

**Regular City Council Meeting  
April 8, 2013  
Agenda**

**7:30 p.m.      Call to Order  
Pledge of Allegiance  
Roll Call  
Minutes – March 25, 2013  
Monthly Bills  
Approval of Agenda  
Public Comment:**

I.      Old Business

None

II.     New Business

1. Request for Closing of a portion of Liberty Street
2. MMRMA Grant – Fire Department
3. Fire Department – Expansion of Mutual Aid Coverage Area
4. Cable Access Channel Discussion

III.    Manager’s Report

IV.    Council Comments

V.     Adjournment

CITY OF SOUTH LYON  
REGULAR CITY COUNCIL MEETING  
MARCH 25, 2013

Mayor Wallace called the meeting to order at 7:30 p.m.

Mayor Wallace led those present in the Pledge of Allegiance to the Flag

PRESENT: Mayor Wallace  
Council Members: Kivell, Kopkowski, Kramer, Rzyzi, Wedell, Dixon  
City Manager Murphy, City Attorney Wilhelm, Chief Kennedy,  
Chief Collins, Department Head Martin and Deputy  
Clerk/Treasurer Deaton

AGENDA

City Manager Murphy stated he would like to add two additional items to the agenda. He would like to add an appointment to the Housing Commission as item #3, and appointment to Clerk/Treasurer as item #4.

CM 3-1-13 MOTION TO APPROVE AGENDA AS AMENDED

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

VOTE: MOTION CARRIED UNANIMOUSLY

MINUTES

Councilman Wedell stated he would like to correct the minutes to state Mayor Wallace was absent with notice, not excused.

CM 3-2-13 MOTION TO APPROVE MINUTES AS AMENDED

Motion by Kivell, supported by Kramer  
Motion to approve the minutes as amended.

VOTE: MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENT: None

OLD BUSINESS: None

NEW BUSINESS:

1. Lake Street Design Project

City Manager Murphy stated at the last meeting, the City Council approved the street project on E Lake Street from Lafayette to the rail road tracks. He stated he is now asking Council to approve \$20,800.00 for the design portion of the project.

CM 3-3-13 MOTION TO APPROVE E LAKE STREET DESIGN SERVICES BY H.R.C

Motion by Kramer, supported by Wedell

Motion to approve the design services from HRC in the amount of \$20,800.00 for E. Lake Street from Lafayette to the rail road tracks.

VOTE:

MOTION CARRIED UNANIMOUSLY

2. Government Access Cable Channel

Councilman Kivell stated he is excited that the City can take more control of the quality of programming and of the local cable channel. He stated there are templates from other communities we can use. There are two basic approaches, one to be totally independent and take total control of the entire thing, or we could talk to the Mayor of Farmington who is in charge of the South West Oakland Cable Commission, to see what opportunities there may be in the future. He further stated there are many people interested in helping out with this. Councilman Kivell discussed forming a cable commission and the responsibilities they would hold, such as advertising, scheduling content, residents complaints among other things.

Rick Zuchini of 516 E Lake stated he was approached years ago regarding the cable channel, and again just recently. He stated now is the time to get involved because the equipment is much more affordable than years ago, things are much more streamlined. Everything is digital and after the startup costs, it would be very affordable. Mr. Zuchini discussed the equipment that can be purchased and things that can be done.

Rich Perry of 875 Westbrook stated there are some real improvements that can be made. Farmington, Canton and Shelby all have great systems. He further stated they have a more engaged community based channel, and it is much more interactive. As for content, he is happy to assist in training staff or students to do this. Producing simple content is much cheaper and easier than in the past. He stated all we need is a couple thousand dollars in equipment to start making the content. He further stated first we need to build an inventory of content; phase two would be a video server which would cost between \$10,000. and \$15,000. Discussion was held regarding other communities using commissions and using cable franchise fees to fund it.

Councilman Wedell asked the question if we had the studio and all the different content that may be developed as well as the content we already have such as ball games, can this be streamed onto website, or limited to the peg channel on the television. Rich Perry stated you can do both with certain equipment. Councilman Wedell stated that would make sense because not all residents have access to the cable channel. Discussion was held regarding the cost of just the cable channel or both.

Mayor Wallace stated this is his 31<sup>st</sup> year with SLCTV, and we have a large archive, such as parades, historical talks, Christmas light videos, vendors, craft shows and other family events. He further stated he likes a lot of the ideas, but we need to people to do the work. The other communities mentioned earlier have thousands more people than we have. We have approximately 2400 homes that have access to the local channel. Mayor Wallace discussed the different programming the City has done over the years. He further stated SLCTV has a contract with the City, and it was reviewed and renewed in 1999. Mayor Wallace discussed some aspects of the contract such as the equipment being owned by SLCTV, not the City of South Lyon. Mayor Wallace stated he would like to work something out.

Councilman Kivell stated this is a City asset and it is the City's Channel, and he is afraid we may lose our franchise fees because we are not following the rules for how we obtained our franchise fees. More discussion was held regarding the time it takes to put a program together. Councilman Wedell stated it would make sense to continue to explore the different options. Councilman Rzyzi stated currently there is no charge to the taxpayers for access to the cable channel, and in the paperwork that was handed out, it looks like there could be charges to the residents if these changes are made. He stated he is curious to see what the cost will be to the residents if these changes are made. Councilman Kivell stated there would be no charge to the residents. It was the consensus of council to add this to the next agenda as a discussion topic for more information.

### 3. Appointment to Housing Commission

Mayor Wallace stated he would like to appoint James Hamilton to be appointed to fill a vacant housing commission seat. He further stated it is a hard seat to fill because the meetings are held during the day, and the board members do not have to be City residents.

#### CM 3-4-13 MOTION TO APPOINT HOUSING COMMISSION BOARD MEMBER

Motion by Kopkowski, supported by Dixon.

Motion to appoint James Hamilton to the Housing Commission Board.

Councilman Wedell stated he will not be supporting this appointment due to the fact that he is not a city resident.

VOTE: 6 Yay

1 No

MOTION CARRIED

### 4. Appointment to City Clerk/Treasurer

City Manager Murphy stated they interviewed 5 people today, and one came out far above the rest, which was Deputy Clerk Deaton. He is requesting Council to appoint Lisa Deaton as City Clerk/Treasurer, her pay to be \$59,000.00 a year.

Councilman Wedell stated he fully and whole heartedly recommends the appointment, she clearly gave more thought to this position than anyone else, and she hit it out of the park.

Mayor Wallace stated he also sat in on the interviews and he agrees that he would call it a grand slam.

#### MANAGERS REPORT

City Manager Murphy stated he will be out of the office next Wednesday thru Friday.

#### COUNCIL COMMENTS:

Councilman Kramer congratulated Deaton on her appointment.

Councilman Kivell asked if the work being done on Liberty was a water main break, or is it new pipe. Department Head Martin stated there was a 12" main that was never connected to the existing homes, it is a huge project, and it is 29% completed.

Mayor Wallace stated he along with others that are present met with a Supreme Court Justice at a luncheon and it was very exciting. He asked Department Head Martin if the DPW is ready for pothole patrol. He further stated May 18<sup>th</sup> is the Spring Clean up Day, and we will have a picnic for the workers at McHattie Park, and we hope to get more volunteers. He further stated this weekend the farmer will begin clearing the old pastures in Volunteer Park that we are trying to keep clear. Mayor Wallace stated the Easter Egg scramble will be held at Volunteer Park on March 30<sup>th</sup>, with many activities for the kids. He further stated there was a grease fire at Wendy's and the Lyon Township and South Lyon Fire Departments responded quickly.

#### ADJOURNMENT

Motion by Kivell, supported by Kramer

Motion to adjourn the meeting at 8:45 p.m.

VOTE:

MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

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Tedd Wallace, Mayor

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Lisa Deaton, City Clerk/Treasurer



March 2013 Payroll Report								
Department	Pay Rate	Reg Hours	O.T. Hours	Reg Pay	O.T. Pay	Misc.	Total Pay	Notes
<b>Administration</b>								
Badarak, A.	17.6900	160.00		\$ 2,830.40	\$ -		\$ 2,830.40	
Deaton, L.	18.3100	160.00	4.00	\$ 2,929.60	\$ 112.20		\$ 3,041.80	
Lundy, P.	10.0000	64.00		\$ 640.00	\$ -		\$ 640.00	
Mosier, L.				\$ 4,222.88		\$ 900.00	\$ 5,122.88	Longevity
Murphy, D.				\$ 6,952.26			\$ 6,952.26	
Nogle, D.				\$ 2,692.32			\$ 2,692.32	
Schulz, P.	17.0000	54.00		\$ 918.00			\$ 918.00	
<b>TOTAL: Administration</b>		<b>438.00</b>	<b>4.00</b>	<b>\$ 21,185.46</b>	<b>\$ 112.20</b>	<b>\$ 900.00</b>	<b>\$ 22,197.66</b>	
<b>Police</b>								
Baaki, D.	33.0295	160.00	9.00	\$ 5,284.72	\$ 461.34		\$ 5,736.06	
Baker, A.	30.7398	160.00	2.00	\$ 4,918.37	\$ 93.23		\$ 5,011.60	
Baker, J.	33.0295	160.00		\$ 5,284.72	\$ -		\$ 5,284.72	
Barbour, R.	30.7398	160.00	11.00	\$ 4,918.37	\$ 511.97		\$ 5,430.33	
Brooks, T.	30.7398	160.00		\$ 4,918.37	\$ -		\$ 4,918.37	
Collins, L.				\$ 6,717.48			\$ 6,717.48	
Faught, C.	30.7398	160.00	3.00	\$ 4,918.37	\$ 139.63		\$ 5,057.99	
Forgacs, M.	15.8900	15.00		\$ 238.35			\$ 238.35	
Hoydic, S.	33.0295	164.00	8.00	\$ 5,416.84	\$ 400.39		\$ 5,817.23	
Krettlin, F.	15.8900	15.00		\$ 238.35			\$ 238.35	
Laraway, P.	15.8900	14.00		\$ 222.46			\$ 222.46	
Nelson, M.	10.0000	94.50		\$ 945.00			\$ 945.00	
Raap, T.	30.7398	160.00	6.00	\$ 4,918.36	\$ 279.25		\$ 5,197.61	
Regentik, C.	17.6900	160.00		\$ 2,830.40			\$ 2,830.40	
Sederland, C.	30.7398	160.00		\$ 4,918.37	\$ -		\$ 4,918.37	
Sharpe, R.	35.1817	160.00		\$ 5,629.07	\$ -		\$ 5,629.07	
Sovik, C.	33.0295	160.00	25.50	\$ 5,284.72	\$ 1,276.19		\$ 6,560.91	
Sroufe, T.	30.7398	160.00		\$ 4,918.37	\$ -		\$ 4,918.37	
Stevens, T.	30.7398	160.00	2.00	\$ 4,918.37	\$ 92.80		\$ 5,011.16	
Tomaneck, J.	30.7398	160.00		\$ 4,918.37	\$ -		\$ 4,918.37	
Walton, T.	30.7398	160.00		\$ 4,918.37	\$ -		\$ 4,918.37	
Wilcox, W.	11.3300	36.00		\$ 407.88			\$ 407.88	
Wilcox, W.	15.8900	15.00		\$ 238.35			\$ 238.35	
Witrock, M.	30.7398	160.00		\$ 4,918.37	\$ -		\$ 4,918.37	
<b>Total: Police</b>		<b>2913.50</b>	<b>66.50</b>	<b>\$ 92,840.31</b>	<b>\$ 3,244.80</b>	<b>\$ -</b>	<b>\$ 96,085.19</b>	
<b>Fire</b>								
Achatz, R.	10.0000	54.00		\$ 540.00			\$ 540.00	
Armstrong, C.	15.0000	66.25		\$ 993.75			\$ 993.75	
Bromley	10.0000	23.25		\$ 232.50			\$ 232.50	
Carlington, R.	13.0000	17.25		\$ 224.25			\$ 224.25	
Demeniuk, C.	14.0000	30.25		\$ 430.75			\$ 430.75	
Esper, T.	10.0000	33.25		\$ 332.50			\$ 332.50	
Gearns-Hazlett, J.	15.0000	19.25		\$ 288.75			\$ 288.75	
Gerhardt, T.	16.0000	32.50		\$ 520.00			\$ 520.00	
Glenn, J.	13.0000	40.00		\$ 520.00			\$ 520.00	
Hammon, D.	19.0000	64.50		\$ 1,225.50			\$ 1,225.50	
Johnston, C.	18.0000	0.00		\$ -			\$ -	
Johnston, D.	15.0000	22.25		\$ 333.75			\$ 333.75	
Kennedy, M.				\$ 2,076.92			\$ 2,076.92	
Lynn, C.	13.0000	14.25		\$ 185.25			\$ 185.25	
McGillen, T.	15.0000	15.75		\$ 236.25			\$ 236.25	
Moynihan, B.	15.0000	45.75		\$ 686.25			\$ 686.25	
Noechel, J.	16.0000	59.00		\$ 944.00			\$ 944.00	
Schuldt, K.	16.0000			\$ -			\$ -	
Shekell, J.	18.0000	34.75		\$ 625.50			\$ 625.50	
Shippe, S.	13.0000	20.25		\$ 263.25			\$ 263.25	
Stanisz	10.0000	26.00		\$ 260.00			\$ 260.00	
Trala, P.	15.0000	12.50		\$ 187.50			\$ 187.50	
Ulrich, C.	15.0000	20.25		\$ 303.75			\$ 303.75	
Vernier, V.	10.0000	22.00		\$ 220.00			\$ 220.00	
Weir, M.	18.0000	75.25		\$ 1,354.50			\$ 1,354.50	
Wilson, T.	16.0000	23.25		\$ 372.00			\$ 372.00	
Womer, L.	13.0000	19.50		\$ 253.50			\$ 253.50	
<b>Total: Fire</b>		<b>791.25</b>		<b>\$ 13,610.42</b>		<b>\$ -</b>	<b>\$ 13,610.42</b>	

