

Regular City Council Meeting

May 22, 2017

Agenda

7:30 p.m. **Call to Order**
 Pledge of Allegiance
 Roll Call
 Approval of Minutes: May 8, 2017, special study session May 10, 2017
 Approval of Bills:
 Approval of Agenda

 Public Comment

 Public Hearing – Budget 2017-2018

I. Old Business –

II. New Business-

1. Consider approval of the resolution for the proposed 2015-2016/2016-2017 City of South Lyon Budget
2. Consider resolution authorizing the request for reimbursement from Oakland County West Nile Virus Fund
3. Consider approval for Pumpkinfest 2017 – Downtown Road Closures
4. Consider approval of Computer Network Server Replacement for Police Department
5. Consider membership in Oakland County Cooperative Invasive Species Management Area

III. Discussion- Downtown

IV. Manager's Report

V. Council Comments-

VI. Adjournment

CITY OF SOUTH LYON
REGULAR COUNCIL MEETING
MAY 8, 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, Rzyzi and Wedell
ALSO PRESENT: City Manager Ladner, Chief Collins, Chief Kennedy, Department Head Martin,
Attorney Wilhelm and Clerk/Treasurer Deaton

MINUTES- APRIL 24, 2017 AND APRIL 19, 2017

Councilmember Kivell stated on page 6 CCS should be removed and it should say students. He further corrected the motion to state the Motion by Kramer, supported by Kivell. Councilmember Kivell stated the sentence regarding the crosswalks should be removed. Councilmember Parisien stated Councilmember Rzyzi's name is misspelled on page 1. She further stated on page 10 after the sentence Councilmember Parisien stated she will step back if Maggie will not work with her and someone else can step in, she would like the sentence added, Maggie Kurtzweil stated no that's ok Mary, you can find someone else to bribe, which is a direct quote. Councilmember Kurtzweil stated she was going to add that as well.

CM 5-1-17 MOTION TO APPROVE THE MINUTES OF APRIL 24, 2017 AS AMENDED

Motion by Kramer, supported by Wedell
Motion to approve the minutes as amended

VOTE: MOTION CARRIED UNANIMOUSLY

CM 5-2-17 MOTION TO APPROVE MINUTES OF APRIL 19, 2017

Motion by Kivell, supported by Parisien
Motion to approve the minutes as presented

VOTE: MOTION CARRIED UNANIMOUSLY

BILLS

Councilmember Kivell asked if the \$245.00 marked for Arbor Day was for 1 tree. Department Head Martin stated that was for 1 tree, and he is picking up 16 more that he will have a better price on. Councilmember Kivell asked where the tree was planted. Department Head Martin stated it was planted on Friday at 2:00 at the Catholic Church.

Councilmember Rzyzi asked what was purchased from Martin's Hardware for \$949.62. Department Head Martin stated that is the top page of an entire month of bills from both departments for things such as motor oil and other things as well. Councilmember Rzyzi stated he is happy we purchase locally. He asked what fund that comes out of. Department Head Martin stated Judy codes the bills depending on what the items were purchased for, if it was for the DPW it is charged to the DPW and if the items were for water, it is charged to the Water Department. Councilmember Rzyzi asked about the charge for a stump grinder. Department head Martin stated that was a mini excavator that was budgeted for and we just purchased it. Councilmember Rzyzi stated the attorney bills are over the retainer and it is a goal for 5-10-17

us to remain under the retainer, and he will vote no on the bills because of that. Attorney Wilhelm stated anything over the 80-hour limit is charged at an hourly rate, and there are other line items for other areas not included in the monthly retainers. Councilmember Kivell stated this is Joes beef, not a Council beef.

Councilmember Kurtzweil stated the stump grinder is charged to the Cemetery and also to the DPW. Department Head Martin stated because they are used in both departments we split the cost in both departments. The total was about \$6,000. Councilmember Kurtzweil asked if the revenue report is correct and it states we have an amended budget and the year to date column is what we have collected in revenue up to this date. Clerk Deaton stated she believes that is correct. Councilmember Kurtzweil stated she is starting to watch overtime on the payroll report. She further stated labor is the highest expenditure the City has. She stated last month we had approximately \$8,000 in overtime and multiply that 12 and it is almost \$100,000 a year. She further stated she is bringing that to people's attention and the budget review will be interesting on Wednesday.

Councilmember Ryzyi stated the bills is a healthy discussion. He further stated in the future he will be scrutinizing the bills even more because we are having a budget review and one of the proposals is to raise the mill rate 1.75 mills. We need to stop spending where we can, be smarter and do what we can to defer the tax increases. It will be difficult on our taxpayers.

CM 5-3-17 MOTION TO APPROVE THE BILLS

Motion by Kramer, supported by Kivell

Motion to approve the bills as presented

VOTE:

ROLL CALL-

Kivell- Yes

Parisien- Yes

Ryzyi- No

Galeas- Yes

Wedell- Yes

Kramer- Yes

Kurtzweil- No

MOTION CARRIED

AGENDA

The original agenda noted there were no bills to be approved. Agenda changed to include bills.

CM 5-4-17 MOTION TO APPROVE AGENDA AS AMENDED

Motion by Kivell, supported by Parisien

Motion to approve the agenda as amended

VOTE:

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENT

Carl Richards of 390 Lennox stated we had a nice weekend for the City-wide garage sales and he enjoyed the last day of it, it was quite an event and an effort. He further stated last weekend the tube mill union clean up worked out well, even though they only had 4 or 5 guys show up. He stated they went down Nine Mile to Griswold and on Dixboro. He stated they have their own crusher and their own dumpsters. He further stated it is quite an innovation. It was a big success. Mr. Richards stated there are some

critters that have moved into the chapel, but they will be removed and the fencing will be nailed up properly. Mr. Richards stated many people have been telling him they have concerns about the façade grant program. He stated he is in favor of improving the downtown, everyone is. He further stated there is a problem with performance bonding, and it needs to be written in the corporation. It would fall under the Johnson Rosati area. He further stated when the banking authority approves the improvements above and beyond the grant funds, and if the banks don't like the credit rating of the business and they won't loan them the balance, it could be a problem. This is more of an area for people that have experience in the construction business, such as Glenn Kivell that worked on the Grande Trunk building, and another one he mentioned was Diane's Doll House and the third one is the vacant parking lot where Norm Fultz parks his cars. He further stated at one time, there was a historic building there, a two-story with full basement and chances are that won't be replaced in historical respective when something is built there in the future. He further stated we aren't getting a complete historical reproduction of the Hotel, we are getting an imitation of history in the rest of the town. What do we want, how is this going to work out, what is practical, what is impractical, he stated he doesn't have the answers? He is in favor of it, but he doesn't know where to go with this.

Rose Walton of 365 Hampton Court stated she is here to announce she is running for City Council this November. She stated she is a lifetime resident and a graduate of South Lyon High School. She further stated she has had two daughters go through South Lyon Community Schools, her family has been involved with this community for over 40 years. She stated she feels very connected to this community, and she has been involved with many programs throughout the years, and she is currently on the Board of Directors of her home-owner's association, and she is a member at large of Footprints Fitness which is a non-profit which offers general fitness programs to all ages at little or no cost. She further stated she has volunteered with South Lyon High School bands which includes the VFW Bingo program. She stated she supports our local veterans as well as our Cultural Arts Commission. She stated she has seen a lot of changes in our community, such as when Reynolds Sweet Parkway was built, the new library, the new High School, the Senior Center which was huge for our seniors to have a gathering place and very fitting it is intermingled with our youth. It is very important to take care of all of our citizens from our children to our families to our senior citizens. She believes in fiscal responsibility instead of raising taxes. She stated we need to budget effectively to spend our money wisely to provide quality services our residents deserve and expect. Ms. Walton stated she is very happy to be part of one of the safest communities in the State and that is because of our Police and first responders and we must always continue to support them. She stated it is now her turn to be involved and make changes big and small. She further stated she is a team player and she can work with anyone on this Council. She has spoken with her family and friends and she is receiving a lot of support and she looks forward to winning a seat on Council.

OLD BUSINESS

1. Consider adopting revised four-year contract with People's Express for public transportation

Tammy Harrison stated she is representing People's Express. Councilmember Kramer stated at the last meeting we had a discussion regarding a 2% increase. Ms. Harrison stated the original contract has a 2, 4 and 6% percent increase each year. She further stated they discussed a 3.3% increase for 5 years. Attorney Wilhelm stated he spoke with City Manager Ladner before the meeting. He stated this contract is normally 3 years, and to sign a contract for 5 years raises a question for the City budgeting for this contract for 5 years out, and he thinks we may want to add a termination clause. Councilmember Kurtzweil stated even in a 3-year contract, we should have a termination clause. She stated if a competitor comes into town, we have no way of getting out of this contract. Attorney Wilhelm stated this

contract is created on behalf of People's Express, and many other communities have signed the same contract, and some did a single year contract. Councilmember Kurtzweil stated we should have a termination clause for no reason and she doesn't understand why it isn't already in here. Councilmember Kurtzweil stated she would like to know where the fare revenue is reflected on the revenue statement. Ms. Harrison stated they send a statement along with the check each month. Ms. Harrison stated she will add the termination clause to the current contract. Councilmember Rzyzi stated it serves both parties to have a termination clause and that should be easy language to add. He further stated he wants to clarify how the fares are charged. Ms. Harrison stated if we stay in South Lyon it is \$1.00 each way, if we go to Walmart, or Providence it is \$2.00 each way, and if it goes outside of the area of most people want to go, there is a charge per mile, which it could be \$5.00 or \$6.00 each way, and seniors and people with disabilities pay half, we can do that because we use grant money. Mr. Rzyzi asked if we could have a 10 mile or 12-mile radius map reflecting what the charge would be. Ms. Harrison stated we can look into that. Mr. Rzyzi stated for example, if someone wants to go to Milford, which is close to Walmart, would that be a different charge. It isn't clear as it stands. Ms. Harrison stated we try to generalize to the health care centers and Walmart because it takes a half hour there and half hour back, which leaves other people not being able to go to the places they would like to go, we try to consolidate the most people moved in the smallest amount of time. Councilmember Rzyzi stated he doesn't have an issue with a 5-year contract because they do great work. Mayor Galeas stated we understand you try to save money by piggy backing trips so it doesn't end up like a cab service. Ms. Harrison stated we would like people to schedule their appointments 3 days in advance and ask them to be flexible so we can make sure everyone gets to their medical appointments and things like that. She further stated we try to get everyone where they want to go when they want to go. Councilmember Parisien stated she has a question and a comment. The contract needs to be updated with Mayor Galleas' name instead of Tedd Wallace. She then stated the contract states the City is able to inspect the vehicles at any time, and she asked who from the City would do that. Department Head Martin stated the City used to have our own van for transportation. She asked why we stopped. Department Martin stated we only had one vehicle and People's Express has many. Councilmember Kivell stated it saved the City a lot of money as well. Chief Collins stated any inspection the Police Department would do would be limited to the function of brake lights, and head lights and things like that. Any mechanical inspection would have to be done by a licensed mechanic. Ms. Harrison stated their drivers do the basic inspection every day, and every 6 months we have DOT certified mechanics that do the full mechanical inspections. We just had a MDOT audit that checked the employee hires, mechanics, maintenance and we earned a 100%.

CM 5-5-17 MOTION TO TABLE PEOPLE'S EXPRESS UNTIL THE NEXT COUNCIL MEETING

Motion by Kramer, supported by Kurtzweil

Motion to table People's Express contract until the next meeting for the purpose of adding a termination clause

VOTE:

MOTION CARRIED UNANIMOUSLY

2. Consider adopting Naming Policy for Parks and other City owned and operated facilities

Councilmember Rzyzi stated he had some concerns, but for the most part it is a good piece of work, and he wants to commend the Parks and Recreation Commission for their work. He stated one of his concerns was to ensure it is clear any naming of individuals will be spelled out, and it stated any parks and facilities named after individuals will 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 because he wanted to make sure the Maddie Doty field will never be renamed.

CM 5-6-17 MOTION TO APPROVE THE NAMING POLICY OF THE CITY OF SOUTH LYON FOR PARKS AND CITY OWNED AND OPERATED FACILITIES

Motion by Kivell, supported by Parisien

Motion to approve the naming policy of the City of South Lyon for parks and City-owned and operated facilities

VOTE: MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

1. Consider approving annual Memorial Day Parade

Chief Collins stated the Police Department has reviewed the application and it is the same route as in previous years and they support and recommend the approval. Councilmember Wedell stated on the hold harmless document, the post number 6885 should be post number 1224.

CM 5-7-17 MOTION TO APPROVE THE MEMORIAL DAY PARADE

Motion by Ryzyi, supported by Kurtzweil

Motion to approve the closure of Warren Street from Second St. to Lake Street; Lake St. from Warren St. to Reynold Sweet Parkway; Reynold Sweet Parkway from Lake St. to Stryker St.; Stryker St. from Reynold Sweet Parkway to the South Lyon Cemetery between 9:00 a.m. and 11:00 a.m. on May 29, 2017; and to approve the resolution authorizing the City Clerk to make application to the Road Commission for Oakland County on behalf of the City of South Lyon for the necessary permits related to the closure of Lake Street between Warren St. and Reynold Sweet Parkway on May 29, 2017 at 9:00 a.m.

VOTE: MOTION CARRIED UNANIMOUSLY

2. Consider authorizing auction of retired police/city vehicles

Chief Collins stated the vehicles have been out of service for some time, but were being used by other departments. We are trying to remove them from the water department storage area. He stated we would like to auction them on the MITN website, with a minimum bid of \$100.00 but we will need Council's approval if the bid is over \$500.00 therefore we are asking permission.

CM 5-8-17 MOTION TO APPROVE THE SALE OF THE RETIRED CITY VEHICLES AS DETAILED

Motion by Wedell, supported by Kivell

Motion to approve the sale of the retired city vehicles as detailed

VOTE: MOTION CARRIED UNANIMOUSLY

3. Consider adopting resolution to remain in Oakland County's Urban County Community Development Programs

CM 5-9-17 MOTION TO APPROVE RESOLUTION TO OPT-IN TO THE OAKLAND COUNTY'S URBAN COUNTY COMMUNITY DEVELOPMENT BLOCK PROGRAM FOR 2018-2020

Motion by Kramer, supported by Kivell

5-10-17

Motion to approve resolution to opt-in to the Oakland County's Urban County Community Development Block Grant Program for years 2018, 2019 and 2020

VOTE:

MOTION APPROVED UNANIMOUSLY

DISCUSSION- DOWNTOWN

Mr. Donohue stated we have decided to go back and include all businesses that have opened within the past year to the ribbon cutting. He further stated there are 18 total, and we are currently contacting the media and state representatives and County officials. He stated the Farmers Market is opening on May 13th and it will be opening an hour earlier than in the past. He further stated the first car show is on Wednesday May 24th from 6:00 to 9:00 p.m. Councilmember Parisien asked about the delay of the opening of the Mediterranean restaurant. Mr. Donohue stated there has not been follow through on things the building department notified the owner that needed to be done, such as ADA compliance. Mr. Donohue stated the sushi restaurant is close to opening. Councilmember Rzyzi asked if Mr. Donohue met with Toarmina's yet? Mr. Donohue stated he has not, but he plans on it, they have not been open when he has gone to speak with them. Councilmember Rzyzi stated he wants to ensure someone from the City is introducing themselves such as the City Manager or Mr. Donohue. Councilmember Rzyzi stated the article from the Oakland County Press was a nice article, and many people are always asking him about new restaurants coming to town. Mr. Donohue stated he noted that over 7 different restaurant groups want to locate downtown, but ironically there are 7 restaurants that are in place or about to open, the writer got their information mixed up. Councilmember Kurtzweil stated she was in Brighton over the weekend and the difference a good restaurant can do for a downtown is unbelievable. She stated you have to sit back and observe, there were crowds, and some with wait times up to 2 hours. She further stated and the crowds were shopping and it was unbelievable to see. Councilmember Kurtzweil stated it appears Mr. Donohue does a lot of business at the Corner Café, and asked if he could include some other meeting areas in town. Mr. Donohue stated he would be happy to, but there aren't many places around that have enough room.

MANAGERS REPORT

Councilmember Rzyzi stated this is a bizarre circumstance, but a resident contacted him and said at the Maddie Doty field dedication there was a photographer that was told to take pictures of the people at the dedication and more specifically of this particular person. He further stated there is nothing in the bills showing we paid anyone to take pictures. Councilmember Kivell stated Councilmember Rzyzi could have contacted the City Manager and asked her. Councilmember Rzyzi stated he did contact City Manager Ladner and she stated no one from the City hired anyone to take pictures at the dedication. Councilmember Kurtzweil stated City Manager Ladner did not look well at the last budget meeting, and she doesn't know if she isn't completely healed but she wishes her well.

Councilmember Kurtzweil stated there was a rumor about a business owner that passed away, and it is not true, and anyone that continues that rumor is a pretty sick person with a sick mind. She further stated if you have to go around and talk about people that are passing and don't get it confirmed, you have a sick mind. She further stated she spoke with the attorney for that person, and it is not true. Councilmember Kurtzweil stated people have to remember that this is a small town and it is upsetting for neighbors, friends and family to hear that someone passed when they really didn't. She further stated if someone is out there predicting someone's death, maybe Bob needs to speak with Chief Collins about who is doing

this because maybe this person's life may be in danger, she can't believe someone is doing that. Please be careful and get your confirmation of facts.

