

Regular City Council Meeting

January 9, 2017

Agenda

7:30 p.m. **Call to Order**
Pledge of Allegiance
Roll Call
Approval of Minutes: December 12, 2016
Approval of Bills:
Approval of Agenda

Public Comment

I. Old Business –

1. Board of Review - Discussion

II. New Business-

1. Appointment – Parks and Recreation Commission
 - i. Rose Peruski
 - ii. Scott Black
2. Robert's Rules of Order, re: Council Rules
3. Grant Acceptance – American Police & Sheriffs Association
4. Donation Acceptance – Tim and Jodi Yarde \$75
5. Donation Acceptance (Holiday Gathering)
 - i. Hubble Roth and Clark - \$400
 - ii. CIB Planning - \$300
 - iii. Johnson, Rosati, Schultz & Joppich - \$500
 - iv. GFL Environmental - \$300
6. Consider authorizing City Manager to attend Michigan Municipal Executives Winter Institute and MMRMA 2017 Risk Management Workshop

III. Discussion- Downtown

IV. Manager's Report

V. Council Comments-

VI. Adjournment

CITY OF SOUTH LYON
REGULAR COUNCIL MEETING
DECEMBER 12, 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, Councilmembers: Kivell, Kramer, Kurtzweil, Parisien, Rzyzi and Wedell

ALSO PRESENT: City Manager Ladner, Chief Collins, Chief Kennedy, Department Head Martin,
Attorney Wilhelm, and Clerk/Treasurer Deaton

MINUTES

Councilmember Parisien stated on page 3 it says she stated at previous meetings, she believes Councilmember Kurtzweil said meeting, please remove the s. She further stated on page 5 it says Councilmember Kurtzweil stated the on the original warranty deed the word the before on needs to be removed. She further stated her name is misspelled on page 9.

Councilmember Kivell stated on page 10, it should state to eliminate potential perception of a conflict of interest.

Councilmember Rzyzi stated on page 10 he would like the following statements added as well as the letter from the City Attorney regarding the conflict of interest. He stated on page 12 in referring the City Attorney's 61% raise. He would like the following quotes added. "Councilmember Kramer stated are we talking about Glenn or are we talking about the City Attorney." "Councilmember Rzyzi stated we are talking about treatment and unfair treatment, this is all part of the conflict of interest." He also added "Councilmember Rzyzi stated and you made the recommendation to your buddy Glenn, that is what happened." He stated that was his comments regarding the City Attorney's raise.

Councilmember Kurtzweil stated on page 1, Tawn Veliger should be changed to Tawn Beliger. She further stated on page 3 the sentence can have a personal financial interest should be personal or financial consideration. She further stated on the same page it should be 2014, not 2004 and the sentence she further stated in that time some land was sold to a developer, should be changed to in some time the land was sold to a developer.

CM 12-1-16 MOTION TO APPROVE THE MINUTES AS AMENDED

Motion by Kivell, supported by Parisien

Motion to approve the minutes as amended

ROLL CALL VOTE: Kivell- Yes
Parisien- Yes
Rzyzi- Yes
Galeas- Yes
Wedell- Yes
Kramer- Yes
Kurtzweil- Yes

MOTION CARRIED UNANIMOUSLY

BILLS

Councilmember Kurtzweil stated she has a question regarding the entry for October 5th regarding multiple correspondence to and from the City Manager regarding Pullum Windows and a sewer line and easements. City Manager Ladner stated Pullum Windows is in the process of replacing a building that
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had burned down, and there is a question regarding the sewer line the City has that goes through the property and if we have an easement from the original owner of the property. She further stated there is a need for a fire hydrant added. Councilmember Kurtzweil asked if that meeting was held at City Hall or at Pullum. City Manager Ladner stated it was at the City. Councilmember Kurtzweil asked if the second meeting with Pullum was held at City Hall or at Pullum. City Manager Ladner stated it was held at City Hall. Councilmember Kurtzweil asked about the telephone call on October 24th regarding that status of a local business. Attorney Wilhelm stated that was regarding the Grand Trunke business. Councilmember Rzyzi asked what the issue was with Grand Trunke. City Manager Ladner stated there is an issue with meeting the barrier free requirements. They sent their application to the State, but now the State has decided this has to be handled by the City. She further stated the City Clerk and herself have been contacting the Construction Board of Appeals members to find out if they are interested in serving again. She stated of the five members three have agreed to serve again, one has declined, and one has not returned phone calls. Councilmember Rzyzi asked if the other requirements have been completed at Grand Trunke. City Manager Ladner stated they have. Councilmember Rzyzi stated he knows it is a popular store and he wanted to make sure they haven't been getting any unfair treatment while we are trying to promote downtown businesses. City Manager Ladner stated they have not had any unfair treatment, we have been working with them, due to the State's administrative cuts, those types of applications will now be handled by the local jurisdictions.

CM 12-2-16 MOTION TO APPROVE BILLS

Motion by Kramer, supported by Wedell

Motion to approve the bills as presented

ROLL CALL VOTE: Kivell- Yes
 Parisien- Yes
 Rzyzi- Yes
 Galeas- Yes
 Wedell- Yes
 Kramer- Yes
 Kurtzweil- No

MOTION CARRIED

AGENDA

City Manager Ladner stated she has no additions or deletions.

CM 12-3-16 MOTION TO APPROVE THE AGENDA

Motion by Parisien, supported by Kramer

Motion to approve the agenda as presented

VOTE: MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENT

Carl Richards of 390 Lenox stated the DPW did a great job with the unexpected snow we had. Mr. Richards stated Cool Yule was outstanding, he was stationed at the caboose of the historical depot, so he didn't get outside much, but he did see Chief Kennedy with the firetruck helping Santa. He further stated the streets were filled with cars and it was one of the most attended one ever. Mr. Richards stated South Lyon Woods has installed all of the new playground equipment. He stated a lady came into the bakery very excited because there is going to be a new business in town, which is another pizza parlor. He further stated he had a conversation with some people and we have 10 pizza places, 5 restaurants and 1 high end that we can't afford to eat in, and 7 hair salons. He further stated the Chamber of Commerce has

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moved to New Hudson and has changed their name. Mr. Richards stated there is a new trailer park going in with 1000 trailers at Rushton and 9 Mile which will affect the City. Mr. Richards stated we have 29 vacancies and he would like to see a new travel agency, a leather shop, shoe repair, ladies apparel such as Victoria's Secret, menswear store, art deco store, research facility and a special equipment store and or rental store.

OLD BUSINESS

1. Consider acceptance of property tax and poverty exemption criteria:
 - a. Establishing a limit on SEV meaning a property with an SEV above a set limit would not be eligible
 - b. Establishing a limit on the number of years a person is eligible for a poverty exemption

City Manager Ladner stated she was asked to add this item to the agenda by Councilmember Kurtzweil. Councilmember Kurtzweil stated she asked for this to be added so some loose ends could be tied up and she wanted to share her research with other councilmembers. She stated Council could set a policy and say the SEV value of property could be considered toward whether or not a person is eligible for a poverty exemption. She further stated her understanding of the research shows the intent of the statute was to help people keep their homes, not sell them. She further stated someone that has a higher valued home shouldn't be penalized because their value is higher than someone else's. She further stated she did not see any evidence that the SEV was being used in our policy, and her personal recommendation is not to use SEV as part of the resolution. Councilmember Kurtzweil stated the case Williams versus Detroit reflect the City of Detroit was not allowing a poverty exemption to anyone that did not own their home for a certain number of years. She further stated that was a MTT case, and the tribunal found that not to be valid, therefore she suggests we don't consider that as part of the resolution. Councilmember Kurtzweil stated the case of Mandel v City of Oak Park, which was also an MTT case. The City of Oak Park had a policy that stated a property owner could not apply for a poverty exemption more than 3 years in a row. The Tribunal stated that was ineligible criteria for poverty exemption because a person's income may not change from year to year, therefore she would like to reject that criteria as well. Councilmember Kurtzweil stated another issue is tying income to the property tax itself in regards to coming up with a formula, and she thinks Attorney Wilhelm should follow up with Tracey from Oakland County Equalization. She further stated that the Board of Review will have to be educated on the formula and she thinks it will put too much of a burden on them for making an assessment for a poverty exemption. She further stated she did not find any tax tribunal cases that spoke to the legitimacy of linking property tax liability and income, which means it could be a litigious issue if we adopt that. Councilmember Rzyzi stated there has been a lot of progress made with the Board of Review and it has moved out of the dark ages and also no longer violating City Charter by not having appointments. He further stated now we are having the appointments being made. He further stated we have training in place as well. Councilmember Rzyzi stated he would like to thank Councilmember Kurtzweil for bringing that to light and he is glad the whistle was blown. Councilmember Kivell stated he can't leave that hanging, he stated there was a Board of Review mistake at last year's BOR which was caused by the Oakland County Assessors and it caused an improper conclusion at the tumultuous BOR and to make the assumption we are now being saved by all of this additional stuff is silly. Councilmember Kurtzweil stated Councilmember Kivell isn't being truthful, what happened is the form used by the City was outdated and that caused some of the problems as well as other issues that contributed. The City was not staying updated on forms for the applicant. She further stated she believes Councilmember Kivell should review his understanding of the issue. Mayor Galeas stated it is all semantics in the end, we are moving

forward in the right direction, and he thanked Councilmember Kurtzweil as well for bringing this forward. Councilmember Wedell stated if we change the language to state we are adopting the Federal guidelines instead of having the year on the form, we will not have to change this every year. Councilmember Kurtzweil stated she agrees that is a constructive comment, since we are working on everything, that is a significant change which will help with efficiency. City Attorney Wilhelm stated he doesn't have any objection, but would like to check with OCE to make sure they don't have a specific reason for the year being on the form. City Manager Ladner stated this was already adopted unanimously by Council in November of this year, but we could change it next year for 2018.

2. Discussion of conflict of interest and consider next steps

a. Ratifying Pullum Windows bid acceptance votes

City Manager Ladner stated allegations have been brought before Council regarding a vote for the acceptance of two bids with Pullum Windows for 318 W Lake and 214 W Lake, both City owned buildings, and a conflict of interest. She further stated the conflict creates several issues for Council such as the vote conducted by Council on August 8th as a member of Council that is employed by Pullum Windows did not disclose that relationship and that same member of Council voted to approve the acceptance and contract. She further stated the next issue is to determine based upon City Code and the City Charter whether the actions of the Councilmember in question rise to the level of a criminal act as outlined in the City Charter and Financial Interest sections or qualify as a violation of the adopted Code of Ethics as outlined in the City Code. City Manager Ladner stated she contacted three law firms to ensure the investigation is conducted in an impartial and transparent manner and she contacted the MML and was given the names of three attorneys, but eliminated one because they do the City's bond work. She further stated she contacted two of the firms if Council decides to seek outside assistance with this issue. Councilmember Wedell stated he suggests we separate the motion into two separate motions, one to ratify the contracts, and one to approve contracting with outside Counsel to investigate the allegations. Attorney Wilhelm stated there were three separate motions on August 8th for the waiving of the bid process, and both contracts for the two City buildings, so Council may decide to do three separate votes. Councilmember Kramer asked if Councilmember Kivell is going to recuse himself on the vote. Councilmember Kivell stated he would. Councilmember Ryzzi asked Attorney Wilhelm if he suggests Councilmember Kivell leave the room as he suggested for Councilmember Kurtzweil. Attorney Wilhelm stated he believes the best practice for a Councilmember with a conflict of interest is for that person to volunteer to leave the table and the room until the matter is over with. Councilmember Kurtzweil stated it is an open meeting, no reason for him to leave the room. Attorney Wilhelm stated this is recommendation to the Councilmember with a conflict, he is not demanding or asking the Councilmember to leave the room. Mayor Galeas stated he likes what City Manager Ladner has done with this memo, and he believes this will take away most of the personal issues, and using an impartial person will help us avoid the road we went down at the last meeting. Councilmember Kurtzweil stated she wanted to thank everyone that emailed her with their kind thoughts, and the information she gave on conflicts of interest. She stated her issue with the contracts is that this is a commercial transaction. We have to be aware of the procurement process of a commercial transaction. The procurement process is when you are obtaining a contract deals with writing up the bid, sending out the bids, receiving the bids, opening the bids, how you reward the bid, how the contract is written up, and how you procure the contract through the delivery of services and then payment of the contract. She further stated in the procurement process, the bidding and awarding of contracts is the most accessible for conflicts of interest. She further stated this is a very grave issue. If you look at the history of the City of Detroit, Kwame Kilpatrick's public corruption charges arose because of awarding public contracts and conflicts of interest. She further stated the underlying contracts and underlying bidding is a very serious matter because it could lead to public corruption. That is not

being alleged, but those are issues that can arise if there is a conflict of interest during a procurement process. Councilmember Kurtzweil stated she is not comfortable voting on these contracts tonight because she is an officer of the court and she doesn't understand all the facts that are important to approve the contracts. She stated we have a waiver for the bidding process in one of the contracts, and she needs more information regarding the underlying facts of the conflict and the approval of the contracts. She stated she understands Councilmember Kivell stated he was not involved in the bidding process, but there wasn't a lot of honesty on August 8th. She further stated if you read the minutes that were just approved tonight, it says Councilmember Kivell stated after the bid was achieved Charlie Pullum told him he doesn't believe Lt. Sovik understood what was going on with the windows. She stated something was going on whether it was after the bid process or not. She further stated the public needs some assurance that the contracts were rewarded without any hint of a breach of public trust. Councilmember Wedell stated the bid process was completed through the Police Department. Chief Collins stated they contacted six different companies, only two made bids and Pullum Windows was the low bid. Councilmember Wedell stated that is consistent with the City's policy of bidding and awarding contracts, therefore he doesn't understand why we cannot move forward with the contracts. Councilmember Ryzyi asked Chief Collins if we received a breakdown of the labor cost, material and such. Chief Collins stated he did. Councilmember Ryzyi stated he would like to see how the investigation shakes out, there is serious issues happening. We began with a letter stating there is a conflict of interest, then we get a letter saying there was no financial interest. He further stated when you are producing \$42,000 of windows there is a lot of production going on. Councilmember Ryzyi stated he will not sweep these things under the rug and he will not vote on this until the investigation is done. Mayor Galeas stated this is not going to be solved tonight that is why the outside investigation will be done. Mayor Galeas asks where this leave us. Attorney Wilhelm stated the windows are installed and paid for, it could leaves us with making a payment on a contract for services that is now an invalid contract. Councilmember Parisien stated Pullum has a great reputation, it is a local business, and they were the lowest bidder, and knowing what she knows now, she would have still voted the same. Councilmember Kramer stated to put this in perspective, the quotes the Police Department received, one was from Pro Brothers for \$25,938 and the other quote was from Pullum for \$24,060.39 and that was just for the Police Department. They had also contacted Hansen, Wallside, Pella and they all declined. The Police Department did their due diligence; therefore, he doesn't have a problem voting on the contracts, that is a separate issue from the conflict of interest. Councilmember Kurtzweil stated if the contracts are void, how does that prejudice the next bidder in line, it is a complicated UCC issue. Councilmember Kramer asked what the recourse is considering the windows are installed and payment is made, and will it affect anything if we wait on the vote until the investigation is complete. Attorney Wilhelm stated he would have to do some research, but he believes they should handle the contracts in some manner. Councilmember Ryzyi stated based on the conflicting letters, he believes the recommendation should be handled after the investigation. Councilmember Wedell rescinded his motion.

b. Consider and identify ways to conduct investigation and next steps

Councilmember Kurtzweil stated the research and analysis City Manager Ladner did is very impressive. She stated all the issues are included. She found #7 review of the existing City policies and procedures regarding conflict of interest is very impressive and shows great leadership. She further stated this shows City Manager Ladner is looking to improve the City and how it does business. She further stated that is why she will vote for the outside counsel, and she believes the moral compass of the City needs to be adjusted a little. Councilmember Ryzyi stated he would also like to thank the City Manager for the memo. He also wanted to thank her and he is most impressed with how quickly she acted upon this when there was a hint of public corruption by lining up outside counsel. He further stated this is the right way

to go, any allegation needs to be investigated. Mayor Galeas stated he also agrees #7 is important. He further stated times are changing and he is surprised in smaller communities this doesn't come up more often. We all need to pay a little more attention to our actions. Councilmember Kramer asked who the contact person will be and will we get multiple reports or one final report. City Manager Ladner stated she will be the contact person, and we will get one report when the investigation is completed. She further stated the attorney will also discuss his findings with Council. Discussion was held regarding the two firms that made proposals for the investigation. Councilmember Parisien stated she would like more information regarding time frames and estimate of costs. Councilmember Ryzzi stated the analysis by Mr. Dykema seems to be more concise than the proposal by Barr, Anhut & Associates. City Manager Ladner stated they are professionally on an equal level. Councilmember Kurtzweil stated the damage is done and we need to move forward, either of the attorneys will be fine with her, and we will become a better City when it is completed. City Manager Ladner stated Mr. Barr may possibly have more time to spend toward this, because Mr. Mustkovitz of Dykema is involved with many different organizations as well as the MML. Councilmember Kramer stated he would prefer Dykema.

CM 12-4-16 MOTION TO APPROVE AGREEMENT WITH BARR, ANHUT & ASSOCIATES P.C.

Motion by Kurtzweil, supported by Ryzzi
Motion rescinded

CM 12-5-16 MOTION TO APPROVE AGREEMENT WITH DYKEMA

Motion by Kurtzweil, supported by Ryzzi
Motion to execute agreement and retain services with Dykema regarding matters raised in the City Manager conflict of interest review report.

VOTE: MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

1. Consider approval of meeting dates for 2017
City Manager Ladner stated each year we approve the City Council schedule, there is only one change next year. The second meeting in December scheduled for a Wednesday because the 25th and 26th will be closed for city holidays.

CM 12-6-16 MOTION TO APPROVE CITY COUNCIL SCHEDULE FOR 2017

Motion by Kramer, supported by Wedell
Motion to approve the City Council schedule for 2017 as presented
VOTE: MOTION CARRIED UNANIMOUSLY

Councilmember Ryzzi stated last year there was a new Council, and he has thought about this, and the meetings have been going late, and he knows the employees wouldn't mind having an extra night at home with their families, therefore he would like to make a motion to cancel the second meeting of this month.

CM 12-7-16 MOTION TO ADD VOTE TO CANCEL THE DECEMBER 26TH MEETING TO THE AGENDA

Motion by Ryzzi, supported by Kramer
Motion to add vote for cancelling December 26th meeting to the agenda
ROLL CALL VOTE: Kivell- Yes

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Parisien- Yes
 Ryzyi- Yes
 Galeas- Yes
 Wedell- Yes
 Kramer- Yes
 Kurtzweil- Yes

MOTION CARRIED UNANIMOUSLY

CM 12-8-16 MOTION TO CANCEL THE SECOND MEETING OF THE MONTH OF DECEMBER

Motion by Ryzyi, supported by Kurtzweil

Motion to cancel the December 26th Council meeting

VOTE:

MOTION CARRIED UNANIMOUSLY

DISCUSSION- Downtown

Councilmember Kivell stated Bob Donohue is doing a great job.

Councilmember Ryzyi asked the status of the South Lyon Hotel. Mr. Donohue stated the site plan was approved, and they were given approval to proceed with soil compaction report and if that is approved, they can proceed with installing footings. It appears everything is in order. He further stated he was told they are hoping to open on July 1st of 2017. Councilmember Ryzyi stated the weekly report stated he was in talks with six different businesses. Mr. Donohue stated it is a continuous conversation because we don't have buildings for new businesses therefore he is having discussions with building owners to see if we can relocate some of the business out of the retail area. He further stated the former Kathleen's building will have a new store for women's clothing, also a shabby chic furniture store in the downtown area as well. He further stated we are expecting a new restaurant in January or February to come before Council.

Councilmember Kurtzweil asked Mr. Donohue where we are with the commercial rehab district. Mr. Donohue stated he is working on that along with other incentives. Councilmember Kurtzweil stated he may want to contact the Wyandotte DDA. They have economic grants they can apply for. Mr. Donohue stated he has facilitated six or seven different facade programs at his past job at Oakland County.

Councilmember Parisien stated there was discussion at the DDA meeting that there would be a match by the City for business owners that want to update their facade. Mr. Donohue stated they are investigating that and we will have more information on that shortly. Councilmember Parisien stated Mr. Donohue ran a great meeting, and she is very impressed with our DDA. She further stated the meeting was run really well, and we as a Council could take some pointers from them.

MANAGERS REPORT

City Manager Ladner stated if the weather holds, the ice skating rink at the overload parking lot in McHattie Park should be ready shortly. City Manager Ladner stated Anne Badarak our Building Department Secretary is retiring as of January 27, 2017. She stated we are looking forward to the future but she will be missed. She further stated most administrative employees received training on the new website for updating and we are hoping to begin the online bill pay and the new website the beginning of January. City Manager Lander stated we received 2 checks from MMRMA for \$19,979 for access net access, and a check for \$8,715 for state pool access. City Manager Ladner stated City Hall is closed the 23rd, 26th, 30th of December and the 2nd of January for the holidays.

Councilmember Kurtzweil asked if the flags are taken down before Veterans Day. Department Head Martin stated they were not, but the DPW doesn't remove them, the VFW remove them.

COUNCIL COMMENTS

Councilmember Kurtzweil stated she would like to thank all the seniors that are knitting blankets and hats and doing many good things for people they have never met. She stated they are finding compassion in their hearts to help people that they will never meet and she would like to thank them for reaching into their hearts particularly at this time of year. Councilmember Kurtzweil stated every subdivision in the City looks wonderful, but Hidden Creek is like a winter wonderland and she wants to thank all of her friends and neighbors that participate in this. She further stated it is breathtaking and they do it for our community. She further stated she wants to wish a Happy Hanukkah to the Jewish members of the community and Merry Christmas to everyone and please share the miracle of Christmas with everyone.

Councilmember Kramer stated he would like to thank everyone on Council for the meeting tonight, everyone treated each other with respect and he hopes this continues through the new year.

Councilmember Wedell stated he agrees and we had a very good meeting tonight. He further stated he enjoyed Cool Yule and he is appreciative of the clean streets he woke up to today and he is thankful for the City services and he would like to wish everyone a Merry Christmas.

Councilmember Ryzyi stated the DPW does a great job every year. Department Head Martin stated the cleaning of the streets began a long time ago, he stated the employees do a great job and keep an eye on the equipment so we can replace or fix things as needed before the snow flies. Councilmember Ryzyi stated the Holiday party is this Wednesday and he wants to thank all the employees, Election Inspectors, and all the members of the Boards and Commissions. He further stated Hidden Creek has great Christmas lights, as well as some very nice ones on Lake Street. Councilmember Ryzyi wished everyone a Merry Christmas and Happy New Year. He further stated with the November election next year we may see some new Councilmembers and he sees many positive things coming our way.

Councilmember Parisien stated she would like to say great job by the DPW for the clearing of the snow. She further stated she watched the Discover the D and it was a great show. They did a great job touching on multiple businesses in South Lyon and it is something worth everyone seeing.

Councilmember Kivell stated lights have been added with Michigan Seamless Tube where the ice rink is located near the tube mill and it is nice having companies in the community that are very generous and willing to work with us. He further wished everyone a Merry Christmas and Happy New Year.

