

Regular City Council Meeting

February 22, 2016

Agenda

7:30 p.m. **Call to Order**
Pledge of Allegiance
Roll Call
Approval of Minutes: Feb. 8, 2016
Approval of Bills: None
Approval of Agenda
Public Comment

Presentation: Judge David Law – Update on the 52-1 District Court
Presentation: Bret Resagan – Oakland County Main Street program

I. Old Business –

II. New Business

- 1) Reappointment/appointment of members to City Boards and Commissions:
 - a. Planning Commission reappointments for 3 yr term: Michelle Berry, Keith Bradley and Steven Mosier
 - b. Zoning Board of Appeals reappointments for 3 year term: Mike Joseph and Steven Mosier
 - c. Parks and Recreation Commission reappointments: Mike Orlando, Diane Beagle, and Denise Semion
 - d. Historical Commission reappointment for 3 year term: Linda Ross
 - e. Cable Commission reappointment for 3 years: Daniel Pelchat
 - f. Downtown Development Authority 3 year term: Tracey Hill
 - g. Cultural Arts Commission 3 year term: Kelly Smith, Ken Mihalic and Cheryl Smith
 - h. Housing Commission 3 year term: Judith Waters
 - i. Tax Board of Review appointment for a 3 year term:
- 2) Resolution Establishing Policies and Guidelines for Granting Exemption from Payment of Property Taxes
- 3) Consider approval for LUNgevity Foundation 5K Walk/Run
- 4) Approve expenditure for Pump Throttle repair on Ladder 1
- 5) Consider approval for creation of new salaried non-exempt position of Economic Development/Downtown Development Director
- 6) Consider approval of increase in longevity pay rates for non-union employees
- 7) Set City Council meeting dates for 2016

IV. Discussion on Blight ordinance and unsafe structure structures

V. Discussion – Downtown

VI. Manager's Report

VII. Council Comments

VIII. Adjournment

The City of South Lyon
Regular City Council Meeting
February 8, 2016

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, Rzyzi and Wedell
Also Present: City Manager Ladner, Chief Collins, Chief
Kennedy, Department Head Martin, Attorney Wilhelm, and Clerk/Treasurer Deaton

MINUTES

CM 2-1-16 MOTION TO APPROVE MINUTES

Motion by Kivell, supported by Kurtzweil
Motion to approve minutes as presented

VOTE: MOTION CARRIED UNANIMOUSLY

BILLS

CM 2-2-16 MOTION TO APPROVE BILLS

Motion by Wedell, supported by Kurtzweil
Motion to approve bills as presented

VOTE: MOTION CARRIED UNANIMOUSLY

AGENDA

City Manager Ladner stated she would like to add two items under New Business. Consider approval of eCIVIS contract and consider approval of hiring part time person for City Hall.

CM 2-3-16 MOTION TO APPROVE AGENDA

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

VOTE: MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENT

Darrel Lane of 678 Hagadorn stated he is a lifetime resident of South Lyon and he fears that Pumpkinfest is destroying the City of South Lyon. He stated the City paid \$36,000 to settle a lawsuit for a situation that occurred at Pumpkinfest and he feels the Pumpkinfest insurance should have covered that. He further stated the hay bales that are downtown during Pumpkinfest are dangerous, and if they caught fire, it would burn the whole downtown to the ground. City Manager Ladner stated the lawsuit was paid for by the City's insurance coverage. Mayor Galeas stated they will take this under consideration.

Peter Alexander of 854 Norchester asked if a stop sign could be replaced where there is currently a yield sign at Glen Meadows. Chief Collins stated he will look into his request, normally a traffic study is done and that is what determines the location and which signs are placed there.

Carl Richards of 390 Lenox stated there was a major excavation project done at the north end of town. He further stated he would like to give credit to the DPW for keeping an eye on it and taking care of it. He further stated he would like to thank the DPW and Rose Excavating for the great job they did and they worked really well together.

Ryan Lare of 716 Grand Court stated the Silversides Museum is still looking for donations, and they will be closing the Holocaust exhibit soon, and he hopes everyone has a chance to attend.

OLD BUSINESS

1. Consider approval of second reading of Dangerous Building Ordinance

City Manager Ladner stated there were a couple of changes since the first reading. She further stated there is a revision clarifying that owner, agent and occupants are responsible for taking action to prevent a building or structure from becoming a dangerous building, as well as revisions changing violation of Ordinance to misdemeanor rather than a municipal civil infraction. Attorney Wilhelm stated the question was asked at the last meeting if this Ordinance would include mobile home parks. He stated it does not cover mobile home parks because they are covered by the Michigan Mobile Home Commission Act. He further stated the City has other tools it can use to address the maintenance and safety of mobile home parks.

CM 2-4-16 MOTION TO APPROVE SECOND READING OF DANGEROUS BUILDING ORDINANCE

Motion by Kramer, supported by Kivell

Motion to approve second reading of Dangerous Building Ordinance

VOTE:

MOTION CARRIED UNANIMOUSLY

1. Consider approval of second reading of Ordinance to adopt the 2012 International Property Maintenance Code

Attorney Wilhelm stated there have been no changes since the first reading.

CM 2-5-16 MOTION TO APPROVE SECOND READING OF ORDINANCE ADOPTING 2012 I.P.M.C

Motion by Kivell, supported by Wedell

Motion to approve the second reading of Ordinance adopting the 2012 International Property Maintenance Code

VOTE: MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

1. Consider applications for City Commissions:
 - a. Marsha Calus

Mayor Galeas stated she is a 17 year resident and an interior designer and will be a good asset to the Downtown Development Authority Board

Appointment by Mayor Galeas, supported by Wedell

Motion to appoint Marsha Calus to the Downtown Development Authority Board

VOTE: MOTION CARRIED UNANIMOUSLY

2. Consider final approval and acceptance of dedication of sanitary sewer and water utilities and easements for Lexington Place Condominium and request for release of cash surety bond

City Manager Ladner stated she has been working on this with Attorney Wilhelm, Department Head Martin and HRC for almost a year. She stated all of the paperwork is in place, and all repairs and inspections are completed. She further stated this development has a \$100,000 surety bond in a separate account. Attorney Wilhelm stated we have received all four items on the check list from the developer as well as the homeowner association. He further stated there was a question regarding 5 street lights, but after checking further the City approved an amended site plan which did not require the five street lights.

CM 2-6-16 MOTION TO APPROVE REQUEST FOR ACCEPTANCE OF DEDICATION OF SANITARY SEWER AND WATER MAIN UTILITIES FOR LEXINGTON PLACE CONDOS AND RELEASE CASH SURETY BOND

Motion by Kivell, supported by Kurtzweil

Motion to approve Robertson South Lyon, LLC's request for final approval and acceptance of dedication of sanitary sewer and water main u utilities, bill of sale, and easements for Lexington Place Condominium excluding utility service leads as defined in the City's policy approved March 14, 2011 and release cash surety bond to Robertson Brothers

VOTE: MOTION CARRIED UNANIMOUSLY

3. Consider approval of 3 year contract for eCIVIS

City Manager Ladner stated she compared the eCIVIS with the Foundation Directory Online, and she believes eCIVIS is the grant assistance program we should use. She further stated this will give the City 2 user licenses, and the program provides a database of Federal, State and Foundation grants by location, keyword search, program and other search methods as well. She stated this provides pre reward services, help with finding grants, writing grants and email reminders of any paperwork that needs to be filed for deadlines. Councilmember Dedakis asked if she found any services similar to this one. City Manager Ladner stated she did find other ones, but they were more expensive. She further stated if we sign up before February 22nd the cost is \$4,900.00 per year, if we wait until after that date, the cost increases to \$6,900 per year. Councilmember Wedell asked to what extent they will assist you with getting the grants. City Manager Ladner stated they will review the grant, they give you copies of grants that were approved previously and they will give you a listing of all grants available. They help narrow down grants based on our needs. The post award paperwork is very important with the State and Federal Grants and they will be extremely helpful with that as well. Further discussion was held regarding the importance of grants and the Ecivis agreement.

