVC CALLS TO REPAIR SECURITY CAMERAS	1,230.00
12/17/2015	01	68168	0283	CORRIGAN OIL CO.	GAS & DIESEL - NOV 2015	3,967.64
12/17/2015	01	68169	0584	DTE ENERGY	ELECTRIC SERVICE 10/29-11/30/15	287.68
12/17/2015	01	68170	6061	MATTHEW EMERY	VIDEO COUNCIL MEETING - 12/15/15	50.00
12/17/2015	01	68171	3455	EMPLOYEE HEALTH INSURANCE MGMT	RX FEES	3,876.74
12/17/2015	01	68172	3436	JOSEPH GURSKI	BOR PAY - 1/2 DAY	50.00
12/17/2015	01	68173	5414	RAMONA HARRIS	BOR PAY - 1/2 DAY	50.00
12/17/2015	01	68174	2415	HURON VALLEY AMBULANCE. INC	BLOOD DRAW	50.00
12/17/2015	01	68175	11113	ICMA MEMBERSHIP RENEWALS	2016 MEMBERSHIP RENEWAL	720.00
12/17/2015	01	68176	3955	JOHNSON, ROSATI, SCHULTZ &	CITY ATTORNEY RETAINER WORK	9,012.40
					MICHIGAN TAX TRIBUNAL MATTERS	378.42
						9,390.82
12/17/2015	01	68177	3702	MICHAEL KENNEDY	REIMB BREAKFAST FOR CREW - CSX INCIDENT	43.31
12/17/2015	01	68178	5808	KEYSTONE EVENTS MANAGEMENT	FIRE INSPECTOR CONFERENCE	170.00
12/17/2015	01	68179	6117	MICHIGAN ASSOC OF MUNICIPAL CLERKS	ANNUAL MEMBERSHIP FEE	60.00
12/17/2015	01	68180	2763	MMTA	MMTA DUES	50.00
12/17/2015	01	68181	9978	NATIONAL ASSOCIATION OF SCHOOL	1 YEAR MEMBERSHIP	40.00
12/17/2015	01	68182	4226	BRUCE NUSBAUM	BOR PAY - 1/2 DAY	50.00
12/17/2015	01	68183	1034	OAKLAND COUNTY TREASURER	SOUTH LYON WOODS PROP TAX - NOV 2015	50.00
12/17/2015	01	68184	3004	OBSERVER & ECCENTRIC NEWSPAPER	LEGAL ADS	400.00
12/17/2015	01	68185	0218	PARKSIDE CLEANERS	RUG CLEANING	389.40
12/17/2015	01	68186	1555	PITNEY BOWES	POSTAGE METER REFILL	43.00
12/17/2015	01	68187	2419	QUICKSILVER MARKETING SOLUTION	HOLIDAY PARTY GIFTS	1,239.00
						406.50
12/17/2015	01	68188	2215	SINGH HOMES LLC	BLDG BOND REFUND - B14121	500.00
					BLDG BOND REFUND - B15061	500.00
						1,000.00
12/17/2015	01	68189	5552	US BANK	#4946 BLDG AUTH BOND AGENT FEES	150.00
12/17/2015	01	68190	3984	WOW! BUSINESS	INTERNET SERVICE	46.97
					PARK SECURITY	62.00
					CABLE SERVICE	107.14
						216.11
12/23/2015	01	68191	0309	DENNIS BRIDSON	HEALTH INS REIMBURSEMENT - JANUARY 2016	500.00
12/23/2015	01	68192	3749	KRISPEN S. CARROLL	PAYROLL DEDUCTION - 12/23/15	578.26
12/23/2015	01	68193	0058	CITY OF SOUTH LYON	WATER BILL	271.68
					WATER BILL	105.63
					WATER BILL	271.68
						648.99
12/23/2015	01	68194	0557	INTL UNION OF OPERATING ENG	PAYROLL DEDUCTIONS - DECEMBER 2015	261.77
12/23/2015	01	68195	6636	LYNNE LADNER	DECEMBER CAR ALLOWANCE	350.00
12/23/2015	01	68196	9834	WOODROW MATNEY	CUSTODIAL SVCS @ DEPOT - 10/26 - 12/19/	684.00
12/23/2015	01	68197	3520	METLIFE - GROUP BENEFITS	DENTAL INSURANCE	4,743.67

CHECK REGISTER FOR CITY OF SOUTH LYON
CHECK DATE FROM 12/17/2015 - 01/07/2016

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
12/23/2015	01	68198	0470	MISDU	PAYROLL DEDUCTIONS - 12/23/15	328.28
12/23/2015	01	68199	6116	NC CHLD SUPPORT CENTRALIZED COLL.	PAYROLL DEDUCTION - 12/23/15	61.90
12/23/2015	01	68200	2562	POSTMASTER	POSTAGE FOR JAN. 2016 WATER BILLS	1,164.45
12/23/2015	01	68201	0062	VANTAGEPOINT TRANSFERS	PAYROLL DEDUCTIONS - 12/23/15, PLAN 301	3,473.29
12/23/2015	01	68202	5925	W.H. GRIFFIN, TRUSTEE	PAYROLL DEDUCTION - 12/23/15	253.85
12/23/2015	01	68203	3854	SUSAN L. WINTERS	PAYROLL DEDUCTION - 12/23/15	0.00
				Void Reason: CHECK SIGNING ERROR		V
12/23/2015	01	68204	3854	SUSAN L. WINTERS	PAYROLL DEDUCTION - 12/23/15	181.25
12/30/2015	01	68205	MISC	LYNETTE AHRENS	TAX REFUND - CHANGE IN PRE	326.34
12/30/2015	01	68206	MISC	BOBBY SPRINKLES	SUMMER TAX OVERPAYMENT 21.30.431.003	1,624.82
12/30/2015	01	68207	5310	ARBOR SPRINGS WATER CO., INC.	WATER FOR CITY HALL	13.00
12/30/2015	01	68208	5374	AT&T MOBILITY	CELL PHONE SERVICE	366.17
12/30/2015	01	68209	0058	CITY OF SOUTH LYON	WATER BILL	50.28
12/30/2015	01	68210	3165	CONSUMERS ENERGY^	GAS SERVICE	153.69
					GAS SERVICE	233.91
					GAS SERVICE	231.99
					GAS SERVICE	247.93
12/30/2015	01	68211	6115	MARY DEDAKIS	COUNCIL PAY - DEC 2015	867.52
12/30/2015	01	68212	0584	DTE ENERGY	ELECTRIC SERVICE	382.86
					ELECTRIC SERVICE	270.80
					ELECTRIC SERVICE	522.94
12/30/2015	01	68213	6113	JOHN GALEAS, JR	COUNCIL PAY - DEC 2015	1,176.60
12/30/2015	01	68214	6120	GATEWAY COMMONS	MTT CASE - SUMMER TAX REFUND	220.00
12/30/2015	01	68215	5184	IAFC MEMBERSHIP	2016 MEMBERSHIP DUES	3,431.00
12/30/2015	01	68216	2586	GLENN KIVELL	COUNCIL PAY - DEC 2015	234.00
12/30/2015	01	68217	3398	MICHAEL KRAMER	COUNCIL PAY - DEC 2015	180.00
12/30/2015	01	68218	0966	KROPF MECHANICAL SERVICE CO.	FALL/WINTER HVAC MAINT. INSP.	180.00
					HVAC REPAIRED	450.00
						172.00
12/30/2015	01	68219	6114	MARGARET KURTZWEL	COUNCIL PAY - DEC 2015	622.00
12/30/2015	01	68220	6002	NEW DIRECTIONS BEHAVIORAL	1ST QTR 2016 EAP SERVICES	180.00
12/30/2015	01	68221	2507	R.R.A.S.O.C.	HAZARDOUS WASTE - NOV 2015 APPT	484.50
12/30/2015	01	68222	0213	ROAD COMMISSION FOR OAKLAND	TRAFFIC SIGNAL MAINT. - NOV 2015	22.50
12/30/2015	01	68223	3756	JOSEPH RYZYI	COUNCIL PAY - DEC 2015	1,815.15
12/30/2015	01	68224	9965	SOUTH LYON HOTEL	HOLIDAY GATHERING - 12/16/15	180.00
12/30/2015	01	68225	5974	STATE OF MICHIGAN	WWTP NPDES ANNUAL PERMIT FEE	2,909.24
12/30/2015	01	68226	3675	TOSHIBA FINANCIAL SERVICES	COPIER LEASES	5,500.00
12/30/2015	01	68227	1378	HARVEY WEDELL	COUNCIL PAY - DEC 2015	1,706.77
12/30/2015	01	68228	3984	WOW! BUSINESS	CABLE BOX	180.00
					FIBER OPTIC INTERNET - 2 MONTHS	10.00
						1,430.00
01/07/2016	01	68229	MISC	JAMES DENNETT	CHANGE IN PRE (LATE FILE) 21.19.377.013	1,440.00
01/07/2016	01	68230	0561	A.F.S.C.M.E. COUNCIL 25	PAYROLL DEDUCTIONS - 1/8/16	2,569.74
01/07/2016	01	68231	4234	AVAYA*, INC.	DPW PHONE SYSTEM	585.75
01/07/2016	01	68232	5441	BRIGHTON AREA FIRE DEPT.	FIRE ACADEMY - SHERILL	17.12
01/07/2016	01	68233	5264	BUSCH'S	SUPPLIES	1,100.00
01/07/2016	01	68234	3749	KRISPEN S. CARROLL	PAYROLL DEDUCTION - 1/8/16	43.75
						578.26
01/07/2016	01	68235	3165	CONSUMERS ENERGY^	GAS SERVICE 11/17 - 12/18/15	972.94