COUNCIL COMMENTS

Councilmember Kivell stated he is happy the weather is turning, and it was disappointing for people that were having their yard sales on Thursday and Friday, but it did end up nice on Saturday and Sunday. Councilmember Kivell stated Maggie had mentioned the overtime issue in our budget, but he would much rather we have some overtime as opposed to hiring more employees with benefits and legacy costs.

Councilmember Parisien stated the Maddie Doty Field dedication was incredible and to see the outpouring of love was incredible. She stated our Council may have some rough times, but our community is fantastic and we have residents that reach out and support each other. She further stated she wanted to thank the DPW for their work on the concrete, the sign and the bench. Department Head Martin stated Hornet Concrete donated all of the concrete, and John Race, Trevor Piasecki, and Ron Brock did all of the work. Councilmember Parisien stated she also wanted to thank Parks and Recreation and Michael Moore. She stated even though the weather wasn't the best, there were a lot of garage sales happening around town. She further stated she participated in the Footprints Fitness Pint Sized marathon and it was a great event. The routes were well planned and it is a fantastic event in downtown South Lyon.

Councilmember Rzyzi stated he spoke with the family of Maddie Doty and everyone behind the dedication and it is amazing despite the opposition on Council that we were able to get it done. He further stated everyone that supported it and thanked the DPW for doing the right thing. He further stated he wanted to thank Michael Moore that was the driving force for getting this through. Politics is ugly sometimes and he fought the right battle. Councilmember Rzyzi stated he wanted to congratulate Rose Walton on her running for Council and that is the second person, he is getting the idea we may have more people running as well. He further stated competition is good and he hopes when he runs for re-election he will have people running against him, it helps to turn over a new leaf and get some new people in here. He further stated getting engaged in the community and democracy and it will be a good road ahead. Councilmember Rzyzi stated we do have overtime and we have expenses, and he doesn't think we are getting the bang for our buck with Johnson Rosati and there is money right there we could cut out. He stated what we have are philosophical differences with some people on Council that some people think we can keep going with the spending and not question things and raise taxes. He stated when we work on the budget some people will ok the tax increase, but he is going to challenge the budget and the tax increase, he will not rubber stamp anything. He stated on a positive note there are good things going on in the City but he thinks there needs to be change.

Councilmember Wedell stated he wanted to thank Mr. Donohue for his work and he is not campaigning for anything tonight, therefore he has nothing else to say.

Councilmember Kurtzweil stated she wants to respond to her nemesis Glenn Kivell who has been after her for 10 years, which is why she has cameras on her house. She stated thinking things through, Glenn seems to have a problem with reality, such as telling the truth. She stated thinking things through means you challenge the status quo, not become part of it or part of your club, she was elected to challenge the status quo and to stand independent of you, she was elected because she is different. She stated she will look at the budget, and if you understand the budget which Mr. Kivell does not. She stated when looking

at a budget you look at overtime, because that is one of the key components you look at when analyzing one of the most expensive which is wages and benefits. She further stated clearly Mr. Kivell's comments tells her that he is devoid of any understanding of responsible fiscal discipline. She stated that is why we need change on this Council because we need responsible fiscal discipline. Councilmember Kurtzweil stated voters ask her why we don't have new equipment, why Volunteer Park isn't developed, why our downtown is struggling, you have to look at what the priorities of this Council has been over the decades. She further stated if Mr. Kivell would have been thinking the budget through, he may have approved an increase in the mill that is now appropriately paying the bond on the sewer debt, and that didn't happen until she got on Council, and she did the research, she analyzed the budget and she fought the boys on Council. If the City didn't raise that mill, we would be in very bad shape right now. What was happening was the City was draining other funds to pay for that bond. She further stated the City was risking its general fund, if you understand bond litigation, you risk litigation for the inability of repaying that bond debt. She stated if Mr. Kivell would have been thinking it through, we would have increased the water and sewer rate. When she came on Council the water department was running in the red, and now we have water and sewer rates moving up to make sure the department breaks even or running a bit in the black. Councilmember Kurtzweil stated if Mr. Kivell was thinking things through with the downtown, you were on Council for 18 years, what have you done, we now have Bob Donohue here since the Election, if you were interested in our downtown someone like Bob Donohue would have been hired years ago. You have had years to think things through and hopefully the voters will tell you that in November.

Councilmember Kurtzweil stated she has had a great two weeks, if you missed the Little Mermaid you missed a great production at South Lyon East. She stated it was a sell out and that must be a true rumor because when they came out to announce the production they asked to leave the programs because they didn't have enough for the Sunday show. She stated to all the volunteers and parents it was a great production and it was a super event. Councilmember Kurtzweil stated she attended the Maddie Doty dedication and she wants to thank Councilman Joe Rzyzi and Michael Moore for their efforts for the dedication and it is always amazing when you do the right thing, and they definitely did the right thing. She stated she wanted to thank Ron Brock, Trevor Piasecki and John Race for all their time and effort they put into the dedication. Councilmember Kurtzweil stated she attended the South Lyon Area Assistance breakfast at St Joseph Catholic Church and it was a great event with over 200 people there. She met many of the students that were getting the fabulous awards and she is very proud we have this kind of community with these kinds of students. She further stated she attended the Arts and Education that is put on by the Cultural Arts Commission in the lobby and it was a raging success and she met many parents she knew, and didn't know their children were border line creative geniuses and she wants to congratulate everyone. She further stated she attended the kick off for the Lake Street Cruise In and thanks Mary from the Lake Street Tavern for opening her doors and she met Doug Cook and his wife preparing for that. She further stated the Arts and Cars event is on July 26th and if anyone has not seen the award-winning poster for the event, it is in the lobby. Councilmember Kurtzweil stated she was out garage sale shopping over the weekend and had a fabulous time and she had the best time of her life and she spent her money in South Lyon. She stated she attended the Oakland County Sheriff's Cinco De Mayo celebration that was put on by the Kensington Valley Chamber of Commerce and they did a great job. She stated she always calls Ryan Lare citizen #1, but she also appreciates someone that always keeps us posted, and has a lot of input and she wants to nominate and approve Carl Richards of Citizen #2 and she thanked Carl for all he does for the City.

Mayor Galeas stated the Maddie Doty dedication was amazing and everyone involved did a wonderful job. We were going to read the proclamation, but we decided to let the family have time to speak during 5-10-17

the time to honor their daughter. He further stated it was a rainy day, but as soon as the family entered the field, the sun came out and the rain stopped. He stated his heart goes out to the family. Mayor Galeas stated he doesn't agree the downtown is suffering, he stated Bob Donohue is doing a great job and everyone on Council agreed to make the downtown a priority. He further stated with the talk of the restaurants coming to town, some businesses may be worried their businesses won't make it, but maybe they will. He further stated he thinks the talk about not allowing trucks to come down-town wasn't feasible, but talking with the County and using Bob's connections and they saw how bad it is, and if things go as planned, the big trucks won't be allowed to turn at the 10 Mile and Pontiac Trail intersection.

ADJOURNMENT

CM 5-10-17 MOTION TO ADJOURN

Motion by Kramer, supported by Kurtzweil
Motion to adjourn the meeting at 8:49 p.m.

Respectfully submitted,

Mayor John Galeas

Clerk Lisa Deaton

SOUTH LYON CITY COUNCIL
SPECIAL MEETING
BUDGET WORKSHOP
MAY 10, 2017

Mayor Galeas called the meeting to order at 6:30 p.m.
Mayor Galeas led those present in the Pledge of Allegiance

ROLL CALL: Mayor Galeas, Councilmembers; Kivell, Kramer, Kurtzweil, Parisien, Rzyzi and Wedell
ALSO PRESENT: City Manager Ladner, Chief Collins, Chief Kennedy, Department Head Martin, Attorney Wilhelm, and Clerk/Treasurer Deaton

PUBLIC COMMENT- None

BUDGET WORKSHOP

ADMINISTRATION

City Manager Ladner read through the administration budget language which included, wages/salaries, fringe benefits, office supplies, operating expenses, professional expenses, contractual expenses, auditor, planning consultant, elections, computer, legal services, memberships/dues, telephone, transportation/mileage, community promotions, printing, publishing, insurance/bonds, utilities, building maintenance, education/training, contribution to solid waste, beautification, rental house, and equipment miscellaneous.

Councilmember Wedell asked what revenue are we receiving for the two rental properties as opposed to the taxes we pay on them. City Manager Ladner stated she would have to check into the tax amount. Department Head Martin stated we are receiving \$10,800 for rent each year. Department Head Martin stated one of the two houses has been vacant for 5-6 years. Discussion was held regarding tearing down the two houses. Department Head Martin stated the DPW could tear it down, but we would have to do an asbestos abatement first, which would cost \$200.00 Councilmember Kivell stated we are making more revenue than we are paying in taxes on those properties. Department Head Martin stated he always liked the idea of knocking that house down and using it for a staging area for bikes. He further stated we do a fair amount of maintenance on the rental house such as a hot water tank, and faucets. Lori Mosier stated any revenues coming from the rental house goes into land acquisition, not general fund because we purchased the property from land acquisition. Councilmember Rzyzi stated when we tore down 390 S Lafayette it cost \$50,000. Department Head Martin stated we could tear the rental down ourselves. After the asbestos test is done, the Fire Department could use the house for training. Councilmember Wedell stated he would like to know the analysis of the property and the plusses and minuses of having it as a rental versus tearing it down. Councilmember Kivell stated politics being what it is supposed to be the art of compromise and he is having a hard time with giving the gift of taxpayer money to business owners for the façade grants. He would like to negotiate the cost down so we don't have to use any revenue from our mill package. Councilmember Rzyzi stated the attorney fees are above the monthly retainer and that practically covers the façade grant. Councilmember Kivell stated that is for work that is being done for the City, not giving money away to property owners. Councilmember Rzyzi stated he disagrees. City Manager Ladner stated there are things that aren't covered under the retainer, such as union contracts, tax tribunals, and other special projects. Councilmember Kurtzweil stated when she was an in-house attorney

she had to work within a budget and it is an art. She stated maybe some months Tim doesn't come to Council meetings, he doesn't need to be at every single meeting in the City. There is a lot of money that can be cut from the attorney fees. She further stated she had to do this all the time because she had to live within a budget because the bank only allowed so much per quarter and it can be done. It is called fiscal discipline. City Manager Ladner stated she doesn't disagree and she can change the line item as long as Council is comfortable with the attorney not being at all Council meetings, she has worked in communities that have done both. Councilmember Kramer stated who will make that decision. Councilmember Kurtzweil stated Lynne can make that call. Councilmember Kramer stated questions come up all the time when we need the attorney here. If something comes up and he isn't present and a legal question comes up, do we postpone it to the next meeting, how will things get done if we keep postponing issues. Councilmember Kurtzweil stated if you're not going to try it, Tim can just bill away. She stated you are making obstacles. She further stated he shouldn't be here tonight, and this is why the budget is in the shape it is in. Councilmember Parisien stated possibly Tim can stop attending the Planning Commission meetings. Councilmember Kivell stated if someone on that board makes a misstep to represent the City, and the developer has an attorney there taking notes we will be setting ourselves up for getting sued. Attorney Wilhelm stated there are communities that don't always attend the meetings, there are benefits and disadvantages. Councilmember Parisien stated we utilize Tim quite often during Council meetings. Councilmember Kivell stated Tim should be looking at the agendas to see if there is something he may need to be there for. Councilmember Ryzzi stated we need to keep the fees under the retainer. Councilmember Wedell asked if Tim's predecessor attended the other subcommittee meetings. Attorney Wilhelm stated he thinks it was on an as needed basis. Councilmember Wedell stated it is valuable to have our attorney at council meetings, but we could explore the necessity of the other subcommittees.

Councilmember Kivell stated there will still be times when the attorney bills are over the retainer and he isn't bothered by that at all. Discussion was held regarding the prosecution bills versus the monthly retainer bill. Councilmember Kurtzweil stated she had to stay within a budget and maybe Tim needs to sit down each month and decide how the retainer money will be billed and possibly not going to all the meetings and deciding what he needs to work on. She further stated when she got on the phone with an attorney she had a list of questions and she was only on the phone for 10 minutes because she knew she had to stay under budget. She further stated if you are going to cut some of the DDA money, you should also look at cutting attorney fees. Attorney Wilhelm stated his concern is this discussion will leave necessary legal work not done due to budgetary issues. He stated these conversations are occurring, he speaks with Lynne regarding what he is working on. City Manager Ladner stated we leave the prosecutions in the Police Department and drop the administration from \$115,00 to \$100,000 which will leave some money for collective bargaining and a grievance that is happening so she doesn't cut the fund short. Councilmember Kurtzweil asked if we can pass the costs to the unions. Attorney Wilhelm stated they are bearing their own legal cost, this is our cost. Councilmember Ryzzi stated we could renegotiate the contract with Johnson Rosati. Councilmember Wedell stated the contract is up July 1, 2018 so it wouldn't make sense to start renegotiating now. Councilmember Kurtzweil stated she will speak with Salem Township she heard they were cutting their legal fees. Councilmember Wedell stated the City of South Lyon and Salem Township are not comparable. Councilmember Ryzzi stated the original contract had a flat fee for the retainer, then you did the bait and switch. Attorney Wilhelm stated their firm lived up to that contract. Councilmember Kurtzweil stated Lynne should meet with all 3rd party vendors and tell them, this is our budget, and tell them they need to stay within that budget. Councilmember Kivell asked if everyone is set in stone with the façade grant money. Councilmember Kurtzweil stated we can drop it to \$35,000 and see how it works out, it is a new program, it may not even work out, like the sidewalk program. Department Head Martin stated it is frustrating because he was hoping more people

would take advantage of it. Councilmember Wedell stated the sidewalk program was a nice to do, but it didn't work out the way we thought it would. Department Head Martin stated everyone thinks the City should fix it. Councilmember Wedell asked if anyone else is interested in the sidewalk program. Councilmember Kurtzweil stated we could drop it down to \$10,000. Councilmember Wedell suggested we cut it down to \$5,000. Councilmember Ryzyi stated we should cut it totally. He further stated some of the sidewalks weren't accounted for such as the one near his home that was fixed because there are no trees close to his sidewalk. Councilmember Ryzyi asked why he got his done for free. Department Head Martin stated there was a man-hole that moved and it caused the busted concrete. Councilmember Kurtzweil asked about her neighbor's man-hole in his approach. Department Head Martin stated the City is. Councilmember Kurtzweil asked about the smaller concrete between the sidewalk and the street. Department Head Martin stated that is something the builder or the homeowner added so the City is not responsible for that. Councilmember Ryzyi asked what the goal is for Safebuilt. Lynne stated her goal is to lower it, but there is a lot of things happening in town with the Knolls, downtown improvements and Stryker.

CEMETERY

Department Head Martin stated the Cemetery is our shining light in the town. He stated it is maintained by 6 retired workers and they range from their 70's to someone that is 90 years old. He stated we dig and bury our own graves and set 90% of the headstones. He stated they work 5 days and make \$9.50 an hour. He stated the budget is less this year than last year, but his concern is he is currently 2 lawnmowers down. The cost of a lawn mower is \$2,687.00. He further stated we also purchase weed eaters and things like that under that line item as well. He further stated all the repairs are done in house by our mechanic, doing such things as tires, and belts. He stated we run the equipment every day. The two that need replaced are from 2002. Councilmember Kurtzweil stated line 977 doesn't match. Department Head Martin stated this is the language he and Lynne agreed upon after the last work session, the line item 940 should be \$4,800. He further stated he is going to try to get 2 lawn mowers. He stated line item 940 will be \$4,600. Councilmember Kurtzweil asked about line item 974, land improvements for tree planting. Department Head Martin stated that is for tree planting and removal. He further stated we recently removed a large tree that was damaged by a storm and it can be very expensive. Councilmember Kurtzweil asked if insurance would cover it. City Manager Ladner stated it would not be more than the deductible. He further stated tree removal in the City is a huge thing. Councilmember Ryzyi asked how much he spent last year. Department Head Martin stated probably \$15,000. Councilmember Ryzyi stated he doesn't recall a budget amendment. Department Head Martin stated he was talking about throughout the City and the different budgets. Councilmember Kivell stated he can understand Joe's concern. He stated when we have a slush fund in each department it doesn't seem like much, but all together it can really add up. That is why we need to make the budget as accurate and as keep close to the budget as possible. Councilmember Kurtzweil stated since 2006-2017 and 2018 we had 8 years of expenditures exceeding revenue, there is a problem.

TRANSPORTATION

City Manager Ladner stated there is nothing to negotiate, this reflects the People's Express contract that Council will be approving.