CM 2-7-16 MOTION TO APPROVE 3 YEAR AGREEMENT WITH Ecivis for pre and post award grant services at a cost of \$4,900

Motion by Kramer, supported by Kurtzweil

Motion to approve 3 year agreement with Ecivis for pre and post award grant services at a cost of \$4,900

VOTE: MOTION CARRIED UNANIMOUSLY

4. Consider approval of hiring part time person to assist City Manager and City Clerks' Office

City Manager Ladner stated she is asking for Council to approve the hiring of a part time person that will assist the City Manager, the City Clerk/Treasurer as well as the front office. This is going to be a difficult position to fill because they will be dealing with confidential information. Councilmember Rzyzi stated he would like to see a more specific job description, but he is in favor of hiring an assistant for City Hall.

City Manager Ladner stated this person will be able to assist with packets, updating the website, as well as helping to cover absences in other departments such as Water Billing and Building Department. Discussion was held regarding also using an intern in the future for office assistance.

CM 2-8-16 MOTION TO APPROVE ALLOWING THE CITY MANAGER TO ADVERTISE FOR A PART TIME ADMINISTRATIVE ASSISTANT

Motion by Kramer, supported by Kurtzweil

Motion to approve allowing the City Manager to advertise for a part time administrative assistant for the City Manager and City Clerk/Treasurer

VOTE: MOTION CARRIED UNANIMOUSLY

IV. Discussion of Blight Ordinance and unsafe structures

Mayor Galeas stated the City has made great progress with the two Ordinances that were approved tonight.

V. Discussion- Downtown

Councilmember Kurtzweil stated she has had a few business owners thank her for all the discussions Council has had on the downtown area, whether it be constructive criticism or anything else. She further stated they are looking at things they can do to renovate their businesses. Councilmember Kurtzweil stated she met with Jos Gruber the director of the Wyandotte Downtown Development Authority regarding tax abatements. She further stated in Wyandotte, they use 10% of their DDA budget and use it towards grants. The grants can be used for the façade, or for the interior of the business. They spend about \$40,000 a year on grants. She further stated it is a good concept, and if our DDA doesn't have the money for this, maybe Council can decide to fund the grants and come up with the forms until they get on their feet, possibly a few thousand a year. Councilmember Kurtzweil stated we need to make sure we don't use taxpayers' dollars to fund a private investment, so Wyandotte requires a formula where the owner or tenant must come to the table with 60% to 70% of the money, and then the City matches it.

Councilmember Kurtzweil stated she spoke with Heather Cole from the State of Michigan. She stated under PA 210 there is a distinction between the commercial rehab acts versus the industrial tax abatements. She further stated the City could form a commercial rehab district, and then the business owners can apply for a tax exemption. She stated this can apply for improvements to the interior of their businesses.

Councilmember Kurtzweil stated she knows Dennis Dubuc professionally, and he is a decent Attorney. She stated at one time there was an art store in the Artcraft building. Councilmember Kurtzweil stated she would like Council to possibly approach Attorney Dubuc regarding leasing Leon Bonners Artcraft building for 25 years at a nominal rent. She stated we could then lease it to the Cultural Arts Commission, and we could start a 2 year Capital campaign fund to raise funds and we could turn the

building into an art gallery, an art center and use it as a public use. She further stated if we don't meet the funding, we will at least have the paperwork in place so we would have an exclusive option that he couldn't lease it to anyone else. She further stated if we get the funding, how great it would be if Leon Bonner jump started the downtown.

Councilmember Kivell stated he emailed the 3 abatements the State offers for the Commercial Rehab Development Act, and they are all something we should consider. He stated he has trepidations about giving relief of tax money, because we are in an odd position right now, because if that is what it takes to get people to invest in the downtown he is for that, but there are some issues. Giving relief to someone in lieu of everyone else that has worked very hard to keep their business going without tax relief, is a difficult argument to justify. He further stated the redevelopment plan is a more grand scale comprehensive change, and it could be a manageable tool. Councilmember Kivell stated he spoke with Councilmember Bohn from Brighton and Mr. Bohn provided an overview of how Brighton is pursuing things. He also met with their Community Development and DDA Director who drove him around town and described the grants they were able to procure in the downtown. He further stated Brighton is not even close to slowing down, and they have 5 hotels that will be going in that area. Councilmember Kivell stated there has been some creative ways of contract purchasing to raze buildings, and they have turned them into gravel parking lots, and their ordinance stated they have 3 years to sell it, or turn it into a parking lot. They have leased the contracted land and leased it to the surrounding businesses to use as parking lots to keep as a place holder. Councilmember Kivell stated Councilmember Kurtzweil's idea with the Artcraft building was a good out of the box thinking, but he would rather have a business in that building. Councilmember Kivell stated they have capitalized on everything they have had a chance to.

Councilmember Rzyzi stated drastic changes will not be made over night, but we just passed two very important ordinances that will help the downtown so we are moving forward. He further stated he also likes the idea of working with Mr. Bonner regarding the Artcraft building.

Councilmember Dedakis stated collaborating with the DDA is a necessity. She further stated there are other city's that offer grant availability. Mayor Galeas stated we are making big strides in the downtown, and having a discussion with Mr. Bonner and Attorney Dubuc and an extending an olive branch is a good idea.

Further discussion was held regarding possible uses of the Artcraft Building in downtown South Lyon. Councilmember Kramer stated we need to revisit the possibility of hiring an Economic Development Coordinator. One of the problems is we need to have a liaison between the City, the DDA and the businesses. We need someone that will have the downtown as their primary focus.

Councilmember Rzyzi stated it would be nice to extend an olive branch to Norm's as well. He stated possibly he could move the cars to another area. Mayor Galeas stated Norm is a good guy and he has a good business. He further stated he has been here for a number of years. Mayor Galeas stated he does have a couple ideas he will be discussing with Norm.

VII. Managers' Report

City Manager Ladner stated she met with our State Representative Kathy Crawford and she wanted to commend Council for scheduling our first goal setting retreat. She further stated Representative

Crawford extended an invitation to all of Council to meet with her at any time as well as attending the House of Representatives.

City Manager Ladner stated she has received information from DTE regarding their tree trimming program and all of the information is on our website, along with contact information. She further stated all residents whose property will be affected will be receiving information from DTE as well.

VIII. Council Comments

Councilmember Kurtzweil stated she has received a letter from concerned residents of South Lyon and Lyon Townships regarding their concern for the smoke vapor shop that is opening at 9 Mile and Pontiac Trail. She stated she agrees the store should not be opened so close to the schools.

Councilmember Wedell stated he would like to hear from Department Head Martin regarding the sink hole that was fixed. Department Head Martin stated there was great teamwork involved by the DPW, Water Department as well as the private contractor Rose Excavating. The job is completed and the lot will be cleaned up tomorrow. Department Head Martin stated the sewer gas is toxic, and it was eating away at the line. He further stated it was replaced with pvc and it will not be a problem for many years. Mayor Galeas stated it was amazing watching everyone working together so well. There was definitely great team work involved.

Councilmember Rzyzi stated he is interested in seeing the results of the traffic study regarding the yield sign versus a stop sign in Glen Meadows. Councilmember Rzyzi stated the Council packet included a thank you letter for the Fire Department from two middle schools thanking the firefighters for getting involved with the students. He further stated having positive role models in our schools is very important. He further stated we get many letters thanking our Fire Department and Police Department for the great jobs they do.

Councilmember Dedakis stated she also wanted to say thank you to Chief Kennedy and the Fire Department. She also wanted to thank Department Head Martin for the great job the DPW did.