Councilmember Kurtzweil stated she would like the memo from the City Manager regarding the conflict of interest review to be added as part of the minutes. (see attached memo)

Mayor Galeas stated he would like to thank the students for attending. He further stated he attended Cool Yule and it was amazing, and seeing all the kids with the glow sticks was great. He further stated the weather was great and it has been growing each year, and he is happy to see so many people getting involved. Mayor Galeas asked Chief Kennedy to speak about the award given to Cindy Conrad. Chief Kennedy stated each year the command staff does a review of our staff and Cindy Conrad has been one of the best of the best for 2016, she has been part of the staff for two years. Mayor Galeas stated he would like to wish everyone a Merry Christmas and Happy New Year.

ADJOURNMENT

CM 12-9-16 MOTION TO ADJOURN

Motion by Kramer, supported by Kurtzweil
Motion to adjourn at 9:06 p.m.

VOTE: MOTION CARRIED

Respectfully submitted,

Mayor John Galeas

Lisa Deaton Clerk/Treasurer

DRAFT

Conflict of Interest Review

The City of South Lyon is a home rule community with a Council-Manager form of government. There are currently seven members on the council including the separately elected Mayor who has full voting authority on all matters.

The City of South Lyon is seeking assistance from outside counsel to review and investigate conflict of interest allegations as it relates to both the City Charter and City Code. The allegations are in relation to three votes conducted by the City Council of South Lyon on August 8, 2016. The first was a vote to approve a contract between the City of South Lyon and Pullum Windows as the low bidder of two to replace the windows in the main Police Department building. The second vote was to waive the bidding process for replacement windows for the City owned building located at 318 W Lake St. (occupied by the South Lyon Area Recreation Authority). The third vote was to approve a contract between Pullum Windows and the City of South Lyon to replace the windows at 318 W Lake St. The total value of the two contracts was \$42,000.

At the time of the votes Councilman Glenn Kivell was employed by Pullum Windows. Councilman Kivell did not inform the Council of his employment and subsequent conflict of interest prior to any of the three votes. All three votes were unanimously approved by the Council with Councilman Kivell participating in the votes.

The City Charter section 4.6 (c) states:

(c) No Councilman shall vote on any question in which he is financially interested or in any question concerning his own official conduct; but on all other questions every Councilman present shall vote unless excused by unanimous consent of the remaining members present.

Charter Section 5.2 states:

No person holding any elective or appointive office under the City government shall take any official action on any contract with the City or other matter in which he is financially interested, or be a bondsman or surety on any contract or bond given to the City. Any member of the Council or other officer found guilty of violating the provisions of this section may be punished by a fine of not to exceed five hundred dollars (\$500.00) or be imprisoned for not more than ninety (90) days or both within the discretion of the court. The conviction of any Councilman or officer under this section shall operate in itself to forfeit his office.

The City Code section 2-72. - Responsibilities of public office states:

Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the constitution of this state and to carry out impartially the laws of the nation, state, and municipality and thus to foster respect for

all government. They are bound to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the public interest must be their primary concern. Their conduct in both their official and private affairs should be above reproach.

The City Code sections 2-75 (a) and (b) (5) state:

(a) No councilman or other official or employee, whether paid or unpaid, shall engage in any business or transaction or shall have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his official duties in the public interest or would tend to impair his independence of judgment or action in the performance of his official duties. Personal as distinguished from financial interest includes an interest arising from blood or marriage relationships or close business or political association.

(b)(5) Contracts with the city. Any councilman or other official or employee who has a substantial or controlling financial interest in any business entity, transaction, or contract with the city, or in the sale of real estate, materials, supplies, or services to the city, shall make known to the proper authority such interest in any matter on which he may be called to act in his official capacity. He shall refrain from voting upon or otherwise participating in the transaction or the making of such contract or sale.

A councilman or other official or employee shall not be deemed interested in any contract or purchase or sale of land or other thing of value unless such contract or sale is approved, awarded, entered into, or authorized by him in his official capacity.

The City is seeking to have a disinterested party:

1. Review/Investigate any role that Councilman Kivell may have played in the solicitation of bids, development of the bid proposal by his employer – Pullum Windows.
2. Review/Investigate any role that Councilman Kivell may have had in recommendations to City Administration and the City Council in relation to the award of the contracts to replace the windows in the main Police Department building and the city owned building located at 318 W Lake St.
3. Review/Investigate and determine if Councilman Kivell had a “financial interest” as defined by the City Code in the two contracts that were awarded to Pullum Windows.
4. Review/Investigate and determine if Councilman Kivell had a “financial interest” as defined by the City Charter in the two contracts that were awarded to Pullum Windows.
5. Review and determine if Councilman Kivell violated the City of South Lyon Code of Ethics as stated in the City Code Sections 2-72, 2-75 (a) and 2-75 (b)(5).
6. Make recommendations to City Administration and the City Council regarding options for addressing and identified conflict of interest, city charter or city code violations.
7. Review existing city policies and procedures related to conflict of interest and make recommendations related to improvements and implementation to City Administration and the City Council.

In order to ensure that an independent and disinterested party is conducting the review/investigation it is paramount that anyone considering assisting the City visit the City's website and ensure that they do not have a conflict of interest on their behalf in relation to any member of the City Council or the City's current City Attorney and firm of record for legal counsel.

Please provide a written proposal/summary detailing how you will conduct the review/investigation. Please also include a preliminary cost estimate with estimated number of hours to conduct the review/investigation, timeframe for completion, hourly rate and any additional anticipated expenses.

The City Council will continue to discuss this situation at their Dec. 12th regularly scheduled meeting and will make a determination at that time how to proceed, if they will be authorizing the consultation of outside counsel, and if so making a decision regarding whom they would like to work with on this issue.

December 2016 Payroll Report								
Department	Pay Rate	Reg Hours	O.T. Hours	Reg Pay	O.T. Pay	Misc.	Total Pay	Notes
Administration								
Badarak, A.	18.7700	160.00		\$ 3,003.20	\$ -		\$ 3,003.20	
Blaha, M.	14.5000	72.00		\$ 1,044.00	\$ -		\$ 1,044.00	
Ciarelli, J.	16.3700	72.00		\$ 1,178.64	\$ -		\$ 1,178.64	
Deaton, L.				\$ 4,863.46			\$ 4,863.46	
Donhue, R.				\$ 5,076.92			\$ 5,076.92	
Gotham, D.	16.7500	55.00		\$ 921.25	\$ -		\$ 921.25	
Ladner, L.				\$ 6,774.43			\$ 6,774.43	
Lanning, W.	10.7300	29.75		\$ 319.22			\$ 319.22	
Mosier, L.				\$ 4,525.30			\$ 4,525.30	
Judy Pieper	17.2800	160.00		\$ 2,764.80	\$ -		\$ 2,764.80	
TOTAL: Administration		548.75	0.00	\$ 30,471.22	\$ -	\$ -	\$ 30,471.22	
Department	Pay Rate	Reg Hours	O.T. Hours	Reg Pay	O.T. Pay	Misc.	Total Pay	Notes
Cemetery								
Bjerke, Michael	11.7200			\$ -			\$ -	
Brannun, L.	11.7200			\$ -			\$ -	
Nicholls, William	11.7200			\$ -			\$ -	
Wauford, S.	11.7200			\$ -			\$ -	
Wedesky, J. W.	11.7200			\$ -			\$ -	
Williamson, N.	12.4800			\$ -			\$ -	
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.	35.4018	168.00	16.50	\$ 5,947.50	\$ 895.24		\$ 6,842.74	
Baker, A.	32.6213	168.00	10.00	\$ 5,480.38	\$ 498.70		\$ 5,979.07	
Baker, J.	35.4018	160.00	29.50	\$ 5,664.29	\$ 1,594.19		\$ 7,258.47	
Barbour, R.	32.6213	168.00	7.00	\$ 5,480.38	\$ 349.09		\$ 5,829.46	
Brooks, T.	32.6213	168.00	7.00	\$ 5,480.38	\$ 350.60		\$ 5,830.98	
Collins, L.				\$ 7,198.52			\$ 7,198.52	
Faught, C.	35.4018	160.00	23.00	\$ 5,664.29	\$ 1,242.92	\$ 1,300.00	\$ 8,207.21	Longevity
Garris, G.	17.0300			\$ -			\$ -	
Hoydic, S	32.6213	168.00	7.00	\$ 5,480.38	\$ 350.60		\$ 5,830.98	
Krettlin, F.	17.0300	14.50		\$ 246.94			\$ 246.94	
LaChance, J.	10.0000	90.00		\$ 900.00			\$ 900.00	
Lambi, A.	11.3000	69.00		\$ 779.70			\$ 779.70	
Laraway, P.	17.0300	13.50		\$ 229.91			\$ 229.91	
Ley, K.	17.0300	16.00		\$ 272.48			\$ 272.48	
Raap, T.	32.6213	164.00	23.00	\$ 5,349.89	\$ 1,147.00		\$ 6,496.89	
Regentik, C.	18.7700	160.00		\$ 3,003.20	\$ -		\$ 3,003.20	
Sederlund, C.	35.4018	168.00	17.00	\$ 5,947.50	\$ 922.36		\$ 6,869.87	
Sovik, C.	37.7086	160.00	13.00	\$ 6,033.38	\$ 750.32		\$ 6,783.69	
Sroufe, T.	32.6213	160.00		\$ 5,219.41	\$ -		\$ 5,219.41	
Stevens, T.	32.6213	168.00		\$ 5,480.38	\$ -		\$ 5,480.38	
Tomanek, J.	32.6213	160.00	12.50	\$ 5,219.41	\$ 623.37		\$ 5,842.78	
Walton, T.	32.6213	160.00	6.00	\$ 5,219.41	\$ 299.22		\$ 5,518.63	
Wilcox, W.	12.1400	22.50		\$ 273.15	\$ -		\$ 273.15	
Wilcox, W.	17.0300	16.00		\$ 272.48	\$ -		\$ 272.48	
Wittrock, M.	32.6213	160.00		\$ 5,219.41	\$ -		\$ 5,219.41	
Total: Police		2861.50	171.50	\$ 96,062.74	\$ 9,023.60	\$ 1,300.00	\$ 106,386.34	

Department	Pay Rate	Reg Hours	O.T. Hours	Reg Pay	O.T. Pay	Misc.	Total Pay	Notes
Fire								
Armstrong, C.	21.7400	42.50		\$ 923.95			\$ 923.95	
Bach, R.	14.8800	43.50		\$ 647.28			\$ 647.28	
Carlington, L.	17.1700	28.75		\$ 493.64			\$ 493.64	
Carlington, R.	17.1700	34.50		\$ 592.37			\$ 592.37	
Conrad, C.	16.0200	136.75		\$ 2,190.74			\$ 2,190.74	
Demeniuk, C.	20.6000	26.50		\$ 545.90			\$ 545.90	
Dobrick, Zach	8.6700	27.50		\$ 238.43			\$ 238.43	
Good, Alexander	14.8800	44.75		\$ 665.88			\$ 665.88	
Kennedy, M.				\$ 2,773.08			\$ 2,773.08	
Laitinen, Daniel	8.6700	17.75		\$ 153.89			\$ 153.89	
McGillen, T.	17.1700	15.75		\$ 270.43			\$ 270.43	
Moyrihan, B.	20.6000	73.50		\$ 1,514.10			\$ 1,514.10	
Noechel, J.	20.6000	75.25		\$ 1,550.15			\$ 1,550.15	
Olando, Michael	16.0200	135.00		\$ 2,162.70			\$ 2,162.70	
Pierson, Lee	14.8800	36.50		\$ 543.12			\$ 543.12	
Salna, E.	8.6700	50.25		\$ 435.67			\$ 435.67	
Sherrill, Cody	14.8800	23.00		\$ 342.24			\$ 342.24	
Shippe, S.	17.1700	31.00		\$ 532.27			\$ 532.27	
Tooman, Brittany	9.6900	114.75		\$ 1,111.93			\$ 1,111.93	
Ulrich, C.	17.1700	16.25		\$ 279.01			\$ 279.01	
Vliet, A.	8.6700	22.00		\$ 190.74			\$ 190.74	
Weir, M.	22.8900	60.50		\$ 1,384.85			\$ 1,384.85	
Wilson, T.	20.6000	46.75		\$ 963.05			\$ 963.05	
Total: Fire		1103.00		\$ 20,505.40		\$ -	\$ 20,505.40	
Department	Pay Rate	Reg Hours	O.T. Hours	Reg Pay	O.T. Pay	Misc.	Total Pay	Notes
D.P.W.								
Abramowicz, J.	19.4600	160.00	32.5	\$ 2,972.61	\$ 948.68		\$ 3,921.29	
Archey, Je.	23.1000	160.00	58.00	\$ 3,696.00	\$ 2,038.70	\$ 280.00	\$ 6,014.70	On-call
Brock, R.	25.0300	160.00	4.00	\$ 4,004.80	\$ 153.92		\$ 4,158.72	
Buers, D.	23.2800	160.00	6.00	\$ 3,724.80	\$ 216.42		\$ 3,941.22	
Dentai, F.	20.2600	160.00	55.50	\$ 3,241.60	\$ 1,686.65	\$ 280.00	\$ 5,208.25	On-call
Jamison, M.	18.7700	160.00	4.00	\$ 3,003.20	\$ 116.40		\$ 3,119.60	
Moritz, M.	21.9000	160.00	15.50	\$ 3,504.00	\$ 520.34		\$ 4,024.34	
Paver, V.	21.5000	160.00	14.50	\$ 3,440.00	\$ 474.88	\$ 280.00	\$ 4,194.88	On-call
Piasecki, T.	21.5000	160.00	47.50	\$ 3,440.00	\$ 1,555.63	\$ 280.00	\$ 5,275.63	On-call
Race, J.	18.6600	160.00	52.50	\$ 2,770.04	\$ 1,469.48		\$ 4,239.52	
Valencia, A.	18.2600	160.00	15.50	\$ 2,818.64	\$ 424.55		\$ 3,243.19	
Total: D.P.W.		1,760.00	305.50	\$ 36,615.69	\$ 9,605.62	\$ 1,120.00	\$ 47,341.31	
Department	Pay Rate	Reg Hours	O.T. Hours	Reg Pay	O.T. Pay	Misc.	Total Pay	Notes
W. & W.W.								
Archey, Ju.	18.7700	160		\$ 3,003.20	\$ -		\$ 3,003.20	
Armstrong, C.	19.3100	160	8.00	\$ 3,022.40	\$ 231.72	\$ 290.00	\$ 3,544.12	On-call
Beason, R.	27.1500	160	2.50	\$ 4,424.00	\$ 105.56	\$ 3,932.00	\$ 8,461.56	Longevity, vac payout
Blankstrom, D.	16.2200	160		\$ 2,595.20	\$ -	\$ 340.00	\$ 2,935.20	On-call
Ciaramitaro, J.	25.5800	160		\$ 4,089.60	\$ -		\$ 4,089.60	
Erdmann, Kevin	19.3100	160		\$ 2,991.04	\$ -		\$ 2,991.04	
Gehring, D.	24.9600	160	25.00	\$ 3,993.60	\$ 948.50	\$ 430.00	\$ 5,372.10	On-call
Martin, R.				\$ 6,728.24	\$ -		\$ 6,728.24	
Poprasky, P.	20.8200	160		\$ 3,331.20	\$ -		\$ 3,331.20	
Sahl, L.	10.5100	32		\$ 336.32	\$ -		\$ 336.32	
Total: W. & W.W.		1312.00	35.50	\$ 34,514.80	\$ 1,285.78	\$ 4,992.00	\$ 40,792.58	
Grand Total		7,585.25	512.50	\$ 218,169.85	\$ 19,914.99	\$ 7,412.00	\$ 245,496.84	

PERIOD ENDING 12/31/2016

FINANCIAL REPORT FOR DECEMBER 2016

GL NUMBER	DESCRIPTION	2016-17	2016-17	YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2016 NORM (ABNORM)	12/31/2016 NORM (ABNORM)	MONTH 12/31/16 INCR (DECR)	NORM (ABNORM)	BALANCE	% BDGT USED
Fund 101 - GENERAL FUND									
Revenues									
Dept 000.000									
101-000.000-402.000	REAL PROPERTY TAX	3,412,062.00	3,412,062.00	3,284,598.02		6,495.81		127,463.98	96.26
101-000.000-423.000	SOUTH LYON WOODS TAX	920.00	920.00	957.00		96.00		(37.00)	104.02
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	7,500.00	7,500.00	5,101.94		1,233.33		2,398.06	68.03
101-000.000-451.000	BUILDING PERMITS	150,000.00	150,000.00	56,989.25		7,676.75		93,010.75	37.99
101-000.000-451.000	BUILDING PERMITS	0.00	0.00	15,310.00		1,708.00		(15,310.00)	100.00
101-000.000-452.000	HEATING & PLUMB. REFG. PERMI	0.00	0.00	9,708.00		1,115.00		(9,708.00)	100.00
101-000.000-453.000	ELECTRICAL PERMITS	0.00	0.00	1,640.50		90.00		(1,640.50)	100.00
101-000.000-454.000	LICENSES & BUSINESS MISC.	0.00	0.00	463,042.81		139,397.91		483,125.19	48.94
101-000.000-570.000	STATE SHARED REV.	946,168.00	946,168.00	1,000.00		0.00		(1,000.00)	100.00
101-000.000-600.000	BOARD OF APPEALS	0.00	0.00	0.00		0.00		(1,000.00)	100.00
101-000.000-600.000	BOARD OF APPEALS	92,047.00	92,047.00	89,184.21		165.49		2,862.79	96.89
101-000.000-630.000	ADMIN FEE PROPERTY TAX	35,000.00	35,000.00	23,063.00		1,600.00		11,937.00	65.89
101-000.000-634.000	GRAVE OPENINGS & FOUNDATIONS	40,000.00	40,000.00	35,608.17		5,437.06		4,391.83	89.02
101-000.000-642.000	POLICE	2,500.00	2,500.00	420.00		140.00		2,080.00	16.80
101-000.000-661.000	PARKING VIOLATION	30,000.00	30,000.00	11,778.35		2,066.92		18,221.65	39.26
101-000.000-662.000	LOCAL COURT FINES	7,000.00	7,000.00	1,715.18		428.40		5,284.82	24.50
101-000.000-664.000	INTEREST	0.00	0.00	207.35		34.01		(207.35)	100.00
101-000.000-664.200	PARK AND REC. INTEREST	0.00	0.00	182.68		39.37		(182.68)	100.00
101-000.000-666.000	INTEREST-EQUALIZ. & CONTINGENC	150,000.00	150,000.00	78,383.90		0.00		71,616.10	52.26
101-000.000-668.200	RENTS AND ROYALTIES-CABLE	40,000.00	40,000.00	20,872.04		3,199.62		19,127.96	52.18
101-000.000-668.300	LEASE--ANTENNA	8,800.00	8,800.00	4,572.18		762.03		4,227.82	51.96
101-000.000-668.400	RENTAL PROPERTIES	20,000.00	20,000.00	0.00		0.00		20,000.00	0.00
101-000.000-669.209	CONTRIBUTION-PERPETUAL CARE	0.00	38,683.00	38,298.05		0.00		384.95	99.00
101-000.000-673.000	SALES OF FIXED ASSETS	0.00	0.00	1,707.36		500.00		(1,707.36)	100.00
101-000.000-675.200	CONTRIBUTIONS-COOL YULE	4,100.00	4,100.00	918.00		0.00		3,182.00	22.39
101-000.000-675.600	CULTURAL ARTS REVENUES	20,000.00	20,000.00	0.00		0.00		20,000.00	0.00
101-000.000-694.300	PYMT. OF SIDEWALKS BY RESIDEN	100,000.00	100,000.00	63,095.00		34,086.07		36,905.00	63.10
101-000.000-698.000	MISCELLANEOUS	0.00	0.00	320.00		0.00		(320.00)	100.00
101-000.000-698.900	GRANT MONIES-CULTURAL ARTS								

Total Dept 000.000

TOTAL REVENUES

Fund 101 - GENERAL FUND:
TOTAL REVENUES

EXPENDITURE REPORT FOR CITY OF SOUTH LYON

PERIOD ENDING 12/31/2016

FINANCIAL REPORT FOR DECEMBER 2016

GL NUMBER	DESCRIPTION	2016-17 ORIGINAL BUDGET	2016-17		YTD BALANCE 12/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/16		AVAILABLE BALANCE		% BDGT USED
			AMENDED BUDGET			INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
Fund 101 - GENERAL FUND										
200.000-ADMINISTRATION		1,272,460.00	1,290,460.00		704,717.56	98,109.63		585,742.44		54.61
276.000-CEMETERY		101,325.00	101,325.00		60,612.52	2,623.68		40,712.48		59.82
295.000-SENIOR TRANSPORTATION		73,920.00	73,920.00		24,640.00	6,160.00		49,280.00		33.33
300.000-POLICE		2,542,278.00	2,542,278.00		1,280,295.54	194,896.18		1,261,982.46		50.36
335.000-FIRE		464,750.00	464,750.00		250,515.85	43,225.09		214,234.15		53.90
346.000-AMBULANCE		2,075.00	2,075.00		226.03	43.68		1,848.97		10.89
440.000-DEPT. OF PUBLIC WORKS		877,203.00	877,203.00		391,414.97	48,889.67		485,788.03		44.62
690.000-PARKS AND RECREATION		140,775.00	140,775.00		69,042.14	2,043.99		71,732.86		49.04
732.000-HISTORICAL DEPOT		30,175.00	30,175.00		14,261.34	1,611.39		15,913.66		47.26
800.000-CABLE COMMISSION		2,225.00	2,225.00		0.00	0.00		2,225.00		0.00
802.000-CULTURAL ARTS		4,675.00	4,675.00		1,480.70	133.08		3,194.30		31.67
TOTAL EXPENDITURES		5,511,861.00	5,529,861.00		2,797,206.65	397,736.39		2,732,654.35		50.58

Fund 101 - GENERAL FUND:
 TOTAL EXPENDITURES

5,511,861.00	5,529,861.00	2,797,206.65	397,736.39	2,732,654.35	50.58
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PERIOD ENDING 12/31/2016

FINANCIAL REPORT FOR DECEMBER 2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 12/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/16 INCR (DECR)	AVAILABLE BALANCE		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET			NORM	(ABNORM)	
Fund 202 - MAJOR STREETS								
000.000		0.00	0.00	0.00	0.00	0.00	0.00	0.00
212.000-ACCOUNTANT		4,080.00	4,080.00	4,130.00	0.00	(50.00)	101.23	
451.000		41,000.00	41,000.00	20,959.35	238.60	20,040.65	51.12	
463.000-STREET-ROUTINE MAINT.		151,710.00	151,710.00	75,735.51	11,207.22	75,974.49	49.92	
474.000-TRAFFIC SERVICES		14,525.00	14,525.00	5,833.22	449.57	8,691.78	40.16	
478.000-SNOW PLOWING		87,500.00	87,500.00	12,664.36	9,004.45	74,835.64	14.47	
479.000-SNOW REMOVAL		3,700.00	3,700.00	1,881.14	1,703.98	1,818.86	50.84	
485.000-TRANSFER BETWEEN FUNDS		146,113.00	146,113.00	0.00	0.00	146,113.00	0.00	
491.000-STORM SEWER		9,805.00	9,805.00	3,240.78	202.39	6,564.22	33.05	
TOTAL EXPENDITURES		458,433.00	458,433.00	124,444.36	22,806.21	333,988.64	27.15	
Fund 202 - MAJOR STREETS:								
TOTAL EXPENDITURES		458,433.00	458,433.00	124,444.36	22,806.21	333,988.64	27.15	
Fund 203 - LOCAL STREETS								
000.000		0.00	0.00	0.00	0.00	0.00	0.00	
212.000-ACCOUNTANT		4,100.00	4,100.00	4,130.00	0.00	(30.00)	100.73	
451.000		0.00	0.00	0.00	0.00	0.00	0.00	
463.000-STREET-ROUTINE MAINT.		145,145.00	145,145.00	62,395.16	10,974.72	82,749.84	42.99	
474.000-TRAFFIC SERVICES		6,250.00	6,250.00	4,834.14	142.82	1,415.86	77.35	
478.000-SNOW PLOWING		71,900.00	71,900.00	10,829.44	8,796.94	61,070.56	15.06	
485.000-TRANSFER BETWEEN FUNDS		0.00	0.00	0.00	0.00	0.00	0.00	
491.000-STORM SEWER		15,625.00	15,625.00	3,289.62	202.39	12,335.38	21.05	
TOTAL EXPENDITURES		243,020.00	243,020.00	85,478.36	20,116.87	157,541.64	35.17	
Fund 203 - LOCAL STREETS:								
TOTAL EXPENDITURES		243,020.00	243,020.00	85,478.36	20,116.87	157,541.64	35.17	