POLICE

Chief Collins stated he met with Lynne and he reduced a number of line items and adjusted the narrative to match. Councilmember Wedell asked if they are committed to adding the school resource officer. Chief Collins stated the Police Department is willing to participate, but it is Council's decision. He stated

something Council will need to know is Lyon Township is already participating and there are many parents that are all for this. He stated the schools are offering to pay a little over half of the cost of the Officer. Councilmember Wedell stated it seems the South Lyon Schools already have a considerable amount of police presence. Chief Collins stated our philosophy is there is nothing more important than the children in our schools and that is why we have such a presence. Councilmember Kivell stated he doesn't understand why we would give the schools a senior officer when we could use their experience elsewhere in the City. He further stated you don't want a rookie, but the more senior officers could be utilized elsewhere. Chief Collins stated all of our officers have many years of experience. He further stated we have had no turnover in 18-19 years. Councilmember Rzyzi asked if he is asking to fill two positions. Chief Collins stated that was in the perfect world budget, not in the current budget. Chief Collins stated we are only looking to fill one position if we participated in the SRO. Councilmember Kivell stated he has to say last year we were number 5 of the safest cities, and this year number 4. He further stated this year we are number 88 in the nation. He further stated it doesn't seem we need to enhance our Police staff, they are very capable and dedicated. We have a very safe community and we are looking at a budget with many constraints. Chief Collins stated there will be pressure by the school administration and parents because Lyon Township has an SRO. Councilmember Kivell stated we already offer more to our schools than the township does, and we are a community of 3 ½ square miles and the Officers are only a minute away. Councilmember Kramer stated the problem is Lyon Township doing this will put a lot of pressure on us to do the same. Councilmember Kramer stated we need to make sure we understand the difference of having someone there all day as opposed to someone only being there before and after school. Further discussion was held regarding the Lyon Township SRO program. Councilmember Wedell stated the Sherriff department has more employees and it is easier for them to move someone to the schools, we are much smaller and would have to hire someone. Councilmember Wedell asked about the overtime. Chief Collins stated the SRO would be available to us during the summer when school is not in session. He stated there would be a slight effect on the overtime, not a huge difference but a small one. He stated we recently have had 2 people off on disability. Councilmember Parisien stated in 2008 and 2009 there was an SRO in the high schools and she thinks having one for \$45,000 is well worth the money. She further stated there are a lot of school shootings in our world and she thinks this program is crucial. Councilmember Rzyzi asked if the SRO was hired, how would he reduce the number of drugs in school. Chief Collins stated currently the dogs come in and search once or twice a year, but it would be more of a deterrent if there was an officer there every day. Councilmember Rzyzi asked if the \$45,000 could be used to bring the dogs in more often. Chief Collins stated it would still be more of a deterrent having an officer there. He further stated the schools sometimes would rather they deal with students breaking the law than the PD, but if we are there the police officer would enforce the laws and if an arrest was necessary they would do so. Chief Collins stated it is important for the police officer to build a rapport with the students. Mayor Galeas stated there are a lot of opportunities for bad things to go on and it is hard to put a value on the prevention of crimes and violence. Discussion was held regarding when the township began the SRO program. Councilmember Kurtzweil stated we have budget constraints and looking at how many years the City expenditures exceeded revenues; she analyzed this differently. She stated she has spoken with many people and this seems to be a want, not a need. This position hasn't been filled since 2008, she knows this is wanted, but why do we need it now. She doesn't think the school has demonstrated their need for this position after 9 years. She further stated she spoke with many other people. Councilmember Kurtzweil stated the Police Department expenditures is 46% of what is being spent, which comes out to about \$161,000. She further stated this department is overwhelming the budget. Chief Collins stated that is true in most municipalities. She further stated from a budgetary standpoint, she cannot go along with adding additional legacy costs when we have the 5 million in unfunded liability. She further stated the

FOIA information she received reflected the number of contacts the South Lyon Police Department had at the South Lyon High School and there were 495 checks. Chief Collins stated a check is an officer walk through, and attendance at the beginning of the school day and at dismissal. She further stated it seems the police department has become a South Lyon school employee. She stated there was one police officer check and that tells her there is not a lot of angst going on in the high school. She further stated she doesn't seem the need for it, and she asked the school how much they spent out of the bond for security. It was \$333,000 spent last year. She stated the school is spending money but she doesn't see a necessity, maybe after the budget is cleared up a bit, but for now, giving the constraints, she can't agree to this. She stated the people she spoke with are satisfied with the police department, their main complaint was that the school aren't doing enough with discipline. She stated the discipline process is not strong enough. She further stated if a police officer was there and there was an incident, the school would probably want to deal with it, not the Police Department. She further stated there is a tremendous resistance to have police in the schools. Councilmember Kurtzweil stated Green Oak and Salem Township also have kids in the South Lyon Schools, they should come to the table with some money for this as well. Chief Collins stated this is a judgement call for Council to make and we will follow what you decide. City Manager Ladner stated 4.1% of Police calls were for the High School. Ryan Lare stated he has a suggestion for Council to think about, he stated the problems are when the students get out of school at 2:30 and it isn't funny. He was at Wendy's and the kids there are hooligans. He stated someone threw a cup at a senior citizen and he told them they had to leave and he told them he was going to call the police. He stated they also go into Bushes and knock the produce all over. He stated it has gotten ridiculous. Councilmember Kurtzweil stated she asked 12 parents about fighting and crime at the high school and they told her none. Councilmember Parisien stated there was an SRO when she was in school and she would like to see the statistics from 2008, she believes there are things happening. Councilmember Kramer stated his son is in middle school and the violence is incredible, the kids are nothing like they were when he was younger. Councilmember Kivell stated this was routine crap when he was growing up. Councilmember Kramer stated we are also dealing with perception, why is there one at East and not one at South Lyon High School. Councilmember Kivell stated we can keep talking, but it is a roll of the dice, 99.999% of the time, we will have one incident and we will be vilified forever, even if the officer is there, it will be pure luck if the officer is there right at the time of the incident. Councilmember Kramer stated we will have to explain to parents why we are willing to put money into the façade program, but not to put an officer in the high school. Councilmember Rzyzi asked if they are willing to raise the mill rate to pay for an SRO, or as he suggested bring the attorney fees down and the Safebuilt bills down. Further discussion regarding the SRO program. City Manager Ladner stated her son has been in the school for 3 years now, he has never witnessed a fight, and he doesn't see violence, and you would think if this was happening a lot, he would see it. Councilmember Kramer stated the school district should have involved the City when they were discussing this with Lyon Township. Councilmember Kurtzweil stated we should ask Green Oak and Salem Township to pitch in. Councilmember Wedell stated he said that from the first conversation but no one followed up on it. Councilmember Kurtzweil stated the people she spoke with stated people don't believe the SRO is a necessity and the FOIA's to see if it was needed, and to find out we have an officer there every day anyway, it is not necessary. Councilmember Kramer asked if we can find the percentages of kids that go to the South Lyon Schools from Green Oak and Salem. Chief Collins stated the transportation did that at one time, but for now, he thinks it is probably 50/50. He stated there are actually kids from Wixom that attend our schools. Councilmember Kurtzweil stated she isn't opposed to the SRO, but she is at the current time. Councilmember Wedell stated our Police are already there and the response time would be less than a minute. Councilmember Parisien stated she has received emails from parents. Councilmember Parisien stated we are hearing two different sides, one from parents that don't see any issue, and other parents that do and want the SRO. Councilmember Kurtzweil stated you

will always have the parents that want the Police around all of the time, and then some people don't like the police around all the time, but this is a budget issue. Councilmember Kivell stated could have the SRO program as a ballot initiative and let the voters decide. Councilmember Ryzyi asked how we can even budget for an SRO if we don't even know how much we will have to pay in case Green Oak and Salem want to participate. Councilmember Kurtzweil stated if the schools want this so bad, they need to come back to the table with more funding. Further discussion was held regarding the SRO program. The consensus of Council was to look at this again when the budget is in better condition. Councilmember Parisien stated she disagrees.

Councilmember Ryzyi asked about the overtime costs for the Police Department. Chief Collins stated the budgeted overtime cost is \$212,944. The largest chunk of the overtime is holiday pay according to their contract which is \$95,000. We budget for 3 parades and special events such as Pumpkinfest. Councilmember Ryzyi stated he recalls in the past private organizations covered their cost of the police coverage. Chief Collins stated some organizers do cover all of the cost, but some only a portion. Councilmember Ryzyi stated we could ask them to cover the whole cost. Chief Collins stated events such as Pumpkinfest is a benefit to our community and if we asked them to pay for it all it would become too expensive for them to do the event, but they pay for the officers assigned to the beer tent only. He stated if the Witches Hat has an event and they need coverage, they pay for it. Councilmember Ryzyi asked why the Witches Hat has to pay the whole cost. Chief Collins stated that is because that is one officer, and they are a private enterprise and they are making a profit and they aren't giving anything back to the City, it isn't considered a community event. Councilmember Ryzyi stated businesses downtown profit from Pumpkinfest. Councilmember Ryzyi stated we had to pay for the lawsuit that came up, not Pumpkinfest so they are creating problems as well. City Manager Ladner stated that is because it was a lawsuit due to police force. Chief Collins stated sports game coverage fees are fully covered by the schools. He further stated our training budget is \$45,945. He stated approximately \$3,700 is reimbursed through public act 302. Chief Collins stated we budget for court time as well which is \$26,000. Councilmember Kivell stated he is surprised that it is that low. Chief Collins further stated it is because if the officer is on his regular schedule that day he will not get overtime pay for that. Councilmember Ryzyi asked what is the total reimbursed for the events. Chief Collins stated he doesn't have the exact amount because it is lumped together, but \$7,300 is what we budget for. Councilmember Ryzyi asked if there is any way to ensure court is done during business hours. Chief Collins stated most of the time they are already working their normal shift during court hours. Councilmember Ryzyi asked if there is anywhere they can cut down on overtime. Chief Collins stated yes if Council tells them not to work Pumpkinfest and other events. Councilmember Kurtzweil asked if we currently have officers on disability. Chief Collins stated we currently have two. He stated officer Baker was off for 2 weeks, officer Sederlund has been off for 2 months. Councilmember Kurtzweil asked how long someone would have to be on disability before we let them go. City Manager Ladner stated per contract it is 18 months. Councilmember Kurtzweil stated there is tremendous pressure on this budget and it is the Police Department, and she wonders if the City is moving beyond the general operating fund and letting the voters decide how much they want to spend on Police. City Manager Ladner stated she was considering bringing that to Council for a ballot initiative in November for a Police, Fire, Public Safety mill. Councilmember Ryzyi asked if they are asking for a new vehicle. Chief Collins stated we were asking for two, but he changed that to one. Councilmember Ryzyi asked if we could wait another year to purchase another police car. Chief Collins stated we could, but it isn't advisable because the older the vehicles get, there are more repairs we have to do. Councilmember Ryzyi asked how many cars have been purchased for the Police Department in the last few years. City Manager Ladner stated there were 2 cars and 2 interceptors purchased in the last 3 years. Councilmember Kurtzweil asked if they have bids for the roof

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for \$25,000. Lieutenant Sovik stated he has one bid for \$19,000. Councilmember Kurtzweil stated the quote should be around \$19,800. Councilmember Ryzyi asked why are they budgeting for \$25,000 when they only quote they have is for \$19,000. He further stated his concern is we have a padded budget, and asked why the numbers weren't adjusted. City Manager Ladner stated she met with Chief Collins and these are the number he gave her for what he needed. Councilmember Ryzyi stated the same thing happened with Cemetery, we are padding the budget. Chief Collins stated the meeting with Lynne was before the bid came in. City Manager Ladner stated it isn't padded, it is an estimated number. Councilmember Kramer asked what vehicle would replace. Lieutenant Sovik stated it is replacing a 2013 vehicle. Councilmember Kurtzweil asked who pays for the crossing guards. Chief Collins stated the local municipality is responsible. Councilmember Kurtzweil stated there was a stretch of time where no raises were given and the general fund went up because the City was practicing financial discipline and that savings was kicked into the fund balance. She further stated she was looking for how the fund balance was increasing over certain periods of time and something that is contribution to the decline is the money the City is now receiving from the State is much lower than in the past. She stated the contributions are not significant anymore, and tax revenue is not increasing at a significant rate either. She further stated the tax abatement given to the Michigan Seamless Tube is significant and we have 8 years to go. The numbers are substantial. She stated we began giving raises again, which then caused the fund balance to go down again. The reality is we have to start cutting or raising taxes, we aren't getting 4% increases in taxes to cover the 4% increases the Police Department will be getting. Councilmember Kivell stated there is no one here that isn't totally aware of this. Councilmember Kurtzweil stated that cost cutting is very important. Councilmember Kurtzweil stated you have to understand how we got here and you don't. Councilmember Kramer there was a hiring freeze as well as no raises for many years. Mayor Galeas stated regardless of how we ended up here, we have to deal with it. He stated when you stop giving raises, at some point in time you will have to so the City can keep the good employees. Councilmember Ryzyi asked how many employees have quit. Councilmember Ryzyi asked how we are going to pay the increase for 2018-2019. Councilmember Kramer stated he doesn't want a tax increase either, he is paying high taxes as well. Councilmember Ryzyi stated we are still talking about raises. Councilmember Kramer stated the problem is this Council voted for raises in the next 3 years for union contracts. Councilmember Ryzyi stated some people don't see the urgency of this. Councilmember Kramer asked Joe if he got a raise last year, Councilmember Ryzyi stated that is his personal business. Councilmember Kramer stated why is it ok for the contract employees to have raises, but not the administrative nonunion employees. Councilmember Ryzyi stated sometimes that is life, and union has it better than non-union and it isn't fair to put it on the back of the taxpayers. Councilmember Kramer asked why he voted to approve the raises for the union contracts. Councilmember Ryzyi stated he didn't negotiate the contracts. Councilmember Kramer stated the bottom line is you voted to approve it. Councilmember Kivell stated we aren't going to solve the budget issue based on the backs of 8 employees that aren't in a union. Councilmember Wedell stated when the department heads are making their budget, would you rather them not include a raise, or build in a possibility of a raise based on what the union members will be getting. Councilmember Kivell stated if you don't project the raise, we can always do an amendment, but it isn't realistic. City Manager Ladner stated if she brings a raise to Council, the first question she will be asked is if it is in the budget. Councilmember Kramer stated we need to nitpick this budget, but if you are going to budget \$35,000 for the DDA but not give 8 people a raise, he has an issue with that. Councilmember Kivell agrees. Councilmember Kramer stated his taxes are going up every year, and he isn't happy about the tax increase either. Councilmember Ryzyi stated he is trying to put some urgency to look at everything sharper. Councilmember Kramer stated he agrees, we are cutting. Councilmember Kurtzweil stated she isn't opposed to raises, and she can't justify 4% raises, maybe 2.5% raises. Department Head Martin stated a 3% raise for himself would be \$2,600 a year, and there are 8

non-union employees and not all make as much as him. He stated the total for 8 employees is \$20,000. Councilmember Kurtzweil stated it isn't just the raise, it is every component to that employees benefits which includes pension, longevity and insurance. She further stated if she was an employee of this city and it came down to a raise or insurance, I would take the insurance. Councilmember Kramer stated let's make some cuts. Councilmember Kurtzweil stated she thinks the Police Department should choose a roof or a car. Chief Collins stated we need a roof, but remember we have already cut \$100,000 by not hiring the SRO. Councilmember Kivell stated we have been spoiled maintaining a mill for so many years, but it is a different situation now. Councilmember Wedell stated we haven't raised the mill since he has been on Council. Councilmember Kurtzweil stated at some point if the fund balance isn't going down, she would consider giving them a car. She stated a fund balance of 1.6 million is a problem. Chief Collins stated he wants to purchase the car and take the chances with the roof. Councilmember Parisien stated the building is not in the best shape. Councilmember Parisien asked if anyone has done a feasibility study on the combined police/fire location. City Manager Ladner stated the site assessment is \$20,000 and we are looking at probably 5-6 years before construction to begin and that is if we had a dedicated mill levy. Councilmember Parisien stated her point is she would rather look at the feasibility of the combined location instead of doing the roof, but if it will be 5-6 years we should have the roof fixed. Councilmember Rzyzi asked what Chief Collins would do with the two cars. Chief Collins stated we could either give the 2 cars for administration to use, or auction them. City Manager Ladner stated that would reduce the mileage/travel line item, part of that would be transferred to gas/oil expenses.

FIRE DEPARTMENT

Chief Kennedy stated all of his on-call firefighters are non-union and it floats between 20 and 25. He further stated they get no other benefit from the City except for a competitive wage. He stated he has budgeted for a 2% raise for them. Councilmember Rzyzi stated he doesn't mind that at all, they are part time and they don't get many benefits. Chief Kennedy stated they receive no benefits. Chief Kennedy stated he tried for minimum increases between 2017 and 2018. He stated in 2019 we have an excursion that is a 2005 and it will be at the end of its life. He stated looking ahead, we have a ladder that is coming up on its retirement. He stated we could use until the end of its life which is after 20 years. He stated we could purchase a new one for 1 million. He further stated when a vehicle is past its 25 years it is on borrowed time. Further discussion regarding the ladder truck. Councilmember Kurtzweil asked about the bond payment on the parking lot. City Manager Ladner stated we have two years left, this year will be \$32,935 and the following year will be \$36,635. Councilmember Kurtzweil stated when the bond for Volunteer Park ends, the parking lot there will be money freed up so the equipment could be purchased then. She further stated it will still be tight next year. She asked what the building maintenance money is budgeted for. Chief Kennedy stated we are chasing roof leaks and for any random things that come up, such as the backflow preventer we had to purchase last year. Chief Kennedy stated we have had good luck with a roof repair company that comes out for service twice a year. Councilmember Kurtzweil stated if we have a downturn in the economy we will be stagnant in revenues. She stated we are already seeing a slow-down. Councilmember Rzyzi stated he is happy to see the building maintenance line item go down. Chief Kennedy stated we don't have any capital projects next year.

AMBULANCE

City Manager Ladner stated our cost is approximately for insurance/bonds and utilities costs are approximately \$2,500. We don't pay a fee for the ambulance.