Councilmember Kivell stated this was a good illustration of the issues of accepting dedications. There was some resistance about allowing a 25 foot easement when Colonial Acres sewer and water lines were dedicated. He further stated this was a good illustration of why that easement was necessary. The depth of that line was equal to what we were up against with this repair and this was a 45 foot hole. He further stated the City has obligations and we have experts that know what is really involved with trying to protect the assets of the City. Councilmember Kivell stated he would like Council's sense of asking our Attorney's Office to look into what response Council has regarding some behavior that happened that was outside of the Council's Code of Ethics, as well as the potential outcome.

Mayor Galeas stated Active Faith is having a Strike out Hunger event at the Pinz Bowling Center on Sunday March 6th and invited everyone to attend. Mayor Galeas stated he would like to thank the

students from Brummer Elementary for the packet of letters he received from the second graders and he will be writing them all back and it is very humbling reading some of the letters.

VIII. Adjournment

CM 2-10-16 MOTION TO ADJOURN

Motion by Kivell, supported by Kramer
Motion to adjourn meeting at 9:20 p.m.

VOTE: MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Mayor John Galeas

Lisa Deaton Clerk/Treasurer

AGENDA NOTE

MEETING DATE: February 22, 2016

PERSON PLACING ITEM ON AGENDA: City Clerk/Treasurer

AGENDA TOPIC: Resolution Establishing Policies and Guidelines for Granting Exemption from Payment of Property Taxes

EXPLANATION OF TOPIC: In 2008, Council adopted a resolution Establishing Policies and Guidelines for Granting Exemption from Payment of Property Taxes (Poverty Exemption) which incorporated and adopted by reference the Federal Poverty Income Standards as set annually by the United States Office of Management and Budget. This Resolution is approved by Council each year.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Resolution Establishing the Policies and Guidelines for Granting Exemption from Payment of Property Taxes

POSSIBLE COURSES OF ACTION: Approve/do not approve the Resolution Establishing the Policies and Guidelines for Granting Exemption from Payment of Property Taxes

RECOMMENDATION: Approve the Resolution Establishing the Policies and Guidelines for Granting Exemption from Payment of Property Taxes

SUGGESTED MOTION: Motion by _____, supported by _____ to approve the Resolution Establishing the Policies and Guidelines for Granting Exemption from Payment of Property Taxes

CITY OF SOUTH LYON RESOLUTION
ESTABLISHING POLICIES AND GUIDELINES FOR GRANTING
EXEMPTION FROM PAYMENT OF PROPERTY TAXES

WHEREAS, Public Act 390 of 1994 requires the governing body of each City to determine and make available to the public the policies and guidelines to be followed by the local assessing unit in processing and granting exemptions on account of poverty in the collection of ad valorem property taxes; and

WHEREAS, it is the intent of the Council to adopt guidelines in compliance with said act;

NOW, THEREFORE, THE CITY COUNCIL FOR THE CITY OF SOUTH LYON RESOLVES:

The following guidelines shall be followed by the Board of Review in the exercise of its discretions in determining who is eligible and whether exemption from taxation in whole or in part shall be granted under the General Property Tax Act, PA 206 (1893), as amended:

1. All applicants must obtain an application for exemption from the City Assessor's office. Handicapped applicants may call the Assessor's office to make necessary arrangements for assistance.
2. Applicants will not be eligible for consideration for an exemption if they do not meet the income and asset tests as established in their guidelines.
3. All applicants must be an owner of and occupy as a homestead the property for which the exemption is being requested. All applicants may be asked to verify ownership of the property and provide personal identification upon request of the Board of Review.
4. All applicants are required to complete each section of the form attached to this resolution which is hereby adopted by the City Council and return said application to the City Assessor's office of the City of South Lyon, subject to alternate procedures which may be allowed pursuant to the City's obligation in the application of the American Disabilities Act.
5. All applications must be notarized before being considered
6. All applicants must submit a copy of the prior year's
 - a. Federal income tax return- 1040 or 1040A
 - b. Senior Citizen Homestead Property Tax form MI-1040CR (if applicable)
 - c. General Homestead Property Claim Form MI-1040CRNote: All requested forms must be submitted. The Board of Review will not consider any application that is presented which is incomplete or unaccompanied by the appropriate tax forms.
7. All documents shall be filed with the City Assessor's office after January 1 of each year, but before the day prior to the last day upon which the Board of Review is scheduled to meet.
8. Applicants need not appear before the Board of Review; however the Board of Review reserves the right to request further information or clarification of any item presented on the application form or any tax form submitted. Applicants may be asked to make a physical appearance to respond to questions at the Board of Review's discretion.

9. The City of South Lyon does hereby adopt and incorporate by reference into this Resolution the Federal Poverty Income Standards as set annually by the United States Office of Management and Budget. If either, or both, the applicant and the applicant's spouse is 65 years of age or more as of January 1st the effective household size will increase by 1 person.
10. The value of the applicant's total assets (excluding the property for which the exemption is requested and one automobile), including, but not limited to all savings, retirement accounts, stocks and bonds and other real estate. The value of the applicant's assets cannot exceed two times the adjusted household income. An ownership interest in an any real estate other than the applicant's principal residence automatically disqualifies the applicant from consideration for a hardship exemption under normal circumstances.
11. Utilizing these guidelines, the Board of Review shall grant full, partial, or no exemption based upon the income ranges and asset levels set forth above. The Board of Review shall exercise its discretion in weighing the interest of the City and the applicant's ability to pay based upon the available information as collected pursuant to these guidelines.

THEREFORE BE IT RESOLVED, that meeting the income level guidelines does not guarantee 100% exemption. At their discretion, the Board may approve full or partial exemption if deemed appropriate. Those applicants granted partial exemptions will be required to pay a property tax equal to 3.5% (three and one-half percent) of their annual gross income.

BE IT FURTHER RESOLVED, that to conform to the provisions of P.A. 390 OF 1994, this resolution is hereby given immediate effect and will stay in effect for subsequent years until amended or voided.

VOTE:

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of South Lyon, County of Oakland, State of Michigan, at a regularly scheduled meeting of _____, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public acts of Michigan, 1076, and that the minutes of said meeting were kept and will be or have been made available as required by said act.

Lisa Deaton
City Clerk/Treasurer

AGENDA NOTE

New Business: Item #

MEETING DATE: February 22, 2016

PERSON PLACING ITEM ON AGENDA: Police Chief

AGENDA TOPIC: LUNGeivity Foundation 5K Walk/Run

EXPLANATION OF TOPIC: The applicant is seeking approval to conduct the LUNGeivity Foundation 5K Walk/Run on Saturday, April 16, 2016. The event would start in McHattie Park at 9:00 a.m., follow the Rail Trail to/from Volunteer Park and end in McHattie Park by 1:00 p.m. The applicant has also requested use of the Pavilion in McHattie Park, with set-up starting at 7:00 a.m. No road closures are necessary, however, the applicant has requested an officer to assist with the crossing at Nine Mile Road.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Application, Insurance Certificate, Hold Harmless Agreement, Explanation of Event

POSSIBLE COURSES OF ACTION: Approve/Do Not Approve the use of city facilities for the event.

RECOMMENDATION: Approve the use of city facilities.

SUGGESTED MOTION: Motion by _____, supported by _____ to approve the use of the Rail Trail and the Pavilion in McHattie Park for the LUNGeivity Foundation 5K Walk/Run from 7:00 a.m. to 1:00 p.m. on Saturday, April 16, 2016.