PERIOD ENDING 12/31/2016

FINANCIAL REPORT FOR DECEMBER 2016

GL NUMBER	DESCRIPTION	2016-17	2016-17	YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2016 NORM (ABNORM)	MONTH 12/31/16 INCR (DECR)	NORM (ABNORM)	BALANCE	
Fund 592 - WATER & SEWER								
452.000		0.00	310,000.00	289,447.14	18,203.48	20,552.86		93.37
540.000-WATER / REPAIR		144,831.00	144,831.00	35,983.36	3,275.65	108,847.64		24.85
550.000-SEWER / REPAIR		146,850.00	146,850.00	37,310.68	5,356.56	109,539.32		25.41
555.000-REFUSE COLLECTION		504,000.00	504,000.00	251,506.98	41,973.84	252,493.02		49.90
556.000-WATER		967,897.00	967,897.00	354,837.39	53,254.74	613,059.61		36.66
557.000-WASTEWATER		1,883,340.00	1,573,340.00	542,385.16	118,518.04	1,030,954.84		34.47
TOTAL EXPENDITURES		3,646,918.00	3,646,918.00	1,511,470.71	240,582.31	2,135,447.29		41.45
Fund 592 - WATER & SEWER:								
TOTAL EXPENDITURES		3,646,918.00	3,646,918.00	1,511,470.71	240,582.31	2,135,447.29		41.45

CHECK REGISTER FOR CITY OF SOUTH LYON
CHECK DATE FROM 12/15/2016 - 01/05/2017

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount	Status
Bank 01 GEN FUND CHECKING							
12/15/2016	01	70711	MISC	WATER RESOURCES COMMISSIONER	SOIL EROSION PERMIT REVIEW	225.00	Open
12/15/2016	01	70712	MISC	JOSH GOYDIC	WITNESS FEES - 11/30/16	6.00	Open
12/15/2016	01	70713	3160	ADVANCED WIRELESS TELECOM	MOBILE RADIO & ANTENNA INSTALLED W-5	300.00	Open
12/15/2016	01	70714	5436	AFFORDABLE WATER TREATMENT	WATER METER SHUTOFF REPAIRED	112.00	Open
12/15/2016	01	70715	5310	ARBOR SPRINGS WATER CO., INC.	WATER	13.00	Open
12/15/2016	01	70716	2431	AT&T*	PHONE @ CEMETERY	63.22	Open
12/15/2016	01	70717	4234	AVAYA*, INC.	WATER DEPT PHONE SYSTEM	226.26	Open
12/15/2016	01	70718	3602	BLUE CROSS BLUE SHIELD OF MICH	MEDICAL INS - JANUARY 2017 - RETIREE	3,112.06	Open
					MEDICAL INS - JANUARY 2017	37,393.82	Open
						40,505.88	
12/15/2016	01	70719	11083	RONALD BROCK	MILEAGE REIMBURSEMENT -TRAINING CLAS	127.44	Open
12/15/2016	01	70720	5264	BUSCH'S	SUPPLIES	19.14	Open
					SUPPLIES	49.43	Open
						68.57	
12/15/2016	01	70721	4042	CI CONTRACTING, INC	DOROTHY ST SANITARY SEWER RELOC - PA	18,114.27	Open
12/15/2016	01	70722	3935	CIB PLANNING	PLANNING CONSULTANT FEES	5,765.00	Open
12/15/2016	01	70723	3442	CMC TELECOM, INC.	PHONE SERVICE	72.84	Open
12/15/2016	01	70724	0283	CORRIGAN OIL CO.	GAS & DIESEL - NOV 2016	6,498.63	Open
12/15/2016	01	70725	0317	DTE ENERGY	ELECTRIC SERVICE 10/26-11/22/16	19,858.44	Open
12/15/2016	01	70726	6061	MATTHEW EMERY	VIDEO COUNCIL MEETING - 12/12/16	75.00	Open
12/15/2016	01	70727	3455	EMPLOYEE HEALTH INSURANCE MGMT	RX CHARGES	4,237.81	Open
12/15/2016	01	70728	6113	JOHN GALEAS, JR	COUNCIL PAY - DECEMBER 2016	220.00	Open
12/15/2016	01	70729	5205	GRANDE TRUNKE HOME	REIMBURSE FOR DAMAGED ITEM	20.00	Open
12/15/2016	01	70730	4094	HR MGMT GROUP INC	NEW EMPLOYEE BACKGROUND CHECK	240.00	Open
12/15/2016	01	70731	2586	GLENN KIVELL	COUNCIL PAY -DECEMBER 2016	180.00	Open
12/15/2016	01	70732	3398	MICHAEL KRAMER	COUNCIL PAY - DECEMBER 2016	180.00	Open
12/15/2016	01	70733	6114	MARGARET KURTZWELL	COUNCIL PAY - DECEMBER 2016	180.00	Open
12/15/2016	01	70734	9778	LEXISNEXIS	NOVEMBER CONTRACT FEE	30.00	Open
12/15/2016	01	70735	3375	LOWE'S	VACUUM, HOLIDAY DECORATIONS, TOILET	515.21	Open
12/15/2016	01	70736	0837	MWEA	ASSET MGMT SEMINAR - BEASON & CIARAM	400.00	Open
					OPERATOR DAY - BEASON & GEHRINGER	420.00	Open
						820.00	
12/15/2016	01	70737	5434	OAKLAND COUNTY MUTUAL AID	2017 DUES	3,000.00	Open
12/15/2016	01	70738	1034	OAKLAND COUNTY TREASURER	SOUTH LYON WOODS TAX - NOV 2016	480.00	Open
12/15/2016	01	70739	3004	OBSERVER & ECCENTRIC NEWSPAPER	LEGAL ADS	566.40	Open
12/15/2016	01	70740	6115	MARY PARISIEN	COUNCIL PAY - DECEMBER 2016	180.00	Open
12/15/2016	01	70741	0462	PETER'S TRUE VALUE HARDWARE	HARDWARE SUPPLIES	76.20	Open
12/15/2016	01	70742	0943	PLUMBERS SERVICE	CABLED SANITARY LINE - 7111 N HAGADO	256.50	Open
12/15/2016	01	70743	9065	PROVIDENCE OCCUPATIONAL	D.O.T. PHYSICAL & ALCOHOL SCREENING	119.00	Open
12/15/2016	01	70744	3756	JOSEPH RYZYI	COUNCIL PAY - DECEMBER 2016	180.00	Open
12/15/2016	01	70745	5893	SAFEBUILT MICHIGAN, INC.	NOVEMBER PERMITS	3,271.50	Open
12/15/2016	01	70746	7935	KELLY SMITH	WILHELM/BUSCH WEDDING 12/3/16	275.00	Open
12/15/2016	01	70747	5974	STATE OF MICHIGAN	WWTP NPDES ANNUAL PERMIT FEE	5,500.00	Open
12/15/2016	01	70748	3100	STATE OF MICHIGAN**	FINGERPRINTING	42.00	Open

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Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount	Status
12/15/2016	01	70749	1378	HARVEY WEDELL	COUNCIL PAY - DECEMBER 2016	180.00	Open
12/15/2016	01	70750	3984	WOW! BUSINESS	CABLE & INTERNET SERVICE PARK SECURITY	136.22 62.00 198.22	Open Open
12/22/2016	01	70751	MISC	Singh Homes II, Inc	BD Payment Refund BD Payment Refund	500.00 500.00 1,000.00	Open Open
12/22/2016	01	70752	MISC	OKEMOS HOSPITALITY GROUP LLC	TRAINING ACCOMMODATIONS - SOVIK	410.88	Open
12/22/2016	01	70753	MISC	REV MIKE HORLOCKER	REIMB COOL YULE SUPPLIES	116.64	Open
12/22/2016	01	70754	MISC	NATIONAL LINK LP	REFUND TAX OVERPAYMENT 80.21.30.377.	9.71	Open
12/22/2016	01	70755	5310	ARBOR SPRINGS WATER CO., INC.	WATER FOR CITY HALL	19.50	Open
12/22/2016	01	70756	3749	KRISPEN S. CARROLL	PAYROLL DEDUCTION - 12/22/16	578.26	Open
12/22/2016	01	70757	0058	CITY OF SOUTH LYON	WATER BILL	287.23	Open
12/22/2016	01	70758	1334	LISA DEATON	TRIP TO FONTIAC - 11/22/2016	41.04	Open
12/22/2016	01	70759	3455	EMPLOYEE HEALTH INSURANCE MGMT	ADMIN FEES	777.00	Open
12/22/2016	01	70760	4973	GREEN OAK TWP. FIRE DEPT.	PHLS COURSE - KENNEDY	160.00	Open
12/22/2016	01	70761	9939	INTERNATIONAL CODE COUNCIL	ANNUAL DUES	135.00	Open
12/22/2016	01	70762	0057	INTL UNION OF OPERATING ENG	PAYROLL DEDUCTIONS - DECEMBER 2016	316.86	Open
12/22/2016	01	70763	3955	JOHNSON, ROSATI, SCHULTZ &	CITY ATTORNEY RETAINER WORK LEGAL FEES - MI TAX TRIBUNAL MATTERS	12,583.51 208.00 12,791.51	Open Open
12/22/2016	01	70764	4089	JONES & BARTLETT LEARNING	EMT TEXT BOOK	281.94	Open
12/22/2016	01	70765	9834	WOODROW MATNEY	CUSTODIAL SVCS @ DEPOT	684.00	Open
12/22/2016	01	70766	1777	KEN MICHALIK	REIMB QUILT SHOW SUPPLIES	86.31	Open
12/22/2016	01	70767	0190	MICHIGAN ASSOC. OF CHIEFS	POLICE EXECUTIVE TRAINING - SOVIK	995.00	Open
12/22/2016	01	70768	0470	MISDU	PAYROLL DEDUCTION - 12/22/2016	322.07	Open
12/22/2016	01	70769	9978	NATIONAL ASSOCIATION OF SCHOOL	ANNUAL MEMBERSHIP RENEWAL	40.00	Open
12/22/2016	01	70770	0218	PARKSIDE CLEANERS	RUG CLEANING	43.00	Open
12/22/2016	01	70771	0462	PETER'S TRUE VALUE HARDWARE	NOVEMBER 2016 STMT	1,285.00	Open
12/22/2016	01	70772	2507	R.R.R.A.S.O.C.	HAZARDOUS WASTE EVENT - 1 CAR	23.00	Open
12/22/2016	01	70773	5799	RACO MANUFACTURING	ALARM DIALER 3 YR SOFTWARE SVC AGREE	756.00	Open
12/22/2016	01	70774	5354	SALEM-SOUTH LYON DISTRICT	TAXES DUE TO LIBRARY	789.87	Open
12/22/2016	01	70775	0461	SOUTH LYON COMMUNITY SCHOOLS	TAXES DUE TO SCHOOLS	6,790.90	Open
12/22/2016	01	70776	1732	STANDARD INSURANCE COMPANY	LIFE & DISABILITY PREMIUMS	2,517.60	Open
12/22/2016	01	70777	0062	VANTAGEPOINT TRANSFERS	PLAN #301149, PAYROLL DEDUCTIONS - 1	3,826.48	Open
12/22/2016	01	70778	5925	W.H. GRIFFIN, TRUSTEE	PAYROLL DEDUCTION - 12/22/16	253.85	Open
12/22/2016	01	70779	3854	SUSAN L. WINTERS	PAYROLL DEDUCTION - 12/22/16	153.58	Open
12/22/2016	01	70780	3984	WOW! BUSINESS	CABLE SERVICE INTERNET SERVICE FIBER OPTIC NETWORK	117.61 46.97 710.00 874.58	Open Open Open
12/29/2016	01	70781	MISC	Kearns Brothers, Inc.	BD Payment Refund	172.25	Open
12/29/2016	01	70782	5310	ARBOR SPRINGS WATER CO., INC.	WATER FOR CITY HALL	19.50	Open
12/29/2016	01	70783	0058	CITY OF SOUTH LYON	WATER BILL	111.46	Open

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12/29/2016	01	70784	3165	CONSUMERS ENERGY^	WATER FOR CITY HALL	287.23	Open
12/29/2016	01	70785	5837	COOK AUTOMOTIVE	GAS SERVICE	398.69	Open
12/29/2016	01	70786	3780	CORELOGIC REAL ESTATE TAX SRVC	TRANSMISSION CLEAN & FLUSH - PD221	316.86	Open
					REFUND TAX OVERPAYMENTS ON (12) PARC	181.50	Open
12/29/2016	01	70787	0584	DTE ENERGY	ELECTRIC SERVICE	775.42	Open
					ELECTRIC SERVICE	509.77	Open
					ELECTRIC SERVICE	258.58	Open
						768.35	
12/29/2016	01	70788	0584	DTE ENERGY	ELECTRIC SERVICE	1,502.97	Open
12/29/2016	01	70789	3455	EMPLOYEE HEALTH INSURANCE MGMT	RX FEES	87.00	Open
12/29/2016	01	70790	1508	FIRE ENGINEERING	RENEW SUBSCRIPTION	21.00	Open
12/29/2016	01	70791	4045	FRANK FOGARTY	B.O.R. PAY	50.00	Open
12/29/2016	01	70792	5111	KIWANIS CLUB OF SOUTH LYON	CITY CHRISTMAS TREE	79.00	Open
12/29/2016	01	70793	6636	LYNNE LADNER	DECEMBER CAR ALLOWANCE	350.00	Open
12/29/2016	01	70794	1360	LERETA LLC	REFUND TAX OVERPAYMENTS 20.454.085,	102.47	Open
12/29/2016	01	70795	4027	LERMA, INC	ANNUAL MEMBERSHIP DUES	50.00	Open
12/29/2016	01	70796	4046	LUANN LYON	B.O.R. PAY	50.00	Open
12/29/2016	01	70797	3520	METLIFE - GROUP BENEFITS	DENTAL INSURANCE	5,003.21	Open
12/29/2016	01	70798	1545	MICHIGAN ASSOC OF FIRE CHIEFS	2017 DUES - KENNEDY, WEIR	370.00	Open
12/29/2016	01	70799	0662	MICHIGAN STATE FIREMEN'S ASSOC	FIRE OFFICER BOOKS	237.85	Open
12/29/2016	01	70800	4226	BRUCE NUSSEAU	B.O.R. PAY	50.00	Open
12/29/2016	01	70801	0044	PITNEY BOWES INC	MAIL MACHINE RENTAL	252.00	Open
12/29/2016	01	70802	1199	PNC BANK	EE/VOL APPR DINNER & GIFTS, LEGAL AD	4,898.39	Open
12/29/2016	01	70803	2562	POSTMASTER	POSTAGE FOR JANUARY BILLING	1,127.78	Open
12/29/2016	01	70804	4076	PRINCIPAL FINANCIAL GROUP	JANUARY VISION INS PREMIUMS	725.06	Open
12/29/2016	01	70805	9065	PROVIDENCE OCCUPATIONAL	PHYSICAL, DRUG SCREEN, HEP B VAC.	588.00	Open
12/29/2016	01	70806	5218	SOUTHEASTERN MICHIGAN ASSOC	2017 MEMBERSHIP DUES	40.00	Open
12/29/2016	01	70807	1465	TERMINIX PROCESSING CENTER	PEST CONTROL - 318 W LAKE	60.00	Open
12/29/2016	01	70808	3675	TOSHIBA FINANCIAL SERVICES	COPY MACHINE RENTALS	1,374.16	Open
12/29/2016	01	70809	2060	WELLS FARGO	REFUND TAX OVERPAYMENT 30.278.051, 3	85.14	Open
12/29/2016	01	70810	3984	WOW! BUSINESS	CABLE BOX	10.00	Open
12/29/2016	01	70811	MISC	FIRST AMERICAN TITLE INS CO	REFUND TAX OVERPAYMENT 21.18.455.006	75.87	Open
12/29/2016	01	70812	MISC	FIRST CENTENNIAL TITLE	REFUND TAX OVERPAYMENT 21.30.278.031	30.58	Open
12/29/2016	01	70813	MISC	SEASON'S TITLE AGENCY	REFUND TAX OVERPAYMENT 21.29.229.231	18.52	Open
12/29/2016	01	70814	4091	ELECTRICAL CODE SERVICES LLC	ELECTRICAL INSPECTOR'S PAY - DEC 201	849.01	Open
01/05/2017	01	70815	MISC	MATT ZMUDA	PHOTOGRAPHS & MARKETING	100.00	Open
01/05/2017	01	70816	0561	A.F.S.C.M.E. COUNCIL 25	PAYROLL DEDUCTIONS - 1/6/17	635.20	Open
01/05/2017	01	70817	5384	ACCUNET WEB SERVICES	REDESIGN WEB PROJECT	400.00	Open
01/05/2017	01	70818	5374	AT&T MOBILITY	MOBILE PHONE SERVICE	402.37	Open
01/05/2017	01	70819	4234	AVAYA*, INC.	DPW PHONE SYSTEM	12.58	Open
01/05/2017	01	70820	3749	KRISPEN S. CARROLL	PAYROLL DEDUCTION - 1/6/17	578.26	Open
01/05/2017	01	70821	0058	CITY OF SOUTH LYON	WATER BILL	52.87	Open
01/05/2017	01	70822	3165	CONSUMERS ENERGY^	GAS SERVICE	386.42	Open
					GAS SERVICE 11/18-12/20/16	1,427.53	Open
					GAS SERVICE 11/19-12/22/16	6,828.28	Open
					GAS SERVICE	250.09	Open
					GAS SERVICE	113.29	Open
					GAS SERVICE	109.41	Open
						9,115.02	

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01/05/2017	01	70823	0317	DTE ENERGY	STREETLIGHTS	9,287.03	Open
01/05/2017	01	70824	0584	DTE ENERGY	ELECTRIC SERVICE 11/23-12/27/16	798.54	Open
					ELECTRIC SERVICE 11/18-12/20/16	1,057.91	Open
					ELECTRIC SERVICE	84.00	Open
					ELECTRIC SERVICE	181.77	Open
						<u>2,122.22</u>	
01/05/2017	01	70825	4117	DONALD GOTHAM	ORDINANCE OFFICER MILEAGE	77.58	Open
01/05/2017	01	70826	0470	MISDU	PAYROLL DEDUCTION - 1/6/17	322.07	Open
01/05/2017	01	70827	5364	PEOPLE'S EXPRESS	NOVEMBER SR. TRANSPORTATION	6,160.00	Open
01/05/2017	01	70828	5141	POLICE OFFICERS ASSOCIATION OF	PAYROLL DEDUCTION - 1/6/17	615.40	Open
01/05/2017	01	70829	0559	POLICE OFFICERS LABOR COUNCIL	PAYROLL DEDUCTIONS - 1/6/17	251.25	Open
01/05/2017	01	70830	0213	ROAD COMMISSION FOR OAKLAND	TRAFFIC SIGNAL MAINT - NOV 2016	104.68	Open
01/05/2017	01	70831	5554	SALEM-SOUTH LYON DISTRICT	TAXES DUE TO LIBRARY	1,863.51	Open
01/05/2017	01	70832	0461	SOUTH LYON COMMUNITY SCHOOLS	TAXES DUE TO SCHOOLS	24,542.06	Open
01/05/2017	01	70833	3675	TOSHIBA FINANCIAL SERVICES	COPIER LEASE	84.00	Open
01/05/2017	01	70834	0062	VANTAGEPOINT TRANSFERS	PAYROLL DEDUCTIONS - 1/6/17	3,795.89	Open
01/05/2017	01	70835	5925	W.H. GRIFFIN, TRUSTEE	PAYROLL DEDUCTION - 1/6/17	253.85	Open
01/05/2017	01	70836	3854	SUSAN L. WINTERS	PAYROLL DEDUCTION - 1/6/17	156.51	Open
01/05/2017	01	70837	3984	WOW! BUSINESS	INTERNET SERVICE	35.97	Open
					INTERNET & CABLE SERVICE	126.24	Open
						<u>162.21</u>	

01 TOTALS:

Total of 127 Disbursements:

231,761.34

INVOICE GL DISTRIBUTION REPORT FOR CITY OF SOUTH LYON
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CHECKS TO BE APPROVED 1/9/2017