DPW

Department Head Martin stated our vehicles are on the streets daily. This budget has as little an increase as possible. He stated if we reduce the sidewalk program to \$10,000 it will reduce the expenditures. He stated we have a history of all of their equipment. He stated two weeks ago we had a catastrophic failure on a dump that was purchased in 1999. He stated the chassis cracked in half. He stated we can make it through this winter without, or we can take it in to see if someone can fix it. He stated he has been trying to build in money for repairs to the DPW yard. He stated we have 9 employees plus a clerical worker, and a mechanic. The mechanics wages come from the water department unless he is working for the DPW. Councilmember Rzyzi asked what the equipment charges are for. Department Head Martin stated any repairs that have to do with vehicles such as the dump truck Bob was talking about. Councilmember Rzyzi asked what was spent last year. Department Head Martin stated none. He stated we have one dedicated payment to the street sweeper we purchased last year for 5 years. Councilmember Rzyzi asked how much the repair would cost on the chassis. Department Head Martin stated it will cost \$300-\$400 to tow it to the company, but he worries about putting an employee in that vehicle, it is a safety issue. He further stated it is loaded down with a belly blade, and we could take all that equipment off and use it again. He further stated we do a lot of our own repairs in house. Councilmember Kurtzweil stated a friend in construction told her the DPW guys were working in a hole. Department Head Martin stated if the holes are 2 feet wider than every foot deep we don't. He stated safety is top priority. If we need a shoring box, we use them. He stated we took confined space classes and the Fire Department holds the licenses for those, but we work closely with them. Councilmember Rzyzi asked about the line item for snow plowing for \$12,500. Department Head Martin stated that is in the water/wastewater department and that is emergency money. He stated he did figure in a 3% pay raise for the union employees. City Manager Ladner stated it is getting late and we have much more to go through, would Council like to reschedule for another time. It was decided to schedule another budget workshop on Wednesday May 17, 2017 at 6:30 p.m.

CM 5-1-17 MOTION TO ADJOURN

Motion by Kurtzweil, supported by
Motion to adjourn at 10:15 p.m.

Respectfully submitted,

Mayor John Galeas

Clerk Lisa Deaton



CITY OF SOUTH LYON

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

RESOLVED, that the City Clerk certify to the City Assessor for spreading on the Assessment Roll of the City of South Lyon for the year 2017-2018, the following amounts, based on taxable value \$351,482,485.

Mayor

John Galeas, Jr.

Council Members

Mary Dedakis

Glenn Kivell

Michael Kramer

Margaret J. Kurtzweil

Joseph Rzyzi

Harvey Wedell

City Manager

Lynne Ladner

Clerk/Treasurer

Lisa Deaton

335 S Warren

South Lyon, MI 48178

Phone: 248-437-1735

Fax: 248-486-0049

www.southlyonmi.org

1. At the rate of 11.770 mills per \$1,000 of valuation for General Fund Operation
2. At the rate of 3.300 mills per \$1,000 of valuation for Wastewater General Obligation Bonds for wastewater treatment (2002)
3. At the rate of .5838 mills per \$1,000 of valuation for Capital Improvement Fund
4. At the rate of .3000 mills per \$1,000 of valuation for 1999 Building Authority (Land Acquisition)

RESOLVED FURTHER, that due to the May 2, 1984 election whereby the Library became a free standing and District Library for all purposes including the levy of 1.4369 and the overall levy for the City will be 17.6207 mills, of which 16.1838 mills will be used for City operation and debt.

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

RESOLVED FURTHER, that all installments reported to the City Treasurer as delinquent on Special Assessments and other charges, together with interest due thereon, as provided in Section 1.276 of the City Charter; unpaid charges for water consumption and water tap installation, as provided in Chapter 24 of the South Lyon City Code be assessed against the properties benefited and included in the 2016 Tax Roll.

RESOLVED FURTHER, that the millage for the entire fiscal year 2017-2018 budget not to exceed 15.9538 mills.

MOTION To approve the 2017-2018 and proposed 2018-2019 budgets as submitted

VOTE: Roll Call: Ayes –
Nays –

AGENDA NOTE

New Business: Item #

MEETING DATE: May 22, 2017

PERSON PLACING ITEM ON AGENDA: Robert J. Martin, Department of Public Works

AGENDA TOPIC: Resolution authorizing the request for reimbursement from Oakland County West Nile Virus Fund

EXPLANATION OF TOPIC: Oakland County approved our West Nile Program on May 10, 2017. We provide insect repellant for residents and apply mosquito larviciding to catch basins.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Plan to Oakland County regarding the City's program, with verbal approval from Oakland County on May 10, 2017. The letter for reimbursement, quotes for insect repellant, briquettes, and the Resolution.

POSSIBLE COURSES OF ACTION: Approve Resolution/do not approve Resolution.

RECOMMENDATION: Approve Resolution

SUGGESTED MOTION: Motion by _____, supported by _____ to approve the Resolution for reimbursement from the Oakland County West Nile Virus Fund in the amount of **\$1,546.18**.



CITY OF SOUTH LYON

OAKLAND COUNTY WEST NILE VIRUS FUND PROGRAM REQUEST FOR REIMBURSEMENT

WHEREAS, upon the recommendation of the Oakland County Executive, the Oakland County Board of Commissioners has established a West Nile Virus Fund Program to assist Oakland County cities, villages and townships in addressing mosquito control activities; and

WHEREAS, Oakland County's West Nile Virus Fund Program authorizes Oakland County cities, villages and townships to apply for reimbursement of eligible expenses incurred in connection with personal mosquito protection measures/activity, mosquito habitat eradication, mosquito larviciding or focused adult mosquito insecticide spraying in designated community green areas: and

WHEREAS, the City of South Lyon, Oakland County, Michigan supports and authorizes the 2017 expenditure and application submittal for reimbursement of expenses in connection with mosquito control activities eligible for reimbursement under Oakland County's West Nile Virus Fund Program.

NOW, THEREFORE BE IT RESOLVED, that this City Council authorizes and directs its City Manager, as agent for the City of South Lyon, in the manner and to the extent provided under Oakland County Board of Commissioners, to request reimbursement of eligible mosquito control activity under Oakland County's West Nile Virus Fund Program.

VOTE:

MOTION CARRIED UNANIMOUSLY

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 May 22, 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

Mayor

John Galeas, Jr.

Council Members

Mary Dedakis

Glenn Kivell

Michael Kramer

Margaret J. Kurtzweil

Joseph Ryzzi

Harvey Wedell

City Manager

Lynne Ladner

Clerk/Treasurer

Lisa Deaton

335 S Warren,

South Lyon, MI 48178

Phone: 248-437-1735

Fax: 248-486-0049

www.southlyonmi.org

Municipality: CITY OF SOUTH LYON

Contact Name: Marianne Jamison

Contact Phone: 248-437-6914

Contact Email: Mjamison@southlyonmi.org

Previous Year Product Inventory:

(Include product name/type; quantity; expiration date)

Natrapel 20% Picaridin Individual towellette packaged wipes. Leftover amount approximately 500 wipes.

Natrapel products are registered with the EPA and do not require that Tender Corporation establish an

expiration date for them. So, there is no expiration date on the product.

Describe plan for use of previous year product inventory:

We will use the remainder of our inventory first and the remaining repellants to hand out to City residents and at

all events throughout the season the City sponsors; i.e., Concerts, Movies in the parks and the Gala Day Events.

Current Year Plan: **Must attach product quotes**

(Include product name, type, and purpose)

Plan to purchase 1,000 individual towelette packages of Natrapel 20% Picaridin and two (2) cases of Natular.

XRT tablets to distribute per our current year plan.

Current Year Distribution Plan:

The City of South Lyon has continued to focus on resident education through educational materials related to

West Niles Virus and the Zika Virus including brochures to distribute from our City Hall offices. Continue to fill in

standing water in public areas and by using larvacide for use in City owned catch basins. Also, distributing

individual insect repellent towelettes for City residents.

Price Quote

Customer PO#: _____

Revision #: _____

Customer #: _____

Bill to: South Lyon _____

Revision #: _____

Ship to: _____

Address 1: _____

Address 2: _____

City: _____ **State:** _____ **Zip Code:** _____

Order Type: Customer Order	Order Date: _____	Contact Person: Marianne Jamison
No Charge Type: Only Use for No Charge Orders	Taken by: Nathaniel Wayne	Phone #: _____
Ship date: _____	Resp. Salesperson: _____	_____
Pmt terms: _____	Salesperson Code: _____	Discount: <u>Select Discount</u>
NAV/Division: _____	Freight: pp \$500	

[illegible]

Comments: _____

Credit Card Type: Choose Credit Card Type

Credit Card #: _____ EXP DATE: _____

Name on Card: _____

Authorization #: _____

Date: _____



QUOTATION

B City of South Lyon (005548)
I Marianne Jamison
L Public Works Dept.
L 335 S. Warren Street
South Lyon, MI 48178-1317
T 248-437-6914
OS City of South Lyon
H Marianne Jamison
I Public Works Dept.
P 335 S. Warren Street
South Lyon, MI 48178-1317
T 248-437-6914
O

Quotation #	Quote Date	Salesperson	Written by	Valid to
0002016930	03/23/17	Chris Novak	Nicolette Davis - Sales Assoc.	06/23/17

Delivery Method	Terms
United Parcel Post	Net 30 Days

Item #	Item Description	Qty Ordered	Unit Price	Extended Price
11850	NATULAR XRT TABLET	2 cs	849.20/cs	1,613.48

** Extended Price reflects a discount of: 84.92

US EPA Current Label

Freight Charge	25.62
Order total	1,639.10
Total	1,639.10

* For your convenience we also accept Visa and MasterCard

Clarke will charge applicable sales taxes unless a valid exemption certificate is Emailed to: accountsreceivable@clarke.com or faxed to: 630-672-7439*Helping make communities around the world more livable, safe and comfortable.*

MEMORY TRANSMISSION REPORT

TIME : 04-21-2017 10:07
 FAX NO.1 : 248-587-0080
 NAME : City of S Lyon DPW

FILE NO. : 194
 DATE : 04.21 10:05
 TO : 12488585639
 DOCUMENT PAGES : 4
 START TIME : 04.21 10:05
 END TIME : 04.21 10:07
 PAGES SENT : 4
 STATUS : OK

SUCCESSFUL TX NOTICE



City of South Lyon
 Department of Public Works
 Robert J. Martin, SuperIntendent

Fax Transmittal

To:	Kristina Ottewill	From:	M. L. L. L.
Fax:	248-858-5639	Pages:	4
Phone:		Date:	4/21/17
Re:	Prosser Plan West Ailes - 7 Quotes		

- Comments:

Hi Kristina -
 attached are the 2017 West Ailes
 Plan & quotes of products to be
 purchased. Have a great Day!

Mailing: 335 S. Warren St., South Lyon, MI 48178
 Office/Operations: 530 Ada St., South Lyon, MI 48178
 Email: rmartin@southlyonmi.org

Phone: (248) 437-6914
 Fax: (248) 587-0080
 Web Site: <http://www.southlyonmi.org>

Marianne Jamison

From: Doolittle, Genessa L <doolittleg@oakgov.com>
Sent: Wednesday, May 10, 2017 11:40 AM
To: Marianne Jamison
Cc: Ottenwess, Kristina L
Subject: Mosquito-Borne Disease CVT Reimbursement Program

Ms. Jamison,

My name is Genessa Doolittle, I am working with Kristina Ottenwess on the WNV Program this year. The Oakland County Health Division has received your Program Plan and Quotes, and you are approved. I am sorry that you did not receive a timely response to your submittal.

As a reminder – your Resolution is due by June 30th, and your invoice and proof of payment (new requirement this year) is due no later than August 18th. Please let me know if you have any questions.

Thank you,
Genessa



Genessa Doolittle, MPH
Public Health Educator
Oakland County Health Division
1200 N Telegraph Bldg 34E Pontiac MI 48341
phone 248.858.2601 / fax 248.858.5639
doolittleg@oakgov.com

OAKLAND COUNTY HEALTH DIVISION

PUBLIC HEALTH . . . It's for all of us   @PUBLICHEALTHOC



City of South Lyon

Department of Public Works

Robert J. Martin - Superintendent

248-467-0936

June 20, 2017

NOHC, Kristina Ottenwess
1200 N. Telegraph Rd. 34E
Pontiac, MI 48341-0432

RE: West Nile Virus Resolution

Dear Ms. Ottenwess:

Pursuant to the Oakland County Board of Commissioners, the City of South Lyon hereby requests reimbursement under Oakland County's West Nile Virus Fund Program for expenses incurred in connection with an eligible mosquito control activity by our City.

In support of this reimbursement request in the amount of \$1,546.18 is the e-mailed approval on May 10, 2017 from the Oakland County Health Department and attached is the Resolution for reimbursement of the May 22, 2017 Council meeting for the 2017 Mosquito Smarts Program. The City of South Lyon understand that the review and processing of this reimbursement request will be governed by the Health Division.

We currently have no extra inventory of the Natular XRT tablets in stock but do have approximately 500 Natrapel 20% Picaridin wipes leftover from last years inventory.

Sincerely,

Robert J. Martin
Superintendent
Dept. of Public Works

RJM/maj

Mailing: 335 S. Warren St., South Lyon, MI. 48178

Phone: (248) 437-6914

Office: 520 Ada St., South Lyon, MI 48178

Fax (248) 587- 0080

E-Mail: bmartin@southlyonmi.org

Web Site: www.southlyonmi.org

AGENDA NOTE

New Business: Item #

MEETING DATE: May 22, 2017

PERSON PLACING ITEM ON AGENDA: Police Chief

AGENDA TOPIC: Pumpkinfest 2017 -- Downtown Road Closures

EXPLANATION OF TOPIC: A request was received for a permit for the Pumpkinfest Downtown Event and associated road closures planned for Friday, September 22, 2017 at 2:00 p.m. until Sunday, September 24, 2017 at 8:00 p.m.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: application, map, insurance letter and quote, hold harmless, road closure resolution.

POSSIBLE COURSES OF ACTION: Approve/do not approve the requested road closures.

RECOMMENDATION: Consider approval of the requested closures, contingent upon submission of required insurance documents at least 30 days prior to the event.

SUGGESTED MOTION:

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 Pumpkinfest Downtown Event from September 22, 2017 until September 24, 2017 and the related road closures: Lafayette Street between Liberty Street and Whipple Street; Lake Street between Wells Street and Washington Street; from 2:00 p.m. on September 22, 2017 until 8:00 p.m. on September 24, 2017;

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.

Be it further resolved that Wells St. between Detroit St. and E. Lake St. shall be closed on Friday, September 22, 2017 from 7:00 a.m. to 12:00 p.m.

Lynne Ladner

From: Lloyd Collins <chief@southlyonpolice.com>
Sent: Monday, May 15, 2017 4:04 PM
To: Lynne Ladner
Cc: Chris Sovik; Fire Chief; Bob Martin; Marianne Jamison; Lisa Deaton; Robert Donohue
Subject: Agenda Item - Pumpkinfest Downtow - 2017
Attachments: AgendaNote.Pumpkinfest.DowntownClosure.2017.doc;
PumpkinfestDowntown.RoadClosure.Approval.2016.doc; Pumpkinfest
Downtown.2017.app.pdf

Good Afternoon Lynne,

Please consider the attached information for inclusion on the City Council agenda for the meeting of May 22, 2017.

Thank you,

Lloyd



**SOUTH LYON
POLICE DEPARTMENT**

LLOYD T. COLLINS
Chief of Police

219 Whipple Street
South Lyon, MI 48178

248-437-1773 • Fax: 248-437-0459

e-mail: chief@southlyonpolice.com

FBI National Academy Session 159



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: 5-1-17

Requested Block-off Date: 9-22, 23 & 24, 2017

Applicant / Contact's Name: Ruthy Swan, PH #: 248-308-4512

Applicant Address: P.O. Box 696 South Lyon 48178
on behalf of the Pumpinfect

Block-off Time: 2:00 p.m. (9-22-17)

Block-off removal Time: 8:00 p.m. (9-24-17)

Street Names to be blocked off: Pontiac Trail (between Whipple St & Liberty St)
and Lake St (between Wells St & The existing alleyway behind
Draft Street bar.

