

Regular City Council Meeting

April 24, 2017

Agenda

7:30 p.m. Call to Order
Pledge of Allegiance
Roll Call
Approval of Minutes: April 10, 2017
Approval of Bills: None
Approval of Agenda

Public Comment

Fire Officer Swearing In

I. Old Business –

1. Consider adoption of Naming Policy for Parks and other City owned and operated facilities and related form
2. Consider Façade Grant and Sign Grant program and policies

II. New Business-

1. Consider approval of Blues, Brews and Brats festival and location
2. Presentation by Cultural Arts Commission of City of South Lyon
3. Consider approval of Street Acceptance Resolution.
4. Consider approval of new three-year contract with People's Express for Public Transportation.
5. Consider approval of Lake Street Cruise In
6. Consider documents related to City Manager Performance Review for Oct. 2017
7. Consider approval of budget amendments
8. Discussion Uniform Budgeting and Accounting Act

- III. Discussion- Downtown**
- IV. Manager's Report**
- V. Council Comments-**
- VI. Adjournment**

CITY OF SOUTH LYON
REGULAR COUNCIL MEETING
APRIL 10, 2017

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 Parisien, Kivell, Kramer, Kurtzweil, Ryzyi and Wedell
ALSO PRESENT: City Manager Ladner, Chief Collins, Chief Kennedy, Department Head Martin,
Attorney Wilhelm and Clerk/Treasurer Deaton

MINUTES

Councilmember Kivell stated on page 12 the first sentence under council comments should be changed from pumped to jetted and preventive maintenance done.

Councilmember Wedell clarified on page 11 it was decided that Councilmember Kurtzweil and Parisien were going to meet with City Manager Ladner regarding her goals.

CM 4-1-17 MOTION TO APPROVE MINUTES AS AMENDED

Motion by Ryzyi, supported by Wedell

Motion to approve the minutes as amended

VOTE: MOTION CARRIED UNANIMOUSLY

BILLS

CM 4-2-17 MOTION TO APPROVE BILLS

Motion by Kramer, supported by Kivell

Motion to approve the bills as presented

VOTE: MOTION CARRIED- 2 opposed

AGENDA

City Manager Ladner stated she would like to add the consideration of repair to a hydraulic generator to the Ladder 1 truck. She further stated she would like to remove item #4 which is the consideration of approving the Peoples Express contract because she has found some discrepancies in the contract. She further stated she would like to remove item #7 for the purchase of a new server for the Police Department because they just received a second bid they would like to consider.

Councilmember Ryzyi stated he had asked for a discussion regarding Dr. Kaplan's property be added to the agenda. City Manager Ladner stated we can discuss that during Manager's report.

Councilmember Ryzyi stated he would also like to ensure as in past practice that we allow people to comment during the agenda items, because at the last meeting someone wanted to say something and they weren't allowed to speak.

CM 4-3-17 MOTION TO APPROVE THE AGENDA AS AMENDED

Motion by Kivell, supported by Parisien

VOTE: MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENT

Erica Wilson stated she is here along with Diane Beagle, and Denison Semion from the Parks and Recreation Commission. She stated they are here to clear some things up, such as the naming of City assets policy and the memorial policy which are two separate items. She stated she emailed a copy of the draft for the naming of City assets on February 13th to be added to the agenda. She received an email stating when it would be on the Council Agenda, but no one was able to attend that night. She further stated on the 23rd Lynne emailed asking them if they could attend the March 27th meeting because Council had some questions. She stated we only had one commissioner that could be at that meeting but they asked if they could have the questions, so they could be prepared at the meeting. She stated on the 31st of March they again asked for questions that Council had regarding the policy. She stated they had multiple emails with Lynne between April 5th until today's meeting regarding who could attend tonight's meeting, but Lynne still didn't have the Council's question. She stated they have a Parks and Recreation meeting this coming Wednesday, and she would like Council's questions for that meeting so they can handle this and move forward.

Gary Fagin introduced his wife Maureen, his son Josh, and daughter Jenn and he stated they are here to introduce 390 Lafayette, they will be pulling permits in 10 days. They will be opening a deli/café in the old Browns restaurant. Jenn will be running the day to day. He further stated they are vested here and love the community. He further stated this is a new adventure for them but they haven't name it yet. Councilmember Rzyzi asked if they could suspend the rules so Council may comment during the public comment portion of the meeting. Mayor Galeas stated yes. Councilmember Rzyzi asked what the main food will be. Ms. Fagin stated they will be focusing on sandwiches and she is a registered dietician and she would like to focus on healthy food. Councilmember Kurtzweil stated as a point of enthusiasm the Fagin name is synonymous with excellence, a fabulous product, it doesn't matter what the business is, with the Fagin name behind it, we know it will be an outstanding addition to the area. She further stated it will be great for all the people in the area, not just the people of South Lyon. She stated this is great news. Mayor Galeas stated he has known Gary for a long time, and this will be great. There is a huge exercise community in the area, and they will be so happy with the fresh and healthy food. Councilmember Kivell stated he is sure they will bring the same compassion and quality to this business as all the other stuff they do in town and he is looking forward to this.

Ryan Lare of 760 Grand Court stated he is now part of the Historical Society and he will be assisting with the tours and gardening and anything else they need. He further stated he wanted to thank Tedd Wallace, Linda Ross, and Carl Richards for suggesting he join.

Carl Richards of 390 Lenox stated we have a new truck in town. He stated he has seen the truck with the new chipper. He looked again because he has never seen a truck like that. He stated Mr. Martin informed him we married two trucks together by the engineering of master mechanic Doug Buers and that probably saved the City \$100,000. He further stated they engineered the turning radius for the chipper. He stated the bids came in for rebuilding the gazebo and it is too much, so the Historical Society decided they can't do it. He stated there will be work done on the caboose, even though he suggested sandblasting the wheels, it was turned down. He further stated the crane service in Ypsilanti could pick the whole thing up and be safely repaired offsite. Mr. Richards stated there will be two clean ups. One inside the Depot, then one outside of the building. He stated on April 22nd the Salvation Army is opening with a ribbon cutting ceremony. He further stated on April 18th the Historical Society meeting will be taking new people. Mr. Richards stated the quarterly report has a picture of the tree that fell into the drain, and Linda Ross puts the quarterly report out 4 times per year. Mr. Richards stated on April 29th there is another clean up happening by the union workers for the tube mill. They will be bringing their own tools and

trucks, and they are shooting for 60 people. He recommended sites to them. Mr. Richards stated there are two new businesses, a salon by Aubree's and Dominos. He further stated he has to say there is something in the works for a strip mall in the middle of town. He stated he is in favor of the development and the downtown, but the concept of a strip mall isn't going to work. The concept of knocking down buildings to make space for a \$700,000 restaurant to come to town, is something out of touch. He further stated who is to say anyone will come to the restaurant and there is no parking. He is for business, but not for this.

John Hogan 987 Oak Creek Drive stated sometimes watching these meetings are like watching Jekyll and Hyde. It would be nice if the delivery could be better. He further stated if Councilmember Ryzyi is going to question the City Attorney on his bills, perhaps he could highlight his questions before the meeting so the public doesn't have to watch him try to find everything. He stated he found it interesting that Joe and Maggie had a problem with Chief and the Attorney having a discussion about a disruption during a public meeting, why not deal with it before it happens, because it does. He further stated he found it funny the two of you thought it was about you. He stated he finds it funny that he is criticized for doing his due diligence, but later when he does, he is criticized for that too. It would be nice if we could all play nice. He stated he has a problem with Facebook when that is the only place Joe went to for the information. He further stated the water bills were handled two years ago when Joe was on Council. He asked what policy changes were made to make sure the fraudulent water bills changed. He stated there is definitely an us versus them mentality on Council. He stated at the last meeting Maggie was right on in questioning Chief Kennedy about where the money was coming from which was informative. He further stated if you could treat other people with the same respect would be great. He further stated how did no one on Council know that Glenn worked at Pullum, and why was it handled after everything was done, it could have been dealt with at the time, and it could have saved the taxpayers \$37,000. Mr. Hogan stated when 7 people look at the facts, you will always get 7 different opinions and just because you don't agree with them doesn't mean they are voting for their friends. He stated the report said there were 7 misdemeanors, but it also stated Glenn didn't receive any financial incentive from this. He further stated when he hears Councilmembers say if you want to get away with something come to South Lyon you are doing yourself a disservice. Let the punishment fit the crime, Mary suggested a suspension, and it was shot down right away.

OLD BUSINESS

1. Consider taking disciplinary action related to conflict of interest investigation
Councilmember Kivell stated the package we received for the August 8th meeting was given to everyone tonight. He stated I'd like to begin by stating that I recognize the importance of conflict of interest rules and I do take them seriously as I do the notion of truth, common sense and justice being the desired outcome in legal contests. I have always worked to behave as an honest broker and a man of reason in my decision-making role for city business. I stand by my statement made at the November 28, 2016 meeting when this concern was raised. At the time of these comments, the job had been completed and almost 4 months had passed. I received the same information at the same time as did the rest of council about the bids to provide and install windows in the police building, which was a budgeted item. I had no prior knowledge of the bid process or what companies were making proposals. I was pleased to see the low bidder was a local business, located in South Lyon since the 1960's, that employs local and area residents and that has a good reputation for quality and service. I can only assume this was the same reasoning used by other council members when the contract was approved unanimously.

The controversy of my mistake of failing to disclose my employment with Pullum Windows and the approval of the contract to provide and install windows is a valid concern because it raises the question of

my motivation to lend my support of approval. As thorough as the investigation Mr. Muskovitz conducted had been, a very important aspect of the contracts that were approved had been ignored. As I mentioned in my comments when this issue arose at our November 28, 2016 meeting, the contracts were for Pullum to provide and install windows manufactured by Quaker, a product line Pullum distributes. I went back to my packet to review the information that had been provided to base our decision to approve or not approve the low bid proposal. I asked Lynne to provide copies for your review and so you could see the actual proposal. As you can see, the bid package was for the Quaker Windows which would have been shipped to Pullum and the installers would have transported and installed them. I make windows, not shipping or installing. I had no reason to believe I would play any role in any aspect of these projects. The Dykema investigation relating my having been paid to build the windows to the creation of my financial interest is based on wrong information. The discussions between the PD and Pullum to use windows built by Pullum took place after the contract approval and as was the case with the bids, I had no role in those discussions or knowledge of whether or not a change to the agreement had been made until the work order came out to the shop.

A constructive relationship between members of city council could and should have been able to identify and correct this mistake at the onset but, there has been a clear campaign of character assassination and vilification of the City Manager, City Attorney, Department Heads, Department Staff, Consultants, the Mayor and City Council members and residents, primarily associated with two Council members. The toxic environment that has been created is unproductive, unprofessional and destabilizing and really should hold no place in the way we conduct city business. This atmosphere has created a climate that made the approval of the most expensive option to further investigate this situation with an uncapped contract to Dykema Gossett which has invoiced us for over \$36,000.00 to come to a substantially more in depth, but ultimately same conclusion as I had said at the onset. I had no knowledge of or role in the bidding of the contract and I had no expectation of financial benefit in the approval of the contract.

Councilmember Parisien stated taking a step back, she originally thought a reprimand was not enough so she voted against that. She further stated the behavior was inappropriate and we don't know if it was negligence or done on purpose. She stated we already spent \$36,000 of taxpayer's money and the investigative report stated there were violations of the State law and of the City Charter, but there is a chance the prosecutor will not take this case, which would cost more money. She thinks we should cut our losses and vote for a suspension. She still believes this today. She based it on a series of factors. She researched why other Councilmembers have been suspended in other communities. She stated a councilmember in Detroit was suspended for gross misconduct such as a Detroit Councilmember having a sexual relationship with a minor, another would be domestic violence. She feels this case is negligence, but not gross misconduct enough for criminal prosecution. There was another Councilmember that was suspended for a week for funneling money into his daughter's nonprofit and that was a conflict of interest. She further stated Councilmember Kivell has been a public servant for 19 years, and has served the community well, we need to move past this we are wasting time and resources that are more important. She stated he does not have a criminal past, this was a mistake and she feels he should be suspended. She is not willing to risk spending more money because it is likely the prosecutor will not take the case.

Councilmember Ryzyi stated he finds this disturbing. We all agreed to hire an outside investigator because there was clear bias and it had to be handled by someone other than the City attorney. He further stated we all voted to move forward with the outside investigator. He stated the investigation clearly shows there was a conflict of interest. He stated there are a couple instances that stood out to him from the report such as Section 2-75 of the City Code states 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. He further stated the report also points out the City Charter states no Councilman shall vote on any question in which he is financially interested or in any question concerning his own official conduct. Councilmember Rzyzi read from page 12 of the report “below it is my opinion that by virtue of his being an employee of Pullum, Councilmember Kivell had a financial interest in the Pullum contracts, particularly since he was assembling the windows that were installed and paid to do so.” Councilmember Rzyzi again read from the report, “in any event, I believe there is evidence that would support a finding that Councilmember Kivell’s employment with Pullum constituted a pecuniary interest that should have been disclosed under MCL 15.323 prior to approval of the two contracts between the City and Pullum, and Councilmember Kivell should not have voted on the contracts. I believe there is evidence to support a finding that there has been a violation of the Act.” He further stated on page 23 of the report it states “from a review of video/audio recordings of various Council meetings it appears that Councilmember Kivell was well acquainted with the conflict of interest provisions in the Code of Ordinances and Charter.” He further stated he remembers sitting here 3 years ago when Mayor Wallace had his cable commission suspended because of provisions in the Charter and that was led by Councilmember Kivell and Council decided even though he was doing a good job and at programming, that it violated the Charter. He further stated John Galeas stood up and said what is right is right, and action was taken. He stated he is not attacking people but it seems if you have friends on Council you are protected, but if you don’t then it goes a different way. It is very clear there were 7 misdemeanors and he states there is criminal intent and he suggested to send it to law enforcement, but seeing how much money is involved and if Council will not send it out to the authorities for proper review, he will go along with suspension, but 30 days is not enough.

Councilmember Wedell stated he made a motion to give a letter of censure and the motion failed. He understands some people think there should be more and he respects that and he will listen and debate the issue. One of the things that concerned him about the prosecution aspect was when people were talking about Dykema Gossett doing the prosecution which would have only added to the bill, and he couldn’t guess how much that would be, but he is willing to hear other options.

Councilmember Kramer stated he voted to turn the investigation over to law enforcement because he didn’t want Council to end up making the call. We already spent \$36,000 on the investigation report, the findings were clear, it was a well-done report and we should turn it over and get closure which is why he voted for it at that meeting. He believes it is the best position for Council. He has known Councilmember Kivell for 7 years, but this has nothing to do with that. We spent money on an investigation that found some things against what Glenn did. If the prosecutor turns it down, it is done and over with.

Councilmember Kurtzweil stated she agrees with Councilmember Kramer with respect to her original desire to have this forwarded to law enforcement. We need to understand what happened from the beginning. The newspaper got it wrong when they said there was no financial interest, there was a financial interest. The reason it went to Dykema Gossett is because there was no confidence in the City Attorney. We needed an unbiased objective report to be done, and if there was any validation of her suspicions that the City Attorney probably would not give the result of the facts and the law is the report from Dykema Gossett. It is probably the best legal services the City has ever seen. This report clearly drew the distinction between a professional unbiased opinion of Kivell’s wrongful conduct. This attorney came into this without friendships on Council and without any bias. He did what she would have expected from any City Attorney. The report is that good. We did not get that work product from our Attorney. There was a specific reason they were hired, and Dykema Gossett did the job we asked them to do, not to give us the answer we wanted to hear, but to give us an opinion that fit the facts and the law.

The Dykema report is an excellent job in fact finding. She further stated the key of the Dykema report is in some of the discussion on page 16 of the report. Councilmember Kurtzweil read the following from the report. "As set forth above, there is authority in Michigan to support a finding that Councilmember Kivell had a financial interest in contracts between the City and his private employer, particularly because Councilmember Kivell was providing services pursuant to the contracts. Thus, because the ultimate result of a successful motion to waive was likely to be a contract in which Councilmember Kivell would arguably have a financial interest, I believe there is evidence to support a finding that Councilmember Kivell was financially interested in the waiver vote, and that his vote on the question constituted a violation of the City Charter." Councilmember Kurtzweil stated conflicts of interest go beyond having a tangible interest in the contract itself. It is true he did not get a commission, it is true he didn't have a financial in the contract itself, but what he had was a financial interest because it secured his job, he made the windows. When the average person on the street can see the conflict yet some people on Council cannot is very problematic. Councilmember Kurtzweil read the following from the report. "In this case, by virtue of his employment with Pullum, there is an argument that Councilmember Kivell could not vote to waive the bidding process without affecting his private interests, because as set forth above, approval of the waiver would likely lead to approval of a contract in which he had a financial interest."

Councilmember Kurtzweil read from the report on page 17. "Because the vote to waive the bidding process for the replacement windows for the SLARA building arguably put Councilman Kivell in the position of serving two "masters," I believe there is evidence to support a finding that his vote constituted a violation of the City Code." She stated Councilmember Rzyzi already read another portion of the report on page 19 and 21 that also talks about Kivell's interest in the contract. Her opinion was she looked at the City Attorney report which was tainted and she looked at the Dykema report and it was superior legal work. She further stated when someone of Mr. Muskovitz's caliber renders an opinion that says we have 7 violations that are misdemeanors and we have to say this isn't just someone's misjudgment. She further stated when she watched the tape of the meeting when Kivell pounded Mayor Wallace on the conflict of interest. It could have been handled a different way, but these three chose that pattern and that showed direct knowledge of conflict of interest. She stated how can anyone watch that video, sit back and believe that Glenn Kivell did not know he had a conflict of interest when he voted on the contracts. She further stated her opinion is he funneling contracts to Pullum. He had a job and he had that job the beginning of January, and had been there for almost 8 months. She stated she thinks he knew what he was doing, and the fact he didn't say a word is more troubling than anything. She further stated she has said this before and she will say it again, if you have friends on Council you will have one result, if you don't, then you will have a very different result. She stated if this had happened to her or Joe, there would have been a very different result, she would have been hauled into 52nd District Court. She further stated she believes this conduct does belong in prosecution. She disagrees with Councilmember Mary, she needs to go back and study her bar materials regarding the difference between civil and criminal conduct, this has nothing to do with negligence. Councilmember Kurtzweil stated if the prosecutor decides not to charge, that is his decision. She stated to address Councilmember Weddell's issue regarding Dykema law firm handling the prosecution, she stated there is no confidence in Johnson Rosati, which is why it was given to Dykema to begin with. She further stated they messed the investigation up from the beginning, she would have no confidence Johnson Rosati would prosecute this case in the manner that is consistent with the Dykema report. She stated there could be a problem with Johnson Rosati because she spoke with Tim Wilhelm on the 18th of November when she asked him if he knew Kivell worked at Pullum, he stated he heard that too. She further stated Tim Wilhelm could be a potential witness and that alone makes the firm ineligible to prosecute this case. She stated we should use Dykema Gossett to handle the prosecution and restitution can be made to pay the attorney fees, which she hasn't heard Councilmember Kivell offer at all. Councilmember Kurtzweil stated the only person on Council that is toxic is Mr. Kivell. She stated it was

his conduct that got us in this position, it was you that deceived this Council, and you need to take responsibility and stop blaming everyone else because something came out that is not favorable to you and it was your lie that got us here tonight.

Ryan Lare stated he disagrees with Mary. He stated she is not a lawyer or prosecutor. You don't know if they would prosecute it or not. You haven't allowed the Chief to prosecute this mess, and if he doesn't want to send it over to the State Police, and if they don't, it should go to the Oakland County Sheriff. He further stated let the legal people decide if there is a criminal investigation. If you do vote for a suspension, it should be for the rest of the year. He further stated \$36,000 is a lot of money, and it isn't your \$36,000.

He further stated if it was your \$36,000 and you weren't a Councilmember and it was your tax money, your view would be a little different. Councilmember Parisien stated it is her money as well, she is a taxpayer as well. Mr. Lare stated you didn't follow the report, this man did his due diligence and no one has thanked him, only criticized him. He further stated he agrees with Maggie and there has never been such professionalism from any attorney he knows. He stated again, they didn't follow the report. Mr. Lare stated Glenn knows he is wrong, and quit trying to blame everyone else for what you did. You apologized on Facebook, and now your blaming everybody and blaming Dykema that they made errors. He further stated you did have a financial interest because during the Pullum interview he said you had to have a 40-hour work week or he would not employ you. Councilmember Kivell stated that is not what it said. Councilmember Parisien asked how much Joe and Maggie paid you to say this. Mr. Lare stated you are out of line, you are out of line. He further stated no one pays him anything and anyone that knows him will back him on that.

Mayor Galeas stated he never bashed Dykema Gossett. He further stated he had a conversation with Lynne at the beginning and she did a very good job on this because he knew this was going to happen. He knew we needed a neutral law firm. He stated he feels terrible it cost the City this much money because that is what he was trying to keep from happening. He further stated Council had turned their heads for a very long time from the Mayor Wallace conflict. He stated it took the firing of the other City Manager for that to be dealt with and he didn't lose his job as Mayor. Mayor Galeas stated everyone has their own opinion. He also asked Mr. Muskovitz that night, and he wouldn't give us an opinion on what we should do. He stated he didn't think this was criminal. He stated he is not a lawyer, but his opinion is there are 2 levels of intent. One is to specifically deceive, which is clear cut, and another level is doing something to violate the Charter without intention. He stated he has known Councilmember Kivell for a long time, and this is hard to sit and listen to, and when you say we are only making decisions based on friendships, that is your opinion, you don't know us and don't want to. He stated he wasn't part of the Council that made Tedd Wallace give up the cable channel, and he wasn't on Council when they fired the City Manager. He further stated we ran on a platform for our constituents that said we wouldn't keep doing this but it just keeps happening, keep throwing stuff and eventually it sticks. He stated he was prepared that night to vote for a censure, and maybe even the suspension. He stated he agrees with Councilmember Wedell and he has read that report several times and it was confusing and Mr. Muskovitz stated it is complicated. He further stated he is trying to evaluate all of the options. Mayor Galeas stated he is glad this was brought back to the table because we need a civil conversation. He stated this is troubling, and he doesn't want to waste any more money than we already have. It wasn't our fault that a censure or suspension was shot down.