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000.000	ENGINEERING FEES	HUBBELL, ROTH, & CLARK,	SITE PLAN FEES	4,735.82	
101-000.000-035.000		Total For Dept 000.000		4,735.82	
Dept 200.000 ADMINISTRATION					
101-200.000-727.000	OFFICE SUPPLIES	LB OFFICE PRODUCTS	OFFICE SUPPLIES	67.43	
101-200.000-727.000	OFFICE SUPPLIES	LB OFFICE PRODUCTS	OFFICE SUPPLIES	190.90	
101-200.000-801.000	PROFESSIONAL SERVICE	HUBBELL, ROTH, & CLARK,	SAFE ROUTES TO SCHOOL	1,056.02	
101-200.000-801.000	PROFESSIONAL SERVICE	HUBBELL, ROTH, & CLARK,	COMCAST UTILITY INSTALLATION	227.40	
101-200.000-802.000	CONTRACTUAL SVCS	RIZZO SERVICES	DUMPSTERS & RECYCLING JAN 2017	63.13	
101-200.000-900.000	PRINTING	LAKELAND PRINTING	BUSINESS CARDS - GOTHAM	59.00	
		Total For Dept 200.000 ADMINISTRATION		1,663.88	
Dept 276.000 CEMETERY					
101-276.000-740.000	OPERATING EXPENSE	BADER & SONS CO.	CLUTCH FOR TRACTOR #4	187.66	
101-276.000-740.000	OPERATING EXPENSE	PARKSIDE CLEANERS	UNIFORMS EMBROIDERED	14.14	
101-276.000-802.000	CONTRACTUAL SVCS	RIZZO SERVICES	DUMPSTERS & RECYCLING JAN 2017	76.27	
		Total For Dept 276.000 CEMETERY		278.07	
Dept 300.000 POLICE					
101-300.000-727.000	OFFICE SUPPLIES	LAW ENFORCEMENT SYSTEMS,	CODE & ORDINANCE VIOLATION NOTICES PR	95.00	
101-300.000-727.000	OFFICE SUPPLIES	OFFICE EXPRESS	CUSTOM SELF-INKING STAMP	18.99	
101-300.000-727.000	OFFICE SUPPLIES	OFFICE EXPRESS	TONER	90.99	
101-300.000-740.000	OPERATING EXPENSE	LIFELOC TECHNOLOGIES, IN	(100) MOUTHPIECES	70.00	
101-300.000-802.000	CONTRACTUAL SVCS	RIZZO SERVICES	DUMPSTERS & RECYCLING JAN 2017	38.13	
101-300.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	WIPER BLADES	63.32	
101-300.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	HYDRAULIC OIL & FLOOR DRI	9.81	
101-300.000-863.000	VEHICLE MAINTENANCE	HINES PARK FORD, INC.	TRANS COOLER LINE PD221	73.06	
101-300.000-863.000	VEHICLE MAINTENANCE	HINES PARK FORD, INC.	ALTERNATOR FOR PD222	347.45	
101-300.000-863.000	VEHICLE MAINTENANCE	SHARE CORP.	MECHANIC'S SUPPLIES	35.84	
101-300.000-863.000	VEHICLE MAINTENANCE	VICTORY LANE	OIL CHANGE - PD 221	33.48	
101-300.000-863.000	VEHICLE MAINTENANCE	VICTORY LANE	OIL CHANGE 2017 FORD EXPLORER	33.48	
		Total For Dept 300.000 POLICE		909.55	
Dept 335.000 FIRE					
101-335.000-721.000	UNIFORMS & CLEANING ALLOWANCE	NYE UNIFORM	TACTICAL RESCUE UNIFORM	151.54	
101-335.000-727.000	OFFICE SUPPLIES	GRAINGER	WET VACUUM, PAPER TOWEL, TOILET CLEAN	241.67	
101-335.000-740.000	OPERATING EXPENSE	CHIEF'S CHOICE	TRUCK WASH SPRAYER	156.13	
101-335.000-802.000	CONTRACTUAL SVCS	RIZZO SERVICES	DUMPSTERS & RECYCLING JAN 2017	38.14	
101-335.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	HYDRAULIC OIL & FLOOR DRI	6.55	
101-335.000-863.000	VEHICLE MAINTENANCE	APOLLO FIRE EQUIPMENT CO	(2) CHAIN SAW MOUNT	244.43	
101-335.000-863.000	VEHICLE MAINTENANCE	CTT EQUIPMENT LLC	VEHICLE LIFTS INSPECTED & REPAIRED	176.10	
101-335.000-863.000	VEHICLE MAINTENANCE	O'REILLY AUTO PARTS	ANTI-FREEZE	95.94	
101-335.000-863.000	VEHICLE MAINTENANCE	PAYETTE SALES & SERVICE,	CHARGER RACK, LOCK (CHROME)	123.81	
101-335.000-863.000	VEHICLE MAINTENANCE	PAYETTE SALES & SERVICE,	BATTERY LADDER NOZZLE CONTROL	513.43	
101-335.000-863.000	VEHICLE MAINTENANCE	SHARE CORP.	MECHANIC'S SUPPLIES	23.98	
101-335.000-931.000	BUILDING MAINTENANCE	ADVANCED SAFE & LOCK	REPAIR OFFICE LOCK CYLINDER	98.00	
101-335.000-977.000	EQUIPMENT	BOUND TREE MEDICAL, LLC	BLOOD PRESSURE CUFF, PULSE OXIMETER	300.48	

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Fund 101 GENERAL FUND					
Dept 335.000 FIRE	EQUIPMENT	PHYSIO-CONTROL, INC.	AED BATTERY	699.00	
101-335.000-977.000	EQUIPMENT	SUNNY COMMUNICATIONS, IN	(3) 800 MHZ RADIOS	1,225.00	
101-335.000-977.000		Total For Dept 335.000 FIRE		4,094.20	
Dept 440.000 DEPT. OF PUBLIC WORKS					
101-440.000-721.000	UNIFORMS & CLEANING ALLOWANCE	PARKSIDE CLEANERS	UNIFORMS EMBROIDERED	8.00	
101-440.000-727.000	OFFICE SUPPLIES	LB OFFICE PRODUCTS	SUPPLIES	60.85	
101-440.000-727.000	OFFICE SUPPLIES	LB OFFICE PRODUCTS	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	ARBOR SPRINGS WATER CO.,	WATER	13.00	
101-440.000-740.000	OPERATING EXPENSE	LB OFFICE PRODUCTS	SUPPLIES	75.60	
101-440.000-740.000	OPERATING EXPENSE	QUALITY FIRST AID & SAFE	HAND SOAP	70.99	
101-440.000-802.000	OPERATING EXPENSE	RIZZO SERVICES	DUMPSTERS & RECYCLING JAN 2017	119.86	
101-440.000-860.000	CONTRACTUAL SVCS	HARRIS OIL CORPORATION	HYDRAULIC OIL	964.00	
101-440.000-860.000	GAS & OIL	ADVANCE AUTO PARTS	MECHANIC'S TOOL	8.83	
101-440.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	TRANS FLUID & AIR HOSE	64.80	
101-440.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	BRAKE PARTS & GEAR OIL	107.78	
101-440.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	HYDRAULIC OIL & FLOOR DRI	333.04	
101-440.000-863.000	VEHICLE MAINTENANCE	BADER & SONS CO.	TIRE & RIMS FOR JD1575	377.64	
101-440.000-863.000	VEHICLE MAINTENANCE	COMMERCE AUTO & RADIATOR	TRANS COOLER REPAIR T-7	173.38	
101-440.000-863.000	VEHICLE MAINTENANCE	CTT EQUIPMENT LLC	VEHICLE LIFTS INSPECTED & REPAIRED	573.90	
101-440.000-863.000	VEHICLE MAINTENANCE	FLEETPRIDE	AIR HORN T-8	132.96	
101-440.000-863.000	VEHICLE MAINTENANCE	FLEETPRIDE	RADIATOR DRAIN VALVE T-7	3.23	
101-440.000-863.000	VEHICLE MAINTENANCE	GREEN OAK TIRE, INC.	TIRES FOR T-7	1,057.00	
101-440.000-863.000	VEHICLE MAINTENANCE	INTERSTATE BILLING SERVI	MISC PART FOR TOOLCAT	54.26	
101-440.000-863.000	VEHICLE MAINTENANCE	INTERSTATE BILLING SERVI	FUEL FILTER - LOADER	10.29	
101-440.000-863.000	VEHICLE MAINTENANCE	JACK DOHENY SUPPLIES INC	VACTOR WATER SPRAY HAND GUN	140.00	
101-440.000-863.000	VEHICLE MAINTENANCE	O'REILLY AUTO PARTS	MECHANIC'S TOOL	10.99	
101-440.000-863.000	VEHICLE MAINTENANCE	O'REILLY AUTO PARTS	ANTI-FREEZE	121.92	
101-440.000-863.000	VEHICLE MAINTENANCE	O'REILLY AUTO PARTS	MISC PARTS T-15	8.34	
101-440.000-863.000	VEHICLE MAINTENANCE	SHARE CORP.	MECHANIC'S SUPPLIES	86.24	
101-440.000-863.000	VEHICLE MAINTENANCE	TIRE WHOLESALERS COMPANY	TIRE FOR JD1445 & TOOLCAT	600.00	
101-440.000-863.000	VEHICLE MAINTENANCE	WOLVERINE TRUCK SALES, I	TRANS COOLER T-7	491.46	
101-440.000-863.000	VEHICLE MAINTENANCE	MCGRAW MECHANICAL	REPAIR BARN/GARAGE HEATER & FURNACE	1,463.00	
101-440.000-931.000	BUILDING MAINTENANCE	HUBBELL, ROTH, & CLARK,	STORM WATER PERMIT ASST 2015/16	753.97	
101-440.000-935.000	NPDES PHASE 2 STORMWATER	HORNET CONCRETE CO. INC.	CONCRETE FOR SIDEWALK REPAIR	497.00	
101-440.000-974.000	LAND IMPROVEMENTS	Total For Dept 440.000 DEPT. OF PUBLIC WORKS		8,496.31	
Dept 690.000 PARKS AND RECREATION					
101-690.000-801.000	PROFESSIONAL SERVICE	JOHN'S SANITATION	PORTA JOHNS @ PARKS	290.00	
101-690.000-801.000		Total For Dept 690.000 PARKS AND RECREATION		290.00	
Fund 202 MAJOR STREETS					
Dept 451.000					
202-451.000-801.000	PROFESSIONAL SERVICE	HUBBELL, ROTH, & CLARK,	MC MURN STREET IMPROVEMENTS	341.10	
202-451.000-801.000		Total For Fund 101 GENERAL FUND		20,467.83	

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Fund 202 MAJOR STREETS Dept 451.000					
Dept 463.000 STREET-ROUTINE MAINT.				341.10	
202-463.000-930.000 REPAIR MAINTENANCE			LEAF DISPOSAL (320 YARDS)	640.00	
202-463.000-930.000 REPAIR MAINTENANCE			LEAF DISPOSAL	40.00	
			Total For Dept 463.000 STREET-ROUTINE MAINT.	680.00	
Dept 474.000 TRAFFIC SERVICES					
202-474.000-740.000 OPERATING EXPENSE		CARRIER & GABLE INC	CROSSWALK FLASHER LIGHTS	229.00	
			Total For Dept 474.000 TRAFFIC SERVICES	229.00	
Dept 478.000 SNOW PLOWING					
202-478.000-740.000 OPERATING EXPENSE		ANGELO'S WHOLESALE	SNOW BOX PARTS	181.69	
202-478.000-740.000 OPERATING EXPENSE		CERTIFIED LABORATORIES	SNOW PLOW & CHAIN CABLE LUBE	84.50	
202-478.000-740.000 OPERATING EXPENSE		DETROIT SALT COMPANY LLC	ROAD SALT (51.15 TON)	2,997.90	
202-478.000-740.000 OPERATING EXPENSE		DETROIT SALT COMPANY LLC	ROAD SALT (156.21 TON)	4,577.74	
202-478.000-740.000 OPERATING EXPENSE		HAROLD'S FRAME SHOP INC.	SNOW PLOW MODULE	67.00	
202-478.000-740.000 OPERATING EXPENSE		KNAPHEIDE TRUCK EQUIPMEN	SNOW PLOW & SALT SPREADER PARTS	838.01	
			Total For Dept 478.000 SNOW PLOWING	8,746.84	
Fund 203 LOCAL STREETS				9,996.94	
Dept 463.000 STREET-ROUTINE MAINT.					
203-463.000-930.000 REPAIR MAINTENANCE			LEAF DISPOSAL (320 YARDS)	640.00	
203-463.000-930.000 REPAIR MAINTENANCE			LEAF DISPOSAL	40.00	
			Total For Dept 463.000 STREET-ROUTINE MAINT.	680.00	
Dept 478.000 SNOW PLOWING					
203-478.000-740.000 OPERATING EXPENSE		ANGELO'S WHOLESALE	SNOW BOX PARTS	181.69	
203-478.000-740.000 OPERATING EXPENSE		CERTIFIED LABORATORIES	SNOW PLOW & CHAIN CABLE LUBE	84.50	
203-478.000-740.000 OPERATING EXPENSE		DETROIT SALT COMPANY LLC	ROAD SALT (156.21 TON)	4,577.73	
203-478.000-740.000 OPERATING EXPENSE		HAROLD'S FRAME SHOP INC.	SNOW PLOW MODULE	67.00	
203-478.000-740.000 OPERATING EXPENSE		KNAPHEIDE TRUCK EQUIPMEN	SNOW PLOW & SALT SPREADER PARTS	838.00	
			Total For Dept 478.000 SNOW PLOWING	5,748.92	
Fund 401 CAPITAL IMPROVEMENTS				6,428.92	
Dept 451.000					
401-451.000-970.000 CAPITOL IMPROVEMENTS+		BADER & SONS CO.	TRACTOR TIRE CHAINS FOR CLEANING ICE	109.99	
401-451.000-970.000 CAPITOL IMPROVEMENTS+		SUPER BRIGHT LEDS, INC	LED PARKING LOT LIGHT - MCHATTIE PARK	629.96	
			Total For Dept 451.000	739.95	
Fund 592 WATER & SEWER Dept 452.000				739.95	
			Total For Fund 401 CAPITAL IMPROVEMENTS		

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CHECKS TO BE APPROVED 1/9/2017 OPEN					
Fund 592 WATER & SEWER					
Dept 452.000					
592-452.000-801.000	PROFESSIONAL SERVICE	HUBBELL, ROTH, & CLARK,	DOROTHY STREET SANITARY SEWER	472.88	
592-452.000-801.000	PROFESSIONAL SERVICE	HUBBELL, ROTH, & CLARK,	WATER SYSTEM UPGRADES DWRF	236.44	
		Total For Dept 452.000		709.32	
Dept 540.000 WATER / REPAIR					
592-540.000-801.000	PROFESSIONAL SERVICE	HUBBELL, ROTH, & CLARK,	GIS SUPPORT	639.65	
		Total For Dept 540.000 WATER / REPAIR		639.65	
Dept 550.000 SEWER / REPAIR					
592-550.000-740.000	OPERATING EXPENSE	BLACKBURN MANUFACTURING	MISS DIG FLAGS	104.37	
		Total For Dept 550.000 SEWER / REPAIR		104.37	
Dept 555.000 REFUSE COLLECTION					
592-555.000-818.100	REFUSE COLLECTION(CONTRACTUAL	RIZZO SERVICES	SERVICE 1/1-1/31/17	41,973.84	
		Total For Dept 555.000 REFUSE COLLECTION		41,973.84	
Dept 556.000 WATER					
592-556.000-721.000	UNIFORMS & CLEANING ALLOWANCE	PARKSIDE CLEANERS	UNIFORMS EMERORDERED	44.00	
592-556.000-727.000	OFFICE SUPPLIES	LB OFFICE PRODUCTS	OFFICE SUPPLIES	16.58	
592-556.000-727.000	OFFICE SUPPLIES	LB OFFICE PRODUCTS	OFFICE SUPPLIES	37.51	
592-556.000-740.000	OPERATING EXPENSE	ACE-TEX ENTERPRISES	CLEANING SUPPLIES	83.76	
592-556.000-740.000	OPERATING EXPENSE	ADVANCED WIRELESS TELECO	METER READING ANTENNAS REPAIRED	72.55	
592-556.000-740.000	OPERATING EXPENSE	ARBOR SPRINGS WATER CO.,	LAB SUPPLIES	26.00	
592-556.000-740.000	OPERATING EXPENSE	BLUETARP FINANCIAL, INC.	BENCH VICE	102.66	
592-556.000-740.000	OPERATING EXPENSE	PARAGON LABORATORIES, IN	WATER ANALYSIS	645.00	
592-556.000-740.000	OPERATING EXPENSE	QUALITY FIRST AID & SAFE	PAPER SUPPLIES	20.00	
592-556.000-740.000	OPERATING EXPENSE	QUALITY FIRST AID & SAFE	GLOVES & PAPER SUPPLIES	67.20	
592-556.000-802.000	CONTRACTUAL SVCS	RIZZO SERVICES	DUMPSTERS & RECYCLING JAN 2017	49.05	
592-556.000-863.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	HYDRAULIC OIL & FLOOR DRI	9.81	
592-556.000-863.000	VEHICLE MAINTENANCE	MID AMERICAN AEL	LIGHT BAR MOUNT & RADIO MIC HOLDERS	259.00	
592-556.000-863.000	VEHICLE MAINTENANCE	SHARE CORP.	MECHANIC'S SUPPLIES	35.84	
592-556.000-900.000	PRINTING	LAKELAND PRINTING	BUSINESS CARDS PRINTED	29.50	
		Total For Dept 556.000 WATER		1,498.46	
Dept 557.000 WASTEWATER					
592-557.000-727.000	OFFICE SUPPLIES	LB OFFICE PRODUCTS	OFFICE SUPPLIES	16.58	
592-557.000-727.000	OFFICE SUPPLIES	LB OFFICE PRODUCTS	OFFICE SUPPLIES	59.64	
592-557.000-740.000	OPERATING EXPENSE	ACE-TEX ENTERPRISES	CLEANING SUPPLIES	83.76	
592-557.000-740.000	OPERATING EXPENSE	ADVANCE AUTO PARTS	GEAR OIL	27.55	
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	26.00	
592-557.000-740.000	OPERATING EXPENSE	BRIGHTON ANALYTICAL, INC	WW ANALYSIS	82.50	
592-557.000-740.000	OPERATING EXPENSE	CERTIFIED LABORATORIES	SNOW PLOW & CHAIN CABLE LUBE	169.00	
592-557.000-740.000	OPERATING EXPENSE	CUMMINS BRIDGEWAY, LLC	LIFT STATION STAND BY GENERATORS REPA	545.77	
592-557.000-740.000	OPERATING EXPENSE	FISHER SCIENTIFIC	LAB SUPPLIES	145.47	
592-557.000-740.000	OPERATING EXPENSE	GRAINGER	LED LIGHT FIXTURES	1,624.52	
592-557.000-740.000	OPERATING EXPENSE	KENNEDY INDUSTRIES, INC.	PARTS FOR 9 MILE LIFT STATION	133.00	

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CHECKS TO BE APPROVED 1/9/2017

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Fund 592 WATER & SEWER					
Dept 557.000 WASTEWATER					
592-557.000-740.000	OPERATING EXPENSE	NEPTUNE CHEMICAL PUMP	POLYMER FEED PUMP REBUILD KIT	686.63	
592-557.000-740.000	OPERATING EXPENSE	QUALITY FIRST AID & SAFE	PAPER SUPPLIES	19.99	
592-557.000-740.000	OPERATING EXPENSE	QUALITY FIRST AID & SAFE	GLOVES & PAPER SUPPLIES	67.20	
592-557.000-740.000	OPERATING EXPENSE	UTILITIES INSTRUMENTATIO	INSTALL SCADA METER & ANTENNA - KNOLL	842.35	
592-557.000-740.000	OPERATING EXPENSE	VWR INTERNATIONAL LLC	LAB SUPPLIES	252.20	
592-557.000-802.000	CONTRACTUAL SVCS	RIZZO SERVICES	DUMPSTERS & RECYCLING JAN 2017	49.04	
592-557.000-900.000	PRINTING	LAKELAND PRINTING	BUSINESS CARDS PRINTED	29.50	
592-557.000-931.000	BUILDING MAINTENANCE	KROPP MECHANICAL SERVICE	HVAC GAS REGULATOR REPLACED	588.42	
592-557.000-931.000	BUILDING MAINTENANCE	KROPP MECHANICAL SERVICE	BLOWER BLDG HEAT UNIT & THERMOSTAT RE	1,952.82	
		Total For Dept 557.000 WASTEWATER		7,432.84	
		Total For Fund 592 WATER & SEWER		52,358.48	

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CHECKS TO BE APPROVED 1/9/2017

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund Totals:					
			Fund 101 GENERAL FUND	20,467.83	
			Fund 202 MAJOR STREETS	9,996.94	
			Fund 203 LOCAL STREETS	6,428.92	
			Fund 401 CAPITAL IMPRO	739.95	
			Fund 592 WATER & SEWER	52,358.48	
			Total For All Funds:	89,992.12	

The above checks have been approved for payment.

Lisa Deaton, City Clerk/Treasurer

John Galeas, Jr., Mayor

Lynne Ladner

From: margaret kurtzweil <madisoncrest@hotmail.com>
Sent: Wednesday, January 04, 2017 11:14 AM
To: Lynne Ladner
Subject: Board of Review

Lynne

Could you please put board of review back on the agenda for discussion only as to the resolution passed by council. I can attach the resolution as documentation if need be. The resolution should be included in the packet. My discussion should be about 3 minutes.

Thanks, hope the holidays were good and restful. Welcome back.

Maggie

Maggie (Margaret) J. Kurtzweil
Madison Crest Business Law, PLLC
P. O. Box 177
South Lyon, MI 48178
586.942.6927

RESOLUTION No. ____

**CITY OF SOUTH LYON
OAKLAND COUNTY, MICHIGAN**

**RESOLUTION ESTABLISHING POLICIES AND GUIDELINES
FOR GRANTING POVERTY EXEMPTION FROM
PAYMENT OF PROPERTY TAXES**

WHEREAS, the adoption of guidelines for poverty exemptions is required of the City Council; and

WHEREAS, the principal residence of persons, who the Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

WHEREAS, pursuant to Public Act 390 of 1994, the City of South Lyon, Oakland County, adopts the following policies and guidelines for the Board of Review to implement. The policies and guidelines shall be applied to the information provided in a sworn to Poverty Exemption Application (the form for which is attached to this resolution and is hereby adopted by the City Council), which application includes, but is not limited to, the disclosure of the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner of and occupy, as a principal residence, the property for which an exemption is requested, and have no ownership interest in any other real estate, including being the beneficiary of a trust which owns real estate.
- 2) File an Application with the Board of Review by returning it to the City Assessor's office, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year. If the applicant or the other household members have not filed tax returns, a Form 4988 – Poverty Exemption Affidavit and a statement from the Social Security Administration and/or Michigan Social Services as to monies paid to applicant(s) during the previous year must be completed and submitted. Disabled applicants may call the Assessor's office to make arrangements for assistance with filing the application.
- 3) File an Application reporting that the combined assets of all persons in the household do not exceed two times the federal poverty income guidelines amount for the effective household size. Assets generally include: other real estate, motor vehicles, recreational vehicles and equipment, life insurance, retirement funds, trust assets, checking accounts, savings accounts, certificates of deposit, cash, stocks, bonds, time-share units, artworks, antiques, coins, precious metals or stones, jewelry, guns, equipment, tax refunds, gifts, loans, other investments or personal property of value.
- 4) Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services.

- 5) Produce a valid driver's license or other form of identification, if requested.
- 6) Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
- 7) All property taxes must be paid and current.
- 8) The application for an exemption shall be filed after January 1, and at least one day prior to the last day of the Board of Review. The filing of the application constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.
- 9) Applicants need not appear before the Board of Review, but are encouraged to do so to be available to provide further information or clarification to the Board of Review. Applicants who do not initially appear may be required to appear at the Board of Review to respond to questions. Applicants should understand that the failure to appear at the Board of Review, if requested by the Board of Review, may result in the denial of the Application. If the applicant is disabled, alternate procedures may be allowed pursuant to the City's obligation in the application of the Americans with Disabilities Act.
- 10) The Board of Review shall in no instance require an applicant to have less household income than the applicable poverty income level for the household size.
- 11) The Board of Review may award full and partial exemptions.

WHEREAS, the following are the federal poverty income guidelines which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence.

Federal Poverty Guidelines for 2017 Assessments

<u>Number of Persons Residing in the Principal Residence</u>	<u>Poverty Guidelines Annual allowable income</u>
1 person	\$ 11,880
2 persons	\$ 16,020
3 persons	\$ 20,160
4 persons	\$ 24,300
5 persons	\$ 28,440
6 persons	\$ 32,580
7 persons	\$ 36,730
8 persons	\$ 40,890
Each additional person, add	\$ 4,160

WHEREAS, the City of South Lyon realizes that each application for a poverty exemption from property taxes has an individual set of circumstances that must be considered by the Board of Review in its deliberations. These policies and guidelines are established to assist the Board of Review in developing a uniform and well established basis for granting or denying a poverty exemption request.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Review shall follow the above stated policies and federal poverty guidelines (as annually updated) in granting or denying an exemption, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the

policies and federal guidelines and these reasons are communicated in writing to the claimant.