CHECK REGISTER FOR CITY OF SOUTH LYON
 CHECK DATE FROM 12/17/2015 - 01/07/2016

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
01/07/2016	01	68236	5941	CORELOGIC REAL ESTATE TAX SVC	GAS SERVICE 11/17 - 12/18/15	3,221.53
01/07/2016	01	68237	9432	COSTCO	OVERPYMT WINTER TAXES: 21.17.301.064,21	4,194.47
01/07/2016	01	68238	0317	DTE ENERGY	SUPPLIES & MONITOR	306.09
					STREETLIGHTS	158.77
						8,042.21
01/07/2016	01	68239	0584	DTE ENERGY	ELECTRIC SERVICE 11/19 - 12/21/15	100.78
					ELECTRIC SERVICE 11/19 - 12/20/15	1,031.81
					ELECTRIC SERVICE 11/24 - 12/28/15	496.33
						1,628.92
01/07/2016	01	68240	0584	DTE ENERGY	ELECTRIC SERVICE	1,349.48
01/07/2016	01	68241	9778	LEXISNEXIS	DECEMBER 2015 CONTRACT FEE	31.00
01/07/2016	01	68242	1509	MARTIN'S DO IT BEST	DECEMBER 2015 STATEMENT	136.58
					DECEMBER 2015 STATEMENT	192.28
						328.86
01/07/2016	01	68243	5961	MICHIGAN LAW ENFORCEMENT	LEGAL & POLICY TRAINING - BAAKI&SOVIK	500.00
01/07/2016	01	68244	0470	MISDU	PAYROLL DEDUCTIONS - 1/8/16	322.07
01/07/2016	01	68245	0837	MWEA	ASSET MANAGEMENT SEMINAR	530.00
01/07/2016	01	68246	6116	NC CHILD SUPPORT CENTRALIZED COLL.	PAYROLL DEDUCTION - 1/8/16	7.27
01/07/2016	01	68247	0218	PARKSIDE CLEANERS	RUG CLEANING	43.00
01/07/2016	01	68248	0044	PITNEY BOWES INC	POSTAGE MACHINE RENTAL	261.50
01/07/2016	01	68249	1199	PNC BANK	MML TRAINING, CITY MGR&MAYOR LUNCH	91.73
01/07/2016	01	68250	5141	POLICE OFFICERS ASSOCIATION OF	PAYROLL DEDUCTIONS - 1/8/16	599.00
01/07/2016	01	68251	0559	POLICE OFFICERS LABOR COUNCIL	PAYROLL DEDUCTIONS - 1/8/16	251.25
01/07/2016	01	68252	0262	SEMCOG	2016 MEMBERSHIP DUES	1,584.00
01/07/2016	01	68253	1732	STANDARD INSURANCE COMPANY	LIFE & DISABILITY PREMIUMS	2,398.18
01/07/2016	01	68254	1465	TERMINEX PROCESSING CENTER	PEST CONTROL - 318 W LAKE ST	58.00
01/07/2016	01	68255	0062	VANTAGEPOINT TRANSFERS	PAYROLL DEDUCTIONS - 1/8/16	3,436.97
01/07/2016	01	68256	5925	W.H. GRIFFIN, TRUSTEE	PAYROLL DEDUCTION - 1/8/16	253.85
01/07/2016	01	68257	0015	WATER ENVIRONMENT FEDERATIO	ANNUAL MEMBERSHIP RENEWAL	203.00
01/07/2016	01	68258	2060	WELLS FARGO	TAX OVERPAYMENT 21.19.455.029 & 21.18.4	135.02
01/07/2016	01	68259	5731	WINDSTREAM	PHONE SERVICE	1,912.83
01/07/2016	01	68260	3854	SUSAN L. WINTERS	PAYROLL DEDUCTION - 1/8/2016	181.20
01/07/2016	01	68261	3984	WOW! BUSINESS	INTERNET SERVICE	32.97
					INTERNET SERVICE	35.97
						68.94
01/07/2016	01	68262	3834	BRANDON ZIRKLE	ELECTRICAL INSP PAY - DEC 2015	897.25
01/07/2016	01	68263	MISC	STEPHANIE HORLOCKER	REIMBURSE FOR COOL YULE SUPPLIES	63.36

01 TOTALS:

(1 Check Voided)

Total of 103 Disbursements:

125,465.93

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND Dept 000.000 101-000.000-035.000	ENGINEERING FEES	HUBBELL, ROTH, & CLARK,	SITE PLANS - 12/26/15 STMT	15,151.87	
		Total For Dept 000.000		15,151.87	
Dept 200.000 ADMINISTRATION	OFFICE SUPPLIES	OFFICE EXPRESS	OFFICE SUPPLIES	171.41	
101-200.000-727.000	OFFICE SUPPLIES	NAMEPLATES		44.97	
101-200.000-727.000	OPERATING EXPENSE	TELSYSTEMS	SERVICE CALL - CH. 19 DVD PLAYER	285.00	
101-200.000-740.000	PROFESSIONAL SERVICE	HUBBELL, ROTH, & CLARK,	GATEWAY COMMONS/LEXINGTON PLACE UTIL	212.80	
101-200.000-801.000	PROFESSIONAL SERVICE	SHRED-IT USA	261 BOXES OF SHREDDING	1,409.40	
101-200.000-801.000	CONTRACTUAL SVCS	DUNCAN DISPOSAL SYSTEMS,	DUMPSTER&RECYCLING - JAN 2016	63.13	
101-200.000-802.000		Total For Dept 200.000 ADMINISTRATION		2,186.71	
Dept 276.000 CEMETERY	OPERATING EXPENSE	OLD GLORY FLAGS & FLAG P	6 - USA FLAGS	98.22	
101-276.000-740.000	CONTRACTUAL SVCS	DUNCAN DISPOSAL SYSTEMS,	DUMPSTER&RECYCLING - JAN 2016	76.27	
101-276.000-802.000		Total For Dept 276.000 CEMETERY		174.49	
Dept 300.000 POLICE	OFFICE SUPPLIES	LAKELAND PRINTING	SLPD LETTERHEAD, BUSINESS CARDS	222.25	
101-300.000-727.000	OFFICE SUPPLIES	MYRON CORPORATION	BEL ARTE LIGHTED TIP PENS - SLPD	240.49	
101-300.000-727.000	OFFICE SUPPLIES	OFFICE EXPRESS	OFFICE SUPPLIES	69.78	
101-300.000-727.000	OFFICE SUPPLIES	OFFICE EXPRESS	BINDER	8.97	
101-300.000-727.000	OFFICE SUPPLIES	OFFICE EXPRESS	OFFICE SUPPLIES	93.68	
101-300.000-727.000	OPERATING EXPENSE	BROWNELLS, INC.	CLEANING BASKET	15.49	
101-300.000-740.000	CONTRACTUAL SVCS	DUNCAN DISPOSAL SYSTEMS,	DUMPSTER&RECYCLING - JAN 2016	38.13	
101-300.000-863.000	VEHICLE MAINTENANCE	COOK AUTOMOTIVE	REPAIR STEERING, OIL COOLER - PD282	1,536.25	
101-300.000-863.000	VEHICLE MAINTENANCE	COOK AUTOMOTIVE	REPAIR BATTERY, SEATBELT BUCKLE, HEAD	430.47	
101-300.000-863.000	VEHICLE MAINTENANCE	SOUTH LYON COLLISION	MOUNT & BALANCE 2 TIRES - PD221	40.00	
101-300.000-863.000	VEHICLE MAINTENANCE	VICTORY LANE	OIL CHANGE - PD 291	28.99	
101-300.000-958.100	WITNESS FEES	KATHRYN SOAVE	WITNESS FEES	7.00	
101-300.000-958.100	WITNESS FEES	VIJAY V. RAVINDRAN	WITNESS FEES	7.40	
101-300.000-977.000	EQUIPMENT	BROWNELLS, INC.	SONIC GUN CLEANER & ACCESSORIES	1,000.76	
101-300.000-977.000	EQUIPMENT	CYNERGY PRODUCTS	ANTI-THEFT DEVICE PD252	187.07	
		Total For Dept 300.000 POLICE		3,926.73	
Dept 335.000 FIRE	UNIFORMS & CLEANING ALLOWANCE	PARKSIDE CLEANERS	DRY CLEAN JACKET	15.00	
101-335.000-721.000	OFFICE SUPPLIES	QUILL CORPORATION	OFFICE SUPPLIES	171.11	
101-335.000-727.000	OPERATING EXPENSE	GRAINGER	GARDEN HOSE	59.27	
101-335.000-740.000	CONTRACTUAL SVCS	DUNCAN DISPOSAL SYSTEMS,	DUMPSTER&RECYCLING - JAN 2016	38.14	
101-335.000-802.000	RADIO MAINTENANCE	A1 ENGRAVING & SIGNS, IN	MINITOR ENGRAVING	30.00	
101-335.000-851.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	BATTERY FOR EXCURSION	122.99	
101-335.000-863.000	VEHICLE MAINTENANCE	CRUISERS, INC.	STROBE TUBE - LADDER 1	97.20	
101-335.000-863.000	VEHICLE MAINTENANCE	HALT FIRE INC.	LIGHT TOWER FIXTURE REPAIR	695.41	
101-335.000-863.000	VEHICLE MAINTENANCE	HINES PARK FORD, INC.	RESCUE 1 ALIGNMENT	129.95	
101-335.000-863.000	VEHICLE MAINTENANCE	MID AMERICAN AEL	LED LIGHTS FOR LADDER 1	232.80	
101-335.000-863.000	VEHICLE MAINTENANCE	DOUGLASS SAFETY SYSTEMS	SCBA REPAIR	22.26	
101-335.000-930.000	REPAIR MAINTENANCE	TIME EMERGENCY EQUIPMENT	(3) RECHARGEABLE THERMAL IMAGER BATTE	370.50	
101-335.000-930.000	REPAIR MAINTENANCE	HEINANEN ENGINEERING	INSTALL WATER HEATER	2,430.13	
101-335.000-931.000	BUILDING MAINTENANCE	FIRE SERVICE BOOKSTORE	EMT REVIEW BOOKS	87.10	
101-335.000-957.000	EDUCATION & TRAINING	Total For Dept 335.000 FIRE		4,501.86	
Dept 440.000 DEPT. OF PUBLIC WORKS					