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

Signatures being obtained by Bob Donahue, DDA

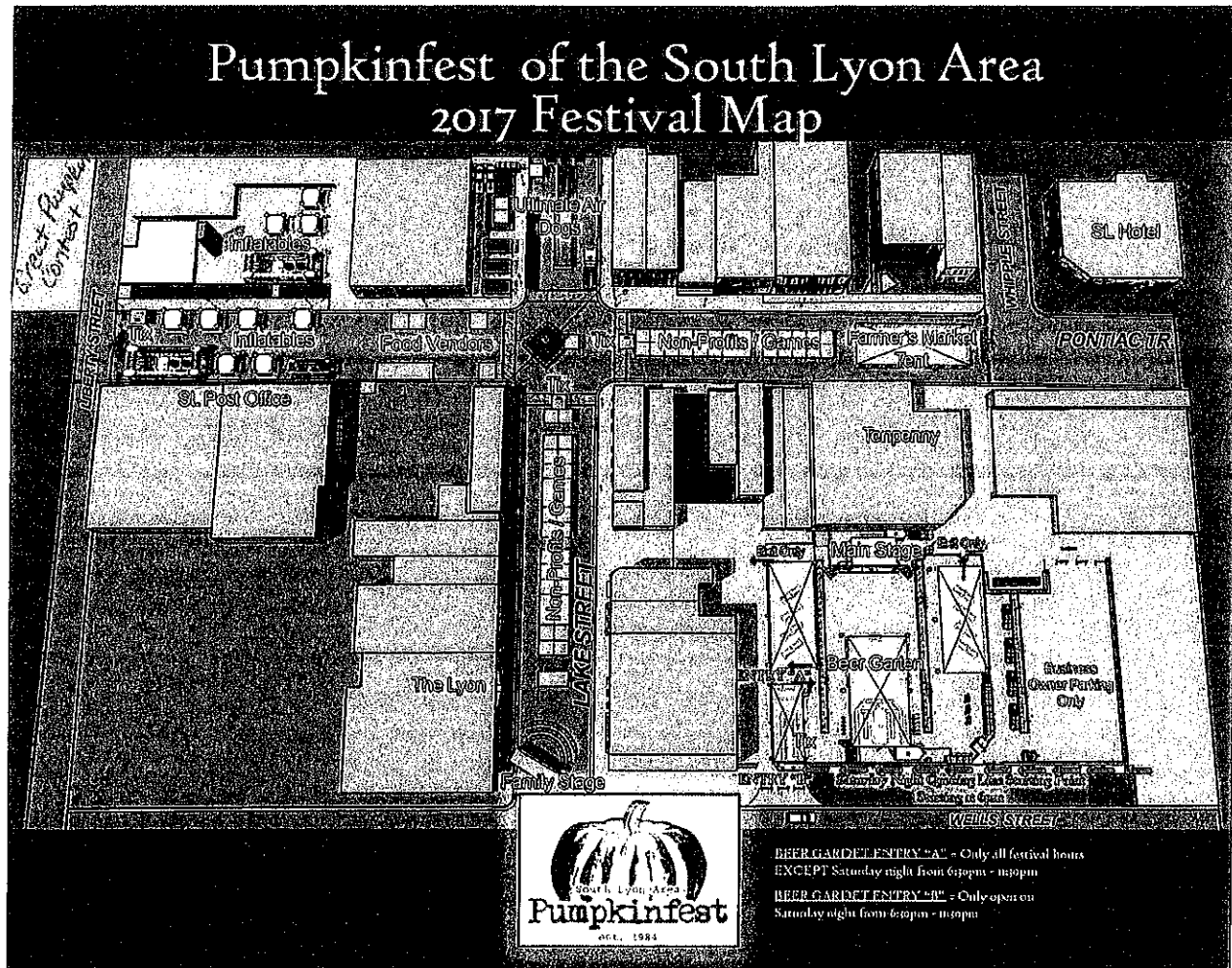
2) ATTACH sheet of paper with SIGNATURES and ADDRESSES of all residents agreeing to the Block Party.

Kathleen A. Swan
Applicant's SIGNATURE

APPROVED [✓]

DENIED []

Lloyd T. Collins
Lloyd T. Collins, Chief of Police
05/15/17



MICHIGAN SPECIALTY INSURANCE AGENCY, INC.

Commercial ~ Business ~ Personal Insurance

www.mispecialtyins.com

Insurance Service By a Professional Agency

April 20, 2017

Kathy Swan
Pumpkinfest of the South Lyon Area
P O Box 696
Southfield, MI 48178

RE: Special Event Liability & Liquor Liability Coverage
Policy Period: 09/22/2017 – 09/25/2017

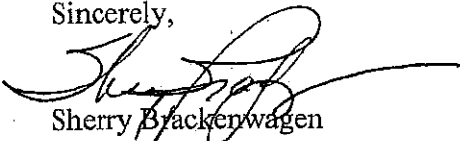
Dear Ms. Swan:

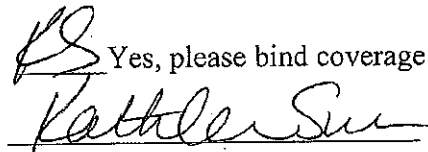
This letter is to confirm the intention of West Bend Mutual Insurance to provide coverage based on the enclosed proposal for the Pumpkinfest of the South Lyon Area. Due to underwriting requirements as noted on the proposal, West Bend Mutual is unable to issue the policies until 60 days prior to the event.

The proposals are enclosed for the above referenced insurance policies. In order to bind coverage for each of these policies as proposed, please sign the authorization below, along with the Terrorism forms included in the proposals and fax or mail requested documents to our office. I have enclosed a return envelope for your convenience.

If you have any questions, please do not hesitate to contact our office. Thank you for choosing Michigan Specialty Insurance Agency, Inc. for your insurance needs. We appreciate your business and continued patronage.

Sincerely,


Sherry Brackenwagen
President / Agent


Yes, please bind coverage as proposed
Signature *as President of* *Pumpkinfest of SL Area* Date *4-24-17*

2157 University Park Drive, Suite #10
Okemos, Michigan 48864
(800) 743-1959 (517) 347-7467 Fax: (517) 347-9074
Serving the entire State of Michigan plus IL, IN, KY, and TN



Quote Proposal

Customer Number: 1000050496
Policy Number: A266250 00

Quoted Policy Term: 09/22/2017 to 09/25/2017
Date Quoted: 04/17/2017

Customer Name and Address:
Pumpkinfest of the South Lyon Area
PO Box 696
South Lyon, MI 48178

Agency Name and Address: 21653
MICHIGAN SPECIALTY INS AGY INC
2157 UNIVERSITY PARK DRIVE
STE 10
OKEMOS, MI 48864
517-347-7467

Thank you for the opportunity to provide a quote.

See below for a summary of premiums quoted. Refer to additional pages for more details.

This quote proposal is based on the underwriting and rating information provided to date, including deductibles and retention. Please keep in mind this quote proposal may be subject to additional rating, pricing or underwriting considerations, as well as to a loss prevention survey and compliance with its recommendations.

These rate levels and this quote proposal are valid for 60 days or until the proposed effective date, whichever comes first. 09/22/2017

Coverage Part	Premium
Commercial General Liability Coverage	\$979.00
Total Premium:	\$979.00
Total Including Taxes, Fees and Surcharges:	\$979.00

This quote proposal is not the insurance contract.
Only the actual provisions of the issued policy will apply.



Quote Proposal

Customer Number: 1000050496
Policy Number: A266250 00

Quoted Policy Term: 09/22/2017 to 09/25/2017
Date Quoted: 04/17/2017

Customer Name and Address:
Pumpkinfest of the South Lyon Area
PO Box 696
South Lyon, MI 48178

Agency Name and Address: 21653
MICHIGAN SPECIALTY INS AGY INC
2157 UNIVERSITY PARK DRIVE
STE 10
OKEMOS, MI 48864
517-347-7467

Underwriter Comments

Coverage cannot be bound at this time since it is more than 60 days prior to the effective date. Once within 60 days re-submit the application so that we can verify rates and agent of record

This quote proposal is not the insurance contract.
Only the actual provisions of the issued policy will apply.

Commercial Lines Policy Declarations

Customer Number: 1000050496

Policy Period: 09/22/2017 to 09/25/2017

Policy Number: A266250 00

at 12:01 AM Standard Time at Your Mailing Address Shown Below

Named Insured and Address:

Pumpkinfest of the South Lyon Area

PO Box 696

South Lyon, MI 48178

Agency Name and Address:

MICHIGAN SPECIALTY INS AGY INC

2157 UNIVERSITY PARK DRIVE

STE 10

OKEMOS, MI 48864

517-347-7467

21653

Loc	Address	Location Schedule		County	State	Zip
		City				
1	4 Corners of downtown area of SL	South Lyon		Oakland	MI	48178

Commercial General Liability Coverage Declarations

Customer Number: 1000050496	Policy Period: 09/22/2017 to 09/25/2017
Policy Number: A266250 00	at 12:01 AM Standard Time at Your Mailing Address Shown Below

Named Insured and Address: Pumpkinfest of the South Lyon Area PO Box 696 South Lyon, MI 48178	Agency Name and Address: MICHIGAN SPECIALTY INS AGY INC 2157 UNIVERSITY PARK DRIVE STE 10 OKEMOS, MI 48864 517-347-7467	21653
---	---	-------

Insured is a(n) Non-Profit Organization

Limits of Insurance

General Aggregate Limit (other than Products/Completed Operations)	\$2,000,000
Products/Completed Operations Aggregate Limit	\$2,000,000
Each Occurrence Limit	\$1,000,000
Personal and Advertising Injury Liability Limit	\$1,000,000
Damage to Premises Rented to You Limit	\$100,000
Medical Expense Limit, Any One Person	Excluded

See attached Forms Schedule for forms and endorsements applicable to this coverage.

Commercial General Liability Endorsements and Miscellaneous Premiums

Customer Number: 1000050496 **Policy Period:** 09/22/2017 to 09/25/2017
Policy Number: A266250 00 at 12:01 AM Standard Time at Your Mailing Address Shown Below

Named Insured and Address: Pumpkinfest of the South Lyon Area PO Box 696 South Lyon, MI 48178	Agency Name and Address: MICHIGAN SPECIALTY INS AGY INC 2157 UNIVERSITY PARK DRIVE STE 10 OKEMOS, MI 48864 517-347-7467	21653
---	---	-------

Additional Insureds		Form Number	Premium
Description			
Designated Person		CG2026	\$25
Designated Person		CG2026	\$25
Designated Person		CG2026	\$25
Designated Person		CG2026	\$25

Endorsements		Form Number	Premium
Description			
Contractual Liability Limitation		CG2139	\$0

Miscellaneous Premiums		
Description	Form Number	Premium
Terrorism Risk Insurance Act		\$3

Total General Liability Premium: \$979

Description

City of South Lyon [CG2026] - Designated Person
South Lyon Church of Christ [CG2026] - Designated Person
Lyon Trail Homeowners Association [CG2026] - Designated Person
Charter Twp of Lyon [CG2026] - Designated Person



Quote Proposal

Customer Number: 1000050496
Policy Number: A266261 00

Quoted Policy Term: 09/22/2017 to 09/25/2017
Date Quoted: 04/06/2017

Customer Name and Address:
Pumpkinfest of the South Lyon Area
PO Box 696
South Lyon, MI 48178

Agency Name and Address: 21653
MICHIGAN SPECIALTY INS AGY INC
2157 UNIVERSITY PARK DRIVE
STE 10
OKEMOS, MI 48864
517-347-7467

Thank you for the opportunity to provide a quote.

See below for a summary of premiums quoted. Refer to additional pages for more details.

This quote proposal is based on the underwriting and rating information provided to date, including deductibles and retention. Please keep in mind this quote proposal may be subject to additional rating, pricing or underwriting considerations, as well as to a loss prevention survey and compliance with its recommendations.

These rate levels and this quote proposal are valid for 60 days or until the proposed effective date, whichever comes first. 09/22/2017

Coverage Part	Premium
Liquor Liability Coverage	\$460.00
Total Premium:	\$460.00
Total Including Taxes, Fees and Surcharges:	\$460.00

This quote proposal is not the insurance contract.
Only the actual provisions of the issued policy will apply.

Liquor Liability Policy Declarations

Customer Number: 1000050496	Policy Period: 09/22/2017 to 09/25/2017
Policy Number: A266261 00	at 12:01 AM Standard Time at Your Mailing Address Shown Below

Named Insured and Address:	Agency Name and Address:	21653
Pumpkinfest of the South Lyon Area	MICHIGAN SPECIALTY INS AGY INC	
PO Box 696	2157 UNIVERSITY PARK DRIVE	
South Lyon, MI 48178	STE 10	
	OKEMOS, MI 48864	
	517-347-7467	

Insured is a(n) Non-Profit Organization

Limits of Insurance

Aggregate Limit	\$1,000,000
-----------------	-------------

Each Common Cause Limit	\$1,000,000
-------------------------	-------------

See attached Forms Schedule for forms and endorsements applicable to this coverage.



SOUTH LYON FIRE DEPARTMENT

217 Whipple Street, South Lyon, MI 48178
Phone: 248-437-2616 Fax: 248-437-3025
www.southlyonfire.com

TENT / CANOPY / MEMBRANE STRUCTURE PERMIT APPLICATION

Requirements for Temporary Membrane Structures, Tents and Canopies

A temporary permit is required to: Erect or operate an air-supported temporary membrane structure canopy or tent having an area in excess of 200 square feet, or a canopy in excess of 400 square feet, except for structures used exclusively for camping.

☒ Tent (size see below) ☐ Canopy (size) ☐ Membrane/Inflatable Structure

Today's Date: 5-1-17 Applicant Name: Kathy Swan Applicant Phone: 248-308-4512
on behalf of Pumpkinfest

Business / Organization Name: Pumpkinfest of the South Lyon Area

Address: P.O. Box 696 South Lyon 48178

Location for permit use: Wells St. Parking Lot & along lake & Lafayette

Date(s) requested for permit use: 9-22, 23 & 24, 2017

Start time: 8:00 am (9-22-17) End Time: 7 pm (9-24-17)

Air-Supported Structure: A structure wherein the shape of the structure is attained by air pressure and occupants of the structure are within the elevated pressure area.

Canopy: A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

Tent: A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

The structure shall be in compliance with Chapter 24 of the 2006 International Fire Code®, including the following items:

1. Gasoline, LP gas, charcoal, candles or other cooking devices or any other unapproved open flame shall not be permitted inside or located within 20 feet of the tent. Tents where cooking is preformed shall be separate from other tents by a minimum of 20 feet. A type K extinguisher shall be provided in accordance with 2006 International Fire Code®.
2. A minimum of two 2A:10BC extinguishers are required for 400 - 1000 square feet. Provide one additional extinguisher for each 2,000 square feet. A minimum of one 40BC extinguisher for each generator or transformer.
3. All tents shall be constructed of flame-resistant materials. An affidavit shall be submitted certifying that the flame-resistant process and materials used comply with Section 2406 of the 2006 International Fire Code® and stating the date of treatment and the warranted period of effectiveness of the process. The flame-resistant process shall be in conformance with NFPA 701.

Frame tents -

Wells St. Lot

(2) 30x70 (1) 40x80

Portico Trail

(1) 30x50

~ Serving Since 1893 ~



SOUTH LYON FIRE DEPARTMENT


217 Whipple Street, South Lyon, MI 48178

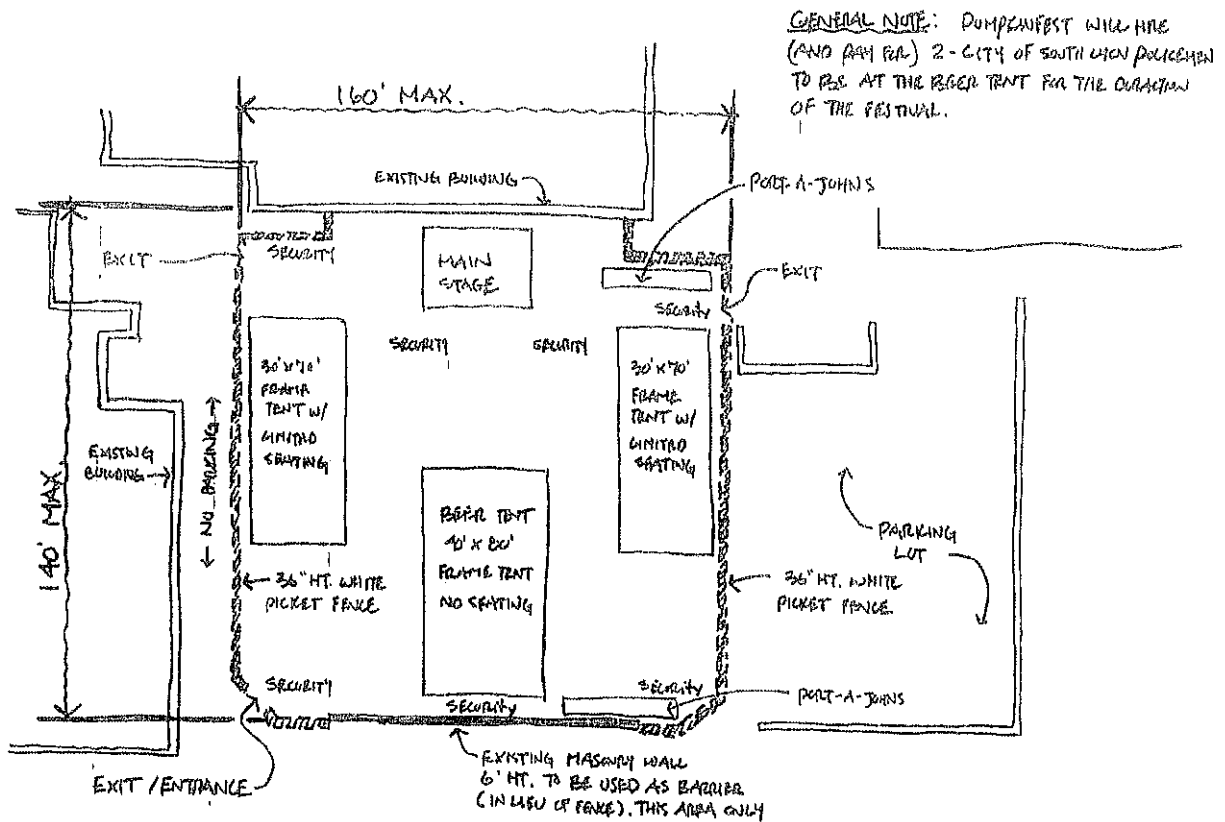
Phone: 248-437-2616 Fax: 248-437-3025

www.southlyonfire.com

4. Electrical wiring shall be in conformance with Article 305 of NFPA 70 and the International Fire Code.
5. Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more.
6. Exit signs shall be of an approved self-luminous type or shall be internally or externally illuminated by fixtures supplied in the following manner: 1. Two separate circuits, one of which shall be separate from all other circuits, for occupant loads of 300 or less; or 2. Two separate sources of power, one of which shall be an approved emergency system, shall be provided when the occupant load exceeds 300.
7. A detailed site and floor plan for the temporary structure with an occupant load of more than 50 shall be submitted with this application for approval by the Fire Prevention Bureau. The plan shall indicate details of the means of egress facilities, seating capacity, arrangement of seating and location type of heating and electrical equipment. The arrangement of aisles shall be subject to the approval by the fire code official and shall be maintained clear at all times.
8. Upon receipt and approval of the site and floor plan an occupancy load will be issued by the South Lyon Fire Department. The Fire Chief or his designee may request the current occupant load at any time the structure is open to the public. Therefore an accurate head count shall be maintained.
9. Hay, straw, shavings or similar combustible materials shall not be located within any tent, canopy or membrane structure. The areas within and adjacent to the structure shall be maintained clear of all combustible materials that could create a fire hazard within 20 feet of the structure.
10. Smoking shall not be permitted in tents, canopies or membrane structures. "NO SMOKING" signs shall be conspicuously posted.