BE IT FURTHER RESOLVED that this resolution is hereby given immediate effect and will stay in effect for subsequent years until amended or voided.

The foregoing resolution was offered by City Council Member _____ and supported by City Council Member _____.

Upon roll call vote, the following voted:

“Aye”: _____

“Nay”: _____

The City Clerk declared the resolution _____.

Lisa Deaton, Clerk

Date

CITY OF SOUTH LYON
Application for Appointment

Date: 12/16/16

Name: Rose Peruski
Address: 210 W Liberty St
City, State, Zip Code: South Lyon, MI 48178
Home Phone: 734-657-1555 Business Phone: N/A
Occupation: Contract Attorney Litigation Support
Employer: Advanced Discovery
Education & Related Experience: BA - University of Michigan
JD - Case Western Reserve University

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 checked="" 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"/>
Downtown Development Authority	<input type="checkbox"/>
Cultural Arts Commission	<input type="checkbox"/>
Other	<input type="checkbox"/>

Special qualifications: I have been a member of the Jaycees in Ypsilanti and Ann Arbor for several years and have a strong desire to serve the community I live in. I served on several boards during my time as a Jaycee and served as President of the Ypsilanti Area Jaycees in 2013.

Describe why you are interested in this position: _____

Parks are one of the reasons my husband and I moved to South Lyon. The Rail Trail and accessibility to so many beautiful parks factored into our decision. I want to make sure the City I live in has great parks and ample recreation opportunities for all.

How long have you lived in South Lyon? 6 mos.

Previous place of Residence? Ypsilanti, MI

References:

1. Angel Varas 734-891-3181
2. Anna Sampson 330-221-7937
3. Fred Estabrook 734-904-0760

Applicant's Signature: _____ Date: _____

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

For Office Use Only

Comments: _____

Appointed to: _____ Date: _____

CITY OF SOUTH LYON
Application for Appointment

Date: 12/9/16

Name: Scott R. Black

Address: 946 WESTBROOK DRIVE

City, State, Zip Code: SOUTH LYON, MI 48178

Home Phone: 248-446-1227 Business Phone: 248-207-2035

Occupation: COMMERCIAL TERRITORY MANAGER

Employer: UNILOCK, INC.

Education & Related Experience: BACHELOR OF SCIENCE, URBAN AND REGIONAL PLANNING,
LICENSED LANDSCAPE ARCHITECT, STATE OF MICHIGAN # 1570 EASTERN MICHIGAN UNIV.

LICENSED LANDSCAPE ARCHITECT, STATE OF CONNECTICUT # LAR.001300

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 checked="" 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"/>
Downtown Development Authority	<input type="checkbox"/>
Cultural Arts Commission	<input type="checkbox"/>
Other	<input type="checkbox"/>

Special qualifications: • 25 YEARS OF DESIGN AND CONSTRUCTION EXPERIENCE
• REGISTERED LANDSCAPE ARCHITECT IN MICHIGAN • REGISTERED LANDSCAPE
ARCHITECT IN CONNECTICUT • EXTENSIVE EXPERIENCE IN MASTER PLANNING,
RECREATION PLANS, PARK DESIGN, HARDSCAPE / SOFTSCAPE CONSTRUCTION, SITE PLANNING,
AND LANDSCAPE / IRRIGATION DESIGN

Describe why you are interested in this position: I HAVE VOLUNTEERED ON VARIOUS
CITY OF SOUTH LYON BOARDS AND COMMITTEES AND FEEL MY DESIGN AND
CONSTRUCTION EXPERIENCE COULD ASSIST THE EXISTING COMMISSION WITH THE
FUTURE OF OUR PARKS

How long have you lived in South Lyon? 12 YEARS

Previous place of Residence? BERKLEY

References:

1. MIKE KENNEDY, CITY OF SOUTH LYON FIRE CHIEF
2. LLOYD COLLINS, CITY OF SOUTH LYON POLICE CHIEF
3. CHRIS SOVIL, CITY OF SOUTH LYON LIEUTENANT

Applicant's Signature: *John R. Black* Date: 12/9/16

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

For Office Use Only

Comments: _____

Appointed to: _____ Date: _____

AGENDA NOTE
New Business: Item

MEETING DATE: January 9, 2017

PERSON PLACING ITEM ON AGENDA: Lynne Ladner, City Manager

AGENDA TOPIC: Robert's Rules of Order, re: Council Rules

EXPLANATION OF TOPIC: Councilmember Parisien requested that this item be placed on the agenda. I am including for your reading prior to the meeting an article that I received last week that pertains to the issue.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Citispeaks article

POSSIBLE COURSES OF ACTION: N/A

RECOMMENDATION: N/A

SUGGESTED MOTION: This is a discussion item only

GENERAL

The First Amendment is Not the Last Word at Public Meetings

□ November 29 by Paul Konz

Managing public comments at city council meetings isn't easy. Review this framework to be prepared for disruptions.



City meetings progress smoothly when simple guidelines for making decisions as a group are followed, such as those outlined in the widely-referenced book *Robert's Rules of Order*. Here, one parliamentarian provides her input and advice on a few key issues. (Getty Images)

This is a guest post by Ann G. Macfarlane.

In this country today, the First Amendment to the U.S. Constitution is the foundation of our civil liberty. The freedoms that it lists are crucial to our society. When we read accounts of how these freedoms can be abridged, limited or ignored, we react with horror. And yet it is also important to acknowledge that, in the matter of free speech, the First Amendment is not the last word. □

"Congress shall make no law... abridging the freedom of speech..."

These 10 words have been interpreted to allow words and actions of an extraordinary breadth and variety. In public meetings, people sometimes engage in hateful, vicious, personal and wide-ranging attacks on institutions and individuals, waving the banner of free speech. Here's how to manage these disruptions and keep the meeting on track.

A Framework for Free Speech

We would like to offer a framework for consideration of free speech at public meetings, in the hope that it will be helpful to elected officials and local governments struggling with these First Amendment issues.

1. A governing body has the right to establish rules for the conduct of its business. This principle is enshrined in state law (for example, see my home state of Washington's [RCW 35A.12.120](http://app.leg.wa.gov/rcw/default.aspx?cite=35A.12.120) (<http://app.leg.wa.gov/rcw/default.aspx?cite=35A.12.120>)), in [Robert's Rules of Order](https://en.wikipedia.org/wiki/Robert%27s_Rules_of_Order) (https://en.wikipedia.org/wiki/Robert%27s_Rules_of_Order), and in common parliamentary law as affirmed by the courts.
2. We recommend that every council, commission, or other public body establish its own rules of procedure. From our perspective, it makes sense to adopt Robert's Rules of Order, and then add your own special additional rules that meet the requirements of your particular situation.
3. Including a time limit on remarks is essential if a body is to conduct its business effectively.
4. A governing body may prohibit offensive speech, personal attacks, insult, etc. by its own members.
5. A member who breaks this rule may be reprimanded, censured, or asked to leave the meeting. Such punishment can be inflicted only by the body itself, not by the chair acting alone. Including such consequences in the rules of procedure, though it may not seem necessary when you adopt them, can prove very helpful if your situation changes.
6. Know what your state law says about public input. In my home state of Washington, for example, the public has the right to attend meetings, but does not have the right under the state constitution or by statute to speak at them. However, most public bodies have created this right by consistently giving the public an opportunity to speak.
7. In its rules, the body may authorize the chair to make a brief response to a speaker. The chair may state that the body will take the views into consideration during its discussion and may offer to provide information or a response later. (Of course, if you say this, be sure to follow up!)
8. However, the right to speak and ask questions does not, in and of itself, include the right to an answer. It is important for the chair not to get involved in a back-and-forth exchange with members of the public. We all have a natural impulse to defend ourselves when attacked, but remaining calm and moving on the next item of business may be the most prudent and appropriate response. This also prevents the unfortunate situation wherein the chair makes statements that are then interpreted as the position of the whole body when perhaps they have not been adopted by the body, leading to further wrangling and recrimination.
9. In general, in creating its rules, a council may impose restrictions pertaining to the way in which public comment is offered. It is fine to impose time limits, or to require that remarks be germane (relevant) to the subject at hand. In some states the body may confine public comment to specified topics.

Also important:

- While the body may request that speakers refrain from profanity, personal attacks, and so on, caution should be taken before requiring the removal of an individual whose speech is not creating an actual disruption. □
- It is important to distinguish between speech and disruption. In Washington State, if members of the public who are present actually disrupt the meeting, or physical violence is threatened, they can be ordered to leave, the meeting room may be cleared, or the body itself can adjourn the meeting and reconvene in a different place, without the presence of the public but with the presence of the media (RCW 42.30.050. (<http://app.leg.wa.gov/rcw/default.aspx?cite=42.30.050>)) If you are confronted with actions that seem questionable, your attorney can provide more details of how the courts define “disruption.”

Please note: it is important to distinguish between legal concerns and parliamentary procedure. I am not an attorney and this article does not constitute legal advice. These thoughts are offered from the point of view of parliamentary procedure, which is a part of the common law with its own special history and perspective. Taking the parliamentary view into consideration, you will want to be guided by your attorney.

Honor the First Amendment, Establish Rules, Be Prepared to Act

Angry emotions and disruptive actions can have the effect of hijacking a meeting – and sometimes that’s what protesters at public meetings want. It means, though, that those same protesters are stealing from the public. They are preventing our officials from doing the work that they were elected or appointed to do. We encourage you to be proactive and definite. Honor the First Amendment, establish rules that will protect your group to the best of your legal ability, and be prepared to act when disruption threatens. To do otherwise is to run the risk of wasting your time and the public’s resources.

Have you had to deal with disruptive members of your governing body, or of the public? We invite you to share your experiences.



About the author: Ann G. Macfarlane is a professional parliamentarian who offers fresh insights into Robert’s Rules of Order at [JurassicParliament.com](http://www.jurassicparliament.com) (<http://www.jurassicparliament.com>). Follow Ann on Twitter [@AnnGMacfarlane](https://twitter.com/anngmacfarlane) (<http://www.twitter.com/anngmacfarlane>).

[Blog at WordPress.com.](#)

minutes prove that the meeting time of the prior year was fully utilized or exceeded, and further, that 90% of all regular or special meetings were fully attended by all members of the Council, except for those who had been excused by the remainder of the Council, and so recorded in the minutes. Such compensation shall be made by Council resolution.

- (c) The Mayor and Councilmen shall receive their actual and necessary expenses incurred in the performance of their duties of office.

MEETINGS OF COUNCIL:

Section 4.4 The Council shall hold at least one regular meeting each month at such time and place within the City as it shall prescribe by ordinance. Special meetings may be called by the Mayor, City Manager, or by any two Councilmen on at least twelve hours actual notice given to each Councilman and the Mayor or by written notice left at their respective residences by the Clerk after he has received the request from those authorized. All regular and special meetings of the Council shall be open to the public and citizens shall have reasonable opportunity to be heard.

QUORUM:

Section 4.5 Three members of the Council shall be a quorum for the transaction of business at all meetings of the Council, but in the absence of a quorum, and number of members less than a quorum may adjourn any regular or special meeting to a later date.

RULES OF COUNCIL:

Section 4.6 The Council shall determine the rules of its proceedings subject to the following provisions:

- (a) A journal of the proceedings of each meeting shall be kept by the Clerk, in the English language, which shall be signed by the Mayor and Clerk.
- (b) The vote upon passage of all ordinances, and upon the adoption of all resolutions shall be by a "Yes" or "No" vote and entered upon the record, except that where the vote is unanimous, it shall be necessary to so state. The people shall have access to the minutes and records of all regular and special meetings of the Council at all reasonable times.
- (c) No Councilman shall vote on any question in which he is financially interested or on any question concerning his own official conduct; but on all other questions every Councilman present shall vote unless excused by unanimous consent of the remaining members present.
- (d) The Council may by a majority vote of its members compel the attendance of its members and other officers of the City at its meetings and enforce orderly conduct and procedure therein. A police officer designated by the presiding officer of the Council may serve as Sergeant At Arms in the enforcement of the provisions of this section.
- (e) There shall be no standing committees of the Council.
- (f) The Council shall not make any contract with or give any official position to any person who is in default to the City.

Resolution Setting Procedures for Council Deliberations

Motion by Kivell, supported by Wedell

Whereas, the City Council desires to promulgate guidelines and rules for its proceedings and deliberations, and

Whereas, the Council pursuant to the "Home Rule City" Act may control its deliberations as provided by State Law,

Now Therefore, the City Council adopts the following rules to govern its proceedings

- 1) A "Council Comment" section shall be added to the agenda following "New Business".
- 2) That during the "Public Comment" portion of the meeting, Council Members will use this period as their opportunity to:
 - a. Make comments or direct questions to the Mayor, other Council Members, City Manager, Department Heads, Clerk, City Attorney, or make general announcements to the community.
 - b. Add an item or subject to a future meeting's agenda.
- 3) An item may be added to the current agenda upon approval of a simple majority of Council Members under the following conditions:
 - a. An item as a discussion piece, meaning an item where no action is to be taken, or
 - b. An item as an emergency situation initiated by the City Manager or his representative, meaning an item that was unforeseeable and / or must be acted on prior to the next scheduled meeting, or
 - c. All other items upon approval of a super-majority of five (5) of the Council Members.
- 4) Immediately subsequent to a vote, any member of the council may request a roll call vote (recording of individual votes of Council Members) on any matter before Council.
- 5) All deliberations of Council shall be governed by "Robert's Rules of Order" including the most recent amendments unless the requirements are waived by affirmative vote of four (4) Council Members

VOTE:

MOTION CARRIED UNANIMOUSLY

6 Yea

0 Nay

I, Julie Zemke, City Clerk/Treasurer of the City of South Lyon certify that the Resolution is adopted by the City of South Lyon City Council on the 23rd day of January 2006.


Julie C. Zemke, City Clerk/Treasurer

CM 1-4-06 – APPROVAL OF RESOLUTION – PROCEDURE FOR COUNCIL DELIBERATIONS

Motion by Kivell, supported by Wedell

Whereas, the City Council desires to promulgate guidelines and rules for its proceedings and deliberations, and

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 - c. All other items upon approval of a super-majority of five (5) of the Council Members.
4. Immediately subsequent to a vote, any member of the council may request a roll call vote (recording of individual votes of Council Members) on any matter before Council.
5. All deliberations of Council shall be governed by "Robert's Rules of Order" including the most recent amendments unless the requirements are waived by affirmative vote of four (4) Council Members

Council Rules of Procedure

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FERNDAL CITY COUNCIL**

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Adopted: January 14, 2008
Revised: April 14, 2008
Revised: October 13, 2008
Revised: December 22, 2008

RULES OF PROCEDURE FERNDALE CITY COUNCIL

I. Regular and Special Meetings

1. Regular Meetings

All regular meetings of the Council shall be held the second and fourth Monday of the month in the Council Chambers at 7:30 p.m., Eastern Standard Time. If the meeting day falls on a legal holiday, the Council shall meet on the next regular business day.

2. Special Meetings

The Mayor, any two (2) members of the Council, or the Manager, may call special meetings of the Council upon at least eighteen (18) hours' written notice to each member served personally or left at their usual place of residence.

3. Business at Special Meetings

No business shall be transacted at any special meeting of the Council unless the same has been stated in the notice of such meeting.

4. Regular and Special Meeting Notice (Posting) Requirements

For regular meetings of the Council, the Clerk shall post at the City Hall, within ten (10) days after the first meeting of the Council in each calendar year, a public notice stating the dates, times and places of its regular meetings for the year.

For a rescheduled regular or a special meeting of the Council, a public notice stating the date, time and place of the meeting shall be posted at least 18 hours before the meeting.

5. Minutes of Regular and Special Meetings

Minutes of the proceedings of each regular and special meeting will be kept in the English language by the Clerk and shall be signed by the Clerk and the Mayor, upon approval by Council.

Proposed minutes of regular or special meetings will be available for public inspection not more than eight business days after such meeting.

Approved minutes will be available for public inspection not later than five business days after the meeting at which the minutes were approved.

II. Meeting Procedure

1. Meetings to be Public

All regular and special meetings of the Council shall be open to the public and citizens shall have a reasonable opportunity to be heard under such rules and regulations as the Council may prescribe.

2. Order of Business

An agenda for each Regular Council meeting shall be prepared by the Manager and Clerk in accordance with the following order of business (as appropriate):

1. Pledge of Allegiance
2. Roll Call
3. Approval of Agenda
4. Presentations
5. Public Hearings
6. Call to Audience (Strict half-hour; excess of half-hour immediately prior to Call to Council)
7. Consent Agenda
All items listed under Consent Agenda are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council member or citizen so requests; in which event, the items will be removed from the Consent Agenda and considered at the end of the Regular Agenda.
 - A. Approval of Minutes
 - B. Petitions to be Referred
 - C. Setting of Public Hearing Dates
 - D. Routine Requests and Information
 - E. Requests to take Bids
 - F. Submission of Bids
 - G. Reports and Bonds
 - H. Bills, Payrolls, City Attorneys' Expense Statements
8. Regular Agenda
9. Council Appointee Report (quarterly)
10. Council Liaison Reports (if any)
11. Call to Council
12. Closed Session (if necessary)
13. Adjournment

3. Quorum

A majority of all the members elected to the Council shall constitute a quorum. The affirmative votes of a majority of the Council shall be required for the passage of any ordinance or resolution, unless in any given case a greater number is required by the City Charter or state law.

4. Presiding Officer

The Mayor shall be the presiding officer (Chair) of the Council. The Council shall, at the first regular meeting, elect a member of the Council as Mayor Pro Tem, who, during the absence or disability of the Mayor, shall perform those duties, during the time of such absence or disability, and exercise all the duties and possess all the powers of the Mayor. In the absence or disability of the Mayor Pro Tem, the Council may temporarily appoint one of its members to that office. The Mayor as a member of the Council shall have the right to vote upon all matters before the Council and shall possess all the other rights and powers of members of that body. The Mayor shall not have the right of veto.

5. Presentations by Community Organizations

Community/School groups wishing to announce a special event or present an award before the Council must first obtain approval from the Mayor, any two members of Council or the Manager. A written summary stating the purpose of the presentation shall then be submitted to the Manager's office. The presentation will be placed on the next available agenda, and the group will be notified by the Clerk's Office of the date.

6. Meeting Closure Time

A mandatory closure time of 12:00 a.m. (midnight) is set for all Council meetings. Remaining business will be rescheduled to the next regular meeting, unless there is a matter of urgency regarding a particular issue. In that case, Council may schedule a special session to address the item(s) or may suspend the Rules of Procedure to extend the closure time for that particular meeting.

7. Time Limitations

- Presentations 5 minutes
- Call to Council 5 minutes per member

8. Public Hearings for Special Land Uses

Upon completion of any report and any recommendation by the Plan Commission for a special land use pursuant to the provisions of the Ferndale Zoning Ordinance, Section 3.04, the City Council shall hold a public hearing on a special land use application at the next regularly scheduled Council meeting which permits sufficient time for public notice in compliance with the provisions of Michigan Public Act 110 of 2006, as amended.

III. Closed Sessions

1. Purpose

The Council may only meet in closed session for purposes defined in the Michigan Open Meetings Act (MCL 15.268).

2. Calling Closed Meetings

A two-thirds roll call vote of the Council members elected and serving shall be required, except as permitted under the Michigan Open Meetings Act. The roll call vote shall be taken at an open meeting and the purpose for calling the closed session shall be entered into the minutes of the meeting at which the vote is taken.

3. Minutes of Closed Meetings

A separate set of minutes shall be taken at the closed session by the Clerk or, in the absence of the Clerk, by a recording secretary designated by Council. These minutes will be retained by the Clerk, shall not be available to the public and shall only be disclosed if required by a civil action.

Closed meeting minutes will be distributed to Council for approval at a closed meeting and shall be returned to the Clerk at the same meeting.

4. Confidentiality of Closed Meeting Information

A person shall not divulge to any unauthorized person confidential information discussed in a closed session in advance of the time prescribed for its authorized release to the public by the Council. Council members shall honor the confidentiality of the debate and discussion taken in closed session.

IV. Voting and Discussion

On all parliamentary questions, Roberts' Rules of Order, 10th edition, and as amended, shall govern insofar as they are applicable and except as they conflict with any of these rules.

In putting questions to a vote, a roll call shall be had and the Clerk shall record the "ayes" and "nays" from each member of the Council voting. In all cases where a vote is taken the Chair, or the Clerk at the Chair's request, shall declare the result.

Roll call votes will be taken alphabetically, for all Council Members, upon first vote of the meeting; for each subsequent vote the voting order will rotate among all Council Members in a consistent manner with the name previously called first rotated to the last position. The Mayor will always vote last in the roll call order.

Any Council member shall have the right to change his/her vote on any question before the result is announced.

Any member of the Council shall have the right to explain his/her vote on any question.

A motion to reconsider a vote on any question may be made by any member of the prevailing side at the next regular meeting following the meeting at which the vote was taken, provided he/she has filed with the Clerk within seventy-two (72) hours after the motion he/she desires to reconsider was passed, written notice of his/her intention. Provided, further, that in the absence of the member who has filed such a notice, it shall be in order for any other member of the prevailing side, by virtue of said notice, to move for a reconsideration of the question. No motion to indefinitely postpone (or to lay on the table) a motion to reconsider shall be entertained at the same meeting at which the action proposed to be reconsidered was taken.

It is the duty of every Council member to vote, provided however, that no Council member shall be required to vote if that member identifies a potential conflict of interest. If a member is precluded from voting pursuant to a possible conflict of interest, that member shall refrain from participating in the discussion on the issue.

Time Limitations

- Making a Motion 3 minutes
- Discussion/Debate 5 minutes
- Explanation of Vote 2 minutes

V. Citizen Participation

1. General

Each Council meeting agenda shall provide time for audience participation to be known as *Call to Audience*.

2. Time Limitations for Public Comments

- Call to Audience 3 minutes
- Public Hearings 3 minutes
- Regular Agenda Items 3 minutes

3. Persons Addressing the Council

Any individual addressing Council may at his or her discretion omit their address when speaking, but must provide the Council with their address placed on the log-in sheet. Every speaker, after being recognized by the Chair, shall approach the public microphone and give his/her name prior to speaking.

4. Disorderly Conduct at Meetings

Persons addressing the Council shall make responsible comments and shall refrain from making personal, impertinent, slanderous or profane remarks. The Chair may call to order any person who is being disorderly by speaking when not recognized by the Chair or otherwise disrupting the proceeding by failing to be germane, by speaking longer than the allotted time, or by speaking vulgarities. Such persons shall be seated until the Chair shall have determined whether the person is in order. If the person shall continue to be disorderly and disrupt the meeting, the Chair may order the Police Department to remove the person from the meeting.

5. Complaints against City Employees

Council Members receiving complaints against City employees will utilize the established procedure for processing said complaints, said procedure being titled, "Citizens Complaint Policy Involving City Employees (adopted March 15, 1993 as Resolution No. 105, Page 75)."

VI. Agenda

1. Preparation

The Manager and Clerk shall prepare an agenda for each regular or special meeting of the Council.