02/22/16



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: 2/11/16 Requested Date of Event: 4/16/16

Applicant / Contact's Name: David ELKINS PH #: 313-673-0491

Applicant Address: 975 Hidden Creek Dr South Lyon, MI 48178

Business / Organizations Name (if Applicable): LUNgevity Foundation

Bus. Ph#: 312-407-6100 Bus. Address: 228 S. Wabash Ave, Suite 700, Chicago, IL 60604

President / CEO (Responsible for Event): Deanne Brandon Direct Ph#: 312-407-6104
Coordinator of Grassroots Events

5k
Parade START Time: 9 a.m. / p.m. Parade END Time: 1 a.m. / p.m.

Approximate Number of PERSONS: 300 Organization Names: Lungevity

Approximate Number of VEHICLES: 100 Types of Vehicles: _____

Approximate Number of ANIMALS: 0 SPECIFIC Animals: _____

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

Route to be traveled (Include Street Names and Turning Directions): From McHattie Pavilion, west through McMan (volunteer crossing guard) path past tube plant, Turn left on Path @ water treatment plant, Continue behind Hidden Creek through Princeton (volunteer guard) continuing on path passing Centennial Middle School crossing 9 mile (need crossing guard) continuing on path on trail passing volunteer park to 8 mile and back same route.

[Signature]
Applicant's SIGNATURE

Deanne Brandon
Responsible Party's SIGNATURE

APPROVED [✓]

DENIED []

Chief Lloyd T. Collins
Lloyd T. Collins, Chief of Police
02/17/16



CERTIFICATE OF LIABILITY INSURANCE

LUNGE-1

OP ID: JB

DATE (MM/DD/YYYY)

02/10/2016

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 S. Wolf and Associates, Inc. 2338 W. Morse Chicago, IL 60645 Polly Kosyla		CONTACT NAME: PHONE (A/C, No, Ext): 773-754-0849 FAX (A/C, No): E-MAIL ADDRESS:		
INSURED Lungevity Foundation Barbara Netter 228 S. Wabash - Suite 700 Chicago, IL 60604		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: First Nonprofit Ins/Amtrust In		10859
		INSURER B: Hartford		
		INSURER C: QBE Insurance		
		INSURER D:		
		INSURER E:		
INSURER F:				

COVERAGES**CERTIFICATE NUMBER:****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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	NPP1001575	03/01/2016	03/01/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Emp Ben. \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		NMB1001576	03/01/2016	03/01/2017	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	83 WEC BV5230	05/20/2015	05/20/2016	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Accident/Volunteer		PHH500019	10/01/2015	10/01/2016	Excess Med 25,000

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

The City of South Lyon is an additional insured with respects to General Liability when required by written contract or agreement, but solely with respect to that organizations liability arising out of the named insured's operations or premises owned by the named insured.
Event:Breathe Deep Ann Arbor@ McHattie Park on 4/16/16 from 6am-2pm

CERTIFICATE HOLDER**CANCELLATION**

City of South Lyon
335 South Warren
South Lyon, MI 48390

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

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February 11, 2016

Hold Harmless Clause:

To the fullest extent permitted by law the LUNgevity Foundation 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 that reads "Deanne Brandon". The signature is fluid and cursive, with a long, sweeping underline.

Deanne Brandon
Coordinator of Grassroots Events
LUNgevity Foundation

Lloyd Collins

From: Julie Elkins <jmelkins5@gmail.com>
Sent: Thursday, February 11, 2016 1:36 PM
To: Lloyd Collins
Cc: Lynne Ladner; Dave Elkins
Subject: Fwd: LUNgevity Foundation 5K Walk/Run

Follow Up Flag: Follow up
Flag Status: Completed

We have submitted our application, please let us know if there any questions and or recommendations.

Thank you so much!

Dave and Julie Elkins

Subject: LUNgevity Foundation 5K Walk/Run

Good morning, Lynn,

We would like to present to you a great opportunity to host this non-profit 5K fundraiser in South Lyon, MI. My husband (non-smoker) was diagnosed with Lung Cancer almost 5 years ago at 41 yrs. old and is thankfully cancer free today. Last year I found this event held in Ann Arbor on the U of M campus and surprised my husband with a team of 50 of our closest family and friends. It was truly one of the most amazing days of our lives. The proceeds of this walk go to an organization called the LUNgevity Foundation (<http://www.lungevity.org/>). LUNgevity promotes early lung cancer detection, diagnosis and treatment. We truly believe in early detection as it absolutely saved my husband's life.

LUNgevity is the non-profit that comes in from Chicago with some volunteers to help with the event. Last year there were almost 300 participants. There are usually raffles, a DJ and face painting and it makes for a great family event. It seemed like mostly walking families last year, but we did have a few runners. Our co-host for this event is the Bono family. Mr. Joe Bono was diagnosed at 40 yrs. old, also a non-smoker and was diagnosed with stage 4 cancer lung cancer. He courageously fought his battle for 7 years. Mrs. Bono and my husband, Dave Elkins are both partnering this year with LUNgevity, organizing, hosting, and helping grow this event. Our event was scheduled for April 16th, but U of M did not approve this date for us because of scheduling conflicts. Since last year, Dave has had a vision and dream of possibly moving this event to South Lyon at some point. We call South Lyon our home (10 years) and many of our Team Lucky Charm members also call South Lyon their home. Well, this year the Bono Family has approved the move to South Lyon.

We would like to run the event similar to the Pint Size Run that my husband and I are also registered for. We would like to have home base at the Pavilion at McHattie Park. We are envisioning taking the trail from McHattie Park west past the steel plant turning left through the trail by the water treatment path behind Hidden Creek through Princeton continuing through Hidden Creek trail by the Centennial middle school across 9 mile to Volunteer Park trail possible to 8 mile and back. The only crossings would be by McHattie, Princeton at Hidden Creek and 9 mile where either Volunteers or maybe a local officers could help us. We don't think there is a need to shut any streets down for this event. Avid Athlete Photography will document this event in photographs. There could possibly be some media involved as well. We can forward that info to you as it becomes available. If approved, we will make sure that our communication with you will be up to date as things come into focus.

We hope to be able to call it "Breathe Deep South Lyon" this year. (See banner below)

We thank you in advance for your consideration. If you have any questions, please feel free to reach out for us

Julie & Dave Elkins
(734)560-2997
jmelkins5@gmail.com
delkins@tfewines.com

Here are the event details if approved...

Date: April 16th - 9AM-1PM with set up starting at 7AM the day of the event.
Home base: Pavilion at McHattie Park (registration tables, food, prizes for raffles, etc.)
Activities: DJ (music), Face painting, Raffles, etc.

Here is a photo of our team from last year... Our team is Team Lucky Charm.



David Elkins | General Sales Manager
Trinchero Family Estates
Mobile: 1-313-673-0491
delkins@tfewines.com

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AGENDA NOTE

New Business: Item #

MEETING DATE: February 8, 2016

PERSON PLACING ITEM ON AGENDA: Fire Chief Mike Kennedy

AGENDA TOPIC: Pump Throttle Repair on Ladder 1

EXPLANATION OF TOPIC: The pump throttle on Ladder 1 has malfunctioned and is out of service. This is an electronic unit that controls pump pressure for discharging water. This unit is original to the apparatus (built in 2000). Detroit Diesel manufactured the throttle control but no longer makes or supports the product. The initial cost was estimated at under \$5,000.00. On January 21, Ladder 1 was taken to R&R Fire Truck Repair in Northville for the repair. On Friday, January 29, 2016, I was notified an additional control module that allows the chassis engine and the pump throttle to communicate was also going to be needed. This additional cost has pushed the estimated repair to \$6,257.80. The initial repair cost was within the expected range for this repair, and the extra part and labor is also reasonable for this scope of work. Although I would have preferred to have been able to obtain additional quotes once the cost exceeded \$5,000.00, that was not feasible given the mid-repair point the pump was in. Having other vendors quote the work would have ended up costing more money and significantly delaying us getting this apparatus back in-service. We expect to have Ladder 1 back on Thursday, February 4, 2016.

This apparatus is in excellent shape, and our capital improvement plan has us keeping this apparatus for at least another five to seven years.