An electronic copy of the 2006 International Fire Code® is available at www.southlyonfire.com

 5-1-17
Applicant's Signature *on behalf of the* Date
Pumpkinfest of SLoren



NOTE: A LOCAL PROFESSIONAL SECURITY COMPANY WILL BE HIRED AND WILL MONITOR ENTRY AND EXIT POINTS TO THE FENCED IN AREA, AS WELL AS CHECKING ID'S, PUT ON WRISTBANDS ON EVERYONE ENTERING THE TEST AREA.

Pumpkinfest of the South Lyon Area 2017 Entertainment Area Layout

North \longrightarrow

Lloyd Collins

From: Kathleen Swan <kathswan12@gmail.com>
Sent: Wednesday, May 03, 2017 8:19 AM
To: Fire Chief
Cc: Lloyd Collins
Subject: Re: Tent app for Pfest 2017

Thank you Mike! Have a good day!

On Wed, May 3, 2017 at 7:30 AM, Fire Chief <Firechief@southlyonmi.org> wrote:

Kathy,

The tent application for the Wells Street lot is approved. Thank you.

Mike Kennedy

Fire Chief - South Lyon Fire Department

217 Whipple Street, South Lyon, MI 48178

(248)437-2616 office (810)333-8114 cell

This communication may contain confidential and/or privileged information and is intended for the exclusive use of the intended recipient. Any unauthorized review, use, disclosure, or distribution is prohibited. This communication is intended solely for informational purposes only and may contain inaccuracies. If you are not the intended recipient, please contact sender and destroy all copies of this communication.

From: Kathleen Swan [kathswan12@gmail.com]
Sent: Monday, May 01, 2017 8:32
To: Fire Chief
Subject: Tent app for Pfest 2017

Good morning,

Attached you will the application for tent structures for Pumpkinfest 2017; also a map of the beer tent area. Please let us know if you have any questions; we greatly appreciate all of your help Mike, as always!

--

Thank you,

Kathy Swan
[248.308.4512](tel:248.308.4512)
kathswan12@gmail.com <<mailto:kathswan12@gmail.com>>

South Lyon Pumpkinfest- President

<http://www.southlyonpumpkinfest.com/1/124/index.asp>

South Lyon Relay for Life- Event Lead

Team: Cancer "Just Beat It"

http://main.acsevents.org/site/TR/RelayForLife/RFLCY16LS?pg=entry&fr_id=72842



2017 Pumpkinfest of the South Lyon Area Festival Emergency Plan and Festival Information

Festival Dates and Times:

September 22nd

- Setup - Wells Street Lot starting at 8:00am
(requested road closure starting at 12:00 pm).

September 23rd:

- 10am to 11pm

September 24th:

- 11am to 6 pm (6-8pm breakdown & cleanup)

Festival Location:

Downtown South Lyon, Wells Street Parking Lot, and City lot
adjacent to the Grapevine Store

Expected Attendance:

30,000-40,000 (over the entire weekend)

Rain Date:

None

Festival Schedule:

Friday (9-22)

7:00am	Wells Street Parking Lot closure\
	(as requested)
12:00pm	Lake Street & Pontiac Trail road closure
	(as requested)
8:00am-6pm	Festival Setup
6:30pm	Festival Opens
7:00pm	Entertainment starts at Beer Garten
10:30pm	Last call at Beer Garten
11:00pm	Entertainment ends /Beer Garten closes

Saturday (9-23)

8am	Parade Line Up (in Lyon Trail Sub via Lyon Trail South Drive off Pontiac Trail)
10am	Parade/Run Starts
11am	Festival opens
6:30p	Admission for Beer Garten – 21+ over (\$5)
9pm	21+ over only inside Beer Garten area
10:30pm	Last call
11:00pm	Entertainment ends Beer Garten closed



Sunday (9-24)

11am—6 pm

Festival hours

Battle of Bands- Beer Garden

Cleanup / breakdown

Roads and parking lots re-open

On-Site Event Coordinators:

Kathy Swan	248.308.4512
Scott Black	248.207.2035
Holly Gerdorn	248.535.5476
Shelley Oliveria	248.719.3298
Randy Paradise	248.613.6281
Brian Major	248.613.8322

Potential Issues

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

Evacuation: As advised by City of South Lyon Officials.
PA system at stage for addressing crowd.

Shelter Locations: Fire station (Whipple Street) in the event of inclement weather.

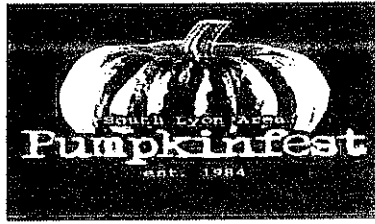
Event Staff: Identified with volunteer Pumpkinfest t-shirts
and lanyards with volunteer badges.

Points of contact (see event coordinators above).

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

Event Cancellation: As advised by City Officials

Weather Monitoring:	24 Hours Prior	11am Friday, September 22
	8 Hours Prior	3am Saturday, September 23
	4 Hours Prior	7am Saturday, September 24



Medical Personnel:	<p>HVA and SLFD will be notified of the event and expected attendance.</p> <p>HVA and SLFD will be offered the opportunity to be on-site during the event.</p>
Event Access:	<p>(2) points of ingress only (as indicated on the layout plan).</p> <p>(4) points of egress only (as indicated on the layout plan).</p> <p>Perimeter access maintained by event staff, volunteers, and security guards with SLPD available as backup, if required.</p> <p>Attendees will NOT be allowed to bring chairs into the fenced in area or in areas of pedestrian passage.</p> <p>Table / Chair Arrangement: Loose chairs around rectangular tables outside of the fenced in area, primarily for eating. A select number of rectangular tables as well as bar height round tables will be inside the fenced in area (under the tent).</p> <p>Occupant Load: To be determined by SLFD. Wrist bands will be numbered and counters will be used to assist in determining capacity.</p>
Emergency Notification:	<p>PA system at main stage and family stage.</p>
Lost and Found:	<p>Items found at the event will be kept at the bar inside the Beer Garten tent. Event coordinators will turn over unclaimed items to the South Lyon Police Department.</p>
Fire Extinguishers:	<p>Three (3) 2A:10BC extinguishers will be provided inside the tent (borrowed from SLFD)</p>
No Smoking:	<p>Smoking will not be permitted inside the fenced in area including all tents. Signs will be posted and enforced by security guards.</p>



Staff / Volunteer Briefing
(provided for emergency procedures)

In case of an emergency, call 911 and notify an 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
- Alerts 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.
- Shuts all doors and stay inside until advised by officials that it is safe to leave



MEMO

DATE: May 1, 2017
TO: City of South Lyon City Council
FROM: Pumpkinfest of the South Lyon Area Committee
RE: Wells Street closure request for September 22, 2017 from 9am - 12pm

Based on suggestions of SLPD and SLFD the Pumpkinfest of the South Lyon Area Committee is respectfully requesting to close Well Street, from Lake Street to Detroit Street, from 9am to 12pm on September 22, 2017. The reason for the request is for unloading for festival supply trucks and materials. It is the intent to reopen Wells Street at 12 pm on September 22, 2017 when Lake Street closes to assist in routing of traffic.

Pumpkinfest of the South Lyon Area
P.O. Box 696, South Lyon, Michigan 48178
www.southlyonpumpkinfest.com



MEMO

DATE: May 1, 2017
TO: City of South Lyon City Council
FROM: Pumpkinfest of the South Lyon
Area RE: Hold Harmless Clause
Pumpkinfest of the South Lyon Area Festival
September 22, 23, 24, 2017

To the fullest extent permitted by law Pumpkinfest of the South Lyon Area agrees to defend, pay on behalf of, indemnify, and hold harmless the City of South Lyon, its elected and appointed officials, employees and volunteers and others working on the 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.

5-1-17

Kathy Swan, President
On behalf of the Pumpkinfest of the South Lyon Area Committee

Date

Pumpkinfest of the South Lyon Area
P.O. Box 696, South Lyon, Michigan 48178
www.southlyonpumpkinfest.com

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 Pumpkinfest Downtown Event from September 22, 2017 until September 24, 2017 and the related road closures: Lafayette Street between Liberty Street and Whipple Street; Lake Street between Wells Street and Washington Street; from 2:00 p.m. on September 22, 2017 until 8:00 p.m. on September 24, 2017;

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 May 22, 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

AGENDA NOTE

New Business: Item #

MEETING DATE: May 22, 2017

PERSON PLACING ITEM ON AGENDA: Chief Collins

AGENDA TOPIC: Computer Network Server Replacement

EXPLANATION OF TOPIC: The Police Department is requesting approval to replace the existing server, which is out of warranty and no longer “supportable”. Please see the memo from Chief Collins for additional information.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Memo from Chief Collins, Quote from VisiCom Services

POSSIBLE COURSES OF ACTION: Approve/Do Not Approve replacement of the server.

RECOMMENDATION: Approve server replacement.

SUGGESTED MOTION: Motion by _____, supported by _____ to approve the purchase of a replacement server, as specified in the quote from VisiCom Services, for a cost of \$4,626.60.

05/22/17

SOUTH LYON POLICE DEPARTMENT

Lloyd T. Collins
Chief of Police



Memorandum

To: Honorable Mayor Galeas and City Council Members

From: Chief Lloyd T. Collins

Subject: Network Server Replacement

Date: May 15, 2017

VisiCom Services, (the City's IT company), has recommended replacement of the Police Department computer network server. The current server is a super micro "home build" device that was configured by our previous IT provider.

Maintenance on the current network server routinely takes longer to perform due to its age and type of technology. Longer reboot and troubleshooting times equate to greater IT expense on a per hour basis.

The current server is "out of warranty", and no extended warranty is available for purchase. In the event of a hardware failure, purchase of a new server would be required on an emergency basis. The only alternative offered by Patrick Casey, president of VisiCom Services, would be an internet search to locate piecemeal parts for emergency repair.

VisiCom Services utilizes only commercially supportable servers throughout their own company, and Mr. Casey highly recommends a similar unit for the Police Department. Funds are currently available in the Police Department budget for the recommended server.



VisiCom Services, Inc.

QUOTE

Date	Quote #
05/10/17	AAAQ4102-0

Sold To: City of South Lyon
 Chief Collins
 335 S. Warren Street
 South Lyon, MI 48178
 United States

Phone: (248) 437-1773
Fax:

Ship To: City of South Lyon
 Chief Collins
 335 S. Warren Street
 South Lyon, MI 48178
 United States

Phone: (248) 437-1773
Fax:

Here is the quote you requested.

Terms	Rep	P.O. Number	Ship Via
	Patrick Casey		

Qty	Description	Unit Price	Ext. Price
New Server - HP ML350 Gen9			
1	HP ProLiant ML350 G9 5U Tower Server - 1 x Intel Xeon E5-2609 v3 1.90 GHz - 2 Processor Support - 8 GB Standard - 12Gb/s SAS RAID Supported, Serial ATA Controller - Gigabit Ethernet - 500 W	\$2,123.12	\$2,123.12
3	HP 8GB (1x8GB) Single Rank x8 DDR4-2400 CAS-17-17-17 Registered Memory Kit - 8 GB (1 x 8 GB) - DDR4 SDRAM - 2400 MHz DDR4-2400/PC4-19200 - 1.20 V - Registered - 288-pin - DIMM	\$182.20	\$546.60
3	HP 2 TB 3.5" Internal Hard Drive - SAS - 7200rpm - Black - 1 Pack	\$427.84	\$1,283.52
1	HP 500W FS Plat Ht Plg Pwr Supply Kit	\$251.44	\$251.44
1	HP Integrated Lights-Out Advanced - Subscription License - 1 Server License	\$387.78	\$387.78
2	NEMA 15 Power Cables	\$17.07	\$34.14
	SubTotal		\$4,626.60
VMware Virtualization Software			
1	VMware ESXi 6.X Hypervisor	\$0.00	\$0.00
	SubTotal		\$0.00
	SubTotal		\$4,626.60
	Sales Tax		\$0.00
	Shipping		\$0.00
	Total		\$4,626.60

Please contact me if I can be of further assistance.

PRICES SUBJECT TO CHANGE - PRICES DO NOT INCLUDE APPLICABLE SHIPPING

AGENDA NOTE

New Business: Item #

MEETING DATE: May 22, 2017

PERSON PLACING ITEM ON AGENDA: City Manager

AGENDA TOPIC: Membership in Oakland County Cooperative Invasive Species Management

EXPLANATION OF TOPIC: OC CISMA is a collaborative group across Oakland County working to support the natural ecosystem and enhance quality of life through the management of invasive species of plant life. OC CISMA assists individual and combined groups of communities with information, identification, management plans and collaborative grant writing as it relates to invasive species. Membership itself has no cost associated with it. The only costs would be our share of any grant matching funds if the City were to participate in CISMA grant opportunities.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Letter from Oakland County, Brochure, Representative designation and MOU with OC CISMA

POSSIBLE COURSES OF ACTION: Approve/Reject/Postpone

RECOMMENDATION: Approve signing of MOU and designation of City representative to OC CISMA

SUGGESTED MOTION: Motion by _____, supported by _____ to approve signing of MOU and designation of City representative to OC CISMA



Oakland County CISMA

Lynne Ladner, City Manager
City of South Lyon
335 S. Warren St
South Lyon, MI 48178-1317

May 2, 2017

Dear Lynne,

The Oakland County Cooperative Invasive Species Management Area (OC CISMA) is a collaboration across Oakland County seeking to support functioning ecosystems and enhance the quality of life through invasive species management. As we prepare to expand our outreach and invasive species management efforts, we invite you to join this important work. **A timely, organized response to invasive species is most cost effective and can limit damage to property values, infrastructure, public health and safety, and our special natural areas.**

The OC CISMA was established in 2014 and has grown to approximately 25 members, including townships, cities and villages of Oakland County; county agencies; local conservation non-profits; and universities. In 2015, the OC CISMA was awarded a \$243,775 grant from the Michigan Invasive Species Grant Program (MISGP). **Using MISGP funds plus over \$200,000 of member match, OC CISMA members treated invasive species in 113 miles of road rights-of-way and an additional 1097 acres in 2016.** Through this grant program the OC CISMA also developed a Strategic Invasive Species Management Plan for Oakland County to guide our future efforts.

In 2017, the OC CISMA intends to apply for funds from the 2017 Michigan Invasive Species Grant Program. If you wish to be part of this grant application, **now is the time to join or renew your support of the OC CISMA.** Joining entails signing the attached Memorandum of Understanding (MOU) and designating representative(s) to participate at our monthly Steering Committee meetings. In addition to grant opportunities, membership provides access to the following benefits:

- Increased communication and coordination among partners.
- Invasive species management expertise through partners and the CISMA coordinator.
- Preapproved contractors for invasive species management.
- Public education, outreach, and support for voters, residents, and private landowners.
- Mapping, strategic planning, and invasive species management support.
- Early Detection and Rapid Response Strike Team. In 2016, this team responded to a report of a new detection of water hyacinth, an aquatic invasive plant, and eliminated the infestation within a week of detection.
- Ongoing RCOC funds to treat priority invasive species in rights-of-way.

We invite you to attend the next OC CISMA meeting on Thursday, May 11 at 10 AM, located at the Waterford Township Fire Department at 2495 Crescent Lake Road, Waterford, MI 48329. Please call our coordinator Tyler Mitchell at 808-321-2634 if you have any questions, or would like a member of our Executive Committee to give a presentation to your board.

I have enclosed:

- A brochure describing the OC CISMA and benefits to membership.
- MOU outlining the OC CISMA organization structure and governance.
- The Executive Summary of the Strategic Invasive Species Management Plan.

Michigan Department of Natural Resources anticipates releasing the 2017 request for proposal on May 2, with pre-proposals due on June 13. We hope to hear from you soon. Thank you for your interest.