Department	Pay Rate	Reg Hours	O.T. Hours	Reg Pay	O.T. Pay	Misc.	Total Pay	Notes
<b>D.P.W.</b>								
Archev, Je.	22.3700	160.00	20.00	\$ 3,579.20	\$ 678.60	\$ 150.00	\$ 4,407.80	On Call
Brock, R.	22.7700	160.00	20.00	\$ 3,643.20	\$ 694.60		\$ 4,337.80	
Buers, D.	22.7500	160.00		\$ 3,640.00	\$ -		\$ 3,640.00	
Cavitt, R.	20.7700	160.00	21.50	\$ 3,323.20	\$ 677.68		\$ 4,000.88	
Dehoff, T.	24.2800	64.00	2.00	\$ 1,553.92	\$ 74.00	\$ 7,963.84	\$ 9,591.76	Vacation payout
Jamison, M.	17.6900	160.00		\$ 2,830.40	\$ -		\$ 2,830.40	
Kaska, C.	20.7700	160.00	23.50	\$ 3,323.20	\$ 747.41	\$ 420.00	\$ 4,490.61	On Call
Moritz, M.	20.7700	160.00	10.00	\$ 3,323.21	\$ 315.20		\$ 3,638.41	
Paver, V.	20.7700	160.00	16.00	\$ 3,323.20	\$ 504.48	\$ 60.00	\$ 3,887.68	On Call
Piasecki, T.	16.1200	160.00	19.50	\$ 2,579.20	\$ 471.51	\$ 210.00	\$ 3,260.71	On Call
<b>Total: D.P.W.</b>		<b>1504.00</b>	<b>132.50</b>	<b>\$ 31,118.75</b>	<b>\$ 4,163.48</b>	<b>\$ 8,803.84</b>	<b>\$ 44,086.05</b>	
Department	Pay Rate	Reg Hours	O.T. Hours	Reg Pay	O.T. Pay	Misc.	Total Pay	Notes
<b>W.&amp; W.W.</b>								
Archev, Ju.	17.6900	160		\$ 2,830.40			\$ 2,830.40	
Beason, R.	24.2200	160	1.50	\$ 3,875.20	\$ 55.47	\$ 240.00	\$ 4,170.67	On Call
Bridson, D.	24.6200	160	4.00	\$ 3,939.20	\$ 150.60	\$ 230.00	\$ 4,319.80	On Call, Shift prem
Ciaramitaro, J.	23.8200	160		\$ 3,811.20	\$ -	\$ 60.00	\$ 3,871.20	Shift premium
Gehringer, D.	22.7000	160	4.00	\$ 3,632.00	\$ 136.20	\$ 180.00	\$ 3,948.20	On Call
Kelly, M.	20.7700	160		\$ 3,323.20			\$ 3,323.20	
Martin, R.				\$ 6,278.60			\$ 6,278.60	
Miller, D.	27.7300	160	3.50	\$ 4,436.80	\$ 148.12	\$ 210.00	\$ 4,794.92	On Call
Popravsky, P.	19.6200	160		\$ 3,139.20	\$ -		\$ 3,139.20	
Randall, A.	25.3200	160		\$ 4,051.20	\$ -		\$ 4,051.20	
<b>Total: W.&amp; W.W.</b>		<b>1440.00</b>	<b>13.00</b>	<b>\$ 39,317.00</b>	<b>\$ 490.39</b>	<b>\$ 920.00</b>	<b>\$ 40,727.39</b>	
<b>Grand Total</b>		<b>7,086.75</b>	<b>216.00</b>	<b>\$ 198,071.94</b>	<b>\$ 8,010.87</b>	<b>\$ 10,623.84</b>	<b>\$ 216,706.70</b>	

**REVENUE REPORT**  
**FINANCIAL REPORT FOR MARCH 13**

City of South Lyon

For the Period: 7/1/2012 to 3/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Dept: 101 - GENERAL FUND</b>							
<b>Revenues</b>							
Dept: 000.000							
402.000 REAL PROPERTY TAX	3,299,824.00	3,299,824.00	3,150,689.54	0.00	0.00	149,134.46	95.5
423.000 SOUTH LYON WOODS TAX	920.00	920.00	1,057.00	89.00	0.00	-137.00	114.9
444.000 PAYMENT IN LIEU OF TAXES	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
446.000 PENALTIES AND INTEREST	27,400.00	27,400.00	12,286.57	0.00	0.00	15,113.43	44.8
451.000 BUILDING PERMITS	52,000.00	52,000.00	62,560.70	3,856.35	0.00	-10,560.70	120.3
452.000 HEATING & PLUMB. REFG. PERMIT	0.00	0.00	17,522.70	1,778.00	0.00	-17,522.70	0.0
453.000 ELECTRICAL PERMITS	0.00	0.00	11,195.00	1,020.00	0.00	-11,195.00	0.0
454.000 LICENSES & BUSINESS MISC.	0.00	0.00	2,438.50	75.00	0.00	-2,438.50	0.0
570.000 STATE SHARED REV.	857,540.00	857,540.00	597,717.30	150,036.00	0.00	259,822.70	69.7
600.000 BOARD OF APPEALS	0.00	0.00	1,300.00	0.00	0.00	-1,300.00	0.0
600.100 REZONING FEES	0.00	0.00	700.00	0.00	0.00	-700.00	0.0
630.000 ADMIN FEE PROPERTY TAX	94,000.00	94,000.00	87,187.50	0.00	0.00	6,812.50	92.8
634.000 GRAVE OPENINGS & FOUNDATIONS	30,000.00	30,000.00	26,515.00	2,845.00	0.00	3,485.00	88.4
635.000 W & S ADMIN. CHARGES	0.00	0.00	1,353.12	0.00	0.00	-1,353.12	0.0
642.000 POLICE	0.00	0.00	25,082.80	638.00	0.00	-25,082.80	0.0
661.000 PARKING VIOLATION	6,000.00	6,000.00	3,855.00	920.00	0.00	2,145.00	64.3
662.000 LOCAL COURT FINES	19,000.00	19,000.00	7,600.39	0.00	0.00	11,399.61	40.0
664.000 INTEREST	0.00	0.00	3,366.71	225.85	0.00	-3,366.71	0.0
664.200 PARK AND REC. INTEREST	0.00	0.00	245.47	25.24	0.00	-245.47	0.0
665.200 INTEREST-TRANSFER FROM C&S	0.00	0.00	858.68	858.68	0.00	-858.68	0.0
666.000 INTEREST-EQUALIZ.& CONTINGENCY	0.00	0.00	329.79	28.14	0.00	-329.79	0.0
668.200 RENTS AND ROYALTIES-CABLE	88,000.00	88,000.00	107,321.76	64,964.96	0.00	-19,321.76	122.0
668.300 LEASE-ANTENNA	46,000.00	46,000.00	57,369.04	4,512.02	0.00	-11,369.04	124.7
668.400 RENTAL PROPERTIES	9,000.00	9,000.00	6,591.96	732.44	0.00	2,408.04	73.2
698.000 MISCELLANEOUS	201,000.00	201,000.00	86,029.34	8,657.17	0.00	114,970.66	42.8
699.209 TRANSFER IN FROM CEMETERY FUND	109,500.00	109,500.00	0.00	0.00	0.00	109,500.00	0.0
<b>Dept: 000.000</b>	<b>4,843,184.00</b>	<b>4,843,184.00</b>	<b>4,271,173.87</b>	<b>241,261.85</b>	<b>0.00</b>	<b>572,010.13</b>	<b>88.2</b>
<b>Revenues</b>	<b>4,843,184.00</b>	<b>4,843,184.00</b>	<b>4,271,173.87</b>	<b>241,261.85</b>	<b>0.00</b>	<b>572,010.13</b>	<b>88.2</b>