Councilmember Ryzyi stated everyone knows a censure is a joke, it is a slap on the wrist. He further stated it should be up to the prosecution to understand and get us out of the loop. He still thinks it is the

best course to turn it over to law enforcement, if not then suspension is in order, there has to be something done. He further stated we should not have the City Attorney prosecuting because we pay his invoices and his job depends on who is on Council and if his friends are on Council, he will render an opinion favorable to his friends, which is why we used Dykema to begin with. He would like to hear other recommendations, but he still believes it should be turned over to authorities.

Councilmember Kivell stated he never denied he doesn't understand a conflict of interest. The situation with Tedd Wallace was everything to do with his making money off a City asset. Historically it wasn't dealt with because there wasn't anyone else to handle the Cable Channel. He further stated we now have a Cable Commission so that was no longer the case. He stated it is too bad Council isn't interested in actually understanding the realities of what the bid was. The documents that were given to Council tonight, shows he wouldn't have had anything to do with the bid. He stated the product is not made at Pullum, it would have been purchased from the vendor and installed by contracted installers. He stated he wouldn't have known or seen that until the approval of the bid. He further stated he is going to pass this information on to Mel because he believes his reflection on that may have changed the direction of what his investigation had come up with.

Councilmember Kramer asked who would handle the prosecution. Chief Collins stated he and the City Attorney have a difference of opinion, but he doesn't feel it would be a conflict for the South Lyon Police Department to handle the investigation and turn it over to the Oakland County Prosecutor. If there was a conflict, it would be handled by a special prosecutor which would be costly.

Councilmember Kurtzweil stated she wanted to remind Mr. Kivell that he is the reason we are here tonight and he can continue all night long to derail his responsibility and credibility. The public is not hearing that, when the general public understands the problem, it is clear what is going on here. She further stated the Mayor needs to get his information right, we had 3 members that voted for prosecution, and we had 3 for a censure, then the outlier, which was Mary if she had voted for censure, there would have been a censure, if she would have voted for the prosecution, there would have been a prosecution, so she saved Glenn. She saved him, she never made a motion, she only said let's think about a suspension. She further stated no one knew a suspension was even going to be discussed. It was your idea of a suspension that derailed everything, that saved your friend and here we are again tonight. She further stated if people will still not consider a prosecution, she will consider a suspension, but a suspension of at least 120 days, we are looking at 7 misdemeanors, each one with a maximum of 90 days in jail. She further stated she doesn't know if he has an OUIL or a domestic abuse charge in his past, but a suspension would save him. She further stated if this would have been her or Joe, there would have been no doubt about what this Council would have done.

CM 4-4-17 MOTION TO HAVE THIS MATTER REFERRED TO THE SOUTH LYON POLICE DEPARTMENT AND TO THE OAKLAND COUNTY PROSECUTOR

Motion by Kramer, supported by Kurtzweil

Motion to have this matter referred to the South Lyon Police Department and the Oakland County Prosecutor

ROLL CALL VOTE: Parisien- No
Ryzyi- Yes
Galeas- No
Wedell- Yes
Kramer-Yes

Kurtzweil- Yes
MOTION CARRIED

Councilmember Ryzyi stated we could still discuss having a suspension. Councilmember Kramer stated he would like to wait and see what the prosecutor will do.

Councilmember Parisien stated she respects Councilmember Kurtzweil's opinion, but she isn't going to change her opinion either, she has done her research and that is what she has used to form her opinions.

Mayor Galeas stated he respects everyone's opinion. He stated we are all supposed to be somewhat of friends up here, but it isn't like that. He stated as for being censured, it is not a joke. People are making a clown show out of this, being censured is serious and it could come back later. This should be taken seriously. This whole thing has been a mess since November, and it will probably continue because it seems there is a mission here and it is very disconcerting. He still doesn't believe there is criminal intent and he doesn't feel that is warranted.

Councilmember Kurtzweil stated regarding the censure, she didn't do anything wrong, what she did was make them mad. She stated there will be a lawsuit because you can't censure someone who acts in a private capacity when they file a police complaint. She further stated hopefully the lawsuit will take care of that in due time. She further stated it is for a judge and jury to decide which is why this needs to go to the professional's office and let them make the judgment. She further stated that is favoritism, there could be criminal intent here, he has already admitted what he did.

NEW BUSINESS

1. Re-appointments to City Boards and Commissions
 - a. Planning Commission- Mike Joseph

CM 4-5-17 MOTION TO RE-APPOINT MIKE JOSEPH TO PLANNING COMMISSION

Appointed by Mayor Galeas, supported by Wedell

Appointment of Mike Joseph to Planning Commission for a term ending March 2020

VOTE: MOTION CARRIED UNANIMOUSLY

- b. Zoning Board of Appeals

CM 4-6-17 MOTION TO RE-APPOINT PHIL WIEPERT AND BRIAN DUNN TO THE ZONING BOARD OF APPEALS

Appointed by Mayor Galeas, supported by Wedell

Appointment of Phil Wiepert and Brian Dunn to the Zoning Board of Appeals for a term ending March 2020

VOTE: MOTION CARRIED UNANIMOUSLY

- c. Cable Commission

CM 4-7-17 MOTION TO RE-APPOINT AMBER KING, RICH PERRY AND STEVE KAUKONEN TO THE CABLE COMMISSION

Appointed by Mayor Galeas, supported by Kivell

Appointment of Amber King, Rich Perry and Steve Kaukonen to the Cable Commission with terms ending March 2020

VOTE: MOTION CARRIED UNANIMOUSLY

d. Historical Commission

CM 4-8-17 MOTION TO RE-APPOINT ROBERT TREMITIERE, PHIL WIEPERT AND LARRY LEDBETTER TO THE HISTORICAL COMMISSION

Appointed by Mayor Galeas, supported by Kramer

Motion to re-appoint Robert Tremitiere, Phil Wiepert, and Larry Ledbetter to the Historical Commission with term ending March 2020

VOTE: MOTION CARRIED UNANIMOUSLY

e. Housing Commission

CM 4-9-17 MOTION TO RE-APPOINT BOB MARTIN TO THE HOUSING COMMISSION

Appointed by Mayor Galeas, supported by Kramer

Motion to re-appoint Bob Martin to the Housing Commission with term ending March 2020

VOTE: MOTION CARRIED UNANIMOUSLY

2. Consider approval for Kiwanis Easter Egg Scramble

Phil Wiepert of 135 N Warren stated the Kiwanis Club is asking for use of Volunteer Park for April 15th from 10:00 a.m. to 1:00 p.m. He stated they have all the eggs stuffed and ready to go.

CM 4-10-17 MOTION TO APPROVE KIWANIS EASTER EGG SCRAMBLE IN VOLUNTEER PARK

Motion by Kivell, supported by Wedell

Motion to approve the Kiwanis Easter Egg Scramble in Volunteer Park

VOTE: MOTION CARRIED UNANIMOUSLY

3. Consider approval of LUNgevity Foundation 5K Walk/Run

David Elkins of 975 Hidden Creek stated 6 years ago tomorrow he was diagnosed with a hereditary form of cancer. He stated after a few weeks in the ICU, 3 months of chemo, and recovery time he and his wife became involved with a group called LUNgevity. It is a group based on early detection which he was lucky his cancer was detected early. He further stated the walk/run was in Ann Arbor but it was awkward. He further stated this is an amazing community and he has been a part of it for 11 years. He stated last year Team Lucky Charm collected over \$20,000 for early detection purposes. He further stated he met with Chief Collins and thanked him for his help along the way with this event. He stated it is May 20th at 9:00 a.m. to 1:00 p.m. He further stated last year their group walked along and cleaned up the path and will again this year. Mayor Galeas read the flyer to the audience.

CM 4-11-17 MOTION TO APPROVE THE USE OF THE RAIL TRAIL FOR THE LUNGEVITY FOUNDATION 5K WALK/RUN FROM 9:00 A.M. – 1:00 P.M. ON MAY 20, 2017

Motion by Kramer, supported by Rzyzi

Motion to approve the use of the rail trail for the LUNgevity Foundation 5K walk/run on May 20th from 9:00 a.m. to 1:00 p.m.

VOTE: MOTION CARRIED UNANIMOUSLY

4. Removed from Agenda
5. Consider auction of retired service vehicle

Department Head Martin stated he would like to put up a vehicle for auction on the MITN as we have in the past. This is a way to get our vehicles posted on the internet. He stated when the vehicle repairs go beyond \$500.00 we have to have council approval. He stated the other piece of equipment is a 2007 John Deere engine. The truck is for an old meter truck with a bad transmission that we have already replaced. Councilmember Kramer stated can we give you approval to sell the truck for a minimum bid of \$500.00

CM 4-12-17 MOTION TO APPROVE THE SALE OF THE 2007 FORD 350 ON MITN

Motion by Kramer, supported by Wedell

Motion to approve the sale of a 2007 Ford 350 with a minimum bid of \$500.00

VOTE: MOTION CARRIED UNANIMOUSLY

6. Consider auction of retired service vehicle engine

CM 4-13-17 MOTION TO APPROVE SALE OF 2007 JOHN DEERE ENGINE

Motion to approve the sale of 2007 John Deere engine with a minimum bid of \$500.00

VOTE: MOTION CARRIED UNANIMOUSLY

7. Removed from Agenda

8. Consider resolution designating Arbor Day 2017 in the City of South Lyon

City Manager Ladner stated part of the City being a Tree City requires us to do an Arbor Day Resolution as well as an Arbor Day celebration. She further stated this goes along with all the tree maintenance we do throughout the year. She stated Department Head Martin is deciding on a location for the tree to be planted. We will be inviting Council, the public and the media as well. Councilmember Rzyzi asked what we spend to keep this going. City Manager Ladner stated \$2.00 per capita. She further stated every dollar we spend on tree maintenance goes towards this as well, approximately \$23,000 Department Head Martin stated we have our own auger and plant all of our trees ourselves.

CM 4-14-17 MOTION TO APPROVE RESOLUTION PROCLAIMING ARBOR DAY APRIL 28, 2017

Motion by Wedell, supported by Kivell

Motion to approve the resolution proclaiming Arbor Day April 28, 2017

VOTE: MOTION CARRIED UNANIMOUSLY

9. Consider approval of agreement with Hidden Creek for the placement of decorative street and traffic control signs

City Manager Ladner stated this is similar to what Council approved for Trotters Pointe last year. Councilmember Kurtzweil stated she is the attorney for the HOA therefore she will recuse herself from the vote and discussion. Councilmember Kramer stated he is a homeowner in Hidden Creek and pays

association fees and just wanted to disclose that. Councilmember Kurtzweil stated she doesn't see how this would personally benefit him as being a homeowner. Councilmember Rzyzi stated Dennis Nagy also represents his HOA as well, but it obviously isn't an issue. Councilmember Kivell asked what will be done with the old signage. Mr. Nagy stated the Department of Public Works will be picking them up. Councilmember Rzyzi stated they did a great job in Trotters Point and it will raise home values. He further stated when the signs were installed they reversed a couple of signs. Mr. Nagy stated that was taken care of.

CM 4-15-17 MOTION TO APPROVE DECORATIVE STREET AND TRAFFIC CONTROL SIGN AGREEMENT WITH HIDDEN CREEK HOA

Motion by Kivell, supported by Parisien

Motion to approve the decorative street and traffic control sign agreement between the City of South Lyon and Hidden Creek Homeowners Association and authorize the Mayor and Clerk to sign.

VOTE: MOTION CARRIED UNANIMOUSLY

10. Discussion and resolution regarding the Economic Development Corporation of the City of South Lyon

City Manager Ladner stated Councilmember Kurtzweil asked Lisa, Lori and herself to do some research above and beyond what had been done. We found the monies went from the EDC to the DDA and there is nothing on the City's server for any further information. She stated Lori did verify the City's ledger to verify the money was moved from the EDC to the DDA.

Councilmember Kurtzweil stated this is an important issue. There is a disclosure in the audit done by Plante Moran and she questioned if the EDC was viable. She stated Tim did some research and she did as well. She stated her research took 20 minutes. She stated she spoke with Randy Clark who happened to be on the corporation in the 80s. She stated the State law was changing in regards to funding for economic development and the County was going to take over Economic Development in the communities. She stated Randy Clark recalled taking a box of documents to the old City Hall thinking the EDC was going to be dissolved. Councilmember Kurtzweil read from the minutes of May 9 1997. "City Manager Cook stated the EDC has been inactive since the early 1980s and the last project was the City brochure in 1989. In order to transfer the funds, the EDC must be dissolved." She further stated Mayor Galeas and Councilmember Kivell were on Council at the time. She stated Lori Mosier stated the only account that was associated with the EDC was closed and transferred the funds to the DDA in 1997. She further stated she doesn't have tangible evidence that the EDC was dissolved, but she has strong evidence it was.

She stated she contacted Plante Moran and she would like the emails attached to the minutes.

Councilmember Kurtzweil read part of an email which is attached to this set of minutes. She stated in 2006 Plante Moran made a statement about the Economic Development Corporation that was probably dissolved 14 years earlier and no one caught this. This is why there is criticism of what goes on with this Council. She doesn't understand why no one asked if the corporation even existed. No one even thought that some of this information is inaccurate. She asked if the City Attorney to stop billing for this research and she would like Council to just recognize that the EDC no longer exists and Plante Moran can remove it from our audit. Councilmember Rzyzi asked what was the intent of the EDC being formed.

Councilmember Kurtzweil stated in the 1970's cities with smaller populations were attempting to retain employment. Unemployment was the key issue, therefore there were projects being done at the time. She stated some cities still have these entities, and for some reason it was dissolved here in the City. She

stated it is for economic development, we are more residential. Councilmember Kramer stated he believes the County took over the economic development. Councilmember Kivell asked why it is interesting he and Mayor Galeas were on Council at the time. He stated it has been a non-issue. Mayor Galeas stated he recalls we were advised by the City Manager and City Attorney at that time and that is how they handled their business.

CM 4-16-17 MOTION FOR COUNCIL TO RECOGNIZE THE ECONOMIC DEVELOPMENT CORPORATION IS DISSOLVED

Motion by Kurtzweil, supported by Kramer

Motion that Council recognize the information presented tonight and it be included with the minutes that the EDC is dissolved given lack of inactivity, lack of bank accounts and board of directors, and for our City Manager to direct Plante Moran so the disclosure is removed from the audit

VOTE:

MOTION CARRIED UNANIMOUSLY

11. Consider approval of repair costs for hydraulic generator on Ladder 1

Chief Kennedy stated we have expensive apparatus and this is from equipment failure, nothing they could have accounted for. He further stated it is a specialized piece of equipment. He stated this is an on-board generator on the ladder truck. He stated the Michigan repair company is in Reed City. It was shipped there from the local dealer in Wixom. He stated the quote for the repair is \$5,500 and a new one would cost \$10,600. Chief Kennedy stated we had a similar issue in 2005 for the alternator for \$2,100. He further stated he expects to maintain this truck for the entire life expectancy of another 12 years. Chief Kennedy stated after so many years, there is no re-sale value on it. He stated this could be used on a refurbished, one for about \$175,000 while a new one would cost approximately one million dollars. Chief Kennedy further stated when we keep them until the end of its lifetime, it holds no resale value. Councilmember Kivell asked if this was anticipated that it could fail. Chief Kennedy stated it was expected to last the lifetime of the vehicle. Councilmember Kramer asked if there has been a change in the design. Chief Kennedy stated we are looking at repositioning it so it has better air flow. Councilmember Kramer stated you are asking to waive the bid process as well as a motion for the purchase. Chief Kennedy stated it has already been shipped to Reed City and we would have to pay the freight to have it sent somewhere else for another bid. Councilmember Parisien asked if Chief Kennedy is comfortable with the 90-day warranty on this expensive of a piece of equipment. Chief Kennedy stated he is because he thinks the problem is where it was installed.

Councilmember Kurtzweil stated when she got on Council, and the bid process is waived we need to comply with the ordinance. She stated we have to determine that there is no advantage to the City to go forward with the competitive bid process. That is the language used in the Ordinance. Chief Kennedy stated at this point we would be charged for the shipping from South Lyon to Reed City, and then we would have to pay for freight from Reed City to another repair facility. The price they are quoting is in line with what he expects. Councilmember Kurtzweil stated the ordinance also states when it is a contract for professional services. Chief Kennedy stated Smart Power specializes in on board hydraulic generation and this isn't something just any repair facility can do. Councilmember Rzyzi stated he trusts his judgement and thanks him for bringing this before us. He stated this is why we scrutinize the bills and that is why he questions everything and depleting general fund is why we need to discuss things like this.

CM 4-17-17 MOTION TO WAIVE THE FORMAL BID PROCESS FOR THE REPAIR OF THE HYDRAULIC GENERATOR

Motion by Kramer, supported by Kivell

Motion to waive the formal bid process for the repair of the hydraulic generator

VOTE: MOTION CARRIED UNANIMOUSLY

CM 4-18-17 MOTION TO APPROVE THE \$5,500 QUOTE FROM HALT FIRE TO REPAIR THE HYDRAULIC GENERATOR FOR LADDER 1

Motion by Kramer, supported by Ryzyi

Motion to approve the \$5,500 quote from Halt Fire to repair the hydraulic generator for Ladder 1

VOTE: MOTION CARRIED UNANIMOUSLY

DISCUSSION- Downtown

Bob Donohue stated he apologizes he didn't have this report for the Council packet. He stated he met with the VFW and met with the Veterans and the full membership approved the relocation and expansion of the memorial. He stated the next step is to work with Parks and Recreation and the Historical Commission. Mr. Donohue stated he was told today that he was advocating for a strip mall in the downtown area. He stated he is only advocating for implementing the master plan. It included potential development of the veteran's lot, but not a strip mall. He stated there has been discussion of a two-story mixed use of that development as in the master plan. That property owner will be approaching the City and following all of the appropriate procedures.

Councilmember Ryzyi asked if there is a \$700,000 restaurant coming to town. Mr. Donohue stated the property owner has been telling people his desire is to have a mixed-use development with a restaurant. He further stated we don't currently have a space for a larger restaurant. Councilmember Ryzyi stated a restaurant will be great. He further stated bringing nice things into the City is always good. He asked if Mr. Donohue was working with the Salvation Army for their grand opening. Mr. Donohue stated he is not at this time, he is working with the Chamber for a ribbon cutting procedure. Councilmember Ryzyi stated some people were a little hesitant regarding the Salvation Army, but anytime a business comes into the City and fixes up a dilapidated building is good, and the grounds look great as well.

Mayor Galeas asked Mr. Donohue about the vacant buildings downtown. Mr. Donohue stated we actually only have 2 vacant buildings, and the buildings that are able to accept tenants are 100% filled. Councilmember Kurtzweil stated people don't like change and we have to move forward with this vision, and some business owners from the downtown are concerned because they may not make it in the future. She further stated our DDA isn't used to competition. She further stated people are trying to fit into the new era of South Lyon. She stated sometimes people assume the development is for the South Lyon crowd, but some business owners may want to focus on a different crowd. We have some inexperience in the downtown dealing with development because they never had to deal with competition, and they never had to deal with upping their game. She stated things are changing. Mr. Donohue stated he has assured people that if they are displaced during the redevelopment they will be assisted in relocating to a new location. He further stated he thinks everyone will be happy when the developer makes his plans public. Mr. Donohue stated we have two soft openings in town, Venue and Exquisite Kitchens on Good Friday. The grand openings will be later. Councilmember Parisien stated Dominos is opening as well, and she went today because she had a coupon and their food was phenomenal and their grand opening is tomorrow.

MANAGERS REPORT

City Manager Ladner stated she has researched the ride share companies in the area. She stated to bring them into our area we must have a significant number of users in the area that download their ride share app and people to sign up to be drivers. She further stated they are currently in Novi and Ann Arbor. She further stated she supports the idea of expanding our transportation in the area, but to do so, we need people to download the ride share app and the more people that do so will get their attention to look into bringing their services into the City.

City Manager Ladner stated the Parks and Recreation Commission is asking for Council's questions regarding their Parks naming policy.

City Manager Ladner stated she met with Dr. Kaplan, 5 members of the Oakland County Road Commission and other City staff. She further stated the drain the RCOC put in last year is the extent they will be working on improvements to that property. She stated the location was originally built as a residence, and it was converted to a commercial structure. She stated the biggest problem is Dr. Kaplan believes that the easement for the right of way is in fact not his property but the Road Commissions property. She stated most people don't understand that easements belong to the property owners and they are responsible for the upkeep. She further stated the issue is when the property was converted to commercial the engineering was not done properly to ensure that area would drain off. There is no storm sewer adjacent, and it is not designed to move the water to the back of the property. She stated this isn't what we want to hear, but the City cannot spend taxpayer's money on someone's personal property. That would be a slippery slope. She stated he is responsible for the pot holes in the parking lot. It is his responsibility.

City Manager Ladner reminded Council of the Budget workshop on April 19th at 6:30 p.m.

City Manager Ladner stated the Kiwanis Easter Egg Hunt is this weekend. She stated the Salvation Army is opening this weekend as well. She stated we have a new market manager named Jeff Root. She stated the new website for the farmer's market is southlyonfarmersmarket.org and the market is opening on May 13th.

Councilmember Kurtzweil asked if we have any budget amendments. City Manager Ladner stated the financials came out after the packet was ready but will be on the next agenda.

Councilmember Kurtzweil asked if everyone had gotten their goals to her for her review. City Manager Ladner stated she has received goals from the majority of Council. Councilmember Kurtzweil asked if they can sit and discuss the goals and we can prioritize them. She asked City Manager Ladner to bring them to the next meeting because Council has to approve them anyway.

Councilmember Ryzyi stated RCOC is responsible for the drain on Dr. Kaplan's property. He stated Dr. Kaplan stated by them coming out and working on this proves that it is their problem. He further stated we shouldn't spend money on a private business, but we should be pushing to get RCOC to fix it. City Manager Ladner stated RCOC has made it very clear that this is not their issue, it is the property owner's responsibility. She further stated this is the same as if it was a residents drive way. The drain is RCOC's responsibility, but not to maintain the property. Councilmember Kivell stated there is nothing to fix in the drain but if there is more water than what the drain can handle, it will puddle. Councilmember Ryzyi stated then it isn't working. City Manager Ladner stated the property owner needs to maintain his property.