CHECKS TO BE APPROVED 1/11/2016

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 440.000 DEPT. OF PUBLIC WORKS					
101-440.000-727.000	OFFICE SUPPLIES	OFFICE EXPRESS	OFFICE SUPPLIES	21.28	
101-440.000-740.000	OPERATING EXPENSE	ANN ARBOR WELDING SUPPLY	CYLINDER RENTAL	92.70	
101-440.000-740.000	OPERATING EXPENSE	GRAINGER	GLOVES	47.22	
101-440.000-740.000	OPERATING EXPENSE	JACK DOHENY SUPPLIES INC	VACTOR HOSE GUIDE	35.00	
101-440.000-740.000	OPERATING EXPENSE	OLD GLORY FLAGS & FLAG P	6 - USA FLAGS	98.22	
101-440.000-740.000	OPERATING EXPENSE	PROVIDENCE OCCUPATIONAL	D.O.T. DRUG&ALCOHOL SCR. & HEP B VAC.	79.00	
101-440.000-740.000	OPERATING EXPENSE	QUALITY FIRST AID & SAFE	1ST AID, PAPER, SAFETY SUPPLIES & GLO	244.67	
101-440.000-802.000	OPERATING EXPENSE	DUNCAN DISPOSAL SYSTEMS,	DUMPSTER&RECYCLING - JAN 2016	119.86	
101-440.000-802.000	CONTRACTUAL SVCS	ADVANCE AUTO PARTS	BATTERY FOR T-1	122.99	
101-440.000-863.000	VEHICLE MAINTENANCE	GREEN OAK TIRE, INC.	TIRE DISPOSAL	24.00	
101-440.000-863.000	VEHICLE MAINTENANCE	MICHIGAN CAT	VACTOR BRAKE REPAIR	951.36	
101-440.000-863.000	VEHICLE MAINTENANCE	MICHIGAN CAT	EXHAUST LEAK REPAIR&STARTER REPL-T-12	1,277.61	
101-440.000-863.000	VEHICLE MAINTENANCE	MICHIGAN CAT	MUFFLER & CONVERTOR REPL - T-7	2,901.71	
101-440.000-863.000	VEHICLE MAINTENANCE	MICHIGAN CAT	RADIATOR REPL - T-9	2,667.73	
101-440.000-863.000	VEHICLE MAINTENANCE	O'REILLY AUTO PARTS	HYDRAULIC OIL	275.94	
101-440.000-863.000	VEHICLE MAINTENANCE	PIRTEK WIXOM	REPL HYDRAULIC HOSES - T-7&T-12	1,007.15	
101-440.000-863.000	VEHICLE MAINTENANCE	GREEN OAK TIRE, INC.	DISPOSAL OF DPW YARD DEBRIS	400.00	
101-440.000-931.000	BUILDING MAINTENANCE	HUBBELL, ROTH, & CLARK,	STORM WATER PERMIT ASST - 12/26/15	408.10	
101-440.000-935.000	NPDES PHASE 2 STORMWATER				
		Total For Dept 440.000 DEPT. OF PUBLIC WORKS		10,774.54	
Dept 690.000 PARKS AND RECREATION					
101-690.000-740.000	OPERATING EXPENSE	GRAINGER	TRASH CAN LINERS	137.20	
101-690.000-740.000	OPERATING EXPENSE	OLD GLORY FLAGS & FLAG P	6 - USA FLAGS	98.21	
101-690.000-740.000	OPERATING EXPENSE	ZERO WASTE USA, INC.	PET WASTE BAGS	195.75	
101-690.000-801.000	PROFESSIONAL SERVICE	JOHN'S SANITATION	PORTA JOHNS @ PARKS	550.00	
101-690.000-801.000	PROFESSIONAL SERVICE	JOHN'S SANITATION	PORTA JOHNS @ PARKS	570.00	
		Total For Dept 690.000 PARKS AND RECREATION		1,551.16	
Dept 732.000 HISTORICAL DEPOT					
101-732.000-931.000	BUILDING MAINTENANCE	GRAINGER	TRASH CAN LINERS	137.20	
		Total For Dept 732.000 HISTORICAL DEPOT		137.20	
Fund 202 MAJOR STREETS					
Dept 463.000 STREET-ROUTINE MAINT.					
202-463.000-930.000	REPAIR MAINTENANCE	ADVANCED DISPOSAL	LANDFILL CHARGES FOR STREET DEBRIS	1,376.24	
202-463.000-930.000	REPAIR MAINTENANCE	PK CONTRACTING	STREETSIDE PARKING SPACES STRIPED	2,934.96	
202-463.000-930.000	REPAIR MAINTENANCE	ROSE EXCAVATING, INC.	GRAVEL	124.32	
202-463.000-930.000	REPAIR MAINTENANCE	STONE DEPOT	LEAF DISPOSAL (5 YARDS)	7.50	
202-463.000-930.000	REPAIR MAINTENANCE	STONE DEPOT	LEAF DISPOSAL (80 YARDS)	120.00	
202-463.000-930.000	REPAIR MAINTENANCE	STONE DEPOT	LEAF DISPOSAL (20 YARDS)	30.00	
		Total For Dept 463.000 STREET-ROUTINE MAINT.		4,593.02	
Dept 474.000 TRAFFIC SERVICES					
202-474.000-740.000	OPERATING EXPENSE	HUNT SIGN CO., LTD	STOP SIGNS	73.40	
		Total For Dept 474.000 TRAFFIC SERVICES		73.40	
Dept 478.000 SNOW PLOWING					
202-478.000-740.000	OPERATING EXPENSE	DETROIT SALT COMPANY LLC	ROAD SALT (201.88 TON)	7,494.08	
202-478.000-740.000	OPERATING EXPENSE	KNAPHEIDE TRUCK EQUIPMEN	SNOW PLOW CUTTING EDGES	440.44	
		Total For Dept 478.000 SNOW PLOWING		7,934.52	

CHECKS TO BE APPROVED 1/11/2016

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund 202 MAJOR STREETS

Total For Fund 202 MAJOR STREETS				12,600.94	
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Fund 203 LOCAL STREETS					
Dept 463.000 STREET-ROUTINE MAINT.			LANDFILL CHARGES FOR STREET DEBRIS		
203-463.000-930.000	REPAIR MAINTENANCE	ROSE EXCAVATING, INC.	GRAVEL	1,376.23	
203-463.000-930.000	REPAIR MAINTENANCE	STONE DEPOT	LEAF DISPOSAL (5 YARDS)	124.30	
203-463.000-930.000	REPAIR MAINTENANCE	STONE DEPOT	LEAF DISPOSAL (80 YARDS)	7.50	
203-463.000-930.000	REPAIR MAINTENANCE	STONE DEPOT	LEAF DISPOSAL (20 YARDS)	120.00	
203-463.000-930.000	REPAIR MAINTENANCE			30.00	

Total For Dept 463.000 STREET-ROUTINE MAINT.				1,658.03	
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Dept 474.000 TRAFFIC SERVICES					
203-474.000-740.000	OPERATING EXPENSE	HUNT SIGN CO., LTD	STOP SIGNS	73.40	

Total For Dept 474.000 TRAFFIC SERVICES				73.40	
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Dept 478.000 SNOW PLOWING					
203-478.000-740.000	OPERATING EXPENSE	DETROIT SALT COMPANY LLC	ROAD SALT (201.88 TON)	4,035.28	
203-478.000-740.000	OPERATING EXPENSE	KNAPHEIDE TRUCK EQUIPMEN	SNOW PLOW CUTTING EDGES	440.43	

Total For Dept 478.000 SNOW PLOWING				4,475.71	
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Dept 491.000 STORM SEWER					
203-491.000-740.000	OPERATING EXPENSE	ROSE EXCAVATING, INC.	GRAVEL	248.62	
203-491.000-740.000	OPERATING EXPENSE	STONE DEPOT	BACKFILL FOR CATCH BASIN	108.00	

Total For Dept 491.000 STORM SEWER				356.62	
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Total For Fund 203 LOCAL STREETS				6,563.76	
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Fund 509 LAND ACQUISITION