POSSIBLE COURSES OF ACTION: Approve the repairs to Ladder 1 for \$6,257.80 as performed by R&R Fire Truck Repair.

RECOMMENDATION: Approve the repairs to Ladder 1 for \$6,257.80 as performed by R&R Fire Truck Repair.

SUGGESTED MOTION: Approve the repairs to Ladder 1 for \$6,257.80 as performed by R&R Fire Truck Repair.

751 Doheny
Northville, MI. 48167
Phone: 248-344-4443
Fax: 248-344-8630

AGENDA NOTE
New Business: Item

MEETING DATE: February 22, 2016

PERSON PLACING ITEM ON AGENDA: Lynne Ladner, City Manager

AGENDA TOPIC: Consider approval for creation of new salaried non-exempt position of Economic Development/Downtown Development Director

EXPLANATION OF TOPIC: In order to most effectively manage the economic development activities for the City of South Lyon the creation of the full time position of Economic Development/Downtown Development Authority Director position is of upmost importance. This position will report to the City Manager and indirectly the Downtown Development Authority Board to promote the City of South Lyon through the use of marketing skills, permitted state statutory regulations to encourage business growth and development and other local, state and national programs designed to promote business and community development. The proposed position job description lays out the duties of the position along with the necessary skills and experience for the position.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Job Description, Salary matrix, supporting information for position salary ranges

POSSIBLE COURSES OF ACTION: Approve/Deny or table the creation of the non-union salaried position of Economic Development/DDA Director.

RECOMMENDATION: Approve the creation of the non-union salaried position of Economic Development/DDA Director.

SUGGESTED MOTION: Moved by, _____ seconded by, _____ to approve the creation of the non-union salaried position of Economic Development/DDA Director.

City of South Lyon

Job Title: Economic Development/DDA Director	
Department: Administration Department	
Revision Date: February 2016	Fair Labor Standards Act (FLSA):

Position Overview

This is a full time salaried position and serves in an at-will status as determined by Public Act 349. This position is not subject to current or future collective bargaining agreements.

Under the direct supervision of the City Manager the Downtown/Economic Development Director ("Director") is responsible for creating and managing programs and projects that meet the objectives and goals of the City of South Lyon and the South Lyon DDA. The Director is responsible for economic development activities in the Central Business District utilizing the Main Street approach, as well as economic development activities in the entire DDA District and City. The Director promotes excellence in design, good business practices, and compliance with city, county, state, and federal regulations.

Essential Job Functions

- Act as Executive Director for the DDA including preparing meeting agenda packets, meeting minutes, and other similar documents
- Be knowledgeable on the Main Street four-point approach to economic development.
- Work with the South Lyon DDA board, City Manager, and City Council to implement and direct the program.
- Personally and actively recruit businesses, retain and expand existing businesses, and provide information, expertise, and appropriate referrals to business owners.
- Actively work with developers and building owners to enhance the quality of retail and commercial space to create a diverse mix of occupancies within the downtown core and the entire City.
- Develop funding sources for expansion and development of the South Lyon DDA by creating fundraising and sponsorship packages.
- Create and implement a program of regular, monthly contact with existing and new businesses throughout South Lyon to foster support and participation in the South Lyon DDA/Main Street Program.
- Facilitate the inter-organizational cooperation and synchronization of all activities and development efforts between the South Lyon DDA, the City Council, and existing and new interest groups that impact the health of the South Lyon DDA.
- Engage and educate the community of the benefits and focus of the South Lyon DDA.
- Attend all South Lyon DDA Committee meetings. Attendance at City Council meetings is also required on an as requested basis.
- Work with the South Lyon City Treasurer, City Manager, and any required financial personnel to maintain the finances of the South Lyon DDA.
- Work with the South Lyon DDA, the City Council, the City Manager, and various committees to develop and implement an annual work plan upon which the program will operate.
- Provide assistance and management, as an exofficio member, of all DDA Committees.
- Manage recruitment, evaluation and retention of volunteers, including special project volunteers, and short-term volunteers.

- Produce press releases and maintain good relationships with the various media in South Lyon and surrounding areas.
- Write, edit, and publish informational brochures, information packets, and fliers.
- Prepare necessary reports, summaries, and research papers, for submission to the City Manager, City boards, and State agencies, as necessary and appropriate.
- Maintain all files and records pertaining to the South Lyon DDA, including an annual report on work accomplished and future goals.
- Provide to the City Manager a weekly update for the South Lyon DDA that includes updates on all work plan projects.
- Work the necessary hours to staff and execute various South Lyon DDA events and fundraisers.
- Work and coordinate with various personnel from the City to complete projects.
- The position is not a 8:30 am until 5 pm job; hours before 8:30 am and after 5 pm will be required, which may include holidays and weekends.
- Perform other duties as may be assigned from time to time by the South Lyon DDA Board, City Council, and City Manager.

Non-essential Job Functions

- Assist in maintenance and updating City Website
- Develop and maintain Social Media presence on multiple current and emerging technologies

Requirements

- Working knowledge of computer software such as word processing, spreadsheet applications
- Must have the ability to operate a computer, calculator, typewriter, fax, copier, postage machine and other office related equipment
- A strong background in economic development
- Exceptional public speaking and oral and written communication skills
- Knowledge equivalent to that which normally would be acquired by completing a four year college degree program such as a Bachelor's of Arts or Bachelor's of Science in one or more of the following areas: historic preservation, economic development, public administration, public finance and budgeting, event planning, fundraising, retailing, marketing, design, volunteer management, nonprofit or DDA management, grant writing, and small business development.

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.

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.

Education	No past experience	1-3 years experience	4-7 years experience	7+ years experience
Associates Degree or min 2 years College Education		50,000	51,778.57	53,557.14
Bachelor's Degree	53,557.14	55,335.71	57,114.28	58,892.85
Bachelor's + CEcD	54,446.43	58,892.85	60,671.42	62,449.99
Masters	60,671.42	62,449.99	64,228.56	66,007.13
Masters + CEcD	64,228.56	66,007.13	67,785.70	69,564.27

City	Position Title	Salary range		
Sparta	DDA Director	\$43,000		
	Economic Development/DDA			
Blissfield Village	Director	\$45,000 - \$49,000		
Grand Haven	DDA Director	\$57,643.95-\$74,935.97		
	DDA/Economic Development			
Cascade Township	Director	\$50,465-\$68-259		
Clawson	DDA director - PT	\$22,000		
	Economic Development - PT			
Clawson		\$25,000		
Northville	DDA Director	\$71,448	been with city 1998	
Milford	DDA Director	\$70,000	1993	
	Economic Development			
Novi	Director	\$70,000	had until 2015	
Wixom	Assessing and Business	\$49,214-\$56,691		

AGENDA NOTE
New Business: Item

MEETING DATE: February 22, 2016

PERSON PLACING ITEM ON AGENDA: Lynne Ladner, City Manager

AGENDA TOPIC: Consider approval of increase in longevity pay rates for non-union employees

EXPLANATION OF TOPIC: Prior to the open opening of the negotiations of upcoming CBA's I believe that it is important to make sure that in addition to supporting our unionized employees it is equally as important to recognize those full time employees that are not members of collective bargaining units. The longevity pay for unionized employees has been increased during the last round of negotiations but not the longevity pay rates for non-unionized employees. I would like to have the Council authorize the increase of the longevity pay rates for non-union employees to be equal to that of unionized employees.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Matrix of Longevity pay for full time City employees

POSSIBLE COURSES OF ACTION: Approve increase in longevity pay for non-unionized employees to: \$700 for employees with 5 years service, \$1,000 for employees with 10 years of service, \$1,300 for employees with 15 years of service and \$1,600 for employees with 20 years of service.