COUNCIL COMMENTS

Councilmember Kurtzweil stated she wants to speak to the procedure announced the last meeting by Harvey Wedell by shutting down public comment on the Agenda items. She stated she has done her research and she didn't find any authority for that action, and it has been a long-standing practice of this Council to permit public comment on an agenda item. She then read from Roberts Rules of Order "a particular practice may sometimes come to be followed as a matter of established customs so that it is treated practically as if is prescribed by a rule. If there is no contrary provision in the parliamentary authority or written rules of the organization the established custom should be adhered to. Unless the assembly by the majority vote agrees in a particular instance to do otherwise". She stated nowhere in the rules was Harvey Wedell allowed to change a long-standing rule of Council. She further stated she believes that was his abuse of the rules and his arrogance of the right of the public to speak up. She further stated a few meetings ago he violated the rules by adjourning a meeting during Council comments. She stated it was a clear deliberate violation of the rules. She stated it is unfair when people in the audience have been told they may speak when they have a favorable person chairing the meeting and you may not speak when Harvey Wedell decides you may not speak. She further stated that is what causes the tension on Council. We have different rules for different people. She stated she suggests that maybe being Mayor Pro Tem is not the job for Harvey Wedell. She stated we have other people on Council that are qualified such as Councilmember Ryzyi and Mike Kramer. She stated if you want the Council to run as a fine oiled machine, then you need to cut out the game playing and we need to follow the rules. The public is getting tired of it. Many seniors contacted her because they watched the video and they are the people most affected by the money charged by Dykema Gosset. They were not given the opportunity to speak that night regarding their opinion of who should be responsible for that bill. She stated she will always defend and protect the public's right to speak.

Councilmember Kurtzweil stated Mikes Garden on 10 miles has a great selection and he has done a great job taking over from his father. She further stated he is a local business owner and we should support him. She further stated she will be helping with the annual Easter Egg Hunt on Saturday. She stated she wanted to thank the administrative staff Lynne Ladner, Lisa Deaton and Lori Mosier for assisting her with research and the research has been extremely accurate.

Councilmember Kurtzweil wished everyone a Happy Easter and a blessed Passover.

Councilmember Wedell stated he only has one issue tonight in response to Maggie. He stated you could have moved to object to the ruling of the Chairperson.

Councilmember Ryzyi asked Department Head Martin if the City fixed the sidewalk on Graefield.

Department Head Martin stated he will find out and let him know. Councilmember Ryzyi stated on April 30th there will be the unveiling of the Maddy Doty field in McHattie Park at 4:00 p.m.

Councilmember Ryzyi stated there is another event coming up, actually in June. The Blessings in a Backpack at Tanglewood on June 3rd golf fundraiser and dinner, they provide underprivileged with meals.

Councilmember Ryzyi stated one of his goals for the City Manager is \$300,000 in grants for the City, and you should be bringing in as much as you are making. He further stated another goal is to limit the City Attorney's hours. Councilmember Ryzyi stated at the last meeting Councilmember Parisien called him a liar, and tonight she and Glenn sit here and smirk, and you accuse Ryan of taking a bribe. He knows Ryan and he knows where he gets his money, and that is from disability. To accuse him is not only an attack on Ryan but also anyone living on disability. He stated because he is disabled, that is why he helps the City and City events. He believes she owes him an apology. Councilmember Ryzyi started he is happy we are renewing the Peoples Express contract it is the only mode of transportation for many people. He then wished everyone a Happy Easter.

Councilmember Parisien stated she is resilient and she can be attacked but she will rise above it. She stated she hasn't passed the bar exam, but yes, she graduated law school and she has a juris doctorate that makes her a Doctor of the law. She stated she has worked in law firms, courts and municipality and she has a background in the law. She may not be able to give advice, but some people don't know this, but you have to take two exams, the character and fitness exam and the bar exam. She passed her character and fitness exam and her character and fitness and ethical background is spot on. She further stated she is not ashamed of anything and she leads a blessed life. She further stated if you want to attack me, that is fine, but you may need to look at yourselves first because there could be some unhappiness going on there. Councilmember Parisien stated she will not apologize because her question was not an accusation, it was a question, Ryan could have just answered yes or no. She further stated we need to leave this all behind and work for the City, we are so bogged down with all of this. We have so many good things going on in our community and that is what we need to focus on, and focus on giving back to the community and stop focusing on our personal agendas.

Councilmember Kivell stated it is springtime, a rebirth and a renewal. He stated all the toxicity we have to suffer through here and the people of this time are going on about their business and they are recognizing the wonderful town we live in. In spite of the nonsense that is conducted here on the 2nd and 4th Monday's of the month. He further stated clearly there are some people here that have been harmed in their life and they take it out on the world and unfortunately, we are in the throes of their toxicity. He further stated the Easter Egg Hunt is a great event, and there is a lot of participation and there will be jubilant kids and mom and dads.

Mayor Galeas stated he wanted to recognize that Clerk Deaton has been designated as a Certified Michigan Municipal Clerk. Mayor Galeas stated the City of South Lyon has cracked the top 100 safest cities nationwide. Mayor Galeas stated there are numerous businesses opening and contrary to what people say, there is a lot getting done. He further stated there will be a lot more coming. Mayor Galeas stated he wants this Council to stay on task and we need to put aside personal agenda. We need to be more civil to each other. He has thought about the social media and it is part of our lives. He stated we need to be careful how we say things on social media. He further stated he is not going to get caught up on it anymore, but there needs to be some discretion.

ADJOURNMENT

CM 4-19-17 MOTION TO ADJOURN

Motion by Kramer, supported by Kurtzweil

Motion to adjourn meeting at 10:21 p.m.

VOTE: MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Mayor Galeas

Lisa Deaton Clerk/Treasurer



SOUTH LYON FIRE DEPARTMENT

217 WHIPPLE STREET, SOUTH LYON, MI 48178-1113
(248) 437-2616 - SOUTHLYONFIRE.COM
SERVING OUR CITIZENS SINCE 1893



MEMORANDUM

TO: City Manager Lynne Ladner

FROM: Fire Chief Mike Kennedy

DATE: April 18, 2017

RE: Fire Officer Swearing In

I am requesting time prior to the official agenda of the City Council meeting on Monday, April 24, 2017 to swear in Ryan Carlington to the rank of lieutenant. Earlier this year, the fire department conducted a multi-step promotional process, which included a written examination, oral board interview comprised of outside personnel, and interview with the fire chief.

Swearing in of fire officer:

1. Brief comments by fire chief.
2. Fire officer comes forward and is sworn in by city clerk.
3. Family member pins badge on fire officer.

AGENDA NOTE
Old Business: Item

MEETING DATE: April 24, 2017

PERSON PLACING ITEM ON AGENDA: Lynne Ladner, City Manager and Parks & Rec Commission

AGENDA TOPIC: Consider adoption of Naming Policy for Parks and other City owned and operated facilities and related form

EXPLANATION OF TOPIC: The Parks and Recreation Commission has been working for several months to develop donation and naming/memorial policies for City Assets and other situations. The first of those items that they are presenting to the Council for adoption is the Naming Policy and the related application form. These have been developed after careful research into policies in other communities, past practices for the City and considering potential situations in the not so distant future as funds are sought for the Volunteer Park Phase 1 project.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Proposed Naming Policy and Application form

POSSIBLE COURSES OF ACTION: Approve/Postpone/Reject the adoption of the Naming Policy and Application

RECOMMENDATION: Approve the adoption of the Naming Policy and Application

SUGGESTED MOTION: Moved by, _____ seconded by, _____ to approve the adoption of the Naming Policy and Application.

CITY OF SOUTH LYON NAMING POLICY FOR PARKS AND OTHER CITY OWNED AND OPERATED FACILITIES

I. Purpose

The purpose of this policy is to set forth a uniform procedure and guidelines to be utilized in reviewing and approving naming requests for parks and other City owned and operated facilities.

II. General

- A. City Parks and Other Facilities Request forms are available at City Hall or on the city website, www.southlyonmi.org.
- B. All costs are the responsibility of the applicant.
- C. Signage will be positioned to maximize the benefit to an area.
- D. The City accepts no liability for damage to any signage from vandals or third parties.
- E. The City reserves the right to remove any signage that has been damaged and is, in the view of the appointed representative, beyond repair

III. Procedure for a Naming Proposal

- A. A naming request may be submitted by a city resident, any city board or commission, or any person or organization proposing to donate a facility or park, or other significant improvement, or a major financial contribution, toward the costs of such park, facility, or improvements.
- B. The request shall be made in writing, using the City Parks and Other Facilities Naming Request form and shall be submitted to the City Manager.
- C. The request shall be forwarded to the Parks and Recreation Commission or the appropriate commission that has jurisdiction of said property, such as the Historical Commission.
- D. The Commission shall accept the application for review at its next regularly scheduled meeting.
- E. Using the guidelines set forth in this policy, the Commission will review the application, recommended any changes, come to an agreement, and then set a public hearing date upon completion of the application review. The Commission shall set a public hearing date, which is then published 14 days prior to the public hearing.
- F. Following the public hearing, the Commission shall make a recommendation to the City Council to approve or deny the request.
- G. The City Council shall approve or deny the request at a regular or special meeting of the City Council.

IV. Naming Guidelines

A name for a City park or facility should provide some form of individual identity and be appropriate for the site. In considering naming requests the following general criteria should be used:

- A. The proposed name must not too closely resemble an existing park or facility name.
- B. The proposed name could reflect the function and purpose of the site, the geographic location and features of a site, the distinctive natural or geological features of the site, or the commonly recognized historical significance of a site.
- C. City parks and facilities may be named for an entity or a deceased person subject to the following conditions:
 - 1. The person must be deceased for a minimum of five years.
 - 2. Written documentation of approval by next of kin (if available/possible) is required as part of the proposal.
 - 3. The person or entity must have made a significant positive contribution to society or the community, a contribution to the park or facility without which the park or facility may not exist, or in which the individual's or entity's contributions enhanced a program or facility.

D. Although City parks and facilities will not normally be named for living persons, exceptions to this policy may be made by the City Council at the recommendation of the appropriate commission when the commission finds one of the following:

1. The nominated person has made a substantial contribution (monetary or service) to the specific park or facility being named.
2. The nominated person has made a significant contribution to the community over an extended period of time.
3. The nominated person has received national recognition.

E. As a general rule, portions of a park or facility will not have a name other than that of the entirety of the park or facility. Exceptions may be considered where a donation of 60 percent or more of the cost of development or improvement of that portion of the park or facility. This minimum 60 percent contribution can also be satisfied by a individual, group, or organization's future significant and binding commitment to the future improvement of the park, facility, and/or the South Lyon community.

F. The proposal to name a park or facility after an entity or person shall set forth detailed information providing compelling support for a determination that the person or entity contributed to community or society as required by this Policy. The responsibility for the cost of the plaque or monument indicating the name or entity for which the park or facility is named shall be as agreed between the Commission and the applicant. The Commission will have the right to determine the size, style and type of sign for consistency with the current or future signing system.

G. Notwithstanding any other provision of this policy:

1. A park or facility that has been donated by a person or entity with the condition that the person or entity name the park or facility as requested may be so named pursuant to the condition of the donation.
2. A park or facility that has been acquired, improved, or renovated with funds from a grant or gift with the condition that the park or facility be named as required in the grant or gift may be so named pursuant to the terms of the grant or gift.
3. Names associated with tobacco, alcohol, religious organizations, political candidates or adjudicated felons are prohibited.
4. Names deemed inappropriate by the reviewing commission will be rejected.
5. The dedication of small park amenities with an identifiable lifespan and not intended to be permanent such as fixed parks benches and tables shall be addressed under a separate parks policy.

V. Renaming

The intent of naming is for permanent recognition. The renaming of parks and facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most crucial examination so as not to diminish the original justification for the name or discount the value of the prior contributors. Parks named for subjects, other than individuals, may be changed in name only if the current name is ineffectual or inappropriate.

A. Only parks and facilities named for geographic location, outstanding features, or neighborhood should be considered for renaming. Parks that have been named by deed restriction or other agreement shall not be considered for renaming.

B. Parks and facilities named after individuals shall not be changed unless it is found that because of the individual's character the continued use of their name would not be in the best interest of the community and such renaming is not otherwise prohibited by deed restriction or other agreement.

Parks and Other City Owned Facilities
Naming Request Form

Name of Applicant/Organization _____

Address of Applicant _____

Phone Number: Cell _____ Other _____

E-mail _____

Description of City Asset/Facility: _____

Proposed name of city asset/facility _____

Justification for name (attach as a separate page, if necessary)

Please note that City parks and facilities may be named for a deceased person subject to the following conditions: The person must be deceased for a minimum of five years, written documentation of approval by next of kin (if available/possible) is required, and the person must have made a significant positive contribution to society or the community, a contribution to the park or facility without which the park or facility may not exist, or in which the individual's contributions enhanced a program or facility.

Although City parks and facilities will not normally be named for living persons, exceptions may be made by the City Council at the recommendation of the appropriate commission when the commission finds one of the following: The nominated person has made a substantial contribution (monetary or service) to the specific park or facility being named, the nominated person has made a significant contribution to the community over an extended period of time, or the nominated person has received national recognition.

____ I have received a copy of the Naming Policy for Parks and Other City Owned and Operated Facilities, and agree to all the provisions and procedures as outlined.

____ I have attached all applicable drawings, documents and plans, as appropriate.

Requested by _____

Please print

Signature _____

Parks and Other City Owned Facilities
Naming Request Form
Page 2

For City Use Only

Date Received _____ Staff Initials _____

City Manager recommendation to _____ Commission

City Manager initials and date _____

Commission Review Date: _____

Public Hearing Date: _____

Funding Verified: _____ by _____ Date: _____

Commission Recommendation ____ approve ____ deny

Referred to City Council Date: _____

City Council Approval/Denial Date: _____

DRAFT

South Lyon Downtown Development Authority

FACADE IMPROVEMENT & SIGN GRANT PROGRAM

GUIDELINES

Purpose & Intent

It is a fundamental goal of the City of South Lyon and the South Lyon Downtown Development Authority (DDA) to promote economic growth and vitality in downtown South Lyon. To that end, the South Lyon Downtown Façade Improvement and Sign Grant Program has been created to encourage property and business owners to strengthen the economic viability of Downtown South Lyon and promote a positive image of downtown by providing financial incentives for improving the exteriors of its buildings. The program provides an opportunity for building or business owners to preserve the architectural heritage of Downtown South Lyon and enhance the unique atmosphere and sense of place ~~it that Downtown South Lyon~~ provides to the greater South Lyon community. It is important to the aesthetic enhancement of Downtown South Lyon that individual building design treatments have basic design components and be compatible with each other and the subject building's original architectural style. The City of South Lyon and the DDA believe that the best approach to accomplish these goals is through the preservation, restoration and rehabilitation of a building's original architectural features. The program's emphasis is the preservation of Downtown South Lyon's architectural heritage and original architectural features of downtown commercial buildings. This preservation based economic development philosophy is a key component of the National Main Street (NMS) Program, which was adopted by the City of South Lyon and the DDA in October of 2016 with application and acceptance in-to the Main Street Oakland County (MSOC) Program which administers the NMS Program ~~trademark~~.

Description

The program is designed to enhance the visual character of the downtown area while at the same time offering an incentive to building and business owners who invest in downtown South Lyon. "'Place'" is now recognized as one of the most essential components of economic development throughout the United States and beyond. The unique qualities and assets of The City of South Lyon, including its Downtown, neighborhoods, natural environment, parks, tree-lined streets, schools, churches, businesses, civic and non-profit organizations, and its people, the residents and the City administration are collectively what make South Lyon a unique place. Downtown serves as the front door to the community and is the single image most often associated with the City by residents, shoppers, visitors, businesses and by those who drive through. Thus, improving that image is a very important element in the City of South Lyon's plans to maximize the economic potential of Downtown and the entire community. Therefore, in order to stimulate private investment in physical assets and to further enhance and preserve the architectural and historical character and sense of place of Downtown South Lyon and the entire community, this program is now available.

Michigan Public Act 169 of 1970, as amended, the State's historic preservation law, which was enabled by the National Historic Preservation Act of 1966, declares Historic Preservation to be a "'public purpose'". The use of Design Guidelines is an important part of the approval process to receive a Façade Grant. The FISGP will utilize the U. S. Secretary of the Interior's Standards for Historic Preservation Projects with Guidelines for Applying the Standards, the National Main Street Center Building File: Design Guidelines, and the City of South Lyon Master Plan (adopted in 2016), Façade Program and Downtown Building Guidelines. Consistent use of these accepted professional Design Guidelines is essential to assure

South Lyon DDA
Façade Improvement & Sign Grant Program
Guidelines

that only quality improvements are made, improvements which meet the public purpose test of “historic preservation” by respecting the unique, original architectural character of each individual building. New, infill architecture is encouraged. Each new building should speak for the age within it is built, yet complement and match the scale, setback, window fenestration and materials of its historic neighbors. Perhaps the best way to describe quality infill is a tour guide 50 years from now, walking along the sidewalks downtown stating “this is an excellent example of a building constructed in 2017 whose architecture and design continue the unique architectural evolution and diverse heritage of buildings so carefully attended to in Downtown South Lyon.”

The program is administered through the DDA with assistance from the City's Economic Development & DDA Director and the Main Street Program “Design Committee” which serves in an ad-hoc capacity, as needed, to review individual applications for grants under the program and make a recommendation of approval or denial to the DDA Board for their final approval or denial. The Design Committee is a partnership between and made up of representatives from City of South Lyon (Econ Dev & DDA Director, Planning Staff) and community volunteers (with background and experience in architecture, building construction, planning, art and design). The Design Committee partnership with the DDA and City complies with the National Main Street Program for Downtown South Lyon (which the City initiated with Main Street Oakland County in October, 2016).

Funding Sources

The program is sponsored by the City and DDA and administered by and through the DDA with assistance from the City administration. The source of funding for the program is tax increment financing revenue made available under Michigan Public Act 197 of 1975 and the City of South Lyon Downtown Development Authority Ordinance as adopted by the South Lyon City Council on February 13, 1995 and allocations approved by City Council earmarked for this Program. Initially, annual funding allocations for the program are set by the South Lyon City Council through appropriations to the DDA. The program is contingent on the availability of budgeted funds on an annual basis.

Eligibility Requirements

- A property or building must be located within the DDA district
- Only buildings with retail, commercial, service or professional uses consistent with the B-2 and B-3 districts as defined in the current City of South Lyon Zoning Ordinance are eligible.
- The building must meet a basic condition test, which indicates that the property appears to be structurally sound, the roof intact and meets the basic public safety and property maintenance codes. Proposed façade improvements must also comply with all applicable building codes and zoning ordinances.
- Only facades fronting public rights-of-way are eligible. Highly visible rear and side locations may be considered on a case-by-case basis.
- Building owners or business owners and tenants are eligible. If a business owner or tenant applies for assistance, they must provide written proof that the property or building owner has authorized the proposed improvements and evidence of an executed lease for a term equal to the Façade Improvement Grant Agreement.
- Property tax and City utility payments must be current. The applicant shall not be in any other default to the City nor involved in any other litigation with the DDA or City
- ~~Applicant can only apply for a Façade Improvement Grant for the same façade once every five years~~

Grant Limits

- A grant for an individual façade will be (50%) of the actual façade improvement project cost, up to a maximum of \$5,000 per building façade. All façade improvement grants are matching grants requiring a 50% match of funds by the applicant to cover necessary construction of approved façade improvements with a maximum grant of \$5,000 per building.
- Two or more multiple, connected, adjacent buildings under the same ownership are eligible to receive a maximum of \$5,000 per storefront, plus a bonus of \$5,000. For example: 125 and 127 E. Lake Street (now occupied by the Lake Street Tavern which has two (2) storefronts) and, 131 E. Lake Street (now occupied by Tae Kwon Do, one storefront) are three adjacent buildings all owned by the same owner. In this example, these buildings (multiple, adjacent, same ownership) are eligible for a potential Façade Grant of \$20,000 if their facades are simultaneously restored.
- Corner buildings with two distinct storefronts containing retail display windows facing both streets are also eligible for a \$5,000 bonus. Thus, the total potential façade grant for an eligible corner building could be a maximum of \$10,000
- All Façade Improvement Grants, after approval by the Design Committee and the DDA, are provided on a rebate basis, after completion of all construction and after all final inspections
- ~~Sign grants are also provided on a rebate basis~~

Eligible Improvements

Façade improvements eligible for grant approval include, but are not limited to the following:

- Storefront construction
- Façade remodeling or reconstruction
- Cornice repair or replacement
- Door, entryway, window replacement or restoration
- Exterior lighting
- Awnings (awnings & canopies may be used as a design element if those features are compatible with the original building design and complement the building's architectural features)
- Handicap accessibility
- Non-historic façade removal
- Expenses incurred having to do with the project that has been reviewed and approved by the Design Committee and the DDA Board and included in the grant application

Ineligible Improvements

Façade improvements that are ineligible for grant approval include, but are not limited to the following:

- Refinancing existing debt
- Property acquisition
- Interior improvements, unless directly related to the exterior work being performed
- Interior furnishings
- Property appraisal costs, legal fees or loan origination fees
- Review, permit and inspection fees
- Roof repairs or structural work
- Labor costs paid to the owner/applicant or relatives of owner/applicant
- Expenses incurred prior to grant approval by DDA

South Lyon DDA
Façade Improvement & Sign Grant Program
Guidelines

- Purchase of personal property (equipment or machinery)
- Payment of taxes, special assessment or utility bills
- Labor provided by the applicant, owner or any other unlicensed contractor will not be considered
- Improvements must be recommended for approval by the Design Committee and approved by the DDA Board before starting the project

It is not the intent or purpose of the program to subsidize routine building maintenance projects. Rather, the purpose of the program is to encourage and facilitate the improvement of the overall appearance of a building's façade.