EXPENDITURE REPORT  
FINANCIAL REPORT FOR MARCH 13

Page: 1  
4/4/2013  
9:58 am

City of South Lyon

For the Period: 7/1/2012 to 3/31/2013 Fund: 101 - GENERAL FUND	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Expenditures							
ADMINISTRATION	1,026,400.00	1,026,400.00	836,588.89	61,870.47	0.00	189,811.11	81.5
CEMETERY	109,500.00	109,500.00	67,465.74	2,253.12	0.00	42,034.26	61.6
SENIOR TRANSPORTATION	63,816.00	63,816.00	37,226.00	0.00	0.00	26,590.00	58.3
POLICE	2,382,226.00	2,382,226.00	1,678,333.45	184,821.14	0.00	703,892.55	70.5
FIRE	466,067.00	466,067.00	374,160.80	29,736.91	0.00	91,906.20	80.3
AMBULANCE	2,575.00	2,575.00	1,302.33	403.28	0.00	1,272.67	50.6
DEPT. OF PUBLIC WORKS	640,350.00	640,350.00	511,638.87	65,533.12	0.00	128,711.13	79.9
PARKS AND RECREATION	133,725.00	133,725.00	68,845.32	2,584.78	0.00	64,879.68	51.5
HISTORICAL DEPOT	27,200.00	27,200.00	17,266.66	1,428.07	0.00	9,933.34	63.5
Expenditures	4,851,859.00	4,851,859.00	3,592,828.06	348,630.89	0.00	1,259,030.94	74.1

**EXPENDITURE REPORT  
FINANCIAL REPORT FOR MARCH 13**

City of South Lyon

For the Period: 7/1/2012 to 3/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 202 - MAJOR STREETS</b>							
<b>Expenditures</b>							
ACCOUNTANT	3,200.00	3,200.00	2,800.00	0.00	0.00	400.00	87.5
STREET-ROUTINE MAINT.	175,310.00	175,310.00	82,129.52	5,605.97	0.00	93,180.48	46.8
TRAFFIC SERVICES	14,800.00	14,800.00	4,460.95	223.38	0.00	10,339.05	30.1
SNOW PLOWING	77,850.00	77,850.00	45,117.00	19,057.80	0.00	32,733.00	58.0
SNOW REMOVAL	3,700.00	3,700.00	78.21	0.00	0.00	3,621.79	2.1
TRANSFER BETWEEN FUNDS	90,000.00	90,000.00	90,000.00	0.00	0.00	0.00	100.0
STORM SEWER	7,500.00	7,500.00	2,632.06	67.40	0.00	4,867.94	35.1
<b>Expenditures</b>	<b>372,360.00</b>	<b>372,360.00</b>	<b>227,217.74</b>	<b>24,954.55</b>	<b>0.00</b>	<b>145,142.26</b>	<b>61.0</b>

**Fund: 203 - LOCAL STREETS**

<b>Expenditures</b>							
ACCOUNTANT	3,200.00	3,200.00	2,800.00	0.00	0.00	400.00	87.5
CONSTRUCTION	0.00	106,900.00	248,094.24	851.88	0.00	-141,194.24	232.1
STREET-ROUTINE MAINT.	154,347.00	154,347.00	82,831.71	5,361.79	0.00	71,515.29	53.7
TRAFFIC SERVICES	7,000.00	7,000.00	1,184.17	288.91	0.00	5,815.83	16.9
SNOW PLOWING	72,650.00	72,650.00	33,901.91	12,576.57	0.00	38,748.09	46.7
STORM SEWER	13,700.00	13,700.00	4,193.01	94.59	0.00	9,506.99	30.6
<b>Expenditures</b>	<b>250,897.00</b>	<b>357,797.00</b>	<b>373,005.04</b>	<b>19,173.74</b>	<b>0.00</b>	<b>-15,208.04</b>	<b>104.3</b>

EXPENDITURE REPORT  
 FINANCIAL REPORT FOR MARCH 13

City of South Lyon

For the Period: 7/1/2012 to 3/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 592 - WATER & SEWER							
Expenditures							
WATER/SEWER CONSTRUCTION	0.00	0.00	772,939.80	594,689.80	0.00	-772,939.80	0.0
WATER / REPAIR	146,600.00	146,600.00	57,314.72	9,352.06	0.00	89,285.28	39.1
SEWER / REPAIR	120,294.00	120,294.00	47,226.68	9,491.86	0.00	73,067.32	39.3
REFUSE COLLECTION	480,000.00	480,000.00	360,367.47	40,096.59	0.00	119,632.53	75.1
WATER	921,790.00	921,790.00	1,280,079.96	134,953.17	0.00	-358,289.96	138.9
WASTEWATER	1,092,285.00	1,092,285.00	1,351,688.35	141,982.83	0.00	-259,403.35	123.7
Expenditures	2,760,969.00	2,760,969.00	3,869,616.98	930,566.31	0.00	-1,108,647.98	140.2

# Check Register Report

CHECKS WRITTEN SINCE 03/11/13

Date: 04/04/2013

Time: 9:47 am

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The City of South Lyon

BANK:

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
60697	03/14/2013	Printed		5384	ACCUNET WEB SERVICES	DDA WEBSITE, WEDDING PAGE	418.50
60698	03/14/2013	Printed		3317	ADP, INC.	PAYROLL PROCESSING FEES	387.35
60699	03/14/2013	Printed		0375	ALLIE BROTHERS UNIFORMS	UNIFORMS	170.75
60700	03/14/2013	Printed		9490	ANDREA ALSPAUGH	TAX OVERPAYMENT REFUND	55.46
60701	03/14/2013	Printed		5310	ARBOR SPRINGS WATER CO., INC.	WATER FOR CITY HALL	29.97
60702	03/14/2013	Printed		4234	AVAYA*, INC.	WATER DEPT PHONE SYSTEM	226.26
60703	03/14/2013	Printed		3602	BLUE CROSS BLUE SHIELD OF MICH	BCBS 007006071 0006	30,589.91
60704	03/14/2013	Printed		0035	BOOTH PATTERSON	ATTY FEES	38.00
60705	03/14/2013	Printed		5264	BUSCH'S	SUPPLIES	39.56
60706	03/14/2013	Printed		3935	CIB PLANNING	PLANNING CONSULTANT FEES	6,150.00
60707	03/14/2013	Printed		1192	CITY OF WIXOM	MAYOR'S ASSOC. DINNER	147.75
60708	03/14/2013	Printed		3442	CMC TELECOM, INC.	PHONE SERVICE	1,727.87
60709	03/14/2013	Printed		0283	CORRIGAN OIL CO.	GAS DIESEL & TOWING	8,209.65
60710	03/14/2013	Printed		2406	DICK'S ELECTRIC, INC.	LIGHT FIXTURE REPAIRS @ DEPOT	140.00
60711	03/14/2013	Printed		5055	DOUGLASS SAFETY SYSTEMS LLC	SUSPENDERS	280.16
60712	03/14/2013	Printed		0584	DTE ENERGY	ELECTRIC SERVICE	1,393.48
60713	03/14/2013	Printed		0317	DTE ENERGY	ELECTRIC SERVICE	25,642.34
60714	03/14/2013	Printed		3455	EMPLOYEE HEALTH INSURANCE MGMT	MED WRAP ADMIN FEE	9,974.62
60715	03/14/2013	Printed		9778	LEXISNEXIS	FEBRUARY CONTRACT FEE	30.00
60716	03/14/2013	Printed		1509	MARTIN'S DO IT BEST	MISC SUPPLIES-HISTORICAL VILL	114.23
60717	03/14/2013	Printed		7743	MICHIGAN MUNICIPAL LEAGUE	CONFERENCE REGISTRATION	300.00
60718	03/14/2013	Printed		3121	MICHIGAN MUNICIPAL TREASURER'S	MEMBERSHIP DUES-L. DEATON	50.00
60719	03/14/2013	Printed		3599	OAKLAND CNTY CLERK'S ASSOC.	MEMBERSHIP DUES-L. DEATON	40.00
60720	03/14/2013	Printed		5183	OAKLAND COUNTY TREASURERS	2013 TAX SYSTEM ANNUAL BILLING	745.76
60721	03/14/2013	Printed		3631	OAKLAND VISION	SCBA EYEGLASS LENSES	30.00
60722	03/14/2013	Printed		0218	PARKSIDE CLEANERS	RUGS FOR CITY HALL	43.00
60723	03/14/2013	Printed		0462	PETER'S TRUE VALUE HARDWARE	MISC SUPPLIES-FIRE DEPT	57.37
60724	03/14/2013	Printed		0055	SAM'S CLUB DIRECT	MISC SUPPLIES-POLICE DEPT	276.74
60725	03/14/2013	Printed		0461	SOUTH LYON COMMUNITY SCHOOLS	TAX DISBURSEMENT	8,711.73
60726	03/14/2013	Printed		0504	TECH RESOURCES, INC.	MONTHLY REMOTE BACK UP	69.95
60727	03/14/2013	Printed		3822	LINDSEY WEBSTER	VIDEO 3/11/13 COUNCIL MEETING	50.00
60728	03/14/2013	Printed		3984	WOW! BUSINESS	INTERNET SERVICE	136.80
60729	03/21/2013	Printed		5249	JEFF ARCHIE	CDL LICENSE REIMBURSEMENT	65.00
60730	03/21/2013	Printed		3835	BRICCO EXCAVATING CO.,LLC	DWRF PAY EST. #2	594,689.80
60731	03/21/2013	Printed		3749	KRISPEN S. CARROLL	PAYROLL DEDUCTION	253.85
60732	03/21/2013	Printed		0998	CONSUMERS ENERGY	GAS SERVICE	10,666.31
60733	03/21/2013	Printed		0381	CSX TRANSPORTATION, INC.	ANN. PIPELINE CROSSING FEE	515.40
60734	03/21/2013	Printed		0557	INTL UNION OF OPERATING ENG	PAYROLL DEDUCTION	274.10
60735	03/21/2013	Printed		3955	JOHNSON, ROSATI, SCHULTZ & LSL PLANNING, INC.	ATTY FEES FOR POLICE DEPT. MASTER PLAN FEES	260.00
60736	03/21/2013	Printed		3800	MARTIN'S DO IT BEST	FEBRUARY 2013 STATEMENT	1,145.94
60737	03/21/2013	Printed		1509	METLIFE - GROUP BENEFITS	DENTAL INSURANCE	691.01
60738	03/21/2013	Printed		3520	MICHIGAN MUNICIPAL LEAGUE	CONFERENC & EARLY CLASS FEES	4,791.84
60739	03/21/2013	Printed		7743	MISDU	PAYROLL DEDUCTION	175.00
60740	03/21/2013	Printed		0470	DAVID M. MURPHY	MARCH CAR ALLOWANCE	68.43
60741	03/21/2013	Printed		5294	OAKLAND COUNTY TREASURER	TAX DISBURSEMENT	350.00
60742	03/21/2013	Printed		2641	OCBOA	MEMBERSHIP DUES-A. GERECKE	71,651.12
60743	03/21/2013	Printed		1289	PETER'S TRUE VALUE HARDWARE	FEBRUARY 2013 STATEMENT	35.00
60744	03/21/2013	Printed		0462	PITNEY BOWES*	POSTAGE MACHINE FEES	544.23
60745	03/21/2013	Printed		3946	PLUMBERS SERVICE	CABLED SANITARY SEWER LINES	1,542.00
60746	03/21/2013	Printed		0943			693.00

Check Register Report

CHECKS WRITTEN SINCE 03/11/13

Date: 04/04/2013

Time: 9:47 am

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The City of South Lyon

BANK:

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>Checks</b>							
60747	03/21/2013	Printed		0213	ROAD COMMISSION FOR OAKLAND	COLD PATCH	512.67
60748	03/21/2013	Printed		5554	SALEM-SOUTH LYON DISTRICT	TAX DISBURSEMENT	2,017.42
60749	03/21/2013	Printed		0461	SOUTH LYON COMMUNITY SCHOOLS	TAX DISBURSEMENT	12,776.18
60750	03/21/2013	Printed		0062	VANTAGEPOINT TRANSFERS	PAYROLL DEDUCTION	3,555.00
60751	03/22/2013	Printed		5249	JEFF ARCHY	PAYROLL CORRECTION	185.50
60752	03/27/2013	Printed		2562	POSTMASTER	APRIL WATER BILL MAILING	1,092.96
60753	03/28/2013	Printed		5310	ARBOR SPRINGS WATER CO., INC.	WATER FOR CITY HALL	23.00
60754	03/28/2013	Printed		4234	AVAYA*, INC.	DPW PHONE SYSTEM	18.51
60755	03/28/2013	Printed		0364	DOUGLAS BAAKI	TUITION REIMBURSEMENT	540.00
60756	03/28/2013	Printed		0859	LLOYD COLLINS	PETTY CASH REIMBURSEMENT	43.88
60757	03/28/2013	Printed		0998	CONSUMERS ENERGY	GAS SERVICE	634.08
60758	03/28/2013	Printed		0584	DTE ENERGY	ELECTRIC SERVICE	32.65
60759	03/28/2013	Printed		0317	DTE ENERGY	STREETLIGHTS	3,207.14
60760	03/28/2013	Printed		3515	LYON AREA ROTARY	LUNCHEON W/ COUNCIL MEMBERS	50.00
60761	03/28/2013	Printed		0218	PARKSIDE CLEANERS	RUGS FOR CITY HALL	43.00
60762	03/28/2013	Printed		0262	SEMCOG	DESIGNATED MGMT FEES	305.00
60763	03/28/2013	Printed		9248	SMAFC	VENDOR SHOW-SHEKELL	35.00
60764	03/28/2013	Printed		1732	STANDARD INSURANCE COMPANY	LIFE & DISABILITY INSURANCE	2,578.49
60765	03/28/2013	Printed		0589	JOSEPH VELTRI	HEALTH INSURANCE REIMBURSEMENT	435.12
60766	03/28/2013	Printed		3436	JOSEPH GURSKI	BOARD OF REVIEW PAY	350.00
60767	03/28/2013	Printed		5414	RAMONA HARRIS	BOARD OF REVIEW PAY	350.00
60768	03/28/2013	Printed		4226	BRUCE NUSSBAUM	BOARD OF REVIEW PAY	350.00
60769	03/28/2013	Printed		3822	LINDSEY WEBSTER	VIDEO 3/25/13 COUNCIL MEETING	50.00
60770	04/04/2013	Printed		3317	ADP, INC.	PAYROLL PROCESSING FEES	444.12
60771	04/04/2013	Printed		5264	BUSCH'S	SUPPLIES FOR W&S	20.72
60772	04/04/2013	Printed		9432	CAPITAL ONE COMMERCIAL	SCADA MONITOR & SUPPLIES	337.88
60773	04/04/2013	Printed		3186	JAMES CIARAMITARO	MILEAGE REIMBURSEMENT	197.75
60774	04/04/2013	Printed		3935	CIB PLANNING	MARCH PLANNING FEES	1,506.25
60775	04/04/2013	Printed		0058	CITY OF SOUTH LYON	WATER BILL	658.66
60776	04/04/2013	Printed		3755	BEVERLY DIXSON	MARCH COUNCIL PAY	180.00
60777	04/04/2013	Printed		0584	DTE ENERGY	ELECTRIC SERVICE	2,327.16
60778	04/04/2013	Printed		2448	GLOCK PROFESSIONAL, INC.	ARMORER'S COURSE-SGT HOYDIC	195.00
60779	04/04/2013	Printed		2586	GLENN KIVELL	MARCH COUNCIL PAY	180.00
60780	04/04/2013	Printed		1756	ERIN KOPKOWSKI	MARCH COUNCIL PAY	180.00
60781	04/04/2013	Printed		3398	MICHAEL KRAMER	MARCH COUNCIL PAY	180.00
60782	04/04/2013	Printed		1509	MARTIN'S DO IT BEST	MSIC SUPPLIES	443.49
60783	04/04/2013	Printed		0967	DAVID MURRAY	MECHANICAL INSPECTOR'S PAY	1,174.26
60784	04/04/2013	Printed		5364	PEOPLE'S EXPRESS	TRANSPORTATION SERVICES	5,318.00
60785	04/04/2013	Printed		0462	PETER'S TRUE VALUE HARDWARE	MISC SUPPLIES-FIRE DEPT	85.92
60786	04/04/2013	Printed		2433	PLANNING & ZONING CENTER, INC.	SUBSCRIPTION	185.00
60787	04/04/2013	Printed		3756	JOSEPH RYZYI	MARCH COUNCIL PAY	180.00
60788	04/04/2013	Printed		1465	TERMINEX PROCESSING CENTER	PEST CONTROL	52.00
60789	04/04/2013	Printed		3675	TOSHIBA FINANCIAL SERVICES	COPIER LEASE	1,889.84
60790	04/04/2013	Printed		1552	TEDD WALLACE	MARCH MAYOR PAY	220.00
60791	04/04/2013	Printed		1378	HARVEY WEDELL	MARCH COUNCIL PAY	180.00
60792	04/04/2013	Printed		3984	WOW! BUSINESS	CABLESPEED-POLICE DEPT.	32.97
60793	04/04/2013	Printed		3834	BRANDON ZIRKLE	ELECTRICAL INSPECTOR'S PAY	1,037.53

Total Checks: 97

Checks Total (excluding void checks): 831,081.17

Total Payments: 97

Bank Total (excluding void checks): 831,081.39

Total Payments: 97

Grand Total (excluding void checks): 831,081.39

INVOICE APPROVAL LIST BY FUND  
CHECKS TO BE APPROVED 4/8/13

Date: 04/04/2013  
Time: 9:42am  
Page: 1

The City of South Lyon

Fund Department	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: GENERAL FUND						
Dept:						
101-000.000-035.000	ENGINEERIN	HUBBELL, ROTH, & CLARK, INC. PLAN REVIEW	0		04/08/2013	303.96
101-000.000-035.000	ENGINEERIN	HUBBELL, ROTH, & CLARK, INC. SITE PLAN REVIEW	0		04/08/2013	902.54
101-000.000-035.000	ENGINEERIN	HUBBELL, ROTH, & CLARK, INC. SITE PLAN REVIEW	0		04/08/2013	490.66
101-000.000-035.000	ENGINEERIN	HUBBELL, ROTH, & CLARK, INC. SITE PLAN REVIEW	0		04/08/2013	253.30
Total						1,950.46
Dept: ADMINISTRATION						
101-200.000-727.000	OFFICE SUP	OFFICE EXPRESS OFFICE SUPPLIES	0		04/08/2013	189.94
101-200.000-727.000	OFFICE SUP	OFFICE EXPRESS ENVELOPES	0		04/08/2013	6.00
101-200.000-727.000	OFFICE SUP	OFFICE EXPRESS RUBBER STAMPS, ENVELOPES	0		04/08/2013	45.46
101-200.000-801.000	PROFESSION	HUBBELL, ROTH, & CLARK, INC. CHAS PK, LK ST ALLEY, ATTY CON	0		04/08/2013	861.22
101-200.000-801.000	PROFESSION	HUBBELL, ROTH, & CLARK, INC. TROTTERS PT PATH DESIGN	0		04/08/2013	1,459.80
Total ADMINISTRATION						2,562.42
Dept: CEMETERY						
101-276.000-740.000	OPERATING	BADER & SONS CO. MISC PARTS FOR TRACTOR #1	0		04/08/2013	80.06
101-276.000-740.000	OPERATING	BADER & SONS CO. BLADES & WHEEL KITS-TRACTOR #3	0		04/08/2013	110.40
Total CEMETERY						190.46
Dept: POLICE						
101-300.000-727.000	OFFICE SUP	LAKELAND PRINTING POLICE LETTERHEAD	0		04/08/2013	141.68
101-300.000-727.000	OFFICE SUP	OFFICE EXPRESS PRINTER INK CARTRIDGES	0		04/08/2013	120.96
101-300.000-727.000	OFFICE SUP	OFFICE EXPRESS WIREBOUND NOTEBOOKS	0		04/08/2013	9.90
101-300.000-740.000	OPERATING	COMPLETE AUTOMOTIVE RESTORATIO WET SAND & RUB PAINT DAMAGES	0		04/08/2013	120.00
101-300.000-740.000	OPERATING	CYNERGY PRODUCTS ANTENNA REPAIRS	0		04/08/2013	66.25
101-300.000-740.000	OPERATING	GALLAGHER FIRE EQUIPT.CO. EXTINGUISHER MAINT.	0		04/08/2013	53.50
101-300.000-820.000	COMPUTER	TECH RESOURCES, INC. SQAUD RM COMPUTER REPAIRS	0		04/08/2013	206.25
101-300.000-820.000	COMPUTER	TECH RESOURCES, INC. VIRSU REMOVAL-LT COMPUTER	0		04/08/2013	375.00
101-300.000-863.000	VEHICLE MA	ADVANCE AUTO PARTS O2 SENSORS & GASKET-PD-281	0		04/08/2013	169.92
101-300.000-863.000	VEHICLE MA	ADVANCE AUTO PARTS INTAKE GASKET SET-PD 281	0		04/08/2013	36.27
101-300.000-863.000	VEHICLE MA	ADVANCE AUTO PARTS SPARK PLUG-PD 281	0		04/08/2013	28.08
101-300.000-863.000	VEHICLE MA	HINES PARK FORD, INC. VACUUM TUBE PD281	0		04/08/2013	36.87
101-300.000-863.000	VEHICLE MA	HINES PARK FORD, INC. CATALYTIC CONVERTERS FOR PD281	0		04/08/2013	1,496.00
101-300.000-863.000	VEHICLE MA	O'REILLY AUTO PARTS FUEL FILTER PD-281	0		04/08/2013	9.41
101-300.000-863.000	VEHICLE MA	O'REILLY AUTO PARTS MECHANIC'S TOOLS	0		04/08/2013	39.26
101-300.000-863.000	VEHICLE MA	ADVANCE AUTO PARTS PWR STEER PUMP, O2 SNSR-PD 281	0		04/08/2013	130.88
101-300.000-863.000	VEHICLE MA	ADVANCE AUTO PARTS PLUGS, A-FREEZE, OIL, FILT PD 281	0		04/08/2013	132.52
101-300.000-863.000	VEHICLE MA	ADVANCE AUTO PARTS BRAKE PADS & ROTORS DET IMPALA	0		04/08/2013	156.97
101-300.000-863.000	VEHICLE MA	HINES PARK FORD, INC. AC COND./TRANS COOLER PD 281	0		04/08/2013	313.26
101-300.000-863.000	VEHICLE MA	HINES PARK FORD, INC. INTAKE MAN & GASKET PD 281	0		04/08/2013	489.10