Sincerely,

Emily Cord Duthinh
OC CISMA Chair

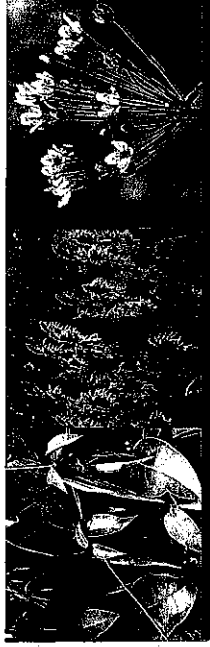
Enclosures (3)

What is an Invasive Species?

- An **invasive species** is an organism that is not native and whose introduction causes harm, or is likely to cause harm to Michigan's economy, environment, wildlife, and human health.
- In Oakland County invasive species **reduce property values, damage infrastructure, and degrade natural areas.**
- Invasive species cost more than \$120 billion in damages annually in the United States.

On-the-Ground Progress

- OC CISMA partners controlled invasive Phragmites in Depot Park in Clarkston, MI, bringing back lake views, wildlife, and native wetland plants.
- In 2016, OC CISMA facilitated rapid response to the first sighting of water hyacinth in Oakland County. Plants were removed within two days of the initial report.
- Orion Township catalyzed Phragmites control for private property owners by handling contracts and MDEQ aquatic herbicide permits. Other local governments have followed their example.
- OC CISMA partners promoted habitat restoration efforts in natural communities to bring back Oakland County's natural heritage.



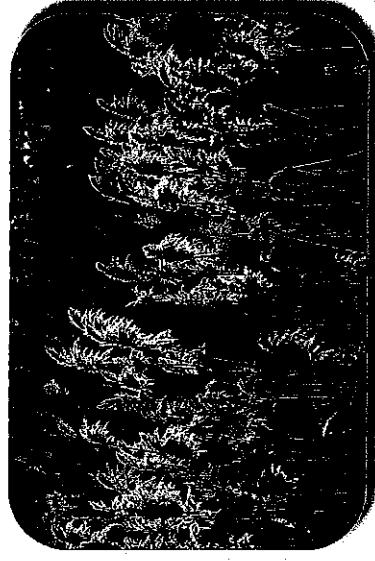
Contact us today to learn about how you can
Connect with the Oakland County CISMA,
Collaborate with other partners, and
Control your invasive species more effectively.



Contact Us

Oakland County CISMA

occisma@stewardshipnetwork.org
www.stewardshipnetwork.org/oc-cisma



A collaboration across Oakland
 County seeking to support
 functioning ecosystems and
 enhance the quality of life through
 invasive species management

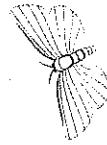
Accomplishments

The Oakland County Cooperative Invasive Species Management Area (OC CISMA) is a partnership that helps coordinate and facilitate invasive species management activities of its members within Oakland County.

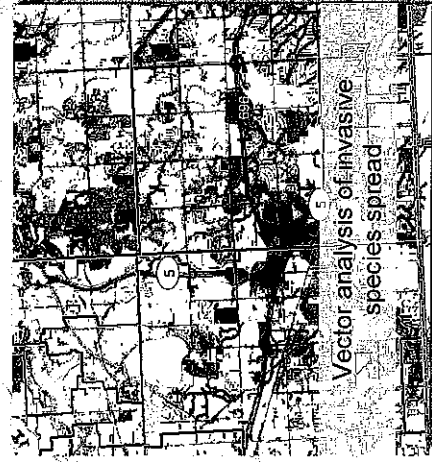
The OC CISMA was established in December 2014 by 19 partners. Today the partnership consists of approximately 25 members of local governments, county government, non-profit organizations, and universities. For some projects we also partner with state and federal agencies.

We are focused on managing the spread of five State-priority invasive species: invasive **Phragmites**, black and pale **swallow-worts**, **Japanese knotweed**, **European frogbit**, and **flowering rush**. Members also have extensive experience managing other common invasive plants.

These efforts are concentrated on public and private lands within Oakland County, Michigan and include treatment and control, landowner education and outreach, strategic planning, and regional partnership building.



- \$243,775 awarded to the CISMA through the 2015 Michigan Invasive Species Grant Program to create a strategic plan and to control priority invasive species.
- Partners allocated **\$205,411** for invasive species control in 2016-2017 as grant match.
- Partners treated **113 miles** of invasive Phragmites in road rights-of-way in 2016.
- Disbursed **\$75,000** in Road Commission for Oakland County funding in 2015 to control road right-of-way Phragmites, with ongoing support.
- Treated **1097 acres** of priority invasive species in 2016, not counting right-of-way.
- Developed **Strategic Invasive Species Management Plan** for all of Oakland County
- Connected with over **63,000 people** through outreach efforts in 2016.



Members must be governmental units (such as townships, cities, villages, and Oakland County), educational institutions, or non-profit conservation organizations that share a common interest or have expertise in invasive species management. Member organizations must sign the Memorandum of Understanding and designate representatives authorized to cast votes for their organization.

Member Benefits

- Access to expertise in invasive species control, contractor selection, and private landowner support.
- Mapping and strategic planning support
- Access to the Early Detection/Rapid Response Strike Team.
- Invasive species training.
- Public education and outreach.
- Informational brochures specific to Oakland County.
- Access to ongoing Road Commission for Oakland County funds to treat priority invasive species in rights-of-way.
- Increased communication among partners and outreach to stakeholders.



Oakland County Cisma Steering Committee Representative Designation

Please use this form to indicate up to 3 individuals to represent your organization as a voting member in the OC Cisma Steering Committee

Steering Committee Representative		
Primary	Alternate 1	Alternate 2

If multiple voting members are in attendance, only the vote of the primary representative will be counted. Similarly, the vote of Alternate 1 will supersede the vote of Alternate 2.

Cisma Organization Represented

Primary Representative Signature

Strategic Plan

Executive Summary

Oakland County CISMA

Introduction

This Strategic Invasive Species Management Plan was prepared for members of the Oakland County Cooperative Invasive Species Management Area (OC CISMA). OC CISMA members identified the need to develop this plan to better organize and facilitate a strategy for regional and local resource protection through collaborative invasive species management in Oakland County. Funding to develop this plan was provided by the Michigan Invasive Species Grant Program (MISGP) and members of the OC CISMA.

In the State of Michigan, an invasive species is defined as one that is not native and whose introduction causes harm, or is likely to cause harm to Michigan's economy, environment, or human health. In Oakland County, invasive species are adversely

impacting property values, public health and safety, public infrastructure, recreation assets, biological diversity, and ecosystem services. Established in 2014, the OC CISMA seeks to support functioning ecosystems and enhance the quality of life in Oakland County by collaborating to control invasive species. Since its inception, the OC CISMA has developed and employed innovative and collaborative approaches to cost-effectively control invasive plants across jurisdictional boundaries. To implement these collaborative approaches, the seventeen OC CISMA members collectively spent nearly \$500,000 in 2016/2017 under the MISGP to control high priority invasive plant species in road rights-of-way, sensitive natural areas, public parks, and priority private lands.

Focus of the Strategic Plan

The Strategic Plan provides a roadmap for strategically addressing the threat of invasive plant species in Oakland County and increasing the scale and efficiency of ongoing collaborative control efforts. The plan aligns with regional priorities of the Michigan Invasive Species Grant program, emphasizing control of six high priority species: invasive Phragmites, Flowering Rush, Swallow-worts, European Frogbit, Japanese Knotweed and Chinese Yam. The OC CISMA will execute this plan in cooperation with the Oakland County Green Infrastruc-

ture Vision; Michigan Natural Features Inventory; neighboring CISMAs; the Southeast Michigan Council of Governments; and the Michigan DNR, DEQ, and MDARD. Integration of local and regional conservation planning documents will help identify invasive species control projects that will meet multiple objectives, increasing opportunities for funding and participation within and beyond Oakland County.

Oakland County
Cooperative Invasive
Species Management Area

OC CISMA Mission

A collaboration
across Oakland
County seeking to
support function-
ing ecosystems
and enhance the
quality of life
through invasive
species manage-
ment



Invasive Phragmites, a threat to infrastructure, property values, and natural areas.

Focus of the Strategic Plan (continued)

In development of the plan, a series of charrettes and brainstorming exercises were organized to identify priorities, challenges, barriers to success, and solutions. These exercises and additional supporting communications, mapping exercises and field visits helped to refine the plan. In support of the plan, a Geographic Information System (GIS) database was compiled using Oakland County data and 2004 Michigan Natural Features Inventory data. This database is an adaptive decision-support tool that will be used to develop and prioritize future invasive plant species control projects. Participation in the implementation of this plan will benefit OC CISMA members and key supporting partners by reducing the risk of environmental and economic damage posed by invasive plant species.

The Strategic Plan is presented in three parts: an Introduction, which provides context for the OC CISMA's history and operational environment; a Strategic Plan Overview, which details the purpose, process and benefits of implementing this Strategic Plan; and a Framework for Action, which presents six key elements which the OC CISMA will need to address to achieve long-term strategic control of invasive plant species. Furthermore, the plan identifies the need for collaborative use of limited resources, alignment to regional and state level priorities, and prioritization methods for prevention, detection, and control of invasive plant species. The OC CISMA will lead the implementation of the Strategic Plan's Framework for Action throughout Oakland County.

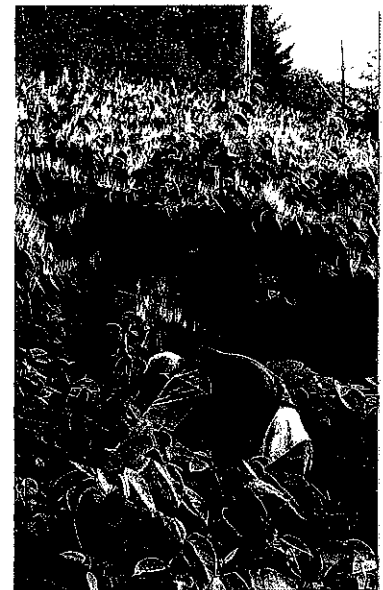


**Contact us today to learn
about how you can**

**Connect with the Oakland
County CISMA,**

**Collaborate with other
partners, and**

**Control your invasive spe-
cies more effectively.**



**Japanese knotweed can
break pavement and building
foundations.**

Strategic Plan Implementation

The Framework for Action's six principle elements are designed to enhance the OC CISMA's organizational capacity, increase education and outreach, and target future invasive species management for optimal control. They include: 1) Organization Structure, Function, and Leadership, 2) Funding and Resource Acquisition, 3) Communication, Coordination, and Data Sharing, 4) Education, Outreach, and Messaging, 5) Project Planning and Implementation: Prevention, EDRR, Control and Management, and 6) Policy and Regulation. Each element is supported by clearly defined goals. For each goal, a summary of methods, benefits, objectives, and activities are outlined to aid implementation. The Framework for Action encourages and identifies methods to assess performance, provide annual planning, scheduling and adaptive management, and provides for periodic review of the Strategic Plan and

the Framework for Action. As a living document, the OC CISMA members will review and update this Strategic Plan at maximum intervals of five years as new information becomes available or as adjustments to the Framework for Action become necessary.

Full implementation of the Strategic Invasive Species Management Plan will require broad engagement of local governments, conservation organizations, educational institutions, and diverse stakeholders throughout Oakland County. Guided by this Strategic Plan, the OC CISMA will enhance its organizational capacity, increase education and outreach, and target invasive species management to protect natural resources and enhance the quality of life in Oakland County.

Contact Us

occisma@stewardshipnetwork.org

www.stewardshipnetwork.org/occisma



OAKLAND COUNTY COOPERATIVE INVASIVE SPECIES MANAGEMENT AREA MEMORANDUM OF UNDERSTANDING

Revised April 2017

This Memorandum of Understanding (MOU) which incorporates attached Exhibit A is made and entered into by and among the undersigned entities, which are collectively referred to in this MOU as the "Members" or individually as a "Member."

In 2014, certain Members entered into an Oakland County Cooperative Invasive Species Management Area (OC CISMA) by signing the MOU. In 2015, the Members terminated the 2014 MOU and entered into a new MOU that is being amended and restated herein.

Members of this CISMA may include governmental units (such as townships, cities or villages, or Oakland County), institutions of higher education, and non-profit conservation organizations that share a common interest or have expertise in the areas of invasive species management in Oakland County.

I. PURPOSE:

The purpose of this MOU is to establish and document an organizational framework of collaboration and cooperation between the Members to work toward addressing the effects of invasive species across jurisdictional boundaries.

II. ESTABLISHMENT OF THE OC CISMA:

The Members establish the Oakland County Cooperative Invasive Species Management Area ("OC CISMA"), which encompasses properties that are operated on or managed by the Members.

III. STATEMENT OF MUTUAL INTENT, BENEFIT AND INTEREST:

The Members of the CISMA are presently encountering invasive species control issues on lands within the OC CISMA and have a mutual intent to undertake and/or coordinate certain actions to address such issues, including, but not limited to the following:

- Administering programs for purposes of controlling and preventing the spread of invasive species;
- Education and outreach programs regarding invasive species and management methods; and
- Applying for grant funding to support the above. Collaborative projects involving several governmental units and/or organizations have a higher likelihood of receiving funding than projects involving a single government unit or organization.

The Members agree that it is to their mutual benefit and interest to work cooperatively to inventory, monitor, control, and prevent the spread of invasive species within and across jurisdictional boundaries within the OC CISMA. This cooperative effort will achieve better

management of invasive species while improving working relationships between the Members and the public.

IV. STEERING COMMITTEE:

The OC CISMA Steering Committee (the "Steering Committee") has been established and shall consist of one (1) representative from each Member. Each Member is allowed to appoint one (1) alternate representative. The Steering Committee representative and alternate shall be appointed by the governing body of each Member. The representative or alternate may not act on behalf of the member until the Steering Committee Secretary has received a signed MOU and verification of representative from the Member. Each Member shall have one vote.

By majority vote, the Steering Committee may allow additional parties to join the OC CISMA and be signatories to this MOU.

The Steering Committee shall: (i) assist in the coordination and/or undertaking of the actions described in Section III; (ii) provide expertise and oversight to invasive species management activities within the OC CISMA; (iii) provide expertise and coordinate grant applications of or for the Members relative to areas within the OC CISMA; and (iv) be organized and undertake such other duties and responsibilities as set forth in Exhibit A.

V. GRANTS AND OTHER FUNDING:

- A. The Steering Committee will work to identify opportunities for grant funding and other funding sources to carry out the programs, undertakings, activities, purposes and intentions of this MOU and shall assist the Members in making applications and coordinating commitments from the Members for matching funds relative to such applications.
- B. Each Member will decide whether to participate/join in a particular grant application or application for other funding. A Member must communicate this decision in writing to the Steering Committee. If a Member decides to participate/join in a particular grant application or other funding application, then the Member agrees to contribute matching funds in reasonable proportion to the amount of funding to be expended within and for the benefit of that Member's community.
- C. The OC CISMA and Steering Committee do not meet the definition of legal entities. The Steering Committee will designate a Lead Agency (a legal entity) to apply for grants or other funding and to receive and distribute funds from grants or other funding sources. The Lead Agency shall not decide the allocation of funds among the Members. The allocation of funds shall be set forth in the grant application/agreement or other funding agreement and, if not, the Steering Committee, by majority vote, shall allocate the funds among the Members who participated/joined the grant application or other funding source application.
- D. Grant funds and other funding shall be used only for purposes that are allowed and intended under the grant application and any agreement or requirements issued by the funding agency or organization. All Members participating in a grant shall fully and promptly cooperate and comply with all applicable grant application requirements, grant agreement requirements

(including any accounting, auditing, record keeping requirements), other requirements of the funding agency or organization that are conditions of the award of the funding, and all applicable laws, rules, regulations, and ordinances.

VI. MISCELLANEOUS:

- A. RETENTION OF JURISDICTION. Each Member retains primary jurisdiction, responsibility and management of lands under its ownership and jurisdiction, which may include, among other things, entering into separate arrangements to implement invasive species management activities.
- B. Each Member will, to the extent contemplated under this MOU, coordinate priorities, actions, and resources for preventing, eradicating, containing, and controlling invasive species within the OC CISMA.
- C. SUPPORTING PARTNERS. Other organizations that are supportive of, and interested in participating in some capacity in the undertakings implemented by the OC CISMA under this MOU may join as Supporting Partners without signing the MOU, and are not considered Members. This could include both organizations that support and assist the OC CISMA, and organizations that seek support and assistance from the OC CISMA.
- D. NO TRANSFER OF REAL PROPERTY INTERESTS. This MOU does not transfer and does not intend to transfer real property rights that each Member has to its lands that are in the OC CISMA.
- E. PRINCIPAL CONTACTS. The principal contacts for each Member shall be the Steering Committee representative appointed by and for each Member.
- F. ADMINISTRATION OF FUNDING, CONTRACTS, PROPERTY. The manner, method, and requirements regarding the receipt, deposit, disbursement, and expenditure of funding under any grant or source of funding shall be proposed by the Executive Committee and approved by the Steering Committee. The manner, method and any requirements regarding the actions of entering into any contracts or acquiring, owning, taking custody, operating, maintaining, leasing, selling or disposing of personal property shall be proposed by the Executive Committee and approved by the Steering Committee unless additional funds are required from members which shall require approval by each Member's governing body.
- G. NON-EXCLUSIVE. This MOU is not exclusive and does not prohibit or restrict the ability, right, and option of a Member to make application for individual grants or to work cooperatively with other communities, agencies or organizations in making separate grant applications. Additionally, this MOU in no way restricts the Members from participating with other public or private agencies, organizations, and individuals in activities, programs or projects that are similar to those undertaken by Members.
- H. TERMINATION. A Member may terminate its participation in the CISMA at any time, subject to the following: (i) A terminating Member shall provide the other Members at

least ninety (90) days advance written notice of the effective date of its termination; and (ii) if a Member has committed to provide matching funds for a grant application, grant agreement or other funding agreement, then a Member may not terminate its participation in the CISMA until it pays the committed matching funds to the Lead Agency and fulfills all applicable grant or funding agreement requirements or unless a majority of the Steering Committee membership votes to allow such Member to terminate its participation in the CISMA without paying its matching funds and without fulfilling the applicable agreement requirements. Terminating participation in the CISMA does not relieve a Member from complying with the requirements of an executed grant agreement or other funding agreement.