Other Program Guidelines

- The DDA and City reserve the right to reject any and all applications. The specific program guidelines detailed herein are subject to revision or amendment by the DDA and/or Design Committee. The DDA and City may discontinue this program at any time, subject to the availability of program funding. The DDA and the City reserve the right to revise or end the program at any time and in no way guarantee availability of funding for any specific project at any given time. ~~Funds are limited and must be spent within the specified time frames~~
- Submission of an application is not a guarantee of acceptance or approval
- Applications must be complete to be considered for the program, including an accurate sketch or drawing of the proposed improvements, as well as written construction estimates from qualified contractors and vendors
- If approved, the ~~grantee applicant~~ must maintain property and liability insurance throughout the construction of the improvements
- If approved, a ~~n-grantee applicant~~ shall agree to indemnify and hold harmless and defend the City and DDA and their respective elected officials, board members, employees, and agents from any and all claims of any kind and nature arising out of or related to the improvement and/or program, including, but not limited to claims for payment by contractors or suppliers of materials and labor
- If approved, the applicant shall agree to maintain the façade and not to modify it without first obtaining DDA approval for a period of ____ years after completion of the improvements.

Application Requirements

The following must be submitted by program applicants on forms provided:

1. Completed application; incomplete applications will not be accepted. Applicant may elect to have a pre-application meeting with City administrative staff to obtain feedback prior to formal submittal of an application
2. Description of proposed use of building after completion of the project
3. Project design plans, including detailed drawings of the proposed improvements, including colors if applicable, and material samples or brochures
4. Current photos of the property to be improved
5. Estimated cost of project
6. Identity of proposed contractor and related information
7. Proof of project funding sources
8. Timeframe for completion of project
9. Copies of property deeds and leases, if applicable or other proof of ownership or other interest in property
10. Proof of property and liability insurance

11. Written consent for program participation by property owner, if applicant is a tenant

Application Review Process

1. Submission of a complete a grant application, along with required supporting documentation
2. City administrative staff will review the application for completeness and adherence to program objectives and requirements. If appropriate, applicant will be notified that the application has been accepted for consideration.
3. If accepted, City administrative staff will refer the application to the Design Committee for review
4. The Design Committee will meet and review the application. The applicant may be asked to present the application and project to the Committee. The applicant may be asked to provide additional or clarifying information. The Committee may send the application back to the applicant with requests for modifications.
5. The Design Committee will make a recommendation to the DDA Board for its acceptance or rejection of an application-proposal.
6. The DDA Board takes action on the application, and applicant is notified of the DDA Board decision.

Priority Policy

- The DDA and City reserve the right to target program funds for those projects providing the most positive impact in downtown South Lyon
- All grants are subject to the Façade Improvement Grant Program Guidelines, the City of South Lyon Master Plan adopted in 2016, the U.S. Secretary of the Interior Standards for Historic Preservation Projects and the National Main Street Building File Design Guidelines

After Approval

- Grantee Applicant must execute a Façade Improvement and Sign Grant Agreement before starting any work
- Improvement work must be performed by a licensed, insured contractor
- Improvements must be completed within _____ months of approval or the grantee applicant must apply for an extension, which may be granted at the sole discretion of the DDA Board
- Any changes in the scope of work must be approved in advance by the DDA to be eligible for reimbursement

Reimbursement and disbursement

If the application is approved and the grant awarded, the DDA will reimburse applicant for approved eligible improvement expenses as follows:

- Upon completion of construction, the grantee the applicant prepares financial reports and provides the DDA with proof that all expenses related to the approved improvements are paid in full (e.g., lien waivers, canceled checks, paid invoices). Completion of the work and payment may be verified by the DDA through its Design Committee or other its designee.
- The grantee applicant must supply proof that the improvements passed all final inspections and meet all City of South Lyon zoning and code requirements
- Requests for reimbursement of approved façade improvement expenses must be submitted no later than 60 days after the completion of construction
- If all conditions for reimbursement are satisfied, the DDA will authorize disbursement of funds
- Reimbursement is subject to the approved maximum grant amount as approved by the DDA

IMPORTANT: *If façade improvements begin prior to Grant funding approval, an applicant will not be eligible for the Grant.* Please note that all grant-funded improvements must be permanent and fixed in type and/or nature. Improvements must meet all City of South Lyon code requirements including zoning, building and safety codes.

Sign Grant Program

Quality signage is also important to the overall visual character of the downtown and the community's sense of place. *All signage seeking funds from the South Lyon Façade Improvement and Sign Grant Program (FISGP) must comply with the City of South Lyon Zoning Ordinance, Sign Ordinance, and must be compatible with the U. S. Secretary of the Interior's Standards for Historic Preservation Projects with Guidelines for Applying the Standards, and the National Main Street Center Building File: Design Guidelines.*

- Exterior Primary, Permanent Signs (including those on an awning) are eligible for an individual sign grant
- Grant approval by the DDA Board must be received prior to manufacture of the sign
- All sign grants will also be on a matching basis requiring a 50% match of funds by the applicant to cover sign construction and installation up to a maximum of \$500 per individual storefront
- All signs must meet all Sign Ordinance and Zoning Ordinance requirements and local design guidelines
- All sign grants will be payable on a rebate basis and reimburse the approved grant amount after one year of successful business occupancy by the applicant in the approved building location
- A complete application must be submitted by the applicant with all required information provided
- Applications for sign grants will be reviewed using the same review process for façade improvement grant applications, and all decisions on sign grant applications will be made by the DDA Board

NOTE: In no way is the approval of a Façade Improvement or Sign Grant meant in any way to circumvent the need for any and all required building permits from the Building Department and/or any Planning Commission approvals as necessary.

For further information regarding the program, please contact Robert Donohue, Economic Development Director, City of South Lyon, 335 S. Warren, South Lyon, Michigan 48178, email: robert@southlyonmi.org or telephone: (248) 437-1735

FAÇADE IMPROVEMENT GRANT AGREEMENT

THIS AGREEMENT is entered into on the ____ day of _____, 2017 by and between the SOUTH LYON DOWNTOWN DEVELOPMENT AUTHORITY (DDA), a Michigan public authority, organized and existing under the laws of the State of Michigan, 335 S Warren, South Lyon, Michigan 48178, and _____ (Grantee [RECIPIENT]), _____, South Lyon, Michigan 48178

WHEREAS, the DDA was created pursuant to the Downtown Development Authority Act, Public Act 197 of 1975, as amended, in 1995 by Ordinance adopted by the City of South Lyon City Council;

WHEREAS, the Act recognizes as essential public purposes, the halting of property value deterioration and the promotion of economic growth and vitality;

WHEREAS, the Act has expressly provided the DDA with the authority to implement programs and otherwise engage in activity that has the objective of accomplishing the foregoing purposes within the South Lyon Downtown Development District (District);

WHEREAS, pursuant to the authority granted to the DDA by said Act, the DDA has established the South Lyon Downtown Development District Façade Improvement and Sign Grant Program (Program) as an incentive for building and business owners to improve the exterior of commercial buildings located in the downtown development district and thereby accomplish the goals of halting property value deterioration and promoting economic growth and vitality;

WHEREAS, the Program is also intended to promote the preservation of the architectural character and heritage of buildings in downtown South Lyon and thereby enhance the physical appearance of downtown South Lyon;

WHEREAS, Grantee owns/leases property located in the District described in Exhibit A and desires to make façade improvements at the site (the Project), the design, description and estimated costs of which are set forth in Exhibit B;

WHEREAS, the DDA has approved Grantee's application to participate in the Program and undertake the Project;

WHEREAS, the DDA has further approved a grant of \$_____ pursuant to the Program guidelines and this Agreement, and in consideration of the foregoing, the DDA and Grantee hereby agree as follows:

1. Grantee affirmatively states and reaffirms that all information provided to DDA is correct and accurate and is incorporated into this Agreement by reference.
2. Grantee has read and agrees to abide by the South Lyon Downtown Development Authority Façade Improvement and Sign Grant Program Guidelines.
3. All work performed by or on behalf of Grantee will be consistent with the approval by the DDA and be carried out in a workmanlike manner and in compliance with all applicable federal, state and local laws. If Grantee desires to make any changes in the project, Grantee will obtain written approval from the DDA before implementing such changes. Grantee understands that the DDA is not required to approve any changes.

4. Grantee agrees to complete the improvements as approved within _____ months from the date of DDA approval and understands that failure to complete the improvements within such time period may result in forfeiture of the grant or denial of Grantee's request for reimbursement for improvements and/or expenses.

5. During the period of construction, Grantee agrees to keep in full force and effect a policy of commercial liability insurance in an amount of not less than one million dollars (\$1,000,000) and to name the City of South Lyon and the DDA as additional insureds on such policy. Grantee agrees to provide to the City and DDA, upon request, proof of the foregoing insurance in such form as is acceptable to the City and DDA. Grantee further agrees to indemnify and hold harmless the City of South Lyon and the DDA and their respective elected officials, board members, employees, and agents from any and all claims of any kind and nature arising out of or related to the improvements, work performed or approved through the program, including, but not limited to claims for payment by contractors or suppliers of materials and labor.

6. Grantee will notify the DDA immediately if Grantee's interest in the subject property changes in any way. This Agreement is not assignable by Grantee without prior written approval of the DDA which will not be unreasonably withheld.

7. Grantee understands that the grant will be paid to Grantee on a rebate basis and only upon completion of the work and submission of all required certifications and documents to the DDA. Upon completion of the project and upon final inspection and approval by the City, Grantee shall provide the DDA with proof that all expenses related to the approved façade improvements are paid in full (e.g., lien waivers, canceled checks, paid invoices). Completion of the work and payment are subject to DDA review, inspection and verification. Grantee agrees to submit a request for funding of the grant within sixty (60) days after the completion of the work and understands that failure to do so may result in denial of the request. If all terms and conditions for reimbursement are satisfied, the DDA will authorize disbursement of grant funds in the amount approved to Grantee.

8. Upon completion of the project, Grantee shall be responsible for and agrees to properly maintain the façade improvements without any changes or alterations to the building which would be inconsistent with the approved façade improvements and plans for a period of _____ years.

9. Grantee understands and agrees that for any breach of this Agreement or violation of the Façade Improvement and Sign Grant Program Guidelines, the DDA reserves the right to, at its discretion, rescind approvals or awards of grants and applications and deny reimbursement for completed and approved façade improvements and signs.

SOUTH LYON DOWNTOWN
DEVELOPMENT AUTHORITY

GRANTEE

By: _____
Gene Carroll, its Chair

Date: _____

By: _____
Name: _____
Title: _____
Date: _____

EXHIBIT A
Legal Description of Property

EXHIBIT B

Façade Improvement Design, Description, and Cost Estimates

April 13, 2017 DDA Board Meeting RE: Facade Improvement & Sign Grants

Agenda Item VI. New Business:

A. Consider Approval of Façade Improvement & Sign Grant Program (FISGP)

Motion by Tracey Hill to approve the South Lyon DDA Façade Improvement & Sign Grant Program (FISGP), including all related documents. Second by Jennifer Dunigan. Motion passed unanimously. Lynne Ladner and Abe Ayoub (excused) were absent.

B. Consider Request to City Council for transfer of funds to the DDA for the FISGP

Motion by Dereck Mashburn to request a transfer of funds in the amount of \$50,000, from the City of South Lyon to the South Lyon DDA, for the DDA's FISGP. Second by Cheryl Wickham. Motion passed unanimously. Lynne Ladner and Abe Ayoub (excused) were absent.

During the discussion it was noted that the City may decide to transfer less than \$50,000. Board Members felt that even though there is now potential interest in approximately \$42,500 in grants planned, once the FISGP gains exposure, more building owners will want to participate. The Board also noted that the average amount of private investment to for a grant will be a 4:1 ratio. For example: 123-131 E. Lake Street (3 buildings will cost a minimum of \$85,000. The grant would be \$20,000.

NOTE: See attached list of potential FISGP grants for 2017 (\$32,500) and 2018 (\$32,500)

Potential Façade Improvement & Sign Grant Projects for 2017:

• 115/117 N. Lafayette Street, 2 adjacent buildings.....	\$ 15,000.
• 123-131 E. Lake Street, 3 adjacent buildings.....	20,000.
• 131 N. Lafayette Street, One building.....	5,000.
• 131 N. Lafayette Street (1 Sign).....	500.
• 115/117 N. Lafayette Street (2 separate Signs).....	1,000.
• 131 E. Lake Street (1 Sign).....	500.
• 1 additional signs to be determined.....	<u>500.</u>
TOTAL	\$ 42,500.

Potential Façade Improvement & Sign Grant Projects for 2018:

• 110 E. Lake Street, One building.....	5,000.
• 119- 129 N. Lafayette St., One large bldg./multiple 1 st flr. tenants	10,000.
• 101 N. Lafayette Street, One building.....	5,000.
• 119/129 N. Lafayette Street (1 Sign).....	500.
• 109 N. Lafayette Street (1 Sign).....	500.
• 103/105 N. Lafayette (1 Sign).....	500.
• 2 additional buildings (Facades) to be determined.....	10,000.
• 2 additional Signs to be determined.....	<u>1,000.</u>
TOTAL	\$ 32,500.



Kensington Valley
Chamber of Commerce

DATE: March 2017

TO: South Lyon City Council

FROM: Andrea Meyer, chamber director

RE: Blues Brews and Brats summer festival

On behalf of the Chamber of Commerce for the South Lyon area, I respectfully request approval to hold the annual Blues, Brews and Brats Festival August 5, 2017 at the Whipple Street lot behind the South Lyon Hotel.

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

Attached is an event breakdown which includes some additional logistics.

Thank you for your consideration of this event.



Kensington Valley Chamber of Commerce

Hold Harmless Clause

Blues, Brews and Brats Street Festival

Saturday, August 5, 2017

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



Ken Elkins

President

Chamber of Commerce for the South Lyon Area

3/15/17

Date



SOUTH LYON POLICE DEPARTMENT

219 Whipple

South Lyon, Michigan 48178

Ph: (248)437-1773 / Fax: (248)437-0459

Lloyd T. Collins

Chief of Police

BLOCK PARTY APPLICATION

Date Application Submitted: March 2017

Requested Block-off Date: August 5, 2017

Applicant / Contact's Name: Andrea Meyer

PH #: 248/617-3075 (o) 248/444-2420 (c)

Applicant Address: 58000 Grand River Avenue, New Hudson, MI 48165

Block-off Time: noon 8/4/2016

Block-off removal Time: noon 8/7/15

Street Names to be blocked off: Whipple Street lot. We have ordered tents to protect from potential harsh

elements (sun or rain) which we would like to have put into place on Friday August 4th with your permission.

The lot will be sprayed on Thursday for mosquitoes again, and the additional elements such as the stage, trash, portable sanitation stations, tables and chairs will all be put into place on Fri and Sat. All removed by Monday.

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

Residents will be advised of event via press releases and local flyers and posters in the area. Additionally,

noise will cease by midnight.

No road closures are required. We need to have a barrier placed at the sidewalk entrance and we will

utilize the standard snow fencing to complete the barriers as in years past.

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

Andrea Meyer
Applicant's SIGNATURE

APPROVED []

DENIED []

Lloyd T. Collins, Chief of Police

BLUES BREWS BRATS

Saturday, August 5 2017 - 3pm to 11pm

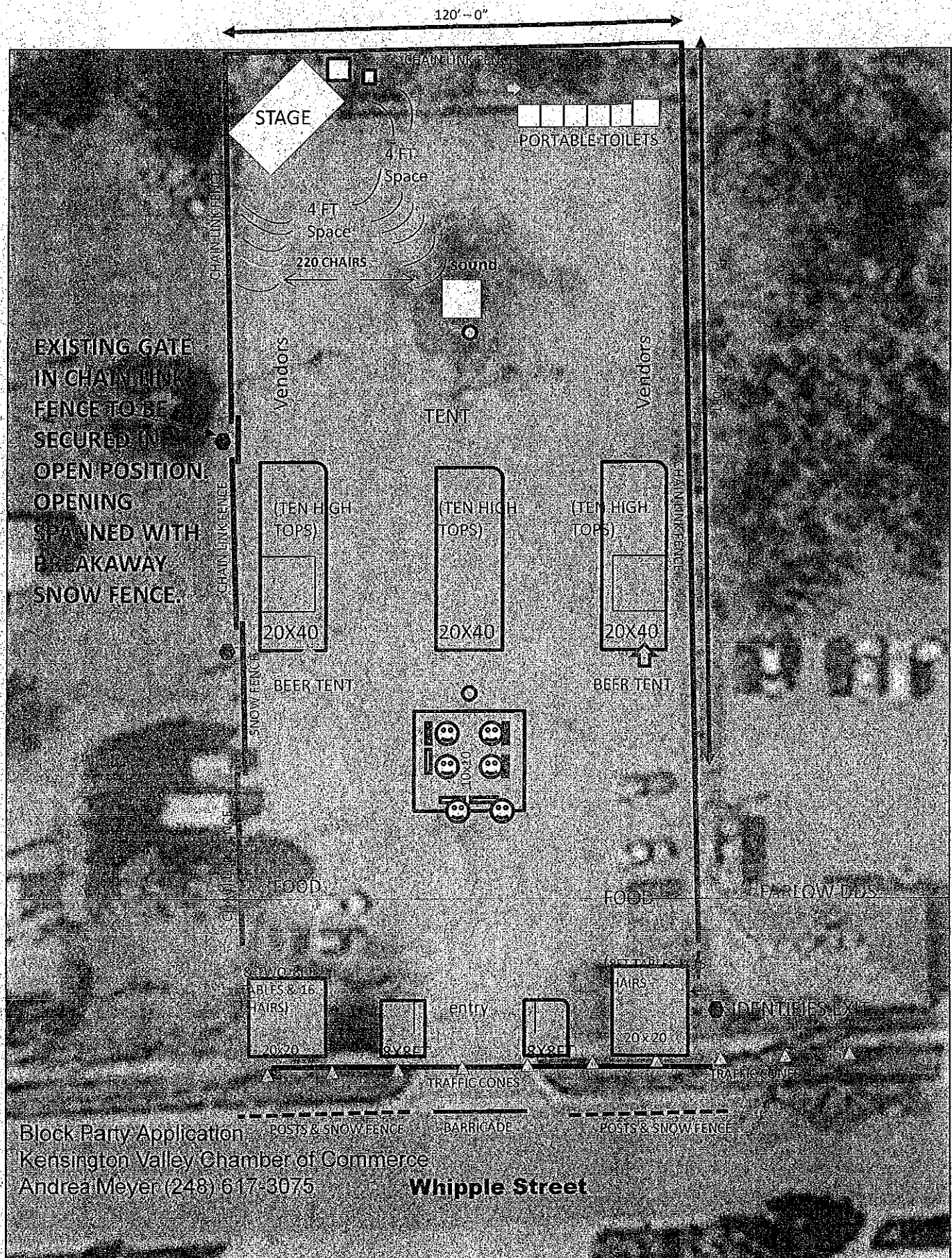
Whipple Street Parking Lot - Downtown South Lyon



Block Party Application
Kensington Valley Chamber of Commerce
Andrea Meyer (248) 617-3075
2017

BLUES BREWS BRATS

Saturday, August 5, 2017- 3pm to 11pm
Whipple Street Parking Lot - Downtown South Lyon





KensingtonValley
Chamber of Commerce

Special Event Emergency Plan and Information

Name of Event:	Blues, Brews & Brats
Expected Attendance:	1500-2,000 estimated
Type of Event:	Live Performance
Event Location:	Whipple Street lot
Event Date:	Saturday, August 5, 2017
Rain Date:	None
Start Time:	Doors Open at 3pm
Event Schedule	7 am - 3pm Setup 3pm - Doors open, \$5 cover 3:30pm - 11pm Entertainment, food, activities 11:00pm Last Call 11:30pm Entertainment ends 11:30pm Clean up/Tear down Additional clean up, stage and tent removal Aug 6-7
Event Coordinator:	Andrea Meyer Cell: 248-444-2420 Office: 248-617-3075 On site: 7am until midnight or until needed

Potential Issues

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

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



**Kensington Valley
Chamber of Commerce**

Staff Briefing

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

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

Medical Emergency:

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

Missing Person:

- Notify 911 – follow instructions of 911

Fire:

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

Suspicious Package:

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

Suspicious Person / Violent Act:

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

Severe Weather:

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

Evacuation:

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

If Told to Shelter in Place:

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



Kensington Valley
Chamber of Commerce

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

Event Cancellation: As advised by City Officials

Weather Monitoring:	24 Hours Prior	11am Friday, August 4
	8 Hours Prior	7am Saturday, August 5
	4 Hours Prior	11am Saturday, August 5

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

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

Event Access: Single point of entry.

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

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

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

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

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

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

Emergency Notification: PA system at stage

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

Fire Extinguishers: extinguishers required in large tents (3)- provided by Chamber

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

2017 Blues Brews & Brats



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/4/2016

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

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

PRODUCER Michigan Community Insurance Agency Inc. 49357 Pontiac Trail Ste 101 PO Box 930599 Wixom MI 48393-0599	CONTACT NAME: Christi Schreiber PHONE (A/C No. Ext): (248) 926-1444 FAX (A/C No.): (248) 926-5959 E-MAIL ADDRESS: Cschreiber@MichiganCommunity.com
INSURED Kensington Valley Chamber of Commerce 58000 Grand River Ave New Hudson 48165	INSURER(S) AFFORDING COVERAGE INSURER A: Secura Insurance INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 22543

COVERAGES	CERTIFICATE NUMBER: 16-17 Master	REVISION NUMBER:
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER	SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X		CP3252381	5/1/2016	5/1/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC							
	A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS	X		CP3252381	5/1/2016	5/1/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		SCHEDULED AUTOS NON-OWNED AUTOS						
		UMBRELLA LIAB EXCESS LIAB						EACH OCCURRENCE \$ AGGREGATE \$
		DED RETENTION \$						
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				WC STATUTORY LIMITS E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$	
	Liquor Liability	X		CP3252381	5/1/2016	5/1/2017	Limit 1,000,000 Aggregate 2,000,000	

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

CERTIFICATE HOLDER The City of South Lyon 335 S Warren St South Lyon, MI 48178	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Tara Masson
--	---

Andrea Meyer

From: Christi Schreiber <CSchreiber@michigancommunity.com>
Sent: Thursday, March 02, 2017 4:26 PM
To: 'Andrea Meyer'
Subject: FW: BBB 2017
Attachments: Block Party App August 5, 2017(2).pdf; endorsements.pdf

Andrea,

Attached is the certificate you requested.

Please be sure you forward on the wording below in RED and the endorsements attached to The City of South Lyon, as we cannot put any working in the Description of operations box.endorsements

Important: Please note our procedures with regards to certificates of insurance. The presence of additional insured or waiver of subrogation endorsement or language will be denoted by an X or "Y" in the appropriate column.