INVOICE APPROVAL LIST BY FUND  
CHECKS TO BE APPROVED 4/8/13

Date: 04/04/2013  
Time: 9:42am  
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Fund Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: GENERAL FUND						
Dept: POLICE						
101-300.000-863.000	VEHICLE MA	SHARE CORP. MECHANIC'S SUPPLIES	0		04/08/2013	20.60
101-300.000-863.000	VEHICLE MA	GRAINGER	0		04/08/2013	41.49
101-300.000-930.000	REPAIR MAI	IMPACT DRIVER-MECHANIC TOOL AMERICAN VIDEO TRANSFER INC REPAIR CCTV @ POLICE DEPT.	0		04/08/2013	315.00
101-300.000-958.100	WITNESS FE	LYNN UTLEY MILEAGE & WITNESS FEES	0		04/08/2013	7.40
Total POLICE						4,516.57
Dept: FIRE						
101-335.000-721.000	UNIFORMS &	KENSINGTON VALLEY VARSITY UNIFORM EMBROIDERY	0		04/08/2013	36.00
101-335.000-727.000	OFFICE SUP	QUILL CORPORATION MISC OFFICE SUPPLIES	0		04/08/2013	190.53
101-335.000-727.000	OFFICE SUP	QUILL CORPORATION CLEANING WIPES	0		04/08/2013	27.99
101-335.000-727.000	OFFICE SUP	GRAINGER CUPS, CLEANING WIPES, SANITIZER	0		04/08/2013	166.15
101-335.000-727.000	OFFICE SUP	GRAINGER	0		04/08/2013	54.95
101-335.000-740.000	OPERATING	VEHICLE WASH OAKLAND COUNTY MEDICAL EMS REPORTS	0		04/08/2013	100.00
101-335.000-851.000	RADIO MAIN	ADVANCED WIRELESS TELECOM REPROGRAM RADIO	0		04/08/2013	100.00
101-335.000-863.000	VEHICLE MA	ADVANCE AUTO PARTS BATTERY FOR E-1	0		04/08/2013	109.31
101-335.000-863.000	VEHICLE MA	HALT FIRE INC. E-1 VALVE REPAIR KIT	0		04/08/2013	122.00
101-335.000-863.000	VEHICLE MA	O'REILLY AUTO PARTS MECHANIC'S TOOLS	0		04/08/2013	23.56
101-335.000-863.000	VEHICLE MA	GRAINGER HALOGEN LIGHT BULBS	0		04/08/2013	105.48
101-335.000-863.000	VEHICLE MA	O'REILLY AUTO PARTS OIL FILTERS	0		04/08/2013	5.60
101-335.000-863.000	VEHICLE MA	SHARE CORP. MECHANIC'S SUPPLIES	0		04/08/2013	12.35
101-335.000-863.000	VEHICLE MA	ADVANCE AUTO PARTS RELAY FOR E-1	0		04/08/2013	4.99
101-335.000-863.000	VEHICLE MA	GRAINGER IMPACT DRIVER-MECHANIC TOOL	0		04/08/2013	24.89
101-335.000-930.000	REPAIR MAI	DOUGLASS SAFETY SYSTEMS LLC SCBA REPAIR SCREWS	0		04/08/2013	12.13
101-335.000-957.000	EDUCATION	FIRE SERVICE BOOKSTORE IFSTA CO OFFICER BOOK	0		04/08/2013	80.48
101-335.000-957.000	EDUCATION	SEARCH & DESTROY FIRE TRAINING SAW OPERATIONS CLASS	0		04/08/2013	250.00
101-335.000-970.000	CAPITOL IM	HAWORTH INC 5 OFFICE CHAIRS	0		04/08/2013	1,434.05
101-335.000-977.000	EQUIPMENT	BOUND TREE MEDICAL, LLC EMS EQUIPMENT	0		04/08/2013	261.30
101-335.000-977.000	EQUIPMENT	BOUND TREE MEDICAL, LLC OXYGEN KEY	0		04/08/2013	25.74
101-335.000-977.000	EQUIPMENT	MICHIGAN RESCUE CONCEPTS ICE RESCUE ANKLE WEIGHTS	0		04/08/2013	45.95
Total FIRE						3,193.45
Dept: DEPT. OF PUBLIC WORKS						
101-440.000-740.000	OPERATING	GRAINGER TRASH CAN LINERS	0		04/08/2013	76.30
101-440.000-740.000	OPERATING	ANN ARBOR WELDING SUPPLY CO CYLINDER RENTAL	0		04/08/2013	63.84
101-440.000-740.000	OPERATING	CYNERGY PRODUCTS RADIO REPAIR	0		04/08/2013	202.50
101-440.000-740.000	OPERATING	QUALITY FIRST AID & SAFETY 1ST AID SUPPLIES & GLOVES	0		04/08/2013	87.52
101-440.000-740.000	OPERATING	BLUETARP FINANCIAL, INC. LED WORK LIGHT	0		04/08/2013	35.31
101-440.000-740.000	OPERATING	GRAINGER COFFEE MAKER	0		04/08/2013	42.30

INVOICE APPROVAL LIST BY FUND  
CHECKS TO BE APPROVED 4/8/13

Date: 04/04/2013  
Time: 9:42am  
Page: 3

The City of South Lyon

Fund Department	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: GENERAL FUND						
Dept: DEPT. OF PUBLIC WORKS						
101-440.000-740.000	OPERATING	QUALITY FIRST AID & SAFETY HAND CLEANER	0		04/08/2013	41.98
101-440.000-863.000	VEHICLE MA	AW DIRECT, INC. LED FLASHING WARNING LIGHTS	0		04/08/2013	142.82
101-440.000-863.000	VEHICLE MA	BADER & SONS CO. WHEEL & TIRE FOR 1445 TRACTOR	0		04/08/2013	171.91
101-440.000-863.000	VEHICLE MA	CARLETON EQUIPMENT COMPANY MUFFLER FOR TOOLCAT	0		04/08/2013	310.27
101-440.000-863.000	VEHICLE MA	O'REILLY AUTO PARTS MECHANIC'S TOOLS	0		04/08/2013	66.75
101-440.000-863.000	VEHICLE MA	SOUTH LYON COLLISION DOOR PAINTED T-8	0		04/08/2013	442.00
101-440.000-863.000	VEHICLE MA	BADER & SONS CO. BROOM BRUSHES & PTS-JD 1445	0		04/08/2013	753.97
101-440.000-863.000	VEHICLE MA	JACK DOHENY SUPPLIES INC. SWITCH & PLUGS FOR VACTOR	0		04/08/2013	74.08
101-440.000-863.000	VEHICLE MA	O'REILLY AUTO PARTS OIL FILTERS	0		04/08/2013	5.60
101-440.000-863.000	VEHICLE MA	SHARE CORP. MECHANIC'S SUPPLIES	0		04/08/2013	35.02
101-440.000-863.000	VEHICLE MA	FLASH GLASS RESEAL GLASS-TOOLCAT	0		04/08/2013	65.00
101-440.000-863.000	VEHICLE MA	GRAINGER IMPACT DRIVER-MECHANIC TOOL	0		04/08/2013	70.53
101-440.000-931.000	BUILDING M	BECKWAY DOOR GARAGE DOOR REPAIRS	0		04/08/2013	220.00
101-440.000-935.000	NPDES PHAS	HUBBELL, ROTH, & CLARK, INC. 2012/2013 STORM WTR PERMIT	0		04/08/2013	1,335.43
101-440.000-935.000	NPDES PHAS	AMERICAN VIDEO TRANSFER INC WELLHEAD & STORMWATER DVD	0		04/08/2013	151.50
					Total DEPT. OF PUBLIC WORKS	4,394.63
Dept: PARKS AND RECREATION						
101-690.000-740.000	OPERATING	GRAINGER TRASH CAN LINERS	0		04/08/2013	76.30
					Total PARKS AND RECREATION	76.30
Dept: HISTORICAL DEPOT						
101-732.000-931.000	BUILDING M	GRAINGER TRASH CAN LINERS	0		04/08/2013	174.40
					Total HISTORICAL DEPOT	174.40
					Fund Total	17,058.69
Fund: MAJOR STREETS						
Dept: SNOW PLOWING						
202-478.000-740.000	OPERATING	DETROIT SALT COMPANY LLC ROAD SALT	0		04/08/2013	1,523.67
					Total SNOW PLOWING	1,523.67
					Fund Total	1,523.67
Fund: LOCAL STREETS						
Dept: SNOW PLOWING						
203-478.000-740.000	OPERATING	DETROIT SALT COMPANY LLC ROAD SALT	0		04/08/2013	820.43
					Total SNOW PLOWING	820.43
					Fund Total	820.43
Fund: DOWNTOWN DEVELOPMENT AUTHORITY						
260-000.000-740.000	OPERATING	HUNT SIGN CO., LTD FARMER'S MKT SIGNS	0		04/08/2013	139.40
					Total	139.40

INVOICE APPROVAL LIST BY FUND  
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Date: 04/04/2013  
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The City of South Lyon