Items of business may be placed on the agenda by the Mayor, any one (1) member of the Council, or a Council Appointee (City Attorney, City Clerk, City Manager, Fire Chief or Police Chief). The deadline for Appointees to submit items to the Clerk's Office and for all City staff to submit items to the Manager's Office for a Council agenda is 12:00 noon on the Monday preceding the Monday Council meeting. All items shall be properly prepared on the standard template and shall contain a suggested motion for Council's consideration.

Requests from governmental entities and authorities, or City boards and commissions shall be made through the Manager's Office by 12:00 noon at least two weeks prior to the Council meeting. The request shall be submitted on the standard template. The Manager shall review the materials submitted and may suggest additional information and/or changes. A recommendation to Council on the request shall be prepared by the Manager as part of the standard template.

2. Agenda Material

The deadline for submitting all supporting data for an agenda item is 12:00 noon on the Tuesday preceding the Monday Council meeting. Any agenda item not submitted in its entirety by Tuesday at noon will be pulled from the agenda and postponed until the next regular Council agenda. The Clerk or Manager may make exceptions in the case of emergencies .

3. Distribution

Agenda packets will be delivered to Council members at their residence at least 48 hours before the scheduled regular meeting, or at least 12 hours before a scheduled special meeting.

VII. Board and Commission Appointments and Reappointment

1. Appointment of Mayor and Council Members

Council shall, at its first regular meeting, under the direction of the Mayor confirm appointments of its members to City boards and commissions.

2. Appointments of Citizens

The Clerk's Office shall receive and forward applications to the appointing authority (Mayor, Council or Manager) and to the board/commission secretary as information only. The board/commission secretary shall provide the appointing authority with a written recommendation regarding appointments when vacancies occur. The appointing authority, or secretary at the direction of the appointing authority, may submit a nomination to the Clerk's Office to be placed on a Council meeting agenda. Normal agenda deadlines apply. The Clerk shall maintain a copy of all applications to be used as a resource for nominations.

3. Reappointments of Citizens

Board/Commission members whose terms of office are due to expire and who wish to be reappointed shall file with the board/commission secretary an updated application. The board/commission secretary shall provide the appointing authority with a written recommendation regarding reappointments when terms of office are due to expire. Normal agenda deadlines apply.

4. Resignations

Resignations from members of boards and commissions will be forwarded to the Mayor and Council in their meeting packets by the -Clerk's Office as Information Only items. The staff liaison will then submit a recommendation to the Mayor and Council for filling the vacancy.

VIII. Miscellaneous

1. Travel

Council Members are required to obtain advance approval prior to incurring expenses for official out-of-town travel as detailed in the Council Policy on Education, Training and Travel adopted July 23, 2007.

2. Amendment of Rules

These rules may be amended by a majority vote of the Council provided notice of the proposed amendment has been given at the regular session of the Council immediately preceding, or they may be suspended for a single session by a majority vote of the Council.

City Council Meeting Rules of Procedure

Brighton City Council Meeting Rules of Procedure
Officially adopted by the Brighton City Council on August 7, 2008

INTRODUCTION:

It is the purpose of these City Council Meeting and Call to the Public Rules of Procedure to encourage public participation in an orderly manner which gives everyone a reasonable opportunity to present his or her point of view for consideration by the City Council. The public is invited to speak on issues before the City Council during scheduled public hearings and during the call to the public. Items on the agenda or other topics can be addressed during call to the public. The call to the public is not for the purpose of conducting a debate between the City Council and citizens. Citizen's questions will be answered immediately in the call to the public in which the question is asked if they can be answered immediately. If a question cannot be answered immediately/quickly, then the City Council will defer answering the question until later in the City Council Meeting after the call to the public or to a future City Council meeting.

Individuals may request that an item be placed on the City Council agenda by submitting the request in writing or on a City Council Agenda Item Request Form. The request will be submitted to the City Council for consideration. Individuals may also request that an item be placed on the agenda by contacting a member of the City Council or by speaking to the item during the call to the public at a regularly scheduled City Council meeting.

If your presentation concerns a specific complaint or suggestion, you may find it more convenient and may receive faster service if you call the appropriate City Department during regular business hours. If you have contacted the Department and for some reason results were not satisfactory, please call the Department Director or the City Manager's office. A time limit is established to be sure that everyone has an opportunity to speak and that presentations do not become repetitious. While the City Council wishes to give everyone an opportunity to express his or her point of view, it is neither necessary nor advisable for every member of a group to address the City Council. In those cases where a group is in attendance, it is suggested that one or two spokespersons be selected. The City Council attempts to make informed decisions based on all the information available rather than simply based upon the number of people who offer the same information or arguments.

RULES OF PROCEDURE

1. The Council will conduct two (2) calls to the public, one at the beginning of the meeting and one at the end of the meeting. On both occasions, the public will be able to speak on items that are or are not on the agenda.
2. An individual shall not address the City Council without first having been recognized by the Mayor.
3. Upon being recognized, the individual should proceed to the front of the room to use the microphone and state his or her full name (providing an accurate spelling), residential address, and the topic to be discussed.
4. Speakers shall be limited to a presentation of five minutes unless such period of time is extended by a vote of the City Council.
5. An individual will not be given an opportunity to speak a second time on the same issue until all others wishing to make a presentation on the subject have had an opportunity to do so.

6. Sign in sheets will be used at the discretion of the Mayor. If a sign in sheet is being utilized, members of the public wishing to speak must complete their name, address and the topic or agenda item, which they intend to speak on. Sign in sheets will be available near the agenda box. Sign in sheets must be given to the Clerk prior to the first call to the public.
7. When a person(s) becomes unruly as determined by the Mayor in the role as the Chairperson of the City Council Meeting, the Mayor may declare said person(s) in the audience to be out of order and if necessary, may rule that the individual(s) has forfeited the opportunity to speak further. A person(s) may be excluded from the meeting for breach of the peace committed at the meeting. Clapping and cheering are inappropriate.
8. These Rules of Procedure are intended to supplement Robert's Rules of Order which have been adopted by the City Council. Where inconsistencies or conflict may exist between these Rules of Procedure and Robert's Rules of Order, these Rules of Procedure shall prevail.

share:

City of Southgate

COUNCIL RULES AND PROCEDURES

1. Meetings shall open with Pledge of Allegiance.
2. The order of roll call shall be rotated.
3. Matters referred to an ad hoc (impromptu or informal) committee shall appear on the next meeting's agenda unless otherwise specified.
4. Officials shall be referred to by their respective titles.
5. Only persons recognized by the Chair shall be noted in the minutes.
6. Individuals and organizations acknowledged by the Chair under Persons In The Audience – Scheduled and Unscheduled, may address the City Council one time only at the same meeting and will be afforded a two (2) minute time limit. The time limit may be extended at the discretion of the Chair.
7. Persons addressing the Council will maintain a proper decorum in the Council Chambers. The use of vulgar, obscene, threatening or otherwise inappropriate language or gestures shall result in a verbal warning and/or ejection from the Council Chambers at the discretion of the Chair.
8. The deadline for matters (including communications) to appear on the agenda shall be Thursday at 4:00 P.M. prior to the Council meeting. This shall also apply to Council members. Those people desiring to be placed on the agenda shall state in writing their reasons and the subject matter to be presented.
9. All communications requiring Council action shall be listed and read under "Communications A"; all others shall be listed under "Communications B" and read only if required.
10. All Council members shall receive copies of all communications with the tentative agenda. The agenda shall be available to the members on the Friday prior to the regular meeting.
11. Meetings are to be conducted according to rules of Parliamentary Procedure, as outlined in "Parliamentary Procedure at a Glance" by O. Garfield Jones.
12. All Council members are to be notified of any commission/committee meetings.
13. The City Attorney shall act as Parliamentarian and Sergeant-At-Arms to the Council.
14. To reconsider a motion, the following procedure applies:
 - a) Only a Council member who voted with the prevailing side may bring a motion to reconsider, but the motion to reconsider may be seconded by any Council member.
 - b) A motion to reconsider must either be made at the same meeting as the motion sought to be reconsidered, or, if the City Clerk is notified within seventy-two (72) hours after said meeting, the motion to reconsider shall be placed on the agenda for the next scheduled Council meeting.
 - c) If a majority of the Council votes in favor of the motion to reconsider, the motion sought to be reconsidered shall then be independently voted upon by the Council.

d) Motions shall not be reconsidered twice.

15. Changing a vote:

a) Any individual Council member may change his or her vote up to the time the vote is

announced. After that he or she can make the change only with the permission of the Council. If no Council member objects, the change may be made. If an objection is raised, a motion may be made to allow the change, which motion is undebatable. A majority vote is necessary to adopt the motion and allow the change.

b) A motion to allow a Council member to change his or her vote must be made either at the same meeting as the vote sought to be changed, or, if the City Clerk is notified within seventy- two (72) hours of said meeting. The motion to allow a vote to be changed shall be placed on the agenda of the next scheduled Council meeting.

16. Emergency Expenditures:

a) Whenever an emergency expenditure is required, the matter shall first be referred to the Finance Director for pertinent information and written recommendation as to where the money

b) When other matters requiring emergency polling of the Council result, an attempt will be made to contact all members within a six-hour time frame. After the six-hour time frame, the results will be finalized. The results will be provided to Council members as soon as possible afterwards.

17. Ordinances:

a) All ordinances which amend classifications of land (rezoning) and are recommended for approval by the Plan Commission after a public hearing, shall be forwarded to the next appropriate regular meeting of the Council for the first reading. A workshop session will be scheduled prior to the regular meeting in order to address specific Council questions.

b) All other proposed ordinances, including zoning ordinance amendments, shall be placed on a workshop agenda for consideration by Council, prior to the first reading at a regular Council meeting.

c) In the event the City Administrator deems a proposed ordinance requires immediate attention, the proposed ordinance may be placed on the next Council agenda for consideration by the Council.

d) Ordinances shall be introduced at one meeting and adopted at the following meeting. In the event the Council deems it necessary to immediately adopt an ordinance, the ordinance may be introduced and adopted at the same meeting.

e) If practical, ordinances shall be read once in their entirety. Otherwise, ordinances may be read by title only.

18. At any time during the effective period of these "Rules of Procedure", the Council may amend such rules and regulations by a majority vote.

Revised: December 3, 2003

AGENDA NOTE

New Business: Item #

MEETING DATE: January 9, 2017

PERSON PLACING ITEM ON AGENDA: Police Chief

AGENDA TOPIC: Grant Acceptance

EXPLANATION OF TOPIC: The Police Department received a grant in the amount of \$1,973.12 for the purchase of two Taser weapons and two holsters from the American Police and Sheriffs Association. City Council action is needed to accept the grant.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Grant application/award packet

POSSIBLE COURSES OF ACTION: Accept/Do Not Accept the grant award of \$1,973.12

RECOMMENDATION: **Accept** the grant award

SUGGESTED MOTION: Motion by _____, supported by _____ to accept the grant award in the amount of \$1,973.12 from the American Police and Sheriffs Association.

01/09/17

**American Police and Sheriffs Association (APSA)
Equipment Donation Request Form**

RETURN THE COMPLETED FORM TO: APSA, PO Box 52, Ste. Genevieve, MO 63670

What will happen after you mail this application in:

- You can assume we received it
- We will keep it on file for a year
- We will email you if your application is selected

Section I Requesting Agency

1. Agency Name: **South Lyon Police Department**
2. Agency Head (Chief, Sheriff, etc.): **Chief Lloyd T. Collins**
3. Agency Mailing Address: **219 Whipple Street South Lyon, MI 48178**

Section II Contact Information

1. Name: **Lt. Christopher J. Sovik**
2. E-mail address: **sovikc@southlyonpolice.com**
(We communicate by email and require a working and regularly checked email address)
3. Phone with area code: **248-437-4193**
Best hours to call: **9am – 5pm** Time zone: **EST**

Section III Agency Profile

1. Number of sworn law enforcement officers in agency: **16**
2. Number of full-time officers: **16**
3. Number of part-time officers (include auxiliary officers with arrest powers): **0**
4. Size of population served by agency (number): **12,600**

Section IV: Equipment Request

1. List the requested items.

- Item 1/Qty/price: **Taser X26P w/holster (\$986.56)**
- Item 2/Qty/price: **Taser X26P w/holster (\$986.56)**
- Item 3/Qty/price:

2. On a separate page:

- Describe the agency's need for these items
- Explain how the requested equipment will increase officer safety
- Discuss why the items are not available through federal or state grants.

PLEASE NOTE

Should APSA fulfill your grant application, we will email you an agreement to sign in which you agree to:

- Use the funds granted to us by APSA for the purpose described above within 90 days of receipt of them.
- Provide us with copies of the receipts for the purchased items
- Send us a digital picture of the items, preferably with officers using them
- Give us permission to post the grant information and picture on our website.



South Lyon Police Department

www.southlyonpolice.com

219 Whipple St.

South Lyon, Michigan 48178

Phone: 248-437-1773

Lloyd T. Collins

Chief of Police

The Mission of the South Lyon Police Department is to efficiently provide quality police service to our community by promoting a **SAFE** environment through a police-citizen partnership, with an emphasis on mutual trust, integrity, fairness, and professionalism. Our department's motto is "SAFEguarding our Community".

Our mission statement and motto were purposefully revised to include the word "safe". Keeping our officers safe in addition to citizens during contacts is a key factor in strengthening community relations. The old adage, "to serve and to protect" is to be demonstrated in the safest manner possible, and equipping our officers with the proper "tools" to assist in maintaining peace is critical.

Our agency consists of sixteen (16) officers, which includes the Chief of Police to our lowest senior officer. A daily scheduled shift for the road patrol consists of (1) Sergeant and (3) officers (overlapping hours). The Chief of Police, Lieutenant and Detective also respond to calls that require assistance from the road patrol. With the current situation, we are unable to equip all of our responders with Tasers. I would like for our Detective to carry a Taser during the course of his duties, but is unable to because the remaining Taser is assigned to the Lieutenant.

In our smaller community, we have several events each year requiring the need of over half our officers in addition to officers scheduled for their regular working shift. So, there is a need for at least ten Tasers to be safely employed during these events. We currently have one Taser that is warrantied. Four of the remaining Tasers in service are out of warranty and are no longer serviceable. We budgeted for and are awaiting the arrival of one (1) Taser. This Taser represents our only Taser purchase until July 1, 2017. Our agency is in need of at least five to six more Tasers to properly and safely equip our officers during these community events.

A Taser is included in the list of products or tools representing the highest order in the continuum of officer safety and longevity. Tasers enable law enforcement professionals to neutralize threats according to the police policies and procedures and to achieve the ultimate end result: protection of life, preservation of order, and the security of their own well-being. One of the most important benefits of the Taser is that it doesn't cause lasting physical damage when it's used properly. Though they are used for pain compliance, the sensation is brief and ends very quickly. Tasers are a less-lethal option for law enforcement officers that can be operated safely from a distance. Our officers receive annual training in its practical use in addition to classroom training where we discuss situations when and when not to deploy the Taser.



American Police and Sheriffs Association

www.americanpsa.org

P.O. Box 52
Ste. Genevieve, MO 63670

Tel: 573-883-2639
Fax: 573-883-2172

Equipment Grant Agreement

APSA Contact: David Kenik, info@americanpsa.org

Grantee: South Lyon MI PD

Grantee contact: Lt. Christopher Sovik sovikc@southlyonpolice.com

Grant amount: \$1973.12

To be used for: Two Tasers w/ holsters

Please read and sign the following statement, then scan and email to info@americanpsa.org or by FAX to 573-883-2172

On behalf of the Grantee listed above, we agree to:

- Use the granted funds granted to us for the purpose described above within 90 days of receipt.
- Provide APSA copies of the receipts for the purchase of these materials
- Provide APSA with a digital photo of your officers with them or using them.
- Give permission to APSA to use the photo and a description of the grant on its website.

If any funds are left over after purchasing this equipment, we agree to deposit them in the general operating account of the agency.

Lt Christopher J Sovik
Authorized Agency Representative

LT. CHRISTOPHER J. SOVIK
Printed Name

Chris Sovik

From: eCivis Support <support@ecivis.com>
Sent: Tuesday, December 27, 2016 3:02 PM
To: Chris Sovik
Subject: [eCivis] Grants Network - Grant Awarded Notification

You are receiving this e-mail as part of your subscription to [eCivis Grants Network](#).



Grants Network - Grant Awarded Notification

Tuesday, December 27, 2016

Grant funding was recently awarded to South Lyon, City of!

FD6286 American Police and Sheriffs Association (APSA): Equipment Grants - FY 2016

... to ensure the safety of law enforcement officers nationwide by providing them with critical life-saving equipment, including lights, communication equipment, or duty gear. The funding agency is most interested in agencies that are most in need and can benefit the most from assistance. Examples of equipment purchased by past award recipients include: Training DVDs provided by the Police.....

Congratulations to the department and staff associated with the project!

Department: Police Department

Project: Taser Grant

Summary: Apply for two (2) Tasers with Holsters

Project Lead: Christopher Sovik

Award Notification: 12/13/2016

Award Amount: \$1,973.12

Cash: N/A

In-Kind: N/A

About this Email: You are receiving this e-mail as part of your subscription to eCivis Grants Network. If you need further assistance, please call Client Services Toll Free at (877) 2-eCivis (232-4847).

eCivis Inc. - 418 N. Fair Oaks Ave., Suite 301 Pasadena, CA 91103

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FD6286 American Police and Sheriffs Association (APSA): Equipment Grants - FY 2016

eCivis Grant Detail

Grant: FD6286 American Police and Sheriffs Association (APSA): Equipment Grants - FY 2016

Provided for: Christopher Sovik of South Lyon, City of

On Tuesday, December 27, 2016 11:54:31 AM PST

Summary

Type:	Foundation
Agency:	FD Foundation
Office:	American Police and Sheriffs Association (APSA)
Multipart Grant:	No
Next Due:	Rolling
Solicitation Date:	Rolling
Match Required:	No
Actual Funds:	Unspecified

Summary:

The purpose of this program is to ensure the safety of law enforcement officers nationwide by providing them with critical life-saving equipment, including lights, communication equipment, or duty gear. The funding agency is most interested in agencies that are most in need and can benefit the most from assistance.

Examples of equipment purchased by past award recipients include:

Training DVDs provided by the Police Officers Safety Association (POSA)

Canine unit formation

TASERs, holsters, training, and tactical vests

Cruiser video systems

Lockable rifle/shotgun mounts for cruisers

Laptop computer and printer for command post

Folding panel padded mats

Paintball equipment to increase realism in training

Applicants seeking ballistic vest donations should submit requests through the Ten Four Ministries' Armour of God project, known in *eCivis Grants Network* as FD2317.

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¹
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**Activity Report - Open Projects**

Open Projects: 1
Pending Funds: \$1,973.12
Awarded Funds: \$0.00

Organization: South Lyon, City of, MI

Report Date: 12/27/2016

Christopher Sovik

Requested By: Lieutenant
sovikc@southlyonpolice.com

Police Department

Project: Taser Grant

Project Lead: Christopher Sovik

Opened: 08/12/2016

Summary: Apply for two (2) Tasers with Holsters

Grant	Stage	Awarded	Award	Cash	In-Kind	Pending	Not Awarded
FD6286 American Police and Sheriffs Association (APSA): Equipment Grants - FY 2016	Application Submitted			N/A	N/A	\$1,973.12	

Source: eCivis® Grants Network
www.ecivis.com

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AGENDA NOTE

New Business: Item #

MEETING DATE: January 9, 2017

PERSON PLACING ITEM ON AGENDA: Police Chief

AGENDA TOPIC: Donation Acceptance

EXPLANATION OF TOPIC: South Lyon area residents Tim and Jodi Yarde sent a check for \$75.00 to the Police Department. The donation needs acceptance from Council.

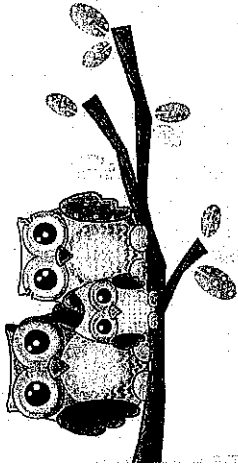
MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Copy of card from Mr. and Mrs. Yarde; letter of appreciation from Chief Collins.

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

RECOMMENDATION: Accept Donation

SUGGESTED MOTION: Motion by _____, supported by _____ to accept the \$75.00 donation from Mr. and Mrs. Yarde, and to thank them for their generosity.

01/09/17



To our Men/Women
in Blue:

We are so very
grateful for all you
do.

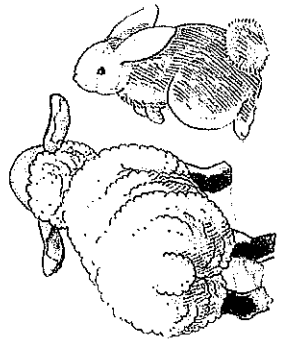
Hope this will
help your department
in some small
way.



St. Jude Children's
Research Hospital
ALAC - DARY THOMAS, Founder
Finding cures. Saving children.

stjude.org

Jim &
Jody



May the bright star
of Christmas
shine in your heart all year!

Be safe!

Big Love,

Jim & Jody
South Lyon



South Lyon Police Department

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

Lloyd T. Collins
Chief of Police

Mr. and Mrs. Tim Yarde
13724 Monarch Drive
South Lyon, MI 48178

January 4, 2017

Dear Mr. and Mrs. Yarde,

I would like to take this opportunity to express our gratitude for your recent donation of \$75.00 to the South Lyon Police Department. Your donation will be acknowledged and presented for official acceptance at an upcoming City Council meeting.

On behalf of the entire staff of the South Lyon Police Department, thank you very much for your contribution and for your continued support.

Sincerely,

A handwritten signature in black ink that reads "Lloyd T. Collins". The signature is written in a cursive style with a long horizontal line extending from the end.

Lloyd T. Collins
Chief of Police

AGENDA NOTE
New Business: Item

MEETING DATE: January 9, 2017

PERSON PLACING ITEM ON AGENDA: Lynne Ladner, City Manager

AGENDA TOPIC: Donation Acceptance (Holiday Gathering)

EXPLANATION OF TOPIC: The City has received donations to assist in offsetting the cost of the Volunteer and Employee Appreciation Event held Dec. 14, 2016. The donations are as follows:

- i. Hubble Roth and Clark - \$400
- ii. CIB Planning - \$300
- iii. Johnson, Rosati, Schultz & Joppich - \$500
- iv. GFL Environmental - \$300

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: N/A

POSSIBLE COURSES OF ACTION: Approve/Deny the acceptance of the donations made to the City to assist with the Appreciation Event.

RECOMMENDATION: Approve the acceptance of the donations made to the City to assist with the Appreciation Event.

SUGGESTED MOTION: Moved by, _____ seconded by, _____ to approve the acceptance of the donations made to the City to assist with the Appreciation Event.

AGENDA NOTE
New Business: Item

MEETING DATE: January 9, 2017

PERSON PLACING ITEM ON AGENDA: Lynne Ladner, City Manager

AGENDA TOPIC: Consider authorizing City Manager to attend Michigan Municipal Executives Winter Institute and MMRMA 2017 Risk Management Workshop

EXPLANATION OF TOPIC: The Michigan Municipal Executives (MME formerly MLGMA) Winter Institute is scheduled to take place in Kalamazoo from Tues. January 31 thru Friday February 3rd. The cost of the institute breaks down as follows: \$295 for Conference and Pre-Conf. Session, \$375 + fees and taxes for lodging, \$54 self-parking for a total of \$724 (plus hotel fees and taxes). The preconference session on Balance sheets falls in line with my professional development plan to improve budgeting and finance skills, the primary sessions related to Strong Towns also deals with Community prosperity and financial stability. Additionally, I believe that the ethics session is important as a City Manager to review with others in the profession our professional code of ethics and ensure that we are adhering to the code of conduct.