In accordance with the ACORD 25 forms instruction guide, the Description of Operations box will be used exclusively for the purposes described on the form (description of operations of the insured, insured locations and insured vehicles if applicable). The ACORD 101 is designed as an extension of the ACORD 25 Description of Operations box, and is similarly restricted in its use.

If you require copies of any endorsements, please let us know. Some are immediately available to send to you, while others will become available when issued by the insurance company, generally in 30 days or less.

Christi Schreiber
Commercial Account Manager
cschreiber@michigancommunity.com
Michigan Community Insurance Agency, Inc.
Auto • Home • Life • Health • Business

Phone 248-926-1444 Fax 248-926-5959 Toll Free 800-795-9200
49357 Pontiac Trail Suite 101, Wixom MI 48393
Mailing Address PO Box 930599, Wixom MI 48393-0599

www.MichiganCommunity.com

Please note that coverage cannot be added, bound, amended or cancelled via the email or voicemail systems. You cannot add, bind, alter or cancel coverage without speaking directly with an agency representative.

Please do not send .zip files, as our email system cannot accept them.

Confidentiality notice: The information included in this e-mail, including any attachments, is for the sole use of the intended recipient and may contain confidential and privileged information. Any unauthorized review, use, disclosure, distribution or similar action is prohibited. If you are not the intended recipient, please contact the sender and delete all copies of the original message immediately.

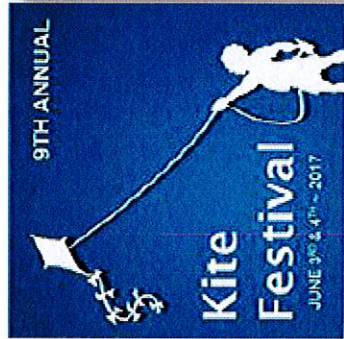
The Ups & Downs of Life
Poetry Reading at Third Monk



4th Annual Combined
High School
Gallery Art Show



New Hudson
Kite Festival
Booth Participation



Art & Cars
An Art & Car Show
in DTWN South Lyon



Sustainable Design
& Sound Show



& Sound Art Show

April 28, 2017

Punkinfest 2017
Booth Participation

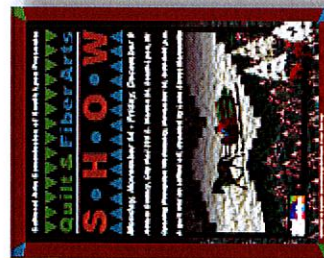


Community Outreach
with Children Activities
with FrankenBrains
Punkinfest 2017

May 1-26, 2017

Ac-E-Atrium Gallery

2nd Annual
Quilt Show



June 3-4, 2017

July 26, 2017

August, 2017

September 2017

November 2017

AGENDA NOTE

New Business: Item #

MEETING DATE: April 27, 2017

PERSON PLACING ITEM ON AGENDA: City Manager

AGENDA TOPIC: Consider approval of Street Acceptance Resolution.

EXPLANATION OF TOPIC: In 2016, the City accepted as public streets the streets of the Glen Meadows subdivision. The City submitted their recent Act 51 map and paperwork so that the state could acknowledge our responsibility. However, we have been informed that the City must submit a resolution with very specific wording on it in order for the state to recognize our new responsibility.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Draft Resolution

POSSIBLE COURSES OF ACTION: Approve/Deny/Postpone

RECOMMENDATION: Approval

SUGGESTED MOTION: On the resolution

Resolution for Street Acceptance

At a regular meeting of the City Council of the City of South Lyon, Michigan, held at the City Hall on April 24, 2017.

The following resolution was offered by member _____, and supported by member _____

Whereas the City of South Lyon has acquired the title to certain streets. And whereas it is necessary to furnish certain information to the state of Michigan to place these streets within the City Street system for the purpose of obtaining funds under Act 51, P.A. 1951 as amended.

NOW THEREFORE IT IS RESOLVED:

1. Attached is a copy of MDT form 2008B showing revised measurement and /or deletion of certain streets.
2. That said streets are located within a City right-of-way and are under the control of the City of South Lyon
3. That said streets are public streets and are for public street purposes.
4. The said street have been accepted into the City Local Street System and were open to the public on September 27, 2016.

VOTE:

MOTION CARRIED UNANIMOUSLY

Resolution duly adopted.

Certified to be a true copy, _____.
Date

Lisa Deaton
City Clerk/Treasurer

Lisa Deaton
City Clerk/Treasurer

AGENDA NOTE

New Business: Item #

MEETING DATE: April 24, 2017

PERSON PLACING ITEM ON AGENDA: City Manager

AGENDA TOPIC: Consider approval of new three year contract with People's Express for Public Transportation

EXPLANATION OF TOPIC: The City of South Lyon contracts with People's Express to provide a public transportation option for area residents at a reduced rate. The current contract is due to expire on June 30, 2017. The new contract runs from July 1, 2017 through June 30, 2020. The contract includes a 2% increase in year one, 4% increase in year two and 6% increase in year three.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Peoples Express Contract

POSSIBLE COURSES OF ACTION: approve/postpone

RECOMMENDATION: approve

SUGGESTED MOTION: Motion by _____, supported by _____ to approve of new three year contract with People's Express for Public Transportation from July 1, 2017 through June 30, 2020 and authorize the Mayor to sign the contract.

03/27/17

CONTRACT
City of South Lyon
People's Express Inc.
Duration of contract July 1, 2017- June 30, 2020

This contract is entered into by the City of South Lyon pursuant to its authority as a Home Rule city, and the City Charter (hereinafter referred to as City), and People's Express, of 10 Jennings Road, Whitmore Lake, MI, a non-profit corporation (hereinafter referred to as PEX).

1. Purpose

The purpose of this contract is to provide transportation assistance to citizens of the City of South Lyon, within and without the City of South Lyon, and provide a system for payment for services by users and to provide a mechanism by which the City can provide assistance to citizens of South Lyon who require low-cost transportation.

2. Scope and Description of Services

PEX will perform in a timely fashion for the benefit of the City, transportation services with an area shown on Exhibit A to this agreement and made part hereof. PEX will at all times maintain its equipment in good mechanical condition in conformity with all applicable safety regulations, and will keep all vans and/or buses in clean condition, subject to inspection by the City at all times. PEX warrants that it now has and will continue to have during the term of this Agreement all necessary licenses, certification, or other documents required by any governmental agency, federal, state, which authorize or permit the operation of a public transportation service.

PEX will utilize drivers for this service who are properly qualified and lawfully licensed for the service provided in the vehicles used, and have received appropriate safety training. Drivers shall display proper courtesy toward passengers and maintain a neat and clear appearance.

PEX shall maintain upon its vans and/or buses appropriate signage or markings indicates that the services "People's Express" is to be identified by users of the service. PEX will abide by the policies and statements set forth in this Agreement and this policy shall not be revised without the written consent of the City Manager of the City.

3. Terms of Payment Services

The City shall pay to PEX the sum of:

Year One: Six Thousand Two Hundred Eighty-three dollars (\$6,283.00) per month for fiscal year to Commence July 1, 2017 and run through June 30, 2018. The parties agree that this shall total Seventy-five Thousand Three Hundred and Ninety-eight Dollars (\$75,398) unless earlier terminated pursuant to this agreement.

Year Two: Six Thousand Five Hundred Thirty-four Dollars (\$6,534.00) per month for fiscal year to commence July 1, 2018 and run through June 30, 2019. The parties agree that this shall total Seventy Eight Thousand Four Hundred Fourteen Dollars (\$78,414.00) unless earlier terminated pursuant to this agreement.

Year Three: Six Thousand Nine Hundred Twenty-seven Dollars (\$6,927.00) per month for fiscal year to commence July 1, 2019 and run through June 30, 2020. The parties agree that this shall total Eighty three thousand one hundred and twenty Dollars (\$83,119.00) unless earlier terminated pursuant to this agreement.

4. Legal Standing of the Parties

The parties of this Agreement mutually agree that PEX, as of the date of the Agreement, is not a mass transportation authority as provided under Act 55 of 1963 MCLA 5.3475 eq. seq. It is further agreed, that in the event PEX becomes a regional transportation authority, which expands service to communities bordering the City with Lyon Township, Green Oak Township, Salem Township, etc., that upon the date of such expansion this Agreement will be renegotiated by the parties to reflect efficiency and reduce the annual costs of the City of South Lyon by an amount up to twenty (20%) percent dependent upon the size of the Michigan Department of Transportation grant received. In the event the parties are unable to reach a modified agreement, either party may terminate this Agreement upon ninety (90) days notice to the other.

5. Fares Charged to the General Public

The parties agree that PEX shall charge any resident of the City of South Lyon utilizing its service One (\$1.00) Dollar for each one-way trip within the City, and no more than Two (\$2.00) Dollars per round-trip. A fee of Two (\$2.00) Dollars will be charged for any trip which begins in South Lyon and proceeds outside of the City limits going to Providence Parkway hospital area and the New Hudson Walmart, With the understanding that no more than four (\$4.00) Dollars will be charged to any City of South Lyon resident for a round-trip fare. The city of South Lyon residents leaving South Lyon going to Ann Arbor, Brighton, Novi, Northville and other area's

will be \$2.50 per mile. Seniors and people with disabilities ride for half fair \$1.25 per mile.

The parties further agreed that all revenue generated by fares paid by citizens of the City of South Lyon, are to be paid to the City with appropriate documentation not less frequently than each quarter and said sums shall be the property of the City and no part of said funds shall be claimed by PEX.

6. Unavoidable Delay

In the event of severe weather conditions, road conditions, strikes or conditions totally beyond PEX's reasonable control, PEX shall notify the City and its appropriate local officials in as much advance as possible of the effect of such conditions on service. PEX shall provide substitute vehicles, which are adequate in its judgment, in the event of mechanical problems or other inability to provide service.

In the event of failure of PEX to provide service for a period greater than two (2) consecutive days in any month, the City shall deduct from its monthly payments a sum equal to 1/30 of the monthly charge for each day beyond two (2) days for which service is not provided.

7. Insurance

PEX shall carry and keep in force a comprehensive general liability insurance policy covering the use, maintenance, and operation of its vehicles in amounts not less than the following:

One Million (\$1,000,000,000.00) Dollars combined single limit of liability for each occurrence for Bodily Injury Liability and Property Damage Liability.

Upon execution of this Agreement, PEX shall present certificates for insurance coverage to the City for its review. PEX shall have the City of South Lyon names as an additional insured on its policies. PEX, its successors, assigns, officers, directors, employees, and agents shall hold the City of South Lyon and its employees and legal officials harmless from any liabilities, obligations, losses, damages, claims, or costs, including legal fees and expenses incurred by or asserted against PEX resulting from any of the following:

1. Failure of PEX to operate bus service and conformance with law or this contract;
2. Violation of PEX of any of the provisions of this Agreement;
3. Any act or failure by any officers, director, employee, or agent of PEX; and
4. Any injury to a person, loss of life, or loss of destruction of property rising out of or relating to the operation of this service.

PEX will promptly notify the City in writing of any claim or liability which PEX believes to be covered under this paragraph. PEX shall properly accept tender of defense in connection with any claim or liability which PEX has herein agreed to identify and the City shall be kept properly informed of the status of the proceedings and shall properly be furnished with copies of all documents filed or service upon Plaintiff's and shall be furnished in advance with copies of all documents for proposed to be filed and served by his defense counsel. In the event of suit, PEX shall not without first obtaining approval of the City, settle or compromise any claims, suit, or action proceeding in respect to which PEX has agreed in writing in the event there is any prospect that the City of South Lyon shall be named as Defendant or looked to for any payment of any sum arising out of litigation.

8. Prohibited Interests

The parties to this Agreement certify that no member, officer, or employee of PEX or the City, having direct or indirect control over this Agreement, shall, during his/her employment or in tenure with the City, and two (2) years thereafter, shall have any interest direct or indirect in this Agreement or the proceeds of it.

9. Equal Employment Opportunity

In the event of PEX's violation of Federal or State civil rights laws, or allegations of noncompliance with any civil rights regulation shall permit the City to void this Agreement, and sanctions or penalties if imposed upon the City shall be the responsibility of PEX. During the performance of this contract, PEX agrees as follows:

1. That it will not discriminate against any employees or applicant for employment because of race, color, religion, sex, national origin, ancestry, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
2. That if it hires additional employees to perform this contract or any portion of it, it will determine the availability, in accordance with the state law, minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.

3. That in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, national origin, ancestry, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.
4. That it will send to each labor organization or representative of workers, if bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligation under the Department of Human Rights and the Department's Rule and Regulations for the State of Michigan. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules and Regulations, the contractor will promptly so notify the Department of Human Rights and the contracting agency will recruit employees from other sources when necessary to fulfill its obligations under this Agreement.
5. That it will submit reports as required by the State authorizing, furnish all relevant information as may from time to time be requested and all respects comply with the Elliot Larson Act, Rules and Regulations of the Equal Opportunity Commission of the Federal Government.
6. That it will permit access to all relevant books, records, accounts, and work sits by personnel of the City or State of Michigan, for purposes of investigation to ascertain compliance with State law.

10. Notices

All notices required pursuant to this Agreement shall be in writing and shall be served upon the parties at the address listed in this Agreement. Delivery to an officer authorized to receive notices or the mailing of the notice by registered mail, return receipt requested, shall be sufficient notice.

11. Governing Laws

This Agreement shall be interpreted under and governed by the laws of the State of Michigan.

12. Compliance with Laws

PEX agrees to comply with all applicable statutes, ordinances, and regulations of the United States and State of Michigan, and units of local government.

13. Headings

The section headings of this Agreement are for convenience and reference only and in no way define, limit, or describe the scope of intent of this Agreement.

14. Fare Collection Responsibilities

All farebox receipt collected during the operation of service are the property of the City, but PEX shall be responsible for the security of those receipts until paid over to the City. PEX is responsible replacing lost or stolen venue based on average daily revenue.

In witness, the parties have executed this Agreement on the dates recited below:

PEOPLE'S EXPRESS

By: Douglas Anderson

Its: DIRECTOR

Date: _____

CITY OF SOUTH LYON

By: John Galeas Jr.

Its: MAYOR

Date: _____

By: Lisa Deaton

Its: CLERK

Date: _____



SOUTH LYON POLICE DEPARTMENT

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

PARADE / DEMONSTRATION APPLICATION

Date Application Submitted: _____

Requested Date of Event: 2017 5-24, 6-28, 7-26, 8-23, 9-27

Applicant / Contact's Name: Deborah Cook PH #: 248-437-6353

Applicant Address: 25701 McCreary Lane, S. Lyon 586-506-2598

Business / Organizations Name (if Applicable): Lake Street Cruise In

Bus. Ph#: Same Bus. Address: Same

President/CEO (Responsible for Event): Debbie Cook Direct Ph#: Same

Parade START Time: 6:00-6:30 a.m. (p.m.)

Parade END Time: 9:00-9:30 a.m. (p.m.)

Approximate Number of PERSONS: _____ Organization Names: _____

Approximate Number of VEHICLES: 200 Types of Vehicles: Vintage, Classic, Hot Rod cars and motorcycles.

Approximate Number of ANIMALS: _____ SPECIFIC Animals: _____

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

Route to be traveled (Include Street Names and Turning Directions): Stationary car show on Lake & Wells Streets. (See attached for details)
D.J. to provide music. Porta John's and receptacles provided. Church parking lot and green space used for overflow parking

Deborah Cook
Applicant's SIGNATURE

Deborah Cook
Responsible Party's SIGNATURE

APPROVED [☒]

DENIED [☐]

Chief Lloyd T. Collins 04/18/17
Lloyd T. Collins, Chief of Police

April 10, 2017

John Galeas and the South Lyon City Council members
Chief Lloyd Collins, South Lyon Police Department
Chief Mike Kennedy, South Lyon Fire Department
Bob Martin, South Lyon DPW
Bob Donohue, South Lyon DDA

Re: Lake Street Cruise-In

As we embark on the sixth edition of the South Lyon Lake Street Cruise-In, we thought it might be fun to take a look back at where we started and how we've grown as we kick off the 2017 season.

It really started over a couple beers at the Lake Street Tavern on a cold snowy day in 2011. Mary Poole, Lou Carnevale, Debbie Cook, and myself, musing about our time in South Lyon and talk turned to the car shows that Cowtown Cruisers, the Spark Plugs, and Browns Root Beer would put on back in the day. We thought, could we revive that tradition and we'll create our own version of a classic car cruise-in. Ideas were jotted down a cocktail napkin and the South Lyon Lake Street Cruise-In was born.

In 2012 we received approval for five shows on one block of Lake Street between Pontiac Trail and Wells Street. One big question we had, what if we have this cruise-in and nobody comes? We solved that by creating the "Featured Club" idea. By inviting a club, i.e., the Cowtown Cruisers and Spark Plugs were our first two, we were guaranteed to have at least some one show up and any other attendees would be icing on the cake. That first show we had more cars than we what to do with. So, in 2013 we expanded one block East to Reese Street. We now have 11 featured clubs.

Other cruise-in highlights:

- In 2015 we teamed up with the First Presbyterian Church on Lake Street for additional lawn parking at the corner of Reese and Lake Streets.
- In 2015 we became a 501c4 non-profit entity.
- In 2015 we adopted a charity and donated \$200 to Operation Injured Soldiers
- In 2016 we expanded our footprint to include a portion of North and South Wells Street.
- In 2016 we donated \$1000 to Active Faith of South Lyon

- Over the past five years we have drawn large crowds to the downtown area. Judging the size of crowds can be tricky, but suffice it to say, we've seen increasing numbers of residents and non-residents attending.
- We rely on our sponsors for funding. We had a couple local sponsors when we started in 2012 and we have eclipsed that number with 26 sponsors participating in 2017.
- In 2016 we partnered with the South Lyon Cultural Arts Commission for the first ever Art and Cars Show, Wednesday, July 26, 2017 on the lawn of the First Presbyterian Church on Lake Street.

In closing, 2017 should be a great year! We thank the South Lyon City Council, South Lyon Police and Fire Departments, Downtown Development Authority, and Department of Public Works for their continued support.

Thanks again for your continuing support.

The Lake Street Cruise-In Committee

Motion by _____, supported by _____

Resolved That Lisa Deaton, City Clerk/Treasurer is hereby authorized to make application to the Road Commission for Oakland County on behalf of the City of South Lyon in the County of Oakland, Michigan for the necessary permits to conduct the Lake Street Cruise-in on May 24, June 28, July 26, August 23, and September 27, 2017 and the related road closures: Lake Street between Reese St. and Lafayette St.; N. Wells Street immediately south of the north entrance to the Wells St. Parking Lot to S. Wells Street immediately north of the alley that extends from S. Wells Street to Lafayette Street from 6:30 p.m. to 9:30 p.m., (except Sept. 27 – closure at 6 p.m.).

and that the City of South Lyon in the County of Oakland, Michigan will faithfully fulfill all permit requirements, and shall save harmless, indemnify, defend and represent the Board against any and all claims for bodily injury or property damage, or any other claim arising out of or related to operations authorized by such permits as issued.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of South Lyon, County of Oakland, State of Michigan, at a regularly scheduled meeting of April 24, 2017 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said act.

Lisa Deaton
City Clerk/Treasurer

4TH WEDNESDAY OF THE MONTH • MAY THROUGH SEPTEMBER

LAKE STREET *Cruise-In*



Downtown South Lyon

2017 SCHEDULE *All cruisers welcome!*

MAY 24

Starts at 6:30pm

Spark Plugs
Road Knights

JUN 28

Starts at 6:30pm

Cowtown Cruisers
FA Rows
Motor City POCI

JUL 26

Starts at 6:30pm

Motor State Street Rods
Huron Valley Rodders

AUG 23

Starts at 6:30pm

Metro Triumph Riders
Vintage Motor USA

SEPT 27

Starts at 6pm

Klassic Haulers
Dark Side Gang

SOUNDS BY

Cruz'n DJ Paul Peters



AWARDS

Each Night for

- Best In Show
- Best Paint
- Best Engine
- People's Choice

Quick Silver Marketing Solutions • Automotive Supply Co. • South Lyon Collision • Bullet Distributors
Sellers Auto Group • Fortune Tool & Machine • Lake Street Tavern • Family Plumbing • Stone Depot
Bells Landscape Services • Performance Creative Resources • R Warr's Floors • Vanguard Motor Sales
Grande Trunke Home • Advance Capital Mgmt. • Gibson Broach & Tool • R Creations



CERTIFICATE OF LIABILITY INSURANCE

LAKES-1

OP ID: JL

DATE (MM/DD/YYYY)

03/24/2017

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

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PRODUCER
Caviston Agency, Inc.
864 S Main St.
Plymouth, MI 48170
Fred Field

CONTACT NAME: Fred Field
PHONE (A/C, No, Ext): 734-455-8120 FAX (A/C, No): 734-455-6144
E-MAIL ADDRESS:

INSURED Lake Street Cruise-In, Inc
25701 McCrory Lane
South Lyon, MI 48178

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: National Specialty Insurance

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	X	A238937	05/24/2017	09/28/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE OTH-ER E L EACH ACCIDENT \$ E L DISEASE - EA EMPLOYEE \$ E L DISEASE - POLICY LIMIT \$

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

***** SEE ATTACHED *****

CERTIFICATE HOLDER

CITYO62

City of South Lyon
Attn: Building Dept
335 S. Warren
South Lyon, MI 48178

CANCELLATION

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

AUTHORIZED REPRESENTATIVE
Fred Field

NOTEPAD

INSURED'S NAME Lake Street Cruise-In, Inc

LAKES-1
OP ID: JL

PAGE 2
Date 03/24/2017

Certificate Holder and Additional Insured shown as: The City of South Lyon, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming the City of South Lyon as additional insured, coverage afforded is considered to be primary and any other insurance the City of South Lyon may have in effect shall be considered secondary and/or excess.

HOLD HARMLESS AGREEMENT

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

Date 4-10-17

Signature Deborah Cook

On behalf of the Lake Street Cruise-In, Inc.

Printed Name DEBORAH COOK

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City Managers Performance Goals

After collecting input from each member of council and the manager the members of Council seem to be of similar thinking with the City Manager. Attached are the individual goals which were then with the assistance of the Committee collected under primary Lead performance measures and then broken down again into more specific Individual Goals.