Fund Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: DOWNTOWN DEVELOPMENT AUTHORITY						
						Fund Total
						139.40
Fund: WATER & SEWER						
Dept: WATER / REPAIR						
592-540.000-740.000	OPERATING	USA BLUE BOOK CURB STOP LOCK	0		04/08/2013	90.90
592-540.000-740.000	OPERATING	BLACKBURN MANUFACTURING COM MISS DIG FLAGS	0		04/08/2013	99.29
592-540.000-956.000	MISCELLANE	PLYMOUTH PLUMBING & SEWER SERV WATER HEATER @ 665 E. RIDGE	0		04/08/2013	650.00
592-540.000-956.000	MISCELLANE	C & S SOLUTIONS, INC. LINE LOCATOR	0		04/08/2013	1,775.98
						-----
Total WATER / REPAIR						2,616.17
Dept: SEWER / REPAIR						
592-550.000-930.000	REPAIR MAI	PLUMBERS SERVICE SANITARY SEWER CLEANING	0		04/08/2013	162.00
592-550.000-956.000	MISCELLANE	C & S SOLUTIONS, INC. LINE LOCATOR	0		04/08/2013	1,775.97
						-----
Total SEWER / REPAIR						1,937.97
Dept: WATER						
592-556.000-727.000	OFFICE SUP	OFFICE EXPRESS OFFICE SUPPLIES	0		04/08/2013	12.54
592-556.000-740.000	OPERATING	ARBOR SPRINGS WATER CO., INC. LAB SUPPLIES	0		04/08/2013	13.13
592-556.000-740.000	OPERATING	PARAGON LABORATORIES, INC. WATER ANALYSIS	0		04/08/2013	157.50
592-556.000-740.000	OPERATING	FISHER SCIENTIFIC LAB SUPPLIES	0		04/08/2013	64.32
592-556.000-801.000	PROFESSION	HUBBELL, ROTH, & CLARK, INC. DWRP	0		04/08/2013	32,970.57
592-556.000-801.000	PROFESSION	HUBBELL, ROTH, & CLARK, INC. COL ACRES HYDRANT ACCEPTANCE	0		04/08/2013	243.96
592-556.000-801.211	WELLHEAD P	AMERICAN VIDEO TRANSFER INC WELLHEAD & STORMAWATER DVD	0		04/08/2013	202.00
592-556.000-820.000	COMPUTER	CCA, INC. EXTENSION CABLE	0		04/08/2013	14.99
592-556.000-863.000	VEHICLE MA	ADVANCE AUTO PARTS BEARING & SEALS-N-2	0		04/08/2013	43.03
592-556.000-863.000	VEHICLE MA	O'REILLY AUTO PARTS MECHANIC'S TOOLS	0		04/08/2013	31.41
592-556.000-863.000	VEHICLE MA	O'REILLY AUTO PARTS OIL FILTERS	0		04/08/2013	11.20
592-556.000-863.000	VEHICLE MA	SHARE CORP. MECHANIC'S SUPPLIES	0		04/08/2013	16.48
592-556.000-863.000	VEHICLE MA	GRAINGER IMPACT DRIVER-MECHANIC TOOL	0		04/08/2013	33.19
592-556.000-931.000	BUILDING M	PEERLESS MIDWEST, INC. CLEANED WELL #2	0		04/08/2013	4,988.00
						-----
Total WATER						38,802.32
Dept: WASTEWATER						
592-557.000-727.000	OFFICE SUP	OFFICE EXPRESS OFFICE SUPPLIES	0		04/08/2013	12.53
592-557.000-740.000	OPERATING	ADVANCE AUTO PARTS BATTERY CHARGER FOR BARGE	0		04/08/2013	29.29
592-557.000-740.000	OPERATING	BRIGHTON ANALYTICAL, INC. WW ANALYSIS	0		04/08/2013	41.25
592-557.000-740.000	OPERATING	CHEMCO PRODUCTS INC. POLYMER	0		04/08/2013	3,960.00
592-557.000-740.000	OPERATING	GENERAL CHEMICAL ALUMINUM SULFATE	0		04/08/2013	5,164.82
592-557.000-740.000	OPERATING	GRAINGER AERATION BASIN DIFFUSER PARTS	0		04/08/2013	169.60
592-557.000-740.000	OPERATING	HACH COMPANY DISSOLVED OXYGEN METER & PROBE	0		04/08/2013	2,045.95
592-557.000-740.000	OPERATING	MAC'S MARINA MOTOR FOR WORK BARGE	0		04/08/2013	148.94
592-557.000-740.000	OPERATING	PROFESSIONAL PUMP INC POST AERATION BLOWER SEAL KIT	0		04/08/2013	220.72

INVOICE APPROVAL LIST BY FUND  
CHECKS TO BE APPROVED 4/8/13

Date: 04/04/2013  
Time: 9:42am  
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The City of South Lyon

Fund Department A	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: WATER & SEWER						
Dept: WASTEWATER						
592-557.000-740.000	OPERATING	ARBOR SPRINGS WATER CO., INC. LAB SUPPLIES	0		04/08/2013	13.12
592-557.000-740.000	OPERATING	ANN ARBOR WELDING SUPPLY CO CYLINDER RENTAL	0		04/08/2013	21.28
592-557.000-740.000	OPERATING	ENVIRONMENTAL RESOURCE ASSOC. WATER TESTING SAMPLES	0		04/08/2013	1,039.68
592-557.000-740.000	OPERATING	PARKSON CORPORATION DIFUSER REPAIR PARTS	0		04/08/2013	801.13
592-557.000-740.000	OPERATING	DUBOIS-COOPER ASSOC., INC. ACTIFLOW UV LIGHT BALLAST	0		04/08/2013	1,671.00
592-557.000-740.000	OPERATING	FISHER SCIENTIFIC LAB SUPPLIES	0		04/08/2013	64.31
592-557.000-740.000	OPERATING	PARAGON LABORATORIES, INC. WW ANALYSIS	0		04/08/2013	165.00
592-557.000-740.000	OPERATING	PULSAR PROCESS MEASUREMENT REPAIR SLUDGE TANK LEVEL SENSO	0		04/08/2013	1,368.46
592-557.000-931.000	BUILDING M	UTILITIES INSTRUMENTATION SLUDGE PUMP VFD REPAIRS	0		04/08/2013	3,252.50
Total WASTEWATER						20,189.58
Fund Total						63,546.04
Grand Total						83,088.23

The above checks have been approved for payment.

\_\_\_\_\_  
Lisa Deaton, City clerk/Treasurer

\_\_\_\_\_  
Tedd M. Wallcae, Mayor



# **AGENDA NOTE**

**New Business: Item #1**

**MEETING DATE:** April 8, 2013

**PERSON PLACING ITEM ON AGENDA:** Police Chief

**AGENDA TOPIC:** Farmers Market Road Closure

**EXPLANATION OF TOPIC:** The Downtown Development Authority is requesting the closure of W. Liberty St. from Lafayette to just east of the AT&T driveway on Saturdays, from 7 a.m. to 4 p.m., May 23, 2013 through October 10, 2013 to facilitate pedestrian traffic between the north and south Farmers Market lots.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** Application; area map; Road Closure Approval Form

**POSSIBLE COURSES OF ACTION:** Approve/do not approve the request

**RECOMMENDATION:** Approve the DDA request

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to authorize the closure of W. Liberty Street from Lafayette to just east of the AT&T driveway on Saturdays, from 7 a.m. to 4 p.m., May 23, 2013 through October 10, 2013.

04/08/13

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 Farmers Market on Saturdays, 7 a.m. to 4 p.m., from May 23, 2013 through October 10, 2013 and the related road closures: West Liberty Street from Lafayette Street to just east of the AT&T driveway on West Liberty Street

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 \_\_\_\_\_, 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

To see all the details that are visible on the screen, use the "Print" link next to the map.

Google





# SOUTH LYON POLICE DEPARTMENT

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

Rec. 03/22/13  
ATC

## BLOCK PARTY APPLICATION

Date Application Submitted: 3/21/13 Requested Block-off Date: Saturdays May 23 - Oct 10th  
Applicant / Contact's Name: South Lyon DBA Gary Childs PH#: 248-437-0500  
Applicant Address: 335 S. Warren St. South Lyon MI 48178

Block-off Time: 7:00 a.m. Block-off removal Time: 4:00 p.m.

Street Names to be blocked off: Liberty St between S. Lafayette  
and the AT&T driveway to allow walking between  
the north + south farmers market lots.

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)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

[Signature]  
Applicant's SIGNATURE

APPROVED [ ] DENIED [ ]

\_\_\_\_\_  
Lloyd T. Collins, Chief of Police

# AGENDA NOTE

New Business: Item #2

**MEETING DATE:** April 8, 2013

**PERSON PLACING ITEM ON AGENDA:** Fire Chief Mike Kennedy

**AGENDA TOPIC:** Acceptance of MMRMA grant for fire officer training

**EXPLANATION OF TOPIC:** SLFD has received a matching grant from the Michigan Municipal Risk Management Authority (MMRMA) for an online fire officer training program. This program was budgeted for our 2013-2014 budget, but because of the six-month completion timeframe, I am requesting the funding to start this program this current fiscal year.

The Blue Card Online Program is a fifty hour online course that teaches the cognitive portion of the Blue Card program. The online program marries the critical concepts of incident management, strategy & tactics and key firefighter safety requirements with high-fidelity structure fire simulations. This moves the material beyond the theory into the actual application of the work. Using the Internet to package and deliver the training provides a much more interactive experience for the student.

Online training standardizes the cognitive delivery of the material and the students' progresses at their own pace and completion is recorded and tracked within the record keeping system. This program is of special benefit to SLFD because our on-call fire officers can take it at their convenience at home or at the fire station. This will allow them greater flexibility to balance their full time employment and family commitments

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** Grant letter.

**POSSIBLE COURSES OF ACTION:** Approve/do not approve the expenditure of \$3,080.00 for the Blue Card Command training to receive a 50% reimbursement grant from MMRMA.

**RECOMMENDATION:** Approve expenditure of \$3,080.00 for the Blue Card Command training to receive a 50% reimbursement grant from MMRMA.

**SUGGESTED MOTION:**

Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve the expenditure of \$3,080.00 for the Blue Card Command training to receive a 50% reimbursement grant from MMRMA.

# Memorandum of Understanding

---

The Charter Township of Lyon and City of South Lyon enter into this “Memorandum of Understanding” to provide expedient emergency fire and EMS service to those areas of the Charter Township of Lyon that are proximate to the City of South Lyon fire station. The Charter Township of Lyon will assist the City of South Lyon for fire incidents during the hours of the South Lyon Fire Department’s weekday shift program.

Either entity may terminate or amend this agreement as it pertains to responses within their municipality at any time with or without cause.

## **CHARTER TOWNSHIP OF LYON**

The Lyon Township Fire Department maintains its role as the Authority Having Jurisdiction (AHJ) for all incidents within the Charter Township of Lyon.

The City of South Lyon shall not bill the Charter Township of Lyon for these responses. Upon request by the Charter Township of Lyon, City of South Lyon may provide a bill for purposes of cost recovery.

### **I. Lyon Township Applicable Incidents**

- a. Within the Charter Township of Lyon map sections 18-3, 19-1, 19-3, 29-3, 30-1, 30-3, 31-1, 31-2, 31-3, 31-4, 32-1, 32-2, 32-3, 32-4.

#### **i. EMS incidents**

- 1. “Delta” and “Echo” responses
- 2. Motor vehicle crash with injury

#### **ii. Fire incidents**

- 1. Structure fire
- 2. Vehicle fire
- 3. Grass / brush / wild land fire
- 4. Dumpster fire
- 5. Inside smoke investigation
- 6. Natural gas leak – inside or outside

### **II. Lyon Township Non-Applicable Incidents**

- a. Within the Charter Township of Lyon map sections 18-3, 19-1, 19-3, 29-3, 30-1, 30-3, 31-1, 31-2, 31-3, 31-4, 32-1, 32-2, 32-3, 32-4.

- i. All other incidents, not described above. Additionally, this agreement does not apply to the following incidents.

- 1. Burning complaint
- 2. Carbon monoxide incident without symptoms
- 3. Citizen assist
- 4. Fire alarms (no additional report of smoke / fire)
- 5. Motor vehicle crash without injury i.e. environmental clean-up

6. Non-emergency calls for service
7. Odor complaint
8. Outside smoke investigation
9. Tree down
10. Unknown motor vehicle crash
11. Wire down

**III. Lyon Township Dispatch**

- a. The South Lyon Fire Department (SLFD) will be “dual-dispatched” for incidents within the Lyon Township Fire Department (LTFD) that meet the applicable criteria. The Oakland County Sheriff Dispatch will set-off both Lyon Township Fire Department and South Lyon Fire Department tones for the applicable incidents. All radio traffic will be handled by Oakland County. The South Lyon Fire Department will generate its own incident number following the incident and obtain response times by calling LTFD upon conclusion of the incident.

**IV. South Lyon Fire Department Response**

- a. SLFD will respond with one apparatus for the applicable incidents. For structure fires, SLFD will respond in accordance with the MABAS response card. If a SLFD apparatus arrives on scene prior to LTFD, SLFD will not cancel LTFD but will simply advise if LTFD can proceed normal traffic. For all incidents in the Charter Township of Lyon, SLFD will transfer command to LTFD upon the arrival and briefing of the LTFD.