RECOMMENDATION: Approve increase in longevity pay for non-unionized employees to: \$700 for employees with 5 years service, \$1,000 for employees with 10 years of service, \$1,300 for employees with 15 years of service and \$1,600 for employees with 20 years of service.

SUGGESTED MOTION: Moved by, _____ seconded by, _____ to approve increase in longevity pay for non-unionized employees to: \$700 for employees with 5 years service, \$1,000 for employees with 10 years of service, \$1,300 for employees with 15 years of service and \$1,600 for employees with 20 years of service.

	Non-Union/Salaried	Clerical Unit	POAM	POLC	AFSCME
5 Years	\$ 600	\$ 700			\$ 700
10 Years	\$ 900	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
15 Years	\$ 1,200	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300
20 Years	\$ 1,500	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600

AGENDA NOTE
New Business: Item

MEETING DATE: February 22, 2016

PERSON PLACING ITEM ON AGENDA: Lynne Ladner, City Manager

AGENDA TOPIC: 2016 City Council meeting schedule

EXPLANATION OF TOPIC: MCL 15.265(2) provides:

(2) For regular meetings of a public body, there shall be posted within 10 days after the first meeting of the public body in each calendar or fiscal year a public notice stating the dates, times, and places of its regular meetings.

The City posts a notice outside on the city hall bulletin board that regular council meetings are held on the 2nd and 4th Monday of each month.

A quick review of the calendar shows the following as Regular Council Meetings

January 11 and 25
February 8 and 22
March 14 and 28
April 11 and 25
May 9 and 23
June 13 and 27
July 11 and 25
August 8 and 22
September 12 and 26
October 10 and 24
November 14 and 28
December 12 and 27(second meeting is on a Tuesday due to City Holiday

A simple motion to approve the dates for regular council meetings on the 2nd and 4th Mondays of each month with the exception of December 27 which will be rescheduled to December 27th, or something like that.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: N/A

POSSIBLE COURSES OF ACTION: Approve the above listed calendar with an exception date for Memorial day.

RECOMMENDATION: Approve the above listed calendar with an exception date for Memorial day.

SUGGESTED MOTION: Moved by, _____ seconded by, _____ to approve the dates for regular council meetings on the 2nd and 4th Mondays of each month with the exception of December 26th which will be rescheduled to December 27th.



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: PO Box 30005, Lansing, MI 48909
Toll Free (866) 813-0011 • www.michigan.gov/lcc

Temporary Authorization Instructions

(Authorized by R436.1023(2)(3), R436.1403(2), R436.1407 and R 436.1419)

This application **must** be completed and returned with a \$70.00 inspection fee for each application submitted before it can be considered by the Commission. All answers must be typed or printed. Sign the completed form in ink and return it to the MLCC with the inspection fee. Make all checks or money orders payable to the "State of Michigan". Any changes made to the application after it has been considered by the Commission will require submission of a new application along with a \$70.00 inspection fee.

The MLCC may not issue more than 12 daily temporary authorizations to a licensee for each type of temporary authorization requested in a calendar year upon completion of this application and approval of the chief law enforcement officer who has jurisdiction. A licensee is prohibited from having the outdoor sale, service and consumption of beer, wine, and/or spirits without the prior written approval of the MLCC.

The following documents and fees must be submitted at least 10 days in advance of your event in order for your request to be considered complete:

- ☐ Application - All parts **must** be answered and application must be signed by the licensee.
- ☐ A \$70.00 inspection fee **must** be submitted. A Credit Card Authorization Form is attached for faxed applications.
- ☐ Diagram - Must contain the same information that is requested in Part 3, questions 1 through 10 of the application.

Failure to provide a completed application will result in the denial of your application for temporary authorization.

Reminders

If approval is granted, the on-premise license shall not sell, or allow the consumption of alcoholic beverage outdoors, except in the defined area, under administrative rule R 436.1419.

Refrigeration trucks and/or trailers cannot include an alcoholic beverage logo and must be rented by the licensee from a non-wholesale company. If the refrigeration truck/trailer allows customer access to obtain alcoholic beverages, an additional bar permit must be obtained unless an existing additional bar permit will be utilized.

If approved, the licensee shall provide service of alcoholic beverages in the area only by wait staff servicing the tables, unless the licensee uses an approved additional bar in the area where customers may obtain their alcoholic beverages from a bartender using a currently authorized additional bar or receiving approval by the Commission for a new additional bar permit.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this permit by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: PO Box 30005, Lansing, MI 48909
Toll Free (866) 813-0011 • www.michigan.gov/lcc

Business ID: _____
Request ID: _____
(For MLCC use only)

Application for Temporary Authorization

(Authorized by R436.1023(2)(3), R436.1403(2), R436.1407 and R436.1419 of the M.A.C.)

A non-refundable inspection fee of \$70.00 is required with the submission of your application.

Part 1: Applicant Information

Name of licensee: Witch's Hat Brewing Company, LLC
Address of business: 601 S Lafayette
Name of Contact: Ryan Cottongim License type and number: Microbrewer Lic#242051
Business Phone: 248-486-2595 Fax number: n/a E-mail address: rcottongim@hotmail.com

Part 2: Type of Event

Specifically describe the type of event(s) being held for each date requested:

Outdoor service area for St. Patrick's Day party on Thursday, March 17th, 2016 from 11am to Midnight

Please check below if your event will include any of the following:

☐ Dancing ☐ Classic Cars ☐ Tournaments ☐ Contests ☐ Motorcycles ☐ Concerts ☐ Competitive Fight

*Include this information on your diagram in order to provide an accurate site plan. Enclose a copy (if created) of promotional materials/flyers.

Part 3: Temporary Authorization for Outdoor Service - Please complete, if applicable

Dates requested: March 17, 2016

1. What are the dimensions of the proposed area? 72 feet by 126 feet.

2. What is the type and height of the barrier that will be used to enclose the area? 4ft tall orange snow fence

Note: Pursuant to administrative rule R 436.1419(2), the outdoor service area must be well-defined and clearly marked for the proposed outdoor service area and pursuant to rule 436.1003, the outdoor service area must comply with local ordinances.

3. Will the proposed outdoor service area be connected to the licensed premises? ☒ Yes ☐ No

If you answered "no", what is the distance? _____

4. Is the entrance/exit point(s) for the proposed outdoor service area through the licensed premises? ☐ Yes ☒ No

5. Are there any dedicated streets or intervening property between the licensed premises and the proposed area? ☐ Yes ☒ No

If you answered "yes", please explain (and include this information on your diagram): _____

6. Describe the type of security that will be used for the event(s) and how they will be utilized to secure and monitor to prevent sales to minors and sales to visibly intoxicated persons.

Staff and Volunteer staff will handle security during the event. TIPS trained staff and management will be on site to prevent alcohol sales to minors and visibly intoxicated persons.

7. Is the location of the proposed area owned, rented or leased by the licensee? ☒ Yes ☐ No

If you answered "no", you must provide a lease or written permission for the proposed area with this application.

8. Is the location of the proposed area located on property owned by the city, village or township? ☐ Yes ☒ No

If you answered "yes", you must provide written permission for use of the property from the city, township or village with this application.

9. Is location of the proposed area in the same governmental unit as the licensed premises? ☒ Yes ☐ No

If you answered "no", please explain: _____

10. Does your license currently include an Additional Bar Permit? ☐ Yes ☒ No

If you answered "no", you will be restricted to table service only unless you submit a request for a new additional bar permit.

In addition to the questions above it is required that you submit a clear/legible diagram which indicates where the licensed premises is located in conjunction to the proposed temporary outdoor service area. Also make sure that the diagram contains the same information that is asked in Part 3, questions 1 through 10 of this application.

Part 3 Continued - Please check temporary permits needed for your event.

Note: You do not need to request temporary authorization for permits that are currently held in conjunction with your licensed business.