- I. Finance
 - a. Overall Budget presentation
 - b. Balanced Budget
 - c. Grant applications/acceptance
- II. Volunteer Park improvements
 - a. Creation and responsibility for cooperative team to manage fundraising efforts
 - i. Team to consist of member of SLARA, P&R Commission, City Liaison
 - b. Development of Volunteer Park Phase 1 comprehensive fundraising plan
- III. Cooperative Relationships
 - a. Improve communication with Council members one on one at least once a quarter
 - b. Creation of Sounds of South Lyon electronic newsletter. This will be a platform for the City Manager to recognize city employees for the great work they do. Department Heads will inform residents of upcoming major projects, handy tips for residents to remember from all the departments etc.
 - c. Advocate for the City with the County, State and Federal legislators.

Lynne Ladner

From: Lynne Ladner
Sent: Thursday, April 13, 2017 2:47 PM
To: Lynne Ladner
Subject: evaluation goals

Proposed performance goals

1. Apply for grants to:
 - a. Improve parks
 - b. Assist in street improvements
 - c. Increase City Hall security
2. Develop Performance Management Program to include all city operations
3. Develop Quarterly E-newsletter
4. Improve City use of GIS applications for:
 - a. Customer Service (reporting citizen concerns)
 - b. Asset Management
 - c. Cemetery (plot, headstone location, grave location)

Lynne Ladner
City Manager
City of South Lyon, MI
P: 248-437-1735

Lynne Ladner

From: Kramer, Michael <MGKramer@aaamichigan.com>
Sent: Monday, April 17, 2017 2:12 PM
To: Lynne Ladner
Subject: Goals

Sorry Lynne,

My goals for you this year:

- 1) Appoint a representative from the City to work with the Parks & Rec Department on the development of Volunteer Park. I want this to be a major focus of the City going forward. We have a lot of volunteer parents associated with the youth groups involved in this project and my worry is that their children will at some point no longer be active with these organizations.
- 2) I would like to see a more conservative approach with general fund use for the next year. We have spent a lot of money from the general fund balance the last two years. I believe it is time for a more conservative approach for our next two budgets. We need to start seeing some return on our investments with the use of the general fund balance.

That's all I really have.

Mike

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/

The goals I would like to see pursued are:

1. Improved crosswalks in the downtown, at the four corners, Whipple at Pontiac Tr., Liberty at Pontiac Tr, and Wells at Lake St. as the primaries. I would secondarily like to see improvements at Reynold Sweet at Lake St., Reese at Lake St., Warren at Lake St., and Pontiac Tr. at McHattie. We are at the brink of needing to safely manage much more pedestrian traffic. We should get ahead of this concern.
2. Improved communications internally with City Council, Dept. Heads and staff. The weekly reports have never been weekly and when City Council receives them, city staff usually has no idea of what the intended direction of an issue is being pursued.
3. Create a funding strategy for improvements to city parks. This will obviously need a lot of coordination with the Parks and Rec. Comm. to determine whether the priority is to make a smaller improvement more quickly or to focus on a grand accomplishment following a longer fund raising campaign.
4. Do everything else.

A handwritten signature in black ink, appearing to be 'G. H. W.' or similar, written in a cursive style.

Lynne Ladner

From: Joseph Rzyzi <joseph.rzyzi@yahoo.com>
Sent: Friday, April 07, 2017 5:07 PM
To: Lynne Ladner
Subject: Manager goals

My 2 goals

1. Not including safe routes to school, Implement a total of \$300,000 in new grants within 1 year
2. Limit City Attorney hours and reduce bill to no more then monthly retainer fee of \$9k/month.

2B. Require all Attorney hours to be pre-approved before beginning any city work. Require the City Attorney to estimate hours prior to beginning any work, and hold the City Attorney accountable to stay under hours

Lynne Ladner

From: margaret kurtzweil <madisoncrest@hotmail.com>
Sent: Friday, April 07, 2017 10:35 AM
To: Lynne Ladner
Subject: Manager Goals

Lynne

Here are my proposed goals:

1. Reduce legal fees by 20% commencing with April 10th up to and including the date of manager's performance review.
2. Prepare grants for the development of Volunteer Park.

That's it! Thank you.

Maggie

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

Lynne Ladner

From: Johnny Galeas <jgaleas2017@gmail.com>
Sent: Tuesday, April 04, 2017 7:07 AM
To: Lynne Ladner
Subject: Re: City Manager's review

Lynne,

I am looking at this from a different angle meaning I feel as though not only the city council should have minor and major concerns in regards to performance but also YOU should have a say in the past year or so and how this council moves from where we are currently to where we want to go in the future. The City Council, yourself and past Mayor has set us on a course and we have been still reacting to things at the same time trying to move forward. In order for you as CM and all of us as Council need to be more point directed.

1. Major goals, accomplishments, and "challenges during the rating period" and how do those areas get addressed in the up in coming year and future:
2. Self-evaluation of your performance and your plan to improve your performance:
3. Major goals and objectives for the next year: (Quartly measureables) = end of year.
What do you believe should be your major emphasis this coming year.

example: My 2 are NORMS and Leon's buildings and houses. DT first and move from there it is time to set the plan into action. These are 2 areas that this council has aggreed upon we all want this to be resolved. The corner and 2 buildings DT have been in a bad state for 30 years. This is an area that is our major intersection of DT and where everyone see's the city performance no matter what else is going on.

4. How can your associates, staff, mayor and council assist in your job success and enjoyment: (one area of concern - conflict resolution, how to address most efficient way for you as City Manager and as a full body of administration at the city council table).
5. Improve relations with Oakland County in regards to funding for roads, infrastructure and budgets. I believe from the past performance of the City (Mayor, CM and Council) in many years we have had a difficult time getting Oakland County to be a partner with the City of South Lyon and addressing our needs as one of the fastest growing regions in the entire state. We need to be more dynamic in our process of working with the County and Council informed of the progress of this area. CM is key in the movement and direction.
6. Media relations. CM should be more proactive in giving the paper/news information that places the city in a better position in perception with the residents and city business along with future city business relocating or starting up. Why would someone want to be in the city of South Lyon. What is our TAG LINE? Been hearing this for quite sometime, I know it's important to you as CM and I agree with you.

On Tue, Mar 28, 2017 at 3:56 PM, Lynne Ladner <lladner@southlyonmi.org> wrote:

Last night the time for my review was set as the first meeting in October. Maggie and Mary were appointed to work with me to identify the goals, performance measures and evaluation form to be used for the evaluation. To facilitate the process and include all members of Council it was determined that each member should email to me 2-3 prioritized goals that they would like to see as part of the evaluation by Friday April 7th. This will allow the three of us to meet, review and develop the goals etc to be brought to the Council for approval by early May providing adequate time for me to work on and achieve the goals.

Lynne Ladner

City Manager

City of South Lyon, MI

P: 248-437-1735

Lynne Ladner

From: Harvey Wedell <hwedell@sbcglobal.net>
Sent: Friday, March 31, 2017 1:51 PM
To: Lynne Ladner
Subject: Re: City Manager's review

Lynne,

Major goal for me is a balanced budget. I think some consideration should be given to a "contingency" line item.

On Tuesday, March 28, 2017 3:57 PM, Lynne Ladner <lladner@southlyonmi.org> wrote:

Last night the time for my review was set as the first meeting in October. Maggie and Mary were appointed to work with me to identify the goals, performance measures and evaluation form to be used for the evaluation. To facilitate the process and include all members of Council it was determined that each member should email to me 2-3 prioritized goals that they would like to see as part of the evaluation by Friday April 7th. This will allow the three of us to meet, review and develop the goals etc to be brought to the Council for approval by early May providing adequate time for me to work on and achieve the goals.

Lynne Ladner
City Manager
City of South Lyon, MI
P: 248-437-1735

Lynne Ladner

From: Mary Parisien <mare21@comcast.net>
Sent: Tuesday, April 11, 2017 12:18 PM
To: Lynne Ladner
Subject: City manager goals

Good morning Lynne,
I hope this email finds you well. Below are the goals I have come up with for you. I fully acknowledge that some are more realistic than others, especially being as your review is scheduled for October. But we will prioritize with Council.

Council/City objectives: last year we met with Lew Bender and we were able to come up with a series of goals and objectives for the City and we have lost sight of many of them. My goal for Lynne would be to help keep us on track with those goals (for example, mention at least one goal every meeting in the Managers report and where we stand with it.)

Budget- same as above, I think it's important that we stay abreast of any changes, modifications or amendments to the budget and maybe make mention of it more often at the meetings, so we are always aware of budget issues, or just an update as to where we stand.

Relationship/networking- building connections with neighboring communities, the county, road commission, State, etc. This is an important goal because we should be able to utilize our neighbors and ask questions, seek advice, collaborate, etc this will only help our community.

Time efficiency- I know you are busy and have multiple matters you are attending to at any given time and you still manage to do a wonderful job. However, to make your time more efficient, so you can focus on more pressing assignments, what tasks can you afford to delegate or remove entirely to make your time more efficient? (For example, implementing new processes or procedures)

Thanks Lynne, have a great day!
Mary



THE CITY OF ASPEN

CITY MANAGER'S OFFICE 2012 GOALS and OUTCOME MEASURES

Department/Program: CITIZEN, CITY COUNCIL AND DEPARTMENTAL CUSTOMER SERVICE & ASSISTANCE

Mission Statement: To assist City Council and Departments in defining and achieving their collective goals; and assist Citizens, City Council and Departments by being proactive in order to avoid crisis situations and use programs to solve problems.

Organizational Management

All Goals in this category must be met in order to gain credit for this goal. The Goals may not be altered.

Goal #1	Goal Name: Monthly Project Report	<i>If your Department does not submit a Monthly Project Report, mark the Results as Not Applicable.</i> Ten out of twelve months, a report containing information on major City projects and major policy changes will be forwarded to the Assistant to the City Manager no later than the 30 th of each month. This information is used for the City Council Monthly Report.
	Team Leader:	
	Outcome Measure:	Yes or No compliance as determined by the Assistant to the City Manager that the number of monthly dates were met -- no less than 10 -- and that an email was sent indicating when no project report would be submitted.
	Data Plan:	The Department head will ensure that the report is prepared and is forwarded by the 30 th of the month, beginning November 2011 through October 2012.
	(This section should be completed at the end of the year)	
	Result:	
	Comments:	
Goal #2	Goal Name: Annual Budget	<ul style="list-style-type: none"> A. Base operational expenses for the 2013 budget will be submitted to the Finance Department on or prior to June 15th. B. Revenues and supplemental requests for the 2013 budget will be submitted to the Finance Department on or prior to June 29th. C. Capital projects for the 2013 budget will be entered into CIPAce on or prior to July 13th.
	Team Leader:	
	Outcome Measure:	Yes or No compliance as determined by the Finance Department that each of the components of budget was submitted by the deadline in sufficient form.
	Data Plan:	The Department Head will ensure that the reports are prepared, reviewed for quality, and forwarded by the due dates noted in A, B, and C above. Quality is defined as:

	<ul style="list-style-type: none"> • Spreadsheets/software were filled out correctly in all required areas • numbers were accurate • spelling and grammar were satisfactory • adequate communication with Finance took place to ensure desired changes were reflected properly • sufficient explanation was evident where comments were requested
(This section should be completed at the end of the year)	
Result:	
Comments:	

Goal #3	Goal Name: City of Aspen Capital Status Report	<i>If your Department does not submit a Monthly Capital Status Report, mark the Results as Not Applicable.</i> Ten out of twelve months the City of Aspen Capital Status Monthly Report will be completed with accuracy and quality, entered, and approved by the Department Head, into CIPace no later than the 5 th day of the following month.
	Team Leader:	
	Outcome Measure:	Yes or No compliance as determined by the Capital Asset Department that the number of monthly dates were met -- no less than 10.
	Data Plan:	The Department Head will ensure that the reports are prepared, reviewed for quality, and forwarded by the due dates noted in A, B, and C above. Quality is defined as: <ul style="list-style-type: none"> • Spreadsheets/software were filled out correctly in all required areas • numbers were accurate • spelling and grammar were satisfactory • sufficient explanation was evident where comments were requested
(This section should be completed at the end of the year)		
	Result:	
	Comments:	

Goal #4	Goal Name: GOM Plan	The First Draft of the 2012 Goals & Outcome Measures Plan will be submitted to the City Manager's office no later than September 30, 2011. The Final 2012 Goals & Outcome Measures Plan will be submitted to the City Manager's office no later than February 28, 2012.
	Team Leader:	
	Outcome Measure:	Yes or no compliance as determined by the CMO's office that the GOM Draft Plan was submitted by Sept. 30, 2011, and the Final Plan was submitted by Feb. 28, 2012.
	Data Plan:	The Department head will determine GOM goals and ensure timely submission of the Draft and Final Plans.
(This section should be completed at the end of the year)		
	Result:	
	Comments:	

Goal #5	Goal Name: Risk Management	A) The Liability, Property Casualty, and Workman's Compensation total preventable loss dollar goal of \$_____ will not be exceeded. B) 100% of required safety meetings will be completed by October 31, 2012.
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		C) Two Safety Self-Inspections will be completed, one in the first half of the year and one in the second half of the year.
	Team Leader:	
	Outcome Measure:	Yes or No compliance as determined by the Risk Manager: A) Loss dollar goal is not exceeded for 2012. B) 100% of required safety meetings are conducted as evidenced by dated Agendas and Attendance sheets. C) Two Safety Self-Inspections are conducted as evidenced by dated Safety Self-Inspection checklists.
	Data Plan:	Agendas and Attendance Sheets will be prepared, where required by the Risk Manager, and Safety Self-Inspection Checklists will be completed. Department Head will ensure that A, B, and C measures are met and documents are forwarded to the Risk Manager.
	(This section should be completed at the end of the year)	
	Result:	
	Comments:	

Goal #6	Goal Name: Chemical/Hazardous Waste Management Program: Office	<i>This Goal is applicable to all Departments, and some departments may require multiple form submissions, per the Chemical/Hazardous Waste Management program.</i> The "Chemical Management Tracking Form for Office" located on the Aspen City Source Intranet will be completed at the beginning of each year no later than the date provided by the Environmental Health Department via email.
	Team Leader:	
	Outcome Measure:	Yes or No compliance as determined by the Environmental Health Department that the form was submitted by the required date.
	Data Plan:	The Department Head will ensure that the "Chemical Management Tracking Form for Office" is completed by the required date for all applicable departments under their responsibility.
	(This section should be completed at the end of the year)	
	Result:	
	Comments:	

Goal #7	Goal Name: Chemical/Hazardous Waste Management Program: Shop & Small Quantity Users	<i>This Goal is only applicable to Departments who meet the designation of "Shop & Small Quantity User" in the Chemical/Hazardous Waste Management program. Mark the Result as <u>Not Applicable</u> if your department does not meet this definition.</i> The "Tracking Form for Shop and Small Quantity Users" located on the Aspen City Source Intranet will be completed once in April and once in October, but no later than the dates provided by the Environmental Health Department via email.
	Team Leader:	
	Outcome Measure:	Yes or No compliance as determined by the Environmental Health Department of successful submission of the form by the required dates.
	Data Plan:	The Department Head will ensure that the "Tracking Form for Shop and Small Quantity Users" is completed and entered by the required dates by all departments under their responsibility.
	(This section should be completed at the end of the year)	
	Result:	
	Comments:	

Canary Initiative

Goal #8	Goal Name: Reduce Greenhouse Gas Emissions (GHG)	<p>A. As part of the effort of the Canary Initiative to reduce GHG emissions, the Department will reduce the emissions of its facilities and operations by a total of 9% from the 2004 baseline.</p> <p>B. Each City department will complete a set of actions outlined in a department Climate Action Plan to reduce emissions, which will be agreed upon by the Department Head and the Director of the Canary Initiative</p>
	Team Leader:	
	Outcome Measure:	Yes or No compliance as determined by the Director of the Canary Initiative of successful compliance by Nov. 2, 2012 that the 9% reduction was met and the Climate Action Plan has been implemented as stated.
	Data Plan:	<p>Department will submit a report on progress toward short-term actions outlined in the department climate action plan to the Director of the Canary Initiative by October 15, 2012.</p> <p>In addition, Canary Initiative staff will report on progress toward the 9% City-wide GHG reduction goal no later than November 2, 2012.</p>
(This section should be completed at the end of the year)		
	Result:	
	Comments:	

Customer Service Standards

*Each achieved Customer Service Goal is counted as one, i.e., 4 out of 5 Goals = a score of 4.
Goals #9-13 may not be altered.*

Develop Goals that are specific to serving your customer – internal or external – by your Department.

Goal #9	Goal Name: Citizen Complaints to the City Manager's Office	Citizen Complaints received at the City Manager's Office will be responded to the complainant within two working days from receipt at the Department.
	Team Leader:	
	Outcome Measure:	90% of complaints were responded to or actioned within two business days, as determined by the Assistant to the City Manager.
	Data Plan:	<p>A. The Assistant to the City Manager is responsible for logging Citizen Complaints that come to the CMO office and to forward the complaint to the appropriate department for response. The log contains</p> <ul style="list-style-type: none"> • the date the complaint was received • the name and contact information of complainant, if available • the nature of the complaint • the name of the Department responsible for a response • the date the complaint was forwarded to the Department • a date by when the Department contacted the complainant or actioned the problem • a yes or no response that complaint was resolved <p>B. The Department must respond to the Assistant no later than two days</p>

	<p>after receipt of the complaint to verify that contact to the complainant was made.</p> <p>C. If no complainant information is available, the Department must respond to the Assistant within two working days of receipt of what action will be taken to address or fix the problem.</p>
(This section should be completed at the end of the year)	
Result:	
Comments:	

Goal #10	<p>Goal Name: Citizen Complaints to the Department</p>	<p>In addition to Citizen Complaints received from the City Manager's Office, all complaints received directly into the Department will be responded to or actioned within two working days from receipt at the Department.</p>
	Team Leader:	
	Outcome Measure:	90% of complaints were responded to or actioned within two business days.
	Data Plan:	<p>The Department will maintain a log of incoming complaints directly to the Department and respond to the complainant or action the item within two days.</p> <p>A. The Department is responsible for logging Citizen Complaints that come directly to the Department (other than those originating from the CMO office) and to respond. The log contains</p> <ul style="list-style-type: none"> • the date the complaint was received • the name and contact information of complainant, if available • the nature of the complaint • the name of the person responsible for a response • the date the complaint was forwarded to the responsible person • a date by when the department contacted the complainant or actioned the problem • a yes or no response that complaint was resolved <p>B. If no complainant information is available, the Department must log what action will be taken to address or fix the problem.</p>
(This section should be completed at the end of the year)		
	Result:	
	Comments:	

Goal #11	<p>Goal Name: Agency/Department Head Annual Survey</p>	<p><i>If your Department was not included on the Agency/Department Head Annual Survey, mark the Result as <u>Not Applicable</u>.</i></p> <p>The _____ Department will receive an average score of 85% for Strongly Agree/Agree in the categories of "accurate, timely, responsive, and knowledgeable" on the Agency/Department Head Annual Survey.</p>
	Team Leader:	
	Outcome Measure:	The City Manager's Office will calculate the score on the Agency/Department Head Annual Survey and provide the results when the GOMs are scored at the end of the year.
	Data Plan:	Calculated average score on the Agency/Department Head Annual Survey.
(This section should be completed at the end of the year)		
	Result:	
	Comments:	

Goal #12	Goal Name: Employee Annual Survey	<i>If your Department was not included on the Employee Annual Survey, mark the Result as <u>Not Applicable</u>.</i> The _____ Department will receive an average score of 85% for Strongly Agree/Agree in the categories of “accurate, timely, responsive, and knowledgeable” on the Employee Annual Survey.
	Team Leader:	
	Outcome Measure:	The City Manager’s Office will calculate the score on the Employee Annual Survey and provide the results when the GOMs are scored at the end of the year.
	Data Plan:	Calculated average score on the Employee Annual Survey.
	(This section should be completed at the end of the year)	
	Result:	
	Comments:	

Goal #13	Goal Name: City Council Annual Survey	<i>If your Department was not included on the City Council Annual Survey, mark the Result as <u>Not Applicable</u>.</i> The _____ Department will receive an average score of 80% (4 out of 5) for Strongly Agree/Agree in the categories of “accurate, timely, responsive, and knowledgeable” on the City Council Annual Survey.
	Team Leader:	
	Outcome Measure:	The City Manager’s Office will calculate the score on the City Council Annual Survey and provide the results when the GOMs are scored at the end of the year.
	Data Plan:	Calculated average score on the City Council Annual Survey.
	(This section should be completed at the end of the year)	
	Result:	
	Comments:	

Goal #14	Goal Name: City Council Satisfaction	City Council will be satisfied with the work of City Staff, Goals & Outcome Measures & Progress towards City Council priorities. Council members believe that the result of staff work is useful and can adequately be measured through the development of outcome measures, which are tied to staff evaluations and compensation, and will agree that substantial progress has been made towards the City Council’s priorities. The “Best Year Yet” process will be used to establish the Council’s priority areas.
	Team Leader:	City Manager, Assistant City Managers and staff
	Outcome Measure:	At least 80% of City Council members (4 out of 5) will agree/strongly agree that substantial progress has been made towards the City Council’s priorities.
	Data Plan:	An annual survey of the City Council will be conducted. (Staff will forward a memo outlining what the priorities have been for the year and the progress that has been made in each area.)
	(This section should be completed at the end of the year)	
	Result:	
	Comments:	

Goal #15	Goal Name: Competitiveness of Total Compensation	City Agency and Department Heads will agree that the total compensation plan (salary, benefits, training, fitness, outstanding employee bonus program, etc.) is competitive with the market and result in their ability to attract and
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	Plan	retain superior employees.
	Team Leader:	City Manager
	Outcome Measure:	At least 60% of City Agency and Department Heads will agree/strongly agree that the total compensation plan (salary, benefits, training, fitness, outstanding employee bonus program, etc.) is competitive with the market and result in their ability to attract and retain superior employees. (This Customer Service Standard is a Human Resources Customer Service Standard and is incorporated into the City Manager's score only.)
	Data Plan:	The City's annual internal survey will be used to determine the actual level of Agency and Department Head satisfaction with the compensation plan
(This section should be completed at the end of the year)		
	Result:	
	Comments:	

Efficiency Measures

Each achieved Efficiency Goal is counted as one, i.e., 4 achieved out of 5 Goals = a score of 4.