Dept 000.000					
509-000.000-931.000	BUILDING MAINTENANCE	R J HOFFMAN	DEMO CONTRACT - 390 S LAFAYETTE	37,572.89	

Total For Dept 000.000				37,572.89	
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Total For Fund 509 LAND ACQUISITION				37,572.89	
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Fund 592 WATER & SEWER					
Dept 540.000 WATER / REPAIR					
592-540.000-930.000	REPAIR MAINTENANCE	HORNET CONCRETE CO. INC.	STREET REPAIR	550.00	
592-540.000-930.000	REPAIR MAINTENANCE	MICHIGAN PIPE & VALVE	WATER MAIN REPAIR PARTS	626.03	
592-540.000-930.000	REPAIR MAINTENANCE	ROSE EXCAVATING, INC.	GRAVEL	248.63	

Total For Dept 540.000 WATER / REPAIR				1,424.66	
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Dept 550.000 SEWER / REPAIR					
592-550.000-801.000	PROFESSIONAL SERVICE	HUBBELI, ROTH, & CLARK,	DOROTHY ST SANITARY SEWER STUDY - 12/	1,082.68	
592-550.000-930.000	REPAIR MAINTENANCE	PLUMBERS SERVICE	CABLED SANITARY LINE - 921 OXFORD	252.00	
592-550.000-930.000	REPAIR MAINTENANCE	PLUMBERS SERVICE	CABLED SANITARY LINE - 673 CENTER RID	198.00	
592-550.000-930.000	REPAIR MAINTENANCE	ROSE EXCAVATING, INC.	GRAVEL	248.63	

Total For Dept 550.000 SEWER / REPAIR				1,781.31	
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Dept 555.000					
592-555.000-818.100	REFUSE COLLECTION (CONTRACTUAL	DUNCAN DISPOSAL SYSTEMS,	JANUARY 1, 2016 STATEMENT	41,754.86	

Total For Dept 555.000				41,754.86	
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Dept 556.000 WATER					
592-556.000-721.000	UNIFORMS & CLEANING ALLOWANCE	PARKSIDE CLEANERS	UNIFORM EMBROIDERED	41.50	
592-556.000-727.000	OFFICE SUPPLIES	OFFICE EXPRESS	OFFICE SUPPLIES	38.12	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 592 WATER & SEWER					
Dept 556.000 WATER					
592-556.000-740.000	OPERATING EXPENSE	ENVIRONMENTAL RESOURCE A	WATER TESTING SAMPLES	266.17	
592-556.000-740.000	OPERATING EXPENSE	MCKAY	BACKWASH PANEL VIEW LIGHT REPLACED	600.27	
592-556.000-740.000	OPERATING EXPENSE	PARAGON LABORATORIES, IN	WATER ANALYSIS	645.00	
592-556.000-740.000	OPERATING EXPENSE	PROVIDENCE OCCUPATIONAL	D.O.T. DRUG&ALCOHOL SCR. & HEP B VAC.	33.50	
592-556.000-740.000	OPERATING EXPENSE	QUALITY FIRST AID & SAFE	1ST AID, PAPER SUPPLIES & GLOVES	104.43	
592-556.000-740.000	OPERATING EXPENSE	QUALITY FIRST AID & SAFE	PAPER SUPPLIES & GLOVES	69.98	
592-556.000-740.000	OPERATING EXPENSE	VWR INTERNATIONAL LLC	LAB SUPPLIES	57.24	
592-556.000-740.000	OPERATING EXPENSE	VWR INTERNATIONAL LLC	LAB SUPPLIES	114.93	
592-556.000-740.000	OPERATING EXPENSE	VWR INTERNATIONAL LLC	LAB SUPPLIES	94.85	
592-556.000-802.000	CONTRACTUAL SVCS	DUNCAN DISPOSAL SYSTEMS,	DUMPSTER&RECYCLING - JAN 2016	49.05	
592-556.000-863.000	VEHICLE MAINTENANCE	INTERSTATE BILLING SERVI	HYDRAULIC LINES REPL - JD LOADER	935.74	
		Total For Dept 556.000 WATER		3,050.78	
Dept 557.000 WASTEWATER					
592-557.000-721.000	UNIFORMS & CLEANING ALLOWANCE	PARKSIDE CLEANERS	UNIFORM EMBROIDERED	41.50	
592-557.000-727.000	OFFICE SUPPLIES	OFFICE EXPRESS	OFFICE SUPPLIES	38.12	
592-557.000-740.000	OPERATING EXPENSE	ANN ARBOR WELDING SUPPLY	CYLINDER RENTAL	30.90	
592-557.000-740.000	OPERATING EXPENSE	ARBOR SPRINGS WATER CO.,	LAB SUPPLIES	45.50	
592-557.000-740.000	OPERATING EXPENSE	BRIGHTON ANALYTICAL, INC	WW ANALYSIS	41.25	
592-557.000-740.000	OPERATING EXPENSE	CHEMCO PRODUCTS INC.	POLYMER	3,960.00	
592-557.000-740.000	OPERATING EXPENSE	DIVERSIFIED SPEC. SALES,	P.E.W. HYDRANT	228.46	
592-557.000-740.000	OPERATING EXPENSE	FISHER SCIENTIFIC	LAB SUPPLIES	227.87	
592-557.000-740.000	OPERATING EXPENSE	FISHER SCIENTIFIC	LAB SUPPLIES	213.67	
592-557.000-740.000	OPERATING EXPENSE	FISHER SCIENTIFIC	LAB SUPPLIES	98.71	
592-557.000-740.000	OPERATING EXPENSE	FISHER SCIENTIFIC	LAB SUPPLIES	211.50	
592-557.000-740.000	OPERATING EXPENSE	GRAINGER	SCREENINGS COMPACTOR VALVE	348.29	
592-557.000-740.000	OPERATING EXPENSE	GRAINGER	HOSE CLAMPS	58.95	
592-557.000-740.000	OPERATING EXPENSE	HACH COMPANY	LAB SUPPLIES	76.24	
592-557.000-740.000	OPERATING EXPENSE	O'REILLY AUTO PARTS	PUMP LUBE	47.88	
592-557.000-740.000	OPERATING EXPENSE	OVERHEAD DOOR CO. WHITMO	GARAGE DOORS REPAIRED	258.44	
592-557.000-740.000	OPERATING EXPENSE	PROVIDENCE OCCUPATIONAL	D.O.T. DRUG&ALCOHOL SCR. & HEP B VAC.	33.50	
592-557.000-740.000	OPERATING EXPENSE	QUALITY FIRST AID & SAFE	1ST AID, PAPER SUPPLIES & GLOVES	104.42	
592-557.000-740.000	OPERATING EXPENSE	QUALITY FIRST AID & SAFE	PAPER SUPPLIES & GLOVES	69.98	
592-557.000-740.000	OPERATING EXPENSE	REPUBLIC SERVICES #241	PLANT SCREENINGS REMOVAL	727.99	
592-557.000-740.000	OPERATING EXPENSE	USA BLUE BOOK	POLYMER TRANSFER PUMP	442.56	
592-557.000-740.000	OPERATING EXPENSE	VWR INTERNATIONAL LLC	LAB SUPPLIES	57.24	
592-557.000-740.000	OPERATING EXPENSE	VWR INTERNATIONAL LLC	LAB SUPPLIES	114.93	
592-557.000-740.000	OPERATING EXPENSE	VWR INTERNATIONAL LLC	LAB SUPPLIES	94.84	
592-557.000-802.000	CONTRACTUAL SVCS	DUNCAN DISPOSAL SYSTEMS,	DUMPSTER&RECYCLING - JAN 2016	49.04	
		Total For Dept 557.000 WASTEWATER		7,621.78	
		Total For Fund 592 WATER & SEWER		55,633.39	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF SOUTH LYON
POST DATES 01/11/2016 - 01/11/2016
JOURNALIZED

OPEN
CHECKS TO BE APPROVED 1/11/2016

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund Totals:					
			Fund 101 GENERAL FUND	38,404.56	
			Fund 202 MAJOR STREETS	12,600.94	
			Fund 203 LOCAL STREETS	6,563.76	
			Fund 509 LAND ACQUISIT	37,572.89	
			Fund 592 WATER & SEWER	55,633.39	
			Total For All Funds:	150,775.54	

The above checks have been approved for payment.