## **CITY OF SOUTH LYON**

The South Lyon Fire Department maintains its role as the Authority Having Jurisdiction (AHJ) for all incidents within the City of South Lyon.

The Charter Township of Lyon shall not bill the City of South Lyon for these responses. Upon request by the City of South Lyon, the Charter Township of Lyon may provide a bill for purposes of cost recovery.

**I. City of South Lyon Applicable Incidents**

- a. Dual response within the City of South Lyon shall only be in affect during the hours of SLFD’s day shift program. SLFD’s day shift program usually occurs on weekdays between the hours of 7:00 AM and 4:00 PM. SLFD does not staff its day shift program on City holidays, and this dual response will not be in effect on these days.

**i. Fire incident**

1. Structure fire
2. Vehicle fire
3. Grass / brush / wild land fire
4. Dumpster fire
5. Inside smoke investigation
6. Natural gas leak – inside or outside

**II. City of South Lyon Non-Applicable Incidents**

- a. City of South Lyon.
  - i. All other incidents, not described above. Additionally, this agreement does not apply to the following incidents.
    - 1. Burning complaint
    - 2. Carbon monoxide incident without symptoms
    - 3. Citizen assist
    - 4. EMS incident
    - 5. Fire alarm (no additional report of smoke / fire)
    - 6. Motor vehicle with or without injuries
    - 7. Non-emergency calls for service
    - 8. Odor complaint
    - 9. Outside smoke investigation
    - 10. Tree down
    - 11. Unknown motor vehicle crash
    - 12. Wire down

**III. City of South Lyon Dispatch**

- a. The on-duty SLFD staff shall call the LTFD on-duty crew on LYF\_FD1 and request a response. All radio traffic will be handled by Novi Dispatch. LTFD will generate its own incident number following the incident and obtain response times by calling SLFD upon conclusion of the incident.

**IV. Lyon Township Fire Department Response**

- a. LTFD will respond with one engine for the applicable incidents. If a LTFD apparatus arrives on scene prior to SLFD, LTFD will not cancel SLFD but will simply advise if SLFD can proceed normal traffic. For all incidents in the City of South Lyon, LTFD will transfer command to SLFD upon the arrival and briefing of SLFD.

CHARTER TOWNSHIP OF LYON  
"LYON TOWNSHIP"

CITY OF SOUTH LYON  
"SOUTH LYON"

By: \_\_\_\_\_  
Lannie Young  
Its: Supervisor  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Tedd Wallace  
Its: Mayor  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Michele Cash  
Its: Clerk  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Lisa Denton  
Its: Clerk  
Date: \_\_\_\_\_



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

March 20, 2013

Mike Kennedy  
City of South Lyon  
217 Whipple Street  
South Lyon, MI 48178

**RE: RAP**

Dear Mr. Kennedy:

I am pleased to inform you that your RAP application was approved. The Committee authorized 50% funding up to \$1,540 for the tuition portion of the Blue Card Command Online Fire Officer training.

RAP funds are issued on a reimbursement basis. Payment will be based upon confirmation from the City of South Lyon of completion of the course. **Please send a copy of certificates of completion or other documentation of attendance, completed course evaluation, and proof of payment along with invoices or copies of other documentation of the expenditure.** Such documentation is needed in order to verify that the grant allotted is being used for the training described in your application.

Payment of RAP funds is contingent upon the City of South Lyon remaining a Member of MMRMA and in compliance with the Joint Powers Agreement. Your reimbursement is valid for six months from the date of this letter.

Sincerely,

A handwritten signature in black ink, appearing to be "CS" with a stylized flourish and a small "KS" or similar mark below it.

Charles Schwab  
Director of Risk Management

CS/clc

cc: David Murphy, City Manager  
Ibex Insurance Agency

# AGENDA NOTE

New Business: Item #3

**MEETING DATE:** April 8, 2013

**PERSON PLACING ITEM ON AGENDA:** Fire Chief Mike Kennedy

**AGENDA TOPIC:** Dual Response Agreement with the Charter Township of Lyon

**EXPLANATION OF TOPIC:** SLFD has been in discussion with the Lyon Township FD to expand upon our existing mutual aid agreement. The current automatic mutual aid agreement is for structure fires. This Memorandum of Understanding would expand the agreement to have SLFD respond on emergency incidents along the Pontiac Trail corridor and portions of the Charter Township of Lyon surrounded by the City. Also, Lyon Township FD would assist SLFD with fire incidents during weekdays.

It is estimated this may add an additional four responses per month for SLFD.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** Draft MOU.

**POSSIBLE COURSES OF ACTION:** Approve/do not approve the Memorandum of Understanding with the Charter Township of Lyon to expand the current fire service mutual aid agreement.

**RECOMMENDATION:** Approve the Memorandum of Understanding with the Charter Township of Lyon to expand the current fire service mutual aid agreement.

**SUGGESTED MOTION:**

Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve the Memorandum of Understanding with the Charter Township of Lyon to expand the current fire service mutual aid agreement.

# Memorandum of Understanding

---

The Charter Township of Lyon and City of South Lyon enter into this "Memorandum of Understanding" to provide expedient emergency fire and EMS service to those areas of the Charter Township of Lyon that are proximate to the City of South Lyon fire station. The Charter Township of Lyon will assist the City of South Lyon for fire incidents during the hours of the South Lyon Fire Department's weekday shift program.

Either entity may terminate or amend this agreement as it pertains to responses within their municipality at any time with or without cause.

## **CHARTER TOWNSHIP OF LYON**

The Lyon Township Fire Department maintains its role as the Authority Having Jurisdiction (AHJ) for all incidents within the Charter Township of Lyon.

The City of South Lyon shall not bill the Charter Township of Lyon for these responses. Upon request by the Charter Township of Lyon, City of South Lyon may provide a bill for purposes of cost recovery.

### **I. Lyon Township Applicable Incidents**

- a. Within the Charter Township of Lyon map sections 18-3, 19-1, 19-3, 29-3, 30-1, 30-3, 31-1, 31-2, 31-3, 31-4, 32-1, 32-2, 32-3, 32-4.

#### **i. EMS incidents**

- 1. "Delta" and "Echo" responses
- 2. Motor vehicle crash with injury

#### **ii. Fire incidents**

- 1. Structure fire
- 2. Vehicle fire
- 3. Grass / brush / wild land fire
- 4. Dumpster fire
- 5. Inside smoke investigation
- 6. Natural gas leak – inside or outside

### **II. Lyon Township Non-Applicable Incidents**

- a. Within the Charter Township of Lyon map sections 18-3, 19-1, 19-3, 29-3, 30-1, 30-3, 31-1, 31-2, 31-3, 31-4, 32-1, 32-2, 32-3, 32-4.

- i. All other incidents, not described above. Additionally, this agreement does not apply to the following incidents.

- 1. Burning complaint
- 2. Carbon monoxide incident without symptoms
- 3. Citizen assist
- 4. Fire alarms (no additional report of smoke / fire)
- 5. Motor vehicle crash without injury i.e. environmental clean-up

6. Non-emergency calls for service
7. Odor complaint
8. Outside smoke investigation
9. Tree down
10. Unknown motor vehicle crash
11. Wire down

**III. Lyon Township Dispatch**

- a. The South Lyon Fire Department (SLFD) will be “dual-dispatched” for incidents within the Lyon Township Fire Department (LTFD) that meet the applicable criteria. The Oakland County Sheriff Dispatch will set-off both Lyon Township Fire Department and South Lyon Fire Department tones for the applicable incidents. All radio traffic will be handled by Oakland County. The South Lyon Fire Department will generate its own incident number following the incident and obtain response times by calling LTFD upon conclusion of the incident.

**IV. South Lyon Fire Department Response**

- a. SLFD will respond with one apparatus for the applicable incidents. For structure fires, SLFD will respond in accordance with the MABAS response card. If a SLFD apparatus arrives on scene prior to LTFD, SLFD will not cancel LTFD but will simply advise if LTFD can proceed normal traffic. For all incidents in the Charter Township of Lyon, SLFD will transfer command to LTFD upon the arrival and briefing of the LTFD.

## **CITY OF SOUTH LYON**

The South Lyon Fire Department maintains its role as the Authority Having Jurisdiction (AHJ) for all incidents within the City of South Lyon.

The Charter Township of Lyon shall not bill the City of South Lyon for these responses. Upon request by the City of South Lyon, the Charter Township of Lyon may provide a bill for purposes of cost recovery.

**I. City of South Lyon Applicable Incidents**

- a. Dual response within the City of South Lyon shall only be in affect during the hours of SLFD’s day shift program. SLFD’s day shift program usually occurs on weekdays between the hours of 7:00 AM and 4:00 PM. SLFD does not staff its day shift program on City holidays, and this dual response will not be in effect on these days.

**i. Fire incident**

1. Structure fire
2. Vehicle fire
3. Grass / brush / wild land fire
4. Dumpster fire
5. Inside smoke investigation
6. Natural gas leak – inside or outside

**II. City of South Lyon Non-Applicable Incidents**

- a. City of South Lyon.
  - i. All other incidents, not described above. Additionally, this agreement does not apply to the following incidents.
    - 1. Burning complaint
    - 2. Carbon monoxide incident without symptoms
    - 3. Citizen assist
    - 4. EMS incident
    - 5. Fire alarm (no additional report of smoke / fire)
    - 6. Motor vehicle with or without injuries
    - 7. Non-emergency calls for service
    - 8. Odor complaint
    - 9. Outside smoke investigation
    - 10. Tree down
    - 11. Unknown motor vehicle crash
    - 12. Wire down

**III. City of South Lyon Dispatch**

- a. The on-duty SLFD staff shall call the LTFD on-duty crew on LYF\_FD1 and request a response. All radio traffic will be handled by Novi Dispatch. LTFD will generate its own incident number following the incident and obtain response times by calling SLFD upon conclusion of the incident.

**IV. Lyon Township Fire Department Response**

- a. LTFD will respond with one engine for the applicable incidents. If a LTFD apparatus arrives on scene prior to SLFD, LTFD will not cancel SLFD but will simply advise if SLFD can proceed normal traffic. For all incidents in the City of South Lyon, LTFD will transfer command to SLFD upon the arrival and briefing of SLFD.

CHARTER TOWNSHIP OF LYON  
"LYON TOWNSHIP"

CITY OF SOUTH LYON  
"SOUTH LYON"

By: \_\_\_\_\_  
Lannie Young  
Its: Supervisor  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Tedd Wallace  
Its: Mayor  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Michele Cash  
Its: Clerk  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Lisa Denton  
Its: Clerk  
Date: \_\_\_\_\_

# **AGENDA NOTE**

**New Business: Item #4**

**MEETING DATE:** April 8, 2013

**PERSON PLACING ITEM ON AGENDA:** Council Member Kivell

**AGENDA TOPIC:** Discussion on the Government Access Cable Channel.

**EXPLANATION OF TOPIC:** At the City Council Meeting of March 25, 2013 the City discussed the use of the Government Access Channel (19). This is a continuation of that discussion.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:** Handouts from Councilmember Kivell, bylaws from the Greater West Bloomfield Cable Communications Commission and a spreadsheet with the annual franchise fee money the city has received from the cable company since 2007.