The MMRMA Risk Management workshop is scheduled to take place in Lansing March 1-March 3rd. As a member of the MMRMA it is important to continually review our risk management position. The sessions associated with human resources in relation to risk management as well as financial stress continue to support my professional development plan of budget and finance and improving human resource skills. This conference has limited to possibly no cost associated with it: Registration Fee: \$0, Lodging and Fees - \$0 (in Lansing so easily commutable), parking – unknown potentially \$0, Meals should be less than \$100 based upon need for only 1-2 meals

All expenses associated with these conferences are budgeted for under Education/Training 101-200-957.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Conference brochures, information about Strong Towns

POSSIBLE COURSES OF ACTION: Consider/Deny authorizing City Manager to attend Michigan Municipal Executives Winter Institute and MMRMA 2017 Risk Management Workshop

RECOMMENDATION: Consider authorizing City Manager to attend Michigan Municipal Executives Winter Institute and MMRMA 2017 Risk Management Workshop

SUGGESTED MOTION: Moved by, _____ seconded by, _____ to approve consider authorizing City Manager to attend Michigan Municipal Executives Winter Institute and MMRMA 2017 Risk Management Workshop



**Michigan
Municipal
Executives**

A State Affiliate of ICMA

**Michigan Municipal Executives Winter Institute
January 31- February 3, 2017
Kalamazoo Radisson Hotel
Kalamazoo**

Tentative Agenda

Theme: Back to Foundations: People and Place

Tuesday, January 31

- | | |
|--------------|--|
| Noon-6:00 pm | Registration Open |
| 2:00-4:00 pm | Pre-conference Workshop
"Balance Sheets for Municipal Executives"
Speaker: Brian Camiller, Plante Moran
Cost: \$20 |
| 6:00-8:00 pm | Welcome Reception |

Wednesday, February 1

- | | |
|-----------------|---|
| 8:00 am-5:00 pm | Registration Open |
| 8:00 am-5:00 pm | Executive Coaching
Pre-registration required |
| 8:00-9:00 am | Coffee Hour for First-Time Attendees & Students |
| 9:00-10:15 am | Welcoming General Session & Keynote
Speaker: Chuck Marohn, Strong Towns |
| 10:30-11:45 am | Concurrent Sessions <ul style="list-style-type: none">• Strong Towns Follow Up |
| Noon-1:30 pm | Lunch
Speaker: Katharine Czarnecki, MEDC |

1:45-2:45 pm	General Session "Community Master Plans" Speaker: Rebecca Fleury, City Manager, Battle Creek Jim Ritsema, City Manager, Kalamazoo, ICMA
3:00-4:15 pm	Concurrent Sessions <ul style="list-style-type: none"> • Strong Towns Follow Up Two
5:30-7:00 pm	Past Presidents' Dinner
6:00 pm	Next Gen Dinner <i>Pre-registration required.</i> Location: Kalamazoo Beer Exchange

Thursday, February 2

8:00 am-5:00 pm	Registration Open
8:00 am-5:00 pm	Executive Coaching Pre-registration required
9:00-10:15 am	General Session
10:30-11:45 am	Concurrent Sessions
Noon-1:15 pm	Lunch & Keynote Speaker "Ethics Panel" Moderator: Oliver Turner, MME Ethics Committee Chair, City Manager, Sault St. Marie
1:30-2:45 pm	General Session "Community Policing" Speaker: Rex Caldwell, Operations Divisions Manager, Washington State Criminal Justice Training Commission
3:15-4:30 pm	Concurrent Sessions <ul style="list-style-type: none"> • Community Policing Follow Up
5:00-6:30 pm	Vendor Reception \$500 per table-top display. Vendor registration information available at mlgma.org .
Time TBA	Managers Activity

Friday, February 3

8:30-9:30 am	Breakfast & MME Annual Meeting
--------------	---

9:30-10:30 am

Legislative Update

Moderator: Keith Van Beek
Michigan Association of Counties
Michigan Municipal League
Michigan Townships Association

10:30-1:30 am

Closing Keynote Speaker

11:30 am-1:00 pm

MME Board of Directors Meeting

STRONG TOWNS

MISSION TOPICS PODCAST
EVENTS MEMBERSHIP



NEWCOMERS

GET UP TO SPEED ON THE
STRONG TOWNS MOVEMENT.

WELCOME TO STRONG TOWNS

The Strong Towns approach is a fundamental rethinking of how we work together to build lasting wealth and prosperity within our communities. Strong Towns began in 2008 as a blog by Charles Marohn. Today, it is a national media nonprofit publishing award-winning **daily articles** by dozens of contributors, hosting **events** across the continent and sharing **weekly podcasts**.

Strong Towns is making an impact all over the country. Read our **Success Stories**.

Check out our glossary
of Strong Towns
terminology.

LET'S GET STARTED

We invite you to explore our **content**, as well as participate in the Strong Towns conversation with hundreds of members and readers on our

discussion forum. If you are someone who wants to start at the beginning, our **archive** goes back to those early ideas in 2008.

For everyone else, we've pulled out the most important posts below. Scroll through to get a feel for what we are about:

TOP STORIES



GREATEST HITS: THE GROWTH PONZI SCHEME

Most American cities find themselves caught in the Growth Ponzi Scheme. We experience a modest, short term illusion of wealth in exchange for enormous, long term liabilities. We deprive our communities of prosperity, overload our families with debt and become trapped in a spiral of decline. This cannot continue.

CONVERSATION WITH AN ENGINEER

This classic Strong Towns video explains what's wrong with the engineering profession.

FOLLOW THE RULES, BIKERS

We need to stop accommodating bikers and pedestrians within an auto-dominated environment and instead do the opposite: accommodates automobiles in an environment dominated by people.

Get Strong Towns in your inbox

EXPLORE OUR ONGOING CAMPAIGNS:

**SLOW THE
CARS**

**NO NEW
ROADS**

**END
PARKING
MINIMUMS**

WATCH OUR FOUNDER IN ACTION

“We don’t lack growth. America has had decades of the most robust growth in human history. What we lack is productive growth; growth that builds wealth within our communities. Our development pattern does not build wealth. It destroys it.”

— Charles Marohn, Founder of
Strong Towns

WHAT'S NEXT?

Thanks for being here. If you're enthused about the Strong Towns message, we have many ways for you to be a part of this movement:

1. **Share it with a friend via social media or email.**
2. **Join our email list to receive updates on the movement.**
3. **Support the Strong Towns movement by becoming a member today.**
4. **Join our online discussion forum to chat with Strong Towns members from across the country.**

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SUPPORTERS

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WEDNESDAY, MARCH 1, 2017

- 2:30–4:30 pm Membership Committee Meeting
4:30–6:30 pm Finance Committee Meeting
8:00–10:00 pm Networking Social

THURSDAY, MARCH 2, 2017

- 8:30–9:30 am Breakfast and Information Exchange
9:30–10:30 am Opening Session: Michigan's Economic Future
Tim Sowton, VP of Policy and Government Affairs, Business Leaders of Michigan

10:45–11:45 am Training (Concurrent Breakout Sessions)

TRACK 1 HUMAN RESOURCES

Getting HR and Other Employees
Engaged in Risk Management
Phil LaDuke, ERM

TRACK 2 RISK MANAGEMENT

Fostering a Positive Police Relationship
in Your Community Can Reduce Risk —
What is Your Public's Perception?
Jack Ryan, Attorney, Legal & Liability Risk
Management Institute

TRACK 3 LEADERSHIP

No Time to Lead
Phil Zeller, Master Trainer, Dale Carnegie

11:45–12:30 pm Luncheon Buffet

12:30–1:45 pm General Session: Ethics in the Public Sector
Steven Mann, Senior Principal, Miller Canfield Paddock and Stone, PLC

2:00–3:00 pm Training (Concurrent Breakout Sessions)

TRACK 1 CAPACITY

Financial Stress on Communities —
Bigger Picture Trends
Brian Camiller, CPA, Partner, and
Timothy St. Andrew, CPA, Associate, Plante Moran

TRACK 2 COMMUNITY

De-Carceration
Jack Ryan, Attorney, Legal & Liability
Risk Management Institute

TRACK 3 INVESTMENT RISK

Investments:
Opportunities and Risks
George Vitta, Senior Consultant,
The Bogdahn Group

3:15–4:15 pm General Session: Legal Update
Panel discussion of legal trends and case studies moderated by Starr M. Kincaid, Esq.,
Legal Services Manager, MMRMA

4:15–5:00 pm Networking Reception

5:00–6:00 pm Special Guest: Jody Urquhart, All Work and No Say
This session is based on the bestselling book that shatters assumptions that work is meant to be
stressful, boring, or no fun.

6:00–7:00 pm Networking

FRIDAY, MARCH 3, 2017

- 7:00–8:30 am Breakfast and Information Exchange
7:30 am State Pool Committee Meeting

MICHIGAN MUNICIPAL
RISK MANAGEMENT
AUTHORITY

RISK MANAGEMENT '17 WORKSHOP REGISTRATION

SIGN UP EARLY FOR THE BEST SELECTIONS

✉ Mail to: 1895 Ridgewood, E. Lansing, MI 48823 🌐 Register online at: www.mmrma.org

Name (please print): _____ Title: _____

Community/Firm: _____ ☐ Individual Member ☐ State Pool Member ☐ Other

Elected Official? ☐ Yes ☐ No First Time Attendee? Yes No

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

To receive text messages regarding meeting updates, please provide your cell phone number: _____

How long have you personally been involved with MMRMA? _____ year(s)

Spouse/Guest Names: _____

In Case of Emergency, contact: _____

DATES

☐ Wednesday, March 1 ☐ Thursday, March 2

OPTIONS ☐ Two Queen Beds ☐ King

Number of persons in room: _____ ☐ Special needs: _____

All rooms non-smoking. Preferences are honored on a space available basis.

EVENTS

WEDNESDAY

☐ Membership Committee Meeting Qty _____

☐ Finance Committee Meeting Qty _____

THURSDAY

☐ Breakfast and Information Exchange Qty _____

☐ Opening Session: Michigan's Economic Future Qty _____

☐ 10:45 am Training Track 1 _____ Track 2 _____ Track 3 _____

☐ Luncheon Buffet Qty _____

☐ 12:30 pm General Session: Ethics in the Public Sector Qty _____

☐ 2:00 pm Training Track 1 _____ Track 2 _____ Track 3 _____

☐ 3:15 pm General Session: Legal Update Qty _____

☐ 4:15 pm Networking Reception Qty _____

☐ 5:00 pm Special Guest: Jody Urquhart Qty _____

FRIDAY

☐ Breakfast and Information Exchange Qty _____

☐ State Pool Committee Meeting Qty _____

Reservations will not be accepted after 2/4/17. Because reservations are guaranteed, we must charge for late cancellations and no-shows. For special needs and other information, please contact Denise McGinn by phone at 517.333.3628 or by email at associationg93@aol.com.

MARCH 2-3, 2017 · CROWNE PLAZA WEST HOTEL, LANSING · MMRMA.ORG

RISK

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

Resources

Finances

Ethics

Economy

Information

Network

Trends

Employment

Legal

Perception

Community

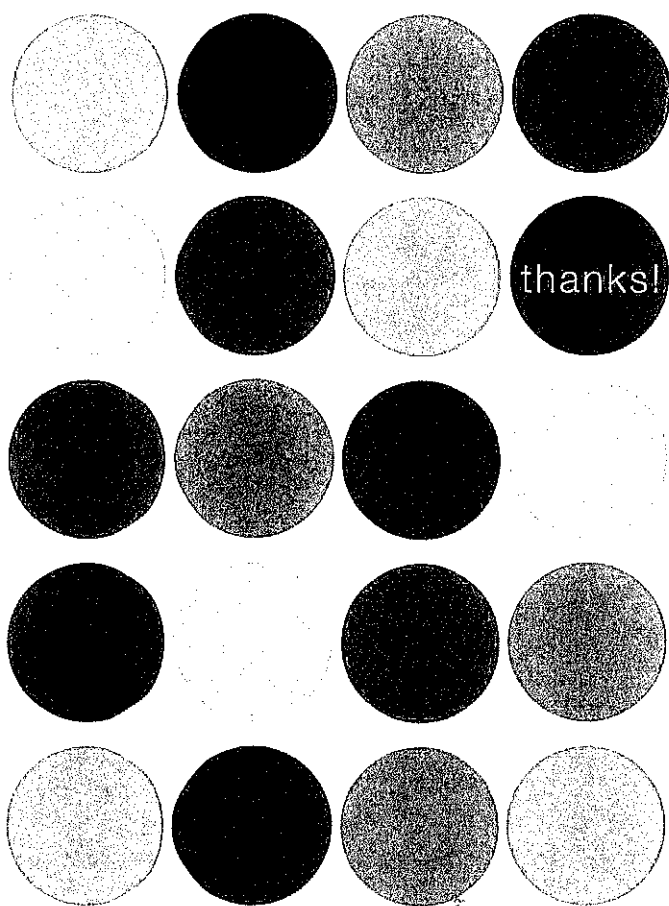
Investments

RISK

**RISK MANAGEMENT
WORKSHOP 2017**

RISK

MARCH 2-3 · CROWNE PLAZA WEST HOTEL, LANSING MI · MMRMA.ORG



Dear Officer Sroufe &
SL Police Station Staff,

Thank you for having us
last month for a tour! The kids
loved the police car & the bags
full of goodies. We now know
a little more about our community
and the people who keep us
safe!

Thank you,
The Moms Club of S.L.

South Lyon Historical Commission Meeting
Wednesday, December 7, 2016
Minutes

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

Members Absent: Roger Heiple

Others Present: Carl Richards

Secretary Bob Tremitiere called the meeting to order at 7:30PM. A quorum was declared.

November Minutes: Jim motioned to accept the November minutes. Linda seconded and the motion passed.

Open House Recap: The consensus was that the open house went well, but attendance was not what we had hoped, in spite of it's being mentioned on the front page of the Herald and on the city website, and on fliers distributed around town. Jim said that we need to re-think some of the events that haven't been well attended. We all agreed that Cool Yule and Depot Day were a success. Heritage Day is discontinued with some of the events folded into Depot Day. We continue to search for ways to better reach the public. Gary said that his wife Connie will approach the senior group at a later date to see if some of them might be interested in the Society.

Cool Yule: Linda reported that it was a big success, with over 100 kids visiting Santa, accompanied by plenty of adults. It was standing room only in the chapel where the choir was singing. We agreed that having the Society and Commission plan and coordinate the events at the historic village, while letting the Cool Yule committee concentrate on the rest of the event was a good idea. We discussed why this event was so well attended, and concluded that a lot of publicity, the involvement of several groups, and the parade leading Santa to the village were factors. The weather was good too, and this event has been on the calendar for several years. The decorations were especially well liked, with Linda and Connie doing most of the interior decorating, and Larry and crew stringing lights in the gazebo and caboose. The tree and lights in the gazebo were especially well liked, and a wedding held on Saturday enjoyed being able to use it for photographs.

Chamber of Commerce historic photo status: Phil went to the former C of C office and confirmed that the photos are there. Each one has a plaque that says "courtesy of South Lyon Historical Society". We agreed that this does not establish our ownership. Phil has contacted Andrea Phillips (the building owner) and is awaiting her input. Meantime, Linda spoke to Anne at city hall, who indicated that they would be interested in having the photos, so Phil will pursue that. In a related issue, the Society was recently asked for permission to use a picture of the Witch's Hat depot at its original location for a book. We agreed that we don't own a copyright to that picture. Linda will let the inquirer know that. Jim asked what our policy is regarding the use of our photos. No one knew the answer to that question, but Bob said that he would ask Norm Somers if he knows.

Lawn Service: A few months ago, Carl Richards suggested that we should consider weed and feed in the areas of the lawn closest to the buildings. He also contacted D&G, who sent a copy of the proposal to Bob. At the last meeting, we agreed that it would be worth pursuing if there was no objection from the DPW. Bob contacted Bob Martin who offered to add the service to the existing contract that they have with D&G. The commission agreed that this is a good idea, and Bob will give Bob Martin a copy of the proposal.

Status of future projects:

Garden path replacement: not discussed. Awaiting proposal from Scout

Nighttime flag display: Jim Race worked with the DPW to identify an electrical box on the Witch's Hat north dormer which is controlled by the night time photocell. He donated a lamp and upgraded bulb which has been installed and now lights the flag at night. This project is now complete. Thanks Jim!

Chapel repaint, gazebo roof, brick sidewalk repair: These were not discussed.

Gazebo floor: There was some discussion about what kind of material should be used for the replacement, but no decisions were reached.

Removal of tree south of freight house: Larry reported that the DPW removed the tree and ground the stump. Bob will rototill the space and plant grass next spring. This project is closed.

Tree limbs over shed: We will ask the DPW to trim or remove the tree next spring.

Stone pillars at Historic Village sign: This is a new added project. The pillars are losing their stones and need to be rebuilt. Carl said that he has some but not all of the materials to do the job. We will address in the spring.

Paint Shed: Carl has 3 gallons of white paint which he is storing for the winter. We can paint it in the spring.

Other Business:

-Underground wire for Kiwanis: Presently Kiwanis has to string extension cords overhead for their Christmas tree sale. It was suggested that we run a wire underground to a fence post. Larry will pursue and Bob will add it to the projects list.

-Vandal resistant lighting: Jim has been researching and suggested that we consider mounting lights on poles that would be high enough to reduce vandalism. He will discuss with Bob Martin and Bob will add it to the projects list.

-Jim asked who does our electrical. Larry said that we have not had anyone since Dick Neurenberger moved, but that Jim Beck at the DPW has been very helpful. He is also trying to interest Pete at Martin's Hardware.

-There will be no meeting in January. The next meeting is February 1.

-**Congratulations** to Larry and DeLynn Ledbetter on the birth of their grandson Sebastian, weighing in at 8 lbs, 6 oz! Sebastian came into this world on Sunday, December 4.

Business concluded, the meeting was adjourned at 8:45 without a motion.

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

JOHNSON, ROSATI, SCHULTZ & JOPPICH, P.C.
27555 Executive Drive, Suite 250
Farmington Hills, MI 48331
(248) 489-4100 Tax ID# 38-3107356

December 09, 2016

City of South Lyon
Attn: Lisa Deaton, Clerk/Treasurer
335 S. Warren Street
South Lyon, MI 48178

Invoice # 1068186

In Reference To: City Attorney Retainer Work

Professional Services Rendered Through November 30, 2016

	<u>Hours</u>
<u>Arcadis</u>	
11/28/2016 TSW Correspondence to and from G Taylor at ARCADIS regarding status	0.10 No Charge
SUBTOTAL:	[0.10]
<u>City Council</u>	
11/14/2016 TSW Review Council agenda packet	0.40
TSW Correspondence to Clerk regarding 10/24/16 Council minutes and appointment to Planning Commission	0.10
TSW Review materials and prepare for Council meeting - poverty exemption, Thomasville and Housing Commission	0.50
TSW Attend Council meeting	2.80

Johnson, Rosati, Schultz & Joppich, P.C.

			<u>Hours</u>
11/22/2016	TSW	Review RCOC, DTE pole attachment permits and CSX permit application for Comcast installation of fiber facilities	0.80
11/27/2016	TSW	Review Council packet and minutes	0.50
11/28/2016	TSW	Review Agenda items in preparation for meeting	0.50
	TSW	Attend Council meeting	3.50
SUBTOTAL:			<hr/> 9.10
			[]
<u>Comcast</u>			
11/1/2016	TSW	Telephone conference with City Manager regarding Comcast installation of cable facilities in rights-of-way	0.10
11/2/2016	GLD	Review regarding video franchise right-of-way issue	0.40
	TSW	Correspondence to and from Comcast regarding additional information needed for right-of-way construction permit relating to installation of cable facilities	0.30
11/3/2016	TSW	Receipt/review correspondence from K Mazurek at Comcast regarding additional information for right-of-way permit for installation of cable facilities	0.20
11/4/2016	TSW	Correspondence to and from K Mazurek at Comcast regarding additional information	0.10
11/8/2016	TSW	Review Comcast Uniform Video Services Franchise Agreement	0.40
11/11/2016	TSW	Receipt/review correspondence from K Mazurek regarding follow-up	0.10

			<u>Hours</u>
11/11/2016	TSW	Receipt/review correspondence from City Manager regarding availability to meet with Comcast; correspondence to and from City Engineer and DPW Director regarding availability to meet with Comcast	0.10
11/15/2016	TSW	Receipt/review correspondence from City Manager regarding fiber installation	0.10
	TSW	Continued research regarding proposed project and right-of-way permit requirements	0.90
	TSW	Correspondence to and from Comcast regarding meeting on right-of-way permit for fiber installation	0.20
11/20/2016	TSW	Review information provided by Comcast for right-of-way permit	0.50
11/22/2016	TSW	Correspondence to and from City regarding preparation for meeting with Comcast and right-of-way permit application	0.20
11/23/2016	TSW	Attend meeting with Comcast regarding request for permit to install fiber in City rights-of-way	1.20
SUBTOTAL:			<hr/> [4.80]
<u>District Court Prosecutions</u>			
11/1/2016	DWG	Prosecute morning docket of Pretrial Conferences	1.50
	DWG	Receipt/review of Judge Bondy's 11/2/16 docket	0.10
	DWG	Receipt/review of Judge Law's 11/2/16 docket	0.10
	DWG	Receipt/review of Judge Reeds' 11/2/16 docket	0.10

	<u>Hours</u>
11/1/2016 DWG Receipt/review of 11/7/16 arraignment docket	0.10
DWG Receipt/review of Judge Bondy's 11/7/16 docket	0.10
DWG Receipt/review of Judge Law's 11/7/16 docket	0.10
DWG Receipt/review of Judge Reeds' 11/7/16 docket	0.10
DWG Receipt/review of Notice of Hearing	0.10
DWG Receipt/review of Notice of Hearing	0.10
DWG Receipt/review of Amended Motion and Summons Regarding Probation Violation	0.10
DWG Receipt/review of Motion and/or Order to Show Cause	0.10
DWG Receipt/review of Motion and Summons Regarding Probation Violation	0.10
DWG Receipt/review of Motion and Order for Discharge from Probation	0.10
DWG Receipt/review of Notice to Appear	0.10
DWG Receipt/review of Notice to Appear	0.10
DWG Receipt/review of Notice to Appear	0.10
DWG Receipt/review of Notice to Appear	0.10

	<u>Hours</u>
11/1/2016 DWG Receipt/review of Notice to Appear	0.10
11/2/2016 DWG Receipt/review of Judge Batchik's 11/3/16 docket	0.10
DWG Receipt/review of Judge Bondy's 11/3/16 docket	0.10
DWG Receipt/review of Judge Law's 11/3/16 docket	0.10
DWG Receipt/review of Judge Reeds' 11/3/16 docket	0.10
DWG Receipt/review of Judge Bondy's 11/8/16 docket	0.10
11/3/2016 DWG Receipt/review of 11/7/16 arraignment docket	0.10
DWG Receipt/review of Judge Bondy's 11/7/16 docket	0.10
DWG Receipt/review of Judge Law's 11/7/16 docket	0.10
DWG Receipt/review of Judge Reeds' 11/7/16 docket	0.10
DWG Receipt/review of Judge Bondy's 11/9/16 docket	0.10
DWG Receipt/review of Judge Law's 11/9/16 docket	0.10
DWG Receipt/review of Judge Reeds' 11/9/16 docket	0.10
11/7/2016 DWG Telephone conference with victim regarding 11/22/16 Bench Trial	0.20