Develop Goals that specifically target processes or operational activities within your Department that can result in improved efficiency, productivity, enhanced revenue or improved or reduced overhead and expenditures.

Goal #16	Goal Name: Timeliness of Monthly Project Report to City Council	The Monthly Project Report – provided by all departments for monthly updates on Capital Projects, major department projects, and major policy changes – will be communicated to City Council, the City Manager, and the Public Relations Director by the 30 th of each month (and will be placed on the City's intranet site).
	Team Leader:	Rebecca Hodgson and staff
	Outcome Measure:	At least 90% of the time, the Monthly Project Report will be conveyed to City Council, the City Manager, and the Public Relations Director by the 30 th of each month.
	Data Plan:	Each department will be responsible for monthly updates by or before the 25 th of each month, (these months include the months of November through October). A log will be kept, and a report on department and deadlines – as well as submission by the 30 th – will be forwarded to the Asst. to the City Manager by November 1, 2007.
(This section should be completed at the end of the year)		
	Result:	
	Comments:	

Improvement Goals

*The achievement of all Improvement Goals is counted as 1. The Improvement Goals score is determined by dividing the number of all unachieved Goals by the total number of all attempted Goals,
i.e., 3 out of 4 Goals = .75; 4 out of 4 Goals = 1*

Develop Goals that may be strategic in their objective; may be large or small project goals; may specifically target how your Department operates overall; or may be specific to one activity. They

may improve your culture, your work environment, or your interaction within your own Department or with other departments. They may not necessarily be monetary in nature.

Goal #18	Goal Name: City Council Work Sessions	At least six (6) work session meetings will be held between City Council and a City Department or a Board before November.
	Team Leader:	Randy Ready
	Outcome Measure:	Yes or No regarding meetings held
	Data Plan:	Randy Ready will supply a list of meetings and dates throughout 2012 by November 7, 2012.
	(This section should be completed at the end of the year)	
	Result:	
	Comments:	

Goal #19	Goal Name: Employee Brown Bag Meetings	Steve Barwick will conduct at least two, if not more, Brown Bag meetings in the Fall of 2012 in order to communicate with employees progress and decisions on the 2013 budget and on employee housing/compensation issues. Number of meetings will be determined by the amount of information and/or changes taking place.
	Team Leader:	Barry Crook and Rebecca Hodgson
	Outcome Measure:	Yes or No regarding meetings held
	Data Plan:	Rebecca Hodgson will supply the date(s) of the meetings. (Steve Barwick will speak with the Employee Advisory Committee regarding the types of topics that employees would like to discussion in Brown Bag meetings. Information from this meeting will determine additional Brown Bag meetings.)
	(This section should be completed at the end of the year)	
	Result:	
	Comments:	

Goal #20	Goal Name: Housing Summit	By August 2012 a Housing Summit will be conducted as described by City Council.
	Team Leader:	Barry Crook
	Outcome Measure:	Yes or No regarding Summit held
	Data Plan:	
	(This section should be completed at the end of the year)	
	Result:	
	Comments:	

Goal #21	Goal Name: "Let Me Speak to the Manager" meetings	Three to Four lunch meetings with the City Manager will be held in department locations so that employees can meet and talk more informally with the City Manager on topics and issues that they are concerned about.
	Team Leader:	Barry Crook, Randy Ready, Rebecca Hodgson and Mitzi Rapkin
	Outcome Measure:	Yes or No regarding meetings taking place
	Data Plan:	Dates and locations of each meeting will be kept in a log.
	(This section should be completed at the end of the year)	
	Result:	
	Comments:	

Goal #22	Goal Name: Response Plan to Results of Organizational Assessment Questions in Employee Survey	By the end of August 2012 a review of the results of the Organizational Assessment questions contained in the Employee Survey will be conducted and a plan to respond to those results will be created with the assistance of the Human Resources Department. (JOINT GOAL WITH HR DEPARTMENT). The execution of that plan would be expected to take place in the 2013 G&OM year and a goal for the successful execution of the plan will be created as a Customer Service Goal for 2013.
	Team Leader:	Barry Crook and Alissa Farrell
	Outcome Measure:	Yes or No regarding plan being created.
	Data Plan:	Plan document
	(This section should be completed at the end of the year)	
	Result:	
	Comments:	

Department/Program:

COMMUNITY RELATIONS

Mission Statement:

To enhance and improve the flow of public information to citizens, businesses, local and regional press, and community organizations through the use of multiple communication products and resources.

Customer Service Standards

*Each achieved Customer Service Goal is counted as one, i.e., 4 out of 5 Goals = a score of 4.
Goals #9-13 may not be altered.*

Develop Goals that are specific to serving your customer – internal or external – by your Department.

Goal #23	Goal Name: Citizen Communications	Citizens will agree that the quality and quantity of information that they receive from the City is good
	Team Leader:	Mitzi Rapkin
	Outcome Measure:	At least 70% of the citizens will agree/strongly agree that the quality and quantity of information that they receive from the City is very good.
	Data Plan:	The annual telephone survey will be used to determine the citizen satisfaction level. (Define information that is sent out.)
	(This section should be completed at the end of the year)	
	Result:	
	Comments:	

Goal #24	Goal Name: Service to City Staff	City employees who have used Community Relations services (press releases, newsletters, brochures, etc.) will agree that the service is accurate, accessible, responsive and informative.
	Team Leader:	Mitzi Rapkin
	Outcome Measure:	At least 85% of City employees who have used Community Relations services (press releases, newsletters, brochures, etc.) will agree/strongly agree that the service is accurate, accessible, responsive and informative.
	Data Plan:	City employees will be surveyed once per year through the internal survey to determine their level of satisfaction.
	(This section should be completed at the end of the year)	
	Result:	
	Comments:	

Efficiency Measures

Each achieved Efficiency Goal is counted as one, i.e., 4 achieved out of 5 Goals = a score of 4.

Develop Goals that specifically target processes or operational activities within your Department that can result in improved efficiency, productivity, enhanced revenue or improved or reduced overhead and expenditures.

Goal #25	Goal Name: CGTV Productions	At least 9 "City Matters" productions will be filmed and shown on CGTV, Channel 11.
	Team Leader:	Mitzi Rapkin
	Outcome	Yes or No as to deadline met.

Measure:	
Data Plan:	A copy of the show DVD's will be provided to the CMO by Nov. 6, 2012.
(This section should be completed at the end of the year)	
Result:	
Comments:	

Goal #26	Goal Name: "External News"	Monthly "Inside Aspen" will be created and distributed to external customers. A weekly "What's Happening in Aspen" will be distributed to external customers.
	Team Leader:	Mitzi Rapkin
	Outcome Measure:	Yes or No as to deadline met.
	Data Plan:	A copy of each issue will be submitted to the City Manager's Office by November 6 th of each year or CMO will see each publication on-line at date of publishing.
	(This section should be completed at the end of the year)	
	Result:	
	Comments:	

Improvement Goals

*The achievement of all Improvement Goals is counted as 1. The Improvement Goals score is determined by dividing the number of all unachieved Goals by the total number of all attempted Goals,
i.e., 3 out of 4 Goals = .75; 4 out of 4 Goals = 1.*

Develop Goals that may be strategic in their objective; may be large or small project goals; may specifically target how your Department operates overall; or may be specific to one activity. They may improve your culture, your work environment, or your interaction within your own Department or with other departments. They may not necessarily be monetary in nature.

Goal #27	Goal Name: E-Comment	Put Open City Hall online and do at least five topics for the public to comment on by Nov. 1 st .
	Team Leader:	Mitzi Rapkin
	Outcome Measure:	Have system in place.
	Data Plan:	Show system and copies of each topic discussion.
	(This section should be completed at the end of the year)	
	Result:	
	Comments:	

Goal #28	Goal Name: Young Involvement	Create and implement at least 4 new ways for 20-40 year olds to be involved in the City.
	Team Leader:	Mitzi Rapkin
	Outcome Measure:	Have systems in place.
	Data Plan:	Provide documents and event validation and proof they occurred.
	(This section should be completed at the end of the year)	
	Result:	
	Comments:	

Goal #29	Goal Name: City Staff Communication	Create a page on City Source for employees to ask questions to City Manager by June 1st. (If approved by City Manager)
	Team Leader:	Mitzi Rapkin
	Outcome Measure:	Have method in place.
	Data Plan:	Provide page copies as proof.
	(This section should be completed at the end of the year)	
	Result:	
	Comments:	

Department/Program:

INNOVATIONS

Mission Statement:

Work with each City Department to enhance or improve City business and customer service processes, enhance the ability of the City organization to meet/exceed customer and stakeholder expectations and make the workplace a better environment for both staff and customers.

Customer Service Standards

Each achieved Customer Service Goal is counted as one, i.e., 4 out of 5 Goals = a score of 4.

Goals #9-13 may not be altered.

Develop Goals that are specific to serving your customer – internal or external – by your Department.

Goal #30	Goal Name: Goals & Outcome Measures	By February 1, 2012 deploy All City Efficiency Goals and Improvement Goals to each Department. By January 15, 2012: (1) review all Department surveys; (2) set up 2012 surveys, clear up SurveyMonkey system and customer survey normalization; (3) set up tracking system for new format of customer service standards, efficiency goals and improvement goals; and (4) Review with Department Heads the 2012 Internal Survey data and develop process for communication of outcomes.
	Team Leader:	Barry Crook
	Outcome Measure:	Yes or No as to deadlines met
	Data Plan:	Documentation of each task.
	(This section should be completed at the end of the year)	
	Result:	
	Comments:	
Goal #31	Goal Name: Citizen Survey	By August 6, 2012 gather input from departments and send updated Citizen Survey to consultant for execution.
	Team Leader:	Shelley Uitzetter
	Outcome Measure:	Yes or No as to deadlines met
	Data Plan:	Copy of email to consultant to be provided to Assistant City Administrator.
	(This section should be completed at the end of the year)	
	Result:	
	Comments:	

Improvement Goals

The achievement of all Improvement Goals is counted as 1. The Improvement Goals score is determined by dividing the number of all unachieved Goals by the total number of all attempted Goals,

i.e., 3 out of 4 Goals = .75; 4 out of 4 Goals = 1.

Develop Goals that may be strategic in their objective; may be large or small project goals; may specifically target how your Department operates overall; or may be specific to one activity. They may improve your culture, your work environment, or your interaction within your own Department or with other departments. They may not necessarily be monetary in nature.

Goal #32	Goal Name: Customer Service Program	By October 31, 2012: (1) conduct customer service needs assessment with Departments; (2) begin to develop program/curriculum for Customer Service Training tailored to each department's needs; and (3) research trainers .
	Team Leader:	Shelley Uitzetter
	Outcome Measure:	Yes or No as to deadlines met
	Data Plan:	Training plan will be documented – both for common training elements and for individualized components for each department. A list of possible trainers will be created.
	(This section should be completed at the end of the year)	
	Result:	
	Comments:	

Goal #33	Goal Name: Data-Driven Decision Making	Development of consultation and training availability for all Managers and Supervisors around how to identify Performance Measures (Operational, Customer and Financial data) that can be used to help them make business decisions and manage their operations. Effort will include the selection of the appropriate data analysis techniques that help them understand the data set and differentiate between "noise" and "signal."
	Team Leader:	Barry Crook
	Outcome Measure:	Sign off by Leadership Team as to approach and beginning of implementation – including individual consultation and placement within Supervisory Training regimen.
	Data Plan:	TBD
	(This section should be completed at the end of the year)	
	Result:	
	Comments:	

Goal #34	Goal Name: Renewal of Canary Goals	Collaborate with Canary staff to modify goals in a manner that will result in continued annual, as well as long-term, improvements.
	Team Leader:	Shelley Uitzetter and Lauren McDonell
	Outcome Measure:	Sign off by City Manager on updated goals by August 31. If appropriate, initial implementation of some changes in 2012.
	Data Plan:	Copy of approved goals to be kept by CMO.
	(This section should be completed at the end of the year)	
	Result:	
	Comments:	

Goal #35	Goal Name: Assessment of GOM Targets	Review current and historic targets for customer service, compare with benchmarks, and recommend changes to encourage continuous improvements. Review methods for establishing other city goals and targets, and develop guidelines and recommendations for improvements.
	Team Leader:	Shelley Ultzetter
	Outcome Measure:	Sign off by City Manager on recommendations by July 15.
	Data Plan:	Copy of recommendations to be kept by CMO.
	(This section should be completed at the end of the year)	
	Result:	
	Comments:	

Department/Program: PURCHASING

Mission Statement: The Purchasing Office provides a unified purchasing system that ensures integrity and fairness, with centralized responsibility for oversight of solicitation, vendor selection, negotiation, award, contract management, reporting, and emergency logistical support for the benefit of City of Aspen departments/agencies.

Customer Service Standards

*Each achieved Customer Service Goal is counted as one, i.e., 4 out of 5 Goals = a score of 4.
Goals #9-13 may not be altered.*

Develop Goals that are specific to serving your customer – internal or external – by your Department.

Goal #36	Goal Name: Agency/DH Survey Results	<i>If your Department was not included on the Agency/Department Head Annual Survey, mark the Result as <u>Not Applicable</u>.</i> The _____ Department will receive an average score of 85% for Strongly Agree/Agree in the categories of “accurate, timely, responsive, and knowledgeable” on the Agency/Department Head Annual Survey.
	Team Leader:	Rebecca Hodgson
	Outcome Measure:	The City Manager’s Office will calculate the score on the Agency/Department Head Annual Survey and provide the results when the GOMs are scored at the end of the year.
	Data Plan:	Calculated average score on the Agency/Department Head Annual Survey.
	(This section should be completed at the end of the year)	
	Result:	
	Comments:	

Goal #37	Goal Name: Employee Survey	<i>If your Department was not included on the Employee Annual Survey, mark the Result as <u>Not Applicable</u>.</i> The _____ Department will receive an average score of 85% for Strongly Agree/Agree in the categories of “accurate, timely, responsive, and knowledgeable” on the Employee Annual Survey.
	Team Leader:	Rebecca Hodgson
	Outcome Measure:	The City Manager’s Office will calculate the score on the Employee Annual Survey and provide the results when the GOMs are scored at the end of the year.
	Data Plan:	Calculated average score on the Employee Annual Survey.
	(This section should be completed at the end of the year)	
	Result:	
	Comments:	

Improvement Goals

The achievement of all Improvement Goals is counted as 1. The Improvement Goals score is determined by dividing the number of all unachieved Goals by the total number of all attempted Goals,

i.e., 3 out of 4 Goals = .75; 4 out of 4 Goals = 1.

Develop Goals that may be strategic in their objective; may be large or small project goals; may specifically target how your Department operates overall; or may be specific to one activity. They may improve your culture, your work environment, or your interaction within your own Department or with other departments. They may not necessarily be monetary in nature.

Goal #38	Goal Name: Electronic Workflow for Procurement	Creation of Electronic Workflow to Replace the Procurement Contract Routing Checklist.
	Team Leader:	Rebecca Hodgson
	Outcome Measure:	A procurement workflow will be created and tested in the Sire Agenda Management software system by October 1, 2012. Staff training will be completed by October 31, 2012.
	Data Plan:	Observation of online system. Log of training participants
	(This section should be completed at the end of the year)	
	Result:	
	Comments:	

Lynne Ladner

From: margaret kurtzweil <madisoncrest@hotmail.com>
Sent: Thursday, April 20, 2017 10:48 AM
To: Lynne Ladner
Subject: Budgeting Act
Attachments: mcl-141-439 budget accounting.appropriations.pdf

Lynne

Could you please add to the agenda (if possible for Monday, if not, then the next meeting) an item titled: Uniform Budgeting and Accounting Act, with the following attachment. This is for discussion only.

Thank you for everything you do for the city,
Maggie

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

UNIFORM BUDGETING AND ACCOUNTING ACT (EXCERPT)
Act 2 of 1968

141.439 Expenditure of funds; transfers within appropriations.

Sec. 19. (1) A member of the legislative body, the chief administrative officer, an administrative officer, or an employee of a local unit shall not authorize or participate in the expenditure of funds except as authorized by a general appropriations act. An expenditure shall not be incurred except in pursuance of the authority and appropriations of the legislative body of the local unit.

(2) The legislative body in a general appropriations act may permit the chief administrative officer to execute transfers within limits stated in the act between appropriations without the prior approval of the legislative body.

History: Add. 1978, Act 621, Eff. Apr. 1, 1980;—Am. 2000, Act 493, Imd. Eff. Jan. 11, 2001.

South Lyon Historical Commission Meeting
Wednesday, April 5, 2017
Minutes

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

Members Absent: Roger Heiple

Others Present: Carl Richards, Pete Niedzielski

President Larry Ledbetter called the meeting to order at 7:32PM. A quorum was declared.

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

Creek Clean Up: Larry reported that the creek cleanup is scheduled for April 22. Although the Boy Scouts have a conflict on that day, they still plan to attend. In addition, the MST union local will support the cleanup. Last year, Larry had 65 volunteers, and he hopes to better that this year. If there are extra people, he will send them to the historic village to do work there. Linda said that April 22 is also the date that the Girl Scouts will be volunteering to do inside clean up.

Methodist Church Clean Up: As they did two years ago, members of the Methodist Church plan to do a volunteer work day at the historic village. This will be done on Sunday, May 21, in the morning following their service. A few ideas were discussed for them to do, including painting the shed and replacing some rotted boards along the top of the caboose.

Gazebo Roof: Bob will contact McCarter to see if the previous estimate is still good, and will review estimates with Lynne Ladner.

Gazebo Floor: Larry asked McCarter Construction to bid on the job. They came in with two estimates. To replace the entire floor with a Trex like material would cost \$25000. To replace the worst of the existing boards with new ones and refinish the entire floor would cost \$15000. We agreed that we cannot spend that amount on the floor at this time (we have \$3000 in the next budget for it). We also discussed replacing just the steps, which are the most visible part of the gazebo and are in poor condition. Linda still plans to have her brother look at it and give us an estimate, and Bob will contact Mark Crouch and see if he would be interested in bidding on it.

Chapel Paint: Larry has contacted Dan Hanson about repainting the outside of the chapel. We have 5 gallons of paint donated by Norm Somers that will help reduce the cost. Bob said that we may not have enough money left in this year's budget to do the chapel paint and the gazebo roof. If that turns out to be the case, we will do the chapel first, since that is a money maker for the city, and will defer the gazebo roof until the next budget year starting in July.

Depot Day: Gary reported that there are a number of additions planned that should widen the appeal of the event, including a petting farm and donkey rides. The Date is still the Saturday after Labor Day, but the event will be extended by one hour, from 10 AM to 5 PM. Gary has prepared a map showing where each event will be held. We are still looking for a "name" draw, that would attract more people. Suggestions ranged from singers to politicians. L. Brooks Patterson was mentioned. We will have kids games this year, and Gary is looking for suggestions. Bob said he will make a list of the games that he and his wife used to run on Depot Day. Carl suggested a sand box for the younger kids to play in, and Linda said if we did it we could add coins for kids to find, and possibly tokens that could be redeemed for snacks or prizes. Carl also suggested that we contact Suzan Martin and ask her for suggestions. Pete mentioned a puppeteer that he knows in the Bay City area. He will contact him to see if he has any interest. We also discussed the possibility of a DJ, but we weren't sure how well that would work, since we would not want the music to interfere with other activities. These changes will add cost to the event, which is free to the public. We agreed that we should approach local businesses for donations that would help to offset the added cost.

Gardening: Linda has put a notice in the Witch's Chatter, which is going to be mailed this week. Bob and

Linda discussed when to get started (weather dependent) and agreed that it would be useful to have a meeting this month to kick things off. Bob asked about the garden path Eagle Scout project. Larry said that he was hoping that the Scout would get started in March, but it didn't happen, and the weather has not been conducive to outdoor work since then. He still hopes that it will get done before we start our gardening this year.

Old House for Village: There is nothing new to report on this. Linda also mentioned that there are three barns in Chelsea that need to be moved. The smallest is 20'x40'. We agreed that at this time we do not have any way to support such a project. Carl suggested that we erect a shelter (roof and floor only) to display our farm equipment.

Time Capsule: Carl said that Ulys Parton knows where it is, and that we should take advantage of his knowledge to locate it. We discussed when it was supposed to be dug up. Some thought that 2023, the 150th anniversary of Michigan, was the date. If not, we thought that the 40th Depot Day in a couple of years might be a good crowd draw.

Historical Village Sign: Bob mentioned that the stone veneer on the pillars that flank the sign have deteriorated significantly, and that we should add them to the list of future projects. There was some discussion that the Parks and Recreation commission might have an interest in repairing them.

Budget Meeting: Carl mentioned that the first budget meeting will be held on 4/19. He wondered if any of us were planning to attend. Bob said that we have not attended in the past, and that we've been told that our attendance is not required.

Museum Opening: Linda said that the museum opened for the season last Sunday, and they were busy all day. More than 50 people signed the guest register. She has emailed the revised docent schedule, and urged us to review it and volunteer for open dates.

Business concluded, Phil motioned for adjournment at 8:45, and Gary seconded. The motion passed.