**POSSIBLE COURSES OF ACTION:** N/A

**RECOMMENDATION:** N/A

**SUGGESTED MOTION:** N/A

## City Cable Channel Commission

1. My recommendations for creating the commission are:
  - a. Use the city website and the SL Herald to solicit applicants for Cable Commissioners.
  - b. The applicants should be City residents because the cable channel is a City asset.
  - c. The Commissioners should be recommended and approved by City Council.
  - d. The Commission could be a five or seven member body with one member of City Council serving on the commission and as liaison to City Council.
  - e. Terms of the appointed commissioners should run two years on a five member commission and three years on a seven member commission with two positions expiring per year. The initial commission terms would be one, two or three years depending on the decision of a five or seven member commission.
  
2. My recommendation for Commission responsibilities would be:
  - a. Create Government Access Channel by-laws. – I have example by-laws from three neighboring cable commissions to use as templates.
  - b. Determine strategies for the creation and scheduling of content.
  - c. Recommend capital improvements needed for improved cablecast video and audio quality.
  - d. Approve content for cablecasting.
  - e. Determine strategies for the advertising and promotion of the cablecast.
  - f. Act as the liaison for our subscribing residents to address problems with the performance, content, quality and pricing of the service of our cable provider.

## **Equipment Needs**

The good news is, you already have much of the equipment to get started at a base level which includes a PC with PowerPoint and the WOW equipment (modulator, etc.) that allows the signal to cablecast to WOW subscribers. I recommend adding the following equipment which will allow you to acquire better content more easily and greatly improve the channel:

### **Phase 1**

Digital Video Camera. \$700.

Camera accessories \$200 (extra battery, SD Cards, camera case)

Tripod \$200

Video editing software \$200

2 microphones with cables \$120

Laptop for editing \$800 (you may already have a laptop at the city that can be used)

**Total:** \$2,220

With this list, you can begin gathering content that is technically much cleaner, meets NTSC standards and provides the quality your audience expects. While HD is not needed to cablecast, the camera will be HD camera (they all are now). But, it will also allow you to shoot in 16:9 (or wide screen) which will play much cleaner in living rooms and will look much better online.

With this basic equipment, you can begin gathering content to build your library. To put in on the air, you will simply need to manually line up the edited files on the computer and someone has to press play. Some one has to press pause when you need to update the content. Doable, but plenty of room for errors.

### **Phase 2**

To get around that manual process, you need an automated playback system. Virtually every PEG system in the country has an automated playback system (or a digital video broadcast server), so there are a lot of products out there. Along with a system to playback video, you could also add character generator, logo generator, custom bottom of screen crawls, etc. But that's more of a Phase 3 item. My recommendation is to, once you learned how to create and edit content and begin building a library of content, you add a playback system in phase 2. The low end solutions will be around \$12,000. A better solution with more storage, more graphic and playback scheduling tools will put you closer to \$20,000. These prices include training. A couple brands to consider: Leightronix (Michigan based), Synergy Broadcast Systems, TelVue.

## **Content**

I suggest starting small using the equipment you have now which is basically the PowerPoint slides running on a PC. But also, you have a television studio available to you at anytime to shoot multi-camera production for meetings, interviews and events.

## **Slides**

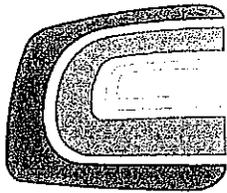
Running slides is a very good and inexpensive way to build filler content. I recommending adding slides (or series of slides) that cover information in these areas:

- Water Department: Billing process, rate information, future plans/timeline, ways to save water indoor and outdoor
- Boards: A series of slides on city commissions and boards; who are the members, when they meet, what they discuss, etc.
- Tax Information: When it's due, late fees
- Community Events: details on where, when, etc.
- City Departments: the role of various departments and what they handle.
- Police and Fire contact info, fire prevention info
- City Ordinance info
- City Election info
- South Lyon Trivia
- Photo Contests
- Disposal and Recycling
- Various city services, what they do and who to contact

**Short Elements for Content Inventory.** With a little training, these ideas can be accomplished in-house or by giving organizations instructions on how to submit content:

- Question of the week. A simple, non-controversial question you pose to residents. Edit together a string of responses. That's an easy two minutes.
- A one minute piece on a business opening with video of the ribbon cutting and a short quote from the owner
- The library provides a monthly preview of their top events. Video of the on-air person intro then add slides over voice over. Another easy two minutes.
- Simple weekly or monthly interview with a council member(s), mayor and/or City Manager on a current issue, event or upcoming project. Very little editing. Three minutes.
- The same project as above, except the interviewee is a business owner
- The same project as above, except the interviewee is a resident.
- The same project as above, except the interviewee is a student
- Service organization updates (Lions, VFW, Rotary, Scouts, etc.)
- Overview of each park; features and ways to use it (i.e. how do I book the gazebo at McHattie)
- Provide instructions, guidelines and restrictions to residents on how (and what) they can provide content to the channel.
- Much more complex content can be developed, but to get started, these ideas can be executed pretty easily.





# GREATER WEST BLOOMFIELD CABLE COMMUNICATIONS COMMISSION

KEEGO HARBOR • ORCHARD LAKE • SYLVAN LAKE • WEST BLOOMFIELD

## **BYLAWS**

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### **ARTICLE I**

#### **PREAMBLE**

The Greater West Bloomfield Cable Communications Commission, hereinafter referred to as the "Commission" is established pursuant to the

AGREEMENT BETWEEN THE CHARTER TOWNSHIP OF WEST BLOOMFIELD, CITIES OF KEEGO HARBOR, SYLVAN LAKE, AND ORCHARD LAKE TO CONDUCT AND TO ESTABLISH A JOINT ADVISORY BOARD FOR CABLE COMMUNICATIONS, executed on June 5, 1984.

### **ARTICLE II**

#### **PURPOSES**

SEC. 1. **PURPOSES.** This Commission is established to make recommendations to the respective communities on how to spend the funds provided in the Franchise Agreements and other areas such as access and channel usage, to be responsible for maintaining a line of communication in and among communities, and for other public purposes including, but not limited, to the following:

1. Determining community needs and/or interests in local programming.
2. Recommending specific plans for public access management, program production, channel assignment, equipment allocation, etc.
3. Coordinating support, as needed, for governmental access programming.
4. Promoting community awareness and involvement in local programming, and facilitating training and production opportunities.
5. Reviewing periodically the performance of the cable system operator or operators ("Operator") and making recommendations regarding such performance.
6. Acting as liaison between the four communities, cable subscribers, residents, and the system operator, including receiving communications for system development and operation.

SEC. 2. CONFLICTS. No person shall accept or maintain membership on the Commission if such membership shall constitute a conflict of interest.

SEC. 3. APPOINTMENTS. Appointments to the Commission shall be made by the respective legislative bodies for a term of office to be determined by that body. Each member shall serve for the term for which he is appointed and until his successor is appointed or until his resignation or removal, provided that a member may be removed at any time with or without cause by a majority vote of the legislative body having appointed such member.

SEC. 4. VACANCIES. Should a vacancy occur on the Commission, a replacement shall be named by the appropriate legislative body to fill the remainder of the unexpired term.

#### ARTICLE IV

##### MEETINGS

SEC. 1. REGULAR MEETINGS. The Commission shall hold regular meetings on the second Thursday of each month or on an alternate day, as approved by the Commission, unless the meeting is canceled by the Commission.

SEC. 2. SPECIAL MEETINGS. Special meetings of the Commission may be called at any time by the Chairperson or by a majority of the members of the Commission.

SEC. 3. NOTICE. Members shall be notified in writing of the time, place and purpose of all meetings of the Commission at least three days prior to the date scheduled for said meeting. Attendance of a member at a meeting constitutes a waiver of notice of said meeting, except where the member attends the meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

SEC. 4. QUORUM. A majority of the members of the Commission then in office constitutes a quorum for the transaction of business. The vote of the majority of members present at a meeting at which a quorum is present constitutes the action of the Commission.

SEC. 5. ACTION WITHOUT A MEETING. No action may be taken by the Commission unless voted on at a meeting of the Commission, a quorum being present. Only votes cast by members of the Commission in attendance shall be considered.

SEC. 6. CONDUCT OF MEETINGS. Meetings of the Commission shall be conducted in accordance with the Open Meetings Act; Public Act 267 of 1976, as may be amended.

SEC. 7. RULES. The meetings shall be conducted according to Robert's Rules of Order Newly Revised.

SEC. 8. ATTENDANCE. If any member shall have been absent from three consecutive meetings of the Commission, the Commission may recommend to the legislative body which appointed that member that such member be removed.

1. have custody and keep account of all money, funds and property of the Commission, unless otherwise determined by the Commission.
2. render such accounts and present such statements to the Commission and Chairperson as may be required, both in regard to the Commission's annual budget and the Cable Joint Venture Fund.
3. direct the deposit of all funds of the Commission as the Commission may designate and monitor and maintain bank accounts in the name of the Commission.
4. cause money to be paid out in accordance with the annual budget of the Commission and the actions of the Commission and the four communities upon the order of the properly constituted officer or officers of the Commission, provided, however, that the Commission shall have power by resolution to delegate any of the duties of the Treasurer to other Officers and to provide by what Officers, if any, all bills, notes, checks, vouchers, orders or other instruments shall be countersigned.
5. prepare, or cause to be prepared, a proposed budget for the expenditure of Cable Joint Venture Funds and other considerations provided by the Operator in order to provide for the administration, professional, and consultant costs of the Commission, and to provide for the promotion and development of public-benefit usage of the cable system.
6. perform additional duties as delegated by the Commission.

SEC. 5. DELEGATION OF DUTIES. The Commission may delegate the duties of the Secretary and the Treasurer to the Executive Director. The performance of such duties by the Executive Director will be evaluated.

## **ARTICLE VII**

### **COMMITTEES**

SEC. 1. STRUCTURE OF COMMITTEES. The Commission may establish both standing committees and select committees. Each committee shall have no more than six members, including no more than three members representing West Bloomfield Township and one member representing each of the cities. The Commission Chairperson shall appoint the chairperson and members of each committee, subject to approval by a majority vote of the Commission. Each committee shall establish its meeting schedule and procedures and shall form sub-committees as needed.

SEC. 2. STANDING COMMITTEES. There shall be three standing committees of the Commission.

1. The Commission Operations and Strategic Planning Committee, responsible for a) contracting the resources necessary to accomplish the Commission's Scope of Operations and evaluating contractors, b) the operation of the Commission in accordance with its bylaws, protocols, and state law, c) the Commission's vision and mission, d) the development of revenue sources, e) relationships with government and community organizations, f) assessing local needs and how to meet those needs, g) functioning as an information resource and advocate for the Commission, communities, and residents, locally and through state and national organizations, h) franchise agreements with cable providers, i) current telecommunications technology and policy, j) infrastructure, and k) other matters as may be directed by the Commission.