Lisa Deaton, City Clerk/Treasurer

John Galeas, Jr., Mayor

PERIOD ENDING 12/31/2015

FINANCIAL REPORT FOR DECEMBER 2015

GL NUMBER	DESCRIPTION	2015-16 ORIGINAL BUDGET		2015-16 AMENDED BUDGET		YTD BALANCE 12/31/2015		ACTIVITY FOR MONTH 12/31/2015		AVAILABLE BALANCE		% BDGT USED
						NORM (ABNORM)		INCR (DECR)	NORM (ABNORM)			
Fund 101 - GENERAL FUND												
Dept 000.000												
101-000.000-402.000	REAL PROPERTY TAX	3,355,935.00		3,355,935.00		3,261,402.62	1,775,639.97		94,532.38		97.18	
101-000.000-423.000	SOUTH LYON WOODS TAX	920.00		920.00		485.00	80.00		435.00		52.72	
101-000.000-444.000	PAYMENT IN LIEU OF TAXES	1,500.00		1,500.00		0.00	0.00		1,500.00		0.00	
101-000.000-446.000	PENALTIES AND INTEREST	30,000.00		30,000.00		10,522.23	0.00		19,477.77		35.07	
101-000.000-451.000	BUILDING PERMITS	150,000.00		150,000.00		39,105.50	7,528.00		110,894.50		26.07	
101-000.000-452.000	HEATING & PLUMB. REFG. PERMI	0.00		0.00		14,004.50	2,564.00		(14,004.50)		100.00	
101-000.000-453.000	ELECTRICAL PERMITS	0.00		0.00		7,800.00	1,482.00		(7,800.00)		100.00	
101-000.000-454.000	LICENSES & BUSINESS MISC.	0.00		0.00		1,780.00	285.00		(1,780.00)		100.00	
101-000.000-570.000	STATE SHARED REV.	954,210.00		954,210.00		302,642.20	0.00		651,567.80		31.72	
101-000.000-600.000	BOARD OF APPEALS	0.00		0.00		400.00	200.00		(400.00)		100.00	
101-000.000-630.000	ADMIN FEE PROPERTY TAX	92,047.00		92,047.00		89,372.39	48,745.70		2,674.61		97.09	
101-000.000-634.000	GRAVE OPENINGS & FOUNDATIONS	30,000.00		30,000.00		16,935.00	4,335.00		13,065.00		56.45	
101-000.000-642.000	POLICE	0.00		0.00		25,699.83	4,847.50		(25,699.83)		100.00	
101-000.000-661.000	PARKING VIOLATION	2,500.00		2,500.00		410.00	20.00		2,090.00		16.40	
101-000.000-662.000	LOCAL COURT FINES	25,000.00		25,000.00		14,520.92	2,729.60		10,479.08		58.08	
101-000.000-664.000	INTEREST	6,000.00		6,000.00		1,626.83	255.15		4,373.17		27.11	
101-000.000-664.200	PARK AND REC. INTEREST	0.00		0.00		167.66	28.11		(167.66)		100.00	
101-000.000-666.000	INTEREST-EQUALIZ.& CONTINGENC	0.00		0.00		240.26	39.40		(240.26)		100.00	
101-000.000-668.200	RENTS AND ROYALTIES-CABLE	144,000.00		144,000.00		78,097.32	0.00		65,902.68		54.23	
101-000.000-668.300	LEASE--ANTENNA	50,000.00		50,000.00		23,576.86	6,119.43		26,423.14		47.15	
101-000.000-668.400	RENTAL PROPERTIES	8,800.00		8,800.00		3,735.45	0.00		5,064.55		42.45	
101-000.000-669.209	CONTRIBUTION-PERPETUAL CARE	20,000.00		20,000.00		0.00	0.00		20,000.00		0.00	
101-000.000-675.600	DONATIONS TO CULTURAL ARTS CO	1,000.00		1,000.00		425.00	0.00		575.00		42.50	
101-000.000-698.000	MISCELLANEOUS	125,000.00		125,000.00		37,367.70	(1,580,217.93)		87,632.30		29.89	
101-000.000-698.600	GRANT MONIES--FIRE DEPT.	0.00		0.00		3,637.00	0.00		(3,637.00)		100.00	
Total Dept 000.000		4,996,912.00		4,996,912.00		3,933,954.27	274,680.93		1,062,957.73		78.73	

Fund 101 - GENERAL FUND:

TOTAL REVENUES	4,996,912.00	4,996,912.00	3,933,954.27	274,680.93	1,062,957.73	78.73
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EXPENDITURE REPORT FOR CITY OF SOUTH LYON

PERIOD ENDING 12/31/2015

FINANCIAL REPORT FOR DECEMBER 2015

GL NUMBER	DESCRIPTION	2015-16		2015-16		YTD BALANCE 12/31/2015 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/2015 INCR (DECR)		AVAILABLE BALANCE NORM (ABNORM)		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	2015-16 BUDGET	2015-16 AMENDED BUDGET						
Fund 101 - GENERAL FUND											
200.000-ADMINISTRATION		1,268,692.00		1,268,692.00		663,927.76	115,733.62		604,764.24		52.33
276.000-CEMETERY		91,125.00		91,125.00		56,420.81	5,685.50		34,704.19		61.92
295.000-SENIOR TRANSPORTATION		72,480.00		72,480.00		24,160.00	6,040.00		48,320.00		33.33
300.000-POLICE		2,451,146.00		2,451,146.00		1,191,688.09	217,552.29		1,259,457.91		48.62
335.000-FIRE		998,090.00		998,090.00		526,137.76	52,868.48		471,952.24		52.71
346.000-AMBULANCE		2,075.00		2,075.00		318.56	243.85		1,756.44		15.35
440.000-DEPT. OF PUBLIC WORKS		806,725.00		806,725.00		402,270.65	82,544.71		404,454.35		49.86
690.000-PARKS AND RECREATION		129,785.00		129,785.00		69,123.65	12,956.57		60,661.35		53.26
732.000-HISTORICAL DEPOT		30,275.00		30,275.00		9,795.60	3,557.56		20,479.40		32.36
800.000-CABLE COMMISSION		5,000.00		5,000.00		0.00	0.00		5,000.00		0.00
802.000-CULTURAL ARTS		1,750.00		1,750.00		496.96	0.00		1,253.04		28.40

Fund 101 - GENERAL FUND:

TOTAL EXPENDITURES

5,857,143.00	5,857,143.00	2,944,339.84	497,182.58	2,912,803.16	50.27
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PERIOD ENDING 12/31/2015

FINANCIAL REPORT FOR DECEMBER 2015

GL NUMBER	DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 AMENDED BUDGET	YTD BALANCE 12/31/2015 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/2015 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 202 - MAJOR STREETS							
212.000-ACCOUNTANT		3,500.00	3,500.00	4,080.00	0.00	(580.00)	116.57
451.000		200,000.00	200,000.00	134.62	51.04	199,865.38	0.07
463.000-STREET-ROUTINE MAINT.		145,560.00	145,560.00	89,158.27	18,873.75	56,401.73	61.25
474.000-TRAFFIC SERVICES		12,400.00	12,400.00	6,256.77	2,035.80	6,143.23	50.46
478.000-SNOW PLOWING		85,550.00	85,550.00	8,952.20	1,695.07	76,597.80	10.46
479.000-SNOW REMOVAL		3,700.00	3,700.00	663.76	533.85	3,036.24	17.94
485.000-TRANSFER BETWEEN FUNDS		146,113.00	146,113.00	0.00	0.00	146,113.00	0.00
491.000-STORM SEWER		7,350.00	7,350.00	6,803.86	221.42	546.14	92.57
Fund 202 - MAJOR STREETS:							
TOTAL EXPENDITURES		604,173.00	604,173.00	116,049.48	23,410.93	488,123.52	19.21
Fund 203 - LOCAL STREETS							
212.000-ACCOUNTANT		3,500.00	3,500.00	4,080.00	0.00	(580.00)	116.57
451.000		100,000.00	100,000.00	762.92	289.30	99,237.08	0.76
463.000-STREET-ROUTINE MAINT.		135,045.00	135,045.00	75,257.67	18,852.33	59,787.33	55.73
474.000-TRAFFIC SERVICES		6,600.00	6,600.00	2,922.88	398.12	3,677.12	44.29
478.000-SNOW PLOWING		73,750.00	73,750.00	5,665.96	1,103.93	68,084.04	7.68
491.000-STORM SEWER		13,600.00	13,600.00	10,808.96	222.42	2,791.04	79.48
Fund 203 - LOCAL STREETS:							
TOTAL EXPENDITURES		332,495.00	332,495.00	99,498.39	20,866.10	232,996.61	29.92

EXPENDITURE REPORT FOR CITY OF SOUTH LYON

PERIOD ENDING 12/31/2015

FINANCIAL REPORT FOR DECEMBER 2015

GL NUMBER	DESCRIPTION	2015-16	2015-16	YTD BALANCE 12/31/2015 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/2015 INCR (DECR)	AVAILABLE	
		ORIGINAL BUDGET	AMENDED BUDGET			NORM (ABNORM)	% BDGT USED
Fund 592 - WATER & SEWER							
452.000		0.00	0.00	905.95	0.00	(905.95)	100.00
540.000-WATER / REPAIR		158,100.00	158,100.00	54,494.01	24,938.58	103,605.99	34.47
550.000-SEWER / REPAIR		145,500.00	145,500.00	58,386.40	27,602.16	87,113.60	40.13
555.000		490,000.00	490,000.00	250,478.21	41,762.88	239,521.79	51.12
556.000-WATER		1,031,060.00	1,031,060.00	585,815.75	63,417.25	445,244.25	56.82
557.000-WASTEWATER		1,543,267.00	1,543,267.00	630,765.43	129,301.81	912,501.57	40.87
Fund 592 - WATER & SEWER:							
TOTAL EXPENDITURES		3,367,927.00	3,367,927.00	1,580,845.75	287,022.68	1,787,081.25	46.94