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

April 17, 2017

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

Invoice # 1068727

In Reference To: General Labor Matters

Professional Services Rendered Through March 31, 2017

		<u>Hrs/Rate</u>	<u>Amount</u>
3/3/2017 PAA	Receipt/review correspondence from and correspondence to City Manager	0.40 160.00/hr	64.00
3/7/2017 PAA	Preparation for meeting with bargaining units regarding healthcare grievance	1.40 160.00/hr	224.00
PAA	Attend meeting with bargaining units regarding healthcare grievance	3.40 160.00/hr	544.00
3/15/2017 PAA	Telephone conference with union representative regarding grievance; Telephone conference with City Manager regarding same	0.20 160.00/hr	32.00
3/16/2017 PAA	Receipt/review correspondence from and correspondence to City Manager	0.20 160.00/hr	32.00
3/20/2017 PAA	Receipt/review of ADA issue	0.20 160.00/hr	32.00
3/29/2017 PAA	Receipt/review correspondence from City Manager; Review IRS regulations; Correspondence to City Manager	0.80 160.00/hr	128.00

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

		<u>Amount</u>
For professional services rendered	6.60	\$1,056.00
Additional Charges :		
	<u>Qty/Price</u>	
3/7/2017 Photocopies - Grievance documents - POLC Healthcare Grievance	22 0.20	4.40
Total additional charges		<u>\$4.40</u>
Total amount of this bill		\$1,060.40
Previous balance		\$352.00
3/23/2017 Payment - thank you. Check No. 71363		<u>(\$352.00)</u>
Balance due		<u><u>\$1,060.40</u></u>

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

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

April 17, 2017

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

Invoice # 1068728

In Reference To: Michigan Tax Tribunal Matters

Professional Services Rendered Through March 31, 2017

	<u>Hrs/Rate</u>	<u>Amount</u>
<u>Rite Aid of Mich (#4230-02)/Docket 16-2674</u>		
3/20/2017 SSM Review file regarding discovery; draft Motion to Compel and correspondence regarding same	0.60 130.00/hr	78.00
Subtotal:	[0.60	78.00]
For professional services rendered	0.60	\$78.00

Additional Charges :

	<u>Qty/Price</u>	
<u>Rite Aid of Mich (#4230-02)/Docket 16-2674</u>		
3/20/2017 Motion Fee - Motion to Compel Answers to Second Set of Interrogatories	1 50.00	50.00
Subtotal:	[50.00]

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

	<u>Amount</u>
Total additional charges	<u>\$50.00</u>
Total amount of this bill	\$128.00
Previous balance	\$169.00
3/23/2017 Payment - thank you. Check No. 71363	<u>(\$169.00)</u>
Balance due	<u><u>\$128.00</u></u>

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

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

April 17, 2017

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

Invoice # 1068729

In Reference To: City Attorney Retainer Work

Professional Services Rendered Through March 31, 2017

	<u>Hours</u>
<u>500 Stryker</u>	
3/1/2017 TSW Telephone conference with applicant regarding 500 Stryker conditional rezoning agreement	0.20
TSW Correspondence to and from City Manager and Planning Consultant regarding time limits in conditional rezoning agreement	0.30
3/2/2017 TSW Multiple correspondence to and from City Manager and planning consultant regarding conditional rezoning agreement	0.30
TSW Receipt/review correspondence from applicant regarding conditional rezoning agreement	0.10
TSW Preparation of revised conditional rezoning agreement	0.30
3/6/2017 TSW Legal research regarding authorized time limits on conditional rezoning	0.30

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

		<u>Hours</u>
3/6/2017	TSW Multiple correspondence to and from Applicant regarding time limits in conditional rezoning agreement	0.30
3/7/2017	TSW Multiple telephone conferences with City Manager, Planning Consultant and Applicant regarding conditional rezoning agreement and time limits	0.40
	TSW Telephone conference with Applicant regarding conditional rezoning agreement	0.20
3/8/2017	TSW Edit/revise conditional rezoning agreement and ordinance; update agenda note and materials for council packet	0.90
	TSW Correspondence to and from Applicant regarding conditional rezoning agreement	0.20
3/9/2017	TSW Correspondence to Applicant regarding revised conditional rezoning ordinance and agreement	0.10
3/10/2017	TSW Correspondence to City Manager regarding conditional rezoning ordinance and agreement	0.20
3/13/2017	TSW Preparation for Council meeting, review draft conditional zoning ordinance amendment and conditional rezoning agreement	0.10
	TSW Correspondence to Planning Consultant regarding conditional rezoning request and ordinance amendment	0.30
3/22/2017	TSW Preparation of revised Agenda Note regarding second reading of conditional rezoning and Agreement; correspondence to City Manager regarding same	0.60
3/28/2017	TSW Multiple correspondence to and from applicant regarding conditional rezoning agreement	0.10
	TSW Multiple correspondence to and from Clerk regarding conditional rezoning ordinance and agreement	0.30

		<u>Hours</u>		
3/29/2017	TSW Correspondence to Applicant regarding conditional rezoning agreement for signature	0.20		
SUBTOTAL:			[]
		5.40		
<u>City Council</u>				
3/6/2017	TSW Review Commercial Tax Abatement and Facade Grant program materials in preparation for meeting	0.40		
	TSW Attend Special Council meeting	1.70		
3/13/2017	TSW Review draft minutes of February 27 and March 6 Council meetings and Council packet	0.30		
	TSW Attend Council meeting	3.10		
3/27/2017	TSW Review Council packet	0.30		
	TSW Attend City Council meeting	2.50		
SUBTOTAL:			[]
		8.30		
<u>District Court Prosecutions</u>				
3/1/2017	CDS Receipt/review of Judge Bondy's 3/7/17 docket	0.20		
	CDS Receipt/review of Judge Law's 3/7/17 docket	0.20		
	CDS Receipt/review of Judge Reed's 3/7/17 docket	0.20		

			<u>Hours</u>
3/2/2017	CDS	Telephone conference with ()	0.10
3/6/2017	CDS	Telephone conference with ()	0.10
3/7/2017	SGM	Prosecute morning docket of Pretrials, Arraignments and Pretrials	3.50
	SGM	Telephone conference with Attorney regarding Pretrial ()	0.10
	CDS	Telephone conference with client ()	0.10
3/8/2017	CDS	Receipt/review of Judge Reeds 3/14/17 docket	0.10
	CDS	Receipt/review of Judge Law's 3/14/17 Docket	0.10
3/9/2017	CDS	Receipt/review of Sentencing Order ()	0.20
	CDS	Telephone conference with ()	0.20
3/13/2017	SGM	Telephone conference with Attorney regarding Pretrial ()	0.10
3/14/2017	CDS	Receipt/review of Judge Reeds 3/21/17 docket	0.20
	CDS	Receipt/review of Judge Law's 3/21/17 docket	0.20
	CDS	Prosecute morning docket	4.00
	CDS	Review of files for 3/14/17 docket	0.30

			<u>Hours</u>
3/21/2017	CDS	Prosecute morning docket	3.50
3/27/2017	CDS	Review of Incident Report / Denial ()	0.40
	CDS	Telephone conference with client ()	0.10
	CDS	Review of Judgment of Sentence ()	0.20
	CDS	Receipt/review of Judgment of Sentence ()	0.20
	CDS	Review of files for 3/28/17 docket	0.20
3/28/2017	CDS	Receipt/review of Notice to Appear for Pretrial ()	0.10
	CDS	Receipt/review of Judge Law's 4/4/17 Docket	0.20
	CDS	Prosecute morning docket	3.00
3/29/2017	CDS	Telephone conference with ()	0.20
	CDS	Telephone conference with client ()	0.20
SUBTOTAL:			<hr/> [18.20]
<u>Elections</u>			
3/22/2017	TSW	Begin preparation of election polling place agreement for precincts 2 and 3	0.30

			<u>Hours</u>
3/27/2017	TSW	Continued research for agreement to relocate election polling place	0.30
3/28/2017	TSW	Continued research for and preparation of Facilities Use Agreement for relocation of election polling place	0.50
3/29/2017	TSW	Receipt/review correspondence from Clerk regarding School District letter regarding polling place location	0.10
3/31/2017	TSW	Continued preparation of agreement for relocating election polling place for Precincts 2 and 3	0.20
SUBTOTAL:			<hr/>
			[1.40]
<u>Fibertech</u>			
3/7/2017	TSW	Continued research regarding location of node 184	0.50
	TSW	Correspondence to J Newkirk regarding node 184 location	0.10
3/8/2017	TSW	Telephone conference with J Newkirk regarding license agreement	0.30
	TSW	Multiple correspondence to and from City Manager regarding Fibertech license agreement	0.20
	TSW	Correspondence to and from J Newkirk at Fibertech regarding license agreement	0.20
3/9/2017	TSW	Research regarding METRO Act issue for Fibertech license agreement	0.30
	TSW	Correspondence to City Manager regarding Fibertech license agreement	0.20
3/10/2017	TSW	Correspondence to and from City Manager regarding Fibertech license agreement	0.20

			<u>Hours</u>
3/10/2017	TSW	Correspondence to and from J Newkirk regarding question on license agreement	0.30
3/13/2017	TSW	Correspondence to and from J Newkirk regarding proposed Fibertech license agreement and height limit	0.20
	TSW	Review of license agreement and exhibits for Council meeting	0.30
3/14/2017	TSW	Correspondence to and from J Newkirk regarding Council approval of License Agreement	0.10
3/15/2017	TSW	Continued review of ordinances and statutes for applicability to Fibertech request for use of right of way for DAS	1.00
3/16/2017	TSW	Review Council meeting for motion to approve license agreement and preparation of final License Agreement for signature	0.40
3/20/2017	TSW	Legal research regarding license agreement	0.40
			No Charge
	TSW	Correspondence to and from J Newkirk regarding Fibertech License Agreement	0.10
3/21/2017	TSW	Receipt/review correspondence from Fibertech regarding License Agreement	0.10
3/22/2017	TSW	Receipt/review correspondence from J Newkirk regarding license agreement	0.10
			No Charge
3/24/2017	TSW	Correspondence to J Newkirk regarding license agreement; correspondence to and from City Manager regarding right-of-way permit information	0.30
3/28/2017	TSW	Review of and attention to Fibertech Licenses Agreement and correspondence to and from City Manager regarding signing agreement	0.20

			<u>Hours</u>
3/29/2017	TSW	Telephone conference with and correspondence to J Newkirk regarding license agreement for signature	0.40
SUBTOTAL:			[5.90]
<u>General City Attorney Work</u>			
3/1/2017	TSW	Review proposed Amendment 2 to Safebuilt Services Agreement	0.30
	TSW	Receipt/review correspondence from City Manager regarding recording of February 27 council meeting	0.10
	TSW	Review correspondence to and from Assessor regarding alley parcel tax foreclosure notice	0.10
	TSW	Correspondence to and from City Manager regarding Fibertech DAS request and proposed license agreement	0.40
3/2/2017	TSW	Review dispatch agreement renewal and preparation of review letter to Police Chief	0.60
	TSW	Preparation and finalize City Manager First Amended and Restated Employment Agreement for signature	0.30
	TSW	Continued review of proposed amendment 2 for SafeBuilt services agreement and preparation of review letter	0.30
	TSW	Review proposed renewal Windstream dialtone service agreement and correspondence to City Manager regarding same	0.50
	TSW	Telephone conference with Council Member Kivell regarding council and city matters	0.30
3/3/2017	TSW	Review previous charters for city boundary description regarding Fibertech Node 184 location	0.80

No Charge

			<u>Hours</u>
3/3/2017	TSW	Review of Personnel Manual and related policies	0.20
	TSW	Conference with Water Department staff regarding billing issues	0.90
	TSW	Conference with City Manager regarding water billing issues	0.30
	TSW	Review Freedom of Information Act request for water billing and meter records	0.20
	TSW	Conference with Water Department staff regarding Freedom of Information Act request	0.20
	TSW	Conference with Clerk regarding Freedom of Information Act request	0.20
	TSW	Conference with City Manager regarding Freedom of Information Act request	0.10
	CHY	Multiple telephone conferences with Clerk regarding Freedom of Information Act deadlines	0.30
	CHY	Research regarding employee information and Freedom of Information Act exemptions	0.40
3/5/2017	TSW	Continued preparation of amended and restated City Manager Employment Agreement	0.20
3/6/2017	TSW	Review City's Freedom of Information Act policy, guidelines and public summary	0.30
			No Charge
	TSW	Review and redact JRSJ invoice	0.30
			No Charge
	TSW	Correspondence to City Manager and Clerk regarding First Amended and Restated City Manager Employment Agreement for signatures	0.10

			<u>Hours</u>
3/6/2017	TSW	Telephone conference with City Manager regarding matters for special Council meeting	0.20
	TSW	Telephone conference with City Manager regarding Windstream renewal agreement	0.20
3/7/2017	CHY	Multiple correspondence to and from City Clerk Lisa Deaton regarding pending Joyce Cholosky Freedom of Information Act request	0.20
	CHY	Telephone conference with City Clerk Lisa Deaton regarding pending Joyce Cholosky Freedom of Information Act request	0.20
	CHY	Research requirements for cost estimates for voluminous Freedom of Information Act requests	0.80
	TSW	Telephone conference with Planning Consultant regarding sign ordinance	0.10
	TSW	Receipt/review multiple emails regarding Freedom of Information Act matter	0.20
			No Charge
	TSW	Receipt/review correspondence from Clerk regarding Wells Street alley tax foreclosure	0.20
	CHY	Review City Clerk's proposed letter to individual Joyce Cholosky's Freedom of Information Act request regarding estimated fee and extension of time	0.30
3/8/2017	TSW	Continued preparation and revise correspondence to City Manager regarding Windstream phone renewal agreement terms and conditions	0.30
	TSW	Correspondence to City regarding case law relating to zoning and sign ordinances	0.20
3/9/2017	TSW	Review of sign ordinance for potential enforcement	0.40

		<u>Hours</u>	
3/10/2017	TSW Correspondence to and telephone conference with City Manager regarding council agenda matters	0.70	
	TSW Correspondence to resident regarding inquiry relating to council comments	0.20	
3/13/2017	TSW Review draft naming policy prepared by Parks and Rec Commission	0.50	
	TSW Review of city cemetery rules and ordinance	0.20	No Charge
3/14/2017	TSW Follow-up on Council meeting items	0.20	
	TSW Review SRO agreement between School District and Lyon Township and Sheriff's office	0.40	
	TSW Telephone conference with and correspondnece to and from Building Official regarding construction board of appeals	0.10	
	TSW Receipt/review correspondence from Building Official to City Manager regarding Grande Trunke barrier free design exemption hearing date	0.10	No Charge
	TSW Correspondence to and from City Manager regarding Freedom of Information Act request	0.20	
	TSW Review city purchasing ordinance and policies and research	0.20	
3/15/2017	TSW Receipt/review correspondence from Building Official regarding Construction Board of Appeals procedures	0.50	
	TSW Review background file on electronic changeable message sign ordinance violations, review sign ordinance	0.40	
	TSW Begin preparation of correspondence to City Manager regarding potential enforcement regarding electronic changeable message signs	0.40	

		<u>Hours</u>
3/15/2017	TSW Begin preparation of correspondence to City Manager regarding potential enforcement regarding electronic changeable message signs	0.40
	TSW Receipt/review correspondence regarding decorative street and traffic sign agreement for subdivision	0.30 No Charge
3/16/2017	TSW Continued preparation of correspondence to City Manager regarding potential enforcement regarding electronic changeable message signs	0.50
	TSW Review of Charter provisions regarding ordinances and effective date	0.30 No Charge
	TSW Review and redact JRSJ invoice	0.20 No Charge
3/17/2017	TSW Continued preparation of correspondence to City Manager regarding sign ordinance and possible enforcement	0.20
3/20/2017	DAK Telephone conference with Fire Chief Kennedy regarding potential need to engage in interactive process under ADA regarding South Lyon Firefighter accommodation	0.70
	TSW Continued review of School Resource Officer Agreement	0.30
	TSW Legal research regarding issues relating to School Resource Officer Agreement	1.40
	TSW Begin preparation of correspondence to City Manager regarding School Resource Officer Agreement	0.50
	TSW Telephone conference with City Manager regarding Dykema invoice for conflict of interest investigation and report	0.30
	TSW Research regarding indemnification, hold harmless and insurance requirements for agreements with City	0.30

		<u>Hours</u>
3/21/2017	TSW Receipt/review of proposed farmers market manager agreement; telephone conference with and correspondence to Economic Development Director regarding same	0.50
	TSW Receipt/review correspondence from City Manager regarding update on School Resource Officer Agreement	0.20
	TSW Preparation of revisions to School Resource Officer Agreement and correspondence to City Manager and Police Chief regarding same	0.80
	TSW Review decorative street and traffic sign agreement	0.20
	TSW Receipt/review correspondence from Economic Development Director regarding Facade and Sign grant program	0.20
	DAK Receipt/review correspondence and attachments from Fire Chief regarding interactive process related to ADA regarding South Lyon Fire Fighter Accommodation	0.30
3/22/2017	TSW Review of materials from Building Official regarding construction board of appeals procedures; review City Ordinance and Statute	0.60
	TSW Continued preparation of, revise and edit correspondence to City Manager regarding School Resource Officer Agreement	0.60
	TSW Correspondence to and from City Manager regarding meeting to discuss School Resource Officer agreement	0.10
	TSW Research regarding purchasing policy and purchase order terms and conditions	0.50
	DAK Preparation of correspondence to Fire Chief regarding interactive process related to ADA regarding South Lyon Fire Fighter Accommodation	0.20

			<u>Hours</u>
3/24/2017	TSW	Attend meeting with City Manager regarding School Resource Officer agreement	1.00
	TSW	Attend meeting with City Manager and Police Chief regarding School Resource Officer agreement	0.30
	TSW	Attend meeting with City Manager regarding miscellaneous matters	0.40
	TSW	Receipt/review correspondence from City regarding 3/13/17 Council minutes	0.10
	TSW	Review facade and sign grant program and legal research regarding same	1.70
3/25/2017	TSW	Correspondence to City Manager and Economic Development Director regarding facade and sign grant program	0.50
	TSW	Review 3/13/17 Council minutes	0.20
3/27/2017	TSW	Continued review of facade grant program documents and research for facade grant agreement; legal research regarding downtown development district act	1.80
	TSW	Correspondence to and from Economic Development Director regarding facade grant program procedures	0.10
	TSW	continued review of purchasing ordinance for possible amendment	0.20
	TSW	Correspondence to and from City Manager regarding special event insurance	0.10
3/28/2017	TSW	Legal research regarding Michigan bill regarding taxis, limousines and transportation networks regulations; correspondence to City Manager regarding same	0.50
3/29/2017	TSW	Conference with Economic Development Director regarding facade grant program	0.10

			<u>Hours</u>
3/29/2017	TSW	Multiple correspondence to and from City regarding temporary fireworks sales tents	0.30
3/31/2017	TSW	Research for homeowner association requesting decorative street sign agreement	0.30
SUBTOTAL:			<hr/> [32.00]
<u>Michigan Seamless Tube</u>			
3/5/2017	TSW	Continued research regarding impact of bankruptcy filing	0.80
3/7/2017	TSW	Continued legal research regarding bankruptcy issues	1.70
	TSW	Telephone conference with Water Department regarding billing Michigan Seamless Tube for water and sewer services	0.30
	TSW	Receipt/review correspondence from Clerk regarding bankruptcy matter	0.10 No Charge
3/8/2017	TSW	Continued preparation of correspondence to City regarding impact of bankruptcy and guidance on utility and tax bills	0.50
3/9/2017	TSW	Continued edits/revisions of correspondence to City regarding impact of bankruptcy filing on utility billing	0.40
3/31/2017	TSW	Review City information regarding amounts owed by MST	0.80
	TSW	Multiple correspondence to and from City regarding MST bankruptcy and utility billing	0.30
SUBTOTAL:			<hr/> [4.90]

		<u>Hours</u>
<u>Personnel</u>		
3/20/2017	TSW Receipt/review correspondence from Fire Chief regarding personnel matter	0.10
	TSW Legal research regarding personnel matter	0.80
	TSW Telephone conference with Fire Chief regarding personnel matter	0.60
3/21/2017	TSW Receipt/review correspondence from Fire Chief regarding documents relating to personnel matter	0.20
SUBTOTAL:		[1.70]
<u>Wells Street Alley</u>		
3/1/2017	SSM Receipt/review of emails from B. Firestine (x2); Respond to same (x2); Preparation of note to file	0.50
3/7/2017	SSM Receipt/review of notice from County	0.10
SUBTOTAL:		[0.60]
<u>West End Industrial</u>		
3/2/2017	TSW Correspondence to potential consultants requesting proposals	0.30
	TSW Correspondence to Economic Development Director regarding West End Industrial	0.30 No Charge
3/3/2017	TSW Conference with Economic Development Director regarding West End Industrial rezoning status	0.10 No Charge
	TSW Receipt/review correspondence from consultants regarding financial feasibility analysis	0.10

		<u>Hours</u>
3/6/2017	TSW Multiple telephone conferences with potential consultants regarding request for proposal on West End	0.60
3/7/2017	TSW Telephone conference with attorney for applicant regarding status	0.30
3/8/2017	TSW Correspondence to City Manager regarding status and discussion with applicant's attorney	0.10 No Charge
3/10/2017	TSW Receipt/review of proposal from consultant	0.20
3/13/2017	TSW Telephone conference with potential consultant regarding request for West End proposal	0.10 No Charge
	TSW Telephone conference with potential consultant regarding West End proposal	0.20
	TSW Correspondence to and from City Manager and Economic Development Director regarding requests for proposals on West End	0.10
3/15/2017	TSW Correspondence to and from potential consultant regarding status of proposal for West End rezoning; receipt and review of proposal; correspondence to City Manager regarding proposal	0.40
3/16/2017	TSW Correspondence to and from potential consultant regarding proposal; correspondence to City Manager regarding proposal	0.10
3/20/2017	TSW Telephone conference with R Linnell regarding status	0.10
3/21/2017	TSW Telephone conference with potential consultant regarding request for proposal; multiple correspondence to and from City Manager regarding same	0.30
3/29/2017	TSW Attend meeting with City Manager and staff regarding status of West End Industrial rezoning request and need for consultant	1.00

	<u>Hours</u>	
SUBTOTAL:	[4.30]	
		<u>Amount</u>
For professional services rendered	82.70	\$9,000.00
<u>Additional charges:</u>		
	<u>Qty/Price</u>	
<u>Fibertech</u>		
3/29/2017 Postage - Federal Express Package to Judy Newkirk at Fiber Technologies Network	1 \$19.91	\$19.91
SUBTOTAL:	[\$19.91]	
<u>Michigan Seamless Tube</u>		
3/9/2017 Photocopies - MST's Bankruptcy documents	111 \$0.20	\$22.20
Photocopies - Correspondence to City enclosing MST's Bankruptcy documents	550 \$0.20	\$110.00
SUBTOTAL:	[\$132.20]	
Total costs		\$152.11
		<u>Amount</u>
For professional services rendered	82.70	\$9,152.11
Total amount of this bill		\$9,152.11
Previous balance		\$21,605.93
3/23/2017 Payment - thank you. Check No. 71363		(\$21,605.93)

	<u>Amount</u>
Balance due	<u>\$9,152.11</u>

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