	<u>Hours</u>
11/8/2016 DWG Prosecute morning docket of Pretrial Conference	1.80
DWG Receipt/review Judgment of Sentence	0.10
DWG Receipt/review Amended Judgment of Sentence	0.10
DWG Receipt/review Judge Bondy's 11/15/16 docket	0.10
11/10/2016 DWG Receipt/review Judge Bondy's 11/16/16 docket	0.10
DWG Receipt/review Judge Law's 11/16/16 docket	0.10
DWG Receipt/review Notice to Appear	0.10
DWG Receipt/review Notice to Appear	0.10
DWG Receipt/review Notice to Appear	0.10
DWG Receipt/review Notice to Appear	0.10
DWG Receipt/review Motion and/or Order to Show Cause	0.10
DWG Receipt/review Motion and Summons Regarding Probation Violation	0.10
DWG Receipt/review Motion and/or Order to Show Cause	0.10
DWG Receipt/review Motion and/or Order to Show Cause	0.10

	<u>Hours</u>
11/10/2016 DWG Receipt/review Motion and/or Order to Show Cause	0.10
DWG Receipt/review Sentencing Order	0.10
DWG Receipt/review Judgment of Sentence	0.10
DWG Receipt/review Judgment of Sentence	0.10
DWG Receipt/review Order of Acquittal/Dismissal	0.10
DWG Receipt/review Motion and Order for Discharge from Probation	0.10
DWG Receipt/review Amended Judgment of Sentence	0.10
DWG Receipt/review Judge Reeds' 11/16/16 docket	0.10
11/11/2016 DWG Receipt/review Demand for Discovery	0.20
DWG Receipt/review Judge Batchik's 11/17/16 docket	0.10
DWG Receipt/review Judge Bondy's 11/17/16 docket	0.10
DWG Receipt/review Judge Law's 11/17/16 docket	0.10
11/14/2016 DWG Receipt/review of Motion to Suppress Evidence and Dismiss Charges, with Memorandum in support	0.40
11/15/2016 DWG Receipt/review Motion and/or Order to show cause	0.10

	<u>Hours</u>
11/15/2016 DWG Receipt/review Motion and/or Order to Show Cause	0.10
DWG Receipt/review Motion and Summons Regarding Probation Violation	0.10
DWG Receipt/review 11/21/16 arraignment docket	0.10
DWG Receipt/review Judge Bondy's 11/21/16 docket	0.10
DWG Receipt/review Judge Law's 11/21/16 docket	0.10
DWG Receipt/review Notice to Appear	0.10
DWG Receipt/review Notice to Appear	0.10
DWG Receipt/review Motion and/or Order to Show Cause	0.10
DWG Prosecute afternoon docket of Pretrial Conference	1.00
DWG Receipt/review Judgment of Sentence	0.10
DWG Receipt/review Judgment of Sentence	0.10
DWG Receipt/review Notice to Appear	0.10
DWG Receipt/review Judge Reeds' 11/21/16 docket	0.10
11/16/2016 DWG Legal research regarding investigatory stops and pat-down searches for response to Defendant's Motion to Dismiss	0.40

	<u>Hours</u>
11/16/2016 DWG Receipt/review Judge Bondy's updated 11/21/16 docket	0.10
DWG Receipt/review Judge Law's updated 11/21/16 docket	0.10
DWG Receipt/review Judge Reeds' updated 11/21/16 docket	0.10
DWG Receipt/review Judge Bondy's 11/22/16 docket	0.10
DWG Receipt/review Judge Law's 11/22/16 docket	0.10
DWG Receipt/review Judge Reeds' 11/22/16 docket	0.10
DWG Receipt/review Judge Bondy's 11/23/16 docket	0.10
DWG Receipt/review Judge Law's 11/23/16 docket	0.10
DWG Receipt/review Judge Reeds' 11/23/16 docket	0.10
11/17/2016 DWG Telephone conference with Defendant regarding adjournment of 11/22/16 Arraignment/Pretrial Conference	0.20
DWG Preparation of Answer to Motion to Suppress Evidence and Dismiss	0.80
DWG Preparation of Brief in Support of Answer to Motion to Suppress Evidence and Dismiss	3.30
11/18/2016 DWG Receipt/review of email from _____ regarding possession of a taser; Preparation of email correspondence to _____ regarding same	0.20

	<u>Hours</u>
11/21/2016 DWG Receipt/review of Notice to Appear	0.10
DWG Receipt/review of Judgment of Sentence	0.10
DWG Receipt/review of Judgment of Sentence	0.10
DWG Receipt/review of Notice to Appear	0.10
DWG Receipt/review of Petition and Order for Amendment of Order of Probation	0.10
DWG Receipt/review of Judgment of Sentence	0.10
DWG Receipt/review of Judgment of Sentence	0.10
DWG Receipt/review of Judge Bondy's 11/23/16 docket	0.10
DWG Receipt/review of Judge Law's 11/23/16 docket	0.10
DWG Receipt/review of Judge Reeds' 11/23/16 docket	0.10
DWG Receipt/review of Judge Bondy's 11/28/16 docket	0.10
DWG Receipt/review of Judge Law's 11/28/16 docket	0.10
DWG Receipt/review of Judge Reeds' 11/28/16 docket	0.10
DWG Preparation for Trial	0.30

	<u>Hours</u>
11/22/2016 DWG Prosecute morning docket of Pretrial Conferences and Pre-Formal Hearings	1.70
DWG Prosecute afternoon docket of Bench Trial	2.40
DWG Receipt/review Judge Bondy's updated 11/23/16 docket	0.10
DWG Receipt/review Judge Law's updated 11/23/16 docket	0.10
DWG Receipt/review Judge Reeds' updated 11/23/16 docket	0.10
11/23/2016 DWG Receipt/review of Notice to Appear	0.10
DWG Receipt/review of Notice to Appear	0.10
DWG Receipt/review of Notice to Appear	0.10
DWG Receipt/review of Sentencing Order	0.10
DWG Receipt/review of Motion and/or Order to Show Cause	0.10
DWG Receipt/review of Motion and Summons Regarding Probation Violation	0.10
DWG Receipt/review Judge Bondy's 11/30/16 docket	0.10
DWG Receipt/review Judge Law's 11/30/16 docket	0.10
DWG Receipt/review Judge Reeds' 11/30/16 docket	0.10

		<u>Hours</u>
11/28/2016	EKS Review files in preparation for 11/29/16 prosecutions	0.20
11/29/2016	EKS Prosecute morning docket of Pretrials	1.50
11/30/2016	CDS Telephone conference with client	0.20
	CDS Review of file for Evidentiary Hearing	1.00
SUBTOTAL:		<hr/> [27.40]
<u>Elections</u>		
11/7/2016	TSW Telephone conference with Police Chief regarding election preparation; review election procedures and legal requirements	0.10
SUBTOTAL:		<hr/> [0.10]
<u>Fibertech</u>		
11/3/2016	TSW Continued preparation of correspondence to City Manager regarding Fibertech proposed licensing agreement and applicable regulations	1.10
11/4/2016	TSW Continued preparation of correspondence to City Manager regarding Fibertech DAS proposal and license agreement	0.40
	TSW Receipt/review correspondence regarding Fibertech status and scheduling	0.10
11/7/2016	TSW Continued review of draft license agreement and issues related to installations in right-of-way	0.30

			<u>Hours</u>
11/9/2016	TSW	Continued review of draft Fibertech licensing agreement for DAS facilities	1.30
	TSW	Telephone conference with J Newkirk and N Ernst of Fibertech regarding current status, licensing agreement and related issues and scheduling	1.00
SUBTOTAL:			<hr/> 4.20
			[]
<u>General City Attorney Work</u>			
11/1/2016	TSW	Research regarding sponsorship program and website policies	1.40
	TSW	Telephone conference with Michigan Treasury Department regarding commercial rehabilitation tax exemptions, criteria, and procedures; Receipt/review correspondence from Treasury regarding commercial rehab exemption affect on other capture of other taxes	0.40
	TSW	Continued review of medical marihuana licensing act	0.40
	TSW	Correspondence to City Manager regarding MLCC enforcement issue	0.20
	TSW	Review of RCOC letter regarding facilities in right-of-way	0.20
11/2/2016	TSW	Review NESHAP requirements	0.30
	TSW	Correspondence to Clerk regarding alley tax foreclosure	0.10
11/3/2016	TSW	Telephone conference with Planning Consultant regarding South Lyon Hotel site plan, conditional rezoning and Thomasville	0.50

			<u>Hours</u>
11/3/2016	TSW	Correspondence to and from City Manager regarding website use policy	0.10
	TSW	Preparation of draft website use policy	0.40
	TSW	Telephone conference with Economic Development Director regarding commercial rehabilitation policy	0.30
	TSW	Receipt/review correspondence from City Assessor regarding revised poverty exemption resolution	0.20
	TSW	Receipt/review correspondence from Economic Development Director regarding 105 N. Lafayette	0.10
11/4/2016	TSW	Continued preparation of website use policy and legal research regarding related issues and correspondence to City Manager regarding same	1.70
	TSW	Continued review of City Assessor comments on poverty exemption resolution and legal research regarding same	0.80
	TSW	Correspondence to City Assessor regarding comments and revised poverty exemption resolution	0.10
	TSW	Correspondence to Council regarding conditional rezoning authority and criteria	0.10
	TSW	Continued preparation and revision of poverty exemption agenda note and materials and correspondence to City Manager regarding same	0.60
11/7/2016	TSW	Telephone conference with Police Chief regarding soliciting in right-of-way and MLCC issues	0.20
11/8/2016	TSW	Telephone conference with City Manager regarding Thomasville, Rizzo Solid Waste Agreement, poverty exemption, Housing Commission	0.60
	TSW	Preparation of redacted JRSJ legal invoice for September and correspondence to City Manager regarding same	0.20
			No Charge

			<u>Hours</u>
11/8/2016	TSW	Receipt/review correspondence from City Manager regarding commercial redevelopment and rehabilitation tax exemption criteria	0.20
11/9/2016	TSW	Telephone conference with Economic Development Director regarding tax incentives	0.10
11/11/2016	TSW	Receipt/review correspondence from City Manager regarding Kiwanis request for Council meeting agenda	0.10
11/14/2016	TSW	Telephone conference with Economic Development Director regarding economic development meeting	0.20
			No Charge
	TSW	Research regarding commercial redevelopment act and tax incentives	0.70
	TSW	Review Title VI plan and requirements and correspondence to and from City Manager regarding same	0.50
	TSW	Telephone conference with City Manager regarding Council agenda items and hotel status	0.30
	TSW	Telephone conference with City Manager regarding sewer back up claim	0.20
	TSW	Receipt/review correspondence from City Manager regarding farmers market manager	0.10
11/15/2016	TSW	Correspondence to and from City Manager regarding farmers market manager agreement	0.40
11/16/2016	TSW	Research regarding Commercial Redevelopment Act and preparation for meeting with Economic Development Director	0.70
	TSW	Review sewer back up information	0.80
	TSW	Receipt/review of multiple correspondence from Building Official and City Manager regarding hotel and inspection of utility prior to backfilling	0.20
			No Charge

		<u>Hours</u>
11/21/2016	TSW Receipt/review correspondence from and telephone call with Mayor regarding conflicts of interest	0.30
	TSW Receipt/review correspondence from City Manager regarding Pullum Windows site plan	0.10
	TSW Multiple correspondence to and from Council Member Kurtzweil regarding Thomasville and conflict of interest	0.20
	TSW Correspondence to and from Economic Development Director and Building Official regarding ADA barrier free exemption process and research regarding same	0.50
	TSW Attend meeting with City Manager regarding proposed police rifle program and sewer back up procedures	0.20
11/22/2016	TSW Receipt/review correspondence from Building Official regarding ADA barrier free exemption process and research regarding same	0.60
	TSW Continued legal research regarding and analysis of conflict of interest relating to Thomasville	0.70
	TSW Review draft resolution for Council adoption of Master Plan and correspondence to City Manager and Planning Consultant regarding same	0.40
	TSW Continued review of claim documents and correspondence to City's insurer regarding notice of claim	1.00
11/23/2016	TSW Continued legal research regarding conflicts of interest	1.50
	TSW Continued preparation of correspondence to Mayor and Council regarding Thomasville conflict of interest	0.70
	TSW Review documents regarding Pullum Window conflict	0.30
11/25/2016	TSW Continued legal research regarding conflicts of interest	0.80

			<u>Hours</u>
11/25/2016	TSW	Begin preparation of correspondence to Mayor and Council regarding Pullum Windows conflict of interest	0.90
11/26/2016	TSW	Continued preparation of correspondence to Mayor and Council regarding Pullum Window conflict of interest	0.40
11/28/2016	TSW	Telephone conference with Police Chief regarding conflicts of interest	0.30
	TSW	Telephone conference with Lt Sovik regarding Pullum Window bids	0.20
	TSW	Telephone conference with City Manager regarding Pullum windows	0.20
	TSW	Telephone conference with City Manager regarding Council agenda items	0.30
	TSW	Telephone conference with Council Member Kivell regarding Pullum Window conflict of interest	0.20
	TSW	Telephone conference with Council Member Kramer regarding conflict of interest	0.10
			No Charge
	TSW	Investigation regarding status of Pullum Window installation and payments	0.40
	TSW	Receipt/review correspondence from Economic Development Director regarding criteria for tax abatements and incentives	0.10
11/29/2016	TSW	Continued legal research regarding conflicts of interest	2.70
11/30/2016	TSW	Correspondence to and from City Manager regarding available dates for meeting on conflict of interest and related issues	0.10
	TSW	Telephone conference with and attend meeting with City Manager regarding various issues	2.60

			<u>Hours</u>
11/30/2016	TSW	Telephone conference with City Manager regarding conflict of interest issue	0.20
	TSW	Telephone conference with Council Member Kivell regarding Council meeting and conflict of interest	0.10
	TSW	Continued legal research regarding conflicts of interest	0.30
	TSW	Receipt/review correspondence from City Manager regarding state audit of assessments	0.10
SUBTOTAL:			<hr/> [29.90]
<u>Housing Commission</u>			
11/4/2016	TSW	Research regarding housing commission RAD conversion and real estate titling requirements	1.00
11/8/2016	TSW	Review materials provided by HUD regarding requirements for RAD conversion and legal research regarding same	0.80
	TSW	Correspondence to Executive Director of Housing Commission regarding RAD conversion requirements and scheduling	0.50
11/9/2016	TSW	Receipt/review correspondence from Executive Director of Housing Commission regarding RAD conversion and ordinance amendment	0.10
11/21/2016	TSW	Receipt/review correspondence from Housing Commission Executive Director regarding updated title commitment for RAD conversion	0.20
11/22/2016	TSW	Review documents and preparation of agenda note for quit claim deed from City to Housing Commission and correspondence to City Manager and Executive Director regarding same	0.90

			<u>Hours</u>
11/29/2016	TSW	Correspondence to and from R Beale Executive Director regarding Council approval of ordinance amendment and quit claim deed	0.20
SUBTOTAL:			<hr/> [3.70]
<u>Knolls</u>			
11/30/2016	TSW	Receipt/review correspondence from City Engineer regarding status of back up generator startup for lift station at Knolls	0.10
SUBTOTAL:			<hr/> [0.10]
<u>Planning Commission</u>			
11/3/2016	TSW	Review of planning review of South Lyon Hotel site plan	0.30
	TSW	Review requirements for designation of Class A non-conformity	0.20
	TSW	Continued preparation of correspondence to Planning Commission regarding conditional rezoning	0.50
	TSW	Receipt/review Planning Commission agenda and packet	0.30
	TSW	Receipt/review correspondence from Planning Consultant regarding request for conditional rezoning of 500 Stryker and proposed conditions	0.40
11/7/2016	TSW	Receipt/review Planning Commission packet regarding conditional rezoning request for 500 Stryker	0.50
11/9/2016	TSW	Telephone conference with Planning Consultant regarding Planning Commission Agenda items	0.20

			<u>Hours</u>
11/9/2016	TSW	Telephone conference with Planning Director regarding Planning Commission agenda items	0.10
	TSW	Correspondence to Planning Consultant regarding nonconformities at South Lyon Hotel	0.90
11/10/2016	TSW	Telephone conference with Planning Consultant regarding Planning Commission agenda items and Thomasville Planned Development for Council agenda	0.40
	TSW	Telephone conference with Planning Commission Chair regarding Planning Commission agenda item	0.50
	TSW	Review Planning Commission packet and materials and preparation for meeting	0.60
	TSW	Attend Planning Commission meeting	1.80
11/14/2016	TSW	Telephone conference with Planning Consultant regarding notice for rezoning requests	0.20
	TSW	Telephone conference with Planning Director regarding notice for rezonings; research regarding notice requirements for rezoning requests	0.70
11/15/2016	TSW	Telephone conference with Planning Consultant regarding conditional rezoning request	0.50
11/30/2016	TSW	Review West End Industrial site approvals and related documents for rezoning application and correspondence to Planning Director regarding same	0.90
SUBTOTAL:			<hr/> [9.00]
<u>Poverty Exemptions</u>			
11/1/2016	TSW	Correspondence to Council Member Kurtzweil regarding status of poverty exemption resolution	0.10 No Charge

		<u>Hours</u>
SUBTOTAL:	[0.10]
	<u>Solid Waste</u>	
11/7/2016 TSW	Receipt/review correspondence from City Manager regarding GFL Environmental and research regarding transaction involving City's solid waste contractor	0.80
TSW	Continued review of City's Solid Waste Collection and Disposal Agreement	0.40
TSW	Legal research regarding Solid Waste Agreement	0.80
TSW	Continued preparation of correspondence to Council regarding Solid Waste Agreement	1.10
11/9/2016 TSW	Continued preparation of correspondence to Council regarding solid waste agreement	0.40
11/10/2016 TSW	Research Michigan and Delaware corporate records regarding Rizzo and related entities and updated news articles	0.50
TSW	Continued preparation correspondence to Mayor and Council regarding Rizzo Environmental Services and Solid Waste Agreement	1.60
11/11/2016 TSW	Receipt/review correspondence from RRRASOC regarding Rizzo/GFL transaction and impact on Solid Waste Agreement	0.50
11/12/2016 TSW	Continued review of RRRASOC legal opinion regarding Rizzo GFL transaction	0.30
11/14/2016 TSW	Correspondence to Council regarding Rizzo - GFL transaction and RRRASOC legal opinion	0.10
11/15/2016 TSW	Telephone conference with Council member Kivel regarding Solid Waste Agreement	0.10
		No Charge

		<u>Hours</u>	
SUBTOTAL:		[6.60]	
<u>South Lyon Square</u>			
11/2/2016	TSW Multiple telephone conferences with City Engineer regarding paving of South Lyon Square	0.80	
	TSW Telephone conference with Building Official regarding paving of South Lyon Square	0.40	
	TSW Correspondence to City Manager, City Engineer and Building Official regarding South Lyon Square paving	0.50	
11/7/2016	TSW Receipt/review correspondence from City Engineer regarding status of South Lyon Square paving	0.10	
11/23/2016	TSW Attend meeting with City Manager, City Engineer and DPW Director regarding status of paving at South Lyon Square	0.30	
SUBTOTAL:		[2.10]	
<u>Thomasville Site Condo</u>			
11/1/2016	TSW Receipt/review correspondence from Developer regarding status of Planned Development Agreement	0.10	No Charge
11/2/2016	TSW Receipt/review correspondence from Developer regarding status	0.10	No Charge
11/8/2016	TSW Continued preparation and revisions of Planned Development Agreement and exhibits, agenda note and supporting materials	0.90	
	TSW Correspondence to Mayor and Council regarding Thomasville Planned Development Agreement	0.90	
	TSW Correspondence to Planning Consultant regarding South Lyon Hotel site plan and nonconformities	0.50	

			<u>Hours</u>	
11/9/2016	TSW	Telephone conference with L Cavaliere regarding status of Thomasville development	0.10	No Charge
	TSW	Correspondence to and from L Cavaliere regarding elevation drawings for Thomasville	0.30	
	TSW	Edit/revise planned development agreement and correspondence to L Cavaliere regarding same	0.60	
	TSW	Correspondence to Planning Consultant regarding elevation drawings for Thomasville planned development agreement	0.10	
	TSW	Correspondence to Council regarding draft Planned Development Agreement	0.80	
	TSW	Begin preparation of Agenda Note for Thomasville planned development	0.60	
	TSW	Multiple correspondence to and from Planning Director regarding documents relating to Thomasville for council agenda packet	0.50	
11/10/2016	TSW	Continued preparation and revise Agenda Note for Thomasville Planned Development and assemble materials for Council Agenda Packet; correspondence to City Manager regarding same	0.90	
11/11/2016	TSW	Multiple correspondence to and from Developer regarding Thomasville Planned Development status and issues for Council meeting	0.60	
	TSW	Receipt/review correspondence from opposing counsel regarding draft mutual access easement for Thomasville	0.20	
11/14/2016	TSW	Receipt/review of multiple correspondence from opposing counsel regarding mutual access easement agreement and revised master deed and bylaws	0.20	
11/15/2016	TSW	Receipt/review correspondence from Council Member Kurtzweil regarding Thomasville project and adjacent owner	0.10	No Charge

		<u>Hours</u>		
11/16/2016	TSW Correspondence to and from L Cavaliere regarding Thomasville development status and request for meeting	0.30		
11/21/2016	TSW Attend meeting with L Cavaliere regarding Thomasville Planned Development	1.80		
	TSW Research regarding master deed provisions and limitations on fertilizer	0.30		
11/22/2016	TSW Receipt/review correspondence from L Cavaliere regarding development and approval status	0.10		
	TSW Correspondence to and from City Planning Consultant regarding status of Thomasville Planned Development	0.20		
	TSW Correspondence to City Manager regarding Thomasville materials for council agenda and status	0.20		
11/23/2016	TSW Telephone conference with City Manager regarding Thomasville planned development status and mutual access easement	0.30		
SUBTOTAL:			[10.70]	
				<u>Amount</u>
For professional services rendered		107.90	\$12,577.50	

Additional charges:

		<u>Qty/Price</u>		
<u>District Court Prosecutions</u>				
11/21/2016	Postage - Response to Motion to Suppress (Rapp)	3		
		\$0.67	\$2.01	
SUBTOTAL:			[\$2.01]	

	<u>Qty/Price</u>	<u>Amount</u>
<u>General City Attorney Work</u>		
11/10/2016 Photocopies - Hotel	20 \$0.20	\$4.00
SUBTOTAL:	[\$4.00]
Total costs		\$6.01
For professional services rendered	107.90	\$12,583.51
Total amount of this bill		\$12,583.51
Previous balance		\$16,551.40
12/1/2016 Payment - thank you. Check No. 70571		(\$16,551.40)
Balance due		\$12,583.51

Please include your Invoice Number on your payment. All payments should be mailed to the Farmington Hills' office listed above. Thank you.

Monthly flat fee of \$9,000.00 for first 80 hours of work. Anything over 80 hours to be billed at the hourly rate of \$135.00