December 2015 Payroll Report								
Department	Pay Rate	Reg Hours	O.T. Hours	Reg Pay	O.T. Pay	Misc.	Total Pay	Notes
Administration								
Badarak, A.	18.4000	160.00		\$ 2,944.00	\$ -		\$ 2,944.00	
Ciarelli, J.	15.8900	72.00		\$ 1,144.08	\$ -		\$ 1,144.08	
Deaton, L.				\$ 4,720.38			\$ 4,720.38	
Ladner, L.				\$ 6,923.06			\$ 6,923.06	
Lanning, W.	10.4200	33.25		\$ 346.47			\$ 346.47	
Lyon, Thomas	17.6700	54.00		\$ 954.18			\$ 954.18	
McIntyre, K.	20.0000	68.75		\$ 1,375.00			\$ 1,375.00	
Mosler, L.				\$ 4,393.48			\$ 4,393.48	
Judy Pieper	16.4500	144.00		\$ 2,368.80	\$ -		\$ 2,368.80	
TOTAL: Administration		532.00	0.00	\$ 25,169.45	\$ -	\$ -	\$ 25,169.45	
Department	Pay Rate	Reg Hours	O.T. Hours	Reg Pay	O.T. Pay	Misc.	Total Pay	Notes
Cemetery								
Bjerke, Michael	11.3800			\$ -			\$ -	
Brannun, L.	11.3800			\$ -			\$ -	
Nicholls, William	11.3800			\$ -			\$ -	
Wauford, S.	11.3800			\$ -			\$ -	
Wedesky, J. W.	11.3800			\$ -			\$ -	
Williamson, N.	12.1000			\$ -			\$ -	
TOTAL: Cemetery		0.00	0.00	0.00	0.00	0.00	0.00	
Department	Pay Rate	Reg Hours	O.T. Hours	Reg Pay	O.T. Pay	Misc.	Total Pay	Notes
Police								
Baaki, D.	34.3707	168.00	16.00	\$ 5,774.28	\$ 843.36		\$ 6,617.63	
Baker, A.	31.6712	168.00	15.00	\$ 5,320.76	\$ 726.66		\$ 6,047.42	
Baker, J.	34.3707	160.00	42.50	\$ 5,499.31	\$ 2,230.97		\$ 7,730.29	
Barbour, R.	31.6712	160.00	14.50	\$ 5,067.39	\$ 699.30		\$ 5,766.70	
Brooks, T.	31.6712	160.00	7.00	\$ 5,067.39	\$ 340.62		\$ 5,408.02	
Collins, L.				\$ 6,988.84			\$ 6,988.84	
Faught, C.	34.3707	168.00		\$ 5,774.28	\$ -	\$ 1,300.00	\$ 7,074.28	Longevity
Garris, G.	16.5300			\$ -			\$ -	
Hoydic, S.	31.6712	160.00	19.00	\$ 5,067.39	\$ 924.55		\$ 5,991.94	
Kretlin, F.	16.5300	15.00		\$ 247.95			\$ 247.95	
Lambi, A.	10.0000	113.50		\$ 1,135.00			\$ 1,135.00	
Laraway, P.	16.5300	15.00		\$ 247.95			\$ 247.95	
Ley, K.	16.5300	15.00		\$ 247.95			\$ 247.95	
Raap, T.	31.6712	160.00	1.50	\$ 5,067.39	\$ 72.67		\$ 5,140.06	
Regentik, C.	18.4000	160.00		\$ 2,944.00	\$ -		\$ 2,944.00	
Sederlund, C.	34.3707	160.00	48.00	\$ 5,499.31	\$ 2,530.07		\$ 8,029.38	
Sovik, C.	36.6103	160.00	17.00	\$ 5,857.65	\$ 953.18		\$ 6,810.82	
Sroufe, T.	31.6712	160.00	13.00	\$ 5,067.39	\$ 629.77		\$ 5,697.17	
Stevens, T.	31.6712	168.00	17.00	\$ 5,320.76	\$ 819.87		\$ 6,140.63	
Tomanek, J.	31.6712	160.00	3.00	\$ 5,067.39	\$ 145.33		\$ 5,212.72	
Walton, T.	31.6712	160.00	10.00	\$ 5,067.39	\$ 484.44		\$ 5,551.83	
Wilcox, W.	11.7900	22.00		\$ 259.38	\$ -		\$ 259.38	
Wilcox, W.	16.5300	15.00		\$ 247.95	\$ -		\$ 247.95	
Wittrock, M.	31.6712	168.00	15.00	\$ 5,320.76	\$ 723.42		\$ 6,044.18	
Total: Police		2795.50	238.50	\$ 92,157.88	\$ 12,124.22	\$ 1,300.00	\$ 105,582.10	

Department	Pay Rate	Reg Hours	O.T. Hours	Reg Pay	O.T. Pay	Misc.	Total Pay	Notes
Fire								
Armstrong, C.	21.3200	23.50		\$ 501.02			\$ 501.02	
Bach, R.	8.3100	77.00		\$ 639.87			\$ 639.87	
Bromley, E.	14.5900	10.00		\$ 145.90			\$ 145.90	
Carlington, R.	16.8300	43.50		\$ 732.11			\$ 732.11	
Collins, B.	8.3100	34.50		\$ 286.70			\$ 286.70	
Conrad, C.	14.5900	88.25		\$ 1,287.57			\$ 1,287.57	
Demeniuk, C.	20.2000	53.00		\$ 1,070.60			\$ 1,070.60	
Esper, T.	14.5900	9.00		\$ 131.31			\$ 131.31	
Fallon, Justin	14.5900	14.75		\$ 215.20			\$ 215.20	
Kennedy, M.				\$ 2,225.66			\$ 2,225.66	
LaCroix, L.	15.7100	59.25		\$ 930.82			\$ 930.82	
Lynn, C.	16.8300	33.75		\$ 568.01			\$ 568.01	
McGillen, T.	16.8300	22.25		\$ 374.47			\$ 374.47	
Mitchell, Dean	14.5900	10.25		\$ 149.55			\$ 149.55	
Moynihan, B.	17.9500	43.50		\$ 780.83			\$ 780.83	
Noechel, J.	20.2000	91.75		\$ 1,853.35			\$ 1,853.35	
Olando, Michael	14.5900	32.00		\$ 466.88			\$ 466.88	
Shekell, J.	20.2000	28.00		\$ 565.60			\$ 565.60	
Sherrill, Cody	8.3100	112.25		\$ 932.80			\$ 932.80	
Shippe, S.	16.8300	6.00		\$ 100.98			\$ 100.98	
Tooman, Brittany	8.3100	4.00		\$ 33.24			\$ 33.24	
Ulrich, C.	16.8300	23.50		\$ 395.51			\$ 395.51	
Weir, M.	22.4400	54.25		\$ 1,217.37			\$ 1,217.37	
Wilson, T.	17.9500	43.50		\$ 780.83			\$ 780.83	
Total: Fire		917.75		\$ 16,386.15		\$ -	\$ 16,386.15	
Department	Pay Rate	Reg Hours	O.T. Hours	Reg Pay	O.T. Pay	Misc.	Total Pay	Notes
D.P.W.								
Abramowicz, J.	18.0000	160.00	7	\$ 2,777.92	\$ 189.00	\$ 280.00	\$ 3,246.92	On-call
Archey, Je.	22.7800	160.00	4.00	\$ 3,644.80	\$ 138.68		\$ 3,783.48	
Brock, R.	24.7000	160.00	2.00	\$ 3,952.00	\$ 75.98		\$ 4,027.98	
Buers, D.	23.1600	160.00		\$ 3,705.60	\$ -		\$ 3,705.60	
Dentai, F.	18.0000	160.00	7.50	\$ 2,880.00	\$ 202.50	\$ 280.00	\$ 3,362.50	On-call
Jamison, M.	18.4000	160.00		\$ 2,944.00	\$ -		\$ 2,944.00	
Moritz, M.	21.5800	160.00	0.50	\$ 3,452.80	\$ 16.55		\$ 3,469.35	
Paver, V.	21.1800	160.00	8.00	\$ 3,388.80	\$ 258.16	\$ 80.00	\$ 3,726.96	On-call
Piasecki, T.	19.9800	160.00	3.50	\$ 3,196.80	\$ 104.90	\$ 280.00	\$ 3,581.70	On-call
Race, J.	16.4400	160.00	1.00	\$ 2,498.24	\$ 23.78		\$ 2,522.02	
Valencia, A.	16.8400	160.00	3.50	\$ 2,609.44	\$ 87.53	\$ 200.00	\$ 2,896.97	On-call
Total: D.P.W.		1,760.00	37.00	\$ 35,050.40	\$ 1,097.07	\$ 1,120.00	\$ 37,267.47	
Department	Pay Rate	Reg Hours	O.T. Hours	Reg Pay	O.T. Pay	Misc.	Total Pay	Notes
W.& W.W.								
Archey, Ju.	18.4000	160		\$ 2,944.00	\$ -		\$ 2,944.00	
Armstrong, C.	17.1300	160	16.00	\$ 2,704.00	\$ 383.52	\$ 20.00	\$ 3,107.52	On-call
Beason, R.	26.7900	160	8.00	\$ 4,286.40	\$ 330.72	\$ 4,023.20	\$ 8,640.32	Vac Payout, Long.&Oncall
Ciaramitaro, J.	25.2400	160	3.00	\$ 4,038.40	\$ 115.74	\$ 280.00	\$ 4,434.14	On-call
Erdmann, Kevin	17.1300	160	6.00	\$ 2,648.80	\$ 143.82	\$ 340.00	\$ 3,132.62	On-call
Gehringer, D.	24.6400	160	9.50	\$ 3,942.40	\$ 355.87	\$ 300.00	\$ 4,598.27	On-call
Martin, R.				\$ 6,532.26	\$ -		\$ 6,532.26	
Popravsky, P.	20.4100	160		\$ 3,265.60	\$ -		\$ 3,265.60	
Sahl, L.	10.2000	64		\$ 652.80	\$ -		\$ 652.80	
Total: W.& W.W.		1344.00	42.50	\$ 31,014.66	\$ 1,329.67	\$ 4,963.20	\$ 37,307.53	
Grand Total		7,349.25	318.00	\$ 199,778.53	\$ 14,550.96	\$ 7,383.20	\$ 221,712.69	