☐ Temporary Dance Permit - Temporary authorization for this permit **does not** require a recommendation from local law enforcement.

The dance floor must be at least 100 square feet, clearly marked, and shall not have tables, chairs and other obstacles on the dance floor while customers are dancing.

Please state the days and times for the permit requested _____

☐ Temporary Entertainment Permit - (Temporary authorization for entertainment does not allow for topless activity on the licensed premises)

Temporary authorization for this permit **does not** require a recommendation from local law enforcement.

A. Please state the dates and times for the permit: _____

B. Describe the type of entertainment to be provided: _____

C. If the entertainment permit includes a contest with prizes totaling over \$250.00 in retail value, please complete the following questions. In addition, form LC--147 needs to be completed and submitted with this application:

1. Explain, in detail, the rules of the contest (Attach another page, if needed)

2. Describe and state the retail value of each prize to be awarded

3. Specify who will be paying for and supplying the prizes.

4. Will there be any alcoholic beverage items with a brand name logo used as prizes for part of the contest?

5. Is there a cover charge or entrance fee for the contest or tournament?

Important: No alcoholic beverages may be used as part of any contest or as a prize for the contest.
No licensee may receive anything of value from another licensee without prior MLCC approval.

☐ Temporary Specific Purpose Permit for Difference in Hours of Operation - **Requires** recommendation from local law enforcement

Please state the dates and times for the permit: _____

Please indicate the type of permit used that requires extended hours: _____

☐ Temporary Extended Hours Permit for Difference in Hours of Operation - **Does not** require recommendation from local law enforcement

Please state the dates and times for the permit: _____

Please indicate the type of permit used that requires extended hours: _____

Hours of Operation

Weekdays and Saturdays - Beer, wine, and spirits may be sold from 7:00 a.m. to 2:00 a.m. of the next day, provided that the sale of spirits is legal in the governmental unit where the license is desired.


Sundays - Legal hours of sale on Sundays are from 7:00 a.m. until 2:00 a.m. of the next day, provided the sale of alcoholic beverages on Sunday is legal in the governmental unit and the appropriate permit has been approved by the Commission and the permit has been issued.

Part 4. Warning, Authorized Signatures, and Law Enforcement/Local Approvals

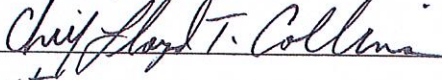
WARNING: Section 1003 of the Liquor Control Code of 1998, being MCL 436.2003, provides in part as follows: "A person who makes a false or fraudulent statement to the Commission, orally or in writing, for the purpose of inducing the Commission to act or refrain from taking action, or for the purpose of enabling or assisting a person to evade the provisions of this act is guilty of a violation of this act and is punishable in the manner provided for in section 909..."

I hereby swear that I have read all of the above answers and that they are true and further that I have read and understand the warning.

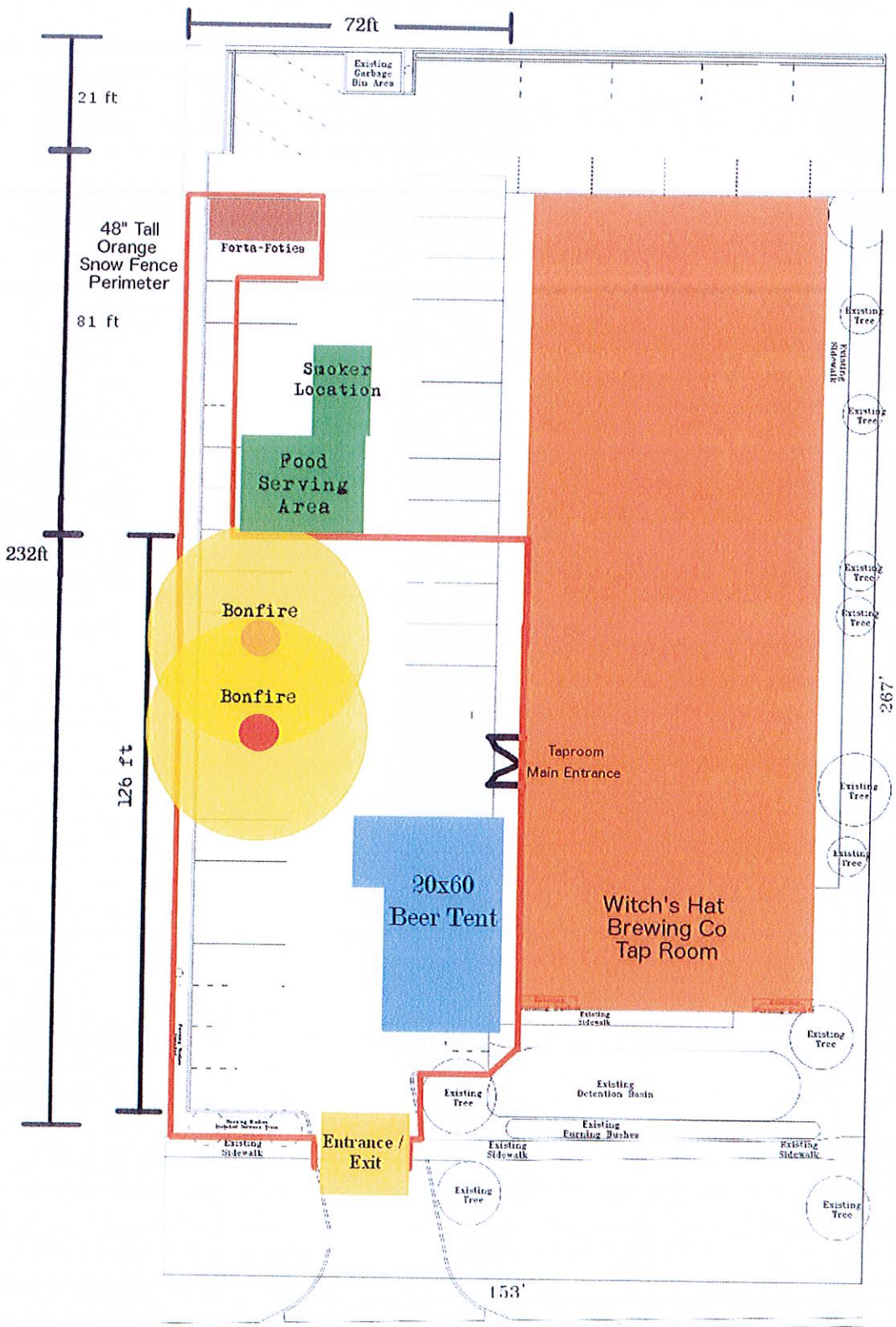
The licensee, an authorized corporate officer, or member of a limited liability company must sign this application.

Licensee signature 
Print name and title Ryan Cottongim President, Witch's Hat Brewing Company, LLC
Print contact name Ryan Cottongim
Area code and phone number 248-486-2595
Area code and fax number n/a
E-mail rcottongim@hotmail.com
Date of Application 2-2-2016

The Police Chief or Sheriff who has jurisdiction recommends this request for temporary authorization.

Name and signature of police chief or sheriff Chief Lloyd T. Collins 
Print name of police agency South Lyon Police Department
Address of Agency 219 Whipple St., South Lyon, MI 48178
Area code and telephone number 248.437.1773
Area code and fax number 248.437.0459
E-mail chief@southlyonpolice.com
Date of Application 02/05/16

Outdoor Service Area for
St. Patrick's Day Party - Thursday, March 17, 2016
11am to Midnight 21 and up Only



South Lyon Historical Commission Meeting Wednesday, February 3, 2016 Minutes

Members Present: Larry Ledbetter, Bob Tremitiere, Gary Wickersham, Linda Ross, Phil Weipert

Members Absent: Roger Heiple, Jim Race

Others Present: Carl Richards

President Larry Ledbetter called the meeting to order at 7:35PM. A quorum was declared.