This MOU shall continue in effect for so long as two or more Members remain or until the Steering Committee unanimously votes to dissolve the OC CISMA.

- I. LIABILITIES. Each Party shall be responsible for the acts and omissions of its own employees, officials, and/or agents. Nothing herein is intended to waive governmental immunity provided in accordance with applicable law.
- J. AMENDMENT OF MOU. Modifications or amendments of this MOU shall be set forth in a written amendment or restatement of this MOU that has been approved by the governing bodies of all Parties and signed by its designated official. Except that this MOU may be amended, pursuant to Section IV, to add additional parties; for such amendment to be effective the additional party must sign this MOU and forward the signature page to the Steering Committee Secretary.
- K. The 2015 MOU is hereby amended and restated as *Revised April 2017*.
- L. COUNTERPARTS & ELECTRONIC SIGNING. This MOU, including any amendments, may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document. In making proof of this MOU, and any amendments, it shall not be necessary to produce or account for more than one such counterpart executed by the Party against whom enforcement of this MOU is sought. Signature to this MOU transmitted by facsimile transmission, by electronic mail in portable document format (".pdf") form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same force and effect as physical execution and delivery of the paper document bearing the original signature.

In witness whereof, the Parties hereto have executed this MOU as of the last date written below:

Signatures begin on the next page.

_____(MEMBER)_____

By:_____

Print Name:_____

Title:_____

Date:_____

Signatures continue on the next page.

(repeated)

EXHIBIT A, *Revised April 2017*
OAKLAND COUNTY CISMA ORGANIZATION AND GOVERNANCE

Mission Statement

The Oakland County CISMA is a partnership of Oakland County townships, cities, villages, county agencies, institutions of higher education, and non-profit conservation organizations which are collaborating to control invasive species, in order to restore functioning ecosystems and the quality of life in Oakland County.

OC CISMA Membership

The Oakland County Cooperative Invasive Species Management Area (OC CISMA) members must be governmental units (such as townships, cities or villages, or Oakland County), institutions of higher education, or non-profit conservation organizations that share a common interest or have expertise in the areas of invasive species management in Oakland County. The member organization must sign the Memorandum of Understanding (MOU) which includes this Exhibit, and designate in writing a representative and optionally one alternate representatives to the Steering Committee who are authorized to cast votes for the member organization.

Other organizations may participate with the OC CISMA as Supporting Partners without being considered Members and without signing the MOU.

Steering Committee:

The OC CISMA is administered by a Steering Committee consisting of representatives from each member of the CISMA. The Steering Committee will, at minimum:

- A. Convene meetings generally on a monthly basis but at least quarterly.
- B. Maintain records of decisions, projects and activities.
- C. Develop public relations, education, and training initiatives.
- D. Actively seek cooperators, volunteers and funding sources critical to the successful management of the OC CISMA.
- E. Encourage cooperative relationships and active participation by all OC CISMA Members and Supporting Partners.
- F. Review and propose amendments and updates to the MOU as necessary.
- G. Elect Officers to serve as an Executive Committee.

Meeting Attendance:

Representatives or alternates are expected to attend Steering Committee meetings as regularly as possible. Other guests may be invited to attend meetings.

Meeting Conduct and Voting:

- A. The Steering Committee shall share pertinent information, encourage and promote cooperation, and keep communication open and frequent so all representatives are informed on the status of the issues that may affect working relationships.
- B. To the extent possible, the CISMA shall operate by consensus.

- C. The CISMA shall use the current edition of Robert's Rules of Order as a guide for conducting its meetings in an orderly, fair and efficient manner.
- D. All OC CISMA Members may vote on motions pertaining to the general operations of the OC CISMA. A quorum must be present for a vote on CISMA matters. For general purposes, a quorum is a majority of all of the CISMA membership except where noted in this document.
- E. Only OC CISMA members with committed match for a grant (grant partners) may vote on motions pertaining to that grant. A quorum of grant partners must be present for a vote on grant matters. For this purpose, a quorum shall be defined as a majority of grant partners for that grant.

OC CISMA Coordinator:

The OC CISMA may use a Coordinator to facilitate the day-to-day running of the CISMA. The coordinator may be responsible for:

- A. Coordinating current grant projects.
- B. Planning and coordinating Steering Committee meetings.
- C. Acting as the single point of contact for outside agencies interacting with the CISMA.
- D. Serving as an advisory member of all subcommittees.
- E. Provide updates on activities to the Steering Committee and Executive Committee.

Executive Committee:

The OC CISMA Executive Committee shall meet monthly or at the call of the Chairperson, for purposes of carrying out the activities necessary to support the undertakings, programs, purposes and intentions of the OC CISMA. The Executive Committee has these roles:

- A. Finalize agendas for Steering Committee meetings
- B. Recommend and arrange for speakers for the Steering Committee meetings
- C. Identify and work on grants and seek alternate funding sources as appropriate
- D. Work on special projects important to the CISMA
- E. Collaborate with the Coordinator and the lead fiduciary agents for grants as needed
- F. Ensure development of public relations, education, and training initiatives
- G. Oversee the CISMA Coordinator and the coordinator's activities

Executive Committee Election:

The Executive Committee consists of members elected by the Steering Committee from its membership.

- A. The Steering Committee shall nominate members to serve on the Executive Committee in January for a term of two (2) years.
- B. Ballots with the names of the candidates and the member organizations that they represent shall be mailed to the Steering Committee members.
- C. Ballots shall be counted at the February meeting.
- D. A quorum for this vote is a majority of the CISMA membership.
- E. The election is won by a simple majority of the votes cast.

Executive Committee Members' Duties:

The Executive Committee members' duties include the following:

- A. The chairperson shall call and preside over meetings of the Steering Committee, prepare a draft agenda in collaboration with the Executive Committee, and may call a meeting at his or her own discretion or upon the request of two or more members of the Steering Committee.
- B. The vice-chairperson shall perform the duties of the chairperson in his or her absence.
- C. The secretary shall take attendance and determine whether there is a quorum present at the Steering Committee meetings and for each separate grant action required. The secretary shall keep a written record of all meetings of the Steering Committee and official copies of any documents relating to the undertakings of the Steering Committee, and pass all such records on to any successor.
- D. Two (2) CISMA members-at-large will enhance the diversity of the expertise and leadership capacity of the OC CISMA.

Other Committees:

Temporary or ad-hoc committees may be created and staffed as needed by the Steering Committee to address specific projects and activities for a specific period of time. These committees will be staffed by volunteer Member representatives from the Steering Committee of the CISMA, with assistance from non-members where needed, for the duration of those projects.

Changes to the Memorandum of Understanding and Exhibit A:

This document will be reviewed at least annually, and updated as needed. Changes to this document must be approved by a vote of a majority of OC CISMA membership governing bodies. When changes occur, members will be asked to renew their acceptance on the signature page. A revision identifier in the title and on the document footer indicates that this version supersedes all earlier versions.

South Lyon Community Schools

345 South Warren • South Lyon, Michigan • 48178



Melissa Baker
Superintendent
E-mail: bakerm@slcs.us
Phone: 248•573•8100
Fax: 248•437•8686

May 17, 2017

Dear Council Members,

I wanted to take a moment to reach out to you all regarding the School Resource Officer (SRO) position at South Lyon high school. Last Thursday Chief Collins and Lieutenant Sovik met with Mr. Graham and me to share that they were asked to remove the SRO from their budget. Of course we were disappointed; however, we understand that you are experiencing budget constraints at this time. Our hope is that we can continue with conversations if your budget affords this very meaningful partnership in the future.

I wanted to also briefly summarize our general rationale that I am certain Ms. Ladner and Chief Collins have presented during this process. We appreciate the collaboration regarding the job description and contract that began early last fall. I have included the job description as well.

School Resource Officers were in the secondary schools many years previously, and were a positive influence with the culture of the high school and middle school. They were only discontinued when the grant that funded them ended during the "Great Recession." We believe a strong impact that SROs would have is helping to deter drug issues in the schools. While we already partner with FAN and have canine drug sweeps, the presence of an officer in the schools daily would have a great impact.

SROs would serve as a district resource on the Safety Administrative Team. We have found great value in the support provided by law enforcement regarding entrances, crisis planning and other safety initiatives. Although assigned to a high school, SROs would be available to assist with issues in any of our buildings in the district in their jurisdiction. They could also serve as a resource for other municipalities as well.

A focus would also be on building positive relationships with students and families to provide support and address potential issues proactively. SROs would be able to participate in Restorative Practices meetings and provide a valuable perspective. Per state law which takes effect August 1st, Restorative Practices shall be considered as a means to address all discipline issues and is the "first choice" for specific offenses.

Discussion with district administration, Township and City Officials indicates that families who move to the area often inquire about whether our high schools have SROs since many surrounding districts do. In a survey of Oakland County districts last fall, approximately 80% of the 19 districts that responded

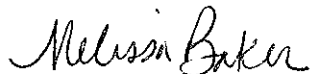
Mission Statement

In support of our community, the mission of South Lyon Community Schools is to provide the highest quality educational process, so that all students can excel as individuals, and become productive and contributing members of society.

indicated that they had SROs in their high schools. Obviously, an officer on site provides another, and possibly the most valuable, deterrent to crime.

Again, our hope is that in the very near future this position will be able to become a reality at South Lyon High School. We appreciate the continued partnership we have with the City, as we work together to support the needs of our entire community. Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in cursive script that reads "Melissa Baker".

Melissa Baker
Superintendent

C: City Manager Lynne Ladner
Chief Collins

JOB DESCRIPTION
SLCS High School SROs (School Resource Officers)

- Locations:** SLPD officer at SLHS
Oakland County Sheriff's deputy at East HS
- Hours:** 8 hour shift
Generally 7 am – 3 pm, "flex hours" 1 day/week to be present at afterschool activities as arranged with building principal
- Calendar:** The SRO's work schedule would follow the school calendar as closely as possible.
- Duration:** 4 year term of service
- Dress Code:** Will carry gun, badge, etc. daily. Will vary between full uniform and more casual attire (but still identifiable as police officer). Further guidelines TBD.

Role in School:

- Not involved in student discipline, but would be available in situations when administration would normally need to call for police officer involvement. (Refer to Governance Document)
- Educational support
 - ✓ Health class (drugs) and Government class resource; other topics as requested
 - ✓ Career education
 - ✓ Presentations to students and/or parents related to anti-bullying, social media issues, substance abuse, sexual harassment, etc.
 - ✓ Decision-making skills
- Relationship –building and role-modeling
 - ✓ Mentoring
 - ✓ Interaction with students at arrival/dismissal, passing periods in the halls, lunch
 - ✓ Meetings with parents
 - ✓ Participation in Restorative Process meetings
 - ✓ May be asked to attend building SIP (Shared Involvement Process) Committee meetings monthly
- Resources for families
 - ✓ Work in conjunction with school social workers and counselors to provide support
 - ✓ Truancy issues
 - ✓ Home/family "well-being" checks
- Safety and security
 - ✓ Serve as a member of District Security Administrative Team and participate in monthly meetings
 - ✓ Lockdown drills
 - ✓ Building crisis team
 - ✓ Traffic issues
 - ✓ Available onsite for issues when administration would normally need to call for police officer involvement (for support or to file a report)
 - ✓ Onsite to observe canine searches and preserve chain of custody if needed
 - ✓ Onsite presence at district polling locations on student ½ days
- Support for other schools in jurisdiction as necessary

South Lyon Fire Fighters Association

1st Annual Golf Outing

Saturday August 19, 2017

**Moose Ridge Golf Course
11801 Doane Road, South Lyon**

Check in/Registration and Driving Range opens at 12:00pm

Shotgun Start 1:45pm

**\$85 Per Player or \$340 for team of 4 players
(Includes Driving Range, putting green, 18 holes with a cart/
scramble format, Lunch at the turn and Dinner after golf)**

Dinner only option will be available for \$30 at 7:30pm

Portion of proceeds go to community events in South Lyon

- Kiwanis Easter Egg Hunt Donations
- Trick or Treat Downtown Donations South Lyon
- Support Local first responders and families in need
 - Adopt families for the Holidays

**Optional Team Skins, Closest to the Pin, Long Drive Men and
Women, Vegas Hole and 50/50 will be available**

Registration is limited to the first 30 paid team entries

Please remit below registration form along with payment made payable to:

SLFFA

PO BOX 145

South Lyon, MI 48178

(Credit Cards also accepted by contacting Mike Olando at email below)

**Sponsorship opportunities & more information Contact
Mike Olando, SLFFA President at siffapresident@gmail.com or 248-982-5532**

Name: (**Denotes Team Captain)	E-mail address	Phone #:
1.		
2.		
3.		
4.		

South Lyon Historical Commission Meeting
Wednesday, May 3, 2017
Minutes

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

Members Absent: Roger Heiple, Linda Ross

Others Present: Carl Richards

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

April Minutes: Jim motioned to accept the April minutes. Phil seconded and the motion passed.

Creek Clean Up: Larry reported that the creek cleanup went very well. He had 59 participants and they removed 16 cubic yards of trash. This was the 13th year that this has been done. Larry also praised the employees of Hungry Howies, who cleaned up the creek behind their business. Bob reported that Linda also had a large group of Girl Scouts dusting and cleaning the windows inside the buildings. Bob also mentioned that one man showed up with a leaf blower and blew out all of the leaves and trash around the gazebo, which Larry later hauled away. Bob also removed some overhanging branches behind the school.

Methodist Church Work Day (May 21): Larry met with Dave Asher and his wife, and they did a walk around to identify work that needs to be done. He expects 10 people for the general clean up, and there may be another 4-6 available to work on some caboose repairs, and possibly paint the shed. He would also like to find a talented person who can repair the rocks on the historic village sign. He also needs help ahead of the work date to gather materials for the caboose repairs. Bob said that he could help. Carl said that he has paint that can be used on the shed. Bob said that the caboose paint will be hard to match. There are two different reds that were used on different parts of the caboose.

Chapel Paint: Bob reported that he confirmed with Dan Hanson that the \$1950 estimate that he gave us last year is still good. He then went to Lynne Ladner who gave the OK and then he contacted Dan to give him the go-ahead. Bob will also pick up paint from Norm Somers which will help to defray some of the cost. Larry also reported that we have raccoons in the steeple again. He is trying to trap them. If he can trap the mother, Phil will remove the babies, if any. Phil uses a shop vac to "grab" the babies. Amazing! Afterwards, Larry will install new screening made from hardware cloth (coarse screening).

Gazebo Roof: Bob also got the OK from Lynne to go with the McCarter bid on the gazebo roof. Lynne cautioned that we need to stay within our budget, and Bob told her that if we can't contain it within this year's budget we will let it slip to July.

Depot Day: Gary said that "save the date" cards will be printed within the next few weeks. They are busy assigning jobs and working on games for the kids. There will be some additional attractions this year, including pony rides. The next Depot Day meeting will be Monday at 10AM.

Gardening: Bob reported that the turn out was disappointing, with only he and Linda attending. A few others are expected in future weeks, but we still need more volunteers. Larry is still trying to get Steven Bernas to do a new garden path as he had promised to fulfill his Eagle Scout requirement, but he is not sure that it will happen.

Time Capsule: Carl said that he will use "wires" to locate it. We discussed whether we should dig to find it this far ahead of the 2023 date that we think is when it is supposed to be removed and opened. The argument in favor of digging to locate it now is that some of the people who claim to know where it is might not be around in 2023. We agreed that if we were to dig we would need to contact Miss Dig and also get the OK from Bob Martin (and possibly DPW help with a backhoe).

Other Business: Carl mentioned that last Saturday there was an event in the park and asked if we knew about it ahead of time. Our answer was no. He said that proceeds were going to be donated to the schools and wondered

if some of it should have gone to the Historical Society for the use of the property. Larry replied that the buildings are owned by the city, and that if there was any donation for that use it would go to the city.

Carl said that he has given the paint and containers used to paint the yellow stripes on the deck stairs back to Larry.

Carl noted some work that needs to be done:

-Need to re-seed the area where the pine tree fell. Bob said he plans to do that soon.

-A few lights out near or on the gazebo. Larry will take a look.

Carl doesn't think that D&G did the weed and feed that we contracted for but Bob and Larry thought that the grass looks better and Larry cautioned that it will take time for all of the weeds to be eliminated. Larry also saw some granules on the sidewalk which would indicate activity.

Business and war stories concluded, Bob motioned for adjournment at 8:43, and Gary seconded. The motion passed.

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