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 Dugul

Address: 21962 N. Ohyon Trail

City, State, Zip Code: South Lyon MI 48178

Home/Cell Phone: 248 939 6432

E mail address: SOLD ARE @ 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, firelighter 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. Chest 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: 248-921-4140

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 <u>DDA BOARD</u>	<input checked="" type="checkbox"/>
------------------------	-------------------------------------

Special qualifications: I HAVE BEEN AN ACCOUNTANT FOR 725 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. DONNY 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

19

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: WDBECP0032BBK-1L2E1 | SKU: 6466012

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](#)

\$120.99
ON SALE

SAVE \$59 (Reg. \$179.99)

[Add to Cart](#)

• Free Shipping on Everything



WD - My Book 5TB External USB 3.0 Hard Drive - Black
Model: WDBEJ0050BBK-1L2E1 | 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](#)

\$139.99

[Add to Cart](#)

• Free Shipping on Everything

Amazon.com



See more choices

WD 4TB My Book Desktop External Hard Drive - USB 3.0 - WDBEJK0040HBK- NESN

by Western Digital

\$123.78 ~~\$149.99~~ [Prime](#)

Only 4 left in stock - order soon.

[More Buying Choices](#)

\$115.00 (new 107 offers)

\$99.00 (used 15 offers)

1% off purchases of 20 items. See Details

[See more](#)

★★★★★ 3,126



See Capacity Options

Seagate Expansion 5TB Desktop External Hard Drive USB 3.0 (STEB5000100) by Seagate

\$129.99 ~~\$149.99~~ [Prime](#)

Get it by Tuesday, Dec 29

[More Buying Choices](#)

\$120.99 (new 168 offers)

\$113.74 (used 13 offers)

[See more](#)

★★★★★ 1,593

South Lyon Cable Commission

South Lyon Community Television

19

- 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 Community Television



South Lyon Cable Commission

South Lyon Community Television

19

■ 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

South Lyon Cable Commission

South Lyon Community Television

19

- 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.

PowToon | Brings Awesomeness to Your Presentations

Create Dashboard Pricing Tutorials Blog

CREATE ANIMATED VIDEOS AND PRESENTATIONS

It's free and it's awesome

[Start Now →](#)

Used By:     over 7 million members around the world



POWTOONS 20720112 CREATED

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

19

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



COMMUNITY INFORMATION FOR A GREAT COMMUNITY

South Lyon
Cable Commission
South Lyon Community Television

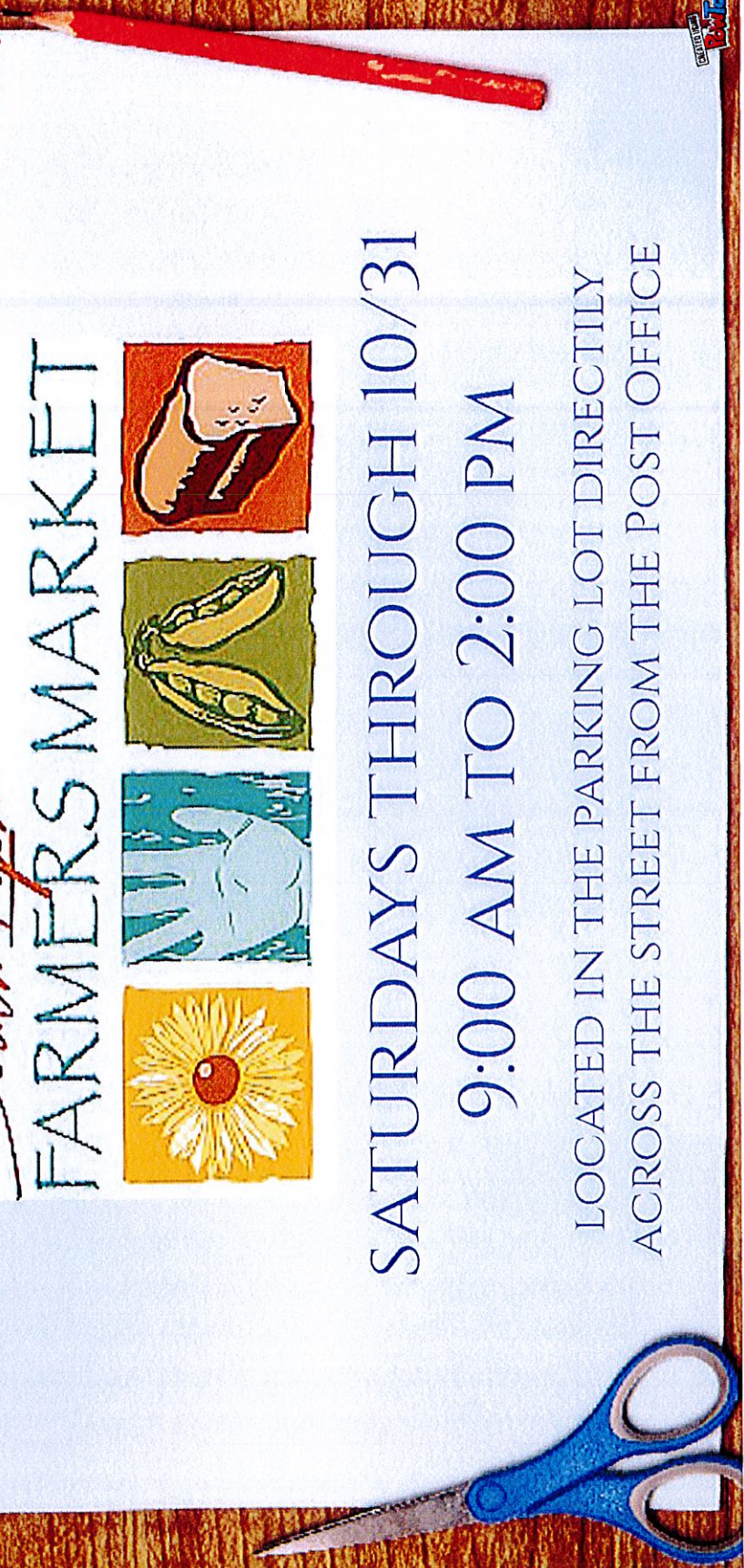
19


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

19

SOUTH LYON MEMORIAL DAY PARADE

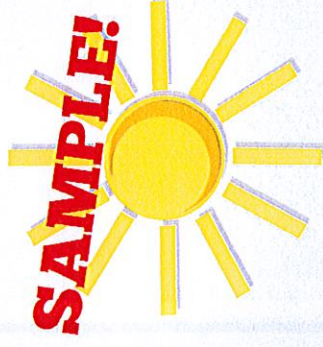
SUNDAY, MAY 24 @ 9:00AM



STARTS AT BARTLETT ELEMENTARY

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

ORGANIZED BY V.F.W. POST 2502



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
SER425	One machine license. Purchase - including 12 months updates.					
	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	\$250.00
(Up to three additional licenses can be added to a Base License for a total of four channels)	
Magicsoft Recorder v. 1.x – Add-On License per Channel After Initial Purchase	\$325.00
(Up to three additional licenses can be added to a Base License for a total of four channels)	
Magicsoft Recorder v. 1.x – TimeCode and NLE support	\$450.00
(Requires an additional license and applies for all the channels of a dongle)	
Magicsoft Recorder v. 1.x – Web Browser Remote	\$450.00
(Requires an additional license and applies for all the channels of a dongle)	

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	\$395.00
(Adds HD support for Magicsoft Playout)	

Magicsoft Playout v. 5 to v. 6 upgrade – USD 295.00 – Electronic Distribution	\$295.00
(Updates Playout version from 5 to 6, does not update from SD to HD)	

List Price in USD	
Magicsoft CG 7.x ** - SD (Supports Standard Definition Only.)	\$1,595.00
(Supports tickers, animated logos, text objects for lower thirds, clock, etc.)	
Magicsoft CG 7.x ** - HD (Supports AND High Definition.)	\$2,290.00
(Supports tickers, animated logos, text objects for lower thirds, clock, etc.)	
Magicsoft CG SD to HD Upgrade **	\$795.00
(Adds HD support for Magicsoft CG)	
Magicsoft CG HD 6.x to Magicsoft CG HD 7.x	\$450.00
(Updates version from Magicsoft CG HD 6.x to version 7.x)	
Magicsoft CG SD 6.x to Magicsoft CG HD 7.x	\$1,245.00
(Updates version from Magicsoft CG SD 6.x to HD version 7.x)	
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 *	\$1,350.00
The "Production" license supports video blurring over the entire screen	
Magicsoft Cleaner v. 1.x Broadcast †	\$1,995.00
The "Broadcast" license allows you to blur the entire screen as well as only an indicated area	

* 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	8:30 AM – Noon Participants: Mayor and Members of City Council, City Manager and Senior Staff	<i>Focus:</i> <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.
	12:30 to –4:00 PM Participants: Mayor, City Council Members, City Manager and Senior Staff	<i>Focus:</i> <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	This second meeting may or may not be facilitated depending on the needs of the City	<i>Focus – Completing the Strategic Plan</i> This usually involves the City Manager and Senior Staff creating an action plan for the following activities: <ul style="list-style-type: none">1) Completing proposed goal statements2) Focused objectives and tasks for each goal3) Dates and budgets related to achievement of objectives and goals4) Submission of the proposed strategic plan to the Board for discussion, revision and adoption

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.