December Minutes: Phil motioned to accept the December minutes. Gary seconded and the motion passed.

Sound System Donation: Larry reported that he and Bob examined the system at Darryl Lane's house. They were undecided whether the system would be useful to us to replace the aging system that we have now. Larry suggested that we ask Darryl if we could borrow the system and he and Tom Ross could try it out and see if it will work for us. We agreed that was the best approach, and Larry will contact Darryl. If we do accept the donation, Darryl would like a receipt of donation that he can use as a tax deduction, and we agreed that we would do that.

Chapel Steeple Repair: Bob reported that McCarter Construction completed the repairs, and the bill of \$2179 has been submitted for payment. There were several favorable comments about the speedy completion of the work, and Bob commented that the aluminum flashing on the slanted parts of the steeple should keep this problem from reoccurring.

Lawn Sprinkler Repairs: Last fall Mark Popravsky repaired several issues with the lawn sprinkler system, but was not able to complete the job due to fall workload and then cold weather. Bob spoke to him recently, and he plans to complete repairs this spring. He estimates that the repairs will cost \$600. Bob reviewed this year's budget and we all agreed that the money is in the budget to cover this and other needed repairs in this budget year.

Freight House Furnace Flue Replacement: Jack Matney called Bob a few weeks ago and told him that the furnace flue had several holes in it due to corrosion. Bob inspected it and called Fallert Heating and Cooling to have it repaired. Due to the serious nature of this problem (carbon monoxide), Bob authorized Fallert to do the repairs immediately. That has been completed. We have not yet received the bill, but we guesstimated that it would be in the \$400-\$600 range, which is well within our budget constraints.

Leaking Backflow Valve: Bob reviewed the estimates to repair or replace. A&R Plumbing would replace the valve for \$882. Lyon Mechanical would repair the valve for \$640 or replace it for \$902. Lyon Mechanical is certified to test, certify and tag the valve, but A&R is not. That testing is included in Lyon Mechanical's price. We all agreed that because of the age of the valve (estimated 30 or more years old) it would be better to replace it. Gary moved that we accept the Lyon Mechanical Bid of \$902, Phil seconded the motion and the motion carried. Bob will inform Lyon Mechanical of our decision and make arrangements to have the work done.

Outside Lamps Repair: Jack Matney called Bob on three occasions: Two to report that two of the outside lights which hang from the eaves of the Witch's Hat and the freight house were hanging by their wires, and one to report that the freight house lights were not coming on at night. Bob removed the lamps and repaired them (new swivels and some new wiring) and they are now in the basement awaiting re-installation. Larry will ask the city to install them for us. Larry also had the city repair the non-working lights. This was caused by a damaged wire nut and possibly made worse by a missing cover. Larry obtained a new cover and installed it.

Schoolhouse Steeple: Bob said that he wanted to wait until the chapel steeple was done before we committed to repairing the one on the school. That done, and with the money available in the budget, he moved that we go ahead and have McCarter repair that one for the \$1265 that they estimated. Linda seconded the motion and it passed. Bob will inform McCarter of our decision.

Gardening: Linda suggested that we meet with our gardening volunteers in April to discuss what we need to do in the gardens this year. Our biggest project will be landscaping around the rock. We are hoping that the Methodist Church will once again volunteer a Sunday in the spring to get some of the early work done. We discussed how to get more volunteers involved. Last year Linda and Bob carried most of the load, and were helped part time by Mary Anne Guerriero and Delaney DeFelice. Linda said that Victoria Clasmann will re-join our group this year, and Bob mentioned that the owner of A&R Plumbing said that his wife might be interested. Larry said that he is going to learn how to use the city's social network so that we can post information and request volunteer help for this and other projects.

2016-17 Budget: Lynne Ladner has requested that next year's budget be submitted to her in February, so Bob prepared a proposal that we reviewed. A few items were reduced and a few increased to reflect actual costs, and we spent most of the time reviewing potential projects, including chapel roof replacement and repaint, and schoolhouse porch replacement. Larry moved that we accept the revised proposal, Linda seconded, and the motion passed. Bob will make the changes and submit to Lynne before he leaves for Florida.

Cool Yule: Linda attended a meeting in January with the Cool Yule Committee. DDA wants more of the activities to occur downtown. Linda suggested to them that the Historical Society take over the activities at the Historical Village and that the Cool Yule committee could do whatever DDA wants them to do downtown. She will attend the February meeting to see if her suggestion is accepted. We all agreed that we could also have our own event at the Village if we are left completely out of the plans.

Other Business:

-Linda reported that Jim Race has agreed to docent this year, and has a friend who may help him. Linda suggested that we all try to find friends outside of the Society who would be willing to help. She also passed out an updated list of active Society members and Commissioners with phone numbers and email addresses, as well as emergency contacts. Linda also reminded that we still need to add a no biking/ skateboarding sign at the gazebo.

-Bob will be out of town for the March meeting. Larry agreed to take notes and forward them to Bob who will publish them. Larry will also take care of the bill paying during Bob's absence.

Business concluded, Phil motioned that the meeting be adjourned. Gary seconded and the motion passed. The time was 8:35.

Afterwards, Carl told us that he has told the Parks and Recreation Committee that they could save the city some money if they were to purchase some of the used railroad ties that the CSX Railroad is storing in Plymouth. He suggested that if we want any of them that we should make our wants known to the P&R Committee.

Minutes recorded by Bob Tremitiere, secretary
Submitted by Larry Ledbetter, president

Lynne Ladner

From: Helen Yuan <yuanhelen1@yahoo.com>
Sent: Saturday, February 13, 2016 12:55 PM
To: Lynne Ladner; Bob Martin
Subject: Wastewater treatment tour
Attachments: image1.JPG; ATT00001.txt

Hello Bob,

Once again thank you so much for the tour. We really appreciate it. Kids enjoyed it. We are deeply impressed by your knowledge, your professionalism and your kindness. Your presentation is very systematic and educational. It is clear and easy for kids to understand as well.

I just wish that more students from our school could join the tour and yesterday was not that cold.

Hello Manager Ladner,

We are from Gretchko elementary school of West Bloomfield school district. Yesterday Mr. Martin provided us a wonderful tour in the plant. Following the water flow he gave us an informational presentation.

This year there are about sixty students from our school joined a program called FLL Jr., which stands for First Lego League Junior. The web site is : www.jrfirstlegoleague.org. This is a worldwide program to encourage young people to love science, technology and engineering.

This year's theme of FLL Jr. is waste wise. It will teach students how to treat waste and trash from our daily life and how to protect our environment. Students will research, visit plants and learn. And they will build Lego models to present what they discover and learn.

It is how wonderful that your plants provide these tours for the communities, which is the way to teach young people why and how we should protect our environment.

Thank you!

Helen Yuan, a parent

City of South Lyon

Job Title: Administrative Assistant to City Manager and City Clerk	
Department: Administration Department	
Revision Date: February 2016	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.

Under the direct supervision of the City Manager and the City Clerk this position deals primarily with the administrative duties for executive management. This position performs a variety of general office duties and assists with general customer service in the office and on the phone when time allows.

Essential Job Functions

- Act as the point of contact between the City Manager and internal/external customers
- Undertake the tasks of receiving calls, take messages and routing correspondence to City Manager
- Assist City Clerk with voter registration, absentee ballot requests and absentee ballot mailings
- Handle requests and queries appropriately
- Take minutes and accurately enter data
- Produce reports, presentations and briefs
- Develop and carry out an efficient documentation and filing system
- Maintain and update City Website

Non-essential Job Functions

- Assist with front counter operations to include accepting and inputting property tax, utility bill payments and the issuance of dog tags
- Assist with planning City sponsored events to include: Citywide clean-up, Citywide garage sales and employee/volunteer appreciation event.

Requirements

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

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.