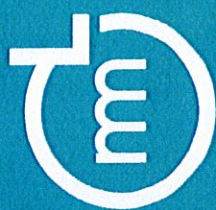
Lynne Ladner ICMA- CM

City Manager

335 S. Warren Street

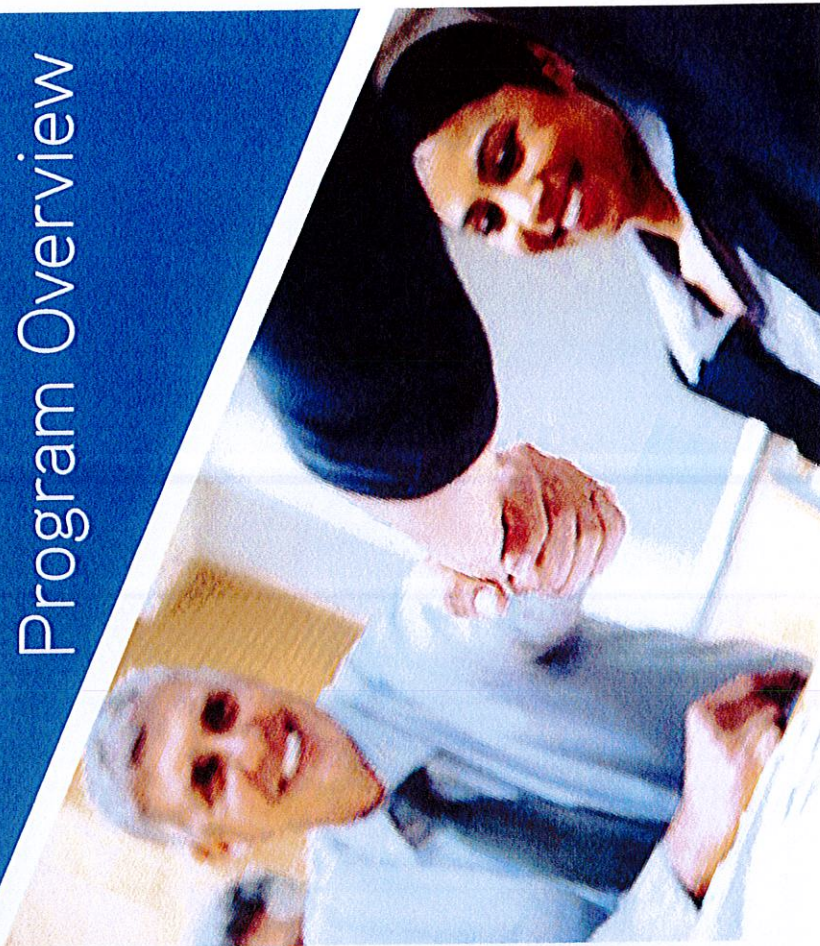
South Lyon, MI 48178

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



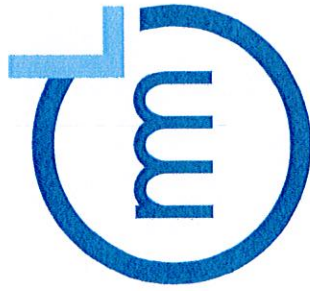
STRATEGIC PLANNING AND GOAL SETTING

Program Overview



Prepared by the Michigan Municipal League

Liesl 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 January2016, 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.



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
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
	AUTOMOBILE LIABILITY						PRODUCTS - COMP/OP AGG \$ 2,000,000
	ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	ALL OWNED AUTOS						BODILY INJURY (Per person) \$
	HIRED AUTOS						BODILY INJURY (Per accident) \$
	SCHEDULED AUTOS NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB						
	EXCESS LIAB						EACH OCCURRENCE \$
	DED						AGGREGATE \$
	RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							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

April 23, 2016
2.62 MILE FUN RUN
Downtown South Lyon

and of course beer!

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 no 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:_____



December 3, 2015

HOLD HARMLESS CLAUSE

To the fullest extent permitted by law FOOTPRINTS FITNESS 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.

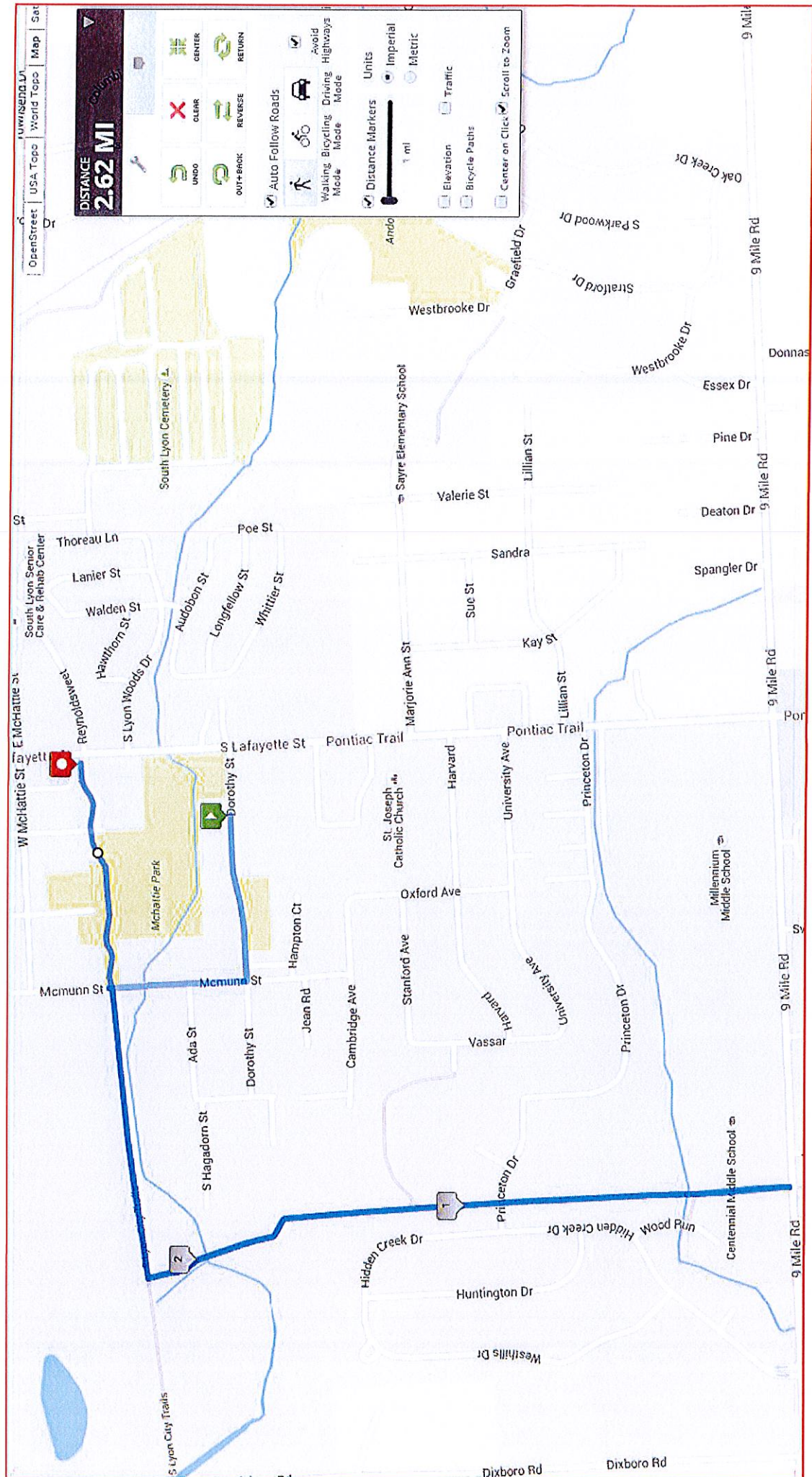
A handwritten signature in black ink, appearing to read "Stephanie Rife", written in a cursive style.

Stephanie Rife

Director of Footprints Fitness



info@footprintsfitness.com www.facebook.com/footprintsfitness



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,

Cara Kowal, ARM, CPCU
Manager of Risk Management Services

CK/sp

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

Enclosure

MMRMA
To: CITY OF SOUTH LYON

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

MMRMA
To: CITY OF SOUTH LYON

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
PRINTED IN U.S.A.

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER



MICHIGAN MUNICIPAL
RISK MANAGEMENT
AUTHORITY

14001 MERRIMAN • LIVONIA, MI 48154

Comerica Bank, NA

072000096

128546

Pay Three Hundred Forty Seven Dollars And 50 Cents
to the Order of:

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

DATE
Dec 7, 2015

AMOUNT
\$347.50



SECURITY FEATURES INCLUDED. DETAILS ON BACK.

1285460720000961840051724



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.

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.

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.

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.
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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 SL PD,

We just wanted to thank you
for your continued support. We
so 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.
Wishing you a time of
beginning,
From the simple blessings
your kindness 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 Muller